

## CITY COUNCIL MEETING NOTICE AND AGENDA

Notice is hereby given that the City Council of Caribou will hold a City Council Meeting on **Monday, August 13, 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 July 9, 2018 Pgs 2-6
  - b. June 2018 Financials Pgs 7-23
  - c. July 2018 Financials Pgs 24-39
  - d. Liquor and Special Amusement Permit for Jade Palace at 30 Skyway Drive Pgs 40-46
  - e. Liquor and Special Amusement Permit for Bike Maine Event on September 8, 2018 Pgs 47-50
  - f. Notice and Approval of RSU 39 Election on September 6, 2018 Pg 51-55
6. **Bid Openings, Awards, and Appointments**
7. **Formal Public Hearings and Action Items**
8. **New Business & Adoption of Ordinances and Resolutions**
  - a. Discussion and Possible Action Regarding Property Use Agreement with Aroostook County Genealogical Society Pgs 56-58
  - b. Discussion and Possible Action Regarding Purchase of Property Located at 153 River Road Pgs 59-66
  - c. Discussion and Possible Action Regarding Purchase of Property Located at 163 River Road Pgs 67-74
  - d. Discussion and Possible Action Regarding Abatement of Taxes for Property Located at 557 Access Highway. Pgs 75-80
  - e. Discussion Regarding 2017 Financial Audit Report Pg 81
  - f. Discussion and Possible Action Regarding Bi-weekly Payroll Implementation Pgs 82-85
  - g. Discussion and Possible Action Regarding Property Acquisition Policy Pgs 86-89
  - h. Discussion and Possible Action Regarding Property Lease with Beaupres Construction Pgs 90-96
  - i. Discussion and Possible Action Regarding Airport Hangar Lease Terms and Rates Pgs 97-105
  - j. Discussion and Possible Action Regarding Credit Enhancement Agreement with Caribou Senior Housing, LLC. Pgs 106-18
  - k. Discussion and Possible Action Regarding Initiative for Senior Tax Credit Program Pgs 119-22
  - l. Discussion and Possible Action Regarding Change Order #3 for Airport T-Hangar Project Pgs 123-25
  - m. Discussion and Possible Action Regarding City Manager Annual Performance Review Pgs 126-30
9. **Reports of Officers, Staff, Boards and Committees** Pgs 131-
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
  - c. §405.6.E Pending Litigation
12. **Next Regularly Scheduled Council Meetings – August 15 Work Session, September 10**
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, July 9, 2018 at 6:00 p.m. in Council Chambers with the following members present: Mayor David Martin, Deputy Mayor Nicole L. Cote, Joan L. Theriault, Timothy C. Guerrette, R. Mark Goughan and Hugh A. Kirkpatrick. Philip McDonough II was absent and excused.

Dennis L. Marker, City Manager was present.

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

Christopher Bouchard of 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

None of the Councilors declared any Conflicts of Interest.

Council Agenda Item #5: Consent Agenda

a. Minutes from City Council Meeting held June 25, 2018

Motion made by J. Theriault, seconded by T. Guerrette approved the minutes from City Council Meeting held June 25, 2018 as presented.

Discussion. Councilor Kirkpatrick stated that his eight questions were not included in the June 25, 2018 minutes.

Motion made by H. Kirkpatrick, seconded by RM Goughan, to amend the minutes from City Council Meeting held June 25, 2018 by adding to Council Agenda Item #10:

Reports and Discussion by Mayor and Councilors, end of third paragraph Councilor Kirkpatrick's eight questions: - Why are City Councilors asked to sign an NDA in order to attend a hospital meeting? Not Answered – Where are the legal documents which create the hospital entities? Answered April 30 – Why aren't hospital meetings public and treated as such? Not answered – Why aren't hospital annual financials audited or complete in the City annual report? Not answered – Why do we have a municipal; what are the benefits? Not answered – Where is the current lease and what its terms? Answered April 30 – Why don't the quarterly financial presentations from the hospital conform to the City Charter? Not answered – Who is the legal counsel and auditor for the hospital? Partially answered April 26. (6 yes) So voted.

The approval of the minutes from City Council Meeting held June 25, 2018 as amended. (6 yes) So voted.

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

a. Airport Advisory Committee Appointments

Motion made by J. Theriault, seconded by T. Guerrette, to appoint to the Airport Advisory Committee:

David Barbosa - 3 years	Darrell Bouchard – 2 years (non-resident)
Tom Goetz – 1 year (non-resident)	Mark Jones – 3 years
Shane McDougall – 2 years	Douglas Shrum – 1 year

(6 yes) So voted.

b. Engineering Consultant Contract for River Road Repairs

Four engineering firms submitted responses to repair the River Road. The Selection Committee, made up of city staff and elected officials, reviewed the submittals and recommended the City utilize DuBois & King as consultant for the River Road Reconstruction Project.

Motion made by J. Theriault, seconded by T. Guerrette, to accept as presented the proposed contract with DuBois & King, Inc. for an amount not to exceed \$59,482. (6 yes) So voted.

A River Road Stakeholder meeting will be held Thursday, July 12, 2018 at the EOC.

Members of the Selection Committee are Councilors Theriault and Kirkpatrick, Chiefs Gahagan and Susi, Public Works Director Ouellette, Building Official Thompson, and City Manager Marker.

Council Agenda Item #7: Formal Public Hearings

There weren't any Formal Public Hearings.

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

a. Discussion and Possible Action Regarding RSU 39 School Officer

The RSU 39 Board has authorized funding for a School Resource Officer (SRO). The SRO would be employed by the City and assigned to RSU 39 for 44 weeks and the remaining 8/9 weeks the Officer would work for the CPD. The SRO expense would be divided 85% RSU 39 and 15% CPD.

Motion made by N. Cote, seconded by J. Theriault, to accept the proposal to hire a School Resource Officer. (5 yes, 1 no, H. Kirkpatrick) So voted.

b. Discussion and Possible Action Regarding Airport Hangar Leases

City Manager Marker recommends tabling any action regarding airport hangar leases until the newly formed Airport Advisory Committee has reviewed them.

Motion made by J. Theriault, seconded by T. Guerrette, to table any action regarding airport hangar leases. (6 yes) So voted.

c. Discussion Regarding Future Work Sessions

The Council has requested that work sessions be called for the following purposes:

1. River Road Reconstruction. Discussion regarding next steps based on available funding and options for reconstruction.
2. Economic Development. Coordination with local economic development groups; such as, CEGC, BIG, The Glass is Half Full, and the Mic Mac Nation.

It was suggested by the Mayor, that workshops be held on different evenings than regular Council Meetings. The Mayor suggested waiting on scheduling the River Road Reconstruction workshop until there is something new to report. Regarding the scheduling of an Economic Development workshop, the Mayor suggested that the Manager get a consensus of when the different groups could meet.

- d. Councilor Goughan is being asked questions about the new RSU 39 School and asked if the Supt. of School could come into a Council Meeting and update the Council. Citizens are asking questions as to whether the local share's cost for the new building are increasing.
- e. Shane McDougall asked when the first meeting of the Airport Advisory Committee will be held. The City Manager, who is also the Airport Manager, will call the first committee meeting. The Mayor appointed Councilor McDonough to be the Council representative and seventh member of the Committee.

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

a. 2018 Elections Information

November 6, 2018 Election – Nomination papers will be available in the Clerk's Office starting Friday, July 27<sup>th</sup> and are due by 5:00 p.m. Friday, September 7<sup>th</sup>. There are two 3-year terms available on the City Council, one 3-year term available on the RSU 39 Board, and one 3-year term on the Jefferson Cary Memorial Hospital Fund Board.

The Clerk's Office has been asked by the RSU to run an election Thursday, September 6<sup>th</sup>. The election will be held in the multi-purpose rooms at the Wellness Center. All expenses for the election will be billed to the RSU.

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

a. High Street Update

PW Director Ouellette provided an update:

- The bids for High Street came in high and were rejected. Will rebid in January or February 2018.
- Earlier discussion with MDOT had them probably funding a maintenance mix to put on High Street this summer. High Street is located in the urban compact zone and MDOT trucks can't work in town. It looks like they want to back out of doing a maintenance mix.
- Mr. Ouellette has met with MDOT's Mr. Watson and he said that he would look at other avenues to see if they could fund the City's contractor to do the maintenance mix. He hasn't heard back from Mr. Watson. Mr. Ouellette believes that the chances of the maintenance mix being done is 50-50. He is confident the major reconstruction will be done in 2019.
- Mr. Ouellette asked if the Council would be interested in putting money into the band aid one year fix.
- In 2007, the proposed High Street Project was much larger. During the City's 150 anniversary celebration, the City paid approximately \$40,000 to have a shim coat done.
- Mr. Ouellette also discussed with Mr. Watson about Bennett Drive and how bad the ruts are getting. He also reminded Mr. Watson how MDOT paved Sweden Street not too many years ago.



- The Mayor suggested that the City contact our local State Senate.
- The City has a written 50-50 sealed agreement with MDOT for the High Street mill and fill project. 100% of the drainage project will be MDOT.

b. Hospital Board Meeting

Councilor Kirkpatrick asked Manager Marker a series of questions concerning the last Cary Board Meeting. Kirkpatrick's questions covered the following topics: board attendance, board clerk, agenda, public meeting, and whether Councilor Kirkpatrick's eight questions were discussed. Manager Marker stated that the eight questions were discussed in general terms and didn't go through them specifically. Further he offered that the Board talked about public meetings, agendas, and confidentiality agreements. Councilor Kirkpatrick stated that he first posed his questions March 20th in an email where he requested to have his questions added to the next Council agenda. He noted that he brought them up in subsequent meetings and that it took July 2<sup>nd</sup> to have his eight questions placed on a Cary Board agenda. Manager Marker reported that the Cary Board will not be preparing a formal written response to Councilor Kirkpatrick's eight questions. The Cary Board has indicated that they would respond in writing to questions voted on by the Council and that they are more than willing to continue to meet one-on-one with Councilors. Councilor Kirkpatrick stated that Cary is a public entity and part of the City and that they don't act in a public manner.

Both the Mayor and Councilor Theriault stated that they don't have issues with the hospital and how it is run. The Mayor advised Councilor Kirkpatrick to attend a Cary Board Meeting. Councilor Theriault suggested that he go as an individual and speak with them directly about his questions.

c. River Road

At the last Council discussion, the Manager mentioned that he hoped to have more information on the federal dollars available for the River Road. The Manager reported that he and Dave Ouellette have met with representatives from FEMA, Darren Woods from the County, and representatives from Federal Economic Development Administration (EDA) plus information about USDA programs was shared. One of the EDA's criteria is that there is job growth creation / retention or private investment, and this would be difficult to demonstrate. The USDA has a \$50,000 grant program plus a low 5% interest 30-year loan program. The Mayor questioned whether it would be possible to utilize the services of the National Guard to rebuild the road.

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

7:00 p.m. time in: Motion made by J. Theriault, seconded by T. Guerrette, to go into executive session under 1 MSRA §405(6)(C) to discuss real estate and economic development. (6 yes) So voted.

8:01 p.m. time out.

No action taken.

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

8:01 p.m. Time In: Motion made by T. Guerrette, seconded by J. Theriault, to go into executive session under 1 MSRA §405(6)(D) Labor Contracts and Proposals. (6 yes) So voted.

8:53 p.m. time out.

No action taken.

Council Agenda Item #12: Next Regularly Scheduled Council Meeting – August 13 and September 10

Council Agenda Item #13: Adjournment

Motion made by T. Guerrette, seconded by N. Cote, to adjourn at 8:53 p.m. (6 yes) So voted.

Jayne R. Farrin, Secretary

# General Ledger Summary Report

Fund(s): ALL

June

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ----		Balance Net
				Debits	Credits	
<b>1 - Gen Fund</b>	<b>4,834.64</b>	<b>87,116.45</b>	<b>181,684.15</b>	<b>39,069,033.32</b>	<b>39,156,149.77</b>	<b>0.00</b>
<b>Assets</b>	<b>9,598,920.29</b>	<b>9,544,868.22</b>	<b>7,688,941.39</b>	<b>16,067,822.68</b>	<b>11,505,333.99</b>	<b>14,107,356.91</b>
101-00 CASH (BANK OF MAINE)	4,138,647.84	3,982,282.38	-560,269.38	4,610,756.02	7,460,117.39	1,132,921.01
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	-1,609.38	20,223.74	9,706.86	17,334.20
110-03 2017 SECTION 125 CHECKING HRA	59,687.46	54,351.01	-50,593.78	1,650.00	56,001.01	0.00
110-04 2018 SECTION 125 CHECKING HRA	0.00	0.00	27,757.83	110,431.78	30,823.15	79,608.63
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	514.11	1,522.64	0.30	231,639.17
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	-7,914.67	137,499.75	145,350.44	6,966.64
124-00 GAS INVENTORY	17,284.07	10,433.83	-6,690.36	35,147.91	45,218.27	363.47
125-00 ACCOUNTS RECEIVABLE	3,409.07	143,162.37	-4,743.01	183,829.63	199,387.05	127,604.95
126-00 SWEETSOFT RECEIVABLES	621,584.90	621,584.90	-33,637.48	860,431.36	859,425.80	622,590.46
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	0.66	1.10	0.00	1,188.99
181-00 HAMILTON LIBRARY TR. INVEST	1,730.15	1,735.02	4.85	9.63	0.00	1,744.65
182-00 KNOX LIBRARY INVESTMENT	9,652.49	9,674.91	42.10	64.11	0.00	9,739.02
183-00 CLARA PIPER MEM INV	705.18	705.46	0.40	0.66	0.00	706.12
184-00 JACK ROTH LIBRARY INVEST	30,515.18	30,673.00	168.23	310.42	0.00	30,983.42
185-00 KEN MATTHEWS SCHOLARSHIP FUN	7,352.06	7,357.01	6.77	11.72	0.00	7,368.73
187-00 DOROTHY COOPER MEM INV	62,469.25	62,571.65	93.22	189.03	4,000.00	58,760.68
189-00 MARGARET SHAW LIBRARY INV	12,812.83	12,828.82	16.03	32.03	0.00	12,860.85
190-00 GORDON ROBERTSON MEM INV	11,417.03	11,427.56	10.56	21.11	0.00	11,448.67
191-00 MEMORIAL INVESTMENT	6,065.84	6,070.50	5.16	9.72	0.00	6,080.22
192-00 G. HARMON MEM INV	8,000.48	8,006.12	-992.93	12.46	1,000.00	7,018.58
193-00 BARBARA BREWER FUND	5,355.97	5,366.18	10.07	20.11	0.00	5,386.29
194-00 RODERICK LIVING TRUST	17,346.03	17,359.80	-1,036.22	29.80	1,055.16	16,334.44
198-00 TAX ACQUIRED PROPERTY	124,822.12	108,823.31	-4,446.30	0.00	40,792.21	68,031.10
198-15 TAX ACQUIRED PROPERTY 2015	-7,526.14	0.00	96.34	12,879.66	12,879.66	0.00
198-16 TAX ACQUIRED PROPERTY 2016	-1,905.28	0.00	883.94	14,017.09	14,017.09	0.00
198-17 TAX ACQUIRED PROPERTY 2017	-1,732.75	0.00	803.04	13,895.46	13,895.46	0.00
198-18 TAX ACQUIRED PROPERTY 2018	0.00	0.00	0.00	9,505.29	9,505.29	0.00
198-19 TAX ACQUIRED PROPERTY 2019	0.00	0.00	-103.97	0.00	103.97	-103.97
200-04 2004 TAX RECEIVABLE	0.00	0.00	0.00	1,259.53	1,259.53	0.00
200-06 2006 TAX RECIEVABLE	0.00	0.00	0.90	0.90	0.00	0.90
200-09 2009 TAX RECEIVABLE	96.00	96.00	6.65	6.65	0.00	102.65
200-16 2016 TAX RECEIVABLE	164.88	164.88	0.00	0.00	164.88	0.00
200-17 2017 TAX RECEIVABLE	869,513.78	869,513.78	0.00	9,544.38	879,058.16	0.00
200-18 2018 TAX RECEIVABLE	-38,375.07	-38,375.07	8,001,570.99	8,048,043.63	325,295.54	7,684,373.02
200-19 2019 TAX RECEIVABLE	0.00	0.00	-266.45	0.00	266.45	-266.45
205-16 2016 LIENS RECEIVABLE	196,411.85	196,411.85	-13,189.00	0.00	58,853.88	137,557.97
205-17 2017 LIENS RECEIVABLE	0.00	0.00	-45,748.92	386,603.95	73,631.73	312,972.22
210-09 2009 PP TAX RECEIVABLE	95.45	95.45	0.00	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	-98.55	0.00	1,471.40	12,827.34
210-16 2016 PP TAX RECEIVABLE	14,102.94	14,102.94	-289.08	0.00	1,439.24	12,663.70

# General Ledger Summary Report

Fund(s): ALL

June

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ----		Balance Net
				Debits	Credits	
1 - Gen Fund CONT'D						
210-17 2017 PP TAX RECEIVABLE	38,764.44	38,764.44	-4,682.28	17.48	13,930.75	24,851.17
210-18 2018 PP TAX RECEIVABLE	-6.25	-6.25	393,925.22	394,135.74	11,757.52	382,371.97
303-00 FEDERAL WITHHOLDING	0.00	0.00	0.00	205,081.93	205,081.93	0.00
304-00 FICA W/H	0.00	0.00	0.00	257,554.06	257,554.06	0.00
305-00 MEDICARE WITHHOLDING	0.00	0.00	0.00	60,235.28	60,235.28	0.00
306-00 STATE WITHHOLDING	0.00	0.00	0.00	82,516.62	82,516.62	0.00
307-00 M.S.R.S. W/H	0.00	0.00	0.00	70,130.83	70,130.83	0.00
307-01 MSRS EMPLOYER	0.00	0.00	0.00	47,058.60	47,058.60	0.00
308-00 AFLAC INSURANCE	-1.43	0.00	-0.14	3,668.38	3,669.16	-0.78
312-00 HEALTH INS. W/H	-25,078.34	-24,979.10	750.84	129,705.23	129,039.16	-24,313.03
314-00 UNITED WAY W/H	0.00	0.00	0.00	78.00	78.00	0.00
315-00 TEAMSTERS W/H	0.00	0.00	0.00	4,036.78	4,036.78	0.00
316-00 COUNCIL #93 W/H	0.00	0.00	0.00	2,519.40	2,519.40	0.00
317-00 PW UNION INS	0.00	0.00	0.00	447.21	447.21	0.00
318-00 MMA INCOME PROTECTION	-6,299.67	-6,282.37	-392.10	19,060.24	19,032.73	-6,254.86
319-00 REAL ESTATE TAX W/H	0.00	0.00	0.00	14,348.00	14,348.00	0.00
320-00 ICMA RETIREMENT CORP	0.00	0.00	0.00	82,786.24	82,786.24	0.00
320-01 ICMA EMPLOYER MATCH	0.00	0.00	0.00	20,212.04	20,212.04	0.00
322-00 RETIRED HEALTH INS PROGRAM	0.00	0.00	0.00	3,890.00	3,890.00	0.00
323-00 MMA SUPP. LIFE INSURANCE	-959.74	-959.74	-134.27	5,160.00	5,240.05	-1,039.79
324-00 MISC. WITHHOLDING	0.00	0.00	0.00	780.00	780.00	0.00
325-00 DED. FOR VALIC	0.00	0.00	0.00	20,336.38	20,336.38	0.00
325-01 VALIC EMPLOYER MATCH	0.00	0.00	0.00	6,345.00	6,345.00	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	2,094.00	116,468.00	121,645.25	-5,177.25
331-00 BOAT REG FEE INLAND FISHERIES	-94.00	0.00	1,793.00	5,095.00	7,517.00	-2,422.00
332-00 SNOWMOIBLE REG (F&W)	-10,800.00	0.00	0.00	13,311.00	13,311.00	0.00
333-00 ATV REGISTRATION (F&W)	0.00	0.00	-4,952.00	4,286.00	13,629.00	-9,343.00
335-00 PLUMBING PERMITS (ST. OF ME)	-1,175.00	0.00	-105.00	0.00	190.00	-190.00
336-00 CONCEALED WEAPON PERMIT	0.00	0.00	0.00	725.00	725.00	0.00
338-00 CONNOR EXCISE TAX	0.00	0.00	0.00	25,861.68	25,861.68	0.00
339-00 CONNOR BOAT EXCISE	0.00	0.00	14.00	14.00	14.00	0.00
340-00 DOG LICENSES (ST. OF ME)	-1,454.00	0.00	22.00	2,304.00	2,426.00	-122.00
341-00 FISHING LICENSES (ST. OF ME)	-564.00	0.00	139.00	3,423.00	4,957.00	-1,534.00
342-00 HUNTING LICENSES (ST. OF ME)	-1,944.25	0.00	106.75	3,720.50	4,604.00	-883.50
347-00 NEPBA UNION PD	0.00	0.00	0.00	4,485.00	4,485.00	0.00
<b>Liabilities</b>	<b>7,405,540.22</b>	<b>7,400,281.63</b>	<b>4,586,577.90</b>	<b>3,108,900.77</b>	<b>6,061,921.02</b>	<b>10,353,301.88</b>
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	514.11	0.30	1,522.64	231,639.17
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	-2,756.38	5,231.61	0.00	24,651.44
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	-3,876.60	5,205.40	22,012.42	18,238.30
365-05 PARK IMPROVEMENT RESERVE	34,762.19	27,461.39	28,050.00	3,375.98	30,188.00	54,273.41
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	0.00	25,000.00	0.00	-14,827.10
365-10 REC LAWN MOWER RESERVE	14,398.91	14,398.91	16,000.00	0.00	16,000.00	30,398.91
365-11 TRAIL MAINTENANCE RESERVE	0.00	0.00	0.00	0.00	16,356.56	16,356.56

# General Ledger Summary Report

Fund(s): ALL

June

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ----		Balance Net
				Debits	Credits	
1 - Gen Fund CONT'D						
365-12 CRX/TOS RESERVE	282.79	282.79	-37.14	232.14	1,531.15	1,581.80
365-13 RECREATION - COLLINS POND	35,225.91	35,225.91	20,000.00	0.00	20,000.00	55,225.91
365-14 CREATIVE PLAYGROUND RESERVE	-579.44	-579.44	0.00	0.00	0.00	-579.44
365-16 CARIBOU COMMUNITY BAND	1,551.08	1,551.08	0.00	0.00	0.00	1,551.08
365-18 REC SCHOLARSHIPS	2,051.22	2,051.22	0.00	0.00	0.00	2,051.22
365-19 CIVIC BEAUTIFICATION RESERVE	-838.86	-838.86	839.00	0.00	839.00	0.14
365-20 SKI TRAIL PROGRAM	2,710.27	2,710.27	0.00	1,980.98	297.00	1,026.29
365-21 RD TRAILS GRANT	-4,365.53	-4,365.53	4,366.00	0.00	4,366.00	0.47
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	1,791.47	412.13	4,126.10	23,168.12
366-03 LIBRARY COMPUTER RESERVE	2,508.20	2,508.20	0.00	1,300.00	0.00	1,208.20
366-11 DOROTHY LOUISE KYLER FOUND	4,000.00	4,000.00	0.00	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	279.51	840.49	1,000.00	31,546.95
367-02 POLICE DEPT EQUIPMENT	16,423.89	15,589.93	6,709.46	73,068.58	85,660.05	28,181.40
367-03 POLICE CAR RESERVE	26,312.54	26,312.54	5,000.00	0.00	5,000.00	31,312.54
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	1,124.53	6,533.36	8,169.87	15,604.39
367-06 PD COMPUTER RESERVE	13,247.18	13,247.18	-1,150.00	1,150.00	400.00	12,497.18
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	40,000.00	0.00	40,000.00	63,480.00
368-01 FIRE EQUIPMENT RESERVE	-897.62	-897.62	92,999.20	133,977.14	94,898.00	-39,976.76
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	-820.00	820.00	0.00	2,922.50
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	0.00	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	-13,336.00	13,336.00	0.00	24,405.50
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	8,564.19	210,645.91	25,000.00	-1,405.56
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	5,483.00	0.00	5,483.00	-14,999.70
370-03 PW EQUIPMENT RESERVE	97,655.52	97,655.52	111,391.00	0.00	111,391.00	209,046.52
370-04 STREETS/ROADS RECONSTRUCTION	266,213.95	266,213.95	20,000.00	0.00	20,000.00	286,213.95
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	621.65	601.72	7,865.83	-96,467.98
370-07 PW BUILDING RESERVE	0.00	0.00	35,000.00	6,288.00	35,000.00	28,712.00
370-09 RIVER ROAD	0.00	0.00	-1,501.00	1,501.00	0.00	-1,501.00
371-01 ASSESSMENT REVALUATION RESERVA	65,351.91	65,351.91	0.00	0.00	0.00	65,351.91
371-02 ASSESSING COMPUTER RESERVE	798.50	798.50	402.00	0.00	402.00	1,200.50
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	0.00	187,310.23	248,262.82	51,059.84
373-01 GEN GOVT COMPUTER RESERVE	13,246.37	13,246.37	0.00	7,147.40	0.00	6,098.97

# General Ledger Summary Report

Fund(s): ALL

June

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ----		Balance Net
				Debits	Credits	
1 - Gen Fund CONT'D						
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	72,000.00	20,176.58	72,000.00	62,761.67
373-04 VITAL RECORDS RESTORATION	1,093.50	1,093.50	-636.00	3,136.00	2,500.00	457.50
373-05 BIO-MASS BOILERS	-47,664.49	-47,664.49	48,702.00	50,339.00	99,041.00	1,037.51
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	7,812.50	0.00	7,812.50	35,593.99
373-10 FLEET VEHICLES	7,586.00	7,586.00	-143.33	8,906.65	0.00	-1,320.65
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	-48,943.78	54,351.01	0.00	0.00
373-16 2018 HRA RESERVE	0.00	0.00	26,107.83	30,823.15	110,431.78	79,608.63
373-17 LADDER ENGINE TRUCK 2016	0.00	0.00	116,900.00	0.00	116,900.00	116,900.00
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	-661.41	5,251.52	900.00	87,047.88
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	6,062.42	4,829.35	6,062.42	7,491.55
388-00 HILLTOP TIF	0.00	0.00	-155.25	155.25	0.00	-155.25
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	486,816.00	0.00	486,816.00	486,818.13
415-00 LIONS COMMUNITY CENTER RESER\	1,056.20	1,056.20	15,000.00	0.00	15,000.00	16,056.20
417-00 COMPENSATED ABSENCES	170,222.28	170,222.28	-31,608.30	41,465.11	0.00	128,757.17
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	6.77	0.00	11.72	7,368.73
423-00 DR. CARY CEMETERY TRUST FUND	1,187.43	1,187.89	0.66	0.00	1.10	1,188.99
424-00 HAMILTON LIBRARY TRUST FUND	1,730.15	1,735.02	4.85	0.00	9.63	1,744.65
425-00 KNOX LIBRARY MEMORIAL FUND	9,652.49	9,674.91	42.10	0.00	64.11	9,739.02
426-00 CLARA PIPER MEM FUND	705.18	705.46	0.40	0.00	0.66	706.12
427-00 JACK ROTH LIBRARY MEM FUND	30,515.18	30,673.00	-109.85	2,398.49	310.42	28,584.93
429-00 BARBARA BREWER FUND	5,355.97	5,366.18	-64.36	74.43	20.11	5,311.86
430-00 D. COOPER MEM FUND	62,469.25	62,571.65	93.22	4,000.00	189.03	58,760.68
432-00 MARGARET SHAW LIBRARY MEMORI	12,812.83	12,828.82	16.03	0.00	32.03	12,860.85
433-00 GORDON ROBERTSON MEM FUND	11,417.03	11,427.56	10.56	0.00	21.11	11,448.67
434-00 MEMORIAL INVESTMENT	6,065.84	6,070.50	5.16	0.00	9.72	6,080.22
435-00 RODERICK LIVING TRUST	17,346.03	17,359.80	13.78	1,055.16	29.80	16,334.44
436-00 AMBULANCE REIMBURSEMENT	10,856.70	10,856.70	1.55	1,200.85	1,202.77	10,858.62
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	-1,656.58	2,596.07	1,370.00	-905.52
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	-900.00	5,058.17	2,500.00	4,848.57

