

CITY COUNCIL MEETING NOTICE AND AGENDA

Notice is hereby given that the City Council of Caribou will hold a City Council Meeting on **Monday, June 1, 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

1. Roll Call
2. Invocation / Inspirational Thought
3. Pledge of Allegiance
4. Public Forum (Comments can be submitted to the City Clerk (jfarrin@cariboumaine.org) prior to 5:30 pm on the day of the meeting to be read at the meeting. Comments must include the individuals name and address for the record)
5. Minutes - City Council Regular Meeting – May 18, 2020 Pgs 2-5
6. Bid Awards, Appointments & Recognitions
 - a. Bid Award for Public Works Roof Repair Pgs 6-8
 - b. Bid Award for Airport Crack Seal Work Pgs 6-8
 - c. Bid Award for Parking Lot Maintenance at the Fire Station Pgs 6-8
 - d. Bid Award for Parking Lot Maintenance at Sweden Street Mall Pgs 6-8
7. New Business
 - a. July 2020 Election Poll Times and Warden Appointments Pg 9
 - b. Rubbish Hauler Permit Renewal for Pine Tree Waste. Pg 10
 - c. Rubbish Hauler Permit Renewal for Caldwell's Sanitation Pg 11
 - d. Liquor License Extension for Maine Brew Pub Pg 12-15
8. Old Business & Adoption of Ordinances and Resolutions
9. Reports and Discussion by Mayor and Council Members
 - a. 2020 Revenue Projections Update Pgs 16-19
10. City Manager's Report Pgs 20-21
11. Reports by Staff and Appointed Officials
12. Executive Session(s) (May be called to discuss matters identified under Maine Revised Statutes, Title 1, §405.6)
 - a. Collective Bargaining Status Update
13. Executive Session for A Poverty Abatement Request under M.R.S.A Title 36, §841
14. Next Meeting(s): June 15, 29, July 27
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 Tuesday, May 18, 2020 at 6:00 p.m. in Council Chambers with the following members present: Mayor R. Mark Goughan, Deputy Thomas Ayer, Joan L. Theriault, Nicole L. Cote, Hugh A. Kirkpatrick, Jody R. Smith, and Douglas C. Morrell.

Dennis L. Marker, City Manager was present in Council Chambers.

Department Managers and Staff: None.

Due to the COVID-19 Pandemic, this meeting was closed to the public and was broadcasted via Spectrum and Caribou's YouTube Channel.

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

Comments were to be submitted to the City Clerk (jfarrin@cariboumaine.org) prior to 5:30 p.m. on the day of the meeting to be read at the meeting. Comments must include the individuals name and address for the record.

Emails received by the City Clerk:

- Gary Aiken – 471 Main Street – disagreed with prior comments made by Council regarding Homestead Exemptions, questioned the benefit of giving \$40,000 in gift certificates to City employees, and stated that he doesn't feel that the gift certificate topic qualified for executive session and should have been done in open session. Email received May 4, 2020 5:54 p.m.
- Laurie Chapman – River Road – spoke in opposition to changing Caribou's Charter if the change would allow active Council member's taxes to be waived and/or not current while serving. Email received May 15, 2020 6:19 p.m.

Council Agenda Item #5: Minutes

- a. City Council Regular Meeting – May 4, 2020

Motion made by J. Smith, seconded by D. Morrell, to accept the May 4, 2020 Council minutes as presented. (7 yes) So voted.

Council Agenda Item #6: Finances

- a. April 2020 Report

Manager Marker reviewed the April Financial Report and provided a cash flow graph that shows the negative effect of delaying the setting of the mil rate. The City delayed the setting of the mil rate in both 2017 and 2019.

Motion made by J. Smith, seconded by H. Kirkpatrick, to accept the April Financial Report as presented. (7 yes) So voted.

Council Agenda Item #7: Bid Awards, Appointments & Recognitions

Councilor Cote read Resolution 04-01-2020 Recognizing Loring Job Corps for Civic Excellence. The Resolution was adopted by Council on the 6th of April and was presented today to Loring Job Corps. A statement from Center Director Kristie Moir was read by Councilor Cote, stating that Loring Job Corps Center is honored for being recognized by the City of Caribou.

Council Agenda Item #8: New Business

- a. Discussion and Possible Action Regarding Renewal of Rubbish Hauler Permit for City Sanitation

Motion made by H. Kirkpatrick, seconded by T. Ayer, to approve the renewal of a rubbish hauler permit for City Sanitation. (7 yes) So voted.

- b. Discussion and Possible Action Regarding Par & Grill Liquor License Relocation

Motion made by D. Morrell, seconded by J. Smith, to approve the liquor license relocation for Par & Grill. (7 yes) So voted.

- c. Discussion and Possible Action Regarding Acceptance of \$20,000 FAA Grant for Airport

Motion made T. Ayer, seconded by J. Theriault to authorize the City Manager to accept a \$20,000 grant from the FAA, which will be used to offset airport operating expenses in 2020. (7 yes) So voted.

- d. Discussion Regarding City Use of Tax Acquired Property Located at 227 Limestone Street

First Read: Discussion.

- e. Discussion Regarding Amendment to SynerGen Solar Agreement for Solar Project on the Ogren Road Landfill Property

Motion made by H. Kirkpatrick, seconded by T. Ayer, to authorize the City Manager to execute an amendment to the SynerGen Solar contract, which sets the rental rate at \$500/acre with the acreage to be determined through the City's site design review process. (6 yes, 1 no, J. Smith) So voted.

- f. Introduction of Ordinance 03, 2020 Series to Amend the City Charter, Removing the Requirement that City Council Candidates be Current on Taxes

First Read: The Mayor read his statement of support for Ordinance 03, 2020. Councilor Cote suggested that there are items in the ordinance that need to be clarified. Councilor Morrell stated his support for the proposed ordinance. Councilor Smith stated that he doesn't support the proposed ordinance.

Discussion.

The Council wants to see any legal opinions on this topic that were received during the development of the current charter.

Ordinance No. 03, 2020 Series, an ordinance to Amend the City Charter allowing City Councilors to have Unpaid Tax Balances wasn't introduced.

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

a. Resolution 04-03-2020 Regarding Local Preference on Bids

Discussion.

