



City of Caribou, Maine

AGENDA Caribou City Council Organizational City Council Meeting 6:00 P.M. Tuesday, January 3, 2017 Caribou City Council Chambers

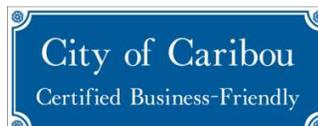
*Municipal Building
25 High Street
Caribou, ME 04736
Telephone (207) 493-3324
Fax (207) 498-3954
www.cariboumaine.org*

1. Swearing in of New Councilors
2. Election of Chairperson/Mayor for the City Council for 2017 2
3. Election of Deputy Chairperson/Deputy Mayor for the City Council for 2017 3
4. Establish a date, time and location for regular meetings of the City Council 4
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10. Approve Warrant and Notice of Election for RSU 39 Referendum 10-13

Upcoming Meeting Dates:

Regular City Council Meeting January 9, 2017 at 6pm

Regular City Council Meeting January 23, 2017 at 6pm



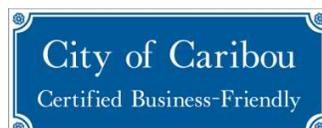


OFFICE OF THE CITY MANAGER
CARIBOU, MAINE

To: Mayor and Council Members
From: Austin Bless, City Manager
Date: January 3, 2017
Re: Election of Chairperson/Mayor for the City Council for 2017

As required by Charter we need to elect a Chairperson/Mayor for 2017.

Ballots will be distributed for written submission for the Mayor's position, votes counted immediately upon collection and certified by the City Clerk.



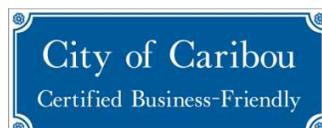


OFFICE OF THE CITY MANAGER
CARIBOU, MAINE

To: Mayor and Council Members
From: Austin Bless, City Manager
Date: January 3, 2017
Re: Election of Deputy Chairperson/Deputy Mayor for the City Council for 2017

As required by Charter we need to elect a Deputy Chairperson/ Deputy Mayor for 2017.

Ballots will be distributed for written submission for the Deputy Mayor's position, votes counted immediately upon collection and certified by the City Clerk.





OFFICE OF THE CITY MANAGER
CARIBOU, MAINE

To: Mayor and Council Members
From: Austin Bless, City Manager
Date: January 3, 2017
Re: Establish a date, time, and location for regular meetings of the City Council for the year 2017.

Below are the meeting dates that are proposed for the calendar year 2017, and it follows for the most part the meeting dates that were held in 2016.

January 9 January 23	February 13	March 13 March 27
April 10 April 24	May 8	June 12 June 26
July 10	August 14	September 11
October 10*	November 13 November 27	December 11

The dates listed above, with the exception of October 10 are Monday's. October 10 is a Tuesday due to Columbus Day.

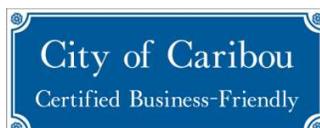
Public forums for the budget will be held October 16 and October 17. We will plan on October 18 as an additional public forum for the budget if needed. These will start at 6pm.

I am planning to attend the ICMA conference October 23-25, which is why there is only one meeting scheduled for October.

The Public Hearing for the budget will be held November 13th.

All meetings will be held in the Council Chambers at 25 High Street.

The proposed meeting time is 6pm, which is the same as the past few years.

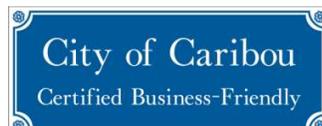




OFFICE OF THE CITY MANAGER
CARIBOU, MAINE

To: Mayor and Council Members
From: Austin Bless, City Manager
Date: January 3, 2017
Re: Authorizing the City Manager to approve Treasurer's Warrants for 2017

We will need a motion to authorize City Manager Austin Bless to approve the Treasurer's Warrants for the 2017 calendar year.





OFFICE OF THE CITY MANAGER
CARIBOU, MAINE

To: Mayor and Council Members
From: Austin Bless, City Manager
Date: January 3, 2017
Re: Appointment of Administrative City Officers for 2017

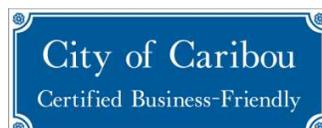
We will need a motion to appointment the following Administrative City Officers for 2017.

