



City of Caribou, Maine

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

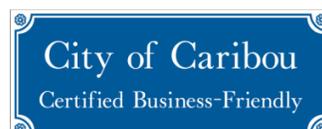
AGENDA Caribou City Council Regular City Council Meeting 6:00 P.M. Monday, November 9, 2015 Caribou City Council Chambers

1. Public Input
2. Declaration of Conflicts of Interest from the City Council regarding any agenda item.
3. Consider authorizing the minutes of the following meetings:
 - a) July 7, 2015 Council Workshop 2-5
 - b) October 26, 2015 City Council Meeting 6-8
 - c) October 21, 2015 Budget Public Forum 9-13
 - d) October 26, 2015 Special Council Meeting 14
4. Consent Agenda
 - a) October 2015 Library Report 15
 - b) October 2015 Fire Department Report 16-17
 - c) October 2015 Police Department Report 18-19
 - d) Approval of License 20
5. City Owned Property 21-24
6. General Assistance Ordinance 25-27
7. 2016 Budget 28-31
8. Other Business

Upcoming Meeting Dates:

Regular City Council Meeting November 23, 2015 at 6pm

Regular City Council Meeting December 14, 2015 at 6pm



A workshop meeting of the Caribou City Council was held 6:00 p.m. on Tuesday, July 7, 2015 in Council Chambers with following members present: Mayor Gary Aiken, Deputy Mayor David Martin, Joan L. Theriault, Shane McDougall, Tiffany J. Stewart, and Jody R. Smith. Philip J. McDonough II was absent and excused.

Austin Bless, City Manager was present.

Department Managers: Penny G. Thompson, Tax Assessor; Michael Gahagan, Police Chief; David Ouellette, Public Works Director, and Scott Susi, Fire Chief.

Joshua Archer, representing the Aroostook Republican and Time Warner Cable covered the meeting.

Caribou Secession Committee (CSC) Members, Paul Camping, Milo Haney, Doug Morrell, Freeman Wright, and Maynard St. Peter.

State Senator Peter Edgecomb and Representative Carol McElwee.

No one objected to limiting the meeting to no more than three hours.

Item #1: Discussion on Secession with Secession Committee

A joint meeting of the City Council and the Secession Committee where they further discussed the eight problems identified by the CSC in their official report and presented at the June 11, 2015 Secession Hearing.

1. The “City Council-City Manager” form of government is inappropriate for the citizen of rural Caribou.

CSC Discussion points:

- In 1967, Caribou changed from a Town Meeting to a City Council form of government.
- Lyndon would have a Town Meeting form of government, participation would be encouraged and everyone would get to vote on spending.
- CSC member St. Peter stated the Town form of government is the only way for them to gain control for what they need for themselves. He commented that City Departments are overstaffed, over budgeted, and overcompensated. Mr. St. Peter stated that it would take a referendum vote of the community to change from the City Council to a Town Meeting form of government.
- Discussion on the topic of wards and whether this would be best for Caribou.
- The Mayor would like additional information about Caribou’s government before 1967 and the number of individuals that showed up and voted. He wants what is beneficial for the citizens.
- There was discussion concerning the RSU and the voter turnout.

2. The City Charter contains provisions that are unlawful, unconstitutional and violate the civil rights of every citizens in Caribou.

3. The City Council has refused to implement zero-based budgeting.

CSC Discussion points:

- Whether a section of the City’s charter, Article VIII Ordinance Initiative and Referendum and Article II City Council Sec. 2.01(b) Eligibility, is illegal or unconstitutional.
- Article VIII is the reason why the CSC moved to secede under state law.
- Discussion as to whether you can circulate a petition under the current charter.
- Discussion as to whether the CSC should go through legal means to settle whether Article VIII and Article II City Council Sec. 2.01(b) Eligibility are illegal or unconstitutional.
- Discussion as to how to make changes to the Charter and what is an amendment versus revision.
- Zero-Based Budgeting.
- CSC would only want a Charter Commission if they had a seat at the table which would be three of the five CSC members.
- Make-up of the City Personnel Committee.
- Caribou’s current budgeting practices.
- Discussion as to how Caribou currently prepares its budget.

4. Work force

CSC Discussion points:

- Discussion on number of employees and salary amounts.
- Contracting and privatization of services.
- Assistant City Manager position & Human Resources.
- Discussion about area communities and the services that they offer and receive and the number of employees in the area communities.
- Chamber of Commerce and the hiring of an Event Coordinator.
- CSC envisions a town government with three or four people working – one person wearing many hats – in Gray, Maine, one person wears 12 hats.
- Members of the CSC offered that they have made suggestions to the City in the past and that the council should “take them out and dust them off”.
- Comparison between Town of Fort Kent and the City with road costs including snow removal.

5. Ambulance Department Profits Unproven

CSC Discussion Points:

- Mr. St. Peter stated that the hospital should manage and operate the ambulance service – this is their role and function – it is in their by-laws.
- CSC Representative Morrell stated providing ambulance service is too much of a risk for the City.
- Whether we operate the service or not, the City needs to provide ambulance service.

