

**Calais City Council – Calais City Building  
May 25, 2023 - Call to Order – 6:00 pm  
Pledge of Allegiance – Moment of Silence**

**Mayor:** Arthur Mingo  
**Councilors:**  
Elery Beale  
Mark Carr  
James Macdonald  
Kevin Niles  
Marcia Rogers  
Michael Sherrard

**1. Consent Agenda**

- A. Previous Minutes (pages 2-4 )
- B. Treasurer's Warrants City through May 24, 2023 \$
- C. Treasurer's Warrants School through May 24, 2023 \$
- D. Treasurer's Warrants Water through May 24, 2023 \$
- E. Special Event Application-Common Ground Church of God (pages 5-6)
- F. Application for Perpetual Care-Chambers Lot (page7)
- G. Liquor License Renewal- Mama Lola's Mexican Food

**2. Public Hearings**

- A. Special Amusement Permit- Murphy's Blue Star Saloon (page 8)

**3. Old Business**

- A. City Manager's Report
- B. Follow Ups (pages 9-10)
- C. Committee Reports
  - 1. Finance Committee- Sherrard
  - 2. Property Committee- Carr
  - 3. Public Safety Committee- Macdonald
  - 4. Public Works Committee- Carr
  - 5. School Liaison Committee- Rogers
  - 6. Economic/Community Development Committee- Sherrard
  - 7. Welfare Committee-Beale
- D. Reschedule Public Hearing-Water/Sewer Project Bond Ordinance
- E. ATV Club Request for Clubhouse Land

**4. Opportunity for Public Input on New Business Agenda Items**

**5. New Business**

- A. International Festival Banners

**6. Executive Session**

- A. Personnel Matter pursuant to MRSa Title 1, §405(6)(a)

CALAIS CITY COUNCIL  
May 11, 2023

The first regular monthly meeting of the Calais City Council was held this date in the Council Chambers of the Calais City Building at 6:00 p.m.

Present was Mayor Mingo presiding over Councilors Niles, Sherrard, Rogers, and Beale.

On a motion by Councilor Rogers and a second by Councilor Niles, it was unanimously voted to approve the following consent agenda:

- A. *Previous Minutes*
- B. *Approval of Monthly Departmental Reports*
- C. *Approval of Chase Fund for May \$150*
- D. *Treasurer's Warrants City through May 11, 2023*  
    \$ 234,597.16
- E. *Treasurer's Warrants School through May 11, 2023*  
    \$ 346,232.46
- F. *Treasurer's Warrants Water through May 11, 2023*  
    \$ 16,883.31
- G. *Special Event Permit-CDRC Plant Sale*
- H. *Special Event Permit-Memorial Day Ceremony*
- I. *Application for Perpetual Care-Footer Lot*

The City Manager then gave his report. He wanted to let the public know that the 8<sup>th</sup> grade class is holding a bottle drive on May 13<sup>th</sup>. He also gave an update on the water/sewer construction project on Main Street and wanted to make sure the public knew that the businesses on Main Street were still open and accessible. He also wanted to remind the public that free dump days were coming up on May 13<sup>th</sup> and 14<sup>th</sup>. Lastly, he requested that the council suspend the rules to add Special Event Permit request from the CDRC and a request for city property alteration by John V. Chambers. A motion to do so was made by Councilor Niles and seconded by Councilor Rogers. All were in favor.

**Follow Ups:**

The Union Street playground equipment is still scheduled to be installed sometime in the month of May.

Attendance

Consent Agenda

City Manager's Report

Follow Ups

**Committees:**

School Liaison will meet again on May 25<sup>th</sup> @ 5:30pm in the Council Chambers.

Economic Development will meet at 5pm on June 8<sup>th</sup> in the Council Chambers.

**New Business**

The council then moved on to new business. The first item considered was a request by John V. Chambers to alter the berm near the entrance to the elementary school parking lot and adjacent to his lot. The alteration by Mr. Chambers will include seeding and finishing of the area affected. Councilor Niles made a motion to approve the alteration including the reseeding and finishing. Councilor Beale seconded. All were in favor.

