

ORD 26-30

THE FOLLOWING ORDINANCE WAS SPONSORED BY COUNCIL MEMBER DISCON; MOVED FOR ADOPTION BY COUNCIL MEMBER _____, SECONDED FOR ADOPTION BY COUNCIL MEMBER _____.

ORDINANCE NO. 26-30

AN ORDINANCE AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF MANDEVILLE TO REZONE PROPOSED LOT 2B; A PORTION OF LOT 2 SQUARE 47 OF THE TOWN OF MANDEVILLE, ST TAMMANY PARISH, STATE OF LOUISIANA FROM B3 TO TOWN CENTER (TC); AND PROVIDING FOR FURTHER MATTERS IN CONNECTION THEREWITH

WHEREAS, the Comprehensive Land Use Regulation Ordinance (CLURO) authorizes the City Council of the City of Mandeville to consider zoning changes to properties to a different zoning district after referring for evaluation by the Zoning Commission who will make a recommendation of action to the City Council and the City Council will take action as outlined in the zoning amendment procedure provisions of the CLURO;

WHEREAS, the property to be rezoned is described the proposed Lot 2B, being a portion of Lot 2 Square 47 of City of Mandeville, St. Tammany Parish, State of Louisiana as per the survey prepared by Lowe Engineers dated July 15, 2026;

WHEREAS, L3 Builds, LLC, duly organized, validly existing and in good standing under the laws of the State of Louisiana, purchased the related property on March 4, 2022;

WHEREAS, Lot 2 Square 47 of the Town of Mandeville is currently zoned B3, and L3 Builds, LLC, has requested to subdivide Lot 2 Square 47 of the Town of Mandeville and rezone a new portion of said lot ("proposed Lot 2B") from its current zoning of B3 to Town Center (TC) in order to match neighboring lots;

WHEREAS, the City Council has received a report and recommendation from the Zoning Commission in furtherance of the zoning amendment procedures and has held a public hearing and called for a vote on the proposed zoning amendment.

BE IT ORDAINED by the City Council of the City of Mandeville that the proposed Lot 2B of Lot 2 Square 47 as shown in the enclosed Survey and described below shall hereafter be zoned as Town Center (TC):

LEGAL DESCRIPTION OF 0.09 ACRES

A CERTAIN PIECE OR PORTION OF LAND SITUATED IN SQUARE 47, TOWN OF MANDEVILLE, GREENSBURG LAND DISTRICT, ST. TAMMANY PARISH, LOUISIANA BEING MORE FULLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE SOUTHWEST CORNER OF LOT 2, WITH SAID POINT BEING ON THE NORTHERLY RIGHT-OF-WAY OF LIVINGSTON STREET, THENCE LEAVING SAID RIGHT-OF-WAY, RUN NORTH 29 DEGREES 07 MINUTES 34 SECONDS EAST FOR A

DISTANCE OF 192.23 FEET TO THE POINT OF BEGINNING;

FROM THE POINT OF BEGINNING, CONTINUE NORTH 29 DEGREES 07 MINUTES 34 SECONDS EAST FOR A DISTANCE OF 60.00 FEET TO A POINT; THENCE RUN SOUTH 60 DEGREES 11 MINUTES 15 SECONDS EAST FOR A DISTANCE OF 64.81 FEET TO A POINT; THENCE RUN SOUTH 29 DEGREES 19 MINUTES 40 SECONDS WEST FOR A DISTANCE OF 60.00 FEET TO A POINT; THENCE RUN NORTH 60 DEGREES 11 MINUTES 15 SECONDS WEST FOR A DISTANCE OF 64.60 FEET BACK TO THE POINT OF BEGINNING. SAID PARCEL OF LAND CONTAINS 0.09 ACRES MORE OR LESS.

NOW, THEREFORE, BE IT FURTHER ORDAINED that the Clerk of this Council be and is hereby authorized and empowered to take any and all actions which she, in the exercise of her discretion, deems necessary to promulgate the provisions of this ordinance.

The ordinance being submitted to a vote, the vote thereon was as follows:

AYES:

NAY:

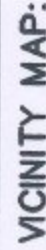
ABSTENTIONS:

ABSENT:

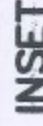
And the ordinance was declared adopted this ____ day of _____, 2026.

Alicia Watts
Clerk of Council

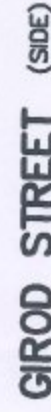
Scott Discon
Council Chairman



VICINITY MAP:



NOT TO SCALE



LIVINGSTON STREET (SIDE)

LAFITTE STREET (SIDE)

OWNED
BY
TRES-UNIVERSITY

OWNER


MAYOR OF THE CITY OF MANDEVILLE

CITY PLANNER

CHAIRMAN OF THE PLANNING COMMISSION

CITY ENGINEER/PUBLIC WORKS DIRECTOR

Dy Shana Neo
CLERK OF COURT

1012 3257
CLERK OF COURT
Shana Hess, Deputy Clerk

DATE FILED	FILE NO.

John G. Cummings & Associates

PROFESSIONAL LAND SURVEYORS
503 N. JEFFERSON AVE COVINGTON, LOUISIANA 70433
(985) 892-1549

PLAT PREPARED FOR: **Trace Units LLC**

SHOWING A SURVEY OF: A RESUBDIVISION OF LOT 47-C-1
INTO LOTS 47-C-1A, 47-C-1B, 47-C-1C, 47-C-1D
& 47-C-1E, SQUARE 47, CITY OF MANDEVILLE,
ST. TAMMANY PARISH, LOUISIANA.

SCALE:	DATE:	JOB NO.
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REVISÉ:

DATE: _____

JOB NO.

REVISÉ:

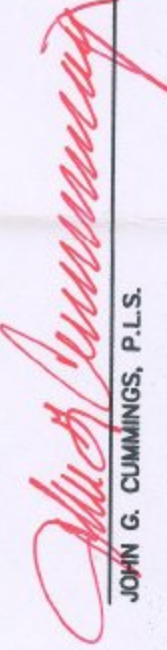
1. This property is located in Flood Zones AE & B, per F.E.M.A. Map No. 2202020427D, dated May 16, 2012.

2. Iron Corners or Crosses will be placed

JOHN G. CUMMINGS, P.L.S.

THERE IS NO REPRESENTATION THAT ALL APPLICABLE SERVICES AND/OR RESTRICTIONS HAVE BEEN SHOWN HEREON. ANY SERVICES AND/OR RESTRICTIONS SHOWN ON THIS PLAT ARE LIMITED TO THOSE SET FORTH IN THE DESCRIPTION AND/OR INFORMATION FURNISHED THE UNDERSIGNED. A TITLE OR PUBLIC RECORD SEARCH FOR SUCH INFORMATION WAS NOT MADE BY THE UNDERSIGNED IN COMPILING DATA FOR THIS SURVEY.

THIS PLAT REPRESENTS A PHYSICAL SURVEY MADE ON THE GROUND BY ME, OR THOSE UNDER MY DIRECTION, AND IS IN ACCORDANCE WITH THE APPLICABLE STANDARDS OF PRACTICE AND BEARS A CLASS C SURVEY.



REFERENCE SURVEY:

Survey for M.L. Waller by Thomas J. Fontcuberta,
Surveyor, dated September 14, 2004, filed St.
Tammany Parish Clerk of Court Map File No.
3606D.

NOTES:

1. This property is located in Flood Zones AE & B, per F.E.M.A. Map No. 2202020427D, dated May 16, 2012.

2. Iron Corners or Crosses will be placed upon approval.

R15-09-02

CASH SALE

STATE OF LOUISIANA

PARISH OF ST. TAMMANY

On this 4th day of March, 2022, before me, a Notary Public for the Parish of , State of Louisiana, and in the presence of the subscribing witnesses personally appeared:

THE SUCCESSION OF ELLIOT L. MANINT, JR. (TIN#XXX138539) herein represented by Mable Leblanc Manint, Independent Executrix, per Letters of Independent Administration, attached hereto and made a part hereof, having a mailing address of 321 S. Greenwood Avenue, Palatine, Illinois 60074; herein represented by Eric R. Bissel, by virtue of Power of Attorney to Sell, original of which is attached hereto and made a part hereof;

hereinafter referred to as **VENDOR**, who declared that for the price of **One Hundred Eighty-Five Thousand and 00/100 (\$185,000.00)*** cash, receipt of which is hereby acknowledged, **VENDOR** does hereby sell and deliver, with full warranty of title and subrogation to all rights and actions of warranty **VENDOR** may have, unto:

L 3 BUILDS, LLC(TIN#XXX072446) a Limited Liability Company, duly organized, validly existing and in good standing under the laws of the State of Louisiana, appearing herein through, Layton J. Fernandez, III, it's sole Member/Manager by virtue of that certificate of authority attached hereto and made a part hereof, having a mailing address of 635 Lafitte Street, Apt. #4, Mandeville, Louisiana 70448.

hereinafter called **VENDEE**, the following described property, the possession and delivery of which **VENDEE** acknowledges:

THAT CERTAIN PORTION OF GROUND, together with all of the buildings and improvements thereon and all of the rights, ways, means, privileges, servitudes, appurtenances and advantages thereunto belonging or in anywise appertaining thereto, situated in the **TOWN OF MANDEVILLE**, Parish of St. Tammany, State of Louisiana in **SQUARE 47** bounded by Livingston, Gerard, Villere and Lafitte Streets designated as **LOT NUMBER 2** on a plat of survey by Joseph Pugh, Surveyor, dated July 15, 1943 which said lot lies at a distance of 266.45 feet from the corner of Livingston and Gerard Streets and measures thence 63.95 feet front on Livingston Street, the same width in the rear by a depth of 250.46 feet between parallel lines.

Being the same property acquired by Elliot L. Manint, Jr. from Elliot L. Manint, Sr. by Act of Donation dated July 25, 1994 and recorded at Instrument Number 914688 in the official records of St. Tammany Parish, Louisiana.

Further being property acquired by The Succession of Elliot L. Manint, Jr, in Proceedings No. 30996-Division "E", 22nd Judicial District Court for the Parish of St. Tammany by Letters of Testamentary dated September 22, 2021 in the official records of St. Tammany Parish, Louisiana.

THIS PROPERTY IS SUBJECT TO THE FOLLOWING EXCEPTIONS:

The parties are aware that no survey has been made with this transaction and hereby release and relieve Geaux Title and me, Notary, from any and all liabilities which might have been disclosed by a current survey.

Any and all restrictive covenants, servitudes, building set back lines, rights of way, greenbelts, dedications location of wetlands, greenspaces and recreation areas, flood zone designations and elevations, location of detention ponds and utility drainage and access servitude and driveway culvert data all as they appear in the chain of title and on the plan of subdivision for Town of Mandeville filed with the Clerk of Court for St. Tammany, State of Louisiana.

Any prior reservation or covenants, together with release of damages of minerals, of every kind and character, including but not limited to gas, oil, sand and gravel in, on and under subject property.

Notary takes no responsibility as to any adverse possessory rights, deficiency of quantity of land, boundary line disputes, unrecorded servitudes, easements or encumbrances, or any such other matters as would be determined by an actual survey and physical inspection of the premises.

SUCCESSION

OF

ELLIOT L. MANINT, JR

NO. 2021- 30996 DIV. " E "

22ND JUDICIAL DISTRICT COURT

ST TAMMANY PARISH

STATE OF LOUISIANA

LETTERS TESTAMENTARY

To whom all these Presents shall come, Greeting:

WHEREAS MABLE LEBLANC MANINT has been affirmed and appointed as the Independent Executrix of the Succession of the Louisiana Ancillary Succession Proceedings for the Succession of ELLIOT L. MANINT, JR. on the 22nd day of September, 2021:

NOW KNOW YE, that the said MABLE LEBLANC MANINT has been appointed the INDEPENDENT EXECUTRIX of the Louisiana Ancillary Succession of ELLIOT L. MANINT, JR. and that she is hereby authorized and empowered to collect all of the goods and effects of the decedent MABLE LEBLANC MANINT and to do all other lawful acts necessary and appropriate to the office of the INDEPENDENT EXECUTRIX of the ANCILLIARY SUCCESSION of ELLIOT L. MANINT, JR.

IN WITNESS WHEREOF, these LETTERS of INDEPENDENT TESTAMENTARY are issued in the name and under the Seal of the Twenty-Second Judicial District Court for the Parish of St. Tammany, State of Louisiana this 22nd day of September, 2021.


Deputy Clerk

22nd Judicial District Court
Parish of St. Tammany
State of Louisiana

A TRUE COPY


DY. CLERK 22nd Jud. Dist. Court
ST. TAMMANY PARISH, LA.

Tracey Graham, Deputy Clerk

POWER OF ATTORNEY
TO SELL REAL ESTATE

UNITED STATES OF AMERICA

BY: MABLE LEBLANC MANINT

STATE OF ILLINOIS

TO: ERIC R. BISSEL

 COUNTY

BEFORE ME, the undersigned authority, duly commissioned and qualified in and for the County of COOK, State of Illinois, personally came and appeared:

MABLE LEBLANC MANINT, a person of the full age of majority, appearing herein solely in her authority as the Independent Executrix of the Succession of ELLIOT L. MANINT, JR. bearing number 2021-30996 Division E of the Twenty-Second Judicial District Court for the Parish of St. Tammany, State of Louisiana, whose mailing address is 321 South Greenwood Avenue, Palatine, Illinois 60074

hereinafter referred to as "Appearer," who does hereby make, name, ordain, constitute, and appoint in Appearer's place and stead:

ERIC R. BISSEL

sometimes hereinafter referred to as "Agent," to be Appearers's agent and attorney in fact, and by these presents giving unto said agent all special powers necessary and proper, with absolute full and unlimited power and authority for and in the name of Appearer and Appearer's behalf in his capacity as the duly qualified Independent Administrator of the Succession of ELLIOT L. MANINT, JR. to sell, transfer, convey and deliver, with warranty as to title only, and with full substitution and subrogation in and to all of the rights of warranty which said succession has or may have against all preceding owners and vendors, for a cash price in the amount of ONE HUNDRED EIGHTY FIVE THOUSAND and no/100 (\$185,000.00) DOLLARS, **to be paid in certified funds** under any such terms and conditions which agent shall deem fit and proper, the following described property, to wit:

ONE CERTAIN LOT OF GROUND with all of the improvements thereon and all of the rights, ways, privileges, servitudes, and advantages thereunto belonging situated in the Town of Mandeville, Parish of St. Tammany, State of Louisiana in Square 47 bounded by Livingston, Gerard, Villere and Lafitte Streets designated as Lot No. 2 on a plat of survey by Joseph Pugh Surveyor, dated July 15, 1943 which said lot lies at a distance of 266.45 feet from the corner of Livingston and Gerard Streets and measures thence 63.95 feet front on Livingston Street, the same width in the rear by depth of 250.46 feet between parallel lines.

Being the same property acquired by ELLIOT L. MANINT, JR. from

ELLIOT L. MANINT, SR. by Act of Donation dated July 25, 1994
recorded as original instrument number 914688 of the official records
of the Clerk of Court for the Parish of St. Tammany, State of Louisiana.

Said property has been assigned Assessment Number 114-029-0289 by
the Assessor of the Parish of St. Tammany, State of Louisiana.

It is specifically understood that this Power of Attorney to sell real estate contemplates a
conveyance with warranty as to title only, with a waiver by the purchaser(s) of all rights of
redhibition and warranty as to any improvements situated upon said property.

Appearer MABLE LEBLANC MANINT, in her sole capacity as Independent Executrix
of the Succession of ELLIOT L. MANINT, JR. does hereby further authorize said agent to
appear before any notary public to do any and all things the said agent, in his sole and
uncontrolled discretion, deems necessary or proper in connection therewith. Said Independent
Executrix herein further gives and grants agent ERIC R. BISSEL as attorney-in-fact, the full and
complete power to perform any and all acts necessary and proper as fully as said Independent
Executrix could do if she were personally present and acting for her own behalf.

THUS DONE AND PASSED at the Town Palatine, County of
COOK, State of Illinois on the 22 day of February, 2022, in the
presence of the two undersigned competent witnesses, who hereunto sign their names with said
appearer and me, Notary, after a full reading of the whole.

WITNESSES:

Patricia A. Keane
Printed Name of Witness: PATRICIA A. KEANE

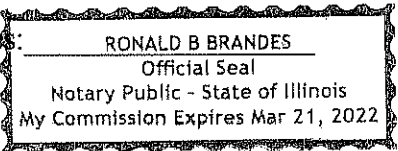
Mable LeBlanc Manint
MABLE LEBLANC MANINT

Michael K. Keane
Printed Name of Witness: Michael K. Keane

NOTARY PUBLIC

Printed Name of Notary: Ronald Brandes
Illinois Bar Roll No. _____ OR Georgia Notarial No. _____

My Notarial Commission Expires:



SEAL:



Page Two of Two Pages

Any minerals or mineral rights leased, granted or retained by current or prior owners.

Extant and subsisting subsurface mineral rights, if any, of whatever nature.

Encroachments, boundary disputes, overlaps, rights of parties in possession, party walls, servitudes and other adverse matters, if any, as would be disclosed on a current accurate survey and inspection of the subject property.

Any lien, or right to lien, for services, labor or material heretofore or hereafter furnished, imposed by law and not shown by the public records.

Road, ways, streams, or easements, or claims of easements, if any, not shown by the public records, riparian rights and the title any filled-in lands.

Loss or damage arising from failure to produce a certified copy of a valid divorce decree between parties and any community interest in the property in the event the parties are not validly divorced.

The restrictive covenants recorded in the official records of St. Tammany Parish, Louisiana, but deleting any covenant, condition or restriction, if any, based upon race, color, religion, sex, handicap, familial status, or national origin unless and only to the extent that such covenants, conditions, or restrictions (a) are exempt under Chapter 42, Section 3607 of the United States Code or (b) relate to handicap but do not discriminate against handicapped persons; also deleting any covenant, condition, or restriction if any, based upon race, color, religion, sex, handicap, familial status, or national origin unless and only to the extent that such covenants, conditions or restrictive violate 42 USC 3604 (c).

Subject to all previously recorded building restrictions, servitudes, building set back lines; and oil, gas and mineral reservations, conveyances, servitudes and leases of record.

VENDEE reserves all oil, gas and mineral rights in, under or pertaining to the property herein conveyed. Surface operations of any kind or nature whatsoever in connection with said mineral reservation are specifically prohibited.

It is understood by the parties hereto that the VENDOR herein makes no warranty as to soil conditions on the lot herein conveyed, the warranty referred to herein being restricted in its interpretation to warrant solely as to marketability of title.

VENDEE REPRESENTS TO VENDOR THAT VENDEE HAS MADE A THOROUGH INSPECTION OF AND IS FAMILIAR WITH THE PROPERTY AND THE IMPROVEMENTS THEREON SOLD HEREIN. VENDEE AND VENDOR AGREE AND STIPULATE THAT THE PROPERTY SOLD HEREIN, INCLUDING THE IMPROVEMENTS LOCATED THEREON, ARE SOLD IN AND "AS IS" CONDITION WITHOUT ANY WARRANTY AGAINST REDHIBITORY VICES AND DEFECTS (NOT FIT FOR THE USES INTENDED) NOT EVEN FOR A RETURN OF THE PURCHASE PRICE AND WITHOUT ANY REPRESENTATIONS OF WARRANTY (OTHER THAN WARRANTY OF TITLE), EXPRESS OR IMPLIED, WHATSOEVER OF ANY KIND AS TO ANY MATTER. VENDEE HEREBY WAIVES ANY AND ALL RIGHTS VENDEE MAY HAVE IN CONNECTION THEREWITH. VENDEE AND VENDOR ACKNOWLEDGE THAT THIS PROVISION HAS BEEN NEGOTIATED BETWEEN THEM. VENDEE UNDERSTANDS THE MEANING AND SIGNIFICANCE OF THIS PROVISION AND VENDEE AND VENDOR ACKNOWLEDGE AND AGREE THAT THE SALES PRICE AND TERMS AND CONDITIONS OF THE SALE WERE ESTABLISHED BY THEM AFTER HAVING TAKEN INTO ACCOUNT THE PRESENT CONDITION OF THE PROPERTY SOLD HEREIN.

*The sales price recited herein does not necessarily reflect discounts or other concessions made by the VENDOR to the VENDEE.

All parties signing the within instrument have declared themselves to be of full legal capacity. The certificate of mortgages required by Article 3361 of the revised Civil Code of Louisiana is dispensed with by the parties. Taxes for the current year shall be paid by the PURCHASER herein when said taxes become due. Purchaser(s) and seller(s) agree that should any proration needed to adjust taxes due to variances in property description, assessed value, homestead exemption or millage rate(s) will be made between purchaser(s) and seller(s) and do hereby hold harmless GEAUX TITLE, CO., LLC and their employees AND/OR LEE R. MILLER, JR. AND/OR KATHRYN BEAUCOUDRAY from any liability or responsibility in connection herein. All agreements and stipulations herein contained and all the obligations herein assumed shall inure to the benefit of and be binding upon the heirs, successors and assigns of the respective parties, and the VENDEE, his/her heirs and assigns shall have and hold the described property in full ownership forever.

CERTIFICATE OF LIMITED LIABILITY COMPANY MEMBER

PURSUANT TO L.A. R.S. 12:1305 © (5)

The undersigned, a managing member/members of **L3 BUILDS, L.L.C.** (The "Company") declares that:

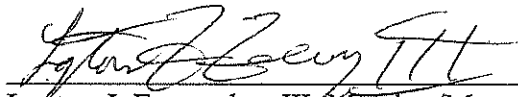
The undersigned is named in the Articles of Organization of the Company filed with the Secretary of State of Louisiana, as having authority to certify the membership of any member, the authenticity of any records of the limited liability company, or the authority of any person to act on behalf of the Company.

The undersigned certifies that **Layton J. Fernandez, III, Member/Manager** has been duly authorized by the Company to purchase/sell any real estate in the State of Louisiana, or elsewhere, for such amount and on such amount and on such terms and conditions and with such clauses and stipulations as said representative thinks proper and advisable; to borrow and/or mortgage real estate owned by this limited liability company for such amounts and on such terms and conditions as said representative may determine acceptable; with full authority on the part of said designated representative to contain such clauses, stipulations and obligations as said representative may deem advisable; to sign and execute any and all documents or deeds, notes and mortgages to carry out fully the foregoing objects and purposes.

The intent of this certificate being to place the full authority with said representative to transact completely the business of this limited liability company; with further authority to do anything in the premises which may be necessary or advisable to carry out fully all or any of the purposed of this resolution.

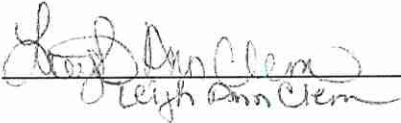
We certified that they are members and all of the above is true and correct.

This Certificate is made this 4th day of March, 2022 in accordance with the provisions of L.S.A.-R.S.2:1317.


Layton J. Fernandez, III, Member/Manager

THUS DONE, READ AND PASSED at my office in Mandeville, Louisiana, in the presence of the undersigned competent witnesses and me, Notary, on the date first above written.

WITNESSES:


Leigh Ann Clem


JENNIFER LONG

SUCCESSION OF ELLIOT L. MANINT JR


By: Mable Leblanc Manint, Independent Executrix
Herein represented by: ERIC R. BISSEL-Attorney In Fact

L3 BUILDS LLC


By: Layton J. Fernandez, III, MEMBER,
MANAGER


KATHRYN BEAUCOUDRAY, NOTARY #60718
My Commission Expires: With Life

File No.: 22-02-19

GEAUX TITLE, LLC
505 Girod Street
Mandeville, LA 70448

WFG National Title Insurance
License: 11033.01.01.31LA





TAX PRORATION AGREEMENT

Date: March 4, 2022

**RE: Pro-rata of Property Taxes
Lot 2, Square 47, Town of Mandeville
St. Tammany Parish, Louisiana**

We have been advised that any proration of parish taxes and city taxes was based on the tax figures for the **2021 Previous Tax Year** and that it is possible that parish taxes and city taxes for the current year may increase or decrease.

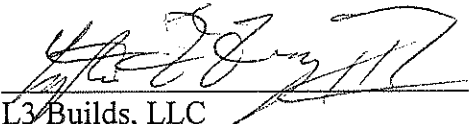
**If the tax amount increases the seller agrees to pay the prorated difference to the buyer.
If the tax amount decreases the buyer agrees to refund the prorated amount to the seller.**

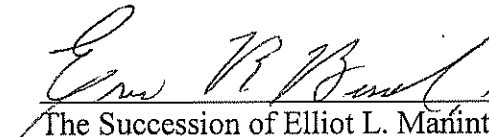
The seller(s) understand that they are responsible for paying parish taxes and city taxes for the current year through the date of the act of sale.

All parties understand that it is **NOT** the responsibility of the above named closing agents to collect or refund changes in parish taxes and city taxes and they hereby agree to adjust the proration of parish taxes and city taxes between themselves should it become necessary.

