

CITY COUNCIL MEETING NOTICE AND AGENDA

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



1. Roll Call
2. Pledge of Allegiance
3. Public Input
4. Declaration of Potential Conflicts of Interest
5. Consent Agenda
 - a. Minutes from City Council Meeting held June 11, 2018 Pgs 1-6
6. Bid Openings, Awards, and Appointments
 - a. MMA Legislative Policy Committee Vote Pgs 7-9
7. Formal Public Hearings and Action Items
8. New Business & Adoption of Ordinances and Resolutions
 - a. Abatement of Taxes for Property Located at 100 Lombard Rd Pgs 10-12
 - b. Abatement of Taxes for Property Located at 595 Access Highway Pgs 13-15
 - c. Setting the 2018 Mil Rate and Tax Commitment Pgs 16-18
9. Reports of Officers, Staff, Boards and Committees
 - a. River Road Reconstruction Pgs 19-21
 - b. Birds Eye Site Cleanup
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 – July 9
13. Adjournment

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

Certificate of Mailing/Posting

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

BY: _____ Jayne R. Farrin, City Clerk

Council Agenda Item #1: Roll Call

The Caribou City Council held a regular meeting Monday, June 11, 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, and Timothy C. Guerrette (left at 10:50 p.m.). R. Mark Goughan and Hugh A. Kirkpatrick were absent and excused

Dennis L. Marker, City Manager was present.

Department Managers and Staff: Kalen Hill, Deputy City Clerk; Penny Thompson, Tax Assessor; Dave Ouellette, Public Works Director; Gary Marquis, Supt. of Parks & Recreation; Wanda Raymond, Finance Director; and Anastasia S. Weigle, Library Director.

WAGM Channel 8 and Spectrum covered the meeting.

Council Agenda Item #2: Pledge of Allegiance

The Mayor led the Pledge of Allegiance.

The Mayor moved to Agenda Item #6.b.

Council Agenda Item #6.b: Recognition of Caribou High School Boys Track Team for Winning 1st place at State

- b. The Mayor announced that the Caribou High School boys' track team won the Class C State Championship. This is the first time that the state championship was won by Caribou. In addition to winning the State Class C Championship the team received the Good Sportsmanship Award for region C North. The team posed for a photo with the Mayor and Council.

Further, the Mayor stated that the Caribou girls' varsity tennis team won for the second consecutive regional title of Class B North. (not in attendance)

The Mayor recognized the Caribou boys' varsity tennis team. Caribou beat Freeport for the Class B state tennis title. The team posed for a photo with the Mayor.

Council Agenda Item #3: Public Input

- Crystal Fulton – owner of Riverside Motor Court and mobile home park - 563 Access Highway – Requested an abatement for 2016 and 2017 taxes for the mobile homes located in the trailer park. Ms. Fulton wants to clean up the park and remove the mobile homes. She is looking at economic development and what can be done there. She stated that the park is operating at a deficit. Ms. Fulton commented that the mobile homes are unlivable.
- The City Manager offered that there might be other economic opportunities that they can look at.
- The Mayor suggested that Ms. Fulton work with the Tax Assessor and City Manager.

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

Councilor Theriault declared that she doesn't have a conflict of interest with Agenda Item 9.b River Road Reconstruction. She stated that she lives on the River Road, but doesn't

have a personal relationship with any of the four impacted property owners. The Gove property isn't being discussed. If in time, the Gove property is impacted, Councilor Theriault stated that she will abstain.

None of the Councilors declared any Conflict of Interest.

Council Agenda Item #5: Consent Agenda

- a. May 2018 Financial Statements
- b. Minutes from City Council Workshop held April 30, 2018
- c. Minutes from City Council Meeting held May 14, 2018
- d. Minutes from Special City Council Meeting held May 29, 2018
- e. Renewal of Liquor and Special Amusement Permit for Par & Grill at 118 Bennett Drive

Motion made by P. McDonough, seconded by T. Guerrette, to approve Consent Agenda A-E as presented. (5 yes) So voted.

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

- a. Recognition of Ballot Clerks

Two Ballot Clerks were recognized for their years of service to the City of Caribou with plaques. With 28 years, Brenda A. Bourgoine and with 48 years Ellen M. Corrow.

- c. Appointment of City Tax Collector/Treasurer, and Deputy Tax Collector

Motion made by P. McDonough, seconded by T. Guerrette, to appoint Carl Grant as City of Caribou's Tax Collector and Treasurer effective immediately. (5 yes) So voted.

Motion made by P. McDonough, seconded by T. Guerrette, to give Council approval to the City Treasurer's appointment of Holli Doody as Deputy City Treasurer. (5 yes) So voted.

Motion made by P. McDonough, seconded by T. Guerrette, to appoint Jessica Theberge as City of Caribou's Deputy Tax Collector effective June 18, 2018. (5 yes) So voted.

Motion made by P. McDonough, seconded by J. Theriault, to approve Certificates of Settlement for tax years 2009-2017, totaling \$88,453.92, with former Tax Collector Wanda Raymond. (5 yes) So voted.

The Mayor extended his thanks and appreciation to Wanda Raymond for her years of service.

