

**City of Mandeville**  
**Special Events Committee Meeting**  
**Tuesday, February 6, 2018 - 4:00 PM**  
**Mandeville City Hall Conference Room**

**Minutes of Meeting**

**Call to Order:**

The meeting was called to order by Chairman Guy Stacy at approximately 4:00 pm.

**Roll Call:**

Members present were: Guy Stacy, Jay Crosby, Mayor Donald Villere, Chloe Henderson, Maria Radosta, Chris Freret, and Arnita Alexander. Excused were Alia Casborne' and Jason Kaufmann. Member Katie McGeever was counted as absent. Applicants present were Joe DiTommaso representing the OMBA Sip & Stroll, Corinne Villavaso representing the BRCA-THON Cycling & Walking for Awareness, committee member Chris Freret was also representing Crawfish Cookin' for a Cause, and District 4 Fire Prevention Officer, Jeremy Windom, was invited by member Jason Kaufmann.

**Minutes:**

Minutes of the December 5, 2017 meeting were reviewed. There were no changes or corrections noted. Since none of the members present at this meeting were present at the December 5th meeting, Chairman Stacy made a motion and gave a second to approve the minutes as read. The motion was carried and adopted by unanimous vote.

**New Business:**

**Review:** Application for ***BRCA-THON Cycling and Walking for Awareness***  
**Applicant:** Corinne M. Villavaso for Hannah's Klozet Foundation  
**Date/Time:** April 21, 2018 / 8:00 am – 1:00 pm  
**Location:** Mandeville Trailhead / St. Tammany Trace/ Jackson Street

The committee reviewed the application. It was noted that receipt of the Certificate of Insurance would be pending, and a copy of a Federal Tax Exempt Certification Letter would also be required. The application also indicated that alcohol would be served at the Trailhead as part of the event. I was thought that this would only require a "Schedule B" alcohol permit from the State. However, Mayor Villere indicated that, to his knowledge, in order for any person or group to serve or sell alcoholic beverages at any venue in the State of Louisiana, they are required to have a State ATC "Schedule A" Alcohol Permit. This matter was put on hold until the ATC regulation could be confirmed. The Chairman asked for a motion regarding this application. A motion was made by Maria Radosta with second by Jay Crosby that the application be **TABLED** until the March 6, 2018 meeting. The motion was carried and was unanimously approved.

Review Application for ***Girod Street Stroll***

**Applicant:** Old Mandeville Business Association (OMBA) by Joe DiTommaso  
**Date/Time:** April 21, 2018 / 5:00 pm – 9:00 pm  
**Location:** Girod Street in Old Mandeville

Joe DiTommaso was introduced as the representative in attendance for the OMBA Girod Street Stroll. It was noted by Chairman Stacy that this is an annually recurring event. Mr. DiTommaso explained that the event is open to the public; however, the participation is limited by the purchase of cups – 1037 cups are available for sale for the 2018 event. He indicated OMBA would be providing three regular and 1 handicap portalet for the event. He

was advised that the committee requires a copy of the portalet contract that includes a written stipulation that the company picks up and removes the units no later than the first working day following the event. This document would be included as part of the application. Mr. DiTommaso verified that OMBA would need for Girod Street to be closed off and they would be paying for a police detail to oversee the closure. There were no further questions or discussion and the chairman asked for a motion for action on this application. It was moved by Jay Crosby with second by Maria Radosta to recommend the application be referred to the Council for approval. The motion was carried by unanimous vote.

Review Application for ***Crawfish Cookin' for a Cause – Fundraiser for ALS***

Applicant: Scott McWilliams by Chris Freret

Date/Time: Saturday, April 28, 2018 / 10:00 am – 6:00 pm / No Rain Date

Location: Lakeshore Drive between Foy & Jackson Streets

The application for this event was reviewed and found to be complete and in order. Chris Freret, representative for the event, had not yet arrived. At this point in the meeting, Chairman Stacy gave the floor to Jeremy Windom, Fire Prevention Officer, invited by Jason Kaufmann, Chief Fire Protection Officer for District 4 in Mandeville and a member of this committee. Since the topic being presented by Officer Windom could have a direct impact on the ***Crawfish Cookin' for a Cause event***, further action was placed on hold.

