



CITY COUNCIL MEETING NOTICE AND AGENDA

Notice is hereby given that the City Council of Caribou will hold a City Council Meeting on **Monday, February 25, 2019** in the Council Chambers located at 25 High Street, **6:00 pm**.

1. **Roll Call**
2. **Pledge of Allegiance**
3. **Public Forum**
4. **Minutes from Regular Council Meeting held February 11, 2019** Pgs 2-7
5. **Bid Openings, Awards, and Appointments**
 - a. Officer Eric Bechtel – Life Saving Award from Maine Chiefs of Police Association Pg 8
6. **Financial Report – January 2019** Pgs 9-24
7. **Formal Public Hearings, Discussion and Possible Action Items**
8. **New Business & Adoption of Ordinances and Resolutions**
 - a. Discussion and Possible Action Regarding Renewal of Liquor License for Caribou Inn & Convention Center Pgs 25-31
 - b. Discussion and Possible Action Regarding Resolution 02-01-2019 - Approving 2019 Revenue Budget Pgs 32-47
 - c. Discussion and Possible Action Regarding Resolution 02-02-2019 – Authorizing Re-appropriation of Funds Pgs 48-49
 - d. Introduction of Ordinance No. 2, 2019 Series – Floodplain Management Pgs 50-66
9. **City Manager's Report**
 - a. City Annual Cash Flow Report Pg 69
 - b. Economic Development Priorities Pgs 70-77
10. **Reports and Discussion by Mayor and Council Members**
11. **Reports of Officers, Staff, Boards and Committees**
 - a. FOAA training for Council
12. **Executive Session** (May be called to discuss matters identified under Maine Revised Statutes, Title 1, §405.6)
 - a. §405.6.D Labor Contracts and Proposals
13. **Next Meeting(s):** March 11 & 25
14. **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

19-04

Council Agenda Item #1: Roll Call

The Caribou City Council held a regular meeting Monday, February 11, 2019 at 6:00 p.m. in Council Chambers with the following members present: Mayor R. Mark Goughan, Deputy Mayor Jody R. Smith, Joan Theriault, Nicole L. Cote, Hugh Kirkpatrick, and Thomas Ayer. David Martin was absent and excused.

Dennis L. Marker, City Manager was present.

Department Managers and Staff: Penny Thompson (Tax Assessor) 6:05 p.m.; Gary Marquis (Supt. of Parks & Recreation) 6:33 p.m.; Hope Shafer (Library Director); Scott Susi (Fire Chief); Kenneth G. Murchison (Zoning Administrator); Carl Grant (Finance Director); Christina Kane-Gibson (Events & Marketing Director); and Michael Gahagan (Police Chief).

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

Council Agenda Item #2: Pledge of Allegiance

The Mayor led the Pledge of Allegiance.

Council Agenda Item #3: Public Forum

There wasn't any public input.

The Mayor extended his thanks to Caribou citizens for their patience. The City has experienced a series of snow storms followed by wind, which has put a strain on the private and public sectors for snow removal. Everyone should be commended for doing the best they could in extreme conditions. The Mayor gave a "shout out" to all the Caribou citizens who have been patient and understanding that these were not normal events. He thinks people are doing a pretty good job considering everything that's taken place.

Council Agenda Item #4: Minutes from Regular Council Meeting held January 28, 2019

Motion made by J. Theriault, seconded by J. Smith, to approve the minutes from the January 28, 2019 Regular Council Meeting as presented. (6 yes) So voted.

Council Agenda Item #5: Bid Openings, Awards, and Appointments

a. Spirit of America Nomination

The Spirit of America Foundation is a 501(c)(3) public charity established in Augusta in 1990 to honor volunteerism. The selection of an individual or group for Spirit of America recognition can be done by the City each year. Up until now, the City of Caribou hasn't participated.

If the Council wishes to participate and recognize an individual or group, the City Manager suggested that the Council make a decision before April because that month is recognized as "Volunteer Month".

Nominations are to be submitted to the City Manager and the deadline for submission is March 1st. This topic will be added to the March 11th Council meeting agenda.

Councilor Ayer requested a brief description of why the Council should choose the nominees, just a brief description of what they've done for volunteering in the community.

Council Agenda Item #6: Formal Public Hearings, Discussion and Possible Action Items

There weren't any formal public hearings held.

Council Agenda Item #7: New Business & Adoption of Ordinances and Resolutions

- a. Discussion and Possible Action Regarding Renewal of Liquor License for the Caribou Country Club

Motion made by H. Kirkpatrick, seconded by T. Ayer, to approve the renewal of a liquor license for the Caribou Country Club as presented. (6 yes) So voted.

- b. Discussion and Possible Action Regarding Sale of Tax Acquired Property at 142 Limestone Street

This property has been out to bid, with no bidders, for a minimum bid of \$3,100. Kevin O'Bar has offered to purchase the property for \$3,100.

Motion made by J. Smith, seconded by J. Theriault, to sell the property at 142 Limestone Street-Map 38 Lot 77 to Kevin O'Bar for \$3,100.00. (6 yes) So voted.

Council Agenda Item #8: City Manager's Report

The Mayor stated that he has asked the City Manager to do this during Council Meetings so to keep the Council informed as to the different things that are in the pipeline for the decision making process. This could be new information or not, Council wants to hear what administration and staff are working on. The Mayor wants Manager Marker to go through the complete report first and then the Mayor will open it up for any general questions and comments. According to the Mayor, none of the report should require any action tonight, as action item discussions should be held somewhere else in the agenda.

- a. Unexpended Allocations in Monthly Reports

Finance Director Grant gave a brief definition and explanation for the term "Unexpended Balances", which are balances budgeted and not spent or revenues collected above the budgeted amount. In 2017, the City ended the year with an Unexpended Balance of \$434,795.73 and the unaudited amount for 2018 is \$32,482.87. Those balances are in the General Fund Account 600 of the financial statements. The City's Fund Balance is made up between the assets minus liabilities. Grant noted that there is a different definition of liabilities between private and public sector accounting.

The Mayor discussed the differences between the City's December 2017 General Ledger and the 2017 Audit. He offered, in his business world, what is listed as liabilities aren't liabilities, but some of those are fund balances. He noted that the City's Fund Balance, at that particular moment when the Trio report was printed, was \$2.1 million. The Mayor stated that this is the number the needs to be tracked throughout the year. He pointed at the audit and how the auditors separate what is an actual liability versus what is an assigned fund balance. The Mayor wants to, if possible with the Trio System, separate what he defines as a liability from what he defines as a Fund Balance. He offered that it would then match what the audit does. His goal as Mayor is to make the financial situation of the City as simple as possible.

The City Manager offered to bring to the next Council Meeting a cash flow chart for the year. The Finance Director commented that auditors and the City may look at the same accounts differently. Council questions were answered.

b. Streetlight Purchase and LED Conversion Status

RealTerm has provided its audit report to the City. The City could purchase the current streetlights for approximately \$13,000. The audit report projects that the City could save annually almost \$100,000 if the City were to own, install, and maintain the LED lights. The cost to change out the lights would be over \$300,000 with a potential payback to the City in three years. Administration is still reviewing the audit report, plus reviewing the lights identified as the City's and as to whether they really are or not. This isn't ready to come back to the Council for a final review and possible approval.

The Manager invited the Councilors to participate in the phone call he will be having with RealTerm at 10:00 a.m. on the 12th. Discussion. This subject is seen as a priority by the Mayor.

c. River Road

The \$119,419 contract for design services has been executed. Survey work has been completed on the site. They are in the process of cleaning up all the data and processing it so they can begin looking at the design of the road. To fund the \$1.2 or \$1.4 million needed for the project, the City is able to go out to a public bond bank. The deadline for this is roughly August. Meantime, if the City moves ahead with reconstruction then it will be necessary for the City to float the expenses or utilize a local loan until the City receives bond funding.

d. High Street

Notices have been sent out by Maine Department of Transportation (MDOT) that High Street is an anticipated project for summer 2019.

Councilor Ayer asked whether the MDOT survey has been received, as he really wants to see what is underneath and it has been two weeks since he requested it.

e. Budget/Capital Expenditure Amendments

There is a potential of hiring an employee who has received training by another government entity. By statute, the City would be required to reimburse such entity for the training provided, which is close to \$40,000 and wasn't anticipated in the expense budget for 2019. Administration may be coming to the Council with a requested budget amendment regarding the reallocation of reserve funds.

Councilor Ayer would like to talk about this in executive session.

f. Birdseye Cleanup

The City has solicited bids for metal recycling at the site. The higher bidder of \$60/ton has been notified and told to proceed with the work.

g. Union Negotiations

All four union contracts are on the table in 2019. The Manager hopes the Council will have this on the agenda in the near future, as he wouldn't want it to bog down through the summer and budget season.

h. Real Estate Transactions

The sale of property at the corner of York and Sincock Street is being finalized. The conveyance documents will combine this lot with the purchaser's property resulting in one lot. Once this matter is settled the City will refocus on Flora-Dale Park and what might be necessary to surplus that parcel. Last year the City was approached about Flora-Dale being converted to a private park and utilized to help draw business into local businesses.

i. Wage and Classification Policy

The Wage and Classification Policy is still on the table and needs to be brought to the Council at some point. This is ready to come back when the Council is ready to discuss it.

j. Senior Homestead Tax Exemption Policy

The Senior Homestead Tax Exemption Policy is ready to bring back when the Council is ready to have that discussion.

The Mayor hopes the Council will work on these items, leaving October, November, and part of December left open for the budget. The Mayor is interested in talking about union contracts right off.

Council Agenda Item #9: Reports and Discussion by Mayor and Council Members

- a. Council Priorities and Goals for 2019 - The Mayor stated that discussion concerning 9.a Council Priorities and Goals for 2019 will be held in executive session.
- b. Jerry Ouellette – 412 Access Highway - His former property became tax acquired in November 2018. He offered to pay all three years owed so he might purchase back the property. The amount due as of today is \$337.34.

Motion made by J. Theriault, seconded by N. Cote, to accept \$337.34 for total amount owed for back taxes from Jerry Ouellette for the property located at 412 Access Highway. (6 yes) So voted.

- c. Plourde Furniture - Plourde Furniture has donated seven new chairs to the Caribou Public Library. The donation came because Jessica from Plourde Furniture came into the Library and commented that the chairs looked a little shabby and that she wanted to replace all of them.
- d. Stop Sign - Stop sign missing by the Empty Jug Redemption on Farrell Street.
- e. Snowmobile Radar Run - Parks & Recreation and the snowmobile club are going to co-host a radar run at Caribou Lake on February 23rd. This event is part of Winter Carnival. All proceeds will go to the groomer replacement fund.
- f. Facebook - Councilor Ayer called it a powerful piece of advertising and suggested that the City use it even more than it is now. The Manager gave kudos to Christina Kane-Gibson for the Facebook page and she received a round of applause from Council and audience members.
- g. Police Report -The number of complaints for January 2018 to January 2019 are up.

- h. Winter Carnival – Winter Carnival will be different from the past because the City doesn't have Teague Park. There will be two mini carnivals, with one in February and another in March.
- i. Caribou High School Basketball team – going to the State Basketball Tournament and will be playing Friday at 6:30 p.m. at the Cross Center in Bangor. The team placed second.

Council Agenda Item #10: Executive Session (May be called to discuss matters identified under Maine Revised Statutes, Title 1, §405(6))

- a. MRSA Title 1 §405(6)(A) Discussion about Employment, Duties, Evaluation etc. of Fire Department Personnel

6:50 p.m. Time in. Motion made by J. Smith, seconded by T. Ayer, to enter into executive session under MRSA Title 1 §405(6)(A) Discussion about Employment, Duties, Evaluation etc. of Police Department Personnel. (6 yes) So voted.

7:03 p.m. Time out.

No action was taken.

7:03 p.m. Time in. Motion made by J. Smith, seconded by J. Theriault, to enter into executive session under MRSA Title 1 §405(6)(A) Discussion about Employment, Duties, Evaluation etc. of Fire Department Personnel. (6 yes) So voted

7:33 p.m. Time out.

No action was taken.

Mayor Goughan requested that the Manager provide information about the City's annual cash flow at the next Council meeting.

- b. MRSA Title 1 §405(6)(A) Discussion about Employment, Duties, Evaluation etc. of the City Manager

7:34 p.m. Time in. Motion made by T. Ayer, seconded by N. Cote, to enter into executive session under MRSA Title 1 §405(6)(A) Discussion about Employment, Duties, Evaluation etc. of the City Manager. (6 yes) So voted.

8:25 p.m. Time out.

Mayor Goughan asked that the Manager provide a short presentation about economic development during the next Council meeting and suggested that the Manager meet with Mr. Tim Todd to discuss the LED street light matter before the next Council meeting. Councilor Cote suggested that a notice be pushed through Facebook about the economic discussion on the next agenda.

Councilor Theriault asked if Channel 1301 couldn't be better utilized and if more interesting information could be provided.

Council Agenda Item #11: Reports of Officers, Staff, Boards and Committees

There weren't any reports given.

Council Agenda Item #12: Next Meetings(s): February 25 & March 11

February 11, 2019

19-04 Pg. 6

Council Agenda Item #13: Adjournment

Motion made by T. Ayer, seconded by H. Kirkpatrick, to adjourn the meeting at 8:28 p.m. (6 yes) So voted.

Jayne R. Farrin, Secretary



CARIBOU POLICE DEPARTMENT

25 High Street, Suite 4
Caribou, Me 04736

(207) 493-3301
Fax: (207) 493-4201

Date: February 11, 2019
To: News Agencies
From: Chief Michael Gahagan
Re: Press Release

Officer Erick Bechtel, a Reserve Officer of 4 years with the Caribou Police Department, was awarded the Life Saving Award by the Maine Chiefs of Police Association on Friday, February 8, 2019 for his efforts in saving a woman's life.

On May 27, 2018 at approximately 7:40pm, Caribou Police Department received a walk in complaint from a male stating that a female was underwater in Caribou Stream just below the police department and that she was not responding to his voice. The fire and ambulance crew was dispatched but Officer Bechtel arrived on scene first.

Officer Bechtel jumped into the cold water with all of his gear on and pulled the woman from the water. The temperature of the water and the danger to himself was not a thought in his mind when he arrived to the scene. Caribou Fire and Ambulance transported the woman to the local hospital for evaluation.

Officer Bechtel saved this woman's life even though we realize that it is part of the job. He went above and beyond the call and duty. His service to the citizens of Caribou is appreciated.

General Ledger Summary Report

Fund(s): ALL

January

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ----		Balance Net
				Debits	Credits	
1 - Gen Fund	7,008.73	0.00	0.00	3,388,634.61	3,388,634.61	0.00
Assets	9,153,625.53	9,222,236.09	-272,042.03	1,897,364.40	2,169,406.43	8,950,194.06
101-00 CASH (BANK OF MAINE)	3,858,325.90	3,761,391.25	-240,725.03	1,301,008.65	1,541,733.68	3,520,666.22
102-00 RECREATION ACCOUNTS	29,977.19	34,080.26	0.00	0.00	0.00	34,080.26
110-00 SECTION 125 CHECKING FSA	9,580.11	9,652.30	16,393.80	17,803.00	1,409.20	26,046.10
110-04 2018 SECTION 125 CHECKING HRA	50,795.28	41,168.58	0.00	0.00	0.00	41,168.58
110-05 2019 SECTION 125 CHECKING HRA	0.00	0.00	67,800.00	67,800.00	0.00	67,800.00
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	232,933.54	233,196.31	0.00	0.00	0.00	233,196.31
120-00 PETTY CASH	960.00	960.00	0.00	0.00	0.00	960.00
123-00 DIESEL INVENTORY	24,453.11	3,019.77	-3,825.47	36,282.50	40,107.97	-805.70
124-00 GAS INVENTORY	13,365.78	6,548.32	4,150.98	11,620.00	7,469.02	10,699.30
125-00 ACCOUNTS RECEIVABLE	14,467.20	186,689.25	28,200.28	92,865.60	64,665.32	214,889.53
126-00 SWEETSOFT RECEIVABLES	533,407.36	564,626.28	3,807.68	172,027.20	168,219.52	568,433.96
140-00 RESERVE FOR UNCOLLECTIBLE TAX	-669.87	-669.87	0.00	0.00	0.00	-669.87
174-00 CDC LOANS REC (1280)	66,161.16	66,161.16	0.00	0.00	0.00	66,161.16
180-00 DR. CARY CEMETERY INVESTMENT	1,159.90	1,160.79	0.00	0.00	0.00	1,160.79
181-00 HAMILTON LIBRARY TR. INVEST	1,736.78	1,748.17	0.00	0.00	0.00	1,748.17
182-00 KNOX LIBRARY INVESTMENT	9,783.86	9,828.91	0.00	0.00	0.00	9,828.91
183-00 CLARA PIPER MEM INV	668.63	669.17	0.00	0.00	0.00	669.17
184-00 JACK ROTH LIBRARY INVEST	27,126.73	27,299.68	0.00	0.00	0.00	27,299.68
185-00 KEN MATTHEWS SCHOLARSHIP FUN	7,377.01	7,385.56	0.00	0.00	0.00	7,385.56
187-00 DOROTHY COOPER MEM INV	58,988.30	59,248.87	0.00	0.00	0.00	59,248.87
189-00 MARGARET SHAW LIBRARY INV	12,876.89	12,894.19	0.00	0.00	0.00	12,894.19
190-00 GORDON ROBERTSON MEM INV	11,431.40	11,444.68	0.00	0.00	0.00	11,444.68
191-00 MEMORIAL INVESTMENT	6,089.25	6,101.18	0.00	0.00	0.00	6,101.18
192-00 G. HARMON MEM INV	6,735.66	6,743.77	0.00	0.00	0.00	6,743.77
193-00 BARBARA BREWER FUND	5,321.93	5,332.25	0.00	0.00	0.00	5,332.25
194-00 RODERICK LIVING TRUST	16,351.82	16,370.64	0.00	0.00	0.00	16,370.64
198-00 TAX ACQUIRED PROPERTY	118,383.08	96,383.08	-7,503.51	0.00	7,503.51	88,879.57
198-16 TAX ACQUIRED PROPERTY 2016	0.00	0.00	-45.80	1,424.99	1,470.79	-45.80
198-17 TAX ACQUIRED PROPERTY 2017	0.00	0.00	-47.80	3,052.03	3,099.83	-47.80
198-18 TAX ACQUIRED PROPERTY 2018	0.00	0.00	-47.40	3,026.49	3,073.89	-47.40
198-19 TAX ACQUIRED PROPERTY 2019	0.00	0.00	-0.02	0.00	0.02	-0.02
200-18 2018 TAX RECEIVABLE	822,221.88	822,221.88	-44,509.34	0.00	44,509.34	777,712.54
200-19 2019 TAX RECEIVABLE	-18,203.03	-18,203.03	-74,489.57	0.00	74,489.57	-92,692.60
205-16 2016 LIENS RECEIVABLE	214.01	214.01	0.00	0.00	0.00	214.01
205-17 2017 LIENS RECEIVABLE	182,378.24	182,378.24	-2,803.60	0.00	2,803.60	179,574.64
210-10 2010 PP TAX RECEIVABLE	621.78	621.78	0.00	0.00	0.00	621.78
210-11 2011 PP TAX RECEIVABLE	869.22	869.22	0.00	0.00	0.00	869.22
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	12,713.48	12,713.48	0.00	0.00	0.00	12,713.48
210-16 2016 PP TAX RECEIVABLE	11,609.81	11,609.81	-96.99	0.00	96.99	11,512.82
210-17 2017 PP TAX RECEIVABLE	14,175.97	14,175.97	-193.16	0.00	193.16	13,982.81
210-18 2018 PP TAX RECEIVABLE	38,030.96	38,030.96	-3,658.22	0.00	3,658.22	34,372.74
210-19 2019 PP TAX RECEIVABLE	-10,761.17	-10,761.17	-111.00	0.00	111.00	-10,872.17
303-00 FEDERAL WITHHOLDING	0.00	0.00	0.00	35,358.23	35,358.23	0.00
304-00 FICA W/H	0.00	0.00	0.00	44,306.98	44,306.98	0.00
305-00 MEDICARE WITHHOLDING	0.00	0.00	0.00	10,362.36	10,362.36	0.00
306-00 STATE WITHHOLDING	0.00	0.00	0.00	14,138.40	14,138.40	0.00

