



Presque Isle City Council Meeting

Wednesday, September 6, 2023

Presque Isle Council Chambers

AGENDA

Executive Session at 5:00 PM

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

Call to Order at 6:00 PM

Pledge of Allegiance

Public Hearing

1. Approval of a Marijuana License Renewal to Richardson Remedies-Presque Isle LLC, with location of 719 Main Street (Single Hearing)
2. Approval of a Marijuana License Renewal to Jonathan Martin d/b/a Cloud 9, with a location of 28 Houlton Road (Single Hearing)
3. Approval of a Marijuana License Renewal to Chad Junkins d/b/a Northern Euphoria LLC, with a location of 11 Davis Street (Single Hearing)
4. Approval for a Special Permit for Music, Dancing and Entertainment for the University of Maine at Presque Isle, with location of 181 Main Street (Single Hearing)
5. Approval of an Automobile Graveyard Permit/Junkyard Permit for Cowett's Used Auto Parts located at 259 Fort Road (Single Hearing)
6. Charter Amendments

Citizen Comments

Consent Agenda

7. Approve Minutes from August 2, 2023
8. Approve 2023 Warrants #28, #29, #30, #31, #32, #33 and #34 totaling \$4,161,681.87
9. Application for Utility Location Permit

Old Business

10. Employee Handbook
11. City Hall Committee Update

New Business

12. Approve Echo Lake Proposal and Excess Funding
13. Five Year Fee Schedule
14. Downtown Redesign Public Meeting

15. Northern Border Regional Commission Award
16. Budget Calendar

Manager's Report

Announcements

Adjournment



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

MEMORANDUM

TO:	Honorable City Council
FROM:	Martin Puckett, City Manager
DATE:	August 31, 2023
RE:	September 6, 6:00pm Council Chambers

Executive Session in 3rd Floor Conference Room at 5:00 PM

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

Call to Order at 6:00 PM

Roll Call

Pledge of Allegiance

Public Hearing: Staff recommends approval of following agenda items 1-5 after public hearings, Item 6 may require legal review based upon Council's Decisions.

1. Approval of a Marijuana License Renewal to Richardson Remedies-Presque Isle LLC, with location of 719 Main Street (Single Hearing)
2. Approval of a Marijuana License Renewal to Jonathan Martin d/b/a Cloud 9, with a location of 28 Houlton Road (Single Hearing)
3. Approval of a Marijuana License Renewal to Chad Junkins d/b/a Northern Euphoria LLC, with a location of 11 Davis Street (Single Hearing)
4. Approval for a Special Permit for Music, Dancing and Entertainment for the University of Maine at Presque Isle, with location of 181 Main Street (Single Hearing)
5. Approval of an Automobile Graveyard Permit/Junkyard Permit for Cowett's Used Auto Parts located at 259 Fort Road (Single Hearing)
6. Charter Amendments

Citizen Comments

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

7. Approve Minutes from August 2, 2023
8. Approve 2023 Warrants #28, #29, #30, #31, #32, #33 and #34 totaling \$4,161,681.87
9. Application for Utility Location Permit

Old Business

10. Employee Handbook: Since the process was started prior to the announcement of resignation, I recommend this item is tabled until after a new manager is hired.
Recommend to table.
11. City Hall Committee Update: Information provided at meeting to seek additional funding to design and construct a front entrance to address deficiencies. **Committee recommends approval of additional funds.**

New Business

12. Approve Echo Lake Proposal and Excess Funding: DECD Director will discuss project, awarding the contract and requesting additional funds for completing the project.
Recommend approval.
13. Five Year Fee Schedule: Each year as part of the budget schedule we review the fees that each department charges for specific fees. **For review.**
14. Downtown Redesign Public Meeting: Staff wants to make Council and public aware that next meeting for the redesign will be October 11th 6-8pm at the campus center at UMPI.
No action.
15. Northern Border Regional Commission Award: Kim Smith, Grant Writer will discuss the recent NBRC award for the airport terminal. **No action.**
16. Budget Calendar: Council should discuss the upcoming budget calendar and modify the meeting dates based upon Council & staff input. **For discussion.**

Manager's Report

Announcements

Adjournment

PRESQUE ISLE CITY COUNCIL MEETING

For:

September 6, 2023

AGENDA ITEM # 1

SUBJECT

PUBLIC HEARING: Approval of a Medical Marijuana License Renewal to Richardson Remedies Presque Isle LLC, with location of 719 Main Street

INFORMATION

- 1) Application
- 2) Public Hearing Notice

REQUESTED ACTION

BE IT RESOLVED by Councilor _____, seconded by Councilor _____ to approve the renewal of a Medical Marijuana License to Richardson Remedies Presque Isle, LLC with a store at 719 Main Street.

Application for Adult Use & Medical Marijuana



CITY OF PRESQUE ISLE

12 SECOND ST

PRESQUE ISLE, ME 04769

TEL: (207) 760-2703 OR (207)760-2770

FAX (207) 764-2501

PLEASE FILL OUT COMPLETELY. INCOMPLETE APPLICATIONS WILL BE RETURNED. REFER TO [Marijuana Ordinance](#)

Date Of Application

8/14/2023



Application For *



New Business



Renewal

Permit #

Owner Of Property *

Derrell

Richardson

Owner Of Business *

Derrell

Richardson

Physical *

719 Main St

Address Line 2

Presques Isle

Maine



04769

Are Physical and mailing address the same? *



Yes



No

Mailing *

9 Bog Road

Address Line 2

Caribou

Maine



04736

Primary Phone *

(207) 768-0474

Secondary Phone**Email ***

rholdingsbusiness@yahoo.com

Registered Business Name *

Richardson Remedies Presque Isle LLC

Maine License Certification # *

CGR27440

Previous Gross Annual Sales ***Full Time Employees *****Part Time Employees *****Marijuana Business Sector Type ***

☐ Adult Recreation ☒ Medical

Marijuana Business License Classification *

☒ Retail/Store ☐ Manufacturing ☐ Testing
☐ Cultivation

Annual Operation License For

- ☒ Store or Manufacturing Facility - \$2,500.00
☐ Testing Facility - \$1,000.00

Proof of Training

Upload

or drag files here.

Does anyone associated have any PRIOR Criminal Convictions? *

☐ Yes ☒ NO

Please include all owners, officers, members, or employees.
Please upload supporting documents with explanations.

I.D *



or drag files here.



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attachment1664814753831.jpg

0.2 MB



keicha_h_id.jpg

0.2 MB



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57.3 KB



Please Upload Government Issued I.D.s for all employees

PLEASE READ THE FOLLOWING CAREFULLY BEFORE SIGNING THE FOLLOWING APPLICATION!

"I hereby apply for a permit for a marijuana business. I agree, prior to starting any electrical or plumbing work, to secure permits from the electrical and plumbing inspector. I understand that there may be other permits required from other agencies that I must obtain before being allowed to operate. Under MRSA 25, Section 2357 and the City of Presque Isle's Land Use and Development Code a Certificate of Occupancy **MUST** be obtained before the business hereby permitted is used or occupied. I understand that this permit application may be denied if not complete. A complete application me include construction documents as required by the City of Presque Isle. ***I understand that if the above information is not accurate this application will be invalid, a Stop Work Order issued and the City of Presque Isle could levy fines against me for giving false information.***"

Signature *

Date

8/14/2023



⊗ Berrell Richardson

draw type

Review Date

8/24/2023



☐ Application fee submitted

☐ All Owners/ Partners Listed

☐ Contractor Info

☐ License Type Listed

☐ ME License Certified

☐ Criminal History Verified

☐ Photo's Attached

☐ Right, Title, Intrest Verified

☐ Sketch Attached

☐ City Map

Standards

☐ School Setbacks

☐ Marijuana Business Setbacks

☒ Odor Plan

☐ Operating Plan

☒ Notices

☐ Signs

☐ Odor Mitigation / Wastewater Plan (Cultivation Only)

Police Dept Approval

Fire Dept Approval

CEO Signature



draw type

Review Notes

Fee

\$2,500.00

Advertising Fee

\$120.00

Payment Method

☐ Credit Card ☒ Cash ☐ Check

When applying for a New Business this fee is solely the application fee. Other license fees may apply. By selecting cash or check payment you will be required to make payment with the Code Enforcement Office.

Schedule Inspection

Inspection Complete

**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 **September 6th, 2023** at **6:00 PM** at the Presque Isle Council Chambers. to consider a **Marijuana License Renewal to**

**Richardson Remedies-Presque Isle LLC.
719 Main Street**

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

August 30, 2023

PRESQUE ISLE CITY COUNCIL MEETING

For:

September 6, 2023

AGENDA ITEM # 2

SUBJECT

PUBLIC HEARING: Approval of a Medical Marijuana License Renewal to Jonathan Martin, d/b/a Cloud 9, with a location of 28 Houlton Road

INFORMATION

- 1) Application
- 2) Public Hearing Notice

REQUESTED ACTION

BE IT RESOLVED by Councilor _____, seconded by Councilor _____ to approve the renewal of a Marijuana License to Jonathan Martin, d/b/a Cloud 9, with a location of 28 Houlton Road.

Application for Adult Use & Medical Marijuana



CITY OF PRESQUE ISLE

12 SECOND ST

PRESQUE ISLE, ME 04769

TEL: (207) 760-2703 OR (207)760-2770

FAX (207) 764-2501

PLEASE FILL OUT COMPLETELY. INCOMPLETE APPLICATIONS WILL BE RETURNED. REFER TO [Marijuana Ordinance](#)

Date Of Application

8/4/2023



Application For *



New Business



Renewal

Permit #

Owner Of Property *

Jonathan

Martin

Owner Of Business *

Jonathan

Martin

Physical *

28 Houlton Road Presque Is

Address Line 2

Presques Isle

Maine



04769

Are Physical and mailing address the same? *



Yes



No

Mailing *

905 Main Street

Address Line 2

St. David

Maine



04773

Primary Phone *

(207) 436-5562

Secondary Phone

(207) 540-1043

Email *

management@cloud9maine.com

Registered Business Name *

Cloud 9 Maine Retail LLC

Maine License Certification # *

CGR25434

Previous Gross Annual Sales ***Full Time Employees *****Part Time Employees *****Marijuana Business Sector Type ***

☐ Adult Recreation ☒ Medical

Marijuana Business License Classification *

☒ Retail/Store ☐ Manufacturing ☐ Testing
☐ Cultivation

Annual Operation License For

- ☒ Store or Manufacturing Facility - \$2,500.00
☐ Testing Facility - \$1,000.00

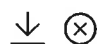
Proof of Training

or drag files here.



Cloud 9 Presque Isle Employee...

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Does anyone associated have any PRIOR Criminal Convictions? *

☐ Yes ☒ NO

*Please include all owners, officers, members, or employees.
Please upload supporting documents with explanations.*

I.D *

 or drag files here.



Cassandra ID.jpg
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Jons ID.jpg
3.6 MB



Logan Photo ID.jpg
3.5 MB



Lyne Photo ID.jpg
3.3 MB



Please Upload Government Issued I.D.s for all employees

PLEASE READ THE FOLLOWING CAREFULLY BEFORE SIGNING THE FOLLOWING APPLICATION!

"I hereby apply for a permit for a marijuana business. I agree, prior to starting any electrical or plumbing work, to secure permits from the electrical and plumbing inspector. I understand that there may be other permits required from other agencies that I must obtain before being allowed to operate. Under MRSA 25, Section 2357 and the City of Presque Isle's Land Use and Development Code a Certificate of Occupancy **MUST** be obtained before the business hereby permitted is used or occupied. I understand that this permit application may be denied if not complete. A complete application me include construction documents as required by the City of Presque Isle. ***I understand that if the above information is not accurate this application will be invalid, a Stop Work Order issued and the City of Presque Isle could levy fines against me for giving false information.***"

Signature *

Date

8/4/2023



Jonathan Muroso

draw type

Review Date



☒ Application fee submitted

☒ All Owners/ Partners Listed

☐ Contractor Info

☒ License Type Listed

☒ ME License Certified

☒ Criminal History Verified

☐ Photo's Attached

☐ Right, Title, Intrest Verified

☐ Sketch Attached

☐ City Map

Standards

☒ School Setbacks

☒ Marijuana Business Setbacks

☒ Odor Plan

☐ Operating Plan

☒ Notices

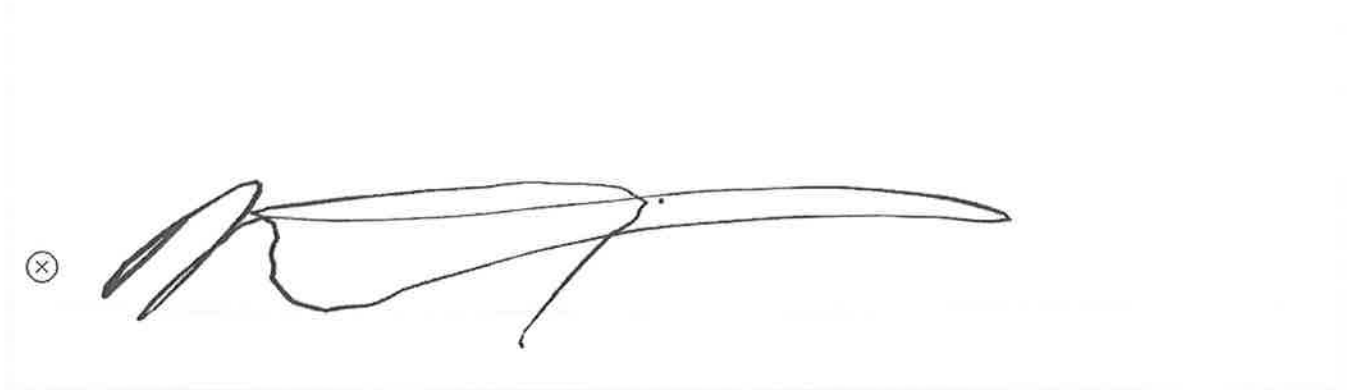
☐ Signs

☐ Odor Mitigation / Wastewater Plan (Cultivation Only)

Police Dept Approval

Fire Dept Approval

CEO Signature



draw type

Review Notes

Fee

\$2,572.80

Advertising Fee

\$123.78

Payment Method

☒ Credit Card ☐ Cash ☐ Check

When applying for a New Business this fee is solely the application fee. Other license fees may apply. By selecting cash or check payment you will be required to make payment with the Code Enforcement Office.

Schedule Inspection

Inspection Complete

**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 **September 6th, 2023** at **6:00 PM** at the Presque Isle Council Chambers. to consider a **Marijuana License Renewal to**

**Jonathan Martin d/b/a Cloud 9
28 Houlton 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

August 30, 2023

PRESQUE ISLE CITY COUNCIL MEETING

For:

September 6, 2023

AGENDA ITEM # 3

SUBJECT

PUBLIC HEARING: Approval of a Marijuana License to Chad Junkins, d/b/a Northern Euphoria LLC, with location of 11 Davis Street

INFORMATION

2) Public Hearing Notice

REQUESTED ACTION

BE IT RESOLVED by Councilor _____, seconded by Councilor _____ to approve a Marijuana License to Chad Junkins, d/b/a Northern Euphoria LLC, with location of 11 Davis Street pending staff approval.

**NOTICE OF PUBLIC HEARING
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LEGAL NOTICE**

NOTICE IS HEREBY given that the Presque Isle City Council will be hold a **PUBLIC HEARING** on **September 6th, 2023** at 6:00 PM at the Presque Isle Council Chambers. to consider a **Marijuana License Renewal to**

**Chad Junkins d/b/a Northern Euphoria LLC
11 Davis Street**

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

August 30, 2023

PRESQUE ISLE CITY COUNCIL MEETING

For:

September 6, 2023

AGENDA ITEM # 4

SUBJECT

PUBLIC HEARING: Approval of a Special Permit for Music, Dancing and Entertainment for University of Maine at Presque Isle, with location of 181 Main Street

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 University of Maine at Presque Isle, with location of 181 Main Street.

Special Permit for Music, Dancing & Entertainment



CITY OF PRESQUE ISLE

12 SECOND STREET

PRESQUE ISLE, ME 04769

TEL: (207) 760-2703 OR (207) 760-2770

FAX: (207) 764-2501

Application for Special Permit for Music, Dancing and Entertainment

Date Of Application

8/21/2023



Business Name

University of Maine at Presque Isle

Is this business a Corporation?

☐ Yes

☒ No

Mailing Address

181 Main St

Address Line 2

Presque Isle

Maine



04769

Phone

(207) 768-9580

Email

Steve.stubbs@maine.edu

Describe in detail kind and nature of entertainment

Holding Dances for the student all school year

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

Campus Center

Date of Event

9/6/2023



Location Of Event

181 Main st

Presque Isle

Maine



04769



Single Event Permit - \$20.00

Public Hearing Fee

\$120.00



Yearly Permit - \$50.00

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

Signature



Lynelle foster

draw type

Individual or Duly authorized officer of Corporation

Total

\$170.00

Payment Method



Cash



Check



Credit Card

Payment

Total	\$170.00
Subtotal:	\$170.00
<hr/>	
Amount Due: \$170.00	

Update

**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 **September 6th, 2023** at **6:00 PM** at the Presque Isle Council Chambers. to consider a **Special Permit for Music, Dancing and Entertainment** to

**University of Maine at Presque Isle
181 Main Street**

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

August 30, 2023

PRESQUE ISLE CITY COUNCIL MEETING

For:

September 6, 2023

AGENDA ITEM # 5

SUBJECT

PUBLIC HEARING: Special Permit for Automobile Graveyard/Junkyard Permit for Cowett's Used Auto Parts, d/b/a C.A.R. Parts 75 Davis Street and 259 Fort Road

INFORMATION

- 1) Application
- 2) Public Hearing Notice

REQUESTED ACTION

BE IT RESOLVED by Councilor _____, seconded by Councilor _____ to approve a Special Permit for Automobile Graveyard/Junkyard Permit for Cowett's Used Auto Parts, d/b/a C.A.R. Parts 75 Davis Street and 259 Fort Road.

An individual recycling business application must be completed separately.

APPLICATION FOR AUTOMOBILE GRAVEYARD AND/OR JUNKYARD PERMIT

Please check type of application:

Automobile Graveyard _____, Junkyard X

Tentative Date of Hearing September 6th, 2023 Application Received _____

Time of Hearing 6:00 P.M. Place of Hearing City Hall Council Chambers Permit
Number _____

Fee Paid \$ _____ Notification sent by: email Date: 08/15/2023

To the City of Presque Isle, County of Aroostook, Maine, I/We Michael Cowett
_____ hereby make application (in quadruplicate)
for a permit to establish, operate, maintain an Automobile Graveyard _____, Automobile
Recycling Business _____, and/or Junkyard X at the following described
location and in accordance with the provisions of Title 30-A, Sections 3751 to 3760,
Chapter 183.

Answer all questions in full.

1. Give location: 254 Fort Fairfield Rd, Presque Isle, ME 04769
2. Is this application made by or for a company, partnership, corporation, or individual?
company
3. Is this property leased? no Property Owned by: Michael Cowett
Address: 254 Fort Fairfield Rd, Presque Isle, ME 04769
4. How is "yard" screened? Fence? (Type) _____ Height _____
Trees? (Type) popple Embankment? _____ Gully? _____ Hill? X Other? _____
5. How far is edge of "yard" from the edge of the "right-of-way"? 100 ft
6. Can junk be seen from any part of highway? Yes _____ No X
7. Was Junkyard Law, Requirements and Fees explained to you? Yes X No _____
8. Is any portion of this "yard" on public property? Yes _____ No X
9. Is "yard" within 300 feet of a Public Park, Public Playground, Public Bathing Beach,
School, Church, Cemetery or Private and Public Water Supply? Yes _____ No X
10. When was "yard" established? 1983 By Whom? Everett J. Cowett
11. When was last permit issued? 2022 To Whom? City of Presque Isle

The undersigned certifies that the above information is true and correct to the best of
his/her knowledge and that he/she is the owner or agent of the property or that he/she has
been duly authorized by the owner to make this application and to receive the permit
under the law.

Signed by: _____

For: _____

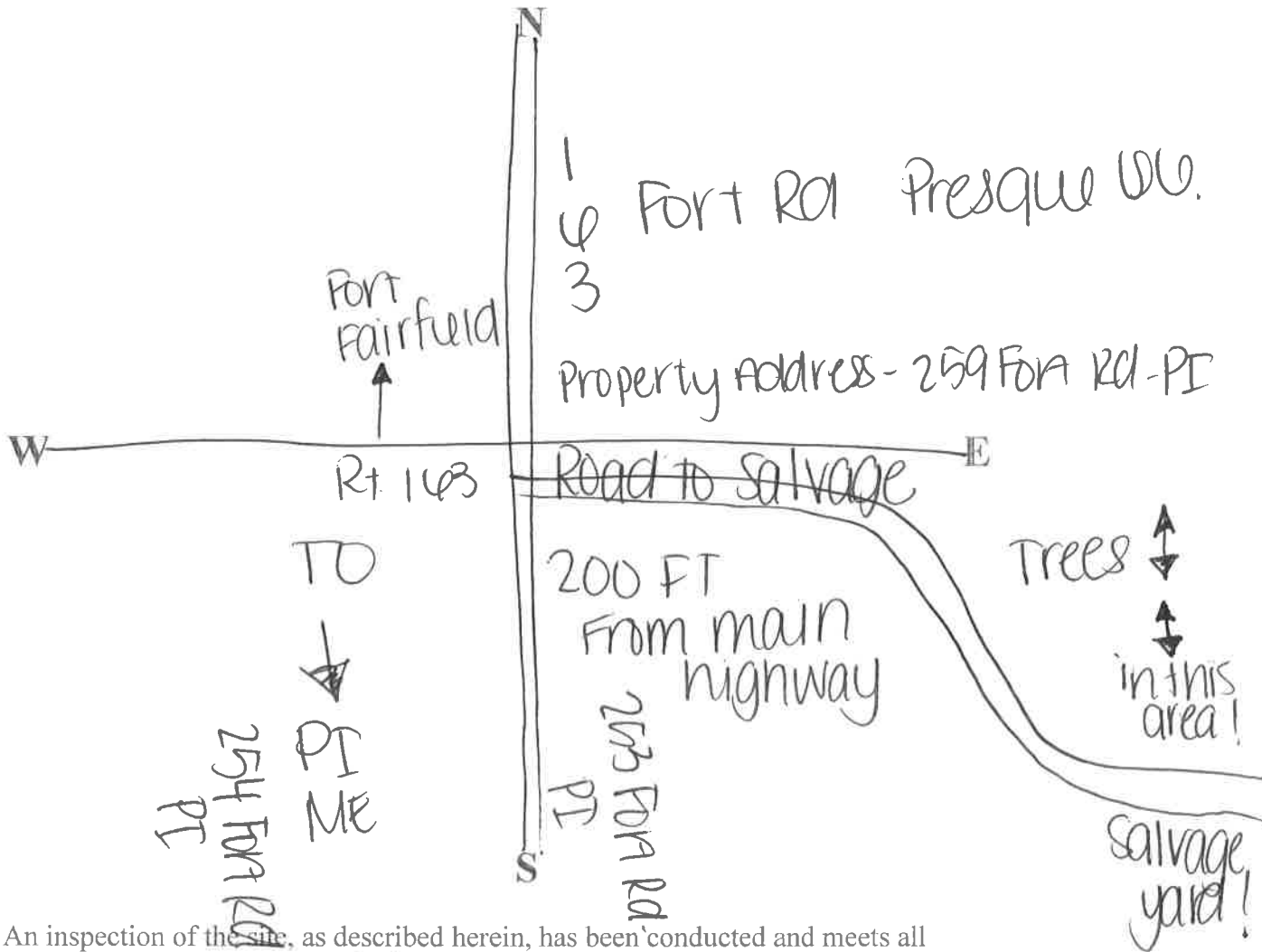
Mike Cowett's Towing Service, Inc.
Name of Company, Corporation, Partnership, Individ.

Address: _____

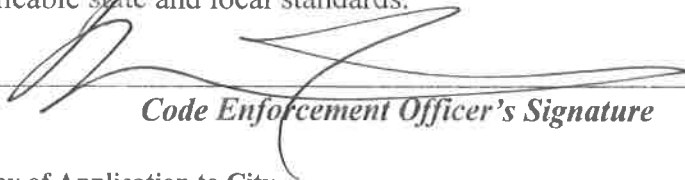
254 Fort Fairfield Rd, Presque Isle, ME Phone #: 704-8009

Attach or draw below a detailed site plan of "yard". Show footage of all sides and location in relationship to adjacent properties. Show distance (in feet) from edge of "yard" to the edge of the "right-of-way". Fill in Route Number or Local Road Name, Name of nearest City/Town in each direction, distance from nearest intersection, bridge or other known reference point.

Tax Map No. 11 Lot No. 5 Zone Comm.



An inspection of the site, as described herein, has been conducted and meets all applicable state and local standards.


Code Enforcement Officer's Signature

- 1 copy of Application to City
- 1 copy of Application to Applicant
- 1 copy of Application to Department of Transportation, Augusta
- 1 copy of Application to Bureau of Motor Vehicles, Dealer Section

**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 **September 6th, 2023 at 6:00 PM** at the Presque Isle Council Chambers. to consider a **Automobile Graveyard Permit/Junkyard Permit** to

**Cowett's Used Auto Parts
259 Fort 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

August 30, 2023

PRESQUE ISLE CITY COUNCIL MEETING

For:

September 6, 2023

AGENDA ITEM # 6

SUBJECT

PUBLIC HEARING: Charter Amendments

INFORMATION

- 1) Information Provided at Meeting
- 2) Public Hearing Notice

REQUESTED ACTION

FOR DISCUSSION

**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 **September 6th, 2023 at 6:00 PM** at the Presque Isle Council Chambers. to consider

Amendments to the City Charter

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

Aug. 30, 2023

PRESQUE ISLE CITY COUNCIL MEETING

For:

September 6, 2023

AGENDA ITEM # 7

SUBJECT

CONSENT AGENDA: 2023 Minutes

INFORMATION

1) August 2, 2023 Minutes

REQUESTED ACTION

BE IT RESOLVED by Councilor _____, seconded by Councilor _____ to approve minutes from August 2, 2023



Presque Isle City Council Meeting

August 2nd , 2023

6:00 p.m.

