

## CITY COUNCIL MEETING NOTICE AND AGENDA

Notice is hereby given that the City Council of Caribou will hold a City Council Meeting on **Thursday, January 2, 2020** in the Council Chambers located at 25 High Street, **6:00 pm**.



1. **Roll Call**
2. **Pledge of Allegiance**
3. **Swearing in of Elected Officials**
4. **Election of Council Chairperson/Mayor and Deputy Mayor for 2020**
5. **Bid Openings, Awards, and Appointments**
  - a. Appointment of City Administrative Officers Pg 2
    - i. City Manager
    - ii. City Treasurer
    - iii. City Tax Collector
    - iv. City Clerk & Registrar of Voters
    - v. Overseer of the General Assistance Program
    - vi. City Auditor
    - vii. Legal Officer(s)
    - viii. Public Health Officer
  - b. Approval of Administrative Appointments Pg 4
    - i. Deputy Treasurer
    - ii. Deputy City Clerk
  - c. Appointment of Members to Community and Advisory Boards Pgs 5-23
    - i. Airport Advisory Committee (2)
    - ii. Board of Assessors (1)
    - iii. Housing Authority Board of Commissioners (2)
    - iv. Caribou Utility District (2)
    - v. Cary medical Center Board of Directors (2)
    - vi. Caribou Hospital District Trustees (1)
    - vii. Library Board of Trustees (2)
    - viii. Nylander Museum Board of Trustees (3)
    - ix. Planning Board (4)
    - x. Recreation Commission (1)
    - xi. Aroostook Waste Solutions (Formerly Tri-Community Landfill) Board (2)
    - xii. Zoning Board of Appeals (2)
  - d. Dog Licensing Award for 2019 Pg 24
6. **New Business & Adoption of Ordinances and Resolutions**
  - a. Discussion and Possible Action Regarding 2020 Council Meeting Calendar Pg 25
  - b. Discussion and Possible Action Regarding Collection of Property Tax Prior to 2020 Commitment Pg 26
  - c. Discussion and Possible Action Regarding Manager Authorization to Approve Warrants Pg 27
  - d. Discussion and Possible Action Regarding Authorization to Provide a Tax Club for 2020 Pg 28
  - e. Discussion Regarding Fire/EMS Service Contracts with Outside Communities Pgs 29-31
7. **Reports and Discussion by Mayor and Council Members**
8. **Executive Session(s)** (May be called to discuss matters identified under Maine Revised Statutes, Title 1, §405.6)
  - a. Personnel matter concerning the City Manager position §405.6.A
  - b. Economic Development and Real State under §405.6.C.
9. **Next Meeting: TBD**
10. **Adjournment**

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



**MEMO**

**TO: Caribou City Council Members**  
**FROM: Dennis Marker, City Manager**  
**RE: Mayoral and Deputy Mayor Election for 2020**  
**DATE: December 27, 2019**

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As required by the City Charter<sup>1</sup> the Council needs to elect from among the Council members a Chairperson/Mayor and a Deputy Mayor/Chairperson for 2020.

Ballots will be distributed for written submission for the two positions, votes will be counted immediately upon collection and certified by the City Clerk.

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<sup>1</sup> Caribou Charter, Section 2.03

**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 2020**  
**DATE: December 27, 2019**

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The City Charter requires several city positions to be appointed by the Council<sup>2</sup>. It is recommended that the following individuals be appointed to the following offices for 2020.

Dennis Marker	City Manager <sup>3</sup> (The contract with the City Manager is set to expire on July 4, 2020. The contract stipulates that it will “automatically be renewed for an additional two (2) year term unless notice that the Agreement shall terminate is given at least six (6) months before the expiration date.” The six-month deadline for notice of termination is January 4, 2020.)
Carl Grant	City Treasurer <sup>4</sup>
Carl Grant	Tax Collector <sup>5</sup>
Jayne R. Farrin	City Clerk <sup>6</sup> and Registrar of Voters
Jayne R. Farrin	Overseer of General Assistance
Felch & Company LLC	City Auditor <sup>7</sup>
Solman & Hunter	City Legal Officer <sup>8</sup> (General)
Bernstein Shur	City Legal Officer (Personnel and Collective Bargaining)

State statute<sup>9</sup> also requires the City Council to appoint a local Health Officer for a 3-year period.

