



City of Caribou, Maine

AGENDA Caribou City Council Regular City Council Meeting 7:00 P.M. Tuesday, November 12, 2013 Caribou City Council Chambers

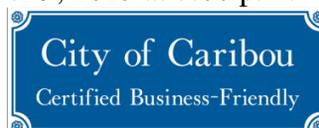
Municipal Building
25 High Street
Caribou, ME 04736
Telephone (207) 493-3324
Fax (207) 498-3954
www.cariboumaine.org

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2. Proposed 2014 Budget and Public Hearing 3-10
3. Public Input
4. Declaration of Conflicts of Interest from the City Council regarding any agenda item.
5. Consider authorizing the minutes of the following meetings:
 - a) October 21, 2013 Council Workshop 11-12
 - b) October 23, 2013 Council Workshop 13-14
 - c) October 28, 2013 Council Meeting 15-17
6. Consent Agenda
 - a) Approval of November 2013 Financials
 - b) October 2013 Fire Department Report 18-19
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11. Other Business
12. Executive session pursuant to MRSA Title 1 Chapter 13 Section 405 (6)(D) to discuss Labor Negotiations with AFCSME.
13. Executive session pursuant to MRSA Title 1 Chapter 13 Section 405 (6)(A) to discuss personnel issues.

Upcoming Meeting Dates:

Regular City Council Meeting, November 25, 2013 at 7:00 p.m.

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





OFFICE OF THE CITY MANAGER
CARIBOU, MAINE

To: Mayor and Council Members
From: Austin Bless, City Manager
Date: November 12, 2013
Re: Swearing in of new City Councilor

Here are the results of the election or the one year seats that were voted upon at the November 5, 2013 election:

Carol A. Pierson	776
Shane M. McDougall	467
Norma B. Milton	458

For this election the top vote getter was to be seated for the position that was vacated the earliest, which was Bryan Thompson's seat to which Joan Theriault was appointed.

The second voter getter was to be seated for the position that was vacated most recently, which was Mary Kate Barbosa's seat to with Aaron Kouhopt was appointed.

All appointments to the City Council are "until the person elected to serve the remainder of the unexpired term takes office" pursuant to City Charter 2.06 (d).

In doing the necessary research to ensure the people elected to the office of Councilor are eligible to hold the office as stipulated in the City Charter 2.06 (b) it was discovered that Carol Pierson does not meet the qualifications list there. For reference 2.06 (b) of our City Charter reads:

Eligibility. Only qualified voters of the City, who are current for all annual personal and real property taxes due to the city on or before December 31st of the previous year, shall be eligible to hold the office of Councilor.

Since there was no eligible elected successor to the seat currently held by Joan Theriault she will continue to hold that seat. Joan Theriault was elected to a three year term which starts in January. Once she is sworn in to that seat a vacancy will be created in that seat and the Council will have to fill the seat as stipulated in the City Charter 2.06 (d). This is the course of action being recommended by our legal counsel.

Shane McDougall does meet the eligibility requirements of the City Charter and will be sworn in this evening.



OFFICE OF THE CITY MANAGER
CARIBOU, MAINE

To: Mayor, Council Members, and Citizens of Caribou
From: Austin Bless, City Manager
Date: November 12, 2013
Re: 2014 Proposed Budget

The 2014 budget highlights another year of tough choices that need to be made. As the state continues to break their promise to the citizens of Maine by reducing Revenue Sharing and forcing cities to raise property taxes, the budget presented here reflects the only two options the City has: cut services or raise taxes.

As requested by the City Council we have all been thinking outside the box on how to do things differently for cost savings. Some of those ideas might prove to be steps the Council does not want to take, such as a reduction in parking lot plowing and sidewalk plowing being delayed.

To recap the 2013 budgeting process there were several changes made. During 2013 we reduced a number of positions. We reorganized staff at City Hall and saved about \$17,000. The library lost one full time library assistant and the Tech Coordinator position. Public Works has lost one position due to attrition. Parks and Rec went without a janitor position. The Fire Department has brought the janitor cleaning in house and no longer pays extra for that. The janitor contract for the municipal building was put out to bid and great savings of \$8,000 will be realized in 2014 compared to 2012. As we move forward each position that comes open is being reviewed and determinations are being made as to the necessity of that position and how best to fill it.

The October 15 Budget Report was based upon the needs presented by the Department Heads. That budget also budgeted a 9% increase for health insurance rates. The numbers came in at a 2% increase for this year. Accordingly every health insurance line has been adjusted. There are still a few unknowns with the union negotiations and that could change some things for health insurance as well.

Property Insurance has also changed in all departments, based upon a better projection from our Insurance agent.

