

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 28, 2021**, in the Council Chambers located at 25 High Street, **6:00 pm**.



THE MEETING WILL BE BROADCAST ON CABLE CHANNEL 1301 AND THE CITY'S YOUTUBE CHANNEL.

1. **Roll Call**
2. **Invocation/Inspirational Thought**
3. **Pledge of Allegiance**
4. **Public Forum** (**PUBLIC COMMENTS SUBMITTED TO THE CITY CLERK PRIOR TO 4:30PM ON THE MEETING DATE WILL BE SHARED WITH THE COUNCIL DURING PUBLIC FORUM. Email dbrissette@cariboumaine.org**)
5. **Minutes –**
 - a. June 14, 2021 City Council Regular Meeting
6. **Public Hearings and Possible Action Items**
7. **Reports by Staff and Committees**
 - a. Memo regarding Planning Board appointment
 - b. Manager's report
8. **New Business, Ordinances and Resolutions**
 - a. Resolution 06-01-2021, Establishing the 2021 Property Tax Rates and Related Deadlines.
9. **Old Business**
10. **Reports and Discussion by Mayor and Council Members**
 - a. **Executive Session(s)** (May be called to discuss matters identified under Maine Revised Statutes, Title 1, §405.6)
11. **Next Regular Meetings: July 12**
12. **Adjournment**

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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: _____ Danielle Brissette, City Clerk

Council Agenda Item #1: Roll Call

The Caribou City Council held a City Council Meeting on Monday, June 14, 2021, in the Council Chambers with the following members present; Councilors Ayer, Boma, Goughan, Morrell, Theriault, Willey and Mayor Smith.

Dennis L Marker, City Manager and Danielle Brissette, City Clerk were present.

Penny Thompson was present at the meeting.

Carolyn Ball, Consultant from Maine Municipal Association was present via Zoom.

Council Agenda Item #2: Invocation / Inspirational Thought

There was no invocation offered for the meeting.

Council Agenda Item #3: Pledge of Allegiance

Mayor Smith led the Pledge of Allegiance.

Council Agenda Item #4: Public Forum

Robert Kerber of the Emond Road in Caribou came to speak regarding his concern for a property located at approximately 529 Van Buren Road that had been burned down in the past. He stated that it needs to be cleaned up and that it could be potentially dangerous and would like to know who is responsible to take care of the property.

Jim Cyr of Smith Street in Caribou came to thank the council for their service to the community and to request more information to be published with the zoning changes. He is also concerned with a gap in the sidewalk behind the movie theatre. He offered words of wisdom and stated that everyone makes a mistake and that cancel culture is toxic.

John Morrell owner of Custom Car Wash came to speak regarding the Caribou Utilities Districts upcoming meeting Thursday morning at 7:30 am at the wellness center. He encouraged the public to attend the Public Hearing regarding the rate increase to the Water and Sewer.

Cuppy Johndro of Noyes Road in Caribou came to speak regarding the Fire & EMS department. She stated that they are the third most significant revenue source in the city. The first committee was formed in 2012 and the research and work showed that it was better to do the transports themselves.

Mayor Smith closed public input at 6:26 p.m.

Mayor Smith presented Dennis with a clock to thank him for his time and service here for the City of Caribou. The Councilors extended their gratitude to him for his work and dedication to the City.

Council Agenda Item #5: Minutes

- a. May 17, 2021 Regular City Council Meeting
- b. May 25, 2021 Special City Council Meeting
- c. June 1, 2021 City Council Personnel Meeting
- d. June 8, 2021 City Council Personnel Meeting

Mayor Smith offered Agenda item 5 a - d to be a consent agenda.

Motion made by Councilor Ayer, seconded by Councilor Theriault to accept agenda item #5 Minutes a-d as presented.

Roll Call Vote: T. Ayer - Yes, C. Boma - Yes, R.M. Goughan – Yes, D. Morrell - Yes, J. Theriault - Yes, L. Willey - Yes, J. Smith - Yes (So voted)

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

a. Ordinance No. 04, 2021 Series, Regarding Tax Acquired Property Disposal Policy (continued)

Continued public hearing at 6:37 p.m.

Manager Marker explained that the City has had a policy from the early 90's and no ordinance has been in place until now. This would codify the policy and make it part of the charter. New information in the proposed ordinance would include securing the property after 60 days and that the city's intent is not to become landlords. It also gives the council the opportunity to retain the property for public purposes or for council to work with non-profit organization for redevelopment.

No comments were provided by the public.

Closed public hearing at 6:37 p.m.

Motion made by Councilor Theriault, seconded by Councilor Boma to approve Ordinance No. 04, 2021 Series, Regarding Tax Acquired Property Disposal Policy as presented.

Roll Call Vote: T. Ayer - Yes, C. Boma - Yes, R.M. Goughan – Yes, D. Morrell - Yes, J. Theriault - Yes, L. Willey - Yes, J. Smith - Yes (So voted)

b. Ordinance No. 05, 2021 Series, Charter Amendment – Councilor Qualifications

Continued public hearing at 6:38p.m.

