



**Presque Isle City Council Meeting
Wednesday, June 2, 2021
6:00 PM
Mark & Emily Turner Memorial Public Library**

AGENDA

Roll Call

Pledge of Allegiance

Public Hearing

1. Approval for a Malt, Spirituous and Vinous Liquor License for Ignite Presque Isle, d/b/a Presque Isle Hotel Company, with a location of 436 Main Street (Single Hearing)
2. Approval of a Malt, Spirituous and Vinous Liquor License and Special Permit for Music, Dancing & Entertainment for Presque Isle Inn, Inc. d/b/a Presque Isle Inn and Convention Center, with location of 116 Main Street (Single Hearing)

Citizen Comments

Consent Agenda

3. Approve Minutes from May 5, 2021 & May 20, 2021
4. Approve 2021 Warrants #16 - #, totaling \$
5. Approve 2021 Tax Anticipation Note
6. Approve Reappointment to Northern Maine Development Commission

Old Business

7. Forum HVAC
8. Tax Acquired Property – 12 & 16 Judd Street

New Business

9. Summer Events Update
10. Rental Housing Report
11. Dangerous Buildings List
12. Downtown TIF Policy
13. Approval of Presque Isle Development Fund Loan
14. Assessment Update

Manager's Report

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

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:	May 26, 2021
RE:	June 2nd 6pm, City Council Chambers

Call to Order

Public Hearing:

1. Approval for a Malt, Spirituous and Vinous Liquor License for Ignite Presque Isle, d/b/a Presque Isle Hotel Company, with a location of 436 Main Street (Single Hearing) Recommend Approval.
2. Approval of a Malt, Spirituous and Vinous Liquor License and Special Permit for Music, Dancing & Entertainment for KBS Enterprise, Inc. d/b/a Presque Isle Inn and Convention Center, with location of 116 Main Street (Single Hearing) Recommend Approval.

Citizen Comments

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

3. Approve Minutes from May 5th and May 20th, 2021: Standard Item
4. Approve 2021 Warrants: Standard Item
5. Approve 2021 Tax Anticipation Note: Annually we take out a note prior to taxes coming due to cover operating expenses. The finance department received quotes and recommends AWS.
6. Approve Reappointment to Northern Maine Development Commission: For Galen to be reappointed to NMDC.

Old Business

7. Forum HVAC: Information to be handed out at meeting. Rec Director Gene Cronin will review options and costs. For discussion, approval sought at a later meeting. The Forum is listed as a public emergency shelter with the county EMA, with a generator. Not only is it a sport & entertainment venue, it holds large regional events that benefit local businesses. We believe the new HVAC system and other improvements will be required for future use. Due to the multiple uses of the building, I believe this project will be eligible for pandemic recovery funding opportunities. For discussion.
8. Tax Acquired Property – 12 & 16 Judd Street: At last council meeting the property was discussed and demolition estimates were obtained. Possible actions for consideration are included in the memo.

New Business

9. Summer Events Update: I wanted to provide the council with a list of spring/summer events the city is sponsoring. No action required.
10. Rental Housing Report: The DECD Director will provide an update on the working group's process and next steps.
11. Dangerous Buildings List: As requested at last meeting, the DECD Director compiled a list of buildings for consideration. Next steps would be to hold a public hearing to start the process.
12. Downtown (Tax Increment Financing) TIF Policy: The DECD Director will present a policy draft that was done in conjunction with the PI Downtown Committee for your consideration, to replace an outdated policy. Staff recommends approval.
13. Approval of Presque Isle Development Fund Loan: The Presque Isle Development Fund members met to review an application from Crown of Maine Motors. The PIDF approved the loan. Staff recommends approval as presented.
14. Assessment Update: The City Assessor will discuss assessing updates pertaining to state sales ratio based upon recent sale activity.

Manager's Report**Announcements****Executive Session**

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

Adjournment

PRESQUE ISLE CITY COUNCIL MEETING

For:

June 2, 2021

AGENDA ITEM # 1

SUBJECT

PUBLIC HEARING: Approval for a Malt, Spirituous and Vinous Liquor License for Presque Isle Ignite Presque Isle, d/b/a Presque Isle Hotel Company, with location of 436 Main Street. (Single Hearing)

INFORMATION

- 1) Application
- 2) Public Hearing Notice

REQUESTED ACTION

BE IT RESOLVED by Councilor _____, seconded by Councilor _____ to approve a Malt, Spirituous and Vinous Liquor License for Presque Isle Ignite Presque Isle, d/b/a Presque Isle Hotel Company, with location of 436 Main



STATE OF MAINE
DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
BUREAU OF ALCOHOLIC BEVERAGES AND LOTTERY OPERATIONS
DIVISION OF LIQUOR LICENSING AND ENFORCEMENT

Application for an On-Premises License

All Questions Must Be Answered Completely. Please print legibly.

Section I: Licensee/Applicant(s) Information;
Type of License and Status

Division Use Only	
License No:	
Class:	By:
Deposit Date:	
Amt. Deposited:	
Payment Type:	
OK with SOS: Yes <input type="checkbox"/> No <input type="checkbox"/>	

Legal Business Entity Applicant Name (corporation, LLC): IGNITE PRESQUE ISLE	Business Name (D/B/A): PRESQUE ISLE HOTEL COMPANY THE NORTHEASTLAND HOTEL
Individual or Sole Proprietor Applicant Name(s):	Physical Location: 436 MAIN STREET, PRESQUE ISLE, ME 04769
Individual or Sole Proprietor Applicant Name(s):	Mailing address, if different:
Mailing address, if different from DBA address:	Email Address: CLINT@IGNITEPI.ORG
Telephone # Fax #: 207 478 5069	Business Telephone # Fax #: 207 768 5321
Federal Tax Identification Number: 86-1274227	Maine Seller Certificate # or Sales Tax #:
Retail Beverage Alcohol Dealers Permit:	Website address: WWW.IGNITEPI.ORG

1. New license or renewal of existing license? ☒ New Expected Start date: 06.07.2021
☐ Renewal Expiration Date: _____

2. The dollar amount of gross income for the licensure period that will end on the expiration date above:

Food: \$250,000.00 Beer, Wine or Spirits: \$100,000.00 Guest Rooms: \$750,000.00

3. Please indicate the type of alcoholic beverage to be sold: (check all that apply)

☒ Malt Liquor (beer) ☒ Wine ☒ Spirits

4. Indicate the type of license applying for: (choose only one)

- | | | |
|--|--|---|
| <input type="checkbox"/> Restaurant
(Class I, II, III, IV) | <input type="checkbox"/> Class A Restaurant/Lounge
(Class XI) | <input type="checkbox"/> Class A Lounge
(Class X) |
| <input checked="" type="checkbox"/> Hotel
(Class I, II, III, IV) | <input type="checkbox"/> Hotel – Food Optional
(Class I-A) | <input type="checkbox"/> Bed & Breakfast
(Class V) |
| <input type="checkbox"/> Golf Course (included optional licenses, please check if apply)
(Class I, II, III, IV) | <input type="checkbox"/> Auxiliary | <input type="checkbox"/> Mobile Cart |
| <input type="checkbox"/> Tavern
(Class IV) | <input type="checkbox"/> Other: _____ | |
| <input type="checkbox"/> Qualified Caterer | <input type="checkbox"/> Self-Sponsored Events (Qualified Caterers Only) | |

Refer to Section V for the License Fee Schedule on page 9

5. Business records are located at the following address:

436 MAIN STREET, PRESQUE ISLE, ME 04769

6. Is the licensee/applicant(s) citizens of the United States? ☒ Yes ☐ No

7. Is the licensee/applicant(s) a resident of the State of Maine? ☒ Yes ☐ No

NOTE: Applicants that are not citizens of the United States are required to file for the license as a business entity.

8. Is licensee/applicant(s) a business entity like a corporation or limited liability company?

☒ Yes ☐ No If **Yes**, complete Section VII at the end of this application

9. For a licensee/applicant who is a business entity as noted in Section I, does any officer, director, member, manager, shareholder or partner have in any way an interest, directly or indirectly, in their capacity in any other business entity which is a holder of a wholesaler license granted by the State of Maine?

☐ Yes ☒ No

☐ Not applicable – licensee/applicant(s) is a sole proprietor

10. Is the licensee or applicant for a license receiving, directly or indirectly, any money, credit, thing of value, endorsement of commercial paper, guarantee of credit or financial assistance of any sort from any person or entity within or without the State, if the person or entity is engaged, directly or indirectly, in the manufacture, distribution, wholesale sale, storage or transportation of liquor.

☐ Yes ☒ No

If yes, please provide details: _____

11. Do you own or have any interest in any another Maine Liquor License? ☐ Yes ☒ No

If yes, please list license number, business name, and complete physical location address: (attach additional pages as needed using the same format)

Name of Business	License Number	Complete Physical Address

12. List name, date of birth, place of birth for all applicants including any manager(s) employed by the licensee/applicant. Provide maiden name, if married. (attach additional pages as needed using the same format)

Full Name	DOB	Place of Birth
CLINTON EDWARD DESCHENE	11.27.72	PRESQUE ISLE, ME 04769
JANET SUSAN LUCAS	02.14.56	LONDON, UK
ROBIN MAHANEY DOODY (MAIDEN NAME MAHANEY)	07.15.64	PRESQUE ISLE, ME 04769

Residence address on all the above for previous 5 years

Name	Address:
CLINTON E DESCHENE	301 STATE STREET, PRESQUE ISLE, ME 04769
Name	Address:
JANET S LUCAS	426 WASHBURN ROAD, WASHBURN, ME 04786
Name	Address:
ROBIN M DOODY	121 HARVEST LANE, PRESQUE ISLE, ME 04769
Name	Address:

13. Will any law enforcement officer directly benefit financially from this license, if issued?

☐ Yes ☒ No

If **Yes**, provide name of law enforcement officer and department where employed:

14. Has the licensee/applicant(s) ever been convicted of any violation of the liquor laws in Maine or any State of the United States? ☐ Yes ☒ No

If Yes, please provide the following information and attach additional pages as needed using the same format.

Name: _____ Date of Conviction: _____

Offense: _____ Location: _____

Disposition: _____

15. Has the licensee/applicant(s) ever been convicted of any violation of any law, other than minor traffic violations, in Maine or any State of the United States? ☐ Yes ☒ No

If Yes, please provide the following information and attach additional pages as needed using the same format.

Name: _____ Date of Conviction: _____

Offense: _____ Location: _____

Disposition: _____

16. Has the licensee/applicant(s) formerly held a Maine liquor license? ☐ Yes ☒ No

17. Does the licensee/applicant(s) own the premises? ☒ Yes ☐ No

If No, please provide the name and address of the owner:

18. If you are applying for a liquor license for a Hotel or Bed & Breakfast, please provide the number of guest rooms available: 49

19. Please describe in detail the area(s) within the premises to be licensed. This description is in addition to the diagram in Section VI. (Use additional pages as needed)

THE OVERFLOW RESTAURANT + MEETING SPACE

THE RESTAURANT + BAR

THE BASEMENT AREA BALLROOM (MOBILE BAR ONLY)

20. What is the distance from the premises to the nearest school, school dormitory, church, chapel or parish house, measured from the main entrance of the premises to the main entrance of the school, school dormitory, church, chapel or parish house by the ordinary course of travel?

Name: NATIVITY OF THE BLESSED VIRGIN MARY (ST. MARY'S) CATHOLIC CHURCH

Distance: 0.1 MILE

Section II: Signature of Applicant(s)

By signing this application, the licensee/applicant understands that false statements made on this application are punishable by law. Knowingly supplying false information on this application is a Class D Offense under Maine's Criminal Code, punishable by confinement of up to one year, or by monetary fine of up to \$2,000 or by both.

Please sign and date in blue ink.

Dated: 4-28-2021

Clinton Deschene

Signature of Duly Authorized Person

Clinton Deschene

Printed Name Duly Authorized Person

Signature of Duly Authorized Person

Printed Name of Duly Authorized Person

Section III: For use by Municipal Officers and County Commissioners only

The undersigned hereby certifies that we have complied with the process outlined in 28-A M.R.S. §653 and approve this on-premises liquor license application.

Dated: _____

Who is approving this application? ☐ Municipal Officers of _____

☐ County Commissioners of _____ County

- ☐ **Please Note:** The Municipal Officers or County Commissioners must confirm that the records of Local Option Votes have been verified that allows this type of establishment to be licensed by the Bureau for the type of alcohol to be sold for the appropriate days of the week. Please check this box to indicate this verification was completed.

Signature of Officials	Printed Name and Title

**This Application will Expire 60 Days from the date of
Municipal or County Approval unless submitted to the Bureau**

Included below is the section of Maine's liquor laws regarding the approval process by the municipalities or the county commissioners. This is provided as a courtesy only and may not reflect the law in effect at the time of application. Please see <http://www.mainelegislature.org/legis/statutes/28-A/title28-Asec653.html>

§653. Hearings; bureau review; appeal

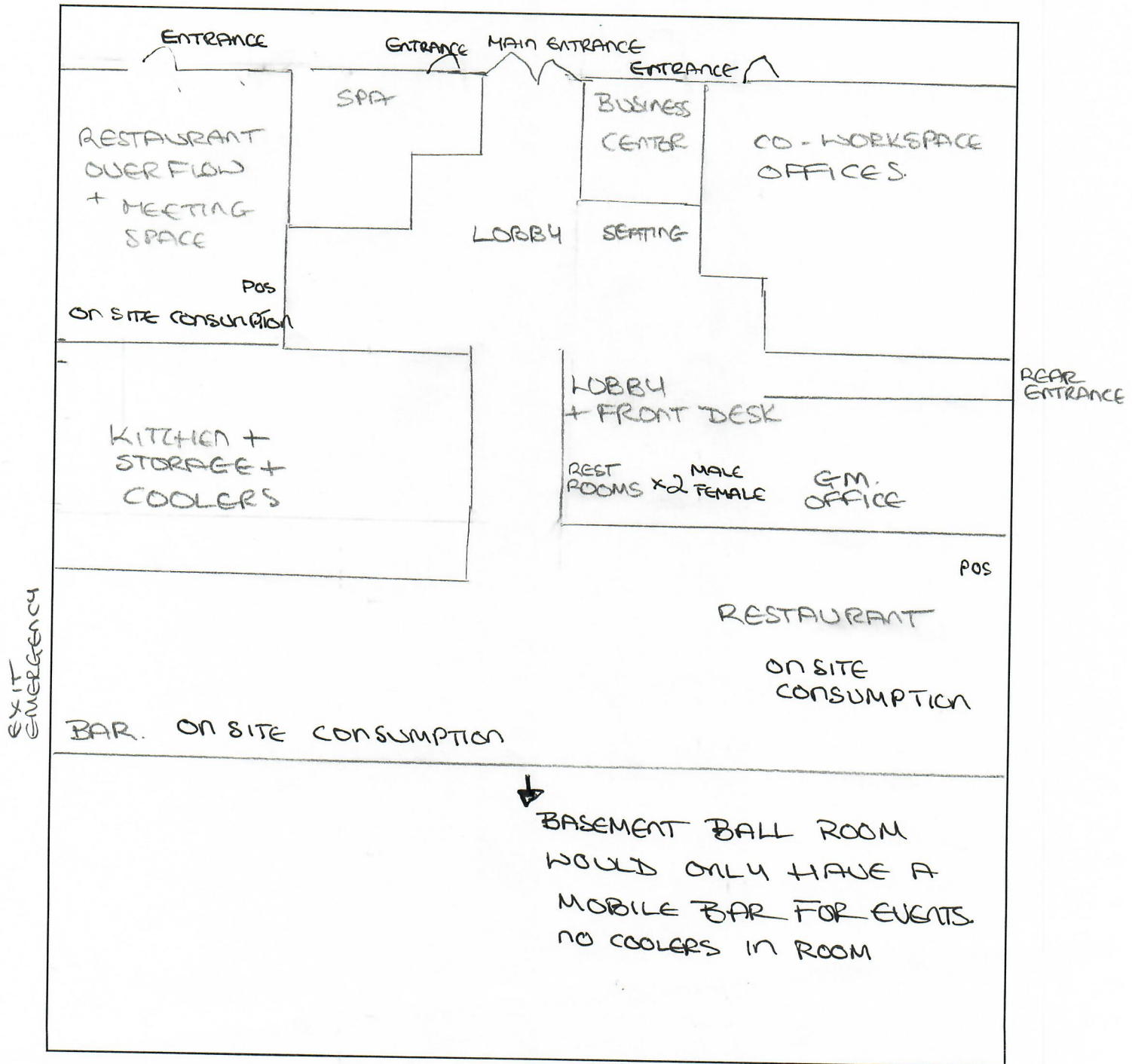
1. Hearings. The municipal officers or, in the case of unincorporated places, the county commissioners of the county in which the unincorporated place is located, may hold a public hearing for the consideration of applications for new on-premises licenses and applications for transfer of location of existing on-premises licenses. The municipal officers or county commissioners may hold a public hearing for the consideration of requests for renewal of licenses, except that when an applicant has held a license for the prior 5 years and a complaint has not been filed against the applicant within that time, the applicant may request a waiver of the hearing.

A. The bureau shall prepare and supply application forms.

Section VI Premises Floor Plan

In an effort to clearly define your license premise and the areas that consumption and storage of liquor authorized by your license type is allowed, the Bureau requires all applications to include a diagram of the premise to be licensed.

Diagrams should be submitted on this form and should be as accurate as possible. Be sure to label the following areas: entrances, office area, coolers, storage areas, display cases, shelves, restroom, point of sale area, area for on-premise consumption, dining rooms, event/function rooms, lounges, outside area/decks or any other areas on the premise that you are requesting approval. Attached an additional page as needed to fully describe the premise.



Section VII: Required Additional Information for a Licensee/Applicant for an On-Premises Liquor License Who are Legal Business Entities

Questions 1 to 4 of this part of the application must match information in Section I of the application above and match the information on file with the Maine Secretary of State's office. If you have questions regarding your legal entity name or DBA, please call the Secretary of State's office at (207) 624-7752.

All Questions Must Be Answered Completely. Please print legibly.

1. Exact legal name: IGNITE PRESQUE ISLE
2. Doing Business As, if any: PRESQUE ISLE HOTEL COMPANY THE NORTHEASTLAND HOTEL
3. Date of filing with Secretary of State: 12.21.2020 State in which you are formed: MAINE
4. If not a Maine business entity, date on which you were authorized to transact business in the State of Maine:

5. List the name and addresses for previous 5 years, birth dates, titles of officers, directors, managers, members or partners and the percentage ownership any person listed: (attached additional pages as needed)

Name	Address (5 Years)	Date of Birth	Title	Percentage of Ownership
CLINTON EDWARD DESCHER	301 STATE STREET PRESQUE ISLE, ME 04769	11.27.1972	DIRECTOR OF COMMUNITY INNOVATION	0%

(Ownership in non-publicly traded companies must add up to 100%.)

B. The municipal officers or the county commissioners, as the case may be, shall provide public notice of any hearing held under this section by causing a notice, at the applicant's prepaid expense, stating the name and place of hearing, to appear on at least 3 consecutive days before the date of hearing in a daily newspaper having general circulation in the municipality where the premises are located or one week before the date of the hearing in a weekly newspaper having general circulation in the municipality where the premises are located.

C. If the municipal officers or the county commissioners, as the case may be, fail to take final action on an application for a new on-premises license or transfer of the location of an existing on-premises license within 60 days of the filing of an application, the application is deemed approved and ready for action by the bureau. For purposes of this paragraph, the date of filing of the application is the date the application is received by the municipal officers or county commissioners. This paragraph applies to all applications pending before municipal officers or county commissioners as of the effective date of this paragraph as well as all applications filed on or after the effective date of this paragraph. This paragraph applies to an existing on-premises license that has been extended pending renewal. The municipal officers or the county commissioners shall take final action on an on-premises license that has been extended pending renewal within 120 days of the filing of the application.

D. If an application is approved by the municipal officers or the county commissioners but the bureau finds, after inspection of the premises and the records of the applicant, that the applicant does not qualify for the class of license applied for, the bureau shall notify the applicant of that fact in writing. The bureau shall give the applicant 30 days to file an amended application for the appropriate class of license, accompanied by any additional license fee, with the municipal officers or county commissioners, as the case may be. If the applicant fails to file an amended application within 30 days, the original application must be denied by the bureau. The bureau shall notify the applicant in writing of its decision to deny the application including the reasons for the denial and the rights of appeal of the applicant.

2. Findings. In granting or denying an application, the municipal officers or the county commissioners shall indicate the reasons for their decision and provide a copy to the applicant. A license may be denied on one or more of the following grounds:

A. Conviction of the applicant of any Class A, Class B or Class C crime;

B. Noncompliance of the licensed premises or its use with any local zoning ordinance or other land use ordinance not directly related to liquor control;

C. Conditions of record such as waste disposal violations, health or safety violations or repeated parking or traffic violations on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises or other such conditions caused by persons patronizing or employed by the licensed premises that unreasonably disturb, interfere with or affect the ability of persons or businesses residing or located in the vicinity of the licensed premises to use their property in a reasonable manner;

D. Repeated incidents of record of breaches of the peace, disorderly conduct, vandalism or other violations of law on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises;

D-1. Failure to obtain, or comply with the provisions of, a permit for music, dancing or entertainment required by a municipality or, in the case of an unincorporated place, the county commissioners;

E. A violation of any provision of this Title;

F. A determination by the municipal officers or county commissioners that the purpose of the application is to circumvent the provisions of section 601; and

G. After September 1, 2010, server training, in a program certified by the bureau and required by local ordinance, has not been completed by individuals who serve alcoholic beverages.

3. Appeal to bureau. Any applicant aggrieved by the decision of the municipal officers or county commissioners under this section may appeal to the bureau within 15 days of the receipt of the written decision of the municipal officers or county commissioners. The bureau shall hold a public hearing in the city, town or unincorporated place where the premises are situated. In acting on such an appeal, the bureau may consider all licensure requirements and findings referred to in subsection 2.

A. Repealed

B. If the decision appealed from is an application denial, the bureau may issue the license only if it finds by clear and convincing evidence that the decision was without justifiable cause.

4. Repealed

5. Appeal to District Court. Any person or governmental entity aggrieved by a bureau decision under this section may appeal the decision to the District Court within 30 days of receipt of the written decision of the bureau.

An applicant who files an appeal or who has an appeal pending shall pay the annual license fee the applicant would otherwise pay. Upon resolution of the appeal, if an applicant's license renewal is denied, the bureau shall refund the applicant the prorated amount of the unused license fee.

Section IV: Terms and Conditions of Licensure as an Establishment that sells liquor for on-premises consumption in Maine

- The licensee/applicant(s) agrees to be bound by and comply with the laws, rules and instructions promulgated by the Bureau.
- The licensee/applicant(s) agrees to maintain accurate records related to an on-premise license as required by the law, rules and instructions promulgated or issued by the Bureau if a license is issued as a result of this application.
 - The licensee/applicant(s) authorizes the Bureau to obtain and examine all books, records and tax returns pertaining to the business, for which this liquor license is requested, and also any books, records and returns during the year in which any liquor license is in effect.
- Any change in the licensee's/applicant's licensed premises as defined in this application must be approved by the Bureau in advance.
- All new applicants must apply to the Alcohol and Tobacco Tax and Trade Bureau (TTB) for its Retail Beverage Alcohol Dealers permit. See the TTB's website at <https://www.ttb.gov/nrc/retail-beverage-alcohol-dealers> for more information.

