

CITY COUNCIL MEETING NOTICE AND AGENDA



Notice is hereby given that the City Council of Caribou will hold a Regular City Council Meeting on **Monday, March 13, 2023**, 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** – Ron Rosser
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** PAGE
 - a. Regular City Council meeting – February 13, 2023 02-05
6. **Bid Openings, Awards, and Appointments**
 - a. 2023 Brain Injury Awareness Day Proclamation 06-07
 - b. Certificates of Recognition for organizing the 2023 Caribou SnowBowl 08
 - i. Troy Haney and Jim Gamage
 - c. Certificates of Recognition for Maine State Champion athletes 09
 - i. MPA Girls State Wrestling – Jocelyn Parlin and Grace Jean
 - ii. MPA Nordic Skiing, Individual Overall – Kayley Bell
 - iii. MPA Fall 2022 E-Sports Rocket League Champions “Gilson’s Goons”
 - iv. MPA Class B Boys Alpine Ski Team
7. **Public Hearings and Possible Action Items**
 - a. Public Hearing – Ordinance Number 1, 2023 Series “An Ordinance to Adopt Chapter 22” 10-27
 - b. Public Hearing – 2023 Municipal Expense Budget 28-69
8. **Reports by Staff and Committees**
 - a. Tax Acquired Property purchase – Finance Director 70-72
 - b. 2024 Maine DOT Municipal Partnership Agreement for paving on Route 228 73-77
 - c. Manager’s Report 78-79
 - d. Committee Reports
 - i. Broadband Committee 80-85
 - ii. Airport Committee 86-91
9. **New Business, Ordinances and Resolutions**
 - a. Discussion and possible action on Chapter 15: Nylander Museum 92-99
 - b. Discussion and possible action on 2023 Municipal Expense budget 100
10. **Old Business**
11. **Reports and Discussion by Mayor and Council Members** Reports
12. **Next Regular Meetings:** Joint meeting with Planning Board March 14, Regular Meeting March 27 101-117
13. **Executive Session(s)** (May be called to discuss matters identified under MRSA, Title 1, §405.6)
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, Caribou City Clerk

Council Agenda Item #1: Roll Call

The Caribou City Council held a City Council meeting, Monday, February 13, 2023, at 6:00 p.m. in Council Chambers with the following members present: Mayor Smith, Deputy Mayor Boma, Councilors Bagley, Morrill, Theriault and Willey. Councilor Goughan was present via Zoom.

Manager Thompson was present for the meeting.

Department Managers Gary Marquis (Superintendent of Parks and Recreation), Dave Ouellette (Superintendent of Public Works), Lisa Plourde (Housing Director), and Carl Grant (Finance Director) were present for the meeting.

Melissa Lizotte of the Aroostook Republican covered the meeting, and it was broadcasted via Spectrum and YouTube.

Council Agenda Item #2: Invocation / Inspirational Thought

Mayor Smith read an invocation.

Council Agenda Item #3: Pledge of Allegiance

Mayor Smith led the Pledge of Allegiance.

Council Agenda Item #4: Public Forum

Troy Haney, Caribou Resident

Mr. Haney came to remind the Council of their invite to the kickoff for the Snowbowl that will be held at Evergreen Lanes featuring Rendezvous Restaurant. He explained that the event has over 60 sponsors and will have representation from state and local offices, such as representatives from Senator King, Golden and Governor Mills offices.

Council Agenda Item #5: Minutes

a. Regular City Council meeting – January 9, 2023

Motion made by Councilor Morrill, seconded by Councilor Willey to accept the minutes as presented.

Roll Call Vote: D. Bagley – Yes, C. Boma – Yes, R.M. Goughan – Yes, J. Morrill – Yes, J. Theriault – Yes, L. Willey – Yes, J. Smith – Yes. (So voted)

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

a. Proclamation – Red Cross Month (March)

Mayor Smith read a proclamation that proclaims March 2023 as American Red Cross month in the City of Caribou

Motion made by Councilor Morrill, seconded by Deputy Mayor Boma to accept the proclamation as read.

Roll Call Vote: D. Bagley – Yes, C. Boma – Yes, R.M. Goughan – Yes, J. Morrill – Yes, J. Theriault – Yes, L. Willey – Yes, J. Smith – Yes. (So voted)

Council Agenda Item #7: Public Hearings and Possible Action Items

There were no items scheduled for discussion.

Council Agenda Item #8: Reports by Staff and Committees

a. Manager’s Report

Manager Thompson reviewed the City Manager’s report dated February 13, 2023.

Councilor Morrill expressed his concern regarding the property at 15 Prospect Street and 7 Water Street and would like to get started on the Dangerous Building process.

Council Agenda Item #9: New Business, Ordinances and Resolutions

a. Appointments to City Council Broadband committee

Mayor Smith explained the reason for creating a city Broadband committee and that the purpose of the committee would be to review the County Broadband study and provide input back to the Caribou City Council on options and potential funding available.

Mayor Smith appointed Councilor Bagley as the committee chair, and Councilors Theriault and Willey as committee members.

Councilor Morrill expressed concern stating that he does not see the reasoning for another committee that just takes more time. He stated that the options have been looked at multiple times by Council and does not want to get caught up in everything.

Councilor Willey stated that the only issue that there is, is that there are still people that are unserved in the city. The committee is to bring things to a fine point and to gather information on the options.

Councilor Theriault explained that they are not delving into the CUD project, their job is to look at other projects to see what could be done and possibly even quicker.

Councilor Morrill explained that he just believes that the concept is taking up too much time from Council and he doesn’t want them to get caught up on it.

Deputy Mayor Boma stated that there are three members that have been appointed and that if they are okay with it to let them at it.

b. 2023 Aroostook County ARPA funds Letter of Intent

Manager Thompson explained that she does not need a council approval for the letter of intent. She explained that she is looking for ideas for projects to detail in the letter of intent, such as new turnout gear and a new extractor for the Fire station. They are also looking at getting new body cameras for the police officers.

Council had a brief discussion regarding different ideas. They brought up ideas such as working with other organizations for recovery and mental health issues.

c. 2023 Municipal Budget – Overview of 2023 Municipal Budget

Manager Thompson explained that during the presentations of budgets that the presenters are able to answer questions from both the Council and the public.

d. 2023 Municipal Budget – Presentation of General Assistance Budget (Department 20)

Danielle Brissette (City Clerk & General Assistance Administrator) reviewed the proposed 2023 budget for Department 20 General Assistance.

e. 2023 Municipal Budget – Presentation of Finance related budget lines (Department 70, 80)

Carl Grant (Finance Director) reviewed the proposed 2023 budget for departments 70 & 80.

f. 2023 Municipal Budget – Presentation of Housing & FSS Budget (Departments 24 & 96)

Lisa Plourde (Housing Director) reviewed the proposed 2023 budget for departments 24 and 96.

Councilor Morrill asked if she thought the City would ever have public housing.

Ms. Plourde explained that she did not believe that they would.

g. 2023 Municipal Budget – Presentation of Public Works Budget (Department 40)

David Ouellette (Public Works Director) reviewed the proposed 2023 budget for department 40.

h. 2023 Municipal Budget – Presentation of Airport Budget (Department 60)

David Ouellette (Public Works Director) reviewed the proposed 2023 budget for department 60.

Councilor Bagley asked if the work was being done form the FAA Inspections.

Mr. Ouellette stated that they are working on the list.

Councilor Bagley asked about possibly bumping up the consulting line and regarding crack seal for the runway.

Manager Thompson explained that they are going to try to use CARE funds to help with the runway.

i. 2023 Municipal Budget – Presentation of Tax Assessment & Code Enforcement budget (Department 22)

Manager Thompson reviewed the proposed 2023 budget for department 22.

j. 2023 Municipal Budget – Presentation of Budgets (Department 10, 11, 12, 17, 18, 38, 61, 65, 75)

Manager Thompson reviewed the proposed 2023 budget for department 10.

Mayor Smith postponed hearing budgets 11,12,17,18,38, 61, 65 and 75 until the next meeting.

Council Agenda Item #10: Old Business

a. Introduction of Ordinance 01, 2023 Series Establishing the Caribou Development Committee

Mayor Smith introduced Ordinance 01, 2023 Series Establishing the Caribou Development Committee.

b. Priorities and Goals discussion

Mayor Smith explained that this was put into the packet to be informational for the council.

Council Agenda Item #11: Reports and Discussion by Mayor and Council Members

Councilor Bagley stated that the Planning Board met, and they talked about the comprehensive plan, and he commended them on the amazing job that they have done in their outreach.

Councilor Morrill wished the Caribou Vikings the best of luck as they are headed to the tournament.

Councilor Willey wanted to remind the public that they have not eliminated the Nylander from the discussions and that she wants to bring it to the Mayor's attention to get it back up and running.

Council Agenda Item #12: Next Regular Meetings: February 27, March 13 & 27

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

Motion made by Councilor Morrill, seconded by Deputy Mayor Boma to enter executive session at 8:07 p.m. to discuss matters under MRSA, 1, Title 1, §405.6.E. with the city attorney concerning legal rights and duties of the body.

Roll Call Vote: D. Bagley – Yes, C. Boma – Yes, R.M. Goughan – Yes, J. Morrill – Yes, J. Theriault – Yes, L. Willey – Yes, J. Smith – Yes. (So voted)

Council exited executive session at 8:50 p.m.

No action taken.

Council Agenda Item #14: Adjournment

Motion made by Councilor Willey, seconded by Councilor Theriault to adjourn the meeting at 8:51 p.m.

Vote was unanimous.

Danielle Brissette, Secretary

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



MEMO

To: Mayor and City Council Members
From: Penny Thompson, City Manager
Date: March 13, 2023
Re: Brain Injury Awareness Day: 2023 Proclamation

The Caribou City Council has been asked to proclaim March 2023 as Brain Injury Awareness Month in Caribou. The Proclamation is included in the packet.

Pamela J. Searles, Neuro-Rehabilitation Services Manager at the Center for Integrated Neuro Rehab, located at 159 Bennett Drive, Suite 1 in Caribou has also indicated that their focus this year is to thank and celebrate those who support their clients such as caregivers and/or family members and those in the community that support their program. Ms. Searles has asked that I send along her thanks to the Caribou City Council and the Caribou community for supporting the AMHC Center for Integrated Neuro Rehab.

Suggestion Action:

Please read the proclamation and vote to proclaim March 2023 as Brain Injury Awareness Month in Caribou.

Please circulate and sign two copies of the proclamation – one for the City Clerk and one for the Center for Integrated Neuro Rehab, a division of AMHC. (I can deliver it.)



CARIBOU CITY COUNCIL

2023 BRAIN INJURY AWARENESS MONTH PROCLAMATION

WHEREAS, 2.5 million Americans, children, and adults, sustain a traumatic brain injury (TBI) each year; and

WHEREAS, a traumatic brain injury is a contributing factor to a third of all injury-related deaths in the United States; and

WHEREAS, these injuries are largely the result of motor vehicle crashes, falls, assaults, sporting-related injuries or occupational injuries; and

WHEREAS, traumatic brain injury is the signature injury of the war in Iraq and Afghanistan, presenting new challenges for members of the military and their families; and

WHEREAS, an injury that happens in an instant can bring a lifetime of physical, cognitive, and behavior challenges, and

WHEREAS, early, equal and adequate access to care will greatly increase overall quality of life and will enable individuals to return home, school, work, and community; and

WHEREAS, family members, friends and members of this community can play a central role in enhancing the lives of our citizens with traumatic brain injury; and

WHEREAS, the Center for Integrated Neuro Rehab, a division of AMHC, offers education and support to families and individuals with traumatic brain injury with community integration and to live as independently as possible; and

WHEREAS, March has been designated as Brain Injury Awareness Month by the Brain Injury Association of America, to promote public awareness on the extent, causes, consequences, treatment and prevention of traumatic brain injury; and now, therefore,

NOW, THEREFORE, be it resolved that the Caribou City Council, fully support and do hereby proclaim March 2023, as **Brain Injury Awareness Month** and call upon all citizens to observe the month by offering special recognition to the **Center for Integrated Neuro Rehab** for its invaluable contributions to assist families and individuals with traumatic brain injury; and, we encourage the citizens of Caribou to seek information on traumatic brain injury.

IN WITNESS WHEREOF, we have here unto set my hand and caused to be affixed the Seal of the City of Caribou on this 13th day of March 2023.

Mayor Jody Smith

Attest: Danielle Brissette, City Clerk

[City Seal]



MEMO

To: Mayor and City Council Members
From: Penny Thompson, City Manager
Date: March 13, 2023
Re: Certificates of Recognition for organizing the 2023 Caribou SnowBowl

Last fall, Troy Haney and Jim Gamage brought forward an idea to have Maine’s largest snowmobile event of the year. With the help of the Caribou business community and great weather, the event was a huge success. The Caribou City Council would like to recognize these two visionaries for their many hours of work and their personal financial investment into this project.

Suggestion Action:

Present certificates to Troy Haney & Jim Gamage



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



MEMO

To: Mayor and City Council Members
From: Penny Thompson, City Manager
Date: March 13, 2023
Re: Certificates of Recognition for Maine State Champion athletes

Caribou High School has a long history of high performing student athletes. The Caribou City Council would like to take this opportunity to recognize the following Maine Principal's Association State Champion athletes and coaches:

Athletic Director – Evan Graves

Individual State Champion for Nordic Skiing – Kayley Bell
Head Coach – Lydia Streinz
Assistant Coach – George Ferland

Individual State Champion for Girls Wrestling – Jocelyn Parlin
Individual State Champion for Girls Wrestling – Grace Jean
Head Coach – Casey Ryan

Fall 2022 E-Sports Rocket League Champions “Gilson’s Goons”
Head Coach – Kyle Gilson
Alex Belanger
Brady Jalbert
Noah Anderson
Justin Walton
Bean Leavitt

Class B Boys Alpine Ski Team
Head Coach – Neal Sleeper
Assistant Coach – Travis Prashaw
Elliott Sleeper
Edison Sleeper
Calvin Hersey
Jaden Picard
Jude Shea
Tait Margeson

Suggestion Action:

Present certificates to student athletes and coaches

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



MEMO

To: Mayor and City Council Members
From: Penny Thompson, City Manager
Date: March 13, 2023
Re: Public Hearing on Ordinance 1, 2023 series, "An Ordinance to Adopt Chapter 22"

Local businessman Troy Haney brought up the idea of creating a citizen committee to advance the Economic Development efforts within the City of Caribou. It was based upon the same idea as the Caribou Riverfront Renaissance Committee (Chapter 20 in the City of Caribou ordinances). This would be another tool in the City of Caribou Economic Development toolbox and would complement the ongoing work of the Caribou Economic Growth Council and staff.

A first draft of the proposed Chapter 22 was presented at the January 9, 2023, meeting. Changes were made by Councilor Bagley. The Ordinance was introduced at the February 13, 2023, Caribou City Council meeting. The required public hearing will be held this evening.

Requested Action:

Please open the public hearing and receive input from the public and City Council.

After closing the public hearing, a Councilor may make a motion to adopt Ordinance 1, 2023 series, "An Ordinance to Adopt Chapter 22" with or without amendment or reject it. If adopted, the adopted ordinance shall become effective at the expiration of 30 days after adoption.

Introduced by Mayor Smith
On February 13, 2023

ORDINANCE No. 1, 2023 Series

**City of Caribou
County of Aroostook
State of Maine**

An Ordinance To Adopt Chapter 22 creating the Caribou Development Committee

Short Title: An Ordinance to Adopt Chapter 22

WHEREAS, the City of Caribou is a Local Unit of Government under the State of Maine; and

WHEREAS, the Caribou City Council is required by the City Charter Section 2.11 (1) to adopt by ordinance to “adopt or amend an administrative code or establish, alter, or abolish any City department, office or agency; and

WHEREAS, economic development has been listed as an important priority by the Caribou City Council; and

WHEREAS, there has been increased interest by developers as evidenced by the number of commercial real estate transactions in recent years; and

WHEREAS, portions of the City of Caribou business district are located in a Tax Increment Financing Districts; and

WHEREAS, there is a desire to organize a standing committee, appointed by the Caribou City Council, for the purpose of promoting community growth and development within the City of Caribou and;

NOW, THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL OF THE CITY OF CARIBOU MAINE HEREBY establishes the “Caribou Development Committee”, whose purpose is to utilize existing and potential natural, financial and citizen resources to support existing commercial activities, attract new and complimentary businesses to Caribou, and strengthen industry relationships while maintaining and leveraging the iconic character of our community.

NOW THEREFORE, the City Council of the City of Caribou, County of Aroostook, State of Maine, pursuant to the requirements of the City of Caribou Charter, Section 2.11(1), does ordain the following:

Section I. Chapter 22 Adopted

Chapter 22 and its related exhibits are hereby amended as indicated in the attached Exhibit A.

Section II. Severability

If any part of this ordinance or the application thereof to any person or circumstances shall, for any reason, be adjudged by a court of competent jurisdiction to be unconstitutional or invalid, such judgment shall not affect, impair or invalidate the remainder of this ordinance or the application thereof to other persons and circumstances, but shall be confined to its operation to the section, subdivision, sentence or part of the section and the persons and circumstances directly involved in the controversy in which such judgment shall have been rendered. It is hereby declared to be the intent of the City Council that this section would have been adopted if such invalid section, provisions, subdivision, sentence or part of a section or application had not been included.

Section III. Posting and Effective Date

This ordinance, being introduced on February 13, 2023 and a public hearing being held on March 13, 2023 was duly passed by the City Council of the City of Caribou, Maine, this ____ day of _____ 2023. This ordinance shall become effective thirty (30) days after adoption by the Council.

Jody Smith, Mayor

Courtney Boma, Deputy Mayor

Dan Bagley, Councilor

R. Mark Goughan, Councilor

John Morrill, Councilor

Joan Theriault, Councilor

Lou Willey, Councilor

Attest: _____
Danielle Brissette, City Clerk

Here is the ordinance, a “clean copy” with all changes suggested by Councilor Dan Bagley incorporated, as presented for adoption.

Chapter 22 Caribou Development Committee

ARTICLE 1 Caribou Development Committee

Section

22-101	Preamble
22-102	Appointment and Tenure
22-103	Responsibility
22-104	Bylaws
22-105	Compensation Benefits
22-106	Purpose
22-107	Funding
22-108	Reporting Requirements

Chapter 22 Caribou Development Committee

ARTICLE I Caribou Development Committee

Sec. 22-101 Preamble

WHEREAS, economic development has been listed as an important priority by the Caribou City Council; and

WHEREAS, there has been increased interest by developers as evidenced by the number of commercial real estate transactions in recent years; and

WHEREAS, portions of the City of Caribou business district are located in a Tax Increment Financing Districts; and

WHEREAS, there is a desire to organize a standing committee, appointed by the Caribou City Council, for the purpose of promoting community growth and development within the City of Caribou.

NOW, THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL OF THE CITY OF CARIBOU MAINE HEREBY establishes the “Caribou Development Committee,” whose purpose is to utilize existing and potential natural, financial and citizen resources to support existing commercial activities, attract new and complimentary businesses to Caribou, and strengthen industry relationships while maintaining and leveraging the iconic character of our community.

Sec. 22-102 Appointment and Tenure

IT IS THEREFORE ADOPTED by the Caribou City Council pursuant to Sec. 2.11 of the Caribou City Charter, as follows:

The Caribou Development Committee (hereinafter, “the Committee”) is hereby designated a formal standing committee of the City of Caribou, initially composed of five members of the public, who shall be appointed by the City Council and two ex-officio members with voting privileges: one member of the Caribou Planning Board (appointed by a majority vote of the Planning Board members), and one member of the Caribou Economic Growth Council (appointed by a majority vote of the Caribou Economic Growth Council members). In addition, the Committee will include two ex-officio members without voting privileges: one member of the Caribou City Council (appointed by a majority vote of the Caribou City Council), and the City Manager.

Public members shall be appointed for year-three terms; except however, initial appointments shall be made as follows: two for three-year terms, two for two-year terms and one for a one-year term.

Ex-officio members shall serve indefinitely, at the pleasure of the appointing authority.

Vacancies, due to death, resignation, or any other reason, shall be filled by a majority vote of the Caribou City Council.

Sec. 22-103 Responsibility

The City Manager shall be responsible for the organization, administration, and operation of the Committee; except however, said responsibilities may be delegated to the Committee, as the City Manager deems appropriate.

Sec. 22-104 Bylaws

The Committee shall adopt bylaws providing for the officers, organization, and activities of the Committee, including a provision for the appointment by the Committee of an unlimited number of additional non-voting members. The Committee's bylaws shall be approved initially and may be amended subsequently by a majority vote of the Committee. The initial by-laws, and any subsequent amendments to the bylaws, shall be forwarded by the City Manager to the City Council for review and approval, before those bylaws or amendments take effect.

Sec. 22-105 Compensation Benefits

No member of the Committee, other than employees of the City in other capacities serving ex officio pursuant to section (a) and any persons who may be specifically employed by the City for Committee-related activities, shall receive any compensation for Committee activities, nor shall any person serving on the Committee be deemed an agent or employee of the City, being entitled to any customary employment benefits, specifically including, but not limited to workers' compensation benefits.

Sec. 22-106 Purpose

The purpose of Caribou Development Committee shall be to:

- Coordinate with the City Manager, City staff, the Caribou Planning Board, the Caribou Economic Growth Council, the Caribou Riverfront Renaissance Committee, and the Caribou Airport Advisory Committee to develop a comprehensive economic development strategy for the next 10-year period (2023 – 2033)
- Build and maintain broad community support for development efforts through public testimony and social media presence
- Encourage broader access to economic incentives for quality job creation and tax base enhancement
- Recommend measures to reduce barriers to economic growth, while recognizing regulatory functions
- Develop initiatives that support existing and future business
- Identify and pursue potential resources to aid in economic development efforts

- Assist firms in finding appropriate development sites for expansion
- Encourage downtown revitalization and neighborhood business development
- Serve as a resource for information and technical assistance, to strengthen programs that encourage entrepreneurship
- Promote redevelopment of existing vacant lots within the urban compact zone, underutilized land, and brownfields properties
- Recommend measures to maintain and improve Caribou’s position as a tourist destination
- Improve commercial, recreational, entertainment and hospitality opportunities for citizens of Caribou and surrounding communities
- Coordinate with the Caribou Planning Board to recommend potential zoning and land use changes that will encourage greater economic development across the City, support and contribute to the “Economy” section of the Comprehensive Plan
- Coordinate with the Caribou Economic Growth Council to recommend deserving businesses for funding support
- Coordinate with the Caribou Riverfront Renaissance Committee to recommend short-term, mid-term, and long-term strategies and initiatives for riverfront redevelopment
- Coordinate with the Caribou Airport Advisory Committee to recommend measures to expand the utilization and development of airport facilities

Sec. 22-107 Funding

All grant applications seeking funds more than \$2,500.00 shall be approved by the City Council, and all funds related to the Committee’s activities shall be administered through the City Manager’s office.

Sec. 22-108 Reporting Requirements

The Committee shall file an annual report with the City Council on or before January 31st of each year, covering goals, activities, and accomplishments during the preceding year.

This is the track edits version
of the ordinance
with revisions by Councilor Bagley.

Chapter 22 Caribou Development Committee
ARTICLE 1 Caribou Development Committee

Section

- 22-101 Preamble
- 22-102 Appointment and Tenure
- 22-103 Responsibility
- 22-104 Bylaws
- 22-105 Compensation Benefits
- 22-106 Purpose
- 22-107 Funding
- 22-108 Reporting Requirements

Chapter 22 Caribou Development Committee

ARTICLE I Caribou Development Committee

Sec. 22-101 Preamble

WHEREAS, economic development has been listed as an important priority by the Caribou City Council; and

WHEREAS, there has been increased interest by developers as evidenced by the number of commercial real estate transactions in recent years; and

WHEREAS, portions of the City of Caribou business district are located in a Tax Increment Financing Districts; and

WHEREAS, there is a desire to organize a standing committee, appointed by the Caribou City Council, for the purpose of promoting community growth and development within the City of Caribou.