Next the council considered an application for a Special Amusement Permit for Murphy’s Blue Star Saloon. Councilor Sherrard made a motion to schedule a public hearing for May 25<sup>th</sup>. Councilor Niles seconded. All were in favor.

The council then discussed a borrowing ordinance for funding the Main Street water/sewer project. Councilor Niles made a motion to schedule a public hearing for May 25<sup>th</sup>. Councilor Rogers seconded. All were in favor.

The next item to consider was a request from the local ATV club to allow the city to be named in their municipal grant application. Councilor Rogers made a motion to allow the city to be included in the application. Councilor Niles seconded. All were in favor.

Discussion was then held regarding the purchase of two new radar units for the police cruisers. Councilor Rogers made a motion to approve the purchase of two new units. Councilor Niles seconded the motion. All were in favor.

Fire Chief Lee then presented the council with a proposal to purchase access to a new pediatric medication administration app for the paramedics. After discussion it was moved by Councilor Sherrard to approve the purchase. Councilor Niles seconded. All were in favor.

**Committee Updates**

**New Business**

City Property Alteration

Public Hearing Scheduling-  
Special Amusement Permit

Public Hearing Scheduling-  
Funding Ordinance

ATV Municipal Grant

Purchase of Radar Units

Purchase of Medication  
Administration App

The council then considered a request from a behavioral health organization called Pathways to utilize an office space in the upstairs of the City Building. Councilor Rogers made a motion to approve the use. Councilor Niles Seconded. All were in favor.

Request for Use of Office Space

The last item of new business was consideration of a special event permit request from the CDRC for a concert in Triangle Park. A motion to approve was made by Councilor Niles. Councilor Sherrard seconded the motion. All were in favor.

Special Event Request-CDRC

#### Other Items Discussed

Roundtable

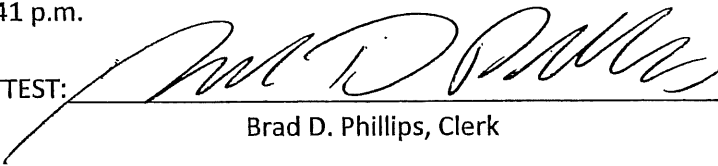
Other topics discussed with no action taken included:

- Many yards in town that are messy and need to be addressed
- Discussion of possible dog park locations
- Update on expansion of ATV trail from Ayers Junction to Calais-no movement yet
- Discussion of status of docks/pier
- Public concern over discarded needles and possible camping along waterfront walkway
- Lawn grub problem throughout town

There being no further business to come before the City Council at this time, it was moved by Councilor Rogers, seconded by Councilor Niles, and unanimously voted to adjourn this meeting at 6:41 p.m.

Adjournment

ATTEST:



Brad D. Phillips, Clerk

Date Submitted May 22, 2023

SPECIAL EVENT PERMIT APPLICATION

All special events applications will be reviewed and interpreted as a major or minor event by the City Manager, City Clerk, Police Chief and other appropriate department managers. No person may conduct a Major or Minor Special Event on City Property without a Special Events Permit issued by the Calais City Council pursuant to the Special Events Permit Ordinance.

Special Event shall mean any event, sponsored by an individual, corporation, partnership or other entity or organization intended primarily for recreational, entertainment or charitable purposes, which requires the use of City Property of the City of Calais, Maine.

X Minor Event shall mean an event not exceeding four hours in duration and/or less than 100 people affiliated with the event. (i.e. wedding ceremony with equipment such as tent, chairs, sound, etc.)

Major Event shall mean an event exceeding four hours in duration and/or more than 100 people affiliated with the event. (i.e. community festival; carnival; street dance; charitable walk for a cause) Also, a major event clearly involves additional city services (i.e. police protection; more than one vendor needing electrical usage; etc.)

City Property shall mean any land owned by the City of Calais, Maine.

