



CITY OF SOUTH BEND

DEPARTMENT OF PUBLIC WORKS

Meeting Minutes: Special Events Committee

Date: June 10, 2026

Time: 1:01 pm – 1:44 pm

Present (In Person):

Amy Roush

Kyle Ludlow

Coby Deal

Absent:

Brad Rohrscheib

Derek Erquhart

Agenda Items & Discussion Highlights

1. Call to Order

The meeting was called to order at 1:01 PM with a quorum present.

2. Approval of Minutes

Amy Roush motioned to approve the minutes from the May 27, 2026 meeting, which was seconded by Kyle Ludlow and passed without opposition, confirming the official record.

3. Special Event Applications

Celebration of Life Event

Event Date: June 6, 2026, 8:00 am – 5:00 pm

Location: McPherson St from Thomas St to Napier St

The committee reviewed and approved the Celebration of Life for Jaraan Cornell, held on June 6th, 2026. Amy Roush confirmed that all the event paperwork was in order and that the event had already passed the previous weekend without issue. Amy Roush motioned to approve the event, seconded by Kyle Ludlow and passed without opposition. The approved event was sent to the Board of Public Works for further review.

Trina Perry 56th Birthday Block Party

Event Date: June 13, 2026, 2:00 pm – 10:00 pm

Location: College St from Florence Ave to Sibley Ave

Diamond Hill, the daughter of Trina Perry, presented the event to the Committee. The block party, including a bouncy house and live music, is planned as a celebration for the family of Trina Perry, who passed away in 2025. The Committee informed Diamond Hill of the City ordinance mandating events to end at 10:00pm and instructed her that the Traffic & Lighting team would provide traffic cones to block off the road. Amy Roush motioned to approve the event, seconded by Kyle Ludlow and passed without opposition. The approved event was sent to the Board of Public Works for further review.

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Ellsworth Place Block Party

Event Date: July 3, 2026, 2:00 pm – 10:00 pm

Location: Ellsworth Pl from Wilson St to Washington St

Mary Olen presented the event to the Committee. The block party is a returning event, planned to include food, games, and activities for children. The Committee informed Mary Olen of the City fireworks ordinance and the ordinance mandating events to end at 10:00 pm. The Committee also shared that the Traffic & Lighting team would provide traffic cones to block off the road on Thursday, July 2, 2026, due to the federal holiday on July 3 and July 4. Amy Roush motioned to approve the event, seconded by Kyle Ludlow and passed without opposition. The approved event was sent to the Board of Public Works for further review.

Haney Avenue Fourth of July

Event Date: July 4, 2026, 2:00 pm – 10:00 pm

Location: Haney Ave from Fellows St to Columbus St

The Committee reviewed the Haney Avenue Fourth of July event, confirming that it was a returning event from previous years, and there were no conflicts with road construction. Amy Roush motioned to approve the event, seconded by Kyle Ludlow and passed without opposition. The approved event was sent to the Board of Public Works for further review.

Fourth of July Cookout

Event Date: July 4, 2026, 3:00 pm – 10:00 pm

Location: Huron St between S Bendix Dr and S Liberty St

Monique Uriostegui-Perez presented the event to the Committee. The block party is a returning event, planned to include food, games, and activities for children. Amy Roush confirmed that signatures were received from the houses affected by the road closure. The Committee informed Monique Uriostegui-Perez of the City fireworks ordinance and the ordinance mandating events to end at 10:00 pm. The Committee also shared that the Traffic & Lighting team would provide traffic cones to block off the road on Thursday, July 2, 2026, due to the federal holiday on July 3 and July 4. Amy Roush motioned to approve the event, seconded by Kyle Ludlow and passed without opposition. The approved event was sent to the Board of Public Works for further review.

Chism Family / Johnson Block Party

Event Date: July 4, 2026, 2:00 pm – 10:00 pm

Location: Johnson St from Vassar Ave to Humboldt St

The Committee reviewed the Chism Family / Johnson Block Party, confirming that it was a returning event from previous years, and there were no conflicts with road construction. Amy Roush motioned to approve the event, seconded by Kyle Ludlow and passed without opposition. The approved event was sent to the Board of Public Works for further review.

Community Building Picnic

Event Date: July 11, 2026, 12:00 pm – 3:00 pm

Location: Edgewater Dr from Bronson St to Arch Ave.

Carl Hetler, Edgewater Place Neighborhood Association, presented the event to the Committee. The picnic is planned to use the Edgewater Bank Park with tables set up along the adjacent Edgewater Drive, ending at 3:00 pm without a fireworks display. Amy Roush confirmed that signatures were received from the houses affected by the road closure and that there were no conflicts with road construction. The Committee informed Carl Hetler that the Traffic & Lighting team would provide traffic cones to block off the road. Amy Roush motioned to approve the event, seconded by Kyle Ludlow and passed without opposition. The approved event was sent to the Board of Public Works for further review.

