



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

MEMORANDUM

TO:	Honorable City Council
FROM:	Martin Puckett, City Manager
DATE:	January 24, 2023
RE:	February 1st, 6:00pm Sargent Family Community Center

****PICDA Meeting at 5:45PM****

Call to Order

Roll Call

Pledge of Allegiance

Proclamation: American Red Cross Month

Public Hearings

1. Approval for a Special Permit for Music, Dancing, and Entertainment for Presque Isle Country Club, with location of 35 Parkhurst Siding Road (Single Hearing): **Staff recommends approval.**
2. Approval of a Malt, Spirituous and Vinous Liquor License for Mainely Mexican LLC d/b/a Mainely Mexican, with a location of 6 State Road (Single Hearing): **Staff recommends approval.**
3. Approval to Amend Chapter 9 License and Public Hearing Fees Ordinance: When the City Clerk was reviewing fees, many were outdated, especially the fees for public hearings. The public hearing fees are meant to recoup the cost of placing the ad in the newspaper. Other fees are outdated and should be reconsidered: jukeboxes, pinball and billiard rooms. After discussion, **staff recommends approval.**
4. Approval of Amended Chapter 48 General Assistance Ordinance: State updated the ordinance, **staff recommends approval.**

Citizen Comments

Consent Agenda: Can be approved as presented or individually. **Staff recommends approval**

5. Approve Minutes from January 4, 2023
6. Approve 2022 Warrants #49, #50, #51, #52 and 2023 Warrant #1
7. Approve Deeds: One deed is modifying a deed restriction for 1 Edgemont Dr. (current setbacks are 30' not 50') and the other is 109 Parsons St. RAM Construction (F.W. Webb).

Old Business

8. Hearing on Dangerous Buildings: There are three separate buildings for counsel to consider: 1 Mechanic St., 23 St. John St. and 257 Houlton Rd. The narrative for each property, state statutes, and pictures are included.

New Business

9. Maine State Firefighters Convention: Aaron Buzza, PIFD, will be present to share the exciting news of Presque Isle being selected for the site of the 59th State Fire Convention for 2023. Memo from Chief White is included to give an overview and to request funding for challenge coins.
10. Northern Border Regional Grant: A notice was placed in the Star Herald asking for Presque Isle based entities to submit proposals to the council for consideration. Council can issue one letter of support. No outside entities sent an application by the deadline of January 24th. Scott Wardwell will present a proposal for Council consideration for a terminal project. PIUD is interested in submitting an application too.
11. Schedule Public Hearing to Amend Chapter 16 Land Use and Code Development Ordinance: Galen Weibley will present Planning Board recommendations for modifications to the document. **Staff recommends scheduling a hearing.**
12. Schedule Public Hearing to Amend Presque Isle Development Fund By-Laws: The PIDF has changes to the bylaws that will streamline the approval process and clarify programs. Galen Weibley will present the changes. **Staff recommends scheduling a hearing.**
13. Transfer Funds to Downtown Revitalization Committee Reserve: The PIDRC is requesting that unspent 2022 funds be set aside for replacement of holiday decorations for Main Street. This has been done in prior years. **Staff recommends approval of transfer.**
14. 2022 Departmental Review: Related to goal Setting, I wanted to give a brief overview of some department's activities and review data from 2022. **For Discussion**
15. Goal Setting: Memo of 2022 goals for review with 2023 projects lists are included. Council will be asked for dates for possible workshop.
16. Approve 2022 Budget Actuals: The city had a great year overall, revenues exceeded expectations and expenses collectively were \$423,000 under budget. Some individual budget line items were overspent and require approval. Memo from the Finance Department details performance. **Staff recommends approval.**

Manager's Report

Announcements

Executive Session

Pursuant to 1 M.R.S.A. § 405(6)(E) for a Consultation with Legal Counsel

Adjournment



Presque Isle City Council Meeting

Wednesday, February 1, 2023

6:00 PM

Sargent Family Community Center

****PICDA Meeting at 5:45PM****

AGENDA

Call to Order

Pledge of Allegiance

Proclamation

American Red Cross Month

Public Hearing

1. Approval for a Special Permit for Music, Dancing, and Entertainment for Presque Isle Country Club, with location of 35 Parkhurst Siding Road (Single Hearing)
2. Approval of a Malt, Spirituous and Vinous Liquor License for Mainely Mexican LLC d/b/a Mainely Mexican, with a location of 6 State Road (Single Hearing)
3. Approval to Amend Chapter 9 License and Public Hearing Fees Ordinance
4. Approval of Amended Chapter 48 General Assistance Ordinance

Citizen Comments

Consent Agenda

5. Approve Minutes from January 4, 2023
6. Approve 2022 Warrants #49, #50, #51, #52 and 2023 Warrant #1 totaling 2,006,169.29
7. Approve Deeds

Old Business

8. Hearing on Dangerous Buildings

New Business

9. Maine State Firefighters Convention
10. Northern Border Regional Grant
11. Schedule Public Hearing to Amend Chapter 16 Land Use and Code Development Ordinance
12. Schedule Public Hearing to Amend Presque Isle Development Fund By-Laws
13. Transfer Funds to Downtown Revitalization Committee Reserve
14. 2022 Departmental Review
15. Goal Setting
16. Approve 2022 Budget Actuals

Manager's Report

Announcements

Executive Session

Pursuant to 1 M.R.S.A. § 405(6)(E) for Consultation with Legal Counsel

Adjournment



American Red Cross Northern New England Region

American Red Cross Month, March 2023
City of Presque Isle Proclamation

In times of crisis, people in Maine come together to care for one another. This humanitarian spirit is part of the foundation of our community and is exemplified by American Red Cross volunteers and donors.

In 1881, Clara Barton founded the American Red Cross, turning her steadfast dedication for helping others into a bold mission of preventing and alleviating people's suffering. Today, more than 142 years later, we honor the kindness and generosity of Red Cross volunteers here in Maine, who continue to carry out Clara's lifesaving legacy. They join the millions of people across the United States who volunteer, give blood, donate financially, or learn vital life-preserving skills through the Red Cross.

In Maine, the contributions of local Red Cross volunteers give hope to the most vulnerable in their darkest hours — whether it's providing emergency shelter, food and comfort for families devastated by local disasters like home fires, donating essential blood for accident and burn victims, heart surgery and organ transplant patients, and those receiving treatment for leukemia, cancer or sickle cell disease; supporting service members and veterans, along with their families and caregivers, through the unique challenges of military life; helping to save the lives of others with first aid, CPR and other skills; or delivering international humanitarian aid.

Their work to prevent and alleviate human suffering is vital to strengthening our community's resilience. We dedicate this month of March to all those who continue to advance the noble legacy of American Red Cross founder Clara Barton, who lived by her words, *"You must never think of anything except the need, and how to meet it."* We ask others to join in this commitment to give back in our community.

American Red Cross Month: 2023 Proclamation

WHEREAS, March is American Red Cross Month, a special time to honor the kindness of our neighbors who aid families in need every day in Maine, across the United States and around the world. Their dedication touches millions of lives each year as they carry out the organization's 142-year mission of preventing and alleviating suffering in the face of emergencies; and

WHEREAS, the American Red Cross aspires to turn compassion into action, and Mainers - American Red Cross volunteers - help each other when we are in need; and

WHEREAS, Mainers in supporting the American Red Cross have helped our neighbors get back on their feet after devastating home fires, assist communities across the country face record-breaking hurricanes, floods and wildfires; and

WHEREAS, thanks to the American Red Cross's statewide community of volunteers and partners, people in Maine facing a disaster can meet their basic emergency needs, including having access to safe shelter, food, and critical health and mental health services, for free, day or night; and

WHEREAS, because of the American Red Cross's work, children and youth in Maine know how to prepare for and stay safe during a disaster, people have working smoke alarms and emergency escape plans and there are always trained individuals nearby ready to use their skills to save lives; and

WHEREAS, due to the American Red Cross's efforts and local communities hosting blood drives and donating life-saving blood, anyone can access blood and blood products, and we have a healthy and plentiful blood supply that helps to extend or save lives; and

WHEREAS, military personnel, veterans, and their families, have access to global emergency communication services and the support they need to cope with deployments and reintegrating back into the community because of the American Red Cross; and

WHEREAS, Red Cross Restoring Family Links help reconnect families separated by international crises such as armed conflict, international disasters and migration; and

WHEREAS, this life saving work is vital to strengthening our community's resilience, this month of March is dedicated to all of those who continue to advance the noble legacy of the American Red Cross and ask others to join in the commitment to care for people in need.

NOW, THEREFORE, be it resolved that the City of Presque Isle City Council, fully support and do hereby proclaim March 2023 as American Red Cross Month throughout the City, and we encourage all citizens of Presque Isle to join the Red Cross in its humanitarian mission as volunteers, blood donors, community partners, and local champions to continue to build the resiliency of our communities.

Jacob Shaw, Councilor Chair

Mike Chasse, Councilor

Doug Cyr, Councilor

Garry Nelson, Councilor

Kevin Freeman, Council Deputy Chair

Craig Green, Councilor

Jeffrey Willette, Councilor

Martin Puckett, City Manager

PRESQUE ISLE CITY COUNCIL MEETING

For:

February 1, 2023

AGENDA ITEM # 1

SUBJECT

PUBLIC HEARING: Approval for a Special Permit for Music, Dancing, and Entertainment for Presque Isle Country Club, with location of 35 Parkhurst Siding Road (Single Hearing)

INFORMATION

- 1) Application
- 2) Public Hearing Notice

REQUESTED ACTION

BE IT RESOLVED by Councilor _____, seconded by Councilor _____ to approve a Special Permit for Music, Dancing, and Entertainment for Presque Isle Country Club, with location of 35 Parkhurst Siding Road.

STATE OF MAINE
BUREAU OF ALCOHOLIC BEVERAGES
APPLICATION FOR
SPECIAL PERMIT FOR MUSIC, DANCING AND ENTERTAINMENT

1. Business Name Presque Isle Country Club Phone # 769-7421
Address 35 Parkhurst Siding Rd (PO Box 742) Presque Isle, ME 04769
Street City

2. Describe in detail kind and nature of entertainment:

Restaurant & Lounge for Country Club

3. Describe in detail the room or rooms to be used under this permit:

Restaurant, Banquet Room, Extended Banquet Room & Outside Deck

Dated At Presque Isle, Me On 12/21/22

This permit includes all types of entertainment, dancing is inclusive only if you have a dancing license issued by the State Fire Marshall's Office, Department of Public Safety.

\$20.00 Per Year – Single Dance

\$50.00 Per Year -- Dances

Susan T. Dickerson
(Signature of Individual)

Make check payable to:
City of Presque Isle

(If partnership, by members)

Presque Isle Country Club
(Name of Corporation)

(Place Corporate Seal)

THIS APPLICATION MUST BE APPROVED
BY THE MUNICIPAL OFFICERS OR COUNTY
COMMISSIONERS IN THE CASE OF
UNINCORPORATED PLACES

BY _____
(If a Corporation, by a duly authorized officer)

STATE OF MAINE

Aroostook County SS

Dated At Presque Isle, Maine

On _____

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.

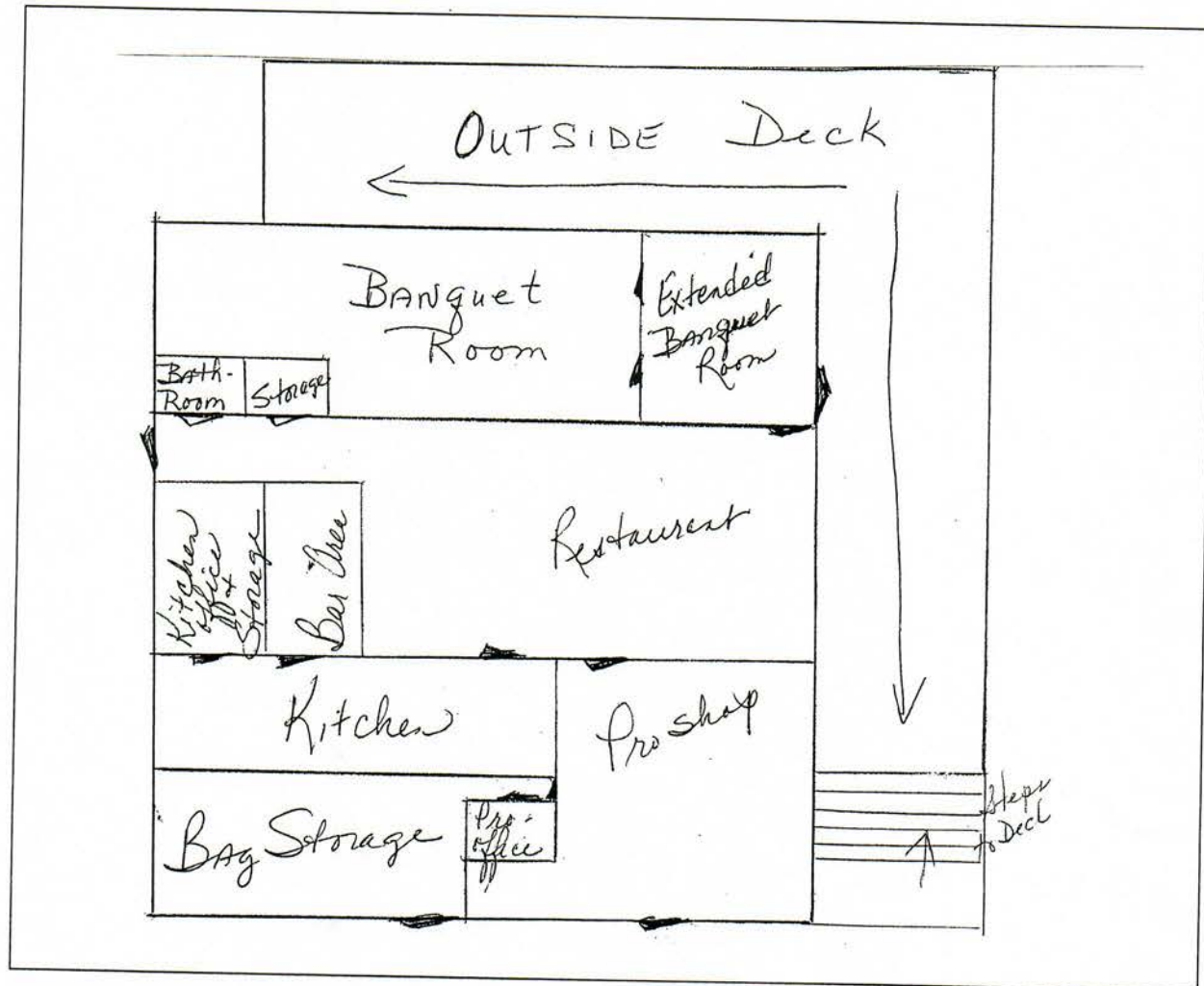
Bureau of Alcoholic Beverages and Lottery Operations
Division of Liquor Licensing & Enforcement
8 State House Station, Augusta, ME 04333-0008
10 Water Street, Hallowell, ME 04347 (overnight)
Tel: (207) 624-7220 Fax: (207) 287-3434
Email Inquiries: MaineLiquor@maine.gov



ON PREMISE DIAGRAM (Facility Drawing/ Floor Plan)

In an effort to clearly define your license premise and the area that consumption and storage of liquor is allowed. The Division requires all applicants to submit a diagram of the premise to be licensed in addition to a completed license application.

