

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 **Wednesday, June 22, 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**)
5. **Public Hearings and Possible Action Items** **Pages: 2-13**
 - a. Public Hearing on the Community Development Block Grant application that will be submitted on behalf of C&J Service Center for equipment upgrades and the hiring of one full-time and one part-time employee at the business
6. **Reports and Discussion by Mayor and Council Members**
7. **Next Regular Meetings:** June 27, July 25, August 22
8. **Executive Session(s)** (May be called to discuss matters identified under MRSA, Title 1, §405.6.A)
9. **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

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



MEMO

To: Mayor and City Council Members
From: Penny Thompson, City Manager
Date: June 22, 2022
Re: Public Hearing 2022 Community Development Block Grant, C&J Service Center

Staff did a considerable amount of outreach to find projects for the latest round of CDBG funding. Interested individuals were directed to NMDC to get help in seeing if the project fit the program criteria. Several businesses sought help. Only one had a suitable project to bring forward – C&J Service Center. Graham Warne from NMDC is working on the application. There is no cost for the City to proceed. If the grant is approved, the City of Caribou will act as the administrator.

Tonight, we are conducting the required public hearing.

C & J Service Center is applying for \$50,000 to match \$50,000 of their own funds. These funds will be used to replace outdated equipment including: two shop lifts, tire machine, wheel balancer, diagnostic computer and software, ice cream cooler and cash register

There will be an increase in tax revenue for the City of Caribou through the Business Equipment Tax Exemption program and will replace older low-value equipment.

Additionally, C&J Service Center plans to hire one full-time and one part-time employee

On the following pages is the Letter of Intent that was submitted. There is a lot of commonality to that and the application except that the actual application has more personal and financial information.

Suggested action:

Please open and conduct the public hearing.

If the City Council wishes to proceed, please make a motion and second to grant permission to the Caribou City Manager to sign the application and other necessary documents to have it submitted by the deadline of June 28, 2022.

State of Maine
Community Development
Block Grant Program



**2022 Economic Development Program
Letter of Intent to Apply
Due Friday April 29th, 2022 by 4:00 p.m.**

Letters of Intent must be submitted via email to: ocd.loi@maine.gov
Please enter "EDP LOI" in the subject line.

All communities wishing to apply for assistance under the 2022 Economic Development Program must use this Letter of Intent to document compliance with requirements established by Title I of the Housing and Community Development Act of 1974, as amended and the State of Maine CDBG program. Applicants who submit a completed Letter of Intent deemed to be fully compliant will be notified by OCD that they are eligible to submit a final application. Eligibility to submit a final application does not imply final project approval or funding. Funds will not be available until after July 1, 2022.

EDP PROJECT PARTICIPANTS

Legal Applicant (Community):

Applicant:	City of Caribou	Phone:	207-493-5961
Address:	25 High Street	Fax:	207-498-3954
City, ZIP+4:	04736-2719	E-Mail:	citymanager@cariboumaine.org
Contact:	Penny Thompson		
DUNS #:	Applicant DUNS (Dunn & Bradstreet) #: [REDACTED] (visit http://fedgov.dnb.com/webform if applicant needs to obtain a number)		
OCD Staff Consultation (Name and Date of Consultation Required): Doug Ray 04/14/2022			

Business to be assisted:

Business	C&J's Service Center	Phone:	207-328-7645
Address:	996 Access Hwy	Fax:	207-328-4500
City, ZIP:	Caribou, 04736-3905	E-Mail:	cjservicecenter@myfairpoint.net
Contact:	Milo Haney	Title	Owner
DUNS #:	Applicant Business DUNS (Dunn & Bradstreet) #: EUI # pending (visit http://fedgov.dnb.com/webform if business needs to obtain a number)		

If applicable, is business to be assisted Retail Start-up

1. Will the project impact a Floodplain? YES NO

2. Will the project impact a historic property? YES NO

EDP ELIGIBLE ACTIVITY CATEGORY

	<p>Grants to Municipalities for Direct Business Support: for capital and non-capital equipment, \$250,000* job training and working capital in support of an identified business. Acquisition is not an allowable activity under this group. *Start-up businesses are limited to a maximum grant award of \$100,000</p>
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ECONOMIC DEVELOPMENT PROGRAM FUNDS CANNOT BE USED TO REFINANCE EXISTING DEBT

PROJECT INFORMATION

Using the space provided please provide a clear, concise description of the proposed development project. Be sure to clearly explain how EDP funds will be utilized, the financing gap that exists to do the project and the timeline in which the CDBG-EDP funds will be expended and information relative to jobs being created and/or retained.

