

CITY COUNCIL MEETING NOTICE AND AGENDA



Notice is hereby given that the City Council of Caribou will hold a City Council Meeting on **Monday, March 28, 2022**, in the Council Chambers located at 25 High Street, **6:00 pm**.

THE MEETING WILL BE BROADCAST ON CABLE CHANNELS 8 & 1301 AND THE CITY'S YOUTUBE CHANNEL.

1. **Roll Call**
2. **Invocation/Inspirational Thought** - Pastor Michael Sullivan, Caribou United Baptist Church
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**)
Public Forum – Amber Madore – homeowner, 607 Fort Fairfield Road Caribou
5. **Minutes**
6. **Bid Openings, Awards, and Appointments** **Pages**
 - a. RFP results: Painting, Janitorial, and Real Estate Assessing 02-04
7. **Public Hearings and Possible Action Items**
8. **Reports by Staff and Committees**
 - a. February 2022 Financials 05-22
 - b. Payment of taxes: Account # 3765, 29 Park Street 23-24
 - c. Manager Report 25-26
9. **New Business, Ordinances and Resolutions**
 - a. Presentation on Community Solar 27
 - b. Credit Enhancement Agreement – 60 Access Highway 28
 - c. Credit Enhancement Agreement – 987 Presque Isle Road 29
 - d. Credit Enhancement Agreement – 997 Presque Isle Road 30
10. **Old Business**
 - a. 2022 Municipal Budget 31
 - i. Expense Budget
 - ii. Capital Budget
11. **Reports and Discussion by Mayor and Council Members**
12. **Next Regular Meetings:** April 11 & 25
13. **Executive Session(s)** (May be called to discuss matters identified under MRSA, Title 1, §405.6.C)
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 Clerk 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

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



MEMO

To: Mayor and City Council Members
From: Penny Thompson, City Manager
Date: March 28, 2022
Re: RFP Bid results: Painting

A Request for Proposals (RFP) was recently advertised for interior painting of two offices, approximately 16.5' X 14.5' each, on the second floor of the Caribou City Office.

Two bids were received prior to the deadline:

Paint By Ray: \$1,750.00

Caribou Painting Company: \$2,054.95

The bids were higher than expected.

Suggested action:

Please make a motion to reject all bids for painting.



MEMO

To: Mayor and City Council Members
From: Penny Thompson, City Manager
Date: March 28, 2022
Re: RFP Bid results: Janitorial

A Request for Proposals (RFP) was recently advertised for janitorial services at the Caribou Municipal Building: City offices & Caribou Police Department, and Caribou Public Library. This included some items that would be done on an annual or semi-annual basis (wash walls, shampoo rugs etc).

History: The last RFP for janitorial at the City offices and Caribou Public Library was 2013. The Caribou Police Department had a part-time janitor until 2020 when William Gahagan retired. Since that time, the budget for that item was cut so that just a minimum amount was done by outside contractors, while staff did most day-to-day work in addition to their regular duties.

One bid was received prior to the deadline:

Honestly Clean LLC \$47,695 (2022 – for remaining 9 months)
 \$66,132 (2023 – for 12 months)
 \$68,778 (2024 – for 12 months)

Additionally, we obtained a quote for the additional winter work (i.e. more salt tracked in so the floor would need to be mopped each day). The additional cost per week is based on \$26/hr.

The bid was higher than expected.

Next steps: staff from each facility will discuss paring down the list and put back out for bid at a reduced scope of work. We may also consider a janitorial employee for this work.

Suggested action:

Please make a motion to reject bid for janitorial.



MEMO

To: Mayor and City Council Members
From: Penny Thompson, City Manager
Date: March 28, 2022
Re: RFP Bid results: Assessing Services

The City of Caribou has been without a full-time assessor for several months. Staff has done the tasks needed for various functions of the position but with the tax commitment season upon us, there needs to be a full-time commitment to real estate assessment administration. Deputy Tax Assessor Tony Michaud will still complete all tasks related to Business Personal Property assessment.

Caribou has a Board of Assessors (Caribou City Charter §2.16). The Assessors receive information about the practices and methodology used within the department. They sign the paperwork (Ratio Declaration, Tax Commitment paperwork, Municipal Valuation Return, etc) associated with the work of the department. Therefore, they need to have a comfort level with the work done in support of the property tax assessment administration activities in the City of Caribou.

A Request For Proposals (RFP) was advertised for real estate assessment services. After the proposals were received, the Board of Assessors expressed concern for the level of daily service provided if a full-time employee was replaced with a contract assessor. At their direction, an advertisement was placed for a Deputy Assessor. No applications were received from qualified candidates. The Board of Assessors met again on March 9 to discuss next steps and have recommended Steven Joseph Salley to provide real estate assessment services to the City of Caribou on a contract basis.

Proposals were received from:

Aroostook Regional Assessing Office	Presque Isle, Maine
Saucier Services	Connor Township, Maine
Steven Joseph Salley	Pittsfield, Maine

The proposals were all different in the way that pricing was calculated, and the final total amount of the contract will be determined by the amount of work required.

Suggested Action:

Please make a motion to allow City Manager Penny Thompson to execute a contract with Steven Joseph Salley for real estate assessment services for the 2022 tax year.

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



MEMO

**To: Mayor and City Council Members
From: Penny Thompson, City Manager
Date: March 28, 2022
Re: February 2022 Financial Reports**

In your packet there is a copy of the February 2022 Financial Reports.

The 2022 budget information will not be entered into Trio until after the budget has passed.

Finance Director Carl Grant will be in attendance to provide an overview and answer any questions.

Suggested Action:

Please review the reports and ask any questions you have.

Please make a motion to accept the 2022 February Financial reports.

