

## CITY COUNCIL MEETING NOTICE AND AGENDA

Notice is hereby given that the City Council of Caribou will hold a City Council Meeting on **Monday, August 19, 2019** in the Council Chambers located at 25 High Street, **6:00 pm**.



- 1. Roll Call**
- 2. Pledge of Allegiance**
- 3. Public Forum**
  - a. Age Friendly Community Progress – Elizabeth Singer
- 4. Financials**
  - a. 2018 Annual Audit Report Pg 2
  - b. July Financial Report Pgs 3-19
  - c. Discussion Regarding Establishment of a Rainy-Day Fund Pg 20
  - d. Fire/EMS Department Cost Per Resident Pg 21
- 5. Bid Openings, Awards, and Appointments**
  - a. Appointment of Phil McDonough to the Nylander Board Pg 22
  - b. Appointment of Council Liaison to the Recreation Board
  - c. CDBG Advisory Committee Pg 23-24
- 6. Public Hearings and Possible Action items**
  - a. Acceptance of \$180,000 of CDBG Funds to assist Porvair Filtration Inc. with equipment purchases and building upgrades Pg 25
- 7. New Business**
  - a. Discussion and Possible Action Regarding Renewal of Liquor License for The Great Wall Inc DBA Jade Palace at 30 Skyway Dr Pg 26-31
  - b. Resolution 08-01-2019 CDBG Housing Displacement Plan Approval Pgs 32-35
  - c. Resolution 08-02-2019 Fair Housing Resolution Pgs 36-38
  - d. Resolution 08-03-2019 Standards of Conduct Pgs 39-42
  - e. Resolution 08-04-2019 Accepting CDBG funds for Economic Development Purposes Pg 43
- 8. Old Business & Adoption of Ordinances and Resolutions**
  - a. Reconsideration of Resolution 07-01-2019 Pgs 44-47
  - b. Resolution 08-05-2019 Tax Anticipation note Pgs 48-49
- 9. City Manager's Report**
  - a. 2020 Budget Process Pg 50  
Pgs 51-52
- 10. Reports and Discussion by Mayor and Council Members**
  - a. Caribou General Plan Update
  - b. New Public Safety Facility Options
- 11. Reports of Officers, Staff, Boards and Committees** Pgs 53-67
- 12. Executive Session(s)** (May be called to discuss matters identified under Maine Revised Statutes, Title 1, §405.6)
  - a. Legal matter under §405.6.E regarding a Settlement Agreement with the MHRC
  - b. Economic Development and Real Estate under §405.6.C
    - i. 60 Access Highway
    - ii. Business Located at 7 Dow Siding Road
  - c. Labor Contracts with Patrol Officers, Sergeants, and Fire fighters under §405.6.D
- 13. Next Meeting(s):** September 9 and 23
- 14. Adjournment**

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

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



**MEMO**

**TO:** Caribou City Council Members  
**FROM:** Dennis Marker, City Manager  
**RE:** 2018 Annual Financial Audit  
**DATE:** August 9, 2019

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**DISCUSSION ONLY ITEM**

An audit of the city's 2018 financial records was conducted by Felch & Company, LLC who are certified public accountants. A hard copy of the audit was provided separately for the Council members. A digital copy of the report can be found on the city's financial department website or through the following link:

<http://www.cariboumaine.org/wp-content/uploads/2019/07/2018-Audit.pdf>

At the end of 2018, the city's

Total Assets =	\$28,470,044 (\$677,507 less than the previous year)
Total Liabilities =	\$2,200,473 (\$429,493 less than the previous year)
Total Revenues =	\$15,345,615 (\$393,957 less than the previous year)
Total Expenses =	\$15,715,961 (\$174,464 more than the previous year)

There were no significant findings in the audit.

The report indicates the city "continues to be fiscally strong."

Our Financial Director, Carl Grant, and his staff should be commended for their fine work on handling of financial resources and records on behalf of the city. We also appreciate the services of Felch & Company and appreciate the professionalism of their team and work.

# General Ledger Summary Report

Fund(s): ALL

July

Account	Beginning	Beg Bal	Curr Mnth	---- Y T D ----		Balance
	Balance	Net	Net	Debits	Credits	Net
<b>1 - Gen Fund</b>	-1,694.68	467,660.00	0.00	42,025,299.38	42,492,959.38	0.00
<b>Assets</b>	<b>9,131,539.53</b>	<b>9,222,236.09</b>	<b>8,224,405.47</b>	<b>17,848,456.56</b>	<b>13,284,298.10</b>	<b>13,786,394.55</b>
101-00 CASH (BANK OF MAINE)	3,858,325.90	3,761,391.25	-180,795.15	5,558,728.60	8,580,980.71	739,139.14
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	0.05	600.20	0.00	600.20
110-00 SECTION 125 CHECKING FSA	9,580.11	9,652.30	-1,566.20	20,739.56	11,359.50	19,032.36
110-04 2018 SECTION 125 CHECKING HRA	50,795.28	41,168.58	0.00	280.63	41,449.21	0.00
110-05 2019 SECTION 125 CHECKING HRA	0.00	0.00	-6,099.33	109,930.76	43,170.92	66,759.84
111-00 RETIREMENT INVESTMENT	3,000,000.00	3,000,000.00	0.00	0.00	0.00	3,000,000.00
117-00 RLF #10 INVESTMENT	232,933.54	233,196.31	0.00	1,542.71	0.00	234,739.02
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	-8,053.64	151,752.31	154,689.35	82.73
124-00 GAS INVENTORY	13,365.78	6,548.32	7,412.65	51,983.74	48,909.73	9,622.33
125-00 ACCOUNTS RECEIVABLE	14,467.20	186,689.25	-135,750.27	286,069.74	437,419.49	35,339.50
126-00 SWEETSOFT RECEIVABLES	533,407.36	564,626.28	-8,821.46	1,046,677.84	980,408.87	630,895.25
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	1.75	0.00	1,162.54
181-00 HAMILTON LIBRARY TR. INVEST	1,736.78	1,748.17	0.00	22.56	0.00	1,770.73
182-00 KNOX LIBRARY INVESTMENT	9,783.86	9,828.91	0.00	97.66	0.00	9,926.57
183-00 CLARA PIPER MEM INV	668.63	669.17	0.00	1.01	0.00	670.18
184-00 JACK ROTH LIBRARY INVEST	27,126.73	27,299.68	0.00	303.64	0.00	27,603.32
185-00 KEN MATTHEWS SCHOLARSHIP FUN	7,377.01	7,385.56	0.00	20.33	0.00	7,405.89
187-00 DOROTHY COOPER MEM INV	58,988.30	59,248.87	0.00	516.03	0.00	59,764.90
189-00 MARGARET SHAW LIBRARY INV	12,876.89	12,894.19	0.00	47.53	0.00	12,941.72
190-00 GORDON ROBERTSON MEM INV	11,431.40	11,444.68	0.00	25.28	0.00	11,469.96
191-00 MEMORIAL INVESTMENT	6,089.25	6,101.18	0.00	26.13	0.00	6,127.31
192-00 G. HARMON MEM INV	6,735.66	6,743.77	0.00	14.89	0.00	6,758.66
193-00 BARBARA BREWER FUND	5,321.93	5,332.25	0.00	19.65	0.00	5,351.90
194-00 RODERICK LIVING TRUST	16,351.82	16,370.64	0.00	37.07	0.00	16,407.71
196-00 PHILIP TURNER LIBRARY INV	0.00	0.00	0.00	9,798.20	0.00	9,798.20
198-00 TAX ACQUIRED PROPERTY	118,383.08	96,383.08	-4,097.75	0.00	25,159.18	71,223.90
198-15 TAX ACQUIRED PROPERTY 2015	-22,000.00	0.00	0.00	1,212.77	1,212.77	0.00
198-16 TAX ACQUIRED PROPERTY 2016	0.00	0.00	0.00	7,052.83	7,052.83	0.00
198-17 TAX ACQUIRED PROPERTY 2017	0.00	0.00	0.00	9,089.17	9,089.17	0.00
198-18 TAX ACQUIRED PROPERTY 2018	0.00	0.00	0.00	15,876.63	15,876.63	0.00
198-19 TAX ACQUIRED PROPERTY 2019	0.00	0.00	0.00	2,489.90	2,503.30	-13.40
200-14 2014 TAX RECEIVABLE	0.00	0.00	0.00	15.00	15.00	0.00
200-18 2018 TAX RECEIVABLE	822,221.88	822,221.88	0.00	5,746.12	827,439.49	528.51
200-19 2019 TAX RECEIVABLE	-18,203.03	-18,203.03	8,257,340.82	8,323,552.86	356,225.23	7,949,124.60
200-20 2020 TAX RECEIVABLE	0.00	0.00	-804.60	0.00	804.60	-804.60
205-16 2016 LIENS RECEIVABLE	214.01	214.01	0.00	0.00	0.00	214.01
205-17 2017 LIENS RECEIVABLE	182,378.24	182,378.24	-10,339.82	87.72	62,675.15	119,790.81
205-18 2018 LIENS RECEIVABLE	0.00	0.00	-57,419.67	369,388.11	128,476.20	240,911.91
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	-4,244.09	0.00	4,244.09	5,467.93
210-14 2014 PP TAX RECEIVABLE	15,362.47	15,362.47	-1,671.20	0.00	1,671.20	13,691.27
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	0.00	0.00	515.22	11,094.59
210-17 2017 PP TAX RECEIVABLE	14,175.97	14,175.97	-565.24	0.00	1,549.65	12,626.32

# General Ledger Summary Report

Fund(s): ALL  
July

Account	Beginning	Beg Bal	Curr Mnth	---- Y T D ----		Balance
	Balance	Net	Net	Debits	Credits	Net
<b>1 - Gen Fund CONT'D</b>						
210-18 2018 PP TAX RECEIVABLE	38,030.96	38,030.96	-237.08	0.00	16,377.70	21,653.26
210-19 2019 PP TAX RECEIVABLE	-10,761.17	-10,761.17	378,837.23	379,060.23	1,101.42	367,197.64
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	235,867.84	235,867.84	0.00
304-00 FICA W/H	0.00	0.00	0.00	310,068.06	310,068.06	0.00
305-00 MEDICARE WITHHOLDING	0.00	0.00	0.00	72,517.42	72,517.42	0.00
306-00 STATE WITHHOLDING	0.00	0.00	0.00	95,332.88	95,332.88	0.00
307-00 M.S.R.S. W/H	0.00	0.00	0.00	96,180.13	96,180.13	0.00
307-01 MSRS EMPLOYER	0.00	0.00	0.00	69,315.32	69,467.67	-152.35
308-00 AFLAC INSURANCE	-1.51	0.00	-0.16	5,002.64	5,003.76	-1.12
309-00 DHS WITHHOLDING	0.00	0.00	0.00	167.55	167.55	0.00
312-00 HEALTH INS. W/H	-23,946.38	-23,946.38	1,472.34	158,661.69	159,851.33	-25,136.02
314-00 UNITED WAY W/H	0.00	0.00	0.00	90.00	90.00	0.00
315-00 TEAMSTERS W/H	0.00	0.00	0.00	171.00	171.00	0.00
315-01 FIREFIGHTERS UNION W/H	0.00	0.00	0.00	4,764.00	4,764.00	0.00
316-00 COUNCIL #93 W/H	0.00	0.00	0.00	2,415.60	2,415.60	0.00
317-00 PW UNION INS	0.00	0.00	0.00	989.40	989.40	0.00
318-00 MMA INCOME PROTECTION	-6,223.43	-6,223.43	255.22	22,336.68	22,655.36	-6,542.11
319-00 REAL ESTATE TAX W/H	0.00	0.00	0.00	19,366.00	19,366.00	0.00
320-00 ICMA RETIREMENT CORP	0.00	0.00	0.00	111,511.26	111,511.26	0.00
320-01 ICMA EMPLOYER MATCH	0.00	0.00	0.00	24,698.46	24,698.46	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	700.00	700.00	0.00
322-00 RETIRED HEALTH INS PROGRAM	0.00	0.00	0.00	5,206.75	5,206.75	0.00
323-00 MMA SUPP. LIFE INSURANCE	-1,041.65	-1,041.65	80.44	6,758.44	6,952.12	-1,235.33
324-00 MISC. WITHHOLDING	0.00	0.00	0.00	884.00	884.00	0.00
325-00 DED. FOR VALIC	0.00	0.00	0.00	23,666.82	23,666.82	0.00
325-01 VALIC EMPLOYER MATCH	0.00	0.00	0.00	6,834.00	6,834.00	0.00
329-00 SALES TAX COLLECTED	-123.00	-123.00	-3.91	124.74	9.12	-7.38
330-00 VEHICLE REG FEE (ST. OF ME)	-4,503.00	0.00	-4,643.25	128,023.75	137,734.50	-9,710.75
331-00 BOAT REG FEE INLAND FISHERIES	-86.00	0.00	4,034.10	13,567.21	15,985.49	-2,418.28
332-00 SNOWMOBILE 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	-634.01	21,031.31	32,774.63	-11,743.32
335-00 PLUMBING PERMITS (ST. OF ME)	-898.75	-56.25	-257.50	0.00	1,772.50	-1,828.75
336-00 CONCEALED WEAPON PERMIT	80.00	80.00	260.00	660.00	660.00	80.00
338-00 CONNOR EXCISE TAX	0.00	0.00	0.00	27,136.92	27,136.92	0.00
339-00 CONNOR BOAT EXCISE	0.00	0.00	19.20	56.00	66.00	-10.00
340-00 DOG LICENSES (ST. OF ME)	-1,543.00	0.00	44.00	2,127.00	2,171.00	-44.00
341-00 FISHING LICENSES (ST. OF ME)	-425.00	0.00	526.00	4,100.00	4,588.00	-488.00
342-00 HUNTING LICENSES (ST. OF ME)	-2,034.00	0.00	127.75	4,214.75	4,693.00	-478.25
347-00 NEPBA UNION PD	0.00	0.00	0.00	5,100.00	5,100.00	0.00
<b>Liabilities</b>	<b>6,972,572.34</b>	<b>6,852,151.09</b>	<b>4,265,438.22</b>	<b>3,939,171.76</b>	<b>6,425,648.07</b>	<b>9,338,627.40</b>
and Fund	0.00	0.00	0.00	0.00	0.00	0.00
Balances	6,972,572.34	6,852,151.09	4,265,438.22	3,939,171.76	6,425,648.07	9,338,627.40
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	0.00	0.00	1,542.71	234,739.02
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 ACQUISITIONS/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	-1,490.08	1,548.56	0.00	15,803.02

