



**GARDINER CITY COUNCIL
AGENDA ITEM INFORMATION SHEET**



Meeting Date	07/07/2021	Department	City Clerk
Agenda Item	4.m) Consideration for Wreaths Across America - Major Event		
Est. Cost			

Background Information	<p>On July 26, 2021, this organization would like to bring a mobile education exhibit that would be opened to the public from 9am - 4pm.</p> <p>As a nonprofit entity they are also asking the Gardiner City Council to waive the permitting fees.</p>
-------------------------------	--

Requested Action	" I move to approve a Major Event permit to Wreaths Across America. Furthermore, I move to approve/disapprove waiving the permitting fees associated with this event."
City Manager and/or Finance Review	
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: 6-17-2021 Received by: Alish

Name of Business/Event/ Board/Committee: Wreaths Across America

Date of Event: 7-26-2021 9am - 4pm

	Minor Special Event	Major Special Event	Liquor Victualer License	DBA License	Junk Yard Permit	Other License	Boards & Committees
Paid			- Waive	non profit			
Email DH & CM		6.18.2021					
Approved by:							
CM		6/23/21					
PD							
FD		6.18.2021					
PW&BG		6.21.2021					
CEO		6.18.21					
ED		6.21.2021					
Add to Agenda		6.23.21					
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 Cover Sheet

Thank you so much for your interest in hosting your Special Event here in Gardiner. Due to the many changes with Covid we want to make sure that we are all following the CDC guidelines. We have a Special Event Application for all events here in Gardiner. To make sure that we are all aware and follow the guidelines we are asking everyone who has a Special Event planned to fill out a COVID-19 Check list form.

Some events do need to go before City Council. We ask that you fill out all the paperwork completely and fully to make sure that there is no delay in your event.

If you have any questions about the paperwork, the City Clerk will be more than happy to assist you.

The following forms will need to be turned in with payment to start the approval process.

- Special Event Application
- Gardiner Covid-19 Prevention Checklist

Once everything has been received, the City Clerk will then start to process the completed application. Department Heads will need to review and approve the application. After this process is completed, the applicant will be informed. If the application needs to go before Gardiner City Council, it will be added to the agenda.

Failure to answer and complete the application may result in a delay with processing the application.

City Staff Contact:

City Clerk Alisha Ballard
207-582-4460
aballard@gardinermaine.com



**Special Event
Application**

Applicant's Name: <u>WREATHS ACROSS AMERICA/DON QUEENEY</u>
Applicant's Address: <u>4 POINT ST., COLUMBIA FALLS, ME</u>
Applicant's Phone Number(s): <u>757-761-5710</u>
Applicant's Email Address: <u>dqueeny@wreathsacrossamerica.org</u>
Event Name: <u>Wreaths Across America visits Gardiner!</u>
Date(s): <u>7-26-2021</u>
Location:
Event Description: <u>Mobile Education Exhibit open to public to TEACH about the cost of our freedoms.</u>

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

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

- Non-profit charitable cause X
- Gardiner River Fest, LLC sponsored _____
- Gardiner Main Street sponsored _____

	YES	NO
Have you made arrangements with Public Safety to ensure public safety, crowd control and noise levels? <u>Expect small numbers</u>	X	
Have you addressed parking?	X	
Have you made arrangements for clean-up and/or trash removal?	X	
Will you be providing port-a-potties?		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?		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) <u>6 hours - less than 100 people</u>		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



<h2 style="margin: 0;">Special Event Application</h2>

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

Date of Event _____

Name of Event _____

	City Services Contacted	Estimate of Department Cost	Department Head Initials
Police: 207-582-5150 jtoman@gardinermaine.com			
Fire: 207-582-4535 rick.sieberg@gardinermaine.com			
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:

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



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.

Don Queneey - Director of Mobile Education Exhibit
Applicant's Signature

6-17-21
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




Gardiner COVID-19 Prevention Checklist –

Please read each category carefully. Please fill in the comment section on how you plan to adhere to the guidelines. Please initial to acknowledge each section. If you have any questions please reach out to contacts listed on the last page.

A) Gathering Limits

1. The number of individuals that can gather in a shared space must not exceed the limit established by the latest relevant Executive Order from the Office of the Governor.
2. People in a shared space must be able to maintain 6 feet of physical distance. If a space cannot accommodate individuals maintaining 6 feet of physical distance, further restrict the number of individuals allowed in that space beyond the limits established by Executive Order.

