



## *City of Caribou, Maine*

*Municipal Building  
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www.cariboumaine.org*

### **AGENDA Caribou City Council Regular City Council Meeting 6:00 P.M. Monday, September 12, 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) August 8, 2016 City Council Workshop 2
  - b) August 8, 2016 City Council Meeting 3-7
4. Consent Agenda
  - a) Department Reports 8-18
  - b) Library Board Appointment 19
  - c) VALIC Plan Administrator 20
5. Liquor License Application – A+W Properties 21
6. GA Ordinance 22-24
7. Ordinance to sell City Owned Properties 25-26
8. Airport Hangar Project 27-31
9. Approval of sale of Tax Acquired Properties 32
10. Approval of Quit Claim Deeds 33
11. Other Business
12. Executive Session pursuant to 1 MRSA §405(6)(A) for personnel matters.

#### **Upcoming Meeting Dates:**

Regular City Council Meeting Tuesday, October 11, 2016 at 6pm  
2017 Budget Forums October 17, 18 and 19, 2016 at 6pm  
Regular City Council Meeting Monday, October 24, 2016 at 6pm

A workshop meeting of the Caribou City Council was held 5:00 p.m. on Monday, August 8, 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.

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

5:00 p.m. Time in. Motion made by P. McDonough, seconded by J. Theriault, to move to executive session pursuant to 1 MRSA §405(6)(C) with Manager Bleess, Assistant Manager Chandler, and Buxton Company representatives Cheyenne Robinson and Matt Tate to discuss Economic Development. (6 yes) So voted.

5:47 p.m. Time out. Motion made by P. McDonough, seconded by J. Theriault to move out of executive session. (6 yes) So voted.

No action taken.

Meeting was adjourned.

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.

Regular City Council Meeting Tuesday, October 11, 2016 at 6:00 p.m.

2017 Budget Forums October 17, 18, and 19, 2016 at 6:00 p.m.

Austin Bleess, City Manager

A regular meeting of the Caribou City Council was held 6:00 p.m. on Monday, August 8, 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.

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

Chris Bouchard representing the Aroostook Republican.

Council Agenda Item #1: Public Input.

Bernard Ayotte – Spoke on behalf of Jeff Roy as Mr. Roy was unable to attend the Council meeting. Mr. Roy and Susan Palmer had owned 10 acres of land in Caribou. According to Mr. Ayotte, the tax bills were going to Ms. Palmer and she didn't inform Mr. Roy that taxes were due on the property resulting in the City acquiring the property through the tax lien process. According to Mr. Ayotte, Mr. Roy is willing to pay all taxes plus interest on this parcel. It is Mr. Ayotte's understanding that Mr. Roy had owned the property for 15 years and previously had paid the taxes. Mr. Ayotte is confident that Mr. Roy will be very diligent and will not let this happen again.

Gregg Collins – 15 Beta Street in the subdivision known as Solar Slopes – Solar Slopes subdivision includes the streets Beta, Alpha, and Solar Drive. Mr. Collins spoke in opposition of chip sealing the streets located in the Solar Slopes subdivision as it is not a structural application. He stated that he spoke some 12 to 15 years to the City's Road Committee and was told that there weren't enough homes there to justify the cost of a structural asphalt, but over time the number of homes has increased from three to five to over 20 houses. Mr. Collins commented that "this area pays some of the highest taxes in Caribou and have the worst road conditions". Mr. Collins requested that the City suspend chip sealing this area and to apply structural asphalt instead. He noted that streetlights have been removed from Alpha and Beta Streets.

David Sullivan – Prior to the 2012 revaluation, Mr. Sullivan was taxed for 50 acres of land. This year he noticed that he is being taxed for 61 acres. He is requesting the Council reimburse him for his overpayment.

The Council received a packet of information from the Tax Assessor. Mrs. Thompson agrees with Mr. Sullivan about the acreage and will take it to the Board of Assessors to be corrected for 2016. She stated that the Council should only consider the abatement request for tax years of 2015 and 2014, as this is what is allowed following state abatement procedures.

Andrew Bouchard – Solar Slopes – three years ago returned to Caribou with his wife to raise their family. Mr. Bouchard spoke in support of suspending chip sealing the road and for the Council to consider using structural asphalt that will last and hold up.

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) July 11, 2016

Motion made by P. McDonough, seconded by J. Smith, to approve the minutes of the July 11, 2016 City Council Meeting as presented. (6 yes) So voted.

Council Agenda Item #4: Consent Agenda

- a) July 2016 Library Report
- b) June 2016 Police Department Report
- c) July 2016 Code Enforcement Report
- d) Liquor License Approvals
  1. Caribou Bowladrome/Sports Inn – Liquor License & Special Amusement
  2. Great Wall Inc. DBA Jade Palace – Liquor License & Special Amusement

Motion made by D. Martin, seconded by P. McDonough, to approve Consent Agenda Items A-D as presented. (6 yes) So voted.

