



City of Caribou, Maine

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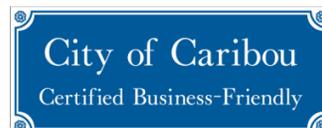
AGENDA Caribou City Council Regular City Council Meeting 6:00 P.M. Monday, March 9, 2015 Caribou City Council Chambers

1. Public Input
 - a) Yvette Seaman
2. Declaration of Conflicts of Interest from the City Council regarding any agenda item.
3. Consider authorizing the minutes of the following meetings:
 - a) February 23, 2015 Council Meeting 2-5
 - b) February 23, 2015 Council Workshop 6-7
4. Consent Agenda
 - a) February 2015 Fire/Ambulance Department Report 8-9
 - b) February 2015 Library Department Report 10
 - c) February 2015 Parks and Rec Department Report 11
 - d) Approval of Quit Claim Deeds 12
 - e) Approval of Road Weight Limit Permit 13
 - f) February 2015 Financials
5. Mobile Home Park Ordinance 14-17
6. Ordinance recommendations from Highway and Protection Committee 18-21
7. 28 Hammond Street 22
8. Authorizing Sale of Tax Acquired Property 23
9. Application Approvals 24
10. Other Business
11. Executive Session pursuant to 1 MRSA § 405(6)(D) to discuss union negotiations with Teamsters Local Union No. 340

Upcoming Meeting Dates:

Regular City Council Meeting March 23, 2015 at 6pm

Regular City Council Meeting April 13, 2015 at 6pm



A regular meeting of the Caribou City Council was held 6:00 p.m. on Monday February 23, 2015 in Council Chambers with following members present: Deputy Mayor David Martin, Philip McDonough II, Joan L. Theriault, Shane McDougall, Tiffany J. Stewart, and Jody R. Smith. Mayor Aiken was absent and excused.

Austin Bless, City Manager was present.

Department Managers: Penny G. Thompson, Tax Assessor; Scott Susi, Fire Chief; Michael Gahagan, Police Chief; and Gary Marquis, Supt. Of Parks & Recreation.

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) February 5, 2015 Council Workshop
- b) February 9, 2015 Council Meeting

Motion made by P. McDonough, seconded by J. Smith to approve the minutes of the February 5, 2015 Council Workshop and February 9, 2015 Council Meeting with the following amendment to Council Meeting Agenda Item #7 changing Robby Jandreau to Robby Jalbert (6 yes) So voted.

Council Agenda Item #4: Consent Agenda

- a) Approval of Quit Claim Deed
 - 1. Farmers Realty Trust - Map 15 Lot 49

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

Council Agenda Item #5: Ordinance Regarding Sale of City Property

6:02 p.m. Public Hearing Opened.

Philip St. Peter, owner of Caribou Office Park, located at 7 Hatch Drive, stated that building was originally built some 35 years ago to house the Maine Department of Human Services and this brought 80 employees to Caribou. Mr. St. Peter did confirm the City of Caribou had offered to sell him the parking lot in front of Caribou Office Park three times.

Clinton St. Peter, son of Philip and Janice St. Peter, spoke in opposition to the proposed sale of nearly all the parking spaces located in front of the Caribou Office Park. Mr. St. Peter questions why his family wasn't offered first refusal. The sale of parking spaces will negatively affect their tenants and the value of the family's building. When asked about the number of spaces needed to accommodate their

tenants, Mr. St. Peter stated that they would need about half of the spaces located in the lot. He requested that the City look at a different option other than selling nearly all the spaces in front of the Office Park as it is unreasonable for their parking to go from 65 to 17 spaces.

Deputy Mayor Martin stated that Sitel wants one hundred parking spaces.

Katherine Anderson, owner of Professional Home Nursing and tenant of Caribou Office Park, spoke in opposition to the proposed sale of the parking spaces at 7 Hatch Drive. Ms. Anderson stated that her organization has been around for 20 years, services all of Aroostook County, and their only office is at 7 Hatch Drive. Professional Home Nursing employs 25 individuals and is one of nine businesses that provide services out of Caribou Office Park.

6:39 p.m. Public Hearing Closed.

Council discussion. When asked by Councilor Smith as to the number of parking spaces needed, Clinton St. Peter stated that he and his family would want 27. There was discussion as to whether the location of the 100 parking spaces needed by Sitel could be negotiated.

