



Presque Isle City Council Meeting

Tuesday, July 16, 2013

7:30 AM

Presque Isle Council Chambers

AGENDA

Call to Order - Roll Call
Pledge of Allegiance

New Business

- 13-172 Appoint new City Councilor, term to expire December 31, 2013
- 13-173 Approve Closing Out Sale License for Sears, Roebuck & Company Store #2143
- 13-174 Consider request for additional budget funds for Community Center fund raising project
- 13-175 Authorize any funds allocated in Agenda Item #174 to be repayable by future bond proceeds
- 13-176 Authorize line item budget adjustments to align with July 1, 2013 budget amendments
- 13-177 Receive interim report on outdoor pool replacement

Adjournment



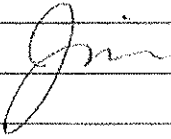
City of Presque Isle, Maine

The Office of
City Manager

James A. Bennett

Email: jbennett@presqueisleme.us

MEMORANDUM

TO:	Honorable City Council
FROM:	James A. Bennett, City Manager 
DATE:	July 11, 2013
RE:	July 16, 2013 Meeting

Please find the brief comments in regards to the agenda on Tuesday. Please note the 7:30 AM start time.

- 13-172 Included in your package and listed below are the four individuals that submitted letters of interest to be considered for the City Council vacancy; the term runs until January 6, 2014.

Michael Chasse, 330 State St., Presque Isle
Ryan Churchill, 24 Reach Rd., Presque Isle
Jacqueline Goodine, 15 3rd St. Apt 8, Presque Isle
Delores Kemper, 266 State St., Presque Isle

- 13-173 Standard business item. Staff has no concerns.
- 13-174 Included in the package is the request from the Community Center Capital Campaign Committee requesting \$148,050 in additional funding to cover the expected work of the committee (December 31, 2014). Under a separate cover, there is more information regarding the budget.
- 13-175 Consistent with the first allocation for support, it is recommended that the Council authorize the funds to be repaid by future bond proceeds of the project. In order to be allowed to use bond proceeds, IRS rulings require this formal authorization prior to the expenditure of said funds.
- 13-176 Included in the package is the official set of transfers to cover the budget amendment that was voted on at the last meeting. Passage is needed to complete that process.
- 13-177 Included in the package is a separate memo regarding the pool alternatives for the Council to consider. The memo should be viewed as an interim report, albeit there is significant information contained within. No action is expected on Tuesday. The report will be updated for the August 5 meeting. It is strongly recommended that the Council make a decision on the pool direction at the August 5 meeting so that the members of the community center campaign can begin the actual asks for donations.

PRESQUE ISLE CITY COUNCIL

MEETING OF July 16, 2013

AGENDA INFORMATION SHEET:

AGENDA ITEM NO. 172

SUBJECT:

Appoint new City Council member

INFORMATION:

INCLUDED IS:

- Letter of Interest from Michael Chasse
- Letter of Interest from Ryan Churchill
- Letter of Interest from Jacqueline Goodine
- Letter of Interest from Delores Kemper

APPROVAL AND/OR COMMENTS OF CITY MANAGER:

REQUESTED ACTION:

ES

RS

RE

CG

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BE IT RESOLVED by Councilor _____, seconded by Councilor _____
to appoint _____, term to expire December 31, 2013.

----- Original Message -----

From: Craig Green

To: Jim Bennett ; Bruce Sargent ; Christina Olsen ; Dick Engels ; Richard Engels ; Emily Smith ; Judy Dionne ; Martin Puckett ; Micah Desmond ; Peter Hallowell ; Randy Smith

Sent: Friday, June 21, 2013 1:56 PM

Subject: Letter from Mike Chasse

June 21, 2013

To the Honorable City Counselors of Presque Isle, Maine,

It is with great excitement and forethought, that I submit my name to be considered for the open city counselor seat.

As a lifelong Presque Isle resident I've always had a deep appreciation and concern for the health and viability of our community. This has only been further reinforced as I've gotten involved with several civic boards and been part of my family opening a new business in downtown Presque Isle. Over the past several years I've served on the library building committee, the Recreation and Parks Advisory Board, and the Community Center Campaign Committee. Through these roles I've gained a deeper appreciation for our city, and realized what an incredible difference a dedicated group of individuals can make. This, in its essence is why I'd like to become a city counselor; to help make a positive and lasting difference on our community.

With all my passion for our community and economic development in the downtown area, I also have a pragmatic view of the dollars behind everything, and realize that the numbers must add up, that essential services must be maintained, and taxes kept at a level our citizens can live with. I think this along with a long-term view of the economic health of our community is essential, and why I think the right capital investments into our community will have a long-term payback that brings back and keeps more families and businesses in our community, and in time increases the overall tax base of Presque Isle.

Drawing from my background as an electrical engineer with supervisory and project management roles for multimillion dollar ski lift installations and industrial control systems I understand project deadlines, budgets, and the importance of a return on your investment. As a quadriplegic paralyzed throughout the majority of my body I appreciate family, friends, and the importance of community, and how this very community got behind me and my family during our most challenging time. I understand the challenges of what some of our less fortunate citizens go through every day, and how the small changes we can make as a community and people can make their lives better every day. In life I take these diverse experiences and use them to make me a better person. I would do similarly if chosen to serve as a city counselor for our city.

In closing, I understand the very real and challenging economic times that our state and community is facing, and the tough choices our city counselors will be forced to make in the coming days, months, and years. I am committed to this city and making it a better place, and hope that my diverse background and experiences could help guide me as a city counselor if given the opportunity.

