



City of Caribou, Maine

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

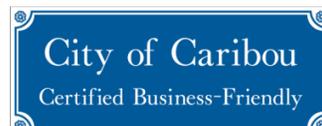
AGENDA Caribou City Council Regular City Council Meeting 6:00 P.M. Monday, February 9, 2015 Caribou City Council Chambers

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) January 26, 2015 Council Meeting 2-4
4. Consent Agenda
 - a) January Fire Department Report 5-6
 - b) January Police Department Report 7-8
 - c) January Library Report 9-10
 - d) January Housing Department Report 11
 - e) January 2015 Financials
5. Consent agreement with Daniel Bourgoine 12-14
6. Investment Policy 15-20
7. Parking Lot Ordinance 21-23
8. Introduction of an Ordinance Regarding Sale Of City Property 24-26
9. Introduction of Nuisance Property Ordinance 27-32
10. Other Business

Upcoming Meeting Dates:

City Council Workshop February 23, 2015 at 6pm

Regular City Council Meeting March 9, 2015 at 6pm



A regular meeting of the Caribou City Council was held 6:00 p.m. on Monday January 26, 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 Bless, City Manager was present.

Department Managers: Penny G. Thompson, Tax Assessor and David Ouellette, Public Workers Director.

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

Council Agenda Item #1: Public Input

- a) Joseph McDougal – resident of 11 Lower Washington/Patten Street – Mr. McDougal denied receiving any notification regarding the discontinuance of Patten Street that occurred in 2005. He cannot understand how the City can vote not to plow a City road thus denying him access to his two properties. He cannot get to his two properties if the road is not plowed. Mr. McDougal requested copies of any signed return receipts for any certified mailings regarding the discontinuance and copies of Council minutes from February 2005. The City did retain an easement.

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 meeting:

- a) January 12, 2015 Council Meeting

Motion made by P. McDonough, seconded by S. McDougall, to approve the minutes of the January 12, 2015 Council Meeting with the following amendment to Council Agenda Item #1-f: change Nathan Rossignal to Nathan Haney. (6 yes) So voted.

Council Agenda Item #4: Consent Agenda

- a) 2014 Annual Fire and Ambulance Department Report
- b) 2015 Financials and Department overages
- c) License Approval
 - 1. Liquor License: KBS Inc. d/b/a The Caribou Inn and Convention Center
 - 2. Special Amusement Permit: KBS Inc. d/b/a The Caribou Inn and Convention Center
- d) Abating Back Taxes
 - 1. 20 Collins Street \$5,035.24
 - 2. 34 Collins Street \$3,677.19
- e) Approval of Quit Claim Deeds
 - 1. Lori McCarthy – Map 32, Lot 35
 - 2. Nathan Haney – Map 21, Lot 3
- f) Approval of purchase of years of service for MSRS
 - 1. John Thorton

Motion made by P. McDonough, seconded by J. Smith, to approve the Consent Agenda with Business Items A, B, C, D, E, & F as presented. (6 yes, 1 no, G. Aiken) So voted.

Council Agenda Item #5: Tree Harvesting

The City has received two tree harvesting proposals for the old landfill site.

Proposal #1: Martin Forest Products of Caribou. Estimate 79.4 acres can be harvested with a projected revenue of \$34,900.

Proposal #2: North Ridge Services d/b/a Lew Rioux Co. of Frenchville. Estimate 78 acres can be harvested with projected revenue of \$44,780.

Both proposals would cut all trees five inches in diameter and greater and everything under would be left.

City Manager Bless answered several questions from the Council. It is the opinion of the Public Works Director that the City doesn't need to hire a forester for the development of a forest management plan; additionally, he would not recommend the City placing the tree harvesting out to bid because two companies have already submitted prices.

Motion made by D. Martin, seconded by T. Stewart, to have Martin Forest Products of Caribou harvest the trees on the old landfill site and the land west of snowmobile trail in the North Caribou Park. (6 yes) So voted.

Council Agenda Item #6: Patten Street/11 Lower Washington Street

Motion made by J. Theriault, seconded by P. McDonough, to allow Joseph McDougal to reclaim his former property at Map 27 Lot 8 contingent that all taxes, fees, and interest are paid in full by the close of business on January 30, 2015. (6 yes) So voted.

Council Agenda Item #7: Parking Lot Ordinance

Councilor McDonough introduced Ordinance No 1, 2015 Series, An Ordinance amending Chapter 12 Traffic, Short Title: An ordinance amending downtown parking lot restrictions.

Council Agenda Item #8: 2015 Revenue Budget

City Manager Bless noted that the City collected \$71,829.39 above the budgeted Revenue amount for 2014. The 2015 Revenue Budget projects an increase of nearly \$100,000, with the largest increases being in excise tax collection and ambulance revenues. Council questions were answered by the City Manager. Council discussion. The Mayor commented on the City's 2014 year end projections and the need to get a handle on projections. In the future, the Mayor wants to receive complete financial reports. The Mayor stated that he voted no on the consent agenda because the acceptance of the financials was part of the consent agenda.

Motion made by J. Smith, seconded by D. Martin, to accept the 2015 Revenue Budget as presented. (6 yes) So voted.