Deputy Mayor Martin allowed Curt Anderson to speak. Mr. Anderson wonders if Sitel might consider using some other underutilized parking lots. Debbie Sutherland stated that the “back wall” in the North Mall parking lot is full with vehicles. The Cary Medical Center Billing Department uses 35 spaces and additional spaces are used by individuals going to the dance studio.

Councilor McDonough stated what was being discussed tonight had been discussed at Council meetings. The chosen parking lots meet the needs of Sitel.

Deputy Mayor Martin asked the City Manager if we could speak with Sitel to see if something can be arranged so Mr. St. Peter’s could get 10 additional parking spots. Mr. Bless stated we could always speak to them to see what could be worked out, but he cautioned the Council that there is the need to approve an ordinance if the City is to sell the building to accommodate Sitel’s timeline. The parking lots and the building are a package deal and Mr. Bless reminded the Council that the Council had spent a great deal of time looking at the parking lots across the downtown plus the Collins Street property where a parking lot could be developed. The proposed Ordinance is what the Council had settled on. Mr. Bless expressed his concern that a change in the parking structure at this time could ruin the deal.

Councilor Stewart noted that as more businesses move into the downtown area, it will be necessary for people to walk a little further than what they have done in the past.

An ordinance goes into effect 30 days following Council adoption. If adopted this evening it would be approximately March 25, 2015 before it goes into effect. There leaves about six days to have the closing. The proposed ordinance can be amended without a new public hearing as long as the amendment doesn’t grossly change the substance of the ordinance. There was discussion about striking the words “westernly portion of” from the proposed ordinance.

Motion made by J. Smith, seconded by T. Stewart, to amend Ordinance No. 2, 2015 Series, An Ordinance regarding the Sale of Municipal Property, by striking the words “westernly portion of”. (3 yes, T. Stewart, J. Smith, D. Martin, 3 no, J. Theriault, S. McDougall, P. McDonough) Motion failed.

Motion made by P. McDonough, seconded by J. Theriault, to adopt Ordinance No. 2, 2015 Series, An Ordinance regarding the Sale of Municipal Property as presented. (3 yes, P. McDonough, S. McDougall, J. Theriault, 3 no, T. Stewart, J. Smith, D. Martin) Motion failed.

The Manager strongly encouraged a motion to reconsider which would have to be made by someone who voted on the prevailing side of the last motion, which was the “no” vote, unless the Council wants to call a Special Council Meeting for the 24th or 25th. Mr. Bless stated that he doesn’t think this is an issue that we should let die with a tie vote.

Motion made by T. Stewart, seconded by J. Smith, to move to reconsider the vote on the motion to adopt Ordinance No. 2, 2015 Series, An Ordinance regarding the Sale of Municipal Property as presented. (6 yes) So voted.

Motion made by J. Smith, seconded by T. Stewart, to adopt Ordinance No. 2, 2015 Series, An Ordinance regarding the Sale of Municipal Property, with the amendment to strike the words “westernly portion of”. (5 yes, T. Stewart, J. Smith, D. Martin, J. Theriault, S. McDougall, 1 no, P. McDonough) So voted.

Motion made by J. Smith, seconded by D. Martin, to ask Sitel if they are willing to swap for 10 slots along the south westerly side of Washburn Street. (2 yes, J. Smith, D. Martin, 4 no, J. Theriault, T. Stewart, S. McDougall, P. McDonough) Motion failed.

Council Agenda Item #6: Nuisance Property Ordinance

7:40 p.m. Public Hearing Opened.

No public input.

7:41 p.m. Public Hearing Closed.

Motion made by P. McDonough, seconded by J. Theriault, to adopt Ordinance No. 3, 2015 Series, An Ordinance creating Chapter 8, Article V Nuisance Property Ordinance, Short Title: Nuisance Property Ordinance as presented. (6 yes) So voted.

Councilor McDonough thanked the Planning Board, Landlords, and staff for their hard work developing this ordinance.

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

Motion made by P. McDonough, seconded by J. Smith, to place out to bid four properties located at:

1. Map 27 Lot 8 – 11 Lower Washington Street – Minimum Bid \$17,000
2. Map 28 Lot 78 – 22 York Street – Minimum Bid \$18,000
3. Map 34 Lot 167 – 8 South Park Street – Minimum Bid \$6,000
4. Map 35 Lot 137 – 28 Hammond Street – Minimum Bid \$8,000

(6yes) So voted.

Council Agenda Item #8: Other Business

- A. Highway and Protection committee to meet at 10:00 a.m. on February 24th in Council Chambers.
- B. Council Workshop to follow adjournment.

