

CITY COUNCIL MEETING NOTICE AND AGENDA

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

DUE TO THE COVID-19 PANDEMIC, THIS MEETING IS CLOSED TO THE PUBLIC BUT WILL BE BROADCAST VIA CABLE CHANNEL 1301 AND THE CITY'S YOUTUBE CHANNEL

SOME CITY COUNCILORS WILL BE PARTICIPATING VIA THE ZOOM APPLICATION



1. Roll Call
2. Invocation / Inspirational Thought
3. Pledge of Allegiance
4. Public Forum (Comments should be submitted to the City Manager or Clerk prior to 6 pm to be read during the meeting. Comments must include the individuals name and address)
5. Minutes - City Council Regular Meeting - March 9, 2020 Pgs 2-9
6. Bid Awards, Appointments & Recognitions
 - a. North Maine Street Reconstruction Pg 10
 - b. 2020 Election Clerks Pg 11
7. New Business & Adoption of Ordinances and Resolutions
 - a. Discussion and Possible Action Regarding Liquor License for Northern Main Brewery Pgs 12-13
 - b. Discussion and Possible Action Regarding Renewal of Gil's Sanitation Rubbish Hauling Permit Pg 14
 - c. Resolution 04-01-2020 Recognizing Loring Job Corps for Civic Excellence Pg 15
 - d. Resolution 04-02-2020 Authorizing Participation in the MMA Safety Incentive Program Pgs 16-17
 - e. Discussion Regarding an Operational Agreement with EMERA in Relation to Power Generation Facilities on Lower Lyndon Street. Pg 18
 - f. Discussion and Possible Action Regarding 51 Lombard Rd Property Reclamation Pg 19
8. Old Business
 - a. Discussion Regarding Business Assistance Programs due to COVID-19 Pg 20
 - b. Discussion Regarding City Leave Policy for Pandemic Situations Pgs 21-23
 - c. Discussion and Possible Action Regarding Sale of 60 Access Highway Property Pg 24
9. Reports and Discussion by Mayor and Council Members
10. City Manager's Report Pgs 25-26
11. Reports by Staff and Appointed Officials Pgs 27-29
12. Executive Session(s) (May be called to discuss matters identified under Maine Revised Statutes, Title 1, §405.6)
 - a. Economic development and Real Estate under 6.C
 - b. Discussion Regarding Collective Bargaining Contract with Police Officers under 6.D.
13. Next Meeting(s): April 20, May 4
14. Adjournment

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

Certificate of Mailing/Posting

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

BY: _____ Jayne R. Farrin, City Clerk

20-08

Council Agenda Item #1: Roll Call

The Caribou City Council held a regular meeting Monday, March 9, 2020 at 6:00 p.m. in Council Chambers with the following members present: Mayor R. Mark Goughan, Joan L. Theriault, Jody R. Smith, Hugh A. Kirkpatrick, and Douglas C. Morrell. Deputy Mayor Thomas Ayer and Nicole L. Cote were 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 (7:05 p.m.) Gary Marquis (Supt. of Parks and Recreation).

YouTube, and Spectrum covered the meeting.

Council Agenda Item #2: Invocation / Inspirational Thought

Mayor Goughan read an invocation

Council Agenda Item #3: Pledge of Allegiance

The Mayor led the Pledge of Allegiance.

Council Agenda Item #4: Public Forum

- Harold Schneider – 51 Collins Street – At the previous meeting, Mr. Schneider had requested STOP signs for the intersection of Collins and Prospect and was told to attend this evening for a decision.

The Mayor noted that the Mr. Schneider's request is on the agenda and asked him if he could wait.

- Roger Felix – Fenderson Street – Voiced his opinion about the amount of negativity that is occurring in Caribou. Mr. Felix spoke about the Fire/Ambulance Department, the need to focus on attracting homeowners, and for "us" to work as a cohesive unit.

Council Agenda Item #5: City Council Minutes

- a. February 10, 2020 Regular Meeting

Motion made by D. Morrell, seconded by J. Smith, to accept the minutes of the February 10, 2020 Regular Council meeting as presented. (5 yes) So voted.

- b. February 24, 2020 Regular Meeting

Clerk Farrin noted that Police Chief Michael Gahagan attended the February 24, 2020 and the minutes should be corrected to reflect that.

Motion made by H. Kirkpatrick, seconded by J. Theriault, to accept the minutes of the February 24, 2020 Regular Council meeting as corrected. (5 yes) So voted.

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

- a. Appointment of Housing Board Member

Motion made by D. Morrell, seconded by H. Kirkpatrick, to remove a Commissioner for non-participation and to appoint Heather Bartlett to the Caribou Housing Authority Board of Commissioners. (5 yes) So voted.

b. Appointment of Citizens to New Police Station Stakeholder Group

Artifex Architects have been hired to study options for the Police Department and Station. The full Council will receive and review Artifex Architects final report. On March 5th, during the study phase, there was a meeting of individuals referred to by the City Manager as the “Stakeholder Group”. This group will review and provide input to the architects. According to the City Manager, the “Stakeholder Group” consists of the following:

City Councilor Morrell – Chair of the Council Municipal Building Committee
City Councilor Ayer – Member of the Council Municipal Building Committee
City Councilor Kirkpatrick – Member of the Council Municipal Building Committee
City Manager Marker
Chief of Police, Mike Gahagan
Sergeant, Mark Gahagan
Chief Building Official, Penny Thompson
Bruce Hagelstein
Milo Haney
Freeman Cote

Manager Marker has received a draft copy of Artifex Architects’ final report on the buildings that have been studied.

Councilor Theriault questioned the method used to select members of the “Stakeholder Group”, she suggested publicizing openings, and recommended the tabling of the agenda item. Also Mayor Goughan and Councilor Morrell questioned the method used to select members of the “Stakeholder Group”.

Motion made by J. Theriault, seconded by D. Morrell, to table appointment of citizens to the New Police Station Stakeholder Group. (5 yes) So voted.

c. Caribou High School Nordic Ski Team

George Ferland, Assistant Coach for CHS Nordic Ski Team spoke about the accomplishments of the girls’ and boys’ Nordic Ski Teams. At the recent Class B State championship meet, both teams finished in second place overall.

Coach Ferland recognized the team members in the attendance:

Abigail Wimmer, ninth place overall
Emma Hixon, third scorer on the girls’ team
Sage Dubay, scorer on the girls’ team

The girls were undefeated in the County. Practices has the teams ski two hours a night which is the equivalent of nine miles.

Unable to attend was Kayley Bell, who finished second place overall.

Malachai Willey, second place overall
George Ferland, third place overall
Brady Miller, ninth place overall
Carter Belanger, scorer on the boys’ team
Jordan Duplessie, team member

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

a. Discussion Regarding 2020 Revenue Projections

Manager Marker noted that tonight's discussion is a First Read. The Manager reviewed line by line the proposed 2020 Revenue Projections Budget.

Operation revenues are projected to be \$10,164,628 or 6.1% (\$583,512) above 2019 budgeted amounts. Enterprise accounts are estimated to be down 6% (-\$36,118) from 2019. Total projected revenues are \$10,730,736, which is 5.4% (\$547,394) increase from 2019.

Council questions were answered. Discussion. The Mayor stressed the presented 2020 Revenue Projections Budget has additional revenues of \$547,394 over the 2019 Revenue Budget. The City Manager noted that there is about a \$700,000 difference between 2020 Fire/Ambulance Department's proposed expenses versus revenues budgets, which represents a cost of approximately \$100 per Caribou resident for Fire/Ambulance services. This compares with the contracts being offered to outside communities for Fire/Ambulance services.