Section V: Fee Schedule

Filing fee required. In addition to the license fees listed below, a filing fee of \$10.00 must be included with all applications.

Please note: For Licensees/Applicants in unorganized territories in Maine, the \$10.00 filing fee must be paid directly to County Treasurer. All applications received by the Bureau from licensees/applicants in unorganized territories must submit proof of payment was made to the County Treasurer together with the application.

Class of License	Type of liquor/Establishments included	Fee
Class I	For the sale of liquor (malt liquor, wine and spirits) This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; Vessels; Qualified Caterers	\$ 900.00
Class I-A	For the sale of liquor (malt liquor, wine and spirits) This class includes only hotels that do not serve three meals a day.	\$1,100.00
Class II	For the Sale of Spirits Only This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; and Vessels.	\$ 550.00
Class III	For the Sale of Wine Only This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; Restaurants; Vessels; Pool Halls; and Bed and Breakfasts.	\$ 220.00
Class IV	For the Sale of Malt Liquor Only This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; Restaurants; Taverns; Pool Halls; and Bed and Breakfasts.	\$ 220.00
Class III and IV	For the Sale of Malt Liquor and Wine Only This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; Restaurants; Vessels; Pool Halls; and Bed and Breakfasts.	\$ 440.00
Class V	For the sale of liquor (malt liquor, wine and spirits) This class includes only a Club without catering privileges.	\$ 495.00
Class X	For the sale of liquor (malt liquor, wine and spirits) This class includes only a Class A Lounge	\$2,200.00
Class XI	For the sale of liquor (malt liquor, wine and spirits) This class includes only a Restaurant Lounge	\$1,500.00

IGNITE PRESQUE ISLE

BOARD OF DIRECTORS

Ryan Pelletier, Chairperson
8 Island Road
St. Agatha, ME 04772
Aroostook County Administrator

Julie French, Treasurer
31 Barton Street
Presque Isle, ME 04769
Educator / Massage Therapist

Patricia Sutherland, Board Member
1738 Chapman Road
Chapman, ME 04757
Retired College Administrator

Bruce Sargent, Board Member
425 Centerline Road
Presque Isle, ME 04769
Owner, Falcon Transportation

Cathy Beaulieu, Board Member
407 Main Street
Presque Isle, ME 04769
Owner, Wilder's Jewelry Store

Kallie Bard, Board Member
298 Ogren Road
Caribou, ME 04736
Financial Professional, Thompson Financial Group

Date of this notice: 01-07-2021

Employer Identification Number:
86-1274227

Form: SS-4

Number of this notice: CP 575 A

IGNITE PRESQUE ISLE
% CLINTON DESCHENE
PO BOX D
PRESQUE ISLE, ME 04769

For assistance you may call us at:
1-800-829-4933

IF YOU WRITE, ATTACH THE
STUB AT THE END OF THIS NOTICE.

WE ASSIGNED YOU AN EMPLOYER IDENTIFICATION NUMBER

Thank you for applying for an Employer Identification Number (EIN). We assigned you EIN 86-1274227. This EIN will identify you, your business accounts, tax returns, and documents, even if you have no employees. Please keep this notice in your permanent records.

When filing tax documents, payments, and related correspondence, it is very important that you use your EIN and complete name and address exactly as shown above. Any variation may cause a delay in processing, result in incorrect information in your account, or even cause you to be assigned more than one EIN. If the information is not correct as shown above, please make the correction using the attached tear off stub and return it to us.

Based on the information received from you or your representative, you must file the following form(s) by the date(s) shown.

Form 940	01/31/2022
Form 944	01/31/2022

If you have questions about the form(s) or the due date(s) shown, you can call us at the phone number or write to us at the address shown at the top of this notice. If you need help in determining your annual accounting period (tax year), see Publication 538, *Accounting Periods and Methods*.

We assigned you a tax classification based on information obtained from you or your representative. It is not a legal determination of your tax classification, and is not binding on the IRS. If you want a legal determination of your tax classification, you may request a private letter ruling from the IRS under the guidelines in Revenue Procedure 2004-1, 2004-1 I.R.B. 1 (or superseding Revenue Procedure for the year at issue). Note: Certain tax classification elections can be requested by filing Form 8832, *Entity Classification Election*. See Form 8832 and its instructions for additional information.

If you are required to deposit for employment taxes (Forms 941, 943, 940, 944, 945, CT-1, or 1042), excise taxes (Form 720), or income taxes (Form 1120), you will receive a Welcome Package shortly, which includes instructions for making your deposits electronically through the Electronic Federal Tax Payment System (EFTPS). A Personal Identification Number (PIN) for EFTPS will also be sent to you under separate cover. Please activate the PIN once you receive it, even if you have requested the services of a tax professional or representative. For more information about EFTPS, refer to Publication 966, *Electronic Choices to Pay All Your Federal Taxes*. If you need to make a deposit immediately, you will need to make arrangements with your Financial Institution to complete a wire transfer.

To obtain tax forms and publications, including those referenced in this notice, visit our Web site at www.irs.gov. If you do not have access to the Internet, call 1-800-829-3676 (TTY/TDD 1-800-829-4059) or visit your local IRS office.

- * Keep a copy of this notice in your permanent records. **This notice is issued only one time and the IRS will not be able to generate a duplicate copy for you.** You may give a copy of this document to anyone asking for proof of your EIN.
- * Use this EIN and your name exactly as they appear at the top of this notice on all your federal tax forms.
- * Refer to this EIN on your tax-related correspondence and documents.

Your name control associated with this EIN is IGNI. You will need to provide this information, along with your EIN, if you file your returns electronically.

CP 575 A (Rev. 7-2007)

9999999999999

DATE OF THIS NOTICE: 01-07-2021
EMPLOYER IDENTIFICATION NUMBER: 86-1274227
FORM: SS-4 NOBOD

IGNITE PRESQUE ISLE
% CLINTON DESCHENE
PO BOX D
PRESQUE ISLE, ME 04769

DOMESTIC
NONPROFIT CORPORATION

STATE OF MAINE

ARTICLES OF INCORPORATION

Filing Fee \$40.00

File No. 20210276ND Pages 5

Fee Paid \$ 40

DCN 2203572270022 ARTI

FILED

12/21/2020

Julie L. Flynn
Deputy Secretary of State

A True Copy When Attested By Signature

Deputy Secretary of State

Pursuant to 13-B MRSA §403, the undersigned incorporator(s) execute(s) and deliver(s) the following Articles of Incorporation:

FIRST: The name of the corporation is IGNITE PRESQUE ISLE

SECOND: ("X" one box only. Attach additional page(s) if necessary.)



The corporation is organized as a public benefit corporation for the following purpose or purposes:
See Exhibit A attached.



The corporation is organized as a mutual benefit corporation for all purposes permitted under Title 13-B or, if not for all such purposes, then for the following purpose or purposes:

THIRD: The Registered Agent is a: (select either a Commercial or Noncommercial Registered Agent)



Commercial Registered Agent

CRA Public Number: _____

(name of commercial registered agent)



Noncommercial Registered Agent

KATELYNN J. RONAN

(name of noncommercial registered agent)

84 HARLOW STREET, BANGOR, MAINE 04401

(physical location, not P.O. Box – street, city, state and zip code)

P.O. BOX 1401, BANGOR, MAINE 04402-1401

(mailing address if different from above)

FOURTH: Pursuant to 5 MRSA §108.3, the new commercial registered agent as listed above has consented to serve as the registered agent for this nonprofit corporation.

FIFTH: The number of directors (not less than 3) constituting the initial board of directors of the corporation, if the number has been designated or if the initial directors have been chosen, is 3.

The minimum number of directors (not less than 3) shall be 3 and the maximum number of directors shall be 11.

SIXTH: Members: ("X" one box only.)

☒

There shall be no members.

☐ There shall be one or more classes of members and the information required by 13-B MRSA §402 is attached.

SEVENTH: (Optional) ☒ (Check if this article is to apply.)

No substantial part of the activities of the Corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Corporation shall not participate in or intervene in (including the publication or distribution of statements) any political campaign on behalf of any candidate for public office.

EIGHTH: (Optional) ☒ (Check if this article is to apply.)

Other provisions of these articles including provisions for the regulation of the internal affairs of the corporation, distribution of assets on dissolution or final liquidation and the requirements of the Internal Revenue Code section 501(c) are set out in Exhibit B attached hereto and made a part hereof.

Incorporators

Dated DECEMBER 15, 2020

Katelynn J. Ronan
(signature)

Street 84 HARLOW STREET

(address)

KATELYNN J. RONAN

(type or print name)

BANGOR, MAINE 04401

(city, state and zip code)

Street

(address)

(signature)

(type or print name)

(city, state and zip code)

Street

(address)

(signature)

(type or print name)

(city, state and zip code)

For Corporate Incorporators*

Name of Corporate Incorporator _____

By _____
(signature of officer)

Street _____
(principal business location)

(type or print name and capacity)

(city, state and zip code)

Name of Corporate Incorporator _____

By _____
(signature of officer)

Street _____
(principal business location)

(type or print name and capacity)

(city, state and zip code)

***Articles are to be executed as follows:**

If a corporation is an incorporator (13-B MRSA §401), the name of the corporation should be typed or printed and signed on its behalf by an officer of the corporation. The articles of incorporation must be accompanied by a certificate of an appropriate officer of the corporation, not the person signing the articles, certifying that the person executing the articles on behalf of the corporation was duly authorized to do so.

Please remit your payment made payable to the Maine Secretary of State.

Submit completed form to:

Secretary of State
Division of Corporations, UCC and Commissions
101 State House Station
Augusta, ME 04333-0101
Telephone Inquiries: **(207) 624-7752**

Email Inquiries: CEC.Corporations@Maine.gov

**EXHIBIT A
TO
ARTICLES OF INCORPORATION
OF
IGNITE PRESQUE ISLE**

Ignite Presque Isle (the "Corporation") is organized exclusively for charitable, educational, and scientific purposes, specifically for such purposes of the organization and implementation of economic development and revitalization of Presque Isle, Maine as a service center. Notwithstanding any other provision of these Articles of Incorporation, the Corporation shall not carry on any activities not permitted to be carried on by (a) a corporation exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or (b) corporations, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

**EXHIBIT B
TO
ARTICLES OF INCORPORATION
OF
IGNITE PRESQUE ISLE**

Upon dissolution of the Corporation or the termination of its activities, the assets of the Corporation remaining after the payment of all its liabilities shall be distributed exclusively to one or more organizations organized and operated for the same or similar purposes as the Corporation, or to those as shall then qualify as an exempt organization or organizations under Section 501(c)(3) of the Internal Revenue Code of 1986, as amended.

No part of the net earnings of the Corporation shall inure to the benefit of any Director or officer of the Corporation, or any private individual (except that reasonable compensation may be paid for services rendered to or for the Corporation in carrying out one or more of its purposes), and no Director or officer of the Corporation, or any private individual, shall be entitled to share in the distribution of any of the Corporation's assets on dissolution of the Corporation.

**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 **June 2, 2021** at **6:00 PM** in the City Council Chambers, City Hall at 12 Second Street, to consider a Malt, Spirituous and Vinous Liquor License from:

**Ignite Presque Isle, d/b/a Presque Isle Hotel Company
436 Main St.**

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 with 760-2720 at least two (2) business days prior to the meeting date.

Per City Council

Kimberly A. Finnemore

City Clerk

Published May 26, 2021

PRESQUE ISLE CITY COUNCIL MEETING

For:

June 2, 2021

AGENDA ITEM # 2

SUBJECT

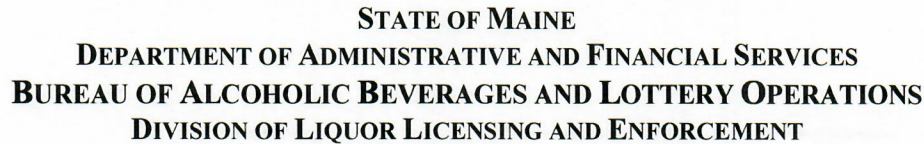
PUBLIC HEARING: Approval for a Malt, Spirituous and Vinous Liquor License and Special Permit for Music, Dancing, and Entertainment for Presque Isle Inn, Inc. d/b/a Presque Isle Inn and Convention Center, with location of 116 Main Street (Single Hearing)

INFORMATION

- 1) Application
- 2) Public Hearing Notice

REQUESTED ACTION

BE IT RESOLVED by Councilor _____, seconded by Councilor _____ to approve a Malt, Spirituous and Vinous Liquor License and Special Permit for Music, Dancing, and Entertainment for Presque Isle Inn, Inc. d/b/a Presque Isle Inn and Convention Center, with location of 116 Main Street.



All Questions Must Be Answered Completely. Please print legibly.

Division Use Only	
License No:	
Class:	By:
Deposit Date:	
Amt. Deposited:	
Payment Type:	
OK with SOS: Yes <input type="checkbox"/> No <input type="checkbox"/>	

1. New license or renewal of existing license? ☒ New Expected Start date: 06/01/2021

☐ Renewal Expiration Date:

Food: \$ 218,000.00 Beer, Wine or Spirits: \$ 150,000.00 Guest Rooms: \$ 835,000.00

☒ Malt Liquor (beer) ☒ Wine ☒ Spirits

4. Indicate the type of license applying for: (choose only one)

- | | | |
|--|--|---|
| <input type="checkbox"/> Restaurant
(Class I, II, III, IV) | <input type="checkbox"/> Class A Restaurant/Lounge
(Class XI) | <input type="checkbox"/> Class A Lounge
(Class X) |
| <input checked="" type="checkbox"/> Hotel
(Class I, II, III, IV) | <input type="checkbox"/> Hotel – Food Optional
(Class I-A) | <input type="checkbox"/> Bed & Breakfast
(Class V) |
| <input type="checkbox"/> Golf Course (included optional licenses, please check if apply)
(Class I, II, III, IV) | <input type="checkbox"/> Auxiliary | <input type="checkbox"/> Mobile Cart |
| <input type="checkbox"/> Tavern
(Class IV) | <input type="checkbox"/> Other: _____ | |
| <input type="checkbox"/> Qualified Caterer | <input type="checkbox"/> Self-Sponsored Events (Qualified Caterers Only) | |

Refer to Section V for the License Fee Schedule on page 9

5. Business records are located at the following address:

116 Main St Presque Isle Maine 04769

6. Is the licensee/applicant(s) citizens of the United States? ☒ Yes ☐ No
7. Is the licensee/applicant(s) a resident of the State of Maine? ☐ Yes ☒ No

NOTE: Applicants that are not citizens of the United States are required to file for the license as a business entity.

8. Is licensee/applicant(s) a business entity like a corporation or limited liability company?

☒ Yes ☐ No If Yes, complete Section VII at the end of this application

9. For a licensee/applicant who is a business entity as noted in Section I, does any officer, director, member, manager, shareholder or partner have in any way an interest, directly or indirectly, in their capacity in any other business entity which is a holder of a wholesaler license granted by the State of Maine?

☐ Yes ☒ No

☐ Not applicable – licensee/applicant(s) is a sole proprietor

10. Is the licensee or applicant for a license receiving, directly or indirectly, any money, credit, thing of value, endorsement of commercial paper, guarantee of credit or financial assistance of any sort from any person or entity within or without the State, if the person or entity is engaged, directly or indirectly, in the manufacture, distribution, wholesale sale, storage or transportation of liquor.

☐ Yes ☒ No

If yes, please provide details: _____

11. Do you own or have any interest in any another Maine Liquor License? ☐ Yes ☒ No

If yes, please list license number, business name, and complete physical location address: (attach additional pages as needed using the same format)

Name of Business	License Number	Complete Physical Address

12. List name, date of birth, place of birth for all applicants including any manager(s) employed by the licensee/applicant. Provide maiden name, if married. (attach additional pages as needed using the same format)

Full Name	DOB	Place of Birth
Cang Quach	01/20/1980	Saigon, Vietnam
Robb Miller	09/30/1972	Orlando, FL
Residence address on all the above for previous 5 years		
Name Cang Quach	Address: 5020 Mission Street Apt 2 San Francisco CA 94112	
Name Robb Miller	Address: 116 Main Street Presque Isle, ME 04769	
Name	Address:	
Name	Address:	

13. Will any law enforcement officer directly benefit financially from this license, if issued?

☐ Yes ☒ No

If Yes, provide name of law enforcement officer and department where employed:

14. Has the licensee/applicant(s) ever been convicted of any violation of the liquor laws in Maine or any State of the United States? ☐ Yes ☒ No

If Yes, please provide the following information and attach additional pages as needed using the same format.

Name: _____ Date of Conviction: _____

Offense: _____ Location: _____

Disposition: _____

15. Has the licensee/applicant(s) ever been convicted of any violation of any law, other than minor traffic violations, in Maine or any State of the United States? ☐ Yes ☒ No

If Yes, please provide the following information and attach additional pages as needed using the same format.

Name: _____ Date of Conviction: _____

Offense: _____ Location: _____

Disposition: _____

16. Has the licensee/applicant(s) formerly held a Maine liquor license? ☐ Yes ☒ No

17. Does the licensee/applicant(s) own the premises? ☒ Yes ☐ No

If No, please provide the name and address of the owner:

18. If you are applying for a liquor license for a Hotel or Bed & Breakfast, please provide the number of guest rooms available: 151.00

19. Please describe in detail the area(s) within the premises to be licensed. This description is in addition to the diagram in Section VI. (Use additional pages as needed)

Gram Russo's Italian Restaurant

Time Out Sports Bar

Frankie's Loung

Banquet Rooms: North I, North II, South, Conference Room 4

20. What is the distance from the premises to the **nearest** school, school dormitory, church, chapel or parish house, measured from the main entrance of the premises to the main entrance of the school, school dormitory, church, chapel or parish house by the ordinary course of travel?

Name: University of Maine at Presque Isle

Distance: 600.00

Section II: Signature of Applicant(s)

By signing this application, the licensee/applicant understands that false statements made on this application are punishable by law. Knowingly supplying false information on this application is a Class D Offense under Maine's Criminal Code, punishable by confinement of up to one year, or by monetary fine of up to \$2,000 or by both.

Please sign and date in blue ink.

Dated: 05/06/2021

Signature of Duly Authorized Person

Signature of Duly Authorized Person

Printed Name Duly Authorized Person

Printed Name of Duly Authorized Person

Section III: For use by Municipal Officers and County Commissioners only

The undersigned hereby certifies that we have complied with the process outlined in 28-A M.R.S. §653 and approve this on-premises liquor license application.

Dated: _____

Who is approving this application? ☐ Municipal Officers of _____

☐ County Commissioners of _____ County

- ☐ **Please Note:** The Municipal Officers or County Commissioners must confirm that the records of Local Option Votes have been verified that allows this type of establishment to be licensed by the Bureau for the type of alcohol to be sold for the appropriate days of the week. Please check this box to indicate this verification was completed.

Signature of Officials	Printed Name and Title

**This Application will Expire 60 Days from the date of
Municipal or County Approval unless submitted to the Bureau**

Included below is the section of Maine's liquor laws regarding the approval process by the municipalities or the county commissioners. This is provided as a courtesy only and may not reflect the law in effect at the time of application. Please see <http://www.mainelegislature.org/legis/statutes/28-A/title28-Asec653.html>

§653. Hearings; bureau review; appeal

1. Hearings. The municipal officers or, in the case of unincorporated places, the county commissioners of the county in which the unincorporated place is located, may hold a public hearing for the consideration of applications for new on-premises licenses and applications for transfer of location of existing on-premises licenses. The municipal officers or county commissioners may hold a public hearing for the consideration of requests for renewal of licenses, except that when an applicant has held a license for the prior 5 years and a complaint has not been filed against the applicant within that time, the applicant may request a waiver of the hearing.

A. The bureau shall prepare and supply application forms.

B. The municipal officers or the county commissioners, as the case may be, shall provide public notice of any hearing held under this section by causing a notice, at the applicant's prepaid expense, stating the name and place of hearing, to appear on at least 3 consecutive days before the date of hearing in a daily newspaper having general circulation in the municipality where the premises are located or one week before the date of the hearing in a weekly newspaper having general circulation in the municipality where the premises are located.

C. If the municipal officers or the county commissioners, as the case may be, fail to take final action on an application for a new on-premises license or transfer of the location of an existing on-premises license within 60 days of the filing of an application, the application is deemed approved and ready for action by the bureau. For purposes of this paragraph, the date of filing of the application is the date the application is received by the municipal officers or county commissioners. This paragraph applies to all applications pending before municipal officers or county commissioners as of the effective date of this paragraph as well as all applications filed on or after the effective date of this paragraph. This paragraph applies to an existing on-premises license that has been extended pending renewal. The municipal officers or the county commissioners shall take final action on an on-premises license that has been extended pending renewal within 120 days of the filing of the application.

D. If an application is approved by the municipal officers or the county commissioners but the bureau finds, after inspection of the premises and the records of the applicant, that the applicant does not qualify for the class of license applied for, the bureau shall notify the applicant of that fact in writing. The bureau shall give the applicant 30 days to file an amended application for the appropriate class of license, accompanied by any additional license fee, with the municipal officers or county commissioners, as the case may be. If the applicant fails to file an amended application within 30 days, the original application must be denied by the bureau. The bureau shall notify the applicant in writing of its decision to deny the application including the reasons for the denial and the rights of appeal of the applicant.

2. Findings. In granting or denying an application, the municipal officers or the county commissioners shall indicate the reasons for their decision and provide a copy to the applicant. A license may be denied on one or more of the following grounds:

A. Conviction of the applicant of any Class A, Class B or Class C crime;

B. Noncompliance of the licensed premises or its use with any local zoning ordinance or other land use ordinance not directly related to liquor control;

C. Conditions of record such as waste disposal violations, health or safety violations or repeated parking or traffic violations on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises or other such conditions caused by persons patronizing or employed by the licensed premises that unreasonably disturb, interfere with or affect the ability of persons or businesses residing or located in the vicinity of the licensed premises to use their property in a reasonable manner;

D. Repeated incidents of record of breaches of the peace, disorderly conduct, vandalism or other violations of law on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises;

D-1. Failure to obtain, or comply with the provisions of, a permit for music, dancing or entertainment required by a municipality or, in the case of an unincorporated place, the county commissioners;

E. A violation of any provision of this Title;

F. A determination by the municipal officers or county commissioners that the purpose of the application is to circumvent the provisions of section 601; and

G. After September 1, 2010, server training, in a program certified by the bureau and required by local ordinance, has not been completed by individuals who serve alcoholic beverages.

3. Appeal to bureau. Any applicant aggrieved by the decision of the municipal officers or county commissioners under this section may appeal to the bureau within 15 days of the receipt of the written decision of the municipal officers or county commissioners. The bureau shall hold a public hearing in the city, town or unincorporated place where the premises are situated. In acting on such an appeal, the bureau may consider all licensure requirements and findings referred to in subsection 2.

A. Repealed

B. If the decision appealed from is an application denial, the bureau may issue the license only if it finds by clear and convincing evidence that the decision was without justifiable cause.

4. Repealed

5. Appeal to District Court. Any person or governmental entity aggrieved by a bureau decision under this section may appeal the decision to the District Court within 30 days of receipt of the written decision of the bureau.