Manager Marker stated that the payment of taxes obligation is made clearer in that the provision in the charter applies to sitting councilors and not councilor elect, there is some cleanup of the ordinance that states no councilor can take office if they are a paid employee of the city. This is to clarify that if someone is running for office the taxes do not need to be paid at that time but before they take their oath of office.

No comments were provided by the public.

Public hearing closed at 6:45 p.m.

Motion made by Councilor Ayer, seconded by Councilor Willey to accept the Ordinance No. 05, 2021 Series, Charter Amendment – Councilor Qualifications with the following changes of two sentences: All city councilors must have their taxes paid before December 31st. All councilors elect need to have their taxes paid before being sworn into office.

Roll Call Vote: T. Ayer - Yes, C. Boma - Yes, R.M. Goughan – No, D. Morrell - No, J. Theriault - Yes, L. Willey - Yes, J. Smith - Yes (So voted)

c. Ordinance No. 06, 2021, Series, Charter Amendment – Councilor Meeting Attendance (continued)

Continued public hearing at 6:46 p.m.

Ordinance No. 06 is to clarify attendance, or the percentage of meetings councilors can miss and continue without forfeiting their seat.

No comments were provided by the public.

Public hearing closed at 6:46 p.m.

Motion made by Councilor Theriault, seconded by Councilor Boma to accept Ordinance No. 06, 2021, Series, Charter Amendment – Councilor Meeting Attendance as presented.

Roll Call Vote: T. Ayer - Yes, C. Boma - Yes, R.M. Goughan – No, D. Morrell - No, J. Theriault - Yes, L. Willey - Yes, J. Smith - Yes (So voted)

d. Ordinance No. 07, 2021 Series, Charter Amendment – City Public Notice Requirements (continued)

Continued public hearing at 6:47 p.m.

This ordinance enables the city to use internet-based platforms to post public notices in addition to notices sent to local newspapers.

No comments were provided by the public.

Public hearing closed at 6:48 p.m.

Motion made by Councilor Theriault, seconded by Councilor Ayer to accept Ordinance No. 07, Series, Charter Amendment – City Public Notice Requirements as presented.

Roll Call Vote: T. Ayer - Yes, C. Boma - Yes, R.M. Goughan – Yes, D. Morrell - Yes, J. Theriault - Yes, L. Willey - Yes, J. Smith - Yes (So voted)

e. Ordinance No. 08, 2021 Series, Charter Amendment, City Real Estate Transaction Requirements

Open Public Hearing at 6:48 p.m.

This ordinance enables the city to enter real estate transactions (sales, leases, etc.) without requiring an ordinance to be passed for each transaction. The change effectively provides that the City real estate contracts are to no longer be treated as binding public law. Public meetings will still be required when any real estate transactions are considered.

No comments were provided by the public.

Closed public hearing at 6:50 p.m.

Motion made by Councilor Theriault, seconded by Councilor Boma to approve Ordinance No. 08, 2020 Series, Charter Amendment, City Real Estate Transaction Requirements as presented.

Roll Call Vote: T. Ayer - No, C. Boma - Yes, R.M. Goughan – Yes, D. Morrell - Yes, J. Theriault - Yes, L. Willey - Yes, J. Smith - Yes (So voted)

f. Ordinance No. 9, 2021 Series, Rubbish Hauler Licensing

Open Public Hearing at 6:53 p.m.

This ordinance enables the city administration to renew rubbish hauler permits rather than having the applications presented to the City Council.

No comments were provided by the public.

Close Public Hearing at 6:54 p.m.

Motion made by Councilor Morrell, seconded by Councilor Ayer to approve Ordinance No. 9, 2021 Series, Rubbish Hauler Licensing as presented.

Roll Call Vote: T. Ayer - Yes, C. Boma - Yes, R.M. Goughan – Yes, D. Morrell - Yes, J. Theriault - Yes, L. Willey - Yes, J. Smith - Yes (So voted)

g. Ordinance No. 10, 2021 Series, Administrative Amendments to Title 13

Open public hearing at 6:54 p.m.

The ordinance provides a rewrite of administrative elements in the City’s Land Use and Development code, Title 13. Clarifications are made to Planning Board and staff rights and responsibilities as well as terms and definitions used within Title 13.

No comments were provided by the public.

Public hearing was closed at 6:56 p.m.

Motion made by Councilor Ayer, seconded by Councilor Morrell to accept Ordinance No. 10, 2021 Series, Administrative Amendments to Title 13 as presented.

Roll Call Vote: T. Ayer - Yes, C. Boma - Yes, R.M. Goughan – Yes, D. Morrell - Yes, J. Theriault - Yes, L. Willey - Yes, J. Smith - Yes (So voted)

h. Ordinance No. 11, 2021 Series. Amending Campground Standards

Open public Hearing at 6:56 p.m.

This ordinance modifies current campground development standards to allow such in the R-2 zone and clarifies some construction requirements for campground developments.

