

**City of Mandeville
Special Events Committee Meeting
Thursday, November 3, 2016 - 4:00 PM
Mandeville City Hall Conference Room**

Meeting Minutes

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, Chris Freret, Mayor Donald Villere, and Arnita Alexander. Absent members were: Jay Crosby, Jill McGuire, Ron Ruple, and Alia Casborne'. Chairman Stacy reported he had received a call from Judy Amedee offering her resignation from the committee.

Minutes of the September 1, 2016 meeting were adopted as printed with no corrections or additions.

Review of New Applications:

Event: Krewes of Eve Mardi Gras Parade
Date/Time: Friday, February 17 2017 / Rain Date: February 20, 2017
Assembly: 3:00 PM - Start: 7:00 PM
Organization: Krewes of Eve, LLC
Requests: Use of Public Roadway with Police Detail ; Blocking off of Streets

Representing the Krewes of Eve were Ms. Christi Fair (Captain) and Ms. Valerie Dupont (President/Parade). Costs for Police Department and Public Works services were provided (\$30,000 and \$10,475, respectively). Chairman Stacy inquired about costs for Fire Department services. Jason Kaufman estimated costs to be between \$10,000 and \$15,000. He requested that Eve representatives contact him at the Fire Department to obtain a true estimate based on their needs. A brief discussion was held regarding the Financial Statement and the revenue and expenses of the organization. All concerns were addressed satisfactorily. It was moved by Christ Freret and seconded by Maria Radosta to recommend this application to the City Council for approval pending that they provide an updated Insurance Certificate naming the City of Mandeville as co-insured. They are also to consult the Fire Department concerning their services. The motion was carried and passed by unanimous vote.

Event: Krewes of Orpheus Mardi Gras Parade
Date/Time: Friday, February 24, 2016 – Assembly: 3:00 PM - Start: 7:00 PM
Organization: Mandeville School of Design, Inc.
Requirements: Use of Public Roadway with Police Detail; Streets will be blocked off

Representing the Krewes of Orpheus was Mr. Otto Mehrgut. Mr. Mehrgut reported that they presently have 152 riders. Costs for Police Department and Public Works services were provided (\$30,000 and \$8,500, respectively). Costs for Fire Department services were estimated to be between \$10,000 and \$15,000. After a brief discussion of the application, It was moved by Jason Kaufman and seconded by Maria Radosta to recommend this application for City Council approval pending that they provide an updated Certificate of Liability Insurance naming the City of Mandeville as co-insured, an updated financial statement, and an IRS statement indicating their non-profit status. The organization was

advised to consult the Fire Department regarding the cost for their services. The motion was carried and passed by unanimous vote.

Event: Donz Mardi Gras Day Parade/Walk
Date/Time: Tuesday, February 28, 2017 / Assembly: 1:00 PM - Start: 2:00 PM End: 3:00 PM
Organization: Fredia, Inc. dba Ruby's Roadhouse and Madden, Inc. dba Krewe of Donz
Requirements: Use of Public Roadway; Streets will not be blocked off; Police Detail Not Requested.

Mr. Dale Menard was present to represent the organizers of Donz Mardi Gras Day Parade. Mr. Menard indicated that their event would assemble at approximately 1:00 pm and would end at approximately 3:30 pm. It was confirmed that even though the event would take place along the public roadway, no streets would be blocked off and no police detail would be required. Mr. Menard also confirmed that they will provide a Certificate of Liability Insurance naming the City of Mandeville as co-insured. A discussion was held as to exactly what category this event falls under. Based on the fact that the event does not actually fit into any of the categories defining a Special Event, it was moved by Jason Kaufman and seconded by Maria Radosta that no vote would be taken by the committee concerning this event, but rather, it was referred to the City Council for further action. The motion was carried and passed by unanimous vote.

Event: 2017 NAMI Walks St. Tammany
Date/Time: Saturday, May 13, 2017 / 10:00 AM
Organization: NAMI (National Association on Mental Illness) St. Tammany
Requirements: Use of Public Roadway; Street to be Blocked Off; Paid Police Detail Requested

Ms. Brigitte Gary was present to represent NAMI (National Alliance on Mental Illness) St. Tammany. It was confirmed that this event is a fundraiser that will take place on May 13, 2017, from 10:00 am to 1:00 pm. After a detailed discussion regarding the logistics of this event, the committee agreed to table this application pending receipt of a detailed layout diagram.

Logistical items to be addressed before and after the event:

1. Request barricading of Jackson St. by the Police Department (contact Asst. Chief Ron Ruple).
2. Discuss number of officers required for the Police Detail for this event (contact Asst. Chief Ron Ruple).
3. Reserve the Harbor Pavilion (contact Marlaine Peachey, the Mayor's Administrative Assistant)
4. Arrange with CLECO to activate power at the temporary service pole located at the harbor.
5. Provide trash boxes/bags, perform trash pick-up and cleaning, and haul away all trash accumulated as a result of the event.

Information to be provided to the Committee for reconsideration:

1. A drawing specifying the layout of the event including staging area, tents, food and beverage tables, location of vendors, etc.
2. Confirm whether vendors will be on site to sell food, drinks, or other items for the purpose of raising funds.

Items to be approved by City Council:

1. Closure of Jackson St. from harbor to boat launch.
2. Waiving of the Lakefront Food & Drink Ordinance.

The committee agreed to table this application pending receipt of a staging diagram.

There was no further discussion. The meeting was adjourned on a motion by Jason Kaufmann and second by Chris Freret.

**Arnita Alexander
Secretary**