



City of Caribou, Maine

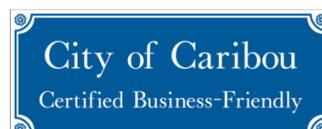
Municipal Building
25 High Street
Caribou, ME 04736
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www.cariboumaine.org

AGENDA Caribou City Council Regular City Council Meeting 7:00 P.M. Monday, July 14, 2014 Caribou City Council Chambers

1. Public Input
2. Declaration of Conflicts of Interest from the City Council regarding any agenda item.
3. Consider authorizing the minutes of the following meetings:
 - a) June 23, 2014 Council Meeting 2-4
 - b) June 24, 2014 Special Council Meeting 5
4. Consent Agenda
 - a) June 2014 Financials
 - b) June 2014 Police Department Report 6-7
 - c) June 2014 Fire Department Report 8-9
 - d) 504 Self Evaluation And Transition Plan 10-15
 - e) Lunch Wagon Application 16
 - f) Accepting Forfeited money 17
 - g) Approval of Quitclaim Deeds Addendum 1
5. Public Hearing on CDBG Grant 18
6. Accepting FEMA Grant Award 19-20
7. Caribou Community Swimming Pool 21-25
8. Municipal Service Fee Ordinance 26-27
9. General Assistance Ordinance Amendment 28-29
10. MMA Legislative Policy Committee Ballot 30
11. Putting Tax Acquired Property Out for Bid Addendum 2
12. Other Business
13. Executive Session pursuant to MRSA Title 1 §405(6)(E) to discuss a legal issue.

Upcoming Meeting Dates:

Regular City Council Meeting, August 11, 2014 at 7:00 p.m.



A regular meeting of the Caribou City Council was held 7:00 p.m. on Monday, June 23, 2014 in Council Chambers with the following members present: Mayor Gary Aiken, Deputy Mayor David Martin, Philip McDonough II, Joan L. Theriault, Shane McDougall, David R. Genthner, and Kenneth G. Murchison, Jr.

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

None.

Swear in Kenneth G. Murchison, Jr. to the Caribou City Council.
(City Clerk, Jayne R. Farrin)

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) June 9, 2014 Council Meeting

Motion made by P. McDonough, seconded by D. Genthner, to accept the minutes of June 9, 2014 Council meeting as presented. (5 yes, 1 abstention, K. Murchison) So voted.

Council Agenda Item #4: Consent Agenda

- a) CDBG Grant Application Documents
 1. Residential Antidisplacement & Relocation Assistance Plan
 2. Resolution 2014-2 Fair Housing Resolution for Community Development Block Grant Program
 3. Standards of Conduct
 4. Equal Employment Opportunity Policy Statement
 5. Resolution 2014-3 A Resolution for the City of Caribou Application to the Maine Department of Community and Economic Development Community Development Block Grant Program
 6. City of Caribou Procedures for Handling CDBG Complaints

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

Council Agenda Item #5: Public Hearing on Declaration of Dangerous Building

Location: Map 28 Lot 57,
Map 27, Lots 74, 74A, 74B, 74C, 74E
Map 25 Lots 2B 146.

On June 9, 2014, the Council voted to continue the Public Hearing to the June 23, 2014 meeting to allow the property owner Steve Nasiff the opportunity to attend.

7:05 p.m. Public Hearing reopened.

Steve Nasiff listed the activities that have occurred at this site since he acquired it, including removal of partial frozen products, extensive environmental cleanup, removal of machinery, and he has sold off two buildings. Mr. Nasiff spoke about the environmental issues having to do with soils, transformers, and buildings with asbestos. He agreed that some buildings need to be knocked down and he is working to obtain estimates to do this. When questioned, Mr. Nasiff stated that his timeline is ASAP. Mr. Nasiff wants to develop an overall plan for the property, but at this time does not have any plans for the freezer building. He referred to the property as a "clean eyesore". When asked, Mr. Nasiff stated that he does not have any insurance on the buildings. He stated that he has tried to be a good neighbor.

Fire Chief Scott Susi stated the Fire Department considers these buildings to be "non-entry buildings." He commented on the poor condition of the buildings and how people continue to go in and out of them. He expressed his concerns about the lack of insurance coverage.

7:53 p.m. Public Hearing closed.

Motion made by K. Murchison, seconded by D. Genthner, to approve a Consent Agreement with Steve Nasiff, to declare that the site meets the definition of Dangerous Building(s) under MRSA Title 17 § 2851, and to give until October 31, 2014, to secure, demolish, and otherwise prep this site for redevelopment. (2 yes, K. Murchison, D. Genthner, 5 no, J. Theriault, S. McDougall, D. Martin, P. McDonough, G. Aiken) Motion failed.

Motion made by D. Martin, seconded by J. Theriault, to declare that the site meets the definition of Dangerous Building(s) under MRSA Title 17 § 2851, to accept the Findings of Fact (Exhibit A), and order, pursuant MRSA Title 17 § 2851, the property as a whole to be secured within seven days, and a plan for cleanup shall be presented to the Council within 30 days. (5 yes, J. Theriault, D. Genthner, S. McDougall, D. Martin, P. McDonough, 1 no, K. Murchison) So voted.

