



City of Caribou, Maine

**REVISED AGENDA
Caribou City Council
Regular City Council Meeting
7:00 P.M. Tuesday, October 15, 2013
Caribou City Council Chambers**

*Municipal Building
25 High Street
Caribou, ME 04736
Telephone (207) 493-3324
Fax (207) 498-3954
www.cariboumaine.org*

1. Public Input
2. Declaration of Conflicts of Interest from the City Council regarding any agenda item.
3. Consider authorizing the minutes of the following meetings:
 - a) September 9, 2013 Council Meeting 3-9
 - b) September 16, 2013 Council Workshop 10-11
 - c) October 7, 2013 Special Council Meeting 12
4. Consent Agenda
 - a) August 2013 Caribou Police Department Report 13-14
 - b) September 2013 Caribou Police Department Report 15-16
 - c) September 2013 Caribou Fire and Ambulance Department Report 17-18
 - d) Approval of September Financials
 - e) 2013 Election 19-20
 - f) Approval of Quit Claim Deeds Addendum 1
5. City owned parking lots 21
6. Property Maintenance Ordinance 22-24
7. Introduction of Livestock Ordinance 25-26
8. Introduction of ordinance regarding Seasonal Certificates of Occupancy for Mobile Homes 27-28
9. Purchase of vehicle for Fire/Ambulance Department 29
10. Approving Sale of Tax Acquired Properties 30
11. Putting Tax Acquired Properties out for bid 31
12. Approval of Audit RFPs 32
13. Snowmobile Trail Groomer Addendum 2
14. Other Business
15. Executive session pursuant to MRSA Title 1 Chapter 13 Section 405 (6)(C) to discuss Economic Development.

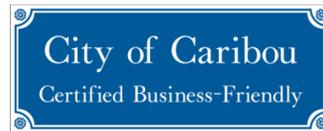
Upcoming Meeting Dates:

Budget Workshop Meeting October 16, 2013 at 6:00 p.m.

Budget Workshop Meeting October 21, 2013 at 6:00 p.m.

Budget Workshop Meeting October 23, 2013 at 6:00 p.m.

Regular City Council Meeting, October 28, 2013 at 7:00 p.m.



A regular meeting of the Caribou City Council was held 7:00 p.m. on Monday, September 9, 2013 in Council Chambers with the following members present: Mayor Gary Aiken, Deputy Mayor Kenneth G. Murchison, Jr., David Martin, Philip McDonough II, Joan L. Theriault, David R. Genthner, Sr., and Aaron P. Kouhupt.

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

Department Managers: Scott Susi, Fire Chief & Ambulance Director, Michael Gahagan, Police Chief, David Ouellette, Public Works Director, Stephen Wentworth, Code Enforcement Officer and William Tasker, Chamber of Commerce Director.

Lisa Wilcox, representing the Aroostook Republican and Time Warner covered the meeting.

Council Agenda Item #1: Public Input

- Robert Fern - stated his interest in purchasing the parking lot on Water Street. There are 14 parking spaces used by 6 businesses and 13 apartments in 4 buildings. He questioned if the City owned the parking lot. Manager Bleess stated that the City owns a portion of the parking lot.
- Cheryl St. Peter – stated that she and her husband own an office building in downtown Caribou. She asked Manager Bleess to share with the Councilors an email that she has sent him. She requested that the Councilors review her email prior to making a decision.
- Patrick Bennett opposed the selling of City owned parking lots. A vibrant downtown needs room to expand. Downtown workers would have to move vehicles every two hours in the winter.
- Norma Milton spoke regarding two issues – Charter and parking lot situation. Ms. Milton questions the section of the Charter that prohibits anyone owing back taxes from serving on the City Council. She believes this section is probably illegal. She suggested rather than selling parking lots to have some lots metered.
- Brian Bickford stated that the Water Street parking lot serves business owners and customers which otherwise would not have a place to park.
- Seth Williams and his wife own a business on Water Street. They and the other business owners are trying to make Caribou business friendly.

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) August 12, 2013 Council Meeting
- b) August 27, 2013 Council Workshop

Motion made by P. McDonough, seconded by J. Theriault, to accept the minutes of the August 12, 2013 Council Meeting and August 27, 2013 Council Workshop. (6 yes) So voted.

Council Agenda Item #4: Consent Agenda

- a) July 2013 Caribou Police Department Report
- b) August 2013 Caribou Fire and Ambulance Department Report
- c) Approval of August Financials
- d) Approval of Licenses
- e) Abatement of Property Taxes
- f) Approval of Quit Claim Deed

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

Council Agenda Item #5: City owned parking lots

Councilor McDonough asked to rescind the original proposal to sell all parking lots and to hold a workshop on the topic. Councilor Kouhoupt would like this subject to go away. Councilor Martin stated the City doesn't need seven parking lots and should sell the lots that people are interested in buying.

Motion made by P. McDonough, seconded by K. Murchison, to table the selling of all City owned parking lots and to hold a workshop. (4 yes, P. McDonough, K. Murchison, J. Theriault, D. Genthner), (2 no, D. Martin, A. Kouhoupt) So voted.

Council Agenda Item #6: Charter Amendments

Proposed Amendment #1:

Amending Caribou City Charter Section 2.01 (c) to read:

The terms of municipal officials shall begin the first business day of January.

This amendment would allow for City Council terms to start the first business day of the year, which is when we are required, by Charter, to hold our organizational meeting.

7:51 p.m. Public Hearing opened.

Manager Bless stated that the Charter currently has first Monday of January rather than first business day.

7:52 p.m. Public hearing closed.

Motion made by K. Murchison, seconded by P. McDonough to order the proposed amendment #1 to be placed on a ballot at the next regular municipal election. (6 yes) So voted.

Proposed Amendment #2:

Amending Caribou City Charter Section 2.02 to read:

A Councilor may elect to receive all of, a portion of or not to receive compensation for a calendar year.

This amendment would allow Councilors to take some of their pay, rather than all or nothing.

7:53 p.m. Public hearing opened.

Wilfred Martin asked for additional explanation. Manager Bless explained the purpose of the proposed charter amendment.

7:56 p.m. Public hearing closed.

Motion made by D. Martin, seconded by P. McDonough, to order the proposed amendment #2 to be placed on a ballot at the next regular municipal election. (6 yes) So voted.