Motion made by P. McDonough, seconded by J. Theriault to adjourn the meeting at 7:42p.m. (6 yes) So voted.

Upcoming Meeting Dates:

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

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

Jayne R. Farrin, Secretary

A workshop meeting of the Caribou City Council was held 7:53 p.m. on Monday February 23, 2015 in Council Chambers with following members present: Deputy Mayor David Martin, Philip McDonough II, Joan L. Theriault, Shane McDougall, Tiffany J. Stewart, and Jody R. Smith. Mayor Aiken was absent and excused.

Austin Bless, City Manager was present.

Department Managers: Penny G. Thompson, Tax Assessor; Scott Susi, Fire Chief; Michael Gahagan, Police Chief; and Gary Marquis, Supt. Of Parks & Recreation.

Time Warner covered the meeting.

Item #1: Shared dispatching between police and fire

City Manager read his memo with the following points:

- Currently the Fire Department does not dispatch 911 calls for medical emergencies as they go to either Penobscot or Houlton.
- Fire Department staff could not be reduced resulting in any cost savings if the Police Department took over dispatching.
- Fire Department staff would need additional training to dispatch for the Police Department.
- Moving Police dispatching to Fire Station may allow three police positions to be eliminated resulting in first year savings of \$166,722 and would see the local jail being closed and prisoners being transported to Houlton at a cost of \$30,600.
- Citizens would no longer be able to walk into the police station and speak with a police officer

Council questions were answered by the Police and Fire Chiefs. Chief Gahagan noted that throughout the State of Maine, there aren't any Fire Departments that do Police dispatching. The new Comprehensive Plan includes the plan to join the Police and Fire Departments in a new public safety building. The Caribou and Houlton County jails are the only two in Aroostook County. The Police Chief sees the need to keep Caribou's jail open. Over the years, the Police Chief has seen other types of dispatching tried and in his opinion the current system works the best.

Council discussion.

Item #2: Utilizing Basic EMTs

City Manager read his memo with the following points:

- Wages: The difference between a basic EMT versus a paramedic is \$141.02 or \$7,333.04 per year.
- Switching to only having 3 paramedics on each crew could see the City's ambulance license drop from ALS to a Basic License.
- ALS calls are paid at a higher rate than Basic resulting in a loss of \$96.00 per local call or approximately a loss in revenue of \$122,800 per year.
- The switch to Basic would mean the City could no longer do ALS Transfers resulting in approximate loss in revenue of \$569,563.70.

- Switching to 6 Basics would save \$43,998.24 but result in a loss of revenue of \$692,443.70.

Fire Chief answered Council questions. The Chief commented that it is getting to be more difficult to hire paramedics as the training is longer than that of nursing and the pay is less. Council discussion.

Item #3: Cary Medical Center

City Manager read his memo with the following points:

- During the budget process there was discussion regarding Cary Medical Center and speaking with them about a Fee For Service agreement.
- Cary Medical Center is a department of the City and not a non-profit like that other organizations the City has service agreements with.
- If Council is interested in approaching Cary, then the City Manager recommends a letter be sent to the Board of Directors.

Council discussion. The City Manager noted that Cary Medical Center is one of a few hospitals around the nation that are municipal owned. Pines Health Services is a non-profit. The Fire Chief stated that Cary Medical pays the cost of flight nurses.

Item #4: Building Permit Fees

There was discussion of changing the fee from construction cost estimates to square footage. The City Manager noted that there is great deal of work that needs to be done to make such a change. Demolition permit fees were discussed. Council discussion.

Council Consensus: For staff to do further in-depth analysis and report back.

Item #5: Other Areas

None.

Motion made by T. Stewart, seconded by J. Smith, to adjourn the meeting at 8:40p.m. (6 yes) So voted.

Upcoming Meeting Dates:

Regular City Council Meeting March 9, 2015 at 6:00 p.m.
Regular City Council Meeting March 23, 2015 at 6:00 p.m.

