

**RECORD OF REGULAR MEETING  
ELLSWORTH CITY COUNCIL**

**DATE: JULY 20, 2020**

**TIME: 7:00 PM**

**PLACE: ELLSWORTH CITY HALL COUNCIL CHAMBERS**

**CITY COUNCIL PRESENT: BLANCHETTE, GRINDLE, HAMILTON,  
KAPLAN, MILLER, MOORE, AND PHILLIPS.**

**CITY COUNCIL ABSENT:**

**KEY SPEAKERS PRESENT: CITY MANAGER DAVID COLE, JENNIFER  
MERCHANT, RICHARD TUPPER, AND HEIDI GRINDLE.**

**VIA TELEPHONE: JANNA RICHARDS, LISA SEKULICH, AND GLENN  
MOSHIER.**

In accordance with An Act To implement Provisions Necessary to the Health, Welfare and Safety of the Citizens of Maine in Response to the COVID-19 Public Health Emergency, as enacted to read: Sec G-1 1 MRSA §403-A Public proceedings through remote access during declaration of State of Emergency due to COVID-19, the meeting will be held live at 1 City Hall Plaza in the City Hall Council Chambers with only the City Council, City Manager, and the allowable number of participants allowed according to the Governor’s executive order present. Citizens may email questions and public comments on the public hearing agenda items as well as other items this evening to Chair Dale Hamilton at [dhamilton@ellsworthmaine.gov](mailto:dhamilton@ellsworthmaine.gov) prior to and throughout the duration of the meeting. The meeting will be broadcast live on the City of Ellsworth, Maine Facebook page and YouTube Page; as well as recorded and made available live on Spectrum Channel 1303.

Facebook: <https://www.facebook.com/ellsworthme>

YouTube: <https://www.youtube.com/c/CityofEllsworthMaine>

*Call to Order.*

Chair Hamilton called the regular meeting of the Ellsworth City Council to order at 7:00 PM.

*Pledge of Allegiance.*

All stood for the pledge of allegiance.

*Rules of Order.*

The meeting was conducted under Robert’s Rules of Order and other rules adopted at the November 13, 2019 Annual Organizational Meeting of the Ellsworth City Council. After being recognized by the Chairman, a person may speak not more than three (3) minutes on any one item on the agenda. In addition, the person may speak not more than two (2) minutes in rebuttal.

*Adoption of minutes from the following meeting (s) of the Ellsworth City Council:*

06/15/2020 Regular Council Meeting.

**Call to Order.**

**Pledge of Allegiance.**

**Rules of Order.**

**Approved - Adoption  
of the minutes from  
the June 15, 2020**

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**VIA TELEPHONE: JANNA RICHARDS, LISA SEKULICH, AND GLENN  
MOSHIER.**

*On a motion by Phillips, seconded by Moore, it was unanimously*

***RESOLVED to approve adoption of the minutes from the June 15, 2020 Regular  
Council meeting as presented.***

*City Manager's Report.*

David Cole, City Manager noted since the last Council Meeting the City has been successful in obtaining a grant in the amount of \$25,372. This was under the Keep Maine Healthy Program. Development Services Director Janna Richards will be discussing this grant award later on the agenda. This grant will provide not only PPE resources and other safety measures but also funding to work with the business community and City partners to promote the area as well as a message of civility. Cole commended Richards in her efforts to obtain this grant. Cole also noted there will be a Public Safety Planning Committee meeting this Thursday at 6 PM. This meeting will be broadcast live on Facebook and YouTube. Cole noted there will be a webinar sponsored by the Frenchman Bay Conservancy on July 21, 2020. Aaron Daugherty, the Director will be joined by Ellsworth Economic Development Director Janna Richards to discuss the joint conservation efforts at Branch Lake, the Union River and other projects. Interested parties should check the City website for the instructions to join the Zoom meeting.

*Committee Reports.*

➤ Harbor Commission – Councilor Phillips reported the Harbor Commission meeting was uneventful and fuel sales are picking up. Phillips stated the increased sales have not been substantial however two or three hundred gallons more than last season. Phillips reported the two part-time harbormasters have been working out well. The new pumps have been installed and they are working well.

➤ Historic Preservation Commission – Councilor Miller reported there was a discussion on the poor condition of the old jail. They are currently installing a screen on one of the walls to catch falling debris. They are concerned this falling debris may damage cars or injure people. There was a discussion on different ways they could restore the building. This topic is just in the brainstorming phase. A structural engineer evaluated the wall facing the parking lot and determined it could completely collapse within the next three years. The Committee also voted to

**Regular Council  
meeting as presented.**

**City Manager's  
Report.**

**Committee Reports.**

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nominate Tom Clark for appointment to an open position on the Commission. Tom owns a historic building in Ellsworth and is interested in joining the Commission. Miller recommended this appointment be added to the August agenda for Council approval.

➤ Councilor Blanchette explained there was an activity held on behalf of the City. The City hired a preeminent cemetery restorer to assist a group of interested people in performing some work at the City-owned cemetery and old burying grounds located behind the Congregational Church. The Restorer along with Blanchette and three other volunteers spent a day at this location performing much needed work. Several stones and bases were broken. They were able to raise several of those bases, many have already been repaired, while others are now standing straight and tall. They will continue on this project tomorrow and may be finished late on Wednesday.

