



CITY OF BELFAST

131 Church Street
Belfast, Maine 04915

Erin Herbig
City Manager

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MANAGER'S REPORT

Belfast City Council Meeting
Tuesday, December 19, 2023

6:00 p.m. Request to go into an Executive Session on a Real Estate Matter pursuant to 1 M.R.S.A. 405 (6) C.

6:30 p.m. Request to go into an Executive Session on a Legal Matter with the City Attorney pursuant to 1 M.R.S.A. 405 (6) E.

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.

TO: Mayor Eric Sanders and Honorable Members of Belfast City Council

FROM: Erin Herbig, City Manager

DATE: Thursday, December 14, 2023

Agenda Items:

10-A Request from the Parks and Recreation Director for authorization to utilize funds to purchase a replacement truck for the Parks and Recreation Department.

The Parks and Recreation Department 2012 Ford F-150 recently completed its annual inspection and although it passed, it was deemed very close to not meeting compliance due to extensive body corrosion which would cost thousands to repair. Without this truck, executing the tasks necessary to maintain the City's parks would be nearly impossible when spring arrives. The Parks and Recreation Director has looked into the options, repair or replace, and is recommending the City replace the vehicle rather than continue to put money into the one we currently own.

Parks and Recreation Director Zach Dozier has reached out to multiple dealerships in the surrounding region and has found that inventory is quite limited. Because of this, Director Dozier requests to have the funds made available, so he can act quickly when such a vehicle becomes available. Attached are several quotes for vehicles currently at local dealerships that meet the needs of the Parks and Recreation Department, though the exact vehicles may not be available if funds are approved due to the fluctuating nature of the supply chain.

Additionally, it is worth noting that if approved, Director Dozier will be seeking a new vehicle that has four-wheel drive and ability to have a plow attachment, both will provide the department with greater capabilities, allowing the department to be less dependent on the Public Works Department.

If approved by the City Council, Parks and Recreation Director Zach Dozier requests a motion be made to expend up to \$54,000 from the Parks and Recreation Department's Parks and Recreation's Purchase of Equipment Account #610-535 following a transfer of \$53,000 from the Equipment Capital Reserve Account #610-537.

Please see the attached memo and quotes (10-A) from Parks and Recreation Director Zach Dozier providing further detail. Director Dozier will be at the meeting to present and answer any questions.

10-B Request from the Director of Code and Planning to approve funding to clean up two properties.

Code Enforcement Officer Steve Wilson and Director of Code and Planning Bub Fournier recently reviewed several properties with ongoing, unresolved code violations. They determined that two of the properties, 361 Belmont Avenue (Map 2, Lot 85) and 27 Park Hill Road (Map 2, Lot 89), need to be secured to ensure the safety and well-being of the community.

The property located at 361 Belmont Avenue has multiple ongoing and unresolved code violations that fall under the property maintenance ordinance, including an excessive amount of garbage in the yard that was attracting vermin. Additionally, it was discovered that the property has had no utilities for over a year and is in foreclosure.

Proposals for Boarding were posted on the City website on November 29, 2023, and bids were received by the deadline December 7, 2023. A lien will be placed to recover this expense. The property is scheduled to be auctioned on December 21, 2023.

27 Park Hill Road has had numerous issues dating back to 1997. More recently, on August 25, 2020, a Notice of Condemnation was hand delivered and the building was placarded.

Proposals for boarding were posted on the City website on November 29, 2023 and bids were received by the deadline December 7, 2023. A lien will be placed to recover this expense.

Code and Planning Department staff recommend that the City Council authorize boarding these two properties using the remaining funds budgeted for this purpose. The estimated cost to secure

the vacant structure and remove accumulations at 361 Belmont Avenue is \$9,500.00. The estimated cost to secure the vacant structure, remove accumulations and clear vegetation at 27 Park Hill Road is \$4,850.00.

If approved by the City Council, the Director of Code and Planning requests that a motion be made to authorize Planning and Codes staff to utilize funds up to \$14,350.00 from the Capital Improvement Project Account #720-918 to address property maintenance issues at the Belmont Ave and Park Hill properties as outlined. This account has a current balance of \$27,651.

Please see the attached memo (10-B) from Director of Code and Planning Bub Fournier providing further detail. Director Fournier will be at the meeting to present and answer any questions.

10-C Council Discussion on election polling locations.

Further discussion on election polling locations was requested by Councilor Harkness at the December 5th meeting.

At the November 21, 2023, City Council Meeting, the Council voted to support a proposal from the City Clerk to host Wards 1-4 at the Tarratine Tribe Hall beginning in March 2024. This would give election staff time to see how the 2024 March Primary goes before the June election into the Presidential election in November 2024.

The City Clerk outlined that for the past several elections, the City has been utilizing the Tarratine Tribe Hall, located at 153 Main Street, as a polling location for Wards 3-4 with great success. City staff recommended that it would be for the benefit of the City to also combine Wards 1-2 into this location. Many factors make this site a great fit as a polling location such as its size and location. Other considerations that staff believe would be a benefit include safety, parking, accessibility, and improved election staffing.

Please see the attached memo (10-C) from City Clerk Angie Crosby for further detail. Clerk Crosby will be at the meeting to present and answer any questions.

10-D Request from the Airport Manager for authorization to utilize funding to pay for repairs to the John Deere Z915B Zero-turn mower.

In December 2022, the City Council approved a request by Airport Manager Kenn Ortmann to transfer \$500 from the Airport Maintenance account into the Parks and Recreation Equipment Capital Reserve to pay for the transfer of a John Deere Z915B Zero-turn mower from Parks and Recreation Department to Belfast Municipal Airport ownership.

Although the mower performed well at the airport during the 2023 season, at the end of the season the unit's Kohler engine broke a connecting rod. The Airport Manager discussed the options with Viking Lumber, who had been performing routine maintenance on the mower and they indicated it would be difficult to find a drop-in replacement engine. If they could find something that would fit, it was estimated the cost would be at least \$4,000 without counting the extra labor and parts required.

Based on their recommendation and suggestions by the Parks and Recreation and Public Works Departments, the Airport Manager brought the unit to United Ag and Turf in Union, a John Deere dealer that specializes in these types of repairs. They have provided a detailed estimate totaling for parts and labor \$4,702.56. For reference the cost of a new unit with an equivalent width mowing deck and engine totals \$12,520.00.

While there are no guarantees there will not be other component failures, United Ag and Turf noted that this is a solid machine and that these repairs would address the integrity of the costliest components. In turn, the Airport Manager is requesting that if approved by the City Council, a motion is made to authorize funds up to \$4,702.56 from the Airport Maintenance

Capital Reserve Account #640-711 to pay for repairs to the John Deere Z915B Zero-turn mower. This account has a current balance of \$17,624.

Please see the attached memo (10-D) from Airport Manager Kenn Ortmann providing further detail. Airport Manager Ortmann will be at the meeting to present and answer any questions.

10-E Request from the Airport Manager to create a Consultant Review Committee to review responses and make a recommendation for a City Airport Consulting Contract.

Every five years, airports receiving FAA funding are expected to execute a Request For Qualifications (RFQ) process for airport consulting services. Our current consulting contract with McFarland Johnson expires on December 8, 2026. In the 2020 RFQ, we listed anticipated future projects for the Belfast Municipal Airport including the fuel farm, crack sealing, a Precision Approach Path Indicator (PAPI) system, and obstruction removal. However, since we did not include an Airport Layout Plan (ALP) update as a potential project, we are required by the FAA to issue another RFQ for this specific task.

We anticipate future FAA grant requests will become more and more competitive and updating our current ALP to reflect what has been accomplished over the past several years, as well as making it more realistic in terms of hangar development and other revenue-generating efforts, we will provide an effective foundation for our future grant requests.