An applicant who files an appeal or who has an appeal pending shall pay the annual license fee the applicant would otherwise pay. Upon resolution of the appeal, if an applicant's license renewal is denied, the bureau shall refund the applicant the prorated amount of the unused license fee.

Section IV: Terms and Conditions of Licensure as an Establishment that sells liquor for on-premises consumption in Maine

- The licensee/applicant(s) agrees to be bound by and comply with the laws, rules and instructions promulgated by the Bureau.
- The licensee/applicant(s) agrees to maintain accurate records related to an on-premise license as required by the law, rules and instructions promulgated or issued by the Bureau if a license is issued as a result of this application.
 - The licensee/applicant(s) authorizes the Bureau to obtain and examine all books, records and tax returns pertaining to the business, for which this liquor license is requested, and also any books, records and returns during the year in which any liquor license is in effect.
- Any change in the licensee's/applicant's licensed premises as defined in this application must be approved by the Bureau in advance.
- All new applicants must apply to the Alcohol and Tobacco Tax and Trade Bureau (TTB) for its Retail Beverage Alcohol Dealers permit. See the TTB's website at <https://www.ttb.gov/nrc/retail-beverage-alcohol-dealers> for more information.

Section V: Fee Schedule

Filing fee required. In addition to the license fees listed below, a filing fee of \$10.00 must be included with all applications.

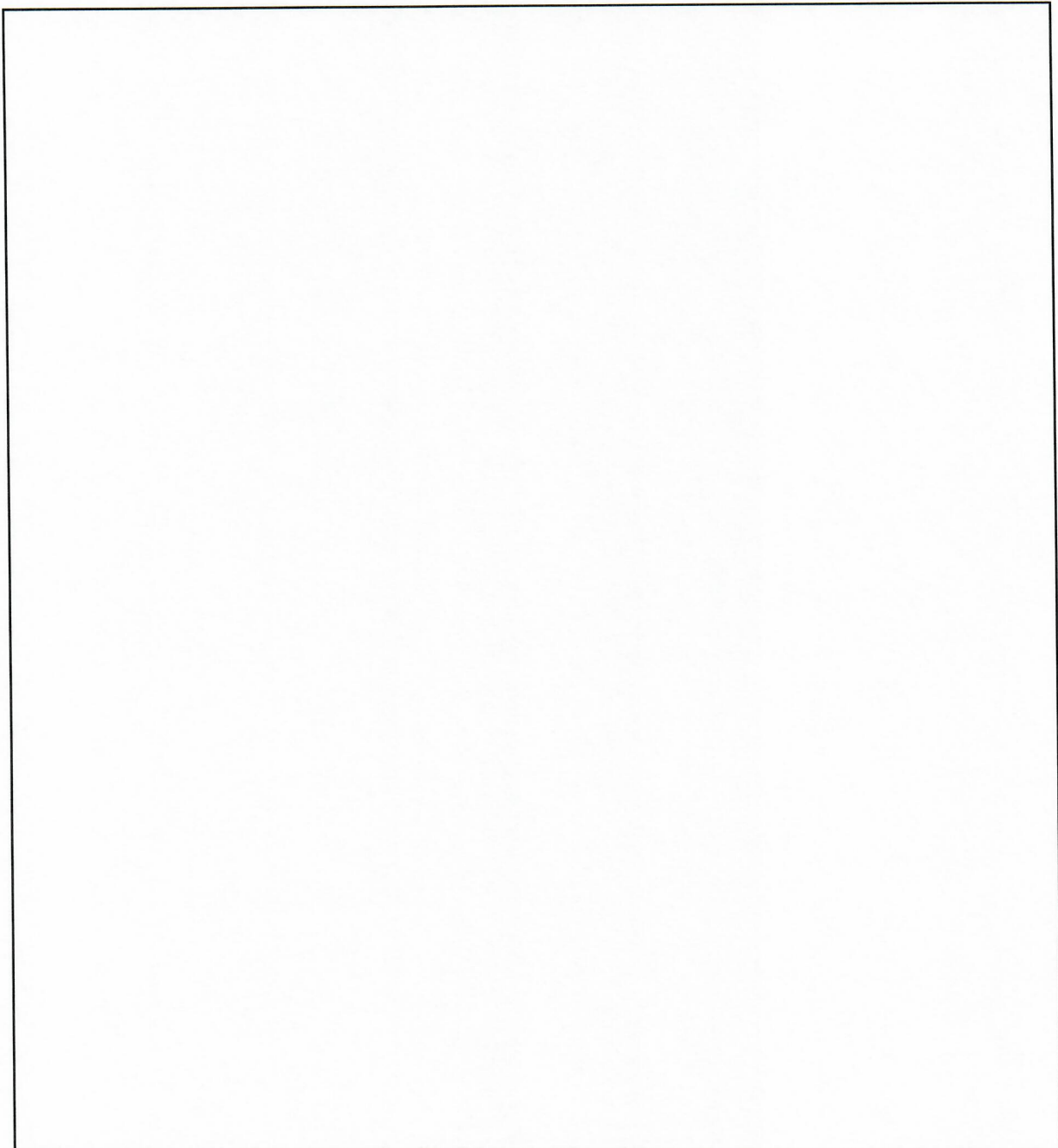
Please note: For Licensees/Applicants in unorganized territories in Maine, the \$10.00 filing fee must be paid directly to County Treasurer. All applications received by the Bureau from licensees/applicants in unorganized territories must submit proof of payment was made to the County Treasurer together with the application.

Class of License	Type of liquor/Establishments included	Fee
Class I	For the sale of liquor (malt liquor, wine and spirits) This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; Vessels; Qualified Caterers	\$ 900.00
Class I-A	For the sale of liquor (malt liquor, wine and spirits) This class includes only hotels that do not serve three meals a day.	\$1,100.00
Class II	For the Sale of Spirits Only This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; and Vessels.	\$ 550.00
Class III	For the Sale of Wine Only This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; Restaurants; Vessels; Pool Halls; and Bed and Breakfasts.	\$ 220.00
Class IV	For the Sale of Malt Liquor Only This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; Restaurants; Taverns; Pool Halls; and Bed and Breakfasts.	\$ 220.00
Class III and IV	For the Sale of Malt Liquor and Wine Only This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; Restaurants; Vessels; Pool Halls; and Bed and Breakfasts.	\$ 440.00
Class V	For the sale of liquor (malt liquor, wine and spirits) This class includes only a Club without catering privileges.	\$ 495.00
Class X	For the sale of liquor (malt liquor, wine and spirits) This class includes only a Class A Lounge	\$2,200.00
Class XI	For the sale of liquor (malt liquor, wine and spirits) This class includes only a Restaurant Lounge	\$1,500.00

Section VI Premises Floor Plan

In an effort to clearly define your license premise and the areas that consumption and storage of liquor authorized by your license type is allowed, the Bureau requires all applications to include a diagram of the premise to be licensed.

Diagrams should be submitted on this form and should be as accurate as possible. Be sure to label the following areas: entrances, office area, coolers, storage areas, display cases, shelves, restroom, point of sale area, area for on-premise consumption, dining rooms, event/function rooms, lounges, outside area/decks or any other areas on the premise that you are requesting approval. Attached an additional page as needed to fully describe the premise.



Section VII: Required Additional Information for a Licensee/Applicant for an On-Premises Liquor License Who are Legal Business Entities

Questions 1 to 4 of this part of the application must match information in Section I of the application above and match the information on file with the Maine Secretary of State's office. If you have questions regarding your legal entity name or DBA, please call the Secretary of State's office at (207) 624-7752.

All Questions Must Be Answered Completely. Please print legibly.

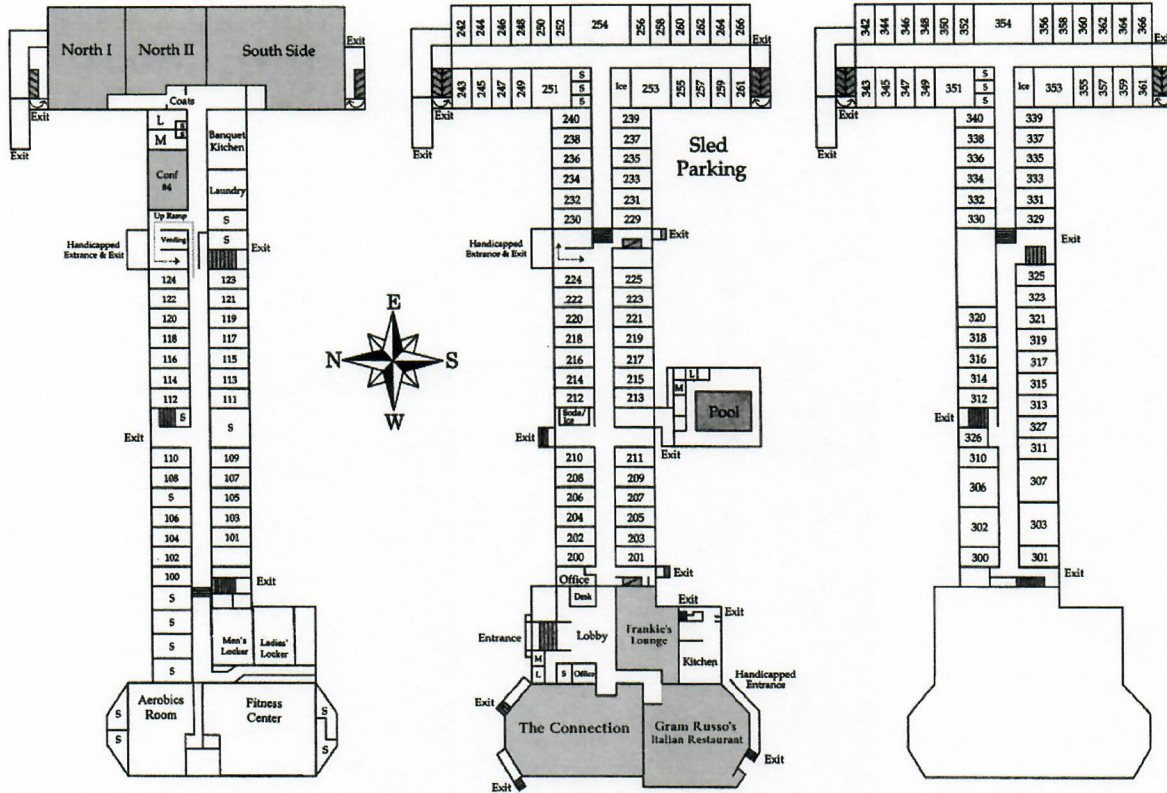
1. Exact legal name: Presque Isle Inn Inc
2. Doing Business As, if any: Presque Isle Inn & Convention Center
3. Date of filing with Secretary of State: 04/23/2021 State in which you are formed: Maine
4. If not a Maine business entity, date on which you were authorized to transact business in the State of Maine:

5. List the name and addresses for previous 5 years, birth dates, titles of officers, directors, managers, members or partners and the percentage ownership any person listed: (attached additional pages as needed)

Name	Address (5 Years)	Date of Birth	Title	Percentage of Ownership
Cang Quach	5020 Mission Street Apt 2 SF CA	01/20/1980	President	100.0000

(Ownership in non-publicly traded companies must add up to 100%.)

Supplemental Diagram of Premises for Liquor License
Presque Isle Inn Inc. – dba Presque Isle Inn & Convention Center



This application form is to be completed and returned to this office together with a fee of \$117.00 made payable to: Treasurer, State of Maine.

No fee is required for the inspection of public, private or state owned school buildings or municipally-owned buildings if dances are for students and run by students.

State Fire Marshal's Office
Department of Public Safety
Fire Prevention Unit
52 State House Station
Augusta, Maine 04333-0052



Tel. 207-626-3880

Fax 207-287-6251

APPLICATION FOR DANCE LICENSE

NAME OF FACILITY: _____ TEL: 207-764-3321
 PHYSICAL LOCATION OF FACILITY: _____ FAX: 207-764-5167
 TOWN: Presque Isle COUNTY: Aroostook EMAIL ADDRESS: info@presqueisleinn.com
 NAME AND TELEPHONE NUMBER OF PERSON HAVING KEY TO PREMISES TO ALLOW FOR INSPECTION: NAME: Robb Miller TEL: 207-266-0063

NAME OF BUILDING OWNER: Cang Quach

MAILING ADDRESS: 5020 Mission Street Apt 2
 San Francisco CA 94112

Signature of building owner: _____

ZIP CODE: _____

TELEPHONE: 415-309-8987 FAX: _____ EMAIL: cang.quach@gmail.com

NAME OF LESSEE: _____ TEL: _____
 MAILING ADDRESS: _____ FAX: _____
 TOWN: _____ ZIP: _____ EMAIL ADDRESS: _____
 Signature of Applicant: _____

This is a new license request:

☐

This is a renewal:

☒

Existing Occupant Capacity:

Any new construction or renovation will require a construction permit from the State Fire Marshal's Office prior to any inspection for a dance license, prior to any construction and prior to the issuance of any Dance License. Permit is required by State Statute MRSA 25 § 2448.

A facility that wishes to renew a Dance or Theater License must apply at least 30 days prior to expiration date on the existing license to allow handling time and time for the required inspection:

OFFICE USE ONLY

EXISTING LICENSE WILL EXPIRE ON: _____

INSPECTED BY: _____

DATE: _____

OK TO ISSUE? _____

Chapter/s inspected under: _____

SENT TO INSPECTOR

DATE

FEE REC'D

CHECK NO.

LICENSE NO.

EXPIRATION DATE

FILE NUMBER

***** FLOOR LAYOUT *****



STATE OF MAINE
DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
BUREAU OF ALCOHOLIC BEVERAGES AND LOTTERY OPERATIONS
DIVISION OF LIQUOR LICENSING AND ENFORCEMENT

TELEPHONE: (207) 624-7220

FAX: (207) 287-3434

EMAIL INQUIRIES: maineliquor@maine.gov

Thank you for your interest in becoming a licensed establishment to sell and serve alcoholic beverages in Maine. To avoid any delay in the processing of your application and the subsequent issuance of your liquor license, please use the following checklist to assist you in completing the application. If you are renewing your license, this checklist is useful as well.

- ☐ Your application has been completed in its entirety and is legible. For a renewal, please submit your application 30 days prior to the expiration date of your liquor license.
- ☐ Your application is signed and dated by a duly authorized person.
- ☐ The application is signed and approved by the Town or City Municipal Officers or County Commissioners.
- ☐ The license fee submitted is for the correct fee for the license class for which you are applying and includes the \$10.00 filing fee.
 - ☐ The check must be made payable to "Treasurer, State of Maine"; both the license and filing fees can be submitted on one check.
 - ☐ If the licensee/applicant(s) is in an unorganized township, the application must be approved by the County Commissioners and the \$10.00 filing fee must be paid to them. Please be sure to include a copy of the receipt of payment with your application.
- ☐ For a renewal, the dollar amount of your gross income for food, liquor and guest rooms, if applicable must be completed – see Section I.1
- ☐ A diagram of the facility to be licensed must accompany **all** applications whether for a new license or the renewal of an existing license
- ☐ If you are a registered business entity with the Maine Secretary of State's office like a corporation or a limited liability company, you must complete Section VII of the application. This does not need to be completed if you are a sole proprietor.
- ☐ Have you applied for other required licensing from other state and federal agencies? See attached list.

Important – all applications whether for a new license or to renew an existing license for an on-premises liquor license must contact their Municipal Officials or the County Commissioners in unincorporated places to have their application approved and signed prior to submitting it to the Bureau for further consideration.

The address to send your completed application to:

1. Mailing address:

Bureau of Alcoholic Beverages and Lottery Operations
Division of Liquor Licensing and Enforcement
8 State House Station
Augusta, ME 04333-0008

2. Courier/overnight address:

Bureau of Alcoholic Beverages and Lottery Operations
Division of Liquor Licensing and Enforcement
19 Union Street, Suite 301-B
Augusta, ME 04330

The following licenses/permits may be required prior to be licensing as an on-premises licensee with the Bureau

Obtained ✓	License/Permit	State/Federal Agency to Contact	Telephone Number	Physical Location
	Seller Certificate or Sales Tax Number	Maine Revenue Services www.maine.gov/revenue	(207) 624-9693	51 Commerce Dr, Augusta
	Health License	Health and Human Services www.maine.gov/dhhs	(207) 287-5671	286 Water St, 3 rd floor, Augusta
	Victualer's License	Municipality where premise is located.	Contact your town office or county office	Contact your town office or county office
	Shellfish License	Marine Recourses www.maine.gov/dmr	(207) 624-6550	<ul style="list-style-type: none"> • 32 Blossom Lane, Augusta • 194 McKown Point Rd, West Boothbay Harbor • Lamoine State Park, Lamoine • 650 State St, Bangor • 317 Whitneyville Rd, Jonesboro
	Dance or Entertainment License	Fire Marshall's Office www.maine.gov/dps/fmo	(207) 626-3882	45 Commerce Drive, Suite 1, Augusta
	Federal I.D. Number	www.irs.gov	(800) 829-4933	
	Legal business names for corporations and limited liability companies and "Doing Business As" Names (assumed names)	Secretary of State, Bureau of Corporations, Elections and Commissions www.maine.gov/sos/cec	(207) 624-7752	111 Sewall St, 3 rd Fl, Augusta
	Retail Beverage Alcohol Dealers Permit	Alcohol and Tobacco Tax and Trade Bureau (TTB) https://www.ttb.gov/nrc/retail-beverage-alcohol-dealers	(877) 882-3277	

The undersigned being Municipal Officers of the City of Presque Isle hereby approve the application in accordance with the provisions of Title 28A, Chapter 43, Licenses for the Sale of Liquor to be consumed on the Licensed Premises, §1054 Special permit for music, dancing or entertainment.

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 **June 2, 2021** at **6:00 PM** in the City Council Chambers, City Hall at 12 Second Street, to consider a Malt, Spirituous and Vinous Liquor License and Special Permit for Music, Dancing & Entertainment from:

Presque Isle Inn Inc. d/b/a Presque Isle Inn & Convention Center
116 Main St.

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

Kimberly A. Finnemore

City Clerk

PRESQUE ISLE CITY COUNCIL MEETING

For:

June 2, 2021

AGENDA ITEM # 3

SUBJECT

CONSENT AGENDA: 2021 Minutes

INFORMATION

- 1) May 5, 2021 Minutes
- 2) May 20, 2021 Minutes

REQUESTED ACTION

BE IT RESOLVED by Councilor _____, seconded by Councilor _____ to approve minutes from May 5th and May 20, 2021.



Presque Isle City Council Meeting

May 5th, 2021

6:00 PM

Presque Isle City Council Chambers

Call to Order - Roll Call

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

D. Cyr arrived at 6:05pm

City Manager Martin Puckett and City Clerk Kimberly Finnemore were also present.

Pledge of Allegiance

Chairman K. Freeman called the meeting to order at 6:01 PM and led those present in the Pledge of Allegiance.

Public Hearing

1. Approval of the Community Development Block Grant for Ignite PI

Chairman K. Freeman opened the Public Hearing at 6:02 PM.

Clint Deschene spoke on behalf of Ignite PI on the Grant process

There were no citizen comments.

Chairman K. Freeman closed the Public Hearing at 6:10 PM.

BE IT RESOLVED by Councilor J. Willette, seconded by Deputy Chair J. Shaw to approve of the Community Development Block Grant for Ignite PI

Vote: 7- 0

2. Approval of a Marijuana License to Bonnie Devino McGinley, d/b/a Royal Leaf Apothecary with location to 415 Main Street.

Chairman K. Freeman opened the hearing at 6:11 PM.

Matthew Ryan McGinley spoke on behalf of Royal Leaf Apothecary

There were no citizens comments.

Chairman K. Freeman closed the hearing at 6:15 PM.

BE IT RESOLVED by Deputy Chairman J. Shaw, seconded by Councilor C. Green to approve of a Marijuana license to Bonnie Devino McGinley, d/b/a Royal Leaf Apothecary with location to 415 main Street.

Vote: 7 - 0

Citizen Comments

Paige Houston from 38 Elm St. had concerns about 36 Elm St. that has been condemned and has trash that is blowing on her property, and owners are still on the property and runs their generator at all hours of the night. George Howe from Code Enforcement spoke on the regulations. Chairman K. Freeman asked George to look at garbage to be taken care of in a 24-hour period. Councilor D. Cyr spoke in concerned about no noise ordinance. Chairman K. Freeman asked that this is put on the agenda as Old Business for June meeting.

Consent Agenda

3. April 7, 2021 Minutes.
4. Warrant #12-#15 Totaling \$1,111,141.19
 - Warrant #12-\$241,391.15
 - Warrant #13-\$131,777.31
 - Warrant #14-\$141,366.27
 - Warrant #15-\$596,606.46
5. Approve Employment Agency License for Maine Health Care Staffing.
6. Drug Forfeiture Amended by Mike to Add a second Drug Forfeiture
7. Memorial Day Parade.
8. Approve Taxi Cab Service License for Jeff Nichols, d/b/a Jeff's Taxi.

BE IT RESOLVED by Councilor M. Chasse, seconded by Deputy Chairman J. Shaw to approve Consent Agenda articles # 4-13 as presented.

Vote: 7 – 0

Old Business

9. Tuck By-Pass

Discussion only

10. Dangerous Buildings-14 Park Street

City Manager Martin Puckett spoke on the steps the City has taken.

Galen Weibley Director of Economic & Community Development spoke in more detail on the Steps the City has taken on this property concerning Demolition.

BE IT RESOLVED by Councilor M. Chasse, seconded by Deputy Chairman J. Shaw to Hire Trombley Construction Inc. to demolish 14 Park Street per the council's September 9th Order to Abate.

Vote 6-1

Abstained-1 Counselor C. Green

11. Echo Lake Sewer System

Discussion Only

New Business

12. Forum HVAC

Discussion Only. Added to the June 2, 2021 meeting under Old Business.

13. Tax Acquired Property

Discussing and Tabled until the June council meeting.

Manager's Report

City Manager Martin Puckett spoke on six topics . Puckett asked the council if they wanted to continue offering movies in the park, similar to previous years. Council agreed to fund at same level as previous year, \$1,200.

The city is partnering with MDOT for a Municipal Partnership Initiative to pave Dyer Street, sharing 50% of the costs of the project.

The Komatsu loader will need to be repaired, the hydraulic system had a major failure. Estimates are over \$40,000

The airport has developed a marketing plan with multiple media outputs.

The Star City ATV club submitted the paperwork for grants, the project was approved last meeting but requires signatures.

City Hall construction will begin next week, announcements will be made to notify the public.

Announcements

The next meeting of the Presque Isle City Council will be held in Council Chambers on June 2, 2021 at 6:00 PM.

Executive Session

BE IT RESOLVED by Councilor M. Chasse, seconded by Deputy Chairman J. Shaw to enter into Executive Session at 7:19 PM pursuant to 1 M.R.S.A. § 405(6)(D) to discuss Negotiations.

Vote: 7 - 0

Council exited Executive Session at 8:03PM

BE IT RESOLVED by Chairman K. Freeman, seconded by Councilor J. Willette to enter into Executive Session at 8:03 PM pursuant to 1 M.R.S.A. § 405(6)(D) to discuss Negotiations.

Vote: 7 - 0

Council exited Executive Session at 9:12 PM

BE IT RESOLVED by Councilor C. Green, seconded by Deputy Chairman J. Shaw to enter into Executive Session at 9:13 PM pursuant to 1 M.R.S.A. § 405(6)(E) to discuss Attorney-client Consultation.