The Mayor praised the City Manager for the work he has accomplished on the Fire and EMS contracts with outside communities. Manager Marker gave a shout out to Chief Susi.

Going forward, the Mayor wants to see the Fire and EMS contracts sometime in September after prior year audited numbers are in.

b. Discussion Regarding City Procurement Policy

A draft of a Purchasing Policies & Procedures Policy was introduced. Under Caribou's Charter, the City Manager is the purchasing agent for the City. Council establishes the budget and the City Manager sees that it is spent appropriately. At the first of the year, Council authorized the City Manager to sign the City's warrants.

Councilor Kirkpatrick suggested that the City's Auditors should review and sign off on such a policy before Council considers adoption.

c. Discussion Regarding City Charter Revision Procedures

Manager Marker briefly reviewed a prepared matrix titled "Charter Revision Options". Both Charter Revisions and Amendments require a citizen vote. Revisions require a Charter Commission and an amendment does not.

The Mayor requested a legal opinion as to how the City could return to the prior Charter's budgetary process and to whether that would be a revision or an amendment. Further the Mayor wants an opinion as to how the City could change the section of the current Charter that doesn't allow additional expenses to be added once the Expense Budget is adopted.

d. Discussion Regarding city Investments

The City has a five-year \$3 Million investment CD that will mature in July 2020. Councilor Smith, chair of the Council Finance Committee, will call a meeting once the City Manager and the Finance Department have developed their recommendation for the funds. Councilor Smith assured the Council that the Finance Committee will only come forward with a recommendation and that the final decision will be made by the full Council.

Council Agenda Item #8: Old Business

- a. Discussion Regarding City Membership in the Aroostook Area Chamber of Commerce

It will cost \$2,500 for the City to become a full member of the Aroostook Area Chamber of Commerce and there are TIF Funds available to pay for it. The Mayor supports membership.

Councilor Morrell wants to see what else can be done to help Caribou to be become a more business-friendly community.

Tabled to the next meeting.

- b. Discussion Regarding City Council Priorities for 2020

2020 City Council Priorities and Goals (Exhibit A)

- c. Discussion and Possible Action Regarding Sale of Tax Acquired Property at 142 Lower Lyndon

The City re-advertised the property's availability in the Kennebec Journal, Portland Press Herald, Bangor Daily News, and the City's website. No bids were received. The recommendation is to re-advertise the property for public bid with a minimum bid of \$95,000. This topic will be discussed in executive session.

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

The metaphor of a four-legged stool was used by the Mayor to describe the Council's review of the Fire & Ambulance Department. The first leg of the stool was the fees charged to the outside communities and department costs. According to the Mayor, the second leg is the EMT/Firefighter's base pay of \$12.00 an hour. Discussion.

Council Agenda Item #10: City Manager's Report

The City Manager reviewed his City Manager's Report March 9, 2020 (Exhibit B).

Collins Traffic Speeds – The Police Department has been staging additional patrol cars along Collins to address potential speeding. Tickets have been issued. After the thaw, speed trailers will be used to gather additional data.

The Manual on Uniform Traffic Control Devices (MUTCD), which is a nationally recognized standard for placement of signs and pavement markings, outlines standards for new STOP signs. This will be considered as we look at traffic volumes and speeds along Collins.

At this time, additionally STOP signs will not be placed at the intersection of Collins and Prospect. The Mayor noted that an educational approach will be used first.

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

None.

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

a. Real estate and economic development under §405(6)(C)

8:34 p.m. Motion made by H. Kirkpatrick, seconded by D. Morrell, to move to executive session to discuss real estate and economic development under MRSA Title 1, §405(6)(C). (5 yes) So voted.

9:34 p.m. Council returned from executive session.

Councilor Kirkpatrick noted that there are multiple scenarios for sale of the 142 Lower Lyndon Street property. Someone can buy it and scrap it, they could broker the sale of equipment, the City could retain the property and work with a company to eke out any possible revenue from sales of materials. Councilor Goughan commented that his preference is that the City sell the building and land together. Manager Marker asked if there was a value the Council would consider. The City is owed over \$70,000 in taxes, interest, and fees. Consensus was to try and sell the property for \$95,000 but continue investigating options with equipment surplus companies.

Council Agenda Item #13: Next Meeting(s): March 23rd, April 6th & 20th

Council Agenda Item #14: Adjournment

Motion made by J. Smith, seconded by J. Theriault, to adjourn the meeting at 9:45 p.m. (5 yes) So voted.

Jayne R. Farrin, Secretary

2020 City Council Priorities and Goals

City staff compiled a list of on-going projects or focus areas for the City Council to consider for 2020 priorities. Councilors were invited to pick their top projects within each category and then rank them. A Councilor's top project in each category is indicated by a score of 5 points, their second highest priority received 4 points, etc. The final score is a total of priority points given. The "Councilor Votes" column summarizes the number of Councilors giving points to the particular project. The number of votes is the primary indicator of priority with the final score being second. This means that if a majority of Councilors voted for a project, that fact would be more important than one or two Councilors having another project as a high priority.

| | Final Scoring | Councilor Votes | Theriault | Morrell | Smith | Goughan | Cote | KirkPatrick | Ayer |
|---|---------------|-----------------|-----------|---------|-------|---------|------|-------------|------|
| PUBLIC SAFETY PRIORITIES (Rank top 3) | | | | | | | | | |
| Fire Station Structural Upgrades | 27 | 7 | 4 | 5 | 4 | 4 | 3 | 4 | 3 |
| Ambulatory Service Contracts | 22 | 5 | | 3 | 5 | 5 | 4 | 5 | |
| Opoid and Drug Enforcement | 20 | 5 | 3 | 4 | 3 | | 5 | | 5 |
| Police Station Design and Refurbishment | 12 | 3 | 5 | | | | | | 4 |
| Other: | 0 | 0 | | | | | | | |

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| INFRASTRUCTURE PRIORITIES (Rank top 5) | | | | | | | | | |
| Facility Maintenance Audits/Plans | 15 | 7 | 1 | 5 | 1 | 3 | 1 | 1 | 3 |
| Sidewalks and Pedestrian Safety | 19 | 5 | 5 | | | 1 | 5 | 3 | 5 |
| Capital Equipment Plan | 18 | 5 | 2 | 3 | 5 | 5 | 3 | | |
| Other: Street Lights in Dark Areas | 18 | 5 | 3 | 2 | | 4 | 4 | 5 | |
| Airport Development | 9 | 3 | | | | | | | 4 |
| River Road Reconstruction | 7 | 3 | 4 | | | | 2 | | 1 |
| North Maine Reconstruction | 7 | 2 | | 5 | 3 | | | | |
| SO Access Highway Repair | 6 | 2 | | | 4 | 2 | | | |
| Other: Gutters Enhancements | 2 | 1 | | | | | | 2 | |
| Overlay of Holes in Urban Compact Zone | 2 | 1 | | | 2 | | | | |
| Public Parking Lot Resurfacing | 2 | 1 | | | | | | | 2 |
| Storm Drain System Inventory | 0 | 0 | | | | | | | |
| City Hall Accessibility | 0 | 0 | | | | | | | |

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| LEISURE SERVICES PRIORITIES (Rank top 5) | | | | | | | | | |
| Teague Park Construction Completion | 24 | 5 | 5 | | 4 | 5 | 5 | | 5 |
| Collins Pond Dam & Trail System | 17 | 5 | 1 | | | 4 | 4 | 5 | 3 |
| Gateway Enhancements | 14 | 4 | | 5 | 3 | 3 | 3 | | |
| Thursdays on Sweden | 13 | 4 | 4 | | 5 | 1 | 1 | | |
| Other: Marathons increase runners & Sponsors | 9 | 4 | 2 | | 3 | | 2 | 4 | |
| Hydrex Inventory & Operations | 5 | 3 | | | 2 | | | 2 | 1 |
| Library Business Resources Center | 6 | 2 | 3 | | | | | 3 | |
| Library Programs | 4 | 2 | | | | 2 | | | 2 |
| Maine 200 Storytelling Festival | 0 | 0 | | | | | | | |
| Other: | 0 | 0 | | | | | | | |

