



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

MEMORANDUM

TO:	Honorable City Council
FROM:	Martin Puckett, City Manager
DATE:	December 16, 2022
RE:	January 4th Council Meeting, 5:30pm Sargent Family Community Center

Call to Order

Roll Call

Pledge of Allegiance

1. Administer Oath of Office to reelected City Councilors Willette and Cyr: the City Clerk will read the oath for council members. Can be done prior to meeting.
2. Council Appointments: Council will have to determine the council chair, deputy, and committees they would like to serve on for 2023. Committee/Board appointments are for one year.
 - Council Chair: per charter- by majority vote (4 votes), the City Council must elect from its members a Chair and a Deputy Chair for a term of one year. The Chair, a voting member, presides at Council meetings, represents the City in intergovernmental relationships, appoints with the advice and consent of the Council the members of citizen advisory boards and commissions, and performs other duties specified by the Council. The Chair is the head of the City government for all ceremonial purposes and for purposes of civil emergency preparedness and military law. The Deputy Chair acts as Chair during the absence or disability of the Chair.
 - Deputy Council Chair: same process as above.
 - Aroostook Waste Solutions (1)
 - Audit Committee (2)
 - Finance Committee (2) (Available to sign weekly warrants)
 - Presque Isle Development Fund Board of Trustees (2)
 - Presque Isle Downtown Revitalization Committee (May appoint up to 2)
 - Presque Isle Downtown TIF Advisory Committee (2)
3. Boards and Committees (Volunteers/Staff to be Appointed by Council) **Can be approved as presented.**

City Charter defined positions:

- City Attorney: Richard Currier
- City Clerk: Kimberly Finnemore
- Code Enforcement Officer, Building Inspector, Housing Inspector, Electrical Inspector, Local Health Officer, Plumbing Inspector: Tim St. Peter

Boards & Committees: Can be completed with one motion to approve appointments as presented.

- Airport Advisory Board: Earl Twiggs & Granville Lamb Jr.
- Aroostook Waste Solutions: Dana Fowler, Martin Puckett as alternate
- Board of Assessment Review: Gregory Roderick
- Library Board of Trustees: Allison Ladner, Martha LaPointe, Lois Brewer, Nicole Cote and Two Alternate Seats Ed Escobar and Sharon Brown)
- Planning Board: Stacy Walton
- Presque Isle Development Fund Board of Trustees: Floyd Rockholt
- Presque Isle Downtown Revitalization Committee: No Vacancies
- Presque Isle Downtown TIF Advisory Committee: Sean Nordenhold and Floyd Rockholt
- Recreation & Parks Advisory Committee: Renee Fournier
- Zoning Board of Appeals: Earl Twiggs
- AD HOC- Airport Terminal- Scott Wardwell, Marty Kelly, Kellie Heu, Larry Clark: Extended Committee: City Council Member, Car Rental, TSA, United Airlines Corporate Real Estate Representative, Central Aroostook Chamber of Commerce, PI Air Museum

Ex-Officio Appointments to Boards and Committees (one year terms): Can be approved in one motion, as presented. Below are ex-officio, non-voting seats on committees.

- Airport Advisory Board (Three Ex-Officio Seats– Martin Puckett, Tom Powers and Scott Wardwell)
 - Library Board of Trustees (Two Ex-Officio Seats – Sonja Eyler and Bradley Turner)
 - Presque Isle Development Fund Board of Trustees (Three Ex-Officio Seats– Tom Powers, Martin Puckett and Galen Weibley)
 - Presque Isle Downtown TIF Advisory Committee (Three Ex-Officio Seats- Martin Puckett, Brad Turner and Galen Weibley)
4. Set City Council meeting times and places for 2023: We have been meeting the first Wednesday of the month at 6pm, proposed calendar is included. Will be held at Sargent Family Community Center until chambers have been approved by the Fire Marshall's office.

Recess

Presque Isle Industrial Council Annual Membership Meeting

City Council Reconvenes

Public Hearings

5. Request to re-pass Ordinances due to “Sunset Provision” All ordinances have a four year provision to end from date adopted. The three below end at 12.31.22.
 - Chapter 53 Disbursement Warrant: No changes recommended
 - Chapter 54 All Terrain Vehicle: No changes recommended
 - Chapter 60 Property Assessed Clean Energy (PACE): Memo from DECD for proposed amendments.
6. 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.

Citizen Comments

Consent Agenda

7. Approve Minutes from December 7, 2022 and December 12, 2022 meetings
8. Approve 2022 Warrants #45, #46, #47 and #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
10. Approve Policy on Treasurer’s Disbursement Warrants for Employee Wage and Benefits
11. Approve Municipal Officers’ Policy on Disbursement of Municipal Education Costs

Old Business

New Business

12. Schedule Public Hearing to Amend Chapter 9 License and Public Hearing Fees Ordinance
13. Schedule Public Hearing to Approve Amended Chapter 48 General Assistance Ordinance
14. Tax Acquired Properties: There are some properties that we need to discuss and review if we want to retain, list with a realtor or place in the land bank for development.

Manager’s Report

Announcements

Executive Session

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

Adjournment



Presque Isle City Council Meeting
Wednesday, January 4th, 2023
5:30 PM
Sargent's Family Community Center

AGENDA

Call to Order

Roll Call

Pledge of Allegiance

1. Administer Oath of Office to newly elected City Councilors
2. Council Appointments
 - § Council Chair
 - § Deputy Council Chair
 - § Aroostook Waste Solutions
 - § Audit Committee (2)
 - § Finance Committee (2) (Available to sign weekly warrants)
 - § Presque Isle Development Fund Board of Trustees (2)
 - § Presque Isle Downtown Revitalization Committee (May appoint up to 2)
 - § Presque Isle Downtown TIF Advisory Committee (2)
3. 2023 Appointments:

City Charter (Appointed by Council)

- § City Attorney (*City Charter – Article 4.10*): Richard Carrier
- § City Clerk (*City Charter – Article 4.10*): Kimberly Finnemore
- § Code Enforcement Officer, Building Inspector, Housing Inspector, Electrical Inspector, Local Health Officer, Plumbing Inspector: Tim St. Peter

Boards and Committees (Appointed by Council)

- § Airport Advisory Board: (Two Seats - Four Year Term to expire 12-31- 2026)
- § Aroostook Waste Solutions: (Two Seats – One Year Term to expire 12/31/23)
- § Board of Assessment Review: No Vacancies
- § Library Board of Trustees: (Five Seats – Three Year Terms to expire 12/31/25 and Two Alternate Seats – One Year Term to expire 12/31/23)
- § Planning Board: (One Seat – Four Year Term to expire 12/31/26) and Two Alternate Seats – One Year Term to expire 12/31/23)
- § Presque Isle Development Fund Board of Trustees: (Two Seats – Three Year Terms – One to expire 12/31/23 and one to expire 12/31/25)
- § Presque Isle Downtown Revitalization Committee: No Vacancies
- § Presque Isle Downtown TIF Advisory Committee: (Two Seats – One Year Terms to expire 12/31/23)
- § Recreation & Parks Advisory Committee: (One Seat – Four Year Term to expire 12-31-26)
- § Zoning Board of Appeals: (Two Seats – Three Year Terms to expire 12/31/25 and One Alternate Seat – One Year Term to expire 12/31/23)
- § Ad Hoc – Airport Terminal: Four Core Members, Six Committee Members)

Ex-Officio Appointments to Boards and Committees

- § Airport Advisory Board (Three Ex-Officio Seats – One Year Term – Martin Puckett, Tom Powers and Scott Wardwell)
- § Library Board of Trustees (Two Ex-Officio Seats – One Year Term – Sonja Eyler and Bradley Turner)
- § Presque Isle Development Fund Board of Trustees (Three Ex-Officio Seats – One Year Term – Tom Powers, Martin Puckett and Galen Weibley)
- § Presque Isle Downtown TIF Advisory Committee (Three Ex-Officio Seats- One Year Term- Martin Puckett, Brad Turner and Galen Weibley)

4. Set City Council meeting times and places for 2023

Recess

Presque Isle Industrial Council Annual Membership Meeting

City Council Reconvenes**Public Hearings**

5. Request to re-pass Ordinances due to “Sunset Provision”
 - Chapter 53 Disbursement Warrant
 - Chapter 54 All Terrain Vehicle
 - Chapter 60 Property Assessed Clean Energy (PACE)
6. Approval to Adopt Chapter 63 Lodging Establishment License Ordinance

Citizen Comments**Consent Agenda**

7. Approve Minutes from December 7, 2022 and December 12, 2022 meetings
8. Approve 2022 Warrants #45, #46, #47, and #48 totaling \$1,649,142.11
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10. Approve Policy on Treasurer’s Disbursement Warrants for Employee Wage and Benefits
11. Approve Municipal Officers’ Policy on Disbursement of Municipal Education Costs

Old Business**New Business**

12. Schedule Public Hearing to Amend Chapter 9 License and Public Hearing Fees Ordinance
13. Schedule Public Hearing to Approve Amended Chapter 48 General Assistance Ordinance
14. Tax Acquired Properties

Manager’s Report**Announcements**

Executive Session

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

Pursuant to 1 M.R.S.A. § 405(6)(C) to discuss Real Estate

Adjournment

PRESQUE ISLE CITY COUNCIL MEETING

For:

January 4, 2023

AGENDA ITEM # 1

SUBJECT

ORGANIZATION: Administer Oath of Office to newly elected
City Councilors

INFORMATION

REQUESTED ACTION

PRESQUE ISLE CITY COUNCIL MEETING

For:

January 4, 2023

AGENDA ITEM # 2

SUBJECT

ORGANIZATION: 2023 Council Appointments

INFORMATION

- 1) Council Chair
- 2) Deputy Council Chair
- 3) Aroostook Waste Solutions
- 4) Audit Committee (2)
- 5) Finance Committee (2) (Available to sign weekly warrants.)
- 6) Presque Isle Development Fund Board of Trustees (2)
- 7) Presque Isle Downtown Revitalization Committee
(May appoint up to 2)
- 8) Presque Isle Downtown TIF Advisory Committee (2)

REQUESTED ACTION

2023 Council Appointments:

BE IT RESOLVED by Councilor _____, seconded by Councilor _____ to approve the appointments presented in attached sheet for Council appointments.