**General Ledger Summary Report**

Fund(s): ALL

July

Account	Beginning	Beg Bal	Curr Mnth	---- Y T D ----		Balance
	Balance	Net	Net	Debits	Credits	Net
<b>1 - Gen Fund CONT'D</b>						
365-05 PARK IMPROVEMENT RESERVE	53,471.03	47,621.03	0.00	0.00	576.70	48,197.73
365-08 REC NONAPPROPRIATED SPEC PROJ	2,490.17	2,490.17	0.00	0.00	0.00	2,490.17
365-09 RECREATION EQUIPMENT RESERVE	-4,827.10	-4,827.10	0.00	8,912.11	4,448.41	-9,290.80
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	0.00	80.90	3,232.00	3,151.10
365-12 CRX/TOS RESERVE	3,474.46	3,306.53	-198.83	1,499.78	3,000.00	4,806.75
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	998.00	5,089.50
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	240.00	0.00	36,037.14
366-02 LIBRARY MEMORIAL FUND	24,791.97	24,715.26	-160.59	567.15	2,261.02	26,409.13
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	233.23	1,000.00	777.99
367-01 POLICE DONATED FUNDS	29,180.67	28,700.67	0.00	467.00	0.00	28,233.67
367-02 POLICE DEPT EQUIPMENT	33,727.26	33,727.26	1,070.10	1,491.26	11,051.63	43,287.63
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	-2,902.27	6,611.76	2,205.42	11,827.16
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	0.00	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	0.00	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
370-01 GRIMES MILL RD ENGINEERING	-14,999.70	0.00	0.00	171,330.00	171,330.00	0.00
370-03 PW EQUIPMENT RESERVE	209,279.72	209,279.72	0.00	184,680.00	975.12	25,574.84
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	655.52	0.00	8,995.29	-83,158.48
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	-659.05	106,358.27	128.25	-166,751.10
371-01 ASSESSMENT REVALUATION RESERVA	65,351.91	65,351.91	0.00	0.00	0.00	65,351.91
371-02 ASSESSING COMPUTER RESERVE	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	1,076.15	1,250.00	173.85

**General Ledger Summary Report**

Fund(s): ALL  
July

Account	Beginning	Beg Bal	Curr Mnth	---- Y T D ----		Balance
	Balance	Net	Net	Debits	Credits	Net
<b>1 - Gen Fund CONT'D</b>						
372-01 AIRPORT RESERVE	-26,572.33	-26,572.33	0.00	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	1,015.00	0.00	5,765.00	16,650.00
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	0.00	2,181.00	0.00	-1,723.50
373-05 BIO-MASS BOILERS	-49,301.49	-49,301.49	0.00	52,039.00	0.00	-101,340.49
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	280.63	0.00	36,313.12
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	25,443.60	30,128.55
373-12 NBRC BIRDS EYE	-43,764.22	-43,764.22	-7,901.60	120,771.56	88,986.90	-75,548.88
373-16 2018 HRA RESERVE	50,795.28	41,168.58	0.00	41,449.21	280.63	0.00
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	-6,099.33	43,170.92	109,930.76	66,759.84
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	93.63	5,606.43	4,532.34	91,971.15
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	9,274.99	3,780.75	9,274.99	10,704.08
388-00 HILLTOP TIF	-155.25	-155.25	10,482.85	0.00	10,482.85	10,327.60
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 I OT MAINTFNANCF RFS	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	-380.00	380.00	0.00	355,879.58
405-00 ASSESSING COMPUTER RESERVE	0.00	0.00	0.00	375.00	0.00	-375.00
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	504,288.00	0.00	504,288.00	504,290.13
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	0.00	14,787.14	14,811.47	7,409.89
423-00 DR. CARY CEMETERY TRUST FUND	1,159.90	1,160.79	0.00	0.00	1.75	1,162.54
424-00 HAMILTON LIBRARY TRUST FUND	1,736.78	1,748.17	0.00	0.00	22.56	1,770.73
425-00 KNOX LIBRARY MEMORIAL FUND	9,783.86	9,828.91	0.00	0.00	97.66	9,926.57
426-00 CLARA PIPER MEM FUND	668.63	669.17	0.00	0.00	1.01	670.18
427-00 JACK ROTH LIBRARY MEM FUND	27,126.73	27,299.68	-163.71	3,258.78	303.64	24,344.54
429-00 BARBARA BREWER FUND	5,321.93	5,332.25	0.00	43.21	19.65	5,308.69
430-00 D. COOPER MEM FUND	58,988.30	59,248.87	0.00	4,000.00	516.03	55,764.90
432-00 MARGARET SHAW LIBRARY MEMORI	12,876.89	12,894.19	0.00	0.00	47.53	12,941.72
433-00 GORDON ROBERTSON MEM FUND	11,431.40	11,444.68	0.00	0.00	25.28	11,469.96
434-00 MEMORIAL INVESTMENT	6,089.25	6,101.18	0.00	0.00	26.13	6,127.31
435-00 RODERICK LIVING TRUST	16,351.82	16,370.64	0.00	0.00	37.07	16,407.71
436-00 AMBULANCE REIMBURSEMENT	10,858.66	11,239.52	1,320.75	6,220.46	7,691.63	12,710.69
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	19,569.82	8,898.20
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

**General Ledger Summary Report**

Fund(s): ALL  
July

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ----		Balance Net
				Debits	Credits	
<b>1 - Gen Fund CONT'D</b>						
457-00 HOMELAND SECURITY RESERVE	2,277.92	2,277.92	0.00	0.00	0.00	2,277.92
460-00 YARD SALE	-905.52	-905.52	0.00	1,188.32	1,105.00	-988.84
461-00 CRAFT FAIR	15,167.73	14,096.45	0.00	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
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	-1,500.00	1,613.94	2,150.00	2,669.97
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	-1,498.13	6,092.41	14,611.00	-17,676.35
469-00 DENTAL INSURANCE	1,339.99	1,339.99	-189.58	8,643.85	9,291.22	1,987.36
470-00 EYE INSURANCE	540.18	540.18	-13.43	1,779.19	1,844.27	605.26
471-00 RC2 TIF	27,498.34	17,545.04	34,691.09	15,169.50	34,691.09	37,066.63
472-00 ANIMAL WELFARE	4,357.00	4,407.00	16.21	74.79	2,461.00	6,793.21
477-00 LED STREET LIGHTS	35,558.00	35,558.00	0.00	74,266.60	300,000.00	261,291.40
478-00 G. HARMON MEM FUND	6,735.66	6,743.77	0.00	0.00	14.89	6,758.66
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	0.00	0.00	93,507.76	478,978.15
483-03 DUE TO FUND 3	491,541.76	491,541.76	6,773.24	0.00	43,407.78	534,949.54
483-04 DUE TO FUND 4	240,462.42	240,462.42	4,232.27	0.00	25,542.22	266,004.64
483-05 DUE TO FUND 5	2,354,245.13	2,354,245.13	364,489.41	0.00	373,254.26	2,727,499.39
484-02 DUE FROM FUND 2	-349,286.23	-352,898.09	-696.38	78,136.56	0.00	-431,034.65
484-03 DUE FROM FUND 3	-401,040.09	-401,219.55	-14,766.95	50,649.29	0.00	-451,868.84
484-04 DUE FROM FUND 4	-232,570.46	-232,853.98	-3,629.89	26,014.44	0.00	-258,868.42
484-05 DUE FROM FUND 5	-1,745,229.93	-1,746,032.86	-17,516.44	119,775.79	0.00	-1,865,808.65
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	5,410.39	0.00	6,808.34	6,808.34
493-00 RSU 39 COMMITMENT	-1,082,828.22	-1,082,828.22	3,381,360.63	2,117,630.85	3,697,293.00	496,833.93
494-00 TRI COMMUNITY/AWS	0.00	0.00	0.00	470,000.00	683,163.00	213,163.00
496-00 BIRTH RECORDS STATE FEE	70.80	0.00	12.00	588.40	724.80	136.40
497-00 DEATH RECORDS STATE FEE	160.00	0.00	-4.40	700.00	820.80	120.80
498-00 MARRIAGE RECORDS STATE FEE	14.00	0.00	22.80	150.80	214.40	63.60
<b>Fund Balance</b>	<b>2,160,661.87</b>	<b>1,902,425.00</b>	<b>3,958,967.25</b>	<b>20,237,671.06</b>	<b>22,783,013.21</b>	<b>4,447,767.15</b>
500-00 EXPENDITURE CONTROL	0.00	0.00	-646,734.81	5,086,463.48	10,085,265.70	4,998,802.22
510-00 REVENUE CONTROL	0.00	0.00	4,605,702.06	15,151,207.58	12,497,609.51	-2,653,598.07
600-00 FUND BALANCE	2,160,661.87	1,902,425.00	0.00	0.00	200,138.00	2,102,563.00
<b>2 - Snowmoible Trail Maintenance</b>						
<b>Assets</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>226,668.32</b>	<b>226,668.32</b>	<b>0.00</b>
<b>Liabilities</b>	<b>2,456.10</b>	<b>5,456.02</b>	<b>31.38</b>	<b>116,889.47</b>	<b>162,316.26</b>	<b>50,882.81</b>
and Fund	0.00	0.00	0.00	0.00	0.00	0.00
Balances	2,456.10	5,456.02	31.38	116,889.47	162,316.26	50,882.81
365-11 TRAIL MAINTENANCE RESERVE	38,640.26	38,028.32	-665.00	23,381.71	84,179.70	98,826.31
483-01 DUE TO FUND 1	349,286.23	352,898.09	696.38	0.00	78,136.56	431,034.65
484-01 DUE FROM FUND 1	-385,470.39	-385,470.39	0.00	93,507.76	0.00	-478,978.15
<b>Fund Balance</b>	<b>-2,456.10</b>	<b>-5,456.02</b>	<b>-31.38</b>	<b>109,778.85</b>	<b>64,352.06</b>	<b>-50,882.81</b>
500-00 Expense Control	0.00	0.00	-2,031.38	56,754.85	61,317.13	4,562.28
510-00 Revenue Control	0.00	0.00	2,000.00	43,750.00	3,034.93	-40,715.07

# General Ledger Summary Report

Fund(s): ALL  
July

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ----		Balance Net
				Debits	Credits	
<b>2 - Snowmoible Trail Maintenance CONT'D</b>						
600-00 Fund Balance	-2,456.10	-5,456.02	0.00	9,274.00	0.00	-14,730.02
<b>3 - Housing Department</b>						
<b>Assets</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>186,409.07</b>	<b>186,409.07</b>	<b>0.00</b>
<b>Liabilities</b>	<b>-44,546.85</b>	<b>-44,367.39</b>	<b>7,993.71</b>	<b>43,407.78</b>	<b>54,588.00</b>	<b>-33,187.17</b>
and Fund	0.00	0.00	0.00	0.00	0.00	0.00
Balances	-44,546.85	-44,367.39	7,993.71	43,407.78	54,588.00	-33,187.17
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	14,766.95	0.00	50,649.29	451,868.84
484-01 DUE TO FUND 1	-491,541.76	-491,541.76	-6,773.24	43,407.78	0.00	-534,949.54
<b>Fund Balance</b>	<b>44,546.85</b>	<b>44,367.39</b>	<b>-7,993.71</b>	<b>143,001.29</b>	<b>131,821.07</b>	<b>33,187.17</b>
500-00 Expense Control	0.00	0.00	-14,766.95	50,649.29	92,352.00	41,702.71
510-00 Revenue Control	0.00	0.00	6,773.24	90,000.00	39,469.07	-50,530.93
600-00 Fund Balance	44,546.85	44,367.39	0.00	2,352.00	0.00	42,015.39
<b>4 - FSS</b>						
<b>Assets</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>102,343.66</b>	<b>102,343.66</b>	<b>0.00</b>
<b>Liabilities</b>	<b>-7,891.96</b>	<b>-7,608.44</b>	<b>-602.38</b>	<b>25,542.22</b>	<b>26,014.44</b>	<b>-7,136.22</b>
and Fund	0.00	0.00	0.00	0.00	0.00	0.00
Balances	-7,891.96	-7,608.44	-602.38	25,542.22	26,014.44	-7,136.22
483-01 DUE TO FUND 1	232,570.46	232,853.98	3,629.89	0.00	26,014.44	258,868.42
484-01 DUE FROM FUND 1	-240,462.42	-240,462.42	-4,232.27	25,542.22	0.00	-266,004.64
<b>Fund Balance</b>	<b>7,891.96</b>	<b>7,608.44</b>	<b>602.38</b>	<b>76,801.44</b>	<b>76,329.22</b>	<b>7,136.22</b>
500-00 Expense Control	0.00	0.00	-3,629.89	26,014.44	46,657.68	20,643.24
510-00 Revenue Control	0.00	0.00	4,232.27	50,787.00	25,393.54	-25,393.46
600-00 Fund Balance	7,891.96	7,608.44	0.00	0.00	4,278.00	11,886.44
<b>5 - ECONOMIC DEV</b>						
<b>Assets</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>885,703.05</b>	<b>885,703.05</b>	<b>0.00</b>
<b>Liabilities</b>	<b>-174,645.36</b>	<b>-173,842.43</b>	<b>-308,169.23</b>	<b>373,254.26</b>	<b>158,579.53</b>	<b>-388,517.16</b>
and Fund	0.00	0.00	0.00	0.00	0.00	0.00
Balances	-174,645.36	-173,842.43	-308,169.23	373,254.26	158,579.53	-388,517.16
473-00 DOWNTOWN TIF	166,303.40	166,303.40	38,803.74	0.00	38,803.74	205,107.14
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	17,516.44	0.00	119,775.79	1,865,808.65
484-01 DUE FROM FUND 1	-2,354,245.13	-2,354,245.13	-364,489.41	373,254.26	0.00	-2,727,499.39
<b>Fund Balance</b>	<b>174,645.36</b>	<b>173,842.43</b>	<b>308,169.23</b>	<b>512,448.79</b>	<b>727,123.52</b>	<b>388,517.16</b>
500-00 Expense Control	0.00	0.00	-16,266.44	119,775.79	368,743.70	248,967.91

