



**GARDINER CITY COUNCIL  
AGENDA ITEM INFORMATION SHEET**



<b>Meeting Date</b>	02/21/2024	<b>Department</b>	City Clerk
<b>Agenda Item</b>	4a Approval of Council Minutes from February 7, 2024		
<b>Est. Cost</b>			

<b>Background Information</b>	Please see the attached documentation		
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<b>Requested Action</b>	"I move to approve the minutes from the February 7, 2024 Gardiner City Council"		
<b>City Manager and/or Finance Review</b>	City Manager Approves		
<b>Council Vote/ Action Taken</b>			
<b>Departmental Follow-Up</b>			

<b>City Clerk Use Only</b>	1 <sup>st</sup> Reading _____	Advertised _____	<b>EFFECTIVE DATE</b> _____
	2 <sup>nd</sup> Reading _____	Advertised _____ w/in 15 Days	
	Final to Dept _____	Updated Book _____	Online _____



**COUNCIL MEETING MINUTES  
GARDINER CITY COUNCIL  
WEDNESDAY, February 7, 2024**

**1. ROLL CALL / PLEDGE OF ALLEGIANCE:**

**City Council Present:** Mayor Hart, Councilor Cusick, Councilor Greenleaf, Councilor Berry, Councilor Grant, Councilor Brown, Councilor Babcock, Councilor Dolley.

**City Employees Present:** City Manager Carlton, Hailee Lovely- Deputy City Clerk, Curt Lebel- Tax Assessor, Melissa Lindley- Economic Development Director, Kris McNeill- Code Enforcement Officer, Rick Sieberg- Fire Chief, Denise Brown- Finance Director.

**Others Present:** Phil Saucier- Bernstein Shur, Matt Morrill, Halie Money.

**2. PUBLIC COMMENT (anything not on the Agenda):** There were no comments.

**3. PETITIONS / PUBLIC HEARINGS PETITIONS / PUBLIC HEARINGS:**

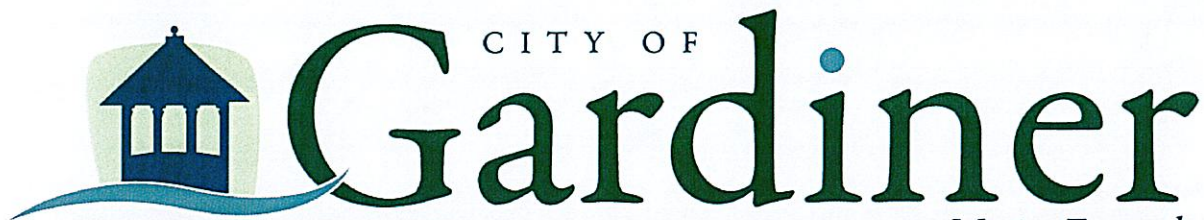
- a. Public Hearing regarding a change to the Land Use Ordinance 7.8.5.4-First floor retail in the Cobbossee Corridor  
*Mayor Hart opened the public hearing at 6:03pm. There being no comment she closed it at 6:03pm.*
- b. ~~Public Hearing regarding The Designation of a Municipal Tax Increment Financing District Known as the "Commonwealth Omnibus Municipal Development and Tax Increment Financing District"~~

**4. NEW BUSINESS:**

- a. Second read regarding a change to the Land Use Ordinance 7.8.5.4-First Floor Retail in the Cobbossee Corridor  
**Action: Councilor Cusick moved to approve the second read regarding a change to the Land Use Ordinance 7.8.5.4- First Floor Retail in the Cobbossee Corridor. Councilor Babcock seconded the motion. No further discussion. Unanimously approved.**
- b. Approval of Council minutes from January 17, 2024 and January 24, 2024  
**Action: Councilor Grant moved to approve the meeting minutes from January 17, 2024 and January 24, 2024. Councilor Brown seconded the motion. No further discussion. Unanimously approved.**
- c. Presentation from Bernstein Shur regarding TIF Districts  
**Please see the presentation on City website.  
No action needed.**

