

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, January 2, 2024**

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

Councilor Bonneville, seconded by Councilor Dean, made a motion to go into Executive Session on a Personnel matter pursuant to 1 M.R.S.A. 405 (6) A at 6:00 p.m. This motion was approved, 4-0 (Councilor Harkness arrived at 6:10 p.m.).

Councilor Bonneville, seconded by Councilor Harkness, made a motion to adjourn the Executive Session on a Personnel matter pursuant to 1 M.R.S.A. 405 (6) A at 7:01 p.m. This motion was approved, 5-0.

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. 13

1) Call to order

2) Present: Mayor Eric Sanders, Councilors Mary Mortier, Neal Harkness, Brenda Bonneville, Chris Bitely, Paul Dean; City Manager Erin Herbig and Deputy City Manager Manda Cushman.

3) Pledge of Allegiance

4) Adoption of the agenda

Councilor Harkness, seconded by Councilor Bonneville, made a motion to adopt the agenda. This motion was approved, 5-0.

5) Acceptance of the minutes

Regular Council Meeting of December 19, 2023.

Councilor Dean, seconded by Councilor Harkness, made a motion to accept the minutes from the Regular Council Meeting of December 19, 2023. This motion was approved, 5-0.

6) A. Open to the public

City Manager Erin Herbig noted that the Council received no emails and no postal mail, prior to noon today which when received would be included as part of the Open to the Public.

No comments.

B. Organization and Department Reports

City Manager Erin Herbig informed the public of the City facility closures for Monday, January 15th in observance of Martin Luther King Jr. Day, reminded the Council of the Work Session that is scheduled for Tuesday, January 30th at 6:00 p.m. with the Harbor Advisory Committee and the Climate, Energy and Utilities Committee, and informed the public of the Planning Board public hearing scheduled for January 24th regarding proposed amendments to the City Code of Ordinances, Chapter 66 Definitions, Chapter 98 Technical Standards, and Chapter 102 Zoning.

7) Communications

Councilor Bonneville wished everyone a Happy New Year.

8) Old Business and City Committee Reports

Councilor Harkness provided an update on the Housing and Property Development Committee and informed the Council and public of the event they are hosting, a Developers Forum, 8:00 a.m. on January 22nd at the Shrine Club.

City Manager Erin Herbig noted that open enrollment for City Committees with vacancies will occur this month and that more information will be available on the City website.

9) Permits, Petitions and Licenses - Consent Agenda

A. Request to approve a twelve-month Blanket Letter of Approval for Game of Chance (Spades) for Randall Collins Memorial VFW Post 3108 located at 34 Field Street, Belfast, Maine. This approval is granted from January 1, 2024, through December 31, 2024.

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

10) Business

A) Request from the Fire Chief to approve Ambulance and Fire Contract Rates for FY2024-25 and FY2025-26.

Fire Chief Patrick Richards reviewed Ambulance and Fire Contract Rates for FY2024-25 and FY2025-26 and answered Council questions.

Councilor Dean, seconded by Councilor Harkness, made a motion to approve EMS and fire suppression service contracts as presented for FY 24-25 and FY 25-26 and to continue to revisit these rates on an annual basis. This motion was approved, 5-0.

B) Request from the Harbor Master to approve 2024 Harbor Usage Fees.

Harbor Master Kathy Given reviewed the 2024 Harbor Usage Fees and answered Council questions.

Councilor Mortier, seconded by Councilor Harkness, made a motion to approve the Harbor Usage Fees for 2024 as recommended by the Harbor Advisory Committee and Harbor Master. This motion was approved, 5-0.

C) Request by the Economic Development Director to authorize the submission of a Letter of Intent to the Community Development Block Grant Public Infrastructure Grant Program.

Economic Development Director Thomas Kittredge reviewed the request to authorize the submission of a Letter of Intent to the Community Development Block Grant Public Infrastructure Grant Program and answered Council questions.

Councilor Mortier, seconded by Councilor Bonneville, made a motion to authorize the submission of a Letter of Intent to the Community Development Block Grant Public Infrastructure Grant Program, for the \$990,000 grant maximum; and to authorize the City Manager to sign any documents related to and necessary for the submission of this Letter of Intent. This motion was approved, 5-0.

D) Request from the City Manager to extend the U.S. Coast Guard Lease at 2 Franklin Street.

City Manager Erin Herbig reviewed the request to extend the U.S. Coast Guard Lease at 2 Franklin Street and answered Council questions.

Councilor Bonneville, seconded by Councilor Harkness, made a motion to authorize the City Manager to execute the five-year lease agreement with the United States Coast Guard as presented. This motion was approved, 5-0.

E) Review of Official City Business Parking Passes.

City Manager Erin Herbig reviewed the Official City Business parking pass system and answered Council questions.

Councilor Dean, seconded by Councilor Harkness, made a motion to extend the City Business Parking Passes for 2024 for up to 18 passes to be used as needed. This motion was approved, 5-0.

F) Signing of Council Orders and housekeeping items.

Council Order #40 Signed by Councilor Harkness Ordered That:

The City Manager and the City Treasurer are authorized to expend up to \$1,500.00 to remove trees located at the Municipal Airport as presented on December 19, 2023. Funding is to come from the Airport Maintenance Account #640-594. (Approved on December 19, 2023)

11) Open to the Public

No comments.

12) Communications

Councilor Harkness discussed updating the language for Open to the Public and recommended that if the Council didn't want to change it at this time to give the Mayor the discretion to read the language as needed. Councilors unanimously agreed that the Mayor has the discretion to read the language of Open to the Public as needed.

Mayor Sanders suggested that the language at the beginning of the meeting that states "All City Council Meetings and City Committee Meetings will be conducted in-person at Belfast City

Hall, effective May 3, 2022,” be removed moving forward as it seems no longer necessary. Councilors unanimously agreed.

13) Adjourn

Councilor Bonneville, seconded by Councilor Dean, made a motion to adjourn at 7:55 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