

CITY COUNCIL MEETING NOTICE AND AGENDA

Notice is hereby given that the City Council of Caribou will hold a City Council Meeting on **Monday, June 24, 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**
 - a. Special Council Meeting held June 17, 2019 Pgs 2-3
- 5. Financials – May 2019** Pgs 4-20
- 6. Bid Openings, Awards, and Appointments**
 - a. 153 River Road Bid Responses Pg 21
- 7. Public Hearings and Possible Action items**
- 8. New Business**
 - a. Discussion and Possible Action Regarding Liquor Licenses Pg22
 - i. Renewal of The Par & Grill license at 118 Bennett Drive Pgs 23-25
 - ii. Extension of Northern Maine Brewing Company License for outside sales – July 26 Pgs 26-27
 - iii. Extension of Northern Maine Brewing Company License for outside sales – August 3 Pgs 28-30
 - b. Discussion Regarding Thursdays on Sweden Street Vendor Policy Pg 31
 - c. Discussion Regarding Request for Fixed Base Operator Services at the Airport Pgs 32-44
 - d. Discussion Regarding Flora Dale Long Term Lease Agreement Pgs 45-50
 - e. Discussion Regarding 2019 Mil Rate Pgs 51-55
 - f. Discussion Regarding Loan Servicing Agreement with NMDC Pgs 56-61
 - g. Discussion Regarding Revolving Loan Fund Request #2019-01 Pg 62
- 9. Old Business & Adoption of Ordinances and Resolutions**
 - a. Discussion Regarding River Road Reconstruction Project Pgs 63-64
- 10. City Manager's Report**
- 11. Reports and Discussion by Mayor and Council Members**
- 12. Reports of Officers, Staff, Boards and Committees**
- 13. Executive Session(s)** (May be called to discuss matters identified under Maine Revised Statutes, Title 1, §405.6)
 - a. Economic Development activities under §405.6.C
 - b. Personnel Matter under §405.6.A
 - c. Consultation with City Legal Counsel regarding pending litigation under §405.6.E
- 14. Next Meeting(s):** July 22 Regular Meeting, July 23 Special work session
- 15. 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

19-15 Spec.

Council Agenda Item #1: Roll Call

The Caribou City Council held a special meeting Monday, June 17, 2019 at 6:00 p.m. in Council Chambers with the following members present: Deputy Mayor Jody R. Smith, David Martin, Joan Theriault, Hugh Kirkpatrick, and Thomas Ayer. Mayor R. Mark Goughan and Nicole L. Cote were absent and excused.

Kenneth G. Murchison, Jr. (Zoning Administrator) sat in for the City Manager.

Department Managers and Staff: Penny Thompson (Tax Assessor).

Spectrum, and YouTube covered the meeting.

Council Agenda Item #2: Pledge of Allegiance

The Deputy Mayor led the Pledge of Allegiance.

Council Agenda Item #3: Public Forum

Jayne R. Farrin – City Clerk – Informed the Council of a training opportunity to be held in Fort Kent on the 20th of June. Further she informed the public that marriage licenses will not be available in the Clerk's Office June 20th and 21st.

Council Agenda Item #4: Public Hearings and Possible Action Items

a. 2019 CDBG Public Service Grant Request

The Zoning Administrator reviewed the City's CDBG 2019 Public Service Grant application. The City will be applying on behalf of Cary Medical Center. If awarded the grant project will be the design and implementation of a Caribou Area Personalized Transportation Service (CAPTS). This will allow the organizing of all the local transportation systems in the area through the use of a software package. Then dispatching rides to those in need.

6:03 p.m. Public Hearing Opened.

Bill Flagg – Director of Community Relations and Development for Cary Medical Center – Recently an age friendly community survey was completed. Transportation is an issue for area citizens that are elderly and disabled. There is a need even though there are other local services. This grant would allow for a more personalized system. Mr. Flagg believes a responsive system can be built by primarily using volunteers. The proposed service area would be that of the Caribou Ambulance Service. The proposed program is for 65 and older plus the disabled.

Sharon Ann Berz – Aroostook Area Agency on Aging – Ms. Berz spoke in support of the proposed CDBG application. She commented that people struggle to find the transportation to go to their medical appointments. She noted that LogistiCare is very responsive for those individuals that have Mainecare, but there is a huge transportation gap for those that don't. Ms. Berz commented that people of Aroostook County work to serve the needs of its citizens.

6:09 p.m. Public Hearing Closed

Motion made by T. Ayer, seconded by H. Kirkpatrick, to approve the submission of a 2019 CDBG 2019 Public Service Grant application on behalf of Cary Medical Center for the design and implementation of a Caribou Area Personalized Transportation Service (CAPTS). (5 yes) So voted.

June 17, 2019

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Council Agenda Item #5: Reports and Discussion by Mayor and Council Members

There weren't any reports or discussion.

Council Agenda Item #6: Next Meetings(s): June 24

Council Agenda Item #7: Adjournment

Motion made by T. Ayer, seconded by H. Kirkpatrick, to adjourn the meeting at 6:10 p.m. (5 yes) So voted.

Jayne R. Farrin, Secretary

General Ledger Summary Report

Fund(s): ALL
May

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ----		Balance Net
				Debits	Credits	
1 - Gen Fund	-16,694.38	467,660.00	0.00	23,451,442.16	23,919,102.16	0.00
Assets	9,131,539.53	9,222,236.09	-757,139.89	6,684,568.80	9,623,599.49	6,283,205.40
101-00 CASH (BANK OF MAINE)	3,858,325.90	3,761,391.25	-566,773.12	3,980,801.01	6,207,234.21	1,534,958.05
102-00 RECREATION ACCOUNTS	29,977.19	34,080.26	0.00	0.00	0.00	34,080.26
103-00 NYLANDER CHECKING	0.00	0.00	0.00	565.10	0.00	565.10
110-00 SECTION 125 CHECKING FSA	9,580.11	9,652.30	-1,815.43	20,505.47	8,227.10	21,930.67
110-04 2018 SECTION 125 CHECKING HRA	50,795.28	41,168.58	0.00	0.00	4,631.92	36,536.66
110-05 2019 SECTION 125 CHECKING HRA	0.00	0.00	-6,220.08	72,775.00	19,815.37	52,959.63
111-00 RETIREMENT INVESTMENT	3,000,000.00	3,000,000.00	0.00	0.00	0.00	3,000,000.00
117-00 RLF #10 INVESTMENT	232,933.54	233,196.31	255.41	1,020.95	0.00	234,217.26
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	-15,852.53	132,992.31	138,038.37	-2,026.29
124-00 GAS INVENTORY	13,365.78	6,548.32	-7,762.34	38,270.74	35,894.12	8,924.94
125-00 ACCOUNTS RECEIVABLE	14,467.20	186,689.25	14,894.22	175,715.34	171,742.58	190,662.01
126-00 SWEETSOFT RECEIVABLES	533,407.36	564,626.28	1,576.65	770,875.52	742,231.64	593,270.16
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	0.87	0.00	1,161.66
181-00 HAMILTON LIBRARY TR. INVEST	1,736.78	1,748.17	0.00	11.18	0.00	1,759.35
182-00 KNOX LIBRARY INVESTMENT	9,783.86	9,828.91	0.00	44.27	0.00	9,873.18
183-00 CLARA PIPER MEM INV	668.63	669.17	0.00	0.50	0.00	669.67
184-00 JACK ROTH LIBRARY INVEST	27,126.73	27,299.68	0.00	150.56	0.00	27,450.24
185-00 KEN MATTHEWS SCHOLARSHIP FUN	7,377.01	7,385.56	0.00	8.01	0.00	7,393.57
187-00 DOROTHY COOPER MEM INV	58,988.30	59,248.87	0.00	256.03	0.00	59,504.90
189-00 MARGARET SHAW LIBRARY INV	12,876.89	12,894.19	0.00	23.35	0.00	12,917.54
190-00 GORDON ROBERTSON MEM INV	11,431.40	11,444.68	0.00	12.42	0.00	11,457.10
191-00 MEMORIAL INVESTMENT	6,089.25	6,101.18	0.00	12.98	0.00	6,114.16
192-00 G. HARMON MEM INV	6,735.66	6,743.77	0.00	7.32	0.00	6,751.09
193-00 BARBARA BREWER FUND	5,321.93	5,332.25	0.00	9.65	0.00	5,341.90
194-00 RODERICK LIVING TRUST	16,351.82	16,370.64	0.00	18.42	0.00	16,389.06
196-00 PHILIP TURNER LIBRARY INV	0.00	0.00	0.00	9,771.62	0.00	9,771.62
198-00 TAX ACQUIRED PROPERTY	118,383.08	96,383.08	-3,905.10	0.00	19,868.15	76,514.93
198-15 TAX ACQUIRED PROPERTY 2015	-22,000.00	0.00	-280.68	932.09	1,212.77	-280.68
198-16 TAX ACQUIRED PROPERTY 2016	0.00	0.00	-446.55	5,197.93	5,644.48	-446.55
198-17 TAX ACQUIRED PROPERTY 2017	0.00	0.00	-466.05	7,272.77	7,738.82	-466.05
198-18 TAX ACQUIRED PROPERTY 2018	0.00	0.00	0.00	14,537.58	14,537.58	0.00
198-19 TAX ACQUIRED PROPERTY 2019	0.00	0.00	0.00	1,011.99	1,025.39	-13.40
200-18 2018 TAX RECEIVABLE	822,221.88	822,221.88	-444,652.39	5,746.12	827,439.49	528.51
200-19 2019 TAX RECEIVABLE	-18,203.03	-18,203.03	-55,273.86	85.19	249,491.13	-267,608.97
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	-9,516.09	87.72	34,920.09	147,545.87
205-18 2018 LIENS RECEIVABLE	0.00	0.00	360,202.90	369,388.11	9,185.21	360,202.90
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	-123.32	0.00	514.66	11,095.15
210-17 2017 PP TAX RECEIVABLE	14,175.97	14,175.97	-201.64	0.00	984.41	13,191.56
210-18 2018 PP TAX RECEIVABLE	38,030.96	38,030.96	-2,306.43	0.00	14,582.41	23,448.55
210-19 2019 PP TAX RECEIVABLE	-10,761.17	-10,761.17	-219.42	0.00	803.42	-11,564.59

General Ledger Summary Report

Fund(s): ALL
May

Account	Beginning	Beg Bal	Curr Mnth	---- Y T D ----		Balance
	Balance	Net	Net	Debits	Credits	Net
1 - Gen Fund CONT'D						
302-00 COURT ORDER	0.00	0.00	0.00	982.17	982.17	0.00
303-00 FEDERAL WITHHOLDING	0.00	0.00	0.00	178,945.62	178,945.62	0.00
304-00 FICA W/H	0.00	0.00	0.00	231,044.24	231,044.24	0.00
305-00 MEDICARE WITHHOLDING	0.00	0.00	0.00	54,035.72	54,035.72	0.00
306-00 STATE WITHHOLDING	0.00	0.00	0.00	72,093.90	72,093.90	0.00
307-00 M.S.R.S. W/H	0.00	0.00	0.00	74,728.31	74,728.31	0.00
307-01 MSRS EMPLOYER	0.00	0.00	0.00	53,362.06	53,514.41	-152.35
308-00 AFLAC INSURANCE	-1.51	0.00	-0.16	3,601.60	3,602.40	-0.80
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	-742.08	112,445.17	114,285.19	-25,786.40
314-00 UNITED WAY W/H	0.00	0.00	0.00	66.00	66.00	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	3,420.00	3,420.00	0.00
316-00 COUNCIL #93 W/H	0.00	0.00	0.00	1,742.40	1,742.40	0.00
317-00 PW UNION INS	0.00	0.00	0.00	725.56	725.56	0.00
318-00 MMA INCOME PROTECTION	-6,223.43	-6,223.43	-582.09	15,943.27	16,665.72	-6,945.88
319-00 REAL ESTATE TAX W/H	0.00	0.00	0.00	14,278.00	14,278.00	0.00
320-00 ICMA RETIREMENT CORP	0.00	0.00	0.00	82,522.04	82,522.04	0.00
320-01 ICMA EMPLOYER MATCH	0.00	0.00	0.00	18,525.59	18,525.59	0.00
321-00 EDWARD JONES ANNUITY	0.00	0.00	0.00	102.86	0.00	102.86
321-01 PRIMERICA SHAREHOLDER SERVICE	0.00	0.00	0.00	500.00	500.00	0.00
322-00 RETIRED HEALTH INS PROGRAM	0.00	0.00	0.00	3,769.62	3,769.62	0.00
323-00 MMA SUPP. LIFE INSURANCE	-1,041.65	-1,041.65	-155.37	4,770.04	5,152.42	-1,424.03
324-00 MISC. WITHHOLDING	0.00	0.00	0.00	660.00	660.00	0.00
325-00 DED. FOR VALIC	0.00	0.00	0.00	17,621.11	17,621.11	0.00
325-01 VALIC EMPLOYER MATCH	0.00	0.00	0.00	5,207.95	5,207.95	0.00
329-00 SALES TAX COLLECTED	-123.00	-123.00	-5.21	124.74	5.21	-3.47
330-00 VEHICLE REG FEE (ST. OF ME)	-4,503.00	0.00	247.50	85,727.50	93,442.00	-7,714.50
331-00 BOAT REG FEE INLAND FISHERIES	-86.00	0.00	-5,399.33	905.75	7,114.83	-6,209.08
332-00 SNOWMOIBLE REG (F&W)	-7,615.00	0.00	0.00	14,914.75	14,886.75	28.00
333-00 ATV REGISTRATION (F&W)	0.00	0.00	-9,974.00	4.00	9,978.00	-9,974.00
335-00 PLUMBING PERMITS (ST. OF ME)	-898.75	-56.25	0.00	0.00	1,387.50	-1,443.75
336-00 CONCEALED WEAPON PERMIT	80.00	80.00	155.00	400.00	400.00	80.00
338-00 CONNOR EXCISE TAX	0.00	0.00	0.00	13,534.41	13,534.41	0.00
339-00 CONNOR BOAT EXCISE	0.00	0.00	-26.80	0.00	26.80	-26.80
340-00 DOG LICENSES (ST. OF ME)	-1,543.00	0.00	141.00	1,995.00	2,039.00	-44.00
341-00 FISHING LICENSES (ST. OF ME)	-425.00	0.00	-1,261.00	1,275.00	3,086.00	-1,811.00
342-00 HUNTING LICENSES (ST. OF ME)	-2,034.00	0.00	-651.50	2,247.75	3,608.75	-1,361.00
347-00 NEPBA UNION PD	0.00	0.00	0.00	3,900.00	3,900.00	0.00
Liabilities	6,987,572.04	6,852,151.09	-435,696.49	2,533,208.73	1,390,693.22	5,709,635.58
and Fund	0.00	0.00	0.00	0.00	0.00	0.00
Balances	6,987,572.04	6,852,151.09	-435,696.49	2,533,208.73	1,390,693.22	5,709,635.58
352-00 NYLANDER MUSEUM RESERVE	12,185.99	12,185.99	0.00	0.00	2,000.00	14,185.99
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	255.41	0.00	1,020.95	234,217.26
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	0.00	6,520.62	9,674.48	13,857.48
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	35.70	47,656.73
365-08 REC NONAPPROPRIATED SPEC PROJ	2,490.17	2,490.17	0.00	0.00	0.00	2,490.17

