

CITY COUNCIL MEETING NOTICE AND AGENDA

Notice is hereby given that the City Council of Caribou will hold a City Council Meeting on **Monday, January 13, 2020** in the Council Chambers located at 25 High Street, **6:00 pm**.



1. **Roll Call**
2. **Invocation / Inspirational Thought**
3. **Pledge of Allegiance**
4. **Public Forum**
 - a. Ellen Angel – Artifex Engineers regarding Police Station study
5. **November Financial Report** Pgs 3-19
6. **City Council Minutes**
 - a. Regular Meeting Held December 9, 2020 Pgs 20-24
 - b. Organization Meeting Held January 2, 2020 Pgs 25-31
7. **Bid Openings, Awards, and Appointments**
 - a. Recognition of Service – Residential/Urban Renewal Committee Members
 - b. Recognition of Service – David Wakem, Hospital District
 - c. Appointment of Members to Community and Advisory Boards
 - i. Nylander Museum Board of Trustees (3) Pgs 32-34
 - ii. Citizens Airport Advisory Committee (1) Pg 35
 - iii. Planning Board (2) Pg 36
 - iv. Blight Commission Pgs 37-38
 - d. Appointment of Councilors to Council Committees
8. **New Business & Adoption of Ordinances and Resolutions**
 - a. Discussion and Possible Action Regarding 2020 EMS Service Contracts with Caswell, Connor, Limestone, New Sweden, Perham, Stockholm, Wade, Washburn, Westmanland, Woodland, Madawaska Lake Township Pg 39
 - b. Discussion and Possible Action Requesting Bids for Tax Acquired Property at 142 Lower Lyndon Pg 40
 - c. Discussion and Possible Action Regarding Lease Option for Solar Project on Ogren Dump Pgs 41-48
 - d. Discussion and Possible Action Regarding 2020 Council Priority Projects Pg 49
9. **Reports and Discussion by Mayor and Council Members** Pgs 50-51
10. **City Manager's Report**
11. **Reports by Staff and Appointed Officials** Pgs 52-58
12. **Executive Session(s)** (May be called to discuss matters identified under Maine Revised Statutes, Title 1, §405.6)
 - a. Economic Development to discuss 60 Access highway sale and tenants
13. **Next Meeting: TBD**
14. **Adjournment**

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

Certificate of Mailing/Posting

The undersigned duly appointed City official for the municipality of Caribou City hereby certifies that a copy of the foregoing Notice and Agenda was posted at City Offices and on-line in accordance with City noticing procedures.

BY: _____ Jayne R. Farrin, City Clerk

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



MEMO

TO: Caribou City Council Members
FROM: Dennis Marker, City Manager
RE: Invocation/Inspiration Thought Item
DATE: January 9, 2020

Mayor Goughan has asked that a prayer be given at the start of the upcoming Council meeting. Regardless of personal beliefs on the subject of deity, I wanted to provide some legal framework and recommendations to the Council in this matter.

In 1983, the Supreme Court decision of *Marsh v. Chambers* upheld the constitutionality of legislative prayer on the basis of historical practice. The opinion of the court states, "Clearly the men who wrote the First Amendment Religion Clauses did not view paid legislative chaplains and opening prayers as a violation of that Amendment, for the practice of opening sessions with prayer has continued without interruption ever since that early session of Congress."¹ "The Court characterized legislative prayer simply as "a tolerable acknowledgment of beliefs widely held among the people of this country."²

In 2014, the Supreme Court decided by 5-4 vote to affirm the rights of legislative bodies, particularly at the local level, to begin meetings with prayer even if those prayers favored a particular belief system³. A summary of the case can be found at https://www.washingtonpost.com/politics/supreme-court-upholds-legislative-prayer-at-council-meetings/2014/05/05/dc142ede-cf9d-11e3-b812-0c92213941f4_story.html

In light of the decisions of the court the following are guidelines to be carefully considered when allowing prayers before meetings:

- 1) The legislative body should acknowledge that they are not endorsing a particular religion or belief.
- 2) Meeting attendees may not be forced to participate in the activity. Audience members may be invited to participate.
- 3) Individuals may be asked in advance of a meeting to offer a prayer.
- 4) Bodies should neither edit nor approve prayers in advance nor criticize their content after the fact. This is tantamount to government regulating religious belief, which is unconstitutional.
- 5) The town must be nondiscriminatory to persons and their beliefs. A body should not decline an individuals' offer to provide a prayer based on their protected class (i.e. race, religion, creed, sex, national origin, etc.).

¹ <https://caselaw.findlaw.com/us-supreme-court/463/783.html>

² <https://berkleycenter.georgetown.edu/cases/marsh-v-chambers--2>

³ See *Town of Greece v. Galloway* decision

General Ledger Summary Report

Fund(s): ALL

November

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ----		Balance Net
				Debits	Credits	
1 - Gen Fund	-1,694.68	500,303.07	0.00	60,724,024.13	61,224,327.20	0.00
Assets	9,131,539.53	9,222,236.09	-913,470.01	29,061,417.67	28,194,952.63	10,088,701.13
101-00 CASH (BANK OF MAINE)	3,858,325.90	3,761,391.25	-704,935.16	14,963,699.31	14,617,633.58	4,107,456.98
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	0.08	918.25	0.00	918.25
110-00 SECTION 125 CHECKING FSA	9,580.11	9,652.30	-1,627.69	21,147.02	17,984.68	12,814.64
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	-5,748.82	111,355.76	65,523.48	45,832.28
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	266.07	2,596.26	0.00	235,792.57
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	-1,146.81	204,712.31	204,828.92	2,903.16
124-00 GAS INVENTORY	13,365.78	6,548.32	6,000.87	79,797.67	74,249.53	12,096.46
125-00 ACCOUNTS RECEIVABLE	14,467.20	186,689.25	-9,025.40	345,119.25	509,245.99	22,562.51
126-00 SWEETSOFT RECEIVABLES	533,407.36	564,626.28	5,817.87	1,566,707.62	1,541,003.75	590,330.15
140-00 RESERVE FOR UNCOLLECTIBLE TAX	-669.87	-669.87	0.00	0.00	0.00	-669.87
174-00 CDC LOANS REC (1280)	66,161.16	66,161.16	0.00	0.00	0.00	66,161.16
180-00 DR. CARY CEMETERY INVESTMENT	1,159.90	1,160.79	0.00	2.64	0.00	1,163.43
181-00 HAMILTON LIBRARY TR. INVEST	1,736.78	1,748.17	0.00	34.13	0.00	1,782.30
182-00 KNOX LIBRARY INVESTMENT	9,783.86	9,828.91	0.00	152.78	0.00	9,981.69
183-00 CLARA PIPER MEM INV	668.63	669.17	0.00	1.52	0.00	670.69
184-00 JACK ROTH LIBRARY INVEST	27,126.73	27,299.68	0.00	459.26	0.00	27,758.94
185-00 KEN MATTHEWS SCHOLARSHIP FUN	7,377.01	7,385.56	0.00	50.24	0.00	7,435.80
187-00 DOROTHY COOPER MEM INV	58,988.30	59,248.87	0.00	822.63	0.00	60,071.50
189-00 MARGARET SHAW LIBRARY INV	12,876.89	12,894.19	0.00	72.56	0.00	12,966.75
190-00 GORDON ROBERTSON MEM INV	11,431.40	11,444.68	0.00	38.58	0.00	11,483.26
191-00 MEMORIAL INVESTMENT	6,089.25	6,101.18	0.00	39.45	0.00	6,140.63
192-00 G. HARMON MEM INV	6,735.66	6,743.77	0.00	22.73	0.00	6,766.50
193-00 BARBARA BREWER FUND	5,321.93	5,332.25	0.00	430.14	200.00	5,562.39
194-00 RODERICK LIVING TRUST	16,351.82	16,370.64	0.00	55.95	0.00	16,426.59
196-00 PHILIP TURNER LIBRARY INV	0.00	0.00	0.00	9,837.76	900.00	8,937.76
198-00 TAX ACQUIRED PROPERTY	118,383.08	96,383.08	123,222.36	123,222.36	29,071.18	190,534.26
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	8,154.43	8,154.43	0.00
198-17 TAX ACQUIRED PROPERTY 2017	0.00	0.00	0.00	58,990.59	58,990.59	0.00
198-18 TAX ACQUIRED PROPERTY 2018	0.00	0.00	0.00	66,618.33	66,618.33	0.00
198-19 TAX ACQUIRED PROPERTY 2019	0.00	0.00	0.00	27,892.94	27,892.94	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	-163,759.56	8,326,255.70	6,959,455.75	1,348,596.92
200-20 2020 TAX RECEIVABLE	0.00	0.00	-1,404.06	1,530.50	25,238.59	-23,708.09
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	-91,321.51	87.72	181,161.02	1,304.94
205-18 2018 LIENS RECEIVABLE	0.00	0.00	-60,077.72	369,922.47	208,475.46	161,447.01
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	0.00	2.75	776.28	10,836.28
210-17 2017 PP TAX RECEIVABLE	14,175.97	14,175.97	-96.37	0.00	1,953.76	12,222.21

General Ledger Summary Report

Fund(s): ALL

November

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ----		Balance Net
				Debits	Credits	
1 - Gen Fund CONT'D						
210-18 2018 PP TAX RECEIVABLE	38,030.96	38,030.96	-211.37	0.00	18,102.87	19,928.09
210-19 2019 PP TAX RECEIVABLE	-10,761.17	-10,761.17	-1,769.14	379,060.23	299,461.64	68,837.42
210-20 2020 PP TAX RECEIVABLE	0.00	0.00	0.00	0.00	5.50	-5.50
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	384,177.29	384,177.29	0.00
304-00 FICA W/H	0.00	0.00	0.00	495,140.64	495,140.64	0.00
305-00 MEDICARE WITHHOLDING	0.00	0.00	0.00	115,801.16	115,801.16	0.00
306-00 STATE WITHHOLDING	0.00	0.00	0.00	153,583.67	153,583.67	0.00
307-00 M.S.R.S. W/H	0.00	0.00	0.00	143,297.80	143,208.85	88.95
307-01 MSRS EMPLOYER	0.00	0.00	0.00	105,893.31	106,045.66	-152.35
308-00 AFLAC INSURANCE	-1.51	0.00	-0.16	7,804.72	7,806.48	-1.76
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	-257.07	247,038.38	247,959.42	-24,867.42
314-00 UNITED WAY W/H	0.00	0.00	0.00	144.00	144.00	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	7,452.00	7,452.00	0.00
316-00 COUNCIL #93 W/H	0.00	0.00	0.00	3,831.30	3,831.30	0.00
317-00 PW UNION INS	0.00	0.00	0.00	1,583.04	1,583.04	0.00
318-00 MMA INCOME PROTECTION	-6,223.43	-6,223.43	-565.12	35,119.06	36,092.14	-7,196.51
319-00 REAL ESTATE TAX W/H	0.00	0.00	0.00	27,611.83	27,611.83	0.00
320-00 ICMA RETIREMENT CORP	0.00	0.00	0.00	178,641.48	178,641.48	0.00
320-01 ICMA EMPLOYER MATCH	0.00	0.00	0.00	37,872.95	37,872.95	0.00
321-00 EDWARD JONES ANNUITY	0.00	0.00	0.00	102.86	102.86	0.00
321-01 PRIMERICA SHAREHOLDER SERVICE	0.00	0.00	0.00	1,150.00	1,150.00	0.00
322-00 RETIRED HEALTH INS PROGRAM	0.00	0.00	0.00	8,679.19	8,679.19	0.00
323-00 MMA SUPP. LIFE INSURANCE	-1,041.65	-1,041.65	-214.36	10,532.98	10,998.44	-1,507.11
324-00 MISC. WITHHOLDING	0.00	0.00	0.00	1,396.00	1,396.00	0.00
325-00 DED. FOR VALIC	0.00	0.00	0.00	37,160.17	37,160.17	0.00
325-01 VALIC EMPLOYER MATCH	0.00	0.00	0.00	10,507.23	10,507.23	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	1,286.00	227,669.00	230,013.00	-2,344.00
331-00 BOAT REG FEE INLAND FISHERIES	-86.00	0.00	26.38	16,587.37	16,587.37	0.00
332-00 SNOWMOBILE REG (F&W)	-7,615.00	0.00	-9,025.32	15,434.25	24,979.07	-9,544.82
333-00 ATV REGISTRATION (F&W)	0.00	0.00	555.50	37,521.70	37,566.70	-45.00
335-00 PLUMBING PERMITS (ST. OF ME)	-898.75	-56.25	-32.50	0.00	2,405.00	-2,461.25
336-00 CONCEALED WEAPON PERMIT	80.00	80.00	0.00	735.00	940.00	-125.00
338-00 CONNOR EXCISE TAX	0.00	0.00	0.00	47,356.01	47,356.01	0.00
339-00 CONNOR BOAT EXCISE	0.00	0.00	0.00	72.00	72.00	0.00
340-00 DOG LICENSES (ST. OF ME)	-1,543.00	0.00	69.00	2,645.00	2,999.00	-354.00
341-00 FISHING LICENSES (ST. OF ME)	-425.00	0.00	0.00	4,770.00	4,770.00	0.00
342-00 HUNTING LICENSES (ST. OF ME)	-2,034.00	0.00	504.00	7,594.25	8,032.25	-438.00
347-00 NEPBA UNION PD	0.00	0.00	0.00	7,995.00	7,995.00	0.00
Liabilities	6,972,572.34	6,852,151.09	-501,948.70	6,734,923.57	7,556,308.26	7,673,535.78
and Fund	0.00	0.00	0.00	0.00	0.00	0.00
Balances	6,972,572.34	6,852,151.09	-501,948.70	6,734,923.57	7,556,308.26	7,673,535.78
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	266.07	0.00	2,596.26	235,792.57
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