Diagrams should be submitted on this form and should be as accurate as possible. Be sure to label the areas with the following: • Entrances • Office area • Kitchen • Storage Areas • Dining Rooms • Lounges • Function Rooms • Restrooms • Decks • All Inside and Outside areas that you are requesting approval.



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 **February 1, 2023 at 6:00 PM** at the Sargent Family Community Center at 24 Chapman St. to consider a **Special Permit for Music, Dancing, and Entertainment for:**

**Presque Isle Country Club
With location of 35 Parkhurst Siding Road**

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 760-2702.

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 760-2702 at least two (2) business days prior to the meeting date.

Per City Council
Kimberly A. Finnemore
City Clerk

Published Jan. 25, 2023

PRESQUE ISLE CITY COUNCIL MEETING

For:

February 1, 2023

AGENDA ITEM # 2

SUBJECT

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

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 Mainely Mexican LLC d/b/a Mainely Mexican, with a location of 6 State Road.



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.

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

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

Legal Business Entity Applicant Name (corporation, LLC): MAINLY MEXICAN LLC	Business Name (D/B/A): MAINLY MEXICAN
Individual or Sole Proprietor Applicant Name(s): JAY Edgecomb	Physical Location: 6 State Rd. Presque Isle ME
Individual or Sole Proprietor Applicant Name(s):	Mailing address, if different: 04769
Mailing address, if different from DBA address: 110 Academy St Presque Isle ME	Email Address: jay edgecomb 24@gmail.com
Telephone # Fax #: (207) 227 0649 - 04769	Business Telephone # Fax #: (207) 760-7520 -
Federal Tax Identification Number: 82-1787062	Maine Seller Certificate # or Sales Tax #: 1187534
Retail Beverage Alcohol Dealers Permit:	Website address:

1. New license or renewal of existing license? ☐ New Expected Start date: _____
☒ Renewal Expiration Date: 2/19/23
2. The dollar amount of gross income for the licensure period that will end on the expiration date above:
Food: 226,541.56 Beer, Wine or Spirits: 66,947.11 Guest Rooms: -
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 checked="" 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 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:

6 State Rd, 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
JAY Edward Edgecomb	11/18/67	West Stewartstown New Hampshire

Residence address on all the above for previous 5 years	
Name JAY Edgecomb	Address: 110 Academy St Presque Isle ME 04769
Name "	Address: 32 Baird Rd Caribou ME 04736
Name "	Address: 24 Fisher St Fort Fairfield ME 04742
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: _____

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)

74 Seat Restaurant and Bar

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: School (ACAP)

Distance: 1/2 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: 11/7/23

Jay Edgcomb
Signature of Duly Authorized Person

Signature of Duly Authorized Person

JAY Edgcomb
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.

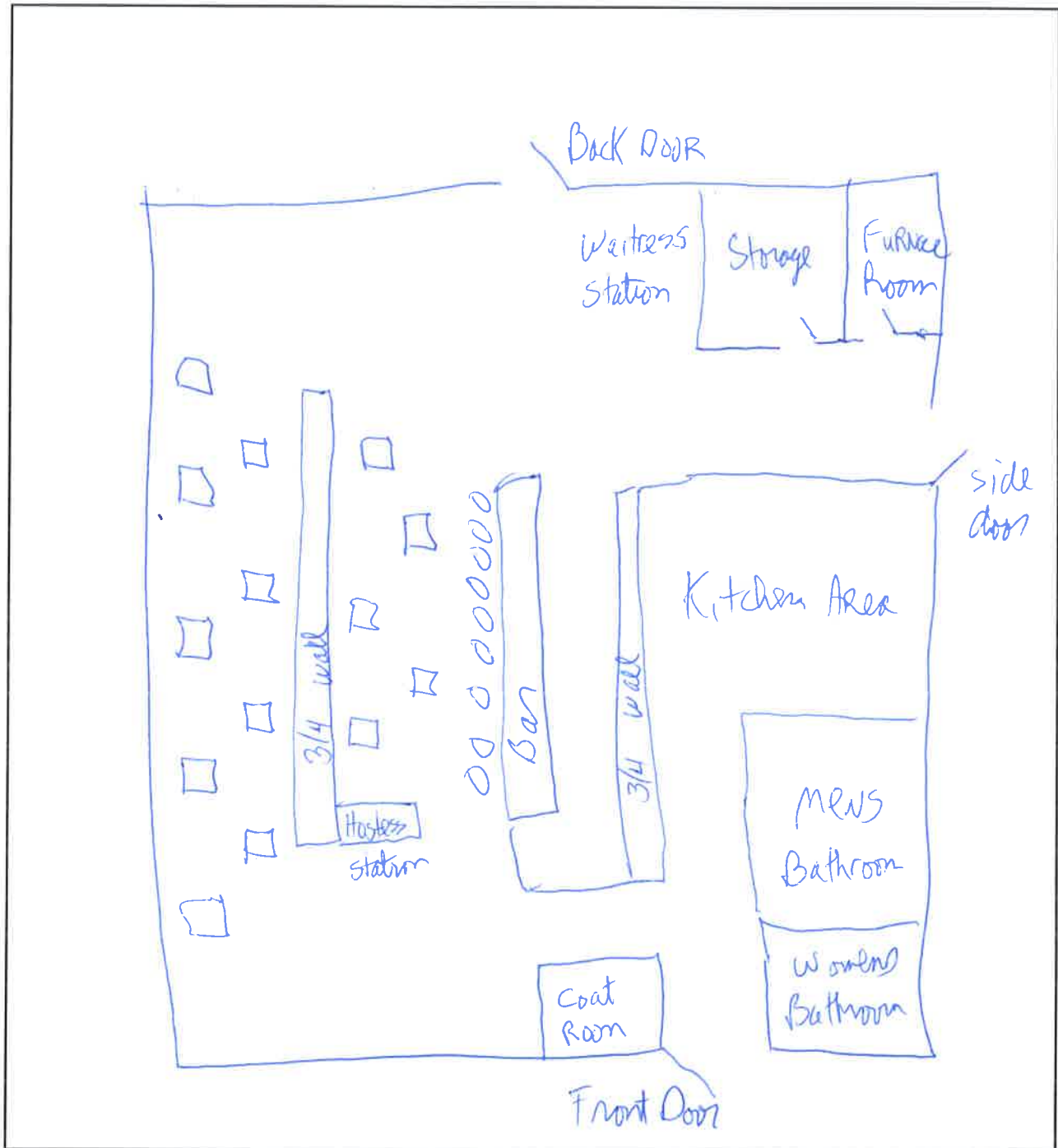
Please note: For Licensees/Applicants in unorganized territories in Maine, the \$10.00 filing fee must be paid directly to County Treasurer. All applications received by the Bureau from licensees/applicants in unorganized territories must submit proof of payment was made to the County Treasurer together 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: Mainely Mexican LLC
2. Doing Business As, if any: _____
3. Date of filing with Secretary of State: 6/1/17 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
JAN Edgercomb	110 Academy St Presque Isle ME	11/8/67	owner	100%
	32 Baird Rd Caribow ME			
	24 Fisher St Fort Fairfield ME			

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

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 **February 1, 2023 at 6:00 PM** at the Sargent Family Community Center at 24 Chapman St. to consider a **Malt, Spirituous and Vinous Liquor License** from:

**Mainely Mexican LLC d/b/a Mainely Mexican
With location of 6 State Road**

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 760-2702.

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 760-2702 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:

February 1, 2023

AGENDA ITEM # 3

SUBJECT

PUBLIC HEARING: Approve amended Chapter 9 License and Public Hearing Fees Ordinance

INFORMATION

- 1) Memorandum
- 2) Chapter 9 License and Public Hearing Fees Ordinance
- 3) Public Hearing Notice

REQUESTED ACTION

BE IT RESOLVED by Councilor _____, seconded by Councilor _____ to adopt the changes made to Chapter 9 License and Public Hearing Fees Ordinance



City of Presque Isle, Maine

Presque Isle City Clerk
Kimberly A. Finnemore
Email: Kfinnemore@presqueisleme.us
MEMORANDUM

TO:	Honorable City Council
CC:	Martin Puckett, City Manager; Patty Jandreau, Executive Assistant Galen Weibley, Director of Economic and Community Development
DATE:	January 25, 2023
RE:	Approval of Amended Chapter 9 License and Public Hearing Fees Ordinance

Chapter 9 Licensee and Public Hearing Fees Ordinance, has not been Amended since February 1, 2016. We have Updated the Fees that we no longer use ex: Hawkers and Peddlers, and added Ones that we have Now ex: Marijuana Fees.

Mr. Chairman, I move that we approve the Amended Chapter 9 License and Public Hearing Fees Ordinance.

Motion made by: _____ Seconded by: _____

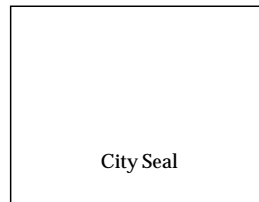
CHAPTER 9

CITY OF PRESQUE ISLE

License and Public Hearing Fees Ordinance



Adopted: December 15, 1997
Repassed: March 19, 2001
Amended: July 2, 2001
Amended: February 2, 2004
Repassed: February 23, 2005
Amended: August 4, 2008
Repassed: February 2, 2009
Repassed: January 7, 2013
Amended: October 5, 2015
Amended: February 1, 2016
Repassed: January 6, 2021
Amended: February 1, 2023



Attest: _____
Kimberly A. Finnemore, City Clerk

Deleted: Thomas C. King

CHAPTER 9

LICENSE AND PUBLIC HEARING FEES ORDINANCE

Section 1 Purpose

The purpose of this Ordinance is to establish the license and public hearing for the City of Presque Isle.

Section 2 Fees

The fees for licenses and public hearings shall be as follows:

▼	▼	Deleted: Auction
Autobody graveyard or junkyard more than 100 feet from highway	\$50.00 plus public hearing fee	Deleted: \$5.00 after first day
Automobile graveyard or junkyard less than 100 feet from highway	\$250.00 plus public hearing fee	
Automobile recycling (5-year permit)	\$250.00	Deleted: 5 year
Bowling alleys	\$75.00 now	Deleted: 25.00
▼	▼	Deleted: Circus or carnival
Employment agency	\$100.00	Deleted: \$25.00
▼	▼	Deleted: Going Out of Business/Closing Out Sale
Repealed	¢	Deleted: \$25.00
Repealed	×	Deleted: Hawkers and Peddlers
▼	▼	Deleted: Based on percentage of sale
▼	▼	Deleted: Juke Box – per machine
		Deleted: \$15.00
		Deleted: Pin Ball Machines – per location
Pawnbroker (<u>Chapter 23</u>)	\$ <u>\$100.00</u>	Deleted: \$25.00
Public Hearing fees	\$ <u>115.00 now/ 120.00</u>	Deleted: Pool and billiard rooms
Refuse collection (<u>Chapter 42</u>)	\$ <u>100.00 per vehicle</u>	Deleted: \$20.00
▼	▼	Deleted: 25.00
		Deleted: 40.00
		Deleted: 50.00
Special amusement for dancing and entertainment (<u>Chapter 41A</u>)	\$40.00 <u>Plus Public Hearing Fee</u>	Deleted: Roller skating rink
		Deleted: \$25.00

Special permit for catering off premises	\$10.00
Shooting galleries	\$10.00
Taxicab drivers <u>(Chapter 12)</u>	<u>\$25.00</u>
Taxicab service <u>(Chapter 12)</u>	<u>\$100.00 per vehicle</u>

Deleted: 10.00

Deleted: 40.00

Liquor License \$20.00 plus the Public Hearing Fee

BYOB License \$20.00

Marijuana Store: Annual Operation License Fee \$2,500.00

Marijuana Manufacturing Facility: Annual Operation License Fee \$2,500.00

Marijuana Testing Facility: Annual Operation License Fee: \$1,000.00

Adult Use Marijuana Cultivation:

Tier 1: 0 to 500 SF of plant canopy: Annual Permit/Licensing Fee: \$500.00

Tier 2: 500-2,000 SF of mature plant canopy: Annual License Fee: \$3,000.00

Tier 3: 2,001-7,000 SF of mature plant canopy: Annual License Fee: \$10,000.00

Tier 4: > than 7,000 SF of mature plant canopy: Annual License Fee: \$30,000.00

Medical Marijuana Cultivation: Annual Operation License Fee: \$5,000.00

Adult Use Marijuana Nursery Cultivation: Annual License Fee: \$350.00

Lodging Establishment Licenses \$100.00 Plus Public Hearing Fee

Section 3 Sunset Provision

This Ordinance shall be in force for the term of four (4) years from its effective date. 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.

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 **February 1, 2023 at 6:00 PM** at the Sargent Family Community Center at 24 Chapman St. to consider approval to Amend:

Chapter 9 License and Public Hearing Fees Ordinance

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 760-2702.