The budget presented as of November 12 has a number of changes made from the original October 15 Budget report. We appreciate the direction from Council as to a number they wanted to see. The Council set the goal to see the Mill Rate increase be no higher than 1.4 mills, which translated into about a \$568,753 reduction from the original budget presentation. The budget presented today is \$581,593 lower than was presented in October. Here is a brief outline of the budget, and the changes that were made between October November.

General Government

With the new Downtown TIF Plan we can shift some costs of Economic Development activities from the General Fund to the TIF Funds. This budget proposes to pay half of the City Manager's salary and benefits from the TIF Funds. A reasonable breakdown of what I do would reflect a

large amount of time being spent on working with the business community, promoting Caribou, and trying to attract new businesses. The total savings from this is \$56,529.

The Computer Maintenance Line is increased as we have expanded our contract with Oak Leaf Systems as we have entered into a full service contract with them and no longer have a Library IT Tech Coordinator. The majority of these savings are reflected in the Library Budget. Previously we had a contract with Oak Leaf Systems for the City, with the exception of the Library. Now the entire City has a better IT Support System while saving more than \$20,000 each year. This line is also increased above the October 15 Budget Report.

Other changes from the October 15 Budget Report include:

- Moving the NMDC expense to the TIF Funds
- Removing \$500 from the Misc. Expense line

Overall the General Government budget is a difference of -\$6,605 from 2013 to 2014.

Health and Sanitation

For 2014 the Tri-Community Land Fill Board has decided to not raise the rate for the Owner Communities. In October we were budgeting a 2% increase in rates.

Overall this budget is flat from last year.

Municipal Building

Overall this budget is about the same as 2013. The big change is putting money into a line item for the Lions Building where Ambulance Billing is. Since they have moved into that building there have been some expenses that have popped up that have been paid for from the Fire/Ambulance accounts. This will allow for better tracking of these expenses.

The other large change is the modification of the Janitorial line item. As the City went out to bid earlier in 2013 for Janitor service at City Hall, and we went from janitor service 5 days a week to 2 days a week we will be saving a fair amount of money compared to 2012.

Building Insurance is budgeted at a higher amount than in October based upon advice from our Insurance Agent.

Overall the Municipal Building budget is a difference of -\$843 from 2013 to 2014.

General Assistance

The largest change in this budget is the amount spent on General Assistance. We are proposing a budget of \$53,000. This is based on what we have spent the last several years. The GA Administrator, Jayne Farrin, has done an excellent job of ensuring the rules for GA are being followed and has saved the City a substantial amount of money over the years. For reference in 2009 the City spent over \$105,000 on GA.

Overall the General Assistance budget is a difference of -\$14,997 from 2013 to 2014.

Tax Assessment

The largest increase in the Tax Assessment budget is due to the proposed promotion of Penny Thompson to Assistant Assessor. When she was hired by the City several years back it was expected at that time she would become a Certified Maine Assessor and would step into the Assistant Tax Assessor role upon completion of that. She completed the certification in 2011, on her first attempt which is a very rare thing to do. Penny Thompson has done an outstanding job in her role in the Assessing Department. After the revaluation was completed the amount of paperwork that has been required in the Assessing Office has greatly increased. This rearrangement in the department would help ensure the work gets done properly and on time.

Overall the Tax Assessment budget is a difference of \$11,300 from 2013 to 2014.

Code Enforcement

The largest impact on the Code Enforcement budget is in the salary line item. In 2013 the City and Mr. Wentworth, our Code Enforcement Officer, decided to move to a part time position. Currently he works 45 weeks a year, 32 hours a week. The increase in salary would offset a small portion of the benefits he received. This item was in the wrong column in the October 15 Budget Report.

Overall the Code Enforcement budget is a difference of \$4,300 from 2013 to 2014.

Library

The Library budget is seeing a decrease of \$10,897 in the salary line. This is due to the loss of the Tech Coordinator position. Half of the savings were realized in 2013. The full savings compared to 2012 is just over \$20,000. A large portion of this expense is picked up in the General Government Computer Maintenance line item. In the November Budget Report this line item is the same as it was budgeted for in 2013.

The telephone line item is up due to the contract with OTT, which is the case city wide.

At the budget meeting where the Library budget was presented the President of the Library Board did ask for \$4,000 for part time library staff. That request is not in this budget report.

Overall the Library budget is a difference of -\$10,856 from 2013 to 2014.

Nylander Museum

This budget is being removed completely from the General Funds and will be paid for out of the TIF Funds as this building is used to house the Chamber of Commerce, which is a Marketing and Economic Development function for the City.

Fire Department

The largest increase in the Fire Department is in the salary and benefits area. The increase in expenditures here directly correlates into an increase in revenues for the City. By hiring on a total of 3 new people in the Fire and Ambulance Departments the City will see a revenue increase to cover their entire cost. Approximately \$89,000 of the increase is directly related to

salary and benefits including the associated costs, such as employee physicals, workers comp, health insurance, etc.