**COUNCIL APPOINTMENTS (filled by council members,
one year terms unless noted otherwise)**

COUNCIL CHAIR

Currently Kevin Freeman

DEPUTY COUNCIL CHAIR

Currently Jake Shaw

AROOSTOOK WASTE SOLUTIONS

Currently Kevin Freeman

AUDIT COMMITTEE (2)

Currently Kevin Freeman & Jake Shaw

FINANCE COMMITTEE (2)

These two Councilors are available to sign the weekly warrants

Currently Craig Green & Kevin Freeman

PRESQUE ISLE DEVELOPMENT FUND BOARD OF TRUSTEES (2)

Currently Kevin Freeman & Jeff Willette

**PRESQUE ISLE DOWNTOWN REVITALIZATION COMMITTEE (may
appoint up to 2 councilors)**

Currently Jake Shaw and Mike Chasse

PRESQUE ISLE DOWNTOWN TIF ADVISORY COMMITTEE (2)

Currently Jake Shaw and Craig Green

PRESQUE ISLE INDUSTRIAL COUNCIL BOARD OF DIRECTORS

No seats open- Filled by Kevin Freeman (2024) and Mike Chasse (2023)

PRESQUE ISLE CITY COUNCIL MEETING

For:

January 4, 2023

AGENDA ITEM # 3

SUBJECT

ORGANIZATION: 2023 Appointment of Municipal Officials, Boards & Committees, and Ex-Officio

INFORMATION

1) City Charter Appointments

- City Attorney
- City Clerk
- Code Enforcement Office, Building Inspector, Housing Inspector, Electrical Inspector, Local Health Officer, Plumbing Inspector

2) Boards & Committees

- Airport Advisory Board
- Aroostook Waste Solutions
- Board of Assessment Review
- Library Board of Trustees
- Planning Board
- Presque Isle Development Fund Board of Trustees
- Presque Isle Downtown Revitalization Committee
- Presque Isle Downtown TIF Advisory Committee
- Recreation & Parks Advisory Committee
- Zoning Board of Appeals
- Ad Hoc – Airport Terminal

- 3) Ex-Officio Appointments to Boards & Committees
- Airport Advisory Board
 - Library Board of Trustees
 - Presque Isle Development Fund Board of Trustees
 - Presque Isle Downtown TIF Advisory Committee

REQUESTED ACTION

**City Charter Appointments, Boards & Committee
Appointments and Ex-Officio Appointments:**

BE IT RESOLVED by Councilor _____, seconded by Councilor _____ to approve the appointments and reappointments as presented in attached sheet for the City Charter, Board & Committee, and Ex-Officio appointments.

2023 APPOINTMENTS Council appoints volunteers/staff 1 year

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

Martin Puckett - alternate

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 REVITALIZATION COMMITTEE 4 year
No vacancies

PRESQUE ISLE DOWNTOWN TIF ADVISORY COMMITTEE 1 year
Sean Nordenhold and Floyd Rockholt

PRESQUE ISLE INDUSTRIAL COUNCIL 3 year
Scott Norton 12.31.25

RECREATION & PARKS ADVISORY COMMITTEE 3 year
Renee Fournier 12.31.25

ZONING BOARD OF APPEALS 3 years
Earl Twiggs 12.25.31

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

PRESQUE ISLE CITY COUNCIL MEETING

For:

January 4, 2023

AGENDA ITEM # 4

SUBJECT

ORGANIZATION: City Council meeting dates and times for 2023

INFORMATION

1) 2023 Calendar

REQUESTED ACTION

BE IT RESOLVED by Councilor _____, seconded by Councilor _____ 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.



City of Presque Isle, Maine

The Office of

Executive Assistant to the City Manager

Patricia Jandreau

Email: pjandreau@presqueisleme.us

To: Most Honorable City Council

From: Patricia Jandreau

Date: January 4, 2023

Re: 2023 Meeting Schedule (Based on Past Practices)

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

12 Second Street Presque Isle, ME 04769-2459 Phone: 207.760.2700 Fax 207.764.2501

This institution is an equal opportunity employer.

To file a complaint, write to Kellie Chapman, Human Resource Director, 12 Second Street Presque Isle, ME 04769, or call (207) 760-2718.

PRESQUE ISLE CITY COUNCIL MEETING

For:

January 4, 2023

AGENDA ITEM # 5

SUBJECT

PUBLIC HEARING: Ordinances due to the Sunset Provision

INFORMATION

- Chapter 53 Disbursement Warrant
- Chapter 54 All Terrain Vehicle
- Chapter 60 Property Assessed Clean Energy (PACE)
- Public Hearing Notice

REQUESTED ACTION

BE IT RESOLVED by Councilor _____, seconded by Councilor _____ to repass ordinances listed.

CHAPTER 53

CITY OF PRESQUE ISLE

Disbursement Warrant Ordinance



Approved by the City Council: May 5, 2003

Repassed: January 5, 2015

Amended by City Council, March 7, 2011

Repassed: January 2, 2019

Repassed: January 4, 2023

Attest: _____

Kimberly Finnemore,
City Clerk

City Seal

CHAPTER 53

DISBURSEMENT WARRANT ORDINANCE

Section 1 Purpose

The purpose of this Ordinance is to provide an alternative to the statutory procedure for approval of warrants authorizing the Treasurer to disburse money.

Section 2 Authority

This Ordinance is enacted pursuant to 30-A M.R.S.A. §§ 3001 (municipal home rule) and 5603 (2)(A).

Section 3 Procedure for Approval

The Treasurer may disburse money only on the authority of a warrant drawn for the purpose, either: (a) affirmatively voted and signed by a majority of the municipal officers at a duly called public meeting; (b) seen and signed by at least two (2) members of the City Council acting individually and separately; or (c) signed as otherwise provided by law for the disbursement of employees' wages and benefits and payment of municipal education costs.

Section 4 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 the said effective date; unless recommended and required by the City Council to remain effective, prior to such expiration date.

CHAPTER 54

CITY OF PRESQUE ISLE

All Terrain Vehicle Ordinance



Adopted: August 2, 2004 as an Emergency Ordinance
Repassed: November 19, 2007 retroactive to August 2, 2007
Repassed by the City Council on February 2, 2011
Repassed by the City Council on January 5, 2015
Repassed: January 2, 2019
Repassed: January 4, 2023

Attest: _____
Kimberly Finnemore,
City Clerk

City Seal

CHAPTER 54

ALL TERRAIN VEHICLE ORDINANCE

SECTION 1 PURPOSE

The purpose of this Ordinance is to regulate certain conduct of operators of all terrain vehicles on municipal property and on municipal rights of way.

SECTION 2 DEFINITION

For the purpose of the Ordinance an ATV trail shall be defined as an area of land owned by the City of Presque Isle and designated by the City Council in an ATV Use Permit allowing ATV use by the general public.

SECTION 3 OPERATION

Operation of All Terrain Vehicles (ATVs) shall be as determined by the State of Maine, according to MRSA Title 12, Title 29A and this Ordinance.

All ATV operators must obey and comply with all properly posted signs.

All ATV operators will proceed with caution when approaching/passing all non-motorized trail users including, but not limited to, bicyclists, hikers and horses.

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.

ATV operators shall obey any posted speed limit on the trail system on property owned by the City of Presque Isle. The Chief of Police, in consultation with the City Manager, shall be responsible for determining speed limits on ATV trails located on municipal property.

The Chief of Police shall cause such areas to be designated by appropriate signs.

SECTION 2 PENALTY

Whoever violates any of the provisions of this Ordinance shall be punished by a fine to inure to the benefit of the City of Presque Isle; as follows:

1 st offense:	\$ 50.00
2 nd offense:	\$ 100.00
3 rd offense:	\$ 150.00
Subsequent offenses:	\$ 200.00

Registered owners of ATVs, as well as the operator of the ATV are subject to the above fines for violations of any provision of this Ordinance.

