



City of Caribou, Maine

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AGENDA Caribou City Council Regular City Council Meeting 6:00 P.M. Monday, July 11, 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) June 27, 2016 City Council Meeting 2-3
4. Consent Agenda
 - a) June 2016 Library Report 4-9
 - b) Appointment to Nylander Board 10
 - c) June 2016 Fire Department Report 11
 - d) June 2016 Financials
5. Ordinance to sell city owned land 12-13
6. Abatement of Property Taxes 14
7. Acceptance of FEMA Grant 15-16
8. Timber Harvesting at North Caribou Park 17
9. Other Business

Upcoming Meeting Dates:

Regular City Council Meeting August 8, 2016 at 6pm

Regular City Council Meeting September 12, 2016 at 6pm

A regular meeting of the Caribou City Council was held 6:00 p.m. on Monday, June 27, 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 and excused.

Austin Bleess, City Manager.

Department Managers: Penny Thompson, Tax Assessor; Michael Gahagan, Police Chief; and Dave Ouellette, Public Works Director.

Joshua Archer representing the Aroostook Republican and Time Warner covered the meeting.

Council Agenda Item #1: Public Input.

Pat Mahoney, River Road, spoke in support of the City building a pool so children will have the opportunity to learn to swim and have something to do.

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) June 13, 2016 City Council
- b) May 2, 2016 City Council Workshop
- c) April 13, 2016 City Council Workshop

Motion made by P. McDonough, seconded by J. Theriault, to approve the minutes of the June 13, 2016 City Council Meeting, May 2, 2016 City Council Workshop, and April 13, 2016 City Council Workshop as presented. (5 yes) So voted.

Council Agenda Item #4: Consent Agenda

- a) Approval of Acting City Manager – Assistant City Manager Jim Chandler during the temporary absence or disability of the City Manager.

Motion made by J. Theriault, seconded by P. McDonough, to approve Consent Agenda Item A as presented. (5 yes) So voted.

Council Agenda Item #5: Nylander Museum Plan

Nylander Board members Gail Hagelstein, Nelson Ketch, and Jessica Feeley updated the Council, provided a written work plan with a timeframe for completion for each goal, and answered questions from the Council. (Exhibit A – Work Plan)

Council Agenda Item #6: Dangerous Building – Nasiff Land LLC

In August of 2014 the City Council declared the buildings on the land owned by Nasiff Land LLC to be dangerous and ordered the removal of them. Since then only one building has been removed and that was done by the City with the costs applied to the 2015 property taxes. As of today, 2014 and 2015 taxes are outstanding with the 2014 tax lien maturing in November 2016. The City's Public Works

Department doesn't have the equipment necessary to bring down the larger buildings, but according to the Public Works Director once the buildings are down the City would be able to haul the material away. According to Maine DEP all asbestos has been removed. Councilor McDonough requested that any questions concerning liability be answered because the property isn't owned by the City. Discussion.

Motion made by D. Martin, seconded by J. Theriault, to go out to bid to take down and haul away the freezer building by May 1, 2017. (5 yes) So voted.

Council Agenda Item #7: Selling of Tax Acquired Property

Motion made by D. Martin, seconded by T. Guerrette, to sell tax acquired properties:

Map 30, Lot 162B – Scott Englund - \$100.00

Map 31, Lot 21 – Ken and Kim Dufour - \$5,150.00

Map 34, Lot 176 – Scott Englund - \$50.00

Map 37, Lot 27 – 60 Woodland Road - Jeremiah Flannery - \$500.00 and sign a consent agreement stating the buildings will be removed by January 1, 2017 and to abate the remaining taxes on the property in the amount of \$2,319.23.

(5 yes) So voted.

Council Agenda Item #8: Ordinance to sell City Owned Property

Councilor McDonough introduced Ordinance No. 9, 2016 An Ordinance regarding the Sale of Municipal Property.

A Public Hearing will be held July 11, 2016.

Council Agenda Item #9: Setting 2016 Mill Rate and Tax Commitment

Motion made by D. Martin, seconded by S. McDougall, to approve Revenue budget adjustments for property taxes, overlay, BETE, and Homestead Reimbursement lines as reflected on the Mill Rate Calculation Sheet, to set the 2016 Mill Rate at 22.90 for the commitment of the 2016 Property taxes, to set the 2016 Tax Commitment Date as July 1, 2016 for the Board of Assessors to commit the same to the Tax Collector, pursuant to MRSA Title 36 §505(1), to make the 2016 Property Taxes due and payable as of July 1, 2016, pursuant to MRSA Title 36 §505(2), to set the date for interest to begin accruing on any delinquent 2016 Property Taxes as October 1, 2016, pursuant to MRSA Title 36 §505(4), to set the rate of interest to be charged on delinquent 2016 Property Taxes at 7% the maximum rate set by the State, pursuant to MRSA Title 36 §505 (4), and establish a rate of interest for the overpayment and/or abatement of property taxes for 2016 at 4% less than 7% or 3%, pursuant to MRSA Title 36 §506-A (4 yes, 1 no, P. McDonough) So voted.

Council Agenda Item #10: Other Business

- A. The Mayor commented on the man lift parked behind City Office. He was told that the City is not paying rent on this piece of equipment.

Motion made by S. McDougall, seconded by T. Guerrette, to adjourn the meeting at 6:50 p.m. (5 yes) So voted.

Upcoming Meeting Dates:

Regular City Council Meeting July 11, 2016 at 6:00 p.m.
Regular City Council Meeting August 8, 2016 at 6:00 p.m.

Jayne R. Farrin, Secretary



CARIBOU PUBLIC LIBRARY
CARIBOU, MAINE

To: Mayor and City Councilors
CC: Austin Bless, City Manager
From: Lisa Neal Shaw, Library Director
Date: July 6, 2016
Re: June 2016 Library Report

Dear Honorable Council Members:

Please find attached the June 2016 report of usage, statistics, and events at the Library.

Caribou Public Library was honored to be host in June to librarians from Ellsworth, Lewiston, Portland, Augusta, Hampden, Belfast, and Kennebunk for the **Maine Library Leadership Institute**. This year-long initiative has been an extension of the New England Library Leadership Symposium, held last summer in Massachusetts. Each library had a project to work on for the year (Caribou's was the presentation with the State Librarian and the Maine Municipal Technology Conference and a technology presentation at the upcoming Maine Library Association Conference) as well as a position on the Maine Library Association board. I have been serving as Executive Secretary for that board since fall of 2014. David Lankes' book *Expect More: Demanding Better Libraries for Today's Complex World* has been one of many courses of study for this group, and we are pleased to announce that David Lankes will also be a featured speaker at this year's MLA Conference.

The Library Director was invited to serve as one of four panelists for the **New Public Library Directors' Institute**, held by the Maine State Library at the Senator Inn. The other panelists were directors from the Yarmouth, Windham, and South Berwick libraries. We were asked to present the typical day for a public library director. All four of us agreed that building maintenance issues were at the top of the list.

The US Department of State's **Consular Services** conducted a **site inspection** of the library for passport services, and we passed with an excellent rating.

As I write this report, families are spilling in through the door for one of Katie Wilcox-Bosse's enormously popular **youth programs**. She has been working with area child caregivers with the grant-funded Books on Wheels program, which brings culturally diverse books to the centers; PJ Story Time is held Wednesdays and allows parents and caregivers to come to the library in their pajamas and have a story read to them; Summer Reading has already seen 50 books checked out and read in the first week, and incentives are offered by McDonald's and Pizza Hut; several classroom tours of the library were conducted by Katie earlier in June; Little Explorers and Beyond the Book had over 75 people in attendance in June.

Katie and Lydia Kieffer worked together on a short film which won the library **\$50 for Young Adult audio books from TEI Landmark**.

Working with Oak Leaf Systems, the library was able to install **Linux on the public access computers**. We are hopeful that using this open source system will be more cost effective as we save on licensing fees; save on staff time trouble-shooting Windows problems and updates as well as signing people onto computers; save on down time of computers due to software

incompatibilities; and a much more efficient internet connection. We will be able to track usage through software that comes with our final access point installation.

The Boston Bruins Foundation has awarded the Caribou Public Library Foundation a \$1000 grant to bring Mad Science to Thursdays on Sweden on July 28. This grant allows for one show at the library and one on Sweden Street, and offsets almost all the cost to the Library and the City.



