



Presque Isle City Council Meeting

January 3, 2024

5:15 PM

Presque Isle Council Chambers

Call to Order - Roll Call

Present: Deputy Chairman K. Freeman, Councilors C. Green, H. King, J. Carroll, G. Nelson and J. Willette. D. Cyr arrived at 6:01 p.m.
Interim City Manager Lewis Cousins and City Clerk Kimberly Finnemore were also present.

Pledge of Allegiance

Deputy Chairman K. Freeman called the meeting to order at 5:27 p.m. and led those present in the Pledge of Allegiance.

1. City Clerk Kimberly Finnemore Administered Oath of Office to newly elected City councilors. Hank King and James Carroll.

2. Council appointments.

Chairman

Councilor C. Green nominated Deputy Chairman K. Freeman to be Chairman for the 2024-year, seconded by Councilor G. Nelson.

K. Freeman abstained.

Vote: 5-0-1

Deputy Chairman

Councilor C. Green nominated Councilor J. Willette for Deputy Chairman for the 2024-year, seconded by Councilor G. Nelson.

J. Willette abstained.

Vote: 5-0-1

Aroostook Waste Solutions

Chairman K. Freeman nominated J. Carroll for Aroostook Waste Solutions for the 2024-year, seconded by Councilor H. King.

J. Carroll abstained.

Vote: 5-0-1

Audit Committee (2)

Chairman K. Freeman nominated H. King for Audit Committee for the 2024-year, seconded by Councilor C. Green.

Councilor C. Green nominated Chairman K. Freeman for Audit Committee for the 2024-year, seconded by Councilor J. Willette.

Vote: 6-0

Finance Committee (2) (Available to sign weekly warrants)

Chairman K. Freeman nominated C. Green for the Finance Committee for the 2024-year, seconded by J. Willette.

Councilor J. Willette nominated K. Freeman for the Finance Committee for the 2024-year, seconded by H. King.

Vote: 6-0

Presque Isle Development Fund Board of Trustees (2)

Chairman K. Freeman nominated Councilor J. Carroll for the Presque Isle Development Fund Board of Trustees for the 2024-year, seconded by Councilor J. Willette.

Chairman K. Freeman nominated Councilor J. Willette for the Presque Isle Development Fund Board of Trustees for the 2024-year, seconded by C. Green.

Vote: 6-0

Presque Isle Downtown Revitalization Committee (May Appoint up to 2)

Chairman K. Freeman nominated Councilor J. Carroll for the Presque Isle Downtown Revitalization Committee for the 2024-year, seconded by Councilor J. Willette.

Councilor C. Green nominated Councilor H. King for the Presque Isle Downtown Revitalization Committee for the 2024-year, seconded by Chairman K. Freeman.

Vote: 6-0

Presque Isle Downtown TIF Advisory Committee (2)

Chairman K. Freeman nominated Councilor C. Green for the Presque Isle Downtown TIF Advisory Committee for the 2024-year, seconded by Councilor J. Willette.

Councilor C. Green nominated Councilor H. King for the Presque Isle Downtown TIF Advisory Committee for the 2024-year, seconded by Councilor J. Willette.

Vote 6-0

Presque Isle Industrial Council Board of Directors

Councilor C. Green nominated Councilor G. Nelson for the Presque Isle Industrial Council Board of Directors for the 2024-year, seconded by Councilor J. Willette.

Chairman K. Freeman nominated Councilor C. Green for the Presque Isle Industrial Council Board of Directors for the 2024-year, seconded by Council G. Nelson.

Councilor H. King nominated Councilor J. Carroll for the Presque Isle Industrial Council Board of Directors for the 2024-year, seconded by Chairman K. Freeman.

City Clerk Kimberly Finnemore handed out ballots.

Interim City Manager L. Cousins spoke up that the Industrial Board has a rule in place that people that have businesses on the Industrial Council are excluded from being on the board.

City Clerk K. Finnemore tallied the votes. Councilor G. Nelson 5 votes, Councilor C. Green 6 votes and Councilor J. Carroll 1 vote.

3. 2024 APPOINTMENTS Council appoints volunteers/staff 1-year term

CITY ATTORNEY:

Richard Currier per Article 4.10 of the City Charter.

CITY CLERK:

Kimberley Finnemore per Article 4.10 of the City Charter.

