



**AGENDA
Caribou City Council
Regular City Council Meeting
7:00 P.M. Monday, February 24, 2014
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) January 13, 2014 Workshop Minutes 2
 - b) January 27, 2014 Meeting Minutes 3-5
 - c) February 12, 2014 Special Meeting Minutes 6
4. Consent Agenda
 - a) January 2014 Fire Department Report 7-8
 - b) January 2014 Police Department Report 9-10
 - c) January 2014 Financials
 - d) Special Amusement and Liquor Licenses 11
 - e) Approval of Quit Claim Deeds 12
5. Accepting Bids on Tax Acquired Properties 13
6. Purchase of Command Vehicle for Fire Department 14
7. Discussion on Budgeting Process 15-16
8. Other Business
9. Executive Session pursuant to Title 1 MRSA §405(6)(A) to discuss personnel matters.

Upcoming Meeting Dates:

Regular City Council Meeting, March 10, 2014 at 7:00 p.m.

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



14-02A wksp.

A workshop meeting of the Caribou City Council was held 6:00 p.m. on Monday, January 13, 2014 in Council Chambers with the following members present: Deputy Mayor David Martin, Philip McDonough II, Joan L. Theriault, David R. Genthner, Sr., and Shane McDougall. Mayor Gary Aiken was absent and excused.

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

Item #1: Executive Session to discuss a Personnel Issue pursuant to MRSA Title 1 Chapter 13 Section 405(6)(A).

6:00 p.m. Motion made by P. McDonough, seconded by J. Theriault, to move to executive session with City Manager, Assistant City Manager, and Norma Milton pursuant to MRSA Title 1 Chapter 13 Section 405(6)(A). (5 yes) So voted.

6:18 p.m. Norma Milton exited.

6:20 p.m. Kenneth G. Murchison, Jr. joined.

6:35 p.m. time out. Motion made by S. McDougall, seconded by P. McDonough, to come out of executive session. (5 yes) So voted.

No action taken.

Motion made by P. McDonough, seconded by J. Theriault, to adjourn at 6:36 p.m. (5 yes) So voted.

Austin Bless, City Manager

A regular meeting of the Caribou City Council was held 7:00 p.m. on Monday, January 27, 2014 in Council Chambers with the following members present: Mayor Gary Aiken, Deputy Mayor David Martin, Philip McDonough II, Joan L. Theriault, David R. Genthner, Sr., Shane McDougall, and Kenneth G. Murchison, Jr.

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

Department Manager: David Ouellette, Public Works Director

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

Council Agenda Item #1: Public Input

None.

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) January 13, 2014

Motion made by P. McDonough, seconded by D. Genthner to accept the minutes of January 13, 2014 as presented. (6 yes) So voted.

Council Agenda Item #4: Consent Agenda

- a) Licenses for Country Club-Liquor and Special Amusement
- b) Approval of 2013 Year End Financials

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

Council Agenda Item #5: Approval of Downtown TIF District Amendment

On September 9, 2013 the Council approved several changes to Caribou's Downtown Tax Increment Financing District program. That Council-approved application is currently being reviewed by the Department of Economic and Community Development. The City is not aware of any private investments that are currently planned within the Downtown District. However, as part of that same amendment approved by the Council on September 9, 2013, the City would like to include the designation of the Downtown TIF District as an "omnibus" district, which would allow the City Council to enter into Credit Enhancement Agreements with future developers on a case-by-case basis and allow the Council to negotiate a tax reimbursement between 0% and 100% of the development's annual taxes for a fixed number of years. These terms would be decided at the Council's sole discretion. The Council would provide opportunity for public comment on a proposed credit enhancement agreement. The advantage of creating an omnibus downtown district is that the City does not need to submit a Downtown TIF amendment every time they want to enter into a CEA with a developer. Other changes, such as changing the district boundaries or amending the development plan for example, would require an amendment.

