



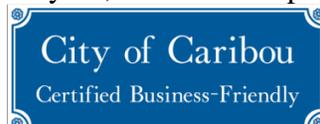
**AGENDA
Caribou City Council
Regular City Council Meeting
7:00 P.M. Monday, January 13, 2014
Caribou City Council Chambers**

1. Public Input
2. Appointment and Swearing in of City Councilor 2
3. Declaration of Conflicts of Interest from the City Council regarding any agenda item.
4. Consider authorizing the minutes of the following meetings:
 - a) December 3, 2013 Workshop Minutes 3
 - b) December 9, 2013 Meeting Minutes 4-7
 - c) January 2, 2014 Organizational Meeting Minutes 8-11
5. Consent Agenda
 - a) December Fire Department Report 12-13
 - b) Year End Fire Department Report 14-15
 - c) November and December Police Department Report 16-19
 - d) Liquor and Special Amusement Licenses 20
 - e) Appointment to Planning Board 21
6. Pawn Broker License 22
7. Fire Contracts 23-25
8. Closing Streets for Ski Sprints 26-27
9. Fire Permit Fees 28
10. Personnel Committee Meeting 29
11. Other Business
12. Executive session pursuant to MRSA Title 1 Chapter 13 Section 405 (6)(D) to discuss Economic Development.
13. Executive session pursuant to MRSA Title 1 Chapter 13 Section 405 (6)(E) to discuss Union Negotiations with Teamsters Local 340 and Police Sergeants.

Upcoming Meeting Dates:

Regular City Council Meeting, January 27, 2014 at 7:00 p.m.

Regular City Council Meeting, February 24, 2014 at 7:00 p.m.





OFFICE OF THE CITY MANAGER
CARIBOU, MAINE

To: Mayor and Council Members
From: Austin Bless, City Manager
Date: January 13, 2014
Re: Appointment and Swearing in of City Councilor

As the City Council has conducted interviews earlier this evening to fill the vacant seat on the Council we need to have Council appoint a person to that spot pursuant to City Charter 2.06.

A Budget Workshop meeting of the Caribou City Council was held 6:00 p.m. on Tuesday, December 3, 2013 in Council Chambers with the following members present: Mayor Gary Aiken, Deputy Mayor Kenneth G. Murchison, Jr., Joan L. Theriault, David R. Genthner, Sr., Philip McDonough II, and David Martin. Shane McDougall was absent and excused.

Austin Bleess, City Manager, and Tony Mazzucco, Assistant City Manager.

Department Managers: Scott Susi, Fire Chief; David Ouellette, Public Works Director; Wanda Raymond, Finance Director; Lisa Plourde, Housing Executive Director; Kathleen Mazzuchelli, Supt. of Parks & Recreation; Michael Gahagan, Police Chief and Steve Wentworth, Code Enforcement Officer.

Item #1: The Mayor opened the Budget Workshop by asking which areas Council members wanted to discuss. Councilor Martin stated that the Administration and Department Managers reached the number that was given to them; even though, he may have done it differently he was not going to nitpick. He directed a series of questions to Supt. Mazzuchelli regarding the long term plan for the pool. There was a general discussion regarding decreased attendance at the pool, need for repairs, the amount of water that leaks out of the pool, and whether the pool is worth investing in. It was suggested that a study be done to determine whether it is feasible to continue the operation of the pool.

Councilor Murchison questioned whether it is wise to reduce the budget by using less salt and sand on some of the City's roads. Councilor Genthner commented on the need for road safety. Director Ouellette noted that each snowplow truck route has both an in town and country section to plow and currently it takes approximately four hours for the drivers to complete their routes.

The Council discussed the Library Board's request for an additional \$4,000 for part-time help and questioned whether volunteers could be used instead. Supt. Mazzuchelli spoke about volunteers and how they are already being used at the Library. Council Consensus: Not to increase the Library budget.

Fire Chief Susi answered questions regarding the department's new hires. During 2013, the Ambulance Service had to turn away ninety-nine ambulance runs which would have increased revenues by approximately \$275,000. The runs were ground transfers rather than emergency calls. The Chief provided a brief history of the department and a spreadsheet comparing Caribou's Fire/EMS with communities of comparable size. Since the beginning of the service, the number of ambulance calls has doubled but staffing levels have remained the same. The proposed budget includes two full-time ambulance billing workers. In the future, the Chief would like to add a part-time office worker. The Chief answered questions regarding the department's reserve accounts. The 2013 Capital Reserve Account included the money needed for a new command vehicle.

Mayor and Deputy Mayor complimented staff for the work done on the budget.

Councilor Martin requested a workshop to be held on paving versus chip sealing.

Upcoming Meeting Dates:

Regular City Council Meeting, December 9, 2013 at 7:00 p.m.

Organizational City Council Meeting January 2, 2014 at 7:00 p.m.

Regular City Council Meeting, January 13, 2014 at 7:00 p.m.

Workshop adjourned at 6:50 p.m.

Jayne R. Farrin, Secretary

A regular meeting of the Caribou City Council was held 6:00 p.m. on Monday, December 9, 2013 in Council Chambers with the following members present: Mayor Gary Aiken, Deputy Mayor Kenneth G. Murchison, David Martin, Philip McDonough II, Joan L. Theriault, David R. Genthner, Sr., and Shane McDougall.

