



**Presque Isle City Council Meeting**

**September 27<sup>th</sup>, 2023  
6:00 p.m.  
Council Chamber**

**Executive Session at 5:00 p.m.**

**ROLL Call present:** Deputy Chairman K. Freeman, Councilors C. Green, G. Nelson, M. Chasse, J. Willette, D. Cyr, City Attorney R. Currier, absent Chairman J. Shaw

**BE IT RESOLVED** by Deputy Chairman K. Freeman, seconded by Councilor C. Green to enter into executive session at 5:02 p.m. pursuant to 1 M.R.S.A. § 405(6)(C) to discuss real estate matter.

**Vote: 6-0**

Out of executive session at 5:23 p.m.

No Action Taken

**BE IT RESOLVED** by Deputy Chairman K. Freeman, seconded by Councilor C. Green to enter into executive session at 5:24 p.m. pursuant to 1 M.R.S.A. § 405(6)(A) to discuss personnel matters.

**Vote: 6-0**

Out of executive session at 5:59 p.m.

Council was joined by Intrim City Manager L. Cousins and Scott Myers from MRI (virtual) to introduce next steps in City Manager search. MRI will be asking for a contact person and committee in the future to correspond with. Informed Scott to keep Kevin/Jacob/Lewis in the email chain until further notice.

**Call to Order - Roll Call**

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

**Pledge of Allegiance**

### Public Hearing

1. Approval of an automobile graveyard permit for Paul Jalbert d/b/a Jalbert Auto & Salvage with a location of 204 Chapman Road.

Deputy Chairman K. Freeman opened the public hearing at 6:05 p.m.

City Manager M. Puckett stated staff recommends approval.

No Citizens Comments.

Deputy Chairman K. Freeman closed the public hearing at 6:06 p.m.

**BE IT RESOLVED** by Councilor J. Willette, seconded by Councilor M. Chasse to approve a special permit for automobile graveyard permit for Paul Jalbert d/b/a Jalbert Auto & Salvage with a location of 204 Chapman Road.

**Vote: 6-0**

2. Approval to amend Chapter 48-General Assistance Ordinance Appendix A-H.

Deputy Chairman K. Freeman opened the public hearing at 6:06 p.m.

City Manager M. Puckett stated this is an annual process that has to have a public hearing before adoption.

No Citizens comments

Deputy Chairman K. Freeman closed the public hearing at 6:07 p.m.

**BE IT RESOLVED** by Councilor C. Green, seconded by Councilor G. Nelson to approve the amendments to Chapter 48 General Assistance Ordinance Appendix A-H.

**Vote: 6-0**

### Citizen Comments

City Clerk K. Finnemore had no email but received a call from a citizen about the homeless at the gazebo using the electricity for fans, boom boxes, phones. Concerned that they might plug in heaters. Councilors asked Chief L. Kelly to make more of a Police presents around Riverside Park.

Council C. Green asked to do a special dedication. Councilor C. Green brought in a chair that is inscribed with his dates of service 2015-2023 to present to City Manager M.

Puckett on his retirement from the City. The second gift is a dedication that Chairman K. Freeman thanked City Manager M. Puckett on all the years he had dedicated to the City and his leadership and guidance. They dedicated the Council room to Martin Puckett and a plaque will hang in the Council Chambers.

City Manager M. Puckett thanked the Council.

**Presentation**

3. 2024 Budget (First Hearing)

City Manager M. Puckett gave a brief overview of the proposed budget. First of the two public hearings to allow for public comments of the proposed budget.

**Consent Agenda**

- 4. Approve Minutes from August 29, 2023, September 6, 2023 and September 14, 2023.
- 5. Approve 2023 Warrants #35 totaling \$396,353.20.

**BE IT RESOLED** by Councilor M. Chasse, seconded by Councilor J. Willette to approve consent agenda as presented.

**Vote: 6-0**

**Old Business**

- 6. Approval of a marijuana license to Chad Junkins, d/b/a Northern Euphoria LLC with a location of 11 Davis Street.

City Manager M. Puckett stated that we had the public hearing last month and it was table because the inspection wasn't done yet. Now everything has been completed and Staff recommends approval.

**BE IT RESOLVED** by Councilor C. Green, seconded by Councilor J. Willette to approve a marijuana license to Chad Junkins, d/b/a Northern Euphoria LLC. with a location of 11 Davis Street.