Motion made by D. Morrell, to adopt 04-03-2020 A Resolution of the Caribou City Council Adopting a Local Preference Standard for Bid Submittals. Motion failed for the lack of a second.

b. Introduction of Ordinance 01, 2020 Series to Amend the City Charter, Adjusting Budget Process Timeframe

Councilor Kirkpatrick introduced Ordinance No. 1, 2020 Series, An Ordinance to Amend the City Charter by Changing Budget Preparation Timeframes.

c. Introduction of Ordinance 02, 2020 Series to Amend the City Charter, Allowing the Council to Increase Annual Expense Budget

No one introduced Ordinance No. 02, 2020 Series, An Ordinance to Amend the City Charter to Allow the Council to increase the Expense Budget After Adoption in a Fiscal Year. The ordinance doesn't move forward and "dies on the vine".

Council Agenda Item #10: Reports and Discussion by the Mayor and Council Members

Investment Committee meeting report was given by Councilor Smith.

a. Homestead Tax Credit Training

Manager Marker reviewed a memo from Tax Assessor Penny Thompson dated May 11, 2020 and a graph comparison of Homestead credit and taxes on properties valued \$100,000 since 1997.

b. 2020 Expense Budget Review

The Council was given a paper copy of the 2020 Expense Budget and it is available on the City's website.

Discussion about setting the mil rate, voting on the RSU 39 Budget, and sending out tax bills.

Council Agenda Item #11: City Manager's Report

The City is reaching out to Pronto Burrito about opening up a location here in Caribou.

Manager Marker reviewed the City Manager's Report dated May 1, 2020.

The Council discussed the proposed snow plowing RFP and how comprehensive it should be. The Mayor wants a draft RFP prepared for the Council to review. There was a discussion as to the length of time for a contract, should it be one or more years. Does the City provide the specialized equipment and operator? The Mayor offered that the City is looking to help alleviate overtime hours for the Public Works Department.

Council direction for the draft snow plowing RFP:

- Urban compact zone
- 3 year
- City supplies specialty equipment

Council Agenda Item #12: Reports by Staff and Appointed Officials

- a. Road Maintenance Program – Manager Marker reviewed the City’s Road Maintenance Program and noted that he will provide them a hard copy. The Program is reviewed every three years. Using 2020 prices and following the City’s Road Maintenance Program, the City will need to spend \$480,000 on road maintenance this year. The 2020 Budget includes \$576,000 for road maintenance.

Councilor Kirkpatrick asked about the chipsealing that was done in town a few years ago. He noted that some of the newer houses in town are located on the streets that were chipsealed.

- b. The City Clerk report – City Clerk Farrin noted that voters can call and request to have an absentee ballot mailed to them for the July 14th election. Ballots will be mailed sometime in June. City Offices opened today after being closed for several weeks. People can walk into the Clerk’s Office but will need appointments to meet with employees from other departments.

Council Agenda Item #13: Executive Session(s) (May be called to discuss matters identified under Maine Revised Statutes, Title 1, §405.6)

- a. Real Estate

8:27 p.m. Motion made by T. Ayer, seconded by J. Theriault, to move to executive session to real estate under MRSA Title 1, §405(6)(C). (7 yes) So voted.

8:53 p.m. Council returned from executive session.

No action taken.

Councilor Cote raised concerns about the code enforcement on the Van Buren Road. One of the property owners is thinking of suing the city. The DEP may have some well protection requirements that weren’t considered when the business was approved by the Planning Board. Concerns were raised about the fencing; business floor drains being connected properly and that the state may have requirements pertinent to “main roads” in rural areas. Councilor Cote was going to verify some of the information with DEP. The Council asked for a written update from the Code Enforcement officer on the case.

Council Agenda Item #14: Next Meeting(s): June 1, 15, 29, July 27

Council Agenda Item #15: Adjournment

Motion made by H. Kirkpatrick, seconded by T. Ayer, to adjourn the meeting at 9:06 p.m. (7 yes) So voted.

Jayne R. Farrin, Secretary, (in Council Chambers)

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



MEMO

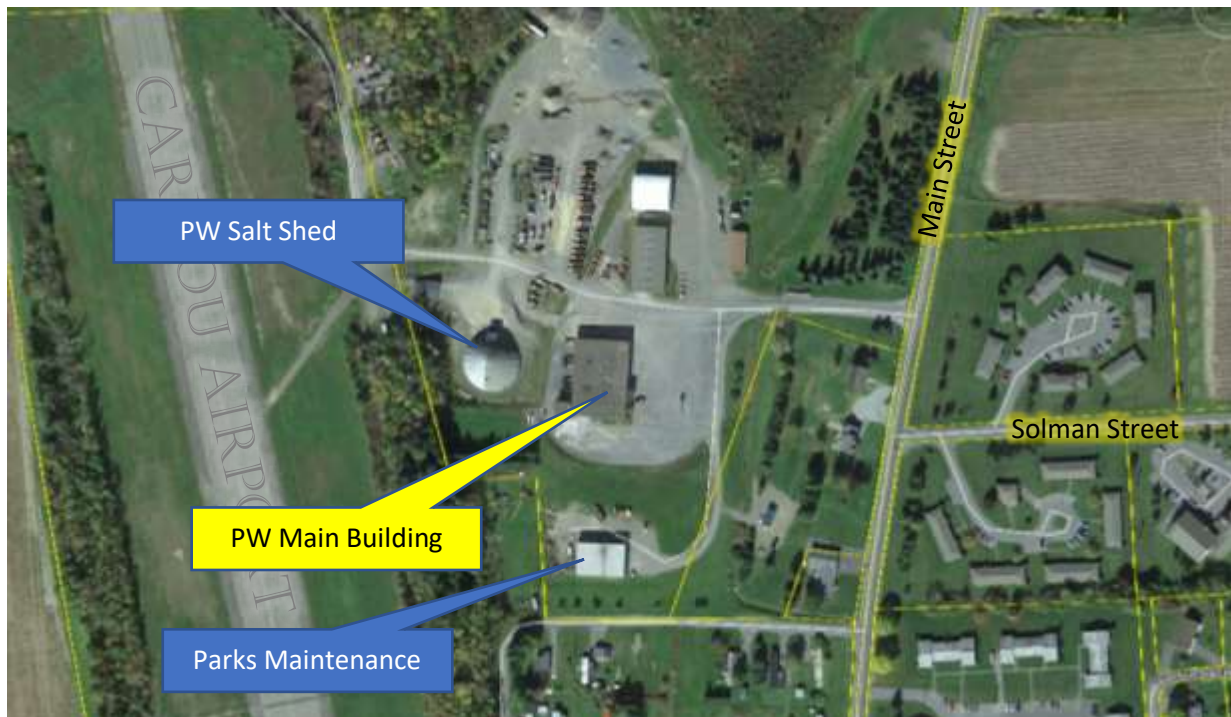
TO: Carl Grant, Finance Director
FROM: Dennis Marker, City Manager
RE: Bids for Parking Lots and Roof Repair
DATE: May 28, 2020