General Ledger Summary Report

Fund(s): ALL

January

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ----		Balance Net
				Debits	Credits	
1 - Gen Fund CONT'D						
307-00 M.S.R.S. W/H	0.00	0.00	0.00	11,157.08	11,157.08	0.00
307-01 MSRS EMPLOYER	0.00	0.00	0.00	8,005.38	8,005.38	0.00
308-00 AFLAC INSURANCE	-1.51	0.00	-0.16	720.32	720.48	-0.16
309-00 DHS WITHHOLDING	0.00	0.00	0.00	167.55	167.55	0.00
312-00 HEALTH INS. W/H	-23,946.38	-23,946.38	-1,132.95	21,403.13	22,536.08	-25,079.33
314-00 UNITED WAY W/H	0.00	0.00	0.00	12.00	12.00	0.00
315-00 TEAMSTERS W/H	0.00	0.00	0.00	171.00	171.00	0.00
315-01 FIREFIGHTERS UNION W/H	0.00	0.00	0.00	540.00	540.00	0.00
316-00 COUNCIL #93 W/H	0.00	0.00	0.00	316.80	316.80	0.00
317-00 PW UNION INS	0.00	0.00	0.00	131.92	131.92	0.00
318-00 MMA INCOME PROTECTION	-6,223.43	-6,223.43	120.77	3,064.05	2,943.28	-6,102.66
319-00 REAL ESTATE TAX W/H	0.00	0.00	0.00	2,396.00	2,396.00	0.00
320-00 ICMA RETIREMENT CORP	0.00	0.00	0.00	15,776.99	15,776.99	0.00
320-01 ICMA EMPLOYER MATCH	0.00	0.00	0.00	3,658.39	3,658.39	0.00
321-00 EDWARD JONES ANNUITY	0.00	0.00	102.86	102.86	0.00	102.86
321-01 PRIMERICA SHAREHOLDER SERVICE	0.00	0.00	0.00	50.00	50.00	0.00
322-00 RETIRED HEALTH INS PROGRAM	0.00	0.00	0.00	666.66	666.66	0.00
323-00 MMA SUPP. LIFE INSURANCE	-1,041.65	-1,041.65	2.31	886.50	884.19	-1,039.34
324-00 MISC. WITHHOLDING	0.00	0.00	0.00	120.00	120.00	0.00
325-00 DED. FOR VALIC	0.00	0.00	0.00	3,214.36	3,214.36	0.00
325-01 VALIC EMPLOYER MATCH	0.00	0.00	0.00	989.24	989.24	0.00
329-00 SALES TAX COLLECTED	-123.00	-123.00	124.74	124.74	0.00	1.74
330-00 VEHICLE REG FEE (ST. OF ME)	-4,503.00	0.00	-2,201.50	11,815.00	14,016.50	-2,201.50
332-00 SNOWMOIBLE REG (F&W)	-7,615.00	0.00	-8,740.93	0.00	8,740.93	-8,740.93
333-00 ATV REGISTRATION (F&W)	0.00	0.00	-4.00	0.00	4.00	-4.00
335-00 PLUMBING PERMITS (ST. OF ME)	-898.75	-56.25	0.00	0.00	0.00	-56.25
336-00 CONCEALED WEAPON PERMIT	80.00	80.00	0.00	0.00	0.00	80.00
340-00 DOG LICENSES (ST. OF ME)	-1,543.00	0.00	-1,460.00	78.00	1,538.00	-1,460.00
341-00 FISHING LICENSES (ST. OF ME)	-425.00	0.00	-450.00	0.00	450.00	-450.00
342-00 HUNTING LICENSES (ST. OF ME)	-2,034.00	0.00	-699.00	0.00	699.00	-699.00
347-00 NEPBA UNION PD	0.00	0.00	0.00	720.00	720.00	0.00
Liabilities	6,985,954.93	6,852,151.09	186,393.57	575,573.41	761,966.98	7,038,544.66
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	232,933.54	233,196.31	0.00	0.00	0.00	233,196.31
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	10,703.62	10,703.62	9,674.48	0.00	9,674.48	20,378.10
365-03 LAND ACQUISTIONS/EASEMENTS	33,340.00	33,340.00	0.00	0.00	0.00	33,340.00
365-04 RAILS TO TRAILS PROGRAM	17,351.58	17,351.58	0.00	0.00	0.00	17,351.58
365-05 PARK IMPROVEMENT RESERVE	53,471.03	47,621.03	0.00	0.00	0.00	47,621.03
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	-4,827.10	-4,827.10	0.00	0.00	0.00	-4,827.10
365-10 REC LAWN MOWER RESERVE	22,595.44	22,595.44	0.00	0.00	0.00	22,595.44
365-11 TRAIL MAINTENANCE RESERVE	0.00	0.00	-80.90	80.90	0.00	-80.90
365-12 CRX/TOS RESERVE	3,474.46	3,306.53	2,000.00	0.00	2,000.00	5,306.53
365-13 RECREATION - COLLINS POND	22,190.40	22,190.40	0.00	0.00	0.00	22,190.40
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	0.14	0.14	0.00	0.00	0.00	0.14
365-20 SKI TRAIL PROGRAM	1,236.29	1,236.29	10.00	0.00	10.00	1,246.29
365-21 RD TRAILS GRANT	0.47	0.47	0.00	0.00	0.00	0.47

General Ledger Summary Report

Fund(s): ALL

January

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ----		Balance Net
				Debits	Credits	
1 - Gen Fund CONT'D						
365-22 NON APPROP SKI RENTAL PROGRAM	4,679.11	4,679.11	780.00	0.00	780.00	5,459.11
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	36,277.14	36,277.14	0.00	0.00	0.00	36,277.14
366-02 LIBRARY MEMORIAL FUND	24,791.97	24,715.26	0.00	0.00	0.00	24,715.26
366-03 LIBRARY COMPUTER RESERVE	1,208.20	1,208.20	0.00	0.00	0.00	1,208.20
366-12 KING GRANT	1,565.11	1,565.11	0.00	0.00	0.00	1,565.11
366-13 RUDMAN LIBRARY FUND	11.22	11.22	0.00	0.00	0.00	11.22
367-01 POLICE DONATED FUNDS	29,180.67	28,700.67	0.00	0.00	0.00	28,700.67
367-02 POLICE DEPT EQUIPMENT	33,727.26	33,727.26	726.33	0.00	726.33	34,453.59
367-03 POLICE CAR RESERVE	-5,481.56	-5,481.56	0.00	0.00	0.00	-5,481.56
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	16,421.50	16,233.50	0.00	120.00	120.00	16,233.50
367-06 PD COMPUTER RESERVE	11,444.20	11,444.20	0.00	0.00	0.00	11,444.20
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	43,372.49	43,372.49	0.00	0.00	0.00	43,372.49
368-01 FIRE EQUIPMENT RESERVE	1,969.31	1,969.31	0.00	0.00	0.00	1,969.31
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	2,922.50	2,922.50	0.00	0.00	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	6,414.90	6,414.90	0.00	0.00	0.00	6,414.90
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	19,001.30	19,001.30	0.00	0.00	0.00	19,001.30
369-02 AMBULANCE STAIRCHAIRS	3,000.00	3,000.00	0.00	0.00	0.00	3,000.00
369-03 AMBULANCE RESERVE	-1,405.56	-1,405.56	0.00	0.00	0.00	-1,405.56
370-03 PW EQUIPMENT RESERVE	209,279.72	209,279.72	0.00	0.00	0.00	209,279.72
370-04 STREETS/ROADS RECONSTRUCTION	79,536.30	64,536.60	0.00	0.00	0.00	64,536.60
370-05 CURBING RESERVE	5,178.30	5,178.30	0.00	0.00	0.00	5,178.30
370-06 FUEL TANK RESERVE	-93,389.66	-92,153.77	2,159.16	0.00	2,159.16	-89,994.61
370-07 PW BUILDING RESERVE	28,712.00	28,712.00	0.00	0.00	0.00	28,712.00
370-09 RIVER ROAD	-60,338.59	-60,521.08	-42.30	42.30	0.00	-60,563.38
371-01 ASSESSMENT REVALUATION RESER	65,351.91	65,351.91	0.00	0.00	0.00	65,351.91
371-02 ASSESSING COMPUTER RESERVE	1,200.50	1,200.50	0.00	0.00	0.00	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
372-01 AIRPORT RESERVE	-26,572.33	-26,572.33	23,044.40	0.00	23,044.40	-3,527.93
372-04 AIRPORT HANGER SECURITY DEPOS	1,010.00	1,010.00	0.00	0.00	0.00	1,010.00
372-05 AIRPORT FAA LEASE PAYMENT HAN	10,885.00	10,885.00	665.00	0.00	665.00	11,550.00
373-01 GEN GOVT COMPUTER RESERVE	6,098.97	6,098.97	-625.00	625.00	0.00	5,473.97
373-02 CITY COMPREHENSIVE PLAN	27.40	27.40	0.00	0.00	0.00	27.40
373-03 MUNICIPAL BUILDING RESERVE	62,761.67	67,761.67	0.00	0.00	0.00	67,761.67
373-04 VITAL RECORDS RESTORATION	457.50	457.50	0.00	0.00	0.00	457.50
373-05 BIO-MASS BOILERS	-49,301.49	-49,301.49	0.00	0.00	0.00	-49,301.49
373-07 T/A PROPERTY REMEDIATION RESEI	12,039.20	12,039.20	0.00	0.00	0.00	12,039.20
373-08 HRA CONTRIBUTION RESERVE	36,593.75	36,593.75	0.00	0.00	0.00	36,593.75
373-10 FLEET VEHICLES	-4,778.80	-4,778.80	0.00	0.00	0.00	-4,778.80
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	-43,764.22	-43,764.22	-112,530.96	112,530.96	0.00	-156,295.18
373-16 2018 HRA RESERVE	50,795.28	41,168.58	0.00	0.00	0.00	41,168.58

General Ledger Summary Report

Fund(s): ALL

January

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ----		Balance Net
				Debits	Credits	
1 - Gen Fund CONT'D						
373-17 LADDER ENGINE TRUCK 2016	-99.60	-99.60	-116,999.60	116,999.60	0.00	-117,099.20
373-18 2019 HRA RESERVE	0.00	0.00	67,800.00	0.00	67,800.00	67,800.00
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	92,120.37	93,045.24	-746.75	846.75	100.00	92,298.49
374-03 DOWNTOWN INFRASTRUCTURE	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	5,209.84	5,209.84	0.00	0.00	0.00	5,209.84
388-00 HILLTOP TIF	-155.25	-155.25	0.00	0.00	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	29,977.19	34,080.26	0.00	0.00	0.00	34,080.26
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	350,339.47	356,259.58	0.00	0.00	0.00	356,259.58
406-00 TRAILER PARK RESERVE	45,277.93	51,064.87	0.00	0.00	0.00	51,064.87
407-00 COUNTY TAX	2.13	2.13	0.00	0.00	0.00	2.13
415-00 LIONS COMMUNITY CENTER RESER	16,056.20	16,056.20	0.00	0.00	0.00	16,056.20
417-00 COMPENSATED ABSENCES	173,757.17	173,757.17	-3,519.60	3,519.60	0.00	170,237.57
419-00 DUE FROM CDC (1280)	66,161.16	66,161.16	0.00	0.00	0.00	66,161.16
421-00 DEFERRED TAX REVENUE	1,166,440.20	1,113,076.45	0.00	0.00	0.00	1,113,076.45
422-00 KEN MATTHEWS SCHOLARSHIP FUN	7,377.01	7,385.56	0.00	0.00	0.00	7,385.56
423-00 DR. CARY CEMETERY TRUST FUND	1,159.90	1,160.79	0.00	0.00	0.00	1,160.79
424-00 HAMILTON LIBRARY TRUST FUND	1,736.78	1,748.17	0.00	0.00	0.00	1,748.17
425-00 KNOX LIBRARY MEMORIAL FUND	9,783.86	9,828.91	0.00	0.00	0.00	9,828.91
426-00 CLARA PIPER MEM FUND	668.63	669.17	0.00	0.00	0.00	669.17
427-00 JACK ROTH LIBRARY MEM FUND	27,126.73	27,299.68	-139.02	139.02	0.00	27,160.66
429-00 BARBARA BREWER FUND	5,321.93	5,332.25	0.00	0.00	0.00	5,332.25
430-00 D. COOPER MEM FUND	58,988.30	59,248.87	-4,000.00	4,000.00	0.00	55,248.87
432-00 MARGARET SHAW LIBRARY MEMORI	12,876.89	12,894.19	0.00	0.00	0.00	12,894.19
433-00 GORDON ROBERTSON MEM FUND	11,431.40	11,444.68	0.00	0.00	0.00	11,444.68
434-00 MEMORIAL INVESTMENT	6,089.25	6,101.18	0.00	0.00	0.00	6,101.18
435-00 RODERICK LIVING TRUST	16,351.82	16,370.64	0.00	0.00	0.00	16,370.64
436-00 AMBULANCE REIMBURSEMENT	10,858.66	11,239.52	-380.86	928.86	548.00	10,858.66
437-00 DEFERRED AMBULANCE REVENUE	621,584.90	564,626.28	0.00	0.00	0.00	564,626.28
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	-905.52	-905.52	0.00	0.00	0.00	-905.52
461-00 CRAFT FAIR	15,167.73	14,096.45	0.00	0.00	0.00	14,096.45
462-00 CDBG HOUSING REHABILITATION	3,879.87	3,879.87	0.00	0.00	0.00	3,879.87
463-00 MISC EVENTS	-1,090.86	-1,090.86	0.00	0.00	0.00	-1,090.86
465-00 THURSDAYS ON SWEDEN	2,133.91	2,133.91	0.00	0.00	0.00	2,133.91
466-00 HERITAGE DAY	-8,000.00	-8,000.00	0.00	0.00	0.00	-8,000.00
467-00 MARATHON	-26,187.94	-26,194.94	0.00	0.00	0.00	-26,194.94
469-00 DENTAL INSURANCE	1,339.99	1,339.99	443.42	900.51	1,343.93	1,783.41
470-00 EYE INSURANCE	540.18	540.18	28.84	206.94	235.78	569.02
471-00 RC2 TIF	27,498.34	17,545.04	0.00	0.00	0.00	17,545.04
472-00 ANIMAL WELFARE	4,357.00	4,407.00	614.00	50.00	664.00	5,021.00
477-00 LED STREET LIGHTS	35,558.00	35,558.00	0.00	0.00	0.00	35,558.00
478-00 G. HARMON MEM FUND	6,735.66	6,743.77	0.00	0.00	0.00	6,743.77
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	385,470.39	385,470.39	3,679.70	0.00	3,679.70	389,150.09

General Ledger Summary Report

Fund(s): ALL

January

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ----		Balance Net
				Debits	Credits	
1 - Gen Fund CONT'D						
483-03 DUE TO FUND 3	491,541.76	491,541.76	0.00	0.00	0.00	491,541.76
483-04 DUE TO FUND 4	240,462.42	240,462.42	0.00	0.00	0.00	240,462.42
483-05 DUE TO FUND 5	2,354,245.13	2,354,245.13	0.00	0.00	0.00	2,354,245.13
484-02 DUE FROM FUND 2	-349,286.23	-352,898.09	-13,794.07	13,794.07	0.00	-366,692.16
484-03 DUE FROM FUND 3	-401,040.09	-401,219.55	-4,999.88	4,999.88	0.00	-406,219.43
484-04 DUE FROM FUND 4	-232,570.46	-232,853.98	-3,398.94	3,398.94	0.00	-236,252.92
484-05 DUE FROM FUND 5	-1,745,229.93	-1,746,032.86	-11,107.00	11,107.00	0.00	-1,757,139.86
486-00 RETIREMENT RESERVE	4,139.00	4,139.00	0.00	0.00	0.00	4,139.00
488-00 CHRISTMAS LIGHTS	3,037.31	3,037.31	-1,000.00	1,000.00	0.00	2,037.31
493-00 RSU 39 COMMITMENT	-1,082,828.22	-1,082,828.22	-300,283.08	300,283.08	0.00	-1,383,111.30
494-00 TRI COMMUNITY	0.00	0.00	648,163.00	0.00	648,163.00	648,163.00
496-00 BIRTH RECORDS STATE FEE	70.80	0.00	86.40	0.00	86.40	86.40
497-00 DEATH RECORDS STATE FEE	160.00	0.00	136.40	0.00	136.40	136.40
498-00 MARRIAGE RECORDS STATE FEE	14.00	0.00	30.40	0.00	30.40	30.40
Fund Balance	2,160,661.87	2,370,085.00	-458,435.60	915,696.80	457,261.20	1,911,649.40
500-00 EXPENDITURE CONTROL	0.00	0.00	-874,935.20	876,510.65	1,575.45	-874,935.20
510-00 REVENUE CONTROL	0.00	0.00	416,499.60	39,186.15	455,685.75	416,499.60
600-00 FUND BALANCE	2,160,661.87	2,370,085.00	0.00	0.00	0.00	2,370,085.00
2 - Snowmoible Trail Maintenance						
Assets	0.00	0.00	0.00	17,473.77	17,473.77	0.00
Liabilities	2,456.10	5,456.02	8,646.85	8,026.92	16,673.77	14,102.87
365-11 TRAIL MAINTENANCE RESERVE	38,640.26	38,028.32	-1,467.52	4,347.22	2,879.70	36,560.80
483-01 DUE TO FUND 1	349,286.23	352,898.09	13,794.07	0.00	13,794.07	366,692.16
484-01 DUE FROM FUND 1	-385,470.39	-385,470.39	-3,679.70	3,679.70	0.00	-389,150.09
Fund Balance	-2,456.10	-5,456.02	-8,646.85	9,446.85	800.00	-14,102.87
500-00 Expense Control	0.00	0.00	-9,446.85	9,446.85	0.00	-9,446.85
510-00 Revenue Control	0.00	0.00	800.00	0.00	800.00	800.00
600-00 Fund Balance	-2,456.10	-5,456.02	0.00	0.00	0.00	-5,456.02
3 - Housing Department						
Assets	0.00	0.00	0.00	4,999.88	4,999.88	0.00
Liabilities	-44,546.85	-44,367.39	4,999.88	0.00	4,999.88	-39,367.51
409-00 HOUSING RESERVE	45,954.82	45,954.82	0.00	0.00	0.00	45,954.82
483-01 DUE TO FUND 1	401,040.09	401,219.55	4,999.88	0.00	4,999.88	406,219.43
484-01 DUE TO FUND 1	-491,541.76	-491,541.76	0.00	0.00	0.00	-491,541.76
Fund Balance	44,546.85	44,367.39	-4,999.88	4,999.88	0.00	39,367.51
500-00 Expense Control	0.00	0.00	-4,999.88	4,999.88	0.00	-4,999.88
600-00 Fund Balance	44,546.85	44,367.39	0.00	0.00	0.00	44,367.39
4 - FSS						
	0.00	0.00	0.00	3,398.94	3,398.94	0.00

General Ledger Summary Report

Fund(s): ALL
January

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ---- Debits	Credits	Balance Net
4 - FSS CONT'D						
Assets	0.00	0.00	0.00	0.00	0.00	0.00
Liabilities	-7,891.96	-7,608.44	3,398.94	0.00	3,398.94	-4,209.50
483-01 DUE TO FUND 1	232,570.46	232,853.98	3,398.94	0.00	3,398.94	236,252.92
484-01 DUE FROM FUND 1	-240,462.42	-240,462.42	0.00	0.00	0.00	-240,462.42
Fund Balance	7,891.96	7,608.44	-3,398.94	3,398.94	0.00	4,209.50
500-00 Expense Control	0.00	0.00	-3,398.94	3,398.94	0.00	-3,398.94
600-00 Fund Balance	7,891.96	7,608.44	0.00	0.00	0.00	7,608.44
5 - ECONOMIC DEV						
Assets	0.00	0.00	0.00	11,107.00	11,107.00	0.00
Assets	0.00	0.00	0.00	0.00	0.00	0.00
Liabilities	-174,645.36	-173,842.43	11,107.00	0.00	11,107.00	-162,735.43
473-00 DOWNTOWN TIF	166,303.40	166,303.40	0.00	0.00	0.00	166,303.40
474-00 TRAIL GROOMER RESERVE	17,914.48	17,914.48	0.00	0.00	0.00	17,914.48
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	50,151.96	50,151.96	0.00	0.00	0.00	50,151.96
483-01 DUE TO FUND 1	1,745,229.93	1,746,032.86	11,107.00	0.00	11,107.00	1,757,139.86
484-01 DUE FROM FUND 1	-2,354,245.13	-2,354,245.13	0.00	0.00	0.00	-2,354,245.13
Fund Balance	174,645.36	173,842.43	-11,107.00	11,107.00	0.00	162,735.43
500-00 Expense Control	0.00	0.00	-11,107.00	11,107.00	0.00	-11,107.00
600-00 Fund Balance	174,645.36	173,842.43	0.00	0.00	0.00	173,842.43
Final Totals	7,008.73	0.00	0.00	3,425,614.20	3,425,614.20	0.00