General Ledger Summary Report

Fund(s): ALL

May

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ----		Balance Net
				Debits	Credits	
1 - Gen Fund CONT'D						
365-09 RECREATION EQUIPMENT RESERVE	-4,827.10	-4,827.10	-4,560.93	8,426.83	4,416.91	-8,837.02
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	3,232.00	80.90	3,232.00	3,151.10
365-12 CRX/TOS RESERVE	3,474.46	3,306.53	-40.40	1,167.95	3,000.00	5,138.58
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	0.00	0.00	84.00	1,320.29
365-21 RD TRAILS GRANT	0.47	0.47	0.00	0.00	0.00	0.47
365-22 NON APPROP SKI RENTAL PROGRAM	4,679.11	4,679.11	0.00	587.61	958.00	5,049.50
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	417.69	344.22	1,119.00	25,490.04
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	1,000.00	1,011.22
367-01 POLICE DONATED FUNDS	29,180.67	28,700.67	0.00	196.00	0.00	28,504.67
367-02 POLICE DEPT EQUIPMENT	33,727.26	33,727.26	574.00	37.90	6,137.63	39,826.99
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	-1,170.40	2,850.40	1,000.00	14,383.10
367-06 PD COMPUTER RESERVE	11,444.20	11,444.20	0.00	119.64	0.00	11,324.56
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	-800.00	800.00	0.00	5,614.90
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	-4,850.98	4,850.98	0.00	14,150.32
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	895.12	13,350.00	975.12	196,904.84
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	1,019.11	0.00	7,665.87	-84,487.90
370-07 PW BUILDING RESERVE	28,712.00	28,712.00	0.00	0.00	1,500.00	30,212.00
370-09 RIVER ROAD	-60,338.59	-60,521.08	-67,763.89	93,437.71	0.00	-153,958.79
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
371-05 ASSESSING TRAVEL & TRAINING	1,617.11	0.00	0.00	680.00	1,250.00	570.00
372-01 AIRPORT RESERVE	-26,572.33	-26,572.33	25,027.21	11,972.28	106,333.91	67,789.30
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	1,185.00	0.00	3,555.00	14,440.00

General Ledger Summary Report

Fund(s): ALL

May

Account	Beginning	Beg Bal	Curr Mnth	---- Y T D ----		Balance
	Balance	Net	Net	Debits	Credits	Net
1 - Gen Fund CONT'D						
373-01 GEN GOVT COMPUTER RESERVE	6,098.97	6,098.97	0.00	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	3,471.21	0.00	64,290.46
373-04 VITAL RECORDS RESTORATION	457.50	457.50	-2,181.00	2,181.00	0.00	-1,723.50
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	0.00	112,869.96	88,986.90	-67,647.28
373-16 2018 HRA RESERVE	50,795.28	41,168.58	0.00	4,631.92	0.00	36,536.66
373-17 LADDER ENGINE TRUCK 2016	-99.60	-99.60	0.00	116,999.60	0.00	-117,099.20
373-18 2019 HRA RESERVE	0.00	0.00	-6,220.08	19,815.37	72,775.00	52,959.63
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	-173.73	4,496.97	3,214.73	91,763.00
374-03 DOWNTOWN INFRASTRUSTURE	10,415.42	10,415.42	0.00	0.00	0.00	10,415.42
385-00 COMMUNITY DEVELOPMENT MATCH	31,830.52	31,830.52	0.00	0.00	0.00	31,830.52
387-00 BOUCHARD TIF	5,209.84	5,209.84	0.00	3,780.75	0.00	1,429.09
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 RESERVA	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	0.00	22,376.50	0.00	151,380.67
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	7,397.57	7,393.57	14,799.15	14,791.14
423-00 DR. CARY CEMETERY TRUST FUND	1,159.90	1,160.79	0.00	0.00	0.87	1,161.66
424-00 HAMILTON LIBRARY TRUST FUND	1,736.78	1,748.17	0.00	0.00	11.18	1,759.35
425-00 KNOX LIBRARY MEMORIAL FUND	9,783.86	9,828.91	0.00	0.00	44.27	9,873.18
426-00 CLARA PIPER MEM FUND	668.63	669.17	0.00	0.00	0.50	669.67
427-00 JACK ROTH LIBRARY MEM FUND	27,126.73	27,299.68	-139.02	2,181.95	150.56	25,268.29
429-00 BARBARA BREWER FUND	5,321.93	5,332.25	0.00	0.00	9.65	5,341.90
430-00 D. COOPER MEM FUND	58,988.30	59,248.87	0.00	4,000.00	256.03	55,504.90
432-00 MARGARET SHAW LIBRARY MEMORI	12,876.89	12,894.19	0.00	0.00	23.35	12,917.54
433-00 GORDON ROBERTSON MEM FUND	11,431.40	11,444.68	0.00	0.00	12.42	11,457.10
434-00 MEMORIAL INVESTMENT	6,089.25	6,101.18	0.00	0.00	12.98	6,114.16
435-00 RODERICK LIVING TRUST	16,351.82	16,370.64	0.00	0.00	18.42	16,389.06
436-00 AMBULANCE REIMBURSEMENT	10,858.66	11,239.52	0.00	5,689.18	5,308.32	10,858.66
437-00 DEFERRED AMBULANCE REVENUE	621,584.90	564,626.28	0.00	0.00	0.00	564,626.28
438-00 PHILIP TURNER LIBRARY MEMORIAL	0.00	0.00	0.00	10,671.62	19,543.24	8,871.62
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	2,000.00	0.00	0.00
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	313.00	1,188.32	1,105.00	-988.84
461-00 CRAFT FAIR	15,167.73	14,096.45	-1,076.49	1,134.49	0.00	12,961.96
462-00 CDBG HOUSING REHABILITATION	3,879.87	3,879.87	0.00	0.00	0.00	3,879.87

General Ledger Summary Report

Fund(s): ALL
May

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ----		Balance Net
				Debits	Credits	
1 - Gen Fund CONT'D						
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	113.94	0.00	2,019.97
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	2,145.40	2,004.28	9,611.00	-18,588.22
469-00 DENTAL INSURANCE	1,339.99	1,339.99	-46.74	6,121.69	6,819.14	2,037.44
470-00 EYE INUSRANCE	540.18	540.18	3.68	1,245.98	1,315.25	609.45
471-00 RC2 TIF	27,498.34	17,545.04	-15,169.50	15,169.50	0.00	2,375.54
472-00 ANIMAL WELFARE	4,357.00	4,407.00	116.00	50.00	2,238.00	6,595.00
477-00 LED STREET LIGHTS	35,558.00	35,558.00	260,733.40	39,266.60	300,000.00	296,291.40
478-00 G. HARMON MEM FUND	6,735.66	6,743.77	0.00	0.00	7.32	6,751.09
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	5,578.80	0.00	10,993.43	396,463.82
483-03 DUE TO FUND 3	491,541.76	491,541.76	6,467.36	0.00	30,023.41	521,565.17
483-04 DUE TO FUND 4	240,462.42	240,462.42	4,232.25	0.00	17,077.68	257,540.10
483-05 DUE TO FUND 5	2,354,245.13	2,354,245.13	102.00	0.00	667.10	2,354,912.23
484-02 DUE FROM FUND 2	-349,286.23	-352,898.09	-8,641.20	63,218.45	0.00	-416,116.54
484-03 DUE FROM FUND 3	-401,040.09	-401,219.55	-6,832.75	30,089.87	0.00	-431,309.42
484-04 DUE FROM FUND 4	-232,570.46	-232,853.98	-4,253.91	18,985.60	0.00	-251,839.58
484-05 DUE FROM FUND 5	-1,745,229.93	-1,746,032.86	-31,212.35	82,458.55	0.00	-1,828,491.41
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	0.00	1,127.22	0.00	1,910.09
490-00 T/A PROPERTY REMEDIATION RES	0.00	0.00	184.16	0.00	1,397.95	1,397.95
493-00 RSU 39 COMMITMENT	-1,082,828.22	-1,082,828.22	-300,283.08	1,501,415.40	0.00	-2,584,243.62
494-00 TRI COMMUNITY/AWS	0.00	0.00	-300,000.00	300,000.00	648,163.00	348,163.00
496-00 BIRTH RECORDS STATE FEE	70.80	0.00	-41.60	386.00	464.00	78.00
497-00 DEATH RECORDS STATE FEE	160.00	0.00	-124.80	537.60	574.80	37.20
498-00 MARRIAGE RECORDS STATE FEE	14.00	0.00	7.20	87.60	110.00	22.40
Fund Balance	2,160,661.87	1,902,425.00	-321,443.40	14,233,664.63	12,904,809.45	573,569.82
500-00 EXPENDITURE CONTROL	0.00	0.00	-713,974.50	3,770,500.73	10,080,644.27	6,310,143.54
510-00 REVENUE CONTROL	0.00	0.00	392,531.10	10,463,163.90	2,624,027.18	-7,839,136.72
600-00 FUND BALANCE	2,160,661.87	1,902,425.00	0.00	0.00	200,138.00	2,102,563.00
2 - Snowmoible Trail Maintenance						
	0.00	0.00	0.00	127,235.88	127,235.88	0.00
Assets	0.00	0.00	0.00	0.00	0.00	0.00
Liabilities	2,456.10	5,456.02	-1,757.60	22,232.50	67,598.15	50,821.67
and Fund	0.00	0.00	0.00	0.00	0.00	0.00
Balances	2,456.10	5,456.02	-1,757.60	22,232.50	67,598.15	50,821.67
365-11 TRAIL MAINTENANCE RESERVE	38,640.26	38,028.32	-4,820.00	11,239.07	4,379.70	31,168.95
483-01 DUE TO FUND 1	349,286.23	352,898.09	8,641.20	0.00	63,218.45	416,116.54
484-01 DUE FROM FUND 1	-385,470.39	-385,470.39	-5,578.80	10,993.43	0.00	-396,463.82
Fund Balance	-2,456.10	-5,456.02	1,757.60	105,003.38	59,637.73	-50,821.67
500-00 Expense Control	0.00	0.00	1,757.60	51,979.38	58,602.80	6,623.42
510-00 Revenue Control	0.00	0.00	0.00	43,750.00	1,034.93	-42,715.07
600-00 Fund Balance	-2,456.10	-5,456.02	0.00	9,274.00	0.00	-14,730.02
3 - Housing Department						
	0.00	0.00	0.00	152,465.28	152,465.28	0.00