Bids were solicited for the following projects:

- 1) **Public Works Roof Repair.** Low Bid Amount: **\$87,480**
This generally includes replacement of the existing roof membrane on the 15,900 square foot main public works building. This project is in the 2020 capital plan. Funding for the project will come from existing public works building maintenance reserves currently totaling \$75,167 and an allocation of \$25,000 planned in the 2020 capital plan. Note: the additional 2020 capital funds are anticipated for carryover to fund the salt shed roof replacement in 2021.
- 2) **Airport Crack Seal Work.** Low Bid Amount: **\$6,240**
This work includes a crack seal treatment between the airport runway and Main Street, for those areas not constructed in the last three years. According to a DOT pavement study completed earlier this year, the should spend \$71,000 on maintenance in 2020 due to the apron pavement condition index score of 59. DOT also indicates full reconstruction of the apron area will be needed over the next 5 years at a cost of \$967,124. Based on current repaving bids (see parking lot prices below), the city could provide an equivalent DOT fix for \$122,563. However, there is currently only \$78,500 in airport reserves to cover the cost of this maintenance project.
- 3) **Parking Lot Maintenance at the Fire Station.** Low Bid Amount: **\$28,500**
This work includes ripping up the remaining asphalt around the south and west side of the fire station, re-grading the surface for improved storm drainage on the site, and then placing 2" of new asphalt over the parking and drive areas. The approximate area affected is 16,500 square feet. This project was not specifically in the 2020 capital plan but is part of reserve funding set aside for city parking lot repairs in general. The current parking lot maintenance reserve account balance is \$109,466.90.
- 4) **Parking Lot Maintenance at Sweden Street Mall.** Low Bid Amount: **\$45,000**
This work includes a 1.5-inch overlay of the north mall parking lot owned by the City. The approximate area affected is 46,835 square feet. This project was not specifically in the 2020 capital plan but is part of reserve funding set aside for city parking lot repairs in general. The current parking lot maintenance reserve account balance is \$109,466.90.

Bid Summary for Public Works Related Projects

Public Works Roof				
Powers Roofing	Caribou	498-2593	Paul Powers	<u>\$87,480.00</u>
Buildings Etcetera	Houlton	532-9020	Zachary Chase	<u>\$102,721.00</u>
SMR Inc	Portland	883-1247	Stephen McBrady	<u>\$99,869.00</u>
-				
North Mall Parking Lot				
Soderberg Const.	Caribou Me.	207.498.6300	Carl Soderberg	<u>\$45,000.00</u>
Trombley Industries	Limestone, ME	207.328.4503	Craig Trombley	<u>\$55,400.00</u>
Fire Station Parking Lot				
Soderberg Const.	Caribou Me.	207.498.6300	Carl Soderberg	<u>\$28,500.00</u>
Trombley Industries	Limestone, ME	207.328.4503	Craig Trombley	<u>\$37,650.00</u>
Airport Crack Seal				
Pelletier's Property Services				<u>\$6,240.00</u>





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



MEMO

To: Mayor and Council Members
From: Jayne R. Farrin, City Clerk
Date: 05/20/2020
Re: July Election

The Clerk's Office is preparing for the July 14, 2020 Primary & Special Referendum election and is requesting Council approval for the following:

1. Approval of an 8:00 Opening Time for the July 14, 2020 Election.
2. Appointment of Jayne R. Farrin as Election Warden, Danielle McLaughlin as Deputy Election Warden, and Cherie Garman as Deputy Election Warden for the July 14, 2020 Election.



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>Pine tree Waste</u>			DOB: _____
Business Name: <u>Pine tree Waste</u>			
Business Address: <u>PO Box 528 Houlton ME, 04730</u>			
Residence Address: _____			
Phone: _____	Home: _____	Business: <u>207-532-6804</u>	Cell: _____
Email: _____		Fax: <u>207-532-6499</u>	
Number of Vehicles: <u>1</u>	Name(s) of Driver(s): <u>David Ingraham</u>		
Do you carry Liability Insurance? <u>yes</u>		If so, How Much? <u>million Dollars</u>	
Do you carry Property Insurance? <u>yes</u>		If so, How Much? <u>million Dollars</u>	
Name & Address of Insurance Company: <u>Provide Proof of Insurance</u> <u>Wayle W. Johnson Ins Agency Inc.</u> <u>119 River St PO. Box 279 Mont Pelier VT 05601-0279</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: [Signature] Date: _____

Owner of: Pine tree Waste - site Manager

Application Received By: _____
(Signature of Clerk)

FOR OFFICE USE:

Approved: _____
Rejected: _____
Reason: _____
By: _____





City of Caribou, Maine

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Caribou, ME 04736
Telephone (207) 493-3324
Fax (207) 498-3954
www.cariboumaine.org

RUBBISH HAULER'S LICENSE APPLICATION

Name of Applicant: <u>Robbie Caldwell</u>			DOB: <u>1/5/70</u>	
Business Name: <u>Caldwell's Sanitation, LLC</u>				
Business Address: <u>PO Box 361, Limestone, ME 04750</u>				
Residence Address: <u>405 Van Buren Rd, Limestone, ME 04750</u>				
Phone: <u>207-325-8802</u>		Home: <u>none</u>		Business: <u>207-325-8802</u>
Email: <u>robbie.caldwell17@gmail.com</u>		Cell: <u>207-551-9604</u>		
Fax: <u>207-325-3374</u>				
Number of Vehicles: <u>2</u>		Name(s) of Driver(s): <u>Michael Coventry / Robert Dubay</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>See attached</u>		
Name & Address of Insurance Company: <i>Provide Proof of Insurance</i> <u>United Insurance - Fort Fairfield, 263 Main St, Suite 1, Fort Fairfield, ME 04742</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: [Signature]

