

Council Agenda Item #1: Roll Call

The Caribou City Council held a regular meeting Tuesday, October 15, 2019 at 6:00 p.m. in Council Chambers with the following members present: Deputy Mayor Jody R. Smith, David Martin, Joan Theriault, and Hugh Kirkpatrick. Mayor R. Mark Goughan, Nicole L. Cote, and Thomas Ayer were absent and excused.

Dennis L. Marker, City Manager was present.

Department Managers and Staff: Kenneth G. Murchison (Zoning Administrator), Michael Gahagan (Police Chief), Gary Marquis (Supt. of Parks and Recreation), Hope Shafer (Library Director), Carl Grant (Finance Director), Lisa Plourde (Housing Executive Director), and (7:05 p.m.) Christina Kane-Gibson (Events and Marketing).

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

Council Agenda Item #2: Pledge of Allegiance

The Deputy Mayor led the Pledge of Allegiance.

Council Agenda Item #3: Public Forum

- Angela Tracy – requested additional time to pay the taxes on a parcel that her and her sisters have inherited from their father.

The City Manager noted that the parcel in question has gone out to bid by the City but no bids have been received. The minimum bid amount is \$8,500. The amount owed is \$3206.34. Deputy Mayor Smith recommended that Ms. Tracy work with Administration and then it will come back before Council.

Council Agenda Item #4: Bid Openings, Awards, and Appointments

- a. Recognition of Penny Thompson for IAAO Certification – Ms. Thompson was unable to attend and her recognition was delayed until October 28<sup>th</sup>.
- b. Recognition of Holli Doody for City Treasurer Certification – Ms. Doody has completed the required classes and work necessary to earn her Treasurer Certification through the Maine Municipal Tax Collectors' and Treasurers' Association.

Council Agenda Item #5: Public Hearings and Possible Action Items

- a. Ordinance #3, 2019 Series Changing General Assistance Rate

6:07 p.m. Public Hearing Opened.

The GA Administrator stated that changes to the General Assistance guidelines are done annually so the City's GA program is kept in compliance with State requirements. Keeping compliant assures the City will be reimbursed at 70% for direct GA assistance. The City is reimbursed at 100% for Connor TWP.

6:10 p.m. Public Hearing Closed.

Motion made by J. Theriault, seconded by D. Martin, to adopt Ordinance No. 03, 2019 Series, An Ordinance Amending Chapter 17 General Assistance, Short Title: An Ordinance Amending General Assistance Guidelines as presented. (4 yes) So voted.

Council Agenda Item #6: New Business

a. Discussion and Possible Action Regarding November 2019 Election Items

Motion made by D. Martin, seconded by J. Theriault, to approve the Notice of Municipal Election, countersign Warrant and Notice of Election for RSU 39 Referendum Election, approve an 8:00 a.m. opening time for the November 5, 2019 State Referendum, Municipal, and RSU 39 Referendum Election, and appoint Jayne R. Farrin as Election Warden and Danielle M. McLaughlin as Deputy Election Warden for the November 5, 2019 State Referendum, Municipal, and RSU 39 Referendum Election. (4 yes) So voted.

b. Discussion Regarding Reimbursement Agreement with Porvair

In October 2018, the City and Porvair entered a four-year agreement to reimburse Porvair the \$59,000 expense of installing backup power equipment at their Caribou plant, with the condition that Porvair were to add three additional workers for each of the years. Site Manager David Mika explained that the workforce has increased by two and that a part-time position has been converted to a full-time position.

The installation of the generator should be complete by the end of October 2019.

Mr. Mika answered Councilors questions. The annual reimbursement amount is approximately \$14,700. He asked if the current agreement could be amended so Porvair could receive a portion of the reimbursement.

Councilor Kirkpatrick wants to consider this a “first read” so the other three Councilors might be in attendance.

Deputy Mayor Smith with Councilors Martin and Theriault would support partial reimbursement.

Tabled until the next meeting. Based on Council discussion, the City Manager will draft a document for Council to review at the next meeting.

