



City of Caribou, Maine

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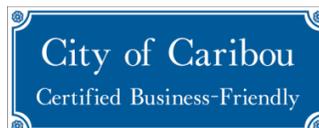
AGENDA Caribou City Council Regular City Council Meeting 6:00 P.M. Monday, March 14, 2016 Caribou City Council Chambers

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) February 8, 2016 Council Meeting 2-6
 - b) February 22, 2016 Council Workshop 7
4. Consent Agenda
 - a) February 2016 Library Report 8-9
 - b) February 2016 Police Department Report 10-11
 - c) February 2016 Fire Department Report 12-13
 - d) January 2016 Financials
 - e) License Approvals 14
 - f) Approval of Library Board Trustee Appointment 15
 - g) Approval of Quit Claim Deeds 16
 - h) Posting Roads 17
5. C&J Service Center CDBG Grant Application 18-20
6. Parking Lot Ordinance 21-24
7. Grange Street Parking 25-28
8. User Fees at Library and Rec 29
9. County Hazard Mitigation Plan 30-31
10. Sale of Tax Acquired Properties 32
11. Other Business
12. Executive Session pursuant to 1 MRSA § 405(6)(E) to discuss Economic Development.

Upcoming Meeting Dates:

Regular City Council Meeting March 28, 2016 at 6pm

Regular City Council Meeting April 11, 2016 at 6pm



A regular meeting of the Caribou City Council was held 6:00 p.m. on Monday, February 8, 2016 in Council Chambers with following members present: Mayor Gary Aiken, Deputy Mayor David Martin, Philip McDonough II, Joan L. Theriault, Shane McDougall, and Timothy C. Guerrette. Jody R. Smith was absent.

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

Department Managers: Lisa Plourde, Housing Director; Penny Thompson, Tax Assessor; David Ouellette, Public Works Director; Michael Gahagan, Police Chief; Scott Susi, Fire Chief; and Gary Marquis, Supt. of Parks and Recreation.

Time Warner covered the meeting.

Council Agenda Item #1: Public Input.

None

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) January 25, 2016 City Council Meeting
- b) January 27, 2016 City Council Workshop

Motion made by P. McDonough, seconded by J. Theriault, to approve the minutes of the January 25, 2016 Council Meeting and January 27, 2016 Council Workshop as presented. (5 yes) So voted.

Council Agenda Item #4: Consent Agenda

- a) January 2016 Library Report
- b) January 2016 Police Department Report
- c) January 2016 Fire Department Report
- d) License Renewals
 - 1. Liquor Licenses – KBS Enterprises, Inc. d/b/a Caribou Inn and Convention Center and Gary St. Peter d/b/a Napolis Restaurant LLC.
 - 2. Special Amusement Permit – KBS Enterprises, Inc. d/b/a Caribou Inn and Convention Center and Gary St. Peter d/b/a Napolis Restaurant LLC.

Motion made by P. McDonough, seconded by J. Theriault, to approve Consent Agenda Items with business items A-D as presented. (5 yes) So voted.

Council Agenda Item #5: Parking Lot Ordinance

6:03 p.m. Public Hearing opened.

Anissa Levesque – County Qwik Print – 56 Sweden Street – requested that the proposed ordinance be changed to allow overnight parking in the Hatch Drive parking lot. Ms. Levesque wonders what the benefits are by taking away their overnight parking.

Councilor McDonough stated that it is the building owner's responsibility to provide parking.

Ms. Levesque stated that it would be cheaper for the City to plow Hatch Drive lot with 24 parking spots versus the 90 plus in the larger parking lot plus approving this change would be business friendly.

Dave Levesque - County Qwik Print – 56 Sweden Street – wonders what the goal or benefit is with the proposed overnight parking ordinance.

Public Works Director Ouellette stated that it is for the ease of plowing.

Mr. Levesque requested that overnight parking be allowed on one side of Hatch Drive and offered to make any necessary signs.

Highway and Protection Committee Chair Theriault stated the committee has met and discussed overnight parking with Director Ouellette and the committee agreed to keep overnight parking at the North Mall parking lot. This lot is more convenient to plow and has more available spaces. The City Code has for some time required building owners, whether apartments or service, to provide their own parking.

Mr. Levesque questions whether this is business friendly.

Councilor Martin noted that it is probable that these buildings are older than the City Code. He stated that it is only reasonable to allow parking on one side. He asked Mr. Levesque if he would be interested in purchasing the parking lot.

Discussion.

CB Smith – Virtual Managed Solutions (VMS) – stated that he has never been told that it is the building owner's responsibility to provide parking during the 12 years in Caribou with 8 years as a business owner.

Dana Cassidy, Rob Kieffer, and Arlen Dow are the property owners that abut the Hatch Drive parking lot.

Mr. Smith suggested for the short-term that overnight parking be allowed on the road side in the Hatch Drive parking lot.

Mr. Smith is open to a conversation about purchasing the parking lot. Mr. Smith doesn't agree with two hour parking as his employees need to park on the street for 8 hours. He stated that everyone is being courteous about not parking in front of the two retail stores located on this section of Sweden Street.

The Mayor stated that the City can't enforce 2 hour parking for Sitel employees and not enforce same 2 hour restriction for VMS employees.

Mr. Smith stated he was promised a business friendly community, he is trying to grow his business and grow the City of Caribou. He offered to pay \$1000 for the parking lot. He would like to meet with the parking lot committee and requested the Council not act on this ordinance until he has met with the committee.

6:44 p.m. Public Hearing closed.