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| ADMINISTRATION PRIORITIES (Rank top 4) | | | | | | | | | |
| Union Contract Negotiations | 22 | 6 | 5 | 2 | 5 | 2 | 5 | | 3 |
| Health Insurance Changes | 15 | 5 | 4 | 1 | 4 | 3 | | 3 | |
| Budget Preparation Process Changes | 14 | 4 | 3 | 5 | | 4 | | | 2 |
| FBO Services at Airport | 13 | 4 | 2 | | | | 2 | 4 | 5 |
| Other: Fix 52-2M Net Increase in 3 Departments | 13 | 3 | | 3 | | 5 | | 5 | |
| Procurement Policy | 11 | 3 | | 4 | | | 3 | | 4 |
| Non-Union Compensation Policy | 8 | 3 | | | 3 | 3 | 4 | | |
| Other: Succession Planning | 2 | 1 | | | | | | 2 | |
| Quarterly Tax Assessing Implementation | 2 | 1 | | | 2 | | | | |
| Citizen's University | 0 | 0 | | | | | | | |
| Other: | 0 | 0 | | | | | | | |

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| ECONOMIC DEVELOPMENT PRIORITIES (Rank top 5) | | | | | | | | | |
| Other: Small Business Retention | 22 | 6 | 5 | 5 | 5 | 3 | | 3 | 1 |
| Other: Blight Removal | 21 | 5 | 4 | 3 | | 5 | 4 | 5 | |
| Landbank Creation | 17 | 5 | 2 | 4 | | 4 | | 4 | 3 |
| Facade Improvement Grants | 16 | 4 | | 2 | 4 | | 5 | | 5 |
| Downtown Revitalization | 10 | 4 | 1 | | | | 3 | 2 | 4 |
| Other: CEGC | 8 | 4 | 3 | | 2 | | 1 | | 2 |
| Other: Utilize NHADC and Chamber More | 5 | 2 | | | 3 | 2 | | | |
| Rental Assistance Program | 2 | 2 | | 5 | | 4 | | | |
| Secure Site Program | 2 | 1 | | | | | 2 | | |
| Build Your Business Series | 1 | 1 | | | 1 | | | | |
| Waterfront Redevelopment | 1 | 1 | | | | | | 2 | |

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| COMMUNITY DEVELOPMENT PRIORITIES (Rank top 5) | | | | | | | | | |
| EPA Brownfield Grant for Birdseye | 20 | 5 | 5 | 1 | 5 | 4 | | 5 | |
| Zoning Regulations Rewrite | 14 | 5 | 1 | | 4 | 2 | | 4 | 3 |
| Business Directory & Newsletter | 11 | 5 | | 2 | 2 | 3 | | 2 | 2 |
| Blight Removal | 18 | 4 | 4 | 5 | | | 5 | | 4 |
| Blight Survey of Community | 12 | 4 | 3 | 4 | | | 2 | 3 | |
| Ribbon Cutting Ceremonies | 11 | 4 | | 3 | 3 | 1 | 4 | | |
| Complete General Plan Update | 7 | 2 | 2 | | | | | | 5 |
| Weekly Business Visits (Coffee with...) | 2 | 2 | | | 1 | | | | 1 |
| New Branding & Marketing Campaign | 5 | 1 | | | | 5 | | | |
| Beautification Committee | 3 | 1 | | | | | 3 | | |
| Land Use Survey of Community | 1 | 1 | | | | | | 1 | |
| GIS System Available on Web | 0 | 0 | | | | | | | |
| Other: | 0 | 0 | | | | | | | |

City Manager's Report

March 9, 2020

Economic Development Projects

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| 60 Access Highway | Listing price was reduced by \$30K. No additional offers received. Working to address tenant defaults. |
| Caribou Shopping Center | Mr. Cassidy indicates his major lead is on hold until the other party returns from winter vacation, but he is discussing options with two smaller tenants. |
| Ribbon Cutting Ceremonies | Held a ribbon cutting ceremony for the new owner of Burger Boy with the Chamber of Commerce. Conducted a ribbon cutting ceremony at the Playtime Adventures on Friday, March 4. Members of the chamber of commerce and city personnel attended. |
| Business Videos | Christina is preparing 7 local business highlight videos. Two are completed and highlight new startups in the community. |
| Porvair CDBG program | The state DCD will be touring the facility in a week to check on CDBG progress. |
| Events and Marketing | The community photo contest has seen many positive responses already. |
| Blight Cleanup | On hold until snow is gone. |
| Hilltop Senior Living | Interior work is on-going |
| Birdseye Cleanup | On hold until snow is gone. Will be setting up a meeting with David Hopkins to discuss additional clean up options to strengthen our grant application. |
| Title 13 ReWrite | Additional revisions will be brought to the Planning Board during their March 12 meeting. |

Administration Projects

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| Fire/EMS Contracts | Received contracts from Limestone (EMS) and Woodland (EMS/Fire). Expect Stockholm contract will be executed soon. County Administrator reports that the Fire/EMS contract with Connor UT will be signed and an EMS contract with Madawaska Lake. Still waiting on Westmanland, New Sweden, Perham, Caswell. |
| Blight Commission | The blight commission met on February 25. They are ready to begin drafting their report. Still waiting on the community blight survey to be completed when less snow is on the ground. |
| Public Safety Building | Met with stakeholder group to review Artifex operational space needs report. Artifex is finalizing their report on the Sitel and VMS buildings, which will be available later this week. |
| Union Negotiations. | A mediation meeting with the Public Works Union has been set for April 15-16. will begin renegotiations with other departments in June after salary surveys are completed. |
| Procurement Policy | This is finalized and ready for Council input. |

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| 2020 Budget | Revenue projections have been finalized and ready for Council input. Hope to adopt these at the next Council meeting in March. |
| Capital Facility Maintenance Plans | Have reviewed the three bids submitted. Will seek clarification from a couple bidders about their deliverables and understanding of scope. |
| Fire/EMS Structural Study | <p>Email from Sewll indicates "the preliminary design/calculations for the roof renovations is substantially complete; CAD technicians will be drawing up the plans over the next few weeks. Once we have something to show you, we will contact you to arrange for a meeting.</p> <p>Calculations show that we are able to do the structural upgrades with joist reinforcement throughout the building, without the need for beams and columns; our opinion of probable cost (OPC) at this time is the same as the budget we presented in the structural review report; will present those figures when the drawings are ready.</p> |
| LED Conversion | Awaiting realterm confirmation on EMERA billing status. Can begin prioritizing intersections desired for new lighting. |
| Snow Plowing RFP | Plan to send out this RFP in mid-May. |
| Wage and Classification Policy. | Position wage ranges have been updated with the latest data from National Bureau of Labor Statistics. Narrative is being prepared for policy consideration. |
| Collins Traffic Speeds | <p>The police department has been staging additional patrol cars along Collins to address potential speeding. Tickets have been issued. Speed trailers will be used after the thaw to gather additional data.</p> <p>The Manual on Uniform Traffic Control Devices (MUTCD), which is a nationally recognized standard for placement of signs and pavement markings, outlines standards for new stop signs. This will be considered as we look at traffic volumes and speeds along Collins.</p> |
| General Plan Update | This is being discussed at the Planning Board meeting on Thursday the 12. |
| Cable Franchise Renewal | Awaiting legislative and litigation outcomes before proceeding. |
| Ambulance Billing Workshop | Need Council to schedule a date for this. |
| Use of City Vehicle Policy | On-hold to address other major policies first. |
| High Street | all work has stopped until spring 2020 |
| River Road | Dr. Carla Chomka is interested in negotiating terms for her property. I told her we were waiting until the spring thaw to see what additional needs there are with the road. |
| Teague Park | Work on hold until spring 2020 |
| Leave Donation Policy | Have reached out to other managers to get feedback on leave donation policies. Received a few responses, which closely mirror the city's current policy. |

CARIBOU ADMINISTRATION
25 HIGH STREET
CARIBOU, ME. 04736



MEMO

TO: Caribou City Council Members
FROM: Dennis Marker, City Manager
RE: Bid Award for North Main Street Project
DATE: April 2, 2020

DISCUSSION AND POSSIBLE ACTION ITEM

Bids were received for the North Maine Street work to begin this summer. The project consists of a mil and fill treatment from High Street to the roundabout.

