



City of Caribou, Maine

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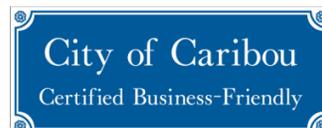
AGENDA Caribou City Council Regular City Council Meeting 6:00 P.M. Monday, November 23, 2015 Caribou City Council Chambers

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) November 9, 2015 Council Meeting Minutes 2-5
 - b) November 9, 2015 Special Council Meeting Minutes 6
4. Consent Agenda
 - a) October 2015 Financials
 - b) Acceptance of November 3, 2015 Election Results 7
5. City Owned Property 8
6. Loader for Public Works 9
7. Christmas Eve Holiday 10
8. 2016 Budget 11
9. Lyndon Keck – PDT Architects RSU 39 School Project
10. Other Business
11. Executive Session pursuant to 1 MRSA 405(6)(D)

Upcoming Meeting Dates:

Regular City Council Meeting December 14, 2015 at 6pm

Organizational City Council Meeting January 4, 2016 at 6pm



A regular meeting of the Caribou City Council was held 6:00 p.m. on Monday, November 9, 2015 in Council Chambers with following members present: Mayor Gary Aiken, Deputy Mayor David Martin, Philip McDonough II, Joan L. Theriault, Shane McDougall, Tiffany J. Stewart and Jody R. Smith.

Councilor-Elect: Timothy C. Guerrette.

Austin Bleess, City Manager was present.

Department Managers: Penny G. Thompson, Tax Assessor; Michael Gahagan, Police Chief; Lisa Shaw, Library Director; Scott Susi, Fire Chief; Wanda Raymond, Finance Director; Dave Ouellette, Public Works Director; Lisa Plourde, Housing Director; and Gary Marquis, Supt. of Parks and Recreation.

Chris Bouchard, representing the Aroostook Republican and Time Warner Cable covered the meeting.

Council Agenda Item #1: Public Input

Michael Quinlan, asked if the meeting was being broadcasted and, if so, was the sound going through. Manager Bleess stated that it appears so and that as far as he knows the sound is going through. Mr. Quinlan commented on how poor the service has been. He was told that the problems that have been occurring are not the City's but rather Time Warner Cable's. Time Warner Cable has replaced most of their equipment both inside and outside City Office.

Mr. Quinlan is not in favor of excluding the Chamber of Commerce from the 2016 Budget. Mayor Aiken suggested that Mr. Quinlan hold his 2016 Budget remarks as the Public Hearing that will be held later in the meeting.

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) July 7, 2015 City Council Workshop
- b) October 26, 2015 City Council Meeting
- c) October 21, 2015 Budget Public Forum

Motion made by S. McDougall, seconded by J. Smith, to approve the minutes of the July 7, 2015 City Council Workshop, October 26, 2015 City Council Meeting, and October 21, 2015 Budget Public Forum as presented. (6 yes) So voted.

Councilor McDonough noted that he voted to approve the minutes of the July 7, 2015 City Council Workshop even though he didn't attend.

Council Agenda Item #4: Consent Agenda

- a) October 2015 Library Report
- b) October 2015 Fire Department Report
- c) October 2015 Police Department Report
- d) Approval of License
 - 1. American Legion Post #15 – Liquor License and Special Amusement

Motion made by P. McDonough, seconded by D. Martin, to approve Consent Agenda Items with business items A-D as presented. (6 yes) So voted.

Council Agenda Item #5: City Owned Property

Administration has prepared a list of City owned property. The list includes some identified by the City Manager as properties that could be sold, other parcels may have little or no value as they are not buildable, and properties that are tax acquired with current payment arrangements.

