



CITY OF SOUTH BEND

DEPARTMENT OF PUBLIC WORKS

Meeting Minutes: Special Events Committee

Date: July 22, 2026

Time: 1:03 pm – 1:43 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 1:03 PM with a quorum present.

2. Approval of Minutes

Amy Roush motioned to approve the minutes from the July 8, 2026 meeting, which was seconded by Brad Rohrscheib and passed without opposition, confirming the official record.

3. Special Event Applications

Helene's 70th Birthday

Event Date: July 25, 2026, 3:00 pm – 10:00 pm

Location: N Sheridan St from Elwood Ave to St John's Way

Helene Thomas, the birthday girl and event organizer, presented the event to the Committee. The event is intended to be a block party with games and a DJ to celebrate Thomas' 70th birthday with friends and family. Amy Roush clarified that even though the section of N Sheridan St in question only has four houses, Thomas still needs to collect signatures from those homeowners indicating their consent for the block party. Thomas confirmed that she would collect signatures shortly after the meeting. The Committee confirmed that there were no ongoing construction projects in the area and informed Thomas 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.

Macedonia Block Party

Event Date: July 25, 2026, 10:00 am – 6:00 pm

Location: N Olive St from W Hamilton St to Marquette Blvd

Jacquitta Lee, the event organizer, presented the event to the Committee. The event is a block party for the Macedonia Missionary Baptist Church and is intended to host games and food to kick off the beginning of the church's Vacation Bible School. The Committee confirmed that there were no ongoing construction projects in the area and informed Lee 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

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Works for further review.

Back to School Rally

Event Date: August 8, 2026, 8:00 am – 2:00 pm

Location: Orange St from College St to Birdsell St

Murray Miller, the event organizer, presented the event to the Committee. The event is coordinated by the MLK Senior Men's Club, the South Bend Chapter Indiana Black Expo, and Greater St. John Missionary Baptist Church. During the event, volunteers will be serving breakfast and lunch and providing school bags and supplies to the community. The Committee confirmed that there were no ongoing construction projects in the area and informed Miller 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.

Back to School Backpack & School Supplies Give Away

Event Date: August 8, 2026, 10:00 am – 1:00 pm

Location: Blaine Ave from Vassar Ave to California Ave

Komaneach Wheeler, the event organizer, presented the event to the Committee. The event is intended to be a giveaway of school supplies to the local community alongside entertainment for children. Wheeler indicated a rain date on the application form, and Amy Roush explained to Wheeler the guidelines for rescheduling the event to the rain date. The Committee confirmed that there were no ongoing construction projects in the area and informed Wheeler 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.

NNRO's Back to School Health Fair

Event Date: August 14, 2026, 11:00 am – 4:00 pm

Location: Howard St from N St Louis Blvd to N St Peter St

The Committee discussed the NNRO's Back to School Health Fair, a returning back-to-school event with the Indiana Health Center Medical Mobile Unit. The Committee confirmed that there were no ongoing construction projects in the area. 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.

Boots on the Bend

Event Date: August 14, 2026, 2:00 pm – August 15, 2026, 11:15 pm

Location: 4H Fairgrounds

Several speakers were present to share the Boots on the Bend event with the Committee. Jeff Jarnecke, Executive Director of Visit South Bend Mishawaka, informed the Committee that the event is a country music festival held at the 4H Fairgrounds and that they are seeking cooperation with the City due to the expected high attendance. Jackson Speed, Senior Project Manager at Peachtree Entertainment, shared that there would be camping onsite at the 4H Fairgrounds and that SBPD and SBFd have already been contacted for security and medical emergency assistance. Mikey Wann confirmed that Peachtree Entertainment would be providing their own traffic cones and signage but would appreciate message boards if possible. Coby Deal shared that acquiring message boards may prove difficult and unlikely. 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.

Monroe Street Block Party

Event Date: August 15, 2026, 2:00 pm – 5:00 pm

Locations: E Monroe St from S Sunnyside Ave to Twyckenham Dr

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The Committee discussed the Monroe Street Block Party, a returning event with food and games for the Monroe Street community. After reviewing the files, the Committee determined that although there were signatures attached to the application, it did not meet the required percentage of homeowners to approve the event. The Committee confirmed that there were no ongoing construction projects in the area. Amy Roush motioned to approve the event subject to the organizers receiving a higher amount of homeowner signatures. This motion was seconded by Brad Rohrscheib and passed without opposition. The approved event was sent to the Board of Public Works for further review.

Sensory-Friendly Touch-a-Truck - WITHDRAWN

Event Date: August 29, 2026, 8:00 am – 12:00 pm

Locations: N Cedar St from N Hill St to N Niles Ave

Elle Fox, the event organizer, presented the event to the Committee. Fox shared that although they had previously applied for a road closure, the organizers had later decided to host the event in an approved parking lot instead of blocking the street. This choice was made due to the small attendance expected at the event and worries about attendees being confused about detours and parking. After discussion among the Committee, it was decided that the road closure would be withdrawn and the application fee Fox had paid would be reimbursed. No further action was necessary.

Farmers Market Car Show

Event Date: August 29, 2026, 6:00 am – 2:00 pm

Location: S Eddy St from Beyer Ave to the dead end

Diana Franks, the event organizer, presented the event to the Committee. The Farmers Market Car Show is a long-standing returning event, and the organizers have already been in contact with the surrounding businesses regarding parking and clean-up procedures. The Committee confirmed that there were no ongoing construction projects in the area and informed Franks 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.

2026 NNN Arts Cafe

Event Date: October 11, 2026, 9:00 am – 6:00 pm

Location: Near Northwest Neighborhood

Kathy Schuth, the event organizer, presented the event to the Committee. Amy Roush mentioned that since the event is listed as regional, it does not need homeowner signatures. Schuth confirmed that the organizers have informed all affected neighbors of the event. The Committee confirmed that there were no ongoing construction projects in the area and informed Schuth 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.

4. Other Business

Coby Deal shared with the Committee that Jitin Kain, the Deputy Director of Public Works, has updated the protocol so that all Special Events payments will be made directly through City Hall instead of the Street Department Building. Deal also shared concerns that although the new online application software is live, it may require additional reworking to prevent the submission of blank and/or unfinished applications.

Amy Roush shared with the Committee that the upcoming First Fridays event on August 7, 2026 would be held jointly with the Meet the Mayor event. Meet the Mayor is not typically held on Fridays and due to the merging of these two events, additional parking limitations may need to be put into place to accommodate larger crowds.

Kyle Ludlow shared with the Committee that if any event organizer worries that upcoming construction projects may

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affect their event, the Special Events clerk should refer that organizer to Engineering. Under certain circumstances, Engineering may be able to postpone projects a few days so that construction does not have a negative impact on the planned special events.

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 1:43 pm.