

SPECIAL CITY COUNCIL MEETING NOTICE AND AGENDA

Notice is hereby given that the City Council of Caribou will hold a Special City Council Meeting on **Monday, March 21, 2022**, in the Council Chambers located at 25 High Street, **6:00 pm**.

THE MEETING WILL BE BROADCAST ON CABLE CHANNELS 8 & 1301 AND THE CITY’S YOUTUBE CHANNEL.



- 1. **Roll Call**
- 2. **Invocation/Inspirational Thought**
- 3. **Pledge of Allegiance**
- 4. **Public Forum** (**PUBLIC COMMENTS SUBMITTED TO THE CITY CLERK PRIOR TO 4:30PM ON THE MEETING DATE WILL BE SHARED WITH THE COUNCIL DURING PUBLIC FORUM. Email dbrissette@cariboumaine.org**)
Public Forum – Mr. Jason Parent, Executive Director/CEO Aroostook County Action Program
- 5. **Minutes** **Pages**
 - a. March 14, 2022 – Regular City Council meeting 02-06
- 6. **Bid Openings, Awards, and Appointments** 07-08
 - a. ACAP Proclamation celebrating 50 years
- 7. **Public Hearings and Possible Action Items**
- 8. **Reports by Staff and Committees**
- 9. **New Business, Ordinances and Resolutions** 09-11
 - a. Introduction of Ordinance Number 3, 2022 Series, An Ordinance Amending Section 10-205 Basic Provisions (Chapter 10 Planning, Article II Tax Increment Financing)
- 10. **Old Business**
 - a. 2022 Municipal Budget 12
- 11. **Reports and Discussion by Mayor and Council Members**
- 12. **Next Regular Meetings:** March 28, April 11 & 25
- 13. **Executive Session(s)** (May be called to discuss matters identified under MRSA, Title 1, §405.6.C)
 - a. Credit Enhancement Agreement – RC2 TIF District (Economic Development)
 - b. Credit Enhancement Agreement – Downtown TIF District (Economic Development)

14. Adjournment

If you are planning to attend this Public Meeting and due to a disability, need assistance in understanding or participating in the meeting, please notify the City Clerk ten or more hours in advance and we will, within reason, provide what assistance may be required.

Certificate of Mailing/Posting

The undersigned duly appointed City official for the municipality of Caribou City hereby certifies that a copy of the foregoing Notice and Agenda was posted at City Offices and on-line in accordance with City noticing procedures.

BY: _____ Danielle Brissette, City Clerk

Council Agenda Item #1: Roll Call

The Caribou City Council held a regular City Council Meeting on Monday, March 14, 2022, at 6:00 p.m. in Council Chambers with the following members present: Mayor Smith, Councilors Goughan, Morrell, Morrill, and Theriault. Deputy Mayor Boma and Councilor Willey were present via Zoom.

Penny Thompson, City Manager was present at the meeting.

Department Managers Kenneth Murchison (CEO/Zoning Administrator), Lisa Plourde (Housing Director), Peter Baldwin (Library Director), Gary Marquis (Parks & Recreation Superintendent), Dave Ouellette (Public Works Director), Scott Susi (Fire Chief), Michael Gahagan (Police Chief) and Carl Grant (Finance Director) were present at the meeting.

Melissa Lizotte of the Aroostook Republican covered the meeting, and it was broadcasted via Spectrum and YouTube.

Council Agenda Item #2: Invocation / Inspirational Thought

Mayor Smith read an invocation.

Council Agenda Item #3: Pledge of Allegiance

Mayor Smith led the Pledge of Allegiance

Council Agenda Item #4: Public Forum

No comments were made by the public.

Council Agenda Item #5: Minutes

- a. December 13, 2021 – Regular City Council meeting
- b. February 14, 2022 – Regular City Council meeting
- c. February 22, 2022 – City Council Workshop

Motion made by Councilor Morrell, seconded by Councilor Morrill to accept the minutes from December 13, 2021, February 14, 2022, and February 22, 2022, as presented.

