



CITY OF SOUTH BEND

DEPARTMENT OF PUBLIC WORKS

SPECIAL EVENTS COMMITTEE MEETING MINUTES

November 17, 2020, 10:00 AM
731 S. Lafayette Blvd, South Bend, IN 46601

Members present: Brad Rohrscheib, Gerard Ellis, Toy Villa, Darwin Shipley, Jonathan Jones

1. Call to Order

The meeting was called to order at 10:01 AM by President Rohrscheib.

2. Approval of minutes

Upon a motion by Rohrscheib and seconded by Villa the minutes from the previous meeting September 15th was approved unanimously

3. Approval of Special Event Permits

a. Trax Music Bash – 09/18/2021

This is a new event to the City of South Bend. Event coordinator (Doug Michael) would like to have an all-day event with (7-8) artists to perform throughout. Gates open around 9:30 am, with a start time of 11:30 am and end time of 11:00 pm. Stage would be set up on Friday. The event would take place inside the city lot encompassed by Main St, South St, Monroe St, and Lafayette Blvd. As a committee several questions were brought up. Contact city for use of lot, Stage inspection, insurance, space capacity for the number of people attending, parking, entrances/exits, Notre Dame home game, fencing, street closures, notifying downtown businesses of event. Doug did provide some feedback on a few questions, he is waiting to hear back from city about use of lot, he will pull a permit for stage inspection and provide insurance as event approaches, he felt that the space was big enough to house that many people using 10 sf per person and allowing the stage to take 1000-1500 sf, he was open to adding more exits in case of emergency, he was not concerned with it being a home game weekend, chain link fencing with surround the entire event, 43 security personnel as well as 6 off duty officers will monitor/secure the event, he was open to adding street closures for public safety, and he was planning on contacting nearby businesses to inform of event, he said he would contact Four Winds field to get more feedback on parking as well as maybe contact downtown city

parking garages. It was also mentioned that a 2nd option for a location could be at Ignition Park. Due to several unanswered questions it was decided to revisit this at our next meeting on Dec 1st.

Upon a motion by Rohrscheib and seconded by Jones the permit was tabled unanimously

4. Other Business – Amend the agenda to add one event for review/approval – March for Life.

- a. March for Life – 01/29/2021 – Annual event with no issues. No closure needed, participants stay on sidewalk and march from the Knights of Columbus Hall to the Federal Courthouse and will stand on the sidewalk for one hour. Event is from 12:00 PM to 1:00 PM. Nothing is needed from T/L or PD.

Upon a motion by Rohrscheib and seconded by Shipley the permit was approved unanimously

1. Privilege of the Floor – None

2. Adjournment

With no additional business, Rohrscheib motioned for adjournment and Shipley seconded. The meeting ended at 10:24 AM.