Proposed Amendment #3:

A Charter Amendment which modifies Section 5 of the Caribou City Charter to change the operating fiscal years for the City from a Calendar Year to a July 1 – June 30 Fiscal Year beginning July 1, 2015 and modifies the budget timelines in the Caribou City Charter accordingly.

The Charter would be modified as follows:

The Fiscal year of the City shall begin on the first day of January and end on the last day of December. Beginning the first day of January 2015 the Fiscal Year 2015 shall begin on the first day of January and end on the last day of June. Subsequent fiscal years shall begin on the first day of July and end on the last day of June.

7:56 p.m. Public Hearing opened.

Wilfred Martin asked why we are changing Charter now. The Charter amendment should stay the same, if we do this tax bills would have to change also. Manager Bless answered questions regarding tax bills to receive a 6 month tax bill or 18 months for Fiscal year 2015.

Councilor Kouhoupt stated paying same amount of taxes but time frame will be affected which would also affect escrow issues. Councilor Martin clarified the tax bill, received a 6 month January 1st payable April 1st and July 1st received bill for one year payable October 1st. Councilor Murchison would like to look at this closer and all billing cycles would change. Councilor Theriault stated this is going to voters anyway.

8:02 p.m. Public Hearing closed.

Motion made by P. McDonough, seconded by J. Theriault to order the proposed amendment #3 to be placed on a ballot at the next regular municipal election. (2 yes, P. McDonough, J. Theriault) (4 no, K. Murchison, D. Martin, D. Genthner, A. Kouhoupt) Motion failed.

Proposed Amendment #4:

Amending Caribou City Charter Section 2.01 to read:

Only qualified voters of the City, shall be eligible to hold the office of Councilor.

And Caribou City Charter Section 2.06 (b) (6) to be removed:

Fails to pay all annual personal and real property taxes on or before December 31st of the previous year.

This allows people who are delinquent on their property taxes to serve on the City Council.

8:04 p.m. Public hearing opened.

Wilfred Martin stated taxes are too high and did not speak in favor or opposition to the proposed amendment.

8:11 p.m. Public hearing closed.

Motion made by P. McDonough, seconded by D. Genthner to order the proposed amendment #4 to be placed on a ballot at the next regular municipal election. (6 yes) So voted.

Council Agenda Item #7: Downtown TIF District Plan Approval

Manager Bleess stated the proposed amendments to the downtown Tax Increment Financing District (TIF) plan will give the City more flexibility on the spending of TIF money. Over the life of the TIF District, the City expects to receive about \$9 million. Maine Department of Economic & Community Development (DECD) wants to know how the City plans to spend the \$9 million or even a higher amount. Manager Bleess reviewed a proposed list of projects that totaled \$18,471,200. Manager Bleess stated that the City will not spend more than is taken in from the TIF. The TIF District will end in 2035.

Councilor Martin asked whether the proposed investment to the fire station could be used to remodel the Municipal Building. Manager Bleess stated that DECD does not allow TIF money to be spent on municipal buildings.

Councilor Kouhoupt complimented administration for the work done on the proposed amendment.

8:24 p.m. Public Hearing Opened.

Wilfred Martin spoke in opposition to TIF Districts and Credit Enhancement Agreements (CEA).

Mark Reschke spoke in favor of the proposed amendment.

8:34 p.m. Public Hearing Closed

Motion made by A. Kouhoupt, seconded by P. McDonough, to approve the proposed Downtown TIF District Plan Amendment. (6 yes) So voted

Council Agenda Item #8: Moratorium on Boarding Houses

City Council introduced the following ordinance to allow the Planning Board and City Staff more time to examine the impact of boarding houses in residential zones of our city. This ordinance introduced on August 12, 2013 and a public hearing being held on September 9, 2013.

8:35 p.m. Public Hearing Opened.

Wilfred Martin asked why the City needed more boarding houses. Assistant City Manager answered his question this is just a moratorium on boarding houses and City will need at least 180 days to study the impact of potential boarding houses in residential zones by Planning Board. Councilor Murchison asked if there were any plans or permits request at this time and the City has none currently.

8:38 p.m. Public Hearing Closed.

Motion made by P. McDonough, seconded by D. Martin, to approve the moratorium on permitting of boarding houses as defined in the Caribou Land use code. (6 yes) So voted.

Council Agenda Item #9: Introduction of Property Maintenance Ordinance

The City has adopted the 1996 BOCA Property Maintenance Code. City staff believes it is time to update this code. Public hearing to be set at next regular council meeting, scheduled for October 15, 2013. Councilor P. McDonough introduced the ordinance.

Motion made by J. Theriault, seconded by D. Martin, to schedule public hearing for property maintenance ordinance to next meeting October 15, 2013. (6 yes) So voted.

Council Agenda Item #10: Declaration of Dangerous Building

The property located at 201 Old Washburn Road has several safety and environmental issues with it. The Code Enforcement Officer issued a Notice of Violation on June 11, 2013 under Caribou Property Maintenance Code, Sections PM 108 Unsafe Structures, PM 303 Exterior Property Areas, and Maine Statute, Title 17 2851, Dangerous Buildings. The owner was given until July 31 to clean up the property.

Councilor Murchison asked if owner lives locally which Code Enforcement Officer answered yes but not at the property. Councilor Kouhought questioned if someone was living there and yes there is, but there is no written contract or agreement. Code Enforcement Officer answered the councilor questions.

Motion made by P. McDonough, seconded by D. Martin, declare this property at 201 Old Washburn Road a hazard and a nuisance and authorize the Code Enforcement Officer to post the site as Unfit for Human Occupancy. (6 yes) So voted.

Council Agenda Item #11: Purchase of new Ambulance

The City would like to purchase a new ambulance. This ambulance is very similar to the one purchased last year. It is 2013 Chevy G4500 Ambulance Braun Chief XL#6134. The City would be removing two ambulances from our fleet as well. This has been budgeted for in the Capital Reserves and cost of the new rig is \$156,875 which has a balance of \$163,292 in the account at the present time. The sale price includes trade in value. The City can sell one, or both, of these ambulances for at least the trade in value to local services.

The recommendation to Council would be to authorize the purchase of this new ambulance and allow staff to get rid of the two ambulances as necessary, which includes trading them in or selling them.

