

**NOTICE OF PUBLIC MEETING
MANDEVILLE CITY COUNCIL
MEETING AGENDA
THURSDAY, OCTOBER 12, 2023, at 6:00PM
MANDEVILLE CITY HALL
3101 E. CAUSEWAY APPROACH
MANDEVILLE, LOUISIANA 70448**

**CALL TO ORDER
PLEDGE OF ALLEGIANCE**

MINUTES:

1. Adoption of the September 28, 2023, Regular Meeting Minutes

REPORTS & ANNOUNCEMENTS:

PRESENTATION:

Proclamation of the Mayor of Mandeville dedicating the City Hall Butterfly Garden to honor the lifetime of civil service of Carla Shows Buchholz.

Proclamation for Kiki's Red Ribbon School Celebration 2023

OLD BUSINESS: none

NEW BUSINESS:

Approval of the special event and special event liquor license for the Mary Queen of Peace – Jambalaya Cookoff to be held on Saturday – November 4, 2023, 11:00 am – 3:00 pm at 1515 West Causeway Approach. Contingent upon approval of ATC Special Events Liquor Permit and MPD Detail Approval (Councilwoman Bush, District I)

Adoption of Resolution No. 23-36; A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MANDEVILLE HONORING CARLA SHOWS BUCHHOLZ FOR HER DEDICATION AND SERVICE TO THE CITY OF MANDEVILLE AND PROVIDING FOR OTHER MATTERS IN CONNECTION THEREWITH (Councilman Zuckerman, District At-Large)

PUBLIC COMMENT:

FINANCE REPORT & PROJECTS IN PROGRESS:

ADJOURNMENT

Kristine Scherer
Council Clerk
City of Mandeville-3101 E. Causeway Approach-Mandeville, LA 70448
(985) 624-3145

In accordance with the Americans with Disabilities Act, if you need special assistance, please contact, Kristine Scherer, Council Clerk, at (985) 624-3145, describing the assistance that is necessary.

DATE OF NOTICE: October 5, 2023, 1:00 pm

POSTED AT: MANDEVILLE CITY HALL, 3101 E. CAUSEWAY APPROACH, MANDEVILLE, LOUISIANA



INTEROFFICE MEMO

TO: Kristine Scherer
Kathleen Sides

FROM: Alia Casborné

DATE: October 2, 2023

SUBJECT: Special Events Application Recommendations

Please find below the Special Events Applications received and recommended for Council approval by the Mayor.

Mary Queen of Peace – Jambalaya Cookoff

Applicant: Sandy Luparello

Date/Time: Saturday – November 4, 2023, 11:00 am – 3:00 pm

Rain Date: N/A

Location: 1515 West Causeway Approach (Event takes place on private property)

Approval Requests:

- City Permit requested to apply for ATC Special Events Liquor Permit
- MPD Detail

Contingencies:

- ATC alcohol permit
- MPD Detail Approval

Attachments

City of Mandeville
675 Lafitte Street Mandeville,
LA 70448



www.cityofmandeville.com
Telephone: (985) 624-3127 or 624-3147
Fax: (985) 624-3128

Mayor Clay Madden

SPECIAL EVENT PERMIT APPLICATION

Name of Organization or Group MQP CO OP
Name of Authorized Representative Sandy Luparello Non-Profit/Tax-Exempt # _____
Mailing Address 1515 W Causeway Approach
City Mandeville State LA Zip 70471
Applicant Phone # 504-416-5072 Alt. Phone # _____
E-Mail sandylupe@gmail.com Application Fee Paid? YES NO

Name of Event: MQP Jambalaya Cook Off
Date(s) of Event: Day Saturday Date 11/4/2023 Time 11-3 Rain Dates(s) _____
Event Location: Mary Queen of Peace School

Type of Event: New Recurring
 Fundraiser Concert Race/Run/Walk Parade Wedding
 Festival, Carnival or Market Other: _____
Description/Purpose of Event Jambalaya Fundraiser Estimated Attendance 500

EVENT DETAILS - Check all that apply:

