

Council Agenda Item #1: Roll Call

The Caribou City Council held a regular meeting Monday, March 9, 2020 at 6:00 p.m. in Council Chambers with the following members present: Mayor R. Mark Goughan, Joan L. Theriault, Jody R. Smith, Hugh A. Kirkpatrick, and Douglas C. Morrell. Deputy Mayor Thomas Ayer and Nicole L. Cote were absent and excused.

Dennis L. Marker, City Manager was present.

Department Managers and Staff: Penny Thompson (Tax Assessor), Kenneth G. Murchison (Zoning Administrator), Michael Gahagan (Police Chief), and (7:05 p.m.) Gary Marquis (Supt. of Parks and Recreation).

YouTube, and Spectrum covered the meeting.

Council Agenda Item #2: Invocation / Inspirational Thought

Mayor Goughan read an invocation

Council Agenda Item #3: Pledge of Allegiance

The Mayor led the Pledge of Allegiance.

Council Agenda Item #4: Public Forum

- Harold Schneider – 51 Collins Street – At the previous meeting, Mr. Schneider had requested STOP signs for the intersection of Collins and Prospect and was told to attend this evening for a decision.

The Mayor noted that the Mr. Schneider's request is on the agenda and asked him if he could wait.

- Roger Felix – Fenderson Street – Voiced his opinion about the amount of negativity that is occurring in Caribou. Mr. Felix spoke about the Fire/Ambulance Department, the need to focus on attracting homeowners, and for "us" to work as a cohesive unit.

Council Agenda Item #5: City Council Minutes

- a. February 10, 2020 Regular Meeting

Motion made by D. Morrell, seconded by J. Smith, to accept the minutes of the February 10, 2020 Regular Council meeting as presented. (5 yes) So voted.

- b. February 24, 2020 Regular Meeting

Clerk Farrin noted that Police Chief Michael Gahagan attended the February 24, 2020 and the minutes should be corrected to reflect that.

Motion made by H. Kirkpatrick, seconded by J. Theriault, to accept the minutes of the February 24, 2020 Regular Council meeting as corrected. (5 yes) So voted.

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

- a. Appointment of Housing Board Member

Motion made by D. Morrell, seconded by H. Kirkpatrick, to remove a Commissioner for non-participation and to appoint Heather Bartlett to the Caribou Housing Authority Board of Commissioners. (5 yes) So voted.

b. Appointment of Citizens to New Police Station Stakeholder Group

Artifex Architects have been hired to study options for the Police Department and Station. The full Council will receive and review Artifex Architects final report. On March 5<sup>th</sup>, during the study phase, there was a meeting of individuals referred to by the City Manager as the “Stakeholder Group”. This group will review and provide input to the architects. According to the City Manager, the “Stakeholder Group” consists of the following:

City Councilor Morrell – Chair of the Council Municipal Building Committee  
City Councilor Ayer – Member of the Council Municipal Building Committee  
City Councilor Kirkpatrick – Member of the Council Municipal Building Committee  
City Manager Marker  
Chief of Police, Mike Gahagan  
Sergeant, Mark Gahagan  
Chief Building Official, Penny Thompson  
Bruce Hagelstein  
Milo Haney  
Freeman Cote

Manager Marker has received a draft copy of Artifex Architects’ final report on the buildings that have been studied.

Councilor Theriault questioned the method used to select members of the “Stakeholder Group”, she suggested publicizing openings, and recommended the tabling of the agenda item. Also Mayor Goughan and Councilor Morrell questioned the method used to select members of the “Stakeholder Group”.

Motion made by J. Theriault, seconded by D. Morrell, to table appointment of citizens to the New Police Station Stakeholder Group. (5 yes) So voted.

c. Caribou High School Nordic Ski Team

George Ferland, Assistant Coach for CHS Nordic Ski Team spoke about the accomplishments of the girls’ and boys’ Nordic Ski Teams. At the recent Class B State championship meet, both teams finished in second place overall.