Vote: 6- 0

Council exited Executive Session at 9:36 PM

Motion by Councilor C. Green to approve union contracts as presented, Second by Chairman K. Freeman.

Vote 6-0

Adjournment

BE IT RESOLVED by Chairman K. Freeman, seconded by Councilor J. Willette to adjourn the meeting at 9:37 PM.

Vote 6 -0

Attested by: _____
Kimberly A Finnemore, City Clerk



Presque Isle City Council Meeting

May 20th, 2021

12:00 PM

**Presque Isle Mark & Emily Turner Memorial Public Library
Multi-Purpose Room**

Call to Order – Roll Call

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

City Manager Martin Puckett and City Clerk Kimberly Finnemore were also present.

Pledge of Allegiance

Chairman K. Freeman called the meeting to order at 12:32 PM and led those present in the Pledge of Allegiance.

Public Hearing

1. Approval of the Community Development Block Grant for Ignite PI

Chairman K. Freeman opened the Public Hearing at 12:34 PM.

Clint Deschene spoke on behalf of Ignite PI on the Grant process

There were no citizen comments.

Chairman K. Freeman closed the Public Hearing at 12:37 PM.

Executive Session

BE IT RESOLVED by Chairman K. Freeman, seconded by Deputy Chairman J. Shaw to enter into Executive Session at 12:39 PM pursuant to 1 M.R.S.A. § 405(6)(D) to discuss Negotiations.

Vote: 5- 0

Council exited Executive Session at 1:29PM

Motion by Councilor C. Green to offer an amount not to exceed \$75,000 for the purchase of 171 and 187 Chapman Street contingent upon DEP review and removal of chemicals onsite. Second by Chairman K. Freeman.

Vote 4-1

Adjournment

BE IT RESOLVED by Councilor M. Chasse, seconded by Councilor C. Green to adjourn the meeting at 1:29 PM.

Vote 5-0

Attested by: _____
Kimberly A Finnemore, City Clerk

PRESQUE ISLE CITY COUNCIL MEETING

For:

June 2, 2021

AGENDA ITEM # 4

SUBJECT

CONSENT AGENDA: 2021 Warrants #16 - #19, totaling
\$ 1,457,193.55

INFORMATION

1) Warrant #16	\$ 64,113.27
2) Warrant #17	\$ 135,672.91
3) Warrant #18	\$ 1,080,805.45
4) Warrant #19	\$ 176,601.92

REQUESTED ACTION

BE IT RESOLVED by Councilor _____, seconded by
Councilor _____ to approve 2021 Warrant #16 - #19
totaling \$ 1,457,193.55.

PRESQUE ISLE CITY COUNCIL MEETING

For:

June 2, 2021

AGENDA ITEM # 5

SUBJECT

CONSENT AGENDA: Approve 2021 Tax Anticipation Note

INFORMATION

1) Information provided at Meeting

REQUESTED ACTION

Please see attached resolve.

PRESQUE ISLE CITY COUNCIL MEETING

For:

June 2, 2021

AGENDA ITEM # 6

SUBJECT

CONSENT AGENDA: Approve Appointment to Northern
Maine Development Commission

INFORMATION

1) Application

REQUESTED ACTION

BE IT RESOLVED by Councilor _____, seconded by Councilor
_____ to appoint Galen Weibley to the Northern Maine
Development Commission for the 2021-2022 fiscal year.

Northern Maine Development Commission
NMDC Member
Appointments

Please note: At least one (1) of your municipal representatives must be an elected official or an employee of a general-purpose unit of local government.

Municipality/County: City of Presque Isle

Municipal Office/Address: 12 Second Street

Presque Isle, ME 04769

Phone Number: 207-760-2700

First Representative:

Name: Galen Weibley

Address: 12 Second Street

Presque Isle, ME 04769

E-mail: gweibley@presqueisleme.us

Phone: 207-760-2727

Occupation Profession: Director of Economic & Community Development

Elected Official: Y/N No

If Elected Official; Title: _____

Second Representative:

Name: _____

Address: _____

E-mail: _____

Phone: _____

Occupation Profession: _____

Elected Official: Y/N _____

If Elected Official; Title: _____

Please return electronically or via postal service to:

jdinsmore@nmdc.org

Northern Maine Development Commission

P.O. Box 779

Caribou, ME 04736

Attn: Judy

No later than June 4, 2021

Thank you.

PRESQUE ISLE CITY COUNCIL MEETING

For:

June 2, 2021

AGENDA ITEM # 7

SUBJECT

OLD BUSINESS: Forum HVAC

INFORMATION

1. Memo from Gene
2. Proposal

REQUESTED ACTION

Discussion only

Presque Isle Recreation & Parks
Gene Cronin
Email: gcronin@presqueisleme.us

MEMORANDUM

TO:	Honorable City Council
FROM:	Gene Cronin, Rec & Parks Director
DATE:	May 27 th , 2021
RE:	Forum - HVAC System

Dear City Council,

Over the last 90 days we have worked closely with Mechanical Services to develop a plan to replace and upgrade the HVAC system at The Forum. We asked Mechanical Services to break the quote out in to 4 parts. These include heating, ventilation, air conditioning and dehumidification. However, the heating and ventilation portions will need to be done together as they compliment each other. The simple break down of costs are:

Heating: \$361,460.00
Ventilation: \$141,883.00
Air Conditioning: \$325,000.00
Dehumidification: \$249,770.00

We are also recommending that the insulation and siding be replaced on the exterior of the building similar to what is being done at Presque Isle High School. We have a quote from Buck Construction to strap, blue board and side the facility for \$178,010.00.

The last bit of exterior work would be to overlay the existing pavement with a 2" layer of asphalt at a cost of 115,000.00

Typically, on a project of this size and a building of this age you would also figure in a 15% overage contingency. 15% of the total project would be \$201,191.00.

I have included the quotes and a few pictures for your review. I am available to give a tour of the facility and the systems that we are looking to replace at any time. Please feel free to reach out with any questions.

Sincerely,
Gene Cronin



**MECHANICAL
SERVICES, INC.**
MAINE CONTROLS
mechanicalservices.com

400 PRESUMPSCOT STREET
PORTLAND, ME 04103

TEL. (207) 774-1531
FAX (207) 553-7006

72 FREEDOM PARKWAY
HERMON, ME 04401

TEL. (207) 947-6250
FAX (207) 848-5592

525 CENTRAL DRIVE
PRESQUE ISLE, ME 04769

TEL. (207) 554-1212
FAX (207) 762-6088

40 GABRIEL DRIVE
AUGUSTA, ME 04330

TEL. (207) 626-0822
FAX (207) 621-1008

235 CAMDEN STREET, STE 32
PMB 184
ROCKLAND, ME 04841

TEL. (207) 701-5171

PROPOSAL and CONTRACT

Customer:	City of Presque Isle	Contact: Tyler Clark
Address:	12 Second Street	T: 207.227.2630
	Presque Isle, ME	F:
Job Location:	The Forum	Date: 5/13/2021
	SE#: 43031	

Heating System Upgrades

DESCRIPTION OF SERVICES COVERED BY THIS CONTRACT:

Item 1: Boiler Plant & DHW

Mechanical Services, Inc. shall provide labor and materials required to execute the below improvements to the heating and domestic hot water system at the Presque Isle Forum. The system upgrade will improve the facilities efficiency, reliability and performance, convert the system from oil to propane, as well as replace aged and dated equipment approaching its end of life.

Work in the boiler room shall include removal and disposal of:

- One (1) Cleaver Brooks boiler
- One (1) steel expansion tank
- Two (2) Taco floor mount circulating pumps
- Two (2) 119-gallon AO Smith domestic hot water (DHW) storage tanks
- One (1) DHW heat exchanger
- One (1) taco inline circulator that feeds the DHW heat exchanger
- One (1) taco DHW recirculating pump.
- Near Boiler piping within the boiler room.
- Boiler breeching to chimney. Opening to chimney shall be capped with a blank sheet metal plate.

The new boiler system that will provide heat and hot water to the facility will include four (4) Viessmann Vitodens high efficiency condensing propane hot water boilers. The boilers will be mounted on a factory supplied low loss distribution manifold racking system that interconnects the 4 boilers. The boilers will be connected to a Viessmann Vitocontrol-S cascade control system that allows all 4 boilers to link together as a singular unit to provide high turndown ratio and precisely match the system load. The system will also feature a Viessman BACnet gateway to interface with Maine Controls Building Automation System (covered in Item 3: Controls). Each of the 4 boilers has a rated input of 530 MBH (total of 2,120 MBH). This capacity is designed to adequately supply the high DHW load of the Zamboni, as well as comfortably heat the front end of the building (offices, front lobby, bathrooms, concession and skate rental), and rear of the building (locker rooms, rear lobby, and maintenance shop). The system is not designed to fully heat the Arena area, while also providing the large DHW load required by the Zamboni. The system does have the capability to temper increased ventilation to the Arena at these times. At times when there is no DHW load from the Zamboni, (Spring and Fall when ice is out), the new boiler system will have the capacity and functionality to heat the Arena area for events.

The boilers will individually be direct vented horizontally through the rear wall of the boiler room with rated polypropylene venting. The boilers will be supplied with combustion air Schedule 40 PVC pipe also installed through the rear wall. Vent

and combustion air pipes will terminate above anticipated snow level. All penetrations through the wall will be appropriately sealed upon completion.

The boilers will be piped to two new taco floor mount pumps to supply hot water to the building. The pumps will feature variable frequency drives to modulate flow to the building depending on real time load. Also included with the pumps shall be new isolation valves, triple duty calves and suction diffusers. A 3-way mixing valve will also be installed in the boiler piping. The 3-way mixing valve will allow the water temperature to the building to be adjusted as needed to maximize efficiency while allowing the boilers to continue to output water at 180°F as required by DHW needs. Other functional items to be installed in the boiler room include a magnetic air and dirt separator and new ASME rated Expansion tank.

To supply DHW to the Zamboni, as well as the locker rooms, five (5) Viessmann Vitocell 300-V 79-gallon stainless steel indirect water heaters will be installed in the boiler room. Water heated by the new Viessmann boilers will be pumped through stainless steel heat exchangers in each tank. The combined 5 tanks are rated to provide 975 gallons per hour of 140°F water (heated from 50°F) while providing 395 gallons of DHW storage. The new water heaters will be connected to the existing DHW supply lines. A new DHW recirculation pump and hot water mixing/tempering valve will be installed.

Newly installed boiler rack system, hot water tanks, expansion tanks, and base mounted pumps will be installed on 4" poured concrete maintenance pads.

When work is completed, to increase reliability and efficiency of the system, the hot water heating system will be filled with mixture of water and 35% propylene glycol antifreeze. In the past, continuous flow of heated water has needed to be pumped through each of the arena air handlers all winter to avoid the freezing of the hot water coils. The introduction of glycol, flow through the coils can stop without the concern of the coil freezing and bursting. This eliminates the need to pump fluid through the coils at times when heat is not needed, which saves unnecessarily fuel usage.

New Equipment included in this contract:

- (4) Viessmann Vitodens B2HA-530 high efficiency 316 Ti stainless steel propane fired condensing boilers each with an input of 530 MBH.
- (1) 4-boiler hydronic low loss distribution manifold racking system complete with Vitocontrol-S cascade controls
- (4) Grundfoss UPS 26-150FC boiler pumps, Low Loss header and polyurethane foam insulation.
- (1) Vitogate 300 Communications Gateway for BacNet Building Management integration
- (5) 79 USG VITOCCELL-V 300 444 Ti stainless steel domestic hot water tank with built-in stainless steel heat exchanger coil, with 2 5/32 mineral wool, hand hole for cleaning access, powder coated, sheet metal enclosure.
- (2) Taco FI 2509 base mounted pumps with premium efficiency 5 HP motors and Aegis shaft grounding rings.
- (2) Taco SD040 suction diffusers.
- (2) Taco MPV040 triple duty valves.
- (1) Caleffi NA546100AM DirtMag air/dirt separator.
- (1) Schneider Electric 4" 3-Way Mixing Valve
- (1) Taco CBX600 ASME diaphragm expansion tank.
- (1) Taco PAX-130 ASME diaphragm potable water expansion tank.
- (5) Taco 0012 circulator pumps for domestic water tanks.
- (1) Taco 007 stainless steel hot water recirculation pump.

To supply propane to the new boilers, four (4) 1,000-gallon above ground LP tanks will be installed. The 4 tanks will be manifolded together, and an underground CTS propone line will be installed from the tanks to the second stage regulator at the building. The Tanks will each sit upon precast concrete pads atop a crushed stone base. Concrete jersey barriers will be set around the tank area for protection.

Item 2: Hydronic Terminal Equipment Replacement

Mechanical Services, Inc. shall provide labor and materials required to replace the hydronic heating units in the front and rear of the building. Work at each of the following units will include removal and disposal of the existing units, hanging the new units, and adapting piping connections to each unit. Necessary modifications to the drop ceiling will also be completed. Units are to be controlled via Maine Controls BMS (covered in Item 3: Controls)



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Units to be replaced:

- **Front Vestibule:** Replace with hydronic unit heater with one (1) new Sterling ceiling recessed cabinet unit heater
- **Front Lobby:** Replace floor mounted cabinet unit heater with one (1) new Sterling ceiling recessed cabinet unit heater.
- **Front Money Room:** Replace hydronic unit heater with one (1) new smaller Sterling ceiling recessed cabinet unit heater.
- **Front Skate Rental Space:** Replace hydronic unit heater with one (1) new Sterling hydronic unit heater.
- **Front Office & Bathroom:** Replace Taco circulator pump with one (1) new Taco 2400-20 cartridge circulator pump.
- **Rear Entry/Lobby:** Replace ceiling recessed cabinet unit heater with one (1) new Sterling ceiling recessed cabinet unit heater.
- **Rear Maintenance Shop:** Replace one hydronic unit heater and one cabinet unit heaters with two (2) new Sterling hydronic unit heaters.

In addition to the above mentioned units, the two (2) 40 gallon electric water heaters shall also be replaced. Both the water heater located in the Concession Area, as well as the water heater located in the referee locker room shall each be replaced with one (1) new 50-gallon AO Smith Voltex hybrid electric heat pump water heater. Each water heater installation shall include a Caleffi MixCal 521 adjustable thermostatic mixing valve.

Item 3: Controls

Maine Controls shall install expand upon the Direct Digital Controls (DDC) Building Management System (BMS) installed under the "Ventilation Upgrade" contract to control the boiler room, front office radiant zones, and the above mentioned hydronic terminal units throughout the Forum. The front end Tridium JACE 8000 installed under the ventilation is needed in order for the controls installed under this contract to function.

Maine Controls shall provide the following:

1. **Front End Interface (Must be installed under the ventilation contract. Front end JACE is not included in this proposal.)**
2. **Legacy Controller Replacement**
 - A. Provide and install Distech Controls, BACnet I.P. controllers.
 - B. The programming and configuration of these controllers is performed using the EC-gfx Program, which is a graphical programming interface. This software is freely distributed, non-licensed, and capable of being installed on any Windows based PC.
 - C. Customer is responsible for providing a network connection and IP address for each controller.
3. **Sequence of Operation**
 - A. The new system shall be programmed based on the sequence of operation provided.
 - B. Any requests for changes from the owner should be brought up before programming is started, and will be instituted pending any system limitations.
4. **Commissioning**
 - A. All newly installed controllers shall be fully tested and commissioned.
 - B. Remaining Legacy controllers shall be commissioned to the best of our abilities.
 - C. A deficiency report shall be provided to the owner detailing any failed legacy controllers or field devices. These deficiencies will be handled outside of this contract
5. **Owner Training**
 - A. Maine Controls shall provide user training as necessary to best utilize these new building controls.
 - B. Independent login credentials shall be created for each user
 - C. Initial building scheduling shall be set up.
 - D. Provide an Owner's document containing as-built system diagrams and current sequence of operation

Item 4: Oil Tank Removal



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Access Control & Video Monitoring • Preventive Maintenance • 24/7 Emergency Service

Mechanical Services, Inc. shall provide labor and materials required to remove and disposal of the buried 6,000-gallon fuel oil tank. The tank will be removed by Precision Tanks, Inc. meeting current DEP 691 regulations. The area will be backfilled to grade with the last 36" being compacted gravel.

COST FOR THIS PROPOSED WORK SHALL BE:

Item 1: Boiler Room	Two Hundred Sixty-Five Thousand Five Hundred Fifty Dollars	(\$265,550.00)
Item 2: Heating Units	Forty-Six Thousand Eight Hundred Seventy Dollars	(\$46,870.00)
Item 3: Controls	Thirty-Eight Thousand Seven Hundred Dollars	(\$38,700.00)
Item 4: Oil Tank Removal	Ten Thousand Three Hundred Forty Dollars	(\$10,340.00)

This proposal requires a deposit of _____ 0% or \$0.00 _____. The balance will be invoiced at completion unless specified otherwise. Any additional work will be performed upon written authorization and will be invoiced separately from work described above.

THE FOLLOWING WORK IS NOT INCLUDED IN THIS PROPOSAL:

- The handling or disposal of, or any costs associated with the handling or disposal of, hazardous materials, special waste, or mold, or any byproduct thereof.
- Unless specifically provided for herein, Mechanical Services, Inc. is not responsible for the structural integrity of any portion or aspect of the building where this work will be performed, including the ability of the structure to support the load of the equipment being installed.
- All extra service to correct problems found during work described above.

WARRANTY: For a period of one year from the date of start-up, all parts and labor for new equipment provided by Mechanical Services, Inc.

THIS PROPOSAL IS VALID FOR 30 DAYS.

Customer signature below attests to financial responsibility for payment of invoices in accordance with our terms of net 30 days. A finance charge of 1½% per month (annual percentage rate of 18%) will be charged on all amounts due and unpaid 30 days from invoice date. **Mechanical Services, Inc.** shall be entitled to recover from the customer all costs incurred, including reasonable attorney fees, for the collection of any amounts due.

All non-public, confidential or proprietary information of Mechanical Services, Inc., including, but not limited to, the scope and terms of this proposal, engineering processes, equipment selection, system sizing, operational sequences, trade secrets, technology, information pertaining to business operations and strategies, or information pertaining to pricing (collectively, "Confidential Information"), disclosed by Mechanical Services, Inc., whether disclosed orally or disclosed or accessed in written, electronic or other form or media, and whether or not marked, designated or otherwise identified as "confidential," in connection with this proposal or the provision of services hereunder is confidential, and shall not be disclosed or copied without the prior written consent of Mechanical Services, Inc.

Prepared By:

Signature Ryan Pulver Title: Project Engineer Date: 5/13/2021

ACCEPTANCE

Mechanical Services, Inc. is hereby authorized to perform the work as described in this proposal.

Accepted By: (typed or printed name) _____

Signature Title: _____ Date: _____



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Temperature Controls & Energy Management Systems • Systems Design & Installation
Access Control & Video Monitoring • Preventive Maintenance • 24/7 Emergency Service



**MECHANICAL
SERVICES, INC.**
MAINE CONTROLS
mechanicalservices.com

400 PRESUMPSCOT STREET
PORTLAND, ME 04103

TEL. (207) 774-1531
FAX (207) 553-7006

72 FREEDOM PARKWAY
HERMON, ME 04401

TEL. (207) 947-6250
FAX (207) 848-5592

525 CENTRAL DRIVE
PRESQUE ISLE, ME 04769

TEL. (207) 554-1212
FAX (207) 762-6088

40 GABRIEL DRIVE
AUGUSTA, ME 04330

TEL. (207) 626-0822
FAX (207) 621-1008

235 CAMDEN STREET, STE 32
PMB 184
ROCKLAND, ME 04841

TEL. (207) 701-5171

PROPOSAL and CONTRACT

Customer:	City of Presque Isle	Contact: Tyler Clark
Address:	12 Second Street	T: 207.227.2630
	Presque Isle, ME	F:
Job Location:	The Forum	Date: 5/13/2021
	SE#: 43032	

Ventilation Upgrades

DESCRIPTION OF SERVICES COVERED BY THIS CONTRACT:

Mechanical Services, Inc. shall provide labor and materials required to execute the below ventilation upgrades to the Presque Isle Forum. These Upgrades will allow the HVAC system to efficiently, and reliably, supply the building with ventilation rates that meet or exceed the ASHRAE standards. Adequate outside air ventilation promotes satisfactory indoor air quality and is a key element in reducing the exposure of building occupants to airborne infectious aerosols.

Arena:

The main arena area is currently served by four (4) Trane air handling units installed in 1978. The units each consist of a belt driven fan, hot water coil, and a filter rack. The units are ducted to have the ability to pull return air from the space as well as bring outside air in. The unit features outside air and return air dampers to adjust the airflow of each. Currently there are no automated controls on these units. All adjustments (if functional) must be adjusted manually.

To make the units function properly and reliably, the following improvements will be made to each of the four (4) Units.

- New direct digital control (DDC) building management system (BMS) installed by Maine Controls.
- (1) New Variable Frequency Drive (VFD) to efficiently adjust fan speed.
- (1) New 5hp fan motor compatible with VFD.
- (2) New fan when bearings.
- (1) New Taco 1900 Series Close-coupled circulator pump.
- (1) New 3-way control valve with actuator to vary hot water flow through the coil.
- (2) New Ruskin low-leak dampers with actuators
- New flexible duct connectors.
- New insulated 2" piping from the hot water supply and return mains to the air handler. Piping shall include 2 isolation ball valves, drains, and air vent.
- Completed on 2 of the 4 units, a new Greenheck EHH-401 intake louver shall be installed. These louvers are designed to prevent wind driven rain and snow from entering the ductwork. The louver will also feature an aluminum bug screen.

Front Office:

There is currently no ventilation that serves the front office at the Forum. To bring the ventilation to meet the ASHRAE standard, one (1) new Renewaire EV-90 energy recovery ventilator (ERV) shall be installed. The unit will be ducted to the outside through the exterior wall for fresh air intake and stale air exhaust. To temper the air from the ERV, the ERV will be ducted into (2) ceiling recessed 9,000 btu/h Daikin ductless heat pump indoor units (one in each office). The two indoor units will be connected to a single 18,000 btu/hr Daikin Aurora multizone heat pump condenser. In addition to tempering the ventilation, the new Daikin heat pump will provide air conditioning and efficient supplemental heat to the front offices.

Controls:

1. Front End Interface

- A. Provide and install one Tridium JACE 8000 controller operating on the Niagara 4 Framework.
- B. The JACE will be provided with an open license. This allows any vendor's version of Niagara Workbench to be used as a programming tool.
- C. The JACE 8000 provides integrated control, supervision, data logging, alarming, scheduling, and network management, via a HTML5 based graphical view of the BAS.
- D. The graphical interface is compatible with any web browser and most mobile devices.
- E. The JACE will reside on the customer's local IP network
- F. Customer is responsible for providing a network connection and IP address
- G. This would allow for remote access (if desired), text and/or e-mail notification of any alarms.

2. Legacy Controller Replacement

- A. Provide and install Distech Controls, BACnet I.P. controllers.
- B. The programming and configuration of these controllers is performed using the EC-gfx Program, which is a graphical programming interface. This software is freely distributed, non-licensed, and capable of being installed on any Windows based PC.
- C. Customer is responsible for providing a network connection and IP address for each controller.

