



City of Caribou, Maine

AGENDA Caribou City Council Regular City Council Meeting 7:00 P.M. Monday, September 9, 2013 Caribou City Council Chambers

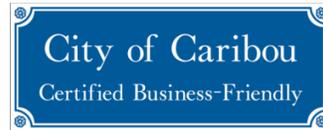
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1. Public Input
 - a) Robert Fern – Parking Lot on Water Street
2. Declaration of Conflicts of Interest from the City Council regarding any agenda item.
3. Consider authorizing the minutes of the following meetings:
 - a) August 12, 2013 Council Meeting 3-6
 - b) August 27, 2013 Council Workshop 7
4. Consent Agenda
 - a) July 2013 Caribou Police Department Report 8-9
 - b) August 2013 Caribou Fire and Ambulance Department Report 10-11
 - c) Approval of August Financials
 - d) Approval of Licenses 12
 - e) Abatement of Property Taxes 13
 - f) Approval of Quit Claim Deed 14
5. City owned parking lots 15
6. Charter Amendments 16-18
7. Downtown TIF District Plan Approval 19-25
8. Moratorium on Boarding Houses 26-28
9. Introduction of Property Maintenance Ordinance 29-31
10. Declaration of Dangerous Building 32
11. Purchase of new Ambulance 33
12. 2014 Ambulance Contracts 34-36
13. Placing Tax Acquired Properties Out For Bid 37-38
14. Budget Process 39
15. Executive session pursuant to MRSA Title 1 Chapter 13 Section 405 (6)(A) to discuss a personnel issue.

16. Executive session pursuant to MRSA Title 1 Chapter 13 Section 405 (6)(C) to discuss economic development.

Upcoming Meeting Dates:

Regular City Council Meeting, October 14, 2013 at 7:00 p.m.



A regular meeting of the Caribou City Council was held 7:00 p.m. on Monday, August 12, 2013 in Council Chambers with the following members present: Mayor Gary Aiken, Deputy Mayor Kenneth G. Murchison, David Martin, Philip McDonough II, Joan L. Theriault, David R. Genthner, Sr., and Aaron P. Kouhoupt.

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

Department Manager: David Ouellette, Public Works Director.

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

Council Agenda Item #1: Public Input

- Kirk St. Peter –spoke about off street parking versus on street parking plus the numbers of spaces available. Mr. St. Peter questioned why the Council is keeping the Herschel parking lot.
- Steve Trombley-stated that he was denied permission by the Planning Board to move a mobile home to 208 Limestone Street. He is requesting that the Council review this. The Mayor stated that the City is in the process of reviewing and updating the Comprehensive Plan and one of the results of this could be zoning changes.
- Philip St. Peter-stated that the only reason Urban Renewal came to Caribou was to create parking and now the question is who will pay to maintain the available parking.
- Paul R. Camping-commented on the budget process for 2014 and posed five questions to the Councilors concerning tax amounts, size of city government, and how would Council close a deficit.
- Robert Huston-Commander of the American Legion Post 15-spoke in opposition to any changes to the parking lots as it would cause a hardship for their members and customers.
- Andy Ayer-spoke in favor of Council Agenda #10 Consent Agreement for seasonal mobile home occupancy. Currently the City’s Code does not allow the issuance of seasonal occupancy certificates.
- Sam Collins-commented on the City’s recent selection as a “Certified Business Friendly” community. Mr. Collins does not see the parking lot issue as being business friendly.

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) July 8, 2013 Council Meeting
- b) July 23, 2013 Special Council Meeting

Motion made by P. McDonough, seconded by D. Genthner, to accept the minutes of the July 8, 2013 Council Meeting as presented. (6 yes) So voted.

Motion made by P. McDonough, seconded by K. Murchison, to accept the minutes of the July 23, 2013 Special Council Meeting as presented. (6 yes) So voted.

Council Agenda Item #4: Consent Agenda

- a) June 2013 Caribou Police Department Report
- b) July 2013 Caribou Fire and Ambulance Department Report
- c) Approval of July Financials
- d) Approval of Quitclaim Deeds
- e) Approval of Licenses

Motion made by P. McDonough, seconded by J. Theriault, to approve the Consent Agenda with Business items A, B, C, D & E as presented. (6yes) So voted.

Council Agenda Item #5: Discussion on City owned parking lots

The City did not receive any bids for the parking lots.

Motion made by P. McDonough, seconded by D. Genthner, to table the discussion on the City owned parking lots until a workshop meeting is held and to place it back on the agenda for the September 9, 2013 Council meeting. (6 yes) So voted.

Council Agenda Item #6: Charter Amendments

Manager Bless reviewed three possible amendments:

1. Section 2.01 (c) – The terms of municipal officials shall begin the first business day of January
2. Section 2.02 – A Councilor may elect to receive all of, a portion of or not to receive compensation for a calendar year
3. Section 5.01 – Change the City fiscal year from a calendar year to July 1st to June 30th and for the change to occur in 2015.

Councilor Theriault suggested changes to Section 2.01(b) and Section 2.06(B)(6) that requires Councilors to have the prior year's taxes paid to be eligible to hold the office of Councilor. She does not agree with that requirement.

Motion made by K. Murchison, seconded by P. McDonough, to set a public hearing for September 9, 2013 on potential Charter Amendments. (6 yes) So voted.

Council Agenda Item #7: 2013 to 2014 GA Maximums

General Assistance Administrator Jayne R. Farrin reviewed the proposed changes to the General Assistance Ordinance. If adopted, Appendix A-Overall Maximum would be in effect to June 30, 2014 and Appendices B-F from October 1, 2013 to September 30, 2014. It was noted that the major changes are in the Overall Maximum and Housing Maximums. Council questions were answered by Ms. Farrin.

7:50 p.m. Public Hearing opened.

No public input.

7:51 p.m. Public Hearing closed.

Motion made by K. Murchison, second A. Kouhoupt, to authorize the 2013-2014 General Assistance Maximums as presented with Appendix A to be in effect to June 30, 2014 and Appendices B-F to take effect on October 1, 2013 to September 30, 2014. (6 yes) So voted.

Council Agenda Item #8: Winter Sand Bids

Director Ouellette commented that the City has in the past purchased from K&M Sand and Gravel without any problems. This current bid is five cents less than their 2013 bid. The Director answered Mayor Aiken asked a question about purchasing by the ton versus by the yard.

Motion made by D. Martin, seconded by P. McDonough, to accept the low bid of \$9.75/cubic yard from K&M Sand and Gravel. (6 yes) So voted.

Council Agenda Item #9: Purchase of truck for Public Works

Manager Bless noted that for the last few years the Public Works Department has been saving to purchase a new pickup truck to be used by the Public Works Foreman. After completing research as to what is available through DRMO and compared the costs of used versus new pickup trucks, administration is recommending the purchase of a new Ford pickup.

The current 2003 vehicle has 197,000 miles, was purchased with a salvaged title, and is having electrical problems. Director Ouellette explained that it is a front line vehicle, sees a fair amount of use, and mileage. The Tommy Lift could be moved from the current pickup to a new pickup.

Motion made by D. Martin, seconded P. McDonough, to purchase a new pickup and to sell the 2003 pickup at the discretion of the City Manager. (5 yes, 1 no, A. Kouhought) So voted.