Council Agenda Item #5: 2015 Audit Presentation

Gisele MacDonald, representative from Felch and Company, presented a summarized overview of the 2015 audit. Ms. MacDonald commented, discussed, and explained the following sections of the audit:

- Per request of the Mayor, the pages are numbered
- Page 1 Independent Auditor’s Report – the financial statements for the City are fairly stated
- Page 2 Emphasis of Matter – the audit report doesn’t include Cary Medical or Caribou Utilities District even though the City does have some oversight for both.
- Page 14 Statement of Net Position – the balance sheet for the City – total assets are \$27,634,193 and total liabilities are \$2,105,806 resulting in a total net position of \$25,491,085. The City’s pension liability of \$451,917 is a new item that has been added to the statement.
- Page 15 Statement of Activities – total costs of \$14,816,782, charges for services was \$2,743,089 with most of this coming from the ambulance side of the combined Fire and Ambulance Department, operating grants and contributions were \$1,975,739, capital grants and contributions totaling \$131,468 with a net cost to the City of \$9,966,486. Total general revenues were \$10,868,768 with the bulk coming from property and excise taxes. \$4,343,434 is the change in net position which includes a \$3,441,152 refund from MainePERS.
- Page 16 Governmental Funds Balance Sheet – which shows more of a “cash in, cash out” and separates the General Fund from other non-major funds. The total fund balances amounts to \$8,192,414.
- Page 20 Statement of Fiduciary Net Position – totaling \$166,576.
- Page 49 – Report on Compliance for each Major Program and on Internal Control over Compliance required by the Uniform Guidance – Because of its size, the Housing program is typically tested for compliance and no compliance issues were found.
- Within the scope of the audit, the City is in good shape and doing everything that is required to be done.

The Mayor stated that he will prepare his list of questions and will stop into Felch and Company's office to discuss them.

Motion made by P. McDonough, seconded by D. Martin, to accept the 2015 Audit as presented by Felch and Company. (6 yes) So voted.

Council Agenda Item #6: Authorizing the Sale of Tax Acquired and City Owned Property

Motion made by D. Martin, seconded by P. McDonough, to the high bids for Map 19 Lot 5 for \$4,500 from Michael Muniz and Map 27 Lot 77 for \$1,500 from Scott Englund. (6 yes) So voted.

Council Agenda Item #7: Snowmobile Trail Groomer

For the past two years, the Snowmobile Advisory Committee has been assessing the 2009 Gilbert Groomer and whether it is time to replace it. Quotes have been received from Theriault Equipment and Crown Equipment and the Committee recommends the Crown Equipment option.

Theriault Equipment: John Deere 6175M Tractor with a Soucy Track conversion kit.

Crown Equipment: T7-175 New Holland Tractor with a Soucy Track kit.

	Theriault Equipment	Crown Equipment
Quoted Price	\$232,133.64	\$199,988.00
Sale of 2009 Gilbert	\$35,000.00	\$35,000.00
State Grant Reimbursement	*\$0.00	\$37,906.92
Caribou Snowmobile Club	\$25,000.00	\$25,000.00
TIF District Groomer Reserve	\$31,000.00	\$31,000.00
Groomer Reserve Account G-1-365-15	\$71,000.00	\$71,000.00
Actual Cost/Balance	\$70,133.64	\$0.00

\*State will only reimburse projects up to the \$200,000 threshold.

The Snowmobile Advisory Committee is made up of business owners involved in the snowmobile industry, snowmobile club members, and is an offshoot of the Recreation Commission.

Discussion as to whether the City should purchase a new groomer when the State pays for maintenance and whether the City is able maintain and extend the life of equipment and not replace it even if CIP includes its replacement. Councilor Martin stated that groomers should be replaced before they become problems and even though the State pays for maintenance it is down time that is a concern. Councilor McDougall commented on how the City prides itself as having the best trails in the area.

Motion made by D. Martin, seconded by S. McDougall, to authorize the purchase of the T7-175 New Holland Tractor with a Soucy Track kit from Crown Equipment. (5 yes, 1 no, P. McDonough) So voted.

Council Agenda Item #8: Caribou Fire & Ambulance – Air Pack Demonstration

Fire Chief Susi demonstrated both the equipment the City currently owns and what is available to replace it with. The Fire Chief explained the benefits of the new air pack designs.

Discussion and the Chief answered Council questions.

Council Agenda Item #9: Demolition of Buildings at Nasiff Land

As of today, Ed Pelletier & Sons Construction is requesting withdrawal of their bid as they didn't understand the complete scope of work being bid.

Discussion.

Motion made by D. Martin, seconded by J. Theriault, to accept the low demolition bid from McGillan, Inc. for building 3-freezer building for \$87,500 and building 5-guard shack for \$750. (6 yes) So voted.

