



Presque Isle City Council Meeting
Wednesday, May 6th, 2020
6:00 PM
Remote Access Meeting

Residents are encouraged to submit comments via email, mail or telephone.

AGENDA

Roll Call

Pledge of Allegiance

Public Hearing

1. Traffic Pattern Change to Chapman/Riverside Intersection
2. Tabled until June: A hearing to condemn a dangerous buildings pursuant to M.R.S.A. Title 17§ 2851 owned by:
 - Fernand Martin – 23 Howard Street
 - 71 Dyer Street
 - Roger Pelkey & Robin (Pelkey) Legassie – 9 Allen Street

Citizen Comments

Consent Agenda

3. Approve Minutes from April 1, 2020
4. Approve 2020 Warrants #12 - #16, totaling \$ 1,319,390.27

Old Business

5. Goal Setting Review

New Business

6. Paving Account Transfer
7. Assessing Update

Manager's Report

Announcements

Adjournment

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

MEMORANDUM

TO:	Honorable City Council
FROM:	Martin Puckett, City Manager
DATE:	April 27, 2020
RE:	May 1st Council Meeting starting at 6pm

Please not for meetings that have remote participation, all votes have to be done with a roll call.

AGENDA

Roll Call

Pledge of Allegiance

Public Hearing

1. Traffic Pattern Change to Chapman/Riverside Intersection: Staff has prepared a memo with guidance from MDOT. For discussion.
2. Tabled until June meeting: A hearing to condemn a dangerous buildings pursuant to M.R.S.A. Title 17§ 2851 owned by:
Fernand Martin – 23 Howard Street
71 Dyer Street
Roger Pelkey & Robin (Pelkey) Legassie – 9 Allen Street

Citizen Comments Submitted & Participants including AR Gould & Legislators

Consent Agenda: Approval recommended.

3. Approve Minutes from April 1, 2020
4. Approve 2020 Warrants

Old Business

5. Goal Setting Review: Most have finished ranking the enclosed list, next steps can be developing action items, clarifying broad terms, continued discussion.

New Business

6. Paving Account Transfer: Memo from Dana to transfer funds between two accounts. Approval recommended.
7. Assessing Update: Update on assessing by Lewis.

Manager's Report
Adjourn

PRESQUE ISLE CITY COUNCIL MEETING

For:

May 6, 2020

AGENDA ITEM # 1

SUBJECT

PUBLIC HEARING: Traffic Pattern Change to
Chapman/Riverside Intersection

INFORMATION

- 1) Memo from Dana Fowler, dated May 1, 2020
- 2) Public Hearing Notice

REQUESTED ACTION

BE IT RESOLVED by Councilor _____, seconded by Councilor _____ to authorize the City Manager to secure the services of a traffic engineer to conduct a study of the Riverside Drive and Chapman Road intersection.



City of Presque Isle, Maine

The Department of
Public Services

Dana H. Fowler, P.E.

Email: dfowler@presqueisleme.us

MEMORANDUM

TO:	City Council and City Manager Martin Puckett
FROM:	Dana H. Fowler, P.E., Director of Public Services <i>DF</i>
DATE:	May 1, 2020
RE:	Agenda Item: 3-Way Stop Near Community Center

The City Council has indicated that they would like to have a 3-way stop intersection at the intersection of Riverside Drive and Chapman Road. There is a lot of activity in that area due to the proximity of the Community Center and the splash pad, playground, and soccer fields on the opposite side of the street. There are many young pedestrians crossing the street there, especially in the summer time.

Riverside Drive and the portion of Chapman Road from Main Street to the Riverside Intersection are State Aid ways, which means they are owned by the State of Maine, but maintained by the City. Rec and Parks Director Chris Beaulieu contacted the Maine Department of Transportation (MDOT) and requested their assistance with changing the intersection from a single stop sign to a 3-way stop. MDOT replied that all public ways must conform to the Manual on Uniform Traffic Control Devices (MUTCD).

The MUTCD requires that an engineering study be performed for all multi-stop intersections. Two traffic engineers have been contacted to determine whether they could perform the study and what the associated cost would be. At the time of this writing, neither engineer has yet to indicate if they are willing to perform the study.