 Initial

Comments: <u> ## Understood</u>

B) Masks

1. Require individuals at your event to wear a mask, per CDC recommendations and pertinent Executive Orders from the Office of the Governor. Patrons and staff should be advised to:
 1. Wear a mask correctly and consistently for the best protection. Information about proper use of masks is available from the US CDC.
 2. Change your mask if it becomes wet or soiled.
 3. During unmasked activities such as communal eating and drinking additional mitigation strategies must be in place, such as physical distancing and increased ventilation.
 4. The degree to which face shields and other personal protective equipment are recommended is based on proximity and duration of contact. Please see industry specific guidance for additional information.



SE Initial

Comments: This has been relaxed somewhat by CDC + Maine CDC, yes?

C) Physical Distancing

1. Strongly suggest individuals at your event to maintain 6 feet of physical distance from individuals who are not part of their household group or travel party.
2. Adjust seating in common areas to promote physical distancing practices.

SE Initial

Comments:

D) Hand Hygiene

1. Good hand hygiene prevents spread of disease. The best hand hygiene is frequent handwashing.
2. Provide hand sanitizer.

SE Initial

Comments:

E) Contact Tracing

1. Contact tracing is a fundamental public health activity that involves working with an individual who has been diagnosed with an infectious disease to identify and provide support to people who may have been infected through exposure to the infected person. To facilitate contact tracing by the Maine CDC, certain establishments should maintain a record of information about visitors, including one customer's name and contact information per party, the date they were in the



establishment, and the staff who had direct, prolonged interaction with them. Establishments/Events must maintain records for at least 21 days. Review industry specific guidance to determine if your establishment should collect this information.

1. Based on current scientific knowledge, a close contact is someone who was within 6 feet of an infected person for a total of 15 minutes or more starting from 48 hours before illness onset until the time the patient is isolated. An individual is also considered a close contact if they provided care at home to someone who is sick with COVID-19, had direct physical contact with the person (hugged or kissed them), shared eating or drinking utensils, or if the person sneezed, coughed, or somehow got respiratory droplets on them.

 Initial

Comments: _____

F) Barriers

1. Consider installing non-porous physical barriers such as partitions or plexiglass barriers to protect visitors and staff. Barriers should be placed at visitor information desks, service counters, and other similar locations where it is not possible to maintain a minimum of 6 feet of physical distance.
2. Limit activities that require staff and/or visitors to enter within 6 feet of another person, regardless of whether physical barriers are installed.

 Initial

Comments: _____

G) Limiting Use of Shared Objects

1. Promote "contactless" payment options (e.g., online payments, pay by phone options, RFID credit and debit cards, Apple Pay, Google Pay, etc.).
2. Use digital rather than paper formats to the greatest extent practicable (e.g., electronic tickets and receipts). If applicable, consider implementing digital waivers for guests to review and sign prior to arriving.
3. Suspend "self-service" food stations and self-serve "tester" food or personal care products taken from a common container.




4. Consider restricting the use of water fountains to refill only with instruction for visitors to wash hands after use.

 Initial

Comments: _____

H) Cleaning and Disinfection

1. Hand hygiene is perhaps the most important aspect of cleaning and disinfection. Ensure adequate supplies (e.g., soap, paper towels, hand sanitizer, tissue) to support healthy hygiene practices and cleaning and disinfection procedures.
2. Focus cleaning and disinfection efforts on routine cleaning of frequently touched objects.
3. Any items rented by patrons must be cleaned and disinfected between uses. Staff who handle customer items must clean hands after contact with items.
4. Review US CDC cleaning and disinfecting guidance.

 Initial

Comments: _____

I) Screening

1. People should stay at home if they are sick.
 1. Use an electronic or app-based self-screening form, such as the Coronavirus Self-Checker available on the US CDC's.
 2. Self-screen using the following questions:
 1. Do you feel ill or have you been caring for someone who is ill?
 2. In the past two weeks, have you been exposed to anyone who tested positive for COVID-19?




 Initial

Comments: _____

J) In Case of Illness

1. Know the signs and symptoms of COVID-19. Know what to do if staff or event goers become symptomatic at the event.
2. Require people to stay home and notify the event administrators when sick
3. When someone starts to feels ill:
 1. Instruct them to not come to the event with symptoms of COVID-like illness.
 2. Symptoms may appear 2-14 days after exposure to the virus.
 - People with these symptoms or combinations of symptoms may have COVID-19:
 - Cough
 - Shortness of breath or difficulty breathing
 - Or at least two of these symptoms:
 - Fever
 - Chills
 - Repeated shaking with chills
 - Muscle pain
 - Headache
 - Sore throat
 - New loss of taste or smell
4. When someone becomes ill at your event:
 1. Have a plan for a room or space where the individual can be isolated until transferred to home or health care facility and provided a mask, if available and tolerated.
 2. Encourage the individual to call their health care provider and get tested for COVID-19, if appropriate.
 3. Is the individual needs urgent medical attention (e.g., if individual is having difficulty breathing), call 911.
5. Call 2-1-1 if you have further questions about COVID-19.

