



Presque Isle City Council Meeting

Wednesday, December 2nd, 2020

6:00 PM

Presque Isle Council Chambers

AGENDA

Call to Order

Roll Call

Pledge of Allegiance

Public Hearing

1. 2021 Municipal Budget (Second Hearing)
2. Consider adopting changes to the Presque Isle Development Fund By-Laws
3. Approval for a Taxi Cab License to Jeff Nichols d/b/a Jeff's Taxi (Single Hearing)

Citizen Comments

Consent Agenda

4. Minutes from November 4th, 5th and 18th, 2020
5. Approve 2020 Warrants #42 - #46, totaling \$4,918,484.24
6. Approve Return of Votes Cast for November 3, 2020

Old Business

7. City Hall Update

New Business

8. 2020 Annual Report Dedication
9. Fire Department Update
10. Transfer Funds from Presque Isle Development Fund Reserve Account
11. Ordinances due to "Sunset Provision"
12. Schedule Public Hearing for Dangerous Buildings

Budget Workshop

2021 City Budget

Manager's Report

Announcements

Adjournment

The Office of the City Manager
Martin Puckett
Email: mpuckett@presqueisleme.us

MEMORANDUM

TO:	Honorable City Council
FROM:	Martin Puckett, City Manager
DATE:	November 17, 2020
RE:	December 4th Council Meeting starting at 6pm, City Council Chambers

Agenda

Roll Call

Pledge of Allegiance

Public Hearings:

1. 2021 Municipal Budget (Second Hearing): Budget can be adopted after hearing.
2. Consider adopting changes to the Presque Isle Development Fund By-Laws: Discussed at a previous meeting, these changes will created new loan programs.
3. Approval for a Taxi Cab License to Jeff Nichols (tentative)

Citizen Comment

Consent Agenda: Unless council wants to discuss items individually, staff recommends approving in one motion.

4. Approve Minutes
5. Approve 2020 Warrants
6. Approve Return of Votes Cast for November 3, 2020

Old Business

7. City Hall Update: Committee will discuss updates since last council meeting.

New Business

8. 2020 Annual Report Dedication: announced at meeting.
9. Fire Department Update: Chief White will present a review of regional EMS. No action required.
10. Transfer Funds from Presque Isle Development Fund Reserve Account. If agenda item #2 is approved by council, a motion is required to dedicate the funds to the new programs to make loans available.
11. Ordinances due to "Sunset Provision" No action required at this time. Wanted to make council aware of ordinances that will need action for the January meeting.
12. Schedule Public Hearing for Dangerous Buildings: Set a public hearing for a property we have discussed. Staff recommends scheduling a public hearing.

Budget Workshop

Budget can be adopted, charter requirements have been fulfilled.

Manager's Report

Announcements

Adjournment

PRESQUE ISLE CITY COUNCIL MEETING

For:

December 2, 2020

AGENDA ITEM # 1

SUBJECT

PUBLIC HEARING: 2021 Municipal Budget (Second Hearing)

INFORMATION

1) Public Hearing Notice

REQUESTED ACTION

NOTICE OF PUBLIC HEARING CITY OF PRESQUE ISLE LEGAL NOTICE

NOTICE IS HEREBY given that the Presque Isle City Council will hold the **SECOND PUBLIC HEARING** on **December 2, 2020 at 6:00 PM** in the City Council Chambers, City Hall at 12 Second Street, to solicit comments on the proposed *2021 Municipal Budget*.

The public may attend the public hearing or submit written comments. You can obtain more information by contacting the City Clerk's Office at City Hall, 12 Second Street, Presque Isle, ME 04769 or by calling 760-2720.

ADA ASSISTANCE: Anyone needing special assistance at the public hearing due to a disability should contact the City of Presque Isle's City Clerk at 760-2720 at least two (2) business days prior to the meeting date.

Per Order of the City Council
Thomas C. King
City Clerk

PRESQUE ISLE CITY COUNCIL MEETING

For:

December 2, 2020

AGENDA ITEM # 2

SUBJECT

PUBLIC HEARING: Consider adopting changes to Presque
Isle Development Fund By-Laws

INFORMATION

- 1) Memo from Galen Weibley, dated November 19, 2020
- 2) By-Laws
- 3) Public Hearing Notice

REQUESTED ACTION

BE IT RESOLVED by Councilor _____, seconded by
Councilor _____ to adopting the changes made to
Presque Isle Development Fund By-Laws.



City of Presque Isle, Maine

From the desk of:

Galen Weibley

Email: gweibley@presqueisleme.us

MEMORANDUM

TO:	Honorable City Council
CC:	Martin Puckett, City Manager; Tom King, City Clerk Chelsea Stratton
DATE:	November 19, 2020
RE:	Public Hearing: Changing PI Development Fund By-Laws

Enclosed is a copy of the recommended changes by the Presque Isle Development Fund By-Laws. These changes will allow for increase programming and usage of PIDF funds and other revenue sources. Highlights of new programs offered by the city will include a Winterization and Rental Modernization (WARM) Program, Microfinancing Program, Downtown Façade Program and the Regional Economic Revolving Loan (REDRLP) Program. The PIDF Trustees unanimously approved sending these recommendations for the Council's consideration during their October 28, 2020 meeting. During the November 4, 2020 Council, meeting the Council unanimously voted to hold a public hearing for adoption of changes. Once the council has heard public comment and is satisfied with the language, please state the following:

Mr. Chairman, I move we adopt the PIDF By-Law ordinance change as submitted.

Motion made by: _____ Seconded by: _____

CHAPTER 25

CITY OF PRESQUE ISLE

Presque Isle Development Fund By-Laws



Approved by the City Council: June 1987
Amended by the City Council: March 6, 1995
Amended by the City Council: July 9, 2007
Amended by the City Council: September 7, 2011
Amended by the City Council: February 6, 2012
Amended by the City Council: October 1, 2012

Attest: _____
Tom King, City Clerk

City Seal

SECTION 1: PURPOSE

The Presque Isle Development Fund (PIDF) ~~Revolving Loan Fund~~ will help to create and/or retain jobs and to broaden the local tax base by providing low-interest loans and programs for existing and new businesses and industries in Presque Isle.

SECTION 2: LIMITATIONS

Sec. 2-A. The City of Presque Isle is the legal recipient and administrator of the Grant proceeds used to establish the Fund, acting through the ~~Planning & Development Department~~ Department of Economic & Community Development administrative staff, hereinafter referred to as **STAFF**.

Sec. 2-B. These bylaws will govern all rules and proceedings pertaining to loans and eligible business activities, and the rules and regulations of the U.S. Department of Housing and Urban Development (HUD), as applicable, will be used as a guideline in implementing the Presque Isle Development Fund.

SECTION 3: TRUSTEES

Sec. 3-A. Functions

The Presque Isle Development Fund Review committee, hereinafter referred to as **TRUSTEES**, will act in an advisory capacity to the Presque Isle City Council. The PIDF **TRUSTEES** will be responsible for the overall coordination for loans to (PIDF), including evaluation of applications for loans to businesses or corporations that will enhance the economy of the Presque Isle area by increasing and/or retaining the number of jobs and employees. The **TRUSTEES** will make recommendations to the City Council for approval of loan applications or new incentives/programs.

Sec. 3-B. Composition

There will be nine (9) **TRUSTEES**. One **TRUSTEE** from each of the following bodies, except where otherwise indicated below, will be appointed as a **TRUSTEE** by the City Council:

Presque Isle City Council (2)
Designated City employee (1)
Central Aroostook Chamber of Commerce (1)
Business Community (1)
Presque Isle At-Large Citizens (2)
Local Bank Representative (with commercial lending capacity preferred) (1)
Presque Isle Industrial Council (1)

The City Manager will be a Member of the BOARD OF TRUSTEES, EX OFFICIO, without a vote.

TRUSTEES will annually elect a Chair~~and~~, Vice-Chair, and Secretary at the first scheduled meeting in January of each year. The Chair will preside at all meetings of the committee and he/she will perform all the duties incidental to his/her office. The Vice-Chair will preside in the absence of the Chair and will have all the authority and responsibilities of this office. The Secretary will take an accurate record of all minutes and transactions during PIDF meetings.

Sec. 3-C. Terms of Office

1. TRUSTEES (2) representing the Presque Isle City Council will be appointed annually by the Council;
2. The Presque Isle Industrial Council will be represented by its Executive director, on an on-going basis;
3. A designated City employee will be appointed by the City Manager, on an on-going basis;
4. All other appointments shall be for staggered three (3) year terms, expiring on December 31, based on the following initial appointment rotation:
 - a. Chamber of Commerce Representative: ~~2010~~ 2019
 - b. At-Large Citizen (1): ~~2012~~ 2021
 - c. At-Large Citizen (1): ~~2012~~ 2021
 - d. Local Bank Representative (1): ~~2011~~ 2020
 - e. Business Community (1): ~~2012~~ 2021

Sec. 3-D. At such time as a TRUSTEE shall leave the employment of, or terminate his/her association with the organization or group that gave rise to the appointment as TRUSTEE, or no longer resides in Presque Isle, such TRUSTEE will be ineligible to continue to act as a TRUSTEE and the City Council will fill the vacancy caused thereby with another person from the same organization or group for the un-expired term of office.

Sec. 3-E.

A TRUSTEE's appointment will be considered vacated, if such TRUSTEE, without just cause, fails to attend three (3) consecutive meetings of the BOARD OF TRUSTEES; or fails to attend at least seventy-five percent (75%) of meetings held in any one (1) calendar year. By majority vote of the TRUSTEES, a determination that a TRUSTEE has failed to meet attendance requirements will be forwarded to the City Council. The final decision regarding a TRUSTEE's continued service will be made by the City Council.