Other line items for various accounts such as building maintenance and radio repairs are up as to the delayed maintenance on some of these things in past years. The Property Insurance Line has decreased from the October 15 Budget Report.

Overall the Fire Department budget is a difference of \$96,537 from 2013 to 2014.

Ambulance

The same as the Fire Department budget, the largest increase is in the salary and benefits area, approximately \$120,000. This is because 2 out of the 3 new hires for the Fire/Ambulance Department will be paid for out of the Ambulance budget. The Ambulance Billing Department will also see staffing changes for 2014, and the costs are down from the October 15 Budget Report.

Some of the other costs, such as Contractual Allowance, Diesel fuel, and Air Transport costs are also increased. The revenue on the other side of the budget will also increase because of this.

Overall the Ambulance Department budget is a difference of \$160,623 from 2013 to 2014.

After taking into consideration the revenues generated by the Fire/Ambulance department the net cost to the taxpayer for the Fire and Ambulance department is approximately \$26,000 in 2014.

Police Department

Similar to some of the other departments the largest increase in this budget is Salaries and Overtime. We originally anticipated having to send two officers to the State Academy, as required by the State. We are now only anticipating having to send one person. That will force us to pay for travel, training, and extra overtime. These costs are approximately \$20,000.

As a reminder we are required to maintain the current level of staffing in the Police Department through April 2014 due to the COPS grant we received back in 2011. If an officer leaves after that date we will evaluate the necessity of the position.

Overall the Police Department budget is a difference of \$44,720 from 2013 to 2014.

Protection

The two items in Protection are Hydrant Rental and Street Lights.

Hydrant fees are a largely inequitable way for the Utility District to shift costs from the water users to the community as a whole. By state law they are required to charge a Hydrant fee. We are working with our State Delegation to try and have this modified in state law. We are budgeting a 3% increase for Hydrants fees in 2014.

Street Lights is the other factor in this. In 2013 we turned off close to 20% of the street lights in the community. We realized savings of about \$33,000. We are budgeting for a 4% increase in street light costs for 2014.

Overall the Protection budget is a difference of \$12,942 from 2013 to 2014.

Emergency Management

The largest single increase in this budget is a rental fee. This is something the City charges itself. We are eligible for 50% of that to be reimbursed from the state. Part of the salaries in this department are eligible for grant funding as well. Between this it will add about \$9,000 to our revenue lines.

Building supplies have increased to account for some janitorial work in the Emergency Operations Center. Communications are also up based upon our bill with OTT, which is also occurring in every City department.

Overall the Protection budget is a difference of \$8,456 from 2013 to 2014.

Public Works

The largest single increase in this budget is for pavement. In 2013 the City Council opted to not pave roads to maintain them and to instead chip seal the roads. For 2014 we are proposing to pave roads for maintenance and not chip seal. Moving forward into 2015 and beyond staff feels this every other year approach will be the best way to try and maintain our roads until such time we are able to fully fund road maintenance again.

We are reducing the overtime budget slightly and as such some of the parking lots in the downtown area would not be plowed in the same manner as before. The Parking Lot at the Caribou Office Park would only be plowed in front of the building. The lots between SW Collins and One Vaughn Place would be plowed in a manner so the snow wouldn't have to be removed from the lots.

We are also going to not fill a position for savings of approximately \$44,000. These savings would come with a reduction in services of the sidewalks not being plowed while it is snowing or when it would create overtime. We currently have two truck driver positions that are vacant. We need to fill one, but this second position could go unfilled if this reduction in service is acceptable to the City Council.

Overall the Public Works budget is a difference of \$67,286 from 2013 to 2014.

Recreation

The Recreation budget is noting a decrease of \$27,104 which reflects the suggested closing of the Caribou Community Pool for the summer of 2014. This indeed is a sensitive subject but Kathy Mazzuchelli and I believe that at this juncture there is justifiable reason to consider this closure.

Over the nine years there has been a constant decline in user volume. The 2013 season marked the lowest ebb. The following demonstrates the loss in user volume in 2014 against both 2010 and 2013:

Lesson registrations/attendance	down 52% since 2010/ down 57% from 2013
Afternoon general swim	down 17% since 2010/ down 26% from 2013
Seasonal attendance	down 43% since 2010/ down 48% from 2013
Daily Average attendance	down 52% since 2010/ down 52% from 2013

In addition, we have been working with the Caribou Utilities District to ascertain the cause of an average of 1500 gallons of water per day at the facility. Although we cannot exactly ascertain a specific point source for the water loss, we are very aware of cracks and imperfections in the bituminous surface that directly affect water loss. We are currently researching possible surface applications that might be applied to reduce water loss but that will take a considerable amount of review and a considerable amount of money.

At this juncture, perhaps the best direction we could take would be to close the pool for the 2014 and work the remainder of this fall to come up with a resolve to the repairs and leaks. We can supply a pictorial display of problem areas.