Roll Call Vote: C. Boma – Yes, R.M. Goughan – Yes, D. Morrell – Yes, J. Morrill – Yes, J. Theriault – Yes, L. Willey – Yes, J. Smith – Yes. (So voted)

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

- a. 2022 Brain Injury Awareness Day Proclamation

Mayor Smith read the 2022 Brain Injury Awareness Day Proclamation

Motion made by Councilor Morrill, seconded by Councilor Morrell to accept the 2022 Brain Injury Awareness Day Proclamation as presented.

Roll Call Vote: C. Boma – Yes, R.M. Goughan – Yes, D. Morrell – Yes, J. Morrill – Yes, J. Theriault – Yes, L. Willey – Yes, J. Smith – Yes. (So voted)

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

- a. 2022 Municipal Budget Public Hearing

Open Public Hearing:

6:06 p.m.

There were no comments made by the public

Closed Public Hearing

6:07 p.m.

Senator Troy Jackson joined the meeting via Zoom to provide an update regarding the bill for the Veterans Homes. He stated that the Veterans homes were created by State Statute and that the Attorney Generals stated that the state has jurisdiction over the Veterans' Homes. The bill makes it clear that they can not close and would have to ask the legislature to close in the future. He stated that the language was voted on Friday, and they hope to have it on the Governor's desk by Tuesday.

Representative Susan Bernard asked Senator Jackson if when it was being put forward are they working on a softening of language that they would just need to notify about the closure.

Senator Jackson stated that it was incorrect and that they would need to get permission to close because jurisdiction lies with the Legislature.

Councilor Morrill thanked Senator Jackson for his efforts on the bill.

Council Agenda Item #8: Reports by Staff and Committees

a. Memo regarding status of West Gate Villa (Code Enforcement Officer)

Kenneth Murchison (CEO/Zoning Administrator) explained that the West Gate Trailer Park has several remaining units that have been abandoned. The city has decided not to acquire the structures due to nonpayment of taxes and has removed all assessed value from the trailers (9 in total). Ownership is still retained by the private individuals. The property is owned by Tahoe Gaming, LLC who is current on the taxes.

He explained that for a park clean-up project, separate action would need to be taken on each unit, and on the Property owner as well. He explained that they would like to hold a public hearing at the April 11th meeting to determine if the properties are considered dangerous or nuisance.

Motion made by Councilor Morrill, seconded by Councilor Theriault to hold a public hearing on April 11th to determine if the properties at the West Gate Trailer Park are considered to be dangerous or a nuisance.

Roll Call Vote: C. Boma – Yes, R.M. Goughan – Yes, D. Morrell – Yes, J. Morrill – Yes, J. Theriault – Yes, L. Willey – Yes, J. Smith – Yes. (So voted)

b. Manager's Report

Manager Thompson reviewed the City Manager's Report dated March 14, 2022

Council Agenda Item #9: New Business, Ordinances and Resolutions

a. Broadband presentation: Charter / Spectrum

Melinda Kinney and Kate Foye from Charter Communications came to the meeting to discuss Broadband Expansions for the City. Ms. Kinney explained that the project would require roughly 74 miles of infrastructure with a total estimated cost of \$1.4 million dollars to construct. They would ask the city for a

contribution of approximately \$798,000 for the project. She explained that the process can begin within 2-3 weeks of signing the agreement and would take 12-18 months to complete from the date of receipt of the pole attachment approvals, licenses and permits.

The pricing for Charter is national pricing with options available to seniors and families that have children on the lunch program at school being as low as \$18/month plus an additional \$5/month for Wi-Fi.

Councilor Morrill stated that there are currently 294 unserved, would they be running fiber to the premises?

Ms. Kinney explained that the new connections would be fiber.

Councilor Morrill asked if the new connections would also be able to receive television services.

Ms. Kinney explained that they would have access to television service on the fiber network.

Councilor Morrill asked if this would change anything with the Franchise agreement, or the amount that the city receives from it.

Ms. Kinney answered that this would provide additional money from the Franchise Fees to the City.