# General Ledger Summary Report

Fund(s): ALL  
June

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ----		Balance Net
				Debits	Credits	
1 - Gen Fund CONT'D						
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	1,368.78	14,979.18	11,500.00	-6,057.61
469-00 DENTAL INSURANCE	1,686.35	1,686.35	0.06	6,589.60	6,295.64	1,392.39
470-00 EYE INUSRANCE	589.55	589.55	-0.29	1,381.78	1,352.35	560.12
471-00 RC2 TIF	0.00	0.00	33,994.79	0.00	33,994.79	33,994.79
472-00 ANIMAL WELFARE	0.00	0.00	98.00	0.00	3,244.00	3,244.00
476-00 FLEET VEHICLE ACCOUNT	0.00	0.00	0.00	80.00	0.00	-80.00
477-00 LED STREET LIGHTS	15,558.00	15,558.00	20,000.00	0.00	20,000.00	35,558.00
478-00 G. HARMON MEM FUND	8,000.48	8,006.12	7.07	1,000.00	12.46	7,018.58
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	4,382.20	0.00	64,931.99	344,921.23
483-03 DUE TO FUND 3	397,120.23	397,120.23	7,174.33	0.00	35,182.45	432,302.68
483-04 DUE TO FUND 4	189,312.68	189,312.68	4,232.25	0.00	21,523.99	210,836.67
483-05 DUE TO FUND 5	1,983,121.64	1,984,642.06	365,747.79	0.00	365,906.46	2,350,548.52
484-02 DUE FROM FUND 2	-251,807.60	-253,849.48	-8,139.21	66,521.40	0.00	-320,370.88
484-03 DUE FROM FUND 3	-313,836.15	-314,098.36	-6,566.91	37,513.04	0.00	-351,611.40
484-04 DUE FROM FUND 4	-185,642.95	-185,642.95	-4,949.76	22,759.92	0.00	-208,402.87
484-05 DUE FROM FUND 5	-1,401,736.27	-1,404,234.35	-17,336.63	116,948.24	0.00	-1,521,182.59
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	2,500.00	1,119.22	2,500.00	3,037.31
492-00 RSU #39 50/50	0.00	0.00	0.00	71,087.50	71,087.50	0.00
493-00 RSU 39 COMMITMENT	-874,839.46	-874,839.46	3,113,673.26	1,823,956.04	3,417,666.00	718,870.50
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	11.20	443.60	543.60	100.00
497-00 DEATH RECORDS STATE FEE	65.60	0.00	-12.40	447.20	550.40	103.20
498-00 MARRIAGE RECORDS STATE FEE	26.40	0.00	18.40	145.20	199.60	54.40
Fund Balance	2,188,545.43	2,057,470.14	2,920,679.34	19,892,309.87	21,588,894.76	3,754,055.03
500-00 EXPENDITURE CONTROL	0.00	0.00	-1,635,951.91	5,164,374.28	10,026,103.50	4,861,729.22
510-00 REVENUE CONTROL	0.00	0.00	4,306,631.25	14,653,729.59	11,312,791.26	-3,340,938.33
600-00 FUND BALANCE	2,188,545.43	2,057,470.14	250,000.00	74,206.00	250,000.00	2,233,264.14
2 - Snowmoible Trail Maintenance	0.00	0.00	0.00	178,592.39	178,592.39	0.00
Assets	0.00	0.00	0.00	0.00	0.00	0.00
Liabilities	-10,995.36	-9,265.86	789.21	79,859.04	129,473.60	40,348.70
365-11 TRAIL MAINTENANCE RESERVE	17,186.28	16,873.90	-2,967.80	14,927.05	62,952.20	64,899.05
483-01 DUE TO FUND 1	251,807.60	253,849.48	8,139.21	0.00	66,521.40	320,370.88
484-01 DUE FROM FUND 1	-279,989.24	-279,989.24	-4,382.20	64,931.99	0.00	-344,921.23
Fund Balance	10,995.36	9,265.86	-789.21	98,733.35	49,118.79	-40,348.70
500-00 Expense Control	0.00	0.00	-2,789.21	53,594.35	45,339.00	-8,255.35
510-00 Revenue Control	0.00	0.00	2,000.00	45,000.00	3,779.79	-41,220.21
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	162,106.49	162,106.49	0.00
Assets	0.00	0.00	0.00	0.00	0.00	0.00

# General Ledger Summary Report

Fund(s): ALL  
June

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ----		Balance Net
Debits					Credits	
3 - Housing Department CONT'D						
Liabilities	-37,329.26	-37,067.05	118.06	35,907.93	38,238.52	-34,736.46
409-00 HOUSING RESERVE	45,954.82	45,954.82	725.48	725.48	725.48	45,954.82
483-01 DUE TO FUND 1	313,836.15	314,098.36	6,566.91	0.00	37,513.04	351,611.40
484-01 DUE TO FUND 1	-397,120.23	-397,120.23	-7,174.33	35,182.45	0.00	-432,302.68
Fund Balance	37,329.26	37,067.05	-118.06	126,198.56	123,867.97	34,736.46
500-00 Expense Control	0.00	0.00	-6,566.91	36,787.56	89,006.00	52,218.44
510-00 Revenue Control	0.00	0.00	6,448.85	89,411.00	34,456.97	-54,954.03
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	95,070.91	95,070.91	0.00
Assets	0.00	0.00	0.00	0.00	0.00	0.00
Liabilities	-3,669.73	-3,669.73	717.51	21,523.99	22,759.92	-2,433.80
483-01 DUE TO FUND 1	185,642.95	185,642.95	4,949.76	0.00	22,759.92	208,402.87
484-01 DUE FROM FUND 1	-189,312.68	-189,312.68	-4,232.25	21,523.99	0.00	-210,836.67
Fund Balance	3,669.73	3,669.73	-717.51	73,546.92	72,310.99	2,433.80
500-00 Expense Control	0.00	0.00	-4,949.76	22,759.92	43,962.74	21,202.82
510-00 Revenue Control	0.00	0.00	4,232.25	50,787.00	21,161.25	-29,625.75
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	851,191.70	851,191.70	0.00
Assets	0.00	0.00	0.00	0.00	0.00	0.00
Liabilities	-120,126.28	-119,148.62	-325,248.67	382,218.96	141,423.23	-359,944.35
473-00 DOWNTOWN TIF	203,344.61	203,344.61	24,474.99	0.00	24,474.99	227,819.60
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	-1,312.50	16,312.50	0.00	33,687.50
483-01 DUE TO FUND 1	1,401,736.27	1,404,234.35	17,336.63	0.00	116,948.24	1,521,182.59
484-01 DUE FROM FUND 1	-1,983,121.64	-1,984,642.06	-365,747.79	365,906.46	0.00	-2,350,548.52
Fund Balance	120,126.28	119,148.62	325,248.67	468,972.74	709,768.47	359,944.35
500-00 Expense Control	0.00	0.00	-16,024.13	100,635.74	356,690.67	256,054.93
510-00 Revenue Control	0.00	0.00	341,272.80	368,337.00	341,272.80	-27,064.20
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	87,116.45	181,684.15	40,355,994.81	40,443,111.26	0.00



# Expense Summary Report

Fund: 1

June

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
10 - GENERAL GOVERNMENT	1,019,415.00	84,673.21	466,575.30	552,839.70	45.77
17 - HEALTH & SANITATION	250,536.00	20,644.00	124,007.08	126,528.92	49.50
18 - MUNICIPAL BUILDING	70,896.00	3,297.71	33,795.17	37,100.83	47.67
20 - GENERAL ASSISTANCE	68,362.00	5,054.14	29,207.73	39,154.27	42.73
22 - TAX ASSESSMENT	256,395.00	17,933.22	91,457.98	164,937.02	35.67
23 - CODE ENFORCEMENT	0.00	246.13	246.13	-246.13	----
25 - LIBRARY	223,304.00	17,284.55	106,969.23	116,334.77	47.90
31 - FIRE/AMBULANCE DEPARTMENT	1,964,485.00	158,060.67	963,978.30	1,000,506.70	49.07
35 - POLICE DEPARTMENT	1,509,892.00	144,980.20	756,669.93	753,222.07	50.11
38 - PROTECTION	456,476.00	35,954.10	188,907.99	267,568.01	41.38
39 - CARIBOU EMERGENCY MANAGEMENT	15,237.00	2,013.32	5,054.52	10,182.48	33.17
40 - PUBLIC WORKS	2,256,885.00	128,943.35	898,955.86	1,357,929.14	39.83
50 - RECREATION DEPARTMENT	491,316.00	40,664.83	238,659.27	252,656.73	48.58
51 - PARKS	155,360.00	15,233.34	72,307.52	83,052.48	46.54
60 - AIRPORT	37,463.00	1,653.52	60,121.68	-22,658.68	160.48
61 - CARIBOU TRAILER PARK	15,387.00	1,350.54	5,292.94	10,094.06	34.40
65 - CEMETERIES	6,850.00	4,321.55	4,321.55	2,528.45	63.09
70 - INS & RETIREMENT	109,759.00	-42,651.47	33,796.96	75,962.04	30.79
80 - UNCLASSIFIED	50,250.00	4,726.00	16,213.64	34,036.36	32.27
85 - CAPITAL IMPROVEMENTS	741,569.00	741,569.00	741,569.00	0.00	100.00
Final Totals	9,699,837.00	1,385,951.91	4,838,107.78	4,861,729.22	49.88

## Expense Summary Report

June

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
52 - SNOWMOBILE TRAIL MAINTENANCE	45,139.00	2,789.21	53,394.35	-8,255.35	118.29
Final Totals	45,139.00	2,789.21	53,394.35	-8,255.35	118.29

# Expense Summary Report

Fund: 3  
June

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
24 - HOUSING	89,006.00	6,566.91	36,787.56	52,218.44	41.33
Final Totals	89,006.00	6,566.91	36,787.56	52,218.44	41.33

# Expense Summary Report

Fund: 4  
June

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
96 - SECTION 8 - FSS PROGAM	43,600.00	4,949.76	22,397.18	21,202.82	51.37
Final Totals	43,600.00	4,949.76	22,397.18	21,202.82	51.37

## Expense Summary Report

June

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
11 - ECONOMIC DEVELOPMENT	344,863.00	15,535.15	96,182.36	248,680.64	27.89
12 - CHAMBER	11,669.00	488.98	4,294.71	7,374.29	36.80
Final Totals	356,532.00	16,024.13	100,477.07	256,054.93	28.18

# Revenue Summary Report

Fund: 1  
June

Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
10 - GENERAL GOVERNMENT	6,808,067.37	4,404,723.06	5,656,020.53	1,152,046.84	83.08
17 - HEALTH & SANITATION	260,848.00	0.00	0.00	260,848.00	0.00
18 - MUNICIPAL BUILDING	4,000.00	333.33	1,999.98	2,000.02	50.00
20 - GENERAL ASSISTANCE	25,700.00	1,443.94	9,929.83	15,770.17	38.64
22 - TAX ASSESSMENT	728,736.78	136.00	178.75	728,558.03	0.02
23 - CODE ENFORCEMENT	6,550.00	720.00	2,065.00	4,485.00	31.53
25 - LIBRARY	6,000.00	660.75	3,577.90	2,422.10	59.63
31 - FIRE/AMBULANCE DEPARTMENT	1,643,407.40	67,477.41	687,410.26	955,997.14	41.83
35 - POLICE DEPARTMENT	46,375.00	4,188.02	20,033.51	26,341.49	43.20
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	5,812.00	13,647.50	9,352.50	59.34
51 - PARKS	3,000.00	199.00	324.00	2,676.00	10.80
60 - AIRPORT	12,000.00	931.89	2,767.30	9,232.70	23.06
61 - CARIBOU TRAILER PARK	17,000.00	1,690.00	9,075.00	7,925.00	53.38
Final Totals	9,788,514.55	4,488,315.40	6,447,576.22	3,340,938.33	65.87

# Revenue Summary Report

Fund: 2  
June

Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
52 - SNOWMOIBLE TRAIL MAINTENANCE	45,000.00	2,000.00	3,779.79	41,220.21	8.40
Final Totals	45,000.00	2,000.00	3,779.79	41,220.21	8.40

# Revenue Summary Report

Fund: 3  
June

Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
24 - HOUSING	89,411.00	6,448.85	34,456.97	54,954.03	38.54
Final Totals	89,411.00	6,448.85	34,456.97	54,954.03	38.54



# Revenue Summary Report

Fund: 4  
June

Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
96 - SECTION 8 - FSS PROGAM	50,787.00	4,232.25	21,161.25	29,625.75	41.67
Final Totals	50,787.00	4,232.25	21,161.25	29,625.75	41.67

# Revenue Summary Report

Fund: 5  
June

Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
11 - ECONOMIC DEVELOPMENT	368,337.00	341,272.80	341,272.80	27,064.20	92.65
Final Totals	368,337.00	341,272.80	341,272.80	27,064.20	92.65

City of Caribou  
Investment Report  
June 2018

Financial Institution	Investment & Type	Purchase/Reinvest Date	Maturity Date	Length (Days)	Purchase Price	Interest Rate	Estimated Earnings	Amount Int Rec During Period	Market Value
Machias Savings Bank	General Checking Acct					0.30%		6,572.23	1,132,921.01
Machias Savings Bank	Section 125 Checking Acct					0.30%		370.57	113,250.31
ACFS & Loans	Certificate of Deposit	8/9/2015	8/9/2020	1825	3,000,000.00	3.00%	450,000.00	22,873.00	3,000,000.00 *
Machias Savings Bank	RLF #10 Checking Acct (Loan fund Adm By CDCG) (Originated from State of Maine Grant)					0.30%		766.51	231,639.17
<b>Trust Funds</b>									
ACFS & Loans	Dr. Cary Cemetery (Savings acct)					0.15%		0.66	1,188.99
ACFS & Loans	Clara Piper Mem Fund (Savings Acct)					0.15%		0.40	706.12
ACFS & Loans	The Roderick Living Trust (Money Market)	5/4/2017			21,810.76	0.25%		13.78	16,334.44
ACFS & Loans	Hamilton Library Trust (CD)	9/25/2015	9/25/2018	1095	1,691.61	1.1%	55.82	4.85	1,744.65
ACFS & Loans	Knox Library Trust (CD)	4/13/2018	4/13/2023	1825	3,195.30	2.20%	351.48	17.38	3,201.16
ACFS & Loans	Knox Library Trust (CD)	4/9/2018	4/9/2019	365	6,529.15	1.60%	104.47	24.72	6,537.86
ACFS & Loans	Jack Roth Library Trust(CD)	4/13/2018	4/13/2023	1825	30,926.67	2.20%	3,401.93	168.23	30,983.42
County Federal Credit Union	Dorothy Cooper Scholarship (CD)	7/19/2016	7/19/2018	365	65,969.88	0.65%	428.80	93.22	58,760.68
Machias Savings Bank	Margaret Shaw Library Mem(CD)	12/24/2016	12/24/2018	730	12,763.77	0.50%	127.64	16.03	12,860.85
Machias Savings Bank	Gordon Robertson Mem(CD)	9/12/2017	9/12/2018	365	11,414.95	0.37%	42.24	10.56	11,448.67
ACFS & Loans	Memorial Investment(CD)	3/19/2018	9/17/2018	182	6,079.01	0.550%	16.67	5.16	6,080.22
Machias Savings Bank	G. Harmon Memorial(CD)	5/11/2018	5/11/2019	365	7,016.02	0.45%	31.57	7.07	7,018.58
Machias Savings Bank	Ken Matthews Scholarship(CD)	5/11/2018	5/11/2019	365	7,366.10	0.45%	33.15	6.77	7,368.73
Machias Savings Bank	Barbara Brewer Fund(CD)	8/12/2017	8/12/2020	1095	5,457.43	0.75%	122.79	10.07	5,386.29

\*Market Value does not reflect interest received due to the fact that interest will be received quarterly and recorded as a revenue

# General Ledger Summary Report

Fund(s): ALL

July

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ----		Balance Net
				Debits	Credits	
1 - Gen Fund	4,834.64	87,116.45	0.00	42,214,529.43	42,301,645.88	0.00
<b>Assets</b>	<b>9,598,920.29</b>	<b>9,544,868.22</b>	<b>-726,965.42</b>	<b>17,959,688.40</b>	<b>14,124,165.13</b>	<b>13,380,391.49</b>
101-00 CASH (BANK OF MAINE)	4,138,647.84	3,982,282.38	253,458.87	6,070,580.05	8,666,482.55	1,386,379.88
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	-1,324.13	20,335.05	11,142.30	16,010.07
110-03 2017 SECTION 125 CHECKING HRA	59,687.46	54,351.01	0.00	1,650.00	56,001.01	0.00
110-04 2018 SECTION 125 CHECKING HRA	0.00	0.00	-4,322.11	110,431.78	35,145.26	75,286.52
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	0.00	1,522.64	0.30	231,639.17
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	-6,100.33	137,499.75	151,450.77	866.31
124-00 GAS INVENTORY	17,284.07	10,433.83	9,577.61	51,247.91	51,740.66	9,941.08
125-00 ACCOUNTS RECEIVABLE	3,409.07	143,162.37	-105,021.58	278,493.52	399,072.52	22,583.37
126-00 SWEETSOFT RECEIVABLES	621,584.90	621,584.90	-52,999.72	978,265.93	1,030,260.09	569,590.74
140-00 RESERVE FOR UNCOLLECTIBLE TAX	-1,276.29	-1,276.29	606.42	606.42	0.00	-669.87
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	1.10	0.00	1,188.99
181-00 HAMILTON LIBRARY TR. INVEST	1,730.15	1,735.02	0.00	9.63	0.00	1,744.65
182-00 KNOX LIBRARY INVESTMENT	9,652.49	9,674.91	0.00	64.11	0.00	9,739.02
183-00 CLARA PIPER MEM INV	705.18	705.46	0.00	0.66	0.00	706.12
184-00 JACK ROTH LIBRARY INVEST	30,515.18	30,673.00	0.00	310.42	0.00	30,983.42
185-00 KEN MATTHEWS SCHOLARSHIP FUN	7,352.06	7,357.01	0.00	11.72	0.00	7,368.73
187-00 DOROTHY COOPER MEM INV	62,469.25	62,571.65	0.00	189.03	4,000.00	58,760.68
189-00 MARGARET SHAW LIBRARY INV	12,812.83	12,828.82	0.00	32.03	0.00	12,860.85
190-00 GORDON ROBERTSON MEM INV	11,417.03	11,427.56	0.00	21.11	0.00	11,448.67
191-00 MEMORIAL INVESTMENT	6,065.84	6,070.50	0.00	9.72	0.00	6,080.22
192-00 G. HARMON MEM INV	8,000.48	8,006.12	0.00	12.46	1,000.00	7,018.58
193-00 BARBARA BREWER FUND	5,355.97	5,366.18	0.00	20.11	0.00	5,386.29
194-00 RODERICK LIVING TRUST	17,346.03	17,359.80	0.00	29.80	1,055.16	16,334.44
198-00 TAX ACQUIRED PROPERTY	124,822.12	108,823.31	0.00	0.00	40,792.21	68,031.10
198-15 TAX ACQUIRED PROPERTY 2015	-7,526.14	0.00	0.00	12,879.66	12,879.66	0.00
198-16 TAX ACQUIRED PROPERTY 2016	-1,905.28	0.00	0.00	14,017.09	14,017.09	0.00
198-17 TAX ACQUIRED PROPERTY 2017	-1,732.75	0.00	0.00	13,895.46	13,895.46	0.00
198-18 TAX ACQUIRED PROPERTY 2018	0.00	0.00	0.00	15,816.34	15,816.34	0.00
198-19 TAX ACQUIRED PROPERTY 2019	0.00	0.00	0.00	0.00	103.97	-103.97
200-04 2004 TAX RECEIVABLE	0.00	0.00	0.00	1,259.53	1,259.53	0.00
200-05 2005 TAX RECEIVABLE	0.00	0.00	-22.48	0.00	22.48	-22.48
200-06 2006 TAX RECIEVABLE	0.00	0.00	0.00	0.90	0.00	0.90
200-09 2009 TAX RECEIVABLE	96.00	96.00	0.00	6.65	0.00	102.65
200-16 2016 TAX RECEIVABLE	164.88	164.88	0.00	0.00	164.88	0.00
200-17 2017 TAX RECEIVABLE	869,513.78	869,513.78	0.00	9,544.38	879,058.16	0.00
200-18 2018 TAX RECEIVABLE	-38,375.07	-38,375.07	-717,722.09	8,048,508.15	1,043,482.15	6,966,650.93
200-19 2019 TAX RECEIVABLE	0.00	0.00	-1,118.32	0.00	1,384.77	-1,384.77
205-16 2016 LIENS RECEIVABLE	196,411.85	196,411.85	-8,143.43	0.00	66,997.31	129,414.54
205-17 2017 LIENS RECEIVABLE	0.00	0.00	-15,346.18	386,603.95	88,977.91	297,626.04
210-09 2009 PP TAX RECEIVABLE	95.45	95.45	-24.18	0.00	69.95	25.50
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	-113.22	0.00	1,584.62	12,714.12

# General Ledger Summary Report

Fund(s): ALL

July

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ----		Balance Net
				Debits	Credits	
<b>1 - Gen Fund CONT'D</b>						
210-16 2016 PP TAX RECEIVABLE	14,102.94	14,102.94	-216.18	0.00	1,655.42	12,447.52
210-17 2017 PP TAX RECEIVABLE	38,764.44	38,764.44	-8,068.98	17.48	21,999.73	16,782.19
210-18 2018 PP TAX RECEIVABLE	-6.25	-6.25	-74,822.80	394,135.74	86,580.32	307,549.17
303-00 FEDERAL WITHHOLDING	0.00	0.00	0.00	233,346.30	233,346.30	0.00
304-00 FICA W/H	0.00	0.00	0.00	296,625.12	296,625.12	0.00
305-00 MEDICARE WITHHOLDING	0.00	0.00	0.00	69,373.24	69,373.24	0.00
306-00 STATE WITHHOLDING	0.00	0.00	0.00	94,295.08	94,295.08	0.00
307-00 M.S.R.S. W/H	0.00	0.00	0.00	80,848.98	80,848.98	0.00
307-01 MSRS EMPLOYER	0.00	0.00	0.00	54,510.87	54,510.87	0.00
308-00 AFLAC INSURANCE	-1.43	0.00	26.50	4,279.20	4,253.48	25.72
312-00 HEALTH INS. W/H	-25,078.34	-24,979.10	-124.92	150,899.95	150,358.80	-24,437.95
314-00 UNITED WAY W/H	0.00	0.00	0.00	90.00	90.00	0.00
315-00 TEAMSTERS W/H	0.00	0.00	0.00	4,720.78	4,720.78	0.00
316-00 COUNCIL #93 W/H	0.00	0.00	0.00	2,907.00	2,907.00	0.00
317-00 PW UNION INS	0.00	0.00	0.00	645.97	645.97	0.00
318-00 MMA INCOME PROTECTION	-6,299.67	-6,282.37	219.49	22,122.28	21,875.28	-6,035.37
319-00 REAL ESTATE TAX W/H	0.00	0.00	0.00	16,467.00	16,467.00	0.00
320-00 ICMA RETIREMENT CORP	0.00	0.00	0.00	95,938.66	95,938.66	0.00
320-01 ICMA EMPLOYER MATCH	0.00	0.00	0.00	23,355.60	23,355.60	0.00
322-00 RETIRED HEALTH INS PROGRAM	0.00	0.00	0.00	4,486.27	4,486.27	0.00
323-00 MMA SUPP. LIFE INSURANCE	-959.74	-959.74	64.34	6,045.50	6,061.21	-975.45
324-00 MISC. WITHHOLDING	0.00	0.00	0.00	900.00	900.00	0.00
325-00 DED. FOR VALIC	0.00	0.00	0.00	23,376.50	23,376.50	0.00
325-01 VALIC EMPLOYER MATCH	0.00	0.00	0.00	7,232.60	7,232.60	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	-1,333.25	137,879.25	144,389.75	-6,510.50
331-00 BOAT REG FEE INLAND FISHERIES	-94.00	0.00	1,368.00	7,517.00	8,571.00	-1,054.00
332-00 SNOWMOBILE REG (F&W)	-10,800.00	0.00	0.00	13,311.00	13,311.00	0.00
333-00 ATV REGISTRATION (F&W)	0.00	0.00	3,595.00	13,629.00	19,377.00	-5,748.00
335-00 PLUMBING PERMITS (ST. OF ME)	-1,175.00	0.00	-158.75	0.00	348.75	-348.75
336-00 CONCEALED WEAPON PERMIT	0.00	0.00	0.00	725.00	725.00	0.00
338-00 CONNOR EXCISE TAX	0.00	0.00	0.00	28,859.18	28,859.18	0.00
339-00 CONNOR BOAT EXCISE	0.00	0.00	-72.00	14.00	86.00	-72.00
340-00 DOG LICENSES (ST. OF ME)	-1,454.00	0.00	75.00	2,426.00	2,473.00	-47.00
341-00 FISHING LICENSES (ST. OF ME)	-564.00	0.00	979.00	4,957.00	5,512.00	-555.00
342-00 HUNTING LICENSES (ST. OF ME)	-1,944.25	0.00	119.00	4,604.00	5,368.50	-764.50
347-00 NEPBA UNION PD	0.00	0.00	0.00	5,205.00	5,205.00	0.00
<b>Liabilities</b>	<b>7,405,540.22</b>	<b>7,400,281.63</b>	<b>-438,138.15</b>	<b>3,629,863.32</b>	<b>6,144,745.42</b>	<b>9,915,163.73</b>
350-00 INSURANCE REIMBURSEMENTS	0.00	0.00	0.00	2,574.94	3,317.74	742.80
352-00 NYLANDER MUSEUM RESERVE	12,185.99	12,185.99	0.00	0.00	0.00	12,185.99
360-00 RETIREMENT INV FUND	3,000,000.00	3,000,000.00	0.00	0.00	0.00	3,000,000.00
362-00 RLF #10 RESERVE	229,857.54	230,116.83	0.00	0.30	1,522.64	231,639.17
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	395.00	5,231.61	395.00	25,046.44
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	-261.58	5,466.98	22,012.42	17,976.72
365-05 PARK IMPROVEMENT RESERVE	34,762.19	27,461.39	472.00	3,375.98	30,660.00	54,745.41
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	10,000.00	25,000.00	10,000.00	-4,827.10
365-10 REC LAWN MOWER RESERVE	14,398.91	14,398.91	0.00	0.00	16,000.00	30,398.91

# General Ledger Summary Report

Fund(s): ALL

July

Account	Beginning	Beg Bal	Curr Mnth	---- Y T D ----		Balance
	Balance	Net	Net	Debits	Credits	Net
1 - Gen Fund CONT'D						
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	0.00	232.14	1,531.15	1,581.80
365-13 RECREATION - COLLINS POND	35,225.91	35,225.91	-29,425.00	29,425.00	20,000.00	25,800.91
365-14 CREATIVE PLAYGROUND RESERVE	-579.44	-579.44	0.00	0.00	0.00	-579.44
365-16 CARIBOU COMMUNITY BAND	1,551.08	1,551.08	0.00	0.00	0.00	1,551.08
365-18 REC SCHOLARSHIPS	2,051.22	2,051.22	0.00	0.00	0.00	2,051.22
365-19 CIVIC BEAUTIFICATION RESERVE	-838.86	-838.86	0.00	0.00	839.00	0.14
365-20 SKI TRAIL PROGRAM	2,710.27	2,710.27	0.00	1,980.98	297.00	1,026.29
365-21 RD TRAILS GRANT	-4,365.53	-4,365.53	0.00	0.00	4,366.00	0.47
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	-138.00	613.13	4,189.10	23,030.12
366-03 LIBRARY COMPUTER RESERVE	2,508.20	2,508.20	0.00	1,300.00	0.00	1,208.20
366-11 DOROTHY LOUISE KYLER FOUND	4,000.00	4,000.00	0.00	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	840.49	1,000.00	31,546.95
367-02 POLICE DEPT EQUIPMENT	16,423.89	15,589.93	-1,293.15	74,968.96	86,267.28	26,888.25
367-03 POLICE CAR RESERVE	26,312.54	26,312.54	0.00	0.00	5,000.00	31,312.54
367-04 POLICE CAR VIDEO SYSTEM	3,128.75	3,128.75	0.00	0.00	0.00	3,128.75
367-05 DRINK GRANT PERSONNEL	16,185.79	13,967.88	2,497.89	7,752.59	11,886.99	18,102.28
367-06 PD COMPUTER RESERVE	13,247.18	13,247.18	-167.98	1,317.98	400.00	12,329.20
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	40,000.00	63,480.00
368-01 FIRE EQUIPMENT RESERVE	-897.62	-897.62	-75,053.53	209,030.67	94,898.00	-115,030.29
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	820.00	0.00	2,922.50
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	0.00	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	13,336.00	0.00	24,405.50
369-02 AMBULANCE STAIRCHAIRS	3,000.00	3,000.00	0.00	0.00	0.00	3,000.00
369-03 AMBULANCE RESERVE	184,240.35	184,240.35	0.00	210,645.91	25,000.00	-1,405.56
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	5,483.00	-14,999.70
370-03 PW EQUIPMENT RESERVE	97,655.52	97,655.52	0.00	0.00	111,391.00	209,046.52
370-04 STREETS/ROADS RECONSTRUCTION	266,213.95	266,213.95	0.00	0.00	20,000.00	286,213.95
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	539.98	601.72	8,405.81	-95,928.00
370-07 PW BUILDING RESERVE	0.00	0.00	0.00	6,288.00	35,000.00	28,712.00
370-09 RIVER ROAD	0.00	0.00	-2,945.77	4,446.77	0.00	-4,446.77
371-01 ASSESSMENT REVALUATION RESERVA	65,351.91	65,351.91	0.00	0.00	0.00	65,351.91
371-02 ASSESSING COMPUTER RESERVE	798.50	798.50	0.00	0.00	402.00	1,200.50
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	-4,494.39	232,254.12	288,712.32	46,565.45

