

Council Agenda Item #1: Roll Call

The Caribou City Council held a regular meeting Monday, August 19, 2019 at 6:00 p.m. in Council Chambers with the following members present: Mayor R. Mark Goughan, Deputy Jody R. Smith, David Martin, Joan Theriault, Nicole Cote, Hugh Kirkpatrick, and Thomas Ayer.

Dennis L. Marker, City Manager was present.

Department Managers and Staff: Kenneth G. Murchison (Zoning Administrator), Gary Marquis (Supt. of Parks & Recreation), Christina Kane-Gibson (Events and Marketing), Michael Gahagan (Police Chief), Scott Susi (Fire Chief), and Penny Thompson (Tax Assessor).

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

- Dave Corriveau – Resident of Caribou – Expressed concerns about Caribou’s loss in valuation and stated his definition of economic development. Mr. Corriveau suggested contracting out managerial duties of administration and put Dennis Marker to a 100% time dedication to increasing Caribou’s valuation.
- Bill Flagg – Recovery Aroostook – Recovery Aroostook has signed a Purchase Sale agreement for property on Hammond Street. Everything is moving towards the opening of a recovery house. Recovery Aroostook is looking for a letter of support from the Council for the location and purposes that have been outlined in provided materials.
- Gary Nadeau – Resident of Caribou – expressed his concerns with code enforcement and enforcement of Caribou’s local rules and regulations. He has an issue with a neighbor that operates a business and the business’ hours of operation.
- Elizabeth Singer – Age Friendly Community Progress – Ms. Singer reviewed the results of a recent survey with housing and access to health services being the top most important issue for those respondents. There are 17 people on the local committee. The next step is to develop an action plan for obtaining set goals.

The Mayor invited her to return on a regular basis and update the Council with the committee’s progress.

The Mayor wants Dave Corriveau’s definition of economic development placed on the next Council agenda for discussion.

The Mayor asked Gary Nadeau to put his concerns in writing.

The Mayor asked Mr. Flagg if his organization had reached out to the neighbors on Hammond Street near the proposed site of a Recovery House. Mr. Flagg replied that they haven’t had any negative response.

This type of project must be treated like a single-family dwelling, so the City can't require any additional review other than what is done for single family dwellings.

The Mayor asked to have the matter of a letter of support added to the next agenda.

Council Agenda Item #4: Financials

a. 2018 Annual Audit Report

Gisele MacDonald of Felch & Company LLC delivered a synopsis of the 2018 City of Caribou audit.

The City ended the year with a decrease in its Fund Balance.

Motion made by T. Ayer, seconded by J. Smith, to accept the 2018 Annual Audit as presented. (7 yes) So voted.

b. July Financial Report

Motion made by J. Theriault, seconded D. Martin, to approve the July 2019 Financials as presented. (7 yes) So voted.

c. Discussion Regarding Establishment of a Rainy-Day Fund

MRSA Title 30-A §5801(3) allows a municipality to create a Credit Reserve Account (Rainy-Day Fund) so there will be funds available when the municipal legislative body (Council) determines that a financial emergency exists. According to State Statute, a municipality may appropriate funds directly or authorize the transfer of unencumbered surplus funds at the end of any fiscal year.

Councilor Martin noted that the City has \$3 million available in the Aroostook County Federal Savings & Association. Currently it is in a CD with the interest being used to pay the City's share of MainePERS.

The Mayor stated the problems on the River Road got him thinking of creating a fund where one-time funds could be placed. The City received this year and will be receiving in 2020 and 2021 one-time funds from Aroostook Waster Solutions (AWS). He wants this added to the budget process.

d. Fire/EMS Department Cost Per Resident

The 2019 operating and capital costs total \$1,081,772.50. The 2018 census estimate of Caribou's population is 7,614. Resulting in \$142.08 per person cost for the Fire/EMS services. Discussion as to what is the correct estimate for Caribou's population.

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

a. Appointment of Phil McDonough to the Nylander Board

Motion made by T. Ayer, seconded by J. Smith, to appoint Philip McDonough II to the Nylander Board to fill the vacancy created by the resignation of Nelson Ketch. (7 yes) So voted.

b. Appointment of Council Liaison to the Recreation Board

Councilor Ayer was appointed by the Mayor to service as Council Liaison to the Recreation Commission.

c. CDBG Advisory Committee

Motion made by J. Theriault, seconded by H. Kirkpatrick, to appoint Bill Flagg, Ken Murchison, Lisa Plourde, and Christina Kane-Gibson to the CDBG Advisory Committee. (7 yes) So voted.

Council Agenda Item #6: Public Hearing and Possible Action Items

- a. Acceptance of \$180,000 of CDBG Funds to assist Porvair Filtration Inc. with equipment purchases and building upgrades

7:11 p.m. Public Hearing opened.

No public input.

7:12 p.m. Public Hearing closed.

Motion made by D. Martin, seconded by J. Theriault, to adopt the Caribou Community Development Advisory Committee (CDAC) Complaint Policy as presented. (7 yes) So voted.

Council Agenda Item #7: New Business

- a. Discussion and Possible Action Regarding Renewal of Liquor License for The Great Wall Inc DBA Jade Palace at 30 Skyway Drive

Motion made by H. Kirkpatrick, seconded by T. Ayer, to approve the renewal of the liquor license for The Great Wall DBA Jade Palace at 30 Skyway Drive as presented. (7 yes) So voted.

