



Presque Isle Budget Workshop

Tuesday, February 15th, 2022

5:15 PM

Sargent Family Community Center

AGENDA

2022 Goal Setting Workshop

Call to Order

- 1. Approve Quitclaim Deed**
- 2. Goal Setting**

Adjournment

PRESQUE ISLE CITY COUNCIL MEETING

For:

February 15, 2022

AGENDA ITEM # 1

SUBJECT

CONSENT AGENDA: Approve Quitclaim Deed

INFORMATION

1) Quitclaim Deed

REQUESTED ACTION

BE IT RESOLVED by Councilor _____, seconded by Councilor _____ to authorize the City Manager to approve the Quitclaim Deed to Facilities Incorporated f/k/a AMHC Facilities, Inc.

MUNICIPAL QUITCLAIM DEED
(Without Covenants)

THE CITY OF PRESQUE ISLE, a body corporate and politic, located at Presque Isle, Aroostook County and State of Maine, for consideration paid, the receipt of which is hereby acknowledged, releases, without covenants, to **FACILITIES INCORPORATED, f/k/a AMHC FACILITIES, INC.**, a Maine non-profit corporation having a principal place of business in Caribou, in the County of Aroostook and State of Maine, whose mailing address is 7 Russ Street, Caribou, Maine 04736, the land in Presque Isle, Aroostook County, Maine described as follows, to wit:

The following described building restrictions as reserved by the City of Presque Isle in its Quitclaim Deed to AMHC Facilities, Inc. dated October 7, 1991 and recorded at the Southern Aroostook Registry of Deeds in Volume 2409, Page 54, said restrictions appearing therein as follows:

“ (b) Said premises shall be used for an “office complex” and for no other purpose, without obtaining the City of Presque Isle’s prior written consent.

(c) AMHC Facilities, Inc., must build upon the premises, as intended, within two (2) years from the closing date hereof. In the event AMHC Facilities, Inc., fails to do so, within such time, title to said premises shall revert back to the City of Presque Isle without further notice or demand by the City of Presque Isle at said City’s option; and upon the happening of that event, the City of Presque Isle shall reimburse AMHC Facilities, Inc., Twenty-one Thousand Dollars (\$21,000.00).

(d) AMHC Facilities, Inc., must, prior to commencing construction, submit to the City of Presque Isle its plans for the structure intended to be constructed on said premises for the City of Presque Isle’s written approval, as to design, materials to be used and overall appearance and site work. The City of Presque Isle agrees not to unreasonably withhold such written approval. ”

The purpose of this Quitclaim Deed being solely to extinguish the above-listed restrictions and release from their effect those premises described in said Quitclaim Deed recorded at the Southern Aroostook Registry of Deeds in Volume 2409, Page 54, the current physical address of said premises being 1 Edgemont Drive, Presque Isle, Maine 04769.

The said City of Presque Isle has caused this instrument to be signed in its corporate name by Martin L. Puckett, its City Manager, duly authorized, this _____ day of February, 2022.

CITY OF PRESQUE ISLE

By: _____
Martin L. Puckett, City Manager

STATE OF MAINE
AROOSTOOK, ss.

February _____, 2022

Personally appeared MARTIN L. PUCKETT, in his capacity as City Manager of the CITY OF PRESQUE ISLE, and acknowledged the foregoing instrument by him signed to be his free act and deed in his said capacity and the free act and deed of said body corporate and politic.

Before me,

Notary Public

Printed Name // Comm. Exp. Date

PRESQUE ISLE CITY COUNCIL MEETING

For:

February 15, 2022

AGENDA ITEM # 2

SUBJECT

OLD BUSINESS: 2022-2023 Goal Settings

INFORMATION

1) Review 2022 Goals

REQUESTED ACTION

Discussion

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

TO:	Honorable City Council
FROM:	Martin Puckett, City Manager
DATE:	February 9, 2022
RE:	Goal Setting

To help start the annual goal setting process I have polled the department heads for ideas for 2022. I have also included the goals for the past three years to reflect upon the major initiatives in the past.

