

CITY COUNCIL MEETING NOTICE AND AGENDA

Notice is hereby given that the City Council of Caribou will hold a Special City Council Meeting on **Monday, June 11, 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. May 2108 Financial Statements Pgs 2-17
 - b. Minutes from City Council Work Session held April 30, 2018 Pgs 18-20
 - c. Minutes from City Council Meeting held May 14, 2018 Pgs 21-26
 - d. Minutes from Special City Council Meeting held May 29, 2018 Pg 27-31
 - e. Renewal of Liquor and Special Amusement Permit for Par & Grill at 118 Bennett Dr Pgs 32-33
- 6. Bid Openings, Awards, and Appointments**
 - a. Recognition of Ballot Clerks Pg 34
 - b. Recognition of Caribou High School Boys Track Team for Winning 1st place at State Pgs 35-37
 - c. Appointment of City Tax Collector/Treasurer, and Deputy Tax Collector Pgs 38-54
 - d. Discussion and Possible Action Regarding Repair of Collins Pond Dam Pg 55
- 7. Formal Public Hearings and Action Items**
 - a. Qualified Catering Alcohol License for Country Farms Market, LLC at 31 Herschel Street Pg 56
 - b. Ordinance 02, 2018 Series - Allowing Administrative Review of Customary Licenses and Special Operating Permits Pgs 57-61
 - c. Ordinance 03, 2018 Series – Establishing an Airport Department and Airport Advisory Committee Pgs 62-65
 - d. Designation of Caribou Senior Living LLC Municipal Development and Tax Increment Financing District with associated Development Program Pgs 66-90
- 8. New Business & Adoption of Ordinances and Resolutions**
 - a. Resolution 06-01-2018 Designating the Caribou Senior Living LLC Municipal Development and Tax Increment Financing District with associated Development Program Pgs 91-92
 - b. Introduction of Ordinance 04, 2018 Series – Amending the City’s Wages Policy Pgs 93-96
 - c. Discussion and Possible Action Regarding Connor Snow Plowing Agreement Pgs 97-101
- 9. Reports of Officers, Staff, Boards and Committees**
 - a. High Street Repair Project Pg 112
 - b. River Road Reconstruction Pg 112
 - c. Birds Eye Site Cleanup Pg 112
- 10. Reports and Discussion by Mayor and Council Members**
- 11. Executive Session** (May be called to discuss matters identified under Maine Revised Statutes, Title 1, §405.6)
 - a. §405.6.C Real Estate & Economic Development
 - b. §405.6.D Labor Contracts and Proposals
- 12. Next Regularly Scheduled Council Meetings – June 25, July 9**
- 13. Adjournment**

General Ledger Summary Report

Fund(s): ALL

May

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ----		Balance Net
				Debits	Credits	
1 - Gen Fund	4,834.64	268,800.60	0.00	22,719,621.90	22,988,422.50	0.00
Assets	9,598,920.29	9,544,868.22	-300,472.97	6,533,823.98	9,660,276.68	6,418,415.52
101-00 CASH (BANK OF MAINE)	4,138,647.84	3,982,282.38	-109,871.42	3,949,554.82	6,238,646.81	1,693,190.39
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	-1,357.47	19,984.98	7,858.72	18,943.58
110-03 2017 SECTION 125 CHECKING HRA	59,687.46	54,351.01	0.00	1,650.00	5,407.23	50,593.78
110-04 2018 SECTION 125 CHECKING HRA	0.00	0.00	-3,117.70	70,200.00	18,349.20	51,850.80
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	252.40	1,008.23	0.00	231,125.06
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	3,650.10	137,499.75	137,435.77	14,881.31
124-00 GAS INVENTORY	17,284.07	10,433.83	-6,979.98	35,147.91	38,527.91	7,053.83
125-00 ACCOUNTS RECEIVABLE	3,409.07	143,162.37	-386.73	172,001.33	182,815.74	132,347.96
126-00 SWEETSOFT RECEIVABLES	621,584.90	621,584.90	12,176.41	746,873.35	712,230.31	656,227.94
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	0.44	0.00	1,188.33
181-00 HAMILTON LIBRARY TR. INVEST	1,730.15	1,735.02	0.00	4.78	0.00	1,739.80
182-00 KNOX LIBRARY INVESTMENT	9,652.49	9,674.91	0.00	22.01	0.00	9,696.92
183-00 CLARA PIPER MEM INV	705.18	705.46	0.00	0.26	0.00	705.72
184-00 JACK ROTH LIBRARY INVEST	30,515.18	30,673.00	0.00	142.19	0.00	30,815.19
185-00 KEN MATTHEWS SCHOLARSHIP FUN	7,352.06	7,357.01	0.00	4.95	0.00	7,361.96
187-00 DOROTHY COOPER MEM INV	62,469.25	62,571.65	-2,000.00	95.81	4,000.00	58,667.46
189-00 MARGARET SHAW LIBRARY INV	12,812.83	12,828.82	0.00	16.00	0.00	12,844.82
190-00 GORDON ROBERTSON MEM INV	11,417.03	11,427.56	0.00	10.55	0.00	11,438.11
191-00 MEMORIAL INVESTMENT	6,065.84	6,070.50	0.00	4.56	0.00	6,075.06
192-00 G. HARMON MEM INV	8,000.48	8,006.12	0.00	5.39	0.00	8,011.51
193-00 BARBARA BREWER FUND	5,355.97	5,366.18	0.00	10.04	0.00	5,376.22
194-00 RODERICK LIVING TRUST	17,346.03	17,359.80	0.00	10.86	0.00	17,370.66
198-00 TAX ACQUIRED PROPERTY	124,822.12	108,823.31	0.00	0.00	36,345.91	72,477.40
198-15 TAX ACQUIRED PROPERTY 2015	-7,526.14	0.00	-96.34	12,102.16	12,198.50	-96.34
198-16 TAX ACQUIRED PROPERTY 2016	-1,905.28	0.00	-883.94	12,104.94	12,988.88	-883.94
198-17 TAX ACQUIRED PROPERTY 2017	-1,732.75	0.00	-803.04	12,138.81	12,941.85	-803.04
198-18 TAX ACQUIRED PROPERTY 2018	0.00	0.00	0.00	9.74	9.74	0.00
200-04 2004 TAX RECEIVABLE	0.00	0.00	1,259.53	1,259.53	1,259.53	0.00
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	-164.88	0.00	164.88	0.00
200-17 2017 TAX RECEIVABLE	869,513.78	869,513.78	-478,438.14	9,544.38	879,058.16	0.00
200-18 2018 TAX RECEIVABLE	-38,375.07	-38,375.07	-46,095.02	0.00	278,822.90	-317,197.97
205-16 2016 LIENS RECEIVABLE	196,411.85	196,411.85	-18,622.17	0.00	45,664.88	150,746.97
205-17 2017 LIENS RECEIVABLE	0.00	0.00	358,721.14	386,603.95	27,882.81	358,721.14
210-09 2009 PP TAX RECEIVABLE	95.45	95.45	-23.90	0.00	45.77	49.68
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	-98.37	0.00	1,372.85	12,925.89
210-16 2016 PP TAX RECEIVABLE	14,102.94	14,102.94	-193.84	0.00	1,150.16	12,952.78
210-17 2017 PP TAX RECEIVABLE	38,764.44	38,764.44	-132.23	0.00	9,230.99	29,533.45
210-18 2018 PP TAX RECEIVABLE	-6.25	-6.25	-367.00	0.00	11,547.00	-11,553.25
303-00 FEDERAL WITHHOLDING	0.00	0.00	0.00	161,726.17	161,726.17	0.00

General Ledger Summary Report

Fund(s): ALL

May

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ----		Balance Net
				Debits	Credits	
1 - Gen Fund CONT'D						
304-00 FICA W/H	0.00	0.00	0.00	205,705.08	205,705.08	0.00
305-00 MEDICARE WITHHOLDING	0.00	0.00	0.00	48,109.24	48,109.24	0.00
306-00 STATE WITHHOLDING	0.00	0.00	0.00	65,403.16	65,403.16	0.00
307-00 M.S.R.S. W/H	0.00	0.00	0.00	56,657.82	56,657.82	0.00
307-01 MSRS EMPLOYER	0.00	0.00	0.00	38,018.28	38,018.28	0.00
308-00 AFLAC INSURANCE	-1.43	0.00	-0.14	3,057.42	3,058.06	-0.64
312-00 HEALTH INS. W/H	-25,078.34	-24,979.10	-555.45	107,634.75	107,719.52	-25,063.87
314-00 UNITED WAY W/H	0.00	0.00	0.00	63.00	63.00	0.00
315-00 TEAMSTERS W/H	0.00	0.00	0.00	3,352.78	3,352.78	0.00
316-00 COUNCIL #93 W/H	0.00	0.00	0.00	2,034.90	2,034.90	0.00
317-00 PW UNION INS	0.00	0.00	0.00	198.76	198.76	0.00
318-00 MMA INCOME PROTECTION	-6,299.67	-6,282.37	198.98	15,911.18	15,491.57	-5,862.76
319-00 REAL ESTATE TAX W/H	0.00	0.00	0.00	11,424.00	11,424.00	0.00
320-00 ICMA RETIREMENT CORP	0.00	0.00	0.00	66,512.02	66,512.02	0.00
320-01 ICMA EMPLOYER MATCH	0.00	0.00	0.00	16,470.80	16,470.80	0.00
322-00 RETIRED HEALTH INS PROGRAM	0.00	0.00	0.00	3,127.99	3,127.99	0.00
323-00 MMA SUPP. LIFE INSURANCE	-959.74	-959.74	97.48	4,271.30	4,217.08	-905.52
324-00 MISC. WITHHOLDING	0.00	0.00	0.00	630.00	630.00	0.00
325-00 DED. FOR VALIC	0.00	0.00	0.00	16,536.23	16,536.23	0.00
325-01 VALIC EMPLOYER MATCH	0.00	0.00	0.00	5,235.50	5,235.50	0.00
329-00 SALES TAX COLLECTED	-64.82	-64.82	0.00	64.79	177.63	-177.66
330-00 VEHICLE REG FEE (ST. OF ME)	-3,046.25	0.00	2,501.00	91,072.50	98,343.75	-7,271.25
331-00 BOAT REG FEE INLAND FISHERIES	-94.00	0.00	-3,541.00	704.00	4,919.00	-4,215.00
332-00 SNOWMOBILE REG (F&W)	-10,800.00	0.00	241.00	13,311.00	13,311.00	0.00
333-00 ATV REGISTRATION (F&W)	0.00	0.00	-4,391.00	71.00	4,462.00	-4,391.00
335-00 PLUMBING PERMITS (ST. OF ME)	-1,175.00	0.00	0.00	0.00	85.00	-85.00
336-00 CONCEALED WEAPON PERMIT	0.00	0.00	0.00	415.00	415.00	0.00
338-00 CONNOR EXCISE TAX	0.00	0.00	0.00	17,868.34	17,868.34	0.00
339-00 CONNOR BOAT EXCISE	0.00	0.00	-14.00	0.00	14.00	-14.00
340-00 DOG LICENSES (ST. OF ME)	-1,454.00	0.00	-75.00	2,160.00	2,304.00	-144.00
341-00 FISHING LICENSES (ST. OF ME)	-564.00	0.00	-998.00	1,750.00	3,423.00	-1,673.00
342-00 HUNTING LICENSES (ST. OF ME)	-1,944.25	0.00	-364.25	2,730.25	3,720.50	-990.25
347-00 NEPBA UNION PD	0.00	0.00	0.00	3,585.00	3,585.00	0.00
Liabilities	7,405,540.22	7,400,281.63	-376,699.85	2,507,208.11	873,650.46	5,766,723.98
350-00 INSURANCE REIMBURESEMENTS	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	252.40	0.00	1,008.23	231,125.06
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	-2,475.23	2,475.23	0.00	27,407.82
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	3,369.20	1,328.80	22,012.42	22,114.90
365-05 PARK IMPROVEMENT RESERVE	34,762.19	27,461.39	-1,425.98	1,425.98	188.00	26,223.41
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	-25,000.00	25,000.00	0.00	-14,827.10
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	-195.00	195.00	1,531.15	1,618.94
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

General Ledger Summary Report

Fund(s): ALL

May

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ----		Balance Net
				Debits	Credits	
1 - Gen Fund CONT'D						
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	-1,980.98	1,980.98	297.00	1,026.29
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	0.00	50.98	4,927.50	8,256.15
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	0.00	6,000.00	0.00	36,277.14
366-02 LIBRARY MEMORIAL FUND	19,454.15	19,454.15	691.00	39.99	1,962.49	21,376.65
366-03 LIBRARY COMPUTER RESERVE	2,508.20	2,508.20	-1,300.00	1,300.00	0.00	1,208.20
366-11 DOROTHY LOUISE KYLER FOUN	4,000.00	4,000.00	-123.88	4,000.00	0.00	0.00
366-12 KING GRANT	0.00	0.00	0.00	3,504.34	6,000.00	2,495.66
366-13 RUDMAN LIBRARY FUND	0.00	0.00	0.00	503.20	900.00	396.80
367-01 POLICE DONATED FUNDS	31,387.44	31,387.44	0.00	420.00	300.00	31,267.44
367-02 POLICE DEPT EQUIPMENT	16,423.89	15,589.93	1,259.86	73,068.58	78,950.59	21,471.94
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	-147.04	6,066.64	6,578.62	14,479.86
367-06 PD COMPUTER RESERVE	13,247.18	13,247.18	0.00	0.00	400.00	13,647.18
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	132,078.34	0.00	-132,975.96
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
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	-2,743.75	3,743.75	0.00	7,384.88
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	-2,535.10	194,210.10	0.00	-9,969.75
369-04 HEALTH OFFICER	0.00	500.00	0.00	500.00	0.00	0.00
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	969.22	601.72	7,244.18	-97,089.63
370-07 PW BUILDING RESERVE	0.00	0.00	0.00	6,288.00	0.00	-6,288.00
371-01 ASSESSMENT REVALUATION RESER	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	6,759.08	124,621.00	185,573.59	51,059.84
373-01 GEN GOVT COMPUTER RESERVE	13,246.37	13,246.37	-1,300.00	7,147.40	0.00	6,098.97
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	20,176.58	0.00	-9,238.33
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

General Ledger Summary Report

Fund(s): ALL

May

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ----		Balance Net
				Debits	Credits	
1 - Gen Fund CONT'D						
373-07 T/A PROPERTY REMEDIATION RESEI	11,678.00	11,678.00	0.00	0.00	361.20	12,039.20
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	-8,763.32	8,763.32	0.00	-1,177.32
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	0.00	5,407.23	0.00	48,943.78
373-16 2018 HRA RESERVE	0.00	0.00	-3,117.70	18,349.20	71,850.00	53,500.80
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	-604.15	4,590.11	900.00	87,709.29
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	-4,829.35	4,829.35	0.00	1,429.13
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	0.00	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	4.95	7,361.96
423-00 DR. CARY CEMETERY TRUST FUND	1,187.43	1,187.89	0.00	0.00	0.44	1,188.33
424-00 HAMILTON LIBRARY TRUST FUND	1,730.15	1,735.02	0.00	0.00	4.78	1,739.80
425-00 KNOX LIBRARY MEMORIAL FUND	9,652.49	9,674.91	0.00	0.00	22.01	9,696.92
426-00 CLARA PIPER MEM FUND	705.18	705.46	0.00	0.00	0.26	705.72
427-00 JACK ROTH LIBRARY MEM FUND	30,515.18	30,673.00	-979.35	2,120.41	142.19	28,694.78
429-00 BARBARA BREWER FUND	5,355.97	5,366.18	0.00	0.00	10.04	5,376.22
430-00 D. COOPER MEM FUND	62,469.25	62,571.65	0.00	4,000.00	95.81	58,667.46
432-00 MARGARET SHAW LIBRARY MEMORI	12,812.83	12,828.82	0.00	0.00	16.00	12,844.82
433-00 GORDON ROBERTSON MEM FUND	11,417.03	11,427.56	0.00	0.00	10.55	11,438.11
434-00 MEMORIAL INVESTMENT	6,065.84	6,070.50	0.00	0.00	4.56	6,075.06
435-00 RODERICK LIVING TRUST	17,346.03	17,359.80	0.00	1,050.00	10.86	16,320.66
436-00 AMBULANCE REIMBURSEMENT	10,856.70	10,856.70	0.21	1,200.85	1,201.22	10,857.07
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	-122.40	939.49	1,370.00	751.06
461-00 CRAFT FAIR	12,651.21	12,651.21	0.00	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	0.00	1,170.48	0.00	-1,090.86
465-00 THURSDAYS ON SWEDEN	7,406.74	7,406.74	-2,466.11	4,158.17	2,500.00	5,748.57
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	1,495.95	13,847.96	9,000.00	-7,426.39
469-00 DENTAL INSURANCE	1,686.35	1,686.35	0.06	5,564.94	5,270.92	1,392.33
470-00 EYE INSURANCE	589.55	589.55	-5.87	1,156.53	1,127.39	560.41
472-00 ANIMAL WELFARE	0.00	0.00	206.00	0.00	3,146.00	3,146.00
476-00 FLEET VEHICLE ACCOUNT	0.00	0.00	-80.00	80.00	0.00	-80.00

General Ledger Summary Report

Fund(s): ALL

May

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ----		Balance Net
				Debits	Credits	
1 - Gen Fund CONT'D						
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	-1,000.00	1,000.00	5.39	7,011.51
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	58,440.00	0.00	60,549.79	340,539.03
483-03 DUE TO FUND 3	397,120.23	397,120.23	8,733.05	0.00	28,008.12	425,128.35
483-04 DUE TO FUND 4	189,312.68	189,312.68	4,594.99	0.00	17,291.74	206,604.42
483-05 DUE TO FUND 5	1,983,121.64	1,984,642.06	0.00	0.00	158.67	1,984,800.73
484-02 DUE FROM FUND 2	-251,807.60	-253,849.48	-5,621.81	58,382.19	0.00	-312,231.67
484-03 DUE FROM FUND 3	-313,836.15	-314,098.36	-5,739.38	30,946.13	0.00	-345,044.49
484-04 DUE FROM FUND 4	-185,642.95	-185,642.95	-3,631.86	17,810.16	0.00	-203,453.11
484-05 DUE FROM FUND 5	-1,401,736.27	-1,404,234.35	-12,251.25	99,611.61	0.00	-1,503,845.96
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	1,119.22	0.00	537.31
492-00 RSU #39 50/50	0.00	0.00	-71,087.50	71,087.50	71,087.50	0.00
493-00 RSU 39 COMMITMENT	-874,839.46	-874,839.46	-303,992.66	1,519,963.30	0.00	-2,394,802.76
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	5.60	354.80	443.60	88.80
497-00 DEATH RECORDS STATE FEE	65.60	0.00	33.20	331.60	447.20	115.60
498-00 MARRIAGE RECORDS STATE FEE	26.40	0.00	10.00	109.20	145.20	36.00
Fund Balance	2,188,545.43	1,875,785.99	76,226.88	13,678,589.81	12,454,495.36	651,691.54
500-00 EXPENDITURE CONTROL	0.00	0.00	-585,067.87	3,497,511.43	9,995,192.56	6,497,681.13
510-00 REVENUE CONTROL	0.00	0.00	661,294.75	10,106,872.38	2,459,302.80	-7,647,569.58
600-00 FUND BALANCE	2,188,545.43	1,875,785.99	0.00	74,206.00	0.00	1,801,579.99
2 - Snowmoible Trail Maintenance	0.00	0.00	0.00	164,070.98	164,070.98	0.00
Assets	0.00	0.00	0.00	0.00	0.00	0.00
Liabilities	-10,995.36	-9,265.86	5,421.81	68,126.84	116,952.19	39,559.49
365-11 TRAIL MAINTENANCE RESERVE	17,186.28	16,873.90	58,240.00	7,577.05	58,570.00	67,866.85
483-01 DUE TO FUND 1	251,807.60	253,849.48	5,621.81	0.00	58,382.19	312,231.67
484-01 DUE FROM FUND 1	-279,989.24	-279,989.24	-58,440.00	60,549.79	0.00	-340,539.03
Fund Balance	10,995.36	9,265.86	-5,421.81	95,944.14	47,118.79	-39,559.49
500-00 Expense Control	0.00	0.00	-5,421.81	50,805.14	45,339.00	-5,466.14
510-00 Revenue Control	0.00	0.00	0.00	45,000.00	1,779.79	-43,220.21
600-00 Fund Balance	10,995.36	9,265.86	0.00	139.00	0.00	9,126.86
3 - Housing Department	0.00	0.00	0.00	148,365.25	148,365.25	0.00
Assets	0.00	0.00	0.00	0.00	0.00	0.00
Liabilities	-37,329.26	-37,067.05	-3,356.41	28,733.60	30,946.13	-34,854.52
409-00 HOUSING RESERVE	45,954.82	45,954.82	-362.74	725.48	0.00	45,229.34
483-01 DUE TO FUND 1	313,836.15	314,098.36	5,739.38	0.00	30,946.13	345,044.49
484-01 DUE TO FUND 1	-397,120.23	-397,120.23	-8,733.05	28,008.12	0.00	-425,128.35
Fund Balance	37,329.26	37,067.05	3,356.41	119,631.65	117,419.12	34,854.52

General Ledger Summary Report

Fund(s): ALL

May

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ----		Balance Net
				Debits	Credits	
3 - Housing Department CONT'D						
500-00 Expense Control	0.00	0.00	-5,376.64	30,220.65	89,006.00	58,785.35
510-00 Revenue Control	0.00	0.00	8,733.05	89,411.00	28,008.12	-61,402.88
600-00 Fund Balance	37,329.26	37,067.05	0.00	0.00	405.00	37,472.05
4 - FSS	0.00	0.00	0.00	85,888.90	85,888.90	0.00
Assets	0.00	0.00	0.00	0.00	0.00	0.00
Liabilities	-3,669.73	-3,669.73	-963.13	17,291.74	17,810.16	-3,151.31
483-01 DUE TO FUND 1	185,642.95	185,642.95	3,631.86	0.00	17,810.16	203,453.11
484-01 DUE FROM FUND 1	-189,312.68	-189,312.68	-4,594.99	17,291.74	0.00	-206,604.42
Fund Balance	3,669.73	3,669.73	963.13	68,597.16	68,078.74	3,151.31
500-00 Expense Control	0.00	0.00	-3,269.12	17,810.16	43,962.74	26,152.58
510-00 Revenue Control	0.00	0.00	4,232.25	50,787.00	16,929.00	-33,858.00
600-00 Fund Balance	3,669.73	3,669.73	0.00	0.00	7,187.00	10,856.73
5 - ECONOMIC DEV	0.00	0.00	0.00	468,107.28	468,107.28	0.00
Assets	0.00	0.00	0.00	0.00	0.00	0.00
Liabilities	-120,126.28	-119,148.62	12,251.25	15,158.67	99,611.61	-34,695.68
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	15,000.00	0.00	35,000.00
483-01 DUE TO FUND 1	1,401,736.27	1,404,234.35	12,251.25	0.00	99,611.61	1,503,845.96
484-01 DUE FROM FUND 1	-1,983,121.64	-1,984,642.06	0.00	158.67	0.00	-1,984,800.73
Fund Balance	120,126.28	119,148.62	-12,251.25	452,948.61	368,495.67	34,695.68
500-00 Expense Control	0.00	0.00	-12,251.25	84,611.61	356,690.67	272,079.06
510-00 Revenue Control	0.00	0.00	0.00	368,337.00	0.00	-368,337.00
600-00 Fund Balance	120,126.28	119,148.62	0.00	0.00	11,805.00	130,953.62
Final Totals	4,834.64	268,800.60	0.00	23,586,054.31	23,854,854.91	0.00

