

CITY COUNCIL MEETING NOTICE AND AGENDA

Notice is hereby given that the City Council of Caribou will hold a City Council Meeting on **Tuesday, January 2, 2018 at 6:00 pm** in the Council Chambers at 25 High Street.



1. **Roll Call**
2. **Pledge of Allegiance**
3. **Swearing In of Elected Officials**
4. **Election of Council Chairperson/Mayor for 2018** Pg. 2
5. **Election of Council Deputy Chairperson/Deputy Mayor for 2018** Pg. 3
6. **Bid Openings, Awards, and Appointments**
 - a. **Appointment of the City Administrative Officers** Pg. 4
 - i. Treasurer and Deputy Treasurer
 - ii. Tax Collector
 - iii. Clerk and Deputy Clerk
 - iv. Auditor
 - v. Overseer of the General Assistance Program
 - vi. Public Health Officer
 - vii. Legal Officer(s)
 - b. **Appointment of Members to Community and Advisory Boards** Pg. 5
 - i. Library Board
 - ii. Cary Medical Center Board (1)
 - iii. Nylander Museum Board (2)
 - iv. Planning Board (2)
 - v. Recreation Board
 - vi. Board of Assessors (1)
 - vii. Tri-Community Landfill Board (2)
 - viii. Housing Authority Board (7)
7. **New Business & Adoption of Ordinances and Resolutions**
 - a. Discussion and Possible Action Regarding 2018 Council Meeting Calendar Pg. 6
 - b. Discussion and Possible Action Regarding Collection of Property Tax Prior to 2018 Commitment Date Pg. 7
 - c. Discussion and Possible Action Regarding City Manager Authorization to Approve Treasurer Warrants Pg. 8
 - d. Discussion and Possible Action Regarding Authorization to Provide a Tax Club for 2018 Pg. 9
8. **Reports of Officers, Staff, Boards and Committees**
 - a. Dog Licensing Raffle Pg. 10
9. **Reports and Discussion by Mayor and Council Members**
10. **Adjournment**

If you are planning to attend this Public Meeting and, due to a disability, need assistance in understanding or participating in the meeting, please notify the City ten or more hours in advance and we will, within reason, provide what assistance may be required.

Certificate of Mailing/Posting

The undersigned duly appointed City official for the municipality of Caribou City hereby certifies that a copy of the foregoing Notice and Agenda was posted at City Offices and on-line in accordance with City noticing procedures.

BY: Jayne Farrin Jayne Farrin, City Clerk

**CARIBOU ADMINISTRATION
25 HIGH STREET
CARIBOU, ME. 04736**



MEMO

TO: Caribou City Council Members
FROM: Dennis Marker, City Manager
RE: Mayor Election by Council for 2018
DATE: December 28, 2017

As required by Charter the Council needs to elect from within the Council a Chairperson/Mayor for 2018.

Ballots will be distributed for written submission for the Mayor's position, votes counted immediately upon collection and certified by the City Clerk.

**CARIBOU ADMINISTRATION
25 HIGH STREET
CARIBOU, ME. 04736**



MEMO

TO: Caribou City Council Members
FROM: Dennis Marker, City Manager
RE: Deputy Mayor Election by Council for 2018
DATE: December 28, 2017

As required by Charter the Council needs to elect from within the Council a Deputy Chairperson/Deputy Mayor for 2018.

Ballots will be distributed for written submission for the Mayor's position, votes counted immediately upon collection and certified by the City Clerk.

**CARIBOU ADMINISTRATION
25 HIGH STREET
CARIBOU, ME. 04736**



MEMO

TO: Caribou City Council Members
FROM: Dennis Marker, City Manager
RE: Appointment of Administrative City Officers for 2018
DATE: December 28, 2017

It is proposed that the following individuals be reappointed to their respective administrative offices for 2018. These appointments need to be made by motion of the Council.

Wanda L. Raymond	City Treasurer
Jayne R. Farrin	City Clerk
Felch & Company LLC	City Auditor
Wanda L. Raymond	Tax Collector
Jayne R. Farrin	Overseer of General Assistance
Scott Susi	Public Health Officer

We will also need Council approval of the following appointments made by City Staff. This approval should also be made by motion of the Council.

Holli Doody	Deputy City Treasurer
Kalen Hill	Deputy City Clerk
Kalen Hill	Deputy Overseer of General Assistance
Rick Solman	City Legal Officer

Note: All other City Administrative Officers are appointed by the City Manager as per the City Charter Section 3.04.

**CARIBOU ADMINISTRATION
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MEMO

TO: Caribou City Council Members
FROM: Dennis Marker, City Manager
RE: Appointments to Community and Advisory Boards
DATE: December 28, 2017

It is proposed that the following individuals be appointed to the following community or advisory boards. Action must be taken by motion of the Council.