General Ledger Summary Report

Fund(s): ALL
May

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ----		Balance Net
Debits				Credits		
3 - Housing Department CONT'D						
Assets	0.00	0.00	0.00	0.00	0.00	0.00
Liabilities	-44,546.85	-44,367.39	365.39	30,023.41	34,028.58	-40,362.22
and Fund	0.00	0.00	0.00	0.00	0.00	0.00
Balances	-44,546.85	-44,367.39	365.39	30,023.41	34,028.58	-40,362.22
409-00 HOUSING RESERVE	45,954.82	45,954.82	0.00	0.00	3,938.71	49,893.53
483-01 DUE TO FUND 1	401,040.09	401,219.55	6,832.75	0.00	30,089.87	431,309.42
484-01 DUE TO FUND 1	-491,541.76	-491,541.76	-6,467.36	30,023.41	0.00	-521,565.17
Fund Balance	44,546.85	44,367.39	-365.39	122,441.87	118,436.70	40,362.22
500-00 Expense Control	0.00	0.00	-6,832.75	30,089.87	92,352.00	62,262.13
510-00 Revenue Control	0.00	0.00	6,467.36	90,000.00	26,084.70	-63,915.30
600-00 Fund Balance	44,546.85	44,367.39	0.00	2,352.00	0.00	42,015.39
4 - FSS						
Assets	0.00	0.00	0.00	86,850.28	86,850.28	0.00
	0.00	0.00	0.00	0.00	0.00	0.00
Liabilities	-7,891.96	-7,608.44	21.66	17,077.68	18,985.60	-5,700.52
and Fund	0.00	0.00	0.00	0.00	0.00	0.00
Balances	-7,891.96	-7,608.44	21.66	17,077.68	18,985.60	-5,700.52
483-01 DUE TO FUND 1	232,570.46	232,853.98	4,253.91	0.00	18,985.60	251,839.58
484-01 DUE FROM FUND 1	-240,462.42	-240,462.42	-4,232.25	17,077.68	0.00	-257,540.10
Fund Balance	7,891.96	7,608.44	-21.66	69,772.60	67,864.68	5,700.52
500-00 Expense Control	0.00	0.00	-4,253.91	18,985.60	46,657.68	27,672.08
510-00 Revenue Control	0.00	0.00	4,232.25	50,787.00	16,929.00	-33,858.00
600-00 Fund Balance	7,891.96	7,608.44	0.00	0.00	4,278.00	11,886.44
5 - ECONOMIC DEV						
Assets	0.00	0.00	0.00	475,798.65	475,798.65	0.00
	0.00	0.00	0.00	0.00	0.00	0.00
Liabilities	-174,645.36	-173,842.43	31,110.35	667.10	82,458.55	-92,050.98
and Fund	0.00	0.00	0.00	0.00	0.00	0.00
Balances	-174,645.36	-173,842.43	31,110.35	667.10	82,458.55	-92,050.98
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	31,212.35	0.00	82,458.55	1,828,491.41
484-01 DUE FROM FUND 1	-2,354,245.13	-2,354,245.13	-102.00	667.10	0.00	-2,354,912.23
Fund Balance	174,645.36	173,842.43	-31,110.35	475,131.55	393,340.10	92,050.98
500-00 Expense Control	0.00	0.00	-31,110.35	82,458.55	367,431.00	284,972.45
510-00 Revenue Control	0.00	0.00	0.00	392,673.00	565.10	-392,107.90
600-00 Fund Balance	174,645.36	173,842.43	0.00	0.00	25,344.00	199,186.43

General Ledger Summary Report

Fund(s): ALL
May

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ----		Balance Net
				Debits	Credits	
Final Totals CONT'D						
Final Totals	-16,694.38	467,660.00	0.00	24,293,792.25	24,761,452.25	0.00

Expense Summary Report

Fund: 1
May

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
10 - GENERAL GOVERNMENT	775,227.00	76,220.45	341,170.76	434,056.24	44.01
17 - HEALTH & SANITATION	250,196.00	20,805.00	83,220.00	166,976.00	33.26
18 - MUNICIPAL BUILDING	58,504.00	5,084.40	27,704.37	30,799.63	47.35
20 - GENERAL ASSISTANCE	65,497.00	4,430.08	21,190.76	44,306.24	32.35
22 - TAX ASSESSMENT	277,807.00	17,431.93	75,128.93	202,678.07	27.04
25 - LIBRARY	214,984.00	17,823.80	93,826.52	121,157.48	43.64
31 - FIRE/AMBULANCE DEPARTMENT	2,270,481.00	193,664.65	1,003,278.73	1,267,202.27	44.19
35 - POLICE DEPARTMENT	1,701,710.00	147,690.29	711,010.75	990,699.25	41.78
38 - PROTECTION	414,020.00	36,868.15	198,606.59	215,413.41	47.97
39 - CARIBOU EMERGENCY MANAGEMENT	16,074.00	505.07	5,504.00	10,570.00	34.24
40 - PUBLIC WORKS	2,302,657.00	115,867.69	826,751.85	1,475,905.15	35.90
50 - RECREATION DEPARTMENT	510,280.00	44,469.04	215,864.42	294,415.58	42.30
51 - PARKS	154,445.00	20,973.34	63,261.53	91,183.47	40.96
60 - AIRPORT	39,928.00	2,315.75	28,694.69	11,233.31	71.87
61 - CARIBOU TRAILER PARK	15,433.00	942.54	4,399.17	11,033.83	28.50
65 - CEMETERIES	6,850.00	0.00	0.00	6,850.00	0.00
70 - INS & RETIREMENT	95,050.00	12,522.70	30,313.28	64,736.72	31.89
75 - CONTRIBUTIONS	4,600.00	4,600.00	4,600.00	0.00	100.00
80 - UNCLASSIFIED	39,250.00	-8,240.38	-1,870.89	41,120.89	-4.77
85 - CAPITAL IMPROVEMENTS	829,806.00	0.00	0.00	829,806.00	0.00
Final Totals	10,042,799.00	713,974.50	3,732,655.46	6,310,143.54	37.17

Expense Summary Report
Fund: 2
May

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
52 - SNOWMOBILE TRAIL MAINTENANCE	53,024.00	-1,757.60	46,400.58	6,623.42	87.51
Final Totals	53,024.00	-1,757.60	46,400.58	6,623.42	87.51

Expense Summary Report

Fund: 3
May

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
24 - HOUSING	92,352.00	6,832.75	30,089.87	62,262.13	32.58
Final Totals	92,352.00	6,832.75	30,089.87	62,262.13	32.58

Expense Summary Report

Fund: 4
May

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
96 - SECTION 8 - FSS PROGAM	46,509.00	4,253.91	18,836.92	27,672.08	40.50
Final Totals	46,509.00	4,253.91	18,836.92	27,672.08	40.50

Expense Summary Report

Fund: 5
May

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
11 - ECONOMIC DEVELOPMENT	357,316.00	30,144.29	77,164.10	280,151.90	21.60
12 - NYLANDER MUSEUM	10,013.00	966.06	5,192.45	4,820.55	51.86
Final Totals	367,329.00	31,110.35	82,356.55	284,972.45	22.42

Revenue Summary Report

Fund: 1
May

Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
10 - GENERAL GOVERNMENT	6,998,781.00	290,290.18	1,126,179.19	5,872,601.81	16.09
17 - HEALTH & SANITATION	170,000.00	0.00	0.00	170,000.00	0.00
18 - MUNICIPAL BUILDING	4,900.00	333.33	1,966.65	2,933.35	40.14
20 - GENERAL ASSISTANCE	25,300.00	1,000.00	8,411.58	16,888.42	33.25
22 - TAX ASSESSMENT	776,908.00	164.00	176.00	776,732.00	0.02
23 - CODE ENFORCEMENT	6,000.00	400.00	5,392.50	607.50	89.88
25 - LIBRARY	6,650.00	629.35	2,517.76	4,132.24	37.86
31 - FIRE/AMBULANCE DEPARTMENT	1,409,503.00	92,274.96	673,788.06	735,714.94	47.80
35 - POLICE DEPARTMENT	111,970.00	2,228.00	52,578.34	59,391.66	46.96
39 - CARIBOU EMERGENCY MANAGEMENT	2,600.00	0.00	800.00	1,800.00	30.77
40 - PUBLIC WORKS	199,415.00	0.00	40,474.00	158,941.00	20.30
50 - RECREATION DEPARTMENT	24,000.00	1,164.75	6,260.75	17,739.25	26.09
51 - PARKS	2,250.00	0.00	0.00	2,250.00	0.00
60 - AIRPORT	19,000.00	2,816.53	11,435.45	7,564.55	60.19
61 - CARIBOU TRAILER PARK	18,000.00	1,230.00	6,160.00	11,840.00	34.22
Final Totals	9,775,277.00	392,531.10	1,936,140.28	7,839,136.72	19.81

Revenue Summary Report

Fund: 2
May

Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
52 - SNOWMOBILE TRAIL MAINTENANCE	43,750.00	0.00	1,034.93	42,715.07	2.37
Final Totals	43,750.00	0.00	1,034.93	42,715.07	2.37

Revenue Summary Report

Fund: 3
May

Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
24 - HOUSING	90,000.00	6,467.36	26,084.70	63,915.30	28.98
Final Totals	90,000.00	6,467.36	26,084.70	63,915.30	28.98

Revenue Summary Report

Fund: 4

May

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

Revenue Summary Report

Fund: 5
May

Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
11 - ECONOMIC DEVELOPMENT	392,673.00	0.00	0.00	392,673.00	0.00
12 - NYLANDER MUSEUM	0.00	0.00	565.10	-565.10	---
Final Totals	392,673.00	0.00	565.10	392,107.90	0.14

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



MEMO

TO: Mayor and Council Members
FROM: Dennis Marker, City Manager
RE: 153 River Road Bid Response
DATE: June 20, 2019

No bids were received for the mobile home located at 153 River Road.

The city may re-advertise the trailer for sale or seek bids for its disposal. Prior bids for disposal of similar trailers were between \$5,000 and \$12,000.

Date: June 17, 2019
To: Councilors
From: City Clerk
Re: Liquor applications

The City Clerk's Office has received a renewal of a liquor license from Chris Richards dba The Par & Grill Restaurant, LLC. The Chiefs and CEO do not have any issues with this application.

The City Clerk's Office has received two Request for Extension of License on Premises from Northern Maine Brewing Company, LLC – one event will be held July 26th and the other is August 3rd. The Chiefs and CEO do not have any issues with these two applications.

The applications are attached.

BUREAU OF ALCOHOL BEVERAGES AND LOTTERY OPERATIONS
DIVISION OF LIQUOR LICENSING AND ENFORCEMENT
8 STATE HOUSE STATION, AUGUSTA, ME 04333-0008 (Regular Mail)
10 WATER STREET, HALLOWELL, ME 04347 (Overnight Mail)
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:	
Good SOS & DBA: YES <input type="checkbox"/> NO <input type="checkbox"/>	

PRESENT LICENSE EXPIRES: 8-9-19

NEW application: ☐ Yes ☒ No

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

Requested inspection (New Licensees/ Ownership Changes Only) Date : _____ Business hours: _____

INDICATE TYPE OF PRIVILEGE: ☐ MALT ☐ VINOUS ☐ SPIRITUOUS

INDICATE TYPE OF LICENSE:

- ☒ RESTAURANT (Class I,II,III,IV) ☐ RESTAURANT/LOUNGE (Class XI) ☐ CLASS A LOUNGE (Class X)
☐ HOTEL (Class I,II,III,IV) ☐ HOTEL, FOOD OPTIONAL (Class I-A) ☐ BED & BREAKFAST (Class V)
☐ GOLF COURSE (Class I,II,III,IV) ☐ TAVERN (Class IV) ☐ QUALIFIED CATERING
☐ OTHER: _____ ☐ SELF-SPONSORED EVENTS

(QUALIFIED CATERERS ONLY)

REFER TO PAGE 3 FOR FEE SCHEDULE

ALL QUESTIONS MUST BE ANSWERED IN FULL

Corporation Name:			Business Name (D/B/A) <u>The Par + Grill Restaurant, LLC</u>		
APPLICANT(S) –(Sole Proprietor) <u>Chris Richards</u>			Physical Location: <u>118 Benne H Drive</u>		
			City/Town	State	Zip Code
			<u>Caribou</u>	<u>ME</u>	<u>04736</u>
Address <u>5 Caroline Ave</u>			Mailing Address <u>Same</u>		
			Same As Above? <input type="checkbox"/>		
City/Town	State	Zip Code	City/Town	State	Zip Code
<u>Caribou</u>	<u>ME</u>	<u>04736</u>	<u>Same</u>		
Telephone Number <u>207-492-2122</u>		Fax Number		Business Telephone Number <u>207-492-0988</u>	
Federal I.D. # <u>47-1135761</u>		Seller Certificate #: or Sales Tax #: <u>1064193</u>			
Email Address: <u>Chris@the-par-and-grill.com</u>			Website:		

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

2. State amount of gross income from _____

ROOMS \$ _____ FOOD \$ _____

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. Do you own or have any interest in any another Maine Liquor License? ☐ Yes ☒ No (Use an additional sheet(s) if necessary.) If yes, please list License Number, Name, and physical location of any other Maine Liquor Licenses.