CITY'S MISSION STATEMENT:

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

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

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

2022 Concepts from Departments Heads/Discussed by Councilors

Housing: affordable, single family, market rate, subsidized. Identify locations & partnerships

Completion of City Hall with façade improvements for front & interior design

Workforce: training programs to obtain licenses (CDLs, PD & EMS) retention and attraction programs

Website: mobile friendly design, simplified layout with social media tie ins

Fleet Management program implementation

Regional Services: EMS rates, Assessing, etc. explore other programs

Internet expansion in the city, utilize anticipated funding
Downtown Façade Program to coincide with MDOT future plans

By Department:

Public Works

- Investigate need for and funding sources for downtown parking garage
- Apply for MDOT MPI grant for paving State Aid streets [Skyway Street (Edgemont – Central Drive) and State Street (Fleetwood – Compact Urban Line)] in 2022
- Partner with NMCC for creation of Commercial Driver License (CDL) “B” training class with ARPA funding
- Initiate pipe camera assessment of storm drainage system
- Replace all existing fluorescent fixtures at Public Works garage with LED bulbs
- Continue conversion of existing decorative street lights on Main Street to LED fixtures
- Review UMaine Capstone Project to determine viability of constructing PW roof redesign and sand storage building
- Update City GIS and add information layers (high def photography, curb, sidewalks, signage, utilities) from UMPI and other sources as information is available
- Collaborate with MDOT redesign of Main Street regarding streetscape features
- Transfer Station: continue to work with AWS regarding location and operation of a transfer station in Presque Isle
- Business presentation at council meeting

DECD/PIIC

- Finalize F.W.Webb sale and see project start
- Finalize Aroostook Trusses land sale
- See start and completion of solar site 1 and 2
- Complete 2021 spec. building and finalize lease with Coca-Cola
- Complete lease hold improvements for Spudnik Equipment

Parks and Rec

- Hire and Event Coordinator
- Increase adult / senior programming
- Purchase outdoor program equipment to facilitate more outdoor programs
- Mantle Lake trail expansion into new property
- Dog Park fundraising
- LWCF Conversion – Keep pushing forward
- increase new social media presence (Instagram & Tik Tok)
- Research the feasibility of building a 2022 spec. building on the park
- Begin on site work at Peace Park (driveway / parking area/ fencing)

FD & PD

- Continue to work with EMS partners on coverage area and response. (regionalization in a sense) having the closest ambulances responding to calls.
- Fire to continue to implement the automatic aid, map the 5-mile radius allowing the PUC to enter into the 911 PSAP dispatching systems.
- Develop a relationship with NMCC’s EMS program, look at streamlining Paramedic program. (12-month certificate program)
- Increase the number of EMS licensed providers in Aroostook County
- Recruitment and retention of Volunteer Firefighters and Career Fire/EMS.

- Open house job fair Fire, EMS
- Citizens Academy

2021

Council Goal 1: 8 Votes: Upgrades to City Hall to address issues w ADA & wear

Council Goal 2: 7 Votes: Reliable internet for the City, Public Works garage needs high speed

Council Goal 3: 6 Votes: Continue to support and expand regionalization efforts.

Council Goal 4: 6 Votes: Airport marketing to help return to pre-covid number of flights and boardings

Council Goal 5: 5 Votes: Create outdoor programs/activities for families & adults

2020

Council Goal 1: 6 Votes: Design ways to support/assist businesses looking to operate in the Presque Isle area

Council Goal 2: 5 Votes: Design a new city website which is smartphone friendly, interfaces well with social media, and accepts online payments

Council Goal 3: 4 Votes: City Hall Committee: evaluate proposals from consultants; hire consultant; work with consultant on designing renovations; develop drawings/bid package

Council Goal 4: 4 Votes: Initiate first phase of paving State Aid streets with MDOT grant funds to include Blake and Griffin streets, and portions of Dyer and Skyway streets

Council Goal 5: 4 Votes: Increase technological capabilities for departments operations to better communicate (CRM software, Video conference software & equipment, department laptops, etc.)