# General Ledger Summary Report

Fund(s): ALL

July

		Beginning	Beg Bal	Curr Mnth	---- Y T D ----		Balance
Account		Balance	Net	Net	Debits	Credits	Net
1 - Gen Fund CONT'D							
373-01	GEN GOVT COMPUTER RESERVE	13,246.37	13,246.37	0.00	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	72,000.00	62,761.67
373-04	VITAL RECORDS RESTORATION	1,093.50	1,093.50	0.00	3,136.00	2,500.00	457.50
373-05	BIO-MASS BOILERS	-47,664.49	-47,664.49	0.00	50,339.00	99,041.00	1,037.51
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	7,812.50	35,593.99
373-10	FLEET VEHICLES	7,586.00	7,586.00	-415.66	9,322.31	0.00	-1,736.31
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	-2,000.00	2,000.00	0.00	-2,226.70
373-15	2017 HRA RESERVE	59,687.46	54,351.01	0.00	54,351.01	0.00	0.00
373-16	2018 HRA RESERVE	0.00	0.00	-4,322.11	35,145.26	110,431.78	75,286.52
373-17	LADDER ENGINE TRUCK 2016	0.00	0.00	0.00	0.00	116,900.00	116,900.00
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	-561.41	5,912.93	1,000.00	86,486.47
374-03	DOWNTOWN INFRASTRUSTURE	10,415.42	10,415.42	0.00	0.00	0.00	10,415.42
385-00	COMMUNITY DEVELOPMENT MATCH	31,830.52	31,830.52	0.00	0.00	0.00	31,830.52
387-00	BOUCHARD TIF	6,258.48	6,258.48	0.00	4,829.35	6,062.42	7,491.55
388-00	HILLTOP TIF	0.00	0.00	0.00	155.25	0.00	-155.25
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	486,816.00	486,818.13
415-00	LIONS COMMUNITY CENTER RESERVA	1,056.20	1,056.20	0.00	0.00	15,000.00	16,056.20
417-00	COMPENSATED ABSENCES	170,222.28	170,222.28	0.00	41,465.11	0.00	128,757.17
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	11.72	7,368.73
423-00	DR. CARY CEMETERY TRUST FUND	1,187.43	1,187.89	-29.95	29.95	1.10	1,159.04
424-00	HAMILTON LIBRARY TRUST FUND	1,730.15	1,735.02	0.00	0.00	9.63	1,744.65
425-00	KNOX LIBRARY MEMORIAL FUND	9,652.49	9,674.91	0.00	0.00	64.11	9,739.02
426-00	CLARA PIPER MEM FUND	705.18	705.46	0.00	0.00	0.66	706.12
427-00	JACK ROTH LIBRARY MEM FUND	30,515.18	30,673.00	-386.38	2,784.87	310.42	28,198.55
429-00	BARBARA BREWER FUND	5,355.97	5,366.18	0.00	74.43	20.11	5,311.86
430-00	D. COOPER MEM FUND	62,469.25	62,571.65	0.00	4,000.00	189.03	58,760.68
432-00	MARGARET SHAW LIBRARY MEMORI	12,812.83	12,828.82	0.00	0.00	32.03	12,860.85
433-00	GORDON ROBERTSON MEM FUND	11,417.03	11,427.56	0.00	0.00	21.11	11,448.67
434-00	MEMORIAL INVESTMENT	6,065.84	6,070.50	0.00	0.00	9.72	6,080.22
435-00	RODERICK LIVING TRUST	17,346.03	17,359.80	0.00	1,055.16	29.80	16,334.44
436-00	AMBULANCE REIMBURSEMENT	10,856.70	10,856.70	447.65	1,200.85	1,650.42	11,306.27
437-00	DEFERRED AMBULANCE REVENUE	578,236.08	621,584.90	0.00	0.00	0.00	621,584.90
441-00	AMBULANCE FUND BALANCE	1,005.62	1,005.62	0.00	0.00	0.00	1,005.62
447-00	EMA EQUIP RESERVE	1,991.79	1,991.79	0.00	0.00	0.00	1,991.79
448-00	NYLANDER DONATIONS	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00
457-00	HOMELAND SECURITY RESERVE	2,277.92	2,277.92	0.00	0.00	0.00	2,277.92
460-00	YARD SALE	320.55	320.55	0.00	2,596.07	1,370.00	-905.52
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

# General Ledger Summary Report

Fund(s): ALL  
July

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ----		Balance Net
				Debits	Credits	
1 - Gen Fund CONT'D						
465-00 THURSDAYS ON SWEDEN	7,406.74	7,406.74	3,420.92	5,137.25	6,000.00	8,269.49
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	2,277.41	22,201.77	21,000.00	-3,780.20
469-00 DENTAL INSURANCE	1,686.35	1,686.35	0.06	7,614.26	7,320.36	1,392.45
470-00 EYE INUSRANCE	589.55	589.55	-0.29	1,607.03	1,577.31	559.83
471-00 RC2 TIF	0.00	0.00	0.00	0.00	33,994.79	33,994.79
472-00 ANIMAL WELFARE	0.00	0.00	43.00	0.00	3,287.00	3,287.00
476-00 FLEET VEHICLE ACCOUNT	0.00	0.00	0.00	80.00	0.00	-80.00
477-00 LED STREET LIGHTS	15,558.00	15,558.00	0.00	0.00	20,000.00	35,558.00
478-00 G. HARMON MEM FUND	8,000.48	8,006.12	0.00	1,000.00	12.46	7,018.58
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	0.00	0.00	64,931.99	344,921.23
483-03 DUE TO FUND 3	397,120.23	397,120.23	6,459.19	0.00	41,641.64	438,761.87
483-04 DUE TO FUND 4	189,312.68	189,312.68	4,232.25	0.00	25,756.24	215,068.92
483-05 DUE TO FUND 5	1,983,121.64	1,984,642.06	800.00	0.00	366,706.46	2,351,348.52
484-02 DUE FROM FUND 2	-251,807.60	-253,849.48	-1,000.86	67,522.26	0.00	-321,371.74
484-03 DUE FROM FUND 3	-313,836.15	-314,098.36	-13,350.13	50,863.17	0.00	-364,961.53
484-04 DUE FROM FUND 4	-185,642.95	-185,642.95	-3,336.86	26,096.78	0.00	-211,739.73
484-05 DUE FROM FUND 5	-1,401,736.27	-1,404,234.35	-30,248.53	147,196.77	0.00	-1,551,431.12
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	2,500.00	3,037.31
492-00 RSU #39 50/50	0.00	0.00	0.00	71,087.50	71,087.50	0.00
493-00 RSU 39 COMMITMENT	-874,839.46	-874,839.46	-300,283.12	2,124,239.16	3,417,666.00	418,587.38
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	6.40	543.60	650.00	106.40
497-00 DEATH RECORDS STATE FEE	65.60	0.00	-8.80	550.40	644.80	94.40
498-00 MARRIAGE RECORDS STATE FEE	26.40	0.00	-6.40	199.60	247.60	48.00
Fund Balance	2,188,545.43	2,057,470.14	-288,827.27	20,624,977.71	22,032,735.33	3,465,227.76
500-00 EXPENDITURE CONTROL	0.00	0.00	-703,938.15	5,871,785.88	10,029,576.95	4,157,791.07
510-00 REVENUE CONTROL	0.00	0.00	415,110.88	14,678,985.83	11,753,158.38	-2,925,827.45
600-00 FUND BALANCE	2,188,545.43	2,057,470.14	0.00	74,206.00	250,000.00	2,233,264.14
2 - Snowmoible Trail Maintenance	0.00	0.00	0.00	179,593.25	179,593.25	0.00
Assets	0.00	0.00	0.00	0.00	0.00	0.00
Liabilities	-10,995.36	-9,265.86	33.36	80,826.54	130,474.46	40,382.06
365-11 TRAIL MAINTENANCE RESERVE	17,186.28	16,873.90	-967.50	15,894.55	62,952.20	63,931.55
483-01 DUE TO FUND 1	251,807.60	253,849.48	1,000.86	0.00	67,522.26	321,371.74
484-01 DUE FROM FUND 1	-279,989.24	-279,989.24	0.00	64,931.99	0.00	-344,921.23
Fund Balance	10,995.36	9,265.86	-33.36	98,766.71	49,118.79	-40,382.06
500-00 Expense Control	0.00	0.00	-33.36	53,627.71	45,339.00	-8,288.71
510-00 Revenue Control	0.00	0.00	0.00	45,000.00	3,779.79	-41,220.21
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	181,915.81	181,915.81	0.00



# General Ledger Summary Report

Fund(s): ALL  
July

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ----		Balance Net
				Debits	Credits	
3 - Housing Department CONT'D						
Assets	0.00	0.00	0.00	0.00	0.00	0.00
Liabilities	-37,329.26	-37,067.05	6,890.94	42,367.12	51,588.65	-27,845.52
409-00 HOUSING RESERVE	45,954.82	45,954.82	0.00	725.48	725.48	45,954.82
483-01 DUE TO FUND 1	313,836.15	314,098.36	13,350.13	0.00	50,863.17	364,961.53
484-01 DUE TO FUND 1	-397,120.23	-397,120.23	-6,459.19	41,641.64	0.00	-438,761.87
Fund Balance	37,329.26	37,067.05	-6,890.94	139,548.69	130,327.16	27,845.52
500-00 Expense Control	0.00	0.00	-13,350.13	50,137.69	89,006.00	38,868.31
510-00 Revenue Control	0.00	0.00	6,459.19	89,411.00	40,916.16	-48,494.84
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	102,640.02	102,640.02	0.00
Assets	0.00	0.00	0.00	0.00	0.00	0.00
Liabilities	-3,669.73	-3,669.73	-895.39	25,756.24	26,096.78	-3,329.19
483-01 DUE TO FUND 1	185,642.95	185,642.95	3,336.86	0.00	26,096.78	211,739.73
484-01 DUE FROM FUND 1	-189,312.68	-189,312.68	-4,232.25	25,756.24	0.00	-215,068.92
Fund Balance	3,669.73	3,669.73	895.39	76,883.78	76,543.24	3,329.19
500-00 Expense Control	0.00	0.00	-3,336.86	26,096.78	43,962.74	17,865.96
510-00 Revenue Control	0.00	0.00	4,232.25	50,787.00	25,393.50	-25,393.50
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	882,240.23	882,240.23	0.00
Assets	0.00	0.00	0.00	0.00	0.00	0.00
Liabilities	-120,126.28	-119,148.62	24,198.53	388,268.96	171,671.76	-335,745.82
473-00 DOWNTOWN TIF	203,344.61	203,344.61	0.00	0.00	24,474.99	227,819.60
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	-5,250.00	21,562.50	0.00	28,437.50
483-01 DUE TO FUND 1	1,401,736.27	1,404,234.35	30,248.53	0.00	147,196.77	1,551,431.12
484-01 DUE FROM FUND 1	-1,983,121.64	-1,984,642.06	-800.00	366,706.46	0.00	-2,351,348.52
Fund Balance	120,126.28	119,148.62	-24,198.53	493,971.27	710,568.47	335,745.82
500-00 Expense Control	0.00	0.00	-24,198.53	125,634.27	357,490.67	231,856.40
510-00 Revenue Control	0.00	0.00	0.00	368,337.00	341,272.80	-27,064.20
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	87,116.45	0.00	43,560,918.74	43,648,035.19	0.00

# Expense Summary Report

Fund: 1

July

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
10 - GENERAL GOVERNMENT	1,019,415.00	132,006.92	598,582.22	420,832.78	58.72
17 - HEALTH & SANITATION	250,536.00	20,659.00	144,666.08	105,869.92	57.74
18 - MUNICIPAL BUILDING	70,896.00	3,271.85	37,067.02	33,828.98	52.28
20 - GENERAL ASSISTANCE	68,362.00	3,798.75	33,006.48	35,355.52	48.28
22 - TAX ASSESSMENT	256,395.00	13,177.41	104,635.39	151,759.61	40.81
23 - CODE ENFORCEMENT	0.00	0.00	246.13	-246.13	----
25 - LIBRARY	223,304.00	17,888.10	124,857.33	98,446.67	55.91
31 - FIRE/AMBULANCE DEPARTMENT	1,964,485.00	149,426.32	1,113,404.62	851,080.38	56.68
35 - POLICE DEPARTMENT	1,509,892.00	125,599.72	882,269.65	627,622.35	58.43
38 - PROTECTION	456,476.00	62,713.08	251,621.07	204,854.93	55.12
39 - CARIBOU EMERGENCY MANAGEMENT	15,237.00	74.13	5,128.65	10,108.35	33.66
40 - PUBLIC WORKS	2,256,885.00	110,250.62	1,009,206.48	1,247,678.52	44.72
50 - RECREATION DEPARTMENT	491,316.00	44,282.74	282,942.01	208,373.99	57.59
51 - PARKS	155,360.00	13,694.54	86,002.06	69,357.94	55.36
60 - AIRPORT	37,463.00	1,817.86	61,939.54	-24,476.54	165.34
61 - CARIBOU TRAILER PARK	15,387.00	514.11	5,807.05	9,579.95	37.74
65 - CEMETERIES	6,850.00	550.00	4,871.55	1,978.45	71.12
70 - INS & RETIREMENT	109,759.00	606.91	34,403.87	75,355.13	31.34
80 - UNCLASSIFIED	50,250.00	3,606.09	19,819.73	30,430.27	39.44
85 - CAPITAL IMPROVEMENTS	741,569.00	0.00	741,569.00	0.00	100.00
Final Totals	9,699,837.00	703,938.15	5,542,045.93	4,157,791.07	57.14

**Expense Summary Report**

Fund: 2  
July

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
52 - SNOWMOIBLE TRAIL MAINTENANCE	45,139.00	33.36	53,427.71	-8,288.71	118.36
Final Totals	45,139.00	33.36	53,427.71	-8,288.71	118.36

# Expense Summary Report

Fund: 3  
July

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
24 - HOUSING	89,006.00	13,350.13	50,137.69	38,868.31	56.33
Final Totals	89,006.00	13,350.13	50,137.69	38,868.31	56.33

**Expense Summary Report**

Fund: 4  
July

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
96 - SECTION 8 - FSS PROGAM	43,600.00	3,336.86	25,734.04	17,865.96	59.02
Final Totals	43,600.00	3,336.86	25,734.04	17,865.96	59.02

## Expense Summary Report

Fund: 5

July

08/06/2018

Page 1

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
11 - ECONOMIC DEVELOPMENT	344,863.00	23,758.31	119,940.67	224,922.33	34.78
12 - CHAMBER	11,669.00	440.22	4,734.93	6,934.07	40.58
Final Totals	356,532.00	24,198.53	124,675.60	231,856.40	34.97

# Revenue Summary Report

Fund: 1

July

08/06/2018

Page 1

Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
10 - GENERAL GOVERNMENT	6,808,067.37	230,226.86	5,886,247.39	921,819.98	86.46
17 - HEALTH & SANITATION	260,848.00	0.00	0.00	260,848.00	0.00
18 - MUNICIPAL BUILDING	4,000.00	333.33	2,333.31	1,666.69	58.33
20 - GENERAL ASSISTANCE	25,700.00	3,299.85	13,229.68	12,470.32	51.48
22 - TAX ASSESSMENT	728,736.78	0.00	178.75	728,558.03	0.02
23 - CODE ENFORCEMENT	6,550.00	626.25	2,691.25	3,858.75	41.09
25 - LIBRARY	6,000.00	685.72	4,263.62	1,736.38	71.06
31 - FIRE/AMBULANCE DEPARTMENT	1,643,407.40	170,170.01	857,580.27	785,827.13	52.18
35 - POLICE DEPARTMENT	46,375.00	6,135.58	26,169.09	20,205.91	56.43
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	850.00	14,497.50	8,502.50	63.03
51 - PARKS	3,000.00	0.00	324.00	2,676.00	10.80
60 - AIRPORT	12,000.00	1,673.28	4,440.58	7,559.42	37.00
61 - CARIBOU TRAILER PARK	17,000.00	1,110.00	10,185.00	6,815.00	59.91
Final Totals	9,788,514.55	415,110.88	6,862,687.10	2,925,827.45	70.11

# Revenue Summary Report

Fund: 2  
July

Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
52 - SNOWMOBILE TRAIL MAINTENANCE	45,000.00	0.00	3,779.79	41,220.21	8.40
Final Totals	45,000.00	0.00	3,779.79	41,220.21	8.40



# Revenue Summary Report

Fund: 3  
July

Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
24 - HOUSING	89,411.00	6,459.19	40,916.16	48,494.84	45.76
Final Totals	89,411.00	6,459.19	40,916.16	48,494.84	45.76

# Revenue Summary Report

Fund: 4  
July

Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
96 - SECTION 8 - FSS PROGAM	50,787.00	4,232.25	25,393.50	25,393.50	50.00
Final Totals	50,787.00	4,232.25	25,393.50	25,393.50	50.00

# Revenue Summary Report

Fund: 5

July

Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
11 - ECONOMIC DEVELOPMENT	368,337.00	0.00	341,272.80	27,064.20	92.65
Final Totals	368,337.00	0.00	341,272.80	27,064.20	92.65

**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:**

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

**REFER TO PAGE 3 FOR FEE SCHEDULE**

**ALL QUESTIONS MUST BE ANSWERED IN FULL**

Corporation Name: <i>The Great Wall Inc / Inc Jade Palace Rest.</i>			Business Name (D/B/A) <i>The Great Wall Inc d/b/a Jade Palace Rest.</i>		
APPLICANT(S) –(Sole Proprietor) <i>Totna Wong</i>			DOB: <i>9/10/58</i>		
Address <i>41 Russ St.</i>			Physical Location: <i>30 Skyway Drive</i>		
City/Town <i>Caribou</i>			State <i>ME</i>		Zip Code <i>04736</i>
Mailing Address <i>P.O. Box 1032</i>			City/Town <i>Caribou</i>		
State <i>ME</i>		Zip Code <i>04736</i>		City/Town <i>Caribou</i>	
Telephone Number <i>2074983648</i>		Fax Number <i>2074962530</i>		Business Telephone Number <i>2074983648</i>	
Federal I.D. # <i>010382984</i>		Fax Number <i>2074962530</i>			
Email Address: Please Print			Seller Certificate #: or Sales Tax #: <i>192343</i>		
			Website:		

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

Requested inspection date: \_\_\_\_\_ Business hours: \_\_\_\_\_

- If premise is a Hotel or Bed & Breakfast, indicate number of rooms available for transient guests: \_\_\_\_\_
- State amount of gross income from period of last license: ROOMS \$ \_\_\_\_\_ FOOD \$ \_\_\_\_\_ LIQUOR \$ \_\_\_\_\_
- Is applicant a corporation, limited liability company or limited partnership? YES ☒ NO ☐  
If Yes, please complete the Corporate Information required for Business Entities who are licensees.
- Do you 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.

\_\_\_\_\_  
 License # Name of Business (Use an additional sheet(s) if necessary.)

Physical Location City / Town

5. Do you permit dancing or entertainment on the licensed premises? YES ☒ NO ☐
6. If manager is to be employed, give name: JOHN WONG
7. Business records are located at: 30 SKY WAY Drive CHAIBOU ME 04736
8. Is/are applicants(s) citizens of the United States? YES ☒ NO ☐
9. Is/are applicant(s) residents of the State of Maine? YES ☒ NO ☐
10. List name, date of birth, and place of birth for all applicants, managers, and bar managers. Give maiden name, if married  
Use a separate sheet of paper if necessary.

Name in Full (Print Clearly)	DOR	Place of Birth
JOHN WONG		CHINA

Residence address on all of the above for previous 5 years (Limit answer to city & state)

41 Russ ST., CHAIBOU ME 04736

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

Name: \_\_\_\_\_ Date of Conviction: \_\_\_\_\_

Offense: \_\_\_\_\_ Location: \_\_\_\_\_

Disposition: \_\_\_\_\_ (use additional sheet(s) if necessary)

12. Will any law enforcement official benefit financially either directly or indirectly in your license, if issued?  
Yes ☐ No ☒ If Yes, give name: \_\_\_\_\_

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

14. Does/do applicant(s) own the premises? Yes ☐ No ☒ If No give name and address of owner:  
DANIEL ROSENBERG 171 MADISON AVE RM 1005 NY, NY 10016

15. Describe in detail the premises to be licensed: (On Premise Diagram Required) 80' x 85' = 6800 SQ FOOT

16. Does/do applicant(s) have all the necessary permits required by the State Department of Human Services?  
YES ☒ NO ☐ Applied for: \_\_\_\_\_

17. What is the distance from the premises to the NEAREST school, school dormitory, church, chapel or parish house, measured from the main entrance of the premises to the main entrance of the school, school dormitory, church, chapel or parish house by the ordinary course of travel? 1/2 miles
- Which of the above is nearest? CHURCH

18. Have you received any assistance financially or otherwise (including any mortgages) from any source other than yourself in the establishment of your business? YES ☐ NO ☒
- If YES, give details: \_\_\_\_\_

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

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

Dated at: \_\_\_\_\_ on \_\_\_\_\_, 20\_\_\_\_  
Town/City, State Date

**Please sign in blue ink**

\_\_\_\_\_  
Signature of Applicant or Corporate Officer(s)

\_\_\_\_\_  
Signature of Applicant or Corporate Officer(s)

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

### FEE SCHEDULE

**FILING FEE: (must be included on all applications)..... \$ 10.00**

**Class I** Spirituous, Vinous and Malt ..... \$ 900.00  
**CLASS I:** Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Vessels; Qualified Caterers; OTB.

**Class I-A** Spirituous, Vinous and Malt, Optional Food (Hotels Only) ..... \$1,100.00  
**CLASS I-A:** Hotels only that do not serve three meals a day.

**Class II** Spirituous Only ..... \$ 550.00  
**CLASS II:** Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; and Vessels.

**Class III** Vinous Only ..... \$ 220.00  
**CLASS III:** Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Restaurants; Vessels; Pool Halls; and Bed and Breakfasts.

**Class IV** Malt Liquor Only ..... \$ 220.00  
**CLASS IV:** Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Restaurants; Taverns; Pool Halls; and Bed and Breakfasts.

**Class V** Spirituous, Vinous and Malt (Clubs without Catering, Bed & Breakfasts) ..... \$ 495.00  
**CLASS V:** Clubs without catering privileges.

**Class X** Spirituous, Vinous and Malt – Class A Lounge ..... \$2,200.00  
**CLASS X:** Class A Lounge

**Class XI** Spirituous, Vinous and Malt – Restaurant Lounge ..... \$1,500.00  
**CLASS XI:** Restaurant/Lounge; and OTB.

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

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

All fees must accompany application, make check payable to the **Treasurer, State of Maine.**

This application must be completed and signed by the Town or City and mailed to:

Bureau of Alcoholic Beverages and Lottery Operations

Division of Liquor Licensing and Enforcement

8 State House Station, Augusta, ME 04333-0008.

Payments by check subject to penalty provided by Title 28A, MRS, Section 3-B.

**TO STATE OF MAINE MUNICIPAL OFFICERS & COUNTY COMMISSIONERS:**

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

Dated at: \_\_\_\_\_, Maine \_\_\_\_\_  
City/Town (County)

On: \_\_\_\_\_  
Date

The undersigned being: ☐ Municipal Officers ☐ County Commissioners of the  
☐ City ☐ Town ☐ Plantation ☐ Unincorporated Place of: \_\_\_\_\_, Maine

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

**THIS APPROVAL EXPIRES IN 60 DAYS**

**NOTICE – SPECIAL ATTENTION**

**§653. Hearings; bureau review; appeal**

**1. Hearings.** The municipal officers or, in the case of unincorporated places, the county commissioners of the county in which the unincorporated place is located, may hold a public hearing for the consideration of applications for new on-premises licenses and applications for transfer of location of existing on-premises licenses. The municipal officers or county commissioners may hold a public hearing for the consideration of requests for renewal of licenses, except that when an applicant has held a license for the prior 5 years and a complaint has not been filed against the applicant within that time, the applicant may request a waiver of the hearing.

A. The bureau shall prepare and supply application forms. [1993, c. 730, §27 (AMD).]

B. The municipal officers or the county commissioners, as the case may be, shall provide public notice of any hearing held under this section by causing a notice, at the applicant's prepaid expense, stating the name and place of hearing, to appear on at least 3 consecutive days before the date of hearing in a daily newspaper having general circulation in the municipality where the premises are located or one week before the date of the hearing in a weekly newspaper having general circulation in the municipality where the premises are located. [1995, c. 140, §4 (AMD).]

C. If the municipal officers or the county commissioners, as the case may be, fail to take final action on an application for a new on-premises license or transfer of the location of an existing on-premises license within 60 days of the filing of an application, the application is deemed approved and ready for action by the bureau. For purposes of this paragraph, the date of filing of the application is the date the application is received by the municipal officers or county commissioners. This paragraph applies to all applications pending before municipal officers or county commissioners as of the effective date of this paragraph as well as all applications filed on or after the effective date of this paragraph. This paragraph applies to an existing on-premises license that has been extended pending renewal. The municipal officers or the county commissioners shall take final action on an on-premises license that has been extended pending renewal within 120 days of the filing of the application. [2003, c. 213 §1 (AMD).]



Division of Alcoholic Beverages and Lottery  
Operations  
Division of Liquor Licensing and Enforcement

**Corporate Information Required for  
Business Entities Who Are Licensees**

**For Office Use Only:**

License #: \_\_\_\_\_

SOS Checked: \_\_\_\_\_

100% Yes ☐ No ☐

Questions 1 to 4 must match information on file with the Maine Secretary of State's office. If you have questions regarding this information, please call the Secretary of State's office at (207) 624-7752.

Please clearly complete this form in its entirety.

- Exact legal name: The Great Wall Inc d/b/a Jade Palace Rest
- Doing Business As, if any: \_\_\_\_\_
- Date of filing with Secretary of State: June 1982 State in which you are formed: MAINE
- If not a Maine business entity, date on which you were authorized to transact business in the State of Maine:  
\_\_\_\_\_
- List the name and addresses for previous 5 years, birth dates, titles of officers, directors and list the percentage ownership: (attach additional sheets as needed)

NAME	ADDRESS (5 YEARS)	Date of Birth	TITLE	Ownership %
John Wong	41 Russ St, Auburn ME 04210	[REDACTED]	President	33 33%
Chi Hong Tsang	46 Russ St, Auburn ME 04210	[REDACTED]		33 33%
Ying Chi CHAN	904 Presque Isle Rd Auburn ME 04210	[REDACTED]	Treasurer	33 33%

(Stock ownership in non-publicly traded companies must add up to 100%.)

- If Co-Op # of members: \_\_\_\_\_ (list primary officers in the above boxes)



7. Is any principal person involved with the entity a law enforcement official?

Yes ☐ No ☒ If Yes, Name: \_\_\_\_\_ Agency: \_\_\_\_\_

8. Has any principal person involved in the entity ever been convicted of any violation of the law, other than minor traffic violations, in the United States?

Yes ☐ No ☒

9. If Yes to Question 8, please complete the following: (attached additional sheets as needed)

Name: \_\_\_\_\_

Date of Conviction: \_\_\_\_\_

Offense: \_\_\_\_\_

Location of Conviction: \_\_\_\_\_

Disposition: \_\_\_\_\_

Signature:

 7/20/2018  
\_\_\_\_\_  
Signature of Duly Authorized Person      Date

JOHN WONG  
\_\_\_\_\_  
Print Name of Duly Authorized Person

Submit Completed Forms to:

Bureau of Alcoholic Beverages  
Division of Liquor Licensing and Enforcement  
8 State House Station, Augusta, Me 04333-0008 (Regular address)  
10 Water Street, Hallowell, ME 04347 (Overnight address)  
Telephone Inquiries: (207) 624-7220 Fax: (207) 287-3434  
Email Inquiries: [MaineLiquor@Maine.gov](mailto:MaineLiquor@Maine.gov)

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

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

## ON PREMISE DIAGRAM

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

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





**Bureau of Alcoholic Beverages and Lottery  
Operations  
Division of Liquor Licensing and Enforcement**

**Application for License for  
Incorporated Civic Organization**

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

**\$50.00 Fee / \$10.00 Filing Fee - Check Payable: Treasurer, State of Maine**  
**72 Hours in Advance of Said Event or Gathering is REQUESTED**

1. Full Name of Applicant: BICYCLE COALITION OF MAINE  
(Corporate Name)

Corporate Address: 34 PREBLE STREET PORTLAND MAINE 04101  
Street Address City/Town State Zip Code

Authorized Corporate Office: BICYCLE COALITION OF MAINE

Address: 34 PREBLE STREET PORTLAND MAINE 04101  
Street Address Town/City State Zip Code

Telephone Number: (207) 623-4511 Fax: \_\_\_\_\_

Email Address (Please print): INFO@BIKEMAINE.ORG

**INFORMATION PERTAINING TO SPECIAL EVENTS OR GATHERINGS**

2. Title and Purpose of Event: BikeMaine 2018. BikeMaine was founded in 2012 and is organized by the Bicycle Coalition of Maine, an advocacy group that has led the effort to make Maine better for biking and walking since 1992. BikeMaine was founded to promote Maine as a bicycling destination and to use cycling as an economic development tool for local communities.

**Date of Event:** September 8, 2018 Time: From: 6:00PM To: 9:00PM

**Multi Day Event:** Start Date \_\_\_\_\_ End Date \_\_\_\_\_ (one per year)

Time: From: \_\_\_\_\_ AM/PM To: \_\_\_\_\_ AM/PM

Inside ☐ Outside Event (☒ attach diagram of area)

Location of Event: Sweden Street, Caribou, ME

Number of Persons Attending: 600

Name and Address of Sponsor: BICYCLE COALITION OF MAINE

Address: 34 PREBLE STREET Town/City: PORTLAND State: MAINE

Name and Address of Caterer: \_\_\_\_\_

Address: \_\_\_\_\_ Town/City: \_\_\_\_\_ State: \_\_\_\_\_

(If other than licensee): \_\_\_\_\_

(If food is to be served): \_\_\_\_ YES \_\_\_\_\_

Type of building to be occupied: \_\_ N/A \_\_\_\_\_

Area to be licensed: \_\_ SECTIONED OFF BEER GARDEN ON SWEDEN STREET \_\_\_\_\_

Payments to the Division of liquor licensing & enforcement by check subject to penalty provided by Section 3-B of Title 28A, MRS

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

Dated at: PORTLAND, MAINE on JULY 31, 2018  
Town/City, State Month/Day

This application must be signed by a duly authorized officer of the corporation executing the application and approved by the Municipal Officer or County Commissioners and filed with the Division.