General Ledger Summary Report

Fund(s): ALL

November

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ----		Balance Net
				Debits	Credits	
1 - Gen Fund CONT'D						
365-04 RAILS TO TRAILS PROGRAM	17,351.58	17,351.58	-3,084.50	9,348.47	0.00	8,003.11
365-05 PARK IMPROVEMENT RESERVE	53,471.03	47,621.03	-375.00	5,767.34	576.70	42,430.39
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	6,435.11	-9,471.08
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	-229.14	5,227.23	3,077.32	1,156.62
365-13 RECREATION - COLLINS POND	22,190.40	22,190.40	-1,268.90	1,268.90	0.00	20,921.50
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	3,870.00	587.61	4,868.00	8,959.50
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	0.00	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	8.46	1,254.62	3,298.53	26,759.17
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	-163.40	834.63	1,000.00	176.59
367-01 POLICE DONATED FUNDS	29,180.67	28,700.67	-77.00	2,044.00	0.00	26,656.67
367-02 POLICE DEPT EQUIPMENT	33,727.26	33,727.26	-1,000.00	27,182.22	37,066.10	43,611.14
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	2,306.65	12,059.85	9,278.61	13,452.26
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	4,885.00	0.00	13,015.00
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	0.00	209,980.00	92,975.12	92,274.84
370-04 STREETS/ROADS RECONSTRUCTION	79,536.30	64,536.60	-24,950.32	184,394.89	205,001.90	85,143.61
370-05 CURBING RESERVE	5,178.30	5,178.30	0.00	0.00	0.00	5,178.30
370-06 FUEL TANK RESERVE	-93,389.66	-92,153.77	1,187.77	520.00	12,482.08	-80,191.69
370-07 PW BUILDING RESERVE	28,712.00	28,712.00	-2,933.28	2,933.28	47,788.00	73,566.72
370-09 RIVER ROAD	-60,338.59	-60,521.08	-16,352.75	145,682.92	150,128.25	-56,075.75
371-01 ASSESSMENT REVALUATION RESERVA	65,351.91	65,351.91	0.00	0.00	0.00	65,351.91
371-02 ASSESSING COMPUTER RESERVE	1,200.50	1,200.50	0.00	0.00	0.00	1,200.50
371-03 AERIAL PHOTOGRAPHY	2,700.00	2,700.00	0.00	0.00	0.00	2,700.00

General Ledger Summary Report

Fund(s): ALL
November

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ----		Balance Net
				Debits	Credits	
1 - Gen Fund CONT'D						
371-04 ASSESSING OFFICE EQUIPMENT	730.00	730.00	0.00	0.00	0.00	730.00
371-05 ASSESSING TRAVEL & TRAINING	1,617.11	0.00	0.00	1,250.00	1,250.00	0.00
372-01 AIRPORT RESERVE	-26,572.33	-26,572.33	0.00	11,972.28	117,047.85	78,503.24
372-04 AIRPORT HANGER SECURITY DEPOS	1,010.00	1,010.00	0.00	160.00	160.00	1,010.00
372-05 AIRPORT FAA LEASE PAYMENT HAN	10,885.00	10,885.00	0.00	8,785.00	8,785.00	10,885.00
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	-21.00	20,996.00	30,918.60	14,607.55
373-12 NBRC BIRDS EYE	-43,764.22	-43,764.22	48,000.00	120,771.56	136,986.90	-27,548.88
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	-5,748.82	65,523.48	111,355.76	45,832.28
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	-95.83	84,975.49	7,311.68	15,381.43
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	0.00	1,343.37	0.00	354,916.21
405-00 ASSESSING COMPUTER RESERVE	0.00	0.00	0.00	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	504,288.00	504,288.00	2.13
415-00 LIONS COMMUNITY CENTER RESERVA	16,056.20	16,056.20	0.00	0.00	0.00	16,056.20
417-00 COMPENSATED ABSENCES	173,757.17	173,757.17	-1,174.49	64,196.98	23,000.00	132,560.19
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	-4.00	14,791.14	14,841.38	7,435.80
423-00 DR. CARY CEMETERY TRUST FUND	1,159.90	1,160.79	0.00	29.95	2.64	1,133.48
424-00 HAMILTON LIBRARY TRUST FUND	1,736.78	1,748.17	0.00	0.00	34.13	1,782.30
425-00 KNOX LIBRARY MEMORIAL FUND	9,783.86	9,828.91	0.00	0.00	152.78	9,981.69
426-00 CLARA PIPER MEM FUND	668.63	669.17	0.00	0.00	1.52	670.69
427-00 JACK ROTH LIBRARY MEM FUND	27,126.73	27,299.68	-139.02	4,066.96	459.26	23,691.98
429-00 BARBARA BREWER FUND	5,321.93	5,332.25	0.00	253.76	430.14	5,508.63
430-00 D. COOPER MEM FUND	58,988.30	59,248.87	0.00	4,000.00	822.63	56,071.50
432-00 MARGARET SHAW LIBRARY MEMORI	12,876.89	12,894.19	0.00	0.00	72.56	12,966.75
433-00 GORDON ROBERTSON MEM FUND	11,431.40	11,444.68	0.00	0.00	38.58	11,483.26
434-00 MEMORIAL INVESTMENT	6,089.25	6,101.18	0.00	0.00	39.45	6,140.63
435-00 RODERICK LIVING TRUST	16,351.82	16,370.64	0.00	0.00	55.95	16,426.59
436-00 AMBULANCE REIMBURSEMENT	10,858.66	11,239.52	0.00	8,602.28	10,608.18	13,245.42
437-00 DEFERRED AMBULANCE REVENUE	621,584.90	564,626.28	0.00	0.00	0.00	564,626.28
438-00 PHILIP TURNER LIBRARY MEMORIAL	0.00	0.00	0.00	10,671.62	19,609.38	8,937.76
441-00 AMBULANCE FUND BALANCE	1,005.62	1,005.62	0.00	0.00	0.00	1,005.62

General Ledger Summary Report

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Fund(s): ALL

November

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ----		Balance Net
				Debits	Credits	
1 - Gen Fund CONT'D						
447-00 EMA EQUIP RESERVE	1,991.79	1,991.79	0.00	0.00	0.00	1,991.79
448-00 NYLANDER DONATIONS	2,000.00	2,000.00	0.00	2,000.00	0.00	0.00
457-00 HOMELAND SECURITY RESERVE	2,277.92	2,277.92	0.00	0.00	0.00	2,277.92
460-00 YARD SALE	-905.52	-905.52	0.00	1,188.32	1,105.00	-988.84
461-00 CRAFT FAIR	15,167.73	14,096.45	1,354.32	12,370.82	11,133.12	12,858.75
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	-375.00	10,525.27	8,150.00	-241.36
466-00 HERITAGE DAY	-8,000.00	-8,000.00	0.00	0.00	0.00	-8,000.00
467-00 MARATHON	-26,187.94	-26,194.94	-1,444.02	41,550.30	32,770.45	-34,974.79
469-00 DENTAL INSURANCE	1,339.99	1,339.99	86.77	13,420.26	14,144.74	2,064.47
470-00 EYE INSURANCE	540.18	540.18	13.58	2,859.99	2,940.03	620.22
471-00 RC2 TIF	27,498.34	17,545.04	0.00	18,709.50	34,691.09	33,526.63
472-00 ANIMAL WELFARE	4,357.00	4,407.00	180.00	74.79	2,864.00	7,196.21
477-00 LED STREET LIGHTS	35,558.00	35,558.00	-99,971.73	292,490.43	320,000.00	63,067.57
478-00 G. HARMON MEM FUND	6,735.66	6,743.77	0.00	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	2,250.00	0.00	95,857.76	481,328.15
483-03 DUE TO FUND 3	491,541.76	491,541.76	6,834.52	0.00	85,036.82	576,578.58
483-04 DUE TO FUND 4	240,462.42	240,462.42	4,540.68	0.00	42,779.75	283,242.17
483-05 DUE TO FUND 5	2,354,245.13	2,354,245.13	0.08	-2,500.00	375,975.31	2,732,720.44
484-02 DUE FROM FUND 2	-349,286.23	-352,898.09	-3,062.41	92,274.12	0.00	-445,172.21
484-03 DUE FROM FUND 3	-401,040.09	-401,219.55	-8,510.62	83,572.24	0.00	-484,791.79
484-04 DUE FROM FUND 4	-232,570.46	-232,853.98	-5,145.90	42,919.34	0.00	-275,773.32
484-05 DUE FROM FUND 5	-1,745,229.93	-1,746,032.86	-80,809.30	304,100.98	0.00	-2,050,133.84
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	8,527.56	8,527.56
493-00 RSU 39 COMMITMENT	-1,082,828.22	-1,082,828.22	-315,932.37	3,381,360.33	3,697,293.00	-766,895.55
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	-18.00	1,054.80	1,127.20	72.40
497-00 DEATH RECORDS STATE FEE	160.00	0.00	30.00	1,200.80	1,377.20	176.40
498-00 MARRIAGE RECORDS STATE FEE	14.00	0.00	9.20	319.60	353.20	33.60
Fund Balance	2,160,661.87	1,869,781.93	-411,521.31	24,927,682.89	25,473,066.31	2,415,165.35
500-00 EXPENDITURE CONTROL	0.00	0.00	-718,470.90	9,453,272.95	10,383,984.62	930,711.67
510-00 REVENUE CONTROL	0.00	0.00	306,949.59	15,645,911.94	15,060,445.69	-585,466.25
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	243,155.88	243,155.88	0.00
Assets	0.00	0.00	0.00	0.00	0.00	0.00
Liabilities	2,456.10	5,456.02	859.21	124,448.46	176,703.82	57,711.38
and Fund	0.00	0.00	0.00	0.00	0.00	0.00
Balances	2,456.10	5,456.02	859.21	124,448.46	176,703.82	57,711.38
365-11 TRAIL MAINTENANCE RESERVE	38,640.26	38,028.32	46.80	28,590.70	84,429.70	93,867.32
483-01 DUE TO FUND 1	349,286.23	352,898.09	3,062.41	0.00	92,274.12	445,172.21
484-01 DUE FROM FUND 1	-385,470.39	-385,470.39	-2,250.00	95,857.76	0.00	-481,328.15
Fund Balance	-2,456.10	-5,456.02	-859.21	118,707.42	66,452.06	-57,711.38

