



## **Presque Isle City Council Meeting**

**Wednesday, March 4<sup>th</sup>, 2020**

**6:00 PM**

**Presque Isle Council Chambers**

### **AGENDA**

#### **Call to Order**

#### **Pledge of Allegiance**

#### **Citizen Comments**

#### **Consent Agenda**

1. Approve Minutes from February 5, 2020
2. Approve 2019 Warrants #5 - #7, totaling \$ 1,412,084.14
3. Approve Return of Votes Cast for March 3, 2020
4. Approve Request from EMERA Maine for a Pole Permit
5. Approve Appointment of Floyd Rockholt to the Presque Isle Downtown Revitalization Committee
6. Approve MDOT Overlimit Permit for Construction
7. Approve Quitclaim Deeds
8. Approve Drug Forfeiture

#### **Old Business**

9. Approve Council Appointment to Audit Committee

#### **New Business**

10. LED Street Lights
11. Star City ATV Club Municipal Grant
12. City Hall Renovations
13. Age Friendly Community Update
14. Downtown TIF
15. Goal Settings Session

#### **Manager's Report**

#### **Announcements**

#### **Executive Session**

Pursuant to 1 M.R.S.A. § 405(6)(E) to discuss Negotiations

Pursuant to 1 M.R.S.A. § 405(6)(E) to discuss Negotiations

#### **Adjournment**

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

## MEMORANDUM

<b>TO:</b>	<b>Honorable City Council</b>
<b>FROM:</b>	Martin Puckett, City Manager
<b>DATE:</b>	February 25, 2020
<b>RE:</b>	<b>March 4th Council Meeting starting at 6pm</b>

**Call to Order**

**Roll Call**

**Pledge of Allegiance**

**Citizen Comments**

**Consent Agenda:** Approval recommended for all items below.

1. Approve Minutes from February 5, 2020: Standard item.
2. Approve 2020 Warrants
3. Approve Return of Votes Cast for March 3, 2020: information provided at meeting since polls closed 8pm March 3<sup>rd</sup>.
4. Approve Request from EMERA Maine for a Pole Permit. This is for the Army National Guard Building.
5. Approve Appointment of Floyd Rockholt to the Presque Isle Downtown Revitalization Committee. Floyd has been serving previously as an alternate.
6. Approve MDOT Over limit Permit for Construction. This is an annual request, this project is for crack sealing maintenance and they need to bring some heavy equipment.
7. Approve Quitclaim Deeds: Properties owner has paid off back taxes.
8. Approve Drug Forfeiture: Per state statute, requires approval from the majority of council.

**Old Business**

9. **Approve Council Appointment to Audit Committee:** One councilor is still needed to fill the vacancy (Jake Shaw is currently on the committee). We also need one resident to fill a vacancy but there have not been any volunteers. Staff recommends nominating a council member for the committee.

## **New Business**

- 10. LED Street Lights:** The city has received quotes to replace city owned lights on Maysville Road (23 total) and the decorative lights in the downtown (8). The estimated ROI is 3.2 years for the Maysville Road lights and 2.2 years for the decorative lights. Emera is not interested in owning these lights. While we do not have dedicated funds in the 2020 budget, we would like to see if the council would like to do this project. For discussion.
- 11. Star City ATV Municipal Grant:** The club is seeking approval to apply for the annual state grant for trail preservation. No financial impact to the city. Approval is recommended.
- 12. City Hall Renovations:** The committee has been meeting regularly and is recommending to do a request for qualifications for renovations as the next step. We have determined that a professional engineer will have to review the plans for public safety reasons.
- 13. Age Friendly Community Update:** Kim Smith will give an overview of the recent survey the city completed. Summary attached. No action requested.
- 14. Downtown TIF:** Galen Weibley will give an overview of the downtown TIF and the updates to the 2009 downtown revitalization plan. Memo from the attorney included to explain the benefits of TIFs. For discussion.
- 15. Goal Setting Session:** Attached are the 2019-2020 goals established last year. If council wants to establish new goals we should select dates to have a workshop.

## **Manager's Report**

## **Announcements**

# **PRESQUE ISLE CITY COUNCIL MEETING**

**For:**

March 4, 2020

## **AGENDA ITEM # 1**

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### **SUBJECT**

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**CONSENT AGENDA:** 2020 Minutes

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### **INFORMATION**

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1) February 5, 2020 Minutes

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### **REQUESTED ACTION**

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**BE IT RESOLVED** by Councilor \_\_\_\_\_, seconded by Councilor \_\_\_\_\_ to approve minutes from February 5<sup>th</sup>, 2020.



## Presque Isle City Council Meeting

February 5, 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, R. Smith, and J. Willette

Absent:

City Manager Martin Puckett and City Clerk Thomas King 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. Approval for a Malt, Spirituous, and Vinous Liquor License and a Special Permit for Music, Dancing, and Entertainment for Presque Isle Country Club, with a location of 35 Parkhurst Siding Road (Single Hearing)

**BE IT RESOLVED** by Councilor C. Green, seconded by Deputy Chairman M. Chasse to approve a Malt, Spirituous, and Vinous Liquor License and a Special Permit for Music, Dancing, and Entertainment for Presque Isle Country Club, with a location of 35 Parkhurst Siding Road.

**Vote: 7 - 0**

2. Approval for a Malt, Spirituous, and Vinous Liquor License and a Special Permit for Music, Dancing, and Entertainment for Pie Nana, Inc., d/b/a Irish Setter Pub, with a location of 710 Main Street (Single Hearing)

**BE IT RESOLVED** by Councilor R. Smith, seconded by Councilor C. Green to approve a Malt, Spirituous, and Vinous Liquor License and a Special Permit for Music, Dancing,

and Entertainment for Pie Nana, Inc., d/b/a Irish Setter Pub, with a location of 710 Main Street.

**Vote: 7 - 0**

3. Approval for a Malt, Spirituous, and Vinous Liquor License for Mainely Mexican, LLC., d/b/a Mainely Mexican, with a location of 6 State Road (Single Hearing)

**BE IT RESOLVED** by Deputy Chairman M. Chasse, seconded by Councilor J. Shaw to approve a Malt, Spirituous, and Vinous Liquor License for Mainely Mexican, LLC., d/b/a Mainely Mexican, with a location of 6 State Road.

**Vote: 7 - 0**

### **Citizen Comments**

There were no Citizen Comments.

### **Consent Agenda**

4. January 8, 2020 and January 28, 2020 Minutes
5. 2020 Warrants #1 - #4, totaling \$1,456,618.03

**BE IT RESOLVED** by Deputy Chairman M. Chasse, seconded by Councilor J. Shaw to approve Consent Agenda items 1 and 2.

**Vote: 7 - 0**

6. Approve Council Appointment

**BE IT RESOLVED** by Councilor J. Shaw, seconded by Councilor R. Smith to appoint Councilor M. Chasse as 2020 City Council Deputy Chairman.

**Vote: 7 - 0**

7. Approve Appointment to Planning Board

**BE IT RESOLVED** by Deputy Chairman M. Chasse, seconded by Councilor R. Smith to appoint Sean Nordenhold to the Planning Board (term expires 12/31/2020).

**Vote: 7 - 0**

8. Approve Appointment to Presque Isle Utilities District Board.

**BE IT RESOLVED** by Councilor C. Green, seconded by Councilor R. Smith to appoint Greg Roderick to the Presque Isle Utilities District Board (term expires 12/31/2023).

**Vote: 7 - 0**

9. Approve Drug Forfeiture

**BE IT RESOLVED** by Councilor C. Green, seconded by Councilor R. Smith to authorize Chairman K. Freeman to sign the Approval of Transfer.

**Vote: 7 - 0**

10. Quitclaim Deeds

**BE IT RESOLVED** by Councilor C. Green, seconded by Deputy Chairman M. Chasse to approve the Quitclaim Deed for the Estate of Yolanda M. Wright and the Quitclaim Deed of property located at 463 Caribou Road, Presque Isle.

**Vote: 7 - 0**

11. Approve Emergency Operations Plan

**BE IT RESOLVED** by Councilor J. Shaw, seconded by Councilor J. Willette to approve the Presque Isle Emergency Operations Plan.

**Vote: 7 - 0**

12. Approve List of Election Workers

**BE IT RESOLVED** by Deputy Chairman M. Chasse, Seconded by Councilor R. Smith to approve the list of Election workers for 2020.

**Vote: 7 - 0**

**Old Business**

13. 2019 Comp Plan

**BE IT RESOLVED** by Deputy Chairman M. Chasse, seconded by Councilor J. Shaw to approve the 2019 Comprehensive Plan.

**Vote: 7 - 0**

**New Business**

14. Transfer Funds to the Presque Isle Downtown Revitalization Committee Reserve

**BE IT RESOLVED** by Deputy Chairman M. Chasse, seconded by Councilor C. Green to transfer \$6,500.00 to the Presque Isle Downtown Revitalization Committee special reserve.

**Vote: 7 - 0**

15. Sister City

Discussion only, no Council action taken at this time.

16. Approve overspent Budgets

**BE IT RESOLVED** by Councilor C. Green, seconded by Councilor R. Smith that the City authorize the following departmental overspending for 2019:

Fire Department - \$3,557.00

Solid Waste Department - \$13,413.00

**Vote: 7 - 0**

### **Manager's Report**

- Finance Director Brad Turner received the GAFO Award.
- Upcoming meeting with Greenmark IT to prepare for their taking over of IT Services.
- Looking into Open Source Budget Software.
- Entering a municipal partnership with MDOT to mill and pave Blake and Griffin Streets with both the City and the State each contributing \$175,000.00 to the project.

### **Announcements**

- Zoning Board next meeting is 2-11-2020
- Airport Advisory Board next meeting is 2-11-2020
- Planning Board next meeting is 2-20-2020
- City Council next regular meeting is 3-4-2020 @ 6:00 PM in Council Chambers.
- We still have open board and committee seats. Please see the City Clerk or fill an application online if you are interested in serving.

### **Executive Session**

There was no Executive Session called for.

### **Adjournment**



**BE IT RESOLVED** by Councilor R. Smith, seconded by Deputy Chairman M. Chasse to adjourn the meeting at 6:56 PM.

**Vote: 7 - 0**

Attested by: \_\_\_\_\_  
Thomas C. King, City Clerk

# PRESQUE ISLE CITY COUNCIL MEETING

**For:**

March 4, 2020

## AGENDA ITEM # 2

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### SUBJECT

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**CONSENT AGENDA:** 2020 Warrants #5 - #7, totaling  
\$ 1,412,084.14

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### INFORMATION

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1) Warrant #5	\$ 458,678.69
2) Warrant #6	\$ 720,363.68
3) Warrant #7	\$ 233,041.77

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### REQUESTED ACTION

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**BE IT RESOLVED** by Councilor \_\_\_\_\_, seconded by Councilor \_\_\_\_\_ to approve 2020 Warrant #5 - #7, totaling \$1,412,084.14.

# **PRESQUE ISLE CITY COUNCIL MEETING**

**For:**

March 4, 2020

## **AGENDA ITEM # 3**

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### **SUBJECT**

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**CONSENT AGENDA:** Return of Votes Cast for March 3, 2020

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### **INFORMATION**

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1) Return of Votes Cast – Provided at meeting

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### **REQUESTED ACTION**

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**BE IT RESOLVED** by Councilor \_\_\_\_\_, seconded by Councilor \_\_\_\_\_ to approve the Return of Votes Cast for March 3, 2020.

# PRESQUE ISLE CITY COUNCIL MEETING

**For:**

March 4, 2020

## **AGENDA ITEM # 4**

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### **SUBJECT**

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**CONSENT AGENDA:** Approve Request from EMERA Maine for Pole Permit

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### **INFORMATION**

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1) EMERA Maine's Request

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### **REQUESTED ACTION**

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**BE IT RESOLVED** by Councilor \_\_\_\_\_, seconded by Councilor \_\_\_\_\_ to approve pole permit to EMERA Maine as submitted on February 4, 2020.

2/4/2020

Mr Martin Puckett  
City of Presque Isle  
12 Second St  
Presque Isle, ME 04769

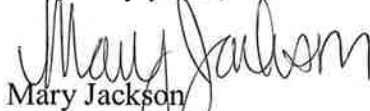
Subject: 3PH EXT - ME STATE DEP OF DEFE Edgemont Dr

Dear Mr Puckett,

Enclosed are our application and utility location permit forms for locations in PRESQUE ISLE.

When approved by a majority of the municipal officers or by an authorized representative, please return those forms marked "COPY", to the return address noted below, signed and dated with the recording data, and attested by the Clerk.

Very truly yours,



Mary Jackson  
Joint Line Coordinator  
Emera Maine  
T: 207-973-2520 | F: 207-973-2970  
E: [mary.jackson@emeramaine.com](mailto:mary.jackson@emeramaine.com)  
[www.emeramaine.com](http://www.emeramaine.com)

Encl.

UTILITY LOCATION PERMIT

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Upon the application of EMERA MAINE dated February 4, 2020, requesting permission to locate certain of its facilities hereinafter described upon, along, over and across certain public ways in the City of PRESQUE ISLE, County of Aroostook, State of Maine, all as set forth in its application, no newspaper publication having been made by applicant in connection with said application, permission is hereby given to said Emera Maine to locate, construct, maintain and operate certain of its facilities hereinafter described upon, along, over and across certain public ways situated in said municipality as hereinafter set forth. This permit is granted subject to the provisions that any person, firm or corporation owning property within the subject municipality which abuts the applicable way may file written objection with this licensing authority within ninety (90) days after the installation of the facilities described in said application, said written objection and to be served by delivery in hand or by registered or certified mail.

LOCATION:

EDGEMONT DR, one pole to be located approximately 150' southerly from the junction of MORNINGSIDE DR.

DESCRIPTION:

The facilities will consist of a line composed of wood poles and supports therefore, crossarms, wires and/or cables together with associated appurtenances. The minimum clearance of the wires and/or cables, other than guywires, will be at least 18 feet over the public way. The poles will be set within the limits of the public way, but outside the part thereof customarily used for travel by vehicles. The initial operation of the facilities will be at 7200 volts, Single Phase; the voltage will be increased as occasion therefore requires for the operation not in excess of 20KV to ground.

Authorizing signature (s):

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

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

Received and Recorded in  
Book \_\_\_\_\_, Page \_\_\_\_\_,  
on \_\_\_\_\_, 20 \_\_\_\_.  
Attest:

Dated at \_\_\_\_\_, ME,  
This \_\_\_\_\_ Day of \_\_\_\_\_, 20 \_\_\_\_

Clerk of \_\_\_\_\_

APPLICATION FOR UTILITY LOCATION PERMIT

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TO: PRESQUE ISLE City Manager -- Town of PRESQUE ISLE

EMERA MAINE, a Maine corporation being duly authorized pursuant to the laws of the State of Maine to generate, sell, distribute and supply electricity in the City of PRESQUE ISLE, County of Aroostook, State aforesaid, hereby applies for a permit to authorize it to locate, construct, maintain and operate certain of its facilities hereinafter described upon, along, over and across certain public ways situated in the said City of PRESQUE ISLE.

**No public notice** of this application will be made in accordance with the terms and conditions of Title 35-A, Section 2503, MRSA as amended.

## LOCATION:

EDGEMONT DR, one pole to be located approximately 150' southerly from the junction of MORNINGSIDE DR.

## DESCRIPTION:

The facilities will consist of a line composed of wood poles and supports therefore, crossarms, wires and/or cables together with associated appurtenances. The minimum clearance of the wires and/or cables, other than guywires, will be at least 18 feet over the public way. The poles will be set within the limits of the public way, but outside the part thereof customarily used for travel by vehicles. The initial operation of the facilities will be at 7200 volts, Single Phase; the voltage will be increased as occasion therefore requires for the operation not in excess of 20KV to ground.

Dated at Bangor, Maine

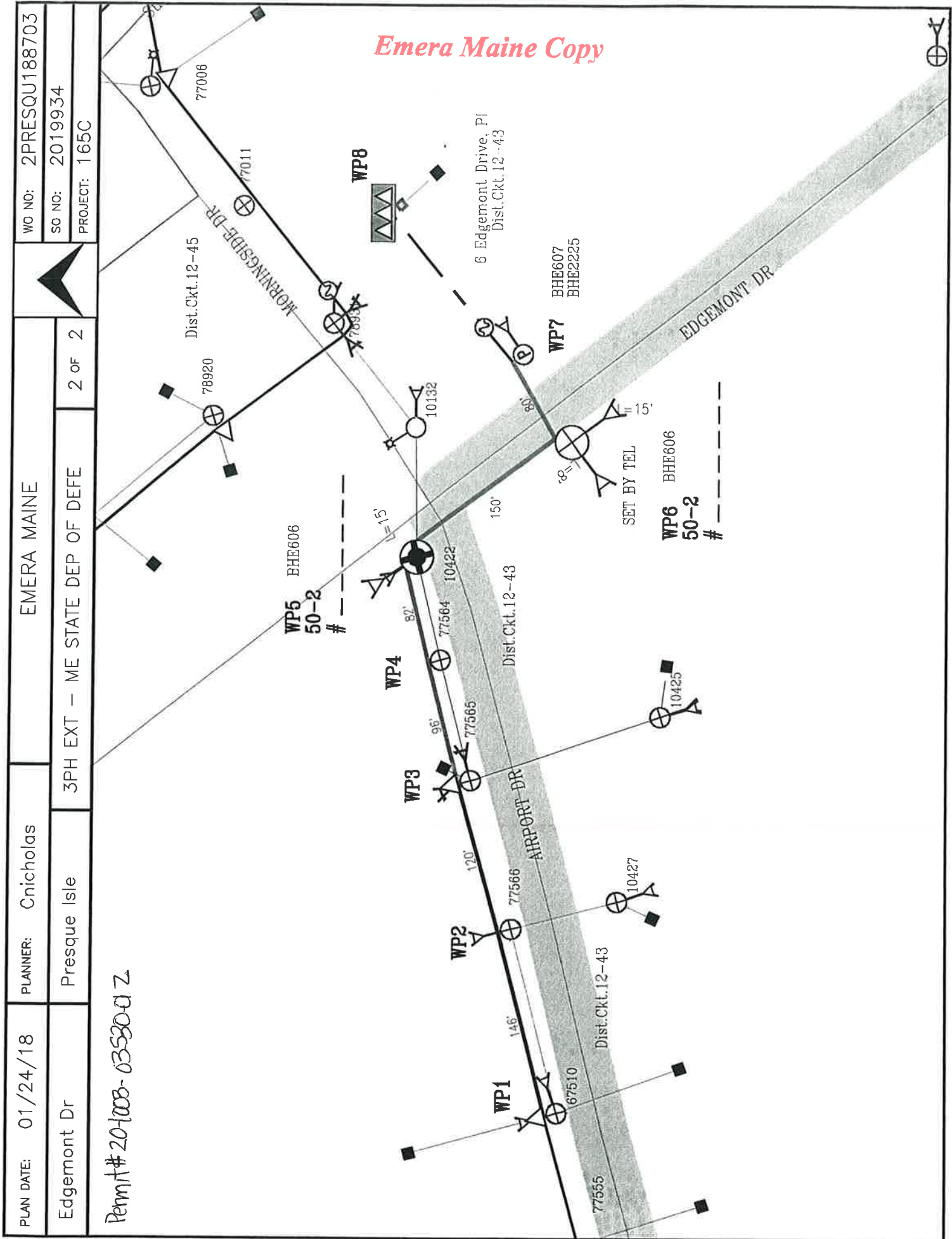
on February 4, 2020

EMERA MAINE

By: 

Mary B. Jackson  
Joint Line Coordinator

Emera Maine Copy





UTILITY LOCATION PERMIT

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Upon the application of EMERA MAINE dated February 4, 2020, requesting permission to locate certain of its facilities hereinafter described upon, along, over and across certain public ways in the City of PRESQUE ISLE, County of Aroostook, State of Maine, all as set forth in its application, no newspaper publication having been made by applicant in connection with said application, permission is hereby given to said Emera Maine to locate, construct, maintain and operate certain of its facilities hereinafter described upon, along, over and across certain public ways situated in said municipality as hereinafter set forth. This permit is granted subject to the provisions that any person, firm or corporation owning property within the subject municipality which abuts the applicable way may file written objection with this licensing authority within ninety (90) days after the installation of the facilities described in said application, said written objection and to be served by delivery in hand or by registered or certified mail.

LOCATION:

EDGEMONT DR, one pole to be located approximately 150' southerly from the junction of MORNINGSIDE DR.

DESCRIPTION:

The facilities will consist of a line composed of wood poles and supports therefore, crossarms, wires and/or cables together with associated appurtenances. The minimum clearance of the wires and/or cables, other than guywires, will be at least 18 feet over the public way. The poles will be set within the limits of the public way, but outside the part thereof customarily used for travel by vehicles. The initial operation of the facilities will be at 7200 volts, Single Phase; the voltage will be increased as occasion therefore requires for the operation not in excess of 20KV to ground.

Authorizing signature (s):

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

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

Received and Recorded in  
Book \_\_\_\_\_, Page \_\_\_\_\_,  
on \_\_\_\_\_, 20\_\_\_\_.  
Attest:

Dated at \_\_\_\_\_, ME,  
This \_\_\_\_\_ Day of \_\_\_\_\_, 20\_\_\_\_

Clerk of \_\_\_\_\_

APPLICATION FOR UTILITY LOCATION PERMIT

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TO: PRESQUE ISLE City Manager – Town of PRESQUE ISLE

EMERA MAINE, a Maine corporation being duly authorized pursuant to the laws of the State of Maine to generate, sell, distribute and supply electricity in the City of PRESQUE ISLE, County of Aroostook, State aforesaid, hereby applies for a permit to authorize it to locate, construct, maintain and operate certain of its facilities hereinafter described upon, along, over and across certain public ways situated in the said City of PRESQUE ISLE.