Motion made by D. Martin, seconded T. Guerrette, to table the ordinance and to continue with current moratorium allowing overnight parking in Hatch Drive parking lot. (3 yes, T. Guerrette, D. Martin, S. McDougall, 3 no, J. Theriault, P. McDonough, G. Aiken) Motion failed.

Motion made by S. McDougall, seconded by T. Guerrette, to allow overnight parking in half of the Hatch Drive parking lot and to have the proposed parking ordinance reflect that change, and then adopt amended Ordinance No. 2, 2016 Series An Ordinance amending Chapter 12 Traffic, Short Title: An ordinance amending parking restrictions. (3 yes, T. Guerrette, S. McDougall, D. Martin, 3 no, J. Theriault, P. McDonough, G. Aiken) Motion failed.

Motion made by T. Guerrette, seconded by D. Martin, to amend the current moratorium allowing overnight parking in the Hatch Drive parking lot, south side only. (4 yes, T. Guerrette, S. McDougall, D. Martin, G. Aiken, 2 no, J. Theriault, P. McDonough) So voted.

A Highway/Protection Committee meeting was set for February 23, 2016 at 5:00 p.m.

No action taken on Ordinance No. 2, 2016 Series An Ordinance amending Chapter 12 Traffic, Short Title: An ordinance amending parking restrictions.

Council Agenda Item #6: Liquor License Hearing for Northern Maine Brewing LLC

7:03 p.m. Public Hearing opened.

Patrick Bennett - member of the applicant Northern Maine Brewing Company LLC – stated he was available to answer any questions.

Other members of the company attending: Christopher Bell, Richard Solman, and Spenser Ouellette.

No questions. The Council extended their well wishes to the owners.

7:05 p.m. Public Hearing closed.

Motion made by P. McDonough, seconded by D. Martin, to approve the liquor license and Special Amusement Permit for Northern Maine Brewing, LLC. (5 yes) So voted.

Council Agenda Item #7: Personnel Policy Change

7:07 p.m. Public Hearing opened.

No public input.

7:08 p.m. Public Hearing closed.

Motion made by P. McDonough, seconded by J. Theriault, to adopt Ordinance No. 3, 2016 Series An Ordinance amending Chapter 2 Administration, Short Title: An ordinance modifying sick and vacation buyouts striking out Section 2: Chapter 2. (5 yes) So voted.

Council Agenda Item #8: Grange Street Parking

Councilor McDonough introduced Ordinance No. 4, 2016 Series An Ordinance amending Chapter 12 Traffic, Short Title: An ordinance amending street parking restrictions.

Public Hearing was set for the March 14, 2016 Council meeting.

Council Agenda Item #9: Approval of Tax Anticipation Note Request

Motion made by D. Martin, seconded by P. McDonough, to authorize Resolution 2016-1 A Resolution Authorizing Municipal Officials to Utilize a Tax Anticipation Note Pursuant to 30-A MRSA §5771. (5 yes) So voted.

Council Agenda Item #10: Replacing Fire Engine #2:

The City received two bids with the lower of the two bids coming from Ferrara with a price of \$312,946. Staff is recommending the acceptance of this bid. It will take 240 days for the new engine to be built. Following this purchase the balance of the Truck Replacement Account will be \$27,188.

Motion made by S. McDougall, seconded by P. McDonough, to approve the replacement of Engine #2 and to accept staff's recommendation. (5 yes) So voted.

Council Agenda Item #11: DOT Overweight Vehicle Permit

Motion made by P. McDonough, seconded by S. McDougall, to approve the requested over limit permit for Maine Department of Transportation (MDOT) Project No. 022592.00. (5 yes) So voted.

Council Agenda Item #12: 2016 Revenue Budget

The Council questions were answered by Manager Bless. Councilor Martin proposed that nonresident fees for use of the Library and Recreation to be set at the City's per capita cost plus additional 10%. Manager Bless commented that it might be easier to look at household versus the per capita. "Whatever is reasonable plus 10%" was Councilor Martin's response. Manager Bless will prepare something for March.

Motion made by P. McDonough, seconded by D. Martin, to adopt the 2016 Revenue Budget as presented. (5 yes) So voted.

Council Agenda Item #13: Other Business

- a) Motion made by P. McDonough, seconded by S. McDougall, to approve the Administrative Plan for the Housing Choice Voucher Program for Caribou Housing as presented. (5 yes) So voted.
- b) Councilor Martin would like to see the Fire & Ambulance department budgets separated.
Discussion.
Council consensus: To add the City's monthly financials to the website.
- c) 150 have registered to run the Caribou Marathon. Two larger sponsors are Cary Medical Center and Pines Health Services. The total cost of the marathon will be between \$50,000 and \$60,000.
- d) The revenue from the selling of parking lots has gone into the Parking Lot Reserve Account.
- e) The \$19,000 received from Caribou Housing has been put into the Municipal Building Reserve Account.
- f) The quarterly investment statements were added to the September 2015 and December 2015 City Financial Reports.
- g) A joint Council and Economic Growth Council meeting was scheduled for February 22, 2015 at 6:00 p.m.
- h) On April 7th, MMA is holding a training on the roles of elected officials in Presque Isle from 4:30 p.m. to 8:30 p.m.

Council Agenda item #14: 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.

7:41 p.m. Time in. Motion made by P. McDonough, seconded by T. Guerrette, to move to executive session pursuant to 1 MRSA §405(6)(D) with Manager Bleess and Assistant Manager Chandler to discuss union negotiations with Teamsters Local Union No. 340 and New England Police Benevolent Association Local 605. (5 yes) So voted.

9:33 p.m. Time out. Motion made by S. McDougall, seconded by D. Martin to move out of executive session. (5 yes) So voted.