Council Agenda Item #6: Abatement Request

On June 9, 2014, the Council voted to consult with an attorney as to whether the Council can abate past due taxes. The City's legal team has advised against the Council abating the 2012 and 2013 taxes for the property at 501 Main Street owned by Joseph and Laura Corbin as the request is based upon an argument that there was an error in the valuation of the property.

Motion made P. McDonough, seconded by D. Genthner, to deny the abatement request. (6 yes) So voted.

Councilor Murchison suggested that the Caribou Economic Growth Council (CEGC) might be a resource for Tracy and Chris Corbin as they move forward with their business plan.

Council Agenda Item #7: Resolution to approve joining the MMA Property and Casualty Pool

The City of Caribou is gathering quotes from Property and Casualty Insurance providers including Maine Municipal Association (MMA). Staff recommends the adoption of a Council resolution that allows the option to join the MMA Property and Casualty Pool. (Exhibit B)

Motion made by K. Murchison, seconded by P. McDonough, to approve the Resolution providing participation in the Maine Municipal Association Property and Casualty Pool. (6 yes) So voted.

Council Agenda Item #8: Administration Ordinance Changes

8:09 p.m. Public Hearing opened.

Manager Bless reviewed changes made to the ordinance after the Council's review and discussion of the Administration Ordinance at the June 9, 2014 Council meeting.

- Capping vacation bank at the number of hours in the employees' bank as of December 31, 2014.
- Allow vacation to be rolled over and used by the last day of February.
- Capping sick leave bank payout at the number of hours the employee has in the bank as of December 31, 2014. Employees can still accrue up to 960 hours.
- The verbiage of the last paragraph in the introduction section of the ordinance.

No public input was received.

Council discussion.

8:14 p.m. Public Hearing closed.

Motion made by D. Martin, to adopt the proposed changes to the Administration Ordinance as presented with the exception of changing December 31, 2014 to December 31, 2015. Motion died for a lack of a second.

Motion made by P. McDonough, seconded by D. Genthner, to adopt Ordinance No. 1, 2014 Series, an ordinance amending Chapter 2 – Administration, Short Title: An ordinance amending the Personnel Policy of the City of Caribou as presented. (4 yes, J. Theriault, D. Genthner, P. McDonough, G. Aiken, 3 no, K. Murchison, S. McDougall, D. Martin) So voted.

Council Agenda Item #9: Setting 2014 Mil Rate

Motion made by D. Martin, seconded by K. Murchison, to approve Revenue budget adjustment for the property taxes, overlay, BETE and Homestead Reimbursement lines as reflected on the Mil Rate Calculation Sheet, to set the 2014 Mil Rate at 22.30 for the commitment of the 2014 Property taxes, to set the 2014 Tax Commitment Date as July 1, 2014 for the Board of Assessors to commit the same to the Tax Collector, to make the 2014 Property Taxes due and payable as of July 1, 2014, pursuant to MRSA Title 36 § 505(2), to set the date for interest to begin accruing on any delinquent 2014 Property Taxes as October 1, 2014, pursuant to MRSA Title 36 § 505(4), and to set the rate of interest to be charged on delinquent 2014 Property Taxes at 7% the maximum rate set by the State, pursuant to MRSA Title 36 § 505(4). (4 yes, J. Theriault, K. Murchison, S. McDougall, D. Martin, 2 no, D. Genthner, P. McDonough) So voted.

Council Agenda Item #10: Other Business

- a) The City Manager will keep the Council informed with any updates from Steve Nasiff.
- b) The Mayor encouraged channel 8 viewers, who are experiencing sound quality issues, to call Time-Warner Cable to complain. Councilor Martin requested information on what needs to be done by the City so meetings can be streamed.

Motion made by P. McDonough, seconded by D. Genthner, to adjourn the meeting at 8:21 p.m. (6 yes) So voted.

Upcoming Meeting Dates:

Regular City Council Meeting, July 14, 2014 at 7:00 p.m.

Jayne R. Farrin, Secretary

A special meeting of the Caribou City Council was held 6:30 p.m. on Tuesday, June 24, 2014 in Council Chambers with the following members present: Mayor Gary Aiken, Deputy Mayor David Martin, Kenneth G. Murchison, Jr., Philip McDonough II, Joan L. Theriault, David R. Genthner, Sr., and Shane McDougall.

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

Council Agenda Item #1: Executive Session

6:30 p.m. Motion made by P. McDonough, seconded by D. Martin, to move to executive session with City Manager, Assistant City Manager, Police Chief Gahagan, and legal counsel Linda McGill pursuant to MRSA Title 1 Section 405 (6)(C) to discuss a pending litigation. (6 yes) So voted.

7:21 p.m. Motion made by P. McDonough, seconded by D. Martin, to move out of executive session. (6 yes) So voted.

No action taken.

7:22 p.m. Motion made P. McDonough, seconded by D. Martin to move to executive session with City Manager and Assistant City Manager pursuant to MRSA Title 1 Section 405 (6)(C) to discuss economic development. (6 yes) So voted.

7:27 p.m. Motion made by P. McDonough, seconded by D. Martin, to move out of executive session. (6 yes) So voted.