**No public notice** of this application will be made in accordance with the terms and conditions of Title 35-A, Section 2503, MRSA as amended.

LOCATION:

EDGEMONT DR, one pole to be located approximately 150' southerly from the junction of MORNINGSIDE DR.

DESCRIPTION:

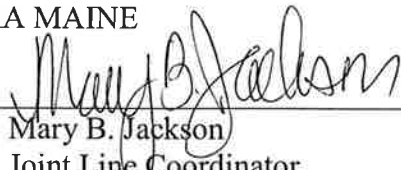
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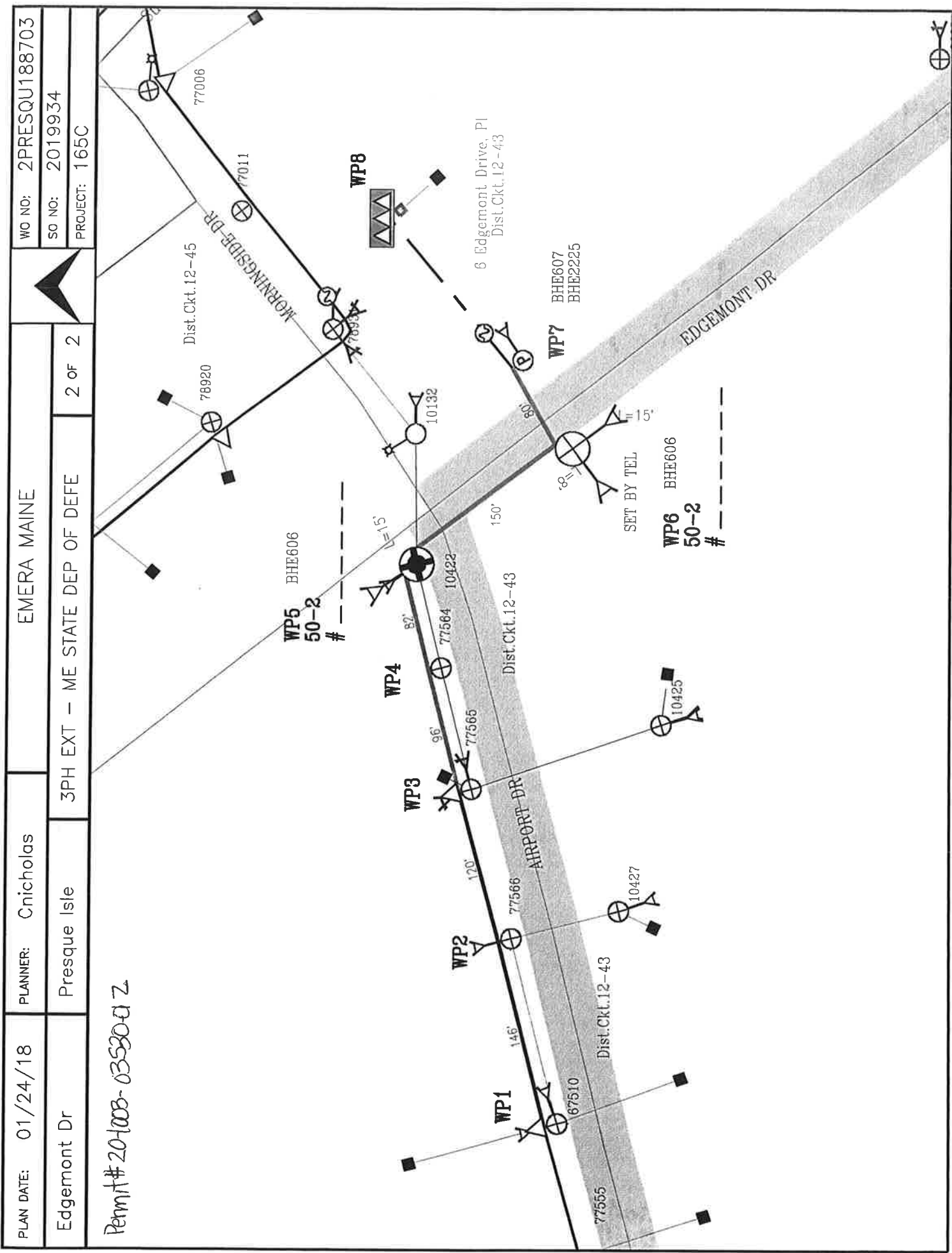
Dated at Bangor, Maine

on February 4, 2020

EMERA MAINE

By: \_\_\_\_\_

  
Mary B. Jackson  
Joint Line Coordinator



# **PRESQUE ISLE CITY COUNCIL MEETING**

**For:**

March 4, 2020

## **AGENDA ITEM # 5**

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### **SUBJECT**

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**CONSENT AGENDA:** Approve Appointment to PIDRC

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### **INFORMATION**

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1) Floyd Rockholt's Application

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### **REQUESTED ACTION**

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**BE IT RESOLVED** by Councilor \_\_\_\_\_, seconded by Councilor \_\_\_\_\_ to appoint Floyd Rockholt to the Presque Isle Downtown Revitalization Committee (term expires 12/31/2020).

## City of Presque Isle

### Application for Appointment to City Board/Commission/Committee

Full Name: Floyd Rockholt

Street Address: 15 Phair St. Presque Isle, ME 04769

Mailing Address (if different): \_\_\_\_\_

Telephone Number: \_\_\_\_\_ (daytime) \_\_\_\_\_ (evening)

Email Address: eaglehill@mfx.net

Length of time as a Presque Isle Resident: \_\_\_\_\_

I wish to be considered for appointment to the:

PI Downtown Revitalization Committee  
(Name of Board/Commission/Committee)

Check one or both: ☒ Full Membership Status ☐ Associate Membership Status

Educational Background: \_\_\_\_\_

\_\_\_\_\_

Employment History: \_\_\_\_\_

\_\_\_\_\_

Community Service: \_\_\_\_\_

\_\_\_\_\_

Please note any prior experience, knowledge or abilities that you have which would contribute to the activities of the Board/Commission/Committee:

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

*Thank you for your interest in serving the City of Presque Isle.*  
**Please return form to: City Clerk's Office, 12 Second St., Presque Isle, ME 04769**

# **PRESQUE ISLE CITY COUNCIL MEETING**

**For:**

March 4, 2020

## **AGENDA ITEM # 6**

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### **SUBJECT**

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**CONSENT AGENDA:** MDOT Overlimit Permit

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### **INFORMATION**

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- 1) Memo from Dana Fowler, dated February 26, 2020
- 2) MDOT Request

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### **REQUESTED ACTION**

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**BE IT RESOLVED** by Councilor \_\_\_\_\_, seconded by Councilor \_\_\_\_\_ to approve the agreement with the Maine Department of Transportation authorizing overlimit permits for proposed construction projects in Presque Isle in 2020.



## City of Presque Isle, Maine

The Department of  
Public Services

**Dana H. Fowler, P.E.**

Email: [dfowler@presqueisleme.us](mailto:dfowler@presqueisleme.us)

### MEMORANDUM

<b>TO:</b>	City Council and City Manager Martin Puckett
<b>FROM:</b>	Dana H. Fowler, P.E., Director of Public Services <i>DHF</i>
<b>DATE:</b>	February 26, 2020
<b>RE:</b>	Agenda Item: MDOT Construction Overlimit Permit

The Maine Department of Transportation (MDOT) has requested that the City approve an agreement with them to permit overweight construction equipment to pass over municipal ways. MDOT has made this request regarding one proposed project in Presque Isle for this year, which is the crack sealing of 1.15 miles of highway.

It is standard practice for MDOT to obtain an agreement on an annual basis with the municipality in which the project is located to allow for overweight vehicles operated by MDOT and the MDOT's contractor over municipal roadways to have access to the work area.

It is recommended that the City Council approve the agreement.

### RECOMMENDATION

Be it resolved by \_\_\_\_\_ and seconded by \_\_\_\_\_ to approve the agreement with the Maine Department of Transportation authorizing overlimit permits for proposed construction projects in Presque Isle in 2020.





STATE OF MAINE  
DEPARTMENT OF TRANSPORTATION  
16 STATE HOUSE STATION  
AUGUSTA, MAINE 04333-0016

Janet T. Mills  
GOVERNOR

Bruce A. Van Note  
COMMISSIONER

Martin Puckett, City Manager  
Re: City of Presque Isle  
12 Second Street,  
Presque Isle, ME 04769

1/28/2020

**Subject:** Crack Seal  
**Project No.:** 1899553  
**Location:** Presque Isle

Dear Mr. Puckett:

The Maine Department of Transportation will soon solicit quotes for the subject project for construction, and pursuant to 29-A MRSA § 2382 (7) we have established a "Construction Area." A copy of 29-A § 2382 is enclosed for your information. Also included is an agreement, which requires signature by the municipal officers, and additional background documents.


The agreement stipulates that the municipality will issue a permit for a stated period of time to the MDOT contractor for transporting construction equipment (backhoes, bulldozers, etc.) that exceed legal weight limits, over municipal roads. The agreement acknowledges the municipality's right to require a bond from the contractor to "guarantee suitable repair or payment of damages" per 29-A MRSA.

29-A MRSA § 2382 (7) states that *"the suitability of repairs or the amount of damage is to be determined by the Department of Transportation on state-maintained ways and bridges, otherwise by the municipal officers."* In other words, municipal officers determine the suitability of repairs on municipal ways and bridges.

The State cannot force municipalities to allow overweight vehicles to travel on posted municipal roads. Municipal postings supersede overweight permits. However, the agreement requires municipalities to make reasonable accommodations for overweight vehicles that are operated by contractors and the MDOT in connection with the construction project.

The specific municipal roads involved are not necessarily known at present, as the contractor's plan of operation won't be known until just prior to the start of work. If the municipality plans to require a bond; the amount of the bond should be determined prior to the start of work. If the project number administratively changes, you will be notified, and the agreement modified accordingly. Please return the completed agreement to my attention. Should you have any questions, please contact me at 207 624-3410.

Sincerely,

  
George M.A. Macdougall  
Contracts & Specifications Engineer  
Bureau of Project Development

Return this AGREEMENT, when completed, to:

Maine Department of Transportation  
ATTN.: George Macdougall, Contracts & Specifications Engineer  
#16 State House Station, Child Street  
Augusta, Maine 04333-0016

**Project Nos.:** 1899553  
**Location:** Presque Isle

Pursuant to 29-A MRSA § 2382, the undersigned municipal officers of the City of Presque Isle agree that a construction overlimit permit will be issued to the Contractor for the above-referenced project allowing the contractor to haul non-divisible overlimit loads on municipal ways.

The municipality may require the contractor to obtain a satisfactory bond pursuant to 29-A MRSA § 2388 to cover the cost of any damage that might occur as a result of the overlimit loads. If a bond is required, the exact amount of said bond should be determined prior to the use of any municipal way. The MaineDOT will assist in determining the amount of the bond if requested. A suggested format for a general construction overlimit bond is attached. A suggested format for a construction overlimit permit is also attached. This construction overlimit permit does not supersede rules that restrict the use of public ways, such as posting of public ways, pursuant to 29-A MRSA § 2395.

The maximum speed limit for trucks on any municipal way will be 25 mph (40 km per hour) unless a higher speed limit is specifically agreed upon, in writing, by the Municipal Officers.

**CITY OF PRESQUE ISLE**  
By the Municipal Officials

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

**SPECIAL PROVISION 105**  
**CONSTRUCTION AREA**

Construction Areas located in the Towns of Eagle Lake, Wallagrass, Plantation of Moro, Townships of T7R5 WELS, T8R5 WELS, and City of Presque Isle have been established by the Maine Department of Transportation (MDOT) in accordance with provisions of 29-A § 2382 Maine Revised Statutes Annotated (MRSA).

*The sections of highway receiving Crack Seal in Aroostook County, Project No. 018995.53:*

- (a) Location 1 is located on US Route 1 in Presque Isle, beginning at the Compact Urban Line and extending west 1.15 miles.*
- (b) Location 2 is located on Route 167 in Presque Isle beginning at the intersection of Main Street and North Street and extending east 0.94 miles.*
- (c) Location 3 is located on US Route 1 in Presque Isle beginning at the intersection of Chapman Street and Main Street extending north 1.72 miles.*
- (d) Location 4 is located in Moro Plantation, T7R5 WELS and T8R5 WELS on Route 11 beginning 0.65 of a mile south of Moro PLT - T7 R5 WELS town line and extending north 11.04 miles to 1.96 miles south of T8 R5 WELS town line.*
- (e) Location 5 is located on Route 11 beginning in Eagle Lake 0.08 of a mile north of the Fish Hatchery Road and extending north 6.27 miles in Wallagrass.*

Per 29-A § 2382 (7) MRSA, the MDOT may “issue permits for stated periods of time for loads and equipment employed on public way construction projects, United States Government projects or construction of private ways, when within construction areas established by the Department of Transportation. The permit:

*A. Must be procured from the municipal officers for a construction area within that municipality;*

*B. May require the contractor to be responsible for damage to ways used in the construction areas and may provide for:*

*(1) Withholding by the agency contracting the work of final payment under contract; or*

*(2) The furnishing of a bond by the contractor to guarantee suitable repair or payment of damages.*

*The suitability of repairs or the amount of damage is to be determined by the Department of Transportation on state-maintained ways and bridges, otherwise by the municipal officers;*

*C. May be granted by the Department of Transportation or by the state engineer in charge of the construction contract; and*

*D. For construction areas, carries no fee and does not come within the scope of this section.”*

The maximum speed limits for trucks on any town way will be 25 mph (40 km per hour) unless a higher legal limit is specifically agreed upon in writing by the Municipal Officers concerned.

## **GENERAL GUIDANCE**

### **CONSTRUCTION OVERLIMIT PERMIT AND BONDING**

The Maine Bureau of Motor Vehicles (BMV) establishes requirements and standards for the permitting of non-divisible over dimensional and overweight vehicles and loads (collectively overlimit loads) on state roads. These state motor vehicle permits are available on-line. 29-A MRSA and Secretary of State Administrative Rules Chapters 155-157 apply. Additionally, municipalities and county commissioners may issue overweight permits for travel on municipal and county ways maintained by that municipality or county. These permits are typically single trip permits requiring vehicle registration data, intended route etc.

**However, in this case we're dealing with *Construction Permits*** involving overlimit loads in support of construction projects. According to 29-A MRSA § 2382 (7), a Construction Permit is a permit *"for a stated period of time that may be issued for loads and equipment employed on public way construction projects, United States Government projects or construction of private ways, when within construction areas established by the Department of Transportation"*. According to 29-A § 2382 MRSA, the construction overlimit permit must be procured from the municipal officers for overweight loads on a municipal way in support of a construction project within that municipality.

**By signing the attached agreement, the municipality agrees to issue construction overlimit permits to the MDOT construction contractor.**

#### **Frequently Asked Questions:**

##### **A. Why sign the document in advance of the actual construction contract?**

**Response:** There are three primary reasons: First, to comply with 29-A § 2382. Second, to ensure that there are no surprises regarding the use of municipal roads by the Maine DOT contractor (to reasonably reduce risk and thus keep the cost of construction down) and third, to ensure the town is aware of its rights to control its own roads, and its rights to require a separate contractor's bond. (This is in addition to the Payment Bond and the Performance Bond the Maine DOT requires of the contractor).

##### **B. Different roads may require different levels of scrutiny. How is a posted road handled?**

**Response:** Despite the general construction overweight permit, the contractor cannot exceed the load limit on a posted municipal road without specific municipal permission. 29-A § 2395 MRSA notes that any ways requiring special protection (such as posted roads) will continue to be protected and overweight permits are superseded by such postings. In such a case the contractor would have to use an alternate route.

C. Is there any reason why the contractor cannot be held to indemnify and hold harmless the Municipality beyond the simple posting of a bond?

Response: The objective of our standard letter is to deal with overweight equipment and trucks on municipal ways during construction of a Maine DOT construction project. The bond merely provides a measure of protection against damage to municipal ways as a direct result of construction activity. Other areas of risk and indemnification are beyond the scope of our letter.

D. Are we required to obtain a bond?

Response: No. In fact, few municipalities have required a construction bond. It is a matter of risk management.

E. If used, what amount should be required on the bond?

Response: Previous MDOT letters used to speak about a maximum bond amount of \$14,000 / mile (\$9,000 / kilometer ) of traveled length, however 29-A § 2382 sets no maximum. The amount of the bond (if any bond is required at all) is based on the individual situation. The MDOT will assist in providing a bond amount estimate if so requested.

F. Why the blanket approval?

Response: The blanket approval we seek is the reasonable accommodation by the municipality to allow the Maine DOT contractor to use town ways (if required ) to haul overweight construction equipment and trucks. This theoretically gives the municipality and the MDOT time to discuss exceptions to a blanket approval. In general, this avoids unnecessary risks and saves money for all concerned in the long run.

G. Who determines the suitability of repairs?

Response: For municipal ways, the suitability of repairs may be determined by municipal officers. The MDOT will assist.

H. What is a non-divisible load?

Response: Per Chapter 157 (The Administration of Over-Dimension and Overweight Permits) under the Secretary of State administrative rules (See Rule Chapters for the Department of the Secretary of State on line), a non-divisible load is defined as: A load which, if separated into smaller loads or vehicles, would:

- 1) make it unable to perform the function for which it was intended;
- 2) destroy its value or;
- 3) require more than eight work hours to dismantle using appropriate equipment. Sealed oceangoing containers, spent nuclear materials in casks, and government-controlled military vehicles and their loads will be considered non-divisible

I. What is the standard for Overweight trucks and equipment?

Response: Overweight means a weight that exceeds the legal limits established in 29-A MRSA Chapter 21.

J. This is an unorganized township with no county or municipal roads. Why should I respond?

Response: Because of limited staff, we send out a standard letter to cover contingencies and minimize risk to the construction process. From time to time the letter may not have a practical application. In most cases of unorganized territories, the agreement is signed and returned as a matter of routine. This ensures that surprises will not be encountered after the start of construction regarding travel over municipal and county ways.

Additional tips:

False Information - Permit are invalidated by false information. A permit is invalidated by the violation of any condition specified by the terms of the permit or by false information given on the application. On evidence of such violation of falsification, the permittee may be denied additional permits.

Proper Registration - Overload permits do not relieve the registrants of vehicles from their obligations to properly register their vehicles in accordance with Motor Vehicle Laws.

Agent's Power of Attorney - If you do require a contractor's bond, make sure you have a copy of the Surety Agent's power of attorney authorizing the surety agent to sign for the surety. Keep the power of attorney with your duplicate original bond at the municipality. The contractor will also have a duplicate original.

Other bonds - The Maine DOT requires a payment bond and a performance bond of the contractor which is held against unsatisfactory performance on the part of the contractor for all construction projects over \$100,000. (The Miller Act (40 U.S.C. 270a-270f) normally requires performance and payment bonds for any federal aid construction contract exceeding \$100,000. 14 MRSA § 871 provides a similar requirement for state funded construction projects.) These bonds cover the proper performance of the contract and the payment of all employees, suppliers and subcontractors.

**Title 29-A: MOTOR VEHICLES AND TRAFFIC**  
**Chapter 21: WEIGHT, DIMENSION AND PROTECTION OF WAYS**

Subchapter 2: DIMENSION  
§2383

**§2382. Overlimit movement permits**

- 1. Overlimit movement permits issued by State.** The Secretary of State, acting under guidelines and advice of the Commissioner of Transportation, may grant permits to move nondivisible objects having a length, width, height or weight greater than specified in this Title over a way or bridge maintained by the Department of Transportation.
- 2. Permit fee.** The Secretary of State, with the advice of the Commissioner of Transportation, may set the fee for single trip permits, at not less than \$6, nor more than \$30, based on weight, height, length and width. The Secretary of State may, by rule, implement fees that have been set by the Commissioner of Transportation for multiple trip, long-term overweight movement permits. Rules established pursuant to this section are routine technical rules pursuant to Title 5, chapter 375, subchapter II-A.
- 3. County and municipal permits.** A county commissioner or municipal officer may grant a permit, for a reasonable fee, for travel over a way or bridge maintained by that county or municipality.
- 4. Permits for weight.** A vehicle granted a permit for excess weight must first be registered for the maximum gross vehicle weight allowed for that vehicle.
- 5. Long-term permits.** The Secretary of State may grant permits for up to one year for trucks, truck tractors, semitrailers, heavy duty recovery vehicles and Class A special mobile equipment. Notwithstanding Title 5, section 8071, subsection 2, paragraph A, the Secretary of State, in consultation with the Commissioner of Transportation, shall establish the fee schedule by rule. Rules adopted pursuant to this subsection are routine technical rules as defined in Title 5, chapter 375, subchapter 2-A.
- 6. Scope of permit** A permit is limited to the particular vehicle or object to be moved, the trailer or semitrailer hauling the overlimit object and particular ways and bridges.
- 7. Construction permits.** A permit for a stated period of time may be issued for loads and equipment employed on public way construction projects, United States Government projects or construction of private ways, when within construction areas established by the Department of Transportation. The permit:

- A. Must be procured from the municipal officers for a construction area within that municipality;
- B. May require the contractor to be responsible for damage to ways used in the construction areas and may provide for:
  1. Withholding by the agency contracting the work of final payment under contract; or
  2. The furnishing of a bond by the contractor to guarantee suitable repair or payment of damages.

The suitability of repairs or the amount of damage is to be determined by the Department of Transportation on state-maintained ways and bridges, otherwise by the municipal officers;

- C. May be granted by the Department of Transportation or by the state engineer in charge of the construction contract; and
- D. For construction areas, carries no fee and does not come within the scope of this section.