- c. Discussion and Possible Action Regarding Repair of Collins Pond Dam

Due to runoff problems, the Collins Pond Dam has failed and very little water is being held. The Federal Emergency Management Agency (FEMA) has visited the site, but Supt. Marquis doesn't expect any assistance from the Agency. Maine Department of Environmental Protection (MDEP) has visited the site also. MDEP will be requiring the City to submit a complete permit application. The 2018 Budget includes \$20,000 for Collins Pond. Two bids were received to reposition some of the large stone below the dam and add other smaller stones around the placement to create a barrier.

The bids:

Soderberg Construction Company - \$12,500

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

Motion made J. Theriault, seconded by N. Cote, to authorize the proposed repairs to Collins Pond dam. (5 yes) So voted.

Council Agenda Item #7: Formal Public Hearings

- a. Qualified Catering Alcohol License for Country Farms Market, LLC at 31 Herschel Street

6:29 p.m. Public Hearing Opened.

Mark J Kelley – owner of Country Farms Market plus catering and real estate companies. He has remodeled 31 Herschel Street with a small conference center and catering. He is requesting Council approval for his application to the State for a Qualified Catering Alcohol License

6:30 p.m. Public Hearing Closed.

Motion made by P. McDonough, seconded by T. Guerrette, to approve Mark and Haley Kelley dba Country Farms Market, LLC application for a Qualified Catering Alcohol License located at 31 Herschel Street. (5 yes) So voted.

- b. Ordinance 02, 2018 Series – Allowing Administrative Review of Customary Licenses and Special Operating Permits

6:31 p.m. Public Hearing Opened.

City Clerk Farrin handed out a suggested wording change to the proposed Ordinance 02, 2018 Series. In Sec. 7-101 – replace the phrase “from place to place within” with “upon the streets in”. The Police Chief and Farrin requested the wording change to aid with prosecution.

The Mayor explained to the public the purpose of the proposed ordinance.

The City Manager stated that all first time licenses that involve alcohol will come to the City Council otherwise they will be handled by the City Manager or designee.

6:34 p.m. Public Hearing Closed.

Motion made by N. Cote, seconded by P. McDonough, to adopt Ordinance No. 02, 2018 Series, An Ordinance Adopting Policies for Administrative Review of Customary Licenses and Permits as presented with one change, in Sec. 7-101 replace the phrase “from place to place within” with “upon the streets in”. (5 yes) So voted.

Discussion about junk vehicles and approving taxi licenses. Former Code Enforcement Officer Penny Thompson spoke about the steps she took in 2017, to work with a local taxi company owner to clean up her junked vehicles.

- c. Ordinance 03, 2018 Series – Establishing an Airport Department and Airport Advisory Committee

6:42 p.m. Public Hearing Opened.

Wilfred Martin – 74 York Street – Mr. Martin stated that he would like to serve on the new airport committee. He was told to come into the Clerk’s Office and complete a volunteer application.

Mark Jones – 835 Main Street – Pilot and has been involved with Caribou Airport for approximately 35 years. Mr. Jones stated that area pilots would like to be involved with this new citizens' committee for the airport.

6:47 p.m. Public Hearing Closed.

Motion made by P. McDonough, seconded by J. Theriault, to adopt Ordinance No. 03, 2018 Series, An Ordinance Establishing A Caribou Municipal Airport Advisory Committee as presented. (5 yes) So voted.

- d. Designation of Caribou Senior Living LLC Municipal Development and Tax Increment Financing District with associated Development Program

6:47 p.m. Public Hearing Opened.

Maynard St. Peter – 79 Madawaska Road – questioned the timeframe of 30 years for returning 95% of paid taxes to the developer. He questioned that this is really the meaning of tax increment financing (TIF). Mr. St. Peter stated that his interpretation of tax increment financing is the amount returned to the developer is reduced over time.

On the positive side, Manager Marker noted that it will be the developers that will bear the cost for the removal of asbestos at the Hilltop site, plus add much needed additional senior housing into the area. The amount being returned to the developers over the life of the TIF will help offset the estimated \$4 million or higher that is needed to rehab the building.

Mr. St. Peter commented that there isn't any money going into the TIF to attract new businesses. He commented that for thirty years there won't be any taxes there to support the infrastructure; including, fire, police, ambulance, and roads.

Wilfred Martin – 74 York Street – spoke in opposition to the TIF and requested that the vote be delayed until all seven Councilors are in attendance. Mr. Martin questioned why Hilltop school wasn't sold through the bid process.

Manager Marker offered that the senior living facility project anticipates creating 10 new jobs.

Diane Gove – 185B River Road – spoke in favor of the proposed TIF for Caribou Senior Living LLC.

Tax Assessor Thompson pointed out that some minor errors in the packet document have been corrected. Ms. Thompson noted that the TIF only covers real property taxes and that the City will still be collecting personal property taxes. She anticipates that there will be a great deal of personal property there.

7:16 p.m. Public Hearing Closed.

