



CITY OF SOUTH BEND

DEPARTMENT OF PUBLIC WORKS

Meeting Minutes: Special Events Committee

Date: April 22, 2026

Time: 1:00 pm – 2:00 pm

Present (In Person):

Amy Roush

Brad Rohrscheib

Derek Erquhart

Kyle Ludlow

Absent:

Coby Deal

Agenda Items & Discussion Highlights

1. Call to Order

The meeting was called to order at 1:00 pm with a quorum present.

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

Linden Avenue Farmer's Market - 5/9, 6/13, 7/11, 8/8, 9/12/2026

The committee reviewed the application for the Linden Avenue Farmers Market, presented by Ana Arambula. The event will occur on the second Saturday of each month on the following dates: May 9, June 13, July 11, August 8, and September 12, 2026. Road closures were requested for safety reasons, particularly due to children attending the event. Business outreach was discussed, and the applicant confirmed plans to canvas the affected area. The committee agreed that the multiple event dates were adequately documented in the application.

Decision: Approved unanimously.

Steps for Safe Paws – June 6, 2026

The committee reviewed an application from Heather Mason for the Steps for Safe Pause event, scheduled for June 6, 2026, with a rain date of June 13, 2026. This is a non-competitive family walk using East Bank Trail and surrounding paths with no street closures requested. Insurance coordination and nearby construction were discussed, with no conflicts identified.

Decision: Approved unanimously.

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Rebel Art Fest – June 7, 2026

The application for Rebel Art Fest, scheduled for June 7, 2026, was presented by Nat FitzGerald. The committee noted that a detailed site map and security information were missing from the application. Although the event footprint was stated to be the same as previous years, the committee requested additional documentation to clearly identify road closures, parking impacts, and security arrangements.

Decision: Tabled pending submission of complete materials.

Art Beat – August 14-16, 2026

Jessica Bamber presented the application for Art Beat 2026, scheduled for August 14–16, 2026, with the public event held on August 15 from 11:00 AM to 7:00 PM. The event footprint is proposed to remain the same as the previous year; however, significant construction near Jefferson Boulevard and MLK Drive prompted discussion regarding stage and food truck placement. Due to overlap with another previously tabled event for the same weekend, the committee elected to review all affected applications together.

Decision: Tabled until the May 13, 2026 meeting.

Corpus Christi Procession St Adalbert – June 7, 2026

The committee reviewed the request for the Corpus Christi procession scheduled for June 7, 2026, with an estimated attendance of approximately 250 participants. The procession route was read into the record, beginning at St. Adelbert Church and ending at St. Casimir Church. Timing was discussed in relation to other events occurring the same day, with no conflicts identified.

Decision: Approved unanimously.

4. Other Business

The committee discussed attendance concerns related to Traffic and Lighting representation. Members emphasized the importance of departmental input, even when a voting member is unable to attend. The attendance policy allowing up to two consecutive absences was acknowledged.

5. Privilege of the Floor

6. Adjournment

With no further business, a motion to adjourn was made and approved. The meeting was adjourned at approximately 2:00 PM.

Summary captured by AI.