CITY COUNCIL MEETING NOTICE AND AGENDA

Notice is hereby given that the City Council of Caribou will hold a City Council Meeting on **Monday October 28, 2019** in the Council Chambers located at 25 High Street, **6:00 pm**.

1. **Roll Call**
2. **Pledge of Allegiance**
3. **Public Forum**
4. **City Council Minutes**
   a. July 23 Work Session — Pgs 2-3
   b. Septebmer 23, 2019 Regular Meeting — Pgs 4-9
5. **September 2019 Financials** — Pgs 10-27
6. **Bid Openings, Awards, and Appointments**
   a. Recognition of Penny Thompson for IAAO Certifications — Pg 28
   b. Appointment to Planning Board — Pg 29
   c. Bid for Tax Acquired Property (Map 34, Lot 144) at 29 Liberty — Pg 30
   d. Bid for Tax Acquired Property (Map 6, Lot 10-A) near Green Ridge Road — Pg 31
7. **Public Hearings and Possible Action items**
   a. Safe Alternatives Medical Marijuana license renewal — Pgs 32-33
   b. Access 89 Bar & Grill Liquor License — Pgs 34-39
8. **New Business**
   a. Discussion Regarding Streetlight Maintenance Agreement with Real Term — Pgs 40-47
   b. Discussion Regarding Phone Services Contract for Municipal Buildings — Pgs 48-56
9. **Old Business & Adoption of Ordinances and Resolutions**
   a. Discussion and Possible Action Regarding Amendments to the Reimbursement Agreement with Porvair Filtration. — Pg 57
   b. Resolution 10-03-2019 Authorization of Manager to Accept Property Conveyance from Sitel — Pg 58
   c. Resolution 10-04-2019 Approving an Agreement with Public Works Union — Pg 59
10. **Budget Forum**
    a. Fire/EMS Department — Pgs 60-63
    b. Public Works Department — Pgs 64-67
    c. Nylander Museum — Pg 68
    d. Tax Assessing — Pgs 70-71
    e. Health & Sanitation — Pg 72
    f. Contributions — Pg 73
    g. Unclassified — Pgs 74
    h. Capital Improvements — Pgs 75-76
    i. Preliminary Revenue Forecasts — Pgs 77
11. **Reports and Discussion by Mayor and Council Members**
12. **City Manager's Report**
13. **Reports of Officers, Staff, Boards and Committees**
14. **Executive Session(s)** (May be called to discuss matters identified under Maine Revised Statutes, Title 1, §405.6)
    a. Economic Development and Real Estate under §405.6.C
       i. 60 Access Highway
       ii. Sitel Business Location
    b. Collective Bargaining Agreement with the Caribou Public Works Department under §405.6.D
15. **Next Meeting(s): November 12 & 25**
16. **Adjournment**

July 23, 2019

19-18 Wksp.

Item #1: Roll Call

A Workshop meeting of the Caribou City Council was held 6:00 p.m. on Tuesday, July 23, 2019 in Council Chambers with the following members present: Mayor R. Mark Goughan, David Martin, and Hugh A. Kirkpatrick. Joan L. Theriault, Nicole L. Cote, and Thomas Ayer. Deputy Mayor Jody R. Smith was absent and excused.

Dennis L. Marker, City Manager was present.

Department Managers and Staff: Penny Thompson (Tax Assessor), Kenneth G. Murchison (Zoning Administrator), Christina Kane-Gibson (Events and Marketing), Michael Gahagan (Police Chief), Scott Susi (Fire Chief), and Hope Shafer (Library Director).

Item #2: Pledge of Allegiance

The Mayor led the Pledge of Allegiance.

Item #3: Public Forum

No Public Input.

Item #4: Work Session Items for Discussion

a. Financing Consideration for a New Public Safety Facility

The Council and representatives of Public Facilities Investment Corporation (PFIC) held a video conference call. PFIC specializes in the development and tax-exempt leaseback financing of public safety and correctional facilities for cities, counties, and states. Since 1969, they have be involved in over 200 public and private projects in 96 cities in 36 states. PFIC is a 501(c)(3). PFIC's Jeffrey Tamkin answered several questions from the Council, Police Chief, and Fire Chief. (Exhibit A – Presentation of Comprehensive Development Services for the Caribou Public Safety Project July 23, 2019)

Discussion. City Manager answered several questions from the Council. It appears that the maximum grant from USDA is $50,000. Funding discussion, including grants, earmarks, USDA loan, and Maine Bond Bank.

Both the Mayor and Councilor Theriault having been hearing from others in the community that the "need" is for a police station.

The Mayor wants a new police station on the next Council agenda.

b. Marketing & Branding Options

Events and Marketing Director Christina Kane-Gibson provided a PowerPoint on branding (Exhibit B). She led a discussion on branding and asked Councilors to share.

- The place to raise your kids
- Lifestyle

- Prepare a list of day trips out of Caribou
- Night sky – smells – open areas
- Friendly

Ms. Kane-Gibson asked the Councilors to complete her handout:

- What do you want people to know about Caribou?
- What are your marketing goals?

Ms. Kane-Gibson asked the Council what they want with a branding campaign. She will take what the Councilors offer and will use it to craft a strategy. The Mayor spoke about his marketing vision and its use of video. Councilor Cote suggested recognizing a business at each meeting.

c. Fire/Ems Services to Surrounding Communities

The City Manager went through a PowerPoint presentation.

- Caribou is the largest of the communities served with 67% of the total population
- Caribou generates almost 90% of the service calls
- Caribou spends the most on these services with it being $2.1 million
- Caribou is only one of two communities served that generates revenue with Caribou earning nearly $1.5 million. The other is Washburn/Wade and is a result of their providing fire services to Perham.
- Caribou's cost per person is approximately $91.00 with the overall average being $81.36.
- Based on calls, Caribou's average cost per call is $345.00

Chief Susi commented that the department is staffed for the City only and isn't staffed for the outside communities. Transfers runs are what occupies the department's time as they do one to two runs a day. The Chief referred to it as the "new normal" and the biggest generator of revenue as they account for about $900,000 of their revenue.

The workshop closed at 8:10 p.m.

Jayne R. Farrin, Secretary

19-21

Council Agenda Item #1: Roll Call

The Caribou City Council held a regular meeting Monday, September 23, 2019 at 6:00 p.m. in Council Chambers with the following members present: Mayor R. Mark Goughan, Deputy Mayor Jody R. Smith, David Martin, Joan Theriault, and Thomas Ayer. Hugh Kirkpatrick was absent and excused.

Dennis L. Marker, City Manager was present.

Department Managers and Staff: Kenneth G. Murchison (Zoning Administrator), Christina Kane-Gibson (Events and Marketing), Michael Gahagan (Police Chief), Dave Ouellette (Public Works Director), Gary Marquis (Supt. of Parks and Recreation), and Hope Shafer (Library Director).

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

Council Agenda Item #2: Pledge of Allegiance

The Mayor led the Pledge of Allegiance.

Council Agenda Item #3: Public Forum

- Milo Haney – Caribou resident – corrected a statement he made at the last meeting having to do with monies received for the landfill. Mr. Haney stated his definition of economic development to be "building your community, helping to bring in new businesses, help keep businesses, repair infrastructure, such as, roads, bridges, buildings, and so forth". Mr. Haney spoke in opposition to holding a Public Safety Building referendum.

- Senate President Troy Jackson – addressed the Council and asked for their concerns.

  Council concerns were relayed by Manager Marker. They included: increasing Revenue Sharing, road repair within the urban compact zone, and expand broadband.

  Councilor Martin requested keeping the Mt. Katahdin overlook, off Interstate 95, open throughout the year plus having drinkable water available at rest stops.

  President Jackson responded to each of the concerns.

  Councilor Theriault questioned why the state receives all the fine monies as a result of local police issuing tickets.

  Councilor Ayer asked President Jackson what his stance is with "red flag laws".

  Mayor Goughan commented that the City could use help with ambulance reimbursement amounts.

- Travis Barnes – Principal of Caribou High School (CHS) and Christina Kane-Gibson – Director of Events and Marketing – discussed the month-long local events that will be taking place celebrating Caribou native Dr. Jessica Meir's upcoming flight into space and going to the International Space Station. On October 29th, there will be a linkup between CHS and the International Space Station, allowing a 40-minute question and answer period. The City and the school have collaborated on this project.

Council Agenda Item #4: Minutes

a. Council Meeting held September 19, 2019

Motion made J. Smith, seconded by J. Theriault, to approve September 19, 2019 Council Meeting minutes as presented. (6 yes) So voted.

b. Council Meeting held August 19, 2019

Motion made by J. Smith, seconded by J. Theriault, to approve August 19, 2019 Council Meeting minutes as presented. (6 yes) So voted.

Council Agenda Item #5: Financials

a. August Financial Report

Motion made by J. Theriault, seconded by D. Martin, to accept the August Financials as presented. (6 yes)

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

There weren't any bid openings, awards, and appointments.

Council Agenda Item #7: Public Hearings and Possible Action Items

a. Acceptance of 2019 CDBG Funds for a Transportation Coalition Study

The Zoning Administrator briefly outlined what the $38,000 grant award would be used for. It is anticipated that an individual would be hired to help coordinate and dispatch area transportation services. The grant has been awarded, but this evening the Council needs to decide whether to accept the funding or not.

6:44 p.m. Public Hearing Opened.

Wilfred Martin asked for an explanation of the Transportation Coalition.

The Mayor explained that it is an effort of Cary Medical to help assist individuals that need rides and will use Federal monies. This project will not increase Caribou's taxes.

6:46 p.m. Public Hearing Closed.

Council Agenda Item #8: New Business

a. Extension of Liquor License for A&W Properties dba The Warehouse Bar & Grill at 14 Evergreen Parkway

Motion made by T. Ayer, seconded by J. Smith, to approve the liquor license for A&W Properties dba The Warehouse Bar & Grill at 14 Evergreen Parkway as presented. (6 yes) So voted.

b. Discussion regarding City Fee Schedule

The City Manager reviewed the prepared list of City fees and offered that this agenda item is a First Read for the Council. He highlighted those fees that administration recommend changing.

Council questions were answered. There were many questions and discussion regarding any increases to building permits.

c. Discussion regarding DOT Request for Overweight Limit Permit for Otter Brook Bridge Project

Motion made by J. Smith, seconded by J. Theriault, to approve DOT request for Overweight Permit for Otter Brook Bridge Project as presented. (6 yes) So voted.

d. Automatic Mutual Aid Agreement for Fire Services with Limestone

e. Automatic Mutual Aid Agreement for Fire Services with Fort Fairfield

f. Automatic Mutual Aid Agreement for Fire Services with Washburn

The City Manager explained the purpose of the proposed Automatic Mutual Aid Agreements. In addition to Limestone, Fort Fairfield, and Washburn, the Manager has a proposed agreement with Presque Isle. He recommends that Council authorize him to execute the four agreements and other similar agreements with other responding towns.

Motion made by D. Martin, seconded by J. Theriault, authorize the City Manager to enter into Automatic Mutual Aid Agreements for Fire Services with Limestone, Fort Fairfield, Washburn, Presque Isle, and other similar agreements with other responding towns. (6 yes). So voted.

Council Agenda Item #9: Old Business & Adoption of Ordinances and Resolutions

a. Resolution 09-01-2019 Accepting 2019 CDBG Funds for a Transportation Coalition Study

Motion made by J. Theriault, seconded by N. Cote, to adopt Resolution 09-01-2019 Accepting 2019 CDBG Funds for a Transportation Coalition Study as presented. (6 yes) So voted.

b. Public Safety Advisory Committee Recommendation

Motion made by D. Martin, seconded by J. Theriault, to acknowledge the work of the Public Safety Facilities Advisory Committee and to send them a letter of appreciation, and to table the acceptance of the Public Safety Advisory Committee recommendation which includes building at the Birdseye site a Police Station that can be added onto. Discussion. The original motion was amended by D. Martin, and seconded by J. Theriault, to only table the acceptance of the Public Safety Advisory Committee recommendation. (3 yes, D. Martin, J. Theriault, N. Cote, 3 no, J. Smith, T. Ayer, Mayor Goughan) Motion failed.

Motion made by N. Cote, seconded by T. Ayer, to accept the report as written with any decision to be made by the Council. (6 yes) So voted.

c. Letter of Appreciation to Public Safety Facilities Advisory Committee Participants

Motion made by J. Theriault, seconded by J. Smith, to send a letter of appreciation to the members of the Public Safety Citizens Advisory Committee for all their time and efforts. (6 yes) So voted.

d. Discussion and Possible Action Regarding RFQ for Public Safety Architectural Services

The City Manager recommended that this topic be discussed in Executive Session under real estate negotiations. Manager doesn't expect a vote following the Executive Session, but rather direction from Council. From the audience, Wilfred Martin questioned

whether the topic was truly Executive Session material. The Mayor assured Mr. Martin that it was.

e. Discussion and Possible Action Regarding Airport Land Lease Renewal with Weather Service

Motion made by J. Smith, seconded by D. Martin, to authorize the City Manager to execute the revised lease agreement with an effective date of July 1, 2021. (6 yes) So voted.

f. Discussion and Possible Action Regarding Airport Land Lease Renewal with Tom Goetz

Motion made by D. Martin, seconded by J. Theriault, to table any action regarding Airport Land Lease Renewal with Tom Goetz until May 2020. (6 yes) So voted.

g. Introduction of Ordinance 3, 2019 Series – General Assistance Rates

Councilor Martin introduced Ordinance 03, 2019 Series, An Ordinance Amending Chapter 17 General Assistance, Short Title: An Ordinance Amending General Assistance Guidelines.

Motion made by D. Martin, seconded by J. Smith, to schedule a Public Hearing on October 15, 2019 for Ordinance 03, 2019 Series. (6 yes) So voted.

Council Agenda Item #10: City Manager's Report

The City Manager briefly reviewed his report dated September 19, 2019.

- Public Works Director expects the High Street project to be completed within three weeks.
- There were 465 runners in the 2020 Caribou Marathon.
- The Manager requested a meeting of the Personnel Committee
- There are three potential buyers plus the Hospital District for 60 Access Highway
- The MMA Convention is next week
- Collins Pond Dam Project: Since the report was written, Supt. Marquis has sent out Requests for Engineering Services and two responses have been received. The City will be moving forward with Shane McDougall as his price was much lower than CES.

Council Agenda Item #11: Reports and Discussion by Mayor and Council Members

a. Definition of Economic Development

A definition of economic development discussion was tabled by the Mayor.

b. 2020 Budget Presentations – Municipal Airport, City Trailer Park, Cemeteries

The City Manager with staff gave an overview for the proposed 2020 Budgets for a few of the Departments/accounts.

Municipal Airport:

- Proposed Budget: $65,945 (65% increase)
- Currently, the City doesn't have a fixed based operator (FBO) and because of this those responsibilities have been given to the Public Works Director to complete.
- Lifeflight is still available in Caribou.

- Fuel sales have increased.
- Discussion

City Trailer Park:

- Proposed Budget: $14,415 (2% decrease)
- Briefly mentioned what would need to be done if the City decides to close the park.
- Currently, there are 11 to 12 tenants.
- Trailers can be sold with the new owners moving in as long as the trailer meets code or is fixed to meet code.
- The infrastructure at the park is in very bad shape.
- Public Works does park maintenance.
- Trailer Park property was purchased and is part of the Airport's Master Plan.
- Councilor Martin would like to see an outline of the steps and associated cost necessary for the City to close the Park.

Cemeteries:

- Proposed Budget: $6,850 (same as 2019)
- Monies for seven cemeteries and Memorial Day flags

Council Agenda Item #12: Reports of Officers, Staff, Boards and Committees

Public Works Director Ouellette updated the Council on the City's 2019 chip sealing program. The department has been unstaffed for much of the summer. Chip sealing process was started but was stopped because the stones were wet. The Director requested the transfer of the 2019 budgeted chip sealing monies to be placed in a reserve account so in 2020 the department could complete double the number of miles chip sealed. Campground Road was the only road that was chip sealed. The Mayor requested the authorization to complete a transfer to be added to the next Council agenda. River Road was briefly discussed.

Councilor Martin praised Supt. Gary Marquis and the Park's Department for the new dog park.

Council Agenda Item #13: Executive Session (May be called to discuss matters identified under Maine Revised Statutes, Title 1, §405(6)

a. §405(6)(D) Discussion of labor contracts with local unions

7:35 p.m. Motion made by T. Ayer, seconded by J. Theriault, to move into executive session under MRSA Title 1 §405(6)(D) to discuss labor contracts with local unions. (6 yes) So voted.

8:55 p.m. Returned from executive session

Motion made by D. Martin, seconded by J. Theriault, to approve the collective bargaining agreement for 2020 with the Fire/EMS Union as presented by the City Manager. (5 yes, 1 no, Mayor Goughan) So voted.

Motion made by D. Martin, seconded by J. Theriault, to approve the collective bargaining agreement for 2020 with the Sergeants Union as presented by the City Manager. (6 yes) So voted.

b. §405(6)(C) Discussion of Real Estate and Economic Development.

7:57 p.m. Motion made by J. Theriault, seconded by T. Ayer, to move into executive session under MRSA Title 1 §405(6)(C) to discuss Real Estate and Economic Development. (6 yes) So voted.

9:17 p.m. Returned from executive session

Returned to Agenda Item 9d:

Mayor Goughan opened discussion on Agenda Item 9d regarding an RFQ for Public Safety Architectural Services. Manager Marker reviewed the general scope of work which will include evaluating up to three buildings for renovation as a police station and providing a design for a standalone, slab on grade facility. Mayor Goughan asked which buildings we were contemplating for analysis. Manager Marker indicated that some residents have asked about the use of the VMS building or Sitel building on Sweden Street. The City may also consider renovation of Caribou Municipal Building. Councilor Cote questioned the scope of work and paying someone if they don't do plans for three buildings. Manager Marker replied that the scope of work specifically required looking at three buildings. If the consultant didn't do the three studies, then they wouldn't get paid the full amount. Mayor Goughan suggested that there was no need to evaluate three different buildings. Council consensus was that we should only look at the Sitel building and Caribou Municipal Building.

Motion made J. Smith, seconded by J. Theriault, that the RFQ for architectural services be issued with the intent that Caribou Municipal Building and the Sitel building be evaluated for retrofit designs and that a standalone design be provided. (6 yes)

Council Agenda Item #14: Old Business

a. Discussion and Possible Action Regarding 2020 Fire/EMS Union Agreement

Action taken under Agenda Item 13a.

b. Discussion and Possible Action Regarding 2020 Sergeants Union Agreement

Action taken under Agenda Item 13a.

Council Agenda Item #15: Next Meeting (s): October 15 and 28

Council Agenda Item #16: Adjournment

Motion made by T. Ayer, seconded by J. Smith, to adjourn the meeting at 9:38 p.m. (6 yes) So voted.

