

City Council Minutes
Special Meeting, Tuesday, June 24, 2025

Special Meeting
City Hall Council Chambers

Tuesday, June 24, 2025
2:00 p.m.

The special meeting was called to order by Mayor Daniels. The city clerk called the roll:

Councilor Phanthay-present
Councilor Kimball-present
Mayor Daniels-present

Councilor O'Halloran-absent
Councilor Morin-present

Mayor Daniels declared that a quorum was present. City Manager Eric Glidden was also present.

Mayor Daniels led members of the Council and others present in reciting the pledge of allegiance to the flag of the United States of America.

Mayor Daniels read the notice for the regular meeting.

TO: Soubanh Phanthay, Dani O'Halloran, William Kimball, Jenn Morin and Michele Daniels;
MEMBERS OF THE BREWER CITY COUNCIL. You are hereby notified that a **special meeting** of the City Council of the City of Brewer will be held on **Tuesday, June 24, 2025 beginning at 2:00 p.m.**, at 80 North Main Street, to consider and act on the items on the attached agenda.

s/ Michele Daniels

Mayor and Chairman of the City Council

Or _____

Majority of the City Council

a true copy, attest: s/Vincent P. Migliore

City Clerk

OFFICER'S RETURN

I have on the date(s) and time(s) indicated given notice of this meeting by giving in hand of by leaving at the usual dwelling place of the within named an attested copy of this notice of meeting:

Given/Delivered to:	by (person delivering)	Title	Date	Time
Soubanh Phanthay			06/18/2025	
Dani O'Halloran			06/18/2025	
William Kimball			06/18/2025	
Jenn M. Morin			06/18/2025	
Michele Daniels			06/18/2025	

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CITY COUNCIL SPECIAL MEETING

June 24, 2025 2:00 P.M.

Brewer City Hall Council Chambers

- I. Call to Order** (Mayor Daniels)
- II. Roll Call** (City Clerk)
- III. Pledge of Allegiance to the Flag of the United States of America** (Mayor Daniels)
- A. Minutes** (none)
- B. Awards, Petitions and Public Comments**
 - 1. Presentation: Unitil
 - 2. Presentation: Sutherland Weston
 - 3. Public Comments
- C. Consent Calendar** (none)
- D. Monthly Reports** (none)
- E. Nominations, Appointments, Elections** (none)
- F. Unfinished Business** (none)
- G. New Business**
 - 1. Consent Calendar**
 - 1. (2025-A140) ORDER Authorize donation of unclaimed bicycles.
(Councilor Kimball)
 - 2. (2025-A141) ORDER Authorize increase in Deputy Code Enforcement
Officer position to full-time. (Councilor Morin)
 - 3. (2025-A142) ORDER Authorize agreement for real estate services to sell
residential tax-acquired properties.
(Councilor Phanthay)
 - 4. (2025-A143) ORDER Amend Schedule of Fees.
(Councilor Kimball)
 - 2. (2025-A144) ORDER** Convene in executive session pursuant to Title 1 M.R.S.A.,
§405(6)(A), on a personnel matter. (Councilor Morin)
- H. New Items with Leave of Council**
- I. ADJOURN**

A. Minutes

There were no meeting minutes.

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B. Awards, Petitions and Public Comments

1. Presentation: Unitil

Unitil Director of External Affairs Alec O'Meara made a presentation introducing Unitil to the City of Brewer. The Mr. O'Meara said that Unitil's acquisition of Bangor Natural Gas had brought them to the area, and that Unitil served approximately 1,365 customers in Brewer.

2. Presentation: Sutherland Weston

Elizabeth Sutherland, President and Chief Executive Officer of Sutherland Weston, made a presentation discussing the process of creating designs for a new City of Brewer logo, and asked the Council for feedback on the materials that had been provided. The Council gave feedback on some of the ideas that had been presented and where they would like to see the process go moving forward.

3. Public Comments

There were no public comments.

C. Consent Calendar

There was no consent calendar.

D. Monthly Reports

There were no monthly reports.

E. Nominations, Appointments, Elections

There were no nominations, appointments or elections.

F. Unfinished Business

There was no unfinished business.

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Councilor O'Halloran joined the meeting at this time.

G. New Business

1. Consent Calendar

2025-A140

June 24, 2025

TITLE: ORDER, AUTHORIZE DONATION OF UNCLAIMED BICYCLES.

Filed June 12, 2025
By William Kimball

WHEREAS, the Brewer Police Department collects abandoned bicycles and stores these bicycles if the owner cannot be found; and

WHEREAS, per Title 25 M.R.S., §3503-B, "...a local legislative body in a municipality may dispose of unclaimed bicycles in a manner decided by that body..."; and

WHEREAS, it is the desire of the Brewer Police Department that unclaimed bicycles be donated to a local non-profit with the ability to service and repair bicycles, so that the unclaimed bicycles can be distributed to children in need of bicycles.