Austin Bleess, City Manager and Tony Mazzucco, Assistant City Manager were present.

Department Manager: William Tasker, Chamber of Commerce Director, Diane DuBois, Library Director, and Kathleen Mazzuchelli, Supt. of Parks & Recreation.

Natalie De La Garza, representing the Aroostook Republican and Time Warner covered the meeting.

Council Agenda Item #1: Executive session pursuant to MRSA Title 1 Chapter 13 Section 405 (6)(D) to discuss Union Negotiations with Teamsters.

6:00 p.m. Motion made by K. Murchison, seconded by P. McDonough, to move to executive session with City Manager and Assistant City Manager pursuant to MRSA Title 1 Chapter 13 Section 405 (6)(D) to discuss Labor Negotiations with Teamsters. (6 yes) So voted.

6:52 p.m. time out. No action taken.

Council Agenda Item #1: Public Input

William Tasker, Chamber of Commerce Director, listed the Chamber's 2013 accomplishments which include a 33% increase in membership, updated website, and increased use of social media. He extended his thanks to the Council, City Manager Bleess, and Assistant City Manager Mazzucco.

Jan Murchison, Chair of the Library Board, read her December 6, 2013 letter into the record in which she requests the Council adds \$4,000 to the proposed 2014 Library Budget for the hiring of one or more substitutes.

Laurie Colton, Caribou Chamber of Commerce President, stated that the Chamber will have a budget shortfall in 2013 and requested Council assistance to cover it.

Debbie Sutherland, owner of Brambleberry Market, spoke favorable about William Tasker and the Caribou Chamber of Commerce.

James Cyr, Caribou Chamber of Commerce Board member, spoke in favor of the City continuing to provide financial support for the Chamber.

Norma Milton, Caribou Chamber of Commerce Board member, spoke in favor of the Chamber, the new Chamber Board, and the preservation of the Chamber's Reserve Account. She requested that the City provide the Chamber an annual stipend of \$30,000 for a period of five years.

Council Agenda Item #2: Declaration of Conflicts of Interest from the City Council regarding any agenda item.

None

Council Agenda Item #3: Consider authorizing the minutes of the following meetings:

- a) November 25, 2013 Council Meeting

Motion made by P. McDonough, seconded by J. Theriault, to accept the minutes of the November 25, 2013 as presented. (6 yes) So voted.

Council Agenda Item #4: Consent Agenda

- a) Approval of November Financials
- b) November Fire Department Report
- c) Liquor and Special Amusement Licenses

Motion made by P. McDonough, seconded D. Martin, to approve the Consent Agenda with Business Items A, B, and C as presented. (6 yes) So voted.

Council Agenda Item #5: Junk Yard Permits

Code Enforcement Officer recommends the renewal of licenses for John Gilbert, Mark Nadeau, and One Steel. One Steel is planning to sell the business to AIM LLC. On December 5th, the Planning Board held the necessary public hearing on the Site Design Review as it relates to the proposed purchase of One Steel by AIM LLC. The Planning Board recommends the Council approve a license for AIM LLC contingent on a successful sale of One Steel to AIM.

7:30 p.m. Public Hearing opens.

No public input.

7:31p.m. Public Hearing closed.

Motion made by P. McDonough, seconded by J. Theriault, to approve Junk Yard permits for John Gilbert, Mark Nadeau, One Steel, and AIM LLC. (6 yes) So voted.

Council Agenda Item #6: GA Ordinance

7:33 p.m. Public Hearing opens.

No public input.

7:34 p.m. Public Hearing closed.

Motion made by P. McDonough, seconded by D. Genthner, to adopt the ordinance establishing Chapter 17 – General Assistance. (6 yes) So voted.

Council Agenda Item #7: Chamber of Commerce Financial Request

The Chamber of Commerce is requesting that the City Council reconsider the decision to utilize the Chamber Reserve account for 2013 operation expenses not covered by revenue generated by the Chamber. It is estimated that the expenses exceed revenues by approximately \$18,000. Currently there is approximately \$51,000 in the Chamber of Commerce Reserve.

In 2014, money budgeted for the Chamber of Commerce will be paid out of the Downtown TIF Account and is not part of the proposed 2014 Budget.

There was discussion among the Councilors.

Motion made by P. McDonough, seconded K. Murchison, to increase the 2014 TIF contribution to the Chamber of Commerce from \$20,000 to \$38,000 and to transfer to the Chamber of Commerce the balance remaining in the Chamber of Commerce Reserve Account. (5 yes, 1 no, D. Martin) So voted.

Council Agenda Item #8: 2014 Budget

The proposed 2014 Budget totals \$9,143,301, which is 5% above the 2013 budget and 1.2% above the 2011 actual expenditures. The original October 15th budget proposal has been reduced by \$605,908 which exceeds the Council's reduction goal of \$568,753.

Library Director DuBois answered several questions regarding allowable uses of Library Reserve Accounts and number of Library users. The Council requested any available historical data as it relates to Library usage. Ms. DuBois commented that the cost of the Library is 2.3% of the City's total budget.

The Mayor asked questions about Ambulance Department's revenues and expenses with the hiring of three new employees. Manager Bless stated that the additional expenses are mostly offset by the new revenues with the difference being approximately \$26,000 more in expenses. The Mayor would like the Finance Director to review and identify any dead accounts on the General Ledger.

