



## Presque Isle City Council Meeting

July 5<sup>th</sup>, 2023  
6:00 p.m.  
Council Chamber

### Executive Session @ 5:00 p.m.

All Councilors present except Councilor D. Cyr arrived during executive session.

**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: 6-0**

No action taken

Out of executive session at 5:43 p.m.

### Call to Order – Roll Call

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

Absent Deputy Chairman K. Freeman

City Manager Martin Puckett and City Clerk Kimberly Finnemore were also present.

### Pledge of Allegiance

### Public Hearing

1. Approval for a Marijuana license renewal to Joe Pelkey and Chase Norton, d/b/a Star City Wellness, with location of 694 Main Street.

Chairman J. Shaw opened the public hearing at 6:01 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 6:02 p.m.

**BE IT RESOLVED** by Councilor C. Green, seconded by Councilor J. Willette to approve a renewal application for adult use and medical marijuana business to Joseph Pelkey and Chase Norton, d/b/a Star city Wellness with location of 694 Main Street.

**Vote: 6-0**

### **Citizen Comments**

Wendall Hudson address the Council about the hours of the Rec. Center. Wendall and a few of his buddies like to play pool and have had to leave around 5 when there are other Rec. things going on like Zumba, Basketball. Wendall and his friends are looking for permission to stay and play pool while there are other things going on. City Manager M. Puckett is going to work with Wendall to get a resolution and email Council.

### **Consent Agenda**

2. Approve minutes from June 7, 2023.
3. Approve 2023 Warrants #20-#24 totaling \$2,003,618.31.
4. Approve taxi cab service license for Jeff's Taxi.
5. Drug forfeiture- Nicole McLaughlin in the amount of \$8,255.10.

**BE IT RESOLVED** by Councilor C. Green, seconded by Councilor J. Willette to approve the consent agenda items #2-#5 as presented.

**Vote: 6-0**

### **Old Business**

6. Lodging establishment license for Martin's Manor Rentals, LLC at 42 Winter St.

City Manager M. Puckett informed the Council that Eric Martin the property owner has made substantial improvements. All major life safety issues have been corrected. Staff is recommending approval.

**BE IT RESOLVED** by Councilor M. Chasse, seconded by Councilor J. Willette to approve a lodging establishment license to Eric Martin for Martin's Manor Rentals, LLC with location of 42 Winter Street.

**Vote: 5-0-1**

Councilor C. Green abstained

7. Lodging establishment license for Clark's Lodge at 22 Pleasant Street.

City Manager M. Puckett informed the Council that the property owner has completed everything but the fire alarm system, currently being designed by Minute Man. Staff recommends approval.

**BE IT RESOLVED** by Councilor J. Willette, seconded by Councilor M. Chasse to approve a lodging establishment license to Roger Soucy for Clark's Lodge with a location of 22 Pleasant Street.

**Vote: 5-0-1**

Councilor C. Green abstained

### **New Business**

#### 8. Annual tax commitment.

City Manager M. Puckett spoke on the summery of the tax commitment it's a form that they put together annually that shows the comparison of the 2022 tax commitment verses the 2023 recommendation for the tax commitment. What made a major impact in reduction was, we used some surplus funding to try and lower the mill rate for tax payers. Staff recommends approving resolves once mill rate is determined.

**BE IT RESOLVED** by Chairman J. Shaw and seconded by Councilor C. Green to accept the 2023 City Budget appropriations by department as shown above. Total appropriations of \$17,245,802 less total revenue of \$9,422,533 for a net spending budget of \$7,823,269 from the General Fund. And for the Airport Fund total expenses of \$3,333,248 less total revenue of \$3,427,812 for a net appropriation from the General Fund of \$-94,564

**Vote: 5-1**

**BE IT RESOLVED** by Councilor C. Green and seconded by Chairman J. Shaw, that the City Council authorize the Tax Collector to collect payments of year 2024 taxes in advance.

**BE IT RESOLVED** by Councilor C. Green and seconded by Chairman J. Shaw, that the Tax Commitment Date for 2023 is July 05, 2023.