The Maine District Court in Presque Isle shall have exclusive jurisdiction for enforcement of this Ordinance.

SECTION 3 SEVERABILTIY

Should any section, paragraph, sentence, clause or phrase of this Ordinance be declared unconstitutional or invalid for any reason, the remainder of said Ordinance shall not be affected thereby.

SECTION 4 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 completion of four (4) years from said effective date, unless recommended and required by the City Council to remain effective prior to such expiration date.

CHAPTER 60

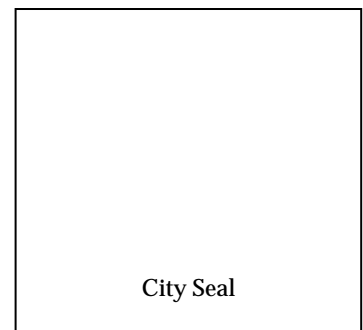
CITY OF PRESQUE ISLE

PROPERTY ASSESSED CLEAN ENERGY (PACE) ORDINANCE



Approved by the City Council: February 7, 2011
Repassed by the City Council: January 5, 2015
Repassed: January 2, 2019
Amended by the City Council: January 4, 2023

Attest: _____
Kimberly Finnemore, City Clerk



City Seal

REVISIONS

Revised:

Reformatting of Articles to Sections, Removal of Council Question Section, Proposed Contract Language

Approved by the City Council January 4, 2023

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PROPERTY ASSESSED CLEAN ENERGY (PACE) ORDINANCE

Administration by the Efficiency Maine Trust

PREAMBLE: WHEREAS, the 124th Maine Legislature has enacted Public Law 2009, Chapter 591, “An Act to Increase the Affordability of Clean Energy for Homeowners and Businesses,” also known as “the Property Assessed Clean Energy Act” or “the PACE Act”; and

WHEREAS, that Act authorizes a municipality that has adopted a Property Assessed Clean Energy (“PACE”) Ordinance to establish a PACE program so that owners of qualifying property can access financing for energy saving improvements to their properties located in the City, financed by funds awarded to the Efficiency Maine Trust under the Federal Energy Efficiency and Conservation Block Grants (EECBG) Program and by other funds available for this purpose, and to enter into a contract with the Trust to administer functions of its PACE program; and

WHEREAS, the Municipality wishes to establish a PACE program; and

NOW THEREFORE, the Municipality hereby enacts the following Ordinance:

SECTION I – PURPOSE AND ENABLING LEGISLATION

A. Purpose

By and through this Chapter, the City of Presque Isle, Maine declares as its public purpose the establishment of a municipal program to enable its citizens to participate in a Property Assessed Clean Energy (“PACE”) program so that owners of qualifying property can access financing for energy saving improvements to their properties located in the City. The City declares its purpose and the provisions of this Ordinance to be in conformity with federal and State laws.

B. Enabling Legislation

The City/Town enacts this Chapter/Ordinance pursuant to Public Law 2009, Chapter 591 of the 124th Maine State Legislature – “An Act To Increase the Affordability of Clean Energy for Homeowners and Businesses, “ also known as “the Property Assessed Clean Energy Act” or “the PACE Act” (codified at 35-A M.R.S.A. § 10151, *et seq.*).

SECTION II – TITLE AND DEFINITIONS

A. Title

This Ordinance shall be known and may be cited as “the City of Presque Isle, Maine Property Assessed Clean Energy (PACE) Ordinance” (the “Ordinance”).

B. Definitions

Except as specifically defined below, words and phrases used in this Ordinance shall have their customary meanings; as used in this Ordinance, the following words and phrases shall have the meanings indicated:

Energy Saving Improvement: “Energy Saving Improvement” means an improvement to qualifying property that is new and permanently affixed to qualifying property and that:

A. Will result in increased energy efficiency and substantially reduced energy use and:

- (1) Meets or exceeds applicable United States Environmental Protection Agency and United States Department of Energy’s Energy Star program or similar energy efficiency standards established or approved by the Trust; or
 - (2) Involves air sealing, insulating, and other energy efficiency improvements of residential, commercial or industrial property in a manner approved by the Trust;
- or

B. Involves a renewable energy installation or an electric thermal storage system that meets or exceeds standards established or approved by the trust.

Municipality: “Municipality” shall mean the City of Presque Isle, Maine.

PACE agreement: “PACE agreement” means an agreement between the owner of qualifying property and the Trust that authorizes the creation of a PACE mortgage on qualifying property and that is approved in writing by all owners of the qualifying property at the time of the agreement, other than mortgage holders.

PACE assessment: “PACE assessment” means an assessment made against qualifying property to repay a PACE loan.

PACE district: “PACE district” means the area within which the Municipality establishes a PACE program hereunder, which is all that area within the Municipality’s boundaries.

PACE loan: “PACE loan” means a loan, secured by a PACE mortgage, made to the owner(s) of a qualifying property pursuant to a PACE program to fund energy saving improvements.

PACE mortgage: “PACE mortgage” means a mortgage securing a loan made pursuant to a PACE program to fund energy saving improvements on qualifying property.

PACE program: “PACE program” means a program established under State statute by the Trust or a municipality under which property owners can finance energy savings improvements on qualifying property.

Qualifying property: “Qualifying property” means real property located in the PACE district of the Municipality.

Renewable energy installation: “Renewable energy installation” means a fixture, product, system, device or interacting group of devices installed behind the meter at a qualifying property, or on contiguous property under common ownership, that produces energy or heat from renewable sources, including, but not limited to, photovoltaic systems, solar thermal systems, biomass systems, landfill gas to energy systems, geothermal systems, wind systems, wood pellet systems, and any other systems eligible for funding under federal Qualified Energy Conservation Bonds or federal Clean Renewable Energy Bonds.

Trust: “Trust” means the Efficiency Maine Trust established in 35-A M.R.S.A. § 10103 and/or its agent(s), if any.

SECTION III – PACE PROGRAM

A. Establishment; funding.

- i. The Municipality hereby establishes a PACE program allowing owners of qualifying property located in the PACE district who so choose to access financing for energy saving improvements to their property through PACE loans administered by the Trust or its agent. PACE loan funds are available from the Trust in municipalities that (1) adopt a PACE Ordinance, (2) adopt and implement a local public outreach and education plan, (3) enter into a PACE administration contract with the Trust to establish the terms and conditions of the Trust’s administration of the municipality’s PACE program, and (4) agree to assist and cooperate with the Trust in its administration of the municipality’s PACE program.

B. Amendment to PACE program.

- i. In addition, the Municipality may from time to time amend this Ordinance to use any other funding sources made available to it or appropriated by it for the express purpose of its PACE program, and the Municipality shall be responsible for administration of loans made from those other funding sources.

SECTION IV – CONFORMITY WITH THE REQUIREMENTS OF THE TRUST

A. Standards adopted; Rules promulgated; model documents.

- i. If the Trust adopts standards, promulgates rules, or establishes model documents subsequent to the Municipality’s adoption of this Ordinance and those standards, rules or model documents substantially conflict with the Ordinance, the Municipality shall take necessary steps to conform this Ordinance and its PACE program to those standards, rules, or model documents.

SECTION V – PROGRAM ADMINISTRATION; MUNICIPAL LIABILITY

A. Program Administration

- i. PACE Administration Contract. Pursuant to 35-A M.R.S.A. § 10154 (2)(A)(2) and (B), the Municipality will enter into a PACE administration contract with the Trust to administer the functions of the PACE program for the Municipality. The PACE administration contract with the Trust will establish the administration of

the PACE program including, without limitation, that:

- a. The Trust will enter into PACE agreements with owners of qualifying property in the Municipality's PACE district;
 - b. The Trust, or its agent, will create and record a Notice of the PACE agreement in the appropriate County Registry of Deeds to create a PACE mortgage;
 - c. The Trust, or its agent, will disburse the PACE loan to the property owner;
 - d. The Trust, or its agent, will send PACE assessment statements with payment deadlines to the property owner;
 - e. The Trust, or its agent, will be responsible for collection of the PACE assessments;
 - f. The Trust, or its agent, will record any lien, if needed, due to nonpayment of the assessment;
 - g. The Trust or its agent on behalf of the Municipality, promptly shall record the discharges of PACE mortgages upon full payment of the PACE loan.
- ii. **Adoption of Education and Outreach Program.** In conjunction with adopting this Ordinance, the Municipality shall adopt and implement an education and outreach program so that citizens of the Municipality are made aware of home energy saving opportunities, including the opportunity to finance energy saving improvement with a PACE loan.
- iii. **Assistance and Cooperation.** The Municipality will assist and cooperate with the Trust in its administration of the Municipality's PACE program.
- iv. **Assessments Not a Tax.** PACE assessments do not constitute a tax but may be assessed and collected by the Trust in any manner determined by the Trust and consistent with applicable law.