- The Mayor stated that he will look into whether the hospital is mandated to run an ambulance service.
- CSC questions why \$175,000 was appropriated to the Ambulance Service Reserve account if the service makes a profit. The Mayor stated that Ambulance Service Revenues go into the General Fund to reduce taxes.
- Discussion about the City's Comprehensive Plan.
- In the audit the Ambulance Service is reported as a Proprietary Fund.
- Mr. St. Peter stated the City has received back \$3.4 million back from an investment and the Council chose not to give back \$400,000 to the people to lower the mil rate. The City chose to pass the RSU #39's \$39,000 increase on to the taxpayers.
- Service surveys show that people are happy with City services.

6. Excessively High Taxation Negatively Impacts the Rural Real Estate Market – Depreciating Home Values and Eroding Equity

CSC Discussion Points:

- Discussion on whether houses assessed for over \$200,000 are selling in Caribou and how long houses are on the market.
- Mr. St. Peter wants to see houses assessed for what they are selling for.
- Discussion of a petition that took place in 2002.
- Mr. St. Peter wants to see concessions from the Council.
- Councilor Stewart offered her reasons for moving to Caribou by listing the services she was looking for while selecting a place to live.
- Mr. St. Peter stated that the Caribou Police Department has an excellent response time but he also thinks that they have more than what they need to do the job.
- Mr. Morrell and Mr. St. Peter discussed the State's valuation of the City. In Mr. Morrell's opinion, he feels Caribou across the board is overvalued by 25%.
- The CSC plans to continue using Caribou's current valuation number even after separating from the City.
- Discussion centered on "paying for only the services you need" and City's brush removal pickup.
- The territory will be able to operate at a mil rate of 15.9 according to Mr. St. Peter.
- There will be a volunteer fire department in the territory.
- Councilor Martin asked to what the mil rate would have to be for Caribou to stay Caribou. Mr. St. Peter stated that everyone at the table has a different philosophy on that, but in his opinion it would have to be around 18 mils. It would take around a \$2 million cut to get it to 18 mils and approximately \$2.6 million to get to a 15.9 mil.

With 12 minutes remaining, the CSC wants to know if Items 7 & 8 are a problem and, if so, what does the City have for a solution.

7. Overfunding of the Capital Expense Budget

- The Mayor does not believe the Capital Expense Budget is overfunded.
- Councilor Martin thinks it is wise to save up money and not have to pay interest.

8. The City has a Strong Bias Against Rural Territory Residents

- The Mayor strongly disagrees with this premise.

CSC Representative Camping stated “So here it is, we serve, we exist for the benefit of Caribou and you don’t want to let us to secede because you don’t want to lose our revenue, and that is a bias right there. Its institutional discrimination and a bias. The only thing you are concerned about is losing the revenue. That is why you are opposing secession and we are done here.”

The Mayor stated “The only reason I am opposing secession is that I don’t think it is in the best interest for all the citizens.” Mr. Camping stated “Stop protecting us from ourselves, okay, we are adults just like you are, we have the right to shape our own destiny and that is what we are doing.” Mr. St. Peter stated “We are just going through the process here, okay, and the process says this is something we have to do to get to the legislature, okay, by the time we get to the legislature, they will be fairly well informed of our plans and by the time we have to go to the referendum, they will be fully aware.”

In Territory, the Sheriff’s Department and the State Police will provide police coverage.

Mr. Morrell noted how Caribou ends up will depend on the reaction of the Council.

Mr. Camping stated “So, are you going to meet with us again and provide solutions to our problems or are we done?”

The Mayor asked the Council if they had any solutions to the problems. Councilor Martin stated “I don’t think I have any solutions that they agree with.”

Manager Bless noted the next step for the committee is to take this to the State Legislature, then referendum, then Council and after that the two sides would have to sit down.

Mr. St. Peter stated “. . . at this stage of the game we are not going to give in to anything here . . .”

Councilor Smith stated that the bottom line is lower taxes.

Meeting was adjourned at 9:00 p.m.

Jayne R. Farrin, Secretary

A regular meeting of the Caribou City Council was held 6:00 p.m. on Tuesday, October 13, 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 Gary Aiken was absent and excused.

Austin Bless, City Manager was present.

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

Chris Bouchard, representing the Aroostook Republican covered the meeting.

Council Agenda Item #1: Public Input

Mark Bouchard, 756 Main Street, lifelong resident of Caribou and former City employee and former Planning Board member. Mr. Bouchard stated that the City Council and City Manager are great stewards of his tax dollars even though he doesn't agree with all of their decisions. He offered that "Caribou is a great community with a lot to be proud of, with great schools, great hospital, the performing arts center, exceptional wellness facility with great programs for both the young and the old that are the envy of other communities. It is these things that make Caribou a great place to live." Mr. Bouchard praised City Manager Bless and the changes that have occurred since he arrived here. As the Council is working on the budget, he hopes they look to identify and cut waste and inefficiencies before they cut programs. We must all recognize that costs go up and to accept that so we can maintain the exceptional services and programs. He asked the secession group to "give it up so the community can move along".

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) October 13, 2015 Special City Council Meeting
- b) October 13, 2015 City Council Meeting

Motion made by P. McDonough, seconded by J. Smith, to approve the minutes of the October 13, 2015 Special City Council Meeting and October 13, 2015 Council Meeting as presented. (5 yes) So voted.

Council Agenda Item #4: Consent Agenda

- a) September 2015 Financials

Motion made by P. McDonough, seconded by J. Theriault, to approve Consent Agenda with business item A as presented. (5 yes) So voted.