Chief Scott Susi                      City Health Officer.

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<sup>2</sup> Caribou City Charter, Section 2.19

<sup>3</sup> Ibid, Section 3.01

<sup>4</sup> Ibid, Section 2.19(a)(1)

<sup>5</sup> Ibid, Section 2.19(a)(4)

<sup>6</sup> Ibid, Section 2.19(a)(2)

<sup>7</sup> Ibid, Section 2.19(a)(3)

<sup>8</sup> Ibid, Section 4.03

<sup>9</sup> M.R.S. Title 22. Chapter 153, Section 451.1

## MEMO

**TO:** Caribou City Council Members  
**FROM:** Dennis Marker, City Manager  
**RE:** Approval of Administrative Appointments for 2020  
**DATE:** December 27, 2019

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The City Charter provides that certain positions are to be appointed administratively but receive approval from the City Council. Administration is seeking approval of the City Council for the following administrative appointments in 2020.

Danielle McLaughlin

Deputy City Clerk<sup>10</sup>

Holli Doody

Deputy Treasurer<sup>11</sup>

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<sup>10</sup> City Charter, Section 2.07

<sup>11</sup> Ibid. Section 2.19(a)(1)

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



**MEMO**

**TO: Caribou City Council Members**  
**FROM: Dennis Marker, City Manager**  
**RE: Appointments to Community and Advisory Boards**  
**DATE: December 27, 2019**

The following individuals have expressed interest in serving on the following community or advisory boards. Some of the individuals were recommended by the respective boards (\*) for Council appointment. The Council may make any appointments it feels appropriate. **The individuals' applications are at the end of the Council packet in the order provided below.**

BOARD/COMMISSION	CONTACT PERSON	TERM ENDING 12/31/2019	APPLICATION RECEIVED	Term Length (yrs)
Airport Advisory Committee	Dennis Marker	Douglas Shrum		3
		Tom Goetz		3
Board of Assessors	Penny Thompson	Michael Quinlan	Michael Quinlan	3
Housing Authority Commissioners	Lisa Plourde	James Belanger Jr.	James Belanger Jr.	3
		OPEN POSITION		3
Caribou Utilities District	Hugh Kirkpatrick	Janine Murchison	Janine Murchison*	3
		Nancy Solman	Nancy Solman*	3
Cary Board of Directors	Peggy McAfee	Dr. Carl Flynn	Dr. Irene Djuanda*	3
		Carl Soderberg	Carl Soderberg*	3
Caribou Hospital District Trustees	Peggy McAfee	David Wakem	David Wakem*	3
			Bryan Cullins	3
Library Board of Trustees	Hope Shafer	Ryan Schieber		3
		Wendy Bossie		3
Nylander Board of Trustees	Gail Hagelstein	Kimber Noyes	Heather Hale	3
		Gail Hagelstein	Gail Hagelstein	3
		Joyce Knorr (2020)		1
Planning Board	Kenneth Murchison & Denise Lausier	Christine Solman	Christine Solman	3
		Todd Pelletier	Frank McElwain	3
		Philip McDonough III		3
		Philip Cyr (2020)		1
Recreation Commission	Gary Marquis	Jane Mavor-Small	Jane Mavor-Small	3
Aroostook Waste Solutions	Dennis Marker	R. Mark Goughan		1
		Kenneth Murchison	Kenneth Murchison	1
Zoning Board of Appeals	Kenneth Murchison	Lewis Cousins	Lewis Cousins	3
		George Howe	George Howe	3

