

Council Agenda Item #1: Roll Call

The Caribou City Council held a regular meeting Monday, February 25, 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, Nicole L. Cote, and Thomas Ayer. Hugh Kirkpatrick was absent and excused.

Dennis L. Marker, City Manager was present.

Department Managers and Staff: Penny Thompson (Tax Assessor); Hope Shafer (Library Director); Scott Susi (Fire Chief); Kenneth G. Murchison (Zoning Administrator); Carl Grant (Finance Director); Christina Kane-Gibson (Events & Marketing Director); Michael Gahagan (Police Chief); Eric Bechtel (Caribou Reserve Officer); and Denise Lausier (Executive Assistant to the City Manager).

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: Minutes from Regular Council Meeting held February 11, 2019

Motion made by J. Theriault, seconded by J. Smith, to approve the minutes from the February 11, 2019 Regular Council Meeting as presented. (6 yes) So voted.

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

- a. Officer Eric Bechtel – Life Saving Award from Maine Chiefs of Police Association

Chief Gahagan recognized Officer Eric Bechtel, a Reserve Officer with the Police Department, who was recently awarded the Life Saving Award by the Maine Chiefs of Police Association. Last May, Officer Bechtel responded to a call where he jumped into the Caribou Stream and pulled a woman from the water and saved her life.

Officer Bechtel received a standing ovation.

Council Agenda Item #6: Financial Report – January 2019

Both adopted Expense and Revenue Budgets need to be entered into Trio and posted before the City can work in them. The January 2019 report does show how much has been spent. Council questions were answered.

Motion made by J. Smith, seconded by N. Cote, to accept the January 2019 Financial Report as presented. (6 yes) So voted.

Council Agenda Item #7: Formal Public Hearings, Discussion and Possible Action Items

There weren't any formal public hearings held.

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

- a. Discussion and Possible Action Regarding Renewal of Liquor License for the Caribou Inn & Convention Center

Motion made by D. Martin, seconded by T. Ayer, to approve the renewal of a liquor license for the Caribou Inn & Convention Center as presented. (6 yes) So voted.

- b. Discussion and Possible Action Regarding Resolution 02-01-2019 – Approving 2019 Revenue Budget

The estimated 2019 General Fund Revenues are \$9,775,277, which is 0.1% under the 2018 estimates (\$9,788,514). The Manager reviewed the proposed 2019 Revenue Budget, highlighting projected reductions in EMS revenues and State education funding. The City will receive from Aroostook Waste Solutions (AWS) approximately \$640,000 in 2019 and the Manager includes roughly \$170,000 of that money in the proposed Revenue Budget. Mr. Marker noted that the State allows us to create a Credit Reserve Account or in other words an actual Rainy Day Fund. In this budget, it is proposed to capture \$200,000 of the AWS monies and put it into a Credit Reserve Account. The Council still needs to discuss what is to happen with the balance of the AWS funds.

The Manager answered several questions from the Council. Discussion about delaying adoption until the March 11<sup>th</sup> meeting. The Mayor made three comments 1) he wants the City to keep an eye on ambulance reimbursement amounts, 2) asked if he was reading it correctly that the mil rate could increase by 1.7, and 3) he thought the Revenue Budget was adopted in 2018 later in the year and questioned the rush.

Motion made by D. Martin, seconded by J. Smith, to adopt Resolution 02-01-2019 A Resolution of the Caribou City Council Approving the 2019 Revenue Budget as presented. (4 yes, J. Theriault, D. Martin, J. Smith, N. Cote, 2 no, RM Goughan, T. Ayer) So voted.

- c. Discussion and Possible Action Regarding Resolution 02-02-2019 – Authorizing Re-appropriation of Funds

Motion made by J. Smith, seconded by D. Martin, to adopt Resolution 02-02-2019 A Resolution of the Caribou City Council Approving the Re-Appropriation of Reserve Funds and to change the amount approved to be used from reserves from \$15,000 to \$10,000. (6 yes) So voted.

- d. Introduction of Ordinance No. 2, 2019 Series – Floodplain Management

Councilor Smith introduced Ordinance No. 02, 2019 Series, An Ordinance amending Chapter 13, Section 13-600, Flood Hazard Area Regulations.

Motion made by J. Smith, seconded by T. Ayer, to set the public hearing for March 25, 2019. (6 yes) So voted.

Council Agenda Item #9: City Manager's Report

- a. City Annual Cash Flow Report

Finance Director Grant provided an overview of the City's annual cash flow. The daily amount available is generally within \$100,000 of that same day in prior years. At the beginning of the year, the City generally has \$4 million available with the lowest point coming just before tax commitment. Each month the City's average expense is \$834,000.

Generally, in May or when the cash balance is \$1.5 million or so, the Department Heads are cautioned about spending until commitment. In 2018, the largest one-day deposit was \$680,768 which was in the middle of last September with \$616,477 being the largest one-day expense. The RSU's monthly expense is approximately \$300,000.