Council Agenda Item #10: Request for Tax Abatement – Personal Property at 41 Herschel Street

Motion made by D. Martin, seconded by S. McDougall, to approve the abatement of the 2013 personal property account #554 in the amount of \$28.70. (6 yes) So voted.

Council Agenda Item #11: Other Business

- A. Motion made by J. Smith, seconded by D. Martin, to allow Jeff Roy and Susan Palmer to repurchase their former property at Map 011 Lot 028C as long as all outstanding tax liens and 2016 taxes are paid by the next regular Council meeting. (5 yes, 1 no, P. McDonough) So voted.
- B. Motion made by J. Smith, seconded by D. Martin, to abate David Sullivan's 2014 and 2015 property taxes because of an error in acreage. (6 yes) So voted.
- C. Solar Slopes Subdivision – City records need to be checked to see if the roads were built to “the standards of that time” and the Councilors want an estimate as to the cost to pave the roads in the subdivision.

Motion made by S. McDougall, seconded by T. Guerrette, to suspend chip sealing the roads in the Solar Slopes Subdivision awaiting additional information and a discussion with the Director of Public Works. (4 yes, 2 no, D. Martin, P. McDonough) So voted.

- D. Taxes including 2016 have been paid for Map 31 Lot 170. An ordinance has been approved that allows for the sale of property at Map 35 Lot 103.

Motion made by D. Martin, seconded by J. Smith, to approve Quit Claim Deeds for Map 31 Lot 170 to Tony Disy and Map 35 Lot 103 to Scott England.

- E. Councilor Theriault stated that she has received a complaint about the condition of the Police Station.

It was decided that the Building Committee should meet and tour the Police Station. Councilor Martin is the chair and the other members are Councilors Theriault, Smith, and Guerrette.

- F. Sincok Street area trails – The 185 Guard unit has completed 106 hours of equipment work valued at \$25,000.

Motion made by J. Smith, seconded by P. McDonough, to adjourn the meeting. (6 yes) So voted.

Upcoming Meeting Dates:

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

Regular City Council Meeting Tuesday, October 11, 2016 at 6:00 p.m.

2017 Budget Forums October 17, 18, and 19, 2016 at 6:00 p.m.

Jayne R. Farrin, Secretary



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CARIBOU PUBLIC LIBRARY  
CARIBOU, MAINE

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To: Mayor and City Councilors  
CC: Austin Bless, City Manager  
From: Lisa Neal Shaw, Library Director  
Date: September 2, 2016  
Re: August 2016 Library Report

Dear Honorable Council Members:

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

Our biggest change at the library this month is the departure of Youth Services Librarian Katie Wilcox-Bosse. Programming numbers for both youth and adult programming soared under Katie's leadership, and her loss is profound. While we work to find a new Youth Services Librarian, we have been able to use Kim Ezzy and Cassie Germain to help maintain basic service levels. Kim Parent and the Kiwanis Club have each stepped up to temporarily offer children's programming in the immediate upcoming months.

The Library Director attended a Maine Library Association program called Beg, Borrow, Steal in Waterville. This program allows for the free exchange of ideas between librarians around the state for what works for their communities for programming or service ideas. We are very excited that we are forging a partnership with the Veterans Administration through the Caribou Vet Center to help reach veterans and their families with equipment to learn STEM work skills. Employers repeatedly state to their local workforce boards that they need employees who understand how to program the robotics that run much of their large machinery. The robots that the Caribou and Maine State Library has – particularly Dot & Dash – help teach the basic of coding, and while this has traditionally been marketed for kids, they in fact can teach those same programming skills to jobseekers in a non-intimidating and in a fun way. The VA provides the Mobile Unit, the Maine State Library provides the staffing and equipment. This is just one of many workforce initiatives that the State Library is looking at for rural libraries' communities. We are also looking at the potential for registered apprenticeships, pre-apprenticeships for credit for high school students, and marketing the libraries' physical spaces and virtual platforms for independent workers and businesses. We have also enjoyed a greatly increased working relationship with our LWIB as a result of our circulating hotspot program.

The library also had great success in securing materials from other libraries this month such as DVD cases, DVDs and books, and a 3M Tattle Tag security gate for our archives valued at approximately \$11,000.

Respectfully submitted,  
Lisa Neal Shaw  
Library Director

## August 2016 Library Highlights



**Katie Wilcox-Bosse with city and library staff and volunteers**



**Security Gate System**

## DID YOU KNOW?

**The average dollar value of the information you give over to social media and search engines is \$500 per year.**

The **third-party doctrine** is a United States legal theory that holds that people who voluntarily give information to **third parties**—such as banks, phone companies, internet service providers (ISPs), and e-mail servers—have "no reasonable expectation of privacy."

