

MEETING NOTICE

The regular monthly meeting of the Ellsworth City Council will be held on Tuesday, February 17, 2026, at 6:00 PM in the Ellsworth City Hall Council Chambers

Meetings will be broadcast live on:

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

Public Access/Spectrum Channels 5 and 7

AGENDA (Revised)

1. Call to Order.
2. Pledge of Allegiance.
3. Rules of Order.
4. Adoption of the Ellsworth City Council minutes from the following meeting:
 - January 20, 2026, Regular Meeting
5. Presentation of Awards.
 - Brandon Leavitt – 5 years of service
 - Robert Angelo – 5 years of service
6. City Manager's Report.
7. Committee Reports.
8. Citizen's Comments.
9. Councilor Comments.

UNFINISHED BUSINESS

10. Public Hearing and action on updates to Chapter 56, Unified Development Ordinance related to performance standards for adult use cannabis and updates to Chapter 14, Licenses and Permits and Chapter 56, Unified Development Ordinance related to performance standards medical cannabis.
11. Public Hearing and action on the application for a new business license:
 - Ellsworth MV, LLC d/b/a Marijuanaville, 71 Main Street, for a new Medical Marijuana Dispensary License including a City Victualer License.

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.

12. Council Order #022600, Request of the Deputy City Clerk to hold a Special Municipal Budget Validation Referendum Election on June 9, 2026.*

NEW BUSINESS

13. Public Hearing and action on the application(s) for renewal for the following license(s):
 - Atlantic Coast Inn, 200 High Street, for renewal of a City Lodging License.
 - Ellgovs LLC d/b/a Governor's Restaurant and Bakery, 253 High Street, for renewal of a City Class C License (Victualer and Liquor) and renewal of a State Restaurant (Class III and IV) Malt and Vinous Liquor License.
14. Council Order #022601, Discussion on new Ellsworth Recount Policies and Procedures manual.
15. Council Order #022602, Update from the Tax Collector on surplus city properties.
16. Council Order #022603, Public Hearing and action on the request of the Library Board of Trustees to amend the Ellsworth City Charter to increase the number of trustees.
17. Council Order #022604, Public Hearing and action on the request of the Library Board of Trustees to send the proposed amendments to the Ellsworth City Charter to the June 9, 2026, Municipal Election.
18. Council Order #022605, Discussion and potential action on proposals to lease a building for city/school operational needs.
19. Council Order #022606, Public Hearing and action on revising the user rates for the Ellsworth Water Department.
20. Council Order #022607, Public Hearing and potential action on the request of the Economic Development Director for the creation of new Tax Increment Financing (TIF) districts.
21. Council Order #022608, Discussion and potential action on a City Hall Security and Safety Plan.
22. Council Order #022609, Public Hearing and action on the request of the Parks & Recreation and Facilities Director to authorize acceptance of the bid proposal for Phase 1 of the City Hall Window and Door Replacement Project.

23. Council Order #022610, Public Hearing and action on the request of the IT Systems Administrator to purchase, install, and implement enhanced security and access control measures at City Hall.

24. Adjournment.

ELLSWORTH CITY COUNCIL REGULAR MONTHLY MEETING MINUTES TUESDAY, JANUARY 20, 2026

1. Call to Order: Chair Patrick Lyons called the regular monthly meeting of the Ellsworth City Council to order at 6:00 PM in the City Hall Council Chambers.

2. Pledge of Allegiance: Chair Lyons led the Council and those present in the Pledge of Allegiance.

3. Rules of Order: The Council noted that the meeting would be conducted according to the adopted Robert's Rules of Order and the standard code of conduct.

4. Adoption of Minutes:

The Council considered the minutes from the December 15, 2025, Regular Meeting.

- **Motion:** To accept the minutes as presented.
- **Moved:** Councilor N. Smith; **Seconded:** Councilor Martineau.
- **Result:** Approved unanimously.

5. Presentation of Awards:

Chair Lyons read a proclamation designating the week of January 19–25, 2026, as Community Risk Reduction (CRR) Week in the City of Ellsworth to raise awareness for fire and medical safety. Certificates of service for 10 years of service were presented to Riley DeWitt and Kenneth Worden of the Fire Department; it was noted that Kenneth Worden has served a total of 40 years, including 30 years as a volunteer.

Police Chief Troy Bires presented awards for Officer Josh Steward (Officer of the Year) and Kathy Rumsey (Dispatcher of the Year) for their exemplary service in 2025.

6. City Manager's Report:

Deputy City Manager Devlin delivered the report in the absence of City Manager Pearce. She highlighted 2025 accomplishments, including financial stabilization, delivery of an inflation-aligned budget, and the completion of \$1.6 million in city-funded road work. Looking toward 2026, the city plans to move away from crisis-driven operations toward sequenced projects, including water system stabilization, a TIFF redesign, and LED street light conversion.

7. Committee Reports:

Councilor White reported for the Arbor Commission, noting that a forest management plan for Branch Lake Public Forest is nearing completion. She also mentioned a citywide ash tree inventory to assess the threat of the emerald ash borer.

Councilor Martineau noted the Historic Preservation Commission would meet the following day to review a Certificate of Appropriateness (COA).

The Council considered two appointments:

- **Housing Authority Reappointment:** Jeri White for a term expiring 1/2031.
 - **Motion:** To reappoint Jeri White to the Commissioner’s Board.
 - **Moved:** Councilor Shea; **Seconded:** Councilor O’Halloran.
 - **Result:** Approved unanimously.
- **Cemetery Commission Appointment:** David Nichols for a term expiring 6/30/2026.
 - **Motion:** To approve the appointment of David Nichols to the Cemetery Commission.
 - **Moved:** Councilor N. Smith; **Seconded:** Councilor Shea.
 - **Result:** Approved unanimously.

8. Citizen’s Comments:

Gordon Workman inquired about a towing bill issue and expressed concern over the accessibility of older meeting minutes in the online archives.

Andrea Perry thanked the city for installing dog waste bins and for plowing recreational trails, making them accessible in the winter.

9. Councilor Comments: Councilors shared the following remarks:

Councilor White highlighted Yodel, a new community calendar tool available on the city and Heart of Ellsworth websites.

Councilor O’Halloran suggested a seating change for workshops so that Councilors face the audience to improve transparency and communication.

Councilors M. Smith, Shea, and Chair Lyons commended the Public Works and Public Safety departments for their hard work maintaining roads during recent holiday snowstorms.

10. Public Hearing and Action on License Renewal Applications:

The Council reviewed several license renewals and new applications.

• **Renewals:** ETC LLC (Dyon’s), Hancock County Auditorium Assn (The Grand), Melvin Lambert (Charlie’s Pizza), and Colonial I, LLC (Colonial Inn).

- **Motion:** To approve the business license renewals as presented.
- **Moved:** Councilor N. Smith; **Seconded:** Councilor White.
- **Result:** Approved unanimously.

• **New License:** Unit Group 876 Inc (Acadia 876 Bar and Grill).

- **Motion:** To approve the new business license for Acadia 876 Bar and Grill.
- **Moved:** Councilor M. Smith; **Seconded:** Councilor White.
- **Result:** Approved unanimously.

• New Medical Marijuana Dispensary License:

Ellsworth MV, LLC (Marijuanaville). The City Attorney recommended tabling the application to allow staff to update performance standards and address grandfathering concerns. The applicant, Frank Berenyi, spoke against the delay, noting the business transition timeline.

- **Motion:** To table the business license for Ellsworth MV, LLC until a moratorium ordinance is adopted and expired, allowing staff to update medical marijuana dispensary performance standards.

- **Moved:** Councilor N. Smith; **Seconded:** Councilor Martineau.

- **Result:** Motion carried 5-1-1 (O'Halloran opposed, Shea abstained).

11. Council Order #012601: Street Lighting Policy:

Jason Ingalls (IT) presented a request to repeal the existing street light ordinance in favor of an administrative policy, which would allow the city to be more agile in managing its newly acquired street lights.

- **Motion:** To repeal City Ordinance Chapter 45 and acknowledge that street lighting will be managed through an administrative policy.

- **Moved:** Councilor M. Smith; **Seconded:** Councilor O'Halloran.

- **Result:** Approved unanimously.

12. Council Order #012602: Reassignment of Tree Warden:

The Arbor Commission requested moving the role of Tree Warden from the City Manager to Danielle Gift, Director of Urban Planning and Development, who is an ISA-certified arborist.

- **Motion:** To reassign the role of Tree Warden to Danielle Gift.

- **Moved:** Councilor White; **Seconded:** Councilor Shea.

- **Result:** Approved unanimously.

13. Council Order #012603: Chapter 14, Licenses and Permits Amendments:

The Council held a public hearing on amendments to Chapter 14 regarding licensing fees and procedures for adult-use cannabis. Changes include a \$10,000 annual fee and a lottery process. Councilor O'Halloran expressed opposition to the fee and lottery system.

- **Motion:** To approve the request of the Urban Planning and Development Director to revise Chapter 14, effective February 19, 2026.

- **Moved:** Councilor White; **Seconded:** Councilor Shea.

- **Result:** Motion carried 6-1 (O'Halloran opposed).

14. Council Order #012604: Maine Rural Water Association Contract:

Staff provided an update regarding a three-month, budget-neutral contract with the Maine Rural Water Association to provide a Level 4 water operator following staff retirements. No action was required; this was an informational update.

15. Council Order #012605: Memorial Placement Moratorium:

The Council discussed the need for a formal policy regarding memorials on city property.

- **Motion:** To place a moratorium on the approval, installation, or removal of memorials on city-owned property (excluding cemeteries) until a policy is adopted, with exceptions for public safety or legal obligations.
- **Moved:** Councilor Shea; **Seconded:** Councilor O'Halloran.
- **Result:** Motion carried 6-1 (O'Halloran opposed).

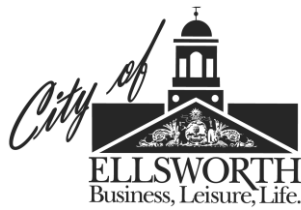
16. Council Order #012606: Purchase of Plow Truck:

The Public Works Director requested an emergency purchase of a plow truck to replace a totaled 2015 vehicle. A fully outfitted truck was located in Bangor for \$289,500. Councilor O'Halloran suggested waiting for a standard RFP process.

- **Motion:** To approve the purchase of a fully outfitted plow truck for \$289,500, financed over five years through The First Bank, with the first payment due July 1, 2026.
- **Moved:** Councilor M. Smith; **Seconded:** Councilor Martineau.
- **Result:** Motion carried 6-1 (O'Halloran opposed).

17. Adjournment:

- **Motion:** To adjourn the meeting.
- **Moved:** Councilor M. Smith; **Seconded:** Councilor Shea.
- **Result:** Approved unanimously; meeting adjourned at the conclusion of business.