CODE ENFORCEMENT OFFICER

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

BE IT RESOLVED by Council J. Willette, seconded by Councilor G. Nelson to appointment the City Attorney, City Clerk and Code Enforcement Officer as presented.

Vote: 6-0

AIRPORT ADVISORY BOARD -4-year appointment

Nate Grass -12-31-2027

Charles Namur III (Airport Aviation) - 12-31-2027

Leigh Smith (County) - 12-31-2027

AROOSTOOK WASTE SOLUTIONS - 1-year

Dana Fowler - 12/31/24

City Manager - alternate -12/31/24

AUDIT COMMITTEE -4-year

One member needed

BOARD OF ASSESSMENT REVIEW -3-year

Frank Bemis- 12-31-2026

Michael MacPherson- 12-31-2026

2 Alternates Vacant

LIBRARY BOARD OF TRUSTEES -3-year

Amy Holland- 12-31-2026
Julia Bartley- 12-31-2024
James Carroll - 12-31-2026
1 Alternate Vacant

PLANNING BOARD -4-year
Dave Perry- 12-31-2027
Ward Gerow- 12-31-2027
Richard Engels-12-31-2024
Timothy Vernon- 12-31-2024

PRESQUE ISLE DEVELOPMENT FUND BOARD OF TRUSTEES-3-year
Sarah Gardiner- 12-31-2026
Margo Dyer- 12-31-2026

PRESQUE ISLE DOWNTOWN REVITALIZATION COMMITTEE 4-year
Rod Cameron-12-31-2027
Shawn Cunningham-12-31-2027
Tiffany Plourde- 12-31-2027

PRESQUE ISLE DOWNTOWN TIF ADVISORY COMMITTEE -1-year
Sean Nordenhold- 12-31-2024
Floyd Rockholt-12-31-2024

RECREATION & PARKS ADVISORY COMMITTEE -3-year
Linda Menard- 12-31-2027
Kevin Freeman- 12-31-2027
3 Alternates Vacant

ZONING BOARD OF APPEALS- 3-years
Karen Duncan-12-31-2026
Carl Allen-12-31-2026
1 Full Member and 1 Alternate Vacant

AD HOC- AIRPORT TERMINAL
Core Committee
Scott Wardwell, Airport Director
Marty Kelly, Operations Director
Kellie Heu, United- Station Manager
Larry Clark, Airport Advisory Board
Extended Committee Members
City Council Member

Car Rental Representative-Shelly Proulx
TSA Representative
United Airlines- Corporate Real Estate Representative
Central Aroostook Chamber of Commerce- LaNiece Sirois
Presque Isle Air Museum Representative-Nate Grass
Councilor J. Carroll nominated Chairman K. Freeman for the AD HOC Airport Terminal Committee for the 2024-year, seconded by Councilor C. Green.

Vote: 7-0

Ex-Officio Appointments to Boards and Committees
Airport Advisory Board-Three Ex-Officio Seats- One Year Term-City Manager, Tom Powers and Scott Wardwell-12-31-2024
Library Board of Trustees-Two Ex-Officio Seats- One-year Term- Sonja Eyler and Bradley Turner-12-31-2024
Presque Isle Development Fun Board of Trustees-Three Ex-Officio Seats-One Year Term- Tom powers, City Manager and DECD Director-12-31-2024
Presque Isle Downtown TIF Advisory Committee-Three Ex-Officio Seats-One Year Term-City Manager, Brad Turner and DECD Director-12-31-2024

BE IT RESOLVED by Councilor C. Green, seconded by Councilor H. King to approve the appointments and reappointments as presented in Council packets for the City Charter, Board & Committee, and Ex-Officio appointments. With the addition of Councilor J. Carroll to the Library Board of Trustees and Chairman K. Freeman to the Rec. & Parks Board. Chairman K. Freeman to the AD HOC Airport Terminal Committee.

Vote 7-0

4. Set City Council meeting times and places for 2024

Please find the following schedule for the 2024 regularly scheduled City Council meetings, which are based on past practices. The practice has been to meet the first Wednesday, once a month at 6:00 PM. If the Wednesday is a holiday, or in cases of severe weather when offices are closed, the meeting would be postponed until the following Wednesday. At regular meeting the City Council shall decide if it wants to call a special meeting at a date and time determined by the City Council.