BOARD	APPLICANT	NEW / RE-APPOINT	TERM LENGTH	END OF TERM
Board of Assessors	Romeo J. Parent	re-appoint	3-years	12/31/2020
Housing Board of Commissioners*	Carman Durost	New	4-years	12/31/2021
Housing Board of Commissioners*	Danielle Langille	New	2-years	12/31/2019
Caribou Utilities District	David Belyea	re-appoint	3-years	12/31/2020
Cary Medical Center Directors	Matthew Hunter	New	3-years	12/31/2020
Cary Medical Center Directors	Michael Quinlan	re-appoint	3-years	12/31/2020
Cary Medical Center Directors	Doug A. Plourde	re-appoint	3-years	12/31/2020
Hospital District	Doug A. Plourde	re-appoint	3-years	12/31/2020
Nylander Board of Trustees	Richard Clark	re-appoint	3-years	12/31/2020
Nylander Board of Trustees	Nelson Ketch	re-appoint	3-years	12/31/2020
Public Library Board	Kathryn Easter	re-appoint	5-years	12/31/2022
Public Library Board	Jane Foster	re-appoint	5-years	12/31/2022
Public Library Board	Leslie K. Randolph Anderson	New	4-years	12/31/2021
Planning Board	Philip Cyr	re-appoint	3-years	12/31/2020
Planning Board	Robert White	re-appoint	3-years	12/31/2020
Recreation Commission	Mathew D. Holabird	New	3-years	12/31/2020
Recreation Commission	Susan R. White	re-appoint	3-years	12/31/2020
Tri-Community Landfill	Gary Aiken	re-appoint	1-year	12/31/2018
Tri-Community Landfill	Kenneth Murichson, Jr.	re-appoint	1-year	12/31/2018
Zoning Board of Appeals	Robert Ouellet	re-appoint	3-years	12/31/2020
Zoning Board of Appeals	Margaret Pierre	re-appoint	3-years	12/31/2020

* The Housing Board of Commissioners is a 7-member board that is required by HUD regulations to have two residents/program participants. Statute does not require the Council to do so, but historically the Council has acted as the Housing Board.

Suggested Motion:

Move to accept the proposed appointments as discussed by Council



MEMO

TO: Caribou City Council Members
FROM: Dennis Marker, City Manager
RE: Council Meeting Schedule for 2018
DATE: December 28, 2017

It is proposed that the following regular meeting schedule be utilized by the City Council for 2018. Additional special meetings, work sessions or emergency meetings may also be convened in accordance with Maine Open and Public Meeting laws and the City’s Charter.

January 8	Monday	Regular Meeting
January 29	Monday	Worksession
February 12	Monday	Regular Meeting
March 12	Monday	Regular Meeting
April 9	Monday	Regular Meeting
April 30	Monday	Worksession
May 14	Monday	Regular Meeting
May 28	Monday	Special Meeting (Final 2018 Budget Adoption)
June 11	Monday	Regular Meeting
July 9	Monday	Regular Meeting
July 30	Monday	Worksession
August 13	Monday	Regular Meeting
September 10	Monday	Regular Meeting
October 8	Monday	Regular Meeting
October 29	Monday	Public Forum on 2019 Budget
November 12	Monday	Regular Meeting (Public Hearing on 2019 Expense Budget)
December 10	Monday	Regular Meeting (2019 Expense Budget adoption)

All meetings will be held in the Council Chambers at 25 High Street unless otherwise noticed. The proposed meeting time is 6pm.

Suggested Motion:

Move to accept the proposed Council meeting schedule for 2018

**CARIBOU ADMINISTRATION
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MEMO

TO: Caribou City Council Members
FROM: Dennis Marker, City Manager
RE: Collection of Property Tax Prior to 2018 Commitment
DATE: December 28, 2017

It is proposed that the Council authorize the Tax Collector to accept payments of property tax prior to the 2018 commitment date. State statute, Title 36, §505 provides that cities may authorize prepayment and pay interest on the payments, “at a rate not exceeding 8% per year; municipalities are not obligated to authorize the payment of interest on taxes prepaid...” We are however obligated to return any excess money paid over the final commitment amount.

Suggested Motion:

Move to authorize the Tax Collector to accept early payments of 2018 property taxes with a zero percent (0%) interest rate applied to any prepayment amounts.

**CARIBOU ADMINISTRATION
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MEMO

TO: Caribou City Council Members
FROM: Dennis Marker, City Manager
RE: City Manager Authorization to Sign Warrants
DATE: December 28, 2017

It is proposed that the City Manager, Dennis Marker, be authorized to approve City Treasurer's Warrants for the 2018 calendar year. The city charter already authorizes the manager to be the purchasing agent for the City (See §3.04(11)). However, state code, Title 30-A §5603 requires an annual vote of the municipal officers to authorize warrant approvals pertaining to wages and benefits or disbursement of state fees. If authorization is not granted to the Manager or other designated municipal officer, then the full Council will need to approve all wage and benefit warrants. This would mean the council would meet weekly to approve payroll because it is processed weekly.

Suggested Motion:

Move to authorize the City Manager to review and approve all Treasurer Warrants for 2018.

**CARIBOU ADMINISTRATION
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MEMO

TO: Caribou City Council Members
FROM: Dennis Marker, City Manager
RE: Provision of a Tax Club for 2018
DATE: December 28, 2017

The Tax Club allows for persons to participate in a program whereby their 2018 Tax Commitment will be divided into 12 equal monthly payments and the participant will pay this estimated tax accordingly. Once the 2018 Commitment has been made, the final payment on their actual 2018 commitment, the difference between their 2017 commitment versus their 2018 commitment, will be adjusted for their December payment. Participants will also not incur interest on their account for the months of October, November and December as part of the program. Many persons find this type of payment program beneficial, especially the ability to pay their last three payments absent interest on their account.

Suggested Motion:

Move to authorize a Tax Club for 2018 as previously established. Providing for 12 equal payments of an accounts tax liability with no applied interest in October, November, and December for club participants.

**CARIBOU ADMINISTRATION
25 HIGH STREET
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MEMO

TO: Caribou City Council Members
FROM: Dennis Marker, City Manager
RE: Dog Licensing Raffle
DATE: December 28, 2017

The City Clerk’s office incentivized dog owners to license their dogs before the first of the year by including all licensees in a prize drawing for \$50 of veterinary services. Licensees were told the Council would select the winner during their first meeting in January.

Proposed Action:

The newly elected Mayor will select the \$50 prize winner during the Council meeting.