**CITIZEN BOARD APPLICATION FORM**

**RETURN TO CITY CLERK, 25 HIGH STREET, CARIBOU, MAINE 04736**

**Name:** Michael Quinlan

**Physical Address:** 806 Sweden St

**Mailing Address:** \_\_\_\_\_

**Phone Number:** 207-492-1414 **Home** \_\_\_\_\_ **Work** \_\_\_\_\_

207-242-3401 **Cell** mike.quinlan@outlook.com **Email** \_\_\_\_\_

**Professional or Civic Activities (Include other committees you have served on):**

Rotary, Cary Medical Center, AMAC, Rose Acres

**Education:** BS Finance Economics, MBA, CPA

**Present Employer Name & Address:** 806 Sweden St Caribou, ME 04736

**Job Title:** CPA

**I am Interested in serving on the following committee:**

Board of Assessors

**Are you willing to serve on ANY committee if needed?**

YES

☒ NO

  
\_\_\_\_\_  
**Signature of Applicant**

CITIZEN BOARD APPLICATION FORM

RETURN TO CITY CLERK, 25 HIGH STREET, CARIBOU, MAINE 04736

Name: JAMES E. BELANGER JR.

Physical Address: 14 HOOVER AVE. CARIBOU, ME 04736

Mailing Address: SAME

Phone Number: 762-0010 Home 493-4497 Work

762-0010 Cell jbelanger@machiassavings.com Email

Professional or Civic Activities (Include other committees you have served on):

TREASURER CARIBOU LITTLE LEAGUE

COACH/MANAGER "

"

COACH AROOSTOOK YOUTH BASKETBALL LEAGUE

Education: AA FROM UMPI

Present Employer Name & Address: MACHIAS SAVINGS BANK

142 BENNETT DR. CARIBOU

Job Title: BRANCH MANAGER

I am Interested in serving on the following committee: CHA BOC

Are you willing to serve on ANY committee if needed?

☒ YES

☐ NO

James E. Belanger Jr.  
Signature of Applicant

**CITY OF CARIBOU  
APPLICATION FOR STANDING COMMITTEES**

Return to City Clerk, 25 High Street, Caribou, ME 04736 by \_\_\_\_\_

Committee (s) applying for:

CARIBOU UTILITIES DISTRICT (CUD)

MURCHISON JANINE S.  
LAST NAME FIRST NAME MIDDLE NAME

Physical address 10 PARK ST, CARIBOU, ME

Mailing Address SAME

Telephone Number (s):

492-1062 Home 492-1014 Work 999-1487 Cell  
MURTY@SEWALL.COM Email

Have you ever filed an application with the city before? Yes  No X

If yes, date (s): \_\_\_\_\_

Have you served on a committee with the city before: Yes X No \_\_\_\_\_  
CARIBOU DOWNTOWN TEAM 2018 TO PRESENT  
If yes, Committee and Date: CUD 01/01 - 12/06, 01/08 TO PRESENT  
LIBRARY 10/05 TO PRESENT

**Special skills and qualifications for service to Committee:**

Summarize special skills and qualifications acquired from work or other experiences

MS IN BUSINESS; BS IN CIVIL ENGINEERING;  
PROFESSIONAL ENGINEER (PE) IN MAINE #7125

JAMEY W. SEWALL COMPANY, PO BOX 190, CARIBOU, ME  
Current place of employment and Address AND PO BOX 133, OLD TOWN, ME

8am - 5am  
Hours of employment

11/04/19  
Date

MORNING OR EVENING  
Hours available

Janine Murchison  
Signature of Applicant



**CITY OF CARIBOU  
APPLICATION FOR STANDING COMMITTEES**

Return to City Clerk, 25 High Street, Caribou, ME 04736 by \_\_\_\_\_

Committee (s) applying for:

Trustee of Caribou Utilities District

<u>SOLMAN</u>	<u>NANCY</u>	<u>JEAN</u>
LAST NAME	FIRST NAME	MIDDLE NAME

Physical address 81 POWERS Rd. Caribou, ME

Mailing Address P.O. Box 325 ; Caribou, ME 04736

Telephone Number (s):

(207) 498-8890 Home n/a Work (207) 592-2194 Cell

njs89corvette Email  
@yahoo.com

Have you ever filed an application with the city before? Yes ☒ No ☐

If yes, date (s): 2016, 2013, 2010

Have you served on a committee with the city before: Yes ☒ No ☐

If yes, Committee and Date: Trustee of Caribou Utilities District  
since 2007

**Special skills and qualifications for service to Committee:**

Summarize special skills and qualifications acquired from work or other experiences