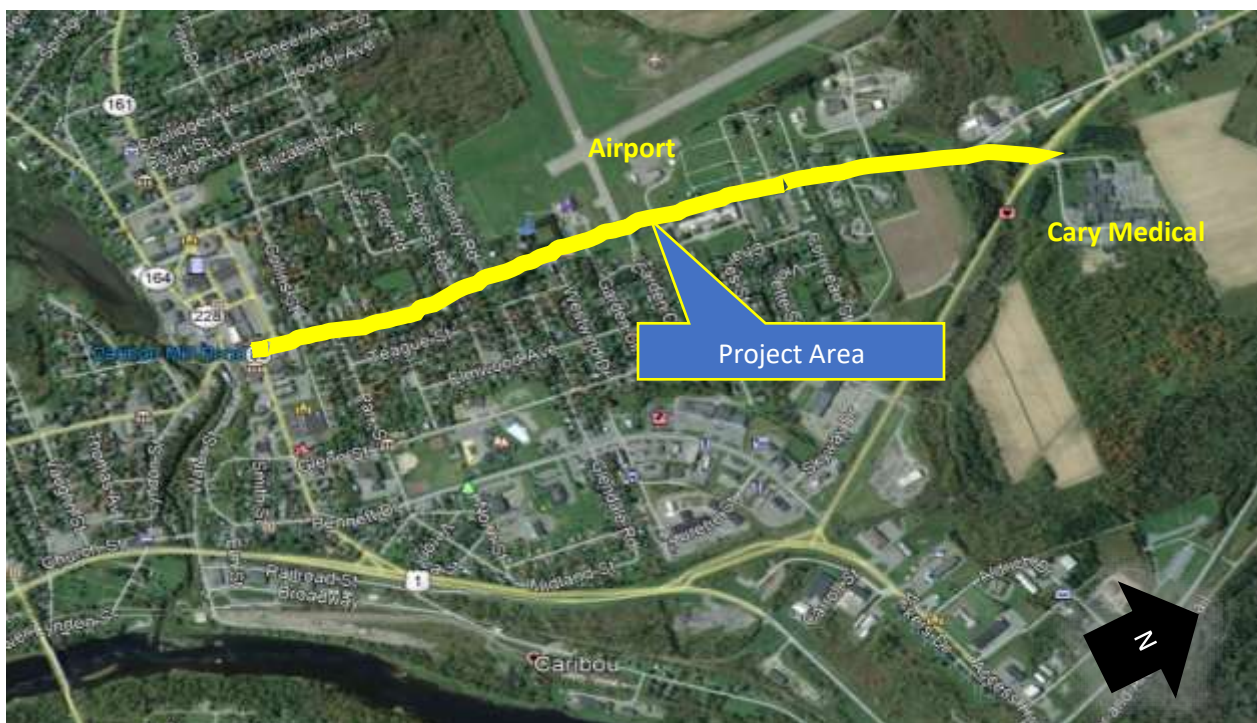
Three bids were received between Soderberg Const., Lanes Const., and Trombley Industries

The apparent low bidder was Lanes at \$338,517.50. The second lowest (Soderberg) was only \$157.5 dollars more; a difference of 0.05% in price.

The bid advertisement stated, "The city council reserves the right to accept or reject any or all bids to be in the best interest of the City of Caribou." The Public Works Director, Dave Ouellette, indicates that both Soderberg and Lane's have done work for the city before and both would be good to work with. Soderberg helped the city complete the Bennett Drive Improvements in 2019 and this is a very similar project. It is the recommendation of City Administration that the contract be awarded to Soderberg as they are a local, tax paying company and there was no effective difference in the bids or anticipated services.

Council Action Needed:

- 1) Decision to award the North Main Street Reconstruction project and authorize the City Manager to execute necessary contract documents.



**Office of the Clerk
City of Caribou
25 High Street
Caribou, Maine 04736**

To: Mayor and Council Members
From: Jayne R. Farrin, City Clerk
Date: April 2, 2020
Re: Appointment of Election Clerks

Per MSRA Title 21-A Section 503-A, all nominations for election clerks must be submitted to the municipal officers each general election year (even-numbered years). This will be on the April 6th agenda.

Below are the names of those individuals that have expressed interest in serving as Election Clerks.

The appointment would be from May 1, 2020 to April 30, 2022.

2020-2022 ELECTION CLERKS

| | |
|--------------------------|-------------------|
| Laura Adams | Elizabeth Long |
| Barbara Aiken | Idella Marquis |
| Joan Albert | Linda McLaughlin |
| Beth-Ann Alden | Betty McNeal |
| Roy Alden | Cheryl Pelletier |
| Donna Barnes | Dawn Peterson |
| Janice Beaulieu | Roy Pinette |
| Patricia "Pat" Caspersen | Stephanie Raymond |
| Barbara Collins | John Shaw |
| Julie Cook | Deborah Sirois |
| Patty Corriveau | Nancy Solman |
| Darylen Cote | Andrea Swanberg |
| Carole Doody | Karen Thibodeau |
| Shellie Doody-Corriveau | Nancy Todd |
| Judith Duprey | |
| Dale Gordon | |
| Diane Gove | |
| Gail Hagelstein | |
| Meagan Irving | |
| Holly Nadeau | |
| Jacqueline Lambert | |



STATE OF MAINE
DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
BUREAU OF ALCOHOLIC BEVERAGES AND LOTTERY OPERATIONS
DIVISION OF LIQUOR LICENSING AND ENFORCEMENT

Application for an On-Premises License

All Questions Must Be Answered Completely. Please print legibly.

| Division Use Only | |
|--|-----|
| License No: | |
| Class: | By: |
| Deposit Date: | |
| Amt. Deposited: | |
| Payment Type: | |
| OK with SOS: Yes <input type="checkbox"/> No <input type="checkbox"/> | |

**Section I: Licensee/Applicant(s) Information;
Type of License and Status**

| | |
|---|--|
| Legal Business Entity Applicant Name (corporation, LLC): Northern Maine Brewing Company, LLC | Business Name (D/B/A): |
| Individual or Sole Proprietor Applicant Name(s): | Physical Location: 22 Main Street, Caribou Maine 04736 |
| Individual or Sole Proprietor Applicant Name(s): | Mailing address, if different: P.O. Box 275, Caribou, ME 04736 |
| Mailing address, if different from DBA address: | Email Address: gervaisjoe630@gmail.com |
| Telephone # Fax #: | Business Telephone # Fax #: 207-492-2185 207-492-2248 |
| Food and Beverage License Number: [REDACTED] | Maine Seller Certificate # or Sales Tax #: 1176869 |
| Retail Beverage Alcohol Dealers Permit: R/1/2016-9614 | Website address: |