Deleted: and;

NOW, THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL OF THE CITY OF CARIBOU MAINE HEREBY establishes the “Caribou Development Committee,” whose purpose is to utilize existing and potential natural, financial and citizen resources to support existing commercial activities, attract new and complimentary businesses to Caribou, and strengthen industry relationships while maintaining and leveraging the iconic character of our community.

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Sec. 22-102 Appointment and Tenure

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Public members shall be appointed for year-three terms; except however, initial appointments shall be made as follows: two for three-year terms, two for two-year terms and one for a one-year term.

Ex-officio members shall serve indefinitely, at the pleasure of the appointing authority.

Vacancies, due to death, resignation, or any other reason, shall be filled by a majority vote of the Caribou City Council.

Sec. 22-103 Responsibility

The City Manager shall be responsible for the organization, administration, and operation of the Committee; except however, said responsibilities may be delegated to the Committee, as the City Manager deems appropriate.

Sec. 22-104 Bylaws

The Committee shall adopt bylaws providing for the officers, organization, and activities of the Committee, including a provision for the appointment by the Committee of an unlimited number of additional non-voting members. The Committee's bylaws shall be approved initially and may be amended subsequently, by a majority vote of the Committee. ~~The initial by-laws, and any subsequent amendments to the bylaws,~~ shall be forwarded by the City Manager to the City Council for review and approval, before those bylaws or amendments take effect.

Sec. 22-105 Compensation Benefits

No member of the Committee, other than employees of the City in other capacities serving ex officio pursuant to section (a) and any persons who may be specifically employed by the City for Committee-related activities, shall receive any compensation for Committee activities, nor shall any person serving on the Committee be deemed an agent or employee of the City, being entitled to any customary employment benefits, specifically including, but not limited to workers' compensation benefits.

Sec. 22-106 Purpose

The purpose of Caribou Development Committee shall be to:

- Coordinate with the City Manager, City staff, the Caribou Planning Board, the Caribou Economic Growth Council, the Caribou Riverfront Renaissance Committee, and the Caribou Airport Advisory Committee to develop a comprehensive economic development strategy for the next 10-year period (2023 – 2033)
- Build and maintain broad community support for development efforts through public testimony and social media presence.
- Encourage broader access to economic incentives for quality job creation and tax base enhancement

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- Recommend measures to reduce barriers to economic growth, while recognizing regulatory functions
- Develop initiatives that support existing and future business
- Identify and pursue potential resources to aid in economic development efforts
- Assist firms in finding appropriate development sites for expansion
- Encourage downtown revitalization and neighborhood business development
- Serve as a resource for information and technical assistance, to strengthen programs that encourage entrepreneurship
- Promote redevelopment of existing vacant lots within the urban compact zone, underutilized land, and brownfields properties
- Recommend measures to maintain and improve Caribou’s position as a tourist destination
- Improve commercial, recreational, entertainment and hospitality opportunities for citizens of Caribou and surrounding communities
- Coordinate with the Caribou Planning Board to recommend potential zoning and land use changes that will encourage greater economic development across the City, support and contribute to the “Economy” section of the Comprehensive Plan
- Coordinate with the Caribou Economic Growth Council to recommend deserving businesses for funding support
- Coordinate with the Caribou Riverfront Renaissance Committee to recommend short-term, mid-term, and long-term strategies and initiatives for riverfront redevelopment
- Coordinate with the Caribou Airport Advisory Committee to recommend measures to expand the utilization and development of airport facilities

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Sec. 22-107 Funding

All grant applications seeking funds more than \$2,500.00 shall be approved by the City Council, and all funds related to the Committee’s activities shall be administered through the City Manager’s office.

Sec. 22-108 Reporting Requirements

The Committee shall file an annual report with the City Council on or before January 31st of each year, covering goals, activities, and accomplishments during the preceding year.

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Deleted: <#>Define the meaning of “economic development” and set SMART (specific, measurable, achievable, relevant, and time-based) goals for the committee that:¶
 <#>Maintain broad community support regarding the direction of development efforts¶
 <#>Encourage broader access to economic incentives for quality job creation and tax base enhancement¶
 <#>Reduce barriers to economic growth while recognizing regulatory function¶
 <#>Develop municipal initiatives that support existing and future business¶
 <#>Identify and pursue additional resources to aid in economic development efforts¶
 <#>Assist firms in finding appropriate development sites for expansion¶
 <#>Encourage downtown revitalization and neighborhood business development¶
 <#>Retain and expand riverfront development while recognizing environmental constraints¶
 <#>Strengthen programs which encourage entrepreneurship by becoming a resource for information and technical assistance¶
 <#>Promote redevelopment of existing vacant lots within the urban compact zone, underutilized land, and brownfields properties ¶
 <#>Maintain and improve Caribou’s position as a tourist destination¶
 <#>Improve commercial, recreational, entertainment and hospitality opportunities for citizens of Caribou and surrounding communities¶

Here is the original ordinance presented
at the January 9, 2023 meeting.

Chapter 22 Caribou Development Committee

ARTICLE 1 Caribou Development Committee

Section

22-101	Preamble
22-102	Appointment and Tenure
22-103	Responsibility
22-104	Bylaws
22-105	Compensation Benefits
22-106	Purpose
22-107	Funding
22-108	Reporting Requirements

Chapter 22 Caribou Development Committee

ARTICLE I Caribou Development Committee

Sec. 22-101 Preamble

WHEREAS, economic development has been listed as an important priority by the Caribou City Council; and

WHEREAS, there has been increased interest by developers as evidenced by the number of commercial real estate transactions in recent years; and

WHEREAS, portions of the City of Caribou business district are located in a Tax Increment Financing Districts; and

WHEREAS, there is a desire to organize a standing committee, appointed by the Caribou City Council, for the purpose of promoting community growth and development within the City of Caribou and;

NOW, THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL OF THE CITY OF CARIBOU MAINE HEREBY establishes the “Caribou Development Committee”, whose purpose is to utilize existing and potential natural, financial and citizen resources to support existing commercial activities, attract new and complimentary businesses to Caribou, and strengthen industry relationships while maintaining and leveraging the iconic character of our community.

Sec. 22-102 Appointment and Tenure

IT IS THEREFORE ADOPTED by the Caribou City Council pursuant to Sec. 2.11 of the Caribou City Charter, as follows:

The Caribou Development Committee (hereinafter, “the Committee”) is hereby designated a formal standing committee of the City of Caribou, initially composed of five members of the public, who shall be appointed by the City Council and the Committee will include two ex-officio members with voting privileges: one member of the Caribou Planning Board (appointed by a vote of the members), and one member of the Caribou Economic Growth Council (appointed by a vote of the members). In addition, the Committee will include two ex-officio members without voting privileges: one member of the Caribou City Council (appointed by a vote of the Caribou City Council), and the City Manager.

Public members shall be appointed for year-three terms; except however, initial appointments shall be made as follows: two for three-year terms, two for two-year terms and one for a one-year term.

Ex-officio members shall serve indefinitely, at the pleasure of the appointing authority.

Sec. 22-103 Responsibility

The City Manager shall be responsible for the organization, administration, and operation of the Committee; except however, said responsibilities may be delegated to the Committee, as the City Manager deems appropriate.

Sec. 22-104 Bylaws

The Committee shall adopt by-laws providing for the officers, organization, and activities of the Committee, including a provision for the appointment by the Committee of an unlimited number of additional non-voting members. The Committee's by-laws, which shall be initially approved and may be subsequently amended, by a majority vote of the voting members. All by-laws shall be forwarded by the City Manager to the City Council.

Sec. 22-105 Compensation Benefits

No member of the Committee, other than employees of the City in other capacities serving ex officio pursuant to section (a) and any persons who may be specifically employed by the City for Committee-related activities, shall receive any compensation for Committee activities, nor shall any person serving on the Committee be deemed an agent or employee of the City, being entitled to any customary employment benefits, specifically including, but not limited to workers' compensation benefits.

Sec. 22-106 Purpose

The purpose of Caribou Development Committee shall be to:

- Define the meaning of "economic development" and set SMART (specific, measurable, achievable, relevant, and time-based) goals for the committee that:
 - Maintain broad community support regarding the direction of development efforts
 - Encourage broader access to economic incentives for quality job creation and tax base enhancement
 - Reduce barriers to economic growth while recognizing regulatory function
 - Develop municipal initiatives that support existing and future business
 - Identify and pursue additional resources to aid in economic development efforts
 - Assist firms in finding appropriate development sites for expansion
 - Encourage downtown revitalization and neighborhood business development
 - Retain and expand riverfront development while recognizing environmental constraints
 - Strengthen programs which encourage entrepreneurship by becoming a resource for information and technical assistance
 - Promote redevelopment of existing vacant lots within the urban compact zone, underutilized land, and brownfields properties
 - Maintain and improve Caribou's position as a tourist destination
 - Improve commercial, recreational, entertainment and hospitality opportunities for citizens of Caribou and surrounding communities

Sec. 22-107 Funding

All grant applications seeking funds more than \$2,500.00 shall be approved by the City Council, and all funds related to the Committee's activities shall be administered through the City Manager's office.

Sec. 22-108 Reporting Requirements

The Committee shall file an annual report with the City Council on or before January 31st of each year, covering goals, activities, and accomplishments during the preceding year.



MEMO

TO: Caribou City Council Members
FROM: Penny Thompson, City Manager
DATE: March 13, 2023
RE: 2023 Municipal Expense Budget

Per the City Charter, Section 5.06 Budget

The budget process shall be divided into three processes: Expense Budget, Capital Expense Budget and Income Budget.

Tonight the public hearing on the 2023 Municipal Expense Budget will be held. The work of the capital budget committee has not yet been completed. A final meeting is scheduled for March 13 at 5:00 pm. There will also be a public hearing at the next meeting to give the public an opportunity to provide feedback on the budget.

A. Expense Budget

- On or before January 15: The City Manager shall submit to the City Council a draft budget report detailing operation expenses for the fiscal year.
- On or before February 15: The City Manager will have each City Department Head present a detailed Expense Budget Report in a public forum where both the City Council and Caribou's citizens can ask questions and provide input to the City Manager and each Department Head.
- On or before March 1: The City Manager will provide the City's final written detailed Expense Budget Report for the ensuing year to the City Council.
- 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.

B. Complete City Budget

On or before May 31: The City Manager will finalize the complete City Budget for the current year including all three elements: expense, capital expense, and income. The City Council has the opportunity to reduce the expense or capital expense budget if needed based on the current income budget but cannot increase the expense or capital expense budget.

C. Set the Rate of Taxation

The City Council will set the rate of taxation for the City based on the approved budgets of the City, County and RSU 39 on or before the 30th of June each year.

Suggested action:

Open the public hearing and take comments from the public and City Council members.

Department	2020	2021	2022	3 Year Average Actual Expenses (20-22)	2021	2022		2023		
	Year End	Year End	Unaudited Year End		Year End	Final Budget	Unaudited Year End	Department Request	Percent Change from Prior Year Request	Percent Change from Prior Year End
10-General Government	\$ 741,587	\$ 755,232	\$ 751,526	\$ 749,448	755,232	\$ 791,567	\$ 751,526	\$ 858,848	8.5%	14%
12 - Nylander Museum	\$ 16,078	\$ 10,775	\$ 18,988	\$ 15,280	\$ 10,775	\$ 53,173	\$ 18,988	\$ 53,903	1.4%	184%
17 - Health & Sanitation	\$ 250,803	\$ 253,256	\$ 260,090	\$ 254,716	\$ 253,256	\$ 257,578	\$ 260,090	\$ 266,338	3.4%	2%
18 - Municipal Buildings	\$ 52,998	\$ 57,959	\$ 73,126	\$ 61,361	\$ 57,959	\$ 74,790	\$ 73,126	\$ 81,192	8.6%	11%
20 - General Assistance	\$ 48,735	\$ 30,530	\$ 26,800	\$ 35,355	\$ 30,530	\$ 41,071	\$ 26,800	\$ 43,047	4.8%	61%
22 - Tax Assessing	\$ 262,484	\$ 226,954	\$ 198,737	\$ 229,392	\$ 226,954	\$ 209,159	\$ 198,737	\$ 244,871	17.1%	23%
25 - Library	\$ 201,230	\$ 207,700	\$ 217,187	\$ 208,705	\$ 207,700	\$ 231,669	\$ 217,187	\$ 246,852	6.6%	14%
31 - Fire & Ambulance	\$ 2,263,231	\$ 2,331,284	\$ 2,465,406	\$ 2,353,307	\$ 2,331,284	\$ 2,622,708	\$ 2,465,406	\$ 2,657,354	1.3%	8%
35 - Police	\$ 1,603,194	\$ 1,656,630	\$ 1,684,129	\$ 1,647,984	\$ 1,656,630	\$ 1,763,342	\$ 1,684,129	\$ 1,870,971	6.1%	11%
38 - Protection	\$ 366,051	\$ 362,857	\$ 355,056	\$ 361,321	\$ 362,857	\$ 367,000	\$ 355,056	\$ 382,000	4.1%	8%
39 - Emergency Managemen	\$ 10,775	\$ 11,068	\$ 11,632	\$ 11,158	\$ 11,068	\$ 13,594	\$ 11,632	\$ 14,130	3.9%	21%
40 - Public Works	\$ 2,068,165	\$ 2,099,299	\$ 2,444,421	\$ 2,203,962	\$ 2,099,299	\$ 2,475,356	\$ 2,444,421	\$ 2,709,266	9.4%	11%
50 - Recreation	\$ 461,895	\$ 513,121	\$ 548,704	\$ 507,907	\$ 513,121	\$ 566,616	\$ 548,704	\$ 656,465	15.9%	20%
51 - Parks	\$ 169,695	\$ 153,689	\$ 171,576	\$ 164,987	\$ 153,689	\$ 181,930	\$ 171,576	\$ 198,997	9.4%	16%
60 - Airport	\$ 47,894	\$ 61,133	\$ 85,754	\$ 64,927	\$ 61,133	\$ 100,135	\$ 85,754	\$ 101,462	1.3%	18%
61 - Trailer Park	\$ 14,078	\$ 20,170	\$ 12,650	\$ 15,633	\$ 20,170	\$ 12,650	\$ 12,650	\$ 13,455	6.4%	6%
65 - Cemeteries	\$ 7,100	\$ 6,729	\$ 6,726	\$ 6,852	\$ 6,729	\$ 6,850	\$ 6,726	\$ 6,850	0.0%	2%
70 - Insurance & Retirement	\$ 83,990	\$ 96,615	\$ 82,045	\$ 87,550	\$ 96,615	\$ 91,376	\$ 82,045	\$ 90,452	-1.0%	10%
75 - Contributions	\$ 4,600	\$ 4,600	\$ 7,648	\$ 5,616	\$ 4,600	\$ 7,648	\$ 7,648	\$ 7,648	0.0%	0%
80 - Unclassified	\$ 38,535	\$ 27,725	\$ 25,912	\$ 30,724	\$ 27,725	\$ 31,275	\$ 25,912	\$ 31,775	1.6%	23%
General Fund Totals	\$ 8,713,117	\$ 8,887,324	\$ 9,448,113	\$ 9,016,185	\$ 8,887,324	\$ 9,899,487	\$ 9,448,113	\$ 10,535,876	6.4%	12%
11 - Economic Development	\$ 302,421	\$ 260,586	\$ 231,934	\$ 264,980	\$ 260,586	\$ 308,853	\$ 231,934	\$ 308,037	-0.3%	33%
24 - Housing	\$ 101,143	\$ 106,114	\$ 107,880	\$ 105,046	\$ 106,114	\$ 125,499	\$ 107,880	\$ 142,794	13.8%	32%
52 - Snow Trail Maintenance	\$ 56,782	\$ 45,387	\$ 61,749	\$ 54,639	\$ 45,387	\$ 62,038	\$ 61,749	\$ 70,411	13.5%	14%
96 Section 8 FSS	\$ 51,951	\$ 51,582	\$ 63,191	\$ 55,575	\$ 51,582	\$ 52,419	\$ 63,191	\$ 64,732	23.5%	2%
Enterprise Fund Totals	\$ 512,297	\$ 463,670	\$ 464,754	\$ 480,240	\$ 463,669	\$ 548,809	\$ 464,754	\$ 585,974	6.8%	26%
TOTAL EXPENSE BUDGET	\$ 9,225,414	\$ 9,350,994	\$ 9,912,867	\$ 9,496,425	\$ 9,350,993	\$ 10,448,296	\$ 9,912,867	\$ 11,121,850	6.4%	12%

* Denotes an increase over the budget originally presented

Department	2020	2021	2022	3 Year Average Actual Expenses (20-22)	2021	2022		2023		
	Year End	Year End	Unaudited Year End		Year End	Final Budget	Unaudited Year End	Department Request	% Change from Prior YR	
10 General Government										
001 Salaries										
01 Regular Pay	\$ 374,592	\$ 380,805	\$ 381,494	\$ 378,964	\$ 380,805	\$399,027.56	\$381,494	\$440,184	10.3%	Number from Finance
002 City Council Salaries										
01 Council Salaries	\$ 11,728	\$ 12,650	\$ 12,510	\$ 12,296	\$ 12,650	\$ 12,500	\$12,510	\$12,500	0.0%	
003 Office Supplies										
01 Postage	\$ 6,509	\$ 12,658	\$ 4,668	\$ 7,945	\$ 12,658	\$ 8,000	\$4,668	\$7,000	-12.5%	
02 Advertising	\$ 3,587	\$ 4,040	\$ 4,649	\$ 4,092	\$ 4,040	\$ 4,000	\$4,649	\$5,000	25.0%	
03 Copier Rental	\$ 6,915	\$ 6,883	\$ 6,466	\$ 6,755	\$ 6,883	\$ 6,900	\$6,466	\$6,900	0.0%	
05 Printer Ink	\$ 1,825	\$ 2,038	\$ 2,653	\$ 2,172	\$ 2,038	\$ 2,000	\$2,653	\$2,700	35.0%	
07 Paper	\$ 1,056	\$ 1,557	\$ 1,646	\$ 1,420	\$ 1,557	\$ 1,500	\$1,646	\$1,500	0.0%	
08 Office Supplies	\$ 7,844	\$ 8,696	\$ 8,649	\$ 8,396	\$ 8,696	\$ 8,700	\$8,649	\$8,700	0.0%	
10 Annual Report	\$ 1,137	\$ 1,095	\$ 890	\$ 1,041	\$ 1,095	\$ 1,100	\$890	\$1,100	0.0%	
005 General Govt. Legal Fees										
04 Legal Fees	\$ 26,996	\$ 20,873	\$ 6,968	\$ 18,279	\$ 20,873	\$ 25,000	\$6,968	\$20,000	-20.0%	
007 Audit										
01 Audit	\$ 17,500	\$ 19,500	\$ 17,500	\$ 18,167	\$ 19,500	\$ 17,500	\$17,500	\$28,500	62.9%	Went out to bid last year
008 Computer Maintenance										
01 Computer Maintenance	\$ 49,729	\$ 51,484	\$ 54,635	\$ 51,950	\$ 51,484	\$ 50,000	\$54,635	\$55,000	10.0%	Trio, Oakleaf, Zoom
02 Hosted Services	\$ 9,100	\$ 9,328	\$ 10,836	\$ 9,754	\$ 9,328	\$ 9,500	\$10,836	\$11,000	15.8%	Wordpress, GoDaddy, Microsoft
04 Computer Upgrades			\$ 18,750	\$ 18,750		\$ 15,000	\$18,750	\$5,000	-66.7%	
009 Professional Dues										
01 Subscriptions								\$405	NEW	Finance Department Request
04 Professional Dues	\$ 9,095	\$ 8,154	\$ 7,896	\$ 8,381	\$ 8,154	\$ 9,100	\$7,896	\$9,000	-1.1%	
010 Travel Expenses										
01 Mileage	\$ 431	\$ 884	\$ 763	\$ 693	\$ 884	\$ 1,000	\$763	\$2,100	110.0%	Manager, Finance & Clerk
02 Meals & Lodging	\$ 206	\$ 1,320	\$ 2,468	\$ 1,331	\$ 1,320	\$ 1,500	\$2,468	\$10,200	580.0%	Manager, Finance & Clerk
04 Conference Fees	\$ 90	\$ 835	\$ 340	\$ 422	\$ 835	\$ -	\$340	\$2,200	NEW	Manager, Finance & Clerk
05 Training Expenses										
011 Training & Education										
02 Training & Education	\$ 759	\$ 1,015	\$ 2,077	\$ 1,283	\$ 1,015	\$ 1,800	\$2,077	\$2,900	61.1%	Manager, Finance & Clerk
012 Elections										
01 Elections	\$ 16,342	\$ 6,722	\$ 7,797	\$ 10,287	\$ 6,722	\$ 9,000	\$7,797	\$10,000	11.1%	Replacing voting booths 1/yr
02 Contracted Expenses	\$ -	\$ -	\$ 508	\$ 169	\$ -	\$ 1,000	\$508	\$1,000	0.0%	Includes mobile equipment insurance
014 New Equipment										
01 New Equipment	\$ 1,256	\$ 2,350	\$ 1,399	\$ 1,668	\$ 2,350	\$ 1,200	\$1,399	\$1,200	0.0%	
015 Telephone										
01 Cell Phone	\$ 308	\$ 197	\$ 345	\$ 283	\$ 197	\$ 300	\$345	\$480	60.0%	
04 Telephone	\$ 4,893	\$ 4,800	\$ 4,785	\$ 4,826	\$ 4,800	\$ 5,000	\$4,785	\$5,000	0.0%	
017 Communications										
01 Web Site										
03 Internet	\$ 1,259	\$ 1,259	\$ 1,259	\$ 1,259	\$ 1,259	\$ 1,300	\$1,259	\$1,300	0.0%	

Department	2020	2021	2022	3 Year Average Actual Expenses (20-22)	2021	2022		2023		
	Year End	Year End	Unaudited Year End		Year End	Final Budget	Unaudited Year End	Department Request	% Change from Prior YR	
10 General Government (continued)										
018 Health Insurance										
01 Health Insurance	\$ 141,815	\$ 141,557	\$ 138,398	\$ 140,590	\$ 141,557	\$ 138,177	\$138,398	\$ 144,037	4.2%	Number from Finance
019 Miscellaneous Expenses										
01 Misc Expenses	\$ 374	\$ 8,600	\$ 5,322	\$ 4,765	\$ 8,600	\$ 8,000	\$5,322	\$ 8,000	0.0%	
020 Computers & Typewriters										
01-Computers & Typewriters										
021 Appropriation Allowance										
01-Appropriation Allowance										
034 Worker's Compensation										
01 Worker's Compensation	\$ 4,203	\$ 5,963	\$ 5,297	\$ 5,154	\$ 5,963	\$ 4,800	\$5,297	\$ 1,986	-58.6%	Number from Finance
036 Vehicle Insurance										
01 - Vehicle Insurance	\$ 1,581	\$ 1,614	\$ 1,583	\$ 1,592	\$ 1,614	\$ 1,650	\$1,583	\$ 1,574	-4.6%	Number from finance
038 Social Security										
01 Social Security	\$ 28,478	\$ 27,660	\$ 29,044	\$ 28,394	\$ 27,660	\$ 30,526	\$29,044	\$ 33,674	10.3%	Number from finance (% to GA & ED subtracted out)
040 City & State Retirement										
01 City & State Retirement	\$ 11,127	\$ 9,214	\$ 8,536	\$ 9,626	\$ 9,214	\$ 12,086	\$8,536	\$ 15,508	28.3%	Number from finance (% to GA & ED subtracted out)
073 Vehicle Repairs										
01 Vehicle repairs	\$ 344	\$ 356	\$ 551	\$ 417	\$ 356	\$ 2,400	\$551	\$ 1,200	-50.0%	
074 Vehicle Tires										
01 Tires	\$ 192	\$ 669	\$ 80	\$ 314	\$ 669	\$ 1,000	\$80	\$ 1,000	0.0%	
075 Gas/Oil/Filters										
01 Gas/Oil/Filters	\$ 318	\$ 456	\$ 765	\$ 513	\$ 456	\$ 1,000	\$765	\$ 1,000	0.0%	
Totals	\$ 741,587	\$ 755,232	\$ 751,526	\$ 749,448	\$ 755,232	\$ 791,567	\$751,526	\$ 858,848	8.5%	

