



GARDINER CITY COUNCIL AGENDA ITEM INFORMATION SHEET



Meeting Date		Department	
Agenda Item			
Est. Cost			
Background Information			
Requested Action			
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 _____

**APPLICATION FOR A
LICENSE/BUSINESS/EVENT**

Business Name	Gardiner Rotary Club #6130
Business Location	
Business Mailing Address	PO Box 365
Contact Owner Name	Rusty Greenleaf
Mailing Address (if different)	128 Cobbossee Ave
Phone Number	207-242-6481
Business Number	Same
Email Address	rgreenleaf@gardinermaine.com
Type of Business	Civic Group
Description of Business (attach paper if necessary)	Non Profit ^{Civic} organization
Business Hours	Thursdays 7:30 - 8:30

Staff contacts for Licensing

Gardiner City Clerk Kathleen Cutler P: 207-582-2223 F: 207-582-6895 E: kcutter@gardinermaine.com	Code Enforcement Officer Kristopher McNeil P: 207-582-6892 C: 207-620-4853 E: kmcneill@gardinermaine.com
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City Hall Office Hours

Monday, Tuesday, Thursday: 8:00am-4:00pm Wednesday: 12:00am-6:00pm Friday: 8:00am-12:00pm

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

*	See Code Enforcement Officer after talking with the City Clerk
C	This License will need to go before council. Please ask the City Clerk for next meeting date.

Type of License Being Applied for:

(check all that apply)

*		DBA - Doing Business As (One-time Registration) -required	\$10	
*	C	Adult Business	\$250	
*	C	Automobile Recycling Business (5 year)	\$250	
		Beano/Bingo/Games of Chance/Pinball Machines (Annual)	\$10	
*	C	Food Truck / Mobile Food Vending Unit (Annual)	\$100	
*	C	Food Truck / Mobile Food Vending Unit (3-Day)	\$20	
*	C	Junkyard (<100 ft highway) (Annual)	\$200	
*	C	Junkyard (>100 ft highway) (Annual)	\$50	
		LIQUOR		
*	C	Liquor/Bottle Club (1-50 seats) (Annual)	\$75	
*	C	Liquor/Bottle Club (51-100 seats)(Annual)	\$100	
*	C	Liquor/Bottle Club (101+ seats) (Annual)	\$150	
	C	Catering Off-Premises (liquor is served) (per event)	\$10	
*	C	Outside Consumption Permit (Annual)	\$25	
	C	Tavern Keeper (Annual)	\$25	
	C	Pawn (Annual)	\$50	
		Sales – special / pop-up / etc. (per event/sale)	\$25	
		Shooting Galleries/Pool Hall/Bowling Alley (Annual)	\$50	
		Solid Waste Collection (plus \$5 per additional truck)	\$25	
		Special Event - Exhibitions & Shows (Minor)	\$50	
	C	Special Event - Exhibitions & Shows (Major)	\$100	
	C	Entertainment/Special Amusement (Annual)	\$75	
*	C	Mass Gathering	\$550	
*		Street Seller (Per Event)	\$20	
*		Street Seller (Annual)	\$50	
*		Street Seller - Farmers Market (Annual)	\$10	
	C	Taxi / Vehicles for Hire	\$50	
	C	Victualers License to Sell Food (Annual)	\$50	<i>ed</i>
	C	Victualers License to Sell Food – Festival / per event	\$25	
	C	Victualers License to Sell Food - Non-profit (Annual)	\$10	<i>✓</i>
*		Sidewalk Café Permit	\$10	



Office use only:

Received in Clerk's Office by Katey Cullen Date 4/22/20

Approved by:

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

Please see attached email verification.

City Council Approval (If necessary)

City Council hereby finds that:

1. The proposed License is consistent with the goal of promoting the use of City owned property for recreational, entertainment or charitable events; and
2. That the proposed License 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

Kathleen Cutler

From: Denise Brown
Sent: Wednesday, April 22, 2026 4:47 PM
To: Kathleen Cutler
Subject: RE: Rotary Victualers license

No Issue with ICM or FD

Denise M. Brown
Interim City Manager
& Finance/HR Director | City of Gardiner
6 Church Street
Gardiner, ME 04345
207-582-4200
dbrown@gardinermaine.com
www.gardinermaine.gov

From: Kathleen Cutler <KCutler@gardinermaine.com>
Sent: Wednesday, April 22, 2026 4:28 PM
To: departmentheads <departmentheads@gardinermaine.com>; Kristopher McNeill <kmcneill@gardinermaine.com>
Subject: Rotary Victualers license

Attached please find the application for a renewal for Gardiner Rotary Victualer's license.