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

- a. Resolution 06-01-2018 Designation the Caribou Senior Living LLC Municipal Development and Tax Increment Financing District with associated Development Program

Motion made by P. McDonough, seconded by J. Theriault, to adopt 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 as presented. (5 yes) So voted.

b. Introduction of Ordinance 04, 2018 Series – Amending the City’s Wage Policy
Councilor McDonough introduced Ordinance No. 04, 2018 Series, An Ordinance Adopting Policies for Wages and Salaries.

c. Discussion and Possible Action Regarding Connor Snow Plowing Agreement
The proposed three-year contract is between the City of Caribou and Aroostook County for the plowing of 11.88 miles of road in the Unorganized Territory of Connor.

| | |
|--------------------------------|-------------|
| 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 |

Motion made by P. McDonough, seconded by T. Guerrette, to accept the proposed plowing contract between the City of Caribou and Aroostook County for 11.88 miles of road in the Unorganized Territory of Connor. (5 yes) So voted.

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

a. High Street Repair Project
Public Works Director Ouellette has learned that Maine Department of Transportation (MDOT) will not be during the High Street Repair Project in 2018. Only one bid was submitted and it was nearly \$0.5 million more than estimated. In the meantime, MDOT is going to come in with a LPC project, which is a thin overlay. MDOT will place this project out to bid again in either December 2018 or January 2019.

b. River Road Reconstruction
Four engineering firms have submitted their qualifications for the design of repairing the road. The Selection Committee has met, reviewed, and scored the firms and have selected two to meet with on June 19th. It doesn’t look very positive that the City will be eligible for Federal Emergency Management Agency (FEMA) funding, but the final answer hasn’t been received.

c. Birdseye Site Cleanup
County Abatement has given a bid of around \$76,000 to clean up the remaining asbestos. The project of removing the asbestos and demolition of the remaining buildings is closer to \$200,000. Discussion. The City plans to reapply for a Brownfield Grant and submit a new application to the Northern Border Regional Commission (NBRC) to help with the cleanup cost for this site.

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

There weren’t any reports from the Mayor or Councilors.

Council Agenda Item #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

7:47 p.m. Time in

Motion made by P. McDonough, seconded by T. Guerrette, to move to executive session under 1 MSRA §405(6)(C) to discuss real estate and economic development. (5 yes) So voted.

9:09 p.m. Time out

June 11, 2018

18-11 Pg. 6

No action taken.

b. §405(6)(D) Labor Contracts and Proposals

9:09 p.m. Time in

Motion made by D. Martin, seconded by T. Guerrette, to enter into executive session under 1 MSRA §405(6)(D) to discuss labor relation with the Police Department. (5 yes)
So voted.

10:50 p.m. Councilor Guerrette left the meeting.

11:04 p.m. Time out

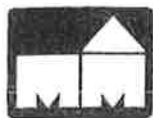
No action taken.

Council Agenda Item #12: Next Regularly Scheduled Council Meetings – June 25 & July 9

Council Agenda Item #13: Adjournment

Motion made by D. Martin, seconded by P. McDonough, to adjourn at 11:04 p.m. (4 yes)
So voted.

Jayne R. Farrin, Secretary



Maine Municipal Association

60 COMMUNITY DRIVE
AUGUSTA, MAINE 04330-9486
(207) 623-8428
www.memun.org

Memorandum

To: Key Municipal Officials of MMA's Member Municipalities
From: Linda C. Cohen, President, Maine Municipal Association
Date: June 14, 2018
Re: Ballots for Election to MMA'S Legislative Policy Committee



MMA's member municipalities have made their nominations for the 2018-2020 Legislative Policy Committee (LPC). It is now time to elect your representatives to serve on the Committee. The election ballot is enclosed. The ballot must be completed by the Board of Selectmen or Town or City Council of your municipality.

Number of votes

Most municipalities are asked to vote for two candidates, because there are two elected LPC members for most districts. Some municipalities only vote for one candidate, because the other LPC member in that district is appointed. ***You are instructed on the ballot (above the list of candidates) whether to vote for two candidates or just one.***

Candidate profiles

If you are not familiar with any of the candidates, please review the Candidate Profiles on the back of the ballot. Feel free, also, to contact the candidates directly.

Write-in candidates

In addition to the candidates listed on the ballot, you may vote for a candidate whose name is not on the ballot by writing that person's name in. The write-in candidate need not be from your municipality, but must be an elected or appointed official from a municipality in your Senate/LPC District. ***Check to be sure the write-in candidate is willing to serve if elected!*** Write-in candidates should be communicating their interest in serving among the municipal officers within their district.

If you are instructed to vote for two candidates and only one candidate is on the ballot, please use the "write-in" line for your second vote if you know of someone who is willing to serve.

Deadline for returning ballot

Return ballot by 5:00 p.m. on August 2, 2018 to

State and Federal Relations Dept.
Maine Municipal Association
60 Community Drive, Augusta ME 04330
FAX 624-0129

Your participation is important - Thank You!