License # _____ Name of Business _____

Physical Location _____

City / Town _____

6. If manager is to be employed, give name: Judy Dombroski

7. Business records are located at: 118 Bennett Dr. Caribou, ME 04736

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

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

10. List name, date of birth, and place of birth for all applicants, managers, and bar managers.

Full Name (Please Print)	DOB	Place of Birth
Chris Richards		
Judy Dombroski		
11. Residence address on all of the above for previous 5 years (Limit answer to city & state)		
Name: Chris Richards	City: Caribou	State: Maine
Name: Judy Dombroski	City: Caribou	State: Maine
Name: _____	City: _____	State: _____

12. Has/have applicant(s) or manager ever been convicted of any violation of the law, other then 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)

13. Will any law enforcement official benefit directly in your license, if issued?

Yes ☐ No ☒ If Yes, give name: _____

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

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

DC Rentals, 30 Access Hwy, Caribou, ME 04736

16. Describe in detail the premises to be licensed: (On Premise Diagram Required) _____

17. Does/do applicant(s) have all the necessary permits required by the State Department of Human Services?

YES ☒ NO ☐ Applied for: _____

18. 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? .5 mile

Which of the above is nearest? Church

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

If YES, give details: _____

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

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

Dated at: Caribou, Maine on 5/30, 20 19
Town/City, State Date

PLEASE SIGN IN BLUE INK



Signature of Applicant or Corporate Officer(s)

Chris Richards

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 III & IV Malt & Vinous Only	\$ 440.00
CLASS III & IV: 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 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.	
SELF-SPONSORED EVENTS: Qualified Caterers Only	\$ 700.00

UNORGANIZED TERRITORIES \$10.00 filing fee shall be paid directly to County Treasurer. **All applicants in unorganized territories shall submit along with their application evidence of payment to the County Treasurer. All applications for NEW or RENEWAL liquor licenses must contact their Municipal Officials or the County Commissioners in unincorporated places for approval and signatures for liquor licenses prior to submitting them to the bureau.**

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

This application must be completed and signed by the Town or City and mailed to:
Bureau of Alcoholic Beverages and Lottery Operations
Division of Liquor Licensing and Enforcement
8 State House Station, Augusta, ME 04333-0008 (Regular address)
10 Water Street, Hallowell, ME 04347 (Overnight address)
Payments by check subject to penalty provided by Title 28A, MRS, Section 3-B.

TO STATE OF MAINE MUNICIPAL OFFICERS & COUNTY COMMISSIONERS:

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

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

On: _____
Date

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

THIS APPROVAL EXPIRES IN 60 DAYS

NOTICE – SPECIAL ATTENTION

§653. Hearings; bureau review; appeal

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

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

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

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

renewal. The municipal officers or the county commissioners shall take final action on an on-premises license that has been extended pending renewal within 120 days of the filing of the application. [2003, c. 213, §1 (AMD).]

D. If an application is approved by the municipal officers or the county commissioners but the bureau finds, after inspection of the premises and the records of the applicant, that the applicant does not qualify for the class of license applied for, the bureau shall notify the applicant of that fact in writing. The bureau shall give the applicant 30 days to file an amended application for the appropriate class of license, accompanied by any additional license 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) .]

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

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

REQUEST FOR EXTENSION OF LICENSE ON PREMISE

Legal Name: Northern Maine Brewing Company, LLC License Number: CARL-2016-9614
Physical Address: 22 Main Street City Caribou
State Me Zip 04736 Phone: 207-492-2185 Fax: _____
Email address: gervaisjoe630@gmail.com Please Print
Mailing address: P.O. Box 275, Caribou Me 04736
Street / PO Box City State Zip

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

Northern Maine Brewing Company, LLC


Signature of Owner

Joseph Gervais
Printed Name of Owner

Temporary ☒ Permanent ☐ Inside ☐ Outside ☒ Live Entertainment: Yes ☒ No ☐

Start Date: July 26th 2019 End Date (if applicable): July 27th 2019

Reason for this request: Mason's Annual Summer get together

Full beer garden with fencing, live bands, BBQ food: all with police presence

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

Outdoor Restrictions:

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

TO STATE OF MAINE MUNICIPAL OFFICERS & COUNTY COMMISSIONERS:

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

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

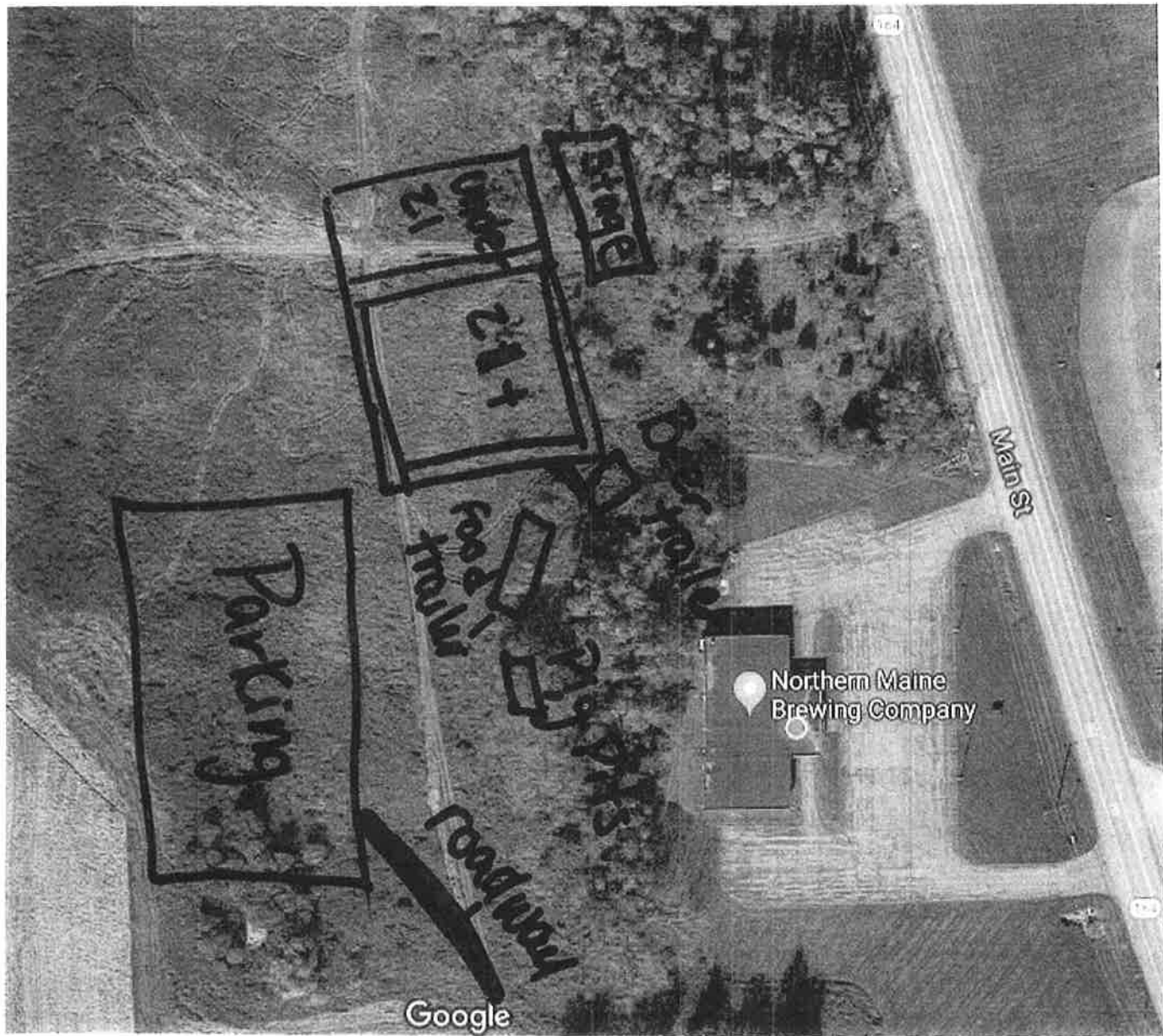
On: _____
Date

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

☐ City ☐ Town ☐ Plantation ☐ Unincorporated Place of: _____, Maine

EXTENSION of premise ON

6/2017



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

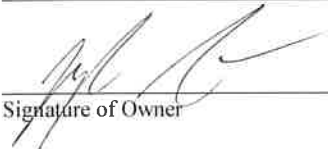
DIVISION USE ONLY	
License No:	
Diagram:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Town Approval:	<input type="checkbox"/> Yes <input type="checkbox"/> No

REQUEST FOR EXTENSION OF LICENSE ON PREMISE

Legal Name: Northern Maine Brewing Company, LLC License Number: CARL-2016-9614
Physical Address: 22 Main Street City Caribou
State Me Zip 04736 Phone: 207-492-2185 Fax: _____
Email address: gervaisjoe630@gmail.com Please Print
Mailing address: P.O. Box 275, Caribou Me 04736
Street / PO Box City State Zip

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

Northern Maine Brewing Company, LLC


Signature of Owner

Joseph Gervais
Printed Name of Owner

Temporary ☒ Permanent ☐ Inside ☐ Outside ☒ Live Entertainment: Yes ☒ No ☐

Start Date: August 3, 2019 End Date (if applicable): _____

Reason for this request: 3rd Annual Beer, BBQ, and Music Festival, with Brian's Ride Cancer Fund

Full beer garden with fencing, live bands, BBQ food: all with police presence

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

Outdoor Restrictions:

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

TO STATE OF MAINE MUNICIPAL OFFICERS & COUNTY COMMISSIONERS:

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

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

On: _____
Date

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

☐ City ☐ Town ☐ Plantation ☐ Unincorporated Place of: _____, Maine

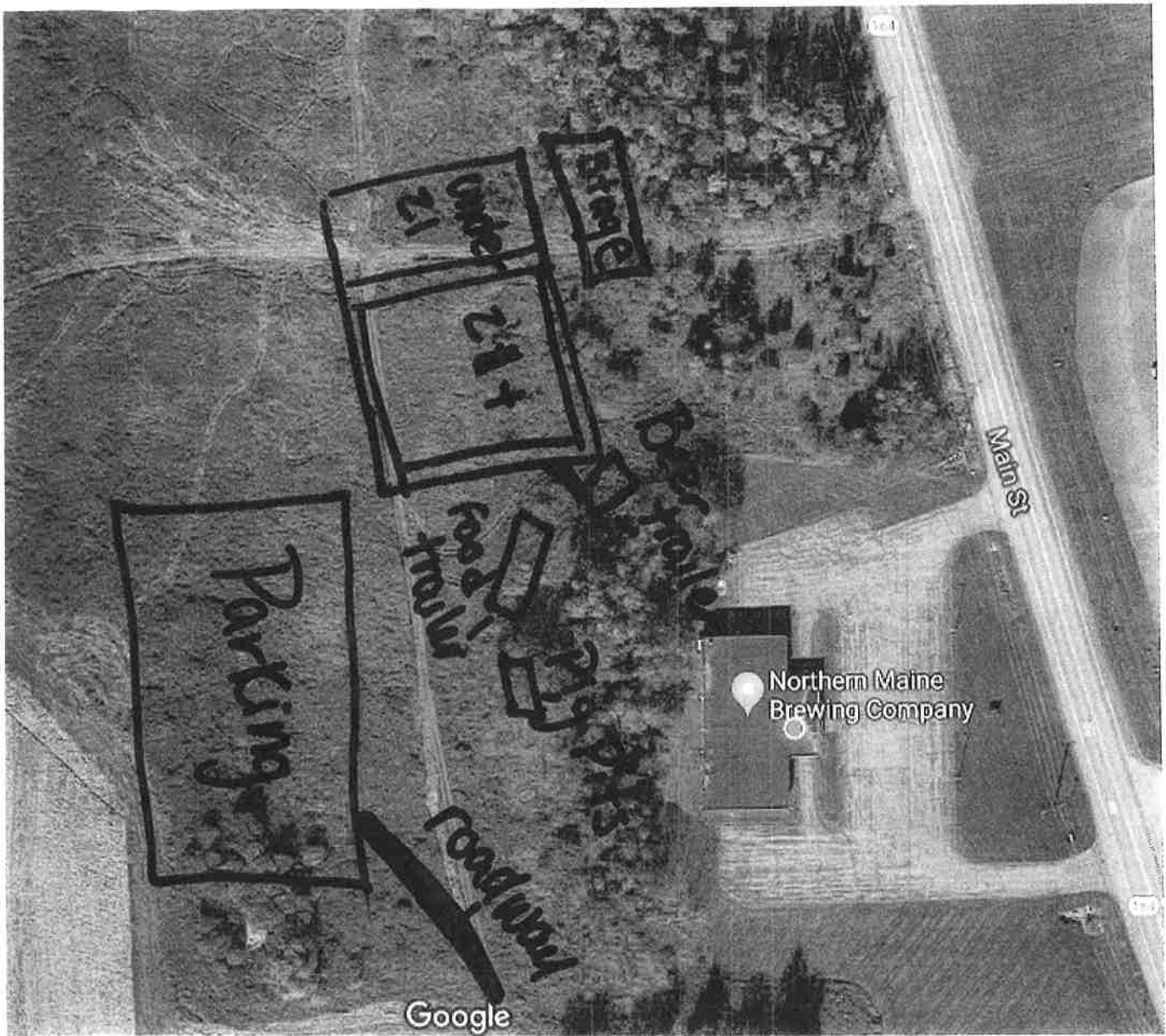
EXTENSION of premise ON

6/2017

Signature of Officials	Printed Name and Title

EXTENSION AREA PREMISE DIAGRAM

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





MEMO

TO: Mayor and Council Members
FROM: Dennis Marker, City Manager
RE: Thursdays on Sweden Vendor Policy
DATE: June 19, 2019

The City's Thursdays on Sweden Street (TOS) event has become a regional icon for wholesome family entertainment during the Aroostook summers. Vendors can attend free of charge on a first come first serve basis and so long as they abide by the city's guidelines for sale of wares and conduct. Some vendors are asking to sell wares that are not in keeping with the "family-friendly" moniker attached to the event. Two examples; first, during the 2018 season a vendor brought artistic knives and weaponry and two, this year, a vendor wanted to bring drug themed apparel.