Expense Summary Report

Fund: 1

May

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
10 - GENERAL GOVERNMENT	1,019,415.00	84,500.91	381,902.09	637,512.91	37.46
17 - HEALTH & SANITATION	250,536.00	20,644.00	103,363.08	147,172.92	41.26
18 - MUNICIPAL BUILDING	70,896.00	-15,523.25	30,497.46	40,398.54	43.02
20 - GENERAL ASSISTANCE	68,362.00	4,165.94	24,153.59	44,208.41	35.33
22 - TAX ASSESSMENT	256,395.00	14,860.01	73,524.76	182,870.24	28.68
25 - LIBRARY	223,304.00	18,326.52	89,684.68	133,619.32	40.16
31 - FIRE/AMBULANCE DEPARTMENT	2,214,485.00	137,061.03	805,917.63	1,408,567.37	36.39
35 - POLICE DEPARTMENT	1,509,892.00	116,126.76	611,689.73	898,202.27	40.51
38 - PROTECTION	456,476.00	35,973.61	152,953.89	303,522.11	33.51
39 - CARIBOU EMERGENCY MANAGEMENT	15,237.00	174.73	3,041.20	12,195.80	19.96
40 - PUBLIC WORKS	2,256,885.00	90,977.04	770,012.51	1,486,872.49	34.12
50 - RECREATION DEPARTMENT	491,316.00	36,596.56	197,994.44	293,321.56	40.30
51 - PARKS	155,360.00	13,147.35	57,074.18	98,285.82	36.74
60 - AIRPORT	37,463.00	1,362.90	58,468.16	-21,005.16	156.07
61 - CARIBOU TRAILER PARK	15,387.00	712.76	3,942.40	11,444.60	25.62
65 - CEMETERIES	6,850.00	0.00	0.00	6,850.00	0.00
70 - INS & RETIREMENT	109,759.00	12,678.49	76,448.43	33,310.57	69.65
80 - UNCLASSIFIED	50,250.00	13,282.51	11,487.64	38,762.36	22.86
85 - CAPITAL IMPROVEMENTS	741,569.00	0.00	0.00	741,569.00	0.00
Final Totals	9,949,837.00	585,067.87	3,452,155.87	6,497,681.13	34.70

Expense Summary Report

Fund: 2

May

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
52 - SNOWMOBILE TRAIL MAINTENANCE	45,139.00	5,421.81	50,605.14	-5,466.14	112.11
Final Totals	45,139.00	5,421.81	50,605.14	-5,466.14	112.11

Expense Summary Report

Fund: 3

May

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
24 - HOUSING	89,006.00	5,376.64	30,220.65	58,785.35	33.95
Final Totals	89,006.00	5,376.64	30,220.65	58,785.35	33.95

Expense Summary Report

Fund: 4

May

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
96 - SECTION 8 - FSS PROGAM	43,600.00	3,269.12	17,447.42	26,152.58	40.02
Final Totals	43,600.00	3,269.12	17,447.42	26,152.58	40.02

Expense Summary Report

Fund: 5
May

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
11 - ECONOMIC DEVELOPMENT	344,863.00	11,267.63	80,647.21	264,215.79	23.39
12 - CHAMBER	11,669.00	983.62	3,805.73	7,863.27	32.61
Final Totals	356,532.00	12,251.25	84,452.94	272,079.06	23.69

Revenue Summary Report

Fund: 1
May

Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
10 - GENERAL GOVERNMENT	6,641,286.00	527,243.95	1,251,297.47	5,389,988.53	18.84
17 - HEALTH & SANITATION	260,848.00	0.00	0.00	260,848.00	0.00
18 - MUNICIPAL BUILDING	4,000.00	333.33	1,666.65	2,333.35	41.67
20 - GENERAL ASSISTANCE	25,700.00	2,218.13	8,485.89	17,214.11	33.02
22 - TAX ASSESSMENT	713,834.00	0.00	42.75	713,791.25	0.01
23 - CODE ENFORCEMENT	6,550.00	240.00	1,345.00	5,205.00	20.53
25 - LIBRARY	6,000.00	720.95	2,917.15	3,082.85	48.62
31 - FIRE/AMBULANCE DEPARTMENT	1,643,407.40	119,481.87	619,932.85	1,023,474.55	37.72
35 - POLICE DEPARTMENT	46,375.00	5,865.86	15,845.49	30,529.51	34.17
39 - CARIBOU EMERGENCY MANAGEMENT	2,600.00	0.00	800.00	1,800.00	30.77
40 - PUBLIC WORKS	201,230.00	0.00	39,746.66	161,483.34	19.75
50 - RECREATION DEPARTMENT	23,000.00	2,492.00	7,835.50	15,164.50	34.07
51 - PARKS	3,000.00	36.00	125.00	2,875.00	4.17
60 - AIRPORT	12,000.00	1,432.66	1,835.41	10,164.59	15.30
61 - CARIBOU TRAILER PARK	17,000.00	1,230.00	7,385.00	9,615.00	43.44
Final Totals	9,606,830.40	661,294.75	1,959,260.82	7,647,569.58	20.39

Revenue Summary Report

Fund: 2
May

Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
52 - SNOWMOBILE TRAIL MAINTENANCE	45,000.00	0.00	1,779.79	43,220.21	3.96
Final Totals	45,000.00	0.00	1,779.79	43,220.21	3.96

Revenue Summary Report

Fund: 3
May

Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
24 - HOUSING	89,411.00	8,733.05	28,008.12	61,402.88	31.33
Final Totals	89,411.00	8,733.05	28,008.12	61,402.88	31.33

Revenue Summary Report

Fund: 4

May

Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
96 - SECTION 8 - FSS PROGAM	50,787.00	4,232.25	16,929.00	33,858.00	33.33
Final Totals	50,787.00	4,232.25	16,929.00	33,858.00	33.33

Revenue Summary Report

Fund: 5
May

Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
11 - ECONOMIC DEVELOPMENT	368,337.00	0.00	0.00	368,337.00	0.00
Final Totals	368,337.00	0.00	0.00	368,337.00	0.00

Item #1: Call to Order

A Workshop meeting of the Caribou City Council was held 6:00 p.m. on Monday, April 30, 2018 in Council Chamber with the following members present: Mayor David Martin, Deputy Mayor Nicole L. Cote, Joan L. Theriault, Timothy Guerrette, R. Mark Goughan, and Hugh A. Kirkpatrick. Philip McDonough II was absent and excused.

Dennis L. Marker City Manager.

Department Managers and Staff: Gary Marquis, Supt. of Parks & Recreation; Dave Ouellette, Public Works Director; and Michael Gahagan, Police Chief.

Spectrum covered the meeting.

Public Input: There wasn't any public input.

Item #2: Discussion Regarding Municipal Relationship to Caribou Hospital District

The City Manager reviewed a PowerPoint presentation on the development of a hospital in the Caribou.

- In 1912, Dr. Jefferson Cary passed away and in his will he provided monies for the establishment of a hospital.
- The establishment of a Board of Managers with three members.
- In 1923, the City voted to build a hospital and it was completed in 1924.
- The establishment of a hospital board to manager the hospital and they are appointed by City Council.
- In 1953, the Cary Hospital District was created and their three trustees are appointed by the City Council. The District cannot be dissolved as long as the hospital has debt.
- In 1975, the District was given the power to tax. The property on the Van Buren road was purchased.
- The Jefferson Cary Foundation 501(C)(3) is separate and is a fundraising group for capital projects.

Questions have been coming to the City Manager asking if the hospital is still a city hospital and if so, shouldn't they be functioning as a public body by having advertised meetings that are open to the public. Manager Marker stated that the short answer is "yes" they should be advertising appropriately according to state law and they should be open to the public. He further stated that the hospital district should be operating as an open public entity. Councilor Goughan noted that the City does have control through the appointment of individuals to the Hospital District and Cary Medical Board. Discussion. Councilor Kirkpatrick reminded the Council, how the prior City Council removed Tri-Community Landfill Board members. The City Manager offered to forward to the Council the Cary Board monthly packet that he receives as an ex-officio member. Councilor Goughan was surprised to learn that the Hospital District has the power of taxation. Councilor Kirkpatrick has more questions that need to be answered by the Hospital District.

The Mayor stated that the whole Council need to decide which projects the City Manager is to work on.

Item #3: Personnel Compensation Policy

The Council and City Manager discussed the draft Wages and Salaries Program. The City Manager offered that wages is only one element of a complete benefit package. Other items include years of service awards or an occasional bonus.

Discussion:

- Longevity and merit pay
- How to select communities to use for the tool
 - Population only
 - Should municipal valuation be considered
 - Should the distance from Caribou be considered
- Include Houlton and Presque Isle
- How many communities do we need to compare to
- How do evaluations fit in
- Suggested a wage and salaries tool for all of Aroostook County would be a great idea
- Find out how other communities handle wage and salaries

Council Consensus: Keep steps (longevity)

Mayor requested that this topic be added to the May 14th agenda.

Item #4: Update on Public Safety Facilities Citizens Advisory Committee

The Manager reviewed what the Citizens' Advisory Committee (CAC) have been discussing. The Committee hasn't started to look at dollar amounts. They are considering six options.

Option 0 – maintaining existing facilities

Option 1 - renovate the Police Station and maintain the Fire Station

Option 2 – building a brand new Police Station and leave the Fire Station where it is and just maintain it

Option 3 – building a brand new Police Station and expand the current Fire Station

Option 4 – to expand the Fire State to accommodate the Police

Option 5 – building a brand new combined Police and Fire Station

The sites being looked at are the Birdseye property, Mecon building at 60 Access Highway, hospital own property, National Guard building on York Street, Pines Health building, land near Public Works and Airport, and Learning Center.

Next meeting of the CAC is scheduled for May 9th.

Discussion: Potential uses for the Birdseye property and there are 20 year government strings attached to \$100,000 grant the City has been awarded from Northern Border Regional Commission (NBRC).

Item #5: Other Discussion Items by Mayor and Council Members

RSU 39 New School – The Supt. of Schools will let Supt. Marquis know by this Wednesday as to whether the Recreation Department can use Teague Park or not. The building of the new school could be delayed for a year. Only one construction company bid on building the new school. It is expected that negotiations will take place with Bowman Construction in an effort to lower the overall price.

River Road – The City Manager shared pictures showing the damage that has occurred. The impact area is 1800' to ½ mile in length. Both Maine Emergency Management Agency (MEMA) and the Governor's Office are aware of the situation. There are four homeowners that are in the impacted area. PW Director Ouellette stated that the road will not be fixed this year. Mr. Ouellette stated that he would not place a loaded city truck on this section of the River Road.

Aroostook Council is working on a Federal Emergency Management Agency (FEMA) application for disaster relief funding.

Item #6: Next Council Meeting – May 14, 2018

Item #7: Adjournment

The workshop adjourned at 8:13 p.m.

Jayne R. Farrin, Secretary

Council Agenda Item #1: Roll Call

The Caribou City Council held a regular meeting Monday, May 14, 2018 at 6:00 p.m. in Council Chambers with the following members present: Mayor David Martin, Deputy Mayor Nicole L. Cote, Philip McDonough II, Joan L. Theriault, Timothy C. Guerrette, R. Mark Goughan, and Hugh A. Kirkpatrick.

Dennis L. Marker, City Manager was present.

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

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

Council Agenda Item #2: Pledge of Allegiance

The Mayor led the Pledge of Allegiance.

Council Agenda Item #3: Public Input

- Mary Green – Community Manager for the American Red Cross in Aroostook County. Ms. Green thanked the Council for their support. The American Red Cross has been assisting up in the St. John Valley during the recent flooding. During 2017, the local Red Cross assisted 48 families, more than 55 people, and responded to 19 fires. Along with their partners, the Red Cross installs free smoke alarms and offers free safety training. They have installed more than 70 smoke alarms in Caribou. They assist veterans and run blood drives. Red Cross depends on volunteers and in the past year the local office has had 1500 hours of volunteer time. \$0.91 of each dollar goes right back into services.

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

There weren't any Conflict of Interest to declare.

Council Agenda Item #5: Consent Agenda

- a. Approval of March 2018 Financials with First Quarter Investment Report
- b. Approval of April 2018 Financial
- c. Minutes from Council Meeting Held April 9, 2018
- d. Renewal of Trash Hauler Permit for Crown of Maine Sanitation
- e. Approval of Liquor License On-Premise Extension for Northern Maine Brewing Company
- f. Approval of Warrant and Notice of Election for RSU 39

Motion made by P. McDonough, seconded by J. Theriault, to approve Consent Agenda A-F as presented. (7 yes) So voted.

A copy of the detailed Financials Report, starting next month, was requested by Councilor Goughan.

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

- a. Appointment of Election Warden and Deputy Election Warden for June 2018 Primary Election and Approval of 8:00 a.m. poll opening time for June 12, Primary Election

Motion made by P. McDonough, seconded by J. Theriault, to appoint Jayne R. Farrin as Election Warden and Kalen Hill as Deputy Election Warden for the June 2018 Primary Election and the approval of 8:00 a.m. poll opening time for the June 12, 2018 Primary Election. (7 yes) So voted.

b. Appointment of City Council Representative to CEGC Board

Motion made by RM Goughan, seconded by P. McDonough, to nominate Councilor Hugh Kirkpatrick as City Council Representative to the CEGC Board. (6 yes, 1 abstention, H. Kirkpatrick) So voted.

c. Nomination of City Manager to Serve on Maine Municipal Association’s Legislative Policy

Motion made by P. McDonough, seconded by J. Theriault, to nominate City Manager Dennis Marker to serve on the Maine Municipal Association’s Legislative Policy Committee. (7 yes) So voted.

d. Awarding of Various bids for Materials to be used by Public Works

<i>Item</i>	<i>Company</i>	<i>Low Bid</i>
Culverts	Paris Farmers	\$8,326.60
Street Paint	Franklin Paint	\$5,678.25
Shim & Patch	Lane Construction & Soderberg Construction	\$65.00
Paving	Soderberg Construction	\$65.75
Sand	K & M Sand & Gravel	\$9.24
Parking Lot Paving	Trombley Industries	\$17,555.55
½ Crush Stone	Trombley Industries	\$12.85
Chipseal	Soderberg Construction	\$3.73

Motion made by J. Theriault, seconded by T. Guerrette, to accept the low bid for each item. (7 yes) So voted.

e. Awarding of Bid to Clean Up Birdseye Manufacturing Site

Last year the Council accepted a bid from McGillian, Inc. for removal and cleanup of two of the five major buildings located on the Birdseye site. The two buildings were identified as Building Three and Building Five. McGillian, Inc. is willing to hold the 2017 bid prices and complete the remaining work, which will cost approximately \$120,000. The scope of work is to clean up the building sites from the ground up and leaving any concrete pads. In 2017, the City was awarded a \$100,000 grant from the Northern Border Regional Commission (NBRC) with the plan to use it towards cleanup costs. If the City accepts and uses this grant money, then the City will not be able to sell the property for 20 years. The City would be able to lease the property during this 20 year timeframe. Discussion. Councilor Kirkpatrick suggested that the City place out to bid the demolition of the foundations so the Council would know the “true cost” of demolition for the site.

Discussion.

Motion made by J. Theriault, seconded by N. Cote, to accept the NBRC grant funds and complete the previously scoped work. (4 yes, J. Theriault, T. Guerrette, D. Martin, N. Cote, 3 no, RM Goughan, H. Kirkpatrick, P. McDonough) So voted.

Councilor Goughan would be interested in seeing the marketing plan for this site so we will have a goal.

Council Agenda Item #7: Formal Public Hearings

- a. Ordinance 1, 2018 Series, Modifying Tax Increment Policies of the City

Public Hearing opened at 6:31 p.m.

For the audience, the City Manager explained Tax Increment Financing Districts (TIFs) and reviewed the proposed ordinance.

No one from the public spoke.

Public Hearing closed at 6:35 p.m.

Motion made by P. McDonough, seconded by J. Theriault, to adopt Ordinance 1, 2018 Series, An Ordinance Adopting Policies for Creating Tax Increment Finance Districts and the use of Credit Enhancement Agreements, Providing Severability and an Effective Date for the Ordinance as presented. (6 yes, 1 no, RM Goughan) So voted.

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

- a. Resolution 05-01-2018 Authorizing the City to Join a Lawsuit Against Opiate Drug Companies

Motion made by J. Theriault, seconded by N. Cote, to adopt Resolution 05-01-2018 A Resolution Authorizing the City to Join a Lawsuit Against Opiate Drug Companies. (7 yes) So voted.

- b. Adoption of Ordinance 01, 2018 Series, Modifying City Tax Increment Policies

The Ordinance was adopted under Council Agenda Item #8.

- c. Discussion and Possible Action Regarding Statewide Jurisdiction of Caribou Police

Chief Gahagan addressed the Council with his request for Council to authorize and extend Caribou Police's law enforcement authority beyond the jurisdiction of Caribou. Council questions and concerns were answered by Chief Gahagan. Discussion.

Motion made by P. McDonough, seconded by T. Guerrette, to authorize and extend Caribou Police's law enforcement authority beyond the jurisdiction of Caribou. (7 yes) So voted.

- d. Discussion Regarding Surplus Designation of Flora-Dale Park

In a letter dated April 26, 2018 to City Manager Marker, the owner of Burger Boy, Spenser Ouellette expressed an interest in developing a dog park in the City's Flora-Dale Park. Mr. Ouellette is requesting to purchase the park for \$1.00. His intention is to create a dog park on the back half of the park furthest away from Burger Boy and the other half nearest to Burger Boy would be used as a picnic area.

A grant writer with the hospital has reached out to the City about writing a grant for the creation of a dog park. The grant application is due May 16th. Supt. Marquis commented that the City isn't large enough for two dog parks. It is Supt. Marquis' recommendation that the City apply for the grant, and if awarded, develop a dog park at the Park & Ride site off Otter Street. He has discussed this with is Spenser Ouellette and Mr. Ouellette is still interest in the property. According to Supt. Marquis there isn't any liability to the City for a dog park if there is proper signage. Discussion. Questions as to how the City obtain ownership of Flora-Dale Park and the need to follow any City policies regarding its disposal, plus the need to discontinue any paper streets in the area so to clear up any gray areas concerning these items.

Council consensus: To move forward with the title research for Flora-Dale Park so the City can designate it surplus.

Mayor Martin returned to Council Agenda Item #3: Public Input.

- Carolyn Cossiboom – 4 Newton Avenue – The Newton property has become tax acquired. Ms. Cossiboom stated that in June 2017, she come in front of the City Council and that they forgave the 2016 taxes.

The property has been put out to bid and no bids were received.

Motion made by RM Goughan, seconded by T. Guerrette, to give Carolyn Cossiboom until the 15th of June to pay in full the amount owed for taxes on 4 Newton Avenue. (7 yes) So voted.

Mayor Martin moved to Item 8.g.

g. Introduction of Ordinance 03, 2018, Creating an Airport Advisory Committee

Councilor McDonough introduced Ordinance No. 03, 2018 Series, An Ordinance Establishing A Caribou Municipal Airport Advisory Committee, Providing Severability and an Effective Date for the Ordinance.

A Public Hearing was scheduled for the June 11, 2018 Council Meeting.

Mayor Martin moved to:

Council Agenda Item #9: Reports of Officers, Staff, Boards and Committees

a. River Road Status

- The City has been working very closely with the County and Darren Woods.
- A rough estimate from James W. Sewall Company to repair the road - \$1.5 to \$2 million and Soderberg Construction estimates \$2.5 million.
- The trigger price to qualify for Federal dollars is \$1.9 million. There is work being done to package the damages from area spring flooding and submit as one package asking for relief. In addition to the River Road damage, the City has experiences \$50,000 to \$60,000 to the trail systems culverts and the wash out of trails.
- Certain procurement procedures need to be followed when using Federal monies. An individual at the State, recommends if the City doesn't have a

procurement process, that the City should follow the State's procurement process.

- The City Manager outlined the proposed timeline to hire an engineering firm.
- It could be a month to six weeks to know if the City will receive Federal monies.
- Discussion about purchasing the four properties.
- Discussion as to how the road could be moved.
- Discussion as to whether the road, if repaired, could be done during 2018.
- Large "Road Closed" signs have been erected and barricades are in place, but people are ignoring the signs and going around the barricades.
- It was suggested that a meeting be held between the four homeowners and the City outside of a Council meeting.
- The City Manager suggested that the City could go ahead and obtain appraisals for the four homes.
- Councilor Goughan wondered if MMA could be a resource for information as there probably have been other communities that have had similar experiences.

Motion made by Mayor Martin, seconded by T. Guerrette, to move forward getting an engineer as quick as possible with a selection date by the end of June and to move forward with the appraisal process in accordance with FEMA guidelines. (7 yes) So voted.

Mayor Martin returned to Item 8.f.

- f. Introduction of Ordinance 02, 2018, Allowing Administrative Review of Customary Licenses and Spécial Operating Permits

Councilor McDonough introduced Ordinance No. 02, 2018 Series, An Ordinance Adopting Policies for Administrative Review of Customary Licenses and Permits, Providing Severability and an Effective Date for the Ordinance.

A Public Hearing was scheduled for the June 11, 2018 Council Meeting.

Mayor Martin returned to Item 8.e.

- e. Discussion Regarding Wage Policy Revisions

Discussion about the draft Wages and Salaries Policy. Discussion as to whether the City's policy should be based only on population comparisons or should municipal valuations be a consideration. The draft policy covers approximately 35 nonunion employees.

The Mayor polled the Council:

- Councilor McDonough – use communities with a population 6,000 to 10,000
- Councilor Kirkpatrick – it is the employees' job to demonstrate their value to the organization and this draft policy flips that around
- Councilor Cote – supports using populations
- Councilor Goughan – supports using municipal valuations
- Councilor Guerrette – agrees with Councilor Cote and doesn't agree with a merit basic system

- Councilor Theriault – prefers using valuation, but could live with using population as the basis. She doesn't care for merit raises or longevity raises.

Council Consensus: Use communities with population from 6,000 -10,000 and not to use valuation.

Mayor Martin moved to:

Council Agenda Item #10: Reports and Discussion by Mayor and Councilors

- a. The Mayor read a letter from Scott Vonnegut. He recently visited Caribou and the Nylander Museum and referred to the Museum as a “gem”.
- b. Exhibit A – Councilor Kirkpatrick read a statement concerning eight questions he has about Cary Medical Center. He also requested that this topic be placed on the next Council agenda.

Discussion.

The City Manager will send the questions off to the two hospital boards.

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

There wasn't a need for an Executive Session.

Council Agenda Item #12: Next Regularly Scheduled Council Meeting – May 28 (Final 2018 Budget Adoption), June 11

The Monday, May 28th Council Meeting was moved to Tuesday, May 29th.

Council Agenda Item #13: Adjournment

Motion made by T. Guerrette, seconded by RM Goughan, to adjourn at 9:11 p.m. (7 yes)
So voted.

Jayne R. Farrin, Secretary

Council Agenda Item #1: Roll Call

The Caribou City Council held a special meeting Tuesday, May 29, 2018 at 6:00 p.m. in Council Chambers with the following members present: Mayor David Martin, Deputy Mayor Nicole L. Cote, Philip McDonough II, Joan L. Theriault, Timothy C. Guerrette, R. Mark Goughan, and Hugh A. Kirkpatrick.

Dennis L. Marker, City Manager was present.

Department Managers and Staff: Penny Thompson, Tax Assessor; Anastasia S. Weigle, Library Director; and Christina Kane-Gibson, Events & Marketing Coordinator.

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

Council Agenda Item #2: Pledge of Allegiance

The Mayor led the Pledge of Allegiance.