Motion made by S. McDougall, seconded by D. Martin, to approve the changes as discussed in executive session and if ratified by the unions to allow the City Manager to sign the contracts for both the fire and police unions. (4 yes, 1 no, P. McDonough) So voted.

Motion made by T. Guerrette, seconded by J. Theriault, to adjourn the meeting at 9:34 p.m. (5 yes) So voted.

Upcoming Meeting Dates:

Regular City Council Meeting March 14, 2016 at 6:00 p.m.

Regular City Council Meeting March 28, 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 6:00 p.m. on Monday, February 22, 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.

Caribou Economic Growth Council members: John Swanberg, Rick Solman, and Joe Sleeper.

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

6:00 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, Rick Solman, and Joe Sleeper to discuss Economic Development. (6 yes) So voted.

7:20 p.m. Time out.

No action taken.

Meeting was adjourned.

Upcoming Meeting Dates:

Regular City Council Meeting March 14, 2016 at 6:00 p.m.

Regular City Council Meeting March 28, 2016 at 6:00 p.m.

Austin Bleess, City Manager



CARIBOU PUBLIC LIBRARY
CARIBOU, MAINE

To: Mayor and City Councilors
CC: Austin Bless, City Manager
From: Lisa Neal Shaw, Library Director
Date: March 14, 2016
Re: February 2016 Library Report
Dear Honorable Council Members:

As promised last month, here are the Library usage statistics for both January and February 2016:

CIRCULATION	2257	1704
TABLE COUNT	1141	791
WALK-INS	1363	1173
E- /AUDIO		
BOOKS	148	136
COMPUTER USES	359	158
WIRELESS USE	202	153
NEW PATRONS	23	15
PASSPORTS	2	3
TESTS		
PROCTORED	1	3
VOLUNTEER		
HOURS	449.25	325.5

The Library was pleased to welcome visitors from Lisbon, ME, who came up to Caribou as a part of their tour of Carnegie libraries. Julie is a freelance writer and was very interested in the architecture and history of the building as well as current and future library innovations.

Adult program attendance was 88 for each respective month, and youth programming attendance was 51 in January and 74 in February. Youth Services held their annual Tea Party this month with 40 in attendance.



The carpet project was completed at the library on time and on budget. Public response has been overwhelmingly positive.



Local artist Chester Gage has some of his works on display at the library for the next 5-6 weeks:



And finally,

The 2016 Municipal Technology Conference presented by Maine Municipal Association, co-sponsored by the Maine GIS User Group and in cooperation with ConnectME Authority will be at the Augusta Civic Center on Thurs., May 5th.

Not Your Grandparents' Libraries

The Maine State Library and many community libraries throughout the state are far more advanced technologically than you might imagine. Here's a look at what's happening in libraries throughout Maine, and how library technology plays a role in workforce development. The ever-present challenge of rural connectivity will also be addressed as it pertains to libraries' mission to provide services to their community.

Presenters: James Ritter, State of Maine Librarian; Lisa Shaw, Library Director, Caribou Public Library

Respectfully submitted,
Lisa Neal Shaw
Library Director

Caribou Police Department							
FEBRUARY 2016 MONTHLY REPORT							
OFFENSE			Amount	OFFENSE			Amount
1	Complaints	1288	40	Violation of Interim License	0		
2	Motor Vehicle Accidents	30	41	Following Too Close	0		
3	Escorts	1	42	Violation of Permit	0		
4	Theft Complaints	10	43	Failure to Stop at Stop Sign	0		
5	Crim. Mischief Complaints	2	44	Failure to Stop for Pedestrians	0		
6	Animal Complaints	12	45	Passing Stopped School Bus	0		
7	Domestic Complaints	7	46	Stops and Checks M/V	961		
8	Burglary Complaints	3	47	Parking Tickets	0		
9	Oper. M/V Under the Influ.	1	48	Business Alarms	12		
10	Criminal Trespass Comp.	6	49	M/V Permits	3		
11	Motor Vehicle Theft	0	50	Handling Prisoners	27		
12	Unsecured Doors&Windows	0	51	Running Intoxilyzer	9		
13	Motor Vehicle Complaints	31	52	No Insurance	3		
14	Missing Persons	0	53	Warrant Arrests	3		
15	Harassment Complaints	13	54	Neg. Worthless Instrument Arrests	0		
16	Assault Complaints	3	55	Leave the Scene of Accident	0		
17	O.A.S. Arrests	1	56	Failure to Yield the Right of Way	0		
18	Juvenile Complaints	0	57	Arson Complaints	0		
19	Fight Complaints	0	58	Suicide Complaints	0		
20	Noise Complaints	2	59	Disorderly Conduct Complaints	13		
21	Criminal Threat Complaints	1	60	Unlawful Sexual Contact	0		
22	Lost & Found	2	61	Gross Sexual Contact	0		
23	Neg. Worthless Inst. Comp.	0	62	Unattended Death Reports/Hospice	0		
24	Prowler Complaint	0	63	Burglary Arrests	0		
25	Criminal Trespass Arrest	0	64	Violation of Probation Arrests	0		
26	Assist Other Agencies	19	65	Criminal Records Check	25		
27	Assault Arrest	0	66	Refusal to Sign U.T.T.	0		
28	Drunk Complaint	0	67	Violation of Liquor Laws Arrests	0		
29	Litter Complaint	0	68	Violation of Tobacco Laws Arrests	0		
30	Theft Arrest	0	69	Violation of Drug Laws Arrests	1		
31	Oper.Unregistered M/V	3	70	Mental Subjects	0		
32	Oper M/V Without a License	0	71	Snowsled & Snow Complaints	0		
33	Driving To Endanger	0	72	Juvenile Arrests	3		
34	Expired Inspection	1	73	Prov. A Place for Minors to Consume Alc.	0		
35	Inadequate Exhaust	0	74	Criminal Mischief Arrests	2		
36	Unnecessary Noise	0	75	Violation of Bail Conditions	4		
37	Eluding an Officer	0	76	Seatbelt Violation	0 10		
38	Speeding	5	77	Disorderly Conduct Arrests	1		
39	Fail to Stop for an Officer	1	78	Receiving Stolen Property	0		