City staff is seeking Council approval of the following policies for vendor wares at TOS.

- No weapons
- No adult themed items
- No drug related items

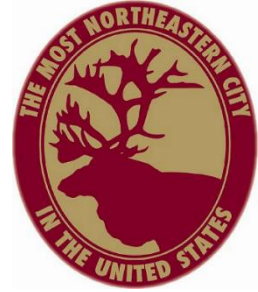
Rick Solman, the city's attorney was contacted in this matter. His response was that the city, as host of the event, can dictate the terms of participation so long as any policy is not predicated upon federally recognized protected classes (i.e. race, color, religion or creed, ethnicity, gender or sexual orientation, age, disabilities, veteran status, genetic information, or citizenship). Mr. Solman indicated that the city could delineate areas of the TOS event for vendors who have more mature themes or preclude those types of wares altogether.

The City has similar policies related to the Caribou Craft fair.

Action Needed:

This is a first read item. Council may discuss options and provide direction to staff before taking action at a later meeting. If there are no concerns, staff requests the Council approve these policies during this meeting so they are in place for the remainder of the season.

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



MEMO

TO: Mayor and Council Members
FROM: Dennis Marker, City Manager
RE: Airport Fixed Base Operator (FBO) Outreach
DATE: June 19, 2019

Historic records indicate the city typically had a contracted FBO service provider since 1966. The service providers entered into a lease agreement with the city to conduct their private business operations at the airport, which also included managing the airport as a term of the lease. The final terms of the lease were negotiable to the satisfaction of the City Council.

Getting an FBO to operate at the airport was discussed with the Council during the budget preparation process for this year and listed as a priority by the City Council during their goals and priorities session for 2019. An RFP will advertise the city's willingness to entertain proposals from persons or businesses who may be interested in functioning as the city's FBO at the airport. The attached request for FBO proposals has been prepared by staff with input from the airport citizens advisory committee.

Staff desires additional direction from the Council on FBO priorities and the weighting factors for FBO selection (see pg 7 of the attached RFQ).

Currently the airport is being managed by the city, with daily walk throughs and fuel monitoring/testing by Dave Ouellette. Airport leases and fuel orders are handled by city administration. The airport budget anticipated ½ of expenses being covered by revenues. To date (June 20) the city expenses are \$42,803 or 107.2% of budget due to one-time purchase of 100LL fuel (\$13,453). Revenues are at \$13,495.12 or 71% of budget with fuel sales already \$600 over budget. Fuels sales are projected to be \$7,000 more than budgeted (if the city retains all proceeds through the end of the year) and hangar rentals continue to be paid. Projecting for the end of the year, it appears revenues will be more than ½ the expenses.



Caribou Municipal Airport (KCAR) Request for FBO Services



**Issued: XX.XX.2019
OPEN UNTIL FILLED**



Caribou Municipal Airport
12 Airport Drive
Caribou, Maine 04736

Dennis Marker, Airport Manager
Phone: (207) 493-4237
Hours: 8am – 5:00pm M-F
Fax: (207) 498-3954
E-mail: citymanager@cariboumaine.org

INTRODUCTION

The City of Caribou, Maine is issuing a Request for Qualifications (RFQ) to perform the duties of Fixed Base Operator (FBO) at the Caribou Municipal Airport (CAR), located in Caribou, Maine. The *City of Caribou* owns the *Caribou Municipal Airport*, which is located on approximately 220 acres in northeastern Aroostook County (population 68,628) approximately half a mile *northwest* of the City center. The airport is located off State Route 1 at 12 Airport Drive. The Caribou Municipal Airport is a general aviation airport.

PROPOSED SCHEDULE

The following is an anticipated scheduled of events concerning the RFQ process:

<u>Activity</u>	<u>Dates</u>
Distribution of the RFQ	XX.XX.2019
Pre-Response Site Visit (optional)	Upon Request
Deadlines for Submittal of Questions RFQ	Open For Submission
Response Deadline	Open For Submission
Evaluation by Committee Notification	Within 10 business days of RFQ Response
Award of RFQ	Within 10 business days of Evaluation by Committee
Negotiate and Finalize Contracts	Within 15 business days of Notification of RFQ Award
Commence FBO Services	TBD

AIRPORT OVERVIEW AND POTENTIAL FBO FACILITIES

Caribou Municipal Airport is a general aviation airport located 1-mile northwest of the city of Caribou in Aroostook County, Maine, USA that supports flying activities conducted by private and business interests. The airport is designated as an Airport of Entry (AOE) by the US Customs Service due to its proximity to the Canadian border. Permission to land from the US Customs Service is not necessary, but one-hour advance notice is required. It is designed to serve small aircraft (12,500 lbs. or less) (reference code ARC B-11 aircraft). It will handle approach

Category B aircraft with approach speeds of less than 121 knots. There are two GPS instrument approaches available in poor weather conditions, which provide lateral guidance only.

This RFQ provides for an excellent opportunity for FBOs interested in providing service in Northeastern Maine and the Northern New England region. The facilities that would be available for lease by the successful FBO include portions of the following:

Terminal

Location: The airport location is N46.52.59 latitude and W68.01.07 longitude with a field elevation of 620.3'. The FBO terminal is in the eastern portion of the airport property.

Facilities: Includes a 400 s.f. waiting area with separate men's & women's restrooms, conference room (300s.f.) and two offices. An adjacent 7,300 square foot hangar was constructed in 2000.

Security: The terminal is currently open during daylight hours and after dark by appointment only. Coded lock boxes are mounted at entry points for pilots to access a key to the waiting area after hours. Security cameras are installed on the exterior of the hangar with feed into the main office.

Utilities:

- Gas heat is in the terminal provided by Dead River Company
- Water and Sewer services are provided by the Caribou Utility District
- Internet and Phone service is provided by Pioneer Broadband

Aircraft Maintenance Hangar

The Aircraft Maintenance Hangar contains 7,300 square feet and is attached to the Terminal Building. The hangar has a 60-foot self-opening door. The hangar is currently used for short term, heated hangar rentals with two month-to-month agreements in place. Hangar rental rates are currently set by the City Council.

Fuel Facilities

A 10,000-gallon tank for self-serve aircraft fuel (100LL avgas) is available. Fuel sales in the last 12 months exceeded 6,000 gallons. The current fuel supplier contract is with Phillips 66 through World Fuels. The airport CIP calls for new and expanded fuel systems by 2026, which will add JetA facilities.

Aircraft Tie-Downs

8 tie-down spaces for the short and long-term parking of aircraft is on the apron west of the terminal. CAR does not charge tie-down fees, which is consistent with general aviation airports in the region.

REQUIRED SERVICES AND PROPOSED TERMS

The City of Caribou is soliciting competitive written proposals. The City intends to select one (1) company to perform these services and will enter into two agreements, an FBO Agreement and a Lease of Airport Facilities, that will expire on a date to be determined within the final negotiated contracts. The available airport facilities for the selected company will include those mentioned in the previous section, including portions of the terminal, the aircraft maintenance hangar, and the fuel facilities. The lease of all facilities is not required of the selected company,

and the exact facilities will be identified during the lease negotiation process.

A complete listing of the desired minimum services for a Full Service Fixed Based Operator is identified as Attachment A to this document. Priority will be given to companies who can provide these services; consideration will still be given to companies who can provide only some of the desired services.

PROPOSAL REQUIREMENTS

In order to be considered responsive to this RFQ, proposals shall conform to the following requirements:

1) TECHNICAL PROPOSAL

- a. Submit five (5) copies of the Technical Proposal in a sealed envelope or package.
- b. The Technical Proposal shall incorporate identification information necessary to provide sufficient background information regarding the Company as detailed below in Items I – V.
 - I. Name, address, e-mail, telephone, fax number, and state of incorporation (if applicable).
 - II. Full Name, Address, and Title of each officer of the Consultant/Firm's business. If a corporation, include the same for all board members.
 - III. A written resume clearly setting forth the qualifications in terms of demonstrated experience, organization, and similar factors of involvement at other locations.
 - IV. A list of a minimum of three (3) references, including names and telephone numbers for similar previous experience.
 - V. A list of a minimum of three (3) references, including names and telephone numbers, for financial and business experience.
- c. The Technical Proposal shall address the evaluation criteria set forth in this RFQ. **Include a detailed description of the company's understanding of the Scope of Work (Attachment A).** In addition, detail the company's capabilities to perform the work listed below in Items I – VII, where Items I-IV are required services, and services V-VII are strongly desired:
 - I. **Aircraft Ground Services and Support:** Describe in detail your plan to provide basic line services eight (8) hours per day over seven (7) days per week, such as meeting and greeting aircraft, chocking, deicing, ground power unit, preheat, etc. Describe your anticipated hours of operation and the methods that will be utilized to provide service during off-hours when demanded? In addition, describe in detail your firm's standards for customer service with corporate and business aircraft such as ground transportation, to include rental

cars, catering, and fulfilling other demands as requested by airport users.

- II. **Aircraft Maintenance Services:** Describe in detail your aircraft maintenance resources, such as Airframe and Power plant (A&P), and Inspection Authorization (IA) and how you plan to utilize these resources. Describe in detail your experience and ability to maintain adequate inventory of the necessary aircraft parts and accessories to maintain, repair, and service general aviation aircraft. Describe your ability and plan to advertise and expand your maintenance facility.
 - III. **Fuel Sales:** Describe in detail your plan to safely provide for the 24 hour and 7 day per week sale of 100LL avgas, oils, and lubricants of kinds customarily sold to general aviation aircraft users.
 - IV. **Hangar Storage:** Describe in detail your hangar storage plan for both itinerant and local general aviation aircraft. This should include a proposed rate schedule for overnight, monthly and annual tie-downs and hangar storage.
 - V. **Flight Instruction:** Describe in detail your Flight Instruction resources available, such as Certified Flight Instructors, Instrument Instructors, Multi-Engine Instructors, and Designated Pilot Examiners, and how you plan to utilize these resources. Describe your ability and plan to advertise and conduct aeronautical ground schools and flight instruction.
 - VI. **Aircraft Rental:** Describe in detail your plan to provide aircraft rental to the flying public and flying students. Specifically, what type and how many aircraft will your FBO have available. In addition, describe the capability of each aircraft (i.e., IFR, High Performance, Complex, Floats, etc.).
 - VII. **Other Services to be Provided:** The City strongly desires the operator to provide additional services, including:
 - Aviation Radio Repair
 - Aircraft Propeller Repair
 - Repair of Aircraft Instruments and Accessories
 - Aircraft Paint Shop
 - Aircraft Upholstery Shop
 - Aircraft Restoring and Refinishing Shop
 - On-Demand Aircraft Charter
- d. All pages within the Technical Proposal shall be numbered consecutively.

2) FINANCIAL INFORMATION

- a. Submit one (1) sealed envelope or package containing the following.
- b. Company business plan and/or financial documents which must include pro forma balance sheets, income statements and monthly cash flow statements with supporting assumptions for at least the first two years of anticipated operations and resumes for the person(s) preparing them. Include assumptions on which income projections are based.
- c. Signed commitment letters from all financing sources. Letters of Commitment must include the amount of funds committed to the project, the use of those funds and the terms and conditions under which the funds are being committed. Personal matching fund commitments must be accompanied with documentation (i.e., bank statement) showing that cash exists. Amount of capital to be invested including name of each investor; amount of investment and written documentation or confirmation of commitment for each investor.
- d. Documentation of expertise for all involved parties who will be on site and managing operations.
- e. Evidence of potential sources of revenue adequate to allow evaluation from the standpoint of likelihood and magnitude (e.g. copies of any contract(s) anticipated to generate revenue).

3) Required Submission Information

- a. **Clearly** indicate the following on the outside of each of the two (2) sealed envelopes or packages containing the Technical Proposals and Financial Information
 - I. Name and Address of the Company
 - II. Envelope Contents (i.e., Technical Proposal or Financial Information)”
- b. Responses should be submitted to:
Dennis Marker, Airport Manager
CAR FBO Response
25 High Street
Caribou, ME 04736

EVALUATION & CRITERIA

The Technical Proposal will be discussed and ranked by a review team including the Municipal Airport Manager, City Public Works Director, and three elected/appointed officials. The review team will use the following weighted criteria:

Criteria	Points
Understanding of Scope of Work and the Minimum Standards	5
Response to Section 1c, Items I – IV (Required Services)	35
Response to Section 1c, Items V-VII (Other Services)	15
Qualifications, Demonstrated Experience, and References	20
Financial Capability and Resources	25

The City of Caribou reserves the right to seek clarification of any proposal submitted and to select the proposal considered to best promote the public interest. Furthermore, The City of Caribou reserves the right to request and consider the opinions of any State and/or Federal Agency relative to the qualifications, capability, and performance of any consulting firms and/or sub-consultants identified in submitted responses.

QUESTIONS

All questions related to this RFQ shall be forwarded to Dennis Marker, Municipal Airport Manager, via e-mail to: citymanager@cariboumaine.org. Questions and responses will be provided as addendum to this RFQ and posted on the city's Airport website (<http://www.cariboumaine.org/index.php/living-in-caribou/airport/>)

AIRPORT VISIT (OPTIONAL)

All interested parties may attend an optional site visit to review the details of the Airport and ask any questions required. The optional site visit will occur **upon request**. Any questions asked during a site visit will be included with addendum information on the city's airport website.