General Ledger Summary Report

Fund(s): ALL
February

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ----		Balance Net
				Debits	Credits	
1 - Gen Fund	4,406.30	0.00	0.00	5,256,856.42	5,256,856.42	0.00
Assets	11,073,934.32	11,008,315.66	-731,711.89	2,879,372.55	3,950,818.05	9,936,870.16
101-00 CASH (BANK OF MACHIAS)	6,142,727.37	6,167,147.14	-371,653.31	1,556,053.42	2,679,821.86	5,043,378.70
102-00 RECREATION ACCOUNTS	29,570.42	51,620.01	0.00	0.00	0.00	51,620.01
103-00 NYLANDER CHECKING	1,826.31	1,826.39	0.07	0.15	0.00	1,826.54
110-00 SECTION 125 CHECKING FSA	15,050.98	15,071.58	-1,074.85	14,238.95	2,187.60	27,122.93
110-07 2021 SECTION 125 CHECKING HRA	68,742.83	61,577.23	-4,231.36	0.00	4,231.36	57,345.87
110-08 2022 SECTION 125 CHECKING HRA	0.00	0.00	-8,517.89	83,200.00	8,517.89	74,682.11
111-00 RETIREMENT INVESTMENT	3,000,000.00	3,000,000.00	0.00	0.00	0.00	3,000,000.00
115-00 AMERICAN RESCUE PLAN ACT-NEU'S	241,970.39	83,008.06	-8,058.30	167,950.65	16,543.09	234,415.62
117-00 RLF #10 INVESTMENT	80,678.16	80,691.92	18.95	159,363.39	0.00	240,055.31
120-00 PETTY CASH	960.00	960.00	0.00	0.00	0.00	960.00
123-00 DIESEL INVENTORY	-6,226.03	8,031.30	8,174.09	75,782.50	80,071.03	3,742.77
124-00 GAS INVENTORY	10,496.16	13,701.60	8,991.11	18,655.00	21,332.89	11,023.71
125-00 ACCOUNTS RECEIVABLE	59,266.39	85,832.40	-199,072.13	175,480.52	236,935.82	24,377.10
126-00 SWEETSOFT RECEIVABLES	298,075.09	298,075.15	-9,933.37	239,551.09	197,898.36	339,727.88
140-00 RESERVE FOR UNCOLLECTIBLE TAX	-669.87	-669.87	0.00	0.00	0.00	-669.87
174-00 CDC LOANS REC (1280)	47,666.98	47,666.98	0.00	0.00	0.00	47,666.98
180-00 DR. CARY CEMETERY INVESTMENT	1,078.74	1,079.16	0.00	0.00	0.00	1,079.16
181-00 HAMILTON LIBRARY TR. INVEST	1,876.49	1,880.81	0.00	0.00	0.00	1,880.81
182-00 KNOX LIBRARY INVESTMENT	10,295.77	10,324.82	0.00	0.00	0.00	10,324.82
183-00 CLARA PIPER MEM INV	673.74	674.00	0.00	0.00	0.00	674.00
184-00 JACK ROTH LIBRARY INVEST	18,044.55	18,160.88	0.00	0.00	0.00	18,160.88
185-00 KEN MATTHEWS SCHOLARSHIP FUN	7,548.68	7,552.48	0.00	0.00	0.00	7,552.48
187-00 DOROTHY COOPER MEM INV	51,426.00	51,465.75	0.00	0.00	0.00	51,465.75
189-00 MARGARET SHAW LIBRARY INV	13,112.40	13,120.66	0.00	0.00	0.00	13,120.66
190-00 GORDON ROBERTSON MEM INV	11,562.23	11,566.60	0.00	0.00	0.00	11,566.60
191-00 MEMORIAL INVESTMENT	6,198.47	6,202.43	0.00	0.00	0.00	6,202.43
192-00 G. HARMON MEM INV	6,809.52	6,812.10	0.00	0.00	0.00	6,812.10
193-00 BARBARA BREWER FUND	5,582.55	5,591.00	0.00	0.00	0.00	5,591.00
194-00 RODERICK LIVING TRUST	16,536.62	16,547.19	0.00	0.00	0.00	16,547.19
196-00 PHILIP TURNER LIBRARY INV	8,855.72	8,863.49	0.00	0.00	0.00	8,863.49
198-00 TAX ACQUIRED PROPERTY	162,181.12	146,913.21	-950.52	0.00	11,887.06	135,026.15
198-19 TAX ACQUIRED PROPERTY 2019	0.00	0.00	0.00	2,994.56	2,994.56	0.00
198-20 TAX ACQUIRED PROPERTY 2020	0.00	0.00	0.00	4,446.25	4,446.25	0.00
198-21 TAX ACQUIRED PROPERTY 2021	0.00	0.00	0.00	4,446.25	4,446.25	0.00
198-22 TAX ACQUIRED PROPERTY 2022	0.00	0.00	0.00	76.10	76.10	0.00
200-21 2021 TAX RECEIVABLE	711,328.14	712,472.67	-100,783.75	289.00	194,200.32	518,561.35
200-22 2022 TAX RECEIVABLE	-83,711.79	-83,711.79	-44,771.17	984.00	84,708.81	-167,436.60
205-16 2016 LIENS RECEIVABLE	9.29	9.29	-9.29	0.00	9.29	0.00
205-17 2017 LIENS RECEIVABLE	569.72	569.72	-569.72	0.00	569.72	0.00
205-18 2018 LIENS RECEIVABLE	177.75	177.75	-177.75	0.00	177.75	0.00
205-19 2019 LIENS RECEIVABLE	316.71	316.71	0.00	0.00	0.00	316.71
205-20 2020 LIENS RECEIVABLE	71,234.16	72,378.69	-2,271.47	0.00	3,313.68	69,065.01
210-11 2011 PP TAX RECEIVABLE	201.06	201.06	0.00	0.00	0.00	201.06
210-12 2012 PP TAX RECEIVABLE	5,166.61	5,166.61	-198.67	0.00	381.71	4,784.90
210-13 2013 PP TAX RECEIVABLE	5,467.93	5,467.93	0.00	0.00	0.00	5,467.93
210-14 2014 PP TAX RECEIVABLE	6,210.55	6,210.55	0.00	0.00	0.00	6,210.55
210-15 2015 PP TAX RECEIVABLE	12,713.48	12,713.48	0.00	0.00	0.00	12,713.48
210-16 2016 PP TAX RECEIVABLE	10,458.43	10,458.43	0.00	0.00	0.00	10,458.43
210-17 2017 PP TAX RECEIVABLE	10,954.95	10,954.95	0.00	0.00	0.00	10,954.95
210-18 2018 PP TAX RECEIVABLE	11,926.49	11,926.49	0.00	0.00	0.00	11,926.49