**CFAD MONTHLY REPORT
February 2016**

Total Fire/ Rescue Calls	18	Total Amb Calls	174 inc. Air & Assists
-Alarms for Fires (33)	2	- Ground Amb.:	167
-Alarms for Rescues (66)		- Air Amb Flights:	5
-Silent Alarms	16	- Amb Assist Calls:	2
-Haz-Mat		- ALS Calls	95
-Grass Fires		- BLS Calls	57
-Chimney Fires		- No Transport	20
-False Alarms		- Long Distance Transfers	22
-10-55's	3	- Calls Turned Over:	7
-Aid to Police		Total Out of Town Amb Calls	17
-Public Service	1	Total Out of Town Fire/Rescue Calls	3
		Est. Fire Loss, Caribou	\$125,200
		Est. Fire Loss, out of City	\$
Total Hours Pumped	3.5	Total Est. Fire Loss	\$125,200
Gallons of Water Used	34,770	Total Maint. Hours	18.5
Amt. of Hose used:	900'	Total Training Hours	291
Ladders Used (in Feet):	12' (75' Ariel)_____	Miles Traveled by all Units	7,592
Thermal Imaging Camera Used:	4	Fire Permits Issued	11
CO2 Meter Used:	3		
Rescue Sled & Snowmobile:		*Color Guard Training	
Rescue Boat:			
Jaws Used:		Total Fire & Amb. Calls	192

MUTUAL AID TO:

P.I.F.D.	1
F.F.F.D.	
L.F.D.	
W.F.D.	
Stockholm F.D.	
North Lakes FD	
Crown Amb	2 + 1 cancelled
Van Buren Amb.	2

MUTUAL AID FROM:

P.I.F.D.	1
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	2	7 mhrs.
New Sweden	1	1 mhrs.
Connor		
Westmanland		

6 Smoke Detectors Installed

Scott Susi, Chief
Caribou Fire and Ambulance

**BREAKDOWN OF FIRES
For February 2016**

Situation Found	# Of Incidents	Fire Casualties	Est. Property Damage
1. Private Dwellings inc. Mobile Homes	1		\$200
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	1		\$125,000
11. Vacant Buildings or being Built			
12. Fires outside structure w/value (crops, timber, etc.)			
13. Fires Highway Vehicles	1		
14. Other Vehicles (planes, trains, etc.)			
15. Fires in brush, grass w/no value	1		

Other Incidents

16. Haz-Mat	
17. False Calls	
18. Mutual Aid Calls	1 - PIFD
19. Aid to Ambulance (10-55's)	3
20. Aid to Police	
21. Investigation (Smoke, CO ₂ or Alarm)	9 (3 – Smoke; 2 – CO; 4 – Alarms)
22. Service Calls	1 (Smoke Detector Installation)

Total Calls for the Month: ____ 18 ____



OFFICE OF THE CITY MANAGER
CARIBOU, MAINE

To: Mayor and Council Members
From: Austin Bless, City Manager
Date: March 14, 2016
Re: License Renewals

The Caribou Country Club is requesting renewal of their Liquor and Special Amusement Permit. Staff has reviewed this and is recommending its approval.



OFFICE OF THE CITY MANAGER
CARIBOU, MAINE

To: Mayor and Council Members
From: Austin Bless, City Manager
Date: March 14, 2016
Re: Approval of Library Board Trustee Appointment

There is currently a vacancy on the Library Board of Trustees for a term expiring in 2017. The Board is recommending Kathryn Easter be appointed to fill that vacancy.



OFFICE OF THE CITY MANAGER
CARIBOU, MAINE

To: Mayor and Council Members
From: Austin Bleess, City Manager
Date: March 14, 2016
Re: Approval of Quit Claim Deeds

In December the Council authorized staff to give owners of records of the property tax acquired in November until the last business day of January to pay off all of the back taxes, interest and fees on their property or the properties would go out for bid. The following properties were paid in accordance with that direction:

Map 28, Lot 48 – Caribou Enterprise Group LLC
Map 19, Lot 9F – Caribou Enterprise Group LLC
Map 19, Lot 9E – Caribou Enterprise Group LLC
Map 27, Lot 53 – Nathan Larson

Randy Theriault has purchased his property back in accordance with the payment plan he made under the old Tax Acquired Property Policy. That property is Map 21, Lot 15B.

The council needs to approve the quit claim deeds to deed the property back to the owners of record.



OFFICE OF THE CITY MANAGER
CARIBOU, MAINE

To: Mayor and Council Members
From: Austin Bleess, City Manager
Date: March 14, 2016
Re: Posting Roads

The following is a list of roads that Dave Ouellette, Public Works Director, is recommending closure for all vehicles over 23,000lbs, with the exception of fuel deliveries and emergency vehicles.

Albair Road	Old Washburn Road
Bowles Road	Plante Road
Caribou Lake Road	Railroad Street
George Watson Memorial Drive	Richards Road
Hardison Road	Vance Road
Maysville Road	West Gate Road
Ogren Road	

We will need Council authorization to allow Director Ouellette to post these roads as closed to vehicles over 23,000 lbs.