I thank you for considering me as a city counselor and wish you all the best in the coming tough economic decisions.

Sincerely,

Michael Chasse

RYAN R CHURCHILL

24 Reach Road, Presque Isle, ME 04769

207-370-0377 (home)

Ryan_R_Churchill@hotmail.com

207-768-0428 (mobile)

24 Reach Road
Presque Isle, Maine 04769
November

Jim Bennett
City Manager, Presque Isle City Hall
12 Second Street
Presque Isle, Maine 04769

Dear Sir or Ma'am:

I would like very much to be considered as a candidate for the Temporary Presque Isle City Council Seat position, as referred to on WAGM TV8 News.

As a graduate of Husson College with a Bachelor Degree in Business Administration (focusing on International Business), and a previous Graduate of the Northern Maine Technical College with two Associate Degrees: Computer Information Systems, and Information Technology, it is my belief that the problem solving abilities and careful attention to detail that I could bring to your organization would be a great asset. Currently, I hold the position of VoIP/WAN/LAN Sr. Helpdesk Specialist for Trowbridge & Trowbridge, contracted to the US Department of Labor, working directly with customers by phone and email, and providing technical assistance and ensuring network and phone connectivity for Job Corps Centers (nationwide). Troubleshooting often exceeds the scope of my current job description, allowing for growth and exploration.

Reaching back to my history as an academic tutor at the Northern Maine Technical College, I have had many opportunities to work on my communication and customer assistance skills. My service as a tutor has also helped me to be both efficient and effective at organizing and presenting a variety of information to an equally wide variety of individuals. In addition, while working as a librarian at two campus libraries, I polished my organizational and data skills. I particularly enjoy logical and abstract based challenges, such as information organization and disbursement. My current typing speed is around 60 words per minute.

Please refer to the enclosed resume and other documents for a more detailed listing of my skills and abilities. The best method of contacting me is by phone at work: 866-523-2822 extension 3136452, at home: 207-370-0377 (via Google Voice), or my mobile at 207-768-0428. I will be eagerly awaiting your response regarding this position. If you have any questions or otherwise wish to contact me, please do so at any time.

Thank you very much for your time and consideration.

Sincerely,

Ryan R. Churchill

Enclosure



RYAN R CHURCHILL

24 Reach Road, Presque Isle, ME 04769
Ryan_R_Churchill@hotmail.com

207-370-0377 (home)
207-768-0428 (mobile)

Voice Issues

- Travel (nationwide), if required, to maintain certain locations, as necessary
- Router troubleshooting/configuration of voice circuits for Unified Communication Manager sites which include local circuit down issues in which case ticket creation/follow up with local Telco
- Router troubleshooting/configuration of long distance issues for all sites which may include troubleshooting of long distance routers in Austin, TX and Limestone, Maine
- Troubleshooting of Unified Communication Manager servers (independent and Clustered) issues to include configuration, research with Cisco or other resources, maintenance issues (example: shrinking of Call Detail Records on older servers, services stopping, hardware failures and configuration of replacement devices, etc)
- Troubleshooting of phone issues including hardware issues and call quality/processing issues
- Configuration of phones ranging from standard phone configurations to special requests for services
- Troubleshooting of Unity server issues to include configuration, modifications, research with Cisco or other resources, maintenance issues (example: Microsoft Exchange problems, Unified Communication Manager backups housed on server, hardware failures and configuration of replacement devices, etc)
- Troubleshooting and configuration of voice mail for end users
- Troubleshooting and configuration of IVR (automated attendant)
- On-site installation of network and VoIP equipment
- On Call responsibility for Unified Communication Manager sites for loss of phone service issues (weekly rotation)
- Troubleshooting and configuration of voice gateways for faxing for Unified Communications Manager sites (which involves router configurations, Unified Communications Manager configuration and voice gateway configurations and troubleshooting of end devices)
- Connection of Legacy equipment to Unified Communications Manager equipment (example: existing intercom systems)

Other responsibilities include sharing of information with team members, documentation of resolutions for future aid, assisting clients and other teams with printer issues or VLAN changes, instructing clients/other team members on how to perform certain tasks (example: proprietary security website usage – for specific requests from the field), providing new hardware installation information to Telecom Team to input into network monitoring software, new Job Corps Center IT Technician orientation, as needed oversight/maintenance of WAN/LAN equipment at the Limestone, ME location, etc...



American MENSAS



References and detailed skill summaries will be provided as additional information upon request.

RYAN R CHURCHILL

24 Reach Road, Presque Isle, ME 04769
Ryan_R_Churchill@hotmail.com

207-370-0377 (home)
207-768-0428 (mobile)

References	<i>Susan St. Pierre</i> <i>VoIP/WAN/LAN Team Lead</i> Trowbridge and Trowbridge Data Center 27 Northcutt Road, Limestone, ME 04750 (866) 523-2822 Ext 3136430 Email: stpierre.susan@jobcorps.org	Professional Reference
	<i>Kirk Tibbetts</i> <i>Building Supervisor/Quality Control</i> Trowbridge and Trowbridge Data Center 27 Northcutt Road, Limestone, ME 04750 (866) 523-2822 Ext 3136417 Email: tibbetts.kirk@jobcorps.org	Professional Reference
	<i>Bryant Lindsey</i> <i>VoIP/WAN/LAN Team Lead</i> Trowbridge and Trowbridge Data Center 27 Northcutt Road, Limestone, ME 04750 (866) 523-2822 Ext 3136416 Email: lindsey.bryant@jobcorps.org	Personal Reference
	<i>John P. Levasseur</i> <i>Instructor</i> Northern Maine Community College 33 Edgemont Drive, Presque Isle, ME 04750 (207) 7682836 Email: jlevasseur@nmcc.edu	Personal Reference



American MENSAS



References and detailed skill summaries will be provided as additional information upon request.