Sec. 3-F

A TRUSTEE's appointment shall continue to serve at the expiration of their term until either a new member has been appointed or the expiration of ninety (90) days from the end of the term, whichever occurs first.

SECTION 4: ALL LOAN FUNDS RULES AND REGULATIONS

Sec. 4-A.

TRUSTEES, and all City employees are not directly or indirectly eligible for a loan.

Sec. 4-B.

City Councilors are not directly or indirectly eligible for a loan.

Sec. 4-C.

All costs of preparation of loan documentation will be borne by the applicant, although consulting assistance may be made available.

Sec. 4-D.

Prior to the release of funds, loan applicants must include evidence of approval for any permits required for operation of a business regulated by agencies such as the Department of Environmental Protection, Bureau of Public Lands, City of Presque Isle, etc.

Sec. 4-E.

Approvals or disapprovals of loan applications will be made in writing. In case of disapprovals, the reasons for such action will be established.

Sec. 4-F.

The TRUSTEES may, from time to time, propose to the City Council amendments of the rules and procedures, as appropriate and as necessary.

Sec. 4-G.

The TRUSTEES may, at their discretion, on a case-by-case basis, recommend to the City Council waiver of the established rate, term and/or minimum and maximum loan amounts on projects that demonstrate a clear benefit to the City.

SECTION 5: LOAN SELECTION REVIEW CRITERIA

- Sec. **5-A.** Except to the extent that this Ordinance contains a contrary provision, all provisions of the Ordinance of the City of Presque Isle shall be in addition to the provisions of this Ordinance.
- Sec. **5-B.** Borrower(s) will provide financial information, where relevant. Each loan request will be accompanied by a written application completed by the Borrower. The loan application will contain such financial information as deemed necessary by the TRUSTEES and will be approved and updated from time to time by the TRUSTEES, as deemed appropriate.
- Sec. **5-C.** All loans are to be made on a cooperative participation basis with private and public sources. ~~In addition to PIDF, each borrower's loan package must include private financing and a minimum equity participation of at least 20%. PIDF participation will not exceed one forth (25%) of the loan package. The TRUSTEES reserve the right to waive the required maximum participation limit of 25%, and also reserve the right to grant direct loans without participation with another lender, in extraordinary cases provided the justification for doing so is documented in the file.~~
- Sec. **5-D.** Loans requiring ~~The PIDF will require~~ collateral ~~which~~ may consist of one or more of the following, but will not be limited to: a mortgage on land, buildings, and equipment; assignment of warehouse receipts for marketable merchandise; assignment of certain types of contracts; a security interest on chattels, or in some instances, assignment of current receivables; and personal or corporate guarantees, secured or unsecured.
- Sec. **5-E.** Maturity will be structured to reflect the borrower's ability to pay and the type of loan and collateral offered, ~~but may not exceed ten (10) years on equipment or fifteen (15) years on real estate. Balloon payments may be required by the TRUSTEES. Maturity of working capital loans, however, usually will be set at no more than seven (7) years.~~
- Sec. **5-F.** Interest rates will be set on each individual loan request at the time of recommendation by the TRUSTEES.

SECTION 6: GENERAL LOAN CLOSING

- Sec. **6-A.** Disbursements will be made upon loan closing, as called for by loan documents, or as determined by mutual agreement of the parties.
- Sec. **6-B.** There will be no prepayment penalty.
- Sec. **6-C.** Legal Representation:

The City Solicitor, on behalf of the City will contact the borrower, or his/her representative, and the participating financial institution and undertake preparation for closing the loan. After scheduling the closing date, the City Solicitor will prepare documentation for the closing of the PIDF loan.

SECTION 6: OPERATIONAL GUIDELINES FOR DEVELOPMENT FUND LOAN PROGRAM

Sec. 6-A. Local Economic Development Objectives

The following criteria may be used by the Trustees in determining the feasibility of recommending a loan, as well as the terms and conditions of the loan:

- a. Job Creation/retention
- b. Diversification of business enterprises
- c. Increase the local tax base and reduce erosion of same
- d. Development within Presque Isle
- e. Leverage other public and/or private funds.

Sec. 6-B. Eligibility Requirements:

Residency:

The Presque Isle Development Fund (PIDF) can only make loans to entrepreneurs who wish to expand a business or start a new business in Presque Isle.

Types of Business:

Eligible businesses will include non-profit and for profit industrial, manufacturing, retail commercial, agriculture, and service business, whether sole, proprietorship, partnership or corporation.

Applicant Credentials:

The applicant must be the owner or head of the business for which a loan is being requested – i.e. proprietor, senior partner, president, or majority stockholder and must have the authority to make legal agreements for that business. The applicant must be capable of actually making or supervising the making of proposed product or providing the proposed service. The applicant must have proven ability in developing and managing businesses of the kind proposed or, as a minimum, must have the appropriate educational background and technical training.

Equity Requirements:

All applicants will be required to provide a minimum of equity needed for the proposed business venture, amounting to 20% of the total project cost (or 25% of the loan requested). Equity may be in the form of cash, securities, real property, equipment or such other form that the TRUSTEES will deem appropriate.

Sec. 6-C. Types and Terms of Loans:

Types of Loans:

The PIDF Loan Program will be designed to provide low interest loans for eligible business activities, including loans for acquisition, equity capital, working capital and lines of credit and other arrangements, to include "gap financing".

Loan Amounts:

The minimum loan amount to any business will be ~~\$5,000~~10,000 and the maximum loan amount will be \$200,000. These limits on loan amounts will be reviewed periodically by the Presque Isle City Council and changes will be made, as appropriate.

Interest Rates:

The basic interest rate will be determined on a case-by-case basis and will not be lower than one percent (1%) below Wall Street Journal (WSJ) prime rate, recommended by the TRUSTEES for approval by the City Council from time to time.

Loan Amortization:

Generally, the borrower will be required to repay loan principal and interest over a five (5) to fifteen (15) year period, depending on the size of the loan, the type of loan, and the type of business. Payments of principal and interest will be made monthly, quarterly, or annually as determined by the City. Flexible payments terms such as a six (6) month moratorium on principal payments ~~or variable payments schedules~~ may be worked out on a case-by-case basis.

Delinquency:

A loan payment will be considered delinquent if payment has not been made within fifteen (15) days after the specified due date. In the event of delinquency, a notice will be sent to the borrower. In any agreed upon payments is not received within fifteen (15) days of due date, then such delinquent payment will be subject to a late fee of ~~\$15.00~~25.00 for each delinquent payment, at the option of the City; in addition, the City reserves the right to call the entire loan balance outstanding if payment is not made within thirty (30) days of the due date thereof.

Defaults:

If a borrower defaults on a loan agreement, whether through non-payment of scheduled loan payments or through breach of an loan condition, including those conditions found in the letter(s) of commitment, appropriate legal action will be taken to ensure that the loan amount will be recovered and returned to the City of Presque Isle. Any person who defaults on a loan under this program will be barred directly or indirectly from making any future loan application to the PIDF Trustees.

SECTION 7: OPERATIONAL GUIDELINES FOR REGIONAL ECONOMIC REVOLVING LOAN PROGRAM

Sec. 7-A. Eligibility Requirements:

Residency:

The REDRLP is only available to entrepreneurs who wish to expand a business or start a new business in Presque Isle.

Types of Business:

Eligible businesses shall not exceed \$10,000,000 in annual sales or employ more than 100 employees while meeting one of the following criteria:

- Manufacturing technologies
- Technologies systems & services
- Value-added natural resource enterprises
- A business converting from defense dependency
- A business significantly engaged in export of goods and services outside Maine
- A business that dedicates significant resources to research & development
- Other businesses employing less than 15 employees
- A quality childcare project
- A business significantly engaged in serving tourists

Applicant Credentials:

The applicant must be the owner or head of the business for which a loan is being requested – i.e. proprietor, senior partner, president, or majority stockholder and must have the authority to make legal agreements for that business. The applicant must be capable of actually making or supervising the making of proposed product or providing the proposed service. The applicant must have proven ability in developing and managing businesses of the kind proposed or, as a minimum, must have the appropriate educational background and technical training.

Equity Requirements:

The Trustees have discretion in requesting collateral for loan amounts less than or equal to \$49,999 may not be required to provide collateral for their loans. All other REDRLP Loan amounts from \$50,000 to \$350,000 will be required to provide a minimum of equity match of 50% of the total loan amount requested. Equity may be in the form of cash, securities, real property, equipment or such other form that the TRUSTEES will deem appropriate.

Sec. 7-C. Types and Terms of Loans:

Types of Loans:

The REDRLP Loans will be designed to the standards of the Financing Authority of Maine (FAME) by providing low interest loans for eligible business activities, including for acquisition of real estate, machinery, equipment or raw materials and inventory, or general working capital.

Loan Amounts:

The minimum loan amount to any business will be \$5,000 and the maximum loan amount will be \$350,000. These limits on loan amounts will be reviewed periodically and updated to the standards of FAME.

Interest Rates:

The basic interest rate will be determined on a case-by-case basis upon a recommendation by the TRUSTEES for approval by the City Council.

Loan Amortization:

Generally, the borrower will be required to repay loan principal and interest over a five (5) to twenty (20) year period, depending on the size of the loan, the type of loan, and the type of business. Payments of principal and interest will be made monthly, quarterly, or annually as determined by the City. Flexible payments terms such as a six (6) month moratorium on principal payments may be worked out on a case-by-case basis.

Delinquency:

A loan payment will be considered delinquent if payment has not been made within fifteen (15) days after the specified due date. In the event of delinquency, a notice will be sent to the borrower. In any agreed upon payments is not received within fifteen (15) days of due date, then such delinquent payment will be subject to a late fee of ~~\$15.00~~ \$25.00 for each delinquent payment, at the option of the City; in addition, the City reserves the right to call the entire loan balance outstanding if payment is not made within thirty (30) days of the due date thereof.

