



City Council Workshop & Meeting
May 1, 2017
Agenda

5:30 P.M. Workshop

- A. Manager's Recommended Capital Improvement Program (CIP) Departmental Presentations
- B. Community Development Block Grant/HOME Program
- C. STAR Program – Michael Malloy
- D. RFP Results on AG Study – Michael Chammings

If Council is unable to finish the workshop agenda by 7:00 PM, the workshop will resume immediately following adjournment of the Council meeting.

7:00 P.M. City Council Meeting

Roll call votes will begin with Councilor Pross

Pledge of Allegiance

- I. **Consent Items** – All items listed with an asterisk (*) are considered as routine and will be approved in one motion. There will be no separate discussion of these items unless a Councilor or citizen so requests. If requested, the item will be removed from the consent agenda and considered in the order it appears on the agenda.
 - 1. **Order 34-05012017***
Appointing City Manager Peter Crichton to the Lewiston Auburn Transit Committee (LATC).
- II. **Minutes**
 - April 24, 2017 Regular Council Meeting
- III. **Communications, Presentations and Recognitions**
- IV. **Open Session** – Members of the public are invited to speak to the Council about any issue directly related to City business which is *not on this agenda*.
- V. **Unfinished Business** - None
- VI. **New Business**
 - 1. **Order 35-05012017**
Approving the Special Amusement Permit and Liquor License for Mingjing Industrial Group Co. USA LLC, DBA, Prospect Hill Golf Course located at 694 South Main Street. Public hearing.

2. Order 36-05012017

Approving the land sale for the 84 Court Restaurant deck expansion.

Council may enter into executive session, pursuant to 1 M.R.S.A. §405(6)(C).

VII. Reports

a. Mayor's Report

b. City Councilors' Reports

c. City Manager Report

VIII. Open Session - Members of the public are invited to speak to the Council about any issue directly related to City business which is *not on this agenda*.

IX. Executive Session

- Discussion regarding an labor contract negotiations, pursuant to 1 M.R.S.A. §405(6)(D)

X. Adjournment

Executive Session: On occasion, the City Council discusses matters which are required or allowed by State law to be considered in executive session. Executive sessions are not open to the public. The matters that are discussed in executive session are required to be kept confidential until they become a matter of public discussion. In order to go into executive session, a Councilor must make a motion in public. The motion must be recorded, and 3/5 of the members of the Council must vote to go into executive session. An executive session is not required to be scheduled in advance as an agenda item, although when it is known at the time that the agenda is finalized, it will be listed on the agenda. The only topics which may be discussed in executive session are those that fall within one of the categories set forth in Title 1 M.R.S.A. Section 405(6). Those applicable to municipal government are:

- A. Discussion of personnel issues
- B. Discussion or consideration by a school board of suspension or expulsion
- C. Discussion or consideration of the condition, acquisition or the use of real or personal property permanently attached to real property or interests therein or disposition of publicly held property or economic development only if premature disclosure of the information would prejudice the competitive or bargaining position of the body or agency
- D. Labor contracts
- E. Contemplated litigation
- F. Discussion of information contained in records made, maintained or received by a body or agency when access by the general public to those records is prohibited by statute;
- G. Discussion or approval of the content of examinations administered by a body or agency for licensing, permitting or employment purposes; consultation between a body or agency and any entity that provides examination services to that body or agency regarding the content of an examination; and review of examinations with the person examined; and
- H. Consultation between municipal officers and a code enforcement officer representing the municipality pursuant to Title 30-A, section 4452, subsection 1, paragraph in the prosecution of an enforcement matter pending in District Court when the consultation relates to that pending enforcement matter.



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: May 1, 2017

Author: Jill Eastman, Finance Director

Subject: FY 17-18 Annual CIP – Manager’s Recommendation

Information: The Manager’s recommended CIP for FY 17- 18 is attached

Advantages:

Disadvantages:

City Budgetary Impacts: The amount required to be paid in FY 18 is in the Manager’s Proposed Budget.

Staff Recommended Action: Review and presentations only at the workshop.

Previous Meetings and History:

Attachments:

City Manager’s recommend CIP for FY 17-18

**CITY OF AUBURN
CAPITAL IMPROVEMENT PLAN
FY 17 - 18 Only**

Priority	Description	Operating	Manager's Recommended Operating	Bonds	Manager's Recommended Bonding	Other	Manager's Recommended Other	
AUBURN-LEWISTON AIRPORT								
1	Landside Parking Lot			\$ 325,000	\$ 325,000	\$ 25,000	\$ 25,000	FY 17 Bond
	Taxiway B Reconstructionr (FAA/MDOT 95% eligible)					\$ 15,275	\$ 15,275	FY 17 Bond
	Runway Instrument Landing System Relocation (FAA/MDOT 95% eligible)					\$ 3,875	\$ 3,875	FY 17 Bond
TOTAL AUBURN-LEWISTON AIRPORT		\$ -		\$ 325,000	\$ 325,000	\$ 44,150	\$ 44,150	
ECONOMIC AND COMMUNITY DEVELOPMENT								
Economic Development & Planning								
1	New Auburn Village Center Revitalization			\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	TIF
2	Dangerous Building Demolition			\$ 200,000	\$ 75,000			
3	Minot Ave/South Goff Street Extension			\$ 1,500,000	\$ 125,000			
4	AG Economy Study			\$ 40,000	\$ 40,000			
Electrical								
1	Electrical Vehicle-Replacement					\$ 30,000		
3	Main Street Underground Electrical Replacement			\$ 60,000	\$ 60,000			
	Street Lights:							
8	Upgrade and restore existing to LED and take over ownership of leased lights			\$ 881,000	\$ 81,000			
7	Riverwalk fixture upgrade-LED			\$ 35,000	\$ 35,000			
6	Mall Area Roadway lighting-LED fixture upgrade			\$ 39,000	\$ 39,000			
2	Traffic Signal Upgrades/Replacements:							
	Minot/Manley			\$ 15,000	\$ 15,000			
	Turner/Hampshire			\$ 20,000	\$ 20,000			
5	Radio Replacement	\$ 10,000	\$ 10,000					
4	Dig Safe Cable locator replacement	\$ 10,000	\$ 10,000					
TOTAL ECONOMIC AND COMMUNITY DEVELOPMENT		\$ 20,000	\$ 20,000	\$ 3,090,000	\$ 790,000	\$ 330,000	\$ 300,000	
FACILITIES								
1	Auburn Hall Chiller			\$ 214,000	\$ 214,000			
2	Hasty Fire Kitchen Hood and Suppression System			\$ 20,000	\$ 20,000			
3	Public Works Roof Replacement			\$ 260,000	\$ 100,000			
4	Engine 5 Tank Removal and Driveway Replacement			\$ 110,000				
6	Auburn Hall	\$ 18,000	\$ 18,000					
5	Central Fire Driveway Replacement			\$ 190,000				
8	Public Works Reception Area Renovations and Code Compliance Survey			\$ 35,000	\$ 35,000			
7	Central Fire Reception Area Renovations and Code Compliance Survey			\$ 45,000	\$ 45,000			
9	Engine 5 Reception Area Renovations and Code Compliance Survey			\$ 40,000				
TOTAL FACILITIES		\$ 18,000	\$ 18,000	\$ 914,000	\$ 414,000	\$ -	\$ -	
FIRE								
	Vehicle Replacement-4 Wheel Drive Pick Up					\$ 36,000	\$ 36,000	Unallocated
	Ambulance Replacement					\$ 360,000	\$ 360,000	EMS Capital Reserve
	Replace expired SCBA cylinders	\$ 10,000	\$ 10,000					
	Engine 5 Generator Replacement			\$ 32,000	\$ 32,000			
	Engine 2 Generator Replacement					\$ 20,000	\$ 20,000	Unallocated
TOTAL FIRE		\$ 10,000	\$ 10,000	\$ 32,000	\$ 32,000	\$ 416,000	\$ 416,000	
INGERSOLL TURF FACILITY								
1	Ceiling Netting	\$ 19,014	\$ 19,014					
2	Pitching Machine and Ball Feeder	\$ 23,476	\$ 23,476					
TOTAL INGERSOLL TURF FACILITY		\$ 42,490	\$ 42,490	\$ -	\$ -	\$ -	\$ -	

**CITY OF AUBURN
CAPITAL IMPROVEMENT PLAN
FY 17 - 18 Only**

Priority	Description	Operating	Manager's Recommended Operating	Bonds	Manager's Recommended Bonding	Other	Manager's Recommended Other	
INFORMATION TECHNOLOGY (IT)								
1	Upgrade Operating System			\$ 200,000	\$ 200,000			
2	GIS Flyover			\$ 40,000	\$ 40,000			
TOTAL IT		\$ -	\$ -	\$ 240,000	\$ 240,000	\$ -	\$ -	
LATC (Auburn's share)								
1	Bus Replacement					\$ 40,000	\$ 40,000	Unallocated
TOTAL LATC		\$ -	\$ -	\$ -	\$ -	\$ 40,000	\$ 40,000	
LA911 (Auburn's share)								
1	Virtualization Hardware Refresh			\$ 535,000	\$ 535,000	\$ 71,500	\$ 71,500	LA911 Fund Balance
1	Radio Replacement Project							
TOTAL LA911		\$ -	\$ -	\$ 535,000	\$ 535,000	\$ 71,500	\$ 71,500	
NORWAY SAVINGS BANK ARENA								
3	Keyless Entry System			\$ 26,000	\$ 26,000			
2	Real Ice System-Sustainable Water-Energy Nexus Solution			\$ 27,500	\$ 27,500			
1	Heating System for Rink #2					\$ 72,000	\$ 72,000	Unallocated
TOTAL NSB ARENA		\$ -	\$ -	\$ 53,500	\$ 53,500	\$ 72,000	\$ 72,000	
POLICE								
1	Vehicle Replacement			\$ 250,000	\$ 250,000			
2	TASER Purchase					\$ 59,000	\$ 59,000	Unallocated
3	Speed Sign Purchase					\$ 33,600	\$ 33,600	Unallocated
TOTAL POLICE		\$ -	\$ -	\$ 250,000	\$ 250,000	\$ 92,600	\$ 92,600	
PUBLIC SERVICES								
Engineering								
	Reconstruction			\$ 1,850,000	\$ 800,000			
	Reclamation/Resurfacing			\$ 2,400,000	\$ 1,000,000			
	Major Drainage			\$ 500,000	\$ 300,000			
	MDOT Match			\$ 750,000	\$ 500,000			
	Sidewalks			\$ 250,000	\$ 100,000			
Total Engineering		\$ -	\$ -	\$ 5,750,000	\$ 2,700,000	\$ -	\$ -	
Parks								
14	Utility Vehicle					\$ 10,000	\$ 10,000	Unallocated
13	Riverwalk Fence Replacment					\$ 45,000	\$ 45,000	TIF
Total Parks		\$ -	\$ -	\$ -	\$ -	\$ 55,000	\$ 55,000	
Public Works								
2	Replace 7 yard plow trucks (plowing/sanding and roadway maintenance)			\$ 772,000	\$ 386,000			
1	Replace Backhoe (loading materials and snow removal)			\$ 140,000				
12	Replace Street Sweeper (sand and debris removal from roadways)			\$ 225,000				
17	95 Ton Hydraulic Press Brakes			\$ 48,000				
11	Portable Lift System			\$ 63,000				
15	Purchase Traffic Paint Machine			\$ 15,000				
8	Replace One Ton Trucks (parks and roadway maintenance)			\$ 260,000	\$ 130,000			
3	Replace Pickups (parks and roadway maintenance)			\$ 120,000	\$ 120,000			
5	Mini Excavator			\$ 76,500				
16	Hydro Seeder			\$ 23,655				
6	Tilt Trailers					\$ 11,500	\$ 11,500	Unallocated
10	Replace tracked excavator (drainage/roadway maintenance)			\$ 225,000				

**CITY OF AUBURN
CAPITAL IMPROVEMENT PLAN
FY 17 - 18 Only**

Priority	Description	Operating	Manager's Recommended Operating	Bonds	Manager's Recommended Bonding	Other	Manager's Recommended Other	
7	Replace multi-use tractor (sidewalk maintenance and mowing)			\$ 150,000	\$ 150,000			
4	14' Dump Body Replacement					\$ 31,000	\$ 31,000	Unallocated
18	Replace trailer mounted sign			\$ 27,000				
	Total Public Works	\$ -	\$ -	\$ 2,145,155	\$ 786,000	\$ 42,500	\$ 42,500	
	PW Facilities							
9	Storage Facility			\$ 500,000				
	Total PW Facilities	\$ -	\$ -	\$ 500,000	\$ -	\$ -	\$ -	
	TOTAL PUBLIC SERVICES	\$ -	\$ -	\$ 8,395,155	\$ 3,486,000	\$ 97,500	\$ 97,500	
	RECREATION							
2	Baseball Field Phase II			\$ 90,000				
1	Basketball Backboards					\$ 24,000	\$ 24,000	Unallocated
	TOTAL RECREATION	\$ -	\$ -	\$ 90,000	\$ -	\$ 24,000	\$ 24,000	
	EDUCATION (See attached list)				\$ 1,250,000			
	CONTINGENCY				\$ 24,500			
	TOTAL CIP	\$ 90,490	\$ 90,490	\$ 13,924,655	\$ 7,400,000	\$ 1,187,750	\$ 1,157,750	\$ 15,202,895

OTHER:

FY17 Bond	\$ 44,150
Unallocated	\$ 337,100
EMA Capital Reserve	\$ 360,000
LA911 Fund Balance	\$ 71,500
TIF	\$ 345,000
	\$ 1,157,750

OPERATING:

General Fund	\$ 48,000
Ingersoll Turf	\$ 42,490
	\$ 90,490



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: May 1, 2017

Author: Yvette Bouttenot, Community Development Manager

Subject: Public Hearing - 2017 Annual Action Plan of the Community Development Block Grant Program and HOME Investment Partnerships Program

Information: The budget discussions occurred at the City Council workshop of March 20, 2017
Draft Budget (see attached sheets)
Community Development Block Grant \$760,918
HOME Investment Partnerships Program/Auburn grant \$684,190
HOME Investment Partnerships Program/Lewiston grant \$ 641,493

Advantages:

Disadvantages:

City Budgetary Impacts: Budget supports portions of Code Enforcement, Economic Development Director and Deputy Director salaries formerly covered by the general fund

Staff Recommended Action: Discussion

Previous Meetings and History: March 20, 2017 City Council Workshop, public hearing held 4/24/2017.

Attachments: Budget Sheets and 2017 Draft Action Plan

**City of Auburn
Community Development Block Grant
Federal Fiscal Year 2017**

	City Manager's Proposed FFY 2017 Budget
Planning and Administration	
General Administration	\$130,000
Project Delivery Costs/Housing	\$93,000
Goods and Services	\$12,100
Support Fair Housing and Increase Housing Choice	
Fair Housing	\$2,000
Sub Total	\$237,100
 Promote Jobs and Development	
STAR Business Loan Program	\$150,000
Sub Total	\$150,000
 Prevent Deterioration of Housing Stock	
Rehabilitation Loan Program:	\$139,950
Lead Testing/Clearance/Training	\$5,000
Community Concepts Weatherization	\$20,750
Code Enforcement	\$50,000
Sub Total	\$215,700
 Improve Parks and Establish Community Gardens	
Community Garden	\$33,118
Sub Total	\$33,118
 Make Neighborhood Streets Safer and More Walkable	
Hampshire Street Reconstruction	\$0
Neighborhood Challenge Grant	\$25,000
Sub Total	\$25,000
 Support People in their Efforts to Transition Out of Poverty	
Androscoggin Head Start/Family Advocacy	\$9,000
Auburn Recreation Department & Scholarships	\$15,000
Literacy Volunteers of Androscoggin County/Adult Literacy	\$8,635
PAL/Youth Diversion	\$0
Auburn Police Department/Work with ME	\$48,365
Community Concepts/Bridges out of Poverty	\$0
 <u>Prevent Homelessness</u>	
Safe Voices / Social Services	\$12,000
Tedford Housing & Support Services for Homeless	\$7,000
Sub Total	\$100,000
Total Budget	\$760,918

* This budget is based on flat funding from FFY2016 funding levels. New allocations will be announced by the Department of Housing and Urban Development when Congress approves the FFY 2017 Federal Budget. If necessary, budget line items will be adjusted proportionally based on the final allocation.

City of Auburn
HOME Investment Partnerships Program
Federal Fiscal Year 2017

	City Manager's Proposed FFY2017 Budget
<hr/>	
<u>PROGRAM ADMINISTRATION</u>	
General Administration	\$24,000
Project Delivery Costs	\$30,000
Goods and Services	\$2,500
Sub Total	\$56,500
<u>INCREASE OWNER OCCUPANCY</u>	
Homebuyer Assistance	\$45,000
Special Project/Co-Op Housing	\$111,828
Subtotal	\$156,828
<u>PREVENT DETERIORATION OF HOUSING STOCK</u>	
Homeowner Rehabilitation	\$125,862
<u>PREVENT HOMELESSNESS</u>	
Security Deposits	\$20,000
Staying Home Rental Assistance (new program)	\$75,000
Subtotal	\$95,000
<u>SUPPORT CONSTRUCTION OF NEW AFFORDABLE HOUSING UNITS</u>	
62 Spring Street Rental Set-Aside/Budget	\$250,000
Sub Total	\$250,000
TOTAL BUDGET	\$684,190

* This budget is based on flat funding from FFY2016 funding levels. New allocations will be announced by the Department of Housing and Urban Development when Congress approves the FFY 2017 Federal Budget. If necessary, budget line items will be adjusted proportionally based on the final allocation.



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: May 1, 2017

Author: Yvette Bouttenot

Subject: STAR Program – Required collateral to secure forgivable loans

Information: Section I.2 of the STAR Program Guidelines identifies the required loan closing documents for businesses or property owners who receive funding in the form of a forgivable loan. In light of prior Council concern about the complexity of this loan program, Staff is seeking direction from the council on the level of collateral and security that the City wishes to require as a condition of this loan program. There are trade-offs. On the one hand, requiring greater security may provide the City with recourse in the event of a default. On the other, it adds transactional cost, and may be perceived by borrowers as less accommodating. We would like the Council to decide whether these loans are to be secured (which by its very nature is less convenient for the borrower), or whether the Council would be satisfied disbursing these funds with an unsecured promissory note (making the transaction faster and less expensive to close, and more convenient for the borrower, but with higher risk to the City in the event of a default).

Under the STAR Program guidelines, staff is prepared to require the following agreements as part of a loan closing:

If the borrower is a property owner:

- Promissory note, secured by a mortgage on the borrower's real property, plus a job creation agreement, plus a personal guaranty from the borrower.

If the borrower is a business owner:

- Promissory Note, Job Creation Agreement, Security Agreement giving the City a first priority security interest on the business's equipment and inventory, plus a personal guaranty from the business owner.

However, if the Council is concerned that these requirements are too onerous, we would propose the following, regardless of whether the borrower is a property owner with real estate:

- Promissory Note (unsecured -no mortgage or personal property filing), plus Job Creation Agreement
-

Advantages: The security or collateral requirement will help to protect the City's CDBG funds

Disadvantages: None

City Budgetary Impacts: Property values from improved buildings may increase tax revenues

Staff Recommended Action: Please advise Staff of the level of security and collateral that the Council requests.

Previous Meetings and History: October 6, 2016 – Presentation of STAR Program Guidelines

Attachments: STAR Program Guidelines approved by City Council October, 2016

STOREFRONT TRAFFIC ACCELERATES REVITALIZATION (STAR) BUSINESS LOAN PROGRAM

A. PROGRAM OBJECTIVE

The Storefront Traffic Accelerates Revitalization (STAR) Business Loan Program is designed to encourage the creation or enhancement of business enterprises by providing a source of low interest and forgivable financing for commercial property owners, new or expanding businesses, or micro-enterprise business. The program objective is to create new employment opportunities for low- and moderate-income (LMI) households and to revitalize storefront spaces in the target areas.

B. ELIGIBLE APPLICANTS

1. Sole proprietorship, limited liability company, corporation, partnership, S-corporation or non-profit;
2. Commercial property owner of a building with storefront space;
3. New or expanding business owners;
4. Micro-enterprise business owners (5 or fewer employees);
5. Taxes due on property owned by the applicant/owner must be paid in full or acceptable arrangements are made with the Treasurer of the City of Auburn;
6. Only one forgivable loan will be made per applicant.

C. ELIGIBLE ACTIVITIES

1. Commercial property and/or business must be located in one of the following CDBG target areas: Downtown, New Auburn, and Union Street.
2. Building improvements to include exterior, major building systems, correction of code violations, accessibility improvements and retro-fit of business space.
 - a. If the project involves construction activity, the administration of the loan shall follow the guidelines of the Rehabilitation Loan Program.
3. Purchase of equipment
4. Working capital – (Micro-enterprises only)

D. LOAN TERMS

1. Maximum Loan Amount: \$50,000; Micro-enterprise loans for working capital capped at \$10,000;
2. 50% match is required – a reduced match will be considered in exchange for a payable loan at an amount equal to the match reduction at the interest rate of Prime minus 1/2%;
3. Loan cannot exceed 50% of the total project costs;
4. Loan is a 5 year forgivable loan with interest rate to be Prime minus 1/2%.
5. First year of interest is paid up front, held in escrow and returned at end of year 5;
6. Interest in years 2-5 accrues, but payment is deferred until the end of year 5 at which time it is forgiven;
7. At the end of year 3, 25% of loan principal is forgiven, at end of year 4, 50%; at end of year 5, 100% of loan principal is forgiven provided business remains active (open at least 40 hours per week) in one of the target areas, funds are used as described in the application and business submits annual financial reports.

E. CONDITIONS

1. Funds may be used for fixed assets and business related equipment with preference given for infrastructure improvements. In the case of a micro-enterprise funds may be used for working capital;
2. The applicant will secure a private cash match or loan assistance from any other public agency or private lender who will be responsible for due diligence on behalf of the City's assistance;
3. The applicant must provide a commitment which describes the terms and any conditions of the commitment;
4. The business must remain open for business within the target areas in the City of Auburn until the loan is forgiven;
5. The business must provide a valid lease, right, title or interest for the space it will occupy;
6. The business must have written permission from property owner to make building improvements;
7. Creation of one job for loans up to \$25,000 and two jobs for loans over \$25,000.

8. Property owner will enter into a lease with a business within 3 months of completion of rehabilitation of the building.

F. JOB CREATION CRITERIA

1. For Micro-Enterprise Business: If the applicant's income is less than 80% of area median income the job creation requirement is met. The owner's job shall satisfy the requirement for low-moderate income benefit (LMI).
2. Special Economic Development Activity
 - a. At least one 1 full-time equivalent job will be created within three months after rehabilitation of the space is completed for loans up to \$25,000 and two jobs for loans over \$25,000 of Community Development funded loan assistance.
 - b. During the application process, jobs will be evaluated to determine if there is potential to satisfy the 51% low-income job requirement.
 - c. 51% of any jobs created will be taken by LMI households based on income limits established by the U. S. Department of Housing and Urban Development for Lewiston-Auburn SMSA. Only the initial job will be subject to income limitations.
 - d. Spin-off jobs (jobs that have an indirect link to the project and financing) and turn-over jobs (jobs that were previously taken by an employee and are now open) are not eligible to be counted to satisfy the jobs requirement.
 - e. The applicant will be required to sign a Job Agreement as a condition of the loan and must comply with all required reporting.