Council Agenda Item #9: Other Business

- A. The City's Comprehensive Plan is being reviewed by State agencies in Augusta.
- B. The Finance Committee meeting scheduled February 2, 2015 at 6:00 p.m. in Council Chambers.
- C. The Mayor inquired as to whether Caribou Housing had overpaid landlords. Manager Bleess stated that there have been a few issues and they are being addressed.
- D. Council Workshop was scheduled for February 23, 2015 at 6:00 p.m. in Council Chamber. Topic: Dispatching

Motion made by P. McDonough, seconded by J. Smith, to adjourn the meeting at 6:55 p.m. (6 yes) So voted.

Upcoming Meeting Dates:

Regular City Council Meeting February 9, 2015 at 6:00 p.m.

Regular City Council Meeting March 9, 2015 at 6:00 p.m.

Jayne R. Farrin, Secretary

**CFAD MONTHLY REPORT
January 2015**

Total Fire/ Rescue Calls	18	Total Amb. Calls	196 inc. Air & Assists
-Alarms for Fires (33)		- Ground Amb.:	184
-Alarms for Rescues (66)	3	- Air Amb. Flights:	5
-Silent Alarms	15 (1 Still Call)	- Amb. Assist Calls:	5 assist & 2 canc
-Haz-Mat		- ALS Calls	122
-Grass Fires		- BLS Calls	49
-Chimney Fires	1	- No Transport	18
-False Alarms		- Calls Turned Over:	4 = \$6,190
-10-55's	11	Total Out of Town Amb. Calls	18
-Aid to Police		Total Out of Town Fire/Rescue Calls	2
-Public Service	1	Est. Fire Loss, Caribou	\$
		Est. Fire Loss, out of City	\$
Total Hours Pumped		Total Est. Fire Loss	\$
Gallons of Water Used		Total Maint. Hours	3 mhrs.
Amt. of Hose used:		Total Training Hours	91.25 mhrs
Ladders Used (in Feet): 10 (75' Ariel)_1___		Miles Traveled by all Units	10,211
Thermal Imaging Camera Used:	1	Fire Permits Issued	8
CO2 Meter Used:	1		
Rescue Sled & Snowmobile:	1		
Rescue Boat:			
Jaws Used:			

*Color Guard Training

Total Fire & Amb. Calls 214

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
Van Buren Amb.

MUTUAL AID FROM:

P.I.F.D.
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		
New Sweden	2	9.5 mhrs
Connor		
Westmanland		

Scott Susi, Chief
Caribou Fire and Ambulance

BREAKDOWN OF FIRES
For January 2015

Situation Found	# Of Incidents	Fire Casualties	Est. Property Damage
1. Private Dwellings inc. Mobile Homes	2		
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.)	1		
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)	11
20. Aid to Police	
21. Investigation (Smoke, CO ₂ or Alarm)	4 (2-Smoke; 1-Alarm; 1- Sparks)
22. Service Calls	

Total Calls for the Month: ___18___

Caribou Police Department

JANUARY 2015 MONTHLY REPORT

OFFENSE		Amount	OFFENSE		Amount
1	Complaints	2139	40	Oper. Wrong Way on a One Way	0
2	Motor Vehicle Accidents	44	41	Viol. Of Title 29 A Sec 2101	0
3	Escorts	1	42	Violation of Permit	0
4	Theft Complaints	8	43	Failure to Stop at Stop Sign	1
5	Crim. Mischief Complaints	4	44	Failure to Stop for Pedestrians	0
6	Animal Complaints	7	45	Passing Stopped School Bus	0
7	Domestic Complaints	6	46	Stops and Checks M/V	1734
8	Burglary Complaints	1	47	Parking Tickets	0
9	Oper. M/V Under the Infl.	4	48	Business Alarms	18
10	Criminal Trespass Comp.	4	49	M/V Permits	3
11	Motor Vehicle Theft	0	50	Handling Prisoners	41
12	Unsecured Doors&Windows	0	51	Running Intoxilyzer	6
13	Motor Vehicle Complaints	29	52	No Insurance	14
14	Missing Persons	1	53	Warrant Arrests	4
15	Harassment Complaints	13	54	Neg. Worthless Instrument Arrests	0
16	Assault Complaints	7	55	Leave the Scene of Accident	0
17	O.A.S. Arrests	7	56	Failure to Yield the Right of Way	0
18	Juvenile Complaints	2	57	Arson Complaints	0
19	Fight Complaints	0	58	Suicide Complaints	0
20	Noise Complaints	5	59	Disorderly Conduct Complaints	16
21	Criminal Threat Complaints	0	60	Unlawful Sexual Contact	0
22	Lost & Found	3	61	Gross Sexual Contact	0
23	Neg. Worthless Inst. Comp.	0	62	Unattended Death Reports/Hospice	0
24	Prowler Complaint	0	63	Burglary Arrests	0
25	Criminal Trespass Arrest	1	64	Violation of Probation Arrests	0
26	Assist Other Agencies	18	65	Criminal Records Check	25
27	Assault Arrest	4	66	Refusal to Sign U.T.T.	0
28	Drunk Complaint	0	67	Violation of Liquor Laws	0
29	Litter Complaint	2	68	Violation of Tobacco Laws	1
30	Theft Arrest	5	69	Violation of Drug Laws	0
31	Oper.Unregistered M/V	7	70	Snow Complaints	0
32	Oper M/V Without a License	0	71	Snowsled & ATV Complaints	1
33	Driving To Endanger	1	72	Juvenile Arrests	3
34	Expired Inspection	7	73	Prov. A Place for Minors to Consume Alc.	0
35	Inadequate Exhaust	0	74	Criminal Mischief Arrests	0
36	Unnecessary Noise	0	75	Violation of Bail Conditions	5
37	Following too Closely	0	76	Seatbelt Violation	0
38	Speeding	25	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	19
81	Truant from School	0	93	Domestic Violence Assault	1
82	Criminal Threatening w/ Weap	0	94	Warnings Issued	0
83	Terrorizing Arrests	0	95	Check on Well Being	13
84	Loaded Firearm in a M/V	0	96	Police Information	4
85	Making a False Public Report	0	97	Suspicious Activity/Person/MV	10
86	Child Endangerment	0	98	Civil Complaint	1
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	0			