The purchaser(s) understand that it is their responsibility to obtain the current year tax bill from the **St. Tammany Parish** Tax Assessor and pay said amount on the bill.

The purchaser(s) understand and acknowledges that the proration for taxes was for parish taxes and city taxes only. Subdivision dues or other special assessments were not included in the proration. Both parties fully understand and acknowledge that it is their responsibility to prorate any special assessments between themselves when they become due. The seller fully understands that it is the sellers responsibility to pay for all past due parish taxes, city taxes, and subdivision dues or special assessments; and the purchaser acknowledges this responsibility and hold harmless Geaux Title, Kathryn Beaucoudray, Lee Miller Jr., Lisa Frosch, Jennifer M. Meche and WFG National Title Insurance Company and their respective agents and insurers and any and all employees of Geaux Title LLC from any and all liability in connection therewith.


L3 Builds, LLC
By: Layton J. Fernandez, III
Member/Manager

 ATTORNEY IN FACT
The Succession of Elliot L. Manint, Jr.
By: Mable Leblanc Manint, Independent
Executrix herein represented by Eric R.
Bissell, Attorney In Fact

WFG NATIONAL TITLE INSURANCE COMPANY

SELLER'S/BORROWER'S AFFIDAVIT AND INDEMNITY AGREEMENT

State of Louisiana

Parish of St. Tammany

The party or parties signing below (hereinafter referred to "Affiant" who after being first duly sworn, under oath depose(s) and state(s) that to the best of Affiant's knowledge and belief with respect to the following described property:

Lot 2, Square 47, Town of Mandeville, St. Tammany Parish, Louisiana

Affiant has owned the property now being sold or mortgaged by me continuously for 28 year(s) and my enjoyment thereof has been peaceable and undisturbed and the title to said property has never been disputed to my knowledge, nor does Affiant know of any facts by reason of which the title to, or possession of, said property might be disputed or by reason of which any claim to any of said property might be asserted adversely to Affiant, and more particularly:

1. No party other than the Affiant is in possession of all or any portion of the premises above described under any unrecorded leases, tenancy at will or otherwise.
- 2.. Affiant during the time of ownership of the Property has conveyed no portion of the Property nor done any act or allowed any act to be done which has changed or could change the boundaries of the property.
3. Affiant has allowed no encroachments on the Property by any adjoining land owners nor has Affiant encroached upon any property of adjoining land owners.
4. Affiant has allowed no servitudes, easements, rights of way, continuous driveway usage, drain, sewer, water, gas or oil pipeline or other rights of passage to others over the Property for drainage, passage, parking, sewer, water, gas or oil pipeline, or other uses and has no knowledge of such adverse rights.
5. Affiant for a period of at least seven months past has caused no construction, erection, alteration or repairs of any structures or improvements on the Property to be done, nor has Affiant contracted for any material to be delivered to the Property for which charges therefor remain unpaid.
6. Affiant has no knowledge of any highways, abandoned roads, lanes, cemetery or family burial grounds, springs, streams, rivers, ponds, or lakes bordering or running through the property.
7. Affiant has no knowledge of any due taxes or special assessments, or liens owed to or in favor of a governmental body, such as a parish or city.
8. Affiant knows of no violation of any covenants, restrictions, agreements, conditions or zoning ordinances affecting the Property.
9. Affiant has no knowledge of any pending suits, proceedings, judgments, bankruptcies, liens, environmental liens or assessments, encumbrances or executions against Affiant or against the Property, either in the Parish in which the Property is situated or anywhere else in the United States.

This affidavit is given to induce WFG National Title Insurance Company and GEAUX TITLE, to issue its title insurance policy or policies without exception for certain matters, and inducement therefore, said Affiant agrees to indemnify and Hold Harmless the Company from any and all loss, cost, damage and expense of every kind, including Attorney's fees, which said Company shall or may suffer, incur or become liable for under its said policy or policies now to be issued, or any reissue, renewal or extension thereof, directly or indirectly, as a result of its reliance upon the representations herein.

4th day of March, 2022

Notary Public

Eric R. Bissell
ATTORNEY EN FACT
The Succession of Elliot L. Manint, Jr.
By Mable Lelanc Manint-Independent Executrix
herein represented by: Eric R. Bissell-Attorney In Fact

Kathryn Beaucoudray

Notary Number: 60718

Commission Expires : With Life

NOTICE OF AVAILABILITY OF SURVEY

TO: **L3 BUILDS, LLC**

Purchasing the Property identified as:

Lot 2, Square 47, Town of Mandeville, St. Tammany Parish, Louisiana

You have the right to obtain a survey which may:

1. determine whether the words of the real estate description conform to the actual land;
2. determine whether structures or fences on the premises encroach on neighboring property, violate setback lines or zoning ordinances;
3. show rights of persons not revealed by the public records, such as existing utility lines and neighbors who encroach or possess the property; and
4. show access to land.

Without a survey you may not know these facts. The additional costs of a survey would be approximately \$3000.00 if you request it at this time.

If you are uncertain as to whether you should obtain a survey, you are urged to seek independent advice.

By: Geaux Title

☐ I / We do request a survey

☒ I / We do not request a land survey

4thth day of March, 2022

Purchaser(s)/Owner(s):



L3 Builds, LLC
By: Layton J. Fernandez, III
Member/Manager

File Number: 22-02-19

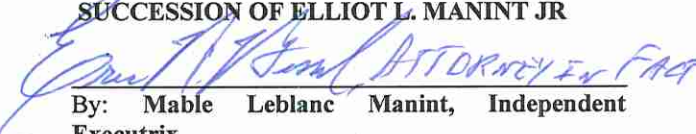
L. SETTLEMENT CHARGES:		File Number: 22-02-19	PAID FROM BORROWER'S FUNDS AT SETTLEMENT	PAID FROM SELLER'S FUNDS AT SETTLEMENT
700. Total Real Estate Broker Fees		0.00		
Division of commission (line 700) as follows:				
701. \$	to			
702. \$	to			
703. Commission paid at Settlement				
704.				
705.				
800. Items Payable in Connection with Loan		P.O.C.		
801. Our origination charge	\$	(from GFE#1)		
802. Your credit or charge (points) for the specific interest rate chosen	\$	(from GFE#2)		
803. Your adjusted origination charges		(from GFE A)		
804. Appraisal Fee		(from GFE#3)		
805. Credit Report		(from GFE#3)		
806. Tax service		(from GFE#3)		
807. Flood certification		(from GFE#3)		
808.				
809.				
810.				
811.				
812.				
813.				
814.				
900. Items Required by Lender to Be Paid in Advance				
901. Daily interest charges	from	to	@ \$	/day (from GFE#10)
902. Mortgage Insurance Premium	for	to		(from GFE#3)
903. Homeowner's insurance	for	to		(from GFE#11)
904. Flood Insurance				
905. Wind & Hail Insurance				
1000. Reserves Deposited with Lender				
1001. Initial deposit for your escrow account			(from GFE#9)	
1002. Hazard Insurance	mo. @ \$		per mo. \$	
1003. Mortgage Insurance	mo. @ \$		per mo. \$	
1004. City property taxes	mo. @ \$		per mo. \$	
1005. County property taxes	mo. @ \$		per mo. \$	
1006. Annual Assessments	mo. @ \$		per mo. \$	
1007. Flood Insurance	mo. @ \$		per mo. \$	
1008. Wind & Hail Insurance	mo. @ \$		per mo. \$	
1009. Aggregate Adjustment			\$	
1100. Title Charges				
1101. Title services and lender's title insurance			(from GFE#4)	
1102. Settlement or closing fee	Geaux Title			300.00
1103. Owner's title insurance	Geaux Title		(from GFE#5)	927.70
1104. Lender's title insurance	Geaux Title			
1105. Lender's title policy limit				
1106. Owner's title policy limit	185,000.00 --- 927.70			
1107. Agent's portion of the total title insurance premium	Geaux Title		\$ 742.16	
1108. Underwriter's portion of the total title insurance premium	WFG National Title Insurance Company (WFG)		185.54	
1109. E-file Recording Fees	Geaux Title		(from GFE#4)	50.00
1110. Abstract and Title Examination	Tournillon Abstracts LLC		(from GFE#4)	250.00
1111. Doc Prep Fee	Geaux Title Co., LLC		(from GFE#4)	150.00
1112. Notary fee	Kathryn Beaucoudray		(from GFE#4)	150.00
1113.				
1200. Government Recording and Transfer Charges				
1201. Government recording charges			(from GFE#7)	110.00
1202. Deed \$ 110.00	Mortgage \$		Releases \$	
1203. Transfer taxes			(from GFE#8)	
1204. City/county tax/stamps	Deed \$		Mortgage \$	
1205. State tax/stamps	Deed \$		Mortgage \$	
1206. Recording of POA & Letters	Geaux Title Cost Account		(from GFE#8)	110.00
1207.				
1208.				
1300. Additional Settlement Charges				
1301. Required services that you can shop for			(from GFE#6)	
1302.				
1303.				
1304. Overnight Services				
1305. Insured Closing Protection Lett				
1306. Mortgage Cancellation Service				
1307. Wire Processing Fee				
1308. Home Warranty				
1400. Total Settlement Charges (enter on lines 103, Section J and 502, Section K)			1,637.70	410.00

**ADDENDUM TO HUD-1
SETTLEMENT STATEMENT**

I have carefully reviewed the HUD-1 Settlement Statement and to the best of my knowledge and belief, it is a true and accurate statement of all receipts and disbursements made on my account or by me in this transaction. I further certify that I have received a copy of the HUD-1 Settlement Statement.

SUCCESSION OF ELLIOT L. MANINT JR

L3 BUILDS LLC


By: Mable Leblanc Manint, Independent
Executrix


By: Layton J. Fernandez, III, MEMBER,
MANAGER

Dated: March 4, 2022

Dated: March 4, 2022

The HUD-1 Settlement Statement which I have prepared is a true and accurate account of this transaction. I have caused or will cause the funds to be disbursed in accordance with this statement.

Geaux Title Co., LLC

Dated: March 4, 2022


By: KATHRYN BEAUCOUDRAY, Settlement Agent
Notary # 60718

My Commission Expires With Life

WARNING: It is a crime to knowingly make false statements to the United States on this or any other similar form. Penalties upon conviction can include a fine or imprisonment. For details see: Title 18 U.S. Code Section 1001 and Section 1010.





Planning & Zoning Commission

Revised 12.19.22

FOR OFFICE USE ONLY

DATE RECEIVED:

ACCEPTED BY:

MEETING DATE:

CASE NUMBER:

APPLICATION FOR ZONING AMENDMENTS & AMENDMENTS TO CLURO

In accordance with CLURO Article 4.3.1. Procedures and Fees for Zoning Amendments and Amendments to the Land Use Regulations

PROPERTY OWNER / CONTACT INFORMATION

☒ OWNER NAME:

L3Buildsllc

☒ APPLICANT NAME:

Layton Fernandez

ADDRESS:

2032 Woodrow Street ste101 Mandeville, La

ADDRESS:

PHONE:

337-849-3018

PHONE:

EMAIL:

L3Buildsllc@gmail.com

EMAIL:

SIGNATURE:

Layton Fernandez

SIGNATURE:

PROPERTY INFORMATION

PROPERTY LOCATION:

Lot fronts Livingston street and runs to the rear of 2032 Woodrow street

STATE THE AMENDMENT OR CHANGE REQUESTED AND THE REASON(S) DESCRIBING THE NATURE AND OPERATING CHARACTERISTICS. ATTATCH A SEPARATE SHEET IF NECESSARY:

Requesting to subdivide Lot 2 Square 47, Town of Mandeville and change zoning of new lot to from B3 to TC to match neighboring lots access will now be through Right of way from Lafitte street

SUBMITTAL REQUIREMENTS

ADDITIONAL INFORMATION MAY BE REQUESTED

☒ SURVEY / SITE PLAN

☒ OWNERSHIP DOCUMENTATION

☒ LEGAL DESCRIPTION

☐ IF THE APPLICANT IS NOT THE OWNER – MUST SUBMIT CONTRACTUAL INTEREST

☒ FEES - CHECK PAGE TWO FOR APPLICABLE FEES



Planning & Zoning Commission

FOR OFFICE USE ONLY
DATE RECEIVED:
ACCEPTED BY:
MEETING DATE:
CASE NUMBER:

Fees for Requests to Amend the Official Zoning Map:

R-1, R-1X or R-2 Zoning: \$250.00 per acre or fraction thereof, up to a maximum of \$2,000.00

All Other Zoning Districts: \$500.00 per acre or fraction thereof, up to a total maximum of \$2,000.00



Planning & Zoning Commission

Revised 12.19.22

FOR OFFICE USE ONLY

DATE RECEIVED:

ACCEPTED BY:

MEETING DATE:

CASE NUMBER:

APPLICATION FOR ZONING AMENDMENTS & AMENDMENTS TO CLURO

In accordance with CLURO Article 4.3.1. Procedures and Fees for Zoning Amendments and Amendments to the Land Use Regulations

PROPERTY OWNER / CONTACT INFORMATION

☐ OWNER NAME:

☐ APPLICANT NAME:

ADDRESS:

ADDRESS:

PHONE:

PHONE:

EMAIL:

EMAIL:

SIGNATURE:

SIGNATURE:

PROPERTY INFORMATION

PROPERTY LOCATION:

STATE THE AMENDMENT OR CHANGE REQUESTED AND THE REASON(S) DESCRIBING THE NATURE AND OPERATING CHARACTERISTICS. ATTATCH A SEPARATE SHEET IF NECESSARY:

SUBMITTAL REQUIREMENTS

ADDITIONAL INFORMATION MAY BE REQUESTED

☐ SURVEY / SITE PLAN

☐ OWNERSHIP DOCUMENTATION

☐ LEGAL DESCRIPTION

☐ IF THE APPLICANT IS NOT THE OWNER – MUST SUBMIT
CONTRACTUAL INTEREST

☐ FEES - CHECK PAGE TWO FOR APPLICABLE FEES



Planning & Zoning Commission

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DATE RECEIVED:
ACCEPTED BY:
MEETING DATE:
CASE NUMBER:

Fees for Requests to Amend the Official Zoning Map:

R-1, R-1X or R-2 Zoning: \$250.00 per acre or fraction thereof, up to a maximum of \$2,000.00

All Other Zoning Districts: \$500.00 per acre or fraction thereof, up to a total maximum of \$2,000.00



INTEROFFICE MEMO

TO: Alicia Watts
Elizabeth Sconzert

FROM: Alia Casborné

DATE: July 12, 2026

SUBJECT: Special Events Application Recommendations

Please find below the Special Events Applications received and recommended for Council approval by the Special Events Committee. **ALL APPLICATIONS ARE RECURRING EVENTS**

Mandeville High School

Applicant: Sean Esker

Mandeville High School Homecoming Parade

Date/Time: Thursday, October 8, 2026 – 6:00 PM

Location: Mandeville Lakefront (See Attached Map)

Approval Requests:

- *Parade Route*

Contingencies:

- *Coordination with MPD*
- *Certificate of Insurance*

Saint Tammany Fire District #4

Applicant: Jason Frosch

Heroes at the Harbor

Date/Time: Saturday, October 3, 2026 – 10:00 AM – 2:00 PM

Rain Date: Sunday, October 4, 2026

Location: Mandeville Harbor and Launch (See Map)

Approval Requests:

- *Approval of Map*
- *Street Closure*

Contingencies:

- *Coordination with MPD*
- *Certificate of Insurance*

Fresh Junkie Productions/Run Gulf Coast

Applicant: Doug Cain

Northshore Half Marathon & 10 Miler

Date/Time: Sunday, October 11, 2026 – 7:00 AM

Location: Mandeville Lakefront & Fountainbleau State Park (See Attached Map)

Approval Requests:

- Race Route

Contingencies:

- Coordination with MPD
- Certificate of Insurance
- Coordination with MPD for barricades, signs, and cones

NextOp

Applicant: Christopher Brown

Veterans Day Parade & Jambalaya Cookoff

Date/Time: Saturday, November 7, 2026 – 11:00 AM - 6:00 PM

Location: Mandeville Lakefront (See Attached Map)

Approval Requests:

- Route Approval
- Street closure for concert on stage (across from Rest Awhile to Carroll)

Contingences:

- Certificate of Insurance
- Coordination with MPD for barricades, signs, and cones

Our Lady of the Lake

Applicant: Aimee Coco

Festival of the Lake

Date/Time: Saturday, October 9 - 11, 2026 (See attached schedule)

Location: Lafitte, Jefferson and Carroll (See Attached Map)

Approval Requests:

Map Approval (requesting an amendment to include Jefferson Street

- Street closure for for the duration of the event
- Permission to apply ATC Permit

Contingences:

- Certificate of Insurance
- Coordination with MPD for barricades, signs, cones and detail
- ATC Permit

Candlelight Blessing of Mandeville Cemetery

Date/Time: Monday, November 2, 2026 -7:00 PM

Location: Mandeville Cemetery

Approval Requests:

- MPD Detail

Contingences:

- Certificate of Insurance
- Detail Approval

Compassionate Burials for Indigent Babies (CBIB)

Applicant: Lise Naccari

Cruising for a Cause

Date/Time: Sunday, October 18, 2026

Location: Parking Lot at Jackson and Lakeshore (Harbor) (See Attached Map)

Approval Requests:

- Map Approval
- Requesting street closure at Lakeshore and Jackson
 - o Special Events Committee recommended keeping the street open

Contingences:

- Certificate of Insurance
- Coordination with MPD for barricades, signs, cones and detail
- Map approval

Old Mandeville Business Association

Applicant: Brian Cook

Wide Water Music Festival

Date/Time: Saturday, October 31, 2026

Rain Date: Sunday, November 1, 2026

Location: Mandeville Lakefront (See Attached Map)

Approval Requests:

- Map Approval & Street Closure
- Permission to apply for ATC Permit

Contingences:

- Certificate of Insurance
- Coordination with MPD for barricades, signs, cones and detail
- Map approval
- ATC Permit

ATC Permit Request Only:

Hola Northshore

Applicant: Dayhanna Velancia

Lago Fest

Date/Time: Saturday September 20, 2026 – 11:00 AM 8:00 PM

Rain Date: N/A
Location: Mandeville Trailhead

Contingencies:

- *ATC Permit*
- *Certificate of Insurance*

Miracle League Northshore

Applicant: Trevor Johnson

Northshore Beer Fest

Date/Time: Sunday, October 11, 2026 – 9:00 AM 6:00 PM
Rain Date: N/A
Location: Mandeville Trailhead

Contingencies:

- *ATC Permit*
- *Certificate of Insurance*

Captain Liberto Memorial Fund

Applicant: Bailee Dean

Cookin' with the Blue Jambalaya Cookof

Date/Time: Sunday November 1, 2026 – 11:00 AM -5:00 PM
Rain Date: N/A
Location: Mandeville Trailhead

Contingencies:

- *ATC Permit*
- *Certificate of Insurance*

Attachments

MANDEVILLE HIGH

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 Mandeville High School
Name of Authorized Representative Sean Esker Non-Profit/Tax-Exempt # _____
Mailing Address #1 Skipper Drive
City Mandeville State LA Zip 70471
Applicant Phone # 985-626-5225 x. 2159 Alt. Phone # 504-913-9283
E-Mail Sean.Esker@stpsb.org Application Fee Paid? X YES NO

Name of Event: Mandeville HS Homecoming Parade 2026
Date(s) of Event: Day 10/8/2026 Date / / Time 6 pm Rain Dates(s) NA
Event Location: Mandeville Lakefront

Type of Event: ☐ New ☐ Recurring
☐ Fundraiser ☐ Concert ☐ Race/Run/Walk ☒ Parade ☐ Wedding
☐ Festival, Carnival or Market ☐ Other: _____
Description/Purpose of Event Homecoming Parade for MHS and Community Estimated Attendance 500

EVENT DETAILS - Check all that apply:

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

City of Mandeville
675 Lafitte Street
Mandeville, LA 70448



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

14	Do you plan to provide portable toilets? * See Guidelines*	☐ Yes	☒ No
15	Will there be security staff?	☐ Yes	☒ No
16	Are you planning to have amplified sound?	☐ Yes	☒ No
17	Will you need access to power or water? (please circle)	☐ Yes	☒ No
18	Will there be any signs, banners, decorations, or special lighting?	☐ Yes	☒ 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).

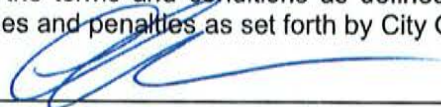
INSURANCE/INDEMNITY

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: 

Printed Name: Christian Monson

Organization Represented: Mandeville High School

Office Held Principal Date 4/9/2026

Please email completed application to acasborne@cityofmandeville.com.

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

END

Our Lady of the Lake
Roman Catholic School

Conell Street

START

Jackson & Lakeshore



SPECIAL EVENTS DEPARTMENT USE ONLY

Any expenses required of the event organizer must be paid in advance at least 30 days prior to event date.

☒ Fee received Date 4/27/24

Certificate of Insurance? YES _____ NO _____ to be submitted

DEPARTMENTAL EXPENSES

INITIALS

Police Department TBD

Kai Wazza

Fire District #4 IAP

Capt Norbert

Public Works Clean up plan

Ana

TOTAL COSTS _____

Recommendation of Special Events Committee:

Work with police for detail

Approved:

L. Clay Madden
Mayor Clay Madden

5-14-26
Date

City Council Approval

Alcohol Permit:

_____ Yes _____ No Date Approved: _____

Waiver of Lakefront Food & Drink Ordinance:

_____ Yes _____ No Date Approved: _____

HEROES AT THE HARBOR



Mayor Clay Madden

Name of Organization or Group Saint Tammany Fire District #4

Name of Authorized Representative Jason Frosch Non-Profit/Tax-Exempt # 72-0628200

Mailing Address 709 Girod St

City Mandeville State LA Zip 70448

Applicant Phone # 985-624-6522 Alt. Phone # 985-869-3091

E-Mail jfrosch@mandevillefire.com Application Fee Paid? YES ☒ YES ☐ NO

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

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

City of Mandeville
675 Lafitte Street
Mandeville, LA 70448



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

14	Do you plan to provide portable toilets? * See Guidelines*	☐ Yes	☒ No
15	Will there be security staff?	☐ Yes	☒ No
16	Are you planning to have amplified sound?	☒ Yes	☐ No
17	Will you need access to power or water? (please circle)	☒ Yes	☐ No
18	Will there be any signs, banners, decorations, or special lighting?	☒ Yes	☐ 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: Bert Norton
Printed Name: Bert Norton
Organization Represented: St. Tammany Fire Dist #4
Office Held Fire Chief Date 6/22/20

Please email completed application to acasborne@cityofmandeville.com.

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

NORTHSHORE HALF MARATHON

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 FRESHJUNKIE Productions, LLC / Run Gulf Coast
Name of Authorized Representative Doug Cain Non-Profit/Tax-Exempt # 93-2891621
Mailing Address 3736 Perkins Rd
City Baton Rouge State LA Zip 70808
Applicant Phone # 2259214502 Alt. Phone # _____
E-Mail doug@freshjunkie.com Application Fee Paid? X YES _____ NO

Name of Event: Northshore Half Marathon & 10 Miler
Date(s) of Event: Day Sunday Date 10/11/26 Time 7:00am Rain Dates(s) _____
Event Location: Fountainbleau State Park

Type of Event: ☐ New ☒ Recurring
☐ Fundraiser ☐ Concert ☐ Race/Run/Walk ☐ Parade ☐ Wedding
☐ Festival, Carnival or Market ☐ Other: _____
Description/Purpose of Event Running Event Estimated Attendance 1500

EVENT DETAILS - Check all that apply:

1	Are patron admission, entry or participant fees charged?	☒ Yes	☐ No
2	Is the event open to the public?	☒ Yes	☐ No
3	Are Street Closures Requested? If yes, please contact Mandeville Police Dept.	☒ Yes	☐ No
4	Will you require barricades for the event?	☒ Yes	☐ No
5	Are you requesting that Police be present during the event?	☒ Yes	☐ No
6	If you answered YES, to number 5, how many officers are you requesting	<u>21</u>	
7	If you are requesting Police, will they need to direct traffic?	☒ Yes	☐ No
8	Will alcohol be consumed, distributed, or sold at this event?	☒ Yes	☐ No
9	Will food be distributed, prepared or sold at this event?	☒ Yes	☐ No
10	Will there be canopies or tents?	☒ Yes	☐ No
11	Will there be vendor booths? Merchandise or product sales?	☒ Yes	☐ No
12	Are you planning to have inflatable attractions, games or rides?	☐ Yes	☒ No
13	Will there be bleachers, stages, fencing or other structures?	☒ Yes	☐ No



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

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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: Malcolm Cain

Printed Name: Malcolm "Doug" Cain, II

Organization Represented: FRESHJUNKIE Productions, LLC / Run Gulf Coast

Office Held Permitting Director

Date 05/18/26

Please email completed application to acasborne@cityofmandeville.com.

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



SPECIAL EVENTS DEPARTMENT USE ONLY

Any expenses required of the event organizer must be paid in advance at least 30 days prior to event date.