OFFICIAL BALLOT – District 1

Maine Municipal Association's Legislative Policy Committee
July 1, 2018 – June 30, 2020

VOTE FOR TWO:

☐ Dennis Marker, Manager, City of Caribou

☐ Gary M. Picard, Manager, Town of Madawaska

☐ _____ (name) _____ (position) _____ (municipality) ( write in)

Candidate Profiles Are On Reverse Side

MUNICIPALITY: _____ DATE: _____

 BY SELECTMEN/COUNCILORS:

signature

print name

signature

print name

signature

print name

signature

print name

signature

print name

Return by 5:00 p.m., August 2, 2018 to:

Laura Ellis, Maine Municipal Association
60 Community Drive, Augusta, ME 04330
Fax: 624-0129

(over)

LPC Senate District 1

Allagash
Ashland
Caribou
Castle Hill
Caswell
Cyr Plt.
Eagle Lake
Fort Kent
Frenchville
Garfield Plt.
Grand Isle

Hamlin
Limestone
Madawaska
Mapleton
Masardis
Nashville Plt.
New Canada
New Sweden
Perham
Portage Lake
Saint Agatha

Saint Francis
Saint John Plt.
Stockholm
Van Buren
Wade
Wallagrass
Washburn
Westmanland
Winterville Plt.
Woodland

Candidate Profile:

Dennis Marker has served as manager in Caribou for the past year. Prior to that he served for 14 years as Assistant City Manager and Community Development Director for Santaquin, UT and for 4 ½ years as City Planner and GIS Specialist in Sandy City, UT. Mr. Marker also served for 14 years on the Utah Mountainland Association of Governments Technical Advisory Committee, serving both as Vice-Chair and Chair. He also served on the Utah County Agriculture Task Force and the Utah Chapter of American Planning Association Legislative Committee. He would like to serve on the LPC to be an additional voice for northern Maine communities, businesses and citizens while providing insight as a community development professional and land use planner who has worked in many collaborative efforts at the federal, state and local levels of government. At the same time, serving on the LPC would enable a better understanding of legislative issues, greater communication with elected officials and the strengthening of Caribou's role in the economic successes and viability of the state.

Gary Picard has served as manager in Madawaska for the past year and prior to that in St. Agatha for two years. Gary served on the LPC for the 2017-2018 term and would like to serve on the Committee for another term. He is concerned about the deterioration of revenue sharing distributions to municipalities, as well as the enactment of new unfunded and previously funded state mandates on municipalities.

CARIBOU ADMINISTRATION
25 HIGH STREET
CARIBOU, ME. 04736



MEMO

TO: Caribou City Council Members
FROM: Dennis Marker, City Manager
RE: Abatement of Taxes for 100 Lombard Rd
DATE: June 22, 2018

DISCUSSION AND POSSIBLE ACTION ITEM

Background

The city has been assessing taxes on the 100 Lombard property as if it had 124 acres. Recent survey of the property indicates that the property has only 74 acres. This lower number is consistent with the values shown on the city's tax maps. The owner recently obtained approval from the board of assessors to have the 2017 taxes partially abated in light of the new acreage. The board of assessors does not have authority to abate taxes beyond the most recent year.

The Request

The owner of the property is asking that the Council abate the 2015 and 2016 taxes.

Staff Recommendations

Staff recommends the Council partially abate the taxes for property located at 100 Lombard Rd based on the appropriate reduction acreage.



City of Caribou, Maine

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

June 14, 2018

Carolyn Joyce Noble
P. O. Box 188
Caribou, Maine 04736

Re: 100 Lombard Road ~ Caribou, Maine

Dear Mrs. Noble:

The Caribou Board of Assessors met regarding my request for partial abatement of your 2017 property taxes on Tuesday June 12, 2018. The Board voted to grant the abatement request in the amount of \$27,000 in value or \$645.30 in tax for the 2017 tax year for the property located at 100 Lombard Road in Caribou, account # 818. The reason for the abatement was that the property was assessed at 124 acres instead of 74 acres as shown on the city tax map, the GIS map and confirmed by the letter written by Dale Blackstone on May 28, 2018.

Tax Collector, Carl Grant, has been notified of this abatement and should be processing your credit soon.

If you have any questions regarding this or any other valuation matter, please contact me at 493-3324 ext. 217 or pthompson@cariboumaine.org.

Sincerely,

Penny Thompson
Tax Assessor



Caribou
Name: NOBLE, CAROLYN JOYCE

Valuation Report

25th

06/11/2018

Page 1

010-011-A

Account: 818 Card: 1 of 1

Map/Lot:

Location:

100 LOMBARD ROAD

Neighborhood 3 3

Zoning/Use Residential
Topography Rolling
Utilities
Street Paved

Sale Data
Sale Date 10/13/2017
Sale Price 0
Sale Type Land & Buildings
Financing Unknown
Verified Public Record
Validity Other Non Valid

Reference 1

Reference 2

Tran/Land/Bldg 2 1 0

X Coordinate 0 Y Coordinate 0

Exemption(s) Land Schedule 1

| Land Description | | | | | | |
|-------------------|----------------------|------------|--------|------|-----------|------------|
| Units | Method - Description | Price/Unit | Total | Fctr | Influence | Value |
| 1.00 | Acres-Houselot | 10,000.00 | 10,000 | 90% | Access | 9,000 |
| 5.00 | Acres-Rear Land 1 | 1,750.00 | 8,750 | 100% | | 8,750 |
| 17.00 | Acres-Rear Land 2 | 750.00 | 12,750 | 100% | | 12,750 |
| 15.00 | Acres-Tillable | 800.00 | 12,000 | 100% | | 12,000 |
| 36.00 | Acres-Wasteland | 100.00 | 3,600 | 100% | | 3,600 |
| Total Acres 74.00 | | | | | | 46,100 |
| | | | | | | Land Total |