Jayne R. Farrin, Secretary

**CFAD MONTHLY REPORT
February 2015**

Total Fire/ Rescue Calls 25
 -Alarms for Fires (33) 6
 -Alarms for Rescues (66)
 -Silent Alarms 19 (1 Still Call)
 -Haz-Mat
 -Grass Fires
 -Chimney Fires 3
 -False Alarms 1
 -10-55's 4
 -Aid to Police 1 Fire Marshal
 -Public Service 1 Stby

Total Hours Pumped 8
 Gallons of Water Used 32,700
 Amt. of Hose used: 1,000'
 Ladders Used (in Feet): 42' (75' Ariel)___3_
 Thermal Imaging Camera Used: 4
 CO2 Meter Used: 4
 Rescue Sled & Snowmobile:
 Rescue Boat:
 Jaws Used:

MUTUAL AID TO:

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

Total Amb. Calls 147 Inc. Air & Assists
 - Ground Amb.: 131
 - Air Amb. Flights: 6
 - Amb. Assist Calls: 10
 - ALS Calls 98
 - BLS Calls 31
 - No Transport 8
 - Calls Turned Over: 5 = \$3,515
 Total Out of Town Amb. Calls 22
 Total Out of Town Fire/Rescue Calls 3
 Est. Fire Loss, Caribou \$89,000
 Est. Fire Loss, out of City \$5,000
 Total Est. Fire Loss \$94,000
 Total Maint. Hours 33.5
 Total Training Hours 147.5 mhrs
 Miles Traveled by all Units 9,120
 Fire Permits Issued 8

***Color Guard Training**

Total Fire & Amb. Calls 172

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	1	22.5
New Sweden		
Connor	2	6.75
Westmanland		

Scott Susi, Chief

BREAKDOWN OF FIRES

For February 2015

Situation Found	# Of Incidents	Fire Casualties	Est. Property Damage
1. Private Dwellings inc. Mobile Homes	8		\$94,000
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	1 TD Bank – Water Damage		
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	2		
14. Other Vehicles (planes, trains, etc.)			
15. Fires in brush, grass w/no value			

Other Incidents

16. Haz-Mat	
17. False Calls	1
18. Mutual Aid Calls	1 - PIFD
19. Aid to Ambulance (10-55's)	4
20. Aid to Police	1 – Fire Marshal
21. Investigation (Smoke, CO ₂ or Alarm)	6 (3- CO; 1- Alarm; 2- Smoke)
22. Service Calls	1 - Standby

Total Calls for the Month: 25



CARIBOU PUBLIC LIBRARY
CARIBOU, MAINE

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

Dear Honorable Council Members:

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

1270 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 **1026**.

Our public access computers were used **366** times.

Wireless devices, laptops, etc. were brought in and used **158** times. We believe the actual usage to be much higher, as sometimes usage is outside the building.

2467 materials were circulated to the public.

We had **122.25** hours of work donated to the library from the community. This is up from **84.25** in January 2015.

Children's programming with Katie Wilcox-Bosse included the annual tea party. We also had an art show with Chris Aquilo. Programs had **91** attendees last month. The yoga group continues to meet Mondays at 5:30. The Aroostook Genealogical Society plans to resume meeting at the library in June.

The library processed **two** passport applications in February.

Jean Shaw has fully retired from the library. Her last day was February 27, and she will be deeply missed. The library is gathering notes, photos, and other memorabilia to present to her in one volume. The library is interviewing for a new Library Aide.

The library trustees have purchased new chairs for the Young Adult Room. The trustees also acquired their 501c3 for the Caribou Public Library Foundation.

Respectfully submitted,
Lisa Neal Shaw
Library Director



CARIBOU PARKS AND RECREATION DEPARTMENT
CARIBOU, MAINE

To: Mayor and City Councilors
CC: Austin Bless, City Manager
From: Gary Marquis, Superintendent of Parks & Recreation
Date: March 9, 2015
Re: February 2015 Parks and Recreation Department Report

Dear Honorable Council Members:

Greetings, and thank you for this opportunity to help spread the word about the Parks and Recreation Department. We have had a very busy February, as we all know that it was one of the coldest on record, so the wellness center has had an increase in foot traffic. This winter has been one of the busiest for the walking track. We have added a new treadmill and new pull-up bars, with all the new types of exercises, our thought was to add to what already is a very good place to come in and exercise. All of the adult programs have also seen an increase in participation.

The wellness center has also become very popular with birthday parties and any other type of activity, so we are about a month to a month and a half out for reservations.

The youth programs have also seen steady numbers this winter, our ski daddle program is at full capacity with 30 kids. The basketball program is still going strong with good participation.

The Sweetheart dance exceeded my expectations as it was the first one for me, we had approximately 900 people come through the doors that very chilly night. The night went well with all the girls certainly dolled up for their dates.

Was mixed with young and not so old racers and they enjoyed a 6.3 Km race out on our wonderful Ski trails out behind the Caribou Country Club.