No action taken.

Motion made by P. McDonough, seconded by D. Martin, to adjourn the meeting. (6 yes) So voted.

Austin Bless, City Manager

Caribou Police Department					
JUNE 2014 MONTHLY REPORT					
OFFENSE		Amount	OFFENSE		Amount
1	Complaints	2414	40	Violation of Window Tint	0
2	Motor Vehicle Accidents	20	41	Violation of Intermediate License	0
3	Escorts	7	42	Violation of Permit	0
4	Theft Complaints	30	43	Failure to Stop at Stop Sign	0
5	Crim. Mischief Complaints	8	44	Failure to Stop for Pedestrians	0
6	Animal Complaints	24	45	Passing Stopped School Bus	0
7	Domestic Complaints	8	46	Stops and Checks M/V	1903
8	Burglary Complaints	3	47	Parking Tickets	0
9	Oper. M/V Under the Infl.	5	48	Business Alarms	12
10	Criminal Trespass Comp.	8	49	M/V Permits	7
11	Motor Vehicle Theft	0	50	Handling Prisoners	46
12	Unsecured Doors&Windows	0	51	Running Intoxilyzer	7
13	Motor Vehicle Complaints	42	52	No Insurance	9
14	Missing Persons	1	53	Warrant Arrests	6
15	Harassment Complaints	17	54	Harrassment Arrest	0
16	Assault Complaints	12	55	Leave the Scene of Accident	1
17	O.A.S. Arrests	6	56	Failure to Yield the Right of Way	0
18	Juvenile Complaints	3	57	Drug Complaints	0
19	Fight Complaints	0	58	Suicide Complaints	0
20	Noise Complaints	11	59	Disorderly Conduct Complaints	25
21	Criminal Threat Complaints	4	60	Unlawful Sexual Contact	2
22	Lost & Found	2	61	Gross Sexual Contact	0
23	Neg. Worthless Inst. Comp.	0	62	Unattended Death Reports/Hospice	0
24	Prowler Complaint	0	63	Burglary Arrests	1
25	Criminal Trespass Arrest	0	64	Violation of Probation Arrests	0
26	Assist Other Agencies	19	65	Criminal Records Check	11
27	Assault Arrest	5	66	Refusal to Sign U.T.T.	0
28	Drunk Complaint	0	67	Violation of Liquor Laws	13
29	Litter Complaint	1	68	Violation of Tobacco Laws	0
30	Theft Arrest	6	69	Violation of Drug Laws	3
31	Oper.Unregistered M/V	3	70	Failure to Produce Pawn Slips	0
32	Oper M/V Without a License	0	71	Snowsled & ATV Complaints	7
33	Driving To Endanger	1	72	Juvenile Arrests	6
34	Expired Inspection	1	73	Prov. A Place for Minors to Consume Alc.	0
35	Inadequate Exhaust	1	74	Criminal Mischief Arrests	1
36	Unnecessary Noise	1	75	Violation of Bail Conditions	6
37	Eluding an Officer	0	76	Seatbelt Violation	0
38	Speeding	26	77	Disorderly Conduct Arrests	3
39	Fail to Stop for an Officer	0	78	Traffic Hazard Complaint	0

Caribou Police Department

OFFENSE		Amount	OFFENSE		Amount
79	House Watch Requests	2	91	Hindering Apprehension	0
80	Robbery	0	92	911 Calls	24
81	Truant from School	1	93	Concealed Weapon Arrest	0
82	Criminal Threatening Arrests	0	94	Assault Domestic Violence	2
83	Terrorizing Arrests	0	95	Check on Well Being	4
84	Loaded Firearm in a M/V	0	96	Police Information	9
85	Making a False Public Report	0	97	Civil Cases	6
86	Child Endangerment	1	98	Suspicious Activity/Person/Vehicle	21
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

CFAD MONTHLY REPORT
June 2014

Total Fire/ Rescue Calls	17	Total Amb. Calls 178 inc. Air & Assists	
-Alarms for Fires (33)	2	- Ground Amb.:	154
-Alarms for Rescues (66)		- Air Amb. Flights:	5
-Silent Alarms	15	- Amb. Assist Calls:	19
-Haz-Mat		- ALS Calls	90
-Grass Fires	1	- BLS Calls	56
-Chimney Fires		- No Transport	13
-False Alarms		- Calls Turned Over:	4 = \$3,986
-10-55's	1	Total Out of Town Amb. Calls	21
-Aid to Police		Total Out of Town Fire/Rescue Calls	2
-Public Service	5	Est. Fire Loss, Caribou	\$
Total Hours Pumped	7 hrs	Est. Fire Loss, out of City	\$
Gallons of Water Used	45,750	Total Est. Fire Loss	\$
Amt. of Hose used:	1,650'	Total Maint. Hours	6.5 mhrs
Ladders Used (in Feet):	(75' Ariel) <u>2</u>	Total Training Hours	216.5 mhrs
Thermal Imaging Camera Used:	1	Miles Traveled by all Units	11,005
CO2 Meter Used:	3	Fire Permits Issued	136
Rescue Sled & Snowmobile:		*Color Guard Training	18
Rescue Boat:		Total Fire & Amb. Calls	195
Jaws Used:	1		