BICYCLE COALITION OF MAINE  
NAME OF CORPORATION

BY: \_\_\_\_\_ JOHN WILLIAMS, EXECUTIVE DIRECTOR  
CORPORATE OFFICER'S SIGNATURE – TITLE PRINTED NAME & TITLE

If said event or gathering is located in an unincorporated place, the application must be approved by the County Commissioners of the County wherein the event or gathering is to take place and the above approval form may be changed in accordance with the fact. ***Please enclose a copy of the receipt from the County Commissioners.***

---

Submit Completed Forms To: Bureau of Alcoholic Beverages and Lottery Operations  
Division of Liquor Licensing and Enforcement  
8 State House Station, Augusta, ME 04333  
Telephone Inquiries: (207) 624-7220  
Fax Number: (207) 287-3434  
Email Inquiries: [MaineLiquor@Maine.gov](mailto:MaineLiquor@Maine.gov)

**TO STATE OF MAINE MUNICIPAL OFFICERS & COUNTY COMMISSIONERS:**

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

**STATE OF MAINE**

Dated at: \_\_\_\_\_, Maine \_\_\_\_\_ ss  
City/Town (County)

On: \_\_\_\_\_  
Date

The undersigned being: ☐ Municipal Offices ☐ County Commissioners of the

☐ City ☐ Town ☐ Plantation ☐ Unincorporated Place of: \_\_\_\_\_, Maine

Signature	Print

**For Office Use Only:**

Date Filed: \_\_\_\_\_ Date Issued: \_\_\_\_\_ Issued By: \_\_\_\_\_

☐ Approved ☐ Not Approved

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

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

### ON or OFF PREMISE DIAGRAM

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

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

SEE ATTACHED DIAGRAM

**OFFICE OF THE CLERK  
25 HIGH STREET  
CARIBOU, MAINE 04736**

TO: Caribou City Council  
FROM: Jayne R. Farrin, City Clerk  
DATE: August 1, 2018  
RE: September 6, 2018 RSU 39 Election

There are three items that need Council action prior to the September 6, 2018 RSU 39 Election.

1. Approval of Warrant and Notice of Election for the RSU 39 Election to be held September 6, 2018.
2. Approve an 8:00 a.m. opening time for the September 6, 2018 Election.
3. Appointment of Jayne R. Farrin as Election Warden and Kalen Hill as Deputy Election Warden for the September 6, 2018 Election.

**WARRANT AND NOTICE OF ELECTION  
TO CALL REGIONAL SCHOOL UNIT NO. 39 REFERENDUM  
(20-A M.R.S. §§ 1501-04)**

TO: Laurie Chapman, a resident of Regional School Unit No. 39, composed of the City of Caribou and the Towns of Limestone and Stockholm, State of Maine.

In the name of the State of Maine, you are hereby ordered to serve upon the municipal clerks of each of the municipalities within Regional School Unit No. 39, namely, the City of Caribou and the Towns of Limestone and Stockholm, an attested copy of this warrant and notice of election. Service shall be in hand within three (3) days of the date of this warrant and notice of election. The municipal clerks of the above municipalities shall immediately notify the respective municipal officers. The municipal officers shall meet forthwith and countersign this warrant and notice of election. The municipal officers shall provide below for the respective municipal clerks to post or have posted this warrant and notice of election.

**CITY OF CARIBOU  
REGIONAL SCHOOL UNIT NO. 39 REFERENDUM  
WARRANT AND NOTICE OF ELECTION**

Aroostook County, ss.

State of Maine

TO: Jayne Farrin, City Clerk of the City of Caribou: You are hereby required in the name of the State of Maine to notify the voters of this municipality of the election described in this warrant and notice of election.

TO THE VOTERS OF THE CITY OF CARIBOU: You are hereby notified that a Regional School Unit No. 39 referendum election will be held at Caribou Wellness Center, 55 Bennett Drive in the City of Caribou at 8:00 A.M. on Thursday, September 6, 2018 for the purpose of determining the following article:

**Article 1:** Do you favor authorizing the School Board of Regional School Unit No. 39 (the "RSU") to fund the unanticipated costs for the new elementary school project located in the City of Caribou and approved by the RSU voters on February 7, 2017 (the "Project"), by (i) issuing supplemental bonds or notes in the name of the RSU for school construction project purposes in an amount not to exceed \$4,840,722 (the "Supplemental Bonds") in addition to the bonds previously authorized for the Project (the "Original Bonds"); and (ii) accepting a donation of up to \$25,000 for costs of the Project gym floor?

The following Project information is provided as part of this Article 1:

- A. Project Funding Sources if this Article is Approved. On February 7, 2017, the voters authorized the school board to issue up to \$48,142,535 in Original Bonds for the Project, consisting of up to \$45,640,112 in "State/Local" bonds that qualify for state debt service subsidy purposes and \$2,502,423 in "Local Only" bonds with no state debt service subsidy. On that date the voters also authorized the school board to accept gifts to reduce the amount of Local Only bonds issued or to retire those bonds. Construction bids for the Project came in higher than estimated. In response, the State has provided revised concept approval to include these unexpected Project costs. The additional Project funding sources if this Article is approved consist of authorization of an additional \$4,840,722 in "State/Local" bonds that qualify for state debt service subsidy purposes and a \$25,000 local donation for the Project gym floor.




- B. Description of Site. The Project shall be located on an approximately 17.4 acre site in Caribou, as approved by the voters on February 7, 2017.
- C. Additional Operating Costs. The RSU estimates annual net savings of \$697,388.94 in operating costs attributable to the Project in each of the first two years.
- D. Responsibility for Bond Payments. The RSU is responsible for the local share of annual principal and interest payments for the Project included in the total cost of education appropriated pursuant to section 15690, subsection 1, if any, and for the annual principal and interest payments for the non-state-funded portion of this Project.

The polls must open at 8:00 A.M. and close at 8:00 P.M.


The Registrar of Voters will hold office hours while the polls are open to correct any error in or change a name or address on the voting list, to accept the registration of any person eligible to vote, and to accept new enrollments.

A person who is not registered as a voter may not vote in any election.

Given under our hand this day, August 1, 2018 at Caribou, Maine.

  
Michelle Albert

  
Clifford Rhome

  
Jan Tompkins

Betheny Anderson


  
Tanya Sleeper

  
Ron Willey

Stockholm Representative

A majority of the School Board of Regional School Unit No. 39

A true copy of the Warrant and Notice of Election, attest:

  
Laurie Chapman  
Resident of  
Regional School Unit No. 39

Countersigned this \_\_\_\_\_ day of \_\_\_\_\_, 2018 at City of Caribou, Maine.

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

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

A majority of the municipal officers of the City of Caribou

A true copy of the Warrant and Notice of Election, attest:

\_\_\_\_\_  
Jayne Farrin, Municipal Clerk  
City of Caribou

## NOTICE OF PUBLIC HEARING

TO: Laurie Chapman, a resident of Regional School Unit No. 39: In the name of the State of Maine you are hereby required to notify the voters of the City of Caribou of the Public Hearing described in this Notice of Public Hearing.

**TO THE VOTERS OF THE CITY OF CARIBOU:** Take notice that the School Board of Regional School Unit No. 39 shall conduct a Public Hearing in accordance with the following schedule:

DATE	TIME	LOCATION OF PUBLIC HEARING
August 16, 2018	6:00 p.m.	Caribou Performing Arts Center, 308 Sweden Street, Caribou

The Public Hearing shall be conducted on the following article which will be the subject of a referendum vote on September 6, 2018.

**Article 1:** Do you favor authorizing the School Board of Regional School Unit No. 39 (the "RSU") to fund the unanticipated costs for the new elementary school project located in the City of Caribou and approved by the RSU voters on February 7, 2017 (the "Project"), by (i) issuing supplemental bonds or notes in the name of the RSU for school construction project purposes in an amount not to exceed \$4,840,722 (the "Supplemental Bonds") in addition to the bonds previously authorized for the Project (the "Original Bonds"); and (ii) accepting a donation of up to \$25,000 for costs of the Project gym floor?

The following Project information is provided as part of this Article 1:

- A. Project Funding Sources if this Article is Approved. On February 7, 2017, the voters authorized the school board to issue up to \$48,142,535 in Original Bonds for the Project, consisting of up to \$45,640,112 in "State/Local" bonds that qualify for state debt service subsidy purposes and \$2,502,423 in "Local Only" bonds with no state debt service subsidy. On that date the voters also authorized the school board to accept gifts to reduce the amount of Local Only bonds issued or to retire those bonds. Construction bids for the Project came in higher than estimated. In response, the State has provided revised concept approval to include these unexpected Project costs. The additional Project funding sources if this Article is approved consist of authorization of an additional \$4,840,722 in "State/Local" bonds that qualify for state debt service subsidy purposes and a \$25,000 local donation for the Project gym floor.
- B. Description of Site. The Project shall be located on an approximately 17.4 acre site in Caribou, as approved by the voters on February 7, 2017.
- C. Additional Operating Costs. The RSU estimates annual net savings of \$697,388.94 in operating costs attributable to the Project in each of the first two years.
- D. Responsibility for Bond Payments. The RSU is responsible for the local share of annual principal and interest payments for the Project included in the total cost of education appropriated pursuant to section 15690, subsection 1, if any, and for the annual principal and interest payments for the non-state-funded portion of this Project.

Signed and dated at Caribou, Maine, on August 1, 2018.

Michelle Albert

Michelle Albert

Clifford Rhome

Clifford Rhome

Jan Tompkins

Jan Tompkins

Betheny Anderson

Tanya Sleeper

Tanya Sleeper

Ron Willey

Ron Willey

Stockholm Representative

A majority of the School Board of Regional School Unit No. 39

A true copy of the Notice of Public  
Hearing, attest:

Laurie Chapman

Laurie Chapman, Resident of  
Regional School Unit No. 39

RETURN

Aroostook County, ss.

State of Maine

TO: The School Board of Regional School Unit No. 39

I certify that I have notified the voters of the City of Caribou of the time and place of the within  
described public hearing by posting an attested copy of said notice as follows:

<u>DATE</u>	<u>TIME</u>	<u>LOCATION OF POSTING</u>
<u>8-2-18</u>	<u>2:00</u>	<u>Caribou City Office</u>
<u>8-2-18</u>	<u>2:05</u>	<u>Caribou Public Library</u>
<u>8-2-18</u>	<u>2:10</u>	<u>Caribou Rec Ctr.</u>
<u>8-2-18</u>	<u>2:15</u>	<u>RSU 39 Supt. Office</u>

being public and conspicuous places in said City and being at least seven days prior to the  
hearing.

Dated: August 2, 2018

Laurie Chapman

Laurie Chapman Resident of  
Regional School Unit No. 39



## **MEMO**

**TO:** Caribou City Council Members  
**FROM:** Dennis Marker, City Manager  
**RE:** Aroostook County Genealogical Society Agreement  
**DATE:** August 3, 2018

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### **DISCUSSION AND POSSIBLE ACTION ITEM**

#### **Background**

The Aroostook County Genealogical Society (ACGS) currently houses several books, documents, magazines, and other materials containing historic information in the basement of the Library. These materials are used frequently by library patrons who research their ancestors or information about historic figures in the community. These materials and artifacts are owned by ACGS and cared for by its members.

#### **The Request**

It is proposed that a formal agreement be made between Caribou City and the ACGS to address liabilities and responsibilities for the storage of ACGS materials at the library. The attached agreement was drafted by staff and reviewed by City legal counsel.

#### **Staff Recommendations**

Staff recommends the Council approve the following agreement with the ACGS and authorize the City Manager to execute the same.

**Agreement Regarding Housing of  
Aroostook County Genealogical Society Research Materials  
At the Caribou Public Library**

**THIS AGREEMENT** by and between the **Aroostook County Genealogical Society** (herein “ACGS”) and the **City of Caribou**, a body corporate and politic with a mailing address of 25 High Street, Caribou, ME 04736 (herein “City”):

WITNESSETH THAT:

ACGS has records and documents, including, but not limited to books, journals, papers, photographs and film products (hereafter the “Materials”) relating to genealogy of Aroostook County residents;

ACGS has requested that the Materials be stored in the Caribou Public Library;

- The City has determined that one of the purposes of the Caribou Public Library, located at 30 High Street (hereafter “Library”) is to provide a collection of resources for research, cultural and historic preservation, enjoyment and general knowledge and finds that the Materials owned by ACGS can positively contribute to the City’s library collection and purposes.
- The City agrees, for the annual cost of one dollar (\$1) and other good and valuable consideration, to provide ACGS with space in the Library for storage of the ACGS Materials.
- ACGS acknowledges that the City is not guaranteeing the suitability of the Library or the provided space for housing or storage of ACGS Materials. The City will not provide maintenance or care for any Materials nor provide theft protection beyond that customary to the Library as a whole.
- ACGS hereby releases and waives all claims or damages it may have in the future against the City of Caribou, its employees, volunteers and/or the City Council for any loss, damage or expense which may be incurred as a result of storage of the Materials at the Caribou Public Library, whether seen or unforeseen.
- ACGS further agrees to defend, indemnify and hold harmless the City, including the Caribou Public Library and its Trustees, the City Council, and employees and/or volunteers of the City, individually and collectively, from and against all costs, losses, claims, demands, suits, actions, payments and judgments, including legal and attorney fees, arising from property damage or theft of ACGS Materials, however caused, brought or recovered against the City, that may arise for any reason from or related to the storage of the Materials at the Caribou Public Library.
- ACGS has sole responsibility for replacing any Materials that may be damaged, lost or alleged to be damaged or lost while housed at the Library. This shall include having sufficient insurance for Materials to be housed at the Library. ACGS shall list the City as an additional insured on any insurance policy it obtains for purposes of this agreement and provide a copy of such policy to the City.

*Signature Page Follows*

DATED: \_\_\_\_\_, 2018

Aroostook County Genealogical Society

By \_\_\_\_\_

\_\_\_\_\_  
Witness

City of Caribou

By \_\_\_\_\_

\_\_\_\_\_  
Attested By:

Jayne Farrin, City Clerk

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



**MEMO**

**TO:** Caribou City Council Members  
**FROM:** Dennis Marker, City Manager  
**RE:** Purchase of Properties at 153 River Road and 163 River Road  
**DATE:** August 1, 2018

---

**DISCUSSION AND POSSIBLE ACTION ITEM**

**Background**

The purpose for pursuing these properties is to alleviate potential hazards to the current property owners due to failure of the river road. The following purchase agreements have been drafted based on standard real estate practice and terms negotiated with the related property owners.

**Staff Recommendations**

Staff recommends the Council approve these real estate purchase agreements and authorize the City Manager to execute the same as well as conduct the appropriate due diligence and closing processes for the properties indicated.

## PURCHASE AND SALE AGREEMENT

***THIS AGREEMENT*** by and between **Sandra Theriault** whose mailing address is 14 Bowles Road, Apt 23 (herein "Seller") and the **City of Caribou**, a body corporate and politic with a mailing address of 25 High Street, Caribou, ME 04736 (herein "Buyer"):

### WITNESSETH THAT:

1. Seller agrees to sell and Buyer agrees to buy, the following real estate:

A certain parcel of land together with the buildings and improvements thereon situated at 153 River Road, Caribou, ME as described in a Warranty Deed from Richard E. Theriault to Sandra R. Theriault which was recorded at the Southern Aroostook Registry of Deeds on July 7, 2018 on Book 5796 Page 95, also being the same premises conveyed to Richard E Theriault and Sandra R. Theriault, as Joint Tenants, by Warranty Deed of David G. Yeager and Kelly D. Yeager dated October 18, 1989 and recorded at the Southern Aroostook Registry of Deeds in Volume 224, Page 44 a copy of which is attached hereto.

2. The purchase price is **Twenty-Five Thousand Dollars (\$25,000)**. The amount due hereunder shall be paid as follows: (a) the amount of \$0 is due upon the execution of this Agreement which sum shall be held by Seller's attorney in the attorney's trust account and applied towards the purchase price; (b) the remaining balance in the amount of \$25,000 shall be due and payable at the closing specified herein by the Buyer by certified check, cashier's check, bank money order or wire transfer.

3. The real estate shall be conveyed by Warranty Deed and shall convey good and merchantable title free and clear of all encumbrances except for standard utility easements and deed restrictions, if any, that do not adversely affect the use of the property as a residence.

4. Until the delivery of the Deed from Seller to Buyer, risk of loss or damage to the real estate by fire or otherwise shall be on the Seller. In the event that the property shall become destroyed by fire or other Act of God, this Agreement shall be null and void.

5. The closing shall take place on or before September 28, 2018 at the law offices of Solman & Hunter, P.A., Caribou, ME or such other place as designated by the Buyer. The premises conveyed hereunder shall be delivered to Buyer at closing in the same condition as the date of this Agreement, reasonable wear and tear excepted. The house will be 'broom clean' as of the date of closing and Buyer shall have the right to conduct a walk-through inspection prior to the closing to determine the condition of the premises. At the time of closing Seller shall deliver the deed to Buyer and Buyer shall pay the consideration due to Seller. Buyer shall be



entitled to possession of the premises at the time of closing but may enter prior to closing to conduct inspections and tests.

6. Real estate taxes assessed by the City of Caribou for the current tax year shall be prorated as of the date of closing based on the City's fiscal year.

Water and sewer will be prorated as of the date of closing.

Fuel in the tank at the time of the closing shall be prorated at closing based on the cash price on that date.

7. If the Buyer fails to perform hereunder, and the Seller is ready, willing and able to perform, the Seller may exercise any remedy available under Maine law, legal or equitable, including the right to seek specific performance.

8. If Seller fails to perform hereunder, and the Buyer is ready, willing and able to perform, the Buyer may exercise any remedy available under Maine law, legal or equitable, including the right to seek specific performance.

9. It is expressly understood and agreed that *time is of the essence* in respect to this Agreement and time frames contained here, and that this Agreement shall inure to the benefit of and be binding upon the parties hereto and their respective heirs and assigns.

10. If Seller shall be unable to give title as herein stipulated, then Seller shall use reasonable efforts to remove any defects in title. If such defects are not cured within a reasonable time (not to exceed thirty days), then the Buyer may at Buyer's option: ( a) terminate this Agreement in which case all obligations of all parties shall cease and this Agreement shall be void without recourse to the parties; or (b) accept such title as Seller can deliver and to pay the purchase price without deduction.

11. Buyer acknowledges that Buyer has not been influenced to enter into this transaction nor has Buyer relied upon any warranties or representations not set forth in this Agreement. **It is specifically understood that this property is being sold "as is" without warranties of any kind, except for warranties of title.**

12. This Agreement may not be modified, waived or amended except in a writing signed by all parties hereto. The parties acknowledge that this Agreement contains the entire Agreement of the parties.

13. The net proceeds payable to Seller as a result of this sale shall be disbursed to Seller upon the recording of the deed to Buyer.

14. Seller will be responsible for the cost of one half of the Maine transfer tax, all costs to clear title and Seller's attorney fees. Seller also agrees to provide an up to date abstract of title prepared in accordance with the Maine Standards of Title or a title insurance policy issued within the last ten years.

Buyer will be responsible for the cost of the preparation of the deed, transfer tax declaration, all costs associated with Buyer's financing, one-half of the Maine Transfer Tax, title examination fees, title insurance and closing fees.

15. Buyer's obligation to perform hereunder is also subject to the following inspections being satisfactory to Buyer: *(Please complete below)*

	TYPE OF INSPECTION	YES	NO	
a.	General Building	<u>  x  </u>	<u>      </u>	within <u>  30  </u> days
b.	Sewage Disposal/Septic System	<u>  x  </u>	<u>      </u>	within <u>  30  </u> days
c.	Urea Formaldehyde	<u>      </u>	<u>  x  </u>	within <u>      </u> days
d.	Radon Air Quality	<u>      </u>	<u>  x  </u>	within <u>      </u> days
e.	Asbestos	<u>  x  </u>	<u>      </u>	within <u>  30  </u> days
f.	Radon Water Quality	<u>      </u>	<u>  x  </u>	within <u>      </u> days
g.	Lead Paint	<u>  x  </u>	<u>      </u>	within <u>  30  </u> days
h.	General Environmental	<u>  x  </u>	<u>      </u>	within <u>  30  </u> days
i.	Soil "Perk" Test	<u>      </u>	<u>  x  </u>	within <u>      </u> days
j.	Home Inspection	<u>      </u>	<u>  x  </u>	within <u>      </u> days
k.	Water Test	<u>      </u>	<u>  x  </u>	within <u>      </u> days
l.	Chimney Inspection	<u>      </u>	<u>  x  </u>	within <u>      </u> days

All inspections will be done by inspectors chosen and paid for by the Buyer. If the result of any inspection is unsatisfactory to the Buyer, Buyer may, by notifying the Seller in writing within the specified number of days, declare this Contract null and void. If the Buyer does not notify the Seller that an inspection is unsatisfactory within the time period set forth above, this contingency shall be deemed to have been waived by the Buyer with respect to that inspection. In the absence of the inspections listed above, the Buyer is relying completely upon Buyer's own opinion as to the condition of the Property.

16. This Contract completely expresses the obligations of the parties, and this Contract is entered into by each party after opportunity for investigation, no party relying on any

statements or representations not contained or referred to in this Contract made by any other party or on any other party's behalf.

17. Buyer's obligation to purchase hereunder is contingent upon the following: None.

18. To enable Seller to make conveyance as herein provided, Seller may at the time of the delivery of the deed, use the purchase money or any portion thereof to clear the title of any or all encumbrances or interests. All funds necessary to satisfy all encumbrances shall be collected from Seller at closing by the closing attorney. All instruments discharging or releasing any liens may be recorded after the closing.

19. Seller and Buyer each warrant to the other that no brokers have been employed with respect to this transaction and each agrees to indemnify and hold the other harmless from any claim by any broker claiming compensation in respect of this transaction, alleging an agreement with Seller or Buyer as the case may be.

20. Seller also agrees to execute and deliver at closing the following additional documents: (a) customary affidavits as the title insurance company issuing the title insurance policy on the Premises shall require in order to issue such policy; (b) non-foreign affidavit in form acceptable to Buyer to relieve the Buyer of any obligation to deduct and withhold any portion of the purchase price pursuant to Section 1445 of the Internal Revenue Code; (c) an affidavit as to the existence of underground petroleum tanks and the function of any subsurface waste water disposal system as required by law and (d) such forms as are reasonably required by Buyer's lender in order to obtain financing.

[Signature Page Follows]

**IN WITNESS WHEREOF**, the SELLER and BUYER hereunto set their hands and seals this \_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
WITNESS

\_\_\_\_\_  
- Seller

City of Caribou - Buyer

\_\_\_\_\_  
WITNESS

By \_\_\_\_\_  
Dennis Marker, City Manager

State of Maine  
Aroostook

\_\_\_\_\_, 2018

Personally appeared the above named \_\_\_\_\_,  
\_\_\_\_\_, and Dennis Marker and acknowledged the  
forgoing instrument to be their free act and deed.

Sworn to before me, \_\_\_\_\_  
Jayne R. Farrin

Commission Expires: April 11, 2021

WARRANTY DEED

**RICHARD E. THERIAULT**, of Caribou, in the County of Aroostook and State of Maine,  
whose mailing address is 14 Bowles Road, Apartment 23, Caribou, Maine 04736, for

consideration paid, grants to **SANDRA R. THERIAULT**, of Caribou, in the County of  
Aroostook and State of Maine, whose mailing address is 14 Bowles Road, Apartment 23,

Caribou, Maine 04736, with **WARRANTY COVENANTS**, the land in Caribou, Aroostook  
County, Maine, as follows:

A certain lot or parcel of land with buildings thereon situate in Caribou, County of Aroostook  
and State of Maine, to wit:

Lot numbered Five (5) in the Town of Caribou formerly "H" Township, containing  
approximately one-fourth (1/4) of an acre, and bounded as follows: on the north by land now  
or formerly of William Davis; on the east by the Canadian Pacific Railroad; on the south by lot  
line; and on the west by the Fort Fairfield Road.

Being the same premises conveyed to David G. Yeager and Kelly D. Yeager, by Warranty  
Deed, Joint Tenancy, of Margaret M. Saunders dated February 4, 1987 and recorded at the  
Southern Aroostook Registry of Deeds in Vol. 1973, Page 46.

BEING THE SAME premises conveyed to RICHARD E. THERIAULT and SANDRA R.  
THERIAULT, as Joint Tenants, by Warranty Deed of DAVID G. YEAGER and KELLY D.  
YEAGER dated October 18, 1989 and recorded at the Southern Aroostook Registry of Deeds  
in Volume 2224, Page 44.

Witness my hand this 9<sup>th</sup> day of July, 2018.

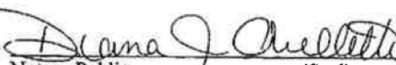
  
Richard E. Theriault

STATE OF MAINE  
AROOSTOOK, SS.

July 9, 2018

Personally appeared the above-named RICHARD E. THERIAULT and acknowledged  
the foregoing instrument to be his free act and deed.

Before me,

  
Notary Public (Seal)

Diana J. Ouellette  
Notary Public, State of Maine  
My Commission Expires  
April 3, 2019

Printed Name // My Commission Expires

NOT  
AN  
OFFICIAL  
COPY

NOT  
AN  
OFFICIAL  
WARRANTY DEED COPY

013438

DAVID G. YEAGER and KELLY D. YEAGER, husband and wife, both of Caribou, in the County of Aroostook and State of Maine, for consideration paid, grant to RICHARD E. THERIAULT and SANDRA R. THERIAULT, husband and wife, both of Caribou, in the County of Aroostook and State of Maine, with WARRANTY COVENANTS, as JOINT TENANTS, the land in Caribou, Aroostook County, Maine, as follows:

A certain lot or parcel of land with buildings thereon situate in Caribou, County of Aroostook and State of Maine, to wit:

Lot numbered Five (5) in the Town of Caribou formerly "H" Township, containing approximately one-fourth (1/4) of an acre, and bounded as follows: on the north by land now or formerly of William Davis; on the east by the Canadian Pacific Railroad; on the south by lot line; and on the west by the Fort Fairfield Road.

Being the same premises conveyed to us, DAVID G. YEAGER and KELLY D. YEAGER, by Warranty Deed, Joint Tenancy, of MARGARET M. SAUNDERS dated February 4, 1987, and recorded at the Southern Aroostook Registry of Deeds in Vol. 1973, Page 46.

DAVID G. YEAGER and KELLY D. YEAGER, husband and wife, both release all rights in the premises being conveyed.

WITNESS OUR hands and seals this Eighteenth day of October, 1989.

Maine Real Estate Transfer Tax Law

David G. Yeager

Kelly D. Yeager

STATE OF MAINE  
AROOSTOOK, SS.

October 19, 1989

Personally appeared the above-named DAVID G. YEAGER and KELLY D. YEAGER and acknowledged the foregoing instrument by them signed to be their free act and deed.

Before me,

Hugh S. Kirkpatrick  
Attorney at Law

AROOSTOOK, ss. Received October 24, 1989 at 12h 27m P.M.

HUGH S. KIRKPATRICK  
ATTORNEY AT LAW  
CARIBOU, MAINE

## PURCHASE AND SALE AGREEMENT

***THIS AGREEMENT*** by and between **Toni G. Fournier** whose mailing address is PO Box 25, Caribou, ME 04736 (herein "Seller") and the **City of Caribou**, a body corporate and politic with a mailing address of 25 High Street, Caribou, ME 04736 (herein "Buyer"):

### **WITNESSETH THAT:**

1. Seller agrees to sell and Buyer agrees to buy, the following real estate:

A certain parcel of land together with the buildings and improvements thereon situated at 163 River Road, Caribou, ME as described in a Warranty Deed dated June 16, 1987 and recorded at the Southern Aroostook Registry of Deeds in Book 2012 page 65, from Gary Ellis to William L Fournier and Toni G Fournier, husband and wife, being the same premises as described in a Executor's and Trustee's Deed from Donna L. Bennett, executrix of the Estate of Fred N. Ellis, Sr. to Gary Ellis dated December 11, 1981 and recorded at the Southern Aroostook Registry of Deeds in Volume 1571, Page 8, a copy of which is attached hereto.

2. The purchase price is **Sixty-One-Thousand Dollars (\$61,000)**. The amount due hereunder shall be paid as follows: (a) the amount of \$0 is due upon the execution of this Agreement which sum shall be held by Seller's attorney in the attorney's trust account and applied towards the purchase price; (b) the remaining balance in the amount of \$61,000 shall be due and payable at the closing specified herein by the Buyer by certified check, cashier's check, bank money order or wire transfer.

3. The real estate shall be conveyed by Warranty Deed and shall convey good and merchantable title free and clear of all encumbrances except for standard utility easements and deed restrictions, if any, that do not adversely affect the use of the property as a residence.

4. Until the delivery of the Deed from Seller to Buyer, risk of loss or damage to the real estate by fire or otherwise shall be on the Seller. In the event that the property shall become destroyed by fire or other Act of God, this Agreement shall be null and void.

5. The closing shall take place on or before September 28, 2018 at the law offices of Solman & Hunter, P.A., Caribou, ME or such other place as designated by the Buyer. The premises conveyed hereunder shall be delivered to Buyer at closing in the same condition as the date of this Agreement, reasonable wear and tear excepted. The house will be 'broom clean' as of the date of closing and Buyer shall have the right to conduct a walk-through inspection prior

to the closing to determine the condition of the premises. At the time of closing Seller shall deliver the deed to Buyer and Buyer shall pay the consideration due to Seller. Buyer shall be entitled to possession of the premises at the time of closing, but may enter prior to closing to conduct inspections and tests.

6. Real estate taxes assessed by the City of Caribou for the current tax year shall be prorated as of the date of closing based on the City's fiscal year.

Water and sewer will be prorated as of the date of closing.

Fuel in the tank at the time of the closing shall be prorated at closing based on the cash price on that date.