General Ledger Summary Report

Fund(s): ALL

February

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ----		Balance Net
				Debits	Credits	
1 - Gen Fund CONT'D						
210-19 2019 PP TAX RECEIVABLE	12,744.96	12,744.96	0.00	0.00	0.00	12,744.96
210-20 2020 PP TAX RECEIVABLE	16,138.82	16,138.82	-97.43	0.00	194.08	15,944.74
210-21 2021 PP TAX RECEIVABLE	27,987.77	27,987.77	-6,495.10	0.00	6,685.86	21,301.91
210-22 2022 PP TAX RECEIVABLE	-67.73	-67.73	-29.00	0.00	58.00	-125.73
303-00 FEDERAL WITHHOLDING	0.00	0.00	0.00	66,406.18	66,406.18	0.00
304-00 FICA W/H	18.26	18.26	0.00	83,653.78	83,653.78	18.26
305-00 MEDICARE WITHHOLDING	4.27	4.27	0.00	19,563.98	19,563.98	4.27
306-00 STATE WITHHOLDING	0.00	0.00	0.00	28,165.81	28,165.81	0.00
307-00 M.S.R.S. W/H	73.65	73.65	0.00	17,628.05	17,628.05	73.65
307-01 MSRS EMPLOYER	-140.08	-140.10	-0.16	22,108.95	22,109.16	-140.31
308-00 AFLAC INSURANCE	-1.84	0.00	-0.17	1,413.52	1,413.86	-0.34
309-00 DHS WITHHOLDING	0.00	0.00	0.00	755.00	755.00	0.00
312-00 HEALTH INS. W/H	-24,820.25	-24,600.71	371.02	42,116.69	42,542.88	-25,026.90
314-00 UNITED WAY W/H	0.00	0.00	0.00	24.00	24.00	0.00
315-00 TEAMSTERS W/H	0.00	0.00	0.00	518.00	518.00	0.00
315-01 FIREFIGHTERS UNION W/H	0.00	0.00	0.00	1,835.40	1,835.40	0.00
316-00 COUNCIL #93 W/H	0.00	0.00	0.00	624.00	624.00	0.00
318-00 MMA INCOME PROTECTION	-7,836.47	-7,836.47	187.33	6,143.28	5,771.82	-7,465.01
319-00 REAL ESTATE TAX W/H	0.00	0.00	0.00	5,345.00	5,345.00	0.00
320-00 ICMA RETIREMENT CORP	0.00	0.00	0.00	22,442.50	22,442.50	0.00
320-01 ICMA EMPLOYER MATCH	0.00	0.00	0.00	4,834.59	4,834.59	0.00
322-00 RETIRED HEALTH INS PROGRAM	-23.21	-23.21	0.00	2,288.13	2,288.13	-23.21
323-00 MMA SUPP. LIFE INSURANCE	-2,010.67	-2,010.67	50.63	1,503.90	1,388.93	-1,895.70
324-00 MISC. WITHHOLDING	0.00	0.00	0.00	240.00	240.00	0.00
325-00 DED. FOR VALIC	0.00	0.00	0.00	5,723.84	5,723.84	0.00
325-01 VALIC EMPLOYER MATCH	0.00	0.00	0.00	921.82	921.82	0.00
329-00 SALES TAX COLLECTED	-104.40	-104.40	0.00	104.40	0.00	0.00
330-00 VEHICLE REG FEE (ST. OF ME)	-2,837.00	0.00	2,711.75	24,674.50	29,194.75	-4,520.25
331-00 BOAT REG FEE INLAND FISHERIES	-144.00	0.00	30.00	30.00	30.00	0.00
332-00 SNOWMOBILE REG (F&W)	-14,704.23	0.00	5,540.75	11,226.81	16,912.87	-5,686.06
333-00 ATV REGISTRATION (F&W)	0.00	0.00	45.00	45.00	45.00	0.00
335-00 PLUMBING PERMITS (ST. OF ME)	-2,006.35	-141.35	-27.50	0.00	37.50	-178.85
336-00 CONCEALED WEAPON PERMIT	-300.00	-300.00	0.00	255.00	255.00	-300.00
338-00 CONNOR EXCISE TAX	-104.24	-104.24	-588.43	2,071.59	4,731.61	-2,764.26
339-00 CONNOR BOAT EXCISE	69.80	69.80	0.00	0.00	0.00	69.80
340-00 DOG LICENSES (ST. OF ME)	-702.00	0.00	914.00	1,325.00	1,466.00	-141.00
341-00 FISHING LICENSES (ST. OF ME)	-289.00	0.00	375.00	575.00	775.00	-200.00
342-00 HUNTING LICENSES (ST. OF ME)	-1,953.00	0.00	389.75	577.00	764.25	-187.25
347-00 NEPBA UNION PD	0.00	0.00	0.00	720.00	720.00	0.00
Liabilities	7,250,695.03	7,396,071.39	-334,121.06	770,371.25	317,765.73	6,943,465.87
and Fund	0.00	0.00	0.00	0.00	0.00	0.00
Balances	7,250,695.03	7,396,071.39	-334,121.06	770,371.25	317,765.73	6,943,465.87
352-00 NYLANDER MUSEUM RESERVE	-8,197.97	-8,197.97	0.00	0.00	17,688.83	9,490.86
360-00 RETIREMENT INV FUND	3,000,000.00	3,000,000.00	0.00	0.00	0.00	3,000,000.00
360-01 AMERICA RESCUE PLAN ACT-NEU'S	241,970.39	241,970.39	0.00	8,018.93	465.86	234,417.32
362-00 RLF #10 RESERVE	80,678.16	80,691.92	18.95	0.00	159,363.39	240,055.31
365-01 COMMUNITY POOL IMPROVEMENT	2,566.19	2,566.19	0.00	0.00	0.00	2,566.19
365-02 REC CENTER IMPROVEMENTS	2,414.06	2,414.06	0.00	0.00	0.00	2,414.06
365-03 LAND ACQUISITIONS/EASEMENTS	8,340.00	8,340.00	0.00	0.00	0.00	8,340.00
365-04 RAILS TO TRAILS PROGRAM	22,493.76	22,493.76	0.00	0.00	0.00	22,493.76
365-05 PARK IMPROVEMENT RESERVE	3,766.31	3,766.31	0.00	0.00	0.00	3,766.31