**8. Gross vehicle weight permits.** The following may grant permits to operate a vehicle having a gross vehicle weight exceeding the prescribed limit:

- A. The Secretary of State, with the consent of the Department of Transportation, for state and state aid highways and bridges within city or compact village limits;
- B. Municipal officers, for all other ways and bridges within that city and compact village limits; and
- C. The county commissioners, for county roads and bridges located in unorganized territory.

**9. Pilot vehicles.** The following restrictions apply to pilot vehicles.

- A. Pilot vehicles required by a permit must be equipped with warning lights and signs as required by the Secretary of State with the advice of the Department of Transportation.
- B. Warning lights may be operated and lettering on the signs may be visible on a pilot vehicle only while it is escorting a vehicle with a permit on a public way.

With the advice of the Commissioner of Transportation and the Chief of the State Police, the Secretary of State shall establish rules for the operation of pilot vehicles.

**9-A. Police escort.** A person may not operate a single vehicle or a combination of vehicles of 125 feet or more in length or 16 feet or more in width on a public way unless the vehicle or combination of vehicles is accompanied by a police escort. The Secretary of State, with the advice of the Commissioner of Transportation, may require a police escort for vehicles of lesser dimensions.

- A. The Bureau of State Police shall establish a fee for state police escorts to defray the costs of providing a police escort. A county sheriff or municipal police department may establish a fee to defray the costs of providing police escorts.
- B. The Bureau of State Police shall provide a police escort if a request is made by a permittee. A county sheriff or municipal police department may refuse a permittee's request for a police escort.
- C. A vehicle or combination of vehicles for which a police escort is required must be accompanied by a state police escort when operating on the interstate highway system.

**10. Taxes paid.** A permit for a mobile home may not be granted unless the applicant provides reasonable assurance that all property taxes, sewage disposal charges and drain and sewer assessments applicable to the mobile home, including those for the current tax year, have been paid or that the mobile home is exempt from those taxes. A municipality may waive the requirement that those taxes be paid before the issuance of a permit if the mobile home is to be moved from one location in the municipality to another location in the same municipality for purposes not related to the sale of the mobile home.

**11. Violation.** A person who moves an object over the public way in violation of this section commits a traffic infraction.

**SECTION HISTORY:**

PL 1993, c. 683, §A2 (NEW).  
PL 1993, c. 683, §B5 (AFF).  
PL 1997, c. 144, §§1,2 (AMD).  
PL 1999, c. 117, §2 (AMD).  
PL 1999, c. 125, §1 (AMD).  
PL 1999, c. 580, §13 (AMD).  
PL 2001, c. 671, §30 (AMD).

PL 2003, c. 166, §13 (AMD).  
PL 2003, c. 452, §§Q73,74 (AMD).  
PL 2003, c. 452, §X2 (AFF).  
PL 2007, c. 703, §25 (AMD).  
PL 2011, c. 356, §23 (AMD).  
PL 2011, c. 556, §22 (AMD).  
PL 2019, c. 335, §9 (AMD).



## MUNICIPAL OVERLIMIT PERMIT FOR CONSTRUCTION

MUNICIPALITY: \_\_\_\_\_

Phone: 207-\_\_\_\_\_; fax: 207-\_\_\_\_\_

### APPLICATION FOR OVERLIMIT PERMIT TO MOVE CONSTRUCTION EQUIPMENT AND LOADS IN EXCESS OF LEGAL LIMITS ON MUNICIPAL WAYS

Construction Time Period:

Per 29-A § 2382 (7) MRSA, application is hereby made to the MUNICIPALITY OF \_\_\_\_\_  
for An Overlimit Permit to move construction equipment, material, objects or loads in excess of legal limits over  
ways maintained by the MUNICIPALITY in support of construction operations for the following Maine DOT  
project

Project Description:

Project Identification Number (PIN):

NAME OF PERMITTEE (Construction Company):

STREET/P.O. BOX:

CITY:

STATE/PROV:

ZIP / POSTAL CODE:

PHONE:

FAX:

This object or load cannot be readily reduced to the legal limits.

Signed by:

(name & title)

Permit is granted. A copy of this signed permit will be provided to the permittee as prove of permit. This permit  
will automatically expire at the physical completion of the above construction project. The original permit will be  
held on file at the municipality.

Signed:

Municipal Official

## MUNICIPAL OVERLIMIT PERMIT FOR CONSTRUCTION

MUNICIPALITY: \_\_\_\_\_

Phone: 207-\_\_\_\_\_; fax: 207-\_\_\_\_\_

### APPLICATION FOR OVERLIMIT PERMIT TO MOVE CONSTRUCTION EQUIPMENT AND LOADS IN EXCESS OF LEGAL LIMITS ON MUNICIPAL WAYS

Construction Time Period:

Per 29-A § 2382 (7) MRSA, application is hereby made to the MUNICIPALITY OF \_\_\_\_\_  
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Project Description:

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NAME OF PERMITTEE (Construction Company):

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CITY:

STATE/PROV:

ZIP / POSTAL CODE:

PHONE:

FAX:

This object or load cannot be readily reduced to the legal limits.

Signed by:

(name & title)

-----

Permit is granted. A copy of this signed permit will be provided to the permittee as prove of permit. This permit  
will automatically expire at the physical completion of the above construction project. The original permit will be  
held on file at the municipality.

Signed:

Municipal Official

BOND # \_\_\_\_\_

Date: \_\_\_\_\_

**MUNICIPAL CONSTRUCTION BOND**

KNOW ALL MEN BY THESE PRESENTS: That (name of construction firm) \_\_\_\_\_  
\_\_\_\_\_ and the Municipality of \_\_\_\_\_, as  
principal, and \_\_\_\_\_  
\_\_\_\_\_, a corporation duly organized under the laws of the State of \_\_\_\_\_ and having a  
usual place of business \_\_\_\_\_,  
as Surety, are held and firmly bound unto the Treasurer of the Municipality of  
\_\_\_\_\_ in the sum of  
\_\_\_\_\_ and 00/100 Dollars (\$) )  
to be paid said Treasurer of the Municipality of \_\_\_\_\_ or  
her/his successors in office, for which payment well and truly to be made, Principal and  
Surety bind themselves, their heirs, executors and administrators, successors and assigns,  
jointly and severally by these presents.

The condition of this obligation is such that if the Principal designated as Contractor in  
the Contract to construct Project Number \_\_\_\_\_ in the Municipality of  
\_\_\_\_\_ promptly and faithfully performs the Contract,  
without damage to the municipal ways, other than normal wear and tear; then this  
obligation shall be null and void; otherwise it shall remain in full force and effect.

However, if the Principal designated as Contractor causes damage to any municipal way  
beyond normal wear and tear, in the construction of the above project through the use of  
legal weight, legal dimension trucks or equipment; or overweight or over-dimension  
equipment or trucks (as defined in 29-A MRSA) on the municipal ways, then this bond  
may be used to guarantee that the contractor either repairs or pays for the damage caused  
by the use of its equipment or trucks. The degree of damage beyond normal wear and  
tear will be determined by municipal officials with the assistance of the Maine  
Department of Transportation.

The Surety hereby waives notice of any alteration or extension of time made by the Municipality.

Signed and sealed this ..... day of ....., 20.....

WITNESS:

SIGNATURES:

CONTRACTOR:

Signature.....

.....

Print Name Legibly .....

Print Name Legibly .....

.....

.....

WITNESS:

SIGNATURES SURETY:

Signature.....

Signature.....

Print Name Legibly .....

Print Name Legibly .....

NAME OF LOCAL AGENCY: .....

ADDRESS .....

TELEPHONE .....

NAME OF SURETY

SURETY ADDRESS:.....

BOND # \_\_\_\_\_

BOND # \_\_\_\_\_

Date: \_\_\_\_\_

**MUNICIPAL CONSTRUCTION BOND**

KNOW ALL MEN BY THESE PRESENTS: That (name of construction firm) \_\_\_\_\_  
\_\_\_\_\_ and the Municipality of \_\_\_\_\_, as  
principal, and \_\_\_\_\_  
\_\_\_\_\_, a corporation duly organized under the laws of the State of \_\_\_\_\_ and having a  
usual place of business \_\_\_\_\_,  
as Surety, are held and firmly bound unto the Treasurer of the Municipality of  
\_\_\_\_\_ in the sum of  
\_\_\_\_\_ and 00/100 Dollars (\$) \_\_\_\_\_  
to be paid said Treasurer of the Municipality of \_\_\_\_\_ or  
her/his successors in office, for which payment well and truly to be made, Principal and  
Surety bind themselves, their heirs, executors and administrators, successors and assigns,  
jointly and severally by these presents.

The condition of this obligation is such that if the Principal designated as Contractor in  
the Contract to construct Project Number \_\_\_\_\_ in the Municipality of  
\_\_\_\_\_ promptly and faithfully performs the Contract,  
without damage to the municipal ways, other than normal wear and tear; then this  
obligation shall be null and void; otherwise it shall remain in full force and effect.

However, if the Principal designated as Contractor causes damage to any municipal way  
beyond normal wear and tear, in the construction of the above project through the use of  
legal weight, legal dimension trucks or equipment; or overweight or over-dimension  
equipment or trucks (as defined in 29-A MRSA) on the municipal ways, then this bond  
may be used to guarantee that the contractor either repairs or pays for the damage caused  
by the use of its equipment or trucks. The degree of damage beyond normal wear and  
tear will be determined by municipal officials with the assistance of the Maine  
Department of Transportation.

The Surety hereby waives notice of any alteration or extension of time made by the Municipality.

Signed and sealed this ..... day of ....., 20.....

WITNESS:

SIGNATURES:

CONTRACTOR:

Signature.....

.....

Print Name Legibly .....

Print Name Legibly .....

.....

.....

WITNESS:

SIGNATURES SURETY:

Signature.....

Signature.....

Print Name Legibly .....

Print Name Legibly .....

NAME OF LOCAL AGENCY: .....

ADDRESS .....

TELEPHONE .....

NAME OF SURETY

SURETY ADDRESS:.....

BOND # \_\_\_\_\_

# **PRESQUE ISLE CITY COUNCIL MEETING**

**For:**

March 4, 2020

## **AGENDA ITEM # 7**

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### **SUBJECT**

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**CONSENT AGENDA:** Approve Quitclaim Deeds

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### **INFORMATION**

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1) Quitclaim Deeds

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### **REQUESTED ACTION**

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**BE IT RESOLVED** by Councilor \_\_\_\_\_, seconded by Councilor \_\_\_\_\_ to approve the Quitclaim Deeds for properties located 237 Parkhurst Siding Road and 8 Village Drive, Presque Isle, Maine.



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\*12RETTD\*

**RETTD****MAINE REVENUE SERVICES  
REAL ESTATE TRANSFER TAX  
DECLARATION**

36 M.R.S. §§ 4641-4641N

**1. County**

AROOSTOOK

**2. Municipality/Township**

CITY OF PRESQUE ISLE

**3. GRANTEE/  
PURCHASER**

3a) Name LAST or BUSINESS, FIRST, MI

KIMBALL, ERIC, W

3c) Name. LAST or BUSINESS, FIRST, MI

COTE, LYNN, M

3e) Mailing Address after purchase of this property

237 PARKHURST SIDING RD

3f) City

PRESQUE ISLE

BOOK/PAGE—REGISTRY USE ONLY

3b) SSN or Federal ID

004-60-4866

3d) SSN or Federal ID

004-80-8127

3g) State

ME

3h) ZIP Code

04769

**4. GRANTOR/  
SELLER**

4a) Name, LAST or BUSINESS, FIRST, MI

CITY OF PRESQUE ISLE

4c) Name. LAST or BUSINESS, FIRST, MI

4b) SSN or Federal ID

01-6000033

4d) SSN or Federal ID

4e) Mailing Address

12 SECOND STREET

4f) City

PRESQUE ISLE

4g) State

ME

4h) ZIP Code

04769

**5. PROPERTY**

5a) Map

022

Block

387

Lot

237

Sub-Lot

5b) Type of property—Enter the code number that best describes the property being sold. (See instructions)→

201

Check any that apply:

☐ No tax maps exist

5d) Acreage

☐ Multiple parcels☐ Portion of parcel

7.50

5c) Physical Location

237 PARKHURST SIDING RD, PRESQUE ISLE

**6. TRANSFER TAX**

6a) Purchase Price (If the transfer is a gift, enter "0")

6a

0.00

6b) Fair Market Value (enter a value **only** if you entered "0" in 6a) or if 6a) was of nominal value)

6b

.00

6c) Exemption claim - ☐ Check the box if either grantor or grantee is claiming exemption from transfer tax and explain.

GRANTOR IS MUNICIPALITY, GRANTEE IS PAYING BACK TAXES

**7. DATE OF TRANSFER (MM-DD-YYYY)**

02-11-2020

MONTH DAY YEAR

**8. WARNING TO BUYER**—If the property is classified as Farmland, Open Space, Tree Growth, or Working Water-front a substantial financial penalty could be triggered by development, subdivision, partition or change in use.☐ CLASSIFIED**9. SPECIAL CIRCUMSTANCES**—Were there any special circumstances in the transfer which suggest that the price paid was either more or less than its fair market value? If yes, check the box and explain:**10. INCOME TAX WITHHELD**—Buyer(s) not required to withhold Maine income tax because:☒ Seller has qualified as a Maine resident☐ A waiver has been received from the State Tax Assessor☐ Consideration for the property is less than \$50,000☐ Foreclosure sale**11. OATH**

Aware of penalties as set forth by 36 M.R.S. § 4641-K, we hereby swear or affirm that we have each examined this return and to the best of our knowledge and belief, it is true, correct, and complete. Grantee(s) and Grantor(s) or their authorized agent(s) are required to sign below:

Grantee

Date 02/11/2020

Grantor

Date 02/11/2020

Grantee

Date

Grantor

Date

**12. PREPARER**

Name of Preparer

BRADLEY TURNER

Phone Number

207-760-2717

Mailing Address

12 SECOND STREET

Email Address

BTURNER@PRESQUEISLEME.US

PRESQUE ISLE, ME 04769

Fax Number

207-764-2501



**MUNICIPAL RELEASE DEED**

THAT THE INHABITANTS OF THE City of Presque Isle, situated at Presque Isle, in the County of Aroostook and State of Maine, in consideration of One Dollar (\$1.00) and other valuable considerations paid Eric Kimball and Lynn Cote of Presque Isle, County of Aroostook, State of Maine, the receipt whereof is hereby acknowledged, does hereby release unto the said Eric Kimball and Lynn Cote and their assigns forever, all its right, title and interest in and to the following described real estate situated at 237 Parkhurst Siding Road, Presque Isle, in the County of Aroostook and State of Maine, to wit:

A certain piece or parcel of real estate situated at 237 Parkhurst Siding Road, Presque Isle, Maine, and being further described on the City of Presque Isle Tax Assessor's Maps at Tax Map 022, Lot 387-237.

Meaning and intending hereby to convey and hereby conveying any interest the Grantor herein may have in the foregoing property by virtue of unpaid taxes for the tax years up to and including 2019.

This deed shall not be plead in bar in any action affecting the title to the premises herein described.

IN WITNESS WHEREOF, the said City of Presque Isle has caused this instrument to be signed by Jacob Shaw, Michael Chasse, Randy Smith, Craig Green, Jeffery Willette, Kevin Freeman, and Douglas D. Cyr in their capacity as City Council, this 4th day of March, 2020.

Signed, Sealed and Delivered  
in presence of

By: \_\_\_\_\_  
Kevin Freeman - Chairperson

\_\_\_\_\_  
Michael Chasse

\_\_\_\_\_  
Randy Smith

\_\_\_\_\_  
Craig Green

\_\_\_\_\_  
Jacob Shaw

\_\_\_\_\_  
Jeffery Willette

\_\_\_\_\_  
Douglas D. Cyr

STATE OF MAINE  
AROOSTOOK, SS.

March 04, 2020

Personally appeared the above named Jeffery Willette, Michael Chasse, Randy Smith, Craig Green, Jacob Shaw, Kevin Freeman and Douglas D. Cyr in their said capacity and acknowledged the foregoing to be their free act and deed, by them signed and sealed, and the free act and deed of said Inhabitants of the City of Presque Isle.

Before me,

\_\_\_\_\_  
(Type Name): Thomas C. King  
Notary Public



\*12RETTD\*

**RETTD**

00

**MAINE REVENUE SERVICES  
REAL ESTATE TRANSFER TAX  
DECLARATION**

36 M.R.S. §§ 4641-4641N

**1. County**

AROOSTOOK

**2. Municipality/Township**

CITY OF PRESQUE ISLE

**3. GRANTEE/  
PURCHASER**3a) Name, LAST or BUSINESS, FIRST, MI  
BELL, WENDY L

3c) Name, LAST or BUSINESS, FIRST, MI

3e) Mailing Address after purchase of this property  
8 VILLAGE DRIVE3f) City  
PRESQUE ISLE3b) SSN or Federal ID  
502-98-7889

3d) SSN or Federal ID

3g) State  
ME3h) ZIP Code  
04769**4. GRANTOR/  
SELLER**4a) Name, LAST or BUSINESS, FIRST, MI  
CITY OF PRESQUE ISLE

4c) Name, LAST or BUSINESS, FIRST, MI

4e) Mailing Address  
12 SECOND STREET4f) City  
PRESQUE ISLE4b) SSN or Federal ID  
01-6000033

4d) SSN or Federal ID

4g) State  
ME4h) ZIP Code  
04769**5. PROPERTY**

5a) Map Block Lot Sub-Lot

022

416

008

5b) Type of property—Enter the code number that best describes the property being sold. (See instructions)--- 201

Check any that apply:

☐ No tax maps exist

5d) Acreage

☐ Multiple parcels

Portion of parcel

17

5c) Physical Location

8 VILLAGE DRIVE, PRESQUE ISLE

**6. TRANSFER TAX**

6a) Purchase Price (If the transfer is a gift, enter "0")

6a 0.00

6b) Fair Market Value (enter a value **only** if you entered "0" in 6a) or if 6a) was of nominal value)

6b .00

6c) Exemption claim — ☐ Check the box if either grantor or grantee is claiming exemption from transfer tax and explain.

GRANTOR IS MUNICIPALITY, GRANTEE IS PAYING BACK TAXES

**7. DATE OF TRANSFER (MM-DD-YYYY)**

02-26-2020

MONTH DAY YEAR

**8. WARNING TO BUYER**—If the property is classified as Farmland, Open Space, Tree Growth, or Working Water-front a substantial financial penalty could be triggered by development, subdivision, partition or change in use.

CLASSIFIED

**9. SPECIAL CIRCUMSTANCES**—Were there any special circumstances in the transfer which suggest that the price paid was either more or less than its fair market value? If yes, check the box and explain:**10. INCOME TAX WITHHELD**—Buyer(s) not required to withhold Maine income tax because:

- ☒ Seller has qualified as a Maine resident
- ☐ A waiver has been received from the State Tax Assessor
- ☐ Consideration for the property is less than \$50,000
- ☐ Foreclosure sale

**11. OATH**

Aware of penalties as set forth by 36 M.R.S. § 4641-K, we hereby swear or affirm that we have each examined this return and to the best of our knowledge and belief, it is true, correct, and complete. Grantee(s) and Grantor(s) or their authorized agent(s) are required to sign below:

Grantee Wendy Bell Date 02/26/2020Grantor Bradley Turner Date 02/26/2020

Grantee \_\_\_\_\_ Date \_\_\_\_\_

Grantor \_\_\_\_\_ Date \_\_\_\_\_

**12. PREPARER**

Name of Preparer BRADLEY TURNER

Phone Number 207-760-2717

Mailing Address

12 SECOND STREET

Email Address BTURNER@PRESQUEISLEME.US

PRESQUE ISLE, ME 04769

Fax Number 207-764-2501

**MUNICIPAL RELEASE DEED**

THAT THE INHABITANTS OF THE City of Presque Isle, situated at Presque Isle, in the County of Aroostook and State of Maine, in consideration of One Dollar (\$1.00) and other valuable considerations paid by Wendy L Bell of Presque Isle, County of Aroostook, State of Maine, the receipt whereof is hereby acknowledged, does hereby release unto the said Wendy L Bell assigns forever, all its right, title and interest in and to the following described real estate situated at 8 Village Drive, Presque Isle, in the County of Aroostook and State of Maine, to wit:

A certain piece or parcel of real estate situated at 8 Village Drive, Presque Isle, Maine, and being further described on the City of Presque Isle Tax Assessor's Maps at Tax Map 022, Lot 416-008.

Meaning and intending hereby to convey and hereby conveying any interest the Grantor herein may have in the foregoing property by virtue of unpaid taxes for the tax years up to and including 2019.

This deed shall not be plead in bar in any action affecting the title to the premises herein described.

IN WITNESS WHEREOF, the said City of Presque Isle has caused this instrument to be signed by Jacob Shaw, Michael Chasse, Randy Smith, Craig Green, Jeffery Willette, Kevin Freeman, and Douglas D. Cyr in their capacity as City Council, this 4th day of March, 2020.

Signed, Sealed and Delivered  
in presence of

By: \_\_\_\_\_  
Kevin Freeman - Chairperson

\_\_\_\_\_  
Michael Chasse

\_\_\_\_\_  
Randy Smith

\_\_\_\_\_  
Craig Green

\_\_\_\_\_  
Jacob Shaw

\_\_\_\_\_  
Jeffery Willette

\_\_\_\_\_  
Douglas D. Cyr

STATE OF MAINE  
AROOSTOOK, SS.

March 04, 2020

Personally appeared the above named Jeffery Willette, Michael Chasse, Randy Smith, Craig Green, Jacob Shaw, Kevin Freeman and Douglas D. Cyr in their said capacity and acknowledged the foregoing to be their free act and deed, by them signed and sealed, and the free act and deed of said Inhabitants of the City of Presque Isle.