Date: 4/13/2020

Owner of: Caldwell's Sanitation, LLC

Application Received By: _____

(Signature of Clerk)

FOR OFFICE USE:

Approved: _____

Rejected: _____

Reason: _____

By: _____



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 License Number: CARL-2016-9614
Physical Address: 22 Main St City Caribou
State ME Zip 04736 Phone: 207-551-9295 Fax: 207-498-2248
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):

Joseph Gervais
Signature of Owner

Joseph Gervais
Printed Name of Owner

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

Start Date: 5/22/20 End Date (if applicable): 7/31/20

Reason for this request: Additional Seating Due to covid-19 Primarily on Fridays and Saturdays

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



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: 207-551-9295 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

Joseph Gervais
Signature of Owner

Joseph Gervais GM
Printed Name of Owner

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

Start Date: June 6 2020 End Date (if applicable): August 29

Reason for this request: Beer garden and BBQ on Friday and Saturdays through the months of
June July and August.

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)

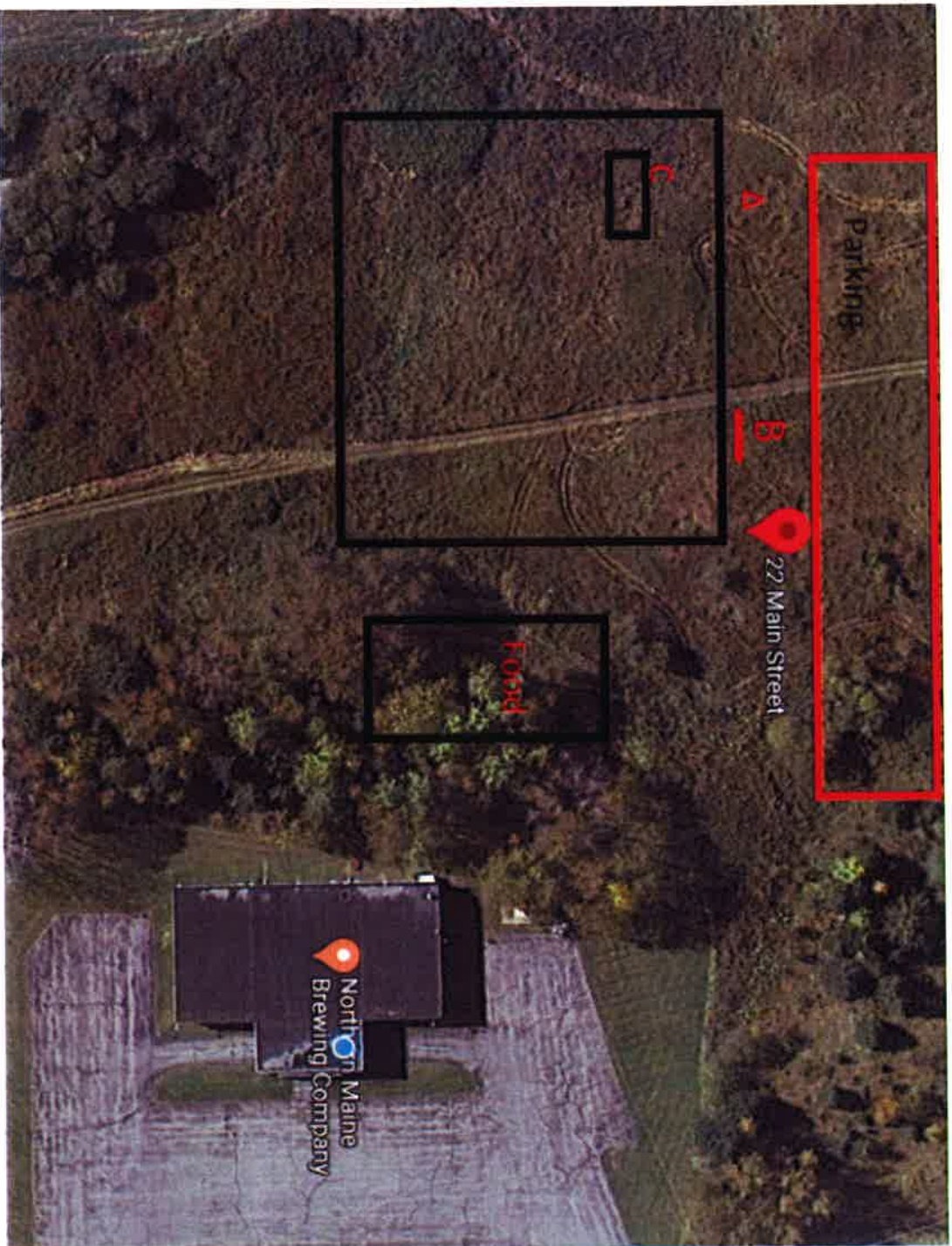
On: _____
Date

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

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

EXTENSION of premise ON

6/2017



- A) Double wall
Roped off
Beer Garden
- B) Entrance
with 100% ID
check
- c) Bar

Department	Fund	3 yr Avg (2017-19)	2018		2019		2020		May 27 Updated Projections	% Change from March 2020	Comments
			Budget	Year End	Budget	Unaudited Year- End	March 2020 Budgeted	Change from 2019 Budget			
GENERAL FUNDS											
10 General Government	01 - TAX LIEN COSTS COLLECTED	\$ 18,805	\$ 20,000	\$ 20,305	\$ 19,500	\$ 18,073	\$ 18,000	-7.7%	\$ 25,000 (75,000)	83.3% -4.9%	Sale of 60 Access Highway in June for \$130,000 - \$75K to birdseye. per MMA release on Tuesday April 28
	02 - DELINQ. TAX INTEREST	\$ 66,300	\$ 61,000	\$ 67,547	\$ 62,500	\$ 68,678	\$ 65,000	4.0%			
	03 - SUPPLEMENTAL TAX	\$ 364	\$ 2,500	\$ -	\$ 1,000	\$ -	\$ -	-100.0%			
	04 - PYMTS IN LIEU OF TAX	\$ 59,074	\$ 57,000	\$ 57,581	\$ 58,000	\$ 61,663	\$ 58,000	0.0%			
	05 - CITY OWNED PROPERTY	\$ 36,086	\$ 35,000	\$ 9,801	\$ 30,000	\$ 49,314	\$ 30,000	0.0%			
	06 - EXCISE TAX	\$ 1,511,166	\$ 1,445,000	\$ 1,508,753	\$ 1,475,000	\$ 1,544,857	\$ 1,525,000	3.4%			
	07 - BOAT EXCISE TAX	\$ 4,339	\$ 4,300	\$ 4,177	\$ 4,100	\$ 4,465	\$ 4,200	2.4%			
	08 - BOAT REG FEE (LOCAL)	\$ 408	\$ 350	\$ 423	\$ 400	\$ 415	\$ 400	0.0%			
	09 - SNOWMOBILE REGISTRATION	\$ 649	\$ 600	\$ 708	\$ 625	\$ 602	\$ 600	-4.0%			
	10 - ATV REGISTRATION LOCAL FEE	\$ 827	\$ 875	\$ 817	\$ 800	\$ 778	\$ 750	-6.3%			
	11 - Aircraft Excise	\$ 835	\$ 1,471	\$ 370	\$ 370	\$ 662	\$ 600	62.2%			
	12 - Travel Reimbursement	\$ 981		\$ 2,031	\$ 1,200	\$ 651	\$ 350	-70.8%			
	15 - MISC. LICENSES	\$ 2,288	\$ 2,000	\$ 2,239	\$ 2,200	\$ 2,406	\$ 2,200	0.0%			
	16 - VEHICLE REGISTRATION	\$ 15,641	\$ 15,500	\$ 15,211	\$ 15,000	\$ 16,168	\$ 15,500	3.3%			