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 760-2702 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:

February 1, 2023

AGENDA ITEM # 4

SUBJECT

PUBLIC HEARING: Approval to Amend Chapter 48 General Assistance Ordinance Appendix A-G

INFORMATION

- 1) Memorandum
- 2) 2022/2023 MMA General Assistance Ordinance Updates
- 3) Ordinance Adoption Form
- 4) Public Hearing Notice

REQUESTED ACTION

BE IT RESOLVED by Councilor _____, seconded by Councilor _____ to approve the amendments to Chapter 48 General Assistance Ordinance Appendix A – G.



City of Presque Isle, Maine

Presque Isle City Clerk
Kimberly A. Finnemore
Email: Kfinnemore@presqueisleme.us
MEMORANDUM

TO:	Honorable City Council
CC:	Martin Puckett, City Manager; Patty Jandreau, Executive Assistant Galen Weibley, Director of Economic and Community Development
DATE:	January 24, 2023
RE:	Approval of Amended Chapter 48 General Assistance Ordinance

The State Amended the Chapter 48 General Assistance Ordinance. Please note that updates have been made to the General Assistance Ordinance, Appendix A (overall maximums), Appendix B (food maximums), Appendix C (housing maximums), Appendix D (electricity maximums) and Appendix G (mileage rate). There is also a new Recovery Residence Housing Maximums guide. We anticipate an updated the Maine Municipal Association (MMA) GA Ordinance will be released soon. You can find information about the MMA Model Ordinance on the Maine Welfare Director's Association (MWDA) website at www.mainewelfaredirectors.org.

Mr. Chairman, I move that we approve the Amended Chapter 48 General Assistance Ordinance.

Motion made by: _____ Seconded by: _____

*[For use when adopting a **new version of the GA ordinance or amending the body of the ordinance** – not solely adoption of updated appendices]*

MUNICIPALITY OF _____
GENERAL ASSISTANCE ORDINANCE

Pursuant to 22 M.R.S. § 4305(1), the municipal officers of the Municipality of _____, after notice and hearing, hereby enact the attached General Assistance Ordinance with appendices in its entirety. This Ordinance shall supercede and replace all previous Ordinance versions. A copy of this Ordinance will be filed with the Maine Department of Health & Human Services (DHHS) pursuant to 22 M.R.S. § 4305(4), and shall be available for public inspection at the municipal office along with a copy of 22 M.R.S. chapter 1161.

Signed this _____ day of _____, 20____, by the municipal officers:

_____ (Print Name)	_____ (Signature)
_____ (Print Name)	_____ (Signature)
_____ (Print Name)	_____ (Signature)
_____ (Print Name)	_____ (Signature)
_____ (Print Name)	_____ (Signature)

[Send a copy of the enactment page and ordinance to DHHS, 109 Capitol Street, SHS 11, Augusta, ME 04330-0011]

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 **February 1, 2023 at 6:00 PM** at the Sargent Family Community Center at 24 Chapman St. to consider approval to Amended:

Chapter 48 General Assistance Ordinance

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 760-2702.

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 760-2702 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:

February 1, 2023

AGENDA ITEM # 5

SUBJECT

CONSENT AGENDA: 2023 Minutes

INFORMATION

1) January 4, 2023 Minutes

REQUESTED ACTION

BE IT RESOLVED by Councilor _____, seconded by Councilor _____ to approve minutes from January 4, 2023.



Presque Isle City Council Meeting

January 4, 2023

5:30 PM

Sargent Family Community Center

Call to Order – Roll Call

Present: Chairman K. Freeman, Deputy Chairman J. Shaw, Councilors C. Green, D. Cyr, M. Chasse, G. Nelson 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 5:36 PM and led those present in the Pledge of Allegiance.

1. City Clerk Kimberly Finnemore Administered Oath of Office to newly elected City councilors. Douglas Cyr and Jeffrey Willette.

2. Council appointments.

Chairman

Councilor M. Chasse nominated Councilor Jacob Shaw to be Chairman for the 2023 year, seconded by Councilor J. Willette.

Councilor C. Green nominated Chairman K. Freeman to be Chairman for the 2023 year, seconded by Councilor G. Nelson.

City Clerk K. Finnemore handed out paper ballots for council to vote.

Votes 3 for K. Freeman and 4 for J. Shaw.

Deputy Chairman

Councilor D. Cyr nominated Councilor K. Freeman for Deputy Chairman for the 2023 year, seconded by Councilor J. Willette

Vote: 7-0

Aroostook Waste Solutions-Deputy Chairman K. Freeman

Audit Committee (2)-Deputy Chairman K. Freeman and Chairman J. Shaw

Finance Committee (2) (Available to sign weekly warrants)- Councilor C. Green and Deputy Chairman K. Freeman.

Presque Isle Development Fund Board of Trustees (2)- Deputy Chairman K. Freeman and Councilor J. Willette

Presque Isle Downtown Revitalization Committee (May Appoint up to 2) – Chairman J. Shaw and Councilor M. Chasse.

Presque Isle Downtown TIF Advisory Committee (2)- Chairman J. Shaw and Councilor C. Green

BE IT RESOLVED by Deputy Chairman K. Freeman seconded by Councilor G. Nelson to accept the slate of Nominees with exception of Councilor C. Green to take Councilor M. Chasse's place on the Presque Isle Downtown Revitalization Committee.

Vote 7-0

3. 2023 APPOINTMENTS Council appoints volunteers/staff 1 year term

CITY ATTORNEY:

Richard Currier per Article 4.10 of the City Charter.

CITY CLERK:

Kimberley Finnemore per Article 4.10 of the City Charter.

CODE ENFORCEMENT OFFICER

TIM ST. PETER as the Code Enforcement Officer, Building Inspector, Housing Inspector, Electrical Inspector Local Heath Inspector, and Plumbing Inspector.

AIRPORT ADVISORY BOARD -4-year appointment

Granville Lamb Jr.- 12/31/26

Earl Twiggs -12/31/26

AROOSTOOK WASTE SOLUTIONS - 1 year

Dana Fowler - 12/31/23

Martin Puckett – alternate -12/31/23

AUDIT COMMITTEE -4 year

One member needed

BOARD OF ASSESSMENT REVIEW -3 year

Gregory Roderick 12/31/25

LIBRARY BOARD OF TRUSTEES -3 year

Allison Ladner, Martha LaPointe, Lois Brewer, Nicole Cote, 12/31/25 Alternates Ed Escobar and Sharon Brown 12/31/23

PLANNING BOARD -4 year
Stacy Walton 12/31/26

PRESQUE ISLE DEVELOPMENT FUND BOARD OF TRUSTEES 3 year
Floyd Rockholt 12/31/25

PRESQUE ISLE DOWNTOWN REVITILIZATION COMMITTEE 4 year
No vacancies

PRESQUE ISLE DOWNTOWN TIF ADVISORY COMMITTEE 1 year
Sean Nordenhold and Floyd Rockholt-12/31/2023

RECREATION & PARKS ADVISORY COMMITTEE 3 year
Renee Fournier -12/31/25

ZONING BOARD OF APPEALS 3 years
Earl Twiggs -12/31/25

AD HOC- AIRPORT TERMINAL
Core Committee
Scott Wardwell, Airport Director
Marty Kelly, Operations Director
Kellie Heu, United- Station Manager
Larry Clark, Airport Advisory Board
Extended Committee Members
City Council Member
Car Rental Representative-Shelly Proulx
TSA Representative
United Airlines- Corporate Real Estate Representative
Central Aroostook Chamber of Commerce- LaNiece Sirois
Presque Isle Air Museum Representative

Ex-Officio Appointments to Boards and Committees
Airport Advisory Board-Three Ex-Officio Seats- One Year Term-City Manger M. Puckett, Tom Powers and Scott Wardwell-12/31/2023
Library Board of Trustees-Two Ex-Officio Seats- One-year Term- Sonja Eyler and Bradley Turner-12/31/23
Presque Isle Development Fun Board of Trustees-Three Ex-Officio Seats-One Year Term- Tom powers, Martin Puckett and Galen Weibley-12/31/23

Presque Isle Downtown TIF Advisory Committee-Three Ex-Officio Seats-One Year Term-Martin Puckett, Brad Turner and Galen Weibley-12/31/223

BE IT RESOLVED by Councilor M. Chasse, seconded by Chairman K. Freeman to approve the appointments and reappointments as presented in attached sheet for the City Charter, Board & Committee, and Ex-Officio appointments. Amend the Zoning Board of Appeals Earl Twiggs to 12/31/2025 instead of the typed 12/25/31.

Vote 6-0

Councilor J. Willette absent

4. Set City Council meeting times and places for 2023

Please find the following schedule for the 2023 regularly scheduled City Council meetings, which are based on past practices. The practice has been to meet the first Wednesday, once a month at 6:00 PM. If the Wednesday is a holiday, then the meeting would be postponed until the following Wednesday.

DATE	DAY	TIME
February 1, 2023	Wednesday	6:00 PM
March 1, 2023	Wednesday	6:00 PM
April 5, 2023	Wednesday	6:00 PM
May 3, 2023	Wednesday	6:00 PM
June 7, 2023	Wednesday	6:00 PM
July 5, 2023	Wednesday	6:00 PM
August 2, 2023	Wednesday	6:00 PM
September 6, 2023	Wednesday	6:00 PM
October 11, 2023	Wednesday	6:00 PM
November 1, 2023	Wednesday	6:00 PM
December 6, 2023	Wednesday	6:00 PM

BE IT RESOLVED by Chairman K. Freeman, seconded by Councilor M. Chasse that the regular City Council meetings be held on the first Wednesday of each month at 6:00 PM either in the Council Chambers, City Hall, 12 Second Street, Presque Isle, Maine or the multi-purpose room at the Sargent Family Community Center.

In instances when the first Wednesday is a recognized holiday, or in cases of severe weather when offices are closed, the regular meeting shall be held on the following Wednesday of the month at 6:00 PM. At regular meeting, the City Council shall decide if it wants to call a special meeting at a date and time determined by the City Council.

Vote: 6-0

Councilor J. Willette Absent

Recess

Deputy Chairman K. Freeman called for a recess of the City Council Meeting at 5:50 PM in order to hold the Presque Isle Industrial Council Annual Membership Meeting. Seconded by Councilor D. Cyr.

Vote: 7-0

The meeting was called back to order at 6:02 PM

Public Hearing

- 5. Request to re-pass Ordinances due to “Sunset Provision”
 - Chapter 53 Disbursement Warrant
 - Chapter 54 All-Terrain Vehicle
 - Chapter 60 Property Assessed

Chairman J. Shaw opened the public hearing at 6:04 PM;

City Manager M. Puckett spoke on the changes to Chapter 54. **Deleted** ATV operators shall not exceed the posted 10 MPH speed limit when traveling the section of ATV trail that runs parallel to Parsons Street from Harris Street to the Connector Road intersection.

There were no Citizens Comments

Chairman J. Shaw closed the Public Hearing at 6:06 PM

BE IT RESOLVED by Councilor C. Green seconded by Deputy Chairman K. Freeman to repass ordinances listed, with the changes to Chapter 54.

Vote: 7-0

- 6. Approval to Adopt Chapter 63 Lodging Establishment License Ordinance

Chairman J. Shaw opened the public hearing at 6:07 PM

City Manager M. Puckett spoke on Chapter 63 Lodging Establishment License Ordinance: Presented draft at December 7th Council meeting. Galen Weibley will discuss the past three month’s work on the language with the Planning Board and stakeholders. Staff recommends approval.

Galen Weibley spoke on the changes in the language. and the Timeline for applications.

There were no Citizens Comments

BE IT RESOLVED by Councilor J. Willette, seconded by Councilor D. Cyr to adopt Chapter 63 Lodging Establishment License Ordinance.

Vote: 7-0

Citizen Comments

There were no citizens Comments

Consent Agenda

7. Approve Minutes from December 7, and December 12, 2022 meetings.
8. Approve 2022 Warrants #45-48 totaling \$1,649,142.11
9. Approve Reappointments of Carol MacPherson, Greg Roderick and Noel Currier to Presque Isle Utilities District Board of Trustees-12/31/2026
10. Approve Policy on Treasurer's Disbursement Warrants for Employee Wage and Benefits.
11. Approve Municipal Officers' Policy on Disbursement of Municipal Education Cost.

BE IT RESOLVED by Councilor C. Green, seconded by Deputy Chairman K. Freeman to approve Consent Agenda #7-#11 as presented.

Vote: 7-0

Old Business

No Old Business was discussed

New Business

12. Schedule Public Hearing to Amend Chapter 9 License and Public Hearing Fees

City Manager M. Puckett spoke about the Chapter 9 and said it hasn't been updated since 2016.

BE IT RESOLVED by Deputy Chairman K. Freeman, seconded by Councilor M. Chasse to schedule a Public Hearing for February 1, 2023 to consider adopting changes to Chapter 9 License and Public Hearing Fees.

Vote: 7-0

13. Schedule Public Hearing to Approve Amended Chapter 48 General Assistance Ordinance.

City Manager M. Puckett spoke on the changes to Chapter 48 General Assistance Ordinance that the state updated the Maximums.

BE IT RESOLVED by Councilor J. Willette, seconded by Councilor M. Chasse to Schedule a Public Hearing for February 1, 2023 to consider adopting changes to Chapter 48 General Assistance Ordinance.

