

CITY COUNCIL MEETING NOTICE AND AGENDA

Notice is hereby given that the City Council of Caribou will hold a City Council Meeting on **Monday, March 12, 2018** in the Council Chambers located at 25 High Street, **6:00 pm**.

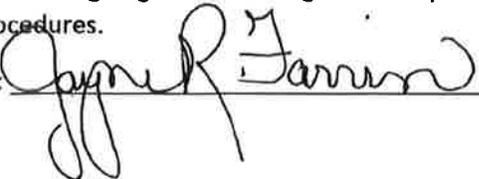


1. **Roll Call**
2. **Pledge of Allegiance**
3. **Public Input**
4. **Declaration of Potential Conflicts of Interest**
5. **Consent Agenda**
 - a. Minutes from Council Work Session Held January 29, 2019 Pgs 1-6
 - b. Minutes from Council Meeting Held February 12, 2018 Pgs 7-10
 - c. February 2018 Financials Pgs 11-26
 - d. Ratification of Approval of Alcohol License Expansion for Special Event to be Held by Northern Maine Brewing Company Pgs 27-29
 - e. Approval of Public Taxi License for Mary Clayton DBA Aroostook Cab Company Pg 30
 - f. Renewal of Liquor License and Special Amusement permit for Caribou Country Club Pgs 31-34
6. **Bid Openings, Awards, and Appointments**
 - a. Housing Board Appointment – Sandra Bittle Pg 35
 - b. Caribou City – Age Friendly Community Recognition Pgs 36-38
7. **Formal Public Hearings**
 - a. CDBG Economic Development Business Support Grant Application for Miss Jordyn’s Childcare Center Pg 39
8. **New Business & Adoption of Ordinances and Resolutions**
 - a. Discussion and Possible Action Regarding Asbestos Abatement in City Owned Buildings Pg 40
 - b. Discussion and Possible Action Regarding Weight Limits on Local Roads Pg 41
 - c. Discussion and Possible Action Regarding Administration of Various Business Licensing Procedures by City Staff. Pg 42
 - d. Resolution 03-01-2018 Approving the 2018 Revenue Budget Pgs 43-59
 - e. Resolution 03-02-2018 Approving Policies for Tax Increment Finance Districts Pgs 60-67
9. **Reports of Officers, Staff, Boards and Committees** Pgs 68-72
10. **Reports and Discussion by Mayor and Council Members**
 - a. City Manager 6-month evaluation Pgs 73-74
11. **Executive Session** (May be called to discuss matters identified under Maine Revised Statutes, Title 1, §405.6)
12. **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 R. Farrin, City Clerk

Item #1: Call to Order

A Workshop meeting of the Caribou City Council was held 6:00 p.m. on Monday, January 29, 2018 in Council Chambers with the following members present: Mayor David Martin, Deputy Mayor Nicole L. Cote, Philip McDonough II, Joan L. Theriault, Timothy Guerrette, R. Mark Goughan, and Hugh A. Kirkpatrick.

Dennis L. Marker City Manager.

Department Managers and Staff: Gary Marquis, Supt. of Parks & Recreation; Michael Gahagan, Police Chief; Penny Thompson, Tax Assessor; Scott Susi, Fire Chief; David Ouellette, Public Works Director; Anastasia S. Weigle, Library Director; Wanda Raymond, Finance Director, and Sgt. Mark Gahagan.

Christopher Bouchard of the Aroostook Republican and Spectrum covered the meeting.

Public Input: There wasn't any public input.

Item #2: Employee Wage and Compensation Policy

Manager Marker opened discussion concerning the draft Wages and Salaries Policy

- Mayor Martin: Why the population change from 6,000 to 10,000 to 7,000 to 12,000?
Manager Marker commented that he sees the City losing employees to a community with a larger population versus one with a smaller population. He noted that the draft policy gives more weight to those communities in closest proximity to Caribou.
- Councilor Kirkpatrick: Is there anything in the policy going beyond the three year step?
Manager Marker wonders what should the basis be for being paid above the average and should that be based on merit. Currently the City doesn't have a merit program in place and steps are for longevity.
- Mayor Martin: Are the only people to get COLA are those with more than three years?
Manager Marker stated "no" and that would be corrected.
- Mayor Martin: Do the individuals' whose wages are above average get a COLA as large as the others?
Manager Marker stated that he would say "yes".
- Councilor McDonough: Read 1.a – and questioned the statement "If another, more accurate source becomes available, the city will use that other source". If we are comparing municipality to municipality then there isn't any need to go outside the municipalities' comparison.
Manager Marker did agree that most positions can be compared with other communities.
 - **Council Consensus:** Strike out paragraph:
"Some positions may be more susceptible to influence by non-municipal employment markets. The Human Resource Director may also consider information about these markets when completing a comparison analysis."
- Councilor McDonough: He was considering a population of 6,000 to 9,000.
- Councilor Theriault: How would the City apply greater weight in a comparison analysis to those communities in closest proximity to Caribou?
Manager Marker spoke about looking at the cost of living here (Caribou) and the cost of living there (down state).

- Councilor Goughan: Do we have a copy of the MMA Salary Survey? Which communities fit the population range?
Manager Marker stated that it is available online.
- Councilor Goughan: He stated that his concern has more to do with the location of the communities we are talking about. Going back to 2008, he stated that it was very unfair to compare Caribou with Camden, Rockland, Ellsworth, and Orono. Regarding his business, he knows how much hanging flowers, corn, and strawberries sell for and he can't even come close to what those items sell for in those communities. For him, location is more important than population.
Manager Marker questioned if we wanted to have a formula of proximity-based weighing factors for each of these communities. We could compare services and number of employees.
- Mayor Martin: Last time this was done by using communities with a population of 6,000 to 10,000 so it would be something that replicable.
- Councilor Kirkpatrick: Wants to see something written for beyond the year three and longevity. Manager Marker stated that the plan that was implemented two years ago, has employees receiving 2% step in years four and five so at year five the employee would be 4% above the average.
Marker questions if the City wants longevity only or a merit based system after the three year mark.
- Councilor Kirkpatrick: Suggested in the next draft that the Manager present it both ways – longevity and merit based and then the Council can decide.
 - **Council Consensus:** to use the population range of 6,000 to 10,000
- Councilor McDonough: Item #4: Suggested that COLA be capped to 3%. Item#5: Suggested that it be handled on a case-by-case basis with the Personnel Committee/Council. Regarding Item #4, the Mayor stated that the Council gives COLAs based on what the City can afford.
- Councilor Theriault: Do part-time employees start at minimum wage?
Manager Marker stated that it depends on the Department, as an example, a part-time Public Works truck driver would earn an amount similar to the other truck drivers.
- Councilor McDonough stated when this policy is ready to be implemented that he wants it to become part of the Administrative Policy and to have it reflect that is replacing the Wage & Classification program that was established in 2008.
Manager Marker agreed and stated that he wants to see it adopted and become part of the administrative code that is online with our Charter and ordinances.
Councilor McDonough wants the current policy to be kept for historical purposes.
- Mayor Martin: When the policy comes back to Council, he wants a list of the towns with population from 6,000 to 10,000.

Item #3: New Public Safety Building Study

The Municipal Building Committee has met with Councilors Theriault and Kirkpatrick in attendance along with Chiefs Susi and Gahagan and Sgt. Gahagan. Areas of discussion included:

- Which way to go, only Fire Station, only Police Station, or a new Public Safety building.
- There is more need for a new Police Station.

- Availability of grants – there is one available that might help with 55% of the cost – Sgt. Gahagan has spoken with Jay Kamm at NMDC about grants and whether the City might qualify.
- Costs – Estimated to be \$8 million
- Location
- When and how to place a question about a public safety building on the ballot. How to word the question.
 - **Building Committee Consensus:** To work on the entire Safety Building rather than build or try to find a location for the Police Department. To apply for a grant.
- How to get the information out to the public, including tours of the facilities and online.

The Mayor stated that he personally sees June as being too early to place this on a ballot. He stated that we need to back up a step; in addition, to the current committee members, we should expand the committee for this one purpose and ask townspeople to attend. He suggested holding a meeting or two in the evening or a Saturday and that an ad be placed in the Aroostook Republican making the public aware of the meetings. The Mayor stated that the public needs to be educated.

Chief Gahagan offered that Council permission is needed to even apply for a grant and the grant process is at least a six to nine month process. It was suggested that the Council could give permission to apply for a grant doesn't mean that the Council would be required to accept any grant awarded. It was noted by Councilor McDonough, that any time restraints on a grant usage depends on where the grant is from. When asked, Chief Gahagan stated that he would prefer to know if the City has been awarded a grant prior to having the public vote.

Councilor Goughan isn't ready to have the City apply for a grant.

Discussion about whether this would be ready to place on the November election. The Chief doesn't want to rush the public, he wants voters to understand what they have been working without, and it is an educational process.

Councilor McDonough stated that the original need was the Police Department, and when they originally went into this they were under the impression that the Police Department couldn't apply for any grants, and that there was a stronger possibility that if they were combined then there was a stronger opportunity to receive a grant. Now it has been learned that the Department can apply independently of the Fire Department, then maybe that's the way we should look at it – the "need" versus the "want" or the "nice to have". The Councilor ended that he doesn't mind applying for the grant. He suggested that there might be structures available if they aren't combined.

Manager Marker spoke about setting up links to information from prior studies and the prepared FAQs so it is accessible to the public. There is a need for education.

- **Council Consensus:** to apply for a grant

Discussion about dispatching.

Item #4: City Policy on Disposition of Surplus Property

The Manager with the Department Heads have reviewed the draft policy. The Manager reviewed the draft policy. The Manager noted that he has concerns and second thoughts with:

6. Proceeds from the sale of any surplus item shall be put into general equipment reserves for the respective department from which the surplus item was received.

Discussion about disposing all surplus equipment by bid, how value will be determined, and how receipting will be done so the money can be tracked.

Councilor Kirkpatrick wonders how we would keep someone from sniping, if items valued under \$500 are sold on a first come basis as outlined in Item 2.b. He stated that a bid process with a reserve would prevent sniping. Public Works Director Ouellette suggested that each item, that is to be sold, would be assigned a "fair market" value and that would be the starting point. Councilor Theriault suggested keeping items for the City Wide Yard sale. Manager Marker commented that the intent was not to have a bid process, but rather to assign a "fair market" value and sell, so the City would be able to move items faster and not have to store.

For Item 6, Councilor Cote stated that any money received should be placed in general revenue, and if there is a need in different departments then it can be moved to another department. Manager Marker stated that with larger pieces of equipment that the item would often be traded-in and that would come to the Council. When that occurs, then it would directly benefit the department that is doing the trade-in, but with other items Marker stated that the money could be placed in the general revenue.

Councilor Goughan stated that he has several concerns. Under the proposed policy, he noted that the Department Heads would have discretion to dispose of items, he would prefer that they made recommendations to the City Manager and the City Manager would need to sign off on them. Because, even though it's indirect, the Council would still have some kind of say as this process goes forward. Councilor Goughan doesn't know if this is a job description that the Department Heads should have. Furthermore, he stated that the City Manager is hired to run the show, and he doesn't believe there should be seven to ten individuals out there conducting business for the City. All his concerns could be eliminated, if we have one person with the authority for final approval. The Manager agreed that the language in Item 1 could be changed from "Department Heads" to "City Manager".

Item #5: City Policy on Returned Checks

Finance Director Raymond spoke about her leaving her position with the City and her goal to keep things as smooth and seamless as possible. She suggested that the Council will see more of this sort of things come their way, with formal policies for what the Finance Department is already doing. This is so the next person that steps in doesn't have any questions as to the handling of returned checks.

Councilor Kirkpatrick asked about Item C. Vehicle Registration and whether it was rather punitive. Ms. Raymond suggested that a vehicle registration isn't valid if the return check was used to register a vehicle. The ten days, in the policy, is sort of a grace period with the City before it is reported to the State.

Item #6: Presentation on 2017 Budget – Year End Report

- The City spent \$374,137 less than budgeted expenses
- Received \$40,622.73 more than anticipated revenues
- Totaling \$434,759.73, that can be applied to fund balance
- The City may choose to use some of this to lessen the impact of the 2018 budgeted expenses

Councilor McDonough commented that this is the third or fourth year that we have had a rather large excess at the end of the year and suggested that Council should be scrutinizing the budgeting a little bit more. He continued that we need to start watching our overages too. There was a discussion about the meanings of rainy-day fund versus undesignated fund balance, plus determining the amount that needs to be retained and what could be used to reduce taxes.

Item #7: Draft 2018 Budget Revenues

In their packet, the Council had received a spreadsheet titled Appendix B: Revenue Summary that shows 2017 year end plus the anticipated 2018 revenues. The Manager pointed out that 2018 estimated revenues are lower than the 2017 budgeted were. The largest percentage increase is the Airport revenues, because of the new leases for the t-hangar project. According to the Manager, it is projected that property taxes will remain the same. Marker noted that historically there aren't any revenues for Health & Sanitation, but occasionally Tri-Community does give to the owners a disbursement. In 2017, the City received \$260,000, which right now the City has only reserved so that a discussion can be held with the Council for the purpose of this funding. As of now, the City hasn't shown it as a revenue on the 2018 Budget. There has been discussion of letting the money stay in reserve and helping offset a future increase to the cost of landfill use. Councilor McDonough had questions about the \$260,000 as to where it is and the tracking of it. Manager Marker noted that the City will be receiving approximately \$140,000 from RSU #39, this is to be used to offset the mil rate or for educational purposes. As of today, the City has received one-half of that amount with the other half coming later in the year. So the City needs to decide what to do with these monies.

Item #8: Other Discussion Items by Mayor and Council Members

- a. When asked by Councilor Goughan as to whether the 2018 Expense Budget had been voted on, Manager Marker noted that it was back in December. Councilor Goughan requested a copy of the year end information for 2017, plus a copy of the 2016 Audit.
- b. The Mayor stated that he has been asked by community members as to whether there is a policy for cell phone use by Councilors during meetings. He stated that there isn't any policy and asked other Council members if there is a need for one. The Manager commented that part of the discussion for the concern is any dialogue that happens in a Council Meeting particularly where it is being broadcast should be open to the public and public knows what's going on. Councilors could be texting each other asking how they are going to vote or members of the public texting the Councilors. What standard does the Council want? The Mayor requested that the City Manager write a policy.

Item #10: Next Council Meeting – February 12, 2018

Deputy Mayor Cote will be running the February 12th meeting as the Mayor is unable to attend.

Item #9: Executive Session(s) (May be called to discuss matters identified under Maine Revised Statutes, Title 1, Chapter 13, §405.6)

7:18 p.m. Time in: Motion made by P. McDonough, seconded by J. Theriault, to move to executive session under 1 MRS §405.6(E) legal issue and 1 MRS §405.6(A) personnel issue (7 yes) So voted.

The Council moved out of executive session at 8:50 p.m.

January 29, 2018

18-03 Wksp. Pg. 6

No action taken.

Item #11: Adjournment

Motion made by P. McDonough, seconded by T. Guerrette, to adjourn the workshop at 8:50 p.m. (7 yes) So voted.

Jayne R. Farrin, Secretary

Council Agenda Item #1: Roll Call

The Caribou City Council held a regular meeting Monday, February 12, 2018 at 6:00 p.m. in Council Chambers with the following members present: Deputy Mayor Nicole L. Cote, Philip McDonough II, Joan L. Theriault, Timothy C. Guerrette, R. Mark Goughan, and Hugh A. Kirkpatrick. Mayor David Martin was absent and excused.

Dennis L. Marker, City Manager was present.

Department Managers and Staff: Penny Thompson, Tax Assessor; Anastasia S. Weigle, Library Director; Kenneth G. Murchison, Zoning Administrator; David Ouellette, Public Works Director; and Lisa Plourde, Housing Director.

Christopher Bouchard of the Aroostook Republican and Spectrum covered the meeting.

Council Agenda Item #2: Pledge of Allegiance

Webelos Scout Brody Anderson led the Pledge of Allegiance.

Council Agenda Item #3: Public Input

- Wilfred Martin – 74 York Street – questioned the Council’s decision to fund a \$25,000 Public Safety Building study. Manager Marker explained that the \$25,000 that was authorized will be used to provide additional investigation into the feasibility and need aspect of a new Public Safety Building; additionally, Council directed staff to organize a Citizens’ Committee to help in the investigation element of that. Last week, the Manager met with the architect and has requested that they provide a breakdown of the scope of the work and all of the things that they will be doing for the City. The architect will not be paid until the City has these items in writing and a contract is in place. Mr. Martin commented that there isn’t a need to pay for a study when it could be completed by the Citizens’ Committee. Deputy Mayor Cote suggested that the Committee is for involvement in the process, but the study is to provide options, design, and feasibility. At the last meeting, Mr. Martin seems to remember hearing that the Fire Department has hired five people. Several Councilors stated that the increase in the number of firefighters occurred several years and not recently. The Deputy Mayor informed Mr. Martin that he has been placed on the Citizens’ Committee. Mr. Martin wants to see less overtime within the Fire and Ambulance Department.

Council Agenda Item #4: Declaration of Potential Conflicts of Interest

There weren’t any Conflicts of Interest to declare.

Council Agenda Item #5: Consent Agenda

- a. Minutes from Council Meeting Held December 11, 2017
- b. Minutes from Organizational Meeting Held January 2, 2018
- c. Minutes from Council Meeting Held January 8, 2018
- d. Minutes from Special Council Meeting Held January 31, 2018
- e. December 2017 Financials
- f. January 2018 Financials

- g. Liquor License and Special Amusement Permit Renewal for KBS Enterprises, Inc. dba Caribou Inn and Convention Center located at 19 Main Street.
- h. Issuance of Quit Claim Deed for Tax Acquired Property at 56 Lower Lyndon Street (Map 27 Lot 48)
- i. Issuance of Quit Claim Deed for Tax Acquired Property at 232 Lombard Road (Map 10 Lot 15-A)

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

Council Agenda Item #6: Bid Openings, Awards, and Appointments

- a. Caribou Housing Agency Board Appointments

Motion made by J. Theriault, seconded by T. Guerrette, to appoint the following to the Caribou Housing Authority's Board of Commissioners:

- Mary Kate Barbosa – 1 year term, expiration 12/31/2018
- James Belanger, Jr. – 2 year term, expiration 12/31/2019
- Jay Kamm – 5 year term, expiration 12/31/2022

(5 yes) So voted.

Council Agenda Item #7: Formal Public Hearings

- a. Liquor License and Special Amusement Permit for Mascoto's Restaurant at 6 Center Street

6:08 p.m. Public Hearing opened.

There weren't any comments from the public.

6:09 p.m. Public Hearing closed.

Motion made by P. McDonough, seconded by T. Guerrette, to approve the Liquor License and Special Amusement Permit for Michelle Hanson and Scott Doody dba as Mascoto's Restaurant at 6 Center Street. (5 yes) So voted.

Council Agenda Item #8: New Business & Adoption of Ordinances and Resolutions

- a. Discussion and Possible Action Regarding Tax Acquired Properties for Sale.

Danyl Botting spoke for her father Leland Frost, who had owned two properties prior to them becoming tax acquired. The properties are located at 96 Main Street and 34 West Presque Isle Road. Ms. Botting stated that her father has the money and wants to pay the taxes and repurchase the two parcels. Manager Marker noted that the balance due as of today is \$14,805.01.

Motion made by T. Guerrette, seconded by J. Theriault, to give Leland Frost two weeks to purchase back 96 Main Street and 34 West Presque Isle Road for the total amount of taxes due on those properties. (4 yes, 1 no, P. McDonough) So voted.

Glen Bradgon – 253 Belanger Road – asked if he could have until the 5th of March to pay all back taxes for 253 Belanger Road and repurchase his former property. As of today, the amount owed is \$2,370.43.

Motion made by T. Guerrette, seconded by J. Theriault, to give Glen Bradgon until the 5th of March to purchase back 253 Belanger Road for the total amount of taxes due on that property. (4 yes, 1 no, P. McDonough) So voted.

Manager Marker reviewed the potential Bid List spreadsheet. He pointed out that a couple of the properties had previously gone out to bid and haven't sold. The minimum bid price for them has been lowered a bit. Further he suggested that there might be properties on the list that the City might not want to sell; such as, the ones on Limestone Street as the City studies river front development. The City has four parcels in that area.

Motion made by P. McDonough, seconded by J. Theriault, to authorize the City Manager to place the remaining properties on the Bid List spreadsheet out to sale by bid in accordance with the City's adopted procedures. (5 yes) So voted.

b. Resolution 02-01-2018 Approving a Returned Check Policy

Motion made by P. McDonough, seconded by T. Guerrette, to adopt Resolution 02-01-2018 Approving a City Policy for Handling Returned Checks including Exhibit A as presented. (5 yes) So voted.

c. Resolution 02-02-2018 Approving a Policy for the Disposal of Surplus Property

Discussion as to how the City will be determining an estimated market value for some items. The Manager noted since the last work session, that he has reduced the dollar amount in Exhibit A Item 2 from \$500 to \$300, which means the threshold for being available to the public for purchase would be items valued greater than \$300.

Earlier the Manager had suggested that used Police Department firearms might be treated differently and that it might be appropriate to allow the person who had been utilizing the firearm to be the first person to bid on it by determining a value and allow them to outright purchase it before offering to the public. It was stated by Councilor McDonough that if items (e.g. firearms) go out to auction then it should probably go out to everyone so no questions will be raised.