Planning Department

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MEMORANDUM

To: Ellsworth City Council
From: Danielle Gift, Urban Planning & Development Director
CC: Charlie Pearce, City Manager
Date: February 2, 2026
Subject: Request for Approval of Cannabis-related Ordinance Revisions – Chapter 56: *Unified Development Ordinance* to include Adult Use Cannabis Store performance standards; Chapter 14: *Licenses and Permits* to revise Medical Cannabis Dispensary license; and Chapter 56: *Unified Development Ordinance* to revise Medical Cannabis Dispensary performance standards.

Suggested Motion

Move to approve the request of the Urban Planning & Development Director to revise Chapter 14: Licenses and Permits Ordinance and Chapter 56: Unified Development Ordinance as presented, effective immediately (February 18, 2026).

Purpose

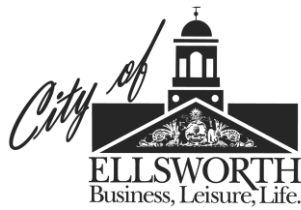
This memo requests the City Council's review and approval of proposed cannabis-related revisions to Chapter 56: Unified Development Ordinance and Chapter 14: Licenses and Permits. These revisions are necessary to include the Adult Use Cannabis Store performance standards (Ch. 56) that accompany the recently adopted Adult Use Cannabis Store license in Chapter 14 and the revision of the Medical Cannabis Dispensary license (Ch. 14) and performance standards (Ch. 56) as requested by City Council at the January 20, 2026, meeting.

Background

Adult Use Cannabis Store:

Per the results of the 2024 referendum to allow adult use cannabis stores in Ellsworth, City Council recently adopted revisions in Chapter 14 *Licenses and Permits* to include this license type. The next step in this process has been crafting the accompanying performance standards in Chapter 56 *Unified Development Ordinance*, Article 8 *Performance Standards* of the City Ordinances & Codes and seeking a recommendation to adopt this revision from the Planning Board. The Planning Board has reviewed and voted to recommend this revision at their February 4, 2026, meeting.

The third and final step in this process is the adoption of a zoning overlay for adult use cannabis store use following a city-wide mailer in March.



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Following the adoption of these components, the license application period will be open for 30 days. Completed applications will go before City Council. If there are more than three (3) applications, all will go before City Council for conditional approval pending a successful drawing in the lottery to be held the following week.

This process, a recommended timeline, and the draft Chapter 14 and 56 revisions were discussed in a City Council Workshop held on January 5, 2026. Recommendations from the Councilors present were considered.

Attached is the Chapter 56, Article 827 revision for adoption.

Medical Cannabis Dispensary:

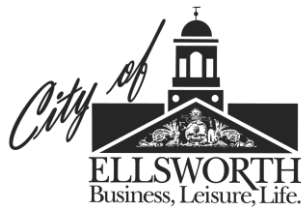
At the last City Council meeting dated January 20, 2026, a motion was passed to table the business license for Ellsworth MV, LLC d/b/a/ Marijuanaville until the accompanying medical cannabis dispensary performance standards in Chapter 56 could be updated by City Staff and reviewed by the Planning Board. Along with review and assistance from the City Attorney, the standards have been revised to mimic the adult use cannabis store standards. The Planning Board has reviewed and voted to recommend this revision at their February 4, 2026, meeting.

Along with the Chapter 56 revisions, Chapter 14 also needed to be revised and updated to reflect the performance standard revisions. The summary of revisions in both chapters is below.

Attached are the Chapter 56, Article 817 revisions and the Chapter 14, Section 414 revisions both for adoption.

Summary of Proposed Revisions to Chapter 56, Article 817 (Medical Cannabis Dispensary performance standards)

- Updated language to match State statute and rules – “marijuana” replaced with “cannabis” – and to update statute and rule references
- Removed need to go before Planning Board for any new or relocated dispensary or change from cultivation facility to retail facility (v.v.)
- Removed requirement that dispensaries be not-for-profit – this is no longer required by the State
- Aligned location requirements to that of Adult Use Cannabis Stores
- Included the same language for the following as exists in Adult Use Cannabis Stores:
 - Parking and Circulation
 - Security
 - Signage
 - Hours of operation
 - Visibility of activities; control of emissions; disposal, operations, and facility plans:



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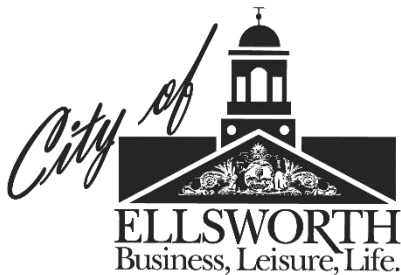
- Odor
- Waste Management
- Right of Access, Safety, and Inspections (this is also in Ch 14)

Summary of Proposed Revisions to Chapter 14, Section 414 (Medical Cannabis Dispensary performance standards)

- Revised associated definitions to align with current Maine state laws
- Replaced “Marijuana” with “Cannabis” to better align with State language
- Added Design Standards, Performance Standards, Operating Requirements, and Location sections to mimic adult use cannabis store license
- Added Compliance with Other Laws section to mimic adult use cannabis
- Revised Denial, Revocation, and Suspension section to align with adult use cannabis – removed duplicative language found elsewhere in the chapter

Summary of Recommended Timeline for Council Action – Revised

- **February:** Planning Board recommends adoption of Chapter 56 revisions to include adult use cannabis store performance standards and revised medical cannabis dispensary performance standards. **City Council adopts revisions to Chapter 56 (adult use *and* medical cannabis performance standards) and Chapter 14 (medical cannabis license).**
- **March:** city-wide mailer goes out for Adult Use Cannabis overlay zone
- **April:** licensing window opens; City Council adopts overlay zone
- **May:** licensing window closes
- **June:** if three or fewer applications are deemed complete, City Council votes to approve those licenses; if more than three applications are deemed complete, City Council votes to conditionally approve the licenses pending successful drawing in the lottery; lottery held; license notification



City Clerk's Office

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Memo

To: City Council
CC: Charles Pearce, City Manager
From: Ebony Kramp-Dowling
Date: February 17, 2026
Re: New Business License

Potential Motion:

Move to approve/deny the new business license for Ellsworth MV, LLC d/b/a Marijuanaville.

Updated Background:

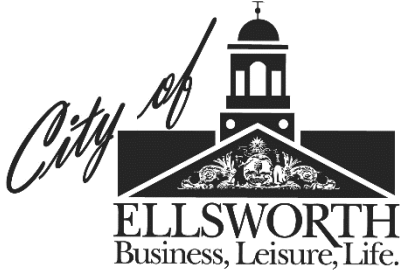
At the January 20, 2026, City Council meeting, the new license for Ellsworth MV, LLC d/b/a Marijuanaville was tabled until performance standards had been set in place for Adult Use Cannabis stores and Medical Cannabis Dispensaries. At the February 4, 2026, Planning Board meeting, they reviewed and voted to recommend the revisions for Council approval.

Background:

The current owner of the business operating at 71 Main Street, Boss Lady Genetics/Main Street Medical, has sold the business. Because business licenses are not transferable, the new owner is required to apply for a new license.

Due to some initial confusion or misunderstanding regarding the nature of the business, the original owner was permitted to open and was issued a state license. In June 2025, the City granted a municipal license after it was identified that the business did not currently hold one. Because the State had already issued its license and the business had been allowed to operate, the location was deemed grandfathered for this use. Under Chapter 56, Article 502.2, a grandfathered location retains that status upon sale of the business.

At the same time, the existing performance standards in Chapter 56, Article 817 have not been updated to reflect current state statute and rules and do not have robust site design standards, including signage, security, and nuisance odor/noise. Without these updated standards, staff cannot conduct thorough inspections for the license.



Social Services

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Memo

To: City Council
CC: Charles Pearce, City Manager
From: KaTina Vanadestine
Date: 01/12/2026
Re: Calling of Municipal Election

Suggested Motion:

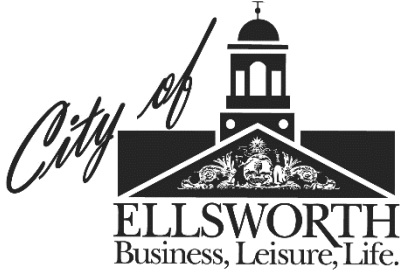
Move to approve the request of the Deputy City Clerk to hold a Special Municipal School Budget Validation Referendum Election on June 9th, 2026, for the purpose of validating the school budget.

Background:

The City of Ellsworth is required to validate the School Budget by public vote until at least June of 2026, at which time a referendum question will be placed before the voters asking, “if they would like to continue to conduct a referendum election to validate its annual school budget for the next 3 years”. The last vote asking the voters to consider this process was held on June 29th, 2023.

After discussing the budget preparation process with the Superintendent of Schools Amy Boles, it was confirmed that the School Department would support planning for a Special Municipal School Budget Validation Referendum Election to be held on Tuesday June 9th, 2026. I am proposing holding the election on this date to stay consistent with the State of Maine Primary Election and past practices.

If the Council agrees with this request, the above motion is recommended.



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Memo

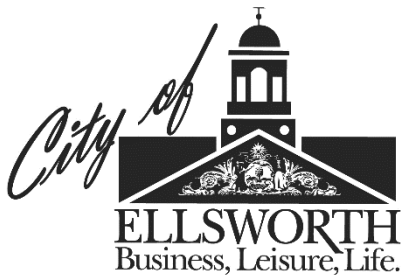
To: City Council
CC: Charles Pearce, City Manager
From: Ebony Kramp-Dowling
Date: February 17, 2026
Re: Business License Renewals

Suggested Motion:

Move to approve the Business License renewals for Atlantic Coast Inn and Ellgows LLC d/b/a Governor's Restaurant and Bakery.

Background:

All licensing fees have been paid, inspections done and licensed signed off on by all required departments.



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Memo

To: City Council
CC: Charles Pearce, City Manager
From: KaTina Vanadestine
Date: 01/28/2026
Re: Election Recount Policy and Procedures

Suggested Motion:

Move to approve and adopt the Policy and Procedures for the Recount Process for the City of Ellsworth as presented.

Background:

The purpose of this memorandum is to recommend formal adoption of a Policy and Procedures document governing the recount process for elections conducted by the City of Ellsworth. While state law outlines the legal framework for requesting and conducting recounts, the City would benefit from adopting a clear internal policy to ensure consistency, transparency, and compliance in the event a recount is requested.

Establishing a formal policy will provide guidance to city officials, staff, candidates, and the public regarding timelines, responsibilities, procedures, security measures, and documentation requirements associated with the recount process. This policy will ensure that the City of Ellsworth is prepared to efficiently and lawfully conduct a recount if required. It will also provide clarity and structure to minimize confusion or disputes during what can be a highly scrutinized process.

Included for reference is the cost summary from the previous recount, which outlines the associated expenses and provides a breakdown of costs.