Dear Councilors,

I Jacqueline Madeline would like you to consider me to fill the vacant Council Seat.

Here are some reasons why I would like for you to choose me to fill the seat.

For the past 3 1/2 yrs, I've been involved and present at the city meetings. I also have the time and energy, that I feel is needed to sit on the Council.

By attending the Council meetings, I've learned a lot by watching you (Councilors) on what to do and how to handle certain issues and I've also have learned on what not to do. By attending, I'm informed and up dated on issues.

I feel that I have the compassion to listen and to learn, the knowledge to balance the want and needs scales.

I can be dull only when need be in a very positive way. I'm not afraid to ask questions if I don't understand

DA

Jim is the youngest of 3 the children. I came from a hard working middle class family.

In 1984 I worked as an Auto Mechanic for Sears and Roebuck, as the only female in Sears history.

I raised 3 children of my own and today I have a beautiful grandson and a second grandson due in Sept.

Over the years, I have volunteered for different agencies and groups which I enjoy very much.

One of my passions is sewing/quilting. I make lap/throw quilts and donate them to help them raise money for their groups. I first donated a quilt to a friend of mine who is a nurse in Haulton to raise money for teens and for seniors in that area.

Now I'm working a quilt in which I'm going to be donating to the Disabled Vet. in Armstrong County.

Jim is the chair person of the group "Hooks and Needles"

July 1, 2013

To: City Clerk's Office

I would like to be considered for the current vacancy on the City Council.

Name: Delores Kemper
 Currently retired —
 after working as a mental health therapist the past 20 years or so. Have also been a co-business owner, bank teller and worked 6 yrs for the Yavapai County Sheriff's Dept. in Wa state.
 Let me know what other

PRESQUE ISLE CITY COUNCIL

MEETING OF July 16, 2013

AGENDA INFORMATION SHEET:

AGENDA ITEM NO. 173

SUBJECT:

Closing Out Sale License for Sears, Roebuck & Company Store #2143

INFORMATION:

INCLUDED IS:

- Letter from Sears Holdings dated July 11, 2013
- Application

APPROVAL AND/OR COMMENTS OF CITY MANAGER:

Passage is recommended

REQUESTED ACTION:

ES

RS

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BE IT RESOLVED by Councilor _____, seconded by Councilor _____ to approve a Closing Out Sale License for Sears, Roebuck & Company store #2143.

SEARS HOLDINGS

Sabrina Costa
Senior Paralegal, Store Operations

Sears Holdings Management Corporation
3333 Beverly Road B6-269B
Hoffman Estates, IL 60179
Phone : (847) 286-2862
Fax : (847) 747-1758
Email: Sabrina.Costa@searshc.com

July 11, 2013

Via Email to blabbe@presqueisleme.us

City of Presque Isle
12 Second Street
Presque Isle, ME 04769
Attn: Ms. Beverly A. Labbe, City Clerk

**Re: Closing Out Sale Permit Application – Sears, Roebuck & Co.
Sears #1026 / Auto #6123 – 830 Main Street. Presque isle, ME 04769**

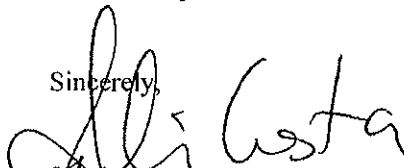
Dear Ms. Labbe,

Enclosed you will find a completed "Closing Out Sale" application. I am sending this early via email so that you may assist in presenting this to the city council board at their next meeting on July 16, 2013. We hope to start on sale on July 26, 2013 and end on October 13, 2013.

Please note that we will send to you via overnight mail, on July 16, 2013, the original permit application along with a CD detailing the store's inventory. Once the application is ready for pick up I will have the store manager, Ms. Donella Leavitt, come in to deliver the \$25 permit fee.

If you have any questions please feel free to call me. Thank you.

Sincerely,



Sabrina Costa
Senior Paralegal

Enclosures

cc: Ted Roberts, Abacus Advisors Group LLC
Lori Miller, Assistant General Counsel
JoAnn Catanese, Director of Real Estate Administration
Donella.Leavitt@searshc.com, Store Manager
Brad Culen, Manager of Store Processes

APPLICATION

FOR: (Please check appropriate one) MRSA 30-A Subchapter II, § 3781 – 3782

XX Closing Out Sale _____ Going Out of Business Sale
_____ Discontinuance of Business Sale

Date of Application: 07/11/2013 FEE: \$25.00

To: Municipal Officers

I hereby apply for a Closing Out Sale to be
conducted at: Name of Business Sears, Roebuck & Co (Store #2143/ Auto #6123) located at
830 Main St, Unit 4, Presque Isle, ME 04769 Telephone 207-768-2000

I certify that the following is the complete inventory of all items to be included in
such sale (Summarize Inventory List)

CD of Inventory to be sent via overnight mail to City Clerk on 7/16/2013

SALE START : 07/26/2013 SALE END: 10/13/2013

I also certify that no merchandise will be included in this Close Out Sale
(type of sale) except merchandise that has been or will be
at my place of business at the time of the opening of the sale.