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.	2 Intercepts

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	1	2 mhrs
New Sweden		
Connor	1	.75 mhrs
Westmanland		

Rescue

Fire Extinguisher Class = 12 participants
CHS Health Class = 85 students

Scott Susi, Chief

Caribou Fire and Ambulance
BREAKDOWN OF FIRES
For June 2014

Situation Found	# Of Incidents	Fire Casualties	Est. Property Damage
1. Private Dwellings inc. Mobile Homes			
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	2		
11. Vacant Buildings or being Built			
12. Fires outside structure w/value (crops, timber, etc.)			
13. Fires Highway Vehicles			
14. Other Vehicles (planes, trains, etc.)			
15. Fires in brush, grass w/no value	1		

Other Incidents

16. Haz-Mat	
17. False Calls	
18. Mutual Aid Calls	1 - PIFD
19. Aid to Ambulance (10-55's)	1
20. Aid to Police	
21. Investigation (Smoke, CO ₂ or Alarm)	7 (3-Smoke; 2-CO; 1-Alarm; 1-Propane Leak)
22. Service Calls	5

Total Calls for the Month: ____17____



OFFICE OF THE CITY MANAGER
CARIBOU, MAINE

To: Mayor and Council Members
From: Austin Bleess, City Manager
Date: July 14, 2014
Re: 504 Self Evaluation And Transition Plan

As part of the CDBG Grant application the Council needs to approve this updated 504 Self Evaluation and Transition Plan. Nothing has substantially changed from the last time this was adopted for previous CDBG Grant applications.

SECTION 504 SELF EVALUATION AND TRANSITION PLAN
STATE OF MAINE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

CITY OF CARIBOU

The following individual is responsible for inquiries regarding this Section 504 Self-Evaluation and Transition Plan:

Austin Bleess
(name)

City Manager
(title)

25 High St, Caribou, ME 04736
(address)

207-493-5962 207-498-3954 citymanager@cariboumaine.org
(telephone) (fax) (e-mail)

The Section 504 Self Evaluation and Transition Plan was adopted by the following authorized individuals on behalf of the municipality:

DATE ADOPTED: July 14, 2014

Gary Aiken, Mayor

Kenneth G. Murchison Jr, Councilor

Shane McDougall, Councilor

David Martin, Councilor

Philip J. McDonough II, Councilor

David Genthner Sr, Councilor

Joan Theriault, Councilor

Attest:

Jayne R. Farrin, City Clerk

Municipal Seal

1. EMPLOYMENT

1. Are job announcements put into newspapers that have general circulation?

Yes No

If No, describe how individuals are made aware of employment opportunities:

2. Do job announcements state that the municipality is an Equal Opportunity Employer?

Yes No

If No, explain why the "Equal Opportunity Employer" statement is not contained within job announcements:

3. Has the municipality adopted a Equal Employment Opportunity Policy Statement?

Yes No

4. Do job applications inquire as to whether an applicant is a disabled person or as to the nature or severity of a disability?

Yes No

If Yes, explain: _____

5. Describe the accommodations that can be made for the known physical and mental limitations of otherwise qualified disabled persons who are currently employed or applying for employment:

Currently there are no disabled person employed by the city, but appropriate reasonable accommodations can be tailored to the particular individual's needs for anyone applying for city employment.

2. PROGRAM ACCESSIBILITY

1. Are any of the following services or benefits provided to residents directly by the municipality?

Yes No

(Please mark an "X" for all services provided by the municipality)

Transportation Services

Counseling Services

Health Services

Employment Services

Public Housing

Food Services

General

Social, Recreational, or Athletic
Services

(a) For those services that are provided, describe accommodations that can be taken to make them accessible and usable for persons with disabilities (e.g. provision of auxiliary aids, relocating programs to accessible facilities, use of alternative materials, home visits, etc.):

Appropriate reasonable accommodations can be tailored to the particular individual's needs for these services. _____

2. Are there any limitations on the number of qualified disabled persons who may participate in or be admitted to the program?

Yes No

If Yes, list the steps to eliminate the limitations:

3. Do applications for these services, in any way discriminate against persons with disabilities?

Yes No

4. Describe the nature of the qualifications that are needed in order to be eligible for each respective program:

Program

Qualifications

1. Housing	Income guidelines
2. General	None
3. Social, Recreational	Age appropriate guidelines
4.	
5.	
6.	
7.	

3. FACILITIES

Note: The definition of "facility" under Section 504 includes all or any portion of buildings, structures, equipment, roads, walks, parking lots or other real or personal property or interest in such property, owned, operated or leased by the municipality)

1. List below all facilities and the programs or operations for which each facility houses.

<u>Facility</u>	<u>Programs or Operations Housed</u>
1. City Hall	General, Section 8 Housing
2. Recreation and Wellness Center	Social, Recreational, and Athletic Services
3.	
4.	
5.	
6.	
7.	