Before me,

\_\_\_\_\_  
(Type Name): Thomas C. King  
Notary Public

# **PRESQUE ISLE CITY COUNCIL MEETING**

**For:**

March 4, 2020

## **AGENDA ITEM # 8**

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### **SUBJECT**

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**CONSENT AGENDA:** Approve Drug Forfeiture

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### **INFORMATION**

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- 1) Memo from Kari Wells-Puckett, dated February 24, 2020
- 2) Transfer Agreement

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### **REQUESTED ACTION**

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**BE IT RESOLVED** by Councilor \_\_\_\_\_, seconded by Councilor \_\_\_\_\_ to authorize Chairperson, Kevin Freeman to sign the Approval of Transfer.

TODD R. COLLINS  
District Attorney

STATE OF MAINE



OFFICE OF THE DISTRICT ATTORNEY  
AROOSTOOK COUNTY  
PROSECUTORIAL DISTRICT NUMBER 8

Reply To:

144 Sweden Street  
Caribou, ME 04736-2353  
207-498-2557  
FAX 207-493-3493

27 Riverside Drive  
Presque Isle, ME 04769-2730  
207-764-0504  
FAX 207-764-2046

26 Court Street, Suite 101  
Houlton, ME 04730  
207-532-4294  
FAX 207-532-1504

CARRIE L. LINTHICUM  
Deputy District Attorney

KARI WELLS-PUCKETT  
CHRISTIANA REIN  
MATTHEW HUNTER  
Assistant District Attorneys

February 24, 2020

Laurie Kelly, Chief  
Presque Isle Police Department  
43 North Street  
Presque Isle, Maine 04769

RE: *State of Maine v. Jason Durand* – AROCD-CR-19-40627

Dear Chief Kelly,

Our office is seeking criminal forfeiture of \$640.00 in U.S. Currency, property owned by and seized from Jason Durand, which facilitated crimes under Title 17-A, Chapter 45. Your department was a primary contributing law enforcement agency. Consequently, if the court orders forfeiture we are seeking transfer of this property to your department, which requires approval by the Presque Isle City Council pursuant to 15 M.R.S. §§ 5824(2) & 5826(8)(A).

Would you please ensure that this request for approval is presented to the Presque Isle City Council at its next scheduled meeting so as to ensure timely transfer of the assets? If approved, please ensure that the enclosed Approval of Transfer is signed by the Chairperson, marked with the town seal, and returned to our Presque Isle office. If you have any questions, please feel free to contact me at (207) 764-0504 or via email at [kari@aroostook.me.us](mailto:kari@aroostook.me.us).

Respectfully,

  
Kari Wells-Puckett  
Assistant District Attorney

UNIFIED CRIMINAL COURT  
LOCATION: PRESQUE ISLE  
DOCKET: AROCD-CR-19-40627

Defendant *In Rem.*

## APPROVAL OF TRANSFER

DATED: \_\_\_\_\_

(Impress Seal Here)

# PRESQUE ISLE CITY COUNCIL MEETING

**For:**

March 4, 2020

## AGENDA ITEM # 9

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### SUBJECT

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**CONSENT AGENDA:** Approve Council Appointment to Audit Committee

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### INFORMATION

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### REQUESTED ACTION

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**BE IT RESOLVED** by Councilor \_\_\_\_\_, seconded by Councilor \_\_\_\_\_ to appoint Councilor \_\_\_\_\_ to the Audit Committee (term ending 12/31/2020).

# PRESQUE ISLE CITY COUNCIL MEETING

**For:**

March 4, 2020

**AGENDA ITEM # 10**

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## SUBJECT

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**NEW BUSINESS:** LED Street Lights

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## INFORMATION

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1) Memo from Dana Fowler, dated February 26, 2020

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## REQUESTED ACTION

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**BE IT RESOLVED** by Councilor \_\_\_\_\_, seconded by Councilor \_\_\_\_\_ to proceed with the conversion of city owned street lights to LED bulbs on Maysville Street and Main Street using funds from the Traffic Light Maintenance account.





# City of Presque Isle, Maine

Department of Public Services  
**Dana H. Fowler, P.E.**  
Email: dfowler@presqueisleme.us

## MEMORANDUM

<b>TO:</b>	City Council and Martin Puckett, City Manager
<b>FROM:</b>	Dana H. Fowler, P.E., Director of Public Services <i>DHF</i>
<b>DATE:</b>	February 26, 2020
<b>RE:</b>	Conversion of City Owned Street Lights to LED Bulbs

The City had an agreement with Emera in 2019 to convert all of the street lights owned by Emera to light emitting diode (LED) fixtures and bulbs. This has resulted in a savings to the City of approximately \$51,000 annually due to reduced energy costs.

The City has 23 City-owned street lights on Maysville Street and another 8 decorative street lights on Main Street in the downtown area. The City Council has an interest in having these existing high pressure sodium (HPS) lights converted to LED lights. An estimate has been provided by the LaJoie Electric & Control Service, which performs maintenance and repairs on City owned traffic lights and street lights. The estimate to convert the street lights on Maysville to LED is \$10,151.49 and the cost for the decorative lights is \$1,454.46 for a total of \$11,605.95. Note that while the attached quote is dated 9/16/2019, it was updated by LaJoie Electric on January 15, 2020. LaJoie estimates the rebate from Efficiency Maine to be \$2,760 so the net cost to the City would be an estimated \$8,846.

Using an online calculator and guesstimated wattages of existing bulbs, the estimated payback for the Maysville street lights is 3.2 years and 2.2 years for the decorative lights on Main Street. The City Manager contacted Emera to determine if they would take over ownership of the City owned street lights. Emera inspected the lights and indicated that they were not interested in owning them. Emera stated they could provide a quote for converting the existing lights to LED, but that it would not be competitive with our electrical contractor.

No funds were allocated for this project in the 2020 municipal budget. If the City Council favors approval of the LED conversion, funds could be taken from the Utilities account Traffic Light Maintenance 017-04. This account was approved for \$11,120 so it will likely be exceeded by year end.

### **RECOMMENDATION**

Be it resolved by \_\_\_\_\_ and seconded by \_\_\_\_\_ to proceed with the conversion of City owned street lights to LED bulbs on Maysville Street and Main Street using funds from the Traffic Light Maintenance account.



**Electric & Control Service**

PO Box 1351  
Presque Isle, ME 04769

Phone # 207-762-0670 peter@lajoieelectric.com

Date	Estimate #
9/16/2019	409

Name / Address
City of Presque Isle 12 Second St. Presque Isle, ME 04769

Description	Qty	Rate	Total
Estimate to replace the High pressure sodium lighting on the Maysville corridor with LED Street lighting heads.			
Coopr 250 Watt Equivalent Street Light	23	399.63	9,191.49
Hrs labor	11	60.00	660.00
Bucket Truck	6	50.00	300.00
Decorative lighting on Main St conversion to LED			
Lamp LED 30W	8	139.3075	1,114.46
Hrs labor	4	60.00	240.00
Bucket Truck	2	50.00	100.00
Rebate from Efficiency Maine available \$2,760.00		0.00	0.00
Thank you opportunity to provide you with this quotation.			
<b>Total</b>			<b>\$11,605.95</b>

# PRESQUE ISLE CITY COUNCIL MEETING

**For:**

March 4, 2020

**AGENDA ITEM # 11**

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## **SUBJECT**

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**NEW BUSINESS:** Star City ATV Club Grant

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## **INFORMATION**

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1) Memo from Dick Howlett, dated February 6, 2020

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## **REQUESTED ACTION**

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**BE IT RESOLVED** by Councilor \_\_\_\_\_, seconded by Councilor \_\_\_\_\_ to approve support in applying for municipal grant.



**STAR CITY ATV CLUB**  
**PO BOX 1533**  
**PRESQUE ISLE, ME. 04769**



### **COUNCIL MEMBERS**

The Star City Atv Club is asking the council for support in applying for a municipal grant. This grant is a 70-30 %, the Dept. of Conservation share is 70% and the Star City Atv Club share is 30% in which there is no cost to the city of Presque Isle. We will be using the money to grade the washburn trail to the crouseville bridge and also grade the CP trail from the park & ride to merit brook. We will also be doing maintenance on the rest of our trails. The amount of the grant that we are applying for is \$34,105.00 As the club sends in the bills and receipts to the state, the state sends the money to the city in which they will send to the club. All the work will be done in the summer of 2020. Thank You for your time.

**Richard Howlett: Club President**

**DATE: 2-6-20**

# **PRESQUE ISLE CITY COUNCIL MEETING**

**For:**

March 4, 2020

## **AGENDA ITEM # 12**

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### **SUBJECT**

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**NEW BUSINESS:** City Hall Renovations

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### **INFORMATION**

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- 1) Memo from City Hall Renovations Committee, dated February 21, 2020.

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### **REQUESTED ACTION**

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**BE IT RESOLVED** by Councilor \_\_\_\_\_, seconded by Councilor \_\_\_\_\_ to approve moving forward with a "Request for Qualifications" from design professionals to work with the committee and fully implement the planning and design phase of the project.



## City of Presque Isle

### MEMO

To: The Honorable Presque Isle City Council

From: City Hall Renovation Committee

Date: 02.21.2020

Re: City Hall Renovation Project

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The moving / renovation committee met on February 13<sup>th</sup> to formulate a plan to begin the design phase of the City Hall Renovation project.

It has been determined that plan review and permitting thru the State Fire Marshall will be required for Barrier Free ADA compliance and that 20% of the project must be directed to ADA standards. This project meets that requirement with the re-designed front counter, re-designed bathrooms, and replacement front ramp.

At this time the Committee requests approval of moving forward with a "Request for Qualifications" from design professionals to work with the renovation committee and fully implement the planning and design phase of the project.

# **PRESQUE ISLE CITY COUNCIL MEETING**

**For:**

March 4, 2020

**AGENDA ITEM # 13**

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## **SUBJECT**

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**NEW BUSINESS:** Age Friendly Community Update

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## **INFORMATION**

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Presentation at meeting.

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## **REQUESTED ACTION**

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Discussion only.

# **PRESQUE ISLE CITY COUNCIL MEETING**

**For:**

March 4, 2020

**AGENDA ITEM # 14**

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## **SUBJECT**

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**NEW BUSINESS:** Downtown TIF

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## **INFORMATION**

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- 1) Memo from Galen Weibley, dated February 26, 2020
- 2) DRAFT Downtown Revitalization Plan
- 3) Map of 2009 Downtown TIF
- 4) Memo from Bernstein Shur, dated September 26, 2017
- 5) PI TIF Policies

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## **REQUESTED ACTION**

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**Discussion only.**





# *City of Presque Isle, Maine*

The Office of  
Director of Economic & Community Development  
**Galen Weibley**  
Email: gweibley@presqueisleme.us

## **MEMORANDUM**

<b>TO:</b>	<b>Honorable City Council</b>
<b>FROM:</b>	Galen Weibley, Director of Economic & Community Development
<b>DATE:</b>	February 26, 2020
<b>RE:</b>	<b>Downtown TIF District</b>

A Downtown Tax Increment Financing District (TIF) is a financial tool for economic development to encourage private investment in municipalities facing blight in their urban centers. Historically, Presque Isle has established four regular TIF Districts in the past (Lowe's, BLD, Aroostook Mall & MMG) with various degrees for how the TIF District functioned.

Regular TIF Districts can be established for twenty years and are restricted to a cumulative total of 5% of the City's total valuation and 2% of land acreage. Downtown TIF's on the other hand have no restrictions on percentage of valuation or acreage amounts and can be created for up to 30 years. However, the City will be required to adopt a Downtown Revitalization Plan and policies regarding how the Downtown TIF will function. In researching the topic further, staff discovered the city attempted to form a Downtown TIF District in 2007-2009 with a complete Downtown Revitalization Plan authored by the PI Downtown Revitalization Committee and Sewell Associates.

Given market trends in other states and a recent uptick in TIF District applications from surrounding communities, it is recommended by staff that the city should explore establishing a Downtown TIF District to accomplish the city's goals of economic revitalization and to assist in spurring job creation. By creating a Downtown TIF, the city stands to be at a competitive advantage for attracting new businesses to the area given the unlimited land restrictions and greater potential for public improvement projects as compared with regular TIFs.

### **Enclosures**

- \*Draft Downtown Revitalization Plan
- \*Map of 2009 Downtown TIF
- \*Memo from Bernstein Shur regarding TIF Options
- \* PI TIF Policies



# Downtown Revitalization Plan 2020





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*Historical & Cultural Features*

*Employment*

*Blighted Areas*

*Strategy for Revitalization*

### **★ Projects**

### **★ Appendix**

*Supporting Maps and Data*

# Executive Summary

This revitalization plan was created to identify public infrastructure and aesthetic improvements projects for Presque Isle's Downtown area while also addressing the challenges of revitalization efforts in Maine. The focus area for this plan is centers around the Downtown area of Presque Isle specifically the major transportation arterials of Main Street, Maysville Road, Chapman Road, State Road, Parsons Road, Industrial Street, and other minor arterial roadways that converge into the downtown.

The Downtown Revitalization Plan is an updated version from the 2009 edition that combines components of updated data from the 2019 Comprehensive Plan and addressing new challenges facing economic development for 2020. Work was completed in a collaborative approach between the Presque Isle Downtown Revitalization Committee, Presque Isle Planning Board, and Presque Isle City Departments to reenergize revitalization efforts within the downtown area. Many of the productive conversations occurred over the course of two years in addressing the challenges of revitalizing the city's Downtown area while working on the City's updated comprehensive plan.

Based upon a general rule of thumb that a downtown needs at least 200,000 square feet of retail space to become a retail destination, land use recommendations include increasing the downtown's retail base (currently at approximately 71,780 square feet in the focus area) with a mixed use of housing, restaurants, entertainment, and gathering spaces to serve as a destination for the downtown. Transportation thoughts incorporate City follow-through on an east-west bypass, revisiting the current zoning at proposed intersections of a north-south bypass, and the addition of gateway and way-finding signage. Parking needs involve the development of offstreet parking and target the Riverside parking lot in the center of the downtown focus area.

Crosswalk enhancements at the theater and hotel areas on Main Street are geared toward calming traffic; a gathering space for the pedestrian at the theater area is also proposed. Corridors to the Riverside Park area and Community Center, as well as parking reorganization, and space for business development is shown in the Riverside parking lot. The city has been experiencing an increase use of public funds to demolish blighted properties especially within the Downtown. Presque Isle is exploring opportunities to revitalize blighted properties using a multiprong approach of encouraging private investment in combination with rental and property maintenance educational efforts.

Branding insights about Downtown Presque Isle include the historic buildings, the intense traffic and visibility, and the potential for an entertainment/restaurant cluster. Several branding/slogan ideas have been implemented by the Downtown Revitalization Committee and the city is proactively exploring new public projects to utilize the Presque Isle Stream as an epicenter for arts, culture, and outdoor recreation.

Updated Design goals, strategies, and action plans proposed over the next five years include the following: 1) Focus on making Main Street more pedestrian friendly with traffic-calming and crosswalk improvements, 2) Install gateway and way-finding signage, 3) Use 'Form Based Code' approach to preparing more appropriate development and design standards, 4) Remove zoning barriers to develop/rehabilitate/open a downtown business while reinforcing and developing guidelines to preserve the historic character, 5) Develop a parking management/strategy plan to better reflect physical conditions and needs for a traditional downtown, 6) Review regulated parking spaces, and 7) Develop a building façade program.



# Introduction

## Origin of Goals & Policy Vision

Presque Isle's Downtown district serves as the city's center for social, civic, and cultural activity since the city's incorporation in 1859. This designation has been challenged as early as the 1980's with an increase in blighted properties and outward migration.

In early 2006, a group of Presque Isle citizens formed the Presque Isle Downtown Revitalization Committee (PIDRC). This committee developed by-laws and is a publicly charged body appointed and partially funded by the City of Presque Isle. The PIDRC also recognizes and utilizes the four-point committee approach to revitalization: organization, economic restructuring, design, and promotion. This was the initial origins of the 2009 Downtown Revitalization Plan.

The PIDRC was later tasked to assist with addressing revitalization vision for Presque Isle's Downtown by contributing heavily to the 2019 Comp Plan which highlighted the need to:

- ★ Establish an economic development program that restores the Downtown as the heart and soul of community life.
- ★ Stimulate the Downtown area to be the crucial economic health and civic pride center of the entire community.
- ★ Develop private & public partnering is needed for a successful downtown/Main Street redevelopment effort, which may and likely will mean a focused public investment strategy for the Main Street growth area.
- ★ Encourage economic growth & development within the context of historic preservation which is appropriate to today's marketplace.
- ★ Focus new growth efforts by first "filling-in" existing developed blighted properties within the designated Downtown.

## **Public Participation**

Through collaborative efforts, Presque Isle's Planning Board and City Council approved sending the 2019 Comprehensive Plan for state review. It was during this time that the city desired to update the city's Downtown Revitalization Plans that address the many changes in the local economy as well as updates to community projects.

City of Presque Isle Staff began the endeavor of initially drafting the preliminary updates with rigorous revisions made through public participation at Planning Board and City Council Meetings. The final plan was finally approved by City Council on XXX.



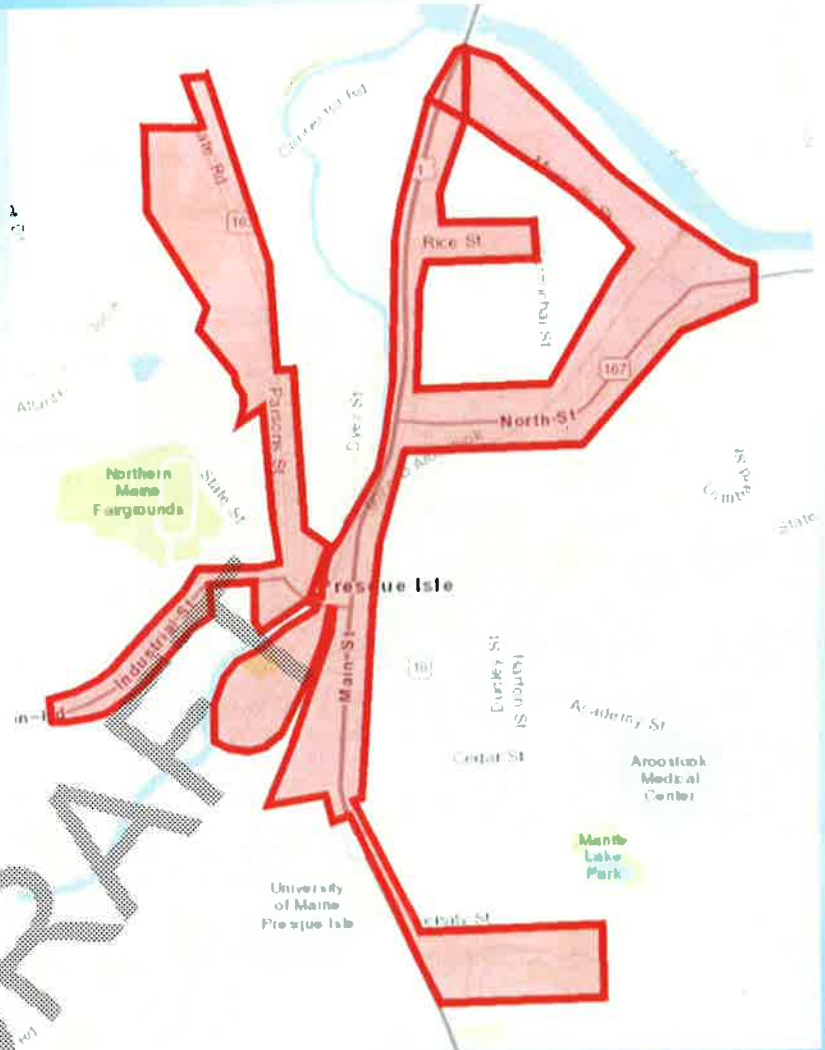


# Downtown Assessment

## About Presque Isle's Downtown

Presque Isle's Downtown district is centrally located within the city's defined Urban Compact Area as designated by Maine Department of Transportation. The area consists of major arterial and collector roadways that form the heart of the community. These roads include:

- ★ Main Street
- ★ Chapman Rd
- ★ Maysville Street
- ★ North Street
- ★ Rice Street
- ★ State Road
- ★ Industrial Street
- ★ Second Street
- ★ Parsons Street
- ★ Riverside Drive
- ★ Green Hill Drive
- ★ Mechanic Street
- ★ And portions of minor collector roadways



Most commercial, social, and retail, services are located within this geographical area. The composition of properties within the Downtown area are diverse and well suited for mixed business and commercial use given the compact size of parcels and location near primary residential neighborhoods. Parcels in the northern Downtown area are generally larger and occupy many of the city's larger commercial space where adequate parking is required. Because of the factors mentioned above, the zoning within the Downtown Area consists of Business, Downtown Retail, Urban Residential and Residential Office zones.

## **Downtown Vision**

*Inspired by the 2019 Comp Plan and 2009 Downtown Revitalization Master Plan*

Presque Isle's Downtown is historically enriched as being a major center for services and commerce for a rural agricultural community. Many of the buildings within the Downtown still offer important cultural, retail, and recreational services to the surrounding central Aroostook County towns and unincorporated territories. It is the City's vision to revitalize the downtown into the trusted destination for residents and visitors of Aroostook County by not only incorporating our agricultural and service-based economies but also welcoming our growing outdoor recreation sector into our historic downtown.