General Ledger Summary Report

Fund(s): ALL

February

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ----		Balance Net
				Debits	Credits	
1 - Gen Fund CONT'D						
365-07 REC/PARKS COMPUTER RESERVE	-604.00	-604.00	0.00	0.00	0.00	-604.00
365-09 RECREATION EQUIPMENT RESERVE	-9,458.33	-9,458.33	0.00	0.00	0.00	-9,458.33
365-10 REC LAWN MOWER RESERVE	12,595.44	12,595.44	0.00	0.00	0.00	12,595.44
365-12 CRX/TOS RESERVE	1,932.82	1,932.82	1,837.27	662.73	3,800.00	5,070.09
365-13 RECREATION - COLLINS POND	10,921.50	10,921.50	0.00	0.00	0.00	10,921.50
365-18 REC SCHOLARSHIPS	2,551.22	2,551.22	0.00	0.00	0.00	2,551.22
365-19 CIVIC BEAUTIFICATION RESERVE	5.14	5.14	0.00	0.00	0.00	5.14
365-20 SKI TRAIL PROGRAM	277.00	277.00	10.00	0.00	100.00	377.00
365-21 RD TRAILS GRANT	0.47	0.47	0.00	0.00	0.00	0.47
365-22 NON APPROP SKI RENTAL PROGRAM	13,112.71	12,008.09	-189.99	582.96	1,080.00	12,505.13
365-24 CADET RESERVE	482.56	482.56	0.00	0.00	0.00	482.56
365-25 COMMUNITY BULLETIN BOARD	200.00	200.00	0.00	0.00	0.00	200.00
365-26 SPLASH PAD RESERVE	27,967.08	27,967.08	0.00	0.00	0.00	27,967.08
365-27 PARK VEHICLE RESERVE	4,730.00	4,730.00	0.00	0.00	0.00	4,730.00
366-00 ASSESSMENT RESERVE	-360.00	-360.00	0.00	0.00	0.00	-360.00
366-01 LIBRARY BUILDING RESERVE	29,191.03	29,191.03	0.00	0.00	0.00	29,191.03
366-02 LIBRARY MEMORIAL FUND	42,542.80	42,542.80	-246.39	780.84	225.00	41,986.96
366-03 LIBRARY COMPUTER RESERVE	1,208.20	1,208.20	0.00	0.00	0.00	1,208.20
366-12 KING GRANT	1,565.11	1,565.11	0.00	0.00	0.00	1,565.11
367-01 POLICE DONATED FUNDS	27,683.44	27,567.81	-3,339.97	3,691.49	50.00	23,926.32
367-02 POLICE DEPT EQUIPMENT	59,673.59	61,497.41	3,515.63	299.00	3,586.91	64,785.32
367-03 POLICE CAR RESERVE	1,719.21	1,719.21	5,855.60	0.00	5,855.60	7,574.81
367-04 POLICE CAR VIDEO SYSTEM	3,128.75	3,128.75	0.00	0.00	0.00	3,128.75
367-05 DRINK GRANT PERSONNEL	16,349.39	16,349.39	0.00	240.00	515.77	16,625.16
367-06 PD COMPUTER RESERVE	8,388.22	8,388.22	-600.00	1,840.00	0.00	6,548.22
367-07 POLICE DIGITAL FILING	9,000.00	9,000.00	0.00	0.00	0.00	9,000.00
367-08 MAJOR SYSTEMS REPLACEMENT	43,622.49	43,622.49	0.00	0.00	0.00	43,622.49
367-09 NEW POLICE STATION	6,336.02	6,336.02	0.00	0.00	0.00	6,336.02
367-10 POLICE OFFICER RECRUITMENT RES	54,000.00	54,000.00	0.00	0.00	0.00	54,000.00
368-01 FIRE EQUIPMENT RESERVE	-115,030.29	-115,030.29	0.00	0.00	0.00	-115,030.29
368-02 FIRE HOSE RESERVE	5,006.25	5,006.25	0.00	0.00	0.00	5,006.25
368-03 FIRE DEPT FOAM RESERVE	1,443.50	1,443.50	0.00	0.00	0.00	1,443.50
368-04 FIRE TRAINING BLDG RESERVE	3,226.25	3,226.25	0.00	0.00	0.00	3,226.25
368-05 FIRE DEPT FURNACE	0.14	0.14	0.00	0.00	0.00	0.14
368-06 FIRE/AMB COMPUTER RESERVE	4,164.90	4,164.90	0.00	0.00	0.00	4,164.90
368-07 FIRE DISPATCH REMODEL	3,100.00	3,100.00	0.00	0.00	0.00	3,100.00
368-08 FIRE SMALL EQUIPMENT	3,156.05	3,156.05	0.00	0.00	0.00	3,156.05
368-09 FEMA TRUCK GRANT	5.00	5.00	0.00	0.00	0.00	5.00
368-10 FIRE/AMB BUILDING RESERVE	36,974.08	36,974.08	0.00	0.00	0.00	36,974.08
368-12 FIRE/AMB UNIFORM RESERVE	308.00	4,566.59	0.00	0.00	0.00	4,566.59
369-01 AMBULANCE SMALL EQUIP RESERVE	14,320.27	14,320.27	0.00	0.00	0.00	14,320.27
369-02 AMBULANCE STAIRCHAIRS	3,000.00	3,000.00	0.00	0.00	0.00	3,000.00
369-03 AMBULANCE RESERVE	2,454.67	2,454.67	0.00	0.00	0.00	2,454.67
370-03 PW EQUIPMENT RESERVE	109,155.16	109,155.16	0.00	0.00	0.00	109,155.16
370-04 STREETS/ROADS RECONSTRUCTION	106,696.35	106,696.35	0.00	0.00	0.00	106,696.35
370-05 CURBING RESERVE	5,178.30	5,178.30	0.00	0.00	0.00	5,178.30
370-06 FUEL TANK RESERVE	-59,533.75	-29,633.30	1,674.16	0.00	3,359.41	-26,273.89
370-07 PW BUILDING RESERVE	34,546.39	34,546.39	0.00	0.00	0.00	34,546.39
370-09 RIVER ROAD RESERVE	-55,881.75	-55,881.75	0.00	0.00	0.00	-55,881.75
370-10 AIRPORT FUEL TANK RESERVE	1,992.48	1,992.48	0.00	0.00	0.00	1,992.48
371-01 ASSESSMENT REVALUATION RESERV	65,351.91	65,351.91	0.00	0.00	0.00	65,351.91
371-02 ASSESSING COMPUTER RESERVE	-204.50	-204.50	0.00	0.00	0.00	-204.50
371-03 AERIAL PHOTOGRAPHY	2,700.00	2,700.00	0.00	0.00	0.00	2,700.00

