

## City Manager's Report

### April 17, 2020

#### Economic Projects

<b>60 Access Highway</b>	The property is under contract. Administration is working through title and lease items for a closing date of June 12, 2020.
<b>Caribou Shopping Center</b>	Mr. Cassidy indicates there has been no additional movement on new tenants.
<b>Porvair CDBG program</b>	The first reimbursement check for \$16K was sent to Porvair. We continue to monitor their progress and job growth.
<b>Events and Marketing</b>	<ul style="list-style-type: none"> <li>* Bands are lined up for Thursday on Sweden. Vacancies are built into the schedule in case the emergency order stays in effect through June.</li> <li>* Christina is working with Councilor Cote on a Loring Job Corp media day</li> <li>* We continue to get registrations for the marathon. We currently have 24 full, 76 half, 22 full-relay, 14 half relay, 22 kids.</li> </ul>
<b>Blight Cleanup</b>	Ken is inputting all the survey data into the GIS. Maps of neighborhood blight will be ready for the first meeting in May.
<b>Hilltop Senior Living</b>	Interior work is on-going
<b>Birdseye Cleanup</b>	Have a meeting with McGillan's on Wednesday at 10am to discuss additional work needed to finalize their contract with the city.
<b>Title 13 ReWrite</b>	Updates are on-going and the Planning Commission will review additional changes at their meeting in May.
<b>COVID-19 Support</b>	The City published business resource options on its facebook page and city website. The County Administrator has also started a facebook group, "COVID-19 Small Business Resource Group" where business owners are networking and sharing insights about federal and state aid processes. Several small businesses are reporting they've received PPP funds to help with payroll and utilities, but other help is needed for business who are renting space without income support.
<b>Sitel Building</b>	Sitel is currently working on a deal to sell their building. There is no indication from the purchaser what their intended use of the building will be.
<b>River Front Development</b>	Spoke with Brian Fields, an owner in the Atlantic Salmon for Northern Maine, Inc., who gave me a tour of the old federation building and other buildings around the power plant. He indicated that UMPI students are finalizing designs for their fish operations along the river. They are working on a master plan for the area that includes public greenspace and river access points. They were recently recognized by the Canadian federal government for their efforts and are working on funding options to move forward. Some sources include NOAA, EPA, DEP, and various agencies. NMDC has brownfield funds available to investigate the powerplant properties and ASNM ground around it.

## Other Administrative & Department Projects

<b>COVID-19 Status</b>	Maine CDC reports that Aroostook County still only has 2 cases with one of those having recovered and the other being a household member. The first. The CDC accidentally reported a third case earlier this week. Departments continue to use social distancing in the office. Fire/EMS and Police continue to follow state mandated PPE protocols at public interactions. The latest executive order from Governor Mills extends social distancing requirements until May 15. The RSU sent out a letter last week, indicating that schools will remain closed for the remainder of the school year.
<b>Fire/EMS Contracts</b>	No work from Perham on their intent
<b>Blight Commission</b>	An outline of the final blight tools report has been prepared and the committee will now help fill in some of the details. Awaiting final blight survey mappings to polish off the report.
<b>Public Safety Building</b>	<b>Artifex Architects has reviewed suggestions from the Council during the previous work session. Indications are the Lion's building would be functional or cost effective. Locating the new station on Bennett Drive or Birdseye can be explored.</b>
<b>Union Negotiations.</b>	PW mediation has been postponed until after the Governor's executive order expires. No date certain yet. The response letter regarding the Police officers' union grievance was sent in timely fashion.
<b>Procurement Policy</b>	This was submitted to the auditors. We're waiting for their response. The preferential bidding language to be considered by the Council will be incorporated into the final policy update.
<b>2020 Budget</b>	Managers across the state have expressed concern about cash flow and revenues due to economic downturn. Despite the current situation Caribou's financial status remains consistent with the past 3 year average. We will continue to monitor this closely and update the council each month with the financial report.
<b>Capital Facility Maintenance Plans</b>	Criterium Brown will start in May to work on building inspections. The final reports will be received before September 1 so the information can be incorporated into the 2021 capital facilities budget package.
<b>Fire/EMS Structural Study</b>	The Council Building Maintenance committee held an electronic meeting with Sewell representative Jan Murchison on Wednesday, April 1. Plans were reviewed. The Council Building Maintenance Committee toured the fire station on Thursday afternoon to double check plans and comments. Committee comments are being drafted for incorporation into the final project scope.
<b>LED Conversion</b>	In Q1 2019 we spent \$29,315 for streetlight power. In Q1 of 2020 we spent \$5,927 for streetlights. A cost savings of \$23,388.
<b>Snow Plowing RFP</b>	This has taken a back burner to COVID-19 and Title 13 work.
<b>Wage and Classification Policy.</b>	This has taken a back burner to COVID-19 and Title 13 work.
<b>Cable Franchise Renewal</b>	This will be discussed in executive session with the City Council during the upcoming meeting.