Motion made by D. Martin, seconded by S. McDougall, to approve the 2014 Expense Budget at \$9,143,301. (5 yes, 1 no, P. McDonough) So voted.

Council Agenda Item #9: Presentation of Name Plate and Plaque to Councilor Murchison

Councilor Murchison was presented a plaque and his name plate and thanked for his twelve years of service.

Council Agenda Item #10: Other Business

None.

Council Agenda Item #11: Executive session pursuant to MRSA Title 1 Chapter 13 Section 405 (6)(C) to discuss Economic Development

8:04 p.m. Motion made by K. Murchison, seconded by D. Genthner, to move to executive session with City Manager and Assistant City Manager pursuant to MRSA Title 1 Chapter 13 Section 405 (6)(C) to discuss Economic Development. (6 yes) So voted.

8:27 p.m. time out. Motion by D. Martin, seconded by D. Genthner, to come out of executive session. (6 yes) So voted.

Motion made by K. Murchison, seconded by D. Martin, to authorize the City Manager to execute a contract with Buxton (6 yes) So voted.

Council Agenda Item #12: Executive session pursuant to MRSA Title 1 Chapter 13 Section 405 (6)(E) to discuss pending or contemplated litigation.

8:28 p.m. Motion made K. Murchison, seconded by S. McDougall, to move to executive session with City Manager and Assistant City Manager pursuant to MRSA Title 1 Chapter 13 Section 405 (6)(E) to discuss pending or contemplated litigation. (6 yes) So voted.

8:39 p.m. time out Motion by D. Martin seconded by K. Murchison, to come out of executive session. (6 yes) So voted.

No action taken.

Motion made by D. Genthner, seconded by J. Theriault, to adjourn. (6 yes) So voted.

Upcoming Meeting Dates:

Organizational City Council Meeting, January 2, 2014 at 7:00 p.m.

Regular City Council Meeting, January 13, 2014 at 7:00 p.m.

Jayne R. Farrin, Secretary

The Caribou City Council held an organizational meeting at 7:00 p.m. Thursday, January 2, 2014 in Council Chambers with the following members present: Gary Aiken, David Martin, Philip McDonough II, Joan L. Theriault, David R. Genthner, Sr., and Shane McDougall.

Austin Bleess, City Manager and Tony Mazzucco, Assistant City Manager were present.

Natalie De La Garza, representing the Aroostook Republican; and Time Warner covered the meeting.

Council Agenda Item #1: Swearing in of New Councilors

The City Clerk administered the oath of office to David Martin and Joan L. Theriault for three years.

Council Agenda Item #2: Public Input

None.

Council Agenda Item #3: Election of Chairperson/Mayor for the City Council for 2014.

Motion made by J. Theriault, seconded D. Martin, to nominate Gary Aiken for Mayor for the 2014 Caribou City Council.

Gary Aiken was elected Mayor for the 2014 City Council by secret ballot (5, Gary Aiken, 1, Joan Theriault). So voted.

Council Agenda Item #4: Election of Deputy Chairperson/Deputy Mayor for the City Council for 2014.

Motion made by P. McDonough, seconded by J. Theriault, to nominate David Martin.

David Martin was unanimously elected Deputy Mayor of the 2014 City Council by secret ballot.

Council Agenda Item #5: Declaration of Council Vacancy.

Councilor Theriault has been sworn into the seat that she was elected to creating a vacancy in the seat she occupied.

Motion made by P. McDonough, seconded by D. Martin to declare a Council vacancy and to set June 10, 2014 as the date for a Special Election to fill the vacancy. (4 yes, D. Genthner did not vote) So voted.

Council Agenda Item #6: Establish a date, time and location of regular meetings of the City Council for 2014.

Manager Bleess presented a proposed meeting schedule for 2014:

January 13th	June 9th	November 24th
January 27th	June 23rd	December 8th
February 24th	July 14th	Budget Workshops:
March 10th	August 11th	October 16th
March 24th	September 8th	October 20th
April 14th	October 14th	October 22nd
April 28th	October 27th	Budget Public Hearing: November 10th
May 12th	November 10 th	

Motion made by P. McDonough, seconded by D. Genthner, to adopt the proposed meeting calendar, subject to change, with all regular Council Meetings to be held at 7:00 p.m. in the Council Chambers at 25 High Street. (5 yes) So voted.

Council Agenda Item #7: Authorizing the City Manager to approve Treasurer's Warrants for 2014.

Motion made by D. Martin, seconded by P. McDonough to authorize the City Manager Austin Bless to approve the Treasurer's Warrants for the 2014 calendar year (5 yes) So voted.

Council Agenda Item #8: Appointment of Administrative City Officers for 2014.

Motion made by P. McDonough, seconded by J. Theriault, to appoint the slate of Administrative City Officers for 2014 as presented. (5 yes) So voted.

The following administrative officers were appointed:

Wanda L. Raymond	City Treasurer
Jayne R. Farrin	City Clerk
Felch & Company LLC	City Auditor
Wanda L. Raymond	Tax Collector
Jayne R. Farrin	General Assistance Administrator
Kalen Hill	Deputy General Assistance Administrator

The following administrative officers were appointed by staff and approved by Council:

Mary Ann Scott	Deputy City Treasurer
Kalen Hill	Deputy City Clerk

Council Agenda item #9: Appointment of City Board Officers for 2014.

