

CITY COUNCIL MEETING NOTICE AND AGENDA

Notice is hereby given that the City Council of Caribou will hold a City Council Meeting on **Monday, February 10, 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 | |
| 5. City Council Minutes | |
| a. January 13, 2020 Regular Meeting | Pgs 2-21 |
| b. January 27, 2020 Regular Meeting | Pgs 22-27 |
| 6. Financials – December 2019 | Pgs 28-45 |
| 7. Bid Openings, Awards, and Appointments | |
| a. Wanda Theriault, Library Board | Pgs 46 |
| 8. New Business & Adoption of Ordinances and Resolutions | |
| a. Discussion and Possible Action Regarding Extension of Northern Maine Brew Pub Alcohol License for a Special Event | Pgs 47-48 |
| b. Discussion and Possible Action Regarding 212 Old Washburn Rd Property Reclamation | Pgs 49-50 |
| c. Discussion and Possible Action Regarding Bid for Tax Acquired Property at 7 Lower Lyndon | Pgs 51 |
| d. Discussion and Possible Action Regarding Bids for 142 Lower Lyndon Property | Pgs 52 |
| 9. Old Business | |
| a. Discussion Regarding City Council Priorities for 2020 | Pgs 53,68 |
| b. Discussion Regarding Creation of Personal Property Accounts with a Taxable Value Less Than \$1,000 | Pgs 54-55 |
| c. Discussion Regarding EMS Transfer Operations | Pgs 56 |
| d. Discussion Regarding Airport Services and Staffing | Pgs 57 |
| 10. Reports and Discussion by Mayor and Council Members | |
| 11. City Manager's Report | Pgs 58-59 |
| 12. Reports by Staff and Appointed Officials | Pgs 60-67 |
| 13. Executive Session(s) (May be called to discuss matters identified under Maine Revised Statutes, Title 1, §405.6) | |
| a. Collective Bargaining Negotiations with the Public Works Union | |
| 14. Next Meeting(s): February 24 | |
| 15. Adjournment | |

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

Certificate of Mailing/Posting

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

BY: _____ Jayne R. Farrin, City Clerk

Council Agenda Item #1: Roll Call

The Caribou City Council held a regular meeting Monday, January 13, 2020 at 6:00 p.m. in Council Chambers with the following members present: Mayor R. Mark Goughan, Deputy Mayor Thomas Ayer, Joan L. Theriault, Nicole L. Cote, Hugh A. Kirkpatrick, and Douglas C. Morrell. Jody R. Smith was absent.

Dennis L. Marker, City Manager was present.

Department Managers and Staff: Penny Thompson (Tax Assessor), Kenneth G. Murchison (Zoning Administrator), Michael Gahagan (Police Chief), Gary Marquis (Supt. of Parks and Recreation), and Denise Lausier (Executive Assistant to the City Manager).

YouTube covered the meeting.

Council Agenda Item #2: Invocation / Inspirational Thought

Denise Lausier, Caribou employee and minister, gave the invocation.

Council Agenda Item #3: Pledge of Allegiance

The Mayor led the Pledge of Allegiance.

Council Agenda Item #4: Public Forum

The Mayor stated time for public comments is at the start of the meetings and once closed then public comments will cease.

- John Rasmussen – Selectboard Chair for the Town of Perham – spoke in opposition to the proposed rate increase from \$11.50 to \$100 per person for ambulance services. He noted that Perham’s town meeting is in March and requested an extension to March 31, 2020. He stated that it would be a 1.5 mil increase for Perham. He requested that the increase be broken up into smaller increments. Mr. Rasmussen disagreed with Council’s use of Title 1 §405(6)(C) to enter into executive session for their discussions on this topic.
- Wilfred Martin – Stated that Perham has the right to start their own ambulance.
- John DeVeau – Representative District 149 – he asked to partake in the executive session that will be held later in the meeting on this topic. He would like to see the Chief come in so they can go over the budget to see why it is \$2.6 to \$2.8 million range. He believes that there might be other avenues that would be more fair.
- John Hedman – Town of Perham – regarding Council Agenda Item #8.a, Mr. Hedman requested for “reasonableness”. He has legal questions concerning Perham and Caribou’s legal exposure after the January 31, 2020 deadline. Perham is more than willing to work with Caribou.
- Wilfred Martin – Noted that his comment may have been insulting to those living in other towns but living in outside communities has consequences. These communities need to pay at least, if not more, than Caribou pays for these services.

- Ellen Angel – Artifex Engineers regarding Police Station study – Ms. Angel noted that since 2012, public safety buildings have to meet a higher building standard, so this increases the cost. Artifex is going to do its very best to find the most reasonable way that provides everything that Caribou needs, the department needs, and what the Council is looking for. Starting Tuesday, Artifex will start the process of evaluating three potential sites for the Police Station:
 - Municipal Building
 - VMS
 - Sitel

Council Agenda Item #5: November Financial Report

Motion made by T. Ayer, seconded by J. Theriault, to accept the November 2019 financials as presented. (5 yes, 1 abstention, D. Morrell) So voted.

Mayor requested on the next agenda an explanation of how the City is going to introduce a new line item for 2020 called the Rainy Day Fund.

Council Agenda Item #6: City Council Minutes

a. Regular Meeting Held December 9, 2019

Motion made by H. Kirkpatrick, seconded by J. Theriault, to accept the minutes of the December 9, 2019 meeting as presented. (5 yes, 1 abstention, D. Morrell) So voted.

b. Organizational Meeting Held January 2, 2020

Motion made by D. Morrell, seconded by N. Cote, to accept the minutes of the January 2, 2020 meeting as presented. (6 yes) So voted.

Council Agenda Item #7: Bid Openings, Awards, and Appointments

a. Recognition of Service – Residential / Urban Renewal Committee Members

Members of the Residential / Urban Renewal Committee were recognized and thanked for their hard work: Tim Ring, Jay Kamm, Karen Rockwell Ouellette, Jessica Plourde, and Chairman Paul Camping.

The Mayor noted that Caribou will be moving forward in implementing the committee's 5 step quick plan to address blight. Mr. Camping was in attendance and received his certificate.

b. Recognition of Service – David Wakem, Hospital District

The Mayor recognized David Wakem for his many years of service on the Hospital District Board. Mr. Wakem wasn't in attendance and Paul Camping, who is also on the Hospital District Board, offered to give the City's framed certificate of appreciation to him.

c. Appointment of Members to Community and Advisory Boards

i. Nylander Museum Board of Trustees (3)

Motion made by D. Morrell, seconded by H. Kirkpatrick, to appoint Gail Hagelstein and Kimber Noyes to the Nylander Museum Board of Trustees for a three year term. (6 yes) So voted.

Motion made by J. Theriault, seconded by D. Morrell, to appoint Heather Hale to the Nylander Museum Board of Trustees for a one year term. (6 yes) So voted.

ii. Citizens Airport Advisory Committee (1)

Motion made by D. Morrell, seconded by H. Kirkpatrick, to appoint Tom Goetz to the Citizens Airport Advisory Committee for a three year term. (6 yes) So voted.

iii. Planning Board (2)

Motion made by T. Ayer, seconded by D. Morrell, to appoint David Corriveau for a three year term and Drew Ayer for a one year term to the Planning Board. (6 yes) So voted.

iv. Blight Commission

Facilitator: Dennis Marker

Members: John Swanberg, Ken Murchison, Phil Cyr, Penny Thompson, and Paul Camping

Goals: #1, to gain a consensus for developing a blight strategy with categories and definitions for each category, #2 assess nature and extent of the blight within the different categories, #3 develop strategies and priorities for the development of the categories through flowcharts of authority, flowcharts of financial, and flowcharts of problem solving, #4, review tools required to implement problem solving.

The Council wants the report by May 1, 2020.

Motion made by H. Kirkpatrick, seconded by T. Ayer, to appoint Dennis Marker, John Swanberg, Ken Murchison, Phil Cyr, Penny Thompson, and Paul Camping to the Blight Commission. (6 yes) So voted.

The first meeting will be January 14, 2020 at 1:00 p.m. Blight Commission minutes will be provided to the Council.

d. Appointment of Councilors to Council Committees

Position	Member
Highway/Protection	
Chair	Joan Theriault
Member	Nicole Cote
Member	Jody Smith
Staff	Dave Ouellette
Investment	
Chair	Jody Smith
Member	R. Mark Goughan
Member	Douglas Morrell
Staff	Carl Grant
CEGC	
Board Member	Hugh Kirkpatrick
City Rep	City Manager
NMDC	
Board Member	R. Mark Goughan
Board Member	City Manager
Personnel	
Chair	Nicole Cote
Member	Thomas Ayer
Member	Joan Theriault

Position	Member
Nylander Board	
Council Liaison	Jody Smith
Planning Board	
Council Liaison	Thomas Ayer
Staff	Kenneth Murchison
Municipal Buildings	
Chair	Douglas Morrell
Member	Thomas Ayer
Member	Hugh Kirkpatrick
Staff	City Manager
Staff	Dave Ouellette
Staff	Gary Marquis
Agency on Aging	
Member	R. Mark Goughan
Member	Lisa Plourde
Housing Board	
Board Member	Douglas Morrell
City Rep	R. Mark Goughan
Staff	Lisa Plourde
Staff	Kenneth Murchison

Personnel Continued	
Staff	City Manager
Staff	Carl Grant
Airport	
Chair	Thomas Ayer
Member	Joan Theriault
Member	Hugh Kirkpatrick
Staff	Airport Manager
Staff	PT TBD

The appointment of the Capital Committee will be considered at a later date.

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

- a. Discussion and Possible Action Regarding 2020 EMS Service Contracts with Caswell, Connor TWP, Limestone, New Sweden, Perham, Stockholm, Wade, Washburn, Westmanland, Woodland, and Madawaska Lake TWP

Since March 2019, the Council members have been analyzing revenues and expenses for Caribou's Fire and Ambulance services and reviewing the City's contracts with surrounding communities. This review used the actual numbers for the last 25 years.

City Manager Marker gave a PowerPoint presentation titled "Caribou Region Ambulance Services, if everyone pays the same per population fee". (Exhibit A) Topics covered: contracted areas, population, call volume trends, 2020 Draft Expense Budget, changes in payer mix, and Caribou's Proposal.

Caribou's Proposal:

EMS #1: No contract for EMS services	EMS #2: Contract for EMS services	Option 3: Contract for FIRE/EMS
<p>No annual fee</p> <p>Caribou will charge a flat \$500 per run to the community from which the call is made. Transport or not.</p> <p>No billing of insurance companies</p> <p>Limited paging in staff to cover outside runs. Caribou may respond if crews are available or stack calls.</p>	<p>\$100 per person annual payment</p> <p>No additional fee to towns</p> <p>Caribou will page in staff to cover outside runs. Caribou will respond if crews are available.</p> <p>(prelude to district)</p>	<p>\$125 per person annual payment</p> <p>No additional fee to towns</p> <p>Caribou will page in staff to cover outside runs. Caribou will respond if crews are available</p> <p>(prelude to district)</p>

The Mayor noted later in the evening, that the Council will be going into Executive Session to discuss various points, their options, and the various timeframe that Council has given.

Perham Chair John Rasmussen handed administration a FOAA request from the Town of Perham.

Community Budget Impacts (Based on 2016-2018 run history and 2017 Census estimates)

	EMS #1 No contract for EMS services	EMS #2: Contract for EMS services	Option 3: Contract for Fire/EMS
Caribou	\$618,847	\$782,700	\$859,465
Caswell	\$17,500	\$24,100	NA
Connor TWP	\$14,000	\$41,500	\$51,875
New Sweden	\$42,000	\$59,300	\$74,125
Stockholm	\$11,333	\$24,600	\$30,750
Perham	\$9,166	\$41,500	\$51,875
Woodland	\$37,000	\$103,100	\$128,875
Westmanland	\$3,167	\$7,900	\$9,875
Washburn	\$4,500	\$83,350	NA
Wade		\$18,550	NA

b. Discussion and Possible Action Regarding Bids for Tax Acquired Property at 142 Lower Lyndon

In 2019, Caribou tax-acquired power generation facilities located at 142 Lower Lyndon. The taxes and fees due to the City amount to \$69,840. The City has spent approximately \$10,000 since it was acquired. The Caribou Utilities are owed approximately \$70,000.

Motion made by H. Kirkpatrick, seconded by T. Ayer, to place the property at 142 Lower Lyndon out to bid for a minimum bid of \$150,000. (6 yes) So voted.

c. Discussion and Possible Action Regarding Lease Option for Solar Project on Ogren Dump

The City Manager reviewed the proposed lease between the City and SynerGen Solar, LLC. The option fee to the City is \$2,500. Mayor Goughan noted that this is a First Read item.

Tax Assessor Penny Thompson explained how solar arrays were assessed in the past and the change occurring in 2020.

Councilor Morrell wants some language included to protect the City, if SynerGen Solar does something at the old closed Ogren Dump to cause contamination. The Public Works Director has commented that Ogren Road site has to be kept mowed. The Manager will continue to develop language for the lease.

d. Discussion and Possible Action Regarding 2020 Council Priority Projects

Under Infrastructure: add additional streetlights

Community Development Priorities: delete blight survey of community

Economic Development Priorities: add small business retention and blight

Councilors are to rank their priorities and submit them prior to the next meeting or at the next meeting.

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

The Mayor asked Blight Committee Chair Paul Camping to comment on Libertarian views as it relates to the City's working on blight issues.

The City Manager has been able to reach out to Spectrum regarding the City's non-working PEG channel. Progress is being made.

Councilor Morrell asked Tax Assessor Penny Thompson about the City's assessing personal property taxes methodology. He suggested the City give a \$1,000 credit in personal property tax valuation across all personal property tax accounts, discussion.

Council Agenda Item #10: City Manager's Report

Manager Marker gave his City Manager's Report that was included as part of the January 13, 2020 Council Packet.

Councilor Kirkpatrick asked to have the Wage & Classification Policy added to the next Council agenda.

Councilor Morrell questioned why the RSU 39's buildings are being served as part of the City's cable franchise agreement and that they should be handling their own cable needs. The Mayor requested the addition of this topic to a Council agenda.

Council Agenda Item #11: Reports by Staff and Appointed Officials

A ribbon cutting for County AG was scheduled for January 14th at 4:30 p.m.

Council Agenda Item #12: Executive Session(s) (May be called to discuss matters identified under Maine Revised Statutes, Title 1, §405.6)

a. Economic Development Issue

8:12 p.m. Motion made by H. Kirkpatrick, seconded by T. Ayer, to move to executive session to discuss an economic development issue under MRS Title 1, §405(6)(C). (6 yes) So voted.

9:46 p.m. Council returned from executive session.

No action taken.

Council Agenda Item #13: Next Meeting: January 27, 2020 Council Meeting

Council Agenda Item #14: Adjournment

Motion made by T. Ayer seconded by D. Morrell, to adjourn the meeting at 9:46 p.m. (6 yes) So voted.