C&J's Service Center has been in business for 48 years in Caribou. Situated between the towns of Caribou and Limestone, the station fulfills a need for services in this rural area, along with providing wrecker service throughout the State of Maine. C&J's Service Center retrieves vehicles for service at their center and because of the remoteness of Aroostook County, delivers cars to dealers across the State for services covered by warranty at a manufacturer approved dealership. C&J's works closely with AAA and other insurance agencies across the state.

Services include wrecker service, vehicle service garage, gas station and convenience store near the Loring Commerce Center that is home to Defense and Finance Accounting Center, Loring Job Corps, and other small to medium businesses. C&J's is the only gas and service station in close proximity to support seasonal tourism for Land Speed Racing on the former Air Force Base.

C&J's service station seeks to access CDBG funds in the amount of \$50,000 with \$50,000 in matching funds provided by the owner (Milo Haney) from his own account for a project cost of \$100,000 to purchase equipment for their service garage and equipment for their store. Funds will be used to replace two 70-year-old shop lifts that are leaking oil and have worn-out arms. In addition, the service center needs a stronger lift to accommodate the heavy-duty vehicles in the region. Two lifts (\$40,000 - \$20 thousand each), updating the tire machine (\$10,000), Wheel Balancer (\$5,000), Updated handheld computer system to plug into machines for diagnostics and software update (needs enhanced capabilities, approximately \$10,000), Ice Cream Cooler (\$3,500), Cash register (\$1,800).

C&J's Service Center received CDBG grant in 2016, these funds were used to purchase new underground storage tanks, putting them in compliance with the DEP who was going to close the Service Center retaining four jobs, 3 FT, 1PT of which three were LMI.

The Service Area (garage) is the main source of income for C&J's and having the proper equipment is paramount to the business's ability to stay open. Updated equipment and technology are essential to keep the business competitive and retain the four current jobs (mechanic, service center manager, clerk, and a business administrative assistant.). Monies not used for equipment will be used for day-to-day operations and to add two jobs, 1 FT (Mechanic) and 1 PT (Store Clerk).

Occupation/Job Title	# of Jobs	Work Location	Hire Date	Hourly Salary	Job Class #
Auto Mechanic	1	C&J's Service Center	N/A	\$15 an hour plus more if experienced	6
Store Clerk	1	C&J's Service Center	N/A	Minimum wage	4

In determining CDBG National Objective compliance with job creation only **Permanent** jobs may be counted; temporary jobs may not. Full time jobs require a worker to work at least 1750 hours per year. Part time jobs require a worker to work at least 875 hours but less than 1750 hours per year. Part-time jobs **must** be converted to Full Time Equivalent (FTE). An FTE is defined as two part time jobs. **Seasonal** jobs may count only if the seasonal job lasts long enough and provides sufficient income to be considered the employee's principal occupation. (Contact OCD prior to counting seasonal jobs towards LMI benefit.) **All** permanent jobs created by the project must be counted, regardless of funding source(s). Jobs indirectly created by the project (i.e., remote location, "trickle down" jobs) do not count.

**STATE OF MAINE
COMMUNITY DEVELOPMENT BLOCK GRANT
ECONOMIC DEVELOPMENT PROGRAM LETTER OF INTENT**

GRANTEE/BUSINESS ASSURANCES

JOB CREATION

The Business C&J's Service Center, having applied for funding from the Town/City of Caribou (as identified below) through the Maine Department of Economic and Community Development, assures that it has discussed CDBG job creation project goals and requirements with the municipality. The Municipality is assured that 2 jobs **will be created**. The Business (as identified below) assures that these jobs will be created and that timely and completed documentation will be provided to the Municipality necessary to verify job creation achievements. Both the Municipality and the Business assure that low and moderate-income persons will take at least 51% of the jobs created.