CONTRACT REQUIREMENTS

The Company awarded this contract shall, upon notification of award, apply for registration with the Maine Secretary of State's Office to do business in the State of Maine, if not already so registered. The registration form may be obtained from the Maine Secretary of State, 101 State House Station, Augusta, Maine 04333-0101. The telephone number is (207)287-5428. The City of Caribou **will NOT execute a contract** until the consultant is registered with the Secretary of State's Office. You may check the status of your registration at www.maine.gov/sos/cec/corp.

The Company awarded this contract shall procure and maintain, during the term of the agreement, insurance of the types and minimum limits set forth as determined by the City of Caribou and outlined in the written agreement between the City of Caribou and the Consultant/Firm. Such insurance shall show on their face that the Company is a named insured and must include the City of Caribou, its officers, agents, employees and volunteers as "Additional Insured" under its policies and must be endorsed to the applicable policy.

SUBMITTAL OWNERSHIP

All proposals become the property of the City of Caribou upon submission. The cost of preparing, submitting and presenting a proposal is the sole expense of the proposer. The City of Caribou reserves the right to reject any and all proposals received as a result of this solicitation, to negotiate with any qualified source, to waive any formality and any technicalities or to cancel this RFQ in part or in its entirety if it is in the best interests of the City of Caribou. This solicitation of proposals in no way obligates the City of Caribou to award a contract.

ATTACHMENT A

SCOPE OF WORK – FULL SERVICE FIXED BASE OPERATOR

The Manager

The Fixed-Base Operator (FBO) shall be appointed by the City of Caribou, Maine but shall act under the City designated Airport Manager (AM).

Job Summary

The FBO shall at all times take such action as may be necessary for the handling, policing, protection and safeguarding of the public while present at the airport and to regulate vehicular and pedestrian traffic on the airport.

The FBO may suspend or restrict any or all operations without regard to weather conditions whenever such action is deemed necessary in the interest of safety, subject to review of such action by the State.

The FBO shall, as necessary, perform the listed duties and responsibilities in a timely manner to ensure the safe, smooth and efficient operation of the airport.

Duties, Responsibilities, and Desired Services:

1. The FBO and their staff shall conduct themselves in a helpful, friendly and professional manner during the execution of their duties, particularly in the presence of members of the public and/or the press. The FBO shall endeavor to **promote the airport and services to the public** with a view to increasing traffic and business volume.
2. The FBO shall **provide the maintenance, repair and servicing of general aviation** aircraft. This shall include, adequate inventory of the necessary aircraft parts and accessories to maintain, repair and service general aviation aircraft.
3. To **report** to the AM or designated alternates, any **maintenance issues** regarding City owned property and equipment, including runways, taxiways, lighting and ramp areas.
4. **Sale of aviation gasoline, fuel, oils and lubricants** of kinds customarily sold to general aviation aircraft users. Maintain 24-hour fuel availability, accept fuel deliveries, conducts daily fuel testing and inspections and maintain fuel logs of all fuel systems in accordance with the State and fuel supplier requirements. It is the sole responsibility of the FBO to ensure that the highest quality products are being delivered and sold.

5. **Provide adequate ramp service**, including hangar storage, deicing and preheating for general aviation aircraft users, with a qualified attendant available on the ramp five (5) days a week, for a minimum of eight (8) hours a day, and shall be available to provide ramp service and to respond to emergencies twenty-four (24) hours a day, of which up to sixteen (16) hours may be “on-call”.
6. Conduct daily **inspections** of the runway and ramp to keep these areas clear of foreign objects and debris (FOD) that may be hazardous to aircraft, personnel and equipment. Inspections will include one night inspection per week of all airport lighting systems. All inspections will be documented and kept on file in accordance with state retention requirements. Reports about airport conditions shall be provided once per week to the AM.
7. Report, to AM and Flight Services, via a **Notice to Airmen (NOTAM)**, malfunctions or outages of any airport NAVAID systems. In addition, Report to Flight Services, via NOTAM, runway conditions in accordance with FAA RCAM and any other reportable condition, as it relates to safety of flight.
8. Operation of Universal Communication (**UNICOM**) **radio** including traffic advisories and runway condition reports for arriving and departing aircraft, when appropriate.
9. Provide a **monthly financial report** to the AM to demonstrate activity at the airport. Such report shall include information on fuel sales, hangar rentals, etc.
10. Twice annually, **based aircraft will be documented and reported** to the City Clerk’s office. Such documentation shall be provided before the 15th day of May and November each year.
11. Maintain cleanliness of leased area, especially passenger/pilot terminal area and restrooms.
12. Clearing all terminal access walkways of snow, and sanding if necessary.
13. Note complaints, resolve if possible, forward reports and copies of any relevant correspondence to the AM.
14. Note abandoned vehicles (including, but not limited to, motor vehicles and aircraft), resolve if possible, forward relevant correspondence, and notification of unresolved, to the City.
15. Maintain **airport security** with regard to City owned buildings, hangars and fuel farm. Also, restricting use of airport property by unauthorized vehicles and persons.
16. **Liaison** with local Police, Civil Air Patrol and Emergency Services. Conduct ramp checks where necessary for any Emergency Locator Transmitter (ELT) search and

rescue or missing aircraft missions. Coordinate with local fire and police departments for any emergency, fire hazard or hazardous material response. Notify State of any such emergency actions.

17. Assist with **wildlife control**, report wildlife hazards, NOTAM when necessary. Notify the Caribou Police if the need to mitigate/depredate wildlife arises.
18. **Notify AM and FAA immediately of any aircraft accident or incident** on the airfield. The 24 hour FAA contact number of the FAA New England Region Operations Center is (404) 305-5156. Coordinate for assistance in removal of any aircraft from a runway after cleared by the FAA. Accidents and incidents will be reported to the State in accordance with State procedures.
19. The FBO shall provide **flight training** that prepares and qualifies successful students for an FAA pilot certification, either through a FAA part 61 or Part 141 program. The FBO shall provide, at least once a year, a ground school that prepares attendees for an FAA written knowledge test. This ground school must give the student who completed the ground school successfully, the sign off to take the applicable FAA written knowledge test. An updated list of students, type and date of ground school, will be reported to the AOM on a quarterly basis.
20. The FBO shall provide **aircraft rental** to the flying public and flying students.
21. The FBO or a representative will be present at each **Airport Citizen's Advisory Committee** meeting and be available to discuss operation needs, capital projects, promotional opportunities and events.
22. The FBO shall maintain and provide proof of general **liability insurance** with minimum limits of One Million Dollars (\$1,000,000) against liability for damage claims through public use of or arising out of accidents occurring in or around the lease premises and the City shall be named on the policy as an additional insured.
23. The FBO shall procure and maintain a policy of **fire and casualty insurance** on all facilities to be operated after final negotiations.

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



MEMO

TO: Mayor and Council Members
FROM: Dennis Marker, City Manager
RE: Flora Dale Long Term Lease Agreement
DATE: June 20, 2019

At the direction of the Council, a lease agreement has been drafted for consideration by the City and the owner of the Burger Boy restaurant. The current terms are as follows:

Expiration: No expiration. Renews Year to Year with 180-day notice for cancelation
Lease Rate: Pay taxes as if privately owned (\$66 in 2019) and maintain the property
Uses Allowed: General recreation purposes. Any improvements must have city approval
Liability: Lessee shall maintain liability insurance and list the city as an additional insured.

Action Needed:

None. This is a first read on this item. Council may discuss options and provide direction to staff before taking action at a later meeting.

LEASE AGREEMENT

Lease agreement made and entered into on June ___, 2019, between **City of Caribou** a body corporate and politic with a mailing address of 25 High Street, Caribou, Maine 04736 (herein referred to as "City" or "Owner") and **J.F. Liquidating Corporation** a Maine corporation whose mailing address is P.O. Box 296, Caribou, ME 04736 (herein referred to as "JFL" or "Lessee").

RECITALS

- (A) City is the owner of a certain parcel of land located on Spring Street, Caribou, ME designated as Map 32, Lot 70 of the Caribou Tax Maps (herein the "Property");
- (B) The Property is currently operated by the City as a public park known as the "Flora Dale Park";
- (C) JFL operates the Burger Boy restaurant which is located near the Flora Dale Park and would like to lease the Property from the City and utilize the same for patrons of the Burger Boy restaurant and the public in general.

In consideration of Lessee's performance of the provisions of this Lease, Lessor and Lessee agree as follows:

SECTION ONE DEMISE, DESCRIPTION, AND USE OF PREMISES

Lessor leases to Lessee and Lessee hires from Lessor the land located of Spring Street in Caribou designated as Map 32, Lot 70 (the "Property") the portion of the tax map which depicts the Property is attached hereto and marked **Exhibit A**.

SECTION TWO TERM

The term of this Lease shall be for a term of one year commencing on _____, 2019 and terminating on _____, 2020. The term will automatically be renewed for successive periods of one year unless terminated by either party a minimum of one hundred eighty (180) days before the expiration date of the term or any renewal term.

SECTION THREE RENT

In lieu of monetary rent, Lessee agrees to maintain the property as provided herein and to pay the real estate taxes.

SECTION FOUR USE OF PREMISES

The premises shall be used as a dog park/recreational area or such other use that may be approved by City in writing.

SECTION FIVE COMPLIANCE WITH LAW

LFL's use of the premises shall at all times be in full compliance with all federal, state and local laws, regulations and ordinances.

SECTION SIX INDEMNIFICATION - HOLD HARMLESS

Lessee shall indemnify and hold Lessor harmless against any and all claims, liability, loss or damage, including fines, penalties, clean up costs and legal fees, whatsoever, arising out of Lessee's use of the Property. This indemnification and hold harmless provision includes any regulatory violations and third party claims for damages to person or property.

SECTION SEVEN RESERVED RIGHT TO ENTER THE PREMISES

Lessor reserves the right to inspect the premises at all reasonable times in order to inspect the same.

SECTION EIGHT ASSIGNMENT AND SUBLEASE

Lessee may not sublet or assign the premises in whole or in part without Lessor's prior written consent.

SECTION NINE INSURANCE

Lessee shall, at all times during the term of this Lease Agreement and at Lessee's sole expense maintain liability coverage and shall name Lessor/Owner as additional insured. Lessee shall maintain liability limits of \$_____ for personal injury and property damage.

SECTION TEN
MAINTENANCE

Lessee shall keep and maintain the property in good repair and neat condition at all times. Lessee's responsibilities shall include regular lawn mowing, trimming and removal of trash.

SECTION ELEVEN
TAXES

During the term of this Lease, Lessee shall pay all real estate taxes assessed against the Property.

SECTION TWELVE
IMPROVEMENTS/MODIFICATIONS

Lessee shall make no modifications, additions or improvements to the Property, including fencing, without the prior written consent of Lessor.

SECTION THIRTEEN
NOTICES

A. All notices, demands, or other writings in this Lease Agreement provided to be given or made or sent, or which may be given or made or sent, by either party to the other, shall be deemed to have been fully given or made or sent when made in writing and deposited in the United States Mail, registered and postage prepaid, and addressed as follows:

To Lessor: City of Caribou
 25 High Street
 Caribou, ME 04736
 Attn: City Manager

To Lessee: J.F. Liquidating Corporation
 P.O. Box 296
 Caribou, ME 04736
 Attn: Spenser Ouellette

B. The address to which any notice, demand, or other writing may be given or made or sent to any party as above provided may be changed by written notice given by such party as above provided.

SECTION FOURTEEN DEFAULT

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

- (a) If Lessee, or any successor or assignee of Lessee while in possession, shall file a petition in bankruptcy or insolvency or for reorganization under any bankruptcy act, or shall voluntarily take advantage of any such act by answer or otherwise, or shall make an assignment for the benefit of creditors;
- (b) If involuntary proceedings under any bankruptcy law or insolvency act shall be instituted against Lessee, or if a receiver of trustee shall be appointed of all or substantially all of the property of Lessee, and such proceedings shall not be dismissed or the receivership or trusteeship vacated within thirty (30) days after the institution or appointment;
- (c) If Tenant shall fail to perform or comply with any of the terms and/or conditions of this Lease;
- (d) If Tenant shall vacate or abandon the demised premises;
- (e) If this Lease or the estate of Lessee hereunder shall be transferred to or shall pass to or devolve on any other person or party, except in the manner herein permitted;

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

Should Lessor at any time terminate this Lease for any breach, in addition to any other remedy it may have, Lessor may recover from Lessee all damages incurred by reason of the breach, including the cost of recovering the demised Property.

SECTION FIFTEEN WAIVER

If lessor should waive any provisions of this Lease, it shall not be construed as a waiver of a further breach of such provision.

SECTION SIXTEEN
MODIFICATIONS TO LEASE

No modifications of this Lease shall be binding unless in writing, signed by Lessee and by Lessor or an authorized agent of Lessor.

SECTION SEVENTEEN
BINDING EFFECT

The provisions of this Lease shall be binding upon and shall be for the benefit of Lessor and Lessee and their respective successors in interest.