General Ledger Summary Report

Fund(s): ALL
February

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ----		Balance Net
				Debits	Credits	
1 - Gen Fund CONT'D						
371-04 ASSESSING OFFICE EQUIPMENT	730.00	730.00	0.00	0.00	0.00	730.00
372-01 AIRPORT RESERVE	74,939.89	74,939.89	-18,951.30	18,951.30	0.00	55,988.59
372-04 AIRPORT HANGER SECURITY DEPOS	1,430.00	1,430.00	0.00	0.00	250.00	1,680.00
372-06 AIRPORT CARES ACT	0.00	0.00	9,000.00	0.00	9,000.00	9,000.00
373-01 GEN GOVT COMPUTER RESERVE	6,662.97	6,662.97	0.00	0.00	0.00	6,662.97
373-02 CITY COMPREHENSIVE PLAN	27.40	27.40	0.00	0.00	0.00	27.40
373-03 MUNICIPAL BUILDING RESERVE	104,188.62	90,997.12	0.00	0.00	0.00	90,997.12
373-04 VITAL RECORDS RESTORATION	776.50	776.50	0.00	0.00	0.00	776.50
373-05 BIO-MASS BOILERS	1,037.51	1,037.51	0.00	55,636.00	0.00	-54,598.49
373-07 T/A PROPERTY REMEDIATION RESEI	12,039.20	12,039.20	0.00	0.00	0.00	12,039.20
373-08 HRA CONTRIBUTION RESERVE	46,160.88	46,160.88	0.00	0.00	0.00	46,160.88
373-10 FLEET VEHICLES	1,221.20	1,221.20	0.00	0.00	0.00	1,221.20
373-12 NBRC BIRDS EYE	-59,203.55	-27,203.55	0.00	0.00	0.00	-27,203.55
373-17 LADDER ENGINE TRUCK 2016	116,601.20	116,601.20	0.00	0.00	0.00	116,601.20
373-20 CDBG USDA 60 ACCESS/BIRDSEYE	21,102.81	21,102.81	0.00	0.00	0.00	21,102.81
373-21 2021 HRA RESERVE	68,742.83	61,577.23	-4,231.36	4,231.36	0.00	57,345.87
373-22 2022 HRA RESERVE	0.00	0.00	-7,317.89	7,317.89	82,000.00	74,682.11
374-00 REC/PARKS COMPUTER RESERVE	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00
374-01 INDUSTRIAL PARK IMPROVEMENTS	12,440.88	12,440.88	0.00	0.00	0.00	12,440.88
374-03 DOWNTOWN INFRASTRUSTURE	36,415.42	36,415.42	0.00	0.00	0.00	36,415.42
380-01 CAPTS CDBG	-0.64	-0.64	0.00	0.00	0.00	-0.64
385-00 COMMUNITY DEVELOPMENT MATCH	32,674.30	32,674.30	0.00	0.00	0.00	32,674.30
387-00 BOUCHARD TIF	15,569.33	15,569.33	0.00	0.00	0.00	15,569.33
388-00 HILLTOP TIF	4,732.12	4,732.12	0.00	0.00	0.00	4,732.12
392-00 PLANNING/ENGINEERING RESERVE	6,241.09	6,241.09	0.00	0.00	0.00	6,241.09
398-00 RECREATION ACCTS FUND BALANCE	29,570.42	51,620.01	0.00	0.00	0.00	51,620.01
399-00 PARKING LOT MAINTENANCE RES	56,366.51	56,366.51	0.00	0.00	0.00	56,366.51
402-00 CDC ECONOMIC DEVELOPMENT	240,000.00	240,000.00	0.00	0.00	0.00	240,000.00
403-00 CDC REVOLVING LOAN	392,968.39	392,968.39	0.00	0.00	0.00	392,968.39
406-00 TRAILER PARK RESERVE	44,753.41	57,262.18	0.00	0.00	0.00	57,262.18
407-00 COUNTY TAX	2.13	2.13	0.00	0.00	0.00	2.13
414-00 CEMETARY RERSERVE	200.00	200.00	0.00	0.00	0.00	200.00
415-00 LIONS COMMUNITY CENTER RESERV	16,056.20	16,056.20	0.00	0.00	0.00	16,056.20
417-00 COMPENSATED ABSENCES	83,485.66	83,485.66	3,972.10	3,972.10	3,972.10	83,485.66
419-00 DUE FROM CDC (1280)	47,666.98	47,666.98	0.00	0.00	0.00	47,666.98
421-00 DEFERRED TAX REVENUE	859,755.36	905,895.88	0.00	0.00	0.00	905,895.88
422-00 KEN MATTHEWS SCHOLARSHIP FUN	7,548.68	7,552.48	0.00	0.00	0.00	7,552.48
423-00 DR. CARY CEMETERY TRUST FUND	1,078.74	1,079.16	0.00	0.00	0.00	1,079.16
424-00 HAMILTON LIBRARY TRUST FUND	1,876.49	1,880.81	0.00	0.00	0.00	1,880.81
425-00 KNOX LIBRARY MEMORIAL FUND	10,295.77	10,324.82	0.00	0.00	0.00	10,324.82
426-00 CLARA PIPER MEM FUND	673.74	674.00	0.00	0.00	0.00	674.00
427-00 JACK ROTH LIBRARY MEM FUND	18,044.55	18,160.88	-142.62	322.94	0.00	17,837.94
429-00 BARBARA BREWER FUND	5,582.55	5,591.00	0.00	0.00	0.00	5,591.00
430-00 D. COOPER MEM FUND	51,426.00	51,465.75	0.00	2,000.00	0.00	49,465.75
432-00 MARGARET SHAW LIBRARY MEMORI	13,112.40	13,120.66	0.00	0.00	0.00	13,120.66
433-00 GORDON ROBERTSON MEM FUND	11,562.23	11,566.60	0.00	0.00	0.00	11,566.60
434-00 MEMORIAL INVESTMENT	6,198.47	6,202.43	0.00	0.00	0.00	6,202.43
435-00 RODERICK LIVING TRUST	16,536.62	16,547.19	0.00	0.00	0.00	16,547.19
436-00 AMBULANCE REIMBURSEMENT	19,267.07	19,267.07	-430.24	1,543.67	1,113.43	18,836.83
437-00 DEFERRED AMBULANCE REVENUE	433,982.22	298,075.15	0.00	0.00	0.00	298,075.15
438-00 PHILIP TURNER LIBRARY MEMORIAL	8,855.72	8,863.49	0.00	0.00	0.00	8,863.49
441-00 AMBULANCE FUND BALANCE	1,005.62	1,005.62	0.00	0.00	0.00	1,005.62
447-00 EMA EQUIP RESERVE	1,991.79	1,991.79	0.00	0.00	0.00	1,991.79

General Ledger Summary Report

Fund(s): ALL

February

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ----		Balance Net
				Debits	Credits	
1 - Gen Fund CONT'D						
450-00 RESOURCE RESERVE ACCOUNT	188,540.10	188,540.10	0.00	0.00	0.00	188,540.10
456-00 TAX REFIEF FUNDS 2021	0.00	194,790.77	0.00	0.00	0.00	194,790.77
457-00 HOMELAND SECURITY RESERVE	2,277.92	2,277.92	0.00	0.00	0.00	2,277.92
460-00 YARD SALE	-805.82	-805.82	0.00	0.00	0.00	-805.82
461-00 CRAFT FAIR	6,480.19	6,480.19	0.00	0.00	0.00	6,480.19
462-00 CDBG HOUSING REHABILITATION	3,921.87	3,921.87	0.00	0.00	0.00	3,921.87
463-00 MISC EVENTS	-251.87	-251.87	0.00	0.00	0.00	-251.87
465-00 THURSDAYS ON SWEDEN	-41.36	-41.36	0.00	0.00	0.00	-41.36
465-01 STORY OF CARIBOU	732.00	732.00	0.00	0.00	0.00	732.00
466-00 HERITAGE DAY	-8,000.00	-8,000.00	0.00	0.00	0.00	-8,000.00
467-00 MARATHON	-45,252.36	-45,252.36	0.00	0.00	0.00	-45,252.36
469-00 DENTAL INSURANCE	2,122.85	2,122.85	43.92	2,715.14	2,989.64	2,397.35
470-00 EYE INUSRANCE	577.68	577.68	5.26	493.59	528.76	612.85
471-00 RC2 TIF	111,599.42	111,599.42	0.00	0.00	0.00	111,599.42
472-00 ANIMAL WELFARE	13,587.21	13,655.21	504.00	50.00	1,314.00	14,919.21
473-00 DOWNTOWN TIF	15,420.00	15,420.00	0.00	0.00	0.00	15,420.00
474-00 CADET RESERVE	200.00	200.00	0.00	0.00	0.00	200.00
477-00 LED STREET LIGHTS	88,575.53	88,575.53	0.00	0.00	0.00	88,575.53
478-00 G. HARMON MEM FUND	6,809.52	6,812.10	0.00	0.00	0.00	6,812.10
480-00 CITY RETIREMENT	1,079.76	1,079.76	0.00	0.00	0.00	1,079.76
483-02 DUE TO FUND 2	837,346.46	837,346.46	250.00	0.00	10,590.00	847,936.46
483-03 DUE TO FUND 3	813,456.89	821,692.91	6,422.94	0.00	6,422.94	828,115.85
483-04 DUE TO FUND 4	406,290.10	406,290.10	0.00	0.00	0.00	406,290.10
483-05 DUE TO FUND 5	3,531,343.23	3,531,343.31	0.07	0.00	3,091.69	3,534,435.00
484-02 DUE FROM FUND 2	-793,962.35	-796,149.74	-17,296.52	31,624.78	0.00	-827,774.52
484-03 DUE FROM FUND 3	-696,922.70	-697,738.65	-6,149.09	11,659.32	0.00	-709,397.97
484-04 DUE FROM FUND 4	-377,711.29	-377,820.67	-3,503.07	6,985.47	0.00	-384,806.14
484-05 DUE FROM FUND 5	-2,901,682.68	-2,947,470.64	-6,360.80	12,046.30	0.00	-2,959,516.94
486-00 RETIREMENT RESERVE	4,139.00	4,139.00	0.00	0.00	0.00	4,139.00
488-00 CHRISTMAS LIGHTS	-1,500.70	-1,500.70	-2,420.00	2,420.00	0.00	-3,920.70
490-00 T/A PROPERTY REMEDIATION RES	20,487.90	20,487.90	0.00	0.00	0.00	20,487.90
493-00 RSU 39 COMMITMENT	-1,082,828.12	-1,082,828.12	-296,038.92	592,077.84	0.00	-1,674,905.96
494-00 TRI COMMUNITY/AWS	324,082.00	324,082.00	0.00	0.00	0.00	324,082.00
496-00 BIRTH RECORDS STATE FEE	64.00	0.00	-0.40	48.80	97.20	48.40
497-00 DEATH RECORDS STATE FEE	183.20	0.00	-6.00	138.00	270.00	132.00
498-00 MARRIAGE RECORDS STATE FEE	21.60	0.00	-6.40	20.80	35.20	14.40
Fund Balance	3,818,832.99	3,612,244.27	-397,590.83	1,607,112.62	988,272.64	2,993,404.29
500-00 EXPENDITURE CONTROL	0.00	0.00	-764,169.39	1,572,333.05	19,027.66	-1,553,305.39
510-00 REVENUE CONTROL	0.00	0.00	366,578.56	34,779.57	969,244.98	934,465.41
600-00 FUND BALANCE	3,818,832.99	3,612,244.27	0.00	0.00	0.00	3,612,244.27
2 - Snowmoible Trail Maintenance						
Assets	0.00	0.00	0.00	42,214.78	42,214.78	0.00
Liabilities	35,459.53	37,646.92	17,046.52	10,590.00	41,714.78	68,771.70
and Fund Balances	0.00	0.00	0.00	0.00	0.00	0.00
365-11 TRAIL MAINTENANCE RESERVE	35,459.53	37,646.92	17,046.52	10,590.00	41,714.78	68,771.70
483-01 DUE TO FUND 1	78,843.64	78,843.64	0.00	0.00	10,090.00	88,933.64
	793,962.35	796,149.74	17,296.52	0.00	31,624.78	827,774.52