OFFICE OF THE CITY MANAGER
CARIBOU, MAINE

To: Mayor and Council Members
From: Austin Bleess, City Manager
Date: March 14, 2016
Re: C&J Service Center CDBG Grant Application

Milo Haney of C&J Service Center is requesting the City apply for a Community Development Block Grant (CDBG) for his business.

The grant would be to remove 3 underground fuel tanks and replace with 3 new ones. The tanks are of the age where they need to be removed as per DEP requirements. If they receive this grant Mr. Haney says it would retain 2 full time jobs and 3 part time jobs.

In the January 27, 2016 edition of the Aroostook Republican Mr. Haney stated that without the grant he will be forced to consider closing his business.

The total project costs are estimated to be \$176,100. The grant would be for 50% of that, which is \$88,050. The remaining balance would be funded by Mr. Haney.

The City Council needs to hold a public hearing on this grant application. The public hearing was advertised in the Aroostook Republican for tonight.

In order for the City to submit the application the Council would need to pass the resolution which is on the following pages.

**A Resolution Authorizing the City of Caribou to apply for a
Community Development Block Grant**

WHEREAS, the City of Caribou wishes to apply to the Department of Economic and Community Development for a Community Development Block Grant to carry out a community development program; and

WHEREAS, the planning process required by Maine Law and the CDBG Program have been complied with, including participation in the planning process by low and moderate income families and individuals and the community has conducted at least one duly advertised public hearing; and

WHEREAS, the City of Caribou is cognizant of the requirement that should the intended National Objective of the CDBG program not be met all CDBG funds must be repaid to the State of Maine CDBG program; and

NOW THEREFORE, be it resolved by the Council of the City of Caribou that the City Manager (or other local government official or officer):

- 1) Is authorized and directed to submit an application for the following program(s) and dollar amount(s) within the State of Maine's CDBG Program:

Program: Economic Development Program Amount: \$88,050

To the Department of Economic and Community Development on behalf of the City of Caribou, substantially in the form presented to this council;

- 2) Is authorized to make assurances on behalf of the City of Caribou required as part of such applications, and
- 3) Is authorized and directed, upon acceptance of said funds to carry out the duties and responsibilities for implementing and said program(s), consistent with the Charter of the City of Caribou and the laws and regulations governing planning and implementation of community development programs in the State of Maine.

This Resolution was duly passed by the City Council of the City of Caribou, Maine, this _____ day of _____ 2016.

Gary Aiken, Mayor

David Martin, Councilor

Shane McDougall, Councilor

Timothy Guerrette, Councilor

Philip J. McDonough II, Councilor

Jody Smith, Councilor

Joan Theriault, Councilor

Attest:

Jayne R. Farrin, City Clerk

Municipal Seal



OFFICE OF THE CITY MANAGER
CARIBOU, MAINE

To: Mayor and Council Members
From: Austin Bleess, City Manager
Date: March 14, 2016
Re: Parking Ordinance

For discussion and action tonight is a proposed modification to the parking ordinance, and has two sections.

Section 1 deals with parking lots and has three main changes.

The first change clarifies that there is no overnight parking in the city owned lots from November 1 to May 1. This matches the current overnight parking ban on city streets.

The second change would remove the reference to the Albair parking lot since that is no longer a public parking lot.

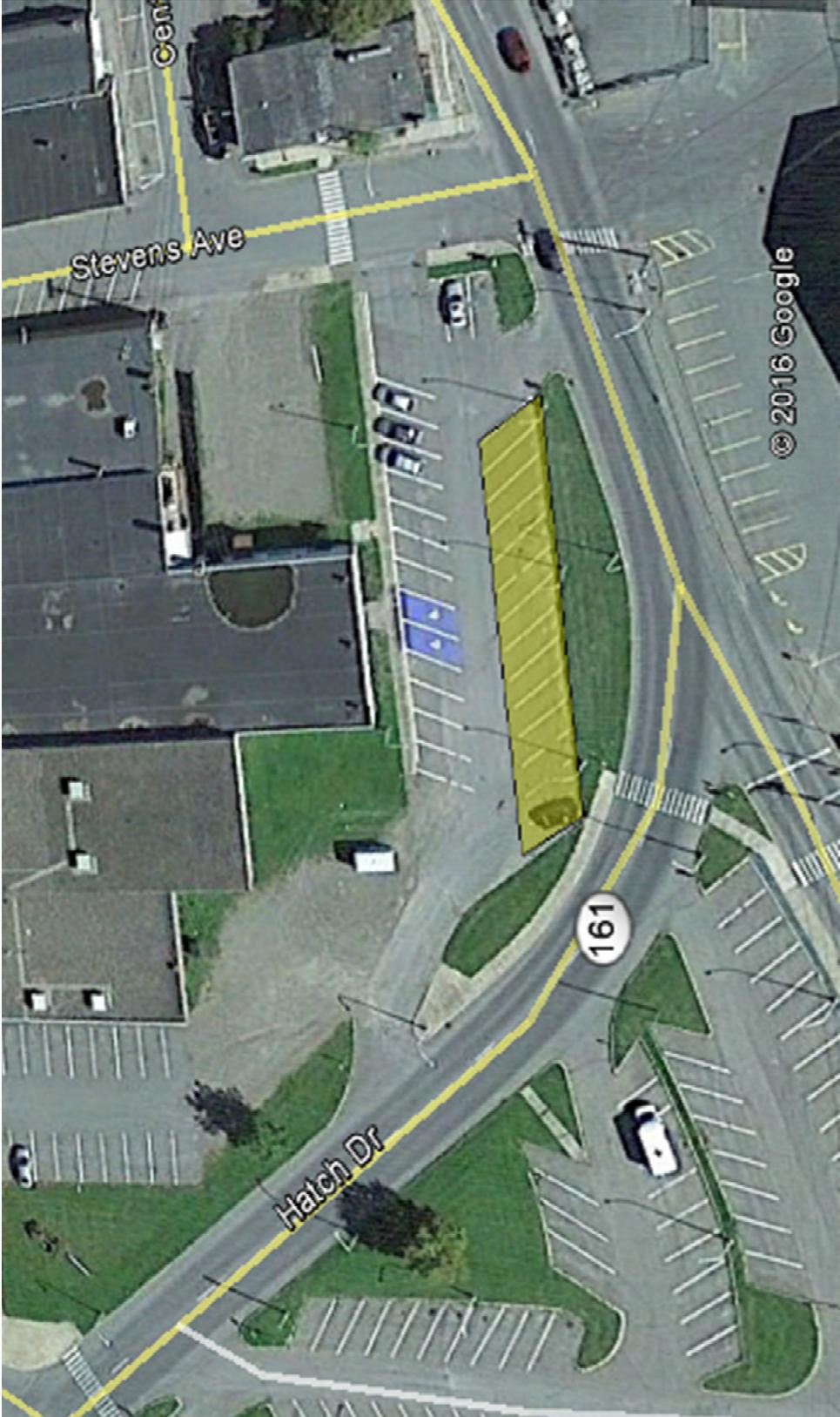
The third change clarifies that no tractor trailer trucks are allowed to park in municipal parking lots, but trucks like delivery trucks, would be allowed to park there.

