

## SPECIAL CITY COUNCIL MEETING NOTICE AND AGENDA



Notice is hereby given that the City Council of Caribou will hold a Special City Council Meeting on **Monday, August 1, 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
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](mailto:dbrissette@cariboumaine.org)**)
5. New Business, Ordinances and Resolutions **Pages**
  - a. Resolution 08-01-2022, Establishing the 2022 Property Tax Rates and Related Deadlines 02-05
6. Reports and Discussion by Mayor and Council Members
7. Next Regular Meetings: August 22, September 12 & 26
8. Executive Session(s) (May be called to discuss matters identified under MRSA, Title 1, §405.6.A)
9. 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: July 29, 2022**  
**Re: 2022 Tax Commitment**

A special meeting has been called by the Caribou City Council to set the 2022 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 2022 property taxes.  
Recommended Action: set the 2022 tax rate at \_\_\_\_\_; Staff Recommendation: .02355 (no change from 2021).
2. Set the date of commitment for the 2022 property taxes to be committed to the Tax Collector as pursuant to MRSA Title 36, §505 (1).  
Recommended Action: Set a commitment date of \_\_\_\_\_; Staff Recommendation: August 5, 2022.
3. Established a date that the 2022 property taxes will be due and payable, pursuant to MRSA Title 36, §505 (2).  
Recommended Action: Set the due date as \_\_\_\_\_ Staff Recommendation: Wednesday August 24, 2022 (Estimated to be 2 weeks after bill mailing).
4. Established a date for interest to begin accruing on any delinquent 2022 property taxes, pursuant to MRSA Title 36, §505 (4).  
Recommended Action: Set the date for interest to begin as \_\_\_\_\_ Staff Recommendation: Saturday October 1, 2022 (Typically October 1, 2022. Note: last day to pay before interest begins would be Friday September 30, 2022 which will be noted on the tax bill.)
5. Established a rate of interest to be charged on delinquent 2022 property taxes, pursuant to MRSA Title 36, §505(4).  
Recommended Action: Set the rate of interest on delinquent taxes at \_\_\_\_\_% Staff Recommendation: 4% (Typically set at the state maximum. For 2022, the state maximum is 4%.)
6. Established a rate of interest for the overpayment and or abatement of property taxes for 2022, pursuant to MRSA Title 36 § 506-A.  
Recommended Action: Set the rate of interest on overpayment and or abatement of property taxes at \_\_\_\_\_% Staff Recommendation: 0% (Typically 0%)
7. Additionally, 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 Friday December 30, 2022 so staff can complete year end. NOTE: For the next two

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. This was done last year and the increased communication about the closure was appreciated by taxpayers.

8. The changes to the revenue lines would be as follows:

Line Number	Description	Original Budget	Amended Budget (.02355)
R10-01-32	Property Taxes	\$ 3,347,344	\$ 3,615,848.26
R10-01-34	Overlay	\$ 0	\$ 1,572.32
R11-01-01	Economic Development (TIF)	\$ 315,000	\$ 512,919.31
R22-01-04	Homestead Exemption	\$ 830,000	\$ 824,124.41
R22-01-05	BETE Reimbursement	\$ 180,000	\$ 176,567.84

**A few notes to the Caribou City Council and taxpayers:**

The proposed tax rate is the same as 2021, but many property tax bills will be higher. This is because, based on recent sales of property in Caribou that have been higher than the assessments, Maine Revenue Service will only allow the City of Caribou to certify at 95%. All business personal property and renewable energy equipment was also factored by 95% to make the real estate and personal property assessments equitable. Additionally, all exemptions must be factored by 95%. This means that the \$25,000 Homestead Exemption will be worth \$23,750 and the Veteran Exemption of \$6,000 will reduce your taxable valuation by only \$5,700. At the proposed tax rate of .02355 (no change from 2021), a taxpayer with both a Homestead Exemption and a Veteran Exemption will pay an extra \$36.50 in taxes for 2022.

Overall, there has been an increase in the valuation which has helped to keep the tax rate stable. Keep in mind that some of the “increase” is a reduction in the amount of Homestead (and other) exemptions because the difference is now taxable. Also, the reimbursement rate for Homestead Exemptions has increased from 70% to 73% in 2022.

This tax rate yields a smaller overlay than in years past and typically, staff would recommend a higher overlay. However, there was a larger overlay in 2021 which has been designated as the “Tax Relief Fund 21” (account G1-456-00) and those monies are still available.