Item 3 d. prohibits city employees and their immediate family from purchasing items which are listed on the city's website for less than 15 days.

Motion made by P. McDonough, seconded by J. Theriault, to adopt Resolution 02-02-2018 Approving a City Policy for Disposal of Surplus Equipment and Resources including Exhibit A as presented. (4 yes, J. Theriault, T. Guerrette, P. McDonough, N. Cote, 2 no, RM Goughan, H. Kirkpatrick). So voted.

d. Discussion Regarding City's Tax Increment Funds Policy

Manager Marker briefly defined and explained Tax Increment Financing (TIF). With this program, the City needs to consider two questions which are 1) does the City want to designate a parcel or not and, if the answer is "yes" the 2) how does the City want to use the captured revenue including making Credit Enhancement Agreements (CEAs) with any business inside the TIF area. The City's current criteria for any CEA is very broad. The Manager suggested that the Council review the provided information and to add this topic to a work session meeting.

Councilor McDonough requested that copies of the Tax Increment Financing (TIF) book be given to the new Councilors. The Manager expressed kudos to Tax Assessor Penny Thompson for assembling the materials that are in the TIF book.

Councilor Goughan asked if there is a percentage that a community can have in a TIF. The Manager stated that there is a percentage amount and he would get that number for the Council. Caribou has more than one TIF, but the largest one is named the Downtown District.

The City has received a request to bring a CEA to the Council prior to April 1st. The Manager suggested that a work session be held prior to the March 12th Council meeting so the Council might be able to take action on the 12th.

e. Discussion Regarding Potential Purchase of 177 acres from UMPI

UMPI is considering the sale of 177 acres of land near 150 Nebraska Road. By state statute they must offer the City the right of first refusal. UMPI hasn't set a price for the property. Discussion.

f. Councilor Goughan comments:

Councilor Goughan stated since becoming a Councilor that there have been a few issues. He requested a 2016 Audit and he noted that he very promptly received one from the City Manager. He was pleased to hear the City Manager speak about getting a plan from the architect before paying them any of the \$25,000 that has been approved by Council for a Public Safety Building study.

Councilor Goughan read a statement with the following points: Troubled that the Aroostook Agency on Aging isn't financially supported by the City in the Budget and Aroostook County Action Program. Troubled that the City isn't supporting senior citizens. The City Charter gives little authority to new City Councilors on this year's Expense Budget and prevents him or any other Councilor from increasing the Budget. He thinks that is something the Council should look at. He questioned the need to spend \$8 million on a new Public Safety building. He stated that he needs to educate himself with all the facts and options from which a decision can be made. He is very much in favor of a needs assessment group that will facilitate the education. He wants Caribou citizens to be properly educated before going to the polls to vote on a Public Safety building. He wants copies of reports and documents that existing buildings; including, fire station have no value as possible options for public safety.

Council Agenda Item #12: Next Regular Meeting: March 12, 2018

Council Agenda Item #11: Executive Session (May be called to discuss matters identified under Maine Revised Statutes, Title 1, §405.6)

6:50 p.m. Time in. Motion made by P. McDonough, seconded by J. Theriault, to move to Executive Session under 1 MRSA §405.6(A) personnel matter.

7:16 p.m. Moved out of Executive Session.

No action taken.

Airport Committee meeting Thursday, February 15th at 9 a.m. in the upstairs conference room. The Council will be having a work session on February 26th at 5:30 p.m.

Council Agenda Item #13: Adjournment

Motion made by P. McDonough, seconded by T. Guerrette, to adjourn at 7:17 p.m. (5 yes) So voted.

Jayne R. Farrin, Secretary

General Ledger Summary Report

Fund(s): ALL

February

Account	Beginning	Beg Bal	Curr Mnth	---- Y T D ----		Balance
	Balance	Net	Net	Debits	Credits	Net
1 - Gen Fund	4,928.64	500.00	-30.00	4,903,436.89	4,903,936.89	0.00
Assets	9,599,014.29	9,544,868.22	-837,273.36	2,374,757.45	3,600,804.34	8,318,821.33
101-00 CASH (BANK OF MAINE)	4,138,647.84	3,982,282.38	-693,720.18	1,676,249.09	2,666,471.91	2,992,059.56
102-00 RECREATION ACCOUNTS	61,271.91	29,977.19	0.00	0.00	0.00	29,977.19
110-00 SECTION 125 CHECKING FSA	6,754.87	6,817.32	-1,434.03	19,445.25	3,008.56	23,254.01
110-03 2017 SECTION 125 CHECKING HRA	59,687.46	54,351.01	-3,297.06	0.00	3,297.06	51,053.95
110-04 2018 SECTION 125 CHECKING HRA	0.00	0.00	-3,390.22	70,200.00	3,390.22	66,809.78
111-00 RETIREMENT INVESTMENT	3,000,000.00	3,000,000.00	0.00	0.00	0.00	3,000,000.00
117-00 RLF #10 INVESTMENT	229,857.54	230,116.83	259.22	259.22	0.00	230,376.05
120-00 PETTY CASH	960.00	960.00	0.00	0.00	0.00	960.00
123-00 DIESEL INVENTORY	23,812.40	14,817.33	28,087.94	82,759.50	77,404.14	20,172.69
124-00 GAS INVENTORY	17,284.07	10,433.83	8,157.64	14,735.00	14,055.68	11,113.15
125-00 ACCOUNTS RECEIVABLE	3,409.07	143,162.37	-38,422.63	102,650.80	115,020.72	130,792.45
126-00 SWEETSOFT RECEIVABLES	621,584.90	621,584.90	16,020.26	305,755.41	278,237.56	649,102.75
140-00 RESERVE FOR UNCOLLECTIBLE TAX	-1,276.29	-1,276.29	0.00	0.00	0.00	-1,276.29
174-00 CDC LOANS REC (1280)	72,081.27	72,081.27	0.00	0.00	0.00	72,081.27
180-00 DR. CARY CEMETERY INVESTMENT	1,187.43	1,187.89	0.00	0.00	0.00	1,187.89
181-00 HAMILTON LIBRARY TR. INVEST	1,730.15	1,735.02	0.00	0.00	0.00	1,735.02
182-00 KNOX LIBRARY INVESTMENT	9,652.49	9,674.91	0.00	0.00	0.00	9,674.91
183-00 CLARA PIPER MEM INV	705.18	705.46	0.00	0.00	0.00	705.46
184-00 JACK ROTH LIBRARY INVEST	30,515.18	30,673.00	0.00	0.00	0.00	30,673.00
185-00 KEN MATTHEWS SCHOLARSHIP FUN	7,352.06	7,357.01	0.00	0.00	0.00	7,357.01
187-00 DOROTHY COOPER MEM INV	62,469.25	62,571.65	-2,000.00	0.00	2,000.00	60,571.65
189-00 MARGARET SHAW LIBRARY INV	12,812.83	12,828.82	0.00	0.00	0.00	12,828.82
190-00 GORDON ROBERTSON MEM INV	11,417.03	11,427.56	0.00	0.00	0.00	11,427.56
191-00 MEMORIAL INVESTMENT	6,065.84	6,070.50	0.00	0.00	0.00	6,070.50
192-00 G. HARMON MEM INV	8,000.48	8,006.12	0.00	0.00	0.00	8,006.12
193-00 BARBARA BREWER FUND	5,355.97	5,366.18	0.00	0.00	0.00	5,366.18
194-00 RODERICK LIVING TRUST	17,346.03	17,359.80	0.00	0.00	0.00	17,359.80
198-00 TAX ACQUIRED PROPERTY	124,822.12	108,823.31	0.00	0.00	4,583.83	104,239.48
198-15 TAX ACQUIRED PROPERTY 2015	-7,526.14	0.00	-4,321.30	1,572.92	5,894.22	-4,321.30
198-16 TAX ACQUIRED PROPERTY 2016	-1,905.28	0.00	-4,291.46	1,598.42	5,889.88	-4,291.46
198-17 TAX ACQUIRED PROPERTY 2017	-1,732.75	0.00	-4,359.36	1,412.49	5,771.85	-4,359.36
200-09 2009 TAX RECEIVABLE	96.00	96.00	0.00	0.00	0.00	96.00
200-16 2016 TAX RECEIVABLE	164.88	164.88	0.00	0.00	0.00	164.88
200-17 2017 TAX RECEIVABLE	869,513.78	869,513.78	-97,215.13	8,436.35	174,512.98	703,437.15
200-18 2018 TAX RECEIVABLE	-38,375.07	-38,375.07	-35,608.44	0.00	117,475.95	-155,851.02
205-16 2016 LIENS RECEIVABLE	196,411.85	196,411.85	-4,835.37	0.00	9,505.58	186,906.27
210-09 2009 PP TAX RECEIVABLE	95.45	95.45	0.00	0.00	0.00	95.45
210-10 2010 PP TAX RECEIVABLE	1,226.69	1,226.69	0.00	0.00	0.00	1,226.69
210-11 2011 PP TAX RECEIVABLE	1,524.33	1,524.33	0.00	0.00	0.00	1,524.33
210-12 2012 PP TAX RECEIVABLE	5,166.61	5,166.61	0.00	0.00	0.00	5,166.61
210-13 2013 PP TAX RECEIVABLE	9,712.02	9,712.02	0.00	0.00	0.00	9,712.02
210-14 2014 PP TAX RECEIVABLE	15,362.47	15,362.47	0.00	0.00	0.00	15,362.47
210-15 2015 PP TAX RECEIVABLE	14,298.74	14,298.74	-107.01	0.00	859.33	13,439.41
210-16 2016 PP TAX RECEIVABLE	14,102.94	14,102.94	-46.79	0.00	249.33	13,853.61
210-17 2017 PP TAX RECEIVABLE	38,764.44	38,764.44	-141.68	0.00	6,079.69	32,684.75
210-18 2018 PP TAX RECEIVABLE	-6.25	-6.25	-79.00	0.00	10,908.00	-10,914.25
308-00 AFLAC INSURANCE	-1.43	0.00	-0.12	1,224.56	1,224.80	-0.24
312-00 HEALTH INS. W/H	-25,078.34	-24,979.10	0.47	44,006.46	42,782.32	-23,754.96
318-00 MMA INCOME PROTECTION	-6,299.67	-6,282.37	238.75	6,453.19	6,003.67	-5,832.85
323-00 MMA SUPP. LIFE INSURANCE	-959.74	-959.74	10.51	1,658.00	1,572.43	-874.17

General Ledger Summary Report

Fund(s): ALL

February

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ----		Balance Net
				Debits	Credits	
1 - Gen Fund CONT'D						
329-00 SALES TAX COLLECTED	-64.82	-64.82	-21.12	64.79	177.63	-177.66
330-00 VEHICLE REG FEE (ST. OF ME)	-3,046.25	0.00	-477.50	26,588.75	28,816.75	-2,228.00
332-00 SNOWMOBILE REG (F&W)	-10,800.00	0.00	1,683.00	6,404.00	11,082.00	-4,678.00
333-00 ATV REGISTRATION (F&W)	0.00	0.00	61.00	66.00	71.00	-5.00
335-00 PLUMBING PERMITS (ST. OF ME)	-1,175.00	0.00	-10.00	0.00	10.00	-10.00
340-00 DOG LICENSES (ST. OF ME)	-1,454.00	0.00	1,285.00	1,603.00	1,920.00	-317.00
341-00 FISHING LICENSES (ST. OF ME)	-564.00	0.00	375.00	575.00	775.00	-200.00
342-00 HUNTING LICENSES (ST. OF ME)	-1,944.25	0.00	326.25	1,039.25	1,752.25	-713.00
Liabilities	7,405,540.22	7,399,781.63	-394,653.72	917,650.31	549,395.65	7,031,526.97
350-00 INSURANCE REIMBURSEMENTS	0.00	0.00	0.00	2,574.94	3,317.74	742.80
352-00 NYLANDER MUSEUM RESERVE	12,185.99	12,185.99	0.00	0.00	0.00	12,185.99
360-00 RETIREMENT INV FUND	3,000,000.00	3,000,000.00	0.00	0.00	0.00	3,000,000.00
362-00 RLF #10 RESERVE	229,857.54	230,116.83	259.22	0.00	259.22	230,376.05
365-01 COMMUNITY POOL IMPROVEMENT	126,655.52	126,655.52	0.00	0.00	0.00	126,655.52
365-02 REC CENTER IMPROVEMENTS	29,883.05	29,883.05	0.00	0.00	0.00	29,883.05
365-03 LAND ACQUISITIONS/EASEMENTS	33,340.00	33,340.00	0.00	0.00	0.00	33,340.00
365-04 RAILS TO TRAILS PROGRAM	1,431.28	1,431.28	0.00	0.00	18,550.42	19,981.70
365-05 PARK IMPROVEMENT RESERVE	34,762.19	27,461.39	0.00	0.00	0.00	27,461.39
365-06 LET'S MOVE	-615.24	-615.24	0.00	0.00	0.00	-615.24
365-08 REC NONAPPROPRIATED SPEC PROJ	2,490.17	2,490.17	0.00	0.00	0.00	2,490.17
365-09 RECREATION EQUIPMENT RESERVE	10,172.90	10,172.90	0.00	0.00	0.00	10,172.90
365-10 REC LAWN MOWER RESERVE	14,398.91	14,398.91	0.00	0.00	0.00	14,398.91
365-11 TRAIL MAINTENANCE RESERVE	0.00	0.00	0.00	0.00	16,356.56	16,356.56
365-12 CRX/TOS RESERVE	282.79	282.79	1,531.15	0.00	1,531.15	1,813.94
365-13 RECREATION - COLLINS POND	35,225.91	35,225.91	0.00	0.00	0.00	35,225.91
365-14 CREATIVE PLAYGROUND RESERVE	-579.44	-579.44	0.00	0.00	0.00	-579.44
365-16 CARIBOU COMMUNITY BAND	1,551.08	1,551.08	0.00	0.00	0.00	1,551.08
365-18 REC SCHOLARSHIPS	2,051.22	2,051.22	0.00	0.00	0.00	2,051.22
365-19 CIVIC BEAUTIFICATION RESERVE	-838.86	-838.86	0.00	0.00	0.00	-838.86
365-20 SKI TRAIL PROGRAM	2,710.27	2,710.27	72.00	0.00	172.00	2,882.27
365-21 RD TRAILS GRANT	-4,365.53	-4,365.53	0.00	0.00	0.00	-4,365.53
365-22 NON APPROP SKI RENTAL PROGRAM	3,379.63	3,379.63	4,424.00	0.00	4,814.00	8,193.63
365-24 CADET RESERVE	482.56	482.56	0.00	0.00	0.00	482.56
365-25 COMMUNITY BULLETIN BOARD	200.00	200.00	0.00	0.00	0.00	200.00
366-01 LIBRARY BUILDING RESERVE	42,277.14	42,277.14	-6,000.00	6,000.00	0.00	36,277.14
366-02 LIBRARY MEMORIAL FUND	19,454.15	19,454.15	339.50	0.00	462.50	19,916.65
366-03 LIBRARY COMPUTER RESERVE	2,508.20	2,508.20	0.00	0.00	0.00	2,508.20
366-11 DOROTHY LOUISE KYLER FOUN	4,000.00	4,000.00	-2,745.60	2,745.60	0.00	1,254.40
366-12 KING GRANT	0.00	0.00	2,495.66	3,504.34	6,000.00	2,495.66
367-01 POLICE DONATED FUNDS	31,387.44	31,387.44	0.00	0.00	0.00	31,387.44
367-02 POLICE DEPT EQUIPMENT	16,423.89	15,589.93	309.54	0.00	75,685.37	91,275.30
367-03 POLICE CAR RESERVE	26,312.54	26,312.54	0.00	0.00	0.00	26,312.54
367-04 POLICE CAR VIDEO SYSTEM	3,128.75	3,128.75	0.00	0.00	0.00	3,128.75
367-05 DRINK GRANT PERSONNEL	16,185.79	13,967.88	2,405.91	779.13	2,525.91	15,714.66
367-06 PD COMPUTER RESERVE	13,247.18	13,247.18	0.00	0.00	0.00	13,247.18
367-07 POLICE DIGITAL FILING	9,000.00	9,000.00	0.00	0.00	0.00	9,000.00
367-08 MAJOR SYSTEMS REPLACEMENT	23,480.00	23,480.00	0.00	0.00	0.00	23,480.00
368-01 FIRE EQUIPMENT RESERVE	-897.62	-897.62	0.00	116,999.60	0.00	-117,897.22
368-02 FIRE HOSE RESERVE	1,706.25	1,706.25	0.00	0.00	0.00	1,706.25
368-03 FIRE DEPT FOAM RESERVE	3,742.50	3,742.50	0.00	0.00	0.00	3,742.50
368-04 FIRE TRAINING BLDG RESERVE	3,226.25	3,226.25	0.00	0.00	0.00	3,226.25

General Ledger Summary Report

Fund(s): ALL
February

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	--- Y T D ---		Balance Net
				Debits	Credits	
1 - Gen Fund CONT'D						
368-05 FIRE DEPT FURNACE	0.14	0.14	0.00	0.00	0.00	0.14
368-06 FIRE/AMB COMPUTER RESERVE	11,128.63	11,128.63	0.00	0.00	0.00	11,128.63
368-07 FIRE DISPATCH REMODEL	3,100.00	3,100.00	0.00	0.00	0.00	3,100.00
368-08 FIRE SMALL EQUIPMENT	10,400.00	10,400.00	0.00	0.00	0.00	10,400.00
368-09 FEMA TRUCK GRANT	5.00	5.00	0.00	0.00	0.00	5.00
368-10 FIRE/AMB BUILDING RESERVE	17,900.00	17,900.00	0.00	0.00	0.00	17,900.00
369-01 AMBULANCE SMALL EQUIP RESERVE	37,741.50	37,741.50	0.00	0.00	0.00	37,741.50
369-02 AMBULANCE STAIRCHAIRS	3,000.00	3,000.00	0.00	0.00	0.00	3,000.00
369-03 AMBULANCE RESERVE	184,240.35	184,240.35	0.00	0.00	0.00	184,240.35
370-01 GRIMES MILL RD ENGINEERING	-20,482.70	-20,482.70	0.00	0.00	0.00	-20,482.70
370-03 PW EQUIPMENT RESERVE	97,655.52	97,655.52	0.00	0.00	0.00	97,655.52
370-04 STREETS/ROADS RECONSTRUCTION	266,213.95	266,213.95	0.00	0.00	0.00	266,213.95
370-05 CURBING RESERVE	5,178.30	5,178.30	0.00	0.00	0.00	5,178.30
370-06 FUEL TANK RESERVE	-105,100.00	-103,732.09	1,614.30	0.00	3,814.73	-99,917.36
370-07 PW BUILDING RESERVE	0.00	0.00	0.00	6,288.00	0.00	-6,288.00
371-01 ASSESSMENT REVALUATION RESERVA	65,351.91	65,351.91	0.00	0.00	0.00	65,351.91
371-02 ASSESSING COMPUTER RESERVE	798.50	798.50	0.00	0.00	0.00	798.50
371-03 AERIAL PHOTOGRAPHY	2,700.00	2,700.00	0.00	0.00	0.00	2,700.00
371-04 ASSESSING OFFICE EQUIPMENT	730.00	730.00	0.00	0.00	0.00	730.00
371-05 ASSESSING TRAVEL & TRAINING	0.00	3,500.00	0.00	0.00	0.00	3,500.00
372-01 AIRPORT RESERVE	-9,892.75	-9,892.75	-45,695.68	45,695.68	0.00	-55,588.43
373-01 GEN GOVT COMPUTER RESERVE	13,246.37	13,246.37	-2,347.40	5,847.40	0.00	7,398.97
373-02 CITY COMPREHENSIVE PLAN	27.40	27.40	0.00	0.00	0.00	27.40
373-03 MUNICIPAL BUILDING RESERVE	4,938.25	10,938.25	0.00	0.00	0.00	10,938.25
373-04 VITAL RECORDS RESTORATION	1,093.50	1,093.50	0.00	0.00	0.00	1,093.50
373-05 BIO-MASS BOILERS	-47,664.49	-47,664.49	0.00	0.00	0.00	-47,664.49
373-07 T/A PROPERTY REMEDIATION RESEI	11,678.00	11,678.00	0.00	0.00	0.00	11,678.00
373-08 HRA CONTRIBUTION RESERVE	27,781.49	27,781.49	0.00	0.00	0.00	27,781.49
373-10 FLEET VEHICLES	7,586.00	7,586.00	0.00	0.00	0.00	7,586.00
373-11 NASIFF CLEAN UP	4,684.95	4,684.95	0.00	0.00	0.00	4,684.95
373-12 NBRC BIRDS EYE	-226.70	-226.70	0.00	0.00	0.00	-226.70
373-15 2017 HRA RESERVE	59,687.46	54,351.01	-3,297.06	3,297.06	0.00	51,053.95
373-16 2018 HRA RESERVE	0.00	0.00	-3,390.22	3,390.22	70,200.00	66,809.78
374-00 REC/PARKS COMPUTER RESERVE	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00
374-01 INDUSTRIAL PARK IMPROVEMENTS	12,440.88	12,440.88	0.00	0.00	0.00	12,440.88
374-02 60 ACCESS HIGHWAY	91,499.40	91,399.40	-1,008.18	1,912.33	100.00	89,587.07
374-03 DOWNTOWN INFRASTRUSTURE	10,415.42	10,415.42	0.00	0.00	0.00	10,415.42
385-00 COMMUNITY DEVELOPMENT MATCH	31,830.52	31,830.52	0.00	0.00	0.00	31,830.52
387-00 BOUCHARD TIF	6,258.48	6,258.48	0.00	0.00	0.00	6,258.48
392-00 PLANNING/ENGINEERING RESERVE	6,241.09	6,241.09	0.00	0.00	0.00	6,241.09
398-00 RECREATION ACCTS FUND BALANCE	61,271.91	29,977.19	0.00	0.00	0.00	29,977.19
399-00 PARKING LOT MAINTENANCE RES	94,466.90	94,466.90	0.00	0.00	0.00	94,466.90
402-00 CDC ECONOMIC DEVELOPMENT	240,000.00	240,000.00	0.00	0.00	0.00	240,000.00
403-00 CDC REVOLVING LOAN	344,532.13	350,339.47	0.00	0.00	0.00	350,339.47
406-00 TRAILER PARK RESERVE	37,595.46	45,277.93	0.00	0.00	0.00	45,277.93
407-00 COUNTY TAX	2.13	2.13	0.00	0.00	0.00	2.13
415-00 LIONS COMMUNITY CENTER RESERVA	1,056.20	1,056.20	0.00	0.00	0.00	1,056.20
417-00 COMPENSATED ABSENCES	170,222.28	170,222.28	-4,050.01	9,856.81	0.00	160,365.47
419-00 DUE FROM CDC (1280)	72,081.27	72,081.27	0.00	0.00	0.00	72,081.27
421-00 DEFERRED TAX REVENUE	1,189,573.58	1,166,440.20	0.00	0.00	0.00	1,166,440.20
422-00 KEN MATTHEWS SCHOLARSHIP FUN	7,352.06	7,357.01	0.00	0.00	0.00	7,357.01
423-00 DR. CARY CEMETERY TRUST FUND	1,187.43	1,187.89	0.00	0.00	0.00	1,187.89
424-00 HAMILTON LIBRARY TRUST FUND	1,730.15	1,735.02	0.00	0.00	0.00	1,735.02