Council Agenda Item #3: Public Input

There wasn't any Public Input.

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

There weren't any Conflict of Interest to declare.

Council Agenda Item #5: Consent Agenda

There weren't any Consent Agenda items.

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

There weren't any Bid Openings, Awards, and Appointments.

Council Agenda Item #7: Formal Public Hearings

There weren't any Bid Openings, Awards, and Appointments

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

- a. Discussion and Possible Action Regarding Tax Abatement Request by Ruby Pelletier of 70 Washburn Street

The land and buildings at 70 Washburn Street have become tax acquired. Following the City's Tax Acquired Property Policy, this property was recently placed out to bid by the City and no bids were received. Continuing following the Policy, the City approached the previous owner Ruby Pelletier to negotiate a sale. Mrs. Pelletier was unable to attend the May 29th Special Council meeting, but has met with the City Manager and Staff. She proposed to pay \$1,000 and \$200 a month and with this schedule it would be 2021 before all taxes owed would be paid.

Staff recommends that the City sell to former owner Ruby Pelletier, the land and building at 70 Washburn Street, for the full amount of taxes and penalties owed with a timeframe for payment of less than 30 days.

Motion made by P. McDonough, seconded by RM Goughan, to allow Ruby Pelletier until July 15th to purchase her former land and buildings at 70 Washburn Street for the full amount of taxes and penalties owed. (7 yes) So voted.

b. Discussion and Possible Action Regarding Tax Abatement Request by Carolyn Cossiboom of 4 Newton Avenue

Motion made by P. McDonough, seconded by T. Guerrette, to table Item 8.b, discussion and possible action regarding tax abatement request by Carolyn Cossiboom of 4 Newton Avenue. (7 yes) So voted.

c. Discussion Regarding Economic Development

The City Manager reviewed his memo dated May 25, 2018 on economic development. He offered that there are several groups in Caribou working on economic development; including, Caribou Economic Growth Council (CEGC), Business Investment Group (BIG), The Glass is Half Full (TGIHF), plus each farmer and current business owner is working to grow their own business.

The Mayor suggested we should be encouraging individuals to “buy local”. It was when the Manager’s position came up for review, Councilor Goughan learned that the City Manager is to be spending 50% of his time on economic development. Councilor Goughan found it difficult to evaluate the City Manager because he didn’t have a definition for economic development. Councilor Goughan finds the phrase “economic development” misused within local government, and expressed a question as to whether the various boards working on economic development share the same definition as to what is economic development. He stated that in his opinion, Caribou and all of Aroostook Council is failing in creating positive growth. He suggested that Caribou stop and look at the lessons learned from over the past 30 years, back up and adjust to make our time more efficient. He wants the City Council to define economic development and the environment required to promote measurable growth and wealth. He suggested that once a month the City Manager should have a sit down with a local business owner. Councilor Goughan wants to hear from the other councilors as to what is their definition of economic development.

Council Consensus: To hold a workshop on this topic and to invite the other Caribou groups working on economic development to attend.

d. Discussion Regarding Downtown Main Street Committee

Event & Marketing Coordinator Christina Kane-Gibson spoke about Maine’s Main Street Program and offered that the program is a tool or strategy for economic development with a four-point approach of organization, promotion, design, and economic vitality. The Main Street Program’s sole focus is the downtown area. Both Houlton and Presque Isle participate in this program.

Council Consensus: to move ahead and to do what is required to become a Main Street participating community.

e. Discussion of Mil Rate projections

Tax Assessor Penny Thompson reviewed her May 24, 2018 memo updating the Council on the 2018 tax commitment process. Highlights included: Aroostook County’s bill is higher this year, the proposed RSU 39 budget is lower than last year’s, homestead exemptions remaining the same, and Business Equipment Tax Exemption program underwent changes that will be effective for the 2018 tax year.

Councilor McDonough asked if anyone ever attended the County Budget Workshops. Ms. Thompson mentioned that an individual has until June 1st to submit papers to serve on the Budget Committee.

f. Discussion and Possible Action Regarding Final 2018 Budget

According to Caribou's Charter the Budget needs to be finalized before the end of May. The current adopted budget numbers are aimed to keeping the mil rate the same as last year. The Council has already adopted the Expense, Capital, and Revenue Budgets and according to the City Manager all that is necessary to finalize the 2018 Budget is to package it together into one document and publish on the web. The City Manager asked if the Council felt any need to discuss the Budget further before this is done. Discussion.

There was discussion about the City changing to a fiscal year to coincide with County and RSU 39 budgets. The City Manager will contact the managers from communities that are in the process of changing over to a fiscal year to see what information that they could share.

Council Agenda Item #9: Reports of Officers, Staff, Boards and Committees

There weren't any Reports of Officers, Staff, Boards and Committees

Council Agenda Item #10: Reports and Discussion by Mayor and Councilors

- River Road – Discussion as to what can be done for the four affected home owners on the River Road. Councilor Theriault questioned whether the road has been deemed safe for oil, garbage, and propane trucks, fire and ambulance vehicles, mail vehicles, and home health aides. The residents there need direction.

The City Manager suggested that the Council could go into Executive Session to discuss this further, but the Council decided to remain in open session.

Richard Theriault – 153 River Road – Mr. Theriault wants to know what is going to be done. He suggested that the City just purchase the properties and then the affected people can move out of there.

So far, the City hasn't been able to hire an appraisal firm. On Thursday, the City is holding a meeting for interested engineering firms.

Motion made by J. Theriault, seconded by N. Cote, to reimburse up to \$1,000 a month for each of the four affected landowners for documented expenses including rent, security deposit, utilities, moving costs, security deposit for pets for six months and for this to be reviewed in November. (6 yes, 1 no, RM Goughan) So voted.

- Absentee ballots are available in the Clerk's Office through June 7th. The Clerk's Office will have extended office on June 7th from 5:00 p.m. to 7:00 p.m.
- Councilor Kirkpatrick stated that he still hasn't received answers to all the questions he has about the hospital. He asked to have this added to the next Council agenda. The Mayor stated that he doesn't want this added to the agenda. The Mayor stated the answers need to come from the Cary Board and that the Manager will continue to ask the Cary Board until he receives the answers.
- Councilor Goughan gave a shout out to the Aroostook River. Recently he was fishing on the river, saw some eagles, and had a beautiful time. It is a great asset to the community.

Council Agenda Item #12: Next Regularly Scheduled Council Meeting – June 11, June 25

Council Agenda Item #11: Executive Session (May be called to discuss matters identified under Maine Revised Statutes, Title 1, §405(6))

2. Executive Session under Maine Revised Statutes, Title 1 §405(6)(C) to discuss real estate and economic development items pertaining to Miss Jordyn's Preschool.

7:25 p.m. time in. Motion made by P. McDonough, seconded by J. Theriault, to move to executive session under MRSA Title 1 §405(6)(C) to discuss real estate and economic development items pertaining to Miss Jordyn's Preschool. (7 yes) So voted.

8:17 p.m. time out.

No action taken.

Council recess for three minutes.

1. Executive Session under Maine Revised Statutes, Title 1 §405(6)(C) to discuss real estate and economic development items pertaining to Porvair Filtration Group.

8:20 p.m. time in. Motion made by RM Goughan, seconded by P. McDonough, to move to executive session under MRSA Title 1 §405(6)(C) to discuss real estate and economic development items pertaining to Porvair Filtration Group. (7 yes) So voted.

8:45 p.m. time out.

No action taken.

3. Executive Session under Maine Revised Statutes, Title 1 §405(6)(D) to discuss labor contracts and proposals with the City Manager pertaining to upcoming union negotiations.

8:45 p.m. time in. Motion made by Mayor Martin, seconded by J. Theriault, to move to executive session under Title 1 §405(6)(D) to discuss labor contracts and proposals with the City Manager pertaining to upcoming union negotiations. (7 yes) So voted.

9:07 p.m. time out.

No action taken.

The Mayor returned Council Agenda Item #10: Reports and Discussion by Mayor and Councilors

- Dunkin Donuts - Councilor Kirkpatrick asked for an update of the Dunkin Donuts proposal. The City Manager reported that they are still planning to build in Caribou. The timing of the construction will be based on the timing of the new school.
- Protocols for Negotiating in Open Sessions – Councilor Kirkpatrick asked that the Council discuss protocols for negotiating in open sessions. He stated that it was better to “under promise openly and over deliver privately”. The Council discussed making commitments on the fly and the benefits of executive sessions prior to making promises.

May 29, 2018

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Council Agenda Item #13: Adjournment

Motion made by Mayor Martin, seconded by J. Theriault, to adjourn the meeting at 9:15 p.m. (7 yes) So voted.

Jayne R. Farrin, Secretary

**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 _____

INDICATE TYPE OF PRIVILEGE: MALT VINOUS SPIRITUOUS

INDICATE TYPE OF LICENSE:

- RESTAURANT (Class I,II,III,IV) RESTAURANT/LOUNGE (Class XI) CLASS A LOUNGE (Class X)
 HOTEL (Class I,II,III,IV) HOTEL, FOOD OPTIONAL (Class I-A) BED & BREAKFAST (Class V)
 CLUB w/o Catering (Class V) CLUB with CATERING (Class I) GOLF COURSE (Class I,II,III,IV)
 TAVERN (Class IV) QUALIFIED CATERING OTHER: _____

REFER TO PAGE 3 FOR FEE SCHEDULE

ALL QUESTIONS MUST BE ANSWERED IN FULL

Corporation Name:	Business Name (D/B/A)		
	The Par + Grill Restaurant LLC		
APPLICANT(S) (Sole Proprietor)	DOB:	Physical Location:	
Chris Richards	5/30/64	118 Bennett Drive	
	DOB:	City/Town	State
		Caribou	ME
		Zip Code	04736
Address	Mailing Address		
5 Caroline Ave.	Same		
City/Town	State	Zip Code	City/Town
Caribou	ME	04736	
Telephone Number	Fax Number	Business Telephone Number	Fax Number
207-492-2122		207-492-0988	
Federal I.I.	Seller Certificate # or Sales Tax #:		
	Website:		
Email Address: Please Print	judy.parandgrill@gmail.com		

If business is NEW or under new ownership, indicate starting date: N/A

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 \$ _____
- 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 own or have any interest in any another Maine Liquor License? Yes No
If yes, please list License Number, Name, and physical location of any other Maine Liquor Licenses.

(Use an additional sheet(s) if necessary.)

License #	Name of Business	Physical Location	City / Town

PERMIT FEE IS \$ 30.00 PLUS \$25.00 ADVERTISING FEE. PLEASE ENCLOSE CHECK FOR ADVERTISING FEE WITH APPLICATION.(NEW APPLICATIONS ONLY)
MUNICIPALITY OF CARIBOU, MAINE

APPLICATION FOR SPECIAL AMUSEMENT PERMIT

PLEASE READ AND INITIAL:

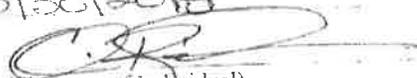
This application will be presented to the Municipal Officers, for approval or disapproval, at their meeting on _____, at which you should be present.

APPLICATION: NEW _____ RENEWAL INITIALS OF APPLICANT CK

LICENSE FEE PAID \$ _____
ADVERTISING FEE PAID _____
DATE ADVERTISED _____
DATE ON AGENDA _____

- (a) Firm name of Business The Par & Grill Restaurant, LLC
- (b) Address 118 Bennett Dr. Caribou, ME 04736
- Describe in detail kind and nature of entertainment GOLF Simulator
- Describe in detail room or rooms used under this permit back of Dining Room

Dated at Caribou, ME On 5/30/2018


(Signature of Individual)

(If Partnership, by members of the Partnership)

The Par & Grill Restaurant, LLC
(Name of Corporation)
(Place Corporate Seal)

By 
(If Corporation, by a duly authorized Officer)

Aroostook ss MUNICIPALITY OF Caribou DATED AT Caribou, Maine

CEO	CHIEF OF FIRE DEPARTMENT	POLICE CHIEF
Approved _____	Approved _____	Approved _____
Disapproved _____	Disapproved _____	Disapproved _____
Comment _____	Comment _____	Comment _____

THE APPLICANT SHALL SUBMIT A COPY OF THE CURRENT LIQUOR LICENSE. THIS PERMIT IS VALID ONLY FOR THE LICENSE YEAR OF THE APPLICANT'S EXISTING LIQUOR LICENSE.

APPLICATION RECEIVED BY _____

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



MEMO

TO: Caribou City Council Members
FROM: Jayne Farrin, City Clerk
RE: Recognition of Ballot Clerks
DATE: June 8, 2018

SPECIAL RECOGNITION ITEM

The following ballot clerks have worked for the city for many years and it is proposed that they be given special recognition for their many years of service.

Breanda A. Bourgoine - 28 years of Service

Ellen M Corrow - 46 years of Service

Plaques have been prepared for presentation.

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



MEMO

TO: Caribou City Council Members
FROM: Dennis Marker, City Manager
**RE: Recognition of Caribou High School Boys Track Team –
1st Place at Class C State Meet**
DATE: June 8, 2018

SPECIAL RECOGNITION ITEM

The Caribou Boys Track Team won the State Class C Track Meet for the first time in school history this year. We'd like to take the opportunity to congratulate them and wish them continued success in years to come.



TRIUMPHANT

Vikings win school's first state track and field title

Staff photo/Kevin Sjöberg

Caribou's Cory Jandreau clears the bar during his pole vault attempt at the recent Aroostook League Championships. Jandreau took second in the event and also was second in the 400 and was on the third-place 4x400 relay team at the Class C state championships Saturday at Massabesic High School in Waldoboro. The Vikings captured the team championship, the first-ever state title in track and field in school history.

By Kevin Sjöberg
Sports Reporter

It was a banner day for the Caribou varsity track and field program Saturday in the Class C state meet held at Massabesic High School in Waldoboro.

Actually, the Vikings picked up multiple banners, as the boys garnered the school's first-ever state championship and both the boys and girls captured Maine Principals' Association Good Sportsmanship awards.

The Caribou girls had a good showing in the meet by placing sixth in the standings.

The Viking boys won a close meet, scoring 57 points to edge

both Wells (54) and Traip Academy of Kittery (50). Orono, which had captured state titles in 2015, 2016 and 2017, was fourth with 43 points.

The big point scorers on the day for the Vikings were seniors Evan Michaud, Evan Desmond and Cory Jandreau.

Michaud won the pole vault by clearing 12 feet and in the process qualified for the New England championships, to be held June 9 at the University of New Hampshire in Durham, New Hampshire. Desmond was first in the 1,600-meter race walk in 7 minutes and 7.66 seconds. Jandreau was second in both the pole vault (12 feet) and the 400-meter dash (53.41 seconds).

The trio joined Calvin Mokler on the 4x400-meter relay team which took third place with a time of 3:39.29.

The Vikings were also third in the 4x800 relay at 8:49.52, with that team consisting of Mokler, Aaron Macek, Tom Pinette and Dylan Marrero.

Some unheralded Caribou athletes came up with some big performances to allow their team to prevail in a competition where every point made a difference. Jordan Duplissie, a freshman, bested his previous best time in the 3,200 run by 15 seconds to finish sixth, while senior Caleb Libby just made it into the finals in the 110 hurdles and then raced to sixth place in 18

seconds flat.

"Those were a couple of special performances for kids who had their best races when it mattered most," said Viking coach Roy Alden, whose teams have competed as a Class C team since 2016 following several years in Class B.

Desmond placed sixth in the 1,600 run (4:50.25) and Marrero fifth in the 800 (2:10.48) to round out the scoring for Caribou.

"There is pressure attached to every performance and our athletes handled the pressure well, stayed focused and managed to keep high level of energy for the whole meet," Alden said. "I'm extremely proud of the large group of senior athletes." Turn to Page 5, TITLE

SPORTS ARTICLES

can be submitted to:
Aroostook Republican
P.O. Box 510,
Presque Isle, ME 04769
or e-mail us:
republican@nepublish.com

Caribou Region Sport

June 6, 2018

The Aroostook Republican & News



Contributed photo/Roy Alden
From left, Caribou senior track and field athletes Evan Desmond, Cory Jandreau, Calvin Mokler and Evan Michaud display the Class C state championship award they received Saturday at Massabesic High School in Waterboro. It was the first title in the sport in school history.



Contributed photo/Roy Alden
Evan Michaud of the Caribou Vikings attempts the triple jump during a meet at Caribou High School this spring. He won the pole vault at Saturday's Class C state meet and was also a leg on the 4x400-meter relay team which took third place.

Title

Continued from page 1

on this team. They have been an extremely easy group to coach and as the season progressed, you could see the confidence grow as their performances improved.

"They had a sense of purpose and the drive it took to be successful," he added.

The Caribou girls scored 43.5 points to take sixth overall. Maranacook High School of Readfield was first with 103 points and Orono was the runner-up with 92.5.

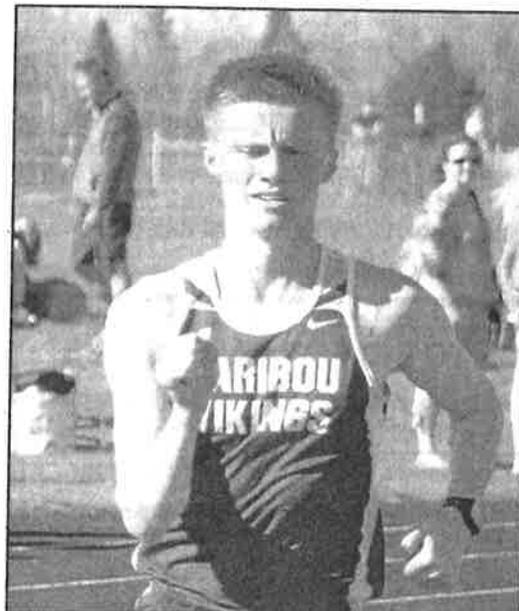
Alexis Rodriguez led the way for the Vikings. The junior was second in the high jump (4 feet, 10 inches), sixth in the 1,600 run (5:44.69) and joined Willow Whitten, Meagan Dube and Monica McLaughlin on the 4x400 relay team which was the runner-up in 4:19.03, less than a second off the school record.

McLaughlin and Hope Shea were second and third, respectively, in the javelin. McLaughlin's throw went a distance of 114-10, with Shea right behind at 112-6. Both qualified to compete in the New England championships in New Hampshire June 9.

Also placing for Caribou were Whitten, third in the 300 hurdles and tied for sixth in the pole vault; Emily Austin, fourth in the 1,600 racewalk; Brianna Reece, seventh in the discus; and the 4x800 relay team (Ashley Violette, Maren Moir, Emma Stewart and Edie Shea), which took seventh.

Fort Fairfield freshman Annika Reynolds took fifth in the long jump with a mark of 15-8 to score the only points for her team.

MSSM and Washburn were other schools represented at the meet.



Contributed photo/Roy Alden
Evan Desmond of Caribou competes in the 1,600-meter racewalk at a meet this spring in Presque Isle. Desmond won the event at the Class C state championships held Saturday at Massabesic High School in Waterboro.

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CARIBOU ADMINISTRATION
25 HIGH STREET
CARIBOU, ME. 04736



MEMO

TO: Caribou City Council Members
FROM: Dennis Marker, City Manager
RE: Appointment of Tax Collector/Treasurer and Deputy Tax Collector
DATE: June 8, 2018

DISCUSSION AND POSSIBLE ACTION ITEM

This agenda item contains three parts.

- 1. It is proposed that Carl Grant be appointed as the Caribou City Tax Collector and City Treasurer effective immediately.**
- 2. The Council approve Certificates of Settlement for tax years 2009-2017 (Totaling \$88,453.92) (See Exhibit A attached to this memo) and recommit said taxes to Mr. Grant (See Exhibit B attached to this memo) subject to Board of Assessor review of such documents.** When the city changes Tax Collectors, it is necessary that the City's Board of Assessors review outstanding taxes and take steps to recommit any outstanding taxes to the new Tax Collector. The Board of Assessors has not yet met to review the settlement statement or recommit since the totals are based on amounts as of close of business Friday, June 8, 2018.
- 3. It is proposed that Jessica Theberge be appointed as the Deputy City Tax Collector effective on her first day of work with the city.** The promotion of Mr. Grant created a vacancy in the finance department. After a properly noticed hiring process, an employment offer has been made to and accepted by Ms. Jessica Theberge who brings with her years of experience and knowledge. She begins work with the City on June 18th.

Exhibit A

Certificate Of Settlement

36 M.R.S.A § 763

COUNTY OF Aroostook ss.

STATE OF MAINE

TO: Wanda L. Raymond, Tax Collector of the Municipality of Caribou within this County:
We hereby certify that the 2017 taxes committed to you consisting of:

Real and Personal Tax commitments:	\$8,540,595.69
Supplemental commitments totaling:	\$0.00
Interest	\$25,822.85
A grand total of:	\$8,566,418.54
Cash Payments:	\$8,145,094.84
Abatements Granted:	\$1,814.01
Tax Lien Mortgages: (Recorded in the Aroostook County Registry of Deeds)	\$386,603.95
Other Credits:	\$3,372.29
A net total of:	\$8,533,512.80
Balance Due of:	\$29,533.45

Under authority contained in MRSA, Title 36, Section 763, as amended, we hereby discharge you from further liability or obligation to collect the balance due of : \$29,533.45 and acknowledge receipt of the tax lists for the taxable year 2017.

Given under our hands this 11th day of June 2018.
Municipal Officers

Certificate Of Settlement

36 M.R.S.A § 763

COUNTY OF Aroostook ss.

STATE OF MAINE

TO: Wanda L. Raymond, Tax Collector of the Municipality of Caribou within this County:
We hereby certify that the 2016 taxes committed to you consisting of:

Real and Personal Tax commitments:	\$8,334,725.22
Supplemental commitments totaling:	\$14,394.60
Interest	\$28,367.00
A grand total of:	\$8,377,486.82
Cash Payments:	\$7,993,361.97
Abatements Granted:	\$1,623.61
Tax Lien Mortgages: (Recorded in the Aroostook County Registry of Deeds)	\$369,548.46
Other Credits:	\$0.00
A net total of:	\$8,364,534.04
Balance Due of:	\$12,952.78

Under authority contained in MRSA, Title 36, Section 763, as amended, we hereby discharge you from further liability or obligation to collect the balance due of : \$12,952.78 and acknowledge receipt of the tax lists for the taxable year 2016.

Given under our hands this 11th day of June 2018.

Municipal Officers

PTA 258 (05/00)

pg 2 of 12

Certificate Of Settlement

36 M.R.S.A § 763

COUNTY OF Aroostook ss.

STATE OF MAINE

TO: Wanda L. Raymond, Tax Collector of the Municipality of Caribou within this County:
We hereby certify that the 2015 taxes committed to you consisting of:

Real and Personal Tax commitments:	\$8,365,024.83
Supplemental commitments totaling:	\$44,098.44
Interest	\$27,819.27
A grand total of:	\$8,436,942.54
Cash Payments:	\$7,948,527.27
Abatements Granted:	\$4,257.56
Tax Lien Mortgages: (Recorded in the Aroostook County Registry of Deeds)	\$471,231.82
Other Credits:	\$0.00
A net total of:	\$8,424,016.65
Balance Due of:	\$12,925.89

Under authority contained in MRSA, Title 36, Section 763, as amended, we hereby discharge you from further liability or obligation to collect the balance due of : \$12,925.89 and acknowledge receipt of the tax lists for the taxable year 2015.

Given under our hands this 11th day of June 2018.

Municipal Officers

PTA 258 (05/00)

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Certificate Of Settlement

36 M.R.S.A § 763

COUNTY OF Aroostook ss.