We are proposing to put this money into the Reserve Fund to make pool repairs.

Overall the Recreation budget is a difference of -\$34,724 from 2013 to 2014.

Parks

In the October 15 budget we report we had budgeted for two janitor/maintenance positions for at 28 hours a week. In this budget we have dropped one of those positions down to 20 hours a week.

In 2012 we had two people in that position each at 37 hours a week. In 2013 we had one person there for a yearly average of 28 hours a week due to one person leaving the city and changes in requirements to provide benefits under the Affordable Care Act. This would bring us to 48 hours of janitor/maintenance for the Rec Center in 2014 compared to 74 in 2012. It is important that we maintain this facility.

That is the largest change in this budget.

Overall the Parks budget is a difference of -\$5,208 from 2013 to 2014.

Airport

As the majority of the runway project will be completed in 2014 we are able to save a fair amount of money again for the 2014 budget. As the East/West runway will not be available during the winter months this year we will save on the plowing required for that.

Overall the Airport budget is a difference of -\$560 from 2013 to 2014.

Trailer Park

The largest change in this fund is the street lights. As a few lights were removed when lights were removed around the City we should see \$300 in savings there. Those savings are offset in part due to estimated increases in water and electricity.

Overall the Trailer Park budget is a difference of -\$181 from 2013 to 2014.

Cemeteries

As we are required by state law to provide for cemetery care we have budgeted no changes from 2013 to 2014. We are working with our state delegation to get this law modified to relieve us of this burden.

Insurance and Retirement

We are proposing a \$6,424 reduction from the Unemployment Compensation. That is based upon the trends that we are paying out right now.

As noted earlier we are budgeting a 5% increase in liability insurance. This is a \$24,268 increase for 2014, which is the largest contributing factor to the increase in this budget.

Social Security and Retirement are increased due to the 3% raise that has been factored in for all employees.

Our Section 125 Expense is increased due to all employees having an HRA.

Compensated Absences is the same as last year. However, some thought should be given to increasing that amount in future years to help us cover the unfunded liability.

Overall the Insurance and Retirement budget is a difference of \$30,471 from 2013 to 2014.

Contributions

Last year there were no contributions budgeted. The Council voted to put the contribution back into the budget The Aroostook Agency on Aging in the spring.

Once again Staff is proposing to not do Contributions.

Overall the Contributions budget is a difference of -\$7,253 from 2013 to 2014.

Contributions

Based upon the number of Abatement requests that we have received so far we have reduced the abatement amount by \$25,000 from its original request.

Overall the Contributions budget is a difference of -\$15,000 from 2013 to 2014.

Capital Improvements

There a number of proposed changes to this budget from the October 15 Budget Report. They are as follows:

- Reducing Parking Lot Reserve to \$3,000.

- Reducing the Downtown Infrastructure reserve to \$1,500 (the same amount budgeted as last year)
- Removal of \$50,000 for Slum/Blight removal. Instead we will request larger amounts of money made from selling tax Acquired Property to be set aside for this purpose.
- Removal of the Full Assessment Review which is \$18,000. Previously the Full and Quarterly Reviews were combined together for a total of \$37,500.
- Removal of \$12,000 from the Fire Department equipment reserve. After more conversations between Chief Susi and the air bottle company we will be able to stretch the life of our current bottles a few more years. So we can spread this cost out further.
- Removal of \$25,000 from the Public Works Equipment Reserve. This will allow us to still put money away for our next large purchase, which is 3-5 years out.
- Increasing the Pool Maintenance reserve by \$27,000, which is the amount we will save by not opening the pool in 2014. The pool will need a substantial amount of work done to it. We are trying to obtain quotes as to an exact cost. This gets us on our way to where we will need to be. With this dedication of funds we will have approximately \$40,000 in the reserve account.
- Removal of \$10,000 from the Trail Groomer funds. With the TIF Districts the City has in place we have set aside costs in our plans to pay for Trails. One of those eligible costs would be trail groomers. This cost can come from the Bouchard TIF, RC-2 TIF, or the Downtown TIF.

Other Areas of Potential Savings

We do anticipate the other unions agreeing to the change in health insurance. If that happens before the end of the year that would net us an additional \$50,000 in savings not factored into this budget.

If the Council would be okay with the Public Works department not putting as much salt/sand down on the country roads we could remove another approximately \$30,000 from the Public Works budget. This reduction in service could cause an increase in the number of accidents on the country roads.

The \$27,000 that is being slated to put into the pool reserve (due to not opening the pool) could be removed from the budget as well, if the council desired.

Additional Information

This budget does propose adding 3 new Full Time employees in the Fire/Ambulance department as noted earlier. The budget also factors in moving the Fire Chief's Assistant to full time status.