1. New license or renewal of existing license? ☐ New ☒ Renewal

If a renewal, please provide the following information:

Your current license expiration date: 06/13/2020

The dollar amount of gross income for the licensure period that will end on the expiration date above:

Food: [REDACTED] Beer, Wine or Spirits: [REDACTED] Rest Rooms: \$ 0.00

2. Please indicate the type of alcoholic beverage to be sold: (check all that apply)

☒ Malt Liquor (beer) ☒ Wine ☒ Spirits

3. Indicate the type of license applying for: (choose only one)

- ☐ Restaurant (Class I, II, III, IV) ☒ Class A Restaurant/Lounge (Class XI) ☐ Class A Lounge (Class X)
- ☐ Hotel (Class I, II, III, IV) ☐ Hotel – Food Optional (Class I-A) ☐ Bed & Breakfast (Class V)
- ☐ Golf Course with auxiliary and mobile cart options (Class I, II, III, IV) ☐ Tavern (Class IV)
- ☐ Qualified Caterer ☐ Self-Sponsored Events (Qualified Caterers Only)
- ☐ Other: _____

Refer to Section V for the License Fee Schedule

4. If application is for a **new** license or the business is under new ownership, indicate starting date:

5. Business records are located at the following address:

22 Main Street & 137 Bennett Drive, Caribou, ME 04736

6. Is licensee/applicant(s) a business entity like a corporation or limited liability company?

☒ Yes ☐ No If **Yes**, complete Section VII at the end of this application

7. Do you own or have any interest in any another Maine Liquor License? ☒ Yes ☐ No

If yes, please list license number, business name, and complete physical location address: (attach additional pages as needed using the same format)

| Name of Business | License Number | Complete Physical Address |
|-------------------------------------|----------------|-----------------------------------|
| Northern Maine Brewing Company, LLC | SMB-75 | 22 Main Street, Caribou, ME 04736 |
| | | |



City of Caribou, Maine

City Clerk's Office
25 High Street
Caribou, ME 04736
Telephone (207) 493-3324
Fax (207) 498-3954
www.cariboumaine.org

RUBBISH HAULER'S LICENSE APPLICATION

| | | | |
|--|--|---------------------------------------|-----------------------|
| Name of Applicant: <u>Tom G. Berube</u> | | DOB: <u>4-16-1963</u> | |
| Business Name: <u>Gil's Sanitation Inc.</u> | | | |
| Business Address: <u>PO Box 1057 Presque Isle, Maine 04769</u> | | | |
| Residence Address: <u>765 Washburn Rd. Washburn Maine</u> | | | |
| Phone: <u>769-0711</u> | Home: <u>455-7114</u> | Business: <u>769-0711</u> | Cell: <u>551-5636</u> |
| Email: <u>tberubel@kahr.com</u> | | Fax: <u>207-764-0155</u> | |
| Number of Vehicles: <u>3</u> | Name(s) of Driver(s): <u>Tom Berube, Robert Campbell, Don Mielrodt</u> | | |
| | | | |
| | | | |
| | | | |
| Do you carry Liability Insurance? <u>Yes</u> | | If so, How Much? <u>See attached.</u> | |
| Do you carry Property Insurance? <u>Yes</u> | | If so, How Much? <u>() ()</u> | |
| Name & Address of Insurance Company: Provide Proof of Insurance <u>Acadia Insurance Company</u> | | | |

I hereby agree to operate the above in accordance with the Laws of the State of Maine and the Ordinances of the city of Caribou.

Signed: Thomas G. Berube

Date: 3-18-2020

Owner of: Gil's Sanitation Inc.

Application Received By: Jayne Farrar

(Signature of Clerk)

FOR OFFICE USE:

Approved: _____

Rejected: _____

Reason: _____

By: _____





Resolution 04-01-2020

A Resolution of the Caribou City Council Recognizing the Loring Job Corps Center for Civic Excellence

WHEREAS, The Loring Job Corps Center continues to serve Caribou, Aroostook County and the state of Maine as a premier residential training and education center for youth; and

WHEREAS, The Loring Job Corps Center is vital in preparing young people for employment, further education and/or military service; and

WHEREAS, The Loring Job Corps Center continues to be an important facet of our workforce development system and has a proven record of success in preparing disadvantaged youth to obtain and hold a job or pursue opportunities in higher education; and

WHEREAS, The combination of skills, self-confidence and determination instilled in the youth will help them overcome setbacks and obstacles, and allow them to find paths to success at all levels. The Center's focus community service helps create the involvement needed to become better citizens and contributes to the importance of community and future student success; and

WHEREAS, The Center and students have contributed thousands of hours of community service and support to civic and veteran organizations and have made Caribou a priority in their daily operations; and

WHEREAS, The Center continues to meet and exceed milestones at the regional and national levels in all levels of student development and placement and we the City of Caribou are so proud of the many young people who took the challenge to join this program and make a better life for themselves and those around them. Their contributions cannot be overstated, and we look forward to watching their continued development.

NOW, THEREFORE, WE THE CARIBOU CITY COUNCIL, do hereby recognize May 18, 2020 as Loring Job Corps Day.

This resolution was duly passed and approved by a majority of the City Council of the City of Caribou this ____th day of _____ 2020.

R. Mark Goughan, Mayor

Attest: Jayne Farrin, City Clerk

[City Seal]



Resolution 04-02-2020

A Resolution of the Caribou City Council Authorizing Participation in the MMA Safety Incentive Program

WHEREAS, the City of Caribou is a member of the Maine Municipal Association Worker's Compensation Fund (hereinafter "WC Fund"); and

WHEREAS, Maine Municipal Association (hereinafter "MMA") provides risk management services and workers' compensation coverage; and

WHEREAS, MMA developed the Workers' Compensation Safety Incentive Program (hereinafter "the Program") to help reduce the incidents and impact of workplace injuries by implementing WC claim best practices; and

WHEREAS, MMA will provide necessary written program information, and offer assistance to participants; and

WHEREAS, WC Fund members that participate in the Program and complete the required activities, will have the opportunity to earn a credit to the annual contribution; and

WHEREAS, the City of Caribou is committed to providing a safe environment for its employees, citizens, and visiting public; and

WHEREAS, the Program will help enhance such an environment and promote a self-sustaining culture of safety with participating members,

NOW, THEREFORE BE IT RESOLVED BY, THE CARIBOU CITY COUNCIL, to elect to participate in the MMA Workers' Compensation Safety Incentive Program.

This resolution was duly passed and approved by a majority of the City Council of the City of Caribou this ____th day of _____ 2020.

R. Mark Goughan, Mayor

Attest: Jayne Farrin, City Clerk

[City Seal]



Maine Municipal Association

Workers' Compensation Safety Incentive Program - Introduction

Maine Municipal Association Risk Management Services has designed a program to work in partnership with our Workers' Compensation Fund members to improve workplace safety and the member's workers' compensation experience. The goals of this program are to:

- Reduce the incidence of injury and illness throughout the operations
- Improve overall safety in the work environment
- Maintain lines of communication with all employees
- Protect members assets
- Promote a self-sustaining safety culture
- Utilize best practices claim management
- Provide financial incentives which reward our partnership toward safety

Participation in the program will be on a voluntary basis and eligible credits will be applied effective January 1, 2021. These credits will only be added at the next renewal (no mid-term adjustments will be made). Each member must elect to be part of the program on or before April 1 and provide all completed documentation by September 1. The Risk Management Services team will work with the member to help achieve its safety goals.