G. APPROVAL PROCESS

COMMUNITY DEVELOPMENT LOAN COMMITTEE

1. Loans will be reviewed by the Community Development Loan Committee who will be responsible for making a decision to approve or deny loan;
2. Appeal Procedure: The reason(s) for rejection shall be given to the applicant. Applications that have been denied may be appealed to the Community Development Loan Committee for a period of thirty days after the date of rejection. The applicant will be allowed to present his/her case to the Community Development Loan Committee. The Community Development Loan Committee may reconsider a vote denying the application after the appeal review has been completed;

3. Waiver of Loan Amount and Term: The City Manager may authorize a different interest rate, repayment term or loan amount than what is specified in this program guideline;

4. Loan Considerations: In approving or denying loan requests, the Community Development Loan Committee shall be guided by the following loan considerations:

a. Underwriting

Projects will be analyzed to determine risk according to typical lending considerations.

1) Required for All Loans:

a) Cash Flow: Ability to repay the debt will be the most important consideration with a minimum debt coverage ratio of 1.1. to 1.

b) Collateral Coverage- minimum of 100%

- Real Estate: 100% of market value
- Business Equipment: 90% of market value
- Inventory: 60% of market value
- Accounts Receivable: 90% of market value
- Furniture & Fixtures: 80% of market value
- Vehicles: 90% of retail value
- Marketable Securities: 100% of market value
- Personal Assets: (same as above)

c) Owner Equity: minimum 10%

d) Character: Good credit history and reputable, no bankruptcies in past 5 years.

e) Additional Considerations: The following shall be evaluated by the Committee before making a decision.

- Security - Assignment of Leases and Other Assets
- Commitment to the project is strongly encouraged
May include: Personal guarantees from owners with 25% or greater ownership; lease commitments; owner equity or cash contribution
- Management experience in running the business
- Business Plan
- Market Analysis
- Experience in development team

2) Project is financially appropriate

- a) Project costs are reasonable
- b) All sources of financing are committed
- c) To the extent practicable:
CDBG funds not substituted for non-federal financial support

Project is financially feasible
The return on the owner's equity investment is
not unreasonably high

3) Terms of the Bank Loan - as defined in the commitment letter.

b. Assessment of Public Benefit

The Community Development Loan Committee will also consider the broader implications of public benefits in making a decision to approve or deny the loan and will make a necessary and appropriate determination that the amount of assistance is reasonable in relation to the public benefit to be achieved. The Community Development Loan Committee will consider the following factors in assessing public benefits:

Number and type of jobs

Increase in needed services

Increase in tax base including real estate and personal property

Development which is likely to be stimulated in the area by the activity

Other public benefits

H. ADMINISTRATION

1. Non-Discrimination

Administration of this program shall be in accordance with Title VI of the Civil Rights Act of 1964 as amended. No person shall, on the ground of race, color, national origin, sex, age, disability, religion or familial status be excluded from participation in, be denied the benefits of, or subjected to discrimination under this program.

2. Participation by Religious Organizations

a. Religious organizations can apply through the STAR Business Loan Program with the understanding that funds cannot be used to support inherently religious activities such as worship, religious instruction, or proselytizing. The organization can engage in such activities, but the business must be at a different location than the place of worship. Jobs must be open to non-religious members, and religious participation by beneficiaries must be voluntary.

b. The organization must not discriminate against an employee or prospective employee on the basis of religious belief or refusal to participate in a religious practice.

3. Household Income

For the purpose of determining eligibility of a Micro-Enterprise business owner, Community Development staff will calculate income by projecting the prevailing rate

of income of each person at the time assistance is requested. Estimated annual income shall include income from all household members. Income will be based on Part 5 as defined by the Department of Housing and Urban Development.

4. Income Limits

To determine income for certain benefits under the STAR Business Loan Program, Community Development staff will use income limits for Lewiston-Auburn SMSA, established by the Department of Housing and Urban Development and available in the Community Development Department. Revised income limits will be used upon receipt.

5. Loan Processing

Applications shall be processed on a first-come, first-served basis. Community Development Department staff shall use the receipt date of application to establish the order of priority. The applicant will be notified if there is funding available to proceed with the project and if there is inadequate funding, then the application may be placed on a STAR Business Program Waiting List.

I. APPLICATION PROCEDURES

1. Business Plan

The applicant shall submit a business plan that

- a. **describes the business** (type of business, status of the business, the form of ownership, the profit potential, employment opportunities, and other market/community benefits, location and hours of the business);
- b. **the market** (products/service, customers, market size, competition, estimated market share, production and distribution, image/packaging, advertising, and pricing);
- c. **operations/organizational management** (management responsibilities, professional services, background and experience);
- d. **financial plan** (costs, revenues/chart of accounts, assets, liabilities, cash flow projections, balance sheet, equipment list, sources and uses, business pro-forma, and
- e. **supporting documents** (personal resume, personal financial statement, job descriptions, letters of reference, copies of leases, contracts, etc.), as applicable.

2. Financial Submission

The applicant(s) shall submit the application form, the last two years of business and/or personal tax returns as well as personal financial statements or other documentation from an accountant or other acceptable source. The applicant may be asked to supply a listing of personal property and inventory.

This section sets forth the application procedures for the STAR Business Loan Program.

1. **Initial Application** - Loan application may be obtained from the Economic and Community Development Department;
2. **Loan Processing** - Community Development staff will evaluate eligibility of the application. After approval, Community Development staff will hold a loan closing.
3. **Loan Closing** - Loan documents shall include a promissory note, mortgage, security agreements, job agreement, and any other documents necessary to secure the terms and conditions of the loan. Any legal costs incurred by the city for the closing documents will be the responsibility of the owner and may be paid for with loan proceeds.
4. **Disbursement of Funds** - Personal funds will be disbursed first. Any other resources and City funds will then be disbursed on a pro-rata basis. Disbursement of funds will require approval of the Economic and Community Development Department. In the case of building improvements the loan recipient will also be required to approve disbursements of funds for payment to contractors.
5. **Post Closing Counseling** – The applicant will agree to meet with the Economic and Community Development Department quarterly during the first two years after the closing, or more frequently, if necessary, to review the financial status of the business.

J. **OTHER PROGRAM REQUIREMENTS**

All loans will comply with applicable Federal Regulations, as amended, of the Community Development Program as listed below:

1. **Civil Rights** - The owner will be required to comply with Title VIII of the Civil Rights Act of 1968, as amended, barring discrimination upon the basis of race, color, religion, creed, sex, handicap, familial status, or national origin in the sale, lease, rental, use, or occupancy of the property.

2. **Federal Labor Standards Provisions** - The owner must abide by established minimum wage rates (Davis-Bacon Act) for the area for construction work exceeding \$2,000.
3. **Conflict of Interest** - No elected or appointed official or employee of the City of Auburn, and no member of any municipal board or committee which exercises any decision-making function with respect to the Community Development Program, shall participate in negotiating or shall exercise any influence in awarding or administering any contract in which he has a direct or indirect pecuniary interest as the term is defined by 20 MRSA Section 2250.
4. **Prohibition against Payment of Bonus, Commission, or Fee** - The owner cannot pay any bonus, commission, or fee for the purpose of obtaining the City of Auburn's approval of the loan application, or any other approval or concurrence required by the City of Auburn or its designee obtain a loan under these guidelines.
5. **Equal Employment Opportunity** - The owner must abide by the provisions of Executive Order 11246 as amended by Executive Order 11375 concerning equal employment opportunity and will not discriminate against any employee or applicant for employment because of race, color, creed, religion, sex, familial status, handicap, or national origin.
6. **Lead-Based Paint Hazards** - Any loan made by the City of Auburn for construction work is subject to requirements of the Department of Housing and Urban Development's with respect to treating lead-based paint hazards as set forth in Title 24 CFR, Part 35.
7. **Flood Hazard Insurance** - If the property to be improved is located in a designated flood hazard area, the owner will be required to purchase flood hazard insurance or show evidence of coverage, and abide by the regulations of the Flood Disaster Protection Act of 1973 located in or owned in substantial part by persons residing in the area of the project.
8. **Environmental Review Procedures** - All projects shall be subject to environmental review procedures of the National Environmental Protection Act.



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: May 1, 2017

Author: Doug Greene, Urban Development Specialist, Economic and Community Development

Subject: Response to Council Directive to Release RFP for AGRP Study

Information: At the November 7, 2016 City Council meeting, a motion to fund \$40,000 towards a study of Auburn's Agricultural District failed to get a second. Consequently, a motion was made and passed 5-1 to direct Staff to release an RFP seeking proposals for the study but not to authorize funding. The Staff prepared and released an RFP and received 2 proposals, one from Small Fish Consultants for (\$39,067) and the other from Crossroads Resource Center (\$50,695). The Staff is ready to present the proposals to the City Council.

The Staff reviewed the 2 proposals and ranked them according to the scoring criteria contained in the RFP. Both proposers met the submission requirements of the RFP as well as the scope of work. Crossroads Resource Center was clearly the better proposal. The scoring was SmallFish – 75 and Crossroads Resource Center – 90. The Staff score sheet is attached.

Ken Meter and Megan Phillips Goldenberg, the consultants for Crossroads Research Center have assisted numerous local food systems in 126 regions in 39 states. They are currently working in Maine helping the Cumberland County/Portland area develop a food hub program. Just as important, is their understanding of the "five-decade success in protecting (Auburn's) farmland....We are even more impressed that the City is reaching out for additional expertise to assist as it adapts to a new era in agriculture." In addition to their very strong body of work and deep understanding of the challenges of farming, they also "understand there have been concerns in the community regarding bringing in outside consultants for what is often perceived as a local matter. ..we find this situation ripe for a neutral party who can accept all viewpoints fairly." (page 1 of proposal)

Advantages: Crossroads Research Center has submitted a proposal that will meet the scope and goals of the Study to Enhance Auburn's Agricultural and Resource Sector. The Agriculture and Resource Protection District has tremendous potential to expand agricultural and resource production but needs to be evaluated to fully realize that potential.

Disadvantages: The timing of the outreach to land owners and farmers needs to better coincide with their traditional "down" time in late fall and winter.

City Budgetary Impacts: The proposal recommended by Staff would require \$40,695 in city funding that would be supplemented by the Environmental Funder's Network contribution of \$10,000.

Staff Recommended Action: Staff recommends accepting the Crossroad Research Center proposal and funding the proposal for a total cost of \$50,695.

Previous Meetings and History: The City Council directed Staff to develop a Study of the AGRP District back in 2015. The proposed study has been discussed periodically by the Council since then in 2016 and now in 2017.

Attachments: 1.) Council minutes from 11/7/16, 2.) RFP for a "Study to Enhance Auburn's Agricultural and Resource Sector", 3.) Proposal from SmallFish, 4.) Proposal from Crossroads Research Center, 5.) Staff scoring

XXXI. Minutes

- October 17, 2016 Regular Council Meeting

Motion was made by Councilor Walker and seconded by Councilor Gilbert to accept the minutes of the October 17, 2016 meeting as presented. Passage 6-0.

III. Communications, Presentations and Recognitions

- Proclamation – Extra Mile Day

IV. Open Session – Members of the public are invited to speak to the Council about any issue directly related to City business which is *not on this agenda*.

Joe Gray, Sopers Mill Road, thanked staff for doing a great job with the follow up on an issue that was discussed at the last Council meeting.

Bob Spencer, commented on the public meeting that will be held in regards to the Agricultural Zone study. He would like the discussion to include people that are looking to buy property in the South Auburn area, he would also like there to be a time limit set on how long people can speak during the public comment period, and he would like to see someone other than the Mayor run that meeting.

Wayne Souza, Auburn resident – commented on the amount of exhaust caused from the number of vehicles that are driven in the Auburn area.

V. Unfinished Business

1. Ordinance 09-10172016

Amending the zoning map in the area of 1863 Pownal Road. First reading.

Motion was made by Councilor Pross and seconded by Councilor Stone to postpone this item again until the December 5, 2016 meeting. Passage 6-0.

41. Order 72-10172016

Authorizing the Finance Director to appropriate \$40,000 of unallocated bond proceeds for the purpose of funding the necessary technical assistance to complete a study and plan of Auburn's Agricultural and Resource Protection District.

IN COUNCIL REGULAR MEETING NOVEMBER 7, 2016 VOL. 34 PAGE 291

Motion was made by Councilor Pross. There was no second.

Motion was made by Councilor Pross and seconded by Councilor Walker authorizing City Staff to issue an RFP (Request for Proposal) for the purposes of soliciting proposals to complete a study of Auburn's Agricultural and Resource Protection District without the authorization of funding.

Public comment:

Dan Herrick, 470 Hatch Road, said that he wants no part of this study.

Kirsten Walter, St. Mary's Nutritional Center, said that she has spoken to farmers who are supportive of the study if it is looking at the broader picture rather than just looking at the ordinance.

Passage 5-1 (Councilor Stone opposed).

42. Ordinance 10-10172016

Amending Chapter 60, Article XVI, Division 2, Subdivision 1, Sec. 60-1301 (4) to update references to State Stormwater Standards to allow the City to maintain Delegated review Authority. Second reading.

Motion was made by Councilor Pross and seconded by Councilor Walker for passage of Ordinance 10-10172016.

Public comment-no one from the public spoke. Passage 6-0. A roll call vote was taken.

VI. New Business

43. Order 77-11072016

Waiving fees for the annual Sixth Street Congregational Church Fair and Bake Sale.

Motion was made by Councilor Stone and seconded by Councilor Walker for passage of Order 77-11072016.

Public comment-no one from the public spoke. Passage 6-0.

44. Order 78-11072016

Reimbursing St. Dom's Academy for the Flea Market/Craft Fair fees for their annual St. Dom's Holiday Festival held on 11/5/2016.

Motion was made by Councilor Titus and seconded by Councilor Walker for passage of Order 78-11072016.

Public comment-no one from the public spoke. Passage 6-0.

45. Order 79-11072016

Adopting the Program Guidelines for the Storefront Traffic Accelerates Revitalization (Star Program). Public hearing.

IN COUNCIL REGULAR MEETING NOVEMBER 7, 2016 VOL. 34 PAGE 292

Motion was made by Councilor Titus and seconded by Councilor Stone for passage of Order 79-11072016.

Public hearing – no one from the public spoke. Passage 6-0.

46. Order 80-11072016

Adopting the Neighborhood Challenge Grant Guidelines. Public hearing.

Motion was made by Councilor Titus and seconded by Councilor Walker for passage of Order 80-11072016.



City of Auburn, Maine

Office of Economic and Community Development
60 Court Street www.auburnmaine.gov
Auburn, Maine 04210
207.333.6601

March 15, 2017

To All Interested and Qualified Consultants,

The City of Auburn, a municipal corporation (hereinafter “the City”) is accepting written proposals for consulting services and technical expertise to assist the City in developing a **“Study to Support and Enhance Auburn’s Agricultural and Resource Sector”**.

The selection of a consultant will be based on the proposal that best serves the interests of the City. The City reserves the right to accept any proposal, in whole or in part, to achieve the best outcome as determined by the City at its sole discretion. The City also reserves the right to reject any or all proposals, or to waive any irregularities. The City also reserves to itself the exclusive right to accept any proposals when it is deemed by the City to be in its best interest. The City is governed by Title 1 M.R.S.A. § 401-410, otherwise known as the Freedom of Information Act, which considers bid specifications as public documents. Consultants shall be current on all amounts due to the City prior to the City entering into a contract.

Six (6) copies of the qualifications and proposal package (including a digital copy) must be clearly marked: **“Study to Support and Enhance Auburn’s Agricultural and Resource Sector” Bid # 2017-027** and delivered to:

Eric Cousens, Project Lead
Deputy Director, Economic and Community Development
60 Court Street
Auburn, ME 04210
207-333-6601 ext. 1154 Email: ecousens@auburnmaine.gov

A mandatory pre-bid meeting will be held on **Wednesday, March 29, 2017 at 1:30 pm in the Community Room, 2nd floor, Auburn City Hall**. Interested parties can arrange to participate in the pre-bid meeting via conference call if unable to attend. All questions shall be directed in writing to the above office and must be received by **4:00 p.m. local time on Friday, March 31, 2017**. All questions will be answered by **4:00 p.m. local time on Tuesday, April 4, 2017** and emailed to all interested parties. Any firm interested in submitting a qualification package for this work shall notify the Project Lead by **4:00 p.m. local time on Friday, April 7, 2017** in order to assure that any changes can be properly disseminated to all interested parties. Completed packages must be delivered by **4:00 p.m. local time on Friday, April 14, 2017**. Submittals delivered after the deadline will not be considered. The proposals will be opened on **Tuesday, April 18, 2 p.m.** in the Auburn City Hall Community Room (2nd Floor).

PROJECT TIMELINE:

1. Distribution (target date)	Wednesday	3/15/17
2. Pre-Bid meeting	Wednesday, 1:30 p.m.	3/29/17
3. Questions in by	Friday, 4 p.m.	3/31/17
4. Staff Answers by	Tuesday, 4 p.m.	4/4/17
5. Last date to contact staff	Friday, 4 p.m.	4/7/17
6. Deadline to qualify to submit	Friday 4 p.m.	4/14/17
7. Proposal/Bid Opening	Tuesday 2 pm.	4/18/17
8. Interviews	Week of April 24-28	

Selection Process-

The selection of a consultant will be based on the proposal that best serves the interests of the City. The City reserves the right to accept any proposal, in whole or in part, to achieve the best outcome as determined by the City at its sole discretion. The City also reserves the right to reject any or all proposals, or to waive any irregularities. The City also reserves to itself the exclusive right to accept any proposals when it is deemed by the City to be in its best interest. The City is governed by Title 1 M.R.S.A. § 401-410, otherwise known as the Freedom of Information Act, which considers bid specifications as public documents. Consultants shall be current on all amounts due to the City prior to the City entering into a contract.

Proposals will be opened on **Tuesday, April 18, 2017, 2 p.m. in the Community Room, 2nd Floor, Auburn City Hall**, then reviewed and ranked by a selection committee in accordance to the criteria listed below. Following the evaluation, the City may conduct interviews with the highest rated proposals to clearly understand qualifications and the submitted proposal prior to awarding a contract. If required, potential consultants will be called in for an interview on during the week of April 17 through 21.

Selection Criteria:

- A. Specific experience with similar projects (20 points)
- B. Background and experience of staff members who would be assigned to the job (20 points)
- C. References (10 points)
- D. Overall strength of the proposal as listed in Proposal Requirements "G" (30 points)
- E. Fee (20 points)

Sincerely,



Eric Cousens, Project Lead
Deputy Director, Economic and Community Development Department



City of Auburn, Maine

Office of Economic and Community Development
60 Court Street www.auburnmaine.gov
Auburn, Maine 04210
207.333.6601

CONDITIONS AND INSTRUCTIONS TO BIDDERS

1. Bidders shall use the enclosed bid form for quotations. Whenever, in bid forms, an article is defined by using a trade name or catalog number, the term "or approved equal", if not inserted, shall be implied.
2. Award will be made on a basis of each item addressed, or as a group, whichever is in the best interest of the City. Prices stated are to be "delivered to destination".
3. Bid proposals must be completed in full, in ink and must be signed by firm official. Bid proposal **must be notarized** prior to bid being sealed and will be disqualified if not notarized. Bids may be withdrawn prior to the time set for the official opening
4. Bids will be opened publicly on **Tuesday, April 18, 2 p.m. in the Auburn City Hall Community Room (2nd Floor)**. Bidders or representatives may be present at bid opening.
5. Awards will be made to the lowest responsible bidder, considering the quality of the proposal, date of delivery, cost which meets the scope of work and is in the best interest to the City of Auburn.
6. All transportation charges, including expense for freight, transfer express, mail, etc. shall be prepaid and be at the expense of the vendor unless otherwise specified in the bid.
7. The terms and cash discounts shall be specified. Time, in connection with discount offered, will be computed from date of completion after final inspection and acceptance or from date of correct invoice, whichever is later.
8. The City is exempt from payment of Federal Excise Taxes on the articles not for resale, Federal Transportation Tax on all shipments and Maine Sales Tax and Use Taxes. Please quote less these taxes. Upon application, exemption certificate will be furnished with the Purchase Order when required.
9. No contract may be assigned without the written consent of the Purchasing Director or his designate. The contract shall not be considered valid until a purchase order has been issued to the successful bidder.
10. Please state **"2017 "Study to Support and Enhance Auburn's Agricultural and Resource Sector".– Bid # 2017-027"**, on submitted, sealed envelope.
11. The City of Auburn reserves the right to waive any formality and technicality in bids whichever is deemed best for the interest of the City of Auburn.

GENERAL CONDITIONS

1. Equal Employment Opportunity

The City of Auburn is an Equal Opportunity Employer and shall not discriminate against an applicant for employment, and employee or a citizen because of race, color, sex, marital status, physical and/or mental handicap, religion, age, ancestry or natural origin, unless based upon a bona-fide occupation qualification. Vendors and contractor or their agents doing business with the City shall not violate the above clause or the Civil Rights Acts of 1964. Violations by vendors shall be reviewed on a case-by-case basis and may mean an automatic breach of contract or service to the City of Auburn.

2. Save Harmless

The Bidder agrees to protect and save harmless the owner from all costs, expenses or damages that may arise out of alleged infringement of patents of materials used.

3. Subcontracting

The Bidder shall not subcontract any part of the work or materials or assign any monies due it without first obtaining the written consent of the municipality. Neither party shall assign or transfer its interest in the contract without the written consent of the other party.

4. Warranty

The Bidder warrants that all work will be of good quality and free from faults and defects, and in conformance with the specifications. All work not so conforming to these standards may be considered defective. The Bidder agrees to be responsible for the acts and omissions of all of its employees and all subcontractors, their agents and employees, and all other persons performing any of the work under a contract with the Bidder.



City of Auburn, Maine

Office of Economic and Community Development
60 Court Street www.auburnmaine.gov
Auburn, Maine 04210
207.333.6601

BID PROPOSAL FORM

Due: **Friday, April 14, 2017 4:00 p.m. local time**

To: Eric Cousens, Project Lead
Deputy Director, Economic and Community Development
60 Court Street
Auburn, ME 04210
207-333-6601 ext. 1154 Email: ecousens@auburnmaine.gov

The undersigned individual/firm/business guarantees this price for Thirty days (30) from the bid due date. The undersigned submits this proposal without collusion with any other person, individual, or firm or agency. The undersigned ensures the authority to act on behalf of the corporation, partnership or individual they represent; and has read and agreed to all of the terms, requests, or conditions written herein by the City of Auburn, Maine. By signing this bid form, the firm listed below hereby affirms that its bid meets the minimum specifications and standards as listed above.

Signature _____ Name (print) _____

Title _____ Company _____

Address _____

Telephone No. _____

Email Address: _____

STATE OF MAINE
_____, SS.

Date: _____

Personally appeared and acknowledged the foregoing instrument to be his/her free act and deed in his/her capacity and the free act and deed of said company.

Notary Public _____

Print Name _____

Commission Expires _____

“Study to Support and Enhance Auburn’s Agricultural and Resource Sector”.