We also have budgeted for a 20 hour a week janitor/maintenance person for the Rec Center. In 2012 we had two people in that position 37 hours a week. In 2013 we had one person there for a yearly average of 28 hours a week due to one person leaving the city and changes in requirements to provide benefits under the Affordable Care Act. This would bring us to 48 hours of janitor/maintenance for the Rec Center in 2014 compared to 74 in 2012.

13-24 wksp.

A Public Forum Workshop meeting of the Caribou City Council was held 6:00 p.m. on Monday, October 21, 2013 in Council Chambers with the following members present: Mayor Gary Aiken, Deputy Mayor Kenneth G. Murchison, Jr., Joan L. Theriault, and David R. Genthner, Sr. Philip McDonough II was absent and excused. Aaron P. Kouhought was absent.

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

Department Managers: Scott Susi, Fire Chief; Lisa Plourde, Housing Executive Director; William Tasker, Chamber of Commerce Director; Elizabeth A. O'Bar, Tax Assessor; and Steve Wentworth, Code Enforcement Officer.

Attending: Paul Theriault, Carolyn Reschke, and Shane McDougall.

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

PUBLIC FORUM WORKSHOP

The Public Forum Workshops are a requirement of the 2012 City Charter. This change is to allow a better understanding of the budgets and to allow discussion between the Council, Department Managers, and the Public.

From the adopted City Charter:

Expense Budget. 5.06 [a] (3) (ii) On or before November 1st: The City Manager will have each City Department Head present a written detailed Expense Budget Report to both the City Council and the City's citizens in a public forum where both the City Council and Caribou's citizens can ask questions and provide input to the City Manager and each Department Head.

Capital Expense Budget. 5.06 [b] (3) (ii) On or before November 1st: The City Manager will have each City Department Head present their written detailed Capital Expense Budget Report to both the City Council and Caribou's citizens in a public forum where both the City Council and Caribou's citizens can ask questions and provide input to the City Manager and each Department Head.

The Mayor opened the Public Forum Workshop. He noted that this is the second Workshop where Councilors and audience members can ask Department Managers questions about their proposed 2014 budgets. As presented this budget is a 2.8 mil increase.

The proposed 2014 Expense Budget was presented. All questions from the Council and members of the public were answered by the City Manager, Assistant City Manager, and the Department Managers.

- 22 Tax Assessment
- 30 Fire Department
- 31 Ambulance
Department
- 23 Code Enforcement
- 50 Recreation
- 51 Parks Snowmobile
- 10 General Government

13-2 wksp. Pg. 2.

Councilor Martin requested a breakdown comparing projected revenue and budget expense for adding additional people to the Ambulance Department.

Review of all department budgets is complete. On Wednesday, the 23rd the Council will hold a Budget Workshop to discuss how to move forward with the Budget process.

Workshop adjourned at 7:10 p.m.

Jayne R. Farrin, Secretary

13-25 wksp.

A Budget Workshop meeting of the Caribou City Council was held 6:00 p.m. on Wednesday, October 23, 2013 in Council Chambers with the following members present: Mayor Gary Aiken, Deputy Mayor Kenneth G. Murchison, Jr., Joan L. Theriault, and David R. Genthner, Sr. Philip McDonough II was absent and excused. Aaron P. Kouhoupt was absent.

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; William Tasker, Chamber of Commerce Director; Elizabeth A. O'Bar, Tax Assessor; Diane DuBois, Library Director; Kathleen Mazzuchelli, Supt. of Parks & Recreation and Steve Wentworth, Code Enforcement Officer.

Attending: Carol Pierson and Shane McDougall.

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

Item #1:

The Mayor opened the Budget Workshop. The Mayor stated that the City would face a 2.8 mil increase if the 2014 budget is accepted as presented. He stated that the City is at a crossroad with either increasing taxes or reducing services. He wonders what areas the Council would reduce services if the Council decides not to increase taxes. The Mayor wants to hear from Council as to how they want to handle the budget process.

Question to Council: Where would you like to see the Budget?

- P. McDonough – agrees with the Mayor about reaching a crossroad. The City cannot continue not funding capital programs. He will follow the Mayor's suggestion and send his thoughts on the budget to the City Manager.

The Mayor stated that it would take the closing of departments and a reduction in services to eliminate a tax increase.

- D. Martin – suggested not restarting the quarterly review of properties, stop paving and use more chip seal, feels the recreation and library have come in with reasonable budgets, try to increase recreation revenue, does not want to see an increase but he would stop at one mil.
- K. Murchison – agrees with the Mayor about the budget. He suggested throughout the budget season that the City continue to look for efficiencies. He wants to keep the core services.
- D. Genthner – extended a thank you to the Library, Fire, Housing, and Public Works Departments for their budgets. Other departments need to find areas to cut. He hopes no one will be laid off. He wants the City to move forward with the City of Presque Isle and the sharing of services.