General Ledger Summary Report

Fund(s): ALL
November

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ----		Balance Net
				Debits	Credits	
2 - Snowmoible Trail Maintenance CONT'D						
500-00 Expense Control	0.00	0.00	-2,859.21	65,683.42	61,417.13	-4,266.29
510-00 Revenue Control	0.00	0.00	2,000.00	43,750.00	5,034.93	-38,715.07
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	260,961.06	260,961.06	0.00
Assets	0.00	0.00	0.00	0.00	0.00	0.00
Liabilities	-44,546.85	-44,367.39	1,676.10	85,036.82	87,510.95	-41,893.26
and Fund	0.00	0.00	0.00	0.00	0.00	0.00
Balances	-44,546.85	-44,367.39	1,676.10	85,036.82	87,510.95	-41,893.26
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	8,510.62	0.00	83,572.24	484,791.79
484-01 DUE TO FUND 1	-491,541.76	-491,541.76	-6,834.52	85,036.82	0.00	-576,578.58
Fund Balance	44,546.85	44,367.39	-1,676.10	175,924.24	173,450.11	41,893.26
500-00 Expense Control	0.00	0.00	-8,510.62	83,572.24	92,352.00	8,779.76
510-00 Revenue Control	0.00	0.00	6,834.52	90,000.00	81,098.11	-8,901.89
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	136,486.09	136,486.09	0.00
Assets	0.00	0.00	0.00	0.00	0.00	0.00
Liabilities	-7,891.96	-7,608.44	605.22	42,779.75	42,919.34	-7,468.85
and Fund	0.00	0.00	0.00	0.00	0.00	0.00
Balances	-7,891.96	-7,608.44	605.22	42,779.75	42,919.34	-7,468.85
483-01 DUE TO FUND 1	232,570.46	232,853.98	5,145.90	0.00	42,919.34	275,773.32
484-01 DUE FROM FUND 1	-240,462.42	-240,462.42	-4,540.68	42,779.75	0.00	-283,242.17
Fund Balance	7,891.96	7,608.44	-605.22	93,706.34	93,566.75	7,468.85
500-00 Expense Control	0.00	0.00	-5,145.90	42,919.34	46,657.68	3,738.34
510-00 Revenue Control	0.00	0.00	4,540.68	50,787.00	42,631.07	-8,155.93
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	1,085,249.29	1,085,249.29	0.00
Assets	0.00	0.00	0.00	0.00	0.00	0.00
Liabilities	-174,645.36	-173,842.43	66,114.47	421,403.23	350,404.72	-244,840.94
and Fund	0.00	0.00	0.00	0.00	0.00	0.00
Balances	-174,645.36	-173,842.43	66,114.47	421,403.23	350,404.72	-244,840.94
473-00 DOWNTOWN TIF	166,303.40	166,303.40	-14,694.75	45,427.92	38,803.74	159,679.22
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	80,809.30	0.00	304,100.98	2,050,133.84
484-01 DUE FROM FUND 1	-2,354,245.13	-2,354,245.13	-0.08	375,975.31	-2,500.00	-2,732,720.44

General Ledger Summary Report

Fund(s): ALL
November

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ----		Balance Net
				Debits	Credits	
5 - ECONOMIC DEV CONT'D						
Fund Balance	174,645.36	173,842.43	-66,114.47	663,846.06	734,844.57	244,840.94
500-00 Expense Control	0.00	0.00	-66,114.55	246,157.79	376,146.70	129,988.91
510-00 Revenue Control	0.00	0.00	0.08	417,688.27	333,353.87	-84,334.40
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	62,449,876.45	62,950,179.52	0.00

Expense Summary Report

Fund: 1
November

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
10 - GENERAL GOVERNMENT	771,977.00	58,392.11	666,515.59	105,461.41	86.34
17 - HEALTH & SANITATION	250,196.00	20,805.00	228,855.00	21,341.00	91.47
18 - MUNICIPAL BUILDING	57,504.00	5,358.88	49,658.83	7,845.17	86.36
20 - GENERAL ASSISTANCE	62,997.00	6,772.63	45,185.79	17,811.21	71.73
22 - TAX ASSESSMENT	272,260.00	26,787.90	234,242.95	38,017.05	86.04
25 - LIBRARY	214,484.00	19,006.19	193,045.79	21,438.21	90.00
31 - FIRE/AMBULANCE DEPARTMENT	2,264,481.00	204,971.33	2,063,611.12	200,869.88	91.13
35 - POLICE DEPARTMENT	1,697,460.00	142,308.53	1,531,822.76	165,637.24	90.24
38 - PROTECTION	414,020.00	27,887.83	390,660.40	23,359.60	94.36
39 - CARIBOU EMERGENCY MANAGEMENT	16,074.00	303.62	14,447.42	1,626.58	89.88
40 - PUBLIC WORKS	2,298,861.00	142,349.81	2,037,626.40	261,234.60	88.64
50 - RECREATION DEPARTMENT	503,821.00	40,152.94	450,837.31	52,983.69	89.48
51 - PARKS	154,445.00	12,640.49	154,543.78	-98.78	100.06
60 - AIRPORT	39,928.00	3,851.57	54,343.47	-14,415.47	136.10
61 - CARIBOU TRAILER PARK	14,733.00	803.89	11,284.03	3,448.97	76.59
65 - CEMETERIES	6,850.00	0.00	5,950.00	900.00	86.86
70 - INS & RETIREMENT	95,050.00	2,740.38	74,387.85	20,662.15	78.26
75 - CONTRIBUTIONS	4,600.00	1,000.00	5,600.00	-1,000.00	121.74
80 - UNCLASSIFIED	29,250.00	2,337.80	25,660.84	3,589.16	87.73
85 - CAPITAL IMPROVEMENTS	739,806.00	0.00	739,806.00	0.00	100.00
Final Totals	9,908,797.00	718,470.90	8,978,085.33	930,711.67	90.61

Expense Summary Report

Fund: 2
November

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
52 - SNOWMOIBLE TRAIL MAINTENANCE	53,024.00	2,859.21	57,290.29	-4,266.29	108.05
Final Totals	53,024.00	2,859.21	57,290.29	-4,266.29	108.05

Expense Summary Report

Fund: 3
November

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
24 - HOUSING	92,352.00	8,510.62	83,572.24	8,779.76	90.49
Final Totals	92,352.00	8,510.62	83,572.24	8,779.76	90.49

Expense Summary Report

Fund: 4
November

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
96 - SECTION 8 - FSS PROGAM	46,509.00	5,145.90	42,770.66	3,738.34	91.96
Final Totals	46,509.00	5,145.90	42,770.66	3,738.34	91.96

Expense Summary Report

Fund: 5
November

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
11 - ECONOMIC DEVELOPMENT	354,816.00	65,468.11	224,762.44	130,053.56	63.35
12 - NYLANDER MUSEUM	10,013.00	646.44	10,077.65	-64.65	100.65
Final Totals	364,829.00	66,114.55	234,840.09	129,988.91	64.37

Revenue Summary Report

Fund: 1
November

Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
10 - GENERAL GOVERNMENT	6,749,673.04	195,514.97	6,709,055.46	40,617.58	99.40
17 - HEALTH & SANITATION	170,000.00	0.00	170,000.00	0.00	100.00
18 - MUNICIPAL BUILDING	4,900.00	333.33	4,566.63	333.37	93.20
20 - GENERAL ASSISTANCE	25,300.00	1,000.48	16,444.32	8,855.68	65.00
22 - TAX ASSESSMENT	777,855.62	3,786.44	485,344.44	292,511.18	62.40
23 - CODE ENFORCEMENT	6,000.00	337.50	10,950.00	-4,950.00	182.50
25 - LIBRARY	6,650.00	221.90	5,878.76	771.24	88.40
31 - FIRE/AMBULANCE DEPARTMENT	1,459,503.00	89,778.91	1,371,661.78	87,841.22	93.98
35 - POLICE DEPARTMENT	111,970.00	0.00	92,953.51	19,016.49	83.02
39 - CARIBOU EMERGENCY MANAGEMENT	2,600.00	0.00	2,600.00	0.00	100.00
40 - PUBLIC WORKS	203,415.00	10,371.50	50,845.50	152,569.50	25.00
50 - RECREATION DEPARTMENT	24,000.00	642.00	17,379.25	6,620.75	72.41
51 - PARKS	2,250.00	1,509.31	1,612.31	637.69	71.66
60 - AIRPORT	19,000.00	2,363.25	42,983.45	-23,983.45	226.23
61 - CARIBOU TRAILER PARK	18,000.00	1,090.00	13,375.00	4,625.00	74.31
Final Totals	9,581,116.66	306,949.59	8,995,650.41	585,466.25	93.89

Revenue Summary Report

Fund: 2
November

Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
52 - SNOWMOIBLE TRAIL MAINTENANCE	43,750.00	2,000.00	5,034.93	38,715.07	11.51
Final Totals	43,750.00	2,000.00	5,034.93	38,715.07	11.51

Revenue Summary Report

Fund: 3
November

Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
24 - HOUSING	90,000.00	6,834.52	81,098.11	8,901.89	90.11
Final Totals	90,000.00	6,834.52	81,098.11	8,901.89	90.11

Revenue Summary Report

Fund: 4
November

Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
96 - SECTION 8 - FSS PROGAM	50,787.00	4,540.68	42,631.07	8,155.93	83.94
Final Totals	50,787.00	4,540.68	42,631.07	8,155.93	83.94

Revenue Summary Report

Fund: 5
November

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	0.08	918.25	-918.25	----
Final Totals	417,688.27	0.08	333,353.87	84,334.40	79.81

Council Agenda Item #1: Roll Call

The Caribou City Council held a regular meeting Monday, December 9, 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, Nicole Cote, Hugh Kirkpatrick, and Thomas Ayer.

Dennis L. Marker, City Manager was present.

Douglas C. Morrell, Councilor-elect was present.

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

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

No public input.

Council Agenda Item #4: City Council Minutes

a. November 25, 2019 Regular Council Meeting

Motion made by J. Theriault, seconded by J. Smith, to approve the November 25, 2019 City Council minutes as presented. (7 yes) So voted.

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

a. Recognition of Planning Board Members: Phil Cyr, Phil McDonough III, Todd Pelletier

After serving several years on the Planning Board, Phil Cyr, Phil McDonough III, and Todd Pelletier are retiring from the board.

The Mayor commented on the importance of the Planning Board to the City and that they receive very little recognition and gratitude for their efforts. The Mayor suggested to Phil Cyr that he take a year off and then come back. Mr. Cyr commented that it is a team effort that involves city staff, with work that just goes on and on. On behalf of the City, Mr. Cyr was given a Certificate of Appreciation by the Mayor.

Phil McDonough III and Todd Pelletier were unable to attend.

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

There weren't any public hearings.

Council Agenda Item #7: New Business

a. Liquor License Renewal for the American Legion Located at 67 Sweden Street

Motion made by H. Kirkpatrick, seconded by T. Ayer, to approve a liquor license renewal for the American Legion located at 67 Sweden Street. (7 yes) So voted.

- b. Accepting of Bid for Tax Acquired Property Located at 7 Washington Street, Map 28 Lot 48

Motion made by D. Martin, seconded by J. Smith, to accept a bid amount of \$17,700 from Edward Mierzwa for 7 Washington Street, Map 28 Lot 48. (7 yes) So voted.

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

- a. Discussion regarding Drafted 2020 Municipal Budget

On November 12, the draft 2020 Municipal Budget prepared by City Administration was presented to the City Council. The Council held a 2020 Municipal Budget Workshop on the 18th of November.

The Mayor summarized the events and discussion leading to the proposed draft 2020 Municipal Budget. Previous Council direction: No mil increase on the City portion of the 2020 Budget, no increase in Capital expenses, and no use of one time funds. On the 25th of November, the City Manager presented a draft 2020 Municipal Budget utilizing their direction. The Council didn't adopt the presented Budget as they wanted to discuss it further. On the 25th, the Mayor had asked Councilors to provide suggested amendments to the draft 2020 Municipal Budget.

