



**GARDINER CITY COUNCIL
AGENDA ITEM INFORMATION SHEET**



Meeting Date	05/04/2022	Department	City Council
Agenda Item	4.g) Consideration of approving a Major Event application from 70.3 MAINE Ironman		
Est. Cost			

Background Information	<p>This application is submitted by Ryan Jarrell from West Linn, OR. This is part of a 70.3 Triathlon that starts and ends in Augusta. Part of the race runs through Gardiner and the local organizers have met/will meet with all the departments that it may impact.</p>
	<p>Staff has invited the organizers to come to the 5/4/22 Gardiner City Council meeting to answer any questions about the event.</p>

Requested Action	"I move to approve a Major Event application from 70.3 MAINE Ironman"
City Manager and/or Finance Review	The Acting City Manager approves the requested action.
Council Vote/ Action Taken	
Departmental Follow-Up	

City Clerk Use Only	1 st Reading _____	Advertised _____	EFFECTIVE DATE _____
	2 nd Reading _____	Advertised _____ w/in 15 Days	
	Final to Dept _____	Updated Book _____	Online _____

Date Received: 4-27-2022

Received by: Alisha

Name of Business/Event/
Board/Committee: 70.3 MAINE Ironman

Date of Event: 7/31/2022

	Minor Special Event	Major Special Event	Liquor Victualer License	DBA License	Junk Yard Permit	Other License	Boards & Committees
Paid							
Email DH & CM		4-27-22					
Approved by:							
CM		4/28/22					
PD		4/28/22					
FD		4-27					
PW&BG							
CEO		4-27					
ED		4-27					
Add to Agenda							
Legal Ad to KJ							
Add to Events Calendar							
Add to DBA List							
Issue License/Permit							
Notify Applicant of Council Meeting							
Notify Applicant of Approval or Denial							
Create Oath Sheet							
Swear in							
Contact Info to Board/Committee							
Update TRIO							
Update Website							

Notes:



**Special Event
Application**

Applicant's Name:	Ryan Jarrell
Applicant's Address:	2460 Tulane St. West Linn, OR 97068
Applicant's Phone Number(s):	702-994-0659
Applicant's Email Address:	ryan.jarrell@ironman.com
Event Name:	70.3 MAINE Ironman
Date(s):	7/31/22
Location:	Pond Rd / Old Lewiston Rd / Route 126 / W Hill Rd / Highland Ave / Adams St/ Northern
Event Description:	Time-Trial Bike Race / Part of a 70.3-Triathlon which starts and ends in Augusta ME.

Minor Event: \$50.00 / Major Event: \$100.00

Applicant has requested fees be waived/reduced for the following reason:

- Non-profit charitable cause
- Gardiner River Fest, LLC sponsored
- Gardiner Main Street sponsored
- MSAD #11 (Clerk fees waived per council order)

	YES	NO
Have you made arrangements with Public Safety to ensure public safety, crowd control and noise levels?	X	
Have you addressed parking?		N/A
Have you made arrangements for clean-up and/or trash removal?	X	
Will you be providing port-a-potties? (on the Bike Course)	X	
Will there be any use of fire, i.e. tiki torches, grills, barbeques, bonfires, etc.? If yes, a burn permit must also be obtained from the Fire Department for the date specified.		X
Will there be a parade associated with the event? If yes, have you contacted the Chief of Police? (only for IM Staff, Police & EMS)	X	
Will you be posting a banner? If yes, you must contact the Code Enforcement Officer with details and for approval.		X
Will you need electricity? If so, how many hours? If yes, you must contact the Buildings & Grounds Director.		X
Is this a Minor Event – it will not exceed four hours in duration and fewer than 100 people will be affiliated – i.e. wedding ceremony, etc. (*30 day minimum requirement for the application process time)		X
Is this a Major Event – it will exceed four hours in duration and/or more than 100 people will be affiliated – i.e. community festival, carnival, street dance, etc. Major events involve additional City Services and fees for services apply – i.e. police protection, clean-up, electricity, etc. (*60 day minimum requirement for the application process time)	X	

Please send application and payment (payable to City of Gardiner) to:
City Clerk's Office, 6 Church Street, Gardiner, ME 04345



**Special Event
Application**

*Applicant is responsible for contacting the Departments below if you require any services and/or assistance from them.

Date of Event 7/31/22

Name of Event 70.3 Maine Ironman

	City Services Contacted	Estimate of Department Cost	Department Head Initials
Police: 207-582-5150 john.santoro@gardinermaine.com	Yes		
Fire: 207-582-4535 rick.sieberg@gardinermaine.com	Yes		
Public Works/ Buildings & Grounds: 207-582-4408 JDouglass@gardinermaine.com			
Economic Development: 207-582-6892 tdesjardins@gardinermaine.com			
Code Enforcement Office: 207-582-6892 ceo@gardinermaine.com			
	Total Amount Invoiced		

Additional comments:


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Special Event Application

- I understand permits may be required before operating or conducting any activity on property owned by the City of Gardiner.
- As the applicant, I have the authority from the owner to apply for this license from the City of Gardiner.
- Events are considered rain or shine.
- This permit does not authorize alcohol on any public property, including but not limited to the Common, Waterfront, streets and sidewalks.
- The applicant will provide proof of insurance to the City of Gardiner with the City of Gardiner being named as additionally insured. **(Required)** (Tenant User Liability Insurance / TULIP insurance)

Failure to answer and comply with all the questions in this application may result in the application not being approved.