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

a. Resolution 10-01-2019 Adopting a City Fee Schedule

The proposed fee schedule has been revised since the last Council Meeting. The City Manager reviewed the revisions. Council questions were answered.

Motion made by D. Martin, seconded by J. Theriault, to adopt Resolution 10-01-2019 A Resolution Establishing the Fee Schedule for Caribou City as presented with the rates being effective immediately other than the two ambulance charges that will go in effect January 1, 2020. (4 yes) So voted.

b. Resolution 10-02-2019 Authorizing Public Works funds to Reserve Account

Motion made by H. Kirkpatrick, seconded by J. Theriault, to adopt Resolution 10-02-2019 A Resolution of the Caribou City Council Authorizing Use of Unencumbered Appropriations Toward Future Reserves as presented. (4 yes) So voted.

c. Resolution 10-03-2019 Authorization of Manager to Accept Property Conveyance from Sitel

Tabled until after the executive sessions are held.

d. Ordinance #3, 2019 Series Changing General Assistance Rates

Ordinance No. 03, 2019 Series, An Ordinance Amending Chapter 17 General Assistance, Short Title: An Ordinance Amending General Assistance Guidelines was adopted under Council Item #5.a.

e. Introduction of Ordinance #4 Amending the City's Whistleblower Policies

Councilor Martin introduced Ordinance No. 04, 2019 Series, An Ordinance Amending the Personnel Policies Pertaining to Catastrophic Leave and Whistleblower Protections.

A public hearing was scheduled for November 12, 2019.

Council Agenda Item #8: City Manager's Report

The City Manager updated the Council on a variety of items including High Street, Public Safety Building, Fire/EMS Structural Study, Wage and Classification Policy, Title 13 Re-Write, and Airport.

Council Agenda Item #9: Budget Forum

The City Manager with staff gave an overview for the proposed 2020 Budgets for a few of the Departments/accounts.

a. Library

- Proposed Budget: \$229,271 (6.9% increase)
- The proposed 2020 Budget is \$320 more than 2019
- The proposed Budget has some shifting of monies among line items

b. Parks, Recreation and Snowmobile Trails

Recreation Proposed Budget: \$534,483 (6.1% increase)

- Electricity and water will need to increase because Teague Park will be ready to utilize in 2020
- Not sure if pellet boiler will be used at the Recreation Center
- Hope to have splash pad built by late summer or early fall

Parks Proposed Budget: \$174,750 (13.2% increase)

- Heating oil line has increased
- Building maintenance has increased a little as building is 20 years old
- Shop furnace needs to be replaced and propane is being considered
- Planning to improve gateway enhancements

Snowmobile Trails Budget: \$57,724 (8.9% increase)

- Personnel costs are increasing with the 2020 increase to the minimum wage

c. Housing & Family Self Sufficiency Programs

Housing Proposed Budget: \$92,918 (0.6% decrease)

- Decrease primarily due to personnel benefit costs

Family Self Sufficiency Proposed Budget: \$46,710 (0.4% increase)

- Increase primarily due to personnel benefit costs

d. Tax Assessing

- Proposed Budget: \$315,475 (15.9% increase)
- Increase primarily due to new PT Assessing staff to help with quarterly reviews
- The Tax Assessor has been taking mass appraisal courses
- \$500 has been added to the legal fee line
- Fleet vehicle costs have increased
- The Tax Assessor was unable to attend this meeting, but will have the opportunity to address the Council regarding the proposed 2020 Budget

e. Economic Development

- Proposed Budget: \$344,844 (2.8% decrease)
- Move all of the City Manager's salary to General Government, which will free up approximately \$50,000 for other economic development activities
- Some changes are due to moving some expenses for the Zoning Administrator and City Manager have been moved to Tax Assessing or General Government
- The Events & Marketing Director noted that there is some shifting between lines; plus the loss of Sitel as a major sponsor for Thursdays on Sweden Street.
- New event called the Story of Caribou, which will be part of Maine's 200 year celebration
- The tariffs on Chinese products is affecting this department
- \$40,000 for the Revolving Loan Fund
- \$90,000 for Slum/Blight Removal
- \$22,500 for Façade Improvement
- \$50,000 New Fire Station

