



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 7:00 P.M. Monday, June 10, 2013 Caribou City Council Chambers

1. Public Input
 - a) Jonathan Trappe
2. Declaration of Conflicts of Interest from the City Council regarding any agenda item.
3. Consider authorizing the minutes of the following meetings:
 - a) May 13, 2013 Council Meeting 2-4
4. Consent Agenda
 - a) May 2013 Caribou Fire and Ambulance Report 5-6
 - b) Approval of Tax Abatement 7
 - c) Approval of April Financials
 - d) Approval of Quit Claim Deeds 8
 - e) Lunch Wagon Application 9
5. Sign Ordinance 10-14
6. Chip seal, Shim and Patch Bids 15
7. Health Insurance for PT Employees (Councilor Kouhoupt Request)
8. Other Business
9. Executive Session to discuss a Personnel Issue pursuant to MRSA Title 1 Chapter 13 Section 405 (6)(A).

Upcoming Meeting Dates:

Caribou Housing Agency Board of Director, June 12, at 6pm at the Rec and Wellness Center

Community Revitalization Committee, June 12, at 7pm in the City Council Chambers

Regular City Council Meeting, June 24, 2013 at 7pm

Regular City Council Meeting, July 8, 2013 at 7pm

A regular meeting of the Caribou City Council was held 7:00 p.m. on Monday, May 13, 2013 in Council Chambers with following members present: Mayor Gary Aiken, Deputy Mayor Kenneth G. Murchison, Jr., David Martin, Philip McDonough, II, Joan L. Theriault, David R. Genthner, Sr., and Aaron P. Kouhoupt.

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

Department Manager: Kathy Mazzuchelli, Caribou Parks & Recreation Superintendent.

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

Council Agenda Item #1: Presentation of Plaque to Former Councilor Mary Kate Barbosa.

Mayor Aiken presented a plaque and Councilor nameplate to former Councilor Mary Kate Barbosa. Mayor Aiken thanked Ms. Barbosa for her years of service to the City of Caribou.

Council Agenda Item #2: Public Input.

Paul Theriault spoke to Channel 8 viewers regarding the RSU#39 Budget and urged audience members to please vote at the June 11, 2013 RUS#39 Budget Validation Referendum.

Paul Camping spoke about the RSU#39 budget and the replacement of the 2003 trail groomer and their effects on the City. (Exhibit A)

Carolyn Reschke stated that the new website was very nice and requested that Councilors email addresses be added. Also add a tab on City's website to provide information on big projects being done in the City (example, bio-mass project and Library roof). She suggested adding a list of jobs that could be done by volunteers which would not cost the city any money. Also recommended doing flower gardens around the City which could be done by volunteers.

Council Agenda Item #3: Declaration of Conflicts of Interest from the City Council regarding any agenda item.

None.

Council Agenda Item #4: Consider authorizing the minutes of the following meetings:

- a) April 22, 2013 Council Workshop
- b) April 22, 2013 Council Meeting
- c) April 29, 2013 Special Council Meeting

Motion made by J. Theriault, seconded by D. Martin, to accept the minutes of April 22, 2013 Council Workshop, April 22, 2013 Council Meeting, and April 29, 2013 Special Council Meeting as presented. (6 yes) So voted.

Council Agenda Item #5: Consent Agenda.

- a) April 2013 Caribou Fire and Ambulance Report
- b) April 2013 Caribou Police Department Report
- c) Warrant and Notice of Election calling RSU#39 Budget Validation Referendum (Exhibit B)
- d) Appointments and Approvals for RSU#39 Election
- e) Lunch Wagon Application
- f) Proclamation Declaring National Nursing Home Week, May 12-18, 2013

Councilor McDonough asked regarding the 14 brush and grass fires for Caribou Fire Department and if, any assessed charges could be reimbursed to the City. Chief Scott Susi is checking to see if the City can be reimbursed.