# General Ledger Summary Report

Fund(s): ALL  
July

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ----		Balance Net
				Debits	Credits	
<b>5 - ECONOMIC DEV CONT'D</b>						
510-00 Revenue Control	0.00	0.00	324,435.67	392,673.00	333,035.82	-59,637.18
600-00 Fund Balance	174,645.36	173,842.43	0.00	0.00	25,344.00	199,186.43
<b>Final Totals</b>	<b>-1,694.68</b>	<b>467,660.00</b>	<b>0.00</b>	<b>43,426,423.48</b>	<b>43,894,083.48</b>	<b>0.00</b>

### Expense Summary Report

Fund: 1  
July

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
10 - GENERAL GOVERNMENT	775,227.00	55,208.60	456,889.67	318,337.33	58.94
17 - HEALTH & SANITATION	250,196.00	41,610.00	145,635.00	104,561.00	58.21
18 - MUNICIPAL BUILDING	58,504.00	2,705.09	34,336.29	24,167.71	58.69
20 - GENERAL ASSISTANCE	65,497.00	2,994.86	27,962.03	37,534.97	42.69
22 - TAX ASSESSMENT	277,807.00	12,970.66	104,281.58	173,525.42	37.54
25 - LIBRARY	214,984.00	14,598.80	123,556.80	91,427.20	57.47
31 - FIRE/AMBULANCE DEPARTMENT	2,270,481.00	172,062.59	1,329,160.59	941,320.41	58.54
35 - POLICE DEPARTMENT	1,701,710.00	127,022.50	966,165.46	735,544.54	56.78
38 - PROTECTION	414,020.00	45,955.15	281,146.89	132,873.11	67.91
39 - CARIBOU EMERGENCY MANAGEMENT	16,074.00	3,415.30	11,085.68	4,988.32	68.97
40 - PUBLIC WORKS	2,302,657.00	111,088.99	1,064,422.56	1,238,234.44	46.23
50 - RECREATION DEPARTMENT	510,280.00	38,415.86	290,530.48	219,749.52	56.94
51 - PARKS	154,445.00	13,852.48	93,823.35	60,621.65	60.75
60 - AIRPORT	39,928.00	1,452.81	45,099.13	-5,171.13	112.95
61 - CARIBOU TRAILER PARK	15,433.00	753.97	7,045.84	8,387.16	45.65
65 - CEMETERIES	6,850.00	0.00	4,250.00	2,600.00	62.04
70 - INS & RETIREMENT	95,050.00	589.90	33,702.29	61,347.71	35.46
75 - CONTRIBUTIONS	4,600.00	0.00	4,600.00	0.00	100.00
80 - UNCLASSIFIED	39,250.00	2,037.25	20,303.14	18,946.86	51.73
85 - CAPITAL IMPROVEMENTS	829,806.00	0.00	0.00	829,806.00	0.00
Final Totals	10,042,799.00	646,734.81	5,043,996.78	4,998,802.22	50.23

# Expense Summary Report

Fund: 2  
July

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
52 - SNOWMOIBLE TRAIL MAINTENANCE	53,024.00	2,031.38	48,461.72	4,562.28	91.40
Final Totals	53,024.00	2,031.38	48,461.72	4,562.28	91.40

### Expense Summary Report

Fund: 3  
July

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
24 - HOUSING	92,352.00	14,766.95	50,649.29	41,702.71	54.84
Final Totals	92,352.00	14,766.95	50,649.29	41,702.71	54.84

# Expense Summary Report

Fund: 4  
July

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
96 - SECTION 8 - FSS PROGAM	46,509.00	3,629.89	25,865.76	20,643.24	55.61
Final Totals	46,509.00	3,629.89	25,865.76	20,643.24	55.61

# Expense Summary Report

Fund: 5  
July

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
11 - ECONOMIC DEVELOPMENT	357,316.00	15,743.97	111,488.78	245,827.22	31.20
12 - NYLANDER MUSEUM	10,013.00	522.47	6,872.31	3,140.69	68.63
Final Totals	367,329.00	16,266.44	118,361.09	248,967.91	32.22

### Revenue Summary Report

Fund: 1  
July

Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
10 - GENERAL GOVERNMENT	6,998,781.00	4,376,438.34	5,764,221.79	1,234,559.21	82.36
17 - HEALTH & SANITATION	170,000.00	0.00	170,000.00	0.00	100.00
18 - MUNICIPAL BUILDING	4,900.00	633.33	3,233.31	1,666.69	65.99
20 - GENERAL ASSISTANCE	25,300.00	1,509.44	11,463.18	13,836.82	45.31
22 - TAX ASSESSMENT	776,908.00	13,647.00	13,823.00	763,085.00	1.78
23 - CODE ENFORCEMENT	6,000.00	1,372.50	7,792.50	-1,792.50	129.88
25 - LIBRARY	6,650.00	313.10	3,298.46	3,351.54	49.60
31 - FIRE/AMBULANCE DEPARTMENT	1,409,503.00	192,814.98	991,803.65	417,699.35	70.37
35 - POLICE DEPARTMENT	111,970.00	14,151.53	75,612.11	36,357.89	67.53
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	0.00	12,783.75	11,216.25	53.27
51 - PARKS	2,250.00	0.00	0.00	2,250.00	0.00
60 - AIRPORT	19,000.00	3,556.84	17,628.18	1,371.82	92.78
61 - CARIBOU TRAILER PARK	18,000.00	1,265.00	8,745.00	9,255.00	48.58
Final Totals	9,775,277.00	4,605,702.06	7,121,678.93	2,653,598.07	72.85

### Revenue Summary Report

Fund: 2  
July

Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
52 - SNOWMOIBLE TRAIL MAINTENANCE	43,750.00	2,000.00	3,034.93	40,715.07	6.94
Final Totals	43,750.00	2,000.00	3,034.93	40,715.07	6.94

# Revenue Summary Report

Fund: 3  
July

Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
24 - HOUSING	90,000.00	6,773.24	39,469.07	50,530.93	43.85
Final Totals	90,000.00	6,773.24	39,469.07	50,530.93	43.85

# Revenue Summary Report

Fund: 4  
July

Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
96 - SECTION 8 - FSS PROGAM	50,787.00	4,232.27	25,393.54	25,393.46	50.00
Final Totals	50,787.00	4,232.27	25,393.54	25,393.46	50.00

### Revenue Summary Report

Fund: 5  
July

Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
11 - ECONOMIC DEVELOPMENT	392,673.00	324,435.62	332,435.62	60,237.38	84.66
12 - NYLANDER MUSEUM	0.00	0.05	600.20	-600.20	---
Final Totals	392,673.00	324,435.67	333,035.82	59,637.18	84.81

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



**MEMO**

**TO:** Caribou City Council Members  
**FROM:** Dennis Marker, City Manager  
**RE:** Rainy Day Funds  
**DATE:** August 9, 2019

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**DISCUSSION ONLY ITEM**

Mayor Goughan requested that information be presented to the City Council regarding a “rainy day fund” for the city.

The city does not currently have a designated rainy-day fund.

Under Maine Revised Statute Title 30-A, Part 2 §5801, cities can create a “Credit reserve account”, which “may be applied in periods of financial emergency to assist in continuing its normal operation without increasing the tax rate.”

To create such a fund, the City can either 1) appropriate funds directly or 2) transfer unencumbered surplus funds to it at the end of any fiscal year. Annual appropriations “may not exceed 5% of the current tax commitment” (in 2019 that would mean \$435,060). Historically, all unencumbered funds have been rolled into the general fund balance and used to offset future tax increases.

State law does not currently cap how much money can be held in these types of accounts.

Use of the credit reserve account funds is predicated solely on the municipal legislative body determination that a “financial emergency exists”(MRS §5801.3.B).

The Council discussed using one-time funds from Aroostook Waste Solutions (AWS) to create a rainy-day fund. There are now \$213,163 remaining from the 2019 AWS disbursement. The City will receive another payment of \$320,000 in January 2020 and \$320,000 again in 2021.

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



**MEMO**

**TO:** Caribou City Council Members  
**FROM:** Dennis Marker, City Manager  
**RE:** Fire/EMS Department Cost per City Resident  
**DATE:** August 9, 2019

**DISCUSSION ONLY ITEM**

Mayor Goughan requested that information be presented to the City Council regarding the cost per resident for having a Fire/EMS department. The following spreadsheet provides the staff response based on the adopted 2019 budget:

	2019 Budget	Budget reflecting potential adjustments to maintain mil rate
<b>Operations</b>		
Income	\$ 1,409,503.00	\$ 1,459,503.00
Expenses	\$ 2,270,481.00	\$ 2,258,481.00
<b>Net Operating</b>	<b>\$ (860,978.00)</b>	<b>\$ (798,978.00)</b>
<b>Capital</b>		
Equipment and Facilities	\$ 78,300.00	\$ 78,300.00
Fire Truck Lease	\$ 116,900.00	\$ 116,900.00
Biomass Boiler (25%) Lease	\$ 25,594.50	\$ 25,594.50
<b>Total Capital</b>	<b>\$ 220,794.50</b>	<b>\$ 220,794.50</b>
<b>Total Operating and Capital</b>	<b>\$ (1,081,772.50)</b>	<b>\$ (1,019,772.50)</b>
Census Estim. City Population 2018	7,614	
2019 Annual Cost per Person	\$ (142.08)	\$ (133.93)

CITIZEN BOARD APPLICATION FORM

RETURN TO CITY CLERK, 25 HIGH STREET, CARIBOU, MAINE 04736

Name: Philip J. McDONOUGH II

Physical Address: 8 PIONEER AVE

Mailing Address: \_\_\_\_\_

Phone Number: 496 8441 Home \_\_\_\_\_ Work \_\_\_\_\_

Cell \_\_\_\_\_ Email \_\_\_\_\_

Professional or Civic Activities (Include other committees you have served on):

2006-2007 X OFFICIO NYLANDER

2008-2011 BOARD MEMBER NYLANDER

" " PLANNING BOARD

2005-2008 CITY COUNCILOR

Education: 2012-2018 CITY COUNCILOR

Present Employer Name & Address: \_\_\_\_\_

Job Title: \_\_\_\_\_

I am Interested in serving on the following committee: NYLANDER

Are you willing to serve on ANY committee if needed?

YES  NO

Philip J. McDough II  
Signature of Applicant



## MEMO

**TO:** Caribou City Council Members  
**FROM:** Dennis Marker, City Manager  
**RE:** Community Development Advisory Committee  
**DATE:** August 9, 2019

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### DISCUSSION AND POSSIBLE ACTION ITEM

The City was notified that its applications for CDBG funding on behalf of Porvair Filtration Inc and for the purpose of developing a regional transportation cooperative were both approved. According to the state CDBG office, *each community receiving Community Development Block Grant (CDBG) funds must form a community development advisory committee (CDAC) to oversee and guide their project through its planning and implementation stages. The committee acts as an arm of the municipality and is formally created and appointed by the community's governing body.*

#### ***Roles for the CDAC***

*The CDAC performs several functions:*

- ***Project manager*** – making sure the project is completed in a satisfactory and timely fashion
- ***Selection of consultants and/or contractors*** – including developing requests for proposals
- ***Compliance with CDBG regulations*** – ensuring that all paperwork, drawdowns, quarterly reports and other requirements are met in an accurate and timely fashion. This often includes coordinating and completing Project Development documentation.
- ***Community input*** – organizing opportunities for the public to be involved in the projects.
- ***Public relations*** – organizing and publicizing the project and its progress.
- ***Handling complaints*** – developing and implementing a policy for hearing and resolving complaints about the project.

The state does not specify how many members are to be appointed to this committee.

According to minutes of the City Council meeting held September 14, 2015, the Council has designated the Business Investment Group (BIG) as its CDBG Advisory Committee. Because of potential conflicts of interest and the rotational nature of BIG, it is recommended that the Council not use BIG for this purpose, albeit a member of BIG can be appointed to serve on the CDAC.

Based on the two projects being considered this year, the following members are recommended for Council consideration. Other individuals may be appointed in the future:

<b>Name</b>	<b>Affiliation</b>
Bill Flagg	Community Advocate, Age Friendly Communities Team
Ken Murchison	City Zoning Admin, Bread of Life Kitchen and BIG affiliate
Lisa Plourde	Caribou Housing Authority Manager
Christina Kane-Gibson	City Events and Marketing Director, Econ. Development liaison

It is also recommended that the Council approve the following complaint policy to be followed by the CDAC (see next page).