City of Caribou - Lessor

Witness

By _____
Dennis L. Marker
City Manager

J.F. Liquidating Corporation - Lessee

Witness

By _____
Spenser Ouellette, President

Z:\RDS\Leases\Ground Lease Caribou to Burger Boy 2019.wpd



MEMO

TO: Mayor and Council Members
FROM: Dennis Marker, City Manager
RE: 2020 Recommended Mil Rate
DATE: June 20, 2019

The City charter requires the City Council to adopt new mil rates before July 1. The state finalized its budget measures last week in order for the final mil rate calculation to be done. Based on the appropriations requested by the County, the RSU 39 and the city's adopted expense budget, **the recommended mil rate is 0.0257**, which is an increase from the current 0.0237.

The following is a summary of several factors contributing to the recommended rate.

- The taxable real estate valuation dropped by \$592,00
- The taxable Personal Property Valuation dropped by \$1,189,900
- The exempt business personal property under the BETE program increased by \$1,980,00 which means businesses are getting more tax relief, but the flip side is that the city only receives 53% of that value back from the state.
- The County appropriation increased by \$17,472
- The RSU appropriation increased by \$279,627
- The Municipal appropriation increased by \$338,734
- The recommended rate assumes the Council will apply \$392,000 of the 2017 lapsed appropriations toward mil rate reduction as provided for in the city charter.
- The recommended rate assumes that the City receives the budgeted revenue sharing amount of \$580,000, which would result in a \$115,056 overlay. The budgeted overlay for 2019 was \$120,000. (Note: The recently passed state budget will generate over \$250,000 in additional revenue sharing, which is not accounted for in the mil rate calculation.)
- The recommended rate assumes no city expense budget reductions are made.

Action Needed:

Prior to July 1 the Council needs to set the mil rate. The Council may discuss options and provide direction to staff before taking action at a later special meeting.

There are several motions that need to be made when setting the mil rate. Mrs. Penny Thompson outlines those motions in her memo which follows.



OFFICE OF THE ASSESSOR
CARIBOU, MAINE

To: Mayor Goughan, Caribou City Council Members, Manager Marker
From: Penny Thompson, Tax Assessor
Date: June 17, 2019
Re: Set 2019 tax rate and property tax commitment

At the Monday June 24 meeting, the Caribou City Council will have the opportunity to set the 2019 tax rate and approve the other motions associated with the annual tax commitment. The recommended tax rate of .02570 represents a 2.0 mill increase over last year and would require \$392,000 from lapsed appropriations. The required motions and recommendations are as follows.

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

1. Revenue budget adjustments for the property taxes, overlay, BETE and Homestead Reimbursement lines as reflected on the tax rate calculation sheet. (See chart below)
2. Set a tax rate for the commitment of 2019 property taxes. Recommendation: tax rate of .02570
3. Setting the date of commitment for the 2019 property taxes to be committed to the Tax Collector as pursuant to MRSA Title 36, §505 (1). Recommendation: July 1, 2019
4. Establishing a date that the 2019 property taxes will be due and payable, pursuant to MRSA Title 36, §505 (2). Recommendation: July 15, 2019
5. Consider establishing a date for interest to begin accruing on any delinquent 2019 property taxes, pursuant to MRSA Title 36, §505 (4). Recommendation: October 1, 2019. Note: last day to pay before interest begins will be Monday September 30, 2019.
6. Establishing a rate of interest to be charged on delinquent 2019 property taxes, pursuant to MRSA Title 36, §505(4). Recommendation: State maximum rate of interest on delinquent taxes of 9%
7. Establishing a rate of interest for the overpayment and or abatement of property taxes for 2019, pursuant to MRSA Title 36 § 506-A. Recommendation: 5% (4% less than 9% charged on delinquent accounts)

The changes to the revenue lines would be as follows:

Line Number	Description	Original Budget	Amended Budget
R10-01-32	Property Taxes	\$ 4,386,051.00	\$ 4,354,912.17
R10-01-34	Overlay	\$ 120,000.00	\$ 115,057.45
R22-01-04	Homestead Exemption	\$ 653,553.00	\$ 661,077.89
R22-01-05	BETE Reimbursement	\$ 108,155.00	\$ 137,392.94

The tax rate calculation sheet is on the following page.

2019 ENHANCED BETE MUNICIPAL TAX RATE CALCULATION FORM

Municipality: **CARIBOU**

Data entry fields

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

- | | | |
|--|------|---|
| 1. Total taxable valuation of real estate | 1 | \$338,987,900
<small>(must match MVR Page 1, line 6)</small> |
| 2. Total taxable valuation of personal property | 2 | \$15,440,300
<small>(must match MVR Page 1, line 10)</small> |
| 3. Total taxable valuation of real estate and personal property (Line 1 plus line 2) | 3 | \$354,428,200
<small>(must match MVR Page 1, line 11)</small> |
| 4. (a) Total exempt value for all homestead exemptions granted | 4(a) | \$41,156,600
<small>(must match MVR Page 1, line 14f)</small> |
| (b) Homestead exemption reimbursement value | 4(b) | \$25,722,875 |
| 5. (a) Total exempt value of all BETE qualified property | 5(a) | \$9,988,100
<small>(must match MVR Page 2, line 15c)</small> |
| (b) Enhanced BETE exemption reimbursement value | 5(b) | \$5,342,527 |
| 6. Total valuation base (Line 3 plus line 4(b) plus line 5(b)) | 6 | \$385,493,602 |

ASSESSMENTS

- | | | |
|--|----|---|
| 7. County tax | 7 | \$504,288.00 |
| 8. Municipal appropriation | 8 | \$10,052,811.00 |
| 9. TIF financing plan amount | 9 | \$437,254.12
<small>(must match MVR Page 2, line 16c + 16d)</small> |
| 10. Local education appropriation (Local share/contribution)
<small>(Adjusted to municipal fiscal year)</small> | 10 | \$3,697,293.00 |
| 11. Total appropriations (Add lines 7 through 10) | 11 | \$14,691,646.12 |

ALLOWABLE DEDUCTIONS

- | | | |
|---|----|-----------------------|
| 12. Anticipated state municipal revenue sharing | 12 | \$580,000.00 |
| 13. Other revenues: All other revenues that have been formally
appropriated to be used to reduce the commitment such as excise tax revenue, tree growth reimbursement, trust fund or bank
interest income, appropriated surplus revenue, etc. (Do Not Include any Homestead or BETE Reimbursement) | 13 | \$4,319,518.00 |
| 14. Total deductions (Line 12 plus line 13) | 14 | \$4,899,518.00 |
| 15. Net to be raised by local property tax rate (Line 11 minus line 14) | 15 | \$9,792,128.12 |

- | | | |
|--|---|---|
| 16. \$9,792,128.12
<small>(Amount from line 15)</small> x 1.05 | = | \$10,281,734.53 Maximum Allowable Tax |
| 17. \$9,792,128.12
<small>(Amount from line 15)</small> ÷ \$385,493,602
<small>(Amount from line 6)</small> | = | 0.02540 Minimum Tax Rate |
| 18. \$10,281,734.53
<small>(Amount from line 16)</small> ÷ \$385,493,602
<small>(Amount from line 6)</small> | = | 0.02667 Maximum Tax Rate |
| 19. \$354,428,200.00
<small>(Amount from line 3)</small> x 0.02570
<small>(Selected Rate)</small> | = | \$9,108,804.74 Tax for Commitment
<small>(Enter on MVR Page 1, line 13)</small> |
| 20. \$9,792,128.12
<small>(Amount from line 15)</small> x 0.05 | = | \$489,606.41 Maximum Overlay |
| 21. \$25,722,875
<small>(Amount from line 4b.)</small> x 0.02570
<small>(Selected Rate)</small> | = | \$661,077.89 Homestead Reimbursement
<small>(Enter on line 8, Assessment Warrant)</small> |
| 22. \$5,342,527
<small>(Amount from line 5b.)</small> x 0.02570
<small>(Selected Rate)</small> | = | \$137,302.94 BETE Reimbursement
<small>(Enter on line 9, Assessment Warrant)</small> |
| 23. \$9,907,185.57
<small>(Line 19 plus lines 21 and 22)</small> - \$9,792,128.12
<small>(Amount from line 15)</small> | = | \$115,057.45 Overlay
<small>(Enter on line 5, Assessment Warrant)</small> |

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

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



OFFICE OF THE ASSESSOR
CARIBOU, MAINE

To: Mayor Goughan, Caribou City Council Members, Manager Marker
From: Penny Thompson, Tax Assessor
Date: June 17, 2019
Re: Notes about the 2019 valuation numbers

The 2019 taxable valuation for both business personal property and real estate located in Caribou is lower than last year. The goal of this memo is to give a brief synopsis of the many factors which have contributed to this loss in taxable value.

Business Personal Property

Seventeen business personal property accounts were closed for 2019. Six of those are leasing companies. In one case an account was closed but a new account was opened for the new owner. (Rite-Aid is now Walgreens).

Each year, value is lost to depreciation. In general, business personal property depreciates to a base of 30% of the original cost. For our valuation purposes, the business equipment does not depreciate to 0% because of the concept of “value in use”. The number of years that the equipment depreciates to the base of 30% depends on the type of equipment and the anticipated useful life of the equipment. Example: Computers depreciate faster than farm machinery.

Value can also be lost when older equipment is taken out of service and replaced with new equipment. Why? Many Caribou businesses are eligible for the Business Equipment Tax Exemption program. To be eligible, both the business and the equipment must qualify. The amount of BETE value in Caribou has been steadily increasing in recent years. With this program, Caribou will only receive 53% of the unrealized revenue compared with 100% of the revenue if the business personal property was taxable. The upside to this is that our taxpayers keep 100% of the tax that would have been paid to invest locally and the State of Maine pays the 53% of the unrealized property tax revenue. This department has prioritized the education of local taxpayers about this program.

Real Estate

There were forty-seven building permits issued in 2018 and three permits from 2019 which had significant progress on April 1, 2019. This department followed up on these as well as the building permits from prior years that were not complete last year on April 1, 2018. Included among the building permits for 2018 were three new homes that were completed prior to April 1 and four others that were not finished as of April 1. The other permits ranged from commercial buildings to interior renovations in exempt property. Some projects were not able to be started, others were started but not complete. Anything that was in progress April 1 was valued as of what was complete on April 1 per state statute. The total increase in value from building permits from 2018 to 2019 was approximately \$1,900,000. Some value is also added when parcels are split. There were seven new lots created in 2019 – with one new lot was conveyed via a Governor’s Deed for land that had been part of the by-pass project of 1965. The remaining six were created when a house and/or other buildings or non-tillable land was sold separate from farmland.

This department also issues and follows up on demolition permits. During our time out of the office doing field work, we also make note of structures which have lost functionality due to collapse. We appreciate when taxpayers take the time to obtain a demolition permit! The demo permit is free (if obtained before the demolition

begins). Additionally, staff can provide education during the demolition permit process. For example: what Caribou's local ordinance says about the disposal of demolition debris.

Each year value lost with the depreciation of mobile homes. This is the one structure class that has continued to depreciate after the last revaluation project. With all other buildings, the calculated depreciation is frozen in time at 2012. In our climate, we know that structures require much attention and therefore if maintenance is continually postponed, there is a loss in value. There are times when this department must follow up when it is observed that there is depreciation that needs to be measured. This year I visited many homes in which I detected deferred maintenance, reduced functionality and significant loss in value. Many of these homes are owned by older taxpayers who can no longer do home repair projects and cannot afford to pay others to make repairs. I have visited homes with no central heat (using a pellet or wood stove for a large, older house), roof leaking to the point that buckets are needed on first and second floors, floors that are rotted such that the owners direct all traffic around certain spaces, and so on. Many of these folks want to stay in their homes, even if it means living in these conditions. It is my responsibility to measure the loss in value due to these deficiencies. I visited many properties over the last year and I will visit many more in the coming year. This is an issue that is not going away. Many of our neighbors are living on low, fixed incomes and this fact is reflected in our housing stock.

Primary residences are not the only buildings showing condition decline. A major hit this year was the reduction in value to the diesel and steam plant buildings on the Aroostook River. I visited the buildings five years ago. The buildings were in average shape for the age of the structures which currently are used to house equipment which is mostly obsolete in today's energy market. I visited the buildings again this year. The steam plant has not been heated for two years. The roof is leaking and there is standing water in many areas. Because water has been introduced into the built environment, parts of the machinery have rusted off and the office spaces are damaged. The main function of the steam plant building today is that it still houses switching equipment used by Emera. A canopy was built to keep the water from damaging these assets. The diesel plant still houses equipment that is tested annually and could be used if needed. The building exterior is crumbling due to deferred maintenance. The loss in value on this account alone was \$896,500.

It has been the policy of the Board of Assessors to apply economic obsolescence for commercial properties that are vacant if they meet certain criteria related to the amount of time vacant, and that the vacancy has been marketed. As of April 1, 2019, there were many vacant commercial buildings. The vacancies cured in 2019 include Bechard's Grill which opened in Skyway Plaza and Miss Jordyn's which opened on Sweden Street.