Council Chamber

Executive Session @ 5:00 p.m.

ROLL CALL Present: Chairman J. Shaw, Deputy Chairman K. Freeman, Councilors M. Chasse, C. Green. Councilor D. Cyr arrived at 5:19 p.m. Absent Councilors G. Nelson and J. Willette.

BE IT RESOLVED by Chairman J. Shaw seconded by Deputy Chairman K. Freeman to enter into executive session at 5:00 p.m. pursuant to 1 M.R.S.A. § 405(6)(D) to discuss negotiations.

Vote: 4-0

Out of executive session at 5:34 p.m.

No action taken.

BE IT RESOLVED by Chairman J. Shaw seconded by Deputy Chairman K. Freeman to enter into executive session at 5:34 p.m. pursuant to 1 M.R.S.A. § 405(6)(D) to discuss negotiations.

Vote: 5-0

Out of executive session at 5:52 p.m.

No action taken

Call to Order – Roll Call

Present: Chairman J. Shaw, Deputy Chairman K. Freeman Councilors C. Green, M. Chasse, D. Cyr. Absent Councilors G. Nelson and J. Willette.
City Manager Martin Puckett and City Clerk Kimberly Finnemore were also present.

Pledge of Allegiance

Public Hearing

1. Approval of application for a malt, spirituous and vinous liquor license for American Dream Restaurants, LLC d/b/a Pizza Hut, with a location of 814 North Main Street.

Chairman J. Shaw opened the public hearing at 6:02 p.m.

City Manager M. Puckett informed Council that all the City requirements have been met and have no issues.

There were no citizens comments.

Chairman J. Shaw closed the public hearing at 6:04 p.m.

BE IT RESOLVED by Chairman K. Freeman, seconded by Councilor M. Chasse to approve application for a malt, spirituous and vinous liquor license for American Dream Restaurant, LLC. d/b/a Pizza Hut, with a location of 814 North Main Street.

Vote: 5-0

2. Approval of a malt, spirituous and vinous liquor license and special permit for music dancing & entertainment for Bethany Graves, d/b/a Lotus Lounge, with a location of 149 State Street.

Chairman J. Shaw opened the public hearing at 6:04 p.m.

City Manager M. Puckett stated that the staff is aware of a few issues they are working through and staff recommends approval.

Councilor M. Chasse asked for clarification of the issues. City Manager M. Puckett stated that the state liquor inspector is working with Bethany Graves to correct issues of smoking in the building and overserving. Councilor M. Chasse asked Chief Laurie Kelly if the police dept. had any issues. Chief Kelly said that they had no issue and they are working with the state liquor inspector.

There were no citizens comments.

Chairman J. Shaw closed the public hearing at 6:06 p.m.

BE IT RESOLVED by Councilor M. Chasse, seconded by Councilor C. Green to approve a malt, spirituous and vinous liquor license and Special permit for music, dancing & entertainment for Bethany Graves, d/b/a Lotus Lounge, with a location of 149 State Street.

Vote: 5-0

3. Approval of application for a malt, spirituous and vinous license for TALK Pizza, LLC. d/b/a Pat's Pizza of Presque Isle with a location of 9 North Street.

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

City Manager M. Puckett said staff recommends approval and there are many citizens that are happy Pat's Pizza is reopening.

There were no citizens comments.

Chairman J. Shaw closed the public hearing at 6:07 p.m.

BE IT RESOLVED by Councilor C. Green, seconded by Councilor M. Chasse to approve application for a malt, spirituous and vinous liquor license for TALK Pizza, LLC. d/b/a Pat's Pizza, with a location of 9 North Street.

Vote: 5-0

4. Approval to amend Chapter 43 Planning Board Ordinance.

Chairman J. Shaw opened the public hearing at 6:09 p.m.

City Manager M. Puckett stated at the last meeting the DECD Director did a great job explaining the revisions to the ordinance have been made. M. Puckett read the following revisions. Authorize the Chairperson to call for ad-hoc (temporary committee) of members to explore issues in greater detail. Create new header for the title "Secretary". Creates new article called "Rules of Procedure". Solidify new article for amendments by majority of members present. M. Puckett said that staff and Planning Board all recommend approval.

There were no citizens comments.

Chairman J. Shaw closed the public hearing at 6:11 p.m.

BE IT RESOLVED by Councilor M. Chasse, seconded by Deputy Chairman K. Freeman to adopt the changes made to Chapter 43 Planning Board Ordinance.

Vote: 5-0

Citizen Comments

Galen Weibley DECD Director spoke on behave of the Downtown Revitalization Committee. Want to express their gratitude to the Recreation Dept., and Fire Dept. for assisting with the Summer series with stage set-up. Public works Dept. for helping with road closure. Thanked Council

Craig Green spoke about the event on August 17th at 6:00 p.m. for the Antique Automobile Vintage Tour. There will be live music, food, vendors and merchants opened while Main Street is closed for the festivities.

Consent Agenda

5. Approve minutes from July 5, 2023
6. Approve 2022 warrant # 25-#27 totaling \$1,855,390.93
7. MMA Annual Election of Board of Directors.

BE IT RESOLVED by Councilor C. Green, seconded by Deputy Chairman K. Freeman to approve the consent agenda items #5-#7 as presented.

Vote: 5-0

8. Approve taxi cab service license for Shiretown Solutions.

City Manager M. Puckett informed the Council that Shiretown Solutions bought Town Taxi. Staff recommends approval.

BE IT RESOLVED by Councilor C. Green, seconded by Councilor M. Chasse to approve a taxi cab service license for Shiretown Solutions.

Vote: 5-0

Old Business

9. Building & facilities update.

City Manager M. Puckett stated that at last Council meeting it was decided to form a committee. The committee met to review the material presented at the July 5th meeting. Talked about the overview in the Council packets, that goes over what other communities have done with positions, budget, responsibilities and a job description. Councilor C. Green spoke on the description of duties for the new dept. taking care of all existing buildings the City owns and maintaining the buildings we have.

Discussion only

10. Employee handbook.

City Manager M. Puckett spoke about the bullet details for the changes made to the employee handbook, it has been 5 years since there have been changes made.

- Correcting the table of contents and moving page numbers to bottom of page
- Removing deputy city manger references and applying HR Director
- Streamlined the hiring process from a cumbersome 25 steps to 15

- Removed the Pay for Performance program that was never initiated/funded in 2012
- Political activities/office updated, employees cannot use position to influence elections
- Gifts, gratuities must follow IRS guidelines “de minimus” in value
- Employees that choose to use own vehicle rather than a city vehicle will be reimbursed through receipts of gas/diesel
- Smoking policy follows State/Federal guidelines
- Inclement weather (previously called snow days) process updated
- Communication policy altered to reflect recently approved Cyber Policy to remove redundancies
- Health insurance language clarified-was contradictive, stipend language for not accepting same for all employees
- Sick leave policy includes parental leave and sick bank donation
- Revisions removed from the front of the document

BE IT RESOLVED by Deputy Chairman, seconded by Councilor C. Green to table the employee hand book until the next City Council Meeting.

Vote: 4-1

11. Charter Amendments.

City Manager M. Puckett stated this was discussed at the July 5th meeting but no action was taken. Council is asked to provide input for possible changes to our guiding document, the city charter.

Discussion only

12. Tax Commitment.

City Manager M. Puckett stated we did the commitment of taxes at the July meeting and set the mill rate at 22.60. The Assessor mentioned that the mill rate may impact the TIF districts and there was additional personal property that was added to the valuation. Council has the choice to keep the mill rate thereby increasing the overlay or lowering the mill rate.

Council left mill rate at 22.60

New Business

13. Workforce employer survey by Maren Moir.

Maren Moir did a verbal presentation and slide show.

14. Council meeting dates.

City Manager M. Puckett stated the City Charter dictates the initial budget submission be at least 90 days prior to the end of the year (Dec. 31st). Similar to previous years. We have held a meeting the last week of September to adhere to the Charter. Council is asked to move the regularly scheduled meeting from October 4th to September 27th.

BE IT RESOLVED by Chairman J. Shaw, seconded by Deputy Chairman K. Freeman to move the regularly scheduled meeting on October 4th to September 27th.

Vote: 5-0

Managers' Report

City Manager M. Puckett stated he met with the University of Augusta and University of Presque Isle with students and professor Dr. Felch about Cyber security to help with municipalities with cyber-attacks. They are using the City as a model for other municipalities within the state. The City has been working with them the past 6-7 months. They will be working with staff to help stop Phishing attacks, security.

Announcements

Northern Maine Fair is August 3rd to the 6th.

AACA Vintage Tour 2023 goes from August 16th to the 19th.

Rockin' on Riverside on August 17 with Star City Syndicate.

Crown of Maine Balloon Fest will start on August 24th.

Acoustic afternoon in the garden at the Vera Estey House Museum on August 26th at 2:30 p.m.

The City has the following employment vacancies: Firefighter/Paramedic.

We have the following vacancies for Boards/Committees:

Assessment Review, 2-one-year alternates

Audit Committee, 1-four-year member

Zoning Board, 1-three-year member and 1-one-year alternate

Planning Board, 1-one-year alternate

Rec & Parks, 2-one-year alternates

Downtown Revitalization, 1-four-year member

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 September 27th, 2023 at 6:00 p.m. (5:00 p.m. for executive session) in the Council Chambers at City Hall

Adjournment

BE IT RESOLVED by Deputy Chairman K. Freeman, seconded by Councilor C. Green enter into executive session at 7:44 p.m. pursuant to 1 M.R.S.A. § 405(6)(A) to discuss personnel matters.

Vote: 6-0

Executive Session

Out of executive session at 8:07 p.m.

No motion was taken

Attested by: _____
Kimberly A Finnemore, City Clerk

PRESQUE ISLE CITY COUNCIL MEETING

For:

September 6, 2023

AGENDA ITEM # 8

SUBJECT

CONSENT AGENDA: 2023 Warrants #28, #29, #30, #31, #32, #33 and #34 totaling \$4,161,681.87

INFORMATION

1) Warrant #28	\$ 1,059,117.50
2) Warrant #29	\$ 189,425.97
3) Warrant #30	\$ 380,105.95
4) Warrant #31	\$ 666,634.02
5) Warrant #32	\$ 765,428.61
6) Warrant #33	\$ 740,628.70
7) Warrant #34	\$ 360,341.12

REQUESTED ACTION

BE IT RESOLVED by Councilor _____ seconded by Councilor _____ to approve 2023 Warrant #28, #29, #30, #31, #32, #33 and #34 totaling \$4,161,681.87

PRESQUE ISLE CITY COUNCIL MEETING

For:

September 6, 2023

AGENDA ITEM # 9

SUBJECT

CONSENT AGENDA: Application for Utility Location Permit

INFORMATION

- 1) Memorandum
- 2) Application for Utility Location Permit
- 3) Utility Location Permit and Map

REQUESTED ACTION

BE IT RESOLVED by Councilor _____, seconded by Councilor _____ to approve the Application for Utility Location Permit.



City of Presque Isle, Maine

City Engineer

Dana H. Fowler, P.E.

Email: dfowler@presqueisleme.us

MEMORANDUM

TO:	City Manager Martin Puckett and City Council
FROM:	Dana H. Fowler, City Engineer <i>DHF</i>
DATE:	08.30.23
RE:	Versant Pole Application 2PRESQU226068

Versant Power has submitted an application for the installation of 1 new utility pole on Chapman Road located 950 feet south of Saint John Street.

An inspection of the site was conducted with Public Works and myself. Versant is requesting approval of a new pole within the right of way that would serve a proposed solar farm. The address is approximately 204 Chapman Road near the Jalbert salvage yard. The proposed pole is in line with the existing overhead utility lines and will not interfere with snowplowing operations. Approval of the application is recommended.

RECOMMENDED MOTION

I move to approve the application for a utility location permit submitted by Versant Power dated August 30, 2023 with attached plan WO NO 2PRESQU226068.



PO Box 932 • Bangor, Maine • USA • 04402-0932

8/30/2023

Mr. Martin Puckett
City of Presque Isle
12 Second St
Presque Isle, ME 04769

Subject: G402-2-Presque Isle 12-61 Chapman Rd

Dear Mr. Puckett,

Attached are our application and utility location permit forms for locations in PRESQUE ISLE.

When approved by a majority of the municipal officers or by an authorized representative, please return those forms to the return email address noted below, signed and dated with the recording data, and attested by the Clerk.

Very truly yours,

Mary Jackson
Joint Line Coordinator
Versant Power
T: 207-973-2520 | F: 207-973-2970
E: mary.jackson@versantpower.com
www.versantpower.com

Encl.

APPLICATION FOR UTILITY LOCATION PERMIT

TO: PRESQUE ISLE City Manager – Town of PRESQUE ISLE

VERSANT POWER, a Maine corporation being duly authorized pursuant to the laws of the State of Maine to generate, sell, distribute and supply electricity in the City of PRESQUE ISLE, County of Aroostook, State aforesaid, hereby applies for a permit to authorize it to locate, construct, maintain and operate certain of its facilities hereinafter described upon, along, over and across certain public ways situated in the said City of PRESQUE ISLE.

No public notice of this application will be made in accordance with the terms and conditions of Title 35-A, Section 2503, MRSA as amended.

LOCATION:

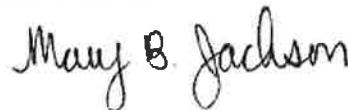
CHAPMAN RD, one pole to be located approximately 950' southwest of ST JOHN ST.

DESCRIPTION:

The facilities will consist of a line composed of wood poles and supports therefore, crossarms, wires and/or cables together with associated appurtenances. The minimum clearance of the wires and/or cables, other than guywires, will be at least 18 feet over the public way. The poles will be set within the limits of the public way, but outside the part thereof customarily used for travel by vehicles. The initial operation of the facilities will be at 7200 volts, Single Phase; the voltage will be increased as occasion therefore requires for the operation not in excess of 20KV to ground.

Dated at Bangor, Maine

VERSANT POWER



on August 30, 2023

By: _____
Mary B. Jackson
Joint Line Coordinator

2PRESQU226068
PLAN# 23-1003-03530-186

UTILITY LOCATION PERMIT

Upon the application of VERSANT POWER dated August 30, 2023, requesting permission to locate certain of its facilities hereinafter described upon, along, over and across certain public ways in the City of PRESQUE ISLE, County of Aroostook, State of Maine, all as set forth in its application, no newspaper publication having been made by applicant in connection with said application, permission is hereby given to said Versant Power to locate, construct, maintain and operate certain of its facilities hereinafter described upon, along, over and across certain public ways situated in said municipality as hereinafter set forth. This permit is granted subject to the provisions that any person, firm or corporation owning property within the subject municipality which abuts the applicable way may file written objection with this licensing authority within ninety (90) days after the installation of the facilities described in said application, said written objection and to be served by delivery in hand or by registered or certified mail.

LOCATION:

CHAPMAN RD, one pole to be located approximately 950' southwest of ST JOHN ST.

DESCRIPTION:

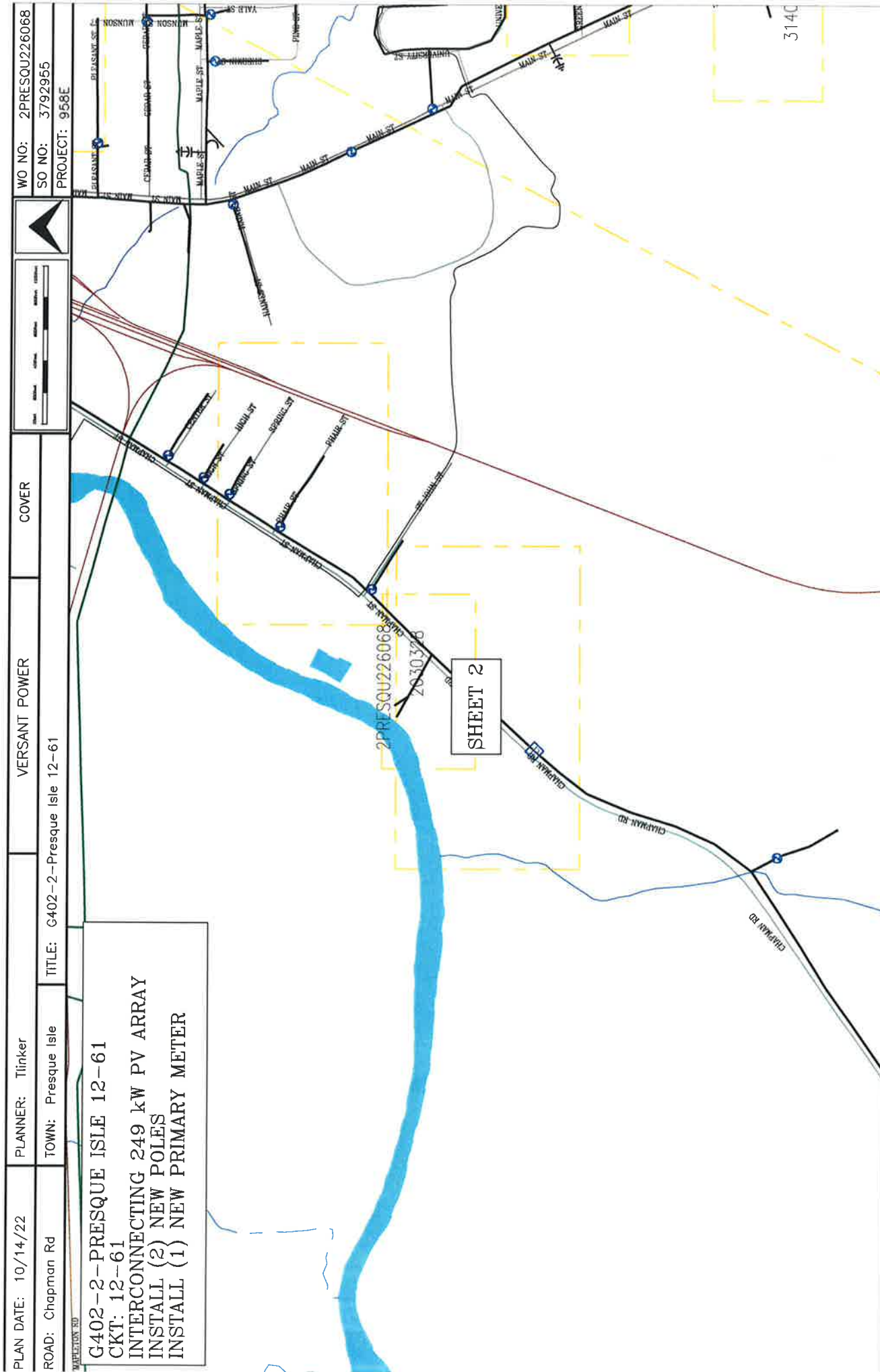
The facilities will consist of a line composed of wood poles and supports therefore, crossarms, wires and/or cables together with associated appurtenances. The minimum clearance of the wires and/or cables, other than guywires, will be at least 18 feet over the public way. The poles will be set within the limits of the public way, but outside the part thereof customarily used for travel by vehicles. The initial operation of the facilities will be at 7200 volts, Single Phase; the voltage will be increased as occasion therefore requires for the operation not in excess of 20KV to ground.

Authorizing signature (s):

Received and Recorded in
Book _____, Page _____,
on _____, 20__.
Attest:

Dated at _____, ME,
This _____ Day of _____, 20__

Clerk of _____



WO NO: 2PRESQU226068
SO NO: 3792955
PROJECT: 958E



PLAN DATE: 10/14/22
ROAD: Chapman Rd
PLANNER: Tinker
TOWN: Presque Isle
VERSANT POWER
COVER
TITLE: G402-2-Presque Isle 12-61

G402-2-PRESQUE ISLE 12-61
CKT: 12-61
INTERCONNECTING 249 kW PV ARRAY
INSTALL (2) NEW POLES
INSTALL (1) NEW PRIMARY METER

SHEET 2

2PRESQU226068
2030378

3140

PRESQUE ISLE CITY COUNCIL MEETING

For:

September 6, 2023

AGENDA ITEM #10

SUBJECT

OLD BUSINESS: Amend Employee Handbook

INFORMATION

- 1) Memorandum
- 2) Employee Handbook with changes

REQUESTED ACTION

BE IT RESOLVED by Councilor _____, seconded by Councilor _____ to adopt the changes to the Employee Handbook.



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:	June 18, 2023
RE:	Employee Handbook

It has been five years since there have been changes made to the employee handbook, so it was time to review the document. The majority of changes were made with formatting and spelling errors but we did make changes in specific areas that help with clarification. Below is a summary of the changes:

- Correcting the table of contents and moving page numbers to bottom of page
- Removing deputy city manager references and applying HR Director
- Streamlined the hiring process from a cumbersome 25 steps to 15
- Removed the Pay for Performance program that was never initiated/funded in 2012
- Political activities/office updated, employees cannot use position to influence elections
- Gifts, gratuities must follow IRS guidelines "de minimus" in value
- Employees that choose to use own vehicle rather than a city vehicle will be reimbursed through receipts of gas/diesel
- Smoking policy follows State/Federal guidelines
- Inclement weather (previously called snow days) process updated
- Communication policy altered to reflect recently approved Cyber Policy to remove redundancies
- Health Insurance language clarified- was contradictive, stipend language for not accepting same for all employees
- Sick leave policy includes parental leave and sick bank donation
- Revisions removed from the front of the document

Recommended Motion: To approve changes to the employee handbook as presented.

City of Presque Isle Employee Handbook

Formerly Known As: Personnel Rules and Regulations



Approved by the City Council: February 5, 1996
Date Effective: February 15, 1996

Attest: _____

Kimberly Finnemore, City Clerk

City Seal

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PURPOSE:

The purpose of the policies in this handbook is to provide City of Presque Isle (hereinafter referred to as the City) leaders with an inclusive set of policies, procedures and standard practices regarding its employees. Based on City philosophy and goals, these policies are intended to help the City carry out its objectives in the best possible way and to coordinate the efforts and interests of all departments within the City. These policies do not contain area-specific operating procedures, which should be developed, communicated and administered by the department heads.

ARTICLE I GENERAL PROVISIONS

Section 1.1 Conditions of Employment

Tenure of employees covered by these policies is conditioned on necessity for the performance of work, the availability of funds and satisfactory performance of work as determined by the department head, with the approval of the City Manager.

These policies are not intended to guarantee employment for any specific duration. While the City's goal is to develop long-term employment relationships with its employees, either the employee or the City may terminate the employment relationship at any time, for any reason, with or without cause or notice. The City also reserves the right at its sole discretion to terminate or suspend the employment of any employee whenever it is believed such action is in the best interest of the City and/or fellow employees.

Each employee will receive a copy of the Employee Handbook during their employee orientation either in hand or email. Every employee will be required to become familiar and understand the policies as set forth in the Employee Handbook. Employees will be provided with a new copy when any rules are amended, deleted or added. Employees who may need clarification of any part of the Employee Handbook, should direct their questions to the Human Resource Director. All employees will be required to sign acknowledgement of the receipt of these policies, which will be placed in their personnel file.

These policies do not constitute an employment contract. The policies and benefits provided to employees by the City are subject to change and may be modified at the discretion of the City Council when they deem necessary.

Section 1.2 Equal Employment Opportunity

Employment decisions will be based on the principles of equal employment opportunity, unless a bona fide occupational qualification exists, recruitment, testing selection and promotion will be administered without regard to race, color religion, sex, national origin, ancestry, age, physical or mental disability, sexual orientation, whistleblower activity, previous assertion of a claim or right under the Maine Worker's Compensation Act or marital status.

Further, personnel actions and conditions of employment, such as compensation, benefits, layoffs, job assignments, employee development opportunities, discipline and termination shall be administered without regard to race, color religion, sex, national origin, ancestry,

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age, physical or mental disability, sexual orientation, whistleblower activity, gender identity and expression, previous assertion of a claim or right under the Maine Worker's Compensation Act or marital status.

Reasonable accommodations will be made for any qualified individual, applicant or employee, in accordance with the provisions of the Maine Human Rights Act and the Americans with Disabilities Act.

Department Heads and supervisors are responsible for awareness of and response to potential discriminatory situations. Employees are required to cooperate fully with the investigation and/or resolution of any discrimination complaint. Department Heads and supervisors are required to actively prevent and correct retaliation or harassment toward any employee who has been involved in the filing, investigation, or resolution of a discrimination claim.

The Human Resource Director will address and attempt to resolve employee complaints regarding discrimination and harassment as expeditiously as possible. Department Heads and supervisors are required to contact the Human Resource Director if they receive a complaint of this nature.

Section 1.3 Affirmative Action Plan

The City shall establish and maintain an Affirmative Action Plan that would:

1. Identify whether qualified applicant or employees are currently experiencing unlawful discrimination;
2. Identify and correct those personnel practices or procedures which have or may have an adverse impact on the employment opportunities of minorities and women.

Section 1.4 Drugs and Alcohol

It is the City's desire to provide a drug-free, healthful and safe workplace. To promote this goal, employees are required to report to work in the appropriate mental and physical condition to perform their jobs in a satisfactory manner.

City employees may possess and consume alcohol off City premises during a City approved event or function that is approved by the City Manager. Attendance to such event or function shall be optional. Employees shall conduct themselves in a professional manner at all times, keeping in mind that non-sexual harassment and sexual harassment policies are in full force and effect during all City events and functions. At no event or function shall alcoholic beverages be offered or served to minors. At no time shall the City supply, sell, serve or incur the expense for the consumption of alcohol by City employees and in no instance shall alcoholic beverages be charged to any City account. Employees who choose to consume alcoholic beverages are required to follow State laws.

Except for planned, scheduled special events with approval of the Department Head, while on City premises, no employee may use, possess, distribute, sell, or be under the influence of alcohol or engage in the unlawful manufacture, distribution, dispensation, possession, or use of illegal drugs. Violations of this policy may lead to disciplinary action, up to and including

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termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

It shall be permissible to use unopened alcohol as gifts during special events and/or holidays.