	17 - 60 ACCESS HIGHWAY	\$ -	\$ 2,400	\$ -	\$ -	\$ -		0.0%	#DIV/0!	Assumes we capture \$11K of reserve funds to offset capital project costs. State calculates 7.9% reduction from 2020 state budgeted amount with full pandemic month numbers to come. City projection of \$825,000 is roughly 8.7% below state's budget.	
	18 - STATE REVENUE SHARING	\$ 643,733	\$ 561,504	\$ 585,535	\$ 740,000	\$ 782,679	\$ 825,000	11.5%			
	19 - CONNOR EXCISE FEE	\$ 1,803	\$ 2,000	\$ 1,778	\$ 1,750	\$ 1,677	\$ 1,700	-2.9%			
	21 - BIRTH RECORDS	\$ 7,955	\$ 7,000	\$ 7,945	\$ 7,250	\$ 8,292	\$ 8,000	10.3%			
	22 - DEATH RECORDS	\$ 6,676	\$ 6,000	\$ 5,457	\$ 4,800	\$ 7,842	\$ 6,000	25.0%			
	23 - MARRIAGE RECORDS	\$ 3,238	\$ 3,500	\$ 3,243	\$ 3,150	\$ 3,025	\$ 2,750	-12.7%			
	25 - DOG LICENSES	\$ 3,344	\$ 6,500	\$ 1,411	\$ 1,800	\$ 1,169	\$ 1,150	-36.1%			
	26 - FISHING LICENSES	\$ 463	\$ 500	\$ 486	\$ 450	\$ 426	\$ 425	-5.6%			
	28 - CABLE TV FRANCHISE	\$ 100,206	\$ 88,000	\$ 100,349	\$ 103,500	\$ 107,225	\$ 85,780	-17.1%			
	29 - MISC. INTEREST	\$ 39,025	\$ 18,000	\$ 43,352	\$ 30,000	\$ 44,109	\$ 42,000	40.0%			
	30 - MISC. INCOME	\$ 4,776	\$ 4,000	\$ 4,296	\$ 4,250	\$ 5,347	\$ 4,500	5.9%			
	32 - PROPERTY TAXES	\$ 4,015,878	\$ 4,054,884	\$ 4,054,884	\$ 4,027,637	\$ 4,027,637	\$ 4,051,590	0.6%	\$ (272,250)	Assumes mil rate of .024413 and valuation increased by \$750K but with \$10M homestead reduction Assumes \$87,000 of buffer from mil rate of .02475, using \$32,000 of 2018 funds and applying \$0 additional reserves to offset budget	
	34 - PROPERTY TAX OVERLAY	\$ 70,440	\$ 77,008	\$ 77,008	\$ 54,306	\$ 54,306		-100.0%			
	40 - HOUSING P/Y RECONCILIATION	\$ 4,595	\$ 10,589	\$ 10,589	\$ 3,500	\$ 3,197	\$ 3,500	0.0%			
	41 - CDC REVOLVING LOAN INT	\$ -			\$ -	\$ -		0.0%			
	42 - CDC LOAN IRP INTEREST	\$ 1,441	\$ 1,445	\$ 1,445	\$ 1,400	\$ 1,320	\$ 1,200	-14.3%			
	43 - DISPOSAL OF SURPLUS	\$ 1,667	\$ 5,000	\$ 5,000	\$ 1,200	\$ -	\$ 600	-50.0%			
	44 - RSU Payment	\$ 47,392	\$ 142,175	\$ 142,175	\$ -	\$ -	\$ -	0.0%			
	47 - HUNTING LICENSES	\$ 670	\$ 700	\$ 670	\$ 625	\$ 604	\$ 550	-12.0%			
	51 - Contracted Fees Elections	\$ 4,287	\$ 2,360	\$ 5,023	\$ 2,360	\$ 2,898	\$ 4,000	69.5%			
	52 - Investment Interest	\$ 90,846	\$ 91,000	\$ 89,932	\$ 91,000	\$ 90,901	\$ 90,000	-1.1%			
	53 - Transfer In	\$ -				\$ -		0.0%			
	Totals	\$ 6,766,196	\$ 6,730,161	\$ 6,830,540	\$ 6,749,673	\$ 6,911,383	\$ 6,849,345	1.5%	\$ (360,450)	-5.3%	
	12 Nylander Museum	01 - Nylander Museum	\$ 918		\$ -	\$ -	\$ 918				
03 - Nylander Museum Rentals		\$ 1,350			\$ 900	\$ 1,350	\$ 1,500	66.7%			
Totals		\$ 2,268	\$ -	\$ -	\$ 900	\$ 2,268	\$ 1,500	66.7%			
17 Health & Sanitation	01 - Tri-Community Dividends	\$ 143,616	\$ 260,848	\$ 260,848	\$ 170,000	\$ 170,000	\$ -	-100.0%			
	Totals	\$ 143,616	\$ 260,848	\$ 260,848	\$ 170,000	\$ 170,000	\$ -	-100.0%			
18 Municipal Buildings	01 EOC Rentals	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	0.0%	\$ -		
	Totals	\$ 4,450	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	0.0%			
20 General Assistance	01 - Connor Administration Fees	\$ 4,800	\$ 4,800	\$ 4,800	\$ 4,800	\$ 4,800	\$ 4,800	0.0%			
	02 - State Reimbursement	\$ 17,774	\$ 20,900	\$ 16,443	\$ 20,500	\$ 15,960	\$ 15,500	-24.4%			
	Totals	\$ 22,574	\$ 25,700	\$ 21,243	\$ 25,300	\$ 20,760	\$ 20,300	-19.8%			