NOW, THEREFORE, BE IT ORDERED, that the Brewer City Manager, or his designee, is herewith authorized to direct all unclaimed bicycles that have been in the possession of the Brewer Police Department for a period of time greater than six-months to be donated to a local non-profit to be distributed to children in need of bicycles; and

BE IT FURTHER ORDERED, that any bicycles offered as donation that are not serviceable may be disposed of; and

BE IT FUTHER ORDERED, that this order shall not expire, and any future bicycles in that have been in the possession of the Brewer Police Department for a period of time greater than six-months shall be donated to a local non-profit to be distributed to children in need of bicycles, and bicycles that are not serviceable shall be disposed of.

Statement of Fact: The Brewer Police Department has in its possession over fifty bicycles that have been abandoned over time, creating a storage problem. This order allows Brewer Police Department to donate these bicycles to a local non-profit for repair and distribution to children, and to dispose of bicycles that are not serviceable. This will be a continuing standing order allowing for future donations of unclaimed bicycles.

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2025-A141

June 24, 2025

TITLE: ORDER, AUTHORIZE INCREASE IN DEPUTY CODE ENFORCEMENT
OFFICER POSITION TO FULL-TIME.

Filed June 13, 2025
By Jenn M. Morin

WHEREAS, the City of Brewer Code Enforcement Office has maintained a part-time Deputy Code Enforcement Officer for building and plumbing inspections; and

WHEREAS, the workload and the number of building permits issued by the Code Enforcement Office has increased significantly over the last several years; and

WHEREAS, a staffing increase is needed for Code Enforcement to maintain office coverage, respond to inquiries, review permit applications, and to perform timely inspections.

NOW, THEREFORE, BE IT ORDERED, that the Brewer City Council hereby authorizes the increase of the part-time Deputy Code Enforcement Officer (Building & Plumbing Inspections) to full-time effective August 1, 2025; and

BE IT FURTHER ORDERED, that the City Council hereby authorizes the appropriation and expenditure of \$88,000 from the Undesignated Fund Balance account (0109800-300901) to the Code Enforcement account (0116000-500000) to fund this additional Code Enforcement Department expense.

Statement of Fact: This order increases the part time Deputy Code Enforcement Officer (Building & Plumbing Inspections) position to full-time. The order appropriates \$88,000 in Undesignated Fund Balance to support the additional Code Enforcement Office expense. If approved, the City will advertise for a full-time Deputy Code Enforcement Officer.

2025-A142

June 24, 2025

TITLE: ORDER, AUTHORIZE AGREEMENT FOR REAL ESTATE SERVICES TO SELL
TAX-AQUIRED PROPERTIES.

Filed June 17, 2025
By Soubanh Phanthay

WHEREAS, the City of Brewer issued a Request for Proposals (RFP) to solicit qualified real estate professionals to provide broker services related to the marketing and sale of tax-acquired properties obtained through municipal foreclosure under Title 36 M.R.S., §943-C; and

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WHEREAS, the City received and reviewed a proposal from the Chez Renee Team, Realty of Maine, including a cost proposal, team qualifications, organizational background, marketing strategies, and client references; and

WHEREAS, the Chez Renee Team proposed a commission-based fee structure of 5% gross sale commission for year one and 6% for years two and three, with no flat fees and no cap on the number of properties handled under the agreement; and

WHEREAS, the Team's qualifications include licensed brokers and associate brokers with local leadership and community engagement, including participation in the Greater Bangor Association of Realtors, as well as marketing and transaction coordination capacity; and

WHEREAS, the proposed services include robust marketing strategies such as professional photography and videography, 3-D virtual tours via Matterport and Zillow, Multiple Listing Service (MLS) listing distribution, and extensive digital outreach through a variety of platforms.

NOW, THEREFORE, BE IT ORDERED, that the Brewer City Council hereby accepts the proposal submitted by the Chez Renee Team, Realty of Maine, and authorizes the City Manager, or his designee, to execute all necessary contracts and documents to engage the firm as the City's official real estate broker for the sale of residential tax-acquired properties.

Statement of Fact: The City of Brewer issued a Request for Proposals (RFP) seeking qualified real estate professionals to provide broker services for the sale of tax-acquired properties obtained through the municipal foreclosure process pursuant to Title 36 M.R.S., §943-C. In response, the City received proposals from the Chez Renee Team, Realty of Maine, of Bangor and from Listings Direct of Augusta. After review, City staff recommends awarding the contract to the Chez Renee Team. This order authorizes the City Manager to enter into an agreement with the firm to assist with the sale of tax-acquired properties on behalf of the City.