**MAINE REVENUE SERVICES - 2022 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	343,685,799	
		(must match MVR Page 1, line 6)	
2. Total taxable valuation of personal property	2	12,450,400	
		(must match MVR Page 1, line10)	
3. Total taxable valuation of real estate and personal property (Line 1 plus line 2)	3	356,136,199	
		(must match MVR Page 1, line 11)	
4. (a) Total exempt value for all homestead exemptions granted	4(a)	47,937,900	
		(must match MVR Page 1, line 14f)	
(b) Homestead exemption reimbursement value	4(b)	34,994,667	
		<b>(Line 4(a) multiplied by 0.73)</b>	
5. (a) Total exempt value of all BETE qualified property	5(a)	13,995,200	
		(must match MVR Page 2, line 15c)	
(b) Enhanced BETE exemption reimbursement value	5(b)	7,497,573	
6. Total valuation base (Line 3 plus line 4(b) plus line 5(b))	6	398,628,439	

**ASSESSMENTS**

7. County tax	7	603,037.60	
8. Municipal appropriation	8	10,350,597.00	
9. TIF Financing plan amount	9	512,919.31	
		(must match MVR Page 2, line 16c + 16d)	
10. Local education appropriation (local share/contribution) (Adjusted to municipal fiscal year)	10	3,653,630.00	
11. Total appropriations (Add lines 7 through 10)	11	15,120,183.91	

**ALLOWABLE DEDUCTIONS**

12. Anticipated state municipal revenue sharing	12	1,600,000.00	
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	4,134,056.49	
14. Total deductions (Line 12 plus line 13)	14	5,734,056.49	
15. Net to be raised by local property tax rate (Line 11 minus line 14)	15	9,386,127.42	

16.	9,386,127.42	<b>X</b>	1.05	=	9,855,433.79	Maximum Allowable Tax
	(Amount from line 15)					
17.	9,386,127.42	/	398,628,439	=	0.023546	Minimum Tax Rate
	(Amount from line 15)		(Amount from line 6)			
18.	9,855,433.79	/	398,628,439	=	0.024723	Maximum Tax Rate
	(Amount from line 16)		(Amount from line 6)			
19.	356,136,199	<b>X</b>	0.023550	=	8,387,007.49	Tax for Commitment
	(Amount from line 3)		(Selected Rate)		(Enter on MVR Page 1, line 13)	
20.	9,386,127.42	<b>X</b>	0.05	=	469,306.37	Maximum Overlay
	(Amount from line 15)					
21.	34,994,667	<b>X</b>	0.023550	=	824,124.41	Homestead Reimbursement
	(Amount from line 4b)		(Selected Rate)		(Enter on line 8, Assessment Warrant)	
22.	7,497,573	<b>X</b>	0.023550	=	176,567.84	BETE Reimbursement
	(Amount from line 5b)		(Selected Rate)		(Enter on line 9, Assessment Warrant)	
23.	9,387,699.74	-	9,386,127.42	=	1,572.32	Overlay
	(Line 19 plus lines 21 and 22)		(Amount from line 15)		(Enter on line 5, Assessment Warrant)	

**(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.



**Resolution 08-01-2022**

**A Resolution of the Caribou City Council  
Establishing the 2022 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 Assessors' Agents has completed calculation of 2022 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 June 30, and

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

- 1) the 2022 tax mil rate shall be .02355
- 2) the date of commitment for the 2022 property taxes to be committed to the Tax Collector as pursuant to MRSA Title 36, §505 (1) shall be August 05, 2022
- 3) Property taxes shall be due and payable, on August 24, 2022, pursuant to MRSA Title 36, §505 (2).
- 4) Interest shall begin accruing on any delinquent 2022 property taxes on October 1, 2022, pursuant to MRSA title 36, §505 (4).
- 5) The rate of interest to be charged on delinquent 2022 property taxes, pursuant to MRSA Title 36, §505 (4) shall be four percent (4.0%).
- 6) The rate of interest to be applied for the overpayment and or abatement of property taxes for 2022, pursuant to MRSA Title 36, §506-A 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	\$ 3,347,344	\$ 3,615,848.26
R10-01-34	Overlay	\$ 0	\$ 1,572.32
R11-01-01	Economic Development (TIF)	\$ 315,000	\$ 512,919.31
R22-01-04	Homestead Exemption	\$ 830,000	\$ 824,124.41
R22-01-05	BETE Reimbursement	\$ 180,000	\$ 176,567.84

This resolution was duly passed and approved by a majority of the City Council of the City of Caribou this 1<sup>th</sup> day of August 2022.

\_\_\_\_\_  
Jody R. Smith, Mayor

\_\_\_\_\_  
Attest: Danielle Brissette, City Clerk

[City Seal]