Defaults:

If a borrower defaults on a loan agreement, whether through non-payment of scheduled loan payments or through breach of an loan condition, including those conditions found in the letter(s) of commitment, appropriate legal action will be taken to ensure that the loan amount will be recovered and returned to the City of Presque Isle. Any person who defaults on a loan under this program will be barred directly or indirectly from making any future loan application to the PIDF Trustees.

SECTION 8: OPERATIONAL GUIDELINES FOR MICROFINANCING PROGRAM

Sec. 8-A. Eligibility Requirements:

Residency:

The Microfinancing Program is only available to entrepreneurs who wish to expand a business or start a new business in Presque Isle.

Types of Business:

Eligible businesses shall not exceed \$50,000 in annual sales or employ more than 2 employees while meeting one of the following criteria:

- Manufacturing technologies
- Technologies systems & services
- Value-added natural resource enterprises
- A business converting from defense dependency
- A business significantly engaged in export of goods and services outside Maine
- A business that dedicates significant resources to research & development
- Other businesses employing less than 15 employees
- A quality childcare project
- A business significantly engaged in serving tourists

Applicant Credentials:

The applicant must be the owner or head of the business for which a loan is being requested – i.e. proprietor, senior partner, president, or majority stockholder and must have the authority to make legal agreements for that business. The applicant must be capable of actually making or supervising the making of proposed product or providing the proposed service. The applicant must have proven ability in developing and managing businesses of the kind proposed or, as a minimum, must have the appropriate educational background and technical training.

Equity & Contingency Requirements:

There are no collateral or equity requirements for this program. As a condition of receiving a loan through this program, the applicant will enter into an agreement whereby the PIDF will have exclusive right of refusal to fund future expansion of business operations through the Development Fund programs.

Sec. 8-C. Types and Terms of Loans:

Types of Loans:

This program offers low interest loans for eligible activities, including research & development, acquisition of machinery, equipment or raw materials and inventory, or general working capital. All applicants will be required to attend a financial health and business planning course offered by New Ventures Maine or Northern Maine Development Commission.

Loan Amounts:

The minimum loan amount to any business will be \$1,000 and the maximum loan amount will be \$10,000. These limits on loan amounts will be reviewed periodically and updated by the Trustees.

Interest Rates:

The basic interest rate will be determined on a case-by-case basis but will not exceed the standard Wall Street Journal (WSJ) prime rate. Suggested terms will be provided upon a recommendation by the TRUSTEES for approval by the City Council.

Loan Amortization:

Generally, the borrower will be required to repay loan principal and interest over a five (5) to ten (10) year period, depending on the size of the loan and intended use. Payments of principal and interest will be made monthly._

Principal Forgiveness Bonus

Upon paying consecutive on-time monthly payments during all but one year of the loan term, the last year's outstanding principal will be forgiven, and the loan will be closed. Example: Five-year loan requires 48 consecutive months on on-time payments. Ten-year loan requires 108 consecutive on-time payments.

Delinquency:

A loan payment will be considered delinquent if payment has not been made within fifteen (15) days after the specified due date. In the event of delinquency, a notice will be sent to the borrower. In any agreed upon payments is not received within fifteen (15) days of due date, then such delinquent payment will be subject to a late fee of ~~\$15.00~~25.00 for each delinquent payment, at the option of the City; in addition, the City reserves the right to call the entire loan balance outstanding if payment is not made within thirty (30) days of the due date thereof.

Defaults:

If a borrower defaults on a loan agreement, whether through non-payment of scheduled loan payments or through breach of an loan condition, including those conditions found in the letter(s) of commitment, appropriate legal action will be taken to ensure that the loan amount will be recovered and returned to the City of Presque Isle. Any person who defaults on a loan under this program will be barred directly or indirectly from making any future loan application to the PIDF Trustees.

SECTION 9: WINTERIZATION AND RENTAL MODERNIZATION (WARM) PROGRAM

Sec. 9-A. Program Overview

The WARM program offers multiple low interest loans to property owners of rental units within Presque Isle city limits to incentivize energy savings by updating windows, doors and heating systems.

Sec. 9-B. Eligibility

Residency:

The WARM program is available to property owners of rental units within Presque Isle.

Qualifying Applicants:

Owners shall own but not live in a single-family or multi-family residential dwellings that is being rented within Presque Isle. Owners must have a history of credit worthiness with financial institutions.

Applicant Credentials:

The applicant must be the owner of a single family and/or multi-family dwelling(s) loan is being requested and must have the authority to make legal agreements for said property(ies). Landlords that offer low income rentals are strongly encouraged to apply for this program.

Equity Requirements:

All applicants will be required to sign a new or rider mortgage agreement as collateral before funds may be issued.

Sec. 9-C. Types & Terms of Loans

Types of Loans:

The WARM program offers multiple low interest loans to property owners in Presque Isle to incentivize energy savings by updating windows, doors and heating systems within the city limits.

Loan Amounts:

The minimum loan amount to any property owner will be \$1,000 and the maximum loan amount will be \$20,000. These limits on loan amounts will be reviewed periodically and updated by the Trustees.

Interest Rates:

The basic interest rate will be at a minimal one percent (1%) but will not exceed the standard Wall Street Journal (WSJ) prime rate. Suggested terms will be provided upon a recommendation by the TRUSTEES for approval by the City Council.

Loan Amortization:

Generally, the borrower will be required to repay loan principal and interest over a four (4) to ten (10) year period, depending on the size of the loan and intended use. Payments of principal and interest will be made monthly.

Delinquency:

A loan payment will be considered delinquent if payment has not been made within fifteen (15) days after the specified due date. In the event of delinquency, a notice will be sent to the borrower. In any agreed upon payments is not received within fifteen (15) days of due date, then such delinquent payment will be subject to a late fee of \$25.00 for each delinquent payment, at the option of the City; in addition, the City reserves the right to call the entire loan balance outstanding if payment is not made within thirty (30) days of the due date thereof.

Defaults:

If a borrower defaults on a loan agreement, whether through non-payment of scheduled loan payments or through breach of an loan condition, including those conditions found in the letter(s) of commitment, appropriate legal action will be taken to ensure that the loan amount will be recovered and returned to the City of Presque Isle. Any person who defaults on a loan under this program will be barred directly or indirectly from making any future loan application to the PIDF Trustees.

SECTION 10: PRESQUE ISLE DOWNTOWN FASCADE PROGRAM

Sec. 10-A. Program Overview

The City's Downtown Façade program offers zero percent non-payment loans for qualifying downtown commercial façades to improve the aesthetics of storefronts within the Downtown Retail Business & Retail Business Zones. A list of qualifying applicants shall be submitted by the Department of Economic & Community Development to the Planning Board & City Council for approval.

Sec. 10-B. Eligibility

Qualifying Applicants & Credentials:

The Downtown Façade program is available to property owners of qualifying commercial properties in the Downtown Retail and Retail Business Zones. Owners must be current on all taxes owed and the property must not have any outstanding liens. Applicants can also be commercial tenants with written approval by landlord to apply. The commercial landlord understands the responsibility and terms of the program when allowing their tenant to be an applicant.

Equity Requirements:

All property owners will be required to sign a new or rider 20-year mortgage agreement connected to the property to be improved as collateral before funds may be issued. In addition, applicants must match 50% of the total funds requested unless complying with the historical preservation bonus of 25%.

Sec. 10-C. Types & Terms of Loans

Types of Loans:

The Downtown Façade program offers zero percent (0%) non-payment forgivable loans to qualifying properties for the improvement of downtown facades to include new windows, doors, lighting, brickwork, siding improvements, signage, and mural installations.

Loan Amounts:

The minimum and maximum loan amount to a facade is \$5,000 to \$100,000.00 per qualifying commercial property. These limits on loan amounts will be reviewed periodically and updated by the Trustees.

Terms & Interest Rates:

The interest rate for this loan shall be zero (0%). Terms will be set for 20 years from the date of issuance. Repayment will not be required unless the property has been transferred or sold to new owners within the 20-year term. Repayment to the City will be prorated at a reduction of 3.33% per year of the principal balance. The remaining principal will be charged a 5% interest rate before closing the loan with the City's Finance Department. After 20 years of continual ownership, the City shall relinquish it's current or rider mortgage agreement with the applicant and the applicant may sell or apply for new façade funds with the city.

It is recommended Façade improvements conform to the historical nature of Presque Isle's downtown architecture revival efforts. While not a requirement, conforming to the standards set by the Planning Board & Presque Isle Historical Society will offer applicants a bonus that will reduce their private equity match for the project from 50% to 25%. The usage of this program's funds for installation of vinyl/plastic siding will be prohibited regardless if the applicant decision to take part of historical bonus.

All fees associated with filing and legal shall be paid by the applicant at time of filing and closing.

Additional Funds:

Should Community Development Block Grant (CDBG) funds become available, previous or current applicants may apply for these funds in addition to the loan program offered by the city. These funds will not count towards the private match requirements of the non-payment loan administered by the Development Fund Trustees.

It is encouraged for applicants to seek additional funds from private sources to enhance the arts and cultural features of façade appeal. Nothing will preclude an applicant for using façade loan funds from this program to improve the aesthetic nature of their property.

SECTION 11: ABILITY TO WAIVE REQUIREMENTS

- Sec. 11-A.** These By-laws may be amended and/or suspended at any time by affirmative vote of the Presque Isle City Council, when in the sole discretion of the City Council, the By-laws warrant changes, and/or the purpose for which these By-laws were created initially no longer exists or could, in the sole judgment of the City Council, be more efficiently or effectively carried out by other means available to the City.
- Sec. 11-B.** The City Council may vote to waive any or all requirements of these By-Laws, upon recommendation by the Board of Trustees, on a case by case basis so long as such action does not violate any Federal or State rules, regulations or requirements.
- Sec. 11-C.** Upon vote by the City Council to suspend these By-laws, the BOARD OF TRUSTEES will be disbanded and dissolved without further involvement with the Presque Isle Development Fund.