7. If the Buyer fails to perform hereunder, and the Seller is ready, willing and able to perform, the Seller may exercise any remedy available under Maine law, legal or equitable, including the right to seek specific performance.

8. If Seller fails to perform hereunder, and the Buyer is ready, willing and able to perform, the Buyer may exercise any remedy available under Maine law, legal or equitable, including the right to seek specific performance.

9. It is expressly understood and agreed that *time is of the essence* in respect to this Agreement and time frames contained here, and that this Agreement shall inure to the benefit of and be binding upon the parties hereto and their respective heirs and assigns.

10. If Seller shall be unable to give title as herein stipulated, then Seller shall use reasonable efforts to remove any defects in title. If such defects are not cured within a reasonable time (not to exceed thirty days), then the Buyer may at Buyer's option: ( a) terminate this Agreement in which case all obligations of all parties shall cease and this Agreement shall be void without recourse to the parties; or (b) accept such title as Seller can deliver and to pay the purchase price without deduction.

11. Buyer acknowledges that Buyer has not been influenced to enter into this transaction nor has Buyer relied upon any warranties or representations not set forth in this Agreement. **It is specifically understood that this property is being sold "as is" without warranties of any kind, except for warranties of title.**

12. This Agreement may not be modified, waived or amended except in a writing signed by all parties hereto. The parties acknowledge that this Agreement contains the entire Agreement of the parties.



13. The net proceeds payable to Seller as a result of this sale shall be disbursed to Seller upon the recording of the deed to Buyer.

14. Seller will be responsible for the cost of one half of the Maine transfer tax, all costs to clear title and Seller's attorney fees. Seller also agrees to provide an up to date abstract of title prepared in accordance with the Maine Standards of Title or a title insurance policy issued within the last ten years.

Buyer will be responsible for the cost of the preparation of the deed, transfer tax declaration, all costs associated with Buyer's financing, one-half of the Maine Transfer Tax, title examination fees, title insurance and closing fees.

15. Buyer's obligation to perform hereunder is also subject to the following inspections being satisfactory to Buyer: *(Please complete below)*

	<b>TYPE OF INSPECTION</b>	<b>YES</b>	<b>NO</b>	
a.	General Building	<u>  x  </u>	<u>      </u>	within_30_ days
b.	Sewage Disposal/Septic System	<u>  x  </u>	<u>      </u>	within_30_ days
c.	Urea Formaldehyde	<u>      </u>	<u>  x  </u>	within____ days
d.	Radon Air Quality	<u>      </u>	<u>  x  </u>	within____ days
e.	Asbestos	<u>  x  </u>	<u>      </u>	within_30_ days
f.	Radon Water Quality	<u>      </u>	<u>  x  </u>	within____ days
g.	Lead Paint	<u>  x  </u>	<u>      </u>	within_30_ days
h.	General Environmental	<u>  x  </u>	<u>      </u>	within_30_ days
i.	Soil "Perk" Test	<u>      </u>	<u>  x  </u>	within____ days
j.	Home Inspection	<u>      </u>	<u>  x  </u>	within____ days
k.	Water Test	<u>      </u>	<u>  x  </u>	within____ days
l.	Chimney Inspection	<u>      </u>	<u>  x  </u>	within ____ days

All inspections will be done by inspectors chosen and paid for by the Buyer. If the result of any inspection is unsatisfactory to the Buyer, Buyer may, by notifying the Seller in writing within the specified number of days, declare this Contract null and void. If the Buyer does not notify the Seller that an inspection is unsatisfactory within the time period set forth above, this contingency shall be deemed to have been waived by the Buyer with respect to that inspection. In the absence of the inspections listed above, the Buyer is relying completely upon Buyer's own opinion as to the condition of the Property.

16. This Contract completely expresses the obligations of the parties, and this Contract is entered into by each party after opportunity for investigation, no party relying on any statements or representations not contained or referred to in this Contract made by any other party or on any other party's behalf.

17. Buyer's obligation to purchase hereunder is contingent upon the following:  
a. No contingencies.

18. To enable Seller to make conveyance as herein provided, Seller may at the time of the delivery of the deed, use the purchase money or any portion thereof to clear the title of any or all encumbrances or interests. All funds necessary to satisfy all encumbrances shall be collected from Seller at closing by the closing attorney. All instruments discharging or releasing any liens may be recorded after the closing.

19. Seller and Buyer each warrant to the other that no brokers have been employed with respect to this transaction and each agrees to indemnify and hold the other harmless from any claim by any broker claiming compensation in respect of this transaction, alleging an agreement with Seller or Buyer as the case may be.

20. Seller also agrees to execute and deliver at closing the following additional documents: (a) customary affidavits as the title insurance company issuing the title insurance policy on the Premises shall require in order to issue such policy; (b) non-foreign affidavit in form acceptable to Buyer to relieve the Buyer of any obligation to deduct and withhold any portion of the purchase price pursuant to Section 1445 of the Internal Revenue Code; (c) an affidavit as to the existence of underground petroleum tanks and the function of any subsurface waste water disposal system as required by law and (d) such forms as are reasonably required by Buyer's lender in order to obtain financing.

[Signature Page Follows]

**IN WITNESS WHEREOF**, the SELLER and BUYER hereunto set their hands and seals this \_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
WITNESS

\_\_\_\_\_  
- Seller

\_\_\_\_\_  
WITNESS

\_\_\_\_\_  
- Seller

City of Caribou - Buyer

\_\_\_\_\_  
WITNESS

By \_\_\_\_\_  
Dennis Marker, City Manager

State of Maine  
Aroostook

\_\_\_\_\_, 2018

Personally appeared the above named \_\_\_\_\_,

\_\_\_\_\_, and Dennis Marker and acknowledged the

forgoing instrument to be their free act and deed.

Sworn to before me, \_\_\_\_\_

Jayne R. Farrin

Commission Expires: April 11, 2021

I, GARY ELLIS, of Bristol, County of Hartford, State of Connecticut

010434

(being unmarried) for consideration paid,

grant to WILLIAM L. FOURNIER AND TONI G. FOURNIER, husband and wife, both

of 12 Hillcrest Avenue, Caribou, Aroostook County and State of Maine  
with warranty covenants, as joint tenants, the land in Caribou, Aroostook County and State of Maine

N O T

N O T

The following described parcel of land with the buildings thereon, being part of Lot Numbered Five (5) in that part of said Caribou formerly "H" Township, to wit:

Commencing at an iron pipe on the easterly side of the Highway crossing the westerly side of said Lot in a general North and South direction, said iron pipe marking the northwest corner of land now owned or occupied by Herman Bubar; thence northerly along the easterly side of said Highway, One Hundred Twenty-five (125) Feet to an iron pipe;

Thence easterly parallel with the North line of said Herman Bubar Lot to the West line of land of the Canadian Pacific Railway Company; thence southerly along the West line of said Canadian Pacific Railway Lot; thence westerly to the northeast corner of said Herman Bubar Lot; thence westerly along the North line of the Herman Bubar Lot to the northwest corner thereof and place of beginning.

Being the same premises as described in a Executor's and Trustee's Deed from Donna L. Bennett, executrix of the Estate of Fred N. Ellis, Sr. to Gary Ellis dated December 11, 1981 and recorded at the Southern Arrostook Registry of Deeds in Volume 1571, Page 8.

**Maine Real Estate Transfer Tax Paid**

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

Witness my hand and seal this

16<sup>th</sup> day of June 1987

*Handwritten:* Gary Ellis 6/16/22  
Gary Ellis

The State of Maine ARROSTOOK

Then personally appeared the above named Gary Ellis

and acknowledged the foregoing instrument to be

his free act and deed.

Before me,

~~Justice of the Peace - Attorney at Law~~ Notary Public  
JULIOTH L. GALIN

12508 Warranty Deed - Joint Tenancy - Short Form

AROOSTOOK ss Received: August 5, 1987 at 2h 2m P. M.

BK1571 PG 8

(184)

EXECUTOR'S AND TRUSTEE'S DEED.

(WHEN THE WILL AUTHORIZES A SALE.)

**Know all Men by these Presents,**

NOT  
 That At, Donna L. Bennett  
 OFFICIAL COPY  
 of Caribou in the county of Aroostook  
 NOT  
 sole acting executor executrix of the last will and testament  
 of Fred N. Ellis SL OFFICIAL COPY  
 deceased, testate, by virtue of the authority to me given by  
 the said Fred N. Ellis in his last will and  
 testament, in her capacity of executor executrix as afore-  
 said, and in consideration of One Dollar and Other Good and Valuable  
 Considerations - - - - - dollars  
 to me paid by Gary Ellis

of Caribou the receipt whereof is hereby ac-  
 knowledged, do hereby sell and convey unto the said Gary Ellis, his

heirs and assigns, the following described real estate, which was  
 the property of the said Fred N. Ellis situated in

Caribou, Maine and bounded as follows:

The following described parcel of land with the buildings thereon, being part of Lot No.  
 Five (5) in that part of said Caribou formerly "H" Twp., to wit:

Commencing at an iron pipe on the easterly side of the Highway crossing the westerly side  
 of said Lot in a general North and South direction, said iron pipe marking the northwest  
 corner of land now owned or occupied by Herman Bubar; thence northerly along the eas-  
 terly side of said Highway, one hundred twenty-five (125) feet to an iron pipe;

thence easterly parallel with the North line of said Herman Bubar Lot to the West line of  
 land of the Canadian Pacific Railway Company; thence southerly along the West line of  
 said Canadian Pacific Railway to the northeast corner of said Herman Bubar Lot; thence  
 westerly along the North line of the Herman Bubar Lot to the northwest corner thereof and  
 place of beginning.

Being the same premises as described in a Quitclaim Deed from Donna L. Bennett to Fred N.  
 Ellis dated August 2, 1978, and recorded in the Southern Aroostook Registry of Deeds in  
 Vol. 1374, Pg. 60.

The Grantee as part consideration hereof agrees to assume and pay for any and all real es-  
 tate taxes and sewer charges assessed against said premises.

BK1571 PG 9  
To have and to hold the above-granted premises unto the said  
Gory Ellis ---

and his heirs and assigns forever. And I the said Donna L.  
Bennett - N - O - T -  
in my said capacity, do hereby covenant to and with the said  
Gory Ellis, his heirs and assigns, that  
I am the lawful executor of the last will and  
testament of the said Fred N. Ellis Sr.; that I  
have power under said will to sell as aforesaid; and that in making  
this conveyance, I have in all respects, acted in pursuance of  
the authority granted in and by the said last will and testament.

In Witness Whereof, I the said Donna L. Bennett  
in my said capacity of executor  
as aforesaid have hereunto set my hand and seal  
this 11th day of December in the year of our  
Lord one thousand nine hundred and eighty-one.

Signed, Sealed and Delivered  
in presence of  
*Leda M. Halbur*

EST. OF FRED N. ELLIS, SR.

By *Donna L. Bennett*  
Donna L. Bennett, Executrix

State of Maine.  
AROOSTOOK

December 11 19 81

Then personally appeared the above named Donna L. Bennett, Executrix  
under the Will of Fred N. Ellis, Sr.

and acknowledged the above instrument to be her free act and deed  
in her said capacity.

Before me,

*Leda M. Halbur*  
Justice of the Peace.  
Notary Public.

AROOSTOOK, ss. Received December 16, 1981 at 9h 45m A.M.

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



**MEMO**

**TO:** Caribou City Council Members  
**FROM:** Dennis Marker, City Manager  
**RE:** Tax Abatement Request for 577 Access Highway  
**DATE:** August 1, 2018

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**DISCUSSION AND POSSIBLE ACTION ITEM**

**Background**

The Moiyee Corporation, represented by Ms. Crystal Fulton, owns the River Side Mobile Home park at 577 Access Highway. They desire to clean up the park and have twenty dilapidated trailers demolished/cleared out. The trailers cannot be removed unless all 2016 and 2017 tax liens are removed, which entails payment of \$3,315 as of August 2, 2018. The applicant is **seeking abatement of all past due taxes on the derelict trailers** in order to defray clean-up costs and to help the city avoid taking ownership of the junk properties.

The Board of Assessors granted a partial abatement of 2017 taxes during their July meeting (see following letter). This reduced the taxes owed from \$2,321.59 to \$1,295.13 for 2017. Actual taxes owed for 2017 are only \$430.20 but interest and administration costs have continued to accrue.

The amount of taxes owed for 2016 are \$1,110.65. Total 2016 costs owed equals \$2,019.82, as of August 2, 2018, which includes interest and administration costs.

Total Requested Abatement includes all taxes, interest and admin costs, which makes up the \$3,315 noted above.

If the trailers become property of the City, then we become responsible for rental at the park and removal of the trailers, plus no way to get taxes paid. Demolition costs can easily be \$2,000 per trailer.

**Staff Recommendations**

Staff recommends the Council approve abatement of the 2016 and 2017 taxes along with any accrued interest and fees based on the following findings:

1. The applicant is actively pursuing cleanup of the River Side mobile home park
2. The applicant has indicated that the trailers can be removed within 6 months.
3. The cost to the citizens is less to grant the tax abatement than for the city to acquire the trailers through tax lien and then have to dispose of the trailers.

Crystal Fulton  
The Moiyee Corporation  
PO Box 340  
Caribou, ME 04736

July 6, 2018

City Manager Dennis Marker  
Mayor David Martin  
Caribou City Council Members  
25 High Street  
Caribou, Maine 04736

Dear Mr. Marker, Mayor Martin, and City Council Members,

The tax assessor's board has granted me a partial abatement on the 2017 taxes for the mobile home units located on the property. Tax due on the land itself is paid and not part of this request. Please consider this letter a request to have the 2016 taxes abated along with the partial abatement granted by the tax assessor's board.

History of the Park: When the Moiyee Corporation acquired the Park in January 2014 the units it contained were older units, many were owner occupied units. As the owners moved out they left their units for lot rent due or the units were purchased for a nominal fee. All units needed upgrades just to make habitable and, in many instances, there were code violations that would need to be corrected before the units could be inhabited. The Moiyee Corporation did not complete any work as the amount of money needed to bring the units up to living conditions surpassed any reasonable amount of monies to be spent on each unit. Many of the units have collapsed roofs and/or have mold that caused further damage. These mobiles plight the area and are an embarrassment to the property and surrounding area. The Moiyee Corporation has not made any unit rent on these mobiles since 2014/2015 as the units cannot be rented in their present state.

I had a spouse, who is no longer with the company, that dealt with this property and renters and I was not aware of the condition of the units and that an abatement could be applied for on these mobile homes. In the past 6-7 months I have become involved in the property and stunned at the condition and lack of renters that were on the property.

The mobiles need to be removed from the property and disposed. A six-month time frame has been quoted to me as a reasonable time to have that completed. Several units can be pulled out and the remainder need to be dismantled and hauled off the property.



The only Moiye owned units remaining are lots 21 and 26 and the taxes are paid on those units. These units will need to be disposed of soon.

I kindly ask City Council to grant the 2016 abatement and the 2017 adjusted abatement. As stated above, the Moiye Corporation has not made any rent on these units in 3-4 years.

Sincerely,

A handwritten signature in cursive script, appearing to read "Crystal Fulton".

Crystal Fulton, President  
The Moiye Corporation

Encl.: 2017 - 2018 value adjustments

cc: Penny Thompson

Although it is not the full abatement that I requested in my application, I accept the decision of the Board of Assessors on July 2, 2018 for the properties detailed below:

Account	Lot #	2017 Value	2018 Value	Abatement Requested	Abatement Granted	Abatement Tax Amount
4983	1	\$1,000	\$500	\$1,000	\$500	\$11.95
1635	2	\$4,700	\$1,500	\$4,700	\$3,200	\$76.48
1636	3	\$6,500	\$1,500	\$6,500	\$5,000	\$119.50
905	4	\$5,000	\$1,500	\$5,000	\$3,500	\$83.65
1638	5	\$4,200	\$1,000	\$4,200	\$3,200	\$76.48
1639	6	\$2,900	\$500	\$2,900	\$2,400	\$57.36
5020	7	\$4,500	\$500	\$4,500	\$4,000	\$95.60
4876	11	\$3,600	\$1,000	\$3,600	\$2,600	\$62.14
4729	13	\$5,500	\$500	\$5,500	\$5,000	\$119.50
4875	14	\$4,200	\$500	\$4,200	\$3,700	\$88.43
1643	15	\$3,700	\$1,500	\$3,700	\$2,200	\$52.58
1644	16	\$4,600	\$1,500	\$4,600	\$3,100	\$74.09
4524	17	\$4,600	\$1,500	\$4,600	\$3,100	\$74.09
1645	18	\$5,200	\$1,000	\$5,200	\$4,200	\$100.38
5021	19	\$2,300	\$1,000	\$2,300	\$1,300	\$31.07
4994	20	\$1,500	\$1,000	\$1,500	\$500	\$11.95
4505	22	\$1,200	\$1,000	\$1,200	\$200	\$4.78
1616	23	\$2,000	\$500	\$2,000	\$1,500	\$35.85
TOTALS:				\$67,200	\$49,200	\$1,175.88

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Crystal Fulton

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Date

---

Moiyee Corporation

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Date



## City of Caribou, Maine

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

July 3, 2018

The Moiyee Corporation  
P. O. Box 340  
Caribou, Maine 04736

Re: real estate accounts 4983, 1635, 1636, 905, 1638, 1639, 5020, 4876, 4729, 4875, 1643, 1644, 4524, 1645, 5021, 4994, 4505, 1616

Dear Crystal Fulton:

The Caribou Board of Assessors met regarding your abatement application on Monday July 2, 2018. The Board voted to deny your abatement request in the amount of \$67,200. The Board voted to grant an abatement in the amount of \$49,200 in value or \$1,175.88 in tax for the 2017 tax year for multiple mobile homes located at the Riverside Mobile Home Park at 557 Access Highway in Caribou, Maine. The reason given for the abatement is that the Board of Assessors believes that the condition on April 1, 2017 was like the condition of the properties April 1, 2018. Please consult the attached "Findings of Fact" for additional information.

You have the right to appeal this decision to the County Commissioners within 60 days. You may contact their office at 493-3319 for further direction. If you wish to accept the Board of Assessors' decision, please sign and date the second page of this letter and return to the Assessor's office at your earliest convenience.

Tax Collector Carl Grant has been notified of these abatements and should be processing your refunds 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](mailto:pthompson@cariboumaine.org).

Sincerely,

Penny Thompson  
Assessor's Agent



Although it is not the full abatement that I requested in my application, I accept the decision of the Board of Assessors on July 2, 2018 for the properties detailed below:

Account	Lot #	2017 Value	2018 Value	Abatement Requested	Abatement Granted	Abatement Tax Amount
4983	1	\$1,000	\$500	\$1,000	\$500	\$11.95
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1636	3	\$6,500	\$1,500	\$6,500	\$5,000	\$119.50
905	4	\$5,000	\$1,500	\$5,000	\$3,500	\$83.65
1638	5	\$4,200	\$1,000	\$4,200	\$3,200	\$76.48
1639	6	\$2,900	\$500	\$2,900	\$2,400	\$57.36
5020	7	\$4,500	\$500	\$4,500	\$4,000	\$95.60
4876	11	\$3,600	\$1,000	\$3,600	\$2,600	\$62.14
4729	13	\$5,500	\$500	\$5,500	\$5,000	\$119.50
4875	14	\$4,200	\$500	\$4,200	\$3,700	\$88.43
1643	15	\$3,700	\$1,500	\$3,700	\$2,200	\$52.58
1644	16	\$4,600	\$1,500	\$4,600	\$3,100	\$74.09
4524	17	\$4,600	\$1,500	\$4,600	\$3,100	\$74.09
1645	18	\$5,200	\$1,000	\$5,200	\$4,200	\$100.38
5021	19	\$2,300	\$1,000	\$2,300	\$1,300	\$31.07
4994	20	\$1,500	\$1,000	\$1,500	\$500	\$11.95
4505	22	\$1,200	\$1,000	\$1,200	\$200	\$4.78
1616	23	\$2,000	\$500	\$2,000	\$1,500	\$35.85
TOTALS:				\$67,200	\$49,200	\$1,175.88

---

Crystal Fulton

---

Date

---

Moiyee Corporation

---

Date

Findings of Fact:

1. In accordance with the Maine Constitution and Maine State Law, taxpayers may seek an abatement for the following reasons: Substantial Overvaluation (ME Const. Art IX, §8), Unjust Discrimination (ME Const. Art IX, §8), Illegality, Error or Irregularity (36 MRSA §841(A)), or Poverty or Infirmary (36 MRSA §841(B)).
2. In accordance with 36 MRSA §502, the status of all taxpayers and of such taxable property is fixed as of the first day of each April. For the 2017 tax year, that date was April 1, 2017.
3. The date of commitment for the 2017 tax year was July 12, 2017. 36 MRSA §841 states that taxpayers may request abatement by written application within 185 days after the date that the tax was committed stating the grounds for an abatement.
4. The property identified as multiple mobile homes located at 557 Access Highway City of Caribou Map 15 Lot 33 sublots 1, 2, 3, 4, 5, 6, 7, 11, 13, 14, 15, 16, 17, 18, 19, 20, 22, 23 (account numbers 4983, 1635, 1636, 905, 1638, 1639, 5020, 4876, 4729, 4875, 1643, 1644, 4524, 1645, 5021, 4994, 4505, 1616) owned by The Moiyee Corporation.
5.
  - A. The Application for Abatement of Property Taxes received in the Assessor's Office on June 15, 2018 and was not timely filed.
  - B. Request: that the value of all units be reduced to \$0 for the 2017 tax year
  - C. Grounds presented for requesting abatement: statement on application "unit is in deplorable shape, no one has lived in unit for several years. Unit needs to be hauled away or demolished on site and hauled away for disposal. Not sold but destroyed."
  - D. Additional information: Crystal Fulton of The Moiyee Corporation gave a statement that she intends to clean up the park and that needs to start with removing the existing mobile homes. Penny Thompson, Assessor's Agent, gave a statement that all properties were reviewed on April 24, 2018 for the 2018 tax year. The mobile homes in the park were classified as either: not salvageable, used as a shed, could be rehabilitated or occupied.

Action: Motion by John Weeks and seconded by Michael Quinlan to approve an abatement for each request equal to the difference between the 2017 value and the 2018 value since the condition was likely the same on April 1, 2017 as for April 1, 2018. Vote unanimous, motion carried.

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



**MEMO**

**TO:** Caribou City Council Members  
**FROM:** Dennis Marker, City Manager  
**RE:** 2017 Financial Audit  
**DATE:** August 1, 2018

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**DISCUSSION ITEM**

The 2017 Financial Audit was performed by Felch & Company.

A copy of the audit is available through the city's website at  
<http://www.cariboumaine.org/wp-content/uploads/2018/08/2017-Audit.pdf>

Hardcopies of the report are available upon request.

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



**MEMO**

**TO:** Caribou City Council Members  
**FROM:** Dennis Marker, City Manager  
**RE:** Bi-weekly Payroll Process  
**DATE:** August 1, 2018

---

**DISCUSSION AND POSSIBLE ACTION ITEM**

The Council has directed to city staff to implement a bi-weekly payroll process. Currently payroll is processed on a weekly basis.

Carl Grant, Finance Director is recommending that the city continue to process payroll on a weekly basis and has outlined several points for Council's consideration (see the following memo).

**City of Caribou**  
**Finance Department**  
**MEMORANDUM**

**DATE:**       August 6, 2018  

**TO:**         Dennis Marker, City Manager  

**FROM:**       Carl Grant, Finance Director  

**SUBJECT:**     Bi-weekly Payroll  

This memo is to express my professional opinion only. I feel going to a bi-weekly payroll at this time would cost the City more with protentional grievance costs. I would like to see all unions agree before the City decides to implement.

A list is included with other concerns to consider, I would be happy to discuss these concerns further, should you have any questions.

In closing I would suggest staying with our current process of weekly payroll, I think the majority of the employees that work for the City would greatly appreciate it. Thank You



- ❖ Unions would have to agree to Bi-weekly payroll before implantation, therefore start date would be 1-1-2020, to avoid any grievances. If all unions don't agree, it would be impossible to do weekly payrolls for one group and bi-weekly for another group.
- ❖ Unions would have to agree that any payroll adjustments from a prior payroll would be adjusted on the next normal payroll cycle, to make the bi-weekly process be cost effective, (a police department adjustment could be 5 weeks later where they are currently a week from weekending date to payroll date)
- ❖ Departments with overtime pay on a weekly bases, (currently Fire, Police, and Public Works in the winter months) would have to continue do weekly payroll calculations even if the City goes Bi-weekly, to insure correct overtime pay and for scheduling purposes.
- ❖ Employees with tight finances and automatic payments scheduled will likely value continuation of weekly pay periods.
- ❖ Weekly pay periods flow better with hourly pay structures. For example employees who work overtime, the weekly payroll ensures employees get their valuable overtime pay faster.
- ❖ Weekly pay periods allow the payroll department to better track sick and vacation accruals and also works better tracking pay raises on anniversaries.
- ❖ Weekly payroll is better organized and flows smoothly. Eliminates confusion for Department Heads on when payroll is due or payroll personnel chasing for timesheets.
- ❖ Payroll is closely associated with morale. The more often an employee's see the fruits of their labor the better the morale of the employee.

- ❖ The City already has the Trio program and pays for the program so it doesn't cost any more to do the weekly payroll vs bi-weekly payroll.
- ❖ The Police Department is already a week behind the rest of the departments so by implementing this change it will affect them the most. Pushing their payroll to around 3 weeks behind.
- ❖ If errors do happen to occur than the employee has to wait a greater amount of time to fix that error.
- ❖ If employee insists on the error being correct immediately (which they are allowed to request) than you are looking at multiple payroll runs, that can in turn cause more payroll runs then doing a weekly payroll cycle.
- ❖ There is a likelihood for more errors to occur with status changes with the gap in payroll runs.
- ❖ Finance department would have to recalculate sick time accruals and adjust weekly deductions to bi-weekly deductions, along with using different tax tables.

# Memorandum of Agreement

By and between the

New England Police Benevolent Association, Inc, Local 605,

And

The City of Caribou, Maine

WHEREAS, the City of Caribou (the "City") and New England Police Benevolent Association, Inc, Local 605 (the "Union"), have agreed to change the collective bargaining agreement (the "New Agreement") to for the period January 1, 2016 through December 31, 2018.

WHEREAS, the City and the Union have reached an agreement on a change;

NOW THEREFORE, in consideration of the mutual promises herein, the Union and the City agree that the following changes will be incorporated into the collective bargaining agreement, subject to the required ratifications:

**1. ARTICLE 8 - HOURS OF WORK - WORK WEEK – WAGES, Section E**

*Delete and change to read as follows:*

E. The payroll week shall start at 6:00 a.m. on Friday and end at 6:00 a.m. on the following Friday. If there is an error in payroll of more than one hundred fifty (\$150) dollars than the city will correct the error within five (5) business day.

**This Agreement** is subject to ratification by the City of Caribou and by New England Police Benevolent Association, Inc, Local 605 and to appropriation. This Agreement shall not be implemented unless the parties have ratified and fully executed the Agreement.

This Agreement has been duly executed by authorized representatives of the City of Caribou and by New England Police Benevolent Association, Inc, Local 605

IN WITNESS WHEREOF, the Union and the City, by their authorized representatives, have set their hands to this Memorandum of Agreement on this 1<sup>st</sup> day of June, 2017,

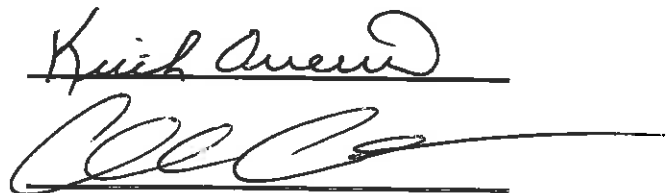
CITY OF CARIBOU,  
By its Bargaining Team,  
duly authorized,



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NEW ENGLAND POLICE BENEVOLENT  
ASSOCIATION, LOCAL 605,  
By its Bargaining Team, duly authorized,



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



**MEMO**

**TO:** Caribou City Council Members  
**FROM:** Dennis Marker, City Manager  
**RE:** Property Acquisition Policy  
**DATE:** August 1, 2018

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**DISCUSSION AND POSSIBLE ACTION ITEM**

At the request of the City Council, a property acquisition policy has been drafted. It is hoped that as the Council considers land acquisitions in the future, these guidelines will provide direction on accepted purposes and procedures. As a policy document, this is not considered law but rather institutes practices by which city administration should act in carrying out the desires of the Council. These may be revised at any time by the City Council.

# **Property Acquisition Policy for the City of Caribou**

**July 10, 2018**

**Whereas,** The State of Maine Statutes proclaim that “the residents of a municipality are a body corporate”<sup>1</sup> and;

**Whereas,** The city, as a corporation, is empowered and subject to Maine corporate law including, but not limited to, powers to “purchase, receive, lease or otherwise acquire, and own, hold, improve, use and otherwise deal with, real or personal property or any legal or equitable interest in property, wherever located;”<sup>2</sup>; and

**Whereas,** The City, being a governmental entity, must not deprive individuals of life, liberty, or property, without due process of law, just compensation<sup>3</sup>, nor “deny to any person within its jurisdiction the equal protection of the laws”<sup>4</sup>; and

**Whereas,** The City Council has determined that it is necessary to establish guidelines and procedures by which the city will acquire lands, properties, or interests in a way that is fair and equitable to all citizens.

Now Therefore, The City Council does hereby adopt the following procedures for municipal acquisition of lands and properties or interests therein.

