

**City of Mandeville  
Special Events Committee Meeting  
Tuesday, January 3, 2017 - 4:00 PM  
Mandeville City Hall Conference Room**

**Minutes of Meeting**

The meeting was called to order by Chairman Guy Stacy.

The roll was called by the secretary. Members present were: Guy Stacy, Maria Radosta, Jason Kaufmann, Jill McGuire, Ron Ruple, and Mayor Donald Villere, along with Alia Casborne' and Secretary, Arnita Alexander. Absent were members Jay Crosby and Chris Freret. Also in attendance were representatives of NAMI St. Tammany and Woodlake Elementary PTA.

Minutes of the November 3, 2016 meeting were unanimously adopted as printed with no corrections or additions.

**Old Business:**

Chairman Stacy called for consideration of the application for the NAMI St. Tammany Walk (National Alliance on Mental Illness) scheduled for Saturday, May 13, 2017. This application was tabled at the previous meeting pending completion of certain application requirements. The following items needed to complete their application were provided.

1. Provided detailed site maps.
2. Confirmed they will arrange for a paid Police Detail to provide security and monitor street closure.
3. Confirmed that the Pavilion at the Harbor had been reserved. The committee suggested they contact the Yacht Club to arrange for additional parking.
4. Confirmed that arrangements had been made with CLECO to provide power at the site.
5. Confirmed that set-up would begin at 7:00 am; registration would begin at 9:00 am; and the walk would begin at 10:00 am.
6. Confirmed that food and drinks would be served, but none would be sold at the event. As such the organization would need a waiver of the Lakefront Food & Drink Ordinance.
7. Confirmed that their contract with the port-a-let company stipulated that the units had to be picked up no later than the first work day following the event.
8. Current Certificate of insurance is pending.

Acting on a motion by Maria Radosta and second by Jason Kaufmann, the committee unanimously voted to refer this application to the City Council to approve a waiver of the Lakefront Food & Drink ordinance.

**New Business:**

<b>Event:</b>	<b>Pelican Palooza School Festival &amp; Race</b>
<b>Date/Time:</b>	<b>Saturday, March 25, 2017 6:30 am – 3:00 pm</b>

**Organization:** Woodlake Elementary PTA  
**Requests:** Waiver of Lakefront Food & Drink Ordinance

Ms. Amy Sones was present to represent the Woodlake Elementary PTA. The following points were confirmed or discussed concerning this event:

1. Ms. Sones was instructed to contact Marlaine Peachy at City Hall to reserve the Harbor Pavilion.
2. Ms. Sones was reminded that the playground area at the harbor is open to the public.
3. Availability of the School Resource Officer to provide security detail and barricades is to be confirmed prior to the event with Assistant Police Chief Ron Ruple.
4. Food will be served under the Pavilion or on the paved portion of the Jackson Street Extension.
5. It was confirmed that any tents would be set up on the paved area.
6. Current Certificate of Insurance is pending and is to be submitted prior to the event.

Acting on a motion by Maria Radosta and second by Jill McGuire, the committee unanimously voted to refer this application to the City Council to approve a waiver of the Lakefront Food & Drink Ordinance.

**Event:** Mardi Paws Mardi Gras Dog Parade  
**Date/Time:** Sunday, March 5, 2017 / Rain Date: Sunday, March 12, 2017  
12:30 pm – 4:30 pm  
**Organization:** Have a Heart through Art  
**Requirements:** Use of Public Roadway with Police Detail; blocking of streets; waiver of the Lakefront Food & Drink Ordinance.

The following points were confirmed regarding this event:

1. Based on supplemental information provided with the application, the organizer confirmed that every participant is given “poop” bags at registration and they are instructed to pick up after their dogs. They also indicated they will provide garbage boxes and liners for waste disposal which will be handled by the City Public Works Department.
2. Police services will be provided at no cost. The City of Mandeville and “Have a Heart Through Art” will enter into a Cooperative Endeavor Agreement because this event provides entertainment, promotes the spaying and neutering of animals in the City of Mandeville, and such parades are unique to Louisiana and enhance the quality of life of the citizens of Mandeville.
3. Eighteen to twenty port-a-lets are to be provided (4 at Jackson & Lakeshore Dr.; 8 at Marigny & Lakeshore Dr.; and 8 at parade’s end – Lafitte & Lakeshore Dr.). The contract with the port-a-let company includes an agreement that they will pick up the units no later than the first work day following the event.
4. The set-up location on the lakefront was questioned. Assistant Chief Ruple confirmed that the set-up for the event would extend no further than Carroll Street.
5. There was concern about the location of tents. Again, Assistant Chief Ruple confirmed that no tents would be set up past the Gazebo.
6. The organization required a waiver of the Lakefront Food & Drink Ordinance.
7. The organization assured the committee that an updated Certificate of Liability Insurance would be made available prior to the event.

Acting on a motion by Assistant Police chief Ron Ruple with a second by Maria Radosta, the committee unanimously voted to refer this application to the City Council for final approval.

**Event:** Annual "Crawfish Cooking For a Cause"  
**Date/Time:** Saturday, May 6, 2017  
**Organization:** Crawfish Cooking for a Cause /Represented by Chris Freret  
**Requirements:** Use of Public Roadway (streets will not be blocked off); Police Detail is required as part of the Cooperative Endeavor Agreement with the City of Mandeville.

**The following points were discussed regarding this event:**

1. That Lakeshore Drive would be blocked off between Foy and Jackson Streets.
2. It was confirmed that last year's event was orderly and all of the Committee's eighteen guidelines for special events were kept.
3. That the organizers will arrange for electrical service with Cleco Power.

Acting on a motion by Assistant Chief Ron Ruple and second by Maria Radosta, the committee voted to refer this application to the City Council for a waiver of the Lakefront Food & Drink Ordinance. The motion was passed by unanimous vote.

**Other:**

The matter of weddings requested to be held at the lakefront, as discussed at the February, 2016 meeting, was revisited due to a request for a wedding of approximately 150 people at the "Oaks". After much discussion concerning possible damage to the trees and grounds at the lakefront due to chairs, delivery vehicles, decorations, etc., the committee agreed that the following guidelines will apply to lakefront weddings and similar events.

1. Only weddings of 50 or fewer (includes wedding party and guests) will be allowed on the lakefront or at the Gazebo.
2. For weddings of 50 or more, Sunset Point, the Harbor Pavilion, or other venues are to be suggested.
3. No tents or other types of structures, including arches, will be allowed.
4. No "amplified" music will be allowed.
5. The applicant will be responsible for any and all damages to the grounds, trees, or permanent structures.
6. All other regulations concerning events on the lakefront will apply.

Alia Casborne' agreed to draft these guidelines for review by Marlaine Peachy, who is responsible for reserving the lakefront area and facilities for weddings. If she has no additions or revisions, these new guidelines will go into effect as of the date of this

It was determined that these guidelines did not require review by the City Attorney because they relate only to "private", not public events.

There were no further topics for discussion. A motion was made, seconded, and carried by unanimous vote that the meeting be adjourned.

**Arnita Alexander**  
**Secretary**