In determining CDBG National Objective compliance with job creation only **Permanent** jobs may be counted; temporary jobs may not. Full time jobs require a worker to work at least 1750 hours per year. Part time jobs require a worker to work at least 875 hours but less than 1750 hours per year. Part-time jobs **must** be converted to Full Time Equivalents (FTE). An FTE is defined as two, part time jobs. **Seasonal** jobs may count only if the seasonal job lasts long enough and provides sufficient income to be considered the employee's principal occupation. (Contact OCD prior to counting seasonal jobs towards LMI benefit.) **All** permanent jobs created by the project must be counted, regardless of funding source(s). Jobs indirectly created by the project (i.e., remote location, "trickle down" jobs) do not count.

All job creation information reported on this form will be reviewed by OCD.

City of Caribou
Municipality


Signature of Municipal CEO

4-27-2022
Date

C&J's Service Center
Business


Signature of Business CEO

4-27-2022
Date

G. COST ESTIMATES & PROJECT FUNDING

Provide the estimated project cost, amount of CDBG funds to be requested and sources, amounts and dates secured for all anticipated cash matching funds.

Applicants for Economic Development Program funds must certify and provide documentation, at time of application, that there is a 50% cash match of the total EDP award. Matching funds must be directly related to the activities undertaken with EDP funding and must be firm commitments from non-CDBG funds and documented by binding commitment letters submitted with the final application. Matching funds cannot be committed or expended prior to the project receiving Environmental Review Clearance from the Office of Community Development. Prior commitments and in-kind contributions are not considered as match. Project must demonstrate that there is a gap between sources and uses and that CDBG funds are needed to fill that gap.

If the business that is requesting CDBG funds has previously been assisted, you must get permission from the Director of OCD.

Please note projects with a total cost exceeding \$3,000,000 are not eligible for EDP assistance. The minimum request for EDP assistance is \$100,000.*

Total Estimated Project Cost:	\$100,000	CDBG Request:	\$50,000
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Funding Source	Amount	Date Secured
CDBG	50,000	
Personal Savings	50,000	
TOTAL:	\$100,000	

EDP PROJECTS IN SUPPORT OF RETAIL BUSINESSES

EDP applications in support of a retail business must attach written documentation to this Letter of Intent for each of the following limited conditions:


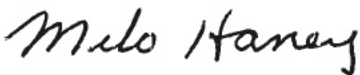
- 1.** The retail business represents the provisions of new products and services previously unavailable in the community or is a tourism-related business; and
- 2.** The development or expansion of the retail business represents a net economic gain for the community and the region. Applications supporting a retail business or businesses are required to certify that the development represents a new overall gain for the region economy and not a shift from existing established businesses to a new or expanded one; and
- 3.** The retail business is located in either a downtown district meeting the definition of PL 776 enacted by the 119th legislature; or a designated local growth area contained in an adopted and consistent comprehensive plan; and
- 4.** At least 50% of the jobs created by the retail business must be full time jobs.

*Projects seeking less than \$100,000 or over \$250,000 in CDBG EDP funds must request a waiver from the Office of Community Development (OCD) and have received approval of that waiver from OCD prior to the submission of the EDP Letter of Intent.

Applicant & Business Certifications

As an authorized official of the applicant community and/or business, I certify under the penalties of perjury that:

1. To the best of my knowledge and belief, all information contained in this Letter of Intent and all attached documentation is true and correct and current as of the date signed below;
2. This Letter of Intent complies with all applicable State and federal laws and regulations;
3. All parties signing this Letter of Intent are cognizant of the requirements that should the intended Job Creation/Retention National Objective of the CDBG program not be met all CDBG funds must be repaid to the State of Maine CDBG program; that DECD may elect to secure such requirement/repayment with assets of the Applicant Business for a term of up to five years should this project be approved for funding; and that DECD may deduct from the amount of any Grant the cost of legal fees associated with the review, underwriting and securing of collateral should this project be approved for funding.
4. There are no actions, suits or proceedings pending or, to the knowledge of the borrower, threatened against or affecting the applicant and/or business at law or in equity before any court or administrative officer or agency which might result in any material adverse change in the business or financial condition of the borrower. The borrower is not in default (a) in the payment of any taxes levied or assessed against it or any of its assets or (b) under an applicable statute, rule, order, decree, writ, injunction or regulation of any governmental body (including any court).
5. With the exception of administrative or personnel costs, verify that no person who is an employee, agent, consultant, officer, or elected official or appointed official of state or local government or of any designated public agencies, or subrecipients which are receiving CDBG funding may obtain a financial interest or benefit, have an interest in or benefit from the activity, or have an interest in any contract, subcontract or agreement with respect to CDBG activities, per 24 CFR Part 570.611.
6. Approval of this Letter of Intent by OCD to submit a final application does not imply final project approval or funding.