Jayne R. Farrin, Secretary

General Ledger Summary Report

Fund(s): ALL
September

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ---- Debits	Credits	Balance Net
1 - Gen Fund	-1,694.68	500,303.07	0.00	54,409,244.76	54,909,547.83	0.00
Assets	**9,131,539.53**	**9,222,236.09**	**-664,219.64**	**26,346,479.90**	**22,984,523.12**	**12,584,192.87**
101-00 CASH (BANK OF MAINE)	3,858,325.90	3,761,391.25	4,108,372.61	13,269,303.69	11,119,813.40	5,910,881.54
102-00 RECREATION ACCOUNTS	29,977.19	34,080.26	0.00	0.00	0.00	34,080.26
103-00 NYLANDER CHECKING	0.00	0.00	0.00	917.93	0.00	917.93
110-00 SECTION 125 CHECKING FSA	9,580.11	9,652.30	-1,376.81	21,057.36	14,893.45	15,816.21
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	-6,626.96	110,880.76	54,503.89	56,376.87
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	523.40	2,330.19	0.00	235,526.50
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	-10,439.61	169,312.31	174,363.88	-2,031.80
124-00 GAS INVENTORY	13,365.78	6,548.32	9,201.21	66,895.17	60,535.20	12,908.29
125-00 ACCOUNTS RECEIVABLE	14,467.20	186,689.25	3,323.96	306,423.33	467,294.94	25,817.64
126-00 SWEETSOFT RECEIVABLES	533,407.36	564,626.28	-42,957.22	1,305,759.60	1,288,551.14	581,834.74
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	0.89	2.64	0.00	1,163.43
181-00 HAMILTON LIBRARY TR. INVEST	1,736.78	1,748.17	11.57	34.13	0.00	1,782.30
182-00 KNOX LIBRARY INVESTMENT	9,783.86	9,828.91	55.12	152.78	0.00	9,981.69
183-00 CLARA PIPER MEM INV	668.63	669.17	0.51	1.52	0.00	670.69
184-00 JACK ROTH LIBRARY INVEST	27,126.73	27,299.68	155.62	459.26	0.00	27,758.94
185-00 KEN MATTHEWS SCHOLARSHIP FUN	7,377.01	7,385.56	29.91	50.24	0.00	7,435.80
187-00 DOROTHY COOPER MEM INV	58,988.30	59,248.87	306.60	822.63	0.00	60,071.50
189-00 MARGARET SHAW LIBRARY INV	12,876.89	12,894.19	25.03	72.56	0.00	12,966.75
190-00 GORDON ROBERTSON MEM INV	11,431.40	11,444.68	13.30	38.58	0.00	11,483.26
191-00 MEMORIAL INVESTMENT	6,089.25	6,101.18	13.32	39.45	0.00	6,140.63
192-00 G. HARMON MEM INV	6,735.66	6,743.77	7.84	22.73	0.00	6,766.50
193-00 BARBARA BREWER FUND	5,321.93	5,332.25	10.49	430.14	200.00	5,562.39
194-00 RODERICK LIVING TRUST	16,351.82	16,370.64	18.88	55.95	0.00	16,426.59
196-00 PHILIP TURNER LIBRARY INV	0.00	0.00	39.56	9,837.76	0.00	9,837.76
198-00 TAX ACQUIRED PROPERTY	118,383.08	96,383.08	0.00	0.00	26,391.28	69,991.80
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	7,607.01	7,607.01	0.00
198-17 TAX ACQUIRED PROPERTY 2017	0.00	0.00	0.00	9,667.55	9,667.55	0.00
198-18 TAX ACQUIRED PROPERTY 2018	0.00	0.00	0.00	15,976.17	15,976.17	0.00
198-19 TAX ACQUIRED PROPERTY 2019	0.00	0.00	13.40	2,503.30	2,503.30	0.00
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	-4,456,431.34	8,326,119.46	6,337,847.55	1,970,068.88
200-20 2020 TAX RECEIVABLE	0.00	0.00	-14,441.78	0.00	19,199.09	-19,199.09
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	-6,791.78	87.72	74,225.82	108,240.14
205-18 2018 LIENS RECEIVABLE	0.00	0.00	-7,177.10	369,922.47	141,993.53	227,928.94
210-10 2010 PP TAX RECEIVABLE	621.78	621.78	0.00	0.00	0.00	621.78
210-11 2011 PP TAX RECEIVABLE	869.22	869.22	0.00	0.00	0.00	869.22
210-12 2012 PP TAX RECEIVABLE	5,166.61	5,166.61	0.00	0.00	0.00	5,166.61
210-13 2013 PP TAX RECEIVABLE	9,712.02	9,712.02	0.00	0.00	4,244.09	5,467.93
210-14 2014 PP TAX RECEIVABLE	15,362.47	15,362.47	0.00	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	-261.06	0.00	776.28	10,833.53
210-17 2017 PP TAX RECEIVABLE	14,175.97	14,175.97	-95.97	0.00	1,761.40	12,414.57

General Ledger Summary Report

Fund(s): ALL
September

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ---- Debits	Credits	Balance Net
1 - Gen Fund CONT'D						
210-18 2018 PP TAX RECEIVABLE	38,030.96	38,030.96	-395.25	0.00	17,701.29	20,329.67
210-19 2019 PP TAX RECEIVABLE	-10,761.17	-10,761.17	-231,864.14	379,060.23	285,614.93	82,684.13
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	312,517.94	312,517.94	0.00
304-00 FICA W/H	0.00	0.00	0.00	402,691.04	402,691.04	0.00
305-00 MEDICARE WITHHOLDING	0.00	0.00	0.00	94,179.46	94,179.46	0.00
306-00 STATE WITHHOLDING	0.00	0.00	0.00	124,322.49	124,322.49	0.00
307-00 M.S.R.S. W/H	0.00	0.00	88.95	119,855.14	119,766.19	88.95
307-01 MSRS EMPLOYER	0.00	0.00	0.00	87,564.86	87,717.21	-152.35
308-00 AFLAC INSURANCE	-1.51	0.00	-0.16	6,403.68	6,405.12	-1.44
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	232.89	203,536.28	204,278.83	-24,688.93
314-00 UNITED WAY W/H	0.00	0.00	0.00	117.00	117.00	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	6,108.00	6,108.00	0.00
316-00 COUNCIL #93 W/H	0.00	0.00	0.00	3,168.00	3,168.00	0.00
317-00 PW UNION INS	0.00	0.00	0.00	1,286.22	1,286.22	0.00
318-00 MMA INCOME PROTECTION	-6,223.43	-6,223.43	223.39	28,717.90	29,318.38	-6,823.91
319-00 REAL ESTATE TAX W/H	0.00	0.00	0.00	24,358.80	24,358.80	0.00
320-00 ICMA RETIREMENT CORP	0.00	0.00	0.00	150,210.84	150,210.84	0.00
320-01 ICMA EMPLOYER MATCH	0.00	0.00	0.00	31,420.82	31,420.82	0.00
321-00 EDWARD JONES ANNUITY	0.00	0.00	-102.86	102.86	102.86	0.00
321-01 PRIMERICA SHAREHOLDER SERVICE	0.00	0.00	0.00	925.00	925.00	0.00
322-00 RETIRED HEALTH INS PROGRAM	0.00	0.00	0.00	6,865.87	6,865.87	0.00
323-00 MMA SUPP. LIFE INSURANCE	-1,041.65	-1,041.65	98.88	8,697.01	8,926.91	-1,271.55
324-00 MISC. WITHHOLDING	0.00	0.00	0.00	1,136.00	1,136.00	0.00
325-00 DED. FOR VALIC	0.00	0.00	0.00	30,414.29	30,414.29	0.00
325-01 VALIC EMPLOYER MATCH	0.00	0.00	0.00	8,646.41	8,646.41	0.00
329-00 SALES TAX COLLECTED	-123.00	-123.00	0.00	129.95	10.68	-3.73
330-00 VEHICLE REG FEE (ST. OF ME)	-4,503.00	0.00	-9,737.25	183,646.25	201,125.00	-17,478.75
331-00 BOAT REG FEE INLAND FISHERIES	-86.00	0.00	515.50	16,530.99	16,560.99	-30.00
332-00 SNOWMOIBLE REG (F&W)	-7,615.00	0.00	0.00	14,914.75	14,886.75	28.00
333-00 ATV REGISTRATION (F&W)	0.00	0.00	2,439.57	36,053.70	36,949.20	-895.50
335-00 PLUMBING PERMITS (ST. OF ME)	-898.75	-56.25	-137.50	0.00	2,060.00	-2,116.25
336-00 CONCEALED WEAPON PERMIT	80.00	80.00	-205.00	735.00	940.00	-125.00
338-00 CONNOR EXCISE TAX	0.00	0.00	0.00	38,145.99	38,145.99	0.00
339-00 CONNOR BOAT EXCISE	0.00	0.00	6.00	72.00	72.00	0.00
340-00 DOG LICENSES (ST. OF ME)	-1,543.00	0.00	0.00	2,177.00	2,183.00	-6.00
341-00 FISHING LICENSES (ST. OF ME)	-425.00	0.00	68.00	4,713.00	4,770.00	-57.00
342-00 HUNTING LICENSES (ST. OF ME)	-2,034.00	0.00	-974.25	5,185.50	6,652.25	-1,466.75
347-00 NEPBA UNION PD	0.00	0.00	0.00	6,510.00	6,510.00	0.00
Liabilities	**6,972,572.34**	**6,852,151.09**	**-402,765.82**	**5,003,364.06**	**7,279,829.76**	**9,128,616.79**
and Fund	0.00	0.00	0.00	0.00	0.00	0.00
Balances	6,972,572.34	6,852,151.09	-402,765.82	5,003,364.06	7,279,829.76	9,128,616.79
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	523.40	0.00	2,330.19	235,526.50
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	14,674.48	18,857.48
365-03 LAND ACQUISTIONS/EASEMENTS	33,340.00	33,340.00	0.00	0.00	0.00	33,340.00
365-04 RAILS TO TRAILS PROGRAM	17,351.58	17,351.58	-3,055.29	5,974.77	0.00	11,376.81

General Ledger Summary Report

Fund(s): ALL
September

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ---- Debits	Credits	Balance Net
1 - Gen Fund CONT'D						
365-05 PARK IMPROVEMENT RESERVE	53,471.03	47,621.03	-4,597.34	4,597.34	576.70	43,600.39
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	11,079.09	6,385.61	-9,520.58
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	-654.74	4,308.85	3,077.32	2,075.00
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
366-00 ASSESSMENT RESERVE	0.00	0.00	-205.00	205.00	0.00	-205.00
366-01 LIBRARY BUILDING RESERVE	36,277.14	36,277.14	0.00	3,282.00	0.00	32,995.14
366-02 LIBRARY MEMORIAL FUND	24,791.97	24,715.26	1.42	954.04	2,877.03	26,638.25
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	-438.00	671.23	1,000.00	339.99
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	427.05	6,182.22	30,803.25	58,348.29
367-03 POLICE CAR RESERVE	-5,481.56	-5,481.56	0.00	0.00	33,000.00	27,518.44
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	-415.68	9,713.18	6,057.23	12,577.55
367-06 PD COMPUTER RESERVE	11,444.20	11,444.20	0.00	404.64	6,000.00	17,039.56
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	3,300.00	5,006.25
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	3,901.00	0.00	6,499.00
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	75,000.00	73,594.44
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	-23,700.00	208,380.00	92,975.12	93,874.84
370-04 STREETS/ROADS RECONSTRUCTION	79,536.30	64,536.60	-195.00	195.00	55,000.00	119,341.60
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	741.55	520.00	10,436.16	-82,237.61
370-07 PW BUILDING RESERVE	28,712.00	28,712.00	0.00	0.00	47,788.00	76,500.00
370-09 RIVER ROAD	-60,338.59	-60,521.08	-9,081.87	129,330.17	150,128.25	-39,723.00
371-01 ASSESSMENT REVALUATION RESERV	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

General Ledger Summary Report

Fund(s): ALL
September

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ---- Debits	Credits	Balance Net
1 - Gen Fund CONT'D						
371-05 ASSESSING TRAVEL & TRAINING	1,617.11	0.00	0.00	1,076.15	1,250.00	173.85
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	695.00	0.00	7,825.00	18,710.00
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	340.00	64,630.46
373-04 VITAL RECORDS RESTORATION	457.50	457.50	0.00	2,181.00	2,500.00	776.50
373-05 BIO-MASS BOILERS	-49,301.49	-49,301.49	0.00	52,039.00	102,378.00	1,037.51
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	6,000.00	1,221.20
373-11 NASIFF CLEAN UP	4,684.95	4,684.95	5,000.00	0.00	30,443.60	35,128.55
373-12 NBRC BIRDS EYE	-43,764.22	-43,764.22	0.00	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	116,900.00	-199.20
373-18 2019 HRA RESERVE	0.00	0.00	-6,626.96	54,503.89	110,880.76	56,376.87
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	1,281.26	83,944.51	6,580.04	15,680.77
374-03 DOWNTOWN INFRASTRUSTURE	10,415.42	10,415.42	0.00	0.00	0.00	10,415.42
385-00 COMMUNITY DEVELOPMENT MATCH	31,830.52	31,830.52	0.00	0.00	0.00	31,830.52
387-00 BOUCHARD TIF	5,209.84	5,209.84	0.00	3,780.75	9,274.99	10,704.08
388-00 HILLTOP TIF	-155.25	-155.25	0.00	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 LOT MAINTENANCE RES	94,466.90	94,466.90	0.00	0.00	15,000.00	109,466.90
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	-342.83	1,257.87	0.00	355,001.71
405-00 ASSESSING COMPUTER RESERVE	0.00	0.00	375.00	375.00	375.00	0.00
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	0.00	0.00	504,288.00	504,290.13
415-00 LIONS COMMUNITY CENTER RESER\	16,056.20	16,056.20	0.00	0.00	0.00	16,056.20
417-00 COMPENSATED ABSENCES	173,757.17	173,757.17	-22,767.63	45,144.13	23,000.00	151,613.04
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	29.91	14,787.14	14,841.38	7,439.80
423-00 DR. CARY CEMETERY TRUST FUND	1,159.90	1,160.79	0.89	29.95	2.64	1,133.48
424-00 HAMILTON LIBRARY TRUST FUND	1,736.78	1,748.17	11.57	0.00	34.13	1,782.30
425-00 KNOX LIBRARY MEMORIAL FUND	9,783.86	9,828.91	55.12	0.00	152.78	9,981.69
426-00 CLARA PIPER MEM FUND	668.63	669.17	0.51	0.00	1.52	670.69
427-00 JACK ROTH LIBRARY MEM FUND	27,126.73	27,299.68	-34.08	3,713.55	459.26	24,045.39
429-00 BARBARA BREWER FUND	5,321.93	5,332.25	10.49	243.21	430.14	5,519.18
430-00 D. COOPER MEM FUND	58,988.30	59,248.87	306.60	4,000.00	822.63	56,071.50
432-00 MARGARET SHAW LIBRARY MEMORI	12,876.89	12,894.19	25.03	0.00	72.56	12,966.75
433-00 GORDON ROBERTSON MEM FUND	11,431.40	11,444.68	13.30	0.00	38.58	11,483.26
434-00 MEMORIAL INVESTMENT	6,089.25	6,101.18	13.32	0.00	39.45	6,140.63
435-00 RODERICK LIVING TRUST	16,351.82	16,370.64	18.88	0.00	55.95	16,426.59
436-00 AMBULANCE REIMBURSEMENT	10,858.66	11,239.52	999.15	7,378.06	10,382.98	14,244.44
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	39.56	10,671.62	19,609.38	8,937.76
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

General Ledger Summary Report

Fund(s): ALL
September

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ---- Debits	Credits	Balance Net
1 - Gen Fund CONT'D						
448-00 NYLANDER DONATIONS	2,000.00	2,000.00	0.00	2,000.00	0.00	0.00
457-00 HOMELAND SECURITY RESERVE	2,277.92	2,277.92	0.00	0.00	0.00	2,277.92
460-00 YARD SALE	-905.52	-905.52	0.00	1,188.32	1,105.00	-988.84
461-00 CRAFT FAIR	15,167.73	14,096.45	73.00	1,265.49	204.00	13,034.96
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	2,079.22	9,850.27	8,150.00	433.64
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	-6,464.82	27,476.74	30,270.45	-23,401.23
469-00 DENTAL INSURANCE	1,339.99	1,339.99	65.09	11,004.44	11,685.46	2,021.01
470-00 EYE INUSRANCE	540.18	540.18	-3.92	2,317.19	2,401.49	624.48
471-00 RC2 TIF	27,498.34	17,545.04	-3,540.00	18,709.50	34,691.09	33,526.63
472-00 ANIMAL WELFARE	4,357.00	4,407.00	4.00	74.79	2,494.00	6,826.21
477-00 LED STREET LIGHTS	35,558.00	35,558.00	0.00	192,518.70	320,000.00	163,039.30
478-00 G. HARMON MEM FUND	6,735.66	6,743.77	7.84	0.00	22.73	6,766.50
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	6,569.36	0.00	65,244.61	556,786.37
483-04 DUE TO FUND 4	240,462.42	240,462.42	4,232.25	0.00	34,006.82	274,469.24
483-05 DUE TO FUND 5	2,354,245.13	2,354,245.13	403.00	-2,500.00	375,974.99	2,732,720.12
484-02 DUE FROM FUND 2	-349,286.23	-352,898.09	-373.29	78,894.18	0.00	-431,792.27
484-03 DUE FROM FUND 3	-401,040.09	-401,219.55	-12,245.68	69,206.62	0.00	-470,426.17
484-04 DUE FROM FUND 4	-232,570.46	-232,853.98	-3,666.56	34,066.06	0.00	-266,920.04
484-05 DUE FROM FUND 5	-1,745,229.93	-1,746,032.86	-12,367.93	179,571.19	0.00	-1,925,604.05
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	0.00	0.00	8,184.96	8,184.96
493-00 RSU 39 COMMITMENT	-1,082,828.22	-1,082,828.22	-315,932.37	2,749,495.59	3,697,293.00	-135,030.81
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	-49.20	869.20	964.40	95.20
497-00 DEATH RECORDS STATE FEE	160.00	0.00	4.80	935.20	1,054.40	119.20
498-00 MARRIAGE RECORDS STATE FEE	14.00	0.00	-15.20	262.40	295.20	32.80
Fund Balance	**2,160,661.87**	**1,869,781.93**	**-261,453.82**	**23,059,400.80**	**24,645,194.95**	**3,455,576.08**
500-00 EXPENDITURE CONTROL	0.00	0.00	-597,381.25	7,670,443.28	10,378,796.29	2,708,353.01
510-00 REVENUE CONTROL	0.00	0.00	335,927.43	15,560,459.52	14,237,762.66	-1,322,696.86
600-00 FUND BALANCE	2,160,661.87	1,869,781.93	0.00	-171,502.00	28,636.00	2,069,919.93
2 - Snowmoible Trail Maintenance	0.00	0.00	0.00	227,425.94	227,425.94	0.00
Assets	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
Liabilities	**2,456.10**	**5,456.02**	**373.29**	**117,242.26**	**163,073.88**	**51,287.64**
and Fund	0.00	0.00	0.00	0.00	0.00	0.00
Balances	2,456.10	5,456.02	373.29	117,242.26	163,073.88	51,287.64
365-11 TRAIL MAINTENANCE RESERVE	38,640.26	38,028.32	0.00	23,734.50	84,179.70	98,473.52
483-01 DUE TO FUND 1	349,286.23	352,898.09	373.29	0.00	78,894.18	431,792.27
484-01 DUE FROM FUND 1	-385,470.39	-385,470.39	0.00	93,507.76	0.00	-478,978.15
Fund Balance	**-2,456.10**	**-5,456.02**	**-373.29**	**110,183.68**	**64,352.06**	**-51,287.64**
500-00 Expense Control	0.00	0.00	-373.29	57,159.68	61,317.13	4,157.45

General Ledger Summary Report

Fund(s): ALL
September

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ---- Debits	Credits	Balance Net
2 - Snowmoible Trail Maintenance CONT'D						
510-00 Revenue Control	0.00	0.00	0.00	43,750.00	3,034.93	-40,715.07
600-00 Fund Balance	-2,456.10	-5,456.02	0.00	9,274.00	0.00	-14,730.02
3 - Housing Department	0.00	0.00	0.00	226,803.23	226,803.23	0.00
Assets	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
Liabilities	**-44,546.85**	**-44,367.39**	**5,676.32**	**65,244.61**	**73,145.33**	**-36,466.67**
and Fund	0.00	0.00	0.00	0.00	0.00	0.00
Balances	-44,546.85	-44,367.39	5,676.32	65,244.61	73,145.33	-36,466.67
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	12,245.68	0.00	69,206.62	470,426.17
484-01 DUE TO FUND 1	-491,541.76	-491,541.76	-6,569.36	65,244.61	0.00	-556,786.37
Fund Balance	**44,546.85**	**44,367.39**	**-5,676.32**	**161,558.62**	**153,657.90**	**36,466.67**
500-00 Expense Control	0.00	0.00	-12,245.68	69,206.62	92,352.00	23,145.38
510-00 Revenue Control	0.00	0.00	6,569.36	90,000.00	61,305.90	-28,694.10
600-00 Fund Balance	44,546.85	44,367.39	0.00	2,352.00	0.00	42,015.39
4 - FSS	0.00	0.00	0.00	118,859.88	118,859.88	0.00
Assets	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
Liabilities	**-7,891.96**	**-7,608.44**	**-565.69**	**34,006.82**	**34,066.06**	**-7,549.20**
and Fund	0.00	0.00	0.00	0.00	0.00	0.00
Balances	-7,891.96	-7,608.44	-565.69	34,006.82	34,066.06	-7,549.20
483-01 DUE TO FUND 1	232,570.46	232,853.98	3,666.56	0.00	34,066.06	266,920.04
484-01 DUE FROM FUND 1	-240,462.42	-240,462.42	-4,232.25	34,006.82	0.00	-274,469.24
Fund Balance	**7,891.96**	**7,608.44**	**565.69**	**84,853.06**	**84,793.82**	**7,549.20**
500-00 Expense Control	0.00	0.00	-3,666.56	34,066.06	46,657.68	12,591.62
510-00 Revenue Control	0.00	0.00	4,232.25	50,787.00	33,858.14	-16,928.86
600-00 Fund Balance	7,891.96	7,608.44	0.00	0.00	4,278.00	11,886.44
5 - ECONOMIC DEV	0.00	0.00	0.00	960,719.18	960,719.18	0.00
Assets	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
Liabilities	**-174,645.36**	**-173,842.43**	**11,964.93**	**375,974.99**	**225,874.93**	**-323,942.49**
and Fund	0.00	0.00	0.00	0.00	0.00	0.00
Balances	-174,645.36	-173,842.43	11,964.93	375,974.99	225,874.93	-323,942.49
473-00 DOWNTOWN TIF	166,303.40	166,303.40	0.00	0.00	38,803.74	205,107.14
474-00 TRAIL GROOMER RESERVE	17,914.48	17,914.48	0.00	0.00	10,000.00	27,914.48
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	12,367.93	0.00	179,571.19	1,925,604.05
484-01 DUE FROM FUND 1	-2,354,245.13	-2,354,245.13	-403.00	375,974.99	-2,500.00	-2,732,720.12
Fund Balance	**174,645.36**	**173,842.43**	**-11,964.93**	**584,744.19**	**734,844.25**	**323,942.49**