3. Sequence of Operation

- A. The new system shall be programmed based on the sequence of operation provided.
- B. Any requests for changes from the owner should be brought up before programming is started, and will be instituted pending any system limitations.

4. Commissioning

- A. All newly installed controllers shall be fully tested and commissioned.
- B. Remaining Legacy controllers shall be commissioned to the best of our abilities.
- C. A deficiency report shall be provided to the owner detailing any failed legacy controllers or field devices. These deficiencies will be handled outside of this contract

5. Owner Training

- A. Maine Controls shall provide user training as necessary to best utilize these new building controls.
- B. Independent login credentials shall be created for each user
- C. Initial building scheduling shall be set up.
- D. Provide an Owner's document containing as-built system diagrams and current sequence of operation.

COST FOR THIS PROPOSED WORK SHALL BE:

One Hundred Forty-One Thousand Eight Hundred Eighty-Three Dollars

(\$141,883.00)

This proposal requires a deposit of _____ 0% or \$0.00 _____. The balance will be invoiced at completion unless specified otherwise. Any additional work will be performed upon written authorization and will be invoiced separately from work described above.

THE FOLLOWING WORK IS NOT INCLUDED IN THIS PROPOSAL:

- The handling or disposal of, or any costs associated with the handling or disposal of, hazardous materials, special waste, or mold, or any byproduct thereof.
- Unless specifically provided for herein, Mechanical Services, Inc. is not responsible for the structural integrity of any portion or aspect of the building where this work will be performed, including the ability of the structure to support the load of the equipment being installed.
- All extra service to correct problems found during work described above.

WARRANTY: For a period of one year from the date of start-up, all parts and labor for new equipment provided by Mechanical Services, Inc.

THIS PROPOSAL IS VALID FOR 30 DAYS.



Heating • Air Conditioning • Refrigeration • Ventilation • Boiler & Duct Cleaning
Temperature Controls & Energy Management Systems • Systems Design & Installation
Access Control & Video Monitoring • Preventive Maintenance • 24/7 Emergency Service

Customer signature below attests to financial responsibility for payment of invoices in accordance with our terms of net 30 days. A finance charge of 1½% per month (annual percentage rate of 18%) will be charged on all amounts due and unpaid 30 days from invoice date. **Mechanical Services, Inc.** shall be entitled to recover from the customer all costs incurred, including reasonable attorney fees, for the collection of any amounts due.

All non-public, confidential or proprietary information of Mechanical Services, Inc., including, but not limited to, the scope and terms of this proposal, engineering processes, equipment selection, system sizing, operational sequences, trade secrets, technology, information pertaining to business operations and strategies, or information pertaining to pricing (collectively, "Confidential Information"), disclosed by Mechanical Services, Inc., whether disclosed orally or disclosed or accessed in written, electronic or other form or media, and whether or not marked, designated or otherwise identified as "confidential," in connection with this proposal or the provision of services hereunder is confidential, and shall not be disclosed or copied without the prior written consent of Mechanical Services, Inc.

Prepared By:

Signature **Ryan Pulver** Title: Project Engineer Date: 5/13/2021

ACCEPTANCE

Mechanical Services, Inc. is hereby authorized to perform the work as described in this proposal.

Accepted By: (typed or printed name) _____

Signature Title: _____ Date: _____



Heating • Air Conditioning • Refrigeration • Ventilation • Boiler & Duct Cleaning
Temperature Controls & Energy Management Systems • Systems Design & Installation
Access Control & Video Monitoring • Preventive Maintenance • 24/7 Emergency Service

PRESQUE ISLE CITY COUNCIL MEETING

For:

June 2, 2021

AGENDA ITEM # 8

SUBJECT

OLD BUSINESS: Tax Acquired Property

INFORMATION

1) Memo from Martin Puckett

REQUESTED ACTION

Possible actions:

Negotiate with Carmichael with established timeline for cleanup/repairs;

Place out to bid with established timeline for cleanup/repairs;

Demolish and place out to bid

Demolish and list with realtor



City of Presque Isle, Maine

The Office of the City Manager

Martin Puckett

Email: mpuckett@presqueisleme.us

MEMORANDUM

TO:	Honorable City Council
FROM:	Martin Puckett, City Manager
DATE:	May 27, 2021
RE:	12 & 16 Judd Street

The properties at 12 Judd St and 16 Judd St have been tax acquired since 2013, the previous finance director attempted to dispose of the properties based upon council's guidance but was unsuccessful. The abutting taxpayer, Harley Carmichael has expressed interest in the properties.

Carmichael proposes to remove both houses on 16 Judd to be demolished with in 2021. He believes 12 Judd St. is salvageable and would put on a new roof and siding and complete the project within 18 months. His offer is for \$1000.00 to purchasing the properties. If council does entertain this option staff recommends an agreement with a timeline.

Attached are recent estimates to demolish the buildings on 12 & 16 Judd St. They range from \$11,050 to \$23,400, not including tipping fees.

The last double lot sold the city sold was for \$9,000 after the structure was removed. Code has instructed the previous owners to remove all items by July 14 in anticipation of council's action on this property.

Please review the pictures and make a recommendation on what we should do with the properties.

Attachment A: Photographs of 12 and 16 Judd Street along with an aerial map of the property.

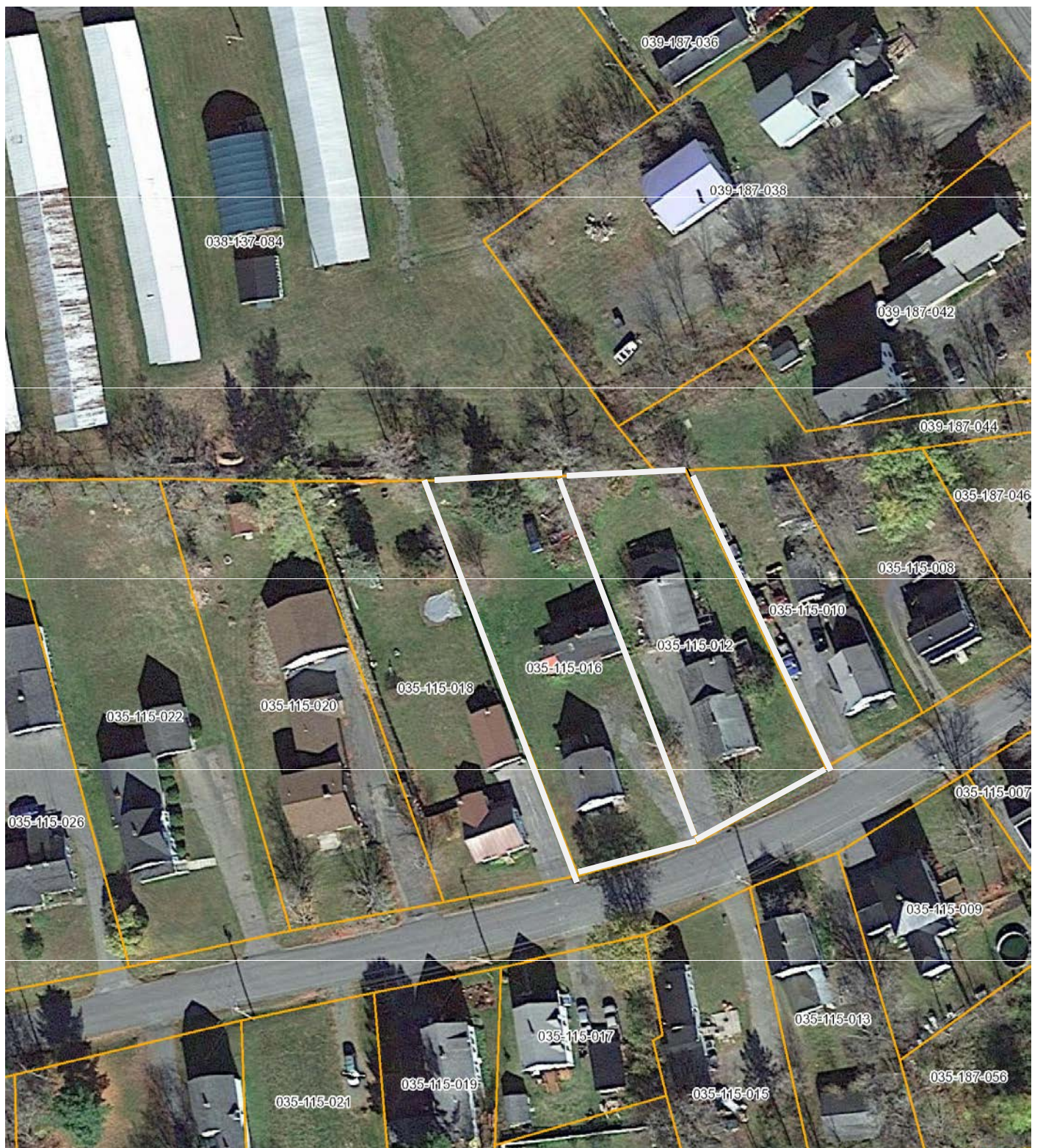
Possible actions:

Negotiate with Carmichael with established timeline for cleanup/repairs;

Place out to bid with established timeline for cleanup/repairs;

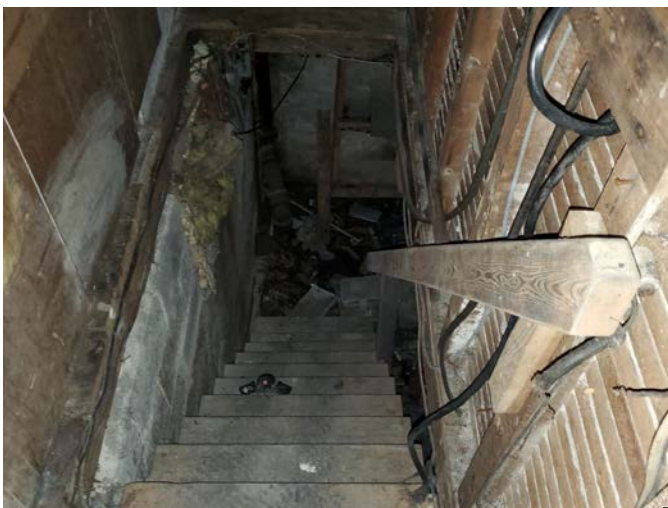
Demolish and place out to bid

Demolish and list with realtor













PRESQUE ISLE CITY COUNCIL MEETING

For:

June 2, 2021

AGENDA ITEM # 9

SUBJECT

NEW BUSINESS: Summer Events Update

INFORMATION

1) Spring and Summer Events

REQUESTED ACTION

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

TO:	Honorable City Council
FROM:	Martin Puckett, City Manager
DATE:	May 27, 2021
RE:	Free Spring & Summer Events



ROCKIN' ON RIVERSIDE CONCERT DATES

JUNE 10	BAREFOOT BROTHERHOOD
JUNE 24	WALLY AND THE VIRGINIAN
JULY 8	STAR CITY SYNDICATE
JULY 22	TOO FAR NORTH
AUGUST 5	NO PRESSURE
AUGUST 19	COMMON CROSSING

SPONSORED BY



Examples of PIREC Activities ongoing-
Adult Camp Craft: Tuesdays June 1-25
Tai Chi: Wednesdays 10:30am- 11:30am
Tabata: Mondays 5-6pm
Games in the Park: G 5-9 Wednesday 6-8pm June 23-July 28th
Family Adventure Night: Thursdays June 24- July 29th
Flag Football: Ages 5+ June 21- August
Ladies trail Night: Tuesdays/Wednesdays based on skill level
Intro to Fishing: G K-6 June 5th Saturdays 8am -10am
Adult Horseshoes: Fridays 7pm June 4 to September 10
Summit Series: May- September
Splash Pad, Tennis, Basketball, Playgrounds, Mantle: Dawn to Dusk
more info at www.pirec.org/FB including fee based activities

Movies in the Park announced soon!!!
July 3rd Event at PQI!

PRESQUE ISLE CITY COUNCIL MEETING

For:

June 2, 2021

AGENDA ITEM # 10

SUBJECT

NEW BUSINESS: Rental Housing Report

INFORMATION

- 1) Memo from Galen Weibley
- 2) Letter of Support from City of Caribou Zoning Administrator/CEO
- 3) Rental Housing Working Group Report

REQUESTED ACTION

BE IT RESOLVED by Councilor _____, seconded by Councilor _____ to adopt the Presque Isle Rental Housing Report as presented(amended). And that we schedule a joint public hearing between the City Council and Planning Board to review and discuss the draft Residential Rental Registration Ordinance on Thursday, June 17, 2021 at 6:00PM at the Mark & Emily Turner Memorial Library's Akeley Gallery.



City of Presque Isle, Maine

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

MEMORANDUM

TO:	PI City Councilors and Martin Puckett-City Manager, Kim Finnemore-City Clerk
FROM:	Galen Weibley, Director of Economic & Community Development
DATE:	May 26, 2021
RE:	Presque Isle's Rental Housing Report

The City directed staff to form a working group of landlords, tenant advocates, housing experts and municipal representatives to explore a plan of action for rental housing within Presque Isle.

A group of dedicated volunteers met each month to identify, discuss and draft recommendations for the report for a variety of topics. Through the process, the working group heard from state officials and housing experts, to learn about various programs and how to prepare a housing strategy for the city moving forward.

Presented to the City Council is the final report which requires adoption by the Council. Member of the working group hope you will find this report useful in planning and implementing the recommendations as a new strategy that will address housing revitalization in the Star City. It is recommended after adopting the report that the City Council directs staff and the Planning Board to conduct a joint public hearing regarding the draft Rental Registration Ordinance before the Council considers adopting. Please do not hesitate contacting me should you have any questions.

Suggested motions:

Mr. Chairman, I move that we adopt the Presque Isle Rental Housing Report as presented(amended) and that we schedule a joint public hearing between the City Council and Planning Board to review and discuss the draft Residential Rental Registration Ordinance on Thursday, June 17, 2021 at 6:00 PM at the Mark & Emily Turner Memorial Library's Akeley Gallery.

Enclosures

- *Final Rental Housing Report for the City of Presque Isle
- *Letter of Support from City of Caribou Zoning Administrator/CEO



City of Caribou, Maine

*Municipal Building
25 High Street
Caribou, ME 04736
Telephone (207) 493-3324
Fax (207) 493-4228
www.cariboumaine.org*

May 21, 2021

Presque Isle City Council
12, 2nd Street
Presque Isle, Maine 04769

Re: Rental Housing Working Group

Presque Isle City Council Chair Freeman,

We would like to take this opportunity to thank the City of Presque Isle and Economic and Community Development Director Galen Weibley for the opportunity to participate in the Rental housing Working Group.

The culmination of this group's effort is the drafting of the proposed City of Presque Isle Residential Rental Registration Ordinance. This Ordinance will help the City in your efforts to restore value in a backlist of substandard rental facilities and coordinate the redevelopment of blighted, abandoned, environmentally hazardous or functionally obsolete property and to bolster affordable housing in your community.

Our experience with this Working Group will allow Lisa Plourde of Caribou Housing Authority and myself as Caribou's Zoning Administrator insight with our own Rental Registration initiative which is just now beginning to take shape. This is an important issue not only in Central Aroostook but throughout the County and it is of statewide significance and Presque Isle's Residential Rental Registration Ordinance will serve a model document for communities grappling with this issue.

Again, we wish to express our sincere thanks for allowing us to be part of this process and to Galen Weibley as well for providing the leadership required to guide us in the creation of this document from inception to completion.

Best Regards,


Kenneth Murchison
Zoning Administrator/CEO

Cc: City Manager, Caribou Housing Authority Director

Rental Housing Working Group



2020-2021 Report to the City Council

Submitted on June 2, 2021

Approved by Council on:

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RENTAL HOUSING WORKING GROUP REPORT

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Education	4-5
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Revitalization Strategy	10-11
Rental Registration	12

Appendix

List of Working Group Members & Meeting Dates

Draft Strategy for Tax-acquired properties

Draft Inspection Check List

Rental Ordinance Draft Language

Executive Summary

The Presque Isle Rental Housing Working Group was established by the Presque Isle City Council to explore, examine, and create an official guiding document to assist in planning and revitalization efforts of the City's rental housing stock.

The creation of this report originates from the City's proactive actions in recent years to address dangerous buildings, especially housing units through the condemnation and demolition legal procedures to aid in revitalization efforts. Historically, Presque Isle has allowed rental housing units to regulate themselves via a laissez-faire approach with minimal positive impact. This inaction has caused an increase investment of taxpayer resources over the years that has proven to be an unsustainable model.

Instead, the Presque Isle Rental Housing Working Group is an ad-hoc formation of landlords, tenant advocates, housing authorities, code and community development officials tasked to review the strengths and challenges of Presque Isle's current housing environment while offering policy suggestions and action items for the City Council to consider.

During the first meeting of the working group on August 27, 2020, a green-light-go session was performed to determine what are the challenges and opportunities to rental housing in Presque Isle. It was through this exercise that sections were formed to aid in future monthly discussions: Education, Housing Programs, Barriers to Affordable Housing, Revitalization Strategy, and Rental Registration. This report mirrors the breakdown of policy discussions that took place with the group and each section will provide detailed background as well as policy recommendations for the Council to take. All policy recommendations are advisory only and should be considered a reference guide. Implementation of policy recommendations by City Staff require the express support of the majority of the City Council.

It has been through meeting monthly that the group discovered our City's strengths in historical architecture, public amenities, and available services that make raising a family or living in Presque Isle attractive and desirable. The report also highlights that there are many challenges to affordable housing and low-income unit availability within Presque Isle that can be remedied through state and local actions.

The working group spent countless hours researching, discussing, and contacting experts in the field to understand housing issues and finally completed their report on **May 20, 2021**. We hope this report satisfies the City's desire to address rental housing in a holistic manner that welcomes new residents to safe and affordable housing to the service center for Aroostook County.

Background

The City of Presque Isle is an incorporated municipality with a population of 9,007¹ that has been in a declined trajectory since the 1970's. Presque Isle has historically relied on agricultural and service-related industries as its economic base. In 2020, trends are beginning to shift nationally as more people are migrating urban metropolitan areas in favor of safe and affordable places to raise their families with adequate infrastructure and amenities. Presque Isle is positioned to benefit from these market changes especially has more workers in service-related sectors of the U.S. economy transition to working from home. However, in discussion with landlords who offer annual and transitional rental units, there is not enough adequate and safe housing stock available on the market. This has caused a surge in demand which has caused rental prices to increase for the current housing supply.



73 Chapman Road

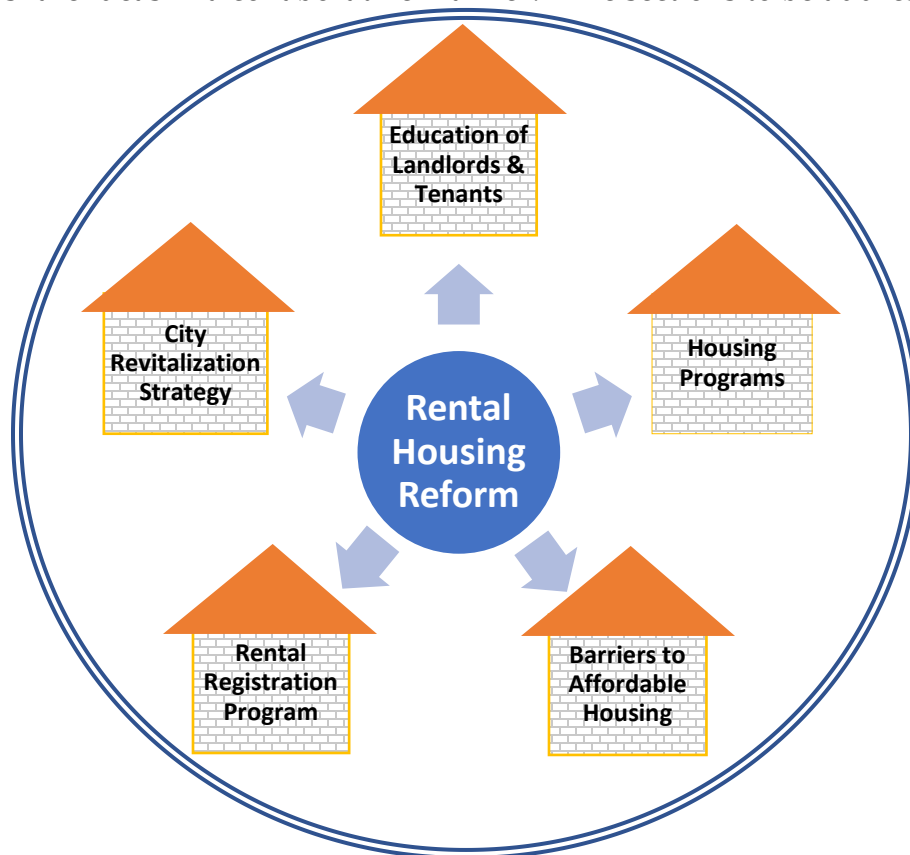
In addition, Presque Isle has aging housing stock that have not been properly maintained by past and current owners. The City Council has experienced an increase in investing taxpayer resources to address dilapidated housing stock via the condemnation and demolition process. As of 2020, the City has spent **\$182,517.78** over a ten-year period to revitalize neighborhoods with limited success².

¹ US Census 2019 Quick Facts for Presque Isle, Maine

² 2020 Financial Report by Penny Anderson, PIDECD Administrative Assistant

Presque Isle's 2020 Downtown Redevelopment Plan revitalized efforts by the City Council to accurately address the City's rental housing stock by sparking the conversation with community stakeholders, landlords, and other municipalities to develop a plan of action that will holistically improve the quality, quantity, and affordability of housing units within Central Aroostook County. The City voted on August 5, 2020 to form an ad-hoc committee known as the 'PI Rental Housing Working Group'³. The composition of the group was comprised of two representatives who are landlords, two city councilors, two planning board members, the Presque Isle Housing Authority, two tenant advocates, in addition to the City's Code Officer and Economic & Community Development Director. The group met monthly as a volunteer board to identify the key strengths, opportunities and challenges to rental housing within Presque Isle while also developing solutions and strategies to meet the goal of fostering revitalization.

During the group's first meeting, it was identified that many of the challenges, opportunities and goals can be organized into sections and discussed at future meetings in a comprehensive manner. Focusing efforts on this way has allowed the group to learn and share ideas in a collaborative manner. The sections to be addressed include



³ Presque Isle City Council Meeting Minutes August 5, 2020

Education, Housing Programs, Barriers to Affordable Housing, City Revitalization Strategy, and Rental Registration Program.

Each subsequent meeting featured guest speakers including committee members Matt Dyer (Pine Tree Legal)⁴, Hope Ladd (ACAP)⁵, Deborah Johnson (Maine DECD)⁶, and Steven McDermott, Mark Wiesendanger and Michelle White (Maine Housing)⁷ to educate members regarding various programs, challenges and opportunities regarding rental and affordable housing. Because of the collaborative nature of the group, many of the presenters became regular attendees to offer their guidance and insight into the group's strategy formation and policy recommendations.

In October, information regarding the groups' success in sparking a conversation to develop a plan of action spread to the City of Caribou who share similar challenges facing Presque Isle. Future meetings included the contributions of Lisa Plourde (Caribou Housing) and Ken Murchison (Caribou Code Officer) which offered greater coordination efforts between Presque Isle and Caribou in addressing rental housing stock.

Since then, the group has discussed the challenges facing Presque Isle below with recommendations for programs and policies to address rental housing revitalization in the Star City.