The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger the public or other individuals in the workplace. The employee must receive in writing from their attending physician, what, if any, limitations are imposed by using the prescribed medicine. A copy must be provided to the employee's supervisor when the prescribed drug limits or impairs the employee's ability to perform their job, especially the operation of machines, equipment, motor vehicles, etc.

To inform employees about important provisions of this policy, the City offers a drug-free and substance abuse program. The program provides information on the dangers and effects of substance abuse in the workplace, resources available to employees and consequences of violations of this policy.

Employees with questions or concerns about substance dependency or abuse are encouraged to discuss these matters with their supervisor or the Human Resource Director to receive assistance or referrals to appropriate resources in the community.

Employees with drug or alcohol problems that have not resulted in, and are not the immediate subject of disciplinary action may request approval to take unpaid time off to participate in a rehabilitation or treatment program. Leave may be granted if the employee abstains from use of the problem substances; abides by all City policies, rules, and prohibitions relating to conduct in the workplace, and if granting the leave will not cause the City any undue hardship.

Employees with questions on this policy or issues related to drug or alcohol use in the workplace, should discuss them with their supervisor, Human Resource Director or City Manager without fear of reprisal.

Section 1.5 Harassment Policy

The City recognizes that each employee has the right to work in an environment that is free from intimidation, hostility and offensiveness. The City will not tolerate any employee harassing another employee based on race, color, sex, national origin, age, religion, gender identity and expression or disability. Such harassment not only violates City policy - it is illegal.

Examples of harassment related to race, color, sex, national origin, age, religion, gender identity and expression or disability include the following:

1. Subjecting employees to ridicule, slurs, offensive jokes or derogatory actions.
2. Threats.
3. Unwelcome sexual advances, gestures, comments or contact.

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4. Refusal to work with an employee, or to cooperate in performing work assignments.
5. Basing employment decisions or practices on submission to harassment.
6. Inequitable disciplinary actions and work assignments.

It is important to note that we all come from diverse backgrounds, what one may not find offensive, another might. If you find something offensive, inform the person that you do not find their behavior or comments appropriate, or let the supervisor know that you are offended. Once a person has been informed of his/her inappropriate behavior, continuance of that behavior will not be tolerated.

Supervisory and management staff who are aware of any form of harassment must take prompt action to stop it. Any employee who feels they are a victim of harassment shall report the offense to their supervisor immediately. If the worker's immediate supervisor is the source of the alleged harassment, the employees shall report the problem to the Human Resource Director or City Manager. An investigation of the allegations will be made. Any employee determined to have engaged in harassment of another employee shall be subject to disciplinary action up to and including discharge.

1.5.1 Sexual Harassment Policy

Title VII of the Civil Rights Act of 1964 and the Maine Human Rights Act provides that it shall be unlawful discriminatory practice for any employer, because of the sex of any person, to discharge, refuse to hire, or otherwise discriminate against that person with respect to any matter directly or indirectly related to employment. Harassment of an employee on the basis of sex violates Federal and State law.

It is the policy of the City that all employees have the right to work in an environment free of discrimination, which includes freedom from sexual harassment by administration, supervisors, co-workers, the public or other business contacts. This policy is intended to prohibit offensive conduct, either physical or verbal that threatens human dignity and employee morale, and which interferes with a positive productive work environment.

Guidelines clarifying unlawful sexual harassment by the Federal Equal Opportunity Commission and Maine Human Rights Act are as follows:

Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature will constitute unlawful sexual harassment when:

1. Submission to sexual conduct is an explicit or implied term or condition of an individual's employment;
2. The submission or rejection of sexual conduct by an individual is the basis for any employment decision affecting that individual; or
3. Sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature have the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

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The following examples are common types of conduct that may constitute sexual harassment:

1. Slurs, jokes or degrading comments of a sexual nature
2. Unwelcome sexual advances
3. Suggestive or lewd remarks
4. Requests for sexual favors
5. Repeated offensive sexual flirtation or propositions
6. Display of sexually suggestive pictures or objects
7. Unwelcome physical contact or touching such as patting, pinching or brushing against another's body.

The City administration will not tolerate any form of sexual harassment at the workplace. Any employee determined to have engaged in sexual harassment as described by both federal and state law shall be subject to disciplinary action up to and including discharge from employment.

It is the policy of the City that no personnel action be taken affecting an employee (either favorably or unfavorably) on the basis of conduct that is not related to job performance, including such conduct as submitting to sexual advances, protesting sexual overtures or raising a complaint concerning the alleged violation of this policy.

The City Manager, department heads and supervisors are responsible for monitoring behavior which can be construed to be harassment and for initiating necessary action to eliminate such behavior.

Any employee who feels they are a victim of sexual harassment or who has knowledge of that kind of behavior is urged to report such conduct immediately to their immediate supervisor, department head, the Human Resource Director, or the City Manager. No employee will be retaliated against for complaining about sexual harassment. Recognizing the sensitivity of this matter, all investigations will be conducted in a confidential manner as possible.

1.5.2 Harassment/Sexual Harassment Complaint Procedure

If an employee is being harassed by their supervisor or someone in their management chain, the employee is not expected to report the harassing conduct to that person, and, instead is expected to report to the Human Resource Director or the City Manager.

When warranted by the facts discovered through the investigation, the City may take disciplinary action against any employee found to have engaged in harassment in accordance with the policy.

Section 1.6 Policy on Workplace Threats and Violence

The safety and security of the City, and also the public who conducts business in the various municipal buildings is of paramount importance to the City. Therefore, threats, threatening behavior or acts of violence against an employee, visitors, guests or other individuals by anyone on City property will not be tolerated. Violations of this policy will lead to disciplinary action, which may include dismissal, arrest and prosecution.

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Any person who makes substantial threats, exhibits threatening behavior or engages in violent acts on City property shall be removed from the premises as quickly as safety permits and shall remain off City premises pending the outcome of an investigation. The City will initiate an appropriate response. This response may include, but is not limited to suspension and/or termination of employment, and/or criminal prosecution of the person or persons involved.

No existing City policy, practice or procedure should be interpreted to prohibit decisions designed to prevent a threat from being carried out, a violent act from occurring or a life threatening situation from developing.

All City personnel are responsible for notifying one of the following: their department head, the Human Resource Director or the City Manager of any threats which they have witnessed, received or have been told that another person has witnessed or received. Even without an actual threat, personnel should also report any behavior they have witnessed which they regard as threatening or violent, when the behavior is job related or might be carried out on a City-owned site or is connected to City employment. Employees are responsible for making the report regardless of the relationship between the individual who initiated the threat or threatening behavior and the person or persons who were threatened or were the focus of the threatening behavior.

All individuals who apply for, or obtain, a protective or restraining order which lists any City locations as being a protected area, must provide to their department head, Human Resource Director or the City Manager, a copy of the petition and declarations used to seek the order, a copy of any temporary protective or restraining order which is granted and a copy of any protective or restraining order which is made permanent.

The City understands the sensitivity of the information and has developed confidentiality procedures, which recognizes and respects the privacy of the reporting employee(s).

ARTICLE II EMPLOYMENT CATEGORIES

Section 2.1 Employment Classification Categories

2.1.1 Exempt Positions

Those positions in accordance with the Fair Labor Standards Act that are exempt from the minimum wage and overtime regulations. These positions may be salaried.

2.1.2 Non-Exempt Positions

Those positions in accordance with the Fair Labor Standards Act that are not exempt from minimum wage and overtime regulations. These positions rate of pay shall be on an hourly basis.

2.1.3 Probationary Employees

New, re-hired, or promoted employees who serve as prescribed period of close supervision and evaluation in order to assess their ability and adaptation. Probationary employment may be terminated at the will and discretion of the City without advance notice, or by the employee.

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2.1.4 Regular Full-Time Employees

Employees hired to regularly work a minimum of forty (40) hours per week on a continuous basis following satisfactory completion of a probationary period.

2.1.5 Regular Part-Time Employees

Employees hired to regularly work a set average number of hours for less than 40 hours per week on a continuous basis following satisfactory completion of a probationary period.

2.1.6 Temporary, Seasonal and As-Needed Employees

Employees holding jobs of limited or specified duration, such as, but not limited to the following instances: special project; position vacancy pending appointment; the absence of a position incumbent; abnormal work load; emergencies; or other reason established by the City.

2.1.6A Temporary

Temporary Employees may work either full-time or part-time work schedules, but are limited to a specified duration. A temporary employee's date of hire will be the first day he/she starts employment with the City. The date of hire will not change if the employee moves from a temporary position to a regular position in the same classification, providing there is no break in service due to layoff or of the employee's own accord, prior to six months of continuous service. A temporary employee will be paid the prevailing rate and be entitled to holiday pay as outlined in Section 13.2. The date of hire will be used for purposes of any step increases and for determination of vacation earnings at the appropriate years. Eligibility for clothing allowance, if applicable, will be effective after six months of employment and paid at the appropriate intervals in practice at the time. When regular status is obtained, the employee will be covered in the Employee Handbook accordingly. Service time as a temporary employee will count towards the probation period.

2.1.6B Seasonal

Seasonal Employees work during a specific season such as winter or summer.

2.1.6C As-Needed

As-Needed Employees are hired for employment for short, erratic work schedules.

Temporary, seasonal and as-needed employees will not be eligible to receive City-sponsored benefits; earn sick or vacation leave; be entitled to holiday pay; accrue any form of service credit; or use the Administrative Review Procedure to file formal grievances, except in matters pertaining to alleged discrimination.

*Exception to Temporary Employees and Section 13.2 Holidays.

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ARTICLE III RECRUITMENT AND SELECTION

Section 3.1 Anti-Nepotism

For the purpose of this section only, "immediate family" shall include spouse, domestic partner, parent, sibling, mother-in-law, father-in-law, children, son-in-law, daughter-in-law,

brother-in-law, sister-in-law, grandparent, and grandchild, any relationship arising from adoption or corresponding "step" relation. This policy will include couples who at common law, would be regarded as partners in a common-law relationship.

A member of the immediate family may not be employed in positions where such employment will result in the existence of a supervisor/subordinate relationship.

A member of the immediate family may not be employed in positions where one will have responsibility for reviewing and approving financial, budget, or purchase transactions; or in recommendations and/or decision making in any matter concerning appointment, promotion, salary, retention or termination of a member of the immediate family.

In the instance that two employees become part of an immediate family, they are to be treated in accordance with this policy. Should termination of employment result, the decision of who should terminate will be left up to the two effected employees. However, if a decision cannot be reached within 60 working days of the City's first knowledge of the relationship, the City will terminate one of the employees. The City Manager will make the decision based on each employee's length of service, performance, and the input from each supervisor and department head.

Section 3.2 Re-Employment

An employee who leaves service with the City and is re-employed later, is considered a new employee. For the purposes of determining seniority and fringe benefits, an employee's length of service shall be calculated from the most recent date of hire.

Any employee who retires from the City, and is eligible to receive retirement benefits from the Maine State Retirement System and continues their employment with the City shall not be eligible to the City's 401(a) plan, or receive City contributions to a 457 plan.

Section 3.3 Hiring Policy

The purpose of this policy is to provide consistency in the City's hiring and promotion procedures, so long as it is not in violation of any State or Federal statute or law.

3.3.1 Applications and Posting Procedures

Applications for employment will only be accepted when a vacancy is open.

All regular full-time and regular part-time position vacancies or newly created positions are to be filled through the use of the standard selection procedure and under the direction of the Human Resource Director.

Promotions are encouraged to give employees in lower level positions opportunities to move to higher level positions. Part-time employees may be given opportunity for full-time vacancies. Presque Isle volunteer firefighters shall be given added consideration for regular firefighter position vacancies based on the number of years of service with the City's Fire Department.

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In the best interest of the City, external recruitment shall be conducted in an effort to find the most qualified job candidates and emphasis will be placed upon attainment of the highest levels of appropriate education and directly related job experience. Internal posting of open full time positions will be offered at the same time as external recruitment. Internal applications are encouraged.

Vacancies for all department head positions will be filled by accepting internal and external applicants, following the Standard Selection Procedure. The City Manager will be responsible for the recruitment and selection process for department heads. The City Manager will make their recommendation to the City Council for the candidate to fill the department head vacancy. The City Manager's recommendation of a candidate is subject to confirmation by the City Council. The City Manager may delegate to the Human Resource Director any aspect of the selection process, such as, placing advertisement, notifications to applicants, record keeping, etc.

When the vacancy of City Manager occurs, the City Council shall use the Standard Selection Procedures. They will review, rate and screen all applicants. They may delegate to the Human Resource Director any aspect of the selection process, such as, placing advertisements, notifications to applications, record keeping, etc.

3.3.2 Standard Selection Procedures

In order to maintain Affirmative Action and Equal Opportunity Employment obligations, promotions and the hiring and selection process must be centralized and directed through the Human Resource Director using the following:

- A. Establish minimum requirement and insure they are included in:
 - a. Job description
 - b. Advertisement
- B. Establish hiring process and time frame:
 - a. Advertising
 - b. Application deadline or until suitable candidate is found
 - c. Resume/application review
 - d. Date of test, if appropriate
 - e. Establish list of oral board members, if appropriate
 - f. Date of first interview
 - g. Date of second interview, if appropriate
 - h. Background check, if applicable
 - i. Medical examination, if applicable
 - j. Target date of hire
- C. Order exams (if necessary), notify applicants, administer exam
- D. Notify successful applicants and schedule interview. Include test score, if applicable
- E. Conduct first/second interview as applicable
- F. Notify applicants who did not clear first interview
- G. Recommend and finalize applicant to hire,
- H. Conduct background investigation - Must have signed authorization form
- I. Make initial employment offer contingent on medical examination results, if

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<#>Set up record keeping system¶

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<#>Notify applicants of examination date, if applicable¶
<#>Administer exam¶
<#>Notify oral board members¶

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I. Have medical exam conducted, if applicable

K. Notify of medical exam results

L. Make final decision to hire/not hire

M. Establish employment starting date

N. Complete record keeping

O. Hiring of all City positions are made with the approval of the City Manager.

3.3.3 Physical Examinations

Physical examinations may be required of any regular employees. An offer of employment may be contingent on the applicant's ability to pass a physical conducted to the relativity of the essential job functions for which the applicant has applied. The physical will be conducted by a physician of the City's choice. Cost of the physical will be the responsibility of the City. Psychological or polygraph tests may be conducted for positions when applicable and not in conflict with any State or Federal law.

ARTICLE IV PERSONNEL AND COMPENSATION MANAGEMENT

Section 4.1 Pay Plan

A pay plan shall be adopted which establishes appropriate pay ranges and may be adjusted on an individual basis to attract qualified applicants.

Section 4.2 Position Classification and Job Descriptions

To develop and maintain a clear structure of job responsibility and work activity relationships with the City and to keep meaningful the relatedness of an employee's job and associated pay, performance standards and other employment conditions. The City shall maintain job descriptions on each separate class of employment, to allocate individual employee positions into job classes, and to classify or reclassify positions as necessary, based on the best interests of the City. While it is the intent of this policy to describe and classify jobs in specific ways, as a means of benefiting the organization's employment structure, this policy should not be misconstrued to restrict or confine job responsibility assigned to employees where flexibility in assigning employees new but related job activities is tantamount to the success of City's operations.

The Human Resource Director will be responsible for preparing and maintaining job descriptions on all separate classes of employment with the aid and assistance of supervisors and employees. Such job descriptions shall contain the designation as to whether position(s) covered by the job description are categorized as exempt or non-exempt, in addition to duty and qualification specifications. All job descriptions will be reviewed periodically to determine their continued accuracy, completeness, compliance with applicable State and Federal laws, and relevance to the City's pay and performance evaluation system.

Each employee will be allocated to a position approved by the City Manager. Position vacancies will be filled on the basis of job description standards after notification of the pending vacancy to the Human Resource Director.

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4.2.1 Revision of Job Descriptions and Positions

Job descriptions and the allocations of employees to positions may be revised or altered from time to time at the sole discretion of the City Manager as a means of ensuring operational efficiency and the changing nature of meeting the organizations needs. When and where it is deemed appropriate, the City will endeavor to advise affected employees of changes in job description details or their allocation to a specific position, including the determination to abolish positions, in which case employees may be offered other positions for which they are qualified, if they exist.

Upon submission of a reclassification request, the Human Resource Director may evaluate the position by consulting with the affected employee(s) and supervisory personnel, and gather any other information pertinent to the issues(s) under consideration. A report of the evaluation findings and recommendations will be submitted to the City Manager, who may also consult with supervisory personnel, in order to determine a proper course of action. Should a reclassification evaluation involve creation of a new job description, the City Manager may approve reclassification pending final approval of the new job description and pay rate recommendation. All reclassifications must have final approval of the City Council.

4.2.2 New Positions

New positions are those in which there is an identified, justified and appropriate list of job tasks and qualification standards sufficiently different from existing position descriptions to the position is an addition to positions of the existing workforce. In either case, new position requests must be recommended by the City Manager and approved by the City Council. Upon approval, and if required, a job description will be prepared and a pay rate will be established for the position prior to filling such position.

Section 4.3 Non-Union Employees Compensation Policy

1. The following is the administrative policy covering professional, technical, administrative and supervisory employees, which are not otherwise covered by a labor union. The purpose of the administrative policy is to establish a standard for the administration of compensation for employees. It shall be the policy of the City of Presque Isle to provide a compensation package that will attract and hold above-average employees.

4.3.1 Program

This policy is based on current year pay scales, including the minimum and maximum ranges, for all ranges in steps covered by the plan.

4.3.2 Administration

The various provisions of the pay plan shall be administered in accordance to the following:

1. New Employees. New employees' compensation will be determined by placing them on the pay scale at the appropriate level based on the job. They will be placed at the appropriate step based on relative experience as is outlined in Section 4.3.3 #5 below. All initial placement decisions will be reviewed and recommended by the

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Human Resource Director and approved by the City Manager.

2. Promotions and Supervisory Appointments. An employee promoted shall be placed at the appropriate pay level for the new position and placed at the appropriate step, based on relative experience as is outlined in Section 4.3.3 #5. The exact adjustment shall be recommended by the Human Resource Director and approved by the City Manager.
3. Transfers. No adjustment to an employee's salary shall be made when an employee moves laterally in the same class grade.
4. Demotions. In the event of a demotion, the employee's wage rate will be altered, if necessary, to coincide with the new assigned class grade in accordance to the City's Personnel Policy entitled Classification and Pay Plan. The exact adjustment shall be recommended by the Human Resource Director and approved by the City Manager.
5. Step Placement. Each step within the pay plan will represent a specific number of years of service, including credit for prior work experience. The steps, once established, may only be changed by the City Council. Steps represent the accumulation of a number of years of service, i.e. the third step would equate to a person who had entered their fifth year of service as of the effective date, but not yet obtained required years of service to be included in the next step.
6. Effective Date. The effective date that employees will be credited with one additional year of service will be January 1 of the given year, regardless of the anniversary date, unless the anniversary date occurs after October 1 but prior to January 1.
7. Placement Criteria. The following criteria shall be used as a general guide to determine the initial placement of all personnel in the plan.
 - a. Time in current position in the city was given direct credit on a 1 to 1 ratio.
 - b. Time in a similar community, in a similar job was also given a 1 to 1 ratio.
 - c. Time in a position once removed from the current position, in Presque Isle, was generally given a credit for a 1 to 1 ratio.
 - d. Time in a position once removed from the current position, in a similar community, was generally given a credit of 1 to 1.
 - e. Time in a position, twice removed, from the current position, but still some form of management, in Presque Isle, was generally given credit for 1 year for every 3 years of actual service.
 - f. Time in a position, twice removed, from the current position, in a larger or similar community, was generally given a 3 to 1 credit.
 - g. Time in a similar position, but in a smaller community, was generally given 2 years for every 3 years of service.
 - h. Any other appropriate historical information that might be appropriate can be factored in.

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4.3.3. Cost-Of-Living Adjustments (COLA).

COLA increases, if granted, shall be effective on a date determined by the City Council to all employees assigned to the pay plan. The amount of the increase, if any, shall be determined annually by the City Council. COLA increases will be implemented by "aging" the pay scale by the voted COLA.

4.3.4. Reclassification and Appeals Procedure

An employee whose job functions and/or level of skill that has been significantly altered as a result of a change in job duties may request consideration for reclassification according to the following procedure:

1. The initial request will be submitted to the employee's department head.
2. The department head will evaluate the request and recommend approval or disapproval to the City Manager.
3. The City Manager will refer the request to the **Human Resource Director** for evaluation and recommend approval or disapproval to the City Manager.
4. The City Manager will then either approve or disapprove the request.
5. The City Manager shall notify the City Council of any approved reclassifications.
6. This process may also be used for any employee that would like to appeal a decision regarding the implementation of this policy.

4.3.5. Repeal of Conflicting Resolutions or Statements.

All resolutions or statements in conflict with the provisions of this policy are hereby repealed.

4.3.6. Savings Clause

If any section, sentence, clause or phrase of this policy is held, for any reason to be inoperative, void or invalid, the validity of the remaining portion of this resolution shall not be affected. It being the intention of the City Council in adopting this resolution that no portion thereof, or provision herein, shall become inoperative or fail by reason of the invalidity of any other portion or provision and, the City Council does hereby declare that it would have severally passed and adopted the provisions contained herein separately and apart one from the other.

Section 4.4 Probationary Period

The probationary period is an intrinsic part and extension of the employee selection process during which the employee will be considered in training and under careful observation and evaluation by supervisory personnel. Generally, this period will be utilized to train and evaluate the employee's effective adjustment to work tasks, conduct, observance of rules, attendance and performance of job responsibilities and to provide for the release of any probationary employee whose performance does not meet required standards of job progress or adaptation. The probationary period is for a new employee or a regular employee who has transferred to a new position. If a regular employee transfers to a new position, he/she becomes a probationer under all the same conditions as a new employee in the probationary

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period.

A completed report of the probationary period employee's performance must be submitted no later than twenty (20) calendar days before the expiration of the probationary period.

4.4.1 Length of Probationary Period

The length of the probationary period for all positions shall be six (6) months, unless otherwise specified in a union or employment contract.

4.4.2 Release of New Probationer

New hires may be terminated at the will and discretion of the City at any time during the probationary period. Should such termination be regarded as necessary and appropriate by either the employee or the City. In cases of probationary release from City service, formal advance notice by the City is not required.

Should the probationary employee not be formally recommended for advancement to regular status as prescribed, the employee shall be considered unacceptable and released from City service no later than the last day of the probationary period.

4.4.3 Advancement of Probationer to Regular Status

If, at the conclusion of the employee's probationary period, the employee's performance and employment conditions have been satisfactory in all respects in the opinion of supervising personnel and advancement to regular status is deemed mutually advantageous to the City and the employee, such retention recommendation is to be made to the Human Resource Director prior to expiration of the employee's probationary period. Such a recommendation will be accompanied by a completed, final probationary performance evaluation. Upon approval of the City Manager, the employee shall then be advanced to regular employment status.

4.4.4 Release of Promotional Probationer or Lateral Transfer Probationer

A regular employee under promotional or lateral transfer probation, whose performance or other employment conditions are determined to be unsatisfactory during the probationary period, will be reinstated to their former position or comparable position, if vacant, or released from City service, the determination of which shall be at the sole discretion of the City Manager.

Section 4.5, Performance Evaluations

The City maintains a policy of evaluating the job performance of its employees as a means of measuring efficiency and effectiveness of City operations, providing employees with meaningful information about their work and aiding the City in making personnel decisions related to such areas as training, compensation, promotion, job assignments, retention and long-range planning of our operations.

4.5.1 Probationary Evaluations

Each employee will receive a formal written performance evaluation at least 20 days prior to the end of the initial probationary period as a means of determining such job characteristics as; adjustments to employment conditions, integration into the City workforce, job learning

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progress, attendance and any other feature of the individual's job that is significant to retention, decision making and the prospects of job success. During this period of initial employment, each employee shall receive close supervision, instruction, review of work, training, and any other guidance that is supportive of the employee's opportunity for success on the job.

The probationary period evaluation should be completed and submitted to the personnel department ~~prior to the end of the~~ probationary period (recommended 3 months for a 6-month probationer or 6-months for a one year probationer). The final probationary period evaluation should be completed and submitted to the personnel department at least twenty (20) calendar days prior to the conclusion of the employee's probationary period. Upon the signed authorization of the department head, the applicable employee will be given a copy of the final evaluation report as confirmation of the City's intent to continue his or her employment as a regular employee rather than as a probationary employee.

4.5.2 Annual Performance Evaluations

Annual reports of each employee's performance are to be completed by supervisory personnel and discussed with the department head prior to presentation to the employee. It is the responsibility of the department head to see that evaluations are completed and submitted within the proper time frames. The rating supervisor will provide the employee with a copy of the evaluation report at the time of discussion with the employee. A completed, signed and dated copy will then be submitted to the Human Resource Director for placement in the employee's personnel file.

Where supervisors have identified characteristics of an employee's performance needing improvement, the supervisor should be as specific as possible in describing the deficiency and the ways and means of improving to an acceptable level. Supervisors are to retain a copy of each of their employee's evaluation report for the purpose of follow-up to any actions required or for reference in general.

4.5.3 Discretionary Performance Evaluation

When in the opinion of supervisory or management personnel, there arises a marked change in the performance of an employee that is not disciplinary in nature, an unscheduled performance evaluation can be completed in the same manner as an annual evaluation. Typically, discretionary performance reports are completed, reviewed with the employee and placed in the personnel file as a means of formally recognizing the need to correct significant declines in an employee's performance.

4.5.4 Review with Employee

All formal performance evaluations will be thoroughly discussed with the applicable employee to point out both areas of successful performance and areas that need improvement or that are unacceptable. Employees are to be encouraged to comment about their work performance in writing or verbally and to discuss working conditions and offer suggestions for improving department operations.

Employees shall sign the performance report to acknowledge awareness of its contents and discussion with the rating supervisor. The employee's signature does not necessarily mean that

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the employee fully agrees with the contents of the report and the employee may so state on the form before signing.

4.5.5 Effects of a Substandard Rating

A substandard rating, as applied to performance evaluations means rating below the rating level of satisfactory. Employees receiving a substandard rating or ratings may have their employment conditions modified in the following manner:

- Ineligibility for promotional consideration until the deficiency is corrected.
- Withholding of a merit or performance-based wage increase, for which the employee may have been eligible, until deficiency is corrected.
- Transfer to a comparable position or demotion of an indefinite duration.
- Termination.

