

Council Agenda Item #1: Roll Call

The Caribou City Council held a regular meeting Monday, March 12, 2018 at 6:00 p.m. in Council Chambers with the following members present: Mayor David Martin, Deputy Mayor Nicole L. Cote, Philip McDonough II, Joan L. Theriault, Timothy C. Guerrette, R. Mark Goughan (6:04 p.m.), and Hugh A. Kirkpatrick (6:05 p.m.)

Dennis L. Marker, City Manager was present.

Department Managers and Staff: Penny Thompson, Tax Assessor; Kenneth G. Murchison, Zoning Administrator; and Gary Marquis, Supt. of Parks & Recreation.

Christopher Bouchard of the Aroostook Republican and Spectrum covered the meeting.

Council Agenda Item #2: Pledge of Allegiance

The Mayor led the Pledge of Allegiance.

The Mayor offered a Moment of Silence to honor former Caribou Mayor Don Collins as he passed away over the weekend. Mr. Collins was referred to as a “Great Person” by the Mayor.

Council Agenda Item #3: Public Input

- Doug Morrell – 5 Sullivan Drive – spoke about his serving on the City Council and how Capital Improvement Program was designed to set aside funds each year 1) to maintain current City assets in a condition of B grade or better 2) to maintain our current City assets into the future with a set aside funds to maintain a B grade or better. Assets were defined at that time as vehicles, fire trucks, police cars, plows, roads, office equipment, personnel equipment, parking lots, and buildings. He is surprised that the building of an \$8 million building is the only answer for Fire and Police. Mr. Morrell requested, from the City Manager, a copy of the Capital Improvement Program and expenditures for the past three years along 2018 projected expenditures plus any independent asset audits leading to the condition of our entire city owned buildings.
- Wilfred Martin – 74 York Street – spoke about Tax Increment Financing (TIF) and his opposition to them. He stated that he has been researching them on Wikipedia. He stated that it was first used in California in 1952 for economic development and since then California has done away with TIFs. He stated his concern that there could be unintended consequences. He is concerned about this policy and the Caribou taxpayers. He never realized that TIFs could go up to 30 years. He encouraged the Council to take more time and deliberation in the development of future policies; such as Tax Increment Financing.

Council Agenda Item #4: Declaration of Potential Conflicts of Interest

There weren't any Conflicts of Interest to declare.

Council Agenda Item #5: Consent Agenda

- a. Minutes from Council Workshop Held January 29, 2018
- b. Minutes from Council Meeting Held February 12, 2018
- c. February 2018 Financials

- d. Ratification of Approval of Alcohol License Expansion for Special Event to be Held by Northern Maine Brewing Company
- e. Approval of Public Taxi License for Marty Clayton DBA Aroostook Cab Company
- f. Renewal of Liquor License and Special Amusement Permit for Caribou Country Club

Councilor McDonough noted that some of the elements in the summaries haven't been populated and asked if they could be starting next month.

Motion made by J. Theriault, seconded by T. Guerrette, to approve Consent Agenda A-F as presented. (7 yes) So voted.

Council Agenda Item #6: Bid Openings, Awards, and Appointments

- a. Housing Board Appointment – Sandra Bittle

Motion made by P. McDonough, seconded by T. Guerrette, to appoint Sandra Bittle to the Caribou Housing Board for a 2 year term with an expiration date of 12/31/2019. (7 yes) So voted.

- b. Caribou City – Age Friendly Community Recognition

Recently, Bill Flagg from Cary Medical Center approached the City with the AARP Age-Friendly initiative. An application for this initiative was submitted and approved making Caribou the 222<sup>nd</sup> community enrolled in AARP Age Friendly initiative and first in Aroostook County. Mr. Flagg spoke about a volunteer committee being established that will look at some of the issues that we think could improve accessibility and other items. There are plans to apply for a small grant that is available through AARP. Mr. Flagg praised the City Manager for his response to this program.