Current Setting- Rural Auburn has a unique Agricultural and Resource Protection (AGRP) zoning district, which has been in place since the early 1960’s that contains over 40% of the city’s land area, or over 20,000 acres. (See attached Map 1) The purpose and intent of the AGRP zoning regulations (See attachment 2) has been to manage development and to promote food, agricultural, timber and natural resource production and uses. The AGRP zoning regulations have significantly restricted development for the last 50 plus years. Today however, the nature and trends of farming and food production have drastically changed. : In response, Auburn desires to strengthen its natural resource-based economy (farming, timber, food businesses, etc) and better integrate this sector into community planning and City-wide priorities. In order to do so, the City requires a better understanding rural land owner needs and goals; the identification of opportunities for additional support and/or investment, and greater understanding of existing barriers and potential solutions and strategies.

Values Statement- The selected consultant is asked to use the following **Values Statement** as a foundation of its work; *“The City of Auburn values its agricultural heritage, protects the natural beauty of its land, and promotes locally grown food, raising livestock, managing forests and natural resource-based businesses.”*

Scope of Services

A. Staff Role- The staff will:

- Oversee a selection process for the selection of consultants
- Assist consultants in obtaining data from, city, county and state sources
- Facilitate arrangements for and participate in public meetings
- Oversee a city website dedicated to the Rural Land Capability Study
- Provide project oversight

B. Consultant Role- A selected consultant or consultant group will:

- Facilitate stakeholder and public meetings
- Conduct rural property owner interviews and surveys
- Submit a preliminary report on the public meetings, interviews and surveys
- Assist in gathering input from the Maine Department of Agriculture, Forestry and Conservation, the Maine Farmland Trust, St. Mary’s Nutrition Center, and Cultivating Community on agricultural trends in the State of Maine
- Conduct an assessment and report on Auburn’s existing Agricultural and Resource Protection district regulations, other local, state or regional rural regulations, the impacts of those regulations whether intended or not, and rural economic and social conditions
- Explore the economic and community development possibilities of Auburn’s Rural Lands and its potential to complement downtown living and development
- Prepare a preliminary report with alternatives for public consideration
- Prepare a final report with recommendations and implementation plan to overcome obstacles to Auburn’s rural economy
- Provide an implementation plan for the long term management of Auburn’s Rural Lands

Goals of the Study

- A. Gain an understanding of how rural agricultural, forestry and natural resource producers and property owners are utilizing their land, what their future plans are and find out if there are barriers to successful operations through property owner interviews and surveys.
- B. Build a broad community and stakeholder consensus on the future of Auburn's Rural Lands through an open public forum and readily available study information.
- C. Determine the economic and community development potential for Auburn's Rural Lands, both at the local and regional level and implement policies and regulations that meet that potential and align with the Values Statement.

Deliverables of the Study

- A. Database of property owners and a summary report of interviews that includes identified barriers and opportunities for agriculture, food and natural resource business development.
- B. Demonstrated involvement of agriculture, food, and natural resource businesses and stakeholders. Public meetings are held; input is gathered and utilized in final report.
- C. Final report with recommendations and implementation strategy for Council action to maximize rural Auburn's community and economic development potential. The report will also identify additional areas of analysis/information needed.

Proposals Requirements-

Proposals must be submitted in accordance with the following instructions. Please mark sealed envelopes plainly: **"Study to Support and Enhance Auburn's Agricultural and Resource Sector", Bid # 2017-027."**

- A. Letter of Transmittal: Provide a brief letter summarizing qualification and project understanding.
- B. Title Page: Show the submittal subject, name of firm, local address, telephone number, name of contact person and date.
- C. Table of Contents: Include a clear identification of the materials by section and by page number.
- D. Company Profile: Provide an overview of the company including location, number of staff, and describe the services the firm provides.
- E. Project Team: Identify the project team members that will be assigned to the project and their capabilities.
- F. Relevant Experience/Qualifications: Provide information regarding the company's relevant experience related to the services required for the proposed project.
- G. A proposal summary or statement that articulates an understanding of the situation and potential approaches to the study along with any other information that would be useful to the City in evaluating your proposal.
- H. Project timeline
- I. Fee compensation broken into associated tasks; along with hourly fees with standard billing rates.
- J. Submission of a completed Bid Proposal Form.

The proposals are due on Friday, April 14 2017, 4 p.m. local time

Selection Process-

The selection of a consultant will be based on the proposal **that best serves the interests of the City.** The City reserves the right to accept any proposal, in whole or in part, to achieve the best outcome as determined by the City at its sole discretion. The City also reserves the right to reject any or all proposals, or to waive any irregularities. The City also reserves to itself the exclusive right to accept any proposals when it is deemed by the City to be in its best interest. The City is governed by Title 1 M.R.S.A. § 401-410, otherwise known as the Freedom of Information Act, which considers bid specifications as public documents. Consultants shall be current on all amounts due to the City prior to the City entering into a contract.

Proposals will be opened on **Tuesday, April 18, 2017, 2 p.m. in the Community Room, 2nd Floor, Auburn City Hall,** then reviewed and ranked by a selection committee in accordance to the criteria listed below. Following the evaluation, the City may conduct interviews with the highest rated proposals to clearly understand qualifications and the submitted proposal prior to awarding a contract. If required, potential consultants will be called in for an interview on during the week of

Selection Criteria:

- A. Specific experience with similar projects (20 points)**
- B. Background and experience of staff members who would be assigned to the job (20 points)**
- C. References (10 points)**
- D. Overall strength of the proposal as listed in Proposal Requirements "G" (30 points)**
- E. Fee (20 points)**

Please be sure to specifically address the selection criteria noted above in your proposal.

Documents and reference materials can be obtained electronically on the City of Auburn's website <http://www.auburnmaine.gov/Pages/Government/Bid-Notices> Inquiries regarding this Request for Proposals should be directed to Eric Cousens, Deputy Director, Economic and Community Development Department for the City of Auburn, via email at ecousens@auburnmaine.gov or telephone (207) 333-6601, ext. 1154.

A mandatory pre-bid meeting will be held on **Wednesday, March 29, 2017 at 1:30 pm in the Auburn City Hall Community Room, second floor.** Interested parties can arrange to participate in the pre-bid meeting via conference call if unable to attend.

Six (6) copies of the proposal must be delivered on or before **Friday, April 14, 2017 4 p.m. local time** to:

**Eric Cousens, Deputy Director,
Economic and Community Development Department
60 Court Street
Auburn, ME 04210
207-333-6601 ext.1154**



City of Auburn, Maine

Office of Economic and Community Development
60 Court Street www.auburnmaine.gov
Auburn, Maine 04210
207.333.6601

No proposals will be accepted after the time and date listed above.

Proposals will be opened on **Tuesday, April 18, 2017** at 2 p.m. in the Community Room, 2nd Floor, Auburn City Hall.

Sincerely,

A handwritten signature in black ink, appearing to read "Eric Cousens".

Eric Cousens, Project Lead
Deputy Director, Economic and Community Development Department
City of Auburn

SAMPLE AGREEMENT¹

THIS AGREEMENT is made this ### day of Month Year, by and between the CITY OF AUBURN, a municipal corporation existing under the laws of the State of Maine and located in the County of Androscoggin, State of Maine (hereinafter "CITY"), Company Name, Address, EIN, (hereinafter "CONTRACTOR"),

WITNESSETH:

In consideration of the mutual covenants and conditions contained herein, the CITY and the CONTRACTOR agree as follows:

SPECIFICATIONS:

1. The CONTRACTOR shall furnish all of the material and perform all of the work shown on the drawings and described in the specifications entitled: Bid # XXXXX Bid Title which are attached hereto and made a part hereof, and the CONTRACTOR covenants that it shall do everything required by this Agreement, the Special Provisions of the Agreement, the Invitation to Bid and the Specifications in return for payment as provided herein.

COMPLETION DATE:

2. The work to be performed under this Agreement shall be commenced by Month day, year and fully completed on or before Month day, year.

CONTRACT PRICE:

3. The CITY shall pay the CONTRACTOR for the performance of the Agreement the sum of \$XXX

PERFORMANCE BOND:

4. If required by the City, the CONTRACTOR shall furnish to the CITY at the time of the execution of this Agreement a performance bond and a labor and material payment bond each in the amount of \$Dollar amount or N/A (whichever applies) executed by a surety company satisfactory to the CITY, guaranteeing the performance and payment by the CONTRACTOR. ☐ Yes, Required (Initials: ____) ☐ No, Waived (Initials ____)

GUARANTEE:

5. The CONTRACTOR shall guarantee his work against any defects in workmanship and materials for a period of one year from the date of the CITY's written acceptance of the project.

¹ To be modified based on selected consultant and scope of work

PERMITS AND LICENSES:

6. Permits and licenses necessary for the prosecution of the work shall be secured and paid by the CONTRACTOR.

CITY'S RIGHT TO TERMINATE CONTRACT:

7. If the CONTRACTOR should be adjudged a bankrupt, or if it should make a general assignment for the benefit of creditors, or if a receiver should be appointed on account of its insolvency, or if it should persistently or repeatedly refuse or should fail, except in cases for which extension of time is provided, to supply enough properly skilled workmen or proper materials, or if it should fail to make prompt payment to subcontractors or for material or labor, or persistently disregard laws, and ordinances, or otherwise be guilty of a substantial violation of any provision of the Agreement, then the CITY when sufficient cause exists to justify such action, may, without prejudice to any other right or remedy and after giving the CONTRACTOR, and his surety, seven (7) days written notice, terminate the employment of the CONTRACTOR and take possession of the premises and of all materials, tools and appliances thereon and finish the work by whatever method it may deem expedient. In such case the CONTRACTOR shall not be entitled to receive any further payment until the work is finished. If the unpaid balance of the Agreement price shall exceed the expense of the finishing the work, including compensation for additional architectural, managerial and administrative services, such excess shall be paid to the CONTRACTOR. If such expense shall exceed such unpaid balance, the CONTRACTOR shall pay the difference to the CITY.

CONTRACTOR'S LIABILITY INSURANCE:

8. The CONTRACTOR shall not commence work under this Agreement until he has obtained all insurance required under this paragraph and such insurance has been approved by the CITY, nor shall the CONTRACTOR allow any subcontractor to commence work on his subcontract until all similar insurance required of subcontractor has been so obtained and approved. It is a requirement that the CITY be named as an Additional Insured on the General Liability and Automobile Liability policies.

Commercial General Liability to include products and completed operations, and blanket contractual. The limits of liability shall be as follows:

Bodily Injury and Property Damage	\$1,000,000
Personal Injury and Advertising Injury	\$1,000,000
Per Project Aggregate	\$1,000,000
General Aggregate	\$2,000,000
Products and Completed Operations Aggregate	\$2,000,000
Medical Payments	\$10,000

(b) Business Automobile Liability

The CONTRACTOR shall maintain and cause all sub-contractors and lower tier contractors to maintain business automobile liability insurance covering all owned non-owned, leased, rented or hired automobiles (symbol 1). The limits of liability shall be as follows:

Bodily Injury and Property Damage	\$1,000,000
-----------------------------------	-------------

Automobile physical damage coverage shall be at the option of the CONTRACTOR, all sub-contractors and lower tier contractors. The CITY shall not be liable for physical loss or damage to any owned, non-owned, leased, rented or hired automobile.

Workers' Compensation Insurance

The CONTRACTOR shall maintain and cause all sub-contractors and lower tier contractor's to maintain Workers' Compensation and Employers Liability in accordance with the laws and regulations of the State of Maine. The limits of liability provided shall be as follows:

Coverage A:	Statutory
Coverage B:	\$100,000/\$500,000/\$100,000

Professional Liability

If the CONTRACTOR is an Architect, Engineer or Surveyor, they shall maintain a policy of insurance to pay on their behalf whatever amounts that may become legally required to pay on account of an error, omission or negligent act.

Limits of Liability shall be as follows:

\$1,000,000 per occurrence and in the aggregate site specific.

It is a requirement that this policy be maintained for a period of three (3) years following completion of the project.

Certificates of Insurance of the types and in the amounts required shall be delivered to the CITY prior to the commencement of any work by the CONTRACTOR, subcontractor or lower tier contractor or any person or entity working at the direction or under control of the CONTRACTOR. The CONTRACTOR shall assume the obligation and responsibility to confirm insurance coverage for all sub-contractors or lower tier contractors who will participate in the project.

The Certificate of Insurance and the policies of insurance shall include a sixty (60) day notice to the CITY of cancellation, non-renewal or material change in coverage or form.

The CONTRACTOR and his surety shall indemnify and save harmless the CITY, his officers and employees from all suits, actions or claims of any character brought because of any injuries

or damage received or sustained by any person, persons or property on account of the operations of the said CONTRACTOR; or on account of or in consequence of any neglect in safeguarding

the work; or through use of unacceptable materials in construction of the work; or because of any act or omission, neglect, or misconduct of said CONTRACTOR; or because of any claims or amounts recovered from any infringements or patent trademark, or copyright; or from any claims or amounts arising or recovered under the "Workmen's Compensation Act" or of any other law, ordinance, order or decree; and so much of the money due to the said CONTRACTOR under and by virtue of his/her contract as shall be considered necessary by the CITY for such purpose, may be retained; or in case no money is due, his surety may be held until such suit or suits, action or actions, claim or claims, for injuries or damages as aforesaid shall have been settled and suitable evidence to that effect furnished to the CITY.

Waiver of Subrogation

Payment of any claim or suit including any expenses incurred in connection therewith by the CITY, or any insurance company on behalf of the CITY shall not constitute a waiver of subrogation against the CONTRACTOR, sub-contractors or any lower tier contractor in the event that such claim or suit was caused by or contributed to as a result of the negligent acts of the CONTRACTOR, any sub-contractors or lower tier contractors.

Construction Agreement

The CONTRACTOR shall and does hereby agree to indemnify, save harmless and defend the CITY from the payment of any sum or sums of money to any person whomsoever on account of claims or suits growing out of injuries to persons, including death, or damages to property, caused by the CONTRACTOR, his employees, agents or sub-contractors or in any way attributable to the performance and execution of the work herein contracted for, including (but without limiting the generality of the foregoing), all claims for service, labor performed, materials furnished, provisions and suppliers, injuries to persons or damage to property, liens, garnishments, attachments, claims, suits, costs, attorney's fees, costs of investigation and defense. It is the intention of this paragraph to hold the CONTRACTOR responsible for the payment of any and all claims, suits, or liens, of any nature character in any way attributable to or asserted against the CITY, or the CITY and the CONTRACTOR, which the City may be required to pay. In the event the liability of the CONTRACTOR shall arise by reason of the sole negligence of the CITY and/or the sole negligence of the CITY's agents, servants or employees, then and only then, the CONTRACTOR shall not be liable under the provisions of this paragraph.

DAMAGES:

9. The CONTRACTOR shall defend, indemnify and save harmless the CITY and all persons acting for or in behalf of it against all claims for injuries (including death), loss or damage, arising out of the performance out this contract.

LIENS:

10. Neither the final payment nor any part of the retained percentage shall become due until the CONTRACTOR, if required, shall deliver to the CITY a complete release of all liens arising out of the Agreement, or receipts in full in lieu thereof and, if required in either case, an affidavit that so far as it has knowledge or information the releases and receipts include all the labor and material for which a lien could be filed; but the CONTRACTOR may, if any SUB-CONTRACTOR refuses to furnish a release or receipt in full, furnish a bond satisfactory to the CITY to indemnify it against any lien. If any lien remains unsatisfied after all payment are made, the CONTRACTOR shall refund to the CITY all moneys that the latter may be compelled to pay in discharging such a lien, including all costs and a reasonable attorney's fee.

ASSIGNMENT:

11. Neither party to the Agreement shall assign the Agreement or sublet it as a whole without the written consent of the other, nor shall the CONTRACTOR assign any moneys due or to become due to it hereunder, without the previous written consent of the CITY.

SUBCONTRACTS:

12. The CONTRACTOR shall not sublet any part of this Agreement without the written permission of the CITY. The CONTRACTOR agrees that it is as fully responsible to the CITY for the acts and omissions of its SUB-CONTRACTORS and of persons either directly or indirectly employed by them, as it is for the acts and omissions of persons directly employed by it.

USE OF PREMISES:

13. The CONTRACTOR shall confine its apparatus, the storage of materials and operations of its workers to limits indicated by law, ordinance and permits and shall not otherwise unreasonably encumber the premises with its materials. If any part of the project is completed and ready for use, the CITY may, by written and mutual consent, without prejudice to any of its rights or the rights of the CONTRACTOR, enter in and make use of such completed parts of the project. Such use or occupancy shall in no case be construed as an acceptance of any work or materials.

CLEANING UP:

14. The CONTRACTOR shall at all times keep the premises free from accumulation of waste materials or rubbish caused by its employees or work, and at the completion of the work it shall remove all its rubbish from and about the project, and all its tools, scaffolding and surplus materials and shall leave its work "broom-clean" or its equivalent, unless more exactly specified. In case of dispute, the CITY may remove the rubbish and charge the cost to the CONTRACTOR.



City of Auburn, Maine

Office of Economic and Community Development

60 Court Street www.auburnmaine.gov

Auburn, Maine 04210

207.333.6601

PAYMENTS:

15. Unless otherwise agreed to, the CITY shall make payments on account of the Agreement as follows:

Within 30 days, as invoices are submitted for work completed to the satisfaction of the CITY.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day and year first above written.

BY: _____ BY: _____
Witness Finance Director

BY: _____ BY: _____
Witness Contractor



Tanya Swain & Tricia Cook, Principals
www.smallfishcg.com
207-592-4369
207-500-2461

Producing results that last and solutions that matter.

Eric Cousens, Project Lead
Deputy Director, Economic and Community Development
60 Court Street
Auburn, ME 04210

April 14, 2014

Dear Eric:

Thank you for the opportunity to submit the attached proposal for consulting services for the City of Auburn "Study to Support and Enhance Auburn's Agricultural and Resource Sector" Bid # 2017-027. As described in the RFP, the primary goal of this study is to work with the Auburn community and stakeholders in developing credible information that can inform policies, regulations and public investments that support the city's agricultural heritage, protect the natural beauty of its land and promote locally grown food, raising livestock, managing forests and natural resource-based businesses.

Our experience includes:

- Stakeholder Engagement Processes
- Focus Groups and Stakeholder Interviews
- Strategic Planning
- Survey Research
- Large and small group facilitation, including public forums
- Project Design & Management
- White Papers

The proposed Scope of Work and Services is based on our understanding of your organization's needs from the materials shared during this process. We welcome the opportunity to discuss how we can tailor these to meet your unique goals.

For further information, please contact me at (207) 592-4369 or tanya@smallfishcg.com.

Very sincerely,

A handwritten signature in blue ink, appearing to read "Tanya Swain".

Tanya Swain

City of Auburn
**Study to Support and Enhance Auburn's
Agricultural and Resource Sector**
Bid # 2017-027

PROPOSAL FOR SERVICES

SUBMITTED BY



SmallFish Consulting Group

PO Box 303, Farmington, ME 04938

Contact: Tanya Swain | (207) 592-4369 | tanya@smallfishcg.com

April 14, 2017

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COMPANY PROFILE

Tanya Swain & Tricia Cook have been colleagues for over 12 years. Together they managed Western Mountains Alliance, a nonprofit organization supporting economic and community development projects in four counties in western Maine. In 2014, they launched Small Fish Consulting Group, LLC to meet the needs of organizations, government agencies and businesses for organizational development and project support. The company's principals operate primarily from home office space in Farmington and Livermore Falls with access to meeting space on an as needed basis at 165 Front Street in Farmington.

SmallFish Consulting Group provides organizational development, strategic planning, project management and implementation support and its principals have experience conducting participatory planning processes, survey research and stakeholder interviews and analysis. While the company has worked with organizations ranging from waste management to faith-based groups, its principals have extensive experience working with agricultural and natural-resourced based businesses and organizations. With two decades shared experience working in numerous communities, the company's principals appreciate from a practitioner's vantage point that every project and challenge has its own unique nuances specific to culture and place.

The company's business mailing address is PO Box 303, Farmington, ME 04938 and more information can be found on the organization at www.smallfishcg.com.

PROJECT TEAM

Tanya Swain has spent over 15 years working in the nonprofit sector and brings extensive experience with project design, management and implementation. In addition to her work with SmallFish Consulting Group, she currently serves as project director for the Maine Food Strategy, a grassroots food systems initiative that recently published the *Maine Food Strategy Framework: A Tool for Advancing Maine's Food System*. Tanya's previous experience includes serving as the executive director of the Western Mountains Alliance where she coordinated a regional public forum series, facilitated a county agricultural task force and, with colleague, Tricia Cook, developed a program that helped launch some of the state's first virtual markets for farm products. She resides in Farmington and holds a Masters in Public Policy and Management from the University of Southern Maine.

Tricia Cook came to community and economic development through her work in family literacy and adult education. Her experience includes citizen-based economic revitalization efforts, farm work and coordination of a mobile farmers' market (The Good Food Bus). Before launching SmallFish Consulting Group, she was a program coordinator at the Western Mountains Alliance where she administered and created training materials for Get Fresh Net, a soup to nuts training program that helped groups of consumers and farmers build online farm markets and buying clubs and develop related governance systems to manage these markets over time. She holds a B.A. in Women Studies and a B.S. in Public Administration.

EXPERIENCE & QUALIFICATIONS

- Stakeholder Engagement Processes
- Focus Groups and Stakeholder Interviews
- Strategic Planning
- Survey Research
- Large and small group facilitation, including public forums
- Project Design & Management
- White Papers

PROJECT STATEMENT OF PURPOSE

As described in the Request for Proposals for the *Study to Support and Enhance Auburn's Agricultural and Resource Sector*, the primary goal of this study is to work with the Auburn community and stakeholders in developing credible information that can inform policies, regulations and public investments that support the city's agricultural heritage, protect the natural beauty of its land and promote locally grown food, raising livestock, managing forests and natural resource-based businesses.

As part of Maine's second largest metro region, the City of Auburn's Agricultural and Resource Protection District is unique in the proportion of Auburn's land base it dedicates to natural resourced based activities. When the district was created, over 105,900 acres were in farmland in Androscoggin County and the district's land base would have conserved a portion of land equal in size to nearly 20 percent of all farmland in the county. Today, the county has about 56% less land in farms, with the average farm size at 128 acres, down from nearly 169 in 1964. Reflecting national trends, the county has seen growth in very small and very large farms. When the AGRP District was formed, Androscoggin County reported no farms over 1,000 acres; in the last Ag Census, there were 8.

For more than a decade, consumer interest in sustainably produced, regional and local foods has been growing and presents both opportunities and challenges for communities such as Auburn. We understand that the Agricultural & Resource Protection District (AGRP) was created to advance a set of objectives:

- preserving and enhancing the agricultural heritage of Auburn
- protecting the City's natural resources and scenic open space
- maintaining the economic value of the land
- maintaining the potential for appropriate future development

Activities outlined in the proposed Scope of Work below are focused on assisting the City of Auburn in answering several key questions related to these values:

1. At this point in time, how well does the Agricultural / Rural District meet its stated objectives?
2. How has the current zoning affected the growth and viability of agricultural and natural-resource based operations?
3. What trends and opportunities are natural resource-based businesses seeing on the horizon?

4. Are there changes to policies, regulations or public investment opportunities that could further support and enhance farms, agricultural and natural resourced businesses in Auburn?