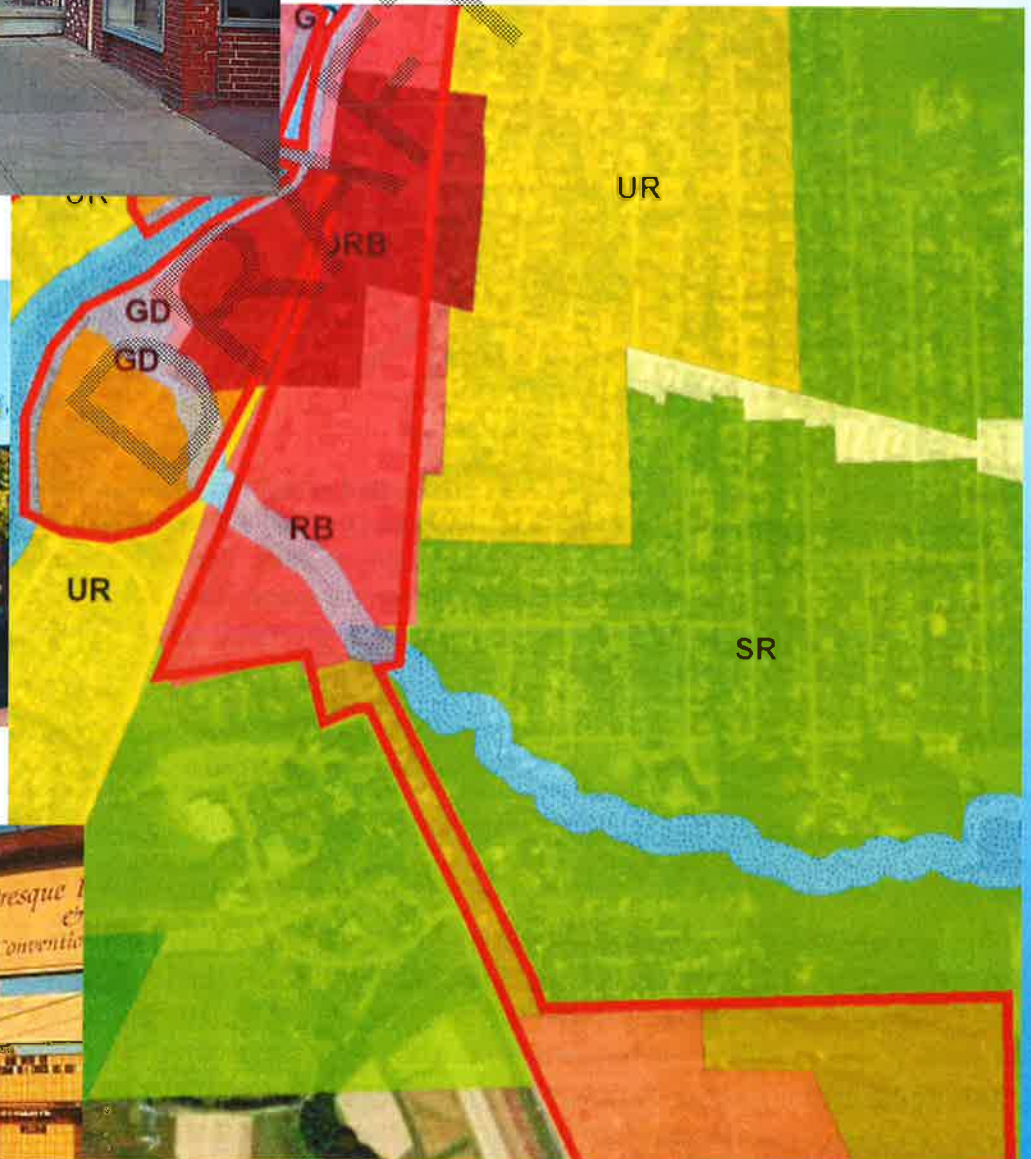


## Zoning of the Downtown Area

The Downtown Plan highlights important sections of the downtown based on geographic location, history, and importance to the overall economy of Presque Isle.

### **Downtown Business Area**

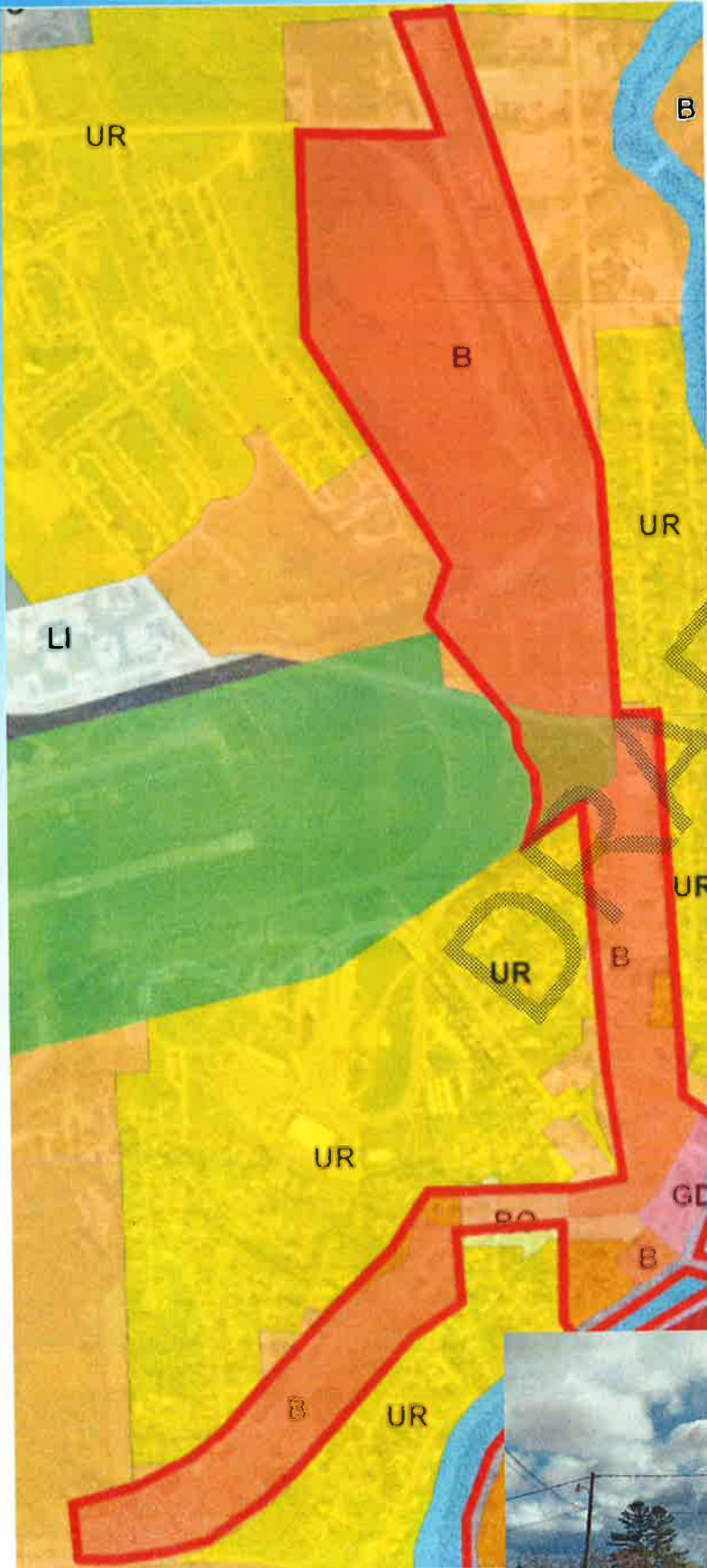
The first area to study consists of the downtown business area where many important historical and cultural features are located around supporting residential neighborhoods. Parcels in at these locations are general compact with multiple uses integrated within the same building, i.e. residential, light commercial and retail services. The City of Presque Isle has identified this area as an important heart of the downtown given the central location to US Route 1 being the main corridor for traffic and commerce. Because of this special designation, the city has zoned most portions of this area as General Development, Retail Business, and Downtown Retail Business Zones.





## Industrial & Parsons Downtown Area

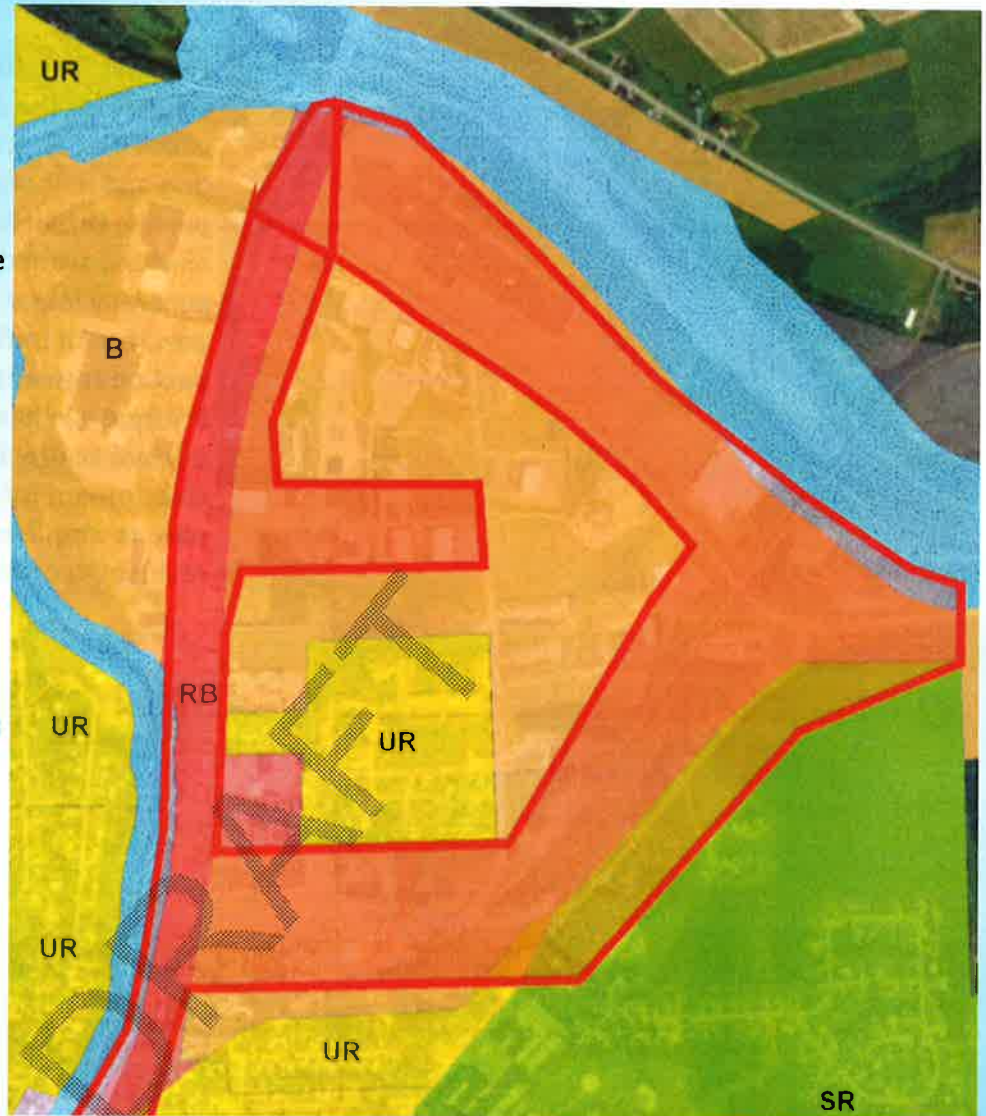
The next area to study serves as an important conduit for the economic region centered based on this area's close proximity to distribution and manufacturing businesses with supporting Urban Residential neighborhoods abutting around. Parcels within these zones are generally larger with single uses given the importance of buffering sound, light and odor impact on residential neighborhoods. The City of Presque Isle has identified this area as an important scaffolding to commerce given the close proximity of employees to commute with ease to employers located in the business and residential office zones.





## Maysville & North Street Downtown Area

The final area to study serves as an important center for retail and support services for Central Aroostook County. Parcels within this area are larger with single uses given the importance of buffering sound, light and odor impact on residential neighborhoods. US. Route 1 and Route 163 intersect in this vital region of Presque Isle's Downtown. Many employers that provide residents with jobs are located within this area. The City of Presque Isle has identified this area as a critical part of the County's economy and has designated most area as Business and Retail Business zones.



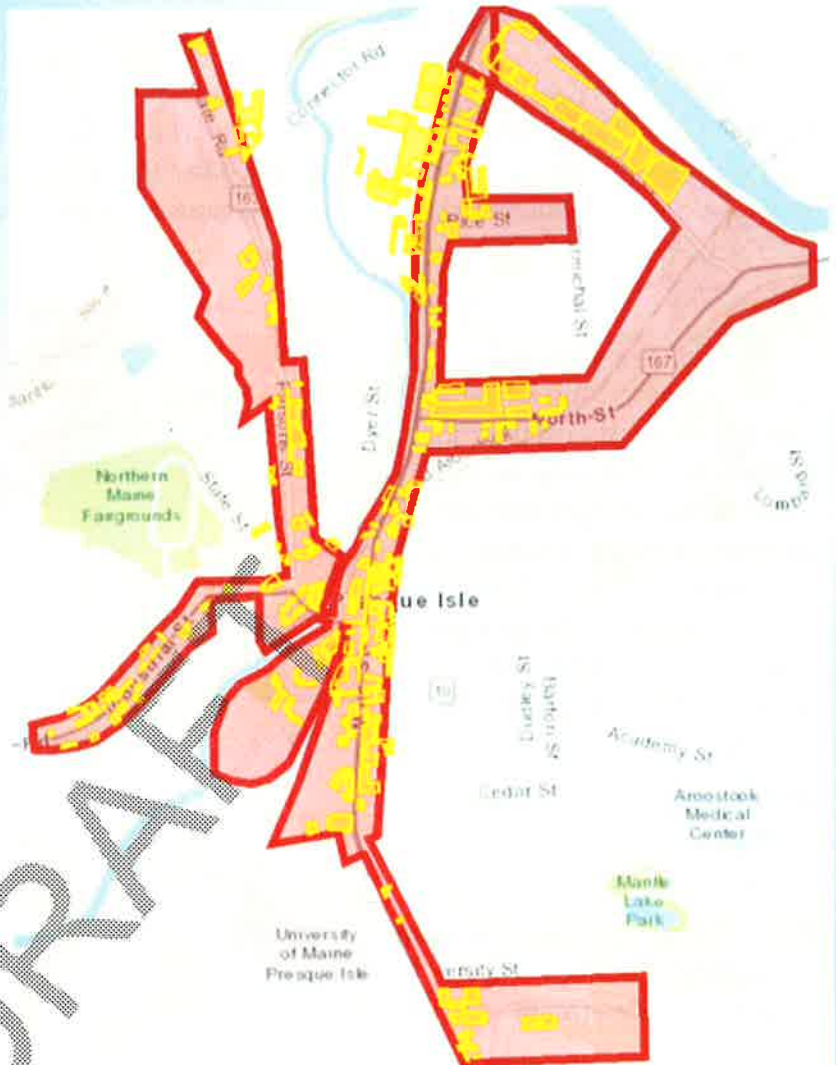


## Parking & Transportation within the Downtown Area

Presque Isle is fortunate to have over **21,000** parking spaces both public and business spaces available within the downtown area to accommodate vehicle parking within the downtown area. During conversations focused on parking, there was concern about addressing the lack of parking close to essential services within the downtown given the limited mobility of an aging population.

In addition, because of the rural nature of Aroostook County, car travel is now essential to commute, shop, or drive to important medical or service related appointments. It has been highlighted by the city and community at large that this reliance on one form of transportation has created a barrier for economic and social mobility for area residents who lack the financial means or ability to use personal vehicle for transportation. As such, the city has been part of conversations to offer a fixed public bus loop within the downtown area to allow for economic and social mobility of area residents while also decreasing the demand for parking within the downtown area. Other goals for transportation include:

- ★ Further develop the Riverside parking lot area by retaining and enhancing the pedestrian walkways and group areas
- ★ Exchange parking lots for the construction of additional complementary businesses while constructing a parking garage to serve the needs of this mixed-use area in addition to supplementing the parking needs for the Community Center.
- ★ Investigate the need for additional structured parking facilities either as all public facilities or as combined facilities built in cooperation with new infill development projects

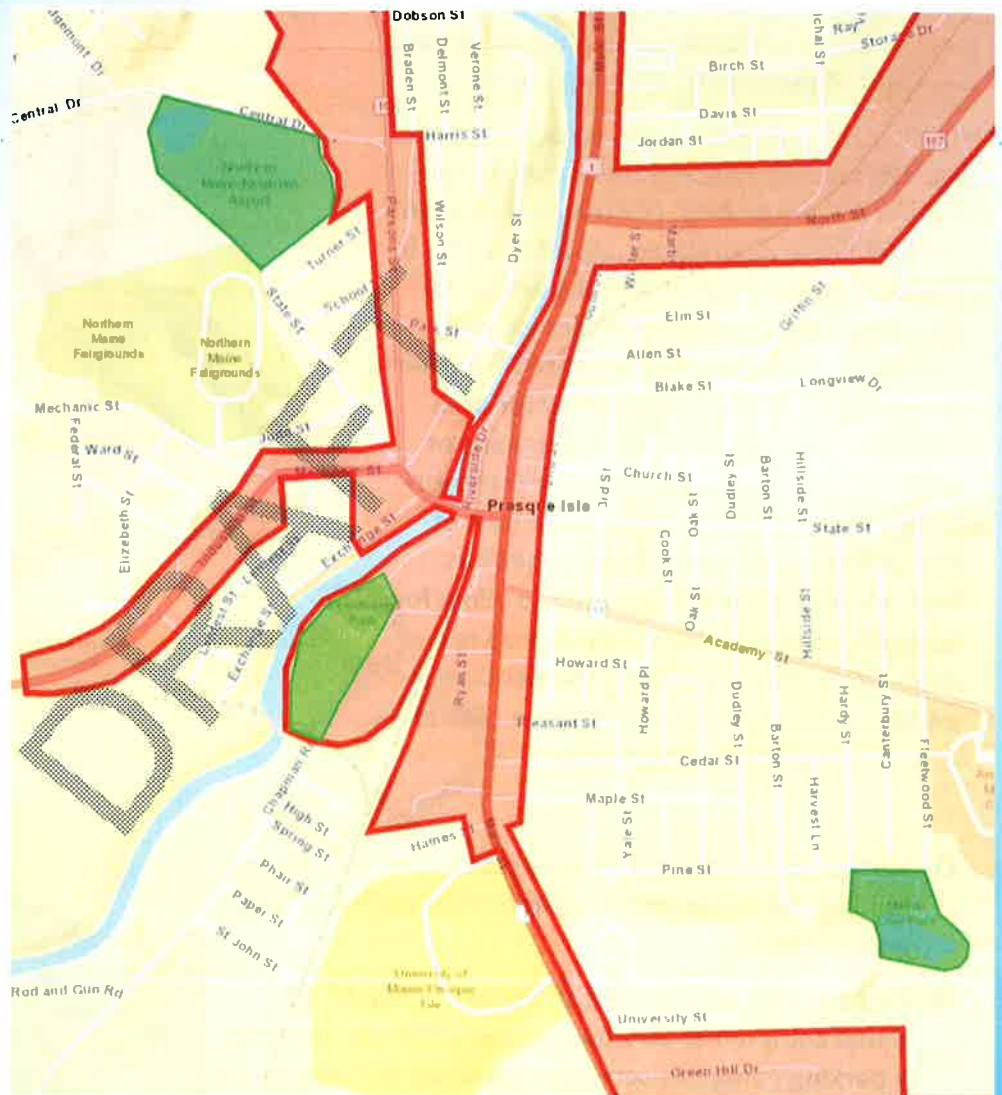


## Recreation within the Downtown Area

Presque Isle currently offers many opportunities for residents and visitors to take part of recreation within the Downtown area. The city currently offers three city-owned parks, a bike loop, and 6.34 miles of pedestrian sidewalks. In 2020, Presque Isle is exploring opportunities to expand recreational trail access along the Presque Isle Stream, expansion of a new bike loop, and to connect recreational trails from Mantle Lake Park to A.R. Gould Northern Lights Hospital property to allow residents to connect with nature in new ways.

Recreation serves as an important economic driver for the City's Downtown businesses. Many businesses offer recreational repair services and supplies for visitors and residents of Presque Isle. As such, the city has been exploring innovative ways to tie this important component into Downtown life including:

- ★ Building an ATV/Snowmobile bridge to offer access to the downtown area
- ★ Design new water recreational programming along the Presque Isle Stream
- ★ Designate pet friendly recreation opportunities within the downtown
- ★ Initiate new age-friendly urban trails and wellness programs
- ★ Expand recreational trail offerings by exploring private-public partnerships





## Historic & Cultural Features within the Downtown Area

The Downtown Area hosts a range of historic properties some even qualifying for the National Registry of Historic Places. Two properties are currently listed on the NRHP including the Presque Isle National Bank and the city's Post Office. In addition, Presque Isle was recently awarded a Distinctive Designation as part of the National Trust for Historic Preservation for the Maysville Museum and 1875 Vera Estey House Museum.



In addition, Presque Isle offers a wide range of cultural activities for area residents. Recently the city renovated the City's library which has expanded service and their inventory of books for all ages. In addition, the city built a new community center to enrich the lives of families and senior citizen residents with new opportunities to grow and learn while living in Presque Isle. The City has also expanded new cultural programs to increase a sense of community within the downtown by offering a summer concert series, a downtown farmers market and multiple parades through the downtown area.