City Of Ellsworth Recount Policy and Procedures

Purpose and Authority: This policy establishes the official procedures governing the conduct of a municipal recount for the City of Ellsworth. The recount shall be administered by the City Clerk and/or Deputy City Clerk and conducted in full compliance with Title 21-A of the Maine Revised Statutes Annotated (M.R.S.A.), and all applicable state and local regulations governing recount procedures, ballot security, and certification of results.

Recount Costs and Payment: Recount costs shall be assessed and handled in accordance with Title 21-A and 30-A of the Maine Revised Statutes, which governs candidate-requested recounts and the responsibility for associated costs.

Deposit. In accordance with 30-A MRSA § 2556 and § 2531-B, a party requesting a recount will be required to pay a deposit of 50% of the estimated cost of the recount to the City Clerk.

- The estimate includes, but is not limited to, staff time, legal counsel, advertising, materials, security, and other administrative expenses necessary to conduct the recount in compliance with state law.

Exemption. If the percentage difference of the total votes of the official tabulation is equal to or less than 1.5%, no deposit is required.

- The percentage difference means the difference between the percentage of the total votes for an office received by the candidate requesting a recount and the percentage of the total votes for that office received by the nearest winning candidate.

The City will provide an estimate of the cost to conduct a recount upon request by a candidate.

Charges.

- If a recount changes the result of an election, the deposit will be returned to the candidate who paid the deposit.
- If the recount does not change the result of the election, the City will calculate the actual cost of performing the recount. If the deposit is greater than the actual cost, the overpayment will be refunded to the candidate who paid the deposit. If the actual cost is greater than the deposit, the candidate who requested the recount must pay the remainder of the actual cost to the municipality.
- A candidate who is not required to pay a deposit because the difference is 1.5% or less will not be charged for the cost of the recount regardless of the outcome.

Procedural Briefing: The City Clerk shall schedule an orientation session to occur prior to the official commencement of the recount. All candidates and their authorized representatives shall be provided at least 24 hours' written notice of the time and location of the orientation. This session is intended to familiarize all parties with the recount layout (including the positioning of tables, security perimeters, observation zones) and protocols in order to foster efficiency and mutual trust throughout the recount

process. The orientation will include a procedural briefing by the City Clerk to review job assignments, clarify the rules of adjudication, and address any logistical questions.

Scheduling Authority and Contingency: The municipal recount will normally be held in the City Hall Council Chambers on the second Friday following the election for which the recount was requested; however, the final determination of the date, time, and location remains at the discretion of the City Clerk. The doors will open to the public at 8:00 AM for public inspection, with the recount commencing at 9:00 AM and tentatively concluding at 6:00 PM. The City Clerk retains final authority regarding the continuation of the count, including the authority to schedule an additional day of counting, suspending the count prior to 6:00 PM due to counter fatigue, or extending the session beyond 6:00 PM.

Continuation and Security Protocol: Should the recount require a second day, all official ballots and materials will be immediately sealed and secured. These materials will be stored overnight within the City Clerk's locked vault until counting resumes.

Conduct and Decorum: Please note that recounts are a procedural process, not a public hearing. No public comment or interjection will be permitted. The recount proceedings will be conducted entirely under the authority and direction of the City Clerk, whose decisions regarding order and procedure are final.

Oath of Office: Prior to commencing the recount, all recount election officials who are not currently deputized by the Ellsworth City Clerk and Registrar of Voters shall be duly administered a formal oath of office.

Municipal election recounts will be conducted with full transparency, following the detailed steps outlined below.

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Recount Procedure Part I: Inspection of State Ballots

Prior to the start of the municipal recount, a designated team will open all sealed boxes containing voted State Ballots and other official State Election records. The City of Ellsworth will secure special authorization from the State to conduct this necessary inspection to ensure that all municipal ballots are accounted for.

The sole purpose of this step is to ensure that no municipal ballots were inadvertently stored with the State Ballots at the close of Election Night.

Inspection Process Details

1. **Preparation and Access:** Beginning with Ward 1, each sealed State ward box will be opened individually. Team members will use wire cutters to remove the State tamper-proof seal (which was sealed and recorded on Election Night) and then unlock the padlock.
2. **Material Separation:** The contents of the box will be completely emptied. All voted ballots will be separated from other official election materials. All other election materials must be immediately returned to their original box.
3. **Ballot Examination:** The team will examine each ballot to confirm that it is not a municipal ballot.
 - If a municipal ballot is found, it must be immediately placed into the designated and labeled manila envelope for that specific ward. This sealed manila envelope will then be placed with the corresponding municipal ballot box to be included in the recount procedure.
4. **Resealing and Documentation:** Once a box's contents have been fully inspected, the state materials will be returned to the box, and the box will be relocked. A new state tamper-proof seal will be applied, and the number of the new seal will be recorded on the provided form.
5. **Completion:** This process will be repeated until every State Ballot box has been confirmed to be free of municipal ballots.

..... **Recount Procedure Part II: Inspection and Tally of Municipal Ballots**

1. Ballot Preparation

- **Ballot Presentation:** Voted municipal ballots will be presented in their original sealed cardboard boxes, clearly labeled for each ward.
- **Initial Sorting (Starting with Ward One):** The designated team of Ballot Lot Counters will empty the contents of a Ward box. They will carefully separate the voted municipal ballots from all other official election materials. All other materials will be immediately returned to the cardboard box.

2. Ballot Lot Counting and Verification

A team of ballot lot counters shall consist of at least one city staff member and may also include a representative from each candidate in the recount. This team will follow the process outlined below to ensure the accuracy of the ballot count:

- **Lot Creation:** The Ballot Lot Counters will count out and place the ballots into lots of 50, securing each completed lot with a rubber band.
 - If a state ballot is found, it must be immediately placed into the labeled manila envelope for that specific ward. The manila envelope will be sealed at the end of the Ward and placed with the corresponding state ballot box.
- **Lot Verification:** Each lot of 50 banded ballots will be passed to a final Ballot Lot Counter who will independently confirm the exact number of ballots in the lot and add or subtract ballots (from the initial Ballot Lot Counters) as necessary to have a lot of 50 ballots.
- **Passing to Tally Teams:** Once verified, the lot will be passed to a team of Tally Counters.

3. Tallying and Cross-Verification

For time and efficiency, there may be multiple teams of tally counters. The exact number of teams shall be determined by the City Clerk and/or Deputy Clerk. Each team shall be made up of at least one city staff member and may include one representative from each candidate in the recount. Both teams will follow the procedure outlined below.

- **Independent Tallying:** Each team of Tally Counters will receive one labeled lot of ballots at a time. Each team member must individually label their own tally sheet with the ward number, lot number, and the confirmed number of ballots.
- **Vote Announcement:** Each Tally Counter will inspect each ballot in the lot for voter intent and proceed to tally the votes for each of the candidates in the recount. *See procedure for questioned voter intent below
 - **Note:** only votes cast for the candidates involved in the recount process shall be tallied
 - **Procedure for Resolving Questioned Voter Intent:** If a ballot counter questions the voter's intent on any specific ballot, the following resolution process shall be initiated.

Step 1 - Inspection by Legal Representatives: Legal representatives from each candidate involved in the recount shall be invited to inspect the ballot and attempt to reach a mutual agreement on the voter's intent.

Step 2 - Questioned Ballots: If the legal representatives cannot achieve consensus, the specific ballot shall be designated as 'Questioned.' It will be placed in a secure, designated folder, accompanied by a completed form detailing the specific issue and the lack of agreement.

(a) If, at the conclusion of the recount, if the total number of Questioned Ballots is sufficient to potentially affect the result of the recount, those ballots shall be promptly submitted to the Superior Court for a definitive and final determination of voter intent.

(b) If, at the conclusion of the recount, the total number of Question Ballots are not sufficient to potentially affect the result of the recount, the ballots will be sealed in a labeled envelope and provided to the City Clerk.

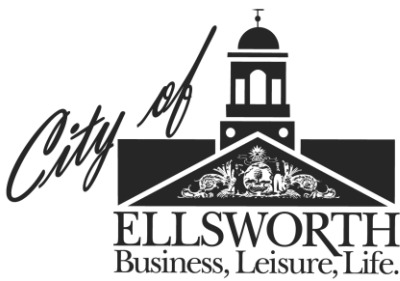
- **Confirmation:** The independent tally sheets must exactly match. Once confirmed, all Tally Counters in that team must sign the certification on the backside of the tally sheets.
- **Documentation Hand-off:** One signed tally sheet is kept separate for the final tally, while the remaining tally sheets are banded directly to the lot of ballots. Both the lot with attached tally sheets and the separate tally sheet are then passed to the Final Tally Team. A member of the Final Tally Team will announce the totals for each lot of ballots received for the public to hear.
- **Breaks:** A 15-minute break will be implemented following the completion of the count for each ward, unless the break is waived by the team of Tally Counters. A 30-minute break for lunch will also be scheduled during the proceedings. Any additional breaks may be scheduled at the discretion of the City Clerk, based on necessity and workflow.

4. Final Master Tally and Results

The process concludes with the compilation of the official ward totals and final results. The final tally team shall consist of two members of the City Clerk's Office or qualified designees appointed by the City Clerk.

- **Master Tally:** The Final Tally Team will use the confirmed numbers from each tallied lot to complete a Master Tally Sheet for the ward, verbally announcing the tally totals at the completion of each ward.
- **Ward Completion:** This process is repeated until all ballots from the current ward have been counted and tallied.

- **Official Form Generation:** The Final Tally Team will use the Master Tally Sheets to complete two copies of the "Return of Votes Cast" form for that ward, which officially summarizes the total votes per candidate in the recount.
- **Secure Storage:** Once a ward is complete, the Final Tally Team will place all tallied ballot lots (with their attached tally sheets) and one copy of the Return of Votes Cast back into their original cardboard box. The box will be **resealed** and placed on the designated "counted ballots" table.
- **Full Recount Completion:** This entire procedure is repeated until all four voting wards have been counted and tallied.
- **Results Determination:** Once a Return of Votes Cast form is completed for each individual ward, the votes will be combined into one final Return of Votes Cast, summarizing the total votes for all four wards.
 - This final form will officially determine the results of the recount with the exception of any Questioned Ballots.
- **Results Announcement:** After the final votes are tabulated the City Clerk, in coordination with the final tally team will confer and then announce the results of the recount to the public.
 - If the total number of Questioned Ballots is sufficient to potentially affect the result of the recount, the recount will be suspended while the Questioned Ballots are reviewed by the Superior Court for a decision regarding voter intent.
- **Return of Recount:** The City Clerk will report the final result of the recount (after Superior Court review, if necessary) to the City Council at the next City Council meeting.



1 City Hall Plaza ▪ Ellsworth, ME 04605-1942
Phone (207) 669-6604 ▪ Fax (207) 667-4908

Memo

To: City Council
From: Sue McLean, Tax Collector
Date: February 5, 2026
Re: City owned and tax acquired property discussion

Suggested Motion:

None, informational only.