Wanda L. Raymond	City Treasurer
Jayne R. Farrin	City Clerk
Felch & Company LLC	City Auditor
Wanda L. Raymond	Tax Collector
Jayne R. Farrin	General Assistance Administrator
Kalen Hill	Deputy General Assistance Administrator
Jayne R. Farrin	Registrar of Voters (2 year term)
Kalen Hill	Deputy Registrar of Voters (2 year term)
Scott Susi	Public Health Officer

We will also need Council approval of the following appointments made by City Staff:

Holli Doody	Deputy City Treasurer
Kalen Hill	Deputy City Clerk

Note: All other City Administrative Officers are appointed by the City Manager as per the City Charter Section 3.04.

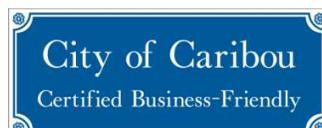




OFFICE OF THE CITY MANAGER
CARIBOU, MAINE

To: Mayor and Council Members
From: Austin Bleess, City Manager
Date: January 3, 2017
Re: Authorizing the collection of property tax before the 2017 Commitment date

We will need a motion to authorize the tax collector to accept payments towards property taxes prior to the 2017 commitment date and pay no interest (0%) on said prepayments.



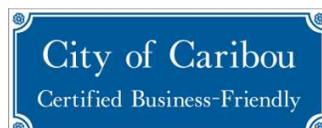


OFFICE OF THE CITY MANAGER
CARIBOU, MAINE

To: Mayor and Council Members
From: Austin Bleess, City Manager
Date: January 3, 2017
Re: Authorizing the City to provide a Tax Club for 2017

The Tax Club allows for persons to participate in a program whereby their 2017 Tax Commitment will be divided into 12 equal monthly payments and the participant will pay this estimated tax accordingly. Once the 2017 Commitment has been made, the final payment on their actual 2017 commitment, the difference between their 2016 commitment versus their 2017 commitment, will be adjusted for their December payment. Participants will also not incur interest on their account for the months of October, November and December as part of the program. Many persons find this type of payment program beneficial, especially the ability to pay their last three payments absent interest on their account.

We will need a motion to authorize a Tax Club for 2017 as previously established providing for 12 equal payments of an accounts tax liability with no interest for October, November, and December.



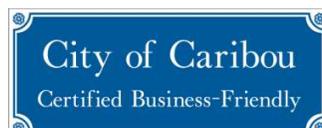


OFFICE OF THE CITY MANAGER
CARIBOU, MAINE

To: Mayor and Council Members
From: Austin Bleess, City Manager
Date: January 3, 2017
Re: Approve Warrant and Notice of Election for RSU 39 Referendum

On the following pages is the RS39 Warrant and Notice of Election for the Referendum on the new school construction project.

The polls will be open on February 7, 2016 from 8am to 8pm. The Council needs to approve this document.



**WARRANT AND NOTICE OF ELECTION
TO CALL REGIONAL SCHOOL UNIT NO. 39 REFERENDUM
(20-A M.R.S. §§ 1501-04)**

TO: Laurie Chapman, a resident of Regional School Unit No. 39, composed of the City of Caribou and the Towns of Limestone and Stockholm, State of Maine.

In the name of the State of Maine, you are hereby ordered to serve upon the municipal clerks of each of the municipalities within Regional School Unit No. 39, namely, the City of Caribou and the Towns of Limestone and Stockholm, an attested copy of this warrant and notice of election. Service shall be in hand within three (3) days of the date of this warrant and notice of election. The municipal clerks of the above municipalities shall immediately notify the respective municipal officers. The municipal officers shall meet forthwith and countersign this warrant and notice of election. The municipal officers shall provide below for the respective municipal clerks to post or have posted this warrant and notice of election.

**CITY OF CARIBOU
REGIONAL SCHOOL UNIT NO. 39 REFERENDUM
WARRANT AND NOTICE OF ELECTION**

Aroostook County, ss.

State of Maine

TO: Jayne R. Farrin, Clerk of the City of Caribou: You are hereby required in the name of the State of Maine to notify the voters of this municipality of the election described in this warrant and notice of election.