There is also value lost when a previously taxable property becomes exempt from taxation. The City of Caribou acquired four homes on the River Road resulting in a loss of \$179,000 in total assessed value. This can also happen because the property is acquired under the automatic lien foreclosure process. In November, nineteen properties were tax acquired. (Some of those were redeemed prior to April 1). Additionally, there were four properties which applied for and received tax exempt status as a "Charitable & Benevolent Organization" for a loss in taxable value of \$618,700.

There are other ways that value is lost in the city like: The West Gate Villa mobile home park closed this year; accounts where adjoining properties were combined into one parcel; and reduction in Tree Growth values on parcels currently and those added this year (Caribou had two parcels that entered the Tree Growth Tax Law program in 2019). For this tax year, there was no loss in value due to fires. The three fire calls made to Caribou buildings during the valuation year were confined to a small area.

As with any valuation matter, please contact me if you have questions.

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



MEMO

TO: Mayor and Council Members
FROM: Dennis Marker, City Manager
RE: Loan Servicing Agreement
DATE: June 20, 2019

Earlier this year, the Council directed that any business loans should be administered through the same process that the Caribou Economic Growth Council (CEGC) follows. CEGC utilizes the resources and staff of NMDC for all their loan processing. To be consistent with CEGC methods, staff reached out to NMDC and asked for a loan servicing agreement that would enable NMDC to help process the city's loans to businesses from economic development and TIF funds.

Action Needed:

This is a first read. The Council may discuss the proposed service agreement (see attached) and provide direction to staff before acting at a later meeting.

SERVICING CONTRACT AGREEMENT

BETWEEN

City OF CARIBOU

AND

NORTHERN MAINE DEVELOPMENT COMMISSION

FOR THE SERVICING OF

CITY REVOLVING LOAN FUND

This Agreement, made this 17 day of June, 2019, by and between City OF CARIBOU, a municipality located in Aroostook County, Maine, with an address of 25 High Street, Caribou, Maine 04736, ("City"), and Northern Maine Development Commission, a corporation without stock organized in accordance with Title 13, M.R.S.A, Chapter 81, having a mailing address of P. O. Box 779, Caribou, Maine 04736 (NMDC), for the servicing in part of the City Revolving Loan Fund (City RLF), a copy of which is attached hereto.

WHEREAS, the City wishes to enter into a contract with NMDC to provide servicing in part for the program established by this Agreement as it pertains to the City of Caribou RLF; and

WHEREAS, NMDC is agreeable to provide the service as outlined hereafter;

NOW, THEREFORE, in consideration of the mutual representations, covenants and agreements contained herein and other good and valuable consideration, receipt and sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

I. **SCOPE OF WORK**

1.1 **Responsibilities of NMDC**

NMDC agrees to service the City RLF program by working with the City Manager (hereafter referred to as POC) and Borrowers to prepare and process a complete application for funding and maintain and service the loan portfolio according to the guidelines of this Agreement. NMDC will not act as, nor should NMDC be represented as an agent for or part of the City RLF Program. The work to be done by NMDC will include the following;

- A. NMDC will prepare for review and acceptance by the POC all templates for the forms necessary for prospective Borrowers to apply for and complete all required documentation for application of funds under the City RLF program.

- B. After prescreening by the POC and proper authorization from the POC including application package, NMDC Business Finance Division ("BFD") will work with the POC to obtain any missing information needed , to prepare and present a complete Credit Proposal for funds requested by Borrowers under the City RLF Program..
- C. NMDC will process all complete applications and provide a "CREDIT PROPOSAL" (see attached) one (1) week prior to the meeting of the City Council (hereafter referred to as CC).
- D. NMDC will prepare a "Loan Proposal" form to be presented with the application package to CC to indicate the particulars of the request being entertained and for documentation of the decision of the CC concerning the application.
- E. All notices required as to approval or denial of the request will be sent by NMDC.
- F. All commitment letters, upon approval of an application, will be prepared by NMDC for review by the POC and acceptance by the Borrower.
- G. NMDC will proceed to prepare the closing documents needed to close any approved loan to Borrower including working with the City's attorney for the preparation and closing of any loans involving real property or with unusual circumstances, upon the direction of the POC.
- H. NMDC will attend the closings at the attorney's office, if real property is involved, or close the loan at the City Office with the POC if real estate is not involved.
- I. NMDC will provide accounting and follow-up service for any loans made during the time any loan is open and unpaid including the following;
 - 1) Booking the loan and loan information on the GMS system currently used by NMDC, separate and distinct from all other programs and accounting done by NMDC.
 - 2) Set up and manage a follow-up system for documentation required by the loan, including but not limited to, annual financial statements, insurance coverage on collateral and life insurance as required, UCC filings and continuations of same and other standard and normal follow-up procedures customary to this type of service.

- 3) Send notices as to payments and the collection of them, as required, including notice to cure and demand notices.
- 4) Process all payments received under the loan for deposit into an established deposit account named by the City.
- 5) Account for and track the payment history of the loan and give a monthly accounting of the loan portfolio to the POC.
- 6) Provide information requested by the Borrowers on the Borrower's account and available by means of the standard revolving loan accounting system used by NMDC.
- 7) Prepare all reports required under the Agreement to the POC.
- 8) Prepare the necessary documentation and close the files on all loans fully repaid with reports to the file and the POC.
- 9) Have full rights to act in a commercially reasonable manner in handling all collections, legal matters with consultation with the POC.
- 10) Maintain all original files in a safe and secure environment at the offices of NMDC in Caribou, Maine.

1.1 Responsibilities of City

The City will be responsible for all aspects of the Agreement and related rules, regulations and supplements. It is agreed that the City contracts with NMDC as an entity to provide the service portion of the portfolio management and the technical assistance in processing application of borrower's request to the City RLF. However, the City acknowledges that NMDC is responsible only for its own actions and that the responsibility of performance to the Agreement is the ultimate responsibility of the City.

The City will;

- A. Appoint a contact person (POC) for all City RLF inquiries. POC shall work with proposed borrower by first prescreening the borrower to see if they qualify for the City RLF. POC will then work with qualified borrower to gather from the borrower the application, business plan, schedule of liabilities, projections and the required financial information as indicated on the checklist in the application. If necessary POC will guide the borrower to appropriate sources for assistance in completing the business plan, projections, etc. Following review with the City manager and a

representative of the City council, the POC will then forward the information to the Business Finance Division at NMDC.

- B. Make all decisions on the acceptance and ultimate approval or denial of loan request subject to the Agreement by giving this authority to CC whose decision will be final.
- C. Advise as to the attorney to be used, when needed, to close loans involving real property or unusual circumstances requiring an attorney.
- D. Authorize NMDC to manage any and all litigation concerning the collection of the loan portfolio and any cost thereof, including any attorney fees with consultation with the POC.
- E. Pay for services in connection with this agreement as follows:
 - 1) An hourly rate for any NMDC employee working on the City RLF for the actual time worked on the program at a rate established for that person by NMDC from time to time, and
 - 2) Any out of pocket cost that NMDC may incur in servicing this agreement will be itemized and added to the monthly bill.
 - 3) Collect from borrower a 1% fee to help cover the cost of services provided.

1.2 Termination

It is mutually agreed upon that either party to this agreement may terminate it upon thirty (30) days written notice to the other party(ies) and be responsible only for obligations up to the date of the termination.

IT IS UNDERSTOOD AND AGREED THAT NMDC SHALL NOT BE RESPONSIBLE FOR THE PERFORMANCE OF ANY LOANS MADE TO BORROWERS PURSUANT TO THIS AGREEMENT. CITY SHALL BE SOLELY RESPONSIBLE FOR THE APPROVAL OR DENIAL OF ANY LOANS AND FOR THE FINAL DISPOSITION THEREOF. TO THE MAXIMUM EXTENT PERMITTED BY LAW, CITY AGREES TO DEFEND AND INDEMNIFY NMDC AGAINST AND HOLD IT HARMLESS FROM ANY AND ALL LOSSES, CLAIMS, LIABILITIES, JUDGMENTS, AND DAMAGES (INCLUDING EXEMPLARY OR PUNITIVE), PENALTIES, EXPENDITURES, COSTS, AND LEGAL OR OTHER EXPENSES WHICH NMDC MAY SUFFER OR INCUR AS A DIRECT OR INDIRECT CONSEQUENCE OF THIS AGREEMENT AND THE TERMS AND CONDITIONS HEREOF.

SIGNED AND AGREED TO THIS ____ DAY OF _____, 20

NORTHERN MAINE DEVELOPMENT COMMISSION

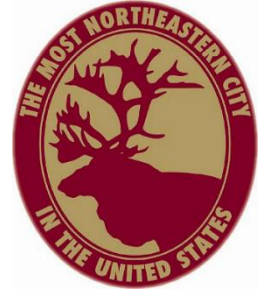
BY: _____
IT'S EXECUTIVE POC

AND

CITY OF CARIBOU

BY: _____
IT'S CITY MANAGER

CARIBOU ADMINISTRATION
25 HIGH STREET
CARIBOU, ME. 04736



MEMO

TO: Mayor and Council Members
FROM: Dennis Marker, City Manager
RE: Revolving Loan Fund Request 2019-01
DATE: June 20, 2019

The city received a loan request from the Business Investment Group (BIG) here in Caribou. They would like to provide some venture capital for an agricultural operation to be located within the Loring Development Authority area. Very limited details about the endeavor have been provided with the request. Representatives of BIG will be available at the meeting to provide additional information.

The city has nearly \$800,000 in economic development revolving loan funds available for loan opportunities.

Action Needed:

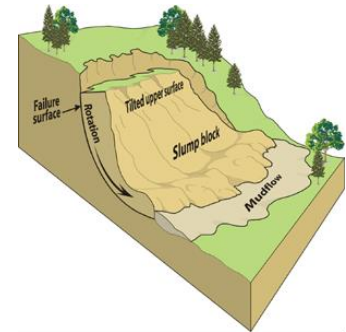
This is a first read. The Council may discuss the proposed service agreement (see attached) and provide direction to staff before acting at a later meeting. **Because this item pertains to economic development activities and some of the information is proprietary, it would be appropriate to discuss this matter in executive session under M.R.S. §405.6.C**



MEMO

TO: Mayor and Council Members
FROM: Dennis Marker, City Manager
RE: River Road Update
DATE: June 20, 2019

Dubois & King's engineers have reanalyzed their boring data and more recent field reconnaissance within their geotechnical models and determined that the failure of the River Road is a result of rotational landslide activities caused by multiple factors (see figure at right).



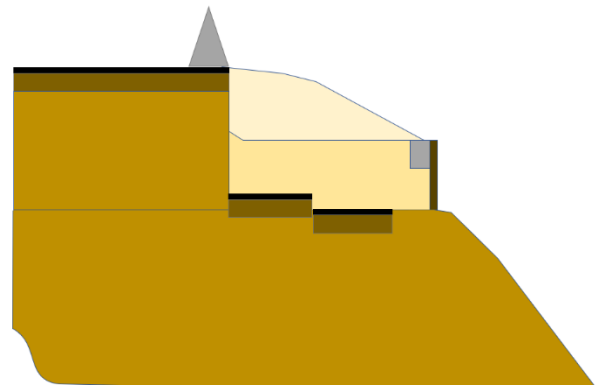
Their modeling indicates that an additional 30' of failure may occur from the previous top of the slope. This would mean the entire road width could fail in upcoming years if similar moisture patterns occur.

They have noted that their results are based on the boring samples which are not complete for modeling purposes. They recommend that previous borings be redone to a greater depth and an additional 12 borings take place. The additional borings would include locations upland, down slope and further along the road. They also recommend the borings include spring ground water measurements to more accurately model the failure conditions. Their additional studies may require plans not being finalized until spring 2020. The additional cost for the borings will be provided at the meeting.

Only after the new borings can be incorporated into the model can Dubois & King provide the best recommendation for road relocation. Until then, I've met with Dave Ouellette to discuss possible options for an interim fix. Each of the following options would include Public Works tearing down and hauling off the existing homes.

Interim Fix #1. – Fill in the hole again

The cost of materials to fill in the hole would be approximately \$4,000. Concern about this option is that all previously placed materials subsided so there is no guardrail to act as a retaining element and keep the materials in place like the last time we did this. The travel lane widths could not be increased to previous year widths. While this is not a recommended fix for increasing the traveling surface, it may be appropriate to provide some fill along the failure edge to limit further surficial collapse.



Interim Fix #2 – Relocate the road

Using the currently proposed new alignment of the road, Public Works would cut in a temporary road. This would include a cutting depth near 16-inches and filling in the path with 8" of gravel,

6” of asphalt millings available at the Public Works yard, and then providing an 1.5” asphalt overlay. A similar design was used on other city roads and has held up well over the years. This option would require relocation of power poles by EMERA and would risk the materials being wasted when the ultimate road location is determined. Material costs for this option are approximately \$35,000.

Interim Fix #3 – Relocate the power and expand current driving lanes

The final option discussed was to have EMERA cut and remove their power lines within the disturbed bounds of the project. They’ve indicated that this would not affect service due to redundancy in the system. Rather than relocate the road a full 30 feet to the east, the Public Works would expand the existing travel lanes with rebuilt shoulders. Barricades could remain in their current location. The crews would continue to monitor movement in the area for safety, but minimal material would be wasted since the ultimate alignment is to be determined. Cost for this option is estimated at about \$15,000.

Action Needed:

The Council may discuss the proposed options and provide direction to staff as desired.