



GARDINER CITY COUNCIL AGENDA ITEM INFORMATION SHEET



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|------------------------------------|--|------------|--|
| Meeting Date | | Department | |
| Agenda Item | | | |
| Est. Cost | | | |
| Background Information | | | |
| | | | |
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| | | | |
| Requested Action | | | |
| City Manager and/or Finance Review | | | |
| Council Vote/ Action Taken | | | |
| Departmental Follow-Up | | | |

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

**Delegation of Authority
26-01**

BE IT ORDERED BY THE COUNCIL OF THE CITY OF GARDINER, MAINE:

- 1) ORDERED, That the City Council hereby authorizes the Code Enforcement Officer or City Clerk to review and approve or deny all requests to hang banners on city property, on behalf of the Municipal Officers, during the period of July 1, 2025 through June 30, 2026.
- 2) ORDERED, That the City Council hereby authorizes the Mayor to act on its behalf, to excuse the City Manager from City Council meetings on the grounds of illness or other circumstances, during the period July 1, 2025 through June 30, 2026.
- 3) ORDERED, That the City Council authorizes the Mayor to act on its behalf, to authorize Finance Director Denise Brown to be the first designee to the City Manager (should the City Manager be indisposed due to illness or other circumstances) including signatory duties and City Clerk/Tax Collector Kathleen Cutler be the second designee to the above duties during the period of July 1, 2025 through June 30, 2026.
- 4) ORDERED, That the City Council authorizes the City Clerk and/or Deputy City Clerk to sign all applications for beano, bingo or other games of chance on behalf of the Municipal Officers during the period of July 1, 2025 through July June 30, 2026.
- 5) ORDERED, That the City Council hereby authorizes the City Manager to approve and sign all business licenses (including liquor licenses) on behalf of the Municipal Officers, during the period July 1, 2025 through June 30, 2026 after review by all Department Heads and Code Enforcement.
- 6) ORDERED, That the City Council hereby authorizes the City Manager to sign all Off-premise Catering permits on behalf of the Municipal Officers, during the period July 1, 2025 through June 30, 2026 after review by Department Heads and Code Enforcement.
- 7) ORDERED, That the City Council hereby authorizes the City Manager, Public Works Director, or Code Enforcement Officer to approve and sign all applications for utility pole permits on behalf of the Municipal Officers, during the period July 1, 2025 through June 30, 2026.
- 8) ORDERED, That the City Council hereby authorizes the Public Works Director or Supervisor in his absence to sign Street Opening Permits on behalf of the Municipal Officers, during the period July 1, 2025 through June 30, 2026.

ATTEST

Kathleen Cutler
City Clerk

City Council

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**Delegation of Authority
27-05**

BE IT ORDERED BY THE COUNCIL OF THE CITY OF GARDINER, MAINE:

- 1) ORDERED, That the City Council hereby authorizes the Code Enforcement Officer or City Clerk to review and approve or deny all requests to hang banners on city property, on behalf of the Municipal Officers, during the period of July 1, 2026 through June 30, 2027.
- 2) ORDERED, That the City Council hereby authorizes the Mayor to act on its behalf, to excuse the City Manager from City Council meetings on the grounds of illness or other circumstances, during the period July 1, 2026 through June 30, 2027.
- 3) ORDERED, That the City Council authorizes the Mayor to act on its behalf, to authorize Denise Brown to be the first designee to the City Manager including signatory duties and the Kathleen Cutler be the second designee to the above duties during the period of July 1, 2026 through June 30, 2027.
- 4) ORDERED, That the City Council authorizes the City Clerk and/or Deputy City Clerk to sign all applications for, special events, liquor and victualer licenses, beano, bingo or other games of chance on behalf of the Municipal Officers during the period of July 1, 2026 through June 30, 2027.
- 5) ORDERED, That the City Council hereby authorizes the City Manager to approve and sign all business licenses on behalf of the Municipal Officers, during the period July 1, 2026 through June 30, 2027 after review by all Department Heads and Code Enforcement.
- 6) ORDERED, That the City Council hereby authorizes the City Manager to sign all Off-premise Catering permits on behalf of the Municipal Officers, during the period July 1, 2026 through June 30, 2027 after review by Department Heads and Code Enforcement.
- 7) ORDERED, That the City Council hereby authorizes the City Manager, Public Works Director, or Code Enforcement Officer to approve and sign all applications for utility pole permits on behalf of the Municipal Officers, during the period July 1, 2026 through June 30, 2027.
- 8) ORDERED, That the City Council hereby authorizes the Public Works Director or Supervisor in his absence to sign Street Opening Permits on behalf of the Municipal Officers, during the period July 1, 2026 through June 30, 2027.

ATTEST

Kathleen Cutler
City Clerk

City Council

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