Council Agenda Item #5: Sale of Municipal Property

Vaughn Realty, Inc. and Pioneer Realty, Inc. have agreed to purchase the Albair Parking lot at the rate of \$375 per parking stall. Vaughn Realty, Inc. will purchase 21 spaces for a total cost of \$7,875 and Pioneer Realty, Inc. will purchase 42 spaces for a total cost of \$15,750. There will be a 12 foot easement for Vaughn Realty, Inc. to exit from their property to Hatch Drive.

Motion made by P. McDonough, seconded by J. Smith, to sell the Albair Parking lot to Pioneer Realty, Inc. and Vaughan Realty, Inc. and to authorize the City Manager to sign the necessary documents to complete the sale. (5 yes) So voted.

Council Agenda Item #6: General Assistance Ordinance Introduction

Councilor P. McDonough introduced Ordinance No. 12, 2015 Series, An Ordinance Amending Chapter 17 General Assistance, Short Title: An Ordinance Amending General Assistance Guidelines.

Public Hearing scheduled for November 9, 2015 at 6:00 p.m.

Council Agenda Item #7: Transfer of Funds

Motion made by J. Theriault, seconded by P. McDonough, to authorize the move of \$220,575.50 from Fund Balance to the Compensated Absences line account number G-1-417-00. (4 yes, 1 no, T. Stewart) So voted.

Council Agenda Item #8: Local Referendum on Downtown Mall Parking Lots

Motion made by P. McDonough, seconded by J. Theriault, to authorize the addition of the advisory referendum question "Should the City of Caribou continue to own and maintain the downtown mall parking lots?" to the November 8, 2016 municipal ballot. (5 yes, 1 D. Martin) So voted.

Council Agenda Item #9: Other Business

None.

Council changed the order of Council Agenda Items 10 and 11.

Council Agenda Item #11: Executive Session pursuant to 1 MRSA § 405(6)(D) to discuss labor negotiations with Teamsters Local Union 340

Time In: 6:20 p.m. Motion made by P. McDonough, seconded by J. Smith, to move to executive session pursuant to 1 MRSA § 405(6)(D) to discuss labor negotiations with Teamsters Local Union 340. (5 yes) So voted.

In attendance: Council, Manager Bleess, and Fire Chief Susi.

Time Out: 6:32 p.m. Motion made by J. Smith, seconded by P. McDonough, to move out of executive session. (5 yes) So voted.

Motion made by S. McDougall, seconded by J. Smith, to approve the changes to the union contract. (4 yes, S. McDougall, J. Smith, J. Theriault, T. Stewart, 2 no, D. Martin, P. McDonough) So voted.

Council Agenda Item #10: Executive Session pursuant to 1 MRSA § 405(6)(A) to discuss personnel

Time In: 6:34 p.m. Motion made by J. Smith, seconded by J. Theriault, to move to executive session pursuant to 1 MRSA § 405(6)(A) to discuss personnel. (5 yes) So voted.

In attendance: Council and Manager Bleess.

Time Out: 7:09 p.m. Motion made by S. McDougall, seconded by J. Smith, to move out of executive session. (5 yes) So voted.

The Council completed the annual review of the City Manager. Deputy Mayor Martin stated the Council is very pleased with the performance of the manager and we are happy to have Mr. Bless as the manager.

Meeting adjourned at 7:10 p.m.

Upcoming Meeting Dates:

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

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

Jayne R. Farrin, Secretary

15-24 wksp.

A Public Forum Workshop meeting of the Caribou City Council was held 6:00 p.m. on Wednesday, October 21, 2015 in Council Chambers with the following members present: Mayor Gary Aiken, Deputy Mayor David Martin, Joan L. Theriault, Philip McDonough II, Shane McDougall, and Jody Smith. Tiffany Stewart was absent and excused.

Austin Bless, City Manager.

Department Managers: David Ouellette, Public Works Director; Wanda Raymond, Finance Director; Michael W. Gahagan, Police Chief; Scott Susi, Fire Chief; Gary Marquis, Supt. of Parks & Recreation; Lisa Plourde, Housing Director; Lisa Shaw, Library Director; and Penny Thompson, Tax Assessor.

PUBLIC FORUM WORKSHOP

The Public Forum Workshops are a requirement of the 2012 City Charter. This change is to allow a better understanding of the budgets and to allow discussion between the Council, Department Managers, and the Public. Other Public Forum Workshops were held October 19th and 20th.

From the adopted City Charter:

Expense Budget. 5.06 [a] (3) (ii) On or before November 1st: The City Manager will have each City Department Head present a written detailed Expense Budget Report to both the City Council and the City's citizens in a public forum where both the City Council and Caribou's citizens can ask questions and provide input to the City Manager and each Department Head.

Capital Expense Budget. 5.06 [b] (3) (ii) On or before November 1st: The City Manager will have each City Department Head present their written detailed Capital Expense Budget Report to both the City Council and Caribou's citizens in a public forum where both the City Council and Caribou's citizens can ask questions and provide input to the City Manager and each Department Head.

Public attending: Kevin McCartney, Kate McCartney, Paul Theriault, and William Tasker.

General Discussion:

Mayor Aiken opened the third 2016 Public Forum Workshop and stated that any Councilor may start the discussion.