- The wellness center has completed a few other projects:
- The donor wall is completed.
- Donations boxes are up in the lobby and up on the walking track.
- The building committee plaque has been installed.
- The Viking community corner has been established.

I truly feel that with the support of the city council and the community we can definitely continue to offer the best programs in the county and the state. I want to thank you for the opportunity in allowing me to be at the helm of the best place to work. I am always available for further questions or concerns, and again thank you.

Respectfully submitted
Gary Marquis
Superintendent of Parks & Recreation



OFFICE OF THE CITY MANAGER
CARIBOU, MAINE

To: Mayor and Council Members
From: Austin Bleess, City Manager
Date: March 9, 2015
Re: Approval of Quit Claim Deeds

The following people have completed the process to purchase the property in accordance with the Tax Acquired Property Policy. The Council needs to authorize the Quit Claim Deeds for the following:

Daniel Bourgoine – Map 9, Lot 30 (repurchasing property)
Daniel Bourgoine – Map 5, Lot 48 (repurchasing property)
Roger and Natalie Saucier – Map 2, Lot 29 (fulfilled previously existing payment agreement)
Ronald Gagnon – Map 15, Lot 10-A (fulfilled previously existing payment agreement)



OFFICE OF THE CITY MANAGER
CARIBOU, MAINE

To: Mayor and Council Members
From: Austin Bleess, City Manager
Date: March 9, 2015
Re: Approval of Road Weight Limit Permit

Maine DOT will be doing a construction project on Route 161 and 161B, starting just north of the intersection of Sweden St and Woodland Road on Route 161B and going north for a total of 7.72 miles. They will be doing this project this summer. As such they and their contractors will be bringing in some equipment that will be heavier than the limits currently allowed.

As required under state law they are requesting a construction over limit permit during the construction project so the equipment can be transported to and from the job site. The equipment will only travel over the city roads twice during the project, once to the site and once away from the site.

We need Council approval on the construction overlmit permit.



OFFICE OF THE CITY MANAGER
CARIBOU, MAINE

To: Mayor and Council Members
From: Austin Bleess, City Manager
Date: March 9, 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 City Council would need to introduce this ordinance tonight, a public hearing will be scheduled for our next meeting on the 23rd and the Council may take action on it at that point in time.

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 9, 2015
Re: Ordinance recommendations from Highway and Protection Committee

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.

Ordinance 5 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.

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. 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 _____, 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

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



OFFICE OF THE CITY MANAGER
CARIBOU, MAINE

To: Mayor and Council Members
From: Austin Bless, City Manager
Date: March 9, 2015
Re: 28 Hammond Street

TD Bank, which holds a mortgage on the tax acquired property at 28 Hammond Street, through their attorney is requesting that the Council allow them to pay all accumulated taxes, interest, costs, etc. by Friday of this week so that the property can be deeded back to the owner of record. The payoff calculation for Friday, March 13, would be \$2,671.09. This is the same set up the Council has agreed in the previous cases.

We would need Council approval on this.



OFFICE OF THE CITY MANAGER
CARIBOU, MAINE

To: Mayor and Council Members
From: Austin Bleess, City Manager
Date: March 9, 2015
Re: Approval of bids on Tax Acquired Property

We have received bids on the following property that was put out to bid recently:

Map 27, Lot 8 – 11 Lower Washington

Minimum Bid \$17,000

No Bids received

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 \$6,000

Danielle McLaughlin \$8,000

Mortgage Menders \$7,585

Map 35, Lot 137 – 28 Hammond Street

Bids were not opened on this property as there is legal action on this property pending.

The Council will need to act on the bids we have received.



OFFICE OF THE CITY MANAGER
CARIBOU, MAINE

To: Mayor and Council Members
From: Austin Bleess, City Manager
Date: March 9, 2015
Re: Application Approvals

Gary St. Peter, DBA Napolis Restaurant LLC, has submitted a liquor license application and a special amusement application to the City.

The Police Chief and the Code Enforcement Officer have reviewed the application and are okay with it.

The City is aware of some violations of the life safety code which is enforced by the state fire marshal's office. A list of corrections has been given to the owner by the state fire marshal. The fire marshal has been in contact with the Fire Chief to keep him informed the situation. The Fire Chief is okay with the application, as long as the violations from the state fire marshal's office are corrected. If they are not corrected the fire marshal will take their own action on the business.

We will need Council action on the license applications.