Coach Ferland recognized the team members in the attendance:

Abigail Wimmer, ninth place overall  
Emma Hixon, third scorer on the girls’ team  
Sage Dubay, scorer on the girls’ team

The girls were undefeated in the County. Practices has the teams ski two hours a night which is the equivalent of nine miles.

Unable to attend was Kayley Bell, who finished second place overall.

Malachai Willey, second place overall  
George Ferland, third place overall  
Brady Miller, ninth place overall  
Carter Belanger, scorer on the boys’ team  
Jordan Duplessie, team member

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

a. Discussion Regarding 2020 Revenue Projections

Manager Marker noted that tonight's discussion is a First Read. The Manager reviewed line by line the proposed 2020 Revenue Projections Budget.

Operation revenues are projected to be \$10,164,628 or 6.1% (\$583,512) above 2019 budgeted amounts. Enterprise accounts are estimated to be down 6% (-\$36,118) from 2019. Total projected revenues are \$10,730,736, which is 5.4% (\$547,394) increase from 2019.

Council questions were answered. Discussion. The Mayor stressed the presented 2020 Revenue Projections Budget has additional revenues of \$547,394 over the 2019 Revenue Budget. The City Manager noted that there is about a \$700,000 difference between 2020 Fire/Ambulance Department's proposed expenses versus revenues budgets, which represents a cost of approximately \$100 per Caribou resident for Fire/Ambulance services. This compares with the contracts being offered to outside communities for Fire/Ambulance services.

The Mayor praised the City Manager for the work he has accomplished on the Fire and EMS contracts with outside communities. Manager Marker gave a shout out to Chief Susi.

Going forward, the Mayor wants to see the Fire and EMS contracts sometime in September after prior year audited numbers are in.

b. Discussion Regarding City Procurement Policy

A draft of a Purchasing Policies & Procedures Policy was introduced. Under Caribou's Charter, the City Manager is the purchasing agent for the City. Council establishes the budget and the City Manager sees that it is spent appropriately. At the first of the year, Council authorized the City Manager to sign the City's warrants.

Councilor Kirkpatrick suggested that the City's Auditors should review and sign off on such a policy before Council considers adoption.

c. Discussion Regarding City Charter Revision Procedures

Manager Marker briefly reviewed a prepared matrix titled "Charter Revision Options". Both Charter Revisions and Amendments require a citizen vote. Revisions require a Charter Commission and an amendment does not.

The Mayor requested a legal opinion as to how the City could return to the prior Charter's budgetary process and to whether that would be a revision or an amendment. Further the Mayor wants an opinion as to how the City could change the section of the current Charter that doesn't allow additional expenses to be added once the Expense Budget is adopted.

d. Discussion Regarding city Investments

The City has a five-year \$3 Million investment CD that will mature in July 2020. Councilor Smith, chair of the Council Finance Committee, will call a meeting once the City Manager and the Finance Department have developed their recommendation for the funds. Councilor Smith assured the Council that the Finance Committee will only come forward with a recommendation and that the final decision will be made by the full Council.

Council Agenda Item #8: Old Business

- a. Discussion Regarding City Membership in the Aroostook Area Chamber of Commerce

It will cost \$2,500 for the City to become a full member of the Aroostook Area Chamber of Commerce and there are TIF Funds available to pay for it. The Mayor supports membership.

Councilor Morrell wants to see what else can be done to help Caribou to be become a more business-friendly community.

Tabled to the next meeting.

- b. Discussion Regarding City Council Priorities for 2020

2020 City Council Priorities and Goals (Exhibit A)

- c. Discussion and Possible Action Regarding Sale of Tax Acquired Property at 142 Lower Lyndon

The City re-advertised the property's availability in the Kennebec Journal, Portland Press Herald, Bangor Daily News, and the City's website. No bids were received. The recommendation is to re-advertise the property for public bid with a minimum bid of \$95,000. This topic will be discussed in executive session.