Vote: 7-0

14. Tax Acquired Properties.

On Friday, December 16, 2022 at the close of business the automatic foreclosure took place on properties with 2020 unpaid taxes. A listing of the new tax acquired properties is now provided to the City Council. After receipt of this listing, the City Council has 21 days to determine if any of the tax acquired properties are to be retained for municipal use or if they are to be disposed of in accordance with Section 5 (Disposition of Tax Acquired Property) of the City's Policy for Tax Acquired Properties. Under the provisions of this Policy, the City Council may direct the Treasurer to offer the property for resale back to the prior owner(s) if they make arrangements to pay all past taxes due, accrued interest, costs associated with the lien and foreclosure process, and a \$150 administrative fee. Because we cannot make any arrangements either to prepare the property for sale or for accepting payments until this decision is made. My recommendation is as follows:

Property #1 – Retain by City

Property #2 thru #4 – List for sale with Realtor

Property #5 – Set up payment arrangement

1. 1967-RE Gogan, Walter 73 Chapman Rd. .44-acre lot w/garage structure
Assessed value \$15,000
Liened Amount \$14,116.37
Liened Amount (2021) \$547.09
2022 taxes billed \$418.00
Comments-2020 tax bill includes supplemental billing for dangerous building removal and lot cleanup by PI Code Enforcement.
2. 128-RE Gogan, Walter 74 Exchange St. .10-acre lot
Assessed value \$14,000
Liened Amount \$261.58
Liened Amount (2021) \$3,386.19
2022 taxes billed \$332.50

Comments-2021 tax bill includes supplemental billing for dangerous building removal and lot cleanup by PI Code Enforcement

3. 700-RE Martin, Fernand 10 Delmont St. .18-acre lot

Assessed value \$15,700

Liened Amount \$4,501.16

Liened Amount (2021) \$490.59

2022 taxes billed \$372.88

Comments-2020 tax bill includes supplemental billing for dangerous building removal by PI Code Enforcement.

4. 471-RE Martin, Fernand 25 Turner St. .24-acre lot

Assessed value \$17,800

Liened Amount \$1,268.49

Liened Amount (2021) \$4,256.47

2022 taxes billed \$422.75

Comments-2021 tax bill includes supplemental billing for dangerous building removal by PI Code Enforcement.

5. 388-RE Theriault, Gerald 51 State ST. .27-acre lot with building

Assessed value \$64,400

Liened Amount \$261.23

Liened Amount (2021) \$1,715.55

2022 taxes billed \$1,541.40

Comments-Small balance due on 2020 tax year, tried contacting next of kin to payoff.

BE IT RESOLVED by Councilor C. Green and seconded by Councilor J. Willette that the City Council authorize property #1 to be retained by the City, list property #2 thru #4 for sale with a Realtor and authorize the City Treasurer to arrange a payment plan for Property #5 per the Policy for Tax Acquired Properties:

#1-73 Chapman Road

#2-74 Exchange Street

#3-10 Delmont Street

#4-25 Turner Street

#5-51 State Street

Vote: 7-0

Manager's Report

City Manager M. Puckett spoke on the Public Skate at the Forum. Fun activities at Rec will be Rugby Club, Ski Club, at the Library has family activities.

The Volunteer Fire Dept is going to hold the State Maine Muster in Presque Isle.

Announcements

United Way of Aroostook will hold a Black-Tie Gala on January 21, 2023 at 5:30 at the Sargent Family Community Center.

We have the following vacancies for Boards/Committees; Zoning Board and Planning Board. Please see the City Clerk for an application or apply online.

The next regularly scheduled meeting of the Presque Isle City Council will be on Wednesday, February 1, 2023, 6:00 PM at the Sargent Family Community Center

Adjournment

BE IT RESOLVED by Councilor J. Willette seconded by Deputy Chairman K. Freeman to enter into Executive Session at 6:30 PM pursuant to 1 M.R.S.A. § 405(6)(D) to discuss Negotiations.

Vote: 7-0

Out of executive session at 6:56 PM.

BE IT RESOLVED by Councilor M. Chasse, seconded by Councilor J. Willette to authorize the City Manager to negotiate with MDOT for the acquisition of 1.03 acres of land.

Vote: 6-0

Deputy Chairman K. Freeman Abstained

BE IT RESOLVED by Deputy Chairman K. Freeman seconded by Councilor J. Willette to enter into Executive Session at 7:01 PM pursuant to 1 M.R.S.A. § 405(6)(D) to discuss Negotiations.

Vote: 7-0

Out of executive session at 7:20 PM

BE IT RESOLVED by Councilor C. Green seconded by Councilor J. Willette to authorize the City Manager to finalize contract with Charter Communications.

Vote: 7-0

BE IT RESOLVED to adjourn by Chairman J. Shaw, second by Deputy Chairman K. Freeman at 7:22 PM.

Vote 7-0

Attested by: _____
Kimberly A Finnemore, City Clerk

PRESQUE ISLE CITY COUNCIL MEETING

For:

February 1, 2023

AGENDA ITEM #6

SUBJECT

CONSENT AGENDA: 2022 Warrants #49, #50, #51, #52
and 2023 Warrant #1 totaling \$2,006,169.29

INFORMATION

1) Warrant #49	\$ 148,000.40
2) Warrant #50	\$ 397,347.29
3) Warrant #51	\$ 151,030.33
4) Warrant #52	\$ 168,621.13
5) Warrant #1	\$ 1,141,170.14

REQUESTED ACTION

BE IT RESOLVED by Councilor _____ seconded by
Councilor _____ to approve 2022 Warrants #49,
#50, #51, #52 and 2023 Warrant #1 totaling \$2,006,169.29.

PRESQUE ISLE CITY COUNCIL MEETING

For:

February 1, 2023

AGENDA ITEM # 7

SUBJECT

CONSENT AGENDA: Approve Quitclaim Deeds

INFORMATION

- 1) Memorandum
- 2) Site Map
- 3) Quitclaim Deed – Aroostook County Action Program
- 4) Quitclaim Deed – RAM Construction, LLC

REQUESTED ACTION

BE IT RESOLVED by Councilor _____, seconded by Councilor _____ to authorize the City Manager to sign the Quitclaim Deed to Aroostook County Action Program and the Quitclaim Deed to RAM Construction, LLC.



City of Presque Isle, Maine

The Office of
City Manager

Martin Puckett

Email: mpuckett@presqueisleme.us

MEMORANDUM

TO:	Honorable City Council
FROM:	Martin Puckett, City Manager
DATE:	January 6, 2023
RE:	Two Deeds

1st Deed: Back in April of 2022, ACAP purchased 1 Edgemont Drive and two deed restriction were removed by the City Council. The only restriction left remaining after the release was a setback requirement – “No buildings or structures, of any kind, shall be placed upon said parcel within fifty (50) feet of Edgemont Drive.”

In some recent work, ACAP became aware that the existing building (which has existed since 1991) is mere inches shy of meeting the 50 foot setback restriction set forth in the deed. The building is well within the municipal ordinance setback requirements (30 feet). I have attached a survey plan showing that the building is 49.4 feet from the current sideline of Edgemont Drive.

This background is all lead up to ACAP’s request of the City—to release the only remaining deed restriction and make it so that ACAP’s property is subject to the same setback requirements as every other property and ensure that there is no potential claim for an extremely de minimus (6 inch) violation of an old deed restriction. Attached is form of release very similar to the prior version which would release the final deed restriction.

2nd Deed: RAM Construction LLC, 109 Parsons Street. Council approved the purchase and sale agreement back in 2021 and FW Webb is now ready to proceed with the closing.

Recommended Motion: Approve the quitclaim deed for RAM Construction LLC and ACAP and authorize the City Manager to sign associated paperwork.



N/F
AMHC FACILITIES, INC.
BOOK 2101, PAGE 315
(LOT 6, PLAN REF 1)

AREA OF FORMER
CHAPEL STREET

WATER MAIN

PROPOSED PARCEL TO BE
ACQUIRED FROM ADJOINING
PROPERTY

DRIVE AND PARKING
ENCROACHMENT

WATER MAIN EXISTENT PER PLAN
BY BRSA MAY 1991 AND
ATTACHED TO DEED DOES NOT
INCLUDE THIS OFFSET AT THE
BUILDING. IT DOES INCLUDE A
PROBANT EASEMENT AS WELL.

DEED = 240.0'
DEED = 240.0'

APPROX
UNUSUAL
LOCATION
PER PLAN
REF 2

ASSUMED LOCATION
OF POLE LINE
EASMENT PER DEED
AND PLAN

DEED = 49.3'
DEED = 60' SETBACK

N/F
AMHC
FACILITIES, INC.
BOOK 2408, PAGE 54

LOT 13

1 1/2 STORY WOOD
FRAME
BUILDING

LOT 12

FIELD = 216.5'
DEED = 216.51'

LOT 11

N/F
525 CENTRAL DRIVE LLC
BOOK 4757, PAGE 244

SEWER
MANHOLE, TYP.

WATER MAIN EXISTENT PER
PLAN BY BRSA AUGUST 1992

EDGE OF
PAVEMENT

EDGE OF
PAVEMENT

FIELD = 333.7'
DEED = 333.7'

WATER
SHUT-OFF
TYP.

CENTRAL DRIVE

EDGE MONT DRIVE

TO PARSONS STREET



MUNICIPAL QUITCLAIM DEED

The **CITY OF PRESQUE ISLE**, a body corporate and politic with a place of business in Presque Isle, Maine, for consideration paid, releases to **AROOSTOOK COUNTY ACTION PROGRAM**, a Maine non-profit corporation with a place of business in Presque Isle, Maine, with a mailing address of P.O. Box 1116, Presque Isle, ME 04769, all of its right, title and interest in and to the following described restriction on property in **Presque Isle**, Aroostook County, Maine, as reserved by the City of Presque Isle in the deed from the City of Presque Isle to AMHC Facilities, Inc., dated October 7, 1991 and recorded in the Aroostook County (Southern) Registry of Deeds in Book 2409, Page 54:

“No buildings or structures, of any kind, shall be placed upon said parcel within fifty (50) feet of Edgemont Drive.”

The purpose of this deed is to extinguish the above-stated restriction on the premises known as 1 Edgemont Drive in Presque Isle, Aroostook County, Maine, being more particularly described in the deed from Facilities Incorporated (f/k/a AMHC Facilities, Inc.) to Aroostook County Action Program, dated April 14, 2022 and recorded in said Registry in Book 6310, Page 17, such that said restriction is of no further force or effect.

IN WITNESS WHEREOF, the City of Presque Isle has caused this instrument to be signed and sealed in its name by Martin L. Pluckett, City Manager, duly authorized, this _____ day of December, 2022.

CITY OF PRESQUE ISLE

By: _____
Martin L. Pluckett, City Manager
Duly Authorized

STATE OF MAINE

Aroostook County

December _____, 2022

Personally appeared Martin L. Pluckett, City Manager of the City of Presque Isle, and acknowledged before me the foregoing instrument to be his free act and deed in his said capacity and the free act and deed of said City of Presque Isle.

Notary Public/Attorney at Law

Print or Type Name as Signed

QUITCLAIM DEED
(MUNICIPAL)

The **CITY OF PRESQUE ISLE, MAINE**, a body corporate, located at 12 Second Street, Presque Isle, Maine 04769 (GRANTOR), for consideration paid, releases to **RAM CONSTRUCTION, LLC**, a Massachusetts Limited Liability Company, of 160 Middlesex Turnpike, Bedford, Massachusetts 01730 (GRANTEE), the land in Presque Isle, Aroostook County, Maine, described as follows, to wit:

The land and buildings located at 109 Parsons Street, Presque Isle, Maine, also being a part of Assessor's Map 043-155, Lot 109, City of Presque Isle, Maine, described as follows:

A certain piece or parcel of land located on the westerly side of Parsons Street, so called, and the north side of Central Drive, so called, in the City of Presque Isle, formerly Maysville, County of Aroostook and State of Maine, being more particularly described as follows:

Beginning at the intersection of the westerly right of way limit of Parsons Street and the northerly line of property now or formerly owned by the City of Presque Isle as recorded in Book 5886, Page 210;

Thence, in a westerly direction along the north line of said City of Presque Isle land, South 87°-02'-53" West, a distance of 200.00 feet to the northwest corner of said City land, to a rebar set;

Thence, in a southerly direction along the west line of said City land, South 03°-00'-18" East, a distance of 90.00 feet to the southwest corner of said City land;

Thence, continuing south on last said bearing across land of the City of Presque Isle as recorded in Book 1706, Page 222, a distance of 86.70 feet to the northerly right of way limit of Central Drive;

Thence, in a westerly direction on a non-tangential curve to the right with a radius of 940.00 feet and a length of 188.51 feet, being more particularly located by a tie line of North 81°-36'-02" West, a distance of 188.19 feet;

Thence, continuing westerly along said right of way limit, North 75°-51'-23" West, a distance of 143.10 feet;

Thence, continuing westerly along said right of way limit, North 74°-46'-32" West, a distance of 173.85 feet to a rebar set;

Thence, northerly across land of said City as recorded in Book 1706, Page 222, North 02°-45'-51" West, a distance of 318.39 feet to a rebar set;

Thence, in a northeasterly direction across land of said City, North 50°-18'-39" East, a distance of 532.23 feet to a rebar set;

Thence, in an easterly direction across land of said City, North 74°-51'-08" East, a distance of 59.52 feet to a rebar set;

Thence, in a southerly direction across land of said City and along the west line of land now or formerly owned by Steven and Lori Burt as recorded in Book 5198, Page 270 and the west line of land now or formerly owned by Darick C. Williams as recorded in Book 5574, Page 340, South 03°-00'-18" East, a distance of 360.02 feet to the southwest corner of said Williams's land, to a rebar set;

Thence, in an easterly direction along the south line of said Williams's land, North 86°-59'-42" East, a distance of 200.00 feet to the westerly right of way limit of Parsons Street, to a rebar set;

Thence, in a southerly direction along said right of way limit, South 03°-00'-18" East, a distance of 246.11 to the *point of beginning*.

The above-described piece or parcel contains 7.51 acres of land, more or less.

Meaning and intending to convey part of the premises conveyed by the Presque Isle Housing Authority to City of Presque Isle by Quitclaim Deed dated January 6, 1984 and recorded in Book 1706, Page 222, Southern District Aroostook Registry of Deeds.

The above description is based on a field survey completed December 2021 by BRSA, Inc., 11 Hall Street, Presque Isle, ME. All deeds referenced are recorded in the Aroostook South Registry of Deeds Houlton, Maine. Bearings are referenced to Maine State Grid North, East Zone, NAD 83. All rebar set are 5/8" diameter rebar with yellow plastic caps imprinted BRSA, Inc. PLS #2196.