Department	2020	2021	2022	3 Year Average Actual Expenses (20-22)	2021	2022		2023		
	Year End	Year End	Unaudited Year End		Year End	Final Budget	Unaudited Year End	Department Request	% Change from Prior YR	
12 Nylander Museum										
001 Salaries										
01 Regular Pay	\$ 6,500	\$ 1,240	\$ 7,493	\$ 5,078	\$ 1,240	\$ 29,016	\$ 7,493	\$ 29,000	-0.1%	This would include another PT person
003 Office Supplies										
01 Postage										
03 Copier Rental										
05 Printer Ink										
07 Paper										
08 Office Supplies	\$ 409	\$ 697	\$ 480	\$ 528	\$ 697	\$ 1,000	\$ 480	\$ 1,000	0.0%	
015 Telephone										
04 Telephone	\$ 934	\$ 1,012	\$ 1,099	\$ 1,015	\$ 1,012	\$ 1,000	\$ 1,099	\$ 1,000	0.0%	
017 Communications										
01 Website										
03 Internet	\$ 1,020	\$ 1,060	\$ 990	\$ 1,023	\$ 1,060	\$ 1,100	\$ 990	\$ 1,100	0.0%	
018 Health Insurance										
01 Health Insurance	\$ -									
019 Miscellaneous Expenses										
01 Misc Expenses										
026 Heating Fuel										
03 Heating Fuel	\$ 2,947	\$ 2,181	\$ 4,450	\$ 3,193	\$ 2,181	\$ 3,763	\$ 4,450	\$ 5,000	32.9%	
027 Electricity										
11 Electricity	\$ 729	\$ 887	\$ 552	\$ 722	\$ 887	\$ 1,385	\$ 552	\$ 1,200	-13.4%	
028 Water										
05 Water	\$ 1,172	\$ 1,179	\$ 1,382	\$ 1,244	\$ 1,179	\$ 1,400	\$ 1,382	\$ 1,450	3.6%	Per CUD, water rate increase 6.17%
029 Sewer										
01 Sewer	\$ 250	\$ 251	\$ 354	\$ 285	\$ 251	\$ 500	\$ 354	\$ 400	-20.0%	Per CUD, sewer rate increase 2.00%
030 Building Supplies										
01 Building Supplies	\$ 40	\$ -	\$ 348	\$ 129	\$ -	\$ 1,000	\$ 348	\$ 1,000	0.0%	
031 Building Maintenance										
01 Building Maintenance	\$ 1,064	\$ 1,820	\$ 680	\$ 1,188	\$ 1,820	\$ 2,000	\$ 680	\$ 2,000	0.0%	
04 Sprinkler Inspections			\$ 270	\$ 270		\$ 360	\$ 270	\$ 360	0.0%	
032 Property Insurance										
01 Property Insurance	\$ 1,012	\$ 448	\$ 319	\$ 593	\$ 448	\$ 500	\$ 319	\$ 235	-53.0%	Number From Finance
034 Workers Comp										
01 Workers Comp								\$ 9	NEW	Number From Finance
038 Social Security										
01 Social Security	\$ -	\$ -	\$ 570	\$ 190		\$ 2,449	\$ 570	\$ 2,449	0.0%	Number From Finance
068 Janitorial Services										
01 Property Maintenance	\$ -	\$ -				\$ 2,700	\$ -	\$ 2,700	0.0%	
394 Community Projects										
01 Project Expense	\$ -	\$ -				\$ 5,000	\$ -	\$ 5,000	0.0%	
Total	\$ 16,078	\$ 10,775	\$ 18,988	\$ 15,280	\$ 10,775	\$ 53,173	\$ 18,988	\$ 53,903	1.4%	

Department	2020	2021	2022	3 Year Average Actual Expenses (20-22)	2021	2022		2023		
	Year End	Year End	Unaudited Year End		Year End	Final Budget	Unaudited Year End	Department Request	% Change from Prior YR	
17 Health and Sanitation										
022 Health Officer										
01 Health Officer	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	0.0%	
023 Tri-Community Landfill										
01 Tri-Community Landfill	\$ 250,303	\$ 252,756	\$ 259,590	\$ 254,216	\$ 252,756	\$ 257,040	\$ 259,590	\$ 265,800	3.4%	AWS supplied this number
038 - Social Security										
01 - Social Security	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 38	\$ -	\$ 38	0.0%	
Totals	\$ 250,803	\$ 253,256	\$ 260,090	\$ 254,716	\$ 253,256	\$ 257,578	\$ 260,090	\$ 266,338	3.4%	
18 Municipal Building										
024 Maintenance - Comm. Center										
01 Maintenance - Comm. Center										
02 Water & Sewer	\$ 974	\$ 662	\$ 537	\$ 724	\$ 662	\$ 1,000	\$ 537	\$ 1,000	0.0%	
03 Janitorial										
04 Electric	\$ 1,704	\$ 2,483	\$ 2,559	\$ 2,249	\$ 2,483	\$ 3,104	\$ 2,559	\$ 3,100	-0.1%	
06 Lions Building										
025 Heating Fuel - Lions Building										
01 Heating Fuel Lions Building	\$ 3,323	\$ 3,332	\$ 7,592	\$ 4,749	\$ 3,332	\$ 4,598	\$ 7,592	\$ 7,600	65.3%	
026 Heating Fuel										
03 Heating Fuel	\$ 10,519	\$ 12,152	\$ 21,464	\$ 14,712	\$ 12,152	\$ 16,770	\$ 21,464	\$ 21,500	28.2%	
027 Electricity										
11 Electricity	\$ 14,088	\$ 13,594	\$ 15,623	\$ 14,435	\$ 13,594	\$ 16,992	\$ 15,623	\$ 16,000	-5.8%	
028 Water										
05 Water	\$ 749	\$ 797	\$ 820	\$ 788	\$ 797	\$ 829	\$ 820	\$ 875	5.6%	Per CUD, water rate increase 6.17%
029 Sewer										
01 Sewer	\$ 576	\$ 585	\$ 492	\$ 551	\$ 585	\$ 596	\$ 492	\$ 500	-16.2%	Per CUD, sewer rate increase 2.00%
030 Building Supplies										
01 Building Supplies	\$ 2,733	\$ 4,353	\$ 2,822	\$ 3,303	\$ 4,353	\$ 4,400	\$ 2,822	\$ 4,000	-9.1%	
031 Building Maintenance										
01 Building Maintenance	\$ 6,585	\$ 7,936	\$ 8,920	\$ 7,814	\$ 7,936	\$ 10,000	\$ 8,920	\$ 10,000	0.0%	
03 Boiler Maintenance	\$ 667	\$ 872	\$ 748	\$ 762	\$ 872	\$ 1,000	\$ 748	\$ 1,000	0.0%	
032 Property Insurance										
01 Property Insurance	\$ 942	\$ 1,051	\$ 1,134	\$ 1,042	\$ 1,051	\$ 1,100	\$ 1,134	\$ 1,217	10.7%	Number From Finance
033 Building Insurance-Comm. Ctr.										
01 Building Ins. - Comm. Ctr.										
271 Contracted Services										
01 Janitorial & Supplies	\$ 10,140	\$ 10,140	\$ 10,415	\$ 10,232	\$ 10,140	\$ 14,400	\$ 10,415	\$ 14,400	0.0%	New Contract in 2022
Totals	\$ 52,998	\$ 57,959	\$ 73,126	\$ 61,361	\$ 57,959	\$ 74,790	\$ 73,126	\$ 81,192	8.6%	

Department	2020	2021	2022	3 Year Average Actual Expenses (20-22)	2021	2022		2023		
	Year End	Year End	Unaudited Year End		Year End	Final Budget	Unaudited Year End	Department Request	% Change from Prior YR	
20 General Assistance										
001 Salaries										
01 Regular Pay	\$ 17,137	\$ 13,386	\$ 11,045	\$ 13,856	\$ 13,386	\$ 11,529	\$ 11,045	\$ 13,050	13.2%	Clerk 30% of Salary (number from finance)
003 Office Supplies										
01 Postage	\$ 76	\$ 149	\$ 14	\$ 80	\$ 149	\$ 125	\$ 14	\$ 125	0.0%	
05 Printer Ink										
08 Office Supplies	\$ -	\$ -	\$ 32	\$ 11	\$ -	\$ 50	\$ 32	\$ 50	0.0%	
010 Travel Exp										
04 Conf Fee	\$ 192	\$ -	\$ -	\$ 64	\$ -	\$ 200	\$ -	\$ 200	0.0%	
011 Training & Education										
02 Training & Education	\$ 181	\$ 90	\$ 130	\$ 134	\$ 90	\$ 300	\$ 130	\$ 300	0.0%	
014 New Equipment										
01 New Equipment										
018 Health Insurance										
01 Health Insurance	\$ 6,237	\$ 6,850	\$ 5,173	\$ 6,087	\$ 6,850	\$ 6,064	\$ 5,173	\$ 6,369	5.0%	Number From Finance
019 Miscellaneous Expenses										
01 Misc. Expenses	\$ 45	\$ 71	\$ 98	\$ 71	\$ 71	\$ 100	\$ 98	\$ 100	0.0%	
034 Workers Comp										
01 Workers Comp								\$ 18	NEW	Number From finance
038 Social Security										
01 Social Security	\$ 1,156	\$ 916	\$ 767	\$ 947	\$ 916	\$ 882	\$ 767	\$ 998	13.2%	Clerk 30% of Number from Finance
040 City & State Retirement										
01 City & State Retirement	\$ 360	\$ -	\$ -	\$ 120	\$ -	\$ 121	\$ -	\$ 137	13.2%	Clerk 30% of Number from Finance
051 Equipment Maintenance										
05 Equipment Maintenance	\$ 1,200	\$ 1,100	\$ 1,200	\$ 1,167	\$ 1,100	\$ 1,200	\$ 1,200	\$ 1,200	0.0%	
053 G.A. - City										
01 G. A. City	\$ 20,976	\$ 7,967	\$ 8,340	\$ 12,428	\$ 7,967	\$ 20,000	\$ 8,340	\$ 20,000	0.0%	
02 - G.A. State	\$ 1,175	\$ -	\$ -	\$ 392	\$ -	\$ 500	\$ -	\$ 500	0.0%	
03 - GA - Nonreimbursible										
Totals	\$ 48,735	\$ 30,530	\$ 26,800	\$ 35,355	\$ 30,530	\$ 41,071	\$ 26,800	\$ 43,047	4.8%	

Department	2020	2021	2022	3 Year Average Actual Expenses (20-22)	2021	2022		2023		
	Year End	Year End	Unaudited Year End		Year End	Final Budget	Unaudited Year End	Department Request	% Change from Prior YR	
22 Tax Assessing										
001 Salaries										
01 Regular Pay	\$ 188,581	\$ 161,269	\$ 108,662	\$ 152,838	\$ 161,269	\$ 162,654	\$ 108,662	\$ 129,275	-20.5%	Number From finance
02 Overtime Pay	\$ 1,282	\$ 1,376	\$ 2,106	\$ 1,588	\$ 1,376	\$ 1,500	\$ 2,106	\$ 1,500	0.0%	(Plus Plumbing Inspector as needed)
07 Salaries-Bd of Assessors	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	0.0%	
003 Office Supplies										
01 Postage										
05 Printer Ink	\$ -	\$ -			\$ -	\$ -				
08 Office Supplies	\$ 305	\$ 132	\$ 73	\$ 170	\$ 132	\$ 300	\$ 73	\$ 300	0.0%	
006 Legal Fees										
01 Legal Fees										
009 Professional Dues										
01 Subscriptions	\$ 656	\$ 24	\$ 16	\$ 232	\$ 24	\$ 650	\$ 16	\$ 100	-84.6%	Core Logic / Marshall Valuation
02 IAAO	\$ 460	\$ 480	\$ 495	\$ 478	\$ 480	\$ 620	\$ 495	\$ 600	-3.2%	Additional certifications require additional dues
04 Professional Dues	\$ 582	\$ 210	\$ 213	\$ 335	\$ 210	\$ 400	\$ 213	\$ 400	0.0%	
010 Travel Expenses										
01 Mileage	\$ 1,195	\$ 578	\$ 1,246	\$ 1,006	\$ 578	\$ 1,000	\$ 1,246	\$ 1,750	75.0%	Building Inspections & travel to training
02 Meal & Lodge	\$ 551	\$ 56	\$ 1,333	\$ 647	\$ 56	\$ 1,000	\$ 1,333	\$ 2,500	150.0%	Maine Revenue Services Property Tax School X 2
04 CONF FEE	\$ -	\$ 344	\$ -	\$ 115	\$ 344	\$ 500	\$ -	\$ 500	0.0%	
05 Travel Expenses										
011 Training & Education										
02 Training & Education	\$ 2,926	\$ 1,207	\$ 872	\$ 1,668	\$ 1,207	\$ 1,500	\$ 872	\$ 1,000	-33.3%	Other continuing education for Tax Assessment, Code Enforcement & Building Codes
013 Car Allowance										
01 Car Allowance										
015 Telephone										
01 Cell Phone	\$ 594	\$ 450	\$ 705	\$ 583	\$ 450	\$ 700	\$ 705	\$ 725	3.6%	Mobile phone was upgraded to smart phone
04 Telephone	\$ 429	\$ 452	\$ 450	\$ 444	\$ 452	\$ 475	\$ 450	\$ 475	0.0%	
018 Health Insurance										
01 Health Insurance	\$ 39,535	\$ 35,487	\$ 14,801	\$ 29,941	\$ 35,487	\$ 14,970	\$ 14,801	\$ 15,767	5.3%	Number From finance
019 Miscellaneous Expenses										
01 Misc. Expense										
034 Workers Comp										
01 Workers Comp	\$ 644	\$ 361	\$ 355	\$ 453	\$ 361	\$ 640	\$ 355	\$ 590	-7.8%	Number From Finance
038 Social Security										
01 Social Security	\$ 14,025	\$ 12,134	\$ 8,873	\$ 11,678	\$ 12,134	\$ 9,300	\$ 8,873	\$ 9,431	1.4%	Number From finance
040 City & State Retirement										
01 City & State Retirement	\$ 2,636	\$ 3,545	\$ 1,400	\$ 2,527	\$ 3,545	\$ 2,100	\$ 1,400	\$ 2,319	10.4%	Number From finance
051 Equipment Maint										
01 Software	\$ 770	\$ 840	\$ 840	\$ 817	\$ 840	\$ 850	\$ 840	\$ 840	-1.2%	

Department	2020	2021	2022	3 Year Average Actual Expenses (20-22)	2021	2022		2023		
	Year End	Year End	Unaudited Year End		Year End	Final Budget	Unaudited Year End	Department Request	% Change from Prior YR	
22 Tax Assessing (continued)										
056 Contracted Services										
01 Registry	\$ 190	\$ 277	\$ -	\$ 156	\$ 277	\$ 300	\$ -	\$ 100	-66.7%	
04 Contracted Services	\$ 3,096	\$ 4,131	\$ 52,655	\$ 19,961	\$ 4,131	\$ 4,500	\$ 52,655	\$ 55,000	1122.2%	Contract Assessor paid from here (not salary)
01 Assessment Reserve										
## Comp Plan								\$ 17,000	NEW	1/2 Cost for NMDC + costs for public outreach
058 Codes Maintenance										
01 Codes Maintenance	\$ 255	\$ 105	\$ -	\$ 120	\$ 105	\$ 300	\$ -	\$ 300	0.0%	
070 Clothing Allowance										
03 Clothing	\$ 269	\$ 44	\$ 268	\$ 194	\$ 44	\$ 300	\$ 268	\$ 300	0.0%	
073 Vehicle Repairs										
01 Vehicle repairs	\$ 909	\$ 1,088	\$ 756	\$ 918	\$ 1,088	\$ 1,500	\$ 756	\$ 1,000	-33.3%	
074 Vehicle Tires										
01 Tires	\$ 508	\$ 134	\$ 80	\$ 241	\$ 134	\$ 600	\$ 80	\$ 600	0.0%	
075 Gas/Oil/Filters										
01 Gas/Oil/Filters	\$ 587	\$ 730	\$ 1,038	\$ 785	\$ 730	\$ 1,000	\$ 1,038	\$ 1,000	0.0%	
Totals	\$ 262,484	\$ 226,954	\$ 198,737	\$ 229,392	\$ 226,954	\$ 209,159	\$ 198,737	\$ 244,871	17.1%	

Department	2020	2021	2022	3 Year Average Actual Expenses (20-22)	2021	2022		2023		
	Year End	Year End	Unaudited Year End		Year End	Final Budget	Unaudited Year End	Department Request	% Change from Prior YR	
25 Library										
001 Salaries										
01 Regular Pay	\$ 125,381	\$ 127,084	\$ 127,289.00	\$ 126,585	\$ 127,084	\$ 133,594	\$ 127,289	\$ 144,061	7.8%	Number From finance
02 Overtime										
003 Office Supplies										
01 Postage	\$ 251	\$ 337	\$ 258.90	\$ 282	\$ 337	\$ 350	\$ 259	\$ 350	0.0%	
02 Advertising	\$ 26	\$ 72	\$ 81.50	\$ 60	\$ 72	\$ 100	\$ 82	\$ 100	0.0%	
03 Copier Rental	\$ 1,654	\$ 1,544	\$ 1,609.63	\$ 1,603	\$ 1,544	\$ 2,000	\$ 1,610	\$ 2,000	0.0%	
05 Printer Ink										
07 Paper	\$ 77	\$ 61	\$ 171.66	\$ 103	\$ 61	\$ 200	\$ 172	\$ 200	0.0%	
08 Office Supplies	\$ 459	\$ 1,082	\$ 1,376.18	\$ 972	\$ 1,082	\$ 1,400	\$ 1,376	\$ 1,400	0.0%	
11 Equip Rental										
005 Gen Gov't Leg										
01 CCC&I										
008 Computer Maintenance										
01 Computer Maintenance	\$ 3,096	\$ 4,517	\$ 1,998.98	\$ 3,204	\$ 4,517	\$ 7,600	\$ 1,999	\$ 5,600	-26.3%	Line decreased by \$2,000 amount split between two lines
009 Professional Dues										
01 Subscriptions	\$ 119	\$ 179	\$ 179.00	\$ 159	\$ 179	\$ 179	\$ 179	\$ 379	111.7%	Increase \$200
04 PROF DUES	\$ 200	\$ 200	\$ 289.00	\$ 230	\$ 200	\$ 200	\$ 289	\$ 400	100.0%	Increase \$200
010 Travel Expenses										
01 Mileage										
02 Meals & Lodging										
05 Travel Expenses	\$ -	\$ -	\$ 56.82	\$ 19	\$ -	\$ 500	\$ 57	\$ 1,000	100.0%	ALA Conference Expenses/Travel - Increase of \$500
011 Training & Education										
02 Training & Education	\$ -	\$ 95	\$ 435.00	\$ 177	\$ 95	\$ 500	\$ 435	\$ 500	0.0%	
014 New Equipment										
01 New Equipment	\$ -	\$ 372	\$ 1,191.96	\$ 521	\$ 372	\$ 1,200	\$ 1,192	\$ 1,200	0.0%	
015 Telephone										
04 Telephone	\$ 1,834	\$ 1,975	\$ 1,968.00	\$ 1,926	\$ 1,975	\$ 2,000	\$ 1,968	\$ 2,000	0.0%	
016-02 Misc Income										
018 Health Insurance										
01 Health Insurance	\$ 11,392	\$ 11,484	\$ 12,117.48	\$ 11,664	\$ 11,484	\$ 12,118	\$ 12,117	\$ 12,740	5.1%	Number From finance
019 Miscellaneous Expenses										
01 Misc. Expenses	\$ -		\$ 182.96	\$ 91		\$ 200	\$ 183	\$ 200	0.0%	
026 Heating Fuel										
03 Heating Fuel	\$ 9,565	\$ 11,771	\$ 19,629.19	\$ 13,655	\$ 11,771	\$ 16,244	\$ 19,629	\$ 16,244	0.0%	
027 Electricity										
11 Electricity	\$ 3,758	\$ 4,679	\$ 5,460.26	\$ 4,632	\$ 4,679	\$ 5,849	\$ 5,460	\$ 5,849	0.0%	
028 Water										
05 Water	\$ 254	\$ 251	\$ 282.72	\$ 262	\$ 251	\$ 300	\$ 283	\$ 318	6.0%	Water: Per CUD, increase of 6.17% in effect Nov 1, 2022

Department	2020	2021	2022	3 Year Average Actual Expenses (20-22)	2021	2022		2023		
	Year End	Year End	Unaudited Year End		Year End	Final Budget	Unaudited Year End	Department Request	% Change from Prior YR	
25 Library (continued)										
029 Sewer										
01 Sewer	\$ 252	\$ 251	\$ 275.20	\$ 259	\$ 251	\$ 275	\$275	\$281	2.2%	Sewer: Per CUD, increase of 2.00% in effect Oct 1, 2022
031 Building Maintenance										
01 Building Maintenance	\$ 5,691	\$ 3,652	\$ 3,949.79	\$ 4,431	\$ 3,652	\$ 4,000	\$3,950	\$4,000	0.0%	
032 Property Insurance										
01 Property Insurance	\$ 1,660	\$ 1,769	\$ 1,837.49	\$ 1,756	\$ 1,769	\$ 1,800	\$1,837	\$1,909	6.1%	Number from finance
034 Worker's Compensation										
01 Worker's Compensation	\$ 386	\$ 338	\$ 339.48	\$ 354	\$ 338	\$ 340	\$339	\$501	47.2%	Number from finance
038 Social Security										
01 Social Security	\$ 9,255	\$ 9,419	\$ 9,490.97	\$ 9,389	\$ 9,419	\$ 10,220	\$9,491	\$11,021	7.8%	Number from finance
040 City & State Retirement										
01 City & State Retirement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$0	\$0		Number from finance
055 Books & Periodicals										
01 Mars and Swift	\$ (0)									
03 Books & Periodicals	\$ 15,971	\$ 15,768	\$ 13,578.71	\$ 15,106	\$ 15,768	\$ 17,000	\$13,579	\$17,000	0.0%	Cloud Library subscription increase
075 Gas/Oil/Filter										
01 Gas/Oil/Filter	\$ -	\$ -	\$ 462.96	\$ 154		\$ -	\$463	\$500	100.0%	
271 Contracted Services										
01 Janitorial & Supplies	\$ 9,078	\$ 9,800	\$ 11,610.16	\$ 10,163	\$ 9,800	\$ 12,000	\$11,610	\$15,400	28.3%	
406 Programming										
01 Library Programs	\$ 591	\$ 434	\$ 856.36	\$ 627	\$ 434	\$ 1,000	\$856	\$1,200	20.0%	Increase of \$200
02 Archives	\$ 279	\$ 566	\$ 207.85	\$ 351	\$ 566	\$ 500	\$208	\$500	0.0%	
Totals	\$ 201,230	\$ 207,700	\$ 217,187	\$ 208,705	\$ 207,700	\$ 231,669	\$217,187	\$246,852	6.6%	