In 2015, the City received from MSRS approximately \$3,441,000. Councilor Martin suggested moving \$100,000 to \$150,000 from the returned monies into Uncompensated Absences and remove from the 2016 budget the \$25,000 currently budgeted for that account. Take \$10,000 of that \$25,000 and add it to the Pool Reserve Account with the remaining \$15,000 to be savings.

Discussion as to whether monies should be transferred to Uncompensated Absences now or later. Councilor Martin stressed using one-time money, for one-time expenses. The Mayor expressed his concerns about any transfer to the Uncompensated Absences account. Councilor Theriault wonders if the whole amount \$441,000 should be transferred to Uncompensated Absences plus remove the \$25,000 already in the proposed 2016 Budget. Council Martin stated that he agrees with Councilor Theriault's suggestion of moving \$441,000 to Uncompensated Absences. He asked whether there was Council consensus on this issue. The Council was split three to three.

Council McDonough doesn't want to increase taxes and is not in favor of doing away with the positions that have been recommended. He would like to see a mandates list prepared, then meet and discuss the matter with Caribou's legislators so they can work on the issue in Augusta. He is not in favor of the additional \$1,000 for General Assistance non-reimbursable. He asked to have a breakdown, so that it is clearer, plumbing salary, fuel costs, and retirement contributions. He ask if Housing and FSS budgets are keeping pace with their expenses or are they living on their reserves? Manager Bleess stated that Housing is looking like they are okay but that FSS might have to utilize some of their reserve. Councilor McDonough asked questions about professional dues, training, and assessing cell phone which is also used for code enforcement work. He made a comment about janitor services for the municipal building, asked about the City's fleet vehicles, and he learned that the Public Works loader is 23 years old.

The General Assistance Administrator offered to reduce General Assistance aid from \$47,000 to \$46,000 and reduced non-reimbursable General Assistance from \$1,000 to \$500. Thus reducing both lines by a total of \$1,500.

Council Consensus: To reduce General Assistance aid to \$46,000 and non-reimbursable General Assistance to \$500.00.

Councilor McDougall doesn't want to eliminate the police officer and wants to keep the Assistant City Manager (ACM) position which includes Code and HR. When the City provides services to other communities, we should be getting back our costs plus an additional 5% to 10%.

Councilor Smith stated that it is easier to save by not filling a position, last year they have been doing the best they can without filling the positions, it is tough but he doesn't support filling the positions.

Councilor Martin thinks we really need the ACM and if it is reinstated then we need to cut someplace else. Councilor McDougall spoke about employee burnout. Also he wants the same services. Councilor Theriault doesn't want to see the police officer cut and would like to see the ACM hired and wonders if the ACM could be paid out of the TIF account. Mayor Bleess doesn't believe the State would approve the ACM being paid out of the TIF account. Councilor Theriault wonders if the Public Works telephone calls could be forwarded to City Office.

The Mayor stated that we have until the end of the year with the budget, we don't know the total revenues and won't for a while. The Mayor believes the ACM position is important because we don't have an HR person and Code Enforcement person plus the ACM serves as backup for the City Manager. The Police Officer position is important too, but we have operated for most of the year probably short more than one police officer. He hasn't received any complaints about there being a lack of police and although it is important, to him the ACM is more important. If the majority of the Council wants, he would suggest reinstating them into the budget now and wait and see how everything works out and if they want to make a change later, they can. The Mayor commented that the budget can be reduced anytime. Councilor Theriault commented that the budget can be reduced but not increased after adoption.

Discussion about State Revenue Sharing. The City Manager is comfortable with the number he is projecting for State Revenue Sharing.

Manager Bless commented that his 2016 Budget has three positions not funded plus eliminating one or more additional positions. The Mayor's suggestion is to add the positions back in to the budget and see how it shows.

Councilor Theriault suggested that the City look at all properties, including the 94 City owned properties she has looked at to see if any could be sold and put on the tax rolls, plus sell Flora-Dale park, and consider putting the Nylander building on the market. She questions if the parking lot reserve could be reduced as the City will not own as many parking lots plus wonders if there are any other entities that should be paying a Fee for Services? The City Manager responded that everyone under state statute that could be forced to pay a Fee for Services is paying. Councilor Theriault wonders if the City can sell ads on Channel 8.

The Mayor suggested a discussion on revenues. He suggested to push the properties to get them out and on to the tax rolls. He asked if anyone knows the tax value of the 94 properties mentioned by Councilor Theriault. According to the Finance Director, the City still has some old payment arrangements with prior owners that are still making payments. The Mayor requested a breakdown of the City owned property. Councilor McDonough commented that the current administration has cleaned up immensely City owned property compared to what it was in the past. He continued to say that there were in the past things not done and now they are being fixed.

The Library's budget divided by the number of households in Caribou figures to be \$60.00 per household. Currently the City charges non-residents \$30.00 individual and \$40.00 per family to use the Library. Councilor Martin proposed the Library charge non-resident \$75.00 per household to use the Library. Manager Bless wonders if that is for only people who have library cards or anyone that walks through the door. The City is unable to charge for the use of on-line services because that is federally funded.

Flora-Dale Park is 1.2 acres. Supt. Marquis would have to check the deeds for any conditions because the land was donated. The City would own the Nylander collection even if the building is sold. The City Manager would like to see some of the collection retained and displayed in other public buildings. Councilor McDonough suggested that state statutes be reviewed to see if there is anything about disposing of museum type collections.