General Ledger Summary Report

Fund(s): ALL
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Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ----		Balance Net
				Debits	Credits	
2 - Snowmobile Trail Maintenance CONT'D						
484-01 DUE FROM FUND 1	-837,346.46	-837,346.46	-250.00	10,590.00	0.00	-847,936.46
Fund Balance	-35,459.53	-37,646.92	-17,046.52	31,624.78	500.00	-68,771.70
500-00 Expense Control	0.00	0.00	-17,296.52	31,624.78	0.00	-31,624.78
510-00 Revenue Control	0.00	0.00	250.00	0.00	500.00	500.00
600-00 Fund Balance	-35,459.53	-37,646.92	0.00	0.00	0.00	-37,646.92
3 - Housing Department	0.00	0.00	0.00	18,082.26	18,082.26	0.00
Assets	0.00	0.00	0.00	0.00	0.00	0.00
Liabilities	-55,138.01	-62,558.08	-273.85	6,422.94	11,659.32	-57,321.70
and Fund	0.00	0.00	0.00	0.00	0.00	0.00
Balances	-55,138.01	-62,558.08	-273.85	6,422.94	11,659.32	-57,321.70
409-00 HOUSING RESERVE	61,396.18	61,396.18	0.00	0.00	0.00	61,396.18
483-01 DUE TO FUND 1	696,922.70	697,738.65	6,149.09	0.00	11,659.32	709,397.97
484-01 DUE TO FUND 1	-813,456.89	-821,692.91	-6,422.94	6,422.94	0.00	-828,115.85
Fund Balance	55,138.01	62,558.08	273.85	11,659.32	6,422.94	57,321.70
500-00 Expense Control	0.00	0.00	-6,149.09	11,659.32	0.00	-11,659.32
510-00 Revenue Control	0.00	0.00	6,422.94	0.00	6,422.94	6,422.94
600-00 Fund Balance	55,138.01	62,558.08	0.00	0.00	0.00	62,558.08
4 - FSS	0.00	0.00	0.00	6,985.47	6,985.47	0.00
Assets	0.00	0.00	0.00	0.00	0.00	0.00
Liabilities	-28,578.81	-23,469.43	3,503.07	0.00	6,985.47	-16,483.96
and Fund	0.00	0.00	0.00	0.00	0.00	0.00
Balances	-28,578.81	-23,469.43	3,503.07	0.00	6,985.47	-16,483.96
409-00 HOUSING RESERVE	0.00	5,000.00	0.00	0.00	0.00	5,000.00
483-01 DUE TO FUND 1	377,711.29	377,820.67	3,503.07	0.00	6,985.47	384,806.14
484-01 DUE FROM FUND 1	-406,290.10	-406,290.10	0.00	0.00	0.00	-406,290.10
Fund Balance	28,578.81	23,469.43	-3,503.07	6,985.47	0.00	16,483.96
500-00 Expense Control	0.00	0.00	-3,503.07	6,985.47	0.00	-6,985.47
600-00 Fund Balance	28,578.81	23,469.43	0.00	0.00	0.00	23,469.43
5 - ECONOMIC DEV	0.00	0.00	0.00	15,137.99	15,137.99	0.00
Assets	0.00	0.00	0.00	0.00	0.00	0.00
Liabilities	-382,619.46	-336,831.58	6,360.73	3,091.69	15,137.84	-324,785.43
and Fund	0.00	0.00	0.00	0.00	0.00	0.00
Balances	-382,619.46	-336,831.58	6,360.73	3,091.69	15,137.84	-324,785.43
473-00 DOWNTOWN TIF	-6,356.70	-6,356.70	0.00	0.00	0.00	-6,356.70
474-00 TRAIL GROOMER RESERVE	3,245.83	3,245.83	0.00	0.00	3,091.54	6,337.37
475-00 REVOLVING LOAN RESERVE	200,000.00	200,000.00	0.00	0.00	0.00	200,000.00
476-00 FIRE STATION RESERVE	50,151.96	50,151.96	0.00	0.00	0.00	50,151.96

General Ledger Summary Report

Fund(s): ALL

February

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ----		Balance Net
				Debits	Credits	
5 - ECONOMIC DEV CONT'D						
483-01 DUE TO FUND 1	2,901,682.68	2,947,470.64	6,360.80	0.00	12,046.30	2,959,516.94
484-01 DUE FROM FUND 1	-3,531,343.23	-3,531,343.31	-0.07	3,091.69	0.00	-3,534,435.00
Fund Balance	382,619.46	336,831.58	-6,360.73	12,046.30	0.15	324,785.43
500-00 Expense Control	0.00	0.00	-6,360.80	12,046.30	0.00	-12,046.30
510-00 Revenue Control	0.00	0.00	0.07	0.00	0.15	0.15
600-00 Fund Balance	382,619.46	336,831.58	0.00	0.00	0.00	336,831.58
Final Totals	4,406.30	0.00	0.00	5,339,276.92	5,339,276.92	0.00