SECTION 12: SEVERABILITY

If any section, phrases, sentence or portion of these By-Laws are for any reason held invalid or unconstitutional by any Court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remaining portions thereof.

**NOTICE OF PUBLIC HEARING
CITY OF PRESQUE ISLE
LEGAL NOTICE**

NOTICE IS HEREBY given that the Presque Isle City Council will be hold a **PUBLIC HEARING** on **December 2, 2020 at 6:00 PM** in the City Council Chambers, City Hall at 12 Second Street, to consider adopting changes to the **Presque Isle Development Fund By-Laws**.

The public may attend the public hearing or submit written comments. You can obtain more information by contacting the City Planner's Office at City Hall, 12 Second Street, Presque Isle, ME 04769 or call at 760-2727.

ADA ASSISTANCE: Anyone needing special assistance at the public hearing due to a disability should contact the City of Presque Isle's City Clerk at 760-2720 at least two (2) business days prior to the meeting date.

Per City Council
Thomas C. King
City Clerk

PRESQUE ISLE CITY COUNCIL MEETING

For:

December 2, 2020

AGENDA ITEM # 3

SUBJECT

PUBLIC HEARING: Approval for a Taxi Cab License to Jeff Nichols, d/b/a Jeff's Taxi

INFORMATION

- 1) Application
- 2) Public Hearing Notice

REQUESTED ACTION

BE IT RESOLVED by Councilor _____, seconded by Councilor _____ to approve a Taxi Cab License to Jeff Nichols, d/b/a Jeff's Taxi, contingent upon his service vehicle passing the Taxi/Commercial inspection process and providing documentation to the City Clerk's Office in order for the actual license to be issued.



CITY OF PRESQUE ISLE
TAXI CAB SERVICE License Application

EXPIRATION DATE: MAY 1ST OF EACH YEAR
FEE: \$100.00 PER VEHICLE

NAME OF APPLICANT: Jeffrey A. Nichols
HOME ADDRESS: 290 SKYWAY ST APT 61-2
DATE OF BIRTH: 4-18-75 PLACE OF BIRTH: FORT FAIRFIELD, ME
TRADE NAME: JEFFS TAXI PHONE # 207-227-3698
OFFICE ADDRESS: P.O. Box 1471 PI. ME 04769
DO YOU CARRY LIABILITY & PROPERTY DAMAGE INSURANCE? YES
NAME OF COMPANY: JEFFS TAXI POLICY # 0291119-0
IS THIS A RENEWAL? NO # OF CABS YOU OPERATE: 1

I HEREBY AGREE TO OPERATE THE ABOVE IN ACCORDANCE WITH THE LAWS OF
THE STATE AND THE ORDINANCES OF THE CITY.

DATE: 11-19-2020

SIGNED: [Signature]

*I hereby certify that the above applicant has complied with Sections 1 and 2 of Chapter 12 -
Taxicab Ordinance.*

City Clerk

Acted upon by the City Council on: _____
By vote of the City Council, the above application was: GRANTED

DENIED

JEFFERY NICHOLS



Form A022 (03/11)

IF YOU'RE IN AN ACCIDENT

1. Remain at the scene. Don't admit fault.
2. Find a safe location, call the police, and exchange driver information.
3. Call Progressive right away.

TO REPORT A CLAIM

Call 1-800-274-4499 or go to claims.progressive.com.

PROGRESSIVE

KEEP THIS CARD IN YOUR VEHICLE WHILE IN OPERATION.

MAINE MOTOR VEHICLE INSURANCE IDENTIFICATION CARD

Policy Number: 02911119-0

Effective Date: 12/01/2020

Expiration Date: 12/01/2021

Policy Type: Commercial

Insurer: Progressive Northern Insurance Co 1-800-444-4487

P.O. BOX 94739 Cleveland, OH 44101

Named Insured(s):

JEFFERY NICHOLS

Year **Make**

2014 MITSUBISHI

Model

OUTLANDER

VIN

JA4JZ4AX9EZ003862

This policy provides the minimum insurance prescribed by law.

This card should be kept in the insured vehicle and presented on demand of a law enforcement officer.



CITY OF PRESQUE ISLE
TAXI CAB DRIVER License Application



NEW LICENSE



RENEWAL OF LICENSE

EXPIRATION DATE: MAY 1ST OF EACH YEAR

FEE: \$25.00 PER YEAR

DATE OF BIRTH: 4-18-1975 DATE ISSUED: _____

NAME OF APPLICANT: JEFFERY A. NICHOLS

PHONE # WHERE WE CAN REACH YOU: 207-227-3698

HOME ADDRESS: 290 SKYWAY ST APT 61-2

CITY/STATE/ZIP: PRESQUE ISLE ME 04769

STATE OF MAINE OPERATOR'S LICENSE #: 4388214

If you answer "NO" to any of the questions below, you are NOT eligible to hold a Taxicab License per Chapter 12 - Taxicab Ordinance, Section 17 - Application of the City of Presque Isle.

- | | | |
|---|------------|----|
| 1. Do you hold a valid Maine Driver's License | <u>YES</u> | NO |
| 2. Are you at least 18 years of age? | <u>YES</u> | NO |

If you answer "YES" to any of the questions below, you are not eligible to hold a Taxicab License per Chapter 12 - Taxicab Ordinance of the City of Presque Isle.

- | | | |
|---|-----|-----------|
| 3. Have you been convicted of any motor vehicle violations within the previous year? | YES | <u>NO</u> |
| 4. Have you been convicted of operating under the influence of alcohol or drugs within the previous year? | YES | <u>NO</u> |
| 5. Has your license been revoked or been revoked during the three (3) years preceding this application? | YES | <u>NO</u> |
| 6. Are you required to register as a sex offender? | YES | <u>NO</u> |

I hereby apply for a license to drive a taxi cab and swear that the following information is true and correct. I hereby agree to comply with the laws of the State of Maine, and the City Ordinances.

APPLICANT'S SIGNATURE Jeffery A. Nichols

I have offered employment as taxi cab driver to the above applicant if license is granted.

TAXI CAB OWNER'S SIGNATURE: Jeffery A. Nichols

I have interviewed the above applicant and reviewed his physician's examination records. In my opinion he/she DOES or DOES NOT qualify for a Taxi Cab Driver's license under the provisions of Chapter 12 of the City Ordinances.

His/her court record is as follows: Nothing since speed in 2018

APPROVED ✓ NOT APPROVED _____

Raunie Kelly
Chief of Police

11-18-2020
Date

PHYSICAL EXAMINATION RECORD

HISTORY: GERD, Anxiety

NAME: Stephany Nichols ⁴⁻¹⁸⁻⁷⁵ AGE (21 and over): YES SEX: M
 ADDRESS: P.O. Box 1471 Presque Isle, ME 0769

Any evidence or history of the Following:

Arthritis No Rheumatism No Epilepsy No Paralysis No
 Nervous Trouble yes Vertigo No Malaria No Bronchitis No
 Injuries N/A Nephritis No Other Diseases

I certify that the above answers are true

[Signature]
 Applicant Signature

PHYSICAL FINDINGS

Without 20 20 With 20 20
 Vision: Glasses R. L. Glasses R. 30 L. 200
 Symptom of eye strain Color Sense for red yes for green yes

Hearing: R WNL L WNL Ext. Ear WNL

Heart: Rhythm RRR Murmurs (C) Quality of Sounds WNL

Blood Pressure: Systolic 140 Diastolic 90 Pulse 72

Lungs: Inspection and Percussion WNL Auscultation clear

Extremities: Upper WNL Lower WNL Varicose Veins (C)

Nervous System: Pupils PERL Romberg WNL Knee Jerks PRK
 Tremors NO Gait reg.

Urinalysis: Reaction Specific Gravity 1.020 Albumen
 Sugar NEG

Spine: Mobility WNL

General Appearance: Posture good

Disqualifying Defects: No

Recommendations:

Date: 11-16-2020 Signed: Julie Freeman

Physician's Printed Name: Julie Freeman

**NOTICE OF PUBLIC HEARING
CITY OF PRESQUE ISLE
LEGAL NOTICE**

NOTICE IS HEREBY given that the Presque Isle City Council will hold a **PUBLIC HEARING** on **December 2, 2020** at **6:00 PM** in the City Council Chambers, City Hall at 12 Second Street, to solicit comments on the approval of a *Taxi Service License* for:

Jeffrey Nichols, d/b/a Jeff's Taxi with a business address of
290 Skyway Street, Apt. 61-2, Presque Isle.

The public may attend the public hearing or submit written comments. You can obtain more information by contacting the City Clerk's Office at City Hall, 12 Second Street, Presque Isle, ME 04769 or by calling 760-2720.

Per Order of the City Council
Thomas C. King
City Clerk

PRESQUE ISLE CITY COUNCIL MEETING

For:

December 2, 2020

AGENDA ITEM # 4

SUBJECT

CONSENT AGENDA: 2020 Minutes

INFORMATION

- 1) November 4, 2020 Minutes
- 2) November 5, 2020 Minutes
- 3) November 18, 2020 Minutes

REQUESTED ACTION

BE IT RESOLVED by Councilor _____, seconded by Councilor _____ to approve minutes from November 4, 5 & 18, 2020.