The said City of Presque Isle, Maine has caused this instrument to be signed in its corporate name by the Members of its City Council duly authorized this 1st day of February, in the year of our Lord two thousand and twenty-three (2023).

Signed, Sealed and Delivered
in presence of

CITY OF PRESQUE ISLE, MAINE

WITNESS

BY: _____
JACOB SHAW, CHAIR

WITNESS

BY: _____
MICHAEL CHASSE

WITNESS

BY: _____
KEVIN FREEMAN

WITNESS

BY: _____
DOUGLAS D. CYR

WITNESS

BY: _____
JEFFERY WILLETTE

WITNESS

BY: _____
CRAIG GREEN

WITNESS

BY: _____
GARRY NELSON, SR.

STATE OF MAINE,
AROOSTOOK, ss:

February 1, 2023

Personally appeared the above-named _____, a Member of
the Presque Isle City Council, and acknowledged the foregoing instrument to be his free act and
deed and the free act and deed of said municipal corporation.

Before me,

RICHARD L. CURRIER
NOTARY PUBLIC
MY COMMISSION EXPIRES: 11/06/2029

PRESQUE ISLE CITY COUNCIL MEETING

For:

February 1, 2023

AGENDA ITEM # 8

SUBJECT

OLD BUSINESS: Dangerous Buildings at 1 Mechanic Street, 23 St. John Street, and 257 Houlton Road

INFORMATION

- 1) Memorandum (City Manager)
- 2) State Statutes
- 3) Memorandum (Code Enforcement)
- 4) Narrative
- 5) Pictures

REQUESTED ACTION

BE IT RESOLVED by Councilor _____, seconded by Councilor _____ to adjudge 1 Mechanic Street, 23 St. John Street and 257 Houlton Road to be a nuisance and dangerous properties, for the owners to abate all conditions within 30 days to the satisfaction of the Code Enforcement Officer and assess each a penalty of \$100.00 per day if not complied to. Direct the City Manager to cause the structures to be demolished and removed. The cost to be charged against the real estates that the structures set and shall constitute a lien on such real estates.



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:	January 25, 2023
RE:	Hearing – Dangerous Building

On Wednesday evening, you will have a hearing for dangerous buildings. This memo is intended to provide you the necessary background information to assist you.

Essentially, you will be asked to listen to the evidence that will be presented to you to determine if the buildings being discussed meet the standard of being dangerous buildings, as defined within state law.

Legislative Authority

The Municipal Officers (City Council) have been given the authority to act as a quasi-judicial board to determine whether a building meets the standard of a dangerous building. Further, should that determination be made, the Municipal Officers (MO) have the authority to order that the owner(s) correct or remove those items that cause the building to be dangerous. Should the order not be complied with, the MO can cause action to occur to abate the danger, and later bill the owner of the property for the costs associated.

Finally, should the bill not be paid, the community can then place a lien on the property that has the full enforcement weight of a tax lien. The vast majority of this authorization can be found in 17 M.R.S.A. § 2851, et seq. A copy of that statute is included as a reference.

Process

The City Council will act as the hearing body. The Council will need to determine several items.

First, you will need to listen to the testimony before you, follow up with any questions you may have, and then determine if the testimony and facts presented have met your understanding of the dangerous buildings statutes.

Next, if that is the case, the MO shall determine the correction action that is necessary and the time frame to meet that corrective action.

Finally, the MO should empower City staff to insure that the corrective action occurs, should the owners of the property not follow the order of the MO.

The Code enforcement officer will make recommendations for each property.

Here is the basic outline of the hearing:

1. Allow the city to present documentation and statements and allow council to ask questions
2. Allow the property owner to present documentation and statements and allow council to ask questions
3. Allow for either party to make final statements
4. Close Hearing and make a motion(s).

12 Second Street

Presque Isle, ME 04769-2459

207.760.2785

Fax 207.764.2501

This institution is an equal opportunity employer.

Maine Revised Statutes
Title 17: CRIMES
Chapter 91: NUISANCES

§2851. DANGEROUS BUILDINGS

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

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

1. Notice.

[2017, c. 136, §1 (RP) .]

2. Notice; how published.

[2017, c. 136, §1 (RP) .]

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

[2017, c. 136, §1 (NEW) .]

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

[2017, c. 136, §1 (AMD) .]

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

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

[2017, c. 136, §1 (AMD) .]

SECTION HISTORY

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

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PLEASE NOTE: The Revisor's Office cannot perform research for or provide legal advice or interpretation of Maine law to the public. If you need legal assistance, please contact a qualified attorney.



City of Presque Isle, Maine

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 & Community Development Kim Finnemore, City Clerk Patty Jandreau, Executive Assistant
DATE:	January 5, 2023
RE:	Recommendations on Dangerous Buildings

Based upon the evidence presented and the testimony of the Code Enforcement Officer concerning the condition(s) of the premise(s) owned by **Troy Ellis**, located at 1 Mechanic Street, **Kevin Saucier**, located at 23 St. John Street, and **Chad Graham**, located at 257 Houlton Road I hereby by move:

- That the Council adjudge these properties to be a nuisance and dangerous to life or property;
- That the Council make and record an Order stating that the owner(s) shall, within (30) days of service of this Order, abate all conditions creating a nuisance or dangerous condition to the satisfaction of the Code Enforcement Officer;
- That should the owner fail to comply with the specified time, the owner shall be assessed a civil penalty of \$100.00 per day and the City Council further directs the City Manager to cause the structure(s) to be demolished and removed. The cost of such demolition and removal shall be charged against the real estate upon which the structure sets and shall constitute a lien on such real estate.

RECOMMENDED: Motion made by: _____ Seconded by: _____

CONDEMNED PROPERTIES

February 1, 2023

1. **1 Mechanic Street – Owned by Troy Ellis.** Our office has been dealing with code violation at this location since 2013, due to the following: Unsafe structure, partial roof collapse, the building has been vacant for several years and all utilities have been disconnected from the building. Mr. Ellis started doing some minor repairs to the building this summer, but never completed them.

There currently is no mortgage on the property. Taxes have been paid.

The tax card has the value of the property at \$29,000.00.

2. **23 St. John Street – Owned by Kevin Saucier.** . Our office has been dealing with code violation at this location since 2017, due to the following: Structure not being secured and the building has been vacant for several years and all utilities have been disconnected from the building. Mr. Saucier has contacted the office and stated that he was trying to sell the property.

There currently is no mortgage on the property. Taxes are due for 2022.

3. **257 Houlton Road – Owned by Chad Graham.** Our office has been dealing with code violation at this location for a number of years, even before Mr. Graham purchased the property, due to the following: Unsafe structure, foundation collapse, partial roof collapse, unsecure building, the building has been vacant for several years and all utilities have been disconnected from the building. Mr. Graham has obtained a building permit last month and has started doing some minor repairs to the building.

There currently is no mortgage on the property. Taxes are due for 2021 and 2022.













PRESQUE ISLE CITY COUNCIL MEETING

For:

February 1, 2023

AGENDA ITEM # 9

SUBJECT

NEW BUSINESS: Maine State Firefighters Convention

INFORMATION

1) Memorandum from Fire Chief, Darrell White

REQUESTED ACTION

INFORMATION ONLY



Presque Isle Fire Department

The Office of
Fire Chief

Darrell K. White

Email: dwhite@presqueisleme.us

MEMORANDUM

TO:	Honorable City Councilors
FROM:	Darrell White
DATE:	January 17, 2023
RE:	Maine State Firefighters Convention

Council,

In September of 2023 the Presque Isle Fire Department will be hosting the Maine State Federation of Firefighters 59th annual State Convention right in here our Star City. The dates for this event begin on Sept. 8th with an evening meeting of the Maine State Federation of Firefighters (MSFFF) along with delegates for each member fire dept. Sept. 9th we begin the day with a parade down main street with fire department apparatus and marching units from all across Maine. After the parade comes the muster events where each fire department assembles a team to compete against each other in various events that are common in firefighting each event is timed the winners receive a trophy and bragging rights until the next event in 2024. As well all day there will be fire apparatus for viewing and equipment vendors as well as food vendors. These events will take place on the fairgrounds, consideration is being looked for some type of event at riverside as well. Later in the evening there will some type of entertainment which at this time are still in the works. The event finishes up 10th with a breakfast and award being given out to the muster winners in each event.

Presque Isle held this same event in 2010 and it was very well attended by fire depts. From all across Maine. We also had a very large draw of local area residence who came out for the day to watch the parade and muster events we would except in the neighborhood of 300 firefighters to be in attendance.

We would like for this year to develop a challenge coin that we can handout to each fire department who participates as well as have them for sale.

We are asking if the Council would consider either approving the funding for these coins from the Cities overlay account or from the PIFD undesignated capital reserve account. Each coin would have our F.D. logo on one side and the City Seal on the other. We expect the price to be around 1,500.00 for 300 coins.

Respectfully,

Chief Darrell White

PRESQUE ISLE CITY COUNCIL MEETING

For:

February 1, 2023

AGENDA ITEM # 10

SUBJECT

NEW BUSINESS: Northern Border Reginal Grant

INFORMATION

- 1) Memorandum
- 2) Terminal Project Proposal
- 3) Public Notice

REQUESTED ACTION

BE IT RESOLVED by Councilor _____, seconded by Councilor _____ that the City Council consider authorizing a letter of support for the Terminal Project Proposal.



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

MEMORANDUM

TO:	Honorable City Council
FROM:	Martin Puckett, City Manager
DATE:	January 24, 2023
RE:	Northern Border Regional Commission Letter of Support

Established by Congress in 2008, the Northern Border Regional Commission (NBRC) is a partnership between the federal government and the States of Maine, New Hampshire, New York, and Vermont. The mission of the NBRC is to fund economic development and infrastructure projects throughout designated counties in its four-state service area. The NBRC partnership provides investments to job-creating projects that help reduce poverty, unemployment, and outmigration. NBRC investment funds originate from the Federal Government but are approved by the Federal Government's NBRC representative (Federal Co-Chair) and the Governors of the four States.

The NBRC can invest in economic and infrastructure projects in the following Maine counties: Androscoggin, Aroostook, Franklin, Hancock, Kennebec, Knox, Oxford, Penobscot, Piscataquis, Somerset, Waldo, and Washington. Depending on the level of economic and demographic distress in each county, NBRC funded projects can be eligible for up to an 80% matching grant.

NBRC investments in Maine from 2010-2021: 68 awards totaling \$22,762,848

Matching funds for NBRC investments from 2010-2021: \$90,917,614.67

Previous Awards in Presque Isle:

2019 NMCC: \$59,800 energy reduction projects and simulator for hydraulics program

2018 PIUD: \$500,000 Sewer improvements to industrial park

2016 PI Airport: \$250,000 Five unit hanger

Part of the submission process is a letter of support from the municipal officers. In the past we have supplied multiple letters of support, but should select only one project. Staff placed a notice in the Star Herald requesting applicants to submit proposals for Council to consider. Applications were due January 24th and no applications were submitted.

Scott Wardwell will present an airport proposal for Council consideration to support. PIUD also intends to apply for the NBRC grant. If the PIUD project addresses waterflow issues on the industrial park, Council should consider the application prior to deciding.

Applications are typically due in April, so Council can wait to make a decision at the March meeting.

To: City of Presque Isle, Maine City Council
From: Presque Isle International Airport
Date: January 25, 2023
RE: New Terminal Project One-Page Summary



**HOYLE
TANNER**

AECOM

PROJECT DEFINITION – New 22,000 sf airport terminal facility, inclusive of check-in lobby, baggage handling, passenger screening checkpoint, secure hold rooms, concessions, and additional tenant functions.

MAJORITY FUNDING OPPORTUNITY – Public Law 117-58, Bipartisan Infrastructure Law (BIL) Airport Terminal Program (ATP) or FY 2022 Competitive Funding, Airport Improvement Program Supplemental Discretionary Grants

ROUGH ORDER OF MAGNITUDE PROBABLE COST– The rough order of magnitude probable cost for the overall program at this time, inclusive of design fees and construction costs is \$28,953,700.

The following entities and programs that have been identified for varying levels of contribution to the project costs:

- Federal Aviation Administration – both the BIL/ATP Grant and AIP Funding Program may cover up to as much as 70% of the project costs
- Maine Department of Transportation – the DOT may cover up to 2.5% of the project costs
- US EDA – the Public Works program may cover up to \$4,000,000 in FY 23
- Norther Borders Regional Commission (NBRC) – up to \$1,000,000 may be available from the NBRC
- Presque Isle International Airport Passenger Facility Charges (PFC) – the airport will contribute from the fees collected from passengers who fly through PQI
- City of Presque Isle, Maine – depending on State and Federal, range from \$2,000,000 - \$6,000,000



PRELIMINARY PROGRAMMED SCHEDULE

Task	Est. Completion
BIL Grant Support	10/24/22
FY 23 BIL/ATP Application Submittal	10/24/22
FY 22 Supp. AIP Application Submittal	12/30/22
FAA Decision Of FY 23 ATP Award	03/01/23
Preliminary Design	03/24/23
Design Development	06/30/23
Final Design	10/13/23
FY 24 BIL/ATP Application Submittal	10/20/23
100% Contract Drawings	11/17/23
Project Design Complete	11/17/23
Bid and Permitting	02/16/24
Open Bids	02/09/24
Start Construction	06/03/24

DEPARTMENT OF TRANSPORTATION

Federal Aviation Administration

[Docket # FAA-2022-1227]

Airport Terminal Program; FY 2023 Funding Opportunity

AGENCY: Federal Aviation Administration (FAA), Department of Transportation (DOT).

ACTION: Notice of funding opportunity.