Health Professional for 25 years (Registered Mental  
Property Management / Apartment Owner - 25 years (Hygienist)

Retired  
Current place of employment and Address

n/a  
Hours of employment

9-11-19  
Date

MOST DAYS  
Hours available

Nancy Solomon  
Signature of Applicant



163 Van Buren Road · Ste. 1 · Caribou, ME 04736-2509 · Ph: (207) 498-3111

November 5, 2019

Dennis Marker  
City Manager  
25 High Street  
Caribou, ME 04736

Dear Dennis,

At the November 4<sup>th</sup>, 2018 meeting of the Board of Directors at Cary Medical Center, we received a report from the Nominating Committee recommending that the following candidate be recommended to the City Council for appointment to the Cary Medical Center Board of Directors and one member be recommended for reappointment. As you are aware, we have one reappointment and one new appointment.

The Board of Directors would like to recommend that Dr. Irene Djuanda be appointed to a 3-year term on the Board of Directors with expiration December 31, 2022. Dr. Djuanda is a resident of Caribou and is an Internal Medicine Physician and Hospitalist for Pines Health Services and Cary Medical Center. The Board of Directors feel Dr. Djuanda would be a great addition to the Board.

The Board of Directors would like to recommend that Carl Soderberg be reappointed to a 3-year term on the Board of Directors that expires December 31, 2022.

Again, we would like to thank you and the City Council for your ongoing support and assistance.

Sincerely,

Kris A. Doody, RN, FACHE  
Chief Executive Officer

KD/pm

CITIZEN BOARD APPLICATION FORM

RETURN TO CITY CLERK, 25 HIGH STREET, CARIBOU, MAINE 04736

Name: IRENE DJUANDA

Physical Address: 42 MEADOWBROOK DR, CARIBOU, ME 04736

Mailing Address: \_\_\_\_\_

Phone Number: 207-493-1183 Home 207-498-3111 Work  
207-540-3356 Cell idjuanda@carymed.org Email

Professional or Civic Activities (Include other committees you have served on):

Medical Review Committee

Medical Executive Committee

Education: Medical School / M.D

Present Employer Name & Address: Pines Health Services

74 Access Highway, Caribou, ME 04736

Job Title: Physician

I am Interested in serving on the following committee:

Are you willing to serve on ANY committee if needed?

YES

NO

Iduanda  
Signature of Applicant

CITIZEN BOARD APPLICATION FORM

RETURN TO CITY CLERK, 25 HIGH STREET, CARIBOU, MAINE 04736

Name: CARL SODERBERG

Physical Address: 22 MEADOWBROOK Drive, Caribou Me.

Mailing Address: 22 Meadowbrook Drive Caribou

Phone Number: 207-493-7868 Home 207-498-6300 Work

207-227-2829 Cell CARLESODER.COM Email

Professional or Civic Activities (Include other committees you have served on):

Pines Health Serv. CAMDEN NATURAL Bank  
CARY MEDICAL Center Big Rock Ski Area  
First Citizens Bank Maine Better Transp. Assoc.  
BANK OF MAINE

Education: CARIBOU High School  
Bachelor Degree - Univ. of Maine - Orono

Present Employer Name & Address: SODERBERG CO. INC.

Job Title: President

I am Interested in serving on the following committee:

CARY MEDICAL Center - Board of Directors - Finance Comm.

Are you willing to serve on ANY committee if needed?

YES

☒ NO



Signature of Applicant



163 Van Buren Road · Ste. 1 · Caribou, ME 04736-2509 · Ph: (207) 498-3111

November 5, 2019

Dennis Marker  
City Manager  
25 High Street  
Caribou, ME 04736

Dear Dennis,

This is to inform you that David Wakem's three-year term will expire December 31, 2019. At the meeting on November 4<sup>th</sup>, the District voted to reappoint Mr. Wakem and would like to recommend to the City Council that he be appointed for another three-year term to the Caribou Hospital District through December 31, 2022.

Once again, we would like to thank you and the City Council for your ongoing support and assistance.