1	Are patron admission, entry or participant fees charged?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
2	Is the event open to the public?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
3	Are Street Closures Requested? If yes, please contact Mandeville Police Dept.	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
4	Will you require barricades for the event?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
5	Are you requesting that Police be present during the event?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
6	If you answered YES, to number 5, how many officers are you requesting	<u>2</u>	
7	If you are requesting Police, will they need to direct traffic?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
8	Will alcohol be consumed, distributed, or sold at this event?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
9	Will food be distributed, prepared or sold at this event?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
10	Will there be canopies or tents?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
11	Will there be vendor booths? Merchandise or product sales?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
12	Are you planning to have inflatable attractions, games or rides?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
13	Will there be bleachers, stages, fencing or other structures?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

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14	Do you plan to provide portable toilets? * See Guidelines*	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
15	Will there be security staff?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
16	Are you planning to have amplified sound?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
17	Will you need access to power or water? (please circle)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
18	Will there be any signs, banners, decorations, or special lighting?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

1. If "Yes" is checked for any of the Event Detail questions, please refer to the Special Events Guidelines for instructions.
2. If police presence is required, contact Mandeville Police Department at (985) 626-9711 to reserve a Police Detail.
3. If alcohol is being served, please complete the City Liquor License Application and Appendix A to include with the application. The City permit is required to apply for the State permit.
4. A Site Plan MUST be included with the application illustrating a detailed layout of the event, showing the precise location of stages, tents, power, food vendors, alcohol sales, portable toilets, etc. Run/Walk events also require a detailed map indicating the route to be taken, where safety personnel will be stationed, and the location of temporary traffic control personnel (if applicable).

INSURANCE/INDEMNITY

The City of Mandeville requires a minimum \$1,000,000 liability insurance certificate with an insurer that is acceptable to the City of Mandeville, with an AA-@ or better rating, authorized to do business in the State of Louisiana, and naming the City of Mandeville as an additional insured. A copy of the Insurance Certificate is to be included as an attachment to this application. The Insurance Certificate must be submitted to the City Clerk no later than 30-days prior to the event in order for the Special Events Permit to be issued.

The Mayor of Mandeville has the right to revoke any permit application or permit. The applicant shall comply with all permit directions and conditions, and with applicable laws and ordinances. The event organizer or other authorized representative heading such activity shall carry the permit upon his person during the conduction of the event.

The undersigned applicant, by signature below, shall hold harmless the City of Mandeville, its officers, agents, and employees and shall indemnify and, if requested, defend the City, its officers, agents, and employees for any claim or injury to property or persons that may arise as a result of any activity which may arise from operations under or in connection with the permit.

The undersigned has read and submitted the completed application, including all required attachments and documentation. The applicant or applicant's representative has read the Special Events Guidelines and agrees to comply with the terms and conditions as defined therein. Failure to comply with these terms and conditions is subject to fines and penalties as set forth by City Ordinance.

Signed By: Sandy Luparello
Printed Name: Sandy Luparello
Organization Represented: MQP Co Op
Office Held President Elect Date 9/29/23

Please email completed application to acasborne@cityofmandeville.com.

Thoroughly read the information outlined in the Special Events Guidelines and throughout this Application.



MANDEVILLE POLICE DEPARTMENT

Special Event Addendum

Special Events requiring a Police presence are either paid by the Event at a detail rate, or in rare instances, are paid by the City after approval by the Mayor and/or Council. In order to facilitate your Special Event application, please answer the following questions:

1. Beginning and end time of event: 11a-3p
 2. Location of event: MOP 1515 W. Causeway App.
 3. Will the event take place on a public roadway? YES NO
 4. Are you requesting public streets be blocked off? YES NO
 5. Are you requesting that Police be present during the event? YES NO
 6. Are you paying for a Police detail? YES NO
 7. If you answered yes to number 6, how many officers? 2
 8. Name and contact number of Event official?
Sandy Luparuto (504) 416-5072
-
9. Will alcoholic beverages be present? YES NO
 10. Expected number of people at event? 300

City of Mandeville
3101 East Causeway Approach
Mandeville, Louisiana 70448
985-624-3147 985-624-3149 Fax