Expense Summary Report

January

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
10 - GENERAL GOVERNMENT	0.00	72,953.40	72,953.40	-72,953.40	----
17 - HEALTH & SANITATION	0.00	20,805.00	20,805.00	-20,805.00	----
18 - MUNICIPAL BUILDING	0.00	4,647.99	4,647.99	-4,647.99	----
20 - GENERAL ASSISTANCE	0.00	3,861.54	3,861.54	-3,861.54	----
22 - TAX ASSESSMENT	0.00	14,910.51	14,910.51	-14,910.51	----
25 - LIBRARY	0.00	16,050.91	16,050.91	-16,050.91	----
31 - FIRE/AMBULANCE DEPARTMENT	0.00	250,293.53	250,293.53	-250,293.53	----
35 - POLICE DEPARTMENT	0.00	161,756.97	161,756.97	-161,756.97	----
38 - PROTECTION	0.00	36,478.53	36,478.53	-36,478.53	----
39 - CARIBOU EMERGENCY MANAGEMENT	0.00	2,171.70	2,171.70	-2,171.70	----
40 - PUBLIC WORKS	0.00	218,248.18	218,248.18	-218,248.18	----
50 - RECREATION DEPARTMENT	0.00	44,960.80	44,960.80	-44,960.80	----
51 - PARKS	0.00	10,879.32	10,879.32	-10,879.32	----
60 - AIRPORT	0.00	9,750.30	9,750.30	-9,750.30	----
61 - CARIBOU TRAILER PARK	0.00	296.14	296.14	-296.14	----
70 - INS & RETIREMENT	0.00	4,056.87	4,056.87	-4,056.87	----
80 - UNCLASSIFIED	0.00	2,813.51	2,813.51	-2,813.51	----
Final Totals	0.00	874,935.20	874,935.20	-874,935.20	----

Expense Summary Report

Fund: 2

January

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
52 - SNOWMOBILE TRAIL MAINTENANCE	0.00	9,446.85	9,446.85	-9,446.85	---
Final Totals	0.00	9,446.85	9,446.85	-9,446.85	---

Expense Summary Report

Fund: 3
January

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
24 - HOUSING	0.00	4,999.88	4,999.88	-4,999.88	----
Final Totals	0.00	4,999.88	4,999.88	-4,999.88	----

Expense Summary Report

January

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
96 - SECTION 8 - FSS PROGAM	0.00	3,398.94	3,398.94	-3,398.94	----
Final Totals	0.00	3,398.94	3,398.94	-3,398.94	----

Expense Summary Report

Fund: 5

January

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
11 - ECONOMIC DEVELOPMENT	0.00	10,227.03	10,227.03	-10,227.03	----
12 - CHAMBER	0.00	879.97	879.97	-879.97	----
Final Totals	0.00	11,107.00	11,107.00	-11,107.00	----

Revenue Summary Report

Fund: 1
January

Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
10 - GENERAL GOVERNMENT	0.00	165,316.77	165,316.77	-165,316.77	----
18 - MUNICIPAL BUILDING	0.00	483.33	483.33	-483.33	----
22 - TAX ASSESSMENT	0.00	12.00	12.00	-12.00	----
23 - CODE ENFORCEMENT	0.00	340.00	340.00	-340.00	----
25 - LIBRARY	0.00	413.11	413.11	-413.11	----
31 - FIRE/AMBULANCE DEPARTMENT	0.00	215,659.92	215,659.92	-215,659.92	----
35 - POLICE DEPARTMENT	0.00	18,579.20	18,579.20	-18,579.20	----
39 - CARIBOU EMERGENCY MANAGEMENT	0.00	800.00	800.00	-800.00	----
40 - PUBLIC WORKS	0.00	10,118.50	10,118.50	-10,118.50	----
50 - RECREATION DEPARTMENT	0.00	1,183.00	1,183.00	-1,183.00	----
60 - AIRPORT	0.00	2,143.77	2,143.77	-2,143.77	----
61 - CARIBOU TRAILER PARK	0.00	1,450.00	1,450.00	-1,450.00	----
Final Totals	0.00	416,499.60	416,499.60	-416,499.60	----

Revenue Summary Report

Fund: 2
January

Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
52 - SNOWMOIBLE TRAIL MAINTENANCE	0.00	800.00	800.00	-800.00	----
Final Totals	0.00	800.00	800.00	-800.00	----

Revenue Summary Report

Fund: 3
January

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

Revenue Summary Report

Fund: 4
January

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

Revenue Summary Report

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

To: Mayor and Council Members
From: Jayne R. Farrin
Date: February 19, 2019
Re: Liquor License Approval

The City has received a liquor license renewal application from KBS Enterprises, Inc. d/b/a Caribou Inn & Convention Center. Staff has reviewed the application and recommends Council approve the renewal.

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 3/22/18

INDICATE TYPE OF PRIVILEGE: ☒ MALT ☒ VINOUS ☒ SPIRITUOUS

INDICATE TYPE OF LICENSE:

- ☐ RESTAURANT (Class I,II,III,IV) ☐ RESTAURANT/LOUNGE (Class XI) ☐ CLASS A LOUNGE (Class X)
☒ HOTEL (Class I,II,III,IV) ☐ HOTEL NO FOOD (Class I-A)
☐ CLUB w/o Catering (Class V) ☐ CLUB with CATERING (Class I) ☐ GOLF COURSE (Class I,II,III,IV)
☐ TAVERN (Class IV) ☐ QUALIFIED CATERING ☐ OTHER: _____

REFER TO PAGE 3 FOR FEE SCHEDULE

ALL QUESTIONS MUST BE ANSWERED IN FULL

Corporation Name: KBS Enterprises, Inc			Business Name (D/B/A) Caribou Inn & Convention Center		
APPLICANT(S) -(Sole Proprietor) DOB:			Physical Location: 19 Main Street		
DOB:			City/Town Caribou	State ME	Zip Code 04736
Address 19 Main Street			Mailing Address Same		
City/Town Caribou	State ME	Zip Code 04736	City/Town	State	Zip Code
Telephone Number 207-498-3733	Fax Number 207-498-3149	Business Telephone Number 207-498-3733		Fax Number 207-498-3149	
Federal I.D. # 01-0461946			Seller Certificate #: or Sales Tax #: 1003663		
Email Address: Please Print ksimmon1@maine.rr.com			Website: www.caribouinn.com		

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

Requested inspection date: anytime 9a-7p Business hours: 24 hours

1. If premise is a Hotel or Bed & Breakfast, indicate number of rooms available for transient guests: 72
 2. State amount of gross income from period of last license: ROOMS \$ _____ FOOD \$ _____ LIQUOR \$ _____
 3. 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.

4. Do you permit dancing or entertainment on the licensed premises? YES ☒ NO ☐

5. If manager is to be employed, give name: Betty L Hersey, Kevin B Simmons

6. Business records are located at: 19 Main Street

7. Is/are applicants(s) citizens of the United States? YES ☒ NO ☐

8. Is/are applicant(s) residents of the State of Maine? YES ☒ NO ☐

On Premise Rev. 12/2016

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

Name in Full (Print Clearly)	DOB	Place of Birth
Kevin B Simmons		and
Betty L Hersey		bou

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

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

Name: _____ Date of Conviction: _____
 Offense: _____ Location: _____
 Disposition: _____ (use additional sheet(s) if necessary)

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

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

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

14. Describe in detail the premises to be licensed: (On Premise Diagram Required) Restaurant, Lounge
Poolside Banquet Area, Convention Center, Hospitality suite

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

16. What is the distance from the premises to the NEAREST school, school dormitory, church, chapel or parish house, measured from the main entrance of the premises to the main entrance of the school, school dormitory, church, chapel or parish house by the ordinary course of travel? 3 miles Which of the above is nearest? Church

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

18. Does/do applicant(s) have all the necessary permits required by the Department of Health & Human Services?
 YES ☒ NO ☐ Applied for on: _____

19. 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? 3 Miles Which of the above is nearest: Church

20. 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: Machias Savings Bank

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: Portland, Maine on February 10, 20 19
Town/City, State Date

Please sign in blue ink

Kevin B Simmons
 Signature of Applicant or Corporate Officer(s)

Kevin B Simmons

Print Name

 Signature of Applicant or Corporate Officer(s)

 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.

fee, with the municipal officers or county commissioners, as the case may be. If the applicant fails to file an amended application within 30 days, the original application must be denied by the bureau. The bureau shall notify the applicant in writing of its decision to deny the application including the reasons for the denial and the rights of appeal of the applicant. [1995, c. 140, §5 (NEW).] [2003, c. 213, §1 (AMD).]

2. Findings. In granting or denying an application, the municipal officers or the county commissioners shall indicate the reasons for their decision and provide a copy to the applicant. A license may be denied on one or more of the following grounds:

A. Conviction of the applicant of any Class A, Class B or Class C crime; [1987, c. 45, Pt. A, §4 (NEW).]

B. Noncompliance of the licensed premises or its use with any local zoning ordinance or other land use ordinance not directly related to liquor control; [1987, c. 45, Pt. A, §4 (NEW).]

C. Conditions of record such as waste disposal violations, health or safety violations or repeated parking or traffic violations on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises or other such conditions caused by persons patronizing or employed by the licensed premises that unreasonably disturb, interfere with or affect the ability of persons or businesses residing or located in the vicinity of the licensed premises to use their property in a reasonable manner; [1993, c. 730, §27 (AMD).]

D. Repeated incidents of record of breaches of the peace, disorderly conduct, vandalism or other violations of law on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises; [1989, c. 592, §3 (AMD).]

E. A violation of any provision of this Title; [2009, c. 81, §1 (AMD).]

F. A determination by the municipal officers or county commissioners that the purpose of the application is to circumvent the provisions of section 601; and [2009, c. 81, §2 (AMD).]

G. After September 1, 2010, server training, in a program certified by the bureau and required by local ordinance, has not been completed by individuals who serve alcoholic beverages. [2009, c. 81, §3 (NEW).]

[2009, c. 81, §§1-3 (AMD).]

3. Appeal to bureau. Any applicant aggrieved by the decision of the municipal officers or county commissioners under this section may appeal to the bureau within 15 days of the receipt of the written decision of the municipal officers or county commissioners. The bureau shall hold a public hearing in the city, town or unincorporated place where the premises are situated. In acting on such an appeal, the bureau may consider all licensure requirements and findings referred to in subsection 2.

A. [1993, c. 730, §27 (RP).]

B. If the decision appealed from is an application denial, the bureau may issue the license only if it finds by clear and convincing evidence that the decision was without justifiable cause. [1993, c. 730, §27 (AMD).]

[1995, c. 140, §6 (AMD).]

4. No license to person who moved to obtain a license. [1987, c. 342, §32 (RP).]

5. Appeal to District Court. Any person or governmental entity aggrieved by a bureau decision under this section may appeal the decision to the District Court within 30 days of receipt of the written decision of the bureau.

An applicant who files an appeal or who has an appeal pending shall pay the annual license fee the applicant would otherwise pay. Upon resolution of the appeal, if an applicant's license renewal is denied, the bureau shall refund the applicant the prorated amount of the unused license fee.

[1995, c. 140, §7 (AMD); 1999, c. 547, Pt. B, §78 (AMD); 1999, c. 547, Pt. B, §80 (AFF).]

Please be sure to include the following with your application:

Completed the application and sign the form.

Signed check with correct license fee and filing fee.

Your local City or Towns signature(s) are on the forms.

Be sure to include your ROOM, FOOD and LIQUOR gross income for the year (if applicable).

Enclose diagram for all businesses, auxiliary locations, extended decks and storage areas.

Complete the Corporate Information sheet for all ownerships except sole proprietorships.

If you have any questions regarding your application, please contact us at (207) 624-7220.



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.

1. Exact legal name: KBS Enterprises, Inc
2. Doing Business As, if any: Caribou Inn & Convention Center
3. Date of filing with Secretary of State: 1990 State in which you are formed: ME
4. If not a Maine business entity, date on which you were authorized to transact business in the State of Maine:

5. 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 %
Kevin B Simmons	19 Main Street Caribou, ME			100

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

6. 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:


Signature of Duly Authorized Person

1/29/18

Date

2/10/19

Kevin B Simmons

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

Resolution 02-01-2019

A Resolution of the Caribou City Council Approving the 2019 Revenue Budget

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

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

WHEREAS, the City Council has discussed the drafted 2019 revenue budget during multiple public meetings and determined the projected amounts to be reasonable and appropriate.

NOW THEREFORE BE IT RESOLVED, that the City Council of Caribou approved the proposed 2019 Revenue Projections Budget as attached to this resolution and dated February 4, 2019.

This resolution was duly passed and approved by a majority of the City Council of the City of Caribou this 25th day of February, 2019.

R. Mark Goughan, Mayor

Jody Smith, Deputy Mayor

Thomas Ayer, Councilor

Nicole Cote, Councilor

Hugh Kirkpatrick, Councilor

David Martin, Councilor

Joan Theriault, Councilor

Attest: Jayne Farrin, City Clerk



2019

Revenue Budget

(Draft)

Prepared by Dennis L. Marker, AICP, MPA
February 4, 2019

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Revenue Message

February 4, 2019

TO: City Council and Citizens of Caribou

RE: Revenue Budget Message

The projected revenues for 2019 (\$9,775,277) are 0.1% under the 2018 estimates (\$9,788,514). The purpose of this memorandum is to highlight significant changes, alterations and findings in the anticipated revenues for this year. Attached to this memo is a summary of anticipated revenues by departments and a line item detail within the same departments (see Exhibits A and B).

The following document provides the Charter required written revenue budget for the 2019 calendar year. This budget is a collection of financial data provided by the ongoing operations and future forecast of the City of Caribou. Historic revenues, trends, market conditions, demographic changes, and contractual obligations were considered in its preparation.

Fund 10 - General Government

Projected Revenue: \$6,998,781 (+4.0% from 2018 Budget)

Most of the line item accounts are projected to receive slightly less revenue based on historic trends and operational changes. Those general government lines with significant changes or unique situations are as follows:

Fund Line	Comments
05	The City has 32 properties available for purchase on the tax acquired property program with market values totaling over \$870,000. Although this represents a significant asset, the city has tried to sell these properties for the reduced amount of taxes owed and admin fees incurred. Unfortunately, there has been little interest in these properties due to the dilapidated condition of homes or property. For conservative purposes the projected revenue due to sale of these properties is estimated at \$30,000.
06	Excise taxes collected have gradually increased for the past 10 years. The tax rate is set by the state and isn't changing but more and newer vehicles are being registered. This is similar for the boat excise tax under line 10-01-08. This line is projected to increase by \$25,000 based on trends from the past five years.
11	The aircraft excise fee is significantly lower this year by 75%. This is due to the prior air ambulance service provider relocating their planes to another community. The revenue is projected to be reduced by \$1,000.
17	Although there is no significant change in this 60 Access highway revenue projection, it should be noted that all rent revenues are currently captured directly into a reserve account for building maintenance purposes and not shown as general revenue to the city. Rent revenues are close to \$2,400 per year. That maintenance fund has \$92,000, which is not enough for anticipated roof and heating system repairs needed in the next two years.

CITY OF CARIBOU
2019 REVENUE PROJECTIONS BUDGET

18	The state is obligated to provide 60% of revenue through sale taxes back to cities. In 2017 only 50% was provided. Indications from the new Governor's office is that small increases will be provided over the next three years. Due to the unstable politics at the capital, the 2019 projected revenues are the same as was received in 2018.
25	This line is projected to decrease by 72% due to state mandated earmarking of collected dog license fees toward animal control service improvements. The city is only able to retain a small portion of the collected fees for administration and revenue purposes. A portion of the earmarked funds can be used to offset city contracted shelter service costs, which exceed \$14,000 each year.
28	Cable franchise fees are projected to increase by 8% in 2019. The amount received in 2018 was over \$100,000 but was due to an accounting error in 2017. The projected \$93,500 is closer to true average annual fees for the past three years.
29	Interest revenues have been climbing slowly each year. These funds come from interest earned on money the city has set aside for purchase of large equipment or construction of major projects. These funds are set aside in order to avoid going into debt in the future.
32	Property tax revenues will not be known until the official mil rate is set in May or June and the City Assessor has determined the taxable property. This value assumes property values increase only slightly from 2018 and that the mil rate is increased from .0237 to .0254.
34	This value is calculated as we near commitment and is also predicated on the final mil rate. An \$80,000 overlay has been used for the past two years. It is proposed that a \$125,000 overlay be used in 2019. These funds are a hedge against unanticipated expenses. While the 2018 expenses came in under budget, they still exceeded revenues (including the overlay) by \$28,000.
40	This revenue is actual revenue as of February 13, 2019. On average the city receives close to \$5,000 from having the caribou housing authority. In 2018, the funds received were closer to \$10,000. The variability of these funds depends on federal allocations and year end audit results.
42	The CDC Loan IRP Interest is part of the city's revolving loan fund program. Interest collected on this account will be reduced year over year until 2028 when the currently loaned principle is paid off.
44	In 2018, the city received \$142,175 from RSU 39, which was used to help offset taxes. This was a one-time disbursement of funds back to the city. There will be no disbursement from RSU 39 in 2019 and difference in funding is one of the reasons for the increase in the property tax lines.

Fund 11 – Economic Development

Projected Revenue: \$392,673 (+6.6% from 2018 Budget)

Economic development funds are provided through tax increment finance districts in the City. These districts enable property taxes that would have gone to the state, county, or even school district to be used by the City to foster economic development activities and growth. The funds may be used to pay for new infrastructure that helps businesses or it through "credit enhancement agreements" to reimburse tax dollars to new or expanding businesses. Either way, the funds are meant to help spur new developments and economic activity. The increase in 2019 is predicated upon the final mil rate. It is assumed that the mil rate will be increased in 2019.

Fund 17 – Health and Sanitation

Projected Revenue: \$170,000 (-34.8% from 2018 Budget)

Occasionally the city receives a disbursement of funds from the Aroostook Waste Solutions (AWS), formerly known as Tri-Community Landfill (TCL) due to the city's owner status with the company. In 2019, AWS has disbursed \$648,000 to the City as part of the TCL merger with the Presque Isle Land Fill (PILF). It is proposed that \$170,000 be allocated to cover the costs of the River Road Reconstruction project this year (\$150,000) and the street light acquisition financing costs (\$20,000). This \$170,000 would be counted as operation revenue for 2019. It is also proposed that \$220,000 of the disbursement be set aside in a credit reserve account for future emergency purposes. State law provides that cities can set aside up to 5% of their commitment to an emergency reserve fund (M.S.A. 30-A §5801.2). The remainder of the funds (\$258,000) can be used to offset costs related to the street light conversion to LED project, which could save the city nearly \$100,000 a year. Those funds could also be used to pay down the debt obligation on the pellet boiler system which sits at nearly \$780,000 over the next 7 years.

Additional \$324,000 disbursements from the TCL/PILF merger will come to Caribou in both 2020 and 2021. Future disbursements will be dependent upon AWS operations.

Fund 18 – Municipal Buildings

Projected Revenue: \$4900 (+22.5% from 2018 Budget)

The City rents a portion of the Lion's building for \$4,000 and a small office area in the Nylander Museum for \$900. The increase from 2018 is due to the Nylander Museum rental.

Fund 20 – General Assistance

Projected Revenue: \$25,300 (-1.9% from 2018 Budget)

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

Fund 22 – Tax Assessment

Projected Revenue: \$776,908 (+6.6% from 2018 Budget)

The Tax Assessment funds are derived from state programs providing tax relief to property owners. The tree growth program incentivizes property owners to maintain forested lands by giving a property tax reduction to preserved acres. Veterans exemptions provide help to veterans. The homestead exemption is provided to persons who have lived in their homes for one year or more. The legislature increased this tax exemption from \$15,000 to \$20,000 in 2018 and is considering an additional increase in 2019. The BETE reimbursement provides relief to businesses with large personal equipment. Each of these four funds are reconsidered, in some way, by the legislature each year. The city receives funds from the state to help offset the loss of local tax revenue because of the exemptions.

As the city's mil rate increases, additional reimbursements are provided from the state for Homestead and BETE qualifying property owners. Assuming the mil rate increases as proposed, this equates to an additional \$50,000 in reimbursement from the state in 2019.

Fund 23 – Code Enforcement

Projected Revenue: \$6,000 (-8.4% from 2018 Budget)

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

Fund 24 – Housing

Projected Revenue: \$90,000 (+0.7% from 2018 Budget)

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

Fund 25 – Library

Projected Revenue: \$6,650 (+10.8% from 2018 Budget)

The library's primary source of revenue is from donations of patrons, late fees and non-resident fees. Library services have expanded to provide unique business software and research materials utilized by students at UMPI. Much of the non-resident fees collected are from students coming to utilize the library services.

Fund 31 – Fire and Ambulance

Projected Revenue: \$1,409,503 (-18.1% from 2018 Budget)

The biggest change to revenue for the Fire and Ambulance department is the loss of revenue due to insurance industry billing provisions. Revenue from billable EMS services is projected to drop by 22% from last year's budget (5% down from last years unaudited actuals). In 2019, Caribou is looking at an additional \$150,000 in contractual allowances.

All contracts for Fire and EMS services with adjoining towns have been renewed for this year and the communities of Washburn and Wade have requested city EMS services. There are rumblings that other communities will ask for our services, which may require hiring additional staff and seeking more equipment. The EMS industry in the area is experiencing many issues that may necessitate combining services into a larger special district and grander facility plan that currently contemplated.

Fund 35 – Police

Projected Revenue: \$111,970 (+\$142.5 from 2018 Budget)

The police department is projecting a major increase to revenues in 2019. This is due to reimbursements of costs to be provided by the RSU 39 for the school resource officer. Aside from these funds, the police department is anticipating a 2.2% increase above last year across all other funds.

