



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



<b>Meeting Date</b>	04/10/2019	<b>Department</b>	City Council
<b>Agenda Item</b>	4.8 Consideration of a Major Special Event: Memorial Day Parade/Smith Wiley American Legion		
<b>Est. Cost</b>	n/a		
<b>Background Information</b>	The Smith-Wiley American Legion has submitted an application for the annual Memorial Day Parade and Ceremony being held on Monday, May 27, 2019 at 10am.		
<b>Requested Action</b>	'I move to approve the Major Special Event for the Smith Wiley American Legion to be held on Monday, May 27, 2019.'		
<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 _____



**CITY OF GARDINER**  
**SPECIAL EVENT PERMIT APPLICATION**

Applicant's Name: Smith Wiley American Legion  
Applicant's Address: 46 Griffin Street, Gardiner

Applicant's Phone: (H) 582-6530 (W) \_\_\_\_\_ (Cell) 310-8014

Applicant's E-mail Address: \_\_\_\_\_

Event Name: Memorial Day Parade

Date(s): Monday May 27 Time (s): 10:00 am

Location: Bunsbick Ave. - Gardiner Commons

**Event Description**

\_\_\_\_\_  
\_\_\_\_\_

Applicant has requested any fee be waived for the following reason:

☒ non-profit charitable cause ☐ sponsored Gardiner River Fest, LLC or Gardiner Main St

	Yes	No
Have you made arrangements with Public Safety to ensure public safety, crowd control, and noise level?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Have you addressed parking?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Have you made arrangements for clean-up and/or trash removal?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Will you be providing port-a-potties?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Will the applicant provide proof of insurance to the City, with the City of Gardiner being named as additionally insured?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Will there be any use of fire, i.e. tiki torches, grills, barbecues, bonfires, etc? <b>NOTE: A burn permit must also be obtained from the fire department for the date specified</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Will there be a parade associated with the event? If yes, have you contacted the Chief of Police?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Will you be posting a banner?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Will you need electricity? If so, how man hours?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Additional event information: <u>Commons 2 hours</u> <u>wants to attend Council Meeting.</u>		



**CITY OF GARDINER**  
**SPECIAL EVENT PERMIT 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.
- ☒ Failure to answer all the questions in this application may result in the application not being presented to the City Council.
- ☒ Events are considered rain/shine.
- ☒ This permit does not authorize alcohol on any public property, including, but not limited to the Common, Waterfront, streets and sidewalks.
- ☒ ~~This is a **Minor Event** – it will not exceed four hours in duration and fewer than 100 people will be affiliated – i.e., wedding ceremony, etc.~~

☒ **This is a Major Event – it will exceed four hours in duration and more than 100 people will attend—i.e., community festival, carnival, street dance, etc. Major Events involve additional City Services and fees for services apply—i.e., police protection, cleanup, electricity.**

*James A. Keenan*  
 Applicant's Signature

3/11/19  
 Date

Received in Clerk's Office by <u>KSG</u>		Date <u>3/11/19</u>	
CM <input checked="" type="checkbox"/>	Police <input checked="" type="checkbox"/>	Fire <input checked="" type="checkbox"/>	PW <input checked="" type="checkbox"/>
B&G <input checked="" type="checkbox"/>	CEO <input checked="" type="checkbox"/>	ED <input checked="" type="checkbox"/>	

**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 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





**CITY OF GARDINER  
SPECIAL EVENT PERMIT APPLICATION**

**EVENT ESTIMATE**

Date of Event May 27 Name of Event Memorial Day Parade Ceremony

	City Services Requested	Estimate of Dept Cost	Dept Head Initial
Police ✓	Traffic control	\$800	see email
Fire ✓			
PW ✓			
B&G ✓			
City Hall ✓			
	Total Amount Invoiced		

Additional comments:

Date Received: 3/11/19

Received by: KSG

Name of

Business/Event/

Board/Committee: Memorial Day Parade

Date of Event: Monday, May 27, 2019

	Minor Special Event	Major Special Event	Liquor License	DBA License	Other License	Boards & Committees
<u>Paid</u>						
<u>Email DH &amp; CM</u>		3/11/19				
<u>Email Gardiner</u>						
<u>Main Street</u>						
<u>Approved by:</u>						
<u>CM</u>		CMC				
<u>PD</u>		4/3/19				
<u>FD</u>		3/13/19				
<u>PW&amp;BG</u>		3/12/19				
<u>CEO</u>		3/11/19				
<u>ED</u>		3/11/19				
<u>Add to Agenda</u>		4/10/19				
<u>Legal Ad to KJ</u>						
<u>Add to Events</u>						
<u>Calendar</u>						
<u>Add to DBA List</u>						
<u>Issue License</u>						
<u>Notify Applicant of</u>						
<u>Council Meeting</u>						
<u>Notify Applicant of</u>						
<u>Approval or Denial</u>						
<u>Create Oath Sheet</u>						
<u>Swear in</u>						
<u>Contact Info to</u>						
<u>Board/Committee</u>						
<u>Update TRIO</u>						
<u>Update Website</u>						

Notes:

## Kelly Gooldrup

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**From:** Barbara Skelton  
**Sent:** Monday, March 11, 2019 2:34 PM  
**To:** Kelly Gooldrup; Christine Landes; Thomas Fiorelli; Jim Toman; Al Nelson; Tony Laplante  
**Subject:** RE: Major Special Event - Memorial Day Parade

Hi Kelly,

The CEO has no concerns with issuing this permit.

Barb

Barbara E. Skelton  
Code Enforcement Officer/Assistant Planner  
City of Gardiner

[ceo@gardinermaine.com](mailto:ceo@gardinermaine.com)

FIRST PREVENTERS: A First Preventer may go under the title of building inspector, building official, code enforcement officer, fire chief, fire marshal, building safety official, electrical inspector, plumbing inspector, plan reviewer or health officer. But the labels merely obscure their common mission: to prevent harm by ensuring compliance with building safety codes before a disaster occurs. From hurricanes to tornados, floods, wildfires and earthquakes, building safety codes administered by First Preventers play a major role in saving lives, protecting property and reducing recovery costs often paid for by taxpayer dollars.

**From:** Kelly Gooldrup  
**Sent:** Monday, March 11, 2019 1:15 PM  
**To:** Christine Landes <CLandes@gardinermaine.com>; Thomas Fiorelli <TFiorelli@gardinermaine.com>; Jim Toman <JToman@gardinermaine.com>; Al Nelson <ANelson@gardinermaine.com>; Tony Laplante <TLaplante@gardinermaine.com>; Barbara Skelton <ceo@gardinermaine.com>  
**Subject:** Major Special Event - Memorial Day Parade

Please review the attached application for a major special event – Memorial Day Parade.  
They said they will speak with Chief Toman about traffic and parking.  
They are requesting electricity at the Common for about 2 hours.

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

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**From:** Thomas Fiorelli  
**Sent:** Monday, March 11, 2019 3:00 PM  
**To:** Kelly Gooldrup; Christine Landes; Jim Toman; Al Nelson; Tony Laplante; Barbara Skelton  
**Subject:** RE: Major Special Event - Memorial Day Parade

I have no objections or concerns at this time.

Tom

**From:** Kelly Gooldrup  
**Sent:** Monday, March 11, 2019 1:15 PM  
**To:** Christine Landes <CLandes@gardinermaine.com>; Thomas Fiorelli <TFiorelli@gardinermaine.com>; Jim Toman <JToman@gardinermaine.com>; Al Nelson <ANelson@gardinermaine.com>; Tony Laplante <TLaplante@gardinermaine.com>; Barbara Skelton <ceo@gardinermaine.com>  
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E: kgooldrup@gardinermaine.com  
W: www.gardinermaine.com



## Kelly Gooldrup

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**From:** Tony Laplante  
**Sent:** Tuesday, March 12, 2019 11:45 AM  
**To:** Kelly Gooldrup; Christine Landes; Thomas Fiorelli; Jim Toman; Al Nelson; Tony Laplante; Barbara Skelton  
**Subject:** RE: Major Special Event - Memorial Day Parade

PW has no concerns. Power is available in the gazebo.