Councilor Theriault pointed out one payment arrangement was made in 2011 and the current tax year they are paying is 1999. They owe \$29,351, pay \$100 a month, and it will take 25 years to pay off without counting what is accruing for taxes going forward. They are paying \$1200 a year and if they were paying taxes the amount would be \$1447 a year. The Councilor wants to know who did this. Councilor Theriault noted that there is another property that has a \$50 payment arrangement and it too will take 25 years for the taxes to be paid off. They are paying \$600 a year and the taxes are accruing at \$1055 a year. She stated that there are 11 properties with balances totaling \$84,480. The Councilor questions how the City got to this point. Finance Director Raymond stated that the individuals on this list are paying their monthly payment arrangement amounts and those arrangements were made prior to her working for the City. The Finance Department does call to see if individuals can increase their payment amounts. Prior Councils have directed the Finance Department to work with individuals so individuals' homes aren't taken. If monthly payments are missed, the Finance Department calls to remind them. Raymond's policy is to get individuals caught up within a year but this wasn't the case before her arrival.

Councilor McDonough wants to know what the City's legal obligations are related to those that have a payment arrangement. Raymond stated the written arrangement includes language about missing payments could result in voiding the contract. Before the Council put any of these properties out to bid, the Finance Director requested additional time to break them down a little further. She noted that some are working very hard to get caught up.

The Mayor suggested that a list be made of those that aren't going to get caught up, for the Council to work with them within a set timeframe such as six months to develop a viable plan.

Council Agenda Item #6: General Assistance Ordinance

6:17 p.m. public hearing opened.

Each year the City receives from DHHS required amendments to the General Assistance Ordinance. Ms. Farrin pointed out the proposed changes which include increases to the Overall Maximums and Housing Maximums, and one change to the Electricity Maximum for Household with Electrically Heated Hot Water.

No one from the public spoke.

6:19 p.m. public hearing closed.

Motion made by J. Smith, seconded by P. McDonough, to adopt Ordinance No. 12, 2015 Series, An Ordinance amending Chapter 17 General Assistance, Short Title: An Ordinance Amending General Assistance Guidelines. (6 yes) So voted.

Council Agenda Item #7: 2016 Budget

Manager Bless stated that the budget presented this evening has a few changes compared to the budget originally presented.

Changes:

- Health insurance increase reduced from 7% to 5%.
- Public Works Capital Improvement amount removed.
- Janitorial services for Municipal Building added in.
- Assistant City Manager position added in.
- Total of \$75,000 placed in Fire Department Reserve account.
- \$25,000 Compensated Absences amount removed.

The budget is still approximately \$86,000 from having no tax increase for 2016.

6:23 p.m. public hearing opened.

Michael Quinlan spoke in support of funding the Chamber of Commerce. He asked if it was true that TIF funds are there and if used to fund the Chamber of Commerce would not increase taxes. The Mayor said it is true for property tax owners not within the TIF district. The City Manager stated that the amount captured in the district is based on the mil rate. The most cost efficient way for the City is to capture 100% of what we can, as this offsets what the City pays the County and schools.

Mr. Quinlan has completed some research trying to determine how other communities fund chambers. He contacted twelve chambers and found out that nine of the twelve received some municipal funding ranging from \$2,500 to \$10,000. As the Council works on the Budget, he asked the Council to consider what in the budget speaks to fact that we are "Certified Business Friendly".

The Mayor stated that the City is very business friendly and that a lot of time and effort is put into attracting businesses to Caribou. Current the City does support the Chamber to the tune of \$9,000 by paying the heat, electricity, and phone bills.

Mr. Quinlan questioned what line items in the budget do support that Caribou is business friendly. Councilor Martin offered that one-half of the Manager's salary is paid from economic development as he spends one-half his time working on that.

Councilor McDougall has also completed his own research on topic, and the only savings he could see is to contract with the Central Aroostook Chamber.

Gail Hagelstein spoke in favor of adding monies to the Library budget to add a second professional staff member. Ms. Hagelstein stated the library is operating at a survival level, how librarians recognize the difference between "needs" and "wants" and librarians ask for "needs" and there is a need for a second professional staff member at the Caribou Library.

Councilor Smith stated that in his opinion this budget is a move backwards and not a step forward.

