



CITY OF SOUTH BEND

DEPARTMENT OF PUBLIC WORKS

Meeting Minutes: Special Events Committee

Date: July 8, 2026

Time: 1:01 pm – 1:19 pm

Present (In Person):

Amy Roush

Brad Rohrscheib

Coby Deal

Kyle Ludlow

Absent:

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

A motion was made by Amy Roush, and seconded by Kyle Ludlow to approve the June 10, 2026 and June 24, 2026 meeting minutes, the motion was approved without opposition. It was noted that Derek Erquhart was absent due to another meeting.

3. Special Event Applications

Lake Reunion 2026

Event Date: August 8, 2026

Location: LaSalle Park and the surrounding LaSalle Park neighborhood area, including the closure of W. Washington Street between N. Falcon Street and Dundee Street.

The committee reviewed the Lake Reunion 2026 event. Members discussed the organizer's request for additional cones to assist with parking guidance and reviewed the requested road closure. The event was identified as a returning event that occurs every other year.

The committee discussed support from traffic control and availability of cones. A motion was made by Amy Roush to approve Lake Reunion 2026, seconded by Brad Rohrscheib, and approved without opposition. The approved event was forwarded to the Board of Public Works for further review.

CITY OF SOUTH BEND IN DEPARTMENT OF PUBLIC WORKS

Fallen Officer Scholarship Ride

Event Date: August 8, 2026

Location: The motorcycle ride begins at the South Bend Police Department, includes stops at the cemeteries of fallen officers, and concludes at the F.O.P. #36 Grounds.

The committee reviewed the Fallen Officer Scholarship Ride. Members discussed other events occurring on the same date and considered whether any roadway issues could affect the route. It was noted that organizers routinely verify road conditions leading up to the event.

A motion was made by Amy Roush to approve the Fallen Officer Scholarship Ride, seconded by Brad Rohrscheib, and approved without opposition. The approved event was forwarded to the Board of Public Works for further review.

4. Other Business / Committee Discussion / Administrative Updates

Mural Mania Discussion

The committee discussed a notification from DTSB regarding Mural Mania. No street closures were being requested; however, members considered whether permits or temporary accommodations might be needed where mural work could affect pedestrian areas.

The committee concluded that no action was required by the committee at this time. Members suggested that permits should be pursued if temporary restrictions or traffic-control measures become necessary.

Committee Procedures

The committee received guidance from Michael Schmidt regarding meeting participation, quorum requirements, meeting minutes, motions, voting procedures, and compliance with public meeting requirements. Members were reminded of the importance of clear motions, documenting discussions and votes, and ensuring complete application materials whenever possible.

Additional discussion focused on the role of board members in directing meetings, the use of representatives when members are unavailable, and handling incomplete event applications.

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 Brad Rohrscheib, and approved without opposition. The meeting was adjourned at 1:19 pm. (Summary captured by AI.)