	42 - AMB BILLING VAN BUREN	\$ -			\$ -	\$ -	#DIV/0!	\$ 100	20.0%	Based on Collected funds for 2020	
	43 - AMB BILLING ISLAND FALLS	\$ 1,795	\$ 2,100	\$ 2,234	\$ 2,000	\$ 1,553	\$ 500				-75.0%
	44 - AMB BILLING PATTEN	\$ 9,892	\$ 8,000	\$ 12,552	\$ 9,000	\$ 9,002	\$ 10,336				14.8%
	50 - FIRE PROTECTION CONNOR	\$ 28,593	\$ 28,508	\$ 28,508	\$ 29,078	\$ 29,078	\$ 10,375				-64.3%
	51 - FIRE PROTECTION NEW SWEDEN	\$ 34,881	\$ 34,764	\$ 34,764	\$ 35,459	\$ 35,459	\$ 14,825				-58.2%
	52 - FIRE PROTECTION WESTMANLAND	\$ -	\$ -		\$ -	\$ -	\$ 1,975				#DIV/0!
	53 - FIRE PROTECTION WOODLAND	\$ 63,251	\$ 63,041	\$ 63,041	\$ 64,302	\$ 64,301	\$ 25,775				-59.9%
	54 - T16 R4	\$ -	\$ -		\$ -	\$ -	\$ -				#DIV/0!
	60 - Fire Insurance Reports	\$ 137	\$ -	\$ 114	\$ 150	\$ 60	\$ 125				-16.7%
	61 - Fire Insurance Recovery	\$ -			\$ -	\$ -					#DIV/0!
	62 - Fire Permits	\$ 5,196	\$ 5,200	\$ 4,792	\$ 5,000	\$ 5,068	\$ 5,000				0.0%
	63 - Misc Income	\$ 333		\$ 1,000	\$ -	\$ -	\$ 1,000				#DIV/0!
	Totals	\$ 1,600,969	\$ 1,721,313	\$ 1,459,777	\$ 1,459,503	\$ 1,483,554	\$ 1,958,293				34.2%
35 Police	01 - MISC. FEES INSURANCE REPORTS	\$ 1,422	\$ 1,500	\$ 1,234	\$ 1,300	\$ 1,354	\$ 1,300	0.0%	\$ (6,000)	-66.7%	Jail has been closed
	02 - POLICE DISPATCHING	\$ 1,778	\$ 1,000	\$ 2,000	\$ 1,300	\$ 2,000	\$ 2,000	53.8%			
	03 - FINGERPRINTING FEES	\$ 59	\$ 50	\$ 60	\$ 50	\$ 66	\$ 60	20.0%			
	04 - CONCEALED WEAPON PERMITS	\$ 455	\$ 375	\$ 580	\$ 460	\$ 325	\$ 400	-13.0%			
	05 - COPS GRANT REIMBURSEMENT	\$ 158		\$ 475	\$ -	\$ -	\$ -	#DIV/0!			
	06 - Prisoner Boarding Reimbursement	\$ 9,419	\$ 10,500	\$ 8,424	\$ 9,000	\$ 9,512	\$ 9,000	0.0%			
	07 - Dog Violation	\$ 597	\$ 500	\$ 575	\$ 600	\$ 451	\$ 500	-16.7%			
	08 - Prisoner Meals	\$ 4,280	\$ 4,750	\$ 3,136	\$ 4,500	\$ 3,568	\$ 3,500	-22.2%			
	09 - Court Reimbursement	\$ 1,798	\$ 2,000	\$ 1,502	\$ 1,600	\$ 2,103	\$ 1,600	0.0%			
	10 - Lamination Fees	\$ 248	\$ 200	\$ 290	\$ 200	\$ 210	\$ 200	0.0%			
	11 - Misc Fees	\$ 508	\$ 500	\$ 855	\$ 500	\$ 233	\$ 350	-30.0%			
	12 - False Alarm Fees	\$ -			\$ -	\$ -	\$ 500	#DIV/0!			
	13 - Fines	\$ -			\$ -	\$ -	\$ -	#DIV/0!			
	14 - Salary Reimbursement	\$ 29,548	\$ 22,000	\$ 26,921	\$ 23,000	\$ 27,207	\$ 50,000	117.4%			
	15 -Contract Inc	\$ 1,150	\$ 3,000	\$ -	\$ -	\$ -	\$ -	#DIV/0!			
	16 - School Resource Officer	\$ 30,825		\$ 17,260	\$ 69,460	\$ 75,215	\$ 75,000	8.0%			
	Totals	\$ 82,246	\$ 46,375	\$ 63,312	\$ 111,970	\$ 122,244	\$ 144,410	29.0%			
								\$ (64,000)	-44.3%		
39 Emergency Management	01 -Fees Woodland	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	0.0%			
	02 - Fees New Sweden	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	0.0%			
	03 - Fees Westmandland	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	0.0%			
	04 - Fees Perham	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	0.0%			
	05 - State EOC Reimbursment	\$ -			\$ -	\$ -	\$ -	#DIV/0!			
	06 - Tower Rent	\$ 1,800	\$ 1,800	\$ 1,800	\$ 1,800	\$ 1,800	\$ 1,800	0.0%			
	Totals	\$ 2,600	\$ 2,600	\$ 2,600	\$ 2,600	\$ 2,600	\$ 2,600	0.0%			
								\$ -			
40 Public Works									\$ (10,000)	-7.0%	As of late April 2020, LRAP amounts for 2020, paid in November, are budgeted to be slightly lower than last year. However, because of the pandemic and highway fund revenue being down, there may or may not be adjustments in the total allocation. We will know better in early July.
	01 - URIP/LRAP	\$ 141,656	\$ 142,000	\$ 139,552	\$ 143,000	\$ 143,156	\$ 143,000	0.0%			
	03 - Salary Reimbursement	\$ 180	\$ -	\$ 521	\$ -	\$ -	\$ -	#DIV/0!			
	04 - Equipment Rental	\$ 92		\$ 276	\$ -	\$ -	\$ -	#DIV/0!			
	05 - FEMA Reimbursement	\$ -			\$ -	\$ -	\$ -	#DIV/0!			
	06 - Brush Removal Permit Fees	\$ -			\$ -	\$ -	\$ -	#DIV/0!			
	07 - Connor Contract	\$ 59,736	\$ 59,230	\$ 59,724	\$ 60,415	\$ 61,217	\$ 60,415	0.0%			
	08 - Presque Isle Contract	\$ -			\$ -	\$ -	\$ -	#DIV/0!			
	09 - School Dept Snow Plowing	\$ -			\$ -	\$ -	\$ -	#DIV/0!			
	30 - Misc Income	\$ -			\$ -	\$ -	\$ -	#DIV/0!			
	Totals	\$ 201,664	\$ 201,230	\$ 200,073	\$ 203,415	\$ 204,373	\$ 203,415	0.0%			
								\$ (10,000)	-4.9%		
50 Recreation	01 Rental Income	\$ 13,505	\$ 12,500	\$ 15,396	\$ 13,000	\$ 10,586	\$ 11,000	-15.4%	\$ (3,850)	-35.0%	Closure of rec center due to COVID-19
	02 Program Fees	\$ 8,497	\$ 9,000	\$ 10,174	\$ 10,000	\$ 7,120	\$ 10,000	0.0%			
	03 Special Events	\$ 685	\$ 1,500	\$ -	\$ 1,000	\$ 685	\$ 1,000	0.0%			
	04 Swimming Pool Fees	\$ -		\$ -	\$ -	\$ -		#DIV/0!			
	05 Rec Program Fees	\$ -		\$ -	\$ -	\$ -		#DIV/0!			
	Totals	\$ 22,687	\$ 23,000	\$ 25,570	\$ 24,000	\$ 18,391	\$ 22,000	-8.3%			
								\$ (7,850)	-35.7%		