Our statement of purpose for this study assumes that the City of Auburn remains committed to the original objectives of the AGRP. In addition to providing this information, the Scope of Work also proposes methods for stakeholder engagement that are designed to produce a transparent and credible process that generates broad support for any subsequent decisions that may affect the AGRP or other municipal policies.

SCOPE OF WORK

Deliverables as listed in the Request for Proposals are:

1. A database of property owners in the AGRP.
2. A summary report of property owner interviews which includes identified barriers and opportunities for agriculture, food and natural resource business development.
3. Implementation of a stakeholder engagement process that involves agriculture, food and natural resource businesses and stakeholders and public meetings.
4. A final report with recommendations and an implementation strategy for Council action to maximize rural Auburn's community and economic development potential and to include areas where additional analysis / information is needed.

The proposed activities below were designed to produce these deliverables based on our current understanding of the City of Auburn's needs and to provide a framework for how SmallFish Consulting Group expects to approach this project.

Proposed Activities

1. Research to Develop Property Owner Database

Consultants would work with City staff to determine information to be included in the database and preferred software to be used for the project and would be responsible for research related to this deliverable.

2. Coordinate Study with Input from Community Advisory Group

We would recommend that the City consider creating a 9 to 11 member Community Advisory Group with representation from the planning board, conservation commission, landowners of different scales in the AGRP District, ag-related businesses operating in the ARD or the city at large, nonprofit and industry group such as the Androscoggin Chapter of Farm Bureau, and the Good Food Council of Lewiston-Auburn. The role of this group is described in detail in the Proposed Activities below.

Schedule of Meetings – Community Advisory Group

June/July 2017	Review project timeline and scope of work.
August	Participate in public meeting on the study.
	Review & finalize indicators and survey.
January 2018	Review survey report and identify next steps.
	Participate in public meeting to present survey findings and provide overview of next steps.
March	Review input from stakeholder interviews and identify additional research needs on alternative zoning options or other information TBD.
April	Review final report.
May	Participate in public meeting to present final report and recommendations

3. Develop indicators to assess the current AGRP District and focus research on these areas.

Indicators are data points or trends that can be used to illuminate movements towards or away from a desired outcome. The consultants would work with the Community Advisory Group to develop indicators for each AGRP objective. These indicators will reflect information on how well the district is accomplishing or supporting the objectives it was created for, and will help illuminate areas where changes or revisions to existing policies may provide more effective options for advancing the community's priorities.

Quantitative Indicators for the AGRP might include:

- Percent change in land in active agriculture or natural resource based business in and out of the district over a given period of time;
- Quality and suitability for farming of soils in the district;
- Percent change in other special exception uses over a given time period;
- Percent change in land value;
- Number of businesses in the district that report expanding production or sales over a given time period;
- Changes in where products produced in the AGRP are sold (retail, wholesale, distributor, within Auburn);
- Percent change in ag support businesses and services in Androscoggin County over a given period of time (for example, equipment dealers, seed and soil implement dealers).

Qualitative indicators might include:

- How well elements of the current ordinance align with best practices for agricultural conservation zoning and other similar zoning in Maine and New England;
- Businesses that report barriers to growth related to the ordinance, by size, type and years in operation.

4. AGRP Landowner Survey: Design & Administration

The development and administration of the landowner survey would include the following components:

- a. Input from the Community Advisory Group on survey questions;
- b. Focus on expanding on the data collected by the City's earlier survey, the recorded public meeting, and on information that can inform indicators;
- c. An option for respondents to use either a hard copy paper or online version of the survey;
- d. An option for respondents to participate in a follow up interview.

The online survey would likely be administered using SurveyMonkey or similar software. Consultants would be responsible for administering the survey and analyzing results.

5. Stakeholder Interviews

Stakeholder analysis involves systematically gathering and analyzing qualitative information to determine whose interests should be taken into account when developing or evaluating a policy or program. Using data from the survey, the consultants would work with the Community Advisory Group to develop interview questions that probe information generated in the survey such as suggestions for specific changes, or unexpected data. Community Advisory Group members would also assist in identifying key stakeholders.

In addition to providing information on land use and the interests of property owners in the AGRP, interviews would be analyzed to look at what positions different types of stakeholders have on specific components in the ordinance and the pros and cons of existing policies. Interviewees would be selected from survey respondents that expressed interest in an interview and other stakeholders identified by the Community Advisory Group based on their expertise or experience in areas of interest that emerge from the initial survey results.

6. Public Outreach

The consultants would work with City of Auburn staff to develop information for the city website dedicated to the study. Information would include the study timeline, meeting dates, information on indicators, and may include survey results and other information that develops over the course of the project. Additionally, notes from public meetings would be posted on the website and depending on the capacity of city staff and the technology, the site might also offer a moderated discussion forum.

Schedule of Public Meetings

August 2017	Public meeting to introduce the study and timeline.
January 2018	Public meeting to present survey findings, invite public discussion and provide an overview of next steps.
May 2018	Public meeting to present the final draft report and invite public discussion.

7. Reports

The consultants will prepare the following reports in conjunction with the study:

- Survey results, findings and analysis.
- Summary of input from stakeholder interviews and how this input relates to the survey results and/or raises additional questions or information needs.
- Final report including:
 - Relevant data from survey results and stakeholder interviews;
 - Overview of the study process and methodology;
 - An assessment of the current AGRP based on indicators developed in conjunction with an advisory committee;
 - Overall findings and recommendations including information relevant to the findings on alternative zoning and ordinance models.

Project Timeline

June/July 2017	Develop Database of Property Owners in the AGRP District
	Work with City staff to clarify process for identifying / inviting participants on Community Advisory Group
	Convene Advisory Group to review project timeline and scope of work
August	Develop draft indicators
	Public meeting on the study
	Preliminary Draft of Survey Instrument
	Meeting with Advisory Group and staff to review & finalize indicators and survey
September – October	Collect secondary data on other indicators to be determined
	Administer Survey
November – December	Consultants prepare survey results, other indicator data and potential next steps.
	Report forwarded to Advisory Group and staff for review.
January – February 2018	Meeting with Advisory Group to review report and identify next steps.
	Public meeting to present survey findings and provide overview of next steps.
	Stakeholders identified for interviews
	Interviews conducted
March – April	Input from interviews analyzed and presented to Community Advisory Group and staff.
	Additional research on alternative zoning options conducted as needed.
	Final report presented to Advisory Group and staff.
May 2018	Public meeting to present final draft report and recommendations.

TERMS

This proposal is our best attempt to address the project goals described in the request for proposals. We estimate the project costs to be **\$39,067 or less**.

This estimate is based on a blended hourly rate of \$92.64 for approximately 395 hours of work. We expect our actual time expended on this project to be within 5% of what we have estimated. If our actual time is more than 5% under this estimate, we will adjust our billing accordingly. Actual costs for proposed work will be affected by the following:

- number of properties that need to be included in the database of AGRP district landowners;
- number of respondents to the survey (anticipated response rate = 50% of approximately 400 properties)
- number of stakeholder interviews conducted (estimated # = 25)
- whether an advisory group is formed for the project and how many individuals participate

If awarded a contract, SmallFish Consulting Group requests payment of 20% total consultant fees paid at the start of the contract. Remaining expenses would be billed quarterly with the final payment due upon 30 days of submission of the project's final report. All expenses requests are billed at cost with accompanying receipts.

Fees and Expenses

Public Meetings	
3, 2-hour meetings, prep, notetaking, facilitation and follow up	\$ 4,325
Community Advisory Group Meetings	
4, 2-hour meetings, prep, notetaking, facilitation and follow up	\$ 6,825
Property owner database research	\$ 1,650
Indicator Development (research and meeting materials for facilitated work with Advisory Group)	\$ 675
Survey Design, Administration and Report	\$ 4,400
Stakeholder Research Design, Implementation & Report	\$ 7,850
Research on zoning options (may include some interviews)	\$ 1,200
Final Report	\$ 4,450
General Project Administration (including additional meetings with staff, final project process design and work plan, and development of the Advisory Group)	\$ 5,175

<i>Total Consulting Fees</i>	<i>\$36,550</i>
<i>Travel Expenses (8 meetings billed at \$50 / hour)</i>	<i>\$ 1,000</i>
Materials & Supplies	
Survey Monkey Subscription (2 months)	\$ 52
Printing	
survey (400 copies, 15 pp each including)	\$ 633
survey report (20 pp., spiral bound, 50 copies)	\$ 610
stakeholder interview report (for advisory group & staff) (20 pp)	\$ 35
Postage (surveys - 400 @ \$.465 / letter, first-class metered mail)	\$ 186
<i>Total Materials & Supplies</i>	<i>\$ 1,517</i>
<i>TOTAL PROJECT COST</i>	<i>\$39,067</i>

References

Deborah Burd, Grants Manager, St. Mary's Health System, Lewiston, ME
207.755.3359 / dburd@stmarysmaine.com

Melinda Lando, Pediatric Nurse Practitioner, Bronx-Lebanon Hospital Center, Bronx, NY
718.579.7337 / melindaland@msn.com

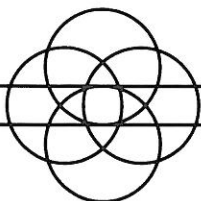
Rosie Vanadestine, Executive Director, Kennebec Valley Council of Governments, Fairfield, ME
207.453.4258 x213 / rvanadestine@kvcog.org

FOR MORE INFORMATION ON THIS PROPOSAL:

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SmallFish Consulting Group LLC,
PO Box 303, Farmington, ME 04938
www.smallfishcg.com



Crossroads Resource Center

7415 Humboldt Ave S / Minneapolis, Minnesota 55423 / 612.869.8664
kmeter@crcworks.org www.crcworks.org

Tools for Community Self-determination

April 12, 2017

Eric Cousens, Deputy Director
City of Auburn — Economic and Community Development Department
60 Court Street
Auburn, Maine 04210
(207) 333-6601 ext. 1154

Dear Mr. Cousens:

Along with my colleague Megan Phillips Goldenberg, I am very pleased to submit our proposal responding to the City of Auburn's RFP for Bid #2017-027, "Study to Support and Enhance Auburn's Agricultural and Resource Sector."

We are both inspired by Auburn's five-decade success in protecting farmland – something many cities never had the courage to do. We are even more impressed that the City is reaching out for additional expertise to assist as it adapts these protections to a new era in agriculture.

We understand there has been some concern in the community regarding bringing in outside consultants for what is often perceived as a local matter. We are able to respond to that challenge effectively. While there are certainly times when local expertise is best, we find this situation ripe for a neutral party who can accept all viewpoints fairly. We listen closely to all stakeholders without playing local favorites. We helped Colorado property owners see what they could gain by protecting farmland, and have long made the economic development case for integrating farms and towns. We tend to be more knowledgeable about agriculture than most consultants with economic expertise. Both of us have rural roots, and approach farmers as equals. We bring considerable experience in Maine, including in Auburn itself, and hold the highest level of national expertise. We bring seasoned insights from other communities, while understanding, appreciating, and building upon the unique assets of the Auburn community.

The attached proposal outlines our strategy for compiling information to help Auburn act to refine its protection of farmland. We consider this an action plan, not simply a study. Our proposal follows the City's requested activities, and we are ready to adjust our plan as needed as the Rural Lands discussion evolves. Results of our research will be digested into a concise form — a compelling written report that, we hope, will serve as a pragmatic document for Auburn for years to come.

Megan and I look forward to working with the City of Auburn on this important redefinition of agricultural land protection, helping renew the district's connection to the economy of the Auburn region.

Sincerely,

Kenneth A. Meter, MPA
President



Cultivating Community Farm near Lisbon

Study to Support and Enhance Auburn's Agricultural and Resource Sector

Auburn, Maine — Bid # 2017-027

April 13, 2017

From:

Ken Meter, President

Crossroads Resource Center, Inc.

7415 Humboldt Ave. S.

Minneapolis, Minnesota 55423

(612) 869-8664

and

Megan Phillips Goldenberg, Principal

New Growth Associates, LLC

9770 Macon Road

Saline, Michigan 48176

(906) 869-0372

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KENNETH A. METER, M.P.A. 17

MEGAN PHILLIPS GOLDENBERG, M.S. 19

Company Profiles

Ken Meter, of Crossroads Resource Center, and **Megan Phillips Goldenberg**, of New Growth Associates, work in close partnership and will be the only firms working on this study, if the contract is awarded to them. Crossroads Resource Center will be the primary vendor and New Growth Associates will sub-contract with Crossroads Resource Center. Both firms have one principal, and each can bring in additional research and design advisers to support this study.

Crossroads Resource Center

CRC is an entrepreneurial nonprofit that has fostered local food system development in 126 regions in 39 states. Our primary focus has been to make the economic case for local foods by creating concise overviews of regional farm and food economies. By illustrating the financial conditions of the prevailing farm and food sectors, connecting this to health and social data, and focusing attention on farmers and others who are often marginalized, Crossroads Resource Center has created potent summaries that have sparked successful long-term approaches. Crossroads Resource Center also follows up solid research with consulting on practical, specially tailored implementation strategies that make use of our data, and help build community assets. Crossroads Resource Center also has a wealth of knowledge about community-level food activities across the U.S. Very likely no one has as much first-hand experience with local foods initiatives in diverse community settings.

Simply put, we are the most qualified food system analysts in the U.S., and have won national and international recognition for our efforts. More information about our activities, and a wealth of reports, can be found at our web site: <http://www.crcworks.org>. We are not aware of any other consultant or organization that has completed seven in-depth statewide food system assessments (Minnesota, Ohio, Indiana, South Carolina, Mississippi, Alaska, and Hawai'i), as Crossroads Resource Center has. New Growth Associates was a key partner in the four most recent studies, as well as many others.

New Growth Associates

Founded in 2010, New Growth Associates is a woman-owned company that brings together a small group of professionals in order to support evidence-based decision making for community and economic development projects, as well as to provide professional project management expertise and business consulting services. With particular interests in creating and supporting economic development opportunities for family farmers and increasing equitable healthy food access across communities, New Growth Associates is dedicated to providing sound analysis and professional project management to support informed decision making at all tiers of the food system in order to ensure long-term success. From enterprise analysis at the farm level to strategic policy planning and investment development at the state level, we leverage the expertise needed to grow new initiatives.

In partnership with Crossroads Resource Center, New Growth Associates brings seasoned experience producing feasibility studies in Colorado, Michigan, South Carolina, and Alaska with extensive background in survey development, economic impact analysis, academic research, quantitative methods, interviews, and food-based business and organization consulting.

Project Team

Kenneth A. Meter, MPA, President of Crossroads Resource Center, is one of the most experienced food system analysts in the US, integrating market analysis, business development, systems thinking, and social concerns. Meter holds 46 years of experience in inner-city and rural community capacity building, and has worked with several tribal organizations. His local economic analyses have promoted local food networks in 126 regions in 39 states and Manitoba. With Goldenberg, he developed a \$9.85-million plan for local food investment for the state of South Carolina, and has completed similar studies for Hawai'i, Alaska, Mississippi, Indiana, Ohio, and Minnesota. He has developed strategic regional food plans for regions near Bridgton, Maine, Shreveport, Lafayette, Monroe, Fort Wayne, Denver, and in rural North Dakota, Virginia, and Washington State. Meter consulted with the USDA Agricultural Marketing Service and Colorado State University as part of a fourteen-person team of the best national experts that wrote a toolkit for measuring economic impacts of local food development. As coordinator of public process for the City of Minneapolis Sustainability Initiative, he guided over 85 residents in creating a 50-year vision for the city including sustainability measures. He served as an advisor for the USDA Community Food Projects including managing the proposal review panel. Meter taught microeconomics at the Harvard Kennedy School, the economic history of US agriculture at the University of Minnesota, and food policy at Metropolitan State University.

See Appendix A for Meter's résumé.

Megan Phillips Goldenberg, MS, principal at New Growth Associates and Associate of Crossroads Resource Center, brings seasoned experience producing feasibility studies, economic analysis, and policy recommendations in Colorado, South Carolina, Alaska, Mississippi, Hawai'i, Kansas, Maine, and Michigan, with extensive background in project management, survey development, economic impact analysis, academic research, quantitative methods, interviews, and food-based business and organization consulting. Megan is most interested in the intersections of public policy, food systems, and community development. She endeavors to work in an outreach and community building capacity in order to create and maintain a sense of place through better science and informed decision-making.

Goldenberg holds a Master's degree in Agricultural and Natural Resource Economics from Colorado State University. Her coursework emphasized Public Policy and Community Economic Development. Through her graduate research, Goldenberg worked with Be Local Northern Colorado, the Northern Colorado Regional Food System Assessment, Boulder County's Building Farmers Market Track program, and the Building Farmers in the West Beginning Farmer and Rancher Development Program. Prior to joining Crossroads as an Associate, Goldenberg worked for WPM Consulting in Boulder, Colorado as a Food Systems and Policy Associate. She consulted with the USDA Agricultural Marketing Service and Colorado State University to help write a toolkit for measuring economic impacts of local food development.

See Appendix B for Goldenberg's résumé.

Relevant Experience/Qualifications/References

Lakes Region, Maine (2016)

Meter and Goldenberg completed a local foods implementation plan for the **Lakes Region of Maine in 2016**. This study recommended that to grow community food production, it would be essential to **connect growers to community buyers** such as social groups and churches that sponsor community meals and would be loyal to local producers. Meter interviewed farmers and other stakeholders; **Goldenberg performed a respected survey of second-home owners**.

Meter, Ken & Goldenberg, Megan Phillips (2016). "Building Support for Community-Based Foods in the Lakes Region of Maine." Prepared for Cumberland County, Maine and the Town of Bridgton, Maine.

www.crcworks.org/melakes16.pdf

Lewiston-Auburn Food Hub (2015)

Meter participated in a previous study of the feasibility of **developing a regional food hub in Lewiston and Auburn**. Meter's unique contributions were: (a) to ensure that farmers at Cultivating Community made a strong presence in the study; and (b) to serve as the lead voice cautioning that the amount of food produced locally would not be sufficient to support a food hub at that time.

Karp, Karen & Meter, Ken *et al* (2015). "Lewiston-Auburn Regional Food Hub Feasibility Study." Produced in partnership with Karp Resources and Grow L+A.

www.crcworks.org/melewaub15.pdf

Suburban Denver Farmland Protection (2016)

Meter and Goldenberg collaborated on market analysis that informed county and city officials in a suburb of Denver, showing that the only buyers for farmland that would protect it for farms were the city and county themselves. This led to the **decision to purchase land at its development value and make it available to farmers at the agricultural value**. We helped bring stakeholders who initially disagreed with each other into a more collaborative discussion.

Meter, Ken (2016). "Market Study for Adams County — Special Ag District." Submitted to District Plan Process of Adams County and the City of Brighton. Produced in partnership with Logan Simpson Design Firm, Two Forks Collective, City of Brighton & County of Adams.

www.crcworks.org/coadamsPublicDraft160219.pdf

Nashville Food System Coordination (2017)

Meter and Goldenberg produced an implementation plan for the metropolitan government of Nashville that recommended hiring a community foods coordinator, building strong coordination across food system leaders, and increasing food production in low-income neighborhoods. Our work plan is now in the Mayor's budget process.

Meter, Ken & Goldenberg, Megan Phillips (2017). "Metro Nashville Food System Assessment." Produced for Metro Nashville (combined City and County government): www.crcworks.org/nashville17.pdf

Northeast Indiana Local Food Network (2016)

Meter collaborated with a Chicago economic development firm to create an implementation plan for the Northeast Indiana Local Food Network, commissioned by 11 local economic development organizations and their regional umbrella, the **Northeast Indiana Regional Partnership**. This called for strengthening an existing network of farm and food businesses. Impact was to convince economic development officials to work more closely with farms (which had been viewed as separate from businesses) and low-income residents.

Meter, Ken (2016). "Northeast Indiana Local Food Network." Produced in partnership with the Northeast Indiana Regional Partnership and Manheim Solutions, Inc. www.crcworks.org/innetworks16.pdf

Making Small Farms into Big Business (2013)

Meter and Goldenberg produced an implementation plan for the State of South Carolina commissioned by that state's Department of Agriculture and Department of Commerce. The plan called for a \$9.85-million investment in farm-level and regional infrastructure. One state legislator told the annual meeting of the Farm Bureau, "We finally have a road map for the future of agriculture in South Carolina."

Meter, Ken & Goldenberg, Megan Phillips (2013). South Carolina: Making Small Farms Big Business. Published in collaboration with the South Carolina Department of Commerce, the South Carolina Department of Agriculture, the Palmetto Agribusiness Council, South Carolina Farm Bureau, Coastal Conservation League, Carolina Farm Stewardship Association, and the Bank of South Carolina. More than 200,000 hits on the following link: www.crcworks.org/scfood.pdf

References

Tasha Kennard, Director
Metro Nashville Farmers' Market
901 Rosa Parks Boulevard
Nashville, Tennessee
Tasha.Kennard@Nashville.gov
(615) 880-2001 ext. 26

Kennard supervised the Nashville study

Jack Shuler, Executive Director
Palmetto Agribusiness Council
602 Meeting St # B
West Columbia, SC 29169
jshuler3@sc.rr.com
(803) 429-3462

Shuler supervised the South Carolina study

Rachel Bair, Director
Food Innovation Center
Kalamazoo Valley Community College
rbair@kvcc.edu
(734) 717-0050

Bair supervised a feasibility assessment performed by Goldenberg for a food hub in Kalamazoo

Proposal Summary

Background:

Rural Auburn has a unique Agricultural and Resource Protection (AGRP) zoning district, which has been in place since the early 1960s. It contains over 40% of the City's land area, or over 20,000 acres. The purpose and intent of the AGRP zoning regulations have been to manage development and to promote food, agricultural, timber, and natural resource production and uses. The AGRP zoning regulations have significantly restricted development for the past 50 years. Today, however, the nature and trends of farming and food production have drastically changed.

Values Statement:

Consultant's work will be guided by The City of Auburn Values Statement: The City of Auburn values its agricultural heritage, protects the natural beauty of its land, and promotes locally grown food, raising livestock, managing forests, and natural resource-based businesses.

Purpose:

The City of Auburn desires to strengthen its natural resource-based economy (farming, timber, food businesses, etc.) and to better integrate this sector into community planning and City-wide priorities.

Goals:

1. Gain an understanding of how rural agricultural, forestry, and natural resource producers and property owners are utilizing their land, what their future plans are, and find out if there are barriers to successful operations, through property owner interviews and surveys.
2. Build a broad community and stakeholder consensus on the future of Auburn's Rural Lands through an open public forum, and readily available study information.
3. Determine the economic and community development potential for Auburn's Rural Land, both at the local and regional level and implement policies and regulations that meet that potential and align with the Values Statement.

Geographic Scope:

City of Auburn, Maine, with surrounding communities and markets.

Activities:

1. Attend initial meetings with City of Auburn officials to set up study processes.

- Establish agreements on roles and responsibilities
- Set timeline for project
- Begin to plan public meetings
- Meet with Mayor
- Meet with Planning Staff to review history of Rural Lands and this project
- Meet with City legal staff to ascertain their view on the impacts of AGRP, legal constraints that would affect any future plans, and related issues

- Meet with GIS mapping specialists
- Identify relevant studies to be reviewed
- Identify specific experts to be consulted
- Establish survey and interview processes and timeline (especially to ensure farmers will not be surveyed during busy work seasons)
- Compile lists of people to interview and survey

2. Interview experts and stakeholders to gain background information on agricultural trends in the State of Maine and local farm and food initiatives.