Councilor Morrill asked what funding would be looked at for assistance, connect ME or other sources and would the city need to do it themselves

Ms. Kinney explained that they would work with the community and collaborate to look for and try to obtain funding.

Ms. Foye explained that the Connect Maine is currently working on unserved areas of the state with a Bond from 2020 which has different rules then the rules that are available for the ARPA funds.

Councilor Willey stated that she is concerned because she is unserved and has been told by Spectrum that they would never run cable down the road.

Ms. Kinney answered that they will be going down all roads.

Councilor Morrell asked what will happen to the rates at the end of the honeymoon.

Ms. Kinney explained that the rates that were in the table previously are the rates with no promotions.

b. Snow Removal Contract with County of Aroostook

Manager Thompson explained that we have received the continuation or renewal of the contract for snow removal in Connor. The agreement does include increases and is for a span of three years but can be terminated with a 90-day notice.

Motion made by Councilor Morrill, seconded by Councilor Theriault to accept the contract for Connor Snow removal as presented.

Councilor Morrell stated that he is concerned because of the increase in the fuel prices being unstable that how can they look forward that far and know it will all work out.

Dave Ouellette (Public Works Director) stated that each year the contract includes a raise, the Connor runs also complete the runs that the trucks are on to help make the runs. He said that he believed everything would work out fine.

Roll Call Vote: C. Boma – Yes, R.M. Goughan – No, D. Morrell – No, J. Morrill – Yes, J. Theriault – Yes, L. Willey – Yes, J. Smith – Yes. (So voted)

c. Resolution updating Fire/EMS Union Retirement Plan

Manager Thompson explained that on February 14, 2022, the Caribou City Council approved a 3-year contract with the Caribou Professional Firefighters, IAFF Local 5191. A component of the contract was a change in the retirement benefits to Special Plan 3C.

Maine PERS has sent sample language that has been incorporated into a resolution for the City Council to approve so that the Manager can sign the amended agreement between the City of Caribou and the Maine Public Employees Retirement System.

Motion made by Councilor Morrill, seconded by Councilor Theriault to accept Resolution 03-01-2022 as presented.

Roll Call Vote: C. Boma – Yes, R.M. Goughan – No, D. Morrell – No, J. Morrill – Yes, J. Theriault – Yes, L. Willey – Yes, J. Smith – Yes. (So voted)

Council Agenda Item #10: Old Business

a. Tax Acquired property (Finance Director)

Carl Grant, Finance Director brought forward a list of properties that have been tax acquired. He explained that if they chose to retain properties that they would need to look at abating the taxes in the future. The list of tax acquired properties have been broken into two sections, the top half of the chart to be put out to bid, and the second portion of the list to be retained by the city, as some of the properties are currently listed as blight.

Motion made by Councilor Morrill, seconded by Councilor Morrell to put account numbers 1, 2, 3, 4, 5, 6, 7, 8, 11, 12, 13, 14, 48 and 63 to bid for the minimum sale price as listed in the council packet.

