

August 15, 2011

11-15

A regular meeting of the Caribou City Council was held 7:00 p.m. on Monday, August 15, 2011 in Council Chambers with the following members present: Mayor Kenneth G. Murchison, Jr., Deputy Mayor Christopher A. R. Bell, David Martin, John R. Boone, Mary Kate Barbosa, R. Mark Goughan, and Miles R. Williams.

Steven R. Buck, City Manager; David Ouellette, Director of Public Works; Michael Shrewsberry, Community Development Director; and Gary Marquis, Director of Parks & Maintenance were present.

Barbara Scott, representing the Aroostook Republican, and Time Warner covered the meeting.

Also attending the meeting were Jim Cyr and Elle St. Peter, Secretary of the Caribou ATV Club.

Council Agenda Item #1: Public Input. No Public Input.

Council Agenda Item:#2: Consider authorizing the minutes of the following meetings:

a) July 18, 2011 Council meeting

Motion made by C. Bell, seconded by MK Barbosa, to accept the minutes of the July 18, 2011 Council Meeting as presented. (7 yes) So voted.

b) July 18, 2011 Council Workshop

Motion made by C. Bell, seconded by M. Williams, to accept the minutes of the July 18, 2011 Council Workshop as presented. (6 yes, 1 abstention, M. Goughan) So voted.

c) August 2, 2011 Emergency Council Meeting

Motion made by C. Bell, seconded by D. Martin, to accept the minutes of the August 2, 2011 Emergency Council Meeting as presented. (5 yes, 2 abstentions, M. Williams and M. Goughan) So voted.

d) August 9, 2011 Council Workshop

Motion made by C. Bell, seconded by M. Williams, to accept the minutes of the August 9, 2011 Council Workshop as amended with a correction located on page three where a home on Lynn & Pioneer was listed under storm damage areas instead it is a maintenance of the property issue. (5 yes, 2 abstentions, J. Boone and M. Goughan) So voted.

Council Agenda Item #3: Review of Welcome to Caribou sign design and cost estimates.

Community Development Director Michael Shrewsberry provided a design developed by SignWorks of Farmington. This firm created the "Welcome to Downtown" sign located west of the movie theatre. The estimated cost for each 4'x6' signs with mounting hardware would be \$2,700.00 plus \$250.00 for shipping. The plan is to place a roof with LED lamps powered by solar panels over the sign with the goal of increasing the lifespan of each sign. The current goal is to place one sign south of the City along Route 1. Councilor M. Goughan questioned if the City could take this design and have a local company build it. Mr. Shrewsberry was not sure if a local company would be able to build a sign to the same degree; additionally, he will contact SignWorks to see if they will release the design. The City will need to acquire the rights to use the final design on other items; such as, stationary and business cards. Councilor D. Martin suggested contacting local businesses and service organizations requesting donations to help finance the signs. Several Councilors expressed an interest in having signs larger than 4'x6'. The estimated cost for 4'x8' signs is \$3,500.00. SignWorks estimates building cost at \$115.00 per square foot. None of the local businesses have been approached to submit a design. Mr. Shrewsberry will contact SignWorks about modifying the design for a 4'x8' sign plus the release of the

design so the building of the signs could be put out to competitive bids. He will keep the Council informed.

Council Agenda Item #4: Consider a request to utilize a portion of York Street for temporary ATV access pending trail repairs.

Parks & Maintenance Director Gary Marquis provided information on the condition of the ATV trail between Sincock Street and outer York Street. Since the rains of July 4th this trail has been closed. This section of trail was used to provide access to businesses on South Main Street. The Caribou ATV Advisory Committee and the Parks and Recreation Department are requesting designating a portion of outer York Street as a temporary access route. Photographs were shown to show the damaged areas plus the proposed access. Signage will be used to inform ATV and vehicular traffic of the change. Businesses in the area are supportive of this proposed change.