Sincerely,

Kris Doody, RN  
Chief Executive Officer

KD/pm

CITIZEN BOARD APPLICATION FORM

RETURN TO CITY CLERK, 25 HIGH STREET, CARIBOU, MAINE 04736

Name: DAVID H. WAKEM

Physical Address: 20 RESERVOIR ST

Mailing Address: CARIBOU, ME

Phone Number: 207-4936624 Home 50MB Work NA

Cell — Email DWAKEM@MAINEPR.COM

Professional or Civic Activities (Include other committees you have served on):

HOP DIST.

Education: BA Economics / History

Present Employer Name & Address:

RETIRED

Job Title:

I am Interested in serving on the following committee: HOP DIST

Are you willing to serve on ANY committee if needed?

☒ YES ☐ NO

David H. Wakem

Signature of Applicant

CITIZEN BOARD APPLICATION FORM

RETURN TO CITY CLERK, 25 HIGH STREET, CARIBOU, MAINE 04736

Name: Bryan Cullins

Physical Address: 185 Woodland Rd.

Mailing Address: 93 Bennett Dr.

Phone Number: 207.999.2675 Home Same Work

Same Cell SignTech60@gmail.com Email

Professional or Civic Activities (Include other committees you have served on):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Education: High School (Caribou)

Present Employer Name & Address:

Sign-Tech

Job Title:

Owner / Operator

I am Interested in serving on the following committee:

Caribou Hospital District Board

Are you willing to serve on ANY committee if needed?

YES ☒ NO

Bryan Cullins 12.19.19

Signature of Applicant

CITIZEN BOARD APPLICATION FORM

RETURN TO CITY CLERK, 25 HIGH STREET, CARIBOU, MAINE 04736

Name: Heather Hale

Physical Address: 721 E Presque Isle Rd Caribou, ME 04736

Mailing Address: same

Phone Number:                      Home 207 488 7701 Work

207 212 2320 Cell Hhale7@gmail.com Email

Professional or Civic Activities (Include other committees you have served on):

volunteer @ the Nylander  
volunteered @ the Pregnancy Care Center for 10 yrs

Education: Masters in Special Education

Present Employer Name & Address: Easton School Department  
33 Bangor Rd Easton, ME  
04740

Job Title: Ed Tech II

I am Interested in serving on the following committee:

Nylander Board

Are you willing to serve on ANY committee if needed?

YES ☒ NO

Heather Hale

11/22/19

Signature of Applicant



CITIZEN BOARD APPLICATION FORM

RETURN TO CITY CLERK, 25 HIGH STREET, CARIBOU, MAINE 04736

Name: Gail Hagelstein

Physical Address: 34 Coolidge Ave

Mailing Address: Same

Phone Number: 498. 3316 Home \_\_\_\_\_ Work \_\_\_\_\_

Cell \_\_\_\_\_ Email \_\_\_\_\_

Professional or Civic Activities (Include other committees you have served on):

Already on the Nylander Board

Education: Lots and lots

Present Employer Name & Address: Retired

Retired Avenue

Job Title: Chairwoman of my retirement

I am Interested in serving on the following committee:

Nylander

Are you willing to serve on ANY committee if needed?

YES

☒ NO

Gail Hagelstein  
Signature of Applicant

CITIZEN BOARD APPLICATION FORM

RETURN TO CITY CLERK, 25 HIGH STREET, CARIBOU, MAINE 04736

Name: Christine Solman  
Physical Address: 36 Lower Lyndon St., Caribou, ME 04736  
Mailing Address: PO Box 995, Caribou, ME 04736  
Phone Number: 207)484-8725 Home same Work  
same Cell CSolmanplanning@gmail.com Email

Professional or Civic Activities (Include other committees you have served on):

Planning Board 2010-2012, 2019  
Real Estate Management

Education: B.S. Biology - Univ. of NH 1999  
A.S. Medical Technology - UMPI 2014

Present Employer Name & Address: self-employed  
Solman Holdings, LLC

Job Title: Property Mgr., President.

I am Interested in serving on the following committee:

Planning Board

Are you willing to serve on ANY committee if needed?