Motion made by P. McDonough, seconded by D. Genthner, to move the slate of appointments as presented, subject to changes made throughout the year. (5 yes) So voted. (Exhibit A)

Council Agenda item #10: Consider authorizing the collection of property tax before the 2014 Commitment date.

Motion made by P. McDonough, seconded by D. Martin, to authorize the Tax Collector to accept payments towards property taxes prior to the 2014 commitment date and pay no interest (0%) on said prepayments. (5 yes) So voted.

Council Agenda item #11: Consider authorizing the City to provide a Tax Club for 2014.

Motion made by P. McDonough, seconded by D. Genthner, to authorize a Tax Club for 2014 as previously established providing for 12 equal payments of an accounts tax liability with no interest for October, November, and December. (5 yes) So voted.

Motion made by P. McDonough, seconded D. Genthner, to adjourn. (5 yes) So voted.

Meeting adjourned at 7:13 p.m.

Upcoming Meeting Date:

City Council - Monday, January 13, 2014 at 7:00 p.m.

City Council - Monday, January 27, 2014 at 7:00 p.m.

Jayne R. Farrin, Secretary

**CFAD MONTHLY REPORT
December 2013**

Total Fire/ Rescue Calls	21	Total Amb. Calls 163 inc. Air & Assists
-Alarms for Fires (33)	6	- Ground Amb.: 147
-Alarms for Rescues (66)		- Air Amb. Flights: 4
-Silent Alarms	15	- Amb. Assist Calls: 12
-Haz-Mat	1	- ALS Calls 88
-Grass Fires		- BLS Calls 54
-Chimney Fires	3	- No Transport 9
-False Alarms		- Calls Turned Over: 9 = \$28,548
-10-55's	3	Total Out of Town Amb. Calls 21
-Aid to Police		Total Out of Town Fire/Rescue Calls 3
-Public Service	2	Est. Fire Loss, Caribou \$
		Est. Fire Loss, out of City \$1,000
Total Hours Pumped	2 hrs.	Total Est. Fire Loss \$1,000
Gallons of Water Used	900	Total Maint. Hours 3.5 mhrs.
Amt. of Hose used:		Total Training Hours 66 mhrs.
Ladders Used (in Feet):	(75' Ariel) 1	Miles Traveled by all Units 9,860
Thermal Imaging Camera Used:	1	Fire Permits Issued 5
CO2 Meter Used:	4	
Rescue Sled & Snowmobile:		*Color Guard Training
Rescue Boat:		
Jaws Used:		Total Fire & Amb. Calls 184

MUTUAL AID TO:

P.I.F.D.	1
F.F.F.D.	
L.F.D.	
W.F.D.	2
Stockholm F.D.	
North Lakes FD	
Crown Amb	4 - Stby.
Van Buren Amb.	6 - Intercepts
Mapleton FD	1

MUTUAL AID FROM:

P.I.F.D.	1- Cancelled
F.F.F.D.	
L.F.D.	
W.F.D.	
Stockholm F.D.	
North Lakes FD	
Crown Amb	1 - Cancelled

OUT OF CITY FIRES/RESCUES

LOCATION	# OF CALLS	MAN HRS.
Woodland	1	2.25 mhrs.
New Sweden	2	4.25 mhrs.
Connor		
Westmanland		
Christmas Toy Project =		50.25 mhrs.
1 Fire Extinguisher Class =		10 participants

Scott Susi, Chief
Caribou Fire and Ambulance

**BREAKDOWN OF FIRES
For December 2013**

Situation Found	# Of Incidents	Fire Casualties	Est. Property Damage
1. Private Dwellings inc. Mobile Homes	3		
2. Apartments (3 or more)			
3. Hotels & Motels			
4. Dormitories & Boarding Homes			
5. Public Assembly (Church, Restaurant)			
6. Schools			
7. Institutions (Hospitals, Jails, Nursing Homes)			
8. Stores, Offices			
9. Industry, Utility, Defense			
10. Storage			
11. Vacant Buildings or being Built			
12. Fires outside structure w/value (crops, timber, etc.)			
13. Fires Highway Vehicles			
14. Other Vehicles (planes, trains, etc.)	1		\$1,000
15. Fires in brush, grass w/no value			

Other Incidents

16. Haz-Mat	1		
17. False Calls			
18. Mutual Aid Calls	4 (2 - WFD; 1 - PIFD; 1 - Mapleton FD)		
19. Aid to Ambulance (10-55's)	3		
20. Aid to Police			
21. Investigation (Smoke, CO ₂ or Alarm)	7 (3-CO; 1-Smoke; 1-Alarm; 1-Sparks; 1-Sprinkler)		
22. Service Calls	2 (1-Parade; 1-Highway Dept.)		