****SPECIAL EVENTS (3-DAY)****
LIQUOR LICENSE APPLICATION

1. Liquor license to be issued to: Mary Queen of Peace Catholic School
2. Legal name(s): Individual, Partners, or Corporation Mary Queen of Peace Catholic School
3. Apply for: Class "A" ___ Class "B" ___ / High Content ___ Low Content X / Restaurant ___ Beer Only
4. Business location address 1515 W Causeway Approach, Mandeville LA 70471
 Telephone (504) 416-5072
5. Mailing address 1515 W Causeway Approach, Mandeville LA 70471
6. Contact Person Sandy Luparello
 Phone Number (504) 416-5072 E-Mail Address: Sandylupe@gmail.com
 Fax Number (504) 229-7386 Web Address maryqueenofpeace.org

7. Type of organization:
 Individual Partnership Corporation Non-Profit LLP LLC Other
(If individual complete line A only)
8. If a Corporation, LLC, LLP, or Partnership, supply name, title, social security #, home address and telephone # of all officers, members, managers, partners, agents or other representative. The list of names below should each furnish a notarized Schedule "A".

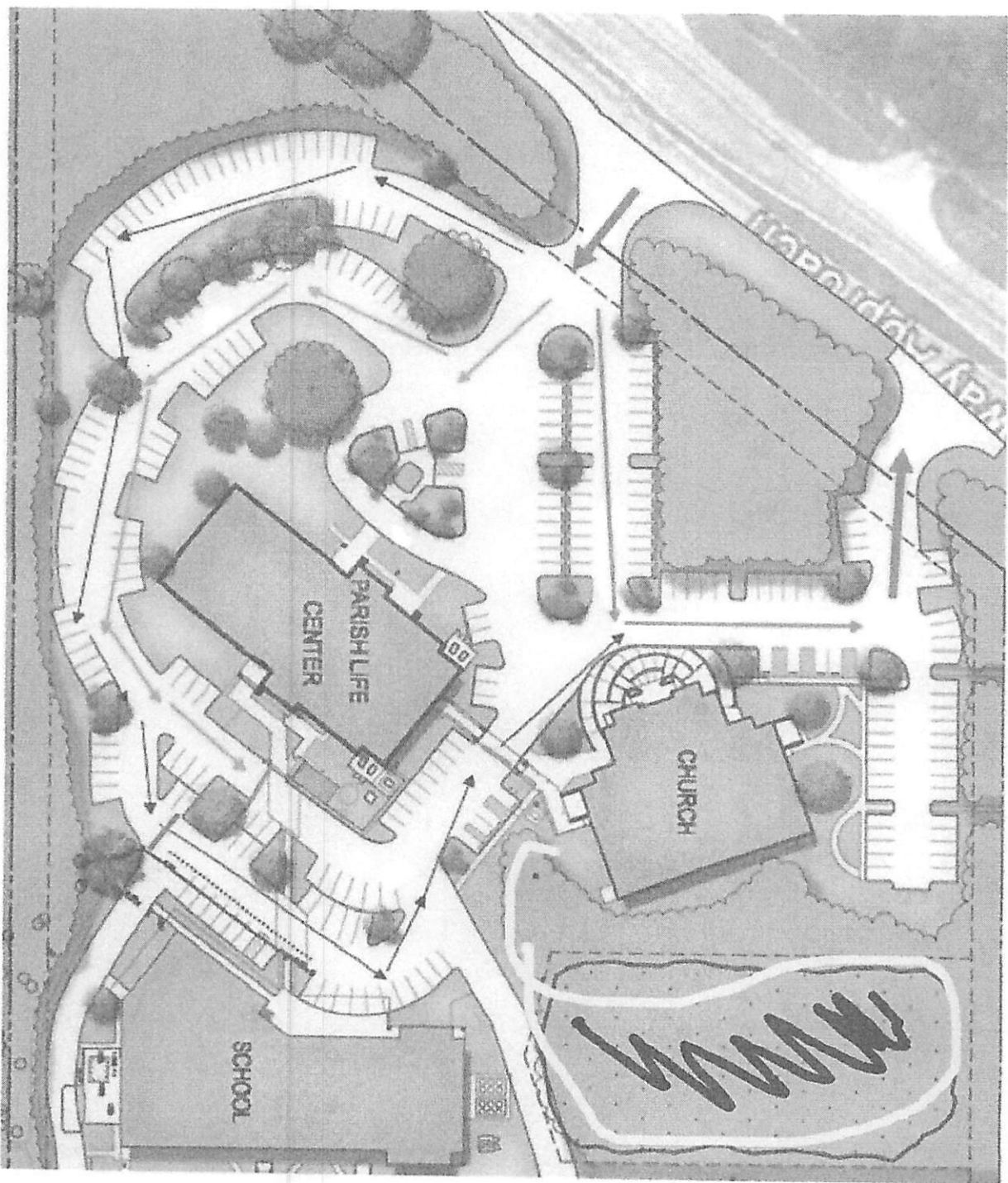
A	Name	Title	SSN	% Owned
	Resident Address	City State Zip	Home Phone Number	
B.	Name	Title	SSN	% Owned
	Resident Address	City State Zip	Home Phone Number	
C.	Name	Title	SSN	% Owned
	Resident Address	City State Zip	Home Phone Number	