Respectively Submitted,

Chief Michael W. Gahagan
Caribou Police Department



CARIBOU PUBLIC LIBRARY
CARIBOU, MAINE

To: Mayor and City Councilors
CC: Austin Bless, City Manager
From: Lisa Neal Shaw, Library Director
Date: February 9, 2015
Re: January 2015 Library Report

Dear Honorable Council Members:

During the month of January 2015, Caribou Public Library recorded the following usage:

1512 people walked through our doors

The staff count hourly the number of people seated who are reading a book, playing cards or board games, doing paperwork/homework, or any other seated usage of the library that does not include computer usage. This month that total was **1134**.

Our public access computers were used **341** times.

Wireless devices, laptops, etc. were brought in and used **140** times. We believe the actual usage to be much higher, as sometimes usage is outside the building.

2863 materials were circulated to the public.

We had **84.25** hours of work donated to the library from the community. This is up from **22.5** in December 2014.

The library was chosen as part of an IMLS (Institute of Museum and Library Services) iLEAD USA grant. This program teams Caribou with four other libraries (Mark & Emily Turner Memorial Library in Presque Isle; the Aroostook Medical Center library; Vose Library in Union, and the University of Maine at Augusta library), which in turn is one of four teams of libraries around Maine working on the question: What problem in our respective communities can be addressed with technology? ILEAD USA is a leadership and technology immersion program that brings diverse teams of library staff together to work cooperatively over the course of nine months to address a community need related to IMLS priorities. The teams use technology tools to craft a project that meets these needs. Their learning is not only at three in-person sessions, but also virtually during two intersessions. The library will be looking at ways to increase access to the Internet and vetted resources for Caribou citizens who lack either the hardware or the connectivity to do things like register with the Maine Job Bank, file taxes, etc.

Children's programming resumed with Katie Wilcox-Bosse. Programs are offered three days per week and have had 77 attendees so far.

The library has partnered with the Aroostook County Sheriff's Office to provide donated paperback books to the library at the Aroostook County Jail in Houlton.

A representative from Pines Health Services held an Affordable HealthCare Act health insurance marketplace enrolment at the library on January 29. Nine people enrolled in two hours.

The yoga group continues to meet Mondays at 5:30.

The library trustees have purchased new chairs for the Clara Piper Reading Room, and the Brewer family have pledged additional funds to replace and update furniture in the Young Adult room. The library also received over \$1200 in memorial donations in January.

Respectfully submitted,

Lisa Neal Shaw



CARIBOU HOUSING AGENCY

January 2015 Housing Report

Waiting List Data

9 applications were received, bringing the current Waiting List up to 108 applicants; with 102 in Aroostook County.

Family Type:

- Families with Children: 34
- Elderly Families: 13
- Families with Disabilities: 50
- Single Family 11

Income:

- Extremely Low Income: 53
- Very Low Income: 31
- Low Income: 8
- Over Income Limit: 4
- Incomplete Income: 12

The average wait time is approximately 12 months.

Housing Choice Voucher Data

Caribou Housing Agency is allocated 193 voucher per month. 192 families were assisted by CHA in December: 187 are CHA Vouchers, 2 are Port Outs; and 5 Vouchers are Port In's.

Housing Assistance Payments:

Port In's	\$ 2,034
Port Out's	\$ 953
<u>CHA Vouchers</u>	<u>\$67,751</u>
	\$68,704

Averages:

- Average Gross Income: \$ 8,022
- Average HAP: \$ 417
- Average Tenant Share: \$ 213

Currently, we have 2 Vouchers on the street looking to lease up.

Family Self-Sufficiency Data

The FSS Program currently has 32 participants, with 12 earning a monthly escrow due to an increase in earned income (employment).

\$2,437 was transferred into those escrowing accounts; escrow ranging from \$136 to \$340.

At the end of December, one participant Graduated from the FSS program, eligible to receive their Escrow in the amount of \$271.31.

Homeownership Program

Currently, CHA doesn't have any participants interested in the Homeownership Program.

Respectfully Submitted,
Lisa A. Plourde
Housing Director



OFFICE OF THE CITY MANAGER
CARIBOU, MAINE

To: Mayor and City Councilors
From: Austin Bleess, City Manager
Date: February 9, 2015
Re: Daniel Bourgoine Consent Agreement

As part of the approval the Council gave to Daniel Bourgoine to buy back his tax acquired property the Council the Council expressed that he needed to “remove the building” and “the property removed by July 1st”. The minutes read “the house”. The plan when the property was on the list to be removed under slum and blight was to remove all buildings from the property.

In my discussions with Mr. Bourgoine he understood it that he only had to remove the House, not the garage, from the property.