____ Fee received Date _____

Certificate of Insurance? YES _____ NO _____

DEPARTMENTAL EXPENSES

Police Department

\$ 7540

Fire District #4

IAP from Fire

Public Works

Cleanup Plan

INITIALS

Capt. Miazzi

Capt. Norbert

Ana

TOTAL COSTS

Recommendation of Special Events Committee:

29 Officer @ \$ 45/hr

\$ 7540

Approved:

L. Clay Madden
Mayor Clay Madden

5-14-26

Date

City Council Approval

Alcohol Permit:

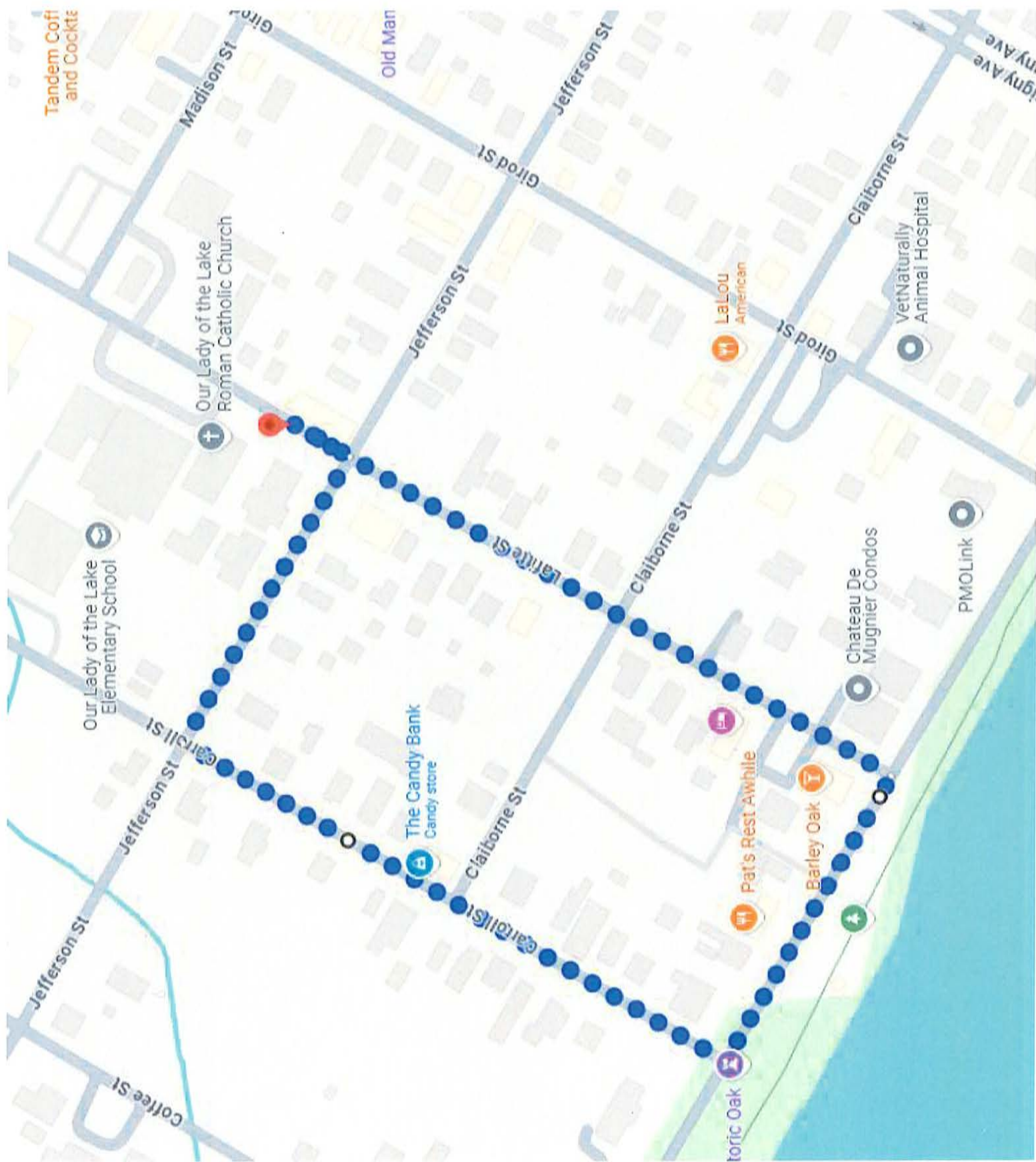
____ Yes ____ No

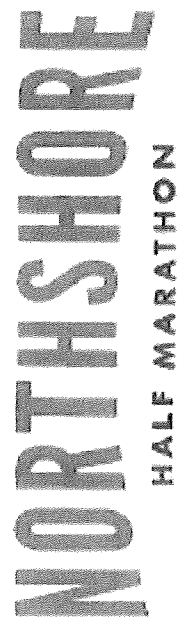
Date Approved: _____

Waiver of Lakefront Food & Drink Ordinance:

____ Yes ____ No

Date Approved: _____





VETERANS DAY PARADE

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 NextOp Veterans
Name of Authorized Representative Chris Brown Non-Profit/Tax-Exempt # 47-1429344
Mailing Address 307 Vireo Dr
City Mandeville State LA Zip 70448
Applicant Phone # 2153596217 Alt. Phone # _____
E-Mail chris@nextopvets.org Application Fee Paid? YES NO

Name of Event: Veterans Day Parade, Concert and Jambalaya Cook off
Date(s) of Event: Day Saturday Date 11 107 12 Time 11:00 Rain Dates(s) _____
Event Location: Lakeshore Dr. Mandeville

Type of Event: ☐ New ☒ Recurring
☒ Fundraiser ☒ Concert ☐ Race/Run/Walk ☒ Parade ☐ Wedding
☐ Festival, Carnival or Market ☐ Other: _____
Description/Purpose of Event _____ Estimated Attendance 3000

EVENT DETAILS - Check all that apply:

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

City of Mandeville
675 Lafitte Street
Mandeville, LA 70448



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

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

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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: Chris Brown

Printed Name: Chris Brown

Organization Represented: NextOp Veterans

Office Held _____ Date 01/12/2026

Please email completed application to acasborne@cityofmandeville.com.

Thoroughly read the information outlined in the Special Events Guidelines



SPECIAL EVENTS DEPARTMENT USE ONLY

Any expenses required of the event organizer must be paid in advance at least 30 days prior to event date.

☒ Fee received Date _____

Certificate of Insurance? YES ☒ NO _____ *To be updated*

	DEPARTMENTAL EXPENSES
Police Department	<u>See attached</u>
Fire District #4	<u>IAP</u>
Public Works	<u>Cleanup plan</u>
TOTAL COSTS	_____

INITIALS
<u>Kal Marza</u>
<u>Capt Norbut</u>
<u>Aha'</u>

Recommendation of Special Events Committee:

See attached for detail info.

Approved:

L. Clay Madden
Mayor Clay Madden

5-14-26
Date

City Council Approval

Alcohol Permit:

_____ Yes _____ No Date Approved: _____

Waiver of Lakefront Food & Drink Ordinance:

_____ Yes _____ No Date Approved: _____

- Vets Day Parade

If the organization puts out and picks up all the barricades and no parking signs:

No fee to put out and pick up barricades and

No parking signs

\$0

1 Supervisor **5:00 AM to 3:00 PM**

\$650

5 Officers traffic 9:00 AM to 1:00 PM

\$1,300

5 Officers traffic 10:00 AM to 3:00 PM

\$1,625

3 Officers security 10:00 AM to 3:00 PM

\$750

2 Officers parking enforcement (One 5:00 AM to 1:00 PM
and one 7:00 AM to 3:00 PM)

\$1,040

TOTAL POLICE COST

\$5,365

- **Possible additional cost for Fire District 4 (See Vince Trabona 985-624-6556 with Fire District 4 to schedule EMS)**

If the police put out and pick up all the barricades and no parking signs:

Fee to put out and pick up all barricades and no parking
signs

\$3,000

1 Supervisor **9:00 AM to 3:00 PM**

\$390

5 Officers traffic 9:00 AM to 1:00 PM

\$1,300

5 Officers traffic 10:00 AM to 3:00 PM

\$1,625

3 Officers security 10:00 AM to 3:00 PM

\$750

2 Officers parking enforcement (one 5:00 AM to 1:00 PM
and one 7:00 AM to 3:00 PM)

\$1,040

TOTAL POLICE COST

\$8,105

- **Possible additional cost for Fire District 4 (See Vince Trabona 985-624-6556 with Fire District 4 to schedule EMS)**

Jackson Ave. (start of parade)

Lakeshore Dr.

Sponsors / vendors

Stage

Jambalaya
Cocks

Pat's Rest
Awhite



CITY OF MANDEVILLE

[3101 E CAUSEWAY APPROACH](#)
[MANDEVILLE, LA 70448](#)
[+1 985-624-3147](#)

Subtotal		\$25.00
Bank Fee	3.00%	\$0.75

Total \$ 25 75

PAYMENT ID: ZS5F0Y62D0M06

[Hide Details](#)

Card: Visa 6678
January 22, 2026
Method: INTERNET TRANSACTION
Auth ID: 055572
Reference ID: 602200503091
Authorizing Network: VISA

DATE	VISA
January 22, 2026	
1:56 pm	6678

View the Privacy Policies for
[Clover](#)



FESTIVAL OF THE LAKE

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 Our Lady of the Lake Church
Name of Authorized Representative Aimee Colo Non-Profit/Tax-Exempt # 0928
Mailing Address 312 LAFITTE STREET
City MANDEVILLE State LA Zip 70448
Applicant Phone # 985-626-5671 Alt. Phone # 985-259-0851
E-Mail festival@ollparish.info Application Fee Paid? Y YES NO

Name of Event: Festival of the Lake
Date(s) of Event: Day Fri-Sat Date 10/10, 11/2016 Time 5pm-10pm
11am-10pm Rain Dates(s) N/A
12pm-6pm
Event Location: 312 LAFITTE STREET, MANDEVILLE, LA 70448
Type of Event: ☐ New ☒ Recurring
☐ Fundraiser ☐ Concert ☐ Race/Run/Walk ☐ Parade ☐ Wedding
☒ Festival, Carnival or Market ☐ Other: _____
Description/Purpose of Event Nonprofit fundraiser Estimated Attendance Open to Public

EVENT DETAILS - Check all that apply:

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



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

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Signed By: Amiee Coco

Printed Name: Amiee Coco

Organization Represented: OUR LADY OF THE LAKE CATHOLIC CHURCH

Office Held PARISH MANAGER Date 11/18/2025

Please email completed application to acasborne@cityofmandeville.com.

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



SPECIAL EVENTS DEPARTMENT USE ONLY

Any expenses required of the event organizer must be paid in advance at least 30 days prior to event date.

☒ Fee received Date _____

Certificate of Insurance? YES _____ NO _____ to be updated

DEPARTMENTAL EXPENSES

INITIALS

Police Department

TBD

Capt. Mazza

Fire District #4

FD will provide IAP

Capt. Norbert

Public Works

all cleanup plan

Ava C.

TOTAL COSTS

Recommendation of Special Events Committee:

all to work with MPD with schedule &
detail times.

Approved:

[Signature]
Mayor Clay Madden

5-17-26
Date

City Council Approval

Alcohol Permit:

_____ Yes _____ No

Date Approved: _____

Waiver of Lakefront Food & Drink Ordinance:

_____ Yes _____ No

Date Approved: _____

Alia Casborne

From: Aimee Coco <aimee@ollparish.info>
Sent: Monday, June 1, 2026 9:40 AM
To: Alia Casborne
Subject: Question for you

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Hi Alia,

Our festival committee is asking if it would be possible to amend our request and add Jefferson St. between Lafitte and Carroll to the sections we block off to add additional activity space during the Festival of the Lake October 9-11, 2026. I told them we had already submitted the map from last year, but I would check to see what the procedure would be to have this addition considered. Can you please let me know if this is even a possibility at this stage and what we would need to do?

God bless,



Per Capt. Mazza
2 additional police @ \$65/hr each
for duration of block closure



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: October 9th - October 11
 2. Location of event: OLL - 312 LaFitt Street, Mandeville, LA 70448
 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? ~5 per day
 8. Name and contact number of Event official?
JUSTIN CROPPER, 985-626-5671
-
9. Will alcoholic beverages be present? ☒ YES ☐ NO
 10. Expected number of people at event? Open to public

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: Our Lady of the Lake Catholic Church
2. Legal name(s): Individual, Partners, or Corporation Our Lady of the Lake Roman Catholic Church
3. Apply for: Class "A" ☒ Class "B" ☐ / High Content ☐ Low Content ☐ / Restaurant ☐
4. Business location address 312 Lafitte Street, Mandeville, LA 70448
Telephone (985) 626-5671
5. Mailing address 312 Lafitte Street, Mandeville, LA 70448
6. Contact Person Fr. Douglas Busch
Phone Number (985) 626-5671 E-Mail Address: festivals@allparishinfo
Fax Number () Web Address allparish.info
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	

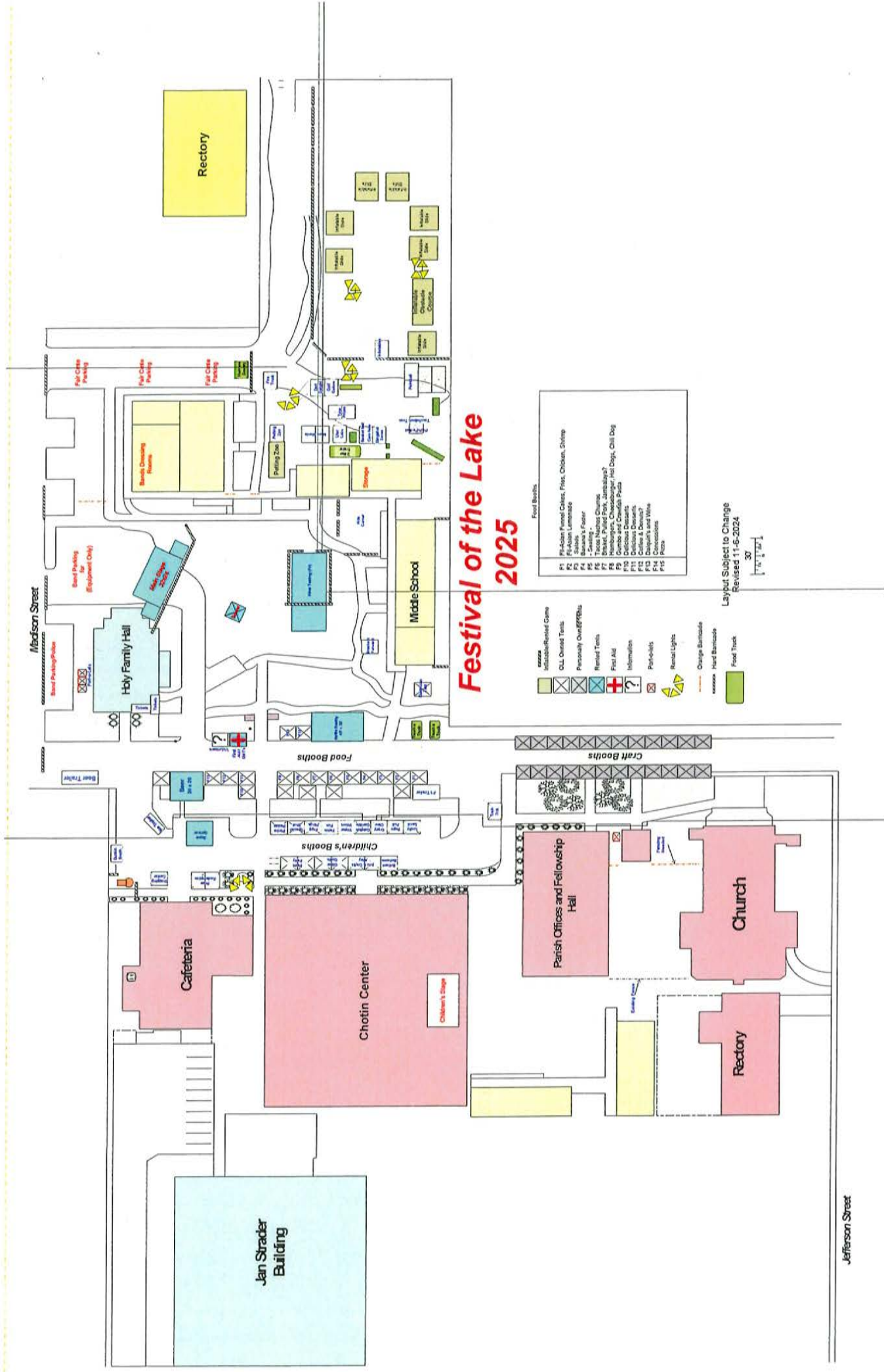
B.	Name	Title	SSN	% Owned
	Resident Address	City State Zip	Home Phone Number	

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 N/A Location: N/A
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? Yes If no, does applicant hold a bona fide written lease? _____ (Supply copy of lease with application.)
14. If premises leased, give name and address of lesser. N/A
15. Describe the part of the building to be occupied by business: _____
16. Open date for this location Oct 9-11, 2026
17. Describe in detail your business. i.e.: Type of sales, activity, or service you perform:
Festival

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 [Signature] Title: Finance Manager
Signature of Preparer [Signature] Date _____



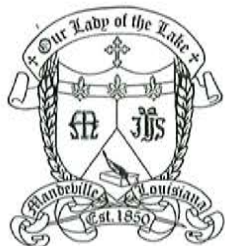
Festival of the Lake 2025

- Food Booths**
- F1 Fish-on Parade, Fish, Chicken, Shrimp
 - F2 Fish-on Parade
 - F3 Fish-on Parade
 - F4 Fish-on Parade
 - F5 Fish-on Parade
 - F6 Fish-on Parade
 - F7 Fish-on Parade
 - F8 Fish-on Parade
 - F9 Fish-on Parade
 - F10 Fish-on Parade
 - F11 Fish-on Parade
 - F12 Fish-on Parade
 - F13 Fish-on Parade
 - F14 Fish-on Parade
 - F15 Fish-on Parade

- Other Items**
- Informational Booths
 - First Aid
 - Information
 - Parade Floats
 - Rental Trucks
 - Orange Barbecue
 - Hard Barbecue
 - Food Trucks

Layout Subject to Change
Revised 11-6-2024

Jefferson Street



Our Lady of the Lake Roman Catholic Church
Mandeville, Louisiana

November 7, 2024

City of Mandeville
3101 E. Causeway Approach
Mandeville, LA 70448

To be updated

The following tent and portable toilet contracts are copies of those that were executed for the recently held Festival of the Lake. The terms will be the same for next year's Festival of the Lake being held in October 2025. Once the new contracts are executed, a copy will be provided to your office.

Sincerely,

Justin Cropper
Festival & Finance Coordinator
Our Lady of the Lake Church



Payment Address:
Post Office Box 1627
Hammond LA 70404
888-POT-O-GOLD

Equipment & Service Order

By _____ Proposal Date ____/____/____

197770

CUSTOMER INFORMATION

ACCOUNT # 197770
NAME 1 RYAN GERNON
NAME 2 OUR LADY THE LAKE CHURCH
ADDRESS 1 312 LAFITTE STREET
ADDRESS 2

CITY MANDEVILLE
STATE LA ZIP 70448
PHONE 985-626-5671
CONTACT CHERYL EMMONS X101
FAX

BILLING INFORMATION

NAME 1 GERNON RYAN
NAME 2 OUR LADY THE LAKE CHURCH
ADDRESS 1 312 LAFITTE STREET
ADDRESS 2

CITY MANDEVILLE
STATE LA ZIP 70448
PHONE 985-626-5671
CONTACT RYAN

	BILL CYCLE	START	STOP	AMOUNT	MULTIPLIER	TOTAL
DELIVER EVENT PORT TOILET	ON CALL	10/31/2024		\$0 00	4 00	\$0 00
EVENT PORT TOILET LEASE	ON CALL	10/31/2024		\$10 00	4 00	\$40 00
SALES TAX	ON CALL	10/31/2024		\$3 92	1 00	\$3 92
EVENT TOILET - DEL + PU	ON CALL	11/04/2024		\$115 00	4 00	\$460 00
						\$503.92

PREFERRED METHOD OF PAYMENT (CHOOSE ONE OF THE FOLLOWING)

Credit / Debit Card Name on Card _____ Credit Card Type _____
Card No _____ Exp Date _____ 3 Digit Code on Back of Card _____
Checking Account (attach VOIDED check)
Name on Bank Account _____
Bank _____ Routing # _____ Account # _____

By choosing payment by card or account, Customer authorizes Pot-O-Gold to charge any amounts including sales taxes now due or hereinafter imposed, owed by Customer under this Agreement. In the event of an erroneous charge, Customer authorizes Pot-O-Gold to credit Customer's account the amount of the charge. This authorization shall remain in full force and effect until Customer notifies Pot-O-Gold in writing and in such time as to afford Pot-O-Gold a reasonable opportunity to act.

PERSONAL GUARANTY (REQUIRED FOR ALL COMPANY ACCOUNTS)

The undersigned unconditionally and irrevocably guarantees payment of all sums due from Customer hereunder, hereby waiving any modification, amendment or extension and notice of default, and agrees to the terms of this Agreement insofar as they apply to the undersigned as guarantor.

X _____ an Individual _____
Personal Guarantor's Signature (no title allowed) Full Legal Name Social Security # Date

Phone Number Home Address (no post office boxes) City State Zip Code

AGREEMENT ACCEPTANCE

The undersigned agrees that he or she has read and understands all the terms and conditions of this two page Agreement, including its arbitration provision, and agrees that they are satisfactory and accepted, and that he or she is fully empowered to sign this Agreement on behalf of Customer.

X _____ Pastor Douglas M. Busch 7/15/24
Customer Signature Title (if applicable) Full Legal Name Date

CONTRACT

www.TentManTents.com

Northshore: (985) 624-7368

Southshore: (504) 780-8368

WH

Draft 2



Visit the Showroom : 2123 Florida St., Mandeville

MAILING Address: 1902 Orleans St., Mandeville, LA 70448

Email: rentals@tentmantents.com

FAX: (985) 674-5895

Opened on:	7/10/24	Revised on:	7/15/24	Dep Pd on:		Paid by:	CC / Ck / VM / PP
Bill To:	Festival of the Lake			Site Name:	SAME		
Address:	c/o Our Lady of the Lake Church 312 Lafitte St., Mandeville, LA 70448			Address:	Segher's Square, Lafitte St		
Event Date:	Fri - Sun, Nov 1 - 3, 2024			Event Time:	Fri: 5p-10p; Sat: 11a-10p; Sun: 11a-4p		
Event Type:	festival	Surface:	mixed	Client Rep At Site:	Kenzie Cardella or Chris Schott		

Instructions:

Deliver & Setup TENTS - Thurs, Oct 31, (AM access after car line OK) and/or Fri Nov 1, 2024 (all tents in place by 3 PM Fri)
Deliver and Set Up - PARTY RENTALS - Day / Time TBD (items in place by 3 PM Fri)

Customer Initial Here *[Signature]* ***Customer Agrees that Tables & Chairs will NOT be left outdoors, uncovered!***

Pick Up PARTY RENTALS - Mon Nov 4, 2024 - Time TBD

Take Down TENTS (in street and/or on campus) - Mon Nov 4, 2024 - Time TBD (**Sunday strike NOT required**)

Home Phone:	Office Phone:	Fax:	Cell Phone:	Phone At Site:
	985-626-5671 church		985-502-9228	504-494-7444

DESCRIPTION OF EQUIPMENT & SERVICES

Quantity	Item	Per Item	Price
TENT RENTALS:			
<i>I understand no adhesives or any sticky-back materials can be used for lighting or decorations/banners/signage on tent.</i>			
1	BEER (Same Location): White 20 x 20 Tent	\$325.00	\$325.00
1	CONCRETE Installation - on Lafitte St	\$15.00	Waived / Anchors OK
1	Flag Pkg: LSU flag		Lagniappe/No Charge
1	SEATING (Same Location): White 20 x 60 Tent	\$975.00	\$975.00
1	GRAVEL Installation - in Segher's Square/Courtyard		Included
1	Pennant Pkg: red pennants		Lagniappe/No Charge
1	Lighting Pkg: Basic Tent Lighting	\$155.25	\$155.25
1	RAFFLE (Same Location): White 20 x 40 Tent	\$595.00	\$595.00
1	GRAVEL/CONCRETE Installation - along Lafitte Street		Included
1	Flag Pkg: 1 - USA; 1 - State of LA		Lagniappe/No Charge
1	Lighting Pkg: Globe Lights	\$103.50	\$103.50
1	STUFFED ANIMALS/HATS (Same Location): 20 x 20 Tent	\$325.00	\$325.00
1	CONCRETE Installation - near Chotin Center (Same Location)	\$10.00	Waived / Anchors OK
1	Flag Pkg: Smile Face or TieDye Flag		Lagniappe/No Charge
1	Lighting Pkg: none requested		
PARTY RENTALS (2 - 4 day rental rate):			
15	6' Banquet Tables - for Raffle Area (place in 20x40 Raffle Tent)	\$13.15	\$197.25
CONSUMABLES:			
N / A			
LINEN RENTALS:			
N / A			
OTHER:			
1	Weekday SETUP of Tents		Included
1	Weekday SET UP of Tables (in 20x40 Raffle Tent)		Included
1	Weekend/After Hours (SUN) TAKE DOWN	\$495.00	NOT Required
1	Weekday TAKE DOWN of ALL Tents		Included
SUBTOTAL (ALL)			\$2,676.00
In Kind DONATION/Sponsorship ("Nickel" LEVEL) ***			\$1,000.00
Discounted SUBTOTAL (ALL)			\$1,676.00
***The Tent Man will receive: Name on Sponsor Sign, Name on Festival t-shirt; social media mention, Name on festivalofthelake.com			
1	Venue Logistics Fee [apply to businesses, venues, clubs, parks]	\$145.00	WAIVED
1	Labor & Handling Fee [separate from Unfolding/Knock Down]		\$130.65
1	"Wait Time" Charge [applicable ONLY for EACH 15 minutes crew delayed once on site]		\$45.00 / 15 minutes
1	ESTIMATED Roundtrip Transportation & Fuel Surcharge -	\$35.00	\$35.00
OLD MAND - subject to increase OR decrease 2 weeks prior to event			

!!! NO GRILLING !!! NO OPEN FLAMES !!!