2019

Council Goal 1: Economic Growth 19 votes: Create DECD position, tourism focus, promote locations for growth, market programs.

Council Goal 2: City Hall 12 votes: Update assessment report, cost analysis of repairs vs new construction & comparison costs

Council Goal 3: Increase Drug Enforcement 11 votes: Increase cooperation with agencies, increase coordination with Code Dept., fill vacancies, replace MDEA liaison.

Council Goal 4: Employee Retention 9 votes: Exit interviews, Cost analysis of Mappers, benefit comparison

Council Goal 5: GIS 9 votes: Add PIUD layer, add zoning layer, explore additional layers

Council Goal 6: Economic Development Position 9 votes

Council Goal 7: Online Services 6 votes

Council Goal 8: Internet & Phones 6 votes

Council Goal 9: Expand EMS Service 4 votes

Council Goal 10: Bike Path Expansion 4 votes

Ideas discussed from past three years by Category:

Airport

Interior design for General Aviation Terminal

Airport master plan

Implement 5-unit T hangar complex project

Complete the 6.5-million-dollar rehab of Commercial Ramp including upgrade to fuel farm

Community Outreach

Identify possible events/festivals that would bring people to our community and showcase our amenities/uniqueness

Continue to build on existing and new regionalization efforts and in particular find a way to break down barriers with the existing SAD # 1 towns

Move forward with efforts to increase area collaboration efforts – police, fire, EMT, schools, waste, etc.

Develop progressive customer service training so consistent messaging is offered city-wide

Upgrade online services along

Promote P.I. based on all of its current offerings and services

Install modern telecommunications and video conferencing capabilities at City Hall including a “Smart Board” for presentations in the Chambers

Host or Participate in a regional Selectman/Council Meeting to discuss collaborative efforts to date (tax assessment/ EMS) and where we can move from here

Public engagement with events

Continue to lead Tourism efforts to bring interest to our City and future employment opportunities

City Wide Targeted/Coordinated Social Media

Positive PR: through Press releases, in the city articles etc.

Establishment of a Winter Festival January 2021

Collaboration with PI Historical Society & DRC

Encourage ATV/Snowmobile Club to enhance trail signage, trails & bridge

Continue City Website Redesign Effort

Economic Development

Solar Site Implementation/ New sites

Convert existing decorative street lights on Main Street downtown to LED fixtures

Downtown TIF District Policy update/Programs

Welcome/How to Start a Business in PI Booklet

Design & Build New PIIC Spec Building

Establish new and strengthen partnerships to enhance neighborhood wellness to attract businesses and residents

Business Presentation at Council Meeting

Target marketing for new businesses to PI

Take inventory of Downtown CDBG properties

Continuing with commercial/industrial improvements to attract new business to the area

Downtown TIF- identify eligible projects

Continue building a vision for economic revitalization

Online permit processing and history of subdivision plans Increase technological/online services for staff use and/or our respective constituency

Emergency Services

EMS Service - make sure we are balance out the right staff/customer level. Work towards paying off EMS loan from development fund and properly reserving/capitalizing future needs

Develop a program with UMPI/NMCC for police and EMS program, look at streamlining Paramedic program

Develop regional service concept with other EMS services.

EMS Rate Structure

Build EMS long distance transfer roster part-time employees (per-diem).

Continue to work with EMS partners on coverage area and response. The closest ambulances responding to calls. Fire to continue to implement the automatic aid, map the 5-mile radius allowing the PUC to enter into the 911 PSAP dispatching systems

Rework EMS contracts with outside communities

Continue to work with working group NMMC, Cary, N.L. ARG, and Houlton, Caribou Fire and Houlton Fire to develop a better and reliable transfer system.