SUMMARY: The Department of Transportation (DOT), Federal Aviation Administration (FAA) announces the opportunity to apply for approximately \$1 billion in FY 2023 discretionary funds for the Airport Terminal Program (ATP), made available under the Infrastructure Investment and Jobs Act of 2021 (IIJA), Public Law 117-58, herein referred to as the Bipartisan Infrastructure Law (BIL). The purpose of the ATP is to make annual grants available to eligible airports for airport terminal development projects that address the aging infrastructure of the nation's airports. In addition, ATP grants will align with DOT's Strategic Framework FY2022-2026 at

**Public Notice for NBRC Economic & Infrastructure
Development Investment Program Grant
Community Project Presentations**

The Presque Isle City Council is requesting community presentations from all interested parties located within Presque Isle who desire to submit a Northern Border Regional Commission Economic & Infrastructure Development Investment Program application for 2023 to attend their **February 1, 2023** Council Meeting held at **6:00 PM** at the Sargent Family Center (24 Chapman Road, Presque Isle, ME). The Council will hear presentations from all submissions that will include a brief overview of their project and how the project will benefit the residents of Presque Isle. After presentations, the Council will issue only one project letter of support for a project proposal to be included with an entity's application to the Northern Regional Border Commission.

Interested parties are required to submit their letter of interest and any additional information they would like to include regarding their proposed project to the DECD Director, Galen Weibley via mail (12 2nd Street Presque Isle, ME 04769) or email: decd@presqueisleme.us by noon on Tuesday, January 24, 2023 to be placed in the Council's meeting packet. Late submissions will not be reviewed by the Council. Public review of project submissions may be made available in person at City Hall (12 2nd Street, Presque Isle, ME) or at presqueislemaine.gov and public comment may be received before or during the Council meeting's citizen comment section. Any questions can be directed to the DECD Director at 207-760-2727.

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 760-2702.

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 760-2702 at least two (2) business days prior to the meeting date.

Per City Council

Kimberly A. Finnmore, City Clerk

PRESQUE ISLE CITY COUNCIL MEETING

For:

February 1, 2023

AGENDA ITEM # 11

SUBJECT

NEW BUSINESS: Schedule Public Hearing to Amend
Chapter 16 Land Use and Code Development
Ordinance

INFORMATION

1) Memorandum

REQUESTED ACTION

BE IT RESOLVED by Councilor _____, seconded by
Councilor _____ to schedule a Public Hearing for
March 1, 2023 to consider amending Chapter 16 Land Use
and Code Development Ordinance.



City of Presque Isle, Maine

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

MEMORANDUM

TO:	City Councilors; Martin Puckett, City Manager, & Brad Turner Finance Director
FROM:	Galen Weibley, Director of Economic & Community Development
DATE:	January 24, 2023
RE:	Request Public Hearing for changes to Chapter 16 Land Use Code

The Planning Board is considering omnibus changes at their February 16, 2023 meeting that is a product of over 12 months of meetings and multiple public comment and hearing periods to continue making changes to the operations of site plan review and approvals which will allow Presque Isle to continue its reputation as being business friendly.

Developers and businesses note site plan review and approvals as a way to improve city operations to streamline their tight construction schedule given weather challenges. In the past these approvals processes could take months since the Planning Board meetings only once a month and changes may go back and forth between the city review staff and developer.

Revisions to the by-laws have been made as follows:

- Reorders the various chapters of the Land Use Code to "Articles"
- Permits Mobile homes in the URZ & AHZ and Special Exception in SRZ
- Combines former Chapters 2 (standards) & 3 (Site Plan Review) into Article 2
- Develops clear triggers of development that will be final approval by the Planning Board or internally with the PIDECD Staff
- Establishes a clear process of Preliminary Approval by the PI Development Review Staff and final approval schedule for the Planning Board
 - This increases the communication between departments and outside agencies that are impacted by development
- Establishes new standards for development to address, stormwater, solid waste and waste water management, light control, screening and buffering, land use standards,
- Creates live links that aid developers in navigating the various cited sections and creates a table of contents that will automatically update as future changes are made to the document.
- New amendment to comply with Maine's Right to Food Constitutional Amendment that will allow Non-Commercial Keeping of Livestock in the AFFZ & AHZ but Special Exception in all other zones
 - This had much public discussion which can be read in the enclosed minutes

Pending the Planning Board's final input at their February meeting, staff is recommending scheduling a public hearing for your next council meeting to consider these changes.

Suggested Motion: Mr. Chairman, I move that we schedule a public hearing to consider changes to the Chapter 16 of the Land Use Code at our March 1, 2023 Council meeting.

PRESQUE ISLE CITY COUNCIL MEETING

For:

February 1, 2023

AGENDA ITEM # 12

SUBJECT

NEW BUSINESS: Schedule Public Hearing to Amend the
Presque Isle Development Fund By-Laws

INFORMATION

1) Memorandum

REQUESTED ACTION

BE IT RESOLVED by Councilor _____, seconded by
Councilor _____ to schedule a Public Hearing for
March 1, 2023 to consider amending the Presque Isle
Development Fund By-Laws



City of Presque Isle, Maine

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

MEMORANDUM

TO:	City Councilors; Martin Puckett, City Manager, & Brad Turner Finance Director
FROM:	Galen Weibley, Director of Economic & Community Development
DATE:	January 24, 2023
RE:	Request Public Hearing of PIDF By-Law

At the request during the January 20, 2023 PIDF Meeting, the PIDF members reviewed draft changes to the PIDF By-Laws in an effort to update the approval process to streamline approvals and to clarify changes to individual programs.

Revisions to the by-laws have been made as follows:

- Streamline approval process of loan requests lower than \$15,000 to be approved by the PIDF Trustees instead of second approval by the entire council
- Update the year terms for trustees
- Clarifies what indirect relationship means for City employees, Councilors and Trustees
- Provides the option for the City Council to recall the loan to be paid in full should business/developer not be current on their property taxes owed to the City
- Allows for program funding and lending for housing development
- Clarifies WARM Program is capped at \$20,000 per unit instead of unclear amount cap
- Clarifies Downtown Façade Loans require a public hearing by the City Council regardless of loan amount
 - This is because the City's Downtown Redevelopment Program requires a public hearing by the City Council for the use of TIF revenues

Staff is recommending scheduling a public hearing for your next council meeting to consider these changes.

Suggested Motion: Mr. Chairman, I move that we schedule a public hearing to consider changes to the PIDF By-Laws at our March 1, 2023 Council meeting.

Enclosures

Ø PIDFP By-Laws with markup amendments

PRESQUE ISLE CITY COUNCIL MEETING

For:

February 1, 2023

AGENDA ITEM # 13

SUBJECT

NEW BUSINESS: Transfer of Funds to Presque Isle Downtown Revitalization Committee Reserve

INFORMATION

1) Memorandum

REQUESTED ACTION

BE IT RESOLVED by Councilor _____, seconded by Councilor _____ to authorize the transfer of \$4,713.44 from the Presque Isle Downtown Revitalization Committee's operating funds to the Presque Isle Downtown Revitalization Committee's special reserve account.



City of Presque Isle, Maine

Finance Department

From the desk of:

Bradley Turner

Email: bturner@presqueisleme.us

MEMORANDUM

TO:	Honorable City Council
FROM:	Bradley Turner, Finance Director
DATE:	January 24, 2023
RE:	Presque Isle Downtown Revitalization Committee (PIDRC)

The Presque Isle Downtown Revitalization Committee is requesting to transfer the remaining balance of their operating funds to their PIDRC special reserve account for the future purchase of Christmas lights for the Downtown area.

Original Budget: \$24,513.00

YTD Expenses: \$19,799.56

Remaining Bal: \$4,713.44

Staff recommends that \$4,713.44 be transferred to the PIDRC special reserve account

BE IT RESOLVED BY COUNCILOR _____ and seconded by Councilor _____ to approve the transfer of \$4,713.44 from the PIDRC operating account to the PIDRC special reserve account.

PRESQUE ISLE CITY COUNCIL MEETING

For:

February 1, 2023

AGENDA ITEM # 14

SUBJECT

NEW BUSINESS: 2022 Departmental Review

INFORMATION

- 1) Memorandum
- 2) Police Department overview
- 3) Fire Department overview

REQUESTED ACTION

DISCUSSION ONLY



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

MEMORANDUM

TO:	Honorable City Council
FROM:	Martin Puckett, City Manager
DATE:	January 26, 2023
RE:	2022 Review

For the Annual Report, departments put together some statistics and an overview for the previous year. I wanted to include the full reports from the Fire Department and Police Department for calls for service and highlight some of the activities of 2022. The financial overview is part of agenda item 16. Additional handouts will be presented at the meeting. Other departments will have reports for the goal setting process.

For discussion.

Some highlights:

Airport: Best October since 2000 (1,613) and most enplanements for December (1,512) “in this century!” -Scott Wardwell. For 2022, there was a total of 15,409 enplanements, the highest amount in the past 10 years. In 2019, there was a total of 13,149.

Code: Building Permits up 5.9% compared to prior year. Electrical & Plumbing permits down 7.4% & 10% respectfully. Inspections were up (Total 44.8%) for all building activities compared to 2021.

- Building (41.4%), Plumbing (41.4%), Electrical (32.9%), C of O (13.9%), Complaints (74%)

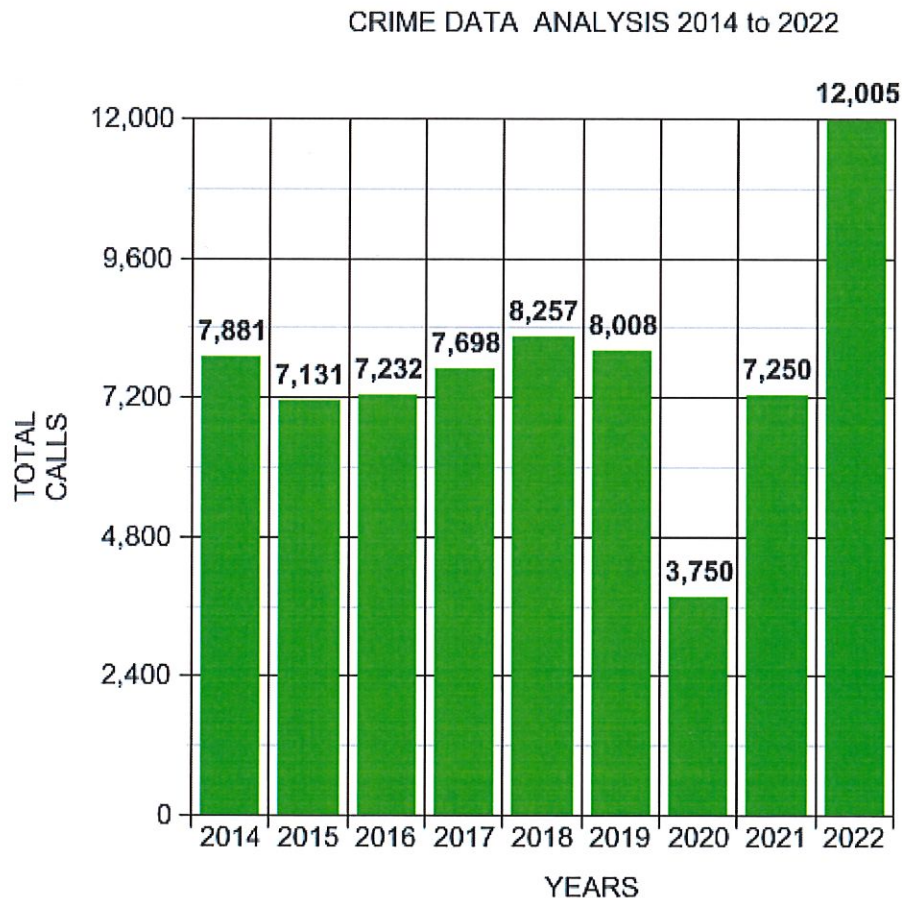
Code broke new records: 135 Electrical Permits, 884 Building Inspections, addressed 409 Compliant Inspections. 1,897 Total Inspections for the year. Previous Record: 2016 with 1,806 total inspections.

Finance: Expenditures \$423,000 below budget, primarily due to staffing. Revenues exceeded projections by \$848,000, primarily from Maine State Revenue Sharing.

A year in the life at Presque Isle Police Department and it's staff

2022 Edition

In my opinion, the year of 2022 will go down as a year of extreme highs and lows, but definitely a year of fundamental change when it comes to criminality in the City. A quick synopsis of the year is as follows:



If we average the years of 2014 to 2021, excluding the COVID year, we average 7636 calls per year. As of December 30th, we have increased by 4,369 calls or a **57%** increase in call volume in one year

Brief summary of call totals for the year

2022 total arrests **474**

2022 total thefts **371**

2022 total crashes **491**

2022 total overdoses **42**

2022 total traffic stops **2049**

2022 total welfare checks **444**

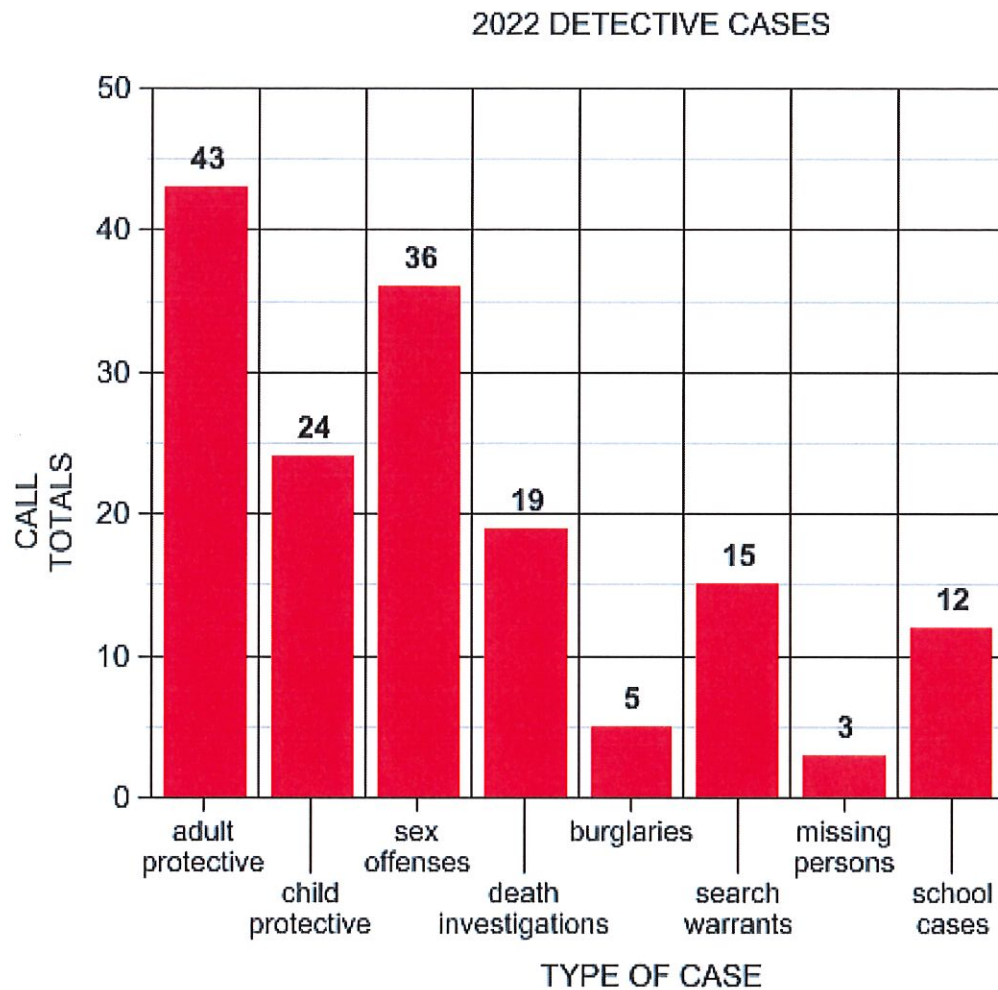
2022 total drug arrests **299**

2022 total mental health calls **322**

Detective Criminal Investigations Division.