J. Theriault – people want the services. She noted that the City of Presque Isle is reducing hours from 40 to 37.5 per week. Maybe this is something the City of Caribou

should study. She does not know what to do to reduce the budget without reducing services and/or laying off people. The Council needs to think outside the box.

Director Ouellette thanked the Council for understanding the budget situation. Mr. Ouellette answered Council questions about the URIP funding and how it can be spent.

Supt. Mazzuchelli spoke about the budget process and micromanaging. Ms. Mazzuchelli stated that it would be easier if the Council gave Department Managers a figure to work towards rather than looking at each line item.

The Mayor stated that there are unknowns in the budget including health insurance costs.

Councilor Martin suggested giving the Department Managers a target of one mil.

The Mayor does not want to see all the cuts coming out of the CIP.

Councilor McDonough stated that Department Managers work hard, and do a good job, and he is proud of everything that is done, but Councilors have to look out for all 8100 citizens of Caribou.

Chief Susi has looked at other fire departments for comparisons and has found that Old Town is the most similar, with run numbers, population, and services provided. Old Town's department takes in less than a million year and has a larger staff. Caribou's department makes a little more than two million a year. The Chief's expense budget is directly correlated with his revenue budget.

The Mayor does not believe a percentage reduction can be done across the board.

The City Manager read into the record his October 22, 2013 memo to the Mayor and Council. (Exhibit A)

Councilor Murchison proposed keeping an increase to 1.4 mil and to continue to look for efficiencies.

Council consensus: keep an increase to 1.4 mil and to continue to look for efficiencies.

Mayor wants the Councilors to once again review budget and send their suggestions and comments on to the City Manager.

1.4 mils is approximately \$550,000.

Councilor Genthner suggested that citizens visit the Fire, Police, and Public Works Department.

Workshop adjourned at 7:00 p.m.

Jayne R. Farrin, Secretary

A regular meeting of the Caribou City Council was held 7:00 p.m. on Monday, October 28, 2013 in Council Chambers with the following members present: Mayor Gary Aiken, Deputy Kenneth G. Murchison, Jr., David Martin, Philip McDonough II, David Genthner, Sr., and Joan L. Theriault. Aaron P. Kouhoupt was absent.

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

Department Manager: William Tasker, Chamber of Commerce Director.

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

Council Agenda Item #1: Public Input

Mark Nadeau has purchased two trailers located in the Washburn Trailer Park. He was unaware of the approximately \$1700 owed for back taxes. Mr. Nadeau asked the Council to abate 70% of the back tax amount which would leave him paying the balance. He is trying to clean up the trailer park, the trailers need to be torn down and disposed of.

The trailers have not been occupied for at least three years and the Councilors asked Mr. Nadeau several questions.

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) October 15, 2013 Council Meeting

Motion made by P. McDonough, seconded by K. Murchison to accept the minutes of the October 15, 2013 Council Meeting as presented. (5 yes) So voted.

- b) October 16, 2013 Council Workshop

Motion made by K. Murchison, seconded by D. Martin to accept the minutes of the October 16, 2013 Council Workshop as presented. (4 yes, 1 abstention, P. McDonough) So voted.

Council Agenda Item #4: Consent Agenda:

Mayor Aiken wants the auditing firm to attend so they can directly answer any Council questions prior to approving the audit.

- a) Approval of 2012 Financial Audit

Motion made by D. Martin, seconded by P. McDonough to approval of 2012 Financial Audit. (5 yes) So voted.

Council Agenda Item #5: An Ordinance regarding Seasonal Certificates of Occupancy for Mobile Homes.

7:07 p.m. Public Hearing opened.

No public input

The Council discussed among themselves a variety of safety issues including snow load, fire hazards and energy efficiency.

7:22 p.m. Public Hearing closed

Motion made by P. McDonough, seconded by D. Genthner to table the seasonal mobile home occupancy until further questions are answered. (Did not pass) So voted.

Council Agenda Item #6: Livestock Ordinance

7:24 p.m. Public hearing opened.

No Public input

The Council wants to make sure that this will not affect the agricultural area and to preserve the farm land heritage.

7:27 p.m. Public hearing closed.

Motion made by D. Martin, seconded by J. Theriault to accept the livestock ordinance. (5 yes) So voted.

Council Agenda Item #7: Introduction of Chamber of Commerce Ordinance.

Councilor McDonough introduced an ordinance amending section 10-103 Chamber of Commerce.

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. 10-103 of Chapter 10 Planning is repealed effective December 31, 2013.

The public hearing for the ordinance will be held November 25, 2013 and after the public hearing the Council can take action on it.

Council Agenda Item #8: Zoning modifications

The Planning Board is proposing two modifications to the Zoning Map for the City of Caribou.

- 1) 82 Glenn Street, Map 35 Lot 49A: to rezone from C-2 to R-1
- 2) 14 Carroll Street, Map 11 Lot 5-E: to rezone from R-2 to C-2.

