



## *City of Caribou, Maine*

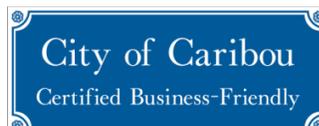
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### **AGENDA Caribou City Council Regular City Council Meeting 6:00 P.M. Monday, January 25, 2016 Caribou City Council Chambers**

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 11, 2016 City Council Meeting 2-5
  - b) January 12, 2016 City Council Workshop 6
4. Consent Agenda
  - a) 2015 End of Year Financials and Department Overages
5. Woodland Code Enforcement Agreement 7
6. Workshop on Housing Agency 8
7. Other Business
8. Executive Session pursuant to 1 MRSA § 405(6)(E) for consultations with legal counsel.

#### **Upcoming Meeting Dates:**

Regular City Council Meeting February 8, 2016 at 6pm  
Regular City Council Meeting March 14, 2016 at 6pm



A regular meeting of the Caribou City Council was held 6:00 p.m. on Monday, January 11, 2016 in Council Chambers with following members present: Mayor Gary Aiken, Deputy Mayor David Martin, Philip McDonough II, Joan L. Theriault, Shane McDougall, Jody R. Smith, and Timothy C. Guerrette.

Austin Bleess, City Manager and Jim Chandler, Assistant City Manager.

Department Managers: Penny G. Thompson, Tax Assessor; Michael Gahagan, Police Chief; Gary Marquis, Supt. of Parks and Recreation; and Scott Susi, Fire Chief (arriving at 7:12 p.m.).

Chris Bouchard, representing the Aroostook Republican covered the meeting.

Council Agenda Item #1: Public Input

Anissa Levesque – CountyQwik Print – spoke in opposition to the current overnight parking ban for Hatch Drive Parking Lot. There are seven businesses plus apartments that might need overnight parking. People have been directed to park in the North Mall parking lot. Ms. Levesque expressed her concerns about the safety of people and vehicles having to park at the North Mall lot, which is a quarter of a mile away. The Police are ticketing without warning. She spoke in support of having the overnight parking lot be the Hatch Drive Parking Lot versus the North Mall Lot. Councilors asked several questions.

CB Smith – Virtual Managed Solutions (VMS) – questioned who was on the council committee overseeing parking and spoke in opposition to the current overnight parking ban for Hatch Drive Parking Lot. Mr. Smith commented that two members of his team have received parking tickets without warning and he noted that there are members of his VMS team that work overnight. In the environment of today, he could not ask his staff to walk 400 yards from their vehicle to work. He spoke in support of having the overnight parking lot to be the Hatch Drive Parking Lot and eliminate the two hour parking next to the building on Stevens Street.

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) December 14, 2015 Council Meeting
- b) January 4, 2016 Organizational Council Meeting

Motion made by P. McDonough, seconded by J. Smith, to approve the minutes of the December 14, 2015 Council Meeting and January 4, 2016 Organizational Council Meeting as presented. (6 yes) So voted.

Council Agenda Item #4: Consent Agenda

- a) December 2015 Library Report
- b) December 2015 Police Department Report
- c) December 2015 Fire Department Report
- d) 2015 Annual Fire Department Report
- e) Council Committee Appointments

- 1) Highway/Protection – McDonough, Smith, Theriault (Chair)
- 2) Personnel – McDonough (Chair), all Council
- 3) Airport – McDonough (Chair), Theriault, McDougall
- 4) Investment – Aiken (Chair), Martin, Guerrette
- 5) NMDC – Bless, Aiken
- 6) Municipal Buildings – Martin (Chair), Theriault, Smith, Guerrette
- 7) CEGC – Aiken, Bless
- 8) Planning Board Liaison - McDonough

Motion made by D. Martin, seconded by P. McDonough, to approve Consent Agenda Items with business items A-E as presented. (6 yes) So voted.

Council Agenda Item #5: Day Care Ordinance

6:38 p.m. Public Hearing Opens.

No one from the public spoke.

6:39 p.m. Public Hearing Closed.

Motion made by P. McDonough, seconded by J. Theriault, to adopt Ordinance No. 1, 2016 Series An Ordinance amending Chapter 13 Land Use Ordinance Section 760 Daycare Facilities, Short Title: An ordinance modifying the requirements for daycare facilities as presented. (6 yes) So voted.