| Dwelling Description | | | | Replacement Cost New | |
|----------------------|-----------------|--------------|------------------|----------------------|--------|
| Cottage | One Story | 320 Sqft | Grade E 100 | Base | 18,214 |
| Exterior | Shingles | Masonry Trim | None | Trim | 0 |
| Dwelling Units | 1 OTHER Units-0 | Roof Cover | Asphalt Shingles | Roof | 0 |
| | | | | | 0 |
| | | | | | 0 |
| Foundation | Piers | Basement | None | Basement | -1,725 |
| Fin. Basement Area | None | Basement Gar | None | Fin Bsmt | 0 |
| Heating | 100% Floor/Wall | Cooling | 0% None | Heat | -832 |
| Rooms | 0 | | | | |
| Bedrooms | 0 | Add Fixtures | 0 | | |
| Baths | 0 | Half Baths | 0 | Plumbing | -1,444 |
| Attic | None | | | Attic | 0 |
| FirePlaces | 0 | | | Fireplace | 0 |
| Insulation | None | | | Insulation | -413 |
| Unfin. Living Area | 99% | | | Unfinished | -4,013 |

| Dwelling Condition | | | | | | |
|-------------------------------------|-----------|-----------------------|-------|---------------|---------|---------|
| Built | Renovated | Kitchens | Baths | Condition | Layout | Total |
| Old | 0 | None | None | Below Average | Typical | 9,787 |
| Functional Obsolescence | | Economic Obsolescence | | Phys. % | Func. % | Econ. % |
| None | | None | | 45% | 90% | 100% |
| | | | | | | 3,964 |
| Outbuildings/Additions/Improvements | | | | | | |
| Description | Year | Units | Grade | RCN | Cond | Phy |
| Open Frame Porch | 1 | 96 | E 100 | 1,266 | Avq- | 45% |
| 4 SFLA | | | | | | |
| Outbuilding Total | | | | | | 513 |

Accpt Land

46,100

Accepted Bldg

4,500

Total

50,600

1017 $50,600 \times 23.9 = \$1,209.34$ billed $\$1,854.64$ Diff $\$645.30$
 1016 $50,600 \times 22.9 = \$1,158.74$ $\$1,777.04$ $\$618.30$
 2015 $50,600 \times 22.46 = \$1,136.48$ $\$1,742.90$ $\$606.42$
 $\$1,870.02$

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



MEMO

TO: Caribou City Council Members
FROM: Dennis Marker, City Manager
RE: Abatement of Taxes for 595 Access Highway
DATE: June 22, 2018

DISCUSSION AND POSSIBLE ACTION ITEM

Background

City records show that taxes are due from 2004 and 2005 on a mobile home that no longer exists in the city. The total principal amount owed is \$186.20.

The Request

The Finance Department is asking that the Council abate the 2004 and 2005 taxes associated with account 4685 in the amount of \$186.20.

City of Caribou
Tax Information Sheet
As of: 06/21/2018

Account: 4685 **Name:** CITY OF CARIBOU

Location: 595 ACCESS HIGHWAY

Map and Lot: 015-031-001-A

Sale Date: 03/10/2006

Deed Reference:

Sale Price: \$0

Land: 0
Building: 2,300
Exempt: 2,300
Total: 0

Total Acres: 0
Tree Growth: Soft : 0 Mixed : 0 Hard : 0
Farmland:
Open Space:

Exempt Codes: **Amount**
10 - Municipal 2,300

Zoning: 11 - Residential
SFLA: 0

Last Billed : 2005-1

| Amount | Mill Rate |
|--------|-----------|
| 96.90 | 25.500 |
| 89.30 | 23.500 |

Previous Billed : 2004-1

| Outstanding Taxes | | | | | |
|--------------------------|------------|-----------|----------|-------|--------|
| Year | Per Diem | Principal | Interest | Costs | Total |
| 2005-1 | 0.0209 | 96.90 | 96.94 | 0.00 | 193.84 |
| 2004-1 | 0.0161 | 89.30 | 80.82 | 52.42 | 222.54 |
| | 0.0370 | 186.20 | 177.76 | 52.42 | 416.38 |
| 2005-1 Period Due | | | | | |
| | 09/30/2005 | 96.90 | 96.94 | 0.00 | 193.84 |
| | | | | | 193.84 |

Information Given By: _____

Title: _____ 06/21/2018

All calculations are as of: 06/21/2018

Carl Grant

From: Penny Thompson
Sent: Wednesday, June 20, 2018 4:45 PM
To: Carl Grant
Subject: Basil Little Map 15 Lot 31-001-A

Good afternoon-

I checked the history cards. That mobile home is gone. It had been in Lazy Acres Mobile Home Park.

Please let me know if you have any questions.

Penny

Penny Thompson, CMA-III

Tax Assessor and Building Official
City of Caribou

Phone: (207) 493 – 5961
pthompson@cariboumaine.org

For your convenience, frequently requested information is available on the City of Caribou website on the tax assessment page: <http://www.cariboumaine.org/index.php/departments/66-2/> and the code enforcement page: <http://www.cariboumaine.org/index.php/departments/code-enforcement/>. Online assessing data from Trio is now available. See the instructions and link on the tax assessment department page!