Expense Summary Report

Fund: 1

February

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
10 - GENERAL GOVERNMENT	0.00	58,083.38	123,202.94	-123,202.94	----
17 - HEALTH & SANITATION	0.00	21,000.00	47,040.00	-47,040.00	----
18 - MUNICIPAL BUILDING	0.00	9,589.96	14,969.76	-14,969.76	----
20 - GENERAL ASSISTANCE	0.00	1,424.47	3,510.51	-3,510.51	----
22 - TAX ASSESSMENT	0.00	14,441.08	24,512.88	-24,512.88	----
25 - LIBRARY	0.00	20,289.77	35,210.56	-35,210.56	----
31 - FIRE/AMBULANCE DEPARTMENT	0.00	170,879.26	389,673.02	-389,673.02	----
35 - POLICE DEPARTMENT	0.00	136,371.96	293,896.99	-293,896.99	----
38 - PROTECTION	0.00	28,966.47	57,519.13	-57,519.13	----
39 - CARIBOU EMERGENCY MANAGEMENT	0.00	251.85	485.22	-485.22	----
40 - PUBLIC WORKS	0.00	205,732.33	398,278.93	-398,278.93	----
50 - RECREATION DEPARTMENT	0.00	51,812.47	100,473.99	-100,473.99	----
51 - PARKS	0.00	15,310.48	25,641.25	-25,641.25	----
60 - AIRPORT	0.00	24,995.61	29,272.25	-29,272.25	----
61 - CARIBOU TRAILER PARK	0.00	1,164.47	1,560.04	-1,560.04	----
70 - INS & RETIREMENT	0.00	2,814.07	6,997.16	-6,997.16	----
80 - UNCLASSIFIED	0.00	1,041.76	1,060.76	-1,060.76	----
Final Totals	0.00	764,169.39	1,553,305.39	-1,553,305.39	----

Expense Summary Report

Fund: 2
February

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
52 - SNOWMOIBLE TRAIL MAINTENANCE	0.00	17,296.52	31,624.78	-31,624.78	----
Final Totals	0.00	17,296.52	31,624.78	-31,624.78	----

Expense Summary Report

Fund: 3
February

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
24 - HOUSING	0.00	6,149.09	11,659.32	-11,659.32	----
Final Totals	0.00	6,149.09	11,659.32	-11,659.32	----

Expense Summary Report

Fund: 4
February

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
96 - SECTION 8 - FSS PROGAM	0.00	3,503.07	6,985.47	-6,985.47	----
Final Totals	0.00	3,503.07	6,985.47	-6,985.47	----

Expense Summary Report

Fund: 5
February

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
11 - ECONOMIC DEVELOPMENT	0.00	4,326.05	7,973.25	-7,973.25	----
12 - NYLANDER MUSEUM	0.00	2,034.75	4,073.05	-4,073.05	----
Final Totals	0.00	6,360.80	12,046.30	-12,046.30	----

Revenue Summary Report

Fund: 1
February

Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
10 - GENERAL GOVERNMENT	0.00	271,852.86	559,082.37	-559,082.37	----
20 - GENERAL ASSISTANCE	0.00	540.00	998.74	-998.74	----
23 - CODE ENFORCEMENT	0.00	222.50	392.50	-392.50	----
25 - LIBRARY	0.00	74.15	185.00	-185.00	----
31 - FIRE/AMBULANCE DEPARTMENT	0.00	88,263.11	359,671.28	-359,671.28	----
35 - POLICE DEPARTMENT	0.00	2,943.00	5,837.00	-5,837.00	----
39 - CARIBOU EMERGENCY MANAGEMENT	0.00	0.00	600.00	-600.00	----
50 - RECREATION DEPARTMENT	0.00	1,032.50	2,735.00	-2,735.00	----
60 - AIRPORT	0.00	1,650.44	4,963.52	-4,963.52	----
Final Totals	0.00	366,578.56	934,465.41	-934,465.41	----

Revenue Summary Report

Fund: 2
February

Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
52 - SNOWMOIBLE TRAIL MAINTENANCE	0.00	250.00	500.00	-500.00	----
Final Totals	0.00	250.00	500.00	-500.00	----

Revenue Summary Report

Fund: 3
February

Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
24 - HOUSING	0.00	6,422.94	6,422.94	-6,422.94	----
Final Totals	0.00	6,422.94	6,422.94	-6,422.94	----

Revenue Summary Report

Fund: 4
February

Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
Final Totals	0.00	0.00	0.00	0.00	---

Revenue Summary Report

Fund: 5
February

Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
12 - NYLANDER MUSEUM	0.00	0.07	0.15	-0.15	----
Final Totals	0.00	0.07	0.15	-0.15	----

City of Caribou
Administration
MEMORANDUM

DATE: <u> March 28, 2022 </u>
TO: <u> Caribou City Council Members </u>
FROM: <u> Carl Grant, Finance Director </u>
SUBJECT: <u> Tax Acquired Property on 29 Park Street </u>

Attached please find a letter and check from Kathy Castonguay regarding her mother's house at 29 Park Street. Notices were sent to Marilyn Swenson at the PO Box list on this letter. Bottom line is taxes will be paid in full.

Suggested Motion:

Move to accept payment from Marilyn Swenson for her property taxes at 29 Park Street.

City of Caribou
Administration
MEMORANDUM

DATE: <u> March 28, 2022 </u>
TO: <u> Caribou City Council Members </u>
FROM: <u> Carl Grant, Finance Director </u>
SUBJECT: <u> Tax Acquired Property on 960 Access Highway </u>

Payment has been received for 960 Access Highway from Kip Griffin.

Suggested Motion:

Move to accept payment from Kip Griffin for his property taxes at 960 Access Highway.



City Manager's Report
March 28, 2022

Economic Projects

River Front - Powerplants	County Environmental would like to schedule an onsite visit with the City Council.
Broadband Initiative	No new updates.
CDBG	No new updates
Ogren Dump Solar Project	No new updates
Events and Marketing	Winter Carnival was a success. City staff is working on plans for City-wide Yard Sale, Thursdays on Sweden, Caribou Cares and the Craft Fair!
Landbank	No new updates
Chapter 13 Rewrite	No new updates
Federal American Rescue Plan Act	No new updates
Blight Cleanup	No new updates
Birdseye Cleanup	No new updates
60 Access Highway	Credit Enhancement Agreement on tonight's agenda.
River Front - Master Plan	No new updates
Façade Improvement Program	Meeting later this week.
Aldrich ATV/Snowmobile Storage	No new updates
Jarosz Storage - Limestone St	No new updates
Business Outreach	Attended the Brain Injury Awareness Day event at AMHC Center for Integrated Neuro Rehab. Visit to North State Transportation and Irving Farms. Providing leads to ACAP for possible office rentals.