Acct. #	Taxpayer	Map	Lot	Location	Assessed Value	Tax Amount On Books	Occupied	Amount Owed to CUD	Minimum Sale	Lot Size (acres)	Building Details	# Years on list	Zone
1	84 Webber, Shawn	2	040-A	1284 Presque Isle Road	\$ 35,500.00	\$ 1,737.47	YES	\$ -	\$ 8,900.00	1.00	Land/Building	0	R-3
2	2473 Philip Michaud & Betty Dubay	25	66	15 Nancy Street	\$ 6,000.00	\$ 833.99	L/O	\$ -	\$ 7,600.00	0.16	Land Only	4	R-1
3	1019 White, Joey - DEC	11	031-B	274 Access Highway	\$ 10,000.00	\$ 716.50	L/O	\$ -	\$ 2,500.00	1.00	Land Only	0	R-3
4	1585 White, Joey - DEC	15	030-A	Access Highway	\$ 2,500.00	\$ 179.14	L/O	\$ -	\$ 700.00	1.00	Land Only	0	R-3
5	1758 Griffin, Kip A	15	79	960 Access Highway	\$ 51,100.00	\$ 3,267.39	YES	\$ -	\$ 12,900.00	2.50	Land/Building	0	R-3
6	1827 Murphy, Leola A	16	20	Watson Memorial Drive	\$ 38,700.00	\$ 2,772.87	L/O	\$ -	\$ 9,700.00	33.30	Land Only	0	R-3
7	2086 Munkit, Michael	19	5	1317 Van Buren Road	\$ 17,400.00	\$ 1,369.46	YES	\$ -	\$ 4,400.00	0.25	Land/Building	0	R-3
8	2897 Wesson, Bruce	28	139-A	20 Sincoc Street	\$ 80,600.00	\$ 5,774.69	YES	\$ 3,787.67	\$ 24,200.00	0.37	Land/Building	0	R-1
11	3765 Swenson, Marilyn A	35	117	29 Park Street	\$ 84,100.00	\$ 3,409.42	YES	\$ 619.41	\$ 25,300.00	0.37	Land/Building	0	R-2
12	3950 Drost, Cheryl & Drost, Scott	36	57	20 Pioneer Ave	\$ 38,600.00	\$ 2,898.44	YES	\$ 1,193.03	\$ 11,600.00	0.31	Land/Building	0	R-1
13	4781 Madore, Amber	9	020-B	627 Fort Fairfield Rd	\$ 52,000.00	\$ 3,797.90	YES	\$ -	\$ 13,000.00	3.00	Land/Building	0	R-3
14	5027 Furze Nona C	25	119-A	Kalahdin Ave	\$ 3,400.00	\$ 243.61	L/O	\$ -	\$ 900.00	0.20	Land Only	0	R-1
48	3622 Tracy, Galen R.	34	138	25 Liberty Street	\$ 5,600.00	\$ -	L/O	\$ 1,275.37	\$ 24,600.00	0.14	Land Only	1	R-2
63	2875 Dube, Judy	28	119	66 York Street	\$ 25,900.00	\$ 1,792.12	NO	\$ 438.32	\$ 3,200.00	0.13	Land Only	1	R-1

Roll Call Vote: C. Boma – Yes, R.M. Goughan – Yes, D. Morrell – Yes, J. Morrill – Yes, J. Theriault – Yes, L. Willey – Yes, J. Smith – Yes. (So voted)

Council Agenda Item #11: Reports and Discussion by Mayor and Council Members

Councilor Morrell expressed concern regarding the budget numbers, he believed to be \$1,097,900 and the packet is showing \$1.5 million and would like it checked on.

Manager Thompson explained that the Capital Budget Committee added \$50,000 to the budget for the Nylander.

Councilor Morrill stated that he has had a busy couple of weeks. He stated that the Aroostook Waste Solutions committee is very interesting, and it takes a lot to get rid of peoples' trash. He explained that

they are looking to the next project of the Presque Isle landfill closing due to being full and having more brought to the Caribou landfill. He stated that on the Building Committee he was able to tour the Fire Station, and that he also met with the CEGC committee which is a great team and that if anyone is out there looking to start their own business, they should go to NMDC for assistance with learning how to start up and to make a business plan. He stated that he is also looking forward to going to the Eggs & Issues meeting to discuss Community Solar. He also extended his gratitude to Caribou's Highway department for a great job, and commended Caribou Fire and their way of attacking the recent fire at the motel. They worked well with mutual aid that was received and it was very organized.

Council Agenda Item #12: Next Special Meeting: March 21 (2022 Budget)

Council Agenda Item #13: Next Regular Meeting: March 28, April 11 & 25

Council Agenda Item #14: Executive Session(s) (May be called to discuss matters identified under MRSA, Title 1§405.6)

b. Credit Enhancement Agreement – Downtown TIF District (Economic Development)

Motion made by Councilor Morrill, seconded by Councilor Theriault to enter executive session at 7:15 p.m. to discuss a Credit Enhancement Agreement under MRSA, Title 1§405.6.C

Roll Call Vote: C. Boma – Yes, R.M. Goughan – Yes, D. Morrell – No, J. Morrill – Yes, J. Theriault – Yes, L. Willey – Yes, J. Smith – Yes. (So voted)

Council exited executive session at 7:45 p.m.