The City of Presque Isle highlighted the importance in preserving the city's historic and cultural features as part of the 2019 Comprehensive Plan. With an increase trend in cultural and historic tourism, the city envisions revitalization of the downtown area that exemplifies the charm of Presque Isle while also looking towards the future by expanding cultural programming and street aesthetics of our downtown area by:

- ✦ Continue the beautification redesign efforts for the Downtown Revitalization Plan of 2009
- ✦ Increase Downtown promotion and marketing operations
- ✦ Redevelop a robust facade program for historic building preservation



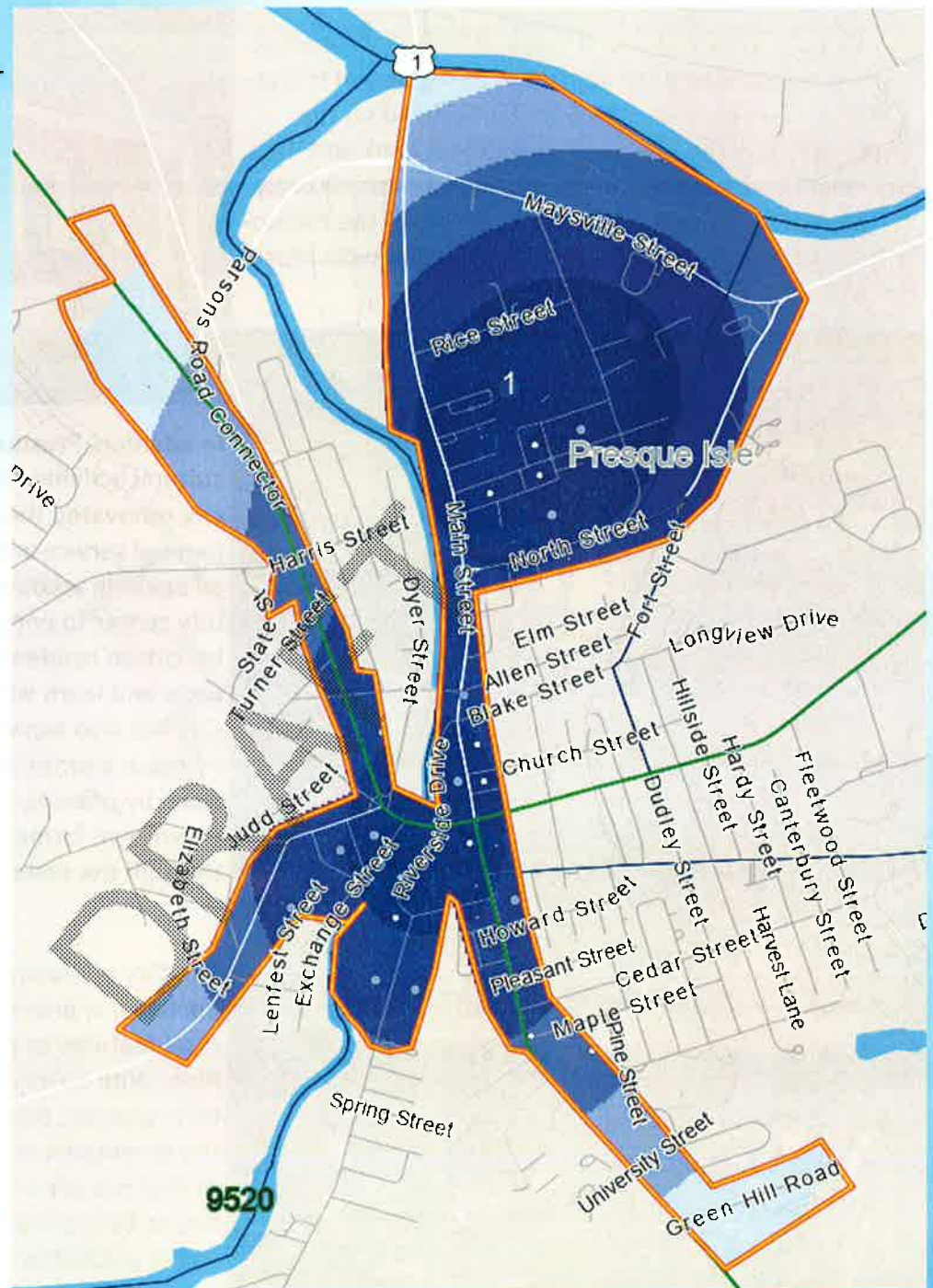


## Employment within the Downtown Area

The Downtown Area offers a variety of economic activity for the City of Presque Isle. Each of the three areas of the Downtown offer varying employment opportunities for residents and the surrounding communities.

### **Job Demographics**

There are currently 2,685 jobs within the Downtown area with a majority of the positions are in the industries of retail trade, finance & insurance, education services, health care & social services and accommodation & food services. 29.8% of jobs pay less than \$1,250 per month, 42.9% of jobs are between \$1,251-\$3,333 per month and 27.2% of jobs pay over \$3,333 per month. Sex of Employees scale more to female at 54.1% compared with male counterparts at 45.9%. Educational levels of workers vary with 25.4% with a high school degree, 27.2% with some college or associate degree, 16.8% with bachelor's degree or advance degree, and 25% educational attainment not available (for workers younger than 29 years old).



With this demographic information regarding the workforce within the Downtown area, Presque Isle should explore:

- ⊛ Developing a marketing strategy to help revitalization efforts by focusing on ancillary businesses to support worker's demands (i.e. retail and food services)
- ⊛ Partner with educational institutions to develop certification
- ⊛ Redevelop a robust facade program for historic building preservation

# Appendix

DRAFT

### Downtown Redevelopment Plan Criteria Checklist

Downtown Plans may vary somewhat in their format and size. However, effective plans have some common components. Ensure your municipal Downtown Redevelopment Plan has the following components.

For a Downtown designed municipal financing tax increment district, the downtown redevelopment plan must be adopted by municipal legislative body that describes the municipality's comprehensive plan for the physical and economic redevelopment of its Downtown (Rule 19-100, Chapter 1, Section 1 (B)).

Completed?	Page number(s) Component specifically addressed	Downtown Plan Component
<input type="checkbox"/>		Capital Improvements Program – How does the community's capital improvement program relate to existing and planned developments in the downtown? What is planned, when, where and how? Describe existing maintenance programs and schedules and any potential new funding source to accomplish the goals.
<input type="checkbox"/>		Employment opportunities – Part of TIF Statue definition of "downtown," includes, "the central business district of a community that serves as the center for socioeconomic interaction in the community." <u>This means jobs.</u> Articulate the types of employment and calculate the approximate number of employment opportunities, or positions, in the downtown.
<input type="checkbox"/>		Inventory of retail/commercial space – The plan should contain an inventory of retail/commercial space. This is assembled using the information that you obtain as part of your building survey. This inventory needs to include ownership of each building.
<input checked="" type="checkbox"/>		Infrastructure – describe availability, size, and condition of public infrastructure (sewer lines, pump stations, and treatment plant, water lines and treatment facilities, street lighting, electrical lines, cable, and phone lines). Include an estimate of costs of utility line undergrounding or relocating off Main Street, if possible.
<input checked="" type="checkbox"/>		Maps – A Downtown Plan must include a map that conveys the downtown area and defines the geographic boundaries of your downtown. Several maps, and possibly overlay maps, are necessary to effectively convey the various plan components.
<input type="checkbox"/>		Parking – The Downtown Plan needs to identify the number of parking spaces and their locations. Include public and private lots, and any timesharing arrangements. If you have a parking management plan attach it as an appendix. Consistency with Comprehensive Plan - Your Downtown Redevelopment Plan must be consistent with your community's comprehensive plan.
<input type="checkbox"/>		Public input – The plan must describe how the public was involved in the planning process and how the public will continue to be engaged in its implementation.
<input type="checkbox"/>		Recreation – identify areas of recreation, greenways, green space, parks, and their amenities and maintenance, etc. A map is required.
<input type="checkbox"/>		Residential – the Downtown Plan should identify the number of apartments or housing units available in your downtown. It should also identify adjacent residential zones. The plan will examine pedestrian routes from the adjacent residential to the downtown.

<input type="checkbox"/>		Signage – Does the community have a sign ordinance? If so, describe how it is applied and enforced. Describe the condition of, or lack of, business signs, way-finding signage, historic and cultural signage.
<input type="checkbox"/>		Survey of buildings and their conditions – The Downtown Plan needs to convey what buildings make up the downtown, and what condition those structures are in. To adequately market your downtown, you'll need to know the square footage of each commercial structure. You will also need to identify how many floors are in the structure, general condition of the building (e.g. does it meet code?); whether one or more elevators access which floors, and current and/or potential uses (e.g. whether there are housing units on the upper floors, office space, or some combination.) This will allow you to calculate the square footage of available retail space, office space, etc. Document the year the structure was built. Determine if it is listed in the National Register of Historic Places, if it has determined formally eligible for listing in the National Register of Historic Places, and/or if it is protected through a local historic preservation ordinance. Indicate whether Design Guidelines or Design Standards have been adopted and, if so, how they are managed.
<input type="checkbox"/>		Transportation, gateways and traffic circulation – Include information regarding public transportation access and routes, if applicable. Identify gateways, one-way streets, pedestrian malls and traffic circulation patterns. Assess the condition of the streets, sidewalks, curbing and the degree to which they are ADA compliant.
<input type="checkbox"/>		Active transportation/Walkability-pedestrianism, bike paths and pedestrian trails and walkways. Indicate any trail access, or potential linkage, into downtown. A map is necessary to show location and linkages of existing and proposed trail, path, and walkway improvements.
<input type="checkbox"/>		Zoning and ordinances – A Downtown Plan should include information on the community's zoning regulations and ordinances as it effects the downtown district. These may be included in their entirety in an appendix and referenced in sections that discuss potential changes to existing ordinances or zones.

\*All components compiled with input from the State Planning Office, the Maine Downtown Center and members of the Downtown Coalition, Terri-Ann Holden with DECD, with MDOT input.





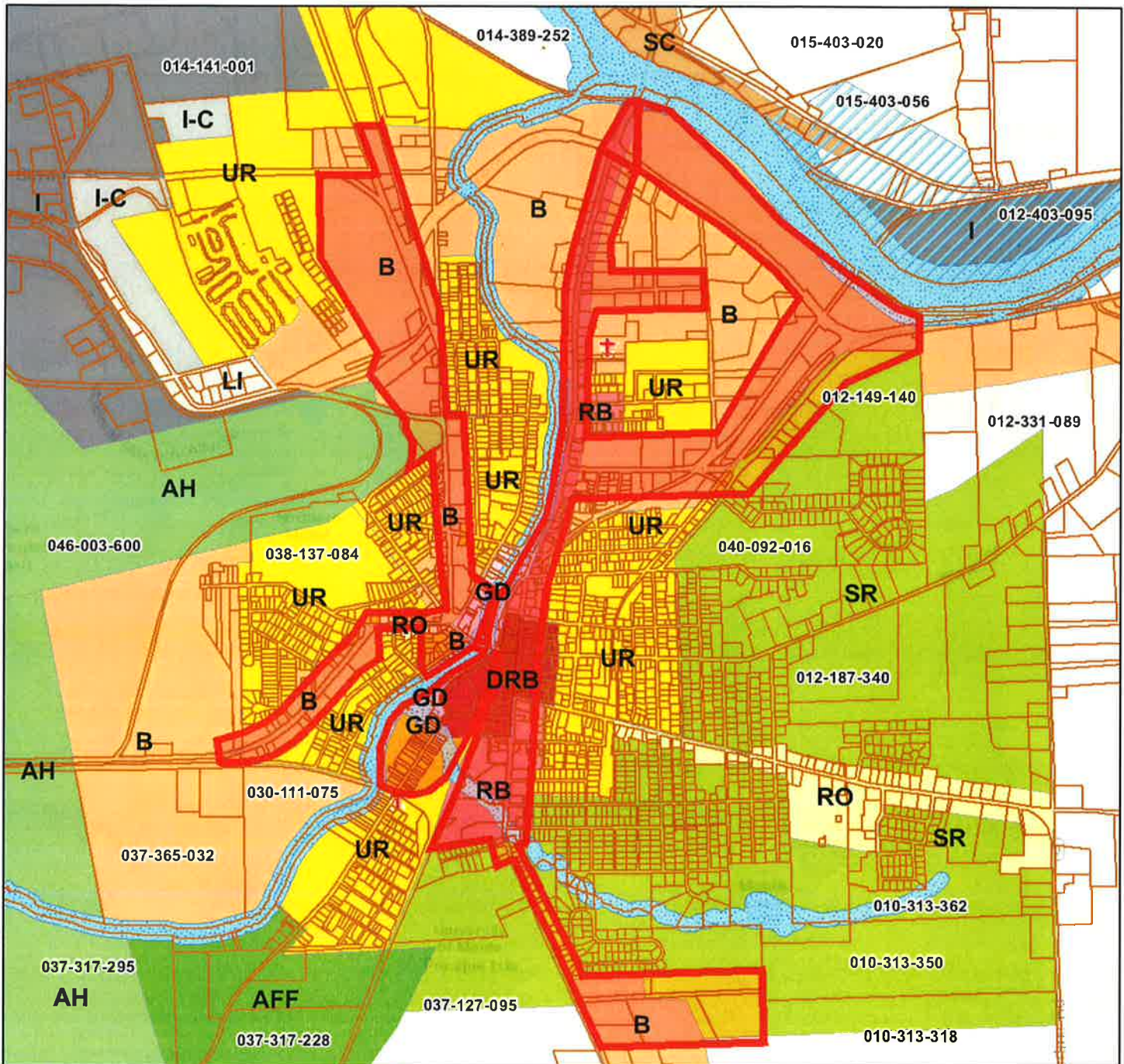
Presque Isle, ME



1 inch = 2067 Feet

0 2067 4135 6203

February 19, 2020



Parcel Lines - No Ortho	B - Business Zone	RB - Retail Business Zone
Cemeteries - MEGIS	DRB - Downtown Retail Business Zone	RO - Residential Office Zone
Source Water Protection Area	GD - General Development Zone	SC - Suburban Commercial Zone
Resource Protection Zone	I - Industrial Zone	SR - Suburban Residential Zone
AFF - Agricultural Farming/Forestry Zone	I-C - Industrial Zone - Conditional	UR - Urban Residential Zone
AH - Aircraft Hazard Zone	LI - Light Industrial Zone	

Data shown on this map is provided for planning and informational purposes only. The municipality and CAI Technologies are not responsible for any use for other purposes or misuse or misrepresentation of this map.







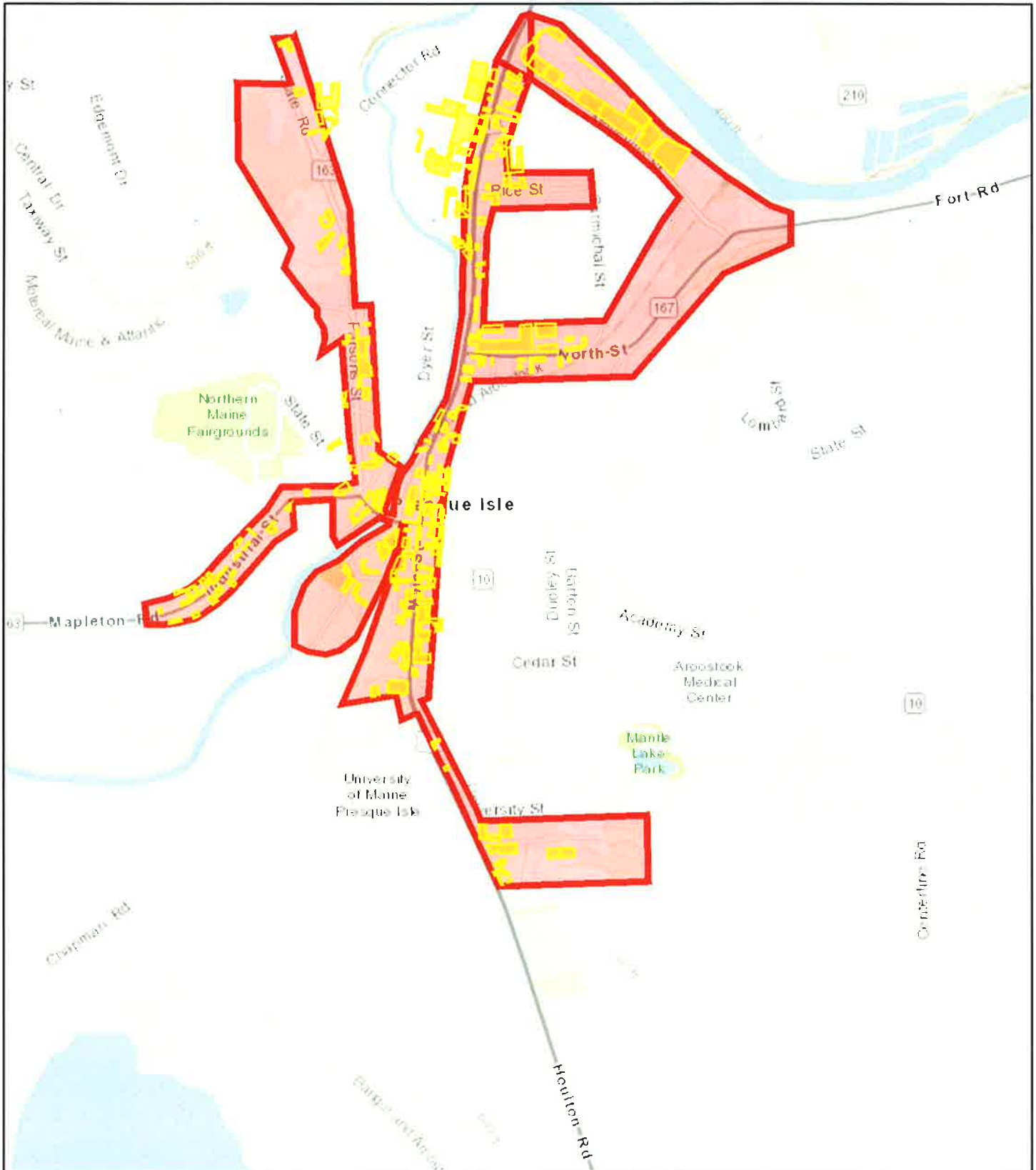
# Downtown Parking

Presque Isle, ME

1 inch = 2068 Feet



February 24, 2020



Data shown on this map is provided for planning and informational purposes only. The municipality and CAI Technologies are not responsible for any use for other purposes or misuse or misrepresentation of this map.



