



City of Caribou, Maine

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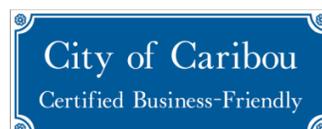
AGENDA Caribou City Council Regular City Council Meeting 6:00 P.M. Monday, March 23, 2015 Caribou City Council Chambers

1. Public Input
 - a) Caribou Snowmobile Club
2. Declaration of Conflicts of Interest from the City Council regarding any agenda item.
3. Consider authorizing the minutes of the following meetings:
 - a) March 9, 2015 Council Meeting 2-4
4. Consent Agenda
 - a) February 2015 Police Department Report 5-6
 - b) Approval of Quit Claim Deeds 7
 - c) Road Weight Limits 8
5. Mobile Home Park Ordinance 9-12
6. Downtown Parking Lot Ordinance 13-15
7. Snow Removal Ordinance 16-17
8. Other Business
9. Executive Session pursuant to 1 MRSA § 405(6)(D) to discuss union negotiations with New England Police Benevolent Association Local 605.
10. Executive Session pursuant to 1 MRSA § 405(6)(A) to discuss a personnel issue.

Upcoming Meeting Dates:

Regular City Council Meeting April 13, 2015 at 6pm

Regular City Council Meeting April 27, 2015 at 6pm



A regular meeting of the Caribou City Council was held 6:00 p.m. on Monday March 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.

Department Managers: Penny G. Thompson, Tax Assessor and Scott Susi, Fire Chief.

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

Council Agenda Item #1: Public Input

Yvette Seaman requested to speak but did not attend the meeting.

Paul R. Camping, 710 Grimes Road, spokesperson for the Caribou Secession Committee, submitted the secession petition to the municipal officers so it can be certified by the Clerk.

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) February 23, 2015 Council Meeting
- b) February 23, 2015 Council Workshop

Motion made by P. McDonough, seconded by J. Smith, to approve the minutes of the February 23, 2015 Council Meeting and February 23, 2015 Council Workshop as presented. (6 yes) So voted.

Council Agenda Item #4: Consent Agenda

- a) February 2015 Fire/Ambulance Department Report
- b) February 2015 Library Department Report
- c) February 2015 Parks and Rec Department Report
- d) Approval of Quit Claim Deeds
 - 1. Roger J. and Natalie F Saucier, Map 2, Lot 29
 - 2. Ronald L. Gagnon, Map 15, Lot 10-A
 - 3. Daniel Bourgoine, Map 5, Lot 48
 - 4. Daniel Bourgoine, Map 9, Lot 30
- e) Approval of Road Weight Limit Permit
 - 1. Maine Department of Transportation
- f) February 2015 Financials

The City Manager answered several questions from Mayor Aiken regarding the February 2015 Financials. It was suggested by the Mayor that the Director of Finance attend the meeting when financials are reviewed so questions can be answered. Manager Bleess requested the Councilors' questions in advance so any research may be completed prior to the meeting.

Motion made by P. McDonough, seconded by J. Theriault, to approve the Consent Agenda with Business Items A-F as presented. (6 yes) So voted.

Council Agenda Item #5: Mobile Home Park Ordinance

Councilor Smith introduced Ordinance No. 6, 2015 Series, An Ordinance amending Chapter 13, Section 13-408, Mobile Home Parks, Short Title: Manufactured Housing Ordinance.

Public Hearing scheduled for March 23, 2015.

Council Agenda Item #6: Ordinance recommendations from Highway and Protection Committee

Councilor McDonough introduced Ordinance No. 4, 2015 Series, An Ordinance amending Chapter 12 Traffic, Short Title: An ordinance amending downtown parking lot restrictions.

Public Hearing scheduled for March 23, 2015.

Councilor McDonough introduced Ordinance No. 5, 2015 Series, An Ordinance amending Chapter 11 Streets, Short Title: An ordinance amending snow removal.

Public Hearing scheduled for March 23, 2015.