Fund 39 – Emergency Management

Projected Revenue: \$2,600 (No Change from 2018 Budget)

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

Fund 40 – Public Works

Projected Revenue: \$199,415 (-0.9% from 2018 Budget)

The public works department brings in revenue by two means; MDOT program funds and contracted services with Connor township. The MDOT funds are projected to decrease this year to \$139,000. These funds help pay for maintenance of rural roads and related systems. Legislation is being considered that will increase these funds. The contract with Connor brings in around \$60,000, which is used to support snow plowing and maintenance activities for them.

Fund 50 – Recreation

Projected Revenue: \$24,000 (+4.3% from 2018 Budget)

The recreation department continues to improve upon its programs which are enticing more non-residents to participate. They are also receiving more requests by citizens to rent the recreation center.

Fund 51 – Parks

Projected Revenue: \$2,250 (-25.0% from 2018 Budget)

Last year the Parks department brought in \$3,058. With the new Teague Park under construction, there is an anticipated reduction in park reservation fees collected in 2019.

Fund 52 – Snowmobile Trail Maintenance

Projected Revenue: \$43,750 (-2.8% from 2018 Budget)

These funds are provided by the State each year to help with trail grooming and maintenance on the regional system. Only minor changes are anticipated with this program.

Fund 60 – Airport

Projected Revenue: \$19,000 (+58.3% from 2018 Budget)

The city took over hangar rentals and fuel systems administration in March, 2018. This means additional revenues from the 8 hangars and fuel island. The city anticipates turning over some of the airport services to an FBO, which may include getting reimbursed for some aviation and heating fuels on the property. The current revenue projections assume the city keeps all fuel sales for 10 months and hangar rentals for the year. No revenue from compensation of fuels is included in the above number.

CITY OF CARIBOU
2019 REVENUE PROJECTIONS BUDGET

Fund 61 – Trailer Park

Projected Revenue: \$18,000 (+5.9% from 2018 Budget)

The projected revenue is more closely tied to historic trends and contractual leases. If the city does not begin the process for closing this park, there will need to be additional rents to cover maintenance costs of utility systems and roads in the park.

Fund 70 – Insurance & Retirement

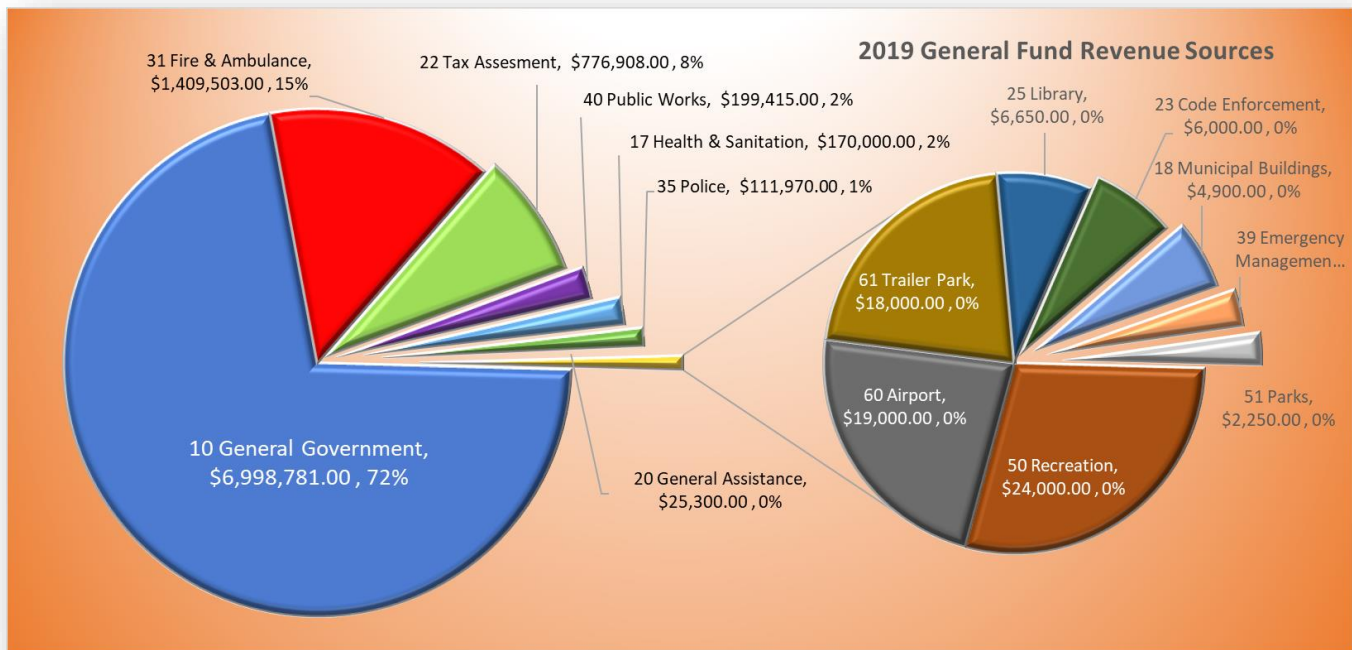
Projected Revenue: \$0

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

Fund 96 – FSS Revenues

Projected Revenue: \$50,787 (No change from 2018 Budget)

The FSS department revenues are federal funds allocated to the City of Caribou. Funds are received to cover program costs for participants as well as administrative costs of city personnel. Because this is a federal program, its future is predicated upon the national debate and political priorities in the budgeting process. The city received notice that the above indicated funds have been awarded for 2019.



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

Summary

The total projected revenue for the General Fund is \$9,775,277. This is roughly \$275,000 short of the approved expense budget. The Council has indicated a willingness to utilize \$300,000 of unexpended allocations from prior years to help cover costs. There are \$434,000 in unexpended funds from 2017 to use, but only \$32,000 in 2018 for the 2020 budget. These funds may not be available in future years and serious consideration needs to be made to increase revenues in a more sustainable fashion.

Exhibit A:
2019 Revenue Projections Budget
SUMMARY SHEET

SUMMARY SHEET							2018			2019		
Department	Fund	2014	2015	2016	2017	3 yr Avg (2016-18)	Budget Estimate	Unaudited Year End	% of Budget	Estimate	% Diff from 2018 Budget	% of Gen Revenue
GENERAL FUNDS												
10 General Government	Totals	\$ 6,211,275	\$ 6,339,916	\$ 6,310,195	\$ 6,556,664	\$ 6,565,800	\$ 6,730,161	\$ 6,830,540	1.5%	\$ 6,998,781	4.0%	71.6%
17 Health & Sanitation	Totals	\$ -	\$ -	\$ -	\$ -	\$ 86,949	\$ 260,848	\$ 260,848	0.0%	\$ 170,000	-34.8%	1.7%
18 Municipal Buildings	Totals	\$ 4,000	\$ 3,676	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	0.0%	\$ 4,900	22.5%	0.1%
20 General Assistance	Totals	\$ 21,877	\$ 31,263	\$ 26,077	\$ 25,720	\$ 24,347	\$ 25,700	\$ 21,243	-17.3%	\$ 25,300	-1.6%	0.3%
22 Tax Assesment	Totals	\$ 308,050	\$ 323,985	\$ 461,524	\$ 598,199	\$ 597,046	\$ 728,737	\$ 731,414	0.4%	\$ 776,908	6.6%	7.9%
23 Code Enforcement	Totals	\$ 29,290	\$ 16,724	\$ 25,295	\$ 8,533	\$ 13,440	\$ 6,550	\$ 6,491	-0.9%	\$ 6,000	-8.4%	0.1%
25 Library	Totals	\$ 5,171	\$ 5,798	\$ 6,242	\$ 6,824	\$ 6,791	\$ 6,000	\$ 7,308	21.8%	\$ 6,650	10.8%	0.1%
31 Fire & Ambulance	Totals	\$ 1,955,670	\$ 2,002,084	\$ 1,861,316	\$ 1,859,576	\$ 1,726,889	\$ 1,721,313	\$ 1,459,777	-15.2%	\$ 1,409,503	-18.1%	14.4%
35 Police	Totals	\$ 57,521	\$ 50,401	\$ 37,415	\$ 61,184	\$ 53,970	\$ 46,375	\$ 63,312	36.5%	\$ 111,970	141.4%	1.1%
39 Emergency Management	Totals	\$ 14,845	\$ 12,140	\$ 8,745	\$ 2,600	\$ 4,648	\$ 2,600	\$ 2,600	0.0%	\$ 2,600	0.0%	0.0%
40 Public Works	Totals	\$ 203,342	\$ 197,303	\$ 192,742	\$ 200,546	\$ 197,787	\$ 201,230	\$ 200,073	-0.6%	\$ 199,415	-0.9%	2.0%
50 Recreation	Totals	\$ 25,325	\$ 22,658	\$ 21,178	\$ 24,101	\$ 23,616	\$ 23,000	\$ 25,570	11.2%	\$ 24,000	4.3%	0.2%
51 Parks	Totals	\$ 2,782	\$ 4,075	\$ 2,634	\$ 3,058	\$ 2,082	\$ 3,000	\$ 556	-81.5%	\$ 2,250	-25.0%	0.0%
60 Airport	Totals	\$ 138	\$ 138	\$ 138	\$ 138	\$ 7,010	\$ 12,000	\$ 20,755	73.0%	\$ 19,000	58.3%	0.2%
61 Trailer Park	Totals	\$ 14,698	\$ 15,616	\$ 15,505	\$ 15,727	\$ 16,077	\$ 17,000	\$ 17,000	0.0%	\$ 18,000	5.9%	0.2%
70 Insurance & Retirement	Totals	\$ 6,214	\$ 5,264	\$ -	\$ -	\$ 2,042	\$ -	\$ 6,127	#DIV/0!	\$ -		0.0%
Sub-Total		\$ 8,860,198	\$ 9,031,040	\$ 8,973,007	\$ 9,366,869	\$ 9,332,496	\$ 9,788,514	\$ 9,657,612	-1.3%	\$ 9,775,277	-0.1%	100.0%
ENTERPRISE FUNDS												
11 Economic Development	Totals	\$ 331,862	\$ 365,853	\$ 377,501	\$ 374,821	\$ 365,497	\$ 368,337	\$ 344,169	93.4%	\$ 392,673	6.6%	
24 Housing	Totals	\$ 69,999	\$ -	\$ 91,258	\$ 113,570	\$ 99,508	\$ 89,411	\$ 93,696	104.8%	\$ 90,000	0.7%	
52 Snowmobile Trails	Totals	\$ 53,483	\$ 45,343	\$ 43,460	\$ 43,413	\$ 43,818	\$ 45,000	\$ 44,580	99.1%	\$ 43,750	-2.8%	
96 FSS Revenues	Totals	\$ 47,914	\$ 48,391	\$ 48,729	\$ 48,729	\$ 49,415	\$ 50,787	\$ 50,787	100.0%	\$ 50,787	0.0%	
Sub-Total		\$ 674,654	\$ 553,321	\$ 744,396	\$ 786,245	\$ 687,958	\$ 553,535	\$ 533,232	96.3%	\$ 577,210	\$ 0	
TOTAL ALL FUNDS												
		\$ 9,534,852	\$ 9,584,361	\$ 9,717,403	\$ 10,153,114	\$ 10,020,454	\$ 10,342,049	\$ 10,190,844	98.5%	\$ 10,352,487	0.1%	

Exhibit B:
2019 Revenue Projections Budget
DETAIL SHEETS

Department	Fund	2014	2015	2016	2017	3 yr Avg (2016-18)	2018			2019		
							Budget Estimate	Unaudited Year End	% of Budget	Estimate	% Diff from 2018 Budget	% of Gen Revenue
GENERAL FUNDS												
10 General Government	01 - TAX LIEN COSTS COLLECTED	\$ 13,775	\$ 18,161	\$ 22,125	\$ 18,036	\$ 20,155	\$ 20,000	\$ 20,305	1.5%	\$ 19,500	-2.5%	0.2%
	02 - DELINQ. TAX INTEREST	\$ 56,896	\$ 61,908	\$ 67,005	\$ 62,675	\$ 65,742	\$ 61,000	\$ 67,547	10.7%	\$ 62,500	2.5%	0.6%
	03 - SUPPLEMENTAL TAX	\$ 3,009	\$ 1,637	\$ 11,425	\$ 1,092	\$ 4,172	\$ 2,500	\$ -	-100.0%	\$ 1,000	-60.0%	0.0%
	04 - PYMTS IN LIEU OF TAX	\$ 54,254	\$ 65,769	\$ 52,894	\$ 57,978	\$ 56,151	\$ 57,000	\$ 57,581	1.0%	\$ 58,000	1.8%	0.6%
	05 - CITY OWNED PROPERTY	\$ 85,337	\$ 34,366	\$ 61,053	\$ 49,143	\$ 39,999	\$ 35,000	\$ 9,801	-72.0%	\$ 30,000	-14.3%	0.3%
	06 - EXCISE TAX	\$ 1,298,474	\$ 1,371,264	\$ 1,396,871	\$ 1,479,888	\$ 1,461,837	\$ 1,445,000	\$ 1,508,753	4.4%	\$ 1,470,000	1.7%	15.0%
	07 - BOAT EXCISE TAX	\$ 4,051	\$ 4,198	\$ 4,341	\$ 4,375	\$ 4,297	\$ 4,300	\$ 4,177	-2.9%	\$ 4,100	-4.7%	0.0%
	08 - BOAT REG FEE (LOCAL)	\$ 571	\$ 532	\$ 415	\$ 387	\$ 408	\$ 350	\$ 423	20.9%	\$ 400	14.3%	0.0%
	09 - SNOWMOBILE REGISTRATION	\$ 581	\$ 570	\$ 641	\$ 636	\$ 662	\$ 600	\$ 708	18.0%	\$ 625	4.2%	0.0%
	10 - ATV REGISTRATION LOCAL FEE	\$ 821	\$ 899	\$ 949	\$ 885	\$ 884	\$ 875	\$ 817	-6.6%	\$ 800	-8.6%	0.0%
	11 - Aircraft Excise	\$ 1,360	\$ 1,471	\$ 1,471	\$ 1,471	\$ 1,104	\$ 1,471	\$ 370	-74.8%	\$ 370	-74.8%	0.0%
	12 - Travel Reimbursement	\$ 1,574	\$ 834	\$ 1,166	\$ 260	\$ 1,153		\$ 2,031	#DIV/0!	\$ 1,200	#DIV/0!	0.0%
	15 - MISC. LICENSES	\$ 1,705	\$ 1,611	\$ 1,855	\$ 2,220	\$ 2,105	\$ 2,000	\$ 2,239	11.9%	\$ 2,200	10.0%	0.0%
	16 - VEHICLE REGISTRATION	\$ 16,751	\$ 16,382	\$ 16,075	\$ 15,543	\$ 15,610	\$ 15,500	\$ 15,211	-1.9%	\$ 15,000	-3.2%	0.2%
	17 - 60 ACCESS HIGHWAY				\$ -	\$ -	\$ 2,400	\$ -	-100.0%	\$ -	-100.0%	0.0%
	18 - STATE REVENUE SHARING	\$ 538,280	\$ 568,158	\$ 543,088	\$ 562,985	\$ 563,869	\$ 561,504	\$ 585,535	4.3%	\$ 580,000	3.3%	5.9%
	19 - CONNOR EXCISE FEE	\$ 2,764	\$ 2,524	\$ 2,184	\$ 1,955	\$ 1,972	\$ 2,000	\$ 1,778	-11.1%	\$ 1,750	-12.5%	0.0%
	21 - BIRTH RECORDS	\$ 9,356	\$ 8,879	\$ 8,477	\$ 7,629	\$ 8,017	\$ 7,000	\$ 7,945	13.5%	\$ 7,250	3.6%	0.1%
	22 - DEATH RECORDS	\$ 6,726	\$ 7,749	\$ 7,889	\$ 6,728	\$ 6,691	\$ 6,000	\$ 5,457	-9.1%	\$ 4,800	-20.0%	0.0%
	23 - MARRIAGE RECORDS	\$ 3,361	\$ 3,737	\$ 3,709	\$ 3,446	\$ 3,466	\$ 3,500	\$ 3,243	-7.4%	\$ 3,150	-10.0%	0.0%
	25 - DOG LICENSES	\$ 5,069	\$ 7,338	\$ 6,296	\$ 7,452	\$ 5,053	\$ 6,500	\$ 1,411	-78.3%	\$ 1,800	-72.3%	0.0%
	26 - FISHING LICENSES	\$ 552	\$ 572	\$ 510	\$ 478	\$ 491	\$ 500	\$ 486	-2.8%	\$ 450	-10.0%	0.0%
	28 - CABLE TV FRANCHISE	\$ 55,015	\$ 85,997	\$ 88,070	\$ 93,045	\$ 93,821	\$ 88,000	\$ 100,349	14.0%	\$ 93,500	6.3%	1.0%
	29 - MISC. INTEREST	\$ 3,928	\$ 5,466	\$ 16,614	\$ 29,615	\$ 29,861	\$ 18,000	\$ 43,352	140.8%	\$ 30,000	66.7%	0.3%
	30 - MISC. INCOME	\$ 8,205	\$ 19,342	\$ 6,503	\$ 4,685	\$ 5,161	\$ 4,000	\$ 4,296	7.4%	\$ 4,250	6.3%	0.0%
	32 - PROPERTY TAXES	\$ 3,944,380	\$ 3,925,438	\$ 3,798,457	\$ 3,965,111	\$ 3,939,484	\$ 4,054,884	\$ 4,054,884	0.0%	\$ 4,386,051	8.2%	44.9%
	34 - PROPERTY TAX OVERLAY	\$ 89,014	\$ 89,129	\$ 92,853	\$ 80,005	\$ 83,289	\$ 77,008	\$ 77,008	0.0%	\$ 120,000	55.8%	1.2%
	40 - HOUSING P/Y RECONCILIATION			\$ -	\$ -	\$ 3,530	\$ 10,589	\$ 10,589	0.0%	\$ 3,500	-66.9%	0.0%
	41 - CDC REVOLVING LOAN INT			\$ -	\$ -	\$ -			#DIV/0!	\$ -	#DIV/0!	0.0%
	42 - CDC LOAN IRP INTEREST	\$ 1,893	\$ 1,783	\$ 1,672	\$ 1,558	\$ 1,558	\$ 1,445	\$ 1,445	0.0%	\$ 1,400	-3.1%	0.0%
	43 - DISPOSAL OF SURPLUS			\$ -	\$ -	\$ 1,667	\$ 5,000	\$ 5,000	0.0%	\$ 1,200	-76.0%	0.0%
	44 - RSU Payment				\$ -	\$ 71,088	\$ 142,175	\$ 142,175	0.0%	\$ -	-100.0%	0.0%
	47 - HUNTING LICENSES	\$ 1,009	\$ 877	\$ 838	\$ 737	\$ 748	\$ 700	\$ 670	-4.3%	\$ 625	-10.7%	0.0%
	51 - Contracted Fees Elections	\$ 2,562	\$ 3,176	\$ 2,785	\$ 4,941	\$ 4,250	\$ 2,360	\$ 5,023	112.8%	\$ 2,360	0.0%	0.0%
	52 - Investment Interest		\$ 30,151	\$ 91,965	\$ 91,705	\$ 91,201	\$ 91,000	\$ 89,932	-1.2%	\$ 91,000	0.0%	0.9%
	53 - Transfer In				\$ -	\$ -			#DIV/0!		#DIV/0!	0.0%
	Totals	\$ 6,211,275	\$ 6,339,916	\$ 6,310,195	\$ 6,556,664	\$ 6,565,800	\$ 6,730,161	\$ 6,830,540	1.5%	\$ 6,998,781	4.0%	71.6%
17 Health & Sanitation	01 - Tri-Community Dividends			\$ -	\$ -	\$ 86,949	\$ 260,848	\$ 260,848	0.0%	\$ 170,000	-34.8%	1.7%
	Totals	\$ -	\$ -	\$ -	\$ -	\$ 86,949	\$ 260,848	\$ 260,848	0.0%	\$ 170,000	-34.8%	1.7%