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

The metaphor of a four-legged stool was used by the Mayor to describe the Council's review of the Fire & Ambulance Department. The first leg of the stool was the fees charged to the outside communities and department costs. According to the Mayor, the second leg is the EMT/Firefighter's base pay of \$12.00 an hour. Discussion.

Council Agenda Item #10: City Manager's Report

The City Manager reviewed his City Manager's Report March 9, 2020 (Exhibit B).

Collins Traffic Speeds – The Police Department has been staging additional patrol cars along Collins to address potential speeding. Tickets have been issued. After the thaw, speed trailers will be used to gather additional data.

The Manual on Uniform Traffic Control Devices (MUTCD), which is a nationally recognized standard for placement of signs and pavement markings, outlines standards for new STOP signs. This will be considered as we look at traffic volumes and speeds along Collins.

At this time, additionally STOP signs will not be placed at the intersection of Collins and Prospect. The Mayor noted that an educational approach will be used first.

Council Agenda Item #11: Reports by Staff and Appointed Officials

None.

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

a. Real estate and economic development under §405(6)(C)

8:34 p.m. Motion made by H. Kirkpatrick, seconded by D. Morrell, to move to executive session to discuss real estate and economic development under MRSA Title 1, §405(6)(C). (5 yes) So voted.

9:34 p.m. Council returned from executive session.

Councilor Kirkpatrick noted that there are multiple scenarios for sale of the 142 Lower Lyndon Street property. Someone can buy it and scrap it, they could broker the sale of equipment, the City could retain the property and work with a company to eke out any possible revenue from sales of materials. Councilor Goughan commented that his preference is that the City sell the building and land together. Manager Marker asked if there was a value the Council would consider. The City is owed over \$70,000 in taxes, interest, and fees. Consensus was to try and sell the property for \$95,000 but continue investigating options with equipment surplus companies.

Council Agenda Item #13: Next Meeting(s): March 23<sup>rd</sup>, April 6<sup>th</sup> & 20<sup>th</sup>

Council Agenda Item #14: Adjournment

Motion made by J. Smith, seconded by J. Theriault, to adjourn the meeting at 9:45 p.m. (5 yes) So voted.

Jayne R. Farrin, Secretary

2020 City Council Priorities and Goals

City staff compiled a list of on-going projects or focus areas for the City Council to consider for 2020 priorities. Councilors were invited to pick their top projects within each category and then rank them. A Councilor's top project in each category is indicated by a score of 5 points, their second highest priority received 4 points, etc. The final score is a total of priority points given. The "Councilor Votes" column summarizes the number of Councilors giving points to the particular project. The number of votes is the primary indicator of priority with the final score being second. This means that if a majority of Councilors voted for a project, that fact would be more important than one or two Councilors having another project as a high priority.

	Final Scoring	Councilor Votes	2020 Votes						
			Theriault	Morrell	Smith	Goughan	Cote	KirkPatrick	Ayer
<b>PUBLIC SAFETY PRIORITIES (Rank top 3)</b>									
Fire Station Structural Upgrades	27	7	4	5	4	4	3	4	3
Ambulatory Service Contracts	27	5		3	5	5	4	5	
Opioioid and Drug Enforcement	20	5	3	4	3		5		5
Police Station Design and Referendum	17	3	5						4
Other:	0	0							

<b>INFRASTRUCTURE PRIORITIES (Rank top 5)</b>									
Facility Maintenance Audits/Plans	15	7	1	5	1	3	1	1	3
Sidewalks and Pedestrian Safety	19	5	5			1	5	3	5
Capital Equipment Plan	18	5	2	3	5	5	3		
Other: Street Lights in Dark Areas	18	5	3	2		4	4	5	
Airport Development	9	3							4
Bever Road Reconstruction	7	3	4				2		1
North Maine Reconstruction	7	2		5	3				
BI Access Highway Rescue	6	2			4				
Other: Gutters Enhancements	2	1						1	
Overlay of Holes in Urban Compact Zone	2	1			2				
Public Parking Lot Resurfacing	2	1							2
Storm Drain System Inventory	0	0							
City Hall Accessibility	0	0							