*Citizens' Comments.*

Chair Hamilton read into the record an inquiry by Jon Stein, owner of Fogtown Brewing Company and resident of Ellsworth. He was wondering if the Council would describe the ways in which it has spent funds allocated to COVID emergency management thus far. What the Council thinks still needs to be addressed in terms of public safety and what they have heard from citizens, businesses, and visitors about their current COVID plan and actions taken. David Cole, City Manager noted the City has purchased through the \$20,000 allocation by the City Council for economic recovery funding hand sanitizer by the gallon. Approximately 30 gallons have been provided to local businesses. There was also a working group established to work with other businesses and organizations on a common signage theme for the community. Local businesses and organizations would have a ready to go posting to encourage the wearing of masks, maintaining social distancing, and other safety protocols. Cole noted Development Director Janna Richards will be elaborating on this topic later tonight within the agenda as it pertains to the allocation of funds through the Keep Maine Healthy grant in the amount of \$25,372 as well as other complementary uses. These would be used to promote safety and civility in the community and basically thanking the community for stepping up and working as a team. Cole stated this community and county has been bending the curve concerning the pandemic and the community deserves to be thanked and encouraged to keep up the good work. Hamilton noted he has been a

**Citizens' Comments.**

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MOSHIER.**

regular participant representing the Council on numerous calls with businesses and the Chamber of Commerce to ask businesses what their most pressing needs are as they try to respond appropriately to the Executive Orders. The City has certainly been more than willing and consistent in making sure the businesses know that if they need anything to reach out. Richards has been the point person on this initiative so that when needs are identified funds could be used appropriately. There have been numerous comments in regards to concerns with both masking and not masking this is consistent with concerns and discussions around the Country. Hamilton noted it is important to remember regardless of your view on whether masks should or should not be worn the reality for the businesses is they are under mandate by Executive Orders to follow certain protocols. The best thing citizens can do to support the local businesses is to follow whatever parameters are set in place by those businesses. The businesses want to keep people safe and comply with the Orders. Most importantly they want to operate their businesses. There has been a large shift over this course of this Pandemic. There is far greater compliance at this point. The data and statistics show that Hancock County has fared well and that speaks to the fact that people are adhering to the Executive Orders. Nothing is 100% or perfect but people have the best interest in mind and that is what the City has been supporting. Hamilton commended the City Staff which has been available to any business in a responsive manner and has been working intensely with the Chamber of Commerce as well as the Heart of Ellsworth to promote safety while supporting the businesses. Cole noted the latest Executive Orders which mandates the wearing of masks and the City does have a role to play in this process but it is mostly one of education. This is laid out by the State and they have contacted the City when they have received complaints. The City has approached businesses in the spirit of trying to correct the situation and educate the people involved.

*Presentation of Awards.*

Charlene Clemons, for five years of service with the Ellsworth Public Library.

Charlene Clemons was absent from the meeting. The award will be given to her supervisor for presentation at a later date.

UNFINISHED BUSINESS

**Presentation of  
Awards.**

**Charlene Clemons –  
five years plus  
collective service  
with the Ellsworth  
Public Library.**

**Unfinished Business.**

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There were no items under Unfinished Business this month.

CONSENT AGENDA

*CONSENT AGENDA: All items with an asterisk (\*) are considered to be routine and will be enacted by one motion. There will be no separate discussion of these items unless a Council member so requests, in which event, the item will be removed from the Consent Agenda and considered in its normal sequence on the Agenda.*

*Council Order #072000, Request of the City Assessor for abatement of FY 2019 and FY 2018 taxes incorrectly billed to Bonnie Walker, Munis ID# 6883, in the amount of \$988.61 plus interest and fees (FY 2019) and \$973.97 plus interest and fees (FY 2018). \**

See attachment #1 for the complete request.

*Council Order #072001, Request of the Ellsworth Planning Board to accept a resignation letter from Roger P. Lessard with a term to expire on June 30, 2022. \**

See attachment #2 for the resignation letter.

*Council Order #072002, Request of the City Clerk for review and acceptance of the results from the July 14, 2020 City of Ellsworth School Budget Validation Special Municipal Referendum Election. \**

See attachment #3 for the complete results.

***On a motion by Blanchette, seconded by Moore, it was unanimously***

***RESOLVED to approve the Consent Agenda as presented this evening.***

NEW BUSINESS

*Public hearing and action on the following business license application (s):*

**Consent Agenda.**

**Approved - Consent Agenda as presented this evening.**

**Approved – Council Order #072000, tax abatement for Munis ID #6883 in the total amount of \$1,962.58 plus interest and fees.**

**Approved – Council Order #072001, resignation letter from Roger Lessard.**

**Approved – Council Order #072002, review and acceptance of the July 14, 2020 Election results.**

**New Business.**

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**VIA TELEPHONE: JANNA RICHARDS, LISA SEKULICH, AND GLENN  
MOSHIER.**

*Ellsworth Lodge of Elks #2743, 317 High Street, for renewal of a City Class B License (Victualer, Alcohol and Amusement) and renewal of a State Club-On Premise with Catering Malt, Spirituous and Vinous (Class I) Liquor License.*

The staff reports the premises are in compliance with required codes and ordinances necessary to issue the requested licenses.

Councilor Kaplan inquired within the application it states the reason for the request is an outside street dance. She inquired what street would be used for this purpose and how many people would be in attendance. Heidi Grindle, City Clerk noted they may not have any dances planned at this point; they traditionally have one or two during the year so they are seeking permission in advance if they are able to hold one or two this year. The dances are held in the parking lot behind the Elks Lodge and not actually in the street or roadway. Grindle will confirm her understanding of the request and email the City Council with what she finds out.