Motion made by D. Martin, seconded by P. McDonough to approve zone changes recommended by the Planning Board. (5 yes) So voted.

Council Agenda Item #9: Other Business

Councilors to decide on abatement of taxes on two trailers purchased by Mr. Nadeau to remove and dispose of that are at Washburn Trailer Park.

Motion by J. Theriault, seconded by P. McDonough to abate the taxes 100% instead of 70% on two trailers. (5 yes) So voted.

Council Agenda Item #10: Executive session pursuant to MRSA Title a Chapter 13 Section 405(6) (D) to discuss Labor Negotiations with Police Benevolent Association Local 605.

7:38 p.m. Motion made by P. McDonough, seconded by D. Genthner, to move to executive session to discuss Labor Negotiations with Police Benevolent Association Local 605. (5 yes) So voted.

8:38 p.m. time out. Motion made by K. Murchison, seconded D. Martin, to move out of executive session. (5 yes) So voted.

No action taken.

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

Meeting adjourned at 8:39 p.m.

Upcoming Meeting Dates:

Regular City Council Meeting, Tuesday, November 12, 2013 at 7:p.m. (Due to Veteran's Day)

Regular City Council Meeting, November 25, 2013 at 7:p.m.

Kalen Hill, Secretary Pro-Tem

**CFAD MONTHLY REPORT
October 2013**

Total Fire/ Rescue Calls	14	Total Amb. Calls	146 inc. Air & Assists
-Alarms for Fires (33)	3	- Air Amb. Flights:	7
-Alarms for Rescues (66)		- Amb. Assist Calls:	4
-Silent Alarms	11	- ALS Calls	98
-Haz-Mat	1	- BLS Calls	37
-Grass Fires	3	- No Transport	7
-Chimney Fires		- Calls Turned Over:	17 = \$43,587
-False Alarms	1	Total Out of Town Amb. Calls	21
-10-55's	2	Total Out of Town Fire/Rescue Calls	0
-Aid to Police		Est. Fire Loss, Caribou	\$2,500
-Public Service	2	Est. Fire Loss, out of City	\$
Total Hours Pumped	2.5	Total Est. Fire Loss	\$2,500
Gallons of Water Used	4,755	Total Maint. Hours	17
Amt. of Hose used:	620'	Total Training Hours	171.5 mhrs
Ladders Used (in Feet):	10' (75' Ariel)___1__	Miles Traveled by all Units	4,853
Thermal Imaging Camera Used:	1	Fire Permits Issued	27
CO2 Meter Used:	1	*Color Guard Training	
Rescue Sled & Snowmobile:		Total Fire & Amb. Calls	160
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.

MUTUAL AID FROM:

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

OUT OF CITY FIRES/RESCUES

LOCATION	# OF CALLS	MAN HRS.
Woodland		
New Sweden		
Connor		
Westmanland		

Fire Ext. Class = 12 participants

Scott Susi, Chief

Caribou Fire and Ambulance
BREAKDOWN OF FIRES
For October 2013

Situation Found	# Of Incidents	Fire Casualties	Est. Property Damage
1. Private Dwellings inc. Mobile Homes	1		\$2,500
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.)			
15. Fires in brush, grass w/no value	3		

Other Incidents

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

Total Calls for the Month: ____14____

Caribou Police Department					
OCTOBER 2013 MONTHLY REPORT					
OFFENSE		Amount	OFFENSE		Amount
1	Complaints	1838	40	Oper. Wrong Way on a One Way	0
2	Motor Vehicle Accidents	34	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	1
5	Crim. Mischief Complaints	8	44	Failure to Stop for Pedestrians	0
6	Animal Complaints	24	45	Passing Stopped School Bus	0
7	Domestic Complaints	10	46	Stops and Checks M/V	1353
8	Burglary Complaints	4	47	Parking Tickets	0
9	Oper. M/V Under the Infl.	2	48	Business Alarms	15
10	Criminal Trespass Comp.	10	49	M/V Permits	0
11	Motor Vehicle Theft	0	50	Handling Prisoners	59
12	Unsecured Doors&Windows	0	51	Running Intoxilyzer	4
13	Motor Vehicle Complaints	37	52	No Insurance	6
14	Missing Persons	2	53	Warrant Arrests	8
15	Harassment Complaints	11	54	Neg. Worthless Instrument Arrests	0
16	Assault Complaints	4	55	Leave the Scene of Accident	2
17	O.A.S. Arrests	4	56	Failure to Yield the Right of Way	0
18	Juvenile Complaints	5	57	Arson Complaints	0
19	Fight Complaints	0	58	Suicide Complaints	0
20	Noise Complaints	4	59	Disorderly Conduct Complaints	31
21	Criminal Threat Complaints	0	60	Unlawful Sexual Contact	0
22	Lost & Found	6	61	Gross Sexual Contact	1
23	Neg. Worthless Inst. Comp.	0	62	Unattended Death Reports	0
24	Prowler Complaint	0	63	Burglary Arrests	5
25	Criminal Trespass Arrest	0	64	Violation of Probation Arrests	5
26	Assist Other Agencies	19	65	Criminal Records Check	23
27	Assault Arrest	7	66	Refusal to Sign U.T.T.	0
28	Drunk Complaint	3	67	Violation of Liquor Laws	0
29	Litter Complaint	0	68	Violation of Tobacco Laws	0
30	Theft Arrest	6	69	Violation of Drug Laws	2
31	Oper.Unregistered M/V	0	70	Failure to Produce Pawn Slips	0
32	Oper M/V Without a License	2	71	Snowsled & ATV Complaints	6
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	5
37	Eluding an Officer	0	76	Seatbelt Violation	1
38	Speeding	6	77	Disorderly Conduct Arrests	2
39	Fail to Stop for an Officer	1	78	Receiving Stolen Property	0