STATE OF MAINE

TO: Wanda L. Raymond, Tax Collector of the Municipality of Caribou within this County:
We hereby certify that the 2014 taxes committed to you consisting of:

Real and Personal Tax commitments:	\$8,291,840.22
Supplemental commitments totaling:	\$2,727.29
Interest	\$31,143.85
A grand total of:	\$8,325,711.36
Cash Payments:	\$7,921,702.40
Abatements Granted:	\$3,512.34
Tax Lien Mortgages: (Recorded in the Aroostook County Registry of Deeds)	\$385,134.15
Other Credits:	\$0.00
A net total of:	\$8,310,348.89
Balance Due of:	\$15,362.47

Under authority contained in MRSA, Title 36, Section 763, as amended, we hereby discharge you from further liability or obligation to collect the balance due of : \$15,362.47 and acknowledge receipt of the tax lists for the taxable year 2014.

Given under our hands this 11th day of June 2018.

Municipal Officers

PTA 258 (05/00)

pg 4 of 12

Certificate Of Settlement

36 M.R.S.A § 763

COUNTY OF Aroostook ss.

STATE OF MAINE

TO: Wanda L. Raymond, Tax Collector of the Municipality of Caribou within this County:
We hereby certify that the 2013 taxes committed to you consisting of:

Real and Personal Tax commitments:	\$7,614,903.35
Supplemental commitments totaling:	\$12,666.95
Interest	\$26,328.53
A grand total of:	\$7,653,898.83
Cash Payments:	\$7,350,650.07
Abatements Granted:	\$8,501.80
Tax Lien Mortgages: (Recorded in the Aroostook County Registry of Deeds)	\$285,034.94
Other Credits:	\$0.00
A net total of:	\$7,644,186.81
Balance Due of:	\$9,712.02

Under authority contained in MRSA, Title 36, Section 763, as amended, we hereby discharge you from further liability or obligation to collect the balance due of : \$9,712.02 and acknowledge receipt of the tax lists for the taxable year 2013.

Given under our hands this 11th day of June 2018.

Municipal Officers

PTA 258 (05/00)

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Certificate Of Settlement

36 M.R.S.A § 763

COUNTY OF Aroostook ss.

STATE OF MAINE

TO: Wanda L. Raymond, Tax Collector of the Municipality of Caribou within this County:
We hereby certify that the 2012 taxes committed to you consisting of:

Real and Personal Tax commitments:	\$7,170,185.46
Supplemental commitments totaling:	\$79,102.98
Interest	\$26,418.03
A grand total of:	\$7,275,706.47
Cash Payments:	\$6,977,206.88
Abatements Granted:	\$26,672.33
Tax Lien Mortgages: (Recorded in the Aroostook County Registry of Deeds)	\$266,660.65
Other Credits:	\$0.00
A net total of:	\$7,270,539.86
Balance Due of:	\$5,166.61

Under authority contained in MRSA, Title 36, Section 763, as amended, we hereby discharge you from further liability or obligation to collect the balance due of : \$5,166.61 and acknowledge receipt of the tax lists for the taxable year 2012.

Given under our hands this 11th day of June 2018.

Municipal Officers

PTA 258 (05/00)

pg 6 of 12

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Certificate Of Settlement

36 M.R.S.A § 763

COUNTY OF Aroostook ss.

STATE OF MAINE

TO: Wanda L. Raymond, Tax Collector of the Municipality of Caribou within this County:
We hereby certify that the 2011 taxes committed to you consisting of:

Real and Personal Tax commitments:	\$7,152,055.11
Supplemental commitments totaling:	\$349.74
Interest	\$21,222.53
A grand total of:	\$7,173,627.38
Cash Payments:	\$6,924,584.54
Abatements Granted:	\$2,748.33
Tax Lien Mortgages: (Recorded in the Aroostook County Registry of Deeds)	\$244,770.18
Other Credits:	\$0.00
A net total of:	\$7,172,103.05
Balance Due of:	\$1,524.33

Under authority contained in MRSA, Title 36, Section 763, as amended, we hereby discharge you from further liability or obligation to collect the balance due of : \$1,524.33 and acknowledge receipt of the tax lists for the taxable year 2011.

Given under our hands this 11th day of June 2018.

Municipal Officers

PTA 258 (05/00)

pg 7 of 12

Certificate Of Settlement

36 M.R.S.A § 763

COUNTY OF Aroostook ss.

STATE OF MAINE

TO: Wanda L. Raymond, Tax Collector of the Municipality of Caribou within this County:
We hereby certify that the 2010 taxes committed to you consisting of:

Real and Personal Tax commitments:	\$6,556,993.04
Supplemental commitments totaling:	\$6,446.75
Interest	\$20,710.82
A grand total of:	\$6,584,150.61
Cash Payments:	\$6,358,413.31
Abatements Granted:	\$8,948.31
Tax Lien Mortgages: (Recorded in the Aroostook County Registry of Deeds)	\$215,562.30
Other Credits:	\$0.00
A net total of:	\$6,582,923.92
Balance Due of:	\$1,226.69

Under authority contained in MRSA, Title 36, Section 763, as amended, we hereby discharge you from further liability or obligation to collect the balance due of : \$1,226.69 and acknowledge receipt of the tax lists for the taxable year 2010.

Given under our hands this 11th day of June 2018.

Municipal Officers

PTA 258 (05/00)

Certificate Of Settlement

36 M.R.S.A § 763

COUNTY OF Aroostook ss.

STATE OF MAINE

TO: Wanda L. Raymond, Tax Collector of the Municipality of Caribou within this County:
We hereby certify that the 2009 taxes committed to you consisting of:

Real and Personal Tax commitments:	\$6,371,779.20
Supplemental commitments totaling:	\$5,323.20
Interest	\$25,382.56
A grand total of:	\$6,402,484.96
Cash Payments:	\$6,196,019.02
Abatements Granted:	\$6,079.20
Tax Lien Mortgages: (Recorded in the Aroostook County Registry of Deeds)	\$200,337.06
Other Credits:	\$0.00
A net total of:	\$6,402,435.28
Balance Due of:	\$49.68

Under authority contained in MRSA, Title 36, Section 763, as amended, we hereby discharge you from further liability or obligation to collect the balance due of : \$49.68 and acknowledge receipt of the tax lists for the taxable year 2009.

Given under our hands this 11th day of June 2018.

Municipal Officers

PTA 258 (05/00)

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Acct Name ----	Year	Original Tax	Payment / Adjustments	Amount Due
Total for 78 Bills:	45 Accounts	93,355.30	4,901.38	88,453.92

Payment Summary

Type	Principal	Interest	Costs	Total
C - Correction	-28.68	0.00	0.00	-28.68
P - Payment	4,671.06	0.00	0.00	4,671.06
Y - Prepayment	259.00	0.00	0.00	259.00
Total	4,901.38	0.00	0.00	4,901.38

Non Lien Summary

2009-1	1	49.68
2010-1	3	1,226.69
2011-1	4	1,524.33
2012-1	2	5,166.61
2013-1	4	9,712.02
2014-1	4	15,362.47
2015-1	7	12,925.89
2016-1	15	12,952.78
2017-1	38	29,533.45
Total	78	88,453.92

No Bills

0.00 0.00 0.00

Payment Summary

Type	Principal	Interest	Costs	Total
Total	0.00	0.00	0.00	0.00

Lien Summary

Total	0	0.00
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Total for 78 Bills: 93,355.30 4,901.38 88,453.92

Acct	Name ----	Year	Original Tax	Payment / Adjustments	Amount Due
16	P AROOSTOOK STEEL COMPANY INC.	2010	334.99	0.00	334.99
16	P AROOSTOOK STEEL COMPANY INC.	2011	362.79	0.00	362.79
20	P BEAULIEU, GERRY J.	2009	648.00	598.32	49.68
20	P BEAULIEU, GERRY J.	2010	621.78	0.00	621.78
20	P BEAULIEU, GERRY J.	2011	668.16	0.00	668.16
20	P BEAULIEU, GERRY J.	2012	521.10	0.00	521.10
20	P BEAULIEU, GERRY J.	2013	530.95	0.00	530.95
20	P BEAULIEU, GERRY J.	2014	553.04	0.00	553.04
20	P BEAULIEU, GERRY J.	2015	543.53	0.00	543.53
20	P BEAULIEU, GERRY J.	2016	540.44	0.00	540.44
20	P BEAULIEU, GERRY J.	2017	549.70	0.00	549.70
511	P BELL, JUSTIN & RICK	2017	289.19	0.00	289.19
512	P BERNAICHE PROPERTY MAINTENANCE	2017	215.10	0.00	215.10
179	P BROADWAY SUPPLY	2011	203.58	2.52	201.06
498	P BUB'S CARPENTRY, INC.	2017	28.68	0.00	28.68
633	P BURBA, JOHN & MELISSA	2017	21.51	0.00	21.51
49	P CANXUS BROADCASTING CORP.	2016	1,481.63	619.17	862.46
49	P CANXUS BROADCASTING CORP.	2017	1,560.67	0.00	1,560.67
517	P CORBIN, CHRIS	2017	121.89	0.00	121.89
91	P CROUCH, TAMMIE AND	2017	1,257.14	32.32	1,224.82
58	P CROWN PARK INN	2017	1,814.01	0.00	1,814.01
518	P CULLINS, BRYAN	2016	261.06	0.00	261.06
518	P CULLINS, BRYAN	2017	272.46	0.00	272.46
254	P CYR, MICHAEL	2017	2,468.87	0.00	2,468.87
372	P CYR, TRACEY	2017	35.85	0.00	35.85
123	P DOLLAR EXPRESS STORES, LLC	2017	1,269.09	0.00	1,269.09
623	P FIVE STAR HOME MAINTENANCE, LLC	2016	226.71	0.00	226.71
623	P FIVE STAR HOME MAINTENANCE, LLC	2017	215.10	0.00	215.10
442	P FRANK, ROB, MARTHA & BRADLEY	2017	348.94	345.40	3.54
533	P FULTON, JOHN	2017	203.15	0.00	203.15
431	P G-FORCE LASER TAG, CORP	2016	36.64	0.00	36.64
261	P GRAYHAWK LEASING, LLC	2016	762.57	765.32	-2.75
618	P HIGI SH, LLC	2017	83.65	0.00	83.65
203	P HOWARD, MICHELLE	2017	38.24	0.00	38.24
615	P KEATON, BRENDA	2016	38.93	36.64	2.29
615	P KEATON, BRENDA	2017	40.63	0.00	40.63
203	P KIROUAC, LISA T.	2016	52.67	35.16	17.51
1	P LAVOIE, LOUIS	2015	581.71	248.18	333.53
1	P LAVOIE, LOUIS	2016	593.11	0.00	593.11
1	P LAVOIE, LOUIS	2017	619.01	0.00	619.01
621	P LEAVITT, BRIAN G.	2016	114.50	0.00	114.50
621	P LEAVITT, BRIAN G.	2017	114.72	0.00	114.72
232	P LYONS, JOHN	2017	138.62	132.23	6.39
576	P MARTIN, SCOTT	2013	4,807.25	563.16	4,244.09
576	P MARTIN, SCOTT	2014	9,151.92	0.00	9,151.92
576	P MARTIN, SCOTT	2015	5,951.90	0.00	5,951.90
576	P MARTIN, SCOTT	2016	3,812.85	0.00	3,812.85

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Acct	Name ----	Year	Original Tax	Payment / Adjustments	Amount Due
576	P MARTIN, SCOTT	2017	3,864.63	0.00	3,864.63
539	P MICHAUD, EDMOND & TODD	2016	183.20	178.23	4.97
539	P MICHAUD, EDMOND & TODD	2017	188.81	0.00	188.81
132	P MOIYEE CORPORATION, THE	2017	38.24	0.00	38.24
245	P NOBLE, JOHN	2015	862.46	650.05	212.41
245	P NOBLE, JOHN	2016	879.36	0.00	879.36
245	P NOBLE, JOHN	2017	917.76	0.00	917.76
259	P PELLETIER AUTOMOTIVE RESTYLING	2010	269.92	0.00	269.92
259	P PELLETIER AUTOMOTIVE RESTYLING	2011	292.32	0.00	292.32
545	P PIERCE, KELLEY & PAULA	2017	64.53	63.51	1.02
550	P RENE'S MASONRY	2017	57.36	0.00	57.36
642	P RICHARDSON, DERRELL	2017	9.56	0.00	9.56
525	P RIOPELLE, LAMAR	2017	28.68	26.68	2.00
551	P ROBERTSON, SAMUEL	2013	270.60	267.97	2.63
551	P ROBERTSON, SAMUEL	2014	289.90	0.00	289.90
551	P ROBERTSON, SAMUEL	2015	291.98	0.00	291.98
553	P ROSSIGNOL, GARY	2017	40.63	0.00	40.63
626	P SITEL CORPORATION	2017	1,928.73	0.00	1,928.73
303	P SKONIECZNY, M. & SON, INC.	2017	4,330.68	0.00	4,330.68
529	P SLEEPER, JOSEPH & SONS, INC.	2017	239.00	256.48	-17.48
323	P SURE WINNER FOODS, INC.	2015	186.42	0.00	186.42
328	P THERIAULT, SHANE	2012	4,645.51	0.00	4,645.51
328	P THERIAULT, SHANE	2013	4,934.35	0.00	4,934.35
328	P THERIAULT, SHANE	2014	5,367.61	0.00	5,367.61
328	P THERIAULT, SHANE	2015	5,406.12	0.00	5,406.12
328	P THERIAULT, SHANE	2016	5,512.03	0.00	5,512.03
328	P THERIAULT, SHANE	2017	5,752.73	0.00	5,752.73
223	P THIBODEAU, GUILDA	2017	279.63	80.04	199.59
560	P TROMBLEY, PHIL	2016	91.60	0.00	91.60
560	P TROMBLEY, PHIL	2017	95.60	0.00	95.60
429	P VIRTUAL MANAGED SOLUTIONS	2017	927.32	0.00	927.32

Exhibit B
Certificate Of Recommitment
36 M.R.S.A § 763

COUNTY OF Aroostook ss.

STATE OF MAINE

TO: Carl Grant, Tax Collector of the Municipality of Caribou

Herewith are committed to you true lists of the assessments of the Estates of the persons therein named; you are to levy and collect the same, of each one his/her respective amount, therein set down of the sum total of \$88,453.92 (being the yet uncollected amount of the lists contained herein), according to the tenor of the foregoing warrant.

Given under our hands this 11th day of June 2018.
Municipal Officers

Acct Name ----	Year	Original Tax	Payment / Adjustments	Amount Due
Total for 78 Bills:	45 Accounts	93,355.30	4,901.38	88,453.92

Payment Summary

Type	Principal	Interest	Costs	Total
C - Correction	-28.68	0.00	0.00	-28.68
P - Payment	4,671.06	0.00	0.00	4,671.06
Y - Prepayment	259.00	0.00	0.00	259.00
Total	4,901.38	0.00	0.00	4,901.38

Non Lien Summary

2009-1	1	49.68
2010-1	3	1,226.69
2011-1	4	1,524.33
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2015-1	7	12,925.89
2016-1	15	12,952.78
2017-1	38	29,533.45
Total	78	88,453.92

No Bills

0.00 0.00 0.00

Payment Summary

Type	Principal	Interest	Costs	Total
Total	0.00	0.00	0.00	0.00

Lien Summary

Total	0	0.00
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Total for 78 Bills: 93,355.30 4,901.38 88,453.92

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Acct	Name ----	Year	Original Tax	Payment / Adjustments	Amount Due
16 P	AROOSTOOK STEEL COMPANY INC.	2010	334.99	0.00	334.99
16 P	AROOSTOOK STEEL COMPANY INC.	2011	362.79	0.00	362.79
20 P	BEAULIEU, GERRY J.	2009	648.00	598.32	49.68
20 P	BEAULIEU, GERRY J.	2010	621.78	0.00	621.78
20 P	BEAULIEU, GERRY J.	2011	668.16	0.00	668.16
20 P	BEAULIEU, GERRY J.	2012	521.10	0.00	521.10
20 P	BEAULIEU, GERRY J.	2013	530.95	0.00	530.95
20 P	BEAULIEU, GERRY J.	2014	553.04	0.00	553.04
20 P	BEAULIEU, GERRY J.	2015	543.53	0.00	543.53
20 P	BEAULIEU, GERRY J.	2016	540.44	0.00	540.44
20 P	BEAULIEU, GERRY J.	2017	549.70	0.00	549.70
511 P	BELL, JUSTIN & RICK	2017	289.19	0.00	289.19
512 P	BERNAICHE PROPERTY MAINTENANCE	2017	215.10	0.00	215.10
179 P	BROADWAY SUPPLY	2011	203.58	2.52	201.06
498 P	BUB'S CARPENTRY, INC.	2017	28.68	0.00	28.68
633 P	BURBA, JOHN & MELISSA	2017	21.51	0.00	21.51
49 P	CANXUS BROADCASTING CORP.	2016	1,481.63	619.17	862.46
49 P	CANXUS BROADCASTING CORP.	2017	1,560.67	0.00	1,560.67
517 P	CORBIN, CHRIS	2017	121.89	0.00	121.89
91 P	CROUCH, TAMMIE AND	2017	1,257.14	32.32	1,224.82
58 P	CROWN PARK INN	2017	1,814.01	0.00	1,814.01
518 P	CULLINS, BRYAN	2016	261.06	0.00	261.06
518 P	CULLINS, BRYAN	2017	272.46	0.00	272.46
254 P	CYR, MICHAEL	2017	2,468.87	0.00	2,468.87
372 P	CYR, TRACEY	2017	35.85	0.00	35.85
123 P	DOLLAR EXPRESS STORES, LLC	2017	1,269.09	0.00	1,269.09
623 P	FIVE STAR HOME MAINTENANCE, LLC	2016	226.71	0.00	226.71
623 P	FIVE STAR HOME MAINTENANCE, LLC	2017	215.10	0.00	215.10
442 P	FRANK, ROB, MARTHA & BRADLEY	2017	348.94	345.40	3.54
533 P	FULTON, JOHN	2017	203.15	0.00	203.15
431 P	G-FORCE LASER TAG, CORP	2016	36.64	0.00	36.64
261 P	GRAYHAWK LEASING, LLC	2016	762.57	765.32	-2.75
618 P	HIGI SH, LLC	2017	83.65	0.00	83.65
203 P	HOWARD, MICHELLE	2017	38.24	0.00	38.24
615 P	KEATON, BRENDA	2016	38.93	36.64	2.29
615 P	KEATON, BRENDA	2017	40.63	0.00	40.63
203 P	KIROUAC, LISA T.	2016	52.67	35.16	17.51
1 P	LAVOIE, LOUIS	2015	581.71	248.18	333.53
1 P	LAVOIE, LOUIS	2016	593.11	0.00	593.11
1 P	LAVOIE, LOUIS	2017	619.01	0.00	619.01
621 P	LEAVITT, BRIAN G.	2016	114.50	0.00	114.50
621 P	LEAVITT, BRIAN G.	2017	114.72	0.00	114.72
232 P	LYONS, JOHN	2017	138.62	132.23	6.39
576 P	MARTIN, SCOTT	2013	4,807.25	563.16	4,244.09
576 P	MARTIN, SCOTT	2014	9,151.92	0.00	9,151.92
576 P	MARTIN, SCOTT	2015	5,951.90	0.00	5,951.90
576 P	MARTIN, SCOTT	2016	3,812.85	0.00	3,812.85

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Acct	Name ----	Year	Original Tax	Payment / Adjustments	Amount Due
576 P	MARTIN, SCOTT	2017	3,864.63	0.00	3,864.63
539 P	MICHAUD, EDMOND & TODD	2016	183.20	178.23	4.97
539 P	MICHAUD, EDMOND & TODD	2017	188.81	0.00	188.81
132 P	MOIYEE CORPORATION, THE	2017	38.24	0.00	38.24
245 P	NOBLE, JOHN	2015	862.46	650.05	212.41
245 P	NOBLE, JOHN	2016	879.36	0.00	879.36
245 P	NOBLE, JOHN	2017	917.76	0.00	917.76
259 P	PELLETIER AUTOMOTIVE RESTYLING	2010	269.92	0.00	269.92
259 P	PELLETIER AUTOMOTIVE RESTYLING	2011	292.32	0.00	292.32
545 P	PIERCE, KELLEY & PAULA	2017	64.53	63.51	1.02
550 P	RENE'S MASONRY	2017	57.36	0.00	57.36
642 P	RICHARDSON, DERRELL	2017	9.56	0.00	9.56
525 P	RIOPELLE, LAMAR	2017	28.68	26.68	2.00
551 P	ROBERTSON, SAMUEL	2013	270.60	267.97	2.63
551 P	ROBERTSON, SAMUEL	2014	289.90	0.00	289.90
551 P	ROBERTSON, SAMUEL	2015	291.98	0.00	291.98
553 P	ROSSIGNOL, GARY	2017	40.63	0.00	40.63
626 P	SITEL CORPORATION	2017	1,928.73	0.00	1,928.73
303 P	SKONIECZNY, M. & SON, INC.	2017	4,330.68	0.00	4,330.68
529 P	SLEEPER, JOSEPH & SONS, INC.	2017	239.00	256.48	-17.48
323 P	SURE WINNER FOODS, INC.	2015	186.42	0.00	186.42
328 P	THERIAULT, SHANE	2012	4,645.51	0.00	4,645.51
328 P	THERIAULT, SHANE	2013	4,934.35	0.00	4,934.35
328 P	THERIAULT, SHANE	2014	5,367.61	0.00	5,367.61
328 P	THERIAULT, SHANE	2015	5,406.12	0.00	5,406.12
328 P	THERIAULT, SHANE	2016	5,512.03	0.00	5,512.03
328 P	THERIAULT, SHANE	2017	5,752.73	0.00	5,752.73
223 P	THIBODEAU, GUILDA	2017	279.63	80.04	199.59
560 P	TROMBLEY, PHIL	2016	91.60	0.00	91.60
560 P	TROMBLEY, PHIL	2017	95.60	0.00	95.60
429 P	VIRTUAL MANAGED SOLUTIONS	2017	927.32	0.00	927.32



MEMO

TO: Caribou City Council Members
FROM: Gary Marquis, Parks and Recreation Superintendent
RE: Collins Pond Dam Repair
DATE: June 8, 2018

DISCUSSION AND POSSIBLE ACTION ITEM

Due to runoff events this year, the Collins Pond Dam has failed to the point that very little water is held (see figure 1). There is concern about the impacts this will have on the community’s recreation, aesthetics, wildlife, and tourism industries.

Staff is proposing that a short-term fix be constructed to refill the pond and restore the iconic element to the community. Reconstruction of the Collins Pond dam was discussed in the 2017 budget process and anticipated to occur in 2020 at an estimated cost of \$190K. \$20K was budgeted this year to start building funds up for the future expense.

Two bids were received to reposition some of the large stones below the dam (See figure 2) and add other smaller stones around the placement to create a barrier. The bids were as follows:

Soderberg Company Incorporated
- \$12,500

M. J. Ouellette and Daughters Inc
- \$11,500



Figure 1: View of Collins Pond, May 2019 from the southside park



Figure 2: Collins Pond Dam. Rocks can be repositioned around the spillway to hold back the stream.