General Ledger Summary Report

Fund(s): ALL
September

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ---- Debits	Credits	Balance Net
5 - ECONOMIC DEV CONT'D						
500-00 Expense Control	0.00	0.00	-11,964.93	167,055.92	376,146.70	209,090.78
510-00 Revenue Control	0.00	0.00	0.00	417,688.27	333,353.55	-84,334.72
600-00 Fund Balance	174,645.36	173,842.43	0.00	0.00	25,344.00	199,186.43
Final Totals	-1,694.68	500,303.07	0.00	55,943,052.99	56,443,356.06	0.00

Expense Summary Report

Fund: 1
September

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
10 - GENERAL GOVERNMENT	771,977.00	13,788.92	534,639.05	237,337.95	69.26
17 - HEALTH & SANITATION	250,196.00	20,805.00	187,245.00	62,951.00	74.84
18 - MUNICIPAL BUILDING	57,504.00	2,897.00	40,573.83	16,930.17	70.56
20 - GENERAL ASSISTANCE	62,997.00	2,712.53	35,546.46	27,450.54	56.43
22 - TAX ASSESSMENT	272,260.00	60,124.91	185,182.52	87,077.48	68.02
25 - LIBRARY	214,484.00	16,205.34	157,934.24	56,549.76	73.63
31 - FIRE/AMBULANCE DEPARTMENT	2,264,481.00	162,286.15	1,680,060.55	584,420.45	74.19
35 - POLICE DEPARTMENT	1,697,460.00	122,582.06	1,257,194.35	440,265.65	74.06
38 - PROTECTION	414,020.00	27,138.57	335,434.60	78,585.40	81.02
39 - CARIBOU EMERGENCY MANAGEMENT	16,074.00	2,141.35	13,615.62	2,458.38	84.71
40 - PUBLIC WORKS	2,298,861.00	120,035.95	1,378,211.01	920,649.99	59.95
50 - RECREATION DEPARTMENT	503,821.00	34,884.86	371,520.07	132,300.93	73.74
51 - PARKS	154,445.00	11,381.55	131,076.23	23,368.77	84.87
60 - AIRPORT	39,928.00	1,208.19	48,621.31	-8,693.31	121.77
61 - CARIBOU TRAILER PARK	14,733.00	1,436.92	9,754.29	4,978.71	66.21
65 - CEMETERIES	6,850.00	0.00	5,350.00	1,500.00	78.10
70 - INS & RETIREMENT	95,050.00	-3,342.67	61,287.82	33,762.18	64.48
75 - CONTRIBUTIONS	4,600.00	0.00	4,600.00	0.00	100.00
80 - UNCLASSIFIED	29,250.00	1,094.62	22,791.04	6,458.96	77.92
85 - CAPITAL IMPROVEMENTS	739,806.00	0.00	739,806.00	0.00	100.00
Final Totals	9,908,797.00	597,381.25	7,200,443.99	2,708,353.01	72.67

Expense Summary Report

Fund: 2
September

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
52 - SNOWMOIBLE TRAIL MAINTENANCE	53,024.00	373.29	48,866.55	4,157.45	92.16
Final Totals	53,024.00	373.29	48,866.55	4,157.45	92.16

Expense Summary Report

Fund: 3
September

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
24 - HOUSING	92,352.00	12,245.68	69,206.62	23,145.38	74.94
Final Totals	92,352.00	12,245.68	69,206.62	23,145.38	74.94

Expense Summary Report

Fund: 4
September

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
96 - SECTION 8 - FSS PROGAM	46,509.00	3,666.56	33,917.38	12,591.62	72.93
Final Totals	46,509.00	3,666.56	33,917.38	12,591.62	72.93

Expense Summary Report

Fund: 5
September

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
11 - ECONOMIC DEVELOPMENT	354,816.00	11,394.83	147,231.38	207,584.62	41.50
12 - NYLANDER MUSEUM	10,013.00	570.10	8,506.84	1,506.16	84.96
Final Totals	364,829.00	11,964.93	155,738.22	209,090.78	42.69

Revenue Summary Report

Fund: 1
September

Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
10 - GENERAL GOVERNMENT	6,749,673.04	245,514.64	6,235,809.97	513,863.07	92.39
17 - HEALTH & SANITATION	170,000.00	0.00	170,000.00	0.00	100.00
18 - MUNICIPAL BUILDING	4,900.00	0.00	3,566.64	1,333.36	72.79
20 - GENERAL ASSISTANCE	25,300.00	2,016.84	14,562.65	10,737.35	57.56
22 - TAX ASSESSMENT	777,855.62	0.00	481,558.00	296,297.62	61.91
23 - CODE ENFORCEMENT	6,000.00	867.50	9,625.00	-3,625.00	160.42
25 - LIBRARY	6,650.00	880.99	5,052.31	1,597.69	75.97
31 - FIRE/AMBULANCE DEPARTMENT	1,459,503.00	81,110.28	1,159,605.21	299,897.79	79.45
35 - POLICE DEPARTMENT	111,970.00	648.00	84,627.13	27,342.87	75.58
39 - CARIBOU EMERGENCY MANAGEMENT	2,600.00	0.00	800.00	1,800.00	30.77
40 - PUBLIC WORKS	203,415.00	0.00	40,474.00	162,941.00	19.90
50 - RECREATION DEPARTMENT	24,000.00	-1,039.50	13,154.25	10,845.75	54.81
51 - PARKS	2,250.00	0.00	103.00	2,147.00	4.58
60 - AIRPORT	19,000.00	4,928.68	28,456.64	-9,456.64	149.77
61 - CARIBOU TRAILER PARK	18,000.00	1,000.00	11,025.00	6,975.00	61.25
Final Totals	9,581,116.66	335,927.43	8,258,419.80	1,322,696.86	86.19

Revenue Summary Report

Fund: 2
September

Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
52 - SNOWMOIBLE TRAIL MAINTENANCE	43,750.00	0.00	3,034.93	40,715.07	6.94
Final Totals	43,750.00	0.00	3,034.93	40,715.07	6.94

Revenue Summary Report

Fund: 3
September

Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
24 - HOUSING	90,000.00	6,569.36	61,305.90	28,694.10	68.12
Final Totals	90,000.00	6,569.36	61,305.90	28,694.10	68.12

Revenue Summary Report

Fund: 4
September

Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
96 - SECTION 8 - FSS PROGAM	50,787.00	4,232.25	33,858.14	16,928.86	66.67
Final Totals	50,787.00	4,232.25	33,858.14	16,928.86	66.67

Revenue Summary Report

Fund: 5
September

Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
11 - ECONOMIC DEVELOPMENT	417,688.27	0.00	332,435.62	85,252.65	79.59
12 - NYLANDER MUSEUM	0.00	0.00	917.93	-917.93	----
Final Totals	417,688.27	0.00	333,353.55	84,334.72	79.81

City of Caribou
Investment Report
September 2019

Financial Institution	Investment & Type	Purchase/Reinvest Date	Maturity Date	Length (Days)	Purchase Price	Interest Rate	Estimated Earnings	Amount Int Rec During Period	Market Value
Machias Savings Bank	General Checking Acct					0.30%		6,044.61	5,910,881.54
Machias Savings Bank	Section 125 Checking Acct					0.30%		317.80	72,193.08
ACFS & Loans	Certificate of Deposit	8/9/2015	8/9/2020	1825	3,000,000.00	3.00%	450,000.00	22,345.04	3,000,000.00 *
Machias Savings Bank	RLF #10 Checking Acct (Loan fund Adm By CDCG) (Originated from State of Maine Grant)					0.30%		787.48	235,526.50
Trust Funds									
ACFS & Loans	Dr. Cary Cemetery (Savings acct)					0.15%		0.89	1,163.43
ACFS & Loans	Clara Piper Mem Fund (Savings Acct)					0.15%		0.51	670.69
ACFS & Loans	The Roderick Living Trust (Money Market)	5/4/2017			21,810.76	0.25%		18.88	16,426.59
ACFS & Loans	Hamilton Library Trust (CD)	9/25/2018	9/25/2021	1095	1,744.65	2.55%	133.47	11.57	1,782.30
ACFS & Loans	Knox Library Trust (CD)	4/13/2018	4/13/2023	1825	3,195.30	2.20%	351.48	18.46	3,291.82
ACFS & Loans	Knox Library Trust (CD)	4/9/2019	4/8/2020	365	6,600.64	1.60%	105.61	36.66	6,689.87
ACFS & Loans	Jack Roth Library Trust(CD)	4/13/2018	4/13/2023	1825	30,926.67	2.20%	3,401.93	155.62	27,758.94
County Federal Credit Union	Dorothy Cooper Scholarship (CD)	7/19/2019	7/19/2020	365	59,816.48	2.10%	1,256.15	306.60	60,071.50
County Federal Credit Union	Philip Turner Library Mem(CD)	4/30/2019	10/30/2019	180	9,771.62	1.60%	77.10	39.56	9,837.76
Machias Savings Bank	Margaret Shaw Library Mem(CD)	12/24/2018	12/24/2020	730	12,892.07	0.75%	193.38	25.03	12,966.75
Machias Savings Bank	Gordon Robertson Mem(CD)	9/12/2019	9/12/2020	365	11,480.57	0.45%	51.66	13.30	11,483.26
ACFS & Loans	Memorial Investment(CD)	9/16/2019	12/16/2019	91	6,131.80	0.850%	12.99	13.32	6,140.63
Machias Savings Bank	G. Harmon Memorial(CD)	5/11/2019	5/11/2020	365	7,016.02	0.45%	31.57	7.84	6,766.50
County Federal Credit Union	Ken Matthews Scholarship(CD)	5/24/2019	11/24/2019	180	7,393.57	1.60%	58.34	29.91	7,435.80
Machias Savings Bank	Barbara Brewer Fund(CD)	8/12/2017	8/12/2020	1095	5,457.43	0.75%	122.79	10.49	5,562.39

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

CARIBOU ADMINISTRATION
25 HIGH STREET
CARIBOU, ME. 04736

MEMO

TO: Caribou City Council Members
FROM: Dennis Marker, City Manager
RE: Staff Awards Recognitions
DATE: October 8, 2019

The city's staff put in many hours of work and training to provide the best service they can with the limited staffing and budget available. I'd like to recognize two staff members who recently were awarded special honors within their respective fields

Penny Thompson, City Tax Assessor

Penny Thompson reached two career milestones in 2019. In January, Penny became one of only three Certified Maine Assessors to reach the CMA-IV advanced assessor certification level. The CMA-IV is the highest licensure level in Maine. In order to achieve this license status, Penny met experience and education requirements as specified by Maine Revenue Services' Property Tax Division.

In February, Penny completed the final requirement to earn the International Association of Assessing Officers (IAAO) professional designation of Residential Evaluation Specialist (RES). According to the IAAO website, the purpose of the RES designation is "to recognize professionalism and competency in the valuation of residential property for tax purposes." The requirements for this achievement include successful completion of seven IAAO courses on ethics and valuation concepts, a passing score on an eight-hour case study exam, and a passing score on a four-hour RES Master Exam. Less than ten percent of IAAO members have earned a professional designation and Penny is one of only two assessors in Maine to have successfully completed an IAAO professional designation candidacy program.

Penny was recognized by her peers at the Northern Maine Spring Workshop sponsored by the Maine Association of Assessing Officers held at NMDC in April. Penny was awarded a scholarship from IAAO to attend the 2019 IAAO Annual International Conference on Assessment Administration in Niagara Falls Ontario, where she received additional recognition for this professional achievement. While at the conference, Penny attended sessions on mass appraisal modeling, leadership and customer service and was able to network with leaders in the assessment administration profession.

Holli Doody, Deputy City Treasurer

Holli Doody recently completed certification as a Treasurer in the State of Maine. This required completion of courses in Municipal Law, Tax Liens, Cash Management, Payroll procedures and 14 additional hours of training in related topics. Holli has worked for the city for 4.5 years as the Deputy treasurer with primary duties including payroll and accounts payable.

CITIZEN BOARD APPLICATION FORM

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

Name: Amanda Jandreau

Physical Address: 57 Old Washburn Road

Mailing Address: P.O. Box 691

Phone Number: _____ Home _____ Work

207-991-2004 Cell amanda.jandreau@gmail.com Email

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

None

Education: B.S. Civil Engineering

U.M.O Class of 2008

Present Employer Name & Address: Harriman

4le Harriman Drive, Auburn, ME 04210

Job Title: Senior Structural Engineer

I am Interested in serving on the following committee: Planning Board

Are you willing to serve on ANY committee if needed? (YES) NO

Amanda Jandreau

Signature of Applicant

CARIBOU ADMINISTRATION
25 HIGH STREET
CARIBOU, ME. 04736

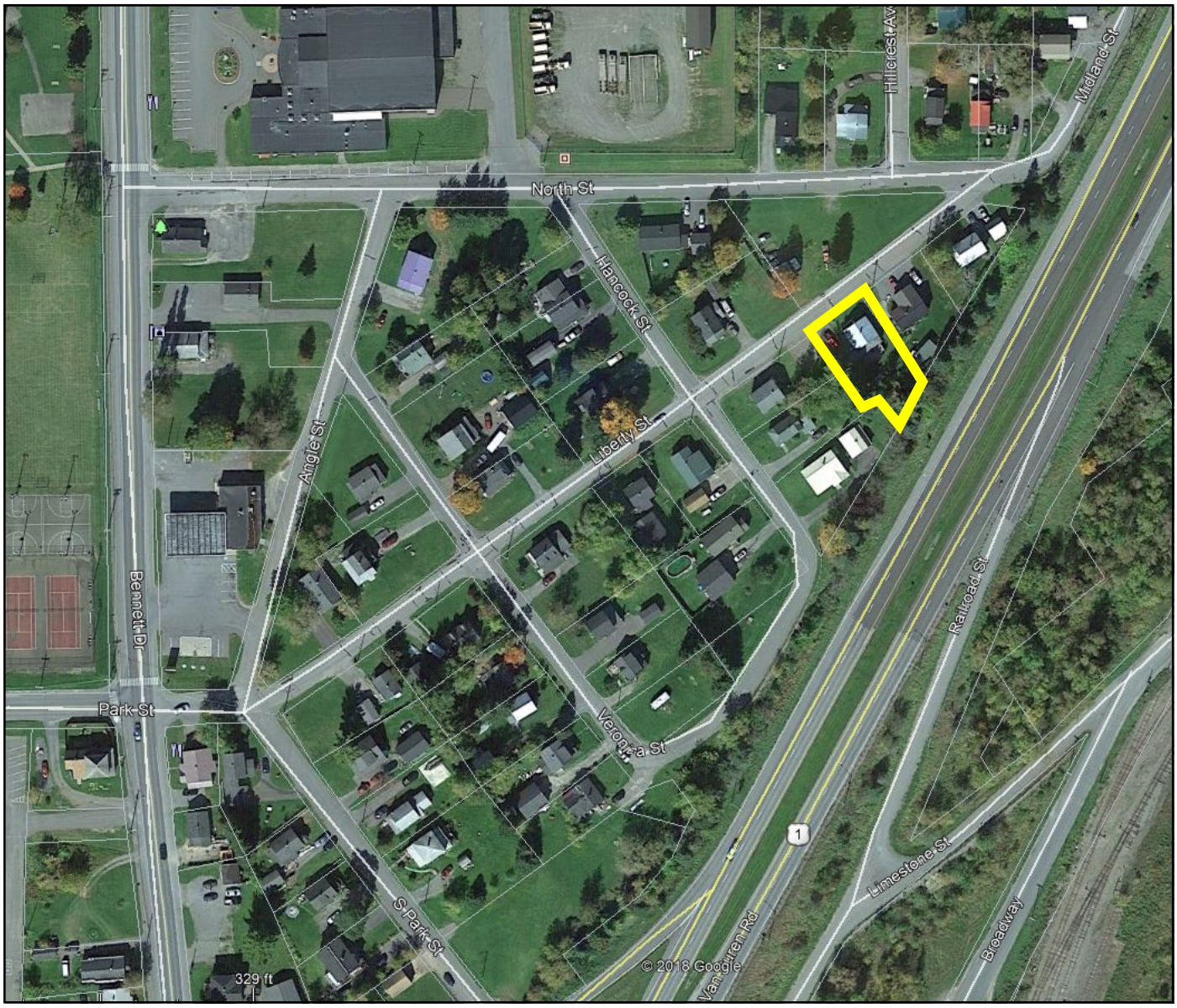
MEMO

TO: Caribou City Council Members
FROM: Dennis Marker, City Manager
RE: Award of Bid for Tax Acquired Property (Map 34 Lot 144)
DATE: October 24, 2019

DISCUSSION AND POSSIBLE ACTION ITEM

The city received a bid from Daniel Phelan II for the property shown below, which was part of the tax acquired properties advertisement in 2019. The bid is for the full amount requested ($8,500). Total taxes owed on the property were $1,911 plus interest and fees.

Staff recommends the Council accept the bid amount and authorize staff to execute the necessary deeds to complete the sale of the property.



CARIBOU ADMINISTRATION
25 HIGH STREET
CARIBOU, ME. 04736

MEMO

TO: Caribou City Council Members
FROM: Dennis Marker, City Manager
RE: Award of Bid for Tax Acquired Property (Map 6 Lot 10-A)
DATE: October 24, 2019

DISCUSSION AND POSSIBLE ACTION ITEM

The city received a bid from Scott Englund for the property shown below, which was part of the tax acquired properties advertisement in 2019. The bid is for the full amount requested ($2,800). Total taxes owed were $768 plus interest and fees. Property is land only.

Staff recommends the Council accept the bid amount and authorize staff to execute the necessary deeds to complete the sale of the property.

CARIBOU ADMINISTRATION
25 HIGH STREET
CARIBOU, ME. 04736

MEMO

TO: Caribou City Council Members
FROM: Dennis Marker, City Manager
RE: Safe Alternatives License Renewal
DATE: October 24, 2019

***** PUBLIC HEARING *****

DISCUSSION AND POSSIBLE ACTION ITEM

Safe Alternatives is a Registered Nonprofit Dispensary licensed under the state of Maine and located at 1137 Presque Isle Road. The Safe Alternatives operating permit expires on November 20,2018. City licensing procedures requires that a public hearing must be conducted by the City Council before a nonprofit dispensary permit can be issued/reissued. City departments have reviewed the requested renewal and have determined that there are no violations of local zoning or land use ordinances, there have been no unreasonable disturbances to businesses or persons residing in the vicinity, there have been no repeated incidents of record of breaches of the peace, disorderly conduct, vandalism or other violations of law caused by business patrons or employees, and there have been no violations of record pertaining to state law or the Caribou Code related to the business operations.

Staff Recommendation
Staff recommends the Registered Nonprofit Dispensary License be renewed based on the following findings and condition:

Findings:
1. City departments have reviewed the requested renewal and have determined that there are no known violations of local zoning or land use ordinances,
2. There have been no unreasonable disturbances to businesses or persons residing in the vicinity,
3. There have been no repeated incidents of record of breaches of the peace, disorderly conduct, vandalism or other violations of law caused by business patrons or employees, and
4. There have been no violations of record pertaining to state law or the Caribou Code related to the business operations.

Condition:
1. Safe Alternatives continues to comply with all applicable laws and ordinances including, but no limited to, remaining a licensed dispensary under the State of Maine.