Council Agenda Item #6: Change of Zoning Request

In 2009 the property owners of Map 32, Lot 175 requested a zoning change from Residential to Commercial as they thought that it might be easier to sell the property if it was zoned Commercial. The property hasn't sold and now the owners are requesting that it be changed back to Residential. If approved, they plan to build a home on the property. The proposed zoning change is recommended by the Planning Board.

Motion made by S. McDougall, seconded by J. Smith, to approve a zoning change for Map 32, Lot 175 from the C-2 Zone to R-1 Zone. (6 yes) So voted.

Council Agenda Item #7: Parking Lot Ordinance

J. Smith introduced Ordinance No. 2, 2016 Series, An Ordinance amending Chapter 12 Traffic, Short Title: An ordinance amending parking restrictions.

A Public Hearing was scheduled for the Council Meeting to be held January 25, 2016.

Council Agenda Item #8: Compensated Absences

City Manager Bless stated that it looks like the City will be coming in under budget for 2015 by as much as \$375,000. He recommended the Council put another \$275,000 into the Compensated Absences reserve fund which would result in that reserve line being fully funded.

Motion made by S. McDougall to fund Compensated Absences to the fullest and to place any leftover funds into the equipment reserves. Motion died for the lack of a second.

Councilor Smith stated that this money could be used to reduce the mil rate for this year.

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The Mayor has concerns about the 2017 Budget and the possible increases the City will face. He stated that this money could be used there. For now, he thinks the thing to do is to let it sit in the Undesignated Fund Balance.

Motion made by J. Theriault, seconded by D. Martin, to leave the money in the City's Undesignated Fund Balance. (5 yes, 1 no, S. McDougall) So voted.

Council Agenda Item #9: Personnel Policy Change

Personnel Committee Meeting was scheduled for January 25, 2016 at 5:00 p.m.

P. McDonough introduced Ordinance No. 3, 2016 Series, An Ordinance amending Chapter 2 Administration, Short Title: An ordinance modifying sick and vacation buyouts.

A Public Hearing was scheduled for the Council Meeting to be held January 25, 2016.

Council Agenda Item #10: PDT Architects

Lyndon Keck, Senior Principal with PDT Architects, provided the Council written information on the appraisals that has been done for several parcels around Teague Park including Teague Park, a copy of site test fit 3, and copy of a draft letter that they are requesting be sent from the Council to the Bureau of Parks and Lands which administers the 6F grant system accepting the proposed land swap between the City and the RSU. Currently there are 6F grant restrictions on Teague Park and a portion of land where Teague Elementary is located. Since his last meeting with the Council there have been two more meetings with the Department of Education (DOE) primarily centered on space allocation. Presently the DOE is figuring that the new school will be for 750 students and will allocate 150 square feet per student.

On the 12<sup>th</sup> a Straw Poll will be held for all citizens of Caribou, Limestone, and Stockholm at the Caribou Performing Arts Center. The site selection process will be explained and why PDT is recommending test fit 3. During the meeting a question and answer period will be held before the Straw Poll is done. The Straw Poll is simply how many people in the audience support the recommended site for the new elementary school and how many do not. Following questions from the Council, Mr. Keck explain the Referendum process and how all voters of the three communities will have the opportunity to vote on the new school either in November 2016 or June 2017. Supt. of Schools Doak stated that so far they have "built this school to have no tax increase" which includes tearing down the old schools and moving Teague Park. He feels that it will be a "great school without a tax increase".

Mr. Keck stated that there will be additional Straw Polls and public meetings as work on the design is occurring. It was pointed out by Supt. Doak that private funding can be accepted to add something extra to the design. Mr. Keck reviewed the appraisals and they show that the RSU will need to provide the City additional land to satisfy the 6F restrictions and they are proposing the land to come from the Hilltop school site.

There was discussion as to the consequences of a Referendum vote failing. Mr. Keck stated he knows of no project that was defeated in Referendum and was taken back to the voters, within the six month window, and received a different result.

Motion made by D. Martin, seconded by S. McDougall, to support the transfer of the property as it has been discussed and to authorize the City Manager to sign a letter to the Bureau of Parks and Lands supporting the proposed land swap between the City of Caribou and the RSU. (6 yes) So voted.

According to Mr. Keck there will be many millions of savings by building a new school and eliminating the three old schools. At some time in the future after the Referendum vote, the RSU will be coming to the City for the land around the pool.