- b. Resolution 08-01-2019 CDBG Housing Displacement Plan Approval

Motion made by J. Smith, seconded by H. Kirkpatrick, to adopt Resolution 08-01-2019 A Resolution of the Caribou City Council Establishing a Housing Displacement Plan as presented. (7 yes) So voted.

- c. Resolution 08-02-2019 Fair Housing Resolution

Motion made by J. Smith, seconded by H. Kirkpatrick, to adopt Resolution 08-02-2019 A Resolution of the Caribou City Council Supporting Fair Housing as presented. (7 yes) So voted.

- d. Resolution 08-03-2019 Standards of Conduct

Motion made by J. Smith, seconded by N. Cote, to adopt Resolution 08-03-2019 A Resolution of the Caribou City Council Adopting CDBG Standards of Conduct as presented. (7 yes) So voted.

- e. Resolution 08-04-2019 Accepting CDBG funds for Economic Development Purposes

Motion made by D. Martin, seconded by J. Theriault, to adopt Resolution 08-04-2019 A Resolution Accepting 2019 CDBG Economic Development Program Funds as presented with the funds to assist Porvair Filtration Inc. (7 yes) So voted.

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

a. Reconsideration of Resolution 07-01-2019

Motion made by J. Theriault, seconded by H. Kirkpatrick, to adopt the amended Resolution 07-01-2019 A Resolution of the Caribou City Council Establishing the 2019 Mil Rate and Related Financial Terms as presented. (6 yes, 1 no, D. Martin) So voted.

b. Resolution 08-05-2019 Tax Anticipation Note

Motion made by J. Smith, seconded J. Theriault, to adopt Resolution 08-05-2019 A Resolution of the Caribou City Council Authorizing a \$750,000 Tax Anticipation Note as presented. (6 yes, 1 no, H. Kirkpatrick) So voted.

Council Agenda Item #9: City Manager's Report

The City Manager briefly reviewed his written report updating the Council on topics including: River Road, Flora-Dale Park, cable franchise renewal, and events and marketing.

Supt. Marquis commented on a new event to be held by Caribou. On January 18, 2020, the City will be holding a dog sled race that is a qualifying race for the Can-Am.

The City Manager presented information on his proposed changes to City Office hours. The proposed change would have staff arriving for 8:00 a.m. with the doors being open to the public at 9:00 a.m. and closing at 5:00 p.m. The Council consensus: Administration can make the change without Council approval.

a. 2020 Budget Process

Manager Marker reviewed the budget timeline outline in the Charter. Discussion about Council Retreats and Budget Forums. The Mayor's goal is to have the 2020 Expenditure and Capital Budgets ready for a First Read for the last meeting in November.

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

a. Caribou General Plan Update

Zoning Administrator Murchison provided a brief update. He is planning to hold a Workshop in September.

b. New Public Safety Facility Options

Discussion as to what is the next step, what would the impact be on the mil rate, use a leasing company, and the City's insurance company requiring a structural engineer look at the walls of the Fire Station. The Manager has had a walk through the Fire Station with an engineering firm and they will be getting a cost proposal ready to go to the Council.

Councilors Cote and Kirkpatrick question whether there are underused buildings available for a Police Station that weren't captured last year. Councilor Ayer commented that Council needs to be financial responsible and that there may be some buildings that are available this year that were not last year.

If the Council is ready to move forward, the City Manager discussed the process for obtaining firm cost numbers. The Mayor's personal preference is to have the Council take charge of the project. He wonders what a local engineering firm would estimate the cost for a 6000 square foot Police Station. The Mayor believes there is a consensus to do

something for the Police. Caribou voters will have to approve the project and he thinks it would be best if the project was approved by the seven councilors. Discussion continued. The Manager suggested another meeting of the Advisory Committee.

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

The City Clerk reminded Caribou voters that nomination papers are still available in the City Clerk Office.

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

- a. Legal matter under §405(6)(E) regarding a Settlement Agreement with the MHRC

8:55 p.m. Motion made by T. Ayer, seconded by J. Smith, to move into executive session under MRSA Title 1 §405(6)(E) to discuss a Settlement Agreement with MHRC. (7 yes) So voted.

9:15 p.m. Returned from executive session.

Motion made by D. Martin, seconded by T. Ayer, to approve the terms of the MHRC Settlement Agreement in relation to Kenneth Lloyd. (7 yes) So voted.

- b. Economic Development and Real Estate under §405(6)(C)

- i. 60 Access Highway
- ii. Business Located at 7 Dow Siding Road

9:16 p.m. Motion made by H. Kirkpatrick, seconded by J. Theriault, to move into executive session under MRSA Title 1 §405(6)(C) to discuss economic development and real estate matters. (7 yes) So voted.

9:37 p.m. Returned from executive session.

No action taken.

- c. Labor Contracts with Patrol Officers, Sergeants, and Fire Fighters under §405(6)(D)

9:38 p.m. Motion made by H. Kirkpatrick, seconded by J. Theriault, to move into executive session under MRSA Title 1 §405(6)(D) to discuss collective bargaining agreements with the Fire/EMS and police departments. (7 yes) So voted.

10:26 p.m. Returned from executive session.

No action taken.

Council Agenda Item #13: Next Meetings(s): September 9 and 23

Council Agenda Item #14: Adjournment

Motion made by J. Smith, seconded by T. Ayer, to adjourn the meeting at 10:26 p.m. (7 yes) So voted.

Jayne R. Farrin, Secretary

August 19, 2019