General Ledger Summary Report

Fund(s): ALL
February

Account	Beginning Balance	* Beg Bal Net	Curr Mnth Net	---- Y T D ----		Balance Net
				Debits	Credits	
1 - Gen Fund CONT'D						
425-00 KNOX LIBRARY MEMORIAL FUND	9,652.49	9,674.91	0.00	0.00	0.00	9,674.91
426-00 CLARA PIPER MEM FUND	705.18	705.46	0.00	0.00	0.00	705.46
427-00 JACK ROTH LIBRARY MEM FUND	30,515.18	30,673.00	-217.39	436.25	0.00	30,236.75
429-00 BARBARA BREWER FUND	5,355.97	5,366.18	0.00	0.00	0.00	5,366.18
430-00 D. COOPER MEM FUND	62,469.25	62,571.65	-2,000.00	2,000.00	0.00	60,571.65
432-00 MARGARET SHAW LIBRARY MEMORI	12,812.83	12,828.82	0.00	0.00	0.00	12,828.82
433-00 GORDON ROBERTSON MEM FUND	11,417.03	11,427.56	0.00	0.00	0.00	11,427.56
434-00 MEMORIAL INVESTMENT	6,065.84	6,070.50	0.00	0.00	0.00	6,070.50
435-00 RODERICK LIVING TRUST	17,346.03	17,359.80	0.00	300.00	0.00	17,059.80
436-00 AMBULANCE REIMBURSEMENT	10,856.70	10,856.70	213.97	0.00	213.97	11,070.67
437-00 DEFERRED AMBULANCE REVENUE	578,236.08	621,584.90	0.00	0.00	0.00	621,584.90
441-00 AMBULANCE FUND BALANCE	1,005.62	1,005.62	0.00	0.00	0.00	1,005.62
447-00 EMA EQUIP RESERVE	1,991.79	1,991.79	0.00	0.00	0.00	1,991.79
448-00 NYLANDER DONATIONS	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00
457-00 HOMELAND SECURITY RESERVE	2,277.92	2,277.92	0.00	0.00	0.00	2,277.92
460-00 YARD SALE	320.55	320.55	0.00	0.00	0.00	320.55
461-00 CRAFT FAIR	12,651.21	12,651.21	-38.00	106.00	68.00	12,613.21
462-00 CDBG HOUSING REHABILITATION	3,879.87	3,879.87	0.00	0.00	0.00	3,879.87
463-00 MISC EVENTS	79.62	79.62	-353.08	598.08	0.00	-518.46
465-00 THURSDAYS ON SWEDEN	7,406.74	7,406.74	0.00	0.00	0.00	7,406.74
466-00 HERITAGE DAY	-8,000.00	-8,000.00	0.00	0.00	0.00	-8,000.00
467-00 MARATHON	-2,149.38	-2,578.43	-43.91	43.91	1,000.00	-1,622.34
469-00 DENTAL INSURANCE	1,686.35	1,686.35	0.06	2,490.96	2,153.40	1,348.79
470-00 EYE INSURANCE	589.55	589.55	-0.27	486.36	452.51	555.70
472-00 ANIMAL WELFARE	0.00	0.00	2,429.00	0.00	2,429.00	2,429.00
477-00 LED STREET LIGHTS	15,558.00	15,558.00	0.00	0.00	0.00	15,558.00
478-00 G. HARMON MEM FUND	8,000.48	8,006.12	0.00	0.00	0.00	8,006.12
480-00 CITY RETIREMENT	1,079.76	1,079.76	0.00	0.00	0.00	1,079.76
483-02 DUE TO FUND 2	279,989.24	279,989.24	629.79	0.00	1,029.79	281,019.03
483-03 DUE TO FUND 3	397,120.23	397,120.23	5,926.68	0.00	5,926.68	403,046.91
483-04 DUE TO FUND 4	189,312.68	189,312.68	0.00	0.00	0.00	189,312.68
483-05 DUE TO FUND 5	1,983,121.64	1,984,642.06	0.00	0.00	0.00	1,984,642.06
484-02 DUE FROM FUND 2	-251,807.60	-253,849.48	-17,642.39	26,247.13	0.00	-280,096.61
484-03 DUE FROM FUND 3	-313,836.15	-314,098.36	-5,350.69	10,356.96	0.00	-324,455.32
484-04 DUE FROM FUND 4	-185,642.95	-185,642.95	-3,336.87	6,673.13	0.00	-192,316.08
484-05 DUE FROM FUND 5	-1,401,736.27	-1,404,234.35	-15,777.89	49,827.90	0.00	-1,454,062.25
486-00 RETIREMENT RESERVE	4,139.00	4,139.00	0.00	0.00	0.00	4,139.00
488-00 CHRISTMAS LIGHTS	1,656.53	1,656.53	0.00	1,000.00	0.00	656.53
492-00 RSU #39 50/50	0.00	0.00	0.00	0.00	71,087.50	71,087.50
493-00 RSU 39 COMMITMENT	-874,839.46	-874,839.46	-303,992.66	607,985.32	0.00	-1,482,824.78
494-00 TRI COMMUNITY	0.00	0.00	0.00	0.00	260,848.00	260,848.00
496-00 BIRTH RECORDS STATE FEE	58.40	0.00	-3.60	92.40	181.20	88.80
497-00 DEATH RECORDS STATE FEE	65.60	0.00	-10.80	87.20	163.60	76.40
498-00 MARRIAGE RECORDS STATE FEE	26.40	0.00	-2.80	27.60	52.40	24.80
Fund Balance	2,188,545.43	2,144,586.59	-442,589.64	1,611,029.13	753,736.90	1,287,294.36
500-00 EXPENDITURE CONTROL	0.00	0.00	-717,624.41	1,517,696.95	7,258.91	-1,510,438.04
510-00 REVENUE CONTROL	0.00	0.00	275,034.77	93,332.18	746,477.99	653,145.81
600-00 FUND BALANCE	2,188,545.43	2,144,586.59	0.00	0.00	0.00	2,144,586.59
2 - Snowmoible Trail Maintenance	0.00	0.00	0.00	27,276.92	27,276.92	0.00

General Ledger Summary Report

Fund(s): ALL

February

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	--- Y T D ---		Balance Net
				Debits	Credits	
2 - Snowmoible Trail Maintenance CONT'D						
Assets	0.00	0.00	0.00	0.00	0.00	0.00
Liabilities	-10,995.36	-9,265.86	13,117.60	8,606.84	26,247.13	8,374.43
365-11 TRAIL MAINTENANCE RESERVE	17,186.28	16,873.90	-3,895.00	7,577.05	0.00	9,296.85
483-01 DUE TO FUND 1	251,807.60	253,849.48	17,642.39	0.00	26,247.13	280,096.61
484-01 DUE FROM FUND 1	-279,989.24	-279,989.24	-629.79	1,029.79	0.00	-281,019.03
Fund Balance	10,995.36	9,265.86	-13,117.60	18,670.08	1,029.79	-8,374.43
500-00 Expense Control	0.00	0.00	-13,747.39	18,670.08	0.00	-18,670.08
510-00 Revenue Control	0.00	0.00	629.79	0.00	1,029.79	1,029.79
600-00 Fund Balance	10,995.36	9,265.86	0.00	0.00	0.00	9,265.86
3 - Housing Department						
Assets	0.00	0.00	0.00	16,283.64	16,283.64	0.00
Liabilities	-37,329.26	-37,067.05	-758.49	6,261.22	10,356.96	-32,971.31
409-00 HOUSING RESERVE	45,954.82	45,954.82	-182.50	334.54	0.00	45,620.28
483-01 DUE TO FUND 1	313,836.15	314,098.36	5,350.69	0.00	10,356.96	324,455.32
484-01 DUE TO FUND 1	-397,120.23	-397,120.23	-5,926.68	5,926.68	0.00	-403,046.91
Fund Balance	37,329.26	37,067.05	758.49	10,022.42	5,926.68	32,971.31
500-00 Expense Control	0.00	0.00	-5,168.19	10,022.42	0.00	-10,022.42
510-00 Revenue Control	0.00	0.00	5,926.68	0.00	5,926.68	5,926.68
600-00 Fund Balance	37,329.26	37,067.05	0.00	0.00	0.00	37,067.05
4 - FSS						
Assets	0.00	0.00	0.00	6,673.13	6,673.13	0.00
Liabilities	-3,669.73	-3,669.73	3,336.87	0.00	6,673.13	3,003.40
483-01 DUE TO FUND 1	185,642.95	185,642.95	3,336.87	0.00	6,673.13	192,316.08
484-01 DUE FROM FUND 1	-189,312.68	-189,312.68	0.00	0.00	0.00	-189,312.68
Fund Balance	3,669.73	3,669.73	-3,336.87	6,673.13	0.00	-3,003.40
500-00 Expense Control	0.00	0.00	-3,336.87	6,673.13	0.00	-6,673.13
600-00 Fund Balance	3,669.73	3,669.73	0.00	0.00	0.00	3,669.73
5 - ECONOMIC DEV						
Assets	0.00	0.00	0.00	49,827.90	49,827.90	0.00
Liabilities	-120,126.28	-119,148.62	15,777.89	5,250.00	49,827.90	-74,570.72
473-00 DOWNTOWN TIF	203,344.61	203,344.61	0.00	0.00	0.00	203,344.61
474-00 TRAIL GROOMER RESERVE	7,914.48	7,914.48	0.00	0.00	0.00	7,914.48
475-00 REVOLVING LOAN RESERVE	200,000.00	200,000.00	0.00	0.00	0.00	200,000.00
476-00 FIRE STATION RESERVE	50,000.00	50,000.00	0.00	5,250.00	0.00	44,750.00

General Ledger Summary Report

Fund(s): ALL
February

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ----		Balance Net
				Debits	Credits	
5 - ECONOMIC DEV CONT'D						
483-01 DUE TO FUND 1	1,401,736.27	1,404,234.35	15,777.89	0.00	49,827.90	1,454,062.25
484-01 DUE FROM FUND 1	-1,983,121.64	-1,984,642.06	0.00	0.00	0.00	-1,984,642.06
Fund Balance	120,126.28	119,148.62	-15,777.89	44,577.90	0.00	74,570.72
500-00 Expense Control	0.00	0.00	-15,777.89	44,577.90	0.00	-44,577.90
600-00 Fund Balance	120,126.28	119,148.62	0.00	0.00	0.00	119,148.62
Final Totals	4,928.64	500.00	-30.00	5,003,498.48	5,003,998.48	0.00

Expense Summary Report

Fund: 1
February

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
10 - GENERAL GOVERNMENT	0.00	75,180.37	148,868.51	-148,868.51	---
17 - HEALTH & SANITATION	0.00	20,644.00	41,315.50	-41,315.50	---
18 - MUNICIPAL BUILDING	0.00	23,932.85	32,819.03	-32,819.03	---
20 - GENERAL ASSISTANCE	0.00	5,053.85	9,747.17	-9,747.17	---
22 - TAX ASSESSMENT	0.00	14,393.20	28,982.50	-28,982.50	---
25 - LIBRARY	0.00	18,248.34	34,396.24	-34,396.24	---
31 - FIRE/AMBULANCE DEPARTMENT	0.00	175,697.33	362,230.49	-362,230.49	---
35 - POLICE DEPARTMENT	0.00	105,721.40	253,399.76	-253,399.76	---
38 - PROTECTION	0.00	36,071.31	71,719.70	-71,719.70	---
39 - CARIBOU EMERGENCY MANAGEMENT	0.00	242.42	378.35	-378.35	---
40 - PUBLIC WORKS	0.00	188,054.75	399,456.07	-399,456.07	---
50 - RECREATION DEPARTMENT	0.00	34,877.07	77,954.56	-77,954.56	---
51 - PARKS	0.00	10,471.93	30,557.28	-30,557.28	---
60 - AIRPORT	0.00	5,409.18	10,483.50	-10,483.50	---
61 - CARIBOU TRAILER PARK	0.00	716.53	964.64	-964.64	---
70 - INS & RETIREMENT	0.00	2,814.87	6,974.74	-6,974.74	---
80 - UNCLASSIFIED	0.00	95.01	190.00	-190.00	---
Final Totals	0.00	717,624.41	1,510,438.04	-1,510,438.04	---

Expense Summary Report

Fund: 2
February

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
52 - SNOWMOIBLE TRAIL MAINTENANCE	0.00	13,747.39	18,670.08	-18,670.08	----
Final Totals	0.00	13,747.39	18,670.08	-18,670.08	----

Expense Summary Report

Fund: 3
February

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
24 - HOUSING	0.00	5,168.19	10,022.42	-10,022.42	----
Final Totals	0.00	5,168.19	10,022.42	-10,022.42	----

Expense Summary Report
Fund: 4
February

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
96 - SECTION 8 - FSS PROGAM	0.00	3,336.87	6,673.13	-6,673.13	---
Final Totals	0.00	3,336.87	6,673.13	-6,673.13	---

Expense Summary Report

Fund: 5
February

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
11 - ECONOMIC DEVELOPMENT	0.00	14,909.12	42,885.07	-42,885.07	---
12 - CHAMBER	0.00	868.77	1,692.83	-1,692.83	---
Final Totals	0.00	15,777.89	44,577.90	-44,577.90	---

Revenue Summary Report

Fund: 1
February

Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
10 - GENERAL GOVERNMENT	0.00	152,546.96	314,429.96	-314,429.96	---
18 - MUNICIPAL BUILDING	0.00	333.33	666.66	-666.66	---
20 - GENERAL ASSISTANCE	0.00	1,824.03	1,897.41	-1,897.41	---
22 - TAX ASSESSMENT	0.00	0.00	42.00	-42.00	---
23 - CODE ENFORCEMENT	0.00	30.00	30.00	-30.00	---
25 - LIBRARY	0.00	729.21	1,077.66	-1,077.66	---
31 - FIRE/AMBULANCE DEPARTMENT	0.00	103,890.73	303,705.44	-303,705.44	---
35 - POLICE DEPARTMENT	0.00	2,126.84	4,892.84	-4,892.84	---
39 - CARIBOU EMERGENCY MANAGEMENT	0.00	0.00	800.00	-800.00	---
40 - PUBLIC WORKS	0.00	10,131.67	20,003.34	-20,003.34	---
50 - RECREATION DEPARTMENT	0.00	1,792.00	2,480.50	-2,480.50	---
61 - CARIBOU TRAILER PARK	0.00	1,630.00	3,120.00	-3,120.00	---
Final Totals	0.00	275,034.77	653,145.81	-653,145.81	---

Revenue Summary Report
Fund: 2
February

Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
52 - SNOWMOIBLE TRAIL MAINTENANCE	0.00	629.79	1,029.79	-1,029.79	---
Final Totals	0.00	629.79	1,029.79	-1,029.79	---

Revenue Summary Report

Fund: 3
February

Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
24 - HOUSING	0.00	5,926.68	5,926.68	-5,926.68	---
Final Totals	0.00	5,926.68	5,926.68	-5,926.68	---

Revenue Summary Report

Fund: 4
February

Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
Final Totals	0.00	0.00	0.00	0.00	----

Revenue Summary Report

Fund: 5
February

Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
Final Totals	0.00	0.00	0.00	0.00	---

Division of Liquor Licensing & Enforcement
8 State House Station, Augusta, ME 04333-0008
Telephone (207) 624-7220 Fax: (207) 287-3434
Email inquiries: MaineLiquor@maine.gov

DIVISION USE ONLY	
License No:	
Diagram:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Town Approval:	<input type="checkbox"/> Yes <input type="checkbox"/> No

REQUEST FOR EXTENSION OF LICENSE ON PREMISE

Legal Name: Northern Maine Brewing Company License Number: SMB-75
Physical Address: 22 Main St City Caribou
State ME Zip 04736 Phone: 4922185 Fax: _____
Email address: genaisjoel30@gmail.com Please Print
Mailing address: PO Box 275 Caribou ME 04736
Street / PO Box City State Zip

Name, address, telephone number of Property Owner (if property is rented or leased, need copy of rental agreement / lease):

Northern ME Brewing Company LLC
[Signature] Shawn Pelletier, owner
Signature of Owner Printed Name of Owner

Temporary Permanent Inside Outside Live Entertainment: Yes No

Start Date: March 17 End Date (if applicable): _____

Reason for this request: To enable licensee to hold outdoor events with live entertainment on licensee premises with Beer sales

This request for an extension of service area for on premise license location MUST have Town / City approval and MUST have a diagram submitted with this form.

Outdoor Restrictions:

There must be a stanchion or fence completely enclosing the area. Signs must be posted, stating "no alcohol beyond this point". There must be sufficient employees at the extension of premise, which would be able to control and monitor the area.

TO STATE OF MAINE MUNICIPAL OFFICERS & COUNTY COMMISSIONERS:

Hereby certify that we have complied with Section 653 of Title 28-A Maine Revised Statutes and hereby approve said application.