Department	2020	2021	2022	3 Year Average Actual Expenses (20-22)	2021	2022		2023		
	Year End	Year End	Unaudited Year End		Year End	Final Budget	Unaudited Year End	Department Request	% Change from Prior YR	
31 Fire and Ambulance										
001 Salaries										
01 Regular Pay	\$ 846,236	\$ 866,319	\$ 929,654	\$ 880,736	\$ 866,319	\$ 959,851	\$ 929,654	\$ 1,016,948	5.9%	Number from finance
02 Overtime	\$ 298,616	\$ 343,920	\$ 331,183	\$ 324,573	\$ 343,920	\$ 371,000	\$ 331,183	\$ 351,000	-5.4%	Number from finance
05 Stand By Pay	\$ 45,816	\$ 55,256	\$ 33,004	\$ 44,692	\$ 55,256	\$ 56,000	\$ 33,004	\$ 45,000	-19.6%	Number from finance
07 Amb. Billing Salaries	\$ 72,780	\$ 64,783	\$ 51,411	\$ 62,992	\$ 64,783	\$ 50,651	\$ 51,411	\$ 27,912	-44.9%	Number from finance
08 Special Transports										Ambulance Biller retiring in 2023
003 Office Supplies										
01 Postage	\$ 55	\$ 9	\$ 77	\$ 47	\$ 9	\$ 100	\$ 77	\$ 150	50.0%	
02 Advertising	\$ 136			\$ 136						
03 Copier Rent	\$ 848	\$ 904	\$ 897	\$ 883	\$ 904	\$ 960	\$ 897	\$ 936	-2.5%	
04 Equipment Repair										
05 Printer Ink	\$ 92	\$ 99	\$ -	\$ 64	\$ 99	\$ 200	\$ -	\$ 200	0.0%	
07 Paper	\$ -			\$ -						
08 Office Supplies	\$ 1,082	\$ 799	\$ 710	\$ 864	\$ 799	\$ 1,500	\$ 710	\$ 1,500	0.0%	
09 Amb. Billing Supplies	\$ 6,573	\$ 7,597	\$ 3,404	\$ 5,858	\$ 7,597	\$ 4,500	\$ 3,404			Contract for Ambulance Billing
13 Houlton Supplies	\$ 1,311			\$ 1,311						
14 Calais Supplies	\$ 1,997	\$ 2,481	\$ 2,476	\$ 2,318	\$ 2,481	\$ 1,800	\$ 2,476			Ambulance Biller retiring in 2023
15 Van Buren Supplies	\$ 16			\$ 16						
16 Island Falls Supplies	\$ 1,295	\$ 1,638	\$ 1,776	\$ 1,570	\$ 1,638	\$ 1,000	\$ 1,776			Ambulance Biller retiring in 2023
17 Patten Supplies	\$ 1,543	\$ 1,868	\$ 1,877	\$ 1,763	\$ 1,868	\$ 1,300	\$ 1,877			Ambulance Biller retiring in 2023
005 Legal Fees										
04 Legal Fees										
009 Professional Dues										
01 Subscriptions										
04 Professional Dues	\$ 2,960	\$ 1,375	\$ 1,960	\$ 2,098	\$ 1,375	\$ 3,000	\$ 1,960	\$ 3,000	0.0%	
010 Travel Expenses										
01 Mileage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300	\$ -	\$ 500	66.7%	
02 Meals & Lodging										
05 Travel Expenses	\$ 1,580	\$ -	\$ -	\$ 527	\$ -	\$ 1,750	\$ -	\$ 2,000	14.3%	
011 Training & Education										
02 Training & Education	\$ 3,813	\$ 4,057	\$ 2,295	\$ 3,388	\$ 4,057	\$ 8,000	\$ 2,295	\$ 10,000	25.0%	
014 New Equipment										
01 New Equipment	\$ 6,542	\$ 9,280	\$ 8,825	\$ 8,216	\$ 9,280	\$ 10,000	\$ 8,825	\$ 10,000	0.0%	
015 Telephone										
01 Cell Phone	\$ 4,635	\$ 4,341	\$ 6,531	\$ 5,169	\$ 4,341	\$ 4,500	\$ 6,531	\$ 5,000	11.1%	
04 Telephone	\$ 4,794	\$ 4,251	\$ 4,245	\$ 4,430	\$ 4,251	\$ 5,500	\$ 4,245	\$ 5,500	0.0%	
016 Misc Income										
01 Insurance Reports										
017 Communications										
01 Website										
03 Internet	\$ 1,067	\$ 1,067	\$ 1,067	\$ 1,067	\$ 1,067	\$ 1,100	\$ 1,067	\$ 1,100	0.0%	
018 Health Insurance										
01 Health Insurance	\$ 325,323	\$ 315,979	\$ 354,602	\$ 331,968	\$ 315,979	\$ 352,714	\$ 354,602	\$ 371,350	5.3%	
02 Ambulance Health Insurance	\$ 32,192	\$ 29,318	\$ 25,326	\$ 28,945	\$ 29,318	\$ 27,026	\$ 25,326	\$ 8,392	-68.9%	Number from finance

Department	2020	2021	2022	3 Year Average Actual Expenses (20-22)	2021	2022		2023		
	Year End	Year End	Unaudited Year End		Year End	Final Budget	Unaudited Year End	Department Request	% Change from Prior YR	
31 Fire and Ambulance (continued)										
019 Miscellaneous Exp.										
01 Misc. Expense	\$ 998	\$ 844	\$ 628	\$ 823	\$ 844	\$ 1,000	\$ 628	\$ 1,000	0.0%	
026 Heating Fuel										
03 Heating Fuel	\$ 17,832	\$ 21,397	\$ 23,425	\$ 20,885	\$ 21,397	\$ 29,527	\$ 23,425	\$ 29,000	-1.8%	
027 Electricity										
11 Electricity	\$ 7,518	\$ 8,253	\$ 11,006	\$ 8,926	\$ 8,253	\$ 10,317	\$ 11,006	\$ 10,500	1.8%	
028 Water										
05 Water	\$ 803	\$ 917	\$ 1,056	\$ 925	\$ 917	\$ 1,100	\$ 1,056	\$ 1,200	9.1%	Per CUD, water rate increase 6.17%
029 Sewer										
01 Sewer	\$ 611	\$ 663	\$ 637	\$ 637	\$ 663	\$ 850	\$ 637	\$ 900	5.9%	Per CUD, sewer rate increase 2.00%
030 Building Supplies										
01 Building Supplies	\$ 4,537	\$ 4,078	\$ 4,892	\$ 4,502	\$ 4,078	\$ 4,800	\$ 4,892	\$ 5,200	8.3%	
031 Building Maintenance										
01 Building Maintenance	\$ 20,000	\$ 17,280	\$ 13,865	\$ 17,048	\$ 17,280	\$ 20,000	\$ 13,865	\$ 20,000	0.0%	
032 Property Insurance										
01 Property Insurance	\$ 1,553	\$ 1,216	\$ 1,774	\$ 1,514	\$ 1,216	\$ 1,279	\$ 1,774	\$ 2,270	77.5%	Number from finance
034 Workers Comp.										
01 Workers Comp.	\$ 110,195	\$ 85,491	\$ 84,430	\$ 93,372	\$ 85,491	\$ 80,291	\$ 84,430	\$ 77,650	-3.3%	Number from finance
035 Unemployment Comp										
01 Unemployment Comp.	\$ 6,856	\$ 6,947	\$ 6,898	\$ 6,901	\$ 6,947	\$ 7,210	\$ 6,898	\$ 7,210	0.0%	Number from finance
036 Vehicle Insurance										
01 Vehicle Insurance	\$ 14,732	\$ 15,692	\$ 15,933	\$ 15,452	\$ 15,692	\$ 15,884	\$ 15,933	\$ 15,981	0.6%	Number from finance
037 Liability Insurance										
01 Liability Insurance	\$ 3,767	\$ 3,944	\$ 3,981	\$ 3,897	\$ 3,944	\$ 3,251	\$ 3,981	\$ 3,251	0.0%	Number from finance
038 Social Security										
01 Social Security	\$ 93,024	\$ 98,550	\$ 99,056	\$ 96,877	\$ 98,550	\$ 109,969	\$ 99,056	\$ 110,226	0.2%	Number from finance
040 City & State Retirement										
01 City & State Retirement	\$ 72,111	\$ 79,047	\$ 129,119	\$ 93,426	\$ 79,047	\$ 163,167	\$ 129,119	\$ 187,379	14.8%	Number from finance
046 Recognitions										
01 Recognitions										
051 Equipment Maint.										
01 Software										
03 Maintenance Contracts	\$ 10,902	\$ 12,053	\$ 11,737	\$ 11,564	\$ 12,053	\$ 9,000	\$ 11,737	\$ 10,000	11.1%	
05 Equipment Main.	\$ 6,812	\$ 4,226	\$ 9,586	\$ 6,875	\$ 4,226	\$ 8,000	\$ 9,586	\$ 10,000	25.0%	

Department	2020	2021	2022	3 Year Average Actual Expenses (20-22)	2021	2022		2023		
	Year End	Year End	Unaudited Year End		Year End	Final Budget	Unaudited Year End	Department Request	% Change from Prior YR	
31 Fire and Ambulance (continued)										
067 Paid Call Firefighters										
01 Paid Call Firefighters	\$ 26,000	\$ 35,175	\$ 25,609	\$ 28,928	\$ 35,175	\$ 26,000	\$ 25,609	\$ 31,000	19.2%	
068 Janitorial Services										
01 Janitorial Services										
069 Paid Call Insurance										
01 Paid Call Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 400	\$ -	\$ 400	0.0%	
070 Clothing Allowance										
01 Uniforms	\$ 7,721	\$ 8,000	\$ 8,290	\$ 8,004	\$ 8,000	\$ 8,000	\$ 8,290	\$ 8,200	2.5%	
02 Turnout Gear	\$ 779	\$ 1,500	\$ 2,500	\$ 1,593	\$ 1,500	\$ 2,500	\$ 2,500	\$ 10,200	308.0%	Several sets ruined in 2022
03 Clothing										
04 Boots	\$ 414	\$ 500	\$ 1,000	\$ 638	\$ 500	\$ 1,000	\$ 1,000	\$ 1,000	0.0%	
06 Clothing Allowance										
071 Radio Maintenance										
01 Vehicle	\$ 912	\$ 1,193	\$ 705	\$ 937	\$ 1,193	\$ 3,500	\$ 705	\$ 3,500	0.0%	
02 Building			\$ 21				\$ 21			
03 Radio Maintenance	\$ 1,334	\$ 2,102	\$ 3,355	\$ 2,264	\$ 2,102	\$ 5,000	\$ 3,355	\$ 5,000	0.0%	
072 Ladder Testing										
01 Ladder Testing	\$ 3,975	\$ -	\$ 850	\$ 1,608	\$ -	\$ 4,000	\$ 850	\$ 4,000	0.0%	
073 Vehicle Repair										
01 Vehicle Repair	\$ 19,620	\$ 14,986	\$ 13,479	\$ 16,028	\$ 14,986	\$ 15,000	\$ 13,479	\$ 16,000	6.7%	
074 Tires										
01 Tires	\$ 5,433	\$ 5,847	\$ 2,324	\$ 4,534	\$ 5,847	\$ 7,500	\$ 2,324	\$ 7,500	0.0%	
02 Tire Replacement										
075 Gas/Oil/Filters										
01 Gas/Oil/Filters	\$ 1,999	\$ 3,970	\$ 11,356	\$ 5,775	\$ 3,970	\$ 6,000	\$ 11,356	\$ 6,500	8.3%	
076 Diesel Fuel										
01 Diesel Fuel	\$ 20,412	\$ 20,604	\$ 20,181	\$ 20,399	\$ 20,604	\$ 44,091	\$ 20,181	\$ 40,000	-9.3%	
077 Batteries										
01 Vehicle										
02 Equipment	\$ -	\$ 613	\$ 823	\$ 479	\$ 613	\$ 1,000	\$ 823	\$ 1,000	0.0%	
03 Batteries										
078 Field Expenses										
01 Field Expenses	\$ 311	\$ -	\$ 342	\$ 218	\$ -	\$ 1,000	\$ 342	\$ 1,000	0.0%	
079 Employee Physicals										
01 Employee Physicals	\$ 168	\$ 142	\$ 20	\$ 110	\$ 142	\$ 1,200	\$ 20	\$ 1,200	0.0%	
080 Paid Call Volunteers										
01 Paid Call Volunteers	\$ 932	\$ 4,165	\$ 14,348	\$ 6,482	\$ 4,165	\$ 3,000	\$ 14,348	\$ 9,000	200.0%	
082 Bad Debt Allowance										
01 Bad Debt Allowance	\$ 108,453	\$ 126,524	\$ 117,918	\$ 117,631	\$ 126,524	\$ 100,000	\$ 117,918	\$ 75,000	-25.0%	
02 Collection Fee	\$ 1,664	\$ 2,045	\$ 1,237	\$ 1,648	\$ 2,045	\$ 2,000	\$ 1,237	\$ 2,000	0.0%	

Department	2020	2021	2022	3 Year Average Actual Expenses (20-22)	2021	2022		2023		
	Year End	Year End	Unaudited Year End		Year End	Final Budget	Unaudited Year End	Department Request	% Change from Prior YR	
31 Fire and Ambulance (continued)										
083 Contractual Allowance										
01 Contractual Allowance										
085 Transport Meals										
01 Transport Meals	\$ 5,506	\$ 3,411	\$ 3,852	\$ 4,256	\$ 3,411	\$ 7,000	\$ 3,852	\$ 7,000	0.0%	
086 Air Transports										
01 Air Transports										
087 Medical Supplies										
01 Ambulance Supplies	\$ 10,484	\$ 12,602	\$ 12,531	\$ 11,872	\$ 12,602	\$ 10,500	\$ 12,531	\$ 11,000	4.8%	
02 Oxygen	\$ 3,130	\$ 3,508	\$ 7,515	\$ 4,718	\$ 3,508	\$ 3,500	\$ 7,515	\$ 4,000	14.3%	
03 Medical Supplies	\$ 9,575	\$ 6,693	\$ 13,889	\$ 10,052	\$ 6,693	\$ 9,250	\$ 13,889	\$ 9,500	2.7%	
292 EMS Licenses										
01 EMS License	\$ 857	\$ 1,765	\$ 1,367	\$ 1,330	\$ 1,765	\$ 1,870	\$ 1,367	\$ 1,900	1.6%	
056 Ambulance Billing										
04 Comstar			\$ 22,550			\$ 31,000	\$ 22,550	\$ 49,200	58.7%	Full year of contract in 2023
Totals	\$ 2,263,231	\$ 2,331,284	\$ 2,465,406	\$ 2,353,307	\$ 2,331,284	\$ 2,622,708	\$ 2,465,406	\$ 2,657,354	1.3%	

Department	2020	2021	2022	3 Year Average Actual Expenses (20-22)	2021	2022		2023		
	Year End	Year End	Unaudited Year End		Year End	Final Budget	Unaudited Year End	Department Request	% Change from Prior YR	
35 Police										
001 Salaries										
01 Regular Pay	\$ 889,306	\$ 922,801	\$ 951,857	\$ 921,322	\$ 922,801	\$ 942,888	\$ 951,857	\$ 970,098	2.9%	Number from finance
02 Overtime	\$ 68,354	\$ 72,898	\$ 62,454	\$ 67,902	\$ 72,898	\$ 72,500	\$ 62,454	\$ 70,000	-3.4%	Number from finance
04 Nursing										
06 Police Reserves Salary	\$ 37,746	\$ 41,154	\$ 27,338	\$ 35,412	\$ 41,154	\$ 50,000	\$ 27,338	\$ 45,000	-10.0%	Number from finance
003 Office Supplies										
01 Postage	\$ 622	\$ 315	\$ 313	\$ 417	\$ 315	\$ 600	\$ 313	\$ 600	0.0%	
02 Advertising	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250	\$ -	\$ 250	0.0%	
03 Copier Rental	\$ 1,920	\$ 1,920	\$ 1,920	\$ 1,920	\$ 1,920	\$ 1,920	\$ 1,920	\$ 1,920	0.0%	
05 Printer Ink	\$ 974	\$ 789	\$ 676	\$ 813	\$ 789	\$ 800	\$ 676	\$ 800	0.0%	Ink cost has increased
07 Paper	\$ 483	\$ 287	\$ 208	\$ 326	\$ 287	\$ 500	\$ 208	\$ 500	0.0%	
08 Office Supplies	\$ 1,322	\$ 1,810	\$ 1,345	\$ 1,493	\$ 1,810	\$ 2,000	\$ 1,345	\$ 2,000	0.0%	Office supply costs have increased
006 Legal Fees										
01 Legal Fees										
009 Professional Dues										
01 Subscriptions	\$ 566	\$ 1,030	\$ 1,608	\$ 1,068	\$ 1,030	\$ 700	\$ 1,608	\$ 1,700	142.9%	Increase in mandated subscriptions
04 Professional Dues	\$ 485	\$ 625	\$ 720	\$ 610	\$ 625	\$ 900	\$ 720	\$ 1,000	11.1%	
010 Travel Expenses										
01 Mileage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300	\$ -	\$ 300	0.0%	
02 Meals & Lodging	\$ 105	\$ 571	\$ 1,368	\$ 681	\$ 571	\$ 1,200	\$ 1,368	\$ 1,700	41.7%	Increase in cost of lodging
05 Travel Expenses	\$ 359	\$ -	\$ 103	\$ 154	\$ -	\$ 1,000	\$ 103	\$ 1,000	0.0%	
011 Training & Education										
02 Training & Education	\$ 15,468	\$ 34,421	\$ 23,504	\$ 24,464	\$ 34,421	\$ 33,000	\$ 23,504	\$ 33,000	0.0%	Likely send 2 to BLETP in 2023, need new firearms instructor
013 Car Allowance										
01 Car Allowance	\$ 2,648	\$ 3,039	\$ 3,229	\$ 2,972	\$ 3,039	\$ 3,600	\$ 3,229	\$ 3,600	0.0%	
014 New Equipment										
01 New Equipment	\$ 2,516	\$ 2,107	\$ 704	\$ 1,776	\$ 2,107	\$ 2,500	\$ 704	\$ 3,000	20.0%	2 new Officers in 2023 will need increased budget for equipment
015 Telephone										
01 Cell Phone	\$ 3,353	\$ 4,463	\$ 4,847	\$ 4,221	\$ 4,463	\$ 4,500	\$ 4,847	\$ 4,500	0.0%	
04 Telephone	\$ 3,091	\$ 3,178	\$ 3,146	\$ 3,138	\$ 3,178	\$ 3,500	\$ 3,146	\$ 3,500	0.0%	
017 Communication Fees										
01 Web Site										
03 Internet	\$ 2,311	\$ 2,643	\$ 2,547	\$ 2,500	\$ 2,643	\$ 4,900	\$ 2,547	\$ 4,900	0.0%	
018 Health Insurance										
01 Health Insurance	\$ 297,411	\$ 270,750	\$ 277,896	\$ 282,019	\$ 270,750	\$ 291,309	\$ 277,896	\$ 302,938	4.0%	Number from finance
019 Miscellaneous Expenses										
01 Misc. Expense	\$ 729	\$ 845	\$ 787	\$ 787	\$ 845	\$ 1,500	\$ 787	\$ 1,500	0.0%	
027 Electricity										
11 Electricity										
13 Radio Tower	\$ 160	\$ 173	\$ 257	\$ 197	\$ 173	\$ 216	\$ 257	\$ 250	15.7%	Rate increase

Department	2020	2021	2022	3 Year Average Actual Expenses (20-22)	2021	2022		2023		
	Year End	Year End	Unaudited Year End		Year End	Final Budget	Unaudited Year End	Department Request	% Change from Prior YR	
35 Police (continued)										
028 Water										
05 Water	\$ 564	\$ 468	\$ 516	\$ 516	\$ 468	\$ 600	\$ 516	\$ 600	0.0%	Per CUD, water rate increase 6.17%
030 Building Supplies										
01 Building Supplies	\$ 1,464	\$ 2,038	\$ 2,175	\$ 1,892	\$ 2,038	\$ 1,600	\$ 2,175	\$ 2,000	25.0%	Increase in cost of supplies
031 Building Maintenance										
01 Building Maintenance	\$ 3,000	\$ 4,763	\$ 2,905	\$ 3,556	\$ 4,763	\$ 4,500	\$ 2,905	\$ 4,500	0.0%	
032 Property Insurance										
01 Property Insurance	\$ 558	\$ 612	\$ 660	\$ 610	\$ 612	\$ 612	\$ 660	\$ 709	15.8%	Number from finance
034 Worker's Compensation										
01 Worker's Compensation	\$ 32,947	\$ 28,145	\$ 27,874	\$ 29,655	\$ 28,145	\$ 27,260	\$ 27,874	\$ 24,928	-8.6%	Number from finance
036 Vehicle Insurance										
01 Vehicle Insurance	\$ 8,036	\$ 7,955	\$ 7,875	\$ 7,955	\$ 7,955	\$ 7,784	\$ 7,875	\$ 7,965	2.3%	Number from finance
037 Liability Insurance										
01 Liability Insurance	\$ 10,096	\$ 10,363	\$ 10,416	\$ 10,292	\$ 10,363	\$ 10,320	\$ 10,416	\$ 10,513	1.9%	Number from finance
038 Social Security										
01 Social Security	\$ 73,423	\$ 78,127	\$ 77,356	\$ 76,302	\$ 78,127	\$ 81,502.15	\$ 77,356	\$ 83,009.96	1.9%	Number from finance
040 City & State Retirement										
01 City & State Retirement	\$ 47,130	\$ 57,725	\$ 64,730	\$ 56,528	\$ 57,725	\$ 64,567	\$ 64,730	\$ 121,101	87.6%	Number from finance (change in plans in union contract)
044 Reimbursement										
01 Reimbursement										
051 Equipment Maintenance										
05 Equipment Maintenance	\$ 545	\$ 535	\$ 166	\$ 415	\$ 535	\$ 1,000	\$ 166	\$ 1,500	50.0%	
068 Janitorial Services										
01 Janitorial Services	\$ 6,175	\$ 4,967	\$ 5,700	\$ 5,614	\$ 4,967	\$ 10,000	\$ 5,700	\$ 15,400	54.0%	
070 Clothing Allowance										
01 Uniforms	\$ 6,405	\$ 4,480	\$ 8,305	\$ 6,397	\$ 4,480	\$ 6,400	\$ 8,305	\$ 8,000	25.0%	Increased costs of uniforms
071 Radio Maintenance										
01 Vehicle	\$ 210	\$ 446	\$ 315	\$ 324	\$ 446	\$ 250	\$ 315	\$ 500	100.0%	Increased costs to maintain radios
03 Radio Maintenance	\$ 459	\$ 55	\$ 583	\$ 366	\$ 55	\$ 750	\$ 583	\$ 1,000	33.3%	Increased costs to maintain radios
073 Vehicle Repair										
01 Vehicle Repair	\$ 22,579	\$ 14,952	\$ 19,944	\$ 19,158	\$ 14,952	\$ 18,000	\$ 19,944	\$ 18,000	0.0%	
074 Tires										
01 Tires	\$ 4,987	\$ 2,842	\$ 4,040	\$ 3,956	\$ 2,842	\$ 3,200	\$ 4,040	\$ 4,000	25.0%	Increased cost of tires
075 Gas/Oil/Filters										
01 Gas/Oil/Filters	\$ 23,888	\$ 29,726	\$ 38,398	\$ 30,671	\$ 29,726	\$ 46,624	\$ 38,398	\$ 50,000	7.2%	Increased cost of gas