Jayne R. Farrin, Secretary



Caribou Region Ambulance Services

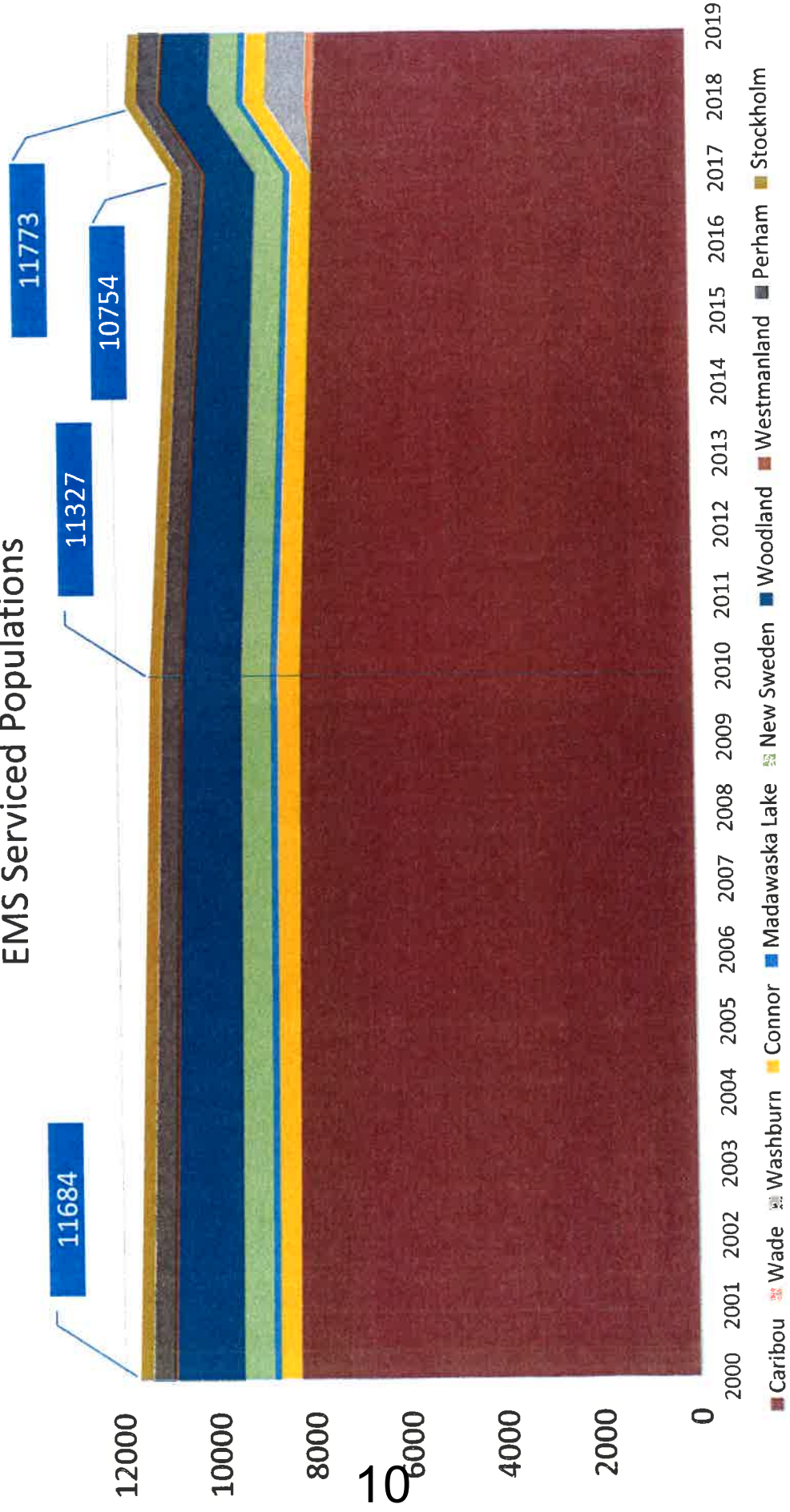
If everyone pays the same per population fee

The Contracted Region

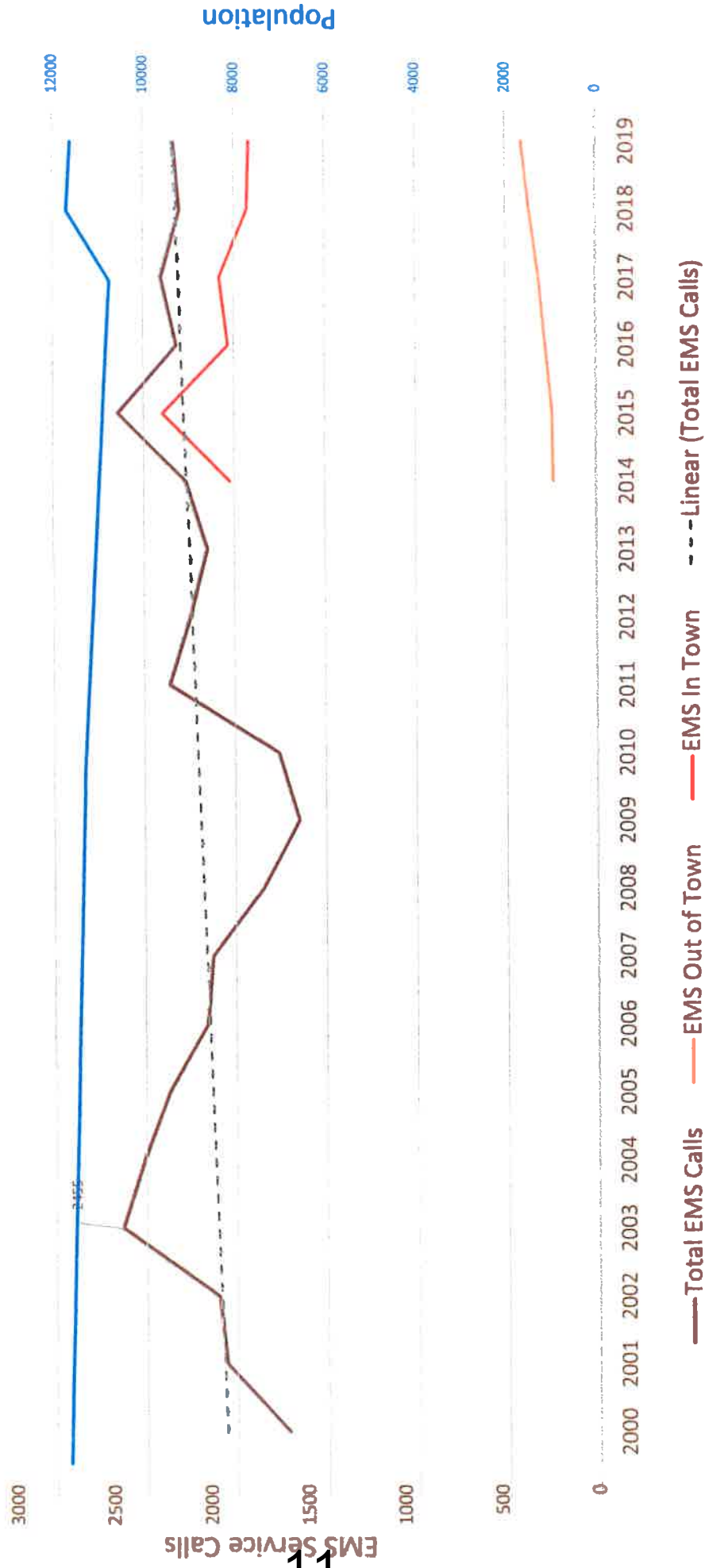
- EMS
- Connor
- Woodland
- New Sweden
- Lake Township
- Westmanland
- Perham
- Stockholm
- ½ of Wade (2019)
- ½ of Washburn (2019)
- Caswell (2020?)



EMS Serviced Populations

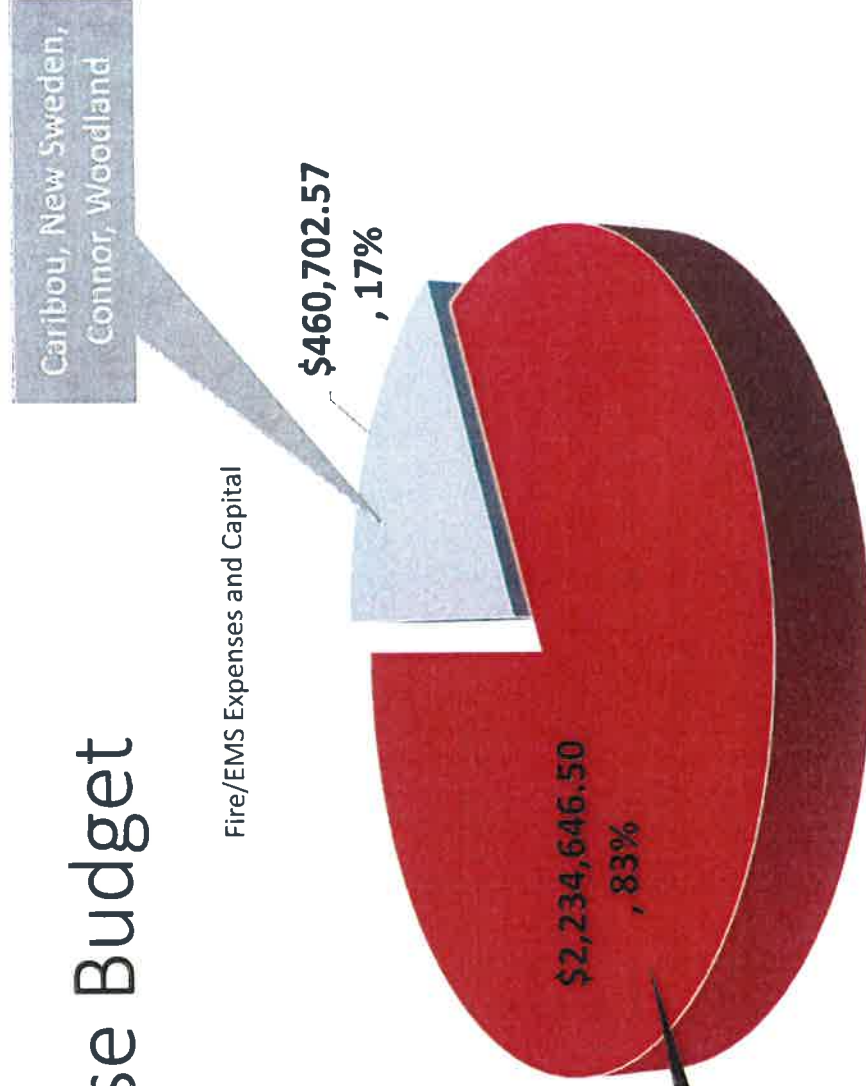


Call Volume Trends



2020 DRAFT Expense Budget

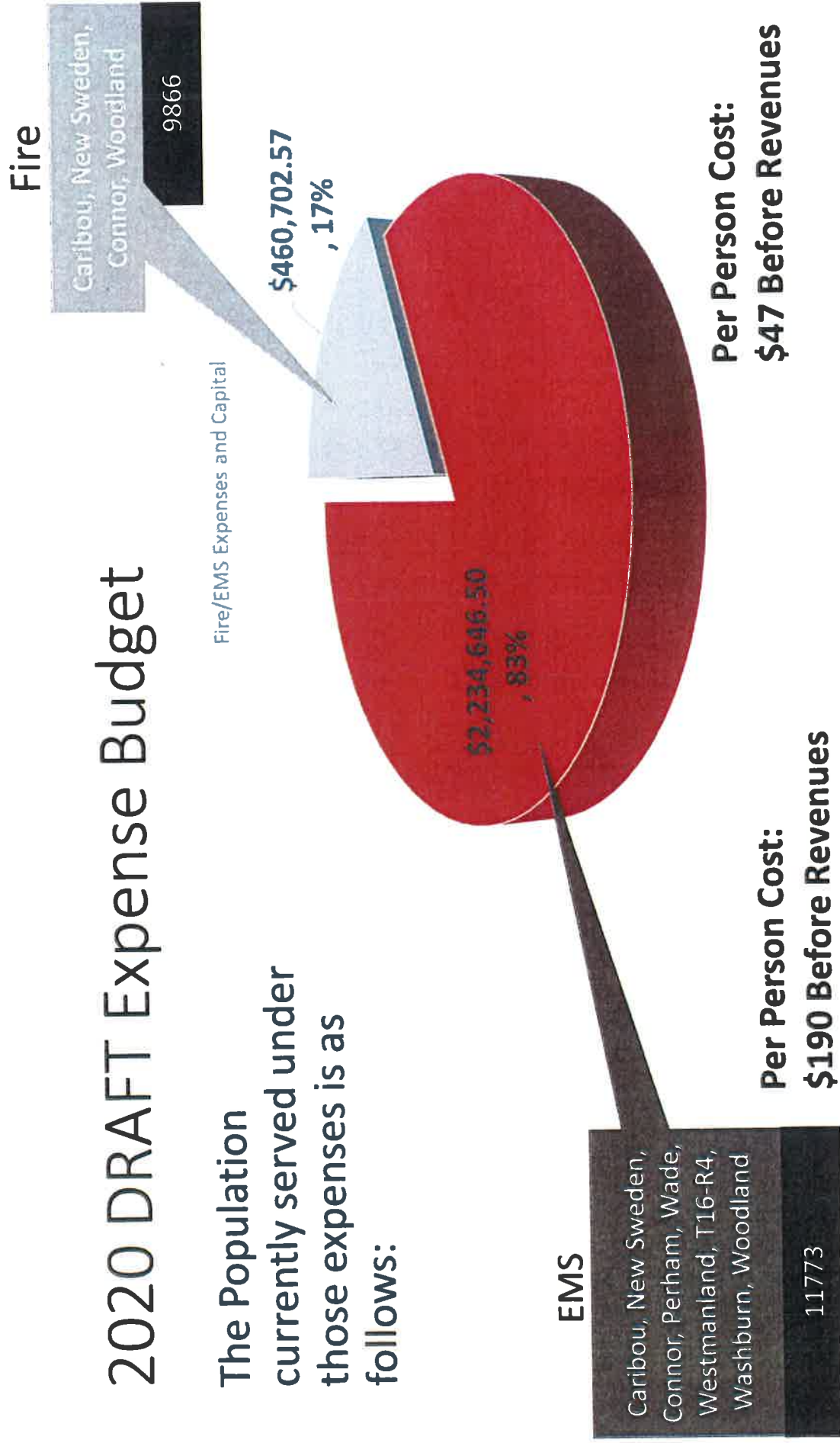
Breakdown of
Fire/EMS Dept Costs
separating Fire from
EMS results in the
following:



Total of \$2,695,348 with operations and capital costs

2020 DRAFT Expense Budget

The Population currently served under those expenses is as follows:



Revenue Dilemmas

Payor Mix Considerations for Ambulance Services

Insurance Reimbursements

State MaineCare
(40% of Medicaid
Payment) (i.e.
32% of Max)*



Federal Medicare
(Dictates Max Bill &
Pays 80% of Max)



Private Insurance
(~98% of Max)



Self Pay
(Unanticipated
payments)



EMS Revenue – Payor Mix Issue

\$100 Billable Service Scenario

	60%	10%	20%	10%	Total
2014 Mix (2119 Calls)	1271	212	424	212	2,119 Calls
Payment	\$101,700	\$8,480	\$41,550	\$0	\$151,730 or \$72/call