Public hearing was opened.

There were no comments.

Public hearing was closed.

*On a motion by Phillips, seconded by Miller, it was unanimously*

**RESOLVED to approve the request of Ellsworth Lodge of Elks #2743, 317 High Street, for renewal of a City Class B License (Victualer, Alcohol and Special Amusement) and renewal of a State Club-On Premise with Catering Malt, Spirituous and Vinous (Class I) Liquor License.**

*Fogtown Brewing Co LLC d/b/a Fogtown Brewing Company, 25 Pine Street, for renewal of a City Class B License (Victualer, Alcohol, and Amusement).*

The staff reports the premises are in compliance with required codes and ordinances necessary to issue the requested licenses.

Councilor Miller inquired if the noise concern has been addressed with them already. Miller remembered this being discussed at the last meeting as well as he

**Approved -  
Ellsworth Lodge of  
Elks #2743, 317 High  
Street, for renewal of  
a City Class B  
License (Victualer,  
Alcohol and Special  
Amusement) and  
renewal of a State  
Club-On Premise  
with Catering Malt,  
Spirituous and  
Vinous (Class I)  
Liquor License.**

**Approved - Fogtown  
Brewing Co LLC  
d/b/a Fogtown  
Brewing Company,  
25 Pine Street, for  
renewal of a City  
Class B License**

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has received a few anonymous messages over the last week concerning the noise and the concern that it has not been resolved yet. David Cole, City Manager was not aware of any recent issues; however, there may be. Cole noted he could consult with the Chief of Police. Cole remembered in prior discussions the noise situation is not relevant to the granting of the license. Heidi Grindle, City Clerk noted her understanding is Fogtown has not been operating in the same capacity as they were prior to COVID. They were planning on waiting until the restrictions have been lifted for them and then Jon Stein, owner of Fogtown will present an update to the City Council on the status of those concerns. Grindle will invite Stein to present during the next Council meeting. Councilor Kaplan inquired if the actual State Liquor license was with the City license application tonight. Grindle explained Fogtown has applied with the State under a different classification this year. They have applied for a Tasting Room State license which does not require the City Council to sign off; however, the City Ordinance still requires a public hearing and a municipal license to operate regardless of the State regulations.

**(Victualer, Alcohol,  
and Amusement).**

Public hearing was opened.

There were no comments.

Public hearing was closed.

Jon Stein sent a comment stating he would be happy to address any concerns that the public has about these anonymous noise complaints. He has not heard anything about them up until this point.

*On a motion by Phillips, seconded by Blanchette, it was unanimously*

**RESOLVED to approve the request of Fogtown Brewing Co LLC d/b/a Fogtown  
Brewing Company, 25 Pine Street, for renewal of a City Class B License  
(Victualer, Alcohol, and Amusement).**

*Jennifer Wing d/b/a Peppers Pub Inc., 20 Water Street, for renewal of a City Class  
B License (Victualer, Alcohol, and Amusement) and renewal of a State  
Restaurant/Lounge Malt, Spirituous and Vinous (Class XI) Liquor License.*

**Approved - Jennifer  
Goodrich Wing d/b/a  
Peppers Pub Inc., 20  
Water Street, for  
renewal of a City**

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**VIA TELEPHONE: JANNA RICHARDS, LISA SEKULICH, AND GLENN  
MOSHIER.**

The staff reports the premises are in compliance with required codes and ordinances necessary to issue the requested licenses.

Public hearing was opened.

There were no comments.

Public hearing was closed.

*On a motion by Phillips, seconded by Miller, it was unanimously*

**RESOLVED to approve the request of Jennifer Goodrich Wing d/b/a Peppers Pub Inc., 20 Water Street, for renewal of a City Class B License (Amusement, Victualer, and Alcohol) and renewal of a State Restaurant/Lounge Malt, Spirituous and Vinous (Class XI) Liquor License.**

*Taste Jamaica, LLC 190 State Street for renewal of a City Class C License (Victualer and Liquor) and renewal of a State Restaurant (Class III & IV) Wine and Malt Liquor License.*

The staff reports the premises are in compliance with required codes and ordinances necessary to issue the requested licenses.

Public hearing was opened.

There were no comments.

Public hearing was closed.

*On a motion by Moore, seconded by Kaplan, it was unanimously*

**RESOLVED to approve the request of Taste Jamaica, LLC 190 State Street for renewal of a City Class C License (Victualer and Liquor) and renewal of a State Restaurant (Class III & IV) Wine and Malt Liquor License.**

*Rockbound Management LLC, d/b/a Twin Hills Cottages of Acadia, 210 Twin Hill Road, for renewal of a City Lodging License.*

**Class B License (Amusement, Victualer, and Alcohol) and renewal of a State Restaurant/Lounge Malt, Spirituous and Vinous (Class XI) Liquor License.**

**Approved - Taste Jamaica, LLC 190 State Street for renewal of a City Class C License (Victualer and Liquor) and renewal of a State Restaurant (Class III & IV) Wine and Malt Liquor License.**

**Approved - Rockbound**

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**VIA TELEPHONE: JANNA RICHARDS, LISA SEKULICH, AND GLENN  
MOSHIER.**

The staff reports the premises are in compliance with required codes and ordinances necessary to issue the requested licenses.