Other Administrative Projects

Tax Acquired Property Policy	There is a lot of interest so far.
Nylander	No new updates
Fire Structural Work	No new updates
Fire Station Renovations	No new updates
Police Station	No new updates
River Road	No new updates
Investment Policy	No new updates
Trailer Park Closure	Caribou Housing Agency has provided staff with updates on vouchers for residents.
Fish Hatchery Bridge	No new updates
Cable Franchise Renewal	No new updates
Airport	No new updates
Personnel Policy	No new updates
Chambers AV System	No new updates
Procurement Policy	No new updates
New LED Street lights	No new updates
Comp Plan Update	No new updates
COVID-19 Status	No new updates
Administrative Approvals	Special Amusement permits granted for: Access 89 Bar & Grill, American Legion, Bechard's Grille & the Caribou Inn and Convention Center
Personnel Changes	Public Works department is advertising for a mechanic
Age-Friendly Efforts	No new updates

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



MEMO

**To: Mayor and City Council Members
From: Penny Thompson, City Manager
Date: March 28, 2022
Re: Community Solar Discussion**

The City of Caribou could partner with a local developer to receive discounts on the City of Caribou monthly Versant Power invoices. This would be one way to reduce costs without cutting services to our citizens.

There are several groups that are looking for partners to participate in solar projects. Caribou currently has four completed solar arrays with two additional projects planned. Tonight's presentation is on the Net Energy Billing Tariff Rate Program that is available to non-residential customers only. (Note: there are companies with programs that can offer savings to residential customers. This will not be discussed tonight.)

Shawn Pelletier, representing Caribou Solar Power, LLC and Nordic Sun Energy, LLC is here to present additional information to the City Council.

Additional information about entities registered to conduct business in Maine, please visit the Office of the Maine Office of the Public Advocate and Maine Public Utilities Commission for links to important information:

https://www.maine.gov/meopa/electricity/community_solar

<https://www.maine.gov/mpuc/regulated-utilities/electricity/renewable-programs>

<https://www.maine.gov/mpuc/regulated-utilities/electricity/neb>

Suggested Action:

After listening to the presentation, please advise staff if the Caribou City Council would like to proceed now or if you need additional information.

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



MEMO

To: Mayor and City Council Members
From: Penny Thompson, City Manager
Date: March 28, 2022
Re: TIF Credit Enhancement Agreement – 60 Access Highway

The property at 60 Access Highway ('the Mecon Building') was purchased from the City of Caribou in 2020. The intent was to get the value of the property back into the tax base with hopes that it would be developed into something that would benefit the community.

Pelletier Enterprises, LLC has taken the vacant warehouse and is transforming the space into a Bowling Alley and restaurant with an arcade that will create 35 full-time jobs. The estimate project cost will be \$4,700,000.

The developer is requesting a Credit Enhancement Agreement to assist with the development costs in the maximum amount for the maximum number of years. For example, if the Current Assessed Value in 2023 (first year assessed as a completed project) is \$2,000,000:

$OAV = \$0, CAV = \$2,000,000 @ 80\%$ (per Caribou City Code § 10-205 subsection 10) = \$1,600,000

The Downtown TIF District expires in 2035.

Suggested Action:

If these (or other) terms are acceptable, please make a motion to enter into a Credit Enhancement Agreement with Pelletier Enterprises, LLC. Staff will then have the contract drawn up for review and signatures.

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



MEMO

To: Mayor and City Council Members
From: Penny Thompson, City Manager
Date: March 28, 2022
Re: TIF Credit Enhancement Agreement – 987 Presque Isle Road

The property at 987 Presque Isle Road is in the RC-2 TIF District.

This property was purchased in 2020. The new owners immediately improved the property at 987 Presque Isle Road by tearing down the old buildings (at their expense) which had been identified by the Caribou Code Enforcement Officer as blight. Because the Presque Isle Road is a gateway to the community, this activity significantly helped the City of Caribou in the 'Blight Fight'.

North State Transportation LLC is constructing a new building to house the truck brokerage which has expanded to provide customers of Irving Farms Marketing with reliable delivery with their fleet of 27 trucks. By co-locating with the newly constructed buildings, operators can save time. North State Transportation is creating 8.7 full-time jobs while retaining 27 full-time jobs. The estimate project cost will be \$700,000.

The developer is requesting a Credit Enhancement Agreement to assist with the development costs in the maximum amount for the maximum number of years. For example, if the Current Assessed Value in 2023 (first year assessed as complete) is \$700,000:

OAV = \$61,200, CAV=\$700,000 @ 80% (per Caribou City Code § 10-205 subsection 10) = \$638,800

The RC-2 TIF District expires in 2041.

Suggested Action:

If these (or other) terms are acceptable, please make a motion to enter into a Credit Enhancement Agreement with North State Transportation LLC. Staff will then have the contract drawn up for review and signatures.

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



MEMO

To: Mayor and City Council Members
From: Penny Thompson, City Manager
Date: March 28, 2022
Re: TIF Credit Enhancement Agreement – 997 Presque Isle Road

The property at 997 Presque Isle Road is in the RC-2 TIF District. This district was formed to assist the prior owner to further develop their farm operation that would have easier access to Route 1 and therefore reducing the number of trucks on the back roads in Caribou.

Irving Farms, Inc. purchased the assets of Lake Road Farms (and related entities) in 2017. They have improved the property at 997 Presque Isle Road by constructing modern buildings supplied with the latest equipment to receive, store, sort, package, load, and ship potatoes for restaurants and grocery stores, competing against the potato producing areas of Western states. Irving Farms, Inc. is creating 10 full-time and 15 part-time jobs while retaining 20 full-time and 20 part-time jobs. The estimate project cost will be \$2,831,000 for work completed to date with the potential of further expansion.

The developer is requesting a Credit Enhancement Agreement to assist with the development costs in the maximum amount for the maximum number of years. For example, if the Current Assessed Value in 2022 is \$2,800,000:

OAV = \$28,213.30, CAV=\$2,800,000 @ 80% (per Caribou City Code § 10-205 subsection 10) = \$2,242,200 (Trio rounds to the nearest \$100. The fractional number for the OAV is because only a portion of the property is in the TIF District.)

The RC-2 TIF District expires in 2041.

Suggested Action:

If these (or other) terms are acceptable, please make a motion to enter into a Credit Enhancement Agreement with Irving Farms, Inc. Staff will then have the contract drawn up for review and signatures.



MEMO

To: Mayor and City Council Members
From: Penny Thompson, City Manager
Date: March 28, 2022
Re: 2022 Municipal Budget

Tonight the 2022 Municipal Budget is on the agenda.

Here is where we are on the timeline:

On or before the third Monday in March: The City Council will hold a public hearing and vote on the City's final detailed Expense Budget for the ensuing year.

On or before the third Monday in March: The City Council will hold a public hearing and vote on the City's final detailed Capital Expense Budget for the ensuing year.

The Public Hearing on the 2022 Municipal Budget was held Monday March 14, 2022.

Here is where we are:

- There is no good news to share regarding the 2022 budget. The cost of doing business in every department has escalated with the rising cost of electricity, heating oil, propane, gasoline, diesel fuel and everything that is formulated from petroleum like tires and paint.
- Minimum wage rose to \$12.75 on January 1, 2022 and this influences the budget because the City relies on part-time employees in multiple departments.
- For several years now, departments have taken a critical look at each expense. Additionally, as the City has lost employees, each position has been evaluated to see if the work could be spread out among other workers or contracted.

I welcome your comments and direction.