Council Agenda Item #10: Consent Agreement for seasonal mobile home occupancy

Section 13-740, 1., A of the Caribou Land Use Code does not allow pre 1976 mobile home to be relocated within the community. Andy Ayer, of Emerald Valley Ranch, recently purchased a pre 1976 unit with the plan to use it yearly as seasonal housing from April 15th to October 31st. Code Enforcement Officer Wentworth is recommending the Council authorize a Consent Agreement allowing Mr. Ayer to utilize this mobile home constructed pre 1976 as seasonal housing from April 15th to October 31st.

The Council discussed it among themselves plus asked Mr. Ayer several questions. Mr. Ayer suggested that the City consider amending the Code to allow permitting for Seasonal Occupancy.

Motion made by D. Martin, seconded by K. Murchison, to authorize a Consent Agreement between the City and Mr. Ayer allowing Mr. Ayer to relocate and utilize one pre 1976 mobile home, to wave the snow load requirement, and to allow it to be used as seasonal housing from April 15th to October 31st. (4 yes, 3 no, D. Genthner, A. Kouhought, P. McDonough) So voted.

Council Agenda Item #11: Moratorium on Boarding Houses

The Planning Board is requesting that the Council adopt a moratorium on boarding homes in the residential zones thus allowing the Board and City staff more time to examine their impacts on residential zones. There have been inquiries about converting a single family home into a Boarding House within a residential zone but as of now the City has not received a completed Site Design Plan.

Councilor A. Kouhought requested clarification regarding the use of phrase "at least 180 days" in the proposed moratorium. Assistant Manager Mazzucco stated that Maine Municipal Association recommends the use of this language "at least 180 days" and, if needed, a moratorium can be extended by the Council for an additional 180 days.

Motion made by P. McDonough, seconded by A. Kouhought, to introduce Ordinance No. 11, 2013 Series An Ordinance amending placing a moratorium on the permitting of Boarding Houses as Defined in the Caribou Land Use Code. (6 yes) So voted.

Council Agenda Item #12: Pole Replacement Application

The City has received an application from Maine Public Service for replacement of 11 poles jointly owned with Fairpoint Communications. The poles to be replaced are on Glenn Street between the intersections of Westwind Drive and Franklin Street.

Motion made by P. McDonough, seconded by D. Martin to approve the pole replacement application. (6 yes) So voted.

Council Agenda Item #13: Other Business

- a. Director Ouellette answered Councilor Martin's questions concerning the retaining wall on Herschel Street. It is estimated that it will cost approximately \$8,000 to \$9,000 for the materials to repair the wall. Councilor Murchison will forward information he has on a carbon composite material that might work in this area.
- b. Councilor Theriault praised and thanked Director Ouellette and the Public Works Department for the work done on both ends of the River Road.
- c. Highway Protection Chair McDonough called for a meeting of this committee to discuss parking lots. The meeting was set for 6:00 p.m. August 19th.
- d. City Clerk Farrin reminded citizens that nomination papers for Councilor, RSU #39 Board, and Jefferson Cary Board are available in the City Clerk's Office.

Council Agenda Item #14: Executive session pursuant to MRSA Title 1 Chapter 13, Section 405 (6)(D) to discuss labor negotiations with Teamsters Local Union No. 340.

Time in 8:33 p.m. Motion made by P. McDonough, seconded by D. Genthner, to move to executive session pursuant to MRSA Title 1, Chapter 13, Section 405 (6)(D) to discuss labor negotiations with Teamsters Local Union No. 340. (6 yes) So voted.

Time out 8:58 p.m.

No action taken.

Council Agenda Item #15: Executive session pursuant to MRSA Title 1, Chapter 13, Section 405 (6)(C) to discuss acquisition of real property.

Time in 8:59 p.m. Motion made by Motion D. Martin, seconded by A. Kouhoupt, to move to executive session pursuant to MRSA Title 1, Chapter 13, Section 405 (6)(C) to discuss acquisition of real property. (6 yes) So voted.

Time out 9:18 p.m.

Motion made by D. Martin, seconded by K. Murchison, to accept the property located at 63 Sweden Street, Map 31, Lot 32 from CCH Incorporated and authorize the Manager to execute the necessary paperwork. (6 yes) So voted.

Motion made by P. McDonough, seconded by K. Murchison, to adjourn the meeting at 9:20 p.m.

Upcoming Meeting Dates:

Highway Protection Committee, August 19, 2013 at 6:00 p.m.

Regular City Council Meeting, September 9, 2013 at 7:00 p.m.

Jayne R. Farrin, Secretary

A workshop meeting of the Caribou City Council was held 5:00 p.m. on Tuesday, August 27, 2013 in Council Chambers with the following members present: Mayor Gary Aiken, Deputy Mayor Kenneth G. Murchison, Jr., David Martin, Philip McDonough II, Joan L. Theriault, and David R. Genthner, Sr. Councilor Kouhought was absent.

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

Member of the Economic Development Growth Council: Joseph Sleeper, John Swanberg, Christopher Bell, Rick Solman, Bryan Thompson, and Marcell Daigle.

Motion by P. McDonough, seconded by K. Murchison, to go into executive session pursuant to MRSA Title 1 Chapter 13 Section 405 (6)(C) to discuss economic development. (5 yes) So voted.

Motion by P. McDonough, seconded by K. Murchison, to come out of executive session at 6:24 pm. (5 yes) So voted.

No action taken.

Motion by P. McDonough, seconded by D. Genthner, to adjourn at 6:25 p.m. (5 yes) So voted.

Respectfully Submitted,
Austin Bless, City Manager

Caribou Police Department					
JULY 2013 MONTHLY REPORT					
OFFENSE		Amount	OFFENSE		Amount
1	Complaints	1880	40	Violation of Interim License	0
2	Motor Vehicle Accidents	25	41	Allowing viol. Of Title 29 A Sec 210	0
3	Escorts	2	42	Violation of Permit	0
4	Theft Complaints	24	43	Failure to Stop at Stop Sign	1
5	Crim. Mischief Complaints	7	44	Failure to Stop for Pedestrians	1
6	Animal Complaints	28	45	Traffic Hazard Complaints	0
7	Domestic Complaints	11	46	Stops and Checks M/V	1360
8	Burglary Complaints	5	47	Parking Tickets	11
9	Oper. M/V Under the Infl.	2	48	Business Alarms	18
10	Criminal Trespass Comp.	4	49	M/V Permits	5
11	Motor Vehicle Theft	1	50	Handling Prisoners	53
12	Unsecured Doors&Windows	0	51	Running Intoxilyzer	1
13	Motor Vehicle Complaints	42	52	No Insurance	2
14	Missing Persons	0	53	Warrant Arrests	5
15	Harassment Complaints	34	54	Fireworks Violation	0
16	Assault Complaints	8	55	Leave the Scene of Accident	0
17	O.A.S. Arrests	5	56	Failure to Yield the Right of Way	0
18	Juvenile Complaints	7	57	Arson Complaints	0
19	Fight Complaints	0	58	Drug Complaints	0
20	Noise Complaints	2	59	Disorderly Conduct Complaints	33
21	Criminal Threat Complaints	3	60	Unlawful Sexual Contact	1
22	Lost & Found	4	61	Gross Sexual Contact	2
23	Neg. Worthless Inst. Comp.	0	62	Unattended Death Reports	1
24	Prowler Complaint	1	63	Burglary Arrests	0
25	Criminal Trespass Arrest	0	64	Violation of Probation Arrests	0
26	Assist Other Agencies	20	65	Criminal Records Check	15
27	Assault Arrest	0	66	Refusal to Sign U.T.T.	0
28	Drunk Complaint	3	67	Violation of Liquor Laws	1
29	Litter Complaint	1	68	Violation of Tobacco Laws	0
30	Theft Arrest	4	69	Violation of Drug Laws	6
31	Oper.Unregistered M/V	2	70	Failure to Produce Pawn Slips	0
32	Oper M/V Without a License	1	71	Snowsled & ATV Complaints	11
33	Driving To Endanger	1	72	Juvenile Arrests	0
34	Expired Inspection	4	73	Prov. A Place for Minors to Consume Alc.	0
35	Inadequate Exhaust	2	74	Criminal Mischief Arrests	1
36	Unnecessary Noise	1	75	Violation of Bail Conditions	6
37	Eluding an Officer	1	76	Seatbelt Violation	0
38	Speeding	8	77	Disorderly Conduct Arrests	3
39	Impeding Traffic		78	Receiving Stolen Property	0