Specific action that may occur as the result of a substandard rating(s) will depend on, but is not limited to such considerations as the weight or significance of the evaluation category compared to the importance of other aspects of job performance and the length of time pertinent job factors have been observed by the rating supervisor.

Employees receiving substandard ratings will be re-evaluated within three (3) months to document the particulars of progress in deficient categories unless the rating has resulted in transfer, demotion or termination. If the employee's performance in the deficient categories has improved to at least a satisfactory rating, while maintaining acceptable performance in other performance categories, the department head may recommend the implementation of any merit or performance pay increase otherwise due, and/or restoration of promotional considerations.

ARTICLE V HOURS OF WORK/RECORDKEEPING/OVERTIME

Section 5.1 Hours of Work

The normal work week for full-time employees shall be forty (40) hours, unless otherwise specified in a union or employment contract. Departments are authorized to develop working hours that provide the greatest service to the public and best meet departmental operating requirements, as well as within the confines of each department's operating budget. Changes in permanent work schedules proposed by any department must first be approved by the City Manager and City Council. The work period for payroll purposes for the City generally begin at 12:01 am on Sunday and ends at 12:00 pm midnight on Saturday.

Section 5.2 Attendance

Consistent attendance and punctuality are considered imperative ingredients in the City's business operations and therefore an integral part of each employee's performance standards based on objective measurements. Poor, uncertain or irregular attendance produces disruptive results in City operations, lowers overall productivity and continuity of work and often is burdensome to other employees.

Employees are expected and required to report to their designated work location at the

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prescribed time and manner work activity is to commence. Tardiness, unexcused absences or failure to report as required may result in disciplinary action. In the event an employee cannot report to work as scheduled, the employee shall notify supervisory personnel as soon as practical of the absence. In all cases of an employee's absence or tardiness, the employee shall provide supervisory personnel with a legitimate reason for the absence and, if applicable, the probable duration of absence. If circumstances render the absence durations speculative or unknown, the absent employee will be required to call supervisory personnel daily to report the status of absence.

Excessive absenteeism, regardless of reason (s), which renders an employee insufficiently available for work will be evaluated on a case-by-case basis to determine the merits of correctional retention or termination.

Section 5.3 Unauthorized Absences

An employee who is absent from his or her assigned work location or schedule without official leave approval from supervisory personnel shall be considered absent without authorized leave. In such cases, the City shall regard the job as abandoned and the employee automatically terminated, unless the employee can provide the City with acceptable and verifiable evidence of extenuating circumstances.

Employees who are absent without notice or authorization and who subsequently report to work shall provide a detailed reason for such absence and regardless of stated reasons, may be subject to disciplinary action including termination.

Section 5.4 Meal and Rest Breaks

Employees are entitled and encouraged to take meal and rest periods at times and under conditions prescribed by supervisory personnel.

Non-compensable meal periods of at least thirty (30) minutes shall be provided for all full-time non exempt employees and should be taken not more than six (6) hours after the start of the employee's workday. Employees are encouraged not to consume food at their workstations, except under special conditions approved by their supervisors. In that instance the employee will be paid for the meal period or allowed compensatory time. The City has the ability to adjust the employee's schedule to compensate for any extra hours worked so as not to exceed payment of their regularly scheduled hours for that pay period.

Rest breaks may be granted at department head's discretion as a principle of sound personnel management, not as a right of employment. The policy governing breaks for City employees who work full-time is one (1) fifteen (15) minute break in the first half of the work shift and one (1) fifteen (15) minute break in the second half of the work shift. Break time may not be taken at the beginning or end of a work shift, immediately before or after lunch, accumulated or be applied towards an alternative work schedule.

Break time is calculated as the time the employee is away, travel time included, from work and does not mean only the time spent at the place it is taken.

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Inherent in the practice of allowing breaks is the absolute necessity of having personnel available at all times to assure coverage of telephone and public contact locations. Work demands may preclude the granting of a rest break.

Section 5.5 Record Keeping/Time Sheets

The department head is responsible for accurate and legible completion and timely submission of their employee's timesheet or time card. All employees exempt or non exempt, must record actual hours of work as well as paid or unpaid leave on their time sheets/cards. The timesheet/card must be completed and submitted to the appropriate supervisor for approval.

All time to be paid to each employee is to be submitted on the forms provided by payroll. Each department's weekly payroll form is to be reviewed and signed by the department head or in their absence, by their designee. Weekly payroll forms are to be submitted to the Payroll Clerk or designee by no later than noontime on Monday to insure timely receipt of the paycheck. When holidays fall on a Monday, the payroll forms will be submitted by no later than noontime on Tuesday.

Payday for all City employees is on Thursday of each week, unless departments are otherwise notified.

Falsification of a time record is a serious breach of City policy and grounds for disciplinary action including the possibility of dismissal.

Section 5.6 Overtime/Compensatory Time

5.6.1 Exempt Positions

These positions are exempted from the Fair Labor Standards Act. Exempt employees are paid a salary commensurate of the position responsibility regardless of the hours required. At the City Manager's discretion, administrative leave may be granted to an exempt employee when they have consistently worked excessive hours beyond the normal (40) hour work week. All administrative leave for four (4) hours or more must be pre-approved by the City Manager.

5.6.2 Nonexempt Positions

These positions are covered by the Fair Labor Standards Act and are entitled to overtime/compensatory time as follows:

Overtime or compensatory time off shall be paid or allowed for hours actually worked by non exempt employees during the work week in excess of forty (40) hours and shall be computed at one and one-half (1 ½) times the base hourly rate. Overtime shall be scheduled and determined by the supervisor or department head. If the supervisor determines that overtime is mandatory, except for when compensatory time is policy by department as allowed under the Fair Labor Standards Act, the employee shall be compensated with compensatory time off. If the supervisor determines that overtime is mandatory, the employee may choose either the monetary compensation for overtime hours or they may choose to use compensatory time off in lieu of the actual cash payment of overtime hours. However,

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the employee must express their intent of the method of overtime reimbursement prior to actually working any overtime. Compensatory time will be kept by the payroll clerk and cannot exceed the number of hours allowed by the Fair Labor Standards Act (two hundred and forty (240) hours) or the cap previously determined for individual positions, but in no case to exceed the limits as set forth in FLSA. For the purposes of this section only, "hours worked" shall include holidays, vacation, bereavement or sick leave for calculating overtime.

Compensatory time must be used within twelve (12) months of earning the compensatory time. An extension of ninety (90) days beyond the twelve (12) months may be permitted when such time off cannot be mutually scheduled by the employee and supervisor. The request for time off must be directed to the employee's supervisor and approved by the department head prior to taking time off. The department head shall make reasonable attempts to grant the employee's request for using compensatory time. The request for use of compensatory time off may be denied if the employee's absence from work would "duly disrupt" the operations of the department as defined by FLSA. The City maintains their rights under the FLSA to require the employee to take compensatory time off during periods in which the workload is light.

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5.6.3 Non-exempt Call Back

A "call back" is defined as an unscheduled (less than 24 hour notice) official assignment of work which does not immediately precede or immediately follow an employee's regularly scheduled working hours. A call back shall be compensated for at a straight time rate with a two (2) hour minimum guarantee to time actually worked at the appropriate rate of pay, whichever is greater. Actual time spent on call back will be counted toward the accumulation of hours under the Fair Labor Standards Act for the purpose of determining time and one-half payment. In no case may the employee receive payment twice for the same call back. This section does not apply to scheduled overtime, call in time annexed to the beginning of the work shift or held over time annexed to the end of the work shift or day.

Section 5.7 Additional Compensation

No employee shall receive any direct or indirect compensation for the performance of service or for performing his or her duties, other than by the City.

ARTICLE VI EMPLOYMENT PERFORMANCE AND CONDUCT,

Employees are expected to maintain the highest standards in the performance of their jobs. They are prohibited from engaging in any conduct that would affect the employee's ability to perform their job, reflect unfavorably upon the City or disrupt the efficient operation of the City.

Employees of the City are expected to conduct themselves in a professional and courteous manner when dealing with the public or outside agencies. In addition, each employee shall strive to maintain courtesy, respect and understanding for each other at all levels of the organization. Employment with the City is a privilege. Acceptance of that privilege means that all employees become representatives of the City which is a great responsibility and should not be taken lightly. Employees must conduct themselves with the highest ethical

standards at all times, both at work and in their personal lives. Expression of derogatory statements regarding City officials, coworkers and policies of the City is considered unbecoming conduct and is prohibited.

- Being rude is never appropriate. We must treat one another with courtesy and respect.
- Treat every co-worker as a professional.
- Show consideration. Treat others as you wish to be treated.
- Be tolerant of fellow employees. Recognize that conflicts may exist among co-workers, but courtesy is expected. Set aside differences when working together.
- Be supportive of fellow employees by offering help when possible. Cooperation is expected in the workplace.
- Be loyal to your co-workers and the City. Do not undermine other people's work.
- Be discreet about what you say. Respect co-workers' privacy and confidentiality. Gossip about fellow co-workers is destructive and is not acceptable.
- Welcome new employees. Be supportive by offering help and setting an example of the cooperation expected in the workplace.
- Address problems by going to the appropriate person.

Section 6.1 Off Duty Conduct and Employment

Full time employment with the City is considered an individual's primary employment. Generally, the City regards the off duty activities of employees to be their own personal matter. However, certain types of off duty activities by employees represents concern to the City and for that reason the following is established with the intent to specify conditions and guide employees.

1. Employees who engage in, or are associated with illegal or inappropriate conduct, the nature of which adversely affects the City or their own ability or credibility to carry out their employment responsibilities may be subject to disciplinary action including termination.
2. Employees may engage in off duty employment provided that such employment does not conflict with the employee's work schedule or job performance.
3. Officials shall not disclose confidential information acquired in the course of official duties or use such information to further personal interests.
4. Demonstrate the highest standards of personal integrity, honesty and conduct in all activities in order to inspire public confidence and trust in City employees. Engage in no activity, either directly or indirectly, which is inconsistent with the conscientious performance of city duties.
5. Not engage in off-duty personal conduct which affects your job performance or adversely affects the public trust and confidence placed in you. Such conduct includes, but is not limited to, criminal conduct, such as acts of domestic violence, child abuse or neglect, consensual sexual relationships between City employees with a supervisor/subordinate relationship, operating motor vehicles under the influence and other inappropriate off-duty personal conduct.
6. City employees are in a position of trust that implies a duty to act in the best interest of the public and is taken seriously by the City. All employees must conduct their duties with integrity.

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Section 6.2 Personal Appearance Standards

Employees shall dress appropriately for their position and maintain reasonable standards of neatness and cleanliness. Employees are expected to dress in a manner consistent with the nature of work performed. If there are questions as to what constitutes proper attire, employees should consult with their supervisor or department head. Employees, who are inappropriately dressed, in the opinion of supervisory personnel, may be sent home and required to return to work in acceptable attire. Under this circumstance, employees will not be paid for the time away from work.

Section 6.3 Confidentiality and Security

It is the City's policy to maintain strict control over the unauthorized entrance or use of City property, cash or other items of monetary value, personnel or general assistance records, certain computer information or other records or information considered being confidential. Employees who are assigned keys, given special access or assigned job responsibilities in connection with safety, security or confidentiality of such records, material, equipment or items of monetary value will be required to use sound judgment and discretion in carrying out their duties and will be held accountable for any wrong doing or acts of indiscretion.

Information about employees or any matters considered being confidential or delicate shall not be divulged to anyone other than persons who have a right to know or are authorized to receive such information.

Confidential information obtained as a result of employment with the City is not to be used by an employee for the purpose of furthering any private interest or a means of making personal gains.

Section 6.4 Conflict of Interest

No employee authorized to make purchases or contract for services shall have any direct or indirect financial interest or personal gain in any purchase or contract.

Employees shall act in the best interest of the City and shall avoid making any decisions or directing influence to the parties making decisions when it would be determined to be a conflict of interest. Employees shall inform their supervisor, department head or the City Manager as soon as they recognize a possible conflict of interest.

Section 6.5 Political Activity and Contributions

No employee shall participate in any political activity that would be in conflict or incompatible with the performance of his or her official functions and duties with the City.

6.5.1 Solicitation and Handbills

No employee may use his/her official authority or position for the purpose of influencing or interfering with or affecting the results of any election, nor shall he/she solicit funds or contributions or accept or receive funds or contributions from City employees for political purposes. No employee may distribute pamphlets or handbills, wear buttons or other indication of support for any particular candidate, political party or political cause during such

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times while they are performing their official functions and duties with the City. Nothing herein shall be construed to prohibit any City employee from participating in the political process during off-duty hours and in his/her capacity as a private citizen.

6.5.2 Political Office

Any City employee may seek election for political office as a member of the City Council or any other elective office. However, such employee shall be placed on an unpaid leave of absence status from the date of candidacy for such position is announced or nomination papers filed and until completion of the election process. During his/her leave of absence, the employee shall not use any official City title in his/her political campaign, nor shall such employee's official authority or influence be used to affect the results of the election. If elected to any political office and such office is deemed incompatible with his/her duties as a City employee, such employee shall terminate his/her employment with the City prior to assumption of the elective office.

6.5.3 Federal Hatch Act

All employees covered by restrictions of the Federal Hatch Act, so called, shall be subject to its provisions. Where such provisions are more restrictive than the provisions contained herein, such additional restrictions shall apply.

Section 6.6 City Property/City Vehicles

Employees that drive City owned vehicles are expected to maintain a valid driver's license. Any employee who loses their license due to suspension is responsible to report to their supervisor immediately and stop operating City vehicles until the license is reinstated. If the employee continues to drive a City vehicle while under suspension and places the City at risk, the employee will be disciplined up to or including termination.

City vehicles are not to be used for personal business. Mileage reimbursement amounts are outlined in Section 9.3.1.

Employees shall not have personal gas cans on any City vehicle. The only gas cans on City vehicles will be cans that are the appropriate type of fuel cans for the contents and the contents are to be used only for the City.

No guns are allowed in City vehicles or City buildings, except by authorized law enforcement personnel.

Section 6.7 Return of City Issued Property

Any employee issued keys, equipment, tools, clothing etc. in the course of their employment with the City shall return the same items upon termination of employment with the City. It will be the responsibility of the department head whose department issued such items to see to it that all property is returned and in reasonable condition prior to the employee's last day of work.

Section 6.8 Salvaging/Scavenging

Property of the City shall not be converted to personal use or for personal gain and will be

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disposed of as outlined in the City's Procurement/Disposal Policy. Property other than City property abandoned and intended for disposal may be processed according to established departmental or City wide procedures.

Section 6.9 Gratuities

No employees shall accept any gift, fee, discount, favor or anything of value that may be intended to influence him/her in the discharge of his/her duties. De minimus gratuities may be accepted if approved by the department head or supervisor. To be de minimis, benefits must be of unusual or occasional frequency, not have a value of more than \$100 (with certain exceptions) and not be cash or cash equivalent.

Section 6.10 Personal Business/Telephone Calls

City employees are discouraged from conducting personal business on City time. Unless it is an emergency, City employees shall be prohibited from making personal calls which result in a cost to the City on City phones and cell phones, to include fax machines, unless they use a personal calling card or otherwise bill the expense of the long distance call to their personal phone. An exception to the use of personal use of phones and cell phones is allowed for City approved travel as outlined in Section 9.2. Educational/Meeting Activities Expenses.

Section 6.11 Animals in the Workplace Policy

The City is responsible for assuring the health and safety of all employees. In keeping with this objective, The City does not permit pets at city owned buildings except for city manager approved events. Some individuals may feel threatened or be distracted by the presence of animals and may cause allergic reactions. In addition, the City wishes to prevent pets from fouling the city owned buildings.

Anyone who requires the help of a service animal (defined by 28 CFR 36.104 as "any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability") will be permitted to bring a service animal to a city owned building, provided that the animal's presence does not create a danger to others and does not impose an undue hardship upon the company.

ARTICLE VII DISCIPLINE POLICY AND PROCEDURES

The intent of this policy is to openly communicate the City's standards of conduct, particularly conduct considered undesirable, to all employees as a means of avoiding their occurrence. The City also believes that such policies and procedures are necessary for the orderly operation of City services and for the protection and fair treatment of all employees. Employees are therefore urged to use reasonable judgment at all times and to seek supervisory advice in any doubtful situation.

As a matter of policy, City administration shall seek to resolve conduct and performance problems in the most informal and positive manner possible. This may be achieved through counseling, additional training or supervisions and verbal cautions. However, under those circumstances when disciplinary action, including termination, becomes a necessary means of modifying undesirable situations, the City has established the conditions and procedures

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that follow.

To insure the equitable processing of disciplinary actions, the Human Resource Director will be responsible for the proper handling of such matters, including the assurance that employee rights are protected, and that appropriate action is taken when circumstances warrant. Supervisory personnel shall consult with the Human Resource Director prior to the implementation of discipline when practical. No employee shall be terminated without the consent of the City Manager.

Section 7.1 Disciplinary Illustrations

The illustrations of unacceptable conduct cited below are to provide specific and exemplary reasons for initiating disciplinary action and to alert employees to the more commonplace types of human conduct are unpredictable; no attempt has been made here to establish a complete list. Should there arise instances of unacceptable conduct not included in the following list, the City may likewise find it necessary and appropriate to initiate disciplinary action in accordance with these policies and procedures.

7.1.1 Attendance

1. Improper or unauthorized use or abuse of paid leave.
2. Excessive absenteeism, regardless of reason, the effect of which disrupts or diminishes operational effectiveness.
3. Being absent without authorized leave or repeated unauthorized late arrival or early departure from work.
4. Abuse of break and lunch periods.

7.1.2 Behavior

1. Willful or negligent violation of the policies as stated here in the Employee Handbook, department operating rules or procedures or related directives.
2. Failure to carry out a direct order from a supervisor, except where the employee's safety may reasonably be jeopardized by the order or the order is illegal or in conflict with any law.
3. Engaging in a conflict of interest.
4. Conduct that discredits the employee or the City or willful misrepresentation of the City.
5. Conviction of a crime, including convictions based on a plea of not guilty or of a misdemeanor involving conduct that is regarded as immoral, the nature of which reflects the possibility of serious consequences related to the continued assignment or employment of the employee.
6. Knowingly falsifying, removal or destruction of information related to employment, payroll or work related records or reports.
7. Soliciting outside work for personal gain during business hours; participating in any off-duty employment that adversely affects the employee's performance of work for the City.
8. Discourteous treatment of the public or other employees, including harassing, coercing, threatening or intimidating others.
9. Conduct that interferes with the management of City operations.

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10. Violation or neglect of safety rules or contributing to hazardous conditions. See safety handbook for examples of safety violations.
11. Unauthorized use of City property.
12. Physical altercations.
13. Any act or conduct that is discriminatory in nature toward another person's race, creed, color, national origin, sex (including sexual harassment), age, religious beliefs or political affiliations.
14. Accepting gratuities intended to influence the employee's job performance.
15. Misuse of City telephones.
16. Possession, display or use of explosives, firearms or other dangerous weapons while on duty or on City property. (Except for police officers and other authorized employees in the performance of their duties.)
17. Possession of alcohol, narcotics or drugs while on City property (except in the official discharge of police duties). Alcohol may only be on City property at sanctioned events as authorized by the City Manager.
18. Failure to notify the supervisor as soon as practical if an employee's job description requires that they operate City equipment or vehicle and the employee does not have a valid driver's license or does not have a valid driver's license in the class required of the job description to operate City equipment or vehicle.
19. Smoking anywhere except in designated areas.

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7.1.3 Performance

1. Inefficiency, incompetence or negligence in the performance of duties, including failure to perform assigned tasks or training or failure to discharge duties in a prompt competent and reasonable manner.
2. Refusal or inability to improve job performance in accordance with written or verbal direction after a reasonable trial period.
3. Refusal to accept reasonable and proper assignments from an authorized supervisor.
4. Intoxication or incapacity on duty due to the use of alcohol or drugs.
5. Driving under the influence of alcohol or drugs while on duty; suspension of driver's license where job duties require driving.
6. Careless, negligent or improper use of City property equipment or funds, including unauthorized removal or use for private purpose or use involving damage or unreasonable risk of damage to property.
7. Unauthorized release of confidential information or official records.

Section 7.2 Types and Progression of Discipline

Depending on the nature and circumstances of an incident, discipline will normally be progressive and bare reasonable relationship to the violation. A serious or major performance or behavior deficiency may result in more severe disciplinary action and may not necessarily be preceded by less severe forms of disciplinary action. The types of discipline that may occur are as follows in general order of increasing formality and seriousness.

7.2.1 Counseling

Counseling is a discussion to explain an actual performance deficiency and emphasizing

expected standards. Supervisors shall make every attempt not to ignore minor deficiencies, but rather to correct them. Sometimes the employee may need further training or they may not know the proper procedure. Find out if corrective measures can be taken to improve employee performance. Counseling shall be documented by the supervisor and placed in the employee's personnel file.

7.2.2 Verbal Warning

A verbal warning is a verbal statement by the supervisor to an employee, usually pointing out an unsatisfactory element of job performance, is intended to be corrective or cautionary. A verbal reprimand informally defines the area needing improvement and informs the employee that failure to improve may result in more serious actions. Verbal warnings shall be documented by the supervisor and placed in the employees personnel file.

7.2.3 Written Reprimand

A written reprimand is the first level of formal discipline. The written reprimand shall be issued by the supervisor with approval of the department head. The written reprimand shall contain a statement of the cause for the action, improvement or corrective action required of the employee, time frames for such action and possible results of the employees failure to comply. An employee receiving a written reprimand may respond to that action and a copy of the response shall be attached to the reprimand. A copy which shall be signed by both the employee and supervisor shall be given to the employee and the Human Resource Director for placement in the employee's personnel file.

7.2.4 Temporary Relief from Duty

Under certain circumstances, it may be necessary to restrict an employee immediately from performing duties at the worksite. The circumstances usually involve potential danger to the employee, co-workers or the public, or the employee's inability to discharge assigned duties satisfactorily. Because of the need for immediate action, the decision to relieve an employee from duty is typically the responsibility of the supervisor. In these situations, the following procedure is to be followed:

1. The supervisor taking the action to relieve from duty an employee will, as soon as practical, notify the department head, and as soon as possible, prepare a written statement of the action taken and the reasons for such action.
2. The department head will prepare, together with the supervisor, the statement of charges and document any supporting evidence.
3. The department head and Human Resource Director will review all evidence to determine disciplinary direction.

7.2.5 Suspension

A suspension is the temporary removal of an employee from duty, generally without pay. Suspension shall be used when all other means have been tried without success and it is believed that suspension will bring about the required improvement in the employee's behavior or performance, or when the cause is sufficiently serious to warrant such action. A department head may recommend the suspension of an employee after carefully reviewing all facts and reviewing same with the City Manager.

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Employees will be provided a letter of suspension, which will state the effective date; length of duration; reasons for action, including a statement of the particular facts which evidence each performance deficiency and identification of each performance deficiency; a list of exhibits and witnesses supporting the statement of facts; a notice to the employee of their rights to appeal the action.

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In no event will the use of paid time be allowed during a period of suspension without pay. Should a paid holiday occur during a period of suspension without pay, the suspension period will be extended by the number of holidays occurring during the suspension period.

7.2.6 Disciplinary Demotions

Under circumstances of demotion for disciplinary reasons, an employee may be reallocated from a present job to one having lower responsibilities, skill requirements, performance standards and rate of pay upon recommendation of supervisory personnel and/or the department head. The decision to demote an employee shall be the City Managers. A copy of such a written notice will be given to the affected employee and the Human Resource Director for placement in the employee's personnel file.

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7.2.7 Removal/Discharge from Employment

An employee may be removed or discharged from employment with the City when the employee's work or misconduct warrants, after the employee receives cause, notice and hearing.

Employees will be provided a letter of discharge, which will state the effective date; reasons for action, including a statement of the particular facts which evidence the reason(s) for discharge; a list of exhibits and witnesses supporting the statement of facts; a notice to the employee of his/her rights to appeal the action.

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7.2.8 Initiating Discipline: Consideration and Notice

Supervisory and management personnel shall be guided in their consideration of disciplinary matters by the following illustrative, but not exclusive, conditions:

1. The degree of severity of the offense
2. The number, nature and circumstances of similar past offenses
3. Employee's length of service and service record
4. Provocation, if any, contributing to the offense
5. Previous warnings related to the offense
6. Consistency of penalty application
7. Equity and relationship of penalty offense

Disciplinary notice to employees should, as a general rule, contain the following information:

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1. A statement of the disciplinary action to be taken and its effective date
2. A statement of the reason(s) for imposing the discipline and the nature of the violation
3. Attachment of any supporting material or evidence where appropriate

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Service of disciplinary notice will be deemed to have been made upon personal presentation or by certified mail addressed to the employee's last known address on file. Upon receipt of disciplinary notices for placement in an employee's personnel file, the Human Resource Director may assign a recall date to the document at which time it may be reviewed for a determination of continued retention, assigned a new recall date or mailed to the employee as evidence of removal from the employee's file.

7.2.9 Appeal of Suspension or Discharge

The employee may appeal a suspension/discharge to the City Manager within ten (10) working days of notice of suspension/discharge. After reviewing all facts and evidence, the City Manager will put in writing his/her final decision. Should the City Manager find in favor of the suspended/discharged employee, he/she may reinstate a suspended/discharged employee at any time and may authorize back pay. The City Manager's decision shall be final.

ARTICLE VIII DISPUTE RESOLUTION

In consideration that a dispute, complaint or problem may arise periodically concerning working conditions policies and practices or decisions made by City representatives that effect an employee's job, the City has established the following dispute resolution procedure. It is the intent of this policy and procedure to afford employees a voice in those matters that have a potential adverse, unjust, or inequitable effect on their employment conditions. The City is desirous of solving problems as promptly, justly, objectively and confidentially as possible.