16



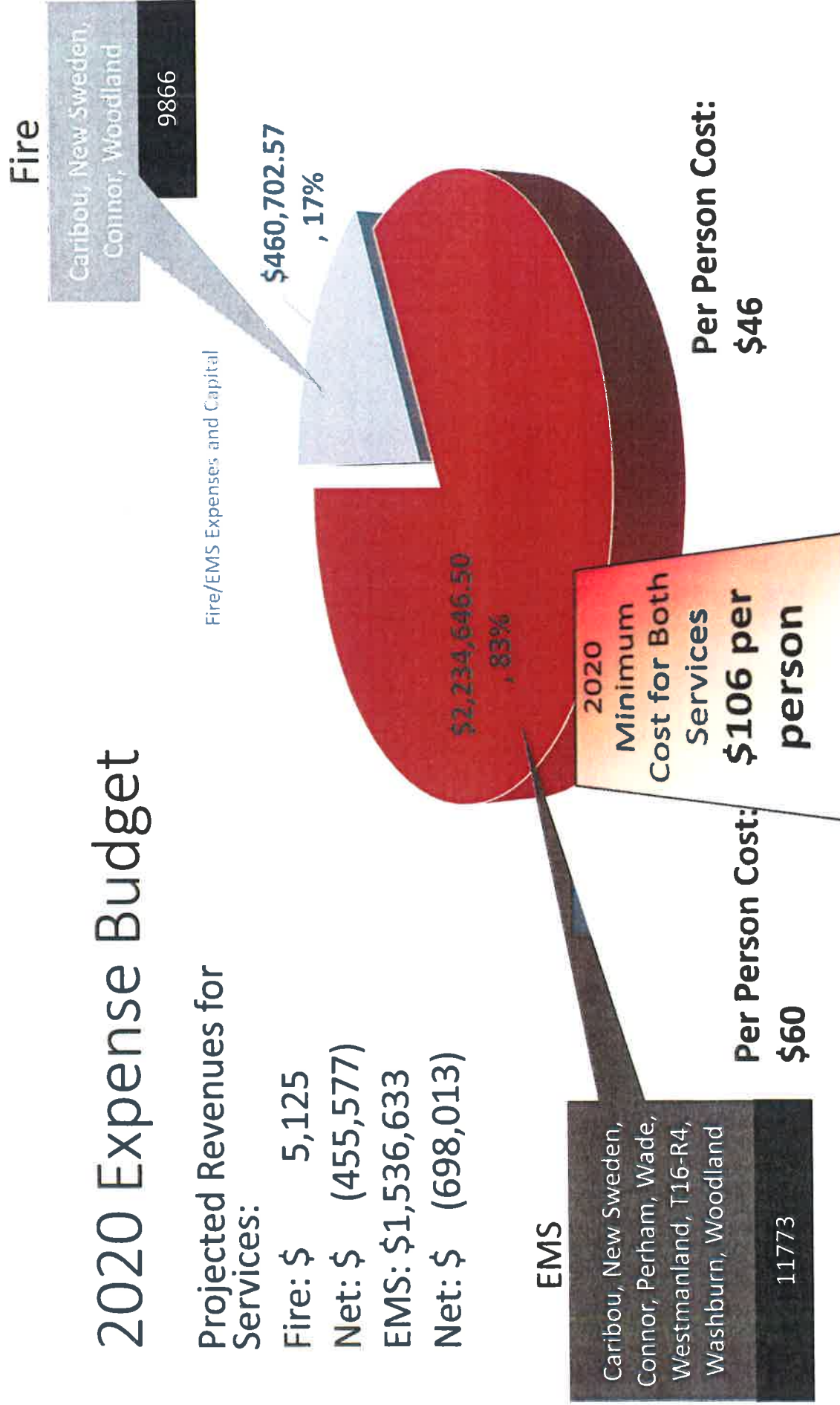
	40%	30%	10%	20%	Total
2018 Mix (2150 Calls)	860	645	215	430	2150 Calls
Payment	\$68,800	\$25,800	\$21,100	\$0	\$115,700 or \$54/call

*2019 Legislation increased payment to equal Medicaid amounts at Urban Bangor rates. This increases state payment by 50%. Approx. \$60/call

2020 Expense Budget

Projected Revenues for Services:

Fire: \$ 5,125
 Net: \$ (455,577)
 EMS: \$1,536,633
 Net: \$ (698,013)



Town	Contract \$	\$ per Person
New Sweden	\$7,116	\$11.5
Connor	\$4,980	\$11.5
T16-R4		\$11.5
Perham	\$4,980	\$11.5
Wade (1/2)	\$1,113	\$11.5
Westmanland	\$2,952	\$11.5
Washburn 100 (1/2)	\$5,001	\$11.5
Woodland	\$12,372	\$11.5
Caribou	\$653,385	\$82.8

Caribou, New Sweden,
Connor, Perham, Wade,
Westmanland, T16-R4,
Washburn, Woodland

11773

Per Person Cost:
\$61

Caribou, New Sweden,
Connor, Woodland

9866

Town	Contract \$	\$ per Person
New Sweden	\$35,459	\$60
Connor	\$29,078	\$70
Woodland	\$64,301	\$62
Caribou	\$331,864	\$42

Per Person Cost:
\$49

Caribou's Proposal

EMS #1: No contract for EMS services	EMS #2: Contract for EMS services	Option 3: Contract for Fire/EMS
No annual fee	\$100 per person annual payment	\$125 per person annual payment
Caribou will charge a flat \$500 per run to the community from which the call is made. Transport or not.	No additional fee to towns	No additional fee to towns
No billing of insurance companies.	Caribou will charge patient for services rendered.	Caribou will charge patient for services rendered.
Limited paging in staff to cover outside runs. Caribou may respond if crews are available or stack calls.	Caribou will page in staff to cover outside runs. Caribou will respond if crews are available. (prelude to district)	Caribou will page in staff to cover outside runs. Caribou will respond if crews are available. (prelude to district)

Community Budget Impacts*

	EMS #1: No contract for EMS services	EMS #2: Contract for EMS services	Option 3: Contract for Fire/EMS
Caribou	\$618,847	\$782,700	\$859,465
Caswell	\$17,500	\$24,100	NA
Connor	\$14,000	\$41,500	\$51,875
New Sweden	\$42,000	\$59,300	\$74,125
Stockholm	\$11,333	\$24,600	\$30,750
Perham	\$9,166	\$41,500	\$51,875
Woodland	\$37,000	\$103,100	\$128,875
Westmanland	\$3,167	\$7,900	\$9,875
Washburn	\$4,500	\$83,350	NA
Wade		\$18,550	NA

Based on 2016-2018 run history and 2017 Census estimates



Caribou Region Ambulance Services

Council Agenda Item #1: Roll Call

The Caribou City Council held a regular meeting Monday, January 27, 2020 at 6:00 p.m. in Council Chambers with the following members present: Deputy Mayor Thomas Ayer, Joan L. Theriault, Nicole L. Cote, Hugh A. Kirkpatrick, Jody R. Smith, and Douglas C. Morrell. Mayor R. Mark Goughan was absent and excused.

Dennis L. Marker, City Manager was present.

Department Managers and Staff: Penny Thompson (Tax Assessor), Kenneth G. Murchison (Zoning Administrator), Michael Gahagan (Police Chief), and Mark Gahagan (Police Sgt.). Dann Cyr, Scott Dow, and Chad McCartney (Caribou Fire/Ambulance Department).

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

Council Agenda Item #2: Invocation / Inspirational Thought

Deputy Mayor Ayer read a prayer that Council has adopted. The adopted prayer is that used by the Fort Fairfield Town Council. He asked if anyone else would like to give an invocation.

Council Agenda Item #3: Pledge of Allegiance

The Deputy Mayor led the Pledge of Allegiance.

Council Agenda Item #4: Public Forum

- Michelle Smith – Caribou resident – spoke in support of the Fire Department and Ambulance Service and the surrounding communities. Ms. Smith explained the meaning of the two ribbons that she was wearing – a red ribbon supporting Caribou Fire Department and Ambulance Service and a yellow ribbon supporting surrounding communities. She spoke in opposition to not allowing public comments and the amount of time spent in executive sessions. Ms. Smith suggested keeping the vision of Caribou's Comprehensive Plan – the All-Season Community – to work, play, grow in, and call home.
- Troy Haney – 236 Van Buren Road – Mr. Haney thanked the Council for their service. Mr. Haney stated his concerns with some of the statements made by Councilors. He suggested having a stepped tier program for increasing ambulance service rates to surrounding communities. He commented that the surrounding communities are really Caribou because of their effect on Caribou.
- Milo Haney – spoke in support of having the City purchase products locally and to have that added to the City Charter. Mr. Haney spoke in support of the City using a purchase order system.
- Wilfred Martin – 74 York Street – spoke in support of the ambulance service being provided through the private sector. Mr. Martin asked to have a meeting, during the upcoming week, with the City Manager to discuss the number of fires and the number of hours spent fighting fires by the Fire Department. Mr. Martin questioned the number of Caribou police officers and whether that number is needed. Mr. Martin suggested that the Council establish committees to study each department so it can be determined as to what the City really needs. He stated

the surrounding communities haven't been paying fair share for ambulance service.

Deputy Mayor Ayer read a statement from Mayor Goughan concerning Ambulance and Fire. Mayor Goughan wrote that he doesn't want the City to get out of having these services for the residents of Caribou, but his personal belief is the City should get out of the ambulance business for surrounding communities. A copy of the Mayor's comments were given to Aroostook Republican reporter Christopher Bouchard.

Deputy Mayor Ayer stated that he isn't in favor of getting rid of these services for Caribou citizens.

To his friends and neighbors, Councilor Morrell suggested that they listen to the whole conversation. He stated that the City isn't in the position to contract out services to other communities. He suggested that individuals could email councilors and not wait until a Council meeting to speak out.

Deputy Mayor Ayer pointed out to Ms. Smith that Public Forum is closed and that she should direct her response to Mr. Marker and they will be addressed at the next meeting.

Council Agenda Item #5: City Council Minutes

a. November 18, 2019 Workshop

Motion made by D. Morrell, seconded by N. Cote, to accept the minutes of the November 18, 2019 Workshop meeting as presented. (6 yes) So voted.

b. January 7, 2020 Workshop

Motion made by J. Theriault, seconded by D. Morrell, to accept the minutes of the January 7, 2020 Workshop meeting as presented. (6 yes) So voted.

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

a. Spirit of America Nominations

Caribou residents were encouraged to send in, for Council consideration, the names of an individual or group for this special recognition for 2020.

b. Caribou High School Basketball – Down Syndrome Awareness Campaign

Head High School Boys' Basketball coach Kyle Corrigan spoke about the team's community service project. Coach Corrigan spoke about the community support that was shown to the team during their run to becoming state champions and how they wanted to give back. The team captains came up with the Down Syndrome Awareness cause. He gave a shout out to Assistant Coach Ben Rosser and team captains Alex Bouchard and Parker Deprey. The team has raised \$800 and has 700 pairs of mixed matched socks.

Assistant Coach Ben Rosser extended thanks to the community for stepping up and seeing that last year's team received State Champion jackets.

Deputy Mayor Ayer praised the team and referred to them as a 'class act'.

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

a. Discussion and Possible Action Regarding Liquor License Renewal for Bechard's Grille

Motion made by J. Smith, seconded by D. Morrell, to approve the liquor license renewal for Bechard's Grille as presented. (6 yes) 23 voted.

20-04 Pg. 3

- b. Discussion and Possible Action Regarding Liquor License Renewal for Mascoto's Restaurant

Motion made by H. Kirkpatrick, seconded by J. Smith to approve the liquor license renewal for Mascoto's Restaurant as presented. (6 yes) So voted.

- c. Discussion and Possible Action Regarding 2020 Election (March 3, Presidential Preference Primary & Referendum Elections)

Motion made by H. Kirkpatrick, seconded by D. Morrell, to approve an 8:00 a.m. opening time and the appointment of Jayne R. Farrin as Election Warden and Danielle M. McLaughlin and Cherie Garman as Deputy Election Wardens for the March 3, 2020 Presidential Preference Primary and State Referendum Election. (6 yes). So voted.

- d. Discussion and Possible Action Regarding Creation of an Emergency "Rainy Day" Fund

The City Manager outlined the steps necessary to create a Credit Reserve Account as defined by Title 30-A, Part 2 §5801.

To create such a fund, the City can either:

- Appropriate funds directly (i.e. build funds into the budget). Annual appropriations "may not exceed 5% of the current tax commitment" (in 2020 that would mean \$502,200).

OR

- Transfer unencumbered surplus funds to it at the end of the any fiscal year. Historically, all unencumbered funds have been rolled into the general fund balance and used to offset future tax increases.

Motion made by H. Kirkpatrick, seconded by D. Morrell, for the City to create a Credit Reserve Account, as defined by Title 30-A, Part 2 §5801, to be called the Rainy Day Fund in the amount of \$896,029 with four sources: \$324,082 Aroostook Waste Solutions (2020), \$213,163 Aroostook Waste Solutions (2019), \$156,521 2019 additional revenues, and \$202,263 2019 unexpended expenses.

Discussion centered around, following the Charter, as to whether the 2019 additional revenues of \$156,521 should be included in the monies moved to a Credit Reserve Account. Following the City Charter under 5.09(a), these monies are to be used to offset the 2021 budget. Councilor Morrell spoke about City's neglected buildings and then expressed his support for the motion.

Manager Marker stated the state provision states that the Council would have to determine that there was a "period of financial emergency", to necessitate the use of these funds, but doesn't define a financial emergency.

It was expressed by Councilor Theriault that she would prefer to not include the \$156,521 from 2019 additional revenues. She doesn't want to "lose track" of these funds. The Deputy Mayor Ayer suggested that this amount could be earmarked within the proposed Credit Reserve Account. Councilor Cote pointed out the use of the \$156,521 in 2021 is already preplanned and pulling those funds out of a Credit Reserve Account doesn't constitute an emergency.

Discussion closed.

(6 yes) So voted.

- e. Discussion and Possible Action Regarding \$324,000 Payment from Aroostook Waste Solutions

The vote taken on Agenda Item 7.d has the 2020 payment from Aroostook Waste Solutions of \$324,000 going in the newly created Credit Reserve Account named Rainy Day Fund.

- f. Resolution 01-01-2020 Regarding 2019 Year End Appropriations

Exhibit A that is attached to Resolution 01-01-2020 needs to be revised before Council can consider the adoption of Resolution 01-01-2020. The Deputy Mayor said to bring the corrected Exhibit A to the next Council meeting.

- g. Discussion and Possible Action Regarding Extension of Skyway Plaza Agreement

Daniel Rosenberg, owner of Skyway Plaza, attended the meeting. Mr. Rosenberg stated that he has a 15-year deal with the State to keep DHHS and 100 plus jobs at Skyway Plaza.

Motion made by H. Kirkpatrick, seconded by N. Cote, to authorize the City Manager to sign an amendment and extension of a Credit Enhancement Agreement with Caribou Management Company, LLC. (6 yes) So voted.

- h. Discussion and Possible Action Regarding Easement for EMERA Maine at 142 Lower Lyndon Street

The proposed easement is a 30-foot aerial easement.

Motion made H. Kirkpatrick, seconded by J. Theriault, to authorize the City Manager to sign an Aerial Easement with EMERA Maine at 142 Lower Lyndon Street as presented. (6 yes) So voted.