Background:

The Council has requested an update on City-owned and tax-acquired properties, specifically regarding the status of a Request for Proposal (RFP) for a real estate firm to assist in property sales. This project aims to create a transparent, data-driven process for managing and divesting municipal property assets, specifically tax acquired properties but to also include looking at all city owned property

Overview:

As discussed in previous council meetings, Maine State Law (36 M.R.S. § 943-C) requires the use of a licensed real estate broker when selling tax-acquired properties. An RFP has been drafted to secure a contract with a professional real estate firm. At this time, we are waiting for final approval on the wording of the RFP and guidance regarding the established due dates before it is released to the public.

While the RFP is pending, I am conducting a deep dive into all foreclosed properties to build a comprehensive "picture" of the City's current holdings and their assessed values as of today. Key data being gathered for each property includes:

- The prior owner and the specific foreclosure date.
- A copy of the tax card and tax map showing the property's location.
- Amounts owed to the city for (but not limited to) taxes, utilities, legal and any additional fees accrued.
- Additional information discovered during the foreclosure process.

All of this information is being compiled into a centralized binder, which will be presented to the Council once completed.

The current phase of the project is focused primarily on tax-acquired properties. However, the long-term strategy is to apply this same level of rigorous documentation and evaluation to all City-owned property, regardless of whether it was obtained through foreclosure or direct purchase.

Next Steps

1. Approval and posting of RFP.

2. Completion of the property information binder.
3. Presentation of the full inventory to the Council for further action.
4. Presentation of property disposition plan.

Request for Proposals (RFP)
Real Estate Brokerage Services for Tax-Acquired Properties
City of Ellsworth, Maine

1. Purpose

The City of Ellsworth is seeking realtor services from licensed Maine real estate agents or brokers to list and sell tax acquired real estate. The City acquires properties through the foreclosure of tax liens for nonpayment of property taxes. The Town has historically listed and sold these properties through a sealed bid process. Due to recent legislative changes (36 M.R.S. § 943-C), the City is now required to list and sell these tax-acquired properties via a licensed real estate agent or broker.

2. Qualifications

To be considered, the applicant must meet the following minimum requirements:

- A.** You must be a real estate broker or agent licensed and in good standing with the State of Maine
- B.** You cannot hold an elected or appointed office in the City of Ellsworth and cannot be an employee of the city.
- C.** Have an excellent reputation in the real estate community
- D.** Knowledgeable in the local real estate market and have experience with small and large residential and commercial properties.
- E.** Knowledgeable in the use of all public real estate records.

3. Scope of Services

The selected broker/agent will be responsible for:

- A.** Perform market analysis and values for parcels.
- B.** Develop and execute strategies for the sale of properties, including but not limited to advertising, signage and onsite walkthroughs.
- C.** Communication with prospective buyers about the properties.
- D.** Coordinating real estate appraisal
- E.** Coordinating with City Manager for real estate transaction closings. Per State Statute, any property sold must be conveyed by quitclaim deed.
- F.** Handling all other customary activities and services associated with real estate transactions.
- G.** Providing a clear fee agreement. Under the law, broker fees are only deductible from the proceeds returned to the former owner if they are specifically included in the written fee agreement with the city.

4. Proposal Requirements

Please submit a brief proposal including:

- A.** Realtor's firm name, address, phone number, email address and website
- B.** The qualifications and experience the firm has as a licensed residential and commercial realtor
- C.** Your history with selling "as-is" properties.
- D.** How you will ensure the property receives wide exposure to find the highest bidder.

- E. The firm's all-inclusive commission rate for services (listing and marketing expensed will be the realtor's responsibility).
- F. A listing of any current litigation, outstanding judgments, and /or liens.
- G. Confirmation that you are not a city employee or official.

5. Insurance Requirements

The successful realtor shall provide proof of general liability insurance in the amount of \$1,000,000 that names the City of Ellsworth as an additional insurance and, if applicable, workers compensation insurance in the state statutory amount prior to commencement of services.

6. Term of Contract

The contract period for the successful realtor will be from the date of the award until either party chooses to discontinue the contract, with 60 days' notice.

7. Selection Criteria

The City of Ellsworth reserves the right to accept or reject any or all proposals. The successful realtor shall be selected based on qualifications, experience, as well as the ability to fulfill the project as described for the cost deemed to be in the best interest of the city.

8. RFP Contact Person

Any inquiries and requests shall be directed to the sole point-of-contact identified below,

Ebony Kramp-Dowling
1 City Hall Plaza

Ellsworth, Maine, 04605

8. Questions

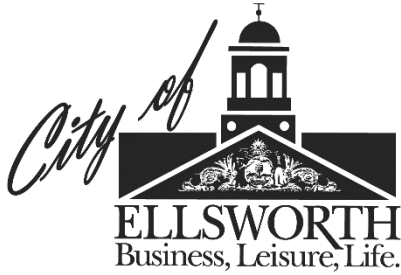
Applicants may submit written questions to the RFP Contact person. The City will respond to written questions by adding an addendum to the RFP online.

Questions are Due: _____

Question Responses Due: _____

9. Submission of Proposal

- A.** Proposals submitted by mail are to be in sealed envelopes clearly marked "Realtor Services" , and mailed to The City of Ellsworth, 1 City Hall Plaza, Ellsworth Maine 04605.
- B.** Proposals submitted by email are to be sent to edowling@ellsworthmaine.gov with the subject line of "Realtor Services"
- C.** Submissions are due by _____ at _____ at Ellsworth City Hall. Bids will be publicly opened immediately after the submission deadline at City Hall in Council Chambers and will be reviewed by the City Councilors at the following regularly scheduled City Council Meeting.



Ellsworth Public Library Board of Trustees

20 State Street ▪ Ellsworth, ME 04605

Phone (207) 667-6363

cmacdonald@ellsworthlibrary.net

Memo

To: City Council

From: Library Board of Trustees

Date: 1/16/2026

Re: Public Hearing and Action on Amendments to the Ellsworth City Charter

Suggested Motion:

Move to approve the request of the Library Board of Trustees to amend the Ellsworth City Charter to increase the number of Trustees from five to seven.

Background:

The purpose of this memo is to request approval from the Ellsworth City Council on the proposed amendment to Article VIII of the Ellsworth City Charter, as submitted by the Library Board of Trustees. The proposed amendment seeks to increase the number of trustees on the Library Board from five to seven, allowing for a broader representation of the community

The proposed amendment, as written by City Attorney, John Hamer, is as follows:

ELLSWORTH CITY COUNCIL

Be it ordered that the City Council shall hold a public hearing on February 17, 2026, to consider the following Charter amendment to Article VIII of the Ellsworth City Charter:

City of Ellsworth Charter Amendment

Sec.8.01 – Board of Trustees, Composition, Eligibility Election and Term.

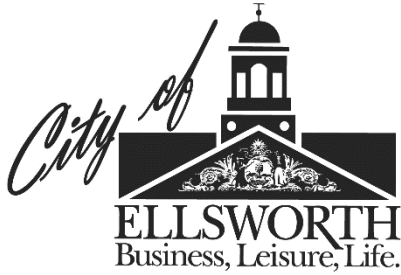
(a) Composition. The Board is comprised of ~~five~~ seven members elected by the Registered Voters of the City in accordance with this Charter.

(b) Eligibility. Only persons who are, and remain during their term, residents of the City and registered to vote in the City's municipal elections are eligible to hold the office of Trustee.

(c) Election and Term. Trustees are elected for ~~three year~~ terms consistent with the following schedule: one position in 2021 and each third year thereafter, and two positions in all other years; service will commence on the date appointed for the swearing in of City Council members under Article II and terminates upon vacancy or the swearing in of a successor, whichever comes first. Notwithstanding the above, the two new positions created by the expansion of the Board from five to seven Trustees shall be elected for two-year terms at the November 2026 election and for three-year terms thereafter.

This amendment is effective upon enactment.

Note: New text is underlined; deleted text is struck out



Ellsworth Public Library Board of Trustees

20 State Street ▪ Ellsworth, ME 04605

Phone (207) 667-6363

cmacdonald@ellsworthlibrary.net

Memo

To: City Council

From: Library Board of Trustees

Date: 1/16/2026

Re: Request to Place Proposed Charter Amendments on June 9, 2026, Ballot

Suggested Motion:

Move to approve the request of the Library Board of Trustees to send the proposed amendments to the Ellsworth City Charter to the June 9, 2026, municipal election.

Background:

The purpose of this memo is to formally request that the proposed amendments to the Ellsworth City Charter, as submitted by the Library Board of Trustees, be placed on the ballot for the upcoming municipal election on June 9, 2026.

The Library Board of Trustees has proposed an amendment to Article VIII of the Ellsworth City Charter to increase the number of trustees from five to seven. This amendment aims to enhance the governance and representation of the Library Board.

Summary of the Proposed Amendment:

Pursuant to Maine State Statute Title 30-A, §2104, the municipal officers have determined that it is not practical to print the proposed amendment on the ballot and that a summary would not misrepresent the subject matter of the proposed amendment. Therefore, the following summary is provided in accordance with section 2105, subsection 3, paragraph C:

The proposed amendment to Article VIII of the Ellsworth City Charter increases the number of trustees on the Library Board from five to seven. The first position will be added at the November 2026 regular election and each third year thereafter, and the second position at the November 2027 regular election and each third year thereafter.

The Ellsworth City Clerk will include this summary on the ballot instead of the text of the proposed amendment.

Proposed Amendment Text:

ELLSWORTH CITY COUNCIL

Be it ordered that the City Council shall hold a public hearing on February 17, 2026, to consider the following Charter amendment to Article VIII of the Ellsworth City Charter:

City of Ellsworth Charter Amendment

Sec.8.01 – Board of Trustees, Composition, Eligibility Election and Term.

- (a) Composition. The Board is comprised of ~~five~~ seven members elected by the Registered Voters of the City in accordance with this Charter.
- (b) Eligibility. Only ~~persons~~ who are, and remain during their term, residents of the City and registered to vote in the City’s municipal elections are eligible to hold the office of Trustee.
- (c) Election and Term. Trustees are elected for ~~three year~~ terms consistent with the following schedule: one position in 2021 and each third year thereafter, and two positions in all other years; service will commence on the date appointed for the swearing in of City Council members under Article II and terminates upon vacancy or the swearing in of a successor, whichever comes first. Notwithstanding the above, the two new positions created by the expansion of the Board from five to seven Trustees shall be elected for two-year terms at the November 2026 election and for three-year terms thereafter.

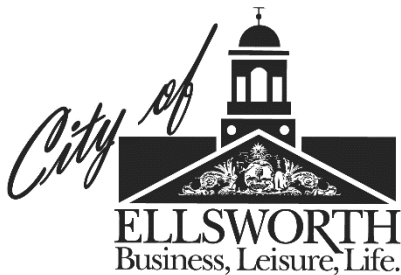
This amendment is effective upon enactment.

Note: New text is underlined; deleted text is struck out.