We need some clarification from the Council as to what the Council wanted to be removed and authorize a consent agreement to be signed accordingly.

A quit claim deed will be approved after the consent agreement is signed.

Consent Agreement between Daniel Bourgoine and the City of Caribou

This Consent agreement is entered into this ____ day of _____, 2015 by and between Daniel Bourgoine of Fort Fairfield, Maine and the City of Caribou.

WHEREAS: Daniel Bourgoine (Owner) owns property known as 679 Fort Fairfield Road as depicted as Map 9, Lot 30

WHEREAS: The City of Caribou (City) has ordinances in place regulating building structural loads and foundations, specifically Caribou City Code – Property Maintenance sections 303.4 and 303.5

WHEREAS: The buildings, _____, on the property described above is in disrepair and susceptible to collapse;

WHEREAS: The Owner has informed the Council he intends to demolish the house and garage and remove all debris from the site;

NOW THEREOFRE BE IT AGREED TO: The Owner his successors, heirs and assigns, shall demolish all structures from the property and remove all debris thereof from the property by July 1, 2015.

FURTHERMORE BE IT AGREED TO: If the Owner fails to comply with this agreement the City is hereby authorized to cause all structures to be demolished and all debris removed from the property with the Owner to pay all costs of demolition and removal of debris to the City upon demand by the City.

FURTHERMORE BE IT AGREED TO: If Owner fails to pay all costs a special tax may be assessed by the assessors against the land on which said building was located for the amount of such expenses and such amount shall be included in the next annual warrant to the tax collector of the City for collection, and shall be collected in the same manner as other state, county and municipal taxes are collected.

[Signature page follows]



OFFICE OF THE CITY MANAGER
CARIBOU, MAINE

To: Mayor and City Councilors
From: Austin Bleess, City Manager
Date: February 9, 2015
Re: Investment Policy

The Investment Committee met on February 2 and discussed the city's investment policy. They are making recommendations for changes to the policy. Most of the changes to the policy will allow for more options for city funds to be invested. It removes the stricter requirements the city policy previously had and requires the city to follow the state standards.

The policy, with the changes, are on the following pages.

City of Caribou, Maine
Investment Policy
April, 1995

POLICY:

It is the policy of the City of Caribou to invest its public funds in a manner which will provide safety of principal with a market rate of return, while meeting the daily cash flow demands of the entity, and conforming to all state and local statutes governing the investment of public funds. ~~The City will not attempt to chase the interest rate market and will therefore not sell individual securities prior to their maturity or hedge those securities in an attempt to gain a greater return on the investment.~~

SCOPE:

This investment policy applies to all financial ~~assets~~ investments of the City of Caribou accounted for on the City Balance Sheet, ~~in the following accounts:~~

0100 Cash Account	0180 Dr. Cary Cemetery Investment
0111 Investments	0181 Hamilton Library Investment
0113 U.S. Treasury Bills	0182 Know Library Investment
	0183 Knox Hospital Memorial

PRUDENCE:

Investments shall be made with judgment and care, under circumstances then prevailing which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

The standard of prudence to be used by investment officials shall be the "Prudent Person" standard, and shall be applied in the context of managing an overall portfolio. Investment officials acting in accordance with written procedures and the investment policy and exercising due diligence, shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

OBJECTIVE:

The primary objectives, in priority order, of the City of Caribou's investment activities shall be:

Safety - Safety of principal is the foremost objective of the investment program. Investments of the City of Caribou shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To attain this objective. Diversification is required in order that potential losses on individual securities or other investments do not exceed the income generated from the remainder of the portfolio.

Liquidity – The City of Caribou’s investment portfolio will remain sufficiently liquid to enable the City to meet all operating requirements which might be reasonably anticipated.

Return on Investment - The City's investment portfolio shall be designed with the objective of obtaining a rate of return throughout budgetary and economic cycles, commensurate with the City's investment risk constraints and the cash flow characteristics of the portfolio.

DELEGATION OF AUTHORITY:

Authority to manage the City of Caribou's investment program is derived from 30-A, M.R.S.A. Section 5706, and is delegated to the City Treasurer as appointed under Section 2.19(a)(1) of the Caribou City Charter, who shall establish written procedures for the operation of the investment program consistent with this investment policy. Procedures shall include references to: safekeeping, repurchase agreements, wire transfer agreements, banking service contracts and depository agreements. Procedures shall also include any alternates to process security transactions in the absence of the Treasurer. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Treasurer. The Treasurer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

ETHICS AND CONFLICT OF INTEREST

Officials and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program or which could impair their ability to make impartial investment decisions. Employees and investment officials shall disclose to the City Manager any material financial interests in financial institutions that conduct business with this City; and they shall further disclose any large personal financial interests that could be related to the performance of City accounts, particularly with regard to the time of purchase and/or sales.

AUTHORIZED FINANCIAL DEALERS AND INSTITUTIONS:

The City Treasurer will utilize only those commercial banks, ~~or credit unions~~ or financial institutions having a branch office in Aroostook County, Maine for investment services or deposit services, and only those banks or credit unions which provide Federal Government deposit insurance ~~up to \$100,000~~. Deposit balances should not be permitted to exceed \$100,000 FDIC insurance levels at any given bank or credit union unless the excess funds are a part of a repurchase agreement and fully collateralized. (compensating balance) are required to support a service charge free checking account. Excess funds, over and above the dollar amount required to obtain a service charge free checking account are to be swept into a daily repurchase agreement, and fully collateralized by securities of the U.S. Government its Agencies and Instrumentalities. Should deposit balances exceed \$100,000 at any given financial institution, the excess should not be permitted to remain for any longer than 30 days.