The RFQ document we used in 2020 to create an expedited process for this one issue. In 2021 the Consultant Review Committee included the following:

- City Council member
- City Manager
- Economic Development Director

- Belfast Airport Advisory Committee Member
- Airport Manager

The RFQ is due December 28, 2023, and we need to select a consultant by January 4 to ensure a reasonable timeframe to negotiate a contract, obtain City Council approval, and get the application to the FAA by March 1, 2024.

Please see the attached memo (10-E) from Airport Manager Kenn Ortmann providing further detail. Airport Manager Ortmann will be at the meeting to present and answer any questions.

10-F Request from the Airport Manager to remove trees located at the Municipal Airport.

In 2016 the City obtained easements from several property owners protecting the airspace associated with the approaches to runways 15 and 33.

Trees on several properties south of the Airport have reached a height that is getting close to penetrating the protected surface. Two of those properties have Planning Board approval for and are in the process of being logged for a solar farm.

The Airport Manager initiated contact with the applicant, Syncarpha Solar, LLC, during the Planning Board review process to express an interest in working together, requesting that while the logging contractor was working on the site, they consider removing several trees that are on Municipal Airport property as well.

The Airport Manager is still waiting to hear back from the logging contractor regarding costs but is hopeful that we will be able to have this information to the Council prior to the December 19th meeting. This request is time sensitive as the logging contractor is expected to begin work on the solar project site very shortly.

Please see the attached memo (10-F) from Airport Manager Kenn Ortmann providing further detail. Airport Manager Ortmann will be at the meeting to present and answer any questions.

10-G Request from the City Manager to renew the Department of Corrections lease at 2 Franklin Street.

The City of Belfast leases out office space at 2 Franklin Street to the Department of Corrections (Parole and Probations) and The Coast Guard. Both are seeking to renew their contracts with the City of Belfast. I have been negotiating on behalf of the City and have heard back from the State of Maine Department of Administrative and Financial Services Bureau of General Services on behalf of the Department of Corrections that they wish to extend for a two-year period 3/1/2024 to 2/28/2026 and have accepted a 5 % rate increase.

Please see the attached draft copy of the lease agreement between the City of Belfast and the Department of Corrections (10-F). City Attorney Kristin Collins has reviewed the renewal lease agreement. If approved by the City Council, I request that a motion be made to authorize the City Manager to execute the lease agreement with the State of Maine Department of Administrative and Financial Services Bureau of General Services on behalf of the Department of Corrections as presented.

I will note that I am still waiting for a response from the Coast Guard regarding their renewal. If I receive a response from them prior to Tuesday, I may request to amend the agenda item to include authorization to renew both lease agreements.

10-H Signing of Council Orders

The holidays are here! While this is certainly a time for celebration, it is also important to remember this can be a difficult time of year for many, for a variety of reasons.

My hope for the remainder of this year, and as we begin 2024, is that Belfast residents take all opportunities available to make someone's holiday season a little better in our community.

Belfast has always been known as a community that looks out for one another, especially so when times are tough. Now is an ideal time to complete that Belfast tradition.

I would also like to take this opportunity to say thank you to our City Council, business owners, volunteers and visitors for their continued dedication, passion, and commitment to the continued development of our vibrant City over the past year. I am grateful to all for your service to our community. I am also deeply appreciative to our emergency response crews that put their lives on the line, even during the holidays, to ensure the safety and protection of our residents as well as our visitors.

In 2024, our City will remain committed to building unity, collaboration, and success on all avenues of development and interaction. My warmest wishes to you all in this joyous holiday season. May we continue to create a happy, healthy, and prosperous New Year together.

**City of Belfast
Consent Agenda
Tuesday, December 19, 2023
Meeting #12**

The following items are proposed as our Consent Agenda. As in the past the items are voted on in one blanket motion to the affirmative. One Councilor makes a motion to approve the items as stated, and then another Councilor will second that motion and the whole Council votes. If a Councilor requests an item be removed from the consent agenda, they do so during the adoption of the agenda. If a member of the public requests that an item be removed from the consent agenda, they can do so in the open to the public section. Suggested motions are listed and supporting material is enclosed.

9) Permits, Petitions and Licenses - Consent Agenda

- A. Request to approve an application by Satori Belfast, LLC d/b/a V.F.W. Satori Belfast located at 108 Main Street, Belfast, Maine for a renewal Malt, Spirituous and Vinous Restaurant (Class I, II, III, IV) liquor license.**

Motion to approve an application by Satori Belfast, LLC d/b/a V.F.W. Satori Belfast located at 108 Main Street, Belfast, Maine for a renewal Malt, Spirituous and Vinous Restaurant (Class I, II, III, IV) liquor license.

- B. Request to approve an application by Randall-Collins VFW Post 3108 d/b/a Randall-Collins VFW Post 3108 located at 34 Field Street, Belfast, Maine for a renewal Malt, Spirituous and Vinous Club with Catering (Class I) liquor license.**

Motion to approve an application by Randall-Collins VFW Post 3108 d/b/a Randall-Collins VFW Post 3108 located at 34 Field Street, Belfast, Maine for a renewal Malt, Spirituous and Vinous Club with Catering (Class I) liquor license.

- C. Request to approve an off-premises catering permit for The Otis Group Inc. d/b/a Rollie's for the Front Street Shipyard Christmas party on December 8, 2023 from 4:00 p.m. to 10:00 p.m. located at the United Farmers Market of Maine, 18 Spring Street, Belfast, Maine.**

Motion to approve an off-premises catering permit for The Otis Group Inc. d/b/a Rollie's for the Front Street Shipyard Christmas party on December 8, 2023 from 4:00 p.m. to 10:00 p.m. located at the United Farmers Market of Maine, 18 Spring Street, Belfast, Maine.

- D. Request to approve an off-premises catering permit for The Otis Group Inc. d/b/a Rollie's for the Solarlogic Christmas party on December 22, 2023 from 4:00 p.m. to 10:00 p.m. located at the Waldo County Shrine Club, 20 Northport Ave., Belfast, Maine.**

Motion to approve an off-premises catering permit for The Otis Group Inc. d/b/a Rollie's for the Solarlogic Christmas party on December 22, 2023 from 4:00 p.m. to 10:00 p.m. located at the Waldo County Shrine Club, 20 Northport Ave., Belfast, Maine.

- E. Request to approve an off-premises catering permit for The Otis Group Inc. d/b/a Rollie's for the YMCA Ugly Sweater fundraiser on November 30, 2023 from 5:00 p.m. to 9:00 p.m. located at the United Farmers Market of Maine, 18 Spring Street, Belfast, Maine.**

Motion to approve an off-premises catering permit for The Otis Group Inc. d/b/a Rollie's for the YMCA Ugly Sweater fundraiser on November 30, 2023 from 5:00 p.m. to 9:00 p.m. located at the United Farmers Market of Maine, 18 Spring Street, Belfast, Maine.

- F. Request to approve an off-premises catering permit for The Otis Group Inc. d/b/a Rollie's for the Chambers Afterhours networking event on December 13, 2023 from 5:00 p.m. to 9:00 p.m. located at Camden National Bank, 156 Main Street, Belfast, Maine.**

Motion to approve an off-premises catering permit for The Otis Group Inc. d/b/a Rollie's for the Chambers Afterhours networking event on December 13, 2023 from 5:00 p.m. to 9:00 p.m. located at Camden National Bank, 156 Main Street, Belfast, Maine.