Ballot question for June 9, municipal election:

“Shall the municipality approve the charter amendment summarized below?”

The Ellsworth Public Library Board of Trustees are requesting to increase the Board from five to seven members elected by registered city voters. Two new Trustees shall be elected for two-year terms at the November 2026 election and for three-year terms thereafter.



City Manager

1 City Hall Plaza ▪ Ellsworth, ME 04605

Phone (207) 667-2563

ellsworthmaine.gov

Memo

To: City Council

From: Charles Pearce, City Manager

Date: February 5, 2026

Re: Authorization to Negotiate Lease Terms – Jordan Property

Suggested Motion:

Move to authorize the City Manager to negotiate lease terms with the owner/developer of the Jordan property for the leasing of the building, based on the City's evaluation and scoring of proposals through the building lease RFP, which identified the Jordan property as the highest-rated option, and to return to the City Council with a proposed lease agreement for review and approval before execution.

Background:

The City currently maintains multiple separate leased spaces to support operations for the Water Department, School Department, and Fire Department. The Water Department lease alone is \$52,614 annually, including common area maintenance fees (CAMs). This would likely increase if we continued there, as we are on a 1-year extension of the lease right now. The School Department lease is \$72,954/year. In addition, the Fire Department currently pays approximately \$6,000 per year to lease space to store its spare fire truck. These leases are located at different sites and require the City to manage multiple agreements and facility-related costs. The current arrangement also creates operational inefficiencies by dispersing staff, equipment, and storage needs across several locations.

With their current equipment, the Highway Department's garage is not set up to handle any additional vehicles, so trying to house the buses there wouldn't be an option.

To address these challenges, the City issued a Request for Proposals (RFP) for a building lease to identify a suitable facility that could meet operational needs and enable space consolidation. Proposals received through the RFP process were reviewed and scored by a committee using established criteria. Based on the evaluation results, the Jordan property received the highest overall score and was identified as the best option to meet the City's requirements.

The Jordan property contains approximately 22,260 square feet.

The proposed facility would provide a new permanent home for the Water Department and would also serve as the future home of the City's new Parks and Recreation Department. The developer has indicated a willingness to construct dedicated office spaces for both departments and a shared common area/break room for School Department bus drivers to meet at the start of the day.

Consolidation into a suitable facility would provide indoor storage space for the School Department's transportation equipment, including the ability to store school buses inside the building rather than using the current outdoor parking arrangement. Additionally, the facility would provide the Public Works Department with adequate room to store certain high-value assets indoors, such as the City's vacuum truck and other specialized equipment.

Fiscal Impact

If negotiated and approved, the proposed lease is anticipated to be approximately \$8.00 per square foot for 22,260 square feet, resulting in an estimated base lease cost of \$178,080 annually, plus any additional operating costs that may be included in the final agreement (utilities, CAMs, or other negotiated costs). Final lease terms will be presented to the City Council for review and approval before execution.

Current Bus Storage

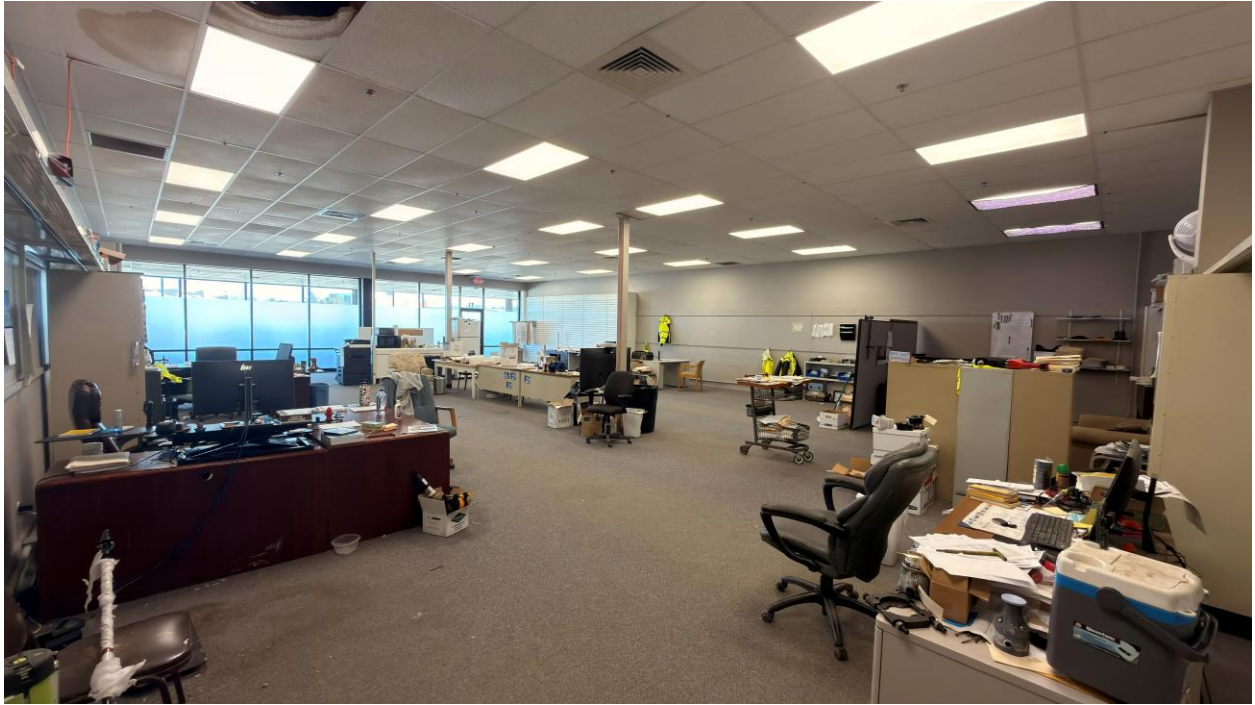




Proposed Bus Storage



Water Office at Maine Coast Mall



Highway Garage

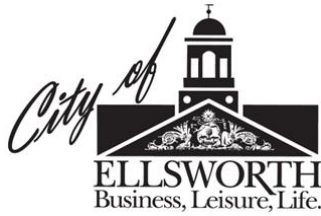












To: Ellsworth City Council
From: Amanda Ray, Public Works Administrator
Date: February 3, 2026
Subject: Request to Approve Water Department Rate Increase

Recommended Motion

Move to approve the Ellsworth Water Department's water rate increase per the attached rate case filing, to be effective July 1, 2026, and July 1, 2027.

Purpose

The City of Ellsworth Water Department has contracted with Nick Henry of Henry Solutions LLC to conduct a comprehensive rate analysis. Based on this analysis, the Department has filed a revised rate schedule with the Maine Public Utilities Commission (PUC), to be implemented in two steps:

- Step 1: Effective July 1, 2026
- Step 2: Effective July 1, 2027

The filing is made under the provisions of 35-A M.R.S.A. Section 6104 and has been assigned PUC Docket No. 2026-00015.

Background

The Department's current rates became effective October 1, 2024. In addition, a previously approved 1.5% increase will take effect on bills issued after March 1, 2026.

Additional increases are necessary as operating and infrastructure expenses continue to rise, and as the Department prepares for upcoming new debt service obligations associated with major capital improvement projects, including:

- Surry Road water main replacement project- Recently Completed
- Clearwater Way water treatment plant project- In Design Phase

Rather than waiting until both of these projects are complete and implementing one large rate adjustment at that time, the Department is planning ahead by proposing smaller, phased increases over time. This approach helps reduce rate shock for customers, provides greater predictability,

and allows the Department to gradually build the revenue needed to meet future costs and maintain system reliability.

To continue properly maintaining the water system and paying debt service obligations, the Department is proposing an overall revenue increase of approximately \$248,000, implemented over two steps.

Proposed Revenue Increase by Customer Class

Customer Class	Step 1 Increase	%	Step 2 Increase	%
Residential	\$28,500	5%	\$12,300	2%
Commercial	\$32,000	5%	\$13,800	2%
Industrial	\$300	5%	\$100	2%
Public Authorities	\$4,200	5%	\$1,800	2%
Public Fire Protection	\$50,000	11%	\$95,000	18%
Private Fire Protection	\$7,000	5%	\$3,000	2%
Total	\$122,000	7%	\$126,000	7%

Regulatory Review

The Maine Public Utilities Commission is responsible for regulating municipal water utility rates and services to ensure customers receive safe, adequate, and reliable service at rates that are fair and reasonable. The proposed increases will require PUC review and approval based on the Department's filing and supporting analysis.

Conclusion

Approval of this rate increase will allow the Water Department to move forward with its rate case and ensure continued financial stability as it addresses rising costs and significant infrastructure investments. The proposed phased approach supports long-term planning, minimizes sudden impacts to customers, and ensures the Department can continue to meet operational and debt service obligations while maintaining a reliable water system.

**CITY OF ELLSWORTH WATER DEPARTMENT
ELLSWORTH, MAINE 04605**

Rate Filing Exhibits and Schedules
Filed Pursuant To Title 35-A M.R.S.A Section 6104
Effective Dates: July 1, 2026 and July 1, 2027

Docket Number: 2026-00015

**CITY OF ELLSWORTH WATER DEPARTMENT
ELLSWORTH, MAINE 04605**

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Public Fire Protection	7

CITY OF ELLSWORTH WATER DEPARTMENT
INCOME STATEMENTS
YEARS ENDED DECEMBER 31,

EXHIBIT 1

	2025 Actual	2026 Budget	Pro Forma 1	Pro Forma 2
Operating Revenues:				
Metered Sales	1,103,516	1,200,000		
Public Fire Protection	460,849	465,000	Exhibit 5	Exhibit 5
Private Fire Protection	143,786	143,000		
Total Operating Revenues	<u>1,708,151</u>	<u>1,808,000</u>	<u>1,930,000</u>	<u>2,056,000</u>
Operating Expenses:				
Salaries and Wages	497,739	489,905	489,905	489,905
Benefits Expense		122,000	122,000	122,000
Power	107,710	100,000	100,000	100,000
Fuel - Heating	7,105	8,000	8,000	8,000
Chemicals	60,090	85,000	85,000	85,000
Materials and Supplies	230,618	135,100	135,100	135,100
Contractual Services		172,762	172,762	172,762
Rental - Building	51,780	56,700	56,700	56,700
Transportation	25,092	28,000	28,000	28,000
Insurance	19,504	8,000	8,000	8,000
All Other	32,262	27,480	27,480	27,480
Depreciation - Exhibit 3	265,986	216,592	271,277	69,277
Total Operating Expenses	<u>1,297,886</u>	<u>1,449,539</u>	<u>1,504,224</u>	<u>1,302,224</u>
Net Operating Income	<u>410,265</u>	<u>358,461</u>	<u>425,776</u>	<u>753,776</u>
Debt Service Expenses	<u>235,057</u>	<u>270,776</u>	<u>425,776</u>	<u>753,776</u>
Contingency Allowance - Exhibit 2	<u>0</u>	<u>87,685</u>	<u>0</u>	<u>0</u>
Net Income (Loss)	<u><u>175,208</u></u>	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>0</u></u>