Officer Windom had been directed to inform the committee of a new safety regulation requiring that booths using propane cookers with an open flame at outdoor events are now required to have a 5lb ABC Fire Extinguisher on hand in each booth as a fire safety precaution. A discussion followed concerning how this new regulation will affect certain events such as ***Crawfish Cookin' for a Cause***. A motion was made by Maria Radosta with second by Jay Crosby to TABLE this application until Chris Freret was available to provide input on how this would affect their event. The motion was carried and approved.

Review of Application for ***Northshore Kids Run & 5K Marathon***

Applicant: Michael Wattigny, Wattigny Enterprises

Date/Time: Kids Run - Saturday, October 20, 2018 / 8:00 – 10:00 am / No Rain Date

5K Marathon - Sunday, October 21, 2018 / 8:00 – 10:00 am / No Rain Date

Location: Kids Run - Varsity Sports Old Mandeville Route

5K Marathon - Old Mandeville, Lakeshore Drive, to Fountainebleau State Park

The committee reviewed the application for the Northshore Kids Run & 5K Marathon (formerly Northshore Half Marathon). It was noted that several of the Event Details on the application had not been checked off, making the application incomplete. In addition, the applicant would need to provide a copy of their portalet contract and, of course, the Certificate of Insurance. Under these circumstances, a motion was made by Jay Crosby with second by Chris Freret to **TABLE** until a completed application and portalet contract is received. The motion was carried and approved.

Chris Freret joined the meeting at this time. A motion was made by Jay Crosby with second by Maria Radosta to reopen the discussion of ***Crawfish Cookin' for a Cause***. Approval of the motion was unanimous. The discussion continued regarding the new safety regulation requiring booths performing outdoor cooking using open flame apparatus to have a fire extinguisher available at each booth or cooking area. Chris responded that this new regulation would not pose a problem for their event. Their organization already requires that fire extinguishers be on hand.

In connection with this event, Christ voiced his concern regarding boats parking at the sea wall at the harbor during their event. He had been informed that the Yacht Club would be holding a Regatta during the same

weekend as their event. Mayor Villere suggested speaking with Yacht Club administration to coordinate their activities to head off any potential scheduling conflicts with boats hooking up at the dock, particularly overnight. The discussion was concluded. A motion was made by Jay Crosby with second by Chloe Henderson to recommend this event to the Council for approval, with the addition of a requirement that each booth using propane for cooking have a 5lb ABC Fire Extinguisher on hand, submittal of the standard Certificate of Insurance at least 30 days prior to the event, and a request for Council approval for a waiver of the Lakefront Food & Drink Ordinance. The motion was carried and unanimously approved.

Ms. Corinne Villavaso, representing the Hannah's Klozet Foundation and the application for the **BRCA-THON Cycling and Walking for Awareness** event was a late arrival. The Chairman allowed further discussion of this application. Ms. Villavaso was asked directly whether alcohol would be served or sold at the event. Ms. Villavaso indicated that they planned to dispense alcoholic beverages from the Concession Stand at the Trailhead. Mayor Villere posed questions regarding State ATC Permitting requirements for selling or dispensing alcohol. Ms. Villavaso indicated that she was fully aware of the ATC "Schedule B" requirement, but that the Foundation had no problem with adhering to any other permitting regulations required by State law. Questions also arose concerning the route of the event, which included the use of Jackson Ave from the Trace to the Lakefront Pavilion and back. This matter would also need to be revisited. This application had already been **TABLED** and would remain so until the March 6, 2018 committee meeting for resolution of alcohol permitting and the use of Jackson Street.

**Adjournment:**

It was moved by Maria Radosta, with second by Jay Crosby, that the meeting be adjourned. The motion carried and was unanimously approved.

Arnita Alexander  
Recording Secretary