Section 8.1 Dispute Resolution Procedures

The three (3) steps involved in the dispute resolution procedure are:

1. Discuss the dispute with the immediate supervisor including the nature of the concern and possible appropriate remedies. If a satisfactory solution cannot be reached within ten (10) working days or if the nature of the problem is not within the supervisor's authority, the employee should proceed to step two.
2. Present the issue in writing to the department head, who will investigate, examine and evaluate the factual basis of the situation in an attempt to reach a satisfactory solution. Every effort will be made to provide the employee with a written decision and the reasons thereof within ten (10) working days. If the department head's decision is not satisfactory to the employee, proceed to step three.
3. Within five (5) working days following the receipt of the department head's decision, the employee should arrange an appointment to present and discuss the issue with the City Manager. On the basis of information provided in this meeting, or related written documents, the City Manager may conduct further inquiries to fully consider all relevant facts and circumstances, followed by a final decision to the employee and other's concerned generally within fifteen (15) working days. The City Manager's decision shall be final.

ARTICLE IX TRAVEL/MEETING AND EXPENSE POLICY

Periodically, it may be necessary, desirable or appropriate to the benefits of the City and/or

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individual employees to attend or participate in activities outside the normal work location. Such activities may include attendance at lectures, meetings, training programs, conferences or specialized courses of instruction. Attending or participating in these activities may be either at the request of the employee or required by the City, but in no case will it be regarded as an officially authorized activity until advance written approval has been granted by the department head or the City Manager. Employees seeking approval may be required to submit a written request detailing information upon which a decision can be rendered such as dates, hours, location, costs and expenses, nature and purpose of activity and justification for attending.

Although the City encourages all employees to self-initiate various methods and means of enhancing their job performance, particular skills and promotional qualifications, such outside involvement will not qualify for hours worked compensation unless the City requests or directs the non-exempt employee's attendance. Time spent at any City sponsored training, lecture or meeting that is voluntary on the part of the employee will not be counted as "hours worked" as outlined in the Fair Labor Standards Act.

Section 9.1 Authority to Travel

All travel outside of Aroostook County must be approved in advance by the proper authority as follows: department heads travel approved by the City Manager; all other employees travel approved by their department head.

Section 9.2 Educational/Meeting Activities Expenses

When the employee's attendance constitutes an expense to the City, the employee will provide an advance itemization of all known or estimated costs in connection with attendance. The City may pay in advance or reimburse the employee upon submission of receipts in reasonable form and amount. Customary expenses may include, but not limited to, registration fees, materials, meals, transportation, tolls, and parking. Alcoholic beverages shall not be considered a customary expense eligible for reimbursement.

Employees shall be required to submit receipts and an accurate accounting of all expenses (on prescribed forms), regardless if an advance for expenses was provided, within five (5) working days after the employee's return to work. Over-payments of advances will be refundable by the employee and underpayments will be reimbursable to the employee. The City retains the right not to pay for unauthorized or unreasonable expenses or expenses for other than City employees. Travel reimbursement expenses shall be submitted on a Travel Reimbursement Expenses form.

9.2.1 Expense Guidelines

When possible, an outline of anticipated expenses should be pre-approved by the department head or City Manager. Employees are encouraged to use prudent judgment when incurring expenses. Whenever possible, competitive rates should be sought for lodging.

A suggested guideline for daily meal expenses shall follow the current rate of the GSA per diem allowance to include tips. Employees may elect to receive the per diem rate with prior approval of the City Manager. However, the City Manager shall review travel expenses that exceed the

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guidelines and at his/her discretion may make exceptions based on each situation as warranted. Otherwise, receipts must accompany reimbursement requests. The City Manager shall be entitled to reimbursement for all reasonable expenses, including travel and meals, incurred by the City Manager in the performance of his duties. The City Manager will maintain records and written receipts as required by the City's policy or the City Manager may accept the GSA per diem allowance rate in lieu of a direct cost reimbursement.

Section 9.3 Mode of Travel

Travel costs in connection with approved and bona fide business activities will be paid by the City where use of private, City car pool, or commercial transportation is necessary and payment will be on the basis of least-cost mode of transportation where there is a choice. The mode of transportation must be known and approved. Prior approval shall be obtained in advance for passengers who are not City employees.

Employees are expected to utilize the City car pool for all transportation when possible and available. Employees must be pre-authorized to use their own vehicle for conducting City business in order to receive mileage compensation.

9.3.1 Use of Personal Vehicle

Where travel has been approved for use of an employee's personal vehicle, the employee shall incur necessary expenses to assure that the vehicle is in sound and safe operating condition and may be required to prove the vehicle is properly indemnified. In cases of an employee's business related travel by personal vehicle, the employee will be reimbursed for actual gas/diesel costs through submission of receipts.

Section 9.4 Travel Time

Travel time in connection with City approved travel will be considered compensable hours worked for non exempt employees as defined in the Fair Labor Standards. Travel for non exempt employees in connection with work, training or conferences outside of their regular workday should be discussed with the City Manager prior to the employee's travel.

Section 9.5 Vehicle Allowances

A vehicle allowance may be provided to employees at the discretion of the City when it is deemed necessary and practical for the employee to use their personal vehicle when conducting City business on a regular basis. In most instances, the City will cover the expenses of operating the vehicle within the boundaries of Presque Isle. However, annual documentation will be drawn up between the City and the employee specifying the terms and conditions of their particular vehicle allowance. Employees receiving vehicle allowances must be able to provide the City with proof that the vehicle being used for City business, is in good operating condition, and insured in adequate amounts and types of coverage.

ARTICLE X EMPLOYMENT SEPARATION

Section 10.1 Resignation

An employee wishing to leave employment in good standing shall file a written resignation as soon as possible, but at least two (2) weeks prior to the effective date, stating reason(s)

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for the resignation. Department heads shall provide at least a 30-day written notice of resignation prior to the effective date stating reason(s) for the resignation. The employee's resignation shall be promptly forwarded to the Human Resource Director. Failure of the employee to give such notice will be noted on the employee's service record and may result in denial of future employment by the City.

Section 10.2 Layoff

An employee may be subject to a non-disciplinary, involuntary termination through layoff in connection with a shortage of funds, abolition of a position or lack of need for the work performed by an employee or group of employees. In such cases, affected employees will be given as reasonable an amount of advance notice as conditions permit, preferably at a minimum (2) weeks.

Order of layoff – The layoff of employees shall be made in inverse order, determined by the length of service in the class and in the department or by another organizational unit involved. An employee affected by layoff shall have the right to displace a similarly classified employee within the department who has less seniority in a lower position. In order to retreat to a lower position, an employee must have more seniority than at least one of the incumbents in the retreat position and request displacement action in writing to the City Manager within five (5) working days of receipt of notice of layoff.

The name of employees who either are laid off or continue employment in a lower position will be placed on a re-employment list giving the position held at the time of layoff. The re-employment list will be maintained for a period of eighteen (18) months from the date of placement on the list. When a vacancy occurs in a position for which a re-employment list exists, persons appearing on the list will be considered for reemployment, in inverse order of their layoff dates, prior to consideration of other persons for employment.

Seasonal, as-needed employees and probationary employees are exempt from the order of layoff and recall provisions.

Section 10.3 Checkout Upon Separation

Employees, who resign, retire or are removed/discharged or laid off will be required to turn in any City owned property, clothing, keys, working materials etc. no later than their final workday. The City Manager, Human Resource Director, or Department Head will conduct an exit interview with all regular full time and part time employees prior to termination. An appointment to conduct the exit interview shall be set up at the convenience of both parties prior to the last week of work.

Section 10.4 Death of an Employee

Separation shall be effective as of the date of death of the employee. Any wages, stipend or other allowance due the employee as of their date of death, shall be paid to the estate of the employee. Accrued vacation due the deceased employee shall be paid to the beneficiary designated in writing by the employee and on file with the Human Resource Director. All of the deceased employee's accrued sick leave (in no case to exceed the maximum accrual) at time of death shall be paid to the beneficiary designated in writing by the employee and on

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file with the Human Resource Director.

ARTICLE XI MISCELLANEOUS PROVISIONS

Section 11.1 Smoking Policy

The City has a no smoking policy at all properties, buildings, structures, vehicles and equipment. Smoking is also prohibited in the vicinity of entrances to City facilities and overhead and pass doors to garages, process areas and shop areas at all facilities.

Section 11.2 Personnel Files

Personnel files are maintained for City employees. Employees may review their file during regular business hours at City Hall by making a request in advance to the Human Resource Director. Such personnel files shall include, but not limited to, any formal or informal evaluations and reports relating to the employee's character, work habits, compensation and benefits and leave time records.

Section 11.3 Safety

It is the prime safety objective for the City to provide employees with the safest working environment possible. A safety handbook has been developed to outline management and employee responsibilities regarding safety. All employees are to be provided with a copy (or emailed a copy) of the City's Safety Handbook during the department's employee orientation process and periodically as updated.

Section 11.4 Training

Where the City determines that training/educational opportunities reasonably related to the employee's position are mutually beneficial, the City may reimburse in part or whole for such education.

Section 11.5 Snow Days/Inclement Weather

The City Manager, or designee, shall make an announcement posted on the home page of the City's website; social media and local WAGM for storm closure or delayed opening announcements.

11.5.1 Weekday Snow Closing

If City Hall closes, the Library and Community Center will also close. Non-essential employees at the Airport, Police Dept., Fire Department and Public Works will also not come to work.

11.5.2 Weekend Snow Closing

The Community Center and Library will determine their opening/closing for the day. Upon determination they will notify the City Manager.

11.5.3 Making it to Work

It is up to the employee's discretion to make it to work during a snow event. If the employee self elects to not come into work, then said employee shall take a vacation day, personal day, or use accrued compensatory time. If City operations close for a portion of a day and the employee elected to not come in to work at all and took a vacation day, personal day, or used accrued compensatory time, then a full vacation day, personal day, or hours of compensatory time equal to a full day will be charged. Employees on a previously approved vacation shall

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not have any vacation leave credited back in the event City Hall is closed a full or partial day during the time period of their vacation.

Section 11.6 Communication Policy

All electronic communication devices owned/leased by the City are intended for business use. Although some incidental use of email, internet access telephones, faxes or other such electronic communication devices is expected (costs for personal long distance calls, faxes or other extra expenses generated by use of electronic communications is to be reimbursed to the City), it must be understood that such use is a privilege which may be limited or removed if the privilege is abused or for any reason at the discretion of the City. Except for incidental use, no electronic communication device is to be used for the employee's personal gain or to support or advocate for non-business related activities or purposes. All data and electronic messages within any electronic device system owned/leased by the City are the property of the City. As such, no communications of any type through electronic mail systems or internet connection can be considered private. Some forms of electronic communications have been found to be public record and may be subject to the freedom of access laws, depending on their content.

In addition, consistent with any confidential relationships or obligations with customers, other governmental agencies, businesses or organization that may exist, the City reserves the right to authorize its City Manager, department heads and/or supervisors to review the contents of employee's email internet communications when necessary for business or performance purposes. Employees may not intentionally intercept, eavesdrop, record, read, alter or receive other person's email messages without proper authorization. Most faxes received are considered confidential and employees should treat them as such. Passwords used for computers should periodically be changed to ensure security of the system. Users should not share their passwords with anyone else, other than as his or her supervisor may require.

General Prohibitions:

The City's electronic communication systems may be used only for lawful purposes. The transmission, distribution or storage of any information, data or material in violation of any applicable law or regulation of this policy is prohibited. Without limitation of the foregoing, it is prohibited to create, transmit, distribute or store any information, data or material that:

- Is libelous, defamatory, hateful or constitutes an illegal threat or abuse or contains ethnic slurs, racial epithets or anything that may be construed as harassment or disparagement of others based on race, national origin, sex, age, disability or religious beliefs.
- Is obscene or constitutes child pornography, contains sexually explicit images or messages or may be construed as offensive abusive or threatening.
- Infringes any copyright, trademark, trade secret or intellectual property right.
- Is solicitation for commercial ventures, religious or political causes outside organizations or other non-job related solicitations except for incidental personal use.
- Is or encourages conduct that would constitute a criminal offense or give rise to civil

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weather. In determining if city employees shall be excused due to snow days or severe weather the City Manager, or department head as applicable shall consult with appropriate public safety personnel, public works personnel and the City Council Chair, as appropriate. Public safety personnel, public works personnel and the City Council Chair shall also initiate consideration by the City Manager or department heads to excuse employees due to snow days or severe weather based on weather conditions. Compensation for the absence will be considered as follows: (1) If the building housing the department fully closes its doors to the public, all affected employees will be compensated for the hours they normally would have worked at their normal straight rate of pay. (2) If an employee is offered the opportunity to leave early, does not report for work, or is late arriving to work, when the overall building housing their department remains open or opens on time, hourly employees will not be paid for the absence. They will be offered the opportunity to ... [73]

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Guidelines:

Employees are expected to abide by the generally accepted rules of etiquette for all electronic communications. These include, but are not limited to the following:

1. General Guidelines

- a. Be polite.
- b. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
- c. Note that email is not private. Both internal and internet transmissions can be easily intercepted by others and can be altered enroute.
- d. Do not send unencrypted confidential or proprietary information over the internet. If you are uncertain whether material is confidential or proprietary, consult with your supervisor.
- e. Material that would be considered inappropriate, offensive or disrespectful to others should not be accessed or stored.
- f. Respect copyrights and licenses.

2. Security Responsibilities:

- a. If you identify a security problem notify your department head; department heads shall notify the City Manager.
- b. Do not reveal your account password or allow another person to use your account.
- c. Do not use another individual's account.
- d. Any user identified as a security risk or having a history of problems with other computer systems may be denied access.

3. Vandalism/Harassment

- a. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the internet or other networks. This includes, but not limited to creating and/or knowingly uploading computer viruses.
- b. Vandalism and/or harassment will result in disciplinary action.
- c. Harassment is defined as the annoyance of another user or the interference in another user's work. This includes, but is not limited to, the sending of unwanted email.

This policy applies to all employees, contractors, part time employees, volunteers and other individuals who are provided access to any City electronic communication devices. Any third party utilizing any electronic communication devices of the City should be made aware of this policy and agree to abide by it.

Supervisors or management may access an employee's email of employees on leave of absence, vacation or are transferred from one department to another department and it is necessary for the City's business purpose.

The misuse of any electronic communication device may be sufficient cause for discipline in

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<#>Use only services or files you have authorization to access.¶
<#>Always represent yourself as yourself - never someone else.¶

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Employees should delete personal messages from the email files as soon as possible after reading. An ... [77]

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accordance with the City's Employee Handbook, and/or other applicable rules or laws. In addition, in the event of suspected, alleged or actual illegal activity, the City may notify or cooperate with applicable law enforcement authorities for potential civil or criminal investigation or prosecution.

The City assumes no responsibility for any unauthorized charges made for personal use of any electronic communication device. Employees will directly reimburse the City for any cost incurred that is a result of personal use of any electronic communication device.

Social Media

This policy applies to all employees of the City when engaged in any social media communication for business or personal purposes when the communication relates to the City, its employees, or City related matters. The same general conduct policies that are applicable to employee's activities in general, such as our Employee Performance and Conduct and Harassment policies, are applicable to employee's online activities. Legal ethical and responsible behavior is expected at all times.

Employees should use social media for personal business on their own time. Any social media used during work time should be for business purposes and should not negatively affect employee's productivity or performance. Respect your audience when engaging in social media activity. Don't use ethnic or racial slurs, personal insults, obscenity or engage in any conduct that would not be acceptable in our workplace. Always evaluate your contribution's accuracy and truthfulness. Before posting any online material, ensure that the material is accurate, truthful and without factual error.

The City respects the legal rights of all employees and in general what you do on your own time is your business. However, activities in or outside work that affect your job performance, the work environment, or interests of the City are a proper focus for this policy. None of the requirements of this policy are intended to infringe upon your legal rights under Federal and State labor laws. If you have any questions about the application of this policy, we encourage you to speak with the City Manager.

ARTICLE XII EMPLOYEE BENEFITS AND EXPENSES

The City strives to provide equitable and cost effective benefits for employees in recognition of the influence employment benefits have on the economic and personal welfare of each employee. Employees should likewise recognize that the total cost to provide the benefit program described herein is a significant supplement to each employee's pay and should therefore be viewed as additional compensation, paid in benefit form on behalf of the employee. Not all benefits are eligible to part time employees due to requirements set forth by the provider requiring employees to work a minimum number of hours per week on a continuing basis. Those eligibility requirements will be so noted with each benefit affected.

Section 12.1 Eligibility

Policies, provisions and procedures that govern the City's benefit program will apply to all

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regular full time and regular part time employees including those in probationary status preliminary to those two classifications.

Employees are responsible for notifying the City in writing within 20 days of the change when any of the following changes occur such as marital status, add or drop of dependents, address changes, name changes etc.

Should the City incur any cost for dependents that resulted in the employee's failure to notify the City within the required time frame, the employee must reimburse the City for all incurred expenses.

Section 12.2 Pro-ratio/Cost Sharing and Scope of Benefits

Where employees work a regularly scheduled workweek of less than full time, some benefits will be determined on a pro-rated number of hours based on the employee's actual accrual rate. For example, eligible regular part time employees will be credited with vacation and sick leave, but at a smaller accrual rate than that for full time employees.

Benefits and expenses will be separated into two groups:

1. Mandatory - those that are required by State or Federal law. The costs for these often are controlled by law.
2. Discretionary - those that the City selects and controls based on such considerations as cost and desirability of benefit provisions.

Where costs of discretionary benefits may exceed the City's interest, ability or willingness to pay the full premium rate to maintain previous benefit levels, employees may be required to share in the cost to continue such benefit plan.

Section 12.3 Mandatory Benefits and Expenses

12.3.1 Qualifying Pension Plan

All employees are required to participate in a qualifying pension plan as defined by IRS, Section 89.

1. MainePers System

Employees hired prior to July 1, 1996 remain in the old MainePers System. The City withdrew from MainePers System after that date.

2. Social Security

Employees hired after July 1, 1996 will participate in the Social Security System.

12.3.2 Medicare

Medicare must be deducted from all employees hired after April 1, 1986.

12.3.3 Unemployment Insurance

Eligibility to receive unemployment compensation benefits is based on State of Maine law.

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12.3.4 Worker's Compensation Insurance

Eligibility to receive worker's compensation is based on State of Maine law

Section 12.4 Discretionary Benefits

12.4.1 MainePERS

Effective in 2020, the City offers the availability of MainePers System. Employees who join MainePers System are not eligible for the City's 401A or the City's Deferred Compensation Annuity (457) match.

12.4.2 Deferred Compensation Annuity (457)

The City offers the availability of a Deferred Compensation Plan. Deferred compensation plans are designed for employees of public organizations allowing participants to defer a portion of their federal income taxes while setting aside money for retirement. Both contributions and your earnings on those contributions are excluded from current federal income tax liability.

12.4.3 Health Insurance

The City currently participates in the Maine Municipal Employees Health Trust Comprehensive Plan. Regular full time and part time employees averaging 30 hours or more per week are eligible to participate in the health insurance program. Dependents of these employees are eligible as defined in the summary book. Coverage becomes effective 30 days after the date of hire and to the first of the next month. Health coverage for employees leaving service with the City will terminate on the last day of the month they cease active work. COBRA (Federal Continuation of Coverage Law) may allow eligible employees and dependents to continue coverage for up to 18 months at the group's rate plus an additional administrative charge. The terminating employee is responsible for premium payments after separation.

Regular Full time Employees: The City's contribution rate towards PPO1500 health insurance premiums will be 80% of the employees single coverage cost and 70% of the employees with child/family coverage cost. Any full time employee with 19 years of service will receive \$35.00 weekly towards their insurance premium.

Regular Part time Employees: Employees who work 30 hours or more on a continual basis shall be eligible to receive a pro-rated (on the above) City contribution of health insurance premiums. Any part time employee with 19 years of service will receive a pro-rated weekly discount towards their insurance premium.

12.4.4 Health Insurance Stipend

The City offers stipends for employees who are eligible, but do not participate in the City's health insurance to the fullest. Stipends are on an annual basis and do not become part of the employee's wages. Stipends are subject to all applicable Federal and State taxes and MainePers. Stipends are prorated on a monthly basis and will be paid to the employee through payroll on the last pay week of each month that the employee qualifies. Employees are not provided stipends for dropping dependents that are no longer eligible for health insurance

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coverage under the City's group plan. Employees who qualify for a stipend must be able to demonstrate that they or their dependents have other health insurance coverage. Stipends will not be implemented until verification of insurance is provided to the City.

Stipends are as follows for eligible regular full time employees:

- Employee with no dependent eligible for the City's health insurance who does not take coverage for themselves: \$1,000 per year.
- Employee eligible for Employee/child coverage drops the child coverage reverting the employee to single coverage: \$800 per year.
- Employee drops their coverage and child coverage, therefore is not covered on the City's insurance: \$1,800 per year.
- Employee who has spouse eligible for family coverage on the City's insurance and does not cover the spouse: \$600 per year.
- Employee who has dependents eligible for family coverage on the City's health insurance and does not cover those dependents (Employee would have single rate coverage): \$1,200 per year.
- Employee along with dependents who are eligible for family coverage on the City's health insurance and does not cover themselves and dependents: \$2,200 per year.
- Employee whose spouse works for the City and both qualify separately for the City's health insurance (the stipend will be paid to the employee who is not the contract employee on the health insurance) \$600 per year.

Stipends for regular part time employees will be prorated on the above according to the average number of hours the employee normally works.

12.4.5 Income Protection

The City offers the availability of short-term disability insurance. Income protection is available through the Maine Municipal Employee's Health Trust by a weekly payroll deduction.

12.4.6 Life Insurance

Employees who are eligible for participation in the Maine Municipal Employees Health Trust are covered for an amount equal to one time their annual salary in term life insurance. Employees not joining in the first 30 days of employment must file evidence of insurability in the future and may be turned down due to medical reasons. This also applies to the supplemental and dependent coverages mentioned below,

Supplemental coverage can be purchased by the employee for 1, 2 or 3 times their annual salary. Dependent life insurance is also available at the employee's expense for eligible family members.

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Employees hired after September 30, 2012 shall only be eligible for a stipend if they are eligible to receive health insurance and do not elect to take any. In those cases, the employee will receive twenty percent (20%) of the current city contribution for single coverage, based on the most recent date of hire standard (i.e. September 30, 2012). Employees that opt to take lesser coverage but still elect some level of coverage shall not be eligible for a stipend.¶

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Coverage available is based on the employee's annual salary rounded off to the next highest thousand. Insurance can be canceled but not refunded.

12.4.7 Retirement Plan

A retirement benefit is available for regular full-time employees and regular part-time employees working a minimum of 20 hours per week. For employees that are eligible for the 401(a) plans, a 457 plan is also offered. A 457 plan is a deferred annuity that is available for employees to voluntarily participate in. For an employee participating, the City will match the employee contribution up to an amount of one (1%) of the employee's gross wages.

The City retirement benefits outlined above are not mandatory requirements. The plan and contribution amounts may be changed from time to time by a vote of the City Council.

Employees will receive contributions on a monthly basis. Vesting Schedule:

<u>Years of Service</u>	<u>Vesting Percent</u>
Less than 2 years	0%
2 years, but less than 3	40%
3 years, but less than 4	80%
4 years or more	100%

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ARTICLE XIII LEAVES AND ABSENCES

All of the following leaves of absences are considered discretionary benefits, except those required under State or Federal law, those so indicated with an (*) are such and may be changed when the law governing the leave changes. All other discretionary leaves are provided as part of the benefit package to the employee and may be changed or deleted at the discretion of the City Council.

Section 13.1 Vacation

The City believes that employees and the City benefit from scheduled time for each regular employee to enjoy relaxation and recreation and to return to work in a revitalized condition. In order to provide for such absence, the City has adopted the following paid annual leave plan.

During recruitment of an exempt position at the discretion of the City Manager, the vacation schedule can be offered for up to five years seniority.

13.1.1 Eligibility

Probationary employees are not eligible to take vacation, but will be given credit for accrued vacation hours retro-actively to their date of employment, once regular employment status is achieved. An employee who leaves employment with the City with less than one year of service will not be entitled to any vacation pay at time of separation.

13.1.2 Vacation Credits

Regular full time employees

Service Length	Monthly Credit HRS	Annual Vacation HRS
Less than 5 years of continuous service	6.67	80
5 to 14 years of continuous service	10.00	120
15 to 19 years of service	13.33	160
20 or more years of continuous service	16.66	200

Regular part time employees working a minimum of 20 hours per week shall earn vacation credits pro-rated to those earned by regular full time employees for the same continuous service length.

13.1.3 Vacation Accrual

Regular full time employees may accrue no more than 320 hours of vacation at any time. Time in excess of that limit will be forfeited. Regular part time employee's accrual is prorated on the 320 hours limit. This will be prorated according to the number of hours averaged per week as a percentage of 40 hours. Upon the time of retirement, the retiree will receive the accrued monetary amount of vacation on the books, but in no case to exceed 320 hours.

13.1.4 Use of Vacation

Vacation may be used in a single continuous period, in separate weeks, in days or hours. In no case will vacation time be taken for less than one half hour increments. However, vacation may not be taken for more than two consecutive weeks, unless approved by the department head or City Manager.

Vacation requests must be submitted to the supervisor in writing at least (10) working days prior to the start of the vacation start date, unless otherwise approved by the supervisor. The supervisor will confirm or disapprove each vacation request and will post the hours of vacation use on the employee's time sheet accordingly. Request for vacation time date will be granted on first written request received and/or by employee seniority.

Section 13.2 Holidays

It shall be the policy of the City to ensure that all regular full time employees enjoy the same number of holidays each year. The following holidays shall be paid holidays for all regular full time employees:

1. New Year's Day
2. Martin Luther King Day
3. Presidents' Day
4. Memorial Day
5. Juneteenth Day (June 19)
6. Independence Day
7. Labor Day
8. Indigenous Peoples' Day (Columbus)

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9. Veterans' Day
10. Thanksgiving Day
11. Day after Thanksgiving
12. ½ Day Christmas Eve
13. Christmas Day
14. Personal Day
15. Personal Day

Personal days are approved by the department head or City Manager and should be requested in advance of use. Personal days are to be used in the calendar year and cannot be accrued from one year to the next. Personal days cannot be taken for less than ½ hour increments.