YES

NO



11.13.19

Signature of Applicant

CITIZEN BOARD APPLICATION FORM

RETURN TO CITY CLERK, 25 HIGH STREET, CARIBOU, MAINE 04736

Name: Frank McElwain

Physical Address: 711 Sweden St.

Mailing Address: 711 Sweden St.

Phone Number: 498-8276 Home 498-8276 Work

551-8386 Cell fmcElwain@maine.rr.com Email

Professional or Civic Activities (Include other committees you have served on):

RSU 39 Building Committee - New K-8 School

Parish Council - Holy Rosary Church

Caribou Rotary Club

Maine Farm Bureau

Education: BA/MA/CAS - UMO

Present Employer Name & Address: Self employed Farmer

Job Title: Farmer

I am Interested in serving on the following committee: Zoning Board

Planning Board

Are you willing to serve on ANY committee if needed?

☒ YES ☐ NO

[Signature]

Signature of Applicant

CITIZEN BOARD APPLICATION FORM

RETURN TO CITY CLERK, 25 HIGH STREET, CARIBOU, MAINE 04736

Name: JANE MAJOR-SMALL

Physical Address: 16 TEAGUE ST. CARIBOU, ME. 04736

Mailing Address: SAME

Phone Number: 207.492.0451 Home SAME Work

207.551.2050 Cell CJSMALL@MAINE.RR.COM Email

Professional or Civic Activities (Include other committees you have served on):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Education:

\_\_\_\_\_  
\_\_\_\_\_

Present Employer Name & Address: FAMILY EYE CARE & MAJOR OPTICAL


Job Title: CO-OWNER / OPTICIAN

I am Interested in serving on the following committee: PARKS & REC.

\_\_\_\_\_

Are you willing to serve on ANY committee if needed?

YES NO

  
\_\_\_\_\_  
Signature of Applicant

CITIZEN BOARD APPLICATION FORM

RETURN TO CITY CLERK, 25 HIGH STREET, CARIBOU, MAINE 04736

Name: Kenneth Murchison, Jr.

Physical Address: 10 Park Street, Caribou, ME 04736

Mailing Address: 10 Park Street, Caribou, ME 04736

Phone Number: 492-1062 Home 493-5967 Work

Cell 498-0639 Email kmurchison@cariboumaine.org

Professional or Civic Activities (Include other committees you have served on):

Caribou Age Friendly Community; Aroostook Regional Transportation System;  
Caribou Area Personalized Transportation System; Caribou Downtown Team;  
Business Investment Group; Caribou Bread of Life Kitchen; Aroostook Waste  
Solutions

Education: Associates Degree, Northern Maine Community College

Present Employer Name & Address: City of Caribou, 25 High Street, Caribou, ME

Job Title: Zoning Administrator

I am Interested in serving on the following committee: Aroostook Waste Solutions

Are you willing to serve on ANY committee if needed?

YES

NO



Signature of Applicant

CITIZEN BOARD APPLICATION FORM

RETURN TO CITY CLERK, 25 HIGH STREET, CARIBOU, MAINE 04736

Name: Lewis Cousins

Physical Address: 914 Carver Rd, Woodland

Mailing Address: P.O. Box 1413 Caribou

Phone Number: 227-4707 Home 760-2714 Work

Cell 1COUSINS & PROSPE ISLE ME. US Email  
1COUSINS2 @ maine.rr.com

Professional or Civic Activities (Include other committees you have served on):

Regional Planning Committee #2, School Union 122 Board - 3 Terms

Northern Maine Association of Assessing Officers - Chair

ACEO - Aroostook Code Enforcement Organization - Past President

Northern Me Board of Approved Baseball Umpires

Education: Sore College, Certified CEO, BOILPT, Assessor III

Present Employer Name & Address: C.T. of Presque Isle

Job Title: C.T. Assessor

Interim Director of Planning + Development

I am interested in serving on the following committee:

Zoning Board of Appeals

Are you willing to serve on ANY committee if needed?