Council Agenda Item #8: Old Business

- a. Discussion and Possible Action Regarding Lease Option for Solar Project on Ogren Dump

The proposed lease is for 30 acres at \$500 an acre for 20 years. Discussion. Because it is a site of a closed dump, the Maine DEP would have to sign-off on any activity at the site. The Manager noted that the dump will not be penetrated without Maine DEP approval. SynerGen Solar, LLC has agreed to fence their equipment and mow any grass.

Motion made by H. Kirkpatrick, seconded by J. Smith, to authorize the City Manager to sign an Option for Lease of Land with SynerGen Solar, LLC as presented. (6 yes) So voted.

- b. Discussion and Possible Action Regarding Lease of 60 Access Highway to a Beamery

Matthew Lajeunesse and Kurt Margeson would like to lease for 6 months an area within 60 Access Highway at \$2.50 per square foot. They are aware that the building is on the market to be sold. Both Councilors Morrell and Kirkpatrick agreed that there must be other places that they could rent. Councilor Morrell doesn't want the City to compete with the private sector.

Motion made by H. Kirkpatrick, seconded by D. Morrell, to table until the next Council meeting any action regarding lease of 60 Access Highway to a Beamery. (6 yes). So voted.

c. Discussion and Possible Action Regarding 2020 Council Priority Projects

Not all of the Council members have turned in their completed ranking of 2020 Council Priority Projects.

By Council consensus it was tabled until the next meeting.

d. Discussion Regarding Employee Wage and Classification Policy

The City Manager reviewed his Non-Union Wage & Classification System Update Council Memo dated January 22, 2020. In the Manager's opinion, there is a conflict between the adopted Charter and Ordinances regarding how to determine staff wages. With the Charter indicating a "basis of merit and fitness" and that the City is to have a "classification of all positions". Chapter 2 of the City's Code Book provides that the City is to maintain "a salary schedule for all positions . . . to keep positional salaries at a comparable rate". City Manager prefers a merit based system.

There was a brief discussion about a performance review software. Deputy Mayor Ayer asked to have the Manager's findings emailed to the Council. He stated that he is very much interested in learning more about the software.

Councilor Morrell wants to make sure that wages are based on averages in Aroostook County. Councilor Theriault stated that she isn't in favor of a merit-based system as it is too subjective.

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

Councilor Morrell:

- Broadcasting of Council Meetings
City Manager noted that the PEG station was working tonight with both video and audio, but there was only video on YouTube.
- Personal Property \$1,000 credit
City Manager noted that the Tax Assessor has been working on this and has information to come back to the Council when the Council is ready for it.
- Milo Haney's suggestion of Purchase Orders
Councilor Morrell suggested that the Council should be working towards a purchase orders system.
- At the next meeting, Chief Susi and Manager Marker to give a five to ten minute presentation on ambulance transfers.

Deputy Mayor Ayer:

- Asked for the YouTube video to be uploaded by Wednesday.

Councilor Kirkpatrick:

- Asked if YouTube and 1301 (Spectrum) could be tested prior to the Council meetings.

Council Agenda Item #10: City Manager's Report

Council asked to have something out to them in the next day or two.

Council Agenda Item #11: Reports by Staff and Appointed Officials

No were reports were given.

Council Agenda Item #12: Executive Session(s) (May be called to discuss matters identified under Maine Revised Statutes, Title 1, §405.6)

No Executive Sessions were held.

Council Agenda Item #13: Next Meeting(s): February 10 and 24

Council Agenda Item #14: Adjournment

Motion made by D. Morrell, seconded by J. Theriault, to adjourn the meeting at 7:22 p.m. (6 yes) So voted.

Jayne R. Farrin, Secretary

General Ledger Summary Report

Fund(s): ALL

December

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ----		Balance Net
				Debits	Credits	
1 - Gen Fund	-1,194.68	500,303.07	0.00	64,428,857.24	64,929,160.31	0.00
Assets	9,131,539.53	9,222,236.09	-246,358.83	31,079,230.88	30,459,124.67	9,842,342.30
101-00 CASH (BANK OF MAINE)	3,858,325.90	3,761,391.25	60,888.84	16,295,446.19	15,888,491.62	4,168,345.82
102-00 RECREATION ACCOUNTS	29,977.19	34,080.26	3,495.41	3,495.41	0.00	37,575.67
103-00 NYLANDER CHECKING	0.00	0.00	0.08	918.33	0.00	918.33
110-00 SECTION 125 CHECKING FSA	9,580.11	9,652.30	-1,222.48	21,307.74	19,367.88	11,592.16
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	-12,122.35	111,355.76	77,645.83	33,709.93
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	524.07	3,120.33	0.00	236,316.64
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	5,192.32	225,232.31	220,156.60	8,095.48
124-00 GAS INVENTORY	13,365.78	6,548.32	6,827.91	93,902.67	81,526.62	18,924.37
125-00 ACCOUNTS RECEIVABLE	14,467.20	186,689.25	290,125.23	646,264.13	520,265.64	312,687.74
126-00 SWEETSOFT RECEIVABLES	533,407.36	564,626.28	-17,514.04	1,696,321.02	1,688,131.19	572,816.11
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	-6,045.33	0.00	6,045.33	60,115.83
180-00 DR. CARY CEMETERY INVESTMENT	1,159.90	1,160.79	-29.06	3.53	29.95	1,134.37
181-00 HAMILTON LIBRARY TR. INVEST	1,736.78	1,748.17	11.65	45.78	0.00	1,793.95
182-00 KNOX LIBRARY INVESTMENT	9,783.86	9,828.91	55.42	208.20	0.00	10,037.11
183-00 CLARA PIPER MEM INV	668.63	669.17	0.51	2.03	0.00	671.20
184-00 JACK ROTH LIBRARY INVEST	27,126.73	27,299.68	-4,227.09	612.28	4,380.11	23,531.85
185-00 KEN MATTHEWS SCHOLARSHIP FUN	7,377.01	7,385.56	29.64	79.88	0.00	7,465.44
187-00 DOROTHY COOPER MEM INV	58,988.30	59,248.87	-3,684.69	1,137.94	4,000.00	56,386.81
189-00 MARGARET SHAW LIBRARY INV	12,876.89	12,894.19	24.53	97.09	0.00	12,991.28
190-00 GORDON ROBERTSON MEM INV	11,431.40	11,444.68	13.03	51.61	0.00	11,496.29
191-00 MEMORIAL INVESTMENT	6,089.25	6,101.18	13.08	52.53	0.00	6,153.71
192-00 G. HARMON MEM INV	6,735.66	6,743.77	7.68	30.41	0.00	6,774.18
193-00 BARBARA BREWER FUND	5,321.93	5,332.25	-43.25	440.65	253.76	5,519.14
194-00 RODERICK LIVING TRUST	16,351.82	16,370.64	18.90	74.85	0.00	16,445.49
196-00 PHILIP TURNER LIBRARY INV	0.00	0.00	44.21	9,881.97	900.00	8,981.97
198-00 TAX ACQUIRED PROPERTY	118,383.08	96,383.08	-11,625.86	123,222.36	40,697.04	178,908.40
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	9,768.88	9,768.88	0.00
198-17 TAX ACQUIRED PROPERTY 2017	0.00	0.00	0.00	62,187.70	62,187.70	0.00
198-18 TAX ACQUIRED PROPERTY 2018	0.00	0.00	0.00	70,815.60	70,815.60	0.00
198-19 TAX ACQUIRED PROPERTY 2019	0.00	0.00	0.00	30,509.97	30,509.97	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	-519,201.18	8,326,260.02	7,478,661.25	829,395.74
200-20 2020 TAX RECEIVABLE	0.00	0.00	-8,129.95	1,530.50	33,368.54	-31,838.04
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	0.00	87.72	181,161.02	1,304.94
205-18 2018 LIENS RECEIVABLE	0.00	0.00	-5,988.36	369,922.47	214,463.82	155,458.65
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	-370.09	0.00	2,323.85	11,852.12

General Ledger Summary Report

Fund(s): ALL

December

01/31/2020

Page 2

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	-1,995.28	0.00	20,098.15	17,932.81
210-19 2019 PP TAX RECEIVABLE	-10,761.17	-10,761.17	-33,501.73	379,060.23	332,963.37	35,335.69
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	413,120.69	413,120.69	0.00
304-00 FICA W/H	0.00	0.00	0.00	535,236.50	535,236.50	0.00
305-00 MEDICARE WITHHOLDING	0.00	0.00	0.00	125,178.42	125,178.42	0.00
306-00 STATE WITHHOLDING	0.00	0.00	0.00	165,962.85	165,962.85	0.00
307-00 M.S.R.S. W/H	0.00	0.00	0.00	153,859.66	153,770.71	88.95
307-01 MSRS EMPLOYER	0.00	0.00	0.00	114,241.55	114,393.90	-152.35
308-00 AFLAC INSURANCE	-1.51	0.00	1.76	8,507.16	8,507.16	0.00
309-00 DHS WITHHOLDING	0.00	0.00	0.00	167.55	167.55	0.00
312-00 HEALTH INS. W/H	-23,946.38	-23,946.38	-1,520.99	268,982.43	271,424.46	-26,388.41
314-00 UNITED WAY W/H	0.00	0.00	0.00	156.00	156.00	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	8,124.00	8,124.00	0.00
316-00 COUNCIL #93 W/H	0.00	0.00	0.00	4,108.50	4,108.50	0.00
317-00 PW UNION INS	0.00	0.00	0.00	1,714.96	1,714.96	0.00
318-00 MMA INCOME PROTECTION	-6,223.43	-6,223.43	187.85	38,316.35	39,101.58	-7,008.66
319-00 REAL ESTATE TAX W/H	0.00	0.00	0.00	28,320.32	28,320.32	0.00
320-00 ICMA RETIREMENT CORP	0.00	0.00	0.00	191,148.91	191,148.91	0.00
320-01 ICMA EMPLOYER MATCH	0.00	0.00	0.00	40,789.54	40,789.54	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	1,250.00	1,250.00	0.00
322-00 RETIRED HEALTH INS PROGRAM	0.00	0.00	0.00	9,497.30	9,497.30	0.00
323-00 MMA SUPP. LIFE INSURANCE	-1,041.65	-1,041.65	6.56	11,485.06	11,943.96	-1,500.55
324-00 MISC. WITHHOLDING	0.00	0.00	0.00	1,516.00	1,516.00	0.00
325-00 DED. FOR VALIC	0.00	0.00	0.00	40,102.63	40,102.63	0.00
325-01 VALIC EMPLOYER MATCH	0.00	0.00	0.00	11,356.33	11,356.33	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	495.00	242,096.75	243,945.75	-1,849.00
331-00 BOAT REG FEE INLAND FISHERIES	-86.00	0.00	0.00	16,636.37	16,636.37	0.00
332-00 SNOWMOIBLE REG (F&W)	-7,615.00	0.00	9,544.82	32,322.07	32,322.07	0.00
333-00 ATV REGISTRATION (F&W)	0.00	0.00	45.00	37,566.70	37,566.70	0.00
335-00 PLUMBING PERMITS (ST. OF ME)	-898.75	-56.25	2,337.40	2,337.40	2,405.00	-123.85
336-00 CONCEALED WEAPON PERMIT	80.00	80.00	180.00	915.00	940.00	55.00
338-00 CONNOR EXCISE TAX	0.00	0.00	0.00	53,709.54	53,709.54	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	354.00	4,380.00	4,380.00	0.00
341-00 FISHING LICENSES (ST. OF ME)	-425.00	0.00	0.00	5,359.00	5,359.00	0.00
342-00 HUNTING LICENSES (ST. OF ME)	-2,034.00	0.00	438.00	9,947.00	9,947.00	0.00
347-00 NEPBA UNION PD	0.00	0.00	0.00	8,655.00	8,655.00	0.00

Liabilities	6,972,072.34	6,852,151.09	-136,307.14	7,434,358.89	8,119,436.44	7,537,228.64
and Fund	0.00	0.00	0.00	0.00	0.00	0.00
Balances	6,972,072.34	6,852,151.09	-136,307.14	7,434,358.89	8,119,436.44	7,537,228.64
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	524.07	0.00	3,120.33	236,316.64
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 ACQUISITIONS/EASEMENTS	33,340.00	33,340.00	0.00	0.00	0.00	33,340.00

General Ledger Summary Report

Fund(s): ALL

December

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	12,567.19	14,281.28	17,500.00	20,570.30
365-05 PARK IMPROVEMENT RESERVE	53,471.03	47,621.03	0.00	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	12.75	11,079.09	6,447.86	-9,458.33
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	-84.99	165.89	3,232.00	3,066.11
365-12 CRX/TOS RESERVE	3,474.46	3,306.53	-1,000.00	6,227.23	3,077.32	156.62
365-13 RECREATION - COLLINS POND	22,190.40	22,190.40	0.00	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	690.00	587.61	5,558.00	9,649.50
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	355.41	1,381.21	3,780.53	27,114.58
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	-176.59	1,011.22	1,000.00	0.00
367-01 POLICE DONATED FUNDS	29,180.67	28,700.67	-562.60	2,606.60	0.00	26,094.07
367-02 POLICE DEPT EQUIPMENT	33,727.26	33,727.26	-1,126.42	30,427.07	39,184.53	42,484.72
367-03 POLICE CAR RESERVE	-5,481.56	-5,481.56	-3,939.88	25,425.00	54,485.12	23,578.56
367-04 POLICE CAR VIDEO SYSTEM	3,128.75	3,128.75	0.00	0.00	0.00	3,128.75
367-05 DRINK GRANT PERSONNEL	16,421.50	16,233.50	2,660.37	12,259.85	12,138.98	16,112.63
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
367-09 NEW POLICE STATION	0.00	0.00	-653.80	653.80	0.00	-653.80
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	-1,450.00	2,250.00	0.00	4,164.90
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	60,000.00	4,885.00	60,000.00	73,015.00
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
369-04 HEALTH OFFICER	-500.00	0.00	0.00	500.00	500.00	0.00
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	-8,011.47	227,243.47	102,227.12	84,263.37
370-04 STREETS/ROADS RECONSTRUCTION	79,536.30	64,536.60	115,000.00	184,394.89	320,001.90	200,143.61
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	3,018.02	520.00	15,500.10	-77,173.67
370-07 PW BUILDING RESERVE	28,712.00	28,712.00	0.00	2,933.28	47,788.00	73,566.72
370-09 RIVER ROAD	-60,338.59	-60,521.08	0.00	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