Although this concept was included in the original amendment, DECD asked that the terms on which the Council could negotiate credit enhancement agreements be clarified.

7:03 p.m. Public Hearing opened.

No public input or questions.

7:04 p.m. Public Hearing closed.

Motion made by D. Martin, seconded by P. McDonough, to approve the Downtown Omnibus TIF District Amendment. (6 yes) So voted.

Council Agenda Item #6: Spring Brush Cleanup

If offered this year, administration is recommending that it be held in June rather than May. This will allow Public Works the necessary time to demolish some of the tax acquired slum and blight properties. To help prevent abuse there are plans to implement a slight change that would give the Public Works Department discretion as to the amount of debris that is hauled away from each property. The cleanup work is done within a 40 hour work week by two or three crews. Each crew is made up of a backhoe, loader, two trucks, and operators.

The Councilors discussed whether a fee should be charged. Director Ouellette commented that the brush cleanup is a service that the community enjoys and Caribou is probably a cleaner community as a result. He would want it to continue with it being a onetime pass through. The real expense for the service is the additional fuel cost, which is approximately \$2500.00.

Motion made by P. McDonough, seconded by D. Martin, to continue with the spring brush cleanup as the City has in the past with a few modifications, and to keep records for future years as to the number of loads and residents that use the service. (6 yes) So voted.

Council Agenda Item #7: Putting Tax Acquired Properties out for bid

Administration is seeking authorization to place certain tax acquired properties out for bid. The City Manager recommended that the parcel formerly owned by Rhonda and Bruce Gustafson be removed from the list to go out to bid, as they have made a sizable down payment on the amount due the City. They have agreed to pay the balance within ninety days.

There was discussion among the Councilors as to the small amount owed by some individuals and the quality and location of the trailers on the list. Councilor Theriault questioned whether the City should be foreclosing on trailers of this type, whether this is an unnecessary liability for the City, and would it be best to leave it to the park owners to take care of. Councilor McDougall wondered if the City did not foreclose would that be establishing a precedent. Councilor Genthner wondered if mechanic liens could be filed by trailer park owners.

Motion made by P. McDonough, seconded by D. Martin to authorize certain tax acquired properties to be put out to bid and to remove the former Gustafson from this list. (6 yes) So voted.

Council Agenda Item #8: Time Warner Franchise Agreement

City Manager Bless noted that the proposed agreement does not include everything wanted by the City, but it does include an increase in the Franchise Fees, money for improvement for the equipment for the local access channel, and it is for only five years.

Motion made by D. Martin, seconded by P. McDonough, to accept the proposed Time Warner Franchise Agreement. (6 yes) So voted.

Council Agenda Item #9: Other Business

- a. A meeting on the Comprehensive Plan will be held January 28th at 6:30 p.m.

- b. A subcommittee meeting concerning a joint Caribou-Presque Isle Public Works will be held February 12th. A joint Caribou-Presque Isle Council meeting will be scheduled for late February or March.

Motion made by D. Martin, seconded by P. McDonough, to adjourn the meeting at 7:41 p.m. (6 yes) So voted.

Upcoming Meeting Date:

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

Regular City Council Meeting, March 10, 2014 at 7:00 p.m.

Jayne R. Farrin, Secretary

A special meeting of the Caribou City Council was held 5:15 p.m. on Wednesday, February 12, 2014 in Council Chambers with the following members present: Mayor Gary Aiken, Deputy Mayor David Martin, Philip McDonough II, Joan L. Theriault, David R. Genthner, Sr., Shane McDougall, and Kenneth G. Murchison, Jr.

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

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

5:15 p.m. Motion made by P. McDonough, seconded by D. Martin, to move to executive session with City Manager , Assistant City Manager, John Swanberg, Richard Solman, Joseph Sleeper II, and Christopher AR Bell pursuant to MRSA Title 1 Section 405 (6)(D) to discuss Economic Development. (6 yes) So voted.