The City Treasurer may invest in those mutual funds authorized under Maine State Statutes. that are made up of obligations of the U.S. Government such as Treasury Money

~~Market and term U.S. Treasury obligations.~~ These mutual funds are to be established in the name of the City of Caribou, utilizing the City's tax identification number. All checks are to be written for deposit in the name of the specific fund and statements are to be rendered in the name of the City, and mailed by the fund directly to the City or electronically deposited in the city account at least quarterly.

~~One or more mutual funds may be used, however, the amount to be invested in mutual funds is not to exceed 30% of the total investable financial assets of the City as spelled out under "Scope" above.~~ A current audited financial statement is required to be on file for each mutual fund in which the City of Caribou invests, as well as a current prospectus.

AUTHORIZED AND SUITABLE INVESTMENTS:

The financial assets of the City of Caribou are to be invested in accordance with Maine State Statutes. ~~deposit accounts or repurchase agreements of financial institutions having offices in Aroostook County, who carry U.S. Government deposit insurance up to \$100,000. These assets may also be invested in securities that are guaranteed by the faith and credit of the U.S. Government (such as Treasury Bills, Treasury Notes) or U.S. Government Agencies (such as GNMA or FNMA). These assets may also be placed into nationally recognized mutual funds comprised of only those investments that are guaranteed by the faith and credit of the U.S. Government. Though other investments are permitted by state law, it is the intention of this policy to specifically refrain from any other investments other than those specified.~~

COLLATERALIZATION:

Collateralization will be required on all repurchase agreements. In order to anticipate market changes and provide a level of security for all these funds, the collateralization level must be at least 102% of market value of principal. Collateral must also be held by an independent third party with whom the City has a current custodial agreement. A clearly marked safekeeping receipt must be provided to the City of Caribou and retained in the file by the City until payment for the repurchase agreement has been received. . The right of collateral substitution is granted.

SAFEKEEPING AND CUSTODY:

All security transactions, including collateral for repurchase agreements, entered into by the City of Caribou shall be conducted on a delivery vs. payment basis. Securities will be held by a third party custodian agreeable to the City Treasurer and evidenced by safekeeping receipts. Certificates of Deposit or other deposit evidence is to be retained until maturity by the City in the possession of the Treasurer.

DIVERSIFICATION:

The City of Caribou will diversify its investments by security type and institution in accordance with Maine State Statutes. ~~With the exception of the U.S. Treasury securities, no more than 50% of the City of Caribou's total investment portfolio will be invested in a single security type or with a single security type or with a single financial institution.~~

MAXIMUM MATURITIES:

~~To the extent possible, the City of Caribou will attempt to match its investments with its anticipated cash flow requirements. Unless matched to a specific cash flow, the City of Caribou will not invest in securities maturing more than one year from the date of purchase. However, when longer term funds exist in reserve accounts that will not be needed for a longer period of~~

~~time, longer term individual securities may be purchased with maximum maturities of six years from the date of purchase. The Treasurer should attempt to maintain a maximum average term of three years for these longer term funds in order to maximize return on investment. Such investments should be made to coincide as nearly as practicable with the expected use of the funds.~~

INTERNAL CONTROLS:

The City Treasurer shall establish an annual process of independent review by an external auditor. This review will enhance internal control by assessing compliance with policies and procedures.

The Treasurer will file a quarterly report of investments outstanding with the City Manager and the City Council. The report must tie to the balance sheet at the end of each calendar quarter and include the following detail:

- Purchase Date - - Maturity Date - - Rate of Interest - - Type of Investment –
- Purchase Price - - Amount of Interest Received During Period - Market Value

ACCOUNTING METHOD:

Investments are to be carried on the City's books in conformance with "Governmental Generally Accepted Accounting Principles".

EXTERNAL MANAGEMENT:

The City Manager, with the approval of the City Council, may contract with a qualified external money management company in order to benefit from portfolio diversification, credit research, full-time portfolio management and economics of scale that are unavailable from the City's internal staff. Any such contract will define and control the risks of the portfolio and establish performance criteria for monitoring and evaluating results. The external money management company is to be provided with a copy of this policy and provide written acknowledgement for its receipt.

INVESTMENT POLICY ADOPTION:

The City of Caribou's investment policy shall be adopted by majority vote of the Caribou City Council. The policy shall be reviewed annually by the Investment Committee of the City Council and any modifications made thereto must be approved by the Caribou City Council. This policy is not meant to apply to instruments purchased prior to the date of adoption.

Adopted this 24th day of April, 1995
by the Caribou City Council

Richard R. Fortier
Mayor

Adopted this ____ day of February, 2015.

Gary Aiken, Mayor

David Martin, Councilor

Shane McDougall, Councilor

Tiffany Stewart, Councilor

Philip J. McDonough II, Councilor

Jody Smith, Councilor

Joan Theriault, Councilor

Attest:

Jayne R. Farrin, City Clerk



OFFICE OF THE CITY MANAGER
CARIBOU, MAINE

To: Mayor and City Councilors
From: Austin Bleess, City Manager
Date: February 9, 2015
Re: Parking Lot Ordinance

As the Council is aware we need to update the parking lot ordinance. The new proposed ordinance is on the following pages. Language to be removed is in ~~strike through~~ and language to be added is underlined.