Regular part time employees, temporary employees and full time seasonal employees shall be paid for the above holidays from number 1 through 13, when it falls on a day which they would regularly be scheduled to work. They will receive holiday pay for the number of hours they would have been scheduled to work on that day. Regular part time employees working a minimum of 20 hours per week and up will be entitled to the personal days. Personal days will be prorated for part time employees. The proration will be based on 8 hours for regular full time employees. Regular part time employees hired to work holidays as part of their regular schedules are not entitled to holiday pay, however they will be paid in accordance to 13.2.1.

The City will determine on what day the holiday is observed. Generally, holidays which occur on a Saturday will be observed on the preceding Friday, and Sunday holidays will be observed on the following Monday.

13.2.1 Holiday on a Scheduled Work Day

At the option of the department head, nonexempt regular full time employees who are required to work on the observed holiday, in addition to their regular holiday pay, will be granted either a work day with leave within six months of the holiday they worked, or may be paid for time worked in accordance with rules governing overtime.

Regular part time employees, who are required to work on the observed holiday, will be paid time and one half for hours worked on a holiday. For departments with more than a Monday through Friday operation, the department head will determine the holiday for purposes of overtime (i.e. actual holiday or observed day). Exempt emergency personnel who are required to respond to an emergency on the holiday observed by the City, may, through authorization of the City Manager, be given a day off in lieu of the holiday worked. That time off must be preapproved by the City Manager and be taken within six months of the holiday worked or be forfeited. Exempt employees who are required to work on the holiday observed by the City for purposes of staffing shortages, special events, or because the exempt employee is required to be at their place of work for the necessity of the public, may by special permission of the City Manager, take a day off with pay in lieu of the holiday within six months of the holiday worked or forfeit that day off. Exempt employees who will be working the holiday, must, unless it's an emergency; have it preauthorized by the City Manager.

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Regular full time employees working an alternative work schedule to Monday through Friday, whose regular day off falls on a holiday, will be given at the discretion of the department head a day off with pay, in lieu of the holiday, or paid for the holiday at their regular straight time for the average number of hours they work on a daily basis, but in no case to exceed eight hours of pay. The day off in lieu of the holiday must be taken within six months of the date the City observed the holiday or be forfeited.

13.2.2 Holidays that Fall During Vacation Leave

When an employee is on vacation leave and a holiday occurs, the employee will be paid the holiday and will not be charged for vacation for that day on which the City observes the holiday. The only exception is for police personnel who are allowed to accrue holidays.

Section 13.3 Sick Leave

In establishing this policy, the City has intended to provide a method of furthering the health and general welfare of regular employees, as well as establishing standards to insure maximum and reasonable job attendance. Therefore, City provided sick leave should not be viewed as a right to be used at an employee's discretion nor as a permissive level of absence. Rather, it is a privilege of paid time away from work duties where such absence is necessary in the following circumstances.

13.3.1 Sick Leave: Self

Sick leave shall be granted to employees who are unable to work because of illness, injury, medical appointments, maternal/paternal leave or other ongoing treatment.

13.3.2 Sick Leave: Immediate Family Member

The required necessary medical care or doctor's visitation of the employee's immediate family or others living in the employee's household who are ill. Immediate family shall be defined as the employee's parent, spouse, child, registered domestic partner, registered domestic partner's child, step-parent, or step-child. Sick leave may also be used in the above instances for any other dependent relative residing in the employee's household. Special circumstances may be approved by the City Manager.

13.3.3 Sick Leave: Maternal/Paternal Leave

All employees who are welcoming a child – including fathers and adoptive parents – receive one week of fully paid parental leave. Additional unpaid leave may also be available under the Family and Medical Leave Act.

13.3.4 Sick Leave Donation

Employees may donate their sick leave to another employee so long as the hours donated do not reduce their own hours to less than 40 hours. Hours may be donated in one hour increments. The maximum amount of donation is 40 hours. A Sick Leave Donation Form must be filed with the Human Resource Director.

13.3.5 Sick Leave: Notification to Supervisor

Employees who are unable to report to work due to sick leave conditions as outlined above are

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required to notify their supervisor at the earliest opportunity. Employees who must leave work due to illness or sick leave condition should likewise advise their supervisor. It is the responsibility of every employee to report circumstances of the sick leave, recovery progress and probable duration.

13.3.6 Supervisor's Record Keeping Responsibilities

Supervisors are responsible for verification, reporting and record keeping of sick leave. Supervisors are to notify the Human Resource Director any time an employee is out on sick leave for three or more consecutive days.

13.3.7 Medical Certification

In all cases of an employee's use of paid or unpaid leave for reasons of a threatening contagious condition, the employee will be required to submit a medical certification of fitness to resume work activities from a physician. Similarly, an employee on sick leave for three or more days may be required to submit a physician's certification to resume work or justify a continued absence.

13.3.8 Earning and Accrual

For all regular full time employees, sick leave is earned after one month of employment and for each full month of employment thereafter at the rate of eight hours per month. Sick leave may be accrued up to a maximum of 960 hours. Employees hired after January 1, 2012 may accrue to a maximum of 480 hours.

Regular part time employees who are regularly scheduled to work a minimum of 20 hours per week, earn sick leave after one month of employment and for each full month of employment thereafter, Sick leave accrual maximum for part time employees will be prorated on the full time maximum. Sick leave may not be charged for less than one half hour or for increments other than half hours.

13.3.9 Abuse of Sick Leave

Employees found to abuse or fraudulently use sick leave will be subject to disciplinary action, up to, and including termination. Failure of employees to follow these procedures may be treated minimally as an unexcused absence.

13.3.10 Unused Sick Leave

Employees will not be allowed any payout of accrued sick leave upon termination of employment. An employee who is eligible to draw a retirement pension from the MainePers System or the 401(a) Plan, at the time of leaving active service with the City, and who has a minimum service time of ten years, shall be entitled to receive an amount equal to their wages at the time of such retirement of one third the number of hours of unused sick leave which they have accrued (in no case to exceed 320 hours or regular pay).

Section 13.4 Bereavement Leave

In the event of the death of the employee's spouse, registered domestic partner, child,

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registered domestic partner's child, mother, father, brother, sister, mother-in-law, father-in-law, son-in-law, daughter in-law, brother in-law, grandmother, grandfather, grandchildren, step parent, step child, the commensurate in-laws of the registered domestic partner, the partner of the employee as regarded by common law marriage, or other person residing in the household of the employee, the employee shall be entitled to up to three days leave for the purpose of attendance at the funeral and assisting in the necessary family arrangements. Such leave shall be with pay and without any deduction from sick leave. The City Manager may at their discretion grant any needed additional time that the Manager deems necessary for the above mentioned.

An amount of time determined by the department head, but in no case to exceed one day, will be allowed for attendance at funerals of the following relatives of the employee and spouse not provided for by the above paragraph: aunt, uncle, niece, nephew, step mother, step father, brother-in-law, sister-in-law, or any other relative when such relative is living in the same household as the employee. This amount of time is deductible from sick leave.

Section 13.5 Administrative Leave

Administrative leave applies only to employees classified as exempt. An employee in this classification may request administrative leave by prescribed form to the City Manager or their department head. It is granted by the City Manager or department head when circumstances for the request warrant the leave. All administrative leave for eight or more hours shall be approved by the City Manager.

Section 13.6 Jury Duty

Employees are to notify their supervisors promptly upon receipt of a jury summons and subsequent notice of selection to serve as a juror. Employees so required to provide this community service will receive their regular rate of pay for normal hours worked up to a minimum of forty hours not to exceed thirty workdays for this occasion of absence, provided the employee submits evidence of the summons and selection notice. Paid absences for jury duty must be so noted on the employee's time sheet by the supervisor for each pay period in which this form of absence occurs. Employees will be required to remit to the city treasurer the daily compensation from the court. However, the employee may retain the mileage reimbursement. An employee excused by the court for any reason shall be required to return to work promptly thereafter. Time paid for jury duty shall not be counted for purposes of overtime compensation. This provision applies only to regular employees and not to probationary employees.

Section 13.7 Military Leave

An employee who enters active military duty in a branch of the U.S. Armed Forces will be granted an unpaid military leave for that period of time in which reemployment is protected by law. Such employee will be eligible for reemployment to the same or equivalent position held prior to the leave, provided the employee applies to the City for reemployment into the former position within 90 days from the date of military release.

Section 13.8 Reserve Service

Regular employees who are members of the organized military reserves and who are

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required to perform field duty or training will be granted reserve service leave, not to exceed ten working days in any calendar year. For any such period of reserve service leave, excluding weekend duty, the City will pay the employee the balance between service pay and allowances and the employee's regular daily compensation, the total equaling the regular pay of the employee had they been in service of the City during the period of leave provided that the employee on reserve service leave furnishes their department head an official statement by military authorities giving their rank, pay and allowances. When in the instances of any such military training, the total pay received is equal to or exceeds that which would be earned by the employee in service to the City; such leave shall be without pay. In all cases, the employee must submit documentation of remuneration received by the military as a condition of City compensation.

Section 13.9 Leave of Absence Without Pay

Leave of absence without pay is an authorized absence from work on a short term basis. All leaves of absence must be approved by the City Manager and each request will be considered on its own merits, with weight given to the employee's work record, the needs of the department affected and generally if it is in the interest of the City to grant such a leave.

- * During the employee's approved leave of absence without pay, their position may be filled by limited term appointment, temporary promotion, or temporary assignment of another employee. At the expiration of the leave of absence without pay, the employee, has the right to the reinstatement of their position, provided the position vacated still exists.
- * A leave of absence without pay that exceeds one week will not count as service time. Vacation and sick leave will not accrue until the employee returns to work. The employee may remain on the City's health insurance at their own expense.
- * A granted leave of absence without pay does not constitute a break in service. Failure of the employee to return to work on the expiration of the granted leave without pay will be deemed a resignation from service, unless the employee has been granted an extension of leave by the City Manager.

Section 13.10 Family Medical Leave and Leaves for Victims of Violence

The City follows the State and Federal Family and Medical Leave Act. Any employee wishing to take family or medical leave should make an appointment with the City Manager to discuss in full detail the provisions that are available to the employee under the acts.

Employees are required to provide at least a thirty day advance notice should they intend to take leave under the Family Medical Leave Act. In emergency situations, employees should give notice of their intent to take leave as soon as practical. The City will require medical certification of the condition requiring the need for leave under FMLA.

- * The maximum amount of leave time is twelve weeks in a rolling twelve month period. The City shall count the twelve month period beginning on the first known date that the leave commences. It will not be based on the calendar year.

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An employee on Family Medical Leave will continue to earn vacation and sick leave accrual on the same basis before the leave. The same holiday entitlement will be provided employees on family medical leave that was in existence at the time their leave commenced.

M.S.R.S. Title 26 Section 850 Employment for victims of violence, requires an employer to grant reasonable and necessary leave from work with or without pay for an employee to:

- Prepare for and attend court proceedings
- Receive medical treatment; or
- Obtain necessary services to remedy a crisis caused by domestic violence, sexual assault or stalking.

Employees who may need to utilize this leave should speak with the Human Resource Director to request the leave. At this time or if requested earlier, a copy of the law will be provided and the employee will be informed of any other leave time that may be available to the employee, paid or otherwise.

For both the Family Medical Leave and the Employment Leave for Victims of Violence, the City allows the use of accrued vacations, holidays and in eligible circumstances, sick leave.

Section 13.11 Work Related Injury Leave

An employee who is on worker's compensation leave receiving benefits that are less than their normal weekly compensation (excluding overtime) may supplement the difference with any accrued sick or annual leave time available to them, but in no case may they exceed what their normal weekly compensation would be.

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My signature acknowledges that I have received the latest update of the City's Employee Handbook revised and passed by a Council vote on _____, 2023. I understand it is my responsibility to read the handbook and become familiar with policies that affect me. Should I have any questions relating to the above, I shall direct these to the Human Resource Director.

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Approved by the City Council: Decemb. 1891

PRESQUE ISLE CITY COUNCIL MEETING

For:

September 6, 2023

AGENDA ITEM # 11

SUBJECT

OLD BUSINESS: City Hall Update

INFORMATION

Verbal update provided at meeting

REQUESTED ACTION

FOR DISCUSSION

PRESQUE ISLE CITY COUNCIL MEETING

For:

September 6, 2023

AGENDA ITEM # 12

SUBJECT

NEW BUSINESS: Echo Lake Proposal and Excess Funding

INFORMATION

- 1) Memorandum
- 2) Bid Information
- 3) Echo Lake Invoice Expenses Spreadsheet

REQUESTED ACTION

BE IT RESOLVED by Councilor _____ seconded by Councilor _____ to approve the bid by McGillan Inc. in the amount of \$1,015,500.00 excluding Alternative 1 from the Bid Award with the City's match to be paid for by the City's Solid Waste Reserve Account.



City of Presque Isle, Maine

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

MEMORANDUM

TO:	Martin Puckett, City Manager, Brad Turner, Finance Director, Dana Fowler, City Engineer & Members of the Presque Isle City Council
FROM:	Galen Weibley, Director of Economic & Community Development
DATE:	August 25, 2023
RE:	Echo Lake STEP System Bid

The City of Presque Isle held a bid opening for interested parties on July 28, 2023 @ 10 AM in the City Council Chambers. Two prospective bidders attended however only one bid packet was received. This bid was from McGillan and is priced at \$1,015,500.00 to complete the Echo Lake Step Project with road improvement. The original project estimate in April 2022 was \$966,000 with the 20% contingency.

In the bid packet prepared by Haley Ward who is assisting the City with federal reporting requirements, alternate bids were priced out as follows:

Alternate 1: Deduction of Paving Cost \$90,000.00

Alternate 2: Deduction of Gravel Roadways, Stormwater improvements (French drain), grubbing and tree removal \$66,500.00

Staff is recommending accept Alternate Bid 2 (\$66,500) for gravel and site work and allow Alternate 1 Paving to be done by Public Works' Paving contract which is significantly less according to the City Engineer (saving \$45,000). Keep in mind, upgrades to power supply at residencies were not factored into the bid and may be an additional cost not forecasted by Haley Ward given time constraints for assessing homes. Our original agreement may shoulder this cost on the homeowner as they are responsible to power for their septic pump. City staff have discussed options to meet the City's match requirements and recommend awarding the bid and fund the City's balance by utilizing the City's Solid Waste Reserve Fund.

Staff is recommending the following motion:

Suggested Motion: *Mr. Chairman, I move to approve the bid by McGillan Inc. in the amount of \$1,015,500.00 excluding Alternative 1 from the Bid Award with City's match to be paid for by the City's Solid Waste Reserve Account."*



BID OPENING RESULTS

PROJECT: Echo Lake Sanitary Sewer System Replacement and Road Reconstruction	JN: 10051.020
BID OPENING LOCATION: Presque Isle City Hall, 12 Second Street, Presque Isle, ME	BID DATE/TIME: Friday, July 28, 2023 10:00 AM

NAME/COMPANY	TOTAL BID	ALT. A.1	ALT. A.2	BB
Mc Gillen	\$1,015,500.00	\$90,000.	\$66,500	✓

attendees
Dave Hopkins, Ryan Pellitteri (McGillen) Galen Wadley, Marven (Antam)
Brad Turner, Kimberly Finnmore



BID FORM FOR CONSTRUCTION CONTRACT

The terms used in this Bid with initial capital letters have the meanings stated in the Instructions to Bidders, the General Conditions, and the Supplementary Conditions.

ARTICLE 1—OWNER AND BIDDER

1.01 This Bid is submitted to:

City of Presque Isle
12 Second Street
Presque Isle, ME 04769

1.02 The undersigned Bidder proposes and agrees, if this Bid is accepted, to enter into an Agreement with Owner in the form included in the Bidding Documents to perform all Work as specified or indicated in the Bidding Documents for the prices and within the times indicated in this Bid and in accordance with the other terms and conditions of the Bidding Documents.

ARTICLE 2—ATTACHMENTS TO THIS BID

2.01 The following documents are submitted with and made a condition of this Bid:

- A. Required Bid security;
- B. List of Proposed Subcontractors;
- C. List of Proposed Suppliers;
- D. List of Project References;
- E. Evidence of authority to do business in the state of the Project; or a written covenant to obtain such authority within the time for acceptance of Bids;
- F. Contractor's license number as evidence of Bidder's State Contractor's License or a covenant by Bidder to obtain said license within the time for acceptance of Bids; and
- G. Required Bidder Qualification Statement with supporting data.

ARTICLE 3—BASIS OF BID

3.01 This Bid shall be based on the Bid Schedule provided on page C-410A-1.

ARTICLE 4—TIME OF COMPLETION

- 4.01 Bidder agrees that the Work will be substantially complete and will be completed and ready for final payment in accordance with Paragraph 15.06 of the General Conditions on or before the dates or within the number of calendar days indicated in the Agreement.
- 4.02 Bidder accepts the provisions of the Agreement as to liquidated damages.



ARTICLE 5—BIDDER'S ACKNOWLEDGEMENTS: ACCEPTANCE PERIOD, INSTRUCTIONS, AND RECEIPT OF ADDENDA

5.01 *Bid Acceptance Period*

- A. This Bid will remain subject to acceptance for 60 days after the Bid opening, or for such longer period of time that Bidder may agree to in writing upon request of Owner.

5.02 *Instructions to Bidders*

- A. Bidder accepts all of the terms and conditions of the Instructions to Bidders, including without limitation those dealing with the disposition of Bid security.

5.03 *Receipt of Addenda*

- A. Bidder hereby acknowledges receipt of the following Addenda:

Addendum Number	Addendum Date
<i>NONE</i>	

ARTICLE 6—BIDDER'S REPRESENTATIONS AND CERTIFICATIONS

6.01 *Bidder's Representations*

- A. In submitting this Bid, Bidder represents the following:
1. Bidder has examined and carefully studied the Bidding Documents, including Addenda.
 2. Bidder has visited the Site, conducted a thorough visual examination of the Site and adjacent areas, and become familiar with the general, local, and Site conditions that may affect cost, progress, and performance of the Work.
 3. Bidder is familiar with all Laws and Regulations that may affect cost, progress, and performance of the Work.
 4. Bidder has carefully studied the reports of explorations and tests of subsurface conditions at or adjacent to the Site and the drawings of physical conditions relating to existing surface or subsurface structures at the Site that have been identified in the Supplementary Conditions, with respect to the Technical Data in such reports and drawings.
 5. Bidder has carefully studied the reports and drawings relating to Hazardous Environmental Conditions, if any, at or adjacent to the Site that have been identified in the Supplementary Conditions, with respect to Technical Data in such reports and drawings.
 6. Bidder has considered the information known to Bidder itself; information commonly known to contractors doing business in the locality of the Site; information and observations obtained from visits to the Site; the Bidding Documents; and the Technical Data identified in the Supplementary Conditions or by definition, with respect to the



effect of such information, observations, and Technical Data on (a) the cost, progress, and performance of the Work; (b) the means, methods, techniques, sequences, and procedures of construction to be employed by Bidder, if selected as Contractor; and (c) Bidder's (Contractor's) safety precautions and programs.

7. Based on the information and observations referred to in the preceding paragraph, Bidder agrees that no further examinations, investigations, explorations, tests, studies, or data are necessary for the performance of the Work at the Contract Price, within the Contract Times, and in accordance with the other terms and conditions of the Contract.
8. Bidder is aware of the general nature of work to be performed by Owner and others at the Site that relates to the Work as indicated in the Bidding Documents.
9. Bidder has given Engineer written notice of all conflicts, errors, ambiguities, or discrepancies that Bidder has discovered in the Bidding Documents, and of discrepancies between Site conditions and the Contract Documents, and the written resolution thereof by Engineer is acceptable to Contractor.
10. The Bidding Documents are generally sufficient to indicate and convey understanding of all terms and conditions for performance and furnishing of the Work.
11. The submission of this Bid constitutes an incontrovertible representation by Bidder that without exception the Bid and all prices in the Bid are premised upon performing and furnishing the Work required by the Bidding Documents.

6.02 *Bidder's Certifications*

A. The Bidder certifies the following:

1. This Bid is genuine and not made in the interest of or on behalf of any undisclosed individual or entity and is not submitted in conformity with any collusive agreement or rules of any group, association, organization, or corporation.
2. Bidder has not directly or indirectly induced or solicited any other Bidder to submit a false or sham Bid.
3. Bidder has not solicited or induced any individual or entity to refrain from bidding.
4. Bidder has not engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the Contract. For the purposes of this Paragraph 8.02.A:
 - a. Corrupt practice means the offering, giving, receiving, or soliciting of anything of value likely to influence the action of a public official in the bidding process.
 - b. Fraudulent practice means an intentional misrepresentation of facts made (a) to influence the bidding process to the detriment of Owner, (b) to establish bid prices at artificial non-competitive levels, or (c) to deprive Owner of the benefits of free and open competition.
 - c. Collusive practice means a scheme or arrangement between two or more Bidders, with or without the knowledge of Owner, a purpose of which is to establish bid prices at artificial, non-competitive levels.
 - d. Coercive practice means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the bidding process or affect the execution of the Contract.



BIDDER hereby submits this Bid as set forth above:

Bidder:

Mc Gillan Inc.
(typed or printed name of organization)

By:

Shane McGillan
(individual's signature)

Name: SHANE McGILLAN
(typed or printed)

Title: V. PRESIDENT
(typed or printed)

Date: 7/38/23
(typed or printed)

If Bidder is a corporation, a partnership, or a joint venture, attach evidence of authority to sign.

Attest: Janet A. McGillan
(individual's signature)

Name: JANET A. McGILLAN
(typed or printed)

Title: PRESIDENT
(typed or printed)

Date: 7/28/23
(typed or printed)

Address for giving notices:

5 MCGILLAN DRIVE
FORT FAIRFIELD, ME 04742

Bidder's Contact:

Name: SHANE OR JANET MCGILLAN
(typed or printed)

Title: V. PRESIDENT PRESIDENT
(typed or printed)

Phone: 207-473-4097

Email: smcgillan@mcgillaninc.com, janetmcgillan@mcgillaninc.com

Address: 5 MCGILLAN DRIVE
FORT FAIRFIELD, ME 04742

Bidder's Contractor License No.: (if applicable) _____

**ECHO LAKE SANITARY SEWER SYSTEM REPLACEMENT
AND ROAD RECONSTRUCTION PROJECT
BID SCHEDULE**

BASE BID

ITEM NO.	DESCRIPTION	APPROX. QUANTITY	UNIT	UNIT PRICE (WORDS)	UNIT PRICE (NUMERALS)	TOTAL AMOUNT
1	Mobilization	1	LS	FIFTY THOUSAND & ZERO	1	50,000.00
2	Septic Tanks	1	LS	ONE HUNDRED THIRTY THOUSAND & ZERO	1	130,000.00
3	Force Mains	1	LS	FIVE HUNDRED THIRTY ONE THOUSAND & ZERO	1	531,000.00
4	Pump Station	1	LS	FOURTY EIGHT THOUSAND DOLLARS & ZERO	1	48,000.00
5	Disposal Field	1	LS	ONE HUNDRED THOUSAND DOLLARS & ZERO	1	100,000.00
6	Road Reconstruction	1	LS	ONE HUNDRED FIFTY SIX THOUSAND FIVE HUNDRED & ZERO	1	156,500.00

BASE BID TOTAL 1,015,500.00

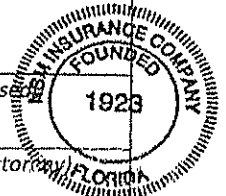
ALTERNATE BID ITEMS

ITEM NO.	DESCRIPTION	APPROX. QUANTITY	UNIT	UNIT PRICE (WORDS)	UNIT PRICE (NUMERALS)	TOTAL AMOUNT
A.1	Deduction for Pavement in Roadways	1	LS	NINETEEN THOUSAND & ZERO	1	90,000.00
A.2	Deduction for Gravel in Roadways	1	LS	SIXTY SIX THOUSAND FIVE HUNDRED & ZERO	1	66,500.00

ALTERNATE BID TOTAL 156,500.00

BID BOND (PENAL SUM FORM)

Bidder Name: McGillan, Inc. Address (principal place of business): 5 McGillan Drive Fort Fairfield, ME 04742	Surety Name: NGM Insurance Company Address (principal place of business): 4601 Touchton Road East, Suite 3400 Jacksonville, FL 32246
Owner Name: City of Presque Isle Address (principal place of business): 12 Second Street Presque Isle, ME 04769	Bid Project (name and location): Echo Lake Sanitary Sewer System Replacement and Road Reconstruction, Presque Isle, Maine Bid Due Date: July 28, 2023
Bond Penal Sum: Five (5%) Percent of Amount Bid Date of Bond: July 28, 2023	
Surety and Bidder, intending to be legally bound hereby, subject to the terms set forth in this Bid Bond, do each cause this Bid Bond to be duly executed by an authorized officer, agent, or representative.	
Bidder McGillan, Inc. <small>(Full formal name of Bidder)</small> By: <u><i>Janeta McGillan</i></u> <small>(Signature)</small> Name: <u>JANETA MCGILLAN</u> <small>(Printed or typed)</small> Title: <u>PRESIDENT</u> Attest: <u><i>John McGillan</i></u> <small>(Signature)</small> Name: <u>JAMES MCGILLAN</u> <small>(Printed or typed)</small> Title: <u>WITNESS</u>	Surety NGM Insurance Company <small>(Full formal name of Surety) (corporate seal required)</small> By: <u><i>Marjorie J. Schmieks</i></u> <small>(Signature) (Attach Power of Attorney)</small> Name: <u>MARJORIE J. SCHMIEKS</u> <small>(Printed or typed)</small> Title: <u>Attorney-in-Fact</u> Attest: <u><i>Christine E. Watson</i></u> <small>(Signature)</small> Name: <u>CHRISTINE E. WATSON</u> <small>(Printed or typed)</small> Title: <u>Witness</u>
<small>Notes: (1) Note: Addresses are to be used for giving any required notice. (2) Provide execution by any additional parties, such as joint venturers, if necessary.</small>	





QUALIFICATIONS STATEMENT

ARTICLE 1—GENERAL INFORMATION

1.01 Provide contact information for the Business:

Legal Name of Business:		McGILLAN INC.	
Corporate Office			
Name:	JANET MCGILLAN	Phone number:	473-4097
Title:	PRESIDENT	Email address:	janet.mcgillan@mcgillan.com
Business address of corporate office:		5 MCGILLAN DRIVE FORT FAIRFIELD, ME 04742	
Local Office			
Name:	JANET MCGILLAN	Phone number:	473-4097
Title:	PRESIDENT	Email address:	janet.mcgillan@mcgillan.com
Business address of local office:		5 MCGILLAN DRIVE FORT FAIRFIELD, ME 04742	

1.02 Provide information on the Business's organizational structure:

Form of Business:	<input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input checked="" type="checkbox"/> Corporation
<input type="checkbox"/> Limited Liability Company <input type="checkbox"/> Joint Venture comprised of the following companies:	
1.	
2.	
3.	
Provide a separate Qualification Statement for each Joint Venturer.	
Date Business was formed:	1988
State in which Business was formed:	MAINE
Is this Business authorized to operate in the Project location?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Pending

1.03 Identify all businesses that own Business in whole or in part (25% or greater), or that are wholly or partly (25% or greater) owned by Business:

Name of business:	NONE	Affiliation:	
Address:			
Name of business:		Affiliation:	
Address:			
Name of business:		Affiliation:	
Address:			

- 1.04 Provide information regarding the Business's officers, partners, and limits of authority.