g. Police

- Proposed Budget: \$1,720,331 (1.3% increase)
- Salary line down is a result of a retirement
- Training costs are up an additional \$2,000
- Proposed increases in insurances and retirement
- The minimum cost of a cruiser is up to \$38,000 with additional \$5,000 to complete the change over
- By law, A, B, and C crimes must be video recorded
- Nearly  $\frac{3}{4}$  of the cost for a School Resource Officer is paid by RSU 39
- Unlike other Aroostook County Police Departments, the Caribou PD is fully staffed

h. Emergency Management

- Proposed Budget: \$14,477 (9.9% decrease)
- Sharing janitorial services with Highway

The Chief answered questions about the jail and prisoners. The City Manager stated that currently the City has a volunteer Animal Control Officer, but there are monies in the 2020 Budget just in case this change.

i. Protection

- Proposed Budget: \$426,269 (3.0% increase)
- LED conversion wasn't completed as quickly as planned
- A maintenance line of \$5,000 has been added
- 2% increase built in for hydrant rental fees

f. General Government and Buildings

General Government Proposed Budget: \$836,223 (8.3% increase)

- Salary line changes: All of City Manager's salary moved to General Government and the retirements of the City Clerk and another GG staff member.
- Increase in election costs as there will be three elections in 2020
- Aging fleet vehicles

Municipal Buildings Proposed Budget: \$73,450 (28.1% increase)

- Additional monies added to Building Maintenance

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

a. Definition of Economic Development

Tabled until Mayor Goughan is available.

Councilor Martin stated that JMG will be holding a business forum Friday, October 25<sup>th</sup> at Caribou High School. Over 600 students will be attending from Caribou, Fort Fairfield, and Presque Isle with over 40 groups attending. Dr. Valerie Waldemarson, the RSU 39's JMG Specialist, expressed to Councilor Martin her praise for the City's Christine Kane-Gibson and her willingness to assist with this event. Dr. Waldemarson extended an invitation to the Council and City Manager to attend the October 25<sup>th</sup> business forum.

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

Dog licenses for 2020 are available.

Absentee ballots for the November election are available. The City Clerk's Office will have extended hours from 5 to 7 p.m. on Thursday, October 31<sup>st</sup> so individuals can register to vote or vote absentee. The 31<sup>st</sup> is also the last day to request an absentee ballot.

Candidates' Forum will be held October 24 at 6:00 p.m. in City Council Chambers. The public may attend or watch it on YouTube. The Forum will be Council candidates only.

Councilor Martin commented positively about the new dog park.

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

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

7:58 p.m. Motion made by D. Martin, seconded by H. Kirkpatrick, to move to executive session to discuss economic development and real estate under §405(6)(C). (4 yes) So voted.

- i. 60 Access Highway
- ii. Sitel Business Location

iii. Franchise Agreement with Spectrum

9:14 p.m. Returned from executive session.

Motion made by H. Kirkpatrick, seconded by J. Theriault, that the City list 60 Access Highway for \$200,000 with Progressive Realty. (4 yes) So voted.

Deputy Mayor Smith noted that the Manager would move forward as directed in executive session regarding the SITEL building and the franchise agreement and final actions would be brought back to the Council for review and approval at a future date.

b. Discussion of labor contracts with local unions under §405(6)(D)

9:15 p.m. Motion made by H. Kirkpatrick, seconded by D. Martin, to move to executive session to discuss union contracts. (4 yes) So voted.

9:40 p.m. Returned from executive session.

No action was taken.

Council Agenda Item #13: Next Meetings(s): October 28<sup>th</sup> & November 12<sup>th</sup>

Council Agenda Item #14: Adjournment

Motion made by H. Kirkpatrick, seconded by D. Martin, to adjourn the meeting at 9:40 p.m. (4 yes) So voted.

Jayne R. Farrin, Secretary