## **Caribou Community Development Advisory Committee (CDAC)**

### **Complaint Policy**

1. All complaints must be submitted in writing to the **local** community development office (25 High Street, Caribou, Maine 04736) attn: City Manager. Complaints must include the name and contact information of the complainant, a statement of concerns and/or relevant actions that caused concern
2. All complaints will be shared with CDAC within 5 business days of delivery to the community development offices. A member of the CDAC will contact the complainant as necessary to seek clarification on the circumstances or to address questions about the complaint. The CDAC member may also work to resolve the complaint.
3. The CDAC will respond in writing to each complaint within 10 business days. If the response is not satisfactory, the complainant should request in writing that the complaint be forwarded to the Chief Executive Officer of the community.
4. The Chief Executive Officer will review the complaint and any information available from the CDAC. The CEO will respond in writing within 10 business days.
5. If the complainant remains unsatisfied with the local resolution, they may contact the State Office of Community Development (OCD) CDBG Program Manager. The CDBG Program Manager may request that the complainant forward the written complaint and copies of all correspondence pertaining to the complaint to the OCD.

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



**MEMO**

**TO:** Caribou City Council Members  
**FROM:** Dennis Marker, City Manager  
**RE:** Public Hearing on \$180,000 CDBG Grant  
**DATE:** August 9, 2019

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**Public Hearing (See Agenda Item 7e for Possible Action)**

The City was notified that its application for CDBG funding on behalf of Porvair Filtration Inc was approved. The grant request was for \$180,000 which would be used by Porvair to buy new equipment and improve their buildings. These purchases would enable the creation of at least 6 new jobs. Porvair is obligated to match the grant dollar for dollar. If Porvair does not perform according to their proposal or achieve the project goals, the city would be responsible to pay back the grant.

The city was required to conduct a public hearing on this matter prior to submitting application for the funds. The city is now required to conduct a public hearing for consideration of accepting the funds along with the associated obligations.

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](mailto: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: 09/17/2019

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:

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

REFER TO PAGE 3 FOR FEE SCHEDULE

ALL QUESTIONS MUST BE ANSWERED IN FULL

Corporation Name: <u>The Great Wall Inc</u>			Business Name (D/B/A) <u>Jade Palace Restaurant</u>		
APPLICANT(S) - (Sole Proprietor) <u>JOHN WONG</u>		DOB: <u>04/10/58</u>	Physical Location: <u>30 SKYWAY Drive</u>		
		DOB:	City/Town <u>CARIBOU</u>	State <u>ME</u>	Zip Code <u>04736</u>
Address <u>41 RWS ST.</u>			Mailing Address <u>P.O. Box 1032</u>		
City/Town <u>CARIBOU</u>		State <u>ME</u>	Zip Code <u>04736</u>	Same As Above? <input type="checkbox"/>	
Telephone Number <u>207 498 3648</u>		Fax Number <u>207 496 2530</u>	Business Telephone Number <u>207 498 3648</u>		Fax Number
Federal I.D. # <u>010382984</u>			Seller Certificate #: or Sales Tax #: <u>192343</u>		
Email Address: <u>JWONG3752@YAHOO.COM.</u>			Website:		

Transient guests: \_\_\_\_\_

- If premise is a Hotel or Bed & Brea
- State amount of gross income from  
ROOMS \$ \_\_\_\_\_ FOOD \$ \_\_\_\_\_
- Is applicant a corporation, limited liability company or limited partnership. YES  NO   
If Yes, please complete the Corporate Information required for Business Entities who are licensees.
- Do you 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: JOHN WONG

7. Business records are located at: 30 SKYWAY Drive 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)	Date of Birth
<u>JOHN WONG</u>	[REDACTED]

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

Name: <u>41 Russ St.</u>	City: <u>CARIBOU</u>	State: <u>ME</u>
Name: _____	City: _____	State: _____
Name: _____	City: _____	State: _____

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

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

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: \_\_\_\_\_

16. Describe in detail the premises to be licensed: (On Premise Diagram Required) DANIEL ROSENBERG 171 MADISON AVE RIMOUS NY NY 10016  
80' x 25' = 1800 SQ FT

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? 1/2 miles  
 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 on 8/5, 20 19  
Town/City, State Date

**PLEASE SIGN IN BLUE INK**

[Signature]  
 Signature of Applicant or Corporate Officer(s)  
John Wong  
 Print Name

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

**FEE SCHEDULE**

<b>FILING FEE: (must be included on all applications)</b> .....	\$ <u>10.00</u>
<b>Class I</b> Spirituous, Vinous and Malt .....	\$ 900.00
<b>CLASS I:</b> 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	
<b>Class I-A</b> Spirituous, Vinous and Malt, Optional Food (Hotels Only) .....	\$1,100.00
<b>CLASS I-A:</b> Hotels only that do not serve three meals a day.	
<b>Class II</b> Spirituous Only .....	\$ 550.00
<b>CLASS II:</b> Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; and Vessels.	
<b>Class III</b> Vinous Only .....	\$ 220.00
<b>CLASS III:</b> 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.	
<b>Class IV</b> Malt Liquor Only .....	\$ 220.00
<b>CLASS IV:</b> 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.	
<b>Class III &amp; IV</b> Malt & Vinous Only .....	\$ 440.00
<b>CLASS III &amp; IV:</b> 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.	
<b>Class V</b> Spirituous, Vinous and Malt (Clubs without Catering, Bed & Breakfasts) .....	\$ 495.00
<b>CLASS V:</b> Clubs without catering privileges.	
<b>Class X</b> Spirituous, Vinous and Malt – Class A Lounge .....	\$2,200.00
<b>CLASS X:</b> Class A Lounge	
<b>Class XI</b> Spirituous, Vinous and Malt – Restaurant Lounge .....	\$1,500.00
<b>CLASS XI:</b> Restaurant/Lounge; and OTB.	
<b>SELF-SPONSORED EVENTS: Qualified Caterers Only</b> .....	\$ 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



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

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

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

Please clearly complete this form in its entirety.

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

NAME	ADDRESS (5 YEARS)	Date of Birth	TITLE	Ownership %
JOHN WONG	41 Russ St, CARIBON ME 04736			
YING CHOR CHAN	904 Presquele Rd CARIBON ME			
JING SUN ZHOU	904 Presquele Rd CARIBON From 7/16 - now 722 TYSON AVE PHILADELPHIA PA 19111			
	(From 2006 - 2016 July)			

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

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

7. Has any principal person involved in the entity ever been convicted of any violation of the law, other than minor traffic violations, in the United States?  Yes  No

8. If Yes to Question 7, please complete the following: (attached additional sheets as needed)

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

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

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

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

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

**Signature:**

**PLEASE SIGN IN BLUE INK**

  
\_\_\_\_\_  
Signature of Owner or Corporate Officer

8/5/2019  
\_\_\_\_\_  
Date

JOHN WONG  
\_\_\_\_\_  
Print Name of Owner or Corporate Officer

Submit Completed Forms to:

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

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



**MEMO**

**TO:** Caribou City Council Members  
**FROM:** Dennis Marker, City Manager  
**RE:** Resolution 08-01-2019 Housing Displacement Plan  
**DATE:** August 9, 2019

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**Discussion and Possible Action**

In order to be eligible for use of Community Development Block Grant (CDBG) funds, the State Office of Community Development (OCD) and the Federal department of Housing and Urban development, which administers the CDBG program, require the city to adopt a Housing Displacement Plan.

Resolution 08-01-2019 provides recommended language for the Council to consider appertaining to a displacement plan. The gist of the plan is that the city will strive to not use CDBG funds to displace people from their homes and if we must, we will provide equivalent housing to any displaced persons.

**Resolution 08-01-2019**

**A Resolution of the Caribou City Council  
Establishing A Housing Displacement Policy**

**WHEREAS**, the City of Caribou is a Local Unit of Government under the State of Maine and is authorized to raise or appropriate money for public purposes consistent with Title 30-A, §5722 to 5728, which includes obtaining funds from other government entities; and

**WHEREAS**, the City may, from time to time, need to consider capital projects or economic development activities that could displace persons from their homes; and

**WHEREAS**, certain federal grants require the City to establish a plan and procedures for displacement of persons from the homes.

**NOW THEREFORE BE IT RESOLVED**, that the City Council of Caribou hereby

1. establishes the City of Caribou Anti-Displacement & Relocation Assistance Plan, which is attached as Exhibit A to this resolution, and
2. certifies that it will uphold the contents of this Plan and the intentions of the compliance measures stated when utilizing federal CDBG funds.

This resolution was duly passed and approved by a majority of the City Council of the City of Caribou this \_\_\_\_ day of \_\_\_\_\_ 2019.

\_\_\_\_\_  
R. Mark Goughan, Mayor

\_\_\_\_\_  
Jody Smith, Deputy Mayor

\_\_\_\_\_  
Thomas Ayer, Councilor

\_\_\_\_\_  
Nicole Cote, Councilor

\_\_\_\_\_  
Hugh Kirkpatrick, Councilor

\_\_\_\_\_  
David Martin, Councilor

\_\_\_\_\_  
Joan Theriault, Councilor

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

(Municipal Seal)

# RESIDENTIAL ANTIDISPLACEMENT & RELOCATION ASSISTANCE PLAN

City of Caribou

(under Section 104(d) of the Housing and Community Development Act of 1974, as amended).

## I. PURPOSE:

This Plan is established following Section 104(d) of the Housing and Community Development Act of 1974, as amended. Its objective is to ensure that persons displaced as a result of CDBG assisted projects are treated fairly, consistently, and equitably so that such persons will not suffer disproportionate injuries as a result of a project designed for the benefit of the public as a whole.

## II. COMPLIANCE MEASURES:

The City of Caribou will replace all occupiable and vacant Low-Moderate income dwelling units demolished OR converted with funds provided under the housing and Community Development Act of 1974, as amended, in a way as described as follows:

1. The units must be located within the state recipient's jurisdiction and to the extent possible shall be located within the same neighborhood as the units replaced.
2. The units must be sufficient in number and size to house no less than the number of occupants who could have been housed in the units that are demolished or converted.
3. The units must be provided in standard condition.
4. The replacement units must be made available for occupancy during the period beginning one year before an agreement to convert or demolish the units in question is executed and ending three years after the commencement of the demolition or rehabilitation related to the conversion.

The units must remain Low-Moderate Income dwelling units for at least 10 years from the date of initial occupancy. Before the City of Caribou enters into an agreement to provide funds that will directly result in the demolition of Low-Moderate Income dwelling units or the conversion of Low-Moderate income dwelling units, the City of Caribou will make public and submit the following information in writing to the State:

- 1) A description of the proposed assisted activity;
- 2) The location on a map and the number of dwelling units by size that will be demolished or converted to a use other than for Low-Moderate Income dwelling units as a direct result of the assisted activity;
- 3) A time schedule for the commencement and completion of the demolition or conversion
- 4) The source of funding and a time schedule for the provision of replacement dwelling units;
- 5) The basis for concluding that each replacement dwelling unit will remain a Low-Moderate Income dwelling unit for at least 10 years from the date of initial occupancy;
- 6) Information demonstrating that any proposed replacement dwelling units with smaller dwelling units is consistent with the housing needs of Low-Moderate Income households in the jurisdiction.

Consistent with the goals and objectives of activities assisted under the Housing and Community Development Act, the City of Caribou will take all possible actions within its power to minimize the displacement of persons from their homes.

**III. ASSISTANCE TO PERSONS DISPLACED:**

The City of Caribou shall provide relocation assistance and payments as required under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 or the Housing and Community Development Act of 1974, as amended, Section 104(d) for residents displaced as a result of CDBG funded activities. All displaced residents who are eligible for other housing programs will be helped through that agency's process. In addition, City staff shall provide housing counseling and referral services to assist those displaced to find alternative housing in the neighborhood.

**IV. DEFINITIONS:**

**Displaced Person:** Any person (family, individual, business, nonprofit organization or farm operation) that moves from real property, or moves personal property from real property, permanently and involuntarily, as a direct result of rehabilitation, demolition or acquisition (privately undertaken or public) for HUD-assisted program/project.

**V. AGENCY RESPONSIBILITY:**

The City of Caribou Community Development Department shall be responsible for the implementation of this Plan as well as ensuring compliance with applicable Federal and State law and regulations. The City of Caribou will identify and designate a Relocation Officer to perform functions concerning this Plan.

Any questions regarding this Plan or Federal and State laws regarding displacement should be addressed to the office of the Caribou City Manager.

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



**MEMO**

**TO: Caribou City Council Members**  
**FROM: Dennis Marker, City Manager**  
**RE: Resolution 08-02-2019 Fair Housing Resolution**  
**DATE: August 9, 2019**

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**Discussion and Possible Action**

In order to be eligible for use of Community Development Block Grant (CDBG) funds, the State Office of Community Development (OCD) and the Federal department of Housing and Urban development, which administers the CDBG program, require the city to adopt a Fair Housing Resolution.

Resolution 08-02-2019 was drafted using suggested language from the State of Maine Community Development Block Grant Program.

**Resolution 08-02-2019**

**A Resolution of the Caribou City Council Supporting Fair Housing**

**WHEREAS**, the discrimination in the sale, rental, leasing, financing of housing or land to be used for construction of housing, or in the provision of brokerage services because of race, color, religion, sex, handicap, familial status or national origin is prohibited by Title VIII of the 1968 Civil Rights Act (Federal Fair Housing Law); and

**WHEREAS**, it is the policy of the City of Caribou to implement programs to ensure equal opportunity in housing for all persons regardless of race, color, religion, sex, handicap, familial status or national origin.

**NOW THEREFORE BE IT RESOLVED,**

1. That within available resources the City will assist all persons who feel they have been discriminated against because of race, color, religion, sex, handicap, familial status or national origin to seek equity under federal and state laws with filing a complaint with the Maine Human Rights Commission or the U.S. Department of Housing and Urban Development, Boston Regional Office Compliance Division.
2. That the City shall publicize this Resolution with the intent that through such publicity 1) owners of real estate, developers and buildings will become aware of their respective responsibilities and rights under the Federal Fair Housing Law and any applicable state and local laws or ordinances and 2) those affected but such prohibited activities will obtain knowledge of their respective responsibilities and rights concerning equal opportunity in housing. Such publication shall include but not be limited to printing of this policy and other applicable fair housing information through local media and community contacts.

