



**GARDINER CITY COUNCIL**  
**AGENDA ITEM INFORMATION SHEET**



<b>Meeting Date</b>	05/22/2019	<b>Department</b>	City Council
<b>Agenda Item</b>	4.8 Accept minutes of May 8, 2019		
<b>Est. Cost</b>	n/a		

**Background Information**

The minutes from the May 8, 2019 meeting are attached for the City Council's approval.

<b>Requested Action</b>	'I move to approve the minutes of May 8, 2019 as presented.'
<b>City Manager and/or Finance Review</b>	The City Manager recommends the above action.
<b>Council Vote/ Action Taken</b>	
<b>Departmental Follow-Up</b>	

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

Mayor Hart called the meeting to order at 6:01pm.

## 1. ROLL CALL

Patricia Hart, Mayor at large; Councilors: Terry Berry, District 1; Tim Cusick, At large; Jon Ault, At large; Amy Rees, District 2; Shawn Dolley, District 3; Marc Rines, District 4; Maryann White, At large

Also in attendance: City Manager, Christine Landes; City Clerk, Kelly Gooldrup; Librarian, Anne Davis; Finance Director, Denise Brown; Fire Chief, Al Nelson; Public Works Director, Tony LaPlante; Police Chief, James Toman; Planning & Economic Director, Thomas Fiorelli; Wastewater Director, Douglas Clark; Melinda Hahn, Gordon James, Laura Cyr, Jessica Lowell

## 2. PUBLIC COMMENT (anything not on the Agenda)

None

## 3. PETITIONS/PUBLIC HEARINGS

### a) FY20 Budget Proposal

This agenda item is the Public Hearing to hear comment from the public regarding the proposed FY20 budget.

The City Council had a preliminary review of the budget in April.

The Public Hearing was advertised on April 17, 2019.

Mayor Hart opened the public hearing at 6:04PM and asked for any comment from the public. Seeing none. Mayor Hart closed the public hearing 6:04PM.

### b) Public Hearing of a Liquor License Renewal for Smith Wiley Post 4/American Legion

This agenda item is the Public Hearing to possibly approve a liquor license renewal for Smith Wiley Post 4/American Legion.

The renewal application is attached to item 4. 5.

The Public Hearing was advertised on May 2, 2019.

Mayor Hart opened the public hearing at 6:04PM and asked for any comment from the public. Seeing none. Mayor Hart closed the public hearing 6:04PM.

### c) Public Hearing of a Liquor License Renewal for Two Gramps Brewing

This agenda item is the Public Hearing to possibly approve a liquor license renewal for Two Gramps Brewing.

The renewal application is attached to item 4. 6.

The Public Hearing was advertised on May 2, 2019.

Mayor Hart opened the public hearing at 6:04PM and asked for any comment from the public. Seeing none. Mayor Hart closed the public hearing 6:05PM.

#### 4. NEW BUSINESS

##### 1. **Presentation from Laura Cyr / Kennebec Valley Council of Governments**

Laura Cyr, Executive Director of Kennebec Valley Council of Governments, will be present to brief the City Council on activities and events that have occurred over the past year at KVCOG.

KVCOG, along with other major non-profits and other organizations, have been asked to present to the City Council as part of the upcoming review of the FY20 budget.

Laura Cyr described briefly about changes that are being made to better serve Communities. She asked the Council if they have any complaints or concerns that need to be addressed.

Councilor Ault expressed his concern of a possible missed opportunity in a partnership with KVCOG a year or more ago regarding the Economic Development Director position. There were two people from KVCOG that could have worked with the City at that time on projects.

Councilor Berry explained that the KVCOG Board were going through some changes and had a lot going on. In the past, the Council was also concerned with City information being shared with other municipalities.

Laura Cyr responded that KVCOG is encouraging collaboration between municipalities although we do have a strict confidentiality policy in place.

Mayor Hart asked since we are members, what fee for services the City receives from KVCOG.

Laura Cyr replied that it depends on how much you ask from KVCOG. The more you ask for, the more fees you would pay.

Laura Cyr responded to Councilor Berry's comment. KVCOG is in a transition phase. We are in hopes that any new Municipalities that join KVCOG this year will help make KVCOG what it should have always been. We have added staff and are looking for consistency and toward growth.

Mayor Hart thanked Laura Cyr for coming to speak with the Council.