Councilor Martin asked if there would be room for the Chamber within one of the City's buildings. Manager Bless commented that currently "no" but if the main floor of City Office is remodeled then "perhaps". The City is not obligated to provide a home for the Chamber.

The Mayor believes the Nylander building would sell very easily, with its location, nice looking appearance, and lots of parking.

As to reducing parking lot reserves, the PW Director stated that this reserve account is also for the maintenance of all the City's building parking lots, including, City Office, Fire Department, and Police Department. The Fire Department's Capital Reserve does include additional monies for the Fire Department parking lot.

Councilor Smith again stated that his is not in favor of filling positions.

The Mayor doesn't see the doing away with janitorial services and supplies at City Office. He asked if there was any way to reduce the time for the service. Concerning Fire and Ambulance Service, he isn't going to say anymore right now as he has requested information on the number of calls since 2010. He wants to see the information before making any determination as to whether they are right or wrong on their projections to date. He suggested that \$29,000 be put into the Pool Reserve as it has been done every other year since the City has stopped running it. He knows that sometime down the road the City will have a pool or an aquatic center so we might as well be putting some money away for the cost. The Mayor stated that the Fire Department reserve is well funded for the next 20 years. He stated that this is the account to take out some money to fund the additional pool money.

The Council and Chief Susi discussed various pieces of rolling equipment. The Mayor suggested reducing the money going into the Fire Reserve from \$65,000 to \$25,000 and taking that \$40,000 savings to cover the cost of janitorial services for the City Office and add an additional \$19,000 to the Pool Reserve.

Council Consensus: To reduce the Fire Reserve from \$65,000 to \$25,000 for 2016 with the note that it will be fully funded in the following year. To add money for janitorial services for the City Office and to add an additional \$19,000 to the Pool Reserve for a total of \$29,000 going to the Pool Reserve.

The Fire Chief reminded the Council that \$53,000 will be coming out of the Fire Reserve for the cost of the new furnace.

The Mayor discussed the Enterprise budget and the Chamber of Commerce. The Mayor remembers that 2015 was to be the last year that the City funded the Chamber. When asked, William Tasker stated that there is appropriately \$33,000 in the Chamber Reserve Account.

The Mayor stated that it is very difficult to fund the Chamber when the City could lose a police officer plus the Chamber has \$33,000 in reserves.

Council Consensus: Budget zero for the Chamber of Commerce.

Councilor Martin would like to see a budget that adds the Assistant City Manager back in, shows the \$40,000 in changes between Fire Reserve, janitorial service, and Pool Reserve, and the \$1,500 change in General Assistance. Manager Bless stated that with those changes there is approximately \$135,000 in expenses over revenues.

P.W. Director Ouellette stated that the P.W. Office Manager did more than answer the phone. Director Ouellette spoke about his taking over accounts payable, accounts receivable, fuel reports for the City, safety program, and building inspections. He understands budget issues and will do whatever he has to do. He may after time be able to delegate some of these tasks within his crew. There was a discussion about the City's current phone system and how he plans to return to his old system once the City's contract with OTT ends.

There was a discussion about the City's current loader and how the City has been saving for a new one. Director Ouellette would like the Council to put the loader out to bid now and he thinks the City might be able to purchase a loader with what is already in the reserve, and not have to fund P.W. CIP for 2016. In 2017, it would be necessary to budget \$60,000 to \$65,000 for the department's CIP. For the several years, he has been looking for a loader through the DRMO program and has been unable to

locate one. He would like to sell the current loader locally rather than trade it in. Both Mayor and Councilor McDonough told the Director to go get bids. Councilor McDougall suggested building a proposal and take it around to the dealers. There was discussion as to whether a new loader will last as long as the City's current loader has. The need for a certain size of loader is driven by the size of the snow blower that is attached to it. The Director stated that the loader with the snow blower is the backbone of the department.

Councilors McDonough, Theriault, Martin, and McDougall are all in favor of filling the Assistant City Manager position now and not waiting until April or May.

Caribou resident and small business owner, Kevin McCartney spoke in support for the Chamber of Commerce.

Discussion about the Police Officers. The Police Department is down two officers and the proposed 2016 Budget only has funding for one of those two.

Discussion concerning the change for library fees from communities paying for their residents to have access to where individuals and families from outside communities pay their own fee.

Workshop adjourned at 7:55p.m.

Jayne R. Farrin, Secretary

15-21 spec.

A special meeting of the Caribou City Council was held 5:15 p.m. on Tuesday, October 13, 2015 in Council Chambers with following members present: Mayor Gary Aiken, Deputy Mayor David Martin, Philip McDonough II, Joan L. Theriault, Shane McDougall, Tiffany J. Stewart and Jody R. Smith.

Austin Bleess, City Manager was present.

Council Agenda Item #1: Executive Session to discuss an Abatement Request pursuant to MRSA Title 36 Chapter 105 Section 841 et seq.

Time In: 5:15 p.m. Motion made by J. Smith, seconded by P. McDonough, to move to executive session pursuant to 1 MRSA 36 Chapter 105 Section 841 et seq. (6 yes) So voted.

Time Out: 5:39 p.m. Motion made by J. Smith, seconded by P. McDonough, to move out of executive session. (6 yes) So voted.