There are two main changes.

The first change is eliminating references to the parking lot at 65 Herschel Street.

The second change is to clarify modify the name of 7 Hatch Drive to the Hatch Drive North Parking Lot. This would help to clarify which city owned parking lot on Hatch Drive the ordinance refers to and match it up to the signage at the parking lot.

This ordinance was introduced on January 26th and the public hearing was properly posted. At this time the Council needs to hold the public hearing. After this the Council may act on the ordinance.

Councilor _____ introduced the following ordinance:

Ordinance No. 1, 2015 Series
City of Caribou
County of Aroostook
State of Maine

AN ORDINANCE AMENDING CHAPTER 12 **TRAFFIC**

Short Title: An ordinance amending downtown parking lot restrictions.

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: Chapter 12 Section 410 **Parking Lot Regulations** of the Caribou City Code is amended as follows:

Because of congestion of traffic, the following regulations are hereby established:

1. Unregistered vehicles. No unregistered vehicles shall be parked in any public parking lot provided and operated by the City of Caribou.
2. Time limit. No vehicle shall remain in any public parking lot provided and operated by the City of Caribou for more than forty-eight (48) hours at any one time.
3. Specific lots. No vehicle shall be parked in the following parking lots during the hours of 11:00 p.m. to 7:00 am. on the days specified of each week during the period from November 1 to May 1 of each year:
 - A. Parking Lot D - Monday, Wednesday and Friday.
 - B. Parking Lot J.- Monday, Wednesday and Friday.
 - C. Parking Lot A - Sunday, Tuesday and Thursday.
 - D. Parking Lot F - Monday, Wednesday and Friday.
4. Lot A - Parking for cars and pickups shall be unrestricted. Parking of trucks other than pickup trucks is prohibited.
5. Lot J - There shall be unrestricted parking for automobiles and pickups during business hours of Caribou merchants; Parking of trucks other than pickups is prohibited.
6. Lot B -
 - A. Parking along the retaining wall shall be unrestricted, except as described in sections 12-410(2) and (3).
 - B. Parking along north side of sidewalk adjacent to buildings shall be limited to two (2) hours from 8:00 am. to 5:00 p.m., Monday through Saturday.
 - C. Parking in the two center lanes shall be limited to two (2) hours.
7. Lot H - Parking shall be restricted as follows: two (2) hours on the building (north) side of the lot and two (2) hours on the Hatch Drive (south) side.
8. Lot in front of Municipal Building. Parking shall be limited to fifteen (15) minutes.
9. ~~Lot L - There shall be unrestricted parking for automobiles and trucks also tractor trailers may utilize this parking lot for overnight parking. The parking lot shall be so posted.~~

10. Lot G - Parking shall be limited to two (2) hours.

11. There shall be no loitering or trespassing in all public parking lots between the hours of 8:00 p.m. and 8:00 am. except for parking vehicles or removing the same. Violators will be prosecuted under Maine Criminal Code 17A, Sec. 402.

In this section, the parking lots are referred to by letters. The following key describes what letters represent which parking lots:

PARKING LOT A - ~~Parking lot at 7 Hatch Drive~~ North Parking Lot.

PARKING LOT B - North Downtown Mall Parking Lot.

PARKING LOT D - Parking lot at 20 Hatch Drive.

PARKING LOT G - Parking lot at 6 Water Street.

PARKING LOT H - South Downtown Mall Parking Lot.

PARKING LOT J - Parking lot at 37 Hatch Drive.

~~PARKING LOT L - Parking lot at 65 Herschel Street.~~

This ordinance, being introduced on January 26, 2015 and a public hearing being held on _____, 2015 was duly passed by the City Council of the City of Caribou, Maine, this _____ day of _____ 2015.

Gary Aiken, Mayor

David Martin, Councilor

Shane McDougall, Councilor

Tiffany Stewart, Councilor

Philip J. McDonough II, Councilor

Jody Smith, Councilor

Joan Theriault, Councilor

Attest:

Jayne R. Farrin, City Clerk



OFFICE OF THE CITY MANAGER
CARIBOU, MAINE

To: Mayor, Council Members and Citizens of Caribou
From: Austin Bleess, City Manager
Date: February 9, 2015
Re: Introduction of an Ordinance Regarding Sale Of City Property

Chapter 2.11(7) of the Caribou City Charter requires an ordinance to convey to authorize the conveyance of land owned by the City.

Pursuant to that requirement the ordinance on the following pages, Ordinance 2, 2015 Series is being presented here tonight. I recommend the Council introduce the ordinance tonight and a public hearing be scheduled for a meeting to be held on February 23rd. We did not originally have a meeting scheduled for that night, however the council has requested a workshop for that night already. Having a meeting to discuss this ordinance and then holding a workshop after that would accommodate both meetings.

If the council feels this ordinance should be acted up more quickly than the 23rd, the Charter requires a 7 day advance notice of the public hearing. This means the Council could hold a special meeting as early as February 18th on this topic.

Councilor _____ introduced the following ordinance:

Ordinance No. 2, 2015 Series
City of Caribou
County of Aroostook
State of Maine

AN ORDINANCE REGARDING THE SALE OF MUNICIPAL PROPERTY

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 (7) does ordain the following:

The City Council of the City of Caribou hereby authorizes the sale of municipally owned property located at Tax Map 031, Lot 011, Lot 032, and the westernly portion of Lot 090 of the 2013 Tax Maps. The lots to be sold are more accurately depicted on the following page labeled Exhibit A.