Caribou Police Department

OFFENSE		Amount	OFFENSE		Amount
79	House Watch Requests	2	91	Criminal Simulation	0
80	Harassment Arrest	0	92	911 Calls	15
81	Truant from School	0	93	Warnings	34
82	Criminal Threatening Arrests	0	94	Assault Domestic Violence	2
83	Reckless Conduct Complaints	0	95	Check on Well Being	16
84	Loaded Firearm in a M/V	0	96	Police Information	0
85	Making a False Public Report	0	97	Suspicious Activity/Person/MV	30
86	Child Endangerment	2	98	Civil Complaint	8
87	Misuse of E-911	0			
88	Violation Of Protection Order	1			
89	Poss. of a Firearm by a Felon	0			
90	Multi-handgun purchase	4			

Respectively Submitted,

Chief Michael W. Gahagan
Caribou Police Department

**CFAD MONTHLY REPORT
August 2013**

Total Fire/ Rescue Calls	13	Total Amb. Calls	219 inc. Air & Assists
-Alarms for Fires (33)	2	- Air Amb. Flights:	5
-Alarms for Rescues (66)		- Amb. Assist Calls:	12
-Silent Alarms	11	- ALS Calls	114
-Haz-Mat		- BLS Calls	84
-Grass Fires		- No Transport	9
-Chimney Fires		- Calls Turned Over:	7 = \$19,270.
-False Alarms		Total Out of Town Amb. Calls	31
-10-55's	3	Total Out of Town Fire/Rescue Calls	0
-Aid to Police		Est. Fire Loss, Caribou	\$500
-Public Service	3	Est. Fire Loss, out of City	\$
		Total Est. Fire Loss	\$500
Total Hours Pumped		Total Maint. Hours	16 mhrs
Gallons of Water Used		Total Training Hours	139 mhrs
Amt. of Hose used:		Miles Traveled by all Units	11,984
Ladders Used (in Feet): 14 (75' Ariel)___1__		Fire Permits Issued	51
Thermal Imaging Camera Used:	2	*Color Guard Training	27.25 mhrs
CO2 Meter Used:	1	Total Fire & Amb. Calls	232
Rescue Sled & Snowmobile:			
Rescue Boat:			
Jaws Used:			

MUTUAL AID TO:

P.I.F.D.
 F.F.F.D.
 L.F.D.
 W.F.D. 2
 Stockholm F.D.
 North Lakes FD
 Crown Amb 3 stby.
 Van Buren Amb. 1 Intercept

MUTUAL AID FROM:

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

OUT OF CITY FIRES/RESCUES

LOCATION	# OF CALLS	MAN HRS.
Woodland		
New Sweden		
Connor		
Westmanland		

Fire Extinguisher Class = 44 participants

 Scott Susi, Chief

Caribou Fire and Ambulance
BREAKDOWN OF FIRES
For August 2013

Situation Found	# Of Incidents	Fire Casualties	Est. Property Damage
1. Private Dwellings inc. Mobile Homes	1		\$500
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			
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			

Other Incidents

16. Haz-Mat	
17. False Calls	
18. Mutual Aid Calls	2 - WFD
19. Aid to Ambulance (10-55's)	3
20. Aid to Police	
21. Investigation (Smoke, CO ₂ or Alarm)	4 (1 - Smoke; 3 - Alarms)
22. Service Calls	3 (2 - Spud Speedway; 1 - Powerlines)

Total Calls for the Month: 13



OFFICE OF THE CITY MANAGER
CARIBOU, MAINE

To: Mayor and Council Members
From: Austin Bless, City Manager
Date: September 9, 2013
Re: Approval of Licenses

The Caribou Bowladrome/Sports Inn has applied for liquor and special amusements permit again this year. This has been reviewed on the staff level and no issues have been found. It is recommended Council approve the liquor and special amusement permit for the Jade Palace.



OFFICE OF THE CITY MANAGER
CARIBOU, MAINE

To: Mayor and Council Members
From: Austin Bless, City Manager
Date: September 9, 2013
Re: Abatement of Property Taxes

Council needs to abate the property taxes at 54 Broadway St. in the amount of \$5,483.78. This was the Dan's Living Center building that was used for the fire department training exercise.



OFFICE OF THE CITY MANAGER
CARIBOU, MAINE

To: Mayor and Council Members
From: Austin Bless, City Manager
Date: September 9, 2013
Re: Approval of Quit Claim Deed

The tax acquired property at Map 29, Lot 39 has been sold in accordance with the Tax Acquired Property Policy. We need the Council to approve the quit claim deed to Michael Tuller.



OFFICE OF THE CITY MANAGER
CARIBOU, MAINE

To: Mayor and Council Members
From: Austin Bless, City Manager
Date: September 9, 2013
Re: Discussion on City Owned Parking Lots

During the Street/Highway Committee meeting the recommendation was made by the Committee for the Council to sell the parking lots to the abutting property owners for \$1, and if they abutting owner does not wish to take the parking lot the city would retain the lots.

I have spoken with the Sam Collins, whose property abuts the lots 97 and 102, and he expressed an interest in taking the lot for a dollar. He also said he would work out a deal for the people that utilize that parking lot for One Vaughn Place. During our meetings Mr. St. Peter expressed interest in the lot next to the Caribou Business Office Park, Mr. Swanberg has expressed interest in the lot that abuts the back of his property, and the Legion said they could take their lot if necessary.

This would mean that four of the parking lots could be transferred to private ownership relieving the city of the responsibility of maintenance of them. It would also place three of the parking lots onto the tax rolls.

If we were to sell the lot to Mr. St. Peter we would need to split that lot as it currently is one parcel on both sides of Herschel St.

As part of the discussion Mayor Aiken has drafted a plan he would like to bring forward for consideration. It is as follows:

1. Complete sale of 2 parking lots discussed at our last meeting, to Dick St. Peter and John Swanberg. Price to be \$1 with purchasers responsible for all legal and transfer fees required for the completion of this sale.
2. The City will retain ownership of the remaining parking lots. The ordinances for these lots should all be reviewed and changed to reflect the same parking rules in all city owned municipal lots.
3. Continue to allow the 2 hour free parking in all municipal lots and street parking except where presently designated as 15 minute parking.
4. Enforce the 2 hour parking limits in all designated areas.
5. Sell annual parking permits for \$120, (less than 50 cents a day) which would allow unlimited parking in all city owned lots between the hours of 8:00 a.m. to 5:00 p.m. Parking permits could be same style as handicapped permits so they could be used in different vehicles. Issue a different color sticker for each year.
6. Council can still investigate the selling of additional lots in the future.

We will need some type of Council action to authorize the City Manager to execute the necessary documents to sell the lots and whatever other action Council would like to see be made.