Motion made by D. Martin, seconded by P. McDonough, to accept Consent Agenda with Business Items a, b, c, d, e, and f as presented. (6 yes) So voted.

Council Agenda Item #6: Plan for Replacement of 2003 Trail Groomer.

Supt. Mazzuchelli introduced members of the Snowmobile Advisory Board and snowmobile club plus the Director of Park Maintenance Gary Marquis. Since 1990 trail groomers have been owned by the City of Caribou. Supt. Mazzuchelli provided a brief history of the current groomer and the changeover that occurred in 2009.

During the last couple years, the Snowmobile Advisory Board has been studying snowmobile grooming systems.

Supt. Mazzuchelli presented options for replacement of the 2003 trail groomer. Estimated cost to complete another changeover is \$94,296.38. The projected sale price of 2003 tractor unit is \$20,000.00 resulting in a total investment of \$74,296.38.

The Board has obtained two quotes for the purchase of new trail groomer:

Theriault Equipment which would include a John Deere Tractor with a Gilbert RTS Groomer Conversion kit w/drag:

quoted price	\$215,966.49
Less trade in	\$ 30,000.00
Actual cost	\$185,966.49

Crown Equipment which would include a T7-170 New Holland Tractor with a Soucy Trac kit and mountain equipment drag: quoted price

quoted price	\$197,424.00
Less trade in	\$ 30,000.00
Actual cost	\$167,424.00

Using the quote from Crown Equipment, Supt. Mazzuchelli presented probable funding for the balance needed to complete the purchase of a new unit.

Price less trade in	\$167,424.00
Reserve account	\$139,839.34
Snowmobile club funding	\$ 20,000.00
Remaining balance	\$ 7,584.00

Supt. Mazzuchelli stated that the Caribou Snowmobile Advisory Board has committed to engage in a pledge drive to raise the needed \$7,584.00.

Grant opportunities with Maine Department of Conservation Snowmobile In Aid Program offers Capital Equipment Grants able to apply after July 1, 2013 up until April 15, 2014. An application for a USDA Rural Business Enterprise Grant will be submitted.

Supt. Mazzuchelli answered several Council questions.

Mayor Aiken asked how many communities are involved in trail grooming and the number of Individuals that are involved and Supt. Mazzuchelli will research and prepare a list for the Councilors. No action taken.

Council Agenda Item #7: Chipseal, Shim and Patch Bids.

Chipseal bids: Aroostook Asphalt	\$ 3.35/gallon
Sunrise Materials	\$ 3.44/gallon

Shim & Patch bids: Lane Construction	\$74.30/ton
Trombley Industries	\$79.85/ton

Councilor Martin stated that \$193,000 for chipsealing and the \$50,000 for shim and patch is a substantial amount of money for the City to commit to right now. Furthermore Council Martin stated that there aren't any problems with the bids, it's just that Council should have a plan B until the State Legislature decides on state revenue sharing.

Councilor McDonough questioned whether the City should be doing business as normal instead of having all these doubts regarding State Revenue sharing. Furthermore Councilor McDonough stated that we should have some sense of credibility in the system.

Mayor Aiken agrees with Councilor Martin's concerns. Mayor Aiken and Councilor Theriault questioned if the City could tentatively accept lowest bid but not to order until later date.

Motion made by P. McDonough, seconded by K. Murchison to accept the low bids on Chipseal from Aroostook Asphalt at \$3.35 per gallon and Shim and Patch from Lane Construction at \$74.30 gallon. (3 yes, K. Murchison, A. Kouhoupt, P. McDonough, 4 no, G. Aiken, J. Theriault, D. Genthner, D. Martin)

Motion failed.

Council Agenda Item #8: School Board using City Council Chambers (Councilor Request).

Mayor Aiken is requesting Council approval to offer the RSU#39 Board the use of City Council Chambers. This would allow their meetings to be broadcast to cable subscribers and recorded. The RSU#39 Board meetings are held on the first and third Wednesdays of each month.