Using the Uniform Federal Accessibility Standards (UFAS), each facility must be reviewed for compliance:

COMPLIANCE COMPONENT

FACILITIES

	#1	#2	#3	#4	#5	#6	#7
Accessible Route	1	1					
Outside Paths and Walks	1	1					
Parking	1	1					
Curb Ramps	1	1					
Ramps	1	1					
Entrances/interior Doors	1	1					
Elevators	3	3					
Lifts	3	3					
Toilet Rooms	1	1					
Drinking Fountains	3	1					
Warning Signals	3	1					
Assembly Areas	1	1					
Public Telephones	3	3					
Other Building Elements and Specialized Facilities							

- Place a "1" in the respective box if item is in compliance with UFAS
- Place a "2" in the respective box if item is not in compliance with UFAS
- Place a "3" in the respective box if item is not available and is not required

* #1 through #7 above must correspond to the specific facility with that same number identified on the preceding page.

2. For those facilities where a "2" was indicated for the specific component, list below the inaccessible feature that limits accessibility to the programs provided in that facility:



OFFICE OF THE CITY MANAGER
CARIBOU, MAINE

To: Mayor and Council Members
From: Austin Bleess, City Manager
Date: July 14, 2014
Re: Lunch Wagon Application

We have received a Lunch Wagon Application from Daniels Ice Cream. They are wanting to sell ice cream at Teague Park 7 days a week from 12noon to 9pm with hours varying based upon customer demand.

This has been reviewed by the Police Chief, Fire Chief, and Code Enforcement Officer and signed off on by them. We will need Council approval on this application.



OFFICE OF THE CITY MANAGER
CARIBOU, MAINE

To: Mayor and Council Members
From: Austin Bleess, City Manager
Date: July 14, 2014
Re: Accepting Forfeited Property

Recently the Caribou Police Department made substantial contributions to an investigation and prosecution of a local drug related case. As part of that the Courts are considering ordering forfeiture of some property related to the case.

If the Courts order forfeiture the Caribou Police Department could see up to \$2,000 returned to them. If any funds are received as part of this it would be placed in the equipment reserve fund.

We need Council approval pursuant to 15 MRSA §5824(3) and 5826(8)(B) (2013) to accept up to \$2,000 as it relates to this case.



OFFICE OF THE CITY MANAGER
CARIBOU, MAINE

To: Mayor and Council Members
From: Austin Bleess, City Manager
Date: July 14, 2014
Re: Public Hearing on CDBG Grant

We have been awarded the CDBG Grant in the amount of \$25,000 for the Circle B Farms Project. We held a public hearing as part of the application process and we must now hold another public hearing to take input as to whether or not we want to accept the grant.

The grant money will be used to install a septic system and driveway at Circle B Farms, 290 East Presque Isle Road. The project as a whole is much larger with Mr. Blackstone putting in a new packing shed to meet the requirements coming down as part of the Food Safety Modernization Act. The overall project is about \$221,000.

This grant will come to the City and be passed through to Circle B Farms when the work is completed. The City is applying for this grant utilizing staff, and will handle the administration of the grant in house as well. Other than staff time, which will be counted as an “in-kind” contribution to the project, there are no other requirements from the City.

Tonight we need the Council to hold the public hearing. After that the Council will need to decide whether or not to accept the grant money and if so allow the City Manager to execute the necessary documents pursuant to Resolutions 2014-2 and 2014-3 previously adopted by the City Council.



OFFICE OF THE CITY MANAGER
CARIBOU, MAINE

To: Mayor and Council Members
From: Austin Bleess, City Manager
Date: July 14, 2014
Re: Accepting FEMA Grant Award

As the Council is aware we were recently awarded a grant from FEMA. The grant is for a \$350,000 Fire Truck, of which the grant covers 95% or \$332,500 with our match being \$17,500. We have been saving up as part of the Capital Equipment Plan to replace this truck in 2015 and have the matching funds available to purchase this vehicle.

Here is the information on the truck that would be purchased:

Type: Pumper with a large tank

Cab: 2015 114SD Freightliner Conventional

Body: Heavy duty 12 gauge galvanized, modular construction

Pump: Waterous CSU 1250 GPM with side panel controls

Tank: 3,500 gallons

Features: Custom center console for siren, switch panel and notebook storage; 10" rear dump, left side dump and right side dump valve with electric actuator and 90 degree directional chute; Hinged right side pump panel; Right side folding tank compartment; Hydraulic dump tank loader; Left Ladder storage compartment; 12 volt scene lights; Removable deck gun for ground operations; three side camera coverage;

There are several warranties that also come with this truck:

- A. Chassis – Two (2) Year
- C. Chassis Frame Rails- 5 Year
- D. Engine – Five (5) Years
- E. Transmission – Five (5) Years
- F. Fire Pump – Five (5) Years
- G. Water Tank – Lifetime
- H. Apparatus Body – Ten (10) Years
- I. Rust – Ten (10) Years
- J. Paint – Four (4) Years

It will take 240 calendar days for the truck to be delivered to us from when we sign the contract. That puts us in the February/March window for delivery.

We will need Council Authorization on the resolution on the following page allowing us to accept the grant and purchase the new fire truck.