 Initial

Comments: _____



City Contact information:

Contact Name	Number	Email
Police Chief James Toman	207-582-5150	JToman@gardinermaine.com
Code Enforcement Officer Kris McNeill	207-582-6888	kmcneill@gardinermaine.com
City Clerk Alisha Ballard	207-582-4460	aballard@gardinermaine.com

Alisha Ballard

From: Kristopher McNeill
Sent: Friday, June 18, 2021 9:17 AM
To: Alisha Ballard; Anne Davis; Tracey Desjardins; Jim Toman; Jerry Douglass; Rick Sieberg
Subject: RE: Wreaths Across America - Major Event

No issues Alisha

From: Alisha Ballard <ABallard@gardinermaine.com>
Sent: Friday, June 18, 2021 8:12 AM
To: Anne Davis <ADavis@gardinermaine.com>; Tracey Desjardins <TDesjardins@gardinermaine.com>; Kristopher McNeill <kmcneill@gardinermaine.com>; Jim Toman <JToman@gardinermaine.com>; Jerry Douglass <JDouglass@gardinermaine.com>; Rick Sieberg <rick.sieberg@gardinermaine.com>
Subject: Wreaths Across America - Major Event

Good Morning All,

I have attached a Major event for Wreaths Across America. They are a non- profit and will also be asking for the fee to be waived.

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: Tracey Desjardins
Sent: Monday, June 21, 2021 9:46 AM
To: Alisha Ballard; Anne Davis; Kristopher McNeill; Jim Toman; Jerry Douglass; Rick Sieberg
Subject: RE: Wreaths Across America - Major Event

No issues with EDD.

Tracey K. Desjardins

Economic Development Director/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

=====
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: Friday, June 18, 2021 8:12 AM
To: Anne Davis <ADavis@gardinermaine.com>; Tracey Desjardins <TDesjardins@gardinermaine.com>; Kristopher McNeill <kmcneill@gardinermaine.com>; Jim Toman <JToman@gardinermaine.com>; Jerry Douglass <JDouglass@gardinermaine.com>; Rick Sieberg <rick.sieberg@gardinermaine.com>
Subject: Wreaths Across America - Major Event

Good Morning All,

I have attached a Major event for Wreaths Across America. They are a non- profit and will also be asking for the fee to be waived.

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: Rick Sieberg
Sent: Friday, June 18, 2021 11:17 AM
To: Alisha Ballard
Subject: RE: Wreaths Across America - Major Event

No problem for the FD.

Rick Sieberg
Fire Chief

Sent from my Verizon, Samsung Galaxy smartphone

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

From: Alisha Ballard <ABallard@gardinermaine.com>
Date: 6/18/21 08:12 (GMT-05:00)
To: Anne Davis <ADavis@gardinermaine.com>, Tracey Desjardins <TDesjardins@gardinermaine.com>, Kristopher McNeill <kmcneill@gardinermaine.com>, Jim Toman <JToman@gardinermaine.com>, Jerry Douglass <JDouglass@gardinermaine.com>, Rick Sieberg <rick.sieberg@gardinermaine.com>
Subject: Wreaths Across America - Major Event

Good Morning All,

I have attached a Major event for Wreaths Across America. They are a non- profit and will also be asking for the fee to be waived.

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: Jerry Douglass
Sent: Monday, June 21, 2021 11:37 AM
To: Alisha Ballard; Anne Davis; Tracey Desjardins; Kristopher McNeill; Jim Toman; Rick Sieberg
Subject: RE: Wreaths Across America - Major Event

No issues with PWD

Thanks,

Jerry

Jerry Douglass, PWD
City of Gardiner
6 Church Street, 04345
207-504-2234
jdouglass@gardinermaine.com

From: Alisha Ballard <ABallard@gardinermaine.com>
Sent: Friday, June 18, 2021 8:12 AM
To: Anne Davis <ADavis@gardinermaine.com>; Tracey Desjardins <TDesjardins@gardinermaine.com>; Kristopher McNeill <kmcneill@gardinermaine.com>; Jim Toman <JToman@gardinermaine.com>; Jerry Douglass <JDouglass@gardinermaine.com>; Rick Sieberg <rick.sieberg@gardinermaine.com>
Subject: Wreaths Across America - Major Event

Good Morning All,

I have attached a Major event for Wreaths Across America. They are a non- profit and will also be asking for the fee to be waived.

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