Motion made by D. Martin, seconded by H. Kirkpatrick, to add \$4,600 to the 2020 Municipal Budget for the Aroostook Area Agency on Aging (6 yes, 1 no, J. Theriault) So voted.

Motion made by D. Martin, seconded by Mayor Goughan, to add \$50,000 to the 2020 Municipal Budget for the establishment of a Senior Tax Credit Program. (3 yes, D. Martin, RM Goughan, N. Cote, 4 no, T. Ayer, H. Kirkpatrick, J. Smith, J. Theriault) Motion failed.

Motion made by Mayor Goughan, seconded by J. Smith, to reduce the 2020 Airport Budget by \$8,000, the stipend paid to the Public Works Director David Ouellette for additional services rendered at the airport. (4 yes, RM Goughan, H. Kirkpatrick, T. Ayer, J. Smith, 3 no, J. Theriault, D. Martin, N. Cote) So voted.

Motion made by J. Theriault, seconded by D. Martin, to add \$60,000 to the 2020 Capital Road Account-River Road. (5 yes, J. Theriault, D. Martin, N. Cote, H. Kirkpatrick, T. Ayer, 2 no, RM Goughan, J. Smith) So voted.

Motion made by J. Theriault, seconded by H. Kirkpatrick, to add \$6,000 to the 2020 Municipal Budget for the Nylander Museum to be used for part-time staffing. (5 yes, J. Theriault, D. Martin, J. Smith, H. Kirkpatrick, N. Cote, 2 no, RM Goughan, T. Ayer) So voted.

Motion made by J. Smith, seconded by D. Martin, to add \$400 donation to the TIF Economic funds for the Central Aroostook Chamber of Commerce. (7 yes) So voted.

The voted changes increase the Draft 2020 Municipal Budget by \$63,000.

Manager Marker noted that the 2020 Street Light Budget can be reduced by \$10,000 resulting in a total increase of \$53,000 to the draft 2020 Municipal Budget.

The Manager commented that there are items to be discussed later in executive session that could impact the draft 2020 Municipal Budget and recommended that the vote on the budget to be held following the executive session.

Motion made by T. Ayer, seconded by H. Kirkpatrick, to table action on the draft 2020 Municipal Budget with the voted amendments until the evening's executive sessions are held. (7 yes) So voted.

b. Discussion regarding Urban and Rural Blight Remediation

On April 22, 2019, Mayor Goughan created and selected members to serve on a Citizens Advisory Board for Residential Rural/Urban Renewal. The Mayor selected James Cerrato, Timothy Ring, Karen Rockwell Ouellette, and Paul Camping (who served as Chair) with Jessica Plourde added to the Board on May 28th. Since his appointment, James Cerrato left the board for personal reasons.

Attending the meeting were several members of the board. Chair Camping introduced the members of the committee, outlined the formation of the board and their directive, and presented the Council with the Board's twenty-one page report plus four appendices on blight and land banking. Board member Jessica Plourde served as spokesperson. Ms. Plourde reviewed the reasons to address blight, defined blight, noted that status quo isn't an option, and gave an overview of the Board's recommendations.

The Mayor and Councilors praised and thanked Board members for their work. After the first of the year, the Mayor plans to hold a Workshop and get started on this.

Chair Camping introduced Caribou resident David Wakem, who has experienced the effects of blight in his Reservoir Street neighborhood and other areas of Caribou. Mr. Wakem hopes the Council is serious and takes a good look at blight and its effects in Caribou.

c. Discussion and Possible Action Regarding Airport Lease to Civil Air Patrol

The Council Airport Committee has met and they are recommending a one year \$300 lease with the Civil Air Patrol for use of the airport facilities.

Motion made by H. Kirkpatrick, seconded by J. Theriault, to authorize the City Manager to sign a one year \$300 lease with the Civil Air Patrol for use of the airport facilities. (7 yes) So voted.

d. Discussion and Possible Action Regarding Contracts for Providing Ambulance Billing Services to Calais, and Patten

Motion made by H. Kirkpatrick, seconded by T. Ayer, to table action on the proposed contracts for providing ambulance billing services to Calais, and Patten. (7 yes) So voted.

e. Award of Architectural Services Related to a New Police Station

Motion made by J. Theriault, seconded by N. Cote, to authorize the City Manager to sign a \$41,520 contract for architectural services as related to a new Police Station with Artifex. (4 yes, J. Theriault, D. Martin, N. Cote, T. Ayer, 3 no, J. Smith, H. Kirkpatrick, RM Goughan) So voted.

f. Discussion and Possible Action Regarding City Manager's Employment Contract

This will be discussed later in the evening during Executive Session.

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

There weren't any reports.

Council Agenda Item #10: City Manager's Report

Manager Marker reviewed his City Manager's Report dated December 5, 2019.

Events and Marketing Director provided an update on the holiday events organized and sponsored through them.

Library Director provided on an update on the holiday events being held at the Library.

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

The City Clerk noted that approximately 200 Tax Club booklets are nearly ready to be mailed out, dog licenses are due, and volunteers are needed for the various boards and Citizen Board applications are available in the Clerk's Office.

The December 23rd Council Meeting was canceled.

Councilor Martin was recognized for serving on Council from 2007 to 2019. Mayor Goughan praised Councilor Martin for staying true to his philosophy and beliefs. He was presented a gift of a clock for all his "time" spent on the Council. Members of the Council donated money to purchase a \$100 gift certificate for Mr. Martin's wife.

Council Agenda Item #12: Executive Session (May be called to discuss matters identified under Maine Revised Statutes, Title 1, §405(6))

- a. Contractual Negotiations, Economic Development and Real Estate under §405(6)(C)
 - i. 30 Access Highway
 - ii. Utilization of Airport Lands for Solar Power Generation
 - iii. Discussion Regarding Contracts for Providing Fire and EMS Services to outside Communities

7:53 p.m. Motion made by T Ayer, seconded by J. Smith, to enter into executive session with Fire Chief Scott Susi and Councilor-Elect Douglas C. Morrell to discuss contractual negotiations under Title 1, §405(6)(C). (7 yes) So voted.

9:19 p.m. Council returned from executive session.

No action taken.

- b. Collective Bargaining Agreement with the Police Department and Public Works Unions under §405(6)(D)

9:19 p.m. Motion made by T. Ayer, seconded by H. Kirkpatrick, to enter into executive session to discuss collective bargaining agreements with the police and public works unions under Title 1, §405(6)(D). (7 yes) So voted.

9:33 p.m. Council returned from executive session.

No action taken.

- c. Consideration of City Manager's employment

9:33 p.m. Motion made by T. Ayer, seconded by J. Smith, to enter into executive session to discuss personnel matters pertaining to the City Manager's contract under Title 1, 405(6)(A). (7 yes) So voted.

10:12 p.m. Council returned from executive session.

Motion made by H. Kirkpatrick, seconded by J. Theriault, to adopt the 2020 Municipal Budget as amended by the Council earlier in the meeting. (7 yes) So voted.

Motion made by D. Martin, seconded by J. Theriault, to extend the City Manager's contract.

Councilor Kirkpatrick asked for clarification on the date when the contract automatically renews. Manager Marker stated it was January 4, 2020 and would extend the contract for 2 years. Councilor Kirkpatrick expressed that he felt the sitting Council should take action on this motion during their January 2, Organizational Meeting. Mayor Goughan agreed and noted that he doesn't have concern extending the contract, but would like to have an executive session on the next agenda before the Council takes action. Mayor Goughan called for a vote.

(3 yes, D. Martin, J. Theriault, N. Cote, 4 no, J. Smith, RM Goughan, H. Kirkpatrick, T. Ayer) Motion failed.

Council Agenda Item #13: Next Meeting(s): January 2 (Organizational Meeting), January 13th, 27th.

Council Agenda Item #14: Adjournment

Motion made by D. Martin, seconded by T. Ayer, to adjourn the meeting at 10:18 p.m. (7 yes) So voted.

Jayne R. Farrin, Secretary

20-01

Council Agenda Item #1: Roll Call

The Caribou City Council held an organizational meeting Thursday, January 2, 2020 at 6:00 p.m. in Council Chambers with the following members present: R. Mark Goughan, Jody R. Smith, Joan L. Theriault, Nicole L. Cote, Hugh A. Kirkpatrick, Thomas Ayer, and Douglas C. Morrell.

Dennis L. Marker, City Manager was present.

City Attorney Rick Solman of Solman & Hunter was present.

Department Managers and Staff: Penny Thompson (Tax Assessor), Kenneth G. Murchison (Zoning Administrator), Hope Shafer (Library Director), Christina Kane-Gibson (Events and Marketing Director), and Gary Marquis (Supt. of Parks and Recreation).

A reporter from the Aroostook Republican and YouTube covered the meeting.

Council Agenda Item #2: Pledge of Allegiance

The Council led the Pledge of Allegiance.

Council Agenda Item #3: Swearing in of Elected Officials

The City Clerk administered the oath of office to Joan L. Theriault and Douglas C. Morrell for three years.

Councilor Theriault raised a point of order and requested an executive session with legal counsel.

6:04 p.m. Motion made by J. Theriault, seconded by D. Morrell, to enter into executive session to consult with City Attorney Rick Solman of Solman & Hunter concerning the legal rights and duties of the Council under Title 1, §405(6)(E). (7 yes) So voted.

6:17 p.m. Council returned from executive session.

No action taken.

Council Agenda Item #4: Election of Council Chairperson/Mayor and Deputy Mayor for 2020

Motion made by RM Goughan, seconded by J. Smith, to nominate R. Mark Goughan for Council Chairperson/Mayor for 2020.

R. Mark Goughan was elected Council Chairperson/Mayor for 2020 by secret ballot. (7 yes) So voted.

Motion made by Mayor Goughan, seconded by D. Morrell to nominate Thomas Ayer for Council Deputy Chairperson/Deputy Mayor for 2020. (7 yes) So voted.

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

a. Appointment of the City Administrative Officers

i. City Manager

An executive session will be held before a decision is made regarding the appointment of the City Manager.

ii. City Treasurer

Motion made by H. Kirkpatrick, seconded by J. Theriault, to appoint Carl Grant City Treasurer for 2020. (7 yes) So voted.

iii. City Tax Collector

Motion made by H. Kirkpatrick, seconded by J. Theriault, to appoint Carl Grant City Tax Collector for 2020. (7 yes) So voted.

iv. City Clerk & Registrar of Voters

Jayne R. Farrin stated that her Registrar of Voters' appointment in 2019 was for two years so there isn't any need to reappoint.

Motion made by H. Kirkpatrick, seconded by T. Ayer, to appoint Jayne R. Farrin City Clerk for 2020. (7 yes) So voted.

v. Overseer of the General Assistance Program

Motion made by H. Kirkpatrick, seconded by T. Ayer, to appoint Jayne R. Farrin Overseer of the General Assistance Program for 2020. (7 yes) So voted.

vi. City Auditor

Motion made by H. Kirkpatrick, seconded by T. Ayer, to appoint Felch & Company LLC City Auditor for 2020. (7 yes) So voted.

vii. Legal Officer(s)

Motion made by H. Kirkpatrick, seconded by D. Morrell, to confirm the City Manager's appointment of Solman & Hunter Legal Officer (General) for 2020. (7 yes) So voted.