Section 2 deals with parking on streets and would move the ban up to 11pm from 12midnight.

There has been discussion by the Council at past meetings about allowing overnight parking in the Hatch Drive Lot in the spots that face Hatch Drive. If the Council wants to do that the suggested wording for Part 2(a) of Section 1 would be as follows:

- a) From November 1 to May 1 Overnight, 11:00pm to 6:00am, parking is allowed only in the North Downtown Mall Parking lot along the retaining wall and in the Hatch Drive Parking Lot in the spaces along Hatch Drive. ~~and in the South Hatch Drive (Albair) Parking Lot along the western edge of the parking lot (along the fence).~~ Overnight parking is not allowed in any other public parking lots.

To better illustrate that I have included a map on the next page. The area in yellow would be available for overnight parking. Everything else would not. The Highway Department would appropriately place signage in that parking lot informing people what is and is not overnight parking.



Councilor _____ introduced the following ordinance:

Ordinance No. 2, 2016 Series
City of Caribou
County of Aroostook
State of Maine

AN ORDINANCE AMENDING CHAPTER 12 **TRAFFIC**

Short Title: An ordinance amending parking restrictions.

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: Chapter 12, Section 410 **Parking Lot Regulations of the Caribou City Code** is hereby modified to read as follows:

Because of congestion of traffic, the following regulations are hereby established:

- 2) Unregistered vehicles. No unregistered vehicles shall be parked in any public parking lot provided and operated by the City of Caribou.
- 3) Parking in public parking lots shall be as follows:
 - a) ~~From November 1 to May 1~~ Overnight, 11:00pm to 6:00am, parking is allowed only in the North Downtown Mall Parking lot along the retaining wall, ~~and in the South Hatch Drive (Albair) Parking Lot along the western edge of the parking lot (along the fence).~~ Overnight parking is not allowed in any other public parking lots.
 - b) Parking in spaces adjacent to buildings shall be limited to two (2) hours during business hours.
 - c) Parking of ~~trucks other than pickup trucks~~ Tractor Trailer Trucks is prohibited in all public parking lots.
- 4) Lot in front of Municipal Building, parking shall be limited to fifteen (15) minutes.
- 5) Parking at 6 Water Street shall be limited to two (2) hours.

Section 2: Chapter 12, Section 407 **All Night Parking** is hereby modified to read as follows:

Parking is prohibited on any street in Caribou between the hours of ~~12:00 midnight~~ 11:00pm to 6:00 a.m. from November 1 to May 1.

This ordinance, being introduced on January 11, 2016 and a public hearing being held on February 8, 2015 was duly passed by the City Council of the City of Caribou, Maine, this _____ day of _____ 2016.

Gary Aiken, Mayor

David Martin, Councilor

Shane McDougall, Councilor

Timothy Guerrette, Councilor

Philip J. McDonough II, Councilor

Jody Smith, Councilor

Joan Theriault, Councilor

Attest:

Jayne R. Farrin, City Clerk



OFFICE OF THE CITY MANAGER
CARIBOU, MAINE

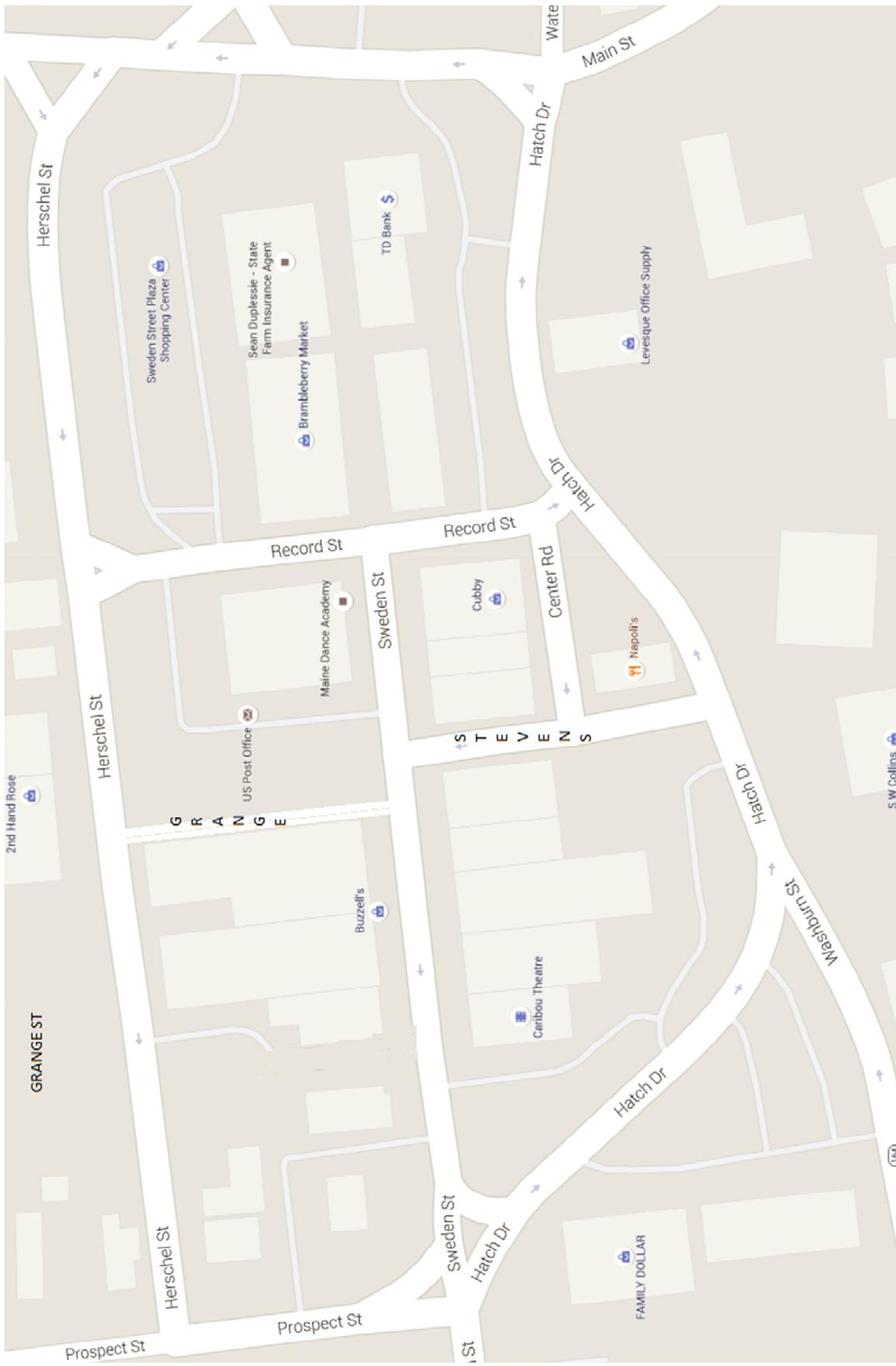
To: Mayor and Council Members
From: Austin Bleess, City Manager
Date: March 14, 2016
Re: Grange Street Parking

Two hour Parking has been a discussion at the last few committee meetings.

There seems to be some confusion in the newspaper and the public about two hour parking. There have been no changes to two hour parking rules for approximately 30 years. The ordinance on the following page would two hour parking by adding Grange street to the list. However, two hour parking has always been in code for Stevens Street.

The ordinance is on the next page. The public hearing on this ordinance is tonight. After the public hearing the Council may take action on this ordinance.

For reference there is a map of the downtown area with the streets labeled.



Councilor _____ introduced the following ordinance:

Ordinance No. 4, 2016 Series
City of Caribou
County of Aroostook
State of Maine

AN ORDINANCE AMENDING CHAPTER 12 **TRAFFIC**

Short Title: An ordinance amending street parking restrictions.

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: Section 411 - Streets with Parking Spaces is hereby amended to read:

The City Manager and the Chief of Police are hereby authorized to designate the space for vehicles parking upon the following streets and upon such other streets with the boundaries of the City as may hereafter be designated by the City Council.

1. High Street
2. Stevens Street
3. Center Street
4. Sweden Street
5. Water Street
6. Herschel Street
7. Prospect Street
8. Grange Street
9. Park Street

Section 2: Section 412 - Maximum Legal Parking Period is hereby amended to read as follows:

The maximum legal parking period shall be as follows:

1. Two (2) hour parking as posted on those streets listed in section 12-411 sub-sections 2 thru 78.
2. Fifteen (15) minutes for those parking spaces directly in front of the United States Post Office on Sweden Street as posted and at designated areas on High Street as posted.

This ordinance, being introduced on February 8, 2016 and a public hearing being held on _____, 2016 was duly passed by the City Council of the City of Caribou, Maine, this ____ day of _____ 2016.

Gary Aiken, Mayor

David Martin, Councilor

Shane McDougall, Councilor

Timothy Guerrette, Councilor

Philip J. McDonough II, Councilor

Jody Smith, Councilor

Joan Theriault, 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: March 14, 2016
 Re: User Fees at Library and Rec

At our last meeting Councilor Martin asked for staff to look at raising the user fees at the library and implementing user fees at the Rec at the per capita and per household cost plus 10%.