The City Manager is hereby authorized to execute any and all documentation necessary for the conveyance of said property.

This ordinance, being introduced on February 9, 2015 and a public hearing being held on _____, 2015 was duly passed by the City Council of the City of Caribou, Maine, this _____ day of _____ 2015.

Gary Aiken, Mayor

David Martin, Councilor

Shane McDougall, Councilor

Tiffany Stewart, Councilor

Philip J. McDonough II, Councilor

Jody Smith, Councilor

Joan Theriault, Councilor

Attest:

Jayne R. Farrin, City Clerk



OFFICE OF THE CITY MANAGER
CARIBOU, MAINE

To: Mayor, Council Members and Citizens of Caribou
From: Austin Bleess, City Manager
Date: February 9, 2015
Re: Introduction of Nuisance Property Ordinance

On the following pages is the Nuisance Property Ordinance that the Planning Board has been working on for the past several months. The Board took a lot of time to go over this ordinance, solicited feedback from residents and landlords over the past several months, and has vote to pass this ordinance on to the City Council with a recommendation for passage.

At the Public Hearing on February 4th no members of the public spoke in regards to this ordinance.

This ordinance will allow the City to better protect the health, safety, and welfare of the residents of the City of Caribou by reducing the recurrence of nuisance conduct in dwellings that disturbs the peace and tranquility of others.

The ordinance is on the following pages. Tonight the Council may introduce the ordinance and we can schedule a public hearing for our next regular meeting at which time the Council may act on it.

Councilor _____ introduced the following ordinance:

Ordinance No. 3, 2015 Series
City of Caribou
County of Aroostook
State of Maine

AN ORDINANCE CREATING CHAPTER 8, Article V Nuisance Property Ordinance

Short Title: Nuisance Property 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:

Article V of Chapter 8, Miscellaneous Offices, of the Caribou City Ordinances is hereby created.

Article V of Chapter 8, Miscellaneous Offices, of the Caribou City Ordinances shall read as follows:

**Chapter 8, Article V
Nuisance Property Ordinance**

501. Purpose; Legislative Findings.

The purpose of this Nuisance Property Ordinance is to protect the health, safety, and welfare of the residents of the City of Caribou by reducing the recurrence of nuisance conduct in dwellings that disturbs the peace and tranquility of others. The City has a substantial and compelling interest in protecting neighborhoods affected by conduct that unlawfully disturbs the peace and/or constitutes a nuisance, because such conduct adversely affects the health, safety, and welfare of residents, and diminishes the quality of life in neighborhoods where it occurs. Such nuisance conduct, and its impact, should be abated. This Nuisance Property Ordinance is required because other prohibitions and penalties under state law and the City Code have not adequately eliminated or controlled chronic, disorderly or nuisance activity in the City. The enactment of this ordinance is intended to alleviate the deleterious impact of chronic, unlawful or nuisance activity in dwelling places and neighborhoods by authorizing early and constructive intervention by the City's Police Department. The goal of the City of Caribou is to provide a framework for property owners and the City to work collaboratively to address nuisance issues in the community.

502. Definitions.

As used in this Ordinance, the following terms have the following meanings:

"Authorized agent" means the person or entity identified by the Owner as the Owner's authorized agent in the Caribou Property Management Designation Form on file with the City of Caribou.

"Chronic nuisance property" means any property at which five (5) or more nuisance activities have occurred in any sixty (60) day period, or ten (10) or more nuisance activities have occurred

in any one (1) year period.

“Hotel”, “bed & breakfast”, “rooming house” and “apartment building” shall have the same meanings as set forth in the Caribou Code.

“Nuisance activity” or “Nuisance conduct” means-

- a) any activity which constitutes a crime or civil infraction under either federal, state or local law;
- b) illegal sale, distribution or consumption of alcoholic beverages;
- c) disorderly conduct as defined in Title 17-A MRSA §501;
- d) illegal sale, manufacture, storing, use, possession or distribution of narcotics or other controlled substances or drug paraphernalia;

For the purpose of this ordinance, calls related to domestic violence complaints shall not be considered a nuisance activity or nuisance conduct.

For the purpose of this ordinance, calls related to a chronically ill person who has repeated visits by emergency services shall not be considered a nuisance activity or nuisance conduct.

“Owner” means any person or entity with legal title to the property or the beneficial interest in a property as recorded in the tax records of the City of Caribou or Aroostook Registry of Deeds.

“Police Chief” means the acting Chief of Police of the City of Caribou or other official of the Police Department as may be designated by the Police Chief.

“Residential property” means (a) a parcel of land on which a residential building or a building of mixed occupancy in which there is at least one residential occupancy, including, single and multi-family dwellings, apartment buildings and multi-family housing developments.

503. Administration; Notice; Meeting with Property Owner(s).

- a. The Police Department shall document and monitor the occurrence of nuisance conduct at properties in the City of Caribou.
- b. When any occurrence of nuisance conduct has taken place, it will be recorded by the Police Chief or his/her designee who shall provide written notice of the occurrence to the property owner and the authorized agent in accordance with Section 509.
- c. Each written notice of nuisance conduct shall identify the property, describe the nuisance conduct and advise that subsequent nuisance conduct may result in the property being classified as a chronic nuisance property. The notice shall request that the property owner (or the owner’s duly authorized agent) contact the Police Chief within ten (10) days to discuss the nuisance incident and develop a plan to

abate the nuisance and prevent a recurrence.