SIGNED: [Signature]

(For business in operation for less than two years) I hereby certify that none of the
merchandise to be in the proposed sale was purchased for the sole purpose of selling and
disposing of same at said sale.

SIGNED: _____

Date Issued: _____ Approved _____ Denied _____

Number of Days approved: _____ Expiration Date: _____

PRESQUE ISLE CITY COUNCIL

MEETING OF July 16, 2013

AGENDA INFORMATION SHEET:

AGENDA ITEM NO. 174

SUBJECT:

Consider request for additional budget funds for Community Center fund raising project

INFORMATION:

INCLUDED IS:

- Memo from James Bennett dated July 11, 2013
- Request from Community Center Capital Campaign Committee

APPROVAL AND/OR COMMENTS OF CITY MANAGER:

REQUESTED ACTION:

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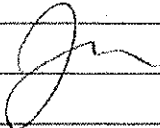
City of Presque Isle, Maine

The Office of
City Manager

James A. Bennett

Email: jbennett@presqueisleme.us

MEMORANDUM

TO:	Honorable City Council
FROM:	James A. Bennett, City Manager 
DATE:	July 11, 2013
RE:	Community Center Capital Campaign Funding

The volunteer members of the capital campaign committee are requesting the City Council appropriate additional funding in order for the group to have the support that they need to complete the task of soliciting \$3.5 million in donations. As the Council may recall, the City did a request for proposal to solicit qualified firms for this purpose. Three were received, with some of the estimated fees for such task being placed in the \$300,000 to \$400,000 range.

The City entered into a short term agreement with the only Maine firm. At the time of awarding of the contract, the Council supported the concept of only allocating a small amount of funding initially (\$25,000). Those funds have been used to date. The report from the Committee is that the consultant continues to be needed. However, after working with the Committee's leadership, we are recommending a slightly difference approach that we are happy to report will decrease the suggested budget. Those specifics are found later within this memo.

It is generally felt that the project will run until the end of next year. It was decided to present the entire anticipated budget at this time to the Council for full authorization. The desired goal is to complete the task earlier than anticipated as well as under budget. Further, the budget lays out what is considered the best thinking regarding the direction and effort that will be needed to complete the task.

Included in the package are three documents. The first two are the estimated budgets from the consultant. It should be noted that the budget was adjusted upwards by \$10,000 after review by the committee in order to increase the special projects budget accordingly. The total requested by the consultant, with the adjustment is \$172,380. I should note this proposed budget does not include any grant writing support at all. If that was to be included, additional hours could be purchased at \$50 per hour.

I reviewed the budget and consulted with the co-chairs of the committee. Our budget reduces the request to \$148,850. That budget was reviewed and approved by the committee. Hence, it is recommended to the Council as included in your package.

The budget was adjusted by using two strategies. First, after consulting with Sonja and Lisa at the library, it was decided to use in house grant writing talent to pursue grants. In order to cover some of the time that Lisa normally would work the floor, I am recommending that we provide upwards of 64 hours of replacement hiring (using our part time replacements).

The second major recommendation was to reduce the amount of hours of the consultant and associates (as well as visits to PI) and replace them with a Management Analyst/Intern. The plan is to seek an intern for approximately 15 hours weekly over a one year period to work as a contractual

12 Second Street Presque Isle, ME 04769-2459

Phone: 207.760.2700

Fax 207.764.2501

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

employee for the City on this project. The so-called hourly rate would be \$20.00 per hour. We believe that we may be able to attract a public administration graduate or major that would appreciate the opportunity to work on this project and gather the experience (and references) to help in the pursuit of that person's first full time job in the profession.

One should note that not only does the strategy reduce the price, it increases the total amount of staff hours that are allocated to assist the committee by 406 hours.

Like the original allocation, the funds would be reimbursed from the final bond proceeds and/or fund raising for the project.

Members of the committee and me will be on hand to answer questions.

ESTIMATED FUNDRAISING EXPENSE BUDGET FOR A \$3.5 MILLION CAMPAIGN
Presque Isle Community Center

<u>ITEM</u>	<u>HOURS</u>	<u>RATE</u>	<u>AMOUNT</u>	<u>EXTENSION</u>
Campaign Personnel				
Senior Counsel	725	\$100	\$72,500	
Campaign Associate	125	\$60	\$7,500	
Mgt Analyst (Intern)	780	\$20	\$15,600	
Replacement for grant writing time	64	\$10	\$640	
Subtotal Campaign Consulting Costs	1,630		\$95,600	\$95,600
Direct Expenses				
Campaign appeal package (printing, production & mailing)			\$10,000	
Campaign newsletters - 3 issues (printing, production & mailing)			\$12,000	
Newspaper advertisements (announcements and promotions)			\$1,000	
Office supplies, postage, photography, black/white & color photocopies			\$2,000	
Campaign website and e-newsletters: design & hosting fees			\$3,500	
Special Events (public campaign kickoff & cultivation receptions)			\$12,500	
Lodging & Meals	25	\$130	\$3,250	
Travel (800 miles per month for 19 months @ \$0.50)	11,400	\$0.50	\$5,700	
Miscellaneous & Contingency			\$2,500	
Subtotal Direct Expenses			\$52,450	52,450
Estimated Overall Cost of Campaign				148,050

Percentage of \$3,750,000

3.9%

ESTIMATED FUNDRAISING EXPENSE BUDGET FOR A \$3.5 MILLION CAMPAIGN
Presque Isle Community Center