Festival of the Lake

Lessee (PRINT Name/Company/Organization)

Guaranty: And now comes *[Signature]*, who is made

a party to this contract and who agrees to personally guarantee the obligations undertaken herein by Lessee and who further agrees to be bound with Lessee in solid for the

faithful performance and executive of all obligations undertaken hereing by Lessee

By: (SIGN Name) *[Signature]* Date *7/22/24*

By Lessor: THE TENT MAN, Inc.

Date

Contract Price	\$1,841.65
Tax	EXEMPT
TOTAL	\$1,841.65
Initial Payment to Reserve	\$419.00
Balance DUE at set up	TBD per changes

* NOTE: balance due must be paid in full 7 days prior to scheduled setup/install/delivery date. PLEASE NOTE:
Tent may not be set up and/or items may not be delivered if balance is not paid.

ALSO: Sign & Date Terms & Conditions page →→→→

TERMS & CONDITIONS: Tent Man, Inc (D/B/A The Tent Man), (Lessor), hereby leases to (OUR LADY OF THE LAKE) (Lessee) and Lessee hereby leases from Lessor, during the Lease Period (as defined below) the material and equipment described on the face side of this agreement (hereinafter called "Equipment"), and Lessor agrees to provide the services incident thereto at the price set forth herein (the "Contract Price") and subject to the following terms & conditions:

TITLE and OWNERSHIP

1: This is a lease agreement only and the Equipment shall remain the personal property of Lessor. Lessee shall not sublet, encumber or dispose of the Equipment or take any action which might suggest to third parties that Lessee has any power to do so. The Equipment shall not be removed from the place of installation without the express written consent of Lessor, and Lessee shall not remove, cover or interfere with Lessor's identification, advertising or other labels attached to the Equipment.

IMPORTANT GUIDELINES & RESPONSIBILITY OF EQUIPMENT

2: Lessee assumes all responsibility for loss of or damage to the Equipment (unless due solely to negligence of Lessor or an Act of God) during the period from delivery of the Equipment to removal thereof by Lessor (the "Lease Period"). Lessee will pay for all Equipment lost or damaged during the Lease Period in an amount equal to, in Lessor's discretion, the replacement or repair cost of the Equipment. For purposes of this agreement, an Act of God shall include, without limitation, flooding, hurricane, tornado, tropical storm or depression, hail, ice/snow or other unpreventable natural cause or disaster.

3: Installation of tent equipment must be done correctly by Lessor for the protection of persons and the Equipment. Never unfasten stake lines. Never remove any poles from a tent. Both stake lines and poles are integral parts of the structural safety of a tent. Lessor shall not be liable and shall be held harmless in any manner for injuries or damages caused by persons or things falling over or coming into contact with ropes, stakes, or other such equipment.

PERMITS

4: Lessee agrees to and covenants that Lessee shall secure all permits, licenses, consents, etc., required for installation, maintenance and use of the Equipment and incur the costs thereof.

RESTOCKING / CHANGE ORDERS

5: Lessee understands and acknowledges orders are prepared for delivery in advance of delivery date. Lessee agrees that as a part of this agreement, any order deletions or reductions in the Equipment ordered must be made at least seven (7) days prior to the Scheduled Delivery Date (as defined in Section 7). Such deletions or reductions made later than the above stated policy will incur a 100% restocking charge equivalent to the cost of rental for that Equipment in the agreement.

6: In the event that Lessee changes any of the arrangements relating to the service to be performed or the Equipment to be leased, Lessor shall add or subtract such Equipment, service or servicemen as in its sole discretion may be necessary to maintain the safety and quality of the work to be performed. Lessee shall pay for any additional Equipment, service or servicemen (or shall receive credit for any reduction thereof, if made in accordance with Section 5), at Lessor's customary charge thereafter.

CANCELLATIONS

7: This agreement may be cancelled by the Lessee only upon delivery of written notice of such cancellation to Lessor prior to the time scheduled for initial delivery of Equipment to Lessee's premises (Scheduled Delivery Date), subject to the following cancellation charges. In the event that such notice of cancellation is given by Lessee to Lessor on or before thirty (30) days prior to the Scheduled Delivery Date, then Lessee's First Payment shall be refunded except for a cancellation fee equal to 25% of the Contract Price, plus any additional out of pocket expenditures incurred by Lessor in anticipation of the agreement. In the event that such notice of cancellation is given less than thirty (30) days but more than seven (7) days prior to the Scheduled Delivery Date, then Lessee shall be liable for a cancellation fee equal to 50% of the Contract Price. Should Lessee fail to provide such written notice of cancellation at least (7) days prior to the Scheduled Delivery Date, then Lessee shall be responsible for the full Contract Price specified in the agreement. A breach of this agreement by Lessee, if not immediately remedied upon Lessor's request, shall effectively constitute a cancellation by Lessee as of the date of the breach, and the cancellation payment terms above shall apply.

ACCESS TO EVENT SPACE and SITE PREPARATION

8: Lessor shall deliver and/or install the Equipment at such reasonable times as it deems best for safety and scheduling, allowing time for Lessee's decoration and other pre-event arrangements.

9: It is the responsibility of the Lessee to be sure the site is ready (lawns mowed, pet waste matter removed, outdoor furniture moved, vehicles moved, etc) before the Lessor is scheduled to arrive. If the site is not ready or accessible when Lessor arrives, Lessee will incur additional fees and/or the Equipment may not be installed or delivered. Lessee shall meet with Lessor to identify, and agrees to provide, at Lessee's expense, suitable unobstructed space (as determined by Lessor in its sole discretion) on Lessee's premises for the delivery, installation, dismantlement and removal of the Equipment and access to such space. Lessee will provide readily accessible power outlets of sufficient capacity (as determined by Lessor in its sole discretion) to safely operate all electrical facilities proposed herein.

10: Lessee (or Lessee's designee) shall advise Lessor as to the existence and location of any underground cables, pipes, conduits, etc. In the absence of such advice or notification Lessor shall assume that no such underground obstructions exist. Although Lessor will endeavor to minimize damage to Lessee's lawn, plantings, underground utilities and premises generally (including power failures and other hazards), Lessee assumes the risk, and releases Lessor from liability for any such damage which may occur. Lessor may rely on and follow any directions whether oral or written of Lessee's family or his employees or agents with respect to any act or acts performed by Lessor in the delivery, installation, dismantlement or removal of the Equipment or the performance of any services called for by this agreement. Unless otherwise directed by Lessor, Lessee shall provide access to existing or temporary restroom facilities during Equipment erection or removal, at Lessee's expense.

CONTINUED on NEXT PAGE

24: Lessee agrees to pay a reasonable cleaning charge for all equipment returned dirty; typical cleaning charges are assessed at \$35.00/hour/employee. Accrued rental charges cannot be applied against the cost of repair or replacement of damaged goods. Equipment damaged beyond repair will be paid for by Lessee at replacement cost when rented. The cost of repairs will be borne by Lessee.

CUSTOMER FEEDBACK

25: We encourage all Lessees to comment on the services provided and provide suggestions for improving it. Lessee agrees that all such comments and suggestions will be non-confidential and that Lessor owns all rights to use and incorporate them into any type, at the Lessor's discretion, of advertising including but not limited to Social Media, without payment or attribution to Lessor.

PAYMENT TERMS

26: Lessee shall pay the Contract Price, plus such additions thereto as may be agreed upon or chargeable pursuant to the terms hereof, within the period specified herein. If the balance due is not paid when due, the Lessee shall be charged a Late Payment Fee by Lessor of 2% Per Month of the amount due (24% ANNUAL PERCENTAGE RATE), or the maximum legal interest provided by state law, which fee will be added to the outstanding amount due every thirty (30) days thereafter until final payment is made. In the event that Lessee has directed that the lease changes hereunder be billed to another person or organization, and the payment is not made by such person or organization within the terms specified, Lessee shall, promptly upon receiving notice of non-payment, pay said lease charges and such additional charges as may be added to the outstanding balance pursuant to the terms hereof.

27: If Lessee shall default in the payment of any fees hereunder or otherwise breach any of the terms or conditions hereof or if any execution or writ or process of law shall be issued in any action against the Lessee, whereby the Lessor's Equipment might be taken or detained, or if a proceeding in bankruptcy, receivership or insolvency shall be instituted by or against Lessee or his property, or if Lessee shall enter in to any agreement or compromise with creditors, or if Lessor shall deem Lessee insecure, Lessor may immediately take repossession of its Equipment without any court order or any other process of law and may enter upon any premises where said Equipment may be and remove the same with or without notice of its intention to do so, without liability therefore.

HOLD HARMLESS

28: Lessee shall fully indemnify, hold harmless and defend Lessor, its employees and agents from and against each and every claim, demand, cause of action, cost, expense (including but not limited to attorney's fees and expenses incurred in defense of Lessor), damage or loss in connection therewith, which may be asserted by Lessee, Lessee's employee or agents, subcontractors, or any third parties (including utility companies, municipal or governmental entities), on account of personal injury, death, damage, injury, destruction, loss of use of property, incidental or consequential damages, caused by, incidental to, or arising out of the erection, dismantling and removal of Equipment during the Lease Period, including but not limited to the placement of stakes and support poles in light of potential underground hazards such as underground cables, pipes, conduits, lines, etc.

WARRANTIES

29: No representation, warranties or agreements, oral or written, expressed or implied, have been made by either party hereto with respect to the contract or the Equipment except as expressly provided herein. This contract together with schedules from time to time attached hereto, constitutes the entire agreement of the parties hereto. Any changes or modifications of this contract must be in writing and signed by the duly authorized representatives of the parties hereto except that any agreement between the said parties as to any additional equipment or services needed by the Lessee and the charges therefor may be made orally by the parties. In the event of any breach of this agreement by Lessor, Lessee's sole and exclusive remedy shall be the refund of the amounts paid by Lessee. LESSOR SHALL NOT BE LIABLE FOR ANY INCIDENTAL OR CONSEQUENTIAL DAMAGES RESULTING FROM LESSOR'S BREACH.

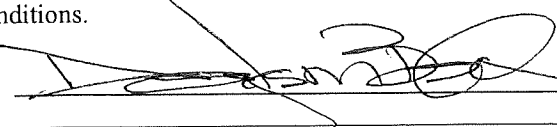
FORCE MAJEURE

30: Lessor will not be deemed in default of this agreement to the extent that performance of its obligations or attempts to cure any breach are delayed or prevented by reason of any Act of God (as defined herein), accident, act of government, labor disturbances, shortages of material, supplies or utilities, unavailability of transportation, acts or omissions of third parties, or any other cause beyond the control of Lessor.

31: Lessor's rights and remedies hereunder or by law shall be cumulative and exclusive and shall be in addition to all of the rights and remedies available to Lessor. Lessor's failure to strictly enforce any provisions of this agreement shall not be construed as a waiver thereof, or as excusing Lessee from future performance of its obligation herein set forth.

AUTHORIZED SIGNATURE

32: Any person executing this agreement on behalf of a corporation or organization warrants in his individual capacity that he is acting within the scope of his authority and that said corporation or organization shall be bound thereby. I have read, understand and agree to the above terms and conditions.

Name:  Title: Pastor Date: 7 / 22 / 24

AFTER HOURS / EMERGENCY Contact Numbers

504-782-8368 (phone or text)

OR

504-780-8368 (phone or text)



2026 SCHEDULE

FRIDAY, OCTOBER 9th

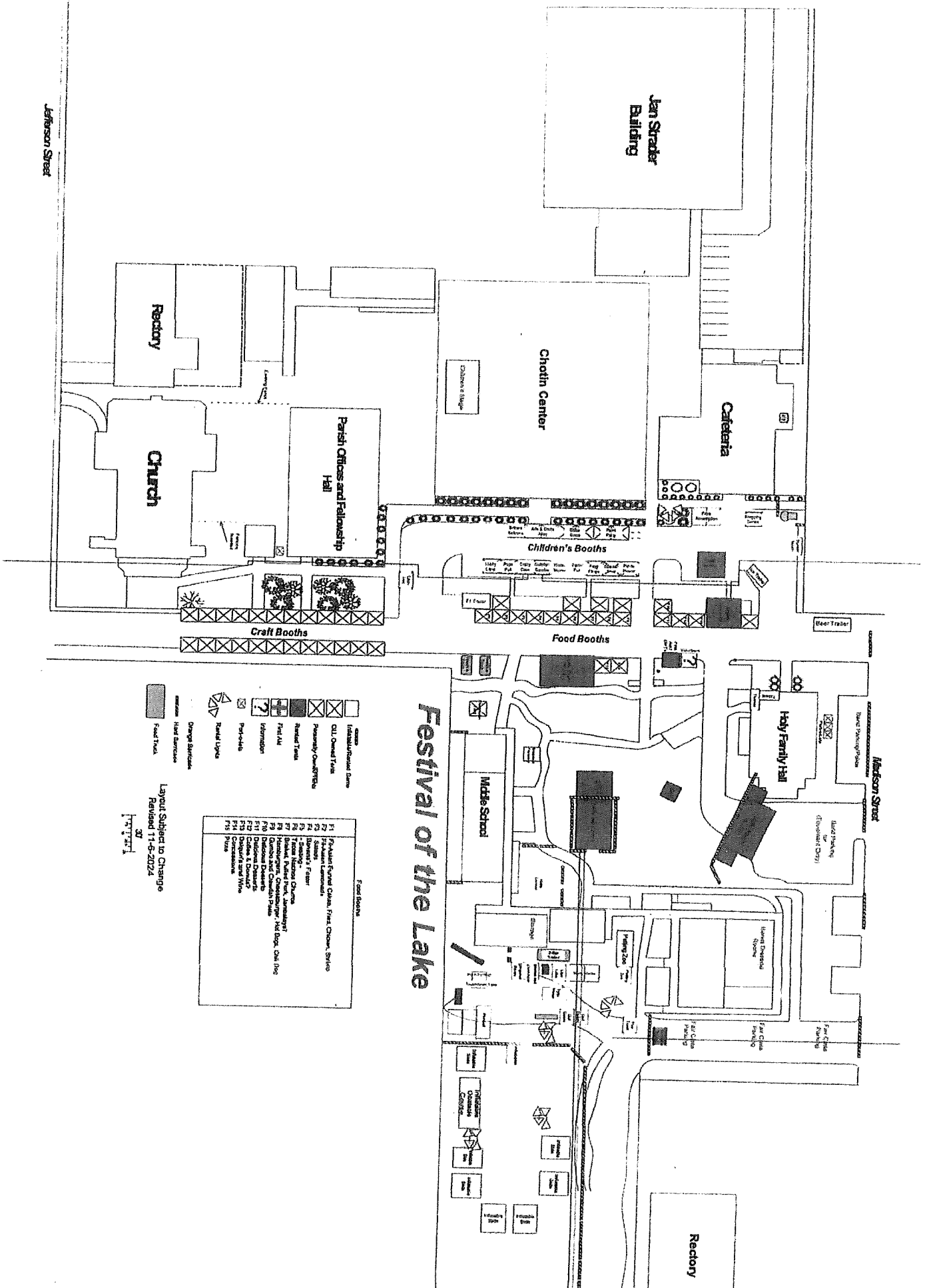
5 PM-10 PM

SATURDAY, OCTOBER 10th

11 AM-10PM

SUNDAY, OCTOBER 11th

12PM-6PM



Festival of the Lake

- ☐ Informational Table
- ☐ DJL Owned Table
- ☐ Pottery On-Order
- ☐ Rental Tables
- ☐ First Aid
- ☐ Information
- ☐ Pottery
- ☐ Rental Lights
- ☐ Orange Shirts
- ☐ Hand Services
- ☐ Food Trucks

Food Booths	
F1	Parish Food Booth, First Church, Service
F2	Parish Food Booth, First Church, Service
F3	Parish Food Booth, First Church, Service
F4	Parish Food Booth, First Church, Service
F5	Parish Food Booth, First Church, Service
F6	Parish Food Booth, First Church, Service
F7	Parish Food Booth, First Church, Service
F8	Parish Food Booth, First Church, Service
F9	Parish Food Booth, First Church, Service
F10	Parish Food Booth, First Church, Service
F11	Parish Food Booth, First Church, Service
F12	Parish Food Booth, First Church, Service
F13	Parish Food Booth, First Church, Service
F14	Parish Food Booth, First Church, Service
F15	Parish Food Booth, First Church, Service
F16	Parish Food Booth, First Church, Service
F17	Parish Food Booth, First Church, Service
F18	Parish Food Booth, First Church, Service
F19	Parish Food Booth, First Church, Service
F20	Parish Food Booth, First Church, Service
F21	Parish Food Booth, First Church, Service
F22	Parish Food Booth, First Church, Service
F23	Parish Food Booth, First Church, Service
F24	Parish Food Booth, First Church, Service
F25	Parish Food Booth, First Church, Service
F26	Parish Food Booth, First Church, Service
F27	Parish Food Booth, First Church, Service
F28	Parish Food Booth, First Church, Service
F29	Parish Food Booth, First Church, Service
F30	Parish Food Booth, First Church, Service

Layout Subject to Change
 Revised 11-6-2024
 37

State of Louisiana
Office of Alcohol and Tobacco Control

Jeff Landry
GOVERNOR



Jarrod Coniglio
SECRETARY

CHAD M. BROWN
ATC COMMISSIONER
ATC SPECIAL EVENTS

TYPES OF ACTIVITIES ALLOWED BY SPECIAL EVENT PERMITS						
	Accept Alcohol Product Donations	Accept Cash Donations	Accept Sponsorship	Display Outside Signage	Industry Pricing*	RV Certified Employees
TYPE A	YES	YES	YES	YES	YES	Recommended
TYPE B	Prohibited	YES	YES	YES	YES	Recommended
TYPE C	Prohibited	Prohibited	Limited*	NO*	YES	YES

SEE SPECIAL EVENT GUIDELINES, LAWS, & REGULATIONS FOR ADDITIONAL DETAILS

DOCUMENT CHECKLIST – TYPE A
☐ Attach Certification from IRS stating tax-exempt status under either Section 501(c)(3), 501(c)(6), or 501(c)(8).
☐ Attach copy of local special event permit; or letter from local authority granting authority service of alcohol at event.
☐ Attach a valid, signed, and dated lease, contract, or written permission from property owner.
☐ Attach fully completed and notarized application.
DOCUMENT CHECKLIST – TYPE B
☐ Written Proof of non-profit status or Louisiana sales tax exemption.
☐ Attach copy of local special event permit; or letter from local authority granting authority service of alcohol at event.
☐ Attach a valid, signed, and dated lease, contract, or written permission from property owner.
☐ Attach fully completed and notarized application
☐ Enclosed \$10.00 fee. Acceptable payment form includes money order, cashier check, or certified check.
DOCUMENT CHECKLIST – TYPE C
☐ Attach copy of local special event permit; or letter from local authority granting authority service of alcohol at event.
☐ Attach a valid, signed, and dated lease, contract, or written permission from property owner.
☐ Attach fully completed and notarized application.
☐ Enclosed \$100.00 fee. Acceptable payment form includes money order, cashier check, or certified check.

Louisiana Office of Alcohol and Tobacco Control
7979 Independence Blvd., Suite 101 • Baton Rouge, Louisiana 70896-6404
Telephone (225) 925-4041
www.atc.la.gov

State of Louisiana
Office of Alcohol and Tobacco Control



Jeff Landry
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SECRETARY

CHAD M. BROWN
ATC COMMISSIONER
ATC SPECIAL EVENTS

PERMIT TYPE		
☒	1) Select permit type and attached appropriate documentation, if applicable.	FEES
☒	TYPE A – Tax exempt non-profit status under IRS Code Sections 501(c)(3), 501(c)(6), or 501(c)(8)	\$0.00
☐	TYPE B – Non-profit Organization	\$10.00
☐	TYPE C – All others persons or organizations not eligible for another type of permit	\$100.00
☐	HOME BREW Special Event Permit	\$0.00

APPLICANT INFORMATION		
2) Name of Applicant (name of individual, organization, etc.) <u>OUR LADY OF THE LAKE ROMAN CATHOLIC CHURCH</u>		
3) Applicant's Mailing Address:		
Street: <u>312 LAFITTE STREET</u>	City: <u>MANDERVILLE</u>	
State: <u>LA</u>	Zip Code: <u>70448</u>	Parish: <u>St. Tammany</u>
4) Who is the primary organizer of this event? (company/individual) <u>FR BUSCH / OUR LADY OF THE LAKE</u>		
5) Contact Name: <u>JUSTIN CROPPER</u>		
6) Contact Phone Number: <u>985-626-5671</u>		
7) Contact Driver's License: [REDACTED]		
8) Contact Email address: <u>finance@allparishinfo</u>		
9) Has applicant received more than twelve (12) permits in the current calendar year?		Yes ☐ No ☒
10) How would you like to be notified about permit status?		
☒ Phone Number ☐ Mailing Address ☐ Email Address		

EVENT INFORMATION		
11) Name of Event: <u>FESTIVAL OF THE LAKE</u>		
12) Event Website (if applicable): <u>festivalofthelake.com</u>		
13) Event Location:		
Street: <u>312 LAFITTE STREET</u>	City: <u>MANDERVILLE</u>	
State: <u>LA</u>	Zip Code: <u>70448</u>	Parish: <u>St. Tammany</u>
14) Will the event be held at location that holds a permit with ATC?		Yes ☐ No ☒
If YES: (Business Name) _____ (Business Permit) _____		
15) Where will the event be held?		☐ Inside ☒ Outside
16) Approximately, how many attendees will attend the event? <u>OPEN TO PUBLIC</u>		
17) Provide the dates of the event: <u>10 / 9 / 2026 to 10 / 11 / 2026</u>		

- Special Event permit(s) may only be issued for a period of up three (3) consecutive days
- Additional applications must be submitted for events lasting more than 3 days.
- Wholesalers may ONLY deliver alcoholic beverage products up to two (2) days prior to event address as indicated on special event permit.