Council Agenda Item #7: 28 Hammond Street

Motion made by J. Smith, seconded by J. Theriault, to allow TD Bank to purchase 28 Hammond Street contingent that all taxes, fees, and interest totaling \$2,671.09 are paid in full by the close of business on March 13, 2015. (4 yes, 2 no, P. McDonough, S. McDougall) So voted.

Council Agenda Item #8: Authorizing Sale of Tax Acquired Property

Map 28, Lot 78 – 22 York Street

Minimum Bid \$18,000

Stev Rogeski \$18,300

Map 34, Lot 167 – 8 South Park Street

Minimum Bid \$8,000

Danielle McLaughlin \$8,000

Mortgage Menders \$7,585

Motion made by J. Smith, seconded by D. Martin, to accept the bid of \$18,300 from Stev Rogeski for Map 28, Lot 78 – 22 York Street and the bid of \$8,000 from Danielle McLaughlin for Map 34, Lot 167 – 8 South Park Street. (6 yes) So voted.

Council Agenda Item #9: Application Approvals

Motion made by P. McDonough, seconded by D. Martin, to approve the liquor license application and special amusement application for Gary St. Peter d/b/a Napolis Restaurant LLC. (6 yes) So voted.

Council Agenda Item #10: Other Business

- a) When asked by Councilor Martin about the Assistant City Manager position, Manager Bless stated that this subject will be on the agenda for the next meeting.
- b) A couple that bid on one of the tax-acquired properties spoke in opposition to the tax-acquired bidding practices of the city.
- c) Investment Committee meeting scheduled for 6:00 p.m. March 19, 2015 in Council Chambers.

Council Agenda Item #11: Executive Session pursuant to 1 MRSA §405(6)(D) to discuss union negotiation with Teamsters Local Union No. 340

6:32 p.m. Time In. Motion made by P. McDonough, seconded by J. Theriault, to move to Executive Session pursuant to 1 MRSA §405(6)(D) to discuss union negotiation with Teamsters Local Union No. 340. (6 yes) So voted.

7:13 p.m. Time Out. Motion made by P. McDonough, seconded by D. Martin, to move out of Executive Session. (6 yes) So voted.

No action taken.

Meeting declared adjourned at 7:15 p.m.

Upcoming Meeting Dates:

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

Regular City Council Meeting April 13, 2015 at 6:00 p.m.

Jayne R. Farrin, Secretary

Caribou Police Department					
FEBRUARY 2015 MONTHLY REPORT					
OFFENSE		Amount	OFFENSE		Amount
1	Complaints	3042	40	Violation of Interim License	0
2	Motor Vehicle Accidents	26	41	Following Too Close	0
3	Escorts	2	42	Violation of Permit	1
4	Theft Complaints	11	43	Failure to Stop at Stop Sign	3
5	Crim. Mischief Complaints	10	44	Failure to Stop for Pedestrians	0
6	Animal Complaints	9	45	Passing Stopped School Bus	0
7	Domestic Complaints	6	46	Stops and Checks M/V	2432
8	Burglary Complaints	2	47	Parking Tickets	1
9	Oper. M/V Under the Infl.	4	48	Business Alarms	14
10	Criminal Trespass Comp.	4	49	M/V Permits	6
11	Motor Vehicle Theft	2	50	Handling Prisoners	38
12	Unsecured Doors&Windows	2	51	Running Intoxilyzer	8
13	Motor Vehicle Complaints	32	52	No Insurance	5
14	Missing Persons	5	53	Warrant Arrests	6
15	Harassment Complaints	14	54	Neg. Worthless Instrument Arrests	1
16	Assault Complaints	5	55	Leave the Scene of Accident	1
17	O.A.S. Arrests	7	56	Failure to Yield the Right of Way	2
18	Juvenile Complaints	6	57	Arson Complaints	2
19	Fight Complaints	13	58	Suicide Complaints	0
20	Noise Complaints	14	59	Disorderly Conduct Complaints	15
21	Criminal Threat Complaints	6	60	Unlawful Sexual Contact	3
22	Lost & Found	4	61	Gross Sexual Contact	1
23	Neg. Worthless Inst. Comp.	1	62	Unattended Death Reports/Hospice	1
24	Prowler Complaint	3	63	Burglary Arrests	0
25	Criminal Trespass Arrest	1	64	Violation of Probation Arrests	0
26	Assist Other Agencies	49	65	Criminal Records Check	28
27	Assault Arrest	0	66	Refusal to Sign U.T.T.	0
28	Drunk Complaint	2	67	Violation of Liquor Laws Arrests	4
29	Litter Complaint	0	68	Violation of Tobacco Laws Arrests	1
30	Theft Arrest	1	69	Violation of Drug Laws Arrests	2
31	Oper.Unregistered M/V	2	70	Mental Subjects	4
32	Oper M/V Without a License	6	71	Snowsled & Snow Complaints	0
33	Driving To Endanger	0	72	Juvenile Arrests	2
34	Expired Inspection	16	73	Prov. A Place for Minors to Consume Alc.	1
35	Inadequate Exhaust	0	74	Criminal Mischief Arrests	2
36	Unnecessary Noise	0	75	Violation of Bail Conditions	1
37	Eluding an Officer	0	76	Seatbelt Violation	0
38	Speeding	42	77	Disorderly Conduct Arrests	0
39	Fail to Stop for an Officer	0	78	Receiving Stolen Property	0