Chief Susi answered questions from Councilors and also mentioned that new ambulance would have a 100% lifetime warranty.

Motion made by K. Murchison, seconded by P. McDonough, to approve the purchase of a new ambulance. (6 yes) So voted.

Council Agenda Item #12: 2014 Ambulance Contracts

Proposed 2014 Ambulance Service contracts with the following towns/townships. No price increase in the contracts for 2014.

Connor Township	\$5,027.00
Perham	\$4,246.00

New Sweden	\$6,622.00
Stockholm	\$2,783.00
T16-R4	\$1,210.00
Westmanland	\$ 682.00
Woodland	\$13,343.00

Chief Susi answered several questions asked by Councilors and Mayor Aiken.

Motion made by D. Martin, seconded by P. McDonough, to approve 2014 Ambulance contracts. (6 Yes) So voted.

Council Agenda Item #13: Placing Tax Acquired Properties out for Bid

Motion by K. Murchison, seconded by J. Theriault to place tax acquired properties out for bid. (6 yes) So voted.

Council Agenda Item #14: Budget Process

Manager Bleess has begun the budget process with Department Heads. As per the Charter the Department Heads need to have their budgets to Manager Bleess by October 1st and have the report to Council by October 15th. Public meetings need to be scheduled to go over the budget. Dates are set for October 16th, 21st, and 23rd at 6 p.m.

Motion made by P. McDonough, seconded by K. Murchison, to approve dates for budget meetings. (6 yes) So voted.

Meeting adjourned at 8:58 p.m. to move to executive session.

Council Agenda Item #15: Executive session pursuant to MRSA Title 1 Chapter 13 Section 405 (6) (C) to discuss economic development.

Motion made by K.Murchison, seconded by J. Theriault, to move to executive session pursuant to MRSA Title 1 Chapter 13 Section 405 (6)(C) to discuss economic development.

Present in the Executive Session was Manager Bleess, Assistant City Manager Mazzucco, Troy Haney and the Councilors. Motion made by D. Martin, seconded by P. McDonough to come out of Executive Session at 9:33 p.m. Motion made by D. Martin, seconded by P. McDonough to authorize City Manager to sign a Development Agreement with Haney’s Building Specialties and to execute the necessary documents to complete the sale of land. (6 yes)

Council Agenda Item #16: Executive session pursuant to MRSA Title 1 Chapter 13 Section 405 (6)(A) to discuss a personnel issue.

Motion made by K. Murchison, seconded by D. Genthner to go into executive session at 9:38 p.m. Present in the Executive Session was Manager Bleess, Assistant City Manager Mazzucco, Public Works Director, David Ouellette and the Councilors. Motion made by P. McDonough, seconded by D. Martin to come out of executive session. Motion made by D. Martin, Seconded by P. McDonough to approve the contract with City of Presque Isle for contracting the Public Works Director at the price of \$850/week and to authorize the City Manager to sign the necessary documents. (6 yes) So voted.

Motion made by K. Murchison, seconded by P. McDonough to adjourn. (6 yes) So voted.

Meeting adjourned at 10: 35 p.m.

Upcoming Meeting Dates:

City Council Workshop, September 16, 2013 at 6:00 p.m.

Regular City Council Meeting, October 15, 2013 at 7:00 p.m.

Kalen Hill, Secretary Pro-Tem

13-21 wksp.

A Workshop meeting of the Caribou City Council was held at 6:00 p.m. on Monday, September 16, 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 Aaron P. Kouhought.

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

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

_Item#1: City owned Parking Lots

Mayor Aiken reminded the Councilors that they need to be recognized by the Mayor before speaking.

The Mayor provided a brief review of events leading up to this evening's meeting.

Mayor Aiken started the meeting asking the opinion of each of the councilors on this subject.

- In favor of making changes to decrease parking lots maintenance cost: P. McDonough, D. Genthner, and D. Martin
- In favor of keeping things as they are: K. Murchison and A. Kouhought
- Undecided: J. Theriault

The Mayor wonders if a parking lot study should have been done.

Councilor Theriault suggested that the City sell the lots located on Hatch Drive, between Vaughn Place and Collins, American Legion, and Water Street to abutters and to keep North and South Mall parking lots plus the lot next to the Caribou Movie Theater.

Councilor Martin agrees with Councilor Theriault except he would include selling for one dollar the theater parking lot to the owner of the Caribou Movie Theater.

Councilor Murchison is in favor of the status quo. In his opinion, it is worth the monies to maintain the parking lots and to retain them for future economic development.

If the choices are to sell parking lots only to abutters or the City retains and maintains the lots, the Mayor wonders why any abutter would want to purchase a parking lot.

Councilor Kouhought stated that selling the parking lots is short-sighted and not thinking of the future. The City needs to work to fill the parking lots.

Council discussed enforcement of the City's parking ordinance plus whether or not the City should repeal the parking ordinance. The Mayor wants to see the parking ordinance enforced or repealed. Manager Bleess commented that the parking ordinance is being enforced.

Councilor McDonough wants to sell the parking lots plus wants the parking ordinance enforced or eliminated from the Code.

The Mayor asked if there was consensus: to approach the owners of the buildings around the smaller lots and offer to sell the lots to them. No one disagreed.

Councilor Murchison offered that the Council is creating a problem where there isn't a problem.

Councilor Theriault would think that the building owners would want to purchase adjoining parking lots.

Councilor McDonough noted that parking is part of the Site Design review process.

Councilor Genthner supports selling the lots when the building owners would have a need for them. He questions if it is fair for other Caribou business owners that must maintain their own parking lots while downtown business owners have the use of parking lots maintained by the City. Councilor Genthner spoke about City taxes and wondered where the budget could be cut.

The Mayor asked if there was consensus: to approach landowners to purchase the parking lots.

Councilors Murchison and Kouhoupt do not support approaching landowners.

Mayor Aiken stated that this issue is to be placed on the agenda for the next Council meeting and if the lots are retained then the Council should consider placing snow removal out to bid.

Meeting adjourned at 6:33 p.m.