2025-A143

June 24, 2025

TITLE: ORDER, AMEND SCHEDULE OF FEES.

Filed June 17, 2025
By William Kimball

WHEREAS, the Charter, Codes and Ordinances of the City of Brewer, Chapter 20, entitled "Licenses and Permits", Article 4, "Licensing and Permit Fee Schedule", requires the City Council to establish fees for City licenses and permits.

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NOW, THEREFORE, BE IT ORDERED, that the Schedule of Fees shall be amended as follows:

CITY CLERK

- License & permits (see Chapter 20)
 - Mobile food business
 - Mobile food truck or trailer
 - Season (May 1 to November 1) \$200
 - Three (3) Contiguous Days \$65
 - One (1) Day \$25
 - For operation exclusively on private
Property \$200.00 annually
 - ~~• Mobile food truck or trailer~~
~~For operation on public and/or~~
~~Private property~~ ~~\$500.00 annually~~
 - Mobile ice cream vendor \$50.00 annually
 - Mobile ice cream donation trucks no charge
 - Mobile food pushcart \$50.00 annually

Statement of Fact: This order changes the fee schedule for mobile food trucks and trailers. This change is being made in conjunction with forthcoming revisions to Chapter 20 “Licenses and Permits” and Chapter 24 “Land Use Code”, to update the City’s Mobile Food Truck Ordinances.

ACTION: Councilor Kimball moved that the orders on the consent calendar have passage. Councilor Phanthay seconded the motion. The motion passed with a unanimous vote.

2025-A144

June 24, 2025

TITLE: ORDER, CONVENE IN EXECUTIVE SESSION PURSUANT TO TITLE 1,
M.R.S.A., §405(6)(A), ON A PERSONNEL MATTER.

Filed June 18, 2025
By Jenn M. Morin

BE IT ORDERED, that the Brewer City Council convene in executive session pursuant to Title 1, Maine Revised Statutes Annotated, §405(6)(A) on a personnel matter.

ACTION: Councilor Morin moved that the order have passage. Councilor Phanthay seconded the motion. The motion passed with a unanimous vote. Mayor Daniels said that the Council would recess to go into executive session, and then reconvene to consider one more item.

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The special meeting was called back to order by Mayor Daniels. The city clerk called the roll:

Councilor Phanthay-present
Councilor Kimball-present
Mayor Daniels-present

Councilor O'Halloran-present
Councilor Morin-present

Mayor Daniels declared that a quorum was present. City Manager Eric Glidden was also present.

H. New Items with Leave of Council

ACTION: Mayor Daniels introduced Order 2025-A145 "Appoint Animal Control Officer." under suspension of the rules. Mayor Daniels asked the city clerk to poll the Council to see if there was unanimous consent to take up the order. The Council members voted 5 to 0 unanimous consent to take up Order 2025-A145 under suspension of the rules.

2025-A145

June 24, 2025

TITLE: ORDER, APPOINT ANIMAL CONTROL OFFICER.

Filed June 23, 2025
By Jenn M. Morin and
Michele Daniels

WHEREAS, Title 7, M.R.S.A. §3947 states, "Each municipality shall appoint one or more animal control officers..."; and

WHEREAS, Chapter 26 of the Charter, Codes and Ordinances of the City of Brewer, entitled "Animal Control", Article 2, Section 201 states, "The City Council shall appoint one or more animal control officers in accordance with Title 7, Chapter 725 of the Maine Revised Statutes Annotated (1964) as amended."; and

WHEREAS, the Brewer City Council authorized the City Manager to seek bids and enter into a one-year contract with an individual who is certified as an Animal Control Officer in Maine (Order 2024-A219); and

WHEREAS, the Brewer City Manager recently entered into a contract with James Stubbs to provide Animal Control Services for the City of Brewer.

NOW, THERFORE, BE IT ORDERED, that James Stubbs of Hermon, Maine, is herewith appointed as Animal Control Officer for the City of Brewer for a term that shall commence on July 1, 2025 and shall expire June 30, 2026.

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Statement of Fact: This order appoints James Stubbs as the City of Brewer Animal Control Officer for Fiscal Year 2026.

ACTION: Councilor Morin moved that the order have passage. Councilor Phanthay seconded the motion. The motion passed with a unanimous vote.

I. ADJOURN

ACTION: Councilor Phanthay moved to adjourn. Councilor Morin seconded the motion. The motion passed with a unanimous vote. The meeting adjourned at 3:50 P.M.

ADJOURNED, ATTEST: _____ Vincent P. Migliore
City Clerk

A TRUE COPY, ATTEST: _____ Brewer, Maine