Motion made by H. Kirkpatrick, seconded by T. Ayer, to confirm the City Manager's appointment of Bernstein Shur Legal Officer (Personnel and Collective Bargaining) for 2020. (7 yes) So voted.

viii. Public Health Officer

Motion made by N. Cote, seconded by T. Ayer, to appoint Scott Susi Health Officer for a three-year term. (7 yes) So voted.

b. Approval of Administrative Appointments

ii. Deputy City Clerk

Motion made by H. Kirkpatrick, seconded by T. Ayer, to approve the City Clerk's appointment of Danielle M. McLaughlin Deputy City Clerk for 2020. (7 yes) So voted.

i. Deputy Treasurer

Motion made by H. Kirkpatrick, seconded by T. Ayer to approve the City Treasurer's appointment of Holli Doody Deputy Treasurer for 2020. (7 yes) So voted.

c. Appointment of Members to Community and Advisory Boards

i. Airport Advisory Committee (2)

Motion made by D. Morrell, seconded by H. Kirkpatrick, to reappoint Douglas Shrum to the Airport Advisory Committee for three years. (7 yes) So voted.

ii. Board of Assessors (1)

Motion made by H. Kirkpatrick, seconded J. Smith, to reappoint Michael Quinlan to the Board of Assessors for three years. (7 yes) So voted.

iii. Housing Authority Board of Commissioners (2)

Motion made by D. Morrell, seconded J. Theriault, to reappoint James Belanger, Jr. and to appoint Gail Michaud to the Housing Authority Board of Commissioners for three years. (7 yes) So voted.

iv. Caribou Utilities District (2)

Motion made by J. Smith, seconded J. Theriault, to reappoint Janine Murchison and Nancy Solman to the Caribou Utilities District Board for three years. (6 yes, 1 abstention, H. Kirkpatrick) So voted.

v. Cary Medical Center Board of Directors (2)

Motion made by J. Smith, seconded by T. Ayer, to appoint Dr. Irene Djuanda and to reappoint Carl Soderberg to the Cary Medical Center Board of Directors for three years. (7 yes) So voted.

vi. Caribou Hospital District Trustees (1)

Appointment to the Caribou Hospital District was moved to the end.

vii. Library Board of Trustees (2)

The City hasn't received any Citizens Board applications from individuals wishing to serve on the Library Board of Trustees.

viii. Nylander Museum Board of Trustees (3)

Motion made by J. Smith, seconded by J. Theriault, to appoint Heather Hale and to reappoint Gail Hagelstein to the Nylander Museum Board of Trustees for three years. Discussion as to who should be appointed to the two 3-year terms and the one 1-year term. Councilors Smith and Theriault withdrew their motion and second. Gail Hagelstein will be consulted to see if the Board of Trustees has any preference. Appointments to the Nylander Museum Board of Trustees will be made at the next meeting.

ix. Planning Board (4)

Motion made by T. Ayer, seconded by D. Morrell, to reappoint Christine Solman and to appoint Frank McElwain to the Planning Board for three years. (7 yes) So voted.

x. Recreation Commission (1)

Motion made by J. Theriault, seconded by T. Ayer, to reappoint Jane Mavor-Small to the Recreation Commission for three years. (7 yes) So voted.

xi. Aroostook Waste Solutions (Formerly Tri-Community Landfill) Board (2)

Motion made by H. Kirkpatrick, seconded by J. Theriault, to reappoint Kenneth Murchison to the Aroostook Waste Solutions Board for one year. (7 yes) So voted.

Motion made by H. Kirkpatrick, seconded by J. Theriault, to reappoint R. Mark Goughan to the Aroostook Waste Solutions Board for one year. (6 yes, 1 abstention, Mayor Goughan) So voted.

xii. Zoning Board of Appeals (2)

Motion made by T. Ayer, seconded J. Smith, to reappoint Lewis Cousins and George Howe to the Zoning Board of Appeals for three years. (7 yes) So voted.

vi. Caribou Hospital District Trustees (1)

Both David Wakem and Bryan Cullins have submitted Citizen Board applications for the one opening on the Caribou Hospital District Trustees Board. The Hospital District Chair Doug Plourde has requested that he might speak on this matter.

The Mayor moved this appointment to an executive session at the end of the meeting.

d. Dog Licensing Award for 2020

Mayor Goughan picked the winning tag number from a tote containing the tag numbers of 620 dogs that were licensed by December 31, 2019. The lucky owner is Julie Lizotte and the lucky dog is Sam. A \$100.00 gift certificate for veterinary services will be sent to her local veterinarian.

Council Agenda Item #6: New Business & Adoption of Ordinances and Resolutions

a. Discussion and Possible Action Regarding 2020 Council Meeting Calendar

Motion by H. Kirkpatrick, seconded by J. Theriault, to adopt the following 2020 Council Meeting Calendar:

January 13	Monday	Regular Meeting
January 27	Monday	Regular Meeting
<i>January 31</i>	<i>Final 2020 Written Expense Budget Report with 2019 Year End to Citizens</i>	
February 10	Monday	Regular Meeting
February 24	Monday	Regular Meeting
March 9	Monday	Regular Meeting
March 23	Monday	Regular Meeting
April 6	Monday	Regular Meeting
April 21	Tuesday	Regular Meeting
<i>April 30</i>	<i>2020 Revenue Projections to Council</i>	
May 4	Monday	Regular Meeting
May 18	Tuesday	Regular Meeting
<i>May 31</i>	<i>Complete 2020 Expenses/Revenue/Capital Budgets to Council</i>	
June 1	Monday	Regular Meeting
June 15	Monday	Regular Meeting
June 29	Monday	Regular Meeting (<i>Tentative 2020 Mil Rate meeting</i>)
<i>June 30</i>	<i>Last Day to Set the 2020 Mil Rate</i>	
July 13	Monday	Regular Meeting

July 27	Monday	Regular Meeting
August 10	Monday	Regular Meeting
August 24	Monday	Regular Meeting
September 8	Tuesday	Regular Meeting
September 21	Monday	Regular Meeting
October 5	Tuesday	Regular Meeting (2021 Budget Forum)
October 19	Monday	Regular Meeting (2021 Budget Forum)
November 2	Monday	Regular Meeting (Public Hearing on 2021 Expense Budget)
November 15	2021 Expense/Capital Budgets to Council	
November 16	Monday	Regular Meeting
November 30	Monday	Regular Meeting
December 7	Monday	Regular Meeting (2021 Expense adoption)
December 15	Last Day for Council adoption of 2021 Expense Budget	
December 21	Monday	Regular meeting

(7 yes) So voted.

Regular scheduled meetings will start at 6:00 p.m. and will be held in Council Chambers at 25 High Street.

Mayor Goughan noted that he hopes to have only one meeting in July and only hold two meetings in the months where three are scheduled.

b. Discussion and Possible Action Regarding Collection of Property Tax Prior to 2020 Commitment

Motion made by J. Smith, seconded by T. Ayer, to authorize the Tax Collector to accept early payments of 2020 property taxes with a zero percent (0%) interest rate applied to any prepayment amounts. (7 yes) So voted.

c. Discussion and Possible Action Regarding City Manager Authorization to Approve Warrants

Motion made by T. Ayer, seconded by J. Smith, to authorize City Manager to review and approve all Treasurer Warrants for 2020. (7 yes) So voted.

d. Discussion and Possible Action Regarding Authorization to Provide a Tax Club for 2020

Motion made by T. Ayer, seconded by H. Kirkpatrick, to authorize a Tax Club for 2020 as previously established providing for 12 equal payments of an accounts tax liability with no applied interest in October, November, and December for club participants. (7 yes) So voted.

e. Discussion Regarding Fire/EMS Service Contracts with Outside Communities

This topic will be held in executive session.

Council Agenda Item #7: Reports and Discussion by Mayor and Council Members

Next week, the Mayor wants to hold a Workshop meeting on the topic of Economic Development. A Workshop was scheduled for Tuesday, January 7th with the topics to be

- Define Economic Development
- Discussion on Caribou's blight situation and how it relates to Economic Development
- Members of Caribou's new Blight Commission
- What does it mean to be a Business Friendly Community

Council Agenda Item #8: Executive Session(s) (May be called to discuss matters identified under Maine Revised Statutes, Title 1, §405.6)

v. Caribou Hospital District Trustees (1)

7:12 p.m. Motion made by J. Theriault, seconded by T. Ayer, to enter into executive session to discuss appointment to the Caribou Hospital District Trustees with Doug Plourde, David Wakem, and Paul Camping under MRS Title 1, §405(6)(A). (7 yes) So voted.

7:35 p.m. Council returned from executive session.

Motion made by J. Theriault, seconded by N. Cote, to reappoint David Wakem to the Cary Hospital District Board for three years. (2 yes, J. Theriault, N. Cote, 5 no, D. Morrell, J. Smith, RM Goughan, H. Kirkpatrick, T. Ayer) Motion failed.

Motion made by D. Morrell, seconded by H. Kirkpatrick, to appoint Bryan Cullins to the Cary Hospital District Board for three years. (5 yes, D. Morrell, J. Smith, RM Goughan, H. Kirkpatrick, T. Ayer, 2 no, J. Theriault, N. Cote) So voted.

7:40 p.m. Motion made by T. Ayer, seconded by H. Kirkpatrick, to enter into executive session to discuss economic development issues about city owned properties under MRS Title 1, §405(6)(C). (7 yes) So voted.

8:00 p.m. Council returned from executive session.

No action taken.

8:01 p.m. Motion made by H. Kirkpatrick, seconded by T. Ayer, to enter into executive session to discuss the City Manager's contract under MRS Title 1, §405(6)(A) (7 yes) So voted.

8:55 p.m. Council returned from executive session.

Motion made by H. Kirkpatrick, seconded by T. Ayer, to extend the Manager's contract for one year. Manager Marker noted that the contract, if extended, must be for two years unless the Council desires to renegotiate the contract. The Council still has the ability to conduct an annual performance evaluation and may, within the confines of the contract, make changes to employment in the future, but any extension for less than two years would need to be renegotiated in the contract. Motion and second were withdrawn.

Motion made by H. Kirkpatrick, seconded by J. Theriault, to extend the contract for two years. (7 yes) So voted.

9:01 p.m. Motion made by H. Kirkpatrick, seconded by T. Ayer, to move to executive session to discuss contracts for EMS Services under MRS Title 1, §405(6)(C). (7 yes) So voted.

9:16 p.m. Council returned from executive session.

Direction was given to the Manager to put completed contracts on the January 13th agenda for consideration.

Mayor Goughan invited Councilor Kirkpatrick to share a brief report that had relevancy to the fees for services debate happening on EMS/Fire services. Councilor Kirkpatrick shared bills charged in 1936 by the Caribou Water, Light and Power Company compared to a bill from the Colby Power Company at the same time. The bills indicate that residents not inside the service area were being billed twice as much for power usage than those inside. Councilor Kirkpatrick noted that if such a philosophy was used historically, it could and should be incorporated for any services Caribou is providing to non-resident communities today. Mayor Goughan opined that the Council needs to look at more ways than just raising the mil rate to provide services.

Council Agenda Item #9: Next Meeting: January 7, 2020 – Council Workshop

Council Agenda Item #10: Adjournment

Motion made by H. Kirkpatrick, seconded by T. Ayer, to adjourn the meeting at 9:24 p.m. (7 yes) So voted.

Jayne R. Farrin, Secretary

CITIZEN BOARD APPLICATION FORM

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

Name: Heather Hale

Physical Address: 721 E Presque Isle Rd Caribou, ME 04736

Mailing Address: same

Phone Number: Home 207 488 7701 Work

207 212 2320 Cell Hhale7@gmail.com Email

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

volunteer @ the Nylander
volunteered @ the Pregnancy Care Center for 10 yrs

Education: Masters in Special Education

Present Employer Name & Address: Easton School Department
33 Bangor Rd Easton, ME
04740

Job Title: Ed Tech II

I am Interested in serving on the following committee:

Nylander Board

Are you willing to serve on ANY committee if needed?

YES ☒ NO

Heather Hale

11/22/19

Signature of Applicant

CITIZEN BOARD APPLICATION FORM

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

Name: Gail Hagelstein

Physical Address: 34 Coolidge Ave

Mailing Address: Same

Phone Number: 498. 3316 Home _____ Work _____

Cell _____ Email _____

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

Already on the Nylander Board

Education: Lots and lots

Present Employer Name & Address: Retired

Retired Avenue

Job Title: Chairwoman of my retirement

I am Interested in serving on the following committee:

Nylander

Are you willing to serve on ANY committee if needed?