MAINE MEDICAL USE OF MARIJUANA PROGRAM

THIS CERTIFIES THAT

SAFE ALTERNATIVES

1137 PRESQUE ISLE RD
CARIBOU, ME 04736

Has met the Registration requirements of 22 M.R.S. §588-C to act as a Dispensary for furnishing marijuana for medical use to Qualifying Patients and/or Registered Primary Caregivers

CERTIFICATE OF REGISTRATION

ISSUED ON NOVEMBER 21, 2018 AND EXPIRES ON NOVEMBER 20, 2019

Craig Patterson, Program Manager,
Maine Medical Use of Marijuana Program
Department of Administrative & Financial Services

BUREAU OF ALCOHOL BEVERAGES AND LOTTERY OPERATIONS
DIVISION OF LIQUOR LICENSING AND ENFORCEMENT
8 STATE HOUSE STATION, AUGUSTA, ME 04333-0008 (Regular Mail)
10 WATER STREET, HALLOWELL, ME 04347 (Overnight Mail)
TEL: (207) 624-7220 FAX: (207) 287-3434
EMAIL INQUIRIES: MAINELIQUOR@MAINE.GOV

DIVISION USE ONLY	
License No:	
Class:	By:
Deposit Date:	
Amt. Deposited:	
Cash Ck Mo:	
Good SOS & DBA: YES ☐ NO ☐	

PRESENT LICENSE EXPIRES: 01.23.2020

NEW application: ☒ Yes ☐ No
If business is NEW or under new ownership, indicate starting date: November 1, 2019
Requested inspection (New Licensees/ Ownership Changes Only) Date : _____ Business hours: _____

INDICATE TYPE OF PRIVILEGE: ☒ MALT ☒ VINOUS ☒ SPIRITUOUS

INDICATE TYPE OF LICENSE:

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

REFER TO PAGE 3 FOR FEE SCHEDULE

ALL QUESTIONS MUST BE ANSWERED IN FULL

Corporation Name: CDF, LLC	**Business Name (D/B/A)** Access 89 Bar & Grill
APPLICANT(S) –(Sole Proprietor) Jeremiah M. Flannery	**Physical Location:** 539 Access Highway
	Town Canbou **State** Me **Zip Code** 04736
Address 28 Corriveau St.	**Mailing Address** **Same As Above?** ☒
City/Town Canbou **State** Me **Zip Code** 04736	**City/Town** **State** **Zip Code**
Telephone Number 207 621 4555 **Fax Number**	**Business Telephone Number** **Fax Number**
Federal I.D. #	**Seller Certificate #:** **or Sales Tax #:**
[redacted]ail.com	**Website:**

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

2. State amount of gross income from period of last license:

ROOMS $_____ FOOD $ _____ LIQUOR $ _____

3. Is applicant a corporation, limited liability company or limited partnership? YES ☒ NO ☐
If Yes, please complete the Corporate Information required for Business Entities who are licensees.

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

5. 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: Dodo's Market

Physical Location: 539 access Highway City / Town: Caribou, Me

6. If manager is to be employed, give name: n/a

7. Business records are located at: 28 Comreau St. & 539 Access Hwy. Caribou

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

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

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

Full Name (Please Print)	DOB	Place of Birth
Jeremiah Matthew Flannery	[redacted]	

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

	City:	State:
[redacted]	Caribou	Me
	Caribou	Me
	Buxton	Me

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

Name: _____ Date of Conviction: _____

Offense: _____ Location: _____

Disposition: _____ (use additional sheet(s) if necessary)

13. Will any law enforcement official benefit directly in your license, if issued?
Yes ☐ No ☒ If **Yes**, give name: _____

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

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

16. Describe in detail the premises to be licensed: (**On Premise Diagram Required**) See attached diagram
Bar and Grill with Karoke, live bands and dj's times.

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

18. What is the distance from the premises to the **NEAREST** school, school dormitory, church, chapel or parish house, measured from the main entrance of the premises to the main entrance of the school, school dormitory, church, chapel or parish house by the ordinary course of travel? 5 miles

Which of the above is nearest? School

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: Previous Aroostook Savings & Loan, NMDC and Owner financing

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, Me (Town/City, State) on October 14 (Date), 20 19

PLEASE SIGN IN BLUE INK

Signature of Applicant or Corporate Officer(s)

Jeremiah M. Flanney
Print Name

Signature of Applicant or Corporate Officer(s)

Print Name

FEE SCHEDULE

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

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

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

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

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

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

Class III & IV Malt & Vinous Only ..... $ 440.00
CLASS III & IV: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Restaurants; Vessels; Pool Halls; and Bed and Breakfasts.

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

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

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

SELF-SPONSORED EVENTS: Qualified Caterers Only ..... $ 700.00

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

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

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

TO STATE OF MAINE MUNICIPAL OFFICERS & COUNTY COMMISSIONERS:
Hereby certify that we have complied with Section 653 of Title 28-A Maine Revised Statutes and hereby approve said application.

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

On: _____
Date

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

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

_____ _____

_____ _____

_____ _____

THIS APPROVAL EXPIRES IN 60 DAYS

NOTICE – SPECIAL ATTENTION

§653. Hearings; bureau review; appeal

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

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

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

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

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.

1. Exact legal name: CDF LLC
2. Doing Business As, if any: Access 89 Bar & Grill
3. Date of filing with Secretary of State: 10/10/19 State in which you are formed: Maine
4. If not a Maine business entity, date on which you were authorized to transact business in the State of Maine: _____
5. List the name and addresses for previous 5 years, birth dates, titles of officers, directors and list the percentage ownership: (attach additional sheets as needed)

NAME	ADDRESS (5 YEARS)	TITLE	Ownership %
Jeremiah Flannery	78 Carriveau St Caribou, Me	Owner	100%
" "	57 Charles St Caribou, Me	" "	" "
" "	12 Seavey Dr Buxton, Me	" "	" "

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

6. If Co-Op # of members: _____ (list primary officers in the above boxes)

7. 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

10/16/19
Date

Jeremiah M. Flannery
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

STREET LIGHT MAINTENANCE AND REPAIR SERVICES AGREEMENT

This AGREEMENT is made this __ day of _____, 2019, between Realterm Energy US Services, L.P., a Delaware limited partnership, with a mailing address of 201 West Street, Suite 200, Annapolis, MD 21401 (hereinafter referred to as SERVICE PROVIDER), and the City of Caribou, Maine, a Maine municipal corporation, with a mailing address of 25 High Street, Caribou, Maine 04736 (hereinafter referred to as CLIENT),

RECITALS

WHEREAS, the CLIENT has, or will take, ownership of streetlight assets through a Customer Owned Streetlighting Agreement with Emera (hereafter referred to as Emera).

WHEREAS subsequent to the acquisition of the streetlight assets from Emera, the CLIENT owns an inventory of approximately 617 streetlights.

WHEREAS the Client has signed an agreement with Realterm Energy US L.P. on 12/21/2017 for the conversion of its entire streetlight network to LED (the "Conversion Agreement").

WHEREAS the CLIENT wishes to engage the SERVICE PROVIDER to provide maintenance and repair services to its streetlight network from the date of acquisition from Emera.

WHEREAS, the SERVICE PROVIDER will be engaging a third-party electrical subcontractor to perform a portion of the services defined herein.

Now, therefore the parties agree as follows:

TERMS

The SERVICE PROVIDER shall have the following task obligations:

1. Qualified Personnel & Subcontractor

The SERVICE PROVIDER shall engage a qualified and experienced electrical contractor with sufficient resources and equipment available to respond to reports of streetlight outages and diagnose and repair the malfunction within the time requirements outlined in this AGREEMENT and throughout its term.

2. License Classification

The SERVICE PROVIDER shall ensure that all personnel and subcontractor(s) engaged in performing services under this agreement possess all required State and local permits, certificates and/or licences throughout the term of this AGREEMENT.

3. Insurance Requirements

The SERVICE PROVIDER and any subcontractor engaged by it will be required to maintain commercial general liability with a limit of not less than $5,000,000.00 per occurrence and aggregate, for bodily injury and property damage. The policy shall include contractual liability and insure the indemnification obligations of SERVICE PROVIDER under this Agreement but only to the extent of the coverage afforded by such policy. The policy shall be endorsed to name the CLIENT and Emera as an additional insured, on a primary and non-contributory basis, insofar as this AGREEMENT is concerned, contain a cross-liability clause, and provide that written notice shall be given to CLIENT and Emera at least 30 days prior to cancellation or material change in the form of such policies or endorsements. The SERVICE PROVIDER and any subcontractor engaged by it will also be required to maintain auto liability, in an amount not less than $1,000,000, if automobiles are used in connection with its business. Upon request, the SERVICE PROVIDER will provide the CLIENT and Emera certificates of

insurance. The SERVICE PROVIDER and any subcontractor engaged by it shall be responsible for its personal property, including its equipment.

4. Indemnity Requirements

The SERVICE PROVIDER shall defend, hold harmless, and indemnify the CLIENT, its representatives, agents, elected officials, officers, directors, and employees in any actions and from all damages arising out of the acts or failure to act of SERVICE PROVIDER, or its authorized representatives, in the performance of any act or its obligations under the terms of this AGREEMENT. The SERVICE PROVIDER shall not be liable for damages caused by the sole negligence, or willful misconduct of the CLIENT.

5. General

In general, the work to be done consists of providing street and pathway light maintenance and emergency services for the street and pathway lights located within the CLIENT's geographical boundaries. The SERVICE PROVIDER shall have available and readily accessible all required tools, equipment, apparatus, facilities, and material to perform all work necessary to maintain the lighting systems. The SERVICE PROVIDER shall ensure that both its qualified workforce and that of any subcontractor engaged by it shall be sufficient to respond to emergency calls that may be received from time to time and to promptly make temporary and permanent repairs. The work force shall be qualified to perform such work as required by any Municipal, State or Federal regulations.

6. **Required Maintenance**

The SERVICE PROVIDER will only respond to requests generated and approved by the CLIENT during the term of this AGREEMENT. The SERVICE PROVIDER shall repair, replace or otherwise render in good working order all defective parts of the street, park and pathway lights as instructed and authorized by the CLIENT. The SERVICE PROVIDER shall furnish all tools, equipment, apparatus, facilities, labor, services and materials, and perform all work necessary to maintain the equipment in good workmanlike manner. Service requests shall be classified into two (2) levels of priority:

i. **Level 1 Maintenance Request (Low Priority)** applies to lights deemed to be non-critical by the CLIENT, includes repair of street, parking lot or pathway lights consisting of furnishing a qualified lighting maintenance technician (or technicians) and a service vehicle, removing and replacing any combination of lamp, lens, photocell, ballast, or igniter, etc. Also included is removing and replacing damaged or missing street lights, however, no like for like replacement of complete HID fixtures will be carried out during this interim period. Instead, the SERVICE PROVIDER will supply to the CLIENT a loaner LED luminaire at no cost, the standard installation hourly labour as stated in Exhibit "A" - Schedule of Prices will apply. Ownership of the loaned light will remain with the SERVICE PROVIDER.

ii. **Level 2 Maintenance Request (High Priority)** applies to lights deemed by the CLIENT to be of significant safety consideration. Service Provider will dispatch a qualified lighting maintenance technician (or technicians) and a service vehicle to repair the light within 5 working days of receiving authorization to proceed. No like for like replacement of complete HID fixtures will be carried out during this interim period. Instead, the SERVICE PROVIDER will supply to the CLIENT a loaner LED luminaire at no cost, the standard installation hourly labour as stated in Exhibit "A" - Schedule of Prices will apply. Ownership of the loaned light will remain with the SERVICE PROVIDER.

It is understood that Emera-owned equipment, privately-owned lights and traffic signal poles are excluded from this AGREEMENT.

7. Making a service request

The CLIENT shall send an e-mail to service@realtermenergy.com which must include the following information:

1. Service Level Request: 1 or 2.
2. Municipal street address nearest to light.
3. RTE ID number that identifies the fixture (this information can be obtained from the map provided to the City)
4. Description of the issue. (i.e. failed light, flickering, day burner etc.)

The SERVICE PROVIDER shall acknowledge receipt of the email request within one business day.

The SERVICE PROVIDER will dispatch an electrical contractor to repair the Luminaire within the time frame chosen in accordance with the corresponding service level. Upon completion of the repairs the CLIENT will be notified via e-mail as to the status of the repairs, and a description of the work completed.

8. Quality Control Program

The Quality Control Program shall identify a person responsible for the overall timeliness and quality of the street light maintenance services being provided. The Quality Control Program shall provide notice regarding the services performed under this AGREEMENT, responses to calls for service and disposition of service. All work performed by the SERVICE PROVIDER under the terms of this AGREEMENT shall be accomplished in accordance with industry-wide standards.

9. Warranty

The Contractor warrants that, unless otherwise specified, all materials and equipment incorporated in any services provided under this AGREEMENT shall be in good working condition. The SERVICE PROVIDER further warrants that all workmanship shall be of the highest quality and shall be performed by persons qualified at their respective trades. Work not conforming to these warranties shall be considered defective.

The warranty period with regards to this AGREEMENT shall be thirty (30) days from the date of completion of the work.The CLIENT shall promptly give the SERVICE PROVIDER notice in writing of observed defects and deficiencies in the work which appear during the warranty period.

All warranty claims shall be sent via e-mail to **service@realtermenergy.com**. The SERVICE PROVIDER shall acknowledge receipt of the e-mail request within one business day.

The SERVICE PROVIDER shall promptly correct, at the SERVICE PROVIDER's expense, any work which is not in accordance with this agreement or defects or deficiencies in the work, which are reported during the warranty period.

10. Compensation and Payment Terms

a) The Service Provider shall maintain an "open book, cost plus approach" in relation to this AGREEMENT to enable the CLIENT to monitor, scrutinize and verify the accuracy of all material

and subcontracted labor charges. On request by the CLIENT, the SERVICE PROVIDER shall provide the CLIENT an open book account of these charges, setting out full and transparent details of each charge to the CLIENT.

b) The CLIENT understands that the charge for completion of the services shall be based upon a cost-plus basis whereby the SERVICE PROVIDER agrees to charge the actual amount invoiced to it by the subcontractor plus a mark-up of 20%. In the first year of this AGREEMENT, invoicing to the CLIENT will be charged according to the Pricing Schedule detailed in Exhibit "A". In addition, the SERVICE PROVIDER shall charge a fixed monthly fee of $50 to maintain and administer this service offering. Rates may be reviewed annually by the SERVICE PROVIDER and the CLIENT and rate increases may be requested in writing with detailed justification from the Service Provider and may only be implemented upon the mutual agreement of the Parties.

c) Invoices from the SERVICE PROVIDER to the Client shall be submitted no more frequently than once per month. Invoices for all maintenance services performed in the month shall be submitted by the tenth (10th) day of the following month. Invoices for additional work shall be submitted upon completion and acceptance of the additional work, and under no circumstances more than 60 days after completion of work. All invoices are due and payable within thirty (30) days of receipt

11. <u>Subcontractors</u>

The SERVICE PROVIDER shall be fully responsible for the acts and omissions of any subcontractors and of persons both directly or indirectly employed by it, and shall hold subcontractors to the same terms and conditions as the SERVICE PROVIDER is held under this Agreement. The SERVICE PROVIDER shall ensure that all subcontractors engaged to provide services under this AGREEMENT shall possess all necessary permits, licenses, and certifications as required under any Municipal, State or Federal regulations. Subcontractors shall not be deemed employees of the CLIENT under any circumstances and the SERVICE PROVIDER assumes full responsibility for payment of compensation, taxes and all other benefits due and payable to all such personnel involved in performing services under this Agreement. This Agreement is not intended to create a joint venture, employment relationship or partnership and the relationship between the parties is that of independent contractors. SERVICE PROVIDER has a substantive investment in its facilities, tools, instruments, materials and knowledge used by its employees to complete the services referenced herein. The services performed by SERVICE PROVIDER fall outside the usual course of business of the CLIENT, and SERVICE PROVIDER is not required to work exclusively for the CLIENT. SERVICE PROVIDER is contractually responsible for satisfactory completion of the services, and payment to SERVICE PROVIDER is based on factors directly related to the services performed. SERVICE PROVIDER agrees that the persons retained by it to provide services hereunder are SERVICE PROVIDER's employees or subcontractors working directly for SERVICE PROVIDER and are not employees of the CLIENT for any purpose and therefore such persons are not entitled to any rights or benefits, whether present or future, under any collective bargaining agreement, retirement, or other benefit plan of the CLIENT; or the payment by the CLIENT of social security taxes, workers compensation premiums, unemployment insurance premiums, overtime or other compensation, and any other SERVICE PROVIDER benefits, including withholding of federal or state income taxes, and that SERVICE PROVIDER shall be solely responsible for these obligations. SERVICE PROVIDER agrees to indemnify, save harmless and defend the CLIENT and its affiliates from, and accepts full responsibility for any and all claims related to SERVICE PROVIDER's obligations to its own employees or independent contractors engaged in the Services, relating to any governmental action or claim arising out of SERVICE PROVIDER's obligations to its own employees or independent contractors.

12. Contract Term

The term of this AGREEMENT shall be for a term of twelve (12) months beginning on the date on which the CLIENT acquires the lights from Emera with an option to extend the Agreement by an additional twelve (12) month term. The Client shall notify the Service Provider in writing at least thirty (30) days prior to the anniversary of the Agreement if it does not intend to extend the Agreement. If said notice is not timely provided, this Agreement shall automatically renew for an additional twelve (12) month term.

13. Termination

a) Termination for Convenience: Either party may terminate this AGREEMENT for convenience upon thirty (30) day written notice to the other party. Unless otherwise directed by the Client, the Service Provider shall cease its performance of Services as quickly and effectively as possible following receipt of Client's convenience termination notice and terminate all commitments to third parties in connection with the Services. In the event of a termination for convenience, the Service Provider shall be compensated for Services performed through the date of termination and expiration of the thirty (30) day notice period, plus its reasonable overhead and profit. Service Provider shall submit and Client shall process Service Provider's convenience termination payment invoice within thirty (30) days of receipt of said invoice.

b) Termination by Client for Non-Performance: The Client may terminate this Agreement at any time for non-performance of its obligations ("Default") under this agreement after giving the Service Provider written notice with fifteen (15) business days to cure the same, provided, however that if the Default in question cannot reasonably be cured within such fifteen (15) business days, then so long as the Service Provider commences cure within fifteen (15) business days and continues to use commercially reasonable efforts to pursue such cure, then such Default shall not be deemed a Default hereunder.

c) Termination by Service Provider for Non-Payment: If the Client fails to pay the Service Provider within thirty (30) days of the payment due date as set forth in Article 11, the Service Provider will promptly provide notice to the Client of the non-payment and provide the Client an opportunity to cure. If, after the expiration of fifteen (15) days, the Client still has not made payment to the Service Provider, the Service Provider may, in its sole discretion, cease all operations and/or terminate the Agreement.

14. Dispute Resolution

This Agreement shall be governed by and construed in accordance with the laws of the State of **Maine**, notwithstanding its conflict of law principles.

15. Legal Notice

All notices, requests, demands or other communications to or from the parties hereto, unrelated to outages and service call requests, shall be in writing and shall be given by overnight delivery service, by hand delivery, telecopy or e-mail to the addressee as follows:

(i) If to the Service Provider:

RealTerm Energy US Services, L.P.

201 West Street

Annapolis, Maryland 21401

Attention: Neil Frankel

Phone: (514) 420-1106

Facsimile: (438) 816-0135

E-mail: nfrankel@realtermenergy.com

(ii) If to the Client:

The City of Caribou, Maine

25 High Street,

Caribou, Maine 04736

Attention:

Facsimile:_____

E-mail:_____

16. Entire Agreement

This Agreement and its attachments represent and contain the entire agreement between the parties. Prior discussions or verbal representations by the parties that are not contained in this Agreement and its attachments are not a part of this Agreement. Where there is any conflict between the provisions of this Agreement and the provisions of any attachment, the provisions of this Agreement shall control. The provisions of this Agreement, including the scope of the Services stated in Section 6, may not be modified unless the modification is (i) in writing; (ii) specifically references this Agreement; and (iii) is signed by authorized representatives of both parties.

17. Counterparts

This agreement may be signed in any number of counterparts, each of which is an original, and all of which taken together constitute one single document.

Signature page to follow

EXECUTED the day and year set forth above.

By: RealTerm Energy US Services, L.P., a Delaware limited partnership

By: RealTerm Energy US, LLC, its General Partner

By:_____

Name: Angelos Vlasopoulos
Title: CEO

Date: _____

By: City of Caribou, Maine

By:_____

Name:
Title:

Date:_____

EXHIBIT "A"

Pricing Schedule

Table 1 - Basic Service		
Item	**Description**	**Estimated Hourly Rate (Normal Working Hours)**
1	Master Electrician and bucket truck	$165.00 + RTE Mark up

Table 2 - Additional Services (only if required)		
Item	**Description**	**Estimated Hourly Rate (Normal Working Hours)**
1	Bucket Truck Ground Worker	$50.00 + RTE Mark up
2	Flaggers (two)	$60.00 + RTE Mark up

Minimum Callout is 2 hours (Portal to Portal).

Table 1 Hourly Rates exclude the following items:

- Materials (i.e. Lamps, Ballasts, Wiring, Fusing, etc.)
- Disposal
- Police Detail
- Any State and/or Municipality Permits
- Any other required Services

All exclusions shall be invoiced in addition to rates outlined in Table 1.

Normal Working Hours are as follows:

- Monday to Friday from 7:00 AM to 3:30 PM up to a maximum of 8 Hours per day and/or 40 hours per week

Services provided outside of Normal Working Hours will be invoiced as follows:

- Overtime: 1.5 times the Hourly Rate for Normal Working Hours.
- Saturday, Sundays and Holidays: 2 times the Hourly Rate for Normal Working Hours.