Jayne R. Farrin, Secretary

October 7, 2013

13-21

A special meeting of the Caribou City Council was held 7:30 p.m. on Monday, October 7, 2013 in Council Chambers with the following members present: Mayor Gary Aiken, Deputy Mayor Kenneth G. Murchison, Jr., David Martin, Philip McDonough II, Joan L. Theriault, David R. Genthner, Sr.. The following members were absent: Aaron P. Kouhought.

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

Motion by Councilor McDonough, seconded by Councilor Martin, to go into Executive Session pursuant to MRSA Title 1 Chapter 13 Section 405 (6)(D) to discuss labor negotiations with AFSCME Local 220. (5 yes) So voted.

Went into Executive Session at 7:31.

Motion by Councilor Martin, seconded by Councilor McDonough, to come out of executive session at 7:53pm. (6 yes) So voted.

Motion by Councilor Martin, seconded by Councilor Theriault to approve a Labor Agreement with AFSCME Local 220 for 2013. (6 yes) So voted.

Motion by Martin, seconded by Councilor Murchison, to approve the Labor Agreement with AFSCME Local 220 for the years 2014-2016 as presented. (6 yes) So voted.

Motion by McDonough second by Martin to adjourn. (6 yes) So voted.

Austin Bleess, City Manager

Caribou Police Department					
SEPTEMBER 2013 MONTHLY REPORT					
OFFENSE		Amount	OFFENSE		Amount
1	Complaints	1660	40	Oper. Wrong Way on a One Way	0
2	Motor Vehicle Accidents	17	41	Viol. Of Title 29 A Sec 2101	0
3	Escorts	3	42	Violation of Permit	1
4	Theft Complaints	20	43	Failure to Stop at Stop Sign	1
5	Crim. Mischief Complaints	8	44	Failure to Stop for Pedestrians	0
6	Animal Complaints	15	45	Passing Stopped School Bus	0
7	Domestic Complaints	4	46	Stops and Checks M/V	1248
8	Burglary Complaints	2	47	Parking Tickets	3
9	Oper. M/V Under the Infl.	8	48	Business Alarms	14
10	Criminal Trespass Comp.	10	49	M/V Permits	0
11	Motor Vehicle Theft	2	50	Handling Prisoners	39
12	Unsecured Doors&Windows	0	51	Running Intoxilyzer	6
13	Motor Vehicle Complaints	37	52	No Insurance	10
14	Missing Persons	0	53	Warrant Arrests	7
15	Harassment Complaints	22	54	Forgery Complaint	0
16	Assault Complaints	5	55	Leave the Scene of Accident	1
17	O.A.S. Arrests	6	56	Failure to Yield the Right of Way	0
18	Juvenile Complaints	3	57	Arson Complaints	0
19	Fight Complaints	0	58	Suicide Complaints	0
20	Noise Complaints	10	59	Disorderly Conduct Complaints	27
21	Criminal Threat Complaints	3	60	Unlawful Sexual Contact	3
22	Lost & Found	5	61	Gross Sexual Contact	0
23	Neg. Worthless Inst. Comp.	0	62	Unattended Death Reports	0
24	Prowler Complaint	0	63	Burglary Arrests	1
25	Criminal Trespass Arrest	4	64	Violation of Probation Arrests	2
26	Assist Other Agencies	9	65	Criminal Records Check	11
27	Assault Arrest	1	66	Refusal to Sign U.T.T.	0
28	Drunk Complaint	1	67	Violation of Liquor Laws	0
29	Litter Complaint	2	68	Violation of Tobacco Laws	1
30	Theft Arrest	7	69	Violation of Drug Laws	2
31	Oper.Unregistered M/V	0	70	Liquor Law Complaints	0
32	Oper M/V Without a License	1	71	Snowsled & ATV Complaints	3
33	Driving To Endanger	2	72	Juvenile Arrests	2
34	Expired Inspection	3	73	Prov. A Place for Minors to Consume Alc.	0
35	Inadequate Exhaust	1	74	Criminal Mischief Arrests	0
36	Unnecessary Noise/Accelerat	1	75	Violation of Bail Conditions	6
37	Eluding an Officer	1	76	Seatbelt Violation	1
38	Speeding	4	77	Disorderly Conduct Arrests	0
39	Fail to Stop for an Officer	1	78	Receiving Stolen Property	0

Caribou Police Department

OFFENSE		Amount	OFFENSE		Amount
79	House Watch Requests	4	91	Resisting Arrest	0
80	Failure to License Dog	0	92	911 Calls	10
81	Truant from School	2	93	Domestic Assault	1
82	Criminal Threatening Arrests	0	94	Warnings	72
83	Terrorizing Arrests	0	95	Check on Well Being/Mental Subje	7
84	Loaded Firearm in a M/V	0	96	Police Information	0
85	Making a False Public Report	0	97	Suspicious Activity/Person/MV	23
86	Child Endangerment	1	98	Civil Cases	3
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	1			

