

These are "Action Only" minutes. Video of comments may be found on recorded discs at City Hall or at www.cityofbelfast.org.

**City of Belfast
Council Chambers-Belfast City Hall
Tuesday, September 19, 2023**

7:00 p.m. Regular Council Meeting

**All City Council Meetings and City Committee Meetings will be conducted in-person at
Belfast City Hall, effective May 3, 2022.**

Regular Council Meeting No. 6

- 1) **Call to order**
- 2) **Present:** Mayor Eric Sanders, Councilors Mary Mortier, Neal Harkness, Brenda Bonneville, Michael Hurley and Paul Dean; City Manager Erin Herbig and Deputy City Manager Manda Cushman.
- 3) **Pledge of Allegiance**
- 4) **Adoption of the agenda**

Councilor Dean requested to amend the agenda as follows:

- Move item **10) F** Consideration of a proposal by Belfast Pickleball to construct new pickleball courts at Belfast City Park, to **10) A #1**.
- Add item **10) B # 1** Discussion on City Parking Permits.

Councilor Dean, seconded by Councilor Hurley, made a motion to adopt the agenda, as amended. This motion was approved, 5-0.

5) Acceptance of the minutes

Regular Council Meeting of September 5, 2023.

Councilor Harkness, seconded by Councilor Dean, made a motion to accept the minutes from the Regular Council Meeting of September 5, 2023. This motion was approved, 5-0.

6) A. Open to the public

City Manager Erin Herbig noted that Council received three emails and no postal mail, prior to noon today which were shared with Council before the start of the Council meeting to be included as part of the Open to the Public.

1. Executive Director of P.A.W.S. Shelly Butler gave an update on the Annual Maine Wienerfest held on September 10th and reviewed the services that P.A.W.S. provides to the City of Belfast and surrounding towns.

B. Organization and Department Reports

No comments.

7) Communications

Councilor Harkness thanked all the City employees who worked during the storm over the weekend and encouraged staff to be mindful when cleaning up fallen trees and leaves of Browntail moth.

Councilor Bonneville and Mayor Sanders discussed the employee staff celebration and thanked all who helped coordinate it.

Councilor Hurley encouraged the public to attend upcoming community engagement meetings by Waldo CAP regarding future development in Belfast.

8) Old Business and City Committee Reports

Jon Beal, Chair of the Climate, Energy and Utilities Committee provided a committee update.

9) Permits, Petitions and Licenses - Consent Agenda

- A. Request to approve a Facility Use Request Application by the Waldo County YMCA for use of Walsh Field for their Annual Memorial Softball Tournament on Saturday, September 23, 2023, from 9:00 a.m. to 6:00p.m.

Councilor Harkness, seconded by Councilor Harkness, made a motion to approve the Consent Agenda. This motion was approved, 5-0.

10) Business

A) #1 Consideration of a proposal by Belfast Pickleball to construct new pickleball courts at Belfast City Park.

Parks and Recreation Director Zach Dozier and Doug Oliver representing Belfast Pickleball reviewed the proposal Belfast Pickleball to construct new pickleball courts at Belfast City Park and answered Council questions.

Councilors discussed the need for further planning and engineering of the requested location and noted that consideration of parking and updating the public restrooms at the park needs to be part of the discussion.

Councilor Harkness, seconded by Councilor Hurley, made a motion to request that the City Manager get a quote from the City Engineer regarding surveying the City Park for this proposal and to get Parks and Recreation Commission feedback for Council consideration at the October 17th Regular City Council Meeting. This motion was approved, 4-1 (Councilor Dean opposed).

A) Request by the Director of Code and Planning to purchase a new desktop computer and repair laptop.

City Manager Erin Herbig briefly reviewed the request by the Director of Code and Planning to purchase a new desktop computer and repair laptop.