**Vote: 6-0**

**New Business**

- 7. Budget Calendar.

Discussion only. Next Budget Workshop is October 18, 2023 at 5:15 p.m.

8. Appointments.

City Manager M. Puckett spoke on the appointments of Interim City Manager, Facilities manager and Public Works Director. The Committee recommends approval. The committees chose Tyler Clark as Facilities Manager, Harley Carmichael Jr. as Public Works Director and Lewis Cousins as Interim City Manager, Fair Hearing Authority and Public Access Officer.

**BE IT RESOLVED** by Councilor C. Green, seconded by Councilor M. Chasse to appoint Tyler Clerk as Facilities Manager, Harley Carmichael Jr. as Public Works Director and Lewis Cousins as Interim City Manager, Fair Hearing Authority and Public Access Officer.

**Vote: 6-0**

9. Crosswalk indicators at State and Academy bike path intersection.

City Manager M. Puckett stated at last meeting it was brought up that a crosswalk indicator should be on State and Academy Streets bike path intersection. We currently have reflective in-pedestrian signs in a variety of locations in the city, including Main Street, State and Academy. We include reflective delineators in these locations to increase visibility. These are installed in the warmer months and removed in the fall for snow removal purposes. The signs cost \$400 each and are installed by the public works department. Rectangular rapid flashing beacon (RRFB) have been installed in most recently on Riverside Drive and Chapman Street as part of the Mary's Mile Project. Other examples are located south of UMPI and in front of the community center. RRFBs are placed on both sides of a crosswalk below the pedestrian crossing sign and above the diagonal downward arrow plaque pointing at the crossing. The flashing pattern can be activated with pushbuttons or passive (video or infrared) pedestrian detection, and should be unlit when not activated. There are a variety of options, models now have LEDs and can be solar powered. Most recent costs per unit installed is \$20,000. There are some grant opportunities for funding. Maine DOT's Bicycle and Pedestrian program funding was previously known as the Transportation alternatives (TAP), Transportation Enhancements (TE), Quality Communities (QC), and Safe Routes to School (SRTS) funding programs. It is a federally funded program to help communities improve safety for pedestrians and bicyclists, and to provide transportation options that relate to surface transportation under the eligible categories outlined under the FAST Act and prioritized by Maine DOT. These priorities include:

- Safe Routes to School for non-drivers
- Pedestrian & Bicycle Facilities

- Utilization of Transportation Corridors for BikePed Trails.

In Maine, SRTS projects have a higher priority for funding consideration each year. Funding for SRTS projects requires a 20% minimum non-federal match.

Staff recommends consulting with MDOT to determine applications and sites.

#### 10. Road paving on City Streets.

City Manager M. Puckett said the City Engineer wrote a brief explanation about the road surface management system.

Dana Fowler, P.E., City Engineer wrote and discussed the process of how street and roads are selected by the Public Works Department for paving. Public Works uses a Road Surface Management System (RSMS), which is basically a spreadsheet with specific data about all of the City's streets and roads. There are approximately 150 streets and roads in the City listed in the RSMS. Streets and roads are sometimes subdivided into smaller pieces known as segments, so there are actually 250 total listings in the RSMS. The RSMS is a very large document with pertinent details about the street/road surface.

For each street or road or segment, specifics such as length, width, proposed depth of pavement depth, tons of Hot Mix Asphalt (HMA) needed, unit cost for HMA, and the estimated cost are listed. A description of the segment (intersection A to intersection B for example) is listed along with the year that it was previously paved. Generally, the pavement cycle is based on a 12-year life for a 1.5-inch thick overlay, so streets/roads are grouped according to the year they are planned to be paved next. In the last 2 years, we have changed from chip sealing country roads to paving them with a 0.75-inch thick pavement. This thinner pavement is expected to have an average life of 7 years. When budgets are prepared for the new budget year, a paving list is developed based on the RSMS and the associated cost. In the spring, street and road pavements are evaluated a final time to determine if revisions to the paving list should be made prior to bidding. After the paving bids are received, changes may be made to the paving list based on how close the bid price was compared to the estimated price used in the budget.