RESOLUTION 2014-4

A RESOLUTION ACCEPTING THE FEDERAL EMERGENCY MANAGEMENT AGENCY ASSISTANCE TO FIREFIGHTERS GRANT

WHEREAS, the City of Caribou applied for an Assistance to Firefighters Grant through the Federal Emergency Management Agency (FEMA); and

WHEREAS, the grant was written to replace a pumper truck that is 29 years old and is an open cab with no roll over protection in the amount of \$350,000; and

WHEREAS, the City of Caribou has been awarded said grant from FEMA; and

NOW THEREFORE, be it resolved by the Council of the City of Caribou that the City Manager and Fire Chief:

- 1) Are authorized and directed to submit any and all necessary paperwork to FEMA on behalf of the City of Caribou to obtain the grant funds;
- 2) Are authorized to make assurances on behalf of the City of Caribou required as part of such applications, and
- 3) Are authorized and directed to carry out the duties and responsibilities for purchasing a new pumper truck pursuant to the Charter of the City of Caribou and the laws and regulations governing planning and implementation of FEMA AFG Grant Program.

This resolution was duly passed by the City Council of the City of Caribou, Maine, this _____th day of July, 2014.

Gary Aiken, Mayor

Kenneth G. Murchison Jr, Councilor

Shane McDougall, Councilor

David Martin, Councilor

Philip J. McDonough II, Councilor

David Genthner Sr, Councilor

Joan Theriault, Councilor

Attest:

Kalen Hill, Deputy City Clerk

**CARIBOU PARKS & RECREATION DEPARTMENT
55 BENNETT DR.
CARIBOU, ME. 04736
207-493-4224
207-493-4225 Fax**

MEMO

**TO: Mayor Aiken
CC: Caribou City Council
FROM: Kathy Mazzuchelli
RE: Caribou Community Swimming Pool
DATE: July 9, 2014**

The Caribou Community Pool opened in the summer of 1959. It was constructed by the Caribou Public Works Department with assistance from some local contractors and was then Public Works Director Charlie Huston's first project as Director.

There were surface repairs over the years with the last major repair completed in 1993. That project patched cracks in the pool surface and leaks at the main drain; included installation of a small circulation pump with a basket strainer; and added an addition to the existing bathhouse and upgraded plumbing.

Fortunately at that time the type of repairs proposed did not require review by the Dept of Human Services Division of Health Engineering as it was covered under Section 2663 of Title 22 MRSA which would allow continued use, maintenance and repair of a non-conforming pool constructed prior to 1985.

During the summer of 2013, 20 years later, the pool was losing an estimated 1500 gallons of water per day. That fact combined with diminishing user volume forced closure of the pool for 2014 with the intent that estimates would be gathered for probable repairs for the City Council to review.

This spring, Department officials contacted several commercial pool renovation companies, one of which came to Caribou to assess the facility and provide a probable solution. Brock Commercial Pool Equipment provided an estimate to repairs cracks, remove existing plumbing and install new plumbing and line the pool with a PVC membrane system. This proposed repair was submitted to the Maine DHS Health Engineering Division for review. Based on their experience, Brock submitted a second estimate in anticipation of the State indicating that the project represented substantial change and would thus not be grandfathered as it was in 1993. That estimate contained the original figures plus installation of a complete circulation and filtration system for a combined total of \$685,882.63.

Department officials also contact Lane Construction who had completed the repairs in 1993 and asked them to assess the pool and deck areas and provide an estimate for repairs.

Their estimate came in at \$66,105 and would include removing all colored surface areas, grinding the surface, pave prep with miraffi roll, patching existing cracks and repaving the area inside the fence. The estimate did not include painting the surface which would represent an additional \$5000-7000.

Although the pool is an important part of the local community, the Parks and Recreation Commission maintains considerable reservations regarding investment of significant funding into a seasonal facility with diminishing revenues. The commission felt that monies could be better spent on developing a reserve account that could be funded to provide engineering in the future for an aquatic facility to be located at the Wellness Center as suggested in the original three phase plan. The facility could be designed to include splash pads, a lap pool, an aquatic therapy pool and other amenities that are not currently available in the region and would generate considerable revenues by a variety of public/private partnerships.

Again, this is purely suggestive and the estimates have been gathered to provide the City Council with information to help make a decision about the future of the outdoor facility only at this time.

The estimates are included with this correspondence.



Brock Enterprises, LLC, 285 State Street, North Haven, CT 06473
 Toll Free: (800) 332-2360 Toll Free Fax: (800) 633-4858
 Web: www.brockent.com

Quote

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	City of Caribou outdoor pool	Contact:	Kathy Mazzuchelli
Address:	55 Bennett Dr.	Phone:	(207)493-4224
City, State, Zip:	Caribou, ME, 04736	E-Mail:	kathy@cariboumaine.org

Date of Request:	04/25/2014	Date of Completion:	
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LOP:		TECH:	R.D.	SMR:		Start:		End:	
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Item Number	Description	QTY	Unit Cost	Price
1	Repair of the pool shell (cracks, loose materials), removal of the existing plumbing lines (main drain and return line) and installation of the new plumbing lines (return and main drain).			\$38,000.00
2	Installation of the new liner in the existing pool employing the PVC membrane system			\$122,428.00

Notes:

Date of Request:	04/25/2014	Date of Completion:	
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Follow Up Required:

Authorized by: _____ Date: _____



Brock Enterprises, LLC, 285 State Street, North Haven, CT 06473
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Quote

LOP:		TECH:		SMR:		Start:		End:	
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Item Number	Description	QTY	Unit Cost	Price
1	Installation of a complete circulation and filtration system (filters, pump, chlorinator, controls, acid pump, auto fill system, valves, piping, gutter system, surge pit, return lines and main drains)			\$530,882.63
2	Installation of the new liner in the existing pool employing the PVC membrane system			\$122,428.00
3	Complete repair of all the pool shell structural cracks			\$32,500.00
	TOTAL			\$685,882.63

Notes: 1.1.