Troy Haney came to explain his plans to build an RV campground and the different inspections and specifications/requirements that are in place to have and operate a facility.

Public hearing was closed at 7:06 p.m.

Motion made by Councilor Theriault, seconded by Councilor Willey to approve Ordinance No. 11, 2021 Series with the ordinance being amended to change the minimum acreage size to 3 in the R-2 zone and 10 in the R-3 zone.

Roll Call Vote: T. Ayer - Yes, C. Boma - Yes, R.M. Goughan – Yes, D. Morrell - Yes, J. Theriault - Yes, L. Willey - Yes, J. Smith - Yes (So voted)

i. Ordinance 12, 2021 Series, Rezoning 1.3 acres from I2 to C2 at 14 Evergreen Pkwy

Open public Hearing at 7:09 p.m.

This ordinance rezones the old Warehouse restaurant property from industrial (I-2) to Commercial (C-2). The commercial zoning enables more potential uses to be on the property and relaxes some site development requirements.

Closed public hearing at 7:10 p.m.

Motion made by Councilor Ayer, seconded by Councilor Morrell to accept Ordinance 12, 2021 Series, Rezoning 1.3 acres from I2 to C2 at 14 Evergreen Pkwy as presented.

Roll Call Vote: T. Ayer - Yes, C. Boma - Yes, R.M. Goughan – Yes, D. Morrell - Yes, J. Theriault - Yes, L. Willey - Yes, J. Smith - Yes (So voted)

Council Agenda Item #7: Reports by Staff and Committees

a. Financial report for May 2021

Carl Grant, finance director reviewed the May 2021 Financial Report.

Motion made by Councilor Willey, seconded by Councilor Theriault to accept the May 2021 financial report as presented.

Roll Call Vote: T. Ayer - No, C. Boma - Yes, R.M. Goughan – Yes, D. Morrell - No, J. Theriault - Yes, L. Willey - Yes, J. Smith - Yes (So voted)

b. Manager’s Report

Manager Marker reviewed the City Manager’s Report dated June 14, 2021

Council Agenda Item #8: New Business, Ordinances and Resolutions

a. Resolution 06-01-2021, Establishing the 2021 Property Tax Rates and Related Deadlines.

Manager Marker explained the Resolution 06-01-2021 Property Tax Rates and Related Documents. Manager Marker noted there is an increase in city valuation this year. The city will likely receive unanticipated federal dollars this year, but such cannot be used for operations. Those funds must be used for pandemic infrastructure purposes. There is also a possibility of the RSU receiving over \$237,000 to help offset taxes if the legislature approves. Due to the uncertainty of fund amounts and timing for the additional funds, it is recommended that the mil rate be set based on approved budgets and held at .02355 for 2021.

Councilor Ayer explained that he would like to table the discussion until later so that they can wait to see what is happening at the state level with reimbursements for the RSU.

Motion made by Councilor Ayer, seconded by Councilor Morrell to table the discussion until the next meeting.

Roll Call Vote: T. Ayer - Yes, C. Boma - Yes, R.M. Goughan – Yes, D. Morrell - Yes, J. Theriault - No, L. Willey - Yes, J. Smith - Yes (So voted)

b. Resolution 06-02-2021, Continuation of MMA Workers’ Compensation Incentive Program

Manager Marker explained that this resolution is for the City to continue with the MMA Workers’ Compensation Incentive Program that we currently have had in place for reimbursement of insurance premiums. The program reduces the city’s premiums by roughly \$6,000.

Motion made by Councilor Ayer, seconded by Councilor Boma to accept Resolution 06-02-2021, Continuation of MMA Workers’ Compensation Incentive program as presented.

Roll Call Vote: T. Ayer - Yes, C. Boma - Yes, R.M. Goughan – Yes, D. Morrell - Yes, J. Theriault - Yes, L. Willey - Yes, J. Smith - Yes (So voted)

c. Purchase and Sale Agreement regarding 142 Lower Lyndon Street

Motion made by Councilor Morrell, seconded by Councilor Theriault to accept the Purchase and Sale Agreement for 142 Lower Lyndon Street to Caldwell's Auto, LLC as presented.

Roll Call Vote: T. Ayer - Abstain, C. Boma - Yes, R.M. Goughan – Yes, D. Morrell - Yes, J. Theriault - Yes, L. Willey - Yes, J. Smith - Yes (So voted)

d. Approving Modification of Summer Meeting Schedule

Manager Marker explained the proposed summer schedule that would reduce the number of meetings and not hold a meeting on the 26th of July but would have a special meeting on the 28th of June for the Mil Rate.

Motion made by Councilor Ayer, seconded by Mayor Smith to approve the modification of the Summer Schedule removing the meeting from July 26th and holding a special meeting on June 28th to set the Mil Rate.