Historically, approximately 4 miles of streets/roads with the 1.5-inch HMA overlay are paved annually and another 4 miles of roads that were formerly chip sealed will be paved with a 0.75-inch overlay. However, these mileages and depths of pavement can vary depending on pavement condition. Currently with the changeover from formerly chip sealed roads to HMA paved roads has increased the mileage of roads to be paved. The City also has partnered with Maine DOT in the past with a 50/50 grant program to pave state owned streets located inside the Compact Urban Area.

#### 11. Building Permit Comparisons among local communities.

Tim St. Peter Code Officer spoke about the permitting fees and the research he did. In the course of our research it was discovered that Presque Isle's permitting fee is consistent with other municipalities within the state. The majority of the reviewed municipalities have a similar rate schedule that separates residential and commercial development.

Many municipalities have chosen a fee based on a square foot calculation for new construction. 39% of the municipalities use a valuation-based system, with two others using this system to determine renovation permit fee. When comparing fees, of the six that have a similar system, we are below the average for residential. When comparing the average for the commercial projects we are slightly above average, but many of the municipalities also charge an impact fee which will greatly impact the cost of the development.

In conversations with developers and contractors the permit fees are not questioned, rarely are they even mentioned. Many simply see these fees as the cost of doing business. These one-time fees that can be spread out over the life of the building, while other long-term operational cost such as state, corporate income taxes, property taxes, energy, and labor cost are typically of greater concern to the developer when evaluating the sustainability and profitability for a project.

When comparing the review and inspection processes of residential and commercial development, the latter is considerably more involved. From site plan review through review of the construction plans, meeting with developers and contractors, inspections and follow-ups to deficiencies found during inspections, a substantial number of hours are invested. While similar in nature, a residential project, may only involve a few inspections dates due to being able to inspect multiple items at once. Commercial projects don't tend to have this same ability, simply due to the contractors scheduling, which results in more time invested.

The current rates have not been adjusted in the last 15 to 20 years. The current rates have not hindered economic development within the City. In 2023 permit revenue reached a milestone, covering the cost of the Economic Department operation year to date.

Staff recommends no change to the current permitting fee schedule.

## 12. Application for Pole Location-Marston Road.

City Manager M. Puckett stated Pioneer Broadband has submitted an application for approval to place 8 utility poles on the Marston Road. The proposed pole locations are for new poles to be located approximately 960 feet northerly of Conant Road and running northerly on Marston Road for 1900 feet. All proposed layout locations were reviewed on-site with the Public Works Department to verify pole locations according to their layout plans. Pioneer was contacted and asked to set 2 poles further back from the road centerline to allow more space for snow plowing. Pioneer agreed to relocate the proposed pole location.

**BE IT RESOLVED** by Deputy Chairman K. Freeman, seconded by Councilor J. Willette to approve the application for utility location permit for the Marston Road.

**Vote: 6-0**

13. Application for Pole Location- Allen Road.

City Manager M. Puckett stated Pioneer Broadband submitted an application for approval to place 7 utility poles on the Allen Road. The proposed pole locations are for new poles to be located approximately 1,550 feet northerly of Cleaves Road and running northerly on Allen Road for 1800 feet. All proposed layout locations were reviewed on-site with the Public Works Department to verify pole locations according to their layout plans. There are no issues with the proposed pole locations.

**BE IT RESOLVED** by Councilor C. Green, seconded by Councilor M. Chasse to approve the application for utility location permit for Allen Road.

**Vote: 6-0**

#### **Manager's Report**

City Manager M. Puckett stated that he had one thing that wasn't ready for the agenda. The Central Street question for additional lighting. There are no utility poles in the section that needs to be lit. Still trying to find out what the next steps will be to get lights in that area.

#### **Announcements**

Deputy Chairman K. Freeman made the announcements  
Ice will go in at the Forum on October 10. Public Skate will begin on October 11.  
Creative Art Projects can be picked up at the Aroostook Center Mall from 11:00 A.M. to 12:00 P.M. on October 14, 2023  
Magnetize Maine will be held at the UMPI Campus Center on October 20<sup>th</sup> from 7:45 A.M. to 4:30 P.M.

The City has the following employment vacancies:

Firefighter/Paramedic  
Public Works Truck Driver  
Forum Admin. Asst./Event Coordinator  
Forum Custodian  
Rec Programmer

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, November 1, 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 C. Green seconded by Councilor J. Willette to adjourn  
at 7:24 p.m.

**Vote: 6-0**

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