TO THE VOTERS OF THE CITY OF CARIBOU: You are hereby notified that a Regional School Unit No. 39 referendum election will be held at Caribou Wellness Center, 55 Bennett Drive in the City of Caribou at 8:00 A.M. on Tuesday, February 7, 2017 for the purpose of determining the following articles:

Article 1: Do you favor authorizing the School Board of Regional School Unit No. 39 (the "RSU") to issue bonds or notes in the name of the RSU for school construction project purposes in an amount not to exceed \$45,815,261 (the "Bond") to construct and equip a new elementary school to be located in the City of Caribou (the "City") on the site described below (the "Project")?

The following Project information is provided as part of this Article 1:

- A. Description of Site. The Project shall be located on an approximately 17.4 acre site, consisting of the following Lots as shown on City Tax Map 34:
1. The Teague Park School lot owned by the RSU (Lot 82);
 2. The Caribou Middle School lot owned by the RSU (Lots 85 and 99);
 3. A lot currently owned by Gregory H.P. St. Pierre and to be conveyed to the RSU (Lot 100);
 4. Teague Park and the City Public Pool lot currently owned by the City and to be conveyed to the RSU (Lots 84 and 82B);

5. A portion of Park Street from Bennett Drive to Glenn Street to be discontinued by the City and conveyed to the RSU.

As part of this Project, the School Board of the RSU will be also authorized to acquire and convey easements and fee and other real estate interests as may be required for the Project.

- B. Additional Operating Costs. The RSU estimates annual net savings of \$697,388.94 in operating costs attributable to the Project in each of the first two years.
- C. Responsibility for Bond Payments. The RSU is responsible for the local share of annual principal and interest payments for this school construction project included in the total cost of education appropriated pursuant to section 15690, subsection 1, if any, and for the annual principal and interest payments for the non-state-funded portion of this school construction project.
- D. Closure and/or Disposition of Existing School Properties. To acquire and construct the Project, the RSU will close, demolish and/or convey the following buildings and sites, as indicated:
1. To accommodate the Project, the RSU will close and demolish Caribou Middle School and Teague Park School.
 2. The RSU will close and demolish the Caribou Learning Center building and convey this site to the City.
 3. The RSU will convey the former Sincock School site to the City. The RSU may be required to demolish that building.
 4. The RSU will close Hilltop School and convey this site to the City.

Reference is made to a certain Option and Real Estate Transfer Agreement dated as of May 16, 2016, by and among the RSU, the City, and Assisted Living of Caribou, Inc.

Article 2:

As part of the Project described in Article 1, do you favor authorizing the School Board of Regional School Unit No. 39 (the "RSU") to supplement and modify the Project with other facilities and improvements, including a second gymnasium and additional music room spaces (the "Local Project"); to issue bonds or notes for that purpose in the name of the RSU in an amount not to exceed \$2,327,274 (the "Local Bond"); and to accept cash gifts and pledges (collectively, "Gifts") to reduce amounts borrowed for the Local Project and to pay debt service on the Local Bond, as described below?

Fundraising will occur over 1-3 years with a goal of funding \$1,000,000 of the total \$2,327,274 Local Project cost. Depending on when Local Project Gifts are received, they will be used to reduce the amount borrowed for the Local Project or to retire a portion of the Local Bond. The fundraising goal may not be met or may be exceeded.

The polls must open at 8:00 A.M. and close at 8:00 P.M.

The Registrar of Voters will hold office hours while the polls are open to correct any error in or change a name or address on the voting list, to accept the registration of any person eligible to vote, and to accept new enrollments.

A person who is not registered as a voter may not vote in any election.

Given under our hand this day, December 21, 2016 at Caribou, Maine.

<u>Ron Kelley</u>	<u>Jan Jamking</u>
<u>Michelle Albert</u>	<u>Clifford Rhone</u>
<u>Sally Alley</u>	
<u>Bethany C. Anderson</u>	

A majority of the School Board of Regional School Unit No. 39

A true copy of the Warrant and Notice of Election, attest:

Laurie Chapman
Laurie Chapman
Resident of
Regional School Unit No. 39

Countersigned this _____ day of _____, 2017 at City of Caribou, Maine.

_____	_____
_____	_____
_____	_____

A majority of the municipal officers of the City of Caribou

A true copy of the Warrant and Notice of Election, attest:

Jayne R. Farrin, Municipal Clerk
City of Caribou