⁴ Presented legal summary how to be a Good Landlord/Tenant September 9, 2020

⁵ Presented budget planning for how to be a Good Tenant September 9, 2020

⁶ Presented Maine DECD Programs October 29, 2020

⁷ Presented Maine Housing Programs October 29, 2020

Education

One of the first topics discussed by the group is the need to better understand rental housing operations and challenges facing both landlords and tenants in the current legal climate.

The group identified an absence of educational programs available in Central Aroostook County to aid residents who want to be a good tenant and how to become a good landlord. Aroostook County Action Program (ACAP) offers a rental educational component for clients who are in the process of finding alternative housing as a condition of receiving rental assistance from the organization. This curriculum has great information that is modeled off a program established by the University of Wisconsin-Madison. However, the curriculum is missing components of helping potential tenants understand the common warning signs of unsafe rental unit (Code information), and is generally a curriculum to react to an already escalated situation. Instead, it is recommended that city, school, and community assistance organizations tailor this program into a comprehensive curriculum that holistically preempts rental tensions by educating high school seniors and the general public.



Commonality Between Curriculums

- Understanding Landlord Tenant Law
- Common Code Violations
- Rental Agreements/Lease Structure



How to be a Good Landlord

- Understanding Eviction Process
- Business Planning
- Avoiding Discrimination Claims



How to be a Good Tenant

- Budgeting Rent (ACAP Program)
- Communicating with Landlord

Another opportunity identified by the group was the decrease of new landlords entering the housing market. Presque Isle has an established list of landlords which own vast holdings of the rental market. The landlord representatives welcome the opportunity for new investors into Presque Isle's rental housing market as their inventory are already filled. Generally, landlords are not adversarial and instead openly communicate with one another when they receive a tenant lead and their rental property inventories are filled. New landlords wishing to enter the market may not understand the complexities of the business or legal challenges they could be faced through the eviction process. The City also noticed that there is the opportunity to educate existing landlords with updates in the building codes as an added benefit to ensure compliance. With these items in mind, the city should explore opportunities to develop a how to be a good landlord workshop with interested parties while also hosting regular symposiums regarding the latest updates in code for builders, plumbers, electricians, and landlords.

Recommendations:

- ★ The City should collaborate with ACAP, SAD1, PI Housing, Pine Tree Legal, and other interested parties in developing a comprehensive program regarding how high school seniors and the general public can be a good tenant.
- ★ The City should explore opportunities to develop an educational workshop with New Ventures Maine, NMDC, Maine Housing and other stakeholders to educate the public who are interested in potentially becoming a landlord.
- ★ The City should explore a coordination effort with the Aroostook Code Officer Association and Maine Fire Marshals Office to host annual events for electricians, plumbers, building contractors, and landlords to learn about the latest updates in building codes.

Housing Programs

The next area explored by the Rental Housing Working Group was the programs available at the local, state and federal level to address housing and rental revitalization efforts. The group was new to the various program funding available and welcomed the opportunity to learn more about the opportunities that can be explored by the group to address the challenges facing Presque Isle.

Maine's Department of Economic & Community Development offer various programs through their Community Development Block Grant (CDBG) funds that are allocated by the United State Department of Housing and Urban Development (HUD). One of the underutilized programs mentioned is their Housing Assistance Program which offers developers of multi-family units funds to complete the project which must house low to moderate income (LMI) individuals. There is a twenty percent (20%) match required by the City to apply for these funds.

Maine Housing offers multiple housing related programs to encourage revitalization and low to moderate income housing stock. One of the most publicized programs is Maine Housing's First Time Homebuyer Program. This program offers below-market rates for mortgage loans of first-time homebuyers in Maine. In addition, this program offers \$3,500 towards the cash needed at closing and up to \$35,000 in funds available to repair the home to be move in ready. There is also a special feature with this program that protects mortgage payments in the event of unemployment. There is an income requirement to qualify for this program.

Maine Housing also administers a Low-Income Housing Tax Credit Program that provides subsidy in the form of a federal tax credit to developers of affordable housing. This can be used in combination with the Affordable Housing Subdivision Program which offers developers of at least 5 low-income home ownership forgivable loans to offset the cost of building. Minimal and maximum forgivable loans are \$100,000 to \$450,000 respectively. In addition, Maine Housing also provides information regarding an Affordable Housing Tax Increment Financing Program. This tool is utilized by municipalities to finance affordable housing projects and support related infrastructure and facilities by designating portions of a municipality as affordable housing development districts.

Aroostook County Action Program (ACAP) administers the regional Home Repair Network which provides zero percent, no payments, deferred or forgivable loans to income eligible homeowners for home repair, replacement of septic systems, lead mitigation, replacement housing and other essential home improvements necessary to continue living in their home. ACAP also offers Weatherization program that creates an energy audit of a property to reduce heating costs through adequate insulation and winterization practices. Both of these programs have income eligibility requirements.

The City of Presque Isle has developed a Winterization and Rental Modernization Program (WARM) to offer low interest (1%) loans to landlords to address the costs of improving energy efficiency of rental units.

Maine Housing shared with the working group that there is a process underway for local housing authorities to receive state funds to assist landlords in renovating their properties to keep tenants from moving because of Code violations. More information regarding this program will be shared with group members as details are developed.

Recommendations:

- ★ The City should develop a revitalization strategy and plan for tax acquired properties and partner with PI Housing Authority for potential affordable housing developments by utilizing Maine CDBG funds.
- ★ The City should partner with ACAP to highlight the state programs available for first-time homebuyers to get into the landlord business by living in multi-family building
- ★ After receiving registration data and developing a needs assessment, the City should explore an Affordable Housing Development opportunities and funding with the state community development and housing agencies

Barriers to Affordable Housing

The working group continued the conversation next by discussing the barriers to affordable housing within Presque Isle. This topic was complex for the working group when discussing potential solutions to the challenges facing Presque Isle. Further, the conversation demonstrated the need to engage with state and federal policymakers to address the systemic barriers that prohibit affordable housing in rural communities.

Presque Isle's first barrier is an old housing stock. In researching the history of housing structures within the Downtown Area, the majority of buildings were built in 1946. This condition poses concerns and challenges given the cost of maintaining the structural integrity of an older housing stock. Landlords identified major challenges in constructing new rental units being the lack of skilled labor in the County. Construction trades firms could not agree more in that new construction schedules are out in some cases two years. This issue is not new for Aroostook County but the added surge in demand from new migration to the County due to pandemic is making the timelines for projects spread out even further.



NFPA 13 R System



NFPA 13D System

One unique barrier identified as a potential opportunity to seek state reform is regarding the National Fire Protection Association's (NFPA) mandate for sprinkler systems in multi-family rental properties. The group met with State Representative Joseph Underwood, and members of the Fire Marshal's office to discuss the various NFPA sprinkler systems that are required for multi-family and apartments. NFPA 1 states a 13 System (metal commercial grade pipes) are required for large apartment complexes with 100+ units. The next system is called 13R system which is used in cases of 3 or more units up to 100. This system is comprised of a PEX style piping that is generally more affordable than the 13 system but still requires a certain pressure size or

second water or distribution line for the system. The final system discussed was the 13D system. This system utilizes commercial grade PVC that can be looped into the existing plumbing. This system is recommended for single family or duplex style rental properties and is not mandated by the State of Maine. The Fire Marshal offered the group a solution to the 13R system for a three or four-unit apartment by placing a 2-hour fire wall between two units as a way to use the less expensive 13D system. While this was a reasonable and creative way to build new rental units, the status quo of the NFPA codes do not address the lack of licensed installers, inspectors, or barriers to converting older housing stock into multi-family rental units. The working group thought continuing the conversation with the Fire Marshal was a great way of enacting necessary reforms to the barriers facing rural communities in offering affordable rental properties.

Recommendations:

- ★ Explore collaboration opportunities with Northern Maine Community College to expand retention efforts of new graduates of the construction trades
- ★ Continue the conversation with the Fire Marshal's Office and State Representative to explore certification changes for limited license installers and inspectors

Revitalization Strategy

In reviewing a path to move forward, working group members identified that the City has been generally reactive to dangerous and unsafe rental properties which has not benefited the taxpayer or community as a whole. Revitalization efforts in rental housing have not been centralized and concerted by the City's various departments.

In the past, the Finance Department would quickly turnover tax-acquired properties in some cases to another landlord that neglects necessary maintenance and code repairs. This was done to reduce the City's liability for structures to be maintained and owned by the City. The City's Economic & Community Development Department has not focused efforts with the Code Enforcement Office in exploring state grant opportunities via Maine Housing or Maine DECD.

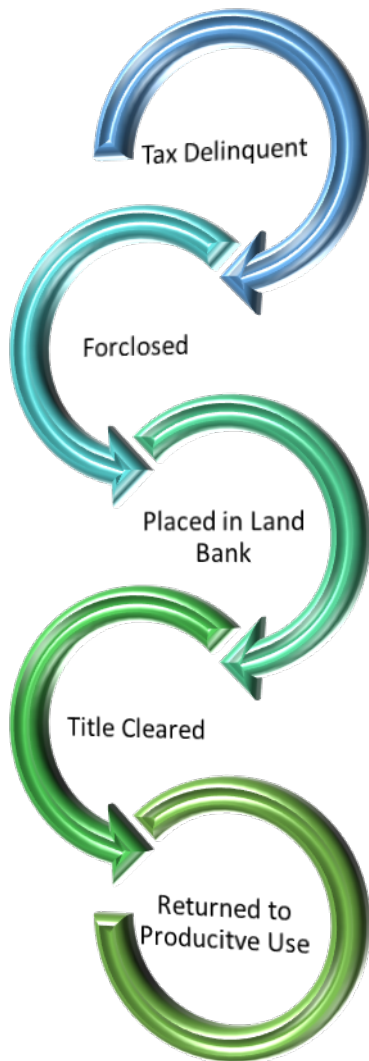


Communication between the various City's Departments and local Housing Authority will be key in developing a strategy moving forward for future tax-acquired or city-

owned properties. While the appendix offers a template that the City can perform on an annual basis, this is by no means a final solution for how to safely acquire and revitalize city-owned properties and transfer back to the open market.



How a Land Banks Works!



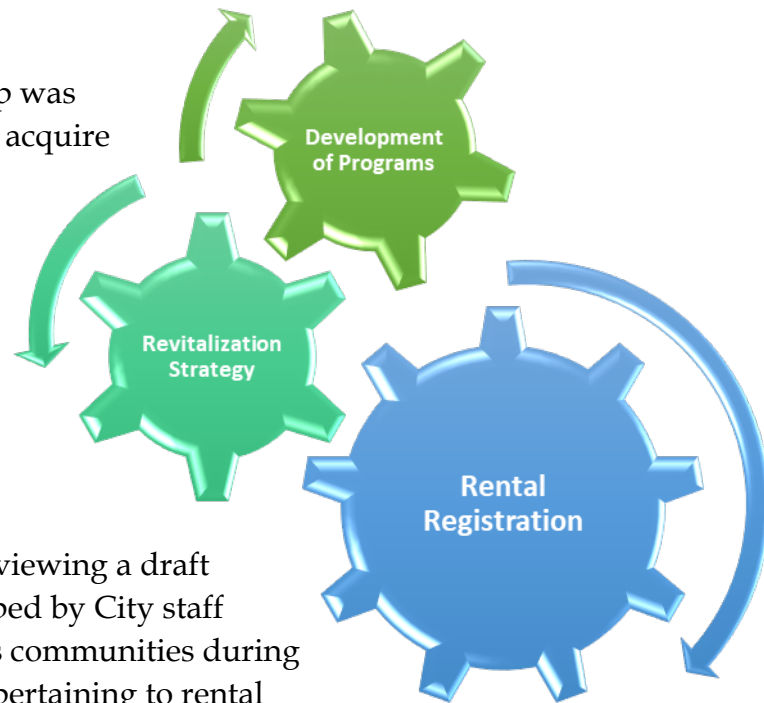
The idea of a Land Bank was proposed to the working group by planning officials in Caribou as a way to managing publicly acquired land into redevelopment opportunities. Structure for these entities vary by locality but usually these banks are municipal-appointed officials who are tasked with revitalization, sale, or purchase of properties that encourage reinvestment and expansion of the tax base. Given the neglect of many properties, it may be worth pursuing a land bank that can leverage private, state and local funds for reinvestment. One potential organization already in existence is the City's Community Development Association which is a registered 501C3 non-profit that has not been used to its fullest potential.

Recommendations:

- ★ The City should coordinate with the Presque Isle Housing Authority to develop a plan of action for tax-acquired properties by leveraging other revenues to revitalize housing opportunities within Presque Isle.
- ★ Explore a city-wide or regional land bank under the preview of the City's Department of Economic & Community Development that helps guide the City's Community Development Association or other organization in housing revitalization efforts.
- ★ The City should explore forming an internal staff working team meeting between the Finance Department, Department of Economic Development, Code Enforcement Office, Assessing Department and the City Manager to annually review properties that are eligible to be tax acquired to review potential buyers, property owner's past history with the Code Office and property condition.

Rental Registration Program

The final area discussed by the working group was developing a policy that the City could use to acquire accurate data regarding the current rental housing stock. There was consensus the City should position itself for potential private, state and federal funds by obtaining accurate information regarding the condition of rental properties, affordability and supply & demand of rental properties within the city.



The group diligently spent many meetings reviewing a draft rental registration ordinance that was developed by City staff that took many positive features from various communities during the process. The original drafts had sections pertaining to rental quadrants, penalties for code violations, and complex registration steps. It was through the working groups' communication with landlords and other community stakeholders outside the meeting discussions that changes were made to make the document more concise and focused on rental registration goals for the City. Features that the working group favored include no fee to register, a citywide randomized inspection process, grading classification system, clear inspection list, and easy to understand registration process.

It is the hope of the working group that the City Council seriously consider this endeavor as a top priority item as the data collection will assist the City in developing the programs and strategy recommendations throughout this report. Great strides have been made by the City in developing this report. Presque Isle is on state policymaker's radar as a community that is striving for lasting change and real reforms to address the challenges we face. As more people move to Aroostook County because of Covid-19, other Cities and Towns will be taking a look at the progress Presque Isle is taking to address rental housing issues that can be replicated in their communities as well.

Recommendation:

- ★ The City Council to direct the Planning Board in reviewing the draft Rental Registration Ordinance included with this report for adoption by the City in aiding other recommendations throughout this report.

List of Working Group Members & Meeting Dates

Working Group Members

Jessica Currier – Landlord Rep	Hope Ladd – ACAP
Douglas Cyr – City Councilor	Brandon McDonald –Planning Board
Matthew Dyer – Pine Tree Legal	Jennifer Sweetser – PI Housing
Kevin Freeman – City Councilor	Kevin Thorstenson – Landlord Rep

City Staff Contributing to Report

George Howe – Code Enforcement Officer
Griffin St. Peter – Code Enforcement Office
Galen Weibley – PI DECD

Special Guests & Presenters

Deborah Johnson – Maine DECD	Rich McCarthy – State Fire Marshall
Steven McDermott – Maine Housing	Scott Cyr – State Fire Marshall
Mark Wiesendanger – Maine Housing	Lisa Plourde – Caribou Housing
Michelle White – Maine Housing	Ken Murchison – City of Caribou
Joseph Underwood – State Representative	

Meeting Dates

September 24, 2020	February 25, 2021
October 29, 2020	March 25, 2021
November 13, 2020	April 22, 2021
December 17, 2020	May 6, 2021
January 28, 2021	May 20, 2021

City of Presque Isle Draft Housing Policy

The Presque Isle DECD maps out current poor condition properties within the city and create a separate of tax acquired properties throughout the city based on deadline from being acquired.

Presque Isle apply for Housing Assistance Grant Program through Maine DECD. Once approved the City transfers 20% match into the fund administered through PI DECD

Total Funds to be utilized as a revolving loan of 0% to the City or low interest (<3%) for private developers for the purposes of demolishing and rebuilding or repairing current buildings to be low to moderate income housing stock.

A point system will be established by the City to annually evaluate which neighborhoods should be presented to the council for action to revitalize with HA funds:

- Two (2) points for each property in a neighborhood that is in poor or dangerous conditions as reestablished by the CEO
- One (1) point for each tax acquired property in possession by the city, two (2) points if the city obtained a clean title from former owner
- Clusters of dangerous buildings or tax acquired properties get an additional (1) point per abutting property (i.e. 2 dangerous property and three abutting tax acquired = +4 points)
- One-half (.5) a point per created Low to Moderate Income (LMI) unit will be allocated when the City is presented with a development plan application for a property

Repayment takes place at point of sale either to a private seller or housing agencies willing to rent to low to moderate income. Any realized profit over the original loan amount from the sale of properties under this program will be transferred into a rental modernization fund to assist property owners in the conversion or creation of 3+ units that are safe and affordable to residents of Presque Isle.

Condemned Properties

A list of condemned and dangerous buildings will be updated annually by the CEO for Presque Isle and a report generated annually to Council.

All structures that are currently dangerous will be evaluated for foundation integrity and cost associated to repair vs. demolish. If a property has an unrepairable foundation or the cost to rehabilitation exceed 50% of total building cost, the building will be listed as dangerous and planned for demolition should council take revitalization efforts.

All dangerous buildings that have been condemned as dangerous buildings by the Council and CEO shall be removed of all tenants and be padlocked from further use until repairs are made by the landowner.

The City hereby establishes a rental modernization and reclamation fund to offer landlords with capital to make repairs to keep rentals in operation. Utilizing these funds for remediation will require a match

by the landowner at 50% of total cost for the project. Use of funds are to assist in minor remediation efforts will be evaluated on a case-by-case basis with the landowner and City.

Tax-Acquired Properties

The City will maintain a list of properties through the tax acquired process. In the event of a property being obtained via tax acquired process, the Finance Department will attempt to obtain a cleared title from the former owner by utilizing a deed reclamation fund appropriated by the City Council to expedite the recovery and revitalization efforts. In the event of not having a cleared title, the city should disclose to potential rehabilitation applicants that there can be a dispute in ownership up to five years from city obtaining the property.

PI DECD & the Finance Department will provide a recommendation if a property should be sold or kept on the property rolls for potential revitalization in future years and will submit a report to the Council annually. If a property is not part of a 5-10 year strategy, the property is recommended to be sold by the City.

Draft Checklist for Rental Inspections

Enforcement reference books to be used:

- **IPMC - International Maintenance Code 2018**
- **NFPA 101 - National Fire Protection Association Life Safety Code 2018**
- **MUBEC – Maine Uniform Building and Energy Code**

Premises Inspection Checklist

- ☐ **SANITATION:** exterior property and premises shall be maintained in a clean, safe, and sanitary condition.
- ☐ **GRADING AND DRAINAGE:** premises shall be graded and maintained to prevent erosion of soil and to prevent the accumulation of stagnant water and within the structure.
- ☐ **SIDEWALKS AND DRIVEWAYS:** all sidewalks, walkways, stairs, driveways, parking spaces, and similar areas shall be kept in a proper state of repair and maintained free from hazardous conditions.
- ☐ **WEEDS:** noxious weeds, excessive plant growth, and grass growth in excess of 10 inches is prohibited.
- ☐ **RODENT HARBORAGE:** all structures and premises shall be kept free from rodent harborage and infestation.
- ☐ **ACCESSORY STRUCTURES:** all accessory structures, including garages, fences, and walls shall be maintained structurally sound and in good repair.
- ☐ **MOTOR VEHICLES:** not more than one unregistered vehicle or uninspected vehicle shall be parked or kept or stored on the premises, and no vehicle shall at any time be in a state of major disassembly, disrepair, or in the process of being stripped or dismantled.
- ☐ **DEFAACEMENT OF PROPERTY:** no person shall willfully or wantonly damage, mutilate, or deface any exterior surface of any structure or building by placing any markings, carvings or graffiti.

Building Exterior Inspection Checklist

- ☐ **EXTERIOR:** the exterior of a structure shall be maintained in good repair, structurally sound and sanitary so as not to pose a threat to the public health, safety, or welfare.
- ☐ **PREMISES IDENTIFICATION:** buildings shall have address numbers placed in a position to be plainly legible and visible from the street contrasting from the background a minimum of 4 inches in height and a minimum stroke of 1/2 inch.
- ☐ **FOUNDATION WALLS:** foundation walls shall be maintained plumb and free of open cracks and breaks.
- ☐ **EXTERIOR WALLS:** exterior walls shall be free from holes, breaks, and loose or rotting material and maintained weatherproof.
- ☐ **ROOFS AND DRAINAGE:** the roof and flashing shall be sound, tight, and not have defects that admit rain.
- ☐ **WINDOWS AND DOORS:** windows and doors shall be kept in a sound condition, good repair, and weather tight and shall be free from cracks and holes.
- ☐ **DOORS:** exterior doors, door assemblies, and hardware shall be maintained in good condition. Locks at all entrances to dwelling units, rooming units and guestrooms shall tightly secure the door.

Building Interior Checklist

- ☐ **INTERIOR:** the interior of a structure and equipment shall be maintained in good repair, structurally sound, and in sanitary condition.
- ☐ **INTERIOR SURFACES:** all interior surfaces shall be maintained in good, clean, and sanitary conditions. Peeling, chipping, flaking, or abraded paint, cracked or loose plaster, decayed wood or other defective surface conditions shall be corrected.
- ☐ **STAIRS AND WALKING SURFACES:** stairs and railings shall be maintained in good condition.
- ☐ **RUBBISH AND GARBAGE:** all exterior and interior shall be free from any accumulation of rubbish or garbage.
- ☐ **DISPOSAL OF RUBBISH:** occupancy of a structure shall dispose of rubbish in a clean and sanitary manner in approved containers.
- ☐ **VENTILATION OF HABITABLE SPACE:** every habitable space shall have at least one openable window facing directly outdoors or to a court.
- ☐ **VENTILATION OF BATHROOMS:** every bathroom shall have an openable window facing outdoors or to a court or mechanical ventilation exhausted to the exterior.
- ☐ **MINIMUM ROOM WIDTHS:** habitable rooms shall not be less than 7 feet in any dimension with exceptions for ceiling height area. Kitchens shall have a clear passageway no less than 3 feet between counterfronts, walls or appliances.
- ☐ **BEDROOMS:** bedrooms shall have 70 square feet of floor area for the first person and 50 square feet of floor area for each additional occupant. Kitchens and non-habitable spaces shall not be used for sleeping purposes.
- ☐ **BATHROOM REQUIRED:** every dwelling unit shall contain its own bathtub or shower, lavatory, water closet, and kitchen sink which shall be maintained in a sanitary, safe working condition.
- ☐ **PLUMBING AND FIXTURES:** plumbing fixtures shall be properly installed and maintained in working order, and shall be kept free from obstructions, leaks, and defects.
- ☐ **WATER SUPPLY:** sinks, lavatories, bathtubs or showers, water closets or other fixtures shall be properly connected to the public water supply system or approved private water system and shall be supplied with hot or tempered and cold water.
- ☐ **SANITARY DRAINAGE:** plumbing fixtures shall be properly connected to either a public sewer or private sewage disposal system.
- ☐ **HEAT SUPPLY:** dwellings shall be provided with heating facilities capable of maintaining a room temperature of 68°F in all habitable rooms.
- ☐ **RECEPTACLES:** every habitable space in a dwelling unit shall contain at least two separate and remote receptacle outlets. Every laundry area and bathroom shall contain at least one grounded-type receptacle with a ground fault circuit interrupter.
- ☐ **LIGHTING FIXTURES:** shared hallways, interior stairways, bathrooms, kitchens, laundry rooms, boiler rooms, and furnace rooms shall contain at least one lighting fixture.