Public hearing was opened.

There were no comments.

Public hearing was closed.

*On a motion by Kaplan, seconded by Blanchette, it was unanimously*

**RESOLVED to approve the request of Rockbound Management LLC, d/b/a Twin Hills Cottages of Acadia, 210 Twin Hill Road, for renewal of a City Lodging License.**

*Council Order #072003, Request of the Fire Chief to accept a revised agreement with the County of Hancock for providing Fletchers Landing Township fire protection and emergency services.*

Richard Tupper, Fire Chief explained he provided the City Council with two different agreements, see attachment #4. One is simply to change the dates of the last year's agreement. All the services would be basically the same as they have been in the past. The second agreement provides for consideration on the potential future decision on the extending EMS services; this version includes a fee increase. Tupper is recommending approval on continuing with the current terms of the agreement and just updating the dates. This agreement is written for a one year period, just as it was last year; after the Council approves the agreement it will still need to go to the County Commissioners for acceptance. Councilor Kaplan inquired if it would be possible to change the type of licensing in relation to the first agreement where it states emergency medical response. She explained emergency medical response could include anything from advance life support, EMT, or Paramedic; in this case the Fire Department staff is licensed as Basic EMT. Tupper replied in reference to Article 4, it reads emergency response services which is not by definition EMS response. The Fire Department is offering emergency response service currently the same way they are offering it within the City of Ellsworth. Those services are being offered in accordance with the licensing restrictions and

**Management LLC,  
d/b/a Twin Hills  
Cottages of Acadia,  
210 Twin Hill Road,  
for renewal of a City  
Lodging License.**

**Approved - Council  
Order #072003, the  
request of the Fire  
Chief to accept a  
revised agreement  
with the City of  
Ellsworth and the  
County of Hancock  
for providing  
Fletchers Landing  
Township fire  
protection  
(attachment #4,  
agreement in the  
amount of \$15,000  
"first version").**

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does describe Fletcher’s Landing Township as a coverage area. This was specifically written this way to avoid the EMS response. Kaplan clarified her copy states medical response; it was determined Kaplan was looking at what Tupper refers to as the “second” proposed agreement. Tupper explained the “first” agreement as he refers to the two proposed agreements, states to provide emergency response services. The “second version” is the proposed agreement if the City makes the decision to continue to offer that service and does include an increased fee to the County for that extended service. Tupper is recommending the “first version” which only offers emergency response services based on the conversation scheduled for Thursday as well as some subsequent meetings with the Council to determine the direction they would like to take regarding extending or keeping the level of medical assistance provided. Those discussions by the Council may cause this topic to be revisited. Tupper provided the “second version” agreement so that the Council would see there is a distinct difference in the wording and also the fee.

*On a motion by Phillips, seconded by Blanchette, it was unanimously*

**RESOLVED to approve Council Order #072003, the request of the Fire Chief to accept a revised agreement with the City of Ellsworth and the County of Hancock for providing Fletchers Landing Township fire protection (attachment #4, agreement in the amount of \$15,000 “first version”).**

*Council Order #072004, Request of the Development Services Director to approve a Business in Residence Contract for services at the Union River Center for Innovation.*

Janna Richards, Development Services Director called into the meeting this evening and explained this request is for the business and resident/entrepreneur on-site contract. Richards reminded the Council that in June of 2019 they approved a \$125,000 grant from the Maine Technology Institute that was designated to support the Union River Center for Innovation (URCI). One of the specific items within that 3-year grant agreement was the funding for the business in residence or the entrepreneur on-site position at URCI. In July of 2019, the Council approved a one-year contract with Kathy Taylor as the Business and Residence Entrepreneur on-site. She is the founder of one of the companies that is currently located at URCI. In the past year Taylor has continued to establish her relationship with the businesses and entrepreneurs at URCI and with City staff. She mentors

**Approved - Council Order #072004, authorize the City Manager to renew and approve a Business-in-Residence Contract (attachment #5) for services at the Union River Center for Innovation. This contract will be funded from the Maine Technology Institute grant,**

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entrepreneurs as well as provides administrative oversight of the center. See attachment #5 for the draft contract which is a renewal and has not changed from last year. The contract will be funded with the Maine Technology Institute grant funds. Janna asked the Council to authorize the City Manager to renew and approve that contract.

*On a motion by Blanchette, seconded by Kaplan, it was unanimously*

**RESOLVED to approve Council Order #072004, authorize the City Manager to renew and approve a Business-in-Residence Contract (attachment #5) for services at the Union River Center for Innovation. This contract will be funded from the Maine Technology Institute grant, approved by Council on June 17, 2019.**

*Council Order #072005, Request of the Development Services Director to approve a Services Agreement with Pulse Marketing at the Union River Center for Innovation.*

Janna Richards, Development Services Director stated within the 3 year grant of \$125,000, awarded in 2019 the second specific item included funding a professional marketing services firm. In July of 2019, the Council approved a one-year contract with Pulse Marketing to provide these services. During that one-year term Pulse Marketing delivered many improvements for the Center's marketing plan. These include a revamped website, management of the social media accounts, and the coordination of business coaching services as well as workshops. See attachment #6 for the draft proposal from Pulse Marketing. This is a renewal; however, has decreased by approximately \$2,000 from last year because some of the services they provided in 2019 have already been completed. This contract will be funded with Maine Technology Institute Grant funds. Overall the services provided by Pulse Marketing have been positive. Richards requested the Council consider authorizing the City Manager to approve and renew a one-year contract with Pulse Marketing in the amount of \$18,480.