Exhibit B:
2019 Revenue Projections Budget
DETAIL SHEETS

Department	Fund	2014	2015	2016	2017	3 yr Avg (2016-18)	2018			2019		
							Budget Estimate	Unaudited Year End	% of Budget	Estimate	% Diff from 2018 Budget	% of Gen Revenue
18 Municipal Buildings	01 EOC Rentals	\$ 4,000	\$ 3,676	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	0.0%	\$ 4,000	0.0%	0.0%
	XX Nylander Rentals					#DIV/0!				\$ 900		0.0%
	Totals	\$ 4,000	\$ 3,676	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	0.0%	\$ 4,900	22.5%	0.1%
20 General Assistance	01 - Connor Administration Fees	\$ 5,335	\$ 4,800	\$ 5,095	\$ 4,800	\$ 4,898	\$ 4,800	\$ 4,800	0.0%	\$ 4,800	0.0%	0.0%
	02-State Reimbursement	\$ 16,542	\$ 26,463	\$ 20,982	\$ 20,920	\$ 19,448	\$ 20,900	\$ 16,443	-21.3%	\$ 20,500	-1.9%	0.2%
	Totals	\$ 21,877	\$ 31,263	\$ 26,077	\$ 25,720	\$ 24,347	\$ 25,700	\$ 21,243	-17.3%	\$ 25,300	-1.6%	0.3%
22 Tax Assesment	01 - TREE GROWTH REIMBURSEMENT	\$ 2,249	\$ 2,751	\$ 3,236	\$ 3,286	\$ 3,364	\$ 3,200	\$ 3,569	11.5%	\$ 3,450	7.8%	0.0%
	02 - VETERANS EXEMPTION REIMB	\$ 10,000	\$ 12,154	\$ 11,029	\$ 10,521	\$ 11,863	\$ 11,000	\$ 14,040	27.6%	\$ 11,500	4.5%	0.1%
	04 - HOMESTEAD EXEMPTION REIMB	\$ 241,040	\$ 240,790	\$ 363,228	\$ 484,048	\$ 486,499	\$ 612,221	\$ 612,221	0.0%	\$ 653,553	6.8%	6.7%
	05 - BETE REIMBURSEMENT	\$ 53,603	\$ 66,909	\$ 82,850	\$ 99,294	\$ 94,532	\$ 101,315	\$ 101,451	0.1%	\$ 108,155	6.8%	1.1%
	06 - Printing Fees	\$ 1,158	\$ 1,381	\$ 1,182	\$ 1,050	\$ 788	\$ 1,000	\$ 133	-86.7%	\$ 250	-75.0%	0.0%
	Totals	\$ 308,050	\$ 323,985	\$ 461,524	\$ 598,199	\$ 597,046	\$ 728,737	\$ 731,414	0.4%	\$ 776,908	6.6%	7.9%
23 Code Enforcement	01 - ELECTRICAL PERMITS	\$ 920	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	\$ -		0.0%
	02 - BUILDING PERMITS LOCAL FEE	\$ 18,366	\$ 10,476	\$ 16,156	\$ 2,600	\$ 7,035	\$ 2,300	\$ 2,350	2.2%	\$ 2,000	-13.0%	0.0%
	03 - PLUMBING PERMITS LOCAL FEE	\$ 3,843	\$ 2,685	\$ 4,200	\$ 3,208	\$ 3,343	\$ 3,000	\$ 2,621	-12.6%	\$ 3,000	0.0%	0.0%
	07 - SITE DESIGN REVIEW APP FEES	\$ 650	\$ 830	\$ 860	\$ 900	\$ 827	\$ 800	\$ 720	-10.0%	\$ 600	-25.0%	0.0%
	10 - DEMO PERMIT FEES	\$ 150	\$ 150	\$ 100	\$ -	\$ 50	\$ -		#DIV/0!	\$ -		0.0%
	11 - SIGN PERMITS	\$ 320	\$ 300	\$ 500	\$ 650	\$ 650	\$ 300	\$ 800	166.7%	\$ 400	33.3%	0.0%
	12 - SUBDIVISION REVIEW	\$ 90	\$ -		\$ 180	\$ 90	\$ 150	\$ -	-100.0%	\$ -	-100.0%	0.0%
	13 - MISCELLANEOUS INCOME	\$ 4,082			\$ -	\$ -	\$ -		#DIV/0!	\$ -		0.0%
	14 - Heating Permits	\$ 420	\$ 120	\$ -	\$ -	\$ -	\$ -		#DIV/0!	\$ -		0.0%
	15 - LDA Inspection Service	\$ 450	\$ -		\$ -	\$ -	\$ -		#DIV/0!	\$ -		0.0%
	16 - Woodland Services		\$ 2,163	\$ 3,479	\$ 995	\$ 2,237	\$ -		#DIV/0!	\$ -		0.0%
	Totals	\$ 29,290	\$ 16,724	\$ 25,295	\$ 8,533	\$ 13,440	\$ 6,550	\$ 6,491	-0.9%	\$ 6,000	-8.4%	0.1%
25 Library	01 Miscellaneous Income	\$ 3,038	\$ 3,615	\$ 4,197	\$ 4,766	\$ 4,594	\$ 4,500	\$ 4,818	7.1%	\$ 4,600	2.2%	0.0%
	02 Non-Resident Fees	\$ 2,133	\$ 1,783	\$ 1,595	\$ 2,058	\$ 2,048	\$ 1,500	\$ 2,491	66.1%	\$ 2,050	36.7%	0.0%
	03 Passport Services		\$ 400	\$ 450	\$ -	\$ 150	\$ -	\$ -	#DIV/0!	\$ -		0.0%
	Totals	\$ 5,171	\$ 5,798	\$ 6,242	\$ 6,824	\$ 6,791	\$ 6,000	\$ 7,308	21.8%	\$ 6,650	10.8%	0.1%
31 Fire & Ambulance	01 - MAINECARE	\$ 392,658	\$ 380,714	\$ 355,435	\$ 400,126	\$ 368,558	\$ 408,405	\$ 350,114	-14.3%	\$ 360,000	-11.9%	3.7%
	02 - MAINECARE AIR AMBULANCE	\$ 45,198	\$ 31,160	\$ 31,006	\$ 33,918	\$ 32,462	\$ -					0.0%
	03 - MaineCare Contractual Allowance	\$ (221,741)	\$ (191,125)	\$ (180,206)	\$ (171,741)	\$ (174,564)	\$ (101,825)	\$ (171,746)	40.7%	\$ (174,000)	70.9%	-1.8%
	04 - MEDICARE	\$ 754,641	\$ 692,599	\$ 638,142	\$ 659,333	\$ 638,286	\$ 746,151	\$ 617,383	-17.3%	\$ 620,000	-16.9%	6.3%
	05 - MEDICARE AIR AMBULANCE	\$ 228,706	\$ 288,412	\$ 261,188	\$ 202,806	\$ 231,997	\$ -			\$ -		0.0%
	06 - MediCare Contractual Allowance	\$ (275,704)	\$ (324,820)	\$ (291,664)	\$ (306,665)	\$ (282,221)	\$ (153,077)	\$ (248,334)	38.4%	\$ (270,460)	76.7%	-2.8%
	07 - PRIVATE INSURANCE	\$ 404,958	\$ 428,579	\$ 399,317	\$ 433,959	\$ 421,115	\$ 425,184	\$ 430,070	1.1%	\$ 415,000	-2.4%	4.2%
	08 - PRIVATE INS AIR AMBULANCE	\$ 85,132	\$ 169,638	\$ 118,992	\$ 106,246	\$ 112,619	\$ -			\$ -		0.0%
	09 - Contractual Allowance - Private	\$ (8,758)	\$ (5,147)	\$ (4,215)	\$ (12,233)	\$ (10,793)	\$ (7,198)	\$ (15,932)	54.8%	\$ (13,500)	87.5%	-0.1%
	10 - SELF PAY	\$ 153,518	\$ 149,794	\$ 147,620	\$ 207,613	\$ 203,063	\$ 160,212	\$ 253,957	58.5%	\$ 220,000	37.3%	2.3%
	11 - SELF PAY AIR AMBULANCE	\$ 54,076	\$ 60,024	\$ 96,350	\$ 63,230	\$ 79,790	\$ -			\$ -		0.0%
	12 - Dis Contract - Self Pay	\$ (2,327)	\$ (8,353)	\$ (1,351)	\$ (3,659)	\$ (1,867)	\$ (2,000)	\$ (592)	-237.7%	\$ (2,000)	0.0%	0.0%

Exhibit B:
2019 Revenue Projections Budget
DETAIL SHEETS

Department	Fund	2014	2015	2016	2017	3 yr Avg (2016-18)	2018			2019		
							Budget Estimate	Unaudited Year End	% of Budget	Estimate	% Diff from 2018 Budget	% of Gen Revenue
	13 - VA Air	\$ 56,031			\$ -	\$ -				\$ -		0.0%
	14 - VA Land	\$ 48,412	\$ 69,233	\$ 33,787	\$ -	\$ 16,894				\$ -		0.0%
	15 - Contractual Allow - VA	\$ (3,813)	\$ (1,703)	\$ (3,235)	\$ (6,966)	\$ (5,841)	\$ (3,500)	\$ (7,323)	52.2%	\$ (7,200)	105.7%	-0.1%
	16 - Contractual Allow - Other	\$ (870)	\$ (1,441)	\$ (1,950)	\$ (179)	\$ (710)	\$ (1,200)	\$ -	#DIV/0!	\$ (500)	-58.3%	0.0%
	21 - WOODLAND PER CAPITA FEE	\$ 13,343	\$ 13,646	\$ 13,950	\$ 13,950	\$ 13,950	\$ 13,950	\$ 13,950	0.0%	\$ 13,950	0.0%	0.1%
	22 - NEW SWEDEN PER CAPITA FEE	\$ 6,622	\$ 6,773	\$ 6,923	\$ 6,923	\$ 6,923	\$ 6,923	\$ 6,923	0.0%	\$ 6,923	0.0%	0.1%
	23 - WESTMANLAND PER CAPITA FEE	\$ 682	\$ 698	\$ 713	\$ 713	\$ 713	\$ 713	\$ 713	0.0%	\$ 713	0.0%	0.0%
	24 - STOCKHOLM PER CAPITA FEE	\$ 2,783	\$ 2,846	\$ 2,909	\$ 2,909	\$ 2,909	\$ 2,909	\$ 2,909	0.0%	\$ 2,909	0.0%	0.0%
	25 - CONNOR PER CAPITA FEE	\$ 5,027	\$ 5,141	\$ 5,244	\$ 5,244	\$ 5,244	\$ 5,244	\$ 5,244	0.0%	\$ 5,244	0.0%	0.1%
	26 - PERHAM PER CAPITA FEE	\$ 4,246	\$ 4,343	\$ 4,439	\$ 4,439	\$ 4,439	\$ 4,439	\$ 4,439	0.0%	\$ 4,439	0.0%	0.0%
	27 - MADAWASKA LAKE PER CAPITA	\$ 1,210	\$ 1,238	\$ 1,265	\$ 1,265	\$ 1,265	\$ 1,265	\$ 1,265	0.0%	\$ 1,265	0.0%	0.0%
	28 - LORING DEV PER CAPITA FEE				\$ -	\$ -	\$ -			\$ -		0.0%
	999 - WASHBURN PER CAPITA FEE				\$ -	\$ -				\$ 9,700		0.1%
	999 - WADE PER CAPITA FEE									\$ 1,541		0.0%
	35 - MISC. INTEREST	\$ 97	\$ 455	\$ 135	\$ 871	\$ 444	\$ 100	\$ 324	224.1%	\$ 300	200.0%	0.0%
	36 - RECOVERY OF BAD DEBT	\$ 8,741	\$ 7,128	\$ 3,034	\$ 512	\$ 3,108	\$ 5,000	\$ 5,779	15.6%	\$ 2,500	-50.0%	0.0%
	37 - Ambulance Insurance Reports	\$ 141	\$ 297	\$ 128	\$ 260	\$ 193	\$ 200	\$ 190	-5.0%	\$ 190	-5.0%	0.0%
	35 - AMB BILLING HOULTON	\$ 30,533	\$ 39,061	\$ 42,647	\$ 43,653	\$ 41,804	\$ 39,406	\$ 39,111	-0.7%	\$ 40,000	1.5%	0.4%
	36 - AMB BILLING CALAIS	\$ 25,327	\$ 30,898	\$ 31,495	\$ 32,337	\$ 29,387	\$ 28,400	\$ 24,327	-14.3%	\$ 27,500	-3.2%	0.3%
	37 - AMB BILLING VAN BUREN	\$ 11,360	\$ 8,643		\$ -	\$ -				\$ -		0.0%
	38 - AMB BILLING ISLAND FALLS	\$ 3,653	\$ 2,069	\$ 2,046	\$ 1,599	\$ 1,959	\$ 2,100	\$ 2,234	6.4%	\$ 2,000	-4.8%	0.0%
	39 - AMB BILLING PATTEN		\$ 3,897	\$ 9,588	\$ 8,122	\$ 10,087	\$ 8,000	\$ 12,552	56.9%	\$ 9,000	12.5%	0.1%
	50 - FIRE PROTECTION CONNOR	\$ 26,054	\$ 26,836	\$ 27,373	\$ 28,194	\$ 28,025	\$ 28,508	\$ 28,508	0.0%	\$ 29,078	2.0%	0.3%
	51 - FIRE PROTECTION NEW SWEDEN	\$ 31,807	\$ 32,763	\$ 33,418	\$ 34,421	\$ 34,201	\$ 34,764	\$ 34,764	0.0%	\$ 35,459	2.0%	0.4%
	52 - FIRE PROTECTION WESTMANLAND	\$ 10,205	\$ 10,512	\$ 10,722	\$ -	\$ 5,361	\$ -		#DIV/0!	\$ -		0.0%
	53 - FIRE PROTECTION WOODLAND	\$ 57,674	\$ 59,405	\$ 60,593	\$ 62,411	\$ 62,015	\$ 63,041	\$ 63,041	0.0%	\$ 64,302	2.0%	0.7%
	54 - T16 R4				\$ -	\$ -	\$ -			\$ -		0.0%
	60 - Fire Insurance Reports			\$ 128	\$ 238	\$ 160	\$ -	\$ 114	#DIV/0!	\$ 150		0.0%
	61 - Fire Insurance Recovery				\$ -	\$ -				\$ -		0.0%
	62 - Fire Permits	\$ 6,046	\$ 4,468	\$ 5,348	\$ 5,728	\$ 5,289	\$ 5,200	\$ 4,792	-7.8%	\$ 5,000	-3.8%	0.1%
	63 - Misc Income		\$ 3,403		\$ -	\$ 500		\$ 1,000		\$ -		0.0%
	Totals	\$ 1,955,670	\$ 2,002,084	\$ 1,861,316	\$ 1,859,576	\$ 1,726,889	\$ 1,721,313	\$ 1,459,777	-15.2%	\$ 1,409,503	-18.1%	14.4%
35 Police	01 - MISC. FEES INSURANCE REPORTS	\$ 1,087	\$ 1,899	\$ 1,422	\$ 1,678	\$ 1,445	\$ 1,500	\$ 1,234	-17.7%	\$ 1,300	-13.3%	0.0%
	02 - POLICE DISPATCHING	\$ 3,500	\$ 2,000	\$ 500	\$ 1,335	\$ 1,278	\$ 1,000	\$ 2,000	100.0%	\$ 1,300	30.0%	0.0%
	03 - FINGERPRINTING FEES	\$ 101	\$ 42	\$ 57	\$ 51	\$ 56	\$ 50	\$ 60	20.0%	\$ 50	0.0%	0.0%
	04 - CONCEALED WEAPON PERMITS	\$ 890	\$ 715	\$ 370	\$ 460	\$ 470	\$ 375	\$ 580	54.7%	\$ 460	22.7%	0.0%
	05 - COPS GRANT REIMBURSEMENT	\$ -			\$ -	\$ 237		\$ 475	#DIV/0!	\$ -		0.0%
	06 - Prisoner Boarding Reimbursement	\$ 10,850	\$ 13,018	\$ 7,376	\$ 10,320	\$ 8,707	\$ 10,500	\$ 8,424	-19.8%	\$ 9,000	-14.3%	0.1%
	07 - Dog Violation	\$ 561	\$ 350	\$ 462	\$ 766	\$ 601	\$ 500	\$ 575	15.0%	\$ 600	20.0%	0.0%

Exhibit B:
2019 Revenue Projections Budget
DETAIL SHEETS

Department	Fund	2014	2015	2016	2017	3 yr Avg (2016-18)	2018			2019		
							Budget Estimate	Unaudited Year End	% of Budget	Estimate	% Diff from 2018 Budget	% of Gen Revenue
	08 - Prisoner Meals	\$ 3,926	\$ 5,648	\$ 3,760	\$ 6,136	\$ 4,344	\$ 4,750	\$ 3,136	-34.0%	\$ 4,500	-5.3%	0.0%
	09 - Court Reimbursement	\$ 3,485	\$ 1,759	\$ 1,273	\$ 1,791	\$ 1,522	\$ 2,000	\$ 1,502	-24.9%	\$ 1,600	-20.0%	0.0%
	10 - Lamination Fees	\$ 340	\$ 295	\$ 253	\$ 245	\$ 263	\$ 200	\$ 290	45.0%	\$ 200	0.0%	0.0%
	11 - Misc Fees	\$ 703	\$ 492	\$ 645	\$ 435	\$ 645	\$ 500	\$ 855	71.0%	\$ 500	0.0%	0.0%
	12 - False Alarm Fees	\$ 400		\$ -	\$ -	\$ -				\$ -		0.0%
	13 - Fines	\$ 440		\$ 25	\$ -	\$ 13				\$ -		0.0%
	14 - Salary Reimbursement	\$ 31,237	\$ 24,184	\$ 21,272	\$ 34,518	\$ 27,570	\$ 22,000	\$ 26,921	22.4%	\$ 23,000	4.5%	0.2%
	15 -Contract Inc	\$ 31,237			\$ 3,450	\$ 1,725	\$ 3,000	\$ -	-100.0%	\$ -	-100.0%	0.0%
	16 - School Resource Officer				\$ -	\$ 8,630		\$ 17,260	#DIV/0!	\$ 69,460		0.7%
	Totals	\$ 57,521	\$ 50,401	\$ 37,415	\$ 61,184	\$ 53,970	\$ 46,375	\$ 63,312	36.5%	\$ 111,970	141.4%	1.1%
39 Emergency Management	01 -Fees Woodland	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	0.0%	\$ 200	0.0%	0.0%
	02 - Fees New Sweden	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	0.0%	\$ 200	0.0%	0.0%
	03 - Fees Westmandland	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	0.0%	\$ 200	0.0%	0.0%
	04 - Fees Perham	\$ 400	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	0.0%	\$ 200	0.0%	0.0%
	05 - State EOC Reimbursment	\$ 11,895	\$ 9,540	\$ 6,145	\$ -	\$ 3,073				\$ -		0.0%
	06 - Tower Rent	\$ 1,950	\$ 1,800	\$ 1,800	\$ 1,800	\$ 1,800	\$ 1,800	\$ 1,800	0.0%	\$ 1,800	0.0%	0.0%
	Totals	\$ 14,845	\$ 12,140	\$ 8,745	\$ 2,600	\$ 4,648	\$ 2,600	\$ 2,600	0.0%	\$ 2,600	0.0%	0.0%
40 Public Works	01 - URIP/LRAP	\$ 133,744	\$ 135,872	\$ 135,600	\$ 142,260	\$ 139,137	\$ 142,000	\$ 139,552	-1.7%	\$ 139,000	-2.1%	1.4%
	03 - Salary Reimbursement	\$ 699		\$ -	\$ 19	\$ 180	\$ -	\$ 521	#DIV/0!	\$ -		0.0%
	04 - Equipment Rental	\$ 2,012		\$ -	\$ -	\$ 92		\$ 276	#DIV/0!	\$ -		0.0%
	05 - FEMA Reimbursement			\$ -	\$ -	\$ -				\$ -		0.0%
	06 - Brush Removal Permit Fees				\$ -	\$ -				\$ -		0.0%
	07 - Connor Contract	\$ 54,107	\$ 58,048	\$ 56,846	\$ 58,267	\$ 58,279	\$ 59,230	\$ 59,724	0.8%	\$ 60,415	2.0%	0.6%
	08 - Presque Isle Contract	\$ 9,350		\$ -	\$ -	\$ -				\$ -		0.0%
	09 - School Dept Snow Plowing	\$ 3,429	\$ 3,382	\$ -	\$ -	\$ -				\$ -		0.0%
	30 - Misc Income	\$ 3,429		\$ 297	\$ -	\$ 148				\$ -		0.0%
	Totals	\$ 203,342	\$ 197,303	\$ 192,742	\$ 200,546	\$ 197,787	\$ 201,230	\$ 200,073	-0.6%	\$ 199,415	-0.9%	2.0%
50 Recreation	01 Rental Income	\$ 8,944	\$ 11,908	\$ 10,298	\$ 14,533	\$ 13,409	\$ 12,500	\$ 15,396	23.2%	\$ 13,000	4.0%	0.1%
	02 Program Fees	\$ 13,345	\$ 8,881	\$ 9,500	\$ 8,198	\$ 9,291	\$ 9,000	\$ 10,174	13.0%	\$ 10,000	11.1%	0.1%
	03 Special Events	\$ 3,036	\$ 1,869	\$ 1,380	\$ 1,370	\$ 917	\$ 1,500	\$ -	-100.0%	\$ 1,000	-33.3%	0.0%
	04 Swimming Pool Fees					\$ -		\$ -		\$ -		0.0%
	05 Rec Program Fees					\$ -		\$ -		\$ -		0.0%
	Totals	\$ 25,325	\$ 22,658	\$ 21,178	\$ 24,101	\$ 23,616	\$ 23,000	\$ 25,570	11.2%	\$ 24,000	4.3%	0.2%
51 Parks	01 Miscellaneous Income	\$ 900	\$ 2,875	\$ 609	\$ 1,488	\$ 884	\$ 1,000	\$ 556	-44.5%	\$ 750	-25.0%	0.0%
	02 Rental Income	\$ 1,882	\$ 1,200	\$ 2,025	\$ 1,570	\$ 1,198	\$ 2,000	\$ -	-100.0%	\$ 1,500	-25.0%	0.0%
	Totals	\$ 2,782	\$ 4,075	\$ 2,634	\$ 3,058	\$ 2,082	\$ 3,000	\$ 556	-81.5%	\$ 2,250	-25.0%	0.0%
60 Airport	02 - AIRPORT RENT	\$ 138	\$ 138	\$ 138	\$ 138	\$ 712	\$ 9,000	\$ 1,858	-79.4%	\$ 11,000	22.2%	0.1%
	03 - FUEL REVENUE					\$ 18,896	\$ 3,000	\$ 18,896	529.9%	\$ 8,000	166.7%	0.1%
	Totals	\$ 138	\$ 138	\$ 138	\$ 138	\$ 7,010	\$ 12,000	\$ 20,755	73.0%	\$ 19,000	58.3%	0.2%