Motion made by M. Williams, seconded by D. Martin, to authorize the temporary use that portion of York Street from the crossing of the power lines southwesterly to the crossing point of the snowmobile trail, pursuant to Title 12 MRSA §13157-A (6)(H), until such time as the ATV trail is repaired for safe passage. (7 yes) So voted.

Council Agenda Item #5: Consider a review and authorization of a Contract for Offsite Obstruction Removal Acquisition Easements for the Caribou Airport.

Manager Buck reviewed the ongoing obstruction removal project plus the proposed offsite project. The Manager is seeking Council authorization to sign and execute a Project Contract with Stantec. The Contract is for \$118,783 and the City's share will be \$2,970 which is 2-1/2% of the total. The City's share is within the budget for the Airport.

Motion made by C. Bell, seconded by M. Williams, to authorize the Manager to sign and execute the Project Contract for Avigation Easement Acquisition Services with Stantec in the amount of \$118,783 as presented. (6 yes, 1 no, M. Goughan) So voted.

Council Agenda Item #6: Consider Budget amendments to Public Works pursuant to multiple damaging storms.

Manager Buck provided and reviewed updated expenses resulting from the summer storms. Director Ouellette estimates this additional repair work has pushed back the Department's schedule by three to four weeks. Amending the scope of the 2011 CIP was discussed at the July 18th Council Workshop. Administration had proposed reducing the chip seal program from 8.21 miles to 7.23 miles and paving from 2.64 miles to 2.15 miles because of additional expenses for shimming and storm damages.

Motion made by C. Bell, seconded by D. Martin, to retain the amended scope of the 2011 CIP of 7.23 miles of chip sealing as opposed to the prior 8.21 and to pave in town 2.15 miles as opposed to the prior 2.64 miles to buffer impacts of bid price, additional shimming, and storm damages stemming from last winter and this summer, anticipated impact to the Streets and Road reserve of \$20,000. (7 yes) So voted.

Council Agenda Item #7: Consider accepting a bid for Winter Sand for the 2010-2011 winter season.
2010-2011 Winter Sand Bids:

K&M Sand and Gravel, Grand Falls, N.B.	\$10.00/yd3
Carvell Goodine & Sons LTD, Grand Falls, N.B.	\$12.00/yd3

August 15, 2011

11-15 Pg. 3

Motion made by C. Bell, seconded D. Martin, to accept the bid of K&M Sand and Gravel, Grand Falls, N.B. in the amount of \$10.00/yd³ for approximately 3,500 yd³ for the 2011-2012 winter season. (7 yes) So voted.

Councilor M. Williams asked Director Ouellette about the turnaround on Superior Drive. The Director stated that it has not been repaired, but a plan has been developed and will be done as it fits into the Department's work plan.

Council Agenda Item #8: Consider authorizing the Financial Statements for the Period ending July 31st, 2011.

The City Manager noted the Revenue Summary Report is closing at 60.31% or 1.98% ahead of projections YTD. The Expense Summary Report is closing at 56.43% just 1.9% under target YTD. The Net Cash Position YTD is a positive \$275,838 a decrease of \$36,387 compared to last month. Budgeted revenue, non property tax revenue and tax collections, for 2011 continues to outpace receipts as compared to this same period in 2010. Ambulance Revenues continue to underperform not due to run volume but due to MaineCare not paying for air transports and Medicare not yet reimbursing for the 2010 retro-payments. The Charter Commission has had total expenses of \$1,751.15 which does not include the cost of a legal review. Currently Attorney Solman is working on a legal review of the Commission's work. The Manager discussed and reviewed several accounts including Municipal Building – Heating Fuel, Ambulance Department, and Police Department – Drink Grant.

Motion made by C. Bell, seconded by M. Williams, to accept the Financial Statements for the period ending July 31, 2011. (6 yes, 1 M. Goughan) So voted.

Council Agenda Item #9: Consider the disposition of donated land Tax Map 35 Lot 103, 753 Main Street.