Department	2020	2021	2022	3 Year Average Actual Expenses (20-22)	2021	2022		2023		
	Year End	Year End	Unaudited Year End		Year End	Final Budget	Unaudited Year End	Department Request	% Change from Prior YR	
35 Police (continued)										
077 Batteries										
01 Vehicle										
079 Employee Physicals										
01 Employee Physicals	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500	\$ -	\$ 500	0.0%	
02 Psychological Evaluations	\$ 1,500	\$ 750	\$ -	\$ 750	\$ 750	\$ 1,500	\$ -	\$ 1,500	0.0%	
03 Poly Graph Testing	\$ 300	\$ 300	\$ 350	\$ 317	\$ 300	\$ 500	\$ 350	\$ 500	0.0%	
089 Equipment Reserves										
01 Equipment Reserves	\$ 473	\$ 90	\$ -	\$ 188	\$ 90	\$ 1,000	\$ -	\$ 1,000	0.0%	
090 Dog Constable										
01 Dog Constable	\$ 380	\$ -	\$ -	\$ 127	\$ -	\$ 6,000	\$ -	\$ 6,000	0.0%	
093 Meals for Prisoners										
01 Meals for Prisoners	\$ -	\$ 149	\$ 4,391	\$ 1,513	\$ 149	\$ 4,000	\$ 4,391	\$ 4,500	12.5%	Increase in price and number of meals given
094 Video Equipment										
01 Video Equipment	\$ 655	\$ 537	\$ 641	\$ 611	\$ 537	\$ 800	\$ 641	\$ 800	0.0%	
097 Uniform Maintenance										
01 Uniform Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200	\$ -	\$ 200	0.0%	
098 Medical Tests/Supplies										
01 Medical Tests/Supplies	\$ 4,536	\$ 15,347	\$ 722	\$ 6,868	\$ 15,347	\$ 3,500	\$ 722	\$ 3,500	0.0%	
02 Laundry	\$ 293	\$ 563	\$ 543	\$ 466	\$ 563	\$ 650	\$ 543	\$ 650	0.0%	
03 Drug Testing			\$ 15,945	\$ 15,945		\$ 15,000	\$ 15,945	\$ 17,000	13.3%	Increase in number of drug cases to be tested
102 Computer Tech Support										
01 Computer Tech Support	\$ 6,190	\$ 8,404	\$ 7,707	\$ 7,434	\$ 8,404	\$ 7,500	\$ 7,707	\$ 10,400	38.7%	
02 Recorder Maint	\$ 1,734	\$ 1,734	\$ 1,734	\$ 1,734	\$ 1,734	\$ 1,900	\$ 1,734	\$ 1,900	0.0%	Will need to capital on this, will need new one in 2024
179 Animal Shelter Services										
01 Animal Shelter Services	\$ 14,740	\$ 14,740	\$ 13,313	\$ 14,264	\$ 14,740	\$ 14,740.20	\$ 13,313	\$ 14,740.00	0.0%	
229 Small Equipment Reserve										
01 Small Equipment Reserve										
230 Police Car Reserve										
01 Police Car Reserve										
Totals	\$ 1,603,194	\$ 1,656,630	\$ 1,684,129	\$ 1,647,984	\$ 1,656,630	\$ 1,763,342	\$ 1,684,129	\$ 1,870,971	6.1%	

Department	2020	2021	2022	3 Year Average Actual Expenses (20-22)	2021	2022		2023		
	Year End	Year End	Unaudited Year End		Year End	Final Budget	Unaudited Year End	Department Request	% Change from Prior YR	
38 Protection										
105 Street Lights										
01 Street Lights	\$ 24,618	\$ 24,155	\$ 24,598	\$ 24,457	\$ 24,155	\$ 25,000	\$ 24,598	\$ 25,000	0.0%	
02 Maintenance	\$ 20,000	\$ 16,674	\$ 3,624	\$ 13,433	\$ 16,674	\$ 17,000	\$ 3,624	\$ 10,000	-41.2%	
106 Hydrant Fees										
01 Hydrant Fees	\$ 321,433	\$ 322,027	\$ 326,833	\$ 323,431	\$ 322,027	\$ 325,000	\$ 326,833	\$ 347,000	6.8%	
Totals	\$ 366,051	\$ 362,857	\$ 355,056	\$ 361,321	\$ 362,857	\$ 367,000	\$ 355,056	\$ 382,000	4.1%	

Department	2020	2021	2022	3 Year Average Actual Expenses (20-22)	2021	2022		2023		
	Year End	Year End	Unaudited Year End		Year End	Final Budget	Unaudited Year End	Department Request	% Change from Prior YR	
39 Emergency Management										
001 Salaries										
07 Salaries	\$ 6,858	\$ 7,135	\$ 7,278	\$ 7,090	\$ 7,135	\$ 7,278	\$ 7,278	\$ 7,752	6.5%	Number from finance
003 Office Supplies										
01 Postage										
08 Office Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40	\$ -	\$ 40	0.0%	
010 Travel Expenses										
05 Travel Expenses										
011 Training & Education										
02 Training & Education	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150	\$ -	\$ 150	0.0%	
014 New Equipment										
01 New Equipment	\$ 15	\$ -	\$ 793	\$ 269	\$ -	\$ 750	\$ 793	\$ 750	0.0%	
015 Telephone										
04 Telephone	\$ 172	\$ -	\$ -	\$ 57	\$ -	\$ 365	\$ -	\$ 365	0.0%	
017 Communications										
03 Communications (Internet)										
019 Miscellaneous Expenses										
01 Misc. Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100	\$ -	\$ 100	0.0%	
024-02 Water & Sewer										
027 Electricity										
11 Electricity	\$ 170	\$ 193	\$ 228	\$ 197	\$ 193	\$ 241	\$ 228	\$ 241	0.0%	
13 Radio Tower										
12 PWPUMP HOUSE										
030 Building Supplies										
01 Building Supplies	\$ 19	\$ 129	\$ -	\$ 49	\$ 129	\$ 200	\$ -	\$ 200	0.0%	
031 Building Maintenance										
01 Building Maintenance	\$ 212	\$ 301	\$ 14	\$ 176	\$ 301	\$ 750	\$ 14	\$ 750	0.0%	
032 Property Insurance										
01 Property Insurance	\$ 355	\$ 375	\$ 384	\$ 371	\$ 375	\$ 392	\$ 384	\$ 377	-4.0%	Number from finance
036 Vehicle Insurance										
01 Vehicle Insurance	\$ 2,356	\$ 2,419	\$ 2,409	\$ 2,395	\$ 2,419	\$ 2,409	\$ 2,409	\$ 2,409	0.0%	Number from finance
038 Social Security										
01 Social Security	\$ 497	\$ 516	\$ 525	\$ 513	\$ 516	\$ 527	\$ 525	\$ 593	12.5%	Number from finance
040 City & State Retirement										
01 City & State Retirement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 260	\$ -	\$ 271	4.4%	
051 Equipment Maintenance										
01 Software										
05 Equipment Maintenance										

Department	2020	2021	2022	3 Year Average Actual Expenses (20-22)	2021	2022		2023		
	Year End	Year End	Unaudited Year End		Year End	Final Budget	Unaudited Year End	Department Request	% Change from Prior YR	
39 Emergency Management (continued)										
068 Janitorial Services										
01 Janitorial Services	\$ -									
071 Radio Maintenance										
03 Radio Maintenance										
073 Vehicle Repair										
01 Vehicle Repair	\$ -									
074 Tires										
01 Tires	\$ -									
075 Gas/Oil/Filters										
01 Gas/Oil/Filters	\$ 121	\$ -	\$ -	\$ 40	\$ -	\$ 132	\$ -	\$ 132	0.0%	
078 Field Expenses										
01 Field Expenses	\$ -									
108 CEM Rent										
01 CEM Rent										
Totals	\$ 10,775	\$ 11,068	\$ 11,632	\$ 11,158	\$ 11,068	\$ 13,594	\$ 11,632	\$ 14,130	3.9%	

Department	2020	2021	2022	3 Year Average Actual Expenses (20-22)	2021	2022		2023		
	Year End	Year End	Unaudited Year End		Year End	Final Budget	Unaudited Year End	Department Request	% Change from Prior YR	
40 Public Works										
001 Salaries										
01 Regular Pay	\$ 600,660	\$ 646,852	\$ 653,183	\$ 633,565	\$ 646,852	\$ 680,815	\$ 653,183	\$ 799,010	17.4%	Number from finance
02 Overtime	\$ 84,250	\$ 71,026	\$ 108,389	\$ 87,888	\$ 71,026	\$ 110,000	\$ 108,389	\$ 142,000	29.1%	Number from finance
07 Salaries										
003 Office Supplies										
01 Postage	\$ 86	\$ 52	\$ 350	\$ 163	\$ 52	\$ 50	\$ 350	\$ 50	0.0%	
02 Advertising	\$ 525	\$ 672	\$ 684	\$ 627	\$ 672	\$ 300	\$ 684	\$ 300	0.0%	
05 Printer Ink										
07 Paper	\$ 35	\$ -	\$ 45	\$ 27	\$ -	\$ 30	\$ 45	\$ 40	33.3%	
08 Office Supplies	\$ 168	\$ 198	\$ 31	\$ 132	\$ 198	\$ 250	\$ 31	\$ 250	0.0%	
11 Equipment Rental	\$ 935	\$ 928	\$ 937	\$ 933	\$ 928	\$ 900	\$ 937	\$ 900	0.0%	
12 Software	\$ 840	\$ 840	\$ 840	\$ 840	\$ 840	\$ 650	\$ 840	\$ 700	7.7%	
010 Travel Expenses										
02 Meal & Lodging	\$ 122	\$ -	\$ 299	\$ 140	\$ -	\$ 200	\$ 299	\$ 300	50.0%	
05 Travel Expenses	\$ 239	\$ 200	\$ 131	\$ 190	\$ 200	\$ 200	\$ 131	\$ 300	50.0%	
011 Training & Education										
02 Training & Education	\$ 124	\$ 300	\$ 150	\$ 191	\$ 300	\$ 300	\$ 150	\$ 300	0.0%	
014 New Equipment										
01 New Equipment	\$ 3,500	\$ 2,730	\$ 3,499	\$ 3,243	\$ 2,730	\$ 3,500	\$ 3,499	\$ 3,500	0.0%	
02 Office										
03 Shop										
015 Telephone										
01 Cell Phone	\$ 720	\$ 720	\$ 720	\$ 720	\$ 720	\$ 720	\$ 720	\$ 720	0.0%	
04 Telephone	\$ 1,144	\$ 1,062	\$ 1,061	\$ 1,089	\$ 1,062	\$ 1,100	\$ 1,061	\$ 1,100	0.0%	
017 Communications										
03 Internet	\$ 539	\$ 539	\$ 539	\$ 539	\$ 539	\$ 540	\$ 539	\$ 540	0.0%	
018 Health Insurance										
01 Health Insurance	\$ 258,529	\$ 227,290	\$ 220,076	\$ 235,299	\$ 227,290	\$ 210,344	\$ 220,076	\$ 262,131	24.6%	Number from finance
019 Misc. Expense										
01 Misc. Expense	\$ 1,344	\$ 1,281	\$ 1,670	\$ 1,432	\$ 1,281	\$ 1,250	\$ 1,670	\$ 1,500	20.0%	
026 Heating Fuel										
03 Heating Fuel	\$ 11,275	\$ 12,408	\$ 15,524	\$ 13,069	\$ 12,408	\$ 15,000	\$ 15,524	\$ 16,000	6.7%	
027 Electricity										
01 P.W. Main Garage	\$ 9,533	\$ 10,474	\$ 12,979	\$ 10,995	\$ 10,474	\$ 13,092	\$ 12,979	\$ 13,500	3.1%	
02 P.W. Cold Storage	\$ 444	\$ 481	\$ 595	\$ 507	\$ 481	\$ 602	\$ 595	\$ 650	8.0%	
03 P.W. Sand Dome	\$ 293	\$ 285	\$ 319	\$ 299	\$ 285	\$ 356	\$ 319	\$ 356	0.0%	
04 P.W. Outside Lights	\$ 217	\$ 231	\$ 270	\$ 239	\$ 231	\$ 288	\$ 270	\$ 288	-0.1%	
11 Electricity	\$ 355	\$ 377	\$ 522	\$ 418	\$ 377	\$ 471	\$ 522	\$ 525	11.5%	
12 P.W. Pump House	\$ 369	\$ 451	\$ 500	\$ 440	\$ 451	\$ 564	\$ 500	\$ 550	-2.5%	
028 Water										
05 Water	\$ 1,488	\$ 1,524	\$ 1,730	\$ 1,581	\$ 1,524	\$ 1,585	\$ 1,730	\$ 1,834	15.7%	Water: Per CUD, increase of 6.17% in effect Nov 1, 2022

Department	2020	2021	2022	3 Year Average Actual Expenses (20-22)	2021	2022		2023		
	Year End	Year End	Unaudited Year End		Year End	Final Budget	Unaudited Year End	Department Request	% Change from Prior YR	
40 Public Works (continued)										
029 Sewer										
01 Sewer	\$ 481	\$ 508	\$ 663	\$ 551	\$ 508	\$ 518	\$ 663	\$ 676	30.6%	Sewer: Per CUD, increase of 2.00% in effect Oct 1, 2022
030 Building Supplies										
01 Building Supplies	\$ 549	\$ 964	\$ 864	\$ 792	\$ 964	\$ 900	\$ 864	\$ 900	0.0%	
031 Building Maintenance										
01 Building Maintenance	\$ 5,227	\$ 5,055	\$ 4,926	\$ 5,069	\$ 5,055	\$ 5,000	\$ 4,926	\$ 5,000	0.0%	
032 Property Insurance										
01 Property Insurance	\$ 2,678	\$ 2,764	\$ 2,880	\$ 2,774	\$ 2,764	\$ 2,819	\$ 2,880	\$ 2,848	1.0%	Number from finance
034 Worker's Compensation										
01 Worker's Compensation	\$ 42,243	\$ 35,238	\$ 31,443	\$ 36,308	\$ 35,238	\$ 31,443	\$ 31,443	\$ 28,672	-8.8%	Number from finance
036 Vehicle Insurance										
01 Vehicle Insurance	\$ 26,134	\$ 26,761	\$ 27,503	\$ 26,799	\$ 26,761	\$ 26,716	\$ 27,503	\$ 28,289	5.9%	Number from finance
038 Social Security										
01 Social Security	\$ 49,409	\$ 55,235	\$ 55,187	\$ 53,277	\$ 55,235	\$ 59,558	\$ 55,187	\$ 71,987	20.9%	Number from finance
040 City & State Retirement										
01 City & State Retirement	\$ 9,611	\$ 8,871	\$ 11,930	\$ 10,137	\$ 8,871	\$ 12,000	\$ 11,930	\$ 12,500	4.2%	Number from finance (reflects actual participation)
051 Equipment Maintenance										
01 Software	\$ 53									
05 Equipment Maintenance	\$ 155,896	\$ 173,168	\$ 160,346	\$ 163,137	\$ 173,168	\$ 163,125	\$ 160,346	\$ 163,000	-0.1%	
06 Air Compressor										
08 Snow Plow repairs	\$ 14,328	\$ 12,588	\$ 14,185	\$ 13,701	\$ 12,588	\$ 14,062	\$ 14,185	\$ 14,000	-0.4%	
070 Clothing Allowance										
03 Clothing	\$ 4,060	\$ 4,815	\$ 4,648	\$ 4,508	\$ 4,815	\$ 5,600	\$ 4,648	\$ 6,000	7.1%	
04 Boots	\$ 1,663	\$ 2,148	\$ 2,566	\$ 2,126	\$ 2,148	\$ 2,200	\$ 2,566	\$ 2,200	0.0%	
06 Clothing Allowance										
071 Radio Maintenance										
01 Vehicle	\$ -	\$ 700	\$ 180	\$ 293	\$ 700	\$ 700	\$ 180	\$ 700	0.0%	
03 Radio Maintenance	\$ 99	\$ 122	\$ -	\$ 74	\$ 122	\$ 150	\$ -	\$ 150	0.0%	
074 Tires										
01 Tires others	\$ 1,335	\$ 1,200	\$ 1,536	\$ 1,357	\$ 1,200	\$ 1,536	\$ 1,536	\$ 1,500	-2.3%	
03 Heavy Equipment	\$ 4,800	\$ 4,894	\$ 6,144	\$ 5,279	\$ 4,894	\$ 6,144	\$ 6,144	\$ 6,000	-2.3%	
04 Trucks	\$ 8,021	\$ 7,200	\$ 9,216	\$ 8,146	\$ 7,200	\$ 9,216	\$ 9,216	\$ 9,200	-0.2%	
075 Gas/Oil/Filters										
01 Gas/Oil/Filters	\$ 6,083	\$ 7,122	\$ 11,454	\$ 8,220	\$ 7,122	\$ 11,054	\$ 11,454	\$ 12,000	8.6%	
076 Diesel Fuel										
01 Diesel	\$ 64,936	\$ 69,905	\$ 140,742	\$ 91,861	\$ 69,905	\$ 161,563	\$ 140,742	\$ 135,000	-16.4%	
109 Safety Material										
01 Safety Material	\$ 2,262	\$ 2,244	\$ 2,422	\$ 2,309	\$ 2,244	\$ 2,500	\$ 2,422	\$ 2,500	0.0%	

Department	2020	2021	2022	3 Year Average Actual Expenses (20-22)	2021	2022		2023		
	Year End	Year End	Unaudited Year End		Year End	Final Budget	Unaudited Year End	Department Request	% Change from Prior YR	
40 Public Works (continued)										
110 Equipment Rental										
01 Equipment Rental										
111 Tools - Shop										
01 Tools - Shop	\$ 1,779	\$ 1,497	\$ 1,724	\$ 1,667	\$ 1,497	\$ 1,750	\$ 1,724	\$ 1,750	0.0%	
112 Tools-Road/Ground										
01 Tools - Road/Ground	\$ 974	\$ 1,340	\$ 1,227	\$ 1,180	\$ 1,340	\$ 1,250	\$ 1,227	\$ 1,250	0.0%	
113 Propane										
01 Propane			\$ -	\$ -		\$ 150	\$ -	\$ 100	-33.3%	
114 Industrial Gas/Solvent										
01 Ind. Gas	\$ 1,694	\$ 1,700	\$ 1,577	\$ 1,657	\$ 1,700	\$ 1,700	\$ 1,577	\$ 1,700	0.0%	
02 Solvents/Cleaners										
115 Lubricants										
01 Lubricants	\$ 13,927	\$ 13,074	\$ 14,906	\$ 13,969	\$ 13,074	\$ 13,800	\$ 14,906	\$ 15,000	8.7%	
116 Salt & Calcium										
01 Rock Salt	\$ 111,557	\$ 100,580	\$ 161,732	\$ 124,623	\$ 100,580	\$ 144,500	\$ 161,732	\$ 149,600	3.5%	1700 tons @ \$88
02 Liquid Deicer	\$ 19,366	\$ 33,623	\$ 38,495	\$ 30,495	\$ 33,623	\$ 38,810	\$ 38,495	\$ 41,000	5.6%	4 loads @ \$2.25 P/G
117 Gravel										
01 Gravel	\$ -	\$ 2,982	\$ 3,961	\$ 2,314	\$ 2,982	\$ 3,000	\$ 3,961	\$ 3,500	16.7%	
118 Crushed Stone										
01 Crushed Stone	\$ 26,000									
119 Liquid Asphalt										
01 Liquid Asphalt	\$ -									
120 Shim and Patch										
01 Shim/Paver	\$ 41,107	\$ 42,114	\$ 41,199	\$ 41,473	\$ 42,114	\$ 48,355	\$ 41,199	\$ 48,500	0.3%	Price Increase \$105 per ton
02 Patch	\$ 16,000	\$ 19,099	\$ 24,429	\$ 19,843	\$ 19,099	\$ 19,380	\$ 24,429	\$ 20,000	3.2%	Price Increase \$105 per ton
121 Asphalt										
01 Asphalt	\$ 378,848	\$ 400,000	\$ 524,526	\$ 434,458	\$ 400,000	\$ 524,526	\$ 524,526	\$ 557,000	6.2%	Town 2710 ton @ \$105/ton & Country 2587 ton @ \$105/ton
122 Culverts & Guard Rails										
01 Culverts & Guard Rails	\$ 8,428	\$ 7,892	\$ 13,331	\$ 9,884	\$ 7,892	\$ 15,600	\$ 13,331	\$ 12,000	-23.1%	
123 Signs										
01 Signs	\$ 2,157	\$ 1,507	\$ 2,373	\$ 2,012	\$ 1,507	\$ 1,920	\$ 2,373	\$ 3,000	56.3%	Need new software / equipment
124 Sidewalks										
01 Sidewalks	\$ 3,000	\$ 3,623	\$ 3,000	\$ 3,208	\$ 3,623	\$ 3,000	\$ 3,000	\$ 3,000	0.0%	
126 Traffic Paint										
01 Traffic Paint	\$ 10,621	\$ 11,160	\$ 17,632	\$ 13,137	\$ 11,160	\$ 18,000	\$ 17,632	\$ 18,000	0.0%	

Department	2020	2021	2022	3 Year Average Actual Expenses (20-22)	2021	2022		2023		
	Year End	Year End	Unaudited Year End		Year End	Final Budget	Unaudited Year End	Department Request	% Change from Prior YR	
40 Public Works (continued)										
127 Vehicle Paint										
01 Vehicle Paint	\$ 2,573	\$ 2,898	\$ 2,201	\$ 2,557	\$ 2,898	\$ 2,500	\$ 2,201	\$ 2,500	0.0%	
130 Construction Material										
01 Construction Material	\$ 1,872	\$ 2,736	\$ 4,840	\$ 3,149	\$ 2,736	\$ 3,304	\$ 4,840	\$ 4,500	36.2%	
131 Sand Account										
01 Sand Account	\$ 42,400	\$ 42,400	\$ 65,000	\$ 49,933	\$ 42,400	\$ 65,000	\$ 65,000	\$ 67,500	3.8%	4500 yd@ \$15 (price increase)
132 Municipal Maintenance										
01 Municipal Maintenance	\$ 7,150	\$ 8,000	\$ 7,576	\$ 7,575	\$ 8,000	\$ 8,000	\$ 7,576	\$ 8,000	0.0%	Mostly weed spraying
133 Tools Insurance										
01 Tools Insurance										
134 Drug/Alcohol Testing										
01 Drug/Alcohol Testing	\$ 1,109	\$ 650	\$ 815	\$ 858	\$ 650	\$ 900	\$ 815	\$ 900	0.0%	
271 Contracted Services										
01 Janitorial & Supplies										
Totals	\$ 2,068,165	\$ 2,099,299	\$ 2,444,421	\$ 2,203,962	\$ 2,099,299	\$ 2,475,356	\$ 2,444,421	\$ 2,709,266	9.4%	

Department	2020	2021	2022	3 Year Average Actual Expenses (20-22)	2021	2022		2023		
	Year End	Year End	Unaudited Year End		Year End	Final Budget	Unaudited Year End	Department Request	% Change from Prior YR	
50 Recreation										
001 Salaries										
01 Regular Pay	\$ 196,120	\$ 203,368	\$ 205,282	\$ 201,590	\$ 203,368	\$ 226,827	\$ 205,282	\$ 251,410	10.8%	Number from Finance
02 Overtime										
07 Salaries	\$ 68,045	\$ 80,773	\$ 94,118	\$ 80,979	\$ 80,773	\$ 90,000	\$ 94,118	\$ 95,000	5.6%	Number from Finance
003 Office Supplies										
01 Postage	\$ 220	\$ 110	\$ 236	\$ 189	\$ 110	\$ 250	\$ 236	\$ 300	20.0%	
02 Advertising	\$ 778	\$ 1,526	\$ 1,642	\$ 1,315	\$ 1,526	\$ 1,500	\$ 1,642	\$ 2,000	33.3%	
03 Copier Rental	\$ 1,560	\$ 1,560	\$ 520	\$ 1,213	\$ 1,560	\$ 1,560	\$ 520	\$ 1,560	0.0%	
04 Equipment Repair	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150	\$ -	\$ 150	0.0%	
05 Printer Ink	\$ 159	\$ 68	\$ 22	\$ 83	\$ 68	\$ 100	\$ 22	\$ 100	0.0%	
07 Paper	\$ 147	\$ 107	\$ 140	\$ 131	\$ 107	\$ 250	\$ 140	\$ 250	0.0%	
08 Office Supplies	\$ 634	\$ 418	\$ 974	\$ 676	\$ 418	\$ 1,000	\$ 974	\$ 1,000	0.0%	
008 Computer Maintenance										
01 Computer Maintenance	\$ 1,134	\$ 840	\$ 1,013	\$ 996	\$ 840	\$ 840	\$ 1,013	\$ 950	13.1%	
009 Professional Dues										
04 Professional Dues	\$ 255	\$ 255	\$ 295	\$ 268	\$ 255	\$ 225	\$ 295	\$ 355	57.8%	
010 Travel Expenses										
01 Mileage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150	\$ -	\$ 150	0.0%	
02 Meals & Lodging	\$ -	\$ -	\$ 570	\$ 190	\$ -	\$ 300	\$ 570	\$ 500	66.7%	
04 Conference Fee	\$ -	\$ -	\$ 200	\$ 67	\$ -	\$ 200	\$ 200	\$ 200	0.0%	
05 Travel Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200	\$ -	\$ 200	0.0%	
011 Training & Education										
02 Training & Education	\$ -	\$ 319	\$ 75	\$ 131	\$ 319	\$ 500	\$ 75	\$ 500	0.0%	
013 Car Allowance										
01 Car Allowance	\$ 3,200	\$ 3,262	\$ 3,500	\$ 3,321	\$ 3,262	\$ 3,500	\$ 3,500	\$ 3,500	0.0%	
015 Telephone										
01 Cell Phone										
02 Rec Center	\$ 2,139	\$ 2,362	\$ 2,354	\$ 2,285	\$ 2,362	\$ 2,400	\$ 2,354	\$ 2,400	0.0%	
04 Telephone	\$ 56	\$ -	\$ 723	\$ 260	\$ -	\$ 400	\$ 723	\$ 780	95.0%	
017 Internet										
03 Internet	\$ 1,070	\$ 1,166	\$ 1,207	\$ 1,148	\$ 1,166	\$ 1,200	\$ 1,207	\$ 1,200	0.0%	
018 Health Insurance										
01 Health Insurance	\$ 67,030	\$ 70,572	\$ 78,666	\$ 72,089	\$ 70,572	\$ 79,409	\$ 78,666	\$ 83,596	5.3%	Number from Finance
026 Heating Fuel										
01 Recreation Center	\$ 13,969	\$ 17,313	\$ 30,666	\$ 20,649	\$ 17,313	\$ 23,892	\$ 30,666	\$ 49,500	107.2%	
02 Teague Park										
03 Heating Fuel										
027 Electricity										
05 Recreation Center	\$ 19,251	\$ 21,504	\$ 26,182	\$ 22,312	\$ 21,504	\$ 26,880	\$ 26,182	\$ 36,000	33.9%	
06 Teague Park	\$ 509	\$ 1,901	\$ 3,523	\$ 1,978	\$ 1,901	\$ 2,376	\$ 3,523	\$ 12,500	426.1%	
07 Soucy Sports Complex	\$ 386	\$ 677	\$ 1,127	\$ 730	\$ 677	\$ 1,057	\$ 1,127	\$ 3,500	231.1%	
08 Pool										