Respectfully submitted,
Lisa Neal Shaw
Library Director

Caribou Public Library June 2016



Beyond the Book – Dog Care



Beyond the Book – Music Teacher Joshua Boss



Books on Wheels



Library Classroom Tours



Little Explorers



New Library Directors' Orientation



Thursdays on Sweden images with staff and volunteers



***"20th Century libraries brought the world to their communities;
21st Century libraries bring their community to the world."***

Eli Neiburger

***Author and associate director for IT and production at the Ann Arbor (Michigan)
District Library***



CARIBOU PUBLIC LIBRARY

MONTHLY REPORT

JUNE 2016

BUILDING

Collection:

CIRCULATION

2490

DOWNLOADS

158

PUBLIC COMPUTERS

325

WIFI

299

Non-Book Circulation Type:

DVDS

637

MAGAZINE

114

Interlibrary Loans
(inc. books)

49

Adult Fiction

17%

of total circulation

PEOPLE

Community Usage:

WALK-INS

1811

TABLE COUNT

1282

VOLUNTEER HOURS

163

NEW PATRONS

23

Program Use:

CHILDREN'S

75

ADULT

70

PASSPORTS

1

\$200

Non-resident fees this month: 2nd highest in 2016



OFFICE OF THE CITY MANAGER
CARIBOU, MAINE

To: Mayor and Council Members
From: Austin Bless, City Manager
Date: July 11, 2016
Re: Nylander Board Appointment

We have received an application from Deborah Nichols to serve on the Nylander Board. We currently have one vacancy for a term ending in 2018 for that board. It's recommended Council approve Deborah Nichols to fill that vacancy.

Caribou Fire and Ambulance Monthly Report

June-16

	Current Month	YTD	Prior Year Month	Prior YTD			Current Month	YTD	Prior Year Month	Prior YTD
Fire Calls	20	119	20	123		Ground Ambulance	193	1092	192	1021
						Air Ambulance	5	29	6	37
						Assist or Cancelled	0	20	7	47
Fire Permits Issued		135	411	451		Totals	198	1141	205	1105
Mutual Aid Received		0	16	0		ALS Calls	112	684	131	714
Mutual Aid Provided		3	29	6		BLS Calls	62	323	63	278
						No Transport	24	114	10	72
						Long Distance	23	140	23	169
						Calls Turned Over	14	41	2	29

Estimated Damage	Current	YTD	Prior YTD
	\$ 8,000	\$ 428,100	\$ 110,500

Out of City Fire Calls						
Location	Current Month # of Calls	Current Month Man Hours	YTD Calls	YTD Man Hours	Prior YTD Calls	Prior YTD Man Hours
Woodland	2	5	14	54.5	6	36
New Sweden	0	0	4	13.5	8	18.5
Connor	0	0	1	3.75	2	6.75
Westmanland	0	0	0	0	0	0
Totals	2	5	19	71.75	16	61.25

YTD is from Jan-16 through Jun-16



OFFICE OF THE CITY MANAGER
CARIBOU, MAINE

To: Mayor and Council Members
From: Austin Bleess, City Manager
Date: July 11, 2016
Re: Ordinance to sell City Owned Property

At our last meeting the ordinance to sell city owned property was introduced. Tonight we must have the public hearing on the ordinance. The land has all come to city ownership at various points in time and for various reasons. Staff has not identified any reason why these lands should remain under city control, and therefore we are bringing them to the Council to allow for the sale of the lots.

The properties are as follows:

Map	Lot	Location
2	36	Presque Isle Rd
30	23	96 River Rd
31	186	Lyndon St
33	7	Limestone St
33	11-A	Limestone St
38	86-A	180 Limestone St
31	153	17 Fenderson St
31	154	Fenderson
34	185	197 Limestone St

If the Council approves the ordinance tonight we would put these properties out for bid with the other tax acquired property that is still owned by the city on approximately July 20th. The bids would be opened in time for the Council to act on them at their meeting on August 8th.

Councilor McDonough introduced the following ordinance:

Ordinance No. 9, 2016 Series
City of Caribou
County of Aroostook
State of Maine

AN ORDINANCE REGARDING THE SALE OF MUNICIPAL PROPERTY

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 (7) does ordain the following:

The City Council of the City of Caribou hereby authorizes the sale of municipally owned property list below of the 2015 Tax Maps.