Councilor Theriault wants citizens to know that there are unfunded mandates from the State that total \$166,240. These are items that the City has to pay for and doesn't get reimbursed by the State. She

is afraid that we will have to look at a little bit of a tax increase whether we like it or not. She doesn't feel that we can cut anyone else and operate this City effectively.

6:43 p.m. public hearing closed.

Council Agenda Item #8: Other Business

None.

Motion made by T. Stewart, seconded by J. Theriault, to adjourn the meeting at 6:43 p.m.

Upcoming Meeting Dates:

Regular City Council Meeting November 23, 2015 at 6:00 p.m.

Regular City Council Meeting December 14, 2015 at 6:00 p.m.

Jayne R. Farrin, Secretary

15-26 spec.

A special meeting of the Caribou City Council was held 5:15 p.m. on Monday, November 9, 2015 in Council Chambers with following members present: Mayor Gary Aiken, Deputy Mayor David Martin, Philip McDonough II, Joan L. Theriault, Shane McDougall, Tiffany J. Stewart and Jody R. Smith.

Austin Bleess, City Manager was present.

Council Agenda Item #1: Executive Session to discuss an Abatement Request pursuant to MRSA Title 36 Chapter 105 Section 841 et seq.

Time In: 5:15 p.m. Motion made by P. McDonough, seconded by D. Martin, to move to executive session pursuant to 1 MRSA 36 Chapter 105 Section 841 et seq. (6 yes) So voted.

Time Out: 5:38 p.m. Motion made by J. Smith, seconded by D. Martin, to move out of executive session. (6 yes) So voted.

Motion made by P. McDonough, seconded by J. Theriault, to deny the abatement request. (6 yes) So voted.

Motion made by J. Theriault, seconded by J. Smith, to direct staff to file a waiver of foreclosure on the property. (6 yes) So voted.

Meeting adjourned at 5:38 p.m.

Austin Bleess, City Manager

CITY OF CARIBOU
MUNICIPAL ELECTION – NOVEMBER 3, 2015

I, Jayne R. Farrin, City Clerk of Caribou certify that 1061 ballots were cast, either in person or by absentee ballot, at the Municipal Election of November 3, 2015 and were counted and tabulated as follows:

For City Council, a term of three years:

794 Votes: Timothy C Guerrette (Elected)

552 Votes: Philip J. McDonough II (Elected)

546 Votes: Tiffany J. Stewart

For RSU #39 Board Member, a term of three years:

543 Votes: Betheny Chambers Anderson (Elected)

450 Votes: J. Kent Forbes

For Jefferson Cary Memorial Hospital Board, a term of three years:

885 Votes: Betty J. Hatch (Elected)

Dated: November 12, 2015.



Jayne R. Farrin
City Clerk



OFFICE OF THE CITY MANAGER
CARIBOU, MAINE

To: Mayor and Council Members
From: Austin Bless, City Manager
Date: November 23, 2015
Re: City Owned Property

After reviewing all of the city owned property at our last meeting, the City Council requested a list of properties that will never get caught up on their taxes based upon what they are currently paying. Here is that list:

Previous Owner	Address	Map/Lot	Monthly Payment	Taxes due with interest	Principle	Interest	Est Time to pay off
Barbara Tompkins	212 OLD WASHBURN ROAD	007-011-A	\$50.00	\$15,174.31	\$10,711.33	\$4,462.98	25yr 4mo
Dwayne Theriault	215 LOMBARD ROAD	010-035-D-ON	\$100.00	\$6,989.42	\$4,881.70	\$2,107.75	5yr 9mo
Ernie Currie	160 NOYES ROAD	012-039-N	\$100.00	\$6,261.40	\$5,492.96	\$768.44	5yr 3mo
Calvin Lund	33 RUSS STREET	024-039	\$100.00	\$29,351.36	\$17,519.17	\$11,832.19	24yr 6mo
Lloyd Tibbs	42 BRADLEY STREET	029-040	\$100.00	\$5,044.60	\$4,042.80	\$1,001.80	4yr 3mo
Theresa Ewing	285 HARDISON ROAD	006-004-C	\$200.00	\$6,326.95	\$5,905.50	\$421.45	2yr 8mo

It would be recommended to give these people somewhere between 3-6 months to pay off the balance of what they owe before putting the properties out for bid, if that's the direction the Council chooses to go.