Respectively Submitted,

Chief Michael W. Gahagan
Caribou Police Department

Caribou Police Department					
AUGUST 2013 MONTHLY REPORT					
OFFENSE		Amount	OFFENSE		Amount
1	Complaints	2181	40	Oper. Wrong Way on a One Way	0
2	Motor Vehicle Accidents	19	41	Viol. Of Title 29 A Sec 2101	0
3	Escorts	2	42	Violation of Permit	0
4	Theft Complaints	22	43	Failure to Stop at Stop Sign	0
5	Crim. Mischief Complaints	8	44	Failure to Stop for Pedestrians	0
6	Animal Complaints	12	45	Passing Stopped School Bus	0
7	Domestic Complaints	10	46	Stops and Checks M/V	1658
8	Burglary Complaints	7	47	Parking Tickets	2
9	Oper. M/V Under the Infl.	4	48	Business Alarms	17
10	Criminal Trespass Comp.	6	49	M/V Permits	8
11	Motor Vehicle Theft	0	50	Handling Prisoners	71
12	Unsecured Doors&Windows	0	51	Running Intoxilyzer	7
13	Motor Vehicle Complaints	33	52	No Insurance	7
14	Missing Persons	2	53	Warrant Arrests	19
15	Harassment Complaints	20	54	Neg. Worthless Instrument Arrests	0
16	Assault Complaints	6	55	Leave the Scene of Accident	0
17	O.A.S. Arrests	5	56	Failure to Yield the Right of Way	0
18	Juvenile Complaints	4	57	Arson Complaints	0
19	Fight Complaints	0	58	Suicide Complaints	0
20	Noise Complaints	10	59	Disorderly Conduct Complaints	20
21	Criminal Threat Complaints	1	60	Unlawful Sexual Contact	1
22	Lost & Found	5	61	Gross Sexual Contact	0
23	Neg. Worthless Inst. Comp.	0	62	Unattended Death Reports/Hospice	4
24	Prowler Complaint	2	63	Burglary Arrests	0
25	Criminal Trespass Arrest	0	64	Violation of Probation Arrests	0
26	Assist Other Agencies	15	65	Criminal Records Check	45
27	Assault Arrest	7	66	Drug Complaints	0
28	Drunk Complaint	0	67	Violation of Liquor Laws	0
29	Litter Arrest	1	68	Violation of Tobacco Laws	0
30	Theft Arrest	4	69	Violation of Drug Laws	4
31	Oper.Unregistered M/V	1	70	Illegal Transportation of Liquor	0
32	Oper M/V Without a License	1	71	Snowsled & ATV Complaints	8
33	Driving To Endanger	0	72	Juvenile Arrests	0
34	Expired Inspection	2	73	Prov. A Place for Minors to Consume Alc.	0
35	Inadequate Exhaust	1	74	Criminal Mischief Arrests	0
36	Unnecessary Noise	4	75	Violation of Bail Conditions	9
37	Violation of Equipment Rule	0	76	Seatbelt Violation	0
38	Speeding	5	77	Disorderly Conduct Arrests	1
39	Window Tint Violation	0	78	Receiving Stolen Property	0

Caribou Police Department

OFFENSE	Amount	OFFENSE	Amount
79 House Watch Requests	6	91 Hindering Apprehension	1
80 Reckless Conduct	0	92 911 Calls	15
81 Truant from School	0	93 Warnings	41
82 Criminal Threatening Arrests	0	94 Assault Domestic Violence	4
83 Terrorizing Arrests	0	95 Check on Well Being	10
84 Loaded Firearm in a M/V	1	96 Police Information	7
85 Making a False Public Report	0	97 Suspicious Activity/Person/MV	26
86 Child Endangerment	3	98 Civil Complaint	6
87 Tampering with a Witness	0		
88 Violation Of Protection Order	0		
89 Carrying a Concealed Weapo	0		
90 Multi-handgun purchase	4		

Respectively Submitted,

Chief Michael W. Gahagan
Caribou Police Department

CFAD MONTHLY REPORT September 2013

Total Fire/ Rescue Calls	15	Total Amb. Calls 136 inc. Air & Assists	
-Alarms for Fires (33)	1	- Air Amb. Flights:	3
-Alarms for Rescues (66)		- Amb. Assist Calls:	10
-Silent Alarms	14	- ALS Calls	81
-Haz-Mat		- BLS Calls	43
-Grass Fires		- No Transport	2
-Chimney Fires		- Calls Turned Over: 12 =	\$27,526
-False Alarms	2	Total Out of Town Amb. Calls	16
-10-55's	3	Total Out of Town Fire/Rescue Calls	3
-Aid to Police		Est. Fire Loss, Caribou	\$67,000
-Public Service		Est. Fire Loss, out of City	\$
		Total Est. Fire Loss	\$67,000
Total Hours Pumped	1.5	Total Maint. Hours	5.5 mhrs.
Gallons of Water Used	52,000	Total Training Hours	161.75 mhrs.
Amt. of Hose used:	1,000	Miles Traveled by all Units	8,207
Ladders Used (in Feet): 75' (75' Ariel)___1___		Fire Permits Issued	21
Thermal Imaging Camera Used:	2		
CO ₂ Meter Used:		*Color Guard Training	31.5 mhrs.
Rescue Sled & Snowmobile:		Total Fire & Amb. Calls	151
Rescue Boat:			
Jaws Used:			

MUTUAL AID TO:

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

MUTUAL AID FROM:

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

OUT OF CITY FIRES/RESCUES

LOCATION	# OF CALLS	MAN HRS.
Woodland	1	1 mhr.
New Sweden		
Connor	1	1.25 mhrs.
Westmanland		
Cyr Plantation	1	1.5 mhrs.

Fire Extinguisher Class = 17 participants

Scott Susi, Chief
 Caribou Fire and Ambulance

BREAKDOWN OF FIRES
For September 2013

Situation Found	# Of Incidents	Fire Casualties	Est. Property Damage
1. Private Dwellings inc. Mobile Homes	2		\$52,000
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	1		
11. Vacant Buildings or being Built			
12. Fires outside structure w/value (crops, timber, etc.)			
13. Fires Highway Vehicles	3		\$15,000
14. Other Vehicles (planes, trains, etc.)			
15. Fires in brush, grass w/no value			

Other Incidents

16. Haz-Mat	
17. False Calls	2
18. Mutual Aid Calls	
19. Aid to Ambulance (10-55's)	3
20. Aid to Police	
21. Investigation (Smoke, CO ₂ or Alarm)	4 (1 - Smoke; 3 - Alarms)
22. Service Calls	

Total Calls for the Month: 15



OFFICE OF THE CITY CLERK
CARIBOU, MAINE

To: Mayor and Council Members
From: Jayne R. Farrin, City Clerk
Date: October 15, 2013
Re: 2013 Election

In preparation for the upcoming election the Council needs to authorize the following items:

- A. Approval of an 8:00 Opening Time for the November 5, 2013 Elections.
- B. Appointment of Jayne R. Farrin as Election Warden and Kalen Hill as Deputy Election Warden for the Nov. 5, 2013 Elections.
- C. Approval of Idella Thompson as ballot clerk for the November 5, 2013 Elections.
- D. Notice of Municipal Election which is on the following page.