Applicant's Signature

4/26/22
Date

Office use only:

Received in Clerk's Office by _____ Date _____

Approved by

CM _____ Police _____ Fire _____ PW/B&G _____ CEO _____ ED _____

City Council Approval (If necessary)

City Council hereby finds that:

1. The proposed Special Event is consistent with the goal of promoting the use of City owned property for recreational, entertainment or charitable events; and
2. That the proposed Special Event can be conducted in the location proposed without endangering the public safety or disturbing the peace and order of the City of Gardiner; subject to the attached list of conditions:

Dated this ____ day of _____, 20____.

Municipal Officer of the City of Gardiner

Please send application and payment (payable to City of Gardiner) to:
City Clerk's Office, 6 Church Street, Gardiner, ME 04345

Alisha Ballard

From: Tracey Desjardins
Sent: Wednesday, April 27, 2022 8:25 AM
To: Alisha Ballard; Anne Davis; Kristopher McNeill; Jerry Douglass; Jim Toman; Rick Sieberg
Subject: RE: Major Event - 70.3 MAINE Ironman

No issues with EDD.

Thanks

Tracey H. Desjardins

Director of Economic Development/Planning

6 Church Street

Gardiner, ME 04345

Office: 207-582-4200 Cell: 207-242-1907 Fax: 207-582-6895

e: tdesjardins@gardinermaine.com

w: www.gardinermaine.com

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Under Maine's Freedom of Access ("Right to Know") law, all e-mail and e-mail attachments received or prepared for use in matters concerning the City of Gardiner, business or containing information relating to city business are likely to be regarded as public records which may be inspected by any person upon request, unless otherwise made confidential by law. If you have received this message in error, please notify us immediately by return email. Thank you for your cooperation

From: Alisha Ballard <ABallard@gardinermaine.com>

Sent: Wednesday, April 27, 2022 8:23 AM

To: Anne Davis <ADavis@gardinermaine.com>; Tracey Desjardins <TDesjardins@gardinermaine.com>; Kristopher McNeill <kmcneill@gardinermaine.com>; Jerry Douglass <JDouglass@gardinermaine.com>; Jim Toman <JToman@gardinermaine.com>; Rick Sieberg <rick.sieberg@gardinermaine.com>

Subject: Major Event - 70.3 MAINE Ironman

Good Morning,

I have attached an application for a major event, once I have your approval this can go before council.

Thank you,

Alisha Ballard

City Clerk / Registrar of Voters

6 Church Street,

Gardiner Maine 04345

P: 207-582-4200

F: 207-528-6895

E: aballard@gardinermaine.com

Alisha Ballard

From: Kristopher McNeill
Sent: Wednesday, April 27, 2022 8:40 AM
To: Alisha Ballard; Anne Davis; Tracey Desjardins; Jerry Douglass; Jim Toman; Rick Sieberg
Subject: RE: Major Event - 70.3 MAINE Ironman

No issues Alisha

Kris McNeill
Code Enforcement Officer
City of Gardiner, Maine
Kmcneill@gardinermaine.com

----- Original message -----

From: Alisha Ballard <ABallard@gardinermaine.com>
Date: 4/27/22 8:22 AM (GMT-05:00)
To: Anne Davis <ADavis@gardinermaine.com>, Tracey Desjardins <TDesjardins@gardinermaine.com>, Kristopher McNeill <kmcneill@gardinermaine.com>, Jerry Douglass <JDouglass@gardinermaine.com>, Jim Toman <JToman@gardinermaine.com>, Rick Sieberg <rick.sieberg@gardinermaine.com>
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E: aballard@gardinermaine.com

Alisha Ballard

From: Rick Sieberg
Sent: Wednesday, April 27, 2022 9:30 AM
To: Alisha Ballard
Subject: RE: Major Event - 70.3 MAINE Ironman

No problems for the FD. The 70.3 Maine Ironman team is working with us and will be covering all costs associated with hiring the needed extra staff.

Rick Sieberg
Fire Chief | City of Gardiner
6 Church Street
Gardiner, ME 04345
C: 207-620-0217
p: 207-582-4535
e: rick.sieberg@gardinermaine.com

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Sent: Wednesday, April 27, 2022 8:23 AM
To: Anne Davis <ADavis@gardinermaine.com>; Tracey Desjardins <TDesjardins@gardinermaine.com>; Kristopher McNeill <kmcneill@gardinermaine.com>; Jerry Douglass <JDouglass@gardinermaine.com>; Jim Toman <JToman@gardinermaine.com>; Rick Sieberg <rick.sieberg@gardinermaine.com>
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Alisha Ballard

From: Jim Toman
Sent: Thursday, April 28, 2022 2:51 PM
To: Alisha Ballard
Subject: RE: Major Event - 70.3 MAINE Ironman

I'm fine with issuance but GPD will have a cost of approximately \$700- \$1000 for traffic control for the safety of the bicyclists. GPD will need to have at least 2 additional officers on-duty for this event.

JT

From: Alisha Ballard <ABallard@gardinermaine.com>
Sent: Thursday, April 28, 2022 2:45 PM
To: Jim Toman <JToman@gardinermaine.com>
Subject: FW: Major Event - 70.3 MAINE Ironman

Following up- are you okay for this to go before council?

From: Alisha Ballard
Sent: Wednesday, April 27, 2022 8:23 AM
To: Anne Davis <ADavis@gardinermaine.com>; Tracey Desjardins <TDesjardins@gardinermaine.com>; Kristopher McNeill <kmcneill@gardinermaine.com>; Jerry Douglass <JDouglass@gardinermaine.com>; Jim Toman <JToman@gardinermaine.com>; Rick Sieberg <rick.sieberg@gardinermaine.com>
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