



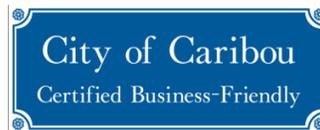
**AGENDA  
Caribou City Council  
Regular City Council Meeting  
7:00 P.M. Monday, January 27, 2014  
Caribou City Council Chambers**

1. Public Input
2. Declaration of Conflicts of Interest from the City Council regarding any agenda item.
3. Consider authorizing the minutes of the following meetings:
  - a) January 13, 2014 Meeting Minutes 2-4
4. Consent Agenda
  - a) Licenses for Country Club 5
  - b) Approval of 2013 Year End Financials
5. Approval of Downtown TIF District Amendment 6-11
6. Spring Brush Cleanup 12
7. Putting Tax Acquired Properties out for bid 13
8. Time Warner Franchise Agreement 14
9. Other Business

**Upcoming Meeting Dates:**

Regular City Council Meeting, February 24, 2014 at 7:00 p.m.

Regular City Council Meeting, March 10, 2014 at 7:00 p.m.



A regular meeting of the Caribou City Council was held 7:00 p.m. on Monday, January 13, 2014 in Council Chambers with the following members present: Deputy David Martin, Philip McDonough II, Joan L. Theriault, David R. Genthner, Sr., Shane McDougall, and Kenneth G. Murchison, Jr. Mayor Gary Aiken was absent and excused.

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

Department Managers: Kathleen Mazzuchelli, Supt. of Parks & Recreation and Scott Susi, Fire Chief.

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

Council Agenda Item #1: Public Input

Diane Gove, River Road resident, spoke in favor of plowing sidewalks including the sidewalk on the Fort Fairfield Road Bridge. She showed a photograph of the snow covered sidewalk on the bridge. She recognizes the City's need to reduce budgets but expressed her concerns for public safety. Ms. Gove suggested that it is time for the City to shut off the Christmas lights.

Milo Haney spoke about the Park 'n Ride and how it looks like a small city in the woods. Mr. Haney questioned whether the City is paying for the nine big lights. He was informed that Maine Department of Transportation (MDOT) installed and pays for the lights. Mr. Haney spoke in opposition to agenda #8 with the proposed closing of city streets for the ski sprints.

Wilfred Martin stated that he was here on behalf of Mrs. Milton, as he supports her goal of becoming a City Councilor. Mr. Martin requested clarification as to how a vacancy on the Council is to be filled. Manager Bless read aloud City Charter Section 2.06 (d) *Filling of vacancies*.

Council Agenda Item #2: Appointment and Swearing in of City Councilor

Deputy Mayor Martin informed the public that the Council held a workshop at 6:00 p.m. at which two individuals were interviewed for the Council vacancy. The individual appointed this evening will serve until someone is elected at a Special Municipal Election to be held in June.

Motion made by P. McDonough, seconded by J. Theriault, to appoint Kenneth G. Murchison, Jr. to fill the Council vacancy until a Special Municipal Election is held in June. (5 yes) So voted.

The City Clerk administered the oath of office to Kenneth G. Murchison, Jr.

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

None.

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

- a) December 3, 2013 Workshop Minutes
- b) December 9, 2013 Meeting Minutes
- c) January 2, 2014 Organizational Meeting Minutes

Motion made by P. McDonough, seconded by J. Theriault to accept the minutes of December 3, 2013 and December 9, 2013 as presented. (6 yes) So voted.

Motion made by P. McDonough, seconded by J. Theriault to accept the minutes of January 2, 2014 as presented. (5 yes, 1 abstention, K. Murchison) So voted.

Council Agenda Item #5: Consent Agenda

- a) December Fire Department Report
- b) Year End Fire Department Report
- c) November and December Police Department Report
- d) Liquor and Special Amusement Licenses-Pizza Hut
- e) Appointment to Planning Board-Jeff Michaud

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

Council Agenda Item #6: Pawn Broker License

Motion made by P. McDonough, seconded by J. Theriault, to approve the Pawn Broker License for Christopher Gura D/B/A City Jewelry and Loan. (6 yes) So voted.

Council Agenda Item #7: Fire Contracts

Proposed fire service contracts:	Woodland	\$57,674.30
	Westmanland	10,205.40
	New Sweden	31,807.48
	Connor Township	26,054.11
	Madawaska Lake	1,125.51

Motion made by P. McDonough, seconded by P. Murchison, to authorize the issuance of the 2014 Inter Local Fire Agreements. (6 yes) So voted.

Council Agenda Item #8: Closing Streets for Ski Sprints

A Caribou Downtown Ski Festival will be held February 8<sup>th</sup> and 9<sup>th</sup>. This Festival is the first event in a series of planned activities being called "Frozen Fridays". A variety of snow events will take place including ski sprints. The festival organizers would like to hold the ski sprints on Sweden Street and are requesting the closing of Sweden Street, Record Street, and the North Mall Parking Lot. It will cost approximately \$1,200 to haul in and remove snow. This expense would be an appropriate use of TIF money.

There was discussion among the Councilors with questions being answered by Supt. Mazzuchelli and City Manager Bless.