**CITY OF CARIBOU
NOTICE OF MUNICIPAL ELECTION
TUESDAY, NOVEMBER 5, 2013**

COUNTY OF ARROSTOOK, SS

CITY OF CARIBOU

You are hereby required to notify and warn the inhabitants of the City of Caribou, qualified by law to vote in City affairs, to meet at **the Caribou Wellness and Recreation Center at 55 Bennett Drive**, in said Caribou, on the 5th day of November 2013, 8:00 a.m. in accordance with the provisions of Title 30-A §2551 of the Maine Revised Statutes, to elect City Officials for the several offices as follows:

Two members of the City Council for three years

Two members of the City Council for one year

One member of the Regional School Unit #39 Board of Directors for three years

One member of the Jefferson Cary memorial Hospital Fund for three years

Absentee ballots will be processed on Monday, November 4, 2013, starting at 9:00 a.m. and on November 5, 2013 starting at 9:00 a.m. The polls shall open at **8:00 a.m. and will close at 8:00 p.m.**

Given under our hands, this 15th day of October, 2013:

Majority of Municipal Officers of
The City of Caribou, Maine

A True Copy
Attested by: _____
Jayne R. Farrin, City Clerk

Date: _____



OFFICE OF THE CITY MANAGER
CARIBOU, MAINE

To: Mayor and Council Members
From: Austin Bleess, City Manager
Date: October 15, 2013
Re: Discussion on City Owned Parking Lots

During the Street/Highway Committee meeting the recommendation was made by the Committee for the Council to sell the parking lots to the abutting property owners for \$1, and if they abutting owner does not wish to take the parking lot the city would retain the lots.

During our past meetings Mr. St. Peter has expressed interest in acquiring the lot next to the Caribou Business Office Park. He has stated they would remove the two parking areas that exit at the south easterly end of Hatch Drive. They would reduce the current parking from 65 spaces to 43 spaces. He has given a list of things he is requesting from the city before he accepts the property. They are as follows:

1. The parking lot would be added to his existing building lot for taxation purposes and there would be no increase in valuation for 10 years.
2. Remove 766 feet, o 181 pieces of granite curbing. Reinstall 183 feet of curbing, with the city to keep the rest.
3. Remove 10,188 square feet of hot top.
4. Remove 2 grass areas at the west end of the lot and prepare that space for hot top.
5. Remove 5'x27' of sidewalk along Hatch Drive.

Upon the completion of these things by the City they would loam, grade and seed the area, and complete the hot top and install any necessary parking lot lights. If we were to sell the lot to Mr. St. Peter we would need to split that lot as it currently is one parcel on both sides of Herschel St.

I have spoken with the Sam Collins, whose property abuts the lots 97 and 102, and he is considering purchasing the parking lot for a dollar. He also said he would work out a deal for the people that utilize that parking lot for the South Downtown Mall.

Mr. Fern has informed me he would be willing to purchase the parking lot on Water Street for a dollar. Mr. Swanberg, who had originally stated interest in the Water Street parking lot, has stated that he would have no problem with Mr. Fern buy that parking lot.

In our previous meetings the Legion said they could take their lot if necessary.

This would mean that four of the parking lots could be transferred to private ownership relieving the city of the responsibility of maintenance of them. It would also place three of the parking lots onto the tax rolls.

We will need some type of Council action to authorize the City Manager to execute the necessary documents to sell the lots and whatever other action Council would like to see be made.



OFFICE OF THE CITY MANAGER
CARIBOU, MAINE

To: Mayor and Council Members
From: Austin Bleess, City Manager
Date: October 15, 2013
Re: Property Maintenance Ordinance

The City has adopted the 1996 BOCA Property Maintenance Code. City staff believes it is time to update this code. As such we are recommending the International Property Maintenance Code, 2012 edition, as published by the International Code Council. The ICC has replaced BOCA, so this would be the logical replacement code for our current ordinance. This will work in conjunction with the other International Code Council codes that the state has mandated that we follow.

This ordinance was introduced at our last meeting. The public hearing has been advertised.

Tonight the Council needs to hold the public hearing and take action on the proposed ordinance.

Councilor _____ introduced the following ordinance:

Ordinance No. 12, 2013 Series
City of Caribou
County of Aroostook
State of Maine

AN ORDINANCE adopting the 2012 edition of the *International Property Maintenance Code*, regulating and governing the conditions and maintenance of all property, buildings and structures; by providing the standards for supplied utilities and facilities and other physical things and conditions essential to ensure that structures are safe, sanitary and fit for occupation and use; and the condemnation of buildings and structures unfit for human occupancy and use, and the demolition of such existing structures in the City of Caribou; providing for the issuance of permits and collection of fees therefor.

Short Title: Property Maintenance Ordinance.

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 (1) does ordain the following:

Section 1. That the *International Property Maintenance Code*, 2012 edition, as published by the International Code Council, be and is hereby adopted as the Property Maintenance Code of the City of Caribou, in the State of Maine for regulating and governing the conditions and maintenance of all property, buildings and structures; by providing the standards for supplied utilities and facilities and other physical things and conditions essential to ensure that structures are safe, sanitary and fit for occupation and use; and the condemnation of buildings and structures unfit for human occupancy and use, and the demolition of such existing structures as herein provided; providing for the issuance of permits and collection of fees therefor; and each and all of the regulations, provisions, penalties, conditions and terms of said Property Maintenance Code on file in the office of the City Clerk City of Caribou are hereby referred to, adopted, and made a part hereof, as if fully set out in this legislation, with the additions, insertions, deletions and changes, if any, prescribed in Section 2 of this ordinance.

Section 2. The following sections are hereby revised:

Section 101.1. Insert: City of Caribou

Section 103.5. Insert: The minimum penalty for a specific violation is \$50 payable to the City. The fees for activities and services performed to correct or abate a violation shall be at cost plus a 10% administrative fee payable to the City.

Section 112.4. Insert: \$25 and \$2,500

Section 302.4. Insert: 7 inches within the Urban Compact Zone

Section 304.2 Repeal this section

Section 304.14. Repeal this section

Section 602.2. Strike 68°F (20°C) and insert 65°F (18.4°C)

Section 602.3. Insert: May 1 and October 1

Section 602.4. Insert: May 1 and October 1

Section 3. If another ordinance, or portion of ordinance, is found to conflict with the ordinances herewith that this ordinance shall supersede any other ordinance.

Section 4. That if any section, subsection, sentence, clause or phrase of this legislation is, for any reason, held to be unconstitutional, such decision shall not affect the validity of the remaining portions of this ordinance. The City Council hereby declares that it would have passed this law, and each section, subsection, clause or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses and phrases be declared unconstitutional.