YES

☒ NO

Gail Hagelstein

Signature of Applicant

Nylander Museum - 3 Year

CITIZEN BOARD APPLICATION FORM

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

Name: Kimber C. Noyes
Physical Address: Marigou Rd. Woodland Me.
Mailing Address: P.O. Box 547 Caribou, Me.
Phone Number: 207 492 9121 Home 207 498 2296 Work
Cell _____ Email _____

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

Nylander Board President
Ag. Advisory Board C.H.S.
Babe Ruth Baseball coach 17 years

Education: UMO Ag Business Mgmt

Present Employer Name & Address: Noyes Florist
Self employed

Job Title: Co Owner with my wife

I am Interested in serving on the following committee:

Nylander ~~de~~ Museum Board

Are you willing to serve on ANY committee if needed?

YES ☒ NO

Kimber C Noyes 12/30/19

Signature of Applicant

CITIZEN BOARD APPLICATION FORM

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

Name: Tom Croetz

Physical Address: Same as mailing

Mailing Address: 1754 New Sweden Rd Woodland 04736

Phone Number: 896 5625 Home — Work

— Cell tcroetz@maine.vv.com Email

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

Baxter Park Advisory

Education: Master's Program Development, ops research.

Present Employer Name & Address: —

Job Title: —

I am Interested in serving on the following committee: Airport Advisory

Committee

Are you willing to serve on ANY committee if needed?

YES ☒ NO

Thomas Croetz

Signature of Applicant

CITIZEN BOARD APPLICATION FORM

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

Name: DAVID P. CORRIVEAU

Physical Address: 26 GARDEN CIR

Mailing Address: SAME

Phone Number: 2072270300 Home SAME Work NA

Cell DCORRIVO@MAINE.NC.COM Email

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

PRESIDENT CARIBOU LEAGUES - 80's

PRES. LORING HONORARY COMMANDER PROG - 90's

CARIBOU CITY COUNCIL, MAYOR - 80's

PLANNING BOARD - 80's/90's

Education: B.S. BUS. ADMIN

Present Employer Name & Address: UNEMPLOYED/RETIRED

Job Title: NA. SOMETIMES AN UNENDORSED
CONSULTANT

I am Interested in serving on the following committee: PLANNING BOARD

Are you willing to serve on ANY committee if needed?

YES (NO)



Signature of Applicant

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



MEMO

TO: Caribou City Council Members
FROM: Dennis Marker, City Manager
RE: Mayoral Appointment of Council Committees
DATE: January 9, 2020

City Charter, Section 2.03, provides that the Mayor is to appoint all Council Committees, name the Chairperson of said Committees and determine the duties of said Committees. The following are Council Committees and representative appointments that were made in 2019.

2019 Appointments

Position	Member	Description of Committee	Meetings
Highway/Protection			
Chair	Joan Theriault	There is no written purpose for the Committee although they could be more involved in the road projects, sidewalk and general safety issues.	Committee did not meet in 2019. Meets as needed.
Member	Nicole Cote		
Member	David Martin		
Staff	Dave Ouellette		
Investment			
Chair	Nicole Cote	Reviews the city's investment portfolio and makes recommendations for changes. The \$3M CD matures in 2020, which give this committee more purpose for meeting	Committee did not meet in 2019. Meets as needed.
Member	Jody Smith		
Member	David Martin		
Staff	Carl Grant		
CEGC			
Board Member	Hugh Kirkpatrick	The CEGC is made up of citizens who manage an investment/loan program on behalf of the City and the organization	Meets monthly at 7am on 3rd Tuesday
City Rep	City Manager		
NMDC			
Board Member	R Mark Goughan	Provides funding and experties to regional entities and businesses.	Meets every 2 months on 2nd Thur
Board Member	City Manager		
Personnel			
Chair	Nicole Cote	Discuss Personnel policies	Meets as needed
	All Council Members		
Staff	City Manager		
Staff	Carl Grant		
Airport			
Chair	Thomas Ayer	Discusses airport operations and issues	Meets as needed
Member	Joan Theriault		
Member	Hugh Kirkpatrick		
Staff	Airport Manager		
Staff	PT TBD		

Nylander Board			
Council Liason	Jody Smith	Provides direction on programs and events to be held at the museum	Meets on 3rd Thur @6pm @ museum
Planning Board			
Council Liason	Thomas Ayer	Makes recommendations on zoning and land use laws. Reviews development and land use applications for code compliance.	Meets on 2nd Thur @ 5:30pm in City Hall
Staff	Ken Murchison		
Municipal Buildings			
Chair	Joan Theriault	Reviews issues with facilities. In 2020 the Fire station repair will be the major project. Additional consideration of asset management systems.	Meets as needed
Member	Nicole Cote		
Member	Hugh Kirkpatrick		
Member	David Martin		
Staff	City Manager		
Staff	Dave Ouellette		
Staff	Gary Marquis		
Agency on Aging			
Member	R Mark Goughan	Committee reviews polices and programs associated with the Aroostook Agency on Aging	TBD
Member	Lisa Plourde		
Housing Board			
Board Member	Thomas Ayer	Discusses airport operations and issues	Meets as needed
City Rep	R Mark Goughan		
Staff	Lisa Plourde		
Staff	Ken Murchison		

The charter budget process also speaks about a **Capital Committee**. The Mayor could form this committee with City Council representatives to consider capital requests during the budget process.

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



MEMO

TO: Caribou City Council Members
FROM: Dennis Marker, City Manager
RE: 2020 EMS Service Contracts with Outside Communities
DATE: August 9, 2019

DISCUSSION AND POSSIBLE ACTION ITEM

The contracts between Caribou and outside communities for Fire and EMS services expired on December 31, 2019. Based on projected expenses and revenues for 2020 it was recommended by city administration that the city increase the per capita rates to assure department costs are covered. Previous direction from the Council was to proceed with a \$100 per capita rate to alleviate the projected EMS shortfall. Communities that were provided EMS and Fire services would pay \$125 per capita. The calculation for Fire services alone would be \$50 per capita.

The Council directed staff to meet with the surrounding communities and provide information about this subject. During the Council's January 2, 2020 meeting the Council moved that communities needed to decide their service contracts needs by January 31, 2020. City Manager and Fire Chief Susi have been meeting with representatives from different communities to discuss the new rates. There have been three major concerns expressed:

- The timeframe by which communities can discuss and decide their options for service before responding. Some towns have different budget cycles and town meeting requirements that restrict their ability to provide a response before January 31, 2020.
- The steep lump sum increases from \$11.50 rather than a gradual increase over period of years that would make it easier for towns to absorb the costs.
- The formula being used to determine each town's proportionate share of the costs. Some individuals believe the costs should be based on average runs rather than population.

Indications from some towns are that they understand the city's predicament and the potential impacts to their citizenry, and they want the EMS services. Other communities still need to hold town meetings to get citizen votes before deciding.

The Council can discuss this topic more and, if desired, modify its rate schedule and/or the timeframe communities have to respond.

The Town of Caswell is willing to pay the \$100 per capita rate and has requested the Council approve a standard, 1-year contract with them during the January 13 meeting.

The Council may also consider authorizing the manager to enter into any other EMS/Fire service contracts at the established rates upon acceptance of the other communities.

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



MEMO

TO: Caribou City Council Members
FROM: Dennis Marker, City Manager
RE: Sale of Tax Acquired Property at 142 Lower Lindon
DATE: January 9, 2020

DISCUSSION AND POSSIBLE ACTION ITEM

In 2019, the city tax-acquired the power generation facilities formerly owned by Merlin One at 142 Lower Lindon Street. Current outstanding city taxes with fees and interest equals \$69,840. Additional costs incurred since tax acquisition equal nearly \$10,000. The Caribou Utility District indicates a similar amount of \$70,000 is owed for water usage. Based on the above amounts, it is recommended **a minimum bid amount be set at \$150,000.**

It is proposed to post the bid in the newspaper for 1/22/2020, and have the bid close at 2:00 pm 1/30/2020. Bids will be provided to the Council during their first meeting in February (10th) for consideration.



OPTION FOR THE LEASE OF LAND

This Option for the Lease of land (“Option Agreement”) is entered into as of December ___, 2019 (the “Effective Date”), by and between SynerGen Solar, LLC, a Maryland limited liability company with an address of 600 Reisterstown Road, Suite 310, Pikesville, MD 21208, (together with its subsidiaries and affiliates, “Grantee”) and the City of Caribou, a city in Aroostook County, Maine, with an address of 25 High Street, Caribou, ME 04736 (“Owner”). Each of Owner and Grantee individually referred to herein as a “Party” or collectively as the “Parties”.

RECITALS

1. Grantee is a developer, owner and/or operator of commercial solar photovoltaic (“PV”) energy generation, either directly or through an affiliated entity.
2. Owner is the owner of one (1) parcel of land, comprising approximately 96+/- acres of land *in toto*, as more fully described on Exhibit A (the “Property”).
3. Grantee wishes to lease approximately 30 acres of the Property as depicted on Exhibit B, together with all appurtenant rights and easements (the “Premises”).
3. Grantee may elect to lease the Premises and to construct and operate a solar (PV) energy generation facility (the “Project”) on the Premises if Grantee’s assessment of the feasibility of interconnecting, constructing and operating such a project is favorable, in Grantee’s sole discretion.
4. Grantee wishes to acquire an option to preserve its opportunity to lease the Premises, and Owner wishes to grant Grantee such an option.

NOW, THEREFORE, in consideration of the above recitals and the mutual promises set forth below, and other good and valuable consideration, the adequacy and receipt of which is acknowledged, Grantee and Owner agree as follows:

AGREEMENT

1. Grant of Option. Owner hereby grants and conveys to Grantee the exclusive right and option (the “Option”) to lease the Premises in accordance with the terms and conditions set forth in the Site Lease Agreement (the “Lease Agreement”), such Lease Agreement to be attached as an amendment to Exhibit C of this Option Agreement within twelve (12) months of the Effective Date and to contain terms substantially equivalent to the terms contained within this Option Agreement. Owner may not enter into any option, lease, easement, purchase agreement or other agreement affecting the Premises with any party other than Grantee during the Option Period, as set forth in Section 3, below. The Parties shall hereby agree to enter into a memorandum of lease option for recording in the property records.

2. **Lease Rate.** Owner and Grantee agree to an annual lease rate of Fifteen Thousand Dollars (\$15,000) for the Premises, with a term of Twenty (20) years. Grantee may extend the term of the lease for four (4) additional periods of Five (5) years each by providing Ninety (90) days' advance notice to Landlord.
3. **Option Period.** The term of the Option granted by Owner to Grantee in paragraph 1 shall commence upon the execution of this Option Agreement by both parties (the "Effective Date") and continue for a period of Twelve (12) Months after the Effective Date, unless exercised or terminated prior to that date (the "Option Period").
4. **Fees.** In consideration of the rights granted to Grantee in Section 3 and elsewhere in this Option Agreement, Grantee shall pay Owner Two Thousand Five Hundred dollars (\$2500.00) (the "Option Fee"). Option Fee is due and payable within five (5) business days of the Effective Date.
5. **Exercise of Option.** Grantee may exercise this Option at any time during the Option Period by delivery of written notice to Owner at the address and in the manner set forth in Section 12A, below.
6. **Access During Option Period.** Owner agrees to allow Grantee's employees, agents, contractors or subcontractors to enter the Property for the purpose of evaluating the Premises for use for the Project. Grantee shall indemnify and hold Owner harmless from and against any and all liability for personal injuries (including death) or property damage caused by Grantee during the Option Period. With respect to any damage to the Property that may be caused by Grantee during the Option Period, Grantee, at no cost or expense to Owner, shall repair such damage and leave the Property in the condition that existed, ordinary wear and tear excepted, prior to any damage thereto caused by Grantee during the Option Period.
7. **Warranty as to Ownership.** Owner warrants and represents to Grantee that Owner is the sole owner of the Property in fee simple and each person or entity signing the Option Agreement has the full and unrestricted authority to execute and deliver this Option Agreement and to grant the rights granted herein. When signed by Owner, this Option Agreement constitutes a valid and binding agreement enforceable against Owner in accordance with its terms. There are no encumbrances or liens against the Property that would prevent or interfere with Grantee's rights under this Option Agreement except as disclosed by Owner to Grantee.
8. **Default; Termination.** An event of default under this Option Agreement shall have occurred upon any breach by either Party of any material obligation of this Option Agreement and, if that failure to perform or breach is curable, failure of the breaching Party to cure the breach within fifteen (15) days of receipt of written notice of the breach from the non-breaching Party.