Dated at: _____, Maine _____
City/Town (County)

On: _____
Date

The undersigned being: Municipal Offices County Commissioners of the

City Town Plantation Unincorporated Place of: _____, Maine

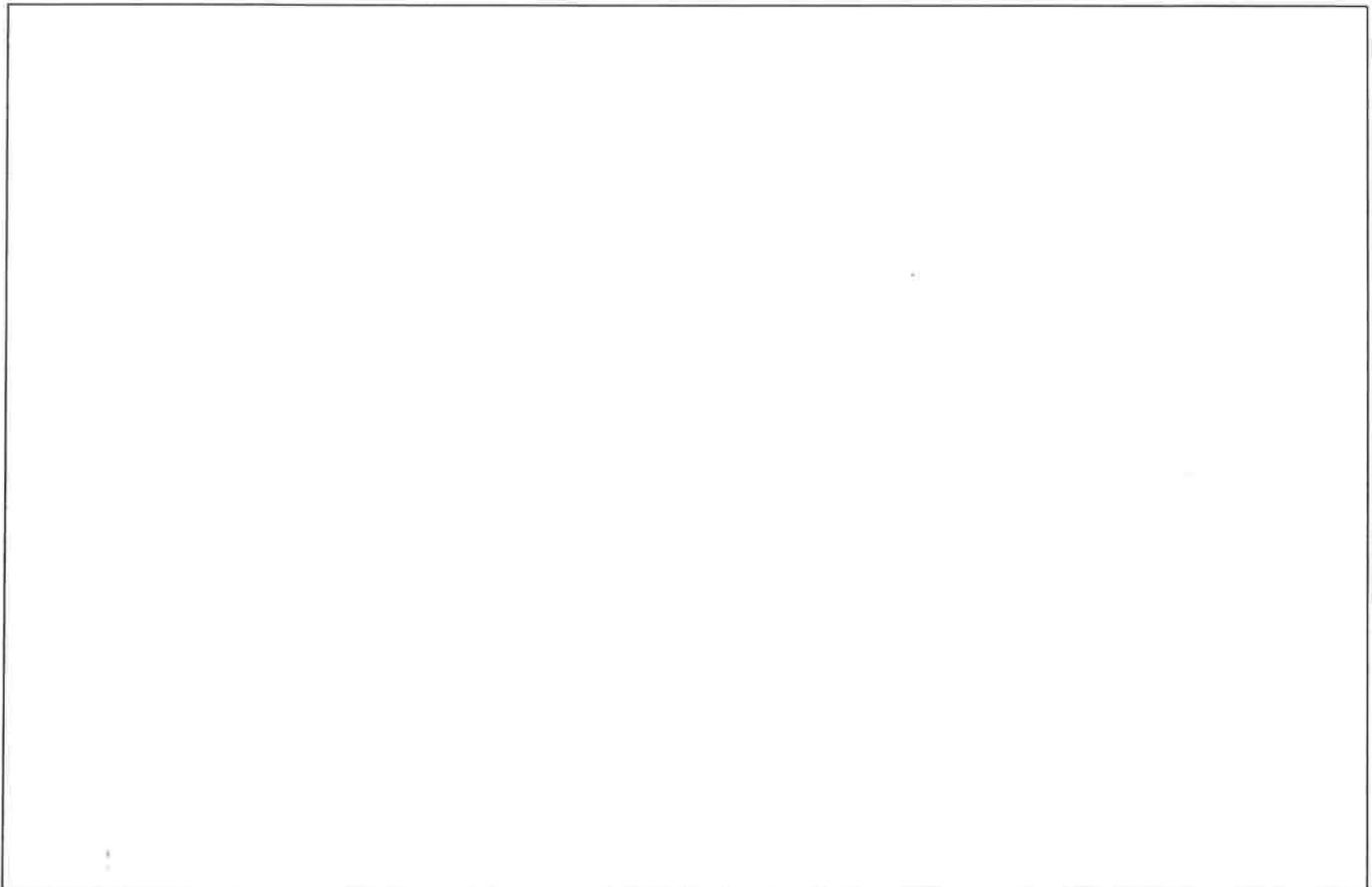
EXTENSION of premise ON

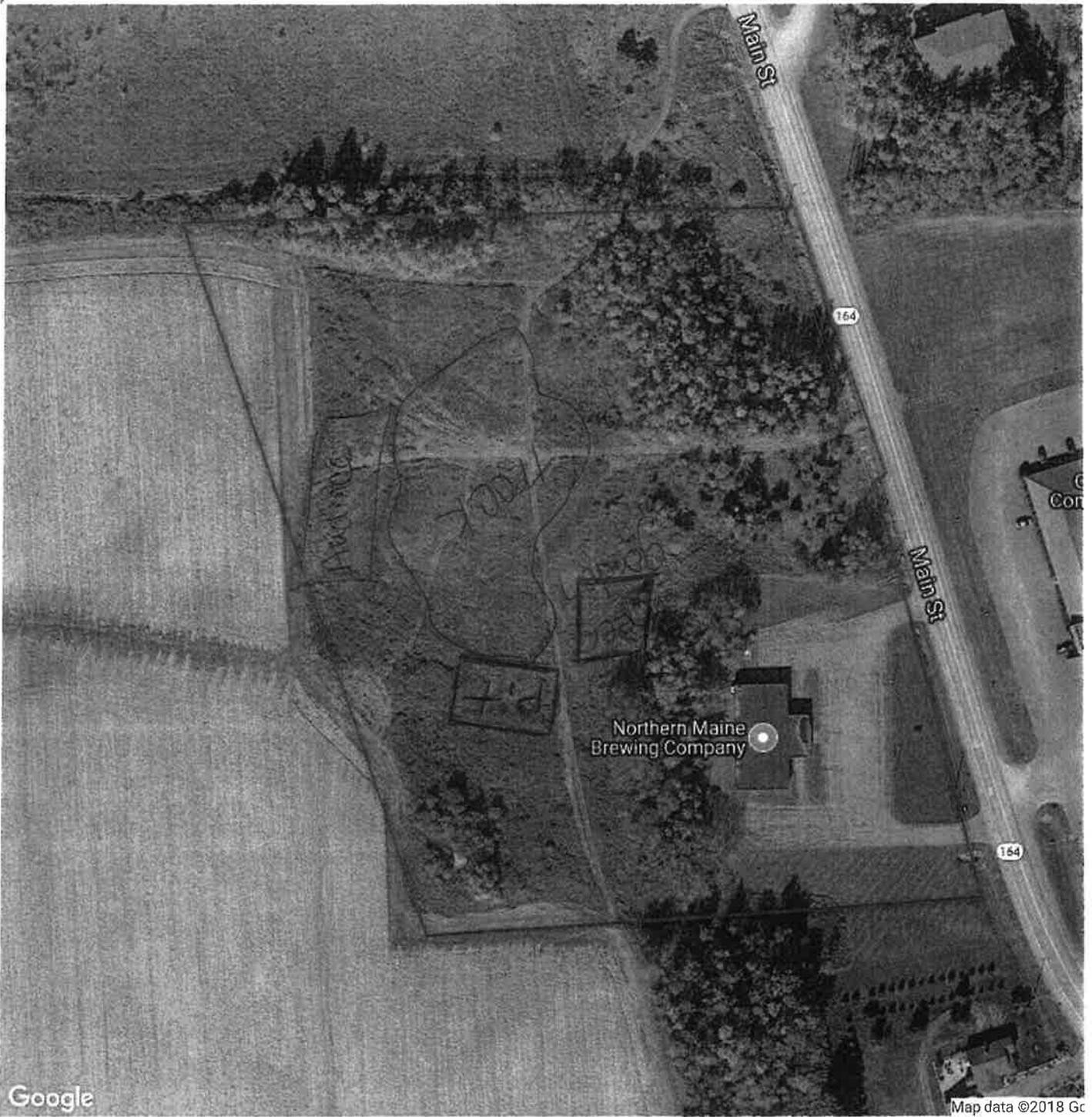
6/2017

Signature of Officials	Printed Name and Title

EXTENSION AREA PREMISE DIAGRAM

In an effort to clearly define your extension please draw a diagram below that will include the area you want for a temporary / permanent license premise. Diagrams should be submitted on this form and should be as accurate as possible. Be sure to label the areas of your diagram including methods of monitoring and containment of certain area which you are requesting approval from the Division for liquor consumption.





Select by Address

**Office of the Clerk
City of Caribou
25 High Street
Caribou, Maine 04736**

To: Mayor and Council Members
From: Jayne R. Farrin, City Clerk
Date: March 6, 2018
Re: License Approval

Mary Clayton dba Aroostook Cab Company has submitted their application to be a licensed Public Taxi in Caribou. Four vehicles have been inspected by the Police Department and the fee has been paid.

This renewal application is for May 1, 2018 to April 30, 2019.

BUREAU OF ALCOHOL BEVERAGES AND LOTTERY OPERATIONS
DIVISION OF LIQUOR LICENSING AND ENFORCEMENT
8 STATE HOUSE STATION, AUGUSTA, ME 04333-0008
10 WATER STREET, HALLOWELL, ME 04347
TEL: (207) 624-7220 FAX: (207) 287-3434
EMAIL INQUIRIES: MAINELIQUOR@MAINE.GOV

DIVISION USE ONLY	
License No:	
Class:	By:
Deposit Date:	
Amt. Deposited:	
Cash Ck Mo:	

NEW application: Yes No

PRESENT LICENSE EXPIRES 04-30-2018

INDICATE TYPE OF PRIVILEGE: MALT VINOUS SPIRITUOUS

INDICATE TYPE OF LICENSE:

- | | | |
|---|---|---|
| <input type="checkbox"/> RESTAURANT (Class I,II,III,IV) | <input type="checkbox"/> RESTAURANT/LOUNGE (Class XI) | <input type="checkbox"/> CLASS A LOUNGE (Class X) |
| <input type="checkbox"/> HOTEL (Class I,II,III,IV) | <input type="checkbox"/> HOTEL NO FOOD (Class I-A) | |
| <input type="checkbox"/> CLUB w/o Catering (Class V) | <input type="checkbox"/> CLUB with CATERING (Class I) | <input checked="" type="checkbox"/> GOLF COURSE (Class I,II,III,IV) |
| <input type="checkbox"/> TAVERN (Class IV) | <input type="checkbox"/> QUALIFIED CATERING | <input type="checkbox"/> OTHER: _____ |

REFER TO PAGE 3 FOR FEE SCHEDULE

ALL QUESTIONS MUST BE ANSWERED IN FULL

Corporation Name: Caribou Country Club		Business Name (D/B/A) Caribou Country Club		
APPLICANT(S) –(Sole Proprietor)		DOB:		
		Physical Location: 728 New Sweden Rd		
		DOB:		
Address		City/Town	State	Zip Code
		Caribou	Maine	04736
Mailing Address		P.O. Box 633		
City/Town	State	Zip Code	City/Town	State
			Caribou	Maine
Telephone Number	Fax Number	Business Telephone Number		Fax Number
		207-493-3933		
Federal I.D. #	Seller Certificate #:			
	or Sales Tax #: _____			
Please Print	Website: www.caribougolf.com			

If business is NEW or under new ownership, indicate starting date: _____

Requested inspection date: _____ Business hours: _____

- If premise is a Hotel or Bed & Breakfast, indicate number of rooms available for transient: _____
- State amount of gross income from period of last license: ROOMS \$ _____ FOOD _____ LIQUOR _____
- Is applicant a corporation, limited liability company or limited partnership? YES NO

If Yes, please complete the Corporate Information required for Business Entities who are licensees.

- Do you permit dancing or entertainment on the licensed premises? YES NO
- If manager is to be employed, give name: Jane Umphrey
- Business records are located at: on premises and 538 Libby Rd., Caswell Maine 04750
- Is/are applicants(s) citizens of the United States? YES NO
- Is/are applicant(s) residents of the State of Maine? YES NO

9. List name, date of birth, and place of birth for all applicants, managers, and bar managers. Give maiden name, if married:
Use a separate sheet of paper if necessary.

Name in Full (Print Clearly)	DOB	Place of Birth
Jane Umphrey (Maiden name → Savage)	[REDACTED]	Caribou, ME
Residence address on all of the above for previous 5 years (Limit answer to city & state)		
Caribou, Maine		

10. Has/have applicant(s) or manager ever been convicted of any violation of the law, other than minor traffic violations, of any State of the United States? YES NO

Name: _____ Date of Conviction: _____

Offense: _____ Location: _____

Disposition: _____ (use additional sheet(s) if necessary)

11. Will any law enforcement official benefit financially either directly or indirectly in your license, if issued?
Yes No If Yes, give name: _____

12. Has/have applicant(s) formerly held a Maine liquor license? YES NO

13. Does/do applicant(s) own the premises? Yes No If No give name and address of owner: _____

14. Describe in detail the premises to be licensed: (On Premise Diagram Required) Golf Club House

15. Does/do applicant(s) have all the necessary permits required by the State Department of Human Services?
YES NO Applied for: _____

16. What is the distance from the premises to the NEAREST school, school dormitory, church, chapel or parish house, measured from the main entrance of the premises to the main entrance of the school, school dormitory, church, chapel or parish house by the ordinary course of travel? 2 miles

Which of the above is nearest? Church

17. Have you received any assistance financially or otherwise (including any mortgages) from any source other than yourself in the establishment of your business? YES NO

If YES, give details: USDA - Farmers Home Admin (Paid off)

The Division of Liquor Licensing & Enforcement is hereby authorized to obtain and examine all books, records and tax returns pertaining to the business, for which this liquor license is requested, and also such books, records and returns during the year in which any liquor license is in effect.

NOTE: "I understand that false statements made on this form are punishable by law. Knowingly supplying false information on this form is a Class D offense under the Criminal Code, punishable by confinement of up to one year or by monetary fine of up to \$2,000 or both."

Dated at: Caribou, Maine on 6 Feb, 2018
Town/City, State Date


 Signature of Applicant or Corporate Officer(s)

 Jon Langley
 Print Name

Please sign in blue ink


 Signature of Applicant or Corporate Officer(s)

 Gregory Dickinson
 Print Name

FEE SCHEDULE

FILING FEE: (must be included on all applications)	\$ 10.00
Class I Spirituous, Vinous and Malt	\$ 900.00
CLASS I: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Vessels; Qualified Caterers; OTB.	
Class I-A Spirituous, Vinous and Malt, Optional Food (Hotels Only)	\$1,100.00
CLASS I-A: Hotels only that do not serve three meals a day.	
Class II Spirituous Only	\$ 550.00
CLASS II: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; and Vessels.	
Class III Vinous Only	\$ 220.00
CLASS III: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Restaurants; Vessels; Pool Halls; and Bed and Breakfasts.	
Class IV Malt Liquor Only	\$ 220.00
CLASS IV: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Restaurants; Taverns; Pool Halls; and Bed and Breakfasts.	
Class V Spirituous, Vinous and Malt (Clubs without Catering, Bed & Breakfasts)	\$ 495.00
CLASS V: Clubs without catering privileges.	
Class X Spirituous, Vinous and Malt – Class A Lounge	\$2,200.00
CLASS X: Class A Lounge	
Class XI Spirituous, Vinous and Malt -- Restaurant Lounge	\$1,500.00
CLASS XI: Restaurant/Lounge; and OTB.	

UNORGANIZED TERRITORIES \$10.00 filing fee shall be paid directly to County Treasurer. **All applicants in unorganized territories shall submit along with their application evidence of payment to the County Treasurer.**

All applications for NEW or RENEWAL liquor licenses must contact their Municipal Officials or the County Commissioners in unincorporated places for approval and signatures for liquor licenses prior to submitting them to the bureau.

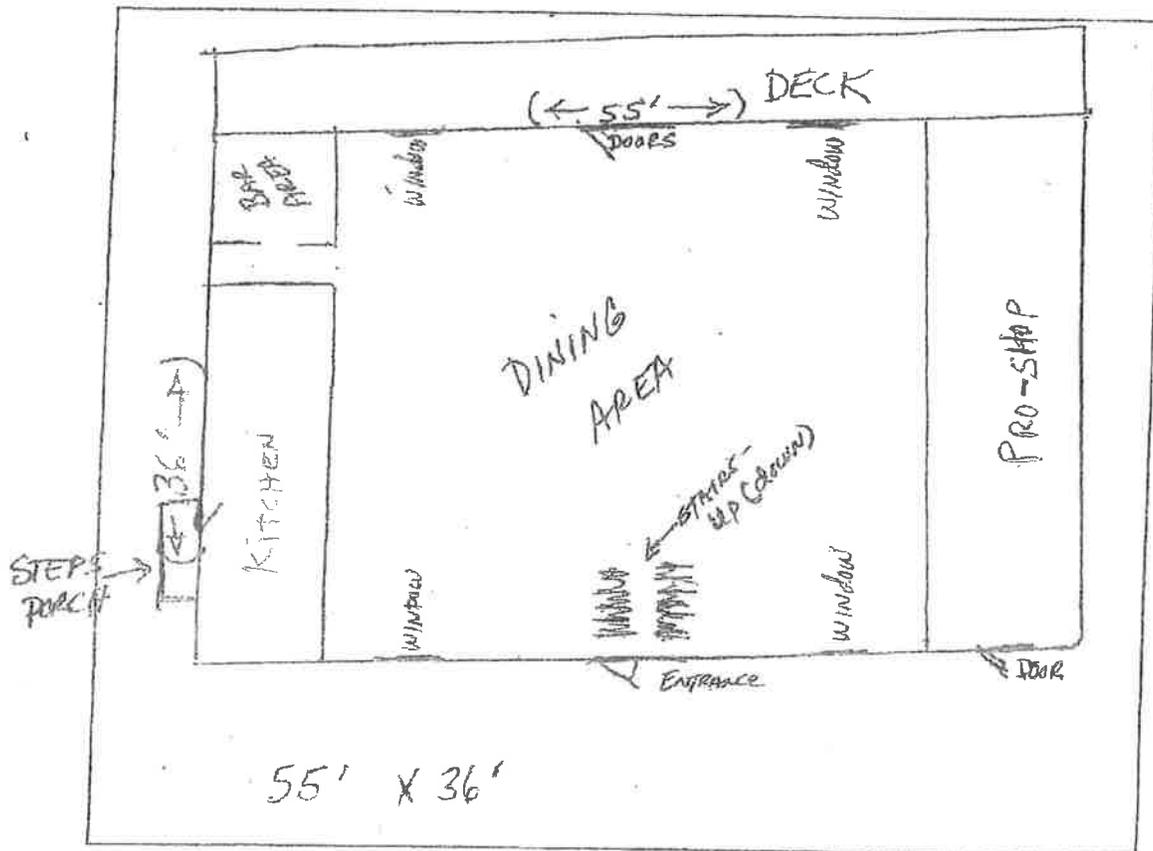
Bureau of Alcoholic Beverages and Lottery Operations
 Division of Liquor Licensing & Enforcement
 8 State House Station, Augusta, ME 04333-0008
 10 Water Street, Hallowell, ME 04347
 Tel: (207) 624-7220 Fax: (207) 287-3434
 Email Inquiries: MaineLiquor@maine.gov

ON PREMISE DIAGRAM

DIVISION USE ONLY	
<input type="checkbox"/>	Approved
<input type="checkbox"/>	Not Approved
BY:	

In an effort to clearly define your license premise and the area that consumption and storage of liquor is allowed. The Division requires all applicants to submit a diagram of the premise to be licensed in addition to a completed license application.

Diagrams should be submitted on this form and should be as accurate as possible. Be sure to label the areas of your diagram including entrances, office area, kitchen, storage areas, dining rooms, lounges, function rooms, restrooms, decks and all areas that you are requesting approval from the Division for liquor consumption.



PURPOSE: GOLF COURSE EVENTS AND PRIVATE PARTIES
 ON OCCASION

On/OffPremDiag2003



CARIBOU HOUSING AUTHORITY

Housing Choice Voucher Program

25 High Street

Caribou, ME 04736

Telephone: (207) 493-4234

Fax (207) 376-0178

www.cariboumaine.org



MEMO

To: Caribou City Council Members
From: Lisa Plourde, Housing Director
Re: Appointment of Board of Commissioners
Date: March 7, 2018

The Caribou Housing Authority is requesting that the following person be appointed to the Authority's Board of Commissioners:

Sandra Bittle, - 2 year term, expiration 12/31/2019



Caribou Community Development

25 High Street

Caribou, ME 04736

Telephone: (207) 493-5967

www.cariboumaine.org

MEMO

To: Caribou City Council Members
From: Ken Murchison, Zoning Administrator
Re: Age Friendly Community Designation
Date: March 7, 2018

Early in February, Bill Flagg from CARY Medical Center approached the City with the AARP Age-Friendly initiative. Upon meeting with Bill, the City recognized the benefits of participating in a project that will help Caribou remain an age friendly community by assessing the strengths and weaknesses in meeting livability challenges for all ages and allowing residents to grow here and to “age in place.”

On February 28th, 2018 City staff attended the Aroostook County kick-off for the AARP Age Friendly Community Project and submitted our application in person.

The City of Caribou has become the 222nd community to enroll in the AARP network of Age-Friendly Communities and the first community to do so in Aroostook County.

Originally launched in 2012, the AARP Network of Age Friendly Communities is an independent affiliate of the World Health Organization’s Age Friendly Cities and Communities Program, an international effort initiated in 2006 to help cities prepare for the growth of the older adult population. AARP’s age-friendly network encourages states, counties, cities, towns and rural areas to prepare for the rapid aging of our population and encourages communities to take action and create a community that supports residents from the cradle through retirement.



March 2, 2018

Dear Mayor David Martin

25 High Street
Caribou, ME 04736

Congratulations to the City of Caribou, Maine for becoming the 222nd community to enroll in the AARP Network of Age-Friendly Communities. AARP's age-friendly network encourages states, counties, cities, towns and rural areas to prepare for the rapid aging of the U.S. population. The network encourages communities to take action and pay increased attention to the environmental, economic and social features that encourage greater age integration and diversity and create a community that supports residents from the cradle through retirement.

Launched in April 2012, the AARP Network of Age Friendly Communities is an independent affiliate of the World Health Organization's Age Friendly Cities and Communities Program, an international effort launched in 2006 to help cities prepare for the growth of the older adult population.

With the age-friendly program, AARP helps participating communities become great places for people of *all* ages by adopting such features as walkable streets, better housing and transportation options, access to key services, and opportunities for residents to participate in community activities. While many communities are adopting these policies without joining the AARP Network of Age Friendly communities, the network provides a structured process to guide community change and helps serve as a catalyst to educate, encourage, promote and recognize improvements that make communities supportive for residents of all ages. Importantly, enrollment in the network provides member communities with the resources to become more age-friendly by tapping into national and global research, planning models and best practices.

You can access AARP's resources in many ways:

- Visit and bookmark our website (AARP.org/Livable)
- Use the AARP Network of Age-Friendly Communities online tool kit (AARP.org/agefriendly)
- Subscribe to the AARP Livable Communities e-Newsletter (AARP.org/livable-subscribe)

For additional information and support as you move through the age-friendly communities process, contact Bill Armbruster, AARP Livable Communities Advisor, at warmbruster@aarp.org or 585-729-1850.

We look forward to working with you and welcome you to the AARP Network of Age Friendly Communities.

Nancy A. LeaMond
AARP
Chief Advocacy and Engagement Officer
Executive Vice President, Community, State & National Affairs
Washington, D.C.

County folks learn about age-friendly opportunities

By Melissa Lizotte
Staff Writer

PRESQUE ISLE — Around a dozen people gathered in the Senior Center at the Sargent Family Community Center on Wednesday, Feb. 28, to hear officials from AARP Maine speak about potential steps that Aroostook County communities can take to become "age friendly."