The Council can decide how they'd like to proceed.



OFFICE OF THE CITY MANAGER
CARIBOU, MAINE

To: Mayor and Council Members
From: Austin Bleess, City Manager
Date: November 23, 2015
Re: Loader for Public Works

We have opened bids for the Loader that Public Works would like to purchase. The results are as follows:

Brand	New Unit	Trade-in Value of 2003 JD 710G	Trade-in Value of 1994 Volvo L120B	Cost after Trade In
TB Equipment Hyundai L 960	\$ 173,917	\$ 22,000	\$ 25,000	\$ 126,917
Chadwick Baross L110H	\$ 216,000	\$ 30,000	\$ 20,000	\$ 166,000
Nortax John Deere 644K	\$ 217,000	\$ 29,000	\$ 10,500	\$ 177,500
Milton Cat 950M	\$ 246,000	\$ 24,000	\$ 16,000	\$ 206,000

After looking at all models that we received bids on, staff feels strongly that the L110H from Chadwick Baross would be the best option for what we need. While not the cheapest this L110H is built utilizing a much better design and better parts. We would also have the local parts dealer that we could rely on for parts. When looking at the 20 year lifespan of this machine we feel that this is the most cost effective option for the City over that time frame. Dave Ouellette will be present to answer any questions the Council may have.

Staff recommends approval of the purchase of the Chadwick Baross L110H.



OFFICE OF THE CITY MANAGER
CARIBOU, MAINE

To: Mayor and Council Members
From: Austin Bleess, City Manager
Date: November 23, 2015
Re: Christmas Eve Holiday

I'm wondering if the City Council would like to grant a Holiday for Christmas Eve which is on a Thursday this year. A half or whole day Holiday would be much appreciated, but of course it is up to the Council.



OFFICE OF THE CITY MANAGER
CARIBOU, MAINE

To: Mayor and Council Members
From: Austin Bleess, City Manager
Date: November 23, 2015
Re: 2016 Budget

There are a few changes from the budget tonight compared to the budget. We have made some minor adjustments in the ambulance revenue. We've also adjusted the salary lines to account for the 53 pay periods in 2016. This increases the budget by about \$67,000. The amount we pay to Tri Community is down slightly based upon our three year rolling average.

Overall the budget here tonight would mean about a \$128,000 on the city side, which is approximately a third of a mill. We will not know what we are looking at for a possible increase from the RSU until June. We already know we will be looking an increase from the County.

In the budget presented tonight we have 74.5 FTE's. It has 12 patrol officers, which is the number the city had for several years. It does not have the office manager for Public Works, which means the Public Works director will be handling more administrative things and spending less time doing his normal duties. We will remain only having 1 full time librarian and miss out on the opportunities that exist if we had two full time people at the library like we had up until 2015. With an already slim staff throughout the city I worry about the effects of having a further reduced staff.

This budget also has no contingency for what happens if, or likely when, the US Department of Labor changes the rules on the Exempt classification and the city either needs to raise the pay of some currently exempt workers or being paying out overtime to them.

The budget also does nothing to keep the wages paid by the city in line with our peer communities. We are increasingly finding it hard to recruit employees, at least partially because our pay is lower than what any other job provider out there is paying.

The Council needs to keep in mind that for 2017 our budget will have to increase by at least \$77,000. We have the funds for Public Works Capital Reserve, Road Paving, and Compensated Absences that are not budgeted in 2016 which add up to \$144,000. However, next year we will only have 52 pay periods and so the \$67,000 for that can be removed next year.

The Council may choose to amend or not amend the the budget and could approve it this evening.