RECOMMENDATION

Be it resolved by _____ and seconded by _____ to authorize the City Manager to secure the services of a traffic engineer to conduct a study of the Riverside Drive and Chapman Road intersection.

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

NOTICE IS HEREBY given that the Presque Isle City Council will be hold a PUBLIC HEARING on May 6, 2020 at 6:00 PM in an online City Council Meeting. The website address for the online meeting will be available at www.presqueisleme.gov :

**Traffic pattern change at Chapman Road and
Riverside Drive Intersection.**

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

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

Per City Council
Thomas C. King
City Clerk

Published on: April 29, 2020.

PRESQUE ISLE CITY COUNCIL MEETING

For:

May 6, 2020

AGENDA ITEM # 2

SUBJECT

PUBLIC HEARING: TABLED: A hearing to condemn a dangerous buildings pursuant to M.R.S.A. Title 17§ 2851 owned by:

Fernand Martin – 23 Howard Street

71 Dyer Street

Roger Pelkey & Robin (Pelkey) Legassie – 9 Allen Street

INFORMATION

REQUESTED ACTION

BE IT RESOLVED by Councilor _____, seconded by Councilor _____ to reschedule the Public Hearing for dangerous buildings for June 3, 2020.

PRESQUE ISLE CITY COUNCIL MEETING

For:

May 6, 2020

AGENDA ITEM # 3

SUBJECT

CONSENT AGENDA: 2020 Minutes

INFORMATION

1) April 1, 2020 Minutes

REQUESTED ACTION

BE IT RESOLVED by Councilor _____, seconded by Councilor _____ to approve minutes from April 1st, 2020.



**Presque Isle City Council Special Executive
Session**

April 1, 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, J. Shaw via video software, Councilors C. Green, R. Smith, and J. Willette in person

Absent: None

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

Public Hearing

1. Approval for a Marijuana License for Northern Maine Flower, with a location of 540 Main Street.

BE IT RESOLVED by Councilor C. Green, seconded by Councilor J. Willette to issue a license to Benito Carrasco, Jr., operating as Northern Maine Flower, LLC., to operate a Medical Marijuana Retail Store at 540 Main Street

Vote: 7 – 0

2. Repass Ordinance due to Sunset Provision

BE IT RESOLVED by Councilor J. Willette, seconded by Deputy Chairman M. Chasse to re-pass Chapter 23 – Pawnbroker's Ordinance.

Vote: 7 – 0

Consent Agenda

3. March 4, 2020 Minutes
4. Warrants #8 - #11 – Totaling \$1,396,895.57
5. Employment Agency License for Maine Staffing Group

6. Employment Agency License for Tempo Employment Services
7. Pawnbroker License for Ben's Trading Post, LLC
8. Taxi Service License for Aroostook Cab Company
9. Taxi Service License for Town Taxi
10. Taxi Service License for Carney's Taxi
11. Bowling Alley License for Northern Lanes, Inc

BE IT RESOLVED by Councilor C. Green, seconded by Councilor R. Smith to approve the Consent Agenda as presented.

Vote: 7 - 0

12. Approve Drug Forfeiture

BE IT RESOLVED by Councilor R. Smith, seconded by Councilor J. Willette to authorize Chairman K. Freeman to sign the approval of transfers of forfeited drug proceeds.

Vote: 7 - 0

13. Bicentennial Parade Route

BE IT RESOLVED by Councilor R. Smith, seconded by Deputy Chairman M. Chasse to approve the Bicentennial Parade route.

Vote: 7 - 0

Old Business

14. Goal Setting Session

City Manager Puckett and the Council discussed municipal goal setting. An initial list was presented to the Council. Review and prioritization will take place in the coming weeks and more discussions will be held.

15. City Hall Update

Discussion only – an RFP has been advertised for engineering services. The deadline to receive the RFPs is April 30. Another update will be provided in future meetings.

16. COVID-19

Discussion only. City Manager Puckett reports that guidelines for maximum number of patrons at area businesses have been released. The number is based on square footage of the particular business.

Greg LaFrancois, CEO of TAMC, addressed the Council. So far there have been no positive tests for Covid-19 at TAMC. The hospital has doubled the number of available ICU beds in preparation and continue to cross-train staff. Mr. LaFrancois also answered questions from Councilors. He will return for future meetings to provide ongoing updates.