This resolution was duly passed and approved by a majority of the City Council of the City of Caribou this \_\_\_\_ day of \_\_\_\_\_ 2019.

\_\_\_\_\_  
R. Mark Goughan, Mayor

\_\_\_\_\_  
Jody Smith, Deputy Mayor

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Thomas Ayer, Councilor

\_\_\_\_\_  
Nicole Cote, Councilor

\_\_\_\_\_  
Hugh Kirkpatrick, Councilor

\_\_\_\_\_  
David Martin, Councilor

\_\_\_\_\_  
Joan Theriault, Councilor

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

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



**MEMO**

**TO: Caribou City Council Members**  
**FROM: Dennis Marker, City Manager**  
**RE: Resolution 08-03-2019 CDBG Standards of Conduct**  
**DATE: August 14, 2019**

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**Discussion and Possible Action**

In order to be eligible for use of Community Development Block Grant (CDBG) funds, the State Office of Community Development (OCD) and the Federal department of Housing and Urban development, which administers the CDBG program, requires the city to adopt the Standards of conduct attached to resolution 08-03-2019.

**Resolution 08-03-2019**

**A Resolution of the Caribou City Council Adopting CDBG Standards of Conduct**

**WHEREAS**, the City of Caribou has applied for Community Development Block Grant (CDBG) funds through the Maine Office of Community Development; and

**WHEREAS**, in order to be eligible for CDBG funds, the City must adopt certain standards of conduct as relating to use of such funds.

**NOW THEREFORE BE IT RESOLVED,**

1. In addition to the city’s policies for adherence to standard government accounting practices, the City of Caribou agrees to abide by the standards of conduct provided by the State of Maine Community Development Block Grant for administration of CDBG funds (see attached Exhibit A).

This resolution was duly passed and approved by a majority of the City Council of the City of Caribou this \_\_\_\_ day of \_\_\_\_\_ 2019.

\_\_\_\_\_  
R. Mark Goughan, Mayor

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Jody Smith, Deputy Mayor

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Thomas Ayer, Councilor

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Nicole Cote, Councilor

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Hugh Kirkpatrick, Councilor

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David Martin, Councilor

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Joan Theriault, Councilor

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

# STANDARDS OF CONDUCT

## STATE OF MAINE COMMUNITY DEVELOPMENT BLOCK GRANT

### INTRODUCTION

Elected officials, appointed officials, employees of Community Development Block Grant (CDBG) recipients, and contractors are those responsible for administering Maine's CDBG Program and are also responsible for its integrity. Following sound business practices, prescribed standards of conduct and Department of Housing and Urban Development (HUD) requirements will help protect these grant funds, but also those who administer the program.

### PURPOSE

This notice provides information on specific activities you must avoid and identifies essential HUD requirements that must be met. The requirements will help to prevent fraud and program abuse by alerting essential officials to appropriate standards of conduct.

### AUTHORITIES

Pertinent laws and requirements that you should have copies of are:

- ✓ Housing and Community Development Act of 1974 as amended in 1992.
- ✓ Community Development Block Grant Regulations (24 CFR Part 570).

### PROGRAM REQUIREMENTS & PROHIBITED ACTIVITIES

The following sections reviewed prohibited activities and administrative requirements that must be followed by all CDBG communities.

#### 1. Prohibition against conflicts of interest

CDBG regulations (25 CFR, Part 570.489 (h)) prohibit conflicts of interest. For all CDBG activities: no employee, agent, consultant, officer, or elected official or appointed official of the state, or of a unit of general local government, or of any designated public agencies, or subrecipients may:

- a) Obtain personal or financial interest or benefits including money, favors, gratuities, entertainment or anything of value that might be interpreted as conflict of interest.
- b) Obtain a direct or indirect interest in any contract, subcontract or agreement for any CDBG activity. This prohibition extends to contract in which your spouse, minor child, dependent or business associate may have personal or financial interest. This prohibition extends for a period of one year after you leave your position with a CDBG activity or program.
- c) HUD may grant an exception to this conflict of interest provision if it determines that such exception will enhance the effectiveness of the CDBG project. Requests for such exceptions must be made in writing to this office.

#### 2. Procurement and Contracting Requirements

Provisions of 24 CFR Part 85 and Part 36, Administrative Requirements apply to the CDBG Program grantees. These provisions prohibit the following practices in your procurement and contract administration.

##### a) Circumventing competitive bidding requirements by:

- 1) failing to advertise for sealed bids or soliciting proposals and engaging in noncompetitive negotiation;
- 2) failing to use established evaluation criteria in negotiations;

- 3) splitting bids by breaking down contracts into small parts so that purchase order procedures can be used except to meet Minority/Women Business Enterprise goals;
- 4) favoring or providing a competitive advantage to any one firm or individual; identifying the names of those invited to bid; and preparing fictitious bids to simulate competition.

**b) Failing to adhere to contract award requirements by:**

- 1) allowing excessive price charges;
- 2) awarding contract to other than low bidder without adequate justification; and
- 3) accepting a bid that does not contain a price for all items or services included in the bid invitation.

**c) Failing to verify contractual and programmatic compliance by contractors by:**

- 1) authorizing payment for work not completed;
- 2) falsifying inspection reports;
- 3) altering contractor invoices; and
- 4) misusing modification or change orders.

**1. Financial Management and Recording Systems**

You must comply with the following requirements of 24 CFR part 85.20 and 85.42 and CDBG regulations.

- a) Establish internal controls to safeguard cash, inventory and equipment.
- b) Establish a special ledger account for all CDBG monies.
- c) Maintain financial records including:
  - 1) A register of cash receipts and disbursements;
  - 2) record of all non-cash transactions;
  - 3) General ledger to show the status of each CDBG account;
  - 4) A fixed account ledger, and
  - 5) A record of drawdowns, funds received and balance of funds.
- d) Ensure you maintain financial records and maintain for three years from final closeout.
- e) Use income generated from grant activities for other eligible activities.
- f) Use program income before drawing additional grant funds to pay for allowable program expenses.
- g) Not request or draw down more funds than needed.

**4. Cost Allowance**

You must comply with OMB Circular A-87, Cost Principles for State and Local Governments. You may not spend CDBG funds on ineligible activities including:

- a) Expenses required to carry out the regular responsibilities of the general local government.

- b) Partisan political activities (e.g. contributions towards political campaigns, voter registration or candidate forums).

**5. Program Monitoring**

Regulation CFR Part 85.40 states you must monitor the performance of grant supported activities to assure compliance with federal requirements and that performance goals are being achieved. It is suggested you:

- a) Keep records for your on-site visits to sub grantees and contractors.
- b) Place special emphasis on your monitoring of the highest risk sub recipients and contractors.

**DATE ADOPTED:** \_\_\_\_\_

**AUTHORIZED SIGNATURES**

<b>Name</b>	<b>Date</b>

Municipal Seal

**Resolution 08-04-2019**

**A Resolution Accepting 2019 CDBG Economic Development Program Funds**

**WHEREAS**, the City of Caribou applied to the Department of Economic and Community Development for a Community Development Block Grant to carry out a community development program; and

**WHEREAS**, the planning process required by Maine Law and the CDBG Program have been complied with, including participation in the planning process by low - moderate income families and individuals and the community has conducted at least one duly advertised public hearing; and

**WHEREAS**, the Maine Office of Community Development has notified the City that it has been awarded \$180,000 to assist Porvair Filtration Inc. with the purchase of equipment and building enhancements, which will promulgate economic activity and generate jobs in the Caribou region; and

**WHEREAS**, the City of Caribou is cognizant of the requirement that should the intended National Objective of the CDBG program not be met all CDBG funds must be repaid to the State of Maine CDBG program; and

**NOW THEREFORE, be it resolved** by the Council of the City of Caribou that:

- 1) The City accepts the general terms and responsibilities associated with receiving the \$180,000 CDBG award; and
- 2) The Caribou City Manager is authorized and directed to work with the Caribou Community Development Advisory Committee (CDAC) to ensure that the Porvair Filtration Inc project is conducted and completed in accordance with all applicable federal, state, and local requirements appertaining thereto.

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

\_\_\_\_\_  
R. Mark Goughan, Mayor

\_\_\_\_\_  
Jody Smith, Deputy Mayor

\_\_\_\_\_  
Thomas Ayer, Councilor

\_\_\_\_\_  
Nicole Cote, Councilor

\_\_\_\_\_  
Hugh Kirkpatrick, Councilor

\_\_\_\_\_  
David Martin, Councilor

\_\_\_\_\_  
Joan Theriault, Councilor

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

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



**MEMO**

**TO:** Caribou City Council Members  
**FROM:** Dennis Marker, City Manager  
**RE:** Reconsideration of Resolution 07-01-2019  
**DATE:** August 9, 2019

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**DISCUSSION AND POSSIBLE ACTION**

During the July 22, 2019 Council meeting, several motions were made related to the mil rate and the 2019 tax commitment. The Council also directed staff to review city expenses and revenues for possible adjustments to keep the city's portion of the mil rate level with last year.

Resolution 07-01-2019 is now presented to the Council, with an Exhibit A that shows all the recommended budget adjustments to keep the city's portion of the mil rate level.

**Resolution 07-01-2019**

**A Resolution of the Caribou City Council  
Establishing the 2019 Mil Rate and Related Financial Terms**

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

**WHEREAS**, the City's Charter outlines the process by which the city's budgets are to be established, which budgets determine the amount of appropriations needed for the delivery of public services in a manner desired by the general populace of the city; and

**WHEREAS**, the appropriations of the City combined with requests from Aroostook County and the Regional School Unit #39 determine the rate of taxation to be imposed commensurate with the desired levels of public service to be delivered.

**NOW THEREFORE BE IT RESOLVED**, that the City Council of Caribou hereby establishes the following:

1. The tax rate for the commitment of 2019 property taxes shall be .02455.
2. The date of commitment for the 2019 property taxes to be committed to the Tax Collector as pursuant to MRSA Title 36, §505 (1) shall be July 24, 2019
3. The 2019 property taxes will be due and payable upon receipt, pursuant to MRSA Title 36, §505 (2).
4. The date on which interest shall begin accruing on any delinquent 2019 property taxes, pursuant to MRSA Title 36, §505 (4) is October 1, 2019. Note: last day to pay before interest begins will be Monday September 30, 2019.
5. The interest rate to be applied to delinquent 2019 property taxes, pursuant to MRSA Title 36, §505(4) shall be the State maximum rate of 9%.
6. The rate of interest for the overpayment and or abatement of property taxes for 2019, pursuant to MRSA Title 36 § 506-A, shall be 0%.
7. The Council approves the use of lapsed appropriations from 2017, in the amount of \$392,000, to offset appropriations for 2019.
8. Revenue and expense budget adjustments with the above mile rate include the following:

(See attached Exhibit A)

This resolution was duly passed and approved by a majority of the City Council of the City of Caribou this 22<sup>nd</sup> day of July 2019.

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R. Mark Goughan, Mayor

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Jody Smith, Deputy Mayor

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Thomas Ayer, Councilor

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Nicole Cote, Councilor

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Hugh Kirkpatrick, Councilor

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David Martin, Councilor

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Joan Theriault, Councilor

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Attest: Jayne Farrin, City Clerk

**Resolution 07-01-2019, Exhibit A  
2019 Budget Adjustments**

Revenue Budget Changes								
Fund Codes				Code Description	Original Budget	Adjustment	Received as of Aug-9-19	% Recv after adjustment
R	31	1	4	Fire/EMS Medicare Revenues	\$ 620,000	\$ 40,000	\$ 471,213	71.4%
R	31	1	6	Fire/EMS Medicare Contractual Allowances	\$ (270,460)	\$ 10,000	\$ (124,765)	47.9%
R	10	1	6	Excise Taxes	\$ 1,470,000	\$ 5,000	\$ 995,398	67.5%
<b>Total Revenue Adjustment</b>					<b>\$ 10,581,487</b>	<b>\$ 55,000</b>	<b>\$ 7,574,133</b>	<b>71.2%</b>