Name:	JANET McGILLAN	Title:	PRESIDENT
Authorized to sign contracts:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Limit of Authority:	\$ NONE
Name:	SHANE McGILLAN	Title:	V. PRESIDENT
Authorized to sign contracts:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Limit of Authority:	\$ NONE
Name:		Title:	
Authorized to sign contracts:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Limit of Authority:	\$
Name:		Title:	

ARTICLE 2—LICENSING

- 2.01 Provide information regarding licensure for Business:

Name of License:	N/A		
Licensing Agency:			
License No:		Expiration Date:	
Name of License:			
Licensing Agency:			
License No:		Expiration Date:	

ARTICLE 3—DIVERSE BUSINESS CERTIFICATIONS

- 3.01 Provide information regarding Business's Diverse Business Certification, if any. Provide evidence of current certification.

Certification	Certifying Agency	Certification Date
<input type="checkbox"/> Disadvantaged Business Enterprise		
<input type="checkbox"/> Minority Business Enterprise		
<input type="checkbox"/> Woman-Owned Business Enterprise		
<input type="checkbox"/> Small Business Enterprise		
<input type="checkbox"/> Disabled Business Enterprise		
<input type="checkbox"/> Veteran-Owned Business Enterprise		
<input type="checkbox"/> Service-Disabled Veteran-Owned Business		
<input type="checkbox"/> HUBZone Business (Historically Underutilized) Business		
<input type="checkbox"/> Other		
<input checked="" type="checkbox"/> None		

ARTICLE 4—SAFETY

- 4.01 Provide information regarding Business's safety organization and safety performance.

Name of Business's Safety Officer: <u>RYAN PELLETIER</u>		
Safety Certifications		
Certification Name	Issuing Agency	Expiration
<u>SEE ATTACHED</u>		

- 4.02 Provide Worker's Compensation Insurance Experience Modification Rate (EMR), Total Recordable Frequency Rate (TRFR) for incidents, and Total Number of Recorded Manhours (MH) for the last 3 years and the EMR, TRFR, and MH history for the last 3 years of any proposed Subcontractor(s) that will provide Work valued at 10% or more of the Contract Price. Provide documentation of the EMR history for Business and Subcontractor(s).

Year	<u>2020</u>			<u>2021</u>			<u>2022</u>		
Company	EMR	TRFR	MH	EMR	TRFR	MH	EMR	TRFR	MH
<u>McGILLAN INC.</u>	<u>.76</u>	<u>4.78</u>	<u>47897</u>	<u>.73</u>	<u>4.77</u>	<u>47288</u>	<u>.97</u>	<u>0</u>	<u>47525</u>
		<u>1</u>			<u>1</u>			<u>0</u>	

ARTICLE 5—FINANCIAL

- 5.01 Provide information regarding the Business's financial stability. Provide the most recent audited financial statement, and if such audited financial statement is not current, also provide the most current financial statement.

Financial Institution:	<u>MACHIAS SAVINGS</u>	
Business address:	<u>9 DYER STREET</u> <u>PRESQUE ISLE, ME 04769</u>	
Date of Business's most recent financial statement:	<u>2020</u>	<input type="checkbox"/> Attached
Date of Business's most recent audited financial statement:	<u>2020</u>	<input type="checkbox"/> Attached
Financial indicators from the most recent financial statement		
Contractor's Current Ratio (Current Assets ÷ Current Liabilities)	<u>4.62</u>	
Contractor's Quick Ratio ((Cash and Cash Equivalents + Accounts Receivable + Short Term Investments) ÷ Current Liabilities)	<u>4.62</u>	

ARTICLE 6—SURETY INFORMATION

- 6.01 Provide information regarding the surety company that will issue required bonds on behalf of the Business, including but not limited to performance and payment bonds.

Surety Name:		CROSS SURETY INC.	
Surety is a corporation organized and existing under the laws of the state of:		MAINE	
Is surety authorized to provide surety bonds in the Project location?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Is surety listed in "Companies Holding Certificates of Authority as Acceptable Sureties on Federal Bonds and as Acceptable Reinsuring Companies" published in Department Circular 570 (as amended) by the Bureau of the Fiscal Service, U.S. Department of the Treasury?			
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Mailing Address (principal place of business):		485 MAIN STREET LEWISTON, ME 04240	
Physical Address (principal place of business):		485 MAIN STREET LEWISTON, ME 04240	
Phone (main):	786-6750	Phone (claims):	786-6750

ARTICLE 7—INSURANCE

- 7.01 Provide information regarding Business's insurance company(s), including but not limited to its Commercial General Liability carrier. Provide information for each provider.

Name of insurance provider, and type of policy (CLE, auto, etc.):	
Insurance Provider	Type of Policy (Coverage Provided)
PATRIOT INS (FA PEARSON)	CGL, AUTO, UMBRELLA
MEMIC (FA PEARSON)	WORKERS COMPENSATION
Are providers licensed or authorized to issue policies in the Project location?	
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Does provider have an A.M. Best Rating of A-VII or better?	
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Mailing Address (principal place of business):	P.O. BOX 1026 PRESQUE ISLE, ME 04769
Physical Address (principal place of business):	753 MAIN STREET PRESQUE ISLE, ME 04769
Phone (main):	764-4171
Phone (claims):	764-4171



ARTICLE 8—CONSTRUCTION EXPERIENCE

- 8.01 Provide information that will identify the overall size and capacity of the Business.

Average number of current full-time employees:	15
Estimate of revenue for the current year:	4,000,000. —
Estimate of revenue for the previous year:	7,000,000. —

- 8.02 Provide information regarding the Business's previous contracting experience.

Years of experience with projects like the proposed project:			
As a general contractor:	35	As a joint venturer:	
Has Business, or a predecessor in interest, or an affiliate identified in Paragraph 1.03:			
Been disqualified as a bidder by any local, state, or federal agency within the last 5 years? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Been barred from contracting by any local, state, or federal agency within the last 5 years? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Been released from a bid in the past 5 years? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Defaulted on a project or failed to complete any contract awarded to it? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Refused to construct or refused to provide materials defined in the contract documents or in a change order? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Been a party to any currently pending litigation or arbitration? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Provide full details in a separate attachment if the response to any of these questions is Yes.			

- 8.03 List all projects currently under contract in Schedule A and provide indicated information.
- 8.04 List a minimum of three and a maximum of six projects completed in the last 5 years in Schedule B and provide indicated information to demonstrate the Business's experience with projects similar in type and cost of construction.
- 8.05 In Schedule C, provide information on key individuals whom Business intends to assign to the Project. Provide resumes for those individuals included in Schedule C. Key individuals include the Project Manager, Project Superintendent, Quality Manager, and Safety Manager. Resumes may be provided for Business's key leaders as well.

ARTICLE 9—REQUIRED ATTACHMENTS

- 9.01 Provide the following information with the Statement of Qualifications:
- A. If Business is a Joint Venture, separate Qualifications Statements for each Joint Venturer, as required in Paragraph 1.02.
 - B. Diverse Business Certifications if required by Paragraph 3.01.
 - C. Certification of Business's safety performance if required by Paragraph 4.02.
 - D. Financial statements as required by Paragraph 5.01.
 - E. Attachments providing additional information as required by Paragraph 8.02.



This Statement of Qualifications is offered by:

Business: Mc GILLAN INC.
(typed or printed name of organization)

By: Janet A. McGillan
(individual's signature)

Name: JANET McGILLAN
(typed or printed)

Title: PRESIDENT
(typed or printed)

Date: 7/28/23
(date signed)

(If Business is a corporation, a partnership, or a joint venture, attach evidence of authority to sign.)

Attest: Shane McGillan
(individual's signature)

Name: SHANE McGILLAN
(typed or printed)

Title: V. PRESIDENT
(typed or printed)

Address for giving notices:
5 Mc GILLAN DRIVE
FORT FAIRFIELD, ME 04742

Designated Representative:

Name: JANET OR SHANE McGILLAN
(typed or printed)

Title: PRESIDENT / V. PRESIDENT
(typed or printed)

Address: 5 Mc GILLAN DRIVE
FORT FAIRFIELD, ME 04742

Phone: 473-4097

Email: janet@mcgillaninc.com / smcgillan@mcgillaninc.com



Schedule A—Current Projects

Name of Organization	McGILLIEN INC.				
Project Owner	FORT CALLENS UTILITIES DISTRICT				
General Description of Project	WATER FACILITIES IMPROVEMENTS				
Project Cost	9,713,952 -				
Key Project Personnel	DATE PROJECT 3/20/21				
Name	Project Manager	Project Superintendent	Safety Manager	Quality Control Manager	
Reference Contact Information (listing names indicates approval to contacting the names individuals as a reference)	SHANE MCGILLIEN SHANE MCGILLIEN KATY BOWMAN				
Owner	Name	Title/Position	Organization	Telephone	
Designer	JOHN HEDGECOCK	General Manager	FELLD	472-1391	
Construction Manager	BEN STILES	Executive Project Manager	WRIGHT PAPER		
Project Owner	Project Name				
General Description of Project					
Project Cost	Date Project				
Key Project Personnel	Project Manager	Project Superintendent	Safety Manager	Quality Control Manager	
Name					
Reference Contact Information (listing names indicates approval to contacting the names individuals as a reference)					
Owner	Name	Title/Position	Organization	Telephone	
Designer					
Construction Manager					
Project Owner	Project Name				
General Description of Project					
Project Cost	Date Project				
Key Project Personnel	Project Manager	Project Superintendent	Safety Manager	Quality Control Manager	
Name					
Reference Contact Information (listing names indicates approval to contacting the names individuals as a reference)					
Owner	Name	Title/Position	Organization	Telephone	
Designer					
Construction Manager					
Project Owner	Project Name				
General Description of Project					
Project Cost	Date Project				
Key Project Personnel	Project Manager	Project Superintendent	Safety Manager	Quality Control Manager	
Name					
Reference Contact Information (listing names indicates approval to contacting the names individuals as a reference)					
Owner	Name	Title/Position	Organization	Telephone	
Designer					
Construction Manager					



Schedule B—Previous Experience with Similar Projects

Name of Organization	Mc GILLAN INC		Project Name	WINDY POND STREET SEWER IMPROVEMENTS	
Project Owner	WASHINGTON WATER ISSUES				
General Description of Project	INSTALL SANITARY SEWER PIPE, MANHOLES				
Project Cost	480,300.-		Date Project	9/2020	
Key Project Personnel	Project Manager	Project Superintendent	Safety Manager	Quality Control Manager	
Name	CHARIS ARELLO	SHANE Mc GILLAN	SHANE Mc GILLAN	DANA ASSOCIATES	
Reference Contact Information (listing names indicates approval to contacting the names individuals as a reference)					
Owner	NAME	TITLE/POSITION	Organization	Telephone	Email
Designer	MATT PALMER	DIRECTOR	WASHINGTON ISSUES	435-1047	
Construction Manager	HINKLEY HAYFIELD	ENGINEER	OLIVER ASSOCIATES	203-32332	
Project Owner	Mc GILLAN INC		Project Name	STORM DRAIN SYSTEM - PARK STREET	
General Description of Project	INSTALL DRAINAGE PIPE & MANHOLES				
Project Cost	685,000.-		Date Project	5/2020	
Key Project Personnel	Project Manager	Project Superintendent	Safety Manager	Quality Control Manager	
Name	CHARIS ARELLO	SHANE Mc GILLAN	SHANE Mc GILLAN	B.R. SMITH ASSOCIATES	
Reference Contact Information (listing names indicates approval to contacting the names individuals as a reference)					
Owner	NAME	TITLE/POSITION	Organization	Telephone	Email
Designer	MATT PALMER	DIRECTOR	WASHINGTON ISSUES	435-1047	
Construction Manager	TIM RAY	ENGINEER	B.R. SMITH	764-3661	
Project Owner	Mc GILLAN INC		Project Name	STORM DRAIN TELEPHONE	
General Description of Project	INSTALL STORM DRAINAGE MANHOLES				
Project Cost	278,500.-		Date Project	4/21	
Key Project Personnel	Project Manager	Project Superintendent	Safety Manager	Quality Control Manager	
Name	CHARIS ARELLO	SHANE Mc GILLAN	SHANE Mc GILLAN		
Reference Contact Information (listing names indicates approval to contacting the names individuals as a reference)					
Owner	NAME	TITLE/POSITION	Organization	Telephone	Email
Designer	WILLIAM PALMER		IFP SULLIVAN ASSOCIATES	435-3161	
Construction Manager	DAVE HOPKINS	ENGINEER	CBS, INC.		



Schedule B—Previous Experience with Similar Projects

Name of Organization	McGILLAN TAC			Project Name	WATER/SEWER SYSTEM UPGRADE		
Project Owner	MADAGASCAR UTILITIES DISTRICT						
General Description of Project	INSTALLATION OF FIRE, WATER & SEWAGE						
Project Cost	3,450,000			Date Project	2018		
Key Project Personnel							
Name	Project Manager	Project Superintendent	Safety Manager	Quality Control Manager			
Reference Contact Information (listing names indicates approval to contacting the names individuals as a reference)							
Owner	NAME	TITLE/POSITION	ORGANIZATION	TELEPHONE	EMAIL		
Designer	LOWE, CHASSE	OWNER	MADAGASCAR UTILITIES DISTRICT	787-389			
Construction Manager	NAME McLEOD	OWNER	MADAGASCAR UTILITIES DISTRICT				
Project Owner	ANDY BURK						
General Description of Project	Project Name						
Project Cost	Date Project						
Key Project Personnel	Project Superintendent			Safety Manager			
Name	Project Manager	Safety Manager		Quality Control Manager			
Reference Contact Information (listing names indicates approval to contacting the names individuals as a reference)							
Owner	NAME	TITLE/POSITION	ORGANIZATION	TELEPHONE	EMAIL		
Designer							
Construction Manager							
Project Owner	Project Name						
General Description of Project	Date Project						
Project Cost	Project Superintendent			Safety Manager			
Key Project Personnel	Project Manager			Quality Control Manager			
Name	Project Manager	Safety Manager		Quality Control Manager			
Reference Contact Information (listing names indicates approval to contacting the names individuals as a reference)							
Owner	NAME	TITLE/POSITION	ORGANIZATION	TELEPHONE	EMAIL		
Designer							
Construction Manager							
Project Owner	Project Name						
General Description of Project	Date Project						
Project Cost	Project Superintendent			Safety Manager			
Key Project Personnel	Project Manager			Quality Control Manager			
Name	Project Manager	Safety Manager		Quality Control Manager			
Reference Contact Information (listing names indicates approval to contacting the names individuals as a reference)							
Owner	NAME	TITLE/POSITION	ORGANIZATION	TELEPHONE	EMAIL		
Designer							
Construction Manager							
Project Owner	Project Name						
General Description of Project	Date Project						
Project Cost	Project Superintendent			Safety Manager			
Key Project Personnel	Project Manager			Quality Control Manager			
Name	Project Manager	Safety Manager		Quality Control Manager			
Reference Contact Information (listing names indicates approval to contacting the names individuals as a reference)							
Owner	NAME	TITLE/POSITION	ORGANIZATION	TELEPHONE	EMAIL		
Designer							
Construction Manager							



Schedule C—Key Individuals

Project Manager			
Name of individual		RYAN PELLETIER	
Years of experience as project manager		SEE ATTACHED RESUME	
Years of experience with this organization			
Number of similar projects as project manager			
Number of similar projects in other positions			
Current Project Assignments			
Name of assignment		Percent of time used for this project	Estimated project completion date
Reference Contact Information (listing names indicates approval to contact named individuals as a reference)			
Name		Name	
Title/Position		Title/Position	
Organization		Organization	
Telephone		Telephone	
Email		Email	
Project		Project	
Candidate's role on project		Candidate's role on project	
Project Superintendent			
Name of individual		RYAN PELLETIER	
Years of experience as project superintendent		SEE ATTACHED RESUME	
Years of experience with this organization			
Number of similar projects as project superintendent			
Number of similar projects in other positions			
Current Project Assignments			
Name of assignment		Percent of time used for this project	Estimated project completion date
Reference Contact Information (listing names indicates approval to contact named individuals as a reference)			
Name		Name	
Title/Position		Title/Position	
Organization		Organization	
Telephone		Telephone	
Email		Email	
Project		Project	
Candidate's role on project		Candidate's role on project	



Safety Manager			
Name of individual		RYAN PELLETIER	
Years of experience as project manager		SEE ATTACHED	
Years of experience with this organization			
Number of similar projects as project manager			
Number of similar projects in other positions			
Current Project Assignments			
Name of assignment		Percent of time used for this project	Estimated project completion date
Reference Contact Information (listing names indicates approval to contact named individuals as a reference)			
Name		Name	
Title/Position		Title/Position	
Organization		Organization	
Telephone		Telephone	
Email		Email	
Project		Project	
Candidate's role on project		Candidate's role on project	
Quality Control Manager			
Name of individual		RYAN PELLETIER	
Years of experience as project superintendent		SEE ATTACHED	
Years of experience with this organization			
Number of similar projects as project superintendent			
Number of similar projects in other positions			
Current Project Assignments			
Name of assignment		Percent of time used for this project	Estimated project completion date
Reference Contact Information (listing names indicates approval to contact named individuals as a reference)			
Name	SEE ATTACHED	Name	
Title/Position		Title/Position	
Organization		Organization	
Telephone		Telephone	
Email		Email	
Project		Project	
Candidate's role on project		Candidate's role on project	

McGILLAN INC.

5 MCGILLAN DRIVE
FORT FAIRFIELD, MAINE 04742

(207) 473-4097 FAX (207) 473-4091
Email: mcginc@mcgillaninc.com

At a Special Meeting of the Board of Directors of McGillan, Inc., duly called and held at the corporate headquarters at 5 McGillan Drive Fort Fairfield, Maine, on August 21, 2014, a quorum being present, the following Resolution was adopted:

That Janet A. McGillan, President and Shane McGillan, Vice President/Treasurer, or either of them, are hereby duly elected and qualified to sign any and all instruments of said Corporation

A true record,

Attest,


Janet A. McGillan, President

McGILLAN INC.

5 McGILLAN DRIVE
FORT FAIRFIELD, MAINE 04742

(207) 473-1097 FAX (207) 473-4091
Email: mcginc@mcgillaninc.com

Proposed Suppliers

American Concrete
F.W. Webb

Proposed Subcontractors

R.L. Todd
Trombley Industries
Northeast Paving

McGILLAN INC.

5 McGILLAN DRIVE
FORT FAIRFIELD, MAINE 04742

(207) 473-4097 FAX (207) 473-4091
Email: mcginc@mcgillaninc.com

REFERENCES

Mars Hill Utilities District
PO Box 342
Mars Hill Maine
425-2620

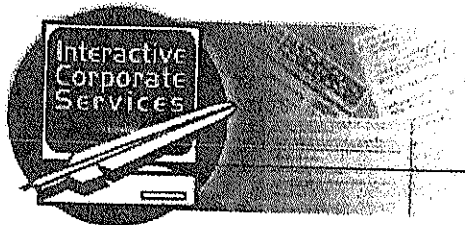
Water/Sewer Infrastructure
Improvements

Presque Isle Utilities District
12 Second Street
Presque Isle, ME
762-5061

Central Business District
Utilities Replacement

Limestone Water District
PO Box 554
Limestone, ME
325-4788

Phase II Replacement
Water/Sewer



MAINE

Department of the Secretary of State
Bureau of Corporations, Elections and Commissions

Corporate Name Search

Information Summary

[Subscriber activity report](#)

This record contains information from the CEC database and is accurate as of: Thu Jul 27 2023 14:58:12. Please print or save for your records.

Legal Name	Charter Number	Filing Type	Status
MCGILLAN, INC.	19891188 D	BUSINESS CORPORATION	GOOD STANDING

Filing Date	Expiration Date	Jurisdiction
11/28/1988	N/A	MAINE

Other Names (A=Assumed ; F=Former)

NONE

Clerk/Registered Agent

THATCHER MAGOUN ADAMS
P.O. BOX 10

GARLAND, ME 04939

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please contact the Division of Corporations, UCC & Commissions Reporting and Information
Section at 207-624-7752 or e-mail.

© Department of the Secretary of State

Ryan E. Pelletier

94 Dionne Street
Madawaska, ME 04756

CELL: (207) 768-0314

Professional Experience

February 2023 to Current:

Project Manager/Estimator:

McGillan, Inc, Fort Fairfield, Maine- completing all daily task and duties as a Project Manager and Project Estimator.

March 2020 to February 2023

Project Manager/Estimator: Ed Pelletier & Sons, Co. Madawaska, Maine

- Coordinate and manage all phases of construction projects of a value ranging up to \$13 million gross sales yearly. Perform on a daily basis to supervisors and project foreman administrative support with project scheduling, critical path methods, grade control, layout, maintain quality and cost control, safety, submittals, budgets, change orders and material purchasing, soliciting/review pricing along with scheduling all subcontractors. Perform quality control/ sieve analysis on all manufactured or screened products being processed through and sold in all pits and quarries. Provide project estimates/take-offs for clients either Private/Commercial/Federal/Municipal or Government agencies.
- Worked directly with design engineers and owners to complete projects from concept to final completion phase.
- Manage and coordinate company safety classes and provide direct communication with OSHA, MDEP, LURC and other agencies that involve with road and building projects. Maintain dig safe for all company projects. Complete Traffic Control Plans and Erosion Control Plans for all projects as needed commercial or government.
- Complete project phase analysis for profit/loss for each activity Completed by the company as needed.

March 2015 to

March 2020

Frenchville Town Manager, Frenchville Maine.

- Direct responsibilities are to maintain and manage all functions of all town items. The of Frenchville Population is approx. 1,300. Manage an annual budget of approx. \$1,600,000. Too much to list for duties and responsibilities. Can explain more in person if needed.

October 2014 to

March 2015

Project Manager/Supervisor: Soderberg Construction, Caribou Me.

- Daily duties performed- managed and completed construction projects from conception to completion ranging up to \$10 million in project values. Directly responsible to supervise and complete projects within stringent budgets and comply with all MDOT and OSHA guidelines. Also manage all coordination between subcontractor and agencies to ensure all aspects of the project are completed in compliance and budget.

May 2010 to Oct 2014

Operations Manager/Estimator/Project Manager: Northern Maine Paving, Inc. (Northern Group of Companies) Van Buren, Me/Grand Falls, NB.

- Directly responsible for obtaining and executing up to \$33 million of gross sales from 2010 to 2014. Clients included- MDOT/Municipal/Commercial and Private

PRESQUE ISLE CITY COUNCIL MEETING

For:

September 6, 2023

AGENDA ITEM # 13

SUBJECT

NEW BUSINESS: Five Year Fee Schedule

INFORMATION

1) Memo from Brad Turner, dated August 28, 2023

REQUESTED ACTION

Discussion only.



City of Presque Isle, Maine

Finance Department

From the desk of:

Bradley Turner

Email: bturner@presqueisleme.us

MEMORANDUM

TO:	Presque Isle City Council
FROM:	Management Team
DATE:	August 28, 2023
RE:	5 Year Forecast and Underlying Assumptions

Attached is the Management Team's proposed Five-Year Fee Schedule. Following are the underlying assumptions used in determining those proposed fees.

Airport – All Fees except for the Landing Fee for the airline either cover or more than cover the costs associated with the service provided. All other Fees except for the Taxi Fee are determined by comparing the Fees charged at other airports. The Taxi Fee has been increased at a COLA since the current Director was employed.

Fire Department --The department charges a fee for structure fires of \$500. Most insurance companies have this built into the home owner's policy. We bill the insurance company; if they do not pay we write the bill off. We never go to the homeowner for payment.

The department bills businesses for false alarms after the 3rd false alarm in a calendar year. The fee encourages businesses to service and maintain their systems. The amount charged is being reduced to reflect what other communities are currently charging.

The department charges \$25 for fire reports, usually requested by the insurance company. Charge covers time and expenses.

Burn permits were initially issued as a method for the Fire Department to trouble shoot calls to the Fire Stations reporting a suspected fire. It's much less expensive to see if a permit was issued in the area and make a telephone call than to send out the Fire Truck. Several years ago a small fee began to be charged as an additional source of revenue. Beginning in 2018 a similar fee is being charged for fireworks permits.

For SCBA fills and top-offs (air bottles) the Fee charged is about all the market will bear, but does off-set some of the cost of maintaining the air compression system.

Code Enforcement—Zoning Board of Appeals Fee covers the administrative costs including the required legal notice and the requirement by the Land Use of Development Code to notify all abutting property owners by Certified Mail.

All Permit fees are similar to the fees charged by other communities in the area and State. The charge is meant to help cover the cost of inspections.

Finance Department – Many of the Fees charged in the Tax and City Clerk's Offices are set by the state. Most of the other services are simply extensions of their current jobs and are meant to pay for the time and supplies used to provide that service by the clerk.