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East Washington Street Block Party

Event Date: July 18, 2026, 2:00 pm – 8:00 pm

Location: E Washington St from Sunnyside Ave to Jacob St

The Committee reviewed the East Washington Street Block Party, confirming that it was a returning event from previous years, and there were no conflicts with road construction. Amy Roush motioned to approve the event, seconded by Kyle Ludlow and passed without opposition. The approved event was sent to the Board of Public Works for further review.

Coffee and Cars

Event Date: July 18, 2026, 6:00 am – 2:00 pm

Location: Eddy St from Angela Blvd to Napoleon St

Dave Brudy, from DRB Group and representing Kite Realty, presented the event to the Committee. Amy Roush shared that the event coordinators would be responsible for placing their own traffic cones, informing the local businesses of the event, and contacting SBPD and SBFD for safety. Dave Brudy confirmed that both SBPD and SBFD had been invited to participate in the event. Amy Roush motioned to approve the event, seconded by Kyle Ludlow and passed without opposition. The approved event was sent to the Board of Public Works for further review.

West Side Barbecue and Craft Fest

Event Date: July 26, 2026, 11:00 am – 4:00 pm

Location: Prast Blvd from Bendix Dr to Ardmore Tl

The Committee reviewed the West Side Barbecue and Craft Fest event, confirming that it was a returning event from previous years, and there were no conflicts with road construction. Amy Roush motioned to approve the event, seconded by Kyle Ludlow and passed without opposition. The approved event was sent to the Board of Public Works for further review.

Over the Edge

Event Date: September 30, 2026, 3:00 pm – 10:00 pm

Location: S Main St from W Washington St to W Colfax Ave

The Committee reviewed the Over the Edge event and identified that the affected area was a State Road, requiring cooperation with INDOT before any further action. Amy Roush motioned to table the Over the Edge event awaiting INDOT recommendations, seconded by Kyle Ludlow and passed without opposition.

Clark Run 5K

Event Date: October 17, 2026, 10:00 am – 12:00 pm (Rain Date October 18, 2026, 10:00 am – 12:00 pm)

Location: Approved Stanley Clark route

Lauren White, Stanley Clark School Parent Association, presented the event to the Committee. The 5K is planned to run along the same route as previous years on October 17, 2026, with a rain date the following day on October 18, 2026. Amy Roush confirmed the route, the lack of construction in the area, and that SBPD would be contacted for support with the event. Amy Roush motioned to approve the event, seconded by Kyle Ludlow and passed without opposition. The approved event was sent to the Board of Public Works for further review.

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4. Other Business / Committee Discussion / Administrative Updates

First Fridays Kids Night Out (Rescheduled)

Event Date: June 13, 2026, 1:00 pm – 11:00 pm

Locations: Michigan St from Washington St to Wayne St;

Jefferson Blvd from the Parking Garage to Michigan St

Jessica Bamber, Director of Events for DTSB, presented the event which had been rescheduled from June 5, 2026 to June 13, 2026, due to rain. This event is planned to be merged with the preexisting event Movies on the Gridiron, beginning with a standard First Fridays block party and later rerouting attendees to the Movies on the Gridiron event. The Committee confirmed that the road closure would begin at 1:00 pm, the event would begin at 5:00 pm, and that vendors would need to leave the area prior to 10:00 pm. Amy Roush motioned to approve the event, seconded by Kyle Ludlow and passed without opposition. The approved event was sent to the Board of Public Works for further review.

St Joseph County 4-H Fair

Event Date: July 3rd to July 11th, 2026, 9:00 am – 11:00 pm

Locations: Eastbound Lane on Jackson Rd from York Rd to Ironwood Rd;

Ironwood Rd from Kern Rd to Jackson Rd on July 11 at dusk for the duration of the fireworks show

The Committee reviewed the requested road closures related to the St. Joseph County 4-H Fair. For the entire duration of the 4-H Fair, the eastbound lane of Jackson Rd will be closed between Ironwood Rd and York Rd to assist in traffic calming for the Fair. Ironwood Rd will be temporarily closed between Jackson Rd and Kern Rd on July 11 at dusk during the Fair fireworks display, with exceptions for traffic to the subdivisions with entrances on Ironwood Rd. The Committee clarified that although the 4-H Fair is asking for permission from the City of South Bend, the County Sheriff's Office would be responsible for managing traffic and road closures. Amy Roush specified that the 4-H Fair needed to be alerted to contact the St. Joseph County Sheriff's Office regarding physical management of the event. Committee clerk Denise Miller was tasked with reaching out to the 4-H Fair event organizers on this issue. With explicit direction that all management would be handled by the County Sheriff's Office, Amy Roush motioned to approve the event, seconded by Kyle Ludlow and passed without opposition. The approved event was sent to the Board of Public Works for further review.

5. Privilege of the Floor

No public comments were recorded.

6. Adjournment

There being no further discussion, a motion to adjourn was made by Amy Roush, seconded by Kyle Ludlow, and approved without opposition. The meeting was adjourned at 1:44 pm.