10. A

Memorandum

November 30, 2023

To: Erin Herbig, Belfast City Manager

Honorable Mayor Sanders and Belfast City Council

From: Zach Dozier, Belfast Parks and Recreation Department

Re: Use of Capital Reserves for Purchase of a Replacement Truck

This memo is to request approval to expend up to \$54,000 from the Parks and Recreation Department's Parks and Recreation's Purchase of Equipment Account #610-535 following a transfer of \$53,000 from the Equipment Capital Reserve Account #610-537 for the purchase of a new truck for the Parks and Recreation Department. This is to replace the department's current 2012 Ford F-150 which recently received an inspection sticker but was deemed very close to not meeting compliance due to extensive body corrosion costing thousands to repair. With the loss of this vehicle, the Parks and Recreation Department is down to one truck. This will make executing the tasks necessary to maintain the city's parks nearly impossible when the spring arrives. After speaking with multiple dealerships in the surrounding region, inventory appears quite limited. It is my feeling that having the ability to purchase a vehicle which fits the department's needs that is physically at a dealership will allow a truck to be available when the spring cleanup tasks arrive. Because of this, I am requesting to have the funds available to act quickly when such a vehicle becomes available. I have attached several quotes for vehicles currently at local dealerships that meet the needs of the Parks and Recreation Department, though the exact vehicles may not be available if funds are approved due to the fluctuating nature of the supply chain. Please note that the 2012 Ford F-150 being replaced did not have four-wheel drive, which has been brought to my attention as a factor which limited its utility to the department. I also strongly believe that the replacement vehicle should have the ability to receive a plow, as it could then serve as a backup to the current truck used to plow parks in the winter. Part of this money had been set aside for the purchase of a new tractor to replace the current tractor which is about 15 years old and will still need to be replaced, the cost of which, based on several quotes for comparable models, will be around \$50,000. A Capital Improvement Project form has been submitted for this tractor replacement.



ENGINE: 5.3L ECOTEC3 V8 W/ DFM
TRANSMISSION: 10-SPEED AUTO

EXTERIOR: ONYX BLACK
INTERIOR: JET BLACK

2024 GMC SIERRA 1500 PRO



STANDARD EQUIPMENT

SEMS SENSOR REQUIRED AS EQUIPPED AT NO EXTRA CHARGE IN THE STANDARD VEHICLE PRICE SHOWING

DOUBLE CAB STANDARD BOX 4WD

OWNER BENEFITS

- 3 YEAR / 36,000 MILE* BUMPER-TO-BUMPER LIMITED WARRANTY
- 5 YEAR / 60,000 MILE* POWERTRAIN LIMITED WARRANTY.

ROADSIDE ASSISTANCE & COURTESY TRANSPORTATION

- FIRST MAINTENANCE VISIT
- WHICHEVER COMES FIRST
- *SEE GMC.COM OR DEALER FOR TERMS, DETAILS & LIMITS

SAFETY & SECURITY

- GMC PRO SAFETY
- AUTOMATIC EMERGENCY BRAKING
- FORWARD COLLISION ALERT
- FRONT PEDESTRIAN BRAKING
- LANE KEEP ASSIST W/LANE

DEPARTURE WARNING

- FOLLOWING DISTANCE INDICATOR
- INTELLIBEAM-AUTO HIGH BEAM
- REAR VISION CAMERA
- TIRE PRESSURE MONITORING WITH TIRE FULL ALERT

PERFORMANCE & MECHANICAL

- AUTOTRAC TRANSFER CASE
- STABILITRAK W/ TRAILER SWAY CONTROL & HILL START ASSIST
- BRAKE PAD MONITORING

CONNECTIVITY & TECHNOLOGY

- 3 YEARS REMOTE ACCESS PLAN; ONSTAR & WI-FI DATA CAPABLE
- SEE ONSTAR.COM FOR TERMS
- GMC INFOTAINMENT SYSTEM
- 7" DIAG. COLOR TOUCHSCREEN
- FEATURES BLUETOOTH AUDIO STREAMING, WIRELESS APPLE CARPLAY AND ANDROID AUTO CAPABLE
- PUSH BUTTON START

6-SPEAKER AUDIO SYSTEM

- REAR SEAT REMINDER

INTERIOR

- AIR CONDITIONING
- REAR HVAC VENTS
- POWER WINDOWS
- POWER DOOR LOCKS
- FRONT 40/20/40 BENCH SEATS W/ COVERED ARMREST STORAGE
- REAR 60/40 FOLDING BENCH SEAT

EXTERIOR

- CHROME BUMPERS
- CORNERSTEP REAR BUMPER
- FRONT RECOVERY HOOKS

MANUFACTURER'S SUGGESTED RETAIL PRICE

STANDARD VEHICLE PRICE \$44,300.00

OPTIONS & PRICING

OPTIONS INSTALLED BY THE MANUFACTURER (MAY REPLACE STANDARD EQUIPMENT SHOWING)

ENGINE: 5.3L ECOTEC3 V8 W/ DFM

1,595.00

PRO VALUE PACKAGE

1,465.00

EZ LIFT POWER LOCK AND RELEASE TAILGATE

INC.

TINTED GLASS

INC.

LED CARGO BED LIGHTING

INC.

REAR WINDOW DEFOSGER

INC.

CRUISE CONTROL

INC.

OUTSIDE POWER MIRRORS

INC.

TRAILERING PACKAGE

INC.

ONYX BLACK

495.00

SNOW PLOW PREP PACKAGE

400.00

ROOF EMERGENCY LIGHT PROVISIONS

INC.

220-AMP ALTERNATOR

INC.

HEAVY-DUTY AIR FILTER

INC.

SKID PLATES

INC.

HEAVY-DUTY FRONT SPRINGS

395.00

AUTO-LOCKING REAR DIFFERENTIAL

290.00

10-WAY POWER DRIVER SEAT ADJUSTER

225.00

120-VOLT I.P. & BED-MOUNTED POWER OUTLETS

INC.

Visit us at www.gmc.com

ALL TERRAIN TIRES

200.00

CARPET FLOOR COVERING

100.00

GWR 7,000 LBS. (3,175 KG)

INC.

REAR AXLE 3.23 RATIO

INC.

17" PAINTED STEEL WHEELS

INC.

TOTAL OPTIONS

\$5,165.00

TOTAL VEHICLE & OPTIONS

\$49,465.00

DESTINATION CHARGE

1,995.00

TOTAL BEFORE SAVINGS

\$51,360.00

TOTAL VALUE PACKAGE DISCOUNT

-500.00

TOTAL VEHICLE PRICE*

\$50,860.00

This label has been included pursuant to Federal law - Do not remove. It is the responsibility of the ultimate purchaser to include the manufacturer's recommended tire pressure information. This information includes tire inflation information and tire pressure information. For more information, visit www.gmc.com.

PARTS CONTENT INFORMATION

FOR VEHICLES IN THIS CARLINE:
U.S./CANADIAN PARTS CONTENT: 37%
MAJOR SOURCES OF FOREIGN PARTS CONTENT: MEXICO 36%

NOTE: PARTS CONTENT DOES NOT INCLUDE FINAL ASSEMBLY, DISTRIBUTION, OR OTHER NON-PARTS COSTS.

FOR THIS VEHICLE:

FINAL ASSEMBLY POINT:
ROANOKE, IN U.S.A.
ENGINE: UNITED STATES
TRANSMISSION: UNITED STATES

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ORDER NO. ONSTAR SALES CODE E

SALES MODEL CODE 1K U0763

FINAL ASSEMBLY:

ROANOKE, IN U.S.A.

VIN 1GTRUAEED7RZ112896 REISSUE

DEALER TO WHOM DELIVERED
O'CONNOR CHEVROLET BUICK GMC
199 RIVERSIDE DR
AUGUSTA, ME 04830-4133

GOVERNMENT 5-STAR SAFETY RATINGS

Overall Vehicle Score Not Rated

Based on the combined ratings of frontal, side and rollover. Should ONLY be compared to other vehicles of similar size and weight.

Frontal Crash Driver Not Rated
Passenger Not Rated

Based on the risk of injury in a frontal impact. Should ONLY be compared to other vehicles of similar size and weight.

Side Crash Front seat ★★☆☆☆
Rear seat ★★☆☆☆

Based on the risk of injury in a side impact.

Rollover ★★☆☆☆

Based on the risk of rollover in a single-vehicle crash.

Star ratings range from 1 to 5 stars (★★★★★) with 5 being the highest.