OFFICE OF THE CITY MANAGER
CARIBOU, MAINE

To: Mayor and Council Members
From: Austin Bleess, City Manager
Date: September 9, 2013
Re: Charter Amendments

As directed by the Council at our last meeting the following Charter Amendments are presented here tonight. We need to have a public hearing on each amendment. It would be best for the Council to consider each amendment, hold a public hearing on each amendment, and vote on each amendment separately.

Proposed new language is underlined and language to be removed has ~~strikethrough~~.

Proposed Amendment #1:

Shall the municipality approve the charter amendment reprinted below?

Amending Caribou City Charter Section 2.01 (c) to read:

The terms of municipal officials shall begin the first ~~Monday~~ business day of January.

General Description:

This amendment would allow for City Council terms to star the first business day of the year, which is when we are required, by charter, to hold our organizational meeting.

Proposed Amendment #2:

Shall the municipality approve the charter amendment reprinted below?

Amending Caribou City Charter Section 2.02 to read:

A councilor may elect to receive all of, a portion of or not to receive compensation for a calendar year.

General Description:

This would allow Councilors to take some of their pay, rather than all or nothing.

Proposed Amendments #3:

Shall the municipality approve the charter amendment summarized below?

A Charter Amendment which modifies Section 5 of the Caribou City Charter to change the operating fiscal year for the City from a Calendar Year to a July 1 – June 30 Fiscal Year beginning July 1, 2015 and modifies the budget timelines in the Caribou City Charter accordingly.

The Charter would be modified as follows:

Section 5.01 to read:

The fiscal year of the City shall begin on the first day of January and end on the last day of December.

Beginning the first day of January 2015 the Fiscal Year 2015 shall begin on the first day of January and end on the last day of June. Subsequent fiscal years shall begin on the first day of July and end on the last day of June.

For the transition period of Fiscal Year 2015 the City Council is authorized to adopt a budget timeline until which time the new fiscal year takes effect.

Section 5.04 be amended to read:

~~On or before the 15th of November of each year the City Manager shall submit to the City Council a final draft of the detailed expense budget and capital expense budget for the ensuing fiscal year and an accompanying message explaining the expense budget and the capital expense budget. In addition, on or before the 30th of April of each year the City Manager shall submit to the City Council a final draft of the income budget for the ensuing year and an accompanying message explaining the income budget.~~ On or before the 31st of May of each year the City Manager shall submit to the City Council a final draft of the complete budget for income, expense, capital expense budget and an accompanying message explaining the complete budget.

Section 5.06(a)(1) be amended to read:

In organizing the expense budget, the City Manager shall provide a historical financial expense update on or before the 15th of ~~September~~ March each year to the general public including the City Council. This update must provide the following detailed expense information for each main general ledger account and each general ledger sub-account: three year average of actual expenditures, previous year's expense budget, previous year's actual expenditure, current year expense budget, first eight months actual expenditures, and an annualized actual expenditure based on the eight month actual expenditure.

Section 5.06(a)(3) be amended to read:

The City Manager will provide an Expense Budget Report on or before the following dates:

- (i) On or before ~~October~~ April 1st: The City Manager will have each City Department Head provide an initial written detailed Expense Budget Report for the ensuing year.
- (ii) On or before ~~November~~ May 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.
- (iii) On or before ~~November~~ May 15th: The City Manager will provide the City's written detailed Expense Budget Report for the ensuing year to the City Council and Caribou's citizens in a public hearing.
- (iv) On or before ~~December 15th~~ June 30th: The City Council will vote on the City's final detailed expense budget for the ensuing year.
- (v) On or before ~~January~~ July 31st: The City Manager will provide the City's written detailed Expense Budget Report for the new year to Caribou's citizens for their review updating the report with final year end expenditures.

Section 5.06(b)(1) be amended to read:

(1) In organizing the Capital Expense Budget, the City Manager shall prepare and submit to the City Council and Caribou's citizens a five year Capital Expense Budget on or before ~~the 15th of October~~ May 1st.

Section 5.06(b)(3) be amended to read:

The City Manager will provide a Capital Expense Budget Report on or before the following dates:

- (i) On or before ~~October 15th~~ May 1st: The City Manager will have each City Department Head provide a written detailed capital expense budget report for the next five years to the Capital Improvements Committee.
- (ii) On or before ~~November~~ May 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.

(iii) On or before ~~November~~ May 15th: The City Manager will provide the City's written detailed Capital Expense Budget Report for the ensuing year to the City Council and Caribou's citizens in a public hearing.

(iv) On or before ~~December 15th~~ June 30th: The City Council will vote on the City's final detailed Capital Expense Budget for the ensuing year.

Section 5.06(c) (1) be amended to read:

In organizing the Income Budget, the City Manager shall provide a written estimated Income Budget for the ~~current~~ upcoming year to the City Council and Caribou's citizens on or before ~~the 15th of February~~ May 1st. This estimated Income Budget must provide the following detailed income information for each main general ledger account and each general ledger sub-account: three year average of actual income, previous year's income budget, previous year's actual income, proposed current year income budget, and proposed level of taxation for municipal budget based on previous year valuation.

Section 5.06 (c)(3)(i) be amended to read:

On or before ~~April 30th~~ May 1st: The City Manager will provide an estimated written detailed Income Budget Report for current year.

General Description:

This would move the City from operating on a calendar year to a fiscal year of July 1 – June 30. This also modifies the budget timeline to make the process more efficient.

Proposed Amendments #4:

Shall the municipality approve the charter amendment reprinted below?

Amending Caribou City Charter Section 2.01 (b) to read:

Only qualified voters of the City, ~~who are current for all annual personal and real property taxes due to the city on or before December 31st of the previous year,~~ shall be eligible to hold the office of Councilor.

And Caribou City Charter Section 2.06 (b) (6) be removed:

~~fails to pay all annual personal and real property taxes on or before December 31st of the previous year,~~

General Description:

This allows people who are delinquent on their property taxes to serve on the City Council.



OFFICE OF THE CITY MANAGER
CARIBOU, MAINE

To: Mayor and Council Members
From: Austin Bleess, City Manager
Date: September 9, 2013
Re: Downtown TIF District Plan Approval

As requested by Council we are working on an amendment to the Downtown TIF District Plan. That amendment will allow us to provide Credit Enhancement Agreements to businesses within the Downtown Area.

The Amendment will also give us much more flexibility in how we spend TIF money. Over the life of the TIF District we anticipate to bring in about \$9 million. DECD wants to see how we would spend that money or a higher amount. On the next pages you will see the proposed expenditures of the TIF Money. The amount that is totaled is \$18,471,200.

It is important to note that we will not spend more than we take in. Because of the life of the TIF District, which is through 2035, we anticipate that property values will increase and that more development will occur within the district. We are projecting to spend the \$18 million to avoid the requirement to seek another amendment to the TIF District Plan in the future.

Some of the things that we will be spending TIF Money on include Marketing and Economic Development, this includes salaries and benefits for the Chamber and half of my annual salary. We have received approval from DECD to pay for the entire Chamber of Commerce, including building costs such as heat, electricity, etc. from TIF Funds. All together this can save approximately \$120,000 out of the general fund budget. Given the fact we will lose about \$155,000 in Revenue Sharing next year this will certainly help.

Some of the other proposed expenditures include trail maintenance for ATV and Snowmobile Trails, bike trails, slum/blight removal, façade grants for the downtown area, improvements to or possibly a new Fire Station, a permanent revolving loan fund, and other projects.

The draft plan and full list is on the following pages.