General Ledger Summary Report

Fund(s): ALL

December

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ----		Balance Net
				Debits	Credits	
1 - Gen Fund CONT'D						
371-02 ASSESSING COMPUTER RESERVE	1,200.50	1,200.50	0.00	0.00	0.00	1,200.50
371-03 AERIAL PHOTOGRAPHY	2,700.00	2,700.00	0.00	0.00	0.00	2,700.00
371-04 ASSESSING OFFICE EQUIPMENT	730.00	730.00	0.00	0.00	0.00	730.00
371-05 ASSESSING TRAVEL & TRAINING	1,617.11	0.00	-216.91	1,466.91	1,250.00	-216.91
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	-10,885.00	19,670.00	8,785.00	0.00
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	-16,170.00	19,641.21	340.00	48,460.46
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	-23,559.30	44,555.30	30,918.60	-8,951.75
373-12 NBRC BIRDS EYE	-43,764.22	-43,764.22	-9,750.00	178,521.56	184,986.90	-37,298.88
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	-12,122.35	77,645.83	111,355.76	33,709.93
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	-2,123.72	87,555.60	7,768.07	13,257.71
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	-2,318.75	6,099.50	9,274.99	8,385.33
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	3,495.41	0.00	3,495.41	37,575.67
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	6,045.33	1,343.37	6,045.33	360,961.54
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	-1,710.10	1,710.10	0.00	49,354.77
407-00 COUNTY TAX	2.13	2.13	0.00	504,288.00	504,288.00	2.13
415-00 LIONS COMMUNITY CENTER RESER\	16,056.20	16,056.20	0.00	0.00	0.00	16,056.20
417-00 COMPENSATED ABSENCES	173,757.17	173,757.17	0.00	64,196.98	23,000.00	132,560.19
419-00 DUE FROM CDC (1280)	66,161.16	66,161.16	-6,045.33	6,045.33	0.00	60,115.83
421-00 DEFERRED TAX REVENUE	1,166,440.20	1,113,076.45	-12,215.92	12,215.92	0.00	1,100,860.53
422-00 KEN MATTHEWS SCHOLARSHIP FUN	7,377.01	7,385.56	29.64	14,791.14	14,871.02	7,465.44
423-00 DR. CARY CEMETERY TRUST FUND	1,159.90	1,160.79	0.89	29.95	3.53	1,134.37
424-00 HAMILTON LIBRARY TRUST FUND	1,736.78	1,748.17	11.65	0.00	45.78	1,793.95
425-00 KNOX LIBRARY MEMORIAL FUND	9,783.86	9,828.91	55.42	0.00	208.20	10,037.11
426-00 CLARA PIPER MEM FUND	668.63	669.17	0.51	0.00	2.03	671.20
427-00 JACK ROTH LIBRARY MEM FUND	27,126.73	27,299.68	-160.13	4,380.11	612.28	23,531.85
429-00 BARBARA BREWER FUND	5,321.93	5,332.25	10.51	253.76	440.65	5,519.14
430-00 D. COOPER MEM FUND	58,988.30	59,248.87	315.31	4,000.00	1,137.94	56,386.81
432-00 MARGARET SHAW LIBRARY MEMORI	12,876.89	12,894.19	24.53	0.00	97.09	12,991.28
433-00 GORDON ROBERTSON MEM FUND	11,431.40	11,444.68	13.03	0.00	51.61	11,496.29
434-00 MEMORIAL INVESTMENT	6,089.25	6,101.18	13.08	0.00	52.53	6,153.71
435-00 RODERICK LIVING TRUST	16,351.82	16,370.64	18.90	0.00	74.85	16,445.49
436-00 AMBULANCE REIMBURSEMENT	10,858.66	11,239.52	0.00	8,858.01	10,863.91	13,245.42
437-00 DEFERRED AMBULANCE REVENUE	621,584.90	564,626.28	8,189.83	0.00	8,189.83	572,816.11

General Ledger Summary Report

Fund(s): ALL
December

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ----		Balance Net
				Debits	Credits	
1 - Gen Fund CONT'D						
438-00 PHILIP TURNER LIBRARY MEMORIAL	0.00	0.00	44.21	10,671.62	19,653.59	8,981.97
441-00 AMBULANCE FUND BALANCE	1,005.62	1,005.62	0.00	0.00	0.00	1,005.62
447-00 EMA EQUIP RESERVE	1,991.79	1,991.79	0.00	0.00	0.00	1,991.79
448-00 NYLANDER DONATIONS	2,000.00	2,000.00	0.00	2,000.00	0.00	0.00
450-00 RESOURCE RESERVE ACCOUNT	0.00	0.00	181,505.76	0.00	181,505.76	181,505.76
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	-2,059.88	14,433.44	11,135.86	10,798.87
462-00 CDBG HOUSING REHABILITATION	3,879.87	3,879.87	0.00	0.00	0.00	3,879.87
463-00 MISC EVENTS	-1,090.86	-1,090.86	0.00	0.00	0.00	-1,090.86
465-00 THURSDAYS ON SWEDEN	2,133.91	2,133.91	0.00	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	-4,462.94	46,013.24	32,770.45	-39,437.73
469-00 DENTAL INSURANCE	1,339.99	1,339.99	186.29	14,649.85	15,560.62	2,250.76
470-00 EYE INUSRANCE	540.18	540.18	7.01	3,133.79	3,220.84	627.23
471-00 RC2 TIF	27,498.34	17,545.04	-6,875.00	25,584.50	34,691.09	26,651.63
472-00 ANIMAL WELFARE	4,357.00	4,407.00	728.00	74.79	3,592.00	7,924.21
477-00 LED STREET LIGHTS	35,558.00	35,558.00	651.60	292,918.83	321,080.00	63,719.17
478-00 G. HARMON MEM FUND	6,735.66	6,743.77	7.68	0.00	30.41	6,774.18
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	1,600.00	0.00	97,457.76	482,928.15
483-03 DUE TO FUND 3	491,541.76	491,541.76	15,061.43	0.00	100,098.25	591,640.01
483-04 DUE TO FUND 4	240,462.42	240,462.42	8,155.93	0.00	50,935.68	291,398.10
483-05 DUE TO FUND 5	2,354,245.13	2,354,245.13	50,318.83	-2,500.00	426,294.14	2,783,039.27
484-02 DUE FROM FUND 2	-349,286.23	-352,898.09	-6,904.84	99,178.96	0.00	-452,077.05
484-03 DUE FROM FUND 3	-401,040.09	-401,219.55	-6,070.05	89,642.29	0.00	-490,861.84
484-04 DUE FROM FUND 4	-232,570.46	-232,853.98	-3,513.69	46,433.03	0.00	-279,287.01
484-05 DUE FROM FUND 5	-1,745,229.93	-1,746,032.86	-149,359.07	453,460.05	0.00	-2,199,492.91
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	2,117.77	0.00	10,645.33	10,645.33
493-00 RSU 39 COMMITMENT	-1,082,828.22	-1,082,828.22	-315,932.37	3,697,292.70	3,697,293.00	-1,082,827.92
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	-72.40	1,192.00	1,192.00	0.00
497-00 DEATH RECORDS STATE FEE	160.00	0.00	-176.40	1,552.40	1,552.40	0.00
498-00 MARRIAGE RECORDS STATE FEE	14.00	0.00	-33.60	390.40	390.40	0.00
Fund Balance	2,160,661.87	1,869,781.93	-110,051.69	25,915,267.47	26,350,599.20	2,305,113.66
500-00 EXPENDITURE CONTROL	0.00	0.00	-930,711.67	10,403,485.30	10,403,485.30	0.00
510-00 REVENUE CONTROL	0.00	0.00	816,633.89	15,683,284.17	15,914,451.81	231,167.64
600-00 FUND BALANCE	2,160,661.87	1,869,781.93	4,026.09	-171,502.00	32,662.09	2,073,946.02
2 - Snowmoible Trail Maintenance	0.00	0.00	0.00	289,985.72	289,985.72	0.00
Assets	0.00	0.00	0.00	0.00	0.00	0.00
Liabilities	2,456.10	5,456.02	-33,384.88	164,738.18	183,608.66	24,326.50
and Fund	0.00	0.00	0.00	0.00	0.00	0.00
Balances	2,456.10	5,456.02	-33,384.88	164,738.18	183,608.66	24,326.50
365-11 TRAIL MAINTENANCE RESERVE	38,640.26	38,028.32	-38,689.72	67,280.42	84,429.70	55,177.60
483-01 DUE TO FUND 1	349,286.23	352,898.09	6,904.84	0.00	99,178.96	452,077.05

General Ledger Summary Report

Fund(s): ALL
December

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ----		Balance Net
				Debits	Credits	
2 - Snowmoible Trail Maintenance CONT'D						
484-01 DUE FROM FUND 1	-385,470.39	-385,470.39	-1,600.00	97,457.76	0.00	-482,928.15
Fund Balance	-2,456.10	-5,456.02	33,384.88	125,247.54	106,377.06	-24,326.50
500-00 Expense Control	0.00	0.00	-6,540.12	72,223.54	61,417.13	-10,806.41
510-00 Revenue Control	0.00	0.00	39,925.00	43,750.00	44,959.93	1,209.93
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	282,092.54	282,092.54	0.00
Assets	0.00	0.00	0.00	0.00	0.00	0.00
Liabilities	-44,546.85	-44,367.39	-8,991.38	100,098.25	93,581.00	-50,884.64
and Fund	0.00	0.00	0.00	0.00	0.00	0.00
Balances	-44,546.85	-44,367.39	-8,991.38	100,098.25	93,581.00	-50,884.64
409-00 HOUSING RESERVE	45,954.82	45,954.82	0.00	0.00	3,938.71	49,893.53
483-01 DUE TO FUND 1	401,040.09	401,219.55	6,070.05	0.00	89,642.29	490,861.84
484-01 DUE TO FUND 1	-491,541.76	-491,541.76	-15,061.43	100,098.25	0.00	-591,640.01
Fund Balance	44,546.85	44,367.39	8,991.38	181,994.29	188,511.54	50,884.64
500-00 Expense Control	0.00	0.00	-6,070.05	89,642.29	92,352.00	2,709.71
510-00 Revenue Control	0.00	0.00	15,061.43	90,000.00	96,159.54	6,159.54
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	148,155.71	148,155.71	0.00
Assets	0.00	0.00	0.00	0.00	0.00	0.00
Liabilities	-7,891.96	-7,608.44	-4,642.24	50,935.68	46,433.03	-12,111.09
and Fund	0.00	0.00	0.00	0.00	0.00	0.00
Balances	-7,891.96	-7,608.44	-4,642.24	50,935.68	46,433.03	-12,111.09
483-01 DUE TO FUND 1	232,570.46	232,853.98	3,513.69	0.00	46,433.03	279,287.01
484-01 DUE FROM FUND 1	-240,462.42	-240,462.42	-8,155.93	50,935.68	0.00	-291,398.10
Fund Balance	7,891.96	7,608.44	4,642.24	97,220.03	101,722.68	12,111.09
500-00 Expense Control	0.00	0.00	-3,513.69	46,433.03	46,657.68	224.65
510-00 Revenue Control	0.00	0.00	8,155.93	50,787.00	50,787.00	0.00
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	1,284,927.19	1,284,927.19	0.00
Assets	0.00	0.00	0.00	0.00	0.00	0.00
Liabilities	-174,645.36	-173,842.43	99,040.24	471,722.06	499,763.79	-145,800.70
and Fund	0.00	0.00	0.00	0.00	0.00	0.00
Balances	-174,645.36	-173,842.43	99,040.24	471,722.06	499,763.79	-145,800.70
473-00 DOWNTOWN TIF	166,303.40	166,303.40	0.00	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

General Ledger Summary Report

Fund(s): ALL

December

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ----		Balance Net
				Debits	Credits	
5 - ECONOMIC DEV CONT'D						
483-01 DUE TO FUND 1	1,745,229.93	1,746,032.86	149,359.07	0.00	453,460.05	2,199,492.91
484-01 DUE FROM FUND 1	-2,354,245.13	-2,354,245.13	-50,318.83	426,294.14	-2,500.00	-2,783,039.27
Fund Balance	174,645.36	173,842.43	-99,040.24	813,205.13	785,163.40	145,800.70
500-00 Expense Control	0.00	0.00	-101,359.07	395,516.86	424,146.70	28,629.84
510-00 Revenue Control	0.00	0.00	2,318.83	417,688.27	335,672.70	-82,015.57
600-00 Fund Balance	174,645.36	173,842.43	0.00	0.00	25,344.00	199,186.43
Final Totals	-1,194.68	500,303.07	0.00	66,434,018.40	66,934,321.47	0.00

Expense Summary Report

Fund: 1
December

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
10 - GENERAL GOVERNMENT	771,977.00	245,077.91	911,593.50	-139,616.50	118.09
17 - HEALTH & SANITATION	250,196.00	21,305.00	250,160.00	36.00	99.99
18 - MUNICIPAL BUILDING	57,504.00	8,645.62	58,304.45	-800.45	101.39
20 - GENERAL ASSISTANCE	62,997.00	2,699.34	47,885.13	15,111.87	76.01
22 - TAX ASSESSMENT	272,260.00	21,507.19	255,750.14	16,509.86	93.94
25 - LIBRARY	214,484.00	24,331.49	217,377.28	-2,893.28	101.35
31 - FIRE/AMBULANCE DEPARTMENT	2,264,481.00	197,605.05	2,261,216.17	3,264.83	99.86
35 - POLICE DEPARTMENT	1,697,460.00	136,211.47	1,668,034.23	29,425.77	98.27
38 - PROTECTION	414,020.00	29,133.24	419,793.64	-5,773.64	101.39
39 - CARIBOU EMERGENCY MANAGEMENT	16,074.00	2,382.76	16,830.18	-756.18	104.70
40 - PUBLIC WORKS	2,298,861.00	172,824.09	2,210,450.49	88,410.51	96.15
50 - RECREATION DEPARTMENT	503,821.00	46,564.09	497,401.40	6,419.60	98.73
51 - PARKS	154,445.00	11,509.75	166,053.53	-11,608.53	107.52
60 - AIRPORT	39,928.00	4,681.95	59,025.42	-19,097.42	147.83
61 - CARIBOU TRAILER PARK	14,733.00	3,448.97	14,733.00	0.00	100.00
65 - CEMETERIES	6,850.00	0.00	5,950.00	900.00	86.86
70 - INS & RETIREMENT	95,050.00	2,212.15	76,600.00	18,450.00	80.59
75 - CONTRIBUTIONS	4,600.00	0.00	5,600.00	-1,000.00	121.74
80 - UNCLASSIFIED	29,250.00	571.60	26,232.44	3,017.56	89.68
85 - CAPITAL IMPROVEMENTS	739,806.00	0.00	739,806.00	0.00	100.00
Final Totals	9,908,797.00	930,711.67	9,908,797.00	0.00	100.00

Expense Summary Report

Fund: 2
December

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
52 - SNOWMOBILE TRAIL MAINTENANCE	53,024.00	6,540.12	63,830.41	-10,806.41	120.38
Final Totals	53,024.00	6,540.12	63,830.41	-10,806.41	120.38

Expense Summary Report

Fund: 3
December

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
24 - HOUSING	92,352.00	6,070.05	89,642.29	2,709.71	97.07
Final Totals	92,352.00	6,070.05	89,642.29	2,709.71	97.07

Expense Summary Report

Fund: 4
December

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
96 - SECTION 8 - FSS PROGAM	46,509.00	3,513.69	46,284.35	224.65	99.52
Final Totals	46,509.00	3,513.69	46,284.35	224.65	99.52

Expense Summary Report

Fund: 5
December

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
11 - ECONOMIC DEVELOPMENT	354,816.00	100,360.41	325,122.85	29,693.15	91.63
12 - NYLANDER MUSEUM	10,013.00	998.66	11,076.31	-1,063.31	110.62
Final Totals	364,829.00	101,359.07	336,199.16	28,629.84	92.15