New Business

17. City Ethics Policy

Discussion only. City Manager Puckett reports the Ethics policy has not been updated since 2007. This will be revisited as necessary.

18. Chapman-Riverside Intersection

Discussion only. There is a safety concern with the intersection of Chapman Road and Riverside Drive, by the Splash Pad/Playground area. The City has been working with MDOT to find an adequate solution, be it a 3-way stop, additional signage and lights, etc. City Manager Puckett would like the Council to provide guidance. Discussion will continue at future meetings.

19. Dangerous Buildings

BE IT RESOLVED by Councilor J. Willette, seconded by Councilor R. Smith to schedule a public Hearing for Dangerous Buildings for May 6, 2020.

Vote: 7 - 0

20. Ambulance

BE IT RESOLVED by Councilor C. Green, seconded by Chairman K. Freeman to approve to purchase two (2) 2016 Ford F-650 Diesel ambulances from Perry Hi-Way Hose Company, Inc. of Erie, Pennsylvania for a total of \$82,000.00.

Vote: 7 - 0

Manager's Report

City Manager Puckett extended a thank you to staff for their work during these unprecedented times.

Announcements

The next meeting of the Presque Isle City Council will be held on May 6, 2020 at 6:00 PM. It is to be determined whether this will be an in-person meeting or a virtual meeting.

Executive Session

Chairman K. Freeman closed the meeting to the public and proposed a short break before entering into Executive Session pursuant to 1 M.R.S.A. § 405(6)(E) to discuss Negotiations.

Councilors exited Executive Session at 9:14 PM.

BE IT RESOLVED by Councilor C. Green, seconded by Councilor J. Willette to authorize the City Manager to sign the Grant Writer/PIO contract.

Vote: 7 - 0

Adjournment

BE IT RESOLVED by Councilor C. Green, seconded by Councilor J. Willette to adjourn the meeting at 9:14 PM.

Vote 7 - 0

Attested by: _____
Thomas C. King, City Clerk

PRESQUE ISLE CITY COUNCIL MEETING

For:

May 6, 2020

AGENDA ITEM # 4

SUBJECT

CONSENT AGENDA: 2020 Warrants #12 - #16, totaling
\$ 1,319,390.27

INFORMATION

1) Warrant #12	\$ 292,646.20
2) Warrant #13	\$ 177,014.56
3) Warrant #14	\$ 164,039.27
4) Warrant #15	\$ 599,363.74
5) Warrant # 16	\$ 86,326.50

REQUESTED ACTION

BE IT RESOLVED by Councilor _____, seconded by
Councilor _____ to approve 2020 Warrant #12 - #16,
totaling \$ 1,319,390.27.

PRESQUE ISLE CITY COUNCIL MEETING

For:

May 6, 2020

AGENDA ITEM # 5

SUBJECT

OLD BUSINESS: Goal Settings Session

INFORMATION

1) Survey Results of 2020-2021 Goals

REQUESTED ACTION

Discussion only.

ANSWER CHOICES-

RESPONSES-

- Design ways to support/assist businesses looking to operate in the Presque Isle area	46.15% 6
- Design a new city website which is smartphone friendly, interfaces well with social media, and accepts online payments	38.46% 5
- City Hall Committee: evaluate proposals from consultants; hire consultant; work with consultant on designing renovations; develop drawings/bid package	30.77% 4
- Initiate first phase of paving State Aid streets with MDOT grant funds to include Blake and Griffin streets, and portions of Dyer and Skyway streets	30.77% 4
- Increase technological capabilities for departments operations to better communicate (CRM software, Video conference software & equipment, department laptops, etc.)	30.77% 4
- Expansion of the GIS data base. Collaboration with UMPL. Upgraded flown ground imagery, added informational layers, updated maps, increased functionality – Last year # 5 Council Goal. City GIS: continue to add layers to include high definition aerial photography, curbing, sidewalks, signage, and PIUD utilities	30.77% 4
- Continue building a vision for economic revitalization	23.08% 3
- Continue to build on existing and new regionalization efforts and in particular find a way to break down barriers with the existing SAD # 1 towns	23.08% 3
- Continue with and finalize the long term solution for City Hall	23.08% 3
- Implement 5 unit T hangar complex project	23.08% 3
- Expansion of high speed internet and video capabilities within the Presque Isle area	23.08% 3
- Complete Walking Loop Project/Bike Path Expansion - provide support to make this project happen	15.38% 2
- Develop Forum heating system replacement plan	15.38% 2
- Move forward with efforts to increase area collaboration efforts – police, fire, EMT, schools, waste, etc.	15.38% 2
-	15.38%