Motion by D. Genthner, seconded by P. McDonough, to offer the use of the City Council Chambers to RSU#39 Board. (6 yes) So voted.

Council Agenda Item #9: Setting Date for Housing Board of Commissioners Meeting.

Meeting set for Wednesday, June 12, 2013. Time and place to be determined.

Council Agenda Item #10: Introduction of Sign Ordinance.

K. Murchison introduced Ordinance #10, 2013 Series – an Ordinance Regarding Signs. P. McDonough recommended staff to make a change clarifying reference to US Flag Code.

Council Agenda Item #11: Other Business.

None.

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

Meeting adjourned at 8:24 p.m.

Upcoming Meeting Dates:

Regular City Council Meeting, June 10, 2013 at 7 pm

Regular City Council Meeting, June 24, 2013 at 7 pm

Kalen Hill, Secretary Pro-Tem

CFAD MONTHLY REPORT
May 2013

Total Fire/ Rescue Calls	13	Total Amb. Calls 157 inc. 6 Air & 4 Assists
-Alarms for Fires (33)	1	- Amb. Assist Calls: 4
-Alarms for Rescues (66)	1	- ALS Calls 82
-Silent Alarms	11	- BLS Calls 58
-Haz-Mat		- No Transport 13
-Grass Fires	3	- Calls Turned Over: 9
-Chimney Fires	1	Total Out of Town Amb. Calls 17
-False Alarms		Total Out of Town Fire/Rescue Calls 3
-10-55's	4	Est. Fire Loss, Caribou \$
-Aid to Police		Est. Fire Loss, out of City \$
-Public Service		Total Est. Fire Loss \$

Total Hours Pumped	7.25 hrs	Total Maint. Hours	11mhrs.
Gallons of Water Used	241,750	Total Training Hours	175.25 mhrs.
Amt. of Booster	200'	Miles Traveled by all Units	6614
Amt. of 1 ½" hose used		Fire Permits Issued	205
Amt. of 1 ¾" hose used	1050'	*Color Guard Training	75 mhrs.
Amt. of 2 ½" hose used		Total Fire & Amb. Calls	170
Amt. of 5" hose used	1800'		
Ladders Used (in Feet):	40' (75' Ariel)__1__		

Thermal Imaging Camera Used:
CO2 Meter Used:
Rescue Sled & Snowmobile:
Rescue Boat:

Jaws Used: 1
MUTUAL AID TO:
P.I.F.D.
F.F.F.D.
L.F.D.
W.F.D.
Stockholm F.D.
North Lakes FD
Crown Amb 1-Stby.
Van Buren Amb. 1-Intercept

MUTUAL AID FROM:
P.I.F.D. 1
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	2	4 mhrs.
New Sweden		
Connor	1	5.25 mhrs.
Westmanland		

Relay for Life 11 mhrs.
Tommy Trauma 1.5 mhrs. = 84 students
Health Class @ CHS 7 mhrs. = 100 students

Scott Susi, Chief

Caribou Fire and Ambulance
BREAKDOWN OF FIRES
For May 2013

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	2 Controlled Burn		
12. Fires outside structure w/value (crops, timber, etc.)			
13. Fires Highway Vehicles			
14. Other Vehicles (planes, trains, etc.)			
15. Fires in brush, grass w/no value	3		

Other Incidents

16. Haz-Mat	
17. False Calls	
18. Mutual Aid Calls	
19. Aid to Ambulance (10-55's)	4
20. Aid to Police	
21. Investigation (Smoke, CO ₂ or Alarm)	2 - Smoke
22. Service Calls	

Total Calls for the Month: ___13_____



OFFICE OF THE CITY MANAGER
CARIBOU, MAINE

To: Mayor and Council Members
From: Austin Bleess, City Manager
Date: June 10, 2013
Re: Approval of Tax Abatement

Since Council approved the sale of Map 12, Lot 005A to CUD for \$20,000 back in April, and the amount of taxes on the books was \$26,799.42 the Council must abate the remainder of the taxes to make the property even.