No action was taken.

Motion made by Councilor Theriault, seconded by Councilor Morrill to enter executive session at 7:47 p.m. to discuss matters identified under MRSA, Title 1, §405.6.C, Maine Veterans' Home – Caribou, for next steps / real estate discussion with Cary Administration.

Roll Call Vote: C. Boma – Yes, R.M. Goughan – No, D. Morrell – No, J. Morrill – Yes, J. Theriault – Yes, L. Willey – Yes, J. Smith – Yes. (So voted)

Joined later by members of the Caribou Hospital District Board for further discussion.

Council exited executive session at 9:05 p.m.

No action was taken.

Council Agenda Item #16: Adjournment

Motion made by Councilor Morrill, seconded by Councilor Morrell to adjourn the meeting at 9:06 p.m.

Roll Call Vote: C. Boma – Yes, R.M. Goughan – Yes, D. Morrell – Yes, J. Morrill – Yes, J. Theriault – Yes, L. Willey – Yes, J. Smith – Yes. (So voted)

Danielle Brissette, Secretary

**CARIBOU ADMINISTRATION
25 HIGH STREET
CARIBOU, ME. 04736**



MEMO

To: Mayor and City Council Members
From: Penny Thompson, City Manager
Date: March 21, 2022
Re: Proclamation: May 2022 is Community Action and ACAP Month

The Caribou City Council has been asked to proclaim May 2022 as Community Action and ACAP Month in the City of Caribou. The Proclamation is included in the packet.

Jason Parent, Executive Director/CEO Aroostook County Action Program is present at the meeting to speak about the services offered by the Aroostook County Action Program and to request funding from the City of Caribou.

Suggestion Action:

Please read the proclamation and vote to proclaim May 2022 as Community Action and ACAP Month in the City of Caribou.

Please circulate and sign two copies of the proclamation – one for the City Clerk and one for the Aroostook County Action Program.

Proclamation

WHEREAS, Aroostook County Action Program, Inc. (ACAP) was formed on June 1, 1972 as the result of a merger between the Central Aroostook Action Program (incorporated 1965) and the St. John Valley Action Council (incorporated 1966); and

WHEREAS, ACAP is marking 50 years of service to the people of Aroostook County and to the citizens of the City of Caribou in 2022; and

WHEREAS, Team members of, and programs and services provided by, ACAP County-wide, and to the citizens of the City of Caribou, keep older adults and other vulnerable members of our community warm and safe in their homes; help individuals to attain education, employment and housing; assist families with young children by providing services such as early childhood education, nutrition assistance, health and wellbeing and supports to be more economically secure; and educate our community by providing information, resources and programming about making healthy life choices; and

WHEREAS, in the most recently completed year of service, ACAP provided more than \$19,539,255 in services across Aroostook County, including \$2,564,796 in our community of Caribou; and

WHEREAS, ACAP promotes community-wide solutions to challenges throughout the region; and

WHEREAS, ACAP delivers innovative services and supports that create greater opportunities for families and children of Aroostook County to succeed; and

WHEREAS, ACAP, in partnership with public officials, the private and consumer sector citizens, continues to identify areas of need and find solutions; and

WHEREAS, communities, counties, states and the nation recognize May as Community Action Month; and

WHEREAS, Aroostook County Action Program is celebrating five decades of innovation, impact, and providing proven results for families and individuals throughout The County and here in the City of Caribou;

NOW, THEREFORE, We, the municipally elected officials of the City of Caribou, as evidenced by our signatures below, do hereby proclaim and recognize:

May 2022 is
Community Action and ACAP Month
in the City of Caribou

Signed,

Dated: _____, 2022

**CARIBOU ADMINISTRATION
25 HIGH STREET
CARIBOU, ME. 04736**



MEMO

To: Mayor and City Council Members
From: Penny Thompson, City Manager
Date: March 14, 2022
Re: Introduction of Ordinance 3, 2022 Series

In trying to work out a solution to an issue with a Credit Enhancement agreement that was approved by the Caribou City Council and not approved by DECD in May 2021, a possible solution includes amending Chapter 10. Please see the following pages for details.