6:32 p.m. time out. Motion made by P. McDonough, seconded by K. Murchison, to come out of executive session (6 yes) So voted.

No vote taken.

Council Agenda Item #2: Executive Session pursuant to Title 1 MRSA Section 405(6)(A) to discuss personnel matters.

6:34 p.m. Motion made by P. McDonough, D. Genthner, to move to executive session with City Manager and Assistant City Manager pursuant to MRSA Title 1 Section 405 (6)(A) to discuss personnel matters. (6 yes) So voted.

6:43 p.m. time out. Motion made by K. Murchison, seconded by S. McDougall, to come out of executive session (6 yes) So voted.

Motion made by D. Martin, seconded by D. Genthner, to approve the Addendum to the Employment Agreement with Austin Bleess. (6 yes) So voted.

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

Upcoming Meeting Date:

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

Regular City Council Meeting, March 10, 2014 at 7:00 p.m.

Austin Bleess, City Manager

**CFAD MONTHLY REPORT
January 2014**

Total Fire/ Rescue Calls 16
 -Alarms for Fires (33) 2
 -Alarms for Rescues (66)
 -Silent Alarms 14
 -Haz-Mat
 -Grass Fires
 -Chimney Fires 3
 -False Alarms
 -10-55's 5
 -Aid to Police
 -Public Service 1
 Total Hours Pumped 4hrs
 Gallons of Water Used 81,000
 Amt. of Hose used: 1,700'
 Ladders Used (in Feet): (75' Ariel) __2__
 Thermal Imaging Camera Used: 1
 CO2 Meter Used: 4
 Rescue Sled & Snowmobile: 1
 Rescue Boat:
 Jaws Used:

Total Amb. Calls 188 inc. Air & Assists
 - Ground Amb.: 173
 - Air Amb. Flights: 5
 - Amb. Assist Calls: 10
 - ALS Calls 103
 - BLS Calls 74
 - No Transport 1
 - Calls Turned Over: 9 = \$25,306
 Total Out of Town Amb. Calls 26
 Total Out of Town Fire/Rescue Calls 2
 Est. Fire Loss, Caribou \$200,000
 Est. Fire Loss, out of City \$
 Total Est. Fire Loss \$200,000
 Total Maint. Hours 16 mhrs.
 Total Training Hours 194 mhrs.
 Miles Traveled by all Units 11,568
 Fire Permits Issued 51

***Color Guard Training**

Total Fire & Amb. Calls 204

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 1
 Van Buren Amb. 8 (6 Intercepts)

MUTUAL AID FROM:

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

OUT OF CITY FIRES/RESCUES

LOCATION	# OF CALLS	MAN HRS.
Woodland	2	9.5
New Sweden		
Connor		
Westmanland		

Scott Susi, Chief

BREAKDOWN OF FIRES

For January 2014

Situation Found	# Of Incidents	Fire Casualties	Est. Property Damage
1. Private Dwellings inc. Mobile Homes	3		
2. Apartments (3 or more)			
3. Hotels & Motels			
4. Dormitories & Boarding Homes			
5. Public Assembly (Church, Restaurant)			
6. Schools			
7. Institutions (Hospitals, Jails, Nursing Homes)			
8. Stores, Offices	2		\$200,000
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			

Other Incidents

16. Haz-Mat	
17. False Calls	
18. Mutual Aid Calls	
19. Aid to Ambulance (10-55's)	5
20. Aid to Police	
21. Investigation (Smoke, CO ₂ or Alarm)	5 (2 smoke; 3 CO)
22. Service Calls	1

