

Council Agenda Item #1: Roll Call

The Caribou City Council held a regular meeting Monday, February 11, 2019 at 6:00 p.m. in Council Chambers with the following members present: Mayor R. Mark Goughan, Deputy Mayor Jody R. Smith, Joan Theriault, Nicole L. Cote, Hugh Kirkpatrick, and Thomas Ayer. David Martin was absent and excused.

Dennis L. Marker, City Manager was present.

Department Managers and Staff: Penny Thompson (Tax Assessor) 6:05 p.m.; Gary Marquis (Supt. of Parks & Recreation) 6:33 p.m.; Hope Shafer (Library Director); Scott Susi (Fire Chief); Kenneth G. Murchison (Zoning Administrator); Carl Grant (Finance Director); Christina Kane-Gibson (Events & Marketing Director); and Michael Gahagan (Police Chief).

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

Council Agenda Item #2: Pledge of Allegiance

The Mayor led the Pledge of Allegiance.

Council Agenda Item #3: Public Forum

There wasn't any public input.

The Mayor extended his thanks to Caribou citizens for their patience. The City has experienced a series of snow storms followed by wind, which has put a strain on the private and public sectors for snow removal. Everyone should be commended for doing the best they could in extreme conditions. The Mayor gave a "shout out" to all the Caribou citizens who have been patient and understanding that these were not normal events. He thinks people are doing a pretty good job considering everything that's taken place.

Council Agenda Item #4: Minutes from Regular Council Meeting held January 28, 2019

Motion made by J. Theriault, seconded by J. Smith, to approve the minutes from the January 28, 2019 Regular Council Meeting as presented. (6 yes) So voted.

Council Agenda Item #5: Bid Openings, Awards, and Appointments

a. Spirit of America Nomination

The Spirit of America Foundation is a 501(c)(3) public charity established in Augusta in 1990 to honor volunteerism. The selection of an individual or group for Spirit of America recognition can be done by the City each year. Up until now, the City of Caribou hasn't participated.

If the Council wishes to participate and recognize an individual or group, the City Manager suggested that the Council make a decision before April because that month is recognized as "Volunteer Month".

Nominations are to be submitted to the City Manager and the deadline for submission is March 1st. This topic will be added to the March 11th Council meeting agenda.

Councilor Ayer requested a brief description of why the Council should choose the nominees, just a brief description of what they've done for volunteering in the community.

Council Agenda Item #6: Formal Public Hearings, Discussion and Possible Action Items

There weren't any formal public hearings held.

Council Agenda Item #7: New Business & Adoption of Ordinances and Resolutions

- a. Discussion and Possible Action Regarding Renewal of Liquor License for the Caribou Country Club

Motion made by H. Kirkpatrick, seconded by T. Ayer, to approve the renewal of a liquor license for the Caribou Country Club as presented. (6 yes) So voted.

- b. Discussion and Possible Action Regarding Sale of Tax Acquired Property at 142 Limestone Street

This property has been out to bid, with no bidders, for a minimum bid of \$3,100. Kevin O'Bar has offered to purchase the property for \$3,100.

Motion made by J. Smith, seconded by J. Theriault, to sell the property at 142 Limestone Street-Map 38 Lot 77 to Kevin O'Bar for \$3,100.00. (6 yes) So voted.

Council Agenda Item #8: City Manager's Report

The Mayor stated that he has asked the City Manager to do this during Council Meetings so to keep the Council informed as to the different things that are in the pipeline for the decision making process. This could be new information or not, Council wants to hear what administration and staff are working on. The Mayor wants Manager Marker to go through the complete report first and then the Mayor will open it up for any general questions and comments. According to the Mayor, none of the report should require any action tonight, as action item discussions should be held somewhere else in the agenda.