51 Parks	01 Miscellaneous Income	\$ 719	\$ 1,000	\$ 556	\$ 750	\$ 112	\$ 500	-33.3%			
	02 Rental Income	\$ 1,023	\$ 2,000	\$ -	\$ 1,500	\$ 1,500	\$ 500	-66.7%			
	Totals	\$ 1,742	\$ 3,000	\$ 556	\$ 2,250	\$ 1,612	\$ 1,000	-55.6%	\$ -		
60 Airport	02 - AIRPORT RENT	\$ 10,210	\$ 9,000	\$ 1,858	\$ 11,000	\$ 28,633	\$ 16,000	45.5%	\$ 2,000	12.5%	Additional main hangar usage
	03 - FUEL REVENUE	\$ 22,991	\$ 3,000	\$ 18,896	\$ 8,000	\$ 27,085	\$ 25,000	212.5%	\$ (5,000)	-20.0%	Reduced travel and fuel demands due to COVID-19
	Totals	\$ 25,537	\$ 12,000	\$ 20,755	\$ 19,000	\$ 55,719	\$ 41,000	115.8%	\$ (3,000)	-7.3%	
61 Trailer Park	01 - Lot Rent Receipts	\$ 17,494	\$ 17,000	\$ 18,621	\$ 18,000	\$ 14,625	\$ 14,500	-19.4%			
	02 - Year End Close	\$ (585)		\$ (1,621)		\$ 3,375		#DIV/0!			
	Totals	\$ 16,909	\$ 17,000	\$ 17,000	\$ 18,000	\$ 18,000	\$ 14,500	-19.4%	\$ -		
70 Insurance & Retirement	01 - MMA WORKERS COMP REFUND	\$ 2,042	\$ -	\$ 6,127	\$ -	\$ -	\$ -	#DIV/0!			
	04 - HRA Credit	\$ -	\$ -		\$ -	\$ -	\$ -	#DIV/0!			
	Totals	\$ 2,042	\$ -	\$ 6,127	\$ -	\$ -	\$ -	#DIV/0!	\$ -		
Sub-Total		\$ 9,612,561	\$ 9,788,514	\$ 9,657,612	\$ 9,581,117	\$ 9,812,752	\$ 10,067,113	5.1%	\$ (313,240)	-3.1%	
ENTERPRISE FUNDS											
11 Economic Development	01 - TIF Dollars Received	\$ 364,204	\$ 368,337	\$ 342,788	\$ 417,688	\$ 334,754	\$ 372,653	-10.8%	\$ (5,000)	-1.3%	mil reduction means less TIF Funds
	02 - Comm Project - New Events	\$ 1,381		\$ 1,381		\$ -		#DIV/0!			
	Interest	\$ 1,250			\$ -	\$ -		#DIV/0!			
	Totals	\$ 351,248	\$ 368,337	\$ 344,169	\$ 417,688	\$ 334,754	\$ 372,653	-10.8%	\$ (5,000)	-1.3%	
24 Housing	01 - Section 8 Administration	\$ 84,523	\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000	0.0%			
	02 - Expense Reimbursement	\$ 16,619	\$ 19,411	\$ 23,696	\$ 20,000	\$ 26,160	\$ 20,000	0.0%			
	Totals	\$ 101,142	\$ 89,411	\$ 93,696	\$ 90,000	\$ 96,160	\$ 90,000	0.0%	\$ -		
52 Snowmobile Trails	01 - Miscellaneous Income	\$ 5,217	\$ 4,500	\$ 5,550	\$ 4,500	\$ 5,600	\$ 5,000	11.1%			
	02 - State Grant	\$ 38,961	\$ 39,000	\$ 39,000	\$ 39,000	\$ 39,000	\$ 39,000	0.0%			
	03 - Snow Sled Reg (State)	\$ 140	\$ 1,500	\$ 30	\$ 250	\$ 360	\$ 100	-60.0%			
	04 - Year End Close	\$ -				\$ -		#DIV/0!			
	Totals	\$ 44,318	\$ 45,000	\$ 44,580	\$ 43,750	\$ 44,960	\$ 44,100	0.8%	\$ -		
96 FSS Revenues	01-FSS Reimbursement	\$ 50,101	\$ 50,787	\$ 50,787	\$ 50,787	\$ 50,787	\$ 57,446	13.1%			
	02 - From/To Reserve	\$ -				\$ -		#DIV/0!			
	Totals	\$ 50,101	\$ 50,787	\$ 50,787	\$ 50,787	\$ 50,787	\$ 57,446	13.1%	\$ -		
Sub-Total		\$ 546,809	\$ 553,535	\$ 533,232	\$ 602,225	\$ 526,661	\$ 564,199	-6.3%	\$ (5,000)	-0.9%	
TOTAL ALL FUNDS											
		\$ 10,159,370	\$ 10,342,049	\$ 10,190,844	\$ 10,183,342	\$ 10,339,413	\$ 10,631,312	4.4%	\$ (318,240)		