Upon the occurrence of an event of default, the non-breaching Party shall be entitled to terminate this Option Agreement by delivery of written notice of termination to the breaching Party. Grantee may also terminate this Option Agreement at any time without occurrence of a default upon delivery of ten (10) days prior written notice of termination.

9. Nature of Interests. This Option Agreement is intended to create and effect a valid and present interest in the Premises in favor of Grantee. The burdens of the easements, leases and all other rights granted to Grantee in this Option Agreement shall run with and against the Premises and shall be a charge and burden on the Premises and shall be binding upon and against Owner and its successors, assigns, permittees, licensees, lessees, employees and agents. The Option Agreement and the Lease Agreement shall inure to the benefit of Grantee and its successors, assigns, permittees, licensees and lessees. Owner covenants and agrees that during the Option Period, Owner shall not convey the Premises or any interest in the Premises or to allow any mortgage, lien or encumbrance to be created in or attach to the Premises.
10. Assignment. Grantee may assign, transfer or convey its interests in this Option Agreement without Owner's consent only to an entity created for the specific purpose of pursuing the Project described above or to an entity that, directly or indirectly, controls or is controlled by or is under common control with Grantee, provided that any such assignee or transferee shall be subject to all of the obligations, covenants and conditions applicable to Grantee pursuant to this Option Agreement. Except to this extent, Grantee may not assign any of its interests in this Option Agreement without the express prior written approval of Owner, which approval shall not be unreasonably withheld, conditioned or delayed, and any purported assignment without such approval shall be void.
11. Specific Performance. The Owner acknowledges and agrees that should Owner breach any of its obligations hereunder or otherwise fail to permit Grantee to exercise any of the rights and privileges granted herein, Grantee shall have the right to seek specific performance of this Option Agreement. In that event, Owner agrees that Grantee has no adequate remedy at law.
12. Miscellaneous.

A. Notice

Notice, consents or other documents required or permitted by this Option Agreement shall be effective upon receipt, and shall be sent by any of the following methods: hand delivery; reputable overnight courier; or certified mail, return receipt requested and shall be sent to the respective Parties as follows:

To Owner: City of Caribou
 25 High Street
 Caribou, ME 04736
 Attention: City Manager

To Grantee: SynerGen Solar, LLC
600 Reisterstown Road, Suite 310
Pikesville, MD 21208
Attention: Hillel Halberstam

B. No Third-Party Beneficiaries

No provision of this Option Agreement is intended to nor shall it in any way inure to the benefit of any third party so as to constitute any such person a third party beneficiary under this Option Agreement, or of any one or more of the terms of this Option Agreement or otherwise give rise to any cause of action in any person not a party to this Option Agreement.

C. Entire Agreement

It is mutually understood and agreed that this Option Agreement, including all Exhibits and attachments hereto, constitutes the entire agreement between Owner and Grantee relating to the subject matter hereof and supersedes and all prior oral or written understandings, representations or statements, and that no understandings, representatives or statements, verbal or written, have been made which modify, amend, qualify or affect the terms of this Option Agreement. This Option Agreement may not be amended except in writing executed by both Parties.

D. Governing Law

The Option Agreement shall be interpreted in accordance with, and shall be governed by, the laws of the state of Maine.

E. Cooperation

Each of the Parties, without further consideration, agrees to execute and deliver such additional documents and take such action as may be reasonably necessary to carry out the purposes and intent of this Option Agreement and to fulfill the obligations of the respective Parties.

F. Waiver

Neither Party shall be deemed to have waived any provision of this Option Agreement or any remedy available to it unless such waiver is in writing and signed by the Party against whom the waiver would operate. Any waiver at any time by either Party of its rights with respect to any rights arising in connection with this Option Agreement shall not be deemed a waiver with respect to any subsequent or other matter.

G. No Representation

Grantee makes no representation or warranty as to the likelihood that it will exercise the Option or the suitability of the Premises for development of solar energy conversion facilities.

H. Relationship of Parties

The duties, obligations and liabilities of each of the Parties are intended to be several and not joint or collective. This Option Agreement shall not be interpreted or construed to create an association, joint venture, fiduciary relationship or partnership between the Parties or to impose any partnership obligation or liability or any trust or agency obligation or relationship upon either Party. Neither of the Parties shall have any right, power, or authority to enter into any agreement or undertaking for, or act on behalf of, or to act or be an agent or representative of, or to otherwise bind, the other Party.

I. Counterparts

This Option Agreement may be executed in one or more counterparts and by the Parties on separate counterparts, all of which shall be considered one and the same agreement and each of which shall be deemed an original.

IN WITNESS WHEREOF, the Parties have executed this Option Agreement as of the Effective Date.

CITY OF CARIBOU, MAINE

By: _____

Name: Dennis L. Marker

Title: City Manager

SYNERGEN SOLAR, LLC

By: _____

Name: Hillel Halberstam

Title: Managing Member

EXHIBIT A

DESCRIPTION OF PROPERTY

The following described real estate situated in THE CITY OF CARIBOU, a body corporate and politic, located in the County of Aroostook and State of Maine (mailing address: 25 High Street, Caribou, Maine 04736), in that part of said Caribou formerly "I" Township, to wit:

Lot numbered Sixty-five (65) containing in said original lot one hundred fifty-six and 57/100 (156.57) acres, more or less, excepting and reserving that part of said premises which was conveyed by Appleton and others to the Bangor & Aroostook Railroad Company containing ten (10) acres, more or less, and also excepting the east part of Lot numbered Sixty-five (65) which was conveyed to Peter B. Cyr and described as follows: beginning at the northeast corner of said Lot Sixty-five (65), thence south by the east line of said Lot twenty-six and 35/100 (26.35) chains to the southeast corner; thence west by the south line eighteen and 98/100 (18.98) chains to a cedar post; thence 18 degrees and 25 minutes east twenty-six and 35/100 (26.35) chains to the north line; thence east by the north line eighteen and 98/100 (18.98) chains, more or less, to the place of beginning, containing fifty (50) acres, more or less.

Also hereby conveying the right to pass and repass in common with C. H. Carlson, his heirs and assigns, on foot and with teams on and over a strip of land one (1) rod in width commencing at the northeast corner of Lot number Sixty-six (66) in that part of said Caribou which was formerly "I" Township and running westerly along the north line of said lot as far as the land owned by the Bangor & Aroostook Railroad Company; thence commencing at the west line of the Railroad Company aforesaid at the point nearest to the railroad crossing and running therefrom directly west to the Ogren Road so-called. Said right of way shall forever remain of the same dimensions, subject to gates and bars. Reserving the right to place gates or bars wherever James N. Sawyer of Caribou, his heirs and assigns, may find it convenient or necessary across the said right of way. Said Sawyer may also drive cattle or other beasts over said right of way, and way make the same passable, and repair the same at his own pleasure.

Henry Morrell or his heirs shall have the right to farm any portion of the tillageable land, but shall not in any way interfere with the workings or the functions of the "City of Caribou".

Being the same premises conveyed to Joseph B. Robertson and Jeffrey J. Robertson as Joint Tenants by Quitclaim Deed of The City of Caribou dated July 2, 1984, and recorded in the Southern District of the Aroostook Registry of Deeds in Vol. 1743, Page 307; said Joseph B. Robertson having died intestate on August 27, 1990.

Said premises being further described as Lot 30 on Map 16 of City of Caribou Property Tax Maps.

EXHIBIT B

DEPICTION OF LAND

[To be attached in future Amendment]

EXHIBIT C

SITE LEASE AGREEMENT

[To be attached in future Amendment]

2019 City Council Priorities and Goals

The following are lists of projects or focus efforts the city staff have identified for 2020. Feel free to add any other elements and before the January 27 meeting, provide the City Manager your priority rankings within the areas.

The results will be combined to ascertain major Council priorities for the year.

PUBLIC SAFETY PRIORITIES (Rank top 3)	
Opioid and Drug Enforcement	
Police Station Design and Referendum	
Fire Station Structural Upgrades	
Ambulatory Service Contracts	
Other:	
Other:	
Other:	
Other:	

Infrastrucutre (Rank top 5)	
Sidewalks and Pedstrian Safety	
North Maine Reconstruction	
Facility Maintenance Audits/Plans	
River Road Reconstruction	
Capital Equipment Plan	
60 Access Highway Reuse	
Airport Development	
Overlay of Hwys in Urban Compact Zone	
Public Parking Lot Resurfacing	
City Hall Accessibility	
Storm Drain System Inventory	
Other:	
Other:	

LEISURE SERVICE PRIORITIES (Rank top 4)	
Collins Pond Dam & Trail System	
Library Business Resource Center	
Library Programs	
Maine 200 Storytelling Festival	
Teague Park Construction Completion	
Gateway Enhancements	
Nylander Inventory & Operations	
Thursdays on Sweden	
Other:	

ADMINISTRATION PRIORITIES (Rank Top 4)	
Union Contract Negotiations	
Budget Preparation Process Changes	
Non-Union Compensation Policy	
FBO Services at Airport	
Procurement Policy	
Health Insurance Changes	
Quarterly Tax Assessing Implimentation	
Citizens University	
Other:	
Other:	

ECONOMIC DEVELOPMENT PRIORITIES (Rank top 5)	
Downtown Revitalization	
Sure Site Program	
Façade Improvement Grants	
Landbank Creation	
Rental Assistance Program	
Waterfront Redevelopment	
Build Your Business Series	
Other: CEGC	
Other:	

COMMUNITY DEVELOPMENT PRIORITIES (Rank top 5)	
Blight Removal	
EPA Brownfield Grant for Birdseye	
Complete General Plan Update	
GIS System Available on Web	
Zoning Regulations Rewrite	
Blight Survey of Community	
Ribbon Cutting Ceremonies	
Business Directory & Newsletter	
Beautification Committee	
Land Use Survey of Community	

**City Manager's Report
December 5, 2019**

Economic Development Projects

Caribou Shopping Center	Mr. Dana Cassidy's trampoline park is open. A ribbon cutting ceremony is beign planned. He has a lead on another tenant who generates \$10M+ in sales. He would like the city to help with space renovation costs to accommodate the new tenant.
Skyway Plaza CEA	Reached out to Tina Mullins in the state economic & community development office to discuss extension of the downtown TIF district. We are already at the statutory limit on time. The will need to create a new TIF district if we want to extend the tax benefits to keep DHHS in the Plaza.
Porvair CDBG program	Porvair has purchased some of the anticipated equipment they need for expansion. Working with state on reimbursement process. State Economic Development representatives are coming on Tuesday to tour the facility.
Blight Cleanup	The home on Liberty Street is down and the site will be revegetated in the spring. 5 other homes need to be demolished.
Birdseye Cleanup	On hold until snow is gone.
Regional Transportation Collaborative CDBG Program	Final documents have been received from the state for funding of this work. The stakeholder group has already had a couple meetings.
Hilltop Senior Living	Interior work is on-going
Events and Marketing	Conducting Video interviews of local businesses to generate marketing materials
Title 13 ReWrite	On hold through EMS season

60 Access Highway

Received inquiry for new tenant. Would occupy 2,000 s.f. of warehouse space. To be discussed in executive session at January 13 meeting.