Map	Lot	Location
2	36	Presque Isle Rd
30	23	96 River Rd
31	186	Lyndon St
33	7	Limestone St
33	11-A	Limestone St
38	86-A	180 Limestone St
31	153	17 Fenderson St
31	154	Fenderson
34	185	197 Limestone St

This ordinance, being introduced on June 27, 2016 and a public hearing being held on July 11, 2016, was duly passed by the City Council of the City of Caribou, Maine, this July 11, 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: July 11, 2016
Re: Abatement of Property Taxes

We have come across five different mobile homes that have been taxed in previous years that have been dismantled and are no longer located in Mobile Home Parks. Since the mobile homes no longer exist we have nothing to enforce our liens. As such staff is recommending the Council abate the following:

Account	Name	2015	2014	Total
2060	Dwayne Blackwell	\$ 98.82	\$ 98.12	\$ 196.94
2070	Maggie Ventures LLC	\$ 186.42	\$ 185.09	\$ 371.51
4922	Larry Philips	\$ 159.47	\$ 158.33	\$ 317.80
4971	Larry Philips	\$ 94.33	\$ 93.66	\$ 187.99
540	Lena Giggy	\$ 119.04	\$ -	\$ 119.04

We also need to abate \$66.80 of property taxes on Map 30, Lot 162B. At the last meeting the Council approved the sale of this Tax Acquired Property for \$100, and this is the remainder of the amount that was owed on the property.

We will need Council approval to abate these taxes.



OFFICE OF THE CITY MANAGER
CARIBOU, MAINE

To: Mayor and Council Members
From: Austin Bless, City Manager
Date: July 11, 2016
Re: Accepting FEMA Grant Award

As the Council is aware we have applied for and received a grant from FEMA. The grant is for \$253,334 to replace 38 SCBA units, two air bottles (76 total) and a face piece (38) per unit. The grant covers 95% of the costs of the equipment, which means our share would be \$12,666 of the \$266,000 total project. The replacement of bottles only and pack not the itself is in the capital improvement plan for 2019. The matching funds for the city will come from the Fire Equipment Reserve Line which is G 1-368-01 and has \$27,168 in it as of the end of June.

The SCBA Unit includes the harness/backpack, a face piece, and 2 cylinders.

This is the second FEMA Grant that we have received from FEMA in the past two years. The total grant funding we have received is \$585,834.

We need Council approval on the resolution on the following page.

RESOLUTION 2016-2

A RESOLUTION ACCEPTING THE FEDERAL EMERGENCY MANAGEMENT AGENCY ASSISTANCE TO FIREFIGHTERS GRANT

WHEREAS, the City of Caribou applied for an Assistance to Firefighters Grant through the Federal Emergency Management Agency (FEMA); and

WHEREAS, the grant was written to replace 38 SCBA Units that are considered obsolete under NFPA standards; and

WHEREAS, the City of Caribou has been awarded said grant from FEMA in the amount of \$253,334 with a City cost share of \$12,666;

NOW THEREFORE, be it resolved by the Council of the City of Caribou that the City Manager and Fire Chief:

- 1) Are authorized and directed to submit any and all necessary paperwork to FEMA on behalf of the City of Caribou to obtain the grant funds;
- 2) Are authorized to make assurances on behalf of the City of Caribou required as part of such grant award; and
- 3) Are authorized and directed to carry out the duties and responsibilities for purchasing the new SCBA equipment pursuant to the Charter of the City of Caribou and the laws and regulations governing planning and implementation of FEMA AFG Grant Program.

This resolution was duly passed by the City Council of the City of Caribou, Maine, this 11th day of July, 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



PARKS AND REC DEPARTMENT
CARIBOU, MAINE

To: Mayor, Council Members, and City Manager
From: Gary Marquis, Superintendent of Parks and Recreation
Date: July 11, 2016
Re: Timber Harvesting at North Caribou Park

I have met with the forester about logging the North Caribou Park. The logging would not be a clear cut of the land, but would be about 70% of the trees.

Many of the trees that are in the park today are past their maturity and when there are large storms that roll through it takes a very long time to clean up the downed trees. Logging some of these trees now would be a good proactive move for the future.

The revenue received from this would be earmarked to replace the 1985 1-ton pickup the Rec Department uses currently. We anticipate about \$10,000 in revenue.

The harvester would also cut the tamarack trees for us and haul them to the mill. We would keep the wood from that to use for our bridge decking on your ATV/Snowmobile trails. The wood would last us for about 10 years, and would save us approximately \$6,500 over that timespan versus buying it.

We are looking for council approval of this.