Roll Call Vote: T. Ayer - Yes, C. Boma - Yes, R.M. Goughan – No, D. Morrell - No, J. Theriault - Yes, L. Willey - Yes, J. Smith - Yes (So voted)

e. Abatement of taxes at 11 Lower Lyndon Street

Manager Marker explained that the property was on the Tax acquired bid list for several years. The bid accepted by the Council was insufficient to cover all past due taxes and therefore an abatement of remaining taxes is appropriate.

Motion made by Councilor Morrell, seconded by Councilor Theriault to abate the taxes at 11 Lower Washington upon the receipt of the awarded \$3,000.00 for the property.

f. Introduction of Ordinance No. 13, 2021 Series, Charter Amendment, Filling Council Vacancies

g. Introduction of Ordinance No. 14, 2021 Series, Charter Amendment, Employee Political Activities

Councilor Ayer introduced Ordinance No. 13, 2021 Series, Charter Amendment, Filling Council Vacancies and Ordinance No. 14, 2021 Series, Charter Amendment, Employee Political Activities.

Council Agenda Item #9: Old Business

a. Discussion and Possible Action Regarding Collective Bargaining Agreement with Local 220, Council No. 93, American Federation of State County and Municipal Employees, AFL- CIO

b. Discussion and Possible Action Regarding Collective Bargaining Agreement with Police Sergeants

Agenda items 9 a & b were moved to executive session for discussion.

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

a. Ambulance Transfer Services Study Committee

Mayor Smith stated that the Ambulance Transfer Service Study Committee is eliminated at this time until there is a clear scope of work and what we want for citizen involvement.

Councilor Willey stated that she was contacted by a citizen who was concerned that Councilors were meeting outside of meetings and that there were four seen at a local restaurant and would like to know how to respond to people when asked questions like this.

Mayor Smith stated that it was false information.

Councilor Morrell stated that he asked for the ambulance committee to look into the facts, there was no hidden agenda.

Councilor Ayer stated that he never intended to get rid of the ambulance service in Caribou and that he is grateful for the service that is offered.

Council Agenda Item #11: Executive Session(s)

a. Personnel items under §405.6.A

Motion made by Councilor Ayer, seconded by Councilor Willey to enter executive session at 7:57 p.m. to discuss Personnel items under §405.6.A

Roll Call Vote: T. Ayer - Yes, C. Boma - Yes, R.M. Goughan – No, D. Morrell - No, J. Theriault - Yes, L. Willey - Yes, J. Smith - Yes (So voted)

Council exited executive session at 8:57 p.m.

No action was taken.

Motion made by Councilor Ayer, seconded by Councilor Willey to enter executive session to discuss Collective bargaining agreements under §405.6.D

Roll Call Vote: T. Ayer - Yes, C. Boma - Yes, R.M. Goughan – Yes, D. Morrell - Yes, J. Theriault - Yes, L. Willey - Yes, J. Smith - Yes (So voted)

Council exited executive session at 9:25 p.m.

Motion made by Councilor Willey, seconded by Councilor Boma to approve the collective bargaining agreement with the Public Works Department as tentatively agreed.

Roll Call Vote: T. Ayer - No, C. Boma - Yes, R.M. Goughan – No, D. Morrell - No, J. Theriault - Yes, L. Willey - Yes, J. Smith - Yes (So voted)

Motion made by Councilor Willey, seconded by Councilor Boma to approve the collective bargaining agreement with the Police Department Sergeants as tentatively agreed.

Roll Call Vote: T. Ayer - No, C. Boma - Yes, R.M. Goughan – No, D. Morrell - No, J. Theriault - Yes, L. Willey - Yes, J. Smith - Yes (So voted)

Council Agenda Item #12: Next Regular Meetings

Special Meeting June 28, Regular Meeting July 12

Council Agenda Item #13: Adjournment

Motion made by Councilor Ayer, seconded by Councilor Boma to adjourn the meeting at 9:35 p.m.

Roll Call Vote: T. Ayer - Yes, C. Boma - Yes, R.M. Goughan – Yes, D. Morrell - Yes, J. Theriault - Yes, L. Willey - Yes, J. Smith - Yes (So voted)

June 14, 2021

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Danielle Brissette, Secretary

CARIBOU ADMINISTRATION
25 HIGH STREET
CARIBOU, ME. 04736



MEMO

TO: Planning Board
FROM: Code Enforcement Department
RE: Planning Board Positions
DATE: June 24, 2021

Re: Planning Board Member resignation

Exhibit A: Resignation of Planning Board Member

New Business:

Drew Ayer has tendered his resignation from the Caribou Planning Board citing personal commitments to family and work that do not allow him to fulfill his responsibilities at Planning Board. See the following.

On Jun 15, 2021, at 6:20 AM, Drew Ayer <drew@evranches.com> wrote:

Good Morning Dan,

I'm touching base with you this morning to inform you that I am going to resign from the Caribou Planning Board. I just don't have the time to make it to the meetings during the summer months, and I don't believe that it is fair to our community as I'm sure there are more people in our city that are willing to put in the time and effort required to be a positive member on the board. I enjoyed my time on the board and I especially enjoyed working with you on many issues we faced. Please feel free to contact me anytime with any questions. Take care sir and I hope you're doing well.