OFFICE OF THE CITY MANAGER
CARIBOU, MAINE

To: Mayor and Council Members
From: Austin Bleess, City Manager
Date: March 23, 2015
Re: Approval of Quit Claim Deeds

The property at 28 Hammond Street has been paid as per the agreement Council approved at our last meeting. The property needs to be deeded back to the owner of record.



OFFICE OF THE CITY MANAGER
CARIBOU, MAINE

To: Mayor and Council Members
From: Austin Bleess, City Manager
Date: March 23, 2015
Re: Road Weight Limits

The following is a list of roads that Dave Ouellette, Public Works Director, is recommending closure for all vehicles over 23,000lbs, with the exception of fuel deliveries and emergency vehicles.

Albair Road	Old Washburn Road
Bowles Road	Plante Road
Caribou Lake Road	Railroad Street
George Watson Memorial Drive	Richards Road
Hardison Road	Vance Road
Maysville Road	West Gate Road
Ogren Road	

We will need Council authorization to allow Director Ouellette to post these roads as closed to vehicles over 23,000 lbs.



OFFICE OF THE CITY MANAGER
CARIBOU, MAINE

To: Mayor and Council Members
From: Austin Bleess, City Manager
Date: March 23, 2015
Re: Mobile Home Park Ordinance

The Planning Board is presenting the Council with the Mobile Home Park Ordinance. The Mobile Home Park Advisory Committee spent a great deal of time last year working on this ordinance. The Planning Board has reviewed this and held a public hearing on this. No one from the public spoke at the public hearing.

The ordinance repeals the current ordinance that has a number of requirements including dimensional requirements, road design, utility requirements, lighting, solid waste removal and more.

For the most part this ordinance requires construction to be done according to state standards. It requires a list of mobile homes to be presented to the assessor by April 15 of each year. This will be helpful in the assessing process and also help the city to keep track of the movement of trailers.

One question that the Planning Board had that I followed up on the state with was on the definition of pitched shingle roof. The Manufactured Housing Board is certainly okay with metal roofs that we have today, and that would be allowed with under the current definition. The definition was more to not allow metal that would typically be seen on barns or siloes from being used as roofing materials.

The Council introduced the ordinance at their last meeting. Tonight we must have a public hearing on it after which the Council may act on the ordinance.

Councilor _____ introduced the following ordinance:

Ordinance No. 6, 2015 Series
City of Caribou
County of Aroostook
State of Maine

AN ORDINANCE AMENDING CHAPTER 13, SECTION 13-408, MOBILE HOME PARKS

Short Title: Manufactured Housing Ordinance.