<u>ITEM</u>	<u>HOURS</u>	<u>RATE</u>	<u>AMOUNT</u>	<u>EXTENSION</u>
Campaign Personnel				
Senior Counsel	1,020	\$100	\$102,000	
Campaign Associate	204	\$60	\$12,240	
Subtotal Campaign Consulting Costs	1,224		\$114,240	\$114,240
Direct Expenses				
Campaign appeal package (printing, production & mailing)			\$12,000	
Campaign newsletters - 3 issues (printing, production & mailing)			\$12,000	
Newspaper advertisements (announcements and promotions)			\$1,500	
Office supplies, postage, photography, black/white & color photocopies			\$1,500	
Campaign website and e-newsletters: design & hosting fees			\$3,500	
Special Events (public campaign kickoff & cultivation receptions)			\$12,500	
Lodging & Meals	38	\$130	\$4,940	
Travel (800 miles per month for 19 months @ \$0.50)	15,200	\$0.50	\$7,600	
Miscellaneous & Contingency			\$2,500	
Subtotal Direct Expenses			\$58,040	58,040

Estimated Overall Cost of Campaign 172,280

Percentage of \$3,750,000 4.6%

Revised Budget and Work Plan

Time Frame	Activity	Cost
July – December 2013 Senior Counsel @ 60 hrs/mo. Campaign Associate @ 12 hrs/mo.	CAPITAL CAMPAIGN PHASE II: MAJOR GIFTS (7 months) <ul style="list-style-type: none"> • Develop donor recognition concept and naming opportunities • Initiate donor cultivation plans and donor stewardship policies • Guide applications for grants from local, state and national foundations, corporations and public sources • Initiate public awareness/strategic marketing plan • Plan and stage special cultivation events • Prepare campaign brochure and related materials for public phase of Campaign • Set goals and campaign benchmarks • Meet regularly with campaign leadership to assess progress and adjust strategies and campaign activities as required 	\$47,040
Janbuary – December 2014 Senior Counsel @ 50 hrs/mo. Campaign Associate @ 10 hrs/mo.	CAPITAL CAMPAIGN PHASE III: PUBLIC CAMPAIGN (12 months) <ul style="list-style-type: none"> • Launch community gifts phase with high-profile kick-off event • Research and assign prospects for business and community gifts (\$1,000 - \$49,999) • Design, write, and mail campaign newsletters • Cultivate and solicit business and community gifts • Mail personalized and mass appeal packages • Maintain high level of publicity • Design and mount on-site campaign thermometer to demonstrate campaign progress • Stage special cultivation events • Continue solicitation of major gift prospects • Begin planning for campaign completion celebration to acknowledge all donors and volunteers 	\$77,200
	Total Cost of Campaign Personnel	\$114,240
July 2013 – December 2014	DIRECT EXPENSES	\$58,040
	Total Campaign Cost	\$172,280

PRESQUE ISLE CITY COUNCIL

MEETING OF July 16, 2013

AGENDA INFORMATION SHEET:

AGENDA ITEM NO. 175

SUBJECT:

Authorize any funds allocated in Agenda Item #174 to be repayable by future bond proceeds

INFORMATION:

INCLUDED IS:

- Memo from Pat Webb dated July 11, 2013
- Declaration of Intent – Attachment A
- Resolve – Attachment B

APPROVAL AND/OR COMMENTS OF CITY MANAGER:

Passage is recommended

REQUESTED ACTION:

ES

RS

RE

CG

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BS

Please see Attachment B for the resolve



City of Presque Isle, Maine

Finance Department
From the desk of:
Priscilla Webb
Email: pwebb@presqueisleme.us

MEMORANDUM

TO:	Presque Isle City Council
FROM:	Priscilla Webb, Finance Director <i>plus</i>
DATE:	July 11, 2013
RE:	Pre-Construction Costs of the Proposed Community Center

Attachment A – Declaration of Intent:

A municipality can reimburse itself from bond proceeds for capital project expenditures made from city funds prior to the issuance of bonds that will permanently finance the project as long as a signed Declaration of Official Intent is filed.

With your approval this document will be filed immediately.

The Declaration sets forth the terms for reimbursement of project expenses from permanent bond funds according to IRS regulations. To me, the only issue with this Declaration is that it starts the clock for construction of the Community Center—you're limited to 3 years from the date the expense is paid to the date of permanent bond closing.

While this declaration allows for the reimbursement of such expenditures, the actual expenditures must be approved by Council since they will be funded from General Fund Unassigned Fund Balance (Surplus).

Attachment B is a resolve authorizing such an expenditure.

DECLARATION OF OFFICIAL INTENT

WHEREAS, the City of Presque Isle, Maine (the "Issuer") currently intends to proceed with the design, construction and equipping of a new Community Center facility (the "Project");

WHEREAS, the Issuer intends to finance the costs of the Project through the issuance of tax exempt bonds (the "Obligation");

WHEREAS, the Issuer anticipates making certain expenditures with respect to the Project prior to the issuance of the Obligation;

WHEREAS, the Issuer intends to allocate certain proceeds of the Obligation to reimburse the Issuer for any such expenditures made with respect to the Project; and

WHEREAS, Treasury Regulation Section 1.150-2 requires that the Issuer declare its official intent to reimburse any expenditure with respect to the Project no later than sixty (60) days after the payment of such expenditures;

NOW THEREFORE, the Issuer does hereby declare its official intent as follows:

1. Declaration of Intent. This declaration is a Declaration of Official Intent under Treasury Regulation Section 1.150-2. The Issuer intends to reimburse any expenditure made on the Project with the proceeds of the Obligation. All expenditures to be reimbursed will be made prior to the date of the issuance of the Obligation.
2. Intention to Reimburse. On the date hereof, the Issuer reasonably expects to reimburse its expenditures made with respect to the Project from the proceeds of the Obligation.
3. General Description of Property to Which Reimbursement Relates. The following is a general functional description of the type of property for which the expenditures to be reimbursed are paid: Municipal Community Center.
4. Statement of Expected Debt. The maximum principal amount of debt expected to be issued for the Project is \$3,750,000.
5. Identification of Source of Funds. Expenditures made on the Project shall be paid from the Issuer's general funds.
6. Public Availability of Official Intent. This Declaration of Official Intent shall be maintained as a public record of the Issuer and shall be maintained and otherwise supervised by the Clerk of the Issuer. This Declaration of Intent shall be continuously available for public inspection at the office of the Clerk during normal business hours of the Issuer until the date of the issuance of the Obligation.

7. Reimbursement Period. The Issuer intends to reimburse expenditures made with respect to the Project within three (3) years of the later of the date on which the expenditure was paid or the date on which the Project is placed in service. Moreover, the Issuer intends that any expenditure to be reimbursed will be capital expenditure as defined in Treasury Regulation Section 1.150-(b).

8. Reasonableness Standard for Declaring Official Intent. The Issuer believes that this Declaration of Official Intent is consistent with its budgetary and financial circumstances. None of the expenditures on the Project have been budgeted by the Issuer or otherwise provided for by reserves or other long-term holdings established by the Issuer. Moreover, the Issuer has not developed a pattern of failing to reimburse expenditures subject to other Declarations of Official Intent.

9. Miscellaneous Restrictions. This Issuer intends that none of the proceeds from the Obligation shall be used directly or indirectly in violation of the "anti-abuse rules" set forth in Treasury Regulation Section 1.150-2(h).

10. Authority of Declaration. This Declaration of Official Intent is adopted pursuant to Project approvals duly adopted by the legislative body of the Issuer.

DATED: July 17, 2013

CITY OF PRESQUE ISLE, MAINE

By: _____
Treasurer

Be it ordered by Councilor _____, seconded by Councilor _____, that under and pursuant to the provisions of the Charter of the City of Presque Isle, Maine, the City Manager is authorized to engage the services of a fund raising consultant to aid the Fund Raising Committee of the new Community Center at an estimated cost of **\$148,050**.

Be it further ordered, that, notwithstanding any provision of the City's Policy on Unassigned General Fund Balance to the contrary, a sum not to exceed **\$148,050** is hereby appropriated from the Unreserved, Undesignated General Fund Balance for the costs of the professional fees approved herein; and

Be it further ordered, that it is the intent of the City that the funds appropriated by this Order shall be restored to the Unassigned General Fund Balance from the proceeds of any bonds issued or grants received by the City for the construction of a new Community Center in the City.

PRESQUE ISLE CITY COUNCIL

MEETING OF July 16, 2013

AGENDA INFORMATION SHEET:

AGENDA ITEM NO. 176

SUBJECT:

Authorize line item budget adjustments

INFORMATION:

INCLUDED IS:

- Memo from Pat Webb dated July 11, 2013
- 2013 Budget with adjustments – Attachment A
- General Fund unassigned Balance for 2013 – Attachment B

APPROVAL AND/OR COMMENTS OF CITY MANAGER:

Passage is recommended

REQUESTED ACTION:

ES	RS	RE	CG	PH	BS		
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BE IT RESOLVED by Councilor _____, seconded by Councilor _____ to approve the following adjusted balances for the 2013 City Budget:

<u>General Government</u>	\$ 226,391	Decrease of \$13,000
<u>Police Department</u>	\$1,214,600	Decrease of \$ 5,000
<u>Public works</u>	\$2,652,243	Decrease of \$10,000
<u>Rec & Parks</u>	\$ 881,387	Decrease of \$21,000
<u>Unclassified</u>	\$ 114,467	Decrease of \$50,366
<u>City Clerk/General Assistance</u>	\$ 150,722	Decrease of \$ 5,000
<u>Capital Reserves</u>	\$ 650,300	Decrease of \$20,000



City of Presque Isle, Maine

Finance Department
From the desk of:
Priscilla Webb
Email: pwebb@presqueisleme.us

MEMORANDUM

TO:	Presque Isle City Council
FROM:	Priscilla Webb, Finance Director <i>plw</i>
DATE:	July 11, 2013
RE:	Approval of 2013 Budget Adjustments by Department

The City Council approved overall adjustments to the 2013 City Budget on July 1 which are driven by an estimated decrease in State Revenue Sharing of \$456,533. Some changes to employee wages and benefits (entries O, P, Q & R) should be negotiated with the unions, therefore temporarily they are being charged to Department 020 – Unclassified Expenses.

According to City Charter the City Council must also approve changes to each department's expense budget.

Attachment A is the original and adjusted budget along with the 2012 Budget for reference, page 2 is a listing of the individual adjustments. Only those departments with changes to their expense budgets need to read into the record.

BE IT RESOLVED BY COUNCILOR _____ AND SECONDED BY COUNCILOR _____ to approve the following adjusted balances for the 2013 City Budget:

General Government	\$ 226,391	Decrease of \$13,000
Police Department	1,214,600	Decrease of \$ 5,000
Public Works	2,652,243	Decrease of \$10,000
Rec & Parks	881,387	Decrease of \$21,000
Unclassified	114,467	Decrease of \$50,366
City Clerk/General Assistance	150,722	Decrease of \$ 5,000
Capital Reserves	650,300	Decrease of \$20,000

Attachment B is a reconciliation of the Unassigned General Fund Balance (Surplus) for 2013.