Kathleen L. Cutler
City Clerk/Tax Collector/Deputy Treasurer
(207) 582-2223
Fax: (207) 582-6895

Kathleen Cutler

From: Kristopher McNeill
Sent: Wednesday, April 22, 2026 5:30 PM
To: Kathleen Cutler; departmentheads
Subject: RE: Rotary Victualers license

No issues Kathy

From: Kathleen Cutler <KCutler@gardinermaine.com>
Sent: Wednesday, April 22, 2026 4:28 PM
To: departmentheads <departmentheads@gardinermaine.com>; Kristopher McNeill <kmcneill@gardinermaine.com>
Subject: Rotary Victualers license

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City Clerk/Tax Collector/Deputy Treasurer
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Fax: (207) 582-6895

Kathleen Cutler

From: Rick Sieberg
Sent: Friday, April 24, 2026 9:23 AM
To: Kathleen Cutler; departmentheads; Kristopher McNeill
Subject: RE: Rotary Victualers license

Kathy,

No problems for the FD.

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

From: Kathleen Cutler <KCutler@gardinermaine.com>
Sent: Wednesday, April 22, 2026 4:28 PM
To: departmentheads <departmentheads@gardinermaine.com>; Kristopher McNeill <kmcneill@gardinermaine.com>
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Kathleen Cutler

From: Dawn Thistle
Sent: Thursday, April 23, 2026 10:27 AM
To: Kathleen Cutler; departmentheads; Kristopher McNeill
Subject: RE: Rotary Victualers license

Good with the library.

From: Kathleen Cutler <KCutler@gardinermaine.com>
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Fax: (207) 582-6895

Kathleen Cutler

From: Todd Pilsbury
Sent: Thursday, April 23, 2026 7:44 AM
To: Kathleen Cutler
Subject: RE: Rotary Victualers license

No issue with PD.

Chief Todd H. Pilsbury

City of Gardiner Police Department
(207)582-3211 (office)
(207)215-5430 (cell)

From: Kathleen Cutler <KCutler@gardinermaine.com>
Sent: Wednesday, April 22, 2026 4:28 PM
To: departmentheads <departmentheads@gardinermaine.com>; Kristopher McNeill <kmcneill@gardinermaine.com>
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Kathleen E. Cutler

City Clerk/Tax Collector/Deputy Treasurer
(207) 582-2223
Fax: (207) 582-6895

Kathleen Cutler

From: John Cameron
Sent: Thursday, April 23, 2026 6:18 AM
To: Melissa Lindley; Kathleen Cutler; departmentheads; Kristopher McNeill
Subject: Re: Rotary Victualers license

good with pw

From: Melissa Lindley <MLindley@gardinermaine.com>
Sent: Wednesday, April 22, 2026 5:54 PM
To: Kathleen Cutler <KCutler@gardinermaine.com>; departmentheads <departmentheads@gardinermaine.com>; Kristopher McNeill <kmcneill@gardinermaine.com>
Subject: RE: Rotary Victualers license

No issues for me

Melissa Lindley
Economic Development Director
City of Gardiner
6 Church Street, Gardiner, ME 04345
office/cell: 207-582-6888
mlindley@gardinermaine.com
www.gardinermaine.gov

From: Kathleen Cutler <KCutler@gardinermaine.com>
Sent: Wednesday, April 22, 2026 4:28 PM
To: departmentheads <departmentheads@gardinermaine.com>; Kristopher McNeill <kmcneill@gardinermaine.com>
Subject: Rotary Victualers license

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Fax: (207) 582-6895

Kathleen Cutler

From: Melissa Lindley
Sent: Wednesday, April 22, 2026 5:54 PM
To: Kathleen Cutler; departmentheads; Kristopher McNeill
Subject: RE: Rotary Victualers license

No issues for me

Melissa Lindley
Economic Development Director
City of Gardiner
6 Church Street, Gardiner, ME 04345
office/cell: 207-582-6888
mlindley@gardinermaine.com
www.gardinermaine.gov

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