*On a motion by Moore, seconded by Blanchette, it was unanimously*

**RESOLVED to approve Council Order #072005, authorize the City Manager to approve a Services Agreement (attachment #6) with Pulse Marketing at the**

**approved by Council on June 17, 2019.**

**Approved - Council Order #072005, authorize the City Manager to approve a Services Agreement (attachment #6) with Pulse Marketing at the Union River Center for Innovation for \$18,480. This contract will be funded from the Maine Technology Institute grant, approved by Council on June 17, 2019.**

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MOSHIER.**

*Union River Center for Innovation for \$18,480. This contract will be funded from the Maine Technology Institute grant, approved by Council on June 17, 2019.*

*Council Order #072006, Request of the Development Services Director to accept the Keep Maine Healthy Grant in the amount of \$25,372.*

Chair Hamilton read a question into the record from Jon Stein. He inquired if the Council could describe how they arrived at the full amount of the request, what are the main items supported by that budget, and what are other similarly sized towns requesting and being awarded for this grant. Janna Richards, Development Services Director explained the City applied for and was awarded funds from the State department of Health and Human Services Keep Maine Healthy 2020 Municipal COVID-19 Awareness Campaign in the amount of \$25,372. The activities to be funded through this grant will include those that promote physical distancing and public health. For Ellsworth this includes the purchase of more PPE which includes hand sanitizer and masks for the public and City staff to utilize. This also includes cleaning of the Harbor Park restrooms and playground equipment at Knowlton Park. The toilets and sinks have been upgraded to “no touch” at the Knowlton Park as well. Some of the other activities to be funded through the grant are public education activities. The City has assembled a working group to develop an informational rack card to be printed and dispersed by the City, Chamber of Commerce, and local businesses. The Working Group is also developing and working to implement an educational campaign to promote safety and civility amongst residents, business owners, and employees, as well as visitors and guests. So far the Working Group has developed a radio media campaign that is ready to be implemented. If the Council approves the acceptance of these funds it can be implemented very quickly. The plan is for the funds that were procured through this grant to be matched with some of the money the Council reallocated back in April to be put toward COVID economic relief. Combining those funds with the funds the City has been awarded through this grant will allow the City to have a dynamic radio campaign that can then be expanded upon into print media and social media. See attachment #7 for the complete request. Richards asked the Council to authorize the City Manager to accept the funds from DHHS Keep Maine Healthy 2020 Municipal COVID-19 awareness campaign in the amount of \$25,372. Richards explained the activities to be funded under this grant determined the amount to request. The City staff, Departments, and Managers developed a list as

**Approved - Council Order #072006, authorize the City Manager to accept a \$25,372 grant from the State of Maine Department of Health and Human Services “Keep Maine Healthy 2020 Municipal COVID-19 Awareness Campaign” to fund public education and physical distancing and public health support activities.**

**RECORD OF REGULAR MEETING  
ELLSWORTH CITY COUNCIL**

**DATE: JULY 20, 2020**

**TIME: 7:00 PM**

**PLACE: ELLSWORTH CITY HALL COUNCIL CHAMBERS**

**CITY COUNCIL PRESENT: BLANCHETTE, GRINDLE, HAMILTON,  
KAPLAN, MILLER, MOORE, AND PHILLIPS.**

**CITY COUNCIL ABSENT:**

**KEY SPEAKERS PRESENT: CITY MANAGER DAVID COLE, JENNIFER  
MERCHANT, RICHARD TUPPER, AND HEIDI GRINDLE.**

**VIA TELEPHONE: JANNA RICHARDS, LISA SEKULICH, AND GLENN  
MOSHIER.**

well as discussions were held with the Fire Chief and Facilities Manager. The Management Team reviewed the grant application, they each sent their needs as they applied to the guidelines of the grant along with a cost estimate. Richards reached out to the Chamber of Commerce because they were representing the business community needs concerning PPE. This also helped to understand what type of educational campaign and informational campaign would be helpful. Richards noted regarding the requests throughout the State, ranged tremendously; some of the larger cities requested in the \$100,000 range while communities in the City of Ellsworth size bracket asked for approximately \$30,000. The requested figures really depended on their role in the tourist market. Some of the more seasonal cities/towns asked for higher amounts. David Cole, City Manager noted some communities asked for funding to offset costs associated with temporary seasonal staff. Those staff members were primarily Code Enforcement Officers or Health Officers. These were mostly communities that have a surge in this type of need based on their seasonal demands due to having beaches or a large bar scene. The City of Ellsworth did not face these concerns; Ellsworth was mostly concerned with informational campaigns and PPE as well as other safety measures. The City Code and Police Departments are handling the issues as they come in. Councilor Miller inquired who the members of the working group are. Richards stated Chair Hamilton, Richards and Cole represent the City, Gretchen Wilson from the Chamber of Commerce, two business owners, a representative from Northern Light, and a member of the community (a communications specialist with an Ellsworth office). Councilor Kaplan stated the expense summary indicates actual materials or supplies equal \$5,452 out of a \$25,000 budget. She questioned the remaining funds being spent on consultants or direct service. Kaplan inquired who the consultants are. Richards explained the State budget system doesn't match the exact format used by the City to list expenses; the items requested had to be fit into the budget form. The consultants include Service Master (the cleaning contract) at Knowlton Park, Harbor Park, and Playground equipment. The local printer that will be printing the rack cards is also considered a consultant. The media sources such as the local radio station and newspaper advertising are also grouped together as consulting services. These are groups of resources that would be paid to help promote the educational campaign as well as those businesses the City would need to contract with. Hamilton commended City staff for developing a list that could have been never ending, this had a short turnaround period and looking back there were other items that could have been added. The staff did a nice job of being open, listening, and trying to respond to needs as they come up. That will be the