This property was formerly owned by Atwood Anderson and was donated to the City in 2009 for the expense of 2009 taxes. According to the City's code it is a buildable lot at 50 feet by 140 feet. In the past, the Council has offered the lot to abutters for \$4500.00 and no one wanted it. Then the lot was put out to sale by bid and no bids were received. Now an abutter has expressed an interest in the parcel and if they acquired the lot it would add approximately \$2000.00 in value to the combined lots and would put it back on the tax rolls.

Motion made by D. Martin to authorize the City Manager to sell this lot to the abutters for a minimum price of \$4500.00. Motion died for lack of a second.

Motion made by D. Martin, seconded by M. Williams, to authorize the City Manager to negotiate the sale with the abutters. (7 yes) So voted.

Council Agenda Item #10: Consider authorizing Municipal Quitclaim Deeds to the following:

- a) Keith Cochran Map 18 Lot 31-50 for taxes paid in full

Motion made by M. Williams, seconded by MK Barbosa, to authorize the Municipal Quitclaim deed to Keith Cochran Map 18 Lot 31-50 for taxes paid in full. (7 yes) So voted.

- b) Sean Woods & Terrance Murphy Map 16 Lot 28 for taxes paid in full

Motion made by D. Martin, seconded by M. Williams, to authorize the Municipal Quitclaim deed to Sean Woods & Terrance Murphy Map 16 Lot 28 for taxes paid in full. (7 yes) So voted.

Council Agenda Item #11: Consider License and Permits for the following:

- a) Restaurant Class Liquor License to John Wong, Great Wall Inc. d/b/a Jade Palace 748 Skyway Plaza

Motion made by D. Martin, seconded by C. Bell, to approve the application for a Restaurant Class Liquor License to John Wong, Great Wall Inc. d/b/a/ Jade Palace, 748 Skyway Plaza. (6 yes, 1 abstention, M. Williams) So voted.

- b) Special Amusement Permit to John Wong, Great Wall Inc. d/b/a Jade Palace 748 Skyway Plaza

Motion made by D. Martin, seconded by C. Bell, to approve the Special Amusement Permit to John Wong, Great Wall Inc. d/b/a Jade Palace 748 Skyway Plaza. (7 yes) So voted.

Council Agenda Item #12: Consider processing Game of Chance License requests for the following:

- a. Bingo Game of Chance for the Lister-Knowlton VFW Post 9389, 253 Van Buren Road

Motion made by C. Bell, seconded by D. Martin, to approve a Bingo Game of Chance for the Lister-Knowlton VFW Post 9389, 253 Van Buren Road. (7 yes) So voted.

- b. Texas Hold'Em Game of Chance for the American Legion Post #15, 67 Sweden Street for September 3, 2011

Motion made by C. Bell, seconded by D. Martin, to approve a Texas Hold'Em Game of Chance for the American Legion Post #15, 67 Sweden Street for September 3, 2011. (7 yes) So voted.

Council Agenda Item #13: Consider acting upon a resignation from the Tri-Community Landfill Board of Directors.

Motion made by M. Williams, second by C. Bell, to accept with regret David Corriveau's resignation from the Tri-Community Landfill Board of Directors and the Zoning Board of Appeals. (7 yes) So voted.

Council Agenda Item #14: Updates

The City Manager provided updated information on a variety of topics including:

- FAA – “They are back in business” The U.S. Senate has passed the House version of the FAA Continuing Resolution by unanimous consent.
- Grant Funding – e-Civis Grants Network - the service provides analytical research tooling to narrow the search for grant funding in governmental and philanthropic funding sources. The service provides a summarization of the NOFA for each, a searchable data base, and provides access to a research specialist and consulting services. They provide unlimited web based training in grant writing, procurement and administrating. They provide examples of past grantees, successful applications, plus technical advice through the grant application. They boast an 80% acceptance for their clients. The Manager offers that this tool is something the City should consider and the annual fee would be \$5,800. Before bringing it forward to the Council with a recommendation, the Manager has a couple more elements he wants to check including references. The Manager may be bringing this to the Council in September.
- Airport – The onsite obstruction project remains on track except with the seeding as it has been too wet to complete. On August 1st a site assessment was done to assess the storm damage that had occurred and it was found near the Runway One several broken and tipped trees near the newly cut line. The trees are unsightly but fortunately the trees did not fall in the newly cut area. Stantec was on site today to develop an amended scope of work and will apply with FAA for