- Maine Department of Agriculture, Forestry, and Conservation
- Maine Farmland Trust
- St. Mary's Nutrition Center
- Cultivating Community
- Somali Bantu Community Initiative
- Cooperative Development Institute
- Others as mutually agreed

3. Conduct an assessment and report on Auburn's existing Agricultural and Resource Protection district regulations, other local, state, or regional regulations, the impacts of these regulations whether intended or not, and rural economic and social conditions.

- Study Agricultural and Resource Protection regulations in depth
- Interview legal experts, farmers, and others regarding the efficacy and impacts of AGRP
- Compile current data on farm and food economy for Androscoggin County and surrounding region
- Compile health, demographic, and social data for Androscoggin County and surrounding region
- Interview state officials by telephone:
 - Maine Attorney General's office
 - Maine Department of Community and Economic Development
 - State Planning Office
 - Office of Policy and Management
 - Key farmers and food practitioners including those listed above
 - Others as mutually agreed
- Summarize findings into a concise document

4. Interview (one-on-one) at least 30 farmers, potential farmers, timber firms, food businesses, natural resource producers, property owners, and key stakeholders in or near the Rural Lands district. Ensure that divergent views are included.

- Ascertain each person's history related to Rural Lands site
- Ascertain each person's goals for the future related to Rural Lands site
- Ascertain each person's sense of foreseen and unforeseen impacts of the AGRP
- Ascertain each person's understanding of potential opportunities for the AGRP
- Ascertain each person's understanding of obstacles to strengthening agricultural protection

5. Survey property owners and farmers.

- Create solid focus for each survey (farmers, property owners)

- Draft survey questions, review with City Planning staff
- Refine survey questions, post on an internet-based survey platform
- Work with City Planning staff to develop cover letter for Mayor to sign, inviting respondents to fill out survey, and write follow-up reminders
- Work with City Planning staff to publicize the survey to all recipients
- City will send invitation letter
- Consultants will administer survey
- City will send reminders
- Once survey is closed, Consultants will compile results and summarize key findings into a concise and readable report

6. Facilitate stakeholder and public meetings.

- Based on interview lists compiled and timeline established above, work with City staff who will schedule stakeholder meetings.
- Plan and lead 3 focus group meetings (farmers, property owners, timber firms, broader community members)
- Plan a public meeting to review initial findings of research and invite comment on proposed recommendations
- Lead this public meeting

7. Submit a preliminary report on the public meetings, interviews, and surveys.

- Write concise summary report outlining key findings from interviews, surveys, and public meetings
- Outline proposed recommendations

8. Explore the economic development possibilities of Auburn's Rural Lands and its potential to complement downtown living and development.

- Work with city staff to identify key community leaders, economic developers, other experts who should be interviewed regarding the potential for the Rural Lands district
- Interview these sources
- Review relevant studies from Auburn and other locations
- Draw economic development recommendations from these interviews and data compiled above
- Drawing upon quantitative and qualitative data compiled above, prepare draft of potential economic development plan for Rural Lands district

9. Prepare a preliminary report with alternatives for public consideration.

- Write concise preliminary report outlining key findings above with draft economic development recommendations
- Submit to City staff for review

10. Prepare a report with recommendations and implementation plan to overcome obstacles to Auburn's rural economy.

- Write concise report outlining key recommendations and implementation plan that overcomes obstacles to Auburn's rural economy
- Submit to City
- Post on City, Crossroads Resource Center, and New Growth Associates web sites

11. Provide an implementation plan for the long-term management of Auburn's Rural Lands.

- Write concise report outlining implementation plan for long-term management of Auburns' Rural Lands
- Submit to City
- Post on City, Crossroads Resource Center, and New Growth Associates web sites

City Staff will make the following contributions, as specified in RFP:

- Provide Project Oversight
- Assist consultants in obtaining data from city, county, and state officials
- Facilitate arrangements for and participate in public meetings
- Oversee a City website dedicated to the Rural Land Capability Study
- Indentify stakeholders for interviews
- Lead outreach for surveys including initial invitation to edit and follow up reminders.

Project Timeline

Note: It may be best to delay survey process and public meetings until Winter 2017/2018 to ensure farmer participation. The following timeline is a compromise to establish some momentum after the project is funded by City.

The basic assumption of our approach is that private meetings with landowners and farmers will be held before public meetings, in order to (a) assure all parties that their voices are heard; (b) foster a sense of collaboration rather than confrontation; and (c) for consultants to become familiar with the nuances of the issues prior to public meetings.

Since the City has not yet allocated funds for this project, all dates are contingent on that approval, in addition to professional commitments our team makes prior to that approval. This should be viewed as a sample timeline until we know when work can actually commence.

April 18, 2017

City of Auburn Opens Sealed Bids for #2017-027

April - May, 2017

City of Auburn considers whether to fund this project

June, 2017

Assuming City funds are approved, agreement is signed and work commences

Task 1: Initial meetings with City staff

Task 1: Prior studies reviewed

Task 4a: Initial property owner interviews held (15 interviews)

July, 2017

Tasks 1-2: Data compiled from public sources

Task 2: Telephone interviews with key stakeholders

Task 3: AGRP assessment completed

August, 2017

Task 5: Survey designed

Task 8: Research economic development opportunities

September, 2017

Task 5: Survey disseminated

October, 2017

Task 5: Survey results compiled

December, 2017

Task 4b: Farmer interviews held (15 interviews)

Task 6: Focus groups held

January, 2018

Task 6: Public Meeting held to review initial findings

Task 7: Write preliminary findings

February, 2018

Task 7: Complete preliminary report with research findings

March, 2018

Task 7: Staff reviews preliminary report

April, 2018

Task 9: Complete preliminary report overcoming obstacles

Task 10: Complete report on overcoming obstacles

May, 2018

Tasks 10-11: Complete final report with recommendations

Professional Fees & Budget

Meter and Phillips Goldenberg both bill at \$100 per hour.

Proposed Budget

Task 1 8,000

Attend initial meetings with City of Auburn officials to set up study processes; begin property owner interviews.

Task 2 4,000

Interview experts and stakeholders to gain background information on agricultural trends in the State of Maine and local farm and food initiatives.

Task 3 1,500

Conduct an assessment and report on Auburn's existing Agricultural and Resource Protection district regulations, other local, state, or regional regulations, the impacts of these regulations whether intended or not, and rural economic and social conditions.

Task 4 4,000

Interview (one-on-one) at least 30 farmers, potential farmers, property owners, and key stakeholders in or near the Rural Lands district. Ensure that divergent views are included.

Task 5 3,000

Survey property owners and farmers.

Task 6 7,000

Facilitate stakeholder and public meetings.

Task 7 1,600

Submit a preliminary report on the public meetings, interviews, and surveys.

Task 8 1,400

Explore the economic development possibilities of Auburn's Rural Lands and its potential to complement downtown living and development.

Task 9 1,000

Prepare a preliminary report with alternatives for public consideration.

Task 10 6,450

Prepare a report with recommendations and implementation plan to overcome obstacles to Auburn's rural economy.

Task 11 1,000

Provide an implementation plan for the long-term management of Auburn's Rural Lands.

Travel time 1,500

Travel costs 10,245

\$6,000+ of this will be spent in Auburn

Total **\$50,695**

We have prepared our estimate based on the work plan developed by the City for the RFP. There may be ways to reduce costs, for example, by reducing the number of preliminary drafts to one, or by interviewing fewer people. Should the City wish to bring the budget down to a lower level for these or other reasons, we are fully prepared to reduce the Scope of Work accordingly.

Kenneth A. Meter, M.P.A.

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Minneapolis, Minnesota 55423
(612) 869-8664
kmeter@crcworks.org

CROSSROADS RESOURCE CENTER

Minneapolis, MN

Since 1995 **President** (*Principal executive officer*)

- Managed entrepreneurial nonprofit with international impact.

Key accomplishments

- Recognized as the most experienced food-system analyst in the U.S., integrating market analysis, systems thinking, quantitative time-series data, and first-hand interviews.
- First proponent of local foods as an economic development strategy, since 1974.
- This analysis and consulting fostered 110 strong farm and food networks in 40 states across the U.S. and for Manitoba; serves as critical tool for local food system planning & investment. Published by Food First, University of Arizona, Northern Arizona University, University of Minnesota. Cited in *New York Times*, *Mother Jones*.
- National panel review manager, & advisor, USDA Community Food Projects (2003-09; 2017).
- Co-author of USDA-AMS Toolkit on economic impact analysis for local foods (2015).
- Critical review of economic impact methodologies, for Centers for Disease Control and Illinois Public Health Institute (2015).
- Consultant to Pennsylvania Association for Sustainable Agriculture (PASA) “Real Deal” project devising measures that protect integrity of marketing of “local” food (2014).
- Developed tracking methods for farm-to-school purchasing in South Carolina (2015).
- Made 500 presentations since January, 2007, including keynote covering U.S. farm economy at international conference on Agriculture in an Urbanizing Society at University of Wageningen, the Netherlands (2012); presentation on regional investment at Slow Food's Terra Madre in Torino, Italy (2006), sessions on sustainability planning and local foods at American Planning Association annual meeting (2011, 2016), International Economic Development Council (2013, 2014, 2015, 2017), and regular appearances at major national food conferences in U.S. (See www.crcworks.org/presentations.pdf for full list).
- Wrote six statewide assessments of food industries that deepened local implementation activities: \$9.85 million local foods investment plan for South Carolina; also Alaska, Mississippi, Indiana, Ohio, & Minnesota. Often hired by state governments.
- Strategic consultant to food nodes, food hubs and food business clusters in 40 states.
- Served as consultant to private development firms, U.S. Department of Agriculture, Centers for Disease Control and Prevention, Environmental Protection Agency, American Planning Association, Indiana State Department of Health, Provincial Health Services of British Columbia, Blue Cross Blue Shield Minnesota Center for Prevention, Minnesota Pollution Control Agency, Leopold Center for Sustainable Agriculture, Stanford University, Ecotrust, Bioneers, J.W. McConnell Foundation, W.K. Kellogg Foundation, Northwest Area Foundation, etc.
- Served as global leader in planning and evaluation for systems initiatives. Published by American Evaluation Association, and Berghahn Press (UK).
- Facilitated business development in inner-city neighborhoods, including Latino Mercado.
- Created groundbreaking “Neighborhood Income Statement and Balance Sheet” studies.
- Holds international experience in 13 nations.
- Highly trusted in work with low-income, rural, ethnic and international communities.
- Served as contributing editor to *Journal of Agriculture, Food Systems and Community Development*, 2011-2015. Wrote regular column, “Metrics in the Field.”
- Source for HBO, *New York Times*, *Wall Street Journal*.

Experience

UNIVERSITY OF MINNESOTA

St. Paul, MN

2003 - 2004 Visiting Faculty in Applied Economics

- Taught Economic History of U.S. Agriculture to undergraduate students.

HARVARD UNIVERSITY

Cambridge, MA

2002 Economics Instructor

- Taught Principles of Microeconomics to mid-career professionals in the graduate program in Public Administration, Kennedy School of Government.

INDEPENDENT JOURNALIST

Minneapolis, MN

**2001-present Reporter covering urban poverty, regional and international agribusiness,
1979-1995 corporate financial news**

- Investigative journalism, editing, photography, creative writing, book reviews, business management, fundraising, consulting, project administration and related work.
- Published by Reuters, Pacific News Service, St. Paul *Pioneer Press*, Minneapolis *Star Tribune*, *Chicago Tribune*, *Des Moines Register*, *Anchorage Daily News*, *Madison Capital Times*, *Ag-Week*, *Successful Farming*, *Catholic Rural Life*, *The Farmer*, *Corporate Report*, *Neighborhood Works*, *American Land Forum*, many others.
- Filed first-hand reports from Cuba, Japan, Philippines, Hungary, Czechoslovakia, Germany, France, Netherlands, Italy, Belgium, Portugal, Nicaragua.
- Taught European politics & society, local community studies at Metro State University.
- Taught reporting at University of Minnesota, 1991-1992.

Awards

- Public Service Fellow, Kennedy School of Government, Harvard University (1999).
- Finalist, Bush Foundation Leadership Fellowship (1999) — four-state competition.
- National Short-list Artist, “Artists & Communities: America Creates for the Millennium,” Mid-Atlantic Arts Foundation (1999).
- Twin Cities Neighborhood and Community Press Association awards (1992, 1990) for “Best Feature,” “Best Series,” and “Best Investigative Report” for coverage of poverty.

Boards & Other Leadership

- Member, International Economic Development Council
- Member, American Evaluation Assoc. Systems Technical Interest Group (2005 - 2011).
- City of Richfield (Minnesota) Planning Commission, (1998-1999).
- President, Twin Cities Research Group (1997-1999).

Education

- MPA Harvard Kennedy School, public administration.
- MA Boston University, history.
- BA Swarthmore College, chemistry.

Other Skills & Activities

- Fluent German; moderate French; basic Spanish & Portuguese.
- Seven of my poems were set to music by Minneapolis composer R.F. Palmer.
- Choral singer including chamber choir, Oratorio Society of Minnesota. Wrote concert program notes, theatrical narrations, translated German poetry (1991 to 2016).

Megan Phillips Goldenberg, M.S.

goldenbergme@gmail.com

EDUCATION

M.S., Agricultural and Natural Resource Economics, Colorado State University
2011

Emphasis: Community and Regional Economic Development, Public Policy
Cost Effective Promotion for Local Foods and Direct Markets with Dr. Dawn Thilmany
Applications and Impacts of Regional Import Substitution Ideals with Dr. Harvey Cutler
Food Access Issues on the Suburban/Urban Interface with Dr. Dawn Thilmany

B.A., Chemistry with Honors, Northern Michigan University, Marquette, Michigan
2007

Minors: Biology, Mathematics

PROFESSIONAL EXPERIENCES

Food Systems Consultant, New Growth Associates, Saline, Michigan
2010-Present

- Own and manage food systems based program management and business development consulting firm
- Develop financial projections and feasibility studies for entrepreneurs
- Provide training and technical assistance for small business owners
- Facilitate strategic planning and coalition development
- Identify relevant grants and funding opportunities for grant seekers
- Evaluate and review food and agriculture related projects for grantors

Food Systems Research Associate, Crossroads Resource Center, Minneapolis, Minnesota
2013-Present

- Provide economic development content knowledge and research support
- Develop, execute, and analyze community-based surveys
- Conduct stakeholder interviews and facilitate community engagement
- Write and review background statements and summary reports
- Advise on financial analysis and proposal feasibility

Local Initiatives Specialist, Pittsfield Charter Township, Ann Arbor, Michigan
2014

- Advised on agricultural preservation and viability initiatives
- Managed all aspects of a second year, Michigan producer only, 42-booth farmers market
- Solicited financial and in-kind donations to support community initiatives
- Wrote and reviewed grants to develop new community initiatives

Agroecology Research Assistant, University of Michigan, Ann Arbor, Michigan
2014

- Developed 10 research field sites on organic and alternative vegetable farms
- Piloted and refined conventional agroecology laboratory techniques for alternative agriculture
- Hired, trained, and supervised 2 new undergraduate students
- Managed laboratory supply inventories and purchasing for an entirely new lab

Food Systems and Policy Associate, WPM Consulting, LLC, Boulder, Colorado
2010-2013

- Designed and developed community-based research projects, including data collection, analysis and reporting for rural, suburban, and urban communities including metro Denver
- Provided content knowledge, research support, and communication management for a 13-member, governor-appointed state food policy council and its three subcommittees
- Facilitated partnerships with state departments, state and regional associations, city governments, businesses, universities, and national organizations
- Planned and executed public and private events for 10-100 attendees
- Managed project contracts, timelines, and budgets during CEO's maternity leave
- Supervised 5 policy interns and their projects

Co-Director and Co-Founder, The Growing Project, Fort Collins, Colorado
2008-2012

- Supervised 3 project leaders, several interns, and 150 volunteers for a small, food-based nonprofit
- Arranged agricultural education opportunities and workshops
- Managed strategic, financial, and business planning
- Facilitated stakeholder engagement and donor relationships

Graduate Assistant for Dr. Dawn Thilmany, Colorado State University, Fort Collins, Colorado
2008-2010

- Evaluated effectiveness of outreach efforts and provided economic impact assessment for a “buy local” campaign
- Contributed to the development of a web-based small farmers production and budget forecasting tool
- Designed and managed direct market price reporting project with Colorado Farmers’ Market Association and Colorado State University-Extension
- Proposed business development curricula for small-scale agricultural producers under a three-year NIFA-funded Beginning Farmer Rancher Development Program Grant
- Researched and investigated cost-effective marketing strategies targeted towards small agribusinesses and agritourism operations
- Assisted with research-oriented grant writing efforts

VOLUNTEER EXPERIENCES

Local Food Summit Steering Committee, Slow Food Huron Valley
2014-present

Strategic Planning and Organizational Development, New Connecticut Farmers Alliance
2013

Policy Representative, Northeast Organic Farming Association of Rhode Island
2013

Network Development Team, Connecticut Food Systems Alliance
2013

Representative, Fort Collins Built Environment Working Group
2011-2012

Food Systems and Nutrition Chair, Colorado Built Environment Strategic Collaborative
2011-2012

Grants Evaluator, LiveWell Colorado
2011

Garden Manager, La Hesperia Biological Station, Esperie, Ecuador
2007

Teacher, Bruce Peru, Lima, Peru
2006

PUBLICATIONS

Refereed Journal Articles

Thilmany, D., M. Sullins, **M. Phillips**, and A. Gunter. 2011. *Cost Effective Promotion for Local Foods and Direct Markets: Evaluation of Colorado's Technical Assistance for Local Food Supply Chains*. Journal of Agribusiness. Spring 2011. 29: 23-40.

Phillips, M., D. Thilmany-McFadden, and M. Sullins. 2010. *How Effective is Social Networking for Direct Marketers?* Journal of Food Distribution Research. 41(1).

Client Publications

Thilmany McFadden, D., A. Bauman, R. Hill, B. Jablonski, S. Deller, A. Morales, K. Meter, **M.P. Goldenberg**, D. Swenson, D. Tropp, T. Schmit, D. Conner, and D. Hughes. 2015. *Economic Impacts of Local and Regional Food Systems*. USDA Agricultural Marketing Service: Washington D.C. Preprint.

Lynch, J., K. Meter, G. Robles-Schrader, **M.P. Goldenberg**, E. Bassler, S. Chusid, and C. Jansen Austin. 2015. *Exploring Economic and Health Impacts of Local Food Procurement*. Illinois Public Health Institute: Chicago, IL.

Goldenberg, M.P. and V. Zilke. 2015. *Ypsilanti Farmers MarketHub: Planning for Micro-Distribution of Local Food to Increase Food Access*. Growing Hope: Ypsilanti, MI.

Snyder, B., L. Smith, K. Meter, **M.P. Goldenberg**, S. Miller, and R. Amsterdam. 2014. *The Real Deal: How Do We Define Local in a Meaningful and Measurable Way?* Pennsylvania Association for Sustainable Agriculture: Millheim, PA.

Meter, K. and **M.P. Goldenberg**. 2014. *Finding Food in Alaska*. Alaska Food Policy Council. Crossroads Resource Center: Minneapolis, MN.

Meter, K. and **M.P. Goldenberg**. 2013. *An Overview of Mississippi's Farm and Food Economy*. Mississippi Food Policy Council and Winrock International. Crossroads Resource Center: Minneapolis, MN.

Meter, K. and **M.P. Goldenberg**. 2013. *Making Small Farms into Big Business*. South Carolina Departments of Agriculture and Commerce. Crossroads Resource Center: Minneapolis, MN.

Moschetti, W.P. and **M. Phillips**. 2013. *Montezuma County's Food System Assessment: Consumers' Perspectives*. Montezuma County's Food System Assessment. WPM Consulting, LLC: Boulder, CO.

Moschetti, W.P. and **M. Phillips**. 2013. *Understanding the Food Environment, Policies, and Programs that Affect Healthy Food Access*. Northwest Colorado Community Food Assessment. WPM Consulting, LLC: Boulder, CO.

Moschetti, W.P. and **M. Phillips**. 2012. *Finding Money for Food and Agriculture Projects and Leaders in Colorado: A Feasibility Study*. Rocky Mountain Farmers' Union. WPM Consulting, LLC: Boulder, CO.

Moschetti, W.P. and **M. Phillips**. 2012. *Understanding Access to Healthy Foods for Food Insecure Populations in Chaffee County*. Chaffee County Food Assessment. WPM Consulting, LLC: Boulder, CO.

Sullins, M., M. Sloan, **M. Phillips**, and D. Thilmany. 2010. *Food Security and Access in Northern Colorado*. Northern Colorado Food Assessment. Colorado State University: Fort Collins, CO.

Powell, S., **M. Phillips**, and D. Thilmany. 2010. *A Closer Look at Farm Operators*. Northern Colorado Food Assessment. Colorado State University: Fort Collins, CO.

Web Publications

Phillips, M., D. Thilmany-McFadden. 2010. *Selling Local- Campaigns to Encourage Local Consumerism*. Economic Development Report 10-02, Colorado State University Extension, Department of Agricultural and Resource Economics, Fort Collins, CO.

Phillips, M., D. Thilmany-McFadden, and M. Sullins. 2010. *Possible Roles For Social Networking in Agritourism Development*. Agricultural Marketing Report 10-01, Colorado State University Extension, Department of Agricultural and Resource Economics, Fort Collins, CO.

Phillips, M., D. Thilmany McFadden, and M. Sullins. 2009. *Social Networking and Marketing for Colorado's Agricultural Producers*. Agricultural Marketing Report 09-05, Colorado State University Extension, Department of Agricultural and Resource Economics, Fort Collins, CO.

PRESENTATIONS

Invited Presentations

Phillips, M., W.P. Moschetti, and D. Thilmany-McFadden. *Food Environments and Access Issues in Colorado: A Case for Rethinking Food Deserts and How to Address Them*. Colorado Department of Health and Environment. Denver, CO, December 12th, 2011.

Phillips, M., D. Thilmany-McFadden, and M. Sullins. *Effectiveness of Social Networking for Direct Marketers*. Strategic Marketing Conference. Cornell University. Hyde Park, NY, November 1st, 2010.

Additional Presentations

Goldenberg, M.P. and V. Zilke. *Charming Consumers with the Perfect Message*. Local Food Summit. Ann Arbor, MI, February 15, 2015.

Goldenberg, M.P., K. Meter, and E. Kahler. *Systemic investments in local food systems at the state level*. Agriculture, Food, and Human Values Association Conference. Burlington, VT, June 20, 2014.

Phillips, M., W.P. Moschetti, M.T. Houghton, G. Nurse, and D. Thilmany-McFadden. *Community Food Assessments and Healthy Food Access Beyond Urban Centers*. Community Food Security Coalition Conference. Oakland, CA, November 7th, 2011.

Phillips, M.E., W.P. Moschetti, M.T. Houghton, G. Nurse, and D. Thilmany-McFadden. *Food Access Issues on the Suburban/Urban Interface- A Case for Rethinking Food Deserts and How to Address Them*. Public Health in the Rockies. Steamboat, CO, September 23rd, 2011.