Motion made by J. Theriault, seconded by P. McDonough, to deny the poverty abatement request for application number 2015-01. (6 yes) So voted.

Meeting adjourned at 5:40 p.m.

Austin Bleess, City Manager



CARIBOU PUBLIC LIBRARY
CARIBOU, MAINE

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

Dear Honorable Council Members:

I. Statistics and Usage

Table Count: **1442**

Story Hour Attendance: **96**

2720 materials were circulated

147 books were downloaded.

28 new patrons signed up for library cards.

1805 people walked through our doors.

Our public access computers had **428** sessions.

Another **235** people accessed wifi with their own devices

225 hours were volunteered.

II. Other

- The Library Director attended the second session of the Maine Library Leadership Institute in Augusta, ME. I will also be working with the Library Standards Committee.
- The last in-person meeting of the iLEAD teams took place in Bangor the last week of October.



Respectfully submitted,
Lisa Neal Shaw
Library Director

**CFAD MONTHLY REPORT
October 2015**

Total Fire/ Rescue Calls	17	Total Amb Calls	162 inc. Air & Assists
-Alarms for Fires (33)	1	- Ground Amb.:	146
-Alarms for Rescues (66)		- Air Amb Flights:	3
-Silent Alarms	16	- Amb Assist Calls:	13
-Haz-Mat	2	- ALS Calls	85
-Grass Fires		- BLS Calls	57
-Chimney Fires	1	- No Transport	7
-False Alarms	3	- Long Distance Transfers	18
-10-55's	1	- Calls Turned Over:	11
-Aid to Police		Total Out of Town Amb Calls	19
-Public Service		Total Out of Town Fire/Rescue Calls	2
		Est. Fire Loss, Caribou	\$10,000
		Est. Fire Loss, out of City	\$
Total Hours Pumped	2.5	Total Est. Fire Loss	\$10,000
Gallons of Water Used	2,500	Total Maint. Hours	32.5 mhrs
Amt. of Hose used:	750'	Total Training Hours	222.5 mhrs
Ladders Used (in Feet): 24' (75' Ariel)___2__		Miles Traveled by all Units	7,287
Thermal Imaging Camera Used:	2	Fire Permits Issued	16
CO2 Meter Used:	3		
Rescue Sled & Snowmobile:			
Rescue Boat:			
Jaws Used:			

***Color Guard Training**

Total Fire & Amb. Calls 179

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 4
Van Buren Amb. 3

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	.5
New Sweden		
Connor	1	3.75
Westmanland		

LNTB = 15.5 man hrs.

Fire Safety Class = 14 participants

Scott Susi, Chief
Caribou Fire and Ambulance

BREAKDOWN OF FIRES
For October 2015

Situation Found	# Of Incidents	Fire Casualties	Est. Property Damage
1. Private Dwellings inc. Mobile Homes	2		\$10,000
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			
9. Industry, Utility, Defense			
10. Storage	1 - Dumpster		
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	2
17. False Calls	3
18. Mutual Aid Calls	
19. Aid to Ambulance (10-55's)	1
20. Aid to Police	
21. Investigation (Smoke, CO ₂ or Alarm)	6 (3 – CO; 2 – Alarm; 1 – Smoke)
22. Service Calls	

Total Calls for the Month: 17

Caribou Police Department

OCTOBER 2015 MONTHLY REPORT

OFFENSE		Amount	OFFENSE		Amount
1	Complaints	1801	40	Oper. Wrong Way on a One Way	0
2	Motor Vehicle Accidents	22	41	Viol. Of Title 29 A Sec 2101	0
3	Escorts	8	42	Violation of Permit	0
4	Theft Complaints	18	43	Failure to Stop at Stop Sign	1
5	Crim. Mischief Complaints	4	44	Failure to Stop for Pedestrians	0
6	Animal Complaints	7	45	Passing Stopped School Bus	0
7	Domestic Complaints	4	46	Stops and Checks M/V	1379
8	Burglary Complaints	7	47	Parking Tickets	0
9	Oper. M/V Under the Influ.	2	48	Business Alarms	19
10	Criminal Trespass Comp.	4	49	M/V Permits	3
11	Motor Vehicle Theft	2	50	Handling Prisoners	35
12	Unsecured Doors&Windows	0	51	Running Intoxilyzer	3
13	Motor Vehicle Complaints	42	52	No Insurance	5
14	Missing Persons	3	53	Warrant Arrests	5
15	Harassment Complaints	8	54	Neg. Worthless Instrument Arrests	0
16	Assault Complaints	5	55	Leave the Scene of Accident	1
17	O.A.S. Arrests	2	56	Failure to Yield the Right of Way	0
18	Juvenile Complaints	0	57	Arson Complaints	0
19	Fight Complaints	0	58	Suicide Complaints	0
20	Noise Complaints	1	59	Disorderly Conduct Complaints	12
21	Criminal Threat Complaints	2	60	Unlawful Sexual Contact	1
22	Lost & Found	2	61	Gross Sexual Contact	0
23	Neg. Worthless Inst. Comp.	0	62	Unattended Death Reports	1
24	Prowler Complaint	0	63	Burglary Arrests	7
25	Criminal Trespass Arrest	0	64	Violation of Probation Arrests	0
26	Assist Other Agencies	27	65	Criminal Records Check	31
27	Assault Arrest	7	66	Refusal to Sign U.T.T.	0
28	Drunk Complaint	0	67	Violation of Liquor Laws	0
29	Litter Complaint	1	68	Violation of Tobacco Laws	0
30	Theft Arrest	15	69	Violation of Drug Laws	0
31	Oper.Unregistered M/V	1	70	Failure to Produce Pawn Slips	0
32	Oper M/V Without a License	1	71	Snowsled & ATV Complaints	1
33	Driving To Endanger	1	72	Juvenile Arrests	3
34	Expired Inspection	1	73	Prov. A Place for Minors to Consume Alc.	0
35	Inadequate Exhaust	0	74	Criminal Mischief Arrests	1
36	Unnecessary Noise	0	75	Violation of Bail Conditions	4
37	Eluding an Officer	0	76	Seatbelt Violation	1 18
38	Speeding	3	77	Disorderly Conduct Arrests	0
39	Fail to Stop for an Officer	0	78	Receiving Stolen Property	1