Each qualifying member may receive an incentive credit up to 10%. The program is tiered into three levels based on documented performance. The tiers and associated credits are:

- Tier I..... 5%
- Tier II..... 7.5%
- Tier III..... 10%

The application of a tier credit will not reduce the annual contribution below the minimum contribution level. However, for those members affected by the minimum contribution level (currently \$500 or less) they will receive additional consideration as part of a safety enhancement grant application.

Important Dates

April 1 - Member Acknowledgment Form due

September 1 - Resolve Form due (Only for 1st Year in the Program)

September 1 - Verification Data Form due

WCSIP Program

- [Introduction](#)
- [Overview](#)
- [Criteria](#)

Forms

- [Acknowledgment](#)
- [Resolve](#)
- [Verification](#)
- [Facility Survey](#)

Plans

- [Personal Protection Equipment](#)
- [Slip, Trip & Fall](#)
- [Lifting](#)
- [Ergo](#)
- [Incident Review](#)
- [Safety Committee](#)
- [Return to Work](#)

Helpful Links

- [MDOL Directives](#)
- [WCB Preferred Providers](#)
- [MMA Online University](#)

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



MEMO

TO: Caribou City Council Members
FROM: Dennis Marker, City Manager
RE: EMERA Operation Agreement for 142 Lower Lyndon Property
DATE: April 3, 2020

DISCUSSION ITEM

The property at 142 Lower Lyndon Street has a myriad of deed restrictions and obligations pertinent to it because of the several corporate players involved on the ground. One of those entities is EMERA, which maintains power systems inside the old generation plants. EMERA is asking for the City to enter into an operational agreement that essentially states the city will accept the power accounts in its name in exchange for EMERA paying for all power related to the property so long as they have equipment on the property. A copy of the complete agreement is available in the City offices.

Council Action Needed:

- 1) Discussion regarding the operation agreement propped by EMERA. This can take place in executive session under real estate and economic development. M.R.S. 405.6.C

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



MEMO

TO: Caribou City Council Members
FROM: Dennis Marker, City Manager
RE: 51 Lombard Road Property Reclamation
DATE: February 19, 2020

DISCUSSION AND POSSIBLE ACTION ITEM

The subject property was tax acquired in 2019. Taxes owed on the property from 2017-2019 are \$4,718.61. With interest and charges as of April 6th the total amount owed to reclaim the property is \$5,403.61.

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. A relative of the owner is requesting the city accept payment for all amounts owed (taxes, fees, and interest) and authorize the property to be deeded back to Mr. P. Ronald Thibodeau.

Council Action Needed:

- 1) Decision to accept full payment of amount due on the account, and authorize the City Manager to execute necessary property documents to return the property to the previous owner.



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



MEMO

TO: Caribou City Council Members
FROM: Dennis Marker, City Manager
RE: Business Financing due to COVID-19 Closures
DATE: April 3, 2020

DISCUSSION ITEM

There are many resources popping up for small businesses faced with concerns and questions about government programs and mandates. The following are just a few that the city is tracking: This memo, if viewed in adobe acrobat has hyperlinks to the referenced information.

- Human Resource webinars provided free by BernsteinShur.com and PortlandRegion.com. These discuss new leave programs and policies that businesses should understand.
- www.dol.gov/agencies/whd/pandemic is the state department of labor site to help employers also understand human resource issues
- Central Aroostook Chamber of Commerce provides links to websites and how-to information for loans and resources. They can be reached at (207) 764-6561
- For a detailed roadmap on receiving a loan, check out the U.S. Chamber's [Small Business Emergency Loans Guide & Checklist](#), and explore more resources tailored to small businesses [here](#).
- The Small Business Association has a [paycheck protection program](#) that is a loan that converts to a grant if business owners follow all the regulations.
- Gap funding loans are also available through the Northern Maine Development Commission, contact Robert Clark at rclark@nmdc.org, or contact the Caribou Economic Growth Council loan committee, Craig Staples at c.staples@katahdintrust.com
- Local banks will have loan officers familiar with small business loans and have access to other lines of credit.

Introduced by Councilor _____
Introduction Date: _____

CARIBOU CITY
EMERGENCY ORDINANCE #1, 2020 SERIES,
REGARDING EMPLOYEE LEAVE POLICIES DURING DECLARED PANDEMICS

WHEREAS, Governor Mills has declared a state of emergency due to COVID-19 outbreak in the state of Maine; and

WHEREAS, On March 18, 2020, the President of the United States enacted the Families First Coronavirus Response Act that mandated cities provide additional leave to employees faced with the COVID-19 outbreak; and

WHEREAS, the City Council of Caribou desires to formalize the city's leave policies for its employees during this state of emergency while implementing new policies to address the federal directives and need to provide additional assurances and protections to city employees who may directly face threats due to the COVID-19 outbreak, and

WHEREAS, The City of Caribou has a personnel leave policy which, by charter, must only be amended by ordinance of the City Council, and

WHEREAS, the City's charter Section 2.13 provides that the City Council can adopt emergency ordinances.

NOW THEREFORE BE IT ORDAINED by the Caribou City Council that the following leave and compensation policies shall be instituted.

Section 1. Pandemic Leave Policy

During a declared emergency event that requires precautions to limit exposure to a biological threat such as a pandemic or other health threatening circumstance, the following leave policies shall apply:

1. Employees at work:
 - a. Employees working at their usual workstation will continue to be compensated regular time.
 - b. The City Manager or prior-authorized designee has sole responsibility for directing closure of public offices, facilities and spaces. The City Manager and prior-authorized designees shall, in consultation with available health, safety and welfare professionals, have responsibility to direct staff members to leave their place of work, be quarantined, work from remote locations through electronic or other methods, or not report to work. Such directions need not be uniformly applicable depending upon the threat to the public and/or the distinguishable characteristics of the personnel at risk.
2. Employees working remotely or from home:
 - a. Employees conducting pre-authorized remote work will continue to be compensated regular time. The City Manager shall review all requests to work remotely.

- b. If the City Manager has not directed employees to remain home or authorized work from home, but an employee desires to remain home due to fear of exposure, that employee must utilize their vacation or comp time to cover their work absence.
 - c. Employees who receive documented medical direction to refrain from public interaction during a pandemic situation will be given reasonable work assignments that can be accomplished remotely. If remote work is not possible with the job duties of the employee's position, the City may temporarily reassign that employee to fulfill other work responsibilities as necessary during the pandemic. A reassignment of duties will not constitute change in wage under this circumstance.
 - d. Employees who are out sick generally and not due to the pandemic elements shall utilize their own accrued sick leave during their absence from work. The same shall be true of employees remaining home to care for a family or household member. It will be assumed that employees remaining home due to illness fall under this category unless test results indicate the pandemic element is present. All medical documentation policies during regular work periods still apply.
 - e. If an employee has a family member in their home who contracts or is directly exposed to the pandemic threat, such employee may not return to work unless tested and cleared by a competent medical professional. Time away from work in this instance will be covered by the employee's sick leave if found to be infected. If test results come back negative, then the time away from work will be covered under administrative leave in accordance with FMLA guidelines.
 - f. Employees who remain home in order to care for children who would otherwise be in school but must remain home due to school closures will be asked to complete remote work assignments. FMLA leave will be provided to offset loss in work hours due to the absence.
3. Employees in Quarantine
- a. If an employee is placed on quarantine due to potential exposure resulting from close contact with infected persons in the line of duty as a public safety or emergency services responder, such employees will be placed on administrative leave during their minimum quarantine period or until test results are returned providing a negative infection result, whichever is sooner.
 - b. If seemingly healthy employees are directed to leave work and return home, not report to work, or be quarantined in a manner that they are prevented from working remotely, the employee will continue to be compensated under Administrative Leave for hours they would have worked up to 80 hours for full-time employees or two weeks equivalent hours for part-time employees.
4. FMLA effects. Any Administrative leave provided under this policy shall be considered paid sick leave under the FMLA Emergency Paid Sick Leave Act of March 18, 2020 or subsequent relative acts. All FMLA pertinent regulations shall apply to compensation amounts and employment reservations.