Council Agenda Item #7: Formal Public Hearings

- a. CDBG Economic Development Business Support Grant Application for Miss Jordyn's Childcare Center

6:17 p.m. Public Hearing opened.

The Manager noted that in the past the City has applied and received CDBG funds to assist other businesses including VMS and Milo Haney. This year the City submitted two businesses that were interested in seeking these funds, the United Veterans of Maine – The Farm of Hope facility and Miss Jordyn's Childcare Center. It has been learned from the State that the Farm of Hope doesn't qualify as a project for this type of CDBG funds, but Miss Jordyn's did. For her to move forward, the City must have a public hearing to present to the public the proposal of the project and get public input. In the future, a formal resolution will come in front of the Council for adoption. She is looking to use 12,000 square feet of space at City owned 60 Access Highway, which is currently being used as cold storage. CDBG funds would be used to renovate the space and grow their business. It is projected that they would add fifteen new staff members. The building is located at a crossroad location as they service out to Limestone and nearly to Fort Kent.

- Derik Michaud – employee of Miss Jordyn's Childcare Center – spoke in support of the CDBG application and Miss Jordyn's program at the Childcare Center.

- Michael D. McCartney – Teacher at the School of Science and Mathematics in Limestone and 2016 Aroostook County Teacher of the Year - spoke in support of Miss Jordyn’s Childcare Center and the CDBG application. He and his wife use Miss Jordyn’s Childcare Center for their two children and have been very pleased with the growth of his children.
- Cristy St. Peter – 18 Collins Street – She has four children that attend Miss Jordyn’s Childcare Center. Ms. St. Peter spoke in support of Miss Jordyn’s Childcare Center and the expansion of her facility as there are parents that want to send their children to her Childcare Center, but are unable to due to the current size of her building.
- Thomas Hannigan – His wife is employed at Miss Jordyn’s Childcare Center – He spoke in support of Miss Jordyn’s Childcare Center and the CDBG application. He stated the center is positively affecting the children that attend.
- Miss Jordyn was unable to attend this evening’s public hearing as she is away on a prior scheduled vacation.

Currently the Childcare Center has 10 employees and with the expansion the number would increase to 25. The Center would need to enter into a lease with the City if it relocates to 60 Access Highway. Holding this public hearing this evening is just the initial step towards completing an application to be submitted to the State. It will be necessary for a separate agreement between the City and Miss Jordyn’s Childcare Center regarding repayment if the CDBG funding is awarded.

- Letters of support for the expansion of Miss Jordyn’s Childcare Center’s CDBG application have been submitted by:
  - May-Ling, Darren, & Kensli
  - Cristy St. Peter
  - Mac D. McKnight of Radio Communications Management, Inc.
  - Jonathan Clayton & Lori Clayton
  - Elizabeth and Justin Quinones
  - Brian and Haley Powers
  - Emily O’Neal
  - Michael McCartney and Elisabeth McCartney
  - Ashley “Nadine” Stickney
  - Janna Garreans

The estimated amount need for the expansion is \$250,000. They will be applying for a \$125,000 grant from the State and the other \$125,000 will be a combination of Miss Jordyn’s personal finances plus monies from the City.

Councilor Theriault commented that the building at 60 Access Highway has been mentioned as a possible site of a new Police Station. She wonders if this development would take it off the table. Councilor McDonough stated that using it for a Police Station hasn’t been determined. The building is 30,000 square feet with approximately two-thirds of it occupied by Maine Bag.

6:35 p.m. Public Hearing closed.

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No action required.