<b>LEISURE SERVICES PRIORITIES (Rank top 5)</b>									
Teague Park Construction Completion	24	5	5		4	5	5		5
Collins Pond Dam & Trail System	17	5	1			4	4	5	3
Gateway Enhancements	14	4		5	3	3	3		
Thursdays on Sweden	11	4	4		5	1	1		
Other: Marathon Increase runners & Sponsors	9	4	2		1		2	4	
Nylander Inventory & Operations	5	3			2			2	1
Library Business Resources Center	6	2	3					3	
Library Programs	4	2				2			2
Maize 200 Storytelling Festival	0	0							
Other:	0	0							

<b>ADMINISTRATION PRIORITIES (Rank top 4)</b>									
Union Contract Negotiations	22	6	5	2	5	2	5		3
Health Insurance Changes	15	5	4	1	4	3		3	
Budget Preparation Process Changes	14	4	3	5		4			2
FBI Services at Airport	13	4	2				2	4	5
Other: Fin 52 2M Net Increase in 3 Departments	13	3		3		5		5	
Procurement Policy	11	3		4			3		4
Non-Union Compensation Policy	8	3			3	1	4		
Other: Succession Planning	2	1						2	
Quarterly Tax Assesing Implementation	2	1			2				
Climate University	0	0							
Other:	0	0							

<b>ECONOMIC DEVELOPMENT PRIORITIES (Rank top 5)</b>									
Other: Small Business Retention	22	6	5	5	5	3		3	1
Other: Blight Removal	21	5	4	3		5	4	5	
Landbank Creation	17	5	2	4		4		4	3
Facade Improvement Grants	16	4		2	4		5		5
Downtown Revitalization	10	4	1				3	2	4
Other: CEGC	8	4	3		2		1		2
Other: Utilize NHADC and Chamber More	5	2			3	2			
Rental Assistance Program	2	2		5		1			
Sure Site Program	2	1					2		
Build Four Business Series	1	1			1				
Waterfront Redevelopment	1	1						2	

<b>COMMUNITY DEVELOPMENT PRIORITIES (Rank top 5)</b>									
EPA Greenfield Grant for Birdseye	20	5	5	1	5	4		5	
Zoning Regulations Rewrite	14	5	1		4	2		4	3
Business Directory & Newsletter	11	5		2	2	3		2	2
Blight Removal	18	4	4	5			5		4
Blight Survey of Community	12	4	3	4			2	3	
Ribbon Cutting Ceremonies	11	4		3	3	1	4		
Complete General Plan Update	7	2	2						5
Weekly Business Visits (Coffee with...)	2	2			1				1
New Branding & Marketing Campaign	5	1				5			
Beautification Committee	3	1					3		
Land Use Survey of Community	1	1						1	
GIS System Available on Web	0	0							
Other:	0	0							

## City Manager's Report

March 9, 2020

## Economic Development Projects

<b>60 Access Highway</b>	Listing price was reduced by \$30K. No additional offers received. Working to address tenant defaults.
<b>Caribou Shopping Center</b>	Mr. Cassidy indicates his major lead is on hold until the other party returns from winter vacation, but he is discussing options with two smaller tenants.
<b>Ribbon Cutting Ceremonies</b>	Held a ribbon cutting ceremony for the new owner of Burger Boy with the Chamber of Commerce. Conducted a ribbon cutting ceremony at the Playtime Adventures on Friday, March 4. Members of the chamber of commerce and city personnel attended.
<b>Business Videos</b>	Christina is preparing 7 local business highlight videos. Two are completed and highlight new startups in the community.
<b>Porvair CDBG program</b>	The state DCD will be touring the facility in a week to check on CDBG progress.
<b>Events and Marketing</b>	The community photo contest has seen many positive responses already.
<b>Blight Cleanup</b>	On hold until snow is gone.
<b>Hilltop Senior Living</b>	Interior work is on-going
<b>Birdseye Cleanup</b>	On hold until snow is gone. Will be setting up a meeting with David Hopkins to discuss additional clean up options to strengthen our grant application.
<b>Title 13 ReWrite</b>	Additional revisions will be brought to the Planning Board during their March 12 meeting.