Total Calls for the Month: ____ 21 ____

CFAD YEARLY REPORT - 2013

Total Fire/ Rescue Calls	213	Total Amb. Calls 2009 inc. Air & Assists	
-Alarms for Fires (33)	36	- Air Amb. Flights:	54
-Alarms for Rescues (66)	3	- Amb. Assist Calls:	100
-Silent Alarms	174	- ALS Calls	1122
-Haz-Mat	2	- BLS Calls	701
-Grass Fires	26	- No Transport	90
-Chimney Fires	9	- Calls Turned Over:	107 = \$303,556
-False Alarms	8	Total Out of Town Amb. Calls	243
-10-55's	42	Total Out of Town Fire/Rescue Calls	32
-Aid to Police		Est. Fire Loss, Caribou	\$130,900
-Public Service	23	Est. Fire Loss, out of City	\$142,000
 		Total Est. Fire Loss	\$272,900
Total Hours Pumped	42.25	Total Maint. Hours	109.5 mhrs.
Gallons of Water Used	393,789	Total Training Hours	1,454.75 mhrs.
Amt. of Hose used:	11,195 Ft.	Miles Traveled by all Units	100,077
Ladders Used (in Feet): 383 (75' Ariel)___11__		Fire Permits Issued	829
Thermal Imaging Camera Used:	19	 	
CO2 Meter Used:	19	*Color Guard Training	241.75 mhrs.
Rescue Sled & Snowmobile:	2	Total Fire & Amb. Calls	2,222
Rescue Boat:			
Jaws Used:	1		

MUTUAL AID TO:

P.I.F.D.	6
F.F.F.D.	2
L.F.D.	2
W.F.D.	6
Stockholm F.D.	
North Lakes FD	
Mapleton FD	1
Crown Amb	38
Van Buren Amb.	17

MUTUAL AID FROM:

P.I.F.D.	9 - 1 Cancelled
F.F.F.D.	
L.F.D.	3
W.F.D.	2
Stockholm F.D.	2
North Lakes FD	2
Crown Amb	3 - 1 Cancelled
Van Buren Amb	2

OUT OF CITY FIRES/RESCUES

LOCATION	# OF CALLS	MAN HRS.
Woodland	14	204.25
New Sweden	12	18.75
Connor	5	141
Westmanland		
Cyr Plantation	1	1.5

4 Days of Learn Not To Burn Spring Finale + Classroom visits throughout the year.

9 Fire Extinguisher Classes = 248 participants

Relay for Life = 11 mhrs.

Tommy Trauma = 1.5 mhrs. = 84 students

Health Class @ CHS = 7 mhrs. = 100 students

Christmas Lights = 74.5 mhrs.

Christmas Toy Project = 50.25 mhrs.

Scott Susi, Chief
Caribou Fire and Ambulance

**BREAKDOWN OF FIRES
For 2013**

Situation Found	# Of Incidents	Fire Casualties	Est. Property Damage
1. Private Dwellings inc. Mobile Homes	26		\$216,900
2. Apartments (3 or more)			
3. Hotels & Motels			
4. Dormitories & Boarding Homes			
5. Public Assembly (Church, Restaurant)			
6. Schools			
7. Institutions (Hospitals, Jails, Nursing Homes)			
8. Stores, Offices	1		\$500
9. Industry, Utility, Defense			
10. Storage	4		\$22,000
11. Vacant Buildings or being Built	2		
12. Fires outside structure w/value (crops, timber, etc.)			
13. Fires Highway Vehicles	9		\$32,000
14. Other Vehicles (planes, trains, etc.)	2		\$1,500
15. Fires in brush, grass w/no value	26		

Other Incidents

16. Haz-Mat	2
17. False Calls	8
18. Mutual Aid Calls	17
19. Aid to Ambulance (10-55's)	42
20. Aid to Police	
21. Investigation (Smoke, CO ₂ or Alarm)	51
22. Service Calls	23

Total Calls for the Month: 213

Caribou Police Department

NOVEMBER 2013 MONTHLY REPORT

	OFFENSE	Amount		OFFENSE	Amount
1	Complaints	2065	40	Oper. Wrong Way on a One Way	0
2	Motor Vehicle Accidents	27	41	Viol. Of Title 29 A Sec 2101	0
3	Escorts	3	42	Violation of Permit	0
4	Theft Complaints	12	43	Failure to Stop at Stop Sign	0
5	Crim. Mischief Complaints	3	44	Failure to Stop for Pedestrians	0
6	Animal Complaints	11	45	Passing Stopped School Bus	0
7	Domestic Complaints	6	46	Stops and Checks M/V	1566
8	Burglary Complaints	6	47	Parking Tickets	4
9	Oper. M/V Under the Infl.	1	48	Business Alarms	21
10	Criminal Trespass Comp.	8	49	M/V Permits	6
11	Motor Vehicle Theft	0	50	Handling Prisoners	44
12	Unsecured Doors&Windows	0	51	Running Intoxilyzer	9
13	Motor Vehicle Complaints	34	52	No Insurance	2
14	Missing Persons	1	53	Warrant Arrests	10
15	Harassment Complaints	14	54	Neg. Worthless Instrument Arrests	0
16	Assault Complaints	8	55	Leave the Scene of Accident	0
17	O.A.S. Arrests	3	56	Failure to Yield the Right of Way	0
18	Juvenile Complaints	1	57	Arson Complaints	0
19	Fight Complaints	0	58	Suicide Complaints	0
20	Noise Complaints	3	59	Disorderly Conduct Complaints	18
21	Criminal Threat Complaints	1	60	Unlawful Sexual Contact	1
22	Lost & Found	5	61	Gross Sexual Contact	1
23	Neg. Worthless Inst. Comp.	0	62	Unattended Death Reports	4
24	Prowler Complaint	0	63	Burglary Arrests	0
25	Criminal Trespass Arrest	2	64	Violation of Probation Arrests	0
26	Assist Other Agencies	37	65	Criminal Records Check	28
27	Assault Arrest	6	66	Refusal to Sign U.T.T.	0
28	Drunk Complaint	0	67	Violation of Liquor Laws	1
29	Litter Complaint	1	68	Violation of Tobacco Laws	0
30	Theft Arrest	1	69	Violation of Drug Laws	7
31	Oper.Unregistered M/V	1	70	Failure to Produce Pawn Slips	0
32	Oper M/V Without a License	0	71	Snowsled & ATV Complaints	2
33	Driving To Endanger	0	72	Juvenile Arrests	0
34	Expired Inspection	0	73	Prov. A Place for Minors to Consume Alc.	0
35	Inadequate Exhaust	0	74	Criminal Mischief Arrests	2
36	Unnecessary Noise	0	75	Violation of Bail Conditions	3
37	Eluding an Officer	0	76	Seatbelt Violation	0
38	Speeding	8	77	Disorderly Conduct Arrests	0 16
39	Fail to Stop for an Officer	0	78	Receiving Stolen Property	0