BUREAU OF ALCOHOL BEVERAGES AND LOTTERY OPERATIONS
DIVISION OF LIQUOR LICENSING AND ENFORCEMENT
8 STATE HOUSE STATION, AUGUSTA, ME 04333-0008
10 WATER STREET, FALLEN LEAF, ME 04847
TEL: (207) 624-7220 FAX: (207) 297-2434
EMAIL INQUIRIES: MAINE.LIC@OR@MAINE.GOV

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

NEW appl. _____

PRESENT LICENSE EXPIRES _____

INDICATE TYPE OF PREMISE: MALT VINOUS SPIRITUOUS

INDICATE TYPE OF LICENSE:

- | | | |
|---|---|--|
| <input type="checkbox"/> RESTAURANT (Class III,IIIa) | <input type="checkbox"/> RESTAURANT/LOUNGE (Class XI) | <input type="checkbox"/> CLASS A LOUNGE (Class X) |
| <input type="checkbox"/> HOTEL (Class III,IIIa,IV) | <input type="checkbox"/> HOTEL, FOOD OPTIONAL (Class I-A) | <input type="checkbox"/> BED & BREAKFAST (Class V) |
| <input type="checkbox"/> CLUB with Catering (Class I) | <input type="checkbox"/> CLUB with CATERING (Class I) | <input type="checkbox"/> GOLF COURSE (Class I,II,III,IV) |
| <input type="checkbox"/> TAVERN (Class IV) | <input checked="" type="checkbox"/> QUALIFIED CATERING | <input type="checkbox"/> OTHER: _____ |

REFER TO PAGE 3 FOR FEE SCHEDULE

ALL QUESTIONS MUST BE ANSWERED IN FULL

Corporation _____	Business Name (D/B/A) <u>Country Farms Market, LLC</u>		
APPLICANT <u>Mark J. Kelley</u>	Physical Address <u>31 Herschel St.</u>		
<u>Haley R. Kelley</u> Address <u>174 Bagley Rd</u>	City/Town <u>Caribou ME</u>	State <u>ME</u>	Zip Code <u>04736</u>
City/Town <u>Mapleton ME</u>	State <u>ME</u>	Zip Code <u>04757</u>	
Telephone <u>207</u>	Business Telephone Number <u>207 455-8057</u>	Fax Number <u>207 455-8100</u>	
Federal ID # <u>26-4212887</u>	Seller Certificate #: _____		
Email Address Please Print: <u>countryfarmsmarket@gmail.com</u>	Website: _____		

If business _____

Requested inspection date A.S.A.P Business hours Appointment Only

1. If premise is a hotel or Bed & Breakfast, indicate number of rooms available for transient guests: _____

2. State amount of gross annual sales. Period of last license: ROOMS \$ _____ FOOD \$ _____ LIQUOR \$ _____

3. Is applicant a proprietor, partner, officer, director, or limited partner? YES NO

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

4. Do you own or have any interest in any other Maine Liquor License? Yes No

If yes, please list License Number and physical location of any other Maine Liquor Licenses.

16-N-2015-A-807 Country Farms Market (Use an additional sheet(s) if necessary.)

1284 Main St. Washburn ME 04786
Physical Location

**Ordinance No. 02, 2018 Series
City of Caribou
County of Aroostook
State of Maine**

**An Ordinance Adopting Policies for Administrative Review of Customary Licenses and Permits,
Providing Severability and an Effective Date for the Ordinance.**

WHEREAS, the City of Caribou is a Local Unit of Government under the State of Maine and is granted home rule authority under Maine Revised Statutes, Title 30-A, §3001; and

WHEREAS, the City of Caribou has adopted Title 7, Licenses and Permit, rules and regulations pertaining to business operations which may also require approval by departments of the state; and

WHEREAS, the City Council has determined that review of most requests for licensure under Title 7 can be handled by the City staff, which will expedite license approvals and create a more business friendly policy and promotion of economic development activities within the City.

NOW THEREFORE, the City Council of the City of Caribou, County of Aroostook, State of Maine, pursuant to the requirements of the City of Caribou Charter, Section 2.11, does ordain the following:

Section I. Title 7 Amendments

1. Title 7, Article I, Sec. 7-101 is amended as follows (underlined text is added, stricken text is deleted):

Every motor vehicle used or to be used for the conveyance of persons for hire from place to place within the City of Caribou shall be deemed a taxicab within the meaning of this Article, except a motor vehicle subject to regulation by the Public Utilities Commission of the State of Maine, and motor vehicles collecting fares by tickets or coupons sold for interstate transportation. All vehicles accepted shall be granted special license in such form and on such conditions as the ~~Council~~ City Manager or designee may determine, and such license may be revoked ~~by the Council, after notice and hearing~~ for failure to comply with all pertinent laws and regulations.

2. Title 7, Article I, Sec. 7-101 is amended as follows (underlined text is added, stricken text is deleted):

No person, firm or corporation shall operate or cause to be operated a taxicab unless licensed as herein provided. ~~No license shall be issued unless and until the Municipal Officers have issued a certificate that public convenience and necessity require the operation thereof.~~ Application for ~~such certificate~~ licensure shall be made on forms provided by the City and shall set forth the name and address of the applicant, the trade name under which the applicant does or proposes to do business; where proposed offices and garages are to be located; the number of vehicles the applicant desires to operate, with a clear description of each vehicle, insurance coverage, and such other facts as the ~~Municipal Officers~~ City may require for determining compliance with applicable laws and regulations.

3. Title 7, Article I, Sec. 7-103 is amended as follows (underlined text is added, stricken text is deleted):

~~Upon presentation of such certificate within thirty days from its date and satisfactory evidence that license fees herein required have been paid and that such insurance policy as the Council may require has been duly filed, the Municipal Officers may issue to the applicant a license for each car set out in the certificate. The~~ A license fee shall be \$40.00 yearly for each taxicab. The Council City administration may designate a taxi stand or stands, upon request by the taxicab owner for each licensed taxicab, and after the designation, no vehicle shall park in that stand or stands except the taxicab for which that stand or stands is/are designated. No taxicab shall remain standing on any street on which parking meters are installed along side or next to any parking meter, except while serving passengers.

4. Title 7, Article I, Sec. 7-105 is amended as follows (underlined text is added, stricken text is deleted):

Application for a license to drive a taxicab shall be made on forms furnished by the City and shall set forth under oath such information as the ~~Municipal Officers~~ City may require. Such licenses shall be signed by the City Clerk, shall be numbered in order granted and, unless sooner suspended or revoked, shall continue in force until the first day of May next after the date thereof. The fee for such license shall be \$10.00. No such license shall be granted to any person unless he/she shall present a valid license to operate motor vehicles issued to him/her by the State, nor unless he/she shall have attained the age of twenty one years.

5. Title 7, Article II, Sec. 7-201 is amended as follows (underlined text is added, stricken text is deleted):

All dealers in junk and second hand articles, and pawn brokers, before doing any business in the City of Caribou shall secure a license from the ~~Municipal Officers of the City~~ Manager or designee. They shall pay to the Treasurer of the City, the sum of \$25.00, for the use of the City and shall give the City a good and sufficient bond which shall be approved by the ~~Municipal Officers~~ City, in the sum of \$300.00, conditioned to perform all duties pertaining to their business. Dealers shall keep records of all goods brought and the date of sale and the name of the seller. These records shall be open at all times for the inspection of any police officer, deputy sheriff, constable or the ~~Municipal Officers~~ other properly designated city officials.

Cross Reference: Chapter 13, Zoning, Section 13-700 (38) Establishments dealing in the consignment or resale of used personal property

6. Title 7, Article III, Sec. 7-301 is amended as follows (underlined text is added, stricken text is deleted):

It shall be unlawful for any person in his own behalf or as agent or servant of any other person, firm or corporation, to engage in the business of hawking and peddling goods, wares and merchandise at retail, within the limits of the City of Caribou without first obtaining a license from the ~~Municipal Officers of the City of Caribou~~, excepting in the following classes: commercial agents or other persons selling by lists, catalogues or otherwise, goods or wares or merchandise for future delivery, persons selling fish, persons selling farm, dairy or orchard products of their own production, persons selling bark, wood or forest products, and persons selling newspapers or religious literature. No vendor will be allowed to sell at curb side on any City street. Street vending shall be defined as the business of selling of goods ~~and/or~~ and/or services.

7. Title 7, Article I, Sec. 7-302 is amended as follows (underlined text is added, stricken text is deleted):

Licenses for hawkers and peddlers under this Article may be issued by the ~~Council of the City of Caribou~~ upon proper application in writing therefore, and upon payment of a license fee of \$25.00. Such license shall be valid for the thirty days next following the issuance thereof, unless sooner revoked, after notice and hearing, for good and sufficient cause in the interest of the public health, safety or welfare.

8. Title 7, Article V, ITINERANT PHOTGRAPHERS is repealed.

9. Title 7, Article VI, LUNCH WAGONS, is amended as follows (underlined text is added, stricken text is deleted):

The ~~Municipal Officers~~City may issue a license to any reputable person to maintain a vehicle for the sale of food in the public way, pursuant to 30 MRSA §3101. The annual license fee shall be \$10.00. Any person who operates without a license required by this ordinance shall be subject to a fine of not more than \$100 for each offense. Each day a violation continues shall constitute a separate offense.

10. Title 7, Article VII, Sec. 7-701 is amended as follows (underlined text is added, stricken text is deleted):

No automobile junkyard shall be established, operated, or maintained, without first obtaining a nontransferable license to do so from the ~~City Council~~, which license shall be valid only until January 1 of the following year.

11. Title 7, Article VII, Sec. 7-702 is amended as follows (underlined text is added, stricken text is deleted):

A license for the establishment of an automobile junkyard shall not be issued by the ~~City Council~~ until the proposed location of such junkyard shall have been approved under this Article by the Planning Board and unless the application for such license is accompanied by a certificate from the Board stating it's approval of such location and setting forth such special requirements for fencing, screening, setback, etc. as the Board may deem necessary as a condition of its approval in order to adequately serve the public health and welfare, and to protect the appearance of the area.

12. Title 7, Article VII, Sec. 7-703 is amended as follows (underlined text is added, stricken text is deleted):

Any area to be occupied by junk automobiles or parts thereof shall be kept entirely screened to view from highways and streets, residences, and from any place of public assembly or recreation by natural objects or well constructed and properly maintained fences at least six feet high. ~~Either the Planning Board or the municipal officers or both may require the applicant to~~ Applicants shall submit drawings or written specifications for the fencing or screening to be used and ~~approval~~ approved by the Planning Board. Applicants shall provide appropriate bonds or other financial guarantees to the City for installation of any required fencing or Planning Board conditioned site improvements before ~~or~~ issuance of a license by the ~~City Council~~ may be made conditional upon the applicant's promise that he will provide fencing or screening as specified. Failure to ~~do so~~ install required improvements within six months from the date of issuance of the license shall constitute a violation of this Article and shall be punishable by law and/or forfeiture of financial guarantees.

13. Title 7, Article VIII, Sec. 7-804 is amended as follows (underlined text is added, stricken text is deleted):

1. Music, dancing and entertainment. No licensee for the sale of liquor to be consumed on his licensed premises shall permit, on his licensed premises, any music, except radio or other mechanical device, any dancing or entertainment of any sort unless the licensee shall have first obtained from the ~~municipality in which the licensed premises are situated~~ City a special amusement permit ~~signed by at least a majority of the municipal officers.~~
2. Application for permit. Applications for all special amusement permits shall be made in writing to the ~~Municipal Officers~~ City and shall state: the name of the applicant; his residence address; the name of the business to be conducted; his business address; the nature of his business; the location to be used; whether the applicant has ever had a license to conduct the business therein described either denied or revoked and, if so, the applicant shall describe those circumstances specifically; whether the applicant, including all partners or corporate officers, has ever been convicted of a felony, and, if so, the applicant shall describe specifically those circumstances; and any additional information as may be needed by the ~~municipal officers~~ City in the issuing of the permit, including but not limited to a copy of the applicant's current liquor license.
3. Compliance with all local laws. No permit shall be issued for any thing, or act, or premises, if the premises and building to be used for the licensed purposes do not fully comply with all ordinances, articles, bylaws, or rules and regulations of the municipality.
4. Fee. The fee for a special amusement permit shall be \$30.00, plus publication costs.
5. Public hearing. The ~~municipal officers~~ City Council shall, prior to granting an initial permit and after reasonable notice to the municipality and the applicant, hold a public hearing within 15 days of the date of the request was received, at which the testimony of the applicant and that of any interested members of the public shall be taken. Renewals of permits do not need a public hearing and may be authorized by the City Manager.
6. Factors in issuing permit. The municipal officers shall grant a permit unless they find that issuance of the permit will be detrimental to the public health, safety or welfare, or would violate municipal ordinances, or rules and regulations, articles, or bylaws.
7. Term of license. A permit shall be valid only for the license year of the applicant's existing liquor license.

14. Title 7, Article I, Sec. 7-805 is amended as follows (underlined text is added, stricken text is deleted):

The ~~municipal officers~~ City ~~may, after a public hearing preceded by notice to interested parties,~~ suspend or revoke any special amusement permits which have been issued under this Article on the grounds that the music, dancing, or entertainment so permitted constitutes a detriment to the public health, safety, or welfare, or violates any municipal ordinances, articles, bylaws, or rules and regulations.

15. Title 7, Article I, Sec. 7-806 is amended as follows (underlined text is added, stricken text is deleted):

The ~~municipal officers~~City Manager or designees are hereby authorized, ~~after public notice and hearing,~~ to establish written rules and regulations governing the issuance, suspension and revocation of special amusement permits, ~~the classes of permits, the music, dancing or entertainment permitted under each class, and other limitations on these activities required to protect the public health, safety and welfare.~~ These rules and regulations may specifically determine the location and size of permitted premises, the facilities that may be required for the permitted activities on those premises, and the hours during which the permitted activities are permitted.

16. Title 7, Article I, Sec. 7-807 paragraph 1 is amended as follows (underlined text is added, stricken text is deleted):

1. Notice of decision. Any licensee requesting a special amusement permit from the ~~municipal officers~~City shall be notified in writing of ~~their~~the City's decision no later than fifteen (15) days from the date ~~his request was received~~of decision. In the event that a licensee is denied a permit, the licensee shall be provided with the reasons for the denial in writing. The licensee may not reapply for a permit on the same premises within 30 days after an application for a permit which has been denied.

Section II. Severability

If any part of this ordinance or the application thereof to any person or circumstances shall, for any reason, be adjudged by a court of competent jurisdiction to be unconstitutional or invalid, such judgment shall not affect, impair or invalidate the remainder of this ordinance or the application thereof to other persons and circumstances, but shall be confined to its operation to the section, subdivision, sentence or part of the section and the persons and circumstances directly involved in the controversy in which such judgment shall have been rendered. It is hereby declared to be the intent of the City Council that this section would have been adopted if such invalid section, provisions, subdivision, sentence or part of a section or application had not been included.

Section III. Posting and Effective Date

This ordinance shall become effective 30 days after adoption by the Council and after publishing of this ordinance in accordance with the City of Caribou charter, Section 2.12(c), (d) and (e).

This Ordinance was duly passed and approved by a majority of the City Council of the City of Caribou this ____ day of _____, 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

Ordinance Introduced by Councilor McDonough
on May 14, 2018

**Ordinance No. 03, 2018 Series
City of Caribou
County of Aroostook
State of Maine**

**An Ordinance Establishing A Caribou Municipal Airport Advisory Committee,
Providing Severability and an Effective Date for the Ordinance.**

WHEREAS, the City of Caribou currently owns and operates a municipal airport for general aviation purposes; and

WHEREAS, the City of Caribou recognizes that there are many opportunities to enhance the local economy if additional aeronautical businesses, activities, events, and facilities are brought and associated with the Caribou Municipal Airport; and

WHEREAS, the City Council has determined that it is in the best interest of the city to create and have organized a committee for the purpose of providing recommendations for the future vision, goals, direction and policies that can increase the viability of the airport.

NOW THEREFORE, the City Council of the City of Caribou, County of Aroostook, State of Maine, pursuant to the requirements of the City of Caribou Charter, Section 2.11, does ordain the following:

Section I. Title 18 Airport

1. Chapter 18, Airport is created and shall read as follows:

Chapter 18 – Caribou Municipal Airport

ARTICLE I AIRPORT ADMINISTRATION

18-101 AIRPORT DEPARTMENT ESTABLISHED
18-102 AIRCRAFT REGULATIONS
18-103 PENALTY

ARTICLE II AIRPORT ADVISORY COMMITTEE

18-201 Purpose
18-202 Committee Membership
18-203 Committee Officers
18-204 Meetings

ARTICLE I AIRPORT ADMINISTRATION

Sec. 18-101 Airport Department Established

There is hereby established a department known as the Caribou Municipal Airport Department. The airport shall be operated by City Manager, acting as Airport Manager pursuant to rules and regulations promulgated by the Federal Aviation Agency (FAA). The Airport Manager, or his authorized agents, shall have responsibility to enforce all rules promulgated by the city council, the state of Maine and the FAA and shall, at their discretion, provide for an orderly use of the airport and its facilities.

Sec. 18-102 Aircraft Regulations

1. Definitions: The following words and phrases used in this section shall have the following meaning unless a different meaning clearly appears from the context:

ACROBATIC FLYING: Any intentional airplane maneuver or stunt not necessary to air navigation, or operation of aircraft in such manner as to endanger human life or safety by the performance of unusual or dangerous maneuvers.

AIRCRAFT: Any aeroplane, airplane, gas bag, flying machine, balloon, any contrivance now known or hereafter invented, used or designed for navigation of or flight in the air, except a parachute or other contrivance used primarily as safety equipment.

2. Exceptions To Applicability: The provisions of this section shall not apply to public aircraft of the federal government, or of a state or territory, or of a political subdivision of a state or territory, or to aircraft licensed by a foreign country with which the United States has a reciprocal agreement covering operation of such aircraft.
3. Minimum Height Limits For Aircraft: Except while taking off or landing at an established landing field or airport, no person shall fly or permit any aircraft to be flown within the city, except at a height sufficient to permit a reasonably safe emergency landing, which in no case shall be less than one thousand feet (1,000'); provided, that the provisions of this subsection may be deviated from when special circumstances render a departure necessary to avoid immediate danger or when such departure is required because of stress of weather conditions or other unavoidable cause.
4. Operators Of Aircraft To Be Licensed: No person shall operate any aircraft within or over the city unless such person has first been issued an airman certificate by the Federal Aviation Agency (FAA) and unless such aircraft shall have first received a certificate of airworthiness from the FAA.
5. Operation Subject To Federal Air Traffic Rules: No person shall operate any aircraft over or within the city in violation of any valid air traffic or other rule or regulation established by the FAA.
6. Acrobatic Flying Prohibited: Acrobatic flying by any person flying over any portion of the city is hereby prohibited.
7. Landing At Other Than Established Airport Prohibited: Except in case of emergency, no person shall land any aircraft within the city except upon a regularly established airport field or landing place.
8. Lights Or Night Operation Of Aircraft: All aircraft when flying within or over the corporate limits at night shall have lights and other equipment required for such flying by the rules, regulations or orders of the FAA.
9. Noise By Aircraft Operation: Unnecessary noise by operators of aircraft within or over the city is hereby prohibited.
10. Dropping Objects From Aircraft Prohibited: No person in any aircraft shall cause or permit to be thrown out, discharged or dropped within the corporate limits, any object or thing, except loose water or loose sand ballast when absolutely essential to the safety of the occupants of the aircraft and except as provided in subsection 11 of this section.
11. Permits Required For Exhibition Flights, Carrying Of Banners, Distribution Of Circulars, Loudspeaking Devices And Carrying Of Explosives. No person shall make exhibition flights

by carrying banners on, distributing circulars from, or operating a loud speaking device from any aircraft flying within or over the corporate limits without first obtaining a permit to do so from the Airport Manager, and payment of a permit fee in such amount as established by the city council for each flight. The Airport Manager shall issue such permit if the person who will operate the aircraft, in carrying out any of the objects named in this section, is duly licensed by the FAA, the aircraft to be used is licensed by the FAA, and the safety or lives or the inhabitants of the city will not be endangered by the proposed flight; provided, that the permits provided for in this section may be issued by the Airport Manager for up to six (6) months rather than for individual flights, if the safety or lives of the inhabitants of the city will not be endangered by such permit and a permit fee in such amount as established by the city council is paid. The six (6) month permit shall be revoked upon violation of any provision of this chapter.

Sec. 18-103 Penalty

It shall be a class B misdemeanor for any person to violate any rule or regulation promulgated by the city council, or any reasonable direction of the Airport Manager made to maintain the orderly use of the airport and its facilities.

ARTICLE II AIRPORT ADVISORY COMMITTEE

18-201 Purpose

The purpose of the Airport Advisory Committee is to advise the City Council and Airport Manager on issues related to the improvement and operation of the Caribou Municipal Airport. The Airport Advisory Committee derives all its authority from the City Council and as such shall only have those powers specifically granted by Council Order. The Advisory Committee's vision is to provide aviation, operational, development and business advice to City Management as well as foster a sustainable City Department that operates independently from the City tax base to the extent practicable. The Airport Committee shall:

1. Support and assist in the management and development of the airport;
2. Promote airport safety and operational efficiency;
3. Collaborate with the community and foster good public relations;

Cooperate with organizations working for the general benefit of the airport, its neighborhood and the City

18-202 Committee Membership

The Committee shall be composed of (7) seven voting members appointed by the Mayor subject to confirmation by the City Council. The membership shall be three-year terms and include four (4) Citizens of Caribou qualified to vote in City affairs who may or may not hold a pilot's certificate, one (1) incumbent City Councilor, two (2) persons who need not be residents of Caribou but own property at the airport or who base an aircraft at the Caribou Municipal Airport.

The Airport Manager shall attend all meetings of the Committee and may take part in all discussions but may not vote.

No person who serves as an FBO at Caribou Municipal Airport or who works as an employee for the FBO may serve on the Airport Advisory Committee.

18-203 Committee Officers

Annually the Committee shall elect a Chair, Vice Chair and Secretary. The Chair shall be responsible for the orderly conduct of the meetings and in his or her absence the Vice Chair shall assume this responsibility. The secretary shall keep a record of all meetings which shall be delivered to the Airport Manager within two weeks following each meeting.

The Chair shall regularly attend City Council meetings to advise/inform the City Council of business/actions at the airport.

18-204 Meetings

The Committee shall meet on a monthly basis at a time and place convenient for the majority of members. All meetings must be held in public session with proper notice to the public in accordance with M.R.S.A.

Section II. Severability

If any part of this ordinance or the application thereof to any person or circumstances shall, for any reason, be adjudged by a court of competent jurisdiction to be unconstitutional or invalid, such judgment shall not affect, impair or invalidate the remainder of this ordinance or the application thereof to other persons and circumstances, but shall be confined to its operation to the section, subdivision, sentence or part of the section and the persons and circumstances directly involved in the controversy in which such judgment shall have been rendered. It is hereby declared to be the intent of the City Council that this section would have been adopted if such invalid section, provisions, subdivision, sentence or part of a section or application had not been included.

Section III. Posting and Effective Date

This ordinance shall become effective 30 days after adoption by the Council and after publishing of this ordinance in accordance with the City of Caribou charter, Section 2.12(c), (d) and (e).