## **Section I. Purposes**

These policies do not pertain to properties acquired through tax lien process or properties to be exchanged in good faith with, or conveyed by, the City. The city may pursue land acquisition or property interests for any legitimate public purposes provided in state statutes. This includes but is not limited to delivery of essential services, transportation, public protection, blight removal, education, economic development, recreation, preservation of natural resources, waste management, etc.

## **Section II. Methods**

The city may acquire land or property interests through any legal means including but not limited to donations or purchase by negotiation, mediation, barter or trade. Condemnation of property or interests shall be used as a last resort and in accordance with state statutes.

## **Section III. Due Diligence**

The city will not accept a piece of property, other than through tax lien, without first conducting appropriate due diligence. This shall include a minimum of obtaining a title report, a report from utility providers about services to the property, and a report from each city department on the status of code compliance on the property. For property which was once occupied with commercial or industrial uses, an environmental site assessment shall also be obtained. For properties on which there are structures which were constructed prior to 1975, lead and asbestos testing shall be conducted if such reports are not available.

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<sup>1</sup> Maine Revised Statutes, Title 30-A §2002

<sup>2</sup> Maine Revised Statutes, Title 13-C §302

<sup>3</sup> United States Constitution, Amendment V

<sup>4</sup> United States Constitution, Amendment XIV

#### **Section IV. Purchase Price**

Recognizing the responsibility to be wise stewards of public dollars, the City may negotiate in good faith for any property interest based on resources allocated toward the acquisition. The City should use current assessed values as a baseline for negotiations. An appraisal is optional unless the negotiated price is more than \$10,000 above gross assessed value or the transaction involves the use of eminent domain authority. If an appraisal is performed, the city should not offer compensation which exceeds the determined fair market value unless special circumstances warrant the additional expenditure (e.g. relocation costs to a businesses or indigent household, economic incentive, avoidance of condemnation proceedings, etc.).

If a property acquisition will involve a project with federal stipulations, the value of land shall be determined using federally prescribed processes.

#### **Section V. Procedures**

- A. The City Manager may make inquiries into land availability or property owner interest to sell their lands. No negotiations for acquisition should begin without prior Council authorization and no terms of sale shall be final unless approved by the City Council during open public meeting.
- B. The City may use a realtor or other competent professional to assist in land acquisition processes. No individual realtor or brokerage shall be utilized for more than two consecutive land transactions unless such deals are part of a land consolidation effort taking place as part of a single project and such services were garnered through open public bid.
- C. All due diligence shall be performed prior to closings. In the event that investigations result in defects of title or unacceptable site conditions, such shall be resolved prior to closings. Closing deadlines shall be moved until appropriate due diligence inquiries are satisfied.
- D. Conveyance documents shall be by warranty deed. Quit claim deeds will only be accepted when there is a preponderance of evidence that title is clean.

#### **Section VI. Eminent Domain**

The City will strive to avoid eminent domain proceedings due to the costly nature of such proceedings. The City will first negotiate<sup>5</sup> in good faith for the acquisition of any properties, which shall include a “fair-market” value and may include reasonably inflated offers to avoid drawn out legal expenses common in eminent domain proceedings. If eminent domain proceedings are necessary<sup>6</sup>, the city will follow processes outlined in the Maine Constitution<sup>7</sup> and Maine Revised Codes, which include but are not limited to the following references.

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<sup>5</sup> Maine Revised Statutes, Title 23 §3023

<sup>6</sup> Maine Revised Statutes, Title 23 §3023

<sup>7</sup> Maine Constitution Art. 1, Sec. 21

Pertinent Maine Revised Statutes as of August 2, 2018

Title	Chapter/Section	Subject
1	21	Eminent Domain
14	205	Limitation of Actions
23	3.3	Condemnation Proceedings
13	§§ 1181-1184	Cemeteries
20-A	§§ 16101-16105	Schools
23	§ 2801:	Landings
23	§ 2802:	Parking places
23	§§ 3021-3024:	Town ways, public easements
23	§ 3151:	Bridle paths trails
23	§ 3251:	Ditches, drains and culverts—land or easement for them to divert water away from roads
30-A	§ 3102	Erosion control and navigation
30-A	§ 3252	Trees along ways and water.
30-A	§ 3351:	Public dumping grounds
30-A	§ 3402	Sewers and drains (for sewage); compare 23 § 3251, listed above
30-A	§ 3510	Transit district eminent domain powers
30-A	§ 4746	Housing authority eminent domain powers
30-A	§ 5108	Urban renewal authority eminent domain powers
30-A	§ 5203	Community development "pursuant to a duly approved and adopted community development program."
30-A	§ 5403 (6):	Parking facilities, water and sewer systems, telecommunications systems, airports, and energy facilities under the Revenue Producing Municipal Facilities Act.
30-A	§§ 1151-1154	Sanitary district eminent domain powers.

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



**MEMO**

**TO:** Caribou City Council Members  
**FROM:** Dennis Marker, City Manager  
**RE:** Lease Agreement with Beaupres Construction  
**DATE:** August 1, 2018

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**DISCUSSION AND POSSIBLE ACTION ITEM**

**Background**

Mr. Jacob Beaupres, doing business as Beaupres Construction, has been leasing space from the city in the 60 Access Highway building since 2016. The current lease agreement expires August 25, 2018. Mr. Beaupres has requested a renewal of the lease. The attached lease agreement outlines revised terms for the lease, which must be approved by the City Council.

**Agreement Summary**

Rent:	\$1 per square foot + power. Tenant pays for all other utilities used.
Area Occupied:	2,100 square feet.
Special Items:	Tenant will maintain occupied space including snow plowing, landscape and parking, interior spaces and fixtures. For such maintenance a monthly credit is built into the contract.
Insurance:	Tenant will provide additional insurances and include the city as an additional insured. Lessee will carry full liability and coverage for Lessee's property.
Term:	1 year with automatic renewal subject to approval of Council.
Termination:	City may terminate with 45 day notice. Tenant may terminate with 30 day notice.



## **LEASE AGREEMENT**

**LEASE** made this 25, day of August 2018, by and between **City of Caribou**, a body corporate and politic with a mailing address of 25 High Street, Caribou, ME 04736 (hereafter “Lessor”), and **Jacob Beaupres DBA Beaupres Construction**, with a mailing address of **1033 Van Buren Road, Caribou, ME 04736**. (hereafter “Lessee”).

**IN CONSIDERATION** of the mutual covenants contained herein, the parties agree as follows:

### **1.0 Description of the Premises**

Lessor leases to Lessee and Lessee hires and takes from Lessor approximately 2,100 square foot of the 35,000 square foot building and parking lot located at 60 Access Highway, Caribou, Maine (hereafter “Premises”). The Premises is further illustrated as Exhibit A, attached hereto.

### **2.0 Security Deposit**

No security deposit is due under this Lease.

### **3.0 Rent**

The rent for the Premises during the initial term of the Lease is \$1.00 per square foot (approximately \$2,100) per year payable in a single annual installment on or before **September 1, 2018**. Rent shall also include monthly payment of electrical costs outlined in section 8.0 below. Lessee’s rent shall be reduced by \$900 for services rendered on behalf of the Lessor as provided under section 9.0 below. Any credits for overpayment of rent under past contracts shall be applied to the first year of rent under this agreement. The rent during any renewal term shall be subject to adjustment as provided herein.

### **4.0 Term**

The initial term of this Lease shall be for a period of one (1) years, beginning on **September 1, 2018** and terminating on **August 31, 2019**. The term of the lease may be extended for additional 1 year terms upon the written mutual agreement of both parties.

### **5.0 Use of Premises**

The premises are to be used only for an office, storage, woodworking, millwork, and related activities and Lessee shall restrict its use to such purposes without the prior written consent of Lessor.

### **6.0 Restrictions on Use**

Lessee shall not use the premises in any manner that will increase risks covered by insurance on the premises and result in an increase in the rate of insurance or a cancellation of any insurance policy. Lessee shall not keep, use, or sell anything prohibited by any policy of fire insurance covering the premises, and shall comply with all requirements of the insurers applicable to the premises necessary to keep in force the fire and liability insurance.

### **7.0 Waste, Nuisance or Unlawful Activity**

Lessee shall not allow any waste or nuisance on the premises, or use or allow the premises to be used for any unlawful purpose.

### **8.0 Utilities**

Lessee shall be responsible for and shall pay for all utilities for the Premises, including telephone service, heat, water, sewer and garbage removal. Lessee will pay a proportionate amount of the total electricity costs for the building based on Premises area. Lessor will bill Lessee under separate invoice for electricity amounts owed.

### **9.0 Repairs and Maintenance**

Lessee shall be responsible for maintenance and repair in and around the Premises, which shall include but not be limited to the following:

- plumbing, heating system, roof and outside walls and windows and keep it in good repair at Lessee's expense. Acceptance of the Property Condition Assessment, as attached to this Lease, shall serve as the basis of anticipated repair responsibilities by Lessee for the future.
- replacement of any worn out or broken lights and all interior maintenance.
- all snow plowing within 30 feet of the Premises during the winter months, and
- maintenance of the lawn and parking lot between the building and Access Highway during the summer months.

### **10.0 Delivery, Accept and Surrender of Premises**

Lessor represents that the premises are in fit condition for use by Lessee. Lessee shall surrender the premises at the end of the Lease term, or any renewal thereof, in the same condition as when Lessee took possession, allowing for reasonable use and wear, and damage by acts of God, including fires and storms. Lessee shall be obligated to clean the premises upon vacating the premises at the expiration of the term of this Lease and adhere to all applicable Federal, State and Local standards.

### **11.0 Partial/Total Destruction**

If the premises shall be partially damaged by fire or other casualty which is insured, but not rendered untenable, the same shall be repaired with due diligence by the Lessor, at its expense. If the damage shall be so extensive as to render the premises unfit for use by Lessee, the rent shall be proportionately paid up to the time of such damage, and shall, from thenceforth, cease until such time as the premises shall be put in good order. If the Lessor shall not elect within thirty (30) days after such damage to rebuild or restore the same premises, then this Lease shall forthwith terminate. In the event of the total destruction of the premises by fire or other casualty, this Lease shall cease and come to an end and the Lessee shall be liable for rent only up to the time of such destruction. The Lessee shall be entitled to receive a pro-rata refund of any advance rent paid by it for the rent period during which the leased premises were wholly or partially destroyed.

### **12.0 Entry on Premises by Lessor**

Lessor reserves the right to enter on the premises at reasonable times to inspect the property or make additions, alterations, or modifications to any part of the building in which the premises are located, and Lessee shall permit Lessor to do so. Lessor may erect scaffolding, fences, and similar structures, post relevant notices, and place moveable equipment in connection with making alterations, additions, or repairs, all without incurring liability to Lessee for disturbance of quiet enjoyment of the premises, or loss of occupation thereof. Lessor shall give Lessee reasonable notice of Lessor's intention to enter the premises.

### **13.0 Alterations**

Lessee shall make no alterations to the building or grounds without the prior written consent of the Lessor. No locks shall be installed or changed except with the written permission of the Lessor.

### **14.0 Taxes**

Lessee shall be responsible for all real and personal property taxes, if any, relevant to the Premises during the term of this Lease.

### **15.0 Indemnification of Lessor**

Lessee agrees to indemnify and save Lessor harmless from and against all claims of whatever nature arising from any act, omission or negligence of Lessee, or Lessee's contractors, licensees, agents, or employees, or arising from any accident, injury, or damage whatsoever caused to any person or to the property of any person occurring during the term hereof in and about the Premises. This indemnity and hold harmless agreement shall include indemnity against all costs, expenses, and liabilities of any kind whatsoever incurred in or in connection with any such claim or proceeding brought thereon, and the defense thereof.

### **16.0 Insurance**

Lessee shall maintain and keep in full force and effect at all times during the term of this Agreement a policy of commercial general liability (including fire legal liability) insurance with an insurance company licensed to do business in the State of Maine covering Lessor and Lessee against claims for loss or injury to persons or property occurring on the Premises. Such insurance coverage will be in at least the amount of \$400,000 for general liability insurance and in at least the amount of \$250,000 for fire liability, and which amounts will be increased from time to time, but only if required to meet the provisions of the Maine Tort Claims Act, as it may be amended. Lessee shall provide Lessor with a copy of the certificate evidencing such insurance and naming Lessor as an additional named insured upon execution of this Agreement and upon the annual anniversary of the commencement date of this Agreement thereafter.

Lessee shall maintain Lessee's own insurance against loss or damage to Lessee's property (including, without limitations, the contents of the building) at the Premises. Lessee shall provide Lessor with written evidence of such property damage/casualty insurance upon execution of this Agreement and upon the annual anniversary of the commencement date of this Agreement thereafter.

Lessor will not be liable for any damage or loss to any person or property occurring on the Premises, and Lessee will defend, indemnify and hold harmless Lessor, its agents, officers and employees, against any and all claims arising from any claims of such liability, unless

resulting from the negligence or intentional acts of Lessor or Lessor's agents, officers and employees. All obligations of indemnification contained in this Agreement shall survive any termination of this Agreement.

### **17.0 Assignment, Sublease or License**

Lessee shall not assign or sublease the premises, or any right or privilege connected therewith, or allow any other person except agents and employees of Lessee to occupy the premises or any part thereof without first obtaining the written consent of Lessor. A consent by Lessor shall not be a consent to a subsequent assignment, sublease, or occupation by other persons. An unauthorized assignment, sublease, or license to occupy by Lessee shall be void and shall terminate the Lease at the option of Lessor. The interest of Lessee in this Lease is not assignable by operation of law without the written consent of Lessor.

### **18.0 Default or Breach**

Each of the following events shall constitute a default or breach of this Lease by Lessee:

- (1) If Lessee, or any successor or assignee of Lessee while in possession, shall file a petition in bankruptcy or insolvency or for reorganization under any bankruptcy act, or shall voluntarily take advantage of any such act by answer or otherwise, or shall make an assignment for the benefit of creditors.
- (2) If involuntary proceedings under any bankruptcy law or insolvency act shall be instituted against Lessee, or if a receiver or trustee shall be appointed of all or substantially all of the property of Lessee, and such proceedings shall not be dismissed or the receivership or trusteeship vacated within thirty (30) days after the institution or appointment.
- (3) If Lessee shall fail to pay the rent, or any part thereof when the rent shall become due.
- (4) If Lessee shall fail to perform or comply with any of the terms and/or conditions of this Lease.
- (5) If Lessee shall vacate or abandon the Premises.
- (6) If this Lease or the estate of Lessee hereunder shall be transferred to or shall pass to or devolve on any other person or party, except in the manner herein permitted.

### **19.0 Effect of Default**

In the event of any default by Lessee hereunder, as set forth in Section 18, Lessor shall provide Lessee with written notice of the breach of the Lease terms or conditions and Lessee shall have thirty (30) days to correct the default. If the default is not cured within thirty (30) days, this Lease and the term hereby granted shall terminate and be forfeited, at the option of the Lessor, Lessor's successors or assigns. Lessor shall also have the right and option to enforce the terms and conditions of the Lease by any method available under Maine law and including the right of Lessor to expel Lessee and relet the property to a third party.

In the event this Lease is terminated by Lessor because of a breach by Lessee, Lessor may recover from Lessee all damages proximately resulting from the breach, including the cost of recovery of the premises, attorney's fees, and the rent due under this Lease for the remainder of the Lease term as if not earlier terminated by Lessor in accordance with Maine law. Lessee shall be entitled to a credit in the next amount of rent received by Lessor if the property is re-let after deduction of all expenses incurred in re-letting the Premises.

In the event of litigation between the Lessor or Lessee in enforcing the provisions of this Lease, the prevailing party shall be entitled to an award of reasonable attorney fees incurred in the prosecution of the litigation.

#### **20.0 Renewal**

This Lease shall automatically be renewed for successive terms of one (1) years each unless either party provides written notice of termination to the other party at least 60 days prior to the expiration of this lease agreement or any renewal term. The rent during any renewal term shall be subject to negotiation and agreement of the Lessor and Lessee.

#### **21.0 Termination**

The Lessor shall have the option to terminate this lease at their discretion with a forty-five (45) day notice to the Lessee. If the Lessor terminates the lease the Lessor agrees to refund Lessee for rent paid which covers time beyond the 45-day notice.

The Lessee may terminate this lease after providing a 30-day notice to Lessor. Lessee agrees to pay for all utilities, as listed under section 8.0, which may be utilized until the Premises is surrendered to the Lessor.

#### **21.0 Surrender of Possession**

Lessee shall, on the last day of the term of this Lease, or on earlier termination and forfeiture of the Lease, peaceably and quietly surrender and deliver the Premises free of sub tenancies, and in as good a condition as they are now, normal wear and tear excepted. Any trade fixtures or personal property of Lessee that is left behind and not removed at the termination or default, and if Lessor shall so elect, shall be deemed abandoned and become the property of the Lessor without any payment or offset therefore. Lessor may remove such fixtures or property from the Premises and store them at the risk and expense of Lessee if Lessee shall not so elect.

#### **22.0 Agreement Binding**

This Agreement shall inure to the benefit of and be binding upon the parties hereto and their heirs, assigns and successors.

***IN WITNESS WHEREOF***, the parties have set their hands and seals the day and year first above written.

City of Caribou- Lessor

By \_\_\_\_\_  
Dennis Marker, City Manager

\_\_\_\_\_  
Attest By: Jayne Farrin, City Clerk

Lessee

By \_\_\_\_\_  
Beaupres Construction

\_\_\_\_\_  
Witness

[illegible]

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



**MEMO**

**TO:** Caribou City Council Members  
**FROM:** Dennis Marker, City Manager  
**RE:** Airport Hangar Lease  
**DATE:** July 6, 2018

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**DISCUSSION AND POSSIBLE ACTION ITEM**

The six new airport hangars are nearing completion. The attached hangar lease agreements have been drafted for City Council consideration. **It is proposed that the Council authorize the Airport Manager (i.e. City Manager) to enter into hangar lease agreements on behalf of the City and that the following fees be established for the hangars as of August 1, 2018.**

Hangar	Monthly Fees Based on Specified Lease Terms		
	6 Months	1 year	2 Year
A1	120	110	110
A2	120	110	110
C1	175	165	155
C2	170	160	150
C3	160	155	150
C4	160	150	145
C5	175	165	155
C6	170	160	150

The following fees are proposed for transient pilots needing short term hangar space.

Hangar	Fees Based on Specified Lease Terms		
	Night	Week	Month
B Summer*	20	100	300
B Winter**	40	150	350

\*Summer months will be April through October

\*\*Winter months will be November through March



## **HANGAR LEASE AGREEMENT**

This lease agreement (LEASE) made and entered into at Caribou, Maine by and between the City of Caribou, through the Caribou Municipal Airport Manager with offices at 25 High Street, Caribou, Maine 04736, hereafter referred to as “Lessor”, and

Name \_\_\_\_\_  
Street Address \_\_\_\_\_  
City, State, Zip Code \_\_\_\_\_, \_\_\_\_\_  
Phone Number(s) (     ) \_\_\_\_\_ - \_\_\_\_\_ (     ) \_\_\_\_\_ - \_\_\_\_\_  
Email Address \_\_\_\_\_  
FAA Registered “N” Number(s) of aircraft(s) stored in hangar \_\_\_\_\_

hereinafter referred to as “Lessee”.

### **1.0 Leased Premises**

In consideration of the mutual covenants contained herein, Lessor does hereby lease to Lessee and Lessee hereby leases from Lessor, a hangar located at the Caribou Municipal Airport, designated as Hangar # \_\_\_\_\_, which is further depicted on the attached Exhibit A and known hereafter as the “Premises”.

### **2.0 Rent**

- 2.1 Lessee shall pay rent for the Premises in accordance with the Caribou adopted fee schedule, which is attached hereto as Exhibit B. Rent increases, if any, shall be at the sole discretion of the Lessor. Lessor will provide Lessee a notice of rental rate increases at least 60 days prior to any increase effective date.
- 2.2 The Rent shall be due and payable on the first day of each month and if not paid within fifteen days of the due date, Lessee shall pay a late charge of ten percent (10%) of the monthly rental amount.
- 2.3 Lessee shall pay Lessor a security deposit equal to one month’s rent upon execution of this agreement.

### **3.0 Term**

- 3.1 Initial Term. This is a renewable Lease with an initial term of \_\_\_\_ year(s) and an ending date of \_\_\_\_\_, \_\_\_\_\_ 20\_\_\_\_.
- 3.2 Automatic Renewal. This agreement will not automatically renew. Lessee shall provide a 60 day written notice of intent to renew the lease if so desired. Failure to provide such notice will be considered notice of Termination under 3.3 and Lessor may let the Premises to other parties.
- 3.3 Termination.  
Lessee may terminate this Lease at any time by providing a 60-day written notice of termination to Lessor. Lessor may similarly provide notice of termination to Lessee. Lessee shall continue to be responsible for payment of rents until the end of the contract.



#### **4.0 Covenants of Lessee**

- 4.1 To make no alterations to the Premises without written consent of the Lessor. All fixtures installed, or additions and improvements made to the Premises shall, upon completion of such additions and improvements, become Lessor's property and shall remain in the hangar space at the termination of the agreement, however terminated, without compensation or payment to Lessee.
- 4.2 To repay the Lessor the cost of repairs made necessary by Lessee's negligent or careless use of the Premises.
- 4.3 To surrender the Premises at the termination of this Lease in as good condition as when first occupied, reasonable wear and tear excepted.
- 4.4 To lock the Premises at all times when not in use by Lessee. The only locking device to be used on the door shall be the one furnished by the Lessor. The Lessor will retain a key for each lock and shall be authorized to enter at any time for emergencies or inspections. The Lessor may remove any unauthorized locks.
- 4.5 Not to perform any aircraft maintenance of any type which requires the services of a licensed aircraft mechanic or technician within the Premises or within the hangar area. Unless otherwise prohibited herein, the only maintenance which will be authorized is that which is within the scope of the aircraft owner as per FAR #43 and does not require the use of any volatile substance. Further, no maintenance shall be conducted on the ramp, taxi-ways or adjacent areas.
- 4.6 To pay any penalties or fines that are assessed against the Lessor because of Lessee's negligence, carelessness, misconduct, acts or omission of acts.
- 4.7 To maintain the Leased Premises at all times in neat and clean condition. Restrain from piling boxes, drums or similar items on the outside of the Leased Premises and keep trash and waste oil in covered receptacles outside of public view.
- 4.8 Not to paint aircraft or other vehicles in the leased Hangar unless in compliance with all OSHA and EPA requirements, rules and regulations.
- 4.9 Not to weld—gas or electric—in leased Hangars.
- 4.10 Not to store or keep fuel, flammable liquids or other hazardous materials as defined by the State DEP on the leased premises except not more than twenty gallons of fuel will be permitted, provided it is stored in not larger than ten-gallon safety containers of a type approved by the Underwriters Laboratories. All containers shall be stored at least two feet above the floor level of the hangar.
- 4.11 Not to operate aircraft engines in the hangar for any reason.
- 4.12 Not to operate aircraft engines such as would send/blow propwash into any open hangar or other hangar.
- 4.13 To maintain a fire extinguisher in the leased Hangar. The fire extinguisher shall be properly maintained by Lessee in fully charged condition (type ABC required).
- 4.14 To use reasonable means to limit power consumption. Such shall include but is not limited to turning off all interior lights when Lessee is not in or around the hangar. Excessive electrical consumption may result in a monthly surcharge. Owing to climate conditions, the use of an electric block heater is permitted but no unattended space heaters of any nature are permitted to be used in the Hangar.
- 4.15 To secure the hangar doors in the closed position at all times, when not within the hangar or not in the immediate area. Operation of the hangar doors will be done by the operator positioned at the electric control box during the entire time the door is being moved to open or closed position. There will be absolutely no tampering with the electric door controls. Any attempt by

the Lessee, his/her agents, representatives or associates to violate this rule will terminate the Hangar rental agreement at the option of Lessor.

- 4.16 To not leave unattended private automobiles or other vehicles on the ramp.
- 4.17 Not to conduct business activities relating to aircraft operations for hire unless/until proper legal contracts--including liability insurance-- have been negotiated, approved and entered into with the Lessor including, but not limited to: crop dusting, crop spraying, aerial seeding, charter operations, sight-seeing, aircraft, engine electronic maintenance and overhaul, sales, flight instruction, banner towing, parachute jumping, sky writing, aerial contests and air shows.
- 4.18 Not to use or allow the premises to be used for any unlawful purposes under Federal, State or municipal codes and regulations.
- 4.19 Remove snow on apron areas within 10' of the doors of the Premises. Other than the area already stated, Lessor shall be responsible for snow removal from the premises to the runway.
- 4.20 Not construct or place signs, awnings, marquees, or other structures projecting from the exterior of the Premises nor make any penetrations into the internal and external walls of the Premises without the written consent of Lessor.
- 4.21 To provide Lessor with proof of personal property licensure, inspections and receipt of payment for any applicable excise taxes for the aircraft hangered on the Premises. Such documentation shall be maintained and kept up to date during the term(s) of this Lease and include any changes to the "N" number of Lessee's aircraft.

## **5.0 Repairs, Maintenance and Utilities**

Lessor shall be responsible for all costs relating to the construction, maintenance, and utilities, of the Premises. The Lessor shall have the right to enter upon the Premises at any time for inspection or to make repairs, additions, or alterations as may be necessary for the safety, improvement, or preservation of the Premises.

## **6.0 Assignment, Sublease or License**

The Lessee may not at any time assign, sell, convey, or sublet this Lease or any part of it.

## **7.0 Default or Breach**

- 7.1 Each of the following events shall constitute a default or breach of this Lease by Lessee:
  - 7.1.1 If Lessee shall fail to pay the rent, or any part thereof within 30 days of when the rent is due.
  - 7.1.2 If Lessee shall fail to perform or comply with any of the terms and/or conditions of this lease.
  - 7.1.3 If Lessee shall vacate or abandon the Premises.
- 7.2 Effect of Default. In the event of any default by Lessee hereunder, as set forth in Section 8.1, Lessor shall provide Lessee with written notice of the breach of the Lease terms or conditions and Lessee shall have fifteen (15) days to correct the default. If the default is not cured within fifteen (15) days, this Lease and the terms hereby granted shall terminate and be forfeited, at the option of the Lessor, Lessor's heirs or assigns. If Lessee fails to comply with the aforementioned notice within five (5) days from date of the notice, Lessor shall cause all contents in the leased hangar, including any aircraft to be removed at Lessee's expense. Lessor shall also have the right and option to enforce the terms and conditions of the Lease by any method available under Maine Law and including the right of Lessor to expel Lessee and relet

the Premises to a third party. In the event this Lease is terminated by Lessor because of a breach of Lessee, Lessor may recover from Lessee all damages proximately resulting from the breach, including the cost of recovery of the Premises, attorney's fees, and the rent due under this Lease for the remainder of the Lease term as if not earlier terminated by Lessor.

## **8.0 Surrender of Possession**

Lessee shall, on the last day of the term of this Lease, or an earlier termination or forfeiture of the Lease, peaceably and quietly surrender and deliver the premises in as good a condition as they are now, normal wear and tear expected. Any cleanup costs or repair costs incurred by Lessor due to Lessee's occupancy will be deducted from the Security Deposit. A check for the remainder of the security deposit or an Invoice if said costs exceed the Security Deposit will be mailed to the Lessee within sixty (60) days of surrender. Any personal property of Lessee that is left behind and not moved at the termination or default, and if Lessor shall so elect, shall be deemed abandoned and become the property of the Lessor without any payment or offset therefrom. Lessor may remove such fixtures or property from the premises and store them at the risk and expense of Lessee if Lessor shall so elect.

## **9.0 Insurance and Indemnification Requirements**

- 9.1 The Lessee shall assume all risks incident to, or in connection with, its operation under this contract; shall be solely responsible for all accidents or injuries to persons or property caused by its operations upon or arising out of the Lessor's facilities; and shall indemnify, defend, and hold harmless the Caribou City Council, the Lessor and its employees, authorized agents, and representatives, from any and all claims, suits, losses or damages for injuries to persons or property, of whatsoever kind or nature, arising directly or indirectly out of Lessee's operations or resulting from any act or omission of the Lessee, its guests, agents, employees, or customers or resulting from any act of customers. The Lessor shall give timely notice to the Lessee of any claim against the Lessor if the Lessor considers such claim to be the liability of the Lessee. Failure to give such notice shall not act to waive the Lessee's liability hereunder. The Lessee shall have the right to investigate, defend or compromise such claim to the extent of its interest.
- 9.2 The Lessee at all times during the period of this contract, shall keep its aircraft, operations, and equipment for which it is legally responsible, fully insured to cover liability, property damage and bodily injury. Failure to obtain such insurance shall not operate to waive Lessee's liability hereunder. Lessee shall obtain and maintain aviation and property damage liability insurance and shall provide the Lessor a valid Certificate of Insurance immediately upon acceptance of agreement.
- 9.3 The Certificate of Insurance shall show Caribou Municipal Airport, Caribou City as additional insurers and loss payees and shall provide the Lessor a thirty (30) day advance notice of any cancellation or changes in Lessee's coverage or limits.
- 9.4 Lessee will indemnify, hold harmless, and waive subrogating Insurance requirements, against any loss, liability or damages and from all actions or causes of action for injuries to persons or property arising from or growing out of the use and occupancy of the Leased Premises, or Airport Properties, due to any negligence, act or omission to act of Lessee.

## **10.0 Governing Law**

This agreement is a contract executed under and to be construed under the laws of the State of Maine.

### **11.0 Waiver**

Either party's failure to enforce any provision of this agreement against the other party shall not be construed as a waiver thereof so as to excuse the other party from future performance of that provision or any other provision.

### **12.0 Severability**

The invalidity of any portion of the agreement shall not affect the validity of the remaining portions thereof.