Caribou Police Department

OFFENSE		Amount	OFFENSE		Amount
79	House Watch Requests	10	91	Hindering Apprehension	0
80	Robbery	0	92	911 Calls	18
81	Truant from School	5	93	Forgery	1
82	Criminal Threatening Arrests	1	94	Assault Domestic Violence	2
83	Terrorizing Arrests	0	95	Check on Well Being	7
84	Loaded Firearm in a M/V	0	96	Police Information	10
85	Making a False Public Report	0	97	Suspicious Activity/Person/MV	20
86	Child Endangerment	1	98	Civil Complaint	8
87	Tampering with a Witness	0	99	Total Warnings	49
88	Violation Of Protection Order	0			
89	Poss. of a Firearm by a Felon	0			
90	Multi-handgun purchase	1			

Respectively Submitted,

Chief Michael W. Gahagan
Caribou Police Department

Caribou Police Department

DECEMBER 2013 MONTHLY REPORT

	OFFENSE	Amount		OFFENSE	Amount
1	Complaints	1617	40	Oper. Wrong Way on a One Way	0
2	Motor Vehicle Accidents	43	41	Viol. Of Title 29 A Sec 2101	0
3	Escorts	3	42	Violation of Permit	0
4	Theft Complaints	20	43	Failure to Stop at Stop Sign	0
5	Crim. Mischief Complaints	4	44	Failure to Stop for Pedestrians	0
6	Animal Complaints	11	45	Passing Stopped School Bus	0
7	Domestic Complaints	4	46	Stops and Checks M/V	1170
8	Burglary Complaints	2	47	Parking Tickets	4
9	Oper. M/V Under the Infl.	1	48	Business Alarms	20
10	Criminal Trespass Comp.	3	49	M/V Permits	4
11	Motor Vehicle Theft	1	50	Handling Prisoners	45
12	Unsecured Doors&Windows	0	51	Running Intoxilyzer	8
13	Motor Vehicle Complaints	23	52	No Insurance	4
14	Missing Persons	1	53	Warrant Arrests	18
15	Harassment Complaints	11	54	Neg. Worthless Instrument Arrests	0
16	Assault Complaints	3	55	Leave the Scene of Accident	0
17	O.A.S. Arrests	3	56	Failure to Yield the Right of Way	0
18	Juvenile Complaints	2	57	Arson Complaints	0
19	Fight Complaints	0	58	Suicide Complaints	0
20	Noise Complaints	5	59	Disorderly Conduct Complaints	15
21	Criminal Threat Complaints	2	60	Unlawful Sexual Contact	0
22	Lost & Found	0	61	Gross Sexual Contact	0
23	Neg. Worthless Inst. Comp.	0	62	Unattended Death Reports	3
24	Prowler Complaint	0	63	Burglary Arrests	0
25	Criminal Trespass Arrest	2	64	Violation of Probation Arrests	0
26	Assist Other Agencies	36	65	Criminal Records Check	11
27	Assault Arrest	6	66	Refusal to Sign U.T.T.	0
28	Drunk Complaint	0	67	Violation of Liquor Laws	2
29	Litter Complaint	0	68	Violation of Tobacco Laws	0
30	Theft Arrest	3	69	Violation of Drug Laws	1
31	Oper.Unregistered M/V	0	70	Failure to Produce Pawn Slips	0
32	Oper M/V Without a License	1	71	Snowsled & ATV Complaints	4
33	Driving To Endanger	0	72	Juvenile Arrests	6
34	Expired Inspection	1	73	Prov. A Place for Minors to Consume Alc.	0
35	Inadequate Exhaust	0	74	Criminal Mischief Arrests	2
36	Unnecessary Noise	0	75	Violation of Bail Conditions	2
37	Eluding an Officer	0	76	Seatbelt Violation	0
38	Speeding	0	77	Disorderly Conduct Arrests	1 18
39	Fail to Stop for an Officer	0	78	Receiving Stolen Property	0

Caribou Police Department

OFFENSE		Amount	OFFENSE		Amount
79	House Watch Requests	1	91	Hindering Apprehension	0
80	Robbery	0	92	911 Calls	26
81	Truant from School	1	93	Warnings Issued	22
82	Criminal Threatening Arrests	0	94	Assault Domestic Violence	2
83	Terrorizing Arrests	0	95	Check on Well Being	17
84	Loaded Firearm in a M/V	0	96	Police Information	7
85	Making a False Public Report	0	97	Suspicious Activity/Person/MV	26
86	Child Endangerment	3	98	Civil Complaint	0
87	Tampering with a Witness	0			
88	Violation Of Protection Order	1			
89	Poss. of a Firearm by a Felon	0			
90	Multi-handgun purchase	0			

Respectively Submitted,

Chief Michael W. Gahagan
Caribou Police Department



OFFICE OF THE CITY MANAGER
CARIBOU, MAINE

To: Mayor and Council Members
From: Austin Bleess, City Manager
Date: January 13, 2014
Re: Liquor and Special Amusement Licenses

We have received applications for a Liquor License and a Special Amusement License from Pizza Hut. The Police Chief, Fire Chief, and Code Enforcement have all reviewed the application and have no problems with reissuing the licenses.