Motion made by S. McDougall, seconded by K. Murchison, to approve the closing of streets and parking lot for the Ski Sprints. (6 yes) So voted.

Council Agenda Item #9: Fire Permit Fees

Councilor McDonough spoke against this agenda item. Fire Chief Susi answered several questions from the Council.

Motion made by K. Murchison, seconded by J. Theriault, to establish \$10.00 a burn permit fee. (5 yes, 1 no, P. McDonough) So voted.

Council Agenda Item #10: Personnel Committee Meeting

A Personnel Committee Meeting was scheduled for 6:00 p.m. January 27, 2014.

Council Agenda Item #11: Other Business

The Clerk's Office and the Police Department sponsored a raffle for all dog owners that licensed their dogs before January 1, 2014. The prize is a \$50.00 veterinarian gift certificate. The raffle

was to encourage dog owners to license their dogs. The Deputy Mayor Martin drew the winning dog tag number and the winners are Lisa and Brad Theriault.

Councilor McDonough asked if there was going to be a Winter Carnival held in Caribou this year. Assistant City Manager Mazzucco explained that there are plans in the works to hold winter carnival type activities throughout the month of February.

The subject of Spring Cleanup will be added to the next Council agenda.

Council Agenda Item #13: Executive session pursuant to MRSA Title 1 Chapter 13 Section 405 (6)(E) to discuss Union Negotiations with Teamsters Local 340 and Police Sergeants.

7:45 p.m. Motion made by S. McDougall, seconded by P. McDonough, to move to executive session with City Manager and Assistant City Manager pursuant to MRSA Title 1 Chapter 13 Section 405 (6)(E) to discuss Union Negotiations with Teamsters Local 340 and Police Sergeants. (6 yes) So voted.

8:27 p.m. time out. Motion made by S. McDougall, seconded by P. McDonough, to come out of executive session (6 yes) So voted.

Motion made by P. McDonough, seconded by K. Murchison, to approve Fire Department Union Contract as presented. (6 yes) So voted.

Motion made by S. McDougall, seconded by P. McDonough, to approve Police Sergeants Contract as proposed. (6 yes) So voted.

Council Agenda Item#12: Executive session pursuant to MRSA Title 1 Chapter 13 Section 405 (6)(D) to discuss Economic Development.

8:30 p.m. Motion made by P. McDonough, seconded by J. Theriault, to move to executive session with City Manager and Assistant City Manager pursuant to MRSA Title 1 Chapter 13 Section 405 (6)(D) to discuss Economic Development. (6 yes) So voted.

8:44 p.m. time out. Motion made by P. McDonough, seconded by S. McDougall, to come out of executive session (6 yes) So voted.

Motion made by P. McDonough, seconded by D. Genthner, to allow the City Manager to sign an agreement with Watercooler Casting with the changes as requested. (6 yes) So voted.

Motion made by K. Murchison, seconded by P. McDonough, to adjourn.

Meeting adjourned at 8:45 p.m.

Upcoming Meeting Date:

Regular City Council Meeting, January 27, 2014 at 7:00 p.m.

Regular City Council Meeting, February 24, 2014 at 7:00 p.m.

Jayne R. Farrin, Secretary



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OFFICE OF THE CITY MANAGER  
CARIBOU, MAINE

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To: Mayor and Council Members  
From: Austin Bless, City Manager  
Date: January 27, 2014  
Re: Licenses for Country Club

The Caribou Country Club has submitted applications for a Special Amusement license and a Liquor License.

The fire chief, police chief, and code enforcement officer have all reviewed and approve the application for licenses. We will need Council approval of these licenses.



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OFFICE OF THE CITY MANAGER  
CARIBOU, MAINE

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To: Mayor and Council Members  
From: Austin Bleess, City Manager  
Date: January 27, 2014  
Re: Approval of Downtown Omnibus TIF District Amendment

On September 9, 2013 the Council approved several changes to Caribou's Downtown Tax Increment Financing District program. That Council-approved application is currently being reviewed by the Department of Economic and Community Development. The City is not aware of any private investments that are currently planned within the Downtown District. However, as part of that same amendment approved by the Council on September 9, 2013, the City would like to include the designation of the Downtown TIF District as an "omnibus" district, which would allow the City Council to enter into Credit Enhancement Agreements with future developers on a case-by-case basis and allow the Council to negotiate a tax reimbursement between 0% and 100% of the development's annual taxes for a fixed number of years. These terms would be decided at the Council's sole discretion. The council would provide opportunity for public comment on a proposed credit enhancement agreement. The advantage of creating an omnibus downtown district is that the City does not need to submit a Downtown TIF amendment every time they want to enter into a CEA with a developer. Other changes, such as changing the district boundaries or amending the development plan for example, would require an amendment.

Although this concept was included in the original amendment, DECD asked that the terms on which the Council could negotiate credit enhancement agreements be clarified.

So to be clear this amendment is the same as was previously included, but the word Omnibus is now a part of it at the request of DECD. The information below and on the following pages is the same as was presented in September.

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.