Section 2. Regulation Updates. These policies are subject to alteration by federal or state mandates as may be released from time to time during the length of the declared emergency.

Section 3. Posting and Effective Date. This Ordinance shall become effective immediately upon its adoption and shall remain in full force and effect for a period of 61 days thereafter, unless extended pursuant to law or until a new and revised set of regulations is adopted by the Municipality, whichever shall first occur.

R. Mark Goughan, Mayor

Attest:

Jayne R. Farrin, City Clerk

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



MEMO

TO: Caribou City Council Members
FROM: Dennis Marker, City Manager
RE: 60 Access Highway Sales Agreement
DATE: April 3, 2020

DISCUSSION AND POSSIBLE ACTION ITEM

The subject property was initially listed for \$200,000 in October 2019. An appraisal of the property conducted last summer resulted in a value of \$164,000 due to deferred maintenance issues. The city's real estate agent, Cathy Duffy, received an offer of \$130,000 for the 60 Access Highway Building. The desired closing date will be June 12, 2020 which provides the city time to work with existing tenants or occupiers of the space to vacate or become current on accounts.

City Administration recommends the Council accept the offer and authorize the City Manager to execute necessary closing documents.

City Manager's Report
March 20, 2020

| Economic Development Projects | |
|--------------------------------------|---|
| 60 Access Highway | This is on the agenda for possible action |
| Caribou Shopping Center | Mr. Cassidy indicates there has been no additional movement on new tenants. |
| Porvair CDBG program | Porvair has purchased a new \$16K air dryer with their grant award. Over \$160,000 of additional equipment will be purchased over the next 6 months. |
| Events and Marketing | <p>* Due to lack of interest and the current social distancing mandates, the Caribou Yard Sale event has been postponed to a date uncertain.</p> <p>* We are working on future events for the summer as if they will continue.</p> <p>* Continuing to get more great photos for the contest. Ms. Brandy Lindsey was the contest winner for March. Her photo and narrative is attached to this report.</p> <p>* There are over 100 participants in the great Caribou Teddy Bear Hunt</p> |
| Blight Cleanup | The drive around part of the blight survey will be completed this week. Ken is working to get the data into the GIS. |
| Hilltop Senior Living | Interior work is on-going |
| Birdseye Cleanup | Have requested a meeting with CES to discuss alterations to the clean up plans to see if additional cost saving options are available. |
| Title 13 ReWrite | Updates are on-going and the Planning Commission will review additional changes at their meeting in May. |

"Hi, my name is Emily. We just moved here from FL a few weeks ago. It was always too hot for my kids to play outside. Every day since we've been here, my kids have gone outside to play and be kids again!! I'm thankful that they can just play and be "kids" again! No more staying couped up inside on gaming systems. They are enjoying the beautiful scenery, snow and cooler temperatures. We♥ Caribou!" ~ Emily Scott



| | |
|---|--|
| COVID-19 Status | <p>We are receiving updates daily from the Maine CDC and Federal CDC. It was reported on April 3rd that Aroostook County has its first confirmed case. It was reported out of Houlton.</p> <p>The Library and Recreation center are closed to the public. The Nylander will not be opening on Sundays. City Hall is now closed to the public with all staff continuing to work.</p> <p>The recent executive order by Governor Mills calls for non-essential employees to remain home. Employees are being allowed to work from home on a project-by-project basis.</p> |
| Fire/EMS Contracts | All previous EMS communities except Perham, Wade, & Washburn have indicated they would like the new \$100 per person contracts. |
| Blight Commission | An outline of the final blight tools report has been prepared and the committee will now help fill in some of the details. Awaiting final blight survey mappings to polish off the report. |
| Public Safety Building | The Council discussed with Artifex Architects their findings on the VMS, Sitel, and City Hall during the Council work session on March 31. Looking for additional guidance from the Council about additional buildings to research. |
| Union Negotiations. | The PW Mediation meeting scheduled for April 12 has been postponed until after the state of emergency has been lifted. |
| Procurement Policy | This was submitted to the auditors. We're waiting for their response. |
| 2020 Budget | The final revenue report has been uploaded to the website. |
| Capital Facility Maintenance Plans | Criterion Brown will start in May to work on building inspections. The final reports will be received before September 1 so the information can be incorporated into the 2021 capital facilities budget package. |
| Fire/EMS Structural Study | Additional investigation work is on hold per the current executive order. |
| LED Conversion | EMERA has confirmed that Realterm has all the light information necessary to check accounts for conversion information. Awaiting final report from Realterm. |
| Snow Plowing RFP | This has taken a back burner to COVID-19 and Title 13 work. |
| Wage and Classification Policy. | This has taken a back burner to COVID-19 and Title 13 work. |
| Cable Franchise Renewal | Ready to share updates with the Council on this negotiation process. This can be done in executive session. |
| General Plan Update | This is on hold until additional blight study work is completed. |
| River Road | Still waiting for a final set of construction drawings for the new river road. Dr. Chomka has asked the City to consider a land swap adjacent to the disturbed properties. This can also be discussed in executive session. |
| High Street | all work has stopped until spring 2020 |
| Teague Park | Work on hold until spring 2020 |
| North Main Street Reconstruction | Bids were received. This is on the agenda for Council to award the bid. |