clearing of two additional acres. Additional work that needs to be completed for the onsite construction project is seeding, striping, and fencing.

- Grimes Mill Road – Stantec is preparing a feasibility study, engineered solution, and cost estimates. FEMA has approved engineering of a recommendation to address the land shear. Once a design has been selected and approved by FEMA, then the City will apply for funds to construct the engineered solution. Director Ouellette has not observed any additional movement of the land.
- Chamber of Commerce – The Chamber has completed their move to the Nylander Museum. There are some aspects of the remodeling that are still being accomplished. People are finding their way to the Nylander for both the Chamber and to view the museum collection. A new sign design will be developed that will combine the Nylander and Chamber on one sign.
- Caribou Connector – The project remains on target. Director Ouellette commented that all binder should be in place before the end of the paving season. Councilor Boone asked about the intersection of the Connector and Route 1 near the MDOT lot. The Manager stated that it is called a T-intersection. There will be right hand turning lanes as not to impend traffic on the current bypass.
- Councilor MK Barbosa asked if a date had been set for the Nylander and Chamber opening. Manager Buck stated that before a date is set there are a few items that need to be completed; such as, new front doors, some siding work, and ordering a new work station.

Council Agenda Item #15: Other Business

- a. First Read: Consider the review of Phone Communications quotes and subsequent actions

This item has been several months in development. On August 9th, the Council sat in workshop with Time Warner discussing the Franchise Agreement. There was discussion concerning telephone services and Time Warner Business Class. Since that meeting, the City has learned that Time Warner telephone service would not be able to provide all the services needed by the City. The business GWI is unable to provide all the services needed. OTT is the most complete quote the City has. This company has been onsite at least six different occasions visiting each location and paid Oak Leaf to have the services of Bob Sowers along with them. They would provide a fully hosted PBX solution. Their quote includes the full replacement of the City's hardware. For the first time the City would be able to forward and dial anywhere in the organization using a 4-digit number. OTT is a reseller and they have agreements with Fairpoint and Time Warner networks. The Police and Fire Chiefs have been very involved.

- b. Other-none

Meeting Dates previously set:

- Elected Officials Shared Services Workshop – September 1, 2011 at 6:00PM the Crows Nest, Presque Isle
 - Manager Buck provided the Council a summary of potential topics that was prepared last May by area managers
- Council Meeting September 12, 2011 at 7:00PM Council Chambers
- Council Meeting, Workshop, and Personnel Committee September 26, 2011 at 7:00PM Council Chambers

August 15, 2011

11-15 Pg. 6

Council Agenda Item #16: Executive Session: Consider moving to Executive Session for the purpose of appointing a position to the Nylander Board of Trustees, pursuant to Title 1 MRSA Section 405 (6)(A).

9:11 p.m. Motion made by M. Williams, seconded by D. Martin, to move to Executive Session for the purpose of appointing to the Nylander Board of Trustees, pursuant to Title 1 MRSA Section 405 (6)(A).

Time Out: 9:14 p.m.

Motion made by M. Williams, seconded by C. Bell, to appoint Deborah A. Sirois to the Nylander Board of Trustees for a three year term (7 yes) So voted.

Council Agenda Item #17: Adjourn

Motion made by M. Williams, seconded by D. Martin to adjourn the meeting.

Meeting adjourned at 9:15 p.m.

Council Workshop to follow.

Jayne R. Farrin, Secretary