**BE IT RESOLVED** by Councilor C. Green and seconded by Chairman J. Shaw, that the 2023 taxes are due and payable on July 05, 2023.

**BE IT RESOLVED** by Councilor C. Green and seconded by Chairman J. Shaw, that interest to be paid by the City of Presque Isle shall be at the rate of 3.00 percent per annum on reimbursements due to overpayment (abatement) of taxes.

**BE IT RESOLVED** by Councilor C. Green and seconded by Chairman J. Shaw, interest on unpaid taxes shall be at the rate of 6.00 percent per annum. Interest on unpaid taxes will begin to accrue on October 18, 2023.

**BE IT RESOLVED** by Councilor C. Green and seconded by Chairman J. Shaw, that abatements shall be appropriated from the 2023 overlay.

**BE IT RESOLVED** by Councilor C. Green and seconded by Chairman J. Shaw, that the mill rate for 2023 to be assessed against all taxable real and personal property shall be 0.02260 mils.

**Vote: 5-1**

9. Airport reserve transfer/ATV.

City Manager M. Puckett said the Airport has an ATV that they use for FAA inspections, they also use it to mow with they pull a bush hog behind it. They have trouble with it overheating, they have tried to repaired the issue. It is untimely a 14-year-old piece of equipment. The engine did end up cracking. The Airport Director is asking for Airport reserves to be reallocated for the purchase of a UTV to replace the 2010 Kubota. Staff recommends approval.

**BE IT RESOLVED** by Councilor C. Green seconded by Councilor G. Nelson to authorize the transfer of \$30,000 from the Airport passenger terminal re-carpeting reserve account to purchase an ATV for the Airport department.

**Vote: 6-0**

10. Airport reserve transfer/advertising.

City Manager M. Puckett said we have had an outstanding past 12 months at the Airport. We have boarded more Jan to May of 2023 since 2020. The Airport Director is asking to move \$125,000 from COVIC relief reserves and reallocate towards advertising. Staff recommends approval.

**BE IT RESOLVED** by Councilor J. Willette seconded by Councilor C. Green to authorize the transfer of \$125,000 from the Airport cares act monies to Airport marketing reserve account for airline advertising.

**Vote: 6-0**

11. Building & Facilities update.

Chairman J. Shaw read from the memo:

Staff needs guidance on the direction of creating a facilities department and has two main options, each that contain some variables that need to be determined. There is

universal agreement the city needs a person/department to help with maintenance of city owned buildings. During the budget process \$40,000 was moved from the DECD department to be reallocated for facilities. That funding is not enough to fund a position to adequately fill a facilities position to maintain a dozen city owned buildings.

I want to make sure the mission statement, responsibilities & job description match what was discussed at goal setting and meet Council's expectations and City's needs. Tyler Clark has been filling the void of a facilities position and due to his experience and knowledge of facilities, he would be a great fit for the position. Through the multiple meetings with staff, we believe we have these two main options:

**Option 1:** Start Facilities Department with one person based upon mission statement and job description review. Responsibilities are many for a one-person operation and expectations would require more than just a stipend to adequately address the needs of the city. If a current employee assumes the position as I intend, it would require time to replace the position to make sure training could occur. Depending on when we start the position (soon, or at the beginning of the year) a capital improvement plan can be developed, and inventory/assessment of facility needs completed and oversight of maintenance and construction to help reduce costs can be done.

**Option 2:** Begin budget development of a Facilities Department. Finance has done preliminary work on a department. The basic premise is to move the maintenance department from the Rec. a& Parks Dept. (four positions) and consolidate into a new department. This would be similar to the structure of the municipal examples listed above. Staff does not recommend doing this for 2023, but plan for budget development in the upcoming budget season for implementation at the beginning of the year. One current concern is that the existing maintenance department already has to prioritize work to be done for just the Rec & Parks Department, and adding the responsibility of the Library, City Hall, Public Works, Public Safety and possible the Airport's four buildings would be too much without additional help.