Revenue Summary Report

Fund: 1
December

Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
10 - GENERAL GOVERNMENT	6,749,673.04	202,327.71	6,911,383.17	-161,710.13	102.40
17 - HEALTH & SANITATION	170,000.00	0.00	170,000.00	0.00	100.00
18 - MUNICIPAL BUILDING	4,900.00	783.33	5,349.96	-449.96	109.18
20 - GENERAL ASSISTANCE	25,300.00	4,315.80	20,760.12	4,539.88	82.06
22 - TAX ASSESSMENT	777,855.62	295,360.83	780,705.27	-2,849.65	100.37
23 - CODE ENFORCEMENT	6,000.00	215.00	11,165.00	-5,165.00	186.08
25 - LIBRARY	6,650.00	548.85	6,427.61	222.39	96.66
31 - FIRE/AMBULANCE DEPARTMENT	1,459,503.00	111,892.45	1,483,554.23	-24,051.23	101.65
35 - POLICE DEPARTMENT	111,970.00	29,290.22	122,243.73	-10,273.73	109.18
39 - CARIBOU EMERGENCY MANAGEMENT	2,600.00	0.00	2,600.00	0.00	100.00
40 - PUBLIC WORKS	203,415.00	153,527.50	204,373.00	-958.00	100.47
50 - RECREATION DEPARTMENT	24,000.00	1,012.00	18,391.25	5,608.75	76.63
51 - PARKS	2,250.00	0.00	1,612.31	637.69	71.66
60 - AIRPORT	19,000.00	12,735.20	55,718.65	-36,718.65	293.26
61 - CARIBOU TRAILER PARK	18,000.00	4,625.00	18,000.00	0.00	100.00
Final Totals	9,581,116.66	816,633.89	9,812,284.30	-231,167.64	102.41

Revenue Summary Report

Fund: 2
December

Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
52 - SNOWMOBILE TRAIL MAINTENANCE	43,750.00	39,925.00	44,959.93	-1,209.93	102.77
Final Totals	43,750.00	39,925.00	44,959.93	-1,209.93	102.77

Revenue Summary Report

Fund: 3
December

Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
24 - HOUSING	90,000.00	15,061.43	96,159.54	-6,159.54	106.84
Final Totals	90,000.00	15,061.43	96,159.54	-6,159.54	106.84

Revenue Summary Report

Fund: 4
December

Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
96 - SECTION 8 - FSS PROGAM	50,787.00	8,155.93	50,787.00	0.00	100.00
Final Totals	50,787.00	8,155.93	50,787.00	0.00	100.00

Revenue Summary Report

Fund: 5
December

Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
11 - ECONOMIC DEVELOPMENT	417,688.27	2,318.75	334,754.37	82,933.90	80.14
12 - NYLANDER MUSEUM	0.00	0.08	918.33	-918.33	----
Final Totals	417,688.27	2,318.83	335,672.70	82,015.57	80.36

City of Caribou
Investment Report
December 2019

Financial Institution	Investment & Type	Purchase/Reinvest Date	Maturity Date	Length (Days)	Purchase Price	Interest Rate	Estimated Earnings	Amount Int Rec During Period	Market Value
Machias Savings Bank	General Checking Acct					0.30%		17,300.38	4,168,345.82
Machias Savings Bank	Section 125 Checking Acct					0.30%		250.38	45,302.09
ACFS & Loans	Certificate of Deposit	8/9/2015	8/9/2020	1825	3,000,000.00	3.00%	450,000.00	22,101.52	3,000,000.00
Machias Savings Bank	RLF #10 Checking Acct (Loan fund Adm By CDCG) (Originated from State of Maine Grant)					0.30%		790.14	236,316.64
Trust Funds									
ACFS & Loans	Dr. Cary Cemetery (Savings acct)					0.15%		0.89	1,134.37
ACFS & Loans	Clara Piper Mem Fund (Savings Acct)					0.15%		0.51	671.20
ACFS & Loans	The Roderick Living Trust (Money Market)	5/4/2017			21,810.76	0.25%		18.90	16,445.49
ACFS & Loans	Hamilton Library Trust (CD)	9/25/2018	9/25/2021	1095	1,744.65	2.55%	133.47	11.65	1,793.95
ACFS & Loans	Knox Library Trust (CD)	4/13/2018	4/13/2023	1825	3,195.30	2.20%	351.48	18.56	3,310.38
ACFS & Loans	Knox Library Trust (CD)	4/9/2019	4/8/2020	365	6,600.64	1.60%	105.61	36.86	6,726.73
ACFS & Loans	Jack Roth Library Trust(CD)	4/13/2018	4/13/2023	1825	30,926.67	2.20%	3,401.93	153.02	23,531.85
County Federal Credit Union	Dorothy Cooper Scholarship (CD)	7/19/2019	7/19/2020	365	59,816.48	2.10%	1,256.15	315.31	56,386.81
County Federal Credit Union	Philip Turner Library Mem(CD)	10/30/2019	10/30/2020	365	8,950.27	2.05%	183.48	44.21	8,981.97
Machias Savings Bank	Margaret Shaw Library Mem(CD)	12/24/2018	12/24/2020	730	12,892.07	0.75%	193.38	24.53	12,991.28
Machias Savings Bank	Gordon Robertson Mem(CD)	9/12/2019	9/12/2020	365	11,480.57	0.45%	51.66	13.03	11,496.29
ACFS & Loans	Memorial Investment(CD)	12/16/2019	3/16/2020	91	6,140.63	0.850%	13.01	13.08	6,153.71
Machias Savings Bank	G. Harmon Memorial(CD)	5/11/2019	5/11/2020	365	7,016.02	0.45%	31.57	7.68	6,774.18
County Federal Credit Union	Ken Matthews Scholarship(CD)	11/24/2019	5/24/2020	180	7,453.41	1.55%	56.97	29.64	7,465.44
Machias Savings Bank	Barbara Brewer Fund(CD)	8/12/2017	8/12/2020	1095	5,457.43	0.75%	122.79	10.51	5,519.14

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

CITIZEN BOARD APPLICATION FORM

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

Name: Wanda M Theriault

Physical Address: 4 Elizabeth Ave

Mailing Address: same

Phone Number: 207-557-8161 Home _____ Work _____

Cell _____ Email _____

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

Maine Ed. Assoc
Foreign Lang. Assoc of Maine
Teacher's Organizations

Education: M. Ed

Present Employer Name & Address:

Retired

Job Title:

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

Are you willing to serve on ANY committee if needed?

YES NO

Wanda M. Theriault *It would depend on the committee*

Signature of Applicant

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

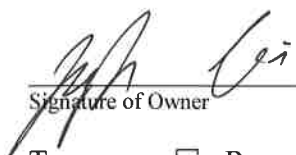
DIVISION USE ONLY	
License No:	
Diagram:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Town Approval:	<input type="checkbox"/> Yes <input type="checkbox"/> No

REQUEST FOR EXTENSION OF LICENSE ON PREMISE

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

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

Northern Maine Brewing Company, LLC


Signature of Owner

Joseph Gervais
Printed Name of Owner

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

Start Date: March 21, 2020 End Date (if applicable): _____

Reason for this request: Mega Meltdown Vintage Snowmobile Races

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

Outdoor Restrictions:

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

TO STATE OF MAINE MUNICIPAL OFFICERS & COUNTY COMMISSIONERS:

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

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

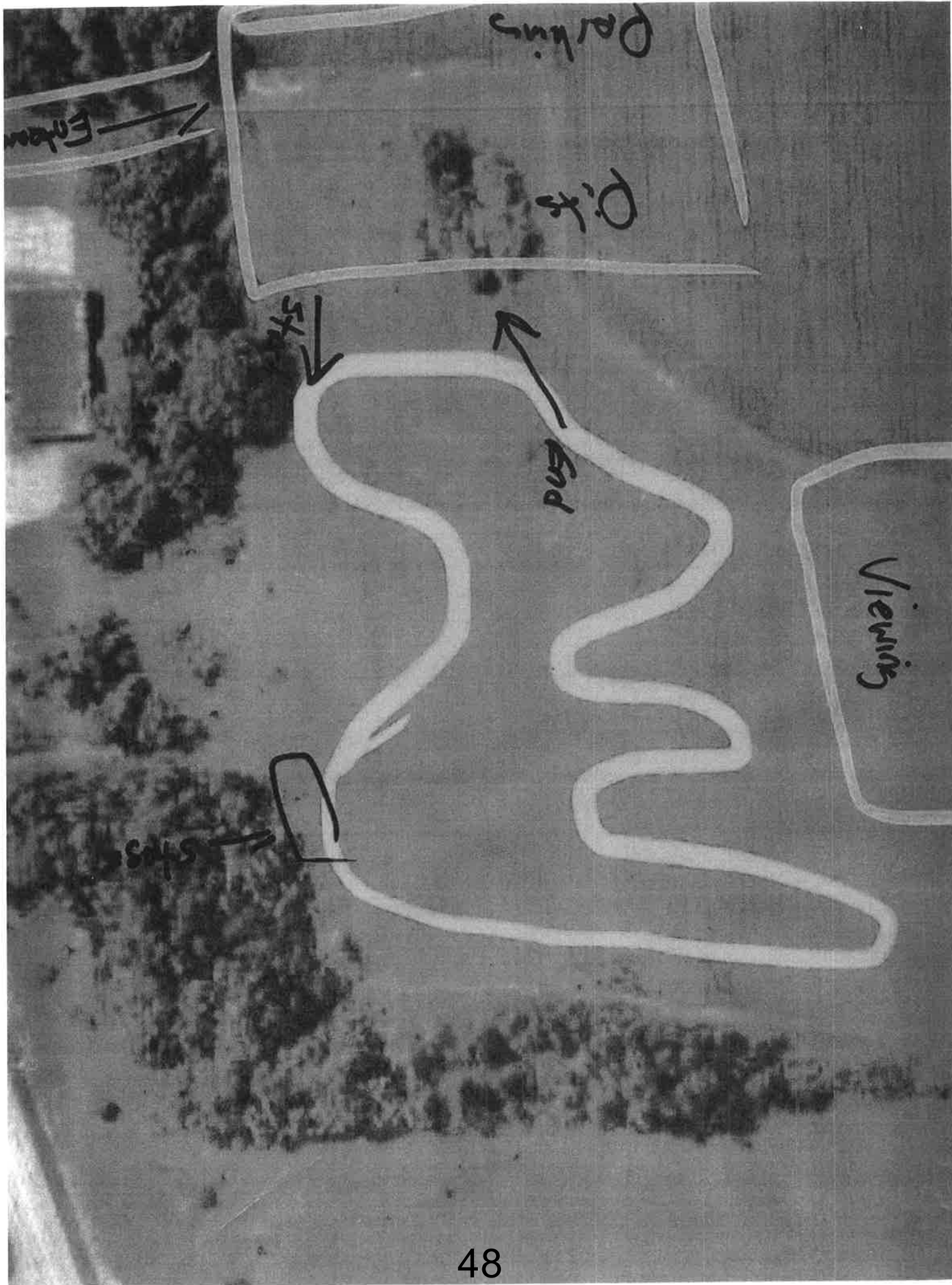
On: _____
Date

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

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

EXTENSION of premise ON

6/2017



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



MEMO

TO: Caribou City Council Members
FROM: Dennis Marker, City Manager
RE: 212 Old Washburn Rd Property Reclamation
DATE: February 6, 2020

DISCUSSION AND POSSIBLE ACTION ITEM

The subject property was tax acquired in 2019. Taxes owed on the property from 2017-2019 are \$1,615.33. With interest and charges as of January 31 the total amount owed to reclaim the property was \$1,830.08.

The City notified the previous owner that they had until January 31, 2019 to reclaim their property or the city would put it out for public bid. On January 31, a representative of the owner paid \$1,700 cash toward the reclamation and is petitioning the Council to accept such as payment in full on the property.

Council Action Needed:

- 1) Decision to accept the \$1,700 payment as payment in full on the account, and thus waiving roughly \$135 of interest and other charges.

**RE Account 466 Detail
as of 01/31/2020**

Name: CARIBOU, CITY OF

Location: 212 OLD WASHBURN ROAD

Acreage: 1 Map/Lot: 007-011-A

Book Page: B2717P9, B5669P230

Land: 17,700
Building: 19,500
Exempt 20,000
Total: 17,200

2019-1 Period Due:
1) 435.24

Ref1:
Mailing 25 HIGH STREET
Address: CARIBOU ME 04736

Year/Rec #	Date	Reference	P C	Principal	Interest	Costs	Total
2019-1 R	07/24/19	Original		422.26	0.00	0.00	422.26
	Billed To:						
		CURINT		0.00	-12.98	0.00	-12.98
		Total		422.26	12.98	0.00	435.24
2018-1 L	07/16/18	Original		407.64	0.00	0.00	407.64
	Billed To:						
	4/19/2019	DEMAND	A 3	0.00	0.00	-9.80	-9.80
			Demand Fees				
17467	05/24/19	Liened		407.64	21.38	54.60	483.62
		CURINT		0.00	-22.83	0.00	-22.83
		Total		407.64	44.21	54.60	506.45
2017-1 L	07/12/17	Original		889.08	0.00	0.00	889.08
	Billed To:						
	4/13/2018	DEMAND	A 3	0.00	0.00	-9.67	-9.67
			Demand Fees				
17276	05/18/18	Liened		889.08	39.76	54.34	983.18
290474	5/31/2018	CHGINT	1 I	0.00	-2.25	0.00	-2.25
290474	5/31/2018		A P	103.65	42.01	54.34	200.00
	10/11/2019	CHGINT	A I	0.00	-76.06	0.00	-76.06
	10/11/2019	FCFEES	A L	0.00	0.00	-9.80	-9.80
			Lien Maturity Fee				
		CURINT		0.00	-17.10	0.00	-17.10
		Total		785.43	93.16	9.80	888.39
2016-1 R				0.00	0.00	0.00	0.00
2015-1 R				0.00	0.00	0.00	0.00
2014-1 R				0.00	0.00	0.00	0.00
Account Totals as of 01/31/2020				1,615.33	150.35	64.40	1,830.08

*

Per Diem

2019-1	0.1056
2018-1	0.0906
2017-1	0.1527
Total	0.3489

Exempt Codes: 10 - Municipal

Note: Payments will be reflected as positive values and charges to the account will be represented as negative values.