Signature of Chief Executive Officer: 	Printed or Typed Name: Penny Thompson
Name of Applicant Community : City of Caribou	Date: April 27, 2022
Signature of Chief Executive Officer: 	Printed or Typed Name: Milo Haney
Name of Applicant Business : C&J's Service Center	Date: 4-27-2022

**STATE OF MAINE
COMMUNITY DEVELOPMENT BLOCK GRANT
ECONOMIC DEVELOPMENT PROGRAM LETTER OF INTENT**

GRANTEE/BUSINESS ASSURANCES

JOB RETENTION

The Business C&J's Service Center, having applied for funding from the Town/City of Caribou through Maine assures that it has discussed job retention project goals with the applicant business. The Municipality is assured that 2 jobs **will be retained for a period of no less than two years from the date of the CDBG contract between the municipality and the State of Maine**. The Business (as identified below) assures that these jobs will be retained and that timely and completed documentation will be provided to the Municipality necessary to verify job retention achievements. Both the Municipality and the Business assure that low and moderate-income persons hold at least 51% of the jobs retained.

In determining CDBG National Objective compliance with job retention only **Permanent** jobs may be counted; temporary jobs may not. Full time jobs require a worker to work at least 1750 hours per year. Part time jobs require a worker to work at least 875 hours but less than 1750 hours per year. Part-time jobs **must** be converted to Full Time Equivalents (FTE). An FTE is defined as two part time jobs. **Seasonal** jobs may count only if the seasonal job lasts long enough and provides sufficient income to be considered the employee's principal occupation. (Contact OCD prior to counting seasonal jobs towards LMI benefit.) **All** permanent jobs created by the project must be counted, regardless of funding source(s). Jobs indirectly created by the project (i.e., remote location, "trickle down" jobs) do not count.

All job retention information reported on this form will be reviewed by OCD.

City of Caribou
Municipality

Renny Thompson
Signature of Municipal CEO

4-27-2022
Date

C&J's Service Center
Business

Milo Haney
Signature of Business CEO

4-27-2022
Date

The applicant must attach documentation to this form (such as public announcement of lay-offs, public announcement of imminent closure, financial records) of impending job loss without CDBG Program assistance.

**STATE OF MAINE
COMMUNITY DEVELOPMENT BLOCK GRANT
ECONOMIC DEVELOPMENT PROGRAM LETTER OF INTENT**

JOB RETENTION SUMMARY DOCUMENTATION

TO BE DETERMINED BY EMPLOYEE SURVEY AND VERIFIED THROUGH SUPPORTING DOCUMENTATION

JOB TITLE	Job Class*	# JOBS RETAINED Qualified		# LMI JOBS RETAINED		# NON LMI JOBS RETAINED	
		full time	part time	full time	part time	full time	part time
Mechanic		1					
Clerk/Manager		1					
Clerk		1					
Administration			1				

All existing employees must be surveyed prior to making application to determine LMI status and establish an employment baseline for future reference.

All job retention information reported on this form must be submitted for reviewed by OCD.

*** Attach a job description for each job title for which a position will be retained and use the job category definition numbers outlined below to indicate job class.**

The above information has been compiled using the individual surveys of all affected employees of the Business (as identified above).

This survey was based on family income as defined by the HUD Low/Moderate Income Limits, which apply to the Community Development Block Grant (CDBG) Program. To the best of my knowledge, all information represented above is true and factual. Assurances are also given that "Clear and Objective" evidence exists documenting the above jobs would actually be lost without CDBG Program funding, and that this evidence exists in the form of a notice issued by the assisted party to affected employees, a public announcement, relevant financial records or other form acceptable to the Department of Economic and Community Development.