CARIBOU ADMINISTRATION
25 HIGH STREET
CARIBOU, ME. 04736

MEMO

TO: Caribou City Council Members
FROM: Dennis Marker, City Manager
RE: Phone Systems Contract
DATE: October 8, 2019

The city receives communication services from multiple providers. Current phone services are provided through Otelco (OTT), internet services are through Pioneer broadband, Time Warner Cable and Charter Communications. Our current agreement with OTT expires November of this year but includes an automatic renewal provision and moves to an annual contract. The City was contacted by Great Works Internet (GWI) who suggested they could consolidate some of our services and provide savings to the city with a 5-year agreement.

We've worked with OTT and GWI to determine the services necessary in our facilities and have received quotes from both companies. I've confirmed with the companies that they have provided their best offers.

- GWI proposed to offer the same phone services and replace three existing DSL lines for an annual expense of $1,695.00
- OTT proposed to modify their phone rates giving us an annual expense of $772.25. The three DSL lines to be replaced by GWI currently cost $2,200 annually. For a combined cost near $2,972.

It is recommended that we convert our phone services contract to GWI for a 5-year contract using current pricing, which includes conversion of the three DSL lines to GWI service.

Recommended Action:
Authorize the City Manager to enter into a 5-year service contract with GWI for phone services to city buildings based on the submitted scope of services.

SERVICE AGREEMENT

GWI | 43 Landry St | Biddeford, ME 04005 | (866) 494-2020 | www.gwi.net

CUSTOMER NAME	**City of Caribou**	ACCOUNT MANAGER	**Donna Durkin**
BILLING ADDRESS	25 High Street	CONTRACT TYPE	New Customer
		CONTRACT TERM	60 Months
CITY, STATE ZIP	Caribou, ME 04736	EFFECTIVE	Upon Installation
		STATEMENT METHOD	
PRIMARY CONTACT	Dennis Marker	DELIVERY CONTACT	Dennis Marker
EMAIL	citymanager@cariboumaine.org	EMAIL	citymanager@cariboumaine.org
PHONE	(207) 493-3324 X 7	PHONE	(207) 493-3324 X 7

SPECIAL INSTRUCTIONS:

25 HIGH ST CARIBOU, ME 04736

PRODUCT NAME	DESCRIPTION	QTY	UNIT PRICE	EXT PRICE	FEE(EA)
Ethernet over Copper Access	GWI Bonded Ethernet over Copper Loop	2	$20.00	$40.00	$0.00
Voice Transport Service	Ethernet Transport for GWI Voice Services.	5	$0.00	$0.00	$0.00
Hosted-PBX Standard Base Fee (13+ Users)	13+ Stations. Includes IAD, (1) Auto Attendant, (1) Multi-Line Hunt Group, Administration Web Portal, Unlimited Long Distance for Attendant Transfers.	1	$25.00	$25.00	$0.00
Hosted-PBX Reception Station (w/Sidecar)	Unlimited Calling to the U.S. and Canada, DID, 3-5 Digit Extension dialing, call hold, park, pickup and transfer, Voice Mail (phone, web and email delivery), Web Portal, E-Fax, Mobility features, Attendant console. Includes HPBX Phone and Sidecar.	2	$20.00	$40.00	$0.00
Hosted-PBX Standard Station	Unlimited Calling to the U.S. and Canada, DID, 3-5 Digit Extension dialing, call hold, park, pickup and transfer, Voice Mail (phone, web, and email delivery), Web Portal. Includes HPBX Phone	13	$15.00	$195.00	$0.00
Hosted-PBX Conference	Unlimited Calling to the U.S. and Canada, Standard Station with Conference Phone	1	$15.00	$15.00	$0.00
Business Landline STD.	Basic Service Unlimited Local Calling Caller ID with Name and Number Call Forwarding E911 State/County Chrg Subscriber Line Charge	5	$28.00	$140.00	$0.00
1100 Minute Long Distance Bundle	In-State Calling Interstate Calling	1	$0.00	$0.00	$0.00
Cisco SG300-28P 24 Port PoE Switch	Cisco SG300- 28P is a 24 port power over Ethernet switch with 4 additional copper/fiber uplink ports	1	$0.00	$0.00	$0.00

12 AIRPORT DR CARIOBU, ME 04736

PRODUCT NAME	DESCRIPTION	QTY	UNIT PRICE	EXT PRICE	FEE(EA)
Business Grade Internet + Landline Std	GWI Asymmetrical Broadband, best available up to 20x1. GWI Landline Voice Service Local Calling included Caller ID with Name and Number	1	$50.00	$50.00	$0.00

Initials:

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12 AIRPORT DR CARIOBU, ME 04736					
	Call Forwarding Long Distance addl at .04/minute				

55 BENNETT DR CARIBOU, ME 04736					
PRODUCT NAME	DESCRIPTION	QTY	UNIT PRICE	EXT PRICE	FEE(EA)
Hosted-PBX SB Base Fee (4-12 Users)	4-12 Stations. Includes (1) Auto Attendant, (1) Multi-Line Hunt Group, Administration Web Portal, Unlimited Long Distance for Attendant Transfers	1	$25.00	$25.00	$0.00
Hosted-PBX Standard Station	Unlimited Calling to the U.S. and Canada, DID, 3-5 Digit Extension dialing, call hold, park, pickup and transfer, Voice Mail (phone, web, and email delivery), Web Portal. Includes HPBX Phone	7	$15.00	$105.00	$0.00
Business Landline Standard with Loop	Basic Service Unlimited Local Calling Caller ID with Name and Number Call Forwarding E911 State/County Chrg Subscriber Line Charge	1	$28.00	$28.00	$0.00
Business Landline STD.	Basic Service Unlimited Local Calling Caller ID with Name and Number Call Forwarding E911 State/County Chrg Subscriber Line Charge	1	$28.00	$28.00	$0.00
Cisco SG300-28P 24 Port PoE Switch	Cisco SG300- 28P is a 24 port power over Ethernet switch with 4 additional copper/fiber uplink ports	1	$0.00	$0.00	$0.00

904 MAIN ST CARIBOU, ME 04736					
PRODUCT NAME	DESCRIPTION	QTY	UNIT PRICE	EXT PRICE	FEE(EA)
Business Landline STD.	Basic Service Unlimited Local Calling Caller ID with Name and Number Call Forwarding E911 State/County Chrg Subscriber Line Charge	2	$28.00	$56.00	$0.00
Three Way Calling	Three Way Calling	2	$0.00	$0.00	$0.00
Call Transfer	Call Transfer Three Way Calling	2	$0.00	$0.00	$0.00
Business Grade Internet + Landline Std	GWI Asymmetrical Broadband, best available up to 20x1. GWI Landline Voice Service Local Calling included Caller ID with Name and Number Call Forwarding Long Distance addl at .04/minute	1	$50.00	$50.00	$0.00

30 HIGH ST CARIBOU, ME 04736					
PRODUCT NAME	DESCRIPTION	QTY	UNIT PRICE	EXT PRICE	FEE(EA)
Hosted-PBX SB Base Fee (4-12 Users)	4-12 Stations. Includes (1) Auto Attendant, (1) Multi-Line Hunt Group, Administration Web Portal, Unlimited Long Distance for Attendant Transfers	1	$25.00	$25.00	$0.00
Hosted-PBX Standard Station	Unlimited Calling to the U.S. and Canada, DID, 3-5 Digit Extension dialing, call hold, park, pickup and transfer, Voice Mail (phone, web, and email delivery), Web Portal. Includes HPBX Phone	2	$15.00	$30.00	$0.00
Hosted-PBX Utility Station	Unlimited Calling to the U.S. and Canada, DID, 3-5 Digit Extension dialing, call hold, park, pickup and transfer. Includes HPBX Phone	3	$10.00	$30.00	$0.00

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30 HIGH ST CARIBOU, ME 04736					
Hosted-PBX Virtual User		1	$5.00	$5.00	$0.00
Business Landline Standard with Loop	Basic Service Unlimited Local Calling Caller ID with Name and Number Call Forwarding E911 State/County Chrg Subscriber Line Charge	1	$28.00	$28.00	$0.00
Business Landline STD.	Basic Service Unlimited Local Calling Caller ID with Name and Number Call Forwarding E911 State/County Chrg Subscriber Line Charge	1	$28.00	$28.00	$0.00
Cisco SG300-10P 8 Port PoE Switch	Cisco SG300-10P is an 8 port power over Ethernet switch with 2 additional copper/fiber uplink ports	1	$0.00	$0.00	$0.00

657 MAIN ST CARIBOU, ME 04736					
PRODUCT NAME	DESCRIPTION	QTY	UNIT PRICE	EXT PRICE	FEE(EA)
Hosted-PBX SOHO Base Fee (1-3 Users)	1-4 Stations. Includes (1) Auto Attendant, (1) Multi-Line Hunt Group, Administration Web Portal, Unlimited Long Distance for Attendant Transfers	1	$15.00	$15.00	$0.00
Hosted-PBX Standard Station	Unlimited Calling to the U.S. and Canada, DID, 3-5 Digit Extension dialing, call hold, park, pickup and transfer, Voice Mail (phone, web, and email delivery), Web Portal. Includes HPBX Phone	1	$15.00	$15.00	$0.00
Business Grade Internet + Landline Std	GWI Asymmetrical Broadband, best available up to 20x1. GWI Landline Voice Service Local Calling included Caller ID with Name and Number Call Forwarding Long Distance addl at .04/minute	1	$50.00	$50.00	$0.00

121 HIGH ST CARIBOU, ME 04736					
PRODUCT NAME	DESCRIPTION	QTY	UNIT PRICE	EXT PRICE	FEE(EA)
Business Landline STD.	Basic Service Unlimited Local Calling Caller ID with Name and Number Call Forwarding E911 State/County Chrg Subscriber Line Charge	12	$28.00	$336.00	$0.00

111 HIGH ST CARIBOU, ME 04736					
PRODUCT NAME	DESCRIPTION	QTY	UNIT PRICE	EXT PRICE	FEE(EA)
Business Landline STD.	Basic Service Unlimited Local Calling Caller ID with Name and Number Call Forwarding E911 State/County Chrg Subscriber Line Charge	1	$28.00	$28.00	$0.00

25 HIGH ST FL BOTTOM CARIBOU, ME 04736					
PRODUCT NAME	DESCRIPTION	QTY	UNIT PRICE	EXT PRICE	FEE(EA)
Business Landline STD.	Basic Service Unlimited Local Calling Caller ID with Name and Number Call Forwarding	9	$28.00	$252.00	$0.00

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25 HIGH ST FL BOTTOM CARIBOU, ME 04736
E911 State/County Chrg
Subscriber Line Charge

One Time Fee	**$0.00**
Monthly Recurring	**$1,639.00**

Initials:

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Terms and conditions

1. **Acceptance of Service; Term of Agreement**
   Acceptance of Service, and right to bill the term, shall begin on the earlier of the customer's acceptance of service or the commencement of the use of service. The Initial Term of this Agreement shall begin on the date of Acceptance of Service and shall end after the number of months shown as the Contract Term above. Each Term shall automatically renew for subsequent periods of one year unless either party gives the other written notice of termination at least thirty (30) days prior to expiration of the then-current Term.

2. **Acceptable Use Policy**
   Customer agrees to abide by GWI's Acceptable Use Policy as describe at http://www.gwi.net/about/aup.html.

3. **Network Security**
   Customer acknowledges that GWI makes no warranty concerning network security on any Internet, private network, VPN or other service. GWI will protect certain customer proprietary information to the extent required by federal and state law.

4. **Payment**
   Customer agrees to pay GWI for all services rendered. GWI shall present monthly invoices to the customer for recurring charges. Recurring charges shall be billed in advance of the month in which the service is provided. Payment of all charges shall be due at the address noted on the invoice no later than 20 days from the date of invoice.

5. **Termination of Service**
   GWI may discontinue the provision of service, in accordance with any applicable laws, upon the occurrence of any of the following: (1) Customer's violation of any of GWI's applicable service policies. (2) Customer's failure to make any payments to GWI when due. All GWI commercial accounts require a minimum 1 year term agreement. If Customer terminates the Service after executing the Service Agreement but prior to the Billing Activation Date, Customer shall be obligated to pay GWI a cancellation charge equal to twelve (12) months of MRC. If Customer terminates the Service prior to the end of the applicable Service Term (or if GWI disconnects the Customer as a result of a material default by the Customer), Customer shall be obligated to pay GWI an early termination charge equal to the applicable MRC for the terminated Service(s) multiplied by the number of months remaining in the then applicable Service Term. Both parties acknowledge that the foregoing amounts are an accurate estimation of GWI's actual damages caused by any such cancellation or early termination and are not intended as a penalty.

6. **GWI Provided Equipment**
   Premise equipment, provided by GWI, shall remain the property of GWI and be returned to GWI upon termination of service. If the equipment is not returned customer shall be liable for the replacement costs of that equipment.

7. **Limitation of Liability**
   GWI's maximum and sole liability, and customer's sole and exclusive remedy for damages arising out of mistakes, omissions, service interruptions, errors, delays or defects in service provided hereunder, or out of this agreement, or for any other acts or omissions of GWI or its employees or agents including acts or omissions before, during, or after the period that GWI provides service shall in no event exceed a credit equal to the service charge to customer for the period during which the service is interrupted or unavailable. GWI is not liable, and no credit will be issued, for service interruptions, delays, outages, defects or failures resulting from the acts or omissions of other persons or carriers, Acts of God, government actions, fire, war or riot, or other causes beyond GWI's control.

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8. Delivery of Service and Changes in FCC Regulations

Provider may, upon reasonable notice to Customer, terminate any Addendum without liability or further obligation if, by reason of an order or judgment of any federal, state or local government authority, the Provider's cost to provide the services contemplated in the Addendum is substantially increased or Provider's physical ability to provide the services is substantially diminished. GWI shall have no obligation to provided alternate routing with respect to any service or transmission capacity pursuant to this agreement.

9. Scope of Services Provided by GWI

Installation and delivery of GWI Services includes:

- The Installer's travel to and from the customer premise;
- Consultation with the customer on the installation to be performed;
- Installing the GWI premise equipment in customer rack or wall board at point of service entry;
- Testing of interoperability with customer's equipment by the Installer and the customers technical representative

10. Service-specific Work

If additional work or optional additional services are necessary with regard to space, the customer's requirements or to create the basic conditions listed under "Services provided by customers", these are discussed in advance between the customer and Installer at the time of the site survey. Examples of Service-specific work:

- Additional cabling;
- Laying cables in the wall;
- Installing cable ducts and laying Ethernet cables through these cable ducts;
- Configuring Internet access on an additional end computer device for the customer via Ethernet or WLAN;
- Laying Ethernet cables through existing conduits;
- Attaching additional telephone or digital sockets;
- Relocating telephone sockets;
- Any support in connection with the customer's telephone or network equipment

11. Services provided by Customers

- The customer must be present during the entire installation and is responsible for granting physical access as required to complete installation.
- The customer must provide sufficient rack or wall space on a plywood backboard (approx 4'x4') for GWI equipment
- The customer must ensure that adequate 15-am dedicated power is available
- GWI requires a 48 hour notification of any postponement request of your installation date. Failure to notify GWI in advance will result in a $150.00 service charge.

12. Standard Exclusions

- Debugging customer personal computer or network issues
- Local Area Networking configuration
- Management of customer owned firewall or router
- Configuration of customer PBX, Key System or other telephony devices (i.e. fax machine, copiers)
- Configuration or Management of networking or telecommunications equipment owned and maintained by the customer or 3rd party.
- Extended wiring beyond the demarcation point (unless otherwise identified during site survey)

13. Ordinary Maintenance

- GWI will schedule from time to time and perform at its own cost ordinary maintenance and repair checks and services of the portion of the system used in providing the services during the contract term. Ordinary maintenance is performed between 12:00 a.m. and 5:00 a.m. At times GWI may need to perform emergency maintenance with little notice. GWI will use commercially reasonable methods for providing advanced notice of ordinary and emergency maintenance.

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14. Taxes, Fees & Surcharges

- In addition to the service charges billed for GWI Services; taxes, fees, surcharges and other mandated charges may be applied to your monthly invoice, based on the type of service you have.
- Examples include, but are not limited to:
    - Federal Communications Program Fees,
    - State and Local Taxes,
    - State and Local E911/911 Fees,
    - State and Local Regulatory Fees.
- Additionally, GWI will pass on Directory charges it is assessed for:
    - Non-Published Service,
    - Non-Listed Service,
    - Additional & Foreign Directory Listings.

Please carefully review this document

CUSTOMER	**GWI**
By: _____	By: _____
Name: _____	Name: _____
Date: _____	Date: _____

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LETTER OF AGENCY

GWI | 43 Landry St | Biddeford, ME 04005 | (866) 494-2020 | www.gwi.net

I, Dennis Marker, of City of Caribou authorize GWI to provide my Local Service, long distance instate toll service (intralata), long distance interstate toll service (interlata), and my international toll service. In the spaces provided below, I have designated the telephone number(s) to be assigned to GWI. I understand that I may choose one and only one primary service provider per telephone number. Changing carriers may involve a charge per line.

Section 1 - As printed on the current phone bill (attach a current bill to ensure accuracy)

Billing Name	City of Caribou
Billing Address	25 High Street Caribou, ME 04736
Authorized Agent	Dennis Marker
Phone (BTN)	(207) 493-3324 X 7
Account Number	

Section 2 - Define Service by Phone Number

Telephone #	Provider	Telephone #	Provider

Note: See attached for additional records

Section 3 - White & Yellow Page Listing

Directory Listing updates and inquiries may be processed at http://www.gwi.net/listingrequest. If you have a large quantity of numbers please ask your salesperson to send you a copy of our Directory Listing Update spreadsheet.

Section 4 - International Calling

By default GWI will disable international calling on your account. Please select here if you would like this feature enabled. Note: International Calling is defined as beyond North America

☐ **Enable International Calling**

Authorized Signature

By: _____

Name: _____

Date: _____

Note: In order to ensure timely and accurate processing,
be sure to include a copy of your most recent billing record.

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CARIBOU ADMINISTRATION
25 HIGH STREET
CARIBOU, ME. 04736

MEMO

TO: Caribou City Council Members
FROM: Dennis Marker, City Manager
RE: Porvair Agreement Amendment
DATE: October 25, 2019

I met with David Mika, of Porvair Filtration group and we discussed possible agreement language changes for the council to consider. It is proposed that the following changes be made to the agreement

> Upon confirmation that Porvair has met the employment goals set forth herein, the City at its first meeting in ~~October~~ November shall reimburse Porvair an amount equal to one-fourth of the total installation costs not to exceed $14,694.75 per year for four years. The period of September 1, 2018 to ~~September~~ November 1, 2019 shall be used to determine employment gains in the first year. The second-year employment gains will be considered November 1, 2019 through October 2020 and each October thereafter. The reimbursement amount shall ~~NOT~~ be prorated if the minimum employment gain of three new employees per year is not met. If an employment goal is not met in a year, Porvair can make up the difference in the following year until the full reimbursement of the then current year and preceding year is disbursed, which enables a maximum 1 year extension of this agreement if full reimbursement is not achieved by the end of 2022.

These changes will allow for or prorated reimbursement and allow for Porvair to receive the full first year reimbursement due to having recently hired a third person.

If the Council is agreeable with this change, it is recommended the Manager be authorized to execute an amendment with the above changes included. No other changes will be made to the agreement.

Resolution 10-03-2019

A Resolution of the Caribou City Council
Accepting Ownership of Property Located at 63 Sweden Street

WHEREAS, Sitel Operating Corporation, a Delaware corporation (hereafter "Sitel") with a place of business in Caribou Maine at 63 Sweden Street, further identified by tax map 31, Lot 32 (hereafter the "Property"), has announced the closure of their operations effective October 31, 2019; and

WHEREAS, Sitel has offered to convey their office building, related property and all interests in surrounding parking lots to the City for free; and

WHEREAS, the City was a prior owner of the building and has, by contract with Sitel, a first right of refusal for the Property along with continued interests in the associated parking lots; and

WHEREAS, the Council has considered the potential economic, social, and financial implications to the city and more particularly the downtown area and finds the proposed acquisition of the Property to be beneficial for the citizens of Caribou.

NOW THEREFORE BE IT RESOLVED,

1. That the City Council of Caribou authorizes the City Manager to work with representatives of Sitel Operating Corporation to finalize conveyance of the Property to the City of Caribou and
2. That all obligations under current credit enhancement agreements between the City and Sitel will be considered satisfied upon completion of the conveyance.

This resolution was duly passed and approved by a majority of the City Council of the City of Caribou this 15th day of October 2019.