* Michael Tompkins Paid \$1,700.00/100
on 1-31-2020 with the knowledge of
Council approval. 50

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



MEMO

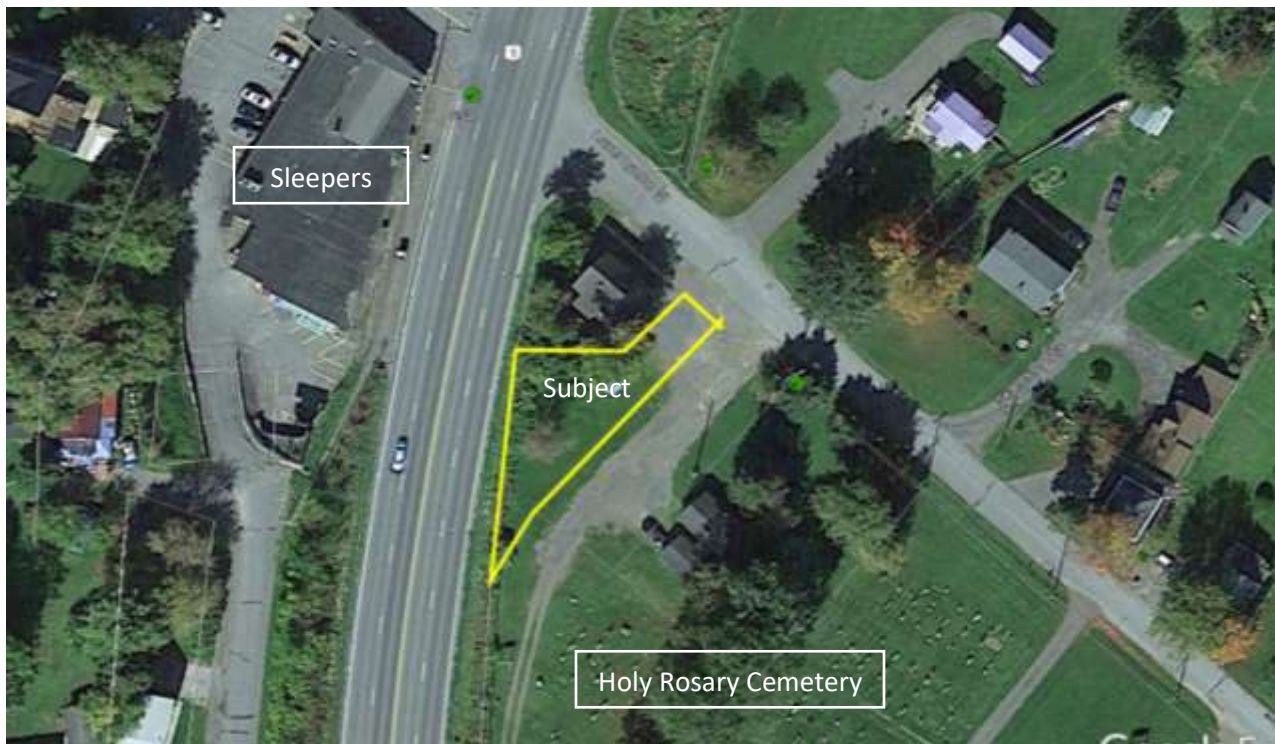
TO: Caribou City Council Members
FROM: Dennis Marker, City Manager
RE: Bid for 7 Lower Lyndon Street
DATE: February 6, 2020

DISCUSSION AND POSSIBLE ACTION ITEM

The city received a bid of \$166.22 for 0.07 acres at 7 Lower Lyndon Street. This property was tax acquired in 2017 for the tax amount owed of \$166.22. The current balance on the account is nearer \$373. This property was listed available for public bid for the past two years and adjacent property owners were sent notice of its availability. No other interest other than the recent bid has been received to date.

Council Action Needed:

- 1) Decision to accept the offered bid amount of \$166.22 to cover any account balances and authorize city staff to execute conveyance deeds to the bidder.



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



MEMO

TO: Caribou City Council Members
FROM: Dennis Marker, City Manager
RE: Bid for 142 Lower Lyndon Street
DATE: February 6, 2020

DISCUSSION AND POSSIBLE ACTION ITEM

The City recently closed the bidding process for the old power plant property, which was tax acquired last year. The requested minimum bid was \$150,000 to cover city costs and Caribou Utility District (CUD) amounts indicated as due. No bids were received however, city administration was contacted by two parties expressing interest in the property if it was to be sold nearer \$100,000.

It is recommended that the Council authorize re-advertising this property for public bid with a minimum bid amount of \$95,000. This bid amount would cover the current account balance on the property (\$70,210 as of February 6) and roughly \$10,000 of additional city costs incurred since tax acquisition. Any amounts received over the city's \$80,210 would be received as property sale revenue or applied toward current CUD accounts in accordance with the city's interlocal agreement with CUD.

Council Action Needed:

- 1) Decision to re-advertise the powerplant property for public bid with a minimum bid amount of \$95,000.

The bidding opportunity would be noticed in the regional newspapers with a closing date of February 30 and presentation made to the City Council during its March 9 meeting.



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



MEMO

TO: Caribou City Council Members
FROM: Dennis Marker, City Manager
RE: 2020 Council Priorities
DATE: February 6, 2020

DISCUSSION ITEM

The following list has been generated based on feedback received from the City Council.

Scores represent the priorities set by the individual councilors with higher scores indicating higher interest (e.g. 5 = high interest, 1=some interest, blank = no interest). If a councilor merely voted for items rather than set a priority, then an average score was assigned to each item indicated.



TAX ASSESSMENT / BUILDING PERMIT OFFICE
CARIBOU, MAINE

25 High Street
Caribou ME 04736
(207) 493 – 3324 X 3
FAX: 498-3954
pthompson@cariboumaine.org

To: City Manager Dennis Marker & Caribou City Council
From: Penny Thompson, Tax Assessor / Chief Building Official
Date: February 5, 2020
Re: Business Personal Property Information

A primary responsibility of the department is to discover, list, measure and value both real and personal property located within the City of Caribou. There are different tools available to accomplish each task. This memo focuses on the methodology used when opening a new account for business personal property.

The request: At the January 13 Caribou City Council meeting, Councilor Morrell observed that with one current assessing practice effectively “up to \$1,000 is forgiven; you don’t pay any personal property” and for that reason he would like a discussion to “vote in favor of businesses to get a \$1,000 credit prior to their personal property taxes being levied against them. If we can let \$1,000 go over here, we should surely be able to let \$1,000 go over here on the people who are paying.”

The dilemma: What this department characterizes as an operational efficiency is viewed by others as a credit for some (but not all) businesses.

History: It is the practice of the department to collect asset lists for new businesses. When the amount of taxable value is determined to be less than \$1,000 – it is considered “too minimal to bill” and no account is created in Trio (the software used by the City to track assessments and create tax bills). Title 36 MRSA §328, recognizes the “freedom, invention and individual means of the municipality by which said standards will be met.” The standards referenced being the requirement to ascertain the amount and value of real estate and personal property as of the first day each April. (36 MRSA §708)

Why \$1,000: Title 36 MRSA §655.P exempts “all items of individually owned personal property with a just value of less than \$1,000, except: (1) Items used for industrial or commercial purposes; and (2) Vehicles as defined in section 1481 that are not subject to an excise tax.”

Why not bill: The justification for not billing these small amounts could be tied to the allowance of minimal amounts of personal property tax to be removed from the municipal books. Title 36 MRSA §760-A states “After the date for perfection of collections, municipal officers may discharge collectors from any obligation to collect unpaid personal property taxes that the municipal officers determine are too small or too burdensome to collect economically and authorize the municipal treasurer to remove those taxes from the municipal books.” To quote the 2019 MMA Assessment Manual page 171, “There is no similar abatement authority for real property taxes.”

MRS opinion: I asked the Maine Revenue Services field representative in the area if this practice was wrong and the response was to remind me of the duty to follow state statute, in particular Title 36 MRSA §655.P (quoted above) which exempts “all items of individually owned personal property with a just value of less than \$1,000, except: (1) Items used for industrial or commercial purposes; and (2) Vehicles as defined in section 1481 that are not subject to an excise tax.” He also commented that “with further research there are a few towns that do not assess any business that has less than \$500 in taxable value, their reasoning behind that it would not be feasible.” He went on to say that it was acceptable for Caribou to have the current operational efficiency in place because “typically it is not feasible to assess any account with a value less than \$1,000.”

Note: There are accounts which currently have values less than \$1,000 due to depreciation, the disposal of assets over time and qualification of some assets for the BETE (Business Equipment Tax Exemption) program. This memo focuses on the creation of new accounts.

Discussion: According to a July 2014 Legal Notes entry in the Maine Townsman, “Neither a municipal legislative body (town meeting or town or city council) nor municipal assessors may opt out of assessing any personal property otherwise taxable under State law. Such a decision would be *ultra vires* (beyond their legal authority). If it were made by the legislative body, it would have no binding effect on assessors, who are public officials bound by State law. If made by the assessors themselves, it would be a breach of their oath to enforce the law. The reason is that the Maine Constitution expressly reserves to the Legislature alone the power of taxation (see Article IX §9). Thus, there is no municipal “home rule” to exempt any kind or amount of personal property that is taxable under State law (see e.g., *Thorndike v. Inhabitants of Camden*, 82 Me. 39 (1889)).

Conclusion: It is not lawful for the municipality to create an exemption or credit for any amount of personal property that is otherwise taxable under State law. If fairness is a concern, the solution is to create personal property accounts for all businesses regardless of taxable value.

Next Steps: The department is working on fine tuning personal property lists prior to mailing the §706 notices, exemption forms, and asset lists to businesses this spring. One department objective is to recode eligible property in eligible businesses so that businesses will need to put forth less effort into their BETE applications as it was discovered that many eligible businesses have not been applying for the exemption.

As a result of this year’s process, sixty-two businesses without current accounts have been identified (so far) and will receive information on reporting their business personal property.

The department will continue to promote all lawful exemption and reimbursement programs to taxpayers. There will be additional business outreach in 2020, including a scheduled event at the Caribou Wellness Center on Tuesday March 17 from 5:30 to 8pm for taxpayers to come in and receive help with forms outside the usual office hours of the department.

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



MEMO

TO: Caribou City Council Members
FROM: Dennis Marker, City Manager
RE: Council 2020 Priorities
DATE: February 6, 2020

DISCUSSION ITEM

A presentation will be given that outlines costs, revenue sources, and issues related to the Caribou EMS department conducting long-distance transfers. At the time of packet preparation, the presentation was not finalized.

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



MEMO

TO: Caribou City Council Members
FROM: Dennis Marker, City Manager
RE: Airport Services and Staffing
DATE: February 6, 2020

DISCUSSION ITEM

The Caribou airport is required to operate “at all times in a safe and serviceable condition”¹ all facilities which utilized federal funds for construction or maintenance. With regards to the Caribou municipal airport, that includes everything. More particularly the runways and aprons, hangars, and the 100LL fuel island.

The minimum standards to be met for maintenance are those required or prescribed by applicable Federal, State and local agencies “with due regard to climatic and flood conditions.” The city’s agreements with the FAA provide that “nothing contained [in the agreements] shall be construed to require that the airport be operated for aeronautical use during temporary periods when snow, flood or other climatic conditions interfere with such operation and maintenance.” The city has a part-time plow operator who clears snow at the airport. The city performs no sweeping or chemical applications to reduce ice, which means runways are sometimes unsafe for use and need to be temporarily closed.

During times when short-term closure is necessary, notice must be provided to the aeronautical community via means established by the FAA. These notices are referred to as NOTAMs. NOTAMs are posted through the FAA established notams.aim.faa.gov. This system requires updates every 24 hours. NOTAMs can currently be posted by myself or the Public Works Director, Dave Ouellette.

The city’s fuel island is maintained in accordance with Maine DEP standards with the fuel being monitored and controlled based on DEP and supplier established regulations. This necessitates some daily, weekly, and monthly system checks and reporting. The fuel system operations have been performed by the Public Works Director, Dave Ouellette.

Due to the low volume of traffic at the airport and systems in place, it is estimated that on-sight monitoring, NOTAM observation and posting, and fuel island maintenance and control require 5 hours of work per week for the year. Less time is needed in the summer and more in the winter.

To reduce demands on the Public Work Director’s time it is the intent of management to hire a part-time airport attendant that can be trained, if not already, in the management of the fuel island and posting of NOTAMs. Presque Isle was contacted about sharing an attendant. They proposed a cost of \$85/hr plus travel expenses for that option. It is believed that the city can hire its own attendant for less and have the position funded within the existing budget for the airport.

¹ AIP Grant Offer/Agreement between Caribou City and FAA, dated July 6, 2017, pg 9 of Airport Sponsor Assurances dated 3/2014.

City Manager's Report
February 7, 2019

Economic Development Projects

Skyway Plaza CEA	The amended Credit Enhancement Agreement has been signed by both parties and the renewed lease between DHHS and the proeprty owner is executed.
60 Access Highway	The beamery company has found another location in town for the same rate the city offered. They are now located in the old Agway building at 6 Carroll Street. No movement has occurred on sale of the building.
Caribou Shopping Center	Mr. Cassidy is available any Friday, Saturday or Sunday for a ribbon cutting with the Council at his new jumping gym.
Porvair CDBG program	Porvair is hiring additional employees at this time. Exterior building modifications are on hold until spring. Had a successful tour of the facility with state representatives two week ago.
Events and Marketing	Conducting Video interviews of local businesses to generate marketing materials
Blight Cleanup	On hold until snow is gone.
Regional Transportation Collaborative CDBG Program	The stakeholder group has met several times to determine next courses of action.
Hilltop Senior Living	Interior work is on-going
Birdseye Cleanup	On hold until snow is gone.
Title 13 ReWrite	On hold through EMS season

Capital Projects and Administrative Actions

Fire/EMS Contracts	<p>We've received word that Limestone and Caswell would like Caribou to provide services to them. Their contracts would provide over \$230K to help with department costs.</p> <p>Indications are that Westmanland, Stockholm, New Sweden will continue with services at the \$125 per person rate.</p> <p>Wade, Washburn and Perham have asked Presque Isle to provide their EMS services.</p> <p>Waiting for responses from Woodland and the County on behalf of Madawaska Lake and Connor UT.</p>
EMS Transfers Study	Spent multiple days preparing an analysis of the EMS transfer operations. This will be discussed in more depth during the February 10 meeting.