**CITY OF ELLSWORTH WATER DEPARTMENT
SUMMARY OF PRO FORMA ADJUSTMENTS**

EXHIBIT 2

	2026 Budget	Pro Forma 1	Pro Forma 2
Salaries and Wages	489,905	489,905	489,905
Benefits Expense	122,000	122,000	122,000
Power	100,000	100,000	100,000
Fuel - Heating	8,000	8,000	8,000
Chemicals	85,000	85,000	85,000
Materials and Supplies	135,100	135,100	135,100
Contractual Services	172,762	172,762	172,762
Rental - Building	56,700	56,700	56,700
Transporation	28,000	28,000	28,000
Insurance	8,000	8,000	8,000
All Other	27,480	27,480	27,480
 <u>Contingency Calculation</u>			
Total Operating Expenses		1,504,224	1,302,224
Debt Service Expense		425,776	753,776
Revenue Requirement		1,930,000	2,056,000
Contingency Allowance Percentage (Section 6112)		5%	5%
Contingency Allowance - Calculated		96,500	102,800
Reduction For Rate Case		(96,500)	(102,800)
Contingency Allowance - Pro Forma		0	0

**CITY OF ELLSWORTH WATER DEPARTMENT
DEPRECIATION**

EXHIBIT 3

	Total Cost	Annual Depreciation
Land	1,703,113	0
Buildings & Improvements	2,257,447	49,393
Intakes	81,145	1,211
Pumping Equipment	302,822	2,799
Transportation Equipment	981,949	16,725
Reservoirs & Standpipes	962,532	16,563
Mains	9,964,634	123,851
Services	304,262	3,392
Meters	257,260	12,790
Hydrants	247,097	4,942
Transportation Equipment	410,468	28,265
Equipment	24,121	1,165
	<u>17,496,850</u>	<u>261,096</u>
Less: CIAC Amortization		<u>(9,035)</u>
Allowable Depreciation Expense		252,061
2025 Additions:		
Mains	968,912	12,583
Equipment	13,418	<u>1,342</u>
2025 Depreciation		265,986
2026 Additions:		
Capital Improvements	216,592	<u>10,830</u>
Total Depreciation		<u><u>276,816</u></u>
Pro Forma 1 Depreciation		<u><u>271,277</u></u>
Pro Forma 2 Depreciation		<u><u>69,277</u></u>

**CITY OF ELLSWORTH WATER DEPARTMENT
DEBT SERVICE**

EXHIBIT 4

<i>Issuer</i>	<i>Issued</i>	<i>Maturity</i>	<i>6/30/25 Balance</i>	<i>Interest Rates</i>	<i>Pro Forma</i>
<u>BONDS</u>					
1 MMBB-2008 DWSRF	2009	2028	44,868	0.00%	14,956
2 MMBB-2017 DWSRF	2019	2037	673,534	1.22%	61,201
3 MMBB-2020 DWSRF	2020	2032	714,660	1.00%	57,280
4 MMBB-2023 GOB	2023	2043	463,430	3.29%	47,455
5 MMBB-2025 DWSRF~	2025	2050	0	1.50%	155,000
6 MMBB-WTP DWSRF*	2027	2057	0	1.50%	328,000
Subtotal			<u>1,896,492</u>		<u>663,892</u>
<u>OTHER</u>					
5 Debt Service for Safety Items					20,154
6 Vac Truck Lease					33,880
7 Water Truck Lease					35,850
Subtotal					<u>89,884</u>
Total Debt Service Expenses					<u>753,776</u>
Pro Forma 1 Total (excludes #6 above)					<u>425,776</u>
Pro Forma 2 Total					<u>753,776</u>

~\$2,954,000 & \$223,000 loans for Surry Road water main replacement project

*\$7,800,000 loan for new water treatment plant

**CITY OF ELLSWORTH WATER DEPARTMENT
SUMMARY OF PRESENT AND PROPOSED REVENUE**

EXHIBIT 5

<u>Pro Forma 1</u>	At Present Rates	At Proposed Rates	Amount Increase	% Increase
Total Metered Sales	1,200,000	1,265,000	65,000	5%
Public Fire Protection (1)	465,000	515,000	50,000	11%
Private Fire Protection	143,000	150,000	7,000	5%
	<u>1,808,000</u>	<u>1,930,000</u>	<u>122,000</u>	7%
(1) % of Total	26%	27%		

<u>Pro Forma 2</u>	At Present Rates	At Proposed Rates	Amount Increase	% Increase
Total Metered Sales	1,265,000	1,293,000	28,000	2%
Public Fire Protection (1)	515,000	610,000	95,000	18%
Private Fire Protection	150,000	153,000	3,000	2%
	<u>1,930,000</u>	<u>2,056,000</u>	<u>126,000</u>	7%
(1) % of Total	27%	30%		

CITY OF ELLSWORTH WATER DEPARTMENT
ESTIMATED REVENUE
BILLING ANALYSIS

EXHIBIT 6

BASE CHARGES

Meter Size	No. of Bills	Quarterly Allowance	Present Rate	Present Total	2025-00315	Pro Forma 1 Rate	Pro Forma 1 Total	Pro Forma 2 Rate	Pro Forma 2 Total
					1.5% Rate Increase 3/1/26				
5/8"	5,101	900	\$73.33	\$374,056	\$74.43	\$78.15	\$398,643	\$79.75	\$406,805
3/4"	40	1,800	\$122.30	\$4,892	\$124.13	\$130.35	\$5,214	\$132.95	\$5,318
1"	326	3,000	\$187.58	\$61,151	\$190.39	\$199.95	\$65,184	\$203.95	\$66,488
1.5"	85	6,000	\$307.25	\$26,116	\$311.86	\$327.45	\$27,833	\$334.00	\$28,390
2"	363	9,600	\$442.81	\$160,740	\$449.45	\$471.95	\$171,318	\$481.40	\$174,748
3"	13	18,000	\$665.34	\$8,649	\$675.32	\$709.10	\$9,218	\$723.30	\$9,403
				<u>\$635,605</u>			<u>\$677,410</u>		

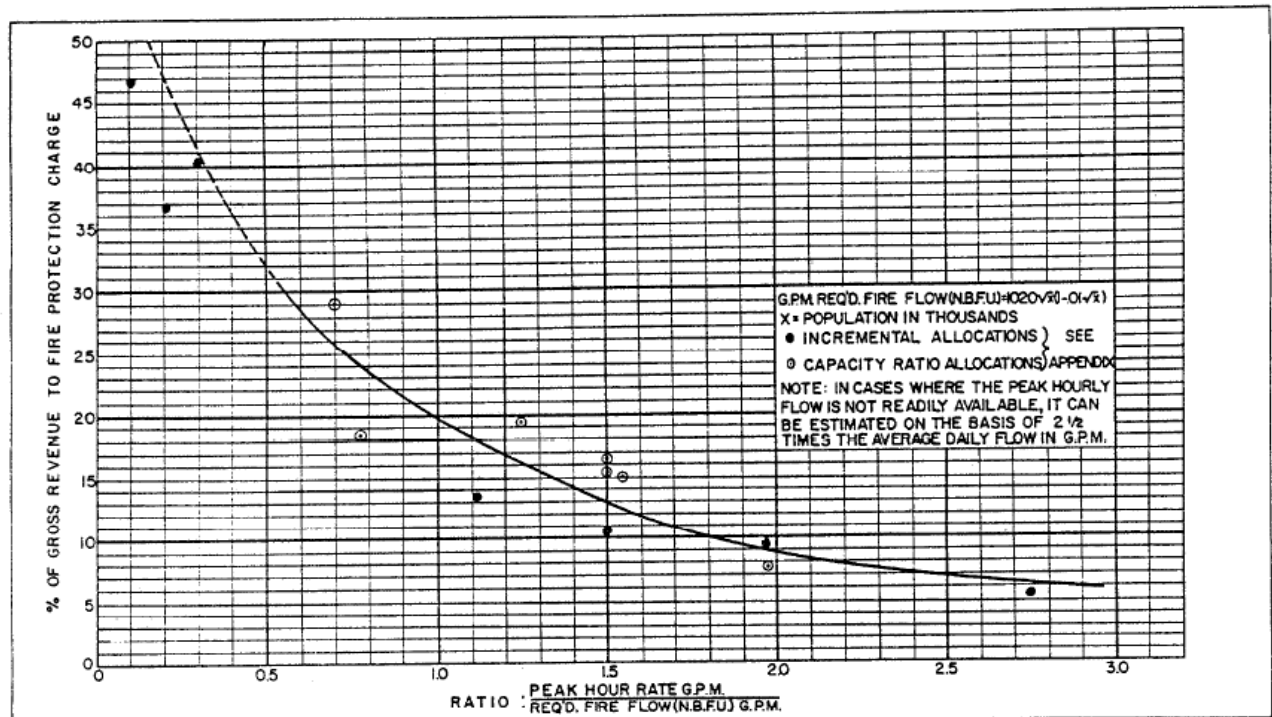


FIG. 1 DETERMINATION OF PERCENTAGE OF GROSS REVENUE FOR PUBLIC FIRE PROTECTION CHARGE

Population = 3,910

Gallons Produced = 203,081,000

Average Daily Flow = 386 GPM

Peak Flow = $2\frac{1}{2} \times 386 = 966$ GPM

Required Fire Flow = $1020\sqrt{3.9} (1 - .01\sqrt{3.9}) = 1,977$ GPM

Ratio = $966 / 1,977 = .49$ (Over 30%) Maximum is 30%

**CITY OF ELLSWORTH WATER DEPARTMENT
ELLSWORTH, MAINE 04605**

**STATE OF MAINE
PUBLIC UTILITIES COMMISSION
SCHEDULE OF RATES**

Proposed Effective Date Step 1: July 1, 2026
Proposed Effective Date Step 2: July 1, 2027

Docket Number: 2026-00015

Charles Pearce, City Manager

**QUARTERLY AND MONTHLY RATES FOR WATER
TO METERED CUSTOMERS**

Consumption Charges

Quarterly Billing

		Step 1	Step 2	
For the first	900 Cu. Ft. Per Quarter	\$78.15	\$79.75	
For the next	2,100 Cu. Ft. Per Quarter	\$5.80	\$5.95	Per 100 Cu. Ft.
For the next	6,000 Cu. Ft. Per Quarter	\$4.30	\$4.40	Per 100 Cu. Ft.
For all in excess of	9,000 Cu. Ft. Per Quarter	\$2.85	\$2.90	Per 100 Cu. Ft.