_____	_____
R. Mark Goughan, Mayor	Jody Smith, Deputy Mayor
_____	_____
Nicole Cote, Councilor	David Martin, Councilor
_____	_____
Thomas Ayer, Councilor	Hugh Kirkpatrick, Councilor
_____	
Joan Theriault, Councilor	

Attest:

_____
Jayne R. Farrin, City Clerk

Resolution 10-04-2019
A Resolution of the Caribou City Council
Approving an Agreement with the Public Works Union

WHEREAS, the City of Caribou is a Local Unit of Government under the State of Maine, and

WHEREAS, the City of Caribou Public Works Department has elected to be part of a collective bargaining unit as permitted under Maine Statutes and more specifically represented by the AMERICAN FEDERARION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES, AFL-CIO, hereafter "Union"; and

WHEREAS, the City of Caribou has met with Union representatives to evaluate working conditions, operational efficiencies, wages and benefits for members of the Union; and

WHEREAS, the City Council finds that the agreement amendments attached hereto represent a fair and mutually beneficial contract between the parties

NOW THEREFORE BE IT RESOLVED, that

1) the City Council of Caribou approves the agreement amendments attached hereto as Exhibit A.

This resolution was duly passed and approved by a majority of the City Council of the City of Caribou this 28th day of October 2019.

_____	_____
R. Mark Goughan, Mayor	Jody Smith, Deputy Mayor
_____	_____
Tom Ayers, Councilor	Nicole Cote, Councilor
_____	_____
Hugh Kirkpatrick, Councilor	David Martin, Councilor
_____	
Joan Theriault, Councilor	Attest:
	_____
	Jayne R. Farrin, City Clerk

Exhibit A:
DRAFT 2020 FY Expense Budget - Department Details

Department	3 Year Average Actual Expenses (16-18)	2018 Year End	2019 Budget	2019 Projected Year End	2019 Project %	2020 Requested	2020 % from '19 Budget	2020 Manager Adjusted	2020 % from '19 Budget	Comments
31 Fire and Ambulance										
001 Salaries										
01 Regular Pay	$ 775,236	$ 801,950	$ 874,839	$ 862,324	99%	$ 900,012	2.9%	$ 900,012	2.9%	Change in staffing. 1% increase. Sick Bank Benefit. Summer Hires
02 Overtime	$ 327,534	$ 330,317	$ 290,000	$ 381,392	132%	$ 300,000	3.4%	$ 290,000	0.0%	TBD Union negotiations still needed.
05 Stand By Pay	$ 49,560	$ 50,230	$ 52,560	$ 45,000	86%	$ 52,560	0.0%	$ 50,000	-4.9%	TBD Union negotiations still needed.
07 Amb. Billing Salaries	$ 84,483	$ 92,121	$ 95,479	$ 95,000	99%	$ 91,258	-4.4%	$ 91,258	-4.4%	New hire at lower wages
08 Special Transports	$ 26	$ 77								Unlikely to use funds
003 Office Supplies										
01 Postage	$ 1,724	$ -	$ 300	$ 250	83%	$ 200	-33.3%	$ 300	0.0%	No Ambulance billing costs
02 Advertising				$ 2,768						
03 Copier Rent		$ -	$ 960	$ 960	100%	$ 1,872	95.0%	$ 1,000	4.2%	
04 Equipment Repair		$ -								
05 Printer Ink	$ 312	$ 65	$ 200	$ 75	38%	$ 200	0.0%	$ 100	-50.0%	No Ambulance billing costs
07 Paper		$ -				$ 2,000		$ 1,000	#DIV/0!	
08 Office Supplies	$ 7,683	$ 9,390	$ 2,500	$ 2,500	100%	$ 1,500	-40.0%	$ 1,500	-40.0%	
09 Amb. Billing Supplies		$ -	$ 8,000	$ 7,550	94%	$ 8,000	0.0%	$ 7,500	-6.3%	
13 Houlton Supplies	$ 2,602	$ 2,447	$ 2,100	$ 2,100	100%	$ 2,100	0.0%	$ 2,100	0.0%	
14 Calais Supplies	$ 2,006	$ 1,989	$ 1,800	$ 1,800	100%	$ 1,800	0.0%	$ 1,800	0.0%	
15 Van Buren Supplies		$ -								
16 Island Falls Supplies	$ 1,043	$ 1,138	$ 1,000	$ 1,000	100%	$ 1,000	0.0%	$ 1,000	0.0%	
17 Patten Supplies	$ 1,355	$ 1,519	$ 1,300	$ 1,300	100%	$ 1,300	0.0%	$ 1,300	0.0%	
005 Legal Fees										
04 Legal Fees		$ -								
009 Professional Dues										
01 Subscriptions	$ 82	$ 154	$ 200	$ 160	80%		#VALUE!			
04 Professional Dues	$ 2,805	$ 3,000	$ 2,000	$ 1,500	75%	$ 3,000	50.0%	$ 3,000	50.0%	
010 Travel Expenses										
01 Mileage	$ 371	$ 404	$ 500	$ 400	80%	$ 500	0.0%	$ 500	0.0%	
02 Meals & Lodging		$ -								
05 Travel Expenses	$ 1,493	$ 93	$ 2,250	$ 750	33%	$ 2,500	11.1%	$ 2,250	0.0%	
011 Training & Education										
02 Training & Education	$ 9,130	$ 8,438	$ 9,500	$ 9,000	95%	$ 7,650	-19.5%	$ 8,000	-15.8%	
014 New Equipment										
01 New Equipment	$ 10,410	$ 8,637	$ 11,000	$ 7,000	64%	$ 8,000	-27.3%	$ 8,000	-27.3%	Reduced by 3,000 in June mil rate process
015 Telephone										
01 Cell Phone	$ 3,442	$ 4,031	$ 4,000	$ 4,000	100%	$ 4,000	0.0%	$ 4,000	0.0%	
04 Telephone	$ 5,468	$ 5,566	$ 5,500	$ 5,600	102%	$ 5,500	0.0%	$ 5,500	0.0%	Data device costs. Transmitting data to hospitals

Exhibit A:
DRAFT 2020 FY Expense Budget - Department Details

Department	3 Year Average Actual Expenses (16-18)	2018 Year End	2019 Budget	2019 Projected Year End	2019 Project %	2020 Requested	2020 % from '19 Budget	2020 Manager Adjusted	2020 % from '19 Budget	Comments
31 Fire and Ambulance Cont'd										
016 Misc Income										
01 Insurance Reports		$ -								
017 Communications										
01 Website		$ -								
03 Internet	$ 1,116	$ 1,193	$ 1,100	$ 1,100	100%	$ 1,230	11.8%	$ 1,100	0.0%	
018 Health Insurance										
01 Health Insurance	$ 273,513	$ 286,521	$ 289,095	$ 289,095	100%	$ 359,260	24.3%	$ 359,260	24.3%	Plan selection changes by new staff. Assumes 8% increase to insurance
02 Ambulance Health Insurance			$ 26,660	$ 26,660	100%	$ 52,835	98.2%	$ 52,835	98.2%	Plan selection changes by new staff. Assumes 8% increase to insurance
019 Miscellaneous Exp.										
01 Misc. Expense	$ 921	$ 985	$ 1,000	$ 950	95%	$ 1,000	0.0%	$ 1,000	0.0%	
026 Heating Fuel										
03 Heating Fuel	$ 19,112	$ 23,766	$ 19,150	$ 18,000	94%	$ 17,000	-11.2%	$ 17,000	-11.2%	
027 Electricity										
11 Electricity	$ 7,708	$ 6,603	$ 9,000	$ 7,000	78%	$ 7,000	-22.2%	$ 7,000	-22.2%	0
028 Water										
05 Water	$ 759	$ 783	$ 689	$ 695	101%	$ 700	1.7%	$ 700	1.7%	0
029 Sewer										
01 Sewer	$ 473	$ 493	$ 430	$ 538	125%	$ 550	27.9%	$ 550	27.9%	0
030 Building Supplies										
01 Building Supplies	$ 3,869	$ 3,517	$ 4,000	$ 3,500	88%	$ 4,000	0.0%	$ 3,500	-12.5%	
031 Building Maintenance										
01 Building Maintenance	$ 11,457	$ 11,632	$ 14,000	$ 12,500	89%	$ 14,000	0.0%	$ 20,000	42.9%	Retaining Wall stabilization costs TBD
032 Property Insurance										
01 Property Insurance	$ 1,964	$ 1,993	$ 2,191	$ 2,191	100%	$ 2,257	3.0%	$ 2,260	3.1%	TBD Insurer provided number. Assumes 3%
034 Workers Comp.										
01 Workers Comp.	$ 57,555	$ 77,840	$ 83,561	$ 83,561	100%	$ 103,616	24.0%	$ 103,616	24.0%	24% increase per email received 10/25/2019
035 Unemployment Comp										
01 Unemployment Comp.	$ 6,589	$ 5,554	$ 7,000	$ 7,000	100%	$ 7,210	3.0%	$ 7,210	3.0%	TBD Insurer provided number. Assumes 3%
036 Vehicle Insurance										
01 Vehicle Insurance	$ 15,120	$ 15,687	$ 17,136	$ 17,136	100%	$ 17,650	3.0%	$ 17,650	3.0%	TBD Insurer provided number. Assumes 3%
31 Fire and Ambulance Cont'd										
037 Liability Insurance										
01 Liability Insurance	$ 3,438	$ 3,812	$ 3,482	$ 3,482	100%	$ 3,587	3.0%	$ 3,587	3.0%	TBD Insurer provided number. Assumes 3%
038 Social Security										
01 Social Security	$ 93,813	$ 88,923	$ 103,376	$ 103,376	100%	$ 111,730	8.1%	$ 111,730	8.1%	
040 City & State Retirement										
01 City & State Retirement	$ 63,294	$ 67,122	$ 64,409	$ 64,409	100%	$ 72,527	12.6%	$ 72,527	12.6%	TBD. State requires additional 1% in 2020 for fire personnel
046 Recognitions										
01 Recognitions		$ -								

Exhibit A:
DRAFT 2020 FY Expense Budget - Department Details

Department	3 Year Average Actual Expenses (16-18)	2018 Year End	2019 Budget	2019 Projected Year End	2019 Project %	2020 Requested	2020 % from '19 Budget	2020 Manager Adjusted	2020 % from '19 Budget	Comments
051 Equipment Maint.										
01 Software		$ -								
03 Maintenance Contracts	$ 9,532	$ 9,157	$ 9,000	$ 7,000	78%	$ 9,000	0.0%	$ 9,000	0.0%	
05 Equipment Main.	$ 7,591	$ 8,291	$ 8,500	$ 8,500	100%	$ 7,500	-11.8%	$ 7,500	-11.8%	
067 Paid Call Firefighters										
01 Paid Call Firefighters	$ 25,693	$ 25,822	$ 26,000	$ 25,500	98%	$ 26,000	0.0%	$ 26,000	0.0%	
068 Janitorial Services										
01 Janitorial Services		$ -								
069 Paid Call Insurance										
01 Paid Call Insurance	$ 378	$ -	$ 600	$ 300	50%	$ 618	3.0%	$ 400	-33.3%	
070 Clothing Allowance										
01 Uniforms	$ 7,415	$ 6,793	$ 8,000	$ 7,250	91%	$ 8,000	0.0%	$ 8,000	0.0%	
02 Turnout Gear	$ 3,540	$ 1,908	$ 2,500	$ 1,750	70%	$ 1,000	-60.0%	$ 1,000	-60.0%	
03 Clothing		$ -								
04 Boots	$ 847	$ 716	$ 800	$ 750	94%	$ 500	-37.5%	$ 500	-37.5%	
06 Clothing Allowance		$ -								
071 Radio Maintenance										
01 Vehicle	$ 1,350	$ 162	$ 2,000	$ 1,750	88%	$ 2,500	25.0%	$ 2,000	0.0%	
02 Building	$ 404	$ 75	$ 1,000	$ 900	90%	$ -	-100.0%	$ -	-100.0%	
03 Radio Maintenance	$ 4,246	$ 1,000	$ 5,500	$ 5,000	91%	$ 5,000	-9.1%	$ 5,000	-9.1%	Reduced by 500 in June mil rate process
072 Ladder Testing										
01 Ladder Testing	$ 2,100	$ 3,500	$ 3,500	$ 3,500	100%	$ 3,500	0.0%	$ 3,500	0.0%	
073 Vehicle Repair										
01 Vehicle Repair	$ 16,151	$ 16,838	$ 14,000	$ 13,950	100%	$ 13,000	-7.1%	$ 13,000	-7.1%	
31 Fire and Ambulance Cont'd										
074 Tires										
01 Tires	$ 5,403	$ 3,471	$ 6,500	$ 5,800	89%	$ 8,500	30.8%	$ 8,500	30.8%	workbook
02 Tire Replacement		$ -								
075 Gas/Oil/Filters										
01 Gas/Oil/Filters	$ 2,981	$ 2,706	$ 4,000	$ 4,000	100%	$ 4,000	0.0%	$ 4,000	0.0%	
076 Diesel Fuel										
01 Diesel Fuel	$ 29,307	$ 35,364	$ 25,000	$ 35,000	140%	$ 26,700	6.8%	$ 26,700	6.8%	
077 Batteries										
01 Vehicle	$ 333	$ -								
02 Equipment	$ 240	$ 173	$ 500	$ 300	60%	$ 500	0.0%	$ 400	-20.0%	typcial expenditure
03 Batteries	$ 26	$ 77								
078 Field Expenses										
01 Field Expenses	$ 995	$ 924	$ 1,200	$ 950	79%	$ 1,200	0.0%	$ 1,000	-16.7%	
079 Employee Physicals										
01 Employee Physicals	$ 312	$ 496	$ 1,250	$ 600	48%	$ 1,200	-4.0%	$ 1,200	-4.0%	
080 Paid Call Volunteers										
01 Paid Call Volunteers	$ 2,663	$ 2,973	$ 3,000	$ 3,000	100%	$ 2,000	-33.3%	$ 2,000	-33.3%	

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DRAFT 2020 FY Expense Budget - Department Details

Department	3 Year Average Actual Expenses (16-18)	2018 Year End	2019 Budget	2019 Projected Year End	2019 Project %	2020 Requested	2020 % from '19 Budget	2020 Manager Adjusted	2020 % from '19 Budget	Comments
082 Bad Debt Allowance										
01 Bad Debt Allowance	$ 99,384	$ 100,028	$ 100,000	$ 100,000	100%	$ 100,000	0.0%	$ 100,000	0.0%	
02 Collection Fee	$ 2,154	$ 4,200	$ 1,200	$ 1,658	138%	$ 1,300	8.3%	$ 1,300	8.3%	
083 Contractual Allowance										
01 Contractual Allowance		$ -								
085 Transport Meals										
01 Transport Meals	$ 9,711	$ 9,060	$ 8,500	$ 8,500	100%	$ 8,500	0.0%	$ 8,000	-5.9%	
086 Air Transports										
01 Air Transports		$ -								
087 Medical Supplies										
01 Ambulance Supplies	$ 6,835	$ 6,980	$ 7,000	$ 7,000	100%	$ 7,000	0.0%	$ 7,000	0.0%	
02 Oxygen	$ 4,146	$ 3,933	$ 4,000	$ 4,000	100%	$ 3,500	-12.5%	$ 3,500	-12.5%	
03 Medical Supplies	$ 5,906	$ 4,465	$ 7,000	$ 4,500	64%	$ 7,000	0.0%	$ 7,000	0.0%	
292 EMS Licenses										
01 EMS License	$ 1,365	$ 1,091	$ 1,550	$ 1,550	100%	$ 1,800	16.1%	$ 1,800	16.1%	
Totals	$ 2,251,015	$ 2,168,194	$ 2,264,368	$ 2,326,630	103%	$ 2,420,922	6.9%	$ 2,409,945	6.4%	state required retirement increase, insurances ?

Exhibit A:
DRAFT 2020 FY Expense Budget - Department Details

Department	3 Year Average Actual Expenses (16-18)	2018 Year End	2019 Budget	2019 Projected Year End	2019 Project %	2020 Requested	2020 % from '19 Budget	2020 Manager Adjusted	2020 % from '19 Budget	Comments
40 Public Works										
001 Salaries										
01 Regular Pay	$ 572,588	$ 601,148	$ 631,011	$ 599,640	95%	$ 682,710	8.2%	$ 682,710	8.2%	TBD based on Union negotiations
02 Overtime	$ 89,968	$ 115,748	$ 100,000	$ 115,000	115%	$ 95,000	-5.0%	$ 95,000	-5.0%	TBD based on Union negotiations
07 Salaries										
003 Office Supplies										
01 Postage	$ 27	$ 2	$ 40	$ 40	100%	$ 40	0.0%	$ 40	0.0%	
02 Advertising	$ 602	$ 171	$ 500	$ 250	50%	$ 400	-20.0%	$ 400	-20.0%	Historic actual trend
05 Printer Ink	$ 45	$ 35	$ 40	$ -	0%	$ -	-100.0%	$ -	-100.0%	
07 Paper	$ 32	$ -	$ 50	$ 45	90%	$ 50	0.0%	$ 50	0.0%	
08 Office Supplies	$ 320	$ 195	$ 300	$ 200	67%	$ 250	-16.7%	$ 250	-16.7%	
11 Equipment Rental	$ 1,366	$ 786	$ 875	$ 875	100%	$ 900	2.9%	$ 900	2.9%	Office Max printer
12 Software	$ 515	$ -	$ 400	$ 250	63%	$ 400	0.0%	$ 250	-37.5%	
010 Travel Expenses										
02 Meal & Lodging	$ 207	$ 137	$ 250	$ 150	60%	$ 250	0.0%	$ 200	-20.0%	
05 Travel Expenses	$ 175	$ 126	$ 200	$ 150	75%	$ 250	25.0%	$ 200	0.0%	
011 Training & Education										
02 Training & Education	$ 228	$ 290	$ 400	$ 300	75%	$ 400	0.0%	$ 300	-25.0%	
014 New Equipment										
01 New Equipment	$ 4,190	$ 4,090	$ 3,500	$ 3,500	100%	$ 3,500	0.0%	$ 3,500	0.0%	
02 Office		$ -								
03 Shop		$ -								
015 Telephone										
01 Cell Phone	$ 720	$ 720	$ 720	$ 720	100%	$ 720	0.0%	$ 720	0.0%	2 phone stipends
04 Telephone	$ 2,264	$ 1,103	$ 1,300	$ 1,200	92%	$ 1,200	-7.7%	$ 1,250	-3.8%	
49 Public Works Cont'd										
017 Communications										
03 Internet	$ 524	$ 539	$ 550	$ 550	100%	$ 550	0.0%	$ 550	0.0%	
018 Health Insurance										
01 Health Insurance	$ 224,329	$ 271,584	$ 305,452	$ 290,179	95%	$ 281,645	-7.8%	$ 281,645	-7.8%	Assumes 8% until insurer provides quote. Employee changes to coverage.
019 Misc. Expense										
01 Misc. Expense	$ 1,528	$ 1,443	$ 1,250	$ 1,250	100%	$ 1,300	4.0%	$ 1,250	0.0%	
026 Heating Fuel										
03 Heating Fuel	$ 11,136	$ 13,723	$ 14,790	$ 15,300	103%	$ 15,000	1.4%	$ 15,000	1.4%	Propane Boiler
027 Electricity										
01 P.W. Main Garage	$ 9,026	$ 10,083	$ 10,500	$ 11,000	105%	$ 10,000	-4.8%	$ 10,500	0.0%	Convert to LED in garage
02 P.W. Cold Storage	$ 435	$ 470	$ 450	$ 430	96%	$ 450	0.0%	$ 450	0.0%	
03 P.W. Sand Dome	$ 263	$ 218	$ 250	$ 240	96%	$ 250	0.0%	$ 250	0.0%	
04 P.W. Outside Lights	$ 207	$ 205	$ 210	$ 210	100%	$ 210	0.0%	$ 220	4.8%	
11 Electricity	$ 384	$ 392	$ 400	$ 430	108%	$ 450	12.5%	$ 425	6.3%	
12 P.W. Pump House	$ 391	$ 397	$ 400	$ 375	94%	$ 400	0.0%	$ 400	0.0%	
028 Water										
05 Water	$ 1,488	$ 1,488	$ 1,530	$ 1,550	101%	$ 1,700	11.1%	$ 1,550	1.3%	
029 Sewer										
01 Sewer	$ 314	$ 392	$ 400	$ 425	106%	$ 500	25.0%	$ 420	5.0%	CUD 2% increase