B. Liability of Municipal Officials; Liability of Municipality

- i. Notwithstanding any other provision of law to the contrary, municipal officers and municipal officials, including, without limitation, tax assessors and tax collectors, are not personally liable to the Trust or to any other person for claims, of whatever kind or nature, under or related to a PACE program, including, without limitation, claims for or related to uncollected PACE assessments.
- ii. Other than the fulfillment of its obligations specified in a PACE administration contract with the Trust entered into under Article VI, §1(A) above, a municipality has no liability to a property owner for or related to energy savings improvements financed under a PACE program.

SECTION VI Sunset Provision

This Ordinance shall be in force for the term of four (4) years from its effective date noted below: 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 hold a **PUBLIC HEARING** on **January 4, 2023 at 6:00 PM** at the Sargent Family Community Center at 24 Chapman Road, to consider re-passing the following ordinances due to the “Sunset” provision:

- Chapter 53 Disbursement Warrant
- Chapter 54 All-Terrain Vehicle
- Chapter 60 Property Assesd Clean Energy (PACE)

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:

January 4, 2023

AGENDA ITEM # 6

SUBJECT

PUBLIC HEARING: Adopt Chapter 63 Lodging Establishment License Ordinance

INFORMATION

- 1) Memorandum
- 2) Chapter 63 Lodging Establishment License Ordinance
- 3) Public Hearing Notice

REQUESTED ACTION

BE IT RESOLVED by Councilor _____, seconded by Councilor _____ to adopt Chapter 63 Lodging Establishment License Ordinance



City of Presque Isle, Maine

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

MEMORANDUM

TO:	Kim Finnemore, City Clerk; Martin Puckett, City Manager; & City Councilors
CC:	Patty Jandreau, Assistant to the Manager; Richard Currier, City Solicitor; Laurie Kellie, Police Chief; Tim St. Peter, Code Officer;
FROM:	Galen Weibley, Director of Economic & Community Development
DATE:	December 20, 2022
RE:	Public Hearing for Proposed Chapter 63: Lodging Establishment License Ordinance

The Presque Isle Planning Board has reviewed the proposed amendments to the newly proposed Chapter 63: Lodging Establishment License Ordinance that will address the challenges experienced by the City's emergency services at hospitality establishment.

The proposed ordinance will do the following:

- Require Lodging Establishments (Hotels, Motels and Rooming Houses) to be licensed with Council Approval of operating within Presque Isle
- Will require inspection and Police Chief input before renewal for any unresolved incidents
- Establish a licensing board comprised of the City Council
- Provide provisions that lodging establishments be current with property taxes and no outstanding life safety code violations
- Provide fine provisions for violating the ordinance or other City Ordinance if operating out of compliance.

The Planning Board initially reviewed the ordinance with the City Council at their September 15, 2022 meeting and since then has worked in a collaborative manner with the hospitality industry to refine the initial draft to balance the operation of businesses with public safety concerns. The board held a hearing on November 17, 2022 with 13 people present. Representatives from the Presque Isle Inn and Hampton Inn expressed their support during the hearing for the proposed amendments. After receiving public comment, the Planning Board and City Staff recommend the following motion:

Suggested Motion: Mr. Chairman, I move that we adopt the proposed Chapter 63: Lodging Establishment License Ordinance as submitted.

Enclosure: Proposed Chapter 63: Lodging Establishment License Ordinance

12 Second Street Presque Isle, ME 04769-2459 Phone: 207.760.2727 Fax 207.764.2501

*The City of Presque Isle is an equal opportunity provider. To file a complaint, write to
HR Manager, 12 Second Street Presque Isle, ME 04769, or call (207) 760-2700.*

CHAPTER 63

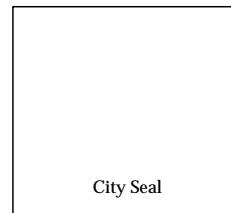
CITY OF PRESQUE ISLE

Lodging Establishment License Ordinance



Revised: November 17, 2022

Attest: _____
Kim Finnemore, City Clerk



CHAPTER 63

LODGING ESTABLISHMENT LICENSE ORDINANCE

Section 1 Purpose

The purpose of this Ordinance is to protect the health, well being and safety of the public and community regarding the operations of license lodging establishments within the City of Presque Isle. Therefore, the City shall regulate the following lodging establishments with a license as follows on an annual basis.

Section 2 Definitions

Except where specifically defined herein, all words used in this Code shall carry their customary meanings. Words used in the present tense include the future, and the plural includes the singular.

Employee: shall mean a person employed or compensated by the Lodging Establishment licensee

Hotel A building in which lodging or boarding and lodging capabilities are provided for more than 20 persons, offered to the public for compensation and in which ingress and egress to and from rooms and made primarily through and inside lobby or office supervised by a person in charge at all hours. As such, it is open to the public on contradistinction to a lodging house or a motel, which are herein separately defined.

Commented [GW1]: DECD Staff suggest clear definitions for Hotel, Motel & Rooming House to aid in not cross-referencing Chapter 16.

License: shall mean revocable official permission to operate a business or commit an act not otherwise permitted under State law or local ordinance.

Licensee: shall mean any holder of a license issued by this or any other city, or a holder of a license or permit under State law.

Lodging Establishment: shall include a Hotel, Motel, or Rooming House as defined herein

Deleted: by Chapter 16 of the City of Presque Isle's Land Use Code

Motel: A building or group of detached or connected buildings designed or intended or used primarily for the providing of sleeping accommodations for automobile travelers and having a parking space adjacent to a sleeping room. An automobile court or a tourist court with more than one unit or a motor lodge shall be deemed to be a motel.

Municipality: shall include, but not be limited to, the following: City, town and village.

Person: shall mean any individual natural person, partnership, joint venture, society, association, club, trustee, trust or corporation; or any officer, agent, employee, or personal representative of any thereof, in any capacity acting either for her or himself or for any other person under either personal appointment or pursuant to law.

Premises: shall include all lands, structures, places, and also the equipment and appurtenances connected or used therewith in any business, and also any personal property which is either affixed to or is otherwise used in connection with any such business conducted on such premises.

Rooming House: shall include any dwelling in which more than three persons, whether individually or as families are housed in single rooms without self-contained cooking facilities for compensation with or without meal.

Unresolved Incident: Shall mean activity by person(s) on the premises that is in violation of federal or state statute or of local ordinances which after being reported to local law enforcement has not been remedied by the licensee to either:

- Remove suspected person(s) from the premises or
- Change operational policies to correct future incidents

This definition shall not include reported activity where no suspect is identified, or trespassing by person(s) against the expressed permission of the licensee.

Section 3 Application for License

All lodging establishment applications under this Chapter shall be made on a form prescribed by the City Clerk.

Applicants seeking a license granted by the City Council shall file completed applications with the City Clerk no later than 4:30 p.m. of the Monday that precedes the next regular meeting of the City Council by at least fourteen (14) business days. If said Monday falls on a holiday, the deadline shall be 4:30 p.m. of the preceding Friday. No application shall be deemed complete and ready for hearing before the applicant has paid the application processing fee and all costs of advertising and notice. Applicants seeking licenses granted by the City Council should allow five (5) business days for review and final action by the City Clerk.

Applicants seeking licenses for lodging establishments should allow at least forty-five (45) calendar days from the date a completed application is submitted for review and final action by the City Council. Unless otherwise provided in this Chapter, notice of a City Council public hearing on an application shall be mailed to the applicant and published in a newspaper having general circulation in the City at least seven (7) days prior to said hearing. The cost of said publication shall be paid by the applicant.

All lodging establishments required to be licensed by this Chapter shall provide emergency contact information to the Presque Isle Police Department on or by January 1

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Commented [GW2]: DECD Staff suggest proposed definition after receiving hospitality industry feedback to clarify what is considered an unresolved incident by future PIPD Chiefs.

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and July 1 of each year on forms provided by that department.

Upon receipt of initial application or upon renewal, the City's Code Enforcement Officer shall conduct an inspection for compliance with the City's adopted life safety codes.

The fee for a lodging establishment license shall be as specified in the Schedule of License, Permit and Application Fees established by City Council order.

Section 4 City Council as Licensing Board

A. The City Council shall act as the City's licensing board and shall have the authority to grant, deny, suspend or revoke any license in accordance with State law. In addition to the complying with requirements for licensure contained in State law, any licensee must comply with the following:

1. The licensee may utilize video recording equipment on the licensed premises. If video recording equipment is used, the licensee shall keep secured all security recordings preserved for at least one week for access by the Presque Isle Police Department. Such access by the Presque Isle Police Department shall be in accordance with applicable State of Maine and Federal law and the Hotel reserves the right to require a warrant for said access.
2. All employees of licensee shall use reasonable efforts to determine the identity of each guest in whose name a room is registered. For purposes of this Section, "reasonable efforts" means, with respect to a given goal, the efforts that a reasonable person in the position of the lodging establishment manager or employee would use so as to achieve that goal as expeditiously as possible.
3. All employees of licensee shall use reasonable efforts to report suspected illegal activities (for example, underage drinking, drug activity, terrorist activity, and prostitution/human trafficking activity) (for example, illegal substance abuse or sales, terrorist activity, and prostitution/ human trafficking), to the Police Department as soon as reasonably possible, but no later than when the reporting employee goes off duty, or no later than 8 hours after the activity is observed, whichever is earlier. Reports by employees may be made to a manager on duty, provided the report is made to the Police Department as soon as reasonably possible and not later than 8 hours after the reported activity is observed.
4. All employees of licensee shall use reasonable efforts to cooperate with the Police Department in its response to and/or investigation of any illegal activities suspected or alleged to have occurred on the licensed premises, including, without limitation, making the lodging establishment's security recordings and guest register available to the Police Department upon request. Such access by the Presque Isle Police Department shall be in accordance with applicable State of Maine and Federal law and the Hotel reserves the right to require a warrant for said access.
- 5.
6. A licensee's compliance with these requirements will be considered by the

Commented [GW3]: *PB Member D. Perry* Suggested amendment to address similar procedure for ensuring life safety codes of Marijuana Businesses.