Expense Budget Changes								
Fund Codes				Code Description	Original Budget	Adjustment	Spent as of Aug-9-19	% spent after adjustment
10	01	003	08	General Government Office Supplies	\$ 10,000	\$ (1,000)	\$ 5,449	61%
10	01	003	02	General Government Advertising	\$ 4,000	\$ (250)	\$ 2,114	56%
10	01	012	01	2019 Election Costs (Remove anticipated Special River Rd)	\$ 7,000	\$ (1,500)	\$ 741	13%
10	01	014	01	General Government new equipment	\$ 1,300	\$ (500)	\$ 255	32%
11	01	394	01	General project expenses	\$ 1,000	\$ (1,000)	\$ -	100%
11	01	394	16	Caribou Days	\$ 1,500	\$ (1,500)	\$ -	100%
18	01	030	01	Municipal Building Supplies	\$ 3,600	\$ (500)	\$ 1,216	39%
18	01	031	01	Municipal Building Maintenance	\$ 8,000	\$ (500)	\$ 3,667	49%
20	01	053	01	General Assistance Funds	\$ 32,500	\$ (2,500)	\$ 11,051	37%
22	01	001	01	Tax Assessing Salaries (Contracted Plumbing Inspector)	\$ 26,000	\$ (5,153)	\$ 1,900	9%
22	01	038	01	Contracted plumbing Social Security	\$ 1,989	\$ (394)	\$ 145	9%
25	01	014	01	Library new equipment	\$ 2,000	\$ (250)	\$ 936	53%
25	01	055	03	Library Books & Periodicals	\$ 18,000	\$ (250)	\$ 6,304	36%
31	01	003	08	Fire/EMS office supplies	\$ 3,500	\$ (1,000)	\$ 114	5%
31	01	009	04	Fire/EMS Professional Dues	\$ 3,000	\$ (1,000)	\$ 920	46%
31	01	014	01	Fire/EMS new equipment	\$ 13,500	\$ (2,500)	\$ 1,101	10%
31	01	051	03	Fire/EMS Maintenance contracts	\$ 10,000	\$ (1,000)	\$ 6,621	74%
31	01	071	03	Fire/EMS Radio Maintenance	\$ 6,000	\$ (500)	\$ 747	14%
35	01	089	01	Police Equipment Reserves	\$ 1,500	\$ (250)	\$ 175	14%
35	01	090	01	PT dog constable (in case volunteer resigns)	\$ 6,760	\$ (4,000)	\$ -	0%
40	01	014	01	PW New equipment	\$ 4,000	\$ (500)	\$ 1,750	50%
40	01	030	01	PW Building Supplies	\$ 1,200	\$ (300)	\$ 189	21%
40	01	126	01	PW Traffic paint	\$ 11,000	\$ (1,000)	\$ 8,876	89%
40	01	130	01	PW Construction Material	\$ 4,500	\$ (500)	\$ -	0%
40	01	132	01	PW Municipal Maintenance	\$ 8,000	\$ (500)	\$ 1,584	21%
40	01	51	05	PW Equipment Maintenance	\$ 135,000	\$ (996)	\$ 91,534	68%
50	01	001	07	Recreation Seasonal Salaries	\$ 109,842	\$ (6,000)	\$ 63,079	61%
50	01	038	01	Recreation Seasonal Social Security	\$ 8,403	\$ (459)	\$ 4,826	61%
61	01	160	01	Caribou Trailer Park Maintenance	\$ 1,700	\$ (700)	\$ -	0%
80	01	201	01	Tax Abatements	\$ 19,000	\$ (10,000)	\$ 6,865	76%
85	10	282	01	Capital - Gen Gov Fleet Vehicle in 2021	\$ 7,000	\$ (1,000)	\$ -	0%
85	10	421	01	Capital - Gen Gov Senior Homestead Credit Program	\$ 50,000	\$ (50,000)	\$ -	100%
85	40	089	01	Capital - PW Equipment Reserves	\$ 131,000	\$ (39,000)	\$ 92,000	100%
<b>Relative to Entire Expense Budget</b>					<b>\$ 10,602,013</b>	<b>\$ (136,502)</b>	<b>\$ 5,261,603</b>	<b>50.3%</b>

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



## **MEMO**

**TO: Caribou City Council Members**  
**FROM: Dennis Marker, City Manager**  
**RE: Resolution 08-05-2019 Tax Anticipation Note Authorization**  
**DATE: August 14, 2019**

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### **Discussion and Possible Action**

During the July 22, 2019 City Council Meeting, the Council discussed authorization of obtaining a tax anticipation note in the amount of \$750,000. This note would serve as a line of credit for the city in the event cash reserves were insufficient to cover accounts payable. The Council approved getting the note after some debate.

Upon reading the City Charter, Section 2.11, it appears that a resolution is necessary for the city to obtain a “note in anticipation of taxes”.

Resolution 08-05-2019 has been drafted to formalize the Council’s actions on July 22 and authorize the city staff to obtain a tax anticipation note with the terms outlined in attached resolution.

**Resolution 08-05-2019**

**A Resolution of the Caribou City Council Authorizing a \$750,000 Tax Anticipation Note**

**WHEREAS**, Caribou City is a body corporate under the laws of the state of Maine; and

**WHEREAS**, the City is dependent upon property taxes as a major source of revenues and there is a period of limited cash flow prior to the property tax commitment each year; and

**WHEREAS**, In order to maintain positive fund balances and assure that all accounts payable are paid, it has been recommended by the City's finance department that a tax anticipation note be acquired for 2019.

**NOW THEREFORE BE IT RESOLVED**, by the City Council of the City of Caribou

1. That the City Finance Director is authorized to obtain a tax anticipation note in the amount of \$750,000 for a period of 12 months and having an annual interest rate not to exceed 2.59%
2. That draws upon the note occur only if other financial strategies are insufficient to prevent the need for the funds or would cause greater financial obligation to the City than use of the funds.

This resolution was duly passed and approved by a majority of the City Council of the City of Caribou this \_\_\_\_ day of \_\_\_\_\_ 2019.

\_\_\_\_\_  
R. Mark Goughan, Mayor

\_\_\_\_\_  
Jody Smith, Deputy Mayor

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Thomas Ayer, Councilor

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Nicole Cote, Councilor

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Hugh Kirkpatrick, Councilor

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David Martin, Councilor

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Joan Theriault, Councilor

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Attest: Jayne Farrin, City Clerk

**City Manager's Report  
August 15, 2019**

<b>River Road</b>	The fourth home has been torn down. PW is doing road repair around town. Waiting for D&K. DuBois & King has been notified that no additional testing is desired and they are working on a proposal to balance road design, separation from anticipated failure points, and cost to construct.
<b>High Street</b>	Milling work is anticipated to start the week of August 19th. Working closely with CUD on utility covers and DOT on paving schedule.
<b>Birdseye Cleanup</b>	The sludge is being removed from the old digester building. McGillans will return to the site for additional clean up when they are finished with a job in Madawaska.
<b>Blight Cleanup</b>	The white shed on the airport property has been demolished. Asbestos cleanup has been approved at the home on York Street and Liberty Ave.
<b>LED Conversion</b>	Lights are being installed. We've received notes of appreciation from residents where the lights have been changed out.
<b>Wage and Classification Policy.</b>	Need to schedule a personnel committee meeting to review available information on non-union employees.
<b>Senior Homestead Tax Exemption Policy.</b>	If council approves the budget adjustments recommended on the agenda, then this project will be closed.
<b>Union Negotiations.</b>	Information will be provided to the Council during executive session at the August 19 meeting.
<b>Pellet Furnace Systems</b>	Adams heating has located a bundle of circuit boards for the boilers. He's seeking places that will sell only the number needed in order to analyze the system needs.
<b>Flora Dale Park</b>	The business owner who expressed interest in owning the Flora Dale Park says he is not interested in leasing the property.
<b>Hilltop Senior Living</b>	Interior work is 70% completed. External modifications will begin soon. The Planning Board recently approved a large solar array system that will support the development.
<b>Airport</b>	Next airport event is a "wings and wheels" display event on August 17.
<b>Public Safety Building</b>	Awaiting additional direction from the Council. This is on the agenda for discussion.
<b>Teague Park</b>	Project is moving forward.
<b>Sincock Park</b>	Project is nearly complete. City has utilized existing materials so far. CUD provided help with extending water lines, which is appreciated.
<b>60 Access Highway</b>	This will be discussed during an executive session on the Aug 19th agenda. Have had a realtor bring one potential buyer through the building.
<b>Cable Franchise Renewal</b>	Received the response from Spectrum. Need to discuss this with the consultant and Council in light of recent FCC rulings
<b>Dunkin Donuts</b>	Under Construction. Waiting for DOT approvals of signs.
<b>Title 13 ReWrite</b>	Planning Board reviewed possible revisions to the ordinance outlines and regulatory framework. This will continue to be discussed in future meetings.
<b>Events and Marketing</b>	Marathon already has more full-race sign ups then last year. City will host a Can-Am qualifying dog race this winter. Sponsorship opportunities going out soon.
<b>Collins Pond Dam</b>	Have requested bids for design services from area engineering firms. The state may have funds to help reconstruct the dam if a fish run is included in the project.
<b>City Hall Office Hours</b>	The city offices have winter hours (8-5) and summer hours (7:30-4:30). The times change around Labor Day and Memorial Day. This coming September 3 when we convert to winter hours, it is proposed that we be open to the public from 9-5 with staff hours returning to 8-5 with an hour lunch. With the limited staffing at the clerk's office and in other departments, there are many hands on projects that can be difficult to complete when waiting on the public. Providing an hour of uninterrupted work time, would help the staff be able to complete some of the filing, writing, reporting, researching and responding duties they have which can be difficult with the many public interactions to also accommodate.

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



**MEMO**

**TO:** Caribou City Council Members  
**FROM:** Dennis Marker, City Manager  
**RE:** 2020 Budget Process  
**DATE:** August 14, 2019

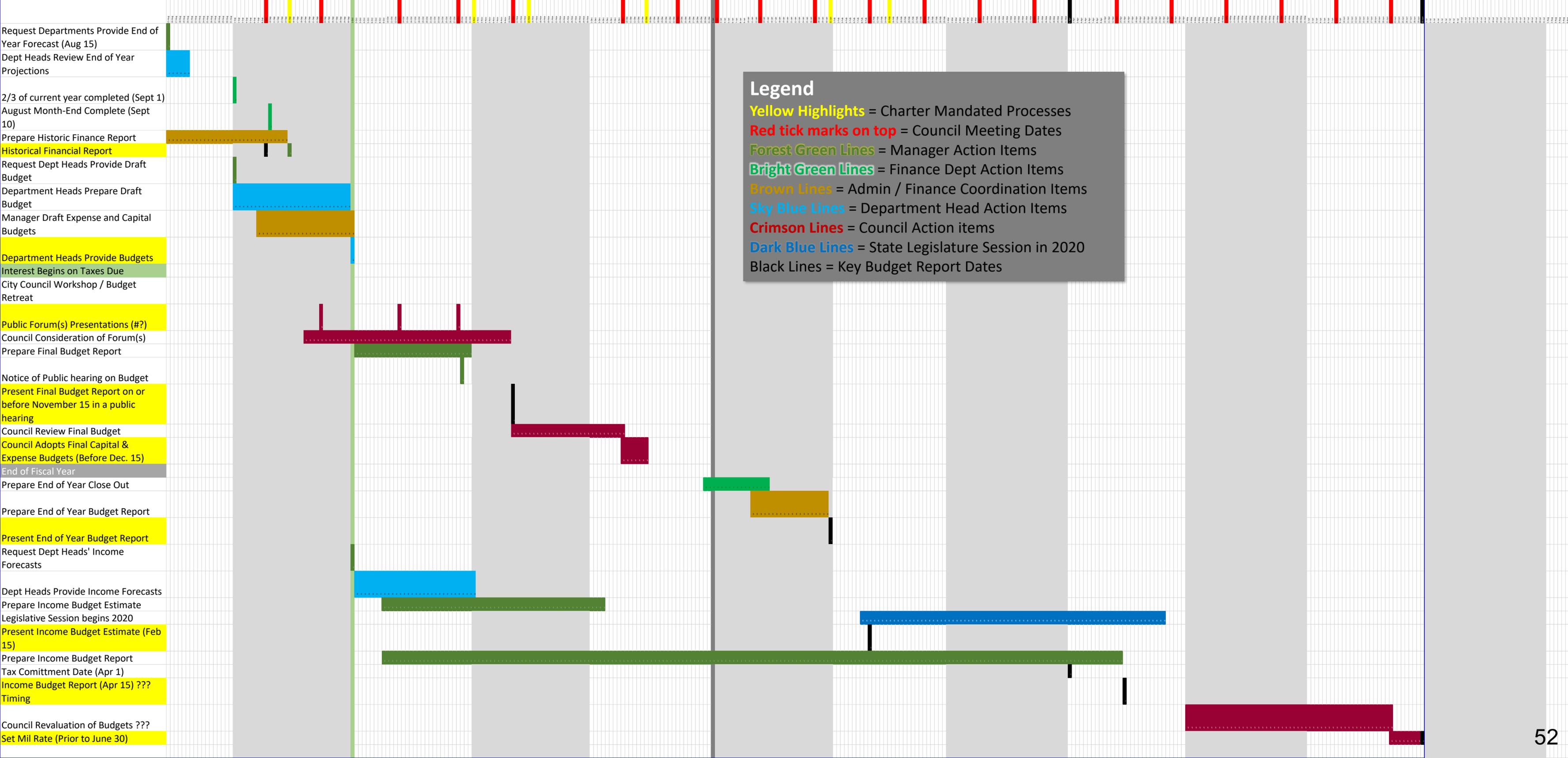
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**Discussion Item**

One of the priorities the Council set for this year was developing a modified budget process.

The following Gantt chart illustrates the budget process from the middle of August through setting the mil rate in June 2020. Several key dates are established by the City's charter (e.g. October 1 the Department Heads must submit their budgets to the City Manager, etc.). The following are some questions for the Council to discuss and provide direction:

- 1) The Charter indicates that the departments heads are to present their budgets in a public forum before the final budget is drafted. (Note: A forum can be any public meeting, work session, hearing, etc.). Would the Council like multiple forums and have different departments present on separate evenings or one forum as has been used in recent years?
- 2) Would the Council like to have a budget retreat this year?
- 3) What budget process adjustments would the Council like to see?



### Legend

- Yellow Highlights** = Charter Mandated Processes
- Red tick marks on top** = Council Meeting Dates
- Forest Green Lines** = Manager Action Items
- Bright Green Lines** = Finance Dept Action Items
- Brown Lines** = Admin / Finance Coordination Items
- Sky Blue Lines** = Department Head Action Items
- Crimson Lines** = Council Action items
- Dark Blue Lines** = State Legislature Session in 2020
- Black Lines** = Key Budget Report Dates



# Caribou Public Library

## DIRECTOR'S REPORT

**To: Mayor and City Councilors  
Dennis Marker, City Manager**  
**From: Hope Rumpca, Library Director**  
**Date: August 5, 2019**

Dear Honorable Mayor, City Councilors and Mr. Marker,

People are beginning to tell me that their summer is wrapping up. I think back-to-school time shifts their minds from summer to fall. Personally, I am hoping for an Indian summer this year – I want my corn to have a chance to actually be something other than a pretty green border in my garden! My hubbie dreams of corn on the cob from the garden, but it seems Mother Nature delights in denying him so usually he must settle for corn on the cob from Hannaford. I tell him THIS could be the year, I feel it!