The City Council of the City of Caribou, County of Aroostook, State of Maine, pursuant to the requirements of the City of Caribou Charter, Section 2.11 (1) does ordain the following:

Section 13-408, Mobile Home Parks, of Chapter 13, The Land Use Ordinances of the City of Caribou, of the Caribou City Ordinances is hereby repealed.

Section 13-408, Mobile Home Parks, of Chapter 13, The Land Use Ordinances of the City of Caribou, of the Caribou City Ordinances is hereby created and shall read as follows:

MANUFACTURED HOUSING ORDINANCE, CITY OF CARIBOU

Purpose: The purpose of this ordinance is to ensure quality, safe, and affordable housing for Caribou residents.

1. Mobile Home Parks & Manufactured Housing Administration

- a) A mobile home park shall comply with the standards contained within this Ordinance, the Maine Manufactured Housing Board and all other applicable state statutes regarding the establishment and maintenance of a mobile home park.
- b) The owner of a mobile home park must maintain a list of all tenants containing the following information: name and mailing address of each owner of manufactured housing located within the park, manufacturer's name, model number, year, serial number, and lot identification/number. This list must be submitted annually to the assessor's office by April 15 with information current as of April 1.
- c) No manufactured housing may be moved into a mobile home park nor any Certificate of Occupancy issued for any mobile home park which does not have a current license with the State of Maine to operate as a mobile home park or a park which has been determined by the Code Enforcement Officer to be out of compliance with this ordinance.
- d) Mobile home parks constructed after the effective date of this ordinance are required to undergo City of Caribou subdivision and site design review with all plans prepared by a certified engineer.

- e) Upon the effective date of this ordinance, owners of mobile home parks must obtain a permit from City Code Enforcement Officer before any manufactured housing unit is allowed to enter the mobile home park.
- f) A mobile home park owner wishing to appoint an agent who can act on the park owner's behalf must complete the City of Caribou Property Management Application form. Only agents duly appointed through the approved Property Management Application process shall be authorized to act on behalf of the park owner.
- g) Mobile home park owners are responsible for compliance with the City of Caribou Property Maintenance Code for all lots within the park regardless of the ownership of the manufactured housing unit.
- h) No manufactured housing may be occupied until a Certificate of Occupancy has been issued by the Code Enforcement Officer or at his/her discretion the Building Inspector.
- i) No manufactured housing may be brought into Caribou or moved within the City without written proof of property tax being paid for the current tax year and all previous years from Caribou or the municipality where the housing unit was last assessed.
- j) No mobile homes shall be brought into the City that are not manufactured according to the National Manufactured Housing Construction and Safety Standards Act of 1974, 42 U.S.C. 5401 et seq.; 24 CFR Part 3280 and Part 3282.

2. Manufactured Housing Design Standards

Manufactured Housing Design Requirements- All manufactured housing to be located to within the City from outside of the City or all manufactured housing relocated from within the City after the effective date of this Ordinance must comply with the following:

- a) Maine Manufactured Housing Board Standards for installation for newly constructed units.
- b) Shall be placed on a permanent foundation.
- c) All manufactured housing located on private lots or in mobile home parks whether rented, leased or owned are required to have siding that is residential in appearance or the original factory installed siding.
- d) All manufactured housing is required to be enclosed between the bottom of the home and the ground with material that is residential in nature or the original factory installed siding.
- e) A pitched shingled roof or the factory installed roof.

- f) Accessory structures, including but not limited to decks, porches, car ports, garages, steps, ramps, entry ways, covered entry ways, which are not part of the original manufactured housing as approved by the State of Maine are subject to City building and zoning codes including, but not limited to, land use ordinances and the Maine Uniform Building and Energy Code.

3. Definitions

The terms “Manufactured Housing”, “Mobile Home Park”, “Mobile Home Park Lot”, “Mobile Home Subdivision or Development”, “Permanent Foundation” and “Pitched, Shingled Roof” shall have the same definitions as set forth in Title 30-A MRSA Section 4358 as it may be amended, from time to time.