State of Louisiana
Office of Alcohol and Tobacco Control



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CHAD M. BROWN
ATC COMMISSIONER

ATC SPECIAL EVENTS

EVENT INFORMATION - CONTINUED

18) Hours of Operation (check only applicable days)		
☒ Day 1 – Hours of event: Start: <u>5 PM</u> End: <u>10 PM</u>	for ☐ Set-up	☒ Event
☐ Day 2 – Hours of event: Start: <u>11 AM</u> End: <u>10 PM</u>	for ☐ Set-up	☐ Event
☐ Day 3 – Hours of event: Start: <u>11 AM</u> End: <u>6 PM</u>	for ☐ Set-up	☐ Event
19) Describe Event and your role in event: (i.e. what type of event; where is alcohol offered or sold, outside, tent, booth etc.)		
Parish/School fair with alcohol being sold at designated booths.		
20) Is Applicant the exclusive alcohol beverage service provider at event? If "NO," list all other providers.		Yes ☒ No ☐
21) Type of Alcohol at Event: (Check all applicable)		
☒ Beer/Malt Beverages ☒ Wine ☒ Liquor/Distilled Spirits		
22) Will there be a general admission, registration, or ticket fee to attend event?		Yes ☐ No ☒
23) Will there be a fee for alcoholic beverages?		Yes ☐ No ☒
24) Will alcohol be purchased? If "YES", list. (i.e. name of wholesalers):		Yes ☒ No ☐
Republitz National Distribution and Champagne Beverage Co.		
25) Does applicant understand ALL alcohol (excluding TYPE A) must be purchased under your special event permit and only purchased from a Louisiana authorized wholesale dealer?		Yes ☒ No ☐
26) List all brands of alcoholic beverages that will be sold/served/available at event? (excluding samplings conducted in accordance with sample regulations LAC 55:317(c)(2)(h)) – example: Budweiser, Crown Royal, Mondavi Wine.		
Bonanza, Caymes, Budweiser, Bud Light, Michelob, Stella Artois, Bacardi		
27) Will alcohol be donated?		Yes ☐ No ☒
28) If alcohol is donated, list all products donated and who donated product:		☐ check if not applicable
29) Will alcohol sampling by a retailer, wholesaler, or manufacturer be conducted at event? If "YES," complete Sampling/Homebrew section.		Yes ☐ No ☒
30) Will alcohol beverage products produced by a homebrew be available at event? If "YES," complete Sampling/Homebrew section.		Yes ☐ No ☒
31) Does this event involve a promoter? If "YES," complete Promoter/Other Organization section.		Yes ☐ No ☒
32) Are there other organizations, persons, vendors, or promoters involved with event or receiving proceeds from event? If "YES," complete		Yes ☐ No ☒
33) Have you obtained all necessary permits and/or approval from your local jurisdiction? • Local permit and/or letter of approval must be attached to application		Yes ☐ No ☐
34) Have you obtained permission to sell alcohol from the owner of the premise? • If YES, Attach Lease or Letter		Yes ☒ No ☐

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ATC COMMISSIONER

ATC SPECIAL EVENTS

35) Will this event be sponsored by an alcohol industry member such as a retailer, wholesaler/distributor or manufacturer/suppliers? Explain. If YES, explain and attach sponsorship contract.	Yes ☐	No ☒
36) the event receiving any cash or monetary donation from any outside sources? If "YES," explain.	Yes ☐	No ☒
37) Is the event receiving any alcohol products as part of the sponsorship?	Yes ☐	No ☒
38) Is the event offering exclusively one manufacturer line of products as a condition of sponsorship? (Example: Only Budweiser or Miller Coors products etc.). If YES, explain.	Yes ☐	No ☒
39) Is the event receiving tubs, cups, labor, any electric unit, signage, t-shirts, or caps from any wholesaler or manufacturer?	Yes ☐	No ☒
40) If you answered "YES" to #39, explain in details. (i.e. who, what, and how much) (You must attach invoices). ☐ check if not applicable	Yes ☐	No ☐
41) Will event involve any of the following? (check all that applies) ☒ Booths ☒ Tents ☒ Stages ☐ Outside Banners/Signage ☐ Refrigerator Truck ☐ Beer Truck	Yes ☐	No ☐
42) 42. How many of the following will the event offer (as it applies to applicant only)? ☐ check if not applicable ☐ Number of Booths _____ (attach diagram /map of location of booths and/or tents) ☐ Number of Tents _____	Yes ☐	No ☐
SPONSORSHIP		
43) Did the event rent booths, tents, stages, signage, or alcohol truck from a wholesaler? If YES, how much?	Yes ☒	No ☐
PROMOTOR / OTHER ORGANIZATION		
44) Name of other organizations, persons, vendors, or promoters' role in event.		
45) Contact information of other organizations, persons, vendors, or promoters' role in event.		
46) Explain other organizations, persons, vendors, or promoters' role in event.		
47) How much proceeds/profits of event will other organizations, persons, vendors, or promoters involved receive? Example: percentage, all, or a specific amount		

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ATC SPECIAL EVENTS

SAMPLING / HOMEBREW EVENTS

48) List all retailers, wholesaler, and/or manufacturers conducting sampling at your event and list the product being sampled.

Name of Retailer/Wholesaler/Manufacturer	Product available for sample	Sample size

49) What type of homebrew event will you be hosting?
☐ Homebrew Organized Affair ☐ Club Meeting ☐ Homebrew Exhibition ☐ Homebrew Competition

50) Do you understand that homebrew may not be sold or offered for sale at this event?
Yes ☐ No ☐

TYPE A AND TYPE B APPLICANTS MAY SKIP FOLLOWING SECTION AND
COMPLETE APPLICATION

TYPE C - MUST COMPLETE SECTION IN FULL

51) Does applicant hold a permit with the ATC? Yes ☐ No ☐

52) If applicable, list all name of businesses and permit number held by applicant.

53) Do you own the premises where the event will be held? If NO, attach lease. Yes ☐ No ☐

54) Are you a United States citizen? ☐ Born ☐ Naturalized Yes ☐ No ☐

55) Have you or your spouse ever been convicted of a felony?
• If YES, explain Yes ☐ No ☐

56) Have you or your spouse ever had an alcoholic beverage permit revoked or been convicted of violating any liquor or beer regulatory, state or local laws or ordinances?
• If YES, explain Yes ☐ No ☐

57) Have you or your spouse ever been convicted of soliciting for prostitution, pandering, letting premises for prostitution, contributing to the delinquency of a juvenile, keeping a disorderly place or convicted for dealing narcotics?
• If YES, explain Yes ☐ No ☐

58) Is this application being made by you on behalf of or for the benefit of anyone other than the applicant listed on Page 1?
• If YES, explain Yes ☐ No ☐

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ATC SPECIAL EVENTS

TYPE C – MUST COMPLETE SECTION IN FULL		
59) Do you understand that this business must comply with all provisions of the Louisiana Responsible Vendor & Security Personnel training programs? The responsible vendor handbook and amendments are available for download at www.atc.la.gov	Yes ☐	No ☐
60) Does the applicant, applicant's spouse or any member of applicant's entity hold an interest in a business that holds a wholesale or manufacturer beer or liquor permit?	Yes ☐	No ☐
61) Do you or your spouse or partner hold any ownership interest and/or receive any profits from an alcoholic beverage wholesaler/distributor or manufacturer/suppliers? • If, YES, explain	Yes ☐	No ☐
62) Do you understand that manufacturers and/or wholesalers are prohibited from providing a retailer with anything of value unless explicitly enumerated as an exception in the Alcoholic Beverage Control Law or these regulations?	Yes ☐	No ☐
63) Do you understand that it is prohibited to exclusively offer for sale, sell, or serve alcohol beverage products produced by one manufacturer and/or through a wholesaler?	Yes ☐	No ☐
64) Do you understand that retailers are prohibited from accepting or requiring any such inducement or other influence; and anyone found in violation of the market practices laws and regulations of the State of Louisiana, the United States or any other state, their permit(s) is subject to suspension, revocation and/or assessment of a fine or other penalty provided by law.	Yes ☐	No ☐

State of Louisiana
Office of Alcohol and Tobacco Control

Jeff Landry
GOVERNOR



Jarrod Coniglio
SECRETARY

CHAD M. BROWN
ATC COMMISSIONER

ATC SPECIAL EVENTS

SWORN STATEMENT OF AUTHENTICITY SPECIAL EVENT PERMIT	
WARNING & SIGNATURE	Application must be signed by an owner, officer, or member who is reported to the ATC or to the Secretary of State or person with written authorization by power of attorney.
BY SIGNING BELOW, YOU ARE SWEARING, UNDER OATH, that you have read each of the questions in this application packet, and that all answers are true and correct to the best of your knowledge; that there are no pending applications on this location, and that you are not using this special event permit in place of a bona fide license or for any other unlawful purpose. The responsible vendor handbook and amendments are available for download at www.atc.la.gov.	
Print Name _____	Title _____
Signature _____	

Notary For NOTARY Use Only					
Sworn to and subscribed to me this _____ day of _____, 20____,					
In the parish/county of _____, State of _____,					
Notary Public's Signature _____			Print Name of Notary Public _____		
Office Use Only	Permit Number	Processed By	Date Received	Approved	Date Approved

CANDLE LIGHT BLESSING

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 Our Lady of the Lake Church

Name of Authorized Representative Charlotte King Non-Profit/Tax-Exempt # 72-0423650

Mailing Address 316 Lafitte St.

City Mandeville State LA Zip 70448

Applicant Phone # 985-630-2898

Alt. Phone # _____

E-Mail travelsbycharlotteking@gmail.com

Application Fee Paid? ☒ YES ☐ NO

Name of Event: Candlelight Blessing of Mandeville Cemetery

Date(s) of Event: Day Monday Date 11 / 2 / 26 Time 7pm Rain Dates(s) _____

Event Location: Mandeville Cemetery

Type of Event: ☐ New ☒ Recurring
☐ Fundraiser ☐ Concert ☐ Race/Run/Walk ☐ Parade ☐ Wedding
☐ Festival, Carnival or Market ☐ Other: _____

Description/Purpose of Event _____ Estimated Attendance 100

EVENT DETAILS - Check all that apply:

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

City of Mandeville
675 Lafitte Street
Mandeville, LA 70448



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

14	Do you plan to provide portable toilets? * See Guidelines*	☒ Yes	☐ No
15	Will there be security staff?	☐ Yes	☒ No
16	Are you planning to have amplified sound?	☐ Yes	☒ No
17	Will you need access to power or water? (please circle)	☐ Yes	☒ No
18	Will there be any signs, banners, decorations, or special lighting?	☐ Yes	☒ 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: CR King
Printed Name: Charlotte King
Organization Represented: Candlelight Blessing of Mandeville Cemetery
Office Held Committee Chair Date 6/2/2026

Please email completed application to acasborne@cityofmandeville.com.

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



SPECIAL EVENTS DEPARTMENT USE ONLY

Any expenses required of the event organizer must be paid in advance at least 30 days prior to event date.

☒ Fee received Date 6/2/26

Certificate of Insurance? YES ☐ NO ☐

DEPARTMENTAL EXPENSES

INITIALS

Police Department

TO BE DETERMINED

Kal Mazza

Fire District #4

Public Works

TOTAL COSTS

Recommendation of Special Events Committee:

Approved:

L. Clay Madden
Mayor Clay Madden

5-14-26
Date

City Council Approval

Alcohol Permit:

☐ Yes ☐ No

Date Approved: _____

Waiver of Lakefront Food & Drink Ordinance:

☐ Yes ☐ No

Date Approved: _____

CRUISING FOR A CAUSE



Mayor Clay Madden

SPECIAL EVENT PERMIT APPLICATION

Name of Organization or Group CBIB - Compassionate Burials for Indigent
Name of Authorized Representative Lise Naccari Non-Profit/Tax-Exempt # Babies
Mailing Address 250 Ponchitokawa Dr. # 20-4408361
City Covington, La. State La Zip 70443
Applicant Phone # (504) 202-3111 Alt. Phone # 504-202-3698
E-Mail lisejnaccari@yahoo.com Application Fee Paid? ☒ YES ☐ NO

Name of Event: Cruising for A Cause
Date(s) of Event: Day Sunday Date 10/18/26 Time 11:30 PM Rain Dates(s) 10/25/25
Event Location: Parking lot at the corner of Jackson & Lakeshore
Type of Event: ☐ New ☐ Recurring
☒ Fundraiser ☐ Concert ☐ Race/Run/Walk ☐ Parade ☐ Wedding
☐ Festival, Carnival or Market ☐ Other: _____
Description/Purpose of Event Car show Estimated Attendance 200

EVENT DETAILS - Check all that apply:

1	Are patron admission, entry or participant fees charged?	☒ Yes	☐ No
2	Is the event open to the public?	☒ Yes	☐ No
5	Are Street Closures Requested? If yes, please contact Mandeville Police Dept.	☒ Yes	☐ No
6	Will alcohol be consumed, distributed, or sold at this event?	☐ Yes	☒ No
7	Will food be distributed, prepared or sold at this event?	☐ Yes	☒ No
8	Will there be canopies or tents?	☒ Yes	☐ No
9	Will there be vendor booths? Merchandise or product sales? <u>(see Guidelines #5)</u>	☐ Yes	☒ No
10	Are you planning to have inflatable attractions, games or rides?	☐ Yes	☒ No
11	Will there be bleachers, stages, fencing or other structures?	☐ Yes	☒ No

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



12	Do you plan to provide portable toilets? <u>(See Guidelines #8)</u>	☐ Yes	☒ No
13	Will there be security staff?	☒ Yes	☐ No
14	Are you planning to have amplified sound?	☒ Yes	☐ No
15	Will you need access to power or water? (please circle)	☒ Yes	☐ No
16	Will there be any signs, banners, decorations, or special lighting?	☐ Yes	☒ 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: Lise Naccari

Printed Name: Lise Naccari

Organization Represented: CBIB Inc.

Office Held Executive Director Date _____

Oct 18, 2026 Sunday ^{Street}
MAP For
CBIB Fundraise
CAR Show
Cruising For A Cause

Back
Ramp

closure

Jackson

Parking lot
Car show

Pontchartraine
Yacht Club

Street

show

Car

Closure Lake shore Dr

Beach

splash
pad &
playground

Parking
Car
show

Parking
Car
show

Gezebo



SPECIAL EVENTS DEPARTMENT USE ONLY

Any expenses required of the event organizer must be paid in advance at least 30 days prior to event date.

☒ Fee received Date 4/17/26

Certificate of Insurance? YES _____ NO _____

DEPARTMENTAL EXPENSES

INITIALS

Police Department

\$520

Capt. Mazz

Fire District #4

IAP will be provided

Capt. Trabone

Public Works

Cleanup plan

AVE

TOTAL COSTS

Recommendation of Special Events Committee:

11a-3p - 4 hours 20 officers @ \$65/hour.
\$520

Approved:

L. Clay Madden
Mayor Clay Madden

5-14-26
Date

City Council Approval

Alcohol Permit:

_____ Yes _____ No

Date Approved: _____

Waiver of Lakefront Food & Drink Ordinance:

_____ Yes _____ No

Date Approved: _____

WIDE WATER

Nov -

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 Old Mandeville Business Association
Name of Authorized Representative Brian Cook Non-Profit/Tax-Exempt # 03-0396441
Mailing Address 2013 Claiborne St
City Mandeville State LA Zip 70448
Applicant Phone # 504-655-6859 Alt. Phone # _____
E-Mail BrianCook@bankwithfidelity.com Application Fee Paid? X YES NO

Name of Event: Widewater Music & Art Festival

Date(s) of Event: Day 10/31/26 Date / / Time 11-7 pm Rain Dates(s) 1 November 1, 2026

Event Location: Mandeville Lakefront

Type of Event: ☐ New ☒ Recurring
☐ Fundraiser ☐ Concert ☐ Race/Run/Walk ☐ Parade ☐ Wedding
☒ Festival, Carnival or Market ☐ Other: _____

Description/Purpose of Event _____ Estimated Attendance _____

EVENT DETAILS - Check all that apply:

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

City of Mandeville
675 Lafitte Street
Mandeville, LA 70448



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

14	Do you plan to provide portable toilets? * See Guidelines*	☒ Yes	☐ No
15	Will there be security staff?	☒ Yes	☐ No
16	Are you planning to have amplified sound?	☒ Yes	☐ No
17	Will you need access to power or water? (please circle)	☒ Yes	☐ No
18	Will there be any signs, banners, decorations, or special lighting?	☒ Yes	☐ 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: Brian Cook
Printed Name: Brian Cook
Organization Represented: OMBA
Office Held Secretary Date 7/21/25

Please email completed application to acasborne@cityofmandeville.com.

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



SPECIAL EVENTS DEPARTMENT USE ONLY

Any expenses required of the event organizer must be paid in advance at least 30 days prior to event date.

☒ Fee received Date _____

Certificate of Insurance? YES _____ NO _____ *To be Submitted*

	DEPARTMENTAL EXPENSES	INITIALS
Police Department	<u>\$5760</u>	<u>Kal Mazza</u>
Fire District #4	<u>IAP to be provided</u>	<u>Capt. Trabona</u>
Public Works	_____	_____
TOTAL COSTS	<u>\$5760</u>	

Recommendation of Special Events Committee:

MPD will determine street closure times
12 police officers 8(traffic) + 4 Security
@ \$65 & \$50 for a total of 8 hours
OMBA will work with police to pick up barricades & signage

Approved:

L. Clay Madden
Mayor Clay Madden

5-14-26
Date

City Council Approval

Alcohol Permit:

_____ Yes _____ No Date Approved: _____

Waiver of Lakefront Food & Drink Ordinance:

_____ Yes _____ No Date Approved: _____

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: Widewater Festival
2. Legal name(s): Individual, Partners, or Corporation Old Mandeville Business Association
3. Apply for: Class "A" ☒ Class "B" ☐ / High Content ☐ Low Content ☐ / Restaurant ☐
4. Business location address 635 Carroll St Mandeville LA 70448
Telephone (504) 666-5347
5. Mailing address same as above
6. Contact Person Brian Cook - Secretary
Phone Number (504) 655-6859 E-Mail Address: Brian.Cook@BankwithFidelity.com
Fax Number () Web Address
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:

Trade name	Owner's name	address	License #
------------	--------------	---------	-----------
11. Has applicant applied for state liquor license? Not yet
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? yes
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. N/A
15. Describe the part of the building to be occupied by business: N/A
16. Open date for this location 10/3/26
17. Describe in detail your business. i.e.: Type of sales, activity, or service you perform:
Special Event on Mandeville Lakefront called Widewater Festival.

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 Brian Cook Title: Secretary
Signature of Preparer Brian Cook Date: 7/21/25
Brian Cook



LAGO FEST

MANDEVILLE TRAILHEAD STANDARD RENTAL AGREEMENT

This document, entered into this 07 day of July, 2026, constitutes an Agreement between the City of Mandeville, hereinafter referred to as City, and Hola Northshore Foundation, hereinafter referred to as Renter or by Renters Authorized Representative, Dayhonna Uebrobia, For use of the Mandeville Trailhead located at 675 Lafitte Street, Mandeville, LA, for the specified event on the specified date and time, as indicated below.

The Renter's contact information is: Address: 719 E 2nd Ave; City: Covington
State: LA Zip 70433 Phone or Cell Number: (985) 302-7403; Email: holanorthshore@gmail.com
Event: Lago Fest Date: 09-20-26 Time: 11 AM | PM to 8 AM | PM

Set 10-9 11 hours set up break down

The Trailhead is to be notified at least 3 days prior to the rental date if cancellation becomes necessary. Failure to meet the 3-day cancellation requirement may result in forfeiture of all payments that have been made toward the rental. To cancel, please call the (985) 624-3147 during normal working hours (8:30 am – 4:30 pm).

The deposit reserves your date and serves as the damage/cleaning deposit. If there are no damages and the clean-up is satisfactory, the deposit will be refunded to the renter by check. Payment in-full is due no later than 2-weeks prior to the rental date. Failure to comply is subject to forfeiture of the deposit. Make checks or money orders payable to the "City of Mandeville".

PAYMENT RECORD:

Payment Date	Amount Paid	Indicate Cash or Check No.	Receipt #	Balance Due	Payment Deadline
<u>4/11/26</u>	<u>—</u>	<u>—</u>	<u>—</u>	<u>—</u>	<u>8/15/26</u>

NOTE: A \$25.00 FEE WILL BE CHARGED FOR ALL CHECKS RETURNED FOR INSUFFICIENT FUNDS.

The "Rental Guidelines" are included as part of this Rental Agreement. The Rental Guidelines provide details of the regulations and procedures for renting the Mandeville Trailhead. Renters are encouraged to thoroughly read these guidelines.

The Renter's signature below signifies that the Renter agrees to comply with the terms of this Agreement and to abide by the Rental Guidelines as set forth.

SIGNED:


Renter or Authorized Representative


Authorized Agent for City of Mandeville

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 Hola Northshore Foundation
Name of Authorized Representative Dayhanna Velandia Non-Profit/Tax-Exempt # (Applying for)
Mailing Address 719 e 2nd Ave
City Covington State LA Zip 70433
Applicant Phone # 9853027403 Alt. Phone # 504 338 6181
E-Mail holanorthshorela@gmail.com Application Fee Paid? ☒ YES ☐ NO
holanorthshorela@gmail.com CC 7/7/20

Name of Event: Lago Fest
Date(s) of Event: Day Sunday 20th 2026 Date / / / Time 11 Rain Dates(s) sept 27 2026 ☒
Event Location: Mandeville Trail Head
Type of Event: ☐ New ☐ Recurring
☒ Fundraiser ☐ Concert ☐ Race/Run/Walk ☐ Parade ☐ Wedding
☒ Festival, Carnival or Market ☐ Other: _____
Description/Purpose of Event Hispanic Heritage Celebration Estimated Attendance 400

EVENT DETAILS - Check all that apply:

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



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

1. If "Yes" is checked for any of the Event Detail questions, please refer to the Special Events Guidelines for instructions.
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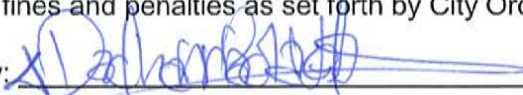
INSURANCE/INDEMNITY

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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: 

Printed Name: Dayhanna Velandia

Organization Represented: Hola Northshore Foundation

Office Held Mandeville Trail Head Date 07/07/2026

Please email completed application to acasborne@cityofmandeville.com.

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



SPECIAL EVENTS DEPARTMENT USE ONLY

Any expenses required of the event organizer must be paid in advance at least 30 days prior to event date.

☒ Fee received Date 7/11/24

Certificate of Insurance? YES ☐ NO ☐ to be updated

DEPARTMENTAL EXPENSES

INITIALS

Police Department TBD

J. Lore

Fire District #4 IAD

Norbert

Public Works cleanup plan

Ala

TOTAL COSTS _____

Recommendation of Special Events Committee:

one police officer

Approved:

L. Clay Madden

Mayor Clay Madden

5-14-26

Date

City Council Approval

Alcohol Permit:

☐ Yes ☐ No

Date Approved: _____

Waiver of Lakefront Food & Drink Ordinance:

☐ Yes ☐ No

Date Approved: _____

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: Sept 20th
2. Legal name(s): Individual, Partners, or Corporation Hola Northshore Foundation
3. Apply for: Class "A" ☒ Class "B" ☐ / High Content ☐ Low Content ☐ / Restaurant ☐
4. Business location address 719 e 2nd Ave, Covington LA 70433
Telephone (985) 98539027403
5. Mailing address holanorthshorela@gmail.com
6. Contact Person Dayhanna Velandia
Phone Number (985) 3027403 E-Mail Address: dayhavel@gmail.com
Fax Number () _____ Web Address www.holanorthshore.com
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 <u>Trevor Darling Owner</u>	Title <u>Owner</u>	SSN <u>[REDACTED]</u>	% Owned <u>100%</u>
	Resident Address <u>719 E 2nd Ave Covington LA</u>	City State Zip <u>(504) 338-6181</u>	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.

Trade name	Owner's name	address	License #
------------	--------------	---------	-----------
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? yes
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? _____ (Supply copy of lease with application.)
14. If premises leased, give name and address of lesser. City Of Mandeville
15. Describe the part of the building to be occupied by business: Trailhead
16. Open date for this location Setp 20 2026
17. Describe in detail your business. i.e.: Type of sales, activity, or service you perform:
Non profit

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 [Signature] Title: Director

Signature of Preparer _____ Date _____



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: 11am - 8pm

2. Location of event: Trail head

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? _____

8. Name and contact number of Event official?

9. Will alcoholic beverages be present? (YES) NO

10. Expected number of people at event? 400

Fee for 10-AM - 4 PM

Rev. January 2019

MANDEVILLE TRAILHEAD RENTAL GUIDELINES

- All persons or groups wishing to rent the Mandeville Trailhead Amphitheater for an event are required to enter into a rental/use agreement with the City of Mandeville. The agreement must be signed by the renter or renter's representative.
- The fee for weekend rentals (Friday night, Saturday or Sunday) is \$650.00, which includes a \$150.00 deposit to reserve a date. If two adjacent dates are rented (e.g. Friday night & Saturday or Saturday and Sunday) only one deposit is collected for the two dates). At the close of the event(s) if there are no damages, clean-up is satisfactory, and the Center is left in its pre-rental condition, the deposit will be mailed to the renter by the City of Mandeville.