Commented [GW4]: Simplified section per suggestion by Councilor Cyr

Deleted: sufficient to capture the public areas of the licensed premises, to be monitored by employees.

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Commented [GW5]: *Hospitality Industry* Suggested change to balance recordings if licensee desires to use the technology while allowing access of PIPD.

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Commented [GW6]: *Hampton Inn Amendment:* This provision provides the Presque Isle Police Department the right to access any security recordings that the hotel has in its possession. This seems to us to be an infringement on the right to privacy which our guests have under established state and federal law. In most instances, immediate access by the Police Department would normally be accommodated, however, there could be events occur at which the hotel feels that the privacy of the guest(s) is of paramount importance, or the hotel could be placed in legal jeopardy by just handing over the recordings absent a warrant. We suggest that the provision include the following language.

Commented [GW7]: Simplified meaning with new definition for Employee under "Definitions"

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Commented [GW8]: *Hampton Inn Amendment:* We suggest that the examples of illegal activities be limited in scope. Reporting underage drinking shouldn't be the hotel's responsibility-the drinking may be approved of and monitored by parents, the suspected underage guest may, in fact, be of legal drinking age or the guests that are underage and drinking moderately may not be disturbing other guests or involved in other, more serious, legal transgressions. Also, it is now legal to use marijuana in Maine, so the definition of drug activity should be clear. We suggest the following language be utilized in the parenthetical example portion of the provision

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Commented [GW9]: Clarified Reports section to streamline reporting to the police by manager on duty. This takes care of argument of managers off duty.

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Commented [GW10]: *Hampton Inn Amendment:* According to the American Hotel and Lodging Association ...

licensing board in future licensing decisions.

Section 5 Standards for denial, suspension or revocation

A. Generally applicable standards. In addition to any other specific provision of this chapter authorizing action, a license or permit may be denied, suspended or revoked upon a determination of the existence of one or more of the following grounds:

1. There has been a failure to fully complete the application forms or to pay any fee required hereunder; an incorrect statement of material fact has been made knowingly on such form; or there has been a knowing omission of material fact or additional documentation required or reasonably necessary to determine whether such license should be issued;
2. Failure to notify the City Council in writing of any change of material fact set forth in the license application;
3. Noncompliance of the licensed premises or its use with the City's Ordinances, including any land use ordinances, or the applicant/licensee has violated one of more provisions of this Chapter or other City ordinances, including, without limitation, the City's zoning life safety, and licensing ordinances;
4. Two or more unresolved incidents recorded by a governmental entity for a non-hotel lodging establishment and Five (5) or more unresolved incidents in the preceding year for hotels with forty (40) rooms or more. during the immediately preceding year 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, visiting or employed by the licensed premises that have been found to be valid by the Police Chief;
5. Two or more unresolved incidents recorded by a governmental entity for a non-hotel lodging establishment and Five (5) or more unresolved incidents in the preceding year for hotels with forty (40) rooms or more. during the immediately preceding year where the licensee's business operations endangered the safety of persons in or on areas surrounding the place of business that have been found to be valid by the Police Chief;
6. The applicant's or licensee's real or personal property taxes, plus any and all accounts of the applicant or licensee, payable to the City, do not comply with C below of this Section;

B. The process for revoking or suspending a non-compliance licensed lodging establishment shall be as follows:

Deleted: <#>The applicant's or the licensee's business or professional conduct or the manner in which the licensee's business has been operated hereunder has been the source of one or more complaints recorded by a governmental entity during the immediately preceding year that have been found to be valid by the City Council and that were not satisfactorily resolved to their reasonable satisfaction and the complained of conduct or operations relates directly to the public health, safety or welfare;

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Commented [GW12]: DECD Staff: This subsection allows for the deletion of other subsections A3, A5

Deleted: <#>Conditions of record such as waste disposal violations, health or safety violations, or repeated parking or traffic violations, recorded by a governmental entity, on or in the vicinity of the licensed premises and caused by persons patronizing, visiting or employed by the licensed premises or other such conditions caused by persons patronizing, visiting 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;

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Commented [GW14]: Hampton Inn Amendment: Section 5.4 and 5.5 describe the number of unresolved incidents which will trigger denial, suspension or revocation of a license. These paragraphs state that 'two or more

Deleted: and that were not resolved to his/her reasonable satisfaction;

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Commented [GW16]: Hampton Inn Amendment: Section 5.4 and 5.5 describe the number of unresolved incidents which will trigger denial, suspension or revocation of a

Commented [GW17]: DECD Staff Suggest deletion since a definition is in place for what is defined as unresolved incident

Deleted: and that were not resolved to his/her reasonable satisfaction

Commented [GW18]: City Council's proposed amendment to address all personal and property taxes need to be current with the City

Deleted: <#>The licensee has violated any provision of this Code in the course of the conduct of the activity or device for which the

Commented [GW19]: DECD Staff suggest removing these provisions as vague in nature. Work towards targeted approach to address drain on public resources and

Deleted: <#>The occurrence of any event subsequent to issuance of the license which event would have been a basis for denial of the license

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1. When the City has identified a violation of Section 5.A, the City shall send a violation letter to the licensee outlining the violations
 2. The Licensee shall have ten (10) calendar days to submit a written plan of action to remedy the status of non-compliance with this ordinance.
 3. Failure to supply an appropriate plan of action deemed sufficient by City Staff shall result in a petition to the Council to schedule a suspension/revocation of license hearing at their next available Council meeting
 4. A ten (10) calendar day notice of the hearing shall be sent to the licensee to the address supplied on their license application with the date, time and location of the hearing
 5. The City Council will review evidence submitted by City staff and licensee to determine if licensee is in non-compliance of provisions of this ordinance and that efforts to remedy non-compliance have been offered by staff
 - i. If City staff submit sufficient evidence of violations by the licensee and records of attempt to remedy non-compliance with the licensee, the burden of proof shall shift to the licensee's representatives
 6. Upon hearing the evidence, the City Council may decide to suspend, revoke, or take no action on the pending case by the majority of City Councilors present at the hearing.
 - i. Order to suspend a license shall require the licensee to cease operations until a plan of action is implemented and found satisfactory for the City staff and Council
 - ii. In the case of an order to suspend or revoke of license, the City shall give the lodging establishment thirty (30) calendar day notice to cease operations
 - iii. Lodging establishments that continue to operate without a license shall be deemed to be in violation of this ordinance. For each room in operation will be considered a separate violation per day.
- C. Licenses shall be issued by the City Council provided that all of the applicant's real and personal property taxes, plus any and all other accounts of the applicant, payable to the City have been paid in full at the time such license or permit shall be issued; and provided, further, that all of the real and personal property taxes payable to the City on account of the premises for which said license or permit is requested have been paid in full at the time such license shall be issued. The requirement that all taxes and accounts be paid prior to issuance of a license may be:
1. Satisfied by the execution of an agreement (s)he may determine, provided that payment in full is made in or within twelve (12) months from the date of said agreement; or
 2. Waived in whole or in part by the City Council upon good cause shown and upon such terms and conditions as are agreeable to the applicant.
 3. Failure to abide by the terms and conditions under either subsection (1) or (2) above shall be sufficient cause for revocation of the license or modification of said terms and conditions, after notice and hearing, by the City Council.

Section 6 Posting and Transferability of License

- A. The holder of a permit, license or other identifying badge or plate shall conspicuously post the same.
- B. Except as may otherwise be provided, no license shall be transferred. Upon the transfer of a business or occupation which is governed by this Chapter, the transferee shall make new application for a license.

Section 7 Renewal of License

For renewal applications acted on by the City Council, it will consider compliance from prior years, and based upon that review, may add conditions to any future license to correct, abate or limit past problems. The process for renewal applications shall be the same as initial application. All lodging establishment licenses shall be renewed by the City Council at their April General Meeting each year regardless of their original issuance date.