Fire Safety Inspection Checklist

- ☐ AISLES: width of escape aisles shall be unobstructed.
- ☐ SPRINKLER SYSTEMS*: automatic sprinkler systems shall be inspected, tested, and maintained.
- ☐ SMOKE ALARMS*: shall be located in every dwelling unit on every level including the basement and within 21 feet of every sleeping room; in every sleeping room; in every interior stairwell of multiple family buildings; installed on a ceiling at least 6 inches from any wall or on a wall located in between 4 to 6 inches from an adjacent ceiling.
- ☐ CARBON MONOXIDE DETECTORS: located in every dwelling unit on every level and within 21 feet of every sleeping room, installed according to manufacturers instructions.

* If grandfathered from new code requirements

Additional Requirements for New Construction

- ☐ PRIMARY AND SECONDARY MEANS OF ESCAPE: every sleeping room and every living area shall have not less than one primary means of escape which shall be a door, stairway, or ramp providing a means of unobstructed travel to the outside of the dwelling unit at finished ground level. Except for buildings protected throughout by an approved automatic sprinkler system, every sleeping rooms and every living area shall have an outside door or window, stairway, passage, or hall meeting certain conditions providing a way of unobstructed travel to the outside of the dwelling at finish ground level that is independent and remote from the primary means of escape.
- ☐ FIRE-RATED ASSEMBLIES: fire-resistance-rated walls, fire stops, partitions
- ☐ FIRE DOORS: fire and smokestop doors shall be maintained and functional.
- ☐ SPRINKLER SYSTEMS: automatic sprinkler systems shall be inspected, tested, and maintained.

CHAPTER

CITY OF PRESQUE ISLE

RESIDENTIAL RENTAL REGISTRATION ORDINANCE



Enacted: Date

Certified By: _____

Revised:

Affix Seal

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Residential Rental Registration Ordinance

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A. TITLE

It is the purpose of the City of Presque Isle's adopted *Residential Rental Registration Ordinance*, herein, to assure that all rental dwellings in the city are maintained in a good, safe, and sanitary condition and do not create a nuisance or blighted conditions to their surroundings. To ensure a proactive approach and aid with upholding the City's adopted International Property Maintenance Code, Building Code, Land Use and Development Code, and other relevant provisions of the City Code and State and Federal laws. The City Council hereby establishes this rental registration and inspection program for all applicable residential rental properties within the City of Presque Isle.

B. PREAMBLE:

This Ordinance is intended to supplement current City ordinances and adopted Codes mentioned in Section A.

C. SCOPE:

This Ordinance applies to premises and its accessory units that are leased as structures that contain leased dwelling units located within the City of Presque Isle, with the following exceptions:

1. Nursing Homes;
2. Hotel and motels;
3. University/Community College certified on site dorm housing;
and
4. Bed & Breakfast and temporary lodging facilities, as licensed by the Maine Department of Health and Human Services (DHHS)

D. DEFINITIONS:

The following words and phrases, when used in this ordinance, shall have the meanings respectively ascribed to them in this section, except where the context otherwise requires.

- **Building Inspector:** A building inspector shall be defined as a person employed or appointed by the municipality to inspect rental units throughout Presque Isle for compliance with this Ordinance
- **Code Enforcement Officer:** A Code Enforcement Officer (CEO) is defined under 30-A MRSA §4451 (2-A) as a person employed by a municipality to enforce all enabling state laws and local ordinances in the following areas: Shoreland Zoning, land use regulations, internal plumbing, subsurface wastewater disposal, and building standards.
- **Chapter 38C** means the Property Maintenance Code of the City Ordinance, as amended. (A copy of which can be found on the City of Presque Isle's website).
- **Duplex** means a building with two (2) dwelling units.
- **Dwelling Unit** means a single unit providing complete, independent living facilities for one or more persons, including permanent provisions for living, sleeping, eating, cooking, and sanitation.
- **Initial Registration Period** means the twelve (12) months after the effective date of this ordinance in which owners of leased dwelling units are required to register said units with the City's Code Enforcement Office.
- **Lease or Let** means to permit, provide or offer possession or occupancy of a dwelling, dwelling unit, rooming unit, building, premise or structure by a person who is or is not the legal owner of record thereof, pursuant to a written or unwritten lease, agreement or license, or pursuant to a recorded or unrecorded agreement of contract for the sale of land.

- **Manager** means one (1) or more persons who has charge, care, or control of a building, or part thereof, in which rental units are maintained.
- **Multi-unit building** means a structure that contains three (3) or more rental units.
- **Non-Owner-Occupied Rentals** shall mean all residential rental property that is not occupied by the owner to be rented to the general public regardless of rental duration. This definition does not include any of the exemptions defined in Section C.
- **Occupant** means any individual with a legal right to be living or sleeping in a building, or having possession of a space within a building.
- **Owner** means any person, manager, agent, firm or organization having a legal or equitable interest in the property; or recorded in the official records of the state, county or municipality as holding title to the property; or otherwise having control of the property, including personal representatives or guardians of the estate of a person as authorized by a court. As used herein, an organization shall include a corporation, trust, estate, partnership, association or any other legal or commercial entity. The term shall not include a lessee who previously occupied a rental unit and who is subleasing the unit for the remaining part of his or her lease.
- **Owner-Occupied Rental** means an owner-occupied rental property that is rented to the general public.
- **Person** means an individual, corporation, partnership or any other group acting as singular entity.
- **Premise** means a lot, plot or parcel of land, easement or public way, including any structure thereon.
- **Rental Property** means a structure with one (1) or more dwelling units which are leased for occupancy.

- **Rental Agreement** means all agreements, written or oral, and rules and regulations embodying the terms and conditions concerning the use and enjoyment of rented premises. It shall also include subleases.
- **Rent, rented or rental** means any payment made to an owner or an owner's agent pursuant to a rental agreement.
- **Rooming House** means a building arranged or occupied for lodging in which three (3) or more persons, whether individually or as a family are lodged, with or without meals, for compensation and not occupied as a one- or two-family dwelling.
- **Rooming Unit** means any room or group of rooms forming a single habitable unit occupied or intended to be occupied for sleeping, living, but not cooking purposes.

Word usage.

Words used herein but not specifically defined shall have the same meaning as defined in the current edition of the International Property Maintenance Code as adopted by the City of Presque Isle. Any words not defined herein or in the International Property Maintenance Code shall carry the common meaning as defined in the dictionary.

Meaning of certain words. Whenever the words "dwelling," "dwelling unit," "rooming house," "rooming unit," "premises," "structures" are used in this ordinance, they shall be construed as though they were followed by the words "or part thereof."

Be it ordained by the City Council of the City of Presque Isle as follows:

E. REGISTRATION OF NON-OWNER-OCCUPIED RENTALS:

This Ordinance requires every residential rental property (regardless of leasing terms) within the City of Presque Isle be registered with the Code Enforcement Office and inspected to ensure compliance with the minimum maintenance standards of Chapter 38C. Upon receiving an application for residential rental registration, the Code Enforcement Office shall place the property on the inspection list for future inspections as determined by this ordinance. There shall be an initial registration period in which Owners shall have twelve (12) months after the effective date of this ordinance to register all dwelling units located within or upon their premises with the Code Enforcement Office and comply with the provisions of this ordinance, together with other applicable code(s) and ordinance(s) of the City of Presque Isle.

Owners of residential rental dwelling units covered by this ordinance shall be available to respond to an emergency on a 24-hour per day basis. If the owner resides more than sixty (60) miles from the City's municipal limits, the owner, shall designate in writing to the Code Enforcement Office, a manager whom will be available to respond to an emergency on a 24-hour per day basis. If a manager is used, the owner shall provide the city with the name, mailing address, physical address of manager's office, if applicable, email address, and telephone number(s) of the local manager in addition to the owner's contact information. The manager shall have authority to act on behalf of the owner and shall accept service for all notices to be provided hereunder. The use of the word owner or manager herein shall be interchangeable.

After the initial registration period, it shall be unlawful for any owner, as defined herein, to lease or operate a rental property without registering it with the City's Code Enforcement Office and complying with the provisions of this ordinance, together with all other applicable code(s) and ordinance(s) of the city.

The registration of the rental dwelling shall not be considered a representation or warranty that the rental dwelling is in compliance with all the City of Presque Isle's adopted codes, ordinances, rules and regulations.

F. REGISTRATION REQUIREMENTS:

Residential rental registrations shall be filed with the Presque Isle Code Enforcement Office within the initial registration period. Any new residential rental units created after the initial registration period has expired, shall register such units within ninety (90) days after their being Leased for occupation. A residential rental registration shall be valid for the classification term outlined by this ordinance. By default, all registered units will be classified as “not rated” until its first inspection.

Owners shall provide updated information to the Code Enforcement Office upon a change in ownership, management, or number of dwelling units located in or upon a premises, by submitting a renewal of the residential rental registration. If there are no changes in ownership, management, or number of units, no registration renewal shall be required. There will be no cost to renew a rental registration for another term.

Revisions to the registration form(s) may be made by the Code Enforcement Office to keep the form relevant with useful data to aid in the city’s revitalization efforts. A summary of all changes or revisions to the application form(s) will be reported to the City Council under the manager’s report.

Residential rental registrations shall be submitted to the Code Enforcement Office within the initial registration period, and renewals within thirty (30) days of the changed status requiring renewal as outlined above, and shall include the following information:

1. Name, street/ mailing address, email address and telephone/cell number of the owner of the rental unit;
2. Name, street/ mailing address, email address, and telephone/cell number of the owner’s manager responsible for the management of the premises of the rental unit;
3. Legal address of the premises;

4. Number of units in each building within the rental dwelling;
5. Signed statement of owner and owner's manager indicating that he/she is aware of the City's Property Maintenance Code and Land Use and Development Code (density) and the legal ramifications for knowingly violating said codes;
6. Name, street/ mailing address, email address, and telephone/cell number of the registered agent, if the owner is a corporation; and
7. Name, street/ mailing address, email address, and telephone number of the mortgage holder(s), if there is a mortgage on the rental property.

G. TRANSFER OF OWNERSHIP:

Every Owner of a residential dwelling unit shall give notice, in writing, to the Code Enforcement Office within five (5) business days after having transferred or otherwise disposed of the legal control of any rental dwelling. Such notice shall include the property address of the transferred premises and the name and contact information of the person(s) succeeding to the Ownership or control of such rental dwelling. The new Owner shall have ten (10) business days after taking legal ownership to provide a residential rental registration to the Code Enforcement Office providing the information outlined in Section F above.

H. INSPECTIONS:

Both the interior and exterior of registered properties under this ordinance shall be periodically inspected by the Building Inspector as set forth herein. Only the portion of owner-occupied rental properties that are rented to the public shall be inspected.

1. **Establishment of randomized inspection.** At beginning of registration of rental properties, the Code Enforcement Office shall establish a schedule of periodic inspection of multi-unit, single-family, rooming houses, and duplex rental units to ensure compliance with this ordinance, as well as Chapter 38C and Chapter 16 of the City of Presque Isle Ordinance. These inspections shall be randomized citywide. A list of all properties to be inspected within the City shall be made available at the beginning of each year and communication to the owner and manager of the pending inspection rental property to schedule inspection dates. This list shall be available on the City of Presque Isle website.
2. **Future Inspection Frequency.** The inspection schedule for multi-unit, single-family, rooming houses, and duplex rental units shall be determined in randomized sampling by:
 - a. Inspection rating assigned to a particular building, pursuant to Assignment of Classifications.
3. This shall not preclude a tenant or neighbor complaint(s) about a particular rental unit, and/or as indicated by fire or police calls of exterior nuisance complaints about a structure. Any life safety complaint received will be considered an inspection request by the Code Enforcement Office and be placed on the list of inspected properties for that year regardless of classification.
4. Notice of inspection of rental units, pursuant to this section, shall be given in writing to each owner or manager of such rental unit, a minimum of thirty (30) calendar days prior to the inspection and shall be addressed to such owner or manager at the address provided for such owner or manager in the application to register the rental dwelling.
 - a. The owner or manager shall be responsible for notifying all the tenant(s) in the rental unit of the date and time of the inspection.

- b. The notice shall advise that objections to such inspection may be lodged by telephone, e-mail or in person at the City within five (5) business days of the scheduled inspection.
 - c. If any owner, manager, or occupant denies entry to a periodic inspection, no inspection of the rental unit shall be undertaken, and court action shall be initiated for an administrative search warrant issued by a court of competent jurisdiction, setting forth the general scope of the inspection.
 - d. Failure to reschedule an inspection or respond to a notice of inspection within five (5) business days shall be treated as agreement to the date and time of the proposed inspection. The owner shall be liable for the cost of re-inspection if the owner or his/her manager fails to provide access to the rental dwelling as scheduled. Failure to provide access as scheduled or rescheduled, shall also constitute a violation of this section.
 - e. The notice and warrant requirements of this subsection do not apply to inspections conducted pursuant to other parts of the City Codes.
 - f. The City of Presque Isle Code Enforcement Office shall develop a checklist to be used for inspection purposes to determine violations and code conformity with the International Property Maintenance Code, National Fire Protection Association, Life Safety Code, and Maine Uniform Building and Energy Codes for residential rental units. This checklist and later revisions must be approved by the Presque Isle City Council before being enforceable.
5. This shall not preclude an owner to request a voluntary inspection by the city to rate the rental property for the purposes of sale or transfer to a new owner. The City may charge a reasonable fee for expedited inspection requests that are done on a voluntary basis.

I. ASSIGNMENT OF CLASSIFICATIONS:

Upon completion of a rental property inspection, the property shall be classified by the Building Inspector according to the classification system set forth herein. The rental property will be considered classified as “not rated” until an inspection has occurred. However, an inspection shall not be necessary for designation as Class F in subsection (e).

Special Note: Classifications granted by the City under this ordinance should not be construed as an increase or decrease of assessed value for a property.

- a. **Class A.** Building has no violations of applicable city codes and is maintained in excellent condition. Building inspected as lower priority after five (5) years or thereafter if selected by random sampling. This includes new rental properties that have received a Certificate of Occupancy from the Code Enforcement Office.
- b. **Class B.** Building has minor violations of applicable city code(s) and the violation(s) less than five (5) do not pose an immediate threat or danger to the life, health and safety to the occupants of the building and do not require immediate correction, but is maintained in good condition, overall. Building inspected on three (3) years or thereafter if selected by random sampling.
- c. **Class C.** Building has violations of applicable city codes that are in excess of five (5) in numbers and/or that affect the overall livability of the building, but do not pose a threat or danger to the life, health or safety of the occupants of the building. Building inspection on a one (1) year or thereafter if selected by random sampling.
- e. **Class F.** Building has violations and is either unsafe, contains unsafe equipment, is unfit for human occupancy or is unlawful. Properties rated Class F are not in compliance with the rental registration ordinance, may

be condemned for habitation of deemed unsafe and shall not be occupied for rental. Violations leading to Class F designation are violations which:

1. Render the unit unsuitable for habitation according to the city's health, life, safety and/or property maintenance codes after notification and reasonable opportunity to remedy such violations; or
 2. Exhibit repeated and willful violations of the city's property maintenance code and Land Use and Development Code, including, but not limited to, occupancy requirements
- f. ***Not Rated.*** Building is registered with the City but has not received an inspection by the Code Enforcement Officer. Property will be inspected and rated when selected for the random inspection.

The Class F designation shall be withdrawn when the underlying violation(s) have been remedied and will be rated according to classification.

J. REGISTRATION & INSPECTION OF OWNER-OCCUPIED RENTALS

1. This Ordinance requires every owner-occupied rental property within the City of Presque Isle to be registered with the Code Enforcement Office and inspected to assure compliance with the minimum maintenance standards of Chapter 38C. All owner-occupied rental properties legally in existence on the effect date of this ordinance shall have twelve (12) months to register said property with the Code Enforcement Office and comply with the provisions of this ordinance, together with other applicable code(s) and ordinance(s) of the City of Presque Isle.
2. Every owner of an owner-occupied rental property covered by this ordinance shall live on site and be available to respond to an emergency on a 24-hour per day basis. The owner shall provide the city with the name, street/ mailing address, and telephone/ cell number and email address.

3. After the effective date of this ordinance, it shall be unlawful for any owner, as defined herein, to lease or operate an owner-occupied rental property without registering it with the City's Code Enforcement Office and complying with the provisions of this ordinance, together with all other applicable code(s) and ordinance(s) of the city.
4. The registration of the owner-occupied rental property shall not be considered a representation or warranty that the rental dwelling is in compliance with all the City of Presque Isle's adopted codes, ordinances, rules and regulations.
5. The Code Enforcement Office inspect owner-occupied rental properties throughout the city on a four (4) year basis or upon receiving a complaint. All properties will need to pass the inspection standards of the International Property Maintenance Code, National Fire Protection Association, Life Safety Code, and Maine Uniform Building and Energy Codes.

K. REGISTRATION RENEWAL FOR OWNER-OCCUPIED RENTALS:

Said registration shall be valid for four years. Renewal of the registration may be made by submitting the registration renewal form furnished by the Presque Isle Code Enforcement Office. There will be no cost to renew an owner-occupied rental registration for another term. In the event that the owner of the owner-occupied rental moves, said owner will notify the Code Enforcement Office and register as a non-owner-occupied rental property. Said properties will follow all rules for a non-owner occupied rental.

L. NOTICE OF NONCOMPLIANCE:

1. When the Code Enforcement Office or Building Inspector determines that a rental property has failed to register or allow for the inspection of a property as outlined in the Ordinance, the Code Enforcement Office shall issue a notice of noncompliance advising the Owner, or Manager that will set forth the alleged items must be corrected. This notice shall:

- a. Be in writing. (Initial contact may be by telephone or e-mail with a consent agreement reached and recorded with a copy sent to the owner or manager.
 - b. Describe the rental dwelling where the articles of noncompliance is alleged to exist or to have been committed.
 - c. Set forth the articles of noncompliance.
 - d. Provide 10 calendar days for the correction of any articles of noncompliance alleged.
 - e. Be served upon the owner, manager or occupant of the rental dwelling personally or by email, and mail to the last known place of residence of the owner or manager. If one or more persons to whom such notice is addressed cannot be found after diligent effort to do so, service may be made upon such person(s) by posting a notice in or about the rental dwelling or by causing such notice to be published in a newspaper of general circulation.
2. At the end of the period of time allowed for the correction of any articles of non-compliance alleged, the Code Enforcement Office shall follow through legal remedy through the court with jurisdiction.

M. FINES:

Any owner or manager in charge of a rental dwelling who has received a notice of noncompliance of this Ordinance and fails to take the necessary corrective actions shall, upon conviction thereof, be subject to pay a fine of not less than One Hundred Dollars (\$100.00) together with the cost of prosecution as set by the City. Each day of continued noncompliance shall constitute a separate offense.

The Code Enforcement Officer may refuse to register or may revoke the existing registration of any rental dwelling which falls within the provisions set forth as the basis of the Class F designation. In the event that the Code Enforcement Officer denies or revokes registration of a rental property, the tenants of the subject dwelling shall be informed by the City of the decision and of their need to obtain other housing. An owner, or the manager, may appeal a registration denial or revocation according to the guidelines set forth under Administrative Appeals.

N. AFFIRMATIVE DEFENSES:

- A. The following shall not be affirmative defenses to articles of noncompliance of this Ordinance:
 - 1. The owner or manager did not receive notice, provided that the City issued notice according to the provisions of this Ordinance; or
 - 2. The property was inspected and issued a classification indicative of the City's satisfaction with the state of the property at the time of said inspection.
- B. The following are affirmative defenses to articles of noncompliance of this Ordinance:
 - 1. Full correction of each and every article of noncompliance charged against the defendant;
 - 2. Articles of noncompliance has been caused by the current occupant(s) and the owner and/or manager has persuasive evidence in support of the defense; and

3. Current occupant(s) has refused entry to the owner or the manager to that part of the dwelling or dwelling unit after written legal notice to inspect has been given by the owner to the tenant to address the required correction, for the purpose of correcting the violation(s).

O. ADMINISTRATIVE APPEALS:

An owner, or manager, may appeal a registration denial or revocation to the Zoning Board of Appeals within twenty (20) calendar days of the date of written notice to such owner, or manager, of the denial or revocation of registration. The appeal must be in writing and state the reasons the owner or manager disagrees with the determination to deny registration of the reasons for the revocation. The Zoning Board of Appeals shall conduct a hearing and make a determination of whether the denial or revocation should be upheld. The hearing shall be scheduled during the next regularly scheduled meeting of the Zoning Board of Appeals. The hearing shall be recorded. The Zoning Board of Appeal shall make written findings of fact and issue a written decision which shall be promptly mailed to the owner or manager, if any.

P. CONFLICT WITH OTHER PROVISIONS

In any case where a provision of this Ordinance is found to be in conflict with a provisions of any, zoning, building, fire safety or health ordinance or code of the City of Presque Isle existing on the effective date of the Ordinance, the provision which establishes a higher standard for the promotion and protection of health and safety of the people shall prevail. In any case where provisions of this part is found to be in conflict with provisions of any other Ordinance of Code of the City of Presque Isle existing on the effective date of this part which establishes a lower standard for the promotion and protection of the health and safety of the people, the provisions of this part shall prevail, and such other Ordinance(s) or Code(s) are hereby declared and repealed to the extent that they may be found in conflict with this part.

That if any section, subsection, sentence, clause or phrase of this Ordinance is, for any reason, held to be unconstitutional, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council of the City of Presque Isle hereby declares that it would have passed this Ordinance, and each section, subsection,

clause or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses and phrases be declared unconstitutional.

Q. DATE OF EFFECT

That the City Clerk shall certify to the adoption of this Ordinance and cause the same to be published as required by law and this Ordinance shall take full force and effect after this date or final passage and approval.

R. SUNSET PROVISION

This Ordinance shall be in force for the term of four (4) years from its effective date noted. This Ordinance shall become null and void upon the expiration of four (4) years from said effective date: unless recommended and required by the City Council to remain effective prior to such expiration date.

PRESQUE ISLE CITY COUNCIL MEETING

For:

June 2, 2021

AGENDA ITEM # 11

SUBJECT

NEW BUSINESS: Dangerous Buildings

INFORMATION

1. Memo from Galen

REQUESTED ACTION

Discussion Only



City of Presque Isle, Maine

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

MEMORANDUM

TO:	Martin Puckett-City Manager, Kim Finnemore-City Clerk & Members of the Presque Isle City Council
FROM:	Galen Weibley, Director of Economic & Community Development
DATE:	May 27, 2021
RE:	List of Potentially Dangerous Buildings 2021

At the request of Council, we are supplying the following properties as that may be presented at future meetings as dangerous structures:

24 Braden Street
28 Braden Street
5 Exchange Street
54 Chapman Road
14 Water Street
91 Echo Lake Road

This by no means is a complete list and the Code Office will continue updating as more complaints are received. As of now, only 45 Elm Street has been placarded as a condemned structure. The owners of the property agreed that the building will be demolished and are in the process of removing personal items. 91 Echo Lake Road is under the guardianship of Maine's Department of Human Services as the owner is in a nursing home and is working on selling the property to an abutting landowner.