Patricia Oh, age-friendly community team lead for AARP Maine, hosted three informational sessions in Fort Kent, Presque Isle and Houlton on Feb. 28 and March 1 in partnership with the Aroostook Agency on Aging.

In Presque Isle, she explained that age-friendly communities are towns and cities that are committed to helping people of all ages live safely in their communities and "encourage older people to take an active role in changes that will make their community a better place for people to live, work, play and do business."

The AARP Network of Age-Friendly Communities has 214 communities that are age friendly, with 47 of those communities in Maine, though currently none in Aroostook County. With 90 percent of Maine residents having a desire to age in their own communities and 21 percent of Presque Isle's population aged 55 to 69, Oh said that it has become especially important to break down the physical, social and emotional barriers that can keep seniors from becoming active members of their communities.

"In 2006, the World Health Organization asked 22 countries about what their communities needed most for senior citizens. All of them said that they needed better transportation, physical access to buildings and outside spaces, social participation, affordable housing and employment," Oh said.

When a community becomes age friendly, they're recognized on AARP Maine's online member list; have access to technical support and assistance with volunteer recruitment, media and promotional items; and are eligible for small planning and implementation grants. The first steps involve gathering a team of people who wish to seek age-friendly certification and receiving support and approval from the community's municipal officials.

The remaining steps involve creating an action plan, implementing changes that aim at greater senior participation in community activities and regularly evaluating the plan and making improvements as needed. Oh discussed both small and major changes that towns across southern and Down East Maine have done as part of their age-friendly community efforts.

"In Bethel, they didn't have a public transportation system and the age-friendly committee realized that they needed a social ride program for seniors. And because of this group of volunteers that got together they were able to provide 175 rides for seniors to access the town and it didn't cost them anything," Oh said.

Age-friendly initiatives also can involve many communities located in the same region. The Bethel Area Age-Friendly Committee has five towns that are

members, four of which joined after Bethel became the first to commit to the initiative.

But each community can make different changes based on the specific needs of the seniors who live there. Some communities have made infrastructure changes while others have introduced social opportunities to connect seniors with each other and younger generations such as "Neighbor Day," community walking programs and fitness courses.

There is no cost to join AARP Maine's Age-Friendly network and the initiative requires little investment on a community's municipal officials, though mini-grants are available through AARP Maine for those who wish to make large investments such as accessible picnic benches or other adaptive equipment.

Throughout the presentation, audience members, who included senior citizens and representatives from local agencies, asked many questions and expressed interest in the potential of age-friendly initiatives for

Aroostook County. But the surprise of the afternoon came after the session when Ken Murchison, zoning administrator for the City of Caribou Planning Board, presented Oh with the first age-friendly community application from Aroostook County.

"Bill Flagg, from Cary Medical Center, introduced this initiative to the board and recommended that we think about the idea of age-friendly communities," Murchison said. "In the city, we already provide elderly housing and I think collectively as a community we can do better in terms of becoming even more senior-friendly."

Flagg noted that in addition to the wellness center and senior health program at Cary Medical Center, he would like to see Caribou take advantage of possible initiatives for senior transportation and neighborhood programs to increase access to social interactions and community events for those with limited mobility.

"I know of one community downtown that has done a volunteer ride program called 'Snow Angels' where high school stu-

dents shovel steps and driveways for seniors for no charge," Flagg said. "We want to put together a committee that includes local senior citizens so that we can learn from them how we can become age friendly."

Those who wish to learn more about AARP's Network of Age-Friendly Communities or download an application can visit www.aarp.org/agefriendly or contact Oh at paoh@aarp.org. Joy Barresi Saucier, executive director for the Aroostook Agency on Aging, said she hopes attendees leave the presentation with greater awareness of how communities can come together to help seniors live and thrive in the County.

"Our mission as an organization is to help seniors age in place and stay independent for as long as possible," Saucier said. "I think creating age-friendly communities is one of the ways we can do that. Even with minimal resources, there's so much we can do when we use our energies to make our communities better places for everyone."

outdoor activities such as walking, biking, and hiking, Anderson said its usage would easily coincide with something her father had wanted within the town. In November 2017, members of the town voted to name the

contractor on bean entire boat landing Susan Anderson about the project, to see her donate good use.

"I think it's great

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MARCH 18th 9am-6pm
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Aroostook Mental Health Center	Lane Construction	Pines Health Services
Cary Medical Center	Life By Design, P.A.	R. F. Chamberland
Central Aroostook Association	Loring Job Corps Center	Reed & Reed, Inc.
CIANBRO	Lowes	Tempo Employment
Dead River	Maine Air National Guard	U.S. Army
Defense Finance & Accounting Service	Maine Career Center	U.S. Border Patrol
Disabled Veteran's Outreach Program	Maine Veterans' Homes - Caribou	WAGM-TV
Eastern Maine Healthcare Systems	Maine Warden Services	
General Dynamics-Bath Iron Works	McCain Foods USA, Inc.	
Home Care for Maine	Milton Cat	
Houlton Regional Hospital	MMG Insurance	
Huber Engineered Woods LLC	Northern Maine Community College	

New Date!

Thursday, March 22, 9 AM to 1 PM · NMCC Gym

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Caribou City Administration

25 High Street

Caribou, ME 04736

Telephone: (207) 493-5967

www.cariboumaine.org

MEMO

To: Caribou City Council Members

From: Dennis Marker, City Manager

Re: Public Hearing for Miss Jordyn's Childcare Center – CDBG Application

Date: March 7, 2018

Miss Jordyn Rossignol is requesting a CDBG Economic Development Business Support Grant. Her proposal includes utilizing 12,000 square feet of the city's 60 Access Highway building for an early childhood education center and day care. Her request would enable her to expand her business and bring 15 jobs to the area.

It is estimated that \$250,000 will be needed to renovate the building for her needs. Miss Rossignol anticipates half the funds coming from CDBG (the CDBG funds require a 1:1 cash match) with other funds coming from loans, private dollars, and a portion of city funds already reserved from building maintenance.

The City received a phone call from the state office of economic development, which administers the program. They indicated that Miss Rossignol's proposal was eligible for the funds but that a completed application needed to be submitted. One of the elements of that application is proof of a public hearing being conducted about the project. Another element, which will be considered during the April 9 meeting, would be a resolution of the Council approving the submittal of the application for funding consideration.

As with previous CDBG awards, the money will be given to the city along with all obligations to repay the funds if the selection criteria and performance requirements are not met.



Caribou City Administration

25 High Street
Caribou, ME 04736
Telephone: (207) 493-5967
www.cariboumaine.org

MEMO

To: Caribou City Council Members
From: Dennis Marker, City Manager
Re: Asbestos Abatement in City Buildings
Date: March 9, 2018

It is proposed that the city seek bids to conduct asbestos studies and abatement on the following city owned properties:

Property	Study	Remediation
29 Patten Street	Needed	Unknown
32 Patten Street	Needed	Unknown
66 York Street	Needed	Unknown
628 Main Street (Sincock School)	Complete	Needed (Estimated \$12,200)
19 Marshall Avenue (Hilltop Elementary)	Complete	Needed (Estimated \$233,000)

The City budgeted \$75,000 for slum and blight removal purposes which can be used for this effort. Any costs associated with the Sincock and Hilltop schools would be reimbursable under the land exchange agreement between the city, RSU 39 and Caribou Assisted Living. Reimbursements would either come directly from Caribou Assisted Living or through the proposed Hilltop Tax Increment Finance District.

All asbestos abatement work must be conducted by a state certified asbestos removal company. It is recommended that a scope of work be prepared and sent directly to the company's able to perform the work rather than provide a general advertisement for services.

Because the estimated cost of this work is more than the budgeted amount, the City Council must approve the use of unencumbered appropriation funds for the work.



MEMO

To: Caribou City Council Members
From: David Ouellette, Public Works Director
Re: Weight Limits on Local Roads
Date: March 9, 2018

The following is a list of roads that I recommend closure for all vehicles over 34,000 lbs., This new weight limit will follow the M.D.O.T. rules and regulations

Albair Road	Old Washburn Road
Sawyer Rd.	Plante Road
Caribou Lake Road	Railroad Street
George Watson Memorial Drive	Richards Road
Maysville Road	West Gate Road
Ogren Road	Thompson Road



Caribou City Administration

25 HIGH STREET
CARIBOU, ME. 04736
Telephone: (207) 493-5967
www.cariboumaine.org

MEMO

TO: Caribou City Council Members
FROM: Dennis Marker, City Manager
RE: Delegating Authority to Staff for Various Business Licensures
DATE: March 9, 2018

As requested by City Council, the following is a list of licenses which are recommended to be handled by administrative staff rather than brought to the Council for review.

- Taxi cab Licenses
- Dealers in Junk and Second Articles
- Pawn Brokers and Hawkers
- Itinerant Photographers
- Lunch Wagons
- Special Amusement Permits
- Licenses for the Sale of Liquor (First approvals must be done by Council after public hearing)
- Hauling of Garbage, Refuse and Waste

These are all business operations that must be reviewed by the city public safety and community development departments and may have additional state mandated protocols to be met. If an applicant complies with or demonstrates the ability to comply with applicable regulations then there is no legal way for the Council to deny their application.

City ordinances currently require the "Municipal Officers" to review these applications. If the Council desires to allow city staff to fully administer these licenses, then an ordinance will need to be prepared and brought back for public hearing and Council consideration.



Caribou City Administration

**25 HIGH STREET
CARIBOU, ME. 04736
Telephone: (207) 493-5967
www.cariboumaine.org**

MEMO

TO: Caribou City Council Members
FROM: Dennis Marker, City Manager
RE: Resolution 03-01-2018 Approving 2018 Revenue Budget
DATE: December 8, 2017

Resolution 03-01-2018 approves the budget with associated narrative.

Resolution 03-01-2018

**A Resolution of the Caribou City Council
Approving the 2018 Revenue Budget**

WHEREAS, the City of Caribou is a Local Unit of Government under the State of Maine and is authorized to raise or appropriate money for public purposes consistent with Title 30-A, §5722 to 5728; and

WHEREAS, the City’s Charter outlines the process by which revenues are identified; and

WHEREAS, the City Council has discussed the drafted 2018 revenue budget during multiple public meetings and determined the projected amounts to be reasonable and appropriate.

NOW THEREFORE BE IT RESOLVED, that the City Council of Caribou approves the proposed 2018 Revenue Budget as attached to this resolution and dated March 2, 2018.

This resolution was duly passed and approved by a majority of the City Council of the City of Caribou this 12th day of March 2018.

David Martin, Mayor

R. Mark Goughan, Councilor

Timothy Guerrette, Councilor

Nicole Cote, Councilor

Philip J. McDonough II, Councilor

Hugh Kirkpatrick, Councilor

Joan Theriault, Councilor

Attest:

Jayne R. Farrin, City Clerk



2018
Revenue Budget
(Draft)

Prepared by Dennis L. Marker, AICP, MPA
March 2, 2018

Table of Contents

Revenue Message	2
Fund 10 - General Government.....	2
Fund 11 – Economic Development.....	3
Fund 17 – Health and Sanitation	4
Fund 18 – Municipal Buildings	4
Fund 20 – General Assistance	4
Fund 22 – Tax Assessment	4
Fund 23 – Code Enforcement.....	4
Fund 24 – Housing	5
Fund 25 – Library.....	5
Fund 31 – Fire and Ambulance.....	5
Fund 35 – Police	5
Fund 39 – Emergency Management.....	5
Fund 40 – Public Works	6
Fund 50 – Recreation.....	6
Fund 51 – Parks	6
Fund 52 – Snowmobile Trail Maintenance	6
Fund 60 – Airport.....	6
Fund 61 – Trailer Park.....	6
Fund 70 – Insurance & Retirement	6
Fund 96 – FSS Revenues	7
Appendix A - Revenue Summary Table	
Appendix B - Revenue Details	

Revenue Message

March 2, 2018

TO: City Council and Citizens of Caribou

RE: Revenue Budget Message

The following document provides the Charter required written revenue budget for the 2018 calendar year. Unlike, the expense budget, this document is prepared after a couple months are under the city's money belt. This budget is a collection of financial data provided by the ongoing operations and future forecast of the City of Caribou. Historic revenues, trends, market conditions, demographic changes, and contractual obligations were considered.

The purpose of this memorandum is to highlight significant changes, alterations and findings in the budget funds for this year. Attached to this memo is a summary of anticipated revenues by departments and a detail by line item within the same departments (see Exhibit A and B).

Fund 10 - General Government

General Government revenues are anticipated to increase by 3% this year. This is primarily from more transparent accounting of funds, which were previously earmarked straight to reserve accounts rather than being pooled into the general revenues, which is discussed more below. Overall, most of the line item accounts are projected to receive slightly less revenue based on historic trends and operation changes. Those general government lines with significant changes or unique situations are as follows:

Fund Line	Comments
05	The city was able to sell several tax acquired properties in 2017 which brought in \$14,000 more than anticipated, \$49,142 total. The City has 16 properties which it has available for purchase on the tax acquired property program with minimum bid amounts totaling over \$200,000. Although this represents a significant asset, there has been little interest in these properties due to the dilapidated condition of homes or properties. For conservative purposes the projected revenue due to sale of these properties remains the same from last year at \$35,000.
06	Excise tax are shown to increase based on trends from the past five years. The tax rate is set by the state and isn't changing but more and newer vehicles are being registered. This is similar for the boat excise tax under line 10-01-08.
09	A 5.3% increase is anticipated in revenue from snowmobile registrations. As the Caribou region becomes more popular with winter sledding enthusiasts, this will continue to increase.
12	Staff members who serve on representative boards for other agencies or government entities will occasionally be reimbursed for travel to meetings. There are few staff serving in such capacities this year so no revenue is planned.

CITY OF CARIBOU
2018 REVENUE BUDGET

18	The state is obligated to provide 60% of revenue through sale taxes back to cities. In 2017 only 50% was provided. Indications are that the full share will be provided in 2018 thus the 3.4% increase in this line.
21 & 22	Population trends are down and historic trends in issuance of birth and death records reflect those changes. Thus the reduction in revenue by 22% and 23% respectively.
29	Interest revenues have been climbing slowly each year. These funds come from interest earned on money the city has set aside for purchase of large equipment or construction of major projects. These funds are set aside in order to avoid going into debt in the future.
32	Property tax revenues will not be known until the official mil rate is set in May or June. This value assumes property values do not change nor does the mil rate.
34	This value is calculated as we near commitment and is also predicated on the final mil rate. These funds are a hedge against unanticipated expenses and are in addition to the city's "rainy day fund" which currently is \$2.1 Million or roughly 20% of the annual expense budget. A good rule of thumb is to have 20-25% of your expense budget in rainy day funds.
40	This is a new fund account based upon payments the city receives for administration of the USDA Housing assistance program.
42	The CDC Loan IRP Interest is part of the city's revolving loan fund program. Interest collected on this account will be reduced year over year until 2028 when the currently loaned principle is paid off.
43	This is a new fund account this year. The City Council recently adopted a policy for how surplus property will be disposed. This includes making items available to the public for purchase. Revenue from sale of surplus goods will be returned to the general revenue funds of the city rather than to individual department's reserve accounts.
xx	The city received \$142,175 from RSU 39 which must be used to help offset taxes. This is a one-time disbursement of funds back to the city.
xx	This is a new fund account this year. The city owns an industrial building at 60 Access Highway. Parts of the building are leased for cold storage and manufacturing. Lease revenues have historically gone directly into a maintenance reserve account rather than a revenue account. To provide better transparency with funds received, those lease revenues will now be reflected in the general revenue accounts and corresponding capital improvement account created to handle the building maintenance

Fund 11 – Economic Development

Projected Revenue: \$368,180

Economic development funds are provided through tax increment finance districts in the City. These districts enable property taxes that would have gone to the state, county, or even school district to be used by the City to foster economic development activities and growth. The may use these funds to pay for new infrastructure that helps businesses or it may use "credit enhancement agreements" to reimburse tax dollars to new or expanding businesses. Either way, the funds are meant to help spur new developments that may not be able to survive without the assistance. The **11.3% reduction** in 2018 is due to a budgeting error in the 2017 budget wherein money to be used for reimbursement to businesses was lumped in with revenue the city could use for economic development activities. The 2017 value separates the funds as needed. It should also be noted that TIF funds are predicated on the city's final mil rate, so the value shown may change depending on final council action. It is assumed that the mil rate will not change for 2018.

Fund 17 – Health and Sanitation

Projected Revenue: \$260,848

Occasionally the city receives a disbursement of funds from the Tri-Community Landfill (TCL) due to the city's owner status with the company. In 2017, TCL determined that a \$400,000 liability protection fund was not necessary based on insurance coverage policies. The protection funds were accordingly distributed back to the owner communities of Caribou, Limestone, and Fort Fairfield based on their proportional interest in the company. Caribou received \$260,848 on January 3, 2018. Future disbursement of funds may come depending on TCL operations.

Fund 18 – Municipal Buildings

Projected Revenue: \$4000

The City rents a portion of the Lion's building for \$4,000. That contract is not changing for 2018 and so revenues are staying the same at \$4,000

Fund 20 – General Assistance

Projected Revenue: \$25,300

General Assistance program revenues are derived from fees to administer the Connor township program and reimbursement of program expenses from the state. The Connor contract doesn't change this year. Reimbursements from the state have been going down a little each year so there's a slight reduction projected from last year.

Fund 22 – Tax Assessment

Projected Revenue: \$714,339

The Tax Assessment funds are derived from state programs providing tax relief to property owners. The tree growth program incentivizes property owners to maintain forested lands by giving a property tax reduction to preserved acres. Veterans exemptions provide help to veterans. The homestead exemption is provided to persons who have lived in their homes for one year or more. The legislature increased this tax exemption from \$15,000 to \$20,000 this year to incentivize home ownership. The BETE reimbursement provides relief to businesses with large personal equipment. Each of these four funds are reconsidered, in some way, by the legislature each year. The city receives funds from the state to help offset the loss of local tax revenue because of the exemptions.

Because the homestead exemption increased, the state revenue for that funds also increased. The other exemption funds remained nearly the same as last year.

The printing fees are to help reimburse city costs for providing property information. The city implemented an online system for providing the information and directs most people to that service to reduce printing costs.

Fund 23 – Code Enforcement

Projected Revenue: \$6,550

The Code Enforcement department is tasked with making sure development conforms to adopted building construction and maintenance codes. Ideally, fees for required permits and inspection services would cover administrative costs but this doesn't happen. In an effort to try and encourage new

CITY OF CARIBOU
2018 REVENUE BUDGET

development in the community, building permit fees were slashed drastically in 2016. Historic revenue for building permits was close to \$15,000 each year but is now closer to \$2,300 and unfortunately, the new policy has not increased new construction permits. Total revenues for this department are projected to be less than 1/3 of pre-2016 averages but inspection requirements and related administrative costs have not decreased. The result is the city subsidizing costs of development in order to get growth, which in turn should increase the taxable value of the community and ultimately reduce individual tax burdens. While the theory seems reasonable and warrants consideration for more than one year, this policy should be watched carefully in future years and reconsidered if no benefit is obtained.

Fund 24 – Housing

Projected Revenue: \$89,411

The Housing department revenues are federal funds allocated to the Caribou Housing Agency, which is associated with the City. Funds are received to cover program costs for Section 8 participants as well as administrative costs of city personnel. Because this is a federal program, its future is predicated upon the national debate and political priorities in the budgeting process. It is assumed that the program will continue to fund as it has historically.

Fund 25 – Library

Projected Revenue: \$6000

The library's primary source of revenue is from donations of patrons. Last year they raised over \$4,000. The library raised its goal this year to \$5,000.

Fund 31 – Fire and Ambulance

Projected Revenue: \$1,725,313

The biggest change to revenue for the Fire and Ambulance department is the loss of revenue from air ambulance services (roughly \$100,000). The city has been working with Cary Medical Center and The Aroostook Medical Center (TAMC) to consolidate services. TAMC has expressed interest in conducting air med flights moving forward and Caribou EMS can provide more ground transport services. It is anticipated that increased ground transportation revenues, reduction of contractual allowances for air transports, and not having to pay \$250,000 for flight services will more than offset the -\$162,626 (-8.6%) difference in revenue this year.

All contracts for Fire and EMS services with adjoining towns have been renewed for this year.

Fund 35 – Police

Projected Revenue: \$46,375

The police department is projecting about a 6% loss (\$3,000) in revenue from last year. This amount comes from small reductions to nearly all budget lines, based on historic trends.

Fund 39 – Emergency Management

Projected Revenue: \$2,600

All contracts for EM services with adjoining towns have been renewed for this year, which provides \$800. The city rents space on its communication tower, which brings in the remainder of anticipated funds.

Fund 40 – Public Works

Projected Revenue: \$201,230

The public works department brings in revenue by two means; MDOT program funds and contracted services with Connor township. The MDOT funds are increasing this year to \$142,000 which helps pay for maintenance of rural roads and related systems. The contract with Connor brings in around \$59,000, which is used to support snow plowing and maintenance activities for them.

Fund 50 – Recreation

Projected Revenue: \$23,000

The recreation department continues to improve upon its programs which are enticing more non-residents to participate. They are also receiving more requests by citizens to rent the recreation center facilities. A 12% increase is projected in revenue this year.