Source: National Highway Traffic Safety Administration (NHTSA)
www.safercar.gov or 1-888-327-4236

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onstar.com



Gasoline Vehicle

You spend **\$6,250** more in fuel costs over 5 years compared to the average new vehicle.

Fuel Economy & Greenhouse Gas Rating (tailpipe only)



EPA Fuel Economy and Environment

SIERRA 4WD
Standard pickup trucks range from 12 to 75 MPG. The best vehicle rates 140 MPG.

17 MPG combined city/hwy

5.9 gallons per 100 miles

Fuel Economy & Greenhouse Gas Rating (tailpipe only)



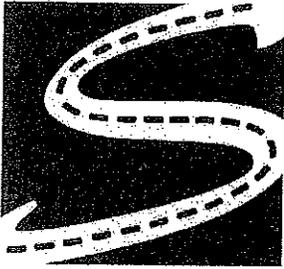
This vehicle emits 511 grams CO₂ per mile. The best emits 0 grams per mile (tailpipe only). Producing and distributing fuel also create emissions; learn more at fuelconomy.gov.

Actual results will vary for many reasons, including driving conditions and how you drive and maintain your vehicle. The average new vehicle gets 28 MPG and costs \$9,750 to fuel over 5 years. Cost estimates are based on 15,000 miles per year at \$3.60 per gallon. MPG is miles per gasoline gallon equivalent. Vehicle emissions are a significant cause of climate change and smog.

fuelconomy.gov

Calculate personalized estimates and compare vehicles





Stanley
The Smart Choice

Purchase Agreement

Steven Grant
Stanley Chevrolet
6 Belmont Ave
Belfast, ME 04915

Buyer	Co-Buyer	Vehicle
City Belfast Rec Dep 131 Church St Belfast, ME 04915 D: (220) 338-3362, E: (207) 338-3362		2024 Chevrolet Silverado 1500 Work Truck VIN: 1GCUAEDXRZ147037 Stock #: 2036 Mileage: 3 Color: Summit White

Purchase Details	
Retail Price:	\$53,735.00
Sales Price:	\$53,735.00
Savings:	\$0.00
Accessories:	\$0.00
Service Contract:	\$0.00
GAP:	\$0.00
Government Fees:	\$35.00
Proc/Doc Fees:	\$448.48
Total Taxes:	\$2,980.09
Total Sales Price:	\$57,198.57
Trade Allowance:	\$0.00
Trade Payoff:	\$0.00
Trade Equity:	\$0.00
Rebate:	\$750.00
Cash Down:	\$0.00
Cash Price:	\$56,448.57

X

Customer Signature

Date

X

Manager Signature

Date

Disclaimer:

STANLEY CHEVROLET BUICK
6 BELMONT AVE
BELFAST ME. 04915

All inquiries subject to credit approval. Prices are based on market value and valid for 15 Days.

PHONE# 207-338-1470

Printed 11/30/23 9:57 AM

Purchase Agreement

Dylan Worster
 VARNEY BUICK GMC MAZDA
 260 Hogan Rd
 Bangor, ME 04401

Buyer	Co-Buyer	Vehicle:
City Of Belfast Parks And Recreation Zach Dozier 131 Church St Belfast, ME 04915 D: (207) 338-3370, C: (207) 338-3370 parksandrec@cityofbelfast.org		2024 GMC Sierra 1500 Pro VIN: 1GTUUAED0RZ103662 Stock #: 28123 Mileage: 5 Color: Summit White

Purchase Details	
Retail Price:	\$55,490.00
Sales Price:	\$54,990.00
Savings:	\$500.00
Accessories:*	\$3,500.00
Service Contract:	\$0.00
GAP:	\$0.00
Government Fees:	\$0.00
Documentation Fee:	\$125.00
Total Taxes:	\$0.00
Total Sales Price:	\$58,615.00
Trade Allowance:	\$0.00
Trade Payoff:	\$0.00
Trade Equity:	\$0.00
Rebate:	\$3,500.00
Cash Down:	\$0.00
Cash Price:	\$55,115.00

- current rebate/ good until 12/24

X _____
 Customer Signature

X _____
 Manager Signature

 Date

 Date

* Accessories: Truck side plow equipment: \$3,500.00

Disclaimer:

Printed 11/30/23 12:05 PM

Subject to final credit approval.



2024 GMC SIERRA 1500 PRO

EXTERIOR: SUMMIT WHITE
INTERIOR: JET BLACK

ENGINE: 5.3L ECOTEC3 V8 W/ DFM
TRANSMISSION: 10-SPEED AUTO

PULL THIS STRAP TO EXPOSE ADHESIVE



Visit us at www.gmc.com

TOTAL VEHICLE PRICE: \$55,490.00

STANDARD EQUIPMENT

THE FOLLOWING EQUIPMENT IS INCLUDED AT NO EXTRA CHARGE IN THE STANDARD PRICE:

- OWNER BENEFITS**
 - 3 YEAR / 36,000 MILE LIMITED WARRANTY
 - 5 YEAR / 60,000 MILE POWERTRAIN LIMITED WARRANTY, ROADSIDE ASSISTANCE & COURTESY TRANSPORTATION
 - FIRST MAINTENANCE VISIT
 - WHICHEVER COMES FIRST
 - SEE GMC.COM OR DEALER FOR TERMS, DETAILS & LIMITS
- SAFETY & SECURITY**
 - GMC PRO SAFETY
 - AUTOMATIC EMERGENCY BRAKING
 - FORWARD COLLISION ALERT
 - FRONT PESTERIVIAN BRAKING
 - LANE KEEP ASSIST W/LANE
- DEPARTURE WARNING**
 - FOLLOWING DISTANCE INDICATOR
 - INTELLIBEAM-AUTO HIGH BEAM
 - REAR VISION CAMERA
 - TIRE PRESSURE MONITORING WITH THE FILL ALERT
- PERFORMANCE & MECHANICAL**
 - 170 AMP ALTERNATOR
 - STAYALTRAK W/ TRAILER SWAY CONTROL & HILL START ASSIST
 - BRAKE PAD MONITORING
- CONNECTIVITY & TECHNOLOGY**
 - 3 YEARS REMOTE ACCESS PLAN: ONSTAR & W-I DATA CAPABLE
 - SEE ONSTAR.COM FOR TERMS
 - GMC NIGHTMARE SYSTEM
 - 7" DIAG. COLOR TOUCHSCREEN
 - FEATURES BLUETOOTH AUDIO STREAMING, WIRELESS APPLE CARPLAY AND ANDROID AUTO CAPABLE
 - PUSH BUTTON START

- 6-SPEAKER AUDIO SYSTEM
- REAR SEAT REMINDER
- INTERIOR**
 - AIR CONDITIONING
 - REAR HVAC VENTS
 - POWER WINDOWS
 - POWER DOOR LOCKS
 - FRONT 40/20/40 BENCH SEATS W/ COVERED ARMREST STORAGE
 - REAR 60/40 FOLDING BENCH SEAT
- EXTERIOR**
 - CONGESTED REAR BUMPER
 - FRONT RECOVERY HOOPS

STANDARD VEHICLE PRICE: \$46,700.00
MANUFACTURER'S SUGGESTED RETAIL PRICE

OPTIONS & PRICING

OPTION NOT AVAILABLE FOR THIS VEHICLE
SEE DEALER FOR MORE DETAILS

- SIRIUSXM AUDIO WITH 3-MO TRIAL SUBSCRIPTION
- BUMPER REAR BODY COLOR
- BUMPER FRONT BODY COLOR
- COLOR-AGED CARPETING
- REAR VEHICLE START
- THEFT-DETERRENT SYSTEM
- 20" PAINTED HIGH GLOSS BLACK ALUMINUM WHEELS
- ALL TERRAIN TIRES
- ENGINE: 5.3L ECOTEC3 V8 W/ DFM
- PRO VALUE PACKAGE
- EZ LIFT POWER LOCK
- TINTED GLASS
- LED CARGO BED LIGHTING
- REAR WINDOW DEFROSTER
- CHROME CONTROL
- OUTSIDE POWER MIRRORS
- TRAILERING PACKAGE
- X31 OFF-ROAD PACKAGE
- OFF-ROAD SUSPENSION
- HILL DESCENT CONTROL