Please do not hesitate to contact me should you have any questions.

Enclosures:

* Map of properties on the list of potentially dangerous structures

PRESQUE ISLE CITY COUNCIL MEETING

For:

June 2, 2021

AGENDA ITEM # 12

SUBJECT

NEW BUSINESS: Downtown TIF

INFORMATION

- 1) Memo from Galen Weibley
- 2) Downton TIF Policy
- 3) Map

REQUESTED ACTION

BE IT RESOLVED by Councilor _____, seconded by Councilor _____ to adopt the Downtown Tax Increment Financing District Policy for the City of Presque Isle.



City of Presque Isle, Maine

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

MEMORANDUM

TO:	Kim Finnemore, City Clerk & Martin Puckett, City Manager
FROM:	Galen Weibley, Director of Economic & Community Development
DATE:	May 26, 2021
RE:	Downtown Tax Increment Financing District Policy

The City of Presque Isle as established a Downtown Tax Increment Financing (TIF) District as a viable economic development tool to encourage reinvestment. The Presque Isle Downtown Revitalization Committee's subcommittee for economic development reviewed multiple communities Downtown TIF Policies to determine a new policy for the Council to adopt as a guiding document when interacting with applicants and developers interested in Credit Enhancement Agreements (CEA) or TIF fund investment in public infrastructure project.

Enclosed is the recommended language for the City Council to consider as a new policy to guide the Downtown TIF District redevelopment opportunities. The committee structured a balance for inclusive development opportunities for both small and large business owners by offering a new food and drink establishment program for downtown businesses that qualify and a public infrastructure & general CEA for larger establishments with reimbursement rates varying on impact to the community.

Please do not hesitate to contact me should you have any questions. Once comfortable with the draft or after making changes, please say the following:

Suggested motion: Mr. Chairman, I move that we adopt the Downtown Tax Increment Financing District Policy for the City of Presque Isle.

Enclosures

* Copy of Downtown TIF District Policy Revisions

CITY OF PRESQUE ISLE

Downtown Tax Increment Financing (TIF) Policy

(Downtown District Redevelopment)



Adopted by the City Council: September 3, 2008
Amended: March 2, 2009 (Map)
Amended by the City Council: July 7, 2021

Attest: _____
Kim Finnemore, City Clerk

City Seal

CITY OF PRESQUE ISLE

TAX INCREMENT FINANCING (TIF)

Downtown District Redevelopment Policy

TIF Program Intent - "This Downtown TIF Policy statement describes the means and objectives to improve the quality of life, the physical facilities in the designated Downtown area and helps to conserve and preserve infrastructure within the downtown as well as encourage economic and community development through the City's 30-year Redevelopment Plan..."

BACKGROUND SUMMARY

The purpose of designating the Downtown Tax Increment Financing District is multi-faceted, but is ultimately designed to motivate investment from Downtown building owners and businesses into revitalization of existing buildings, many of which are important and interesting structures which contribute to the overall „community character“ of the City's downtown district. Specifically, the purpose of the proposed new Downtown Tax Increment Finance (TIF) District is to provide a means to expedite the investment of public funds in the following areas without impacting property taxes and without burdening the general funds of City of Presque Isle.

Rejuvenating investment in downtown Presque Isle properties will require incentives for both the building owners and retail businesses. Once investments in downtown buildings and businesses are completed, the City should benefit by increased valuations, greater business attraction potential and increased tourism to the community.

By creating a Tax Increment Financing District that encompasses the downtown area, the City of Presque Isle, Maine can capture incremental new assessed tax revenue from the district to help finance necessary public infrastructure and assist in financing individual projects through Credit Enhancement Agreements or municipal bonds. The Presque Isle Development TIF Program should be monitored and be amended as the anticipated projects and activities become more defined in terms of priority and cost.

FINANCIAL PLAN

Anticipated Investment for District Development Projects

The City of Presque Isle has recently undertaken and completed a Downtown Redevelopment Plan in August 2020 by an ad-hoc committee comprised of downtown businesses, planning board and city officials.

It is the intention of the City's "Downtown TIF" to create a TIF Revenue Fund, which can be used for approved projects within the adopted Downtown TIF District or areas outside the area that are stipulated in the Maine Department of Economic & Community Development approval letter. The City may also issue bonds for infrastructure projects that will increase investment within the TIF District. Presque Isle Development Loan funds will be available to stimulate private reinvestments and building repairs as needed.

- The City will apply 100% of the "new" Captured Assessment Value (CAV) (based upon true property improvements, not normal Assessor's schedule adjustments) to the District's Development Program described above. This will shelter the TIF revenues to the maximum possible degree and thereby ensure that the City maintains its present position with respect to State subsidies (receivables) and County taxes (payables), all other things being equal.

Guidelines that Determine Level of Municipal Participation

The following will be used to determine the level of participation, if any, by the City of Presque Isle:

1. The City's participation is economically necessary and involvement by the City is needed in order for the project to be undertaken. Justification for economic need and City involvement must be demonstrated by:
 - a. A need to offset infrastructure costs unique to the site; or
 - b. The project creates long-term, permanent, and quality employment opportunities of over three full time jobs; or
 - c. A need to offset economic advantages available to the entity if it should build (or expand) outside of Presque Isle; or
 - d. The unavailability of sufficient private or other public funding sources to meet the full capital investment needs of the entity seeking assistance; or
 - e. The private investment carries with it a need or desire for publicly owned improvements that the applicant and the city wish to include; or
 - f. The project improves a blighted area in need of redevelopment or an area identified as a priority by the City of Presque Isle (See attached Downtown area map); or
 - g. The project helps stimulate other business(es) within the City or offers presently unavailable economic benefits;

THE DURATION OF THE PROGRAM

It is anticipated that the duration of the program will be for a period of thirty (30) years to fully realize the potential for additional projects that may have significant economic impact to the city and region, and to capitalize permanent funding for revolving loan and investment funding mechanisms.

Basic Provisions

1. 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.
2. 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.
3. 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.
4. 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.
5. The City of Presque Isle will consider only increases to the value of real estate (land and buildings) in determining the tax increment.
6. 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.
7. The City will not entertain a CEA agreement for a Maine businesses' relocating to Presque Isle within a 25-mile radius.
8. The project creates new incremental real estate tax value equal to, or greater than, Fifty-thousand dollars (\$50,000). The value of new, incremental personal property tax value may be considered if the value is equal to, or greater than, the value of the new incremental real estate tax value.
9. The applicant must provide evidence of financial capability to undertake the project by submitting one of the following.
 - a. A letter from a financial institution, government agency, other funding agency, or private investors, indicating a commitment to provide a specified amount of funds, and the uses for which the funds may be utilized.
 - b. In cases where funding is required but there can be no commitment of money until approvals are received, a letter of "Intend to Fund" from the

appropriate funding institution indicating the amount of funds and their specified uses.

c. The applicants' most recent corporate (or other entity) annual report indicating availability of sufficient funds to finance the development, together with explanatory material interpreting the report.

d. Evidence indicating availability of funds if the developer will personally finance the development.

e. The developer has a responsible history with personal/corporate property tax payment and pledges to continue that responsibility

10. At least five percent (5%) of the District's Development Funds on an annual basis will be earmarked for use by the Downtown Revitalization Committee for marketing and event promotion of downtown events.

11. At least five percent (5%) of the District's Development Funds on an annual basis will be earmarked for the use of the City's Department of Economic & Community Development to be used for economic development operations.

Standard Operating Procedures

The City of Presque Isle will coordinate all activities regarding applications for tax increment financing. Working with applicants, the City 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 Downtown TIF policy guidelines with City Manager, Finance Director, Director of DECD, and legal counsel;
4. Advise applicants on the findings of the municipal and legal review;
5. City staff, and the City Solicitor will make written recommendations to the TIF Review Committee comprised of a City Councilor, Downtown Revitalization Committee member, City Finance Director, PI DECD Director and Appointed Citizen-at-Large;
6. Based upon TIF Review Committee's recommendation, the City Council will approve, deny, or propose amended terms to an application in a public meeting.
7. Based upon the City Council's direction and approval, the City will prepare and submit applications for tax increment finance downtown district designation and project approval to the Maine Department of Economic and Community Development;
8. The City will monitor on-going public and private investments in the particular development project;

9. Applicants approved for CEA or other public investment by program funds must provide the City with employment, sales and other economic data to be presented to the Council in a summarized annual report justifying the TIF District funding
10. 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.
11. 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 TIF is approved.

CREDIT ENHANCEMENT AGREEMENT (CEA)

Credit Enhancement Agreements are designed to create a tax refund structure on FUTURE investments in the Downtown TIF District that result in significant increased valuation. The objective of the Credit Enhancement Agreement is to encourage private capital investments for the purpose of rejuvenating district structures and generating new occupancies. Credit Enhancement Agreements to return a portion of TIF revenues from assessed value of building improvements to the owners based on the assessment and improvement strategy previously outlined. Such CEA will comply with terms stated herein.

1. A CEA agreement is anticipated to be no greater than ten (10) years for development and twenty (20) years for public infrastructure
 - a. A general CEA (non-public infrastructure) terms will be staggered to decrease over a period of years of no greater than 50% for four (4) years, 35% for three (3) more years, and 20% for another three (3) years of CAV
 - b. Public infrastructure CEA projects may be bonded by the City at 100% of CAV
 - c. The term limits do not preclude additional years for an amended agreement where economic expansion is occurring by the applicant.
2. An additional 5% may be added to the general CEA for job creation of 3-9 jobs and an additional 10% for 10 plus jobs created by a business
 - a. This amount will not decrease by staggered term outlined in section 1.a. above
 - b. If the business cuts jobs in the future, this bonus will decrease if it falls below the requirements in subsection 2.
3. An additional 5% may be added to a general CEA that relocates to Presque Isle with an additional 5% if the business can justify future cluster development within the next 5 years.
 - a. Failure for new development to follow will decrease the cluster development bonus.

Downtown Food & Drink Establishment Program

In an effort to encourage a downtown restaurant and night scene, the City of Presque Isle will offer to pay state and city license fees through the District's Development Program Fund for restaurant establishments located in the Downtown Area (see map). All establishments must be in compliance with all state and local laws and in good standing

with taxes and rental agreements (if applicable).

1. A simple application form will be developed by the City and records maintained by the City of Presque Isle's Department of Economic & Community Development

ADMINISTRATIVE COSTS & APPLICATION FEES

The City will assess a 1% annual reimbursement to the City for administration of programs & CEAs funded through the TIF. Applications for CEA will be \$250 plus reimburse city for all legal costs to draft and administer agreement.

- a. Food & Restaurant License Program is exempt from the application fee and consent form. Instead, the City will charge a \$5 application fee and create a simple application form

Reimbursement & Transfer of Ownership

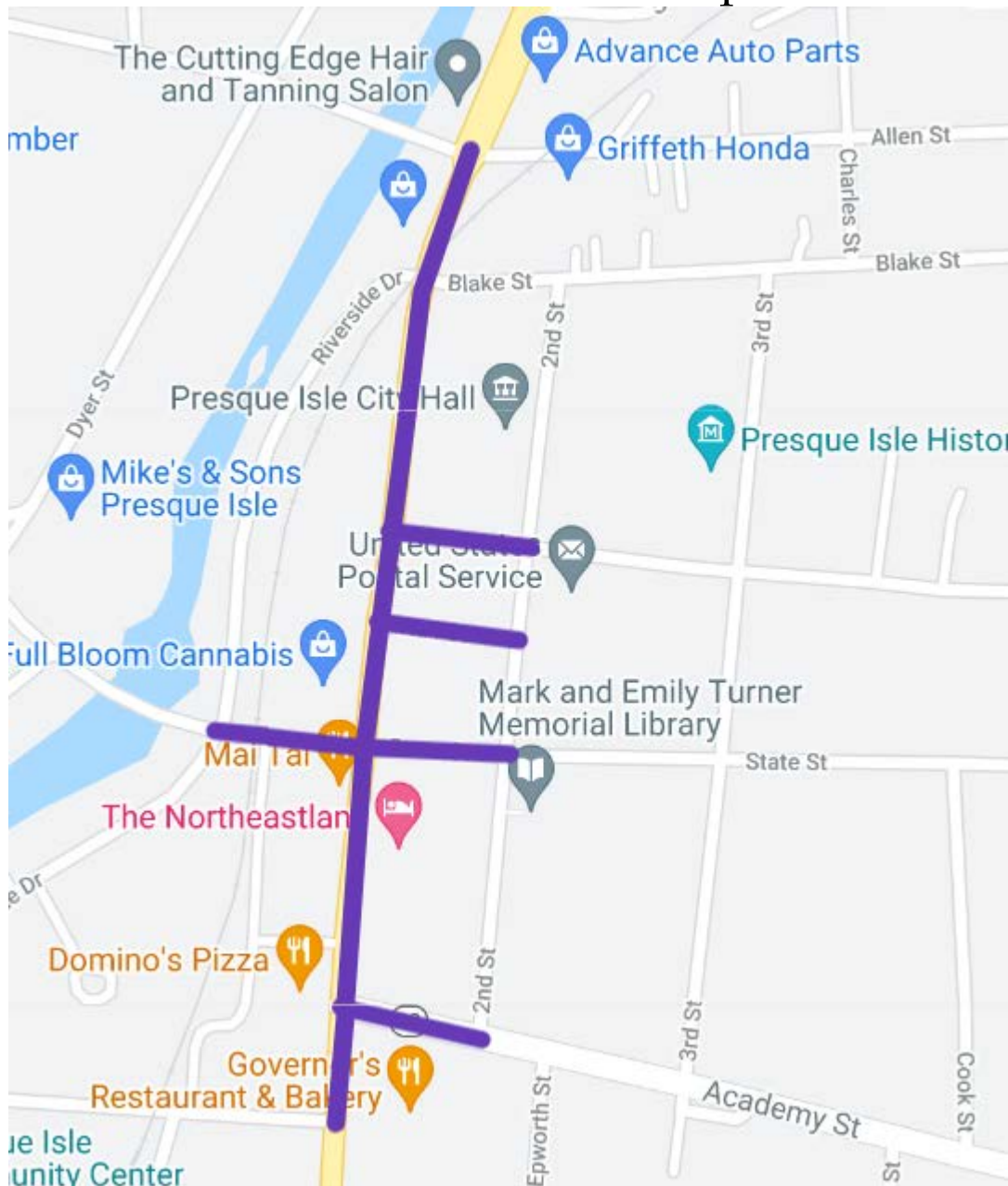
The credit enhancement agreement (CEA) shall provide for a recapture of the benefits if the project should move to another municipality prior to the end of the TIF term. CEA assignments will be allowed only for conventional, commercial financing purposes and where the proposed assignee agrees to be bound by the same terms and conditions as the original applicant. The initial application shall contain a written statement confirming that:

1. The applicant agrees, if the TIF District is approved, to notify the Town in writing prior to any transfer of ownership of real or personal property within the District and,
2. The applicant will obtain from the new owner a written agreement to accept the provisions of the TIF and credit enhancement agreement as presented to and approved at Town Meeting.

Suspension of the Downtown Policy Rules

The City Council may suspend the rules outlined in this policy on a case by case basis only by an affirmative vote of five councilors in a public meeting.

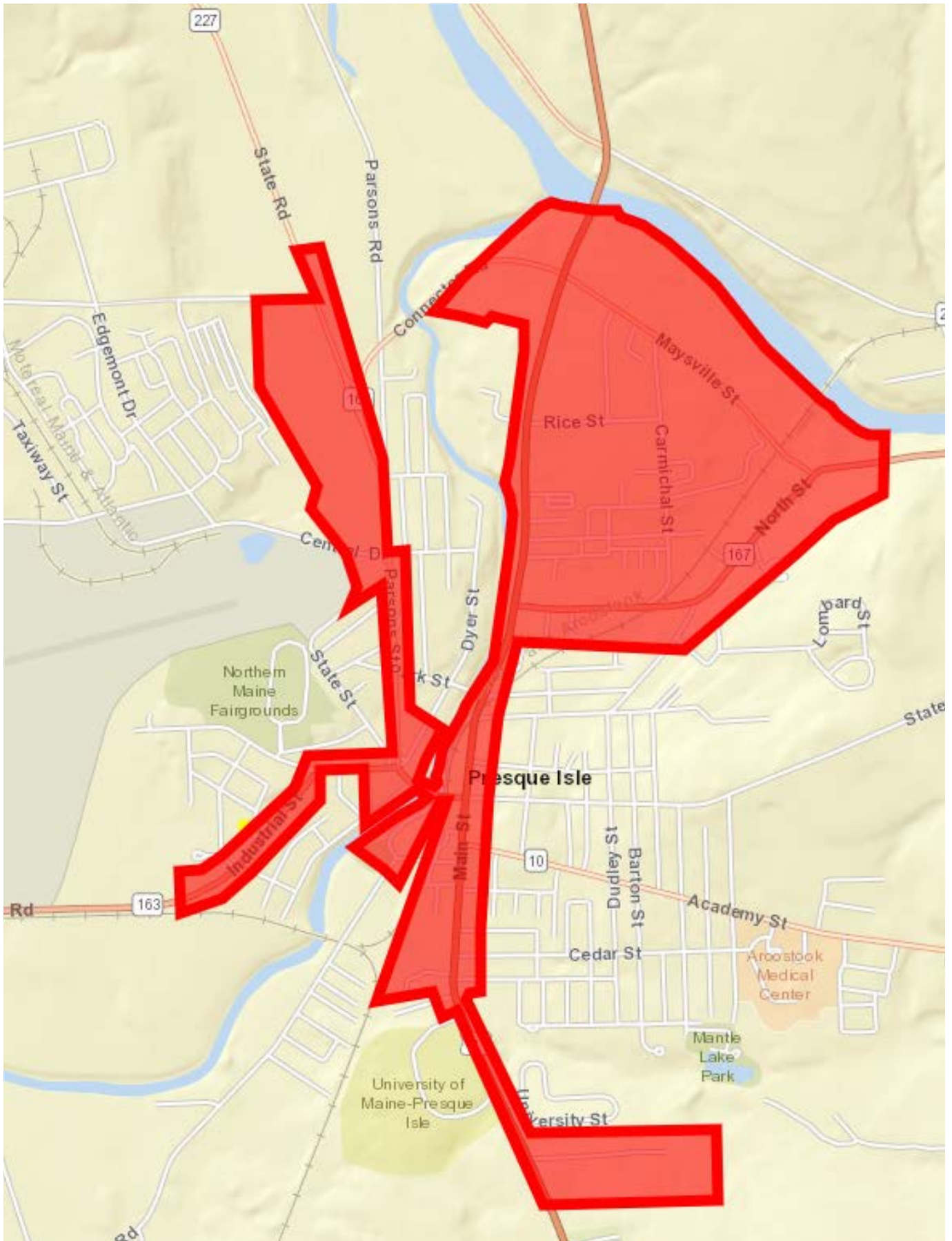
Downtown Area Map



Includes the properties on:

- Main Street from Chapman Road to Park Street
- Academy Street from Main to Second Street
- State Street from Second Street to Riverside Drive
- Hall Street from Main to Second Streets
- Church Street from Main to Second Streets

Downtown TIF District Map



PRESQUE ISLE CITY COUNCIL MEETING

For:

June 2, 2021

AGENDA ITEM # 13

SUBJECT

NEW BUSINESS: Approval of Presque Isle Development Fund
Loan

INFORMATION

1) Memo from Penny

REQUESTED ACTION

BE IT RESOLVED by Councilor _____, seconded by Councilor _____ to approve a Presque Isle Development Fund loan from the Presque Isle Development Fund to Bruce Guerrette, d/b/a Crown of Maine Motor's, Inc. as presented.



City of Presque Isle, Maine

Presque Isle Development Fund
From the desk of:
Penny Anderson
Email: panderson@presqueisleme.us

MEMORANDUM

TO:	Honorable City Council
CC:	Martin Puckett, City Manager; Galen Weibley, Director of Economic and Community Development Kim Finnemore, City Clerk
DATE:	May 27, 2021
RE:	Recommendation from Presque Isle Development Fund

At the May 26, 2021, meeting of the Presque Development Fund the Presque Isle Development Fund loan listed below was considered and recommended to the City Council for approval by the Presque Development Fund Trustees. Please add this to the agenda for the meeting on June 2, 2021.

RECOMMENDED: Motion by Councilor _____, seconded by Councilor _____ to approve a Presque Isle Development Fund loan from the Presque Isle Development Fund to Bruce Guerrette, d/b/a Crown of Maine Motor's, Inc. in the amount of One Hundred Thousand Dollars (\$100,000.00), amortized over a Ten (10) year period at an interest rate of three percent (3.0%) per annum.

Mr. Bruce Guerrette will personally guarantee the loan and the City of Presque Isle will have a second real estate mortgage on the property located at 12 Pleasant Hill Drive, Mapleton, ME.

The purpose of the loan is for re-development of the fuel systems and other start-up cost at 86 Parsons Street.

PRESQUE ISLE CITY COUNCIL MEETING

For:

June 2, 2021

AGENDA ITEM # 14

SUBJECT

NEW BUSINESS: Assessment Update

INFORMATION

1) Memo from Lewis

REQUESTED ACTION



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 28, 2021
RE:	Local Assessing Update

LOCAL: We have received the projections from Me Revenue for year 2022 in regard to our assessment levels, certified ratio, and quality rating. The report does indicate that the Certified ratio has slipped back to near the bottom of the acceptable range.

Therefore, in order to act in accordance with Council goals and expectations of maintaining our assessment levels within acceptable ranges, we are at an appropriate time to proactively make slight market adjustments. Performing these adjustments as the market evolves has prevented the need for a total re-valuation project, ensured the City receives full reimbursement on the relief program reimbursements, ensures the taxpayer receives the full homestead and veteran exemption, and ensures equity in our assessments of the various classes of properties.

The following chart shows the historical numbers and current direction of the ratio. In order to maintain the ability to certify at 100% and preserve the quality rating, the assessing department is prepared to act for the 2021 commitment with a goal of returning to a ratio of 94 - 95%.

The market analysis is currently in progress which will determine the appropriate class and type of properties in need of adjustment, and the amount of adjustment prudent to maintain goal.

CERTIFIED RATIO HISTORY

YEAR	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
STATE VALUATION	571,950,000	565,700,000	565,050,000	553,200,000	561,800,000	560,600,000	549,150,000	562,100,000	581,750,000	591,900,000
RATIO	88%	89%	92%	92%	90%	94%	100%	97%	93%	92%
QUALITY RATING	16	16	14		12	13	15	15	13	15

Ratio 2013-2022



PRESQUE ISLE CITY COUNCIL ANNOUNCEMENTS

Wednesday, June 2, 2021

- 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, July 7, 2021 at 6:00 PM at the Mark & Emily Turner Memorial Library's Akeley Gallery.

PRESQUE ISLE CITY COUNCIL MEETING

For:

June 2, 2021

AGENDA ITEM # EXECUTIVE SESSION

SUBJECT

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

INFORMATION

REQUESTED ACTION

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

PRESQUE ISLE CITY COUNCIL MEETING

For:

June 2, 2021

AGENDA ITEM # EXECUTIVE SESSION

SUBJECT

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

INFORMATION

REQUESTED ACTION

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

PRESQUE ISLE CITY COUNCIL MEETING

For:

June 2, 2021

AGENDA ITEM # EXECUTIVE SESSION

SUBJECT

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

INFORMATION

REQUESTED ACTION

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