Comments and discussion about Account 600, Rainy Day Funds, Fund Balance, River Road repair expenses, and Caribou's tradition of self-funding projects.

b. Economic Development Priorities

The City Manager presented a PowerPoint presentation on economic development. The presentation ended with five steps the City should take:

1. Stake Holder meetings & surveys
2. SWOT Analysis
3. Market Analysis (AKA Reality Check)
4. Goals and Strategies
5. Implementation

One of the Mayor's three goals is to define Economic Development. The Mayor stated that he sees Caribou as having a growth problem as it deals with excise tax and property tax. He would like to see growth in these two taxes, not from mil rate increases, but rather through private sector investment expansion. The Mayor stated that his philosophy is not to tax people more and more. He would like to see economic development grow those two numbers.

c. LED Lights

Emera has informed the City that they should be done reviewing the City's accounts by the end of this week. A real cost proposal can be done once this is received. The Manager stated that this should be ready for the next meeting. RealTerm is willing to come up and present their full report to the Council. The Mayor suggested that the Manager meet with RealTerm and then summarize and give the Council a synopsis.

d. River Road

The Manager has met with the new project manager for DuBois & King as Shane McDougall has left the company. The Manager has been assured that the project will not be delayed because of the transition. DuBois & King are anticipating that a preliminary design for the River Road fix will be done within the next two weeks. Once the drawings are received, he plans to set up a meeting with the CUD and City staff.

e. Birdseye Cleanup

The snow will have to dissipate a little bit before we see any more movement on the site.

f. Union Negotiations

Will be discussed later in the meeting

g. Wage & Classification & Council Goals

The Manager is ready whenever Council adds these items to the agenda.

h. High Street

Maine Department of Transportation (MDOT) anticipates that bids will be ready to go out by the end of the month. The City will not go out to bid until the State has

accepted a bid for their portion of the project. It is expected that MDOT's portion will be done by the end of July.

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

- a. Councilor Martin gave a shout out to the Caribou Boys' Basketball team for winning the Northern Maine Class B Championship. Their first championship since 1983. Councilor Smith thanked the Chiefs for the parade escorting the team.
- b. A thank you card is available for the Councilors to sign, thanking Plourde Furniture for their recent donation.
- c. March 11<sup>th</sup> agenda: Spirit of America, definition of economic development, LED lights, city leases, and wage & classification.

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

- a. FOAA training for Council

Public Access Officer Jayne R. Farrin provided training with a focus on public proceedings, cell phone use, and emails.

The Tax Assessor Penny Thompson will be holding an information session on starting a business in Caribou. It will be held February 26<sup>th</sup> at 6 p.m. at the Wellness Center. No reservation needed plus there isn't a fee.

Constance "Connie" Michaud will be retiring after working for the City for 33 years and one day. An open house will be held in Council Chambers on April 8<sup>th</sup> from 2:00 p.m. to 4:00 p.m. Councilors and members of the public are welcome.

The Clerk mentioned that excise tax mil rates have been the same since 1929. Currently there are bills in Augusta looking to make changes to how excise tax is calculated. She suggested that the Councilors might want to contact the local representative regarding this and any possible changes to excise tax.

Councilor Ayer asked about a stop sign.

Council Agenda Item #12: Executive Session (May be called to discuss matters identified under Maine Revised Statutes, Title 1, §405.6 Labor Contracts and Proposals)

- a. §405(6)(D) Labor Contracts and Proposals

7:52 p.m. Time in. Motion made by T. Ayer, seconded by N. Cote, to enter into executive session under MRSA Title 1 §405(6)(D) Labor Contracts and Proposals. (6 yes) So voted.

9:17 p.m. Time out.

No action was taken.

Councilor Martin asked that a report be prepared regarding city owned parking lots downtown. What are the current contractual arrangements and the City's legal position with regards to those? There is a party interested in purchasing one of the parking lots. Councilor Theriault noted that the properties were supposed to be sold, not leased. The current lease holder makes payments to the City for the leases but did not take ownership as Council desired.

Mayor Goughan asked that information about parking lot leases be provided on the next agenda. Manager Marker indicated he planned to provide information on all the leases currently held by the City to the Council (e.g. Mecon building, parking lots, properties, fire truck, boilers, airport, etc.)

Councilor Martin asked that the Council have a discussion about streetlights. He suggested that just because the lighting is cheaper with an LED change out doesn't necessarily mean we should turn on all the lights. New lights could be installed at country intersections and along major traffic corridors, but any others could be paid by the citizens most benefitting from the light. Councilor Ayer commented that the new LEDs would be much more efficient, and we could maybe do with less lights.

Council Agenda Item #13: Next Meetings(s): March 11 & 25

Council Agenda Item #14: Adjournment

Motion made by J. Smith, seconded by Mayor Goughan to adjourn the meeting at 8:25 p.m. (6 yes) So voted.

Jayne R. Farrin, Secretary