Section 8 Administration of Enforcement & Violations

- A. Administration of Enforcement: It shall be the duty of any designated official under the authority of the Presque Isle City manager to include, but not limited to the Chief of Police, the Code Enforcement Office, the City Health Officer or any other authorized designee to enforce the provisions of this section.
- B. Violations: In addition to any action that may be taken by the City manager or the City Council with respect to the suspension or revocation of a license, violation of this Chapter, or of any licensing provisions of the City governed by this Chapter, shall be a civil violation subject to a fine. Except as otherwise expressly provided herein, the fine for a violation of this Chapter shall be not less than one hundred dollars (\$100) nor more than one thousand dollars (\$1,000) for each offense. Each act of violation and every day that any such violation shall occur shall constitute a separate offense. In addition to the fines provided herein, the City may enjoin or abate any violation of this Chapter by appropriate action.

Section 9 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 completion of four (4) years from said effective date, unless recommended and required by the City Council to remain effective prior to such expiration date.

LEGAL NOTICE

NOTICE OF PUBLIC HEARINGS

The City Council for the City of Presque Isle will conduct a public hearing on Wednesday, **January 4, 2022 at 6:00 PM** at the Sargent Family Community Center at 24 Chapman Street. The purpose of the PUBLIC HEARING is to approve to Adopt

Chapter 63 Lodging Establishment License 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.

Dec. 28, 2022

PRESQUE ISLE CITY COUNCIL MEETING

For:

January 4, 2023

AGENDA ITEM # 7

SUBJECT

CONSENT AGENDA: 2022 Minutes

INFORMATION

- 1) December 7, 2022 Minutes
- 2) December 12, 2022 Minutes

REQUESTED ACTION

BE IT RESOLVED by Councilor _____, seconded by Councilor _____ to approve minutes from December 7, 2022 and December 12, 2022.



Presque Isle City Council Meeting

December 7th, 2022

6:00 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 6:02 PM and led those present in the Pledge of Allegiance.

Pinning Ceremony

Chief Laurie Kelley and Deputy Chief Chris Hayes performed the Ceremony.

Patrol officer Kyle White was promoted to Sargent.

Corporal Stephen St. Peter was promoted to Sargent.

Corporal Eric Depner was promoted to Sargent.

Corporal Dale Keegan was promoted to Sargent.

Patrol Officer Sam Fuller was promoted to Corporal.

Public Hearing

1. Approval of Application for NMCC to accept CDBG Funds

Chairman K. Freeman opened the Public Hearing at 6:11 PM.

City Manager M. Puckett spoke on the steps of approving CDBG funds.

There were no citizens comments

Chairman K. Freeman closed the Public Hearing at 6:13 PM

BE IT RESOLVED by Deputy Chairman J. Shaw seconded by Councilor C. Green to approve the resolution accepting CDBG funds for Public Service Project on behalf of NMCC.

Vote: 7-0

Citizen Comments

There were no citizens Comments

Consent Agenda

2. Approve Minutes from October 5th, 11th, 12th, 13th, 2022 and November 2nd, 3rd, 17th, 2022 meetings.
- 3.. Approve 2022 Warrants #39-#44 totaling \$3,683,440.59
4. Approve Return of Votes Cast for November 8, 2022.
5. Approve Solid Waste Hauler Licenses for Gils's Sanitation, Inc., McNeal's Trucking, Pine Tree Waste and Star City Sanitation, Inc.
6. Approve Appointment to Presque Isle Downtown Revitalization Committee. Rod Cameron (Term expires 12/2023) resides at 182 Centerline Rd.
7. Approve Appointments to Presque Isle Planning Board. Rachel Murchison (Term Expires 12/2025) resides at 65 Dyer Street and replaces Brandon McDonald's vacant voting seat. Richard Engel (annual Renewal) resides at 59 Longview Drive.
8. Approve Appointment to Presque Isle Housing Authority Board of Commissioners. Christy Daggett (Term Expires 10/01/2027) resides at 93 Hardy St.
9. Approve appointment to Presque Isle Board of Assessment Review. Alternate Jonathan Nadeau (Term Expires 12/2022) resides at 10 Conant Rd.
10. Approve Holiday Closure. Friday, December 23, 2022 will be closed for the full day.

BE IT RESOLVED by Deputy Chairman J. Shaw, seconded by Councilor J. Willette to approve Consent Agenda #2-#10 as presented.

Vote: 7-0

Old Business

11. 2023 Budget.

City Manager M. Puckett did a recap on the last few meetings about the budget. Plow Truck for Public Works, Flooring for Police Dept., Roof for Forum.

The updated budget with recent changes is in the Council Packet. This budget proposal includes the changes discussed at last meeting.

Council discussed to remove the extra position for Economic Development staff and decided to leave it in the Budget, to discuss at a later time for a new position for facility staff.

BE IT RESOLVED by Deputy Chairman J. Shaw and seconded by Councilor J. Willette to accept the 2023 city Budget appropriations by department as shown above. Total appropriations of \$17,245,802 less total revenue of \$9,222,533 for a net spending budget of \$8,023,269 from the General Fund.

And for the Airport Fund total expenses of \$3,333,248 less total revenue of \$3,427,812 for a net appropriation from the General Fund of \$-94,564.

Vote: 6-1

New Business

12. Waiver of Foreclosure

City Manager M. Puckett spoke about the list of 8 Properties that are up for Foreclosure and City does not recommended to Foreclose on these properties.

BE IT RESOLVED by Councilor M. Chasse, seconded by Deputy Chairman J. Shaw to authorize the City Treasurer to waive foreclosure on the properties listed on Attachment A if payment on the 2020 tax lien is not received by the City prior to the close of business on December 16, 2022 at 4:30 PM.

Vote: 7-0

13. Annual Appointment List for January 2023

COUNCIL APPOINTMENTS (filled by council members, one-year terms unless noted otherwise)

COUNCIL CHAIR
Currently Kevin Freeman

DEPUTY COUNCIL CHAIR

Currently Jake Shaw

AROOSTOOK WASTE SOLUTIONS

Currently Kevin Freeman

AUDIT COMMITTEE (2)

Currently Kevin Freeman & Jake Shaw

FINANCE COMMITTEE (2)

These two Councilors are available to sign the weekly warrants

Currently Craig Green & Kevin Freeman

PRESQUE ISLE DEVELOPMENT FUND BOARD OF TRUSTEES (2)

Currently Kevin Freeman & Jeff Willette

PRESQUE ISLE DOWNTOWN REVITALIZATION COMMITTEE (may appoint up to 2 councilors)

Currently Jake Shaw and Mike Chasse

PRESQUE ISLE DOWNTOWN TIF ADVISORY COMMITTEE (2)

Currently Jake Shaw and Craig Green

PRESQUE ISLE INDUSTRIAL COUNCIL BOARD OF DIRECTORS

No seats open- Filled by Kevin Freeman (2024) and Mike Chasse (2023)

2023 APPOINTMENTS Council appoints volunteers/staff

CITY ATTORNEY:

Richard Currier per Article 4.10 of the City Charter.

CITY CLERK:

Kimberley Finnemore per Article 4.10 of the City Charter.

AROOSTOOK WASTE SOLUTIONS

Dana Fowler

Martin Puckett - alternate

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. 12/31/27
Earl Twiggs 12/31/27

AUDIT COMMITTEE
One member needed

BOARD OF ASSESSMENT REVIEW 3 year
Gregory Roderick 12/31/26

LIBRARY BOARD OF TRUSTEES 3 year
Allison Ladner, Martha LaPointe, Lois Brewer, Nicole Cote, Alternates Ed Escobar and Sharon Brown 12/31/26

PLANNING BOARD 4 year
Stacy Walton 12/31/27
Brandon McDonald alternate 12/23

PRESQUE ISLE DEVELOPMENT FUND BOARD OF TRUSTEES 3 year
Floyd Rockholt 12/31/27

PRESQUE ISLE DOWNTOWN TIF ADVISORY COMMITTEE
Sean Nordenhold and Floyd Rockholt

PRESQUE ISLE DOWNTOWN REVITALIZATION COMMITTEE 4 year
No vacancies

PRESQUE ISLE INDUSTRIAL COUNCIL 3 year
Scott Norton

RECREATION & PARKS ADVISORY COMMITTEE
Renee Fournier

ZONING BOARD OF APPEALS
Earl Twiggs

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

City Manager M. Puckett spoke on the annual appointment list

Discussion Only

14. Schedule Public Hearing to repass Ordinances due to “Sunset Provision”

City Manager M. Puckett spoke on the three Ordinances that are under the “Sunset Provision”

Chapter 53 Disbursement Warrant Ordinance

Chapter 55 All-Terrain Vehicle Ordinance

Chapter 60 Property Assessed Clean Energy (PACE) Ordinance.

BE IT RESOLVED by Deputy Chairman J. Shaw and Seconded by Councilor C. Green to Schedule a Public Hearing to repass Ordinances due to the “Sunset Provision” On January 4th, 2022 the next Council Meeting.

Vote: 7-0

15. Schedule Public Hearing for Proposed Chapter 63: Lodging Establishment License Ordinance.

City Manager M. Puckett spoke on the past 3 month’s work on the language with the Planning Board and stakeholders. The staff recommends scheduling a public hearing on January 4th.

Galen Weibley spoke on the joint meeting and the changes the group came to that is highlighted in the Council Packet.