2,650.00

- SIDO PLATES
- HEAVY-DUTY AIR FILTER
- 2-SPEED AUTOMATIC TRANSMISSION CASE
- X31 BADGE
- 10-WAY POWER DRIVER SEAT ADJUSTER
- TRAILER BRAKE CONTROLLER
- 120-VOLT 12" & BED-MOUNTED POWER OUTLETS
- CREDIT - NOT EQUIPPED WITH STEERING COLUMN LOCK
- GVWR: 7,100 LBS. (3,224 KG)
- REAR AXLE 3.23 RATIO
- 20" PAINTED HIGH GLOSS BLACK ALUMINUM WHEELS

299.00
275.00
225.00
-50.00
N/C
N/C

TOTAL OPTIONS: \$7,395.00

TOTAL VEHICLE & OPTIONS: \$54,095.00

DESTINATION CHARGE: 1,895.00
TOTAL BEFORE SAVINGS: \$55,990.00
PRO VALUE PACKAGE DISCOUNT: -500.00

EPA Fuel Economy and Environment DOT

Fuel Economy **MPG**
 17 city 20 highway
 5.9 gallons per 100 miles

Standard pickup truck (2023) from 12 to 23 mpg. The best vehicle rates 120 mpg.

Annual fuel cost \$3,200

This vehicle emits 613 grams CO₂ per mile. The best emits 149 grams CO₂ per mile. For more information on CO₂ emissions, visit www.epa.gov.

You spend \$6,250 more in fuel costs over 5 years compared to the average new vehicle.

Fuel Economy & Greenhouse Gas Rating comparison

Smartphone QR Code

GOVERNMENT 5-STAR SAFETY RATINGS

Overall Vehicle Score: ★ ★ ★ ★ ★

Based on the combined ratings of frontal, side and rollover. Should ONLY be compared to other vehicles of similar size and weight.

Frontal Crash	Driver Passenger	★ ★ ★ ★ ★
Side Crash	Front seat Rear seat	★ ★ ★ ★ ★
Rollover		★ ★ ★ ★ ★

Based on the risk of rollover in a single-vehicle crash.

Star ratings range from 1 to 5 stars (★ ★ ★ ★ ★) with 5 being the highest.

Source: National Highway Traffic Safety Administration (NHTSA)
www.safercar.gov or 1-888-327-4235

PARTS CONTENT INFORMATION

FOR VEHICLES IN THIS CARLINE: U.S./CANADIAN PARTS CONTENT: 37% MAJOR SOURCES OF FOREIGN PARTS CONTENT: MEXICO 36%

NOTE: PARTS CONTENT DOES NOT INCLUDE FINAL ASSEMBLY, DISTRIBUTION, OR OTHER NON-PARTS COSTS.

FOR THIS VEHICLE:
 FINAL ASSEMBLY POINT: ROANOKE, IN U.S.A.
 COUNTRY OF ORIGIN: U.S.A.
 ENGINE: UNITED STATES
 TRANSMISSION: UNITED STATES

DEALER CONTACT: SALES CENTER
 250 HOGAN RD
 BANGOR, ME 04401-4206

REISSUE

VARNEY BUICK GMC

1-800-311-4111

At this time, we have not received any information regarding the availability of this vehicle. We are sorry that we cannot provide you with more information at this time. We will contact you as soon as we have more information. Thank you for your interest in this vehicle. Please call us at 1-800-311-4111 for more information.

fuel economy.gov

Equipped with the safety and security of OnStar.

www.onstar.com

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 GMC is a registered trademark of General Motors Corporation.

10.B



CITY OF BELFAST, MAINE 04915
131 Church Street

PLANNING AND CODES DEPARTMENT

Phone: (207) 338-3370 ext. 125

Fax: (207) 338-2419

Email:

planningandcodes@cityofbelfast.org

MEMORANDUM

DATE: December 12, 2023

TO: Belfast Mayor and City Council, City Manager Erin Herbig

FROM: Bub Fournier, Director of Code and Planning Department

RE: Request to utilize Capital Improvement project funds to address property maintenance issues at two properties in Belfast.

Background Information: The Planning and Codes Department is requesting authorization to utilize Capital Improvement Project funds (account #720—918) to address two properties in Belfast as per the enclosed memorandum generated by Planning and Codes Coordinator Jen Cormier.

Requested Action: I request that the City Council consider “**authorizing Planning and Codes staff to utilize Capital Improvement Project funds (account #720-918) to address property maintenance issues at the Belmont Ave and Park Hill properties mentioned in the memo.**” If the Council chooses to support this request, the Department would like to move quickly, as we have received quotes to do this work, and finding a contractor has been difficult. The total amount is \$14,350.

MEMO

To: Bub Fournier

From: Jen Cormier

Date: December 11, 2023

RE: Boarding of Properties

Steve and I recently reviewed several properties with ongoing, unresolved code violations and determined they need to be secured to ensure the safety and well-being of the community. Of the current list, we propose to board two properties which will use the remaining funds budgeted for this purpose. Below is a summary the proposed properties:

361 Belmont Avenue, Map 2, Lot 85

Secure (Board) vacant structure and remove accumulations. Estimated cost: \$9,500

This property has multiple ongoing and unresolved code violations that fall under the property maintenance ordinance. At the end of July 2023, Department staff were notified about an excessive amount of garbage in the yard that was attracting vermin. A visit from Planning and Codes staff determined there was a significant issue and a Notice of Violation was sent to the property owner Certified Mail. The post office attempted delivery three times before returning the letter in August as unclaimed and unable to forward.

Additionally, it was discovered that the property has had no utilities for over a year and is in foreclosure. A default judgment was made on July 22, 2023 - Docket No. RE-234. A second Notice of Violation was sent to the plaintiff as well as their lawyer. CEO Steve Wilson determined the structure to be unfit for occupancy based on lack of power and water. On October 3, 2023, Planning and Codes staff, assisted by officers from the Belfast PD, visited the property to placard (condemn) and post the notice of violation on the structure. The individual occupying the property admitted to officers that she is not the owner, nor does she know where he is. She does not have a lease agreement. The individual was informed about the placard and NOV and asked to vacate the premises.

In October and November, the Planning and Codes Department received several complaints about the continued accumulation of garbage and property occupants. Belfast PD also received a complaint about the unusually high volume of traffic in and out of 361 Belmont Ave.

A third-party vendor for the plaintiff contacted the P&C office about the outstanding NOV and indicated they would like the opportunity to board and secure the structure. Copies of the NOV were emailed to the vendor on October 31 and November 27. They were also advised of the occupancy

situation indicating they should reach out to the police department for assistance removing trespassers. The vendor advised their contractor was met by a hostile occupant and would not proceed because the bank didn't own the property. A letter from the bank was received indicating that they would not remediate the violations. The property is scheduled to be auctioned on December 21, 2023.

Proposals for Boarding were posted on the City website on November 29, 2023 and bids were received by the deadline December 7, 2023. Due to the inaction of the bank, multiple complaints received from the abutter, unauthorized occupancy and the overall insanitary conditions of the property, it is recommended that Planning and Codes work to have the building secured and garbage removed. A lien will be placed to recover this expense.