Fund 51 – Parks

Projected Revenue: \$3,000

Last year the Parks department brought in \$3,058. The 2018 budget anticipates a similar amount.

Fund 52 – Snowmobile Trail Maintenance

Projected Revenue: \$45,000

These funds are provided by the State each year to help with trail grooming and maintenance on the regional system. No changes are anticipated with this program.

Fund 60 – Airport

Projected Revenue: \$12,000

There have been changes at the airport since the expense budget was approved in December. The city will be taking over hangar rental and fuel systems administration starting March 24, 2018. This means additional revenues from the five hangar storage areas and fuel island. In addition, the new 6-bay T-Hangars will be completed this summer and should be filled at competitive lease rates for the area. With the administrative elements will also come expenses which were not anticipated in the expense budget. This year will be an eye opener for the city on the current and future potential of the airport.

Fund 61 – Trailer Park

Projected Revenue: \$17,000

Although the budgeted amount of revenue has increased from 2017, there is projected to be one less tenant in the trailer park this year. Occasionally a tenant will get in arrears and make large lump sum payments to catch up on rent. The project revenue is more closely tied to historic trends and contractual leases.

Fund 70 – Insurance & Retirement

Projected Revenue: \$0

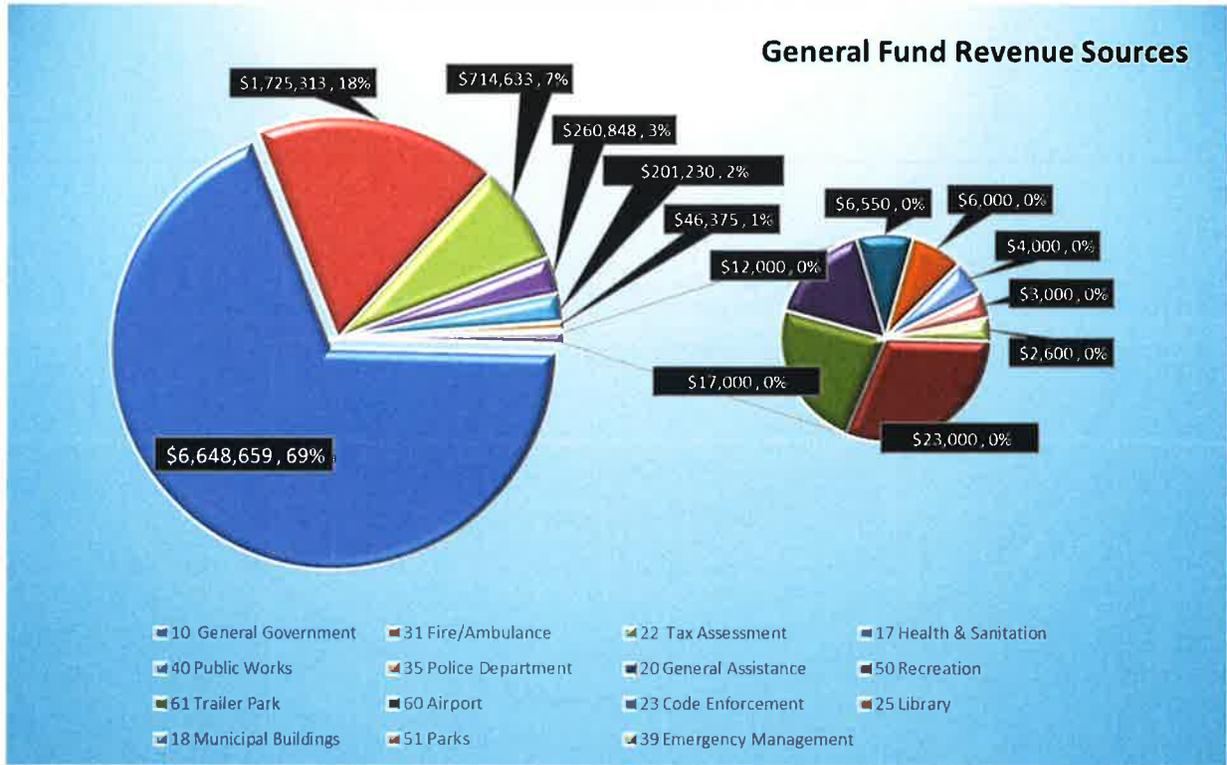
From time to time, the city receives a check from our workers compensation fund provider for overpayment of premiums. This rarely, happens and so no funds are budgeted for in this line.

CITY OF CARIBOU
2018 REVENUE BUDGET

Fund 96 -- FSS Revenues

Projected Revenue: \$50,787

The FSS department revenues are federal funds allocated to the City of Caribou. Funds are received to cover program costs for participants as well as administrative costs of city personnel. Because this is a federal program, its future is predicated upon the national debate and political priorities in the budgeting process. It is assumed that the program will continue to fund as it has historically.



The above chart represents the overall budget make up by fund and percentage of revenue.

Summary

The total projected revenue for the General Fund is \$9,696,508. This is roughly \$265,000 (2.7%) short of the approved expense budget. The gap between the two budgets is not quite as large as it seems though due to the expense budget having a \$250,000 line for air ambulance services, which is no longer needed. With that taken into account, the difference is only \$15,000 or 0.15% of the total budget. It should be recognized that the city is utilizing one time funds from RSU 39 and Tri-Community to balance this budget. Those funds will not be available in future years and serious consideration needs to be made to increase revenues in a more sustainable fashion.

CITY OF CARIBOU
2018 REVENUE BUDGET
APPENDIX A: REVENUE SUMMARY SHEET

General Fund	2014-16 Average Revenue	2016		2017			2018		
		Budgeted	Year End	Budgeted	Year End	% of Budget	Projected	% of Budget	% from last year
General Fund									
10 General Government	\$ 6,246,423	\$ 6,216,529	\$ 6,218,230	\$ 6,458,163	\$ 6,556,664	101.5%	\$ 6,648,659	68.6%	2.9%
17 Health & Sanitation	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ 260,848	2.7%	NA
18 Municipal Buildings	\$ 3,892	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	100.0%	\$ 4,000	0.0%	0.0%
20 General Assistance	\$ 26,406	\$ 37,210	\$ 26,077	\$ 34,425	\$ 25,720	74.7%	\$ 25,300	0.3%	-26.5%
22 Tax Assessment	\$ 192,622	\$ 459,442	\$ 194,183	\$ 597,213	\$ 598,199	100.2%	\$ 714,633	7.4%	19.7%
23 Code Enforcement	\$ 23,770	\$ 22,300	\$ 25,295	\$ 9,150	\$ 8,533	93.3%	\$ 6,550	0.1%	-28.4%
25 Library	\$ 5,737	\$ 5,300	\$ 6,242	\$ 6,200	\$ 6,824	110.1%	\$ 6,000	0.1%	-3.2%
31 Fire/Ambulance	\$ 1,939,690	\$ 1,906,358	\$ 1,861,316	\$ 1,887,940	\$ 1,859,576	98.5%	\$ 1,725,313	17.8%	-8.6%
35 Police Department	\$ 48,446	\$ 41,675	\$ 37,415	\$ 49,375	\$ 61,184	123.9%	\$ 46,375	0.5%	-6.1%
39 Emergency Management	\$ 11,910	\$ 12,725	\$ 8,745	\$ 2,600	\$ 2,600	100.0%	\$ 2,600	0.0%	0.0%
40 Public Works	\$ 197,796	\$ 192,718	\$ 192,742	\$ 194,139	\$ 200,546	103.3%	\$ 201,230	2.1%	3.7%
50 Recreation	\$ 23,054	\$ 25,500	\$ 21,178	\$ 20,500	\$ 24,101	117.6%	\$ 23,000	0.2%	12.2%
51 Parks	\$ 3,164	\$ 2,300	\$ 2,634	\$ 2,600	\$ 3,058	117.6%	\$ 3,000	0.0%	15.4%
60 Airport	\$ 138	\$ 138	\$ 138	\$ 138	\$ 138	0.0%	\$ 12,000	0.1%	8595.7%
61 Trailer Park	\$ 15,273	\$ 15,505	\$ 15,505	\$ 15,727	\$ 15,727	100.0%	\$ 17,000	0.2%	8.1%
70 Ins. & Retirement	\$ 3,826	\$ 5,000	\$ -	\$ 5,000	\$ -		\$ -	0.0%	-100.0%
Sub Totals	\$ 8,742,145	\$ 8,946,700	\$ 8,613,701	\$ 9,287,170	\$ 9,366,869	100.9%	\$ 9,696,508	100%	4.4%
Enterprise Funds									
11 Economic Development	\$ 356,739	\$ 366,270	\$ 375,001	\$ 414,998	\$ 374,821	90.3%	\$ 368,337		-11.2%
24 Housing	\$ 77,086	\$ 70,000	\$ 91,258	\$ 100,000	\$ 113,570	113.6%	\$ 89,411		-10.6%
52 Snowmobile Trail Maintenance	\$ 47,429	\$ 42,883	\$ 43,460	\$ 45,883	\$ 43,413	94.6%	\$ 45,000		-1.9%
96 FSS	\$ 48,345	\$ 56,870	\$ 48,729	\$ 48,729	\$ 48,729	100.0%	\$ 50,787		4.2%
Sub Totals	\$ 529,598	\$ 536,023	\$ 558,449	\$ 609,610	\$ 580,533	95.2%	\$ 553,535		-9.2%
Total All Funds									
	\$ 9,271,743	\$ 9,482,723	\$ 9,172,149	\$ 9,896,780	\$ 9,947,402	100.5%	\$ 10,250,043		3.6%

CITY OF CARIBOU
2018 REVENUE BUDGET
APPENDIX B: BUDGET DETAIL SHEETS

2018 Revenue Budget
Appendix B: Revenue Details

Department	3 Year Average Actual Revenue (2014-16)	2016		2017			2018	
		Estimate	Year End Actual	Approved Budget	Year End Actual	% Received	Estimated	% Difference from last year
10 General Government								
01 - TAX LIEN COSTS COLLECTED	\$ 18,020.53	\$ 15,000.00	\$ 22,124.77	\$ 21,000.00	\$ 18,035.87	85.9%	\$ 20,000.00	-4.8%
02 - DELINQ. TAX INTEREST	\$ 61,936.47	\$ 50,000.00	\$ 67,005.22	\$ 63,000.00	\$ 62,675.27	99.5%	\$ 61,000.00	-3.2%
03 - SUPPLEMENTAL TAX	\$ 5,357.12	\$ 2,000.00	\$ 11,425.08	\$ 3,000.00	\$ 1,092.33	36.4%	\$ 2,500.00	-16.7%
04 - PYMTS IN LIEU OF TAX	\$ 57,639.07	\$ 62,000.00	\$ 52,894.04	\$ 62,000.00	\$ 57,977.65	93.5%	\$ 57,000.00	-8.1%
05 - CITY OWNED PROPERTY	\$ 60,251.96	\$ 25,000.00	\$ 61,052.63	\$ 35,000.00	\$ 49,142.81	140.4%	\$ 35,000.00	0.0%
06 - EXCISE TAX	\$ 1,355,536.32	\$ 1,400,000.00	\$ 1,396,870.93	\$ 1,428,000.00	\$ 1,479,888.01	103.6%	\$ 1,445,000.00	1.2%
07 - BOAT EXCISE TAX	\$ 4,196.37	\$ 4,100.00	\$ 4,340.50	\$ 4,200.00	\$ 4,374.50	104.2%	\$ 4,300.00	2.4%
08 - BOAT REG FEE (LOCAL)	\$ 506.00	\$ 550.00	\$ 415.00	\$ 550.00	\$ 387.00	70.4%	\$ 350.00	-36.4%
09 - SNOWMOBILE REGISTRATION	\$ 597.33	\$ 570.00	\$ 641.00	\$ 570.00	\$ 636.00	111.6%	\$ 600.00	5.3%
10 - ATV REGISTRATION LOCAL FEE	\$ 889.67	\$ 850.00	\$ 949.00	\$ 900.00	\$ 885.00	98.3%	\$ 875.00	-2.8%
11 - Aircraft Excise	\$ 1,433.83	\$ 1,471.00	\$ 1,471.04	\$ 1,471.00	\$ 1,471.04	100.0%	\$ 1,471.00	0.0%
12 - Travel Reimbursement	\$ 1,191.51	\$ 825.00	\$ 1,166.34	\$ 1,500.00	\$ 260.01	17.3%	\$ -	-100.0%
15 - MISC. LICENSES	\$ 1,723.58	\$ 1,400.00	\$ 1,855.00	\$ 1,850.00	\$ 2,220.00	120.0%	\$ 2,000.00	8.1%
16 - VEHICLE REGISTRATION	\$ 16,402.67	\$ 16,200.00	\$ 16,075.00	\$ 16,000.00	\$ 15,543.00	97.1%	\$ 15,500.00	-3.1%
17 - FAME PLYMOUTH DISTRIB	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	\$ -	
18 - STATE REVENUE SHARING	\$ 549,842.14	\$ 527,936.00	\$ 543,088.17	\$ 543,088.00	\$ 562,985.21	103.7%	\$ 561,504.00	3.4%
19 - CONNOR EXCISE FEE	\$ 2,490.67	\$ 2,750.00	\$ 2,184.00	\$ 2,250.00	\$ 1,955.00	86.9%	\$ 2,000.00	-11.1%
21 - BIRTH RECORDS	\$ 8,903.93	\$ 9,000.00	\$ 8,476.80	\$ 9,000.00	\$ 7,629.40	84.8%	\$ 7,000.00	-22.2%
22 - DEATH RECORDS	\$ 7,454.73	\$ 7,800.00	\$ 7,889.00	\$ 7,800.00	\$ 6,728.40	86.3%	\$ 6,000.00	-23.1%
23 - MARRIAGE RECORDS	\$ 3,602.53	\$ 3,600.00	\$ 3,709.40	\$ 3,600.00	\$ 3,446.00	95.7%	\$ 3,500.00	-2.8%
25 - DOG LICENSES	\$ 6,234.33	\$ 5,700.00	\$ 6,296.00	\$ 6,000.00	\$ 7,452.00	124.2%	\$ 6,500.00	8.3%
26 - FISHING LICENSES	\$ 544.67	\$ 550.00	\$ 510.00	\$ 550.00	\$ 478.00	86.9%	\$ 500.00	-9.1%
28 - CABLE TV FRANCHISE	\$ 76,360.83	\$ 86,857.00	\$ 88,070.22	\$ 88,950.00	\$ 93,045.01	104.6%	\$ 88,000.00	-1.1%
29 - MISC. INTEREST	\$ 8,669.58	\$ 4,500.00	\$ 16,614.24	\$ 12,000.00	\$ 29,615.33	246.8%	\$ 18,000.00	50.0%
30 - MISC. INCOME	\$ 11,349.93	\$ 3,200.00	\$ 6,502.89	\$ 6,000.00	\$ 4,684.68	78.1%	\$ 4,000.00	-33.3%
32 - PROPERTY TAXES	\$ 3,889,424.66	\$ 3,798,651.00	\$ 3,798,456.74	\$ 3,965,110.97	\$ 3,965,110.97	100.0%	\$ 3,965,111.00	0.0%
34 - PROPERTY TAX OVERLAY	\$ 90,331.85	\$ 92,853.00	\$ 92,853.12	\$ 80,005.08	\$ 80,005.08	100.0%	\$ 80,000.00	0.0%
40 - HOUSING P/Y RECONCILIATION	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	\$ 10,589.00	#DIV/0!
41 - CDC REVOLVING LOAN INT	#DIV/0!	\$ -	\$ -	\$ -	\$ -	#DIV/0!	\$ -	#DIV/0!
42 - CDC LOAN IRP INTEREST	\$ 1,782.55	\$ -	\$ 1,671.64	\$ 1,558.00	\$ 1,557.77	100.0%	\$ 1,444.63	-7.3%
43 - DISPOSAL OF SURPLUS	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	\$ 5,000.00	#DIV/0!
47 - HUNTING LICENSES	\$ 907.50	\$ 1,000.00	\$ 837.50	\$ 850.00	\$ 737.00	86.7%	\$ 700.00	-17.6%
51 - Contracted Fees Elections	\$ 2,840.97	\$ 2,360.00	\$ 2,784.88	\$ 2,360.00	\$ 4,940.70	209.4%	\$ 2,360.00	0.0%
52 - Investment Interest	\$ 61,057.62	\$ 90,000.00	\$ 91,964.73	\$ 90,000.00	\$ 91,705.28	101.9%	\$ 91,000.00	1.1%
53 - Transfer In	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	#DIV/0!
xx - RSU Payment	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	\$ 142,175.00	#DIV/0!
xx - 60 Access Highway Rental	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 2,400.00	#DIV/0!
Totals	\$ 6,246,423.31	\$ 6,216,723.00	\$ 6,218,230.15	\$ 6,458,163.05	\$ 6,556,664.32	101.5%	\$ 6,648,658.63	2.9%
11 Economic Development								
01 - TIF Funds	\$ 356,738.80	\$ 363,353.00	\$ 375,001.00	\$ 414,998.00	\$ 374,821.11	90.3%	\$ 368,336.86	-11.2%
Totals	\$ 356,738.80	\$ 363,353.00	\$ 375,001.00	\$ 414,998.00	\$ 374,821.11	90.3%	\$ 368,336.86	-11.2%

2018 Revenue Budget
Appendix B: Revenue Details

Department	3 Year Average Actual Revenue (2014-16)	2016		2017			2018	
		Estimate	Year End Actual	Approved Budget	Year End Actual	% Received	Estimated	% Difference from last year
17 Health and Sanitation								
01 - Tri-Community Dividens	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ 260,848.00	
Totals	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ 260,848.00	
18 Municipal Buildings								
01 EOC Rentals	\$ 3,892.00	\$ 4,000.00	\$ 3,999.96	\$ 4,000.00	\$ 3,999.96	100.0%	\$ 4,000.00	0.0%
Totals	\$ 3,892.00	\$ -	\$ 3,999.96	\$ 4,000.00	\$ 3,999.96	100.0%	\$ 4,000.00	0.0%
20 General Assistance								
01 - Connor Administration Fees	\$ 5,076.78	\$ 5,095.00	\$ 5,095.10	\$ 4,800.00	\$ 4,800.00	100.0%	\$ 4,800.00	0.0%
02-State Reimbursement	\$ 21,328.95	\$ 20,981.70	\$ 20,981.70	\$ 29,625.00	\$ 20,920.29	70.6%	\$ 20,900.00	-29.5%
Totals	\$ 26,405.72	\$ 26,076.70	\$ 26,076.80	\$ 34,425.00	\$ 25,720.29	74.7%	\$ 25,300.00	-26.5%
22 Tax Assessment								
01 - TREE GROWTH REIMBURSEMENT	\$ 2,745.42	\$ 2,500.00	\$ 3,235.83	\$ 3,000.00	\$ 3,285.98	109.5%	\$ 3,200.00	6.7%
02 - VETERANS EXEMPTION REIMB	\$ 11,060.95	\$ 12,000.00	\$ 11,028.86	\$ 11,000.00	\$ 10,521.00	95.6%	\$ 11,000.00	0.0%
04 - HOMESTEAD EXEMPTION REIMB	\$ 281,686.03	\$ 362,101.00	\$ 363,228.08	\$ 484,047.90	\$ 484,047.90	100.0%	\$ 600,249.77	24.0%
05 - BETE REIMBURSEMENT	\$ 67,787.33	\$ 82,742.00	\$ 82,850.00	\$ 99,164.14	\$ 99,294.00	100.1%	\$ 98,383.70	-0.8%
06 - Printing Fees	\$ 1,239.98	\$ 100.00	\$ 1,181.50	\$ 1.00	\$ 1,050.00	105000.0%	\$ 1,000.00	99900.0%
Totals	\$ 364,519.72	\$ 459,443.00	\$ 461,524.27	\$ 597,213.04	\$ 598,198.88	100.2%	\$ 714,633.47	19.7%
23 Code Enforcement								
01 - ELECTRICAL PERMITS	\$ 920.00	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	
02 - BUILDING PERMITS LOCAL FEE	\$ 14,999.44	\$ 16,000.00	\$ 16,156.32	\$ 2,300.00	\$ 2,600.00	113.0%	\$ 2,300.00	0.0%
03 - PLUMBING PERMITS LOCAL FEE	\$ 3,575.83	\$ 3,000.00	\$ 4,200.00	\$ 3,000.00	\$ 3,207.50	106.9%	\$ 3,000.00	0.0%
07 - SITE DESIGN REVIEW APP FEES	\$ 780.00	\$ 500.00	\$ 860.00	\$ 450.00	\$ 900.00	200.0%	\$ 800.00	77.8%
10 - DEMO PERMIT FEES	\$ 133.33	\$ 100.00	\$ 100.00	\$ -	\$ -	0.0%	\$ -	
11 - SIGN PERMITS	\$ 373.33	\$ 150.00	\$ 500.00	\$ 200.00	\$ 650.00	325.0%	\$ 300.00	50.0%
12 - SUBDIVISION REVIEW	\$ 45.00	\$ -	\$ -	\$ -	\$ 180.00	0.0%	\$ 150.00	
13 - MISCELLANEOUS INCOME	\$ 4,081.77	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	
14 - Heating Permits	\$ 180.00	\$ 200.00	\$ -	\$ -	\$ -	0.0%	\$ -	
15 - LDA Inspection Service	\$ 225.00	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	
16 - Woodland Services	\$ 2,820.84	\$ 2,350.00	\$ 3,478.68	\$ 3,200.00	\$ 995.04	31.1%	\$ -	-100.0%
Totals	\$ 23,769.76	\$ 22,300.00	\$ 25,295.00	\$ 9,150.00	\$ 8,532.54	93.3%	\$ 6,550.00	-28.4%
24 Housing								
01 - Section 8 Administration	\$ 77,085.73	\$ 70,000.00	\$ 91,258.27	\$ 100,000.00	\$ 113,570.01	113.6%	\$ 70,000.00	-30.0%
02 - Expense Reimbursement							\$ 19,411.00	#DIV/0!
Totals	\$ 77,085.73	\$ 70,000.00	\$ 91,258.27	\$ 100,000.00	\$ 113,570.01	113.6%	\$ 89,411.00	-10.6%