Council Agenda Item #11: Other Business

- a. Parking Lots – Motion made by D. Martin, seconded by T. Guerrette, to suspend enforcement of the parking lot ordinance for North Mall, South Mall, and Hatch Drive. Motion made by D. Martin, seconded by T. Guerrette, to amend the motion to suspend enforcement of parking lot ordinance for Hatch Drive only. (5 yes, 1 no, P. McDonough) So voted.
- b. Tax-Acquired Property – Discussion.
- c. Pellet Boilers and Trane – The manufacturer of the boilers has gone out of business. Trane sold the boilers to the City. Manager Bless suggested having an Executive Session with legal counsel to discuss what legal options the City could pursue.

Council Agenda item #12: Executive Session pursuant to 1 MRSA §405(6)(D) to discuss union negotiations with Teamsters Local Union No. 340 and New England Police Benevolent Association Local 605.

7:52 p.m. Time in. Motion made by J. Smith, seconded by J. Theriault, to move to executive session pursuant to 1 MRSA §405(6)(D) with Manager Bless, Assistant Manager Chandler, Chief Susi, and Chief Gahagan to discuss union negotiations with Teamsters Local Union No. 340 and New England Police Benevolent Association Local 605. (6 yes) So voted.

8:27 p.m. Time out. Motion made by J. Smith, seconded by T. Guerrette, to move out of executive session. (6 yes) So voted.

No action taken.

Motion made by J. Smith, seconded by T. Guerrette, to adjourn the meeting at 8:27 p.m. (6 yes) So voted.

Upcoming Meeting Dates:

Joint meeting with Caribou Economic Growth Council January 12, 2016 at 6:00 p.m.

Regular City Council Meeting January 25, 2016 at 6:00 p.m.

Regular City Council Meeting February 8, 2016 at 6:00 p.m.

Jayne R. Farrin, Secretary

A joint workshop meeting of the Caribou City Council and Caribou Economic Growth Council was held 5:00 p.m. on Tuesday, January 12, 2016 in Council Chambers with following members present: Mayor Gary Aiken, Deputy Mayor David Martin, Philip McDonough II, Joan L. Theriault, Jody R. Smith, and Timothy C. Guerrette. Shane McDougall was absent.

Austin Bleess, City Manager and Jim Chandler, Assistant City Manager.

Caribou Economic Growth Council members: John Swanberg an`d Rick Solman.

Item #1: Executive Session pursuant to 1 MRSA §405(6)(C) to discuss Economic Development.

5:30 p.m. Time in. Motion made by P. McDonough, seconded by D. Martin, to move to executive session pursuant to 1 MRSA §405(6)(C) with Manager Bleess, Assistant Manager Chandler, John Swanberg, and Rick Solman to discuss Economic Development. (5 yes) So voted.

5:51 p.m. Came out of Executive Session.

No action taken.

Meeting was adjourned.

Upcoming Meeting Dates:

Regular City Council Meeting January 25, 2016 at 6:00 p.m.

Regular City Council Meeting February 8, 2016 at 6:00 p.m.

Austin Bleess, City Manager



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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 25, 2016  
Re: Woodland Code Enforcement Agreement

During the budgeting the process the Council stated a desire to see the price we charge to Woodland for Code Enforcement Services to be increased. Currently we charge \$40. That covered our costs and allowed for some profit above and beyond costs in 2015. If we leave it at that level for 2016 it will only be about a 5% profit margin. We should set a new rate for 2016, as our contract with them renews in March.

Here is what the percentage above a fully burdened labor rate would be at various rates:

Rate	Percent above cost
\$ 50	18%
\$ 55	25%
\$ 60	32%
\$ 65	37%
\$ 70	41%
\$ 75	45%
\$ 80	49%

The percentage is calculated off of the highest fully burdened labor rate that would be working for Woodland.

Assuming Council is still interested in working together with Woodland on Code Enforcement and Building Official duties they should set a new rate for going forward in 2016.



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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 25, 2016  
Re: Workshop on Housing Agency

There's been interest to do a Council Workshop on the Housing Agency. The Housing auditor will be here this week and Thursday the 28<sup>th</sup> has been suggested as a good time to have a workshop. The auditor can join us for the meeting and answer some of the financial questions the Council may have. We should set a time for the workshop. A late afternoon may be preferable as there are two Councilors that will be attending a MMA workshop starting at 4:30 that afternoon. Or if necessary perhaps Wednesday could be an option as well.

We are gathering some general statistics and information. If there are specific questions the Council would like answered knowing that before the meeting would be good so we can be sure we have that information available.