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path going forward, COVID will not be going away tomorrow. As needs come up it has been encouraged in every conversation for businesses to reach out to the City so they can be a resource to help support individuals. One of the dynamics with the way the executive orders exist and the reality of the situation is that they are based on sectors. The rules and what that looks like for different sectors means the experts lie in the industries. Trying to tap into that expertise if a business has a question on how they might respond to some of that is the best practice. The idea is to create a collaborative environment where it supports and responds to the situation appropriately. Hamilton believes the City staff has done a nice job with that initiative. Richards has lead that effort and Hamilton wanted to thank Richards publicly. Richards stated if the Council does approve these funds the City has included the purchase of additional hand sanitizers for businesses. If businesses are listening tonight and need more of this product contact Richards directly. The City will get this product to you as well as extra boxes of masks, if that is needed. These are costs that will be around for a while. The working group is a very exciting opportunity because of the great ideas that are coming out of that group. Last Friday, the idea of assembling a peer-to-peer group was explored. This would allow people within the same type of business to share ideas that are helpful or successful for them with other people facing the same challenges as they try to understand the guidelines pertaining to their type of business. Richards noted as these may seem somewhat limited there is definitely an opportunity to expand upon these and this group will keep coming up with ideas to try and assist the community.

*On a motion by Miller, seconded by Kaplan, it was unanimously*

**RESOLVED to approve Council Order #072006, authorize the City Manager to accept a \$25,372 grant from the State of Maine Department of Health and Human Services “Keep Maine Healthy 2020 Municipal COVID-19 Awareness Campaign” to fund public education and physical distancing and public health support activities.**

*Council Order #072007, Request of the Development Services Director to accept the Maine Technology Institute Grant for URCI in the amount of \$72,000.*

Janna Richards, Development Services Director, explained the City applied for and was awarded a \$72,000 grant from the Maine Technology Institute for upgrades

**Approved - Council  
Order #072007,  
Authorize the City  
Manager to accept a  
\$72,000 grant from**

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**CITY COUNCIL PRESENT: BLANCHETTE, GRINDLE, HAMILTON,  
KAPLAN, MILLER, MOORE, AND PHILLIPS.**

**CITY COUNCIL ABSENT:**

**KEY SPEAKERS PRESENT: CITY MANAGER DAVID COLE, JENNIFER  
MERCHANT, RICHARD TUPPER, AND HEIDI GRINDLE.**

**VIA TELEPHONE: JANNA RICHARDS, LISA SEKULICH, AND GLENN  
MOSHIER.**

and expanding the community laboratory that is housed at Union River Center for Innovation (URCI). The plan for URCI since the development phase was to target entrepreneurs and startup companies that focus on the life science sector. An upgraded laboratory with enhanced research and development capabilities will aid in attracting these life science companies to the center as well as grow those companies in the life science and biotech fields who currently reside at the center, as well as allow them to graduate. See attachment #8 for the complete request. The City's portion of match for this grant is from funds that have already been budgeted from the Fiscal Year 2020 revenues to upgrade the electrical at the center. The majority of the remainder of the match comes from a donation of laboratory equipment from a new tenant Noble Bioscience at the center. This donation has been formalized through a memorandum of understanding and the City has been instructed to develop a bill of sale for the donation. The bill of sale is in the process of being completed. Richards respectfully asked that the Council authorize the City Manager to accept a grant from the Maine Technology Institute in the amount of \$72,000.

*On a motion by Blanchette, seconded by Miller, it was unanimously*

**RESOLVED to approve Council Order #072007, Authorize the City Manager to accept a \$72,000 grant from the Maine Technology Institute to upgrade and expand upon the community laboratory at the Union River Center for Innovation.**

*Public hearing and action on the City of Ellsworth Municipal Budget Resolutions for FY 2021.*

David Cole, City Manager noted the Council had been provided with the resolve for the adoption of the FY 21 budget prior to the meeting, see attachment #9 for the complete backup material. This process started with Department Heads submitting their budgets, including the School Department and Library. Cole acknowledged that after the Department Heads first submitted their budgets around the end of January it was a different world. After COVID hit in March, the Department Heads reviewed and amended their requested budgets to reflect the current financial times. Cole acknowledged the hard work of the Department Heads. The budget as presented would lower the mil-rate from \$18.81 FY 2020 to \$18.77 FY 2021. Chair Hamilton noted there was one change reflected in the attached budget compared to

**the Maine  
Technology Institute  
to upgrade and  
expand upon the  
community  
laboratory at the  
Union River Center  
for Innovation.**

