



**GARDINER CITY COUNCIL  
AGENDA ITEM INFORMATION SHEET**



<b>Meeting Date</b>	10/30/2019	<b>Department</b>	City Council
<b>Agenda Item</b>	4.4 Consider Approval of a Major Special Event - Wreaths Across America		
<b>Est. Cost</b>	n/a		

**Background Information**

Attached is an application for a Major Special Event from James Keenan for the Wreaths Across America. This event is held to inform the public of the history and purpose of the program.

The program is also asking the city to waive the \$100 Major Special Event Application Fee.

<b>Requested Action</b>	'I move to approve the Major Special Event Permit for Wreaths Across America and waive the \$100 Special Event Permit Fee.'
<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 _____



**Special Event  
Application**

Applicant's Name: <u>James Keenan</u>
Applicant's Address: <u>561 Northern Ave, Farmingdale, Me. 04344</u>
Applicant's Phone Number(s): <u>(207) 582-6530 cell 310-8014</u>
Applicant's Email Address:
Event Name: <u>Wreaths Across America Informational/Educational Trailer</u>
Date(s): <u>November 16-17</u>
Location: <u>Waterfront Park</u>
Event Description: <u>Inform public of history and purpose of the Wreaths Across America program.</u>

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 \_\_\_\_\_

	YES	NO
Have you made arrangements with Public Safety to ensure public safety, crowd control and noise levels?	✓	
Have you addressed parking?	✓	
Have you made arrangements for clean-up and/or trash removal?		✓
Will you be providing port-a-potties?		✓
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.		✓
Will there be a parade associated with the event? If yes, have you contacted the Chief of Police?		✓
Will you be posting a banner? If yes, you must contact the Code Enforcement Officer with details and for approval.		✓
Will you need electricity? If so, how many hours? If yes, you must contact the Buildings & Grounds Director.		✓
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)		✓
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)	✓	

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.

James A Keenan  
Applicant's Signature

10/16/19  
Date

Office use only:

Received in Clerk's Office by KSS Date 10/16/19

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



<b>Special Event Application</b>
--------------------------------------

Event Needs Requested

Date of Event November 16-17

Name of Event Wreaths Across America Trailer

	City Services Contacted	Estimate of Department Cost	Department Head Initials
<b>Police:</b>  207-582-5150 <a href="mailto:jtoman@gardinermaine.com">jtoman@gardinermaine.com</a>			
<b>Fire:</b>  207-582-4535 <a href="mailto:anelson@gardinermaine.com">anelson@gardinermaine.com</a>			
<b>Public Works/ Buildings &amp; Grounds:</b>  207-582-4408 <a href="mailto:tlaplante@gardinermaine.com">tlaplante@gardinermaine.com</a>			
<b>Economic Development:</b>  207-582-6892 <a href="mailto:tdesjardins@gardinermaine.com">tdesjardins@gardinermaine.com</a>			
<b>Code Enforcement Office:</b>  207-582-6892 <a href="mailto:ceo@gardinermaine.com">ceo@gardinermaine.com</a>			
	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

## Kelly Gooldrup

---

**From:** Jim Toman  
**Sent:** Wednesday, October 16, 2019 10:54 AM  
**To:** Kelly Gooldrup  
**Subject:** RE: Major Special Event - Wreaths Across America

PD has no concerns with issuance and there are no fees associated. Parking the unit at the Waterfront for a couple of days should pose no issues.

JT

**From:** Kelly Gooldrup <KGooldrup@gardinermaine.com>  
**Sent:** Wednesday, October 16, 2019 9:56 AM  
**To:** Al Nelson <ANelson@gardinermaine.com>; Christine Landes <CLandes@gardinermaine.com>; Jim Toman <JToman@gardinermaine.com>; Kristopher McNeill <kmcneill@gardinermaine.com>; Tony Laplante <TLaplante@gardinermaine.com>; Tracey Desjardins <TDesjardins@gardinermaine.com>  
**Subject:** Major Special Event - Wreaths Across America

Please review the attached application for a major special event – Wreaths Across America. They are asking for any fees to be waived as they are a nonprofit organization.

Thank you,

Kelly J. Gooldrup  
City Clerk | Registrar of Voters  
Notary Public | Dedimus Justice  
City of Gardiner  
6 Church Street  
Gardiner, ME 04345  
P: 207-582-4460 | F: 207-582-6895  
E: kgooldrup@gardinermaine.com  
W: www.gardinermaine.com



## Kelly Gooldrup

---

**From:** Al Nelson  
**Sent:** Wednesday, October 16, 2019 10:50 AM  
**To:** Kelly Gooldrup; Christine Landes; Jim Toman; Kristopher McNeill; Tony Laplante; Tracey Desjardins  
**Subject:** RE: Major Special Event - Wreaths Across America

FD has no issues

**From:** Kelly Gooldrup <KGooldrup@gardinermaine.com>  
**Sent:** Wednesday, October 16, 2019 9:56 AM  
**To:** Al Nelson <ANelson@gardinermaine.com>; Christine Landes <CLandes@gardinermaine.com>; Jim Toman <JToman@gardinermaine.com>; Kristopher McNeill <kmcneill@gardinermaine.com>; Tony Laplante <TLaplante@gardinermaine.com>; Tracey Desjardins <TDesjardins@gardinermaine.com>  
**Subject:** Major Special Event - Wreaths Across America

Please review the attached application for a major special event – Wreaths Across America. They are asking for any fees to be waived as they are a nonprofit organization.