Presque Isle City Council Meeting
November 4, 2020
6:00 PM
Presque Isle City Council Chambers

Call to Order – Roll Call

Present: Chairman K. Freeman, Deputy Chairman M. Chasse, Councilors D. Cyr, C. Green, J. Shaw, and R. Smith

Absent: Councilor J. Willette

City Manager Martin Puckett and Deputy City Clerk Deborah Ouellette were also present.

Pledge of Allegiance

Chairman K. Freeman called the meeting to order at 6:00 PM and led those present in the Pledge of Allegiance.

Public Hearings

1. 2021 Municipal Budget (First Hearing)

City Manager Martin Puckett explained per City charter, this is the first of two opportunities for the public to comment on the FY 2021 budget. He reviewed notable revenue and expense changes and said budget was extrapolated from this year. The next budget workshop is on November 5TH, 2020

2. Approval of a Malt, Spirituous and Vinous Liquor License and Special Permit for Music, Dancing and Entertainment for Presque Isle Hotel Company d/b/a The Northeastland Hotel, with a location of 436 Main Street (Single Hearing)

BE IT RESOLVED by Councilor J. Shaw, seconded by Councilor R. Smith to approve a Malt, Spirituous and Vinous Liquor License and Special Permit for Music, Dancing and Entertainment for Presque Isle Hotel Company d/b/a The Northeastland Hotel, with a location of 436 Main Street.

Vote: 6 – 0

3. Approval of a Malt, Spirituous and Vinous Liquor License for Xian Ping Cao d/b/a My Tai, Inc., with a location of 449 Main Street (Single Hearing)

BE IT RESOLVED by Councilor J. Shaw, seconded by Deputy Chairman M. Chasse to approve a Malt, Spirituous and Vinous Liquor License for Xian Ping Cao d/b/a My Tai, Inc., with a location of 436 Main Street.

Vote: 6 – 0

4. Consider adopting changes to Chapter 43 -- Planning Board Ordinance

BE IT RESOLVED by Deputy Chairman M. Chasse, seconded by Councilor C. Green to adopt the amendment to Chapter 43 – Planning Board Ordinance as submitted.

Vote: 6 – 0

Citizen Comments

Greg T. LaFrancois, CPA, MHA, FACHE, senior vice president of Northern Light Health and president of Northern Light A.R. Gould Hospital, addressed Councilors with an update on the status of the hospital's ongoing COVID-19 response; he talked about preparations for a second round of virus spread which will coincide with flu season this year, and offered projections of what to expect as these developments unfold in the County.

Consent Agenda

5. Approve Minutes from October 7TH, October 19TH, & October 20TH, 2020
6. Approve 2020 Warrants #39 - #41, totaling \$2,495,663.29
7. Approve Drug Forfeiture

BE IT RESOLVED by Deputy Chairman M. Chasse, seconded by Councilor C. Green to approve Consent Agenda items as presented.

Vote: 6 – 0

Old Business

8. Code Update

Galen Weibley, Director of Economic and Community Development, provided Councilors with an update on dangerous buildings in the community

New Business

9. Schedule a Public Hearing to consider changes to Presque Isle Development Fund By-Laws

City Manager Puckett explained the Director of Community and Economic Development would like to have a public hearing to make substantive changes to the by-laws. The changes would create a façade and microloan program. The overall goal is to make PIDF more client friendly. The PIDF trustees recently approved the changes.

BE IT RESOLVED by Councilor C. Green, seconded by Deputy Chairman M. Chasse to schedule a public hearing on December 2ND, 2020 for revisions to the Presque Isle Development Fund By-Laws.

Vote: 6 - 0

Budget Workshop

Outside & Unclassified Request

LaNiece Sirois, Executive Director of Central Aroostook Chamber of Commerce (CACC), gave a presentation about services and programs offered in support of the agency's request for outside support from the City. She described challenges they faced because of COVID-19 and their creative efforts to continue with regular operations.

Joy Barresi Saucier, Executive Director of Aroostook Agency on Aging, gave a presentation about services and programs offered for older adults in support of the agency's request for \$5,500.00 funding from the City in 2021. She described challenges brought on by COVID-19 during the year.

Dottie Hutchins, Executive Director of Wintergreen Arts Center, gave a presentation about children's art programs in support of their request for funding from the City in 2021. She described challenges faced because of COVID-19 and talked about the move to their new location at the mall.

Manager's Report

- Farmer's market has been very successful this year.

Announcements

- Next Budget Workshop is on Thursday, 11/05/20 @ 3:00 PM in Council Chambers at City Hall.

Executive Sessions

BE IT RESOLVED by Deputy Chairman M. Chasse, seconded by Councilor J. Shaw to enter into executive session at 7:15 PM pursuant to 1 M.R.S.A. sub-section 405(6) (A) to discuss Negotiations.

Vote: 6 – 0

Councilors exited executive session at 7:57 PM.

BE IT RESOLVED by Councilor C. Green, seconded by Councilor J. Shaw to approved revised assessing contract.

Vote: 6 – 0

BE IT RESOLVED by Chairman K. Freeman, seconded by Councilor R. Smith to enter into executive session at 7:57 PM pursuant to 1 M.R.S.A. sub-section 405(6) (A) to discuss Negotiations.

Vote: 6 – 0

BE IT RESOLVED by Councilor C. Green, seconded by Councilor J. Shaw to approved revised patrol contract.

Vote: 6 – 0

Councilors exited executive session at 8:27 PM.

Adjournment

BE IT RESOLVED by Councilor R. Smith, seconded by Councilor J. Shaw to adjourn the meeting at 8:27 PM.

Vote: 6 – 0

Attested by: _____
Deborah Ouellette, Deputy City Clerk



Presque Isle City Council Meeting
November 5, 2020
3:00 PM
Presque Isle City Council Chambers

Call to Order – Roll Call

Present: Chairman K. Freeman, Deputy Chairman M. Chasse, Councilors J. Shaw and C. Green (arrived at 3:20 PM)

Absent: Councilors J. Willette, D. Cyr, and R. Smith

City Manager Martin Puckett, Finance Director Bradley Turner, and Deputy City Clerk Deborah Ouellette were also present.

Pledge of Allegiance

Chairman K. Freeman called the meeting to order at 3:20 PM and led those present in the Pledge of Allegiance.

New Business

1. Waiver of Foreclosures

BE IT RESOLVED by Councilor C. Green, seconded by Chairman K. Freeman that the City Council authorize the City Treasurer to waive the foreclosure of those properties identified as #3 thru #18 on Attachment A if payment of the 2018 tax lien is not received by the City prior to the close of business on November 24, 2020 at 4:30 PM.

Vote: 3 – 1 w/Councilor M. Chasse opposing.

BE IT RESOLVED by Councilor C. Green, seconded by Chairman K. Freeman to table consideration of foreclosure waiver for those properties identified as #1 and #2 (Bonville properties) on Attachment A.

Vote: 3 – 1 w/Councilor M. Chasse opposing.

2. Move Dispatch to MainePERS Plan 3C

BE IT RESOLVED by Councilor C. Green, seconded by Councilor J. Shaw to approve language as presented with respect to moving Dispatch to MainePERS Plan 3C.

Vote: 4 - 0

2021 Budget Workshop

3. Capital Reserve Funds

City Manager Martin Puckett gave overview of capital reserve funds.

4. Police Department

City Manager Puckett presented Police Department capital budget.

We have been trying to put in \$52,000 each year.

Budgeting for scheduled replacement of police cruisers discussed.

Police Chief Laurie Kelley talked about quotes obtained from Mechanical Services (\$69,000) and Honeywell (\$75,000) to replace air conditioning unit.

Repairs have been done to HVAC unit under warranty since installation. Freon cannot legally be used any longer.

Building is settling creating a “fault line” thru the premises.

Telephone system was addressed in 2020 and is currently being worked on.

5. Fire Department

Fire Chief Darryl White presented the Fire Department capital budget.

2010 Ford pickup must be replaced – body rusted.

A payment of \$16,000 is due in January 2021 which is ½ of the invoice amount for the new cardiac unit – EMS Supplies.

6. Recreation and Parks Department

Director Gene Cronin presented Recreation & Parks Department capital budget.

Department is looking to purchase two used passenger vans.

No busing of students from MSAD#1 any longer.

Peace Park to be developed as a dog park. Chairman K. Freeman recommends putting \$6,000 back in for dog fountain.

Discussion about replacement of boiler heater at Forum. Oil tank must be removed in about two years.

Councilor C. Green suggest moving money from other categories to allow for completion of this project.

Councilor J. Shaw requested an updated capital reserve budget to reflect changing of funding priorities.

BE IT RESOLVED by Deputy Chairman M. Chasse, seconded by Councilor C. Green to put out an RFQ (request for qualifications) for design and implementation of a heating system at the Forum.

Vote: 4 – 0

7. Library

City Manager Puckett presented Library capital budget.

8. City Hall

City Manager Puckett presented City Hall capital budget.

BE IT RESOLVED by Councilor C. Green, seconded by Deputy Chairman M. Chasse to transfer \$250,000 from surplus to City Hall capital reserves toward building improvements.

Vote: 4 – 0

9. Public Services

Director Dana Fowler presented Public Services capital budget.

The \$300,000 level is good going forward.

10. Airport

City Manager Puckett presented Airport capital budget. Airport is not paid from City funds.

11. Industrial Council

Executive Director Tom Powers presented Industrial Council capital budget.

Chairman K. Freeman asked about FMI building. Councilors agreed they want to revisit this item later.

12. Echo Lake

City Manager Puckett presented Echo Lake capital budget.

13. Department of Economic & Community Development

Director Galen Weibley presented DECD capital budget.

\$30,000 capital reserves for consulting and City rebranding process.

The City needs to develop a comprehensive plan, in partnership with NMDC.

Director Weibley reported on CRM/permitting software he has been researching. He recommends software that integrates with GIS but hasn't yet found a package.