Therefore, the Council should abate \$6,799.42 on Map 12, Lot 005A



OFFICE OF THE CITY MANAGER
CARIBOU, MAINE

To: Mayor and Council Members
From: Austin Bless, City Manager
Date: June 10, 2013
Re: Approval of Quit Claim Deeds

As Council authorized we went out to bid on several properties.

A few property owners paid off their back taxes so we need to authorize the quit claim deeds back to them. They are as follows:

Name	Map/Lot
Glen Bragdon Jr	Mapy 17, Lot 27F
Tammy Cyr	Map 17, Lot 33C
Nivek Corporation	Map 15, Lot 19A
Nivek Corporation	Map 18, Lot 26K
Nivek Corporation	Map 7, Lot 32
Nivek Corporation	Map 18, Lot 11
Nivek Corporation	Map 18, Lot 12

The following is the list of high bidders on the property. Council needs to approve the sale and quit claim deeds of these properties

Name	Map/Lot	Amount
Canadian pacific	Map 27, Lot 96	\$5,000
Guerrette Farms Corp	Map 16, Lot 20B	\$8,000
Guerrette Farms Corp	Map 13, Lot 12 D	\$2,250
Kirk Cote	Map 18, Lot 32	\$1,026



OFFICE OF THE CITY MANAGER
CARIBOU, MAINE

To: Mayor and Council Members
From: Austin Bleess, City Manager
Date: June 10, 2013
Re: Lunch Wagon Application

We have received a Lunch Wagon Application from Bill Daniels, DBA Daniels Ice Cream. They will operate 7 days a week from 12noon to 8pm at Bennett Drive, Collins Pond, Park St, and Marshall Ave.

Staff is recommending the approval of the Lunch Wagon Application.



OFFICE OF THE CITY MANAGER
CARIBOU, MAINE

To: Mayor and Council Members
From: Austin Bless, City Manager
Date: June 10, 2013
Re: Sign Ordinance

The Sign Ordinance was introduced at our last meeting. The change that was suggested by Councilor McDonough on the flags, Part C 3, clarifying that the protocol for flying the United States Flag, rather than “these flags” as it was worded has been incorporated.

In talking with fellow staff members and business owners throughout the community there has been some concerns mentioned about the size limitation of the signs. A minimum-sized sign from many manufacturers is 8 by 12, which already exceeds the limitation in the proposed ordinance by 16 square feet.

In order to provide the greatest flexibility possible, and to be as business friendly as possible, staff is recommending the square footage limit of the sign be increased from 80 to 216 square feet in Section E, 5. That would allow for a sign up to 12x18.

We need to have a public hearing on this topic and after that Council can take action on the proposed ordinance.

Councilor Murchison introduced the following ordinance:

Ordinance No. 10, 2013 Series
City of Caribou
County of Aroostook
State of Maine

AN ORDINANCE AMENDING SECTION 13-700-29 OF CHAPTER 13 LAND USE ORDINANCES

Short Title: An ordinance regarding Signs.

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: Sec. 13-700-29 of the Caribou Code is hereby repealed.

Section 2: Sec. 13-700-29 shall read:

29. Signs.

A. Purposes: The purposes of this subsection are to:

1. Encourage the effective use of signs as a means of communication;
2. Maintain and enhance the aesthetic environment;
3. Create and maintain an attractive business climate;
4. Improve and maintain pedestrian and traffic safety;
5. Minimize the possible adverse effect of signs on nearby public and private property;
and
6. Implement the intent of the Caribou Comprehensive Plan.

B. Sign Permit: Except as provided in subsection "D" below, no sign may be erected, enlarged, illuminated, or substantially altered without a Sign Permit issued by the Code Enforcement Office after they find that the sign is in accordance with the provisions of this subsection. Each individual sign shall require a permit issued from the CEO.