City Manager M. Puckett put together a large packet of information that includes an overview discussing options with background, job description, mission statement and examples of other municipal facility departments. For discussion, guidance on direction.

Discussion only

12. Schedule public hearing to amend Chapter 43 Planning ordinance and planning board by-laws.

City Manager M. Puckett introduced the DECD director so he could give a review of the Planning Boards request to have a public hearing. Staff recommends.

Galen Weibley gave an overview of the revisions to the ordinance that have been made as follows: 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." And Solidify new article for amendments by majority of members present.

**BE IT RESOLVED** by Councilor J. Willette seconded by Councilor D. Cyr to schedule a public hearing for August 2, 2023 to consider adopting the amended Chapter 43 Planning board ordinance.

**Vote: 6-0**

### 13. Employee handbook.

City Manager M. Puckett informed the Council. 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. The changes were

- 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 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
- Revision removed from the front of the document

**BE IT RESOLVED** by Councilor C. Green seconded by Councilor J. Willette to table the Employee handbook revisions until next Council meeting on August 2, 2023.

**Vote: 6-0**

### 14. Website

City Manager M. Puckett was excited about the progress on the new city website, planning on launching in August. M. Puckett asked Council to look at the progress and make recommendations as soon as possible prior to the launch. Some of the features we are most excited about:

- Modern user-friendly design that is mobile & device friendly to engage with residents
- Prominent interactive calendars with regional events that will be helpful for residents and visitors
- Emergency alert system to notify residents of street closures, storms, and closures
- Job postings for vacant positions within the City of Presque Isle
- Online payment portal for taxes, motor vehicle, atv, snowmobiles, hunting and fishing
- News section to keep the public aware of current initiatives
- Citizen request form to help resolve issues quickly
- Notification system that allows residents to opt in for new events, news, meetings and specific information when it is posted on the website
- Links to various community resources for new residents
- Helpful sections for meetings to include agendas, minutes and videos all in one area by date
- Online forms for vital records, ballots, building permits, business licenses, registration, and boards and committees

A brief demonstration of the website was shown.

Discussion only

#### 15. Charter amendments.

City Manager M. Puckett asked the Council to provide input for possible changes to our guiding document, the city charter. M. Puckett has a list of changes that have been discussed over the last few years.

- Remote meetings
- "Rainy day" fund (currently 0.5% of state valuation) to a capped amount rather than percentage
- Change Warden & Warden Clerk positions from elected to appointed positions
- Vacancies & Forfeiture of office
- Changing title of Chair to major

Discussion only

### **Managers' Report**

City Manager M. Puckett made the announcement that nomination papers for School Board section #5 and section # 9 and two City Council seats will be up for election.

Nomination papers are available July 31<sup>st</sup> and needs to be returned by September 8<sup>th</sup>, 2023. You can pick up nomination papers at the City Clerks office.

### Announcements

Acoustic afternoons in the garden at the Vera Estey House Museum on July 1<sup>st</sup> and 22<sup>nd</sup> at 2:30 p.m.

Rockin' on Riverside on July 20<sup>th</sup> at 6:00 p.m.

The City has the following employment vacancies: Police Officer and Firefighter and 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.

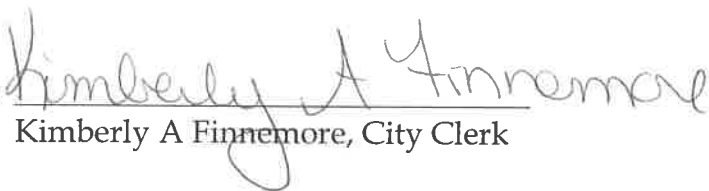
The next regularly scheduled meeting of the Presque Isle City Council will be on Wednesday, August 2, 2023 at 6:00 p.m. (5:00 p.m. for executive session) in the Council Chambers at City Hall

### Adjournment

**BE IT RESOLVED** by Councilor M. Chasse seconded by Councilor C. Green to adjourn at 7:15 p.m.

**Vote: 6-0**

Attested by:

  
Kimberly A Finnemore, City Clerk