July has been the month of collaboration. The library has been having fun with Hardscrabble Solutions, Cornerstone of Science, Maine State Library, Space Science Institute, Aroostook County Astronomy Club, Caribou Historical Society, Aroostook County Genealogy Society, and the Francis Malcolm Science Center. All these wonderful people and organizations helped make our July a delight of information on space, the City of Caribou and the Hardison Family!

Our summer reading program for elementary aged children has come to a close, while our teens and adults still have the month of August to earn prizes. We had 112 children sign up and receive their reading logs, of those 52 children actively participated, winning prizes from our local sponsors; 16 of those 52 went above and beyond and completed an incentive activity sheet! Many thanks to Hannaford, Key Bank, Machias Savings Bank, Dunkin Donuts and McDonalds for their much-appreciated contributions to our summer reading program prizes!

A few quick highlights for the month of July:

- 24 children and adults at our Space STEM program
- 26 attended the opening of the Hardison Collection in the Archives
- 36 made the trek to the planetarium at the Francis Malcolm Science Center
- 18 children learned all about telescopes with the Aroostook County Astronomy Club

Our KidzCode classes continue this month, we have 8 children learning to code and telling us all about their fun after class! Those are our special programs, our “regular monthly programs” continue to bring in numbers, from our elementary program on Mondays, our 0-2s on

Tuesdays, our Preschool programing (2-5s) on Wednesdays and all of our different book and discussion clubs throughout the month.

Next month we have some terrific programs!

- We have 2 programs for the homeschoolers in our area: a homeschool curriculum swap and a history program – What you don't know about Caribou!
- Our preschoolers have a guest teacher coming to show them how to "Get Ready for Kindergarten" helping to ease any anxiety they might experience.
- Machias Savings Bank is coming to "Teach Children to Save" helping our 6-11 year olds learn all about savings and budgeting.
- Our preschoolers will be going on a Teddy Bears' Picnic
- For adults we have 2 programs: Essential Oils for Pets and an Introduction to Essential Oils for the Home.
- On the 21<sup>st</sup> Maine Public's Tell Me More Tour will be here from 5:30-7pm. They want to hear from the public on ways to improve programing and what types of coverage is most enjoyed.

I am sure there will also be spur-of-the-moment programing that happens. We enjoy those just as much as our scheduled programing!

Until my next report I wish you bright sunshine, cool breezes and best wishes that your corn will be more than a garden ornament!

As always, Happy Reading!

~Hope



<b>MONTHLY STATISTICAL COMPARISON FOR CIRCULATION</b>												
<b>MATERIAL TYPE</b>	<b>AUG 2018</b>	<b>SEPT 2018</b>	<b>OCT 2018</b>	<b>NOV 2018</b>	<b>DEC 2018</b>	<b>JAN 2019</b>	<b>FEB 2019</b>	<b>MAR 2019</b>	<b>APR 2019</b>	<b>MAY 2019</b>	<b>JUN 2019</b>	<b>JUL 2019</b>
Adult books	1,194	813	721	809	663	829	630	779	761	636	574	772
Juvenile books	1,146	1,209	1,335	946	747	1,299	690	1,085	1,079	887	841	986
Teen/YA books	89	67	72	73	61	60	69	103	83	67	65	115
DVDs	430	381	487	463	328	394	360	374	398	229	240	355
eBooks/Audiobooks	162	143	143	177	159	171	156	206	189	161	157	144
Magazines	68	49	78	78	79	94	66	91	56	40	35	38
Interlibrary loans	77	65	58	41	67	77	55	90	67	96	67	109
<b>TOTAL NUMBERS</b>	<b>3,166</b>	<b>2,727</b>	<b>2,894</b>	<b>2,587</b>	<b>2,104</b>	<b>2,924</b>	<b>2,026</b>	<b>2,728</b>	<b>2,633</b>	<b>2,116</b>	<b>1,979</b>	<b>2,519</b>

OVERALL MONTHLY STATISTICAL COMPARISON												
MATERIAL TYPE	AUG 2018	SEPT 2018	OCT 2018	NOV 2018	DEC 2018	JAN 2019	FEB 2019	MAR 2019	APR 2019	MAY 2019	JUN 2019	JUL 2019
Circulation	3,166	2,727	2,894	2,587	2,104	2,924	2,026	2,728	2,633	2,116	1,979	2,519
Library Visitors	7,049	6,049	7,051	6,121	5,091	5,411	4,652	6,186	6,499	5,971	5,408	6,533
Wi-Fi access	8,699	6,661	7,787	6,350	5,024	4,862	4,049	4,696	6,638	6,805	6,470	7,722
Books added	193	181	186	126	249	179	196	100	140	162	159	213
Books withdrawn	69	357	257	57	144	229	18	355	198	129	235	184
Program Participation	184	237	377	243	200	209	223	403	516	350	437	453
New registered patrons	33	39	21	20	12	14	10	26	35	15	23	18
Archives (# of users)	64	45	32	34	24	41	35	45	49	30	41	66

YEAR-TO-DATE MONTHLY CIRCULATION COMPARISON													
Year	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	TOTAL
2017	1,429	1,647	2,165	1,671	1,782	2,053	2086	2,225	1,995	2,335	2,284	2,094	23,766
2018	1,789	1,755	2,396	2,758	2,192	2,501	2,629	3,166	2,727	2,894	2,587	2,104	29,498
2019	2,924	2,026	2,728	2,663	2,116	1,979	2,519						16,955

# Monthly Permit Report

July 2019

	CURRENT MONTH	YEAR TO DATE	PRIOR YEAR MONTH	PRIOR YEAR TO DATE
BUILDING PERMITS	12	39	3	18
HOMES	2	2	0	2
MOBILE HOMES	0	2	0	0
MULTI-FAMILY	0	1	0	0
COMMERCIAL	2	12	0	1
EXEMPT	0	0	0	1
PLUMBING PERMITS				
INTERNAL	3	7	0	6
EXTERNAL	1	4	1	4
DEMO PERMITS	6	11	1	3
SIGN PERMITS	0	4	0	1

Year-to-Date is      January 2019                      to                      July 2019

NOTE: Of the demo permits issued in July, 4 were for the River Road houses owned by the City of Caribou

## CFAD MONTHLY REPORT

July 2019

Fire Calls 14 Ambulance Calls 183 Cancelled Calls 2 = Total Calls 199

See attached Breakdown

-Alarms for Fires (33)	2	- ALS Calls	125
-Alarms for Rescues (66)		- BLS Calls	58
-Silent Alarms	12	- Amb Calls cancelled:	2
Total Hours Pumped	4	- No Transport	25
Gallons of Water Used	20,002.5	- Long Distance Transfers	16
Amt. of Hose used:	900'	- Calls Turned Over:	13 = \$34,176
Ladders Used (in Feet):	24		
(75'Ariel)_____		Total Out of Town Calls	31
Thermal Imaging Camera Used:	2	Est. Fire Loss, Caribou	\$200
Gas Meter Used:		Est. Fire Loss, out of City	\$
Rescue Sled & Snowmobile:		Total Est. Fire Loss	\$200
Rescue Boat:			
Jaws Used:		Total Maint. Hours	15 mhrs.
		Total Training Hours	42.75 mhrs.
Fire Permits Issued	87		
Miles Traveled by all Units	9,439		

\*Color Guard Trng./Ceremonies

### MUTUAL AID TO:

P.I.F.D.	
F.F.F.D.	
L.F.D.	1
W.F.D.	
Stockholm F.D.	
North Lakes FD	
Crown Amb	2
Van Buren Amb.	
Life Flight	8

### MUTUAL AID FROM:

P.I.F.D.	1
F.F.F.D.	
L.F.D.	
W.F.D.	
Stockholm F.D.	
North Lakes FD	
Crown Amb	

### Out of City Fire and/or Ambulance Responses

LOCATION	# Of Fires Responses	Man Hrs.	#of Amb. Responses
Woodland	0		7
New Sweden	0		5
Connor	0		3
Perham	0		0
Stockholm			8
Westmanland			1
Washburn			5
Wade			0

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Scott Susi, Chief  
Caribou Fire and Ambulance

**BREAKDOWN OF FIRES  
For July 2019**

<b>Situation Found</b>	<b># Of Incidents</b>	<b>Fire Casualties</b>	<b>Est. Property Damage</b>
1. Private Dwellings (111) Mobile Homes (121)			
2. Apartments (3 or more) (111)			
3. Hotels & Motels (111)			
4. Dormitories & Boarding Homes (111)			
5. Public Assembly (Church, Restaurant) (111)			
6. Schools (111)			
7. Institutions (Hospitals, Jails, Nursing Homes) (111)			
8. Stores, Offices (111)			
9. Industry, Utility, Defense (111)			
10. Storage (111)	1		\$200
11. Vacant Buildings or being Built (111)			
12. Fires outside structure w/value (crops, timber, etc.) (171)			
13. Fires Highway Vehicles (131)			
14. Other Vehicles (planes, trains, etc.) (132)			
15. Fires in brush, grass w/no value (140)	1		

**Other Incidents**

16. Haz-Mat (400)	2
17. False Calls (740)	
18. Mutual Aid Calls (571)	1 - LFD
19. Aid to Ambulance (10-55's) (322)	2
20. Aid to Police (551)	1
21. Investigation (Smoke, CO <sub>2</sub> or Alarm) (730)	5 (2 – Alarm; 2 – Smoke; 1 – ??Odor)
22. Service Calls (500)	1 - Search
23. Ambulance Calls (300)	183

Cancelled                    2  
 Fire/Rescue                14  
**Total Calls for the Month:    199**

**Mailing Address:**

P.O. Box 605  
Caribou, Maine 04736-0605

**Physical Address:**

303 Murphy Road  
Fort Fairfield, Maine 04742

[www.aroostookwaste.com](http://www.aroostookwaste.com)

Phone: 207-473-7840

FAX: 207-472-1619



**Aroostook Waste Solutions**

AROOSTOOK WASTE SOLUTIONS

Board of Directors Meeting

June 28, 2019

**MINUTES**

**CALL TO ORDER:** The meeting was called to order by the President at 7:30 am.

**MEMBERS PRESENT:** Dennis Marker, Ken Murchison, Mark Goughan, Stev Rogeski, Andrea Powers, Elizabeth Dickerson, Martin Puckett, Dana Fowler, Mike Chasse

**MEMBERS ABSENT:** Walt Elliott

**OTHERS PRESENT:** Mark Draper, Sharon Raymond

1. Review and approve the minutes of the May 24, 2019 meeting

**A motion was made by Stev Rogeski; and was seconded by Dana Fowler; to approve the minutes as presented. The motion carried unanimously.**

2. Review and approve the financial statements for the period ending May 31, 2019

Mark reviewed the financial notes provided in the Board packet. The loss of the Northern Aroostook Solid Waste Association contract, and very depressed recycling markets are negatively impacting revenue. **A motion was made by Dana Fowler; and was seconded by Ken Murchison; to approve the financial statements as presented. The motion carried unanimously.**

3. Review and approve the warrant for checks numbered 23147 through 23235

**A motion was made by Ken Murchison; and was seconded by Stev Rogeski; to approve the warrant as presented. The motion carried unanimously.**

4. Solid Waste Director's report

Mark reported on the following:

- a. New employee/Mark Levesque: Mr. Levesque started on June 24<sup>th</sup> and is working in the recycling center. As a result, Fred Berube has been moved to an equipment operator/truck driver role at TCL, and will also be able to provide assistance at PILF if necessary.

***We are an equal opportunity employer and provider.***

- b. Caribou Rotary Club Electronics Drive: the Club worked with Electronics End to host an electronic waste drive in Caribou on June 1. They collected more than a tractor-trailer load of waste items and raised more than \$3,500.
- c. DEP landfill inspections: the annual inspections for both landfills are scheduled for July 10<sup>th</sup>. Mark believes the landfill operations are in good shape, and will report on the inspection results at the next meeting.
- d. Igloos in Westfield: the Town of Westfield requested that a set of igloos be placed in that community for residents to use for recycling. Westfield was previously being serviced by Pine Tree Waste, which decided to no longer provide the service. A set of igloos that had been removed from Eagle Lake was placed in Westfield.
- e. Recycling markets: Mark referenced the Maine Resource Recovery Association marketing report for June that was included in the Board packet. The markets are about as bad as he has seen, and the financial impact from lost revenue is significant.
- f. Wage comparison survey: Mark sent requests for information to 13 entities. To-date, 6 have responded. Lizzie has also shared some results from the MMA survey. Mark will tabulate the results for presentation at a future meeting.
- g. PILF Cell IIC tie-in: the process to tie-in Cell C to the leachate collection system requires coordination with contractors and good weather, which has not happened yet. This process needs to be completed before the cell can be used for disposal.

5. Ratify the Solid Waste Director's signature on a contract with PNM Construction for construction of an addition to the Recycling Center.

