

Council Agenda Item #1: Roll Call

The Caribou City Council held a special meeting Monday, August 20, 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, and Hugh A. Kirkpatrick.

Dennis L. Marker, City Manager was present.

Department Managers and Staff: Gary Marquis, Supt. of Parks & Recreation

Christopher Bouchard of Aroostook Republican and Spectrum covered the meeting.

Council Agenda Item #2: Pledge of Allegiance

The Mayor led the Pledge of Allegiance.

Council Agenda Item #3: Public Input

There wasn't any Public Input.

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

None of the Councilors declared any Conflicts of Interest.

Council Agenda Item #5: Consent Agenda

There weren't any Consent Agenda items.

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

There weren't any Bid Openings, Awards, and Appointments.

Council Agenda Item #7: Formal Public Hearings

There weren't any Formal Public Hearings.

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

- a. Discussion and Possible Action Regarding Credit Enhancement with Caribou Senior Housing, LLC.

This item was on the last Council agenda. The Mayor asked if there was any discussion from the Council. Councilor Kirkpatrick stated that he had a list of several questions and wondered if it would be appropriate to go into executive session. The questions have to do with Caribou TIF District information manual "Process" sections. Discussion. The Mayor polled the Council as to whether they wanted to go into Executive Session to discuss Councilor Kirkpatrick's questions. No one spoke in favor of going into Executive Session. Councilor Kirkpatrick read his questions (Exhibit A). The Mayor offered that he was comfortable with the project and noted the project timeline included in the Council packet.

Motion made by P. McDonough, seconded by J. Theriault, to accept the Credit Enhancement Agreement with Caribou Senior Housing, LLC as presented. (5 yes, J. Theriault, T. Guerrette, D. Martin, N. Cote, P. McDonough, 2 no, RM Goughan, H. Kirkpatrick) So voted.

b. Discussion and Possible Action Regarding Initiative for Senior Tax Credit Program.

The Manager reviewed a draft program that he has prepared. The Mayor asked if the Council supported placing this on the ballot. Discussion.

Motion made by J. Theriault, seconded by T. Guerrette, to place a Non-Binding Advisory Referendum on the November ballot:

“Should the city of Caribou create a program to provide property tax relief to senior citizens who are longtime residents and who have low or very low incomes?”

This program would increase annual taxes by \$50 per \$100,000 in home value and be in addition to currently available abatements due to poverty or hardship.

(5 yes, J. Theriault, T. Guerrette, D. Martin, N. Cote, H. Kirkpatrick, 2 no, RM Goughan, P. McDonough) So voted.

c. Discussion and Possible Action Regarding Attendance at 2018 Fire Station Design Symposium

A fire station design symposium is being held in North Carolina. Chief Susi is planning to attend and the Manager suggested that a Councilor might consider attending also. Then two individuals could share what was learned with the citizen’s committee. The Manager answered several questions. Councilors McDonough and Theriault questioned how we went from a new Police Station to a Public Safety Building and now attending new Fire Station symposium. The Councilors were polled and there wasn’t a Councilor that wanted to attend the symposium. The Downtown TIF District includes \$1 million to be put towards renovation of the Fire Station.

d. Discussion and Possible Action Regarding Council Meetings in October and November

Motion made by P. McDonough, seconded by J. Theriault, to move the scheduled Monday October 8<sup>th</sup> meeting to Tuesday October 9<sup>th</sup> and the Monday November 12<sup>th</sup> meeting to Tuesday November 13<sup>th</sup>. (7 yes) So voted.

Motion made by H. Kirkpatrick, second by T. Guerrette, to hold the Council Retreat on October 17<sup>th</sup>. (7 yes) So voted.

Manager Marker will check to see if the NMDC Conference room is available for the 17<sup>th</sup>. The consensus was to start the retreat at 4:00 p.m.

Council Agenda Item #9: Reports and Discussion by Mayor and Council Members

There weren’t any reports from the Mayor or other Councilors.

Council Agenda Item #10: Reports of Officers, Staff, Boards and Committees

Absentee ballots are available for the September 6<sup>th</sup> RSU Election in the Clerk’s Office.

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Nomination papers are available in the Clerk's Office for Council, RSU Board member, and Jefferson Cary Board.

Council Agenda Item #11: Executive Session (May be called to discuss matters identified under Maine Revised Statutes, Title 1, §405(6))

a. §405(6)(C) Real Estate & Economic Development

There weren't any Executive Sessions held.

Council Agenda Item #12: Next Regularly Scheduled Council Meeting – September 10<sup>th</sup>

Council Agenda Item #13: Adjournment

Motion made by T. Guerrette, seconded by P. McDonough, to adjourn at 6:28 p.m. (7 yes) So voted.

Jayne R. Farrin, Secretary

Exhibit A:

Questions asked by Councilor Kirkpatrick:

I am not against this project in principal.

I want to use the guidance I was given in the City of Caribou TIF District Information manual to address the financing and procedural portions of the TIF based on the following:

Caribou TIF District Information manual, "Process" sections:

Section III Level of Municipal Participation, 3. - How is this project generally consistent with goals and actions in the City's Comprehensive Plan?

QUESTION: How was this project measured against the goals?

QUESTION: Where is this evaluation and where is the City's Comprehensive Plan?

Section IV Application Requirements, For projects that include a CEA

The developer demonstrates the financial capacity to undertake the project and provides evidence in support of this capacity. Evidence will include but not limited to:

- Development budget and pro-forma
- Financial commitments of project lenders
- A project implementation plan and schedule

QUESTION: Where is the evidence in the form of the previous five deliverables?

Section V Application Process, Phase 3: City Manager will schedule a workshop to review proposal with Council. Meeting should result in determination to move forward with a TIF

There should be a discussion of policy waivers requested, if any.

Summary history of Council actions does not contain the workshop where the proposal was reviewed nor where policy waivers discussed.

QUESTION: When and where did these milestones occur?

Section V Application Process, Phase 4: Using comments from the workshop, applicant may apply for final application approval (the application is a separate document). The Manager shall proceed with the following:

Meet and obtain input from dept heads

For TIF applications with a CEA involved, negotiate with developer conditions under which a CEA agreement may be reached, including waivers and their rationale

Develop findings of fact from Council

Vet the findings of fact with Council, revise, and renegotiate with the applicant as necessary

Finalize findings of fact and forward the findings, with a recommendation, to the Council

NOTE: "Finding of fact is the determination of truth after consideration"

QUESTION: Phase 4 seems what we are doing now?

Section V Application Process, Phase 5: Present the findings of fact to the Council for their action

QUESTION: When did this happen?

Section V Application Process, Phase 6: Based on the Council direction and approval, designated staff shall prepare and submit application for TIF to the State

QUESTION: Didn't this occur back in June at the meeting on the 11th?

QUESTION: Did Phase 6 occur before Phase 4? If so why?

Appendix 3 - TIF/CEA Evaluation Checklist - Where is this document for this project?

QUESTION: If this document was not filled out, does the information reside somewhere else?