- d. An owner wishing to appoint an agent with the authority to act on the owner's behalf must complete the City of Caribou Property Management Designation Form. Only agents duly appointed through the approved Property Management Designation process shall be authorized to act on behalf of the Owner. If an owner has completed a Property Management Application Form with the City office, all written notices will be mailed to the authorized agent in addition to the owner.

504. Declaration of a Chronic Nuisance Property

- a. If there have been five (5) or more documented occurrences of nuisance conduct at any property in any sixty (60) day period, or ten (10) or more occurrences of nuisance conduct in the preceding year, the property shall be classified as a chronic nuisance property.
 - i. For purposes of calculating the number of occurrences of nuisance conduct which have occurred at a particular property, the following rules shall apply:
 1. All occurrences of nuisance conduct which occur at a single family residence, multi-family residence of 1-4 units, bed and breakfast, hotel, motel, or rooming house shall be counted against the property as a whole regardless of the number of units;
 2. With respect to apartment buildings with 5 or more units, a property will only be classified as chronic nuisance property if any individual apartment unit exceeds the specified limit. By way of example, a 30 unit apartment complex will only be classified as a chronic nuisance property if there are 5 or more occurrences of nuisance conduct at the same apartment unit in any 60 day period or 10 or more occurrences at the same unit in any one year period.
- b. Whenever a property is classified as a chronic nuisance property, the City shall cause the owner of the property to be notified, in writing, of such classification and of the events which form the basis for that designation. The notice shall require the owner or owner's agent to meet with the Police Chief or his designee(s) within ten (10) business days from the date of delivery of the written notification to identify ways to prevent additional nuisance conduct at the property.
- c. At the time of the nuisance property meeting required under section 504 (b), the owner or his/her designee shall be obligated to provide to the city the following documentation:
 - i. A copy of the names of all tenants or other persons authorized to reside or presently residing in the building(s) on the property and the units they occupy;
 - ii. Copies of all leases with tenants residing in the building(s) on the

- property; and
- iii. Contracts with any property manager or other person responsible for the orderly operation of the property;

In addition, the owner or his/her designee must agree to take effective measures to abate the nuisance activity which measures shall be memorialized in a written remediation agreement at the conclusion of the meeting with the City. The written agreement shall be signed by both parties and be implemented by the owner within seven 7 days of said meeting unless another date is agreed upon.

505. Duration of Chronic Nuisance Property Classification.

The chronic nuisance property classification shall be removed from the property by the Chief of Police upon the Chief's determination that:

- a. The passage of 180 days without any nuisance conduct at the property;
- b. Payment of all civil penalties and costs arising from enforcement;
- c. Satisfactory implementation of the remediation agreement agreed upon between the City and owner.

506. Declaration of Public Nuisance

A chronic nuisance property is hereby declared to be a public nuisance.

The owner of residential property shall provide sufficient control, oversight, monitoring and management of the property to prevent the same from becoming a chronic nuisance property.

The owner of a chronic nuisance property shall be responsible for taking all necessary measures to abate or eliminate the public nuisance.

507. Violations

- a. No owner of property shall maintain or allow to be maintained a chronic nuisance property as defined in this Ordinance. Each and every day that a nuisance activity occurs on a property after it has been classified as a chronic nuisance property shall constitute a separate offense.
- b. It is a further violation of this Ordinance for any owner to:
 - i. refuse to meet with the Police Chief or other authorized City official as required by Section 504 (b), or to have the owner's duly authorized agent meet with the Chief; or
 - ii. refuse to enter into a written remediation agreement as required by Section 504 (c); or
 - iii. fails to fully implement the remediation agreement in compliance with the timetable specified in the agreement; or
 - iv. fails to abate or eliminate the public nuisance caused by a chronic

nuisance property.

508. Civil Penalty

Any person who is found in violation of any provision of this Ordinance shall be subject to a civil penalty of not less than \$250.00 and not more than \$2,500.00. Each violation of a separate provision of this Ordinance and each day of violation shall constitute separate offenses.

In addition, if the City is the prevailing party in any enforcement action, said Owner shall also be liable for all reasonable expenses incurred by the City in enforcement, including City of Caribou staff time, attorney fees and costs. All civil penalties shall inure to the benefit of the City of Caribou.

509. Notices

Any notice authorized or required within this article shall be deemed delivered to the owner as follows:

- a. if notice is provided by certified mail, return receipt requested, the date the owner signs the receipt; or
- b. the date the owner is personally served by a Caribou police officer; or
- c. the date the owner is personally served by another person authorized to effect service of process.

510. Other Remedies

In addition to a civil penalty, the City may seek injunctive relief in any legal action to enforce this Ordinance and to abate the public nuisance.

This ordinance, being introduced on February 9, 2015 and a public hearing being held on _____, 2015 was duly passed by the City Council of the City of Caribou, Maine, this _____ day of _____ 2015.

Gary Aiken, Mayor

David Martin, Councilor

Shane McDougall, Councilor

Tiffany Stewart, Councilor

Philip J. McDonough II, Councilor

Jody Smith, Councilor

Joan Theriault, Councilor

Attest:

Jayne R. Farrin, City Clerk