



# CITY OF SOUTH BEND

## DEPARTMENT OF PUBLIC WORKS

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### Meeting Minutes: Special Events Committee

Date: May 27, 2026

Time: 1:04 pm – 2:00 pm

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#### 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 1:04 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. Special Event Applications

##### Approval of Special Event Applications

##### R Love Entertainment Presents: 4th of July Block Party

Event Date: July 4, 2026

Location: 700 block of Johnson Street

A neighborhood block party focused on family activities, including games and inflatables. The applicant clarified the event is not intended as a fireworks display. Fire Department concerns were raised due to a previous fire incident in the area. The applicant agreed to follow all ordinances and implement safety precautions. Event time corrected to end at 8:00 PM.

Action: Motion approved with one opposing vote.

# CITY OF SOUTH BEND IN DEPARTMENT OF PUBLIC WORKS

Status: Approved to Board of Public Works.

## **Light Up the Sky**

Event Date: July 4, 2026

Location: Allen Street (Van Buren to Lindsey)

Returning neighborhood event requesting street closure. Committee clarified compliance with ordinance requiring event end time of 10:00 PM and cleanup by 11:00 PM.

Action: Motion approved with one opposing vote.

Status: Approved to Board of Public Works.

## **August First Fridays (Downtown South Bend)**

Event Date: August 7, 2026

Location: 100–300 blocks of Michigan Street

Expanded downtown event incorporating Music Village programming. Layout will follow June setup with adjustments for emergency access.

Action: Motion approved.

Status: Approved to Board of Public Works.

## **The Music Village Block Party**

Event Date: August 7, 2026

Location: Adjacent to First Fridays footprint

Coordinated event with First Fridays. Layout modified to limit fencing primarily to the beer garden area.

Action: Motion approved.

Status: Approved to Board of Public Works.

## **Stand By Me Walk**

Event Date: June 13, 2026

Location: Howard Park and downtown route

Annual fundraising walk. Route modified for pedestrian safety due to sidewalk limitations, with recommendation to remain on the north side of Jefferson. Police support confirmed for crossings.

Action: Motion approved.

Status: Approved to Board of Public Works.

## **Get Wet for a Vet (14th Annual Motorcycle Ride)**

Event Date: August 1, 2026

Location: Regional route with limited South Bend involvement

Fundraising ride supporting veterans. Fully escorted with no long-term road closures required.

Action: Motion approved.

Status: Approved to Board of Public Works.

## **Back to School Boogie Parade**

Event Date: August 15, 2026

# CITY OF SOUTH BEND IN DEPARTMENT OF PUBLIC WORKS

Location: Washington High School to Charles Black Center

Annual parade with community activities and vendors. Parade start time confirmed as 10:00 AM for proper coordination.

Action: Motion approved; one member recused.

Status: Approved to Board of Public Works.

## **SBVPA 4th of July Event (Howard Park Fireworks)**

Event Date: July 3, 2026

Location: Jefferson Boulevard bridge area

Fireworks display requiring full closure of roadway and sidewalks. Bridge designated as a fallout zone for safety.

Action: Motion approved.

Status: Approved to Board of Public Works.

## **September First Fridays**

Event Date: September 4, 2026

Location: 100–200 blocks of Michigan Street

Standard First Fridays event.

Action: Motion approved.

Status: Approved to Board of Public Works.

## **October First Fridays**

Event Date: October 2, 2026

Location: 100–200 blocks of Michigan Street

Standard event with potential Fire Department collaboration.

Action: Motion approved.

Status: Approved to Board of Public Works.

## **Tabled Item**

### **Fusion Fest (September 2026)**

Application was incomplete due to missing street closure map.

Action: Motion to table

Status: Tabled.

## **4. Other Business / Committee Discussion / Administrative Updates**

- Applicants are experiencing difficulty uploading maps in the new online system.
- Recommendation to enhance automated responses with clearer instructions, including application fee payment and contact steps.
- Suggestion to require final food vendor lists at least seven days prior to events.
- Recommendation to include acknowledgments of fireworks ordinances within the application system.

## **5. Privilege of the floor**

# CITY OF SOUTH BEND IN DEPARTMENT OF PUBLIC WORKS

## 6. Adjournment

A motion to adjourn was made, seconded, and approved. The meeting was adjourned.

(Summary captured by AI.)