Exhibit B:
2019 Revenue Projections Budget
DETAIL SHEETS

Department	Fund						2018			2019		
		2014	2015	2016	2017	3 yr Avg (2016-18)	Budget Estimate	Unaudited Year End	% of Budget	Estimate	% Diff from 2018 Budget	% of Gen Revenue
61 Trailer Park	01 - Lot Rent Receipts	\$ 20,645	\$ 21,310	\$ 21,110	\$ 19,236	\$ 19,656	\$ 17,000	\$ 18,621	9.5%	\$ 18,000	5.9%	0.2%
	02 - Year End Close	\$ (5,947)	\$ (5,694)	\$ (5,605)	\$ (3,509)	\$ (3,578)		\$ (1,621)				0.0%
	Totals	\$ 14,698	\$ 15,616	\$ 15,505	\$ 15,727	\$ 16,077	\$ 17,000	\$ 17,000	0.0%	\$ 18,000	5.9%	0.2%
70 Insurance & Retirement	01 - MMA WORKERS COMP REFUND	\$ 6,214	\$ 5,264	\$ -	\$ -	\$ 2,042	\$ -	\$ 6,127	#DIV/0!	\$ -		0.0%
	04 - HRA Credit					#DIV/0!	\$ -			\$ -		0.0%
	Totals	\$ 6,214	\$ 5,264	\$ -	\$ -	\$ 2,042	\$ -	\$ 6,127	#DIV/0!	\$ -		0.0%
Sub-Total		\$ 8,860,198	\$ 9,031,040	\$ 8,973,007	\$ 9,366,869	\$ 9,332,496	\$ 9,788,514	\$ 9,657,612	-1.3%	\$ 9,775,277	-0.1%	100.0%
ENTERPRISE FUNDS												
11 Economic Development	TIF Dollars Received	\$ 331,862	\$ 363,353	\$ 375,001	\$ 374,821	\$ 364,204	\$ 368,337	\$ 342,788		\$ 392,673	6.6%	68.0%
	Comm Project - New Events					\$ 1,381		\$ 1,381				
	Interest		\$ 2,500	\$ 2,500	\$ -	\$ 1,250				\$ -		0.0%
	Totals	\$ 331,862	\$ 365,853	\$ 377,501	\$ 374,821	\$ 365,497	\$ 368,337	\$ 344,169	93.4%	\$ 392,673	6.6%	
24 Housing		\$ 69,999	\$ -	\$ 91,258	\$ 113,570	\$ 102,414						
	01 - Section 8 Administration				\$ -	\$ 35,000	\$ 70,000	\$ 70,000		\$ 70,000	0.0%	
	02 - Expense Reimbursement				\$ -	\$ 11,848	\$ 19,411	\$ 23,696		\$ 20,000	3.0%	
	Totals	\$ 69,999	\$ -	\$ 91,258	\$ 113,570	\$ 99,508	\$ 89,411	\$ 93,696	104.8%	\$ 90,000	0.7%	
52 Snowmobile Trails	01 - Miscellaneous Income	\$ 11,536	\$ 5,380	\$ 4,163	\$ 4,500	\$ 4,738	\$ 4,500	\$ 5,550		\$ 4,500	0.0%	
	02 - State Grant	\$ 41,947	\$ 36,963	\$ 39,283	\$ 38,883	\$ 39,055	\$ 39,000	\$ 39,000		\$ 39,000	0.0%	
	03 - Snow Sled Reg (State)	\$ -	\$ 3,000	\$ 15	\$ 30	\$ 25	\$ 1,500	\$ 30		\$ 250	-83.3%	
	Totals	\$ 53,483	\$ 45,343	\$ 43,460	\$ 43,413	\$ 43,818	\$ 45,000	\$ 44,580	99.1%	\$ 43,750	-2.8%	
96 FSS Revenues	01-FSS Reimbursement	\$ 47,914	\$ 48,391	\$ 48,729	\$ 48,729	\$ 49,415	\$ 50,787	\$ 50,787		\$ 50,787	0.0%	
	02 - From/To Reserve			\$ -	\$ -	\$ -						
	Totals	\$ 47,914	\$ 48,391	\$ 48,729	\$ 48,729	\$ 49,415	\$ 50,787	\$ 50,787	100.0%	\$ 50,787	0.0%	
Sub-Total		\$ 674,654	\$ 553,321	\$ 744,396	\$ 786,245	\$ 687,958	\$ 553,535	\$ 533,232	96.3%	\$ 577,210	\$ 0	
TOTAL ALL FUNDS												
		\$ 9,534,852	\$ 9,584,361	\$ 9,717,403	\$ 10,153,114	\$ 10,020,454	\$ 10,342,049	\$ 10,190,844	98.5%	\$ 10,352,487	0.1%	

Resolution 02-02-2019

A Resolution of the Caribou City Council Approving the Re-Appropriation of Reserve Funds

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

WHEREAS, the City's Charter outlines the process by which the expense budget can be amended; and

WHEREAS, the City Council finds that it is a cost benefit to the citizens to hire a police officer with prior training although such action necessitates paying \$30,000 to the state; and

WHEREAS, the \$30,000 needed to compensate the state has been identified within the existing budget and reserves but requires formal action by the Council for the re appropriating of the funds from reserves.

NOW THEREFORE BE IT RESOLVED, that the City Council of Caribou approves the use of \$15,000 from reserves to help cover the training compensation costs due to the state for the recent police hire.

This resolution was duly passed and approved by a majority of the City Council of the City of Caribou this 25th day of February 2019.

R. Mark Goughan, Mayor

Jody Smith, Deputy Mayor

Thomas Ayer, Councilor

Nicole Cote, Councilor

Hugh Kirkpatrick, Councilor

David Martin, Councilor

Joan Theriault, Councilor

Attest: Jayne Farrin, City Clerk



CITY OF CARIBOU, MAINE

Office of the Chief of Police

Ph: (207) 493-4208
Fax: (207) 493-4201

Municipal Building
25 High Street, Suite 4
Caribou, Me 04736

Date: February 15, 2019
To: Caribou City Council
From: Chief Michael Gahagan
Re: New Hire

In reference to the new full time hire we have selected, Jonathan Stewart, 40 years old of Caribou, here is a breakdown of where we would like to take the money for payment once we receive a bill from the State of Maine:

\$5,000 – E-35-01-010-02 – Training
\$15,000 – E-35-01-001-02 – Overtime
\$10,000 – G-1-367-02 – Police Equipment

I believe this would be the best way to pay for the \$30,000 owed without taking too much from one or two accounts and won't severely impact operations.

In order to hire Mr. Stewart, we will owe the State of Maine \$30,000 in accordance with the reimbursement schedule for 2018 for his training as he has already attended the 18-week Basic Law Enforcement Training Program (BLETP). Hiring a "blue pin", or someone who is already BLETP certified, saves a lot of time and money in which we can bypass all major training and assign him immediately to someone who can train him in house.

Mr. Stewart will fill a vacant slot we have had since August and we look forward to him working for us at Caribou Police Department.

Please let me know if you have any questions.

Respectfully Submitted,
Chief Michael W. Gahagan
Michael W. Gahagan

"THE MOST NORTHEASTERN CITY IN THE U.S."

Michael W. Gahagan, Chief
e-mail: policechief@cariboumaine.org

Ordinance Introduced by Councilor _____
on _____, 2019

Ordinance No. 02, 2019 Series
City of Caribou
County of Aroostook
State of Maine

AN ORDINANCE AMENDING CHAPTER 13, SECTION 13-600, FLOOD HAZARD AREA REGULATIONS

Short Title: An Ordinance amending Flood Hazard Area Regulations.

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

WHEREAS, the City of Caribou has adopted Chapter 13, Land Use Ordinances as part of its ordinances and regulations, which outline land use laws and zoning regulations, including regulations pertinent to development within areas prone to flooding; and

WHEREAS, due to changes in state and federal regulation of development within flood hazard areas, it has become expedient that the city update its Flood Hazard Area Regulations for compliance with similar state and federal regulations; and

WHEREAS, the City Planning Board conducted a public hearing on October 11, 2018 to receive comment on the proposal, which hearing was preceded by the notification to the general public in accordance with city notification procedures, and

WHEREAS, the City Planning Board has forwarded a positive recommendation to the City Council for the proposed changes attached to this Ordinance as Exhibit A.

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

Section I. Text Amendment

Section 13-600 of the City of Caribou Land Use Ordinances is hereby amended to read as shown in the attached Exhibit A, which by this reference is made part hereof.

Section II. Severability

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

Section III. Posting and Effective Date

This ordinance, being introduced on February 25, 2019 and a public hearing being held on March 25, 2019 was duly passed by the City Council of the City of Caribou, Maine, this _____ day of _____ 2019. This ordinance shall become effective 30 days after adoption by the Council.

R. Mark Goughan, Mayor

Jody Smith, Deputy Mayor

Thomas Ayer, Councilor

Nicole Cote, Councilor

Hugh Kirkpatrick, Councilor

David Martin, Councilor

Joan Theriault, Councilor

Attest:

Jayne R. Farrin, City Clerk

Sec. 13-600 Flood Hazard Area Regulations.

Sec. 13-601 Establishment.

Certain areas of the City of Caribou, Maine are subject to periodic flooding, causing serious damages to properties within these areas. Relief is available in the form of flood insurance as authorized by the National Flood Insurance Act of 1968.

Therefore, the City has chosen to become a participating community in the National Flood Insurance Program and agrees to comply with the requirements of the National Flood Insurance Act of 1968 (P.L. 90-488, as amended) as delineated in this Floodplain Management Ordinance.

It is the intent of the City to require the recognition and evaluation of flood hazards in all official actions relating to land use in the floodplain areas having special flood hazards. City of Caribou has the legal authority to adopt land use and control measures to reduce future flood losses pursuant to Title 30-A MRSA, Sections 3001-3007, 4352, 4401-4407, and Title 38 MRSA, Section 440.

The National Flood Insurance Program, established in the aforesaid Act, provides that areas of the City having a special flood hazard be identified by the Federal Emergency Management Agency and that floodplain management measures be applied in such flood hazard areas. This Ordinance establishes a Flood Hazard Development Permit system and review procedure for development activities in the designated flood hazard areas of the City of Caribou, Maine.

The areas of special flood hazard, Zones A and A1-30, for the City, identified by the Federal Emergency Management Agency in a report entitled "Flood Insurance Study – Caribou, Maine" dated February 1980 with accompanying "Flood Insurance Rate Map" dated August 1, 1980 and "Flood Boundary and Floodway Map" dated August 1, 1980, are hereby adopted by reference and declared to be a part of this Ordinance.

Sec. 13-602 Permit Required.

Before any construction or other development (as defined in Section 13-614), including the placement of manufactured homes, begins within any areas of special flood hazard established in Section 13-601, a Flood Hazard Development Permit shall be obtained from the Code Enforcement Officer. This permit shall be in addition to any other permits which may be required pursuant to the codes and ordinances of the City of Caribou, Maine.

Sec. 13-603 Application for Permit

The application for a Flood Hazard Development Permit shall be submitted to the Code Enforcement Officer and shall include:

- A. The name, address, and phone number of the applicant, owner, and contractor;
- B. An address and a map indicating the location of the construction site;
- C. A site plan showing location of existing and/or proposed development, including but not limited to structures, sewage disposal facilities, water supply facilities, areas to be cut and filled, and lot dimensions;
- D. A statement of the intended use of the structure and/or development;
- E. A statement of the cost of the development including all materials and labor;
- F. A statement as to the type of sewage system proposed;
- G. Specification of dimensions of the proposed structure and/or development;

[Items H-K.2 apply only to new construction and substantial improvements.]

- H. The elevation in relation to the National Geodetic Vertical Datum (NGVD), North American Vertical Datum (NAVD), or to a locally established datum in Zone A only, of the:
1. base flood at the proposed site of all new or substantially improved structures, which is determined:
 - a. in Zones A 1-30, from data contained in the "Flood Insurance Study-City of Caribou, Maine," as described in 13-602 or,
 - b. in Zone A:
 - (1) from any base flood elevation data from federal, state, or other technical sources (such as FEMA's Quick-2 model, FEMA 265), including information obtained pursuant to Section 13-606 K. and Section 13-608.D.; or,
 - (2) in the absence of all data described in Section 13-608.H.1.b.(1), information to demonstrate that the structure shall meet the elevation requirement in Section 13-606.F.2.b., Section 13-606.G.2.a. or b., or Section 13-606 H.2.b.
 2. highest and lowest grades at the site adjacent to the walls of the proposed building;
 3. lowest floor, including basement; and whether or not such structures contain a basement; and,
 4. level, in the case of non-residential structures only, to which the structure will be floodproofed.
- I. A description of an elevation reference point established on the site of all developments for which elevation standards apply as required in Section 13-606;
- J. A written certification by a Professional Land Surveyor, registered professional engineer or architect, that the base flood elevation and grade elevations shown on the application are accurate;
- K. The following certifications as required in Section 13-606 by a registered professional engineer or architect:
1. a Floodproofing Certificate (FEMA Form 81-65, as amended), to verify that the floodproofing methods for any non-residential structures will meet the floodproofing criteria of Section 13-606.G; and other applicable standards in Section 13-607
 2. a Hydraulic Openings Certificate to verify that engineered hydraulic openings in foundation walls will meet the standards of Section 13-606.L.2.a;
 3. a certified statement that bridges will meet the standards of Section 13-606.M;
 4. a certified statement that containment walls will meet the standards of Section 13-606.N.
- L. A description of the extent to which any water course will be altered or relocated as a result of the proposed development; and,
- M. A statement of construction plans describing in detail how each applicable development standard in Section 13-606 will be met.
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Sec. 13-604 Application Fee and Expert's Fee.

A non-refundable application fee of \$10.00 shall be paid to the City Clerk and a copy of a receipt for the same shall accompany the application.

Additional fees may be charged if the Code Enforcement Officer, Planning Board, and/or Board of Appeals needs the assistance of a professional engineer or other expert(s). The expert related fees shall be paid in full by the applicant within 10 days after the town submits a bill to the applicant. Failure to pay the bill shall constitute a violation of the ordinance and be grounds for the issuance of a stop work order. An expert shall not be hired by the municipality at the expense of an applicant until the applicant has either consented to such hiring in writing or been given an opportunity to be heard on the subject. An applicant who is dissatisfied with a decision to hire expert assistance may appeal that decision to the Board of Appeals.

Sec. 13-605 Review of Flood Hazard Development Permit Applications.

The Code Enforcement Officer shall:

- A. Review all applications for the Flood Hazard Development Permit to assure that proposed developments are reasonably safe from flooding and to determine that all pertinent requirements of Section 13-606 (Development Standards) have been, or will be met;
- B. Utilize, in the review of all Flood Hazard Development Permit applications:
 1. the base flood and floodway data contained in the "Flood Insurance Study-City of Caribou, Maine," as described in Section 13-601; and
 2. in special flood hazard areas where base flood elevation and floodway data are not provided, the Code Enforcement Officer shall obtain, review and reasonably utilize any base flood elevation and floodway data from federal, state, or other technical sources, including information obtained pursuant to Section 13-603.H.1.b.(1); Section 13-606.K.; and Section 13-608.D, in order to administer Section 13-606 of this Ordinance; and
 3. when the community establishes a base flood elevation in a Zone A by methods outlined in Section 13-603.H.1.b.(1), the community shall submit that data to the Maine Floodplain Management Program.
- C. Make interpretations of the location of boundaries of special flood hazard areas shown on the maps described in 13-601 of this Ordinance;
- D. In the review of Flood Hazard Development Permit applications, determine that all necessary permits have been obtained from those federal, state, and local government agencies from which prior approval is required by federal or state law, including but not limited to Section 404 of the Federal Water Pollution Control Act Amendments of 1972, 33 U.S.C. 1344;
- E. Notify adjacent municipalities, the Department of Environmental Protection, and the Maine Floodplain Management Program prior to any alteration or relocation of a water course and submit copies of such notifications to the Federal Emergency Management Agency;
- F. If the application satisfies the requirements of this Ordinance, approve the issuance of one of the following Flood Hazard Development Permits based on the type of development:
 1. A two part Flood Hazard Development Permit for elevated structures. Part I shall authorize the applicant to build a structure to and including the first horizontal floor only above the base flood level. At that time the applicant shall provide the Code Enforcement Officer with an "under construction" Elevation Certificate completed by a Professional Land Surveyor, registered professional engineer or architect based on the Part I permit construction, for verifying compliance with the applicable elevation requirements of Section 13-606, paragraphs F, G, and H. Following review of the Elevation Certificate

data, which shall take place within 72 hours of receipt of the application, the Code Enforcement Officer shall issue Part II of the Flood Hazard Development Permit. Part II shall authorize the applicant to complete the construction project; or,

2. A Flood Hazard Development Permit for Floodproofing of Non-Residential Structures that are new construction or substantially improved non-residential structures that are not being elevated but that meet the floodproofing standards of Section 13-606.G.1.a, b, and c. The application for this permit shall include a Floodproofing Certificate signed by a registered professional engineer or architect; or,
 3. A Flood Hazard Development Permit for Minor Development for all development that is not new construction or a substantial improvement, such as repairs, maintenance, renovations, or additions, whose value is less than 50% of the market value of the structure. Minor development also includes, but is not limited to: accessory structures as provided for in Section 13-606.J., mining, dredging, filling, grading, paving, excavation, drilling operations, storage of equipment or materials, deposition or extraction of materials, public or private sewage disposal systems or water supply facilities that do not involve structures; and non-structural projects such as bridges, dams, towers, fencing, pipelines, wharves, and piers.
- G. Maintain, as a permanent record, copies of all Flood Hazard Development Permit Applications, corresponding Permits issued, and data relevant thereto, including reports of the Board of Appeals on variances granted under the provisions of 13-609 of this Ordinance, and copies of Elevation Certificates, Floodproofing Certificates, Certificates of Compliance, and certifications of design standards required under the provisions of Sections 13-603, 606, and 607 of this Ordinance.

Sec. 13-606 Development Standards.

ARTICLE VI - DEVELOPMENT STANDARDS

All developments in areas of special flood hazard shall meet the following applicable standards:

- A. **All Development** - All development shall:
1. be designed or modified and adequately anchored to prevent flotation (excluding piers and docks), collapse or lateral movement of the development resulting from hydrodynamic and hydrostatic loads, including the effects of buoyancy;
 2. use construction materials that are resistant to flood damage;
 3. use construction methods and practices that will minimize flood damage; and,
 4. use electrical, heating, ventilation, plumbing, and air conditioning equipment, and other service facilities that are designed and/or located so as to prevent water from entering or accumulating within the components during flooding conditions.
- B. **Water Supply** - All new and replacement water supply systems shall be designed to minimize or eliminate infiltration of flood waters into the systems.
- C. **Sanitary Sewage Systems** - All new and replacement sanitary sewage systems shall be designed and located to minimize or eliminate infiltration of flood waters into the system and discharges from the system into flood waters.
- D. **On Site Waste Disposal Systems** - On site waste disposal systems shall be located and constructed to avoid impairment to them or contamination from them during floods.
- E. **Watercourse Carrying Capacity** - All development associated with altered or relocated portions of a watercourse shall be constructed and maintained in such a manner that no reduction occurs in the flood carrying capacity of the watercourse.

F. **Residential** - New construction or substantial improvement of any residential structure located within:

1. Zones A1-30 shall have the lowest floor (including basement) elevated to at least one foot above the base flood elevation.
2. Zone A shall have the lowest floor (including basement) elevated:
 - a. to at least one foot above the base flood elevation utilizing information obtained pursuant to Section 13-603.H.1.b(1), 13-605.B; or 13-608.D; or,
 - b. in the absence of all data described in Section 13-606.F.2.a, to at least two feet above the highest adjacent grade to the structure.