##### 2. **Consideration of a Major Special Event: Gardiner Main Street/Greater Gardiner River Festival 6/22/2019**

Gardiner Main Street has submitted a request for a major event (Gardiner River Festival to be held on June 22, 2019. This event is an all-day festival that features open-air arts and crafts on Water Street along with live entertainment, community showcases, vendors, waterfront activities, talent show, and fireworks along the Waterfront Park.

This event will look much like last years with expectations of drawing thousands of visitors to the area. There is a request to close Water Street and Waterfront Park for the event and for the City Council to consider waiving up to half of the city associated expenses due to this event. (The Police Chief has estimated a cost of \$1,200 +/- to cover overtime.)

Melinda Hahn was present to answer any questions the Council may have had.

Councilor Ault moved to approve the major event application as submitted by Gardiner Main Street for the Gardiner River Festival being held on June 22, 2019.

Councilor White seconded.

Mayor Hart asked for any discussion. Seeing none. All those in favor. Unanimous

Councilor Cusick moved to approve waiving \$600.00 from estimated fees for police coverage.

Councilor White seconded.

Mayor Hart asked for any discussion. Seeing none. All those in favor. Unanimous

### **3. Consideration of a Major Special Event: Gardiner Main Street/Downtown Trick or Treat 10/25/2019**

Gardiner Main Street has submitted a request for a major event (Downtown Trick or Treat) to be held on October 25, 2019. The event, expecting to draw 300+ children in costume, continues to grow each year. This request includes Water Street to Brunswick Avenue closure from 2:30-5pm. There will be a dance performance and a costume contest.

Melinda Hahn was present to answer any questions the Council may have had.

Councilor Rees moved to approve the major event application as submitted by Gardiner Main Street for the Trick or Treating event being held on October 25, 2019.

Councilor Cusick seconded.

Mayor Hart asked for any discussion. Seeing none. All those in favor. Unanimous

### **4. Consideration of a Major Special Event: Gardiner Main Street/ Days of Light 11/30/19 and 12/7/19**

Gardiner Main Street has submitted a request for a major event (Days of Light) to be held on November 30, 2019 (tree lighting) and December 7, 2019 (rain date 12/14/19) (parade of lights).

At the conclusion of Small Business Saturday on Saturday, November 30, 2019, there will be the annual tree lighting along with a dance performance and Santa Claus. At 4:30pm on December 7th, the parade will travel from Winter Street to the Waterfront Park.

This request also includes a waiver of the city estimated fees of \$400, due to overtime costs for the police department.

Melinda Hahn was present to answer any questions the Council may have had.

Councilor Cusick moved to approve the major event application as submitted by Gardiner Main Street for the Days of Light events being held on November 30, 2019 and December 7, 2019 (rain date of December 14, 2019).

Councilor White seconded.

Mayor Hart asked for any discussion. Seeing none. All those in favor. Unanimous

Councilor Dolley moved to approve waiving \$200 from estimated fees for police coverage.

Councilor Rines seconded.

Mayor Hart asked for any discussion. Seeing none. All those in favor. Unanimous

**5. Consider Approval of a Liquor License Renewal for Smith Wiley Post 4 / American Legion**

This agenda item is the possible approval of a liquor license renewal for Smith Wiley Post 4/American Legion.

The renewal application is attached.

The Public Hearing was advertised on May 2, 2019.

Councilor Cusick moved to approve the liquor license renewal for Smith Wiley Post 4/American Legion.

Councilor Berry seconded.

Mayor Hart asked for any discussion. Seeing none. All those in favor. Unanimous

**6. Consider Approval of a Liquor License Renewal for Two Gramps Brewing**

This agenda item is the possible approval of a liquor license renewal for Two Gramps Brewing.

The renewal application is available at City Hall in paper copy.

The Public Hearing was advertised on May 2, 2019.

Councilor Berry moved to approve the liquor license renewal for Two Gramps Brewing.

Councilor Rees seconded.

Mayor Hart asked for any discussion. Seeing none. All those in favor. Unanimous

**7. Consideration of a Minor Event/Chris Greenleaf /Use of City Owned Property/June 1, 2019**

According to the city code, the City Manager, or his designee, shall be authorized to issue permits for events deemed to be Minor Events. The City Council is being asked to review this minor event application as there are several factors that vary from other minor event applications.

- The applicant is asking to use city property for parking that is not normally used for special events (vacant lot Map 033-006/120 Harrison Avenue)
- The applicant is not the owner of the property located at 109 Harrison Avenue
- The event will exceed four hours in length and have loud music.
- Department heads have the following concerns: Planning and Economic Development has a concern of loud music (See section 8.8.1.1 regarding permissible sound levels and times of allowable limits), two separate residential units located at the location that share a driveway, Public Works has requested that the parking area (owned by the city) be staked off with ribbons on the back edge, and Police Department cannot give permission for the event to disturb others peace on that day and that department will follow the State of Maine disorderly conduct law.

