

Council Agenda Item #1: Roll Call

The Caribou City Council held a regular meeting Monday, January 28, 2019 at 6:00 p.m. in Council Chambers with the following members present: Mayor R. Mark Goughan, Deputy Mayor Jody R. Smith, David Martin, Joan Theriault, Hugh Kirkpatrick, and Thomas Ayer. Nicole Cote was absent and excused.

Dennis L. Marker, City Manager was present.

Department Managers and Staff: Penny Thompson, Tax Assessor; Gary Marquis, Supt. of Parks & Recreation; Hope Shafer, Library Director; Scott Susi, Fire Chief; Kenneth G. Murchison, Zoning Administrator; Carl Grant, Finance Director; and Dave Ouellette, Public Works Director.

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.

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

There weren't any Conflicts of Interest to declare.

The Mayor requested that this item be removed from future agendas, if anyone has a conflict they are to state it during the course of the meeting.

Council Agenda Item #5: Consent Agenda

Action took place on each individual Consent Agenda item.

- a. Minutes from Organizational Council Meeting held January 2, 2019

Motion made by J. Smith, seconded by J. Theriault, to approve minutes from the January 2, 2019 Organizational Council Meeting as presented. (6 yes) So voted.

- b. Minutes from Regular Council Meeting held January 14, 2019

Motion made by H. Kirkpatrick, seconded by T. Ayer, to approve minutes from the January 14, 2019 as presented. Councilor Theriault commented that Public Works Director Dave Ouellette should be added to list of staff for the Council's Airport Committee. Both Councilors Kirkpatrick and Ayer agreed to amend their motion to add Public Works Director Dave Ouellette to the list of staff for the Council's Airport Committee and to approve the minutes as amended. (6 yes) So voted.

- c. Liquor License Renewal for Paul Morgan DBA Access 89 Bar and Grill

Motion made by J. Theriault, seconded by H. Kirkpatrick, to approve the liquor license renewal for Paul Morgan dba Access 89 Bar and Grill. (6 yes) So voted.

The Mayor questioned why areas of the application are blacked out. Staff explained that the form is a state form and the blacked out information is dates of birth, home addresses for the prior five years, and income from business sales.

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

a. City Council Airport Committee

The Mayor has received a request for Councilor Kirkpatrick to be removed from the City Council Airport Committee. Councilor Smith volunteered to serve.

b. Citizens Airport Advisory Committee

The Mayor selected Councilor Kirkpatrick to serve on the Citizens Airport Advisory Committee as Council Representative. Councilor Ayer stated that he plans to continue attending the Citizens Airport Advisory Committee meetings with Councilor Kirkpatrick. Councilor Ayer serves as Chair of the Council Airport Committee.

The City Manager noted that there isn't anything in Ordinance 03, 2018 Series that was adopted July 11, 2018 indicating that the creation of the Airport Advisory Committee would prevent the Council from maintaining a Council Committee with similar or varying duties in relation to the airport operations, maintenance, capital or future use plans. The intent of the Citizens Airport Advisory Committee wasn't to replace the Council Airport Committee.

Council Agenda Item #7: Financial Report – 2018 Year End

Manager Marker offered highlights of the unaudited 2018 year-end financials.

- Revenues were \$10,190,844, which is \$151,205 less than projected. Payments received from Medicaid and Medicare being \$187,059 less than projected. Excise tax collections were \$63,753 higher than projected, plus an additional \$24,000 in state revenue sharing was received. Over \$25,000 in miscellaneous interest earned on investments. \$16,936 from the RSU for the School Resource Officer (SRO). Fuel sales at the airport were \$8,755 and reimbursement for workers compensation was \$6,127.
- Expenses were \$10,048,735 or \$185,379 less than projected. There were five departments that exceeded budgeted amounts: Fire/EMS, Police, Airport, Snowmobile Trails, and Section 8 FSS Program. The shifting of ambulance billing expenses back to Fire/EMS caused the overage in that department. The hiring of a SRO caused the overage in the Police Department. The additional revenues from RSU help offset the overage. Caribou taking over FBO services at the airport caused the overage in the Airport account. The Snowmobile Trails overage caused by major trail repairs needed from spring runoff damage and the Council authorized early trail maintenance. The Section 8 FSS Program overage was \$3,248, but the grant award was over \$7,000 more than the budgeted expenses. So in reality, the FSS Program was actually \$3,939 under allocated funding.
- The overall unaudited difference between expenses and revenues, according to the Finance Director, is approximately \$32,000.