[[https://en.wikipedia.org/wiki/Third-party\\_doctrine](https://en.wikipedia.org/wiki/Third-party_doctrine)]

 **Terms of Service**  
Didn't Read

**“I have read and agree to the Terms’ is the biggest lie on the web. We aim to fix that.”**

<https://tosdr.org/>

If you were to read **IN FULL** the Terms of Service for each of the major online services used (e.g. iTunes, Google, Facebook, SnapChat, Amazon) it would take 180 hours per year **OR *one full month of work time.***



# CARIBOU PUBLIC LIBRARY

## MONTHLY REPORT

## AUGUST 2016

### BUILDING

Collection:

CIRCULATION

2378

DOWNLOADS

136

PUBLIC COMPUTERS

383

WIFI

256

Non-Book Circulation Type:

DVDS

530

MAGAZINE

100

Interlibrary Loans  
(inc. books)

38

ADULT, YA, &  
JUVENILE FICTION:

673

BOOKS CIRCULATED

### PEOPLE

Community Usage:

WALK-INS

1739

TABLE COUNT

1468

VOLUNTEER HOURS

191

NEW PATRONS

48

Program Use:

CHILDREN'S

26

ADULT

61

PASSPORTS

3

\$195

FAX & PRINTING SERVICES:  
HIGHEST in 2016

# Library Monthly Statistics

August 2016

	Current Month	Year To Date
Circulation	2,378	18,585
Table Count	1,468	10,289
Walk-ins	1,739	13,113
E-/Audio Books	136	1,189
Computer Users	383	2,842
Wireless Use	256	2,026
New Patrons	48	226
Passports	3	17
Tests Proctored	-	5
Interlibrary Loans	-	-

	Current Month	Year To Date
Volunteer Hours	191	2,193
Value of Hours	\$ 1,433	\$ 16,444
Grants	\$ -	\$ 16,750
In-Kind Donations	\$ 11,300	\$ 14,900
Memorial Donations	\$ 50	\$ 1,890

	Current Month	Year To Date
Overdue Fees	\$ 108	\$ 1,079
Fax/Printing	\$ 195	\$ 945
Replacement/Misc	\$ 21	\$ 385
Non-Resident Fes	\$ 110	\$ 1,248
Passport Fees	\$ 75	\$ 425

Value of volunteer hours is calculated using minimum wage rate.

**Caribou Fire and Ambulance Monthly Report**

**July 2016**

	Current Month	YTD	Prior Year Month	Prior YTD		Current Month	YTD	Prior Year Month	Prior YTD
Fire Calls	21	140	10	133	Ground Ambulance	135	1227	164	1185
					Air Ambulance	3	32	7	44
					Assist or Cancelled	7	27	3	50
Fire Permits Issued	84	495	541		<b>Totals</b>	145	1286	174	1279
Mutual Aid Received	0	16	0		ALS Calls	79	763	96	810
Mutual Aid Provided	5	34	8		BLS Calls	42	365	65	343
					No Transport	17	131	10	82
					Long Distance	13	153	35	204
					Calls Turned Over	8	49	10	39
					Revenue Lost	\$19,552	\$ 84,332	\$ 23,760	\$ 73,813
					Mileage	4,610	62,877	11,683	70,732

Estimated Damage	Current	YTD	Prior YTD
	\$ 4,000	\$ 432,100	\$ 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	1	4	15	58.5	6	36
New Sweden	1	4.5	5	18	8	18.5
Connor	0	0	1	3.75	3	9
Westmanland	0	0	0	0	0	0
<b>Totals</b>	2	8.5	21	80.25	17	63.5

YTD is from January 2016 through July 2016

**Caribou Fire and Ambulance Monthly Report**

**August 2016**

	Current Month	YTD	Prior Year Month	Prior YTD		Current Month	YTD	Prior Year Month	Prior YTD
Fire Calls	9	149	18	151	Ground Ambulance	158	1385	153	1338
					Air Ambulance	5	37	5	49
					Assist or Cancelled	18	45	6	56
Fire Permits Issued	38	533	581		<b>Totals</b>	181	1467	164	1443
Mutual Aid Received	0	16	2		ALS Calls	99	862	83	893
Mutual Aid Provided	2	36	13		BLS Calls	53	418	66	409
					No Transport	11	142	9	91
					Long Distance	20	173	37	241
					Calls Turned Over	14	63	6	45
					Revenue Lost	\$34,216	\$118,548	\$11,608	\$85,421
					Mileage	9,293	72,170	14,244	84,976

Estimated Damage	Current	YTD	Prior YTD
	\$ -	\$ 432,100	\$ 160,500

**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	0	0	15	58.5	7	38.25
New Sweden	0	0	5	18	9	20
Connor	1	2	2	5.75	3	9
Westmanland	0	0	0	0	0	0
<b>Totals</b>	1	2	22	82.25	19	67.25