This division consists of just one detective handling our most serious and time-consuming investigations.

Total call for service **623**

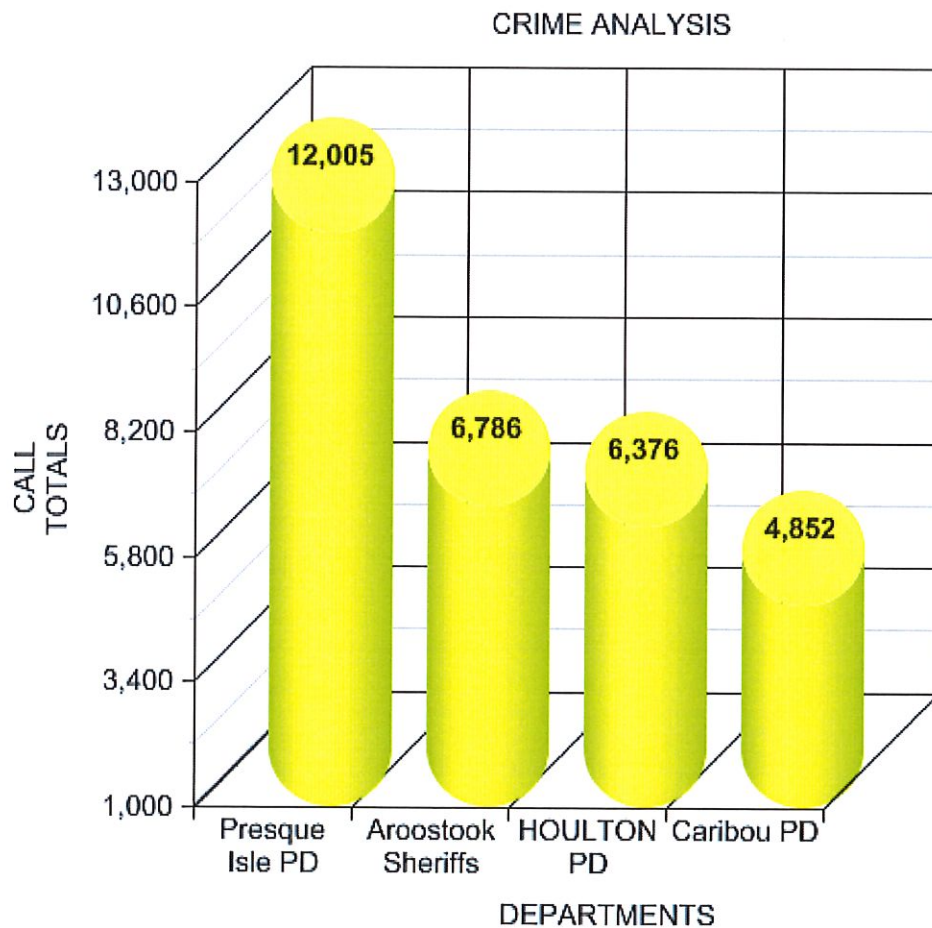


An amazing job for one law enforcement officer to achieve.

Use of force for 2022

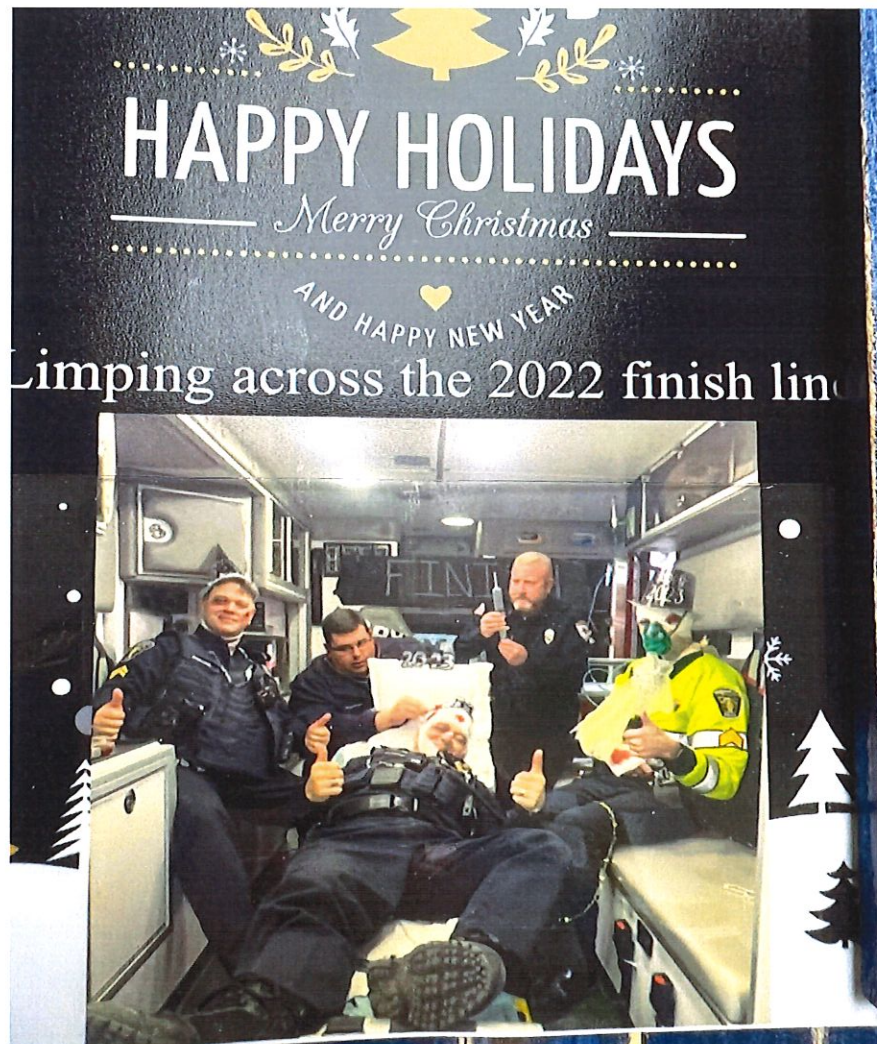
TASER	FIREARM	DEPLOYMENT
TASER DRAWS 101	FIREARM DRAWS 110	Taser deployed 14% of the time
TASER DEPLOYS 14	FIREARM DISCHARGE 1	Firearm discharged less than 1% of the time

Yearly departmental calls for service

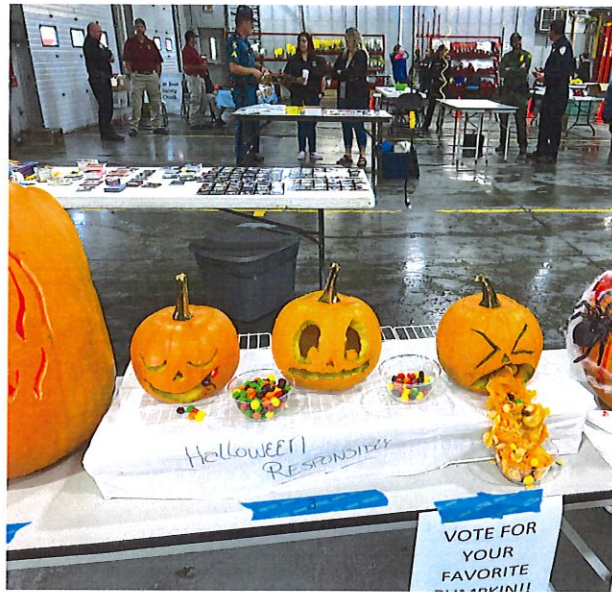


Now for the positives in 2022

With all that crime out there, the staff of the Presque Isle Police Department still managed to keep a smile on their faces and have a lot of fun along the way.



Winner of our annual Christmas photo competition



Halloween fun at the Open House



James Bond made an appearance at the Presque Isle High School job fair



We said goodbye to the old



And welcomed the new



Officers received letters of commendation



Officers got promoted



Cadets became officers



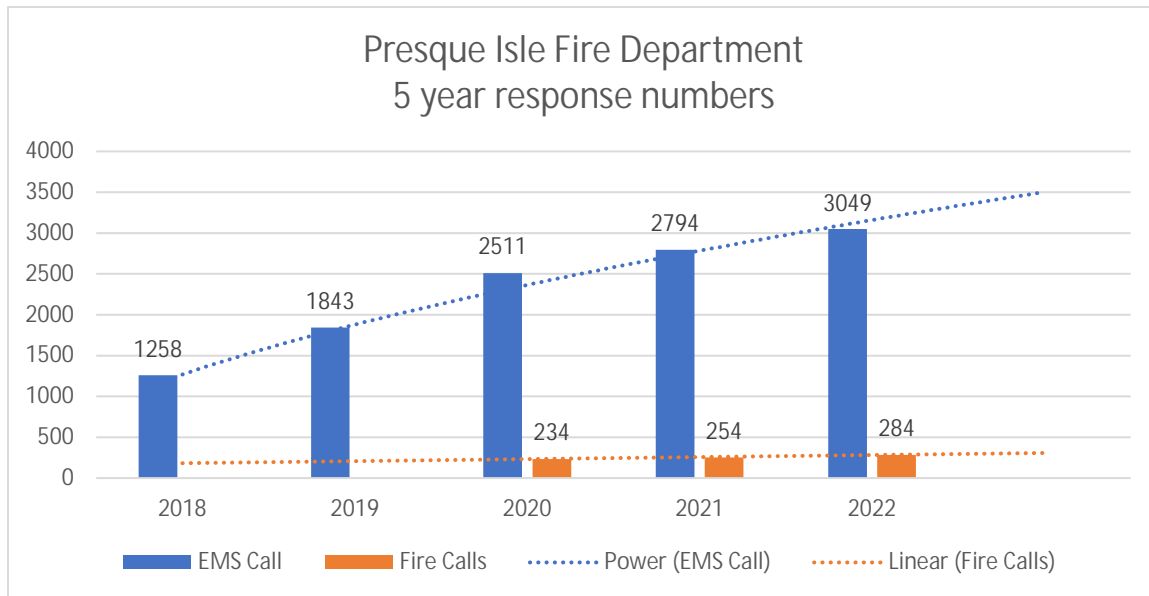
And finally, officers sang Christmas Carols
Badly

Overall it was a year of highs and lows, but thanks to the support of our City Manager, City Council, DA's Office, Admin Staff, Patrol, Dispatchers and members of the public, it has been a great year and we are all looking forward to serving again in 2023.



Presque Isle Fire Department 2022 Review

2022 was one busy year for members of the Presque Isle Fire Department



EMS Percentage increase per year,

2018-2019 47%,

2019-2020 36%

2020-2021 11%

2021 – 2022 9%

This may be a good indication that we are beginning to find what our true yearly average may look like over the next few years for call volume as our percentage begins to hit single digit increases.

The chart represents the total of fire calls each year which includes the following types of responses; structure fires, vehicle fires, grass brush fires, fire alarms, vehicle accidents, Carbon monoxide calls, LP gas leaks, and good intent calls. In short, any call that required PIFD to respond and investigate or act on. Fire runs for 2018 and 2019 are not available as we moved to a new reporting system in 2020 and prior years did not carry over in the new system.

EMS calls cover E-911 calls, mutual aid calls, ALS intercepts, and Transfers both local and long distance.

EMS is provided to Presque Isle, Chapman, Castle Hill, Mapleton, Easton, Washburn, Wade, and Westfield. Who are all under contract through 2025.



Some of the major changes that have occurred the last two years is with call volume continuing to climb members are finding it hard to find time for other functions that we use to preform such as life safety inspections each month, currently those are done on a complaint driven bases. However, the hope is we can get back into a rhythm for doing these types of inspections under the new work schedule.

In 2022 Firefighter Jordan Doody completed his Advance EMT training, and will graduate from the paramedic program in the spring of 2023.

Firefighter Jonathan Stokely was hired Jon has his Advanced EMT license and will also graduate from the paramedic program in the spring of 2023.

The two new ambulances ordered this year have still not arrived and we are being told the first one should be to us in March of 2023, they will not even give us an estimated date for the second unit. Covid 19 pandemic has really impacted both the ambulance and fire apparatus builders, most state it will take manufactures into 2024 before things return to post covid.

This year's open house was a huge success as both police and fire along with other agency participated given both kids and adults information on how to keep themselves safe from fire, how to secure their homes, and much more.

Some pictures from the open house.





Special Thank, goes out to Lowes who provided 300 wooden fire trucks for the kids to build during the open house, and as a note all 300 were built by the end of the open house. Lowes also presented us with 50 free smoke detectors to install in homes that have no working smoke detectors here in Presque Isle. This is a program we have run for years where up to two detectors can be installed by firefighters in qualifying homes. Priority is given to Seniors on fixed incomes, families with low income and children living in the home. After installation we offer to do a quick-fire safety check of the home. Recommendations are made but home owners are under no obligation to follow the recommendations made by fire personnel.