We will need Council approval on the licenses.



OFFICE OF THE CITY MANAGER
CARIBOU, MAINE

To: Mayor and Council Members
From: Austin Bleess, City Manager
Date: January 13, 2014
Re: Planning Board Appointment

Currently there is one vacant position on the Planning Board for a term to expire in 2016. We have received one application for the position from Jeff Michaud. The Planning Board is recommending the Council appoint him to fill the vacant position on the board.



OFFICE OF THE CITY MANAGER
CARIBOU, MAINE

To: Mayor and Council Members
From: Austin Bleess, City Manager
Date: January 13, 2014
Re: Pawn Broker License

We have received an application for a Pawn Broker from Christopher Gura, DBA City Jewelry and Loan. He is proposing to operate a Pawn Shop at 322 Sweden St, which is the same location of the former Tracey Pawn Shop.

The property is zoned C-2 which is an appropriate location for a Pawn Shop. Mr. Gura would have to follow all applicable laws from the State in connection with obligations of being a Pawner.

This application has been reviewed by the Code Enforcement Officer, Police Chief, and Fire Chief and it is recommended the Council approve the application.



OFFICE OF THE CITY MANAGER
CARIBOU, MAINE

To: Mayor and Council Members
From: Austin Bless, City Manager
Date: January 13, 2014
Re: Fire Contracts

We need to renew our Fire Contracts with our contract communities.

The contracts are as follows:

Woodland	\$57,674.30
Westmanland	\$10,205.40
Madawaska Lake	\$1,125.51
New Sweden	\$31,807.48
Connor	\$26,054.11

A sample agreement is on the next page. The names and amounts would be inserted accordingly.

We will need Council approval on the contracts.

FIRE PROTECTION INTERLOCAL COOPERATION

The Caribou City Councilors, acting in their capacity as Municipal Officers for the City of Caribou, hereinafter referred to as the "City", in accordance with the vote of said Councilors at a regular meeting held on _____ 2014, enter into contract with the Municipality of **NAME** in accordance with the vote of said Municipal Officials, hereinafter referred to as the "Municipality", at a regular meeting held on _____ 2014, for fire protection to the Township(s) structures, hereinafter described and designated under the following terms and pursuant to Title 30, Section 1953, M.R.S.A..

1. The City agrees to provide auxiliary or supplemental fire protection to the above named Municipality.
2. When a call for aid or assistance from any person in the Municipality is received by the City Fire Station, the following procedure shall be followed:
 - a. When a call for aid or assistance is received, the dispatcher shall immediately notify his / her Superior who shall dispatch such force as needed in response to the call which the Superior or Officer-in-Charge shall deem necessary and proper under the circumstances if so warranted. In no event shall the City of Caribou be left without adequate fire protection.
 - b. The decision to respond shall rest in the discretion of the Fire Chief or Officer-in-Charge at the Caribou Fire Station when any call for assistance is received.
3. A force sent to aid and assist shall at all times be directly under the order and control of the City Fire Department Officers in charge of the forces; however, while within the limits of the Municipality, the force is acting in behalf of, and as agent for the Municipality.
4. When in the opinion of the Fire Chief or Office-in-Charge, the services of the department are no longer needed; he / she shall order the force to return to the City Fire Station. The Officer may, however, leave such equipment as he / she deems advisable for use by the men on standby, if there is a danger of fire breaking out again.
5. The Fire Chief or Officer-in-Charge shall have the power to order the return of a force at any time when in his / her opinion the services of, or the presence of, such forces is required within the City of Caribou.

6. The Maine Forest Service, under Title 12, Chapter 801, Section 8002, Maine Law, has the responsibility to handle suppression of all grass, brush and forest fires, but will reimburse any municipality that fights a grass or brush fire that is a threat to the forest of the municipality. They will also respond to structural fires when, and only when, personnel and equipment are nearby and available, and will do so in recognition of lack of other readily available sources of help or a potential hazard to the forest.

7. The City shall be compensated for standing by and responding to calls for aid or assistance by the Municipality in the amount of **AMOUNT** annually. This compensation will be due, even if there is no responses during the year.

8. Invoices will be submitted by the City to the Municipality on a yearly basis. Failure to pay such invoices within Sixty (60) days from date of invoice shall be deemed sufficient cause for cancellation of this agreement at the discretion of the City of Caribou.

9. This agreement shall be in effect from Jan. 1st, 2014 to Dec. 31st, 2014. The City and Municipality shall review this agreement at the end of each period and either the City or the Municipality, by vote of their respective officials, can terminate this contract at any time upon Ninety (90) days written notice to the other party.