### **13.0 Entire Agreement**

This agreement constitutes the entire agreement between the parties. No statements, promises, or inducements made by any party to this agreement, or any agent or employees of either party, which are not contained in this written contract shall be valid or binding. This agreement may not be enlarged, modified, or altered except in writing signed by the parties.

IN WITNESS THEREOF, the parties have set their hands and seals this day, indicated below.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Lessee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Lessee

Caribou Municipal Airport

\_\_\_\_\_  
Date

By: \_\_\_\_\_  
Its authorized Agent, Lessor

Attest: \_\_\_\_\_

Please mail all lease payments to:

*City of Caribou  
Attn: Airport Leases  
25 High Street  
Caribou, ME 04736*

*Please include hangar number in memo on check.*

## Building A

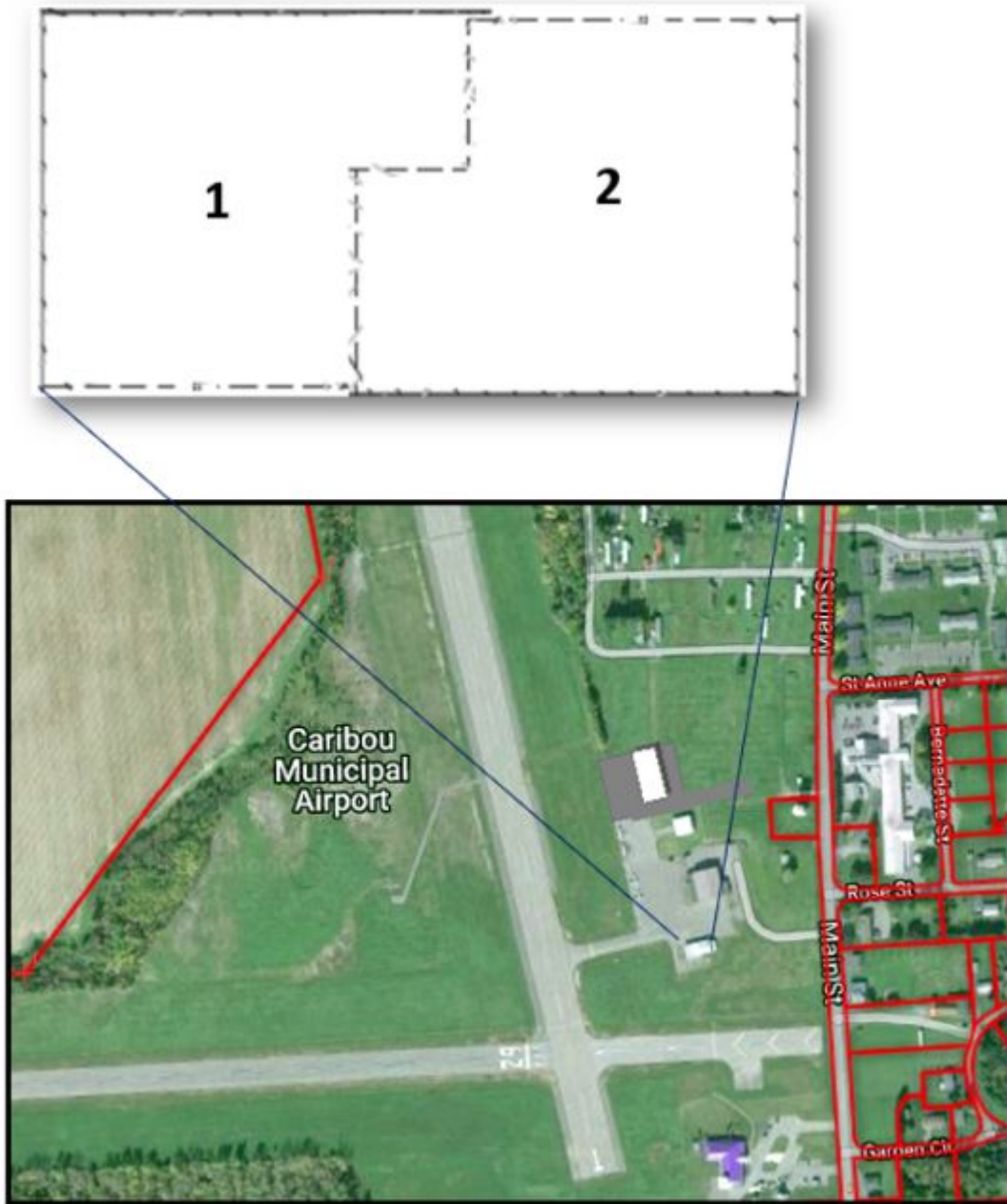


Exhibit A: Illustration of the Premises

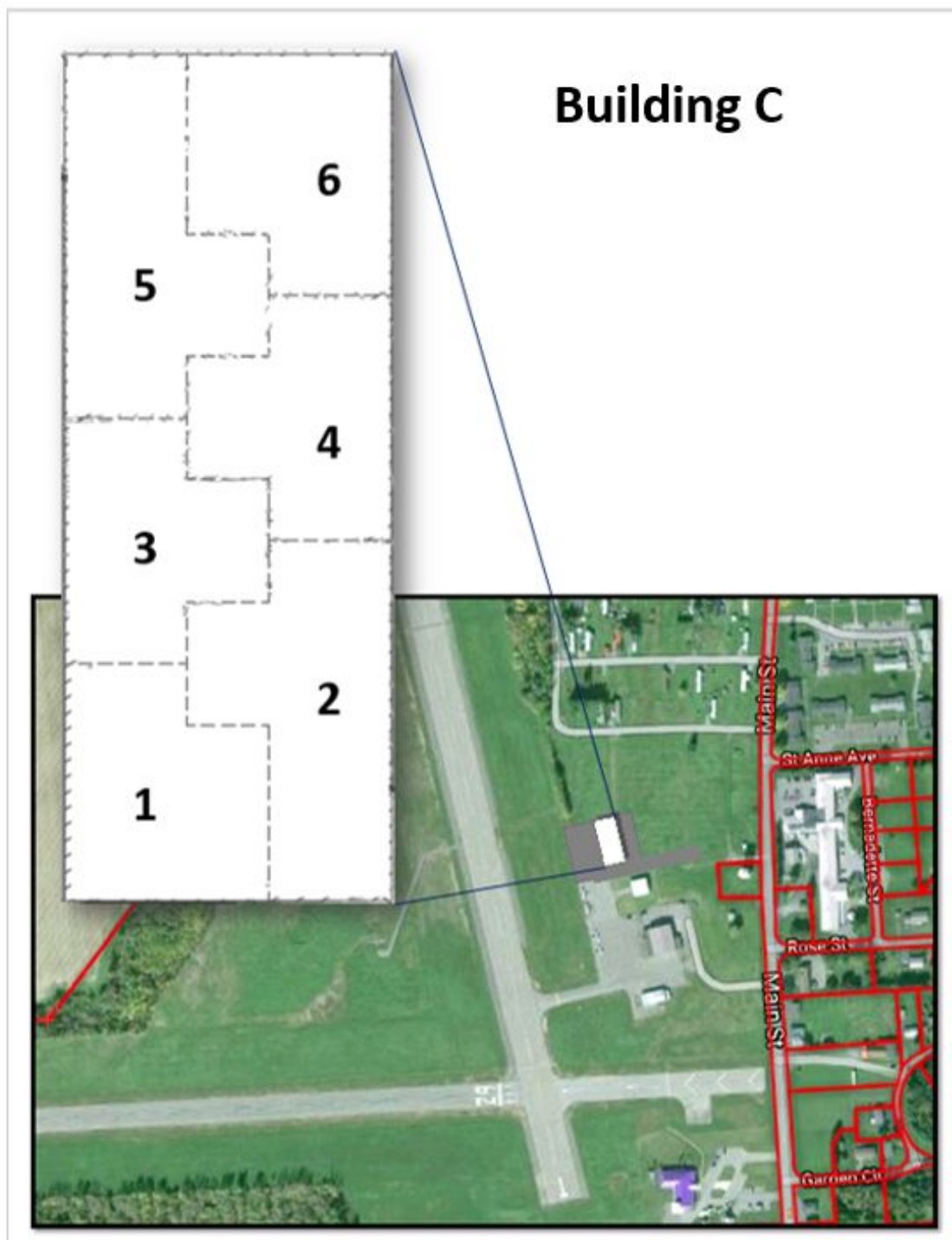


Exhibit B: Hangar Lease Rates

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



**MEMO**

**TO:** Caribou City Council Members  
**FROM:** Dennis Marker, City Manager  
**RE:** Credit Enhancement Agreement  
**DATE:** August 7, 2018

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**DISCUSSION AND POSSIBLE ACTION ITEM**

The Council approved the Caribou Senior Housing Tax Increment Finance District and its associated Development Program during its June 11, 2018 meeting. This Credit Enhancement Agreement is the final instrument needed to administer the flow of tax increment funds as contemplated in the approved Development Program.

In summary, this agreement outlines how the city will create accounts, receive funds and administer the flow of money from the TIF. The applicants are required to provide documentation of "Project Costs" and pay all assessed property taxes each year to receive funds. The agreement has a 30 year term to match the duration of the TIF district.



## **CREDIT ENHANCEMENT AGREEMENT**

THIS CREDIT ENHANCEMENT AGREEMENT dated as of \_\_\_\_\_, 2018, between the **City of Caribou**, a municipal body corporate and politic and a political subdivision of the State of Maine (hereinafter the “City”) and Caribou Senior Housing, LLC, a corporation duly organized and existing under the laws of the State of Maine, with a place of business in Caribou, Maine (hereinafter the “Company”).

### **WITNESSETH THAT:**

WHEREAS, the City is in the process of designating the Caribou Senior Housing, LLC Municipal Tax Increment Financing District (herein the "District") and associated Development Program pursuant to Title 30-A M.R.S.A. Chapter 206, and

WHEREAS, the District and related Development Program will be reviewed by Maine Department of Economic and Community Development; and

WHEREAS, the Development Program contemplates the execution and delivery of a Credit Enhancement Agreement between the City and the Company; and

WHEREAS, the City intends to negotiate, execute and deliver a credit enhancement agreement contemplated by and described in the Development Program by the City Council, in the name of and on behalf of the City, with such terms and provisions not inconsistent with the Development Program, as the City Council shall approve, such approval to be conclusively evidenced by its execution thereof; and

WHEREAS, the City and the Company desire and intend that this Credit Enhancement Agreement be and constitute the credit enhancement agreement contemplated by and described in the Development Program; and

WHEREAS, the City designated the District, adopted the Development Program and entered into this Agreement in order to induce the Company to complete the Project by enabling the City to contribute toward the capital cost of the Project the amounts contemplated by the Development Program and this Agreement;

NOW, THEREFORE, in consideration of the foregoing and in consideration of the mutual promises and covenants set forth herein, the parties agree as follows:

### **ARTICLE I DEFINITIONS**

#### **Section 1.1. Definitions.**

As used in this Agreement, unless the context otherwise indicates, the following terms shall have the following meanings:

“Act” means chapter 206 of Title 30-A of the Maine Revised Statutes and regulations adopted thereunder, as amended from time to time.

“Agreement” shall mean this Credit Enhancement Agreement between the City and the Company dated as of the date set forth above, or the recent effective date of any amendments properly authorized by the parties hereto from time to time.

“Captured Assessed Value” shall mean the amount of Increased Assessed Value that is utilized from year-to-year to finance the project costs contained within the Development District;

“Current Assessed Value” means the assessed value of the District certified by the municipal assessor as of April 1<sup>st</sup> of each year that the Development District remains in effect;

“DECD” means the Maine Department of Economic & Community Development;

“Development Program” means the Caribou Senior Housing, LLC Municipal Tax Increment Financing and Development Program;

“District” means the Caribou Senior Housing, LLC Municipal Tax Increment Financing District;

“Financial Plan” means the financial plan described in the “Financial Plan” section of the Development Program;

“Fiscal Year” means the City adopted fiscal year, which may change from time to time;

“Increased Assessed Value” means, for each Tax Year during the term of this Agreement, the amount by which the Current Assessed Value exceeds the Original Assessed Value. If the Current Assessed Value is equal to or less than the Original Assessed Value in any given Tax Year, there is no Increased Assessed Value in that year.

“Original Assessed Value” means the assessed value of the Development District as of April 1<sup>st</sup>, 2018;

“Project” means renovation of the old Hilltop elementary school, located at 19 Marshall Avenue in Caribou, for use as a senior citizens/assisted living facility to be developed in the District by the Company as more specifically described in the Development Program and TIF Application;

“Project Costs” means any expenditures incurred or for which obligation of funds have been executed and that are authorized by Title 30-A MRSA Section 5225 as set forth and included in the District;

“Property Taxes” means all real and personal property taxes assessed by the City of Caribou in its governmental capacity against real and personal property owned by Company, or its successor, located within the District.

“Tax Increment” means real and personal property taxes assessed by the City, in excess of any state, county or special district tax, upon the Increased Assessed Value of the property in the Development District;

“Tax Payment Date” means the date as may be determined by the City from time to time on which Property Taxes assessed by the City are due and payable without accrued interest. “Tax Year” means the period beginning on April 1<sup>st</sup> and ending on the succeeding March 31<sup>st</sup>.

“Tax Year” shall have the meaning given such term in 30-A M.R.S.A § 5222(18), as amended, to wit: April 1 to March 31.

### **Section 1.2. Interpretation and Construction.**

In this Agreement, unless the context otherwise requires:

(a) The terms “hereby,” “hereof,” “hereto,” “herein,” “hereunder” and any similar terms, as used in this Agreement, refer to this Agreement, and the term “hereafter” means after, and the term “heretofore” means before, the date of delivery of this Agreement.

(b) Words importing a particular gender mean and include correlative words of every other gender and words importing the singular number mean and include the plural number and vice versa.

(c) Words importing persons mean and include firms, associations, partnerships (including limited partnerships), trusts, corporations and other legal entities, including public or governmental bodies, as well as any natural persons.

(d) Any headings preceding the texts of the several Articles and Sections of this Agreement, and any table of contents or marginal notes appended to copies hereof, shall be solely for convenience of reference and shall not constitute a part of this Agreement, nor shall they affect its meaning, construction or effect.

(e) All approvals, consents and acceptances required to be given or made by any signatory hereto shall not be withheld unreasonably.

(f) All notices to be given hereunder shall be given in writing and, unless a certain number of days is specified, within a reasonable time.

(g) If any clause, provision or Section of this Agreement shall be ruled invalid by any court of competent jurisdiction, the invalidity of such clause, provision or Section shall not affect any of the remaining provisions hereof.

## **ARTICLE II DEVELOPMENT PROGRAM FUND AND FUNDING REQUIREMENTS**

### **Section 2.1. Creation of Project Cost Account.**

Within forty-five (45) days of the date the District is approved by DECD, the City agrees to create and establish a project cost account, the funds from which are pledged to and charged with payment of Project Costs in accordance with the terms and conditions of the Development

Program. The account shall be known as the Caribou Hilltop TIF Cost Account (hereinafter the "Project Cost Account"). The City shall be solely responsible for the administration of the Project Cost Account.

### **Section 2.2. Deposits Into the Project Cost Account**

(a) Each year during the term of this Agreement, commencing with the City's 2019 Tax Year and continuing thereafter for up to a maximum of thirty (30) tax years to and including the City's 2048 Tax Year, the City shall retain in the District one hundred percent (100%) of the Increased Assessed Value as may be allowed in the DECD approved Development Program.

(b) Within fifteen (15) days of each payment of Property Taxes by the Company, the City shall credit to the Project Cost Account the Property Taxes assessed during the thirty (30) year life of the District. It is the intention of the City that 100% of the Tax Increment revenues be designated as Captured Assessed Value. *It is understood and agreed that the credit to the Project Cost Account as specified above shall be due and payable solely from such Property Tax payments by Company.*

Notwithstanding any other provision of this Agreement, any and all revenues resulting from investment of monies allocated to the Project Cost Account after payment of all amounts then due to the Company hereunder shall be transferred to and become revenue available to the City for other purposes in accordance with the Development Program.

### **Section 2.3. Use of Monies Held By City in Project Cost Account**

All monies actually paid by the Company to the City pursuant to this Agreement and credited to the Project Cost Account under the provisions hereof and the provisions of the Development Program shall be held by the City for the sole purpose of completing the Development Program in accordance with the terms and conditions of this Agreement.

### **Section 2.5. Allocation of Partial Tax Payments**

If in any year during the term of this Agreement, the Company fails to pay any portion of the Property Taxes assessed by the City, the Property Taxes actually paid by the Company shall be applied: (a) first to the payment of Property Taxes due on the Original Assessed Value of property in the District and (b) second to the Project Cost Account.

## **ARTICLE III PAYMENT OBLIGATIONS**

### **Section 3.1. Credit Enhancement Payments**

Within forty-five (45) days following the payment of taxes by Company on property in the District, the City shall pay to the Company 95% of the amounts then credited to the Project Cost Account, exclusive of any deduction or withholding required by Federal or State law or as provided in this Agreement. Any amount in the Project Cost Account after making such payment

shall be transferred to the City of Caribou as other revenue regardless of remaining amount to be reimbursed for Project Costs.

All payments made to Company hereunder shall be used to reimburse the Company for payment of qualified "Project Costs" as that term is defined under Chapter 206 of Title 30-A of the Maine Revised Statutes, which are capitalized for federal income tax purposes.

*Company covenants, warrants and agrees that 100% of the funds received by Company pursuant to this Agreement have been applied by Company to pay for the abatement of asbestos materials and development improvements contemplated in the Development Program for the Project.*

### **Section 3.3 Company's Obligations**

To be eligible to receive payments under this Agreement, Company shall provide on an annual basis with their tax payments documentation of Project Costs

### **Section 3.5. City's Limited Obligation.**

The City's obligations of payment hereunder shall be limited obligations of the City payable solely from Tax Increment revenues and any earnings thereon, pledged under this Agreement. The City's obligations hereunder shall not constitute a general debt or a general obligation on the part of the City or a general obligation or charge against or pledge of the faith and credit or taxing power of the City, the State of Maine, or of any municipality or political subdivision thereof, but shall be payable solely from the Tax Increment Revenues received by the City, and any earnings thereon.

This Agreement shall not directly or indirectly or contingently obligate the City, the State of Maine, or any other municipality or political subdivision to levy or to pledge any form of taxation whatever therefore or to make any appropriation for payment due under this Agreement, excepting the City's obligation to assess property taxes upon the Project and to appropriate the Tax Increment Revenues, and earnings thereon, pledged under this Agreement.

Notwithstanding the above, in the event that the Company pays the taxes assessed against the District and the City fails to credit the funds to the Project Cost Account or fails to make the credit enhancement payments to the Company as set forth herein, the City shall be obligated to make such payments from general appropriations and taxation.

### **Section 3.2. No Suspension of Payments- No Right of Set Off**

Except as otherwise expressly provided in this Agreement, the City shall not suspend or discontinue any such payment or terminate this Agreement because of: (a) any acts or circumstances that may constitute failure of consideration or frustration of purpose or (b) any change in the tax or other laws of the United States, the State of Maine or any political subdivision of either thereof.

City agrees to make the payments from the Project Cost Account irrespective of any right of set off, recoupment or counterclaim it might have against the Company for unpaid taxes

assessed against other property owned by Company or otherwise.

#### **ARTICLE IV FURTHER INSTRUMENTS**

The City shall, upon the reasonable request of the Company, from time to time execute and deliver such further instruments and take such further action as may be reasonable and as may be required to carry out the provisions of this Agreement; provided, however, that no such instruments or actions shall pledge the credit of the City, materially disadvantage the City, or materially change this Agreement.

#### **ARTICLE V LIENS**

The City shall not create any liens, encumbrances or other interests of any nature whatsoever, nor shall it hypothecate the Project Cost Account or any funds therein or revenues resulting from investment of funds therein, other than those interests created in favor of the Company hereunder; provided, however, nothing herein shall prohibit creation of real and personal property tax liens on the Company's property in accordance with, and entitled to the priority provided under, Maine law.

#### **ARTICLE VI ACCESS TO BOOKS AND RECORDS.**

All books, records and documents in the possession of the City relating to the District, the Development Program, the Agreement and the monies, revenues and receipts on deposit or required to be deposited into the Project Cost Fund shall be open to inspection by the Company, its authorized agents and employees during normal business hours upon 48 hours notice.

#### **ARTICLE VII DEFAULTS AND REMEDIES**

##### **Section 7.1. Events of Default.**

Each of the following events shall constitute and be referred to in this Agreement as an "Event of Default":

(a) Any failure by the City to pay any amounts due to Company when the same shall become due and payable;

(b) Any failure by the City to credit to the Project Cost Account as and when due;

(c) Any failure by the City or the Company to observe and perform in all material respects any respective covenant, condition, agreement or provision contained herein on the part of the City or the Company respectively to be observed or performed which failure is not cured within thirty (30) days following written notice thereof;

(d) If a receiver, conservator or liquidator is appointed for Company by any court of competent jurisdiction; or if the Company should file a voluntary petition in bankruptcy or fail to have a petition in bankruptcy dismissed within a period of 90 consecutive days following its filing; or if a court of competent jurisdiction orders the winding up or liquidation of Company.

#### **Section 7.2. Remedies on Default.**

Whenever any Event of Default referred to in Section 7.1 hereof shall have occurred and be continuing for a period of thirty (30) days after a party's receipt from the other party of written notice of an Event of Default by the party, the other party may (a) specifically enforce the performance or observance of any obligations, agreements or covenants of the defaulting party under this Agreement and any documents, instruments and agreements contemplated hereby or to enforce any rights or remedies available hereunder or (b) suspend its performance under this Agreement for so long as the Event of Default continues or remains uncured.

#### **Section 7.3. Remedies Cumulative.**

No remedy herein conferred upon or reserved to the Company or City is intended to be exclusive of any other available remedy or remedies but each and every such remedy shall be cumulative and shall be in addition to the remedy given under this Agreement or now or hereafter existing at law, in equity or by statute. Delay or omission to exercise any right or power accruing upon any default or to insist upon the strict performance of any of the covenants and agreements herein set forth or to exercise any rights or remedies upon the occurrence of a default shall not impair any such right or power or be considered or taken as a waiver or relinquishment for the future of the rights to insist upon and to enforce, from time to time and as often as may be deemed expedient, by injunction or other appropriate legal or equitable remedy, strict compliance by either party with all of the covenants and conditions hereof, or of the rights to exercise any such rights or remedies, if such default be continued or repeated.

#### **Section 7.4. Agreement to Pay Attorneys' Fees and Expenses.**

Notwithstanding the application of any other provision hereof, in the event a party should default under any of the provisions of this Agreement and the other party shall require and employ attorneys or incur other expenses or costs for the collection of payments due or to become due or for the enforcement of performance or observance of any obligation or agreement on the part of the party herein contained, the prevailing party in any litigation to enforce the provisions of this Agreement shall be entitled to be reimbursed for reasonable attorneys fees from the party in default.

#### **Section 7.5. Tax Laws.**

The parties acknowledge that all laws of the State now in effect or hereafter enacted with respect to taxation of property shall be applicable and that the City, by entering into this Agreement, is not excusing any non-payment of taxes by Company. Without limiting the foregoing, the City and the Company shall always be entitled to exercise all rights and remedies regarding assessment, collection and payment of taxes assessed on Company's property.

**Section 7.6. Failure of Company to timely pay property taxes.**

Should the Company fail to pay its assessed Property Taxes for two consecutive years the City is under no further obligation for payments to the Company and the District is dissolved, except in the case of a pending property tax valuation appeal. In the case of a pending property tax valuation appeal, the Company shall pay any uncontested amount by the Property Tax due date and the remainder immediately upon resolution of the appeal

**ARTICLE VIII  
TERM**

**Section 8.1. Effective Date**

This agreement shall be effective upon the execution thereof by all Parties indicated. Except as otherwise provided in this Agreement, this Agreement shall remain in full force and effect and shall expire 30 years from the date of execution or upon the payment of all amounts due to the Company hereunder and the performance of all obligations on the part of the City and Company hereunder (the "Term").

**Section 8.2. Expiration of Term.**

Upon the expiration of the Term, or the earlier termination of this Agreement, and following full payment of all amounts due and owing to the Company hereunder or provision for payment thereof, the City and the Company shall each execute and deliver such documents and take or cause to be taken such actions as may be necessary to evidence the termination of this Agreement. No such expiration or termination shall affect any rights or obligations then outstanding.

**ARTICLE IX  
ASSIGNMENT AND PLEDGE OF COMPANY'S INTEREST**

**Section 9.1. Consent to Pledge and/or Assignment.**

The City hereby acknowledges that the Company may pledge and assign its right, title and interest in, to and under this Agreement as collateral for financing for the Project, although no obligation is hereby imposed on the Company to make such assignment or pledge. Recognizing this possibility, the City does hereby consent and agree to the pledge and assignment of all the Company's right, title and interest in, to and under this Agreement and in, and to the payments to be made to Company hereunder, to third parties as collateral or security for indebtedness or otherwise, on one or more occasions during the term hereof.

**Section 9.2. Pledge, Assignment or Security Interest.**

The City hereby consents to the pledge, assignment or granting of a security interest by the Company of its right, title and interest in, to and under this Agreement to any lender which is financing the Project in whole or part.

**Section 9.3. Assignment**



The Company shall have the unrestricted right to transfer and assign all or any portion of its rights in, to and under this Agreement, at any time, and from time to time, as Company may, in its sole discretion, deem appropriate.

## **ARTICLE X NO ADDITIONAL DEVELOPMENT**

It is understood and agreed that any additional development within the District by Company not within the scope of the original Project or any additional development within the District by any person other than the Company shall be outside the scope of this Agreement. The City shall have no obligations to make any payments into the Development Program Fund from any increased revenues received by the City from assessments made against such additional development.

## **ARTICLE XI MISCELLANEOUS**

### **Section 11.1 Successors.**

In the event of the dissolution of the Company or any sale or other transfer of all or substantially all of the Project, the covenants, stipulations, promises and agreements set forth herein, by or on behalf of or for the benefit of such party shall bind or inure to the benefit of the successors and assigns thereof from time to time and any entity, officer, board, commission, agency or instrumentality to whom or to which any power or duty of such party shall be transferred.

### **Section 11.2 Parties in Interest.**

Except as herein otherwise specifically provided, nothing in this Agreement expressed or implied is intended or shall be construed to confer upon any person, firm or corporation other than the City and the Company or its assigns any right, remedy or claim under or by reason of this Agreement, it being intended that this Agreement shall be for the sole and exclusive benefit of the City and the Company; provided, however, that if the payment obligations of the City to the Company hereunder are held by a final and binding proceeding to be illegal or invalid, this Agreement shall terminate. In such event all obligations of the parties shall terminate, and no party shall have any further liability to the other hereunder.

### **Section 11.3 Severability.**

In case any one or more of the provisions of this Agreement shall, for any reason, be held to be illegal or invalid, such illegality or invalidity shall not affect any other provision of this Agreement and this Agreement shall be construed and enforced as if such illegal or invalid provision had not been contained herein.

### **Section 11.4 No Personal Liability of Officials of the City.**

No covenant, stipulation, obligation or agreement of the City contained herein shall be deemed to be a covenant, stipulation or obligation of any present or future elected or appointed official, officer, agent, servant or employee of the City in his or her individual capacity and

neither the members of the City Council, City Council members nor any official, officer, employee or agent of the City shall be liable personally with respect to this Agreement or be subject to any personal liability or accountability by reason hereof.

**Section 11.5 Counterparts.**

This Agreement may be executed in any number of counterparts, each of which, when so executed and delivered, shall be an original, but such counterparts shall together constitute but one and the same Agreement.

**Section 11.6 Governing Law.**

The laws of the State of Maine shall govern the construction and enforcement of this Agreement in all respects.

**Section 11.7 Notices.**

All notices, certificates, requests, requisitions or other communications by the City or the Company pursuant to this Agreement shall be in writing and shall be sufficiently given and shall be deemed given when mailed by first class mail, postage prepaid, addressed as follows:

If to the City:

City of Caribou  
Attn: City Manager  
25 High Street  
Caribou, Maine 04736

With copies, which shall not constitute notice, to:

Solman & Hunter, P.A.  
P.O. Box 665  
Caribou, Maine 04736

If to the Company:

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

With a copy, which shall not constitute notice, to:

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

Either of the parties may, by notice given to the other, designate any further or different addresses to which subsequent notices, certificates, requests or other communications shall be sent hereunder.

#### **Section 11.8 Amendments.**

This Agreement may only be amended with the concurring written consent of both of the parties hereto.

#### **Section 11.9 Benefit of Assignees or Pledges.**

The City agrees that this Agreement is executed in part to induce assignees or pledges to provide financing for the Project and accordingly all covenants and agreements on the part of the City as to the amounts payable hereunder are hereby declared to be for the benefit of any such assignee or pledgee from time to time of the Company's right, title and interest herein.

#### **11.10 Integration.**

This Agreement completely and fully supersedes all other prior or contemporaneous understandings or agreements, both written and oral, between the City and the Company relating to the specific subject matter of this Agreement and the transactions contemplated hereby.

#### **Section 11.11 No Obligation to Build Project.**

The Company and the City agree, and the City hereby acknowledges that the Company shall have no obligation to go forward with the capital projects referred to herein or in the Development Program. All such projects are subject to final approval by the Company. Failure of Company to go forward with the capital projects referred to herein shall result in termination of this Agreement.