B1. Sign Permit Fee: The permit fee shall be \$50.00 for each sign permit issued. Charitable and/or civic organizations must obtain a permit, however the fee is waived.

C. General Provisions.

1. Signs must be kept clean, legible, and free from all hazards such as, but not limited to, faulty wiring, loose fastenings, or deterioration, and must be maintained at all times in such condition so as not to be detrimental to the public health or safety, detract from the physical appearance and the natural beauty of the community, or constitute a distraction or obstruction that may impair traffic safety. Property owners are responsible for the conditions of signs on their property; regardless of rental arrangements. Signs for businesses that have been closed or otherwise no longer operate are required to be maintained in the same condition noted above.

2. Except for banners, flags, and temporary signs, conforming in all respects with the requirements of this ordinance, all signs shall be constructed of permanent materials, and shall be permanently attached to the ground, a building, or another structure by direct attachment to a rigid wall, frame, or structure.
 3. Flags of the United States, Maine, Aroostook County, or any other flag allowed by the City Council, provided that such flag shall not exceed sixty (60) square feet in area and shall not be flown from a pole the top of which is more than 40 feet in height are exempt from this ordinance. The United States flag shall be flown in accordance with protocol established by the Congress of the United States in Chapter 1 of Title 4 of the United States Code.
 4. Nothing within this subsection shall prohibit the use of the following signs:
 - a. Traffic safety signs, directional signs, or emergency warning signs, erected by a government agency, or a public utility.
 - b. Legal notices, identification, information, or directional signs erected or required by governmental bodies.
- D. Permitted Signs: The following types of signs are permitted, except where otherwise prohibited by law, and shall not require a Sign Permit issued by the Code Enforcement Officer.
1. All permanent on-premise signs erected prior to the effective date of this Ordinance, (ordinary maintenance and upkeep shall be allowed).
 2. Any sign approved by the Planning Board, as an element of Site Design Review, prior to the effective date of this Ordinance or as proposed in a pending application.
- E. Prohibited Signs: The following signs are prohibited in all areas of the City.
1. No permanent sign except traffic and similar public safety signs, official business directional signs (OBDS) shall be located in the public right-of-way of any street or highway unless approved by the Police Chief or his/her designee; if applicant is aggrieved by the decision of the Police Chief he or she may appeal the decision of the Police Chief to the City Council.
 2. No sign shall be located so that it interferes with the view necessary for motorists to proceed safely through intersections or to enter onto or exit from public streets or private roads.
 3. Temporary movable signs are allowed under the following uses:
 - a. To call attention to and/or to advertise the name of a new business and the products sold or activities to be carried on in connection with a new business. In such cases, no sign shall remain at a premises for a period of more than ninety (90) consecutive days.
 - b. To advertise a special sale or sales. In such cases, a sign shall be allowed for a period not to exceed ninety (90) consecutive days.
 - c. To promote community or civic activities. In such cases, no sign shall remain in place for more than ninety (90) consecutive days.
 - d. There must be a 30 day waiting period in between each 90 day period a temporary sign is erected.

- e. Temporary signs less than 12 square feet which are not displayed when the business is closed, are exempt from this ordinance.
 - 4. Signs in any district shall not exceed 25 feet in height
 - 5. Signs in any district shall not exceed 80 square feet
 - 6. Signs in R-1 and R-2 districts that are not in compliance with the Home Occupation Ordinance or in a subdivision a sign for the purpose of identifying that subdivision exceeding 32 square feet are prohibited
- F. Non-Conforming Signs: Non-Conforming signs that were otherwise lawful on the effective date of this Ordinance may continue except as provided below:
- 1. No non-conforming sign may be enlarged or altered in such a manner as to aggravate the non-conforming condition.
 - 2. A non-conforming sign may not be moved except for maintenance, change in message or repair, or replaced except to bring the sign into conformity with this subsection.