**Approved - FY 21  
budget as presented  
this evening within  
attachment #9.**

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**CITY COUNCIL ABSENT:**

**KEY SPEAKERS PRESENT: CITY MANAGER DAVID COLE, JENNIFER  
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**VIA TELEPHONE: JANNA RICHARDS, LISA SEKULICH, AND GLENN  
MOSHIER.**

the last budget meeting; that change is within the Library budget. From the last discussion with the Library Trustees until this evening there was a plan in place for them to go back and look at their budget to see if they could align the budget line items to find the \$30,000 without having to cut into the staffing. In subsequent discussions with them they felt like that was not going to be realistic based on where they have actually ended the year. Rather than have that alignment take place the recommendation is to add an additional \$30,000 from the existing fund balance to bring that balance from \$70,000 to the full \$100,000. Councilor Moore inquired how much money will the Council will be providing to the Library in funding this year. Hamilton noted the budget will reflect the same amount and the allocation will be \$672,372. Cole explained that would be the gross amount and include the appropriation of \$100,000 from the Capital Reserve plus the revenues that are generated by the fees and other measures. Hamilton clarified the \$672,372 is the total budget and the taxpayer burden or general fund appropriation is \$461,872. Councilor Phillips noted that is a reduction over last year. The taxpayer burden entering the next fiscal year is reduced by \$100,000 over last year as a result of moving forward \$100,000 of the fund balance. During the budget review process all departments were asked to review their budgets and request only costs that they absolutely needed. In the course of that process the Library came back with a budget reduction of between \$31,000 and \$34,000 from last year. That is where the process started with the Library so the total budget from last year when the first budget was received from the Library it had already been reduced in the range of \$31,000 to \$34,000. Through the Council process the discussion occurred about reducing the taxpayer burden share by \$100,000. The plan that has been submitted within attachment #9 will reduce that taxpayer burden by an additional \$100,000. This is achieved by the Council moving forward a \$100,000 from the fund balance to cover that. Councilor Phillips noted as far as the Library is concerned they will have approximately the same amount of money that they had last year to survive with. In doing this the Council has set the bar at a lower amount for next year, this gives the Library a year to make preparations either to find more money from the users or some other process they can develop to reduce expenses or increase revenues. Hamilton noted one of the agreements between the Council and the Library Board of Trustees was that they will pull together a committee that will have Council representation, Trustee representation, and supporters of the Library representation to start a process to look at strategies to effectively address what everyone has agreed to in terms of the surrounding communities contributing more revenue to this cause. The request was to allow

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time for this process to work over the coming year. It was agreed to form that type of working group to move this issue forward together collaboratively with the end result being that \$100,000 will be realized in additional revenue. Hamilton noted the budget process was very different this year as it started out with a Capital Planning Committee that was developed last year with outside individuals. Hamilton thanked Jack Frost, Robin Clark, and Steve Salisbury for participating in that and he apologized for the fact that it ended abruptly. The direction had to be changed as well as the types of discussions became reflective of COVID. Hamilton appreciated their willingness to join the process and participate in that. It appeared to be a good process and the goal is to return to more of a normalcy moving forward. That committee was designed to add some guidance and direction around the budgeting process. Councilor Miller mentioned the ex-police chief messaged him concerning revisiting the police car concerns. The message was the cars really don't need to go home with the personnel. The only car that needs to go home is the K-9 cruiser. The message also stated the cars do not need to idle out in the parking lot. The equipment is fine in the heat and cold weather. The ex-police chief would like to know why the Council is still allowing cars to go home with everyone, with the exception of the K-9 cruiser as well as see the Council stop the idling of cars in front of City Hall. Cole noted concerning the idling issue the Chief could address it better; however, Cole noted in the cold weather they need to have electronic equipment and the car needs to be maintained. Miller reiterated the ex-police chief said the equipment is rated for that condition and should not be a problem. Moore stated during the summer the cars idle to keep the electronics running because otherwise they take a while to boot up. The ex-police chief said the equipment is rated for hot and cold weather and it should not be a problem to turn the car off. Phillips stated during the budget discussions this topic was addressed and at this point he cannot remember exactly what Chief Moshier said; however, he does not feel they are wasteful beyond means. He felt there was a valid reason for the cars idling and it was explained during the budget presentation. The ex-police chief stated that was not a valid explanation within the correspondence with Miller. Chief Moshier called in to the meeting to address this concern with the cars idling. Moshier questioned why it was a policy that the vehicles idle while the ex-police chief was Chief of the Department, if he has an issue with it. Regardless of that, the fact is with the computer equipment and the camera equipment all give off an excessive amount of heat. If the vehicle is in 90 degree weather with the equipment running inside of it, plus the radiated heat from the sun that vehicle will reach an excessive heat which will eventually damage the