Caribou Police Department

OFFENSE		Amount	OFFENSE		Amount
79	House Watch Requests	8	91	Hindering Apprehension	0
80	Robbery	0	92	911 Calls	13
81	Truant from School	0	93	Forgery	0
82	Criminal Threatening Arrests	0	94	Assault Domestic Violence	3
83	Terrorizing Arrests	0	95	Check on Well Being	15
84	Loaded Firearm in a M/V	0	96	Police Information	6
85	Making a False Public Report	0	97	Suspicious Activity/Person/MV	32
86	Child Endangerment	1	98	Civil Complaint	5
87	Tampering with a Witness	0	99	Total Warnings	76
88	Violation Of Protection Order	1			
89	Poss. of a Firearm by a Felon	0			
90	Multi-handgun purchase	3			

Respectively Submitted,

Chief Michael W. Gahagan
Caribou Police Department



OFFICE OF THE CITY MANAGER
CARIBOU, MAINE

To: Mayor and Council Members
From: Austin Bleess, City Manager
Date: November 9, 2015
Re: Approval of License

The American Legion is applying for a renewal of their liquor license and special amusement license. Staff has reviewed these applications and recommends approval.



OFFICE OF THE CITY MANAGER
CARIBOU, MAINE

To: Mayor and Council Members
From: Austin Bleess, City Manager
Date: November 9, 2015
Re: City Owned Property

On the following pages is a list of the City owned property as was discussed during the budget public forums.

The property highlighted in Yellow is what I have identified as possibly could be sold. Some of these lots would likely have little or no value to people as they are not buildable or likely not buildable due to city zoning or shoreland zoning.

The property highlighted in green is tax acquired property that people have payment arrangements on. Some of these will be paid off, but there are some that will likely never get caught up as it stands today. The Council could put some or all of these properties up for bid. The Council could also give the owners a set amount of time, say three months, for them to pay it off before putting it out for bid. For some of these it may require them to get a loan through a bank.

I do want to remind everyone that with the Tax Acquired Property policy changes a few years ago we do not have this problem going forward.



OFFICE OF THE CITY MANAGER
CARIBOU, MAINE

To: Mayor and Council Members
From: Austin Bleess, City Manager
Date: November 9, 2015
Re: General Assistance Ordinance

Each year we update the General Assistance Ordinance based upon new recommendations from the State. On the following pages is an ordinance to update our ordinance based upon the recommendations.

Jayne Farrin, our General Assistance Administrator, will be present to answer any questions the Council may have.

The ordinance was introduced at our last meeting, a public hearing scheduled for tonight. We need to hold that public hearing and after that the Council may take action on this ordinance.

Councilor _____ introduced the following ordinance:

Ordinance No. 12, 2015 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
	\$603.00	\$620.00	\$747.00	\$946.00	\$1036.00	\$1111.00

Add \$75 for each additional person

Appendix C of Chapter 17 of the Caribou City Ordinance is hereby repealed.

Appendix C of Chapter 17 of the Caribou City Ordinance is hereby amended as follows:

A listing of the maximum levels of assistance for housing (both heated and unheated).

Number of Bedrooms	UNHEATED		HEATED	
	Weekly	Monthly	Weekly	Monthly
0	\$108	\$464	\$128	\$550
1	\$108	\$464	\$130	\$561
2	\$127	\$546	\$158	\$679
3	\$164	\$705	\$202	\$868
4	\$176	\$758	\$223	\$957

Appendix D of Chapter 17 of the Caribou City Ordinance is hereby amended as follows:

Electricity Maximums for Households *With* Electrically Heated Hot Water: The maximum amount allowed for utilities, hot water, for lights, cooking and other electric uses *excluding* heat:

NUMBER IN HOUSEHOLD	MONTHLY
1	\$82 \$86

This ordinance, being introduced on October 26, 2015 and a public hearing being held on November 9, 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 J. Stewart, Councilor

Philip J. McDonough II, Councilor

Jody R. 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: November 9, 2015
Re: 2016 Budget

There are a few changes in the budget presented here tonight compared to the budget that was originally presented. The largest change is that health insurance premiums have come in at only 5% higher, rather than the 7% that we had budgeted.

Other changes based upon discussions at the Budget Forums:

- Public Works Capital Improvement amount has been taken out
- Janitorial services for the Municipal Building has been put back in
- The Assistant City Manager position has been put back into the budget.