Department	2020	2021	2022	3 Year Average Actual Expenses (20-22)	2021	2022		2023		
	Year End	Year End	Unaudited Year End		Year End	Final Budget	Unaudited Year End	Department Request	% Change from Prior YR	
50 Recreation (continued)										
028 Water										
01 Recreation Center	\$ 1,351	\$ 6,477	\$ 9,605	\$ 5,811	\$ 6,477	\$ 13,000	\$ 9,605	\$ 13,000	0.0%	Per CUD, water rate increase 6.17%
02 Teague Park	\$ -	\$ 230	\$ 284	\$ 171	\$ 230	\$ 300	\$ 284	\$ 300	0.0%	Per CUD, water rate increase 6.17%
03 Dog Park			\$ 134	\$ 134		\$ 200	\$ 134	\$ 200	0.0%	Per CUD, water rate increase 6.17%
04 Soucy Complex	\$ 75	\$ 321	\$ 137	\$ 178	\$ 321	\$ 120	\$ 137	\$ 120	0.0%	Per CUD, water rate increase 6.17%
029 Sewer										
01 Sewer	\$ 327	\$ 511	\$ 276	\$ 371	\$ 511	\$ 700	\$ 276	\$ 700	0.0%	Per CUD, sewer rate increase 2.00%
030 Building Supplies										
01 Building Supplies	\$ 3,875	\$ 3,623	\$ 3,922	\$ 3,807	\$ 3,623	\$ 3,800	\$ 3,922	\$ 3,800	0.0%	
031 Building Maintenance										
01 Building Maintenance	\$ 31,847	\$ 40,789	\$ 31,957	\$ 34,865	\$ 40,789	\$ 35,650	\$ 31,957	\$ 36,000	1.0%	
032 Property Insurance										
01 Property Insurance	\$ 5,737	\$ 5,660	\$ 5,958	\$ 5,785	\$ 5,660	\$ 5,613	\$ 5,958	\$ 6,303	12.3%	Number from Finance
034 Worker's Compensation										
01 Worker's Compensation	\$ 9,179	\$ 10,209	\$ 7,224	\$ 8,871	\$ 10,209	\$ 2,750	\$ 7,224	\$ 5,284	92.2%	Number from Finance
038 Social Security										
01 Social Security	\$ 19,937	\$ 21,284	\$ 22,238	\$ 21,153	\$ 21,284	\$ 23,472	\$ 22,238	\$ 26,500	12.9%	Number from Finance
040 City & State Retirement										
01 City & State Retirement	\$ 7,155	\$ 7,347	\$ 7,556	\$ 7,353	\$ 7,347	\$ 7,345	\$ 7,556	\$ 8,157	11.0%	Number from Finance
051 Equipment Maintenance										
01 Equip Maint										
04 Repairs										
05 Equipment Maintenance	\$ -	\$ 487	\$ -	\$ 162	\$ 487					
073 Vehicle Repair										
01 Vehicle Repair										
075 Gas/Oil/Filters										
01 Gas/Oil/Filters	\$ -	\$ 50	\$ 97	\$ 49	\$ 50		\$ 97			
135 Water Tests										
01 Water Tests	\$ -									
136 Youth Center Equipment										
01 Youth Center Equipment										
137 Rink Equipment										
01 Rink Equipment	\$ 584	\$ 448	\$ 834	\$ 622	\$ 448	\$ 800	\$ 834	\$ 800	0.0%	
138 Program Equipment										
01 Baseball/Softball	\$ 578	\$ 478	\$ 126	\$ 394	\$ 478	\$ 600	\$ 126	\$ 600	0.0%	
02 Tennis	\$ 310	\$ 200	\$ -	\$ 170	\$ 200	\$ 200	\$ -	\$ 200	0.0%	
03 Soccer	\$ 228	\$ 734	\$ 559	\$ 507	\$ 734	\$ 600	\$ 559	\$ 600	0.0%	
04 Basketball	\$ 88	\$ -	\$ 36	\$ 41	\$ -	\$ 200	\$ 36	\$ 200	0.0%	
05 Arts & Crafts								\$ 200	NEW	
06 Program Equipment	\$ 1,983	\$ 1,652	\$ 1,641	\$ 1,759	\$ 1,652	\$ 1,800	\$ 1,641	\$ 1,800	0.0%	

Department	2020	2021	2022	3 Year Average Actual Expenses (20-22)	2021	2022		2023		
	Year End	Year End	Unaudited Year End		Year End	Final Budget	Unaudited Year End	Department Request	% Change from Prior YR	
50 Recreation (continued)										
139 Rink Maintenance										
01 Rink Maintenance	\$ -	\$ 287	\$ -	\$ 96	\$ 287	\$ -				
140 Pool Supplies										
01 Pool Supplies	\$ 300	\$ 500	\$ -	\$ 267	\$ 500	\$ 900	\$ -	\$ 900	0.0%	
141 Trophies & Awards										
01 Trophies & Awards	\$ 43	\$ 366	\$ 286	\$ 231	\$ 366	\$ 400	\$ 286	\$ 400	0.0%	
142 Pool Maintenance										
01 Pool Maintenance	\$ 400	\$ 400	\$ -	\$ 267	\$ 400	\$ -				
145 Special Events										
01 Special Events	\$ -	\$ 117	\$ -	\$ 39	\$ 117					
243 Rec Center Improvement	\$ 1,237	\$ 2,851	\$ 2,798	\$ 2,295	\$ 2,851	\$ 3,000	\$ 2,798	\$ 3,000	0.0%	
Totals	\$ 461,895	\$ 513,121	\$ 548,704	\$ 507,907	\$ 513,121	\$ 566,616	\$ 548,704	\$ 656,665	15.9%	

Department	2020	2021	2022	3 Year Average Actual Expenses (20-22)	2021	2022		2023		
	Year End	Year End	Unaudited Year End		Year End	Final Budget	Unaudited Year End	Department Request	% Change from Prior YR	
51 Parks										
001 Salaries										
01 Regular Pay	\$ 45,009	\$ 46,535	\$ 41,157	\$ 44,233	\$ 46,535	\$ 46,738	\$ 41,157	\$ 51,916	11.1%	Number from Finance
02 Overtime	\$ 3,256	\$ 3,579	\$ 2,528	\$ 3,121	\$ 3,579	\$ 5,000	\$ 2,528	\$ 4,000	-20.0%	Number from Finance
07 Salaries	\$ 38,226	\$ 34,579	\$ 37,270	\$ 36,692	\$ 34,579	\$ 36,316	\$ 37,270	\$ 39,213	8.0%	Number from Finance
014 New Equipment										
01 New Equipment	\$ 1,534	\$ 1,322	\$ 1,197	\$ 1,351	\$ 1,322	\$ 1,200	\$ 1,197	\$ 1,200	0.0%	
015 Telephone										
01 Cell Phone										
04 Telephone	\$ 583	\$ 628	\$ 818	\$ 676	\$ 628	\$ 650	\$ 818	\$ 820	26.2%	
018 Health Insurance										
01 Health Insurance	\$ 11,392	\$ 164	\$ 12,117	\$ 7,891	\$ 164	\$ 12,118	\$ 12,117	\$ 12,118	0.0%	Number from Finance
019 Misc. Expense										
01 Misc. Expense										
026 Heating Fuel										
03 Heating Fuel	\$ 4,675	\$ 3,978	\$ 8,316	\$ 5,656	\$ 3,978	\$ 6,000	\$ 8,316	\$ 12,000	100.0%	
027 Electricity										
01 PW MAIN GAR										
09 Park Shop	\$ 1,375	\$ 1,516	\$ 1,834	\$ 1,575	\$ 1,516	\$ 1,895	\$ 1,834	\$ 6,500	243.1%	
10 Park Security Lighting	\$ 199	\$ 207	\$ 205	\$ 204	\$ 207	\$ 259	\$ 205	\$ 1,200	362.7%	
11 Electricity	\$ 201	\$ 237	\$ 252	\$ 230	\$ 237	\$ 296	\$ 252	\$ 1,200	305.3%	
029 Sewer										
01 Sewer	\$ 250	\$ 254	\$ 256	\$ 253	\$ 254	\$ 300	\$ 256	\$ 300	0.0%	Per CUD, sewer rate increase 2.00%
030 Building Supplies										
01 Building Supplies	\$ 1,827	\$ 1,929	\$ 2,263	\$ 2,006	\$ 1,929	\$ 2,500	\$ 2,263	\$ 2,500	0.0%	
031 Building Maintenance										
01 Building Maintenance	\$ 2,575	\$ 841	\$ 2,951	\$ 2,123	\$ 841	\$ 3,600	\$ 2,951	\$ 3,200	-11.1%	
032 Property Insurance										
01 Property Insurance										
034 Workers Comp										
01 Workers Comp	\$ 2,770	\$ 2,239	\$ 2,145	\$ 2,385	\$ 2,239	\$ 475	\$ 2,145	\$ 2,550	436.8%	Number from Finance
036 Vehicle Insurance										
01 Vehicle Insurance	\$ 4,382	\$ 4,500	\$ 4,583	\$ 4,489	\$ 4,500	\$ 4,504	\$ 4,583	\$ 4,663	3.5%	Number from Finance
038 Social Security										
01 Social Security	\$ 6,389	\$ 6,497	\$ 6,026	\$ 6,304	\$ 6,497	\$ 6,583	\$ 6,026	\$ 7,277	10.5%	Number from Finance
040 City & State Retirement										
01 City & State Retirement	\$ 440	\$ 1,060	\$ 580	\$ 693	\$ 1,060	\$ 1,040	\$ 580	\$ 1,040	0.0%	Number from Finance
051 Equipment Maintenance										
04 Repairs	\$ 1,754	\$ 1,790	\$ 1,565	\$ 1,703	\$ 1,790	\$ 1,800	\$ 1,565	\$ 1,800	0.0%	
05 Equipment Maintenance	\$ 15,412	\$ 5,833	\$ 5,108	\$ 8,784	\$ 5,833	\$ 6,000	\$ 5,108	\$ 6,000	0.0%	

Department	2020	2021	2022	3 Year Average Actual Expenses (20-22)	2021	2022		2023		
	Year End	Year End	Unaudited Year End		Year End	Final Budget	Unaudited Year End	Department Request	% Change from Prior YR	
51 Parks (continued)										
070 Clothing Allowance										
03 Clothing	\$ 381	\$ 435	\$ 491	\$ 436	\$ 435	\$ 500	\$ 491	\$ 500	0.0%	
073 Vehicle Repairs										
01 Vehicle Repairs	\$ 5,168	\$ 4,818	\$ 6,684	\$ 5,557	\$ 4,818	\$ 5,000	\$ 6,684	\$ 7,000	40.0%	
074 Tires										
01 Tires	\$ 1,411	\$ 1,529	\$ 915	\$ 1,285	\$ 1,529	\$ 1,500	\$ 915	\$ 1,200	-20.0%	
075 Gas/Oil/Filters										
01 Gas/Oil/Filters	\$ 4,221	\$ 6,675	\$ 9,538	\$ 6,811	\$ 6,675	\$ 8,343	\$ 9,538	\$ 8,500	1.9%	
076 Diesel										
01 Diesel	\$ 917	\$ 8,010	\$ 4,031	\$ 4,319	\$ 8,010	\$ 10,013	\$ 4,031	\$ 3,000	-70.0%	
111 Tools - Shop										
01 Tools - Shop	\$ 1,142	\$ 1,158	\$ 1,165	\$ 1,155	\$ 1,158	\$ 1,300	\$ 1,165	\$ 1,300	0.0%	
147 Parks Maintenance										
01 Parks Maintenance	\$ 8,286	\$ 10,817	\$ 14,986	\$ 11,363	\$ 10,817	\$ 15,000	\$ 14,986	\$ 15,000	0.0%	
02 Civic Beautification										
237 Civic Beaut										
01 Civic Beaut	\$ 5,919	\$ 2,559	\$ 2,595	\$ 3,691	\$ 2,559	\$ 3,000	\$ 2,595	\$ 3,000	0.0%	
Totals	\$ 169,695	\$ 153,689	\$ 171,576	\$ 164,987	\$ 153,689	\$ 181,930	\$ 171,576	\$ 198,997	9.4%	

Department	2020	2021	2022	3 Year Average Actual Expenses (20-22)	2021	2022		2023		
	Year End	Year End	Unaudited Year End		Year End	Final Budget	Unaudited Year End	Department Request	% Change from Prior YR	
60 Airport										
001 Salaries										
01 Regular Pay	\$ -			\$ -						
008 Computer Maintenance										
04 Computer Maintenance										
015 Telephone										
04 Telephone	\$ 847	\$ 970	\$ 970	\$ 929	\$ 970	\$ 900	\$ 970	\$ 1,000	11.1%	
017 Communications										
03 Internet	\$ 659	\$ 659	\$ 617	\$ 689	\$ 659	\$ 750	\$ 617	\$ 750	0.0%	
019 Miscellaneous Expense										
01 Misc. Expense	\$ 120	\$ 126	\$ 272	\$ 124	\$ 126	\$ 150	\$ 272	\$ 300	100.0%	
026 Heating Fuel										
03 Heating Fuel	\$ 6,699	\$ 8,227	\$ 8,096	\$ 7,447	\$ 8,227	\$ 11,353	\$ 8,096	\$ 11,500	1.3%	
027 Electricity										
11 Electricity	\$ 770	\$ 833	\$ 1,140	\$ 868	\$ 833	\$ 1,041	\$ 1,140	\$ 1,200	15.3%	
14 Airport Hangar	\$ 1,893	\$ 1,582	\$ 2,248	\$ 1,732	\$ 1,582	\$ 1,977	\$ 2,248	\$ 2,300	16.3%	
028 Water										
05 Water	\$ 526	\$ 546	\$ 906	\$ 533	\$ 546	\$ 568	\$ 906	\$ 975	71.7%	Per CUD, water rate increase 6.17%
029 Sewer										
01 Sewer	\$ 250	\$ 251	\$ 456	\$ 250	\$ 251	\$ 300	\$ 456	\$ 470	56.7%	Per CUD, sewer rate increase 2.00%
030 Building Supplies										
01 Building Supplies	\$ -	\$ 74	\$ -	\$ 25	\$ 74	\$ 100	\$ -	\$ 100	0.0%	
031 Building Maintenance										
01 Building Maintenance	\$ 532	\$ 1,260	\$ 2,788	\$ 762	\$ 1,260	\$ 750	\$ 2,788	\$ 2,500	233.3%	
032 Property Insurance										
01 Property Insurance	\$ 1,909	\$ 1,948	\$ 1,922	\$ 1,744	\$ 1,948	\$ 1,961	\$ 1,922	\$ 1,883	-4.0%	Number From Finance
037 Liability Insurance										
01 Airport Liability	\$ 2,173	\$ 2,499	\$ 2,499	\$ 2,282	\$ 2,499	\$ 2,500	\$ 2,499	\$ 2,500	0.0%	Number From Finance
038 Social Security										
01 Social Security	\$ 700	\$ 691	\$ 1,101	\$ 919	\$ 691	\$ 1,484	\$ 1,101	\$ 1,300	-12.4%	Number From Finance
040 City & State Retirement										
01 City & State Retirement	\$ -			\$ -						Number From Finance
051 Equipment Maintenance										
05 Equipment Maintenance	\$ 4,325	\$ 8,395	\$ 2,657	\$ 5,036	\$ 8,395	\$ 5,000	\$ 2,657	\$ 5,000	0.0%	
076 Diesel										
01 Diesel	\$ 2,720	\$ 3,078	\$ 7,835	\$ 3,872	\$ 3,078	\$ 7,317	\$ 7,835	\$ 8,000	9.3%	
153 Air Consultant Contract										
01 Air Consultant Contract	\$ 3,700	\$ 3,975	\$ 4,875	\$ 5,592	\$ 3,975	\$ 5,200	\$ 4,875	\$ 5,200	0.0%	

Department	2020	2021	2022	3 Year Average Actual Expenses (20-22)	2021	2022		2023		
	Year End	Year End	Unaudited Year End		Year End	Final Budget	Unaudited Year End	Department Request	% Change from Prior YR	
60 Airport (continued)										
155 Snow Plowing										
01 Snow Plowing	\$ 5,708	\$ 5,329	\$ 9,861	\$ 6,966	\$ 5,329	\$ 15,484	\$ 9,861	\$ 15,484	0.0%	Number From Finance
156 Runway Lights										
01 Runway Lights	\$ 759	\$ 1,558	\$ -	\$ 772	\$ 1,558	\$ 2,300	\$ -	\$ 2,000	-13.0%	
157 Runway Maintenance										
01 Runway Maintenance	\$ 3,000	\$ 500	\$ 2,512	\$ 2,004	\$ 500	\$ 6,000	\$ 2,512	\$ 4,000	-33.3%	
161 Garbage Coll										
01 Garbage Collection						\$ -				
420 AVGas										
01 AVGas	\$ 10,603	\$ 18,631	\$ 35,000	\$ 21,411	\$ 18,631	\$ 35,000	\$ 35,000	\$ 35,000	0.0%	MOVE TO G ACCOUNT
Totals	\$ 47,894	\$ 61,133	\$ 85,754	\$ 64,927	\$ 61,133	\$ 100,135	\$ 85,754	\$ 101,462	1.3%	

Department	2020	2021	2022	3 Year Average Actual Expenses (20-22)	2021	2022		2023		
	Year End	Year End	Unaudited Year End		Year End	Final Budget	Unaudited Year End	Department Request	% Change from Prior YR	
61 Caribou Trailer Park										
006 Legal Fees										
01 Legal Fees										
027 Electricity										
11 Electricity	\$ 2,048	\$ 2,244	\$ 3,719	\$ 2,670	\$ 2,244	\$ 2,805	\$ 3,719	\$ 3,900	39.0%	
028 Water										
05 Water	\$ 4,900	\$ 3,772	\$ 5,956	\$ 4,876	\$ 3,772	\$ 4,500	\$ 5,956	\$ 6,000	33.3%	Per CUD, water rate increase 6.17%
029 Sewer										
01 Sewer	\$ 3,000	\$ 2,638	\$ 765	\$ 2,134	\$ 2,638	\$ 2,690	\$ 765	\$ 900	-66.5%	Per CUD, sewer rate increase 2.00%
032 Property Insurance										
01 Property Insurance	\$ 44	\$ 43	\$ 41	\$ 43	\$ 43	\$ 100	\$ 41	\$ 40	-60.0%	Number From Finance
105 Street Lights										
01 Street Lights	\$ -									
147 Park Maintenance										
01 Park Maintenance		\$ -			\$ -	\$ -				
158 CTP License Fee										
01 CTP License Fee	\$ 115	\$ 115	\$ 115	\$ 115	\$ 115	\$ 115	\$ 115	\$ 115	0.0%	
160 CTP Park Maintenance										
01 CTP Park Maintenance	\$ 772	\$ -	\$ -	\$ 257	\$ -	\$ 1,000	\$ -	\$ 1,000	0.0%	
161 Garbage Collection										
01 Garbage Collection	\$ 1,620	\$ 1,610	\$ 1,470	\$ 1,567	\$ 1,610	\$ 1,440	\$ 1,470	\$ 1,500	4.2%	
385 Year End CTP										
01 Year End CTP	\$ 1,579	\$ 9,749	\$ 583	\$ 3,970	\$ 9,749		\$ 583			
Totals	\$ 14,078	\$ 20,170	\$ 12,650	\$ 15,633	\$ 20,170	\$ 12,650	\$ 12,650	\$ 13,455	6.4%	

Department	2020	2021	2022	3 Year Average Actual Expenses (20-22)	2021	2022		2023		
	Year End	Year End	Unaudited Year End		Year End	Final Budget	Unaudited Year End	Department Request	% Change from Prior YR	
65 Cemeteries										
165 Evergreen Cemetery										
01 Evergreen Cemetery	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	0.0%	
166 Grimes Cemetery										
01 Grimes Cemetery	\$ 2,250	\$ 2,000	\$ 2,000	\$ 2,083	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	0.0%	
167 Sacred Heart Cemetery										
01 Sacred Heart Cemetery	\$ 350	\$ 350	\$ 350	\$ 350	\$ 350	\$ 350	\$ 350	\$ 350	0.0%	
168 Holy Rosary Cemetery										
01 Holy Rosary Cemetery	\$ 350	\$ 350	\$ 350	\$ 350	\$ 350	\$ 350	\$ 350	\$ 350	0.0%	
169 Green Ridge Cemetery										
01 Green Ridge Cemetery	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	0.0%	
170 Lyndon Cemetery										
01 Lyndon Cemetery	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	0.0%	
171 Bubar Cemetery										
01 Bubar Cemetery	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	0.0%	
172 Memorial Day Flags										
01 Memorial Day Flags	\$ 600	\$ 479	\$ 476	\$ 518	\$ 479	\$ 600	\$ 476	\$ 600	0.0%	
190 Veterans Cemetery Fund										
01 Veterans Cemetery Fund	\$ -	\$ -	\$ 6,726	\$ 2,242						
Totals	\$ 7,100	\$ 6,729	\$ 6,726	\$ 6,852	\$ 6,729	\$ 6,850	\$ 6,726	\$ 6,850	0.0%	