Tony

**From:** Kelly Gooldrup  
**Sent:** Monday, March 11, 2019 1:15 PM  
**To:** Christine Landes <CLandes@gardinermaine.com>; Thomas Fiorelli <TFiorelli@gardinermaine.com>; Jim Toman <JToman@gardinermaine.com>; Al Nelson <ANelson@gardinermaine.com>; Tony Laplante <TLaplante@gardinermaine.com>; Barbara Skelton <ceo@gardinermaine.com>  
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W: [www.gardinermaine.com](http://www.gardinermaine.com)





## Kelly Gooldrup

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**From:** Al Nelson  
**Sent:** Wednesday, March 13, 2019 9:21 AM  
**To:** Kelly Gooldrup; Christine Landes; Thomas Fiorelli; Jim Toman; Tony Laplante; Barbara Skelton  
**Subject:** RE: Major Special Event - Memorial Day Parade

FD has no issues

**From:** Kelly Gooldrup <KGooldrup@gardinermaine.com>  
**Sent:** Monday, March 11, 2019 1:15 PM  
**To:** Christine Landes <CLandes@gardinermaine.com>; Thomas Fiorelli <TFiorelli@gardinermaine.com>; Jim Toman <JToman@gardinermaine.com>; Al Nelson <ANelson@gardinermaine.com>; Tony Laplante <TLaplante@gardinermaine.com>; Barbara Skelton <ceo@gardinermaine.com>  
**Subject:** Major Special Event - Memorial Day Parade

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## Kelly Gooldrup

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**From:** Jim Toman  
**Sent:** Wednesday, April 3, 2019 8:58 AM  
**To:** Kelly Gooldrup; Christine Landes  
**Subject:** RE: Memorial Day Parade

PD is fine with approval but has a cost of \$800 for traffic control.

JT

**From:** Kelly Gooldrup <KGooldrup@gardinermaine.com>  
**Sent:** Tuesday, April 2, 2019 12:52 PM  
**To:** Christine Landes <CLandes@gardinermaine.com>  
**Cc:** Jim Toman <JToman@gardinermaine.com>  
**Subject:** RE: Memorial Day Parade

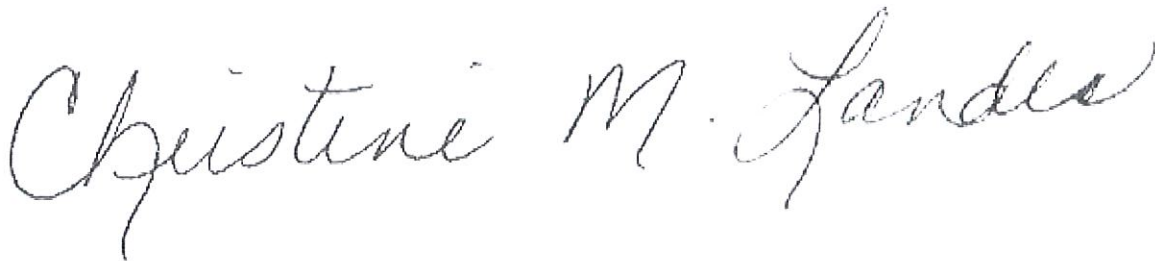
I spoke with him on phone today. He will be in to speak with Chief Toman this afternoon if possible.

**From:** Christine Landes  
**Sent:** Tuesday, April 2, 2019 11:35 AM  
**To:** Kelly Gooldrup <KGooldrup@gardinermaine.com>  
**Cc:** Jim Toman <JToman@gardinermaine.com>  
**Subject:** Memorial Day Parade

Kelly:

Chief Toman has not heard from the Legion regarding traffic detail. Can you please verify that they reach out to him asap?

Thanks  
Christine



*Christine M. Landes*, MBA/CMM  
City Manager  
City of Gardiner  
6 Church Street  
Gardiner, Me. 04345  
207-582-4200 City Hall  
207-582-6895 Fax  
[clandes@gardinermaine.com](mailto:clandes@gardinermaine.com)