In related news Steve Wentworth has submitted his request to serve to the Caribou Planning Board. Should Mr. Wentworth be appointed he would be completing the balance Mr. Ayre's appointment term of service.

Best regards,

Kenneth Murchison

CITIZEN BOARD APPLICATION FORM

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

Name: STEVE WENTWORTH

Physical Address: 4 ELIZABETH AVE.

Mailing Address: _____

Phone Number: 551-1007 Home _____ Work _____

Cell SKWENTWORTH@GMAIL Email _____

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

PAST P. B. MEMBER

Education: LAND USE, ETC.

Present Employer Name & Address: NONE

Job Title: _____

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

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

A. K. Wentworth

Signature of Applicant



**City Manager's Report
June 28, 2021**

Economic Projects

River Front - Powerplants	6/14: Sale approved at meeting. 6/23: Phase I ESA report in internal review, to be submitted to MeDEP for review soon
Broadband Initiative	6/22: Zoom conference set up by Aroostook Partnership, NMDC and County of Aroostook with speakers: Senator Angus King, MeDECD Commissioner Heather Johnson, Maine Broadband Coalition, Downeast Broadband Utility. Caribou well represented on the call. Additional guidance and tools are forthcoming. ARPA funds can be used for broadband.
Ogren Dump Solar Project	6/15: Signed lease agreement with SynerGen Solar received. 6/23: Discussion of landfill repairs listed in DEP closure modification approval 6/24: Form sent by SynerGen for title company to be signed & notarized
2021 CDBG Application	Waiting for funding decision from the OCD (DECD)
Events and Marketing	7/1: Thursdays on Sweden Street 6pm - 9pm. The theme is "America The Beautiful". 6/22: Marathon meeting, ideas are purcolating to build excitement and increase registrations. Please check website for additional events and updates.
Landbank	Ordinance # 4, Tax Acquired Disposal Policy, approved at 6/14/2021 meeting; LD 1694 held over to January session
Title 13 Rewrite	Ordinance # 10, Administrative Amendments to Chapter 13, approved at 06/14/2021 meeting. 7/8: Planning Board meeting and public hearing (Kacie's Place Campground). Planning Board now working on Home Occupations and process revisions.
Federal American Rescue Plan Act	6/17: Meeting with Aroostook County regarding ideas to maximize ARPA funds within established guidelines prior to 12/2024. Not heard of changes to 4/20 estimates: Estimate of ARPA funds for Aroostook County, \$13,004,904 (from federal); Estimate of ARPA funds for Caribou, \$757,007 (from state in phases; none received to date)
Blight Cleanup	Work continues on dangerous buildings and sending notices of violations. In response to Mr. Kerber's public input at the 6/14 council meeting: the property at 529 Van Buren Road was mailed a Notice of Violation, the letter was received by owner (return receipt card was returned) but owner has not contacted CEO with action plan
Birdseye Cleanup	6/23: update from Haley Ward: samples are at lab for analysis.
60 Access Highway	Site work underway for storage units; no permits submitted yet
River Front - Master Plan	6/16 meeting postponed due to multiple prior commitments
Facade Improvement Program	Neither awarded project has started work yet as contractors are busy
Hilltop Senior Living	6/22: Ribbon cutting and open house; Hilltop Heights is open for business.
Sitel Building	No updates
Aldrich ATV/Snowmobile Storage	Mr. Jarosz was in the area this week and met with Gary Marquis
Jarosz Storage - Limestone St	Walls are up at the 50 X 100 building

Other Administrative Projects

New City Manager Recruitment	6/22 & 6/23: Site visit and second interview with candidate; 6/29 & 6/30: site visit and second interview with another
Union Negotiations.	All contracts approved.
Tax Acquired Property Policy	Ordinance # 4, Tax Acquired Disposal Policy, approved at 6/14/2021. Bid cycle open, closes at 2pm on July 15, 2021.
Fire Structural Work	6/24: Contractor Kevin Smith met with Janine Murchison, Fire Chief Susi about punch list items; 6/21: roof leaked in storm (under investigation)
Teague Park	Splash pad work is moving forward.
Public Safety Building	6/15: Meeting with architect consultants to discuss site options and public outreach efforts. An open house for the public is scheduled for July 7 at Wellness Center, starting at 5pm
Fire Station Renovations	6/22: One sprinkler bid received from Maine Fire Protection Systems
Investment Policy	Need to schedule next meeting.
Trailer Park Closure	Need to schedule next meeting of committee. Demolition contract has been signed for Lot # 75 (dangerous building) - skirting removed / prep started for demo
Fish Hatchery Bridge	Waiting for notice from MeDOT about additional meetings.
Cable Franchise Renewal	State legislation being considered to have all franchises regulated by state.
Airport	Fencing materials still backlogged (Gary checked with them this week)
City Hall Boiler Systems	One proposal was received from Dead River
Chambers AV System	Continuing to investigate sound issues
River Road	Survey of Chomka property is complete. Requires discussion in executive session.
New LED Street lights	10 lights repaired. Work order submitted to replace mast arm and light on Bennett Drive by Walgreens.
Comp Plan Update	Still working on the current land use survey, which is needed for future land use discussions.
Wage Policy	No further action at this time.
COVID-19 Status	Caribou is open for business! Governor Mills' has announced that the State of Civil Emergency will end June 30.
Personnel Policy	No further action at this time.
Parking Lot Paving	Fire station rear lot and library are slated for this year. 6/25: Sewall has finalized a plan for station retaining wall repairs.
Procurement Policy	Felch & Company has provided feedback on the policy and made some recommendations. Will revise for Council.
Personnel Changes	6/22: Assistant City Clerk started work. 6/21: Library Director position now online. Please check the website for additional details on career opportunities.
Administrative Approvals	6/16: Northern Maine Brewing Company LLC Request for Extension of License on Premise