OFFICE OF THE ASSESSOR
CARIBOU, MAINE

To: Mayor Martin, Caribou City Council Members, Manager Marker
From: Penny Thompson, Tax Assessor
Date: June 22, 2018
Re: Set 2018 tax rate and property tax commitment

At the Monday June 25 meeting, the Caribou City Council has the opportunity to set the 2018 tax rate and approve the other motions associated with the annual tax commitment. Keeping the current tax rate of .02390 will require \$150,000 to come from lapsed appropriations. These motions are laid out below:

The following 7 items require action and may be included in one motion:

1. Revenue budget adjustments for the property taxes, overlay, BETE and Homestead Reimbursement lines as reflected on the tax rate calculation sheet.
2. Set a tax rate for the commitment of 2018 property taxes. Recommendation: tax rate of .02390
3. Setting the date of commitment for the 201 property taxes to be committed to the Tax Collector as pursuant to MRSA Title 36, §505 (1). Recommendation: July 2, 2018
4. Establishing a date that the 2018 property taxes will be due and payable, pursuant to MRSA Title 36, §505 (2). Recommendation: July 16, 2018
5. Consider establishing a date for interest to begin accruing on any delinquent 2018 property taxes, pursuant to MRSA Title 36, §505 (4). Recommendation: October 1, 2018. Note: last day to pay before interest begins will be Friday September 28, 2018.
6. Establishing a rate of interest to be charged on delinquent 2018 property taxes, pursuant to MRSA Title 36, §505(4). Recommendation: State maximum rate of interest on delinquent taxes of 8%
7. Establishing a rate of interest for the overpayment and or abatement of property taxes for 2018, pursuant to MRSA Title 36 § 506-A. Recommendation: 4% (4% less than 8% charged on delinquent accounts)

The changes to the revenue lines would be as follows:

| Line Number | Description | Original Budget | Amended Budget |
|-------------|---------------------|-----------------|----------------|
| R10-01-32 | Property Taxes | \$3,965,111 | \$4,148,862.81 |
| R10-01-33 | Overlay | \$ 0 | \$ 50,846.94 |
| R22-01-04 | Homestead Exemption | \$ 600,250 | \$ 617,387.79 |
| R22-01-05 | BETE Reimbursement | \$ 98,384 | \$ 102,170.41 |

The tax rate calculation sheet is on the following page.

2018 ENHANCED BETE MUNICIPAL TAX RATE CALCULATION FORM

Municipality: _____

CARIBOU

Data entry fields

BE SURE TO COMPLETE THIS FORM BEFORE FILLING IN THE TAX ASSESSMENT WARRANT

1. Total taxable valuation of real estate 1 **\$339,579,900**
(must match MVR Page 1, line 6)
2. Total taxable valuation of personal property 2 **\$16,630,200**
(must match MVR Page 1, line 10)
3. Total taxable valuation of real estate and personal property (Line 1 plus line 2) 3 **\$356,210,100**
(must match MVR Page 1, line 11)
4. (a) Total exempt value for all homestead exemptions granted 4(a) **\$41,331,400**
(must match MVR Page 1, line 14f)
- (b) Homestead exemption reimbursement value 4(b) **\$25,832,125**
5. (a) Total exempt value of all BETE qualified property 5(a) **\$8,008,100**
(must match MVR Page 2, line 15c)
- (b) **Enhanced** BETE exemption reimbursement value 5(b) **\$4,274,912**
6. Total valuation base (Line 3 plus line 4(b) plus line 5(b)) 6 **\$386,317,137**

ASSESSMENTS

7. County tax 7 **\$486,816.00**
8. Municipal appropriation 8 **\$9,961,506.00**
9. TIF financing plan amount 9 **\$409,229.64**
(must match MVR Page 2, line 16c + 16d)
10. Local education appropriation (Local share/contribution)
(Adjusted to municipal fiscal year) 10 **\$3,417,666.00**
11. Total appropriations (Add lines 7 through 10) 11 **\$14,275,217.64**

ALLOWABLE DEDUCTIONS

12. Anticipated state municipal revenue sharing 12 **\$561,504.00**
13. Other revenues: All other revenues that have been formally
appropriated to be used to reduce the commitment such as excise tax revenue, tree growth reimbursement, trust fund or bank
interest income, appropriated surplus revenue, etc. **(Do Not Include any Homestead or BETE Reimbursement)** 13 **\$4,531,581.00**
14. Total deductions (Line 12 plus line 13) 14 **\$5,093,085.00**
15. Net to be raised by local property tax rate (Line 11 minus line 14) 15 **\$9,182,132.64**