YTD is from January 2016 through August 2016

## Caribou Police Department Monthly Report

**July 2016**

	Current Month	YTD	Month Prior Year	Prior YTD
COMPLAINTS	2,519	14,757	2,361	17,539
M/V ACCIDENTS	23	155	27	196
ESCORTS	5	27	7	28
THEFT COMPLAINTS	15	93	15	97
ANIMAL COMPLAINTS	28	108	14	81
DOMESTIC COMPLAINTS	11	57	6	48
BURGLARY COMPLAINTS	2	15	5	19
O.U.I.	2	23	5	23
M/V THEFTS	2	5	-	3
MISSING PERSONS	1	5	3	12
JUVENILE COMPLAINTS	2	18	1	17
CIVIL COMPLAINTS	-	28	-	22
PROWLER COMPLAINTS	-	-	-	3
ASSIST OTHER AGENCY	15	120	15	152
ASSAULT ARREST	1	12	1	12
THEFT ARRESTS	1	21	9	28
SPEEDING	25	110	20	280
STOPS/CHECKS M/V	2,056	11,717	1,828	13,987
PARKING TICKETS	-	-	-	1
HANDLING PRISONERS	29	244	43	299
WARRANT ARRESTS	6	65	11	64
UNLAWFUL SEX. CONTACT	1	6	-	6
GROSS SEX. ASSAULT	1	1	1	4
BUSINESS ALARMS	16	118	17	112
BURGLARY ARRESTS	-	5	-	2

Year To Date (YTD) is from January 2016 through July 2016

## Housing and FSS Monthly Report

August 2016

	Current Month	YTD	Prior Year Month	Prior YTD
Vouchers allocated to Caribou	193	1544	193	1544
Vouchers leased	174	1448	176	1481
Vouchers available	16	79	16	52
Housing Assistance Payments, to Landlords	\$ 61,866	\$ 538,263	\$ 66,265	\$ 551,404
Utility Reimbursements, to Participants	\$ 239	\$ 2,333	\$ 252	\$ 1,309

Waiting List Statistics	Current Month	Average YTD
Applicants on Waiting List	148	123
Average wait time (in days)	275	275
Families with Children	49	39
Elderly Families	19	17
Families with Disabilities	63	50
Household Income		
Extremely Low Income	116	94
Very Low Income	20	17
Low Income	9	7
Over Income Limit	4	4
Incomplete	1	1

Family Self Sufficiency	Current Month	YTD	Prior Year Month	Prior YTD
Number of Participants	30	245	Not Avail	Not Avail
Monthly Escrow Deposit	\$ 4,395	\$ 26,460	\$ 2,649	\$ 21,191
Number of Families Earning Escrow	19	140	Not Avail	Not Avail
FSS Graduates	2	5	0	1
Escrow Earned	\$ 8,238	\$ 17,047	\$ -	\$ 2,550
FSS Forfeitures	1	3	1	1
Escrow Lost	\$ 2,879	\$ 8,569	\$ 216	\$ 216

YTD Numbers are January 2016 through August-2016

## Clerk and General Assistance Dashboard

August 2016

	Current Month	Year To Date	Prior Year Month	Prior Year Year to Date
Hunting & Combo Licenses	18	193	19	291
Fishing Licenses	7	222	7	288
Boat Registrations	9	295	11	325
ATV Registrations	47	676	44	673
Snowmobile Registrations	-	229	-	209
Vehicle Registrations	750	5,490	666	5,678
Birth Records	63	537	78	559
Death Records & Permits	85	537	71	663
Marriage Records & Licenses	23	126	27	146
Dog Licenses	13	658	6	739
	Current Month	Year To Date	Prior Year Month	Prior Year Year to Date
GA Applications - Caribou	10	85	11	121
GA Cases Paid - Caribou	12	91	18	120
People Assisted - Caribou	16	134	29	174
GA Dollars Spent - Caribou	\$ 3,475	\$ 22,388	\$ 4,748	\$ 30,752
	Current Month	Year To Date	Prior Year Month	Prior Year Year to Date
GA Applications - Connor	0	1	0	0
GA Cases Paid - Connor	0	2	0	0
People Assisted - Connor	0	8	0	0
GA Dollars Spent - Connor	\$ -	\$ 295	\$ -	\$ -
Year To Date is from	January 2016	through	August 2016	



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OFFICE OF THE CITY MANAGER  
CARIBOU, MAINE

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To: Mayor and Council Members  
From: Jim Chandler, Assistant City Manager  
Date: September 12, 2016  
Re: Code Enforcement Office – Late Summer Update

## **Complaints**

Since the August Council Meeting Report, the Code Enforcement Office received citizen complaints for an additional 8 properties, as of September 9, 2016. Code Officers observed an additional 4 properties in violation.

The majority of these complaints continue to be high grass and debris or garbage being left in the public view. Others involved two unsafe residences (inspected by CEO and Safety Officer) and/or unregistered vehicles and/or vehicle parts, tires, etc.