Thilmany, D., M. Sullins, **M. Phillips**, and A. Gunter. *Cost Effective Promotion for Local Foods and Direct Markets: Evaluation of Colorado's Technical Assistance for Local Food Supply Chains*. Western Education and Research Activities Conference Presentation. Las Vegas, NV, June, 2011.

Phillips, M., D. Thilmany McFadden, and H. Cutler. *Applications and Impacts of Regional Import Substitution Ideals*. North American Regional Science Conference. Denver, CO, November 13th, 2010.

Thilmany McFadden, D. *Public Health and Food Security in the Northern Colorado Region*. Poster session at the Northern Colorado Food System Assessment Open House. September, 2010. (with Livewell Colorado personnel, Martha Sullins, **Megan Phillips**, Sarah Powell and Melinda Sloan).

Thilmany McFadden, D. *Farm Production and Farmer Demographics in the Northern Colorado Region*. Poster session at the Northern Colorado Food System Assessment Open House. August 2010. (with Sarah Powell, **Megan Phillips** and Linda Hoffman).

Phillips, M. and D. Moxon. *Locavore Demand: A Consumer Choice Model for Local Beers*. Graduate Research Symposium. Colorado State University. Fort Collins, CO, February 5th, 2010.

Phillips, M., Thilmany, D., and M. Sullins. *How Effective is Social Networking for Direct Marketers?* Food Distribution Research Conference. Broomfield, CO. November 3rd, 2009.

Thilmany McFadden, D., M. Sullins, and **M. Phillips**. *Mitigating Risk in Agritourism Enterprises*. Risk Management Education Conference. Reno, NV, April, 2009.

Thilmany McFadden, D., M. Sullins and **M. Phillips**. *Cost Effective Marketing Plans and Resources*. Colorado Department of Agriculture Marketing your Food Product Workshop. Aurora, CO. April, 2009.

Thilmany McFadden, D., **M. Phillips**, and M. Sullins. *Branding Your Product & Strategic Positioning: Creating an Image for Your Operation*. Cortez Agritourism Workshop. Cortez, CO. January, 2009.

Thilmany McFadden, D., **M. Phillips**, and M. Sullins. *Branding Your Product & Strategic Positioning: Creating an Image for Your Operation*. Byers Agritourism Conference. January, 2009.

Staff Score Sheet for 2 Proposals

PROJECT TIMELINE:

1. Distribution (target date)	Wednesday	3/15/17
2. Pre-Bid meeting	Wednesday, 1:30 p.m.	3/29/17
3. Questions in by	Friday, 4 p.m.	3/31/17
4. Staff Answers by	Tuesday, 4 p.m.	4/4/17
5. Last date to contact staff	Friday, 4 p.m.	4/7/17
6. Deadline to qualify to submit	Friday 4 p.m.	4/14/17
7. Proposal/Bid Opening	Tuesday 2 pm.	4/18/17
8. Interviews	Week of April 24-28	

Selection Process-

The selection of a consultant will be based on the proposal that best serves the interests of the City. The City reserves the right to accept any proposal, in whole or in part, to achieve the best outcome as determined by the City at its sole discretion. The City also reserves the right to reject any or all proposals, or to waive any irregularities. The City also reserves to itself the exclusive right to accept any proposals when it is deemed by the City to be in its best interest. The City is governed by Title 1 M.R.S.A. § 401-410, otherwise known as the Freedom of Information Act, which considers bid specifications as public documents. Consultants shall be current on all amounts due to the City prior to the City entering into a contract.

Proposals will be opened on **Tuesday, April 18, 2017, 2 p.m. in the Community Room, 2nd Floor, Auburn City Hall**, then reviewed and ranked by a selection committee in accordance to the criteria listed below. Following the evaluation, the City may conduct interviews with the highest rated proposals to clearly understand qualifications and the submitted proposal prior to awarding a contract. If required, potential consultants will be called in for an interview on during the week of April 17 through 21.

Selection Criteria:	SmallFish	Crossroads
A. Specific experience with similar projects (20 points).....	15	20
B. Background and experience of staff members who would be assigned to the job (20 points).....	15	20
C. References (10 points).....	10	10
D. Overall strength of the proposal as listed in Proposal Requirements "G" (30 points).....	15	25
E. Fee (20 points).....	20	15
Final Score	75	90

Sincerely,



Eric Cousens, Project Lead
Deputy Director, Economic and Community Development Department



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: May 1, 2017

Order: 34-05012017

Author: Sue Clements-Dallaire, City Clerk

Subject: Appointing City Manager Peter Crichton to the Lewiston-Auburn Transit Committee (LATC)

Information: Passage of this order would be to confirm the appointment of City Manager, Peter Crichton, to the Lewiston-Auburn Transit Committee, a seat previously held by former Assistant City Manager Denis D'Auteuil.

Advantages: It fills this Auburn seat and provides representation of the viewpoints of the city.

Disadvantages: None.

City Budgetary Impacts: N/A

Staff Recommended Action: Recommend passage.

Previous Meetings and History: N/A

Attachments:

Memo

Order



City of Auburn, Maine

Office of the City Manager

www.auburnmaine.gov | 60 Court Street

Auburn, Maine 04210

207.333.6601

TO: LATC
FROM: Auburn City Council
RE: Crichton Appointment
DATE: May 1, 2017

To Whom It May Concern:

We, the City Council have invited Peter Crichton, Auburn City Manager to serve in place of our previous Assistant City Manager, Denis D'Auteuil on the Lewiston-Auburn Transit Committee (LATC) for a term to begin upon acceptance of this invitation.

As an appointed Representative Member of LATC, Peter has been asked to represent the viewpoints of our city and to develop recommendations for LATC's consideration.

James Pross, Ward One
Robert Stone, Ward Two
Andy Titus, Ward Three
VACANT, Ward Four



Leroy Walker, Ward Five
Grady R. Burns, At Large
David C. Young, At Large

Jonathan P. LaBonte, Mayor

IN CITY COUNCIL

ORDER 34-05012017

ORDERED, that the City Council hereby confirms the appointment of City Manager, Peter Crichton, to the Lewiston-Auburn Transit Committee (LATC) with a term expiration of 01/01/2019.

IN COUNCIL REGULAR MEETING APRIL 24, 2017 VOL. 35 PAGE 30

Mayor LaBonté called the meeting to order at 7:00 P.M. in the Council Chambers of Auburn Hall and led the assembly in the salute to the flag. All Councilors were present.

I. Order 32-04242017*

Appointing City Manager Peter Crichton as an alternate member of the Maine Municipal Association's Legislative Policy Committee.

Motion was made by Councilor Titus and seconded by Councilor Walker for passage. Passage 6-0.

II. Minutes

- April 3, 2017 Regular Council Meeting

Motion was made by Councilor Burns and seconded by Councilor Walker to approve and place on file the minutes of the April 3, 2017 Council Meeting. Passage 6-0.

III. Communications, Presentations and Recognitions

- Central Maine Community College - 2017 USCAA National Champions

IV. Open Session – Open Session - Members of the public are invited to speak to the Council about any issue directly related to City business which is *not on this agenda*.

Jane Skelton, owner of a camp on Taylor Pond, would like to see a year round water system in that area.

Mary Davis, owner of a cottage on Taylor Pond, would also like to see a year round water system in that area.

Peg Bauer, Lisbon Falls resident and owner of a camp on Taylor Pond, would also like to have city water installed in the Taylor Pond area.

V. Unfinished Business

1. Ordinance 05-04032017

Amending text for the Adaptive Reuse of a Structure of Community Significance in Chapter 60 of the Auburn Zoning Ordinance. Second reading.

Motion was made by Councilor Burns and seconded by Councilor Walker for passage.

Public comment - no one from the public spoke.

Passage 5-1 (Councilor Titus opposed). A roll call vote was taken.

VI. New Business

2. Public hearing – Community Development Block Grant (CDBG) Budget.

Auburn Chief of Police, Phil Crowell commented on the “Work with ME” project, funded out of the CDBG budget. They are in their second year and have seen great results with this project.

Charis, Auburn Community Gardens Coordinator, spoke on behalf of the Auburn Community Garden team adding that they support the budget and are requesting funds for a second garden on Newbury Street.

Melonie LaMore Gagnon, Director of Shelter Services at Safe Voices thanked the City Council for their previous support and asked for their support again this year.

Ann Parker, Auburn resident and 12 year member of the CDBG Loan Committee spoke favorably of the CDBG program thanking Council for their past support and asked for their continued support in the future.

Sharon Philbrook Bergeron, 23 Dexter Avenue thanked the Council for their continued support of Promise Early Education Center.

3. Order 33-04242017

Approving the Special Amusement Permit for MVL, Inc., DBA Tio Juan’s Margaritas Mexican Restaurant. Public hearing.

Motion was made by Councilor Stone and seconded by Councilor Pross for passage.

Public hearing – no one from the public spoke.

Passage 6-0.

VII. Reports

a. Mayor’s Report – commented on the new series being offered by LA Arts called A Place for Makers. This Wednesday they will hold their next event at Thomas Moser in the Industrial Air Park. Details can be found by going to laarts.org. Along with the City Manager, he hosted a conversation regarding tourism opportunities in this area, particularly sports tourism. He attended a meeting last week at the Franco Center with Lewiston’s Mayor Bob MacDonald on Francophone and Francophile Cities Network which provide networking and tourism opportunities for French speaking cities. There will be a networking meeting this coming July in Quebec City.

b. City Councilors’ Reports

Councilor Young - no report

Councilor Pross – reminded residents that the Ward 1 clean up in the Lake Auburn area will be held on May 13th, and the bulky waste cleanup starts the week of May 1st and more information can be found on the City’s website. He

IN COUNCIL REGULAR MEETING APRIL 24, 2017 VOL. 35 PAGE 32

also wanted everyone to be aware of the second annual Boats and Brews River Race that will take place on the Androscoggin River.

Cuncilor Stone – reported on the MMA’s Legislative Policy Committee meeting that he attended along with City Manager, Peter Crichton.

Councilor Titus – reported that the Sunderland Drive Neighborhood Watch Group met on April 3rd. Their next meeting is to be held on May 6th. He also reported on the City Sewer and Water District meetings that he attended.

Councilor Walker - reported that he attended the Auburn Lewiston E911 meeting and the MMWAC (Mid Maine Waste Action Corp.) meeting. He reminded residents that the United New Auburn Association will be meeting on Tuesday night at Rolly’s at 6PM, the Neighborhood Watch Group is meeting at the Sixth Street Congregational Church on Thursday night at 6:30 PM, and he invited to residents to attend a meeting on Wednesday at the Sixth Street Congregational Church from Noon to 1:00 PM where a press release will be held regarding the potential merger of the two cities (Lewiston and Auburn).

Councilor Burns – reported that on Wednesday, April 26th Gina Melaragno and Betty Ann Sheats will host a Town Hall open forum at St. Michaels Church at 5:30 PM.

- c. **City Manager Report** – commented that the reception and response by the Mayor, Council, Department Directors and staff has been wonderful and everyone has made him feel very welcome adding that he is pleased to be here. He has also had an opportunity to meet with several Department Directors and the School Superintendent.

- d. **Finance Director, Jill Eastman** – March 2017 Monthly Finance Report

Motion was made by Pross and seconded by Stone to accept and place on file the March 2017 Monthly Finance Report. Passage 6-0.

VIII. Open Session - Members of the public are invited to speak to the Council about any issue directly related to City business which is *not on this agenda*.

Terry Daily, 1054 North River Road commented on the poor condition of the North River Road. He provided a packet of information and pictures.

IX. Executive Session

Discussion regarding an Economic Development matter, pursuant to 1 M.R.S.A. §405(6)(C)

IN COUNCIL REGULAR MEETING APRIL 24, 2017 VOL. 35 PAGE 33

Motion was made by Councilor Burns and seconded by Councilor Walker to enter into executive session to discuss an Economic Development matter, pursuant to 1 M.R.S.A. §405(6)(C).

Passage 6-0 time 8:32 PM.

The Mayor declared the City Council out of Executive Session at 9:15 PM.

Consultation with legal counsel regarding the Council's rights and obligations with E911, pursuant to 1 M.R.S.A. §405(6)(E)

Motion was made by Councilor Pross and seconded by Councilor Walker to enter into executive session for consultation with legal counsel regarding the Council's rights and obligations with E911, pursuant to 1 M.R.S.A. §405(6)(E).

Passage 4-0-2 (Councilors Stone and Titus were not present for the vote). Time in 9:16 PM.

The Mayor declared the City Council out of executive session at 9:39 PM.

- X. Adjournment** – motion by Councilor Pross and seconded by Councilor Walker to adjourn. All were in favor, the meeting adjourned at 9:39 PM.

A True Copy.

ATTEST Susan Clements-Dallaire
Susan Clements-Dallaire, City Clerk



**City of Auburn
City Council Information Sheet**

Council Workshop or Meeting Date: May 1, 2017

Order: 35-05012017

Author: Kelsey Earle, License Specialist

Subject: Special Amusement Permit and Liquor License requests for Mingjing Industrial Group Co. USA LLC, DBA, Prospect Hill Golf Course

Information: Mingjing Industrial Group Co. USA LLC, DBA, Prospect Hill Golf Course, an existing business with new ownership, located at 694 South Main Street, applied for a Special Amusement Permit. Police, Fire, and Code have completed the necessary inspections and have granted approval.

Advantages: Helps to promote Auburn as a business friendly community and nice place to visit. May attract additional patrons; both local and out of town.

Disadvantages: The potential for disorderly conduct.

City Budgetary Impacts: None

Staff Recommended Action: Public hearing and recommend passage.

Previous Meetings and History: N/A

Attachments:

- Applications
- Public Notice
- Order

BUREAU OF ALCOHOLIC BEVERAGES AND LOTTERY OPERATIONS
DIVISION OF LIQUOR LICENSING AND ENFORCEMENT
8 STATE HOUSE STATION, AUGUSTA, ME 04333-0008
10 WATER STREET, HALLOWELL, ME 04347
TEL: (207) 624-7220 FAX: (207) 287-3434
EMAIL INQUIRIES: MAINE.LIQUOR@MAINE.GOV

DIVISION USE ONLY	
License No:	
Class:	By:
Deposit Date:	
Amt. Deposited:	
Cash Ck Mo:	

NEW application: ☒ Yes ☐ No

PRESENT LICENSE EXPIRES _____

INDICATE TYPE OF PRIVILEGE: ☒ MALT ☒ VINOUS ☒ SPIRITUOUS

INDICATE TYPE OF LICENSE:

☐ RESTAURANT (Class I,II,III,IV)

☐ HOTEL-OPTIONAL FOOD (Class I-A)

☐ CLASS A LOUNGE (Class X)

☐ CLUB (Class V)

☐ TAVERN (Class IV)

☐ RESTAURANT/LOUNGE (Class XI)

☐ HOTEL (Class I,II,III,IV)

☐ CLUB-ON PREMISE CATERING (Class I)

☒ GOLF CLUB (Class I,II,III,IV)

☐ OTHER: _____

REFER TO PAGE 3 FOR FEE SCHEDULE

ALL QUESTIONS MUST BE ANSWERED IN FULL

Corporation Name: MINGJING INDUSTRIAL GROUP LTD USA LLC			Business Name (D/B/A) PROSPECT HILL GOLF COURSE		
APPLICANT(S) (Sole Proprietor) FANG C. MORROW		DOB: 01/02/1972	Physical Location: 694 S. MAIN STREET		
		DOB:	City/Town AUBURN	State ME	Zip Code 04210
Address 694 S. MAIN STREET			Mailing Address 694 S. MAIN STREET		
City/Town AUBURN	State ME	Zip Code 04210	City/Town AUBURN	State ME	Zip Code 04210
Telephone Number (207) 241-7205		Fax Number	Business Telephone Number (207) 241-7205		Fax Number
Federal I.D. # 81-4094549			Seller Certificate #: or Sales Tax #:		
Email Address: Please Print 365291729@QQ.COM			Website: WWW.PROSPECTHILLGOLF.COM		

If business is NEW or under new ownership, indicate starting date: _____

Requested inspection date: _____ Business hours: _____

3. If a premise is a hotel, indicate number of rooms available for transient guests: _____

4. State amount of gross income from period of last license: ROOMS \$ _____ FOOD \$ _____ LIQUOR \$ (NEW LICENSE)

5. Is applicant a corporation, limited liability company or limited partnership? YES ☒ NO ☐

If YES, complete Supplementary Questionnaire

6. Do you permit dancing or entertainment on the licensed premises? YES ☒ NO ☐

7. If manager is to be employed, give name: FANG CHENG MORROW

9. Business records are located at: 694 S. MAIN STREET, AUBURN, ME 04210

10. Is/are applicants(s) citizens of the United States? YES ☐ NO ☒

11. Is/are applicant(s) residents of the State of Maine? YES ☒ NO ☐

12. List name, date of birth, and place of birth for all applicants, managers, and bar managers. Give maiden name, if married:
Use a separate sheet of paper if necessary.

Name in Full (Print Clearly)	DOB	Place of Birth
FANG CHENG MORROW (CHENG-MAIDEN NAME)	01/02/1972	BEIJING, CHINA

Residence address on all of the above for previous 5 years (Limit answer to city & state)

2004 MICHAEL TIAGO CIRCLE, MAITLAND, FL 32751

13. Has/have applicant(s) or manager ever been convicted of any violation of the law, other than minor traffic violations, of any State of the United States? YES ☐ NO ☒

Name: _____ Date of Conviction: _____

Offense: _____ Location: _____

Disposition: _____

14. Will any law enforcement official benefit financially either directly or indirectly in your license, if issued?
Yes ☐ No ☒ If Yes, give name: _____

15. Has/have applicant(s) formerly held a Maine liquor license? YES ☐ NO ☒

16. Does/do applicant(s) own the premises? Yes ☒ No ☐ If No give name and address of owner: _____

17. Describe in detail the premises to be licensed: (On Premise Diagram Required) _____

18. Does/do applicant(s) have all the necessary permits required by the State Department of Human Services?
YES ☐ NO ☒ Applied for: HEALTH INSPECTION LICENSE DHHS

19. What is the distance from the premises to the NEAREST school, school dormitory, church, chapel or parish house, measured from the main entrance of the premises to the main entrance of the school, school dormitory, church, chapel or parish house by the ordinary course of travel? 2.5 MILES Which of the above is nearest? CHURCH

20. Have you received any assistance financially or otherwise (including any mortgages) from any source other than yourself in the establishment of your business? YES ☐ NO ☒

If YES, give details: _____

The Division of Liquor Licensing & Enforcement is hereby authorized to obtain and examine all books, records and tax returns pertaining to the business, for which this liquor license is requested, and also such books, records and returns during the year in which any liquor license is in effect.

NOTE: "I understand that false statements made on this form are punishable by law. Knowingly supplying false information on this form is a Class D offense under the Criminal Code, punishable by confinement of up to one year or by monetary fine of up to \$2,000 or both."

Dated at: Auburn on MARCH 21, 2017
Town/City, State Date

Fang Cheng Morrow
Signature of Applicant or Corporate Officer(s)

FANG C. MORROW
Print Name

Please sign in blue ink

Signature of Applicant or Corporate Officer(s)

Print Name

NOTICE – SPECIAL ATTENTION

All applications for NEW or RENEWAL liquor licenses must contact their Municipal Officials or the County Commissioners in unincorporated places for approval of their application for liquor licenses prior to submitting them to the bureau.

THIS APPROVAL EXPIRES IN 60 DAYS.

FEE SCHEDULE

FILING FEE: (must be included on all applications).....\$ 10.00 *

Class I Spirituous, Vinous and Malt\$ 900.00 *
CLASS I: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Vessels; Qualified Caterers; OTB.

Class I-A Spirituous, Vinous and Malt, Optional Food (Hotels Only)\$1,100.00
CLASS I-A: Hotels only that do not serve three meals a day.

Class II Spirituous Only\$ 550.00 *
CLASS II: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; and Vessels.

Class III Vinous Only\$ 220.00 *
CLASS III: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Restaurants; Vessels; Pool Halls; and Bed and Breakfasts.

Class IV Malt Liquor Only\$ 220.00 *
CLASS IV: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Restaurants; Taverns; Pool Halls; and Bed and Breakfasts.

Class V Spirituous, Vinous and Malt (Clubs without Catering, Bed & Breakfasts)\$ 495.00
CLASS V: Clubs without catering privileges.

Class X Spirituous, Vinous and Malt – Class A Lounge\$2,200.00
CLASS X: Class A Lounge

Class XI Spirituous, Vinous and Malt – Restaurant Lounge\$1,500.00
CLASS XI: Restaurant/Lounge; and OTB.

UNORGANIZED TERRITORIES \$10.00 filing fee shall be paid directly to County Treasurer. All applicants in unorganized territories shall submit along with their application evidence of payment to the County Treasurer.

All fees must accompany application, made payable to the **Treasurer of Maine**. This application must be completed and mailed to Bureau of Alcoholic Beverages and Lottery Operations, Division of Liquor Licensing and Enforcement, 8 State House Station, Augusta ME 04333-0008. Payments by check subject to penalty provided by Title 28A, MRS, Section 3-B.

STATE OF MAINE

Dated at: _____, Maine _____ ss
City/Town (County)

On: _____
Date

The undersigned being: ☐ Municipal Officers ☐ County Commissioners of the
☐ City ☐ Town ☐ Plantation ☐ Unincorporated Place of: _____, Maine

Hereby certify that we have given public notice on this application and held public hearing thereon as required by Section 653 Title 28A, Maine Revised Statutes and hereby approve said application.

THIS APPROVAL EXPIRES IN 60 DAYS

NOTICE – SPECIAL ATTENTION

§ 653. Hearings; bureau review; appeal

1. **Hearing.** The municipal officers or, in the case of unincorporated places, the county commissioners of the county in which the unincorporated place is located, shall hold a public hearing for the consideration of applications for new on-premise licenses and applications for transfer of location of existing on-premise licenses. The municipal officers or county commissioners may hold a public hearing for the consideration of requests for renewal of licenses, except that when an applicant has held a license for the prior 5 years and a complaint has not been filed against the applicant within that time, the applicant may request a waiver of the hearing.
 - A. The bureau shall prepare and supply application forms. [1993, c.730, §27(amd).]
 - B. The municipal officers or the county commissioners, as the case may be, shall provide public notice of any hearing held under this section by causing a notice, at the applicant's prepaid expense, stating the name and place of hearing, to appear on at least 3 consecutive days before the date of hearing in a daily newspaper having general circulation in the municipality where the premises are located or one week before the date of the hearing in a weekly newspaper having general circulation in the municipality where the premises are located. [1995, c.140, §4 (amd).]
 - C. If the municipal officers or the county commissioners, as the case may be, fail to take final action on an application for a new on-premise license, for transfer of the location of an existing on-premise license or for renewal of an on-premise license within 60 days of the filing of an application, the application is deemed approved and ready for action by the bureau. For purposes of this paragraph, the date of filing of the application is the date the application is received by the municipal officers or county commissioners. This paragraph applies to all applications pending before municipal officers or county commissioners as of the effective date of this paragraph as well as all applications filed on or after the effective date of this paragraph. This paragraph applies to an existing on-premise license that has been extended pending renewal. The municipal officers or the county commissioners shall take final action on an on-premise license that has been extended pending renewal with 120 days of the filing of the application. [1999, c.589, §1 (amd).]
2. **Findings.** In granting or denying an application, the municipal officers or the county commissioners shall indicate the reasons for their decision and provide a copy to the applicant. A license may be denied on one or more of the following grounds:
 - A. Conviction of the applicant of any Class A, Class B or Class C crime: [1987, c.45, Pt.A§4 (new).]
 - B. Noncompliance of the licensed premises or its use with any local zoning ordinance or other land use ordinance not directly related to liquor control; [1987, c.45, Pt.A§4(new).]
 - C. Conditions of record such as waste disposal violations, health or safety violation or repeated parking or traffic violations on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises or other such conditions caused by persons patronizing or employed by the licensed premises that unreasonably disturb, interfere with or affect the ability of persons or businesses residing or located in the vicinity of the licensed premises to use their property in a reasonable manner; [1993, c.730, §27 (amd).]
 - D. Repeated incidents of record of breaches of the peace, disorderly conduct, vandalism or other violations of law on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises; [1989, c.592, §3 (amd).]
 - E. A violation of any provision of this Title; and [1989, c.592, §3 (amd).]
 - F. A determination by the municipal officers or county commissioners that the purpose of the application is to circumvent the provisions of section 601. [1989, c.592, §4 (new).]