16. **\$9,182,132.64** x **1.05** = **\$9,641,239.27** Maximum Allowable Tax
(Amount from line 15)
17. **\$9,182,132.64** ÷ **\$386,317,137** = **0.02377** Minimum Tax Rate
(Amount from line 15) (Amount from line 6)
18. **\$9,641,239.27** ÷ **\$386,317,137** = **0.02496** Maximum Tax Rate
(Amount from line 16) (Amount from line 6)
19. **\$356,210,100.00** x **0.02390** = **\$8,513,421.39** Tax for Commitment
(Amount from line 3) (Selected Rate) (Enter on MVR Page 1, line 13)
20. **\$9,182,132.64** x **0.05** = **\$459,106.63** Maximum Overlay
(Amount from line 15)
21. **\$25,832,125** x **0.02390** = **\$617,387.79** Homestead Reimbursement
(Amount from line 4b) (Selected Rate) (Enter on line 8, Assessment Warrant)
22. **\$4,274,912** x **0.02390** = **\$102,170.41** BETE Reimbursement
(Amount from line 5b) (Selected Rate) (Enter on line 9, Assessment Warrant)
23. **\$9,232,979.58** - **\$9,182,132.64** = **\$50,846.94** Overlay
(Line 19 plus lines 21 and 22) (Amount from line 15) (Enter on line 5, Assessment Warrant)

(If Line 23 exceeds Line 20 select a lower tax rate.)

Results from this completed form should be used to prepare the Municipal Tax Assessment Warrant,
Certificate of Assessment to Municipal Treasurer and Municipal Valuation Return.

2018 ENHANCED BETE MUNICIPAL TAX RATE CALCULATION FORM
ENHANCED BUSINESS EQUIPMENT TAX EXEMPTION CALC SHEET

Municipality: _____

CARIBOU

Data entry fields

BE SURE TO COMPLETE AND FILE THIS FORM IN CONJUNCTION WITH ENHANCED BETE TAX RATE CALCULATION FORM

1. Standard BETE Reimbursement Computation

- | | |
|---|--|
| <p>(a) Total valuation of ALL BETE qualified exempt property as of April 1, 2018 (+BETE Exempt Valuation '2018 Tax Rate Calculation Form' H18 line 5a.)</p> | <div style="border: 1px solid black; padding: 2px; background-color: #e0f0ff;">\$8,008,100</div> <small>(must match MVR Page 2, line 15c.)</small> |
| <p>(b) Total valuation of all BETE qualified exempt property not located in a Municipal Retention Tax Increment Financing District (Line 1a, minus line 3b.)</p> | <div style="border: 1px solid black; padding: 2px;">\$8,008,100</div> |
| <p>(c) Percent of reimbursement for BETE exempt property (2018 statutory standard 50% reimbursement)</p> | <div style="border: 1px solid black; padding: 2px; background-color: #ffffe0;">50.00%</div> |
| <p>(d) Valuation of all BETE qualified exempt property subject to standard reimbursement</p> | <div style="border: 1px solid black; padding: 2px;">\$0</div> <small>(if zero results see below)</small> |

2. Enhanced Reimbursement if Personal Property Factor Exceeds 5% of Total Taxable Value

- | | |
|---|--|
| <p>(a) Total value of all business personal property (include all taxable and all exempt BETE qualified business personal property)</p> | <div style="border: 1px solid black; padding: 2px;">\$24,638,300</div> |
| <p>(b) Total value of all taxable real and personal property</p> | <div style="border: 1px solid black; padding: 2px;">\$356,210,100</div> |
| <p>(c) Total valuation of all BETE qualified exempt property subject to enhanced reimbursement if not located in a Municipal Retention TIF District subject to a > % of line 2.(f) <small>Line 1.(a) minus line 3.(c) if 2.(f) > 3.(a)</small></p> | <div style="border: 1px solid black; padding: 2px;">\$8,008,100</div> |
| <p>(d) Personal property factor [2a. / (2b. + 1a.)]</p> | <div style="border: 1px solid black; padding: 2px;">6.76%</div> |
| <p>(e) Line 2d. / 2</p> | <div style="border: 1px solid black; padding: 2px;">3.38%</div> |
| <p>(f) Line 2(e) plus 50% (if line 2(d) is greater than 5%)</p> | <div style="border: 1px solid black; padding: 2px; background-color: #ffffe0;">53.38%</div> |
| <p>(g) Valuation of all BETE qualified exempt property subject to Enhanced reimbursement</p> | <div style="border: 1px solid black; padding: 2px;">\$4,274,912</div> <small>(if zero results see below)</small> |

3. Municipal Retention Tax Increment Percentage

- | | | |
|---|--|---|
| <p>(a) Percentage of captured assessed value retained by the municipality and allocated for the municipality's own authorized TIF project costs approved as of 4/1/2008. (Defaults to Statutory Standard unless Municipal Retention % is greater than standard reimbursement)</p> | <div style="border: 1px solid black; padding: 2px; background-color: #e0f0ff;">0.00%</div> | <div style="border: 1px solid black; padding: 2px; background-color: #ffffe0;">50.00%</div> |
| <p>(b) Captured Assessed Value of BETE qualified property located within a Municipal Retention TIF district</p> | <div style="border: 1px solid black; padding: 2px; background-color: #e0f0ff;">\$0</div> | |
| <p>(c) Valuation of all TIF BETE qualified exempt property subject to reimbursement</p> | <div style="border: 1px solid black; padding: 2px;">\$0</div> <small>(if zero results see below)</small> | |