Develop progressive customer service training so consistent messaging is offered city-wide	2
- Revisiting the sidewalk conditions, develop a budget and cost estimates to repair the surfaces particularly resetting brickwork in strategic locations	15.38% 2
- Storm water/underground assessments and develop timeline to execute the plan. Continue partnering with UMPI to update catch basins/culverts and integrate into the City GIS system. Continue pipe camera assessment of storm drainage system	15.38% 2
- Install modern telecommunications and video conferencing capabilities at City Hall including a “Smart Board” for presentations in the Chambers	15.38% 2
- Continue to lead Tourism efforts to bring interest to our City and future employment opportunities	15.38% 2
- Downtown TIF- identify eligible projects	7.69% 1
- Revisit facade program	7.69% 1
- Build a brand and new city logo	7.69% 1
- Promote P.I. based on all of its current offerings and services	7.69% 1
- Replace 1979 Land Use Ordinance with updated version including new standards, modern protocols, and proper review processes and authority	7.69% 1
- Kennedy Brook Study - make sure we are meeting state/environmental requirements. Friends of Mantle Lake Group, coordination with UMPI. Defer runoff of nitrogen into the Mantle area.	7.69% 1
- Develop plan for new outdoor programming, staffing and transportation. Create additional non-athletic youth programming	7.69% 1
- Epping NH. Sister City concept	7.69% 1
- Better recruitment and retention efforts and improved onboarding protocols for potential employees	7.69% 1
- Set up procedures for daily work along with cross training (payables, AWS, possibly payroll	7.69% 1
- Complete the 6.5 million dollar rehab of Commercial Ramp including upgrade to fuel farm	7.69% 1

- Reliable electric power, clean air, clean abundant water, reasonable land prices, modern farming and wood harvesting practices, safe streets and schools, upgraded infrastructure systems, excellent emergency response services, medical services, etc..	7.69% 1
- Improve budget process and streamline to an updated real time working budget	7.69% 1
- Upgrade internet & Wi-Fi technology at Forum Secure high speed fiber optic internet connection for Public Works garage	7.69% 1
- Upgrade online services along	7.69% 1
- City's COVID-19 Response. Prioritize public safety to support community/hospital and keep personnel safe. Do we have adequate PPE, personnel coverage for future quarantines, etc.?	7.69% 1
- EMS Service - make sure we are balance out the right staff/customer level. Work towards paying off EMS loan from development fund and properly reserving/capitalizing future needs	7.69% 1
- Develop a program with UMPI/NMCC for police and EMS program, look at streamlining Paramedic program	7.69% 1
- Establishment of a Winter Festival January 2021	7.69% 1
- Online permit processing and history of subdivision plans Increase technological/online services for staff use and/or our respective constituency	0.00% 0
- Improve Recreation department's web presence & communication with public	0.00% 0
- Renovate hockey locker two new locker-rooms	0.00% 0
- Begin planning of future skate park	0.00% 0
- Bike path exercise station project	0.00% 0
- Host or Participate in a regional Selectman/Council Meeting to discuss collaborative efforts to date (tax assessment/ EMS) and where we can move from here	0.00% 0
- Convert existing street lights on Maysville Street and the decorative street lights on Main Street to LED fixtures	0.00% 0

- Signage to encourage use of the bypass	0.00% 0
- Recruitment and retention of Volunteer Firefighters and Career Fire/EMS.	0.00% 0
- Continue to work with EMS partners on coverage area and response. The closest ambulances responding to calls. Fire to continue to implement the automatic aid, map the 5 mile radius allowing the PUC to enter into the 911 PSAP dispatching systems	0.00% 0
- Identify possible events/festivals that would bring people to our community and showcase our amenities/uniqueness	0.00% 0
Total Respondents: 13	

PRESQUE ISLE CITY COUNCIL MEETING

For:

May 6, 2020

AGENDA ITEM # 6

SUBJECT

NEW BUSINESS: Paving Account Transfer

INFORMATION

1) Memo from Dana Fowler, dated April 20, 2020

REQUESTED ACTION

BE IT RESOLVED by Councilor _____, seconded by Councilor _____ to approve the transfer of \$10,000 from the Asphalt account 009-09-04 to the Street Overlay reserve account 098-01.