#### **Section 11.12 Authority of City.**

The Company and the City waive any right which either may have to contest, and shall not take any action to challenge, the other's authority to enter into, perform or enforce the Agreement or to carry out the Development Program or the validity or enforceability of this Agreement, the District or the Development Program. The City and the Company shall each utilize their respective best efforts to uphold the District, the Development Program, this Agreement and the City's authority to enter into this Agreement and the validity and enforceability of the District, the Development Program and this Agreement, including without limitation opposing, to the extent permitted by law, any litigation or proceeding challenging such authority, validity or enforceability.

#### **Section 11.13 Indemnification.**

The Company shall at its own expense defend, indemnify, and hold harmless the City, its officers, agents, and employees from and against any and all liability, claims, damages, penalties, losses, expenses, or judgments relating in any manner to, or arising out of the Development Program or this Agreement, except to the extent that such liability, claims, damages, penalties, losses, or expenses, result in whole or in part from any negligent act or intentional omission of the City, its officers, agents, employees or servants. Company shall, at its own cost and expense,

defend any and all suits or actions, just or unjust which may be brought against City upon any such above-mentioned matter, claim or claims, including claims of contractors, employees, laborers, materialmen, and suppliers. In cases in which the City is a party, the City shall have the right to participate at its own discretion and at its own expense and no such suit or action shall be settled without prior written consent of the City. Notwithstanding any other provision of this Agreement, this section shall survive any termination of this Agreement. In the event of any litigation or proceeding challenging this Agreement or the authority of the parties to enter into or perform hereunder, the Company shall indemnify and hold harmless the City against all costs, including the cost of defense and legal fees resulting from such challenges. Provided, however, that if the Company assumes the defense of all challenges, the City agrees to let the Company's attorney represent both parties at Company's expense.

## **SECTION XII CITY COSTS.**

The Company shall pay or reimburse the City for all reasonable fees, expenses and other charges of the City and its consultants, including the City's attorneys and the City's Consultant, in connection with the negotiation, execution and approval of this Agreement and the negotiation, review and approval of the Development Program. If this is not done, the City shall deduct such payment due from credit enhancement payments due the Company. Notwithstanding any other provision of this Agreement, this section shall survive any termination of this Agreement.

**IN WITNESS WHEREOF**, the City and the Company have caused this Agreement to be executed in their respective corporate names and their respective corporate seals to be hereunto affixed and attested by the duly authorized officers, all as of the date first above written.

### **CITY OF CARIBOU**

\_\_\_\_\_  
Attest

By \_\_\_\_\_  
Dennis L. Marker, City Manager  
Duly Authorized

### **CARIBOU SENIOR HOUSING, LLC**

\_\_\_\_\_  
Witness

By \_\_\_\_\_  
Name:  
Its:  
Duly Authorized

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



**MEMO**

**TO:** Caribou City Council Members  
**FROM:** Dennis Marker, City Manager  
**RE:** Senior Tax Credit Program  
**DATE:** August 3, 2018

---

**DISCUSSION AND POSSIBLE ACTION ITEM**

Some Maine communities have ordinances and programs to provide tax credits to seniors who meet certain income thresholds. Is the Council interested in creating a similar program?

Out of the 3,554 households in the community, 14.6% (519) of them are married 65 year olds and 21% (746) are single persons 65 years old or older. Roughly half of all households (1,731) make less than \$50,000.

These programs can require significant budget allocations. For instance, assuming a 1/2 credit was given to about 500 of the 65+ households and they live in a median value home (\$88,900), this program would need over \$500 thousand each year.

The following ordinance from Monmouth is fairly typical of those that have been adopted around the state. Staff has not been able to determine all the towns which have adopted such ordinances.

# CHANGE ORDER

NO. 3 (Three)

DATED: August 3, 2018

OWNER'S PROJECT NO.

AIP No. 3-23-0012-19-2017

ENGINEER'S PROJECT NO.

195210969

PROJECT: Construct 6 Bay T-Hangar

OWNER: Caribou Municipal Airport, 12 Airport Drive, Caribou, Maine 04736

CONTRACTOR: Buck Construction, Inc.

CONTRACTOR FOR CONSTRUCTION OF: 6 Bay T-Hangar

CONTRACT DATE: May 22, 2017

CONSTRUCTION STARTING DATE: September 5, 2017

TO: Buck Construction, Inc.

CONTRACTOR

YOU ARE HEREBY DIRECTED TO ACCOMPLISH CHANGES IN THE CONTRACT AS DESCRIBED BELOW.

OWNER: CARIBOU MUNICIPAL AIRPORT

BY:

DATE:

DESCRIPTION OF CHANGE: See Attached

JUSTIFICATION FOR CHANGE: See Attached

ENCLOSURES/ATTACHMENTS WHICH ARE INCLUDED AS PART OF THIS CHANGE ORDER:

Change Order No. 3: Description, Justification and Cost Analysis and Acceptance  
Contractor's Cost Proposal

THE CHANGES RESULT IN THE FOLLOWING ADJUSTMENTS OF CONTRACT PRICE AND CONTRACT TIME:

CONTRACT PRICE PRIOR TO THIS CHANGE ORDER

\$575,049.00

NET INCREASE FOR CHANGE ORDER

\$2,900.00

CURRENT CONTRACT PRICE INCLUDING THIS CHANGE ORDER

\$577,949.00

CONTRACT TIME PRIOR TO THIS CHANGE ORDER

120

CALENDAR DAYS

NET INCREASE FOR CHANGE ORDER

0

CALENDAR DAYS

CURRENT CONTRACT TIME INCLUDING THIS CHANGE ORDER

120

CALENDAR DAYS

CURRENT DATE FOR COMPLETION OF ALL WORK WILL BE

THIS DOCUMENT WILL BECOME A SUPPLEMENT TO THE CONTRACT AND ALL TERMS AND PROVISIONS WILL APPLY HERETO.

THE ABOVE CHANGES ARE APPROVED:

STANTEC CONSULTING SERVICES INC.

BY:

DATE:

THE ABOVE CHANGES ARE ACCEPTED:

BUCK CONSTRUCTION, INC.

BY:

DATE:

**CHANGE ORDER NO. 3**  
**Construct 6 Bay T-Hangar**  
**Caribou Municipal Airport**  
**Caribou, Maine**

**AIP Project No. 3-23-0012-19-2017**

**Part 1 – Description of Changes:**

This change order requests the installation of a 40-foot utility pole and primary overhead lines from North Main Street to the utility pole. Zero (0) additional days will be added to the construction schedule for the aforementioned work.

**Part 2 – Justification for Changes:**

The intention of the project was to have the utility pole and primary lines installed by the local utility company along with the execution of a utility easement on airport property so that the utility could maintain the line and pole. The City and the utility company could not come to terms on a utility easement, therefore the City of Caribou has requested the installation of a private utility pole along with the primary lines from North Main Street to the private pole. This is required to have a functioning electrical service to the 6 Bay T Hangar.

**Part 3 – Engineer's Cost Analysis and Acceptance:**

The Contractor's proposal for work described in this change order includes a lump sum price as noted below. This price includes all work associated with the installation of a new utility pole and the primary lines including labor, equipment and materials.

Lump Sum Price	\$2,900.00
----------------	------------

Stantec conducted a cost analysis of the contractor's proposed pricing and determined the Contractor's proposal to be fair and reasonable for the work involved. Therefore, the Contractor's proposal compares favorably with the Engineer's cost analysis and approval of this change order is recommended.

# Proposal Quote



*For All Your Energizing Needs!*

Date 7/11/2018  
Job Location Caribou,  
ME 04736

County Electric Inc.  
17 Birdseye Ave.  
Caribou, Maine 04785  
Phone 207-498-8231  
Fax 207-498-8719  
countyelectric@myfairpoint.net

TO Stantec  
Seth Lovely  
Caribou T-Hanger  
Primary Line

We are pleased to quote the following electrical per conversation and site visit.  
Supply/install materials and labor

- 40' Pole
- Guy wire with anchor
- (2) Runs of 1/0 ASCR Primary Wire
- Pole Insulators and hardware
- Equipment and labor

**Total: 2,900.00**

Quotation prepared by: \_\_\_\_\_

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

To accept this quotation, sign here and return: \_\_\_\_\_

Date Signed: \_\_\_\_\_

All material is guaranteed to be as specified. All work to be done in a professional manner according to standard practices. Any alteration or deviation from specifications involving extra cost will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are covered fully by Worker's Compensation Insurance.



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



**MEMO**

**TO:** Caribou City Council Members  
**FROM:** Dennis Marker, City Manager  
**RE:** City Manager Annual Evaluation  
**DATE:** August 3, 2018

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**DISCUSSION AND POSSIBLE ACTION ITEM**

City Charter requires that the City Council conduct an annual review of the City Manager's performance. The Council's review is supposed to be made available during an open public meeting.

It is proposed that the Council complete the attached review and provide the information back to Carl Grant ([cgrant@cariboumaine.org](mailto:cgrant@cariboumaine.org)) for compilation and presentation during the upcoming Council meeting. The same form was provided for the 6 month probationary review and is provided again for comparison and consistency purposes. The Council members may provide additional feedback and comments as desired.

**Annual Performance Review**  
**City Manager – Dennis Marker**  
**July 2018**

The following subject areas are the major job responsibilities of the City Manager. As you think about performance in each area, sample questions or concerns have been provided. There is also additional space for comments.

**A. Relationships with City Council**

1. <b>Communicates well</b> with Council members, keeping them informed of issues and events.	<input type="checkbox"/> Outstanding <input type="checkbox"/> Very Good <input type="checkbox"/> Meets Standard <input type="checkbox"/> Improvement Needed <input type="checkbox"/> Poor
2. Is <b>well prepared</b> for Council meetings, provides adequate pre-work and is appropriately helpful during Council meetings.	<input type="checkbox"/> Outstanding <input type="checkbox"/> Very Good <input type="checkbox"/> Meets Standard <input type="checkbox"/> Improvement Needed <input type="checkbox"/> Poor
3. Makes <b>sound recommendations</b> for Council action and development of priorities.	<input type="checkbox"/> Outstanding <input type="checkbox"/> Very Good <input type="checkbox"/> Meets Standard <input type="checkbox"/> Improvement Needed <input type="checkbox"/> Poor
4. Is <b>open and responsive</b> to input from and needs of City councilors.	<input type="checkbox"/> Outstanding <input type="checkbox"/> Very Good <input type="checkbox"/> Meets Standard <input type="checkbox"/> Improvement Needed <input type="checkbox"/> Poor

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**B. Relationships with Others**

1. Assures <b>good communication</b> and shows sensitivity to the needs and concerns of City residents.	<input type="checkbox"/> Outstanding <input type="checkbox"/> Very Good <input type="checkbox"/> Meets Standard <input type="checkbox"/> Improvement Needed <input type="checkbox"/> Poor
2. Keeps in <b>contact with</b> and provides appropriate guidance and assistance to all <b>staff</b> .	<input type="checkbox"/> Outstanding <input type="checkbox"/> Very Good <input type="checkbox"/> Meets Standard <input type="checkbox"/> Improvement Needed <input type="checkbox"/> Poor

3. Maintains a <b>positive working relationship</b> with other <b>key organizations</b> that the City partners with.	<input type="checkbox"/> Outstanding <input type="checkbox"/> Very Good <input type="checkbox"/> Meets Standard <input type="checkbox"/> Improvement Needed <input type="checkbox"/> Poor
4. Stays in touch with <b>legislative issues</b> on the state and national level and establishes <b>relationships</b> with key individuals.	<input type="checkbox"/> Outstanding <input type="checkbox"/> Very Good <input type="checkbox"/> Meets Standard <input type="checkbox"/> Improvement Needed <input type="checkbox"/> Poor

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### C. Budget and Financial Management

1. Develops a budget which recognizes the immediate future financial needs of the City.	<input type="checkbox"/> Outstanding <input type="checkbox"/> Very Good <input type="checkbox"/> Meets Standard <input type="checkbox"/> Improvement Needed <input type="checkbox"/> Poor
2. Administers a <b>budget process</b> which provides the Council with quality information and data on which to make budget decisions.	<input type="checkbox"/> Outstanding <input type="checkbox"/> Very Good <input type="checkbox"/> Meets Standard <input type="checkbox"/> Improvement Needed <input type="checkbox"/> Poor
3. Maintains a system, which monitors and controls expenditures vs. budget.	<input type="checkbox"/> Outstanding <input type="checkbox"/> Very Good <input type="checkbox"/> Meets Standard <input type="checkbox"/> Improvement Needed <input type="checkbox"/> Poor
4. Presents recommendations for capital improvements to ensure that the City's assets are protected.	<input type="checkbox"/> Outstanding <input type="checkbox"/> Very Good <input type="checkbox"/> Meets Standard <input type="checkbox"/> Improvement Needed <input type="checkbox"/> Poor

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### D. Program/Project Management

1. Recommends and prioritizes capital improvement projects consistent with City resources.	<input type="checkbox"/> Outstanding <input type="checkbox"/> Very Good <input type="checkbox"/> Meets Standard <input type="checkbox"/> Improvement Needed <input type="checkbox"/> Poor
--	---

2. Assures approved projects are delivered on schedule and within budget. Keeps Council apprised of any anticipated variances so they may be approved in advance.	<input type="checkbox"/> Outstanding <input type="checkbox"/> Very Good <input type="checkbox"/> Meets Standard <input type="checkbox"/> Improvement Needed <input type="checkbox"/> Poor
3. Works closely with prospective developers and investors who express an interest in locating in the City.	<input type="checkbox"/> Outstanding <input type="checkbox"/> Very Good <input type="checkbox"/> Meets Standard <input type="checkbox"/> Improvement Needed <input type="checkbox"/> Poor

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### **E. Economic Development**

1. Maintains strong connections to area economic development agencies.	<input type="checkbox"/> Outstanding <input type="checkbox"/> Very Good <input type="checkbox"/> Meets Standard <input type="checkbox"/> Improvement Needed <input type="checkbox"/> Poor
2. Works to encourage/increase economic development activities in the region.	<input type="checkbox"/> Outstanding <input type="checkbox"/> Very Good <input type="checkbox"/> Meets Standard <input type="checkbox"/> Improvement Needed <input type="checkbox"/> Poor
3. Keeps the Council informed on growth opportunities.	<input type="checkbox"/> Outstanding <input type="checkbox"/> Very Good <input type="checkbox"/> Meets Standard <input type="checkbox"/> Improvement Needed <input type="checkbox"/> Poor

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### **F. Leadership**

1. Serves as an effective spokesperson. Represents the City well to its partners, other government agencies and the general public.	<input type="checkbox"/> Outstanding <input type="checkbox"/> Very Good <input type="checkbox"/> Meets Standard <input type="checkbox"/> Improvement Needed <input type="checkbox"/> Poor
2. Maintains, through his activities in the community, a leadership role which enhances the image of the City as a desirable place to live and work.	<input type="checkbox"/> Outstanding <input type="checkbox"/> Very Good <input type="checkbox"/> Meets Standard <input type="checkbox"/> Improvement Needed <input type="checkbox"/> Poor

3. Conducts himself/herself in ways that bring credit to the City.

- ☐ Outstanding
- ☐ Very Good
- ☐ Meets Standard
- ☐ Improvement Needed
- ☐ Poor

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Overall Performance Rating:** \_\_\_\_\_

- ☐ Outstanding
- ☐ Very Good
- ☐ Meets Standard
- ☐ Improvement Needed
- ☐ Poor

**Final Comments/Suggestions (if any):** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Police Department Monthly Report

	JAN	FEB	MAR	APR	MAY	JUN	JUL
Complaints	874		2820	2555	2589	2390	2390
M/V ACCIDENTS	57		24	24	12	22	22
ESCORTS	12		3	2	3	7	7
THEFT COMPLAINTS	12		4	4	6	14	14
ANIMAL COMPLAINTS	13		6	8	15	22	22
DOMESTIC COMPLAINTS	5		15	11	8	5	5
BURGLARY COMPLAINTS	0		2	3	1	1	1
O.U.I	3		4	4	1	4	4
M/V THEFTS	1		2	1	2	0	0
MISSING PERSONS	1		2	1	1	1	1
JUVENILE COMPLAINTS	1		1	1	5	2	2
CIVIL COMPLAINTS	6		5	5	8	0	0
PROWLER COMPLAINTS	6		0	0	0	0	0
ASSIST OTHER AGENCY	25		17	18	22	16	16
ASSULT ARREST	2		1	1	0	0	0
THEFT ARRESTS	3		1	2	4	3	3
SPEEDING	12		25	26	24	25	25
STOPS/CHECKS M/V	2319		2365	2110	2051	1918	1918
PARKING TICKETS	0		0	0	0	0	0
HANDLING PERISONERS	30		48	38	46	45	45
WARRANT ARRESTS	15		18	10	21	9	9
UNLAWFUL SEX. CONTACT	3		0	0	0	1	1
GROSS SEX. ASSAULT	3		0	0	0	0	0
BUSINESS ALARMS	19		14	30	26	20	20
BURGLARY ARRESTS	0		0	0	1	0	0

# TAX BASE TALK

## Tax Assessment & Building Official office updates:

- ◇ Two new home permits were issued in June.
- ◇ The City Council set the 2018 tax rate at 23.7 on June 25
- ◇ The Board of Assessors met on July 2 to complete all of the paperwork for the 2018 tax commitment.
- ◇ Abatement forms are now available at the website. The Maine statutory deadline for abatement requests is 185 days from commitment. For 2018, the date is January 3, 2019.
- ◇ Recent trainings: the assessor participated in the 3rd Annual Maine Property Tax Institute in May where IAAO Workshop 155 on Depreciation was presented. She also attended the NRAAO conference for training on several timely topics like valuation, technology and communication. In May, she took the 2018-2019 USPAP (Uniform Standards of Professional Appraisal Practice) course and exam.
- ◇ In April, both assessors attending trainings in Caribou and Bangor on assessing topics such as GIS and changes to §706.
- ◇ Upcoming trainings: the assessor has plans to continue taking IAAO mass appraisal courses. Both assessors will attend the Maine Property Tax School in August. Some classes this year include trainings on: Cost Approach and Trending (real estate and personal property), ethics for assessors, constitutional equity, new technology in tax assessment and hotel/motel valuation.

*In the tax assessment office,  
"Taxation is the rule and exemption is the exception"!*



## INSIDE THIS ISSUE

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## NEW TO WEBSITE:

- 2018 commitment books
- 2019 exemption forms
- Trio owner data current as of April 1



## 2017 Permits

### ~ Farm ~

Much of the new growth in Caribou for 2018 was with farm buildings.

Agriculture is vital to the Caribou economy and our tax base.

If you are enjoying the lower tax rate for 2018—thank a farmer!

(and the City Council, of course)







## 2017 Permits

### ~ 2018 Value~

The office issued many permits for residential home additions, decks, and garages which resulted in new value for 2018.

When neighbors improve their homes, they also invest in our community!

These are just a few of the many projects that were permitted in 2017 and resulted in new value for 2018.



## Value Loss In 2018

This office conducts an assessment on tax acquired property slated for possible demolition to identify potential hazards. The top photo shows asbestos siding found under Masonite.

Homes are then posted with a notice that the premises is “Unfit For Occupancy” by Caribou’s Deputy Building Official, Tony Michaud.







## Value Loss

### In 2018

The harsh Maine winters can impact the tax base as well. There is often value lost because the utility of a structure is diminished due to roof collapse and other types of weather related damage.

Each year, this office must follow up on demolition permits and fire notifications to adjust for lost value.



## Municipal Project Progress

Advancement was made this quarter on a couple of the municipal projects approved by the Caribou City Council.



# TAX ASSESSMENT

City of Caribou Municipal Valuation

Commitment Date: July 2, 2018

Taxable value of land:	\$ 93,978,500
Taxable value of buildings:	\$ 288,375,400
Taxable value of personal property:	\$ 16,630,200
TOTAL taxable valuation:	\$ 356,210,100

2018 Property Tax Rate: .02370



## *Quarterly Quote:*

“There’s a quality of life in Maine which is this: singular and unique. I think. It’s absolutely a world onto itself.”

– Jamie Wyeth

## REVENUE GENERATOR\$

This department works to generate revenue for the City in several ways:

- \* Issue permits
- \* Discover value when no permit obtained
- \* List/measure property
- \* List business property
- \* Promote exemption and reimbursement options
- \* Submit documents to State of Maine in timely manner



Tax Assessment &  
Code Enforcement Office  
25 High Street  
Caribou Maine 04736

(207) 493-3324 X 3  
Fax: (207) 498-3954

[www.cariboumaine.org](http://www.cariboumaine.org)

Penny Thompson, CMA-3  
Assessor & Building Official  
[pthompson@cariboumaine.org](mailto:pthompson@cariboumaine.org)

Tony Michaud, CMA  
Deputy Assessor/Building Official  
[tmichaud@cariboumaine.org](mailto:tmichaud@cariboumaine.org)

Steve Wentworth, LPI  
Local Plumbing Inspector

# Monthly Permit Report

## July 2018

	Current Month	Year To Date	Prior Year Month	Prior Year YTD
Building Permits	3	18	9	34
Permit Value	\$ 38,650	\$ 811,750	\$ 1,042,800	\$ 3,081,500
Homes	0	2	0	2
Mobile Homes	0	0	0	0
Multi Family	0	0	1	1
Commercial	0	1	2	11
Exempt	0	1	0	2
Plumbing Permits				
Internal	0	6	0	9
External	1	4	5	7
Demolition Permits	1	3	2	11
Sign Permits	0	1	0	5


YTD is January 2018 to July 2018

## CFAD MONTHLY REPORT

July 2018

Total Fire/ Rescue Calls 20  
-Alarms for Fires (33) 2  
-Alarms for Rescues (66)  
-Silent Alarms 18  
    -Haz-Mat  
    -Grass Fires  
    -Chimney Fires  
    -False Alarms  
    -10-55's 1  
    -Aid to Police 1  
    -Public Service 2

Total Hours Pumped 30 min.  
Gallons of Water Used 9,510  
Amt. of Hose used: 50'  
Ladders Used (in Feet):  
(75' Ariel) \_\_\_\_\_  
Thermal Imaging Camera Used: 7  
CO2 Meter Used: 1  
Rescue Sled & Snowmobile:  
Rescue Boat:  
Jaws Used:

### MUTUAL AID TO:

P.I.F.D. 1  
F.F.F.D.  
L.F.D.  
W.F.D.  
Stockholm F.D.  
North Lakes FD  
Crown Amb 2  
Van Buren Amb.  
Life Flight 4

Total Amb Calls 149  
- ALS Calls 81  
- BLS Calls 58  
- Amb Calls cancelled: 3  
- No Transport 21  
- Long Distance Transfers 18  
- Calls Turned Over: 7 = \$9,760  
Total out of Town Amb. Calls 30

Total Out of Town Fire/Rescue Calls 5  
Est. Fire Loss, Caribou \$7,700  
Est. Fire Loss, out of City \$  
Total Est. Fire Loss \$7,700  
Total Maint. Hours 31 mhrs.  
Total Training Hours 39 mhrs.  
Miles Traveled by all Units 8,048  
Fire Permits Issued 53

**\*Color Guard Training 14 mhrs.**

**Total Fire & Amb. Calls 169**

### 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	4	7.25
New Sweden	1	4
Connor		

---

Scott Susi, Chief  
Caribou Fire and Ambulance

**BREAKDOWN OF FIRES**  
**For July 2018**

<b>Situation Found</b>	<b># Of Incidents</b>	<b>Fire Casualties</b>	<b>Est. Property Damage</b>
1. Private Dwellings inc. Mobile Homes	2		\$7,700
2. Apartments (3 or more)			
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	3		
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	1		

**Other Incidents**

16. Haz-Mat	
17. False Calls	
18. Mutual Aid Calls	1 - PIFD
19. Aid to Ambulance (10-55's)	1
20. Aid to Police	1
21. Investigation (Smoke, CO <sub>2</sub> or Alarm)	9 (1 – CO; 4 – Smoke; 4 – Alarm)
22. Service Calls	2

**Total Calls for the Month:** \_\_20\_\_



	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	2018 YTD	2017 Totals
<b>Vouchers allocated to Caribou</b>	193	193	193	193	193	193	193	1351	2316
<b>Total Vouchers Leased</b>	179	176	175	172	173	174	168	1217	2188
Local Vouchers	178	175	173	170	171	172	167	1206	2152
Port Out	1	1	2	2	2	2	1	11	36
Homeownership	0	0	0	0	0	0	0	0	0
<b># of CHA Vouchers Leased @ Beginning of Month</b>	179	176	175	172	173	174	168	1217	2188
Vouchers Available	14	17	18	21	20	19	25	134	128
Housing Choice Vouchers Issued, Not Leased Up	0	0	0	10	3	0	16	29	48
New Housing Choice Voucher Participants	0	0	0	3	2	0	0	5	36
End of Participation Participants	3	4		3	0		3	13	36
<b># CHA Vouchers Leased @ End of Month</b>	176	172	172	172	175	174	170	1211	2188
Housing Assistance Payments, to Landlords	67,642.00	67,964.00	65,501.00	66,335.00	66,371.00	66,343.00	65,184.00	465,340.00	803,594.13
Utility Reimbursements, to Participants	87.00	85.00	92.00	95.00	210.00	242.00	172.00	983.00	896.00
HAP PD later in Month	420.00	0.00	0.00	0.00	771.00	1,327.00	0.00	2,518.00	9,322.00
Homeownership Payments	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Port Out Payments	655.00	655.00	655.00	655.00	655.00	655.00	655.00	4,585.00	15,536.00
Port Out Utility Reimbursments	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11.00
Total Housing Assistance Payments, to Landlords	68,717.00	68,619.00	66,156.00	66,990.00	67,797.00	68,325.00	65,839.00	472,443.00	828,452.13
Total Utility Reimbursements, to Participants	87.00	85.00	92.00	95.00	210.00	242.00	172.00	983.00	907.00
<b>Total Housing Assistance Payments</b>	<b>68,804.00</b>	<b>68,704.00</b>	<b>66,248.00</b>	<b>67,085.00</b>	<b>66,977.00</b>	<b>66,977.00</b>	<b>66,011.00</b>	470,806.00	<b>829,348.13</b>
<b>Treasury Deposit, Housing Assistance Payments</b>	<b>76,921.00</b>	<b>73,382.00</b>	<b>73,382.00</b>	<b>75,004.00</b>	<b>72,855.00</b>	<b>67,861.00</b>	<b>74,411.00</b>	513,816.00	845,327.00
<b>Participants</b>									
Families with Children	50	50	37	37				174.00	384.00
Elderly Families	34	32	32	32				130.00	206.00
Families with Disabilities	77	76	80	80				313.00	633.00
Family not Disabled & No Children	18	18	23	23				82.00	
									1,223.00
<b>Household Income</b>									
Average Annual Total Income	9673.09	9810.28	9782.67	9707.97	9626.61		9800.66	58,401.28	149,026.94
Average Participant Rent Portion	227	229	168	229	226		229	1,308.00	1,567.00
Average HAP	472	469	468	469	472		473	2,823.00	2,915.29
Average UR	0.13	0.18	0.18	0.29	0.33		0.26	1.37	6.67
Average HAP Plus UR	472.13	469.18	468.18	469.29	472.33		473.26	2,824.37	2,922.02
<b>Housing Quality Standards Inspections</b>								0.00	
New Unit	2	2	0	3	0	1	1	9.00	27
Annual	0	0	0	1	6	15	17	39.00	191
Annual, Failed	0	0	0	0	6	6	7	19.00	80
Move-Out	0	0	0	0	0	1	1	2.00	0
Special Request	1	1	0	0	0	1	0	3.00	7
								0.00	305
<b>Port In Vouchers</b>	2	2	2	2	2	2	2	14	86
HAP to Landlords	760.00	760.00	760.00	760.00	760.00	760.00	760.00	5,320	41,506.74
UR to Participants	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	330.00
<b>Total Port In Housing Assistance Payments</b>	<b>760.00</b>	<b>760.00</b>	<b>760.00</b>	<b>760.00</b>	<b>760.00</b>	<b>760.00</b>	<b>760.00</b>	5,320	<b>41,836.74</b>
<b>Housing Assistance Payments, to CHA</b>	<b>760.00</b>	<b>760.00</b>	<b>760.00</b>	<b>760.00</b>	<b>760.00</b>		<b>760.00</b>	4,560.00	41,594.90

<b>Housing Choice Voucher Waiting List</b>									
Applicants on Waiting List	89	90	104	116	89	124	105	717.00	<b>1,349.00</b>
Families with Children									491.00
Elderly Families									123.00
Families with Disabilities									528.00
Household Income									
Extremely Low Income									1,025.00
Very Low Income									206.00
Low Income									51.00
Over Income Limit									42.00
Incomplete									24.00
Average wait time (in days)									1,652.00
<b>Family Self Sufficiency</b>									
Number of Participants	43.00	43.00	41.00	40.00	40.00	36.00	39.00	282.00	417.00
Monthly Escrow Deposit	4,149.00	3,798.00	4,419.00	4,729.00	4,777.00	4,296.00	4,155.00	30,323.00	42,777.00
Number of Families Earning Escrow	16.00	17.00	18.00	20.00	19.00	19.00	19.00	128.00	192.00
Family Self-Sufficiency Graduates/Forfeitures								0.00	
FSS Graduates	0.00	1.00	1.00		1.00	0.00	0.00	3.00	4
<b>Escrow Earned</b>	<b>0</b>	<b>4650.08</b>		<b>0</b>	<b>3955.43</b>	<b>0</b>	<b>0</b>	8,605.51	<b>8323.65</b>
FSS Forfeitures	0.00	0.00	0	1	1	0.00	1	3.00	3
<b>Escrow Lost</b>	<b>0.00</b>	<b>0.00</b>		<b>950.00</b>	<b>6,045.63</b>	<b>0.00</b>	<b>1,097.35</b>	8,092.98	<b>6,057.09</b>