

Minutes
Special Events Committee Meeting
Mandeville City Hall
February 4, 2016

The meeting was called to order by Chairman, Mr. Guy Stacy. The roll was called by Ms. Alia Casborne' in the absence of Ms. Lori Spranley as follows:

Guy Stacy, Chairman	Rick Tassin (Absent)
Jay Crosby	Maria Radosta (Absent)
Laure' Sica	Gerald Sticker (Absent)
Chris Freret	Jason Kaufmann (Absent)
Alia Casborne'	Jill McGuire (Absent)
Donald Villere, Mayor	Ron Ruple (Absent)

The committee reviewed the following Special Events Applications:

1. Keep Mandeville Beautiful (KMB) Annual City-Wide Spring Clean-up – April 16, 2016

The committee discussed the various considerations for this event, including the necessity of a food and drink waiver. The committee suggested contacting Councilwoman Carla Buchholz to see if the volunteer groups would agree to consolidate all activities and have them end at the Harbor rather than at the Gazebo since this year's event will be conducted jointly with the Mandeville Public Works Annual Watershed Festival. A discussion was also held concerning access to electrical service at the Harbor. It was determined that there are several sources of electricity available for use at the harbor, and that Cleco will probably need to be contacted to turn the power on/off for the event. Event organizers will determine the need for securing Portalets for the event.

Following the discussion, the committee chairman asked for a motion to recommend the event is referred to the City Council for approval. With a motion and second, the recommendation was approved contingent on KMB entering a Cooperative Endeavor Agreement with the City of Mandeville.

2. Mandeville Public Works Annual Watershed Festival – April 16, 2016

A brief discussion was held concerning this event. The Committee determined that it should be held jointly with the KMB Annual City-Wide Spring Clean-up event. The Committee recommended this event be referred to the City Council for approval.

3. Woodlake Elementary PTA Fun Run, Turbo Turtle Race and School Fair – March 19, 2016

The committee reviewed the details of the Woodlake application. Because several items on the application were not clear, the committee had Ms. Alia Casborne' to call the contact person, Ms. Amy Sones, to answer several questions posed by committee members. Ms. Sones explained that there would not be a street race, but rather a short fun run along the lakefront walking path. She further explained that there would be no professional carnival-type games, but rather games developed by the parents. Ms. Sones also explained there would be no outside vendors and no part of the event would take place on the grass. With regard to police presence, Ms. Sones indicated that one of their PTA Board Members is a Mandeville police officer who has agreed to work the event. The committee suggested to Ms. Sones that the turtle race be held at the small boat launch or, more preferably, on the sandy beach area. Ms. Sones was advised that if Portalets are used, they must be placed on a hard surface and they must arrange with the Portalet company to pick them up by the end of the first business day following the event.

Following the discussion, the committee chairman asked for a motion to recommend the event be referred to the City Council for approval. With a motion and second, the recommendation was approved, contingent upon receipt of a new insurance certificate and Woodlake PTA entering a Cooperative Endeavor Agreement with the City of Mandeville.

4. Mandeville Junior High Patriots on Parade – March 23, 2016

The committee determined that this was an annual event that is held on and around the school grounds. No waivers or police services were required. The Committee voted to recommend that this application be referred to the City Council for approval, contingent on receipt of a new Insurance Certificate.

5. Crawfish Cookin' for a Cause – May 14 2016

The committee reviewed this application and determined that it is a recurring fundraising event. The committee agreed to refer the application to the City Council for approval, contingent upon receipt of the following information or documents:

- Costs for Electricity
- Use of Portalets
- Financial Statements
- Copies of donation checks
- Copy of the 501c3 Form
- New Insurance Certificate

Following the review of applications, the committee discussed the following topics:

1. Treating large weddings as special events based on number of attendees; charging a fee; and a possible insurance requirement. The committee agreed to schedule a special meeting to discuss this topic and to also obtain legal advice.
2. The scheduling of events on the lakefront and the number of events that are scheduled on a given day. Marlaine Peachey, the Mayor's Assistant, schedules weddings on the lakefront and maintains a calendar of those types of events only. The committee indicated that there might be a need for a combined calendar of all events approved by the City of Mandeville.

There were no further matters for discussion and the meeting was adjourned.

Arnita L. Alexander CPS/CAP, CMA
Committee Secretary