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>
<b>MUNICIPAL INVESTMENTS WITHIN THE PROPOSED TIF DISTRICT</b>		
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
<b>MUNICIPAL INVESTMENTS OUTSIDE DISTRICT BUT DIRECTLY RELATED TO OR MADE NECESSARY BY THE ESTABLISHMENT/AMENDMENT/OPERATION OF THE DISTRICT</b>		
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
<b>COMMUNITY-WIDE MUNICIPAL INVESTMENTS</b>		
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
<b>Total:</b>		<b>\$18,471,200</b>

**Public Facilities/Improvements/Program Descriptions**

The City intends to use the TIF revenues from the District to finance some or all of the costs of the public projects listed in the Public Projects table.

**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, with this TIF amendment the District is being redefined as an omnibus development district. On a case-by-case basis, the City, through its City Council, may allocate a portion of TIF revenues generated on a parcel of land within the District under a CEA with the Company/Developer of that project. To the extent that the Council does subsequently negotiate and execute an agreement with a Company/Developer, the City expects that such future CEAs approved by the Council will allocate between 0% and 100% of the tax increment generated by the project to the Company/Developer, at their discretion. The actual percentage shall be negotiated on each case.



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OFFICE OF THE CITY MANAGER  
CARIBOU, MAINE

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To: Mayor and Council Members  
From: Austin Bleess, City Manager  
Date: January 27, 2014  
Re: Spring Brush Clean Up

As was discussed at the last Council meeting, this topic is being brought up in anticipation of the spring cleanup.

If the Council wants to offer the spring cleanup again this year there is a scheduling change that has happened. We are planning on demoing some of the tax acquired slum and blight properties around the community. It will be most cost effective to have Public Works do this work, and that has been scheduled for May. So if a brush cleanup does happen we recommend it be put off until June.

One slight change to the program that we were planning to implement this year is to

Previously the Council has discussed charging a fee for the spring brush clean up as well. We can do that if Council wishes.

Dave Ouellette will be here tonight to answer any questions that the council may have as it relates to the spring brush clean up.



OFFICE OF THE CITY MANAGER  
CARIBOU, MAINE

To: Mayor and Council Members  
 From: Austin Bless, City Manager  
 Date: January 27, 2014  
 Re: Putting Tax Acquired Properties out for bid

Below is a list of tax acquired properties that we would like to put 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	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
Belforti, Michelina - Life Estate	4	25-K	243 West Presque Isle Road	166,300.00	\$ 9,124.48	NO	N/A	\$ 40,000	19.88	1 1/2 story, SF	R-3
Gustafson, Rhonda and Bruce	7	10-2	171 Old Washburn Road	28,700.00	\$ 1,607.95	YES	N/A	\$ 1,700	-	SF mobile home	R-3
Doody, Ryan	7	39-32	306 Washburn Street Lot #3	5,300.00	\$ 700.66	NO	N/A	\$ 800	-	SF mobile home	R-3
Harmon, Colleen	8	40-1	487 Fort Fairfield Road	5,800.00	\$ 294.93	YES	N/A	\$ 1,400	-	28 x 18 garage	R-3
Plante, Jennifer	24	63	3 Vesta Drive	50,200.00	\$ 3,275.93	NO	1,811.97	\$ 12,500	0.23	1 1/2 story, SF	R-1
Michaud, Mavis - Dec	37	24	48 Woodland Road	48,400.00	\$ 2,529.85	YES	N/A	\$ 12,100	0.43	1 story, SF	R-1
Gagnon, Edward	18	31-72	200 West Gate Road #72	5,000.00	\$ 45.94	YES	N/A	\$ 100	-	SF mobile home	R-3
Thibodeau, Bobby - Dec	16	8-J	Plante Road	7,800.00	\$ 508.80	Land Only	N/A	\$ 2,000	1.53	No Structure	R-3

Under building details SF stands for Single Family.

The first five properties have previously been put out for bid at \$100, which is why they are listed at that amount again.

We will place these properties out for bid and anticipate council being able to act on the bids at our February meeting.

In accordance with the Tax Acquired Property Policy we are asking for Council permission to put these properties out for bid.



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OFFICE OF THE CITY MANAGER  
CARIBOU, MAINE

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To: Mayor and Council Members  
From: Austin Bleess, City Manager  
Date: January 27, 2014  
Re: Time Warner Franchise Agreement

Back in June of 2013 the Council approved a new Franchise Agreement with Time Warner Cable. It took several months for them to get back to us on that. They had some concerns with it, namely that we were switching to the Maine State model agreement. The model agreement has some great benefits for the city and the cable companies, but they are uncomfortable with some of those changes.

The negotiations with Time Warner have been ongoing since 2011, and little headway has been made.

Currently they are proposing a 5 year extension of our current agreement. The extension would include an increase in Franchise Fees and money for improvements for the equipment for our local access channel. While it's certainly not everything we wanted these two things, and the fact it is only 5 years, are the major things the City wanted.

As of this writing we do not have the formal extension agreement, but I do anticipate that being available for council review during the meeting.

We would need council action in order approve the extension with the changes outlined above.