27 Park Hill Road, Map 2, Lot 89

Secure (Board) vacant structure, remove accumulations, clear vegetation. Estimated cost: \$4,850

This property has had numerous issues dating back to 1997. A summary of current activity is below:

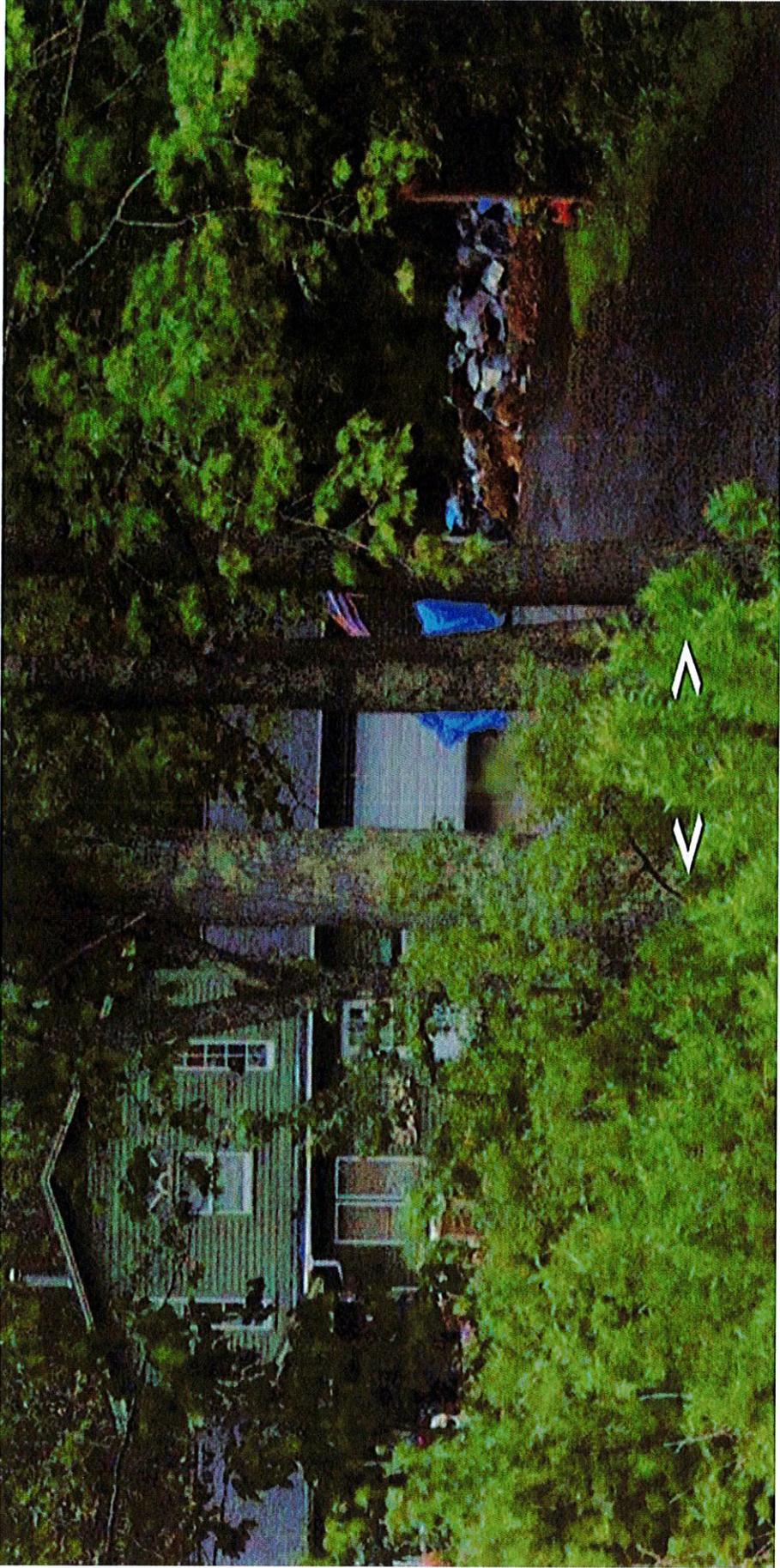
-August 25, 2020 a Notice of Condemnation was hand delivered and read aloud to the property owner. Placard placed on building. Pictures show severe deterioration of interior living space.

-Property owner taken to hospital for evaluation per Adult Protective Services due to unsafe living conditions. Hospital determined individual had sufficient capacity to make decisions and released. Individual returned to live in condemned structure, Adult Protective Services advises occupant of services available and how to contact.

-March 2022, property owner dies. Spouse was previously deceased, the immediate and extended family are estranged and do not seek ownership. Mortgage is through Farmers Home Administration.

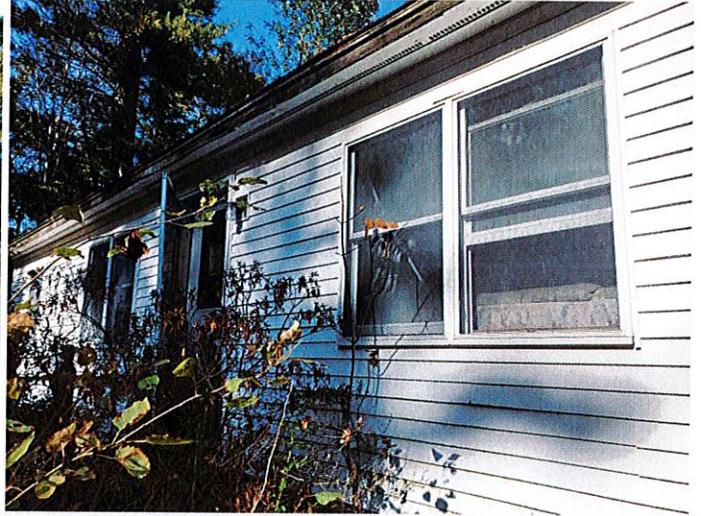
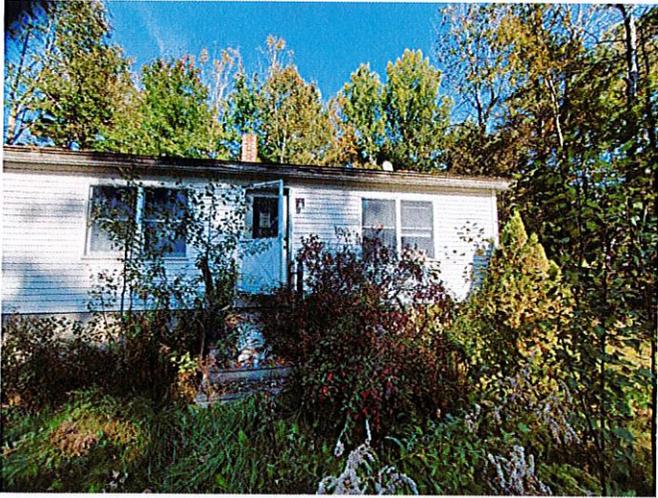
-November 2022, notice of violation sent but returned as undeliverable, unable to forward and no known responsible party. In Spring 2023, Planning and Codes staff learns that property owner has passed away.

Proposals for Boarding were posted on the City website on November 29, 2023 and bids were received by the deadline December 7, 2023. Due to the inaction of the bank and the overall insanitary conditions of the property, it is recommended that Planning and Codes work to have the building secured and exterior garbage removed. A lien will be placed to recover this expense.



361 Belmont Ave

27 Park Hill Road



10.C



CITY OF BELFAST

131 Church Street
Belfast, Maine 04915

Angie Crosby
City Clerk

E-mail: cityclerk@cityofbelfast.org
Tel: (207) 338-3370 ext. 131

TO: Mayor Eric Sanders, Members of Belfast City Council, and Manager Erin Herbig

FROM: Angie Crosby, City Clerk

DATE: Tuesday, November 14, 2023

For the past several elections, the city has had great success in utilizing the Tarantine Tribe hall, located at 153 Main Street, as a polling location for Wards 3-4. We believe that it would be for the benefit of the city to also combine Wards 1-2 into this location as well. Many factors make this location a great fit as a polling location such as its large, open hall which is easy to reconfigure, its central location within the city, close to City Hall, and directly off the main drag of the city. There are other considerations that we believe would benefit the citizenry by combining Wards 1-4:

- **Safety:** After attending several trainings with Cybersecurity & Infrastructure Security Agency (CISA), we have learned of many no cost ways to help secure polling locations such as point of egress and manageability of voter flow that Tarantine is better equipped than the Boathouse to accomplish.
- **Parking:** The Tarantine Tribe hall has a vastly larger parking lot than the boathouse and also has the benefit of overflow parking areas such as the courthouse and plaza across the street.
- **Better Handicap Accessibility:** Along with the greater ease of parking, the tribe hall has very few tight angles or narrow halls that could restrict access for those voters that have mobility issues and also has better lighting for those residents that have poor vision.