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Department	3 Year Average Actual Expenses (16-18)	2018 Year End	2019 Budget	2019 Projected Year End	2019 Project %	2020 Requested	2020 % from '19 Budget	2020 Manager Adjusted	2020 % from '19 Budget	Comments
030 Building Supplies										
01 Building Supplies	$ 945	$ 1,110	$ 900	$ 900	100%	$ 900	0.0%	$ 900	0.0%	
031 Building Maintenance										
01 Building Maintenance	$ 4,770	$ 4,999	$ 5,000	$ 5,000	100%	$ 5,000	0.0%	$ 5,000	0.0%	
032 Property Insurance										
01 Property Insurance	$ 2,959	$ 2,862	$ 3,092	$ 3,092	100%	$ 3,185	3.0%	$ 3,185	3.0%	TBD Insurer provided number
034 Worker's Compensation										
01 Worker's Compensation	$ 33,049	$ 39,358	$ 42,251	$ 42,251	100%	$ 52,391	24.0%	$ 52,391	24.0%	24% increase per email received 10/25/2019
036 Vehicle Insurance										
01 Vehicle Insurance	$ 26,118	$ 26,488	$ 28,782	$ 28,782	100%	$ 29,358	2.0%	$ 29,358	2.0%	TBD Insurer provided number
038 Social Security										
01 Social Security	$ 49,999	$ 51,199	$ 55,922	$ 55,922	100%	$ 60,478	8.1%	$ 60,478	8.1%	Tied to wages and Overtime
040 City & State Retirement										
01 City & State Retirement	$ 13,261	$ 13,696	$ 24,467	$ 24,467	100%	$ 27,220	11.3%	$ 27,220	11.3%	Tied to wages
49 Public Works Cont'd										
051 Equipment Maintenance										
01 Software		$ -								
05 Equipment Maintenance	$ 134,901	$ 134,736	$ 134,004	$ 132,500	99%	$ 136,000	1.5%	$ 134,000	0.0%	Parts and materials. Adjusted down $996 with June mil rate process
06 Air Compressor		$ -								
08 Snow Plow repairs	$ 9,139	$ 10,901	$ 12,500	$ 12,500	100%	$ 12,500	0.0%	$ 12,500	0.0%	
070 Clothing Allowance										
03 Clothing	$ 4,747	$ 4,665	$ 5,600	$ 5,300	95%	$ 5,500	-1.8%	$ 5,300	-5.4%	
04 Boots	$ 1,678	$ 940	$ 2,000	$ 1,000	50%	$ 1,800	-10.0%	$ 1,800	-10.0%	
06 Clothing Allowance		$ -								
071 Radio Maintenance										
01 Vehicle	$ 883	$ 799	$ 700	$ 800	114%	$ 800	14.3%	$ 800	14.3%	
03 Radio Maintenance	$ 91	$ 91	$ 300	$ 100	33%	$ 200	-33.3%	$ 150	-50.0%	Vehicle and radio funds were lumped previously.
074 Tires										
01 Tires others	$ 1,399	$ 1,500	$ 1,500	$ 1,500	100%	$ 1,200	-20.0%	$ 1,200	-20.0%	
03 Heavy Equipment	$ 5,966	$ 4,859	$ 5,000	$ 4,950	99%	$ 4,800	-4.0%	$ 4,800	-4.0%	
04 Trucks	$ 6,750	$ 7,000	$ 7,000	$ 7,500	107%	$ 7,500	7.1%	$ 7,200	2.9%	
075 Gas/Oil/Filters										
01 Gas/Oil/Filters	$ 6,926	$ 8,051	$ 6,500	$ 7,250	112%	$ 7,500	15.4%	$ 7,250	11.5%	
076 Diesel Fuel										
01 Diesel	$ 86,448	$ 110,891	$ 98,000	$ 110,500	113%	$ 100,000	2.0%	$ 100,000	2.0%	Yearly average 42000 gal.
109 Safety Material										
01 Safety Material	$ 2,567	$ 2,500	$ 2,500	$ 2,500	100%	$ 2,500	0.0%	$ 2,500	0.0%	
110 Equipment Rental										
01 Equipment Rental		$ -								
111 Tools - Shop										
01 Tools - Shop	$ 1,830	$ 1,990	$ 1,750	$ 1,750	100%	$ 1,750	0.0%	$ 1,750	0.0%	

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Department	3 Year Average Actual Expenses (16-18)	2018 Year End	2019 Budget	2019 Projected Year End	2019 Project %	2020 Requested	2020 % from '19 Budget	2020 Manager Adjusted	2020 % from '19 Budget	Comments
112 Tools-Road/Ground										
01 Tools - Road/Ground	$ 836	$ 460	$ 1,000	$ 1,000	100%	$ 1,000	0.0%	$ 1,000	0.0%	
113 Propane										
01 Propane	$ 85	$ -								
114 Industrial Gas/Solvent										
01 Ind. Gas	$ 1,700	$ 1,700	$ 1,700	$ 1,650	97%	$ 1,700	0.0%	$ 1,700	0.0%	
02 Solvents/Cleaners		$ -								
115 Lubricants										
01 Lubricants	$ 9,786	$ 9,504	$ 13,000	$ 13,000	100%	$ 13,000	0.0%	$ 13,000	0.0%	Have used all DRMO 15/40 motor oil
49 Public Works Cont'd										
116 Salt & Calcium										
01 Rock Salt	$ 136,956	$ 140,736	$ 145,800	$ 140,000	96%	$ 145,000	-0.5%	$ 145,000	-0.5%	1800 tons @ 80.10
02 Liquid Deicer	$ 27,920	$ 31,973	$ 28,000	$ 30,000	107%	$ 28,000	0.0%	$ 28,000	0.0%	
117 Gravel										
01 Gravel	$ 2,420	$ 1,372	$ 4,000	$ 4,000	100%	$ 4,000	0.0%	$ 4,000	0.0%	Waiting for quotes
118 Crushed Stone										
01 Crushed Stone	$ 29,946	$ 30,000	$ 30,000	$ 30,000	100%	$ 26,000	-13.3%	$ 26,000	-13.3%	Instead of 9.75 miles of chipseal, would like to do aprox. 6.25 miles @ .75 thick on coutnry roads. Expect more life from hotmix
119 Liquid Asphalt										
01 Liquid Asphalt	$ 168,228	$ 163,020	$ 193,200	$ 193,200	100%	$ 200,000	3.5%	$ 200,000	3.5%	Same cost yearly until all are in asphalt. 0 for chipseal - add 226000 for asphalt.
120 Shim and Patch										
01 Shim/Paver	$ 46,793	$ 50,250	$ 50,000	$ 50,000	100%	$ 35,000	-30.0%	$ 40,000	-20.0%	Won't need as much if we use asphalt instead of chipseal.
02 Patch	$ 16,148	$ 16,760	$ 16,000	$ 16,000	100%	$ 16,000	0.0%	$ 16,000	0.0%	
121 Asphalt										
01 Asphalt	$ 217,027	$ 225,355	$ 221,760	$ 221,760	100%	$ 221,760	0.0%	$ 228,000	2.8%	Waiting for quotes. Assume 3% increase
122 Culverts & Guard Rails										
01 Culverts & Guard Rails	$ 7,332	$ 5,077	$ 9,000	$ 9,200	102%	$ 9,000	0.0%	$ 9,000	0.0%	
123 Signs										
01 Signs	$ 1,826	$ 2,254	$ 2,000	$ 2,000	100%	$ 2,000	0.0%	$ 2,000	0.0%	
124 Sidewalks										
01 Sidewalks	$ 2,000	$ 2,000	$ 2,000	$ 2,000	100%	$ 2,000	0.0%	$ 6,000	200.0%	Council Priority?
126 Traffic Paint										
01 Traffic Paint	$ 10,304	$ 6,911	$ 10,000	$ 10,000	100%	$ 11,000	10.0%	$ 10,000	0.0%	Need pump kits for road lazer
127 Vehicle Paint										
01 Vehicle Paint	$ 3,203	$ 2,608	$ 3,500	$ 3,500	100%	$ 3,500	0.0%	$ 3,500	0.0%	
130 Construction Material										
01 Construction Material	$ 2,980	$ 378	$ 4,000	$ 2,600	65%	$ 4,000	0.0%	$ 3,000	-25.0%	
131 Sand Account										
01 Sand Account	$ 40,087	$ 39,732	$ 42,000	$ 42,000	100%	$ 42,000	0.0%	$ 42,000	0.0%	4500 yards

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Department	3 Year Average Actual Expenses (16-18)	2018	2019			2020				Comments
		Year End	Budget	Projected Year End	Project %	Requested	% from '19 Budget	Manager Adjusted	% from '19 Budget	
132 Municipal Maintenance										
01 Municipal Maintenance	$ 8,299	$ 7,991	$ 7,500	$ 8,200	109%	$ 8,000	6.7%	$ 8,000	6.7%	Budget adjusted down when mil rate was discussed in 2019
133 Tools Insurance										
01 Tools Insurance		$ -								We should have insurance for the mechanics tools
49 Public Works Cont'd										
134 Drug/Alcohol Testing										
01 Drug/Alcohol Testing	$ 569	$ 395	$ 750	$ 500	67%	$ 600	-20.0%	$ 600	-20.0%	
271 Contracted Services										
01 Janitorial & Supplies	$ 3,153	$ -				$ -		$ -	#DIV/0!	
Totals	$ 2,012,972	$ 2,192,596	$ 2,298,747	$ 2,273,433	98.9%	$ 2,332,667	1.5%	$ 2,343,012	1.9%	Primary changes are street materials, lubricants, and wages

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Department	3 Year Average Actual Expenses (16-18)	2018 Year End	2019 Budget	2019 Projected Year End	2019 Project %	2020 Requested	2020 % from '19 Budget	2020 Manager Adjusted	2020 % from '19 Budget	Comments
12 Nylander Museum										
001 Salaries										
01 Regular Pay		$ -	$ -	$ -	#DIV/0!	$ 25,000	#DIV/0!	$ -	#DIV/0!	Part time curator
003 Office Supplies										
01 Postage		$ -	$ -	$ -	#DIV/0!		#DIV/0!			
03 Copier Rental		$ -	$ -	$ -	#DIV/0!		#DIV/0!			
05 Printer Ink		$ -	$ -	$ -	#DIV/0!		#DIV/0!			
07 Paper		$ -	$ -	$ -	#DIV/0!		#DIV/0!			
08 Office Supplies	$ 501	$ 34	$ 500	$ 350	70%	$ 3,000	500.0%	$ 2,500	400.0%	Programming for Chewonki, Theme Weeks
015 Telephone										
04 Telephone	$ 603	$ 580	$ 750	$ 580	77%	$ 750	0.0%	$ 600	-20.0%	
017 Communications										
01 Website		$ -								
03 Internet	$ 840	$ 960	$ 720	$ 960	133%	$ 1,000	38.9%	$ 1,000	38.9%	
018 Health Insurance										
01 Health Insurance		$ -	$ -	$ -	#DIV/0!		#DIV/0!			
019 Miscellaneous Expenses										
01 Misc Expenses		$ -	$ -	$ 250	#DIV/0!		#DIV/0!			
12 Nylander Cont'd										
026 Heating Fuel										
03 Heating Fuel	$ 1,972	$ 2,568	$ 2,700	$ 2,700	100%	$ 2,770	2.6%	$ 2,750	1.9%	
027 Electricity										
11 Electricity	$ 825	$ 844	$ 1,000	$ 950	95%	$ 1,200	20.0%	$ 1,000	0.0%	Increased visitors and hours + 1% power increase
028 Water										
05 Water	$ 1,180	$ 1,239	$ 1,350	$ 1,350	100%	$ 1,350	0.0%			2% CUD increase
029 Sewer										
01 Sewer	$ 199	$ 198	$ 300	$ 200	67%	$ 300	0.0%			CUD 0% rate increse
030 Building Supplies										
01 Building Supplies	$ 20	$ 40	$ -	$ -	#DIV/0!	$ 800	#DIV/0!			New router
031 Building Maintenance										
01 Building Maintenance	$ 1,935	$ 369	$ 1,200	$ 1,318	110%	$ 2,500	108.3%	$ 2,000	66.7%	6/12/2019 Security system $180. Sprinkler system is not charged and needs a regulator. Sump pump. Useable dehumidifier, Smoke detectors that are ten years old are out of date, New flower boxes, Carbon monoxide detectors, General maintenance to building, Furnace and heaters cleaned
032 Property Insurance										
01 Property Insurance	$ 1,604	$ 2,024	$ 1,493	$ 2,000	134%	$ 2,050	37.3%	$ 2,050	37.3%	Assumes 2% increase
038 Social Security										
01 Social Security										
068 Janitotrial Services										
01 Property Maintenance	$ 951	$ -								
Total	$ 10,356	$ 8,856	$ 10,013	$ 10,658	106%	$ 40,720	306.7%	$ 11,900	18.8%	

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Department	3 Year Average Actual Expenses (16-18)	2018 Year End	2019 Budget	2019 Projected Year End	2019 Project %	2020 Requested	2020 % from '19 Budget	2020 Manager Adjusted	2020 % from '19 Budget	Comments
20 General Assistance										
001 Salaries										
01 Regular Pay	$ 17,117	$ 19,560	$ 20,208	$ 18,500	92%	$ 15,990	-20.9%	$ 15,990	-20.9%	New hires replacing Jayne and Kalen
003 Office Supplies										
01 Postage	$ 87	$ 90	$ 80	$ 90	113%	$ 80	0.0%	$ 100	25.0%	
05 Printer Ink	$ 20	$ -								
08 Office Supplies	$ 38	$ 101	$ 50	$ 50	100%	$ 50	0.0%	$ 50	0.0%	
010 Travel Exp										
04 Conf Fee	$ 139	$ 289	$ 250	$ 275	110%	$ 300	20.0%	$ 300	20.0%	
011 Training & Education										
02 Training & Education	$ 88	$ 30	$ 200	$ 190	95%	$ 200	0.0%	$ 500	150.0%	New employee training
014 New Equipment										
01 New Equipment	$ 100	$ -								
018 Health Insurance										
01 Health Insurance	$ 6,545	$ 7,814	$ 8,846	$ 8,676	98%	$ 10,182	15.1%	$ 10,182	15.1%	Assumes Most expense plan utilized by new employees
019 Miscellaneous Expenses										
01 Misc. Expenses	$ 24	$ 211	$ 150	$ 125	83%	$ 150	0.0%	$ 150	0.0%	
038 Social Security										
01 Social Security	$ 1,186	$ 1,365	$ 1,546	$ 1,415	92%	$ 1,223	-20.9%	$ 1,223	-20.9%	Tied to wages
040 City & State Retirement										
01 City & State Retirement	$ 644	$ 701	$ 707	$ 600	85%	$ 560	-20.8%	$ 560	-20.8%	Tied to wages
051 Equipment Maintenance										
05 Equipment Maintenance	$ 942	$ 960	$ 960	$ 900	94%	$ 960	0.0%	$ 960	0.0%	Tracker System Software
053 G.A. - City										
01 G. A. City	$ 33,255	$ 22,323	$ 29,500	$ 25,000	85%	$ 25,000	-15.3%	$ 29,500	0.0%	
02 - G.A. State	$ 98	$ -	$ 500	$ 250	50%	$ 500	0.0%	$ 500	0.0%	
03 - GA - Nonreimbursible	$ -	$ -								
Totals	$ 60,202	$ 53,443	**$ 62,997**	**$ 56,071**	**89%**	$ 55,195	-12.4%	$ 60,015	-4.7%	

Exhibit A:
DRAFT 2020 FY Expense Budget - Department Details

Department	3 Year Average Actual Expenses (16-18)	2018 Year End	2019 Budget	2019 Projected Year End	2019 Project %	2020 Requested	2020 % from '19 Budget	2020 Manager Adjusted	2020 % from '19 Budget	Comments
22 Tax Assessing										
001 Salaries										
01 Regular Pay	$ 140,391	$ 121,416	$ 192,273	$ 155,000	81%	$ 226,585	17.8%	$ 226,585	17.8%	0% COLA, 10 hrs /wk for contract plumbing inspector, NEW PT (25 hr) Assessing to help with quarterly reviews
02 Overtime Pay	$ 1,814	$ 1,091	$ 1,500	$ 1,500	100%	$ 1,500	0.0%	$ 1,200	-20.0%	
07 Salaries-Bd of Assessors	$ 1,500	$ 1,500	$ 1,500	$ 1,200	80%	$ 1,500	0.0%	$ 1,500	0.0%	
003 Office Supplies										
01 Postage	$ -	$ -								
05 Printer Ink	$ 265	$ 34	$ 300	$ 300	100%	$ 300	0.0%	$ 300	0.0%	
08 Office Supplies	$ 410	$ 99	$ 350	$ 350	100%	$ 300	-14.3%	$ 300	-14.3%	
006 Legal Fees										
01 Legal Fees	$ 435	$ 270	$ 500	$ 250	50%	$ -	-100.0%	$ 500	0.0%	
009 Professional Dues										
01 Subscriptions						$ 650		$ 650		Marshal Swift Publication
02 IAOO	$ -	$ -				$ 320		$ 320	#DIV/0!	Penny IAOO
04 Professional Dues	$ 637	$ 612	$ 862	$ 862	100%	$ 610	-29.2%	$ 610	-29.2%	APA, ICC, MGUG
010 Travel Expenses										
01 Mileage	$ 2,875	$ 2,569	$ 2,500	$ 2,500	100%	$ 2,895	15.8%	$ 2,100	-16.0%	
02 Meal & Lodge	$ 3,016	$ 3,999	$ 4,000	$ 4,000	100%	$ 6,320	58.0%	$ 5,550	38.8%	
04 CONF FEE	$ -	$ -				$ 3,635		$ 2,850	#DIV/0!	
05 Travel Expenses	$ -	$ -								
011 Training & Education										
02 Training & Education	$ 1,651	$ 2,500	$ 3,500	$ 2,800	80%	$ 435	-87.6%	$ 435	-87.6%	4 MUBEC courses for CEO, IAAO Course 333 & 334 which are mass appraisal modeling classes
013 Car Allowance										
01 Car Allowance	$ -	$ -								
015 Telephone										
01 Cell Phone	$ 394	$ 372	$ 350	$ 375	107%	$ 375	7.1%	$ 380	8.6%	Code Enforcement Cell Phone
04 Telephone	$ 484	$ 418	$ 510	$ 450	88%	$ 450	-11.8%	$ 475	-6.9%	
018 Health Insurance										
01 Health Insurance	$ 32,004	$ 32,699	$ 37,495	$ 37,495	100%	$ 40,495	8.0%	$ 40,495	8.0%	Assumes 8% until insurer provides quote. Employee changes to coverage.
019 Miscellaneous Expenses										
01 Misc. Expense	$ 98	$ -								
038 Social Security										
01 Social Security	$ 10,458	$ 8,739	$ 14,709	$ 12,064	82%	$ 17,449	18.6%	$ 17,426	18.5%	Tied to wages. Adjusted down $394 for June mil rate process
040 City & State Retirement										
01 City & State Retirement	$ 2,660	$ 2,524	$ 3,591	$ 3,591	100%	$ 3,750	4.4%	$ 3,750	4.4%	Tied to wages and personnel changes

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Department	3 Year Average Actual Expenses (16-18)	2018 Year End	2019 Budget	2019 Projected Year End	2019 Project %	2020 Requested	2020 % from '19 Budget	2020 Manager Adjusted	2020 % from '19 Budget	Comments
22 Tax Assessing Cont'd										
051 Equipment Maint										
01 Software			$ 1,200	$ 1,152	96%	$ 1,800	50.0%	$ 1,200	0.0%	GIS License maintenance, analyst extension
056 Contracted Services										
01 Registry	$ 413	$ 367	$ 500	$ 375	75%		-100.0%	$ 400	-20.0%	Cost of getting copies of deeds from County
04 Contracted Services	$ 4,293	$ 4,094	$ 4,500	$ 4,500	100%	$ 5,500	22.2%	$ 5,500	22.2%	Marshall Swift Tax Maps, UMPI GIS
01 Assessment Reserve		$ -								
058 Codes Maintenance										
01 Codes Maintenance	$ 542	$ 757	$ 600	$ -	0%		-100.0%	$ 600	0.0%	
070 Clothing Allowance										
03 Clothing	$ 455	$ 12	$ 300	$ 300	100%	$ 300	0.0%	$ 300	0.0%	
073 Vehicle Repairs										
01 Vehicle repairs			$ 120	$ 139	116%	$ 1,436	1096.7%	$ 1,450	1108.3%	Chevy Malibu
074 Vehicle Tires										
01 Tires			$ 300	$ -	0%	$ 600	100.0%	$ 600	100.0%	
075 Gas/Oil/Filters										
01 Gas/Oil/Filters		$ -	$ 800	$ 350	44%	$ 400	-50.0%	$ 400	-50.0%	Dedicated department vehicle
Totals	$ 181,492	$ 185,496	**$ 272,260**	**$ 229,553**	**84%**	$ 317,604	16.7%	$ 315,875	16.0%	Primarily due to new PT Assessing staff to help with quarterly reviews