At this time the Council needs to hold a Public Hearing on the Downtown TIF Amendment. After that the Council can act on the amendment.

<u>Project</u>	<u>Eligibility Under Title 30-A</u>	<u>Estimated Cost</u>
MUNICIPAL INVESTMENTS WITHIN THE PROPOSED TIF DISTRICT		
1 Capital costs of improvements including all fees and expenses, including, but not limited to, contractor expenses; development of the Riverfront area of the Downtown District; and construction and improvements to public ways within the District, including sidewalks and public landscaping	30-A §5225 (1)(A)(1)(a)	\$4,431,200
2 Transit-oriented development district capital costs, including but not limited to bicycle lane construction and recreational trails within the district.	30-A §5225 (1)(A)(1)(a)	\$40,000
3 The demolition, alteration, remodeling, repair, or reconstruction of existing buildings, structures and fixtures for public arts district or commercial use.	30-A §5225 (1)(A)(1)(b)	\$2,320,000
4 The demolition, alteration, remodeling, repair or reconstruction of existing downtown fire station.	30-A §5225 (1)(A)(1)(b)	\$1,000,000
5 Site preparation and finishing work within the District.	30-A §5225 (1)(A)(1)(c)	\$50,000
6 Possible relocation costs for existing businesses within the District to allow for district development.	30-A §5225 (1)(A)(6)	\$300,000
MUNICIPAL INVESTMENTS OUTSIDE DISTRICT BUT DIRECTLY RELATED TO OR MADE NECESSARY BY THE ESTABLISHMENT/AMENDMENT/OPERATION OF THE DISTRICT		
7 Portion of the costs reasonably related to the construction, alteration or expansion of storm sewer lines made necessary by the establishment of the District.	30-A §5225 (1)(B)(1)	\$125,000
COMMUNITY-WIDE MUNICIPAL INVESTMENTS		
8 Costs of funding economic development programs or events developed by the City, as well as costs of funding the marketing of the City for commercial or arts district uses, to include funds for the Caribou Area Chamber of Commerce, a municipal sub-department which manages the City's economic development activities. Costs will include but are not limited to salaries, overhead costs such as heating, electricity, and other overhead expenses not covered by chamber dues.	30-A §5225 (1)(C)(1)	\$7,975,000
9 Funding for permanent economic development revolving loan funds or investment funds being administered by the Caribou Economic Growth Council or other third-party group on the City's behalf.	30-A §5225 (1)(C)(3)	\$1,100,000
10 Costs associated with creating, maintaining and grooming recreational trails, including but not limited to trail connections from existing trails to the Downtown and Bennett Drive, as well as the purchase of trail grooming equipment.	30-A §5225 (1)(C)(6)	\$1,100,000
11 Costs related to development and implementation of marine resources projects.	30-A §5225 (1)(C)(8)	\$30,000
Total:		\$18,471,200

Application Cover Sheet

MUNICIPAL TAX INCREMENT FINANCING

A. General Information

1. Municipality Name: City of Caribou	
2. Address: 25 High Street, Caribou, ME 04736	
3. Telephone: 207-493-3324 x 230	4. Fax: 207-493-3954
5. Email: citymanager@cariboumaine.org	
6. Municipal Contact Person: Austin Bleess	
7. Business Name: N/A	
8. Address:	
9. Telephone:	10. Fax:
11. Email:	
12. Business Contact Person:	
13. Principal Place of Business:	
14. Company Structure (e.g. corporation, sub-chapter S, etc.):	
15. Place of Incorporation:	
16. Names of Officers	
17. Principal Owner(s) Name:	
18. Address:	

B. Disclosure

1. Check the public purpose that will be met by the business using this incentive (any that apply): N/A		
<input type="checkbox"/> job creation	<input type="checkbox"/> job retention	<input type="checkbox"/> capital investment
<input type="checkbox"/> training investment	<input type="checkbox"/> tax base improvement	<input type="checkbox"/> public facilities improvement
<input type="checkbox"/> other (list):		
2. Check the specific items for which TIF revenues will be used (any that apply):		
<input type="checkbox"/> real estate purchase	<input type="checkbox"/> machinery & equipment purchase	<input type="checkbox"/> training costs
<input type="checkbox"/> debt reduction	<input checked="" type="checkbox"/> other (list): Capital costs of downtown improvements, expansion of storm sewer lines, funding a revolving loan fund and economic development expenses, costs related to recreational trails.	

C. Employment Data

List the Company's goals for the number, type and wage levels of jobs to be created or retained as part of this TIF development project (<i>please use next page</i>).
--

No jobs are expected to be created or retained as a result of this amendment.

Statutory Requirements & Thresholds

A. ACRE LIMITATION		
1. Total Acreage of Municipality		47,429
2. Total Acreage of Proposed Municipal TIF District		635
3. Total Downtown acres contained in the Proposed Municipal TIF District		635
4. Total Transit acres contained in the Proposed Municipal TIF District		n/a
5. Total acreage of Proposed Municipal TIF District counted towards 2% cap (A2-A3-A4)		n/a
6. Percentage of total acreage in proposed municipal TIF District (cannot exceed 2%) <i>Divide A5 by A1</i>		0
7. Total acreage of all existing and proposed municipal TIF districts in the municipality. <i>Add A2 to sum of all existing TIF district acreage.</i>		1,086
8. Total acreage of an existing or Proposed Downtown TIF District in the municipality.		635
9. Total acreage of all <u>existing</u> Pine Tree Zone TIF Districts in the municipality.		n/a
10. Total acreage of all existing or Proposed Transit TIF Districts in the municipality.		n/a
11. Total acreage of all existing and Proposed Municipal TIF Districts in the municipality counted toward 5% cap. <i>Subtract A8+A9+A10 from A7.</i>		451
12. Percentage of total acreage in all existing and proposed Municipal TIF Districts (cannot exceed 5%) <i>Divide A11 by A1.</i>		0.95%
13. Total Acreage of all real property in the Proposed Municipal TIF District that is:		
(Note: a, b, or c must be at least 25%)		
a. Blighted (Divide acres by A2)	0	
b. In need of rehabilitation/conservation (Divide acres by A2)	0	
c. Suitable for industrial/commercial site (Divide acres by A2)	4.48	100%
TOTAL		
B. VALUATION LIMITATION		
1. Total Aggregate Value (TAV) of Municipality - <i>Use most recent April 1st</i>		\$352,441,400
2. Original Assessed Value (OAV) of Proposed Municipal TIF District. <i>Use March 31st of tax year preceding date of municipal designation</i>		\$0
3. Total OAV of all existing and Proposed Municipal TIF Districts in the municipality. <i>Add b2 to sum of all existing TIF district OAVs</i>		\$60,632,527
4. OAV of an existing or proposed Downtown TIF District in the municipality.		\$49,032,100
5. OAV of all <u>existing</u> Pine Tree Development Zone TIF Districts in the municipality.		n/a
6. OAV of all existing or Proposed Transit TIF Districts in the municipality.		n/a
7. Total OAV of all existing and Proposed Municipal TIF Districts in the municipality counted toward 5% cap - <i>Subtract B4+B5+B6 from B3</i>		\$11,600,427
8. Percentage of total OAV to TAV in all existing and Proposed Municipal TIF Districts (cannot exceed 5%) - <i>Divide B7 by B1</i>		3.2%

Development Program Narrative

Introduction

The City of Caribou requests a second amendment to its Downtown Tax Increment Financing District (approved in March 2006) and Amendment 1 (approved March 2008). The purpose of this amendment is to modify the municipal TIF investment plan in order to allocate excess funds from the Downtown District to eligible TIF-related expenditures as specified in Maine Revised Statutes 30-A §5225 Authorized Project Costs.