Mr. Greenleaf is unable to attend the meeting but the property owner will be present to answer questions that may arise.

Gordon James, property owner of 109 Harrison Avenue, which is where the wedding/reception will be held, was present to answer any questions the Council may have had.

City Manager Landes explained that the City did receive the insurance binder. However, the wording does not protect the City from all liability.

Gordon James responded that he can contact the insurance company to make the correction to clearly state the City will be cleared of all liability.

Councilor Berry asked Chief Toman if Harrison Avenue is an open parking area and do cars typically park there.

Chief Toman replied that is an open parking area along side of the road and no cars do not typically park there.

Councilor Berry asked Chief Toman if they would be ticketed or towed if they park there. Chief Toman responded that we would let them be. As a matter of routine, we only see an occasional vehicle parked there.

Councilor Ault moved to approve the minor special event permit for Chris Greenleaf with the following conditions: the property owner gives written permission for the event, the other occupant of the residential unit is made aware of the event, the music will not exceed the allowable decibels according to state law, proof of insurance naming the city as a loss payee will be provided, and the city owned lot being used will be staked with ribbons for safety measures. In addition updated insurance binder information is required to reflect the changes discussed.

Councilor Rines seconded.

Mayor Hart asked for any discussion.

Councilor Ault stated that he has worked with Chris Greenleaf and his future wife to make sure this event is what their vision looks like. They have fully cooperated. Thanks to City staff to working together with Chris on this event.

Mayor Hart asked for any further discussion. Seeing none. All those in favor. Unanimous

### **8. Discussion surrounding proposed FY20 Budget**

This agenda item is provided for the City Council to have a discussion surrounding the proposed FY20 budget.

On April 17, 2019 and April 22, 2019, the City Council attended a general work session that provided the City Manager and department heads a chance to explain changes in their proposed budgets that exceeded \$1,000.00.

After discussion between the City Council, City Manager Landes and Finance Director Brown; the Council sent the proposed budget back with the recommendations of reducing the budget by two hundred thousand and by one hundred thousand.

### **9. Accept minutes of April 10, 2019 and April 24, 2019**

Councilor Cusick moved to approve the minutes of April 10, 2019 and April 24, 2019 as presented.

Councilor White seconded.

Mayor Hart asked for any discussion. Seeing none. All those in favor. Unanimous

▪ **CITY MANAGER REPORT**

- New police officer, Alonzo Connor
- I will be in Fort Lauderdale next week Wednesday through Friday representing MMA at a Conference
- I have been asked and fully funded to attend the Maine Development Foundation Institute for Civic Leadership. This session runs June through April.

▪ **CITY COUNCIL REPORT**

Councilor Ault: Jared Golden at the Library on May 9<sup>th</sup> from 11-1, Ordinance Review Committee is reviewing Marijuana

Councilor Cusick: 21 Adams Street, the wall on Mechanic Street is leaning and may need repair by MDOT

Councilor White: all set

Councilor Berry: I don't want the Department Heads to not feel appreciated

Councilor Rees: Happy to see daffodils. Happy to see the streets and sidewalks getting cleaned up, thanks to DHs for all the hard work on the budget, wants review of the City Charter.

City Manager Landes responded that the City Charter is her list for the future.

Councilor Dolley: All set

Councilor Rines: Thanked DHs, encourage the residents to get involved in the budget

Mayor Hart: Three new businesses: 1. Beautiful Dreamers, 2. Sew Fit and 3. Sew & Sews, sorry to see Chapmans to come down, look for to the bridge project, Artwalk is coming on the 17<sup>th</sup>, City staff has been working on a grant application with Johnson Hall, thanked Tony for the Washington Ave, thank everyone for their patience and dedication for all the hard work on the budget, It doesn't help when we lose dispatch services and have to search elsewhere, and lose some of our paving funds from the State in addition to the revenue sharing.

▪ **EXECUTIVE SESSION**

None

▪ **ADJOURN**

Councilor Cusick moved to adjourn.

Councilor Dolley seconded.

Mayor Hart asked for any discussion. Seeing none. All those in favor. Unanimous 7:49pm

*(Draft minutes until approved during the May 22, 2019 Council Meeting)*