**The City of Presque Isle
2013 Budget**

Department		2012 Budget	2013 Budget Approved on 12/10/2012			2013 Budget Approved 07/01/2013
001	Airport	112,462	152,187			152,187
002	Planning & Development	65,797	65,221			65,221
003	Finance	589,122	447,883			447,883
004	Fire	847,857	880,536			880,536
005	Facilities	179,675	134,719			134,719
006	General Government	291,972	239,391	E,S	(13,000)	226,391
007	Library	338,336	312,286			312,286
008	Police	1,152,672	1,219,660	C	(5,000)	1,214,660
009	Public Works	1,662,171	1,662,243	G,M	(10,000)	1,652,243
010	Rec & Parks	865,314	902,387	B	(21,000)	881,387
011	Resources	48,546	122,407			122,407
012	Solid Waste	427,386	415,259			415,259
013	PIIC	348,000	349,832			349,832
014	Benefits	1,571,147	1,726,562			1,726,562
015	PS Building	120,760	120,400			120,400
016	Insurances	126,329	107,919			107,919
017	Utilities	573,418	568,993			568,993
018	Debt Service	354,026	362,032			362,032
019	Echo Lake	3,000	3,000			3,000
020	Unclassified	195,322	164,833	O,P,Q,R	(50,366)	114,467
021	Outside Requests	38,800	41,850			41,850
023	IT	37,657	37,680			37,680
025	City Clerk/General Assistance	-	155,722	J	(5,000)	150,722
	Capital Reserves	582,825	670,300	L	(20,000)	650,300
Total Appropriations		10,532,594	10,863,302		(124,366)	10,738,936
Less Revenue:						
002	Planning & Development	-	2,750			2,750
003	Finance	1,554,345	1,519,650	I	15,000	1,534,650
004	Fire	47,500	82,500	A	45,000	127,500
006	General Government	41,275	40,000			40,000
007	Library	15,500	9,200			9,200
008	Police	162,040	162,201	D	15,000	177,201
009	Public Works	10,000	5,000			5,000
010	Rec & Parks	421,205	417,105			417,105
013	PIIC	545,000	549,500			549,500
014	Benefits	1,200	23,000			23,000
016	Insurances	500	1,000			1,000
019	Echo Lake	4,500	4,500			4,500
020	Unclassified	5,000	0			-
025	City Clerk/General Assistance	-	71,825			71,825
027	General Fund Revenues	1,496,870	1,771,190	F,H,K,N	(408,233)	1,362,957
Total Revenue		4,304,935	4,659,421		(333,233)	4,326,188
City's Net Spending Budget		6,227,659	6,203,881		(208,867)	6,412,748
Add: TIF		132,684	132,684			133,554
	MSAD #1	5,379,470	5,379,470		411,449.38	5,790,919
	County Taxes	605,109	605,109		8,593	613,702
	Use of Surplus/Reserves	-	-		(90,184)	(90,184)
	Overlay	47,268	49,375		-	63,476
2013 Total Municipal Appropriation		12,392,190	12,370,519		120,992	12,924,215
Less: Homestead Reimbursements		(242,648)	(244,186)			(249,621)
BETE Reimbursement		(125,304)	(140,712)			(108,918)
Amount from Surplus/Reserves		(37,274)	-			(90,184)
Net Tax Commitment		11,986,964	11,985,621			12,565,676
Mill Rate		23.50	23.50			24.70
Revenue Sharing		1,200,000	1,465,000			1,006,467
Taxable Valuation		510,083,650				508,731,850

**The City of Presque Isle
2013 Budget**

Attachment A Page 2

	Description		Account #	Adjustment
A	Increase Building Permit Revenue	Code Revenue	004-02	45,000
B	Savings from Closing Outdoor Pool for the summer	Wages	010-10-05	(8,300)
		Pool Mtce	010-08-15	(3,000)
		Electricity	010-06-03	(1,500)
		Water	010-04-04	(8,200)
C	Police - Employee Turnover	Wages	008-01-01	(5,000)
D	Police - Academy Fee	Misc Rev	008-01	15,000
E	General Government	Salaries	006-01-01	(7,500)
F	General Fund Revenue	Aircraft Excise	027-12	12,000
G	Public Works	Reduce Street Overlay	009-09-04	(5,000)
H	General Fund Revenue	Interest on Emerg Fund	027-13	13,300
I	Excise Taxes -- Motor Vehicle	Increased Revenue	003-05	15,000
J	City Clerk/GA	Employee Turnover	025-01-01	(5,000)
K	General Fund Revenue	Decrease in Rev Share	R 027-18	(458,533)
L	Capital Reserves	Reduction	074-13-01	(20,000)
M	Public Works	Reduce Winter Sand	E 009-09-06	(5,000)
N	General Fund Revenue	Sale of Assets	R 027-01	25,000
O	1 Furlough Day	Wages		(15,157)
		Benefits		(2,697)
P	SW 1 Furlough Day	Wages		(707)
		Benefits		(194)
Q	Adjust Pre 1996 Health Benefits	City	014-02-04	(12,938)
		Airport	033-02-04	(3,696)
		Solid Waste	030-02-04	(1,049)
R	Deferred Comp - Suspend 1% 6 months	Various		(13,928)
S	City Council Eliminate pay last six months	Gen Gov't	006-01-03	(5,500)

**City of Presque Isle
General Fund Unassigned Balance (surplus)
For the Fiscal Year 2013**

Historically, the City has maintained a balance in Surplus equal to 2 months (18%) of budgeted expenditures. In July 2009, the City adopted a Policy stating that this amount can be reduced to 12% if the balance in the Emergency Reserve is a minimum of 4% of budgeted expenditures.