This second amendment will also redefine this District as an omnibus development district, and allow current or future City Councils to enter into CEA's that allow for a portion of new taxes paid on projects within the District to be returned to the Company/Developer for financing purposes.

Further, this Amendment shall allow for adjustment by the City Council should the annual new assessed value fall below Original Assessed Value of the District at the time of approval. In such an event, the City Council, based on an Assessor Opinion, may adjust the Original Assessed Value to the new assessed value as set that April 1. The City will provide a revised OAV to DECD at that time.

Although the original application omitted some required pieces of the application according to Maine statute, many of those omissions were addressed in Amendment 1. In this Amendment 2, the remaining requirements are included. Specifically:

- Public and private program descriptions are added;
- Development Program cost estimates with Statutory citations are added;
- “Activities being unique to the Downtown District” is confirmed;
- The Assessor's certificate differentiates between real or personal property being assessed within the district;
- The District map placing the Downtown District in context with municipal borders is included;
- Tax maps with lot numbers are incorporated for the Downtown District; and
- Revenue projections and tax shift analysis for Amendment 2 are consistent with the requirements of a tax increment financing district application.

Downtown District Development Program

The Caribou Downtown Tax Increment Financing District takes its project and program directives from the 2008 Caribou Downtown District Plan. It also includes some key elements that will assist in enhancing economic development both within the downtown district as well as citywide. All activities are unique to the Downtown TIF District and are not shared with any other TIF District. The descriptions of public and private TIF revenue uses follow the table.

Some line items within the “City of Caribou Downtown Municipal TIF Investment Plan” are described below in more detail.

Public Facilities/Improvements/Program Descriptions

Explanation of Municipal Investments within the District

Item 1: Downtown TIF revenues may be used to fund capital costs for development of the Riverfront area of the Downtown District Public. This area, which includes the mouth of Caribou Stream and Broadway Street, would receive development that would include improvements to the existing boat launch, overlooks on which to view the river, an amphitheater, and a pedestrian and bike trail. It would also include streetscape, signage, and other investments in order to be consistent with other improvements made to Downtown Caribou.

Other capital costs relate to improvements to public ways within the Downtown district, including sidewalk improvements, public landscaping, and general streetscape improvements to be more uniform within the Downtown district.

Item 2: Some transit-oriented improvements include adding gateway signs at key entry points of Downtown, as well as a signage system for traffic in the Downtown to guide visitors to key destinations. There will be traffic calming and pedestrian improvements as needed, as well.

Item 3: The City of Caribou plans to use TIF revenues on one city-owned building in the Downtown TIF District that is used as a business incubator. The building has been identified as needing considerable upgrades and repairs. The City also plans to use funds to removing slum and blight within the district on an annual basis.

Item 4: The Caribou Fire Department building, located within the Downtown district at 121 High Street, will be reconstructed at the same location.

Item 5: Funds for site preparation and finishing work within the District have been allocated to assist with municipal investments being made within the District.

Explanation of Investments outside of the District

Item 7: Because of the anticipated growth in activity of Caribou’s Downtown, a portion of costs for the expansion of storm sewer lines will also be paid for with Downtown TIF revenue.

Explanation of Community-wide Municipal Investments

Item 8: The City of Caribou does not have a formal “office of economic development” within its City department structure. Instead, the Caribou Area Chamber of Commerce plays that role, and acts as a sub-department of City government. Those who work at the Chamber are actually employees of the City of Caribou. As a result of this somewhat unusual structure, the City seeks to allocate TIF revenues to compensate those employees working for the City as Chamber of Commerce staff. A portion of time of the City Manager dedicated to economic development activities will also be paid for from TIF revenues.

Items 10-11: The City's recreational trails system will be expanded to create trail connections to the Downtown. This will help to highlight Downtown Caribou as a pedestrian-friendly and bike friendly destination. The trail system includes trails for winter recreational uses, as well. In order to maintain these trails and promote Caribou as a recreation destination, the City plans to purchase trail grooming equipment. The City also plans to invest in the development and creation of marine resources projects within city limits.

Private Facilities/Improvements/Program Descriptions

Currently the City of Caribou is not aware of any private investments that are planned within the Downtown District. However, the City is allocating anticipated TIF revenues to benefit private facilities and improvements with the goal of expanding economic development opportunities both within the Downtown District and throughout the municipality.

Explanation of Municipal Investments within the District

Item 3: The City of Caribou wishes to implement a façade improvement program within the downtown. These funds would be used for private facilities and improvements.

Item 6: The City of Caribou is planning for the possibility of incurring costs to relocate some downtown businesses to allow for Downtown District development. It is not anticipated that any persons will need to be relocated as a result of Downtown District development.

Explanation of Community-wide Municipal Investments

Item 9: The City of Caribou is allocating \$550,000 for funding of the economic development revolving loan fund that is currently administered by the Caribou Economic Growth Council, or other third-party groups that provide funds to entities within Caribou City limits to put towards economic development activities. The goal of this investment is to help to grow existing businesses and spur the development of new enterprises.



OFFICE OF THE CITY MANAGER
CARIBOU, MAINE

To: Mayor and Council Members
From: Tony Mazzucco, Assistant City Manager
Date: August 12, 2013
Re: Moratorium on Boarding Houses

At our last meeting the City Council introduced the following ordinance to allow the Planning Board and City Staff more time to examine the impact of boarding houses in residential zones of our city.

This issue has arisen from concerns expressed to the Board and Staff about the possibility of a current home being converted to a Boarding House.

Council will recall in 2012 a moratorium was issued for new cell phone towers to allow the Board and Staff to better understand the impacts and to find the best solution to move forward with.

At this time we need to hold a public hearing on the ordinance. After that the Council can act on the ordinance.

Councilor Murchison introduced the following ordinance:

Ordinance No. 11, 2013 Series
City of Caribou
County of Aroostook
State of Maine

AN ORDINANCE AMENDING PLACING A MORATORIUM ON THE PERMITTING OF BOARDING HOUSES AS DEFINED IN THE CARIBOU LAND USE CODE

Short Title: An ordinance regarding a moratorium on Boarding Houses.

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:

The CITY OF CARIBOU adopts a Moratorium Ordinance as follows:

WHEREAS, areas of the City of Caribou are suddenly under threat of increased development pressure from Boarding Houses and public input has been received by the Caribou Planning Board and Caribou City staff on the placement of Boarding Houses in residential areas; and

WHEREAS, business interests have indicated to the City the intention to seek use conversions for Boarding Houses; and

WHEREAS, this development pressure was unanticipated and has not been adequately provided for in the City's current Land Use Ordinance; and

WHEREAS, the City is currently undergoing a Comprehensive Planning process that will result in rezoning throughout the City as well as changes in development patterns and goals; and

WHEREAS, after public hearing, there is strong support for this Moratorium Ordinance; and

WHEREAS, the City will need at least 180 days to study the impact of potential boarding houses in residential zones, the Planning Board requests time to conduct public hearings on zoning for boarding houses in Caribou, and to consult legal counsel regarding differences in state and local definition of boarding houses

WHEREAS, amendments to the Land Use Ordinance require a public hearing by the Planning Board and the Board of Selectmen, and then must be voted upon at a City Meeting; and

WHEREAS, in the Judgment of the City, these facts fall within the meaning of 30-A M.R.S.A. 4356 (1)(B) and require the following Moratorium Ordinance as immediately necessary for the preservation of the public health, safety and welfare;