Exhibit A:
DRAFT 2020 FY Expense Budget - Department Details

Department	3 Year Average Actual Expenses (16-18)	2018	2019			2020				Comments
		Year End	Budget	Projected Year End	Project %	Requested	% from '19 Budget	Manager Adjusted	% from '19 Budget	
17 Health and Sanitation										
022 Health Officer										
01 Health Officer	$ 500	$ 500	$ 500	$ 500	100%	$ 500	0.0%	$ 500	0.0%	
023 Tri-Community Landfill										
01 Tri-Community Landfill	$ 215,102	$ 248,193	$ 249,660	$ 250,000	100%	$ 251,400	0.7%	$ 251,400	0.7%	Birdseye cleanup will raise our three year rolling average. Expect budgeting value from AWS late October.
038 - Social Security										
01 - Social Security	$ 12	$ -	$ 36	$ 38	106%	$ 38	6.3%	$ 38	6.3%	
Totals	$ 215,614	$ 248,693	$ 250,196	$ 250,538	100%	$ 251,938	0.7%	$ 251,938	0.7%	

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DRAFT 2020 FY Expense Budget - Department Details

Department	3 Year Average Actual Expenses (16-18)	2018 Year End	2019 Budget	2019 Projected Year End	2019 Project %	2020 Requested	2020 % from '19 Budget	2020 Manager Adjusted	2020 % from '19 Budget	Comments
70 Insurance and Retirements										
007 Audit										
02 GASB 45	$ 1,067	$ -	$ 3,200	$ 3,200	100%	$ 3,200	0.0%	$ 3,200	0.0%	
018 Health Insurance										
01 Employee Assistance Prog	$ 167	$ 500								
034 Worker's Compensation										
01 Worker's Compensation	$ 18,777	$ 5,182	$ 5,200	$ 5,200	100%	$ 5,564	7.0%	$ 5,564	7.0%	Worker's Comp Audit Payment also assumes 7% increase
035 Unemployment Comp.										
01 Unemployment Comp.	$ 16,123	$ 14,894	$ 22,000	$ 22,000	100%	$ 22,000	0.0%	$ 22,000	0.0%	TBD by provider
037 Liability Insurance										
01 Liability Insurance	$ 28,168	$ 23,250	$ 29,400	$ 29,400	100%	$ 30,250	2.9%	$ 30,250	2.9%	Assumes 3% increase. TBD by provider
038 Social Security										
01 Social Security	$ 89	$ -								
039 Bonds										
01 Bonds	$ -	$ -								
040 City & State Retirement										
01 City & State Retirement	$ -	$ -								
041 $1000 Ded. Payments										
01 $1000 Ded. Payments	$ 2,167	$ -	$ 3,000	$ 2,000	67%	$ 3,000	0.0%	$ 3,000	0.0%	Assumes 3 accidents in year
043 Compensated Absences										
01 Compensated Absences	$ 45,000	$ 45,000	$ 23,000	$ 23,000	100%	$ 40,000	73.9%	$ 40,000	73.9%	Working to build up against $400K+ liability. 2 planned retirements in 2020
044 - Reimbursements										
01 Reimbursements		$ -								
046 Recognitions & Awards										
01 Recognitions & Awards	$ 1,207	$ 1,970	$ 2,250	$ 2,250	100%	$ 2,250	0.0%	$ 2,250	0.0%	
311 Section 125 Expense										
01 Section 125 Expense	$ 6,690	$ 6,906	$ 7,000	$ 7,000	100%	$ 7,000	0.0%	$ 7,000	0.0%	Retirement account management fee to GDI
Totals	$ 104,051	$ 104,551	$ 95,050	$ 94,050	99%	**$ 113,264**	**19.2%**	**$ 113,264**	**19.2%**	$ -
75 Contributions										
177 Aroost. Agency on Aging										
01 Aroost. Agency on Aging	$ -	$ -	$ 4,600	$ 4,600	100%	**$ 4,600**	**0.0%**	**$ 4,600**	**0.0%**	
Totals	$ -	$ -	$ 4,600	$ 4,600	100%	**$ 4,600**	**0.0%**	**$ 4,600**	**0.0%**	$ -

Exhibit A:
DRAFT 2020 FY Expense Budget - Department Details

Department	3 Year Average Actual Expenses (16-18)	2018	2019			2020				Comments
		Year End	Budget	Projected Year End	Project %	Requested	% from '19 Budget	Manager Adjusted	% from '19 Budget	
80 Unclassified										
045 Refunds/Reimbursements										
01 Refunds/Reimbursements	$ 392	$ 26	$ 250	$ 150	60%	$ 250	0.0%	$ 250	0.0%	
200 Tax Lien Costs										
01 Tax Lien Costs	$ 19,403	$ 18,400	$ 20,000	$ 19,750	99%	$ 20,000	0.0%	$ 20,000	0.0%	
201 Abatements										
01 Abatements	$ 21,065	$ 30,113	$ 9,000	$ 9,000	100%	$ 20,000	122.2%	$ 20,000	122.2%	Budgeted amount adjusted at 2019 mil rate setting. Need to work on reducing existing liability of uncollectible taxes.
Totals	$ 47,527	$ 48,540	$ 29,250	$ 28,900	99%	$ 40,250	37.6%	$ 40,250	37.6%	

Exhibit B:
Capital Improvement Plan 2019 - 2023

Dept	Type	2020 Allocation	2020 Note	2021 Allocation	2021 Note	2022 Allocation	2022 Note	2023 Allocation	2023 Note
		$1,182,218		$1,544,601		$1,530,336		$1,279,164	
Airport	Program			$ 5,000	Capital Project Match Reserve	$ 5,000	Capital Project Match Reserve	$ 5,000	Capital Project Match Reserve
Capital	Program					$ 50,000	CUD Consolidation study		
Captial	Program	$ 95,000	Study and Design of new Police/City Hall						
Captial	Program	$ (5,000)	Use existing reserves to offset police study						
Debt	Facilities	$ 116,900	Engine Payment	$ 116,900	Engine Payment				
Debt	Facilities	$ 105,843	Biomass Boiler	$ 109,440	Biomass Boiler	$ 230,175	Biomass Boiler (Roll in Engine Pmt)	$ 234,053	Biomass Boiler Final Payment
Debt	Facilities	$ 42,000	Repayment of $72,000 to AWS funds for streetlights	$ 42,000	Repayment of $72,000 to AWS for streetlights	$ 42,000	Repayment of $72,000 to AWS for streetlights	$ 42,000	Repayment of $72,000 to AWS for streetlights
Debt	Facilities			$ 200,000	Public Safety Facility (paid off in 2031) (30yr, 3.5%, on $3.5M)	$ 200,000	Public Safety Facility	$ 200,000	Public Safety Facility (roll in LED)
Fire/EMS	Equipment	$ (65,000)	Use of Current Reserves #24 Remount						
Fire/EMS	Maintenance	$ 75,000	Roof repair in 2020 estimated $75K.						
		$ (10,000)	Use of Current Building Maintenance Reserves for Roof						
Fire/EMS	Vehicle	$ 150,000	Station Structural Reinforcements						
Fire/EMS	Vehicle	$ 110,000	#24 Remount						
Fire/EMS	Equipment	$ 15,000	1/6 Replace ambulance monitors in 2024 ($150,000)	$ 15,000	1/6 Replace ambulance monitors in 2024 ($150,000)	$ 40,000	1/6 Replace ambulance monitors in 2024 ($150,000)	$ 40,000	1/6 Replace ambulance monitors in 2024 ($150,000)
Fire/EMS	Vehicle	$ 50,000	1/9 allocation toward replacement ladder truck in 2027	$ 50,000	1/9 allocation toward replacement ladder truck in 2027	$ 50,000	1/9 allocation toward replacement ladder truck in 2027	$ 50,000	1/9 allocation toward replacement ladder truck in 2027
Fire/EMS	Bldg			$ 15,000	Heat Circulators				
Fire/EMS	IT			$ 2,100	Dispatch Computer, office computer				
Fire/EMS				$ 30,000	1/2 Backup Furnace	$ 30,000	Install backup furnace		
Fire/EMS	Vehicle			$ 75,000	1/2 ambulance #23 remount in 2022	$ 75,000	1/2 ambulance #23 remount in 2022		
Fire/EMS								$ 25,000	1/3 overhead door replacement
Fire/EMS	IT					$ 600	Office computer		
Fire/EMS	Vehicle							$ 75,000	1/2 ambulance #22 remount in 2024
Fire/EMS	IT								
Gen Gov	IT	$ (1,200)	Use of Reserves toward computer replacements			$ 7,000	allocation for 2022 server purchase		
Gen Gov	Vehicle	$ 14,000	1/3 allocation for 2021 vehicle replacement	$ 14,000	1/3 allocation for 2021 vehicle replacement ($30,000)				
Gen Gov	Program	$ 2,500	vital records restoration	$ 2,500	vital records restoration	$ 2,500	vital records restoration	$ 2,500	vital records restoration
Gen Gov	IT	$ 3,600	4 office computers						
Gen Gov	Program			$ 9,000	Codificaton of Clerk documents				
Gen Gov	IT			$ 1,200	1 CAD computer				
Gen Gov	Vehicle					$ 12,000	1/3 allocation for 2024 vehicle replacement	$ 12,000	1/3 allocation for 2024 vehicle replacement
Library	Maintenance	$ 8,500	Carnegie Side Exterior Maintenance						
Library		$ (8,500)	Use of Current Reserves - Bldg Maint						
Library	IT			$ 1,500	Computer				
Library	IT					$ 600	Computer		
Library	IT							$ 600	Computer
Library	IT								
Library	Maintenance			$ 10,000	East Parking Lot removal in 2021				
Library	Maintenance			$ 5,000	Children's Exterior in 2024	$ 15,000	Children's Exterior in 2024	$ 15,000	Children's Exterior in 2024
Mun Bldg	Maintenance			$ 85,000	60 Access Roof Repair				
				$ (15,000)	Use of 60 Access Maintenance Reserve funds				
Mun Bldg	Maintenance	$ 60,000	City Hall and Mall Parking Lot resurface ($60,000)	$ 40,000	City Hall and Mall Parking Lot resurface ($60,000)	$ 40,000	City Hall and Mall Parking Lot resurface ($60,000)		
		$ (20,000)	Use of Parking Lot reserve funds						
Mun Bldg	Maintenance	$ 15,000	Exterior Painting on City Hall						
Mun Bldg	Maintenance	$ 5,000	Sidewalk Repair around City Hall						
		$ (20,000)	Use of Building Maintenance Reserve funds						
Mun Bldg	Maintenance			$ 65,000	60 Access Heat Replacement				
Mun Bldg	Maintenance					$ 60,000	City Hall roof repair		

Exhibit B:
Capital Improvement Plan 2019 - 2023

Parks	Facilities	$ 25,000	Teague Park Reconstruct						
Parks		$ (10,000)	Use of Current Reserves - Parks Improv						
Parks	Facilities					$ 35,000	Sincock Park Construct		
		$ 45,000	Paving of Overflow Parking at Rec Center (2021)	$ 45,000	Paving of Overflow Parking at Rec Center				
Parks	Facilities	$ 50,000	Collins Pond Improvements	$ 50,000	Collins Pond Improvements				
Parks	Equipment			$ 40,000	Groomer Replacement in 2025	$ 40,000	Groomer Replacement in 2025	$ 40,000	Groomer Replacement in 2025
Parks	Equipment					$ 25,000	Groomer Replacement in 2027	$ 25,000	Groomer Replacement in 2027
Parks	Equipment			$ 10,000	Replace Zero turn mower				
Parks	Vehicle					$ 9,000	Vehicle Replacement in 2025	$ 9,000	Vehicle Replacement in 2025
Parks	Vehicle					$ 6,000	Vehicle Replacement in 2027	$ 6,000	Vehicle Replacement in 2027
Police	Equipment	$ 20,000	CAD software purchase in 2021	$ 20,000	CAD software purchase in 2021				
		$ 3,500	Vehicle Account Balance						
Police	Vehicle	$ 43,000	Replace Cruiser						
Police	Equipment					$ 5,000	1/3 gun replacement in 2024	$ 5,000	1/3 gun replacement in 2024
Police	IT			$ 600	Computer				
Police	Vehicle			$ 45,000	Replace Cruiser				
Police	Vehicle					$ 45,000	Replace Cruiser		
Police	Vehicle							$ 46,000	Replace Cruiser
Police	Vehicle								
Protection	Equipment	$ 15,000	Streetlight Maintenance Reserve	$ 15,000	Streetlight Maintenance Reserve	$ 15,000	Streetlight Maintenance Reserve	$ 21,000	Streetlight Maintenance Reserve
PW	Equipment	$ 24,000	15 Bat wing mower: 24K						
PW		$ (19,000)	Use of current reserves - Equipment						
PW	Vehicle					$ 210,000	Major Road Repair	$ 210,000	Major Road Repair
PW	Vehicle	$ 5,000	Replace pickup truck						
PW	Equipment	$ 145,000	Replace Plow Truck with force hyd.						
PW	Equipment	$ 5,000	Surveillance System						
PW	Maintenance	$ 25,000	Salt Shed roof repair in 2021	$ 25,000	Salt Shed roof repair in 2021				
Debt	Maintenance	$ 40,000	River Road Repair account balance	$ 40,000	River Road Repair account balance	$ 40,000	River Road Repair account balance		
PW	Maintenance			$ 150,000	North Main Street reconstruct in 2021				
PW	Vehicle			$ 5,000	Replace pickup truck				
PW	Equipment			$ 25,000	Small equipment				
PW	Equipment			$ 45,000	8' paving machine				
PW	Equipment			$ 85,000	Walker sidewalk machine with blower				
PW	Vehicle					$ 5,000	Replace pickup truck		
PW	Equipment					$ 225,000	Blanchett Blower		
PW	Bldg					$ 8,000	Overhead Door replacement		
PW	Vehicle					$ (61,000)	Equipment Reserve toward Blanchett Blower	$ 5,000	Replace pickup truck
PW	Equipment							$ 155,000	Replace T-6 plow
PW	Vehicle								
PW	Equipment								
Rec	IT	$ 6,375	Security Camera Upgrades @ Rec Center						
Rec	Maintenance			[illegible]	[illegible]	[illegible]	[illegible]		
Rec	IT	$ 1,200	2 computers						
Rec	Maintenance	$ 16,000	Replace Hardware on gym doors						
Rec	Maintenance			[illegible]	[illegible]	[illegible]	[illegible]		
Rec	Maintenance			[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
Tax A.	Program		1/9 allocation toward revaluation in 2027 OR hire PT help for quarterly reval work	$ 43,211	1/9 allocation toward revaluation in 2027 OR hire PT help for quarterly reval work	$ 43,211	1/9 allocation toward revaluation in 2027 OR hire PT help for quarterly reval work	$ 43,211	1/9 allocation toward revaluation in 2027 OR hire PT help for quarterly reval work
Tax A.	IT	$ 1,200	1 CAD computer						
Tax A.	IT	$ (1,200)	Use of Current Reserves - Tax A. Computers						
Tax A.	IT	$ 3,500	Plotter/Scanner in 2021	$ 3,500	Plotter/Scanner				
						$ 1,600	1/2 CAD computer in 2022 ($1600)		
Tax A.	IT							$ 800	1/2 CAD computer in 2024

2020 Preliminary Revenue Forecasts

							2018	2019			2020	
Department	Fund	2014	2015	2016	2017	3 yr Avg (2016-18)	Year End	Budget	Projected Year End	% Diff from Budget	Estimate	Change from 2019 Budg
GENERAL FUNDS												
10 General Government	Totals	$6,211,275	$6,339,916	$6,310,195	$6,556,664	$ 6,565,800	$ 6,830,540	$ 6,749,673	$ 6,924,549	2.6%	$ 6,926,250	2.6%
17 Health & Sanitation	Totals	$ -	$ -	$ -	$ -	$ 86,949	$ 260,848	$ 170,000	$ 170,000	0.0%	$ -	-100.0%
18 Municipal Buildings	Totals	$ 4,000	$ 3,676	$ 4,000	$ 4,000	$ 4,000	$ 4,000	$ 4,900	$ 4,899	0.0%	$ 4,000	-18.4%
20 General Assistance	Totals	$ 21,877	$ 31,263	$ 26,077	$ 25,720	$ 24,347	$ 21,243	$ 25,300	$ 24,800	-2.0%	$ 25,300	0.0%
22 Tax Assesment	Totals	$ 308,050	$ 323,985	$ 461,524	$ 598,199	$ 597,046	$ 731,414	$ 777,856	$ 718,828	-7.6%	$ 796,500	2.4%
23 Code Enforcement	Totals	$ 29,290	$ 16,724	$ 25,295	$ 8,533	$ 13,440	$ 6,491	$ 6,000	$ 10,452	74.2%	$ 5,800	-3.3%
25 Library	Totals	$ 5,171	$ 5,798	$ 6,242	$ 6,824	$ 6,791	$ 7,308	$ 6,650	$ 6,800	2.3%	$ 6,650	0.0%
31 Fire & Ambulance	Totals	$1,955,670	$2,002,084	$1,861,316	$1,859,576	$ 1,726,889	$ 1,459,777	$ 1,459,503	$ 1,420,139	-2.7%	$ 1,737,793	19.1%
35 Police	Totals	$ 57,521	$ 50,401	$ 37,415	$ 61,184	$ 53,970	$ 63,312	$ 111,970	$ 116,836	4.3%	$ 111,720	-0.2%
39 Emergency Management	Totals	$ 14,845	$ 12,140	$ 8,745	$ 2,600	$ 4,648	$ 2,600	$ 2,600	$ 2,600	0.0%	$ 2,600	0.0%
40 Public Works	Totals	$ 203,342	$ 197,303	$ 192,742	$ 200,546	$ 197,787	$ 200,073	$ 203,415	$ 203,000	-0.2%	$ 203,415	0.0%
50 Recreation	Totals	$ 25,325	$ 22,658	$ 21,178	$ 24,101	$ 23,616	$ 25,570	$ 24,000	$ 22,100	-7.9%	$ 25,000	4.2%
51 Parks	Totals	$ 2,782	$ 4,075	$ 2,634	$ 3,058	$ 2,082	$ 556	$ 2,250	$ 130	-94.2%	$ 600	-73.3%
60 Airport	Totals	$ 138	$ 138	$ 138	$ 138	$ 7,010	$ 20,755	$ 19,000	$ 34,500	81.6%	$ 36,000	89.5%
61 Trailer Park	Totals	$ 14,698	$ 15,616	$ 15,505	$ 15,727	$ 16,077	$ 17,000	$ 18,000	$ 13,400	-25.6%	$ 16,000	-11.1%
70 Insurance & Retirement	Totals	$ 6,214	$ 5,264	$ -	$ -	$ 2,042	$ 6,127	$ -	$ -	#DIV/0!	$ -	#DIV/0!
Sub-Total		$8,860,198	$9,031,040	$8,973,007	$9,366,869	$ 9,332,496	$ 9,657,612	$ 9,581,116.52	$ 9,673,033	1.0%	$ 9,897,628	3.3%
ENTERPRISE FUNDS										#DIV/0!		
11 Economic Development	01 - TIF Dollars Received	$ 331,862	$ 363,353	$ 375,001	$ 374,821	$ 364,204	$ 342,788	$ 417,688	$ 410,000	-1.8%	$ 370,000	-11.4%
	02 - Comm Project - New Events					$ 1,381	$ 1,381			#DIV/0!		#DIV/0!
	Interest		$ 2,500	$ 2,500	$ -	$ 1,250		$ -		#DIV/0!		#DIV/0!
	Totals	$ 331,862	$ 365,853	$ 377,501	$ 374,821	$ 365,497	$ 344,169	$ 417,688	$ 410,000	-1.8%	$ 370,000	-11.4%
24 Housing	Totals	$ 69,999	$ 70,000	$ 91,258	$ 113,570	$ 99,508	$ 93,696	$ 90,000	$ 91,500	1.7%	$ 90,000	0.0%
52 Snowmobile Trails	Totals	$ 53,483	$ 45,343	$ 43,460	$ 43,413	$ 43,818	$ 44,580	$ 43,750	$ 43,360	-0.9%	$ 43,600	-0.3%
96 FSS Revenues	Totals	$ 47,914	$ 48,391	$ 48,729	$ 48,729	$ 49,415	$ 50,787	$ 50,787	$ 50,787	0.0%	$ 50,787	0.0%
Sub-Total		##########	##########	$ 560,948	$ 580,533	$ 560,881	$ 533,232	$ 602,225	$ 595,647	-1.1%	$ 554,387	-7.9%
TOTAL ALL FUNDS										#DIV/0!		
		$9,363,456	$9,560,627	$9,533,955	$9,947,402	$ 9,890,734	$ 10,190,844	$ 10,183,342	$ 10,268,680	0.8%	$ 10,452,015	2.6%