We utilized data from the Census Bureau for the population and the number of households. Based upon that we have come up with the following:

Number of Households:	3,512				
Population:	7,871				
Library Budget:	\$ 219,336		Rec Dept Budget:	\$ 408,960	
Per Capita:	\$ 28		Per Capita:	\$ 52	
Per Household:	\$ 62		Per Household:	\$ 116	
Per Capita Plus 10%:	\$ 31		Per Capita Plus 10%:	\$ 57	
Per Household plus 10%:	\$ 69		Per Household plus 10%:	\$ 128	

Currently the library charges a per capita fee of \$30, and a household fee of \$40.

It is the understanding of staff that these fees would be assessed to all non-Caribou residents of the facilities including kids using them after school, adults during the day walking, and those playing games during the day. It would be helpful for the Council to clarify whether or not that understanding is correct.

If the Council wishes to increase the fees at the Library and/or implement fees for utilizing the Rec Center a motion doing so would be required.



OFFICE OF THE CITY MANAGER
CARIBOU, MAINE

To: Mayor and Council Members
From: Austin Bleess, City Manager
Date: March 14, 2016
Re: County Hazard Mitigation Plan

The Aroostook EMA is requesting all of the communities in the County to adopt the County Hazard Mitigation Plan. Adoption by the communities is required by FEMA as this is a multi-jurisdictional plan.

That plan is listed on their website at http://aroostookema.com/akema/?page_id=405

The plan has been reviewed by Chief Gahagan, who serves as our EMA Director, and he supports the plan as it is presented.

We will need Council approval on the resolution on the following page approving the plan.

PLAN ADOPTION

Requirement: §201.6(c)(5): (The plan must include) documentation that the plan has been adopted by the governing body of the jurisdiction requesting approval (e.g. City Council, County Commissioner, Tribal Council). For multi-jurisdiction plans, each jurisdiction requesting approval of the plan must document that it has been formally adopted.

This plan is a multi-jurisdiction plan. Municipalities that participated in the preparation of this plan include the following (**Aroostook County participated on behalf of the Unorganized Territory within its boundaries**).

- Allagash, Town of
- Ashland, Town of
- Aroostook Band of Micmacs
- Blaine, Town of
- Bridgewater, Town of
- Caribou, City of
- Castle Hill, Town of
- Caswell, Town of
- Chapman, Town of
- Cyr Plantation
- Dyer Brook, Town of
- Eagle Lake, Town of
- Easton, Town of
- Fort Fairfield, Town of
- Fort Kent, Town of
- Frenchville, Town of
- Garfield Plantation
- Grand Isle, Town of
- Hamlin, Town of
- Haynesville, Town of
- Hodgdon, Town of
- Houlton, Town of
- Island Falls, Town of
- Limestone, Town of
- Linneus, Town of
- Littleton, Town of
- Madawaska, Town of
- Mapleton, Town of
- Mars Hill, Town of
- Merrill, Town of
- Monticello, Town of
- New Sweden, Town of
- Oxbow Plantation
- Perham, Town of
- Portage Lake, Town of
- Presque Isle, City of
- Reed Plantation
- St. Agatha, Town of
- St. Francis, Town of
- St. John, Town of
- Sherman, Town of
- Smyrna, Town of
- Unorganized Territory
- Van Buren, Town of
- Wade, Town of
- Wallagrass, Town of
- Washburn, Town of
- Westfield, Town of
- Westmanland, Town of
- Weston, Town of
- Winterville Plantation
- Woodland, Town of

A copy of the resolution that will be adopted by each participating jurisdiction is shown below. Aroostook County Commissioners will adopt the resolution on behalf of the county and their portion of the Unorganized Territory within its boundaries.

RESOLUTION OF ADOPTION

Whereas, natural and man-made disasters may occur at any time, we recognize that to lessen the impacts of these disasters we will save resources, property and lives in Aroostook County;

And whereas the creation of a Hazard Mitigation Plan is necessary for the development of a risk assessment and effective mitigation strategy;

And whereas, the cities, towns, plantations, and the Unorganized Territory within the boundaries of Aroostook County are committed to the mitigation goals and measures as presented in this plan;

Therefore, on behalf of the County and Unorganized Territory within its boundaries, the Aroostook County Commissioners hereby adopted the 2016 Aroostook County Hazard Mitigation Plan Update, and

Therefore, the City Councilors of the cities, Boards of Selectmen of towns and Boards of Assessors of the plantations hereby adopted the 2016 Aroostook County Hazard Mitigation Plan Update.

Therefore, the Tribal Council of the Aroostook Band of Micmacs hereby adopts the Aroostook County Hazard Mitigation Plan Update.

Authorizing Signatures for the City of Caribou:

Gary Aiken, Mayor

David Martin, Councilor

Shane McDougall, Councilor

Timothy Guerrette, Councilor

Philip J. McDonough II, Councilor

Jody Smith, Councilor

Joan Theriault, 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: March 14, 2016
Re: Sale of Tax Acquired Properties

In accordance with the tax acquired property policy we have gone out to bid on several properties. We received bids on six of them. Those bids are as follows:

Property	Minimum Bid	Bid Amount	Bidder
#7	\$ 10,000.00	\$ 5,000.00	Murray Blackstone
#8	\$ 8,000.00	\$ 4,500.00	Keith Brown
#13	\$ 20,000.00	\$ 31,000.00	Brandon Smith
#14	\$ 25,000.00	\$ 32,781.13	Lori Hodsdon
#16	\$ 700.00	\$ 1,100.00	Wayne Bourgoine
	\$ 700.00	\$ 750.00	Lena Giggey
#17	\$ 5,000.00	\$ 500.00	Stev Rogeski III

The bids on properties 7, 8, and 17 do not meet the minimum bid amounts.

Staff recommends the council accept the high bids on Property 13, 14, and 16 and reject the bids on properties 7, 8, and 17.