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Council Agenda Item #8: New Business & Adoption of Ordinances and Resolutions

a. Discussion and Possible Action Regarding Asbestos Abatement in City Owned Buildings

The Manager proposed that the City seek bids to conduct asbestos studies and abatement on five City owned properties:

Property	Study	Remediation
29 Patten Street-single family home	Needed	Unknown
32 Patten Street-single family home	Needed	Unknown
66 York Street-single family home	Needed	Unknown
628 Main Street (Sincock School)	Complete	Needed (Estimated \$12,200)
19 Marshall Avenue (Hilltop Elementary) – not yet deeded to the City	Complete	Needed (Estimated \$233,000)

Currently the City has budgeted \$75,000 for slum and blight removal. The Manager stated that RSU #39 has budgeted for the clean-up of Sincock and Hilltop schools. If the Hilltop project doesn't move forward then it would be the responsibility of the RSU to do the clean-up. It is anticipated that the Hilltop clean-up will be done through TIF funds. The taking down of the Sincock School is linked to the project to be done at Hilltop. The Manager further stated that the contract to remove the asbestos from the former school building would be with the City.

Councilor Kirkpatrick asked the Manager who owns the hazardous materials in the two schools. Manager Marker answered that the City owns it in the former Sincock School. Further Councilor Kirkpatrick stated his concern about the City becoming ultimately responsible for the asbestos at Hilltop. Discussion. The group planning to take ownership of Hilltop will not do so until after April 1<sup>st</sup> so the tax value will remain zero. When the TIF agreement is submitted to the State, the base value will stay at zero. The TIF probably will not be ready until July.

Motion made by J. Theriault, to approve the studies for properties 1, 2, and 3 and to move forward with properties 4 and 5.

Motion withdrawn.

Motion made by P. McDonough, seconded by J. Theriault, to separate the properties and that 29 Patten Street, 32 Patten Street, and 66 York Street to be approved to be done. (7 yes) So voted.

The deed to Sincock School has been recorded and the City owns it. Councilor Theriault questioned whether the City needs to place asbestos remediation out to bid for the

Sincock School as this is part of the Assisted Living Project. The costs involved with the removal of Sincock School is part of the purchase price for Hilltop School.

Motion made by J. Theriault, seconded by N. Cote, to authorize Carl Soderberg and Soderberg Construction to move forward with the demolition of Sincock School and the removal of the asbestos. (7 yes) So voted.

Motion made by P. McDonough, seconded by J. Theriault, to have the RSU #39 take care of the asbestos remediation for Hilltop School and to adjust the credit enhancement agreement accordingly. (7 yes) So voted.

b. Discussion and Possible Action Regarding Weight Limits on Local Roads

Public Works Director David Ouellette recommends the closure, for the following list of roads, all vehicles over 34,000 pounds. The new weight limit will use Maine Department of Transportation (MDOT) rules and regulations.

Albair Road	Old Washburn Road	Sawyer Road
Plante Road	Caribou Lake Road	Railroad Street
George Watson Memorial Drive	Richards Road	Maysville Road
West Gate Road	Ogren Road	Thompson Road

Discussion.

Motion made by P. McDonough, seconded by T. Guerrette, to authorize Public Works Director David Ouellette to post these roads closed for all vehicles over 34,000 pounds using MDOT rules and regulations. (7 yes) So voted.

c. Discussion and Possible Action Regarding Administration of Various Business Licensing Procedures by City Staff.

Staff recommends, for the following business licenses, the issuance to be handled by administrative staff rather than brought to the Council for review.

Taxi Cab Licenses	Dealers in Junk, Second Hand Articles, and Pawnbrokers	Peddlers and Hawkers
Itinerant Photographers	Lunch Wagons	Special Amusement Permits
Licenses for the Sale of Liquor (First approvals must be done by Council after public hearings)	Hauling of Garbage, Refuse and Waste	

Currently by ordinance, these business licenses must be reviewed and issued by the Municipal Officers which is the City Council. To allow administrative staff to handle them it would require a change to the ordinance.

Discussion.

Motion made by P. McDonough, seconded by T. Guerrette, to accept the recommendation and to move forward with the ordinance changes. (7 yes) So voted.

d. Resolution 03-01-2018 Approving the 2018 Revenue Budget

The Mayor complimented the Manager for the Revenue Budget Summary. Councilor McDonough stated that he had about three questions/comments.