Total Calls for the Month: 16

Caribou Police Department					
JANUARY 2014 MONTHLY REPORT					
OFFENSE		Amount	OFFENSE		Amount
1	Complaints	1942	40	Oper. Wrong Way on a One Way	0
2	Motor Vehicle Accidents	38	41	Viol. Of Title 29 A Sec 2101	0
3	Escorts	1	42	Violation of Permit	0
4	Theft Complaints	14	43	Failure to Stop at Stop Sign	1
5	Crim. Mischief Complaints	5	44	Failure to Stop for Pedestrians	0
6	Animal Complaints	11	45	Passing Stopped School Bus	0
7	Domestic Complaints	6	46	Stops and Checks M/V	1478
8	Burglary Complaints	6	47	Parking Tickets	0
9	Oper. M/V Under the Infl.	2	48	Business Alarms	18
10	Criminal Trespass Comp.	7	49	M/V Permits	1
11	Motor Vehicle Theft	0	50	Handling Prisoners	43
12	Unsecured Doors&Windows	0	51	Running Intoxilyzer	3
13	Motor Vehicle Complaints	31	52	No Insurance	13
14	Missing Persons	4	53	Warrant Arrests	10
15	Harassment Complaints	8	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	6	57	Arson Complaints	0
19	Fight Complaints	0	58	Suicide Complaints	0
20	Noise Complaints	1	59	Disorderly Conduct Complaints	16
21	Criminal Threat Complaints	3	60	Unlawful Sexual Contact	0
22	Lost & Found	3	61	Gross Sexual Contact	0
23	Neg. Worthless Inst. Comp.	1	62	Unattended Death Reports/Hospice	0
24	Prowler Complaint	0	63	Burglary Arrests	0
25	Criminal Trespass Arrest	0	64	Violation of Probation Arrests	0
26	Assist Other Agencies	18	65	Criminal Records Check	24
27	Assault Arrest	0	66	Refusal to Sign U.T.T.	0
28	Drunk Complaint	0	67	Violation of Liquor Laws	1
29	Litter Complaint	0	68	Violation of Tobacco Laws	0
30	Theft Arrest	3	69	Violation of Drug Laws	6
31	Oper.Unregistered M/V	0	70	Snow Complaints	0
32	Oper M/V Without a License	0	71	Snowsled & ATV Complaints	1
33	Driving To Endanger	0	72	Juvenile Arrests	4
34	Expired Inspection	6	73	Prov. A Place for Minors to Consume Alc.	0
35	Inadequate Exhaust	0	74	Criminal Mischief Arrests	1
36	Unnecessary Noise	1	75	Violation of Bail Conditions	4
37	Following too Closely	0	76	Seatbelt Violation	0
38	Speeding	11	77	Disorderly Conduct Arrests	1
39	Fail to Stop for an Officer	0	78	Receiving Stolen Property	0

Caribou Police Department

OFFENSE		Amount	OFFENSE		Amount
79	House Watch Requests	2	91	Hindering Apprehension	0
80	Robbery	0	92	911 Calls	13
81	Truant from School	3	93	Domestic Violence Assault	3
82	Criminal Threatening w/ Weap	1	94	Civil Complaint	1
83	Terrorizing Arrests	0	95	Check on Well Being	17
84	Loaded Firearm in a M/V	0	96	Police Information	4
85	Making a False Public Report	1	97	Suspicious Activity/Person/MV	18
86	Child Endangerment	2	98	Warnings Issued	53
87	Tampering with a Witness	0			
88	Violation Of Protection Order	0			
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 City Councilors
From: Austin Bleess, City Manager
Date: February 24, 2014
Re: Special Amusement and Liquor Licenses

We have received an application from Gary St. Peter d/b/a/ Napolis Restaurant for a Special Amusement and Liquor license. The application has been reviewed by the Fire Chief, Police Chief, and Code Enforcement Officer. The recommendation is for Council Approval of the license.

We have received an application from the Caribou Inn and Convention Center for a Special Amusement and Liquor license. The application has been reviewed by the Fire Chief, Police Chief, and Code Enforcement Officer. The recommendation is for Council Approval of the license.