2020 Grant Awards

Airport \$ 20,000

Fire HHS \$ 42,700

Final Amount to Adjust Revenue \$ (255,540)



City Manager's Report

May 29, 2020

Economic Projects

60 Access Highway	Still working toward closing on June 12. Update on tenant status can be shared in executive session.
Porvair CDBG program	Exterior remodel work is now taking place. All CDBG related work should be done in timely manner.
Events and Marketing	Shout out again to Christina and Penny for their help in landing Pronto Burrito for Caribou. We look forward to having another corporate head quarters in our region. No opening date has been set yet. Watching what happens with Boston Marathon this year and other major events. Will make a decision about Caribou Marathon before July 1.
Blight Cleanup	Patten street properties are cleaned and seeded. The York Street property is waiting for power disconnection but should be cleaned up by end of July. 32 Fenderson property is also on our list to demolish and adjacent property owners are interested in the property when the home is gone.
Hilltop Senior Living	Interior work is on-going. Project is over 60% complete.
Birdseye Cleanup	Now waiting for North Main Street project to be completed before committing trucks to help continue cleanup on site.
Title 13 ReWrite	Planning Board will consider revised definitions section at their next meeting on June 11.
COVID-19 Support	Continue to provide information resources to local businesses and steer owners to available consultants and info.
Sitel Building	Still waiting for information from Mr. Cassady about his redevelopment plans.
River Front - Powerplants	Indications are the city needs to create a vision and plan for the area before an interested party will make any more consideration. This would likely tie into the riverfront recreational trails plan, North Atlantic Salmon plan, DOT railroad corridor plans and those of other property owners near the river. Recommend a stakeholder group to discuss further. Merlin One reached out to the State to help provide information to move forward.
River Front - DOT Lands	Have not heard anymore from DOT on this potential development.
River Front - Salmon	Students from UMPI have completed preliminary plans for development of the salmon hatchery. This includes a new hatchery building, site improvements and public trail system around the site. It's a concept plan that can be incorporated into a larger plan for the river front corridor.

Other Administrative & Department Projects

COVID-19 Status	appointment with departments other than the clerk's office until June 11. Library is working to open with limited services. It is recommended that the recreation center remain closed to the public for the time being. CDC and state guidelines for such facilities would require extensive regular cleaning, monitoring, and impact to available resources and staffing needs.
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Blight Commission	The blight toolkit narrative is 60% complete. Still awaiting blight survey data to polish off the report.
Public Safety Building	Staff met to discuss the architect's ideal plans. Several questions were raised and suggestions compiled. Will not respond to architects before getting additional input from Council.
Union Negotiations.	We are still waiting for the state to reschedule mediation with the PW union and confirmation from the state that the police union is seeking mediation. Have compiled salary information from other police unions in the region, which can be shared as part of an executive session pertaining to labor negotiations.
Procurement Policy	Auditors are wrapping up the 2019 audit of city financials. Will work on the procurement policy when that is complete.
Charter Revisions	The public hearing for charter revision Ordinance #1 has been set for the June 15 Council meeting.
Capital Facility Maintenance Plans	Criterion Brown will be on site the week of June 1 to start inspecting buildings and facilities around the public works yard. After those reports are completed, they will work on more public buildings.
Fire Structural Study	Awaiting council building committee comments on final plans before proceeding.
North Main Street	Project is moving forward smoothly. Should be completed on time and on budget.
Snow Plowing RFP	Revising the scope of the RFP and information details to be published to interested parties.
Wage Policy	Information provided to Council last year, has been updated with the most current data from the Maine Municipal salary survey and Bureau of Labor Statistics data. Policy narrative still needs to be refined.
Cable Franchise Renewal	On hold per Council direction
General Plan Update	On hold until Blight Committee work is done.
River Road	No changes since last report. Continue to monitor latest failures and waiting for response from Dr. Chomka.
High Street	Trombley installed all detection strips at crosswalks, provided additional topsoil and grass seed application along the project. Awaiting final decision of completion from DOT.
Teague Park	The playground equipment from the old Teague Park elementary school has been taken down and is being stored by the recreation center until the property is ready for the city to put up the equipment in the new park.
Sitel Reimbursements	Sitel's reached out on Wednesday, May 27. They are hoping to get the matter resolved for everyone quickly.
Parking Lot Paving	City Hall parking lots have been repaved. PW will coordinate getting them restriped. Bids for additional parking lot work will be discussed during the June 1 meeting.