



City of Caribou, Maine

AGENDA Caribou City Council Organizational City Council Meeting 6:00 P.M. Monday, January 4, 2016 Caribou City Council Chambers

*Municipal Building
25 High Street
Caribou, ME 04736
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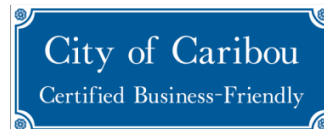
1. Swearing in of New Councilors
2. Election of Chairperson/Mayor for the City Council for 2016 2
3. Election of Deputy Chairperson/Deputy Mayor for the City Council for 2016 3
4. Establish a date, time and location for regular meetings of the City Council 4
5. Authorizing the City Manager to approve Treasurer's Warrants for 2016 5
6. Appointment of Administrative City Officers for 2016 6
7. Appointment of City Board Officers for 2016 7
8. Authorizing the collection of property tax before the 2016 Commitment date 8
9. Authorizing the City to provide a Tax Club for 2016 9
10. Junk Yard Permits 10

Upcoming Meeting Dates:

Regular City Council Meeting January 11, 2016 at 6pm

Joint meeting with Caribou Economic Growth Council January 12, 2016 at 6pm

Regular City Council Meeting January 25, 2016 at 6pm





OFFICE OF THE CITY MANAGER
CARIBOU, MAINE

To: Mayor and Council Members
From: Austin Bless, City Manager
Date: January 4, 2016
Re: Election of Chairperson/Mayor for the City Council for 2016

As required by Charter we need to elect a Chairperson/Mayor for 2016.

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 4, 2016
Re: Election of Deputy Chairperson/Deputy Mayor for the City Council for 2016

As required by Charter we need to elect a Deputy Chairperson/ Deputy Mayor for 2016.

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 4, 2016
Re: Establish a date, time, and location for regular meetings of the City Council for the year 2016.

Below are the meeting dates that are proposed for the calendar year 2016, and it follows for the most part the meeting dates that were held in 2015.

| | | |
|---------------------------|----------------------------|----------------------|
| January 11 January 25 | February 8 | March 14 March 28 |
| April 11 April 25 | May 9 | June 13 June 27 |
| July 11 | August 8 | September 12 |
| October 11* October 24 | November 14 November 28 | December 12 |

The dates listed above, with the exception of October 11 are Monday's. October 11 is a Tuesday due to Columbus Day.

Public forums for the budget will be held October 17 and October 18. We will plan on October 19 as an additional public forum for the budget if needed. These will start at 6pm.

The Public Hearing for the budget will be held November 14th.

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

In 2015 meetings were held at 6pm, which I believe worked well for everyone.



OFFICE OF THE CITY MANAGER
CARIBOU, MAINE

To: Mayor and Council Members
From: Austin Bless, City Manager
Date: January 4, 2016
Re: Authorizing the City Manager to approve Treasurer's Warrants for 2016

We will need a motion to authorize City Manager Austin Bless to approve the Treasurer's Warrants for the 2016 calendar year.



OFFICE OF THE CITY MANAGER
CARIBOU, MAINE

To: Mayor and Council Members
From: Austin Bless, City Manager
Date: January 4, 2016
Re: Appointment of Administrative City Officers for 2016

We will need a motion to appointment the following Administrative City Officers for 2016.

| | |
|---------------------|---|
| 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 |
| 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 4, 2016
Re: Authorizing the collection of property tax before the 2016 Commitment date

We will need a motion to authorize the tax collector to accept payments towards property taxes prior to the 2016 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 4, 2016
Re: Authorizing the City to provide a Tax Club for 2016

The Tax Club allows for persons to participate in a program whereby their 2016 Tax Commitment will be divided into 12 equal monthly payments and the participant will pay this estimated tax accordingly. Once the 2016 Commitment has been made, the final payment on their actual 2016 commitment, the difference between their 2015 commitment versus their 2016 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 2016 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 City Councilors
From: Austin Bleess, City Manager
Date: January 4, 2016
Re: Junk Yard Permits

We have received applications for Junk Yard permits from the companies listed below. The Code Enforcement Officer has reviewed the applications and the notes of the inspections are below.

- 1.) Gilbert's Salvage = No major change from last year. Recommend renewal of license.
- 2.) Mark's Towing = No major change from last year. Recommend renewal of License
- 3.) AIM Recycling = No major change from last year. Recommend renewal of license.

The Council needs to have a public hearing on this topic. After that the Council can take action on the applications.