Milo Haney

Signature of Human Resources Officer

4-27-2022

Date

JOB CATEGORY DEFINITIONS AND CLASS NUMBERS

1. **Officials and Managers** – Occupants requiring administrative personnel who set broad policies, exercise overall responsibility of execution of these policies, and individual departments or special phases of a firm's operations. This includes: Officials, Executives, middle management, plant managers and superintendents, salaried supervisors who are members of management, purchasing agents and buyers, and kindred workers.
2. **Professional** – Occupants requiring either college graduation or experience of such kind and amount as to provide a comparable background includes: accountants and auditors, airplane pilots and navigators, architects, artists, chemists, designers, dietitians, editors, engineers, lawyers, librarians, mathematicians, natural scientists, registered professional nurses, professional and labor relations workers, physical scientists, physicians, social scientists, teachers, and kindred workers.
3. **Technicians** – Occupants requiring a combination of basic scientific knowledge and manual skill which can be obtained through about 2 years of post-high school education such as is offered in many technical institutions and junior colleges, or through equivalent on the job training. This includes: computer programmers and operators, drafters, engineering aides, junior engineers, mathematic aides, licensed practical or vocational nurses, photographers, radio operators, scientific assistants, surveyors, technical illustrators, technicians (medical, dental, electronic, physical science) and kindred workers.
4. **Sales** – Occupants engaging wholly or primarily in direct selling. This includes: advertising agenda and sales workers; insurance agents and brokers; real estate agents and brokers; sales workers, demonstrators and retail sales workers; and sales clerks, grocery clerks and cashiers; and kindred workers.
5. **Office and Clerical** – Includes all clerical-type work regardless of level of difficulty, where the activities are predominantly non-manual though some manual work not directly involved with altering or transporting the products is included. This includes: bookkeepers, cashiers, collectors (bills and accounts), messengers and office helpers, office machine operators, shipping and receiving clerks, stenographers, typists, and secretaries, telegraph and telephone operators, and kindred workers.
6. **Craft Worker (skilled)** – Manual workers of relatively high-level having a thorough and comprehensive knowledge of the processes involved in their work. Exercise considerable independent judgment and usually receive an extensive period of training. This includes: the building trades, hourly paid supervisors and lead operators (who are not members of management), mechanic and repairers, skilled machining occupations, composers and typesetters, electricians, engravers, job setters (metal), motion picture projectionists, pattern and model makers, stationary engineers, tailors, and kindred workers.

JOB CATEGORY DEFINITIONS AND CLASS NUMBERS (continued)

7. **Operatives (semi-skilled)** – Workers who operate machines or other equipment or perform other factory-type duties of intermediate skill level which can be mastered in a few weeks and require only limited training. This includes: apprentices (auto mechanics, plumbers, electricians, machinists, mechanics, building trades, metal working trades, printing trades, etc.), operatives, attendants (auto service and parking), blasters, chauffeurs, delivery workers, dress makers and sewers (except factory), dryer's furnaces workers, heaters (metal), laundry and dry cleaning operatives, milliners, mine operatives and laborers, motor operators, oilers and greasers (except auto), painters (except construction and maintenance), photographic process workers, boiler tenders, truck and tractor drivers, weavers (textile), welders and flame metals workers, and kindred workers.
8. **Laborers (unskilled)** – Workers in manual occupations which generally require no special training perform elementary duties that may be learned in a few days and require the application of little or no independent judgment. This includes garage laborers; car washers and greasers; gardeners (except farm) and ground keepers; stevedores; wood choppers; laborers performing lifting, digging, mixing loading, and pulling operations; and kindred workers.
9. **Service workers** – Workers in both protective and non-protective service occupations. This includes attendants (hospital and other institutions, professional and personal service, including nurses' aides and orderlies), barbers, chair workers and cleaners, cooks (except household), counter and fountain workers, elevator operators, firefighters and fire protection guards, door keepers, stewards, janitors, police officers and detectives, porters, waiters and waitresses, and kindred workers.