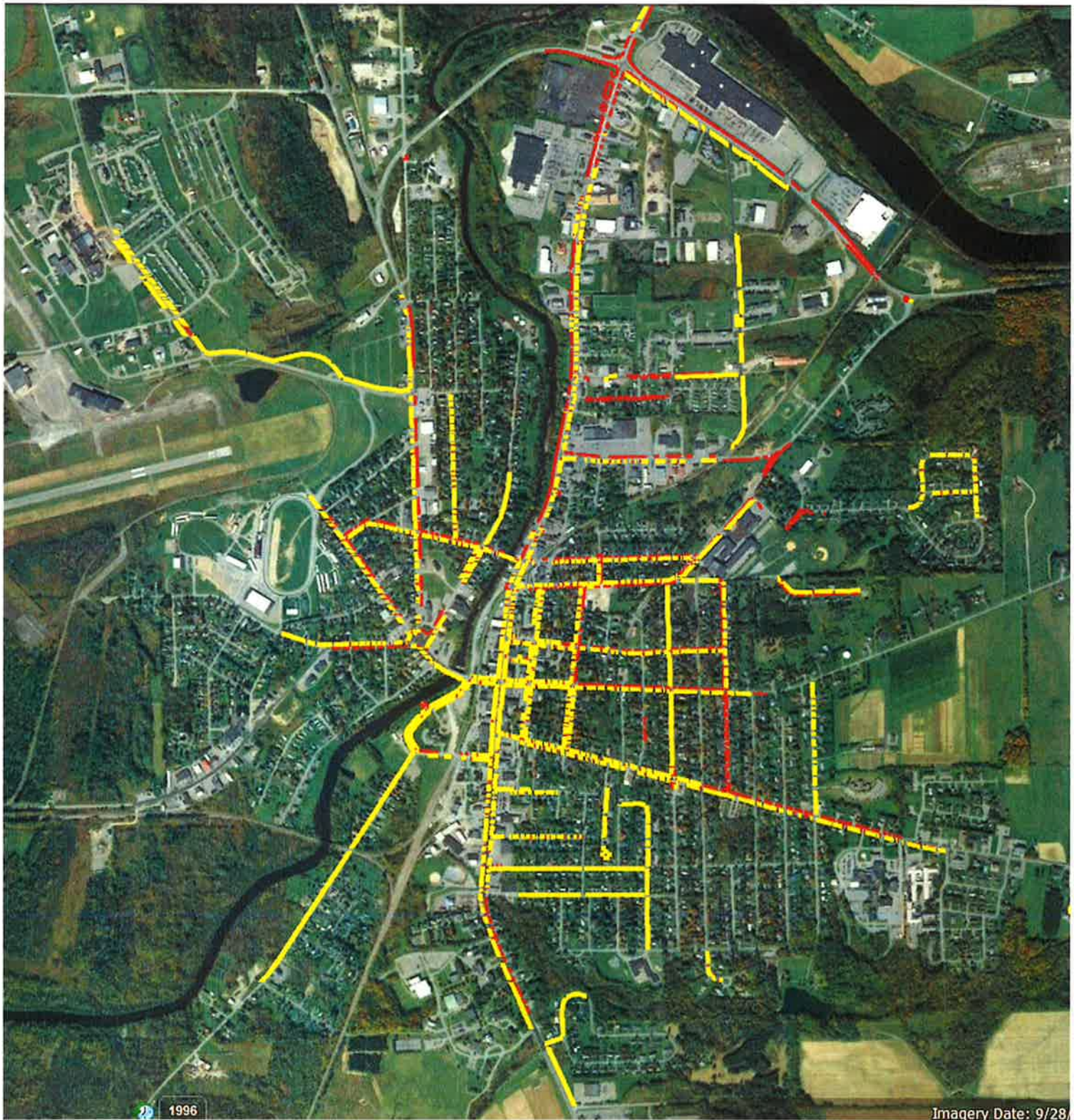






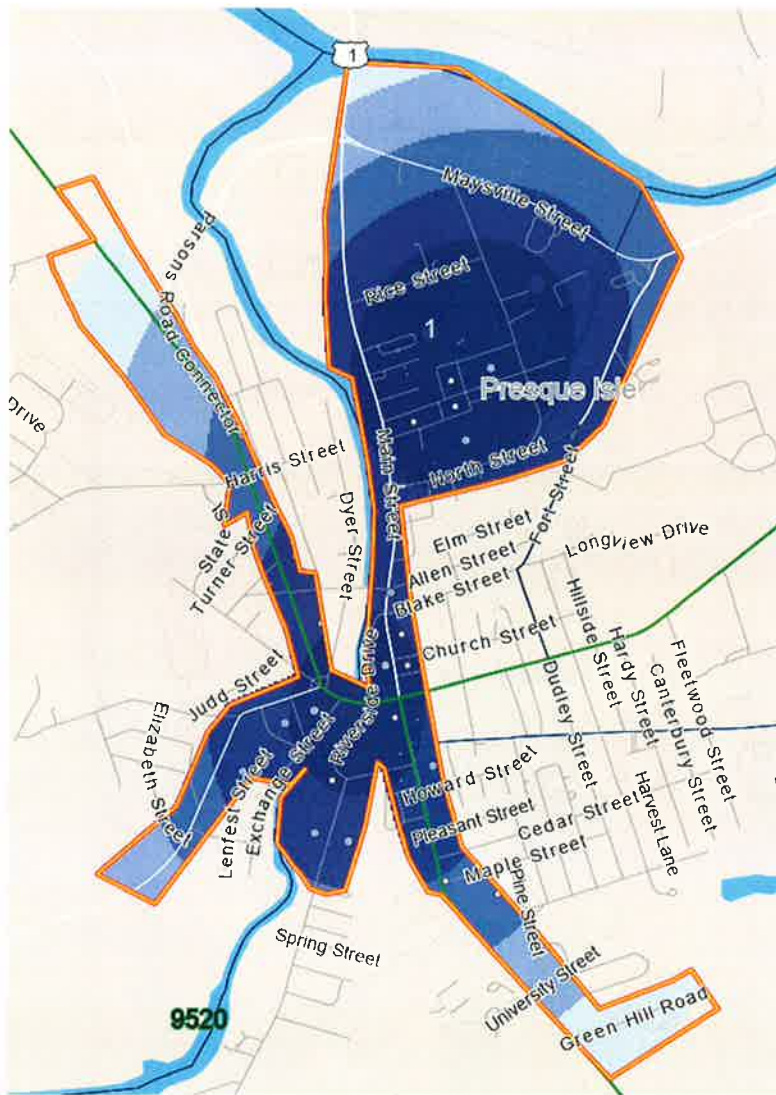


# Sidewalk Map for Presque Isle





# Employment Demographics for Downtown TIF District



- 1 - 5 Jobs
  - 6 - 35 Jobs
  - 36 - 116 Jobs
  - 117 - 274 Jobs
  - 275 - 535 Jobs
- 5 - 103 Jobs/Sq.Mile
  - 104 - 397 Jobs/Sq.Mile
  - 398 - 887 Jobs/Sq.Mile
  - 888 - 1,573 Jobs/Sq.Mile
  - 1,574 - 2,455 Jobs/Sq.Mile

## Total All Jobs

2017		
	Count	Share
Total All Jobs	2,685	100.0%

## Jobs by Worker Sex

2017		
	Count	Share
Male	1,233	45.9%
Female	1,452	54.1%

## Jobs by Earnings

2017		
	Count	Share
\$1,250 per month or less	801	29.8%
\$1,251 to \$3,333 per month	1,153	42.9%
More than \$3,333 per month	731	27.2%

## Jobs by Worker Educational Attainment

2017		
	Count	Share
Less than high school	152	5.7%
High school or equivalent, no college	681	25.4%
Some college or Associate degree	730	27.2%
Bachelor's degree or advanced degree	451	16.8%
Educational attainment not available (workers aged 29 or younger)	671	25.0%

## Jobs by Worker Age

2017		
	Count	Share
Age 16 to 29	671	25.0%
Age 30 to 54	1,305	48.6%
Age 55 or older	709	26.4%

## Jobs by Worker Ethnicity

2017		
	Count	Share
Not Hispanic or Latino	2,657	99.0%
Hispanic or Latino	28	1.0%

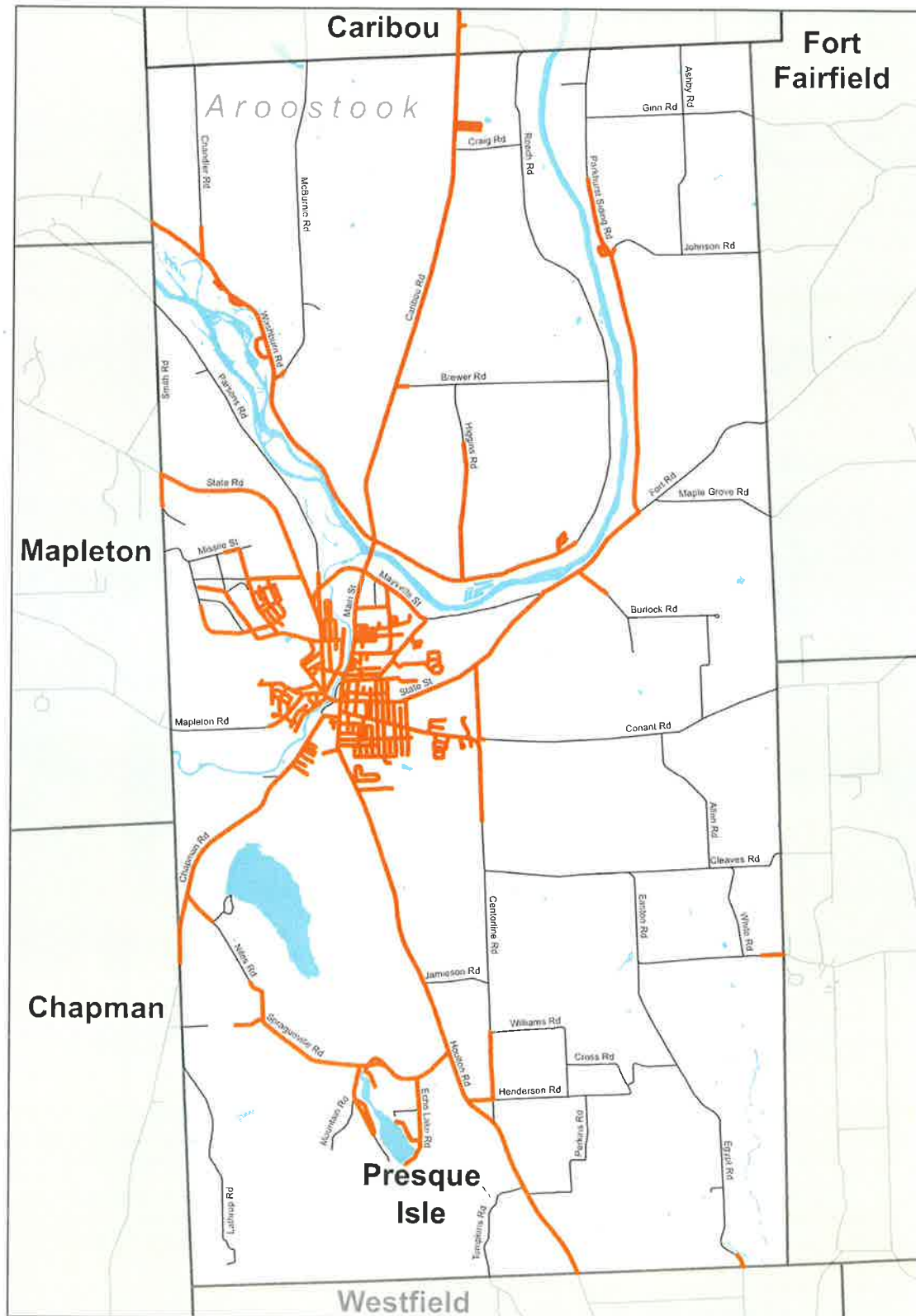
## Jobs by Worker Race

2017		
	Count	Share
White Alone	2,599	96.8%
Black or African American Alone	22	0.8%
American Indian or Alaska Native Alone	22	0.8%
Asian Alone	11	0.4%
Native Hawaiian or Other Pacific Islander Alone	1	0.0%
Two or More Race Groups	30	1.1%

## Jobs by NAICS Industry Sector

2017		
	Count	Share
Agriculture, Forestry, Fishing and Hunting	0	0.0%
Mining, Quarrying, and Oil and Gas Extraction	0	0.0%
Utilities	18	0.7%
Construction	126	4.7%
Manufacturing	26	1.0%
Wholesale Trade	91	3.4%
Retail Trade	452	16.8%
Transportation and Warehousing	105	3.9%
Information	45	1.7%
Finance and Insurance	326	12.1%
Real Estate and Rental and Leasing	46	1.7%
Professional, Scientific, and Technical Services	107	4.0%
Management of Companies and Enterprises	0	0.0%
Administration & Support, Waste Management and Remediation	116	4.3%
Educational Services	324	12.1%
Health Care and Social Assistance	326	12.1%
Arts, Entertainment, and Recreation	5	0.2%
Accommodation and Food Services	437	16.3%
Other Services (excluding Public Administration)	50	1.9%
Public Administration	85	3.2%

# Presque Isle AROOSTOOK COUNTY



- Town
- County
- Road
- Water
- Cable



0 1 2 Miles

**SEWALL**



# Presque Isle Downtown TIF District

University of Maine at Presque Isle GIS Laboratory  
 Student Assistant: R. Neal Jones  
 Faculty: Chunzeng Wang, Ph.D.

Presque Isle City Planning and Development Department:  
 City Planner: James Francomano  
 Director: Kenneth Arndt

September 2008 - March 2009



## Downtown TIF District -- Vital Statistics

CURRENT ASSESSED VALUE OF TAXABLE BUILDINGS: \$21,229,700  
 CURRENT ASSESSED VALUE OF TAXABLE LAND: + \$10,532,700  
 NOTE THE LAND VALUES WILL NOT CHANGE IN THIS MODEL

TOTAL OF TAXABLE BUILDINGS AND LAND: = \$31,762,400

TOTAL ACRES OF PROPOSED DISTRICT: 100.75 Acres  
 PERCENTAGE OF TOTAL ACRES OF THE CITY: 0.20%  
 NUMBER OF PARCELS SUBJECT TO REAL ESTATE TAX: 135 Parcels  
 NUMBER OF NON-TAXABLE PARCELS: 30 Parcels  
 TOTAL NUMBER OF PARCELS IN PROPOSED DISTRICT: 165 Parcels

ESTIMATED INCREASE IN ASSESSED VALUE

IF ALL BUILDINGS IN "GOOD" CONDITION OR BEYOND \$6,731,740

ESTIMATED INCREASE IN ASSESSED VALUE

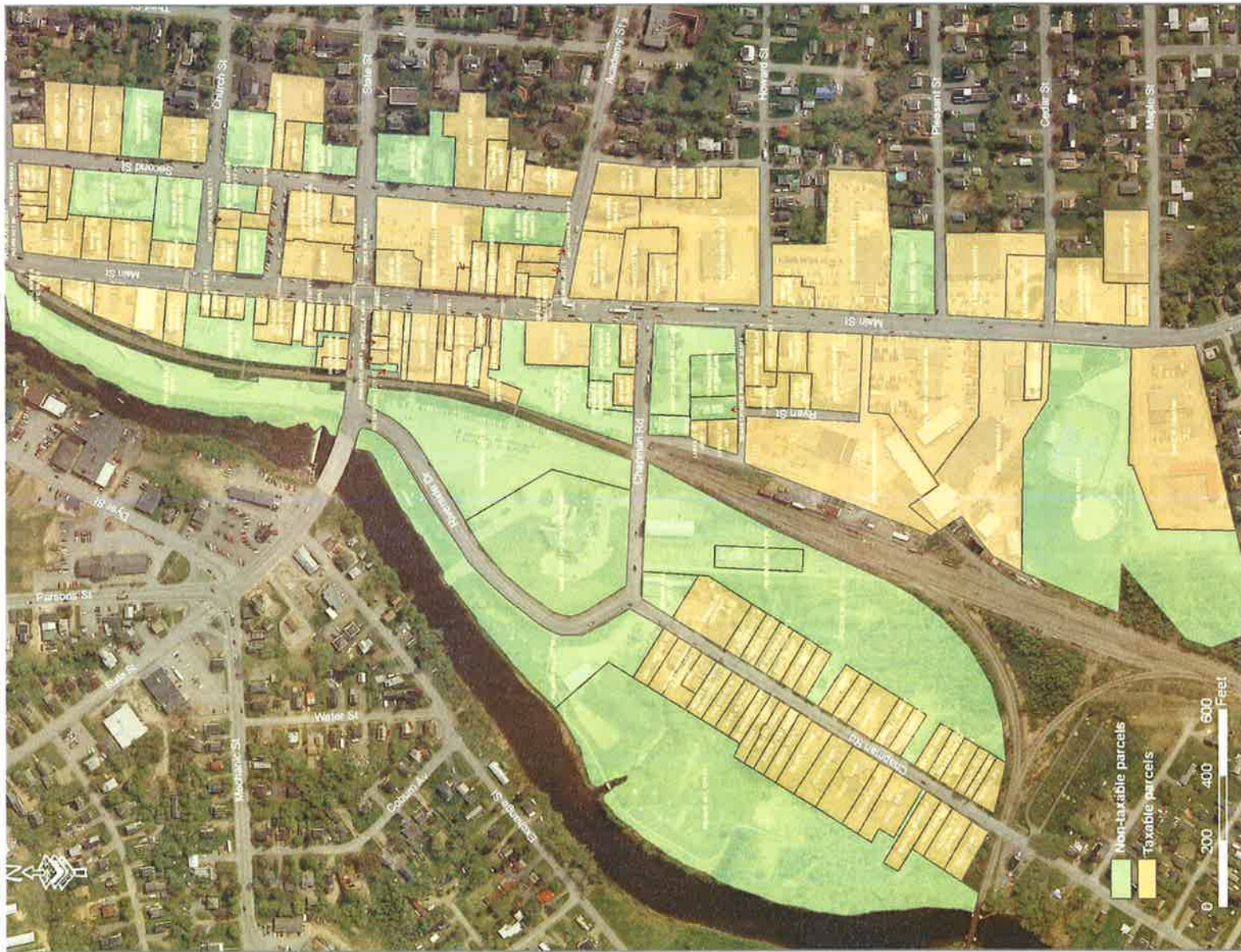
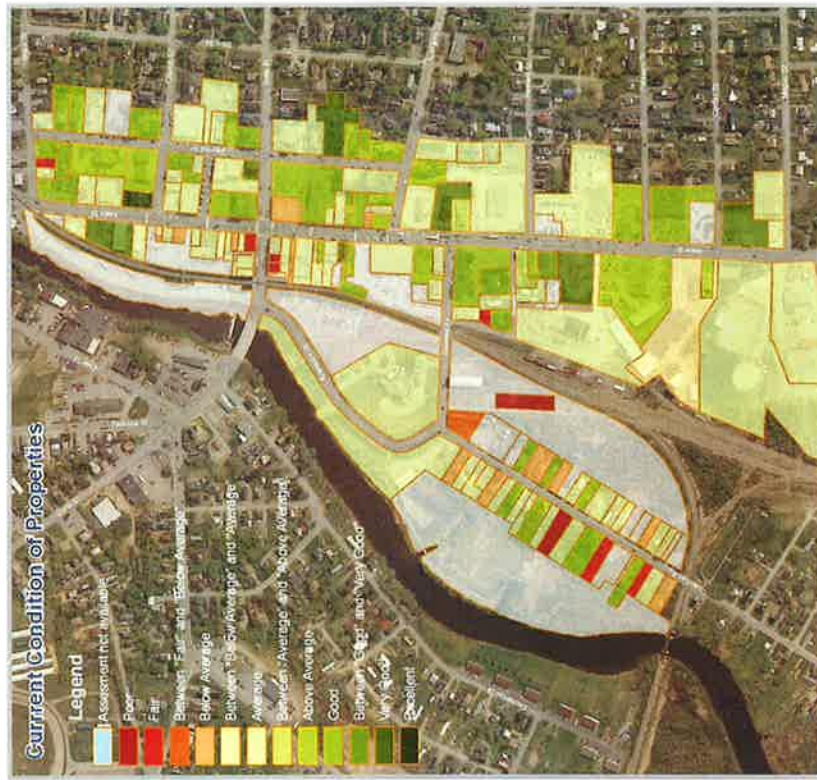
IF ALL BUILDINGS IN "VERY GOOD" CONDITION OR BEYOND \$9,066,841

ESTIMATED INCREASE IN ASSESSED VALUE

IF ALL BUILDINGS IN "EXCELLENT" CONDITION \$12,872,522

### Current Condition of Properties

Legend  
 Assessment not available  
 Poor  
 Fair  
 Below Average  
 Between Fair and Below Average  
 Between Below Average and Average  
 Average  
 Between Average and Above Average  
 Above Average  
 Good  
 Between Good and Very Good  
 Very Good  
 Excellent







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# Memorandum

To: Martin Puckett, City Manager  
From: Shana Cook Mueller  
Date: September 26, 2017  
Re: Tax Increment Financing Options

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This memo is meant to provide the City Council a set of options to consider in regards to tax increment financing ("TIF") in the City of Presque Isle (the "City"). In this memo, I will describe three (3) ways in which the City could choose to utilize the TIF program as an economic development tool and provide some recommended next steps.

## **1. Introduction/Overview of TIF**

Municipal legislative bodies are authorized to designate TIF districts pursuant to the provisions of Title 30-A M.R.S.A. § 5221 et. seq. The municipal legislative body votes to designate a TIF district and adopt a development program for such district following a required public hearing. Within the area designated as a TIF district, the assessed value is "frozen" in time for the term of the district. This means that the taxes paid on the assessed value at the time of the district's inception (the "original assessed value") will continue to go to the municipality's general fund. However, any increase in the assessed value of the district area will be "captured" assessed value. Taxes paid on captured assessed value will be considered TIF revenues and can only be used for specific purposes under the TIF statute and as described within the district's development program document. Such purposes can include various capital improvements that support economic development activities (e.g. sewer systems, traffic improvements, etc.), economic development staff and programming, trail work and maintenance when such trails have an economic development potential (e.g. tourism) and much more.

#### *A. Statutory Requirements and Thresholds*

No more than 2% of the total acreage of the municipality can be included in any single TIF district and the sum of the acreage of all TIF districts in a municipality cannot be greater than 5% of the total acreage of the municipality (certain types of TIF districts are exempt from these caps). In addition, the sum of the original assessed values of all the TIF districts in a municipality cannot be greater than 5% of the total assessed value of the municipality (certain types of TIF districts are exempt from this cap). A TIF district can run for a maximum of thirty (30) years and can capture up to 100% of the increased assessed value of the property within the district.

#### *B. Credit Enhancement Agreements*

Many people assume that a TIF district must involve a credit enhancement agreement, but that is not true. In the context of TIF districts in Maine, credit enhancement agreements are property tax reimbursement agreements between a municipality and a developer/property owner. The credit enhancement agreement acts as an incentive for a particular commercial or industrial investment in the municipality. There are hundreds of TIF districts in the State of Maine and roughly half of them involve a credit enhancement agreement.

#### *C. Tax Shift Benefit*

It is important to understand the tax shift benefit concept when considering designating a TIF district. When new value is added to the tax roles in the City, the City's "state valuation" increases. The state valuation is a figure that measures the equalized total amount of assessed value in a municipality, and this figure is used in the formulas that calculate municipal revenue sharing subsidies, general purpose aid to education, contributions to the school district's additional local education budget and county taxes. The theory is that when a municipality has more assessed value in its borders, it has a better ability to pay for things on its own and doesn't need as much subsidy and can afford to pay more county tax. This means that for every new tax dollar paid on increased assessed value in the City, the City only realizes a percentage of such dollar. I ran the latest data through our analysis to determine what that ratio is for Presque Isle and it shows that for every tax dollar paid on increased assessed value in the City, the City loses approximately \$.51 to the tax shift losses. Importantly, captured assessed value in a TIF district is invisible to the state valuation for municipalities. This means that every TIF revenue dollar is worth the full dollar. Please see Exhibits A-1 and A-2 for TIF revenue and tax shift projections for a hypothetical 20-year TIF district with a \$1 million development project contained within the TIF district.

#### *D. Procedure*

A TIF district can be designated and a development program can be adopted by the legislative body of the municipality following a public hearing on the proposal. Once a district has been designated and a development program therefor has been

adopted, the Maine Department of Economic and Community Development (the “Department”) must review and approve the district and development program. The Department’s review process is limited to determining whether the municipality has followed the applicable statute. The Department cannot say whether the municipality has made a good or a bad choice in designating a particular TIF district.

#### *E. Existing City TIF Districts*

I have been informed that the City has two TIF districts, one of which expires this year and the other of which expires in the next year or two. The options for the City in going forward do not necessarily relate to these soon-to-expire districts.