BE IT RESOLVED by Deputy Chairman J. Shaw and seconded by Councilor J. Willette to schedule a Public Hearing for January 4, 2023 to consider adopting Chapter 63 Lodging Establishment License Ordinance.

Vote: 7-0

16. Notice of Hearing for Dangerous Buildings.

City Manager M. Puckett spoke on the code Enforcement Office recommends holding a public hearing on February 1st for consideration of three properties: 1 Mechanic St., 23 St. John St. and 257 Houlton Rd.

BE IT RESOLVED by Councilor C. Green seconded by Councilor J. Willette to schedule a Public Hearing for February 1, 2023 to consider the declaration of dangerous buildings at 1 Mechanic St., 23 St. John St., and 257 Houlton Rd.

Vote: 7-0

17. Approve Rotary Project

City Manager M. Puckett spoke about the project. Rotarians will present a concept for an amphitheater located in the Riverside Drive area. The PI Rotary Club is proposing to do a major fundraising campaign to celebrate its 100-year anniversary. They would fundraise for a structure to house the Rockin' on Riverside concerts and other events. PI Rotary Club is asking for support for the collaborative concept.

BE IT RESOLVED by Councilor M. Chasse seconded by Deputy Chairman J. Shaw to approve the Rotary Project.

Vote 7-0

Manager's Report

City Manager M. Puckett spoke on the Light Parade, Festival of Trees, Craft fair and that it was good to see these activities again

Announcements

We have the following vacancies for Boards/Committees: Zoning Board and Planning Board. Please see the City Clerk for an application or apply online. City Hall will be closed December 23, 2022-December 26, 2022 will reopen Tuesday December 27, 2022.

The next regularly scheduled meeting of the Presque Isle City Council will be on Wednesday, January 4, 2023, at 6:00 PM at Sargent Family Community Center.

Adjournment

BE IT RESOLVED by Deputy Chairman J. Shaw seconded by Councilor J. Willette to enter into Executive Session at 7:20PM pursuant to 1 M.R.S.A. § 405(6)(D) to discuss Negotiations.

Vote: 7-0

Out of executive session at 8:59 PM.

BE IT RESOLVED by Deputy Chairman J. Shaw, seconded by Councilor C. Green to increase the Sergeants and Police Union pay scale by \$6.

Vote: 7-0

BE IT RESOLVED to adjourn by Deputy Chairman K. Freeman, second by Councilor J. Willette at 9:02 PM.

Vote 7-0

Attested by: _____
Kimberly A Finnemore, City Clerk



Presque Isle City Council Meeting

December 12, 2022

6:00 PM

Sargant Family Community Center

Call to Order – Roll Call

Present: Chairman K. Freeman, Councilors C. Green, D. Cyr, M. Chasse, G. Nelson and J. Willette.

Others Present: Galen Weibley, DECD Director; Lewis Cousins, City Assessor; Dana Fowler, Public Works Director; Tom Powers, PIIC Director; Richard Currier, City Solicitor

Call to Order

Chairman K. Freeman called the meeting to order at 6:06 PM.

BE IT RESOLVED by Councilor J. Willette seconded by Councilor G. Nelson to enter into Executive Session at 6:08 PM pursuant to 1 M.R.S.A. § 405(6)(C) to discuss Real Estate.

Vote: 6-0

Out of executive session at 7:39 PM.

BE IT RESOLVED by Councilor C. Green, seconded by Councilor G. Nelson to authorize the City Manager to execute a revised Memorandum of Understanding on behalf of the City with Housing Us regarding potential development of 30 Federal Street.

Vote: 6-0

Adjournment

A motion to adjourn by Councilor G. Nelson, seconded by Councilor C. Green to adjourn the City Council Meeting at 7:40 PM.

Vote: 6-0

Attested by: _____
Galen L. Weibley, PI DECD Director

PRESQUE ISLE CITY COUNCIL MEETING

For:

January 4, 2023

AGENDA ITEM #8

SUBJECT

CONSENT AGENDA: 2022 Warrants #45, #46, #47, and #48 totaling \$1,649,142.11

INFORMATION

1) Warrant #45	\$ 95,443.35
2) Warrant #46	\$ 97,989.84
3) Warrant #47	\$ 311,977.14
4) Warrant #48	\$1,143,731.78

REQUESTED ACTION

BE IT RESOLVED by Councilor _____ seconded by Councilor _____ to approve 2022 Warrants #45, #46, #47, and #48 totaling \$1,649,142.11.

PRESQUE ISLE CITY COUNCIL MEETING

For:

January 4, 2023

AGENDA ITEM # 9

SUBJECT

CONSENT AGENDA: Approve Appointments to Presque Isle
Utilities District Board

INFORMATION

Renewal for Greg Roderick, 3 year term expiring 12/31/25
Renewal for Carol MacPherson, 3 year term expiring
12/31/25
Renewal for Noel Currie, 3 year term expiring 12/31/25

REQUESTED ACTION

BE IT RESOLVED by Councilor _____, seconded by
Councilor _____ to reappoint Greg Roderick, Carol
MacPherson and Noel Currie to the Presque Isle Utilities
District Board (terms expiring 12/31/2025).

CITY APPOINTMENTS

Presque Isle **Utilities District**

Renewal of the following to the Presque Isle Utilities District Board of Trustees:

Greg Roderick, 3 year term expiring 12/31/25

Carol MacPherson, 3 year term expiring 12/31/25

Noel Currie, 3 year term expiring 12/31/25

PRESQUE ISLE CITY COUNCIL MEETING

For:

January 4, 2023

AGENDA ITEM # 10

SUBJECT

CONSENT AGENDA: Approve Policy on Treasurer's Disbursement Warrants for Employee Wages and Benefits

INFORMATION

- 1) Policy on Treasurer's Disbursement Warrants for Employee Wages and Benefits

REQUESTED ACTION

BE IT RESOLVED by Councilor _____, seconded by Councilor _____ to approve the Policy on Treasurer's Disbursement Warrants for Employee Wages and Benefits.

CITY OF PRESQUE ISLE

POLICY ON TREASURER'S DISBURSEMENT WARRANTS FOR EMPLOYEE WAGES AND BENEFITS

Purpose. This policy allows designated municipal officers (City Councilors), acting on behalf of the full board of municipal officers, to review, approve, and sign municipal Treasurer's disbursement warrants, for wages and benefits only.

This policy is additional to, not in lieu of, majority power. Nothing in this policy is intended to replace the authority of the full board of municipal officers, acting by majority vote, to act on any treasurer's warrant, including warrants for wages and benefits.

Delegation of authority. Pursuant to 30-A, M.R.S.A, § 5603(2)(A)(1), the following authority is granted with respect to treasurer's disbursement warrant for **municipal employee's wages and benefits only**.

Current municipal officers. The municipal officers in office at the time of execution of this policy are: Michael Chasse, Douglas Cyr, Craig Green, Kevin Freeman, Garry Nelson, Jacob Shaw and Jeffrey Willette. Any one of the municipal officers named above, acting alone, may review, approve, and sign such warrants.

Effective date. This policy becomes effective on the date indicated below.

Copies. The Chair of the municipal officers will furnish copies of this policy to the City Clerk and to the municipal Treasurer.

Lapse. This policy lapses one year after its effective date, if not sooner amended or cancelled.

Renewal. This policy may be renewed at any time before its lapse. Thereafter, it may be readopted at any time. Any renewal is valid for one year from its effective date, unless a sooner date of expiration is specified.

Reminder. The Treasurer shall remind the municipal officers to consider renewing this policy annually before it lapses.

Original. The original of this policy shall be maintained on file by the City Clerk.

Adopted: January 4, 2023

Michael Chasse

Douglas Cyr

Craig Green

Kevin Freeman

Garry Nelson

Jacob Shaw

Jeffrey Willette

PRESQUE ISLE CITY COUNCIL MEETING

For:

January 4, 2023

AGENDA ITEM # 11

SUBJECT

CONSENT AGENDA: Approve Municipal Officer's Policy on Disbursement of Municipal Education Costs

INFORMATION

- 1) Municipal Officer's Policy on Disbursement of Municipal Education Costs

REQUESTED ACTION

BE IT RESOLVED by Councilor _____, seconded by Councilor _____ to approve the Municipal Officer's Policy on Disbursement of Municipal Education Costs.

CITY OF PRESQUE ISLE

MUNICIPAL OFFICERS' POLICY ON DISBURSEMENT OF MUNICIPAL EDUCATION COSTS

Pursuant to 20-A M.R.S.A. § 1500(1) and 30-A M.R.S.A. § 5603(2)(A)(2), the Municipal Treasurer is hereby authorized to disburse funds to pay municipal education costs when the Treasurer has been presented with a disbursement warrant signed by the School Superintendent and approved by a majority of the school board, or by all of the members of any finance committee appointed or duly elected by the school board.