Refundable Facility Deposit: \$150 Non-Profit 501 (c) (3): 25% Discount	Monday – Thursday 8:00 a.m. – 4:30 p.m.	Friday - Sunday After 4:30 p.m.
4 Hours (Includes setup and takedown)	\$400/\$300 (NP)	\$500/ \$375 (NP)
8 Hours (Includes setup and takedown)	\$900/\$675 (NP)	\$1,000/\$750 (NP)
With Museum	+\$100/\$75 (NP)	+\$200/%150 (NP)
Street Closure (Block)	\$300/\$225 (NP)	\$300/\$275 (NP)

- **Non-Profit deposit \$100.** Non-profit status includes organizations, groups, or individuals that are certified through the Secretary of State's Office registered as a charity, non-profit, or tax-exempt as certified by the IRS and/or the Louisiana Secretary of. A copy of the letter verifying such status is required.
- **Payment in full is due no later than 2 weeks prior to the rental date. Failure to meet this requirement may result in forfeiture of any payments that have been made toward the rental.**
- The rental period provided for a rental includes set-up and/or decorating prior to the event, and clean-up following the event. All clean-up and restoration activities are to be completed by the end of the specified rental period.
- The City of Mandeville requires that a police security officer be on premises for a 4-hour period at any rental when alcoholic beverages are served. The cost for the **police detail is \$40.00 per hour for a total of \$160.00.** The Mandeville Police Department determines total amount of presence for even (Police Addendum included in application packet). The renter makes arrangements to pay the Mandeville Police Department directly for the detail.
- No individual bottled beverages (beer or soda) are allowed on the premises, including the parking lot area. Canned or keg beer, or sodas in cans or plastic bottles are acceptable. Liquor or wine bottles are acceptable since these drinks will be poured and served in cups.
- The sale of alcoholic beverages is strictly prohibited unless a liquor permit has been obtained from the City of Mandeville and State of Louisiana (ATC).
- The Renter is solely responsible for cleaning the facility following their event. The Trailhead is to be left in the same order as it was prior to the rental event. Renters are to provide a supply of extra-large garbage bags/boxes for use during clean-up.
- Renters are responsible for removing any litter (plates, cups, napkins, cans, etc.) that their guests might leave on the grounds, parking lot areas, sidewalks, etc. The deposit may be forfeited if the interior and/or exterior of the Trailhead are not cleaned to the satisfaction of the on-duty staff person.
- **Renters are obligated to abide by the provisions of the signed rental agreement and these Rental Guidelines.**

InvoiceOTSWOOMQHKVX4

Invoice total	Due Date	Status
\$25.75	Jul 7, 2026	Paid

Invoicedetails	
Customer	View profile
DAYHANNAVELANDIA HOLANORTHSHORELA@GMAIL.COM +1 (985) 302-7403	
Reference# OTSWOOMQHKVX4	

Activitylog	
	Paid Jul 7, 2026
	Sent Jul 7, 2026
	Created Jul 7, 2026

Salesdetails	
Item details	
SpecialEvent Permit	\$25.00
Subtotal	\$25.00
Taxes and fees	\$0.75
Total	\$25.75
Notes	
HOLA NORTHSHORETRAILHEADRENTAL 9/20/26 AND SPECIALEVENT PERMIT	

Transactions			
Date	Amount	Tender	Status
Jul 7, 2026	\$25.75	 7630	Paid

Special Event Application Checklist

Before Council Approval		After Approval	
\$25.00 payment	Yes	Copy for file /Originals to Alia	
Application Complete page 1 & 2	Yes	Council approval email attached	
Liquor License Application	Yes	Email event coordinator Liq Ltr	
Completed Police Addendum	Yes	Email event coordinator Approval Ltr	
Site Map of Event	- N/A	Send tax form & vendor form	
Site Map of Port a Potty	N/A	Vendor list CC: Salestax@stpso.com	
Port a Potty agreement	N/A	CC Kal kmiazza@cityofmandeville.com -	
Letter from Property Owner	N/A	CC Jason jkaufmann@mandevillefire.com	
501 (3) c Certificate		call coordinator (email and what they need)	
Vendor List	(yes) * Yes will have	45 days to event Check	
Trailhead Rental agreement		30 days to event Check	
Dumpster (trailhead events)		ATC permit (30 days prior)	
		Insurance (30 days prior)	
Detail Cost Sheet (Police Detail)		15 days to event check	
Notify applicant of Council Meeting		7 confirm all about the event	
		Email signed permits	
		Dumpster (trailhead events)	
Set up 10-10 (12hrs)		(Jlord@-cc)	

NORTHSHORE BEER FEST



Mayor Clay Madden

SPECIAL EVENT PERMIT APPLICATION

Name of Organization or Group Miracle League Northshore
Name of Authorized Representative Trevor Johnson Non-Profit/Tax-Exempt # 46-5626903
Mailing Address 13505 Hwy 1085
City Covington State LA Zip 70433
Applicant Phone # 504-301-7614 Alt. Phone # _____
E-Mail trevor.johnson2@lcmchealth.org Application Fee Paid? ☒ YES ☐ NO

Name of Event: Northshore Beer Festival
Date(s) of Event: Day Sunday Date 10/11/26 Time 9a-6p Rain Dates(s) N/A
Event Location: Mandeville Trailhead

Type of Event: ☐ New ☒ Recurring
☒ Fundraiser ☐ Concert ☐ Race/Run/Walk ☐ Parade ☐ Wedding
☒ Festival, Carnival or Market ☐ Other: _____

Description/Purpose of Event Beer Festival to raise funds for MLNS Estimated Attendance 600

EVENT DETAILS - Check all that apply:

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

City of Mandeville
675 Lafitte Street
Mandeville, LA 70448



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

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

Printed Name: Trevor Johnson

Organization Represented: Miracle League Northshore

Office Held Manager Date 1/15/26

Please email completed application to acasborne@cityofmandeville.com.

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



SPECIAL EVENTS DEPARTMENT USE ONLY

Any expenses required of the event organizer must be paid in advance at least 30 days prior to event date.

☒ Fee received Date _____

Certificate of Insurance? YES _____ NO _____

DEPARTMENTAL EXPENSES

Police Department \$900

Fire District #4 IAP to be presented

Public Works Cleanup plan

TOTAL COSTS _____

INITIALS

Capt. Miazza

Capt. Trabona

AND

Recommendation of Special Events Committee:

2 officers @ 50 9a-4p. \$900

Approved:

L. Clay Madden
Mayor Clay Madden

5-14-26
Date

City Council Approval

Alcohol Permit:

_____ Yes _____ No Date Approved: _____

Waiver of Lakefront Food & Drink Ordinance:

_____ Yes _____ No Date Approved: _____

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: Miracle League Northshore
2. Legal name(s): Individual, Partners, or Corporation Trevor Johnson
3. Apply for: Class "A" ☒ Class "B" ☐ / High Content ☐ Low Content ☐ / Restaurant ☐
4. Business location address 13505 Hwy 1085, Covington, LA 70433
Telephone (504) 301-7614
5. Mailing address 13505 Hwy 1085, Covington, LA 70433
6. Contact Person Trevor Johnson
Phone Number (504) 301-7614 E-Mail Address: trevor.johnson2@lcmchealth.org
Fax Number () _____ Web Address _____
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? _____ 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? yes
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? yes (Supply copy of lease with application.)

WOODROW STREET

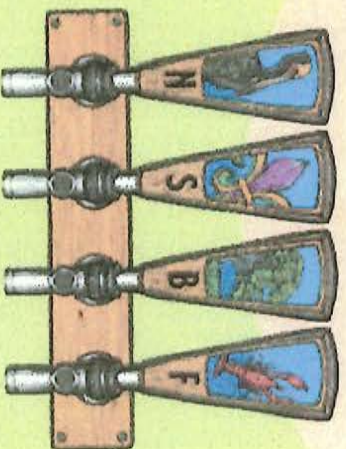
Vendor Parking

Keesler Federal
AMPHITHEATER
STAGE

VIP

RAYMOND JAMES
Food Trucks

ENTRANCE



Shan de Leaf

DEPOT



Kids Zone

Gameday Viewing Tent



evamor

Special Thanks to:

MILLER SULLIVAN ADEMARCAY



10. Ecology Beer Creative
11. Parish Brewing Co.
12. Royally Roasted Nuts
13. Wicked Bayou Brewing
14. Loft 18
15. Crescent Crown
16. Sunshine Mercantile
17. Urban South Brewery
18. Fullbottle Brews
19. Devil & The Deep
20. Patience Beer Lab
21. International
22. Patercreations
23. Saint Arnold Brewing
24. Wear & Share Jewelry
25. Champagne Beverage
26. Merchandise/Raffle
27. Keesler Federal Credit Union
28. Patio Enclosures
29. Camelia City Brewing
30. Fleur De Leaf
31. Abita Brewing
32. Pontoon Brewing
33. Mystic Krewe of Brew
34. Restrooms
35. Equipment Share Touch a Trucks
36. Altitude
37. Pelican Pointe Car Wash
38. Magical Mania Ears
39. Coleman Roofing
40. Kid Strong Kids Zone
41. Mid South Tech Gameday Viewing Tent
42. Movie Tavern
43. Three Foot Brewing
44. Rally Cap Brewing
45. Martin House Brewing
46. Chaudelaur Island Brew
47. Sheeta Hawk Brewing
48. Evamor WATER
49. Bayou Pantry
50. The Sweetz Shop
51. Nola Noods
52. The Flyin' Pig
53. Wolf's Burger Truck
54. Triple Nickel Grill

ATC

Alcohol: Special Event Type A Beer Only

This permit is not transferable
Permit must be publicly displayed

This permit authorizes the sale, service, or supply of alcoholic beverages at the special event for a maximum duration of three (3) consecutive days or less and only during the duration listed on this permit.

MIRACLE LEAGUE NORTSHORE
NORTSHORE BEER FESTIVAL
1822 AMERICA ST
MANDEVILLE LA 70448-3861

State of Louisiana, Department of Revenue
Office of Alcohol and Tobacco Control

LICENSE TYPE

SE-A

B

PERMIT NUMBER 52-36609	EFFECTIVE DATE 10/12/2025	EXPIRES 10/12/2025
BUSINESS LOCATION 675 LAFITTE ST MANDEVILLE LA 70448-5264		
ASSOCIATED LICENSE	FEES	
Ernest P. Legier, Jr., Commissioner		

This license must be returned to the Office of Alcohol and Tobacco Control or surrendered to an agent of the commissioner with five (5) days of closure, when the business ownership is transferred or the business is terminated. Failure to comply will result in fine or revocation of license [LRS 26:76 and 26:275A(2)]. Return to: Louisiana Dept. of Revenue, Office of Alcohol and Tobacco Control, 7979 Independence Blvd. Ste 101, Baton Rouge, LA 70806



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/01/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER

Robert L Aubert Company Inc
P.O. Box 1360

Covington

LA 70434

INSURED

Braw Whatcha Wanna Productions LLC
311 W Longview Ct

Madisonville

LA 70447

CONTACT NAME Wendy Braud

PHONE (985) 892-3101

FAX (985) 892-3833

E-MAIL wendy@aubertins.com

ADDRESS

INSURER(S) AFFORDING COVERAGE

NAIC #

INSURER A: Scottsdale Ins Co

41297

INSURER B:

INSURER C:

INSURER D:

INSURER E:

INSURER F:

COVERAGES

CERTIFICATE NUMBER: 2025 Special Event

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INS LTR	TYPE OF INSURANCE	ADDITIONAL SUBROGATION	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY		CPS8296718	10/12/2025	10/13/2025	EACH OCCURRENCE \$ 1,000,000
	☐ CLAIMS MADE ☒ OCCUR	DAMAGE TO RENTED PREMISES (Per occurrence) \$ 100,000				
		MED EXP (Any one person) \$ 5,000				
		PERSONAL & ADV INJURY \$ 1,000,000				
	GENL AGGREGATE LIMIT APPLIES PER:					GENERAL AGGREGATE \$ 2,000,000
	☒ POLICY ☐ PROJECT ☐ LOC					PRODUCTS - COMPOUND AGG \$ 2,000,000
	OTHER					\$
	AUTOMOBILE LIABILITY					COMBINED SINGLE LIMIT (Per accident) \$
	☐ ANY AUTO					BODILY INJURY (Per person) \$
	☐ OWNED AUTOS ONLY	☐ SCHEDULED AUTOS				BODILY INJURY (Per accident) \$
	☐ HIRED AUTOS ONLY	☐ NON-OWNED AUTOS ONLY				PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB	☐ OCCUR				\$
	EXCESS LIAB	☐ CLAIMS-MADE				EACH OCCURRENCE \$
	☐ MED ☐ RETENTION \$					AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY					\$
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/ MEMBER EXCLUDED? (Mandatory in N/A)	Y/N ☐ N/A				PER STATUTE ☐ OTH-ER ☐
	If yes, describe under DESCRIPTION OF OPERATIONS below					E.L. EACH ACCIDENT \$
						E.L. DISEASE - EA EMPLOYEE \$
						E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Festival 10-12-2025

CERTIFICATE HOLDER

FOR INFORMATIONAL PURPOSES ONLY Contact Aubert Agency for
985-892-3104

Covington

LA 70433

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Wendy Braud

COOKING WITH THE BLUE

City of Mandeville
3090 E. Causeway Approach
Mandeville, LA 70448



acasborne@cityofmandeville.com
Telephone: (985) 624-3147
Fax: (985) 624-3149

Mayor Clay Madden

TRAILHEAD APPLICATION

Name of Applicant Bailee Dean Date 3-24-26
Mailing Address PO Box 314
City Mandeville State LA Zip 70470
Daytime Phone # (985) 590-8849 Cell Phone # (985) 590-8849
E-Mail Captinbertomemorialfund@gmail.com

Date of Event: 11 / 1 / 26 Start Time 11:30 pm End Time 5 pm

Type of Event: Jambalaya Cookoff Est. Attendance _____

Event Location: Trailhead

Alcohol Sales ☒ Yes ☐ No

If Yes, complete the Council ATC Application

Once approved, applicant must apply with ATC

Vendor Sales ☒ Yes ☐ No

If Yes, complete the Parish Tax Form

Visit: www.experiencemandeville.org

Event Details: _____

Cook-off at trailhead

Site plan must be included detailing layout of event

- The event location must be restored to original condition within one (1) hour after event.
- \$500 fine will be charged if event location is not restored to original condition.

I certify the above information is true and correct to the best of my knowledge. I understand that the City of Mandeville is authorized to suspend or revoke a permit under the provisions of its Municipal Code wherever a permit or license is issued in error or on the basis of incorrect, inaccurate or any false statement or misrepresentation, or in violation of any ordinance or regulation of any of the provisions of the City of Mandeville Municipal Code, or the Comprehensive Zoning Ordinance. Fines and penalties will be assessed.

Applicant Signature: _____ Date: _____

MANDEVILLE TRAILHEAD STANDARD RENTAL AGREEMENT

This document, entered into this 4 day of March 2026, constitutes an Agreement between the City of Mandeville, hereinafter referred to as City, and The Capt. Liberto Memorial Fund, hereinafter referred to as Renter or by Renters Authorized Representative, Bailee Dean, For use of the Mandeville Trailhead located at 675 Lafitte Street, Mandeville, LA, for the specified event on the specified date and time, as indicated below. The Renter's contact information is: Address: P.O. Box 314; City: Mandeville State: la Zip 70470-0314 Phone or Cell Number: (985)590-8849; Email: captlibertomemorialfund@gmail.com. Event: Cook'n with the Blue - Jambalaya Cook Off Date: November 1, 2026 Time: 11:30 AM AM | PM to 5:00 PM AM | PM

Time is still not 100%. I know i will be there at 8am to set up and make sure everything is ready for teams to arrive. Event will prob start at 11:30 am and end at 3pm. Our board is still going over last two years notes to make it a more efficient event.

The Trailhead is to be notified at least 3 days prior to the rental date if cancellation becomes necessary. Failure to meet the 3-day cancellation requirement may result in forfeiture of all payments that have been made toward the rental. To cancel, please call the (985) 624-3147 during normal working hours (8:30 am – 4:30 pm).

The deposit reserves your date and serves as the damage/stealing deposit. If there are no damages and the clean-up is satisfactory, the deposit will be refunded to the renter by check. Payment in full is due no later than 2-weeks prior to the rental date. Failure to comply is subject to forfeiture of the deposit. Make checks or money orders payable to the "City of Mandeville".

PAYMENT RECORD:

Payment Date	Amount Paid	Indicate Cash or Check No.	Receipt #	Balance Due	Payment Deadline

NOTE: A \$15.00 FEE WILL BE CHARGED FOR ALL CHECKS RETURNED FOR INSUFFICIENT FUNDS.

The "Rental Guidelines" are included as part of this Rental Agreement. The Rental Guidelines provide details of the regulations and procedures for renting the Mandeville Trailhead. Renters are encouraged to thoroughly read these guidelines.

The Renter's signature below signifies that the Renter agrees to comply with the terms of this Agreement and to abide by the Rental Guidelines as set forth.

SIGNED:

Bailee Dean

Renter or Authorized Representative

Authorized Agent for City of Mandeville



SPECIAL EVENTS DEPARTMENT USE ONLY

Any expenses required of the event organizer must be paid in advance at least 30 days prior to event date.

✓ Fee received Date

Certificate of Insurance? YES NO *To be updated*

	DEPARTMENTAL EXPENSES	INITIALS
Police Department	<u>Fraternal Order of Police</u>	<u>J. Lord</u>
Fire District #4	<u>IAP</u>	<u> </u>
Public Works	<u>Cleanup plan</u>	<u>Aha</u>
TOTAL COSTS	<u> </u>	

Recommendation of Special Events Committee:

Alcohol Permit

Approved:

L. Clay Madden
Mayor Clay Madden

5-14-26
Date

City Council Approval

Alcohol Permit:

 Yes No Date Approved:

Waiver of Lakefront Food & Drink Ordinance:

 Yes No Date Approved:

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: Bailee Dean
2. Legal name(s): Individual, Partners, or Corporation The Captain Vincent N. Liberto Jr. Memorial Fund
3. Apply for: Class "A" ☒ Class "B" ☐ / High Content ☐ Low Content ☐ / Restaurant ☐
4. Business location address 675 Lafitte St. Mandeville La 70448
Telephone (985) 5908849
5. Mailing address P.O. Box 314 Mandeville La 70470-0314
6. Contact Person Bailee DEan
Phone Number (985) 5908849 E-Mail Address: captlibertomemorialfund@gmail.com
Fax Number () _____ Web Address _____
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? _____ If yes, list.

Trade name	Owner's name	address	License #
------------	--------------	---------	-----------
10. Does applicant hold State or City of Mandeville liquor license for current year at any other location?
_____ 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? _____ (Supply copy of lease with application.)
14. If premises leased, give name and address of lesser City of Mandeville
15. Describe the part of the building to be occupied by business: Outside area
16. Open date for this location November 16, 2025
17. Describe in detail your business. i.e.: Type of sales, activity, or service you perform:
It is a fundraiser event held at the Mandeville Trailhead

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 Bailee Dean Title: President of Capt. Liberto Memorial Fund
Signature of Preparer Bailee Dean Date June 16, 2025

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 NextOp Veterans
Name of Authorized Representative Chris Brown Non-Profit/Tax-Exempt # 47-1429344
Mailing Address 307 Vireo Dr
City Mandeville State LA Zip 70448
Applicant Phone # 2153596217 Alt. Phone # _____
E-Mail chris@nextopvets.org Application Fee Paid? YES NO

Name of Event: Veterans Day Parade, Concert and Jambalaya Cook off
Date(s) of Event: Day Saturday Date 11 10 12 Time 11:00 Rain Dates(s) _____
Event Location: Lakeshore Dr. Mandeville

Type of Event: ☐ New ☒ Recurring
☒ Fundraiser ☒ Concert ☐ Race/Run/Walk ☒ Parade ☐ Wedding
☐ Festival, Carnival or Market ☐ Other: _____

Description/Purpose of Event _____ Estimated Attendance 3000

EVENT DETAILS - Check all that apply:

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

City of Mandeville
675 Lafitte Street
Mandeville, LA 70448



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

14	Do you plan to provide portable toilets? * See Guidelines*	☒ Yes	☐ No
15	Will there be security staff?	☐ Yes	☒ No
16	Are you planning to have amplified sound?	☒ Yes	☐ No
17	Will you need access to power or water? (please circle)	☒ Yes	☐ No
18	Will there be any signs, banners, decorations, or special lighting?	☒ Yes	☐ 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: Chris Brown

Printed Name: Chris Brown

Organization Represented: NextOp Veterans

Office Held _____ Date 01/12/2026

Please email completed application to acasborne@cityofmandeville.com.

Thoroughly read the information outlined in the Special Events Guidelines

Jackson Ave. (start of parade)

Lakeshore Dr

Sponsors / vendors

Stage

Jambalaya
Cocks

Pat's Rest
Awhite



CITY OF MANDEVILLE

3101 E CAUSEWAY APPROACH
MANDEVILLE, LA 70448
+1 985-624-3147

Subtotal		\$25.00
Bank Fee	3.00%	\$0.75

Total \$ 25 75

PAYMENT ID: ZS5F0Y62D0M06

[Hide Details](#)

Card: Visa 6678
January 22, 2026
Method: INTERNET TRANSACTION
Auth ID: 055572
Reference ID: 602200503091
Authorizing Network: VISA

DATE	VISA
January 22, 2026	
1:56 pm	6678

View the Privacy Policies for
[Clover](#)



ANTIBES WEST

SECTION 00625
Certificate of Substantial Completion

Project: Antibes Lane West Drainage Repairs

Owner: City of Mandeville

Owner's Contract No.: 700.26.004

Contractor: Command Construction, LLC

Engineer's Project No.: 576-2003.01

This definitive Certificate of Substantial Completion applies to:

☒ All Work under the Contract Documents: ☐ The following specified portions of the Work:

Task Order 1

June 17, 2026

Date of Substantial Completion

The Work to which this Certificate applies has been inspected by authorized representatives of Owner, Contractor, and Engineer, and found to be substantially complete. The Date of Substantial Completion of the Project or portion thereof designated above is hereby declared and is also the date of commencement of applicable warranties required by the Contract Documents, except as stated below.

A definitive list of items to be completed or corrected is attached hereto. This list may not be all-inclusive, and the failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents.

The responsibilities between Owner and Contractor for security, operation, safety, maintenance, heat, utilities, insurance and warranties shall be as provided in the Contract Documents except as amended as follows:

☐ Amended Responsibilities

☒ Not Amended

Owner's Amended Responsibilities:

Contractor's Amended Responsibilities:

The following documents are attached to and made part of this Certificate:

Punch List

This Certificate does not constitute an acceptance of Work not in accordance with the Contract Documents nor is it a release of Contractor's obligation to complete the Work in accordance with the Contract Documents.

<u>Buster Lyons...</u>	<u>6/30/2026</u>
Executed by Engineer	Date
<u>Accepted by Contractor</u>	<u> </u>
	Date
<u>Accepted by Owner</u>	<u> </u>
	Date

Punch List:

- Contractor to directly coordinate with property owner at 245 Antibes West for corrective actions to repair garage Hardee board damage \$1,750 (see attached homeowner estimate)
- As-Built plan - \$250
- Wood Fence (& Gate markings) - \$10,000
- Reset concrete pavers level - \$150
- Replace river stones between concrete pavers – \$300
- 4” Topsoil - \$1,100
- Sodding - \$3,300
- Site grading for positive drainage, including adjacent lot used for staging - \$1,500

Clary's Siding and Gutters

69383 Owens Street
Mandeville,LA 70471
985-807-3485
Jeremyclary35@yahoo.com

Estimate

Date
6/23/2026

Name / Address
Jason Dahlberg 245 Antibes St West 985-770-846-1110

Description
Labor and Material: Hardie Repair (Garage Only) Remove and replace- 7pc left of entry door 1pc right of door 3pc rear left of door 3pc rear right of door Replace 1pc of trim next to entry door Caulk and paint replaced hardie

Note:The above amount is a estimate.
Payment Method: Cash or Checks Accepted.

Total	\$1,750.00
--------------	------------

Thank You for your Business!

RES 26-30

THE FOLLOWING RESOLUTION WAS SPONSORED BY COUNCIL MEMBER DISCON; MOTIONED TO ADOPT BY COUNCIL MEMBER _____ AND SECONDED FOR ADOPTION BY COUNCIL MEMBER _____.

RESOLUTION NO. 26-30

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MANDEVILLE AUTHORIZING THE MAYOR OF THE CITY OF MANDEVILLE TO EXECUTE AMENDMENT NO.3 TO THE PROFESSIONAL SERVICES AGREEMENT WITH FAIRWAY CONSULTING AND ENGINEERING, LLC FOR LIFT STATION 3 and 39 UPGRADES PROJECT AND PROVIDING FOR OTHER MATTERS IN CONNECTION THEREWITH

WHEREAS, on December 13, 2021 the City of Mandeville entered into a contract with Fairway Consulting and Engineering, LLC for professional services for design, permitting, bidding, construction administration, and resident inspection for Lift Station No. 3 and 39;

WHEREAS, Amendment No. 1 was executed on November 27, 2023 which extended the contract expiration date for one year, to December 13, 2024;

WHEREAS, on October 30, 2024, the City executed Amendment No. 2 to further amend the Agreement to add an additional year for the Consultant to continue services for the Lift Stations 3 and 39 upgrades project, add professional engineering services associated with upgrading Lift Stations 32 and 19, and increase the engineering services contract amount.

WHEREAS, the City now wishes to execute Amendment No.3 to add an additional year for the Consultant to continue services of the Agreement for the Lift Stations 3 and 39, also Lift Stations 32 and 19, bringing the expiration date to December 13, 2026; and

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Mandeville, hereby authorizes and empowers the Mayor of the City to execute Amendment No.3 to the Lift Stations 3 and 39 Upgrades Project with Fairway Consulting and Engineering, LLC.

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

AYES:

NAYS:

ABSTENTIONS:

ABSENT:

and the resolution was declared adopted this 23rd day of July, 2026.