Suggested action:

Please introduce the ordinance and set a public hearing of April 11, 2022.

ORDINANCE No. 3, 2022 Series

**City of Caribou
County of Aroostook
State of Maine**

**An Ordinance Amending Section 13-700 §13; Home Occupations & Section 13-900
Definitions of City Code**

Short Title: An Ordinance Amending the Home Occupations Ordinance

WHEREAS, the City of Caribou is a Local Unit of Government under the State of Maine and is granted home rule authority under Maine Revised Statutes, Title 30-A, §3001; and

WHEREAS, the City of Caribou has adopted Section 13-700 §13 Home Occupations & Section 13-900 Definitions as part of its ordinances and regulations; and

WHEREAS, the Caribou Planning Board was established to administer the Zoning Ordinance, Chapter 13 of City Code; and

WHEREAS, the Caribou Planning Board determined that amendments to Section 13-700 §13 Home Occupations & associated amendments to Section 13-900 Definitions were made where necessary; and

WHEREAS, the Caribou Planning Board conducted a public meeting and hearing January 13, 2022, to receive comments on proposed changes to the regulations, which hearing was preceded by the notification to the general public in accordance with City notification procedures; and

WHEREAS, the Caribou Planning Board has forwarded a positive recommendation to the City Council for the proposed Home Occupations revisions.

NOW THEREFORE, the City Council of the City of Caribou, County of Aroostook, State of Maine, pursuant to the requirements of the City of Caribou Charter, Section 2.11, does ordain the following:

Section I. Chapter 13 Revisions

The Home Occupations Ordinance and its related exhibits are hereby amended as indicated in the attached Exhibit A.

Section II. Severability

If any part of this ordinance or the application thereof to any person or circumstances shall, for any reason, be adjudged by a court of competent jurisdiction to be unconstitutional or invalid, such

judgment shall not affect, impair or invalidate the remainder of this ordinance or the application thereof to other persons and circumstances, but shall be confined to its operation to the section, subdivision, sentence or part of the section and the persons and circumstances directly involved in the controversy in which such judgment shall have been rendered. It is hereby declared to be the intent of the City Council that this section would have been adopted if such invalid section, provisions, subdivision, sentence or part of a section or application had not been included.

Section III. Posting and Effective Date

This ordinance, being introduced on February 14, 2022 and a public hearing being held on February 28, 2022 was duly passed by the City Council of the City of Caribou, Maine, this _____ day of _____ 2022. This ordinance shall become effective 30 days after adoption by the Council.

Jody Smith, Mayor

Courtney Boma, Deputy Mayor

Joan Theriault, Councilor

R. Mark Goughan, Councilor

Doug Morrell, Councilor

Lou Willey, Councilor

John Morrill, Councilor

Attest: _____
Danielle Brissette, City Clerk

**CARIBOU ADMINISTRATION
25 HIGH STREET
CARIBOU, ME. 04736**



MEMO

**To: Mayor and City Council Members
From: Penny Thompson, City Manager
Date: March 21, 2022
Re: 2022 Municipal Budget**

Tonight the 2022 Municipal Budget Public Hearing is on the agenda.

Here is where we are on the timeline:

On or before the third Monday in March: The City Council will hold a public hearing and vote on the City's final detailed Expense Budget for the ensuing year.

On or before the third Monday in March: The City Council will hold a public hearing and vote on the City's final detailed Capital Expense Budget for the ensuing year.

The Public Hearing on the 2022 Municipal Budget was held at the last meeting, Monday March 14, 2022.

Note: Previous budget memos have incorrectly stated "City Manager" instead of "City Council". If anyone noticed it, unfortunately, they did not bring it to my attention. I apologize for this error and have corrected it.