14. Emergency Reserves

City Manager Puckett presented Emergency Reserves capital budget.

We have been adding \$95,000 to emergency reserves each year. The account currently has \$2.3MM balance and the maximum allowed per City Charter is \$2.8MM.

Announcements

- Next Budget Workshop is on Thursday, November 18, 2020 @ 5:15 PM in Council Chambers at City Hall.

Adjournment

BE IT RESOLVED by Deputy Chairman M. Chasse, seconded by Councilor J. Shaw to adjourn the meeting at 5:02 PM.

Vote: 4 - 0

Attested by: _____
Deborah Ouellette, Deputy City Clerk



**Presque Isle City Council Special Executive
Session**

November 18, 2020

5:15 PM

Presque Isle City Council Chambers

Call to Order – Roll Call

Present: Chairman K. Freeman, Deputy Chairman M. Chasse, Councilors C. Green, J. Shaw, R. Smith, and J. Willette

Absent: Councilor D. Cyr (arrived at 5:17 PM)

City Manager Martin Puckett and City Clerk Thomas King were also present.

Pledge of Allegiance

Chairman K. Freeman called the meeting to order at 5:22 PM and led those present in the Pledge of Allegiance.

Old Business

1. Waiver of Foreclosure

City Manager Puckett and Finance Director Turner explained to the Council that one property is currently slated for automatic foreclosure but due to the nature of the property and probably environmental issues, it would be in the City's best interest not to foreclose at this time. This does not remove the ability of the City to foreclose at a future time if taxes in arrears have not been made current.

BE IT RESOLVED by Deputy Chairman M. Chasse, seconded by Councilor C. Green that the City Council authorize the City Treasurer to waive the foreclosure on 228 and 238 Chapman Road if payment on the 2018 tax lien is not received by the City prior to the close of business on November 24, 202 at 4:30 PM.

Vote: 7 – 0

2. Transfer funds to the Presque Isle Downtown Revitalization Committee Reserve Account

DECD Director G. Weibley presented the Council with a request to pay the downtown market deficit expenses from the Downtown Revitalization Committee's 2020 operating budget and a request to move the remaining reserve balance into the committee reserves at the conclusion of 2020. The Committee is currently working on plans for a Fiddlehead Festival, tentatively scheduled for May of 2021. Weibley presented the Council with an outline of the three day festivities.

BE IT RESOLVED by Councilor C. Green, seconded by Councilor J. Willette that the City pay the remaining downtown market deficit expenses, not to exceed \$3,400, from the Downtown Revitalization Committee's 2020 operating budget and approve moving the remaining reserve balance, not to exceed \$6,000, into the committee reserves at the conclusion of 2020.

Vote: 7 - 0

Budget Workshop

City Manager Puckett and Finance Director Turner presented the most recent adjustments to the proposed 2021 Municipal Budget. As currently projected, the 2021 tax rate would be \$24.94 per \$1,000 valuation (24.95 mils) or 0.01 mils lower than the 2020 tax rate. City Manager Puckett and Finance Director Turner answered questions posed by the Council. Council Chairman K. Freeman polled the rest of the Council and all responded with favorable comments regarding the proposed budget.

The next 2021 Municipal Budget Public Hearing will be held December 2, 2020 at 6:00 PM in the City Council Chambers.

Adjournment

BE IT RESOLVED by Councilor C. Green, seconded by Councilor J. Shaw to adjourn the meeting at 6:00 PM.

Vote 7 - 0

Attested by: _____
Thomas C. King, City Clerk

PRESQUE ISLE CITY COUNCIL MEETING

For:

December 2, 2020

AGENDA ITEM # 5

SUBJECT

CONSENT AGENDA: 2020 Warrants #42 - #46, totaling
\$4,918,484.24

INFORMATION

1) Warrant #42	\$ 71,505.30
2) Warrant #43	\$ 102,798.42
3) Warrant #44	\$ 3,593,382.72
4) Warrant #45	\$ 633,577.04
5) Warrant #46	\$ 517,220.76

REQUESTED ACTION

BE IT RESOLVED by Councilor _____, seconded by
Councilor _____ to approve 2020 Warrant #42 - #46,
totaling \$4,918,484.24.

PRESQUE ISLE CITY COUNCIL MEETING

For:

December 2, 2020

AGENDA ITEM # 6

SUBJECT

CONSENT AGENDA: Return of Votes Cast for November 3,
2020

INFORMATION

1) Return of Votes Cast

REQUESTED ACTION

BE IT RESOLVED by Councilor _____, seconded by
Councilor _____ to approve the Return of Votes Cast
for November 3, 2020.

Updated Local Election Results

Updated 11-5-2020 @ 2:30 PM

City Council:

Kevin Freeman: 2117

Donald Gardner: 1688

Craig Green: 2497

Write in:

John Patton: 1

Jeff Willette: 1

Trey Stewart: 1

Kevin Sipe: 2

Rob Cowett: 1

Daniel Hapgood: 1

Lee Smith: 1

Unreadable or Inelligible: 6

Kamden Bates: 1

Daniel Sanipass: 1

John Herweh: 1

Cathy Feuerhelm: 1

Martha Lapointe: 1

Brian Sipe: 1

Chris Fuller: 2

John Zaborney: 1

Kim Sebold: 1

Kevin Reed: 1

Floyd Rockholt: 1

Paula Brewer: 1

William Campbell: 1
Francis Bemis: 1
Robert Saucier: 1
John Tebbets: 1
Mike Pence: 1
Dixie Shaw: 1
Regina Bowie: 1

MSAD# 1/RSU# 79 District 5

John Harvell: 516

Write In:

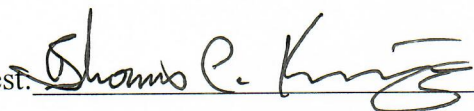
Rob Cowett: 1
Richard Rand: 1
Kyah Hudson: 1
Unreadable/Inelligible: 1

MSAD# 1/RSU#79 District 9

Write In:

Brandy Clair: 1
Lori Kenneson: 7
Ann Stephenson: 2
Amanda Putnam: 1
Penny McHatten: 1
Not Elligible: 6

Attest.



Thomas C. King, City Clerk

Date: November 5, 2020

STATE OF MAINE RETURN OF VOTES CAST

MUNICIPALITY: PRESQUE ISLE - 1 (1-1)

PRESIDENT AND VICE PRESIDENT

<u>1,859</u>	BIDEN, JOSEPH R
<u>6</u>	DE LA FUENTE, ROQUE "ROCKY".
<u>35</u>	HAWKINS, HOWARD
<u>73</u>	JORGENSEN, JO
<u>2,266</u>	TRUMP, DONALD J.
<u>0</u>	BODDIE, PRESIDENT R. (Declared Write-In)
<u>0</u>	CHARLES, MARK R. (Declared Write-In)
<u>0</u>	HOEFLING, TOM (Declared Write-In)
<u>0</u>	MITCHELL, M.D. (Declared Write-In)
<u>0</u>	WELLS, KASEY J. (Declared Write-In)
<u>41</u>	BLANK

UNITED STATES SENATOR

<u>2,682</u>	COLLINS, SUSAN MARGARET
<u>1,319</u>	GIDEON, SARA I.
<u>78</u>	LINN, MAX PATRICK
<u>145</u>	SAVAGE, LISA
<u>0</u>	BOND, TIFFANY L. (Declared Write-In)
<u>0</u>	ENGELMAN, IAN KENTON (Declared Write-In)
<u>0</u>	FOGG, DOUGLAS E. (Declared Write-In)
<u>56</u>	BLANK

REPRESENTATIVE TO CONGRESS (District 2)

<u>1,918</u>	CRAFTS, DALE JOHN
<u>2,259</u>	GOLDEN, JARED F.
<u>0</u>	FOWLER, DANIEL J. (Declared Write-In)
<u>0</u>	HERNANDEZ, TIMOTHY ADAM (Declared Write-In)
<u>103</u>	BLANK

STATE SENATOR (District 2)

<u>1,666</u>	CARPENTER, MICHAEL E.
<u>2,514</u>	STEWART, HAROLD L. III
<u>0</u>	BEAR, HENRY JOHN (Declared Write-In)
<u>100</u>	BLANK

REPRESENTATIVE TO THE LEGISLATURE (District 147)

<u>1,728</u>	LAVADO, LILLIE N.
<u>2,074</u>	UNDERWOOD, JOSEPH F.
<u>133</u>	BLANK

REPRESENTATIVE TO THE LEGISLATURE (District 148)

<u>138</u>	MCCREA, DAVID HAROLD
<u>181</u>	REDMOND, BRIAN J.
<u>26</u>	BLANK


JUDGE OF PROBATE

<u>3,526</u>	DUNLEAVY, JAMES PATRICK
<u>0</u>	DUBOIS, RICHARD K. (Declared Write-In)
<u>754</u>	BLANK

COUNTY COMMISSIONER (District 2)

<u>3,639</u>	UNDERWOOD, PAUL J.
<u>641</u>	BLANK

Certified by the Municipal Clerk:


Signature of Clerk
11/5/2020
Date

PRESQUE ISLE CITY COUNCIL MEETING

For:

December 2, 2020

AGENDA ITEM # 7

SUBJECT

OLD BUSINESS: City Hall Update

INFORMATION

Information will be provided at the meeting verbally.

REQUESTED ACTION

Discussion only.

PRESQUE ISLE CITY COUNCIL MEETING

For:

December 2, 2020

AGENDA ITEM # 8

SUBJECT

NEW BUSINESS: 2020 Annual Report Dedication

INFORMATION

Announcement made at meeting

REQUESTED ACTION

Discussion only.