## **Actions**

12 New Notices of Violation issued  
7 Second or Third Notice Letters issued  
5 new cases closed for violations corrected  
16 Cases remain open – pending action by landowner



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OFFICE OF THE CITY MANAGER  
CARIBOU, MAINE

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To: Mayor and Council Members  
From: Austin Bleess, City Manager  
Date: September 12, 2016  
Re: Library Board Appointment

There is currently one vacancy on the Library Board of Trustees. The Trustees are recommending that the City Council appoint Jane Foster to fill the seat that was recently vacated by Brian Massey.

The Council would need to approve this appointment.



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OFFICE OF THE CITY MANAGER  
CARIBOU, MAINE

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To: Mayor and Council Members  
From: Austin Bleess, City Manager  
Date: September 12, 2016  
Re: VALIC Plan Administrator

We received a request from VALIC, one of the city's retirement account vendors, to have the Council formally appoint Jim Chandler as one of the Plan Administrators.

Staff recommends Council make this appointment.



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OFFICE OF THE CITY CLERK  
CARIBOU, MAINE

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To: Mayor and Council Members  
From: Jayne R. Farrin, City Clerk  
Date: September 12, 2016  
Re: Liquor License Application – A+W Properties

We have received an application from A+W Properties, DBA The Warehouse Bar + Grill for a liquor license and a Special Amusement Permit.

The location of The Warehouse Bar + Grill is 14 Evergreen Parkway. The Police Chief, Fire Chief, and Code Enforcement Officer have all reviewed the application and have no issues with it.

The type of privilege they are requesting is malt, spirituous, and vinous. They indicate they will be operating like a Restaurant/Lounge, and it will be a bar, restaurant, and entertainment facility. They will have pool tables, arcade games, a dance floor, and more. They list an October 26<sup>th</sup> start date.

As this is a first time license the City is required to have a public hearing on this matter. This was advertised in the Aroostook Republican.

After the public hearing the Council may take action on the Liquor License and Special Amusement Permit.



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OFFICE OF THE CITY MANAGER  
CARIBOU, MAINE

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To: Mayor and Council Members  
From: Austin Bleess, City Manager  
Date: September 12, 2016  
Re: General Assistance Ordinance Introduction

Each year we update the General Assistance Ordinance based upon new recommendations from the State. On the following pages is an ordinance to update our ordinance based upon the recommendations.

Jayne Farrin, our General Assistance Administrator, will be present to answer any questions the Council may have.

The ordinance was introduced at our last meeting and the hearing advertised tonight. After the public hearing the Council may act on the ordinance.

Councilor \_\_\_\_\_ introduced the following ordinance:

Ordinance No. 10, 2016 Series  
City of Caribou  
County of Aroostook  
State of Maine

**AN ORDINANCE AMENDING CHAPTER 17 General Assistance**

Short Title: An Ordinance Amending General Assistance Guidelines.

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:

**Appendix A of Chapter 17 of the Caribou City Ordinances is hereby repealed.**

**Appendix A of Chapter 17 of the Caribou City Ordinances is hereby amended as follows:**

**OVERALL MAXIMUMS**

<b>County</b>	<b>Persons in Household</b>					
<b>Aroostook</b>	1	2	3	4	5	6
	\$609.00	624.00	750.00	948.00	1037.00	1112.00

Add \$75 for each additional person

**Appendix C of Chapter 17 of the Caribou City Ordinance is hereby repealed.**

**Appendix C of Chapter 17 of the Caribou City Ordinance is hereby amended as follows:**

A listing of the maximum levels of assistance for housing (both heated and unheated).

<b>Number of Bedrooms</b>	<b>UNHEATED</b>		<b>HEATED</b>	
	<b>Weekly</b>	<b>Monthly</b>	<b>Weekly</b>	<b>Monthly</b>
<b>0</b>	\$111	\$476	\$129	\$556
<b>1</b>	\$111	\$476	\$131	\$565
<b>2</b>	\$130	\$558	\$159	\$682
<b>3</b>	\$167	\$718	\$202	\$870
<b>4</b>	\$177	\$762	\$220	\$947

This ordinance, being introduced on August 22, 2016 and a public hearing being held on September 12, 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 C. Guerrette, Councilor

\_\_\_\_\_  
Philip J. McDonough II, Councilor

\_\_\_\_\_  
Jody R. Smith, Councilor

\_\_\_\_\_  
Joan Theriault, Councilor

Attest:

\_\_\_\_\_  
Jayne R. Farrin, City Clerk



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OFFICE OF THE CITY MANAGER  
CARIBOU, MAINE

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To: Mayor and Council Members  
From: Austin Bleess, City Manager  
Date: September 12, 2016  
Re: Ordinance authorizing the sale of land

As we continue the work to get city owned property back on the tax rolls we've found a few more pieces of land.

The lots on Map 32 lots 119 F and G should have been conveyed to the abutting landowner when back in 2010 when the rest of the lots that were associated with the paper streets of the former Tibbetts Terrace Subdivision were conveyed to the other abutting landowners.