NOW, THEREFORE, the City of Caribou hereby ordains that a moratorium is hereby imposed, effective immediately and applicable, to the maximum extent permitted by law and subject to the

severability clause below, to all proceedings, applications and petitions not pending (within the meaning of M.R.S.A. Sec. 302) retroactive to August 12, 2013, and on any new construction or use, requiring approval under the terms of the City's zoning and land use ordinances and regulations for such City until the Planning Board has conducted necessary studies and public hearings on zoning of Boarding Houses in Caribou or until January 7, 2014;

BE IT FURTHER ORDAINED, that the Planner, Planning Board, Board of Appeals, the Building Inspector/C.E.O., all City agencies and all City employees shall neither accept nor approve applications, plans, permits, licenses, and/or fees for any new construction or changes in uses governed by this Moratorium Ordinance for such Boarding Houses for said period of time; and

BE IT FURTHER ORDAINED, that those provisions of the City's Land Use Ordinance and regulations which are inconsistent or conflicting with the provisions of this Moratorium Ordinance, including, without limitation, the requirements for site plan review by the Planning Board, subdivision and/or special exception review by the Planning Board, and height variance appeals by the Board of Appeals, are hereby repealed to the extent that they are applicable for the duration of the Moratorium Ordinance hereby ordained, but not otherwise;

BE IT FURTHER ORDAINED, that to the extent any provision of this Moratorium Ordinance is deemed invalid by a court of competent jurisdiction, the balance of the Moratorium Ordinance shall remain as valid.

This ordinance, being introduced on August 12, 2013 and a public hearing being held on September 9, 2013 was duly passed by the City Council of the City of Caribou, Maine, this 9th day of September 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 Bleess, City Manager
Date: September 9, 2013
Re: Introduction of Property Maintenance Ordinance

The City has adopted the 1996 BOCA Property Maintenance Code. City staff believes it is time to update this code. As such we are recommending the International Property Maintenance Code, 2012 edition, as published by the International Code Council. The ICC has replaced BOCA, so this would be the logical replacement code for our current ordinance. This will work in conjunction with the other International Code Council codes that the state has mandated that we follow.

The Council would need to introduce this ordinance today, and we will schedule a public hearing for our next regular meeting, scheduled for October 14.

Councilor _____ introduced the following ordinance:

Ordinance No. 12, 2013 Series
City of Caribou
County of Aroostook
State of Maine

AN ORDINANCE adopting the 2012 edition of the *International Property Maintenance Code*, regulating and governing the conditions and maintenance of all property, buildings and structures; by providing the standards for supplied utilities and facilities and other physical things and conditions essential to ensure that structures are safe, sanitary and fit for occupation and use; and the condemnation of buildings and structures unfit for human occupancy and use, and the demolition of such existing structures in the City of Caribou; providing for the issuance of permits and collection of fees therefor.

Short Title: Property Maintenance Ordinance.

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

Section 1. That the *International Property Maintenance Code*, 2012 edition, as published by the International Code Council, be and is hereby adopted as the Property Maintenance Code of the City of Caribou, in the State of Maine for regulating and governing the conditions and maintenance of all property, buildings and structures; by providing the standards for supplied utilities and facilities and other physical things and conditions essential to ensure that structures are safe, sanitary and fit for occupation and use; and the condemnation of buildings and structures unfit for human occupancy and use, and the demolition of such existing structures as herein provided; providing for the issuance of permits and collection of fees therefor; and each and all of the regulations, provisions, penalties, conditions and terms of said Property Maintenance Code on file in the office of the City Clerk City of Caribou are hereby referred to, adopted, and made a part hereof, as if fully set out in this legislation, with the additions, insertions, deletions and changes, if any, prescribed in Section 2 of this ordinance.

Section 2. The following sections are hereby revised:

Section 101.1. Insert: City of Caribou

Section 103.5. Insert: The minimum penalty for a specific violation is \$50 payable to the City. The fees for activities and services performed to correct or abate a violation shall be at cost plus a 10% administrative fee payable to the City.

Section 112.4. Insert: \$25 and \$2,500

Section 302.4. Insert: 7 inches within the Urban Compact Zone

Section 304.2 Repeal this section

Section 304.14. Repeal this section

Section 602.2. Strike 68°F (20°C) and insert 65°F (18.4°C)

Section 602.3. Insert: May 1 and October 1

Section 602.4. Insert: May 1 and October 1

Section 3. If another ordinance, or portion of ordinance, is found to conflict with the ordinances herewith that this ordinance shall supersede any other ordinance.

Section 4. That if any section, subsection, sentence, clause or phrase of this legislation is, for any reason, held to be unconstitutional, such decision shall not affect the validity of the remaining portions of this ordinance. The City Council hereby declares that it would have passed this law, and each section, subsection, clause or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses and phrases be declared unconstitutional.

Section 5. That nothing in this legislation or in the Property Maintenance Code hereby adopted shall be construed to affect any suit or proceeding impending in any court, or any rights acquired, or liability incurred, or any cause or causes of action acquired or existing, under any act or ordinance hereby repealed as cited in Section 3 of this law; nor shall any just or legal right or remedy of any character be lost, impaired or affected by this legislation.

This ordinance, being introduced on _____, 2013 and a public hearing being held on _____, 2013 was duly passed by the City Council of the City of Caribou, Maine, this _____ day of _____ 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 Bleess, City Manager
Date: September 9, 2013
Re: Declaration of Hazardous Building

The property located at 201 Old Washburn Road has several safety and environmental issues with it. On June 11, 2013 the Code Enforcement Officer issued a Notice of Violation under Caribou Property Maintenance Code, Sections PM 108 Unsafe Structures, PM 303 Exterior Property Areas, and Maine Statute, Title 17 § 2851, Dangerous Buildings. The specific violations include an old barn has collapsed, apparent friable asbestos observed on site, and exterior ground not being maintained. The owner was given until July 31 to clean up the property.

The property was not cleaned up after that Notice of Violation. On August 26 a second Notice of Violation was issued. By this time the condition of the property had gotten much worse. This Notice of Violation included everything from the first one and also an order to clean up the trash, rubbish and debris left at roadside, siding on south end of house that had melted, excessive number of unregistered vehicles, and an illegal junkyard. It was also cited for missing address numbers on front of house.

State law requires the City Council to make the determination that a property is dangerous and to order appropriate corrective actions either by the owner or by the city in the event that the owners do nothing.

Staff is requesting that the City Council declare this property a hazard and a nuisance and authorize the Code Enforcement Officer to post the site as Unfit for Human Occupancy. If the owner of the property does not correct the violations we will need to take this through the necessary process to get it cleaned up, which may include court action.



FIRE AND AMBULANCE DEPARTMENT
CARIBOU, MAINE

To: Mayor and Council Members
From: Scott Susi, Fire Chief
Date: September 9, 2013
Re: Purchase of new Ambulance

We would like to purchase a new ambulance. This ambulance would be very similar to the one we purchased last year. It is a 2013 Chevy G4500 Ambulance Braun Chief XL #6134.

We would be removing two ambulances from our fleet as well.

This has been budgeted for in the Capital Reserves. The cost of the new rig is \$156,875 and there is a balance of \$163,292 in the account right now. The sale price includes trade in value.

There is a possibility we can sell one, or both, of these ambulances for at least the trade in value to local services. Whether or not that will happen has yet to be determined.

The recommendation to Council would be to authorize the purchase of this new ambulance and allow staff to get rid of the two ambulances as necessary, which includes trading them in or selling them.