Caribou Police Department

OFFENSE		Amount	OFFENSE		Amount
79	House Watch Requests	6	91	Hindering Apprehension	0
80	Robbery	0	92	911 Calls	21
81	Truant from School	2	93	Forgery	0
82	Criminal Restraint Complaints	1	94	Assault Domestic Violence	2
83	Terrorizing Arrests	0	95	Check on Well Being	6
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	2	98	Civil Complaint	6
87	Tampering with a Witness	0	99	Total Warnings	63
88	Violation Of Protection Order	2			
89	Poss. of a Firearm by a Felon	0			
90	Multi-handgun purchase	2			

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: November 12, 2013
Re: Sale of Tax Acquired Property

The Council had previously authorized us to put the property at Map 15, Lot 51 out for bid for \$72,000.

Cain Realty Trust would like to purchase this property in accordance with the Tax Acquired Property policy. We are asking the Council to approve selling the property for \$72,000 to

We are also asking that the Council would allow us to put all \$72,000 into the Tax Acquired Property Remediation reserve account pursuant to the Tax Acquired Property Policy so that we can utilize these funds to remove some of the sum/blight properties that have been tax acquired by the City.

For Council's information we have put \$88,537 into the Revenue line, not the reserve account, from property we have sold this year. We originally budgeted \$40,000 so we are well ahead of our original projections.



OFFICE OF THE CITY MANAGER
CARIBOU, MAINE

To: Mayor and Council Members
From: Austin Bless, City Manager
Date: November 12, 2013
Re: Introduction of Fire Permit Ordinance

As we have been working through the budget one area of potential revenue that was discussed was charging for fire permits. Currently people may get a permit at no cost. We issue approximately 1,000 permits each year. If we were to charge \$10 for a permit we would see about \$9,000 in new revenue after assuming a decline in the number issued.

To charge for permits we are presenting Ordinance 16-2013 that would allow the Council to set a fee for permits. We are not specifying fees for this in the ordinance to give the City some flexibility in how it charges these fees.

This ordinance simply needs to be introduced tonight, so no vote is necessary. The public hearing will be held on November 25 during our next regular meeting.

Councilor _____ introduced the following ordinance:

Ordinance No. 16, 2013 Series
City of Caribou
County of Aroostook
State of Maine

AN ORDINANCE AMENDING SECTION 5-106 Fire Prevention - Permits

Short Title: An ordinance establishing Fire Permit Fees.

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. 5-104 of Chapter 5 Fire Prevention is hereby created and shall read:

Fees: The fee for permits under this section shall be at a rate the Council may determine from time to time.

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 ___th day of _____ 2013.

Gary Aiken, Mayor

Kenneth G. Murchison Jr, Councilor

Councilor

David Martin, Councilor

Philip J. McDonough II, Councilor

David Genthner Sr, Councilor

Councilor

Attest:

Jayne R. Farrin, City Clerk



OFFICE OF THE CITY MANAGER
CARIBOU, MAINE

To: Mayor and Council Members
From: Austin Bless, City Manager
Date: November 12, 2013
Re: Second Council Meeting in December

The second Council meeting of December is scheduled for December 23. I do not anticipate having a large agenda for that night, if any. It is my opinion that if the Council would like to cancel that meeting we would be fine.

If Council would like to not meet on the 23rd we would need a motion regarding that.



OFFICE OF THE CITY MANAGER
CARIBOU, MAINE

To: Mayor and Council Members
From: Austin Bless, City Manager
Date: November 12, 2013
Re: Christmas Eve Holiday

As the Council has approved in past year a half day for the Christmas Eve holiday. As the Council is the one that needs to approve holidays I am wondering if the Council would be willing to provide the staff with 4 hours of Holiday and allow us to close the City Offices at 12noon on December 24th.