This Ordinance was duly passed and approved by a majority of the City Council of the City of Caribou this _____ day of _____, 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

**Economic Development
City of Caribou**

***An Application for a Municipal Tax Increment Financing District and Development
Program***

**Caribou Senior Living, LLC
Municipal Tax Increment Financing District
and
Development Program**

Presented to:

Maine Department of Economic and Community Development

Approved by:

City of Caribou

Dated: XXXXXXXXXXXXXXXX

APPLICATION COVER SHEET

MUNICIPAL TAX INCREMENT FINANCING

A. General Information

1. Municipality Name: City of Caribou		
2. Address: 25 High Street, Caribou, Maine 04736		
3. Telephone: 207-493-3324	4. Fax: 207-498-3594	5. Email: citymanager@cariboumaine.org
6. Municipal Contact Person: Dennis Marker		
7. Business Name: Caribou Senior Living, LLC		
8. Address: 137 Bennett Drive, Suite 2, Caribou, ME 04736		
9. Telephone: 207-498-8332	10. Fax: 207-498-6523	11. Email: spelletiercsm@pwless.net
12. Business Contact Person: Shawn Pelletier		
13. Principal Place of Business: Caribou, Maine		
14. Company Structure (e.g. corporation, sub-chapter S, etc.): Limited Liability Corporation		
15. Place of Incorporation: Maine		
16. Names of Officers: None. Member Run Limited Liability Company- Members are as follows: Carl J. Soderberg, Samuel W. Collins, Neal Griffeth; Gregg Collins; Jeffrey Irving and Shawn Pelletier.		
17. Principal Owner(s) Name: Caribou Senior Housing, LLC		
18. Address: 137 Bennett Drive; Suite 2, Caribou, ME 04736		

B. Disclosure

1. Check the public purpose that will be met by the business using this incentive (any that apply):		
<input checked="" type="checkbox"/> job creation	<input type="checkbox"/> job retention	<input checked="" type="checkbox"/> capital investment
<input type="checkbox"/> training investment	<input checked="" type="checkbox"/> tax base improvement	<input type="checkbox"/> public facilities improvement
other (list):		
2. Check the specific items for which TIF revenues will be used (any that apply):		
<input type="checkbox"/> real estate purchase	<input type="checkbox"/> machinery & equipment purchase	<input type="checkbox"/> training costs
<input checked="" type="checkbox"/> debt reduction	other (list):	

C. Employment Data

List the company's goals for the number, type and wage levels of jobs to be created or retained as part of this TIF development project (<i>please use next page</i>).
--

EMPLOYMENT GOALS

Company Goals for Job Creation and Job Retention

<i>A. Job Creation Goals</i>			
<i>Occupational Cluster*</i>	<i>Full-time</i>	<i>Part-time</i>	<i>Wage Level: Annual Salaries</i>
1. Executive, Professional & Technical: All Fulltime Property Manager	1		\$60,000
2. Administrative Support, including Clerical a. Maintenance Supervisor b. Food Service Manager	2		a. \$40,000 b. \$40,000
3. Sales & Service			
4. Agriculture, Forestry & Fishing			
5. Maintenance, Construction, Production, & Transportation a. Custodian 1 b. Custodian 2 c. Buildings and Grounds Maintenance 1 d. Buildings and Grounds Maintenance 2 e. Kitchen Aid 1 f. Kitchen Aid 2 g. Kitchen Aid 3	7		a. \$31,000 b. \$31,000 c. \$25,000 d. \$25,000 e. \$30,000 f. \$30,000 g. \$30,000
<i>B. Job Retention Goals</i>			
<i>Occupational Cluster*</i>	<i>Full-time</i>	<i>Part-time</i>	<i>Wage Level</i>
1. Executive, Professional & Technical	n/a	n/a	n/a
2. Administrative Support, including Clerical	n/a	n/a	n/a

3. Sales & Service	n/a	n/a	n/a
4. Agriculture, Forestry & Fishing	n/a	n/a	n/a
5. Maintenance, Construction, Production, & Transportation	n/a	n/a	n/a
<i>*Please use the Occupational Cluster descriptions on the next page to complete this form.</i>			

INSTRUCTIONS

A. Job Creation Goals. Please list the number, type and wage level of jobs created as a result of the economic development incentive. NOTE: For this form, “full-time” employment means 30 hours or more; “part-time” employment means less than 30 hours. “Wage level” means the average annual wage paid for jobs created within an occupational cluster, e.g. either their annual salary, or their hourly wage times their annual hours. Also, “type” means “occupational cluster” which refers to the 12 categories defined below. Please include the number of your employees (both full-time and part-time) working within the category that most closely reflects their job duties.

B. Job Retention Goals. Please list the number, type and wage level of jobs retained as a result of the economic development incentive. Part B should be completed using same definitions in Part A.

OCCUPATIONAL CLUSTERS

1. EXECUTIVE, PROFESSIONAL & TECHNICAL

Executive, administrative and managerial. Workers in executive, administrative and managerial occupations establish policies, make plans, determine staffing requirements, and direct the activities of businesses and other organizations. Workers in management support occupations, such as accountant and auditor or underwriter, provide technical assistance to managers.

Professional specialty. This group includes engineers; architects and surveyors; computer, mathematical, and operations research occupations; life, physical, and social scientists; lawyers and judges; social, recreational, and religious workers; teachers, librarians, and counselors; health diagnosing, assessment, and treating occupations; and communications, visual arts, and performing arts occupations.

Technicians and related support. This group includes health technologists and technicians, engineering and science technicians, computer programmers, tool programmers, aircraft pilots, air traffic controllers, paralegals, broadcast technicians, and library technicians.

2. ADMINISTRATIVE SUPPORT, INCLUDING CLERICAL

Administrative support, including clerical. Workers in this group prepare and record memos, letters and reports; collect accounts; gather and distribute information; operate office machines; and handle other administrative tasks.

3. SALES AND SERVICE

Marketing and sales. Workers in this group sell goods and services, purchase commodities and property for resale, and stimulate consumer interest.

Service. This group includes a wide range of workers in protective, food and beverage preparation, health, personal, private household, and cleaning and building services.

4. AGRICULTURE, FORESTRY AND FISHING

Agriculture, forestry and fishing. Workers in these occupations cultivate plants, breed and raise animals, and catch fish.

5. MAINTENANCE, CONSTRUCTION, PRODUCTION & TRANSPORTATION

Mechanics, installers, and repairers. Workers in this group adjust, maintain, and repair automobiles, industrial equipment, computers, and many other types of machinery.

Construction trades and extractive. Workers in this group construct, alter, and maintain buildings and other structures or operate drilling and mining equipment.

Production. These workers set up, adjust, operate, and tend machinery and/or use hand tools and hand-held power tools to make goods and assemble products.

Transportation and material moving. Workers in this group operate the equipment used to move people and materials. This group also includes handlers, equipment cleaners, helpers, and laborers who assist skilled workers and perform routine tasks.

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H	Credit Enhancement Agreement

I. Introduction

a. Caribou Senior Living, LLC

Background: Caribou Senior Living, LLC will purchase Hilltop School from the City of Caribou with the intent of conversion of the property to a multi-unit, independent living facility for senior citizens. The proposed development will include thirty-eight 1-bedroom dwelling units. Each dwelling unit will include a kitchen, living area, bathroom and provision for access from both the exterior and a common interior corridor. Additional features will include a central gathering area (the former gymnasium, and a kitchen (for preparation of meals on a regular basis).

TIF History:

b. Designation of TIF District

The City of Caribou proposes to designate the Caribou Senior Living, LLC Municipal Tax Increment Financing District (or "TIF District"). 7.26 acres of the City's Tax Map 026, Lot 078 will comprise the District. Please see Exhibit A for maps of the TIF District.

II. Development Program Narrative

a. The Development Program

The proposed Development Program is developed pursuant to Chapter 206 of Title 30-A of the Maine Revised Statutes, as amended (the "TIF Statute"). Caribou's designation of the District as well as the adoption of the Caribou Senior Living, LLC Municipal Tax Increment Financing and Development Program will create a municipal TIF district in order to capture one hundred percent (100%) of an estimated one million, three hundred and fifty one thousand dollars (\$1,351,000) of increased assessed value (Increased Assessed Value or "IAV") of real property and will thus enable the use of the resulting taxes (TIF Revenue) for eligible economic development activity and to support the Caribou Senior Living, LLC development. The Development Program as well as the District designation will run for a period of thirty (30) years to start during the City's fiscal year 2019, on January 1, 2019 ending December 31, 2048. The Company will be investing an estimated \$2,404,910 on the aforementioned site located in the City of Caribou. This will result in the creation of an estimated 10 full-time employees and will have a positive economic benefit among the entire region. It will also provide prorated funding support for public projects as described in Table 1 of this application.

Under this Development Program, the City of Caribou will capture one hundred percent (100%) of Increased Assessed Value (IAV) in the District (as shown in Exhibit D-1). For the thirty (30) years of the District term, the City will reimburse ninety-five percent (95%) of the resulting taxes back to Caribou Senior Living, LLC, Inc. as described in Section IV entitled **Financial Plan**. The reimbursement will continue at ninety-five percent (95%) of

the total TIF revenues and will continue at that same rate of reimbursement for the duration of the 30-year TIF District term, at which point, no more reimbursement will be made to Caribou Senior Living, LLC. Over the same period of the thirty-year (30-yr) TIF District term, the remaining prorated TIF revenues will enable the City of Caribou to assist in supporting TIF administrative costs as referenced in Table 1 of this application.

In designating the District and adopting this Development Program, the City of Caribou will:

- Gain future tax revenues generated by the new development within the District
- Create long-term, stable employment opportunities for the community
- Meet long sought quality care for the region's senior population
- Assist in supporting the cost of public projects as referenced in Table 1 of this application.
- Support the local cost of TIF administration

Caribou's designation of the TIF District and pursuit of this Development Program represent a positive and valid public purpose pursuant to Chapter 206 of Title 30-A because this investment represents a significant contribution to strengthen a vital piece of the region's economic and social fabric.

By creating the District, Caribou will "shelter" the increase in municipal valuation that development in this District would bring about. The tax shift benefit would reduce the adverse effect that the District's increased assessed property value would have in the City's share of state aid to education, municipal revenue sharing and County tax assessment. An estimate of the Tax Shift benefit is shown in Exhibit D-2.

b. The Private Project

Caribou Senior Living, LLC: Aroostook County's needs to expand assisted living opportunities continue to be addressed with quality projects that either exist or are in the developmental stages of development. Supporting Caribou Senior Living, LLC with Tax Increment Financing will assist with the repurposing of the Hilltop School into Senior Housing. Caribou Senior Living, LLC will purchase Hilltop School from the City of Caribou to convert the property into a multi-unit, independent living facility for senior citizens.

The single story elementary school was constructed on or about 1961. It has brick masonry exterior walls and a flat membrane roof system. Major features include two classroom wings, a gymnasium and kitchen and administrative offices. The floor system consists of slab-on-grade concrete and as such there is no basement or crawl space.

Hilltop School is located in a residential area off the westerly side of Marshall Avenue in Caribou, Maine. The 7.26-acre site includes the building which has a ground footprint of approximately 37,500 sq. ft., paved and grass covered areas as well as a municipal playground.

The site is well-suited and local zoning code approved for re-development to its intended use. Topography is uniformly-graded with no abrupt changes in elevation. Located on the crest of a hill, there are no upland properties to create runoff issues with subject property.

Caribou Senior Living LLC will purchase the Hilltop School for valuable consideration including but not limited to demolition of the former Sincock School and a land swap that assist with the development of the new Caribou Elementary School. The playground equipment will remain property of the City of Caribou and will be relocated off-site by others.

The proposed development will include thirty-eight 1-bedroom dwelling units. Each dwelling unit will include a kitchen, living area, bathroom and provision for access from both the exterior and a common interior corridor. Additional features will include a central gathering area (the former gymnasium, and a kitchen (for preparation of meals on a regular basis).

The Caribou City Council has expressed its support for this project, recognizing the importance of this facility to the continued success of Caribou Senior Living, LLC by supporting the development of this Tax Increment Finance application.

- 1. Municipal Projects:** Development within this District will provide a revenue source for the City's cost of administering the Caribou Hilltop School Municipal TIF District. More specifically, the City plans to use a portion (5%) of the TIF revenues to help pay for those costs as further described in Table 1 of this application:

City of Caribou Project Costs

Note: The estimated municipal allocation of TIF revenues from this District are not intended to fully pay each of the local administrative costs listed below.

**Table 1
TIF Supported Project Costs**

Project	Total Project Cost Estimate \$	Statutory Citation
Local Program Administration	\$12,000	MRSA 30-A §5225.1.A(5)
City Economic Development programs, events or facilities	\$36,433	MRSA 30-A §5225.1.C

- | |
|---|
| <ul style="list-style-type: none">• Total Estimated Costs \$48,433.00 |
|---|

NOTE: Any associated cost incurred beyond that which will be generated from the 5% set-aside from the local real property taxes for TIF Program Administration shall remain the financial responsibility of the City of Caribou.

c. Strategic Growth and Development

By designating the District and adopting the Development Program, the City of Caribou is helping to make the project financially viable and by so doing, is capitalizing on the Tax Shift benefits so that the City will not lose new tax revenue due to subsidy losses by the Maine Department of Education's General Purpose Aid to Education and Maine's Local Revenue Sharing Program, and increased obligations as a result of possible increased Aroostook County taxes. The project is expected to significantly improve the local and regional agricultural and overall downtown business economy.

d. Improvements to Public Infrastructure

There will be no public facilities, improvements or programs financed in whole or in part by the TIF project other than those permitted by MRSA 30-A §5225.1.C (1). The City was recently recognized as the first age friendly community in Aroostook County. This designation comes as the city provides many recreation programs, events, and facilities which cater to senior citizens and young families. This project will bring more senior residents to the area and the city's continued efforts to attract seniors will improve the likely success of the project. To that end, Caribou will need to increase spending on attraction activities like "Thursdays on Sweden", the Caribou Marathon, Caribou pickle ball tournaments, etc. which are popular with baby boomers and older generations.

e. Operational Components

i. Public Facilities

The City of Caribou will likely experience an increase in EMS transports with the new use. Based on the number of proposed beds, this will add roughly 38 EMS responses per year or an additional 1.6% of annual trips. The EMS department currently has sufficient personnel and vehicles to handle this additional call volume. No other public facilities or resources are anticipated to be negatively impacted by the new use.

ii. Commercial Improvements Financed Through the Development Program

The City of Caribou will enter into a Credit Enhancement Agreement with Caribou Senior Living, LLC to assist the company with the construction of a senior residential

facility. A copy of the signed and executed Credit Enhancement Agreement will be sent to DECD upon its completion. A draft of the agreement is attached as Exhibit H.

iii. Relocation of Displaced Persons

Not applicable.

iv. Transportation Improvements

The anticipated traffic related to the new facility is less than that generated by the previous use which was a public elementary school. As such, there are no proposed regulations and facilities necessary to improve transportation in the area.

v. Environmental Controls

Conversion of the Hilltop School to a senior citizen residential facility will necessitate the abatement of asbestos within the structure and the removal of an existing underground storage tank. Both projects will be undertaken in full conformance with Maine Department of Environmental Protection guidelines.

Additionally, a small amount of site grading will be undertaken to convert existing paved areas to turfed areas. All necessary steps will be taken to prevent the release of sediment off-site, using established best management practices.

vi. Proposed Operation After Capital Improvements

During the thirty (30) year term of the District, the City of Caribou's City Council, under the guidance of its City Manager, or their designee will be responsible for all TIF District administrative matters. All operations, management, and maintenance of the senior citizen residential facility will be the responsibility of Caribou Senior Living, LLC

III. Physical Description

The proposed 7.26-acre Tax Increment Finance District is shown in Exhibit A. The statutory threshold limits addressing the conditions for approval mandated by 30A MRSA § 5223(3) are set forth in Exhibit B.

IV. Financial Plan

The collective or aggregate original assessed value of the property (Tax Map 026, Lot 078) in the District was valued at \$0 as of March 31, 2018 (April 1, 2017). The City will capture one hundred percent (100%) of the estimated \$1,351,000 Increased Assessed Value (IAV) of one million, three hundred and fifty-one thousand dollars (\$1,351,000) located within the District, for the thirty (30) year duration of the District term.

The development of a Credit Enhancement Agreement between the City of Caribou and Caribou Senior Living, LLC will make it possible for the reimbursement of incremental

property taxes assessed on the captured assessed value of real property to Caribou Senior Living, LLC thus contributing to the company's development project. All captured assessed value in the District will be added to the general tax roles at the end of the TIF term of 30 years.

Upon each payment of property taxes from the Captured Assessed Value located within the District, the City will deposit said property taxes into a development program fund (the "Caribou Senior Living, LLC Development Program Fund"). The Caribou Senior Living, LLC Development Program Fund is pledged to and charged with the payment of the project costs in the manner provided in 30-A MRSA § 5227(3). The Caribou Senior Living, LLC Development Program Fund shall consist of a project cost account (the "Caribou Senior Living, LLC Cost Account") that will have two (2) subaccounts for the City and for Caribou Senior Living, LLC. The City of Caribou will deposit one hundred percent (100%) of the annual taxes on the Increased Assessed Value (IAV) paid by the Company, into the Caribou Senior Living, LLC Project Cost Account for a period of thirty (30) years beginning during the City's fiscal year 2019 and ending December 31, 2048. For the thirty (30) year period, deposits will be made to the Company Project Cost Account through a Credit Enhancement Agreement. Once deposited, the City of Caribou will reimburse ninety-five percent (95%) of those funds back to Caribou Senior Living, LLC to support the company project. No additional deposits to the Company Project Cost Account shall be made beyond the thirty (30) year term. The balance of five percent (5%) of the remaining funds shall be used to support administrative costs the City will incur so described in Table 1. All interest earned in the Company Project Cost Account shall belong to the City of Caribou.

Estimates of the increased assessed value of the District, captured assessed value, the anticipated TIF Revenues generated by the District, and the estimated Tax Shifts are shown in Exhibits D-1 and D-2, respectively.

a. Costs and Sources of Revenue

For the private project, Caribou Senior Living, LLC will be responsible for financing all improvements located in the Caribou Senior Living, LLC TIF District through either their own private sources or through commercial bank financing.

For those public costs described in Table 1, the City of Caribou shall be responsible for any expenses beyond the 5% provided in this financial plan.

b. Indebtedness

The City of Caribou will not be incurring any public indebtedness for any improvement related to the expansion of Caribou Senior Living, LLC. All indebtedness for the Caribou Senior Living, LLC project will remain the responsibility of the Company.

While the City of Caribou does not anticipate incurring indebtedness to support this Project as described in Table 1, should they decide to do so, the City will determine the

level of public indebtedness at the appropriate time for the implementation of so described Caribou Senior Living project.

V. Financial Data

The statutory requirements and thresholds for approval required by Section 5223(3) of Title 30-A in the TIF Statute are set forth in Exhibit B. Financial projections related to the District are continued in Exhibits D-1 and D-2.

VI. Tax Shifts

In accordance with TIF Statute, the table shown in Exhibit D-2 identifies the tax shifts that the City estimates will result during the thirty (30) year term of the District.

VII. Municipal Approvals

a. Notice of Public Hearing

Attached as Exhibit E is a copy of the Notice of Public Hearing and folio regarding the designation of the District and the adoption of the Development Program for the Caribou Senior Living, LLC which was published in the Aroostook Republican a newspaper of general circulation in the City, on a date at least ten (10) days prior to the public hearing. In addition, the Public Hearing Notice was posted on the City's website as well as in a conspicuous location in the Caribou City Office.

The public hearing on the Development Program was held on June 11, 2018, in accordance with the requirements of 30-A MRSA § 5226(1).

b. Minutes of Public Hearing

The Caribou City Clerk has provided a signed and attested copy of the minutes of the June 11, 2018 public hearing before the Caribou City Council, a copy of which is contained in Exhibit F.

c. City Council Resolution and Authorizing Vote

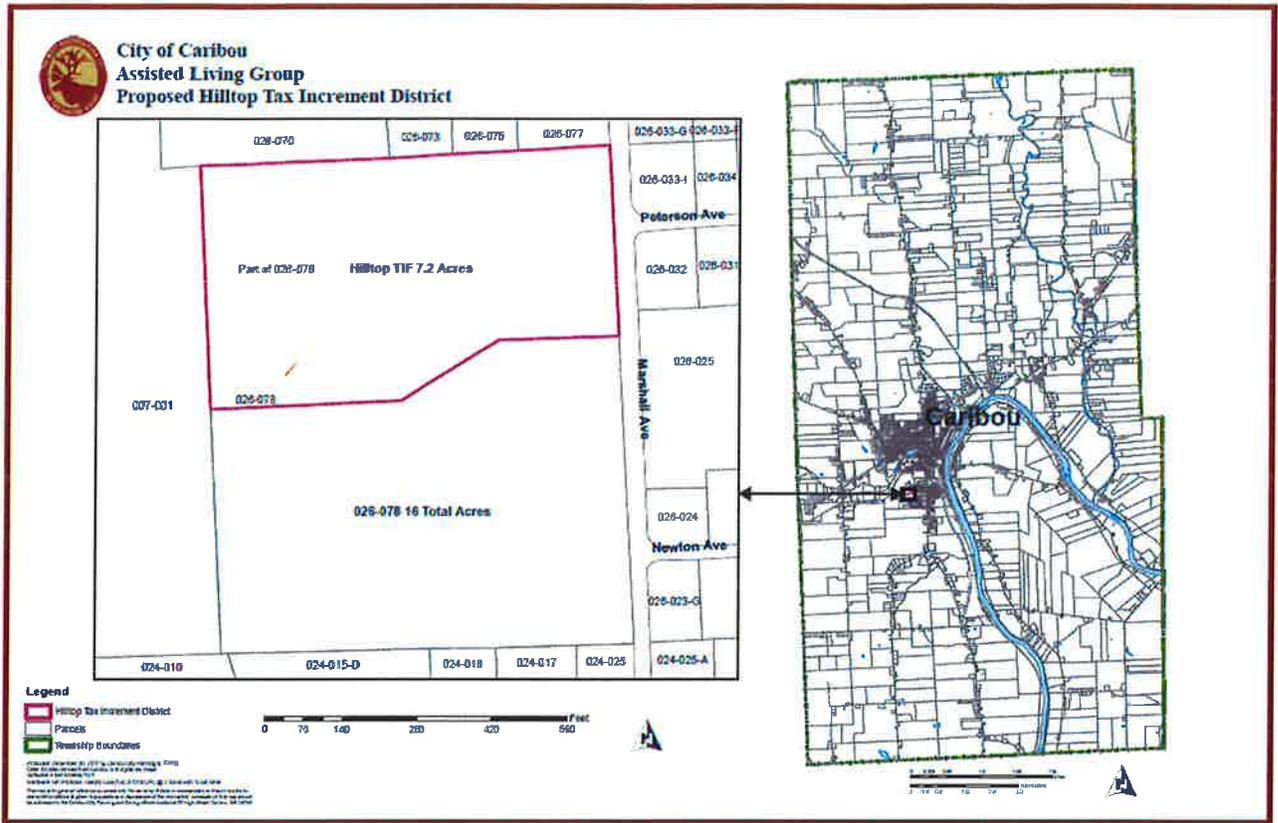
The Caribou City Council ratified the designation of the proposed Caribou Senior Living, LLC TIF District through a Resolution and adopted the Development Program at the City Council Meeting held on June 11, 2018. A copy of the City Council Resolution is provided as Exhibit G.

EXHIBIT A

TIF District Maps

Total Land Area: 7.26 Acres

City Map with Proposed District Highlighted



Note: Maps are available in separate format and in larger scale.