MEMO

TO: Mayor and Council Members
FROM: Dennis Marker, City Manager
RE: 2021 Recommended Mil Rate
DATE: June 25, 2021

The City charter requires the City Council to adopt its new mil rates before July 1. Based on the appropriations requested by the County, the RSU 39 and the city's adopted expense budget, **the recommended mil rate for 2021 is 0.02355**, which is the same as the 2020 rate.

The following is a summary of several factors contributing to the recommended rate.

- The taxable real estate valuation increased by \$6,490,800
- The taxable Personal Property Valuation increased by \$106,000
- The exempt business personal property under the BETE program increased by \$1,204,000 which means businesses are growing and getting more tax relief, but the flip side is that the city only receives 53% of that value back from the state.
- The County annual appropriation increased by \$31,414
- The RSU annual appropriation decreased by \$26.50
- The Municipal annual appropriation decreased by \$182,771
- The recommended rate assumes the Council will apply \$156,521 of the 2019 lapsed appropriations toward mil rate reduction as provided for in the city charter.
- The recommended rate assumes no additional city expense budget reductions are made.

There is anticipation that federal dollars are coming to the city, but these can only be used for pandemic relief or fortification efforts. Due to the funding uncertainty and restrictions no adjustments to operating or capital expenditures have been made in the mil rate calculation. If these funds are received, the Council will be able to reserve them until it is determined how to spend the funds in compliance with federal stipulations.

Similarly, there is speculation that RSU 39 will receive additional state funds in 2021. The school board has committed to use any additional funds to offset their appropriation amount (i.e. reduce taxes). If the additional funding is realized, the RSU can either request and then reserve the funds for future budget offsets or the RSU can reduce their quarterly appropriation requests. In the event the RSU reduces their appropriation requests, the city would still collect the amount approved by voters on Jun 8 and the difference would be regarded as additional city revenue to offset future year tax rates. The RSU was notified this week that the anticipated additional funds will be lower than expected due to shifting budget priorities and there is no clear indication of the final amount or timing for additional funds.

The recommendation to maintain the 0.2355 mil rate is based on the June 8, 2021 voter approved RSU 39 budget and the city's approved budgets. Any additional revenues can be used by the RSU or city to hedge the major capital expenses anticipated in the 2022 budget.

Action Needed: Prior to July 1 the Council needs to set the mil rate. Resolution 06-01-2021 is drafted to set the mil rate for 2021 and establish several other tax collection related items.



Resolution 06-01-2021

**A Resolution of the Caribou City Council
Establishing the 2021 Tax Mil Rate and Collection Items**

WHEREAS, The City is authorized under Maine State law to levy and collect taxes as needed to cover adopted city budgets expenses, and

WHEREAS, The levying of taxes must be uniformly applied based on the taxable value of real estate and personal property, and

WHEREAS, the City Assessor has completed calculation of 2021 taxable real estate and personal property values in accordance with State of Maine Assessing laws and practices, and

WHEREAS, The Caribou City Charter now requires the Council to set a tax mil rate prior to July 1, and

NOW, THEREFORE BE IT RESOLVED BY, THE CARIBOU CITY COUNCIL that

- 1) the 2021 tax mil rate shall be .02355 (the same rate as 2020)
- 2) the date of commitment for the 2021 property taxes to be committed to the Tax Collector as pursuant to MRSA Title 36, §505 (1) shall be July 1, 2021.
- 3) Property taxes shall be due and payable, on July 15, 2021, pursuant to MRSA Title 36, §505 (2).
- 4) Interest shall begin accruing on any delinquent 2021 property taxes on October 1, 2021, pursuant to MRSA title 36, §505 (4).
- 5) The rate of interest to be charged on delinquent 2021 property taxes, pursuant to MRSA Title 36, §505 (4) shall be six percent (6.0%).
- 6) The rate of interest to be applied for the overpayment and or abatement of property taxes for 2021, pursuant to MRSA Title 36, §505A shall be zero percent (0.0%).
- 7) The revenue budget shall be amended as follow:

Line Number	Description	Original Budget	Amended Budget (.02355)
R10-01-32	Property Taxes	\$ 3,799,448.00	\$ 3,410,112.00
R10-01-34	Overlay	\$ 0	\$ 13,797.00
R11-01-01	Economic Development (TIF)	\$ 324,042.23	\$ 377,395.00
R22-01-04	Homestead Exemption	\$ 684,600.00	\$ 849,472.00
R22-01-05	BETE Reimbursement	\$ 155,000.00	\$ 184,672.00

This resolution was duly passed and approved by a majority of the City Council of the City of Caribou this ____th day of June 2021.