I would also like to give a big thank you to Harbor Freight who gave us a 300-dollar gift card to purchase much needed maintenance tools.



In closing I would like to thank our City Manager, City Councilors, who have supported us throughout the years. As a team I believe we have created a Public Safety Division Police, Fire, EMS second to none.

I would also like to thank all of the other department heads within the City who have given support and help whenever asked. It was yes, a very busy year but a great year, one that staff at PIFD can be proud of I for one I'm so very proud of each of the employee's here at PIFD they are professionals and dedicated first responders.

Respectfully

Darrell White, Fire Chief

Presque Isle Fire Department

PRESQUE ISLE CITY COUNCIL MEETING

For:

February 1, 2023

AGENDA ITEM # 15

SUBJECT

NEW BUSINESS: 2023 Goal Settings

INFORMATION

1) Review 2023 Goals

REQUESTED ACTION

BE IT RESOLVED by Councilor _____, seconded by Councilor _____ to schedule a Goal Setting Workshop(s) for _____.



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

MEMORANDUM

TO:	Honorable City Council
FROM:	Martin Puckett, City Manager
DATE:	January 24, 2023
RE:	2023 Goals

Each year Council and staff hold a meeting to review and select goals for the upcoming year. Below is a list of 2022 goals that were selected. Some 2022 goals are long term and will carry into future years.

Some major projects that will be underway in 2023 are the MDOT PPI project (Downtown Transportation Study), Essential Air Service Bidding Process, Contract Negotiations for 5 Units, Echo Lake Sewer System Upgrade, Phase 1 of Aerospace Park & Terminal, and regional broadband expansion to list a few.

Departments have many other ideas for consideration. We look forward to a discussion and selecting dates and times for a workshop.

2022 Goals

1. Housing: Team members: Tom Powers, Galen Weibley, Tim St. Peter, Lewis Cousins, Martin Puckett

Goal: Create various housing opportunities within the city to address existing shortages and future growth

Action Items:

- Identify locations/available land for development- all types of housing with estimated number of units per lot, consider zoning, soil type. Consider blighted areas, location to compact area and public/private water & sewer
- Cost estimates for development: road, utilities, sitework, permitting
- Funding sources: Federal/State, ME Housing, PIDF
- Identify Partnerships
- Tax Acquired Properties- continue to turn into residential units

Report out initial findings in May

Council Action 6/1 Market city owned lots for development, have discussions with developers. DECD created list of various locations within City for developers to consider. Staff held meetings with various developers, State entities, legislative outreach to promote housing opportunities.

2. Recreation Programming: Team Members: Gene Cronin & Rec Advisory Committee

Goal: Create outdoor activities/programs for wide age groups & families

Action Items:

- Identify Programs and equipment needs
- Develop budget
- Explore NHC opportunities
- Funding Sources- grants, annual budget, capital
Equipment for Outdoor Programming

Presentation in May

Signed agreement with NHC, offered addition programs for summer

Produced update of activities in June

3. Online presence: Team Members: Brad Turner, Kellie Chapman, Galen Weibley, Patty Jandreau

Goal: Create Website that is consumer centric that highlights services & activities

Action Items:

- Create RFP for website design
- Review RFPs, interview companies
- Select company, contract
- Establish timeline for bids, design meetings, progress updates and completion
- Funding Sources- grants, annual budget, capital

Was on agenda for March, RFP for April council meeting

June council supported committee's recommendation, Revize awarded contract.

Website design committee met in July to discuss design.

Design presented to council

4. Workforce: Team Members: Brad Turner, Kellie Chapman, Martin Puckett & department heads

Goal: Retention and attraction program for employees.

Action Items:

- Partnerships to develop training programs to obtain licenses: (NMCC & Grants) CDL, paramedics
- Use information gathered from exit interviews to focus on key elements
- Look at regional, state and national efforts to attract
- Compare benefits
- Meet with union to brainstorm

Report out in September

Meetings occurred May 11 & 19. Memo created to overview union/non-union issues.

Meet with council team to review issues, implemented increases in 2022/2023 budget

5. Marketing & Promotion: Team Members: Kim Smith, Martin Puckett

Goal: Promote Regional Events to attract visitors, citizens, increase workforce

Action Items:

- Create a cohesive website
 - Event Calendar
 - Integrate into website redesign
 - Explore CVB
- Incorporate into website

6. Downtown Planning/Façade Program: Team Members: Galen Weibley, TIF Advisory, Dana Fowler, PIDRC

Goal: Downtown redevelopment & beautification

- Main St MDOT future collaboration VPI program
- Design loan/funding program to spur private investment
- Identify funding sources for façade- PIDF funding through TIF
- Parking, traffic design & reduce large truck traffic
- Sidewalk Repair, pedestrian improvements
- Signage

Council enacted Façade program & promoted door to door, accepting applications

Applications received vetted by PIDF, approved by Council Mike and Sons, Northeastland.

Warm program created, Thor Enterprizes

7. Regional Services: Darrell White, Lewis Cousins, Brad Turner

Goal: Design sustainable, collaborative regional programs with other communities & entities

- EMS & Assessing rate formulas for 2023
- Explore other programs/partners

EMS planned for May, Assessing soon after.

Council created EMS rates in May, Assessing in June.

Meeting with managers in June to discuss EMS rates

Other topics:

Fleet Management program implementation: Ongoing

Internet expansion in the city, utilize anticipated funding

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

PRESQUE ISLE CITY COUNCIL MEETING

For:

February 1, 2023

AGENDA ITEM # 16

SUBJECT

NEW BUSINESS: Approve Budget Actuals 2022

INFORMATION

1) Memo from Brad Turner, dated January 25,2023

REQUESTED ACTION

BE IT RESOLVED by Councilor _____, seconded by Councilor _____ that the City authorize the following departmental over-spending for 2022.

Assessing - \$15,779

General Government - \$279

Police - \$49,969

Public Safety Bldg. - \$15,364

Utilities - \$6,747

Information Technology - \$2,013

City Clerk - \$497



City of Presque Isle, Maine

Finance Department

From the desk of:

Bradley Turner

Email: bturner@presqueisleme.us

MEMORANDUM

TO:	City Council
FROM:	Bradley Turner, Finance Director
DATE:	January 25, 2023
RE:	Request for Approval of 2022 Over-Spent Budgets

At the close of the 2022 Budget Year the City will be able to transfer roughly 1.6 million dollars back into the General Fund due to the surplus/underspent budgets and increase in revenues.

In 2022 the revenue for the City was \$848,373 above the budgeted amount. The Department of Economic Development had a revenue of \$125,000 which was about \$55,000 more than anticipated. The City Clerk department had an increase of \$8,800.00 due to an increase in licenses issued. Another department that experienced an increase in revenue was the Solid Waste department which showed an increase in Tip Fee Revenue by \$70,000. The main reason why the revenue was so much more than budgeted was due to the State Revenue Sharing Program. We had anticipated 1.9 million dollars coming from this program and we ended up receiving nearly \$900k more. When passing the 2023 budget the Council voted to use just over 1 million dollars of this money to go towards the budget and decrease the burden on the taxpayers.

After the close of the 2022 budget year the expenses were \$423k under the amount budgeted. The main reason for this was staffing issues. We had several departments that weren't fully staffed but budgeted as such. During the 2022 budget year the Council voted on an increase in wages for the Police and Public Works departments. In doing this we have tried to become more competitive with the County Sheriff Depts wages. The increase in the Public Works Dept has helped in maintaining a full staff during this Winter season.

At year-end if any of the departmental budgets as approved by City Council are overspent, the City Council must act on these amounts. Based upon preliminary numbers for the year 2022, seven departments have over-spent their budgets:

- **Assessing -- \$15,779;** An increase in wages due additional work from regional assessing.
- **General Government -- \$279;** This is due to a slight increase in wages due to new hire.
- **Police Dept -- \$49,969;** Due to wage increases during the year.
- **Public Safety Bldg -- \$15,364;** Due to wage increases during the year.
- **Utilities -- \$6,747;** Increases in street lights/utilities, etc.
- **City Clerk -- \$497;** This increase was due to an increase in wages during the election season.
- **Information Technology -- \$2,013;** This was due to an increase in our Annual Maintenance Agreement with our Trio Software System.

Based upon preliminary results of operations (Attachment A):

- *Expenses were \$423,112 below budget,*
- *Revenues were \$848,373 above budget, for a net of*
- ***\$1,271,485 below budget for the City Budget.***

Property Tax Revenue was \$244,200 above budget due to an adjustment to Deferred Revenue, ***Overlay*** was \$117,605 below budget resulting in an overall ***net of \$1,633,291 that can be transferred into Surplus.*** Preliminary 2022 Surplus Analysis is Attachment B.

These numbers are preliminary and unaudited; there may be additional adjustments but they should be minor.

Based upon the City's overall performance in 2022, it is my recommendation that the City Council approve those amounts that were over-spent by the individual departments.

BE IT RESOLVED BY COUNCILOR _____ and seconded by Councilor _____ that the City authorize the following departmental over-spending for 2022.

Assessing - \$15,779

General Government - \$279

Police - \$49,969

Public Safety Bldg - \$15,364

Utilities - \$6,747

Information Technology - \$2,013

City Clerk - \$497

**CITY OF PRESQUE ISLE
GENERAL FUND BUDGET SUMMARY FOR 2022**

		Budget	Actual	Over/Under Budget
001	ASSESSING	\$ 199,026	\$ 214,805	15,779
002	PLANNING & DEVELOPMENT	211,971	181,698	(30,273)
003	FINANCE DEPARTMENT	357,942	326,417	(31,525)
004	FIRE DEPARTMENT	1,555,631	1,522,560	(33,071)
006	GENERAL GOVERNMENT	350,296	350,575	279
007	LIBRARY	423,102	409,669	(13,433)
008	POLICE DEPARTMENT	1,451,275	1,501,244	49,969
009	PUBLIC WORKS	2,193,452	2,152,008	(41,444)
010	RECREATION & PARKS	1,168,484	1,032,765	(135,719)
011	RESOURCE MANAGEMENT	85,630	81,711	(3,919)
012	SOLID WASTE	484,597	476,469	(8,128)
013	INDUSTRIAL COUNCIL	417,832	407,507	(10,325)
014	EMPLOYEE BENEFITS	2,294,482	2,170,718	(123,764)
015	PUBLIC SAFETY BUILDING	366,956	382,320	15,364
016	INSURANCES	171,432	163,984	(7,448)
017	UTILITIES	646,482	653,229	6,747
018	DEBT SERVICE	876,061	873,355	(2,706)
019	ECHO LAKE	1,503	1,229	(274)
020	UNCLASSIFIEDS	259,935	206,786	(53,149)
021	OUTSIDE REQUESTS	56,450	56,450	-
023	INFORMATION TECHNOLOGY	67,338	69,351	2,013
025	CITY CLERK	60,269	60,766	497
026	GENERAL ASSISTANCE	22,150	3,568	(18,582)
	CAPITAL RESERVE APPROPRIATIONS	1,238,970	1,238,970	-
TOTAL EXPENSES		\$ 14,961,266	\$ 14,538,154	\$ (423,112)
001	ASSESSING	101,405.00	91,416	(9,989)
002	PLANNING AND DEVELOPMENT	70,000	124,937	54,937
003	FINANCE	1,967,000	1,817,920	(149,080)
004	FIRE DEPARTMENT	1,149,982	1,048,875	(101,107)
006	GENERAL GOVERNMENT	-	-	-
007	LIBRARY	16,000	17,778	1,778
008	POLICE DEPARTMENT	111,565	91,629	(19,936)
009	PUBLIC WORKS	28,376	46,355	17,979
010	RECREATION & PARKS	330,300	336,113	5,813
012	SOLID WASTE	588,570	659,298	70,728
013	INDUSTRIAL COUNCIL	815,798	805,483	(10,315)
014	EMPLOYEE BENEFITS	5,000	14,437	9,437
016	INSURANCES	1,000	1,063	63
018	DEBT SERVICE TRANSFER	83,042	83,042	-
019	ECHO LAKE	8,207	1,229	(6,978)
022	AIRPORT	38,202	38,202	-
025	CITY CLERK	58,600	67,420	8,820
026	GENERAL ASSISTANCE	15,505	7,691	(7,814)
027	GENERAL FUND REVENUE	2,285,714	3,269,750	984,036
075	CAPITAL RESERVE TRANSFER	-	-	-
LESS: TOTAL REVENUE		\$ 7,674,265	\$ 8,522,638	\$ 848,373
NET CITY SPENDING BUDGET		\$ 7,287,001	\$ 6,015,516	\$ (1,271,485)
TIF		188,969	188,969	(0)
EDUCATION ASSESSMENT		6,297,697	6,297,697	(0)
COUNTY TAXES		885,482	885,482	(0)
TOTAL 2022 MUNICIPAL APPROPRIATION		\$ 14,659,150	\$ 13,387,664	\$ (1,271,486)
TAX REVENUE		13,438,615	13,682,815	244,200
HOMESTEAD REIMBURSEMENT		808,508	808,508	-
BETE REIMBURSEMENT		603,689	603,689	0
OVERLAY		(191,650)	(74,045)	117,605
		\$ 14,659,162	\$ 15,020,967	\$ 361,805
AMOUNT TO BE RETURNED TO SURPLUS			\$ (1,633,303)	\$ (1,633,291)

PRESQUE ISLE CITY COUNCIL ANNOUNCEMENTS

Wednesday, February 1, 2023

- There is a Maine-Quebec Winter Carnival Caravan leaving on February 10th and returning on the 12th. Contact the Central Aroostook Chamber for more information.
- We have the following vacancies for Boards/Committees; Zoning Board and Planning Board. Please see the City Clerk for an application or apply online.
- The next regularly scheduled meeting of the Presque Isle City Council will be on Wednesday, March 1, 2023, at 6:00 pm at the Sargent Family Community Center.