The Council discussed reducing the Fire Department Reserve account. I do not recommend this change. In talking with Chief Susi about the projected capital improvement plan there were a few things missing from the original plan. While the trucks were in there, other equipment such as replacing the hydraulic aerial pump for the ladder truck, SCBA replacements, and jaws replacements were not. Those all need to be factored into the 5 year plan. In order to meet the updated plan we should be putting \$75,000 into this account in 2016. If we do not we will either need to put in even more in future years. Replacement of the ladder truck, scheduled for 2027, will likely cost a million dollars or more. That should not be ignored.

The Council voted to move \$220,575 from fund balance to Compensated Absences. With that we've eliminated the \$25,000 from that line this year. However, since that line is not fully funded we will need to put that money back into the account in 2017.

The budget tonight still only has 12 police officer positions in the budget, and does not fill the office manager position at Public Works. The budget is still approximately \$86,000 from having no tax increase for 2016, and to meet that we will have to eliminate two more staff and reduce services accordingly or reduce capital funding.

In the budget presented tonight we have 74.5 FTE's. This is up one from the October report because the Council consensus was to reinstate the Assistant City Manager position. In the General Fund costs for full time staff (pay and benefits) is about 52% of the operating budget. City wide, including enterprise budgets, full time staff is about 57% of all city funds.

While the City has great employees that pitch in and go the extra mile, I am worried if two more positions are eliminated there will be a severe negative impact on the rest of the staff. The majority of the staff are already doing so many jobs there is not much, if any, extra capacity left. I would hate for the city to lose any more good staff due to burnout from being understaffed,

overworked, and underappreciated. If we are to reduce staff to have no tax increase I believe this will become a bigger problem for the City.

We are also continuing to fall further behind in compensation, not just to our 40 town comparisons that was used for the Wage and Classification, but we are also falling behind in what other communities in Aroostook County pay their employees. This is part of the problem the City is facing in recruiting people to fill the open positions that we have.

Looking ahead to 2017 we will need to put the following amounts in the budget then:

- \$25,000 for Compensated Absences (up from 0 in 2016)
- \$65,000 for Public Works Capital Reserve (up from 0 in 2016)
- \$54,000 additional in Public Works for asphalt (we are only putting in \$200,000 for chip sealing in 2016)

With just these things alone the 2017 budget would need to be up \$144,000. That's before we know any of the other fixed increases such as health insurance, property insurance, workers compensation, etc.

With the state continuing to break its promise to the citizens of Maine and not fund Revenue Sharing the City continues to face tough choices to which there is no easy answer.

The following is information requested by the Council during the budget forums.

General Government staff is as follows:

- City Manager (50%)
- Executive Assistant to the City Manager
- Assistant City Manager
- City Clerk/General Assistance Administrator (70%)
- Deputy City Clerk/Deputy General Assistance Administrator (85%)
- Cashier/Municipal Agent
- Finance Director/Treasurer/Tax Collector
- Deputy Tax Collector/Finance Assistant
- Deputy Treasurer/Payroll and Payable Clerk

General Assistance staff is as follows:

- City Clerk/General Assistance Administrator (30%)
- Deputy City Clerk/Deputy General Assistance Administrator (15%)

Tax Assessing staff, which also handles Building Official and Code Enforcement, is as follows:

- Tax Assessor
- Deputy Tax Assessor

Library staff is as follows:

- Library Director
- Children's Librarian (29 hours a week)
- Circulation Librarians (all Part Time)

Fire/Ambulance staff is as follows:

- Chief
- Administrative Assistant
- 15 Fire Fighter/Paramedics
- 2 Ambulance Billers

Police Department Staff is as follows:

- Police Chief
- 2 Sergeants
- 12 Patrol Officers
- Executive assistant
- Janitor (10 hours a week)
- Animal Control Officer (13 hours a week)

Public Works staff is as follows:

- Public Works Director
- Foreman
- 4 Equipment Operators
- 3 Mechanics
- 6 Truck Drivers
- 1 seasonal truck driver

Recreation is as follows:

- Superintendent of Parks and Recreation
- Director of Recreation
- Recreation Programmer
- Administrative Assistant

Parks staff is as follows:

- Director of Parks and Maintenance
- 2 Janitors (Part Time)

Economic Development:

- City Manager (50%)
- Marketing and Event Coordinator

Ambulance Department runs since 2010:

Year	Total runs (incl. Long Distance Trans)	Long Distance Transfers
2010	1,644	143
2011	2,024	146
2012	2,096	158
2013	2,009	142
2014	2,119	335
2015 (Jan 1 – Sept 30)	1,631	276

Here is an estimate of what some of the unfunded mandates cost the City of Caribou. Most of these numbers are based upon staff time using a fully burdened labor rate, and an estimated number of hours spent on each task including trainings.

What	Cost
Shoreland Zoning	\$ 287
Licensed Plumbing Inspections	\$ 6,000
Animal Control	\$ 6,000
Dog Kennels	\$ 14,740
MUBEC	\$ 20,364
Emergency Management	\$ 13,187
Public Health Officer	\$ 950
Annual Report	\$ 1,100
Cemeteries/Veterans Graves	\$ 9,447
Freedom of Access Act	\$ 575
General Assistance	\$ 14,190
Code Enforcement Officer	\$ 62,400
Annual Audits	\$ 17,000
Total	\$ 166,240