Jody R. Smith, Mayor

Attest: Danielle Brissette, City Clerk

[City Seal]



CITY OF CARIBOU, MAINE

Phone: (207) 493-3324 X 3

Fax: (207) 498-3954

Office of Tax Assessment & Code Enforcement

Municipal Building
25 High Street
Caribou, Me 04736

To: Mayor Smith, Caribou City Council Members & Manager Marker
From: Penny Thompson, tax assessment department
Date: June 25, 2021
Re: Set 2021 tax rate and property tax commitment

At the June 28, 2021 meeting, the Caribou City Council may set the 2021 tax rate and approved the other motions associated with the annual tax commitment.

This is a summary of the actions to be taken at the meeting:

1. Set a tax rate for the commitment of 2021 property taxes. Action: set the 2021 tax rate at _____; Staff Recommendation: .02355 (no change from 2020). Additional valuation is sufficient to cover County increase.
2. Set the date of commitment for the 2021 property taxes to be committed to the Tax Collector as pursuant to MRSA Title 36, §505 (1). Action: Set a commitment date of _____; Staff Recommendation: July 1, 2021 (Typically is July 1, it is best to commit as soon as possible after setting the tax rate).
3. Established a date that the 2021 property taxes will be due and payable, pursuant to MRSA Title 36, §505 (2). Action: Set the due date as _____ Staff Recommendation: July 15, 2021 (Typically 10 days to 2 weeks after commitment date).
4. Established a date for interest to begin accruing on any delinquent 2021 property taxes, pursuant to MRSA Title 36, §505 (4). Action: Set the date for interest to begin as _____ Staff Recommendation: Friday October 1, 2021 (Typically October 1, 2021. Note: last day to pay before interest begins would be Thursday September 30, 2021.)
5. Established a rate of interest to be charged on delinquent 2021 property taxes, pursuant to MRSA Title 36, §505(4). Action: Set the rate of interest on delinquent taxes at _____% Staff Recommendation: 6% (Typically set at the state maximum).
6. Established a rate of interest for the overpayment and or abatement of property taxes for 2021, pursuant to MRSA Title 36 § 506-A. Action: Set the rate of interest on overpayment and or abatement of property taxes at _____% Staff Recommendation: 0% (Typically 0%)

7. In speaking with the software provider – Trio – it is recommended that municipal offices close early on the last business day of the year to allow ample time to finish all year-end process while the Trio support line is available. Staff Recommendation: Close the city office at 1:00 pm on Thursday December 30, 2021 so staff can complete year end. NOTE: For the next three years, the last business day of the year will NOT be December 31 because of the New Year's Day holiday. By deciding **now** to close the office early, staff can print this on the tax bills and alert taxpayers to the early closure.

The enhanced BETE tax rate calculator is on the following pages.

2021 ENHANCED BETE MUNICIPAL TAX RATE CALCULATION FORM

Municipality: Caribou

BE SURE TO COMPLETE THIS FORM BEFORE FILLING IN THE TAX ASSESSMENT WARRANT

1. Total taxable valuation of real estate	1	\$336,669,000 <small>(must match MVR Page 1, line 6)</small>
2. Total taxable valuation of personal property	2	\$13,413,900 <small>(must match MVR Page 1, line 10)</small>
3. Total taxable valuation of real estate and personal property (Line 1 plus line 2)	3	\$350,082,900 <small>(must match MVR Page 1, line 11)</small>
4. (a) Total exempt value for all homestead exemptions granted	4(a)	\$51,530,000 <small>(must match MVR Page 1, line 14f)</small>
(b) Homestead exemption reimbursement value	4(b)	\$36,071,000
5. (a) Total exempt value of all BETE qualified property	5(a)	\$14,565,800 <small>(must match MVR Page 2, line 15c)</small>
(b) Enhanced BETE exemption reimbursement value	5(b)	\$7,841,721
6. Total valuation base (Line 3 plus line 4(b) plus line 5(b))	6	\$393,995,621

ASSESSMENTS

7. County tax	7	\$552,757.60
8. Municipal appropriation	8	\$9,861,241.22
9. TIF financing plan amount	9	\$476,622.11
10. Local education appropriation (Local share/contribution) <small>(Adjusted to municipal fiscal year)</small>	10	\$3,791,163.00
11. Total appropriations (Add lines 7 through 10)	11	\$14,681,783.93

