



City of Caribou, Maine

AGENDA Caribou City Council Regular City Council Meeting 7:00 P.M. Thursday, January 2, 2014 Caribou City Council Chambers

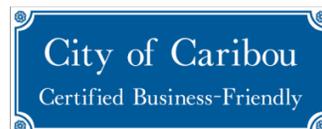
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1. Swearing in of New Councilors
2. Public Input
3. Election of Chairperson/Mayor for the City Council for 2014 2
4. Election of Deputy Chairperson/Deputy Mayor for the City Council for 2014 3
5. Declaration of Council Vacancy 4
6. Establish a date, time and location for regular meetings of the City Council 5
7. Authorizing the City Manager to approve Treasurer's Warrants for 2014 6
8. Appointment of Administrative City Officers for 2014 7
9. Appointment of City Board Officers for 2014 8-9
10. Authorizing the collection of property tax before the 2014 Commitment date 10
11. Authorizing the City to provide a Tax Club for 2014 11

Upcoming Meeting Dates:

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

Regular City Council Meeting, January 27, 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 2, 2014
Re: Election of Chairperson/Mayor for the City Council for 2014

As required by Charter we need to elect a Chairperson/Mayor for 2014.

Ballots will be distributed for written submission for the Mayor's position, votes counted immediately upon collection and certified by the City Clerk.



OFFICE OF THE CITY MANAGER
CARIBOU, MAINE

To: Mayor and Council Members
From: Austin Bless, City Manager
Date: January 2, 2014
Re: Election of Deputy Chairperson/Deputy Mayor for the City Council for 2014

As required by Charter we need to elect a Deputy Chairperson/ Deputy Mayor for 2014.

Ballots will be distributed for written submission for the Deputy Mayor's position, votes counted immediately upon collection and certified by the City Clerk.



OFFICE OF THE CITY MANAGER
CARIBOU, MAINE

To: Mayor and Council Members
From: Austin Bless, City Manager
Date: January 2, 2014
Re: Declaration of Council Vacancy

Whereas Councilor Theriault has been sworn into the seat she was elected to, there is a vacancy in the seat she occupied which term was scheduled to end December 31, 2014.

The Council should declare this seat as vacant. We have advertised this and anticipate being able to have Council appoint someone at their January 13 meeting.

We should also set the election date for this seat. Staff recommends June 10, 2014 as there will be a State Primary election at that time. The person who wins that election will serve from then until December 31, 2014.

As a point of information here is the timeline for that election:

March 17, 2014	Nomination Papers Available
April 25, 2014	Nomination Papers Due by 5pm
June 10, 2014	Election

We will need Council approval on the declaration of a Council Vacancy and setting the Special Election for June 10.



OFFICE OF THE CITY MANAGER
CARIBOU, MAINE

To: Mayor and Council Members
From: Austin Bless, City Manager
Date: January 2, 2014
Re: Establish a date, time, and location for regular meetings of the City Council for the year 2014.

Below are the meeting dates that are proposed for the calendar year 2014, and it follows for the most part the meeting dates that were held in 2013. All meetings will be held at 7pm in the Council Chambers at 25 High Street.

January 13 January 27	February 24	March 10 March 24
April 14 April 28	May 12	June 9 June 23
July 14	August 11	September 8
October 14* October 27	November 10 November 24	December 8

The dates listed above, with the exception of October 14 are Monday's. October 14 is a Tuesday due to Columbus Day.

For planning purposes I would recommend October 16 (Thursday), October 20 (Monday) and October 22 (Wednesday) for Budget Workshops. The Public Hearing on the budget will be held November 10.



OFFICE OF THE CITY MANAGER
CARIBOU, MAINE

To: Mayor and Council Members
From: Austin Bless, City Manager
Date: January 2, 2014
Re: Authorizing the City Manager to approve Treasurer's Warrants for 2014

We will need a motion to authorize City Manager Austin Bless to approve the Treasurer's Warrants for the 2014 calendar year.



OFFICE OF THE CITY MANAGER
CARIBOU, MAINE

To: Mayor and Council Members
From: Austin Bless, City Manager
Date: January 2, 2014
Re: Appointment of Administrative City Officers for 2014

We will need a motion to appointment the following Administrative City Officers for 2014.

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

We will also need Council approval of the following appointments made by City Staff:

Mary Ann Scott	Deputy City Treasurer
Kalen Hill	Deputy City Clerk

Note: All other City Administrative Officers are appointed by the City Manager as per the City Charter Section 3.04.



OFFICE OF THE CITY MANAGER
CARIBOU, MAINE

To: Mayor and Council Members
From: Austin Bleess, City Manager
Date: January 2, 2014
Re: Appointment of City Board Officers for 2014

We will need a motion to appoint the city Board Officers effective for the beginning of 2014 until their successors are appointed as recommended on the next page.



OFFICE OF THE CITY MANAGER
CARIBOU, MAINE

To: Mayor and Council Members
From: Austin Bleess, City Manager
Date: January 2, 2014
Re: Authorizing the collection of property tax before the 2014 Commitment date

We will need a motion 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.



OFFICE OF THE CITY MANAGER
CARIBOU, MAINE

To: Mayor and Council Members
From: Austin Bleess, City Manager
Date: January 2, 2014
Re: Authorizing the City to provide a Tax Club for 2014

The Tax Club allows for persons to participate in a program whereby their 2014 Tax Commitment will be divided into 12 equal monthly payments and the participant will pay this estimated tax accordingly. Once the 2014 Commitment has been made, the final payment on their actual 2014 commitment, the difference between their 2013 commitment versus their 2014 commitment, will be adjusted for their December payment. Participants will also not incur interest on their account for the months of October, November and December as part of the program. Many persons find this type of payment program beneficial, especially the ability to pay their last three payments absent interest on their account.

We will need a motion 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.