Before disbursing any funds on such a warrant, however, the municipal Treasurer shall satisfy himself or herself that the warrant is indeed signed by at least a majority of the school board or by all of the members of any finance committee appointed or elected by the school board. The Treasurer may accept as such satisfaction a written and signed certification of the pertinent fact from the School Superintendent, or, if the warrant itself indicates the fact (as, for example, by bearing the statement "being at least a majority of the school board" or "being all of the members of the school board's finance committee" beneath the signatures appearing on the warrant), then the Treasurer may rely on the representation of the warrant without further inquiry. The Treasurer shall not, however, pay any item on a warrant if payment of that item would result in an overdraft, and shall report his refusal to honor the item in writing to the Superintendent and to the municipal officers promptly.

The City Manager shall file a copy of this policy with the City Clerk and provide a copy to the municipal Treasurer, and shall ensure that this policy is brought to the attention of the municipal officers annually for consideration of renewal. The City Clerk shall, after approval by the municipal officers of any meeting in which they have voted a renewal of this policy, attest to such renewal by endorsing the policy below, and shall then file a copy of the policy bearing that renewal endorsement in the City Clerk's files and shall deliver a copy to the municipal Treasurer.

Adopted: January 4, 2023

Michael Chasse

Douglas Cyr

Craig Green

Kevin Freeman

Garry Nelson

Jacob Shaw

Jeffrey Willette

Attest: _____
Kimberly Finnemore, City Clerk

PRESQUE ISLE CITY COUNCIL MEETING

For:

January 4, 2023

AGENDA ITEM # 12

SUBJECT

NEW BUSINESS: Schedule Public Hearing to Amend Chapter 9 License and Public Hearing Fees

INFORMATION

1) Memorandum

REQUESTED ACTION

BE IT RESOLVED by Councilor _____, seconded by Councilor _____ to schedule a Public Hearing for February 1, 2023 to consider adopting changes to Chapter 9 License and Public Hearing Fees.



City of Presque Isle, Maine

City Clerk's Office
Kimberly Finnemore
Email: kfinnemore@presqueisleme.us

MEMORANDUM

TO:	Kim Finnemore, City Clerk; Martin Puckett, City Manager; & City Councilors
CC:	Patty Jandreau, Assistant to the Manager; Richard Currier
FROM:	Kimberly Finnemore, City Clerk
DATE:	December 22, 2022
RE:	Public Hearing to Amend Chapter 9 License and Public Hearing Fees

The Chapter 9 License and Public Hearing Fees Ordinance, hasn't been updated with all the current rates since 2016.

Suggested Motion: Mr. Chairman, I move that we schedule a Public Hearing for Chapter 9, For the February 2023 Council Meeting, to update the current rates and Fee's.

PRESQUE ISLE CITY COUNCIL MEETING

For:

January 4, 2023

AGENDA ITEM # 13

SUBJECT

NEW BUSINESS: Schedule Public Hearing to Amend Chapter 48 General Assistance Ordinance

INFORMATION

1) Memorandum

REQUESTED ACTION

BE IT RESOLVED by Councilor _____, seconded by Councilor _____ to schedule a Public Hearing for February 1, 2023 to consider adopting the amended Chapter 48 General Assistance Ordinance.

Janet T. Mills
Governor

Jeanne M. Lambrew, Ph.D.
Commissioner



Maine Department of Health and Human Services
Office for Family Independence
109 Capitol St.
11 State House Station
Augusta, Maine 04333-0011
Tel.: (207) 624-4168; Toll-Free: (800) 442-6003
TTY: Dial 711 (Maine Relay); Fax: (207) 287-3455

To: Welfare Officials and Contracted Agents
From: Sara Denson, Program Manager, General Assistance
Date: September 7, 2022
Subject: New GA Maximums for October 1, 2022

Enclosed please find the following items:

- MMA's new (October 1, 2022–September 30, 2023) **“General Assistance Ordinance Appendices”** (A – G).
- Recovery Residence Housing Maximums (October 1, 2022-September 30, 2023)
- **“GA Ordinance Adoption Form”** which was developed so that municipalities may easily send DHHS proof of the adoption of any updated or changed GA Ordinance. Once the selectpersons or council adopts the new ordinance, the enclosed form should be signed and submitted to DHHS. *(see “Filing of GA Ordinance and/or Appendices” below for further information).*
- **“GA Maximums Adoption Form”** which was developed so that municipalities may easily send DHHS proof of GA maximums adoption. Once the selectpersons or council adopts the new maximums, the enclosed form should be signed and submitted to DHHS. *(see “Filing of GA Ordinance and/or Appendices” below for further information).*

Updates

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.

Appendix A – G

The enclosed Appendices A – G have been revised for your municipality’s General Assistance Ordinance. These new Appendices, **once adopted**, should replace the existing Appendices A – G. Even if you are not updating your GA Ordinance, **the municipal officers must approve/adopt the new Appendices yearly.**

The Adoption Process

The **municipal officers (i.e., selectpersons/council)** adopt the local **General Assistance Ordinance and yearly Appendices**, even in town meeting communities. The law requires that the municipal officers conduct a **notice and hearing** prior to the adoption of the Ordinance and/or Appendices. Seven days posted notice is recommended, unless local law (or practice) provides otherwise.

At the hearing, the municipal officers should:

- 1) Allow all interested members of the public an opportunity to comment on the proposed ordinance;
- 2) End public discussion, close the hearing; and
- 3) Move and vote to adopt the ordinance and/or appendices either in its posted form or as amended in light of public discussion.

Municipalities May Establish Their Own Maximums

Municipalities may establish their own maximum levels of assistance provided that the proposed levels of assistance are reasonable and meet adequate standards sufficient to maintain the health and safety of applicants in the municipality. The municipality must submit to the Department documentation to justify these levels of assistance and verify that the figures developed are appropriate to maintain health and decency.

A municipality's maximum assistance level for Food may not be below the Department provided figures which are issued by the USDA and published annually following a study of cost of food for various family sizes. A market basket survey may be used to establish food maximums if the maximums provided by the USDA are insufficient to maintain health in the municipality. (C.M.R. 10-144, Chapter 323, Section V).

Filing of GA Ordinance and/or Appendices

Please remember that General Assistance law requires each municipality to send DHHS a copy of its ordinance once adopted, should that ordinance differ from the MMA Model. Any changes or amendments, such as new Appendices, must also be submitted to DHHS. DHHS will accept the enclosed "adoption sheet" as proof that your Municipal Officers have adopted the current MMA Model GA maximums and/or ordinance.

PRESQUE ISLE CITY COUNCIL MEETING

For:

January 4, 2023

AGENDA ITEM # 14

SUBJECT

NEW BUSINESS: Tax Acquired Properties

INFORMATION

- 1) Memorandum
- 2) Listing of Tax Acquired Properties

REQUESTED ACTION

BE IT RESOLVED by Councilor _____ seconded by Councilor _____ 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 – Turner Street
- #5 – 51 State Street



City of Presque Isle, Maine

Finance Department

From the desk of:

Bradley Turner

Email: bturner@presqueisleme.us

MEMORANDUM

TO:	Presque Isle City Council
FROM:	Bradley Turner, Finance Director
DATE:	December 27, 2022
RE:	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

BE IT RESOLVED BY Councilor _____ and seconded by Councilor _____ that the City Council authorize the City Treasurer to arrange a payment plan for Property #5 per the Policy for Tax Acquired Property to make acceptable arrangements for repurchasing the property from the City by paying all taxes, costs, administrative fee, and interest due the City if they wish to regain title of their former property.

	R/E ACCOUNT NUMBER	TAXPAYER(S)	LOCATION	DESCRIPTION	ASSESSED VALUE	LIENED AMOUNT (2020)	LIENED AMOUNT (2021)	2022 TAXES BILLED	COMMENTS
1	1967-RE	GOGAN, WALTER	73 Chapman Road	.44 acre lot w/garage structure	\$ 15,000	\$ 14,116.37	\$ 547.09	\$ 418.00	2020 tax bill includes supplemental billing for dangerous building removal and lot cleanup by PI Code Enforcement.
2	128-RE	GOGAN, WALTER	74 Exchange Street	.10 acre lot	\$ 14,000	\$ 261.58	\$ 3,386.19	\$ 332.50	2021 tax bill includes supplemental billing for dangerous building removal and lot cleanup by PI Code Enforcement.
3	700-RE	MARTIN, FERNAND	10 Delmont Street	.18 acre lot	\$ 15,700	4,501.16	490.59	372.88	2020 tax bill includes supplemental billing for dangerous building removal by PI Code Enforcement.
4	471-RE	MARTIN, FERNAND	25 Turner Street	.24 acre lot	\$ 17,800	1,268.49	4,256.47	422.75	2021 tax bill includes supplemental billing for dangerous building removal by PI Code Enforcement.
5	388-RE	THERIAULT, GERALD	51 State Street	.27 acre lot with building	\$ 64,400	261.23	1,715.55	1,541.40	Small balance due on 2020 tax year, tried contacting next of kin to payoff.

PRESQUE ISLE CITY COUNCIL ANNOUNCEMENTS

Wednesday, January 4, 2023

- 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, at 6:00 pm at the Sargent Family Community Center.