Follow Up Required:

Authorized by: _____ Date: _____

Paving Quotation

LANE

The Lane Construction Corporation

PO Box 627
 Presque Isle, ME 04769
 Contact: Wayne Berry
 Phone: 207-764-4137
 Fax: 207-764-3439

<u>Quote To:</u>	Kathy Mazzuchelli	<u>Job Name:</u>	Caribou Pool Paving
	Caribou Parks & Recreation	<u>Bid Date:</u>	
<u>Phone:</u>	207-493-4224	<u>Addendums:</u>	
<u>Fax:</u>	Lmerritt@cariboumaine.org		

ITEM	DESCRIPTION				
	Mill 1/2"				
	Pave Prep				
	Pave 1.25" Overlay				
GRAND TOTAL					\$66,105.00

NOTES:

- 1) Price includes removing all coloring as possible, grinding/Pave Prep miraffi roll/patching cracks and repaving the area inside the fence.
- 2) Pipe removal is performed by Caribou parks and rec.
- 3) This is a Lump Sum Quote.
- 4) Price is for the 2014 Paving Season.
- 5) Any new painting or reinstallation of miscellaneous parts will be performed by others.



OFFICE OF THE CITY MANAGER
CARIBOU, MAINE

To: Mayor and Council Members
From: Austin Bleess, City Manager
Date: July 14, 2014
Re: Municipal Service Fee Ordinance

Over the past few months the Council has discussed the Municipal Service Fee Ordinance. There are four main organizations that would be affected by this ordinance.

Rose Acres – The currently pay a Fee for Service of 10% of the gross revenues. There was no documentation of this Fee for Service that City Staff could locate. We have received a copy of the agreement that was made back in 1972 and 1976. That agreement outlines that the Fee for Service would be for “10 to 20 percent of gross income in lieu of taxes. The percentage applicable for any given year will be arrived at annually after a proper inspection of the corporation’s books and profit and loss statement.” It does not appear that any adjustment was ever made to the 10%, and if the Council would choose to do so they could modify the fee.

Caribou Garden – They currently pay a Fee for Service calculated upon the same formula that this ordinance would implement.

Central Aroostook - I have had conversations with them about implementing a Fee for Service on a voluntary basis rather than an ordinance. They are willing to do a fee for service based upon a different calculation than what the ordinance would. Their thoughts are as follows:

We base our thoughts on budget amounts of actual services per the 2014 Caribou budget. These include Health & Sanitation, Fire, Police, Protection, Emergency Management and Pubic Works. Given the budget figures from the City of Caribou website, these services amount to \$4,340,952. Using the formula [from the ordinance], the new percentage would be 1.167%. This would make the new service fee \$3,083.

We would suggest that we provide services back to the City of Caribou through jobs and purchases. Between the two homes, the annual salaries are approximately \$306,000 which make up 12 FTE’s. We also shop in Caribou for groceries and other home goods as well as local service for the vans assigned to the homes. These two things add an additional \$20,000 back into the Caribou economy. So, in total, approximately \$326,000 is given back through jobs, goods and services.

We believe that this “give back’ should be worth at least a 25% discount toward the service fee, so we feel comfortable in offering \$2,312 for a service fee for the two homes.

I am confident that we could reach some type of agreement with Central Aroostook on a voluntary fee for service.

Facilities Inc – The city used to receive \$10,000 a year from Facilities Inc in a Fee for Service. However about five years ago they stopped paying this. City staff at that time, and again after I got here, searched extensively for a copy of the agreement and it could not be found.

We approached them last year about a fee for service and they were unwilling to do one at that time. As they mentioned in their testimony they run on a tight margin. They were going to discuss this at the board level and get back to us. Their board had indicated they wanted to take a “Wait and see” approach with the Council on this issue. I am continuing discussions with their executive director to see if we can forge ahead on some type of agreement.

I believe it would be prudent to try and pursue voluntary agreements, as has been discussed by the Council. I don’t believe any formal action tonight is required, but direction from the Council has to proceed with Central Aroostook and Facilities Inc would be appreciated. If the Council would like to review the books and adjust the payment amount for Rose Acres for 2015 we can set that up as well.



OFFICE OF THE CITY MANAGER
CARIBOU, MAINE

To: Mayor and Council Members
From: Austin Bleess, City Manager
Date: July 14, 2014
Re: General Assistance Overall Maximums

Maine Municipal Assoc, in coordination with the State, has issued an update to the Overall Maximum amounts to be used in calculating General Assistance.