- **Less Polling Location Errors:** We have observed that more often than not when a citizen is going to the incorrect polling location it's a citizen from Wards 1-2 showing up to the location of Wards 3-4 or vice-versa. By combining these four wards we would drastically reduce the number of extra trips some citizens face on election day.
- **Better Staffing:** By reducing the number of polling locations from 3 to 2, we would greatly increase the amount of oversight at each polling location which would lead to a smoother voting experience for the citizens of Belfast.

This is also not a new idea for the city. In the past 20 years alone we utilized one polling location for wards 1-4 to great success. From 2013 to 2018, Wards 1-4 were located at the boathouse and in 2019 those wards were moved to the Crosby center. Due to the COVID-19 Pandemic, we moved back to 3 locations only to help with social distancing. Also, the only issue we have faced in the past with having 4 wards in one polling location has been parking, at both the boathouse and the Crosby Center. As stated above, the Tarantine Tribe hall has a vastly improved parking situation than both of those locations so those issues should be alleviated if not nonexistent.

Today I recommend hosting wards 1-4 at the Tarantine Tribe Hall beginning in March 2024. This will give us time to see how the 2024 Republican primaries go before the summer election as well as the presidential election in November 2024. Thank you so much for your consideration, I am happy to answer any questions.

10. D



22 Wright Brothers Drive

Airport Manager
Kenn Ortmann

City of Belfast
Municipal Airport
131 Church Street
Belfast, Maine 04915

Phone: 207 338 3370 x 600

Email: airport2@cityofbelfast.org

In December 2022 the City Council approved a request by Airport Manager Kenn Ortmann and the Belfast Airport Advisory Committee (BAAC) to transfer \$500 from account #640-594 Airport Maintenance to account #610-537 Parks and Recreation Equipment Capital Reserve to pay for the transfer of a John Deere Z915B Zero-turn mower from Parks and Recreation Department to Belfast Municipal Airport ownership. We understood it was an older unit that would likely require some repairs and "TLC".

During the calendar year 2023 mowing season I was amazed at the unit's efficiency and capability compared to the small garden tractor I had been using. I estimate the zero-turn mower at least doubled my mowing productivity and allowed me to accomplish some projects that have required Public Works or Parks and Recreation Department assistance in the past.

Unfortunately, at the end of the mowing season, the unit's Kohler engine broke a connecting rod. I first discussed the options with Viking Lumber, who had been performing routine maintenance on the mower. They indicated it would be difficult to find a drop-in replacement engine. If they could find something that would fit, it was unknown what additional parts and labor would be required to make it work. They estimated the cost would be at least \$4,000 without counting the extra labor and parts required.

Based on their recommendation and suggestions by the Parks and Recreation and Public Works Departments, I brought the unit to United Ag & Turf in Union, since they are a John Deer dealer and specialize in these types of repairs.

They have provided a detailed estimate of the cost to replace the engine, to replace leaking axle oil seals on both main wheels, replace the failed battery, and to put a tube in one tire with a slow leak. The total for parts is \$3,082.56 with labor \$1,620 for a total of \$4,702.56.

At my request, they also provided a brochure showing the cost of a new unit with an equivalent width mowing deck and engine as \$12,520.

While there are no guarantees there will not be other component failures, United Ag & Turf noted that this is a solid machine and that these repairs would address the integrity of the costliest components.

The Airport Manager and BAAC is requesting that the City Council vote in support of authorizing the following action:

Authorize the utilization of \$4,702.56 from account #640-711 Airport Maintenance Capital Reserve to pay for repairs to the John Deere Z915B Zero-turn mower.

PO #:

Date: Nov 29 2023

Account #:

Dealer Information

Name: UNITED AG & TURF

Address: 1987 HEALD HIGHWAY
UNION, ME 04862
United States

Phone: 2077854464

Fax: 2077855985

Contact:

Customer Information

Name: City of Belfast- Municipal Airport

Address:

Phone: 603-970-1947

Email:

Contact:

Description	PIN	Comment 1	Comment 2	Qty	Unit Price	Price
MIU14382: Transmission Axle Oil Seal Rubber Plug	1TC915BATCT010 150	Turf And Utility	Z915B - ZTRAK	2	8.03	16.06
MIU801311: Seal	1TC915BATCT010 150	Turf And Utility	Z915B - ZTRAK	2	8.96	17.92
TY25221A: StrongBox™ Original Equipment, 12V, Wet Battery	1TC915BATCT010 150	Turf And Utility	Z915B - ZTRAK	1	98.99	98.99
AUC15202: Gasoline Engine, 747 CC, 25 HP Gross Rated Power	1TC915BATCT010 150	Turf And Utility	Z915B - ZTRAK	1	2949.59	2949.59

Currency:

Subtotal: 3082.56

Labor Hours: 12.00

Labor Rate: 135.00

Labor: 1620.00

Shipping Method:

Shipping:

Tax:

Total: 4702.56

Dealer Message: *-This includes Tubing Flat tire -*

M-SERIES



Z920M: 23.5hp HD Kawasaki, 48" 7-
-Iron Pro deck, 10mph, susp seat, 1283lbs **\$12,520**

23.5hp HD Kawasaki, 54" 7-
-Iron Pro deck, 10mph, susp seat, 1283lbs **\$12,805**

23.5hp HD Kawasaki, 60" 7-
-Iron Pro deck, 10mph, susp seat, 1283lbs **\$13,155**

Z930M: 25.5hp HD Kawasaki, 54" 7-
-Iron Pro deck, 10mph, susp seat, 1365lbs **\$13,255**

25.5hp HD Kawasaki, 60" 7-
-Iron Pro deck, 10mph, susp seat, 1365lbs **\$13,605**

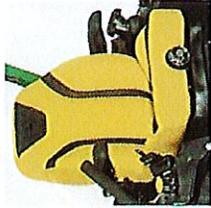
Z950M: 27hp HD Kawasaki, 60" 7-
-Iron Pro deck, 10mph, susp seat, 1365lbs **\$14,035**

27hp HD Kawasaki, 72" 7-
-Iron Pro deck, 10mph, susp seat, 1365lbs **\$14,650**

Z960M: 31hp HD Kawasaki, 60" 7-
-Iron Pro deck, 10mph, susp seat, 1365lbs **\$14,840**

31hp HD Kawasaki, 72" 7-
-Iron Pro deck, 10mph, susp seat, 1365lbs **\$15,500**

All Z900 M/R series from United Ag & Turf include a Deluxe seat with armrests, HD stitching, adjustable suspension seat with exclusive ComfortGlide™ seat mount.



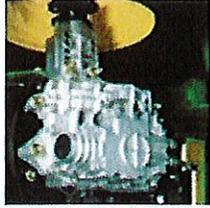
The 7-Iron™ deck that competitors are jealous of is stamped from a single piece of 7 gauge steel to perfectly create air flow, help self clean, throw clippings better, & be the strongest deck in the industry.



Durable height of cut adjuster is designed for simplicity & ease of use with cut heights from 1" to 5.5" & large robust controls that can be operated while wearing work gloves.



A rarity in the industry, cross-ported transmissions route the coolest hydraulic fluid to the hydraulic pump under the most stress to extend life & protect performance. Standard on R Series models.