City of Presque Isle, Maine

The Department of
Public Services

Dana H. Fowler, P.E.

Email: dfowler@presqueisleme.us

MEMORANDUM

TO:	City Council and City Manager Martin Puckett
FROM:	Dana H. Fowler, P.E., Director of Public Services <i>dfowler</i>
DATE:	April 20, 2020
RE:	Agenda Item: Transfer of Funds

The 2020 budget has a line item for asphalt paving and chip sealing. A portion of this line item Asphalt 009-09-04 is for paving and the budgeted amount for paving is transferred to a reserve account, Street Overlay account 098-01. Any transfer of funds other than those approved during the budget process requires approval of the City Council.

Bids for paving and chip sealing roads were opened on March 25, 2020. The low bid for chip sealing was less than the 2020 budgeted amount and the low bid for asphalt paving was much higher than what was anticipated during the budget process. Chip sealing will be \$10,000 less than the budgeted amount and paving will be at least \$100,000 over the budgeted amount, which will require a reduction in the amount of paving done this year. It is proposed to transfer \$10,000 from the Asphalt account to the Street Overlay account to help reduce the asphalt paving shortfall.

RECOMMENDATION

Be it resolved by _____ and seconded by _____ to approve the transfer of \$10,000 from the Asphalt account 009-09-04 to the Street Overlay reserve account 098-01.

PRESQUE ISLE CITY COUNCIL MEETING

For:

May 6, 2020

AGENDA ITEM # 7

SUBJECT

NEW BUSINESS: Assessing Update

INFORMATION

1) Memo from Lewis Cousins, dated April 29, 2020

REQUESTED ACTION

Discussion only.



City of Presque Isle, Maine

The Office of the

City Assessor

Lewis Cousins

Email: lcousins@presqueisleme.us

MEMORANDUM

TO:	Honorable Presque Isle City Council
FROM:	Lewis Cousins, City Assessor
DATE:	May 1, 2020
RE:	Local and regional assessing update

LOCAL: The Assessing Dept. has determined that business personal property taxation has been unfairly applied to commercial rental type businesses and a change in policy is in order to correct this deficit.

The advent of AirBNB and Vrbo have exemplified the unfair advantage internet services have in competing for rental rooms. Our hotels and motels are paying Business Personal Property tax on all equipment including room furnishings. The Hampton, Northeastland, and PI Inn all pay business personal property tax on original values ranging from \$668,000 to \$767,000 before depreciation. We also assess entities like Leisure Village and Northern Lights Manor on all their furnishings and other equipment.

The solution to correct this inequity is to require all owners of 2 or more rental units / building and all internet rental units to report their business personal property and assess value to it. Most all of the affected business owners will qualify for BETR and/or BETE, depending on the age of the equipment. A flat rate will be applied if the owner should fail to meet their reporting obligation. This new value will help to offset the mil rate for all Presque Isle property owners.

REGIONAL: The Aroostook Regional Assessing Office (ARAO) is now providing basic assessing services to 13 towns of varying sizes. Aside from the 3 staff members here, we are receiving assistance from the Houlton assessor and an independent assessor. We will contract with a part time person to assist with the pickup work as soon as we can get on the ground.

COMMITMENT: We need to be aware that the shutdown may impact our ability to do a commitment in July unless Me. Revenue or the Governor makes some adjustments to the normal processes. We have businesses reporting from all over the country, some from area's under quarantine, who cannot get their BETE applications in by the normal statutory deadlines. I will continue to monitor any developments in this regard.

PRESQUE ISLE CITY COUNCIL ANNOUNCEMENTS

Wednesday, May 6th, 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, June 3rd, 2020 at 6:00 PM in the Council Chambers at City Hall.