[1993, c.730, §27 (amd).]

3. **Appeal to bureau.** Any applicant aggrieved by the decision of the municipal officers or county commissioners under this section may appeal to the bureau within 15 days of the receipt of the written decision of the municipal officers or county commissioners. The bureau shall hold a public hearing in the city, town or unincorporated place where the premises are situated. In acting on such an appeal, the bureau may consider all licensure requirements and findings referred to in subsection 2.
 - A. [1993, c.730, §27 (rp).]
4. **No license to person who moved to obtain a license. (REPEALED)**
5. **(TEXT EFFECTIVE 3/15/01) Appeal to District Court.** Any person or governmental entity aggrieved by a bureau decision under this section may appeal the decision to the District Court within 30 days of receipt of the written decision of the bureau.

An applicant who files an appeal or who has an appeal pending shall pay the annual license fee the applicant would otherwise pay. Upon resolution of the appeal, if an applicant's license renewal is denied, the bureau shall refund the applicant the prorated amount of the unused license fee.



State of Maine
Bureau of Alcoholic Beverages
Division of Liquor Licensing and Enforcement

**Corporate Information Required for
Business Entities Who Are Licensees**

For Office Use Only:

License #: _____

SOS Checked: _____

100% Yes ☐ No ☐

Questions 1 to 4 must match information on file with the Maine Secretary of State's office. If you have questions regarding this information, please call the Secretary of State's office at (207) 624-7752. Please clearly complete this form in its entirety.

1. Exact legal name: MINGJING INDUSTRIAL GROUP CO. USA LLC
2. Doing Business As, if any: PROSPECT HILL GOLF COURSE
3. Date of filing with Secretary of State: 10-11-2016 State in which you are formed: MAINE
4. If not a Maine business entity, date on which you were authorized to transact business in the State of Maine: _____
5. List the name and addresses for previous 5 years, birth dates, titles of officers, directors and list the percentage ownership: (attached additional sheets as needed)

NAME	ADDRESS (5 YEARS)	Date of Birth	TITLE	Ownership %
FANG CHENG MORROW	2004 MICHAEL TIAO CIR. MAITLAND, FL 32751	01/02/72	PRESIDENT	10
WANG NIANPING	JINJIULONG 10th FLOOR FUDING, CHINA	01/25/65	CHAIRMAN	90

(Ownership must equal 100% for Corporations, LLC's etc.)

6. If Co-Op # of members: _____ (list primary officers in the above boxes)

7. Is any principal person involved with the entity a law enforcement official?

Yes ☐ No ☒ If Yes, Name: _____ Agency: _____

8. Has any principal person involved in the entity ever been convicted of any violation of the law, other than minor traffic violations, in the United States?

Yes ☐ No ☒

9. If Yes to Question 8, please complete the following: (attached additional sheets as needed)

Name: _____

Date of Conviction: _____

Offense: _____

Location of Conviction: _____

Disposition: _____

Signature:

Fang Cheng Morrow
Signature of Duly Authorized Person

MARCH 21, 2017
Date

FANG CHENG MORROW
Print Name of Duly Authorized Person

Submit Completed Forms To:

Bureau of Alcoholic Beverages
Division of Liquor Licensing and Enforcement
8 State House Station, Augusta, Me 04333-0008 (Regular address)
10 Water Street, Hallowell, ME 04347 (Overnight address)
Telephone Inquiries: (207) 624-7220 Fax: (207) 287-3434
Email Inquiries: MaineLiquor@Maine.gov



Bureau of Alcoholic Beverages and Lottery Operations
Division of Liquor Licensing and Enforcement
8 State House Station, Augusta, ME 04333-0008
(207) 624-7220

Application for an Auxiliary License

Please clearly complete this form in its entirety.

1. Type of Application: ☐ Golf Course ☒ Golf Course with a mobile service bar
☐ Ski Area

Application Fee: \$100.00 each. Please make check payable to the Treasurer, State of Maine.

2. Licensee Information:

Legal Name: MINGJING INDUSTRIAL GROUP CO. USA LLC

Doing business as: PROSPECT HILL GOLF COURSE

License Number: _____

Mailing Address: 694 S. MAIN STREET
AUBURN, ME 04210

Physical Location Address: 694 S. MAIN STREET
AUBURN, ME 04210

Telephone Number: (207)241-7025 Fax: _____

Email address: 365291729@QQ.COM

3. Describe auxiliary premise and the location at the ski area or golf course: (include diagram)

GOLF COURSE, FUNCTION HALL, PATIO, MOBILE CART

4. Name, address & telephone number of Property Owner (include copy of lease / rental agreement):

MINGJING INDUSTRIAL GROUP CO. LTD
JINJIULONG, BUILDING C - 10th FLOOR, FUDING, CHINA 355220

Fang Cheng MORRAN
Signature of Owner

FANG CHENG MORRAN
Printed Name

For use by Municipal Officers and County Commissioners only:

Note: This application must be approved by the Municipal Officers of the municipality of the applicant or if the applicant is in an unincorporated place, by the County Commissioners. Please complete the following certification:

State of Maine, County of _____

The Officials listed below hereby certify that public notice was given and a public hearing was held on this application as required by 28-A MRS Section 653, and hereby approve this Application for an Auxiliary License.

The undersigned being: ☐ Municipal Officers ☐ County Commissioners

for _____, Maine.
(Name of Municipality)

Dated this _____ day of _____, 20____ at _____, Maine.

Signature of Officials	Printed Name and Title

Please include a copy of the receipt paid to the County Commissioners – if applicable.

Submit Completed Forms To: Bureau of Alcoholic Beverages
Division of Liquor Licensing and Enforcement
8 State House Station, Augusta, Me 04333-0101
Telephone Inquiries: (207) 624-7220 Fax: (207) 287-3434
Email Inquiries: MaineLiquor@Maine.gov

For Office Use Only:

Date Filed: _____ ☐ Approved ☐ Not Approved
Date Issued: _____ Issued By: _____



☒ NEW
☐ RENEW

CITY OF AUBURN
SPECIAL AMUSEMENT PERMIT APPLICATION

LICENSE / APPLICATION FEE: \$125.00

BUSINESS NAME: PROSPECT HILL GOLF COURSE
PHYSICAL ADDRESS: 694 S. MAIN STREET
MAILING ADDRESS: 694 S. MAIN STREET
BUSINESS TELEPHONE NUMBER(S): (207) 241-7025

NATURE OF BUSINESS:

- ☐ RESTAURANT WITH ENTERTAINMENT, WITHOUT DANCING.
☐ LOUNGE/BAR WITH ENTERTAINMENT, WITHOUT DANCING.
☒ RESTAURANT/LOUNGE/BAR WITH ENTERTAINMENT, INCLUDING DANCING.
☒ FUNCTION HALL WITH ENTERTAINMENT, INCLUDING DANCING.

EXACT ENTERTAINMENT TO BE PROVIDED AT ESTABLISHMENT: WEDDINGS,
BANQUETS, BUSINESS MEETINGS

DAYS AND HOURS OF ENTERTAINMENT:

<input checked="" type="checkbox"/> SUNDAY	HOURS: <u>6AM - 12 MIDNIGHT</u>
<input checked="" type="checkbox"/> MONDAY	HOURS: <u>"</u>
<input checked="" type="checkbox"/> TUESDAY	HOURS: <u>"</u>
<input checked="" type="checkbox"/> WEDNESDAY	HOURS: <u>"</u>
<input checked="" type="checkbox"/> THURSDAY	HOURS: <u>"</u>
<input checked="" type="checkbox"/> FRIDAY	HOURS: <u>"</u>
<input checked="" type="checkbox"/> SATURDAY	HOURS: <u>"</u>

DESCRIBE IN DETAIL THE ROOM(S) TO BE USED UNDER THE PERMIT:

KITCHEN, BANQUET ROOM, PATIO

ATTACH A DIAGRAM OR FLOOR PLAN OF YOUR BUSINESS. ON THE DIAGRAM PLEASE LIST THE FOLLOWING:

1. MAIN ENTRANCE
2. SECONDARY ENTRANCES
3. FIRE ESCAPES
4. FIRE EXTINGUISHERS
5. LOCATION OF STATIONARY SECURITY PERSONNEL
6. FOOD SERVING OR PREPARATION AREAS
7. THE DIRECTION OF ANY SPEAKERS
8. THE DANCING AREA
9. LOCATIONS WHERE ALCOHOL WILL BE SOLD

RENEWAL APPLICANTS: HAS ANY OR ALL OWNERSHIP CHANGED SINCE YOUR LAST APPLICATION? ☐ YES ☒ NO

OWNER(S): MUST LIST EVERY PERSON OR CORPORATION OFFICERS WHO HAS A FINANCIAL INTEREST IN THE BUSINESS. ATTACH SEPERATELY IF NECESSARY.

1. NAME: FANG CHENG MORROW
DATE OF BIRTH: 01/02/1972
ADDRESS: 20 TALL PINES #18, LEWISTON, ME
PRIMARY TELEPHONE NUMBER: (207) 807-7092
SECONDARY TELEPHONE NUMBER: _____
2. NAME: WANG NIANPING
DATE OF BIRTH: 01/25/1965
ADDRESS: JINJIU LONG #10, FUDONG, CHINA
PRIMARY TELEPHONE NUMBER: 13809579877
SECONDARY TELEPHONE: _____
3. NAME: _____
DATE OF BIRTH: _____
ADDRESS: _____
PRIMARY TELEPHONE NUMBER: _____
SECONDARY TELEPHONE NUMBER: _____

LESSOR OF REAL PROPERTY UPON WHICH THE BUSINESS IS TO BE CONDUCTED:

NAME (FULL): _____

STREET ADDRESS: _____ CITY/STATE: _____ ZIP: _____

HAVE ANY OF THE APPLICANTS, INCLUDING THE CORPORATION IF APPLICABLE, EVER HAD A SPECIAL AMUSEMENT LICENSE DENIED OR REVOKED?

☐ YES ☒ NO IF YES, PLEASE EXPLAIN, (INCLUDE LOCATION AND TIMEFRAME):

HAVE ANY OF THE APPLICANTS, INCLUDING THE CORPORATION IF APPLICABLE, EVER HELD A BUSINESS LICENSE WITH THE CITY OF AUBURN?

☐ YES ☒ NO IF YES, PLEASE LIST THE BUSINESS NAME(S) AND LOCATION(S):

HAVE OWNER(S), PARTNERS, AND/OR CORPORATION OFFICERS EVER BEEN ARRESTED, INDICTED, CHARGED WITH OR CONVICTED OF A CRIMINAL OR DISORDERLY OFFENSE IN THIS STATE OR ANY OTHER JURISDICTION?

☐ YES ☒ NO IF YES, ANSWER THE FOLLOWING:

JURISDICTION: _____

CHARGE: _____ STATUE# _____

DATE OF CHARGE: _____

DISPOSITION: _____

JURISDICTION: _____

CHARGE: _____ STATUE# _____

DATE OF CHARGE: _____

DISPOSITION: _____

JURISDICTION: _____

CHARGE: _____ STATUE# _____

DATE OF CHARGE: _____

DISPOSITION: _____

PLEASE PROVIDE THE FOLLOWING, IF APPLICABLE:

- ☐ CURRENT LIQUOR LICENSE # _____ EXPIRATION DATE: _____
- ☐ CURRENT DANCE LICENSE # _____ EXPIRATION DATE: _____

PLEASE BE ADVISED THAT THE APPLICANT MAY BE REQUIRED TO COMPLY WITH THE FOLLOWING CONDITIONS:

1. APPLICANT AGREES TO HAVE TWO COUNTERS OR CLICKERS AT EACH ENTRANCE. ONE WILL BE USED TO DOCUMENT THE PATRONS THAT HAVE ENTERED THE ESTABLISHMENT. THE SECOND WILL BE USED TO DOCUMENT THE PATRONS THAT HAVE EXITED THE ESTABLISHMENT. THIS WILL GIVE THE STAFF AND PUBLIC SAFETY PERSONNEL AN ACCURATE COUNT OF PATRONS IN THE ESTABLISHMENT.
2. APPLICANT AGREES TO HAVE THE MAXIMUM SEATING AND OR OCCUPANCY CAPACITY CLEARLY LISTED IN EACH ROOM THAT IS OPEN TO THE PUBLIC.
3. APPLICANT AGREES TO HAVE SECURITY AND OR STAFF STATIONED AT ALL TIMES AT ALL ENTRANCES AND EXITS USED BY THE PUBLIC.
4. APPLICANT AGREES TO, IF SO ORDERED BY THE CHIEF OF POLICE, TO HIRE SWORN MEMBERS OF THE AUBURN POLICE DEPARTMENT FOR SECURITY. THE RATE WILL BE AT THE CURRENT CITY OF AUBURN DETAIL RATE. THESE OFFICERS WILL SUPPLEMENT THE EXISTING STAFF OR SECURITY. **THE BELOW CHART WILL BE USED AS A GUIDE IN DETERMINING THE NUMBER OF OFFICERS REQUIRED.**

Number of Attendees	Number of Police
1 - 200	2
201 - 400	4
401 - 600	6
601+	One supervisor and one additional officer for each 200 attendees or portion thereof in excess of 601

ALL REQUESTS FOR MODIFICATION(S) OF THE APPROVED SPECIAL AMUSEMENT PERMIT MUST BE SUBMITTED IN WRITING TO THE CITY OF AUBURN. ANY CHANGES MADE WITHOUT APPROVAL FROM THE CITY OF AUBURN MAY RESULT IN AN IMMEDIATE SUSPENSION OF THE SPECIAL AMUSEMENT PERMIT.

SIGNATURE BELOW RELEASES THE AUBURN POLICE DEPARTMENT, ITS AGENTS AND REPRESENTATIVES FROM ANY AND ALL LIABILITY OF EVERY NATURE AND KIND ARISING OUT OF THE FURNISHING, INSPECTION OR COLLECTION OF SUCH DOCUMENTS, RECORDS, AND OTHER INFORMATION OR THE INVESTIGATION MADE BY THE AUBURN POLICE DEPARTMENT.

I DO HEREBY AUTHORIZE AUBURN POLICE DEPARTMENT AND ITS AGENTS TO RECEIVE COPIES OF RECORDS AND/OR ANY INFORMATION CONCERNING MY BACKGROUND, CHARACTER, BANK ACCOUNTS, BUSINESSES, PLACES OF EMPLOYMENT, SCHOOLS AND ANY OTHER SOURCE NECESSARY FOR THE PURPOSE OF OBTAINING A SPECIAL AMUSMENT LICENSE.

I HAVE READ AND UNDERSTAND SECTION 14-600 TO 14-609, SPECIAL AMUSEMENT PERMITS, OF THE CITY OF AUBURN'S BUSINESS LICENSE ORDINANCE.

SIGNATURE OF APPLICANT: *Fang Cheng Morrow*

PRINT NAME AND TITLE: FANG CHENG MORROW

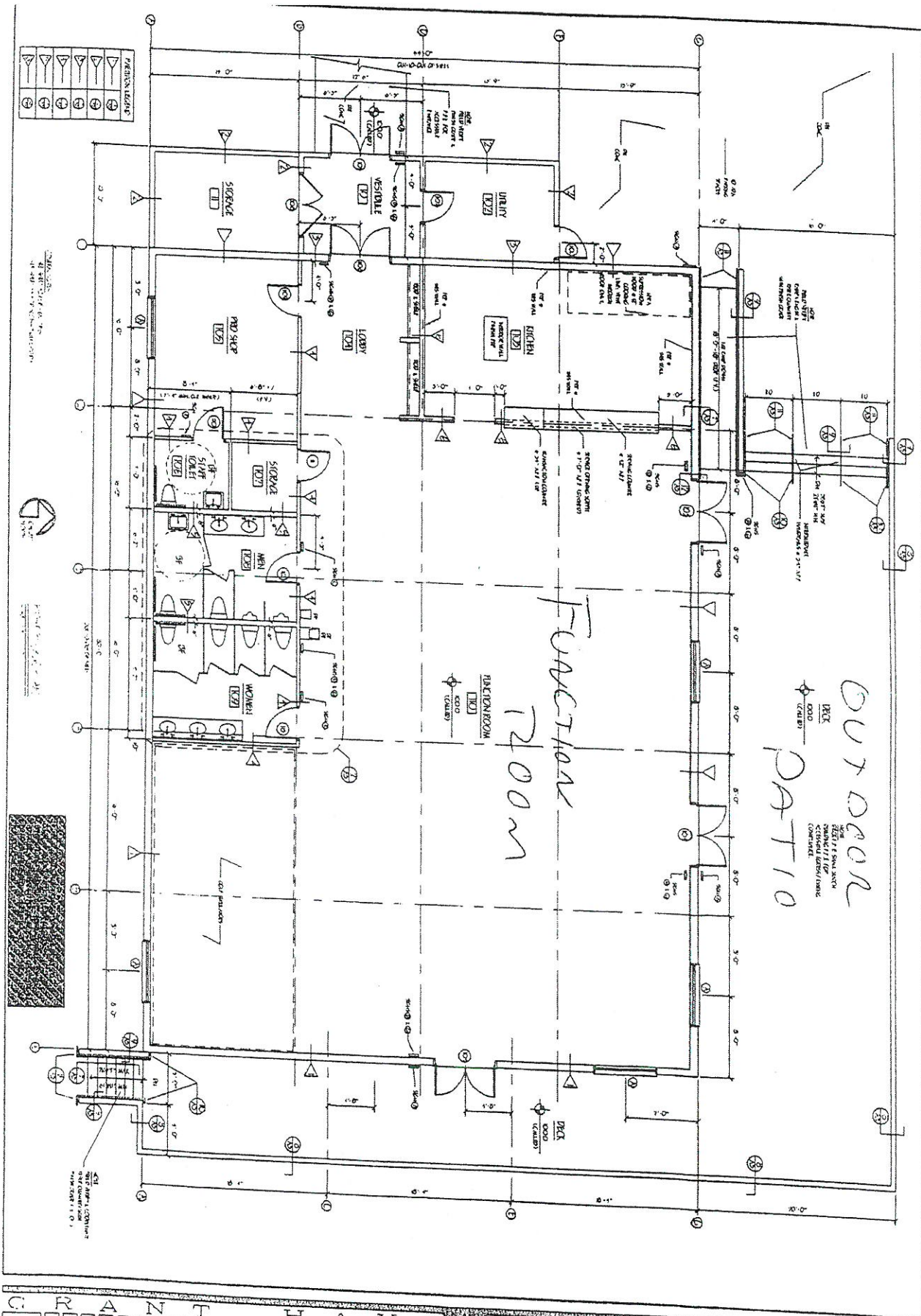
WITNESS: *Susan Clement Dallaire*

DATE: MARCH 21, 2017

FOR INTERNAL USE ONLY

DATE RECEIVED: <u>3-21-17</u>				
PUBLIC HEARING DATE:				
APPROVALS:				
<input checked="" type="checkbox"/> POLICE	<input checked="" type="checkbox"/> FIRE	<input checked="" type="checkbox"/> CODE	<input checked="" type="checkbox"/> FINANCE	<input type="checkbox"/> CITY COUNCIL

FOR INTERNAL USE ONLY



C R A N T		H A Y S		A S S O C I A T E S	
FLOOR PLAN		ARCHITECTURE INTERIOR DESIGN P.O. BOX 8176 PALMOUTH, MAINE 04105		NEW CLUBHOUSE FOR PROSPECT HILL GOLF CLUB 694 SOUTH MAIN STREET ALBANY, MAINE	
DRAWING TITLE		(207) 871-0900		(207) 871-8300	
DATE 1/11/77		DESIGNER J. H. CRANT		DRAWN BY J. H. CRANT	
CHECKED BY J. H. CRANT		APPROVED BY J. H. CRANT		SCALE 1/4" = 1'-0"	

**CITY OF AUBURN
PUBLIC NOTICE**

A public hearing will be held by the Auburn City Council on Monday, May 1, 2017 at 7:00 p.m. or as soon as possible thereafter, in the Council Chambers of Auburn Hall, 60 Court Street, to consider the Special Amusement Permit and Liquor License Applications for:

**Mingjing Industrial Group Co. USA LLC, DBA,
Prospect Hill Golf Course
694 South Main Street, Auburn, Maine**

All interested persons may appear and will be given the opportunity to be heard before final action is taken.

James Pross, Ward One
Robert Stone, Ward Two
Andy Titus, Ward Three
Vacant, Ward Four



Leroy Walker, Ward Five
Grady R. Burns, At Large
David C. Young, At Large

Jonathan P. LaBonte, Mayor

IN CITY COUNCIL

ORDER 35-05012017

ORDERED, that the City Council hereby approves the Special Amusement Permit and Liquor License for Mingjing Industrial Group Co. USA LLC, DBA, Prospect Hill Golf Course located at 694 South Main Street, Auburn, Maine.



Confidential

City of Auburn City Council Information Sheet

Council Executive Session Date: 5-1-17

Order: 36-05012017

Author: Eric J. Cousens, Deputy Director of Economic and Community Development

Subject: 84 Court Street - Offer to purchase portion of abutting lot

Information: 84 Court Street Pizza and Restaurante serves "Greek and Italian food in the Heart of Auburn." They have made substantial investments in their building and patio at the rear of their lot and offer a great option for downtown dining. They are hoping to expand their patio and would like to acquire some land from the abutting City owned parcel. Initially they offered to purchase a 36' x 40 parcel to keep the shape simple but really don't need the full 36' depth. Staff notified the other abutter and he was concerned with a retaining wall being too close to his property line and requested that we ensure that any new retaining wall would be 10 feet or more from the line. We discussed this with Suli Real Estate LLC and they are open to adjusting the dimensions to 26 x 40 and can still make their patio expansion work and accommodate the abutters request. The land in question is a steep slope, much like the area where their existing patio is constructed. The land has little value to the City or anyone else but could help them expand their outdoor seating area. The retaining walls and patio construction will require substantial investment and would likely increase their property value by \$6,000-\$12,000 as a rough estimate. The retained City lot would still be a buildable lot and conforming parcel that can continue as a parking lot or could still be developed in the future. The land is located in the T5.2 Downtown City Center zoning district and expansion of the business is consistent with City Comprehensive Plan goals and ordinances.