Map 31, Lot 105 would be conveyed as part of a land swap with Pioneer Realty LLC and SW Collins CO Inc.

The ordinance was introduced at our last meeting and the public hearing advertised for tonight. After the public hear the Council may act on the proposed ordinance.

Councilor \_\_\_\_\_ introduced the following ordinance:

Ordinance No. 11, 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	
32	119-F	Truman Street	Also known as Lot A of the plan titled "Boundary Survey Property of the City of Caribou being Lots 12-20, Lot 23 and associated paper streets of the former Tibbetts Terrace Subdivision, May 20-December 1, 2004" recorded in Book 40, Page 136B
32	119-G	Truman Street	Also known as Lot J of the plan titled "Boundary Survey Property of the City of Caribou being Lots 12-20, Lot 23 and associated paper streets of the former Tibbetts Terrace Subdivision, May 20-December 1, 2004" recorded in Book 40, Page 136B
31	105	Washburn St	

This ordinance, being introduced on August 22, 2016 and a public hearing being held on September 12, 2016 was duly passed by the City Council of the City of Caribou, Maine, this \_\_\_\_\_, 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



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OFFICE OF THE CITY MANAGER  
CARIBOU, MAINE

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To: Mayor and Council Members  
From: Austin Bleess, City Manager  
Date: September 12, 2016  
Re: Airport Hangar Project

As the Council is aware we did not receive the grant from NBRC to help us with the costs of putting up a hangar at the airport. This is very unfortunate since there is a strong demand for hangar space in Caribou and surrounding areas.

We would like to continue to move forward with the hangar project in 2017. We would be able to do this by utilizing cooperative agreements with Old Town and Dexter. These cooperative agreements would allow us to use \$150,000 in FAA funds from each of these communities, in addition to the approximately \$280,000 in FAA funds that we have available for the project.

The FAA funds are held by the FAA for the respective community until they have a project to utilize the funds. By entering into these cooperative agreements Caribou would be able to utilize their FAA funds, and the FAA funds we otherwise would have been eligible to use in 2017 and 2018 would “go back” to the original community. All of the accounting of these funds are done by the FAA, and it is not something held by the city.

The City share of this project would be about \$30,000. We have this money on hand in our airport reserve account to complete the project.

With these funds we would be able to construct a 6 bay T-Hangar at the airport. That would allow the City to collect revenue from renting out hangar space. We could rent the hangar space for approximately \$150 per spot per month. If we’re able to rent out 5 spots all year round, which seems likely based upon demand, we would be able to generate \$7,500 in revenue for the city. That is what we put aside each year for the capital improvements at the airport annually. We would be making another step forward in reducing the reliance of the airport on property taxes.

We have a list of 6 aircraft owners that are interested in hangar space today. The hail storm that went through last month produced significant damage to 5 aircraft parked on the ramp. This has caused significant repair costs and loss of value to the airplanes. This highlights the need for more hangar space, and the desire from aircraft owners to have hangar space.

Tonight we are recommending the Council approval to authorize the City Manager to executive the cooperative agreements and moving forward with the hangar project in 2017.

## Cooperative AGREEMENT

This Cooperative Agreement (“Agreement”) is made this \_\_\_ day of \_\_\_\_\_, 2016, by and between the Town of Dexter, Maine (“Dexter”), with a principal office at 23 Main Street, Dexter, Maine 04930 and the City of Caribou, Maine (“Caribou.”), with a principal office at 25 High Street, Caribou, Maine 04736.

### **I. RECITALS**

1. The Town of Dexter owns and operates Dexter Regional Airport, a public airport. Dexter is not undertaking an FAA funded project in the 2017 fiscal year. Dexter is currently eligible to receive \$150,000 in fiscal year 2017 “entitlement” funds from the FAA.
2. The City of Caribou owns and operates Caribou Municipal Airport, a public airport. Caribou is in the process of Constructing a T Hangar, which is an FAA funded project. In conjunction with its project, Caribou requires additional funding to accomplish the project in the 2017 fiscal year. Caribou is currently eligible to receive \$150,000 annual “entitlement” funds from the Federal Aviation Administration (FAA) in the 2018 fiscal year.
3. Dexter is willing to authorize the FAA to transfer \$150,000 of its “entitlement” funding to the account for Caribou under the terms and conditions set forth below.