## **2. Options**

I have identified a few options for the City to consider after having spoken with you and reviewed some of the City’s TIF-related history and materials. These options are not meant to be mutually exclusive and in fact working on multiple of these listed items might appeal to the City.

#### *A. Option 1: Downtown TIF District*

The City may want to consider designating a downtown TIF district. Under the statute, this type of district has special advantages and special requirements.

The special advantages include that downtown TIF districts are not subject to the cap on the total amount of acreage that can be included in a TIF district as a percentage of the overall acreage in a municipality. In addition, downtown TIF districts are not subject to the rule that the total of all the original assessed values of all a municipality’s TIF districts cannot be greater than 5% of the total assessed value in the municipality. Finally, TIF revenues from other TIF districts located within the municipality can send TIF revenues to fund the project costs identified in the downtown TIF district’s project list. This particular option appears to acknowledge the fact that many downtown TIF districts contain mostly developed property, such that it is difficult to produce much TIF revenue on its own. In addition, this option is born from the theory that development in areas of a municipality outside of the downtown area can cause challenges for downtown redevelopment efforts. If the City wants to consider using this feature of the downtown TIF district program, then the City would need to designate a second TIF district in order to avail itself of this feature. It can be advantageous if a development is slated to occur somewhere outside the downtown area, but economic development and infrastructure investments are needed in the downtown area.<sup>1</sup>

---

<sup>1</sup> Another mechanism to accomplish this is to create a noncontiguous single TIF district that includes a parcel that is about to be developed in one part of the municipality as well as an area in a different part of the municipality where economic development and/or infrastructure investments are needed.

The special requirements include that a downtown TIF district must be located in the downtown area of the municipality. In addition to the development program document, downtown TIF districts must be accompanied by an adopted planning document, called a “downtown redevelopment plan.” The designation of a downtown TIF district can mean undertaking a somewhat broader planning effort in light of this requirement. In addition, downtown TIF districts are reviewed by the State of Maine Department of Transportation and the State of Maine Department of Agriculture, Conservation and Forestry, in conjunction with the normal review and approval required from the Maine Department of Economic and Community Development. Please note that some municipalities decide to designate an area-wide TIF district in their downtown areas but do not designate them as “downtown” districts under the TIF statute in light of these additional requirements.

*B. Option 2: Omnibus TIF District to Facilitate Future Credit Enhancement Agreements*

TIF districts that cover multiple lots, whether or not they are deemed to be “downtown” TIF districts, can be structured as so-called “omnibus” TIF districts at the option of the City. This term was developed by the Department to identify districts where the municipality has the option to approve and enter into credit enhancement agreements with developers during the term of the district without going back to the Department for a formal amendment process. In these instances, the municipality must clearly determine what maximum parameters would apply to any and all future credit enhancement agreements (e.g., future credit enhancement agreements may be approved for up to the full term of the TIF district and up to a maximum of 100% reimbursement of TIF revenues). In addition, the municipality must clearly explain the local approval process required for future credit enhancement agreements (e.g. a public hearing must be held prior to City Council vote). This feature can be advantageous because it increases the speed with which the City can act in approving credit enhancement agreements without sacrificing the local approval process.

*C. Option 3: TIF Policy*

You provided me with a copy of the City’s 2006 TIF policy. In any effort to designate a future TIF district in Presque Isle, a review of whether this particular policy serves the City’s current goals is in order. The existing policy provides parameters for considering credit enhancement agreement proposals. TIF policies can serve as a signal to the business community about a municipality’s approach and attitudes regarding economic development programs and investments. TIF policies can also provide specific and substantive policy statements regarding parameters for credit enhancement agreements. In addition, TIF policies can also provide a roadmap regarding the process to use in considering TIF districts and credit enhancement agreements. TIF policies are not a requirement and some question their necessity given the fact that the state statute governs the process and procedure. In addition, any provision in a policy can be modified or waived by the municipal legislative body when a particular proposal is brought forward.

### **3. Process to Develop TIF District Proposal**

Following a discussion by the Council of the options identified in this memorandum, I suggest that the Council delegate authority to develop a TIF proposal to a subcommittee or particular municipal officials. The Council should provide a charge to these individuals about the goals and objectives of the TIF district. The individuals delegated the authority to develop a proposal should initially undertake the following tasks (with my assistance as needed and necessary) in order to provide the framework necessary to bring a proposed TIF district and development program forward for the Council's feedback and eventual consideration:

1. Determine what properties to include in a proposed TIF district  
There are generally two reasons to include properties in a TIF districts: (1) properties with development potential, and (2) properties where economic development projects are likely to occur.
2. Determine what projects to identify in a development program  
This process often involves reviewing sources from my office with project lists from other municipalities in order to generate ideas, a review of the City's budgets to determine whether there are investments already being made into things that would qualify as economic development and discussions with department heads to determine what projects are coming in the future years that should be considered. Finally, it is important to gain an understanding about what types of projects can obtain approved under the statutory requirements of Title 30-A M.R.S.A. § 5225.
3. Determine what, if any, special programs and features of the TIF program to utilize.  
I identified some of these options above and can certainly assist if there is consultation required in the implementation of certain ideas or the achievement of certain goals specific to the City.

I'm happy to discuss any of these items in greater detail and remotely participate in a meeting to help formulate next steps and action items.

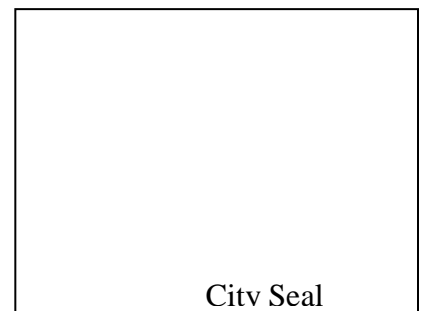
# CITY OF PRESQUE ISLE

## *Tax Increment Financing District Policy*



Approved by the City Council: December 4, 2006

Attest: \_\_\_\_\_  
Nancy G. Nichols, City Clerk



City Seal

# CITY OF PRESQUE ISLE

## Tax Increment Financing District Policy

### Introduction:

State of Maine law allows Tax Increment Financing (TIF) to be employed as an economic development tool for municipalities to assist in the cost of private economic development and promote economic development. Municipalities may redirect a portion or all of any new property taxes from a qualifying project in a designated TIF district to assist in that project's financing.

The City of Presque Isle will consider tax increment financing proposals for all areas zoned for business/commercial development and consistent with the City's adopted Comprehensive Plan and other community development documents and plans.

Municipalities have several options under the law for disbursement of the tax increment:

1. Taxes paid by the investing business may be returned to the business by the municipality under a formal agreement for the purpose of offsetting project costs;
2. Taxes paid by the investing business in a designated TIF district may be used by the municipality to retire bonds issued as part of the project;
3. Taxes paid by the investing business in a designated TIF district may be retained by the municipality for use in allowable economic development activities; or
4. Any pre-approved combination of the options above.

Economic development projects are eligible for consideration when they meet the following standards:

1. They would not occur otherwise;
2. They create or retain employment opportunities within the City;
3. They significantly expand the City's tax base;
4. They conform to the quality and types of development sought by the City of Presque Isle, as described in the Land Use and Development Code, Comprehensive Plan, and/or other policies formulated and accepted by the City Council.



The following are guidelines and standard operating procedures, a majority of which must be appropriately addressed by an applicant, to be employed by the City of Presque Isle when considering requests to pursue tax increment financing. Notwithstanding compliance with any or all of the guidelines or procedures, the creation and approval of a TIF district is a formal process undertaken between the City of Presque Isle and the Maine Department of Economic & Community Development on a case-by-case basis; a TIF is not a right under Maine law and compliance with guidelines and procedures does not create any rights or entitlements in any application

**Basic Provisions:**

1. The City of Presque Isle is empowered under Maine law to create two types of TIF districts, each requiring the concurrence of the Maine Department of Economic and Community Development. One type of district allows the City of Presque Isle to install public infrastructure through the issuance of bonds. The bonds are retired using the tax increment produced by the investing business's project that will be utilizing the public infrastructure. The second type of district returns all or a portion of the tax increment directly to the investing business through a so-called "Credit Enhancement Agreement (CEA)"
2. Tax increment financing agreement of ten (10) years or less are highly preferred by the City when structured as a CEA. Projects involving bonds for public infrastructure may be considered for the maximum time allowed by law (20 years).
3. The Credit Enhancement Agreement will provide for the recapture of the benefits if the project should move to another municipality. Assignments, at the sole discretion of the City, will be allowed only for conventional commercial financing purposes or where the proposed assignee agrees to be bound by the same terms and conditions as the original applicant.
4. The applicant must provide any and all documentation deemed necessary by the City of Presque Isle and the Maine Department of Economic and Community Development to substantiate the TIF requirements and to protect the City's economic and financial position.
5. Invoices, cancelled checks, lien waivers and other documentation supporting cost reimbursement proportional to the captured value must be substantiated with documentation from non-affiliated companies.

6. The City of Presque Isle will not entertain requests from retail enterprises for Credit Enhancement Agreements as a means of tax increment financing for onsite activities within a TIF district; the City may, at its sole discretion, consider requests from retail enterprises for Credit Enhancement Agreements to assist in the financing of necessary off-site public infrastructure improvements, installed by the investing business and for which detailed financial documentation is provided.
7. The City will not return to any investing business under any Credit Enhancement Agreement more than seventy-five (75) percent in any one (1) given year.
8. The City of Presque Isle will consider only increases to the value of real estate (land and buildings) in determining the tax increment.
9. All applicants will sign a Professional Fee Consent Form agreeing to directly pay or reimburse the City for all outside professional costs, such as application preparation by a consultant, legal, accounting, and advertising, incurred as a result of the TAX Increment Financing proposal, whether or not Tax Increment Financing is approved. Applicants also will agree to reimburse all out-of-pocket expenses incurred by the City of Presque Isle, such as photocopying, postage, travel, etc., again whether or not Tax Increment Financing is approved.

### **Mandatory Guidelines**

In all instances, applicants for tax increment financing must demonstrate that the City of Presque Isle's participation is economically necessary and that participation by the City is needed for the project to be undertaken. Such justification is demonstrated by:

1. A need to offset infrastructure costs unique to the site; or
2. A need to offset economic advantages available to the corporate entity if it should build or expand operations outside of Presque Isle; or
3. A lack of sufficient private or other public funding sources to meet the full capital investments needed to undertake the project;
4. The project creating significant new investment equal to or greater than \$2 million dollars and creating and/or retaining jobs within the community;
5. The developer(s) demonstrating financial capability to undertake the project;
6. The developer(s) complying with all statutory and regulatory guideline of the City of Presque Isle and the State of Maine.

### **Guidelines that Determine Level of Municipal Participation**

Although an applicant need not meet each of the following criteria, the following will be used to determine the level of participation, if any, by the City of Presque Isle:

1. The project assists an established business in the City of Presque Isle, thus retaining existing employment;
2. The project creates long-term, permanent, and quality employment opportunities;
3. The project improves a blighted area in need of redevelopment or an area identified as a priority by the City of Presque Isle;
4. The project creates public infrastructure facilities which have application beyond the particular development or TIF district, such as improvements to public utilities, telecommunications, traffic movement and safety, parking facilities, green space, etc.;
5. The project helps stimulate other business(es) within the City or offers presently unavailable economic benefits;
6. The project does not require direct borrowing by the City, and tax increment revenues are not obligated or pledged as collateral for third-party project financing but simply are reimbursed to the project;
7. The developer has a responsible history with personal/corporate property tax payment and pledges to continue that responsibility
8. Projects seeking Credit Enhancement Agreements conform to the business categories established for the State of Maine's Pine Tree Business Zone program, i.e., manufacturing businesses, financial services business, and the targeted technology business (composite materials, biotechnology, aquaculture and marine technology, environmental technology, information technology, advanced technologies for forestry and agriculture, and precision manu-facturing technology;
9. Projects seeking public infrastructure improvements will be evaluated on a case-by-case basis.
10. The project contributes to the revitalizations of the downtown district, commercial, business and industrial zones and/or designated growth areas and Pine Tree Zone District.

## **Standard Operating Procedures**

The City of Presque Isle or its agent will coordinate all activities regarding applications for tax increment financing. Working with applicants, the City or its agent will undertake the following preliminary steps:

1. Provide information on tax increment financing;
2. Discuss project proposals and accept preliminary applications;
3. Review preliminary application based upon policy guidelines with all appropriate municipal and quasi-municipal departments, including legal counsel;
4. Advise applicants on the findings of the municipal and legal review;
5. City Staff, the City's agent, and the City Solicitor will make written recommendations to the City Council;
6. Based upon the City Council's direction and approval, the City or its agent will prepare and submit applications for tax increment finance district designation and project approval to the Maine Department of Economic and Community Development;
7. The City or its agent will monitor on-going public and private investments in the particular development project;
8. The City Council of the City of Presque Isle will determine from time-to-time the location(s) where preliminary applications for tax increment financing may be obtained.
9. Any out-of-pocket expenses, incurred by the City, in connection with the Tax Increment Financing proposal will be reimbursed by the applicant, whether or not the T.I.F. is approved.

# PRESQUE ISLE CITY COUNCIL MEETING

**For:**

March 4, 2020

## AGENDA ITEM # 15

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### SUBJECT

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**OLD BUSINESS:** Goal Settings Session

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### INFORMATION

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1) 2019 – 2020 Goals

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### REQUESTED ACTION

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**BE IT RESOLVED** by Councilor \_\_\_\_\_, seconded by Councilor \_\_\_\_\_ to schedule a workshop for Goal Settings on \_\_\_\_\_.



## *City of Presque Isle* | 2019-2020 Council Goals

### CITY'S MISSION STATEMENT:

It shall be the mission of the City of Presque Isle to maintain its regional, economic, educational, transportation, medical, and cultural significance, to provide a wide range of municipal services to make Presque Isle a safe, prosperous and attractive city in which to live, to work, and to visit; meeting needs by planning aggressively and by partnering with local, county, state and federal government, while involving the citizens of Presque Isle.

To meet these commitments, our goals for the future are:

1. To attract and retain job opportunities and enhance our tax base through managed economic and community growth.
2. To promote a community environment that emphasizes education, transportation, medical and cultural excellence through community infrastructure and emerging technologies.
3. To maintain the existing level of municipal services.
4. To ensure the completion of, and compliance with, a Community Comprehensive Plan.
5. To serve as the catalyst for the coordination of governmental services in central Aroostook County.
6. Increase citizen involvement.
7. To provide all municipal services in the most efficient manner possible.



City of Presque Isle: Council Goals				
Council Goal 1: Economic Growth 19 votes				
OBJECTIVE	PROPOSED ACTIVITY	RESPONSIBILITY	TARGET DATE	STATUS
Area wide growth to improve local economy	Develop a strategic plan Evaluate current policies Promote available locations for growth Market programs Increase tourism efforts	Martin, PIIC, P&D, & Randy & Kevin,	Advertise for position in July	Held multiple meetings with committee and staff to review goals, department structure and new responsibilities of position. Presenting overview to council June 5 <sup>th</sup> Position filled November Established 2020 Goals

Council Goal 2: City Hall 12 votes				
OBJECTIVE	PROPOSED ACTIVITY	RESPONSIBILITY	TARGET DATE	STATUS
Develop long term solution for City Hall	Update 2006 Building Assessment Report Cost Analysis of Repairs Develop CIP	Martin, Dana, Lewis, Tom & Mike & Doug	2020 Spring	Committee met in May discussed current issues with building & associated costs, look at comparisons Staff establishing per foot costs Committee recommending RFQ to move forward

Council Goal 3: Increase Drug Enforcement 11 votes				
OBJECTIVE	PROPOSED ACTIVITY	RESPONSIBILITY	TARGET DATE	STATUS
Decrease drug related offenses	Increase law enforcement efforts Partnerships with law enforcement Code related enforcement Identify community shareholders	Martin, George, Laurie, Jeff & Craig MDEA, SO, SP and other law enforcement agencies	ongoing	Chief has been discussing at regional chief's meeting to engage departments Improved agency interactions/responses Filled 3 positions in February Need to replace our vacant MDEA liaison

Council Goal 4: Employee Retention 9 votes				
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OBJECTIVE	PROPOSED ACTIVITY	RESPONSIBILITY	TARGET DATE	STATUS
Reduce Employee Turnover	Employee exit interviews Benefit Comparison Cost Analysis MEPERS	Martin, Kellie, Jake, Laurie, Randy	ongoing	Met with MEPERS Rep in May to review recent changes to program Review employee policies

#### Council Goal 5: GIS 9 votes

OBJECTIVE	PROPOSED ACTIVITY	RESPONSIBILITY	TARGET DATE	STATUS
Increase the functionality	Increase layers: zoning street signs, catch basins, improve base layer Add PIUD Layers Utilities UMPI	Lewis, Dana, PIUD, UMPI, Mike	2020	Staff has discussed additional layers and data gathering with UMPI, possibility of students Zoning Layer Applied in 2019 Exploring additional layers

#### Council Goal 6: Economic Development Position 9 votes

OBJECTIVE	PROPOSED ACTIVITY	RESPONSIBILITY	TARGET DATE	STATUS
Create ED Department	Staff organization Job Description & Duties	Martin, P&D, Kevin & Randy, PIIC		See item #1

#### Council Goal 7: Online Services 6 votes

OBJECTIVE	PROPOSED ACTIVITY	RESPONSIBILITY	TARGET DATE	STATUS
Increase online services for public use	Expand GIS Clerk offerings Permits Licenses	Finance, Clerk, Martin, P&D	2020	Finance looking at vendor options/compatibility with software Committee reviewed budget software in February Trio upgrade expected by spring

#### Council Goal 8: Internet & Phones 6 votes

OBJECTIVE	PROPOSED ACTIVITY	RESPONSIBILITY	TARGET DATE	STATUS
Evaluate current costs	High Speed for PW Garage City Departments Compare with municipal/county Website	Finance, IT consultant, Doug & Brandon	Spring 2020	Meet in June 3 <sup>rd</sup> Did RFQ Vender selected Goal setting done in January with new vendor

Council Goal 9: Expand EMS Service 4 votes				
OBJECTIVE	PROPOSED ACTIVITY	RESPONSIBILITY	TARGET DATE	STATUS
Expand Service to surrounding communities	Contracts for EMS, Dispatching Mutual Aid	Martin, FD, Kevin & Mike	January	Meeting held with fire chiefs about mutual aid Ongoing discussions about EMS Lewis successfully marketing assessing for 10 towns Sharing finance position with M/C/CH

Council Goal 10: Bike Path Expansion 4 votes				
OBJECTIVE	PROPOSED ACTIVITY	RESPONSIBILITY	TARGET DATE	STATUS
Expand Current Bike Path	Funding Opportunities Design Repairs	Rec, Martin, Kim, Kevin S., Jake and Mike	Fall 2019 Bids due in Feb 2020	Continued plans for removing dangerous properties Permitting and Design completed Bids came in over budget in 2019 Will review bids in Feb

### Remaining Discussed Items

**Downtown revitalization & TIF:** parking, sidewalks, farmer's market support, improvements, sidewalk repairs, signage

**Services:** strengthen programs and identify community needs library may provide (IRS, passports etc.), relationships w/ schools and other entities

**Websites:** update and make mobile device friendly

**Regionalization:** Assessing, ambulance, FD, dispatch, library

**Snowmobile/ATV Bridge:** connect route to center of city, improve access and safety

**EAS Bid:** evaluate and compare current metrics to prepare for upcoming bid towards end of year

**Kennedy Brook:** review watershed management plan and start public outreach. Start low cost/no cost stages, seek grants

**Cultural & Tourism Events:** Bicentennial, Winterfest, BBQ, Native American Celebration, Agri-tourism, Music & Movies series, and Market

**Age friendly:** Community Program Development

**Comprehensive Plan Completion:** finalize document, hold public hearings, and submit to state.

**Land Use Update:** guide future development

**Residential Rental Inspection Program:** revisit inspection program for rental dwellings

**Storm drainage:** initiate assessment of system

**Tax Acquired Properties:** create list of properties and update process.

**Internal Auditing Procedures:** update internal auditing procedures for all departments that handle cash, i.e. Clerks, Rec, and Library.

**Energy Savings:** LED Lights, smart controls, solar farm, etc.

# PRESQUE ISLE CITY COUNCIL MEETING

**For:**

March 4, 2020

## AGENDA ITEM # EXECUTIVE SESSION

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### SUBJECT

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**EXECUTIVE SESSION:** Pursuant to 1 M.R.S.A. § 405(6)(E) to discuss Negotiations

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### INFORMATION

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### REQUESTED ACTION

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**BE IT RESOLVED** by Councilor \_\_\_\_\_, seconded by Councilor \_\_\_\_\_ to enter into Executive Session pursuant to 1 M.R.S.A. § 405(6)(E) to discuss Negotiations matter.

# PRESQUE ISLE CITY COUNCIL MEETING

**For:**

March 4, 2020

## AGENDA ITEM # EXECUTIVE SESSION

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### SUBJECT

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**EXECUTIVE SESSION:** Pursuant to 1 M.R.S.A. § 405(6)(E) to discuss Negotiations

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### INFORMATION

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### REQUESTED ACTION

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**BE IT RESOLVED** by Councilor \_\_\_\_\_, seconded by Councilor \_\_\_\_\_ to enter into Executive Session pursuant to 1 M.R.S.A. § 405(6)(E) to discuss Negotiations matter.



# **PRESQUE ISLE CITY COUNCIL ANNOUNCEMENTS**

**Wednesday, March 4<sup>th</sup>, 2020**

- We still have Board/Committee openings if anyone has any interest in joining a Board or Committee please see the City Clerk or apply online.
- The next regularly scheduled meeting of the Presque Isle City Council is on Wednesday, April 1<sup>st</sup>, 2020 at 6:00 PM in the Council Chambers at City Hall.