Department	2020	2021	2022	3 Year Average Actual Expenses (20-22)	2021	2022		2023		
	Year End	Year End	Unaudited Year End		Year End	Final Budget	Unaudited Year End	Department Request	% Change from Prior YR	
70 Insurance and Retirement										
007 Audit										
02 GASB 45	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,200	\$ -	\$ 3,200	0.0%	
018 Health Insurance										
01 Employee Assistance Prog	\$ -	\$ -			\$ -					
034 Worker's Compensation										
01 Worker's Compensation	\$ 5,117	\$ -	\$ -	\$ 1,706	\$ -	\$ 3,616	\$ -	\$ 3,500	-3.2%	
035 Unemployment Comp.										
01 Unemployment Comp.	\$ 17,130	\$ 33,217	\$ 15,300	\$ 21,882	\$ 33,217	\$ 17,839	\$ 15,300	\$ 15,500	-13.1%	
037 Liability Insurance										
01 Liability Insurance	\$ 27,209	\$ 28,539	\$ 29,431	\$ 28,393	\$ 28,539	\$ 29,221	\$ 29,431	\$ 29,642	1.4%	Number From Finance
038 Social Security										
01 Social Security										
039 Bonds										
01 Bonds										
040 City & State Retirement										
01 City & State Retirement	\$ -	\$ -	\$ 109	\$ 36			\$ 109	\$ 110	NEW	
041 \$1000 Ded. Payments										
01 \$1000 Ded. Payments	\$ 906	\$ 1,500	\$ 3,000	\$ 1,802	\$ 1,500	\$ 3,000	\$ 3,000	\$ 3,000	0.0%	
043 Compensated Absences										
01 Compensated Absences	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	0.0%	
044 - Reimbursements										
01 Reimbursements										
046 Recognitions & Awards										
01 Recognitions & Awards	\$ 2,204	\$ 2,116	\$ 3,047	\$ 2,456	\$ 2,116	\$ 3,000	\$ 3,047	\$ 4,000	33.3%	
311 Section 125 Expense										
01 Section 125 Expense	\$ 6,422	\$ 6,244	\$ 6,158	\$ 6,275	\$ 6,244	\$ 6,500	\$ 6,158	\$ 6,500	0.0%	
Totals	\$ 83,990	\$ 96,615	\$ 82,045	\$ 87,550	\$ 96,615	\$ 91,376	\$ 82,045	\$ 90,452	-1.0%	

Department	2020	2021	2022	3 Year Average Actual Expenses (20-22)	2021	2022		2023		
	Year End	Year End	Unaudited Year End		Year End	Final Budget	Unaudited Year End	Department Request	% Change from Prior YR	
75 Contributions										
177 Aroost. Agency on Aging										
01 Aroost. Agency on Aging	\$ 4,600	\$ 4,600	\$ 3,048	\$ 4,083	\$ 4,600	\$ 4,600	\$ 3,048	\$ 4,600	0.0%	
176 ACAP										
01 ACAP	\$ -	\$ -	\$ 4,600	\$ 1,533		\$ 3,048	\$ 4,600	\$ 3,048	0.0%	Request received for 2023
Totals	\$ 4,600	\$ 4,600	\$ 7,648	\$ 5,616	\$ 4,600	\$ 7,648	\$ 7,648	\$ 7,648	0.0%	
80 Unclassified										
038 Social Security										
01 Social Security						\$ -	\$ 523	\$ 500	NEW	
045 Refunds/Reimbursements										
01 Refunds/Reimbursements	\$ 8,641	\$ 270	\$ -	\$ 2,970	\$ 270	\$ 275	\$ -	\$ 275	0.0%	
200 Tax Lien Costs										
01 Tax Lien Costs	\$ 17,593	\$ 14,320	\$ 15,246	\$ 15,720	\$ 14,320	\$ 17,500	\$ 15,246	\$ 17,500	0.0%	
201 Abatements										
01 Abatements	\$ 12,301	\$ 13,135	\$ 10,143	\$ 11,860	\$ 13,135	\$ 13,500	\$ 10,143	\$ 13,500	0.0%	
Totals	\$ 38,535	\$ 27,725	\$ 25,912	\$ 30,724	\$ 27,725	\$ 31,275	\$ 25,912	\$ 31,775	1.6%	

Department	2020	2021	2022	3 Year Average Actual Expenses (20-22)	2021	2022		2023		
	Year End	Year End	Unaudited Year End		Year End	Final Budget	Unaudited Year End	Department Request	% Change from Prior YR	
11 Economic Development										
001 Salaries										
01 Regular Pay	\$ 111,858	\$ 85,300	\$ 52,824	\$ 83,327	\$ 85,300	\$ 91,224	\$ 52,824	\$ 56,727	-37.8%	Number From Finance
03 Overtime										
003 Office Supplies										
01 Postage								\$ 1,000	NEW	
02 Advertising	\$ 3,360	\$ 3,018	\$ 5,692	\$ 4,023	\$ 3,018	\$ 5,000	\$ 5,692	\$ 7,500	50.0%	
04 Equipment Repair										
08 Office Supplies			\$ 377			\$ 0	\$ 377	\$ 500	NEW	
005 General Govt. Legal Fees										
04 Legal Fees	\$ 1,090			\$ 1,090						
008 Computer Maintenance										
01 Computer Maintenance	\$ 64		\$ 165	\$ 115		\$ 0	\$ 165	\$ 200	NEW	
02 Hosted Services										
03 GIS License	\$ 700	\$ 700	\$ 700	\$ 700	\$ 700	\$ 700	\$ 700	\$ 700	0.0%	
009 Professional Dues										
01 Subscriptions	\$ 1,563	\$ 6,143	\$ 1,255	\$ 2,987	\$ 6,143	\$ 6,000	\$ 1,255	\$ 4,000	-33.3%	
04 Prof Dues	\$ 1,152		\$ 425	\$ 789		\$ 0	\$ 425	\$ 1,000	NEW	
010 Travel Expenses										
01 Mileage	\$ -	\$ 586	\$ 477	\$ 354	\$ 586	\$ 1,000	\$ 477	\$ 2,500	150.0%	IEDC Leadership Summit, IEDC Basic ED Course
02 Meals & Lodging	\$ -	\$ 249	\$ 1,397	\$ 549	\$ 249	\$ 1,500	\$ 1,397	\$ 3,000	100.0%	OU EDI Institute, Brownfields, ICSC
04 Conference Fees	\$ -	\$ 861	\$ 1,467	\$ 776	\$ 861	\$ 1,500	\$ 1,467	\$ 3,000	100.0%	
011 Training and Education										
02 Training and Education	\$ 1,760	\$ 650	\$ 109	\$ 840	\$ 650	\$ 1,500	\$ 109	\$ 1,500	0.0%	IEDC Online Trainings
018 Health Insurance										
01 Health Insurance	\$ 15,477	\$ 9,633	\$ 7,866	\$ 10,992	\$ 9,633	\$ 28,153	\$ 7,866	\$ 8,392	-70.2%	Number From Finance
019 Miscellaneous Expenses										
01 Misc Expenses	\$ 33	\$ 31	\$ -	\$ 21	\$ 31	\$ 250	\$ -	\$ 250	0.0%	
031 Building Maintenance										
01 Building Maintenance										
034 Workers Comp										
01 Workers Comp	\$ 206	\$ 151	\$ 51	\$ 136	\$ 151	\$ 150	\$ 51	\$ 190	26.7%	Number From Finance
038 Social Security										
01 Social Security	\$ 8,455	\$ 6,593	\$ 2,272	\$ 5,773	\$ 6,593	\$ 6,359	\$ 2,272	\$ 4,340	-31.8%	Number From Finance
040 City & State Retirement										
01 City & State Retirement	\$ -	\$ -	\$ 1,142	\$ 381	\$ -	\$ 1,340	\$ 1,142	\$ 1,806	34.8%	Number From Finance
145 Special Events										
01 Special Events										
238 Trail Groomer Reserve										
01 Trail Groomer Reserve	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	0.0%	

Department	2020	2021	2022	3 Year Average Actual Expenses (20-22)	2021	2022		2023		
	Year End	Year End	Unaudited Year End		Year End	Final Budget	Unaudited Year End	Department Request	% Change from Prior YR	
11 Economic Development (continued)										
280 Revolving Loan Fund										
01 Revolving Loan Fund	\$ 19,558									
281 Contracted Services										
01 Buxton Contract										
03 NMDC	\$ 13,553	\$ 13,464	\$ 13,177	\$ 13,398	\$ 13,464	\$ 13,177	\$ 13,177	\$ 13,032	-1.1%	Request received for 2023
04 Broadband Study										
02 Chamber			\$ 2,500	\$ 2,500		\$ 2,500	\$ 2,500	\$ 5,000	100.0%	Increase for 2023
## Social Media								\$ 5,200	NEW	
## Website Upgrading								\$ 5,200	NEW	
## Brownfields Tech Asst								\$ 7,000	NEW	
## Riverfront Plan								\$ 10,000	NEW	\$40,000 requested - Council thoughts?
385 - Downtown Infrastructure										
01 Downtown Infrastructure	\$ 3,693	\$ 475	\$ 5,040	\$ 3,069	\$ 475	\$ 5,000	\$ 5,040	\$ 7,500	50.0%	
## Business District Lights								\$ 10,000	NEW	Capital Project - 4 year
392 Ads & Marketing										
01 Video Ads & Marketing	\$ 2,500	\$ 2,500	\$ -	\$ 1,667	\$ 2,500	\$ -	\$ -	\$ 2,500	NEW	Videos for YouTube, Website, Social Media VistCaribou
394 Community Projects										
01 Project Exp										
08 Winter Carnival	\$ 477	\$ -	\$ 2,175	\$ 884	\$ -	\$ 3,500	\$ 2,175	\$ 3,500	0.0%	Winter Carnival now with SnowBowl
14 Thursday's On Sweden	\$ -	\$ 7,512	\$ 8,728	\$ 5,414	\$ 7,512	\$ 13,000	\$ 8,728	\$ 10,000	-23.1%	Have sponsorships for 2023 too
15 Heritage Days										
16 Caribou Days	\$ -	\$ 3,224	\$ 1,300	\$ 1,508	\$ 3,224	\$ 5,000	\$ 1,300	\$ 1,500	-70.0%	
17 Moose Lottery										
18 New Years Eve										
20 Miscellaneous	\$ 2,070	\$ 1,932	\$ 2,645	\$ 2,216	\$ 1,932	\$ 2,000	\$ 2,645	\$ 2,000	0.0%	
21 New Events	\$ 3,000	\$ 1,228	\$ 5,863	\$ 3,364	\$ 1,228	\$ 5,000	\$ 5,863	\$ 4,000	-20.0%	
## Caribou Cares								\$ 5,000	NEW	Grew in 2022
## Small Business Saturday								\$ 5,000	NEW	This was previously paid for with Craft Fair funds / moving to own line
405 Slum/Blight Removal										
01 Slum/Blight Removal	\$ 49,488	\$ 87,401	\$ 84,486	\$ 73,792	\$ 87,401	\$ 65,000	\$ 84,486	\$ 65,000	0.0%	
02 Landbank Seed		\$ 3,061	\$ -	\$ 1,531	\$ 3,061	\$ 20,000	\$ -	\$ 20,000	0.0%	
411 Façade Improvement										
01 Façade Improvement	\$ 15,420	\$ 15,874	\$ 19,802	\$ 17,032	\$ 15,874	\$ 20,000	\$ 19,802	\$ 20,000	0.0%	
413 New Fire Station										
01 New Fire Station	\$ 36,945									
Totals	\$ 302,421	\$ 260,586	\$ 231,934	\$ 264,980	\$ 260,586	\$ 308,853	\$ 231,934	\$ 308,037	-0.3%	

Department	2020	2021	2022	3 Year Average Actual Expenses (20-22)	2021	2022		2023		
	Year End	Year End	Unaudited Year End		Year End	Final Budget	Unaudited Year End	Department Request	% Change from Prior YR	
24 Housing										
001 Salaries										
01 Regular Pay	\$ 53,526	\$ 55,419	\$ 55,415	\$ 54,787	\$ 55,419	\$ 55,688	\$ 55,415	\$ 64,430	15.7%	Number From Finance
11 Part-Time			\$ -			\$ 15,600	\$ -	\$ 15,600	0.0%	
10 Finance Dept tasks			\$ 4,984			\$ 5,981	\$ 4,984	\$ 5,971	-0.2%	
003 Office Supplies										
01 Postage	\$ 3,676	\$ 3,294	\$ 2,894	\$ 3,288	\$ 3,294	\$ 2,200	\$ 2,894	\$ 2,600	18.2%	
02 Advertising		\$ 814	\$ -		\$ 814	\$ 300	\$ -	\$ 400	33.3%	
03 Copier Rental	\$ 1,731	\$ 1,909	\$ 2,135	\$ 1,925	\$ 1,909	\$ 2,000	\$ 2,135	\$ 2,000	0.0%	
05 Printer Ink	\$ 142	\$ -	\$ 145	\$ 96	\$ -	\$ 200	\$ 145	\$ 200	0.0%	
07 Paper	\$ 183	\$ 445	\$ 298	\$ 308	\$ 445	\$ 300	\$ 298	\$ 450	50.0%	
08 Office Supplies	\$ 3,175	\$ 3,621	\$ 2,126	\$ 2,974	\$ 3,621	\$ 1,000	\$ 2,126	\$ 1,750	75.0%	
12 Software	\$ 13,988	\$ 15,609	\$ 17,583	\$ 15,727	\$ 15,609	\$ 14,000	\$ 17,583	\$ 15,000	7.1%	
005 General Govt. Legal Fees										
04 Legal Fees	\$ 4,670	\$ 60	\$ 844	\$ 1,858	\$ 60	\$ 3,500	\$ 844	\$ 3,500	0.0%	
007 Audit										
01 Audit	\$ -	\$ -	\$ 1,500	\$ 500	\$ -	\$ 1,500	\$ 1,500	\$ 2,000	33.3%	
008 Computer Maintenance										
01 Oak Leaf	\$ -	\$ 840	\$ 840	\$ 560	\$ 840	\$ 840	\$ 840	\$ 840	0.0%	
009 Professional Dues										
01 Subscriptions	\$ 532	\$ 640	\$ 557	\$ 577	\$ 640	\$ 550	\$ 557	\$ 600	9.1%	
04 Professional Dues	\$ 800	\$ 500	\$ 500	\$ 600	\$ 500	\$ 800	\$ 500	\$ 800	0.0%	
010 Travel Expenses										
01 Mileage	\$ 159	\$ 508	\$ 467	\$ 378	\$ 508	\$ 300	\$ 467	\$ 600	100.0%	
02 Meals & Lodging	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500	\$ -	\$ 2,000	300.0%	
04 Conference Fees										
05 Travel Expenses	\$ -	\$ -	\$ 206	\$ 69	\$ -	\$ 200	\$ 206	\$ 500	150.0%	
011 Training and Education										
02 Training and Education	\$ 1,328	\$ 1,669	\$ 1,052	\$ 1,350	\$ 1,669	\$ 1,500	\$ 1,052	\$ 3,000	100.0%	
014 - New Equipment										
01 New Equipment	\$ 1,684	\$ 1,600	\$ 120	\$ 1,135	\$ 1,600	\$ 500	\$ 120	\$ 1,000	100.0%	
02 Office		\$ 600			\$ 600					
015 Telephone										
04 Telephone	\$ 462	\$ 395	\$ 394	\$ 417	\$ 395	\$ 1,200	\$ 394	\$ 400	-66.7%	
017 Communications										
03 Communications	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 306	\$ -	\$ 306	0.0%	
018 Health Insurance										
01 Health Insurance Housing	\$ 2,786	\$ 2,838	\$ 3,023	\$ 2,882	\$ 2,838	\$ 2,825	\$ 3,023	\$ 2,983	5.6%	Number From Finance
02 Health Ins. Stipend FSS										
034-Workers Comp										
01-Workers Comp Housing	\$ 177	\$ 156	\$ 154	\$ 162	\$ 156	\$ 185	\$ 154	\$ 165	-10.8%	Number From Finance
01-Workers Comp FSS										

Department	2020	2021	2022	3 Year Average Actual Expenses (20-22)	2021	2022		2023		
	Year End	Year End	Unaudited Year End		Year End	Final Budget	Unaudited Year End	Department Request	% Change from Prior YR	
24 Housing (continued)										
035-Unemployment										
01-Unemployment Housing	\$ 295	\$ 323	\$ 324	\$ 314	\$ 323	\$ 315	\$ 324	\$ 315	0.0%	Number From Finance
01-Unemployment FSS										
038-Social Security										
01-Social Security Housing	\$ 4,449	\$ 4,598	\$ 4,612	\$ 4,553	\$ 4,598	\$ 4,260	\$ 4,612	\$ 4,929	15.7%	Number from Finance
01-Social Security FSS								\$ 1,200	NEW	This would be SS on PT Employee
040 City & State Retirement										
01-Retirement Housing	\$ 1,983	\$ 2,032	\$ 2,038	\$ 2,018	\$ 2,032	\$ 1,949	\$ 2,038	\$ 2,255	15.7%	Number from Finance
285 Year End Closing										
01-Year End Closing										
412 - Fee Accountant										
01 - Fee Accountant	\$ 5,398	\$ 8,245	\$ 5,670	\$ 6,438	\$ 8,245	\$ 7,000	\$ 5,670	\$ 7,000	0.0%	
Totals	\$ 101,143	\$ 106,114	\$ 107,880	\$ 105,046	\$ 106,114	\$ 125,499	\$ 107,880	\$ 142,794	13.8%	

Department	2020	2021	2022	3 Year Average Actual Expenses (20-22)	2021	2022		2023		
	Year End	Year End	Unaudited Year End		Year End	Final Budget	Unaudited Year End	Department Request	% Change from Prior YR	
52 Snow Trail Maintenance										
001 Salaries										
01 Regular Pay	\$ 15,272	\$ 8,080	\$ 17,512	\$ 13,621	\$ 8,080	\$ 16,640	\$ 17,512	\$ 17,200	3.4%	Number from finance
02 Overtime										
07 Salaries										
015 Telephone										
01 Cell Phone	\$ 511	\$ 346	\$ 86	\$ 314	\$ 346	\$ -	\$ 86	\$ -		
04 Telephone										
019 Misc. Expense										
01 Misc. Expense	\$ 231	\$ 3,667	\$ 558	\$ 1,485	\$ 3,667	\$ 3,000	\$ 558	\$ 3,000	0.0%	
034 Work Comp										
01 Work Comp	\$ 476	\$ 176	\$ 470	\$ 374	\$ 176	\$ 475	\$ 470	\$ 445	-6.3%	Number from finance
035 Unemployment										
01 Unemployment	\$ 376	\$ 196	\$ 456	\$ 343	\$ 196	\$ 350	\$ 456	\$ 450	28.6%	Number from finance
036 Vehicle Insurance										
01 Vehicle Insurance										
038 Social Security										
01 Social Security	\$ 1,168	\$ 618	\$ 1,340	\$ 1,042	\$ 618	\$ 1,273	\$ 1,340	\$ 1,316	3.4%	Number from finance
051 Equipment Maintenance										
01 Software										
04 Repairs										
05 Equipment Maintenance	\$ 14,661	\$ 11,602	\$ 7,017	\$ 11,093	\$ 11,602	\$ 10,000	\$ 7,017	\$ 10,000	0.0%	
075 Gas/Oil/Filters										
01 Gas/Oil/Filters	\$ 1,991	\$ 3,541	\$ 2,248	\$ 2,593	\$ 3,541	\$ 3,000	\$ 2,248	\$ 3,000	0.0%	
076 Diesel										
01 Diesel	\$ 17,586	\$ 12,752	\$ 28,093	\$ 19,477	\$ 12,752	\$ 22,300	\$ 28,093	\$ 30,000	34.5%	
148 Trail Maint										
01 Trail Maint	\$ 2,509	\$ 2,409	\$ 1,968	\$ 2,296	\$ 2,409	\$ 3,000	\$ 1,968	\$ 3,000	0.0%	
286 Rent Exp										
01 Rent Exp	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	0.0%	
Totals	\$ 56,782	\$ 45,387	\$ 61,749	\$ 54,639	\$ 45,387	\$ 62,038	\$ 61,749	\$ 70,411	13.5%	

Department	2020	2021	2022	3 Year Average Actual Expenses (20-22)	2021	2022		2023		
	Year End	Year End	Unaudited Year End		Year End	Final Budget	Unaudited Year End	Department Request	% Change from Prior YR	
96 Section 8 FSS										
001-Salaries										
01-Regular Pay	\$ 36,937	\$ 38,244	\$ 38,241	\$ 37,808	\$ 38,244	\$ 38,429	\$ 38,241	\$ 43,441	13.0%	Number from finance
003-Office Supplies										
01-Postage	\$ 120	\$ 37	\$ 136	\$ 98	\$ 37	\$ 100	\$ 136	\$ 150	50.0%	
05-Printer Ink	\$ 97	\$ 201	\$ 161	\$ 153	\$ 201	\$ 175	\$ 161	\$ 200	14.3%	
08-Office Supplies	\$ 115	\$ 222	\$ 275	\$ 204	\$ 222	\$ 75	\$ 275	\$ 175	133.3%	
009 Professional Dues										
01 Professional Dues			\$ 2,079			\$ -	\$ 2,079			
010- Travel Expenses										
01-Mileage	\$ -			\$ -						
02 Meals & Lodging	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500	\$ -	\$ 2,000	300.0%	
05 Travel Exp	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500	\$ -	\$ 500	0.0%	
011 - Training and Education										
02 - Training and Education	\$ -	\$ -	\$ 912	\$ 304	\$ -	\$ 100	\$ 912	\$ 1,500	1400.0%	
014 - New Equipment										
01 New Equipment										
02 Office										
018- Health Insurance										
01-Health Insurance	\$ 2,724	\$ 2,777	\$ 2,961	\$ 2,821	\$ 2,777	\$ 2,823	\$ 2,961	\$ 2,983	5.7%	Number from finance
021-Appropriations Allowance										
01-Appropriation Allowance	7000	5000	13303	\$ 8,434	\$ 5,000	\$ 5,000	\$ 13,303	\$ 8,500	70.0%	2023 Grant Award: \$64,455
034-Workers Comp										
01-Workers Comp	\$ 125	\$ 109	\$ 109	\$ 115	\$ 109	\$ 119	\$ 109	\$ 115	-3.4%	Number from finance
035-Unemployment										
01-Unemployment	\$ 295	\$ 323	\$ 324	\$ 314	\$ 323	\$ 315	\$ 324	\$ 324	2.9%	Number from finance
038 Social Security										
01-Social Security	\$ 3,134	\$ 3,237	\$ 3,252	\$ 3,208	\$ 3,237	\$ 2,938	\$ 3,252	\$ 3,323	13.1%	Number from finance
040 City & State Retirement										
01-Retirement Housing	\$ 1,403	\$ 1,431	\$ 1,437	\$ 1,424	\$ 1,431	\$ 1,345	\$ 1,437	\$ 1,520	13.0%	Number from finance
Totals	\$ 51,951	\$ 51,582	\$ 63,191	\$ 55,575	\$ 51,582	\$ 52,419	\$ 63,191	\$ 64,732	23.5%	

**City of Caribou
Administration
MEMORANDUM**

DATE: <u> March 13, 2023 </u>
TO: <u> Caribou City Council Members </u>
FROM: <u> Carl Grant, Finance Director </u>
SUBJECT: <u> Tax Acquired Property Offer </u>

An offer has been received from Tracy Babin for tax acquired property, Map 16 Lot 8, 34 Plante Road. This offer is by the previous owner, did not make the January 31, 2023 deadline. Payment has been received. Outstanding balance on account is 1,360.14.

Suggested Motion:

If considering this offer, please make motion to accept this offer with Map and Lot number stated in motion.