Alicia Watts
Clerk of Council

Scott Discon
Council Chairman

**AMENDMENT NO. 3 TO THE PROFESSIONAL SERVICES AGREEMENT
BETWEEN
THE CITY OF MANDEVILLE
AND
FAIRWAY CONSULTING + ENGINEERING**

**COM PROJ. NO. 212.22.002
LIFT STATION 3 (JACKSON ST AT JEFFERSON ST) & 39 (WOODSTONE)
UPGRADES PROJECT AND
LIFT STATION NO. 32 (SHADOW OAK LANE) & LIFT STATION NO. 19
(WELDON PARK LIVE OAK & HICKORY) UPGRADES PROJECT**

THIS THIRD AMENDMENT (the "**Amendment**") is entered into by and between the City of Mandeville, represented by Clay Madden, Mayor (the "**City**"), and Fairway Consulting + Engineering, represented by John A. Catalanotto, P.E., PMP, President, (the "**Consultant**"). The City and the Consultant are sometimes referred to as the "**Parties**". This Amendment is effective as of the date of execution by the City (the "**Effective Date**").

RECITALS

WHEREAS, the City and the Consultant are parties to a professional services agreement dated on December 13, 2021 (the "**Agreement**") to provide professional services for design, permitting, bidding, construction administration, and resident inspection (if requested by the City) for Lift Station No. 3 (LS No.3) located on the corner of Jackson St. at Jefferson St. and Lift Station No. 39 (LS No. 39) located on Christian Court between Robyn Pl. and Tara Ln. in the City of Mandeville;

WHEREAS, the original Agreement had a duration of two (2) years from the Effective Date of December 13, 2021; and

WHEREAS Amendment No. 1 with an execution date of November 27, 2023 amended the Consultants original contract expiration date one (1) additional year to December 13, 2024.

WHEREAS Amendment No. 2 with an execution date of October 30, 2024 amended the Consultants' scope of services to provide the necessary professional engineering Final Design, Bid & Award, and Construction Administration & Closeout basic engineering services, in addition to modifying the Consultants fee accordingly, for the Lift Station No. 32 & 19 Upgrades project;

WHEREAS Amendment No. 2 with an execution date of October 30, 2024 further amended the Consultants contract to add one (1) additional year from the current contract expiration date of December 13, 2024 to a new date of December 13, 2025 for the Consultant to provide the professional services associated with the Lift Station No. 32 & 19 Upgrades project;

WHEREAS, the City and the Consultant now desire to further amend the Agreement to add an

additional year for the Consultant to continue services of the Agreement for the Lift Stations 3 & 39 Upgrades and Lift Station No. 32 & 19 Upgrades Project (the “Project”);

NOW THEREFORE, the City and the Consultant amend the Agreement as follows:

A. SERVICES: The professional engineering design, bid & award, construction administration and project closeout services remain the same for the Lift Stations 3 & 39 Upgrades and Lift Station No. 32 & 19 Upgrades Project: ***No Change***.

B. COMPENSATION:

1. No change in fees for the Lift Stations 3 & 39 Upgrades and Lift Station No. 32 & 19 Upgrades Project. - *N/A*
2. **Maximum Amount.** The total maximum aggregate amount payable by the City for all services performed under this Agreement remains a not to exceed amount of **\$190,275.40**. The City’s obligation to compensate the Consultant will not exceed the maximum aggregate amount payable at any time absent a validly executed amendment.

C. CONTRACT TIME AND SCHEDULE:

1. Contract duration shall be extended for one (1) additional year from the end of the current contract expiration date (12/13/2025) to a new date of 12/13/2026.

D. CONVICTED FELON STATEMENT: The Consultant swears that no Consultant principal, member, or officer has, within the preceding five years, been convicted of, or pled guilty to, a felony under state or federal statutes for embezzlement, theft of public funds, bribery, or falsification or destruction of public records.

E. NON – SOLICITATION STATEMENT: The Consultant swears that it has not employed or retained any company or person, other than a bona fide employee working solely for it, to solicit or secure this Amendment. The Consultant has not paid or agreed to pay any person, other than a bona fide employee working for it, any fee, commission, percentage, gift, or any other consideration contingent upon or resulting from this Amendment.

F. PRIOR TERMS BINDING: Except as otherwise provided by this Amendment, the terms and conditions of the Agreement, as amended, remain in full force and effect.

G. ELECTRONIC SIGNATURE AND DELIVERY: The Parties agree that a manually signed copy of this Amendment and any other document(s) attached to this Amendment delivered by facsimile, email or other means of electronic transmission shall be deemed to have the

same legal effect as delivery of an original signed copy of this Amendment. No legally binding obligation shall be created with respect to a party until such party has delivered or caused to be delivered a manually signed copy of this Amendment.

IN WITNESS WHEREOF, the City and the Consultant, through their duly authorized representatives, execute this Amendment.

CITY OF MANDEVILLE

BY: _____
CLAY MADDEN, MAYOR

Executed on this ____ day of _____, 2026.

FAIRWAY CONSULTING + ENGINEERING

BY: _____
JOHN A. CATALANOTTO, P.E., PMP,
PRESIDENT

CORPORATE TAX I.D. _____

RES 26-31

THE FOLLOWING RESOLUTION WAS SPONSORED BY COUNCIL MEMBER LANE; MOTIONED FOR ADOPTION BY COUNCIL MEMBER _____ AND SECONDED FOR ADOPTION BY COUNCIL MEMBER _____

RESOLUTION NO. 26-31

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MANDEVILLE AUTHORIZING THE MAYOR OF THE CITY OF MANDEVILLE TO EXECUTE AMENDMENT NO. 3 TO THE RICHARD C. LAMBERT CONSULTANTS, LLC. PROFESSIONAL SERVICES AGREEMENT REGARDING THE OLD MANDEVILLE WATERLINES PROJECT AND PROVIDING FOR OTHER MATTERS CONNECTED THEREWITH.

WHEREAS the City of Mandeville and Richard C. Lambert Consultants, LLC entered into a professional services agreement on July 4, 2023, to provide professional engineering design services for a project to replace aging waterlines or to install new waterlines to connect existing waterlines, in addition to replacing hydrants, services connections, adding valves, and/or transferring service connections on a number of lines as requested by the Department of Public Works;

WHEREAS at the request of the City's Department of Public Works additional scope was added to the project and the Consultant's original fees were amended to include the expanded scope of work. Those additions required Amendment No.1 in July, 2024;

WHEREAS, Amendment No. 2 with an effective date of July 29, 2025 amended the Consultants contract to add one (1) additional year from the current contract expiration date of July 24, 2025 to a new date of July 24, 2026 for the Consultant to provide the professional services associated with the Project; and

WHEREAS, the City and the Consultant now desire to further amend the Agreement to add an additional year to the contract expiration date, making it July 24, 2027; and

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Mandeville, hereby authorizes and empowers the Mayor of the city to execute Amendment No.3 to the Professional Services Agreement with Richard C. Lambert Consultants, LLC. to extend the contract time one (1) year from July 24, 2026 to July 24, 2027 to continue providing engineering design, bidding, construction administration & project closeout services for the Old Mandeville Waterlines Project.

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

AYES:

NAYS:

ABSENT:

ABSTENTIONS:

and the Resolution was declared adopted this the 23rd day of July 2026.

Alicia Watts
Clerk of Council

Scott Discon
Council Chairman

AMENDMENT NO. 3 TO THE PROFESSIONAL SERVICES AGREEMENT

BETWEEN

THE CITY OF MANDEVILLE

AND

RICHARD C. LAMBERT CONSULTANTS, L.L.C.

COM PROJ. NO. 211.23.005

OLD MANDEVILLE WATERLINES PROJECT

THIS THIRD AMENDMENT (the “**Amendment**”) is entered into by and between the City of Mandeville, represented by Clay Madden, Mayor (the “**City**”), and Richard C. Lambert Consultants, L.L.C. represented by Richard C. Lambert, P.E., Member/Manager (the “**Consultant**”). The City and the Consultant are sometimes referred to as the “**Parties**”. This Amendment is effective as of the date of execution by the City (the “**Effective Date**”).

RECITALS

WHEREAS, the City and the Consultant are parties to a professional services agreement dated on July 4, 2023 (the “**Agreement**”) to provide professional engineering design services for a project to replace aging waterlines or to install new waterlines to connect existing waterlines, in addition to replacing hydrants, service connections, adding valves, and/or transferring service connections on a number of lines as requested by the Department of Public Works. Waterlines will be upsized to a minimum of 8-inch in diameter or larger as needed.

WHEREAS, the original project scope as requested by the City consisted of replacing aging or installing new waterlines to connect existing waterlines, in addition to replacing hydrants, service connections, adding valves, and/or transferring services on a number of lines as requested by the City’s Department of Public Works in the Old Mandeville area along Montgomery Street from Foy Street to Colbert Street, Jackson Avenue from Livingston Street to Jefferson Street, Monroe Street from Jackson Avenue to Atalin Street, and Madison Street from Jackson Avenue to Atalin Street.

WHEREAS, Amendment No. 1 with an effective date July 1, 2024 modified the project scope as described below:

- Montgomery Street: Lamarque Street to end of existing waterline east of Foy Street – replacing aging waterline with new 8” waterline, replacing hydrants, replacing or installing new valves, and installing new services connections as needed.
- Montgomery Street: End of existing waterline east of Foy to Jackson Street – installing new 8” waterline by directional drilling under Little Bayou Castine.

- Montgomery Street: Jackson Avenue to Colbert Street – replacing aging waterline with new 8” waterline, replacing hydrants, replacing or installing new valves, and installing new services connections as needed.
- Jackson Avenue: Livingston Street to Madison Street – replacing aging waterline with new 8” waterline, replacing hydrants, replacing or installing new valves, and installing new services connections as needed.
- Monroe Street: Jackson Avenue to Atalin Street – replacing aging waterline with new 8” waterline, replacing hydrants, replacing or installing new valves, and installing new services connections as needed.
- Jackson Avenue: Jefferson Street to Madison Street – installing new service connections to existing waterline.
- Madison Street: Jackson Avenue to Atalin Street – installing new service connections to existing waterline.

WHEREAS, Amendment No. 1 with an effective date of July 1, 2024 modified the Consultant’s scope of services to provide additional surveying and professional engineering design services associated with the installation of an additional 1,050 linear feet of new 8” waterline and other incidentals related thereto along Jackson Avenue from Montgomery Street to Livingston Street.

WHEREAS, Amendment No. 1 further adjusted the Consultant’s professional services fee using the State of Louisiana Office of Facility Planning and Control fee curve calculator based on the revised Opinion of Probable Construction Cost (OPCC) of \$2,697,204.02 for the modified project scope of work.

WHEREAS, Amendment No. 2 with an effective date of July 29, 2025 amended the Consultants contract to add one (1) additional year from the current contract expiration date of July 24, 2025 to a new date of July 24, 2026 for the Consultant to provide the professional services associated with the Project;

WHEREAS, the City and the Consultant now desire to further amend the Agreement to add an additional year for the Consultant to continue services of the Agreement for the Old Mandeville Waterlines Project;

NOW THEREFORE, the City and the Consultant amend the Agreement as follows:

- A. **SERVICES**: The survey, design, permitting, bid & award, and construction administration & closeout services, in addition to inspection, reporting, &

verification services (if requested) will remain per the Agreement, as amended, for the **Old Mandeville Waterlines Project**.

B. COMPENSATION:

1. Fees Added for Old Mandeville Waterlines Project.

No fees are added to the Consultant's compensation for the services in the Agreement. Fee schedule is as follows:

Phase			Original Fee	Amended Fee	Total Fee
I	Survey (<i>as needed</i>)	(Lump Sum)	\$ 63,306.10	\$ 8,635.00	\$ 71,941.10
II	Preliminary Design	(Lump Sum)	\$ 84,751.88	\$ 11,485.12	\$ 96,237.00
IV(a)	Final Design	(Lump Sum)	\$ 42,375.94	\$ 5,742.56	\$ 48,118.50
IV(b)	Bid & Award	(Lump Sum)	\$ 10,593.99	\$ 1,435.63	\$ 12,029.62
V(a) & V(b)	Construction Administration & Closeout	(Lump Sum)	\$ 74,157.90	\$ 10,049.47	\$ 84,207.37
V(c)	Inspection, Reporting & Verification	(Hourly, Not-to-Exceed) (if requested)	\$ 127,440.00	\$ 17,712.00	\$ 145,152.00
VI(a)	Permitting	(Hourly, Not-to-Exceed)	\$ 7,500.00	\$ -	\$ 7,500.00
TOTAL			\$ 410,125.81	\$ 55,059.78	\$ 465,185.59

2. Maximum Amount. The total maximum aggregate amount payable by the City for all services performed under this Agreement increased by **\$0.00** for a not to exceed amount of **\$465,185.59**. The City's obligation to compensate the Consultant will not exceed the maximum aggregate amount payable at any time absent a validly executed amendment.

C. CONTRACT TIME AND SCHEDULE

- Contract duration shall be extended for one (1) additional year from the end of the current contract expiration date (July 24, 2026) to a new date of July 24, 2027 for the consultant to continue providing engineering design, bidding, construction administration and project closeout services.

D. CONVICTED FELON STATEMENT: The Consultant swears that no Consultant principal, member, or officer has, within the preceding five years, been convicted of, or pled guilty to, a felony under state or federal statutes for embezzlement, theft of public funds, bribery, or falsification or destruction of public records.

E. NON – SOLICITATION STATEMENT: The Consultant swears that it has not employed or retained any company or person, other than a bona fide employee working solely for it, to solicit or secure this Amendment. The Consultant has not paid or agreed to pay any person, other than a bona fide employee working for it, any fee, commission, percentage, gift, or any other

consideration contingent upon or resulting from this Amendment.

F. PRIOR TERMS BINDING: Except as otherwise provided by this Amendment, the terms and conditions of the Agreement, as amended, remain in full force and effect.

G. ELECTRONIC SIGNATURE AND DELIVERY: The Parties agree that a manually signed copy of this Amendment and any other document(s) attached to this Amendment delivered by facsimile, email or other means of electronic transmission shall be deemed to have the same legal effect as delivery of an original signed copy of this Amendment. No legally binding obligation shall be created with respect to a party until such party has delivered or caused to be delivered a manually signed copy of this Amendment.

IN WITNESS WHEREOF, the City and the Consultant, through their duly authorized representatives, execute this Amendment.

CITY OF MANDEVILLE

BY: _____
CLAY MADDEN, MAYOR

Executed on this _____ day of _____, 2026.

RICHARD C. LAMBERT CONSULTANTS, L.L.C

BY: _____
RICHARD C. LAMBERT, P.E.
MEMBER / MANAGER

CORPORATE TAX I.D. _____

RES 26-32

THE FOLLOWING RESOLUTION WAS SPONSORED BY COUNCIL MEMBER DISCON; MOTIONED FOR ADOPTION BY COUNCIL MEMBER _____ AND SECONDED FOR ADOPTION BY COUNCIL MEMBER _____

RESOLUTION NO. 26-32

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MANDEVILLE REPEALING AND REPLACING RESOLUTION 24-44; ESTABLISHING CERTAIN RULES OF PROCEDURE FOR CITY COUNCIL MEETINGS AND PUBLIC COMMENT AND PROVIDING FOR OTHER MATTERS IN CONNECTION THEREWITH

WHEREAS, Section 2-06(c) of the Mandeville Home Rule Charter provides that the City Council “shall determine by resolution its own rules and order of business” at all Council meetings; and

WHEREAS, The purpose of these rules should be to facilitate a public, open, fair, and intelligent discussion and deliberation about all business that comes before the City Council; and

WHEREAS, The purpose of these rules must also secure the right of Mandeville’s residents to attend, observe, and meaningfully participate in all public meetings of the City Council; and

WHEREAS, History and tradition suggest the use of Robert’s Rules of Order will best serve both the City Council and its residents in these regards, subject to certain specific changes designed to further ensure the public, open, fair, and intelligent discussion and deliberation of Council business; and

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Mandeville adopts the following rules and procedures (“the Council Rules”) for all City Council meetings unless and until such time that a majority of the City Council membership votes to change them:

1. As used throughout these Council Rules, the term “Chairperson” means both the City Council Chairperson and any temporary presiding officer designated in the Chairperson’s absence or disqualification.
2. Except as otherwise provided in these Council Rules, the City Council shall conduct all regular, special, and other Council meetings in accordance with the parliamentary procedures set out in Robert’s Rules of Order Newly Revised (12th edition) (“Robert’s Rules”). The City Council Clerk shall serve as parliamentarian at all meetings.

3. The Chairperson shall rule on all parliamentary points of order and procedure consistent with Robert's Rules and after consultation with the parliamentarian.
4. The Chairperson shall set the agenda for each Council meeting and shall ensure the agenda is timely published consistent with all applicable open meeting laws, ordinances, and rules.
5. The Chairperson shall try in good faith to set all meeting agendas, conduct all meetings, and allow for all discussion, deliberation, and public comment at all meetings, so that any meeting lasts no more than three hours and thirty minutes.
6. The Chairperson may request any person to give any presentation at any Council meeting for the benefit of the Council and the public.
7. The following procedures govern public comment from audience members at any City Council meeting:
 - a. Any member of the audience at any City Council meeting is invited to speak on a matter prior to any vote on any ordinance, resolution, motion, or other item of business before the City Council for no more than four minutes. The Chairperson may reasonably extend this period of speaking time on a case by case basis in his or her good faith discretion.
 - b. Time permitting, any member of the audience at any City Council meeting is invited to speak at the beginning of the meeting (the "public comment period"), for no more than four minutes on any non-agenda item, or Ordinance introduction.
 - c. Any member of the audience at any City Council meeting is permitted to donate any or all of their four-minutes of speaking time to another member of the audience on any item of business or during the public comment period. Nevertheless, to facilitate the orderly and timely deliberation of business at meetings, no member of the audience may speak on any item of business for more than nine minutes without a majority vote of the council.
 - d. The Chairperson shall endeavor to take public comment from the audience on any item of business at any Council meeting in the following order of preference:

- i. First, any person whose property, home, business, or other interests is the subject of the item of business;
 - ii. Second, any member of the audience who resides within the Mandeville city limits;
 - iii. Last, any other member of the audience;
 - e. To help ensure all members of the audience have the opportunity to speak on any item of business at any Council meeting, the Chairperson should not ordinarily permit the same person to speak more than once on any item of business on the agenda.
8. Any member of the public is invited to submit written comment on any ordinance, resolution, motion, or other item of business included on the City Council meeting agenda. To be included in the record of public, written comments, any such written comment must be submitted to the City Council Clerk by email or hardcopy so that the Clerk receives the comment no later than 1:00 p.m. on the afternoon of the Council meeting.
 9. No member of the City Council, no city officer or employee, and no member of the public in attendance at any Council meeting may interrupt the meeting through disruptive acts or threatening behavior. Any non-council member person who does so may be ordered removed from the meeting by either (1) the Chairperson or (2) upon affirmative vote of any four Council members. Any vote to remove a person from a Council meeting pursuant to this paragraph shall be made in the form of a point of order by any Council member, not subject to any debate, and shall immediately be voted on before any other item of business.
 10. The Council Chairperson shall ensure the presence of at least one Mandeville Police Department Officer at any Council meeting to ensure the meeting proceeds in an orderly, open, fair, safe, and non-disruptive manner.
 11. Nothing in these rules is meant to conflict with applicable federal law, Louisiana state law, the Mandeville Home Rule Charter, or Mandeville ordinance applicable to the holding or conducting of open meetings. When in conflict with these Council Rules, any applicable federal law, Louisiana state law, or Mandeville ordinance prevails.
 12. In accordance with the charter a vote will be taken each year at the first meeting in July for the purpose of electing a council chairperson.

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

AYES:

NAYS:

ABSTENTIONS:

ABSENT:

and the resolution was declared adopted this ____ day of _____, 2026.

Alicia Watts
Clerk of Council

Scott Discon
Council Chairman

THE FOLLOWING RESOLUTION WAS SPONSORED BY COUNCIL MEMBER DISCON; MOTIONED FOR ADOPTION BY COUNCIL MEMBER _____ AND SECONDED FOR ADOPTION BY COUNCIL MEMBER _____

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MANDEVILLE REPEALING AND REPLACING RESOLUTION 24-44; ESTABLISHING CERTAIN RULES OF PROCEDURE FOR CITY COUNCIL MEETINGS AND PUBLIC COMMENT AND PROVIDING FOR OTHER MATTERS IN CONNECTION THEREWITH

WHEREAS, Section 2-06(c) of the Mandeville Home Rule Charter provides that the City Council “shall determine by resolution its own rules and order of business” at all Council meetings; and

WHEREAS, The purpose of these rules should be to facilitate a public, open, fair, and intelligent discussion and deliberation about all business that comes before the City Council; and

WHEREAS, The purpose of these rules must also secure the right of Mandeville’s residents to attend, observe, and meaningfully participate in all public meetings of the City Council; and

WHEREAS, History and tradition suggest the use of Robert’s Rules of Order will best serve both the City Council and its residents in these regards, subject to certain specific changes designed to further ensure the public, open, fair, and intelligent discussion and deliberation of Council business; and

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Mandeville adopts the following rules and procedures (“the Council Rules”) for all City Council meetings unless and until such time that a majority of the City Council membership votes to change them:

1. As used throughout these Council Rules, the term “Chairperson” means both the City Council Chairperson and any temporary presiding officer designated in the Chairperson’s absence or disqualification.
2. Except as otherwise provided in these Council Rules, the City Council shall conduct all regular, special, and other Council meetings in accordance with the parliamentary procedures set out in Robert’s Rules of Order Newly Revised (12th edition) (“Robert’s Rules”). The City Council Clerk shall serve as parliamentarian at all meetings.

3. The Chairperson shall rule on all parliamentary points of order and procedure consistent with Robert's Rules and after consultation with the parliamentarian.
4. The Chairperson shall set the agenda for each Council meeting and shall ensure the agenda is timely published consistent with all applicable open meeting laws, ordinances, and rules.
5. The Chairperson shall try in good faith to set all meeting agendas, conduct all meetings, and allow for all discussion, deliberation, and public comment at all meetings, so that any meeting lasts no more than three hours and thirty minutes.
6. The Chairperson may request any person to give any presentation at any Council meeting for the benefit of the Council and the public.
7. The following procedures govern public comment from audience members at any City Council meeting:
 - a. Any member of the audience at any City Council meeting is invited to speak **on a matter prior to any vote** on any ordinance, resolution, motion, or other item of business before the City Council, for no more than **four** minutes. The Chairperson may reasonably extend this period of speaking time on a case-by-case basis in his or her good faith discretion.
 - b. Time permitting, any member of the audience at any City Council meeting is invited to speak **at the beginning of the meeting (the "public comment period")**, for no more than **four** minutes on any non-agenda item **or Ordinance introduction**.
 - c. Any member of the audience at any City Council meeting is permitted to donate any or all of their three-minutes of speaking time to another member of the audience on any item of business or during the public comment period. Nevertheless, to facilitate the orderly and timely deliberation of business at meetings, no member of the audience may speak on any item of business for more than nine minutes without a majority vote of the council.
 - d. The Chairperson shall endeavor to take public comment from the audience on any item of business at any Council meeting in the following order of preference:

- i. First, any person whose property, home, business, or other interests is the subject of the item of business;
 - ii. Second, any member of the audience who resides within the Mandeville city limits;
 - iii. Last, any other member of the audience;
 - e. To help ensure all members of the audience have the opportunity to speak on any item of business at any Council meeting, the Chairperson should not ordinarily permit the same person to speak more than once on any item of business on the agenda.
8. Any member of the public is invited to submit written comment on any ordinance, resolution, motion, or other item of business included on the City Council meeting agenda. To be included in the record of public, written comments, any such written comment must be submitted to the City Council Clerk by email or hardcopy so that the Clerk receives the comment no later than 1:00 p.m. on the afternoon of the Council meeting.
 9. No member of the City Council, no city officer or employee, and no member of the public in attendance at any Council meeting may interrupt the meeting through disruptive acts or threatening behavior. Any non-council member person who does so may be ordered removed from the meeting by either (1) the Chairperson or (2) upon affirmative vote of any four Council members. Any vote to remove a person from a Council meeting pursuant to this paragraph shall be made in the form of a point of order by any Council member, not subject to any debate, and shall immediately be voted on before any other item of business.
 10. The Council Chairperson shall ensure the presence of at least one Mandeville Police Department Officer at any Council meeting to ensure the meeting proceeds in an orderly, open, fair, safe, and non-disruptive manner.
 11. Nothing in these rules is meant to conflict with applicable federal law, Louisiana state law, the Mandeville Home Rule Charter, or Mandeville ordinance applicable to the holding or conducting of open meetings. When in conflict with these Council Rules, any applicable federal law, Louisiana state law, or Mandeville ordinance prevails.
 12. In accordance with the charter a vote will be taken each year at the first meeting in July for the purpose of electing a council chairperson.

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

AYES:

NAYS:

ABSTENTIONS:

ABSENT:

and the resolution was declared adopted this ____ day of _____, 2026.