OFFICE OF THE CITY MANAGER
CARIBOU, MAINE

To: Mayor and City Councilors
From: Austin Bleess, City Manager
Date: February 24, 2014
Re: Approval of Quit Claim Deeds

We have two Quit Claim Deeds that need approval from Council.

The first one is Map 9, Lot 36 A to John Rines who has paid off all of his back taxes on the property.

The second one is Map 7, Lot 10-002 to Rhonda and Bruce Gustafson who has paid off all the back taxes on the property.



OFFICE OF THE CITY MANAGER
CARIBOU, MAINE

To: Mayor and City Councilors
From: Austin Bleess, City Manager
Date: February 24, 2014
Re: Accepting Bids on Tax Acquired Properties

As authorized by the Council we have put tax acquired properties out for bid. Below is the list of properties, minimum bids, high bids, and high bidders.

Map and Lot	Address	Assessed Value	Tax Amount On Books	Minimum Bid	High Bid	High Bidder
4 25-K	243 West P.I. Road	166,300.00	\$ 9,124.48	\$ 40,000	\$60,112	Lisa Dobbs
24 63	3 Vesta Drive	50,200.00	\$ 3,275.93	\$ 12,500	\$20,010	Roscoe Mata
16 8-J	Plante Road	7,800.00	\$ 508.80	\$ 2,000	\$675	Tracy Babin

Council will need to decide if they want to accept the bid from Tracy Babin for Map 16, Lot 8-J as it did not meet the Minimum Bid.

The Tax Acquired Properties Policy stipulates that we put 20% of the in the Tax Acquired Properties Remediation Account, unless waived by Council. Currently we have \$91,320 in the account. We do anticipate spending \$30,000 - \$40,000 in cleaning up properties this spring.

After paying off the back taxes and putting \$40,000 into the revenue line as we have proposed for the budget we have \$27,721 remaining. That does not take into consideration the bid of Map 16, Lot 8-J.

I am recommending that Council waive the 20% requirement and put the \$27,721 into the Municipal Building Reserve, in addition to the budgeted amount, so we can get quotes for new windows throughout the Municipal Building. A recent estimate we got for new windows was \$45,000. The windows throughout this building are in very bad shape. Many times you can feel a breeze through the windows even when they are shut, as Councilors have noted here with the windows in the Council Chambers. As we have just spent a lot of money to install new boil

This would bring our Municipal Building Reserve to \$52,109 before the allocation from the budget for this year.

After the bids were closed we received a bid for the mobile home at Map 18 Lot 31-72 from Lena Giggey. She has made an offer of \$250 to buy the mobile home, which is higher than the advertised minimum bid when the property went out for bid. We received no bids on that property when it was advertised.

We will need Council approval on accepting and/or rejecting the bids, the offer on the mobile home, and how to allocate the funds from the sale of the properties.



OFFICE OF THE CITY MANAGER
CARIBOU, MAINE

To: Mayor and City Councilors
From: Austin Bleess, City Manager
Date: February 24, 2014
Re: Purchase of Command Vehicle for Fire Department

Back in October we brought a request to Council for the purchase of new command vehicle for the Fire Chief. His current vehicle is a rear wheel drive car that does not do well in the snow. A few weeks back the vehicle got stuck at a fire scene.

With the other request the Council said the price was too high. We have found a SUV vehicle in Madawaska that we would like to purchase. The vehicle has most of the equipment that we will need. Whatever is not included can be removed from the current vehicle and installed in this vehicle. It has a cage that will fit in our Police Vehicles to save costs on our next cruiser.

Since October we have been keeping our eyes open for a good deal such as this. The vehicle has about 5,000 miles on it and is a 2011.

The asking price right now for this vehicle is \$23,000. As of 2013 we had \$24,000 set aside in our Capital Reserve Account for the purchase of a new vehicle. So we can pay for this with cash on hand. We can resell the current vehicle for a few thousand dollars and put that money back into the reserve account.