PRESQUE ISLE CITY COUNCIL MEETING

For:

December 2, 2020

AGENDA ITEM # 9

SUBJECT

NEW BUSINESS: Fire Department Update

INFORMATION

- 1) Memo from Darrell White, dated November 19, 2020
- 2) EMS 3 Year Run Volume Chart
- 3) Transfer Volume Chart

REQUESTED ACTION

Discussion only.



Presque Isle Fire Department

The Office of

Fire Chief

Darrell K. White

Email: dwhite@presqueisleme.us

MEMORANDUM

TO:	Honorable City Councilors
FROM:	Darrell White
DATE:	November 19, 2020
RE:	Fire Dept. EMS Update

Councilors;

Currently Fire/EMS is holding its own during this pandemic year. On the fire side, calls were running below average. However, over the last couple of months, they unfortunately have picked up. Also the new fire truck has arrived. By the time you read this update, it will have been lettered and placed in service. Staff and I are impressed with this new apparatus, it should meet the needs of the community for many years.

EMS, as you may recall, we were covering Fort Fairfield while they were establishing their EMS service. In August they began operating. We continue to assist them with a mutual aid and intercept agreement. Under the intercept agreement, we send a paramedic to intercept their ambulance. Our personnel would take over patient care in Fort's Ambulance and they would continue transport to the hospital. We then bill Fort Fairfield for our paramedic's services.

Call volume will go down about 400 calls per year- the annual average for the Town of Fort Fairfield. That being said, we as of yet have seen the drop off. In 2020 we estimate 2,700 to 2,800 calls. Our current staffing mobile is built for 2,200 to 2,400 calls.

Our Finance Director Brad provided the following info regarding revenues for the EMS service.

Total EMS 2020 Budget = \$1,087,872

2020 YTD Actual = \$955,868

2019 YTD Actual = \$533,461

2020 Over YTD Budget = \$49,308

Lastly, long distance transfers. We are exploring how we can provide the needed staffing to do more transfers. I have attached a chart showing how many times we were requested to do a transfer compared to how many times we actually did a transfer. Region V EMS and all of the ambulance services have signed on to support Cary Medical Center, seeking grant funding to address this serious

issue of not being able to get patients transported south when they need care beyond what can be provided here in the county. I see that Presque Isle is a major player in this project as it would have a strong revenue generating stream for Presque Isle.

Some of the areas we will looking at to solve the staffing issue with transfers is our call department. If we can find a decent size pool of call department members to help with transfers on nights and weekends as drivers, then we only have the need for 1 career paramedic. It would make backfilling of the shift not needed. We are fully staffed with 6 on shift, or only need to find 1 to back fill when running short with 5 on shift.

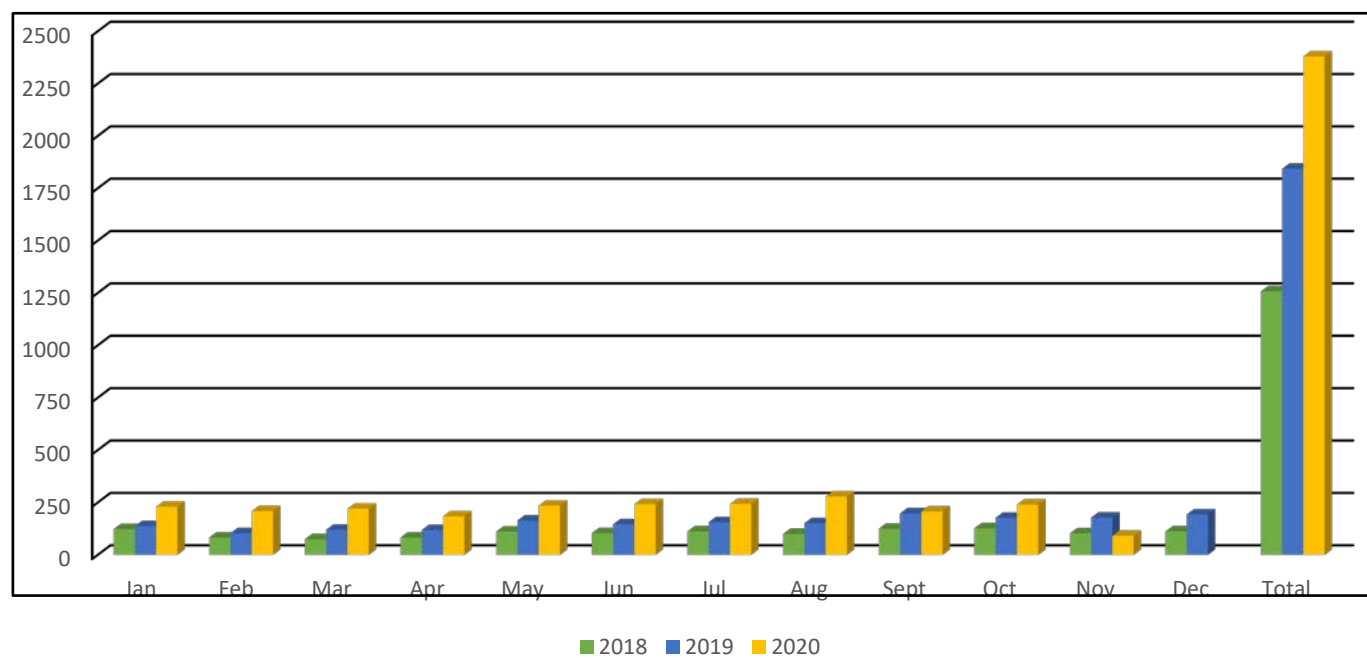
I will end my report here, but I will keep council and Martin aware of the work being done by Cary Medical and Region 5 on the long distance transfer issues.

Respectfully

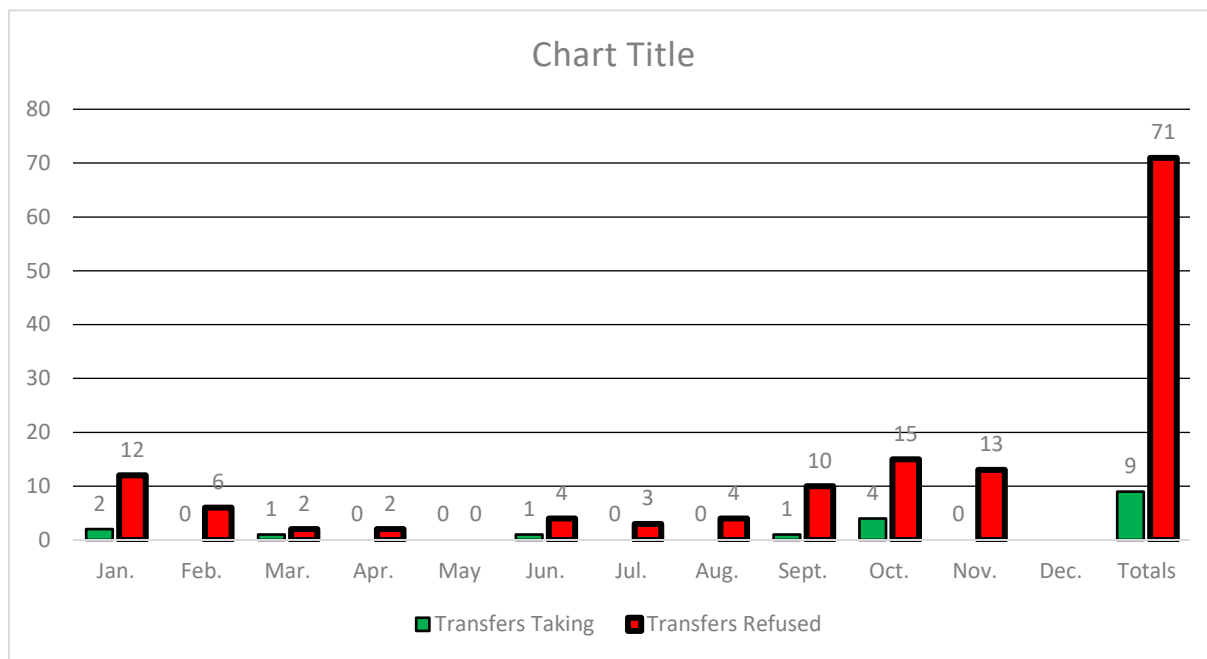
Darrell White

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Total
2018	123	83	75	83	111	104	112	100	125	127	103	112	1258
2019	137	104	120	119	164	146	156	151	198	177	178	193	1843
2020	230	209	220	184	235	242	243	279	207	240	91		2380

EMS Call Volume



Month	Transfers Taking	Transfers Refused
Jan.	2	12
Feb.	0	6
Mar.	1	2
Apr.	0	2
May	0	0
Jun.	1	4
Jul.	0	3
Aug.	0	4
Sept.	1	10
Oct.	4	15
Nov.	0	13
Dec.		
Totals	9	71



2020 Transfers to date 11/18/20. Biggest issue for turning down transfer is staffing being able to back fill to maintain sufficient crews to provide 911 calls.

PRESQUE ISLE CITY COUNCIL MEETING

For:

December 2, 2020

AGENDA ITEM # 10

SUBJECT

NEW BUSINESS: Transfer funds from PIDF from Reserve Account

INFORMATION

1) Memo from Galen Weibley, dated November 19, 2020

REQUESTED ACTION

BE IT RESOLVED by Councilor _____, seconded by Councilor _____ to approve the transfer of \$100,000 from the PIDF reserve account for the creation of Winterization and Rental Modernization (WARM) Program and also the transfer of \$50,000 from the Restricted Reserve Account #128 Grants – Matching Funds to fund the Presque Isle Microfinancing Program.