Monthly Billing

For the first	300 Cu. Ft. Per Month	\$26.05	\$26.58	
For the next	700 Cu. Ft. Per Month	\$5.80	\$5.95	Per 100 Cu. Ft.
For the next	2,000 Cu. Ft. Per Month	\$4.30	\$4.40	Per 100 Cu. Ft.
For all in excess of	3,000 Cu. Ft. Per Month	\$2.85	\$2.90	Per 100 Cu. Ft.

Minimum Charges

For each customer served through a single meter, there shall be a minimum charge, based on the size of the meter installed.

Meter Size	Quarterly Allowance	Step 1 Charge	Step 2 Charge	Monthly Allowance	Step 1 Charge	Step 2 Charge
5/8"	900	\$78.15	\$79.75	300	\$26.05	\$26.58
3/4"	1,800	\$130.35	\$132.95	600	\$43.45	\$44.32
1"	3,000	\$199.95	\$203.95	1,000	\$66.65	\$67.98
1 1/2"	6,000	\$327.45	\$334.00	2,000	\$109.15	\$111.33
2"	9,600	\$471.95	\$481.40	3,200	\$157.32	\$160.47
3"	18,000	\$709.10	\$723.30	6,000	\$236.37	\$241.10
4"	30,000	\$1,047.90	\$1,068.85	10,000	\$349.30	\$356.28
6"	60,000	\$1,894.90	\$1,932.80	20,000	\$631.63	\$644.27

Proposed Effective Date Step 1: July 1, 2026
Proposed Effective Date Step 2: July 1, 2027

Docket Number: 2026-00015

Charles Pearce, City Manager

PRIVATE FIRE PROTECTION

Available: To all customers using the Ellsworth Water Department's service for private fire protection. The following rates apply to fire protection only, and include no allowance for water other than fire fighting purposes.

Rates: Chares per service pipe diameter:

Connection	Step 1 Quarterly Rate	Step 1 Annual Rate	Step 2 Quarterly Rate	Step 2 Annual Rate
1"	\$62.75	\$251.00	\$64.00	\$256.00
1 1/2"	\$94.13	\$376.50	\$96.00	\$384.00
2"	\$125.50	\$502.00	\$128.00	\$512.00
2 1/2"	\$156.88	\$627.50	\$160.00	\$640.00
3"	\$188.25	\$753.00	\$192.00	\$768.00
4"	\$251.00	\$1,004.00	\$256.00	\$1,024.00
5"	\$313.75	\$1,255.00	\$320.00	\$1,280.00
6"	\$376.50	\$1,506.00	\$384.00	\$1,536.00
7"	\$439.25	\$1,757.00	\$448.00	\$1,792.00
8"	\$502.00	\$2,008.00	\$512.00	\$2,048.00
10"	\$627.50	\$2,510.00	\$640.00	\$2,560.00
12"	\$753.00	\$3,012.00	\$768.00	\$3,072.00
14"	\$878.50	\$3,514.00	\$896.00	\$3,584.00
16"	\$1,004.00	\$4,016.00	\$1,024.00	\$4,096.00

There shall be no additional charge for sprinkler heads or private fire hydrants.
 Fire connections will not be supplied on a seasonal basis.

Proposed Effective Date Step 1: July 1, 2026
 Proposed Effective Date Step 2: July 1, 2027

Docket Number: 2026-00015

Charles Pearce, City Manager

PUBLIC FIRE PROTECTION

Available: To the City of Ellsworth for municipal fire protection.

Rates: For the public fire hydrants owned and maintained by the Ellsworth Water Department (the Department) and connected to the Department's mains on July 1, 2026, there shall be paid to the Department the following public fire protection charge:

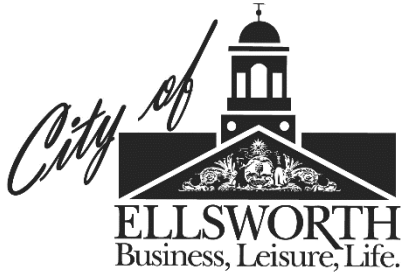
	<u>Quarterly</u>	<u>Annual</u>
Step 1	\$128,750.00	\$515,000.00
Step 2	\$152,500.00	\$610,000.00

For each public hydrant owned and maintained by the Department and installed after July 1, 2026, charges will be governed by Chapter 69 of the Maine Public Utilities Commission's Rules and Regulations.

Proposed Effective Date Step 1: July 1, 2026
Proposed Effective Date Step 2: July 1, 2027

Docket Number: 2026-00015

Charles Pearce, City Manager



Director of Economic Development

1 City Hall Plaza ▪ Ellsworth, ME 04605

Phone (207) 812-1853

ellsworthmaine.gov

Memo

To: City Council

From: Twila Fisher, Economic Development Director

Date: February 6, 2026

Re: Presentation of Two Proposed New Tax Increment Financing Districts; Permission to Submit Applications to DECD by March 31, 2026

Suggested Motion:

Move to direct the City Manager and Economic Development Director to prepare and submit applications to the Maine Department of Economic and Community Development for new Central Corridor and Downtown Corridor omnibus municipal Tax Increment Financing (TIF) districts, conduct additional public outreach and stakeholder engagement, and return to the City Council with further analysis and recommendations for potential action at the March City Council meeting.

Background:

Ellsworth is experiencing sustained and accelerating growth in property valuation across residential, commercial, and mixed-use sectors. Right now, the City is stuck in a vicious cycle of growth, whereby city resources and planning for major infrastructure improvement precipitated by that growth has been left unattended putting enormous financial and operational strains on Ellsworth. Tax Increment Financing (TIF) is the City's primary tool to manage that growth responsibly - allowing Ellsworth to reinvest a portion of new tax value into the infrastructure and public facilities required to support it, while protecting state revenue sharing and school funding and creating a virtuous cycle of growth for the City.

Tax Increment Financing allows the City to:

- Continue collecting full base taxes to support general services
- Capture only the new tax value created after a district is established
- Dedicate that increment, for a limited time, to Council-approved, eligible public purposes
- Maintain full transparency and reporting requirements

TIF funds are not a “slush fund.” They are restricted by statute to specific, eligible uses such as roads, sidewalks, stormwater systems, traffic improvements, public facilities, grant matches, and economic development activities approved by Council.

In practical terms, failing to use TIF for TIF-eligible projects is fiscally inefficient—like declining a tax credit while paying full price for expenses that qualify for a discount.

The two proposed new omnibus municipal TIF districts are designed to be flexible, transparent, and fiscally prudent. Establishing them now - while state law allows a two-year look-back for Original Assessed Value (OAV) - preserves options for the City at no immediate cost, while positioning Ellsworth to address infrastructure needs without shifting the burden onto existing taxpayers.

Why This Matters Now

Ellsworth is a service-center city with full-time fire and EMS, regional schools, downtown infrastructure, and municipal water and sewer systems serving a population well beyond its resident count. While Ellsworth’s mill rate and median tax burden remain comparatively low, the pace of growth is placing increasing strain on roads, sidewalks, stormwater systems, traffic infrastructure, and downtown facilities.

Recent valuation trends underscore the scale of this growth:

- Waterfront residential property values increased by approximately 30% last year
- Non-waterfront residential and commercial properties increased by approximately 15%
- Overall city valuation has grown by 700 million over the past several years and now exceeds \$1.8 billion

If Ellsworth does not strategically capture and reinvest a portion of new valuation growth:

- Infrastructure costs will increasingly fall on existing taxpayers
- Deferred maintenance will accelerate
- Growth may slow or stall due to inadequate public facilities
- State revenue sharing and school funding may decline as valuation rises without corresponding
- local reinvestment
- The City will face difficult tradeoffs between infrastructure investment and core services, including public safety and education

Without TIF, the cost of infrastructure required to support this growth must be absorbed by the general taxpayer—or deferred, resulting in deteriorating public assets, constrained future development, and potential reductions in city services over time.

Municipal best practice across Maine is clear: growing communities that strategically deploy TIF are better positioned to reinvest in infrastructure, stabilize tax rates, promote new housing development, maintain public safety services, and preserve state aid.

The Proposed TIF Districts

The City proposes establishing two new omnibus municipal TIF districts:

1. Central Corridor Omnibus Municipal TIF

- Scattered sites along the High Street commercial corridor and new urban core growth area

2. Downtown Corridor Omnibus Municipal TIF

- Designated Main Street area and Village Partnership Initiative focus area

These districts are structured to allow flexibility over time. Council may choose to capture increment immediately, partially, or not at all. Establishing the districts now preserves future options at no cost.

Of note, the proposed Downtown Corridor TIF would allow surplus funds and FY2027 TIF funds from the Beckwith Hill Omnibus TIF to be ported for immediate downtown infrastructure improvements, grant matches, and development incentives. Additionally, parcels within downtown TIFs do not count toward Ellsworth’s statutory land-area cap for value capture.

Relationship to Existing and Future TIFs

Ellsworth currently has a limited number of TIF districts relative to its size, growth rate, and geographic footprint (97 square miles). One long-standing district is nearing expiration and has not been actively utilized for over a decade.

Establishing new omnibus districts now:

- Prevents Ellsworth from falling further behind on infrastructure investment
- Preserves the ability to mirror or transition existing economic-development TIFs when older
- districts expire (including potential adjustments around 2030)

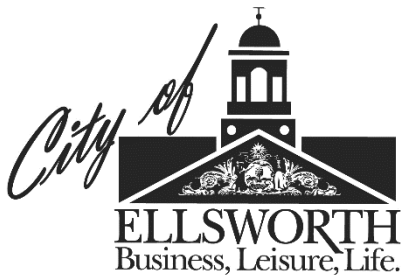
- Aligns Ellsworth with standard municipal finance practices across Maine

Recommended Action

Authorize the Economic Development Director and City Manager to submit applications for the two proposed omnibus municipal TIF districts to DECD by March 31, 2026, following required public notice and hearing.

Documents to be provided at March Council Workshop Meeting:

- Proposed new TIF district maps
- Valuation growth summary spreadsheet
- TIF eligibility and FAQ overview (for public distribution)



Memo

To: City Council
CC: Charles Pearce, City Manager
From: Sara Devlin, Deputy City Manager
Date: February 9, 2026
Re: City Hall Safety

Suggested Motion:

Move to authorize the City Manager to implement phased recommendations from the City Hall Physical Security and Safety Plan, including training, operational controls, and physical security measures, to support a safe and respectful work environment for employees and the public and to ensure the continued effective delivery of municipal services.

Background:

Over the past several months, City staff – both within City Hall and while performing duties in the field – have experienced an increase in challenges and, at times, threatening interactions with members of the public. These interactions have included hostile language, accusations of misconduct, and statements that have caused staff to feel unsafe or intimidated while carrying out their responsibilities.

Staff have reported receiving statements that cross from criticism into intimidation, including phrases such as “your time is coming” and “I look forward to ending you,” as well as repeated accusations of corruption, deception, theft, and personal wrongdoing. While not all interactions rise to the same level, the cumulative nature of these encounters has had a meaningful impact on staff wellbeing and their ability to remain focused on their work.