The Z900 series is built on an impressive truck style welded C-Channel frame & paired with molded cast iron front forks resulting in a strong & balanced zero turn mower!



R-SERIES



Z930R: 25.5hp HD Kawasaki, 54" 7-
-Iron Pro deck, 12mph, susp seat, 1365lbs (approx) **\$16,115**

25.5hp HD Kawasaki, 60" 7-
-Iron Pro deck, 12mph, susp seat, 1365lbs (approx) **\$16,465**

Z950R: 27hp HD Kawasaki, 60" 7-
-Iron Pro deck, 12mph, susp seat, 1340lbs **\$16,855**

27hp HD Kawasaki, 72" 7-
-Iron Pro deck, 12mph, susp seat, 1340lbs **\$17,515**

Z970R: 35hp HD Kawasaki, 60" 7-
-Iron Pro deck, 12mph, susp seat, 1365lbs **\$18,370**

35hp HD Kawasaki, 72" 7-
-Iron Pro deck, 12mph, susp seat, 1365lbs **\$19,030**

M/R FACTORY INSTALLED UPGRADES

Mulch On Demand™
Operator controlled mulching **Starting at \$1,100**

FastBack™ PRO
Rear Discharge Deck **Starting at \$1,050**

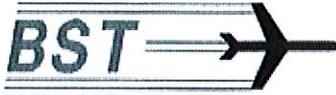
Tweel® by Michelin
Airless Radial Tire **Starting at \$1,149**

Models, pricing, specifications, availability are subject to change at any time without notice. Taxes, delivery, and any applicable fees extra. See sales rep for further details.

10.E



City of Belfast
Municipal Airport
131 Church Street
Belfast, Maine 04915



22 Wright Brothers Drive

Airport Manager
Kenn Ortmann

Phone: 207 338 3370 x 600
Email: airport2@cityofbelfast.org

MEMO

DATE:	December 19, 2023
TO:	City Manager Herbig and Mayor and Council
FROM:	Kenn Ortmann, Airport Manager
RE:	Request for Qualification Statements - Airport Layout Planning (ALP) Services

Background

Every five years airports receiving FAA funding are expected to go through a **Request For Qualifications (RFQ)** process. Our current consulting contract with McFarland Johnson expires on December 8, 2026. In the 2020 RFQ we listed anticipated future projects for the Belfast Municipal Airport as including the fuel farm, crack sealing, a Precision Approach Path Indicator (PAPI) system, and obstruction removal. However, since we did not include an Airport Layout Plan update as a potential project, we are required by the FAA to issue another RFQ for this specific task.

Since we anticipate future FAA grant requests will become more and more competitive, I believe updating our current ALP to reflect what has been accomplished over the past several years, as well as making it more realistic in terms of hangar development and other revenue-generating efforts, will provide an effective foundation for our future grant requests.

I amended the RFQ document we used in 2020 to create an expedited process for this one issue. In 2021 the "Consultant Review Committee" included the following:

- City Council member
- City Manager
- Economic Development Director
- Belfast Airport Advisory Committee Member
- Airport Manager

The RFQ is due December 28, 2023 and we need to select a consultant by January 4 to ensure a reasonable timeframe to negotiate a contract, obtain City Council approval, and get the application to the FAA by March 1, 2024.

Action Requested

1. Create a "Consultant Review Committee" to review responses and make a recommendation to the City Council.

FIRST AMENDEMENT

to

Room Use Agreement

between

CITY OF BELFAST

And

**THE STATE OF MAINE
Department of Administrative & Financial Services
Bureau of General Services
on behalf of the
Department of Corrections**

The underlying Room Use Agreement for 1,750 square feet of office space at 2 Franklin Street, Belfast, Maine, was entered on the 20th day of April 2022, this First Amendment is dated _____ (the underlying lease and amendments are referred to collectively as the "Lease.") by and between The City of Belfast, for themselves, their administrators, successors and assigns (hereinafter called the "Lessor") and the State of Maine, Department of Administrative & Financial Services, Bureau of General Services, whose address is 77 State House Station, Augusta, Maine 04333 on behalf of the Department of Corrections (hereinafter called the "Lessee").

For good and valuable consideration, Lessor and Lessee agree to the following changes to the Lease, effective _____. Unless otherwise defined herein or unless the context clearly requires a different meaning, the capitalized words and phrases used herein shall have the same meanings ascribed to them in the Lease.

Initial Term 4/20/2022 to 2/29/2024
1st Amendment 3/1/2024 to 2/28/2026

I. Lease Amendment

The Lease is hereby amended as follows:

- A. Section 3 of the lease (TERMS) is hereby amended for the purpose of extending the initial term through February 28th, 2026.

"3. TERMS: The Lessee shall have exclusive use of said above-described room (2). Initial term beginning April 1st, 2022, and ending on February 28th, 2026."

B. Section 4 of the lease (RENEWAL) is hereby amended for the purpose of using one of optional renewal terms to extend the Lease through February 28th, 2026.

“4. **RENEWAL:** The Lessee shall have the option to renew this lease for one (1) term of two (2) years or any fraction thereof, after the above initial lease term and upon the same covenants and conditions as set forth in this lease for initial lease term except for rent which shall be negotiated.”

C. Section 8 of the lease (RENTAL) is hereby amended for the purpose of extending the rent payments through February 28th, 2026.

“8. **RENTAL:** YIELDING AND PAYING THEREFORE,

YEAR	S.F.	COST P.S.F.	ANNUAL RENT	MONTHLY RENT
3/1/2024-2/28/2026	1,750	\$16,768514	\$29,344.90	\$2,445.4083

in arrears, in accordance with the State’s usual accounting procedures, commencing with the first month of occupancy as established by the provisions of paragraph 3.”

D. Section 18 of the Lease (NOTICES) is hereby amended by deleting it in its entirety and substituting the following:

“18. **NOTICES:** Any notices required hereunder shall be in writing and shall be sent certified mail, return receipt requested, addressed to Lessor or Lessee, as the case may be, at the addresses specified below or at such other address as a party may have specified by written notice hereunder

Lessor:
 City of Belfast
 Attn: Erin Herbig, City Manager
 131 Church St.
 Belfast, ME 04915

Contact: Erin Herbig
 Telephone 207-338-3370 ext.110
 Email: citymanager@cityofbelfast.org

Lessee:
 Administrative and Financial Services
 Bureau of General Services
 Division of Leased Space
 77 State House Station
 Augusta, ME 04333-0077

Contact: Brittany Smith
 Telephone: 207- 624-7342
 Email: Brittany.Smith@maine.gov

on behalf, of
 Maine Department of Corrections

Agency Contact: Jennifer Michaud
 Telephone: 207-458-5580
 Email: jennifer.michaud@maine.gov

II. Ratification of Lease. This Amendment shall be deemed to form a part of and shall be construed in connection with and as part of the Lease. Except as hereinbefore expressly amended, all other terms, covenants and conditions contained in the Lease shall continue to remain unchanged and in full force and effect and are hereby ratified and confirmed.

III. Binding Effect. Each of the provisions of this Amendment shall extend to and shall, as the case may require, bind or inure to the benefit not only of the Lessor and of the Lessee, but also of their respective permitted successors and assigns.

It is further agreed that all other provisions of the Lease shall remain in full force and effect.

DRAFT

[THIS SPACE LEFT BLANK INTENTIONALLY]

In WITNESS, WHEREOF, this FIRST AMENDMENT to the lease has been duly executed by the parties hereto as of the day and year first above written.

CITY OF BELFAST

Erin Herbig, City Manager

Date

DEPARTMENT OF CORRECTIONS

Bethany M Perry, Manager of Correctional Operations

Date

**DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
BUREAU OF GENERAL SERVICES, DIVISION OF LEASED SPACE**

William Longfellow, Bureau Director

Date