G. **Non Residential** - New construction or substantial improvement of any non-residential structure located within:

1. Zones A1-30 shall have the lowest floor (including basement) elevated to at least one foot above the base flood elevation, or together with attendant utility and sanitary facilities shall:
 - a. be floodproofed to at least one foot above the base flood elevation so that below that elevation the structure is watertight with walls substantially impermeable to the passage of water;
 - b. have structural components capable of resisting hydrostatic and hydrodynamic loads and the effects of buoyancy; and,
 - c. be certified by a registered professional engineer or architect that the floodproofing design and methods of construction are in accordance with accepted standards of practice for meeting the provisions of this section. Such certification shall be provided with the application for a Flood Hazard Development Permit, as required by 13-603. K. and shall include a record of the elevation above mean sea level to which the structure is floodproofed.
2. Zone A shall have the lowest floor (including basement) elevated:
 - a. to at least one foot above the base flood elevation utilizing information obtained pursuant to 13-603. H.1.b.; 13-605.B; or 13-608.D; or,
 - b. in the absence of all data described in Article VI.G.2.a., to at least two feet above the highest adjacent grade to the structure; or,
 - c. together with attendant utility and sanitary facilities meet the floodproofing standards of Section 13-606.G.1.a., b., and c.

H. **Manufactured Homes** - New or substantially improved manufactured homes located within:

1. Zones A1-30 shall:
 - a. be elevated such that the lowest floor (including basement) of the manufactured home is at least one foot above the base flood elevation;
 - b. be on a permanent foundation, which may be poured masonry slab or foundation walls, with hydraulic openings, or may be reinforced piers or block supports, any of which support the manufactured home so that no weight is supported by its wheels and axles; and,
 - c. be securely anchored to an adequately anchored foundation system to resist flotation, collapse, or lateral movement. Methods of anchoring may include, but are not limited to:

- (1) over-the-top ties anchored to the ground at the four corners of the manufactured home, plus two additional ties per side at intermediate points (manufactured homes less than 50 feet long require one additional tie per side); or by,
- (2) frame ties at each corner of the home, plus five additional ties along each side at intermediate points (manufactured homes less than 50 feet long require four additional ties per side).
- (3) all components of the anchoring system described in 13-606. H.1.c.(1) & (2) shall be capable of carrying a force of 4800 pounds.

2. Zone A shall:

- a. be elevated on a permanent foundation, as described in Section 13-606.H.1.b., such that the lowest floor (including basement) of the manufactured home is at least one foot above the base flood elevation utilizing information obtained pursuant to 13-603.H.1.b; 13-605.B; or 13-608. D; or,
- b. in the absence of all data as described in Section 13-606.H.2.a., to at least two feet above the highest adjacent grade to the structure; and,
- c. meet the anchoring requirements of Section 13-606.H.1.c.

I. **Recreational Vehicles** - Recreational Vehicles located within:

1. Zones A and A1-30 shall either:

- a. be on the site for fewer than 180 consecutive days; and,
- b. be fully licensed and ready for highway use. A recreational vehicle is ready for highway use if it is on its wheels or jacking system, is attached to the site only by quick disconnect type utilities and security devices, and has no permanently attached additions; or,
- c. be permitted in accordance with the elevation and anchoring requirements for "manufactured homes" in 13-606.H.1.

J. **Accessory Structures** - Accessory Structures, as defined in Section 13-613, located within Zones A and A1-30, shall be exempt from the elevation criteria required in Section 13-606.F. & G. above, if all other requirements of Section 13-606 and all the following requirements are met. Accessory Structures shall:

1. have unfinished interiors and not be used for human habitation;
2. have hydraulic openings, as specified in Section 13-606.L.2., in at least two different walls of the accessory structure;
3. be located outside the floodway;
4. when possible be constructed and placed on the building site so as to offer the minimum resistance to the flow of floodwaters and be placed further from the source of flooding than is the primary structure; and,
5. have only ground fault interrupt electrical outlets. The electric service disconnect shall be located above the base flood elevation and when possible outside the Special Flood Hazard Area.

K. Floodways -

1. In Zones A1-30 riverine areas, encroachments, including fill, new construction, substantial improvement, and other development shall not be permitted within a regulatory floodway which is designated on the community's "Flood Insurance Rate Map" or "Flood Boundary and Floodway Map", unless a technical evaluation certified by a registered professional engineer is provided demonstrating that such encroachments will not result in any increase in flood levels within the community during the occurrence of the base flood discharge.
2. In Zones A and A1-30, riverine areas for which no regulatory floodway is designated, encroachments, including fill, new construction, substantial improvement, and other development shall not be permitted in the floodway as determined in Section 13-606.K.3. unless a technical evaluation certified by a registered professional engineer is provided demonstrating that the cumulative effect of the proposed development, when combined with all other existing development and anticipated development:
 - a. will not increase the water surface elevation of the base flood more than one foot at any point within the community; and,
 - b. is consistent with the technical criteria contained in FEMA's guidelines and standards for flood risk analysis and mapping.
3. In Zones A and A1-30, riverine areas for which no regulatory floodway is designated, the regulatory floodway is determined to be the channel of the river or other water course and the adjacent land areas to a distance of one-half the width of the floodplain as measured from the normal high water mark to the upland limit of the floodplain.

L. Enclosed Areas Below the Lowest Floor - New construction or substantial improvement of any structure in Zones A and A1-30, that meets the development standards of 13-606, including the elevation requirements of 13-606, paragraphs F, G, or H and is elevated on posts, columns, piers, piles, or crawlspaces may be enclosed below the base flood elevation requirements provided all the following criteria are met or exceeded:

1. Enclosed areas are not "basements" as defined in 13-613;
2. Enclosed areas shall be designed to automatically equalize hydrostatic flood forces on exterior walls by allowing for the entry and exit of flood water. Designs for meeting this requirement must either:
 - a. be engineered and certified by a registered professional engineer or architect; or,
 - b. meet or exceed the following minimum criteria:
 - (1) a minimum of two openings having a total net area of not less than one square inch for every square foot of the enclosed area;
 - (2) the bottom of all openings shall be below the base flood elevation and no higher than one foot above the lowest grade; and,
 - (3) openings may be equipped with screens, louvers, valves, or other coverings or devices provided that they permit the entry and exit of flood waters automatically without any external influence or control such as human intervention, including the use of electrical and other non-automatic mechanical means;
3. The enclosed area shall not be used for human habitation; and,
4. The enclosed areas are usable solely for building access, parking of vehicles, or storage.

M. Bridges - New construction or substantial improvement of any bridge in Zones A and A1-30 shall be designed such that:

1. when possible, the lowest horizontal member (excluding the pilings, or columns) is elevated to at least one foot above the base flood elevation; and,
2. a registered professional engineer shall certify that:
 - a. the structural design and methods of construction shall meet the elevation requirements of this section and the floodway standards of Article VI.K.; and,
 - b. the foundation and superstructure attached thereto are designed to resist flotation, collapse and lateral movement due to the effects of wind and water loads acting simultaneously on all structural components. Water loading values used shall be those associated with the base flood.

N. Containment Walls - New construction or substantial improvement of any containment wall located within:

1. Zones A and A1-30, shall:
 - a. have the containment wall elevated to at least one foot above the base flood elevation;
 - b. have structural components capable of resisting hydrostatic and hydrodynamic loads and the effects of buoyancy; and,
 - c. be certified by a registered professional engineer or architect that the design and methods of construction are in accordance with accepted standards of practice for meeting the provisions of this section. Such certification shall be provided with the application for a Flood Hazard Development Permit, as required by Section 603.K.

O. Wharves, Piers and Docks - New construction or substantial improvement of wharves, piers, and docks are permitted in Zones A and A1-30, in and over water and seaward of mean high tide, if the following requirements are met:

1. wharves, piers, and docks shall comply with all applicable local, state, and federal regulations; and,
2. for commercial wharves, piers, and docks, a registered professional engineer shall develop or review the structural design, specifications, and plans for the construction.

Sec. 13-607 Certificate of Compliance.

No land in a special flood hazard area shall be occupied or used and no structure which is constructed or substantially improved shall be occupied until a Certificate of Compliance is issued by the Code Enforcement Officer subject to the following provisions:

1. A. For New Construction or Substantial Improvement of any elevated structure the applicant shall submit to the Code Enforcement Officer, an Elevation Certificate completed by a registered Maine surveyor for compliance with 13-607, paragraphs F, G, H, or K; or a Professional Land Surveyor, registered professional engineer, or architect, for compliance with 13-606, paragraphs F., G., or H.
- B. The applicant shall submit written notification to the Code Enforcement Officer that the development is complete and complies with the provisions of this ordinance.
- C. Within 10 working days, the Code Enforcement Officer shall:
 1. review the Elevation Certificate and the applicant's written notification; and,
 2. upon determination that the development conforms with the provisions of this ordinance, shall issue a Certificate of Compliance.

Sec. 13-608 Review of Subdivision and Development Proposals.

The Planning Board shall, when reviewing subdivisions and other proposed developments that require review under other federal law, state law or local ordinances or regulations and all projects on 5 or more disturbed acres, or in the case of manufactured home parks divided into two or more lots, assure that:

- A. All such proposals are consistent with the need to minimize flood damage.
- B. All public utilities and facilities, such as sewer, gas, electrical and water systems are located and constructed to minimize or eliminate flood damages.
- C. Adequate drainage is provided so as to reduce exposure to flood hazards.
- D. All proposals include base flood elevations, flood boundaries, and, in a riverine floodplain, floodway data. These determinations shall be based on engineering practices recognized by the Federal Emergency Management Agency.
- E. Any proposed development plan must include a condition of plan approval requiring that structures on any lot in the development having any portion of its land within a Special Flood Hazard Area, are to be constructed in accordance with 13-606 of this ordinance. Such requirement will be included in any deed, lease, purchase and sale agreement, or document transferring or expressing an intent to transfer any interest in real estate or structure, including but not limited to a time-share interest. The condition shall clearly articulate that the municipality may enforce any violation of the construction requirement and that fact shall also be included in the deed or any other document previously described. The construction requirement shall also be clearly stated on any map, plat, or plan to be signed by the Planning Board or local reviewing authority as part of the approval process.

Sec. 13-609 Appeals and Variances.

The Board of Appeals of the City of Caribou may, upon written application of an aggrieved party, hear and decide appeals where it is alleged that there is an error in any order, requirement, decision, or determination made by, or failure to act by, the Code Enforcement Officer or Planning Board in the administration or enforcement of the provisions of this Ordinance.

The Board of Appeals may grant a variance from the requirements of this Ordinance consistent with state law and the following criteria:

- A. Variances shall not be granted within any designated regulatory floodway if any increase in flood levels during the base flood discharge would result.
- B. Variances shall be granted only upon:
 - 1. a showing of good and sufficient cause; and
 - 2. a determination that should a flood comparable to the base flood occur, the granting of a variance will not result in increased flood heights, additional threats to public safety, public expense, or create nuisances, cause fraud or victimization of the public or conflict with existing local laws or ordinances; and
 - 3. a showing that the issuance of the variance will not conflict with other state, federal, or local laws or ordinances; and
 - 4. a determination that failure to grant the variance would result in "undue hardship," which in this subsection means:
 - a. that the land in question cannot yield a reasonable return unless a variance is granted; and

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- b. that the need for a variance is due to the unique circumstances of the property and not to the general conditions in the neighborhood; and
 - c. that the granting of a variance will not alter the essential character of the locality; and
 - d. that the hardship is not the result of action taken by the applicant or a prior owner.
- C. Variances shall only be issued upon a determination that the variance is the minimum necessary, considering the flood hazard, to afford relief, and the Board of Appeals may impose such conditions to a variance as it deems necessary.
- D. Variances may be issued for new construction, substantial improvements, or other development for the conduct of a functionally dependent use provided that:
 - 1. other criteria of 13-609 and 13-606. K. are met; and
 - 2. the structure or other development is protected by methods that minimize flood damages during the base flood and create no additional threats to public safety.
- E. Variances may be issued for the repair, reconstruction, rehabilitation, or restoration of Historic Structures upon the determination that:
 - 1. the development meets the criteria of Section 13-609, paragraphs A through D above; and
 - 2. the proposed repair, reconstruction, rehabilitation, or restoration will not preclude the structure's continued designation as a Historic Structure and the variance is the minimum necessary to preserve the historic character and design of the structure.
- F. Any applicant who meets the criteria of Section 13-609, paragraphs A. through E. shall be notified by the Board of Appeals in writing over the signature of the Chairman of the Board of Appeals that:
 - 1. the issuance of a variance to construct a structure below the base flood level will result in greatly increased premium rates for flood insurance up to amounts as high as \$25 per \$100 of insurance coverage; and
 - 2. such construction below the base flood level increases risks to life and property; and
 - 3. the applicant agrees in writing that the applicant is fully aware of all the risks inherent in the use of land subject to flooding, assumes those risks and agrees to indemnify and defend the municipality against any claims filed against it that are related to the applicant's decision to use land located in a floodplain and that the applicant individually releases the municipality from any claims the applicant may have against the municipality that are related to the use of land located in a floodplain.
- G. Appeal Procedure for Administrative and Variance Appeals
 - 1. An administrative or variance appeal may be taken to the Board of Appeals by an aggrieved party in accordance with Section 13-810. The person filing the appeal shall have the burden of proof.

Sec. 13-610 Enforcement and Penalties.

- A. It shall be the duty of the Code Enforcement Officer to enforce the provisions of this Ordinance pursuant to Title 30-A MRSA § 4452.
- B. The penalties contained in Title 30-A MRSA § 4452 shall apply to any violation of this Ordinance.
- C. In addition to any other actions, the Code Enforcement Officer, upon determination that a violation exists, may submit a declaration to the Administrator of the Federal Insurance Administration requesting a denial of flood insurance. The valid declaration shall consist of:
 1. the name of the property owner and address or legal description of the property sufficient to confirm its identity or location;
 2. a clear and unequivocal declaration that the property is in violation of a cited State or local law, regulation, or ordinance;
 3. a clear statement that the public body making the declaration has authority to do so and a citation to that authority;
 4. evidence that the property owner has been provided notice of the violation and the prospective denial of insurance; and,
 5. a clear statement that the declaration is being submitted pursuant to Section 1316 of the National Flood Insurance Act of 1968, as amended.

Sec. 13-611 Validity and Severability.

If any section or provision of this Ordinance is declared by the courts to be invalid, such decision shall not invalidate any other section or provision of this Ordinance.

Sec. 13-612 Conflict with other Ordinances.

This Ordinance shall not in any way impair or remove the necessity of compliance with any other applicable rule, ordinance, regulation, bylaw, permit, or provision of law. Where this Ordinance imposes a greater restriction upon the use of land, buildings, or structures, the provisions of this Ordinance shall control.

Sec. 13-613 Definitions.

Unless specifically defined below, words and phrases used in this Ordinance shall have the same meaning as they have at common law and to give this Ordinance its most reasonable application. Words used in the present tense include the future, the singular number includes the plural, and the plural number includes the singular. The word "may" is permissive; "shall" is mandatory and not discretionary.

Accessory Structure - means a small detached structure that is incidental and subordinate to the principal structure.

Adjacent Grade - means the natural elevation of the ground surface prior to construction next to the proposed walls of a structure.

Area of Special Flood Hazard - means the land in the floodplain having a one percent or greater chance of flooding in any given year, as specifically identified in the Flood Insurance Study cited in Section 13-601 of this Ordinance.

Base Flood - means the flood having a one percent chance of being equaled or exceeded in any given year, commonly called the 100-year flood.

Basement - means any area of the building having its floor subgrade (below ground level) on all sides.

Building - see **Structure**.

Certificate of Compliance A document signed by the Code Enforcement Officer stating that a structure is in compliance with all of the provisions of this Ordinance.

Code Enforcement Officer - A person certified under Title 30-A MRSA, Section 4451 (including exceptions in subsection 4451, paragraph 1) and employed by a municipality to enforce all applicable comprehensive planning and land use laws and ordinances.

Development - means any man made change to improved or unimproved real estate, including but not limited to buildings or other structures, mining, dredging, filling, grading, paving, excavation, drilling operations or storage of equipment or materials.

Elevated Building - means a non-basement building

- a. built, in the case of a building in Zones A or A1-30, to have the top of the elevated floor elevated above the ground level by means of pilings, columns, posts, piers, or shear walls; and,
- b. adequately anchored so as not to impair the structural integrity of the building during a flood of up to one foot above the magnitude of the base flood.

In the case of Zones A or A1-30, Elevated Building also includes a building elevated by means of fill or solid foundation perimeter walls with hydraulic openings sufficient to facilitate the unimpeded movement of flood waters, as required in Section 13-606.L.

Elevation Certificate - An official form (FEMA Form 81-31, as amended) that:

- a. is used to verify compliance with the floodplain management regulations of the National Flood Insurance Program; and,
- b. is required for purchasing flood insurance.

Flood or Flooding - means:

- a. A general and temporary condition of partial or complete inundation of normally dry land areas from:
 1. The overflow of inland or tidal waters.
 2. The unusual and rapid accumulation or runoff of surface waters from any source.
- b. The collapse or subsidence of land along the shore of a lake or other body of water as a result of erosion or undermining caused by waves or currents of water exceeding anticipated cyclical levels or suddenly caused by an unusually high water level in a natural body of water, accompanied by a severe storm, or by an unanticipated force of nature, such as flash flood or an abnormal tidal surge, or by some similarly unusual and unforeseeable event which results in flooding as defined in paragraph a.1. of this definition.

Flood Elevation Study - means an examination, evaluation and determination of flood hazards and, if appropriate, corresponding water surface elevations.

Flood Insurance Rate Map (FIRM) - means an official map of a community, on which the Federal Insurance Administrator has delineated both the special hazard areas and the risk premium zones applicable to the community.

Flood Insurance Study - see Flood Elevation Study.

Floodplain or Flood-prone Area - means any land area susceptible to being inundated by water from any source (see flooding).

Floodplain Management - means the operation of an overall program of corrective and preventive measures for reducing flood damage, including but not limited to emergency preparedness plans, flood control works, and floodplain management regulations.

Floodplain Management Regulations - means zoning ordinances, subdivision regulations, building codes, health regulations, special purpose ordinances (such as a floodplain ordinance, grading ordinance, and erosion control ordinance) and other applications of police power. The term describes such state or local regulations, in any combination thereof, which provide standards for the purpose of flood damage prevention and reduction.

Floodproofing - means any combination of structural and non-structural additions, changes, or adjustments to structures which reduce or eliminate flood damage to real estate or improved real property, water and sanitary facilities, structures and contents.

Floodway - see **Regulatory Floodway**.

Floodway Encroachment Lines - mean the lines marking the limits of floodways on federal, state, and local floodplain maps.

Freeboard - means a factor of safety usually expressed in feet above a flood level for purposes of floodplain management. Freeboard tends to compensate for the many unknown factors, such as wave action, bridge openings, and the hydrological effect of urbanization of the watershed, that could contribute to flood heights greater than the height calculated for a selected size flood and floodway conditions.

Functionally Dependent Use - means a use which cannot perform its intended purpose unless it is located or carried out in close proximity to water. The term includes only docking facilities, port facilities that are necessary for the loading and unloading of cargo or passengers, and ship building and ship repair facilities, but does not include long-term storage or related manufacturing facilities.

Historic Structure - means any structure that is:

- a. Listed individually in the National Register of Historic Places (a listing maintained by the Department of Interior) or preliminarily determined by the Secretary of the Interior as meeting the requirements for individual listing on the National Register;
- b. Certified or preliminarily determined by the Secretary of the Interior as contributing to the historical significance of a registered historic district or a district preliminarily determined by the Secretary of the Interior to qualify as a registered historic district;
- c. Individually listed on a state inventory of historic places in states with historic preservation programs which have been approved by the Secretary of the Interior; or,
- d. Individually listed on a local inventory of historic places in communities with historic preservation programs that have been certified either:
 1. By an approved state program as determined by the Secretary of the Interior, or,
 2. Directly by the Secretary of the Interior in states without approved programs.

Locally Established Datum - means, for purposes of this ordinance, an elevation established for a specific site to which all other elevations at the site are referenced. This elevation is generally not referenced to the National Geodetic Vertical Datum (NGVD), North American Vertical Datum (NAVD), or any other established datum and is used in areas where Mean Sea Level data is too far from a specific site to be practically used.

Lowest Floor - means the lowest floor of the lowest enclosed area (including basement). An unfinished or flood resistant enclosure, usable solely for parking of vehicles, building access or storage in an area other than a basement

area is not considered a building's lowest floor, provided that such enclosure is not built so as to render the structure in violation of the applicable non-elevation design requirements described in Article VI.L. of this ordinance.

Manufactured Home - means a structure, transportable in one or more sections, which is built on a permanent chassis and is designed for use with or without a permanent foundation when connected to the required utilities. For floodplain management purposes the term manufactured home also includes park trailers, travel trailers, and other similar vehicles placed on a site for greater than 180 consecutive days.

Manufactured Home Park or Subdivision - means a parcel (or contiguous parcels) of land divided into two or more manufactured home lots for rent or sale.