Thank you,

Kelly J. Gooldrup  
City Clerk | Registrar of Voters  
Notary Public | Dedimus Justice  
City of Gardiner  
6 Church Street  
Gardiner, ME 04345  
P: 207-582-4460 | F: 207-582-6895  
E: kgooldrup@gardinermaine.com  
W: www.gardinermaine.com





## Kelly Gooldrup

---

**From:** Tracey Desjardins  
**Sent:** Wednesday, October 16, 2019 10:12 AM  
**To:** Kelly Gooldrup; Al Nelson; Christine Landes; Jim Toman; Kristopher McNeill; Tony Laplante  
**Subject:** RE: Major Special Event - Wreaths Across America

If this is something that the City has done in the past with waiving fees for non-profits, I approve.

Thank you

*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](mailto:tdesjardins@gardinermaine.com)

w: [www.gardinermaine.com](http://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:** Kelly Gooldrup  
**Sent:** Wednesday, October 16, 2019 9:56 AM  
**To:** Al Nelson <[ANelson@gardinermaine.com](mailto:ANelson@gardinermaine.com)>; Christine Landes <[CLandes@gardinermaine.com](mailto:CLandes@gardinermaine.com)>; Jim Toman <[JToman@gardinermaine.com](mailto:JToman@gardinermaine.com)>; Kristopher McNeill <[kmcneill@gardinermaine.com](mailto:kmcneill@gardinermaine.com)>; Tony Laplante <[TLaplante@gardinermaine.com](mailto:TLaplante@gardinermaine.com)>; Tracey Desjardins <[TDesjardins@gardinermaine.com](mailto:TDesjardins@gardinermaine.com)>  
**Subject:** Major Special Event - Wreaths Across America

Please review the attached application for a major special event – Wreaths Across America. They are asking for any fees to be waived as they are a nonprofit organization.

Thank you,

Kelly J. Gooldrup  
City Clerk | Registrar of Voters  
Notary Public | Dedimus Justice  
City of Gardiner  
6 Church Street  
Gardiner, ME 04345  
P: 207-582-4460 | F: 207-582-6895  
E: [kgooldrup@gardinermaine.com](mailto:kgooldrup@gardinermaine.com)  
W: [www.gardinermaine.com](http://www.gardinermaine.com)



## Kelly Gooldrup

---

**From:** Tony Laplante  
**Sent:** Thursday, October 17, 2019 5:48 AM  
**To:** Kelly Gooldrup  
**Subject:** RE: Major Special Event - Wreaths Across America

No concerns from PW

**From:** Kelly Gooldrup  
**Sent:** Wednesday, October 16, 2019 9:56 AM  
**To:** Al Nelson <ANelson@gardinermaine.com>; Christine Landes <CLandes@gardinermaine.com>; Jim Toman <JToman@gardinermaine.com>; Kristopher McNeill <kmcneill@gardinermaine.com>; Tony Laplante <TLaplante@gardinermaine.com>; Tracey Desjardins <TDesjardins@gardinermaine.com>  
**Subject:** Major Special Event - Wreaths Across America

Please review the attached application for a major special event – Wreaths Across America. They are asking for any fees to be waived as they are a nonprofit organization.

Thank you,

Kelly J. Gooldrup  
City Clerk | Registrar of Voters  
Notary Public | Dedimus Justice  
City of Gardiner  
6 Church Street  
Gardiner, ME 04345  
P: 207-582-4460 | F: 207-582-6895  
E: [kgooldrup@gardinermaine.com](mailto:kgooldrup@gardinermaine.com)  
W: [www.gardinermaine.com](http://www.gardinermaine.com)





Date Received: 10/16/19

Received by: KTG

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

Date of Event: Nov. 16-17

	Minor Special Event	Major Special Event	Liquor License	DBA License	Junk Yard Permit	Other License	Boards & Committees
<u>Paid</u>							
<u>Email DH &amp; CM</u>		10/16/19					
<u>Email Gardiner Main Street</u>		—					
<u>Approved by:</u>							
<u>CM</u>		CM					
<u>PD</u>		10/16/19					
<u>FD</u>		10/16/19					
<u>PW&amp;BG</u>		10/17/19					
<u>CEO</u>		KM					
<u>ED</u>		10/16/19					
<u>Add to Agenda</u>		10/30/19					
<u>Legal Ad to KJ</u>							
<u>Add to Events Calendar</u>							
<u>Add to DBA List</u>							
<u>Issue License/Permit</u>							
<u>Notify Applicant of Council Meeting</u>							
<u>Notify Applicant of Approval or Denial</u>							
<u>Create Oath Sheet</u>							
<u>Swear in</u>							
<u>Contact Info to Board/Committee</u>							
<u>Update TRIO</u>							
<u>Update Website</u>							

Notes: