



City of Caribou, Maine

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AGENDA Caribou City Council Regular City Council Meeting 6:00 P.M. Monday, August 8, 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: 2-4
 - a) July 11, 2016 City Council Meeting
4. Consent Agenda 5-11
 - a) July 2016 Library Report 12
 - b) June 2016 Police Department Report 13
 - c) July 2016 Code Enforcement Report 14
 - d) Liquor License Approvals
5. 2015 Audit Presentation Separate Document
6. Authorizing the sale of Tax Acquired and City Owned Property 15
7. Snowmobile Trail Groomer 16
8. Caribou Fire & Ambulance – Air Pack Demonstration
9. Demolition of buildings at Nasiff Land 17
10. Request for Tax Abatement – Personal Property at 41 Herschel St. 18-19
11. Other Business

Upcoming Meeting Dates:

Regular City Council Meeting September 12, 2016 at 6pm

Regular City Council Meeting Tuesday, October 11, 2016 at 6pm

2017 Budget Forums October 17, 18 and 19, 2016 at 6pm

A regular meeting of the Caribou City Council was held 6:00 p.m. on Monday, July 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 Bless, City Manager and Jim Chandler, Assistant City Manager.

Department Manager: Penny Thompson, Tax Assessor; Gary Marquis, Supt. of Parks & Recreation; and Scott Susi, Fire Chief.

Chris Bouchard representing the Aroostook Republican and Time Warner covered the meeting.

Council Agenda Item #1: Public Input.

Tony Disy, 9 Water Street, his property became tax acquired last year. He stated he could pay \$600.00 now and that he would have it paid off by this time next year. Including 2016 taxes, Mr. Disy owes just over \$7,000 in taxes.

The City Manager stated 9 Water Street is one of the properties going out to bid in the next cycle of bids.

The Mayor suggested that Mr. Disy should put a more detailed plan together.

Councilor Theriault suggested that Mr. Disy should go get a loan. Mr. Disy stated that he doesn't want to get a loan.

Discussion.

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 27, 2016

Motion made by P. McDonough, seconded by D. Martin, to approve the minutes of the June 27, 2016 City Council Meeting as presented. (6 yes) So voted.

Council Agenda Item #4: Consent Agenda

- a) June 2016 Library Report
- b) Appointment to Nylander Board
 - 1. Deborah Nichols – term ending 12/31/2018
- c) June 2016 Fire Department Report
- d) June 2016 Financials

The Mayor likes the new Fire and Ambulance report much better, but suggested that vehicle mileage and training hours be added to the report. Also he wants to have a dollar value tied to the calls that are "turned over". The Mayor asked additional questions about the June Financials, including Health & Sanitation, General Assistance, and Municipal Building Accounts and stated that "overall on the expense

report, we are looking pretty healthy”. He noted that the Library report only has the current month without a comparison to previous months.

Motion made by J. Smith, seconded by J. Theriault, to approve Consent Agenda Items A-D as presented. (6 yes) So voted.

Council Agenda Item #5: Ordinance to sell City owned Land

6:13 p.m. Public Hearing opened. No public input.

6:14 p.m. Public Hearing closed.

Motion made by P. McDonough, seconded by D. Martin, to adopt Ordinance No. 9, 2016, An Ordinance regarding the Sale of Municipal Property. (6 yes) So voted.

Council Agenda Item #6: Abatement of Property Taxes

Staff is recommending the abatement of taxes for five mobile homes that were located in mobile home parks that have been dismantled and removed plus the balance remaining from the sale of Map 30 Lot 162B.

Motion made by P. McDonough, seconded by J. Theriault, abate the following property taxes:

Account	Name	2015	2014	Total
2060	Dwayne Blackwell	\$98.82	\$98.12	\$196.94
2070	Maggie Ventures LLC	\$168.42	\$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
Map 30 Lot 162B	Balance after sale			\$100.00

(6 yes) So voted.

Council Agenda Item #7: Acceptance of FEMA Grant

The grant is for \$253,334 to replace 38 SCBA units, 76 air bottles and 38 face pieces. The grant covers 95% of the costs of the equipment with the City’s match being \$12,666. The City’s share will come from the Fire Equipment Reserve Line which is G 1-038-01.

Discussion centered on the air bottles and whether the City should consider purchasing steel bottles as they will last longer. The Chief will do some research and will report his findings to the Council before any purchase is made.

Motion made by D. Martin, seconded by P. McDonough, to accept the FEMA Grant and to sign Resolution 2016-2, A Resolution accepting the Federal Emergency Management Agency Assistance to Firefighters Grant. (6 yes) So voted.

Council Agenda Item #8: Timber Harvesting at North Caribou Park

Supt. Marquis has met and discussed timber harvesting with a company out of Mapleton. If approved by the Council, Supt. Marquis suggested that the estimated \$10,000 revenue be used to replace the Rec Department's 1985 1-ton pickup plus have some of the tamarack trees cut, hauled to the mill, and then used as bridge decking for the ATV/Snowmobile trails. The wood would last for approximately 10 years and would save the City around \$6,500.

Discussion.

Motion made by J. Smith, seconded by T. Guerrette, to approve the proposal to harvest the timber, for the City to continue looking for a replacement truck through GSA, place any revenue from the timber into the Reserve Account, and to have some of the tamarack tree cut, hauled to the mill, and then used for bridge decking for the ATV/Snowmobile trails. (6 yes) So voted.

Council Agenda Item #9: Other Business

- A. Motion made by J. Theriault, seconded J. Smith, to have one non-binding referendum question as to whether to sell both the North and South Mall parking lots. (4 yes, P. McDonough, J. Theriault, T. Guerrette, J. Smith, 2 no, S. McDougall, D. Martin). So voted.
- B. Buxton Company – meet with the Council at 5:00 p.m. on August 8, 2016.
- C. Councilor Martin expressed his appreciation for a lower tax bill.
- D. So far approximately 5% of the broadband surveys have been returned. The goal is 10%.
- E. Property clean up – several Councilors have received several complaints from residents regarding grass, debris, and junk autos. Assistant City Manager Chandler explained that letters have been sent to offenders and that he is in the process of preparing a report that be presented to the Council on this topic. Also Mr. Chandler has been researching to see what authority the City has regarding this. In MMA Legal's opinion, the City doesn't have the authority to clean up properties and to attach the costs to landowners' property taxes. The City does have the option to take civil action and take the landowners to court. Discussion.
- F. 9 Water Street – Tony Disy wasn't in attendance – Councilor McDonough stated that the City has a policy and if “we keep varying from the policy, what good is the policy?”. Motion made by J. Smith, seconded by D. Martin, to allow Tony Disy to pay his taxes in full by the next Council Meeting which August 8, 2016 and not to put it out to bid. (4 yes, T. Guerrette, J. Smith, D. Martin, G. Aiken, 3 no, P. McDonough, J. Theriault, S. McDougall) So voted.

Motion made by P. McDonough, seconded by T. Guerrette, to adjourn the meeting at 7:09 p.m. (6 yes) So voted.

Upcoming Meeting Dates:

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

Regular City Council Meeting September 12, 2016 at 6:00 p.m.

To: Mayor and City Councilors
CC: Austin Bleess, City Manager; James Chandler, Assistant City Manager
From: Lisa Neal Shaw, Library Director
Date: August 3, 2016

Re: July 2016 Library Report

Dear Honorable Council Members:

Please find attached the July 2016 report of usage, statistics, and events at the Library. Thanks to the Boston Bruins Foundation and the Caribou Public Library Foundation, Mad Science held programs at both the library and at Thursdays on Sweden on July 28. There were **57 people** in attendance at the library program, and there was a big draw for the TOS event as well. Despite some July holiday and early closures, usage was up in many areas for the Library. Table Count was **up 27%**. Youth programming attendance was **up 65%**. New patron registrations increased **52%**. Katie Wilcox-Bosse has had **nine different programs** – several of them weekly – available for patrons so far this summer. Ebook and audiobook downloads were at 189 – our highest so far this year. Wireless usage is up, any reasons include the library's **90 MB up and down connection**, more people bringing their own devices to use, and of course Pokemon Go. Public Access Computer usage remains strong, too, and samples of common usage we have seen usually include applications for employment, tickets and/or boarding passes for travel, submittal of time sheets for remote workers, and vehicle insurance cards. Our circulating wifi grant-funded program has also been very popular; a few larger libraries downstate are looking at this model for their own libraries.

I am also attaching some statistical trends for the library for years 2010-2015. These numbers are available through the Maine State Library's State Data Coordinator and published online annually. Our overall programming attendance **increased 117%** despite the recorded drop in area population for that same time period. The 2016 numbers are also looking very promising.

Respectfully submitted,
Lisa Neal Shaw
Library Director



CARIBOU PUBLIC LIBRARY

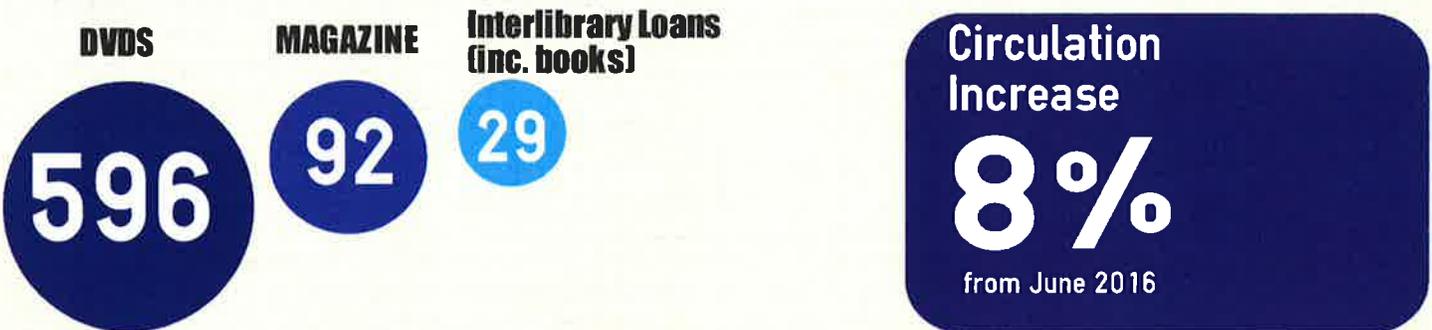
MONTHLY REPORT

JULY 2016

Collection:



Non-Book Circulation Type:



Community Usage:



Program Use:



Highlights of July 2016 Library Events



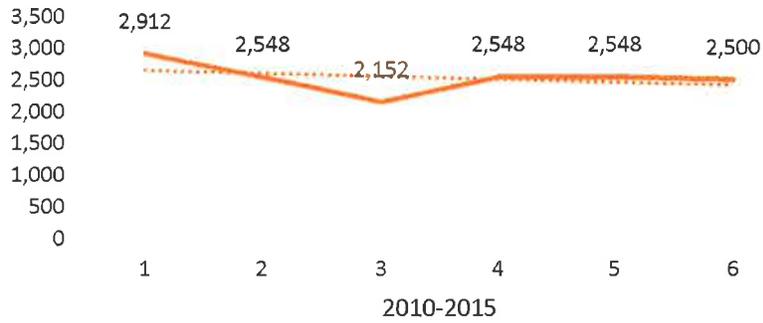
“Catalyst Cory” from Mad Science at the Library (left) and at Thursdays on Sweden (right). This even was funded by the Boston Bruins Foundation through the Caribou Public Library Foundation.



Katie Wilcox-Bosse with newly acquired sand and water tables funded by the Onion Foundation (left); Councilor Tim Guerrette reading to young patrons at Beyond the Book (right).

Library Statistics for 2010 through 2015:

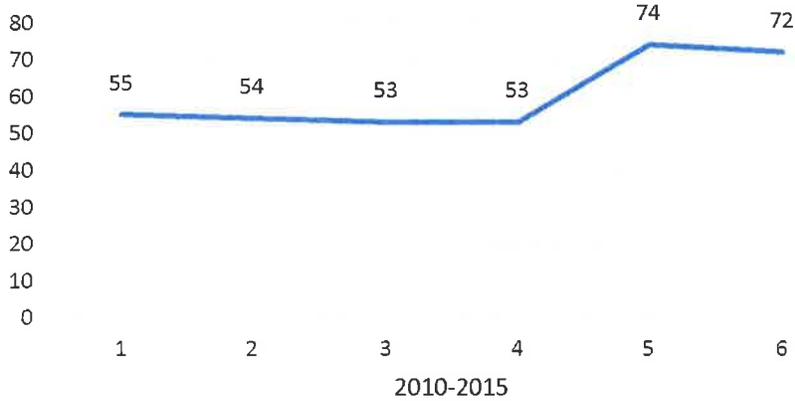
Total Public Service Hours per Year



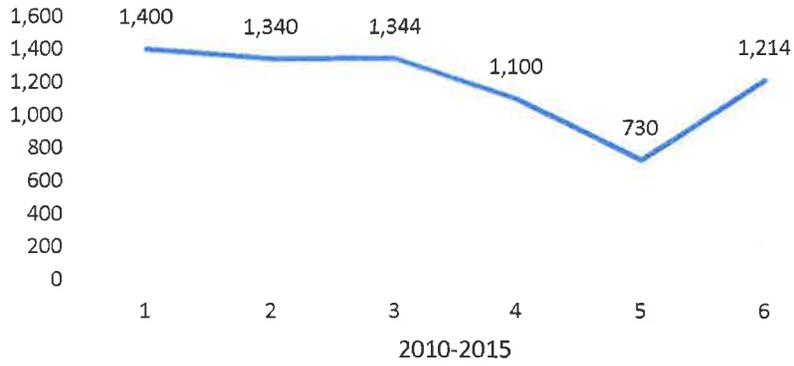
Total Paid Employees



Children's Programs



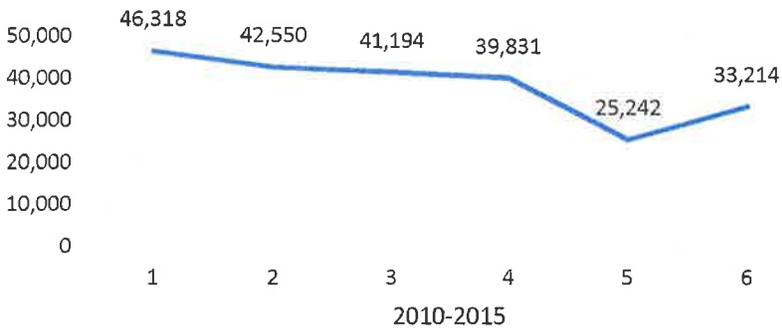
Children's Program Attendance



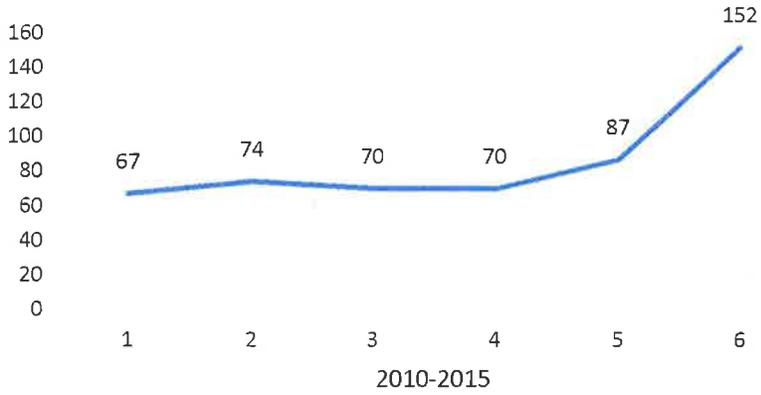
Adult Circulation



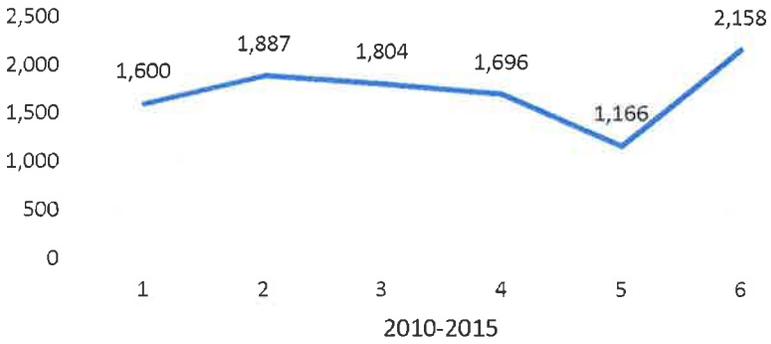
Total Circulation



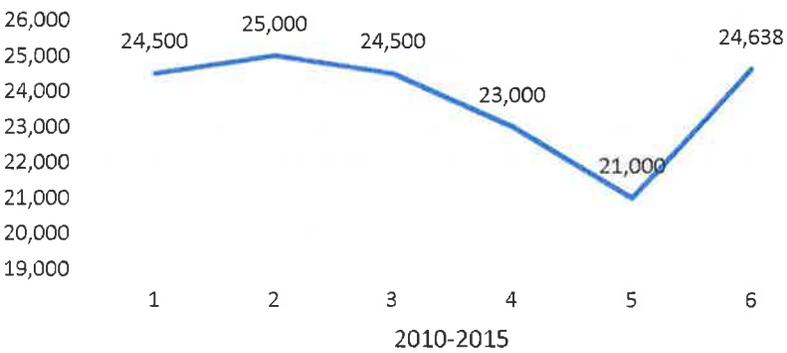
Total Library Programs

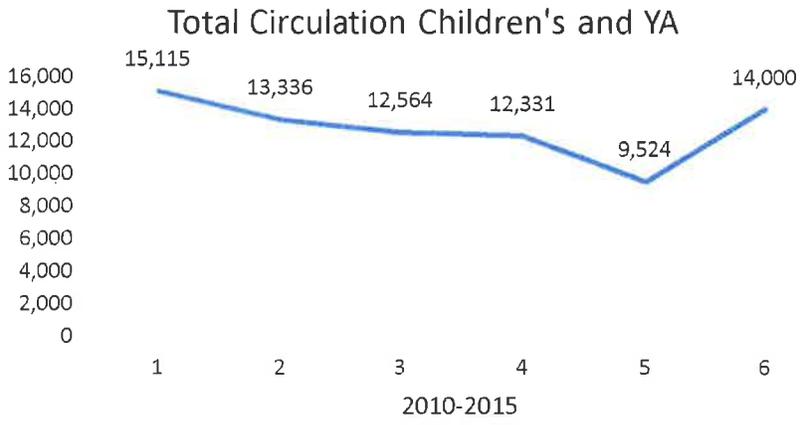


Total Library Program Attendance



Library Visits





Caribou Police Department Monthly Report Jun-16

	Current	YTD	Month	
	Month		Prior Year	Prior YTD
COMPLAINTS	2,632	12,238	2,491	15,178
M/V ACCIDENTS	26	132	18	169
ESCORTS	11	22	7	21
THEFT COMPLAINTS	22	78	28	82
ANIMAL COMPLAINTS	21	80	17	67
DOMESTIC COMPLAINTS	8	46	9	42
BURGLARY COMPLAINTS	3	13	5	14
O.U.I.	4	21	6	18
M/V THEFTS	1	3	-	3
MISSING PERSONS	1	4	1	9
JUVENILE COMPLAINTS	2	16	3	16
CIVIL COMPLAINTS	-	28	-	22
PROWLER COMPLAINTS	-	-	-	3
ASSIST OTHER AGENCY	14	105	12	137
ASSAULT ARREST	3	11	1	11
THEFT ARRESTS	4	20	6	19
SPEEDING	31	85	38	260
STOPS/CHECKS M/V	2,068	9,661	1,967	12,159
PARKING TICKETS	-	-	-	1
HANDLING PRISONERS	35	215	36	256
WARRANT ARRESTS	21	59	7	53
UNLAWFUL SEX. CONTACT	-	5	-	6
GROSS SEX. ASSAULT	-	-	2	3
BUSINESS ALARMS	23	102	20	95
BURGLARY ARRESTS	-	5	2	2

Year To Date (YTD) is from Jan-16 through Jun-16

Code Enforcement Summary Report – Spring & Early Summer 2016

Complaints