Alicia Watts
Clerk of Council

Scott Discon
Council Chairman

ORD 26-24

THE FOLLOWING ORDINANCE WAS SPONSORED BY COUNCIL MEMBER _____; MOTIONED FOR ADOPTION BY COUNCIL MEMBER _____ AND SECONDED FOR ADOPTION BY COUNCIL MEMBER _____

ORDINANCE NO. 26-24

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MANDEVILLE APPROVING A CONDITIONAL USE PERMIT FOR THE USE DESIGNATED UNDER CLURO SECTION 6.4.42.3 LODGING (TRANSIENT) SHORT-TERM RENTAL: WHOLE HOUSE RENTAL, LOCATED AT 526 GIROD STREET, BEING A PORTION OF GROUND LOCATED IN SQUARE 19 ZONED AS B-3 OLD MANDEVILLE BUSINESS DISTRICT AND APPROVING A FLOOR PLAN, AND PROVIDING FOR OTHER MATTERS IN CONNECTION THEREWITH

WHEREAS, Ordinance 19-34, adopted by the City Council on February 13, 2020, set forth the provisions for the use of Short-term Rentals, including Short Term Rental: Whole House Rental; and

WHEREAS, the City Council adopted Ordinance 25-02 on March 13, 2025, which amended the current provisions for Short-Term Rentals to increase the allowed number of Whole House Rentals by 10 to a new maximum of 20; and

WHEREAS, CLURO Section 6.4.42.3 Lodging (Transient) Short-term Rental: Whole House Rental is defined as “*A dwelling where short-term lodging is provided to one party of guest for compensation by the owner of the residence where the owner’s presence on the premises is not required during the guest’s stay*”; and

WHEREAS, Colin Smith, the registered agent of Chef C’s Properties, LLC and present owner of 526 Girod Street is requesting approval of a Conditional Use Permit for the use designated under CLURO Section 6.4.42.3 Lodging (Transient) Short-term Rental: Whole House Rental located at 526 Girod Street; and

WHEREAS, the property located at 526 Girod Street is zoned B-3 Old Mandeville Business District and in accordance with CLURO Section 7.8 Table of Permitted Uses by Zoning District a Conditional Use Permit approval pursuant to Article 4 is required to allow the use designated under CLURO Section 6.4.42.3 Lodging (Transient) Short-term Rental: Whole House Rental; and

WHEREAS, in accordance with CLURO Section 8.2.3.5 (E) Citywide Cap for Whole House Rentals (1), the total number of short-term rental permits for Whole House Rentals shall not exceed twenty (20) at any time. At this time, sixteen (16) Conditional Use applications have been approved by Ordinance; and

WHEREAS, A floor plan and survey have been submitted by the applicant on May

21, 2026; and

WHEREAS, the City Council has received the recommendation of the Planning Commission of the City of Mandeville on this request; and

WHEREAS, in accordance with CLURO Section 4.3.3 Procedures for Conditional Use Permits, the City Council finds that the proposed use and site plan will serve the best interests of the City of Mandeville by providing a greater mix of lodging opportunity for visitors to the City while still maintaining the character and culture of the neighborhood, and the public health, safety, and welfare of the surrounding community.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Mandeville that the City Council does hereby approve the Conditional Use Permit in accordance with CLURO Section 4.3.3 for the use defined under CLURO Section 6.4.42.3 Lodging (Transient) Short-term Rental: Whole House Rental located at 526 Girod Street.

BE IT FURTHER ORDAINED, by the City Council of the City of Mandeville that this ordinance shall become effective immediately upon the signature of the Mayor.

BE IT FURTHER ORDAINED that the Clerk of this Council be and she is hereby authorized and empowered to take any and all actions which she, in the exercise of her discretion, deems necessary to promulgate the provisions of this ordinance.

The ordinance being submitted to a vote, the vote thereon was as follows:

AYES:

NAYS:

ABSENT:

ABSTENTIONS:

and the ordinance was declared adopted this ____ day of _____ 2026

Alicia Watts
Clerk of Council

Scott Discon
Council Chairman



MANDEVILLE

A Historic Lakefront Community

Planning and Zoning Commission

CLAIRE DURIO, CHAIRWOMAN
PLANNING COMMISSION

BRIAN RHINEHART, CHAIRMAN
ZONING COMMISSION

CARA BARTHOLOMEW, AICP
DIRECTOR, DEPT. OF PLANNING & DEVELOPMENT

MEMBERS:
SCOTT QUILLIN
ANDREA FULTON
NICHOLAS CRESSY
KAREN GAUTREAUX
PATRICK ROSENOW

CITY OF MANDEVILLE PLANNING COMMISSION RECOMMENDATION TO THE CITY COUNCIL REGARDING CONDITIONAL USE APPROVAL TO OPERATE A SHORT-TERM RENTAL: WHOLE HOUSE RENTAL AT 526 GIROD STREET

The City Council adopted Ordinance 25-02 at the March 13, 2025, meeting. This ordinance increased the allowed number of Whole House Rentals by 10 to a new maximum of 20. An application was submitted to the Planning Department on May 28, 2026, by the property owner of 526 Girod to operate a Short-term Rental: Whole House Rental on site. There have been six new approvals for Whole House Rentals since the cap increase. As part of the procedure for Conditional Use Approval, any Conditional Use Permit is required to go before the Planning Commission for recommendation.

The Planning Commission held a work session on Tuesday, June 9, 2026, and a voting meeting on Tuesday, June 23, 2026, for case CU26-06-01. The Commission recommends approval of the proposed Conditional Use Permit to the City Council.

The Commission found that the submitted survey and floor plan are in conformance with the proposed use of a Whole House rental. The property is improved with a duplex, 526 Girod is currently empty and being proposed for a Whole House rental. 528 Girod is currently in use as a retail food market and sandwich shop. There was discussion about parking requirements for both uses and the site is compliant with respect to parking. One commissioner commented that this location was perfect for a Whole House rental.

As part of the procedure for Conditional Use Approval, the Commission is required to submit its recommendation and report to the City Council. The Commission voted 5-0 in favor approving the requested Conditional Use Permit.

Attachments:

Case Packet

PowerPoint Presentation

CASE SUMMARY SHEET

CASE NUMBER: CU26-06-01
DATE RECEIVED: May 20, 2026
DATE OF MEETING: June 9, 2026 and June 23, 2026

Address: 526-528 Girod
Subdivision: Old Town of Mandeville, Square 19 Lot 7A
Zoning District: B-3 - Old Mandeville Business District
Property Owner: Chef C’s Properties, LLC

REQUEST: CU26-06-01 – Chef C’s Properties, LLC represented by Colin Smith requests Conditional Use Approval to allow Lodging (Transient)— Short-term Rental Whole House per the Table of Permitted Uses, CLURO Section 7.8 Old Town of Mandeville, Square 19 Lot 7A, B-3 - Old Mandeville Business District, 526-528 Girod

CASE SUMMARY: Operate a Whole House Short Term Rental

The applicant owns the property at 526 Girod located on the west side of Girod St., north of Monroe St., and south of Livingston St. The property measures 50’ x 150’ and contains 7,500 sqft per a survey prepared by Dading, Marques & Associates and dated 4.19.2021. The property is currently improved with a duplex.

In March 2025 the City Council adopted Ordinance 25-02 which amended the CLURO to increase the allowed number of Whole House Rentals by 10 to a new maximum of 20. The applicant is requesting to operate a Whole House Short-term Rental out 526 Girod. 528 Girod is currently in use as a retail food market and sandwich shop. 526 Girod contains one bedroom and one bathroom. The application lists the maximum number of guests will be two. There have been six Whole House Rentals approved since the increase was passed.

Parking:
Lodging (Transient) — Short-term Rental: Whole House Rental requires one parking space per guest room but no less than two spaces for resident occupants. The application states that there will be one bedroom rented out requiring two parking spaces on site. A survey of the property, along with photos provided by the applicant show that there are three parking spaces in front of 526 Girod.

Food Sales requires one parking space per 200 sqft of gross floor area. A site plan was not submitted for 528 Girod, but there was a floor plan submitted for 526 Girod. Using those measurements, 528 Girod is 585 sqft and requires three parking spaces. Since the last meeting it was confirmed by the applicant that 528 Girod is the same size as 526 Girod.

CLURO SECTIONS:

4.3.3.8. Review and Evaluation Criteria

The Planning Director, the Planning Commission and the City Council shall review and evaluate and make the following findings before granting a Conditional Use Permit or Planned District zoning using the following criteria:

1. Comparison with applicable regulations and standards established by the Comprehensive Land Use Regulations applicable to the proposed use and site.
2. Compatibility with existing or permitted uses on abutting sites, in terms of building height, bulk and scale, setbacks and open spaces, landscaping and site development, and access and circulation features.
3. Potentially unfavorable effects or impacts on other existing conforming or permitted uses on abutting sites, to the extent such impacts exceed these which reasonably may result from use of the site by a permitted use.
4. Modifications to the site plan which would result in increased compatibility, or would mitigate potentially unfavorable impacts, or would be necessary to conform to applicable regulations and standards and to protect the public health, safety, morals, and general welfare.
5. Safety and convenience of vehicular and pedestrian circulation in the vicinity, including traffic reasonably expected to be generated by the proposed use and other uses reasonable and anticipated in the area considering existing zoning and land uses in the area.
6. Protection of persons and property from erosion, flood or water damage, fire, noise, glare, and similar hazards or impacts.
7. Location, lighting, and type of signs; and relation of signs to traffic control and adverse effect on adjacent properties.
8. Adequacy and convenience of off-street parking and loading facilities and protection of adjacent property from glare of site lighting.
9. Conformity with the objectives of these regulations and the purposes of the zone in which the site is located.
10. Compatibility of the proposed use and site development, together with any modifications applicable thereto, with existing or permitted uses in the vicinity.
11. That any conditions applicable to approval are the minimum necessary to minimize potentially unfavorable impacts on nearby uses and to ensure compatibility of the proposed use with existing or permitted uses in the same district and the surrounding area.
12. That the proposed use, together with the conditions applicable thereto, will not be detrimental to the public health, safety, or welfare, or community aesthetics, or materially injurious to properties or improvements in the vicinity.

6.4.42.3 Lodging (Transient)— Short-term Rental: Whole House Rental

A dwelling where short-term lodging is provided to one party of guest for compensation by the owner of the residence where the owner’s presence on the premises is not required during the guest’s stay.



~~East~~

WEST

Back

~~West~~
North

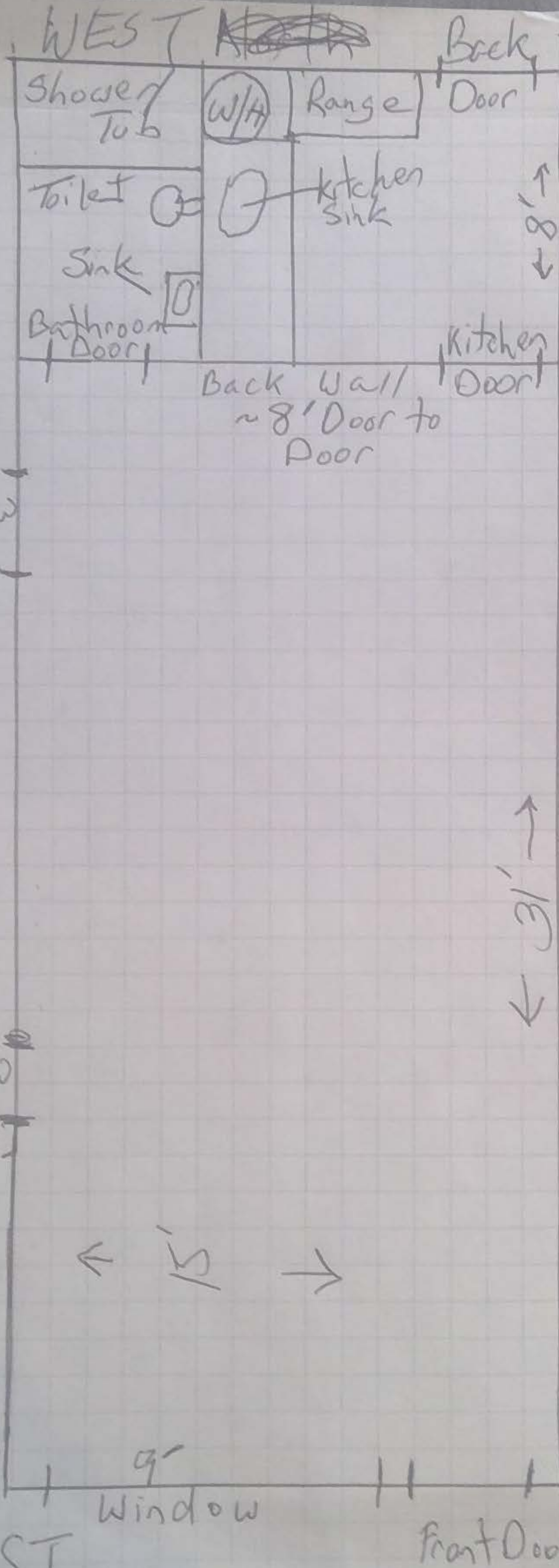
W/H - Water
Heater

South

34"
Window

34"
Window

EAST



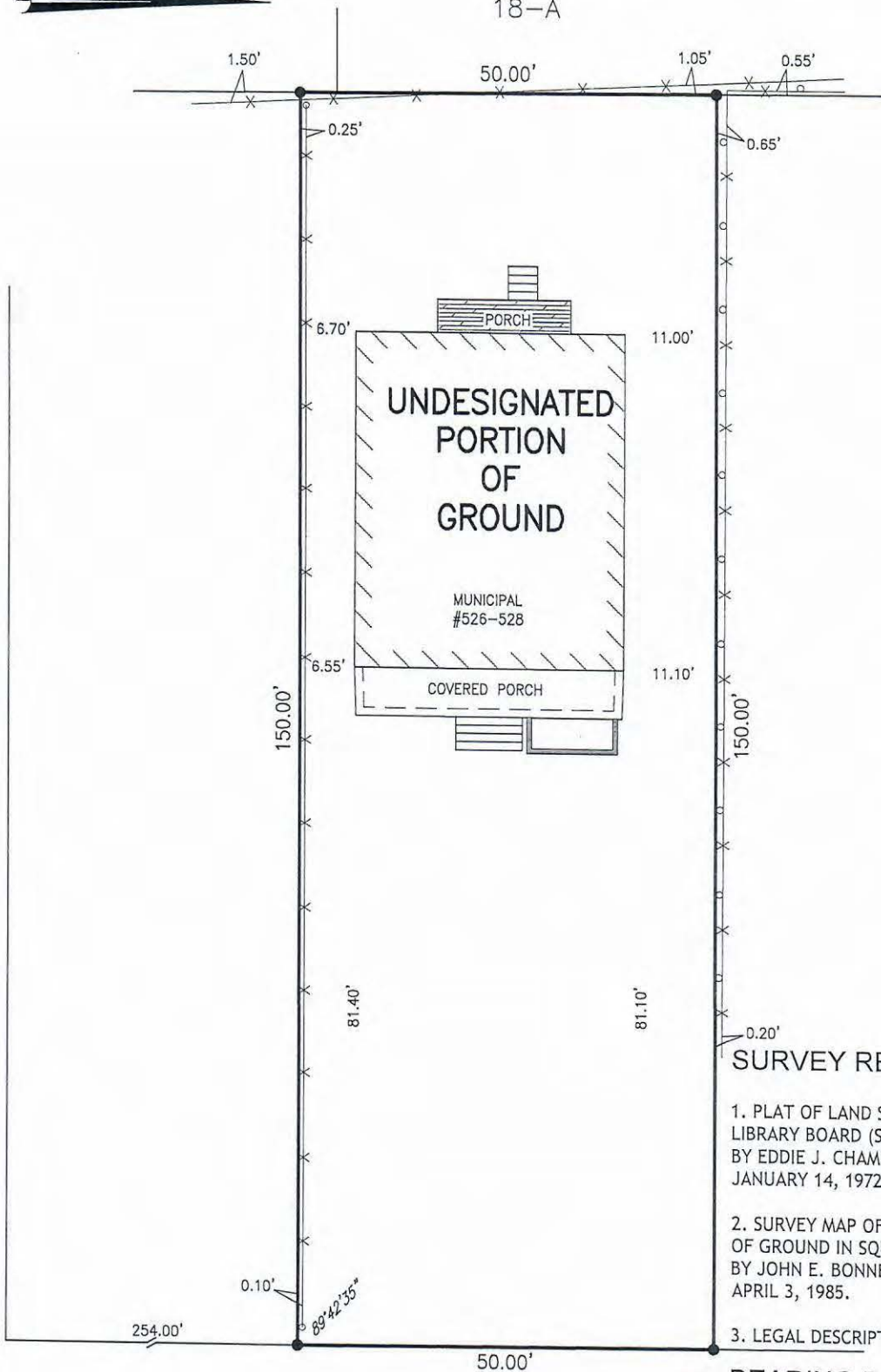
LAFITTE STREET (SIDE)

18-A



MONROE STREET

LIVINGSTON STREET (SIDE)



SURVEY REFERENCE

1. PLAT OF LAND SURVEYED FOR LIBRARY BOARD (ST. TAMMANY PARISH) BY EDDIE J. CHAMPAGNE, DATED JANUARY 14, 1972.
2. SURVEY MAP OF A CERTAIN PARCEL OF GROUND IN SQUARE 19, MANDEVILLE BY JOHN E. BONNEAU, P.L.S. DATED APRIL 3, 1985.
3. LEGAL DESCRIPTION.

BEARING BASIS

TAKEN FROM REFERENCED SURVEY PLAT NO. 1.

GENERAL SURVEY NOTES

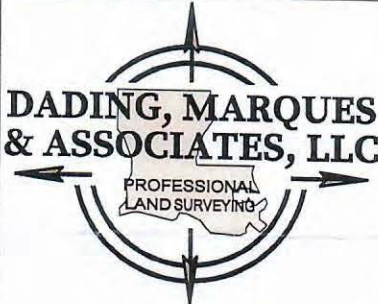
IMPROVEMENTS MAY NOT BE TO SCALE FOR CLARITY. THE DIMENSIONS SHOWN PREVAIL OVER SCALE.

LEGEND

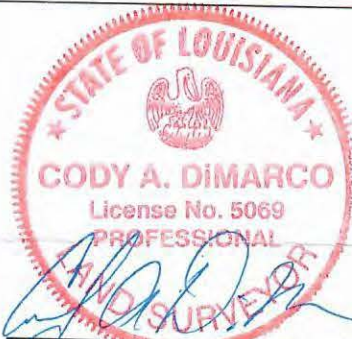
- = 1/2" IRON ROD SET
- = 1/2" IRON ROD FOUND
- X— = FENCE

GIROD STREET
(AKA GERARD STREET)
(AKA LA HIGHWAY 59)

SURVEY OF
AN UNDESIGNATED PORTION OF GROUND
SQUARE 19
TOWN OF MANDEVILLE
ST. TAMMANY PARISH, LOUISIANA



P.O. BOX 790
METAIRIE, LA. 70004
(504) 834-0200



CODY A. DIMARCO
P.L.S. LA. ST. REG NO. 5069

I CERTIFY THAT THIS SURVEY AND PLAT WAS PREPARED BY ME OR BY THOSE UNDER MY DIRECT SUPERVISION. MADE AT THE REQUEST OF:

LZJZ PROPERTIES, LLC

THE SERVITUDES AND RESTRICTIONS SHOWN ON THIS SURVEY ARE LIMITED TO THOSE SET FORTH IN THE DESCRIPTION FURNISHED US AND THERE IS NO REPRESENTATION THAT ALL APPLICABLE SERVITUDES AND RESTRICTIONS ARE SHOWN HEREON THE SURVEYOR HAS MADE NO TITLE SEARCH OR PUBLIC RECORD SEARCH IN COMPILING THE DATA FOR THIS SURVEY.

THIS PLAT IS CORRECT AND IN ACCORDANCE WITH A PHYSICAL SURVEY MADE ON THE GROUND UNDER THE DIRECTION OF THE UNDERSIGNED AND COMPLIES WITH THE REQUIREMENTS OF LOUISIANA'S "STANDARDS OF PRACTICE FOR BOUNDARY SURVEYS" FOR A CLASS "C" SURVEY

DATE:	SCALE:		DRAWN BY:	CHECKED BY:	JOB NO.:	
04-19-2021	1" = 20'		L.M.	C.A.D.	60355	

ORD 26-25

THE FOLLOWING ORDINANCE WAS SPONSORED BY COUNCIL MEMBER _____; MOVED FOR ADOPTION BY COUNCIL MEMBER _____, AND SECONDED FOR ADOPTION BY COUNCIL MEMBER _____

ORDINANCE NO. 26-25

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MANDEVILLE AMENDING THE JOB DESCRIPTION OF CLERK II - ADMINISTRATIVE COORDINATOR WITHIN THE PUBLIC WORKS DEPARTMENT AND PROVIDING FOR OTHER MATTERS IN CONNECTION THEREWITH.

WHEREAS, Section 4-04 of the Mandeville City Charter mandates that the City Council introduce an ordinance upon receipt of the Mayor's proposed plan to create, change, alter, consolidate or abolish City departments, offices and agencies and/or the reallocation of the functions, powers, duties and responsibilities of such departments, offices or agencies.

WHEREAS, the Administration recommends to the City Council that it reallocate duties and responsibilities of the Clerk II - Administrative Coordinator position to reflect changes in the Public Works Department that have had a permanent and substantial effect on the assignment and scope of duties and responsibilities therein; and,

WHEREAS, the Municipal Employees' Civil Service Board recommends to the City Council that it reallocate duties and responsibilities of the Clerk II - Administrative Coordinator position to reflect changes in the Public Works Department that have had a permanent and substantial effect on the assignment and scope of duties and responsibilities therein.

NOW, THEREFORE, BE IT ORDAINED that the City Council of the City of Mandeville hereby amends the job description for the position of Clerk II - Administrative Coordinator within the Public Works Department as set forth in Exhibit "A," attached hereto and made a part hereof; and,

NOW THEREFORE, BE IT FURTHER ORDAINED that this ordinance shall be effective upon the Mayor's signature; and,

NOW THEREFORE, BE IT FURTHER ORDAINED that the Clerk of this Council be and she is hereby authorized and empowered to take any and all actions which she, in the exercise of her discretion, deems necessary to promulgate the provisions of this ordinance.

The ordinance being submitted to a vote, the vote thereon was as follows:

AYES:

NAY:

ABSTENTIONS:

ABSENT:

and the ordinance was declared adopted this ____ Day of _____, 2026

Alicia Watts
Clerk of Council

Scott Discon
Council Chairman

ORD 26-26

THE FOLLOWING ORDINANCE WAS SPONSORED BY COUNCIL MEMBER _____; MOVED FOR ADOPTION BY COUNCIL MEMBER _____; AND SECONDED FOR ADOPTION BY COUNCIL MEMBER _____

ORDINANCE NO. 26-26

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MANDEVILLE AMENDING THE JOB DESCRIPTION AND RETITLING THE POSITION OF SECRETARY TO ADMINISTRATIVE SUPPORT SUPERVISOR WITHIN THE PUBLIC WORKS DEPARTMENT AND PROVIDING FOR OTHER MATTERS IN CONNECTION THEREWITH.

WHEREAS, Section 4-04 of the Mandeville City Charter mandates that the City Council introduce an ordinance upon receipt of the Mayor's proposed plan to create, change, alter, consolidate or abolish City departments, offices and agencies and/or the reallocation of the functions, powers, duties and responsibilities of such departments, offices or agencies.

WHEREAS, the Administration recommends to the City Council that it amend the job description, reallocate duties and responsibilities, and retitle the Secretary position to Administrative Support Supervisor to reflect changes in the Public Works Department that have had a permanent and substantial effect on the assignment and scope of duties and responsibilities therein; and,

WHEREAS, the Municipal Employees' Civil Service Board recommends to the City Council that it amend the job description, reallocate duties and responsibilities, and retitle the Secretary position to Administrative Support Supervisor to reflect changes in the Public Works Department that have had a permanent and substantial effect on the assignment and scope of duties and responsibilities therein.

NOW, THEREFORE, BE IT ORDAINED that the City Council of the City of Mandeville hereby amends the job description for the position of Secretary within the Public Works Department, retitles the position as Administrative Support Supervisor, and approves the duties, responsibilities, and pay scale update set forth in Exhibit "A" and Exhibit "B" attached hereto and made a part hereof; and,

NOW THEREFORE, BE IT FURTHER ORDAINED that this ordinance shall be effective upon the Mayor's signature; and,

NOW THEREFORE, BE IT FURTHER ORDAINED that the Clerk of this Council be and she is hereby authorized and empowered to take any and all actions which she, in the exercise of her discretion, deems necessary to promulgate the provisions of this ordinance.

The ordinance being submitted to a vote, the vote thereon was as follows:

AYES:

NAY:

ABSTENTIONS:

ABSENT:

and the ordinance was declared adopted this ____ Day of _____, 2026

Alicia Watts
Clerk of Council

Scott Discon
Council Chairman