| CITY CLERK'S OFFICE REPORT | Jan-20 | | Feb-20 | | Mar-20 | | YTD | |
|----------------------------------|-------------------|----------------------|-------------------|----------------------|-------------------|----------------------|-------------------------|------------------------|
| | # of transactions | amount collected | # of transactions | amount collected | # of transactions | amount collected | Total # of Transactions | Total Amount Collected |
| ATV REGISTRATION | 4 | \$ 317.25 | 1 | \$ 2.00 | 0 | \$ - | 5 | \$ 319.25 |
| BIRTH RECORDS | 39 | \$ 657.00 | 47 | \$ 759.00 | 27 | \$ 435.00 | 113 | \$ 1,851.00 |
| BOAT REG | 4 | \$ 199.60 | 1 | \$ 56.00 | 5 | \$ 162.25 | 10 | \$ 417.85 |
| BUILDING PERMITS | 0 | \$ - | 1 | \$ 50.00 | 4 | \$ 200.00 | 5 | \$ 250.00 |
| CITY OWN PROPERTY | 0 | \$ - | 1 | \$ 500.00 | 1 | \$ 500.00 | 2 | \$ 1,000.00 |
| CONNOR BOAT | 0 | \$ - | | \$ - | 1 | \$ 48.00 | 1 | \$ 48.00 |
| DEATH RECORDS | 16 | \$ 574.00 | 21 | \$ 835.00 | 24 | \$ 963.00 | 61 | \$ 2,372.00 |
| DOG LICENSES | 300 | \$ 2,717.00 | 56 | \$ 2,020.00 | 19 | \$ 517.00 | 375 | \$ 5,254.00 |
| FAX FEE & PHOTO COPY | 2 | \$ 9.00 | 4 | \$ 14.25 | 4 | \$ 7.00 | 10 | \$ 30.25 |
| FISHING LICENSE | 27 | \$ 729.00 | 8 | \$ 230.00 | 1 | \$ 27.00 | 36 | \$ 986.00 |
| HUNTING LICENSE | 35 | \$ 1,192.50 | 11 | \$ 402.00 | 10 | \$ 411.00 | 56 | \$ 2,005.50 |
| IN TOWN REG | 1 | \$ (143.38) | 3 | \$ 116.00 | 0 | \$ - | 4 | \$ (27.38) |
| MARRIAGE RECORDS | 19 | \$ 396.00 | 10 | \$ 200.00 | 17 | \$ 447.00 | 46 | \$ 1,043.00 |
| MISC. INCOME | 0 | \$ - | 1 | \$ 10.00 | 2 | \$ 62.00 | 3 | \$ 72.00 |
| MISC. LICENSES | 4 | \$ 80.00 | 5 | \$ 90.00 | 5 | \$ 285.00 | 14 | \$ 455.00 |
| MISC. RECEIPTS | 4 | \$ 2,327.50 | 0 | \$ - | 5 | \$ 598.85 | 9 | \$ 2,926.35 |
| MOTOR VEHICLE | 461 | \$ 107,263.42 | 457 | \$ 104,412.39 | 327 | \$ 66,230.84 | 1245 | \$ 277,906.65 |
| NOTARY FEES | 7 | \$ 115.00 | 11 | \$ 135.00 | 13 | \$ 190.00 | 31 | \$ 440.00 |
| PERSONAL PROPERTY PAYMENT | 15 | \$ 2,920.82 | 3 | \$ 431.00 | 7 | \$ 6,092.42 | 25 | \$ 9,444.24 |
| PLUMBING PERMITS | 1 | \$ 40.00 | 0 | \$ - | 1 | \$ 100.00 | 2 | \$ 140.00 |
| PYMTS. IN LIEU OF TAX | 2 | \$ 6,709.78 | 0 | \$ - | 0 | \$ - | 2 | \$ 6,709.78 |
| REAL ESTATE PAYMENT | 325 | \$ 153,317.38 | 279 | \$ 91,601.44 | 348 | \$ 155,488.03 | 952 | \$ 400,406.85 |
| SIGN PERMITS | 0 | \$ - | 1 | \$ 50.00 | 0 | \$ - | 1 | \$ 50.00 |
| SITE DESIGN REVIEW | 0 | \$ - | 0 | \$ - | 1 | \$ 90.00 | 1 | \$ 90.00 |
| SNOWMOBILE REGISTRATION | 165 | \$ 10,626.13 | 53 | \$ 3,455.62 | 29 | \$ 2,010.17 | 247 | \$ 16,091.92 |
| TAX ACQUIRED REAL ESTATE PAYMENT | 1 | \$ 1,212.11 | 1 | \$ 422.26 | 2 | \$ 828.23 | 4 | \$ 2,462.60 |
| TAX ACQUIRED LIEN PAYMENT | 2 | \$ 11,405.72 | 4 | \$ 2,877.74 | 5 | \$ 1,114.60 | 11 | \$ 15,398.06 |
| TAX LIEN PAYMENT | 14 | \$ 9,103.96 | 12 | \$ 2,342.38 | 27 | \$ 10,908.62 | 53 | \$ 22,354.96 |
| TRAILER PARK LOT RENT | 10 | \$ 1,150.00 | 11 | \$ 1,368.00 | 9 | \$ 1,040.00 | 30 | \$ 3,558.00 |
| TOTAL: | 1458 | \$ 312,919.79 | 1002 | \$ 212,380.08 | 894 | \$ 248,756.01 | 3354 | \$ 774,055.88 |

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

March 2020

Waiting List Statistics

| | 2019 YTD | | Feb-20 | Mar-20 | YTD |
|-----------------------|----------|--|--------|--------|-----|
| Applications Received | N/A | | 13 | 5 | 28 |

| | 2019 YTD | | Feb-20 | Mar-20 | YTD |
|----------------------------|----------|--|--------|--------|-----|
| Applicants in Jurisdiction | N/A | | 105 | 111 | 305 |
| VAWA Preference | | | 8 | 8 | 22 |
| Veteran's Preference | | | 2 | 3 | 8 |
| Natural Disaster | | | 0 | 0 | 0 |
| Living in Caribou | | | 69 | 74 | 194 |

| | 2019 YTD | | Feb-20 | Mar-20 | YTD |
|--------------------|----------|--|--------|--------|-----|
| Applicant's Pulled | N/A | | 0 | 0 | 0 |
| Vouchers Issued | | | | 0 | 1 |
| Leased Up | | | 0 | 0 | 0 |
| Voucher Expired | | | 0 | 0 | 1 |
| Vouchers Pending | | | 0 | 0 | 0 |

Housing Choice Voucher Program

| | 2019 YTD | | Feb-20 | Mar-20 | YTD |
|--|------------|--|-----------|-----------|------------|
| HUD Allocated Vouchers | 579 | | 193 | 193 | 386 |
| Total Vouchers Leased | 547 | | 190 | 188 | 566 |
| Port Outs | 7 | | 3 | 3 | 5 |
| Homeownership | 0 | | 1 | 1 | 2 |
| All Other Vouchers | 540 | | 186 | 184 | 371 |
| | | | | | |
| YTD Openings | 32 | | 3 | 5 | 8 |
| Vouchers on Street | 2 | | 0 | 0 | 5 |
| | | | | | |
| | | | | | |
| Total HAP Expense | \$ 222,898 | | \$ 82,667 | \$ 81,983 | \$ 246,817 |
| Housing Assistance Payments, Landlords | \$ 207,148 | | \$ 76,062 | \$ 75,345 | \$ 226,157 |
| Utility Reimbursements, Participants | \$ 691 | | \$ 168 | \$ 168 | \$ 663 |
| Port Out Payments | \$ 2,736 | | \$ 1,162 | \$ 1,206 | \$ 3,129 |
| Homeownership HAP | \$ - | | \$ 332 | \$ 332 | \$ 996 |
| FSS Escrow, Participants Account | \$ 12,323 | | \$ 4,943 | \$ 4,932 | \$ 15,872 |

Housing Choice Voucher Program (cont.)

| | 2019 YTD | Feb-20 | Mar-20 | YTD |
|-----------------------------|----------|--------|--------|-------------|
| Lease Up Rates | | | | |
| HUD Allocated -vs- Leased | 94% | 98% | 97% | 98% |
| HUD Funded -vs- HAP Expense | 101% | 90% | 96% | 100% |

Housing Quality Standards Inspections

| | 2019 YTD | Feb-20 | Mar-20 | YTD |
|----------------------------------|----------|--------|--------|-----|
| Initial | N/A | 0 | 0 | 6 |
| Passed (I) | | 0 | 0 | 4 |
| Failed (I) | | 0 | 0 | 2 |
| Re-Inspected (I) | | 0 | 0 | 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

| | 2019 YTD | Feb-20 | Mar-20 | YTD |
|-----------------------------------|-----------|-------------|-------------|-----------|
| Number of Participants | N/A | 40 | 44 | 126 |
| Number Earning Escrow | N/A | 18 | 17 | 55 |
| FSS Escrow, Participants Account | \$ 12,323 | \$ 4,943.00 | \$ 4,932 | \$ 20,315 |
| FSS Families, Disbursement | N/A | 0 | 2 | 6 |
| FSS Disbursement Amount | | \$ - | \$ 7,200.00 | \$ 8,251 |
| FSS Graduate, Families | N/A | 0 | 0 | 1 |
| FSS Graduate, Escrow | | \$ - | \$ - | \$ 9,550 |
| FSS Forfeiture, Families | N/A | 1 | 0 | 1 |
| FSS Forfeiture, Escrow | | \$ 510.66 | \$ - | \$ 510.66 |

Homeownership

| | 2019 YTD | Feb-20 | Mar-20 | YTD |
|-------------------------------|----------|--------|--------|--------|
| Number of Participants | 0 | 1 | 1 | 4 |
| Homeownership HAP | \$ - | \$ 332 | \$ 332 | \$ 996 |