Councilor Mortier, seconded by Councilor Harkness, made a motion to authorize the purchase of a new desktop computer for the Planning and Codes Coordinator's workspace and authorize \$199 for renewal of the warranty on the laptop for a total requested amount of \$1,048.00 with funding to come from account #670-603 Office Equipment Reserve. This motion was approved, 5-0.

B) Request from the Economic Development Director to purchase office furnishings for the Deputy Economic Development Director.

City Manager Erin Herbig briefly reviewed the request by the Economic Development Director to purchase office furnishings for the Deputy Economic Development Director.

Councilor Dean, seconded by Councilor Bonneville, made a motion to authorize the purchase of office furnishings from Warren's Office Supply for the Deputy Economic Development Director's Office for \$2,278.98 with funding appropriated from account #730-626 Municipal Building Renovations. This motion was approved, 5-0.

B) #1 Discussion on City Parking Permits.

Councilor Dean inquired about the City parking permits and requested clarification from the City Manager regarding who has been issued one, and how they are being utilized.

City Manger Erin Herbig noted that it was a temporary permit, to expire on December 31st, which time the City will review the process to determine if it works or if adjustments need to be made.

C) Request from the Finance Director for a single Council member’s signature for the Annual Auditor’s Management Representation Letter.

City Manager Erin Herbig briefly reviewed the request by the Finance Director for a single Council member’s signature for the Annual Auditor’s Management Representation Letter.

Councilor Hurley, seconded by Councilor Dean, made a motion to authorize Councilor Mortier to sign the Annual Auditor’s Management Representation Letter on behalf of the City Council. This motion was approved, 4-0 (Councilor Mortier stepped out of the room).

D) Presentation on the 2023-2024 General Assistance Ordinance and State Derived Maximum Benefits for general assistance requests.

General Assistance Administrator Kristi Osgood gave a presentation on the 2023-2024 General Assistance Ordinance and State Derived Maximum Benefits for general assistance requests.

E) First Reading on the 2023-2024 General Assistance Ordinance and State Derived Maximum Benefits for general assistance requests.

General Assistance Administrator Kristi Osgood answered Council questions regarding the General Assistance program.

Councilor Bonneville, seconded by Councilor Harkness, made a motion to approve the First Reading and to direct staff to schedule the Public Hearing and Second Reading at the October 3rd Council Meeting. This motion was approved, 5-0.

F) Consideration of a proposal by Belfast Pickleball to construct new pickleball courts at Belfast City Park.

Item moved to **10) A #1**.

G) Request to replace the existing Clipper Creek Level 2 electric vehicle charging station located at the Beaver Street parking lot with a ChargePoint 4021 Level 2 electric vehicle charging station.

City Manager Erin Herbig briefly reviewed the request by the Economic Development Director to replace the existing Clipper Creek Level 2 electric vehicle charging station located at the Beaver Street parking lot with a ChargePoint 4021 Level 2 electric vehicle charging station, noting that the total amount has been updated to \$6,000.00 and answered Council questions.

Councilor Mortier, seconded by Councilor Harkness, made a motion to authorize ReVision Energy to purchase and install a Chargepoint CT4021 Level 2 charging station at the Beaver Street parking lot, at a total estimated cost of \$6,000.00, with funds to be sourced from the City's Energy Savings Capital Reserve Account. This motion was approved, 5-0.

H) Request to authorize the City Manager to serve on the Maine Municipal Health Trust Board.

City Manager Erin Herbig briefly reviewed the request for authorization by the City Council to serve on the Maine Municipal Health Trust Board, if appointed.

Councilor Bonneville, seconded by Councilor Mortier, made a motion to authorize the City Manager to serve on the Maine Municipal Health Trust Board, if appointed by the Board. This motion was approved, 5-0.

I) Request by Director of Video Services to donate the City's production truck to the Mount View High School Media Club.

Director of Video Services Ned Lightner reviewed the request to donate the City's production truck to the Mount View High School Media Club and answered Council questions.

Councilor Harkness, seconded by Councilor Hurley, made a motion to donate the City of Belfast’s mobile media unit to the Mount View High School Media Club. This motion was approved, 5-0.