☒ YES ☐ NO

Lewis Cousins

11/12/19

Signature of Applicant

CITIZEN BOARD APPLICATION FORM

RETURN TO CITY CLERK, 25 HIGH STREET, CARIBOU, MAINE 04736

Name: George Howe

Physical Address: 475 North Wade Rd

Mailing Address: \_\_\_\_\_

Phone Number: 551-3756 Home 760-2775 Work

Cell ghowe@presqueisle.me.us Email

Professional or Civic Activities (Include other committees you have served on):

Central Arundel Soil & Water Conservation District Board

Education:

1 year College

Present Employer Name & Address: City of Presque Isle

Job Title: Code & Health Officer

I am Interested in serving on the following committee:

Zoning Board of Appeals

Are you willing to serve on ANY committee if needed?

☒ YES ☐ NO

George Howe  
Signature of Applicant

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



**MEMO**

**TO: Caribou City Council Members**  
**FROM: Dennis Marker, City Manager**  
**RE: Dog Licensing Raffle**  
**DATE: December 27, 2019**

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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 randomly select the \$50 prize winner during the Council meeting.



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



**MEMO**

**TO: Caribou City Council Members**  
**FROM: Dennis Marker, City Manager**  
**RE: Council Meeting Schedule for 2020**  
**DATE: December 27, 2019**

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It is proposed that the following regular meeting schedule be utilized by the City Council for 2020. 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 13	Monday	Regular Meeting
January 27	Monday	Regular Meeting
February 10	Monday	Regular Meeting
February 24	Monday	Regular Meeting
March 9	Monday	Regular Meeting
March 23	Monday	Regular Meeting
April 13	Monday	Regular Meeting
April 27	Monday	Regular Meeting (Final Revenue Budget Projections to Council)
May 11	Monday	Regular Meeting
May 26	Tuesday	Regular Meeting (Final 2020 Budget to Council)
June 8	Monday	Regular Meeting
June 22	Monday	Regular Meeting (2020 Mil Rate)
July 20	Monday	Regular Meeting
August 10	Monday	Regular Meeting
August 24	Monday	Regular Meeting
September 14	Monday	Regular Meeting
September 28	Monday	Regular Meeting
October 13	Tuesday	Regular Meeting (2021 Budget Forum)
October 26	Monday	Regular Meeting (2021 Budget Forum)
November 9	Monday	Regular Meeting (Public Hearing on 2021 Expense Budget)
November 23	Monday	Regular Meeting
December 14	Monday	Regular Meeting (2021 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 2019

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



**MEMO**

**TO: Caribou City Council Members**  
**FROM: Dennis Marker, City Manager**  
**RE: Collection of Property Tax Prior to 2020 Commitment**  
**DATE: December 27, 2019**

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It is proposed that the Council authorize the Tax Collector to accept payments of property tax prior to the 2020 commitment date. State statute, Title 36, Chapter 105, §506 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 2020 property taxes with a zero percent (0%) interest rate applied to any prepayment amounts.

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



**MEMO**

**TO: Caribou City Council Members**  
**FROM: Dennis Marker, City Manager**  
**RE: City Manager Authorization to Sign Warrants**  
**DATE: December 21, 2019**

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It is proposed that the City Manager, Dennis Marker, be authorized to approve City Treasurer's Warrants for the 2020 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 means the council would need to approve each weekly payroll.

**Suggested Motion:**

Move to authorize the City Manager to review and approve all Treasurer Warrants for 2020.

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



**MEMO**

**TO: Caribou City Council Members**  
**FROM: Dennis Marker, City Manager**  
**RE: Provision of a Tax Club for 2020**  
**DATE: December 21, 2019**

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The Tax Club allows for persons to participate in a program whereby their 2020 Tax Commitment will be divided into 12 equal monthly payments and the participant will pay this estimated tax accordingly. Once the 2020 Commitment has been made, the final payment on their actual 2020 commitment, the difference between their 2019 commitment versus their 2020 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 2020 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  
CARIBOU, ME. 04736**



**MEMO**

**TO: Caribou City Council Members**  
**FROM: Dennis Marker, City Manager**  
**RE: Fire/EMS Contracts with outside communities**  
**DATE: December 27, 2019**

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**Discussion Item:**

City staff met with representatives of each community contracted to receive Fire and/or EMS services in 2019. We discussed the city's direction of requiring each community to pay a greater proportion of the service costs. A letter was sent to the towns further outlining the direction of the Caribou Fire/EMS services (see attached).