Section 5. That nothing in this legislation or in the Property Maintenance Code hereby adopted shall be construed to affect any suit or proceeding impending in any court, or any rights acquired, or liability incurred, or any cause or causes of action acquired or existing, under any act or ordinance hereby repealed as cited in Section 3 of this law; nor shall any just or legal right or remedy of any character be lost, impaired or affected by this legislation.

This ordinance, being introduced on September 9, 2013 and a public hearing being held on October 15, 2013 was duly passed by the City Council of the City of Caribou, Maine, this 15th day of October 2013.

Gary Aiken, Mayor

Kenneth G. Murchison Jr, Councilor

Joan L. Theriault, Councilor

David Martin, Councilor

Philip J. McDonough II, Councilor

David Genthner Sr, Councilor

Aaron Kouhopt, Councilor

Attest:

Jayne R. Farrin, City Clerk



OFFICE OF THE CITY MANAGER
CARIBOU, MAINE

To: Mayor and Council Members
From: Tony Mazzucco, Assistant City Manager
Date: October 15, 2013
Re: Introduction of Livestock Ordinance

We have run into issues in some parts of the R-3 Zone where houses are located near each other and there is livestock on the property. Having certain types of livestock in near proximity to neighboring houses presents some serious health concerns. In order to help mitigate this the Planning Board is recommending the ordinance which is on the next page.

To move forward the Council would need to introduce the ordinance tonight, which requires no vote. We will advertise for a public hearing at the next regular Council Meeting, October 28. After that the Council would be able to vote on the issue.

Councilor _____ introduced the following ordinance:

Ordinance No. 13, 2013 Series
City of Caribou
County of Aroostook
State of Maine

**AN ORDINANCE AMENDING SECTION 13-700 OF CHAPTER 13 LAND USE
ORDINANCES**

Short Title: An ordinance regarding Livestock in the R-3 Zone.

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 (1) does ordain the following:

Section 1: Sec. 13-740 of Chapter 13 Land Use is amended to read:

40. Livestock and Poultry: Conditions of keeping Livestock and Poultry:

1. Any livestock shall be kept at least 100 feet from any property line except pigs and hogs which shall be kept at least 200 feet from any property line and shall be kept at least 100 feet from any residential dwelling or water well.
2. Any poultry, shall be kept at least 50 feet from any property line.

Section 2: Sec. 13-900 of Chapter 13 Land Use is amended to read:

2. Definitions

Livestock: Domestic animals kept or raised for use or profit, such as but not limited to, cattle, horses, sheep, elk, deer, buffalo, goats or pigs, that are typically kept outside of the home.

Poultry: Domestic animals kept or raised for use or profit, such as but not limited to, ostrich, emu, chickens, ducks, turkeys, geese, pigeons, or pheasant that are typically kept outside of the home

This ordinance, being introduced on _____, 2013 and a public hearing being held on _____, 2013 was duly passed by the City Council of the City of Caribou, Maine, this __ day of ____ 2013.

Gary Aiken, Mayor

Kenneth G. Murchison Jr, Councilor

Joan L. Theriault, Councilor

David Martin, Councilor

Philip J. McDonough II, Councilor

David Genthner Sr, Councilor

Aaron Kouhopt, Councilor

Attest:

Jayne R. Farrin, City Clerk



OFFICE OF THE CITY MANAGER
CARIBOU, MAINE

To: Mayor and Council Members

From: Tony Mazzucco, Assistant City Manager

Date: October 15, 2013

Re: Introduction of ordinance regarding Seasonal Certificates of Occupancy for Mobile Homes

As Council will recall a few months back Council approved a Consent Agreement with Emerald Valley Ranches, LLC, Andy Ayer, to allow a pre-1976 mobile home to be occupied seasonally by giving a waiver for the Roof Load Requirements in the City Ordinance.

As part of this the Planning Board has done some work and is recommending the approval of the following ordinance regarding.

To move forward the Council would need to introduce the ordinance tonight, which requires no vote. We will advertise for a public hearing at the next regular Council Meeting, October 28. After that the Council would be able to vote on the issue.

Councilor _____ introduced the following ordinance:

Ordinance No. 14, 2013 Series
City of Caribou
County of Aroostook
State of Maine

AN ORDINANCE AMENDING SECTION 13-740 OF CHAPTER 13 LAND USE ORDINANCES

Short Title: An ordinance regarding Seasonal Certificates of Occupancy for Mobile Homes.

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 (1) does ordain the following:

Section 1: Sec. 13-740 of Chapter 13 Land Use is amended to read:

3. Mobile Homes Built Before June 15, 1976, or Not Built According to the National Manufactured Housing Construction and Safety Standards Act of 1974, US Code, Title 42, Chapter 70.

H. Roof Loads.

1. All homes with roofs added after construction shall require a Maine Registered Professional Engineer to inspect the roof to determine that the roof can withhold seventy (70) pounds per square foot.
2. This roof requirement may be waived by the Code Enforcement Officer for trailers to be occupied seasonally for housing of agricultural workers in federally approved migrant worker programs no earlier than April 15 and no later than October 31 each calendar year providing all other requirements of this ordinance are met.
3. The Code Enforcement Officer shall issue a Certificate of Occupancy annually in such cases listing the period of time the Mobile Home is allowed for occupancy.

This ordinance, being introduced on _____, 2013 and a public hearing being held on _____, 2013 was duly passed by the City Council of the City of Caribou, Maine, this ___ day of ____ 2013.

Gary Aiken, Mayor

Kenneth G. Murchison Jr, Councilor

Joan L. Theriault, Councilor

David Martin, Councilor

Philip J. McDonough II, Councilor

David Genthner Sr, Councilor

Aaron Kouhopt, Councilor

Attest:

Jayne R. Farrin, City Clerk



FIRE AND AMBULANCE DEPARTMENT
CARIBOU, MAINE

To: Mayor and Council Members
From: Scott Susi, Fire Chief
Date: October 15, 2013
Re: Purchase of vehicle for Fire/Ambulance Department

We have gone out for quotes on a new vehicle to serve as a command vehicle for the Fire/Ambulance Department. We would like to purchase a 2014 F150 Supercrew 4x4 STX package 201a. It includes a sport package that upgrades the wheels, tires, adds carpeting, trailer towing, soft tonneau cover and truck bed tray. The total cost of this unit would be \$30,950 from Griffeth Ford.