The Finance Director and City Manager answered questions from the Council. The Mayor made an observation that two years ago the City ended the year with \$390,000 in unexpended appropriations, one year ago the unexpended appropriations were approximately \$250,000, and now the City is ending 2018 with \$34,000 in unexpended appropriations. The Mayor referred to this as one of many ticking time bombs that everyone needs to keep focused on. The City Manager offered that the City has been

“more true” in the numbers, with a better grasp of both the City’s projected revenues and expenses. He stated that the City is closer to having a “truer budget” and with a “truer budget” there will be less available to apply to future budgets.

Council Agenda Item #8: Formal Public Hearings, Discussion and Possible Action Items

- a. Liquor License for Becharads Grill at 30 Skyway Drive

Public hearing opened at 6:24 p.m.

It was noted by the City Clerk, that a public hearing is being held because this is a new liquor license application. The public hearing was advertised in the Aroostook Republican. The Police Chief, Health Officer, and Code Enforcement Officer have all signed off on the application. The Becharads have owned and operated a restaurant in Van Buren before moving to Caribou. Their new restaurant is located in Skyway Plaza. The Becharads have held liquor licenses in the past.

No public input.

Public hearing closed at 6:26 p.m.

Motion made by D. Martin, seconded by J. Theriault, to approve the liquor license application for Becharads Grill at 30 Skyway Drive. (6 yes) So voted.

Council Agenda Item #9: New Business & Adoption of Ordinances and Resolutions

- a. Discussion and Possible Action Regarding Resolution 01-04-2019 Recognizing Cary Medical Center 95th Anniversary.

Motion made by H. Kirkpatrick, seconded by T. Ayer, to approve Resolution 01-04-2019 Recognizing Cary Medical Center 95th Anniversary as presented. (6 yes) So voted.

- b. Discussion and Possible Action Regarding Agreement with MDOT for High Street Reconstruction

The City Manager reviewed the proposed agreement. The estimated project cost is \$190,085 with the City’s share being 50% or \$95,042.50. The 2019 Budget includes the monies needed to cover the City’s share.

Discussion. In 2009, the City paid to have High Street paved with a one-inch overlay. High Street belongs to the State and is located within the urban compact zone, which means the Maine Department of Transportation (MDOT) will take care of infrastructure and the City’s responsibility is maintenance only. According to the MDOT, surface treatment is maintenance so is the City’s. Since last year, MDOT has separated the High Street project into drainage and mill & fill. It is expected that MDOT’s bid will come out early in February. The bid for the mill & fill will come out later. Councilors expressed concerns about there being any further delay to the project. Copies of any studies done by MDOT was requested by Councilor Ayer. The \$190,085 project is only for the mill & fill and sidewalks. The drainage project will cost approximately \$500,000 and will be funded by MDOT.

The Mayor asked Director Ouellette to keep the Council informed.

Motion made by J. Smith, seconded by T. Ayer, to authorize the City Manager to execute the MDOT Municipal/State Agreement for Paving of High Street in Caribou including sidewalk improvements. (6 yes) So voted.

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

a. Council Priorities and Goals for 2019

This was tabled at the last Council meeting and will be done in executive session at the end of this meeting.

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

Since the last meeting, the one-year Police and Fire union contracts have been signed by all parties. The Police contracts includes items to attract new officers.

The City Clerk reminded everyone to license their dog before February 1st to avoid a \$25.00 late fee.

The Mayor returned to Council Agenda Item #10: Reports and Discussion by Mayor and Council Members.

Councilor Martin requested to have meeting minutes from the Caribou Utilities District (CUD) sent out to the Council. Councilor Kirkpatrick noted that the CUD minutes are sent monthly to the Manager.

Per request of the Mayor, the City Manager gave a brief explanation of the Community Development Block Grant (CDBG) process. At the next meeting, the Mayor requested five minute reports on LED streetlights and clarification of Undesignated Funds and where they are on the ledger.

Council Agenda Item #12: Executive Session (May be called to discuss matters identified under Maine Revised Statutes, Title 1, §405(6))

b. §405.6(D) Labor Contracts and Proposals

6:58 p.m. Time in. Motion made by J. Smith, seconded by T. Ayer, to enter into executive session under MRSA Title 1, §405(6)(D) with Chief Susi and Public Works Director to discuss labor contracts and proposals. (6 yes) So voted.

8:05 p.m. Time out.

No action was taken.

The Mayor asked that Council discussion of goals and priorities be postponed until the next meeting. Council agreed to keep the item tabled.

Council Agenda Item #13: Next Meeting(s): February 11 & 25

Council Agenda Item #13: Adjournment

Motion made by J. Smith, seconded Ayer, to adjourn the meeting at 8:05 p.m. (6 yes) So voted.

Jayne R. Farrin, Secretary