ALLOWABLE DEDUCTIONS

12. Anticipated state municipal revenue sharing	12	\$1,200,000.00
13. Other revenues: (All other revenues that have been formally appropriated to reduce the commitment such as excise tax revenue, T.G. reimbursement, renewable energy reimbursement, trust fund or bank interest income, appropriated surplus revenue, etc. (Do not include any homestead or BETE reimbursement))	13	\$4,216,984.00
14. Total deductions (Line 12 plus line 13)	14	\$5,416,984.00
15. Net to be raised by local property tax rate (Line 11 minus line 14)	15	\$9,264,799.93

16.	\$9,264,799.93 <small>(Amount from line 15)</small>	x	1.05	=	\$9,728,039.93	Maximum Allowable Tax
17.	\$9,264,799.93 <small>(Amount from line 15)</small>	÷	\$393,995,621 <small>(Amount from line 6)</small>	=	0.02351	Minimum Tax Rate
18.	\$9,728,039.93 <small>(Amount from line 16)</small>	÷	\$393,995,621 <small>(Amount from line 6)</small>	=	0.02469	Maximum Tax Rate
19.	\$350,082,900.00 <small>(Amount from line 3)</small>	x	0.02355 <small>(Selected Rate)</small>	=	\$8,244,452.30 <small>(Enter on MVR Page 1, line 13)</small>	Tax for Commitment
20.	\$9,264,799.93 <small>(Amount from line 15)</small>	x	0.05	=	\$463,240.00	Maximum Overlay
21.	\$36,071,000 <small>(Amount from line 4b.)</small>	x	0.02355 <small>(Selected Rate)</small>	=	\$849,472.05 <small>(Enter on line 8, Assessment Warrant)</small>	Homestead Reimbursement
22.	\$7,841,721 <small>(Amount from line 5b.)</small>	x	0.02355 <small>(Selected Rate)</small>	=	\$184,672.53 <small>(Enter on line 9, Assessment Warrant)</small>	BETE Reimbursement
23.	\$9,278,596.87 <small>(Line 19 plus lines 21 and 22)</small>	-	\$9,264,799.93 <small>(Amount from line 15)</small>	=	\$13,796.94 <small>(Enter on line 5, Assessment Warrant)</small>	Overlay

(If Line 23 exceeds Line 20 select a lower tax rate.)

Results from this completed form should be used to prepare the Municipal Tax Assessment Warrant, Certificate of Assessment to Municipal Treasurer and Municipal Valuation Return.

2021 ENHANCED BETE MUNICIPAL TAX RATE CALCULATION FORM
ENHANCED BUSINESS EQUIPMENT TAX EXEMPTION CALC SHEET

Data entry fields

Municipality: Caribou

BE SURE TO COMPLETE AND FILE THIS FORM IN CONJUNCTION WITH ENHANCED BETE TAX RATE CALCULATION FORM

1. Standard BETE Reimbursement Computation

(a) Total valuation of ALL BETE qualified exempt property as of April 1, 2021	\$14,565,800 <small>(must match MVR Page 2, line 15c.)</small>
(b) Total valuation of all BETE qualified exempt property not located in a Municipal Retention Tax Increment Financing District (Line 1a. minus line 3b.)	\$14,565,800
(c) Percent of reimbursement for BETE exempt property (2021 statutory standard 50% reimbursement)	50.00%
(d) Valuation of all BETE qualified exempt property subject to standard reimbursement	\$0

2. Enhanced Reimbursement if Personal Property Factor Exceeds 5% of Total Taxable Value

(a) Total value of all business personal property <small>(include all taxable and all exempt BETE qualified business personal property)</small>	\$27,979,700
(b) Total value of all taxable real and personal property	\$350,082,900
(c) Total valuation of all BETE qualified exempt property subject to enhanced reimbursement if not located in a Municipal Retention TIF District subject to a > % of line 2.(f)	\$14,565,800
(d) Personal property factor [2a. / (2b. + 1a.)]	7.67%
(e) Line 2d. / 2	3.84%
(f) Line 2(e) plus 50% (if line 2(d) is greater than 5%)	53.84%
(g) Valuation of all BETE qualified exempt property subject to Enhanced reimbursement	\$7,841,721 <small>(if zero results see below)</small>

3. Municipal Retention Tax Increment Percentage

(a) Percentage of captured assessed value retained by the municipality and allocated for the municipality's own authorized TIF project costs approved as of 4/1/2008. <small>(Defaults to Statutory Standard unless Municipal Retention % is greater than standard reimbursement)</small>	0.00%	50.00%
(b) Captured Assessed Value of BETE qualified property located within a Municipal Retention TIF district		
(c) Valuation of all TIF BETE qualified exempt property subject to reimbursement	\$0 <small>(if zero results see below)</small>	

4. Total Reimbursable BETE Exempt Valuation

(a) Total of all reimbursable BETE Exempt Valuation 1.(d) or 2.(g)+ 3.(c)	\$7,841,721
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