DATE	DAY	TIME
February 7, 2024	Wednesday	6:00 PM
March 6, 2024	Wednesday	6:00 PM
April 3, 2024	Wednesday	6:00 PM

May 1, 2024	Wednesday	6:00 PM
June 5, 2024	Wednesday	6:00 PM
July 3, 2024	Wednesday	6:00 PM
August 7, 2024	Wednesday	6:00 PM
September 4, 2024	Wednesday	6:00 PM
October 2, 2024	Wednesday	6:00 PM
November 6, 2024	Wednesday	6:00 PM
December 4, 2024	Wednesday	6:00 PM

BE IT RESOLVED by Councilor H. King, seconded by Councilor G. Nelson that the regular City Council meetings be held on the first Wednesday of each month at 6:00 p.m. in the Council Chambers, City Hall, 12 Second Street, Presque Isle, Maine.

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

Vote: 7-0

Recess

Chairman K. Freeman called for a recess of the City Council Meeting at 6:07 p.m. in order to hold the Presque Isle Industrial Council Annual Membership Meeting. Seconded by Councilor J. Willette.

Vote: 7-0

The meeting was called back to order at 6:37 p.m.

Public Hearing

5. Request to re-pass Ordinances due to "Sunset Provision"
 - Chapter 13 Litter and Illegal Dumping Ordinance
 - Chapter 25 Maine Uniform Building and Energy Code
 - Chapter 25A Residential Building Code Ordinance One- and Two-Family Dwellings in Maine
 - Chapter 37 Personnel
 - Chapter 38B Life Safety Code
 - Chapter 42 Solid Waste

Chairman K. Freeman opened the public hearing at 6:38 p.m.

Interim City Manager L. Cousins recommended that the Council to suspend Chapter 38B Life Safety Code until the new City Manager is hired and do revisions at that time.

There were no Citizens Comments

Chairman J. Shaw closed the Public Hearing at 6:49 p.m.

BE IT RESOLVED by Councilor C. Green seconded by Councilor J. Carroll to repass ordinances listed, except Chapter 38B Life Safety Code.

Vote: 7-0

Citizen Comments

There were no citizens Comments

Consent Agenda

6. Approve Minutes from December 6, 2023, and December 7, 2023 meetings.
7. Approve 2023 Warrants #44-46 totaling \$728,936.04
8. Approve Reappointments of Rick Nadeau and Brian Sipe to Presque Isle Utilities District Board of Trustees.
9. Approve Policy on Treasurer's Disbursement Warrants for Employee Wage and Benefits.
10. Approve Municipal Officers' Policy on Disbursement of Municipal Education Cost.

BE IT RESOLVED by Councilor J. Willette, seconded by Councilor C. Green to approve Consent Agenda #6-#10 as presented.

Vote: 7-0

Old Business

No Old Business was discussed

New Business

11. Schedule Public Hearing to Amend Chapter 13 Litter and Illegal Dumping Ordinance.

Interim City Manager L. Cousins spoke on a change that the State did that requires any open burning requires a permit.

BE IT RESOLVED by Deputy Chairman K. Freeman, seconded by Councilor J. Willette to schedule a Public Hearing for February 7, 2024 to consider adopting changes to Chapter 13 Litter and Illegal Dumping Ordinance.

Vote: 7-0

12. Schedule Public Hearing to Amend Chapter 38B Life Safety Code Ordinance.

BE IT RESOLVED by Councilor C. Green, seconded by Councilor H. King to table the Public Hearing for Chapter 38B Life Safety Code Ordinance.

Vote: 7-0

13. Tax Acquired Properties.

On Friday, December 15, 2023 at the close of business the automatic foreclosure took place on properties with 2021 unpaid taxes. A listing of the new tax acquired properties is now provided to the City Council. After receipt of this listing, the City Council has 21 days to determine if any of the tax acquired properties are to be retained for municipal use or if they are to be disposed of in accordance with Section 5 (Disposition of Tax Acquired Property) of the City's Policy for Tax Acquired Properties. Under the provisions of this Policy, the City Council may direct the Treasurer to offer the property for resale back to the prior owner(s) if they make arrangements to pay all past taxes due, accrued interest, costs associated with the lien and foreclosure process, and a \$150 administrative fee. Because we cannot make any arrangements either to prepare the property for sale or for accepting payments until this decision is made. My recommendation is as follows:

Property #1 & #2- List for sale with Realtor.

Property #3 thru #5 - Set up payment arrangements.