J) Signing of Council Orders and housekeeping items.

Council Order #17 Signed by Councilor Mortier Ordered That:

**AMENDMENTS TO
CITY CODE OF ORDINANCE
CHAPTER 58, TRAFFIC AND VEHICLES
ARTICLE II, STOPPING, STANDING, AND PARKING**

Editor’s Note: Language/text in **black font** is existing language in the ordinance that is proposed to be changed by this amendment. The language/text proposed to be added to the existing ordinance is shown in **Red Font**, and a ~~Red Strike~~ is the proposed language/text that was rejected. Language/text proposed to be deleted from the existing ordinance is shown in ~~Blue Strike-through~~ Font. (See attached text of adopted amendments).

First Reading: August 15, 2023

Second Reading: September 5, 2023

(Approved on September 5, 2023)

Council Order #18 Signed by Councilor Hurley Ordered That:

**AMENDMENTS TO
CITY CODE OF ORDINANCE
(Short Term Rental Registry)
CHAPTER 14 BUSINESS
CHAPTER 66 GENERAL PROVISIONS
CHAPTER 72 HOUSING AND LODGING**

Editor’s Note: Language/text in **black font** is existing language in the ordinance that is proposed to be changed by this amendment. The language/text proposed to be added to the existing ordinance is shown in **Red Font**, and a ~~Red Strike~~ is the proposed language/text that was rejected.

Language/text proposed to be deleted from the existing ordinance is shown in ~~Blue Strike through Font~~. (See attached text of adopted amendments).

First Reading: August 15, 2023

Second Reading: September 5, 2023

(Approved on September 5, 2023)

Council Order #19 Signed by Councilor Bonneville Ordered That:

**AMENDMENTS TO
CITY CODE OF ORDINANCE
CHAPTER 102 ZONING**

Editor’s Note: Language/text in **black font** is existing language in the Ordinance that is proposed to be changed by this amendment. Language/text proposed to be added to the existing Ordinance is shown in **Red Font**. Language/text proposed to be deleted from the existing Ordinance is shown in ~~Blue Strike through Font~~. (See attached text of adopted amendments).

First Reading: August 15, 2023

Second Reading: September 5, 2023

(Approved on September 5, 2023)

Council Order #20 Signed by Councilor Mortier Ordered That:

The City Manager and the City Treasurer are authorized to expend up to \$1,048.00 for the purchase of a new desktop computer for the Planning and Codes Coordinator’s workspace and for renewal of the warranty on the Planning Department laptop. Funding is to come from account #670-603 Office Equipment Reserve. (Approved on September 19, 2023)

Council Order #21 Signed by Councilor Dean Ordered That:

The City Manager and the City Treasurer are authorized to expend up to \$2,278.98 for the purchase of office furnishings for the Deputy Economic Development Office from Warren’s Office Supply. Funding is to come from account #730-626 Municipal Building Renovations. (Approved on September 19, 2023)

Council Order #22 Signed by Councilor Mortier Ordered That:

The City Manager and the City Treasurer are authorized to expend up to \$5,500.00 for ReVision Energy to purchase and install a Chargepoint CT4021 Level 2 charging station at the Beaver Street parking lot. Funding is to come from the City’s Energy Savings Capital Reserve Account. (Approved on September 19, 2023)

11) Open to the Public

No comments.

12) Communications

Councilor Hurley thanked all who worked on the putting on the 40 Climate Dialogue events at the Library.

13) Adjourn

Councilor Harkness, seconded by Councilor Mortier, made a motion to adjourn at 9:17 p.m. This motion was approved, 5-0.

I HEREBY CERTIFY THAT THE ABOVE
IS A TRUE COPY OF INFORMATION
ON THE RECORD WHICH IS IN MY
OFFICIAL CUSTODY

ATTEST



AMANDA CUSHMAN, BELFAST MAINE