9. Is this application by a new owner to take over an existing business that has been selling liquor regularly and continuously to the present time? No If yes, list.
10. Does applicant hold State or City of Mandeville liquor license for current year at any other location?
No If yes: Name _____ Location: _____
11. Has applicant applied for state liquor license? No
12. Has the applicant ever been denied a state or local liquor license? No
12. Is premise located in an area where the sale of liquor is prohibited by local or state laws? No
13. Is applicant the owner of the premises to be occupied? No If no, does applicant hold a bona fide written lease? No (Supply copy of lease with application.)
14. If premises leased, give name and address of lesser. _____
15. Describe the part of the building to be occupied by business: Outside field behind church
16. Open date for this location Open and close date 11/4/23
17. Describe in detail your business. i.e.: Type of sales, activity, or service you perform:
Selling beer at jambalaya cook off for fundraiser

An original approved Sales Tax Clearance Certificate must be attached to the application, requested from the St. Tammany Parish Sales Tax Department (form attached).

I affirm that the information given on this application is true and correct.

Signature of Applicant Sandy Luparello Title: 9/29/23
 Signature of Preparer: Sandy Luparello Date 9/29/23



DO NOT ENTER*

CARLINE DROPOFF

DO NOT ENTER

NO PARKING

DROPOFF/PICKUP ENTRY

*Aftercare pickup entry only

THE FOLLOWING RESOLUTION WAS INTRODUCED BY COUNCIL MEMBER _____; AND SECONDED FOR ADOPTION BY COUNCIL MEMBER _____

RESOLUTION NO. 23-36

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MANDEVILLE HONORING CARLA SHOWS BUCHHOLZ FOR HER DEDICATION AND SERVICE TO THE CITY OF MANDEVILLE AND PROVIDING FOR OTHER MATTERS IN CONNECTION THEREWITH

WHEREAS, Carla Shows Buchholz was born September 7, 1961 to Frank Clay Shows and Natalia “Tillie” Burns Shows in Mobile, Alabama; and

WHEREAS, Carla and her family moved to Louisiana in 1978 where she graduated from Mandeville High School and met her future husband, Colin Buchholz; and

WHEREAS, Carla was the “Life of Every Party”, but also the perfect example of a servant to her community, serving on the Board of Directors for Keep Louisiana Beautiful for 9 years and the Keep Mandeville Beautiful Board of Directors for 20 years, as well as serving as a Mandeville City Councilwoman for District 2 from 2008 to 2016; and

WHEREAS, Carla passed away on Augst 5, 2023, leaving a lasting legacy to all those that came into contact with her, whether in New Orleans for Mardi Gras or at her favorite place, the beach; and

WHEREAS, the City of Mandeville would like to formally dedicate the Butterfly Garden, which was created by Keep Mandeville Beautiful, in Carla’s honor.

NOW, THEREFORE, BE IT RESOLVED, the City Council of the City of Mandeville would like to honor Carla Shows Buchholz and do hereby Recognize that the Butterfly Garden at Mandeville City Hall will henceforth be named the Carla Buchholz Memorial Butterfly Garden.

With the above Resolution having been properly introduced and duly seconded, the vote was as follows:

AYES: 0
NAYS: 0
ABSENT: 0
ABSTENTIONS: 0

and the Resolution was declared adopted this 28th day of September, 2023.

Kristine Scherer
Clerk of Council

Jason Zuckerman
Council Chairman