Capital Projects and Administrative Actions

2020 Budget	Finalizing citizen expense report. Due January 31. Waiting for year end numbers.
Union Negotiations.	Police Officer union has changed internal representation. Awaiting responses from new representative. Public Works negotiations have stalled.
Fire/EMS Structural Study	Met with Sewell Engineering for kick off meeting. Discussed possible options for the fix. Design will take three months. Plan to go out to bid in June with anticipated construction beginning in July.
Cable Franchise Renewal	Spectrum indicates that in 2020 the maximum the city will be able to charge them for services is 5%. This includes costs for PEG channels, franchise fees, and services to buidlings. Continuing negotiations without consultant. Reached out to Spectrum regarding sound on the PEG Channel. No response yet.
Wage and Classification Policy.	On hold pending budget discussions
General Plan Update	Ken is working through revisions and still working toward final draft for public comment before the end of the year. Planning Board wants to incorporate the Blight initiative into the revision.
High Street	all work has stopped until spring 2020
Public Safety Building	On hold pending budget discussions
LED Conversion	Finding lights that have gone out or still need to be replaced. Working with Realterm to corect. Still waiting for EMERA to apply LED rates.
River Road	Work on hold until spring 2020. Road is traversable through winter in similar fashion to last year.
Teague Park	Work on hold until spring 2020



Caribou Public Library

DIRECTOR'S REPORT

To: Mayor and City Councilors
Dennis Marker, City Manager
From: Hope Shafer, Library Director
Date: January 7, 2020

Dear Honorable Mayor, City Councilors and Mr. Marker,

December has come and gone, and we have begun a new year. Whether you are in the camp that believes we have started a new decade, or you are staunch in your belief that decades do not begin in a “0” year... HAPPY NEW YEAR!!!

I am sure it will come as no surprise to any of you that December is my FAVORITE month of the year! I just love all the festivities that come with Christmas! Decorating! SNOW! The merriment that just bubbles up from people! Then there are the PRESENTS! I love giving them and receiving them! Everyone just seems happier in December.

Your library was FILLED TO THE BRIM with holiday cheer this December! We packed the library with all things holiday:

- We had Classic Christmas Movie Time, showing “It’s A Wonderful Life” and “White Christmas”.
- 45 children, teens and adults came out to listen to Storytime with Santa!
- The George & Friends Concert packed the Piper Reading Room with 55 people – such an AMAZING concert!
- 30 came to the Elf Pal Academy to learn how to be Santa’s helpers, decorate cookies, and write letters to Santa!
- We had a lovely author come and share her new book during a Storytime and Local Author event for elementary children.
- We had a terrific turnout for our Wordless Picture Book Storytime – children, teens and adults used wordless picture books to share their own version of the story!
- Of course, our Christmas Slime Storytime event was a total hit – who doesn’t want to make slime?!?

In between all those events we had our regular programming of children’s early literacy programs, the writer’s group, book clubs, teen coding, knitting group, POP Pilates, etc.

January is already in full swing and we are so excited about the new year! Our calendar is full, and we keep adding more classes and events! Here are some of the highlights for January:

- Our new CODING CLUB is beginning. We already have 6 children who meet weekly to learn computer coding. This club will boost that number and expose them to robots and new forms of coding! We are SUPER EXCITED about this!
- We are offering a Windows 10 class this month. This is at the request of our patrons who are moving from our beginning computer class on to bigger and better things.
- We have an elementary STEM trunk program this month - all about LOBSTERS!
- On the 24th we are offering an Internet Safety for Families Class from 3:30-5:30pm.
- Betsy Sweet is coming for a Town Hall Meeting on the 25th from 10:30am-12:30pm.
- The POP Pilates class is expanding from just Saturdays, to Wednesdays 8:45-9:45am and Saturdays 8:30-9:30am!

I am sure that even more events will be added as the month progresses. We strive to meet the needs/requests of our patrons. We already have some incredible things lined up for February, so watch for my next report!

As always,
Happy Reading!
~Hope



MONTHLY STATISTICAL COMPARISON FOR CIRCULATION													
MATERIAL TYPE	DEC 2018	JAN 2019	FEB 2019	MAR 2019	APR 2019	MAY 2019	JUN 2019	JUL 2019	AUG 2019	SEPT 2019	OCT 2019	NOV 2019	DEC 2019
Adult books	663	829	630	779	761	636	574	772	721	639	598	497	531
Juvenile books	747	1,299	690	1,085	1,079	887	841	986	888	736	761	542	548
Teen/YA books	61	60	69	103	83	67	65	115	74	74	103	57	52
DVDs	328	394	360	374	398	229	240	355	360	369	333	270	376
eBooks/Audiobooks	159	171	156	206	189	161	157	144	141	131	143	110	128
Magazines	79	94	66	91	56	40	35	38	41	52	81	62	74
Interlibrary loans	67	77	55	90	67	96	67	109	72	128	80	65	61
TOTAL NUMBERS	2,104	2,924	2,026	2,728	2,633	2,116	1,979	2,519	2,297	2,129	2,099	1,603	1,770

OVERALL MONTHLY STATISTICAL COMPARISON													
MATERIAL TYPE	DEC 2018	JAN 2019	FEB 2019	MAR 2019	APR 2019	MAY 2019	JUN 2019	JUL 2019	AUG 2019	SEPT 2019	OCT 2019	NOV 2019	DEC 2019
Circulation	2,104	2,924	2,026	2,728	2,633	2,116	1,979	2,519	2,297	2,129	2,099	1,603	1,770
Library Visitors	5,091	5,411	4,652	6,186	6,499	5,971	5,408	6,533	6,381	5,500	6,328	4,394	5,833
Wi-Fi access	5,024	4,862	4,049	4,696	6,638	6,805	6,470	7,722	8,371	8,032	7,193	5,751	8,236
Books added	249	179	196	100	140	162	159	213	123	137	137	106	181
Books withdrawn	144	229	18	355	198	129	235	184	100	15	63	9	143
Program Participation	200	209	223	403	516	350	437	453	381	292	473	206	346
New registered patrons	12	14	10	26	35	15	23	18	32	20	26	6	13
Archives (# of users)	24	41	35	45	49	30	41	66	52	39	36	27	24

YEAR-TO-DATE MONTHLY CIRCULATION COMPARISON													
Year	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	TOTAL
2017	1,429	1,647	2,165	1,671	1,782	2,053	2,086	2,225	1,995	2,335	2,284	2,094	23,766
2018	1,789	1,755	2,396	2,758	2,192	2,501	2,629	3,166	2,727	2,894	2,587	2,104	29,498
2019	2,924	2,026	2,728	2,663	2,116	1,979	2,519	2,297	2,129	2,099	1,603	1,770	26,853

Police Department Monthly Report

	2019													% Change from Prev. YTD
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Total	
COMPLAINTS	1852	1531	2448	2886	3416	3177	2507	2517	2501	2352	2088	2545	29,820	14.4%
M/V ACCIDENTS	46	44	19	28	20	21	21	15	23	20	36	26	319	6.3%
ESCORTS	1	1	0	3	1	4	2	6	4	8	6	1	37	-17.8%
THEFT COMPLAINTS	14	9	6	8	15	12	8	15	14	12	12	12	137	42.7%
ANIMAL COMPLAINTS	4	2	9	5	11	9	14	11	8	7	9	11	100	-11.5%
DOMESTIC COMPLAINTS	12	5	12	10	7	10	13	14	0	4	2	13	102	6.3%
BURGLARY COMPLAINTS	3	1	1	8	7	4	0	0	3	3	6	2	38	90.0%
O.U.I.	1	0	7	1	4	4	1	1	0	3	3	3	28	-24.3%
M/V THEFTS	2	0	0	0	3	1	1	0	1	0	1	1	10	-28.6%
MISSING PERSONS	1	1	0	0	2	3	4	2	2	3	0	3	21	40.0%
JUVENILE COMPLAINTS	1	6	0	2	2	2	2	3	1	3	5	3	30	-16.7%
CIVIL COMPLAINTS	3	2	3	6	4	0	0	0	0	3	2	0	23	-91.9%
PROWLER COMPLAINTS	0	0	0	0	0	0	0	0	0	0	0	0	-	-100.0%
ASSIST OTHER AGENCY	18	30	21	25	36	28	24	22	14	29	29	33	309	48.6%
ASSAULT ARREST	2	1	0	1	0	0	0	1	1	4	2	4	16	77.8%
THEFT ARRESTS	6	5	0	5	10	6	0	1	2	1	0	7	43	30.3%
SPEEDING	15	14	23	43	28	46	45	45	16	15	2	2	294	6.1%
STOPS/CHECKS M/V	1484	1197	2008	2424	2888	2670	1974	1974	2055	1915	1661	2145	24,395	6.6%
PARKING TICKETS	0	0	0	0	0	0	0	0	0	0	0	0	-	0.0%
HANDLING PRISONERS	39	26	44	33	51	44	36	36	33	43	40	34	459	2.7%
WARRANT ARRESTS	7	6	5	16	23	12	14	18	15	9	14	12	151	2.0%
UNLAWFUL SEX. CONTACT	0	0	1	0	2	0	1	4	1	1	1	0	11	-8.3%
GROSS SEX. ASSAULT	0	1	1	0	0	0	0	1	2	0	0	0	5	25.0%
BUSINESS ALARMS	23	10	9	12	7	17	15	9	9	10	7	15	143	-34.7%
BURGLARY ARRESTS	1	2	0	0	7	0	1	0	0	0	1	0	12	500.0%

Monthly Permit Report

December 2019

	CURRENT MONTH	YEAR TO DATE	PRIOR YEAR MONTH	PRIOR YEAR TO DATE
BUILDING PERMITS	1	59	3	47
HOMES	0	3	0	6
MOBILE HOMES	0	2	0	0
MULTI-FAMILY	1	3	0	0
COMMERCIAL	0	14	3	12
EXEMPT	0	1	0	5
PLUMBING PERMITS				
INTERNAL	0	13	0	5
EXTERNAL	0	12	0	10
DEMO PERMITS	2	15	1	13
SIGN PERMITS	1	9	0	16

Year-to-Date is January 2019 to December 2019

The Monthly Meeting of Caribou Utilities District was held Wednesday, November 13, 2019, in the Conference Room at 176 Limestone Street, Caribou, Maine

Trustees Present;

Janine Murchison, President
Nancy Solman, Treasurer
David Belyea, Trustee
Philip McDonough, Trustee
Jay Kamm, Trustee

Others Present;

Hugh Kirkpatrick, General Manager
Sue T Sands, District Clerk, Office Mgr.

President Janine Murchison opened the meeting at 7:40 A.M. Nancy Solman moved and Phil McDonough seconded the motion to approve the minutes of the October 9, 2019 meeting. UNANIMOUSLY VOTED. After reviewing the October Budget and Financial report, David Belyea moved and Nancy Solman seconded the motion to approve the reports as presented. UNANIMOUSLY VOTED.

The Revision Energy License agreement regarding the old railroad crossing with the Canadian Pacific Railroad has been reviewed by our Attorney, Rick Solman, and now we are waiting for the PUC attorney, Joe Donahue, to get the final PUC approval for continuation of the project. The fence is up, and the solar panels have been delivered to the River Road location waiting for the PUC approval in order to proceed with the project.

Employees from Sargent Corporation were at the Grimes location four days last week and installed the two (2) over-flow box culverts which were the first items that needed to be completed this winter toward the wastewater project.

The high-water usage incident on Lower Lyndon Street was discussed. No new information has been received which would reverse the prior decision made on an abatement.

Manager Kirkpatrick submitted an application in late September for funding approval regarding a water project on Sincock Street with the Drinking Water SRF Program. A new 8" line would be installed with a loop around York Street consisting of two new hydrants. Also included in the project would be an extension from Armco to Birdseye Ave., End of Birdseye Ave. to Fort Street, Main Street to Fort Street Bypass, and an extension to connect the bottom of Fort Street to Lower Washington Street. This would approximately be a \$1,000,000.00 Project. If we do not get the funding, we possibly could purchase some of the materials in advance from the savings that we would have available from the debt service that was paid off in October.

Manager Kirkpatrick discussed the three new employees that have been hired to work in the water and wastewater department. Their beginning dates will be November 25th, December 2nd and December 9th.

Philip McDonough moved and Jay Kamm seconded the motion to adjourn the meeting at 9:00 AM. The next scheduled meeting will be Wednesday, December 18, 2019 AT 7:30 A.M.

Sue T. Sands, District Clerk