5/6

2018 Revenue Budget
Appendix B: Revenue Details

Department	3 Year Average Actual Revenue (2014-16)	2016		2017			2018	
		Estimate	Year End Actual	Approved Budget	Year End Actual	% Received	Estimated	% Difference from last year
25 Caribou Public Library								
01 Miscellaneous Income	\$ 3,616.90	\$ 3,000.00	\$ 4,197.13	\$ 4,000.00	\$ 4,766.04	119.2%	\$ 4,500.00	12.5%
02 Non-Resident Fees	\$ 1,836.72	\$ 1,800.00	\$ 1,595.00	\$ 1,700.00	\$ 2,057.50	121.0%	\$ 1,500.00	-11.8%
03 Passport Services	\$ 425.00	\$ 500.00	\$ 450.00	\$ 500.00	\$ -	0.0%	\$ -	-100.0%
Totals	\$ 5,736.95	\$ 5,300.00	\$ 6,242.13	\$ 6,200.00	\$ 6,823.54	110.1%	\$ 6,000.00	-3.2%
31 Fire and Ambulance								
01 - MAINECARE	\$ 376,269.15	\$ 370,965.00	\$ 355,434.80	\$ 374,715.00	\$ 400,126.40	106.8%	\$ 408,405.20	9.0%
02 - MAINECARE AIR AMBULANCE	\$ 35,788.13	\$ 36,300.00	\$ 31,006.00	\$ 36,056.00	\$ 33,918.00	94.1%	\$ -	-100.0%
03 - MaineCare Contractual Allowance	\$ (197,690.65)	\$ (203,633.00)	\$ (180,206.11)	\$ (137,622.00)	\$ (171,740.67)	124.8%	\$ (101,824.98)	-26.0%
04 - MEDICARE	\$ 695,127.17	\$ 740,000.00	\$ 638,142.00	\$ 649,352.00	\$ 659,332.80	101.5%	\$ 746,150.60	14.9%
05 - MEDICARE AIR AMBULANCE	\$ 259,435.51	\$ 235,000.00	\$ 261,188.42	\$ 240,585.00	\$ 202,806.00	84.3%	\$ -	-100.0%
06 - MediCare Contractual Allowance	\$ (297,395.98)	\$ (292,500.00)	\$ (291,663.95)	\$ (200,175.00)	\$ (306,665.45)	153.2%	\$ (153,077.37)	-23.5%
07 - PRIVATE INSURANCE	\$ 410,951.50	\$ 415,000.00	\$ 399,316.97	\$ 378,527.52	\$ 433,958.88	114.6%	\$ 425,184.00	12.3%
08 - PRIVATE INS AIR AMBULANCE	\$ 124,587.40	\$ 145,000.00	\$ 118,992.00	\$ 117,076.90	\$ 106,246.00	90.7%	\$ -	-100.0%
09 - Contractual Allowance - Private	\$ (6,039.81)	\$ (6,384.00)	\$ (4,214.87)	\$ (4,634.85)	\$ (12,233.28)	263.9%	\$ (7,198.25)	55.3%
10 - SELF PAY	\$ 150,310.73	\$ 135,000.00	\$ 147,620.40	\$ 142,092.35	\$ 207,612.60	146.1%	\$ 160,212.00	12.8%
11 - SELF PAY AIR AMBULANCE	\$ 70,150.10	\$ 46,000.00	\$ 96,350.00	\$ 44,467.93	\$ 63,230.00	142.2%	\$ -	-100.0%
12 - Dis Contract - Self Pay	\$ (4,010.29)	\$ (5,919.00)	\$ (1,350.51)	\$ (3,560.12)	\$ (3,658.97)	102.8%	\$ (2,000.00)	-43.8%
13 - VA Air	\$ 56,030.70	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	-
14 - VA Land	\$ 50,477.44	\$ 46,000.00	\$ 33,787.37	\$ -	\$ -	0.0%	\$ -	-
15 - Contractual Allow - VA	\$ (2,917.23)	\$ (1,495.00)	\$ (3,235.30)	\$ -	\$ (6,965.67)	0.0%	\$ (3,500.00)	-
16 - Contractual Allow - Other	\$ (1,420.58)	\$ (1,500.00)	\$ (1,949.88)	\$ -	\$ (178.80)	0.0%	\$ (1,200.00)	-
20 - CARIBOU PER CAPITA FEE	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	-
21 - WOODLAND PER CAPITA FEE	\$ 13,646.33	\$ 13,950.00	\$ 13,950.00	\$ 13,950.00	\$ 13,950.00	100.0%	\$ 13,950.00	0.0%
22 - NEW SWEDEN PER CAPITA FEE	\$ 6,772.67	\$ 6,923.00	\$ 6,923.00	\$ 6,923.00	\$ 6,923.00	100.0%	\$ 6,923.00	0.0%
23 - WESTMANLAND PER CAPITA FEE	\$ 697.67	\$ 713.00	\$ 713.00	\$ 713.00	\$ 713.00	100.0%	\$ 713.00	0.0%
24 - STOCKHOLM PER CAPITA FEE	\$ 2,846.00	\$ 2,909.00	\$ 2,909.00	\$ 2,909.00	\$ 2,909.00	100.0%	\$ 2,909.00	0.0%
25 - CONNOR PER CAPITA FEE	\$ 5,137.33	\$ 5,244.00	\$ 5,244.00	\$ 5,244.00	\$ 5,244.00	100.0%	\$ 5,244.00	0.0%
26 - PERHAM PER CAPITA FEE	\$ 4,342.67	\$ 4,343.00	\$ 4,439.00	\$ 4,439.00	\$ 4,439.00	100.0%	\$ 4,439.00	0.0%
27 - MADAWASKA LAKE PER CAPITA	\$ 1,237.67	\$ 1,265.00	\$ 1,265.00	\$ 1,265.00	\$ 1,265.00	100.0%	\$ 1,265.00	0.0%
28 - LORING DEV PER CAPITA FEE	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	-
35 - MISC. INTEREST	\$ 229.27	\$ 100.00	\$ 135.49	\$ -	\$ 871.20	0.0%	\$ 100.00	-
36 - RECOVERY OF BAD DEBT	\$ 6,301.12	\$ 10,000.00	\$ 3,033.90	\$ 8,500.00	\$ 511.78	6.0%	\$ 5,000.00	-41.2%
37 - Ambulance Insurance Reports	\$ 188.73	\$ 100.00	\$ 128.00	\$ 100.00	\$ 259.90	259.9%	\$ 200.00	100.0%
40 - Amb Billing Houlton	\$ 37,413.60	\$ 32,780.00	\$ 42,646.79	\$ 37,994.00	\$ 43,652.53	114.9%	\$ 39,406.00	3.7%
41 - Amb Billing Calais	\$ 29,240.15	\$ 26,180.00	\$ 31,495.32	\$ 28,996.00	\$ 32,337.34	111.5%	\$ 28,400.00	-2.1%
42 - Amb Billing Van Buren	\$ 10,001.50	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	-
43 - Amb Billing Island Falls	\$ 2,589.32	\$ 1,410.00	\$ 2,045.97	\$ 2,000.00	\$ 1,598.69	79.9%	\$ 2,100.00	5.0%
44 - Amb Billing Patten	\$ 6,742.18	\$ 5,500.00	\$ 9,587.71	\$ 8,000.00	\$ 8,121.54	101.5%	\$ 8,000.00	0.0%
50 - FIRE PROTECTION CONNOR	\$ 26,754.37	\$ 27,373.00	\$ 27,373.00	\$ 28,194.00	\$ 28,194.00	100.0%	\$ 28,508.00	1.1%
51 - FIRE PROTECTION NEW SWEDEN	\$ 32,662.83	\$ 33,418.00	\$ 33,418.00	\$ 34,421.00	\$ 34,421.00	100.0%	\$ 34,764.00	1.0%
52 - FIRE PROTECTION WESTMANLAND	\$ 10,479.80	\$ 10,722.00	\$ 10,722.00	\$ -	\$ -	0.0%	\$ -	-
53 - FIRE PROTECTION WOODLAND	\$ 59,224.10	\$ 60,593.00	\$ 60,593.00	\$ 62,411.00	\$ 62,411.00	100.0%	\$ 63,041.00	1.0%
54 - T16 R4	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	-

57

2018 Revenue Budget
Appendix B: Revenue Details

Department	3 Year Average Actual Revenue (2014-16)	2016		2017			2018	
		Estimate	Year End Actual	Approved Budget	Year End Actual	% Received	Estimated	% Difference from last year
31 Fire and Ambulance (Continued)								
60 - Fire Insurance Reports	\$ 128.00	\$ -	\$ 128.00	\$ -	\$ 238.00	0.0%	\$ -	
61 - Fire Insurance Recovery	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	
62 - Fire Permits	\$ 5,287.33	\$ 5,000.00	\$ 5,348.00	\$ 5,000.00	\$ 5,728.00	114.6%	\$ 5,200.00	
63 - Misc Income	\$ 3,402.64	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	
Totals	\$ 1,939,689.77	\$ 1,906,357.00	\$ 1,861,315.52	\$ 1,887,939.73	\$ 1,859,575.82	98.5%	\$ 1,725,313.20	-8.6%
35 Police								
01 - MISC. FEES INSURANCE REPORTS	\$ 1,495.33	\$ 1,500.00	\$ 1,422.00	\$ 1,500.00	\$ 1,678.00	111.9%	\$ 1,500.00	0.0%
02 - POLICE DISPATCHING	\$ 2,000.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 1,335.04	267.0%	\$ 1,000.00	100.0%
03 - FINGERPRINTING FEES	\$ 64.33	\$ 50.00	\$ 57.00	\$ 50.00	\$ 51.00	102.0%	\$ 50.00	0.0%
04 - CONCEALED WEAPON PERMITS	\$ 801.63	\$ 800.00	\$ 370.00	\$ 600.00	\$ 460.00	76.7%	\$ 375.00	-37.5%
05 - COPS GRANT REIMBURSEMENT	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	#DIV/0!
06 - Prisoner Boarding Reimbursement	\$ 11,956.00	\$ 12,000.00	\$ 7,376.00	\$ 11,000.00	\$ 10,320.00	93.8%	\$ 10,500.00	-4.5%
07 - Dog Violation	\$ 437.08	\$ 400.00	\$ 462.00	\$ 400.00	\$ 766.00	191.5%	\$ 500.00	25.0%
08 - Prisoner Meals	\$ 4,858.00	\$ 5,000.00	\$ 3,760.00	\$ 5,000.00	\$ 6,136.00	122.7%	\$ 4,750.00	-5.0%
09 - Court Reimbursement	\$ 2,581.25	\$ 2,500.00	\$ 1,273.40	\$ 2,500.00	\$ 1,790.56	71.6%	\$ 2,000.00	-20.0%
10 - Lamination Fees	\$ 311.67	\$ 300.00	\$ 253.00	\$ 200.00	\$ 245.00	122.5%	\$ 200.00	0.0%
11 - Misc Fees	\$ 540.02	\$ 425.00	\$ 645.36	\$ 425.00	\$ 435.00	102.4%	\$ 500.00	17.6%
12 - False Alarm Fees	\$ 250.00	\$ 100.00	\$ -	\$ 100.00	\$ -	0.0%	\$ -	-100.0%
13 - Fines	\$ 269.96	\$ 100.00	\$ 25.00	\$ 100.00	\$ -	0.0%	\$ -	-100.0%
14 - Salary Reimbursement	\$ 24,473.69	\$ 18,000.00	\$ 21,271.66	\$ 22,000.00	\$ 34,517.60	156.9%	\$ 22,000.00	0.0%
15 -Contract Inc	\$ 15,618.70	\$ -	\$ -	\$ 5,000.00	\$ 3,450.00	69.0%	\$ 3,000.00	-40.0%
Totals	\$ 49,865.65	\$ 41,675.00	\$ 37,415.42	\$ 49,375.00	\$ 61,184.20	123.9%	\$ 46,375.00	-6.1%
39 Emergency Management								
01 -Fees Woodland	\$ 200.00	\$ -	\$ 200.00	\$ 200.00	\$ 200.00	100.0%	\$ 200.00	0.0%
02 - Fees New Sweden	\$ 200.00	\$ -	\$ 200.00	\$ 200.00	\$ 200.00	100.0%	\$ 200.00	0.0%
03 - Fees Westmandland	\$ 200.00	\$ -	\$ 200.00	\$ 200.00	\$ 200.00	100.0%	\$ 200.00	0.0%
04 - Fees Perham	\$ 300.00	\$ -	\$ 200.00	\$ 200.00	\$ 200.00	100.0%	\$ 200.00	0.0%
05 - State EOC Reimbursment	\$ 10,717.49	\$ -	\$ 6,145.35	\$ -	\$ -	0.0%	\$ -	#DIV/0!
06 - Tower Rent	\$ 1,875.00	\$ -	\$ 1,800.00	\$ 1,800.00	\$ 1,800.00	100.0%	\$ 1,800.00	0.0%
Totals	\$ 13,492.49	\$ -	\$ 8,745.35	\$ 2,600.00	\$ 2,600.00	100.0%	\$ 2,600.00	0.0%
40 Public Works								
01 - URIP/LRAP	\$ 135,072.00	\$ 135,872.00	\$ 135,600.00	\$ 135,872.00	\$ 142,260.00	104.7%	\$ 142,000.00	4.5%
03 - Salary Reimbursement	\$ 349.67	\$ -	\$ -	\$ -	\$ 19.12	#DIV/0!	\$ -	#DIV/0!
04 - Equipment Rental	\$ 1,006.20	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	0.0%
05 - FEMA Reimbursement	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	0.0%
07 - Connor Contract	\$ 56,333.70	\$ 56,846.00	\$ 56,845.66	\$ 58,267.00	\$ 58,266.68	100.0%	\$ 59,230.00	1.7%
08 - Presque Isle Contract	\$ 4,675.00	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	0.0%
09 - School Dept Snow Plowing	\$ 2,270.51	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	0.0%
30 - Misc Income	\$ 1,863.14	\$ -	\$ 296.80	\$ -	\$ -	0.0%	\$ -	0.0%
Totals	\$ 197,795.73	\$ 192,718.00	\$ 192,742.46	\$ 194,139.00	\$ 200,545.80	103.3%	\$ 201,230.00	3.7%

58

2018 Revenue Budget
Appendix B: Revenue Details

Department	3 Year Average Actual Revenue (2014-16)	2016		2017			2018	
		Estimate	Year End Actual	Approved Budget	Year End Actual	% Received	Estimated	% Difference from last year
50 Recreation								
01 Rental Income	\$ 10,383.33	\$ 10,000.00	\$ 10,298.00	\$ 10,000.00	\$ 14,532.50	145.3%	\$ 12,500.00	25.0%
02 Program Fees	\$ 10,575.14	\$ 9,000.00	\$ 9,500.00	\$ 9,000.00	\$ 8,198.00	91.1%	\$ 9,000.00	0.0%
03 Special Events	\$ 2,095.05	\$ 1,500.00	\$ 1,379.76	\$ 1,500.00	\$ 1,370.00	91.3%	\$ 1,500.00	0.0%
04 Swimming Pool Fees	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	0.0%
05 Rec Program Fees	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	0.0%
Totals	\$ 23,053.52	\$ 20,500.00	\$ 21,177.76	\$ 20,500.00	\$ 24,100.50	117.6%	\$ 23,000.00	12.2%
51 Parks								
01 Miscellaneous Income	\$ 1,461.24	\$ 600.00	\$ 608.73	\$ 600.00	\$ 1,487.80	248.0%	\$ 1,000.00	66.7%
02 Rental Income	\$ 1,702.33	\$ 2,000.00	\$ 2,025.00	\$ 2,000.00	\$ 1,570.00	78.5%	\$ 2,000.00	0.0%
Totals	\$ 3,163.58	\$ 2,600.00	\$ 2,633.73	\$ 2,600.00	\$ 3,057.80	117.6%	\$ 3,000.00	15.4%
52 Snowmobile Trail Maintenance								
01 - Miscellaneous Income	\$ 7,026.00	\$ 4,000.00	\$ 4,162.50	\$ 4,000.00	\$ 4,500.00	112.5%	\$ 4,500.00	12.5%
02 - State Grant	\$ 39,397.79	\$ 38,883.00	\$ 39,283.00	\$ 38,883.00	\$ 38,883.00	100.0%	\$ 39,000.00	0.3%
03 - Snow Sled Reg (State)	\$ 1,004.97	\$ -	\$ 14.90	\$ 3,000.00	\$ 29.79	1.0%	\$ 1,500.00	-50.0%
Totals	\$ 47,428.76	\$ 42,883.00	\$ 43,460.40	\$ 45,883.00	\$ 43,412.79	94.6%	\$ 45,000.00	-1.9%
60 Airport								
02 - Rental Income	\$ 138.16	\$ 138.24	\$ 138.24	\$ 138.00	\$ 138.24	100.2%	\$ 9,000.00	6421.7%
03 - Fuel Sales							\$ 3,000.00	
Totals	\$ 138.16	\$ 138.24	\$ 138.24	\$ 138.00	\$ 138.24	100.2%	\$ 12,000.00	6421.7%
61 Trailer Park								
01 - Lot Rent Receipts	\$ 21,021.61	\$ 15,505.00	\$ 21,110.00	\$ 15,727.00	\$ 19,235.52	122.3%	\$ 17,000.00	8.1%
02 - Year End Close	\$ (5,748.61)	\$ -	\$ (5,605.00)	\$ -	\$ (3,508.52)	0.0%	\$ -	0.0%
Totals	\$ 15,273.00	\$ 15,505.00	\$ 15,505.00	\$ 15,727.00	\$ 15,727.00	100.0%	\$ 17,000.00	8.1%
70 Insurance & Retirement								
01 - MMA WORKERS COMP REFUND	\$ 3,826.00	\$ -	\$ -	\$ 5,000.00	\$ -	0.0%	\$ -	-100.0%
Totals	\$ 3,826.00	\$ -	\$ -	\$ 5,000.00	\$ -	0.0%	\$ -	-100.0%
96 FSS Revenues								
01-FSS Reimbursement	\$ 48,344.67	\$ 56,870.00	\$ 48,729.00	\$ 48,729.00	\$ 48,729.02	100.0%	\$ 50,787.00	4.2%
Totals	\$ 48,344.67	\$ 56,870.00	\$ 48,729.00	\$ 48,729.00	\$ 48,729.02	100.0%	\$ 50,787.00	4.2%
Total Revenues (all funds)	\$ 9,446,643.30	\$ 9,442,441.94	\$ 9,439,490.46	\$ 9,896,779.82	\$ 9,947,401.82	100.5%	\$ 10,250,043.15	

* 2018 Number values with a yellow font color are predicated upon the valuation of the city (takes place April 1st) and the Council approved mil rate, which will be set in June. These will likely change and will be adjusted accordingly after the mil rate is set.

59



Caribou City Administration

25 HIGH STREET
CARIBOU, ME. 04736
Telephone: (207) 493-5967
www.cariboumaine.org

MEMO

TO: Caribou City Council Members
FROM: Dennis Marker, City Manager
RE: Resolution 03-02-2018 Approving Policies for Tax Increment Finance Districts
DATE: March 9, 2018

Resolution 03-02-2018 formalizes the city's policies for considering Tax Increment Finance Districts and the use of Credit Enhancement Agreements within those.

Resolution 03-02-2018

**A Resolution of the Caribou City Council
Adopting Policies for Creating Tax Increment Finance Districts and
the use of Credit Enhancement Agreements**

WHEREAS, the City of Caribou is a Local Unit of Government under the State of Maine and is authorized to raise or appropriate money for public purposes consistent with Title 30-A, §5722 to 5728; and

WHEREAS, the State of Maine has authorized cities to have Tax Increment Finance (TIF) Districts as a tool to help with economic development activities; and

WHEREAS, the City's finds it appropriate to establish guidelines by which it will consider creating new TIF Districts and more particularly enter into Credit Enhancement Agreements; and

WHEREAS, the City Council has discussed the drafted TIF policies during multiple public meetings and determined them to be reasonable and appropriate for the promotion of economic development activities and overall economic development benefit to the City.

NOW THEREFORE BE IT RESOLVED, that the City Council of Caribou approves the proposed Tax Increment Finance District Policies as attached to this resolution and dated March 2, 2018.

This resolution was duly passed and approved by a majority of the City Council of the City of Caribou this 12th day of March 2018.