4. Total Reimbursable BETE Exempt Valuation

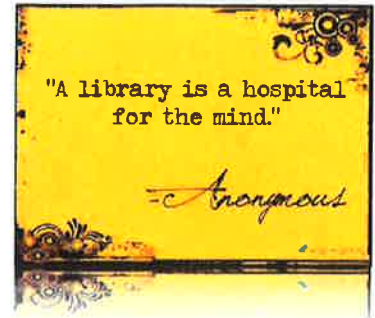
- | | |
|--|--|
| <p>(a) Total of all reimbursable BETE Exempt Valuation 1.(d) or 2.(g)+ 3.(c)</p> | <div style="border: 1px solid black; padding: 2px; background-color: #ffffe0;">\$4,274,912</div> |
|--|--|



Caribou Public Library

LIBRARY DIRECTOR'S REPORT

To: *CPL Board of Trustees*
From: *Anastasia S. Weigle, Library Director*
Date: *June 25, 2018*
Re: *Library Director's Report*



Vision, Mission, Success, Measurement

We envision our library as a place where we can learn, share knowledge, collaborate, and enrich lives. Our vision statement supports the City of Caribou's vision statement.

Our mission is to welcome, promote, and encourage our community to grow through learning and be empowered through knowledge. We strive to provide the necessary resources to strengthen and support education and lifelong learning opportunities. We believe it is important to uphold the public's right to know by providing equal access to information which reflects all points of view. Lastly, we will work hard to provide a safe and welcoming atmosphere to individuals and families.

Our mission statement is a roadmap that helps articulate our goals, visions, and values for the library and helps guide us through our decisions from what materials we want to purchase, what technology best serves our community, and developing new programs and outreach. Our success is measured through consistent and principled actions. Although we are a library in a small city, it does not diminish our fundamental role in society as gateways to knowledge and culture.

We continuously evaluate library services and seek out new programming ideas depending upon the needs of the community. This is no small feat for a library with only one full-time person. Staff are well versed in library standards and



ethics that affect the library and services.

As a senior friendly city the library, with the support of the community members, established the Rose Acres Large Print Library. Last month a patron purchase two bookcases to be installed at Rose Acres. The library donated 125 large print books that were withdrawn from the library.

Day Care Literacy Outreach Services

Erin Albers, Children's Librarian

Seeing the importance of outreach to support literacy for the children in our community, the Caribou Public Library began a daycare book delivery program in April 2018. This program has been made possible by the volunteer time and effort of a member of the local Kiwanis group, who picks up and delivers 280 books each month and delivers them to five daycare centers in Caribou. Each daycare has been given a library account for their business, so the books are checked out to them individually and returned when they are picked up either 2 weeks or 1 month later. The selection of books is roughly based on the ages each daycare serves, from sturdy board books to juvenile chapter books. Between 20 to 50 books are distributed to each daycare center depending on their needs. The daycares have been very happy with the service, and have expressed frequent gratitude.

Current participating daycare centers are:

1. Days of Wonder Daycare Center
2. Debbie Ireland Daycare
3. Karen Pelletier Daycare
4. Mary-Lou Pike Daycare
5. Miss Jordyn's Child Care & Pre-School



Archival Education and Research Institute International Conference

The library is very excited to be represented at the International AERI Conference at the University of Alabama in Tuscaloosa between July 9 and 13. The Archival Education and Research Initiative represents an unprecedented and exciting collaboration among the leading archival education programs in the U.S. and worldwide to train and support future archival faculty and enhance the education of archival professionals. The conference is by invitation only with professionals traveling from China, Russia, Chechnya, Australia, UK, Poland, China, and Japan. I will be representing the Caribou Library of Central Aroostook County, Maine. I was invited to the AERI conference to present a workshop titled, "How to Build a Collaborative Partnership between Genealogical Societies and Library Archives: A Case Study. Genealogical societies and libraries share a common ground as they both offer resource materials and assistance to their users. It is no surprise that the genealogist is a heavy user of libraries and archives, historical societies, and museums. Family history research continues to grow and is the second most popular use of the internet. In an era of tight budgets, finding ways to maximize resources through partnerships and collaborations can prove to be advantageous for some

libraries and genealogical societies. In a published case study in 2017¹, the Caribou Public Library and the Central Aroostook County Genealogical Society combined space and resources to create the ACGS Research Center in the Library's Archives. The workshop is for those interested in building collaborative relationships and resource sharing initiatives between library archives and genealogical societies by using the Caribou Public Library as an example of such successful collaborations. I will also share an informational poster on the subject of Measuring Affect In the Archives through the creative arts.

- 1 Bourgoine, B., Bossie, W., & Weigle, A. (July 9, 2018). *Building a collaborative partnership between a genealogical society and a public library*. In C. Smallwood & V. Gubnitskaia (Eds.), *Genealogy and the librarian: Perspectives on research, instruction, outreach and management*. Jefferson, NC: McFarland & Co., Inc. Pub.

Thursday on Sweden Street, June 21

This past week's theme at the library table during TOS on June 21 was "Caribou Through Time —You are Here!" Kids made Turkish Map books using an image of an 1870 map of Caribou, Maine. On the map, we marked where Sweden street is located: **You are Here!** The library supports local heritage and looks for ways to engage young people to learn about their community's history.