IN WITNESS WHEREOF, the parties to those present have executed this Contract, each of which shall be deemed on original on the _____ day of _____ 2014.

1. _____
2. _____
3. _____

_____ Officials of NAME

Witness to all

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

_____ Caribou City Councilors

Witness to all

Filed with Fiscal Administrator _____ 2014.



OFFICE OF THE CITY MANAGER
CARIBOU, MAINE

To: Mayor and Council Members
From: Austin Bless, City Manager
Date: January 13, 2014
Re: Closing Streets for Ski Sprints

Building upon the great successes of Thursday's On Sweden the Boreal Outdoor Club, Caribou Rotary Club, the Chamber and the City are combining forces to start a Caribou Downtown Ski Festival. The events will be held February 8 and 9th.

The events on the 8th will be held in the Downtown area, and we would like the Council support for this project. We would like to do the sprints down Sweden Street, have snow events in the North Mall Parking Lot and have a great day to enjoy Caribou in the winter months.

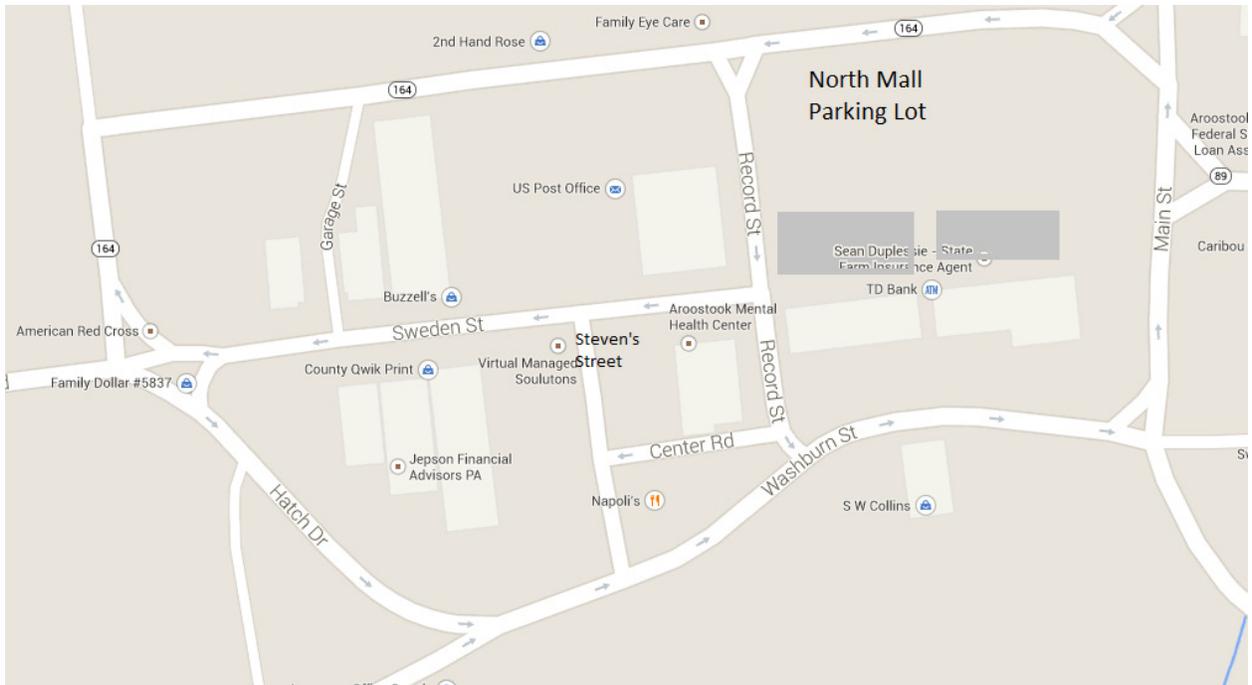
The events on the 9th will be held at the Caribou Ski Trails at the Country Club.

The plan would be to close down Sweden Street from the Post Office to the Movie Theatre and Stevens Street, as we did for Thursday's On Sweden. We would also like to close down Record Street and the North Mall Parking Lot. We've discussed this with the Post Office and Main Street businesses and they are supportive of this. We would bring in snow to do the sprints on Sweden Street and provide snow in the Mall parking lot.

A map is on the following page.

The Police and Fire Departments will have the necessary access they would need in the event of an emergency.

We are asking for Council to allow us to close off the necessary streets and the parking lot of this event.





OFFICE OF THE CITY MANAGER
CARIBOU, MAINE

To: Mayor and Council Members
From: Austin Bleess, City Manager
Date: January 13, 2014
Re: Fire Permit Fees

In November the council approved an ordinance change to allow for charging a fee for fire permits.

Historically we issue approximately 900 permits each year. If we were to charge \$10 for a permit we would see about \$8,000 in new revenue after assuming a decline in the number issued.

Our permits are good for the calendar year. People may buy fire permits online for \$7 and the permit is only good for 2 days.

Staff is recommending the Council approve a burn permit of \$10.



OFFICE OF THE CITY MANAGER
CARIBOU, MAINE

To: Mayor and Council Members
From: Austin Bless, City Manager
Date: January 13, 2014
Re: Personnel Committee Meeting

I would like to request a Personnel Committee meeting to go over potential changes to the Personnel Policy. As the entire Council serves as that committee I am hopeful we can set a date and time for that meeting. The week of January 20th is not good for me, but am free most other dates/times this month.