



CITY OF SOUTH BEND

DEPARTMENT OF PUBLIC WORKS

Meeting Minutes: Special Events Committee

Date: June 24, 2026

Time: 1:01 pm – 1:41 pm

Present (In Person):

Amy Roush

Brad Rohrscheib

Kyle Ludlow

Coby Deal

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

Concerning errors with the accuracy of the previous minutes, Amy Roush motioned to table the approval of the minutes from the June 10, 2026 meeting until the following meeting on July 8, 2026. This motion was seconded by Brad Rohrscheib and passed without opposition.

3. Special Event Applications

Linden Avenue 4th of July

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

Location: Linden Ave from Fremont St to N Meade St

The committee reviewed the Linden Avenue 4th of July event. This is not a returning event, and no one was present to share specifics of the event with the Committee. The Committee confirmed that there were signatures from the houses affected by the road closure. Amy Roush motioned to approve the event, seconded by Brad Rohrscheib and passed without opposition. The approved event was sent to the Board of Public Works for further review.

Our Lady of Hungary Parish Festival

Event Date: July 18, 2026, 10:00 am – 4:00 pm

Location: Chapin St from Calvert St to Bruce St

Jeanine Xaver, Business Manager for the Our Lady of Hungary Parish, presented the event to the Committee. The Parish Festival is an annual event planned by the church including a DJ, live performers, food, and alcohol. The Parish has already obtained an alcohol license from the state and has submitted its certificates of insurance. Amy Roush informed Jeanine Xaver that the Traffic & Lighting team would provide traffic cones to block off the road. Amy Roush motioned to approve the event, seconded by Brad Rohrscheib and passed without opposition. The approved event was sent to the Board of Public Works for further review.

Northshore Triangle Concert in Parkovash Park

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Event Date: July 25, 2026, 12:00 pm – 8:30 pm

Location: Parkovash Ave from N Lafayette Blvd to Hillcrest Rd

Jo Broden, Northshore Triangle Neighborhood Association Board President, presented the event to the Committee. The Northshore Triangle Concert is a returning event, hosting the Parkovash Band as well as three or four additional performers. The event will also include a stage for the performers, food trucks, and will not be serving alcohol. Jo Broden requested a repeat of the roads that had been closed the previous year at the same event: N Lafayette Ave between Ostemo Pl and Parkovash Ave, Parkovash Ave between N Lafayette Blvd and Hillcrest Rd, and Hillcrest Rd between W Pokagon St and Tonti St. Jo Broden has submitted the park use form to Demetrius Kennedy, including requests for tables and trash receptacles. When asked about signatures, Jo Broden shared that she was told it was unnecessary to collect signatures, but that all neighbors the previous year had agreed to the event, and that all neighbors this year have been emailed and handed physical flyers notifying them about the event. Amy Roush stated that despite a lack of signatures, Jo Broden and other organizers had exercised due diligence in notifying homeowners of the event, and that since the event has been elevated to a City regional event, individual signatures are not required. Amy Roush motioned to approve the event, seconded by Brad Rohrscheib and passed without opposition. The approved event was sent to the Board of Public Works for further review.

SBC-5K Peace Run, Walk, or Stroll

Event Date: August 22, 2026, 9:00 am – 12:30 pm

Location: Route bordered by Notre Dame Ave, Angela Blvd, Michigan St, Madison St

The Committee reviewed the SBC-5K Peace Run, Walk, or Stroll, 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 Brad Rohrscheib and passed without opposition. The approved event was sent to the Board of Public Works for further review.

HOCO Parade – Riley High School

Event Date: September 4, 2026, 6:00 pm – 6:45 pm

Location: Ireland Rd from Christian Center Church to Miami St; Miami St from Ireland Rd to Jackson Intermediate School
Shawn Henderson, Riley High School Principal, presented the event to the Committee. The homecoming parade route leaves from Christian Center Church on Ireland Rd, east to Miami Rd, and then south to Jackson Intermediate School, where the parade will end in preparation for Riley High School's homecoming game against Penn High School. Brad Rohrscheib expressed concerns about police presence along the parade route due to a large concert held at Notre Dame Stadium would cause game day traffic at the same time as the parade. Shawn Henderson suggested that the September 4, 2026 homecoming parade could be moved to September 11, 2026, but after consideration, Brad Rohrscheib decided that the date of September 4, 2026 would work for police presence at the parade. Amy Roush motioned to approve the event, seconded by Brad Rohrscheib 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

Julie McGill, Youth Service Bureau, presented the event to the Committee. The event is typically held at First Fridays, but this year will be held at Liberty Tower, who Youth Service Bureau has a memorandum of understanding with. The group is using a third-party company to help host, who has requested to close a block of Main Street for safety and to station the VPA Boomer vehicle. Kyle Ludlow informed Julie McGill that Main Street is a State Road and will need an agreement with INDOT to set up a road closure. Julie McGill was able to locate an earlier email from Kyle Ludlow and was requested to contact him regarding any future questions involving INDOT. The affected area being a State Road, Amy Roush motioned to table the Over the Edge event awaiting INDOT recommendations, seconded by Brad Rohrscheib and passed without opposition.

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Fusion Festival

Event Date: September 26 through 27, 2026

Locations: Jefferson Blvd from MLK Jr Blvd to S St Louis Blvd

S St Louis Blvd from Jefferson Blvd to E Wayne St

Amy Roush, Director of Experiences & Events for VPA, shared the event with the Committee. This would be the fourth year of the City hosting Fusion Fest, with plans to use the same spaces for the same times as previous years. Fencing within Howard Park begins on September 18, 2026 with no effect on road closures, and VPA expects to receive support from the University of Notre Dame for barricading and gates. Amy Roush additionally requested extra traffic cones and signage for the Jefferson Blvd and St Louis Blvd intersection. Brad Rohrscheib suggested that the road closures are understood, but that a better map of the closures should be submitted to ensure proper traffic restrictions. Amy Roush recused herself from voting. Brad Rohrscheib 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.

Familia Fun Fest

Event Date: October 10, 2026

Locations: N/A

Amy Roush, Director of Experiences & Events for VPA, shared the event with the Committee. Amy Roush specified that no road closures are necessary for the event, but that she requested additional traffic calming due to congestion at the entrance to Rum Village on S Gertrude St. Parking within Rum Village will be limited to vendors and visitors with handicap parking tags. Other attendees will be encouraged to park in Walker Field, where a shuttle will run between Walker Field and Rum Village for the entire duration of the event. Brad Rohrscheib suggested that instead of a road closure, VPA could work with City department on traffic calming and possibly temporary no parking orders on Gertrude St. Amy Roush recused herself from voting. Brad Rohrscheib 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.

4. Privilege of the Floor

No public comments were recorded.

5. Adjournment

There being no further discussion, a motion to adjourn was made by Amy Roush, seconded by Brad Rohrscheib, and approved without opposition. The meeting was adjourned at 1:41 pm.