Some of the questions that arose from these meetings include:

- Why doesn't Caribou institute a rate increase schedule over multiple years instead of all at once?
- Since town meetings will not take place until January or later depending on the community, will Caribou extend any current contracts until the towns can make a decision?

To date, the responses to these questions have been a) a ramping up of fees requires continued subsidizing of services rendered by Caribou's residents and the City Council is not in favor of that action, b) Due to the timeliness of the information, Caribou would be willing to extend current contracts to January 31, 2020. Unless a town indicates otherwise before that date, Caribou will assume towns are dropping the ambulance service contract and will bill for any runs to those communities according to our fee schedule.



## ***City of Caribou, Maine***

*Municipal Building  
25 High Street  
Caribou, ME 04736  
Telephone: (207) 493-3324  
Fax: (207) 498-3954  
[www.cariboumaine.org](http://www.cariboumaine.org)*

December 23, 2019

Teresa Prue, Town Clerk  
Town of New Sweden  
50 Station Rd  
New Sweden, ME 04762-3532

### **RE: Fire and Ambulance Service Contracts for 2020**

Dear Town Officials:

There have been many changes within the ambulance service industry this past year. The most significant for our region was the announcement by Crown Ambulance that they would no longer provide emergency response services. Without getting into the details of why Crown made the decision they did, it simply comes down to mandated reimbursements being below costs incurred for operation of these services. While Crown's decision is causing many communities to reconsider their service needs, it has also been the impetus for other service providers to scrutinize their own solvency.

Caribou recognizes the need to reduce costs while not reducing the desired level of services being provided. In 2019, Caribou City took a closer look at our fire and EMS department budget. We trimmed operational costs, have deferred capital needs where we could and helped get legislation passed to increase state reimbursements. Unfortunately, costs continue to escalate while the health care industry reimbursements do not keep pace. We have found that providing a fire and ambulance service for the region is not sustainable with the reimbursement system we have and for the fees we've been charging outside communities. Due to that fact, Caribou is proposing the following options for towns who have previously contracted for our services.

**Option 1:** Your community may choose to no longer contract for ambulance or fire services with Caribou. This would eliminate any annual population-based fee as found in previous contracts but would remove your community from Caribou's automatic dial system for medical emergencies. If Caribou is paged for a call in your community and has available crew, we will respond but personnel will not be paged in to make the run. There is a potential that response times would be delayed. Any run to your community will be billed to the town at a rate of \$500 per run. Fire services provided in your community will be billed based on personnel and equipment rates.

**Option 2:** Your community may choose to no longer contract for ambulance services but retain Caribou's fire services. In such case all ambulance billing would be as noted in Option 1. Towns will be billed for fire services at a rate of \$50 per person based on the most recent census estimates.

**Option 3:** Your community may choose to have ambulance service contract with Caribou but no fire service. With a contract, your community would remain on Caribou's immediate callout list. Caribou would provide staffing necessary to make runs in your community as we have in the past. There would be no per run charge to your community, however your community would pay an annual fee of \$100 per person based on the most recent census estimates. This annual



population-based fee would be payable in quarterly installments. Fire services provided in your community will be billed based on personnel and equipment rates.

**Option 4.** Your community may choose to have fire and ambulance services with Caribou. In such case, your town will be billed \$125 per person annually for both services. Populations will be based on the most recent census estimates.

The current fire and/or ambulance service contracts between Caribou City and your community will expire on December 31, 2019. Recognizing that you may not meet again to deliberate on this issue before that time, Caribou will extend any existing contracts for service until January 31, 2020. Unless we are notified differently prior to January 31, Caribou will assume your community has selected Option 1 and we will begin billing runs accordingly. Communities may opt-in to Caribou's Fire and EMS services anytime during 2020 at a prorated rate.

We understand there will be many questions. We are willing to attend your town meetings and discuss this more if desired. Feel free to call me at 207-493-5962 or email [citymanager@cariboumaine.org](mailto:citymanager@cariboumaine.org).

Sincerely,



Dennis L. Marker, AICP, MPA  
City Manager