Mark referenced a memo and the agreement with PNM that was included in the Board packet. He reminded the Board that they had instructed him to negotiate with PNM (which was the lone bidder on the project), to complete as much work as possible within the grant budget. The contract accomplishes that, and Mark signed it so PNM would not be delayed in beginning the work. The addition will provide 1,200 square feet of storage space for baled recyclable materials. **A motion was made by Ken Murchison; and was seconded by Mike Chasse; to ratify the Solid Waste Director's decision to sign a contract with PNM Construction for construction of an addition to the recycling center. The motion carried unanimously.**

6. TCL truck scale upgrade (tabled from May 24, 2019 meeting)

Mark reminded the Board that they asked him to obtain additional quotes after Fairbanks submitted a quote for this project that significantly exceeded the budget. Mark contacted Maine Scale and they have submitted a quote, which is in the Board packet; along with a revised quote from Fairbanks. Following extensive discussion; **a motion was made by Mike Chasse; and was seconded by Stev Rogeski; to authorize the Solid Waste Director to confirm with Maine Scale their understanding of the scope of work to replace the scale deck and load cells; and to award the bid to Maine Scale if their final price was \$65,000 or lower. The motion carried 4-2 (Dickerson and Goughan opposed).**

7. Evaluate and establish conditions for acceptance of WWTP sludge

The Board continued discussions regarding the acceptance of WWTP sludge, particularly in light of the recent moratorium by the Maine DEP of land-applying the material. Mark reminded the Board that neither landfill is currently licensed to accept sludge, but that he could rather easily submit applications to the DEP to do so. He reviewed a memo from Paul Porada of Woodard & Curran that provided some baseline technical recommendations regarding the amounts and condition of sludge for it to be acceptable. Mark also recommended to the Board that they would need to consider a tipping fee for this material. Following discussion, **a motion was made by Ken Murchison; and was seconded by Mike Chasse; to authorize the Solid Waste Director to submit applications to the Maine DEP for approval to accept sludge from WWTP's in accordance with the technical recommendations from Woodard & Curran. The motion carried unanimously.**

8. Discussion of solar project

At the request of Andrea Powers, this item was added to the agenda for discussion. The Board discussed other local projects, the favorable political climate in Maine for such projects, and potential options for AWS. No action was taken.

9. Schedule next meeting

The next meeting was scheduled for **July 26, 2019.**

With no further business to discuss, the meeting was adjourned at 9:30 am.

Respectfully submitted,

Andrea Powers, Secretary



**Board of Directors**  
**July 1, 2019**  
**5:30 p.m.**

**Present:** Doug Plourde, Chairman, Carl Soderberg, Mike Quinlan, Sue White, Dennis Marker, Neal Griffeth, Kevin Barnes, Dr. Carl Flynn, Chris Bell, Dr. Shawn Laferriere, Kris Doody, RN, CEO; Chelsea Desrosiers, CFO; Dr. Regen Gallagher, CMO, Leslie Anderson, COO, Paula Parent, RN, CNO; Dr. Irene Djuanda, Diane Gove, Pines Board Member and Peg McAfee

**Welcome:** Doug Plourde, Chairman, Board of Directors welcomed Diane Gove.

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
<b>EDUCATION</b>	<b>Substance Use Disorder Workforce Development Program</b> – Leslie Anderson introduced Erika Arguello who presented an update on the Substance Use Disorder Workforce Development Program. She noted that Cary Medical Center received a \$750,000, 3-year grant. MRHC hospitals have been invited to participate in the program. She provided updates on project goals, key initiatives, accomplishment’s to date and what’s next. The program will be an evidenced-based MAT (Medication Assistant Treatment). It was also noted that Aroostook Mental Health Center (AMHC) currently has MAT Outpatient Clinics.	Informational.	
<b>Regular Meeting</b>			
<b>1. Call to Order</b>	Doug Plourde, Chairman, called the Regular Meeting of the Board of Directors to order at approximately 5:51 p.m.	Informational.	
<b>2. Review and Approval of Minutes</b>	Upon motion duly made and seconded, it was so VOTED to approve the June 3, 2019 meeting minutes as presented.	Informational.	
<b>3. Report of Chief of Staff</b>	<p>Dr. Irene Djuanda provided the following updates from the June 25<sup>th</sup> Medical Staff Executive Committee and General Medical Staff Meetings:</p> <p><b>Medical Staff Executive Committee Meeting items reviewed were:</b> Restraint Policy, Adverse Occurrence Policy and the Contract Listing.</p> <p><b>General Medical Staff Meeting items reviewed were:</b> Restraint Policy, Adverse Occurrence Policy, the Contract Listing and EMTALA Compliance Policy.</p> <p><b>Maine Uniform Application Revision</b> – The proposed Maine Uniform Application was included in the packet for review and approval. The change is from 25 years of malpractice coverage history to 10 years as insurance companies will only provide 10 years of coverage history.</p>	<p>Upon motion duly made and seconded, it was so VOTED to approve the report from the Chief of Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the proposed Maine Uniform Application.</p>	





**Board of Directors**  
**July 1, 2019**  
**5:30 p.m.**

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
<p><b>5. Report of Chairman, Board of Directors – Doug Plourde – Chairman</b></p> <p><b>a. Report from Board Members – PHS BOD</b></p>	<p>Doug Plourde provided the following updates:</p> <p><b>PHS Board of Directors Meeting</b> – Neal Griffeth reported that Pines was able to add \$600,000 cash to the bottom line as a result of the 340b program. Accounts receivable posted collections of \$1M for three consecutive months this year.</p>	<p>Informational.</p>	
<p><b>6. Report of CEO – Kris Doody</b></p> <p><b>a. Physician Recruitment</b></p> <p><b>b. SCH Status &amp; 340b</b></p> <p><b>c. Legislative Session and LD 1350</b></p> <p><b>d. CHNA</b></p> <p><b>e. Other</b></p>	<p>Kris Doody reported the following, noting more information is available in the CEO and Provider Activity Reports:</p> <p><b>Physician Recruitment:</b></p> <ul style="list-style-type: none"> <li>• <b>Dr. Yesim Kural, OB/GYN</b>, is in the County house-hunting with her husband and son. Her plans are to move to Caribou the 3<sup>rd</sup> week of July and start orientation July 26<sup>th</sup>.</li> <li>• <b>Dr. Carlos Chavez, General Surgeon</b>, will begin full time August 1, 2019. He is shipping all of his belongings and vehicle to Cary Medical Center. He will find housing after he arrives.</li> <li>• <b>Dr. Jarryd Rossignol, Family Practice</b>, begins with orientation on July 10<sup>th</sup>. He will then take a brief vacation before beginning full-time the last week of July.</li> </ul> <p>Leads continue to be pursued for Pediatrics, ER and OB/GYN. Candidates available in 2020 are being reviewed.</p> <p><b>Sole Community Hospital (SCH) Status &amp; 340b</b> – The request to transition to a SCH status has been completed and was submitted June 26<sup>th</sup>. We now await word from the CMS Office in Boston.</p> <p><b>Legislative Session</b> – Kris Doody reported LD 1350 passed and was fully funded. The bill provides additional funding for rural health. The portion regarding physician debt impacts us.</p> <p><b>CHNA</b> – The process for the Community Health Needs Assessment has begun. The completed assessment will need approval by the Board of Directors by December 31, 2019.</p> <p><b>Other</b> – Mayo Regional Hospital was recently acquired by EMMC. That transition may impact Cary Medical Center reimbursement due to the upper payment level (UPL).</p>	<p>Informational.</p>	



**Board of Directors**  
**July 1, 2019**  
**5:30 p.m.**

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
<b>7. Report of Finance &amp; Personnel Committee</b> <b>a. May Financials</b>	<p>Chelsea Desrosiers provided the following updates:</p> <p><b>CMC Financials</b> – An overview was provided of the May financials for Cary Medical Center, including a review of: gross patient revenue, expenses, net income and AR (52 days) and a positive bottom line/break even month.</p> <p><b>CMC Calculations for “Amount Generally Billed”</b> – Chelsea Desrosiers stated this information is required to be reported annually. The report provides information on payor mix and contractual allowances. This report was reviewed by the Finance and Personnel Committee with recommendation to the Board of Directors for approval.</p>	<p>Upon motion duly made and seconded, it was so VOTED to approve the report of the Finance &amp; Personnel Committee as reported.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the Calculations for Amount Generally Billed Report.</p>	
<b>8. Compliance Report</b> <b>a. Conflict of Interest Policy</b>	<p>Dr. Regen Gallagher provided the following updates:</p> <p><b>Conflict of Interest Policy</b> – This item will be reviewed at the Admin Staff meeting tomorrow. The final policy will be brought to the Board of Directors for review and approval.</p>	<p>Informational.</p>	
<b>9. Adjournment, Other &amp; Next Meeting</b>	<p><b>Adjournment</b> - Upon motion duly made and seconded, it was so VOTED to adjourn the meeting at approximately 6:17 p.m.</p> <p><b>Next Meeting</b> –The next meeting of the Board of Directors is scheduled for Monday, August 5, 2019, 5:30 p.m.</p>	<p>Informational.</p>	

Prepared by: Marguerite E. (Peg) McAfee, Executive Assistant to the CEO & COO

Respectfully submitted,

Kris Doody, RN, MSB  
 Chief Executive Officer

CITY CLERK'S OFFICE REPORT	Apr-19		May-19		Jun-19		Jul-19		YTD	
	# of transactions	amount collected	Total # of Transactions	Total Amount Collected						
ATV REGISTRATION	0	\$ -	139	\$ 10,161.00	197	\$ 11,316.31	210	\$ 11,952.32	547	\$ 33,435.63
BIRTH RECORDS	55	\$ 969.00	37	\$ 632.00	61	\$ 1,000.00	65	\$ 1,086.00	351	\$ 5,758.00
BOAT REG	19	\$ 1,116.55	108	\$ 7,606.08	78	\$ 7,438.58	48	\$ 2,911.28	257	\$ 19,230.49
BUILDING PERMITS	6	\$ 300.00	8	\$ 400.00	8	\$ 600.00	12	\$ 600.00	38	\$ 2,190.00
CITY OWN PROPERTY	2	\$ 1,000.00	3	\$ 1,236.67	1	\$ 500.00	2	\$ 22,141.56	13	\$ 29,114.20
CONNOR BOAT			6	\$ 233.80	10	\$ 305.20	4	\$ 187.00	20	\$ 726.00
DEATH RECORDS	31	\$ 930.00	5	\$ 218.00	25	\$ 718.00	20	\$ 707.00	189	\$ 4,752.00
DOG LICENSES	33	\$ 898.00	9	\$ 170.00	23	\$ 294.00	12	\$ 97.00	495	\$ 5,101.00
FAX FEE & PHOTO COPY	3	\$ 12.00	1	\$ 18.00	4	\$ 7.75	5	\$ 23.75	31	\$ 107.75
FISHING LICENSE	22	\$ 594.00	75	\$ 1,957.00	39	\$ 1,092.00	20	\$ 528.00	185	\$ 4,954.00
HUNTING LICENSE	24	\$ 751.00	37	\$ 1,426.00	20	\$ 642.00	12	\$ 498.50	140	\$ 4,940.00
IN TOWN REG	0	\$ -	0	\$ -	0	\$ -	2	\$ 668.40	4	\$ 976.72
MARRIAGE RECORDS	6	\$ 133.00	9	\$ 191.00	16	\$ 379.00	21	\$ 589.00	82	\$ 1,865.00
MISC. INCOME	2	\$ 30.88	1	\$ 26.88	0	\$ -	0	\$ -	6	\$ 137.36
MISC. LICENSES	17	\$ 420.00	9	\$ 90.00	3	\$ 60.00	7	\$ 110.00	60	\$ 1,450.00
MISC. RECEIPTS	8	\$ 1,474.42	12	\$ 2,339.60	2	\$ 675.00	8	\$ 7,795.92	53	\$ 19,307.67
MOTOR VEHICLE	830	\$ 196,403.87	1048	\$ 215,247.68	814	\$ 157,319.00	828	\$ 176,019.02	4989	\$ 1,073,504.91
NOTARY FEES	8	\$ 130.00	12	\$ 80.00	8	\$ 75.00	10	\$ 65.00	63	\$ 565.00
PERSONAL PROPERTY PAYMENT	9	\$ 700.96	17	\$ 3,003.19	3	\$ 175.00	10	\$ 11,103.00	62	\$ 28,680.81
PLUMBING PERMITS	1	\$ 40.00	0	\$ -	3	\$ 465.00	5	\$ 940.00	12	\$ 6,955.00
PYMTS. IN LIEU OF TAX	1	\$ 3,364.62	1	\$ 3,489.71	1	\$ 3,352.22	1	\$ 3,316.82	7	\$ 23,802.65
REAL ESTATE PAYMENT	380	\$ 142,639.74	357	\$ 131,781.10	207	\$ 41,928.91	267	\$ 63,736.66	2210	\$ 818,521.14
SIGN PERMITS	0	\$ -	0	\$ -	0	\$ -	0	\$ -	3	\$ 150.00
SITE DESIGN REVIEW	0	\$ -	0	\$ -	1	\$ 90.00	1	\$ 90.00	3	\$ 270.00
SNOWMOBILE REGISTRATION	3	\$ 3.00	0	\$ -	0	\$ -	0	\$ -	215	\$ 15,156.75
TAX ACQUIRED REAL ESTATE PAYMENT	3	\$ 2,642.87	3	\$ 2,066.19	0	\$ -	0	\$ -	13	\$ 10,113.56
TAX ACQUIRED LIEN PAYMENT	2	\$ 1,788.23	36	\$ 17,830.07	0	\$ -	3	\$ 4,827.52	55	\$ 34,626.15
TAX LIEN PAYMENT	14	\$ 5,117.24	19	\$ 8,640.26	96	\$ 83,435.25	71	\$ 73,317.85	257	\$ 192,210.25
TRAILER PARK LOT RENT	10	\$ 1,120.00	10	\$ 1,230.00	11	\$ 1,320.00	11	\$ 1,265.00	73	\$ 8,745.00
<b>TOTAL:</b>	<b>1489</b>	<b>\$ 362,579.38</b>	<b>1962</b>	<b>\$ 410,074.23</b>	<b>1631</b>	<b>\$ 313,188.22</b>	<b>1655</b>	<b>\$ 384,576.60</b>	<b>10433</b>	<b>\$ 2,347,347.04</b>