### **II. AGREEMENT**

In consideration of the foregoing and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. Dexter hereby agrees to authorize the FAA to transfer \$150,000 to the account for Caribou to allow Caribou to apply for a 2017 FAA grant to fund their project.
2. Caribou hereby agrees to authorize the FAA to transfer \$150,000 of Caribou’s eligible funding into the account of Dexter during the 2018 fiscal year, or whenever FAA funding in the same amount is available, or, at its earliest possible time.
3. Dexter and Caribou will be individually responsible for filing all documentation required by the FAA.
4. The term of this Agreement is for a period of two years from the date of execution by both parties.
5. Dexter and Caribou contacts under this Agreement are as follows:

Town of Dexter  
Attn: Shelley L. Watson  
23 Main Street  
Dexter, Maine 04930

City of Caribou  
Attn: Austin Bless  
25 High Street  
Caribou, Maine 04736

6. This Agreement may be modified by written agreement of the parties.

In witness whereof, this **Memorandum of Agreement** has been executed this \_\_\_\_\_ day of  
September, 2016, by its duly authorized representatives.

Town of Dexter

\_\_\_\_\_  
Witness

\_\_\_\_\_  
By:  
Its:

City of Caribou

\_\_\_\_\_  
Witness

\_\_\_\_\_  
By:  
Its:

## Cooperative AGREEMENT

This Cooperative Agreement (“Agreement”) is made this \_\_\_ day of \_\_\_\_\_, 2016, by and between the City of Old Town, Maine (“Old Town”), with a principal office at 265 Main Street, Old Town, Maine 04468 and the City of Caribou, Maine (“Caribou.”), with a principal office at 25 High Street, Caribou, Maine 04736.

### **I. RECITALS**

1. The City of Old Town owns and operates DeWitt Field, a public airport. Old Town is not undertaking an FAA funded project in the 2017 fiscal year. Old Town is currently eligible to receive \$150,000 in fiscal year 2017 “entitlement” funds from the FAA.
2. The City of Caribou owns and operates Caribou Municipal Airport, a public airport. Caribou is in the process of Constructing a T Hangar, which is an FAA funded project. In conjunction with its project, Caribou requires additional funding to accomplish the project in the 2017 fiscal year. Caribou is currently eligible to receive \$150,000 annual “entitlement” funds from the Federal Aviation Administration (FAA) in the 2018 fiscal year.
3. Old Town is willing to authorize the FAA to transfer \$150,000 of it’s “entitlement” funding to the account for Caribou under the terms and conditions set forth below.

### **II. AGREEMENT**

In consideration of the foregoing and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. Old Town hereby agrees to authorize the FAA to transfer \$150,000 to the account for Caribou to allow Caribou to apply for a 2017 FAA grant to fund their project.
2. Caribou hereby agrees to authorize the FAA to transfer \$150,000 of Caribou’s eligible funding into the account of Old Town during the 2019 fiscal year, or whenever FAA funding in the same amount is available, or, at its earliest possible time.
3. Old Town and Caribou will be individually responsible for filing all documentation required by the FAA.
4. The term of this Agreement is for a period of three years from the date of execution by both parties.
5. Old Town and Caribou contacts under this Agreement are as follows:

Old Town  
Attn: William J. Mayo  
265 Main Street

Old Town, Maine 04468

Caribou  
Attn: Austin Bleess  
25 High Street  
Caribou, Maine 04736

6. This Agreement may be modified by written agreement of the parties.

In witness whereof, this **Memorandum of Agreement** has been executed this \_\_\_\_\_ day of  
September, 2016, by its duly authorized representatives.

City of Old Town

\_\_\_\_\_  
Witness

\_\_\_\_\_  
By:  
Its:

City of Caribou

\_\_\_\_\_  
Witness

\_\_\_\_\_  
By:  
Its:



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OFFICE OF THE CITY MANAGER  
CARIBOU, MAINE

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To: Mayor and Council Members  
From: Austin Bleess, City Manager  
Date: September 12, 2016  
Re: Authorizing Sale of tax Acquired Property

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

Map	Lot	Minimum Bid	Bid Amount	Bidder
8	49B	\$4,000	\$4,000	Murray Blackstone
31	186	\$1	\$140	David Brown
33	7	\$1	\$220	David Brown

Staff recommends Council sell the property to the highest bidder.



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OFFICE OF THE CITY MANAGER  
CARIBOU, MAINE

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To: Mayor and Council Members  
From: Austin Bleess, City Manager  
Date: September 12, 2016  
Re: Approval of Quit Claim Deeds

We have three deeds tonight that are up for Council action.

Paul Johnston, owner of record of the trailer at Map 10, Lot 35E-1-ON, located on the Lombard Road has brought in \$1,500 which covers all of the back taxes (including 2016 taxes) and interest. That amount is what the last bid price was on the trailer, when it went out to bid last time. Previously the Council had given Mr. Johnston time to pay this all, but he did not come up with the money in that time frame.

At the last meeting the Council gave Jeff Roy and Susan Palmer, owners of record of the land at Map 11, Lot 28C located on the Access Highway, until tonight to pay all the back taxes (including 2016) and interest. They have paid that amount.

Larry and Peggy Theriault, owners of record for Map 15, Lot 11A, had an old payment arrangement with the city to buy back their property. They have paid off everything owed.

The Council should take action on these three deeds.