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equipment. In the winter conversely the vehicles are run to keep the heat on as a heat source for the vehicles and for the equipment inside. Secondly, because the vehicle in a moments' notice may be needed to respond to an emergency at a high rate of speed. If this is done on a cold motor there is a chance it will cause damage to the motor. Moshier stated those are just a few of the reasons they let the vehicles idle. He reiterated that he is happy to ask the officers to shut the vehicles off during normal temperatures where there are not extremes. There are only one or two vehicles idling for a couple of hours at a time; therefore, it is not causing a lot of financial impacts with the fuel consumption or any other excess spending. Miller inquired about the take home of vehicles. When Moshier became Chief three years ago the Chief at the time had use of a take home vehicle. The Chief before that also negotiated or worked that into his planned contract. There are only two vehicles that go home outside of the K-9 vehicle. Those vehicles are driven by the Chief and Captain. The main reason for this is when they are needed to respond within the City for an emergency situation they need vehicles that are equipped with emergency lights and siren. This allows them to respond in a timely and safe fashion, additionally they have the radio equipment. The vehicles are used by the Captain and the Chief in many different situations on duty. They are used to attend meetings all over the State, go across town to a meeting, and to respond to calls throughout the course of the day. Those vehicles have also been used when officers are at the Maine Criminal Justice Academy. Those have been sent to the Academy so that a front line vehicle is not taken away from patrol. Cole stated the Chief position is a 24-7 responsibility. Moshier keeps Cole well informed of emergency situations and often he responds to accidents in the middle of the night. Many weekends and so called days off, Moshier is in the station dealing with situations. Cole feels Moshier needs his vehicle and equipment all hours of the day to respond safely. The vehicle is full of equipment as well as Moshier's emergency equipment including firearms and vests so that he can respond from his home or office. He does not consider himself off duty the minute he leaves the building. Moshier explained his level of commitment to the community and his officers throughout his tenure as Chief. Cole noted it is common practice to provide a vehicle to the Chief of most communities. Moore was in complete agreement with this practice. Moshier does not use the vehicle for personal use outside of traveling to and from work. He also noted that the vehicles used by the Chief and Captain are the highest mileage vehicles in the fleet. They are vehicles that have been taken off the front line rotation and this process extends their useful life by another year or two if needed before they are used as a trade-in. The City does not purchase a new

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**VIA TELEPHONE: JANNA RICHARDS, LISA SEKULICH, AND GLENN  
MOSHIER.**

vehicle for this purpose. The Chief and Captain likely only add between 10,000 and 12,000 miles each on the vehicles in the course of a year. Hamilton thanked Moshier for calling in for this discussion, it was helpful for the community to hear. Miller thanked Moshier as well for addressing those concerns. If Moshier had anticipated any questions or concerns he would have attended the meeting personally. Councilor Kaplan inquired if the City's final resolution still remained at \$17,000 rather than reduced to \$15,000 for the Legislative line item. This line item addresses the Council stipends and she wondered if that should be reduced as she does not want to accept her payment of \$2,000. Cole noted it has to be appropriated for Kaplan to accept her \$2,000 stipend and then she can donate it back.

Public hearing opened.

There were no comments.

Public hearing closed.

*On a motion by Blanchette, seconded by Moore, it was unanimously*

**RESOLVED to approve the FY 21 budget as presented this evening within attachment #9.**

*Council Order #072008, Request of the City Manager to approve a contract for Lawn Treatment Services at City Hall, Merrill Park, SK Whiting Park, Harbor Park, Triangle at Demeyer, Wilson Field, and Demeyer Fields 1-3.*

David Cole, City Manager noted Lisa Sekulich, Public Works Director will be calling into the meeting this evening. This is an extension to the existing contract for services. Sekulich noted this would cover the lawn treatment services contract for the various City properties which include but are not limited to City Hall, Demeyer Fields, SK Whiting Park, and the Harbor Park. See attachment #10 for the complete backup material which includes the contract from last year as well as the memo from the previous Deputy City Manager Mote. Essentially, the cost per location remains the same as it was last year. There is a request this year to renew the contract and add services independently at Knowlton Park. This would be just the fertilizer, aeration, lime as well as similar items. These are services the Public

**Approved - Council Order #072008, the Request of the City Manager to approve a contract for Lawn Treatment Services at City Hall, Merrill Park, SK Whiting Park, Harbor Park, Triangle at Demeyer, Wilson Field, and Demeyer Fields 1-3.as presented within attachment #10.**

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**KEY SPEAKERS PRESENT: CITY MANAGER DAVID COLE, JENNIFER  
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**VIA TELEPHONE: JANNA RICHARDS, LISA SEKULICH, AND GLENN  
MOSHIER.**

Works Department cannot accomplish; however, they are performing the mowing at these locations. Councilor Kaplan inquired if the line item services for the other items include grub control, pest control, and weed control. She was concerned since this is a park she wanted to be sure that was non-toxic for the kids. Sekulich confirmed those would be non-toxic and they will continue to use a natural lawn care service which is the type of service offered by this company. This will be safer for the environment as well as children, adults, and dogs. Some of the services are applied three times, while other services are just completed once during the contract year.

*On a motion by Moore, seconded by Kaplan, it was unanimously*

**RESOLVED to approve Council Order #072008, the Request of the City Manager to approve a contract for Lawn Treatment Services at City Hall, Merrill Park, SK Whiting Park, Harbor Park, Triangle at Demeyer, Wilson Field, and Demeyer Fields 1-3.as presented within attachment #10.**

*Council Order #072009, Request of the City Manager to approve a contract for Knowlton Park Mowing and Grounds Maintenance Services.*

There was no discussion prior to a motion being made on this item. The City will be seeking out more quotes.

*On a motion by Miller, seconded by Blanchette, it was unanimously*

**RESOLVED to approve removing Council Order #072009 from the agenda this evening.**

*Adjournment.*

*On a motion by Moore, seconded by Blanchette, it was unanimously*

**RESOLVED to approve adjournment at 8:25 PM.**

A TRUE COPY

ATTEST: \_\_\_\_\_  
HEIDI-NOËL GRINDLE

Approved -  
Removing Council  
Order #072009 from  
the agenda this  
evening.

Approved -  
Removing Council  
Order #072009 from  
the agenda this  
evening.