



CITY OF SOUTH BEND

DEPARTMENT OF PUBLIC WORKS

Meeting Minutes: Special Events Committee

Date: March 11, 2026

Time: 1:00 pm - 1:41 pm

Members Present:

- Amy Roush
- Derek Erquhart
- Coby Deal
- Kyle Ludlow
- Brad Rohrscheib

Agenda Items & Discussion Highlights

1. Call to Order

The meeting was called to order at 1:00 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

Chet Waggoner Opening Day Parade – April 25 2026

- **Approval and Planning for Chet Waggoner Opening Day Parade:** Eddie Williams presented the application for the Chet Waggoner Opening Day Parade on April 25, 2026, and discussed route changes, police and fire escort arrangements, and event logistics with the Special Event Committee, which then approved the event.
- **Event Route and Logistics:** Eddie Williams described the updated parade route, which will go through the neighborhood via Vassar to Diamond, pass the Sunoco station, then continue on Ray Snyder Memorial Blvd, and proceed through the cemetery to Riverside and into the park. This change was made to accommodate current neighborhood conditions and maintain the tradition.
- **Police and Fire Escort Arrangements:** The committee confirmed that police escorts and road blockages will be provided as in previous years, and Eddie mentioned reaching out to Saint Joe County for a possible SWAT vehicle to enhance the parade experience for children.
- **Event Timing and Rain Policy:** The parade will start at 8:00 AM sharp, and there is no rain date; the event will proceed as scheduled or be canceled if weather prevents it.
- **Lead Vehicle Coordination:** The committee emphasized the importance of the lead vehicle knowing the cemetery route, with Eddie confirming they would drive lead as in previous years to ensure smooth navigation.

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- **Event Approval:** After discussion, the committee unanimously approved the Chet Waggoner Opening Day Parade for April 25, 2026.

Mind, Body Spirit Festival – May 2 2026

- **Mind Body Spirit Festival Street Closure and Logistics:** Jamila Thomas from Conscious Michiana presented the Mind Body Spirit Festival application for May 2, 2026, discussing street closure needs, parking arrangements, traffic flow, and safety measures with the committee, which approved the event with specific recommendations for cones and volunteer management.
- **Street Closure and Parking Arrangements:** Jamila Thomas requested the closure of Wall Street between Greenlawn and Ironwood, with overflow parking coordinated at Adams High School and IUSB. The committee discussed the need for additional cones and partial barricades to manage vendor parking and unloading.
- **Traffic Flow and Safety Measures:** The committee and Jamila discussed using tall cones at both ends and at key crosswalks, with volunteers assigned to monitor street and parking access. The committee recommended four rows of tall cones to allow flexible access and ensure safety.
- **Vendor and Food Truck Logistics:** Jamila explained that two to three food trucks are expected, and volunteers will assist with vendor unloading and parking. Overflow parking instructions will be communicated to participants, and volunteers will help manage traffic during setup and breakdown.
- **Cell Phone Ping Data Inquiry:** Jamila inquired about using cell phone ping triangulation to estimate event attendance. The committee advised her to contact Venue's Parks and Arts for assistance with this data collection.
- **Event Approval and Cone Logistics:** The committee approved the event, confirming that the traffic and lighting team will provide approximately 30 tall cones, to be delivered the day before the event for use in managing parking and traffic.

4. Other Business

5. Privilege of the Floor

- **Future Event Application Handling:** The committee noted that several applications were submitted late and discussed the importance of submitting applications at least 60 days in advance, as well as the process for reviewing and approving events with multiple dates.
- **Guidance on Post-Approval Event Changes and Safety Requests:** The committee addressed questions about handling post-approval changes to event logistics, particularly regarding safety measures, and clarified when organizers must return to the committee for approval versus when city staff can make operational adjustments.
- **Criteria for Returning to Committee:** The committee clarified that fundamental changes to event logistics—such as route, date, manpower, or significant safety measures like adding barricades—require the organizer to return to the committee for reevaluation and approval.
- **Operational Adjustments by Staff:** Minor operational adjustments, such as adding a few cones or making efficiency improvements that do not alter the approved event plan, can be handled by city staff without returning to the committee.
- **Handling Requests from External Entities:** The committee discussed the importance of coordinating with external entities, such as the zoo, and ensuring that any significant changes affecting safety or traffic are brought back to the committee for formal approval.
- **Communication with Event Organizers:** Committee members agreed to communicate with event organizers about the need to bring significant changes back to the committee and to coordinate directly with other stakeholders, such as the zoo, for operational details.

6. Adjournment

- **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 April 1, 2026. Due to anticipated absences and lack of quorum, the committee voted to

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cancel the March 25th meeting and reschedule it for April 1st, ensuring compliance with notice requirements. Meeting adjourned at 1:27 pm.

Summary captured by AI.