The Code Enforcement Office received citizen complaints for 42 properties, as of July 29, 2016.

The majority of these complaints were for high grass and debris or garbage being left in the public view. Others involved unregistered vehicles and/or vehicle parts, tires, etc.

Actions

- 31 Notices of Violation issued to date
- 19 Cases closed for violations corrected
- 12 Cases remain open – pending action by landowner

Future reports will include a seasonal comparison to the number of violations in past years and Actions taken.



OFFICE OF THE CITY MANAGER
CARIBOU, MAINE

To: Mayor and Council Members
From: Austin Bless, City Manager
Date: August 8, 2016
Re: Approval of Licenses

The Caribou Bowl-a-drome and Sports Inn has applied for a renewal of their special amusement and liquor license application.

Great Wall dba Jade Palace Restaurant has applied for a renewal of their special amusement and liquor license application.

These have been reviewed by staff and approval is recommended.



OFFICE OF THE CITY MANAGER
CARIBOU, MAINE

To: Mayor and Council Members
From: Austin Bless, City Manager
Date: August 8, 2016
Re: Authorizing Sale of tax Acquired Property

We recently went out for bid on tax acquired property. We have received the following bids that meet the minimum required bid:

#	Map	Lot	Minimum Bid	Bid Amount	Bidder
2	019	005	1,500.00	2,000.00	Jeremy & Mary Martin
2	019	005	1,500.00	4,500.00	Michael Muniz
15	027	077	1,350.00	1,500.00	Scott Englund

We also received the following bid that did not meet the minimum required:

#	Map	Lot	Minimum Bid	Bid Amount	Bidder
4	008	049-B	6,000.00	4,000.00	Murray Blackstone

Staff recommends Council sell the properties that received bids above the minimum required to the highest bidder.



PARKS AND REC DEPARTMENT
CARIBOU, MAINE

To: Mayor, Council Members, and City Manager
From: Gary Marquis, Superintendent of Parks and Recreation
Date: August 8, 2016
Re: Snowmobile Trail Groomer

Mayor Aiken and City Councilors:

The Caribou Snowmobile Advisory Committee has been assessing the 2009 Gilbert Groomer over the last two seasons and for the last year have been researching possible options for upgrading. On Monday, August 8 tonight we are approaching the Caribou City Council to discuss the information below including the recommendation by the Advisory Committee. Prior to that discussion, should you have any questions, please feel free to contact me for information or clarification.

Options:

Purchase of New Trail Groomer

Quote from Theriault Equipment which would include a John Deere 6175M Tractor with a Soucy Track conversion kit.

Quoted Price	\$232,133.64
Sale of 2009 Gilbert Groomer	\$35,000.00
Caribou Snowmobile Club	\$25,000.00
TIF district groomer reserve	\$31,000.00
Groomer reserve account G1-365-15	\$71,000.00

Remaining balance \$70,133.64*

(The reason that there is a remaining balance on this quote is because the State will only reimburse projects up to the \$200,000.00 threshold. The State grant reimbursement is not shown on this quote because of this reason.)

