

City of Mandeville
Special Events Committee Meeting
Tuesday, February 7, 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 taken by Secretary, Arnita Alexander as follows: Guy Stacy, Jill McGuire, Jason Kaufmann, Maria Radosta, Alia Casborne', and Mayor Donald Villere. Applicants present were Maryellen Kanode representing Rehab Dynamics LLC *Doggie Dash* event, and John Sutton representing We Heart Veteran's *Helping Heroes Extravaganza* event.

Chairman Stacy then called for a review of the minutes of the previous meeting held January 3, 2017. There being no corrections or additions, a motion was made by Maria Radosta, with second by Jill McGuire, that the minutes be adopted as printed. The motion was carried and passed by unanimous vote.

Old Business:

Chairman Stacy inquired about the status of the new Lakefront Wedding Guidelines. It was reported that Marlaine Peachy, who is in charge of making Lakefront wedding reservations, and Edward Deano, City Attorney, had reviewed the changes and both concurred that the revised guidelines were acceptable.

New Business:

- 1. Event:** Doggie Dash (Fundraiser for St. Tammany Humane Society)
Date/Time: Saturday, April 29, 2017
Organization: Rehab Dynamics, LLC / Maryellen Kanode, Representative
Location: Varsity Sports & Old Mandeville Run/Walk Route
Requirements: Use of Public Roadway – No street closure requested; paid police detail officer requested.

Ms. Maryellen Kanode was present to represent Rehab Dynamics, LLC. The following points were confirmed or discussed concerning this event:

1. The Committee voiced concerns regarding the route which included Girod Street, which would cause traffic problems since it is a major thoroughfare. It was suggested that the organizers get with Ms. Diane Weiss to change their route to the Varsity Sports/Claiborne Street route which excludes Girod Street. The Committee also suggested that poop-pouches be made available to participants and water stations be provided along the route. The organization was also instructed that since this event would be a fundraiser, a copy of the financial statement along with copies of the donation checks be provided to the City Finance Director within 6-months of the event. The organization was also instructed that the contract for Porta-lets be done in the name of Rehab Dynamics LLC, and that the contract stipulate that the Porta-lets be picked up no later than the first work day following the event.

It was moved by Guy Stacy and seconded by Jason Kaufmann that the application be approved pending a revision of the route map to exclude Girod Street. There were no objections and the motion was approved by unanimous vote.

- 2. Event:** **Helping Heroes Extravaganza and Race/Walk (Fundraiser for Veterans)**
- Date/Time:** **Saturday, May 20, 2017 / 2:00 pm – 9:00 pm**
- Organization:** **We Heart Veterans - John Sutton, Co-Founder**
- Location:** **Mandeville Trailhead**
- Requirements:** **Use of Public Roadway w/No Street Closures**

The following points were confirmed regarding this event:

1. This organization is paying the full rental fee to rent the Mandeville Trailhead for this event.
2. The organization would be responsible for trash pick-up, collection, and disposal at the Mandeville Trailhead and along the race route.
3. Alcohol would be served and was covered under the Trailhead's Liquor Permit.
4. In lieu of a Police Detail, the organization would utilize designated Race Marshalls along their route to monitor and provide street security during the race/walk portion of the event.
5. Mr. Sutton verified that We Heart Veterans had applied to the Louisiana Secretary of State's Office for non-profit status. (Note: Non-profit certification was verified.)
6. Since this event would be a fundraiser, the committee instructed the organization to submit a detailed financial report indicating the distribution of funds raised to the Finance Director at City Hall within 6 months of the event.
7. The Certificate of Insurance naming the City of Mandeville as co-insured was pending, to be submitted to the City Clerk upon receipt, at which time the Special Event Permit would be issued.

A motion and second to recommend this event for approval were made by members of the committee. The motion was carried and adopted by unanimous vote.

Open Discussion:

There were no further business topics for discussion. A motion was made and approved by unanimous vote to adjourn the meeting.

Arnita Alexander
Secretary