Emergency Reserve Balance at December 31, 2012	\$ 1,772,321
4% of Budgeted Expenditures	<u>\$ 691,050</u>
Calculation of 2013 Surplus Requirement at 12%	
2013 Budgeted Expenditures	10,738,936
Add: SAD #	5,790,919
County Tax	613,702
TIF	<u>132,684</u>
Total 2013 Budgeted Expenditures	17,276,241
	12%
MINIMUM SURPLUS REQUIREMENT	<u>\$ 2,073,149</u>
General Fund Unassigned Fund Balance At December 31, 2012	\$ 2,089,444
2013 Anticipated Deductions from Surplus	
Paid Library Enhancement Project	\$ 22,321
Amount for 2013 Budget	90,184
Drawings for Community Center	398,000
Consultant for Community Center Fund Raising Committee	148,050
General Fund Anticipated Unassigned Fund Balance (Surplus)	<u>\$ 1,430,889</u>
Amount Below the Current Policy	<u>\$ (658,555)</u>

PRESQUE ISLE CITY COUNCIL

MEETING OF July 16, 2013

AGENDA INFORMATION SHEET:

AGENDA ITEM NO. 177

SUBJECT:

Interim report on outdoor pool replacement

INFORMATION:

INCLUDED IS:

--- Memo from James Bennett dated July 11, 2013

APPROVAL AND/OR COMMENTS OF CITY MANAGER:

REQUESTED ACTION:

ES

RS

RE

CG

PH

BS



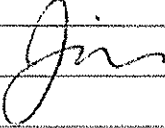
City of Presque Isle, Maine

The Office of
City Manager

James A. Bennett

Email: jbennett@presqueisleme.us

MEMORANDUM

TO:	Honorable City Council
FROM:	James A. Bennett, City Manager 
DATE:	July 11, 2013
RE:	Outdoor Pool Alternatives

This memo is intended to be a brief update on the work to date by staff regarding the inclusion of a pool into the community center project. Please note, this memo is intended to be only a briefing on the work to date. You are not being asked to make any decisions. Further, it does not represent the entire work that needs to be done in terms of more closely identifying the costs. We do believe, however, that the estimates are reasonable.

As we have shared in the past, it is widely believed that the ability to secure the goal of \$3.5 million in contributions for the community center project is greatly enhanced if the Council resolves the future of the outdoor pool. The committee is supportive of my recommendation that such resolution should be sooner rather than later, with a goal of a decision made by the August 5 meeting.

There are a number of options. They are as follows:

1. Continue to operate as we are currently doing, i.e. not having an outside pool and utilize the indoor pool for the summer lessons.
2. Construct a new outside pool to replace the old one as part of the community center project.
3. Construct a new inside pool to replace the old one and incorporate some sort of interactive water features; including some way to 'open' up some of the inside pool to the outside during summer months.
4. Construct a new outside pool and interactive water features, close to the inside pool. This strategy includes long term arrangements with another pool within the community.

The quick analysis provides the following observations.

1. The general concensus is that this is the least favored alternative of the general public. Of course, most of the general consensus is often arrived at without a real understanding of the financial implications. This is the least costly of the four options, not withstanding the estimated \$500,000 to \$1,000,000 of capital repairs needed in the next few years.
2. The general estimate to construct a new outside pool along with the community center is \$1.5 million. The estimate is based on \$1 million for the pool, \$250,000 of site improvements and \$250,000 allocated for the limited interactive water feature. It should be noted that moving the alignment of Chapman St. is highly recommended and quite frankly virtually required with the current site layout.

12 Second Street Presque Isle, ME 04769-2459

Phone: 207.760.2700

Fax 207.764.2501

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

3. The Council at the previous meeting received the estimate of \$3.5 million to include this concept.
4. Since the last meeting Chris and I have been working on this alternative. I am pleased to publicly share that we believe we conceptionally have an agreement that will effectively utilize the pool at UMPI. The essentials of the plan are to have the city use the pool a set number of hours during the school year (estimated to be 4 to 6 hours each week day) for our current swim program. The City would staff and administer the program. Payment to UMPI would be based on each registration received (estimated at 2/3 of the charged fee). Construction of the new outdoor pool would allow the City to reintroduce the long standing summer swim program.

There are a number of advantages to this plan. With the reduced hours to staff at the indoor pool, the reduction in man hours would actually be applied to the new community center. Hence, by this approach, the anticipated increase in staffing would be reduced. With one less building to maintain (indoor pool), we may actually be able to operate the new community center, even with expanded hours and larger building with the existing staffing.

By the city using the UMPI pool, it will demonstrate a cooperative project that has been desired by the public. It furthers helps UMPI with their facilities and costs.

Finally, the city would reduce two buildings in their inventory, thereby reducing the long term maintenance issues.

There are a number of details that need to be worked out. The next few weeks will be used to work through those details. The goal will be to hammer out as many of the details as possible for the August 5 meeting.

On Tuesday, we will provide more details regarding these options. Staff is not asking for the Council to make an affirmative decision.