Post pandemic have a citizen's academy (1) show the public what we do first hand (2) draw interest in the Fire and EMS service.

Finance

Create a city-wide fee schedule

Improve budget process and streamline to an updated real time working budget

Adopt PI Policy for Tax Acquired Properties

Fully implementing the new budgeting/financial software.

HR

New Employee retention/attraction program

Cross Training between different departments, i.e. payroll, accounts payable, solid waste.

Recruitment and retention of Volunteer Firefighters and Career Fire/EMS.

Set up procedures for daily work along with cross training (payables, AWS, possibly payroll

Better recruitment and retention efforts and improved onboarding protocols for potential employees

Infrastructure/Building

Apply for 2022 MDOT MPI grant for reimbursement of 2021 paving of State Aid streets including portions of Dyer Street and Washburn Road

Convert existing street lights on Maysville Street and the decorative street lights on Main Street to LED fixtures

Master key/Card system buildings

Internet Infrastructure Survey & GIS Mapping Project

Forum HVAC System Develop Forum heating system replacement plan

Storm drainage system pipe camera assessment

Smart controls for city buildings (lights, HVAC, A/V)

Storm water/underground assessments and develop timeline to execute the plan. Continue partnering with UMPI to update catch basins/culverts and integrate into the City GIS system. Continue pipe camera assessment of storm drainage system

Second phase of MDOT MPI grant: paving Riverside Drive & sidewalk, curbing; loam/seed disturbed areas

Continue with and finalize the long-term solution for City Hall

Expansion of high-speed internet and video capabilities within the Presque Isle area

Revisiting the sidewalk conditions, develop a budget and cost estimates to repair the surfaces particularly resetting brickwork in strategic locations

Signage to encourage use of the bypass

Upgrade internet & Wi-Fi technology at Forum Secure high-speed fiber optic internet connection for Public Works garage

Planning

Residential Housing Growth Initiatives

PI Rental Housing Report & Registration Ordinance

Initiate goals from Age-Friendly Action Plan

Complete Echo Lake Septic System Redesign
Host Electric Vehicle (EV) Symposium
Code Permitting Software integration with GIS
Revisit facade program
Obtain designation as one of Maine's Economic Hubs of Excellence Communities
Expansion of the GIS data base. Collaboration with UMPI. Upgraded flown ground imagery, added informational layers, updated maps, increased functionality - Last year # 5 Council Goal. City GIS: continue to add layers to include high definition aerial photography, curbing, sidewalks, signage, and PIUD utilities
Replace 1979 Land Use Ordinance with updated version including new standards, modern protocols, and proper review processes and authority
Kennedy Brook Study - make sure we are meeting state/environmental requirements. Friends of Mantle Lake Group, coordination with UMPI. Defer runoff of nitrogen into the Mantle area.
Investigate use of TIF funds for new traffic lights and streetscape infrastructure
Downtown Façade Historical Design Standards
Continue partnership with UMPI GIS infrastructure, assimilate previously collected data (high definition aerial photography, curbing, sidewalks, signage, water mains, sanitary sewer mains) into GIS system
Working Communities Challenge Grant Design Project
Land Use/ Zoning Redesign

Recreation

Develop plan for new outdoor programming, staffing and transportation. Create additional non-athletic youth programming
Rec conversion process
Improve Recreation department's web presence & communication with public
Renovate hockey locker two new locker-rooms
Begin planning of future skate park
Bike path exercise station project
Complete Walking Loop Project/Bike Path Expansion - provide support to make this project happen
Build a brand and new city logo

MISC

Reliable electric power, clean air, clean abundant water, reasonable land prices, modern farming and wood harvesting practices, safe streets and schools, upgraded infrastructure systems, excellent emergency response services, medical services, etc.
Epping NH. Sister City concept
City's COVID-19 Response. Prioritize public safety to support community/hospital and keep personnel safe. Do we have adequate PPE, personnel coverage for future quarantines, etc.?