This vehicle, would be used mainly by the Chief, and would serve as a command post. It would be capable of towing the EMA Trailer to wherever it would need to go. We would have a cache of radios in the cab. It could also be used for hauling equipment as necessary to scenes from the fire department, something that the current vehicle cannot accommodate.

We propose to sell the current vehicle.

We are asking for council approval on this.



OFFICE OF THE CITY MANAGER
CARIBOU, MAINE

To: Mayor and Council Members
From: Austin Bless, City Manager
Date: October 15, 2013
Re: Approving Sale of Tax Acquired Properties

As approved by the Council we put several properties out for bid. The following properties have received bids:

Location	Bidder	Bid Amount	Tax Amount of Books
Map 34, Lot 177	Norman Stilley Jr,	\$100	\$162.80
Map 38, Lot 75	Norman Stilley Jr,	\$100	\$451.40
Map 17, Lot 31C	Norman Stilley Jr,	\$100	\$1,475.93
Map 28, Lot 95	Derrall Richardson	\$3,200	\$2,894.40

We will need Council approval to sell the properties to the highest bidder and to abate any taxes that are remaining.



OFFICE OF THE CITY MANAGER
CARIBOU, MAINE

To: Mayor and Council Members
 From: Austin Bless, City Manager
 Date: October 15, 2013
 Re: Putting Tax Acquired Properties out for bid

There were several properties that did not receive any bids when we put them out to bid recently. In order to get them back onto the property tax rolls as quickly as possible we are requesting the council approve the following list of properties to be placed out for bid.

Taxpayer	Map	Lot	Location	Assessed Value	Tax Amount On Books	Occupied	Amount Owed to CUD	Minimum Bid	Lot Size (acres)	Building Details	Zone
Silva, Scott & Jennifer	28	122	47 York Street	40,100.00	\$ 161.18	NO	\$ 87.04	200.00	0.30	1 story, single family	R-1
D.P. Building, Inc. c/o Pauline Harris	15	51	27 Bog Road	713,300.00	\$ -	YES	N/A	72,000.00	118.00	4 Buildings, 18 Units	R-3
Harris, Pauline	15	51/B	15 Bog Road	96,200.00	\$ 4,215.23	NO	N/A	10,000.00	2.00	1 story, single family	R-3
Harris, Richard Jr.	15	51/B-001	9 Bog Road	171,900.00	\$ -	NO	N/A	18,000.00	-	1 story, single family	R-3



OFFICE OF THE CITY MANAGER
CARIBOU, MAINE

To: Mayor and Council Members
From: Austin Bleess, City Manager
Date: October 15, 2013
Re: Approval of Audit RFPs

As per the requirements of the City Charter Section 2.09 the City has gone out for bids for auditing services.

For everyone's reference, City Charter Section 2.09 states:

The Council shall provide for an independent annual audit of all City accounts and may provide for such more frequent audits as it deems necessary. Such audits shall be made by a certified public accountant or firm of such accountants who have no personal interest direct or indirect, in the fiscal affairs of the City government or any of its officers and must use accounting practices defined to be used as national standards for municipal governments.

The Council shall require competitive bids; designate such accountant or firm annually or for a period not exceeding three years. If the State makes such an audit, the Council may accept it as satisfying the requirements of this section.

The following Bids were received. The years noted are the fiscal years that would be audited.

Auditing Firm	Location	2013 Price	2014 Price	2015 Price
Chester M Kearney	Presque Isle	\$19,500	\$20,000	\$20,500
Runyon Kersten & Ouellette	South Portland	\$24,750	\$25,500	\$26,250
RHR Smith & Company	Buxton	\$18,000	\$18,000	\$18,000
Ron L. Beaulieu & Company	Portland	\$18,000	\$18,900	\$19,845
Felch & Company	Caribou	\$15,000	\$15,500	\$16,000

For the past several years Felch and Company has done our audit. In 2013 we paid \$23,000 for auditing services.

Staff recommends council award the audit for Fiscal Years 2013, 2014, and 2015 to Felch & Company.



OFFICE OF THE CITY MANAGER
CARIBOU, MAINE

To: Mayor and Council Members
From: Austin Bleess, City Manager
Date: October 15, 2013
Re: Approval of Quit Claim Deeds

The following Quit Claim Deeds need to be approved.

Map 34, Lot 64 – Pamela Thompson paid the back taxes

Map 28, Lot 133A – Kevin Clevette paid the back taxes

Map 23, Lot 10A – Premier Plow LLC purchased the property in accordance with the Tax Acquired Property Policy.



PARKS AND RECREATION DEPARTMENT
CARIBOU, MAINE

To: Mayor and Council Members
From: Kathy Mazzuchelli
Date: October 15, 2013
Re: Plan for Replacement of 2003 Trail Groomer

This topic is coming back to the Council for further discussion. It was last discussed on May 13, 2013. The below information is the same that was presented to the Council in May.

The Caribou Snowmobile Advisory Committee has been assessing the 2003 Gilbert Groomer over the last two seasons and for the last year have been researching possible options for upgrading. On Monday, May 13 we would like to approach the Caribou City Council to discuss the information below including the recommendation by the Advisory Committee. Prior to that discussion, should you have any questions, please feel free to contact me for information or clarification.

Options:

Change-over: This would include purchasing a new tractor unit, updating the frame assembly, converting the old tractor back to a wheeled unit and selling it.

Estimated cost for changeover	\$ 94,296.38
Projected sale price for 2003 tractor unit	- 20,000.00

Total projected investment for changeover \$ 74,296.38

Purchase of New Trail Groomer

Quote from Theriault Equipment which would include a John Deere 6125M Tractor with a Gilbert RTS Groomer Conversion Kit/w drag

Quoted Price	\$215,966.49
Less Trade In	<u>\$ 30,000.00</u>
Actual Cost	\$185,966.49

Quote from Crown Equipment which would include a T7-170 New Holland Tractor with a Soucy Trac Kit and a Mountain Equipment drag

Quoted Price	\$197,424.00
Less Trade In	<u>\$ 30,000.00</u>
Actual Cost	\$167,424.00

As of today we have \$139,839.94 in the Trail Groomer Reserve Account.