## Administration Projects

<b>Fire/EMS Contracts</b>	Received contracts from Limestone (EMS) and Woodland (EMS/Fire). Expect Stockholm contract will be executed soon. County Administrator reports that the Fire/EMS contract with Connor UT will be signed and an EMS contract with Madawaska Lake. Still waiting on Westmanland, New Sweden, Perham, Caswell.
<b>Blight Commission</b>	The blight commission met on February 25. They are ready to begin drafting their report. Still waiting on the community blight survey to be completed when less snow is on the ground.
<b>Public Safety Building</b>	Met with stakeholder group to review Artifex operational space needs report. Artifex is finalizing their report on the Sitel and VMS buildings, which will be available later this week.
<b>Union Negotiations.</b>	A mediation meeting with the Public Works Union has been set for April 15-16. will begin renegotiations with other departments in June after salary surveys are completed.
<b>Procurement Policy</b>	This is finalized and ready for Council input.

<b>2020 Budget</b>	Revenue projections have been finalized and ready for Council input. Hope to adopt these at the next Council meeting in March.
<b>Capital Facility Maintenance Plans</b>	Have reviewed the three bids submitted. Will seek clarification from a couple bidders about their deliverables and understanding of scope.
<b>Fire/EMS Structural Study</b>	<p>Email from Sewll indicates "the preliminary design/calculations for the roof renovations is substantially complete; CAD technicians will be drawing up the plans over the next few weeks. Once we have something to show you, we will contact you to arrange for a meeting.</p> <p>Calculations show that we are able to do the structural upgrades with joist reinforcement throughout the building, without the need for beams and columns; our opinion of probable cost (OPC) at this time is the same as the budget we presented in the structural review report; will present those figures when the drawings are ready.</p>
<b>LED Conversion</b>	Awaiting realterm confirmation on EMERA billing status. Can begin prioritizing intersections desired for new lighting.
<b>Snow Plowing RFP</b>	Plan to send out this RFP in mid-May.
<b>Wage and Classification Policy.</b>	Position wage ranges have been updated with the latest data from National Bureau of Labor Statistics. Narrative is being prepared for policy consideration.
<b>Collins Traffic Speeds</b>	<p>The police department has been staging additional patrol cars along Collins to address potential speeding. Tickets have been issued. Speed trailers will be used after the thaw to gather additional data.</p> <p>The Manual on Uniform Traffic Control Devices (MUTCD), which is a nationally recognized standard for placement of signs and pavement markings, outlines standards for new stop signs. This will be considered as we look at traffic volumes and speeds along Collins.</p>
<b>General Plan Update</b>	This is being discussed at the Planning Board meeting on Thursday the 12.
<b>Cable Franchise Renewal</b>	Awaiting legislative and litigation outcomes before proceeding.
<b>Ambulance Billing Workshop</b>	Need Council to schedule a date for this.
<b>Use of City Vehicle Policy</b>	On-hold to address other major policies first.
<b>High Street</b>	all work has stopped until spring 2020
<b>River Road</b>	Dr. Carla Chomka is interested in negotiating terms for her property. I told her we were waiting until the spring thaw to see what additional needs there are with the road.
<b>Teague Park</b>	Work on hold until spring 2020
<b>Leave Donation Policy</b>	Have reached out to other managers to get feedback on leave donation policies. Received a few responses, which closely mirror the city's current policy.