EXHIBIT B

Statutory Requirements and Thresholds

SECTION A. Acreage Caps		
1. Total municipal acreage;		357,347,100
2. Acreage of proposed Municipal TIF District;		7.26
3. Downtown-designation ¹ acres in proposed Municipal TIF District;		0
4. Transit-Oriented Development ² acres in proposed Municipal TIF District; 0 acres		0
5. Total acreage [=A2-A3-A4] of proposed Municipal TIF District counted toward 2%		7.26
6. Percentage [=A5÷A1] of total acreage in proposed Municipal TIF District (CANNOT		.0002%
7. Total acreage of all <u>existing/proposed</u> Municipal TIF districts in municipality including Municipal Affordable Housing Development districts: ³ Existing: Downtown TIF: 635.18 RC-2 TIF: 446.00 Bouchard TIF: 4.49	Existing	1,085.67
	Proposed	7.26
	Total:	1,092.93
30-A § 5223(3) EXEMPTIONS⁴		
8. Acreage of an <u>existing/proposed</u> Downtown Municipal TIF district;		635.18
9. Acreage of all <u>existing/proposed</u> Transit-Oriented Development Municipal TIF districts:		0
10. Acreage of all <u>existing/proposed</u> Community Wind Power Municipal TIF districts:		0
11. Acreage in all <u>existing/proposed</u> Municipal TIF districts common to ⁵ Pine Tree Development Zones per 30-A § 5250-I (14)(A) excluding any such acreage also factored in Exemptions 8-10 above: NOTE: None		0
12. Total acreage [=A7-A8-A9-A10-A11] of all <u>existing/proposed</u> Municipal TIF districts counted toward 5% limit; 1092.93-635.18		457.75
13. Percentage of total acreage [=A12÷A1] of all <u>existing/proposed</u> Municipal TIF districts (CANNOT EXCEED 5%). 457.75/50.747		.0091%
14. Real property in proposed Municipal TIF District that is:	ACRES	% [=Acres÷A2]
a. A blighted area;		0
b. In need of rehabilitation, redevelopment or conservation;		0
c. Suitable for commercial or arts district uses.	7.26	100
TOTAL (except for § 5223 (3) exemptions a., b. OR c. must be at least 25%)		100%

¹ Before final designation, the Commissioner will seek advice from MDOACF and MDOT per 30-A § 5226(2).

² For Transit-Oriented Development (TOD) definitions see 30-A § 5222 sub-§§ 19-24.

³ For AH-TIF acreage requirement see 30-A § 5247(3)(B). Alternatively, Section B. must exclude AH-TIF valuation.

⁴ Downtown/TOD overlap nets single acreage/valuation caps exemption.

⁵ PTDZ districts approved through December 31, 2008.

SECTION B. Valuation Cap	
1. Total TAXABLE municipal valuation—use most recent April 1;	\$357,347,100
2. Taxable Original Assessed Value (OAV) of proposed Municipal TIF District as of March 31 preceding municipal designation—same as April 1 prior to such March 31;	\$0.00
3. Taxable OAV of all <u>existing/proposed</u> Municipal TIF districts in municipality excluding Municipal Affordable Housing Development districts: Existing: 1. ---Downtown OAV 3/31/2005 \$27,412,500 2. -- Downtown Addition OAV 3/31/2007 \$21,619,600 3. -- RCD2 OAV 3/31/2011 \$5,839,642.35 4. -- Bouchard OAV 3/31/2011 \$147,100	Existing \$55,018,843.35
	Proposed \$0.00
	Total: \$55,018,843.35
30-A § 5223(3) EXEMPTIONS	
4. Taxable OAV of an <u>existing/proposed</u> Downtown Municipal TIF district; 1. ---Downtown OAV 3/31/2005 \$27,412,500 2. -- Downtown Addition OAV 3/31/2007 \$21,619,600	\$49,032,100
5. Taxable OAV of all <u>existing/proposed</u> Transit-Oriented Development Municipal TIF districts: District Name/OAV District Name/OAV	n/a
6. Taxable OAV of all <u>existing/proposed</u> Community Wind Power Municipal TIF districts: District Name/OAV District Name/OAV	n/a
7. Taxable OAV of all <u>existing/proposed</u> Single Taxpayer/High Valuation⁶ Municipal TIF districts: District Name/OAV District Name/OAV	n/a
8. Taxable OAV in all <u>existing/proposed</u> Municipal TIF districts common to Pine Tree Development Zones per 30-A § 5250-I (14)(A) excluding any such OAV also factored in Exemptions 4-7 above:	n/a
9. Total taxable OAV [=B3-B4-B5-B6-B7-B8] of all <u>existing/proposed</u> Municipal TIF districts counted toward 5% limit; (B3-B4-B5-B6-B7-B8) = \$55,018,843.35- \$49,032,100= \$5,986,743.35	\$5,986,743.35
10. Percentage of total taxable OAV [=B9÷B1] of all <u>existing/proposed</u> Municipal TIF districts (CANNOT EXCEED 5%). (B9/B1) = \$5,986,743.35/\$357,347,100= .016168= 1.7%	0.0168 or 1.7%

COMPLETED BY	
NAME :	Signature(Dennis...)
DATE :	DATE

⁶ For this exemption see 30-A §5223(3)(C) sub-§§ 1-4.

EXHIBIT C

Assessor's Certificate of Original Assessed Value



City of Caribou, Maine

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

City of Caribou, Maine

Assessor's Certificate

The undersigned Assessor for the City of Caribou, Maine does hereby certify pursuant to the provisions of 30-A M.R.S.A. § 5254(2) that the assessed taxable real property value of the "Caribou Senior Living Center, LLC Municipal Tax Increment Financing District", as described in the Development Program to which this Certification is attached, was \$0 as of March 31, 2019 (April 1, 2018).

IN WITNESS WHEREOF, this Certificate has been executed on May 29, 2018

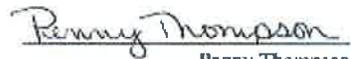

Penny Thompson
City Assessor



Exhibit D-1

TIF Revenue Projections

TIF Year	Tax Year	Original Assessed Value	Increased Assessed Value to be Captured	Percent of Increased Value Captured in TIF	Projected Mil Rate	Total TIF Revenue from Captured Real Property Value	Projected Company TIF Revenue (90% of TIF Revenue)	Projected Municipal TIF Revenue (10% of TIF Revenue)
1	FY 2019	\$0.00	\$1,351,000.00	100%	\$23.90/\$1.00	\$ 32,288.90	\$ 30,674.46	\$ 1,614.45
2	FY 2020	\$0.00	\$1,351,000.00	100%	\$23.90/\$1.00	\$ 32,288.90	\$ 30,674.46	\$ 1,614.45
3	FY 2021	\$0.00	\$1,351,000.00	100%	\$23.90/\$1.00	\$ 32,288.90	\$ 30,674.46	\$ 1,614.45
4	FY 2022	\$0.00	\$1,351,000.00	100%	\$23.90/\$1.00	\$ 32,288.90	\$ 30,674.46	\$ 1,614.45
5	FY 2023	\$0.00	\$1,351,000.00	100%	\$23.90/\$1.00	\$ 32,288.90	\$ 30,674.46	\$ 1,614.45
6	FY 2024	\$0.00	\$1,351,000.00	100%	\$23.90/\$1.00	\$ 32,288.90	\$ 30,674.46	\$ 1,614.45
7	FY 2025	\$0.00	\$1,351,000.00	100%	\$23.90/\$1.00	\$ 32,288.90	\$ 30,674.46	\$ 1,614.45
8	FY 2026	\$0.00	\$1,351,000.00	100%	\$23.90/\$1.00	\$ 32,288.90	\$ 30,674.46	\$ 1,614.45
9	FY 2027	\$0.00	\$1,351,000.00	100%	\$23.90/\$1.00	\$ 32,288.90	\$ 30,674.46	\$ 1,614.45
10	FY 2028	\$0.00	\$1,351,000.00	100%	\$23.90/\$1.00	\$ 32,288.90	\$ 30,674.46	\$ 1,614.45
11	FY 2029	\$0.00	\$1,351,000.00	100%	\$23.90/\$1.00	\$ 32,288.90	\$ 30,674.46	\$ 1,614.45
12	FY 2030	\$0.00	\$1,351,000.00	100%	\$23.90/\$1.00	\$ 32,288.90	\$ 30,674.46	\$ 1,614.45
13	FY 2031	\$0.00	\$1,351,000.00	100%	\$23.90/\$1.00	\$ 32,288.90	\$ 30,674.46	\$ 1,614.45
14	FY 2032	\$0.00	\$1,351,000.00	100%	\$23.90/\$1.00	\$ 32,288.90	\$ 30,674.46	\$ 1,614.45
15	FY 2033	\$0.00	\$1,351,000.00	100%	\$23.90/\$1.00	\$ 32,288.90	\$ 30,674.46	\$ 1,614.45
16	FY 2034	\$0.00	\$1,351,000.00	100%	\$23.90/\$1.00	\$ 32,288.90	\$ 30,674.46	\$ 1,614.45
17	FY 2035	\$0.00	\$1,351,000.00	100%	\$23.90/\$1.00	\$ 32,288.90	\$ 30,674.46	\$ 1,614.45
18	FY 2036	\$0.00	\$1,351,000.00	100%	\$23.90/\$1.00	\$ 32,288.90	\$ 30,674.46	\$ 1,614.45
19	FY 2037	\$0.00	\$1,351,000.00	100%	\$23.90/\$1.00	\$ 32,288.90	\$ 30,674.46	\$ 1,614.45
20	FY 2038	\$0.00	\$1,351,000.00	100%	\$23.90/\$1.00	\$ 32,288.90	\$ 30,674.46	\$ 1,614.45
21	FY 2039	\$0.00	\$1,351,000.00	100%	\$23.90/\$1.00	\$ 32,288.90	\$ 30,674.46	\$ 1,614.45
22	FY 2040	\$0.00	\$1,351,000.00	100%	\$23.90/\$1.00	\$ 32,288.90	\$ 30,674.46	\$ 1,614.45
23	FY 2041	\$0.00	\$1,351,000.00	100%	\$23.90/\$1.00	\$ 32,288.90	\$ 30,674.46	\$ 1,614.45
24	FY 2042	\$0.00	\$1,351,000.00	100%	\$23.90/\$1.00	\$ 32,288.90	\$ 30,674.46	\$ 1,614.45
25	FY 2043	\$0.00	\$1,351,000.00	100%	\$23.90/\$1.00	\$ 32,288.90	\$ 30,674.46	\$ 1,614.45
26	FY 2044	\$0.00	\$1,351,000.00	100%	\$23.90/\$1.00	\$ 32,288.90	\$ 30,674.46	\$ 1,614.45
27	FY 2045	\$0.00	\$1,351,000.00	100%	\$23.90/\$1.00	\$ 32,288.90	\$ 30,674.46	\$ 1,614.45
28	FY 2046	\$0.00	\$1,351,000.00	100%	\$23.90/\$1.00	\$ 32,288.90	\$ 30,674.46	\$ 1,614.45
29	FY 2047	\$0.00	\$1,351,000.00	100%	\$23.90/\$1.00	\$ 32,288.90	\$ 30,674.46	\$ 1,614.45
30	FY 2048	\$0.00	\$1,351,000.00	100%	\$23.90/\$1.00	\$ 32,288.90	\$ 30,674.46	\$ 1,614.45
TOTAL						\$ 968,667.00	\$920,233.65	\$48,433.35
Est. Annual Average							\$ 30,674.46	\$ 1,614.45

Exhibit D-2

Tax Shift Projections

TIF Year	Fiscal Year	State Aid to Education Benefit	County Tax Benefit	State Revenue Sharing Benefit	Total Tax Shift Benefits
1	FY 2019	\$ 13,195.20	\$ 1,210.94	\$ 2,036.39	\$ 16,442.53
2	FY 2020	\$ 13,195.20	\$ 1,210.94	\$ 2,036.39	\$ 16,442.53
3	FY 2021	\$ 13,195.20	\$ 1,210.94	\$ 2,036.39	\$ 16,442.53
4	FY 2022	\$ 13,195.20	\$ 1,210.94	\$ 2,036.39	\$ 16,442.53
5	FY 2023	\$ 13,195.20	\$ 1,210.94	\$ 2,036.39	\$ 16,442.53
6	FY 2024	\$ 13,195.20	\$ 1,210.94	\$ 2,036.39	\$ 16,442.53
7	FY 2025	\$ 13,195.20	\$ 1,210.94	\$ 2,036.39	\$ 16,442.53
8	FY 2026	\$ 13,195.20	\$ 1,210.94	\$ 2,036.39	\$ 16,442.53
9	FY 2027	\$ 13,195.20	\$ 1,210.94	\$ 2,036.39	\$ 16,442.53
10	FY 2028	\$ 13,195.20	\$ 1,210.94	\$ 2,036.39	\$ 16,442.53
11	FY 2029	\$ 13,195.20	\$ 1,210.94	\$ 2,036.39	\$ 16,442.53
12	FY 2030	\$ 13,195.20	\$ 1,210.94	\$ 2,036.39	\$ 16,442.53
13	FY 2031	\$ 13,195.20	\$ 1,210.94	\$ 2,036.39	\$ 16,442.53
14	FY 2032	\$ 13,195.20	\$ 1,210.94	\$ 2,036.39	\$ 16,442.53
15	FY 2033	\$ 13,195.20	\$ 1,210.94	\$ 2,036.39	\$ 16,442.53
16	FY 2034	\$ 13,195.20	\$ 1,210.94	\$ 2,036.39	\$ 16,442.53
17	FY 2035	\$ 13,195.20	\$ 1,210.94	\$ 2,036.39	\$ 16,442.53
18	FY 2036	\$ 13,195.20	\$ 1,210.94	\$ 2,036.39	\$ 16,442.53
19	FY 2037	\$ 13,195.20	\$ 1,210.94	\$ 2,036.39	\$ 16,442.53
20	FY 2038	\$ 13,195.20	\$ 1,210.94	\$ 2,036.39	\$ 16,442.53
21	FY 2039	\$ 13,195.20	\$ 1,210.94	\$ 2,036.39	\$ 16,442.53
22	FY 2040	\$ 13,195.20	\$ 1,210.94	\$ 2,036.39	\$ 16,442.53
23	FY 2041	\$ 13,195.20	\$ 1,210.94	\$ 2,036.39	\$ 16,442.53
24	FY 2042	\$ 13,195.20	\$ 1,210.94	\$ 2,036.39	\$ 16,442.53
25	FY 2043	\$ 13,195.20	\$ 1,210.94	\$ 2,036.39	\$ 16,442.53
26	FY 2044	\$ 13,195.20	\$ 1,210.94	\$ 2,036.39	\$ 16,442.53
27	FY 2045	\$ 13,195.20	\$ 1,210.94	\$ 2,036.39	\$ 16,442.53
28	FY 2046	\$ 13,195.20	\$ 1,210.94	\$ 2,036.39	\$ 16,442.53
29	FY 2047	\$ 13,195.20	\$ 1,210.94	\$ 2,036.39	\$ 16,442.53
30	FY 2048	\$ 13,195.20	\$ 1,210.94	\$ 2,036.39	\$ 16,442.53
	Total	395,856.00	\$ 36,328.20	\$ 61,091.70	\$ 378,178.19
	Average	\$ 13,195.20	\$ 1,210.94	\$ 2,036.39	\$ 16,442.53

Notes:

- Assumes a 30-year District term with a flat mil rate over duration of District term
- If the new value from the expansions were to arrive in the City of Caribou without the shelter effect of a Tax Increment Finance District, the increased valuations would lead to decreases in State Aid to Education, Revenue Sharing revenues, and increases in County Taxes.
- Tax Shift calculations are based upon formulas using the same (older) State valuations.
- The projections assume all other inputs do not change over the 30-year period in that all other values in other communities are static, with the exception of Caribou's new value captured in the TIF District.
- Source of information: City of Caribou

Exhibit E

**Public Hearing
Notices**

(NOTE: A copy of this same notice was posted on the entrance door to the Caribou City Office from DATE to the date of the Public Hearing)

**DRAFT|
Caribou City Council
Notice of Public Hearing**

The Caribou City Council will hold a Public Hearing on Monday, June 11, 2018 at 6:00 pm in City Council Chambers at City Hall, 25 High Street. The Hearing is for the purposes of receiving public comments on the designation of a proposed Caribou Senior Living, LLC Municipal Development and Tax Increment Financing District and the adoption of the Development Program pursuant to provisions of Title 30-A Chapter 206 of the Maine Revised Statutes as amended. The project developers request the approval by the Caribou City Council for the designation of a tax increment financing district for the development of a senior living residential facility in the former Hilltop Elementary school property at 19 Marshall Ave, Caribou. This development will include a capital investment over \$2.4 Million and will create 10 new full-time jobs in the community.

The City of Caribou proposes to designate the Caribou Senior Living, LLC Municipal Tax Increment Financing District (or "TIF District"). 7.26 acres of the City's Tax Map 026, Lot 078 will comprise the District. The District will last for 30 years with 95% of the tax increment to be used to sustain the new development. The remaining 5% will be used to cover administration costs and support economic development programs and events conducted by the city. Copies of the proposed Development Program and prints of the proposed District will be on file with the Town Clerk at least ten (10) days before the date of the Public Hearing and may be reviewed at the Caribou City Offices during normal business hours. All interested persons are invited to attend and will be given an opportunity to be heard at the hearing.

Exhibit F

**Public Hearing
Minutes**

TO BE EMBEDDED

Exhibit G

Caribou City Council Resolution

TO BE EMBEDDED

Exhibit H

**Credit Enhancement Agreement between Caribou City
Council and Caribou Senior Living LLC**

TO BE EMBEDDED

Caribou City Administration
25 HIGH STREET
CARIBOU, ME. 04736



MEMO

TO: Caribou City Council Members
FROM: Dennis Marker, City Manager
RE: Resolution 06-01-2018 Approval of Caribou Senior Living
LLC Municipal Development and Tax Increment
Financing District with Associated Development Plan
DATE: June 8, 2018

Resolution 06-01-2018 approves the designation of the Caribou Senior Living LLC Municipal Development and Tax Increment Financing District with Associated Development Plan. The plan establishes a 30-year TIF district to help redevelop the Hilltop Elementary School site

Resolution 06-01-2018

**A Resolution of the Caribou City Council
Designating the Caribou Senior Living LLC Municipal Development and Tax Increment Financing
District with Associated Development Plan**

WHEREAS, the City of Caribou is a Local Unit of Government under the State of Maine and is authorized to establish Tax Increment Finance Districts under Title 30-A, §5242; and

WHEREAS, the City has determined that additional housing for seniors will provide economic benefit to the community and surrounding area; and

WHEREAS, redevelopment of the Hilltop Elementary school site would provide opportunity for new senior housing; and

WHEREAS, redevelopment of the Hilltop Elementary site will not be financially viable without establishing a Tax Increment Financing District and associated development program to help offset costs related to the project.

NOW THEREFORE BE IT RESOLVED, that the City Council of Caribou approves the designation of the Caribou Senior Living LLC Municipal Development and Tax Increment Financing District with its associated Development Plan, as attached to this resolution.

This resolution was duly passed and approved by a majority of the City Council of the City of Caribou this eleventh day of June 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

**Ordinance No. 04, 2018 Series
City of Caribou
County of Aroostook
State of Maine**

An Ordinance Adopting Policies for Wages and Salaries.

WHEREAS, the City of Caribou is a Local Unit of Government under the State of Maine and is granted home rule authority under Maine Revised Statutes, Title 30-A, §3001; and

WHEREAS, the City of Caribou has adopted Title 2, Administration, rules and regulations pertaining to wages and salaries for city personnel; and

WHEREAS, the City Council has determined that clarification of procedures for determining wages and salaries is necessary.

NOW THEREFORE, the City Council of the City of Caribou, County of Aroostook, State of Maine, pursuant to the requirements of the City of Caribou Charter, Section 2.11, does ordain the following:

Section I. Title 2 Amendments

1. Title 2, Wages and Salaries is amended to read as follows:

WAGES AND SALARIES

The City of Caribou attempts to keep its wages and salaries comparable and competitive with other similar communities, agencies and firms. The City of Caribou maintains a salary schedule for all positions, if not covered by specific contract, in order to keep positional salaries at a comparable rate.

The City of Caribou's Wage and Compensation Program has been created to develop a clear understanding of each different position in the organization, to insure each position is measured on the same basis to determine its relative value, and to ensure that each individual is equitably and competitively compensated for the type of work performed and expertise provided to the organization.

1. Method of Comparison

- a. The Human Resource Director will utilize the most complete data readily available for determining the average salary and range of compensation for city positions. Within the municipal employment market, that data is currently the Maine Municipal Association's salary survey. If another, more accurate source becomes available, the city will use that other source.
- b. Cities to be used in a comparison analysis shall be within the state of Maine and have 6,000 TO 10,000 population. The intent is that at least 8 cities, which most closely match Caribou's characteristics within the stated parameters will be identified for comparison. Cities beyond the parameters may be used if necessary to find positional duties and responsibilities appropriate for comparison.
- c. A comparison analysis shall consider position titles and duties.
 - i. If a city employee has multiple titles (e.g. Tax Collector and Finance Director), the basis of comparison for the position will be the higher paying of the titles being considered.

- ii. Although a titled position in one city may have certain duties and minimum necessary expertise, those may not be the same duties and expertise for a similarly titled position in Caribou. When discrepancies between duties associated with a comparable title exist, the city will make appropriate adjustments to the wage comparisons, by considering the other communities' employee time in position, knowledge, managerial and supervisory responsibilities, complexity of operations, and competing market areas.
- d. The Human Resource Director will conduct a wage comparison analysis to determine average compensation by position for all employees' every two years but may conduct an interim comparison for individual positions based on significant amendments to a job description or variation in assigned duties. A comparison analysis shall be performed with any rehiring of a position, even if the position may be filled in-house. The two-year analysis shall be completed by August 1st of the year and provided to the City Personnel Committee for review and determination of budget recommendations for the ensuing budget year.

2. Application of Comparison Results

a. Full-Time Employees.

i. New full-time employees

- 1. Employees having the minimum qualifications necessary for a given position, will typically have a starting wage 6% below the average comparable wage for their position as determined through the most recent wage comparison analysis. The employee will receive a 2% increase for each year of work completed until they reach the comparable average wage for the position (See example table below).

Years of Service	Wage Adjustment from Average	Example Hourly Wage
First Year	-6%	\$11.00
After 1	-4%	\$11.22
After 2	-2%	\$11.45
After 3	Average	\$11.68

- 2. Employees which exceed the minimum qualifications for a position may have a starting wage higher than indicated in paragraph 1 upon recommendation of the Department Head and with permission of the City Manager.
- ii. Existing Full-Time Employees. It is the intent of the City that full-time employees, having more than 3 years of service, will be paid at least the average comparable wage for their position. In the event a comparable analysis returns an average wage, which is less than the current rate an employee is being paid, that employee's wages shall not be reduced to meet the new comparable wage but shall be considered frozen except for appropriate adjustments based on COLA or longevity as provided below.
- b. Regular Part-time Employees. Wages for regular part-time employees shall be predicated upon prevailing wages for the immediate Caribou area but shall be no less than state approved minimum wages. Regular part-time employees are eligible for COLA but not for longevity adjustments.