David Martin, Mayor

R. Mark Goughan, Councilor

Timothy Guerrette, Councilor

Nicole Cote, Councilor

Philip J. McDonough II, Councilor

Hugh Kirkpatrick, Councilor

Joan Theriault, Councilor

Attest:

Jayne R. Farrin, City Clerk



**2018
Tax Increment Financing Districts Policy**

Approved by the City Council: _____

Attest: _____
Jayne R. Farrin, City Clerk

City of Caribou

Tax Increment Financing Policy/Ordinance

INTRODUCTION

State of Maine law establishes Tax Increment Financing (TIF) as one of the few tools cities can use to assist in economic development activities. TIFs provide partnering opportunities between private developers and local government to realize greater economic benefits for the community. These efforts may include new developments, redevelopment, or expansion of existing business operations. While TIFs provide the potential for cash influx to projects, other tools may also be beneficial and should be seriously considered when requests for TIF designation are made. These other tools may include changing zoning or land use regulations, streamlining review processes, helping to get funding through other economic agencies, private funding or city revolving loan funds, utility services programs, etc.

The City of Caribou will generally consider use of TIFs for all areas zoned for commercial development in an effort to build community and economic growth through public-private partnerships with both existing and new businesses. Special consideration will be given to projects proposed in the Downtown District.

PURPOSE

The purpose of these guidelines is to outline standards that the City of Caribou will use in considering applications for tax increment financing. These guidelines are intended to be consistent with State laws, as they may be updated from time to time. State laws shall be utilized when any specific conflict between the two occurs. Notwithstanding these guidelines, the creation of a TIF agreement is a policy decision made on a case-by-case basis by the Caribou City Council and the Maine Department of Economic & Community Development. Tax Increment Financing is not a right under Maine law and meeting these guidelines should not be interpreted as creating any rights or entitlements in any application.

GENERAL CONSIDERATION

Economic development projects are eligible for consideration when they meet the following standards:

- ✓ Would not occur otherwise;
- ✓ Create or retain employment opportunities;
- ✓ Expand significantly the City's tax base; and
- ✓ Conform to the quality and types of development sought by the City as outlined in the Zoning Ordinance, Comprehensive Plan, and other policies enacted by the City Council.

BASIC PROVISIONS

Once a TIF district is created, the City of Caribou can utilize increment funds in two ways; first, the City may bond for and install public infrastructure to be paid for with any generated tax increment funds, and second, the City may return tax increment funds directly to the investing business to cover project costs. This second option is formalized through a Credit Enhancement Agreement (CEA) between the City and the benefiting parties. Because of the potential risk to the City in either of these cases, special consideration needs to be given to the following:

1. Tax Increment Financing shall be revenue neutral, or better, to the City over the life of the district.
2. Applicants must provide any and all documentation deemed necessary by the City to substantiate the TIF requirements and protect the City's economic and financial position.
3. The applicant is obligated to apply for any State reimbursement programs for personal property and/or real estate taxes.
4. All applicants will be required to sign a Professional Fee Consent Form agreeing to reimburse the City for all out-of-pocket expenses including outside professional consulting costs (e.g. legal, accounting and advertising) and expenses related to calling special Council meetings, printed documents, travel, postage, etc., which may be incurred as a result of the Tax Increment Financing proposal. Such reimbursement is to occur whether or not Tax Increment Financing is approved.
5. If Tax Increment Financing is approved, an annual Administrative Fee, equal to 1% of the incremental taxes reallocated back to the project, will be charged.
6. Credit Enhancement Agreements must provide for a recapture of the benefits if the project should move to another municipality. Assignments will be allowed only for conventional, commercial financing purposes or where the proposed assignee agrees to be bound by the same terms and conditions as the original applicant.
7. Invoices, cancelled checks, lien waivers, and other documents supporting cost reimbursement proportional to the captured value, must be substantiated with documentation from non-affiliated companies.
8. Tax Increment Financing Agreements of five years or less are highly preferred by the City when structured as a CEA. Increased duration may be considered depending upon the magnitude of increased tax value, job creation, or economic benefits. Projects involving bonds for public infrastructure may be considered for the maximum time allowed by law (30 years).
9. The City will not entertain requests from retail enterprises for Credit Enhancement Agreements as a means of tax increment financing for onsite activities within a TIF

district unless such businesses or developments will create a minimum of 10 new FTE jobs which pay 100% of the area median income; the City may however, at its sole discretion, consider requests from all retail enterprises for Credit Enhancement Agreements to assist in the financing of necessary off-site public infrastructure improvements, installed by the investing business and for which detailed financial documentation is provided.

10. The City will not return to any investing business under any Credit Enhancement Agreement more than eighty (80) percent in any one (1) given year.
11. The City may deviate from provisions 8-10 when working with a project that will redevelop or repurpose properties held by a non-taxed entity for at least 5 years immediately prior to application for TIF designation (e.g. tax acquired properties, school sites, state holdings, etc.).

MANDATORY GUIDELINES

In all instances, applicants for tax increment financing must demonstrate that the City of Caribou's participation is economically necessary and that participation is needed to undertake the project. Such justification is demonstrated by:

1. A need to offset infrastructure costs unique to the site; or
2. A need to offset economic advantages available to a corporate entity if it should develop a project (or expand operations) outside of Caribou; or
3. A lack of sufficient private or other public funding sources to meet the full capital investments needed to undertake a project.
4. The project creates significant new tax value equal to or greater than \$1.5 million dollars and creates or retains jobs throughout the City's planned development, commercial, industrial zones and Pine Tree Zones, including projects located in the Downtown District.
5. The developer is financially capable to undertake the project.
6. The developer is compliant with all statutory and regulatory guidelines of the City of Caribou and the State of Maine.

GUIDELINES THAT DETERMINE LEVEL OF MUNICIPAL PARTICIPATION

In addition to the above guidelines, the City will use the following criteria to determine the level and duration of participation by the City of Caribou:

1. The project assists an established business in the City of Caribou, thus retaining existing employment opportunities;
2. The project creates long-term, permanent and quality employment opportunities which will provide wages exceeding the area median income;
3. The project contributes to the revitalization of the Downtown District, Commercial and Industrial Zones, designated Growth Areas or Pine Tree Zone District.
4. The project improves a blighted building or site in need of rehabilitation;
5. The project creates public infrastructure facilities that have application beyond the particular development such as improvements to utilities, telecommunications, traffic patterns, parking facilities, green space, etc.;
6. The project supports or will support community projects, provides job training, provides student internships, supports local contractors and suppliers; and
7. The project supports or will support local efforts and programs that assist those who are under-employed or low to moderate income (LMI).
8. The developer has a responsible history with personal property tax payment and pledges the continued responsibility.
9. The project helps stimulate other business(es) within the City or offers presently unavailable economic benefits;
10. The project does not require direct borrowing by the City, and tax increment revenues are not obligated or pledged as collateral for third-party project financing but simply are reimbursed to the project;
11. Projects seeking Credit Enhancement Agreements conform to the business categories established for the State of Maine's Pine Tree Business Zone program, i.e., manufacturing businesses, financial services business, and the targeted technology business (composite materials, biotechnology, aquaculture and marine technology, environmental technology, information technology, advanced technologies for forestry and agriculture, and precision manufacturing technology;

STANDARD OPERATING PROCEDURE

The City of Caribou will coordinate all activities regarding applications for tax increment financing. Working with applicants, the City will undertake the following steps when reviewing applications:

A. Preliminary Evaluation

1. Provide information on tax increment financing to potential business/developers;
2. Discuss project proposals and accept preliminary applications; (applications for tax increment financing will be provided by the Department of Community Development). All applicants must pay a \$250.00 non-refundable application fee at the time of submission.
3. Review preliminary applications based on policy guidelines with the City Manager, Tax Assessor, Code Enforcement Officer, Director of Community Development, Director of Public Works; Director of Public Safety, Utilities District or other applicable departments.
4. Advise applicants on the findings of city staff.
5. The City staff will review applications and makes recommendations to the Caribou City Council. The City Council will determine the appropriateness of the request and provide direction to staff for continued evaluation under Final Review.

B. Final Review

1. Based on the City Council's direction, the City staff will coordinate with the business/developers to determine full compliance with all basic and mandatory review criteria. Staff will prepare credit enhancement agreements and/or agreements for consideration by the Council.
2. The City Council will review and grant approval for any agreements to be associated with the TIF. Such approval must be contingent upon final acceptance and approval of the TIF plan and documents by the State of Maine.
3. City staff will prepare and submit applications for tax increment financing to the State of Maine and will monitor ongoing public and private investments in the particular development project.

Clerk and General Assistance Dashboard February 2018

	Current Month	Year To Date	Prior Year Month	Prior Year Year to Date
Hunting & Combo Licenses	22	56	20	44
Fishing Licenses	8	31	11	34
Boat Registrations	-	1	2	5
ATV Registrations	2	3	-	-
Snowmobile Registrations	79	204	60	190
Vehicle Registrations-MVR	366	799	427	838
Rapid Renewal	29	53	24	43
Birth Records	54	105	49	96
Death Records & Permits	47	99	44	208
Marriage Records & Licenses	11	28	12	21
Dog Licenses	85	526	98	507

	Current Month	Year To Date	Prior Year Month	Prior Year Year to Date
GA Applications - Caribou	8	17	10	22
GA Cases Paid - Caribou	10	19	9	20
People Assisted - Caribou	14	27	12	28
GA Dollars Spent - Caribou	2,607	\$ 4,641	\$ 2,612	\$ 7,167

	Current Month	Year To Date	Prior Year Month	Prior Year Year to Date
GA Applications - Connor	-	0	0	0
GA Cases Paid - Connor	-	0	0	0
People Assisted - Connor	-	0	0	0
GA Dollars Spent - Connor	-	\$ -	\$ -	\$ -

Year To Date is from January 2018 through December 2018

Monthly Permit Report February 2018

	Current Month	Year To Date	Prior Year Month	Prior Year YTD
Building Permits	0	0	1	1
Permit Value	\$ -	\$ -	\$ 325,000	\$ 325,000
Homes	0	0	1	1
Mobile Homes	0	0	0	0
Multi Family	0	0	0	0
Commercial	0	0	0	0
Exempt	0	0	0	0
Plumbing Permits				
Internal	1	1	2	3
External	0	0	0	0
Demolition Permits	0	0	0	1
Sign Permits	0	0	0	0

YTD is January 2018 to February 2018



Caribou Public Library

DIRECTOR'S REPORT

*Presented to the members of the City Council and
City Manager*

Anastasia S. Weigle • March 12, 2018

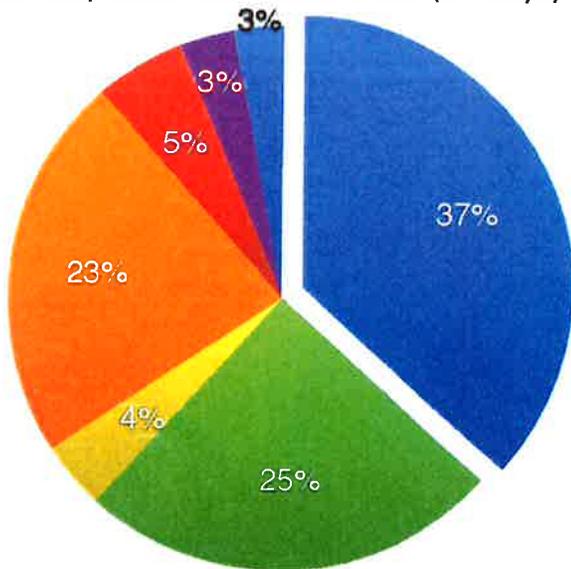
January & February 2018 Library Statistics — comparison chart

MONTHLY STATISTICAL COMPARISON		
TYPE	JAN 2018	FEB 2018
Library Visit	4,670	5,141
Wi-Fi access	3,447	3,943
Books added	135	144
Books withdraw	210	398
Caribou Room (3 of users includes library programs)	124	123
New registered patrons	24	16
Archives (# of users)	23	50

MONTHLY STATISTICAL COMPARISON CIRCULATION		
MATERIAL TYPE	Jan 2018	FEB 2018
Adult books*	627	657
Juvenile books	430	445
Teen/YA books	69	50
DVDs	394	404
eBooks/Audiobooks	147	90
Magazines	83	55
Interlibrary loan	39	50
TOTAL NUMBERS	1789	1755

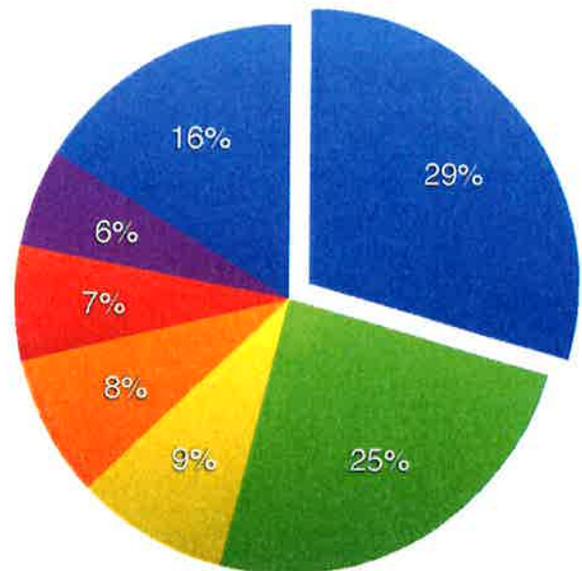
*Corrected 549 for Jan. 2018 27 to include Rose Acres

January 2018 Circulation Stats (31 days)



● Adult ● Juv ● YA ● DVDs
● eBooks ● Mags ● ILL

February 2018 Circulation Stats 28 days)



● Adults ● Juv ● YA ● DVDs
● eBooks ● Mag ● ILL

1. Remaining funds in STK Grant: The library has a balance of \$2,2495.66 in the Stephen and Tabitha King grant. The balance will be used for any environmental facilities upgrades including purchasing an air conditioner for Teen Room, repair and paint the walls in the children's room where the old heat pumps used to be.

Caribou 11:52 AM		Current Account Status				03/05/2018 Page 1		
G 1-366-12 Gen Fund / KING GRANT								
0.00 = Beg Bal		-2,495.66 = YTD Net		-2,495.66 = Balance				
0.00 = Adjust		0.00 = YTD Enc						
Per	Jrnl	Check	Date	Vendor-----	Description-----	RCB / Type	Debits	Credits
02	0075	23893	02/15/18	01505 DEAD RIVER C	1050588	R AP	3,504.34	0.00
02	0105		02/22/18		TO MOVE TO DEDICATED ACCT	R GJ	0.00	6,000.00
Totals-							3,504.34	6,000.00

2. Status of Dorothy Louise Kyler Grant \$4000. Funds remaining in the Kyler Grant is approximately \$300 which should easily be used up by end of March. Stipulation of grant was to use the funds by end of March 2018.

Caribou 12:10 PM		Current Account Status				03/05/2018 Page 1		
G 1-366-11 Gen Fund / DOROTHY								
-4,000.00 = Beg Bal		2,817.02 = YTD Net		-1,182.98 = Balance				
0.00 = Adjust		0.00 = YTD Enc						
Per	Jrnl	Check	Date	Vendor-----	Description-----	RCB / Type	Debits	Credits
02	0060	23829	02/08/18	01272 BAKER & TAYL	314575 L077206 3	R AP	54.53	0.00
02	0060	23829	02/08/18	01272 BAKER & TAYL	314575 L077206 3	R AP	417.51	0.00
02	0075	23878	02/15/18	02977 BUSINESS CAR	12/26/17 - 01/25/18	R AP	931.49	0.00
02	0075	23874	02/15/18	01272 BAKER & TAYL	314575 L077206 3	R AP	450.83	0.00
02	0075	23874	02/15/18	01272 BAKER & TAYL	314575 L077206 3	R AP	154.17	0.00
02	0088	23973	02/22/18	01272 BAKER & TAYL	314575 L077206 3	R AP	737.07	0.00
03	0130	24042	03/02/18	01272 BAKER & TAYL	314575 L077206 3	R AP	71.42	0.00
Totals-							2,817.02	0.00

Housing and FSS Monthly Report

February 2018

	Current Month	YTD	Prior Year Month	Prior YTD
Vouchers allocated to Caribou	193	193	193	386
Total Vouchers leased	176	179	176	348
Local Vouchers	175	175	173	342
Port Out	1	1	3	6
Homeownership	0	0	0	0
Vouchers available	17	17	17	38
Total Housing Assistance Payments, to Landlords	\$ 67,964	\$ 135,606	\$ 65,284	\$ 129,478
Total Utility Reimbursements, to Participants	\$ 85	\$ 172	\$ 72	\$ 135

	Current Month	YTD	Prior Year Month	Prior YTD
Port In Vouchers Administered				
Port In Vouchers	2	2	8	16
HAP to Landlords	\$ 760	\$ 1,520	\$ 4,035	\$ 8,070
UR to Participants	\$ -	\$ -	\$ 30	\$ 60

	Current Month	YTD	Prior Year Month	Prior YTD
Housing Quality Standards Inspections				
New Unit	2	4		
Annual	0	0		
Annual - Failed	0	0		
Move-Out	0	0		
Special Request	1	2		

	Current Month	YTD	Prior Year Month	Average Prior YTD
Waiting List Statistics				
Applicants on Waiting List			57	59

	Current Month	YTD	Prior Year Month	Prior YTD
Family Self Sufficiency				
Number of Participants	43	43	29	55
Monthly Escrow Deposit	\$3,798	\$7,947	\$3,455	\$7,216
Number of Families Earning Escrow	4650	4650	16	33
FSS Graduates	1	1	0	0
Escrow Earned	\$0	\$0	\$0	\$0
FSS Forfeitures	0	0	1	1
Escrow Lost	\$0	\$0	\$2,744	\$2,744

YTD Numbers are January 2018 through February-2018



Caribou City Administration

25 High Street
 Caribou, ME 04736
 Telephone: (207) 493-5967
www.cariboumaine.org

MEMO

To: Caribou City Council Members
From: Carl Grant, HR Director/Finance Assistant
Re: Six Month City Manager Evaluation
Date: March 7, 2018

The following are the Councilor's scores from Mr. Marker's 6-month performance evaluation survey. The evaluations were submitted anonymously. Councilor Goughan submitted his form without response but included a letter (see attached). One evaluation form was not provided.

6 month evaluation										
Dennis Marker, City Manager										
	Reviewer	Manager	Councilor 1	Councilor 2	Councilor 3	Councilor 4	Councilor 5	Councilor 6	Councilor 7	
	Criteria		Council Members							
Relationship with Council	Communicates well	3	4	3	3	4	4			
	Well prepared	2	5	4	3	5	4			
	Sound Recommendations	3	5	3	3	4	4			
	Open and Responsive	3	5	3	3	5	4			
Relationship with Others	Communication - citizens	3	5	3	3	4	4			
	Communication - staff	2	4	3	3	4	4			
	Positive Working Relationships	3	4	3	3	4	4			
	Legislative Issues/Relationships	2	4	3	3	4	4			
Budget and Finance	Budget Development	4	4	3	3	4	4			
	Budget Process	4	4	3	3	4	4			
	Budget Monitoring	4	4	3	3	4	4			
	Capital Recommendations	3	4	3	3	4	4			
Program Management	Capital Improvements	3	4	3	3	4				
	Project Management	4	4	3	3	4				
	Prospect Interaction	3	4	3	3	4				
Economic Development	Agency Relationships	4	4	3	3	4				
	Regional Efforts	3	4	3	3	4				
	Council Inclusion	2	4	3	3	5	4			
Leadership	Spokesperson	4	4	3		4	4			
	community Involvement	4	5	3		4	4			
	Conduct	4	5	3		5	4			
	Overall	3	5			4	4			
	average	3.18	4.32	3.05	3.00	4.18	4.00			
	Group Average		3.71							

R. Mark Goughan
872 Fort Fairfield Rd.
Caribou, Maine 04736
Caribou City Councilor

Mr. Dennis Marker
Caribou City Office
Caribou, Maine 04736
Caribou City Manager

March 1, 2018

Dear Mr. Marker,

Thank you for the opportunity to express my opinion on your 6 month job performance review via the questionnaire that you presented the city council at the February 26 workshop meeting. I believe this review, and future reviews, to be one of the most important duties of council members. From my understanding, correct or not, you are the only city employee under the authority of the city council. Thus it's important to have the proper forum by which to express the pros and cons involving the direction and guidance into Caribou's future.

I did not take you up on your suggestion to fill out the questionnaire at the meeting and pass it in, for the reason that because of the importance of this task I required some time to get my thoughts together. As you know I am a newly elected city councilor and must take this time to explain to you that I am confused about my role as councilor and your role as city manager. I would like to express openly that I do not yet understand the dynamics of the relationship between council and manager. While it's my understanding that the manager's position is the only city employee under council authority, it was also my opinion that the city manager's position had only one boss. That boss being the city council. In light of recent events my understanding of this relationship has been challenged, not by you but by some Caribou residents. Important Caribou residents.

Because of the importance of this valuation I must take the time to understand this council/manger relationship in order to be totally objective. Thus I am passing back to you the uncompleted Performance Review. To be clear, this blank Review is not a reflection on your job performance but a result of my lack of understanding of the dynamics within Caribou.

Thank you the opportunity and your time.

"farmer " Mark Goughan