H. Specific Standards.

- 1. C-1, C-2, RC-2, I-1, and I-2 Districts.

The following standards apply to signs in the C-1, C-2, RC-2, I-1, and I-2 Districts.

- a. In the case of a multi-tenant or unit commercial or industrial development, the owner of such premises is responsible for compliance with this ordinance

- 2. R-1, R-2 and R-3 Districts.

The following standards apply to signs in the R-1, R-2 and R-3 Districts.

- a. In the case of a multi-family development or a subdivision with an identifying name (i.e. "Solar Slopes"), the owner of such premises is responsible for compliance with this ordinance

I. Changeable Signs

The goal of the City is to regulate the frequency and manner of change of display on each side of a changeable sign in a manner consistent to that provided by State law, and to do so in a manner that promotes highway safety.

- 1. Definitions

- a. Changeable Sign: "Changeable sign" means an on-premises sign created, designed, manufactured or modified in such a way that its message may be electronically, digitally or mechanically altered by the complete substitution or replacement of one display by another on each side.

- b. Display: "Display" means that portion of the surface area of a changeable sign that is, or is designed to be, or is capable of being, periodically altered for the purpose of conveying a message.

c. Message: "Message" means a communication conveyed by means of a visual display of text.

2. Regulations

- a. The display on each side of the changeable sign may be changed no more frequently than once every thirty (30) seconds.
- b. The display on each side of the changeable sign must change as rapidly as technologically practicable, but the display may change through phasing, rolling, scrolling or blending provided, however, that the display on each side of a changeable sign shall not flash.
- c. Changeable signs are only allowed in C-1, C-2, RC-2, I-1, and I-2 districts

3. Administration

Pursuant to Title 23 M.R.S.A. Section 1914, Sub-Section 11-A, the changeable signs within the municipality and displays on each side of those changeable signs shall comply with all other requirements of State law. The City shall notify the Maine Department of Transportation in writing that it has adopted this Ordinance and shall send it a copy of the same. The City's Code Enforcement Officer shall administer the provisions of this Ordinance.

4. Penalty

Any person who shall violate a provision of the Ordinance, or shall fail to comply with any of the requirements thereof, shall be found guilty of a civil offense, punishable by a fine of not less than \$100.00, or more than \$2,500.00. Each day that a violation continues shall be deemed a separate offense.

This ordinance, being introduced on May 1, 2013 and a public hearing being held on June 10, 2013 was duly passed by the City Council of the City of Caribou, Maine, this 10 day of June 2013.

Gary Aiken, Mayor

Kenneth G. Murchison Jr, Councilor

Joan L. Theriault, Councilor

David Martin, Councilor

Philip J. McDonough II, Councilor

David Genthner Sr, Councilor

Aaron Kouhopt, 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: June 10, 2013
Re: Chipseal, Shim and Patch Bids

We received the following bids for Chipsealing and Shim and Patch.

Bid Results - Shim & Patch 2013

Lane Construction	Presque Isle, ME	207.764.4137	Tim Ring	<u>\$74.30/ton</u>
Trombley Industries	Limestone, ME	207.328.4503	Craig Trombley	\$79.85

Bid Results - Chipseal 2013

Aroostook Asphalt Applicators	Presque Isle, ME	207.764.8085	Rodney Maynard	<u>\$3.35/gallon</u>
Sunrise Materials	Orono, ME	207.866.2194	Edward Nason	\$3.44

0.35-0.45 gallons per square foot for application rates.

The Shim and Patch bid is lower than last year, by about \$5. The Chipseal is about 5 cents more expensive than last year.

Last month Council tabled this topic to wait to hear what the Revenue Sharing would be. The Revenue Sharing number for our 2013 Fiscal year is \$709,999, which is \$381,762 less than we budgeted for.

We've budgeted \$209,733 for the Chipsealing, and \$57,877 for Shim and Patch.

We will need Council approval.