Staff have also experienced frequent disruptions during meetings with consultants and professional partners, including confrontational demands and assertions that interfere with productive discussion and project progress. In addition, employees have received accusatory emails and verbal comments alleging misconduct, including references to staff members’ private property and personal lives.

While public engagement and accountability are essential components of local government, these behaviors go beyond constructive discourse and have begun to affect staff morale, focus, and sense of safety. The cumulative impact of repeated disruptions and confrontational encounters requires

staff to divert time and attention away from core duties in order to manage, de-escalate, and recover from these incidents.

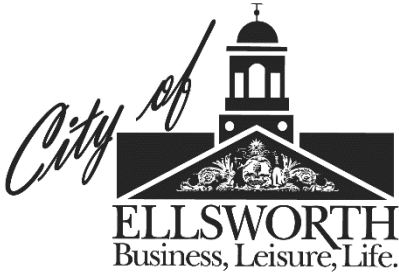
City employees are dedicated professionals who serve the community with care and integrity. Providing them with a safe, respectful, and orderly work environment is a fundamental responsibility of the organization and an important part of maintaining effective municipal operations. Continued interruptions and unmanaged conflict also carry costs to taxpayers when staff time is redirected away from service delivery.

The City Hall Physical Security and Safety Plan, which was developed by the Ellsworth Police Department, originally presented more than a year ago and not yet fully implemented, outlines a series of reasonable and measured recommendations designed to support staff, strengthen response protocols, and enhance overall building security. The plan was developed to address increasing safety concerns while maintaining appropriate public access and transparency. Initial implementation focuses on training, operational procedures, and physical improvements that can be introduced in a thoughtful and proportional manner.

While this plan represents a change in how the public accesses certain City Hall departments, it is consistent with practices adopted by many municipalities to balance accessibility with safety. The intent of this plan is to maintain transparency and public service while ensuring that City Hall staff are afforded reasonable workplace protections.

I respectfully request Council authorization to proceed with implementing selected initial recommendations from the Safety Plan. Additional information regarding scope, sequencing, and costs will be provided as implementation moves forward.

Creating a safe and functional workplace allows staff to focus on serving the public effectively and ensures that City Hall remains a welcoming, professional environment for all.



Memo

To: City Council
CC: Charles Pearce, City Manager
From: Roddy Ehrlenbach, *Director, Parks & Recreation and Facilities*
Date: February 17th, 2026
RE: City Hall Building Envelope Upgrades

Suggested Motion

Move to authorize acceptance of the bid proposal from Mainely Vinyl, Inc. in the amount of \$43,065.00 for Phase I of the City Hall Window and Door Replacement Project, and to authorize the City Manager to execute the necessary contracts and related documents, subject to legal review.

Purpose

The purpose of this memo is to request City Council authorization to accept the bid proposal submitted by Mainely Vinyl, Inc. for Phase I of the City Hall Window and Door Replacement project.

Background

As outlined in the previously presented Building Envelope Improvement Plan, Phase I focuses on high-priority window and door deficiencies that pose ongoing risks related to water infiltration, energy efficiency, and building security. These items were identified through prior assessments, including the 2019 building envelope study, and reaffirmed through more recent observations.

The Maine Municipal Association, as the City's property insurance provider, has directed that the remaining water infiltration issues in the cupola be addressed subsequent to the completion of repairs to the water-damaged walls and ceilings in the summer of 2025.

An RFP was issued seeking qualified contractors to provide pricing for one or more phases of the project. Mainely Vinyl, Inc. submitted proposals responsive to the Phase I scope of work.

Phase I Scope of Work

Phase I includes the following components:

1. Cupola and Round Window Replacement

- Replacement of four round vinyl windows in the cupola.
- Replacement of two smaller round windows on the south-facing wall adjacent to the stairwell.
- Energy-efficient, insulated glass with Low-E coating and Argon gas.
- New exterior PVC trim designed to closely match existing historic profiles.
- Removal and disposal of existing window components.

Proposed Cost: \$22,705.00

(Excludes optional interior wall/ceiling restoration work. Option to add is \$3500)

2. South Entryway Door Replacement

- Removal and replacement of the existing south-facing double door and transom.
- Installation of ProVia Legacy steel doors with transom window, configured to match the existing outswing and grid patterns.
- Composite PermaTech door frame with ADA-compliant aluminum threshold.
- Reinforcement for existing panic hardware and closers.
- New exterior PVC trim to match existing conditions.

Proposed Cost: \$16,860.00

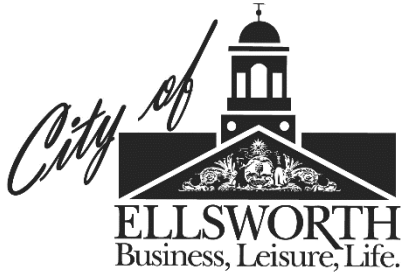
Total Phase I Cost

The combined cost for Phase I window and door improvements, including restoration of a window well, is:

\$43,065.00

Both proposals include standard payment schedules and estimated lead times of 12–16 weeks from acceptance.

There are sufficient funds in the City Hall Reserve account, totaling \$97,273.40, to cover this expense.



Parks & Recreation and Facilities

1 City Hall Plaza ▪ Ellsworth, ME 04605

Phone (207) 667-2563

ellsworthmaine.gov

City Hall Building Envelope Improvements – Windows and Doors

Issue Date: December 8, 2025

Proposal Due Date: January 15, 2026

Optional Pre-Bid Site Visit: December 15, 2025 @ 9:00am

Deadline for Information Request: January 8, 2025

Anticipated Award Date: January 21, 2026

Contact:

Roddy Ehrlenbach

Director, Parks & Recreation and Facilities

Email: rehrlenbach@ellsworthmaine.gov

Phone: (207) 667-2563

1. Introduction

The City of Ellsworth is soliciting proposals from qualified contractors for the phased replacement and rehabilitation of windows and doors at City Hall, located at 1 City Hall Plaza, Ellsworth, ME. This project aims to address water infiltration, improve energy efficiency, and preserve the historic integrity of the building.

2. Project Background

A 2019 building envelope assessment identified several high-priority deficiencies, including water penetration and deteriorated window and door assemblies. While some repairs have been completed, significant work remains. This RFP seeks bids for one or more of the following project phases.

3. Scope of Work

Phase I – High Priority Window and Door Replacements

- Replace six round windows (four in the cupola, two on the south façade).
- Replace three cracked windowpanes elsewhere in the building.
- Replace south entry doors with energy-efficient, historically appropriate units.

Timeline: Phase I is to be completed as soon as feasible following contract award, due to structural and security concerns.

Phase II – South Wall Window Rehabilitation

- Rehabilitate or replace 15 double-hung windows on the south wall.
- Replace deteriorated wood trim and seal brick/wood interfaces.
- Evaluate and repair window assemblies for long-term durability.

Phase III – Remaining Building Window Rehabilitation

- Rehabilitate or replace 14 double-hung windows and 6 non-opening windows on the east, west, and north façades.
- Replace deteriorated wood trim and seal brick/wood interfaces.
- Evaluate and repair window assemblies for long-term durability.

Phase IV – Arched Windows and North Entry

- Restore 5 multi-level arched-top window assemblies.
- Replace or refurbish northern entry doors, sidelights, and transoms.

Timeline for Phases II–IV: To be determined based on contractor cost estimates and the outcome of the City’s Fall 2026 application to the State’s Historic Community Buildings Grant program.

4. Proposal Requirements

Proposals must include:

- Company qualifications and experience with historic structures.
- Detailed cost estimates for each phase (bidders may submit for one or more phases).

- Proposed timeline for Phase I.
 - Description of methods and materials.
 - Confirmation of ability to comply with historic preservation standards and obtain a Certificate of Appropriateness.
-

5. Evaluation Criteria

Proposals will be evaluated based on:

- Relevant experience and qualifications.
 - Cost competitiveness.
 - Timeline and project approach.
 - Compliance with historic preservation requirements.
 - References and past performance.
-

6. Additional Information

- The City intends to use this RFP to gather cost and technical data in preparation for a Fall 2026 grant application. (Phases II – IV)
 - The City reserves the right to award contracts for individual phases or the entire project.
 - A site visit may be scheduled upon request.
-

7. Submission Instructions

Please mark sealed proposals **“Window & Door Renovations – City Hall”** and deliver to:

City of Ellsworth

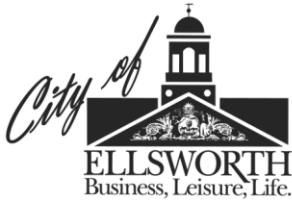
Attn Roddy Ehrlenbach

1 City Hall Plaza

Ellsworth, ME 04605

Deadline: January 15, 2026

Late submissions will not be considered.



Jason Ingalls • IT Systems Administrator

City of Ellsworth • 1 City Hall Plaza • Ellsworth ME 04605-1942
Phone: (207) 669-6600 x2 • E-mail: jingalls@ellsworthmaine.gov

To: Ellsworth City Council
From: Jason Ingalls, IT Systems Director
Cc: City Manager; City Clerk
Date: February 5, 2026
Subject: City Hall Safety Upgrades

Recommended Motion

Move to authorize \$18,000 from the City Hall Reserve account to cover the costs associated with the purchase, installation, and implementation of enhanced security and access control measures at City Hall, including key fob access for the elevator and second-floor office areas, in order to improve workplace safety and protect City staff, visitors, and municipal assets.

Background

In recent months, City staff have experienced multiple incidents involving members of the public exhibiting aggressive and confrontational behavior. These incidents have resulted in staff requesting individuals to leave City Hall and, in some cases, requiring escort from the building.

Currently, the public has unrestricted access to the second floor of City Hall (Assessing, Code Enforcement, Planning, Economic Development, Communications, Parks & Recreation, and Facilities) as well as administrative office areas on the first floor.

Purpose of Request

To improve workplace safety and provide a more secure environment for staff and visitors, the City is requesting Council approval to implement enhanced access controls within City Hall, including key-fob access to second-floor office areas.

With these controls in place, members of the public would be expected to schedule appointments in advance to meet with staff in secured office spaces. These measures are intended to reduce the risk of disruptive incidents while maintaining appropriate public access to municipal services. For instances when walk-ins do occur, video intercoms will allow staff to communicate with visitors and grant access when appropriate.

Phase 2: A second phase of this project would add electronic locks to the glass doors in the first-floor Manager's area and IT offices. Due to the complexity of installing electronic locking hardware on these glass doors, Phase 2 will be brought forward as a separate request once design/installation details and final pricing are confirmed.

Scope of Work

- Purchase and install access control hardware for second-floor office access doors

- Purchase and install access control hardware on the elevator
- Purchase and install video intercoms at the elevator and top of stairs, with intercom viewers in each second-floor office area
- Labor from Hi-Tech Communications and Pine State Elevator

Project Funding

The City Hall Reserve account contains adequate funds to cover the cost of these proposed security upgrades.