



# CITY OF SOUTH BEND

## DEPARTMENT OF PUBLIC WORKS

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### Meeting Minutes: Special Events Committee

Date: February 25, 2026

Time: 1:09 pm - 1:27 pm

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#### Members Present:

- Amy Roush
- Derek Erquhart (Teams)
- Coby Deal
- Kyle Ludlow
- Brad Rohrscheib

### Agenda Items & Discussion Highlights

#### 1. Call to Order

The meeting was called to order at 1:09 pm.

#### 2. Approval of Minutes

**Motion to Approve Minutes:** Ms Roush initiated a motion to approve the minutes from the previous meeting, which was seconded and passed without opposition, confirming the official record.

#### 3. Approval of Special Events

##### South Bend Westside Memorial Day Parade – May 25 2026

- **South Bend Westside Memorial Day Parade Planning and Approval:** Katie, Niezgodski, and Derek Erquhart, discussed the details, logistics, and city involvement for the 100th South Bend Westside Memorial Day Parade, culminating in unanimous approval for the event on May 25th, 2026.
- **Event Overview and Significance:** Katie, identified as the parade marshal, described the parade as a major city-sponsored event involving veterans organizations, local businesses, social clubs, and schools, with a tradition spanning 100 years and attracting participants and attendees from across the city and neighboring areas.
- **Logistics and Route Details:** The parade is scheduled to start at 8:15 AM with setup beginning at 6:00 AM; there is no makeup day, and cancellation due to weather is rare. The route and plan remain unchanged from previous years, with coordination among the Street Department, Traffic and Lighting, and Police Department for safety and coverage.
- **Community and School Involvement:** Sheila Niezgodski confirmed city sponsorship and highlighted participation from local schools such as Washington High School, as well as bands from outside the city, emphasizing the event's community pride and broad engagement.
- **Preparations and Volunteer Coordination:** Preparations include sending notification letters to residents the weekend before, conducting pothole checks two weeks prior, arranging additional parking with local businesses, and leveraging a large volunteer base for event operations.

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- **Approval and Next Steps:** After confirming all logistical and safety measures, Amy put forth a motion to approve the parade, which was seconded and unanimously passed, officially authorizing the event for May 25th, 2026.

## Cinco de Mayo Festival – May 2 2026

- **Cinco de Mayo Festival Planning and Conditional Approval:** Juan Ramos from St. Adalbert Parish presented the Cinco de Mayo Festival application, addressed questions from committee members regarding street closures and resident communication, and received conditional approval for the May 2nd, 2026 event pending homeowner signatures.
- **Event Description and Street Closures:** Juan Ramos explained that the festival will be held on parish grounds, requesting city assistance to close Huron and Grace Streets from Olive to Mead, with only partial sidewalk closure on Grace Street and no alcohol sales.
- **Resident Communication Requirements:** Brad inquired about communication with affected residents; Juan confirmed that signatures from residents on both Grace and Huron Streets would be collected closer to the event, as is customary, and documentation would be provided.
- **Logistics and Barricades:** The group discussed the use of barricades for street closures and confirmed there was no ongoing construction that would interfere with the event.
- **Conditional Approval Process:** A motion was made and seconded to approve the festival, contingent upon receiving signed approval from at least 50% of affected homeowners, and the motion passed unanimously.

## 5K Color Run Kroc Center – June 27 2026

- **5K Color Run Kroc Center Event Review and Approval:** Members of the committee reviewed the 5K Color Run application, discussed potential scheduling conflicts with another event, clarified route and safety details, and unanimously approved the event for June 27th, 2026.
- **Event Application and Scheduling Conflict:** The committee noted that another event, Bacon Around Bend, was being publicized for the same weekend without a submitted application; the group agreed to proceed with the 5K Color Run application as it was the only one formally submitted.
- **Route and Safety Considerations:** Discussion confirmed that the 5K Color Run route remained unchanged from the previous year, would stay on sidewalks, and would not use the pedestrian bridge, with officers assigned for safety and a rain date set for July 11th.
- **Traffic and Resource Management:** The committee addressed concerns about potential traffic flow issues and resource allocation if both events occurred simultaneously, noting that decisions would be based on submitted applications and available resources.
- **Approval Process:** A motion to approve the 5K Color Run for June 27th, 2026 was made, seconded, and unanimously passed, officially authorizing the event.

## 4. Other Business

## 5. Privilege of the Floor

## 6. Adjournment

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- **Adjournment and Scheduling:** With no further business, a motion to adjourn was made and approved, and the group confirmed the next meeting would be held on March 11th, 2026, with a note that some members would not be present on March 25th. Meeting adjourned at 1:27 pm.

Summary captured by AI.