As such our ordinance needs to be updated to conform to these new state standards. The Council will need to introduce the ordinance 20214-6, which is on the next page, and set a public hearing for our August meeting which is August 11th at 7pm.

Councilor _____ introduced the following ordinance:

Ordinance No. 6, 2014 Series
City of Caribou
County of Aroostook
State of Maine

AN ORDINANCE AMENDING CHAPTER 17 General Assistance

Short Title: An Ordinance Amending General Assistance Guidelines.

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:

Appendix A of Chapter 17 of the Caribou City Ordinances is hereby repealed.

Appendix A of Chapter 17 of the Caribou City Ordinances is hereby amended as follows:

OVERALL MAXIMUMS

<u>County</u>	<u>Persons in Household</u>					
Aroostook	1	2	3	4	5	6
	\$514.00	\$547.00	\$653.00	\$851.00	\$941.00	\$1010.00

Add \$69 for each additional person

This ordinance, being introduced on July 14, 2014 and a public hearing being held on August 9, 2014 was duly passed by the City Council of the City of Caribou, Maine, this _____ day of _____ 2014.

Gary Aiken, Mayor

Kenneth G. Murchison Jr, Councilor

Shane McDougall, Councilor

David Martin, Councilor

Philip J. McDonough II, Councilor

David Genthner Sr, 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: July 14, 2014
Re: MMA Legislative Policy Committee Ballot

We have received the ballot for MMA's Legislative Policy Committee. We can vote for two candidates and there are three candidates on the ballot.

The three candidates and their biographies are as follows:

Donald Guimond, Town Manager, Fort Kent

Donald Guimond has served as the Town Manager in the Town of Fort Kent since December 1993. Mr. Guimond has served on the LPC for several terms since 2000 and would like the opportunity to continue to do so.

Tony Mazzucco, Assistant City Manager, Caribou

Tony Mazzucco has served as Assistant City Manager in Caribou for the last year and a half. His recent prior municipal experience was as Assistant Manager in Milton, VT and as a Management intern for the Town of Bourne, MA. Tony also serves on the Maine Town and City Managers Associations' Communications Committee. He would like to serve on the LPC because of his interests in the universal application for the Maine Uniform Building and Energy Code, state-led economic development efforts and tools, revenue sharing and unfunded state mandates. He feels that a rural service community focused on economic development has a lot of valuable input.

Christina Therrien, Town Manager, Madawaska

Christina Therrien has served as Madawaska's Town Manager for the past eight years. Prior to that she served as Manager of Machias for four and a half years and in the town of Clinton for three and a half years. She served as Motor Vehicle Agent, Welfare Director, and Deputy Town Clerk in Pittsfield and as office Clerk for the Town of Skowhegan. Christina currently serves on the Maine Town and City Managers Associations' Awards & Scholarships Committee and served this past term as an Alternate to MMA's Legislative Policy Committee. She would like to continue her service on the LPC to work on such issues as unfunded state mandates and over-burdensome regulations. She would like a better understanding of the Legislature's proposed legislation and to ensure that the St. John valley has representation on the Committee.

The City Council will need to select two people to vote for in this election to the LPC.



OFFICE OF THE CITY MANAGER
CARIBOU, MAINE

To: Mayor and Council Members
From: Austin Bleess, City Manager
Date: July 14, 2014
Re: Approval of Quitclaim Deeds

The following people have paid off the back taxes in accordance with their agreement with the City and we need to issue a quitclaim deed to them. They are:

Bobby Thibodeau Jr	Map 16, Lot 8 J
Jonathan Bouchard	Map 37, Lot 24



OFFICE OF THE CITY MANAGER
CARIBOU, MAINE

To: Mayor and Council Members
 From: Austin Bless, City Manager
 Date: July 14, 2014
 Re: Putting Tax Acquired Property Out for Bid

We have three tax acquired properties that the previous owners have not followed through on the terms of their payment arrangement with the city. They are all aware that if they did not follow through with the terms the City could place their property out for bid. These properties are as follows:

City of Caribou												
Bid list												
As of July 14, 2014												
Taxpayer	Map	Lot	Location	Assessed Value	Tax Amount On Books	Occupied	Amount Owed to CUD	Minimum Bid Price	Lot Size (acres)	Building Details	Zone	
Armour, Pauline - Dec	36	52	20 Pioneer Ave	63,600.00	\$ 4,530.37	NO	1319.97	13,000.00	0.31	1 Story SF Home	R-1	
Marquis, Rino & Susan	23	7	6 Morgan Drive	63,400.00	\$ 3,937.14	YES	118.36	13,000.00	0.23	1 Story SF Home	R-1	
Alley, Walter	24	60	13 Vesta Drive	58,300.00	\$ 2,969.34	YES	107.04	12,000.00	0.21	1 Story SF Home	R-1	

If Council authorizes these properties to go out for bid the timeline we are looking at would be to advertise July 23 and 30th in the paper, and open bids on August 6th at 3pm. The owners would have until August 6th to pay off all of the taxes on the books to keep ownership.

We will need Council action on this request.