1. 2176-RE Central Aroostook CB Radio Club, 25 Rod & Gun Club Rd. 1.10-acre lot
Assessed value \$15,900.00
Liened Amount (2021) \$516.00
Liened Amount (2022) \$547.09
2023 taxes billed \$418.00
Comments-CB Radio Club is defunct resulting in loss of tax-exempt status.

2. 299-RE Elliott, Carlene & Elliott, Reginald, 38 Elizabeth Street. .29-acre lot
Assessed value \$22,600.00
Liened Amount (2021) \$738.00
Liened Amount (2022) \$557.00
2023 taxes billed \$510.76

Comments-Prior rental property in poor condition: PI Code Enforcement has been involved with property.

3. 516-RE New England Family trust & Quirion, Edmund J., 20 Dyer St. Rental building with three apartments, .35-acre lot
Assessed value \$250,800.00
Liened Amount (2021) \$7,069.00
Liened Amount (2022) \$6,292.00
2023 taxes billed \$372.88

4. 514-RE New England Family Trust & Quirion, Edmund J., 19 Dyer St. adjacent lot .23-acre lot
Assessed value \$8,600.00
Liened Amount (2021) \$311.00
Liened Amount (2022) \$273.58
2023 taxes billed \$194.36

5. 3989-RE Sutton, Irene L., 448 Caribou Rd., Single family home w/shed on 1.33-acre lot owner occupied.
Assessed value \$73,900.00
Liened Amount (2021) \$1,514.00
Liened Amount (2022) \$1,291.00
2022 taxes billed \$1,105.14

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

- #1-25 Rod & Gun Club Road
- #2-38 Elizabeth Street
- #3-20 Dyer Street
- #4-19 Dyer Street
- #5-448 Caribou Road

Vote: 7-0

14. Zoll Cardiac Monitor Replacement.

Chief White spoke on when the City started the ambulance service in 2017, we purchased 4 rebuilt cardiac monitors to help with keeping start-up costs down. In 2020, Zoll offered us a no interest payment plan for two years to replace 1 cardiac monitor to

the newest model as well as updating the one purchased in 2020 with the most up to date technology making all 4 monitors the same X Series Advanced Monitor and Defibrillator.

The cost would be \$25,000.00 per year starting in January 2024 and final payment due in January 2028 for a total cost of \$125,000.00. I would ask that for 2024, we use the monies in Capital Reserve and add the yearly cost into the CIP under EMS equipment for the following years.

BE IT RESOLVED by Councilor C. Green, seconded by Councilor J. Willette to authorize the Interim City Manager L. Cousins to sign the Zoll Medical 5-year agreement for Zoll Cardiac Monitor Replacement.

Vote: 7-0

Manager’s Report

City Manager L. Cousins state the oil furnace at City Hall has not been fired up this year, We have only relied on the heat pumps so far. MMG land sale will close on January 11, 2024. Central Drive lighting will be on the February agenda. On January 2nd there was a really nice reception for Chief Kelly’s retirement.

Announcements

The City has the following employment vacancies:

Police Officer

Airport Line Service Technician

We have the following vacancies for Boards/Committees:

Assessment Review, 2-one-year alternates

Audit Committee, 1-four-year member

Downtown Revitalization, 1-four-year member

Library Board of Trustees, 1-three-year member and 1-one-year alternate

Rec & Parks, 1-four-year member and 3-one-year alternates

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

Please see the City Clerk for an application or apply online.

The next scheduled meeting of the Presque Isle City Council will be on Wednesday, February 7, 2024 at 6:00 p.m. in the Council Chambers at City Hall.

Adjournment

BE IT RESOLVED by Councilor C. Green seconded by Deputy Councilor J. Willette to enter into executive session at 7:28 p.m. pursuant to 1 M.R.S.A. § 405(6)(D) to discuss Negotiations.

Vote: 7-0

Out of executive session at 7:29 p.m.

No Action taken

BE IT RESOLVED by Deputy Chairman J. Willette, seconded by Councilor C. Green to enter into executive session at 7:45 p.m. 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, and pursuant to 1 M.R.S.A. § 405(6)(C) to discuss Real Estate.

Vote: 7-0

Out of executive session at 9:00 p.m.

BE IT RESOLVED to adjourn by Chairman K. Freeman, second by Councilor C. Green at 9:01 p.m.

Vote 7-0

Attested by: Kimberly A Finnemore
Kimberly A Finnemore, City Clerk