We are asking for Council approval to purchase this vehicle and resell the current vehicle.



OFFICE OF THE CITY MANAGER
CARIBOU, MAINE

To: Mayor and City Councilors
From: Austin Bleess, City Manager
Date: February 24, 2014
Re: Discussion Budgeting Process

As we start to work on the Revenue Budget it is necessary to once again discuss the severe shortcomings of the current budgeting process.

Since the budgeting process was changed with the Charter we do not budget any revenues until June. That means there are six months out of the year where we have expenditures without any revenue budgets set. We are also unable to put in the expense budget into our software system without putting a full budget into the system. So the checks and balances that we, staff and Council, need to have are not in place. During our discussions with the auditors last year they expressed concerns with how the Charter requires the budget process to be done. It makes it difficult to accurately track expenses as everything has to be manually entered into the spreadsheet. That opens up a lot of room for human error in the process.

Doing an expense budget without doing a revenue budget at the same time is not heard of in any other city that we have spoken with in Maine.

Last year we had conversations about a possible Charter Amendment to move to a fiscal year rather than a calendar year. There were concerns with that.

One of the concerns was people that have an escrow account with their mortgage. Banks have worked with cities before on the change of the timing of property tax payments. The individual homeowner may have to modify how much they put into escrow each month for a short time period, but long term (1 year and beyond) there should be no effects.

The other concern that was brought up by a citizen was that they would be paying their property taxes ahead in perpetuity. That is incorrect. Currently tax bills are paid by October 1 for the calendar year. If we switch to a fiscal year budgeting system we would need to create a 6 month budget (from January through July) and we would need to issue tax bills for that 6 month budget.

For example, if we were to switch to a fiscal year starting on July 1, 2015 people would receive their 2014 tax bills as normal and they would be due October 1, 2014. This pays for calendar year 2014. We would send tax bills out early in 2015 for a 6 month period (so property tax bills would be approximately half of what they were in 2014) and they would be due in the spring of 2015. This pays for the 6 month budget period of Jan 1 – June 30, 2015. Then we would send out property tax bills again in July of 2015 and they would be due October 1 2015. This would cover the budget year of July 1, 2015 to June 30, 2016.

Certainly the easiest way to make the budgeting process easier and more efficient would be to adopt the budget revenue and expense budgets at the same time. Either option would require a Charter Amendment to be approved by the Council and placed on the ballot at an upcoming election. We would appreciate Council direction with this.

Another budgeting issue that should be discussed is that of Contractual Allowance and Bad Debt with the Ambulance Department. A contractual allowance is the net difference between our ambulance rates and the amount that is received from payers such as MediCare and MaineCare. Because MediCare and Maine Care only pay a percentage of the actual charges if we charge \$100 for something MediCare will only pay \$80 and MaineCare would pay even less. (Note: these numbers are for example only).

A bad debt is a receivable that is not collectable. For example, we may bill a person for services, but after years of non-payment we would have to write it off as a bad debt. Currently both are being shown on the expense report. In medical budgeting both contractual allowance and bad debt are recorded as a deduction from gross revenue rather than an expense. In municipal budgeting bad debt is typically recorded on the expense sheet, such as tax abatements.

As the Contractual Allowance is something that we never expect to receive it's not entirely accurate to reflect it on the expense sheet. If we were to show this as a reduction in revenues it would be more accurately reflected. The net effect on the budget would be the same. Whether we show it as an expense or a reduction in revenues at the end of the day the impact on our budget is the same. We would like to show it as a reduction in revenues to conform with best accounting principles.

As for the bad debt we are okay with keeping that in the expense side. If the Council would like to confirm bad debt with medical principles we can certainly do that as well.

As this is a somewhat large change and a change from the past practice for how it has been budgeted here we wanted to bring it to Council's attention and get your feedback as to how they would like us to proceed on the topic of Contractual Allowance and Bad Debt.