Advantages: Allow a downtown business to grow and continue provide a quality downtown dining option. The sale provides a small but immediate revenue for land that has very little value to the City or anyone else and expands the City tax base slightly.

Disadvantages: None known.

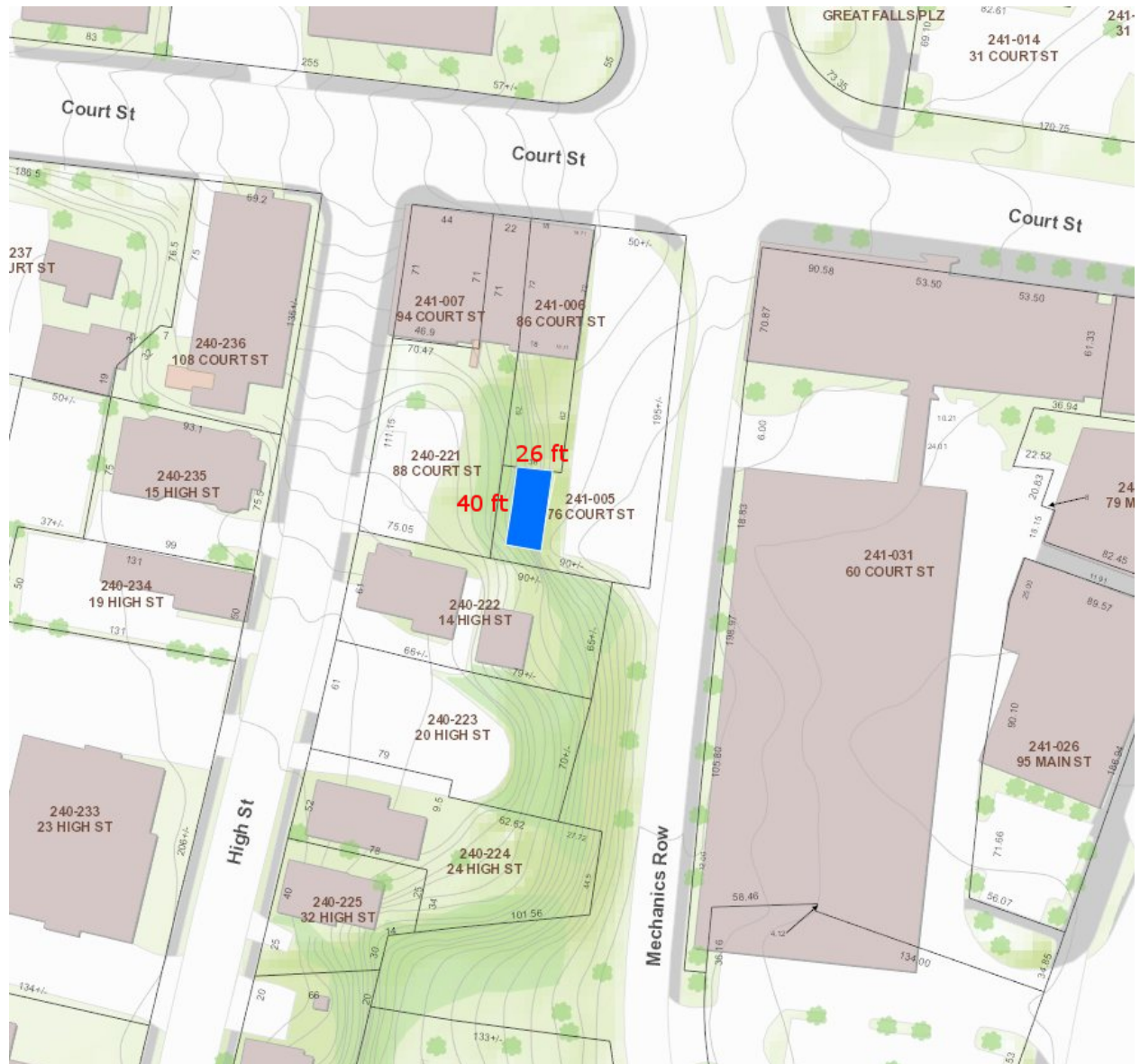
City Budgetary Impacts: 2,000 revenue for land and transfer a small piece of land from tax exempt to taxable status.

Staff Recommended Action: Staff recommends accommodating the request.

Previous Meetings and History: None

Attachments: Map, background documents and correspondence, image of existing patio and image of sloped land to be transferred.

Basemap depicting general area and 26 x 40 (1040 square feet) parcel to be transferred



Eric Cousens

Subject: FW: potential 84 Court street land purchase

-----Original Message-----

From: Daniel A. D'Auteuil, Jr. [<mailto:ddauteuil@isaacsonraymond.com>]

Sent: Wednesday, April 19, 2017 7:51 AM

To: Eric Cousens

Subject: RE: potential 84 Court street land purchase

Eric

I met with Enka and Genti. Amending the parcel size to 26(from 36) wide by 40 long is acceptable to the Sulis.

Please let me know if I need to resend our offer letter or if this email is sufficient.

Daniel A. D'Auteuil, Jr. Esq.

Isaacson & Raymond, P.A.

75 Park Street, PO Box 891

Lewiston, ME 04243-0891

Tel: (207) 795-5000

Fax: (207) 795-5014

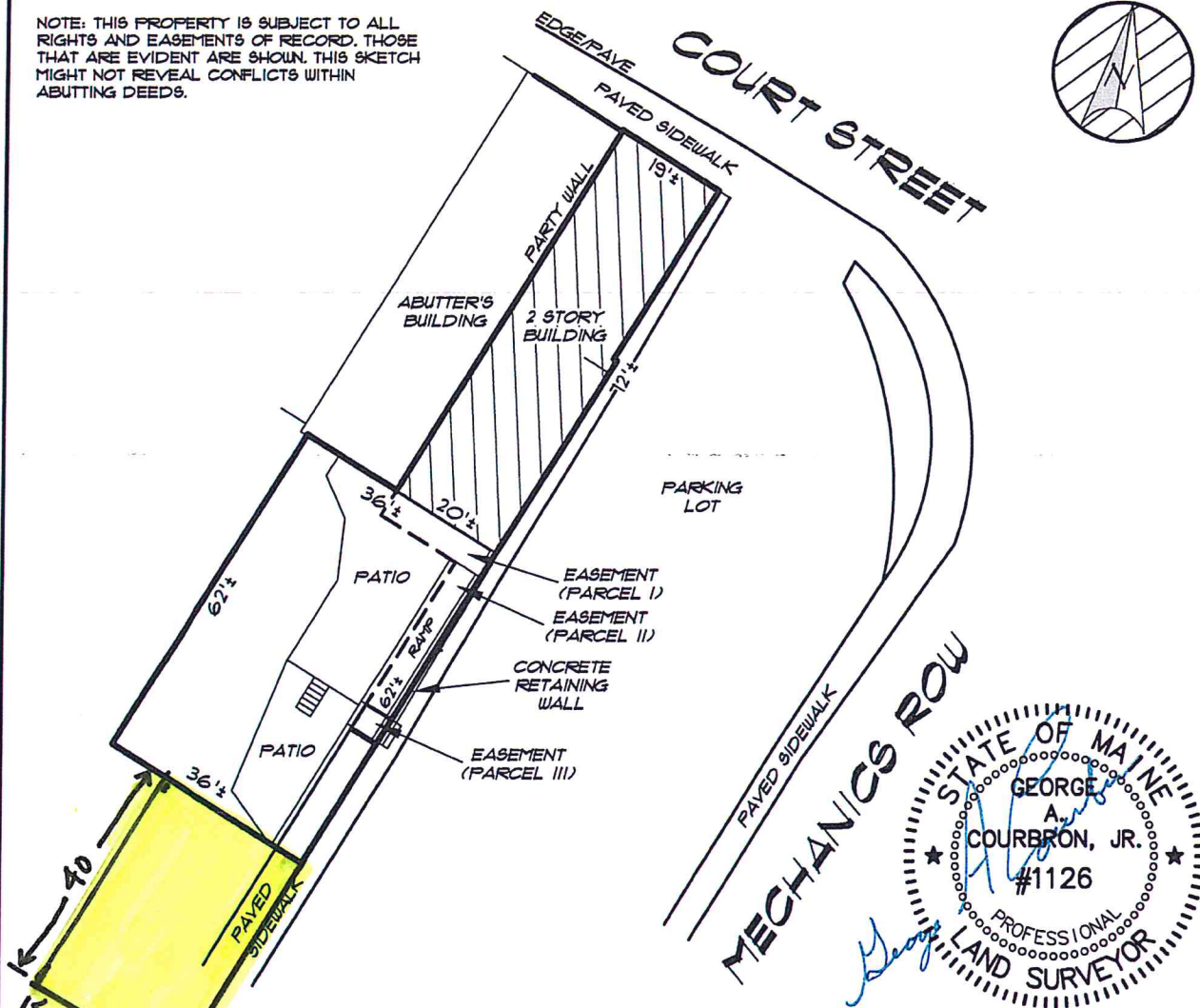
THIS IS NOT A BOUNDARY SURVEY

Mortgage Loan Inspection (SKETCH)

NOTE:

- 1.) **THIS IS NOT A BOUNDARY SURVEY** accordingly, no professional opinion is made as to whether the lines shown hereon are the true boundary lines. This sketch is prepared solely for the mortgagee specified below and its title insurer for the sole purpose of determining whether the principal structure(s) meet requirements set forth below. THE PREPARER IS NOT LIABLE FOR ANY OTHER USE BY ANY OTHER PERSON OR ENTITY. Please refer to the attached terms and conditions.
- 2.) The MLI terms and conditions are an integral part of this MLI sketch and shall be reviewed in conjunction with this sketch.

NOTE: THIS PROPERTY IS SUBJECT TO ALL RIGHTS AND EASEMENTS OF RECORD. THOSE THAT ARE EVIDENT ARE SHOWN. THIS SKETCH MIGHT NOT REVEAL CONFLICTS WITHIN ABUTTING DEEDS.



This plan has been prepared from an inspection of the site on MAY/3/2016

The Principal Structure(s) depicted DID conform with municipal setback requirements of local zoning at time of construction.

The principal structure(s) IS NOT located in a FEMA 100 year special flood hazard area.

Source Deed Provided: WARRANTY DEED Plan Vol. _____ Book _____ Page _____

PREPARED FOR :

NORWAY SAVINGS BANK

SELLER : **COMVEST, INC.**

BUYER : **SULI REAL ESTATE LLC**

LOCATION : **84 COURT STREET AUBURN, ME**

TAX MAP REFERENCE : **MAP 241 P/O LOT 6**

SCALE : **1" = 30'**

DATE : **5/4/16**

REQD. BY :

ISAACSON & RAYMOND, P.A.

FILE # **T-4363D**

DRAFTED

BY : **JODY**

JOB NO. **16-5090**



Prepared By:

SurveyWorks, Inc.

Land Use Consultants

528 RIVER ROAD

Greene, Maine 04236

Tel. (207) 946-4480

ISAACSON & RAYMOND
ATTORNEYS AND COUNSELORS AT LAW

January 26, 2016

Eric J. Cousens, Deputy Director
Economic and Community Development
City of Auburn
60 Court Street
Auburn, ME 04210

Re: Offer to Purchase a Portion of 76 Court Street, Auburn, Maine

Dear Eric:

Suli Real Estate LLC wishes to purchase a portion of 76 Court Street owned by the City of Auburn. The parcel is depicted on the attached tax map and MLI as the 36 x 40 crosshatched parcel.

Suli Real Estate LLC is the owner of 84 Court Street and the Landlord for 84 Court Pizza & Restaurante, Inc. Enka and Genti Suli are the Shareholders and Members of both entities.

84 Court Pizza needs to expand its outside deck. The current demand during summer months exceeds the current space available. They are anxious to continue their growth in downtown Auburn, but need more space. This expansion would allow them to hire additional employees. Based on the elevation and slope of the land, the parcel has limited value to the City. This presents as a win-win for the Sulis and the City.

Suli Real Estate LLC offers to purchase the lot for \$2,000.00, which is double the value opined by Christopher Cormier on the attached opinion of value. If the offer to purchase is agreeable to you, I will prepare a Purchase and Sale Agreement for the City Council's approval. Please do not hesitate to contact me if you would like to sit down and discuss the proposal with the Sulis.

Sincerely,



Daniel A. D'Auteuil, Jr.
ISAACSON & RAYMOND, P.A.

DAD/yn/F:\DAD\Clients\Suli Real Estate LLC\city of auburn purchase\Ltr to Cousens - P & S.docx

Enclosures

cc: Client (w/enc)

DANIEL A. D'AUTEUIL, JR

75 PARK STREET P.O. BOX 891 LEWISTON, ME 04243-0891
TELEPHONE (207)795-5000 FAX (207)795-5014
WWW.ISAACSONRAYMOND.COM
E-MAIL: DDAUTEUIL@ISAACSONRAYMOND.COM

City of Auburn, Parcel Viewer



November 18, 2016

Parcels with Assessing

1:1,128

0 0.0075 0.015 0.03 mi

0 0.015 0.03 0.06 km

Sources: Esri, HERE, DeLorme, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey,

City of Auburn, Maine
City of Auburn, Maine

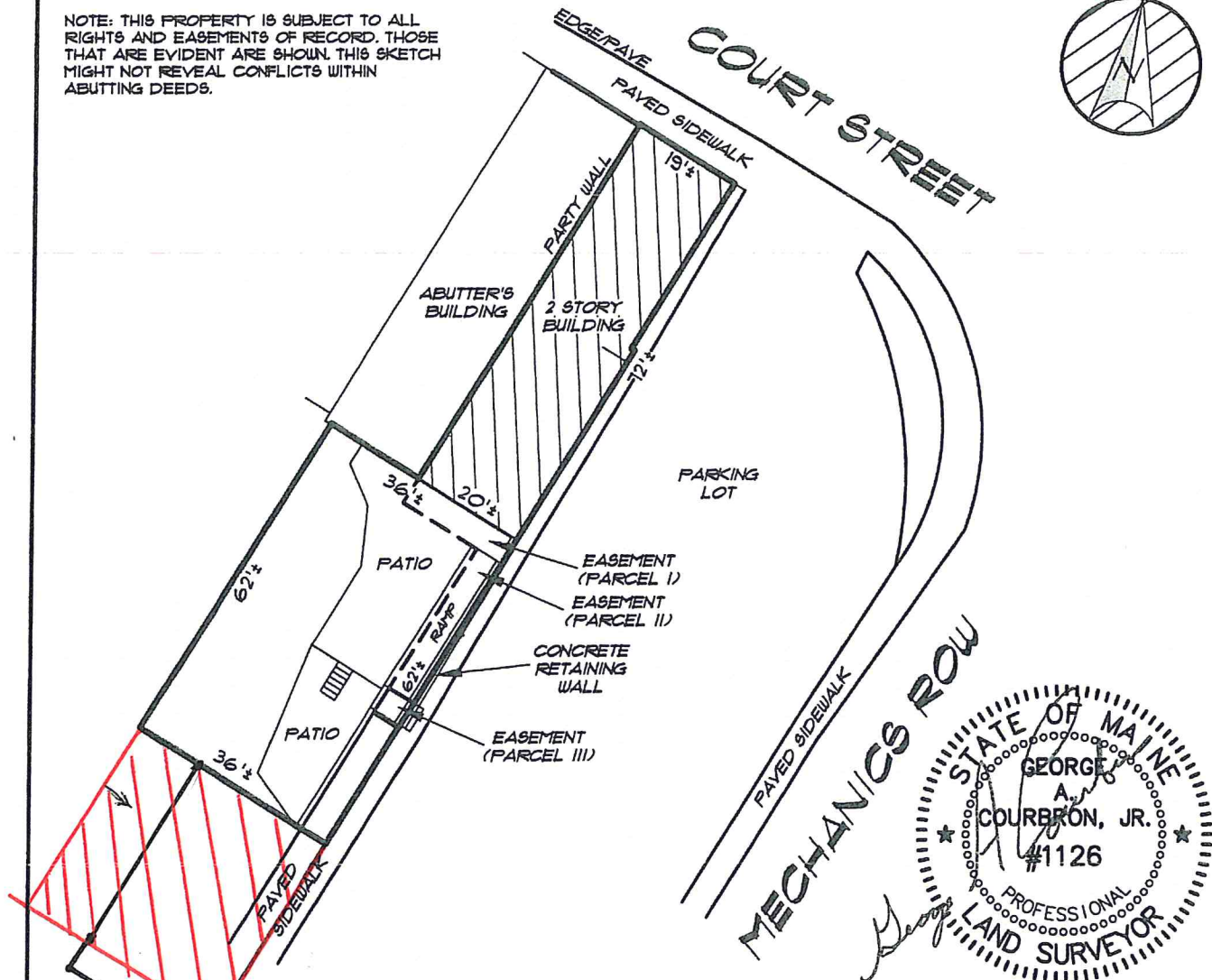
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This plan has been prepared from an inspection of the site on MAY/3/2016.

The Principal Structure(s) depicted DID conform with municipal setback requirements of local zoning at time of construction.

The principal structure(s) IS NOT located in a FEMA 100 year special flood hazard area.

Source Deed Provided: WARRANTY DEED Plan Vol. _____ Book _____ Page _____

PREPARED FOR :

NORWAY SAVINGS BANK

SELLER : COMVEST, INC.

BUYER : SULI REAL ESTATE LLC

LOCATION : 84 COURT STREET AUBURN, ME

TAX MAP REFERENCE : MAP 241 P/O LOT 6

SCALE : 1" = 30'

REQD. BY :

ISAACSON & RAYMOND, P.A.

FILE # T-4363D

DRAFTED BY :

JODY

JOB NO. 16-5090



Prepared By:

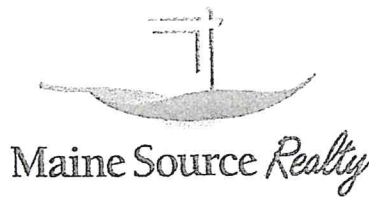
SurveyWorks, Inc.

Land Use Consultants

528 RIVER ROAD

Greene, Maine 04236

Tel. (207) 946-4480



December 8, 2016

To whom it may concern,

I have been asked to give a real estate market review and opinion of the parcel of land that 84 Court Street is looking to acquire from the City of Auburn.

The subject parcel being roughly 30'x30' in size and is currently an unused portion of a larger parcel the City currently uses for public parking. This unused portion is of very steep grade, and will require a lot of resources to turn it into an area that can be used for any purpose. In the current state this proposed parcel is in, it appears to be of no value for the general market.

It is in my opinion that the City of Auburn would benefit more in the future by allowing an investment with 84 Court to make this property useful, and therefore gain the benefits received through taxes through the future. As for the current value for the transition of the property from the City of Auburn to 84 Court, it is in my opinion that it is only worth the cost of the transaction for the transfer as in fees and deed prep etc that the city would incur, and therefore a value of around \$500.00 - 1,000.00

Furthermore, I do not foresee the value of the larger lot losing any value with the smaller piece taken off.

Regards,

Christopher N. Cormier

314 Center Street
Auburn, ME 04210
Tel: 207-333-6001 Fax: 207-333-6003
Listing/ Buyer Services

Image of existing Patio at 84 Court Street Pizza and Restaurante



Proposed purchase of sloped area to expand patio – Approximate area in red box



James Pross, Ward One
Robert Stone, Ward Two
Andy Titus, Ward Three
VACANT, Ward Four



Leroy Walker, Ward Five
Grady R. Burns, At Large
David C. Young, At Large

Jonathan P. LaBonte, Mayor

IN CITY COUNCIL

ORDER 36-05012017

ORDERED, that the City Council hereby authorizes the City Manager to execute the sale of the 26x40 foot parcel described on the attached map for the price of \$2,000.00.



City of Auburn City Council Information Sheet

Council Workshop or Meeting Date: May 1, 2017

Subject: Executive Session

Information: Discussion regarding labor contract negotiations, pursuant to 1 M.R.S.A. Section 405(6) (D).

Executive Session: On occasion, the City Council discusses matters which are required or allowed by State law to be considered in executive session. Executive sessions are not open to the public. The matters that are discussed in executive session are required to be kept confidential until they become a matter of public discussion. In order to go into executive session, a Councilor must make a motion in public. The motion must be recorded, and 3/5 of the members of the Council must vote to go into executive session. An executive session is not required to be scheduled in advance as an agenda item, although when it is known at the time that the agenda is finalized, it will be listed on the agenda. The only topics which may be discussed in executive session are those that fall within one of the categories set forth in Title 1 M.R.S.A. Section 405(6). Those applicable to municipal government are:

A. Discussion or consideration of the employment, appointment, assignment, duties, promotion, demotion, compensation, evaluation, disciplining, resignation or dismissal of an individual or group of public officials, appointees or employees of the body or agency or the investigation or hearing of charges or complaints against a person or persons subject to the following conditions:

- (1) An executive session may be held only if public discussion could be reasonably expected to cause damage to the individual's reputation or the individual's right to privacy would be violated;
 - (2) Any person charged or investigated must be permitted to be present at an executive session if that person so desires;
 - (3) Any person charged or investigated may request in writing that the investigation or hearing of charges or complaints against that person be conducted in open session. A request, if made to the agency, must be honored; and
 - (4) Any person bringing charges, complaints or allegations of misconduct against the individual under discussion must be permitted to be present.
- This paragraph does not apply to discussion of a budget or budget proposal;

B. Discussion or consideration by a school board of suspension or expulsion of a public school student or a student at a private school, the cost of whose education is paid from public funds, as long as:

- (1) The student and legal counsel and, if the student is a minor, the student's parents or legal guardians are permitted to be present at an executive session if the student, parents or guardians so desire;

C. Discussion or consideration of the condition, acquisition or the use of real or personal property permanently attached to real property or interests therein or disposition of publicly held property or economic development only if premature disclosures of the information would prejudice the competitive or bargaining position of the body or agency;

D. Discussion of labor contracts and proposals and meetings between a public agency and its negotiators. The parties must be named before the body or agency may go into executive session. Negotiations between the representatives of a public employer and public employees may be open to the public if both parties agree to conduct negotiations in open sessions;

E. Consultations between a body or agency and its attorney concerning the legal rights and duties of the body or agency, pending or contemplated litigation, settlement offers and matters where the duties of the public body's or agency's counsel to the attorney's client pursuant to the code of professional responsibility clearly conflict with this subchapter or where premature general public knowledge would clearly place the State, municipality or other public agency or person at a substantial disadvantage;

F. Discussions of information contained in records made, maintained or received by a body or agency when access by the general public to those records is prohibited by statute;

G. Discussion or approval of the content of examinations administered by a body or agency for licensing, permitting or employment purposes; consultation between a body or agency and any entity that provides examination services to that body or agency regarding the content of an examination; and review of examinations with the person examined; and

H. Consultations between municipal officers and a code enforcement officer representing the municipality pursuant to Title 30-A, section 4452, subsection 1, paragraph C in the prosecution of an enforcement matter pending in District Court when the consultation relates to that pending enforcement matter.