- Offered that \$250,000 air ambulance services expense should be removed from the Expense Budget. (Page 52)
- Stated that the Ambulance Billing Revenue for Houlton, Calais, Van Buren, Island Falls, and Patten should be moved from Fire and Ambulance to General Government. (Page 57)
- Asked if the second payment to be received from the RSU #39 was in the Revenue Budget. The Manager commented that the total amount of \$142,000 is in the Revenue Budget.

Motion made by P. McDonough, seconded by J. Theriault, to adopt Resolution 03-01-2018 Approving the 2018 Revenue Budget including moving Ambulance Billing Revenue for Houlton, Calais, Van Buren, Island Falls, and Patten from Fire and Ambulance to General Government; plus, remove \$250,000 air ambulance service expense from the Expense Budget. (7 yes) So voted.

e. Resolution 03-02-2018 Approving Policies for Tax Increment Finance Districts

Manager Marker noted that the 2018 Tax Increment Financing Districts Policy before them this evening is the final document based on the comments that he had received from the Workshop that was held and it includes a statement that Credit Enhancement Agreements (CEAs) would no longer be a tool that the City would utilize with retail establishments unless they would be creating a minimum ten new full-time equivalent jobs which pays 100% of the area median income. The Policy also includes that the development would have to be bringing a taxable tax value equal to or greater than \$1.5 million to be considered for a TIF District. The other items in the Policy were discussed at the last meeting. The proposed TIF Policy will supplement the City's Ordinance. Councilor McDonough wondered if the proposed TIF Policy should be adopted as part of the City's Ordinance. The Manager stated that it could be. Councilor McDonough would prefer to have it all together instead of having a supplement to the Ordinance. Discussion. The TIF Ordinance is Chapter 10 in the Code Book. The Manager outlined the Ordinance adoption procedure which includes introducing it at the April meeting and holding the public hearing at the May meeting.

Motion made by P. McDonough, seconded by J. Theriault, to move forward with the ordinance adoption process rather than adopting Resolution 03-02-2018 a policy for Tax Increment Finance Districts. (7 yes) So voted.

Councilor Goughan commented on page 3 item 4 of the proposed policy:

*MANDATORY GUIDELINES*

*4. The project creates significant new tax value equal to or greater than \$1.5 million dollars and creates or retains jobs throughout the City's planned development, commercial, industrial zones and Pine Tree Zones, including projects located in the Downtown District.*

Councilor Goughan commented that development could come from the small businessmen and women who are already here, who want to expand a business that might add one employee and \$50,000 to the tax base. Having the amount set at \$1.5 million

would prevent those individuals from using this tool and only allowing the “big fish” to use. Furthermore, Councilor Goughan stated that he thinks we would want to keep this tool as open to everybody as we can. Additionally, he wonders when the last time the City had a new development of \$1.5 million. He wants that amount struck from the policy. Discussion about what number should be used if the City doesn’t use \$1.5 million. CEAs can only be done within a TIF.

Motion made by RM Goughan, seconded by H. Kirkpatrick, to keep \$1.5 million for retail and to change it to \$50,000 for everything else. (7 yes) So voted.

Council Agenda Item #9: Reports of Officers, Staff, Boards and Committees

- A Safety Building Advisory Committee meeting to be held at the EOC on March 13<sup>th</sup> at 6:00 p.m.
- Health Benefit meeting to be held on March 22<sup>nd</sup> at 11:00 a.m.
- Councilor Goughan requested that sometime in the future the Council could discuss the definition of economic development.
- Next Council meeting is April 9<sup>th</sup>.

Council Agenda Item #10: Reports and Discussion by Mayor and Councilors

- a. City Manager 6-month evaluation – A brief review of the Manager’s 6-month evaluation.

Council Agenda Item #11: Executive Session (May be called to discuss matters identified under Maine Revised Statutes, Title 1, §405.6)

There wasn’t a need for an Executive Session.

Council Agenda Item #12: Adjournment

Motion made by T. Guerrette, seconded by J. Theriault, to adjourn at 7:42 p.m. (7 yes) So voted.

Jayne R. Farrin, Secretary