In the case of Genealogy Research, due to privacy issues, the public can no longer do this research on their own. The price charged is a compromise between providing a service to the public and recouping some of the cost of the Clerk's time.

Library – Most of the services offered are self-serve, therefore the fee is meant to cover the cost of the supplies used. For non-residents, any student enrolled in MSAD #1 are exempt from fees. To calculate a reasonable fee for other non-residents we calculated the cost of the library to the average taxpayer, and adjusted that to what we think the market would bear. The fees for passports are set by the State Department and the fingerprinting fees are determined by the government as we have no jurisdiction over changing them.

Police Department

Concerning the Accident Reports:

- Use of Buycrash.com imposes no cost to the City/PD, therefore the fee more than pays for the services rendered. The cost is almost always incurred by the involved parties insurance company(s) and since accident reports are, except in rare instances, generated exclusively for insurance purposes, it is reasonable for the City to recover costs for generating the report.
- Not everyone has access to a computer so the PD permits walk-ins to request an accident report. Pricing is set so as to encourage use of the website rather than tasking personnel to devote time to handling these records requests. Pricing is consistent with previous years.

Concerning Bank Alarms:

PIPD has so few false bank alarms that this category is almost obsolete, however in the event of a false alarm, the set amount covers the cost of the PIPD's response and adequately provides incentive for banks to properly train their personnel on the alarm usage at their branches keeping these incidents low in number.

Concerning Public Records Requests:

The PIPDI declines to charge victims of crime for a copy of the police report relative to their victimization; all others are billed identical to the walk-in accident reports listed above with the exception of requests which are time intensive to fulfill. For instance, we get requests for audio & video recordings where specific dates, times, or both are unknown to the requester. This then requires staff to research, often times voluminous amounts of information, in order to satisfy the public records request. Under circumstances such as this, the PIPD and the person making the request will agree on an estimated amount of time necessary to fulfill the request and the requester will be billed at the listed hourly rate. If items such as CD's or DVD's are necessary, the PIPD further requests those items to be delivered to the PD for use in providing the requested documentation.

Recreation and Parks most of these fees have been adjusted to reflect changes in services and costs since the Sargent Community Center has been completed. Program fees and labor services have been adjusted to account for the minimum wage increases.

AIRPORT FIVE-YEAR FEE SCHEDULE

	<u>Current</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>
SERVICE						
Landing Fees (per 1,000 lb. MLW)	\$1.85	\$1.90	\$1.90	\$1.90	\$1.90	\$2.15
Landing Fees (per Landing) For Airline CRJ-550only	\$2,200.00	\$2,200.00	\$2,200.00	\$2,275.00	\$2,275.00	\$2,425.00
Airport Parking Fee Bangor - \$12/day for long term \$8/day for shuttle lot Portland - \$14/day for long term \$9/day for shuttle lot Fredericton, NB - \$12/day Can. \$8.92/day US Moncton, NB - \$20/day Can. \$14.70/day US	\$7.00	\$7.00	\$8.00	\$8.00	\$9.00	\$9.00
Fuel Flow Fee (\$/gallon)	\$0.06	\$0.06	\$0.06	\$0.08	\$0.08	\$0.08
Taxi Fee	\$410.00	\$410.00	\$425.00	\$425.00	\$450.00	\$450.00

FIRE DEPARTMENT FIVE-YEAR FEE SCHEDULE

<u>Fire Department</u>	<u>Current</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>
SERVICE						
* False Alarms	\$ 200.00	\$ 200.00	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00
** Structure Fires	\$ 500.00	\$ 500.00	\$ 550.00	\$ 550.00	\$ 550.00	\$ 550.00
** Extrication/Jaws	\$ 575.00	\$ 575.00	\$ 600.00	\$ 600.00	\$ 600.00	\$ 600.00
Fire Reports	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00
SCBA Fills	\$ 7.00	\$ 7.00	\$ 7.00	\$ 7.00	\$ 7.00	\$ 7.00
SCBA Top Off	\$ 5.00	\$ 5.00	\$ 5.00	\$ 5.00	\$ 5.00	\$ 5.00
Scuba Tank Fills	\$ 7.00	\$ 7.00	\$ 7.00	\$ 7.00	\$ 7.00	\$ 7.00
Scuba Tank Top Off	\$ 5.00	\$ 5.00	\$ 5.00	\$ 5.00	\$ 5.00	\$ 5.00
Burn Permits	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00
Fireworks Permits	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00
ALS Intercepts EMS		\$ 300.00	\$ 325.00	\$ 325.00	\$ 350.00	\$ 350.00

* False Alarms -- Businesses are allowed three (3) false alarms per calendar year.
After 3 they will be billed for each additional call.

** Extrication/Jaws and Structure fire fee's are billed to the insurance company.
Home-owners are not responsible for payment if the insurance company refuses payment.

DEPT OF ECONOMIC COMMUNITY DEVELOPMENT

FIVE-YEAR FEE SCHEDULE

	<u>Current</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>
<u>Code Enforcement</u>						
Zoning Board	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00
Proposed: Disability Variance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Building Permit Minimum Fee	\$35.00	\$35.00	\$35.00	\$35.00	\$35.00	\$35.00
Additional Fee	<div>Residential -- \$5.00 per thousand of Construction Cost</div> <div>Commerical -- \$8.00 per thousand of Construction Cost</div>					
Additional Fee						
Demolition						
Residential Fee	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00
Commercial Fee	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00
Electrical -- Minimum Fee	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00
Internal Plumbing and Septic is Regulated by the State of Maine						
Certificate of Occupancy	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00
Sign Fee (per square foot)	\$2.50	\$2.50	\$2.50	\$2.50	\$2.50	\$2.50
Marijuana Application Fee	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00
Request to Rezone Property Fee	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00
Subdivision & Site Plan Review Fee	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00
Lodging Establishment License Fee	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00

FINANCE DEPARTMENT

FIVE-YEAR FEE SCHEDULE

City Clerk/Tax Office Fees	<u>Current</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>
Uncertified Vital Records:	\$9.00	\$9.00	\$10.00	\$11.00	\$11.00	\$12.00
Any additional copies at time of request	\$7.00	\$7.00	\$7.00	\$7.00	\$7.00	\$8.00
Notary Service						
First signature:	\$11.00	\$11.00	\$12.00	\$13.00	\$13.00	\$14.00
Second Signature (Page)	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00
Third Signature (Page)	\$2.00	\$2.00	\$2.00	\$2.00	\$2.00	\$3.00
Dedimus Justice Service	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$30.00
Marriages (performed at City Hall during regular hours)	\$125.00	\$125.00	\$130.00	\$135.00	\$135.00	\$140.00
Photocopies						
8.5" x 11"	\$0.50	\$0.50	\$0.50	\$0.50	\$0.50	\$1.00
8.5" x 14"	\$0.65	\$0.65	\$0.65	\$0.65	\$0.65	\$1.00
11" x 14"	\$0.75	\$0.75	\$0.75	\$0.75	\$0.75	\$1.00
Tax Maps	\$4.00	\$4.00	\$4.00	\$4.00	\$4.00	\$4.00
Lamination						
1/4 sheet:	\$6.00	\$6.00	\$6.00	\$7.00	\$7.00	\$8.00
1/2 sheet:	\$5.00	\$5.00	\$7.00	\$9.00	\$9.00	\$10.00
Full sheet:	\$10.00	\$10.00	\$11.00	\$12.00	\$12.00	\$13.00
Voter Registration Lists -- Limited to qualified						
Political Party by request only:	1 free/year	1 free/year	1 free/year	1 free/year	1 free/year	1 free/year
1st Page	\$1.00	\$1.00	\$1.00	\$1.50	\$1.50	\$2.00
Additional Pages	\$0.25	\$0.25	\$0.25	\$0.50	\$0.50	\$1.00
CD/Disc	\$22.00	\$22.00	\$22.00	\$25.00	\$25.00	\$26.00
*** (Set by the State)						
Fax Fee						
1st Page	\$9.00	\$10.00	\$11.00	\$12.00	\$12.00	\$13.00
<i>Add'l Pages</i>	<i>\$6.00</i>	<i>\$7.00</i>	<i>\$8.00</i>	<i>\$9.00</i>	<i>\$9.00</i>	<i>\$10.00</i>
Research:						
Lien Releases/Deeds/Title Related Documents						
Per page	\$15.00	\$16.00	\$16.00	\$17.00	\$17.00	\$18.00
Vital Records						
1st 15 minutes free						
Per record (half hour increments)	\$7.00	\$8.00	\$9.00	\$10.00	\$10.00	\$12.00
Genealogy Research						
1st half hour free						
Additional time in half hour increments	\$25.00	\$30.00	\$35.00	\$40.00	\$40.00	\$45.00
Trio Tax Service Extract	\$60.00	\$65.00	\$70.00	\$75.00	\$75.00	\$80.00
Annual Licenses:						
Marijuana License	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00
Verification Fee to Veterinary Office						
Per Dog	\$8.00	\$8.00	\$10.00	\$12.00	\$12.00	\$13.00
Public Hearing Fee	\$115.00	\$120.00	\$125.00	\$130.00	\$130.00	\$130.00

TURNER MEMORIAL LIBRARY

FIVE-YEAR FEE SCHEDULE

[illegible]

TURNER MEMORIAL LIBRARY

FIVE-YEAR FEE SCHEDULE

	<u>Current</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>
Color Copies:	Letter & Legal					
Single Copies	\$0.80	\$0.80	\$0.80	\$0.80	\$0.80	\$0.80
10 - 49 Copies	\$0.70	\$0.70	\$0.70	\$0.70	\$0.70	\$0.70
50-99 Copies	\$0.60	\$0.60	\$0.60	\$0.60	\$0.60	\$0.60
100+ Copies	\$0.50	\$0.50	\$0.50	\$0.50	\$0.50	\$0.50
	11 X 17					
Single Copies	\$1.70	\$1.70	\$1.70	\$1.70	\$1.70	\$1.70
10 - 49 Copies	\$1.50	\$1.50	\$1.50	\$1.50	\$1.50	\$1.50
50-99 Copies	\$1.30	\$1.30	\$1.30	\$1.30	\$1.30	\$1.30
100+ Copies	\$1.20	\$1.20	\$1.20	\$1.20	\$1.20	\$1.20
Black Copies:	Letter & Legal					
Single Copies	\$0.20	\$0.20	\$0.20	\$0.20	\$0.20	\$0.20
10 - 49 Copies	\$0.15	\$0.15	\$0.15	\$0.15	\$0.15	\$0.15
50-99 Copies	\$0.10	\$0.10	\$0.10	\$0.10	\$0.10	\$0.10
100+ Copies	\$0.05	\$0.05	\$0.05	\$0.05	\$0.05	\$0.05
	11 X 17					
Single Copies	\$0.50	\$0.50	\$0.50	\$0.50	\$0.50	\$0.50
10 - 49 Copies	\$0.30	\$0.30	\$0.30	\$0.30	\$0.30	\$0.30
50-99 Copies	\$0.20	\$0.20	\$0.20	\$0.20	\$0.20	\$0.20
100+ Copies	\$0.10	\$0.10	\$0.10	\$0.10	\$0.10	\$0.10

POLICE DEPARTMENT FIVE-YEAR FEE SCHEDULE

	<u>Current</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>
SERVICE						
Accident Reports						
Buycrash.com	\$21.00	\$21.00	\$21.00	\$21.00	\$21.00	\$21.00
(Typical accident is 3 pages or \$21.00)						
Requests made through PIPD	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00
Bank Alarms: (false)						
Repealed						
Public Records Requests:						
Police Report -- Victim Copy	Free	Free	Free	Free	Free	Free
Police Report -- Non- Victim Copy First 3 pages	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00
Per page thereafter	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Requests requiring digital media recordings, DVDs, thumb drives, other recording media, or copies, substantial research and/or time to complete shall be billed at the following hourly rate in addition to the police report and subsequent "per page" costs.	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00
With digital copy(ies), the first two (2) hours are free; subsequent hours will be billed at no more than \$25.00 per hour, plus the cost of digital device						
These costs to be agreed upon prior to work commencing						

Presque Isle Recreation Parks

FIVE-YEAR FEE SCHEDULE

		<u>Current</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>
Programs	Resident	\$30	\$35	\$35	\$35	\$35	\$35
Sargent Family Community Center							
Facility	Profit/Non-Profit						
1/2 Gym per hour		\$30/\$23	\$30/\$23	\$30/\$23	\$30/\$23	\$30/\$23	\$30/\$23
Full Gym per hour		\$50/\$38	\$50/\$38	\$50/\$38	\$50/\$38	\$50/\$38	\$50/\$38
Gym & Track per hour		\$75/\$56	\$75/\$56	\$75/\$56	\$75/\$56	\$75/\$56	\$75/\$56
Multi-Purpose Room							
1st two hours		\$50/\$30	\$50/\$30	\$50/\$30	\$50/\$30	\$50/\$30	\$50/\$30
each additional hour		\$25/\$15	\$25/\$15	\$25/\$15	\$25/\$15	\$25/\$15	\$25/\$15
Senior Center & Kitchen							
1st hour		\$50/\$30	\$50/\$30	\$50/\$30	\$50/\$30	\$50/\$30	\$50/\$30
each additional hour		\$25/\$15	\$25/\$15	\$25/\$15	\$25/\$15	\$25/\$15	\$25/\$15
Complete Facility		\$1,350	\$1,450	\$1,500	\$1,500	\$1,500	\$1,500
Staffing/Labor							
Laborers		\$45	\$45	\$50	\$50	\$50	\$50
Attendants		\$25	\$25	\$27	\$27	\$27	\$27
Equipment							
Chairs (folding) each per day		\$1.50	\$1.50	\$1.50	\$1.50	\$1.50	\$1.50
Tables each per day		\$10	\$10	\$10	\$10	\$10	\$10
Pipe & Drape Partitions		2.50 per foot	2.50 per foot	2.50 per foot	2.50 per foot	2.50 per foot	2.50 per foot
Floor Cover							
50' x 70' per day		\$350	\$400	\$400	\$400	\$400	\$400
90' x 130' per day		\$550	\$600	\$600	\$600	\$600	\$600
Scoreboard		\$50	\$50	\$50	\$50	\$50	\$50
Volleyball Standards		\$50	\$50	\$50	\$50	\$50	\$50
Gym Mats per mat		\$10	\$10	\$10	\$10	\$10	\$10
Soft Play Equipment per piece		\$5	\$5	\$5	\$5	\$5	\$5
Mantle Lake Park Kitchen Pavilion							
1st three hours		\$100	\$100	\$100	\$125	\$125	\$125
each additional hour		\$25	\$30	\$30	\$30	\$30	\$30
The Forum							
Facility							
Facility Rental per day		\$1,500	\$1,500	\$1,500	\$1,750	\$1,750	\$1,750
Facility Fee		12%	12%	12%	12%	12%	12%
Advertising							
3' x 4' Annual		\$300	\$300	\$300	\$300	\$300	\$300
4' x 8' Annual		\$500	\$500	\$500	\$500	\$500	\$500
Hockey Boards		\$900	\$900	\$1,000	\$1,000	\$1,000	\$1,000
Zamboni per Side - Wrap Machine		\$750 - \$2500	\$750 - \$2500	\$750 - \$2500	\$750 - \$2500	\$750 - \$2500	\$750 - \$2500
Box Office per week		\$400	\$400	\$400	\$500	\$500	\$500

Presque Isle Recreation Parks

FIVE-YEAR FEE SCHEDULE

	<u>Current</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>
The Forum						
Staffing/Labor						
Maintenance per hour	\$45	\$50	\$50	\$55	\$55	\$55
Janitorial per hour	\$35	\$37	\$37	\$40	\$40	\$40
Ticket Sellers/Takers per hour	\$22	\$25	\$25	\$27	\$27	\$27
Parking Lot Attendants per hour	\$22	\$25	\$25	\$27	\$27	\$27
Ushers/Usherettes per hour	\$22	\$25	\$25	\$27	\$27	\$27
House Security per hour	\$40	\$45	\$45	\$50	\$50	\$50
Spot Light Operators per hour	\$40	\$45	\$45	\$45	\$45	\$45
Stage Hands per hour	\$40	\$45	\$45	\$45	\$45	\$45
Electrician per hour weekdays	\$85	\$90	\$90	\$100	\$100	\$100
Electrician per hour weekends	\$100	\$110	\$110	\$150	\$150	\$150
Equipment						
Chairs (folding) each per day	\$1.50	\$1.50	\$1.75	\$1.75	\$1.75	\$1.75
Tables (5' or 8') each per day	\$10	\$10	\$12	\$12	\$12	\$12
Round Tables 72"	\$12	\$12	\$15	\$15	\$15	\$15
Pipe & Drape Partitions	\$2.50	\$2.50	\$2.50	\$2.50	\$2.50	\$2.50
House PA System per day	\$220	\$220	\$220	\$220	\$220	\$220
Portable PA System per day	\$200	\$200	\$200	\$200	\$200	\$200
Stage (Small) per day	\$325	\$350	\$350	\$350	\$350	\$350
Stage (Large) per day	\$650	\$700	\$700	\$700	\$700	\$700
Sound Wings per day	\$175	\$200	\$200	\$200	\$200	\$200
Canopy per day	\$175	\$175	\$175	\$175	\$175	\$175
Spot Platforms per day						
5x8x5	\$65	\$65	\$70	\$70	\$70	\$70
8x8x5	\$70	\$70	\$75	\$75	\$75	\$75
5x8x10	\$100	\$100	\$110	\$110	\$110	\$110
8x8x10	\$110	\$110	\$120	\$120	\$120	\$120
8x8x15	\$160	\$160	\$170	\$170	\$170	\$170
Forklift w/operator per hour	\$155	\$160	\$165	\$165	\$165	\$165
Scissor Lift w/operator per hour	\$155	\$160	\$165	\$170	\$170	\$170
Trailer Hookup per unit per day	\$30	\$30	\$35	\$35	\$35	\$35
Ice Season						
Ice Rates per hour						
Hours 1-100	\$200	\$225	\$235	\$235	\$235	\$235
Hours 101-200	\$180	\$205	\$215	\$215	\$215	\$215
Hours >200	\$160	\$185	\$195	\$195	\$195	\$195
Off peak (8am-3pm M-F)	\$160	\$185	\$195	\$195	\$195	\$195
Public Skating						
Adult	\$5	\$5	\$7	\$7	\$7	\$7
Child	\$5	\$5	\$7	\$7	\$7	\$7
Senior	\$5	\$5	\$7	\$7	\$7	\$7
Ice Skates						
Rental	\$3	\$3	\$3	\$3	\$3	\$3
Sharpening	\$8	\$8	\$8	\$8	\$8	\$8

Presque Isle Recreation Parks

FIVE-YEAR FEE SCHEDULE

	<u>Current</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>
Riverside Gazebo						
Per Day (In Season)	\$75	\$75	\$75	\$75	\$75	\$75
Riverside Pavillion						
Per Day	\$100	\$100	\$100	\$100	\$100	\$100
Per Week	\$250	\$250	\$250	\$250	\$250	\$250

PRESQUE ISLE CITY COUNCIL MEETING

For:

September 6, 2023

AGENDA ITEM # 14

SUBJECT

NEW BUSINESS: MDOT Listening Session

INFORMATION

1) Press Release

REQUESTED ACTION

INFORMATION ONLY

City of Presque Isle

12 Second Street
Presque Isle, ME 04769-2459
Fax (207) 764-2501
www.presqueislemaine.gov

PRESS RELEASE

FOR IMMEDIATE RELEASE (August 28, 2023)

CONTACT: Kimberly R. Smith, Resource Development and Public Information Officer
207.760.2722; ksmith@presqueisleme.us

Hearing open to public on redesign of Presque Isle downtown

August 28, 2023, Presque Isle, Maine – The public is invited to the second public listening session on the redesign of downtown Presque Isle. The discussion will be held on Wednesday, October 11 from 6:00 to 8:00 p.m. in the Multi-Purpose Room of the Campus Center at the University of Maine at Presque Isle located at 181 Main Street.

The purpose of the listening session is to provide feedback to the consultants before submission of the final report of the study to City Council and Maine Department of Transportation. The redesign study is being prepared by TyLin, a global engineering firm that “designs infrastructure solutions that connect and elevate communities”. Residents, commuters, downtown merchants and anyone interested are invited to attend.

The meeting will also be live-streamed. To view online, please go to:
<https://youtube.com/live/dCBVhx3y0aE?feature=share>

For more information, please contact Galen Weibley, Director of Economic & Community Development at the City of Presque Isle at (207) 7602727 or by email at gweibley@presqueisleme.us.

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PRESQUE ISLE CITY COUNCIL MEETING

For:

September 6, 2023

AGENDA ITEM # 15

SUBJECT

NEW BUSINESS: Northern Border Regional Commission
Award

INFORMATION

1) Award

REQUESTED ACTION

VERBAL PRESENTATION



NORTHERN BORDER REGIONAL COMMISSION

CATALYST AWARD

City of Presque Isle

In partnership with the State of Maine, the Northern Border Regional Commission is pleased to issue this award from the inaugural Catalyst Program competition.



Chris Saunders

Federal Co-Chair

August 23, 2023

PRESQUE ISLE CITY COUNCIL MEETING

For:

September 6, 2023

AGENDA ITEM # 16

SUBJECT

NEW BUSINESS: 2024 Budget Calendar

INFORMATION

1) Memorandum

REQUESTED ACTION

Discussion only.



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:	August 30, 2023
RE:	Budget Calendar & Format

Last year after the budget was complete, we discussed changing the format of the budget to include a narrative to give Council an overview of each department to include changes. This additional information should make it easier to identify changes from previous years.

The other topic discussed was changing the meeting dates. Universally, between Council and staff, all agreed that having the back to back meetings in October; two months prior to obtain actual amounts, was not helpful. Too much time had passed between the presentations and the budget adoption and final totals had changed. The other issue is that material reviewed in early October had changed by December. Items like fuel, gas, propane, benefits, insurances and especially union negotiations. In other words, if the focus is on the mill rate, the focus should be placed towards the latter meetings when actual costs can be obtained.

I would propose holding less meeting towards the beginning months of the budget and focus on meetings when the actuals are obtained. After the budget is presented on September 27th, allow Council adequate time to review the budget and develop questions for the staff to answer.

Attached is the calendar used in 2022. Here are some thoughts of possible format changes:

September 27th: Budget Presentation 6pm 1st Public Hearing
October 11th: Workshop: Council presents initial questions about budget 5:15pm
October 18th: Follow up workshop (if needed) to answer questions 5:15pm
November 1: Second Public Hearing, Council Meeting 6pm
November 15: Budget Workshop (actuals should be available and budget revised) 5:15pm
December 6: Council Meeting and Budget Workshop 6pm
December 7: Budget Workshop 5:15pm
December 8: Budget Workshop 5:15pm
December 11: Budget Workshop 5:15pm

Date	Time	Day	Item	Location	Department (Acct #)
9/28	6:00p m	WED	Council Meeting	SFCC	Budget Overview 1st public hearing
10/11	5:15 - 7:15p m	TUE	Budget Workshop	SFCC	15 mins Lewis – Assessing (1) 15 mins Galen – Economic & Community Dev. (2) 15 mins Brad - Finance (3) 30 mins Darrell - FD(4) 15 mins Martin - Gen. Gov. (6) 30 mins Sonja - Library(7)
10/12	5:15 - 7:15p m	WED	Budget Workshop	SFCC	30 mins Laurie - PD(8) 15 mins Dana - PW(9) 30 mins Gene – Rec & Parks (10) 15 mins Dana - SW(12) 30 mins Tom – Industrial Council (13)
10/13	5:15 - 7:15p m	THU	Budget Workshop	SFCC	15 mins Laurie PS Building(15) 15 mins Dana - Utilities(17) 30 mins various - Debt(18) 15 mins Galen - Echo Lake(19) 15 mins Martin/Eric - IT(23) 15 mins Kim - City Clerk(25) 15 mins Kim - Gen Assistance (26)
11/2	6:00p m	WED	Council Meeting	SFCC	2nd public hearing Unclassified (20) Outside Requests (21)
11/3	5:15p m	THU	Budget Workshop	SFCC	30 mins Scott - Airport (33) 5 mins Martin - Resource mngt(11), 15 mins Martin - Employee Benefits (14) 15 min Insurance(16)
11/16	5:15p m	WED	Budget Workshop	SFCC	Budget Review Tentative dates to receive insurance rates
12/7	6:00p m	WED	Council meeting	SFCC	
12/8	5:15p m	THU	Tentative budget workshop	SFCC	TBD
12/9	5:15p m	FRI	Tentative budget workshop	SFCC	TBD
12/12	5:15p m	MON	Tentative budget workshop	SFCC	TBD
12/31	Final date allowed by charter for budget adoption				

For discussion.

PRESQUE ISLE CITY COUNCIL ANNOUNCEMENTS
Wednesday, September 6, 2023

- Maine State Firefighters Annual Convention is September 8, 9, and 10
- A Walk for Hospice will be held at the Nordic Heritage Outdoor Center on September 9 at 9:00 am
- Central Aroostook Chamber of Commerce will hold an Apple Crisp Sale at North Street on September 21
- Acoustic Afternoons in the Garden at the Vera Estey House Museum on September 23 from 2:30 to 4:30 pm
- Nomination Papers for two (2) council seats and two (2) MSAD #1 School Board Members are available from the City Clerk for the November 7, 2023 Municipal Election. Deadline to submit Nomination Papers is September 8, 2023 at 5:00 PM.
- The City has the following employment vacancies:
 - Firefighter/Paramedic
 - Public Works Truck Driver
 - Facility Director
 - Public Works Director
- We have the following vacancies for Boards/Committees:
 - Assessment Review, 2 – one year alternates
 - Audit Committee, 1 – four year member
 - Zoning Board, 1 – three year member and 1 - one year alternate
 - Planning Board, 1 – one year alternate
 - Rec & Parks, 2 – one year alternates
 - Downtown Revitalization, 1 – four year memberPlease 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, September 27, 2023 at 6:00 pm (5:00 pm for executive session) in the Council Chambers at City Hall.