City of Presque Isle, Maine

From the desk of:

Galen Weibley

Email: gweibley@presqueisleme.us

MEMORANDUM

TO:	Honorable City Council
CC:	Martin Puckett, City Manager Tom King, City Clerk Brad Turner, Finance Director Chelsea Stratton
DATE:	November 19, 2020
RE:	Funding PI Development Fund Programs

The changes to the PIDF By-laws create three new programs that will require funding by the city to begin implementation. Below is the list of these programs and how the city intends to fund them:

Winterization and Rental Modernization (WARM) Program: Allocate \$100,000 from the PIDF to a separate reserve account for the PIDECD & PIDF Trustees to administer.

Microfinancing Program: Allocate \$50,000 from the Restricted Reserve Account #128 Grants – Matching Funds for a new special reserve account for the PIDECD & PIDF Trustees to administer.

Downtown Façade Program: At this time the intention of this program is to utilize \$300,000 Downtown TIF District Revenues once the funds have been accumulated. No transfer request is requested at this time.

Staff recommends the following action:

Mr. Chairman, I move we transfer \$100,000 from the PIDF reserve account for the creation of the Winterization and Rental Modernization (WARM) Program. I also moved that the city transfer's \$50,000 from the Restricted Reserve Account #128 Grants – Matching Funds to fund the Presque Isle Microfinancing Program.

Motion made by: _____ Seconded by: _____

PRESQUE ISLE CITY COUNCIL MEETING

For:

December 2, 2020

AGENDA ITEM # 11

SUBJECT

NEW BUSINESS: Ordinances due to "Sunset Provision"

LIST OF ORDINANCES

Chapter 3 Council Procedure
Chapter 5 Traffic Regulations
Chapter 9 License & Public Hearing Fees
Chapter 18 Fire Prevention code Ordinance
Chapter 23 Pawnbroker's Ordinance
Chapter 24 Sidewalk Snow Removal
Chapter 35 Curb Cut
Chapter 36 Domesticated Animal
Chapter 38 Floodplain
Chapter 40 Conduct on Public Parks
Chapter 41 Bike Walkers Path
Chapter 41A Special Amusement
Chapter 46 Addressing Ordinance
Chapter 47 Restricting Vehicle Weight
Chapter 49 Administration of Government
Chapter 50 Advisory Board
Chapter 55 Pet Welfare
Chapter 56 Changeable Signs
Chapter 62 Consumer Fireworks Ordinance

PRESQUE ISLE CITY COUNCIL MEETING

For:

December 2, 2020

AGENDA ITEM # 12

SUBJECT

NEW BUSINESS: Schedule a Public Hearing for Dangerous Buildings

INFORMATION

- 1) Memo from George Howe, dated November 17, 2020
- 2) Pictures
- 3) State Statues

REQUESTED ACTION

BE IT RESOLVED by Councilor _____, seconded by Councilor _____ to schedule a public hearing on January 6, 2021.



City of Presque Isle, Maine

From the desk of:

George Howe

Email: ghowe@presqueisleme.us

MEMORANDUM

TO:	Honorable City Council
CC:	Martin Puckett, City Manager; Galen Weibley, Director of Economic & Community Development Tom King, City Clerk Chelsea Stratton, Executive Assistant
DATE:	November 17, 2020
RE:	Recommendations on Dangerous Buildings

The following structure has had code violations against it and is safety hazard and my recommendation is to have it declared as a dangerous building.

1. 9 Allen Street

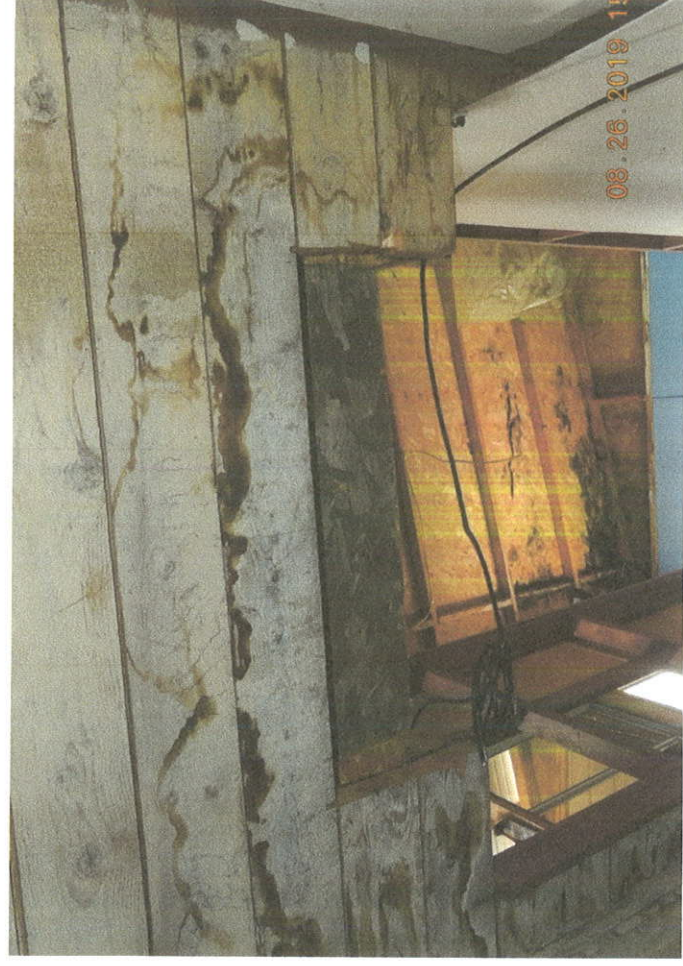
RECOMMENDED: Motion made by: _____ Seconded by: _____
to schedule a Hearing for the January 6, 2021, City Council Meeting.

CONDEMNED PROPERTIES

November 17, 2020

1. **9 Allen Street** – *Owned by Roger Pelkey & Robin (Pelkey) Legassie*. Condemned on August 29, 2019, due to the following: Part of the structure is structurally unsafe and has numerous electrical and heating issues. Apartments have been vacated by tenants and electrical has been disconnected from the apartments. There is still electrical feeding the store and the plumbing has not been disconnected from the building as it is also hooked-up to the stove.

There is no mortgage on property and the 2019 taxes are paid.





Maine Revised Statutes
Title 17: CRIMES
Chapter 91: NUISANCES

§2851. DANGEROUS BUILDINGS

The municipal officers in the case of a municipality or the county commissioners in the case of the unorganized or deorganized areas in their county may after notice pursuant to section 2857 and hearing adjudge a building to be a nuisance or dangerous, in accordance with subsection 2-A, and may make and record an order, in accordance with subsection 3, prescribing what disposal must be made of that building . The order may allow for delay of disposal if the owner or party in interest has demonstrated the ability and willingness to satisfactorily rehabilitate the building. If an appeal pursuant to section 2852 is not filed or, if an appeal pursuant to section 2852 is filed and the Superior Court does not order, stay or overturn the order to dispose of the building, the municipal officers or the county commissioners shall cause the nuisance to be abated or removed in compliance with the order. [2017, c. 136, §1 (AMD) .]

For the purposes of this subchapter, "building" means a building or structure or any portion of a building or structure or any wharf, pier, pilings or any portion of a wharf, pier or pilings thereof that is or was located on or extending from land within the boundaries of the municipality or the unorganized or deorganized area, as measured from low water mark, and "parties in interest" has the same meaning as in Title 14, section 6321. [2017, c. 136, §1 (NEW) .]

1. Notice.

[2017, c. 136, §1 (RP) .]

2. Notice; how published.

[2017, c. 136, §1 (RP) .]

2-A. Standard. To adjudge a building to be a nuisance or dangerous, the municipal officers or county commissioners must find that the building is structurally unsafe, unstable or unsanitary; constitutes a fire hazard; is unsuitable or improper for the use or occupancy to which it is put; constitutes a hazard to health or safety because of inadequate maintenance, dilapidation, obsolescence or abandonment; or is otherwise dangerous to life or property.

[2017, c. 136, §1 (NEW) .]

3. Recording of the order. An order made by the municipal officers or county commissioners under this section must be recorded by the municipal or county clerk, who shall cause an attested copy to be served upon the owner and all parties in interest in the same way service of process is made in accordance with the Maine Rules of Civil Procedure. If the name or address cannot be ascertained, the clerk shall publish a copy of the order in the same manner as provided for notice in section 2857.

[2017, c. 136, §1 (AMD) .]

4. Proceedings in Superior Court. In addition to proceedings before the municipal officers or the county commissioners, the municipality or the county may seek an order of demolition by filing a complaint in the Superior Court situated in the county where the building is located. The complaint must identify the location of the property and set forth the reasons why the municipality or the county seeks its removal. Service of the complaint must be made upon the owner and parties in interest in accordance with the Maine Rules of Civil Procedure. After hearing before the court sitting without a jury, the court shall issue

an appropriate order and, if it requires removal of the building, it shall award costs as authorized by this subchapter to the municipality or the county. Appeal from a decision of the Superior Court is to the law court in accordance with the Maine Rules of Civil Procedure.

[2017, c. 136, §1 (AMD) .]

SECTION HISTORY

1965, c. 284, (RPR). 1967, c. 401, §1 (AMD). 1973, c. 143, §1 (AMD).
1979, c. 27, §§1-3 (AMD). 1997, c. 6, §1 (AMD). 2017, c. 136, §1 (AMD).

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PRESQUE ISLE CITY COUNCIL MEETING

For:

December 2, 2020

AGENDA ITEM

SUBJECT

BUDGET WORKSHOP

WORKSHOP: Presentations

2021 City Budget

REQUESTED ACTION

Motion made at meeting.

PRESQUE ISLE CITY COUNCIL ANNOUNCEMENTS

Wednesday, December 2nd, 2020

- The next regularly scheduled meeting of the Presque Isle City Council is on Wednesday, January 6, 2021 at 5:00 PM in the Council Chambers at City Hall.