I/We hereby request from the Calais City Council to hold a special event. Date of Event:

\_\_\_\_ June 24, 2023 \_\_\_\_ Time of Event : \_\_\_\_ 6pm - 8pm \_\_\_\_ Location:

\_\_\_\_ Triangle Park \_\_\_\_\_ Estimated number of People

Attending: \_\_\_\_ 100 \_\_\_\_\_

Summary of Event:

Gospel Music

Alcoholic Beverages ? NO (Circle one)

Amplified Sound ? YES (Circle one)

(Over)

Street Closure Requirements: *(if applicable)*

NONE

Plan for Security, Parking and Traffic: *(if applicable)*

Church Staff

City Services Required: (Utilities, police, cleanup, etc.) *(if applicable)*

Electricity Usage

Sanitary Facilities Plan: *(if applicable)*

NONE

List of Proposed Vendors: *(if known and applicable)*

NONE

Organization: Common Ground Church

Tax Status: EXEMPT

Officers: Johnny and Katie Chambers

Signature of President or Event Chair: *Pastor Johnny Chambers*

Contact Person: Johnny Chambers

Address: 9 Germain Street

Telephone: (207) 904 9005

Date Submitted: mAY 22, 2023

--Return completed application to Calais City Clerk, P.O. Box 413, Calais, ME 04619.

--Applications for "Minor Events" must be submitted thirty (30) days prior to event.

--Applications for "Major Events" must be submitted four (4) months prior to event.

**--Applicants must attach certificate of general liability insurance with application.**

--Events serving alcoholic beverages require alcohol insurance with the City of Calais listed as additional insured on liability policy of not less than \$400,000. --Applicants to be responsible for additional costs for clean up and street closure.

# Application For Perpetual Care of Burial Lot

To the City Council of Calais, Maine:

Council members,

The undersigned hereby requests the City of Calais to accept the sum of *five hundred dollars* in trust, the income therefrom to be used for the perpetual care and preservation of the **Roland & Katherine Chambers** family burial lot in the Calais Cemetery and for no other purpose and being identified as follows:

Block: 2      Lot: 103A      Section: New Catholic

COPY

It being understood however, that said burial lot must be in a condition satisfactory to the Cemetery Committee of the Calais City Council, also that the City of Calais is not responsible for repairs due to acts of vandalism or other unnatural causes. It is further understood that if an interment is to be made after the acceptance of said lot by the Calais City Council, the person or persons having such interment made shall be liable for all costs to return said burial lot to its original condition.

Stones, monuments, shrubs, or markers shall not be placed on any lot without having first obtained the permission of the Superintendent of the Cemetery and all work done on a lot will be under the Superintendent's supervision.

I hereby certify that I have read and understand the above terms of agreement as stated.

Requested by: **Anthony Chambers**

Address: **25 Academy St**

**Calais, ME 04619**

## ORDER OF ACCEPTANCE

ORDERED: That the foregoing request be granted and that the said sum of *five hundred dollars* be accepted in trust, the income therefrom to be expended for the perpetual care and preservation of the said family burial lot in the Calais Cemetery

The City Treasurer is hereby instructed to invest said sum as other Cemetery Trust Funds are invested.

Approved: **May 25, 2023**

\_\_\_\_\_ Mayor

Remarks:

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CITY OF CALAIS  
APPLICATION FOR SPECIAL AMUSEMENT PERMIT

DATE: May 1<sup>st</sup> 2023

BUSINESS NAME: Murphy's Blue Star Saloon & Grill

I/We Manuela Medrano-Duke do hereby apply for a Special  
Amusement Permit, under the provisions of Chapter 501, Public Laws of 1977.

Location of Premises: 22 North Street Calais, ME 04619

Type of Entertainment:

DJ Music / food & Alcohol  
Dancing

Hours of Operations:

Sun - SAT 11AM - 1AM

Date at Calais, Maine this 1<sup>st</sup> day of MAY, 2023.

Signature of Applicant:

Manuela Medrano-Duke  
General mgr.