Quote from Crown Equipment which would include a T7-175 New Holland Tractor with a Soucy Track kit

Quoted Price	\$199,988.00
Sale of 2009 Gilbert	\$35,000.00
State Grant Reimbursement	\$37,906.92
Caribou Snowmobile Club	\$25,000.00
TIF district groomer reserve	\$31,000.00
Groomer reserve account G1-365-15	\$71,081.08

Actual cost/Balance \$0

Recommendation:

At this juncture the Caribou Snowmobile Advisory Committee recommends the Crown Equipment option and will provide full details as to the reasoning for that recommendation as well as possible funding options at the August 8 City Council meeting.



OFFICE OF THE CITY MANAGER
CARIBOU, MAINE

To: Mayor and Council Members
From: Austin Bleess, City Manager
Date: August 8, 2016
Re: Building Demolition at Nasiff Land

Recently we went out for bids to demolish buildings at the site owned by Nasiff Land LLC. We took bids on each building.

Building 1, referred to as the “Main building” is where the processing happened.

Building 2, referred to as the “Accessory building between Main Building and Freezer building”.

Building 3 is the freezer building.

Building 4 is a storage building located north of the main building

Building 5 is the “Guard Shack”.

A map is on the following pages.

The demolition of each building was bid separately, with the City reserving the right to award the bid on a “per building” basis and the right to award the bid for one building, all buildings, or a combination thereof.

We have received the following bids:

Bidder	Building 1	Building 2	Building 3	Building 4	Building 5
McGillan, Inc.	92,750	5,500	87,500	21,500	750
Ed Pelletier & Sons Construction	42,000	4,500	18,000	6,500	1,000
Soderberg Construction	93,000	7,500	139,000	28,000	1,300
Thomas Dicenso, Inc.	465,000	35,000	171,000	115,000	8,000
Cross Excavation	380,000	16,380	182,000	22,750	3,640

If the Council wishes to award the bid of any/all of the buildings, they may do so. As per the bid the contractor would have until April 28, 2017 to complete the work. The city would bill the land owner for the work, and if it's not paid it would be added to the 2017 taxes.



OFFICE OF THE CITY MANAGER
CARIBOU, MAINE

To: Mayor and Council Members
From: Austin Bless, City Manager
Date: August 8, 2016
Re: Request for Tax Abatement – 41 Herschel Street

Please see the attached account detail for Sharlene Harper, personal property account #554

I am requesting an abatement for the 2013 taxes in the amount of \$28.70

Ms. Harper did not own the business until 2014 and the 2013 taxes were assessed to Jodi Cyr. When Ms. Harper bought the business, she did not acquire any of the equipment that was owned by the prior owner, therefore she doesn't feel that she should pay for equipment she did not own or when she didn't own the business. Ms. Harper is no longer in business as of March of 2016 and is willing to pay all remaining outstanding taxes besides 2013.

**PP Account 554 Detail
as of 08/03/2016**

Name: HARPER, SHARLENE

Location: 41 HERSCHEL STREET

Assessment: 1,200

2016-1 Period Due:
1) 27.48

Mailing
Address: 41 HERSCHEL STREET
CARIBOU ME 04736

Year/Rec #	Date	Reference	P C	Principal	Interest	Costs	Total
2016-1 R				27.48	0.00	0.00	27.48
2015-1 R				29.20	1.75	0.00	30.95
2014-1 R				28.99	3.79	0.00	32.78
2013-1 R	07/01/13	Original		28.70	0.00	0.00	28.70
		Billed To: CYR, JODI					
		CURINT		0.00	-5.79	0.00	-5.79
		Total		28.70	5.79	0.00	34.49
2012-1 R				0.00	0.00	0.00	0.00
Account Totals as of 08/03/2016				114.37	11.33	0.00	125.70

Per Diem	
2015-1	0.0057
2014-1	0.0056
2013-1	0.0056
Total	0.0169

Note: Payments will be reflected as positive values and charges to the account will be represented as negative values.