- a. Unexpended Allocations in Monthly Reports

Finance Director Grant gave a brief definition and explanation for the term "Unexpended Balances", which are balances budgeted and not spent or revenues collected above the budgeted amount. In 2017, the City ended the year with an Unexpended Balance of \$434,795.73 and the unaudited amount for 2018 is \$32,482.87. Those balances are in the General Fund Account 600 of the financial statements. The City's Fund Balance is made up between the assets minus liabilities. Grant noted that there is a different definition of liabilities between private and public sector accounting.

The Mayor discussed the differences between the City's December 2017 General Ledger and the 2017 Audit. He offered, in his business world, what is listed as liabilities aren't liabilities, but some of those are fund balances. He noted that the City's Fund Balance, at that particular moment when the Trio report was printed, was \$2.1 million. The Mayor stated that this is the number the needs to be tracked throughout the year. He pointed at the audit and how the auditors separate what is an actual liability versus what is an assigned fund balance. The Mayor wants to, if possible with the Trio System, separate what he defines as a liability from what he defines as a Fund Balance. He offered that it would then match what the audit does. His goal as Mayor is to make the financial situation of the City as simple as possible.

The City Manager offered to bring to the next Council Meeting a cash flow chart for the year. The Finance Director commented that auditors and the City may look at the same accounts differently. Council questions were answered.

b. Streetlight Purchase and LED Conversion Status

RealTerm has provided its audit report to the City. The City could purchase the current streetlights for approximately \$13,000. The audit report projects that the City could save annually almost \$100,000 if the City were to own, install, and maintain the LED lights. The cost to change out the lights would be over \$300,000 with a potential payback to the City in three years. Administration is still reviewing the audit report, plus reviewing the lights identified as the City's and as to whether they really are or not. This isn't ready to come back to the Council for a final review and possible approval.

The Manager invited the Councilors to participate in the phone call he will be having with RealTerm at 10:00 a.m. on the 12th. Discussion. This subject is seen as a priority by the Mayor.

c. River Road

The \$119,419 contract for design services has been executed. Survey work has been completed on the site. They are in the process of cleaning up all the data and processing it so they can begin looking at the design of the road. To fund the \$1.2 or \$1.4 million needed for the project, the City is able to go out to a public bond bank. The deadline for this is roughly August. Meantime, if the City moves ahead with reconstruction then it will be necessary for the City to float the expenses or utilize a local loan until the City receives bond funding.

d. High Street

Notices have been sent out by Maine Department of Transportation (MDOT) that High Street is an anticipated project for summer 2019.

Councilor Ayer asked whether the MDOT survey has been received, as he really wants to see what is underneath and it has been two weeks since he requested it.

e. Budget/Capital Expenditure Amendments

There is a potential of hiring an employee who has received training by another government entity. By statute, the City would be required to reimburse such entity for the training provided, which is close to \$40,000 and wasn't anticipated in the expense budget for 2019. Administration may be coming to the Council with a requested budget amendment regarding the reallocation of reserve funds.

Councilor Ayer would like to talk about this in executive session.

f. Birdseye Cleanup

The City has solicited bids for metal recycling at the site. The higher bidder of \$60/ton has been notified and told to proceed with the work.

g. Union Negotiations

All four union contracts are on the table in 2019. The Manager hopes the Council will have this on the agenda in the near future, as he wouldn't want it to bog down through the summer and budget season.

h. Real Estate Transactions

The sale of property at the corner of York and Sincock Street is being finalized. The conveyance documents will combine this lot with the purchaser's property resulting in one lot. Once this matter is settled the City will refocus on Flora-Dale Park and what might be necessary to surplus that parcel. Last year the City was approached about Flora-Dale being converted to a private park and utilized to help draw business into local businesses.

i. Wage and Classification Policy

The Wage and Classification Policy is still on the table and needs to be brought to the Council at some point. This is ready to come back when the Council is ready to discuss it.

j. Senior Homestead Tax Exemption Policy

The Senior Homestead Tax Exemption Policy is ready to bring back when the Council is ready to have that discussion.