Blight Commission	The Blight Commission has meet three times. A lengthy list of tools available to the city or which could be adopted has been compiled. City staff have started a blight study of the town.
Public Safety Building	Artifex consultants visited the Sitel building and city hall to evalute possible retrofits. We are awaiting their study results. Mr. St. Peter has asked that his building be considered as well. He owns the space where Cary Administration offices are now. The Cary lease expires the end of February. This additional building study is not currently in the scope of the project and would require an amended contract.
Union Negotiations.	Still awaiting response from police officer union. The Public Works Union has indicated that mediation is likely necessary to resolve differences. Waiting for their action.
Wage and Classification Policy.	On hold
2020 Budget	The final expense budget spreadsheet was provided to the Council wth year-end numbers previously. Revenue projections cannot be made until after commitments are intended for EMS/Fire services.
Capital Facility Maintenance Plans	Bids have been solicted for developign facility maintenance plans for city owned buildings. These plans will look at grounds, buildings and major systems within the buildings for 5-10 year capital planning needs.
Fire/EMS Structural Study	Sewell Engineers have conducted their on-sight review of the premises and are now working on repair options for the city to consider.
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.
Cable Franchise Renewal	Specturm indicates they will continue to provide the PEG channel if the city requests it. Costs for the service will be applied to customer bills and should not affect franchise fees. They've indicated that the services Caribou currently receives for free are equivalent to a 1% reduction in the franchise fee. This will be discussed more as negotiations continue.
LED Conversion	We are now working with Realterm to verify that all city lights have the new LED rate with EMERA.
Phone System Change out	The city's phone systems were changed from OTT to GWI this week. Estimates are that this will save the city a couple thousand dollars this year.
High Street	all work has stopped until spring 2020
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

CITY CLERK'S OFFICE REPORT	Jan-20	
	# of transactions	amount collected
ATV REGISTRATION	4	\$ 317.25
BIRTH RECORDS	39	\$ 657.00
BOAT REG	4	\$ 199.60
BUILDING PERMITS	0	\$ -
CITY OWN PROPERTY	0	\$ -
CONNOR BOAT	0	\$ -
DEATH RECORDS	16	\$ 574.00
DOG LICENSES	300	\$ 2,717.00
FAX FEE & PHOTO COPY	2	\$ 9.00
FISHING LICENSE	27	\$ 729.00
HUNTING LICENSE	35	\$ 1,192.50
IN TOWN REG	1	\$ (143.38)
MARRIAGE RECORDS	19	\$ 396.00
MISC. INCOME	0	\$ -
MISC. LICENSES	4	\$ 80.00
MISC. RECEIPTS	4	\$ 2,327.50
MOTOR VEHICLE	461	\$ 107,263.42
NOTARY FEES	7	\$ 115.00
PERSONAL PROPERTY PAYMENT	15	\$ 2,920.82
PLUMBING PERMITS	1	\$ 40.00
PYMTS. IN LIEU OF TAX	2	\$ 6,709.78
REAL ESTATE PAYMENT	325	\$ 153,317.38
SIGN PERMITS	0	\$ -
SITE DESIGN REVIEW	0	\$ -
SNOWMOBILE REGISTRATION	165	\$ 10,626.13
TAX ACQUIRED REAL ESTATE PAYMENT	1	\$ 1,212.11
TAX ACQUIRED LIEN PAYMENT	2	\$ 11,405.72
TAX LIEN PAYMENT	14	\$ 9,103.96
TRAILER PARK LOT RENT	10	\$ 1,150.00
TOTAL:	1458	\$ 312,919.79

Monthly Permit Report

January 2020

	CURRENT MONTH	YEAR TO DATE	PRIOR YEAR MONTH	PRIOR YEAR TO DATE
BUILDING PERMITS	1	1	2	2
HOMES	0	0	0	0
MOBILE HOMES	0	0	0	0
MULTI-FAMILY	0	0	0	0
COMMERCIAL	1	1	2	2
EXEMPT	0	0	0	0
PLUMBING PERMITS				
INTERNAL	1	1	0	0
EXTERNAL	0	0	0	0
DEMO PERMITS	0	0	1	1
SIGN PERMITS	0	0	2	2

Year-to-Date is January 2020 to December 2020

CFAD MONTHLY REPORT

January 2020

Fire Calls 18 Ambulance Calls 217 Cancelled Calls 1 = **Total Calls – 236**

See attached Breakdown

-Alarms for Fires (33) 3
-Alarms for Rescues (66) 1
-Silent Alarms 14
Total Hours Pumped 4.25
Gallons of Water Used 18,800
Amt. of Hose used: 650'
Ladders Used (in Feet): 123'
(75' Ariel)
Thermal Imaging Camera Used: 2
Gas Meter Used: 3
Rescue Sled & Snowmobile:
Rescue Boat:
Jaws Used:

Fire Permits Issued 19
Miles Traveled by all Units 11,930

MUTUAL AID TO:

P.I.F.D. 1 – Amb.
F.F.F.D. 2
L.F.D. 1 – Sled Accident
W.F.D.
Stockholm F.D.
North Lakes FD
Crown Amb
Van Buren Amb. 4 w/1 Cancelled enroute
Life Flight 2

- ALS Calls 123
- BLS Calls 94
- Amb Calls cancelled: 1
- No Transport 36
- Long Distance Transfers 27
- Calls Turned Over: 24 = \$48,960

Total Out of Town Calls 57

Est. Fire Loss, Caribou \$3,000
Est. Fire Loss, out of City \$45,600
Total Est. Fire Loss \$48,600

Total Maint. Hours 4 mhrs.
Total Training Hours 195.5 mhrs.

***Color Guard Trng./Ceremonies**

MUTUAL AID FROM:

P.I.F.D. 2
F.F.F.D.
L.F.D.
W.F.D. 1
Stockholm F.D. 1
North Lakes FD 1
Crown Amb

Out of City Fire and/or Ambulance Responses

LOCATION	#of Amb. Responses	# Of Fires Responses	Man Hrs.
Woodland	9	1 Fire 1 (Rescue)	64.5
New Sweden	2		
Connor	4		
Perham	0		
Stockholm	1		
Westmanland	0		
Washburn	4		
Wade	0		
Caswell	3		
Limestone	32		

Scott Susi, Chief
Caribou Fire and Ambulance

BREAKDOWN OF FIRES
For January 2020

Situation Found	# Of Incidents	Fire Casualties	Est. Property Damage
1. Private Dwellings (111) Mobile Homes (121)	2		\$48,600
2. Apartments (3 or more) (111)			
3. Hotels & Motels (111)			
4. Dormitories & Boarding Homes (111)			
5. Public Assembly (Church, Restaurant) (111)			
6. Schools (111)			
7. Institutions (Hospitals, Jails, Nursing Homes) (111)			
8. Stores, Offices (111)			
9. Industry, Utility, Defense (111)			
10. Storage (111)			
11. Vacant Buildings or being Built (111)			
12. Fires outside structure w/value (crops, timber, etc.) (171)			
13. Fires Highway Vehicles (131)			
14. Other Vehicles (planes, trains, etc.) (132)	1 Snow Sled		
15. Fires in brush, grass w/no value (140)			

Other Incidents

16. Haz-Mat (400)	1
17. False Calls (740)	
18. Mutual Aid Calls (571)	2 – FFFD – 1 – PIFD Ambulance
19. Aid to Ambulance (10-55's) (322)	5
20. Aid to Police (551)	
21. Investigation (Smoke, CO ₂ or Alarm) (730)	4 (2 – CO; 2 – Alarms)
22. Service Calls (500)	2 – (1 Public Education
23. Ambulance Calls (300)	217

Cancelled 1

Fire/Rescue 18

Total Calls for the Month: 236

Police Department Monthly Report

2019														
	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	
M/V ACCIDENTS	46	44	19	28	20	21	21	15	23	20	36	26	319	
ESCORTS	1	1	0	3	1	4	2	6	4	8	6	1	37	
THEFT COMPLAINTS	14	9	6	8	15	12	8	15	14	12	12	12	137	
ANIMAL COMPLAINTS	4	2	9	5	11	9	14	11	8	7	9	11	100	
DOMESTIC COMPLAINTS	12	5	12	10	7	10	13	14	0	4	2	13	102	
BURGLARY COMPLAINTS	3	1	1	8	7	4	0	0	3	3	6	2	38	
O.U.I.	1	0	7	1	4	4	1	1	0	3	3	3	28	
M/V THEFTS	2	0	0	0	3	1	1	0	1	0	1	1	10	
MISSING PERSONS	1	1	0	0	2	3	4	2	2	3	0	3	21	
JUVENILE COMPLAINTS	1	6	0	2	2	2	2	3	1	3	5	3	30	
CIVIL COMPLAINTS	3	2	3	6	4	0	0	0	0	3	2	0	23	
PROWLER COMPLAINTS	0	0	0	0	0	0	0	0	0	0	0	0	-	
ASSIST OTHER AGENCY	18	30	21	25	36	28	24	22	14	29	29	33	309	
ASSAULT ARREST	2	1	0	1	0	0	0	1	1	4	2	4	16	
THEFT ARRESTS	6	5	0	5	10	6	0	1	2	1	0	7	43	
SPEEDING	15	14	23	43	28	46	45	45	16	15	2	2	294	
STOPS/CHECKS M/V	1484	1197	2008	2424	2888	2670	1974	1974	2055	1915	1661	2145	24,395	
PARKING TICKETS	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	
WARRANT ARRESTS	7	6	5	16	23	12	14	18	15	9	14	12	151	
UNLAWFUL SEX. CONTACT	0	0	1	0	2	0	1	4	1	1	1	0	11	
GROSS SEX. ASSAULT	0	1	1	0	0	0	0	1	2	0	0	0	5	
BUSINESS ALARMS	23	10	9	12	7	17	15	9	9	10	7	15	143	
BURGLARY ARRESTS	1	2	0	0	7	0	1	0	0	0	1	0	12	

2020														% Change from Prev. YTD
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Total	
COMPLAINTS	2388												2,388	28.9%
M/V ACCIDENTS	34												34	-26.1%
ESCORTS	4												4	300.0%
THEFT COMPLAINTS	14												14	0.0%
ANIMAL COMPLAINTS	4												4	0.0%
DOMESTIC COMPLAINTS	10												10	-16.7%
BURGLARY COMPLAINTS	6												6	100.0%
O.U.I.	5												5	400.0%
M/V THEFTS	2												2	0.0%
MISSING PERSONS	1												1	0.0%
JUVENILE COMPLAINTS	0												-	-100.0%
CIVIL COMPLAINTS	6												6	100.0%
PROWLER COMPLAINTS	0												-	#DIV/0!
ASSIST OTHER AGENCY	42												42	133.3%
ASSAULT ARREST	3												3	50.0%
THEFT ARRESTS	7												7	16.7%
SPEEDING	21												21	40.0%
STOPS/CHECKS M/V	1867												1,867	25.8%
PARKING TICKETS	0												-	#DIV/0!
HANDLING PRISONERS	59												59	51.3%
WARRANT ARRESTS	33												33	371.4%
UNLAWFUL SEX. CONTACT	2												2	#DIV/0!
GROSS SEX. ASSAULT	0												-	#DIV/0!
BUSINESS ALARMS	9												9	-60.9%
BURGLARY ARRESTS	1												1	0.0%

Caribou Housing Authority
*Housing Choice Voucher (Section 8),
 Family Self-Sufficiency & Homeownership Programs*

January 2020

Waiting List Statistics

	Dec-19		January	YTD
Applications Received	6		10	17

	Dec-19		January	YTD
Applicants in Jurisdiction	77		339	339
VAWA Preference	3		17	17
Veteran's Preference	2		11	11
Natural Disaster	0		2	2

	Dec-19		January	YTD
Applicant's Pulled	1		0	1
Vouchers Issued	1		0	1
Leased Up	0		0	0
Voucher Expired	0		0	0
Vouchers Pending	0		0	1

Housing Choice Voucher Program

	Dec-19	January	YTD
HUD Allocated Vouchers	193	193	2316
Total Vouchers Leased	191	188	188
Port Outs	2	3	3
Homeownership	1	1	1
All Other Vouchers	188	185	185
YTD Openings	125	5	5
Vouchers on Street	3	5	7
Total HAP Expense	\$ 81,855	\$ 82,167	\$ 82,167
Housing Assistance Payments, Landlords	\$ 76,516	\$ 75,077	\$ 75,077
Utility Reimbursements, Participants	\$ 188	\$ 327	\$ 327
Port Out Payments	\$ 761	\$ 761	\$ 761
Homeownership HAP	\$ 332	\$ 332	\$ 332
FSS Escrow, Participants Account	\$ 4,058	\$ 5,997	\$ 5,997

Housing Quality Standards Inspections

	Dec-19	January	YTD
Initial	2	6	6
Passed (I)	1	6	6
Failed (I)	1	4	1
Re-Inspected (I)	0	1	1
Annual Inspection	0	0	0
Passed (A)	0	0	0
Failed (A)	0	0	0
Re-Inspected (A)	0	0	0
Tenant/Landlord Requested	0	0	0
Passed (R)	0	0	0
Failed (R)	0	0	0
Re-Inspected (R)	0	0	0

Family Self-Sufficiency

	Dec-19	January	YTD
Number of Participants	45	42	42
Number Earning Escrow	16	20	20
FSS Escrow, Participants Account	\$ 4,058	\$ 5,997	\$ 5,997
FSS Families, Disbursement	0	4	4
FSS Disbursement Amount	\$ -	\$ 1,051	\$ 1,051
FSS Graduate, Families	0	1	1
FSS Graduate, Escrow	\$ -	\$ 9,550	\$ 9,550
FSS Forfeiture, Families	2	0	0
FSS Forfeiture, Escrow	\$ 480	0	0

Homeownership

	December	January	YTD
Number of Participants	1	1	1
Homeownership HAP	\$ 332	\$ 332	\$ 332

YTD Numbers are January-20 through

2019 City Council Priorities and Goals						
PUBLIC SAFETY PRIORITIES (Rank top3)		2020 Votes				
		Theriault	Morrell	Smith	Goughan	Cote
Opioid and Drug Enforcement	10			2		3
Fire Station Structural Upgrades	8			2		1
Ambulatory Service Contracts	7			2		2
Police Station Design and Referendum	4					3
Other:	0					
Infrastrucutre (Rank top 5)						
Other: Street Lights in Dark Areas	16					2
Sidewalks and Pedstrian Safety	13					2
Capital Equipment Plan	10					3
Facility Maintenance Audits/Plans	8					1
River Road Reconstruction	8					2
Airport Development	7					3
North Maine Reconstruction	3					4
60 Access Highway Reuse	3					
Overlay of Hwys in Urban Compact Zone	3					
City Hall Accessibility	2					
Other: Gateway Enhancements	2					2
Public Parking Lot Resurfacing	0					
Storm Drain System Inventory	0					
LEISURE SERVICE PRIORITIES (Rank top 5)						
Teague Park Construction Completion	15			2.5		5
Collins Pond Dam & Trail System	14.5					4
Library Business Resource Center	7.5					5
Thursdays on Sweden	7.5			2.5		3
Other: Marathon; increase runners & Sponsors	6					1
Gateway Enhancements	5.5			2.5		2
Nylander Inventory & Operations	4.5			2.5		3
Library Programs	0					2
Maine 200 Storytelling Festival	0					
Other:	0					
ADMINISTRATION PRIORITIES (Rank top 4)						
Union Contract Negotiations	10			2.5		4
Health Insurance Changes	7.5			2.5		2
Budget Preparation Process Changes	6.5					3
FBO Services at Airport	6.5					1
Non-Union Compensation Policy	5.5			2.5		3
Procurement Policy	4.5					2
Quarterly Tax Assessing Implimentation	4.5			2.5		
Other: Fix \$2.2M Net Increase in 3 Departments	4					4
Other: Succession Planning	1					1
Citizens University	0					
Other:	0					
ECONOMIC DEVELOPMENT PRIORITIES (Rank top 5)						
Other: Small Business Retention	14			3		5
Façade Improvement Grants	11			3		5
Other: CEGC	11			3		1
Landbank Creation	10					4
Downtown Revitalization	9					3
Other: Blight Removal	9					2
Build Your Business Series	5			3		
Other: Utilize NMDC and Chamber More	3			3		
Sure Site Program	2					2
Waterfront Redevelopment	1					1
Rental Assistance Program	0					
COMMUNITY DEVELOPMENT PRIORITIES (Rank top 5)						
EPA Brownfield Grant for Birdseye	13			3		5
Zoning Regulations Rewrite	11			3		4
Blight Removal	10					4
Complete General Plan Update	7					3
Blight Survey of Community	7					1
Ribbon Cutting Ceremonies	6			3		3
Land Use Survey of Community	6					1
Business Directory & Newsletter	5			3		2
Weekly Business Visits (Coffee with ...)	3			3		
Beautification Committee	2					2
GIS System Available on Web	0					
New Branding & Marketing Campaign	0					
Other:	0					