FIRE AND AMBULANCE DEPARTMENT
CARIBOU, MAINE

To: Mayor and Council Members
From: Scott Susi, Fire Chief
Date: September 9, 2013
Re:2014 Ambulance Contracts

The City needs to renew its ambulance service contracts with the following towns/townships.
The contract is on the next two pages.

A summary of contracts that are being approved are as follows:

Name	Amount
Connor Township	\$5,027.00
Perham	\$4,246.00
New Sweden	\$6,622.00
Stockholm	\$2,783.00
T16-R4	\$1,210.00
Westmanland	\$682.00
Woodland	\$13,343.00

There has been no price increase in the contracts from 2013.

One contract is on the following pages. The name and amount will be inserted where appropriate.

AMBULANCE COVERAGE INTERLOCAL COOPERATION

The Caribou City Councilors, acting in their capacity as Municipal Officers for the City of Caribou, hereinafter referred to as the "City", in accordance with the vote of said councilors at a regular meeting held on _____ 2013 enter into contract with the Municipality of _____ in accordance with the vote of said Municipal Officials, hereinafter referred to as the "Municipality", at a regular meeting held on _____ 2013, for Ambulance Coverage.

1. The City agrees to provide 24-hour Ambulance Coverage to the above named Municipality to the Intermediate level permitted to Paramedic level of patient care according to the Rules of Maine Emergency Medical Services. All personnel will be trained to the standards of Maine EMS and be so licensed.
2. When a call for the Ambulance is received at the Caribou Fire and Ambulance Department from any person in the Municipality, the following procedure shall be followed:
 - a. When a call for the Ambulance is classed as an Emergency Call (meaning not a routine transfer), the dispatcher shall immediately notify his / her Superior who shall dispatch, as soon as possible, such force needed in response to the call which the Superior or Officer-in-Charge shall deem necessary and proper under the circumstances, if so warranted to include 1st Responders if available.
 - b. When a call for the Ambulance is classed as Routine Transfer (meaning moving a patient from Point A to Point B non-emergency for, as example, a Doctor's appointment or other non-emergency situation), the dispatcher shall immediately notify his / her Superior who shall dispatch the Ambulance as soon as possible in response to the call. **In no event will the City of Caribou leave the Ambulance Coverage areas unprotected to handle a Routine Transfer.** All such transfers should be scheduled in advance.
3. The ambulance crew or 1st Responders sent to aid and assist, shall at all times be directly under the order and control of the City Fire Chief and / or the Officer-in-Charge of the call however, while within the limits of the Municipality, the force is acting in behalf of, and as agent for the Municipality to call for special equipment or personnel to help with the situation, should the need arise.
4. When in the opinion of the Officer-in-Charge, the services of the City are no longer needed; he / she shall order the ambulance crew to return to the City Fire Station.
5. While in the area of the Municipality, the Municipality agrees to provide Police Protection and support for the ambulance crews, should the need arise.
6. The City shall be compensated for standing by and responding to calls for the ambulance by the Municipality in the amount of \$**CONTRACT AMOUNT** annually. This compensation will be due, even if there are no responses during the year.



OFFICE OF THE CITY MANAGER
CARIBOU, MAINE

To: Mayor and Council Members
From: Austin Bleess, City Manager
Date: September 9, 2013
Re: Placing Tax Acquired Properties Out For Bid

On the next page you will find a list of properties that have been tax acquired to be put out to bid. We are working hard to get as many of these properties back onto the tax roles as we can.

The properties that have a minimum bid of \$100 have been placed out for bid before and have received no bids. We are putting them out there for \$100 to generate interest and hopefully sell these properties.

The properties with higher minimum bids are being put out for bid for the first time.

The Council will need to authorize us to put these properties out for bid.

Taxpayer	Map	Lot	Location	Assessed Value	Tax Amount On Books	Occupied	Amount Owed to CUD	Minimum Bid	Lot Size (acres)	Building Details	Zone
Bubar, Arnold Jr. & Sandra	34	185	Lot - Limestone Street	3,900.00	\$ 519.70	Land Only	N/A	\$ 100	0.12	No Structure	I-2
Hartley, Mary	34	158	Belmont Street - Lot 50 x 40	1,700.00	\$ 303.75	Land Only	N/A	\$ 100	0.05	No Structure	R-2
Kidney, Lew & Arlene	34	177	0 Limestone St	5,100.00	\$ 162.80	Land Only	N/A	\$ 100	1.40	No Structure	I-2
Kidney, Lew & Arlene	38	75	0 Glendale Road	7,700.00	\$ 451.40	Land Only	N/A	\$ 100	0.37	No Structure	R-1
Kidney, Lew & Arlene	34	176	0 Limestone St	700.00	\$ 22.20	Land Only	N/A	\$ 100	0.08	No Structure	I-2
Kidney, Lew & Arlene	21	12 -A	0 Madawaska Road	2,500.00	\$ 78.60	Land Only	N/A	\$ 100	0.25	No Structure	R-3
Kidney, Lew & Arlene	8	39	450 Fort Fairfield Rd	1,300.00	\$ 292.75	Land Only	N/A	\$ 100	0.25	No Structure	R-3
Ouellette, Gerald & Sandra	17	31 C	348 Belanger Road	13,300.00	\$ 1,475.93	NO	N/A	\$ 100	0.76	60 x 100 potatoe house	R-3
Rand, Alex Sr.	28	95	28 Fontaine Drive	51,500.00	\$ 2,894.40	NO	\$ 1,530.74	\$ 100	0.49	1 story, single family	R-1
Silva, Scott & Jennifer	28	122	47 York Street	40,100.00	\$ 161.18	YES	\$ 87.04	\$ 10,000	0.30	1 story, single family	R-1
Thompson, Pamela	34	64	24 Hillcrest Avenue	56,700.00	\$ 309.54	YES	\$ 1,526.65	\$ 14,000	0.26	1 1/2 story, single famil	R-1
Clevette, Kevin	28	133/A	9 York Street	34,700.00	\$ 1,468.66	YES	\$ 1,085.49	\$ 8,700	0.19	1 story, ranch style	R-2
D.P. Building, Inc. c/o Pauline Harr	15	51	27 Bog Road	713,300.00	\$ -	YES	N/A	\$ 178,000	118.00	4 Buildings, 18 Units	R-3
Harris, Pauline	15	51/B	15 Bog Road	96,200.00	\$ 4,215.23	YES	N/A	\$ 24,000	2.00	1 story, single family	R-3
Harris, Richard Jr.	15	51/B-001	9 Bog Road	171,900.00	\$ -	YES	N/A	\$ 43,000	-	1 story, single family	R-3
Mojava Property Management, LLC	23	10/A	54 Lafayette Street	58,900.00	\$ 3,608.80	NO	\$ 595.59	\$ 14,000	0.63	2 story, 6 units	R-1



OFFICE OF THE CITY MANAGER
CARIBOU, MAINE

To: Mayor and Council Members
From: Austin Bleess, City Manager
Date: September 9, 2013
Re: Budget Process

We have begun the budget process with the department heads. As per the Charter the Department Heads need to have their budgets to me by October 1 and I have to have the report to Council by October 15th.

After that we need to schedule a series of public meetings in a discussion like format to go over the budget.

Currently I am looking at the evenings of October 16, 21, and 23 to do these meetings. Of course it is up to Council when we have these meetings, but for everyone's planning purposes we'll be discussing and setting these dates at our September meeting.

If the Council would like to set these dates we can plan accordingly.