The Mayor hopes the Council will work on these items, leaving October, November, and part of December left open for the budget. The Mayor is interested in talking about union contracts right off.

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

- a. Council Priorities and Goals for 2019 - The Mayor stated that discussion concerning 9.a Council Priorities and Goals for 2019 will be held in executive session.
- b. Jerry Ouellette – 412 Access Highway - His former property became tax acquired in November 2018. He offered to pay all three years owed so he might purchase back the property. The amount due as of today is \$337.34.

Motion made by J. Theriault, seconded by N. Cote, to accept \$337.34 for total amount owed for back taxes from Jerry Ouellette for the property located at 412 Access Highway. (6 yes) So voted.

- c. Plourde Furniture - Plourde Furniture has donated seven new chairs to the Caribou Public Library. The donation came because Jessica from Plourde Furniture came into the Library and commented that the chairs looked a little shabby and that she wanted to replace all of them.
- d. Stop Sign - Stop sign missing by the Empty Jug Redemption on Farrell Street.
- e. Snowmobile Radar Run - Parks & Recreation and the snowmobile club are going to co-host a radar run at Caribou Lake on February 23rd. This event is part of Winter Carnival. All proceeds will go to the groomer replacement fund.
- f. Facebook - Councilor Ayer called it a powerful piece of advertising and suggested that the City use it even more than it is now. The Manager gave kudos to Christina Kane-Gibson for the Facebook page and she received a round of applause from Council and audience members.
- g. Police Report -The number of complaints for January 2018 to January 2019 are up.

- h. Winter Carnival – Winter Carnival will be different from the past because the City doesn't have Teague Park. There will be two mini carnivals, with one in February and another in March.
- i. Caribou High School Basketball team – going to the State Basketball Tournament and will be playing Friday at 6:30 p.m. at the Cross Center in Bangor. The team placed second.

Council Agenda Item #10: Executive Session (May be called to discuss matters identified under Maine Revised Statutes, Title 1, §405(6))

- a. MRSA Title 1 §405(6)(A) Discussion about Employment, Duties, Evaluation etc. of Fire Department Personnel

6:50 p.m. Time in. Motion made by J. Smith, seconded by T. Ayer, to enter into executive session under MRSA Title 1 §405(6)(A) Discussion about Employment, Duties, Evaluation etc. of Police Department Personnel. (6 yes) So voted.

7:03 p.m. Time out.

No action was taken.

7:03 p.m. Time in. Motion made by J. Smith, seconded by J. Theriault, to enter into executive session under MRSA Title 1 §405(6)(A) Discussion about Employment, Duties, Evaluation etc. of Fire Department Personnel. (6 yes) So voted

7:33 p.m. Time out.

No action was taken.

Mayor Goughan requested that the Manager provide information about the City's annual cash flow at the next Council meeting.

- b. MRSA Title 1 §405(6)(A) Discussion about Employment, Duties, Evaluation etc. of the City Manager

7:34 p.m. Time in. Motion made by T. Ayer, seconded by N. Cote, to enter into executive session under MRSA Title 1 §405(6)(A) Discussion about Employment, Duties, Evaluation etc. of the City Manager. (6 yes) So voted.

8:25 p.m. Time out.

Mayor Goughan asked that the Manager provide a short presentation about economic development during the next Council meeting and suggested that the Manager meet with Mr. Tim Todd to discuss the LED street light matter before the next Council meeting. Councilor Cote suggested that a notice be pushed through Facebook about the economic discussion on the next agenda.

Councilor Theriault asked if Channel 1301 couldn't be better utilized and if more interesting information could be provided.

Council Agenda Item #11: Reports of Officers, Staff, Boards and Committees

There weren't any reports given.

Council Agenda Item #12: Next Meetings(s): February 25 & March 11

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Council Agenda Item #13: Adjournment

Motion made by T. Ayer, seconded by H. Kirkpatrick, to adjourn the meeting at 8:28 p.m. (6 yes) So voted.

Jayne R. Farrin, Secretary