\* Notice of Public hearing must be published at least seven (7) days prior to hearing

**Application Fee: \$150 (Includes \$50 fee for  
advertising public hearing.)**



FOLLOW UP ITEM	STATUS	UPDATED STATUS
ARPA Funds 7/1/21	Submitted ARPA funds request 9/20. City share now adjusted to 317,000. Approved allocations-\$158,720. Main St. Water/Sewer Project, \$33,319. City Employee Bonuses, and phase 1 IT upgrades approved for \$44,710. Princeton Airport Plow donation- \$10,000, Gap funding for the projected water rate increase - \$28,000. ARPA Fund Balance- \$42,251.00.	Updated 5/23/23 Stand-by generator site inspection for the City Building and St. Croix #1 Firehouse is scheduled for May 16th. Waiting on generator and install estimate.
ATV access along RT. 1 through the Moosehorn 9/23/21	Council approved the request from the Sunrise Trail Coalition to form an Advisory Council between Calais, Baring, and Charlotte. Advisory Council is to submit a proposal to MDOT to use the rail corridor from Ayers Junction to Calais for public recreational use.	No update to report. MDOT has established 3 of the 6 requested advisory councils. The Calais Branch is request #6 and is slated for review within the next few months. Recent request to place an Island Institute Fellow was not approved.
Calais Waterfront Improvements 9/23/21	Boat ramp repaired by PW, site clearing, and sweepings layed down for a base to create greenspace/picnic area next to snowdump area behind the bowling club. Continue to receive waterfront pier reconstruction costs.	Updated 5/23/23 Currently working with MDOT on funding options to include the waterfront pier improvements. Calderwood Engineering has completed the design phase. Currently waiting on geotechnical survey and sampling at the base of the pier. Geotechnical core sampling was conducted 5/23
City Dog Park- 4/27/23	Beginning the search of a feasible location on city property for a fenced dog park.	Updated 5/23/23 Possible location at the snow dump green space area behind the bowling club. Waiting on cost estimates for park fencing.
City IT upgrades 1/10/23	Phase II City It upgrades. Updated computers and software for all city departments.	Updated 5/23/23 Refocus Data provided cost estimates for the Phase II IT upgrades. Approximately 100k for all depts with new computers, software, and camera system. Council granted permission to apply for a Homeland Security Grant to cover these costs.

FOLLOW UP ITEM	STATUS	UPDATED STATUS
Main Street Sewer/Water Project 5/1/21	Project 65% complete.	Gordon Construction has finished installing the sewer main from Elm St. to Church St. and tested the water main from Church St. to Lafayette St. Work scheduled for next week- Start installing hydrants from Elm St. to Church St.. Activate hydrants from Church St. to Lafayette St.
Public Safety Building	All council approved improvements have been completed at the Public Safety Building with the exception of the added restroom and rear door for the FD, which is 90% complete.	The new FD bathroom, hose tower repair, and the scba wash station has been installed. New rear door has been ordered and is scheduled to be installed when it arrives.
Security Cameras/Lighting	Submitted Grant Application to Homeland Security for a city-wide security camera system.	The exterior cameras have arrived. Gathering cost estimates for installation.
St. Croix #1 Firehouse- 6/1/22	St Croix #1 Firehouse Association 501 (3c) is in the filing process of dissolving the non-profit.	Construction on the Interior of the building is currently underway. ADA rear door entrance, seal concrete floor, and fix rear stairwell.
Union St. Playground- 4/1/22	DE Community Partners donated playground equipment to be installed at Union St. Playground.	The playground equipment is at the Union St. Park and scheduled for assembly the week of May 29th.

# MAY - 2023

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4	5	6
				11 Council Meeting 6 PM	12	13
7	8	9	10			
				18	19	20
14	15	16	17			
				25 School Liaison Committee 5:30 PM Council Meeting 6 PM	26	27
21	22	23	24			
	29 Memorial Day Municipal Offices Closed	30	31			
28						