

MINUTES
Special Events Committee Meeting
Mandeville City Hall
March 10, 2016 - 4:00 PM

The meeting was called to order by Chairman, Guy Stacy. The roll was called by Arnita Alexander, new Committee Secretary, as follows:

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

Also present were applicants Tracy Elsensohn and Kirt Frosch of Mandeville Family Reunion, Inc.

Chairman Stacy deferred reading of the Minutes to later in the meeting and the committee reviewed the following Special Events Applications:

1. "Girod Street Spring Stroll" – Old Mandeville Business Assn - April 16, 2016

The committee discussed the various considerations surrounding this event. Ms. Sica, speaking for the organization, advised they would not block any streets; there would be no Port-a-lets; the location would be Girod Street from the Trailhead to the Lakefront; there will be no use of City property, streets, or parking bays – all tents will be set up on the business owner's property; and the Mint Juleps will be served inside the individual businesses, negating the need for an Alcohol Permit/Liquor License. However, if any of these parameters were to change, the applicant would need to present those changes to the Committee for review. The applicant will need to provide a Certificate of Liability Insurance naming the City of Mandeville as co-insured in order to obtain the Special Event Permit.

Chairman Stacy asked for a motion regarding this event. It was moved by Maria Radosta and seconded by Jason Kaufmann that the event be recommended to the City Council for approval contingent upon submittal of the Certificate of Liability Insurance. The motion was passed by unanimous vote.

2. "Cinco de Mayo Celebration" – La Herradura Restaurant, LLC – May 5, 2016

Several considerations were discussed relative to this event. It was established that the time frame for the event is from 6:00 PM to 11:00 PM. The committee questioned the need for the applicant to close off the street in front of his restaurant. Also, there were several

documents needed to complete the application. The Chairman asked for a motion regarding this application. It was moved by Jay Crosby that this application be tabled pending receipt of the documents required to complete the application including an updated site plan. The motion was seconded by Jason Kaufmann. The Committee tabled this application with a unanimous vote.

3. “Mandeville Family Reunion” - Mandeville Family Reunion, Inc. - May 29, 2016

Committee members reviewed and discussed in detail several areas of concern related to this event . The primary questions were related to the organization’s non-profit status; how event proceeds are used; names of vendors; requirement for a police detail; use of motorized golf carts to assist with bringing in supplies and transporting the elderly and handicapped to the guest tent. The applicants were present at the meeting and provided satisfactory responses and solutions to all questions and concerns.

The next matter for discussion was the applicant’s need to purchase liability insurance for the event. Mayor Villere indicated he had gotten an opinion from City Attorney Ed Deano on this matter. He advised that there is a City Ordinance stating that all private events must provide liability insurance for an event or they must obtain a waiver of same from the City Council.

Chairman Stacy instructed the applicants to update their application with the business name indicated on their new Letters of Incorporation and EIN documents. He also reiterated that the applicants agreed to abide by the stipulations outlined in the proposed Resolution 15-1.

Chairman Stacy entertained a motion by Jason Kaufmann recommending that this application be referred to the City Council for approval contingent upon the following:

- Purchase of Liability Risk Insurance or seek a waiver of this requirement from the City Council;
- Waiver of the Lakefront Food & Drink Ordinance;
- An Updated Site Plan showing new location for the stage;
- Arrangement for a Police Detail;
- Barricades limited to 10;
- Electrical service pole(s) to be installed by Cleco, with a representative of the City of Mandeville present; and
- That the applicant agrees to abide by proposed Resolution 15-1.

The motion received a second from Maria Radosta and was passed by unanimous vote.

Chairman Stacy called for reading of the minutes by the Committee Secretary. Two items were pointed out for correction. During a discussion of the Minutes, a new, revised Special Events Application was introduced by the Mayor and distributed by Alia Casborne for future

review. Chairman Stacy indicated he wanted to ensure that the guidelines outlined in Resolution 15-1 are incorporated into the new application.

Based on the Minutes, Chairman Stacy asked about the need for certain applicants to enter into a Cooperative Endeavor Agreement (CEA) with the City (e.g. Woodlake Elementary and Keep Mandeville Beautiful). Mayor Villere explained that a CEA is required when the City assumes the costs for certain services that benefit an event. In such cases, the CEA demonstrates that those costs are assumed because the event is in the public good. If no costs are assumed by the City, then no CEA is required. It was also asked whether events that require a CEA need to be approved by the City Council. Mayor Villere explained that he has the authority to waive the costs for services up to \$700.00. Any costs over that amount require Council approval. However, these events should be brought before the Special Events Committee first. The Chairman asked for a motion to approve the minutes. It was moved by Jay Crosby and seconded by Jason Kaufmann that the minutes be approved with corrections. The motion was carried by unanimous vote.

Jay Crosby reported on parking problems he observed during the Mardi Paws Parade. It was noted that this event is getting larger each year. With the larger number of participants and parade-goers, access by emergency vehicles could have been obstructed. He suggested that a modified parking plan be developed to insure unhindered access by emergency vehicles. In addition, Mayor Villere suggested that, going forward, post-event meetings be held to discuss the pros and cons of events held on City property.

With regard to individuals who might arrange for “personal” port-a-lets, Jay Crosby suggested that these be registered with the City. There was no further discussion of this matter.

At this point, Chairman Stacy asked for a motion to adjourn. It was moved by Jason Kaufmann with second by Maria Radosta that the 3/10/2016 meeting be adjourned. The motion was carried by unanimous vote.

Arnita L. Alexander CPS/CAP, CMA
Committee Secretary