4. Effective Date

This ordinance shall become effective in accordance with the Caribou City Charter Section 2.12(d).

This ordinance, being introduced on _____, 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 and Council Members
From: Austin Bleess, City Manager
Date: March 23, 2015
Re: Downtown Parking Lot Ordinance

At the recent Highway and Protection Committee meeting there was good discussion on the parking lot ordinance and the ordinance on sidewalks.

The Committee, along with the Chief of Police and the Public Works Director, discussed how to best simplify the ordinance both for the city to enforce and the citizens to understand. As such the parking lot ordinance is proposed to be rewritten to allow overnight parking in two parking lots only. This would be allowed along the fence of the South Hatch Drive (Albair Parking Lot) and along the back wall of the North Downtown Mall Parking lot, where it is currently allowed today.

The second part of this change in Ordinance 4 removes the handicap parking spaces from being designated in the city ordinance, and instead provides the Police Chief and City Manager the authority to designate handicapped spaces in accordance with the Americans With Disabilities Act.

The Council introduced the ordinance at their last meeting. Tonight we must have a public hearing on it after which the Council may act on the ordinance.

Councilor _____ introduced the following ordinance:

Ordinance No. 4, 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 hereby repealed

Section 2: Chapter 12, Section 410 **Parking Lot Regulations of the Caribou City Code** shall read 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) Parking in public parking lots shall be as follows:
 - a) Overnight, 11:00pm to 6:00am, parking is allowed only in the North Downtown Mall Parking lot along the retaining wall and in the South Hatch Drive (Albair) Parking Lot along the western edge of the parking lot (along the fence). Overnight parking is not allowed in any other public parking lots.
 - b) Parking in spaces adjacent to buildings shall be limited to two (2) hours during business hours.
 - c) Parking of trucks other than pickup trucks is prohibited in all public parking lots.
- 3) Lot in front of Municipal Building, parking shall be limited to fifteen (15) minutes.
- 4) Parking at 6 Water Street shall be limited to two (2) hours.

Section 3: Chapter 12, Section 413 **Designated Handicapped Parking Spaces** is hereby repealed.

Section 4: Chapter 12, Section 413 **Designated Handicapped Parking Spaces** shall read as follows:

The City Manager and the Chief of Police are hereby authorized to designate handicap parking spaces in accordance with the Americans with Disabilities Act.

This ordinance, being introduced on March 9, 2015 and a public hearing being held on March 23, 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 and Council Members
From: Austin Bleess, City Manager
Date: March 23, 2015
Re: Snow Removal Ordinance

Ordinance 5, 2015 Series, deals with snow removal on sidewalks. The ordinance would put responsibility of removal of the snow from sidewalks onto the property owner, rather than on the city.

This ordinance change comes out of the Highway and Safety Committee as well.

The ordinances are on the following pages. The Council can introduce this ordinance tonight. A public hearing will be scheduled for our next meet and the Council can act on the ordinance at that time.

Councilor _____ introduced the following ordinance:

Ordinance No. 5, 2015 Series
City of Caribou
County of Aroostook
State of Maine

AN ORDINANCE AMENDING CHAPTER 11 **STREETS**

Short Title: An ordinance amending snow removal.

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:

Sec. 11-201 Snow Removal on Sidewalks Required

Within the urban compact zone ~~limits of the business section~~ of Caribou, the occupant of a building property therein shall be responsible for the removal of all accumulation of snow, ice and debris from the sidewalk in front of ~~his~~ the building property. If the said building property is vacant for one reason or another, the owner is still responsible to the removal of same.

Sec. 11-202 Placing Snow on Public Way

Except for in the business district, It shall be unlawful for a person to place snow or ice on a public way. "Public way" means any public way or sidewalk, private way laid out under authority of statute, way dedicated to public use, way upon which the public has a right of access or has access as invitees or licenses, or way under the control of park commissioners or a body having like powers.

This ordinance, being introduced on _____, 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