Mean Sea Level - means, for purposes of the National Flood Insurance Program, the National Geodetic Vertical Datum (NGVD) of 1929, North American Vertical Datum (NAVD), or other datum, to which base flood elevations shown on a community's Map are referenced.

Minor Development - means all development that is not new construction or a substantial improvement, such as repairs, maintenance, renovations, or additions, whose value is less than 50% of the market value of the structure. It also includes, but is not limited to: accessory structures as provided for in Article VI.J., mining, dredging, filling, grading, paving, excavation, drilling operations, storage of equipment or materials, deposition or extraction of materials, public or private sewage disposal systems or water supply facilities that do not involve structures; and non-structural projects such as bridges, dams, towers, fencing, pipelines, wharves, and piers.

National Geodetic Vertical Datum (NGVD) - means the national vertical datum, whose standard was established in 1929, which is used by the National Flood Insurance Program (NFIP). NGVD was based upon mean sea level in 1929 and also has been called "1929 Mean Sea Level (MSL)".

New Construction - means structures for which the "start of construction" commenced on or after the effective date of the initial floodplain management regulations adopted by a community and includes any subsequent improvements to such structures.

North American Vertical Datum (NAVD) - means the national datum whose standard was established in 1988, which is the new vertical datum used by the National Flood Insurance Program (NFIP) for all new Flood Insurance Rate Maps. NAVD is based upon vertical datum used by other North American countries such as Canada and Mexico and was established to replace NGVD because of constant movement of the earth's crust, glacial rebound and subsidence, and the increasing use of satellite technology.

100-year flood - see **Base Flood**.

Recreational Vehicle - means a vehicle which is:

- a. built on a single chassis;
- b. 400 square feet or less when measured at the largest horizontal projection, not including slideouts;
- c. designed to be self-propelled or permanently towable by a motor vehicle; and,
- d. designed primarily not for use as a permanent dwelling but as temporary living quarters for recreational, camping, travel, or seasonal use.

Regulatory Floodway -

- a. means the channel of a river or other water course and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than one foot, and
- b. when not designated on the community's Flood Insurance Rate Map, it is considered to be the channel of a river or other water course and the adjacent land areas to a distance of one-half the width of the floodplain, as measured from the normal high water mark to the upland limit of the floodplain.

Riverine - means relating to, formed by, or resembling a river (including tributaries), stream, brook, etc.

Special Flood Hazard Area - see **Area of Special Flood Hazard**.

Start of Construction - means the date the building permit was issued, provided the actual start of construction, repair, reconstruction, rehabilitation, addition, placement, substantial improvement or other improvement was within 180 days of the permit date. The actual start means either the first placement of permanent construction of a structure on a site, such as the pouring of slab or footings, the installation of piles, the construction of columns, or any work beyond the stage of excavation; or the placement of a manufactured home on a foundation. Permanent construction does not include land preparation, such as clearing, grading and filling; nor does it include the installation of streets and/or walkways; nor does it include excavation for basement, footings, piers, or foundations or the erection of temporary forms; nor does it include the installation on the property of accessory buildings, such as garages or sheds not occupied as dwelling units or not part of the main structure. For a substantial improvement, the actual start of construction means the first alteration of any wall, ceiling, floor, or other structural part of a building, or modification of any construction element, whether or not that alteration affects the external dimensions of the building.

Structure - means, for floodplain management purposes, a walled and roofed building. A gas or liquid storage tank that is principally above ground is also a structure.

Substantial Damage - means, damage of any origin sustained by a structure whereby the cost of restoring the structure to its before damage condition would equal or exceed 50 percent of the market value of the structure before the damage occurred.

Substantial Improvement - means any reconstruction, rehabilitation, addition, or other improvement of a structure, the cost of which equals or exceeds 50 percent of the market value of the structure before the start of construction of the improvement. This term includes structures which have incurred substantial damage, regardless of the actual repair work performed. The term does not, however, include either:

- a. Any project for improvement of a structure to correct existing violations of state or local health, sanitary, or safety code specifications which have been identified by the local code enforcement official and which are the minimum necessary to assure safe living conditions; or,
- b. Any alteration of a Historic Structure, provided that the alteration will not preclude the structure's continued designation as a historic structure, and a variance is obtained from the community's Board of Appeals.

Variance - means a grant of relief by a community from the terms of a floodplain management regulation.

Violation – means a community's floodplain management regulations.

Sec. 13-614 Abrogation

This ordinance repeals and replaces any municipal ordinance previously enacted to comply with the National Flood Insurance Act of 1968 (P.L. 90-488, as amended).



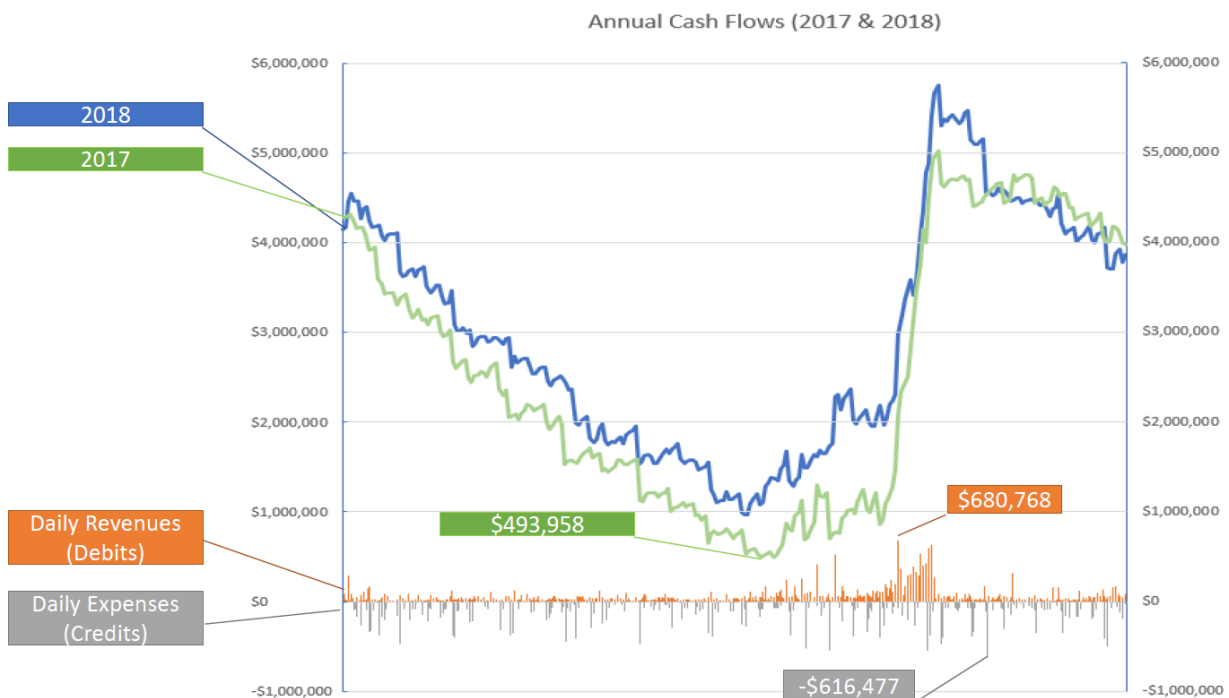
MEMO

TO: Caribou City Council Members
FROM: Dennis Marker, City Manager
RE: City Manager Report
DATE: February 19, 2019

City Cash Flow Report

At the request of Mayor Goughan, I've prepared the attached graph to help the Council and citizens understand the city's annual cash flow needs. During the last meeting, there was reference made to the city's fund balance, aka available cash on hand, for operations. The graph below illustrates how that amount varies over the year and from year to year. The following are some items to highlight:

- The amount of cash reserves drops each year until around July when the tax commitment occurs, and property taxes start getting paid.
- There is a major spike in reserves around October when taxes are due.
- Between 2017 and 2018 the most expenses in a single day was over \$616,000. It is not uncommon to have one or two days each month when \$500,000 is expended.
- Notice that in 2017 there was a day when the city had only \$493,958 in reserves. When cash reserves dip close to \$500,000 the finance department notifies department heads to pull back on spending. This can be difficult since prime outdoor work season is the same time the city has the lowest cash flows. The finance department will also notify other government entities to whom money may be due and ask them to accept partial payments until more cash is available.



Economic Development

The following presentation has been prepared and will be discussed in more depth at the upcoming council meeting.

River Road.

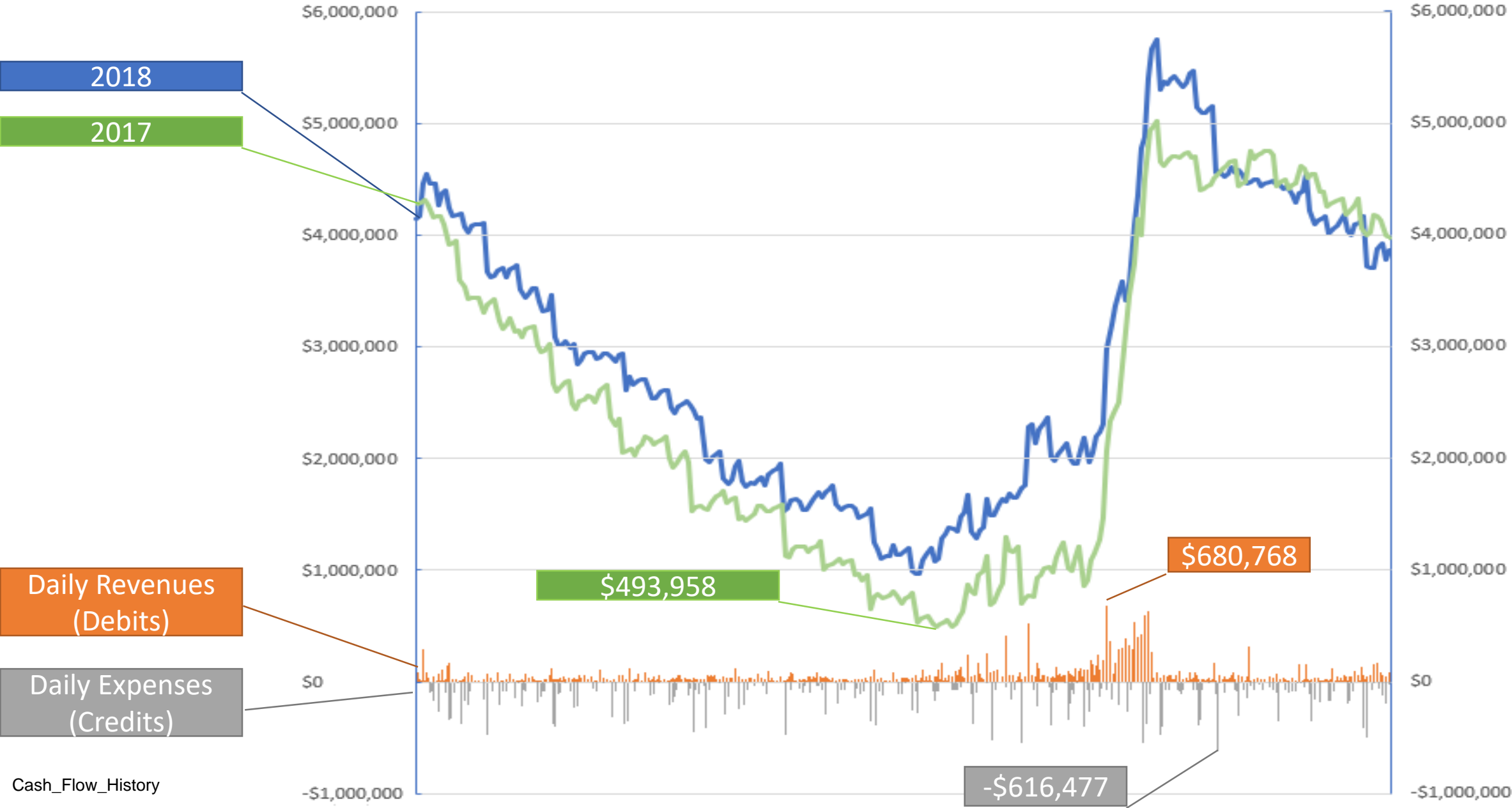
Met with Guy Rouelle from DuBois & King. There will be new project manager working with use since Mr. Shane McDougall has left the company to start his own engineering firm. Mr. Rouelle assured me that the project will not be delayed in the transition.

High Street.

Bid requests for DOT work will be issued before the end of this month. DOT is requesting that the work be completed by mid-July. Dave Ouellette is preparing bid documents for the city's portion of the work and will issue that bid request after DOT accepts a final bid for the job. The intent is that the city's work will take place immediately following DOT's.

If there are other projects or items that Councilors would like me to discuss, please let me know.

Annual Cash Flows (2017 & 2018)



Economic Development

A Discussion of Definition, Methods, Resources, and Focuses



Definition: Economic Development

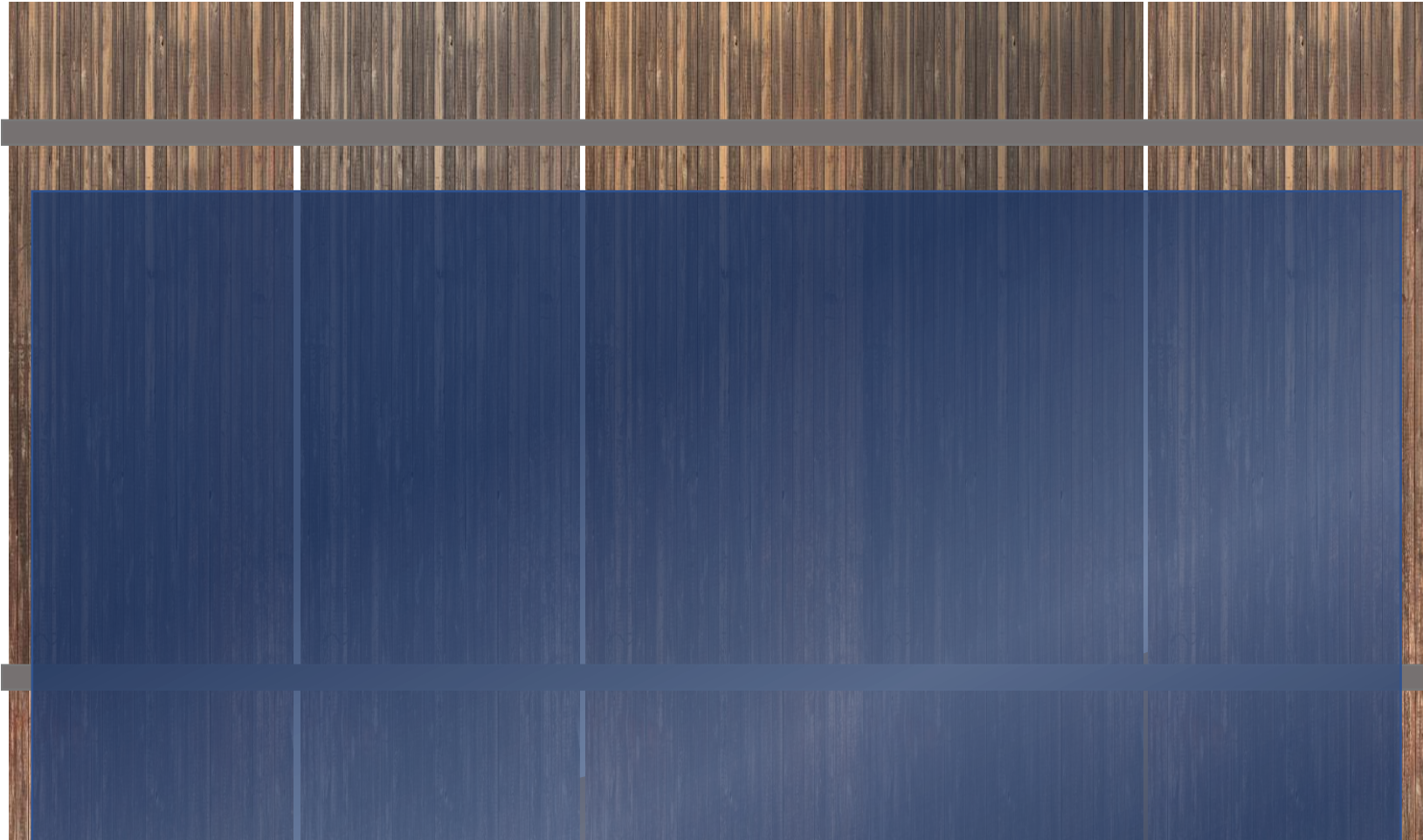
Increased **productivity** and **management of resources** to provide **sustainable, long-term quality of life**



Depends on the perspective of what makes a good economy

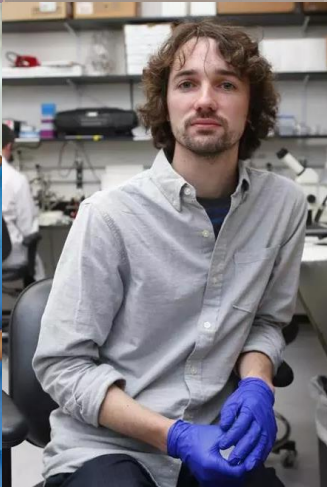
Economic Perspective

Emerald City needed a water supply



Economic Perspective

Resources Sectors	Trades Sectors	Service Sectors	Education Sectors	Professional Sectors
<div>Agriculture</div> <div>Mining</div> <div>Natural Resources</div> <div>Real Estate</div>	<div>Manufacturing</div> <div>Engineering</div> <div>Construction</div>	<div>Human</div> <div>Health</div> <div>Recreation</div> <div>Financial</div> <div>Retail</div>	<div>Education</div> <div>Research</div> <div>Technology</div>	<div>Government</div> <div>Management</div>



How Government Affects the Economy

In the name of “public health, safety, and welfare

- **Regulatory Controls**

- Zoning/Code Enforcement
- Taxation
- Building Codes
- Health & Medicine
- Communication
- Housing
- Flood & Hazard Mitigation
- Licensure & Permits
- Reporting

- **Utility Systems**

- Water
- Sewer
- Roads
- Power
- Storm Water
- Communications

- **Transportation**

- Roads
- Aviation
- Rail
- Aquatic

- **Education**

- **Monetary System**



The City's Role?

Public Health, Safety & Welfare

- **M – Maintain**

- Current Business Expansion and Retention
- Current Infrastructure
- City Clean up and Enhancement
- Promote Industry and Self-Reliance
- Reduce Appropriate hurdles for Businesses

- **A – Attract**

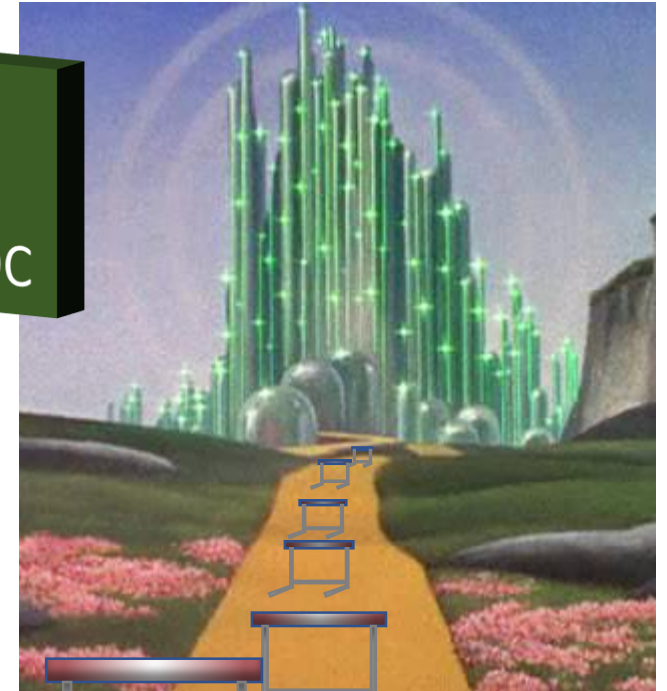
- Bring new money into the economy
 - Businesses
 - Tourism
 - Marketing and Branding
 - Investment (Inside and Out)

for Businesses

- **C – Create**

- Facilitate Economic Think Tanks
- Provide resources for new ideas

80% of growth will come
from current businesses,
100% of loss as well - IEDC



The City Resources

- **People**

- Code Enforcement
 - Hurdle Evaluation and Reduction, Zoning & Master Planning
 - Blight and Safety Improvements
- Events, Marketing & Networking
 - Main Street
 - Business Investment Group, Glass Half Full, CEGC, NMCC, UMPI, etc.

- **Money**

- Revolving Loan Fund (TIF dollars) - \$233,196 @NMDC, \$200K in reserve
- Façade Improvement Grant Funds (TIF dollars) – (\$27,000)
- CDBG Applications (Facilitator)
- Approved Economic Development Plan Activities (TIF dollars)

- **Tax Acquired / City Owned Property**

- Blight Cleanup
- Development Incentives – New Housing
- Public Benefit Programs (e.g. community gardens, parks, education)
- Power Generation Facilities (old dumps, airport)



Economic Perspective