- d. Discussion regarding a new proposed TIF District entitled Commonwealth TIF District  
Curt Lebel- City Tax Assessor gave a general overview of the Commonwealth TIF Districts. The memo is attached to the city website.  
**No action needed.**
- e. Advise and Consent to the Awarding of the Bids for the Reevaluation  
*Curt Lebel- Cost estimates came in better than expected. We received a bid from KRT Appraisal for \$204,000.00 for real estate and a bid for \$21,000.00 for the personal property portion with a total of \$225,000.00. The competing bid from Vision Gov Solutions for real estate was only \$256,000.00. We recommend the City Council award the project to KRT for real estate and personal property and authorize the City Manager to enter into contract negotiations. The project is estimated to be underway in the fall of 2025.*  
**Action: Councilor Brown moved to approve the awarding of the bids for the reevaluation to KRT and allow the City Manager to enter contract negotiations. Councilor Greenleaf seconded the motion. No further discussion. Unanimously approved.**
- f. Advise and Consent to a payback period for Ambulance Uncollectable Fees  
*City Manager Carlton- This was discussed at the last meeting, and we need to figure out what our payback periods are going to be. The City Manager recommends 5-8 years. Councilor Greenleaf commented that the sooner we can pay this off the better. It has gone on for too long. Denise Brown- Finance Manager, spent some time talking to our auditors who recommended doing this. It's a big cost, but we need to get this paid down.*  
**Action: Councilor Greenleaf moved to approve a payback period of 5 years for Ambulance Uncollectable Fees. Councilor Cusick seconded the motion. No further discussion. Unanimously approved.**
- g. Approval of a large event "Ritual Market" at the Waterfront Park  
**Action: Councilor Babcock moved to approve the large event "Ritual Market" at the Waterfront Park. Councilor Dolley seconded the motion. No further discussion. Unanimously approved.**
- h. Mayoral Appointments to the City Parks Committee  
**Action: Councilor Cusick moved to approve the appointment of Councilor Babcock and Councilor Dolley to the City Parks Committee. Councilor Berry seconded the motion. No further discussion. Unanimously approved.**
- i. Awarding of the Brownfields RFP  
Melissa Lindley- Brought this up a couple of times already, there are issues with our original contract. They came to us and said our current agreement wasn't up to standards. So we redid everything and got two proposals.  
**Action: Councilor Cusick moved to award Sevee and Maher Engineers Inc as the Brownfields Assessment QEP and direct the City Manager to enter into a contract. Seconded by Councilor Greenleaf. No further discussion. Unanimously approved.**





## 5. CITY MANAGER REPORT:

*Moving Forward*

I have been splitting my time between the Treatment Plant and City Hall. I will say it was an interesting experience and I have learned a lot. Chuck Applebee (Water Quality Solutions) has been on site most of the days. We have established some new routines, and the plant is operating well. We have some amazing employees that do some incredibly difficult work. We are working on a plan to start doing tours of the plant as well as bringing students back in to see and learn. We were notified recently that unfortunately the legislature did not budget enough money to cover the 100% reimbursement to municipalities for the Tax Stabilization Law. The Legislature budgeted \$15 million, and the total came in at \$26.5 million. The only way to fix this is through the supplemental budget process which is slowly making its way through the process. Currently we have received \$43,695 (56%) of the \$78,028.00. We need to arrange a National Incident Management System Training. Kennebec County Emergency Management will be doing it for us. It is a 90-minute training that most communities do during a Council Meeting. We will be working to schedule this in March and will keep the rest of the agenda light. I spoke with KCEMA, and they are working on setting up mobile locations for FEMA Mobile Disaster Recovery that will help residents and businesses with resources to help with recovering from the storms. I do not have locations yet but when I do, we will share them out. We have been doing some remodeling out the in old B/G area to make room for the new ambulance that is coming. It will also be able to store the tractor and UTV. Lastly, I want to thank you all for your time on Saturday. I thought it was a very productive day with great conversation and goal development.

## 6. COUNCIL REPORT:

**Councilor Brown:** *Solid waste and recycling committee developed a survey; we are working to finalize it right now. I am part of the Affordable housing task force; we meet once a month and it's been fascinating to hear what they are doing right now. We are currently putting together a report.*

**Councilor Greenleaf:** *Agree with City Manager about Saturday. Thanks to Jessica Lowell, for her coverage of the City of Gardiner for many years. A downtown business owner asked about our fire fund, or to consider an emergency fund that would cover a flood or power outages, that residents could access. City Manager Carlton commented that he had this conversation with United Way, and they will be discussing this topic.*

**Councilor Cusick:** *Nothing to report.*

**Councilor Berry:** *KVCOG executive director, resigned last week. The First Park budget will be voted on next Thursday.*

**Councilor Babcock:** *Thank you to Hannaford for the accessibility to the rail trail.*

**Councilor Dolley:** *I heard from others about the reevaluation. Has anyone else heard anything about this, and is there a reason to cover this as a topic? Mayor Hart commented that we have covered it before and will cover it again.*

**Councilor Grant:** *I appreciated Saturday, I came away hopeful, with a shared vision on how we want the city to be. I will have more information on the Downtown sidewalk committee, for a future meeting.*

**Mayor Hart:** *I appreciated everyone for Saturday. FEMA was here today, they told me to express that anyone with any damage or loss from the storm, to go on their website and fill out the form, to see if you qualify for any aid. Businesses can look, but it's mostly for residents. Johnson Hall business meeting went well. Still continue to meet on the Great Race with Team EJP, and everyone involved. This will be a great event.*

## 7. EXECUTIVE SESSION

- a. Motion to enter into Executive Session Pursuant 405(6)(C)-Economic Development in the interest of publicly held property

**Motion by Councilor Greenleaf Seconded by Councilor Babcock**

**Unanimously Approved**

**In: 7:45pm**

**Out: 8:00pm**

- b. Motion to enter into Executive Session Pursuant 1 M.R.S.A. 405(6)(A)-Personnel Matter

**Motion by Councilor Cusick Seconded by Councilor Berry**

**Unanimously Approved**

**In: 8:01pm**

**Out: 8:06pm**

- c. Other Business

**Action: Councilor Greenleaf moved to approve a 2-year extension to the contract of the City Manager through June 5, 2027. Councilor Brown seconded the motion. No further discussion. Unanimously approved.**

- d. ADJOURN:

**Action: Councilor Berry moved to adjourn the meeting at 8:07pm. Councilor Grant seconded the motion. No further discussion. Unanimously approved.**