- c. Seasonal Part-time Employees. Wages for seasonal employees shall be predicated upon prevailing wages for the immediate Caribou area but shall be no less than state approved minimum wages. Seasonal employees are not eligible for COLA or longevity adjustments.
3. Notice to Employees. Upon review and acceptance of the wage comparison analysis by the city's personnel committee, all wage results shall be provided to the employees within five business days of personnel committee acceptance.
4. Appeal of Wage Designation. Employees wishing to dispute the results of a wage comparison analysis shall have 15 days from the date the analysis was accepted by the Personnel Committee, to submit a written appeal, along with documentation supporting the appeal argument, to the City Manager. The City Manager shall coordinate a review of the appeal with the employee, City Manager, Human Resource Director, and Personnel Committee within 10 business days of the appeal filing. Determinations made by the Personnel Committee on any appeal shall be based on the above policy statements and shall be considered the final decision on the wage designation until the next comparable analysis is conducted.
5. Adjustments.
 - a. Cost of Living Adjustment (COLA). A COLA may be provided to employees as determined by the City Council with the basis for consideration being the Consumer Price Index for All Urban Consumers in the Maine region as provided by the US Bureau of Labor Statistics. It is intended that COLAs only be considered in between standard wage comparison analysis years.
 - b. Stipends. Due to changes in staffing, it may become necessary for an employee to perform additional responsibilities for a short period of time. If the additional responsibilities require additional skills, training and time on the job beyond their regularly assigned work duties as provided in their job description, the city may provide stipends depending on the additional work time required, level of importance of the duties, financial responsibility, budget constraints or other factors. For purposes of this section, a short period of time shall be 6 months or less. If the responsibilities will be required for longer than 6 months, then revision of the employee's job description should take place along with a corresponding review of comparable wages. Any stipends must be reviewed and approved by the Personnel Committee.
 - c. Longevity. All Employees who are compensated at the comparable average wage level for their position are eligible for a 2% increase on their position anniversary of 2, 4, and 6 years after they started getting paid average wage. Thereafter, the longevity increases should be applied to any calculated averages. Any employee who falls below this longevity threshold at the time of adoption of this policy, shall receive a minimum 1% increase (i.e. catch up) each year until the appropriate longevity increase is met. Catch up increases may be higher with council budget approval. Longevity increases are in addition to any COLA.
 - d. All approved adjustments to wages shall be made effective the first full pay period after the employee's position anniversary date, except COLAs shall be effective the first pay period of the calendar year.

Section II. Severability

If any part of this ordinance or the application thereof to any person or circumstances shall, for any reason, be adjudged by a court of competent jurisdiction to be unconstitutional or invalid, such judgment shall not affect, impair or invalidate the remainder of this ordinance or the application thereof to other persons and circumstances, but shall be confined to its operation to the section, subdivision, sentence or part of the section and the persons and circumstances directly involved in the controversy in which such judgment

shall have been rendered. It is hereby declared to be the intent of the City Council that this section would have been adopted if such invalid section, provisions, subdivision, sentence or part of a section or application had not been included.

Section III. Posting and Effective Date

This ordinance shall become effective 30 days after adoption by the Council and after publishing of this ordinance in accordance with the City of Caribou charter, Section 2.12(c), (d) and (e).

This Ordinance was duly passed and approved by a majority of the City Council of the City of Caribou this _____ day of _____, 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

County of Aroostook

COMMISSIONERS' OFFICE

COUNTY ADMINISTRATOR

RYAN D. PELLETIER

COMMUNITY SERVICES DIRECTOR

PAUL G. BERNIER



COUNTY COMMISSIONERS

PAUL J. ADAMS
HOULTON

NORMAN L. FOURNIER
WALLAGRASS

PAUL J. UNDERWOOD
PRESQUE ISLE

June 04, 2018

Dennis Marker, City Manager
City of Caribou
25 High Street
Caribou, ME 04736-2710

Dear Mr. Marker:

As per my phone message left with Denise Lausier today, enclosed please find the proposed new three (3) year Snow Removal Contract Agreement from the County of Aroostook to the City of Caribou for snow removal services in the Unorganized Territory of Connor Township.

This agreement represents the three (3) year period of **July 01, 2018 to June 30, 2021**. I would ask that you review the proposal and submit to your City officials for their review. Should all be in approval, please have the agreement signed and dated where indicated and return to my office. I will then make a recommendation to the County Administrator for his approval and signature. A copy of the completed agreement will then be mailed back to your attention.

Should you have any questions, please do not hesitate to contact me at 493-3318 or by e-mail at paul@aroostook.me.us.

Sincerely,

Paul Bernier
Community Services Director

Cc: File

Encl: Contract

SNOW REMOVAL CONTRACT

Township

Connor

The Aroostook County Administrator acting in his capacity as Municipal Official for the Unorganized Territory of **Connor** hereinafter referred to as the "County", enters into an agreement with the **City of Caribou** in accordance with the vote of said Municipal Officials at a regular meeting held on _____, 2018, hereinafter referred to as the "Contractor" for the removal of snow and ice from the roads hereinafter described and designated under the following terms:

1. The Contractor agrees to remove snow accumulating from snowfall or drifting, and centerline ice on the following roads:

<u>Road</u>	<u>MDOT Inventory Number</u>	<u>Mileage</u>
Madawaska Road	SA 4	1.07
Beaulieu Road	SA 5	3.85
West Gate/Haney Roads	T.W. #534	3.27
Madawaska Road	T.W. #421	1.16
Cote Road	T.W. #409	1.32
Sheen Road	T.W. #602	0.65
Dubay Pit Road	T.W. #624	0.29
Adams Road	T.W. #2209	<u>0.27</u>
TOTAL MILES		11.88

2. The Contractor agrees to furnish adequate equipment and manpower necessary to perform the work specified to the satisfaction of the County.
3. The Contractor shall perform the duties required in this contract from the beginning of snow 2018 to the end of snow 2021.
4. The Contractor will commence plowing and sanding operations when snow on the road surface has reached a maximum depth of two (2) inches, either from actual snowfall or drifting caused by wind, and continue same until the roads are cleared of snow to the outside of the road shoulders.
5. The Contractor agrees to provide sufficient sand and salt for operations required by this contract. The County estimates that a minimum of 100 cubic yards of sand will be necessary for each centerline mile of road,
 - A. Maximum gradation of sand shall be one (1) inch, and all sand will be screened to that size prior to use on the road.
 - B. Contractor shall mix between 90 and 110 pounds of salt with each cubic yard of sand before the sand is stockpiled.

- C. Sanding trucks shall be equipped with either tailgate or hopper sanders, which are capable of regulating the amount of sand/salt spread per mile to ensure evenness of application.
 - D. Contractor shall pay particular attention to the sanding of hills, curves, and intersections, and to apply extra sand/salt to such locations when necessary.
 - E. Contractor is responsible for the selection of a suitable site for the salt/sand stockpiles. By execution of this contract, the Contractor warrants that the salt/sand stockpiles are in compliance with all local, County, State, and Federal environmental rules, regulations, and statutes. The Contractor agrees to indemnify the County for any liability, claims, demands, causes or action or damages incurred as a result of the use of or stockpiling of salt/sand.
 - F. Contractor agrees to have all mixed sand/salt stockpiled by November 1st of every year of the contract.
 - G. The Contractor to prewet the salt and sand mixture with a 32% liquid calcium solution (*or approved equivalent*) over paved areas of the roads when the air temperature falls below 10 degrees Fahrenheit. The liquid should be applied at a rate of 5 to 6 gallons per cubic yard of salt and sand.
6. The Contractor shall have and maintain Compensation Insurance, General Liability Insurance, and Vehicle Liability Insurance during the life of the Contract in the following amounts, or in accordance with the Maine Tort Claims Act, if applicable:

Compensation Insurance:		As required by law
General Liability:	Bodily Injury	\$1,000,000.00
	Property Damage	\$1,000,000.00
Vehicle Liability:	Single Occurrence	\$1,000,000.00
➤ Workers' Compensation:	Each Accident	\$500,000.00 (or)
➤ Workers' Compensation State of Maine Approval Predetermination Status		

The Contractor shall furnish the Aroostook County Commissioners with the required Certificates of Insurance, with a minimum of that amount stated above. **SAID CERTIFICATES OF INSURANCE, IN ADDITION TO THE AMOUNT OF COVERAGE, SHALL CARRY A STATEMENT WORDED AS FOLLOWS:** In the event of Cancellation or Expiration of any of the foregoing policies, ten (10) days written notice by the Insurance Company shall be mailed to the Aroostook County Commissioners.

The Insurance Requirements for the Contractor shall also apply to any and all subcontractors hired by the Contractor.

The Contractor agrees to maintain liability insurance to protect it from personal injury, death or property damage claims which may arise from snow removal and sanding operations under this contract. The Contractor further agrees to indemnify, assume the defense of, and save harmless

the County, its agents and employees from liability, actions claims or damage for wrongful death, personal injury or property damage suffered by any person or association, which results from the willful or negligent action or inaction of the Contractor in the performance of duties, and the work performed under this contract.

7. If the Contractor is in violation of any of the terms of this contract, or if the County or its representative is of the opinion that work described in this contract is being performed unsatisfactorily, the County shall notify the Contractor by certified mail setting forth the basis for the County's complaint. Upon receipt of such notice, the Contractor shall have ten (10) days to comply with the terms and conditions of this contract or rectify the unsatisfactory work. If at the expiration of the ten (10) day period, the County's representative is dissatisfied with the Contractor's performance, or the Contractor is not in compliance with the terms of this contract, the County will, by certified mail, notify the Contractor to discontinue all work to be performed under this contract. The County may thereupon, by contract, or otherwise complete the work, and the Contractor or its surety shall be liable for costs that exceed the rate provided in this contract. Such charges shall be deemed liquidated damages.
8. In consideration of the faithful performance of this work as set forth above, the County agrees to pay the Contractor the annual sum, for the **11.88** total miles of road covered by this contract;

July 01, 2018 to June 30, 2019	\$60,711.00
July 01, 2019 to June 30, 2020	\$62,229.00
July 01, 2020 to June 30, 2021	\$63,785.00

9. This agreement shall be in effect for three (3) years from **July 1, 2018 to June 30, 2021**. The County and Municipality shall review this agreement at the end of each anniversary date and either the County or the Contractor, by vote of their respective officials, can terminate this contract upon ninety (90) days written notice to the other party. At any given time during the term of the contract, in cases of unforeseen circumstances that may have a negative impact on either the Contractor or the County, this contract can be terminated by either the County or the Contractor by vote of their respective officials upon ninety (90) days written notice to the other party.
10. A payment schedule of six (6) separate monthly installments shall be paid annually, beginning in **November 2018** and ending in **April** of the ensuing year, for the term of the three (3) year contract. Payments shall be made in November, December, January, February, March, and April as part of the regular Unorganized Territory warrant schedule, typically on the third Wednesday of the month. Copies of the warrant schedule can be made available if requested.

IN WITNESS WHEREOF, the parties to these presents have executed this contract each of which will be deemed an original on the _____ day of _____ 2018.

WITNESS

OFFICIALS OF CARIBOU

WITNESS

Ryan D. Pelletier, County Administrator

Filed with Fiscal Administrator _____, 2018

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Caribou Public Library

LIBRARY DIRECTOR'S REPORT

To: Mayor and City Councilors
Dennis Marker, City Manager

From: Anastasia S. Weigle, Library Director

Date: June 11, 2018

Re: Library Director's Report



Dear Honorable Mayor and City Councilors,

May was a very business month putting together programs, and with spring arriving, we hit the ground running with the preparation of the 2018 perennial sale. The last perennial sale the library put together was in 2012. 2018 seemed like the year to start again. Circulation numbers dipped but still high than 2017 with an overall increase in circulation stats by 22.2%. Moreover, library visits jumped as has our wifi access use. June will prove to be another busy month for the library.

May 2018 Statistics and Comparisons

MONTHLY STATISTICAL COMPARISON					
TYPE	JAN 2018	FEB 2018	MAR 2018	APR 2018	MAY 2018
Circulation	1789	1755	2,396	2,758	2,192
Library Visit	4,670	5,141	5,851	6,479	6,721
Wi-Fi access	3,447	3,943	4,783	5,581	7,000
Books added	135	144	200	162	224
Books withdraw	210	398	141	114	35
Caribou Room	124	123	196	258	228
New registered patrons	24	16	45	30	22
Archives (# of users)	23	50	102	42	34
Interlibrary Loan	37	50	53	42	48

MONTHLY STATISTICAL COMPARISON FOR CIRCULATION					
MATERIAL TYPE	Jan 2018	Feb 2018	Mar 2018	Apr 2018	May 2018
Adult books*	627	657	798	827	483
Juvenile books	430	445	731	1213	856
Teen/YA books	69	50	70	130	97
DVDs	394	404	508	390	492
eBooks/Audiobooks	147	90	159	94	161
Magazines	83	55	77	62	55
Interlibrary loans	39	50	53	42	48
TOTAL NUMBERS	627	657	798	827	483

YEAR TO DATE CIRCULATION COMPARISON						
Year	JAN	FEB	MAR	APR	JUN	TOTALS
2017	1429	1647	2165	1671	1782	8914
2018	1789	1755	2396	2758	2192	10890

Perennial Sale.

The 2018 Perennial Sale on Saturday, June 2 was a big success raising \$1012.00 for our Memorial Fund. A very special thank you, Corry Saunders, our library gardener who coordinated the fundraising events. We also could not have done it without our wonderful volunteers: Michael Sullivan, Abigail Barnett, Deena Bechtel, George Palmer, and Abby Violette and all the wonderful donors in our community who contributed to the Perennial Sale: Kristine Bondeson of Down to Earth Gardens, Kerry Bouchard, Jean Shaw, Betty Rinehart, Gayle Ha, Cheryl Bossie, Mary Ann Tardif, Agnes Porter, Louise Cyr, Renee Parente, Kat Finnemore, Dianne Alexander, Steve & Ann Legasse, Katie & Rick Michaud, Bob & Corrine Caldwell, and Bill & Vicki Gehring.



Caribou Public Library 2018 Summer Programs

Reading Log Programs

June 18th-Aug. 15th

For All Ages ~ Infants to Adults

Earn great prizes!



Weekly Programs

July 9th-August 15th

With a Music Theme!

Elementary ~ Mondays 3:00-3:45 pm

0-2 yrs. ~ Tuesdays 10:30-11:00 am

Preschool ~ Wednesdays 10:30-11:00 am



Water Safety Program for ages 2-10 ~ Wednesday, June 20th 10:30-11:00 p.m.
Bat Echolocation Program for ages 4 and above. ~ Wednesday, July 25th 3:30-4:30 p.m.

Sign up by phone: 493-4214 or in person: 30 High St.

Pick up your reading logs starting June 11th!

Upcoming programs

- June 16, Saturday morning kids program, 10-11 a.m. in the Caribou Room. Awesome Bookmaking class kids ages 4 and up. Lear to make a Turkish fold book.
- June 19, Tuesday, 5-6:30 pm. Fiction Writing Workshop No. 2. Writing a Scene with Maine Author, Wendy Koenig. In the Piper Reading Room.
- June 20, Wednesday, Water safety program with Skyler McAtee! In the Caribou Room. For ages 2-10. Skyler is a certified water safety instructor and lifeguard for the Presque Isle Park and Recreation Department.
- June 26, Tuesday, 5:30 p.m. in the Piper Reading Room, Author reading, and Signing of book DOVECOTE with Anne Britting Oleson.

CFAD MONTHLY REPORT

May 2018

Total Fire/ Rescue Calls 16
 -Alarms for Fires (33) 1
 -Alarms for Rescues (66) 1
 -Silent Alarms 14
 -Haz-Mat 1
 -Grass Fires 3
 -Chimney Fires
 -False Alarms
 -10-55's 1
 -Aid to Police 2
 -Public Service 3

Total Hours Pumped 2.75
 Gallons of Water Used 1020
 Amt. of Hose used: 100'
 Ladders Used (in Feet):
 (75' Ariel) ___1___
 Thermal Imaging Camera Used: 1
 CO₂ Meter Used: 2
 Rescue Sled & Snowmobile:
 Rescue Boat:
 Jaws Used:

MUTUAL AID TO:

P.I.F.D.
 F.F.F.D. 1
 L.F.D.
 W.F.D.
 Stockholm F.D.
 North Lakes FD
 Crown Amb 1
 Van Buren Amb. 1
 Life Flight 6

Total Amb Calls 208
 - ALS Calls 108
 - BLS Calls 85
 - Amb Calls cancelled: 6
 - No Transport 33
 - Long Distance Transfers 24
 - Calls Turned Over: 6 = \$9,792
 Total out of Town Amb. Calls 31

Total Out of Town Fire/Rescue Calls 0
 Est. Fire Loss, Caribou \$
 Est. Fire Loss, out of City \$
 Total Est. Fire Loss \$
 Total Maint. Hours 17 mhrs.
 Total Training Hours 138 mhrs.
 Miles Traveled by all Units 10,800
 Fire Permits Issued 282

*Color Guard Training 14.25 mhrs.

Total Fire & Amb. Calls 224

MUTUAL AID FROM:

P.I.F.D.
 F.F.F.D.
 L.F.D.
 W.F.D.
 Stockholm F.D.
 North Lakes FD
 Crown Amb

OUT OF CITY FIRES/RESCUES

LOCATION	# OF CALLS	MAN HRS.
Woodland		
New Sweden		
Connor		

3 days LNTB Spring Finale

Scott Susi, Chief
 Caribou Fire and Ambulance

**BREAKDOWN OF FIRES
For May 2018**

Situation Found	# Of Incidents	Fire Casualties	Est. Property Damage
1. Private Dwellings inc. Mobile Homes			
2. Apartments (3 or more)	1		
3. Hotels & Motels			
4. Dormitories & Boarding Homes			
5. Public Assembly (Church, Restaurant)			
6. Schools			
7. Institutions (Hospitals, Jails, Nursing Homes)			
8. Stores, Offices			
9. Industry, Utility, Defense			
10. Storage			
11. Vacant Buildings or being Built			
12. Fires outside structure w/value (crops, timber, etc.)			
13. Fires Highway Vehicles			
14. Other Vehicles (planes, trains, etc.)			
15. Fires in brush, grass w/no value	3		

Other Incidents

16. Haz-Mat	1
17. False Calls	
18. Mutual Aid Calls	1 - FFFD
19. Aid to Ambulance (10-55's)	1
20. Aid to Police	2 (1-Water Rescue; 1-Investigation using L-3)
21. Investigation (Smoke, CO ₂ or Alarm)	3 (2-CO; 1-Alarm)
22. Service Calls	3 (1-Stby; 1-Elevator; 1-tree on wire)

1 call cancelled enroute

Total Calls for the Month: 16

Monthly Permit Report

May 2018

	Current Month	Year To Date	Prior Year Month	Prior Year YTD
Building Permits	2	6	10	15
Permit Value	\$ 44,000	\$ 83,100	\$ 486,000	\$ 1,247,500
Homes	0	0	1	2
Mobile Homes	0	0	0	0
Multi Family	0	0	0	0
Commercial	0	0	4	6
Exempt	1	1	0	0
Plumbing Permits				
Internal	0	5	1	7
External	1	2	1	1
Demolition Permits	1	2	1	8
Sign Permits	1	1	1	5

YTD is January 2018 to May 2018

Code Enforcement Monthly Report

Caribou Municipal Building
25 High Street
Caribou, Maine 04736

The Code Enforcement department was combined with the Tax Assessment office in 2014. The office is located on the first floor of the Caribou Municipal Building at 25 High Street.

The office is responsible to facilitate voluntary compliance with: local ordinances sent forth in the city code; the building, energy, plumbing, health and life safety codes adopted by the State of Maine; and must follow-up on violations of the same.

"It's all about safety!"

As Spring approaches activity is picking up.

Code Enforcement has received some violation complaints: 9 perfected 10 in review.

2015 International Property Maintenance Code Chapter 3 section 302.8 Motor Vehicles
Resolved 04/02/2018

2015 International Property Maintenance Code Chapter 3 section 308 Rubbish and Garbage
Resolved 04/03/2018

2015 International Property Maintenance Code Chapter 5 section 504.3 Plumbing system hazards: Where it is found that a plumbing system in a structure constitutes a hazard to the *occupants* or the structure by reason of inadequate service, inadequate venting, cross connection, backsiphonage, improper installation, *deterioration* or damage or for similar reasons, the *code official* shall require the defects to be corrected to eliminate the hazard.

Caribou Code Chapter 13-700, Section 40 Conditions of Keeping Livestock and Poultry
Poultry not confined to property boundaries.

1. Any livestock shall be kept at least 100 feet from any property line except pigs and hogs which shall be kept at least 200 feet from any property line and shall be kept at least 100 feet from any residential dwelling or water well.

Any poultry shall be kept at least 50 feet from any property line.

Land Use Permits:

Jamie Paradis	General Use	Planning Board 06/14/2018
Nicole Plourde	Day Care	Planning Board 06/14/2018
Tower Resource Management	Building Permit	
KJK Wireless	Building Permit	
Gilbert's Salvage	License Renewal	CEO 04/30/2018
G&J Auto	License Renewal	CEO 06/2/2018

Meetings:

- Planning Board
- County FCU Commercial Loan Dept.
- Shoreland Zoning and NRPA
- LDA Board Meeting
- Birdseye Facility Hazardous Materials Update
- Emera Maine Stakeholders Meeting
- River Road Mandatory Pre Bid Meeting
- Caribou Congregate Housing Board
- Birdseye Facility Hazardous Materials (Abatement Contractor)
- Tri Community Landfill

Training:

- | | |
|--|----------------|
| Shoreland Zoning Test | DECD, Passed |
| Fire Prevention | Office, Passed |
| Hiring High Quality Candidates | Office, Passed |
| Information Security and Privacy Awareness | Office, Passed |

Zoning Administration was able to complete analysis of LED lighting survey data with RealTerm, and conducted a City Owned Land Survey for the Safety Complex Study and the Caribou Economic Growth Council.

If you have any questions please contact this office at the Caribou Municipal Building at 25 High Street, phone: (207) 493-5967 or email at kmurchison@cariboumaine.org.

Copies of the local ordinance and a link to the 2015 International Property Maintenance Code as adopted by the City of Caribou 01/23/2017 is available at the City of Caribou website: www.cariboumaine.org .

Best Regards,

Kenneth Murchison
City of Caribou, Maine
Zoning Administrator/CEO

Police Department Monthly Report

	MAR	APR	MAY
Complaints	2820	2555	2589
M/V ACCIDENTS	24	24	12
ESCORTS	3	2	3
THEFT COMPLAINTS	4	4	6
ANIMAL COMPLAINTS	6	8	15
DOMESTIC COMPLAINTS	15	11	8
BURGLARY COMPLAINTS	2	3	1
O.U.I	4	4	1
M/V THEFTS	2	1	2
MISSING PERSONS	2	1	1
JUVENILE COMPLAINTS	1	1	5
CIVIL COMPLAINTS	5	5	8
PROWLER COMPLAINTS	0	0	0
ASSIST OTHER AGENCY	17	18	22
ASSULT ARREST	1	1	0
THEFT ARRESTS	1	2	4
SPEEDING	25	26	24
STOPS/CHECKS M/V	2365	2110	2051
PARKING TICKETS	0	0	0
HANDLING PERISONERS	48	38	46
WARRANT ARRESTS	18	10	21
UNLAWFUL SEX. CONTACT	0	0	0
GROSS SEX. ASSAULT	0	0	0
BUSINESS ALARMS	14	30	26
BURGLARY ARRESTS	0	0	1



MEMO

TO: Caribou City Council Members
FROM: Dennis Marker, City Manager
RE: Capital Projects
DATE: June 8, 2018

DISCUSSION ITEMS

This is the latest on three capital projects.

- 1. High Street Repairs.** MDOT received one bid for the work on High Street and has determined to postpone fixing High Street between Maine and Bennett Drive until a more favorable bidding climate. Public Works Director, Dave Ouellette will provide additional details during the meeting.
- 2. River Road Reconstruction.** The City received responses from four engineering firms for the design and construction management of repairs to the River Road. The selection committee met on Friday to review the qualifications and determined to invite DuBois & King and VHB to make formal presentations and provide a cost proposal for consideration. Presentations will be June 19 between 1 and 2 pm. We are still waiting to hear if funding is available through FEMA or other state agencies to help with this project.
- 3. Birds Eye Cleanup.** Asbestos materials were found in the remaining buildings. An estimate of \$71,360 was received to clean up the asbestos. This cost will be in addition to the previously authorized expense of tearing down the remaining buildings. Additionally, universal waste inside the buildings needs to be cleared out, which will be handled by city crews as time is available. We may need to phase the demolition work for another season.