RE Account 1799 Detail
as of 03/13/2023

Name: CITY OF CARIBOU
Location: 34 PLANTE ROAD
Acreage: 3.37 Map/Lot: 016-008
Book Page: B4821P85

Land: 19,600
Building: 3,000
Exempt 0

Total: 22,600

2022-1 Period Due:
1) 541.93

Ref1:
Mailing 25 HIGH STREET
Address: CARIBOU ME 04736

Year/Rec #	Date	Reference	P	C	Principal	Interest	Costs	Total
2022-1 R					532.23	9.70	0.00	541.93
2021-1 L	*				532.23	46.93	55.66	634.82
2020-1 L	*				163.56	9.01	10.82	183.39
2019-1 R					0.00	0.00	0.00	0.00
2018-1 L	*				0.00	0.00	0.00	0.00
2017-1 L	*				0.00	0.00	0.00	0.00
2016-1 R					0.00	0.00	0.00	0.00
2015-1 L	*				0.00	0.00	0.00	0.00
2014-1 R					0.00	0.00	0.00	0.00
2013-1 L	*				0.00	0.00	0.00	0.00
2012-1 R					0.00	0.00	0.00	0.00
2010-1 R					0.00	0.00	0.00	0.00
2009-1 R					0.00	0.00	0.00	0.00
2008-1 R					0.00	0.00	0.00	0.00
2007-1 R					0.00	0.00	0.00	0.00
2006-1 L	*				0.00	0.00	0.00	0.00
2005-1 L	*				0.00	0.00	0.00	0.00
2004-1 R					0.00	0.00	0.00	0.00
Account Totals as of 03/13/2023					1,228.02	65.64	66.48	1,360.14

Per Diem

2022-1	0.0591
2021-1	0.0887
2020-1	0.0363
Total	0.1842

Exempt Codes: 10 - Municipal

Note: Payments will be reflected as positive values and charges to the account will be represented as negative values.

February 24, 2023

Tracy Babin
31 Plante Rd
Caribou, Me 04736
(207) 999-1183

Dear City Councilors,

Please find enclosed with my letter of intent a check payable to the City of Caribou for a 34 Plante Rd property that I have been the sole owner of since around the year 2006. As the sole owner of said property, I have enclosed a check for the amount of \$1,352.58 which covers the back taxes. I would like the opportunity to buy this property back for what is owed on back taxes.

I have encountered extreme financial difficulty in meeting the January 31, 2023 deadline. I did however receive a check from a deceased family member's life insurance dated February 3, 2023 (just 3 days to late past the deadline), plus another mandatory 7 day bank hold on said check per bank policy, so even with a check in my hand, I was unable to make the deadline.

I thank your for your time and consideration in this matter, and please know moving forward I am prepared to pay in full what is due for the current tax year.

Thank you,
Tracy Babin



MEMO

TO: Caribou City Council Members
FROM: Penny Thompson, City Manager
DATE: March 13, 2023
**RE: MaineDOT Municipal Partnership Agreement Calendar Year
2024 for a section of Route 228**

The City has received confirmation that the State of Maine will do a Municipal Partnership Agreement with the City on a section of Route 228 from Route 161B to the Urban Compact Line.

The agreement is on the following pages.

Public Works Director David Ouellette can answer any questions.

Suggested action:

If the agreement is satisfactory, please “make a motion to authorize City Manager Penny Thompson to execute the agreement with the MaineDOT for the Calendar Year 2024 Municipal Partnership Agreement for a section of Route 228 in Caribou.

Internal Use Only	
TEDOCS #:	
CTM #:	
CSN #:	
Vendor #:	VC1000012352

**STATE OF MAINE DEPARTMENT OF TRANSPORTATION
MUNICIPAL PARTNERSHIP AGREEMENT**

26053.01

REGARDING

Route 228 Paving CARIBOU

This Cooperative Agreement (AGREEMENT) is entered into by and between the MAINE DEPARTMENT OF TRANSPORTATION (“MaineDOT”), an agency of state government with its principal administrative offices located on Child Street, Augusta, Maine, and the **CITY OF CARIBOU** (“MUNICIPALITY”), a municipality in the State of Maine with offices located at **25 High Street, Caribou, ME 04736**.

WHEREAS,

CARIBOU shall perform **Route 228 Paving** (the “Project”), 1 ½” paving overlay from Route 161B to the Compact Urban Line. **CARIBOU** estimates this project at **\$140,000**

CITY OF CARIBOU SHALL:

1. Procure all contracts for and oversee the Project on **Route 228 Paving** for the Work outlined above.
2. Cause such Work to be performed in accordance with a design by an engineer licensed in the State of Maine. The Licensed Engineer shall provide a certification to the Municipality and to MaineDOT that, in his/her professional opinion, the Project as designed will provide a smooth ride, not reduce the safety, mobility or structural quality of the state [state aid] road. All design documents must be stamped and signed in accordance with this provision by the Professional Engineer.
3. Agree to secure all necessary Federal, State and Local permits necessary to complete the work. **CARIBOU** also agrees to secure any needed property rights in accordance with all applicable State and Federal Law.
4. Agrees that any exceptions to State Design Standards shall be documented as part of this process. This documentation shall compare the new design to the existing conditions for each of the exceptions to current design standards. Any such exceptions shall be displayed on the cover sheet for the Project plans with the signature and PE stamp of the engineer responsible for the design of the Project.

5. Be responsible, within the Project limits, for the following:
 - a. Ensuring that the safety of the corridor and the life of the resulting structural and design elements are equal to or better than existing conditions and design;
 - b. Ensuring that the structures, roadways and/or design features affected by the Project work shall, at a minimum, be of improved quality in terms of materials and utility;
 - c. Ensuring that the Project does not introduce safety hazards;
 - d. Ensuring that the Project retains the same level of mobility or improves mobility of travel within the corridor, unless approved traffic calming measures are proposed;
 - e. Ensuring that the Project does not decrease the life expectancy of this component of Maine's transportation system; and,
 - f. Ensuring that the Project meets the current standards of Americans with Disabilities Act of 1990 (ADA) design requirements.
6. Provide certification through their Engineer to MaineDOT that the Project is complete and was constructed as designed.
7. Ensure that construction shall commence within EIGHTEEN (18) months and shall be certified complete within THIRTY-SIX (36) months of execution of this agreement. **CARIBOU** may forfeit the unpaid balance of this grant if these deadlines are not met or they can not demonstrate earnest and good faith efforts to meet them.
8. Be responsible for or cause its contractors to be responsible for all damage to public or private property of any kind resulting from any act, omission, neglect or misconduct of **CARIBOU** or its contractors, including damage to vehicles passing through the Project limits.
9. Bear all risk of loss relating to the Project and the Work regardless of cause.

MAINEDOT SHALL:

10. **Provide a maximum \$70,000 in State funds supporting the Work stated above.** Reimbursement will be made by the Department at a minimum of 1/3 project completion upon receipt of supporting cost documentation from the Municipality. Payments will be made per Appendix A attached. The Department's Region Engineer shall review the costs and certify their eligibility prior to reimbursement of Municipal Partnership Initiative Funds. Payment by MaineDOT Municipal Partnership Initiative funds shall not exceed **\$70,000** or **50%** of the actual costs incurred and paid by the Municipality.
11. **This project has been approved for Calendar Year 2024.** If the **Municipality** commences construction of the project as outlined above prior to January 1, **2024**, the Municipality assumes the risk and responsibility for costs incurred, in the event that funding levels fall below MaineDOT projections. If this occurs, the Municipality will not receive reimbursement from MaineDOT.

The **City of CARIBOU** and MaineDOT agree to function within all applicable laws, statutes, regulations, and AGREEMENT provisions; avoid hindering each other's performance; fulfill all obligations diligently; and cooperate in achievement of the intent of this AGREEMENT.

IN WITNESS, WHEREOF, the parties hereto have executed this AGREEMENT effective on the day and date last signed.

CITY OF CARIBOU

Dated: _____

By: _____
Penny Thompson
City Manager

**STATE OF MAINE
DEPARTMENT OF TRANSPORTATION**

Dated: _____

By: _____
Kyle Hall
Director, Maintenance and Operations

APPENDIX A**PROJECT SCOPE AND COST SHARING
MAINE DEPARTMENT OF TRANSPORTATION**

Municipal Partnership Initiative Project

CARIBOUPROPOSED IMPROVEMENTS TO: **Route 228**STATE PROJECT IDENTIFICATION NUMBER **26053.01**FUNDED CONSTRUCTION YEAR **2024****Project Scope: Route 228 Paving****Funding Outline:** The Total Project Estimated Cost is **\$140,000** and the Parties agree to share costs through all stages of the Project under the terms outlined below.

Work Element	Municipal Share		State Share		Total Cost
	%	\$	%	\$	\$
Agreement Cost Share	50%	\$70,000.00	50%	\$70,000.00	\$140,000.00
Estimated Additional Municipal Funds		\$0.00			
Maximum State Share Amount				\$70,000.00	
Total Project Estimated Costs		\$70,000.00		\$70,000.00	\$140,000.00

REIMBURSEMENT SCHEDULE:

MaineDOT prefers the municipality invoice upon completion the project. The Department will, however, accept monthly invoices after 1/3 project completion with a maximum invoice submittal not to exceed 3 invoices.

DESIGN EXCEPTIONS REQUIRED: YES NO



City Manager's Report
March 13, 2023

Economic Projects

River Front - Powerplants	No new updates
Broadband Initiative	Broadband committee will report tonight
CDBG	No new updates
Ogren Dump Solar Project	No new updates
Events and Marketing	The first annual SnowBowl was held March 2 - 5, 2023. We encourage anyone who is planning a reunion to consider including a Thursdays on Sweden Street event in their plans. City Wide Yard Sale May 20 & 21.
Landbank	Letter received from the Business Investment Group. This will be an agenda item for the March 27 Caribou City Council meeting.
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	No new updates
River Front - Master Plan	The City of Caribou was not able to submit for the USDA RBOG grant because we did not receive the required number of "letters of commitment" from local businesses.
Façade Improvement Program	The Spring application period is open. Please check the website for details. Please apply by March 15.
Aldrich ATV/Snowmobile Storage	No new updates
Jarosz Storage - Limestone St	No new updates
Business Outreach	Had a productive conversation with Mrtin & Meghan Dinneen who have purchased the former Pizza Hut building on Bennett Drive. Also met with James Nelson, a commercial lender with TD Bank.

Other Administrative Projects

Tax Acquired Property Policy	On tonight's agenda
Nylander	On tonight's agenda
Fire Structural Work	No new updates
Fire Station Renovations	No new updates
Police Station	Information has been received about accessing the funds. There was a webinar with further instruction. Staff is working to prepare information requested by the Police Station committee.
River Road	No new updates
Investment Policy	No new updates
Trailer Park Closure	No new updates
Cable Franchise Renewal	LR713, An Act to Support Municipal Franchise Agreements is making its way through the 131st Legislature.
Airport	On tonight's agenda
Personnel Policy	No new updates
New LED Street lights	No new updates
Comp Plan Update	No new updates
COVID-19 Status	No new updates
15 Prospect Street	The City Attorney is preparing paperwork for legal action.
Water Street Fire	No new updates
Age-Friendly Efforts	No new updates
Personnel Changes	The City of Caribou has multiple open positions. See the website for details.
Other Updates	Staff working on many projects



MEMO

To: Mayor and City Council Members
From: Dan Bagley, Broadband Committee Chairman
Date: March 7, 2023
Re: Broadband Committee Report

The Caribou City Council Broadband Committee met on 7 Mar 23, 8:30 am – 10:30 am in the Caribou City Council chambers. In attendance were Councilors Dan Bagley, Chairman; Joan Theriault, and Louella Willey. Also in attendance were Penny Thompson, City Manager and Gary Aiken, Caribou Utilities District (CUD) Board of Trustees (BoT) Chairman.

The Chairman called the meeting to order at 8:30 am.

The Committee approved by unanimous consent the proposed agenda (attached), which was distributed to members for review prior to the meeting.

The Committee discussed in detail two proposals under consideration by the City of Caribou for broadband expansion. A proposal by Charter/Spectrum, which offers a fiber build-out to every currently unserved/underserved home/business, comes with a \$497K cost-share by the City of Caribou. The total cost of the project is approximately \$1.4M, and the project duration is estimated at approximately 12 – 18 months. A proposal by the CUD, in partnership with Pioneer Broadband, offers fiber build-out across the entire city, and to the “last mile” of the city. The estimated total cost of this project is \$6M - \$7M, with the first phase estimated to cost \$1.4M. Total time to build out the entire city is not clear, but some estimates indicate it will be in the range of 5 years, with the first phase taking about 12-18 months.

Charter/Spectrum has indicated that they are preparing a “best and final” offer related to their project, but the Committee has no insight yet into what the new terms might be. ***The Committee agreed to wait until an updated Charter/Spectrum proposal was submitted, before forming any final recommendations to City Council.*** CUD/Pioneer submitted an application for grant funding to complete Phases 1 and 2 of their proposed project, but were denied, based primarily on the fact that they are proposing to “overbuild” a the majority of the city, where high-speed Internet service is already available. Grant monies generally are intended to address unserved and underserved communities. Mr. Aiken indicated that the CUD does not intend to proceed further with their project unless grant money is awarded, or funding from private investors is made available.

The Committee then explored potential options to reshape the current CUD/Pioneer proposal to focus on the unserved/underserved areas of the city only and to extend out to surrounding communities (e.g. Connor, Ft Fairfield, and Limestone). This approach would be consistent with recommendations outlined in the Aroostook County Broadband Community Guide (2022), and

would make the reshaped project more competitive for grant funding. Mr. Aiken indicated he would bring this idea to the full CUD BoT and CUD Management for consideration and discussion during their next meeting.

The Committee then discussed plans for a potential Town Hall Meeting on broadband expansion. The purpose of such a Town Hall Meeting would be to solicit public input on each of the two options discussed in this report. The Committee feels that it is important to gauge the level of public support for either of the two options, before making final recommendations to the City Council. The timing of the Town Hall Meeting would be in the April 2023 timeframe, and most likely be conducted at the Wellness Center.

Next, the Chairman provided an update on efforts to obtain the broadband Engineering Study, sponsored by the City of Caribou for \$159K and conducted by the Business Investment Group (BIG). This effort was completed last year, but the City Council has not yet received the required deliverable under the 10 August 2021 Memorandum of Agreement (MOA) between the City of Caribou, the Caribou Economic Growth Council (CEGC), and BIG. The Chairman sent an email to the President of BIG, requesting delivery of the Engineering Study by 31 March 2023, so that the Committee can review it and factor results of that study into their discussions. The President of BIG indicated that he would take it up at their next meeting and provide a response shortly thereafter.

Finally, the Chairman noted to the other Committee members that the Maine Connectivity Authority (MCA) recently launched a new, online Maine Broadband Survey. The Chairman encouraged other Committee members to complete the survey and agreed to include that announcement in this report (see attached), so that the residents of Caribou will be informed about the survey and be able to participate.

Having no other business to conduct, the Chairman adjourned the meeting at 10:30 am.

The next meeting of the Broadband Committee will be scheduled at a later time.

/signed/

Dan Bagley, Chairman
Caribou City Council Broadband Committee

**Caribou City Council Broadband Committee
Meeting Agenda**

**7 March 2023, 8:30 am
Caribou City Council Chambers**

- I. Call to Order
- II. Approval of Agenda
- III. Status Updates
 - A. Spectrum proposal/offer
 - B. CUD Fiber Project
- IV. Town Hall Meeting
 - A. Format, Agenda, and Desired Outcomes
 - B. Date/Time (not week of 20 Mar for Spectrum)
 - C. Location/Venue
- V. BIG Engineering Study
- VI. MCA Survey
- VII. Next Steps / Plan of Action
- VIII. Adjourn



Broadband Action Plan

Share Your Voice with Maine's Broadband Survey!

The Maine Connectivity Authority is producing a Broadband Action Plan (BAP) to access unprecedented federal funding. This plan will **identify priorities for investment in broadband and digital equity**, and will serve as the state's five-year roadmap to bring the economic, health, educational, and social benefits of high-speed internet to all Mainers.

To develop that plan, we are collecting **feedback from Maine people, communities, businesses, and organizations** through the new Maine Broadband Survey. Click below to share your voice and broadband priorities.

The Maine Broadband Survey is just one way to engage in the planning process. Additional engagement opportunities include in-person, virtual and hybrid events such as:

- Focus groups
- Community meetings
- Open office hours
- 1:1 Stakeholder Interviews

A growing calendar of these events is available on the [BAP page of the MCA website](#).

Internet Usage

1. Do you regularly use the internet for any of the following?
Select all that apply.

- a. To work or to otherwise make money
- b. To attend school, take continuing education courses, or for other educational purposes
- c. To communicate with doctors and other healthcare professionals
- d. To keep in touch with friends, family, and neighbors, or for other social purposes
- e. To participate in your local community
- f. To access local, state, or federal government services, or file apply for government benefits

Take the Survey!

Important Audiences

It is particularly important that we hear from the eight audiences (also called covered populations) that are specified in the planning process. If you identify as a member of one of the following populations, or know someone who does, please share the survey with them.

- Rural inhabitants
- Low-Income households
- Individuals with Disabilities
- Veterans
- Incarcerated (+formerly incarcerated) People
- People with Language barriers
- Racial/ethnic minorities
- Older adults

Please share this survey widely with your friends, family, and community!

The more voices we hear, the more effective the plan will be.

Other Ways to Access the Survey

We want to ensure that the Maine Broadband Survey is as accessible as possible. We've created some non-digital methods of taking the survey, but if you don't see a solution that meets your needs, please contact us at bap@maineconnectivity.org or (207) 200-4398.

- A PDF version of the survey [can be downloaded here](#).
 - A large print PDF version of the survey [can be downloaded here](#).
 - Please note: Twelve language translations of the online and print versions of the survey are coming soon, and we will post them as soon as they're available.
 - If you would like a bundle of hard copies to be delivered to your organization or community, please reach out to MCA, and we will coordinate the delivery of these materials.
 - Hard copies of the survey can be returned to MCA or any of our [Regional and Tribal Broadband Partners](#).
 - If someone is unable to complete the survey on their own, friends, family or community partners can also ask the questions verbally as an interview and enter responses online or on paper as they receive the answers to the questions.
-
-

Upcoming Events

As a quasi-governmental agency responsible for managing, investing and deploying public funds, Board of Directors meetings are open to the public in a virtual format. Meetings are intended to serve as an opportunity to learn about MCA's strategy and activities as well as funding and partnership opportunities. Click the event title below to register for an upcoming event.

For a listing of specific Broadband Action Plan events, please see our [BAP page here](#).

- [March ConnectMaine Board Meeting](#) - Wednesday, March 15 at 10 am
- [Last Mile Infrastructure Grants Committee Meeting](#) - Thursday, March 16 at 12 pm
- [March MCA Board Meeting](#) - Friday, March 24 at 12 pm

Connect with MCA



Check out MCA's
Website

Maine Connectivity Authority
100 Fore St. Portland, ME 04101
207-370-7439 | info@maineconnectivity.org



MEMO

To: Mayor and City Council Members
From: Dan Bagley, Airport Committee Chairman
Date: March 3, 2023
Re: Airport Committee Report

The Caribou City Council Airport Committee met on 3 Mar 23, 8:00 am – 10:40 am in the City Manager’s office. In attendance were Councilors Dan Bagley, Chairman; Joan Theriault, and John Morrill. Also in attendance were Penny Thompson, City Manager and Dave Ouellette, Public Works Director.

The Chairman called the meeting to order at approximately 8:20 am.

The Committee approved by unanimous consent the proposed agenda (attached), which was distributed to members prior to the meeting.

The committee discussed goals and objectives of the Committee and the City as a whole, identified major issues and problems that need to be addressed in 2023, and discussed what the City’s role and level of involvement should be to increase aviation use at the airport and support economic development initiatives related to, or that could be supported by, the airport.

Among the most pressing problems identified by Mr. Ouellette were the need to replace the current snow removal equipment (snow blower and loader), which has nearly reached the end of its service life, and to replace the current underground fuel tanks with above-ground, dual tanks that would dispense both 100LL and Jet A aviation fuel. The apron reconstruction project that is scheduled in 2024 involves the excavation and removal of the current underground tank. The City is responsible for either re-installing the underground tank, or replacing the capability with an above-ground tank. Since the certification of the current underground tank expires in 2030, the Committee agreed that a new, above-ground, dual tank is the best option. Cost for purchase and installation of this tank has been estimated at \$150,000. The **Committee agreed to submit a recommendation to the Capital Committee for \$75,000 in 2023 and \$75,000 in 2024 to cover this expense.** Additionally, the estimated cost to replace the current snow blower and loader, assuming a 10% cost share (with the FAA/DoT covering 90%), is \$50,000. The **Committee agreed to submit a recommendation to the Capital Committee for \$50,000 in 2024 to cover this expense.**

The Committee then reviewed the proposed 2023 Expense Budget. There was discussion about moving the Aviation Fuel expense line from the Airport budget to the General budget. The Committee requested that the City Manager consult with the Finance Manager to consider and decide whether to make this change. In addition, the **Committee agreed that the proposed 2023 Airport Expense Budget should be amended to reflect a change in the authorized stipend for**

the Public Works Director from \$100/week to \$150/week.

The Committee discussed ideas for the redevelopment of the trailer park, which is located on city-owned airport property. The Committee agreed that the proposal to establish a community garden in a small portion of the trailer park area (approved by City Council on 28 Nov 2022) should raise no objection from the FAA, as no buildings are planned to be erected (except for small storage sheds and/or gazebos and sitting areas), no permanent concentration of people would result from this development, and for the small proportion of area proposed for this non-aviation purpose, the overall impact to aviation operations would be negligible.

The Committee also considered and discussed the idea to build a grouping of short-term rental cabins in the trailer park area to serve ATV and snow mobile owners. Airport Committee members identified several challenges related to this idea, including the concern that it would be an uphill battle to obtain FAA and DoT concurrence/approval for this non-aviation purpose. Additionally, there were concerns about excessive noise in close proximity to the nearby compact residential areas, and possible incursions into the runway area by snowmobile and ATV operators. Finally, because our current ATV/Snowmobile trail system does not run past the airport in the vicinity of the trailer park, provisions would need to be put in place for an acceptable on-road or off-road path(s) to the cabins. Given the aggregate challenges stated above, the Committee agreed that the proposed location at the airport would not be a good fit, and a different location for the short-term rental cabin concept should be pursued – specifically, in a less compact (i.e. rural) area and preferably near an existing segment of our trail system. This is the same conclusion reached by the Airport Advisory Committee, which met and discussed this topic on 25 Jan 23.

The Committee then reviewed a summary of the current hangar leases and revenue generated from those rentals. One Lessee had not yet provided a certification of insurance, which is required in the lease. The City Manager accepted an action item to contact the Lessee and obtain the required certificate of insurance.

The Committee received a report from Mr. Ouellette on the status of deficiencies identified in a 2021 airport inspection by Aviation Technologies, LLC. Mr. Ouellette reported that all items have either 1) been completed; 2) are in progress; or 3) beyond the reach and scope of the City's ability to address and have been exempted by the FAA. The Committee agreed that the City Manager and the Public Works Department are doing an excellent job maintaining the airport infrastructure and keeping our airport up and running.

The Committee reviewed elements of the 2015 Airport Master Plan. As this plan is nearly 10 years old, the Committee felt that it was time to consider making an update to the plan. Three major items in the Master Plan are yet to be accomplished: 1) apron reconstruction (funded and scheduled to be accomplished in 2024); 2) expand hangar capacity (preferably heated units); and 3) construct a parallel taxiway and apron extension to improve efficiency of aviation traffic into

and out of the airport. The Committee agreed to begin this year the process of programming and securing funding for the latter two initiatives.

Finally, the Committee reviewed the minutes of the 24 Jan 2023 Airport Advisory Committee meeting (attached). The meeting minutes contain several exciting ideas for expansion of aviation use and economic development. The Council Committee is committed to working with the Advisory Committee to incorporate these ideas into the City's planning for 2023 and beyond.

Having no other business to conduct, the Chairman adjourned the meeting at 10:40 am.

The next meeting of the Airport Committee will be scheduled at a later time.

/signed/

Dan Bagley, Chairman
Caribou City Council Airport Committee

**Caribou City Council Airport Committee
Meeting Agenda**

**3 March 2023, 8:00 am
Caribou City Council Chambers**

- I. Call to Order
- II. Approval of Agenda
- III. Goals and Objectives of Airport Committee and City of Caribou
 - A. Problems we need to solve
 - B. Role the City should play in preserving and/or expanding aviation use and commercial development
 - C. Other?
- IV. Budget Review
- V. Ongoing and future revenue sources
 - A. Hangar Rentals (inc. leased land for private hangar)
 - B. NWS Lease
 - C. Fuel sales
 - D. Landing/tie-down fees
 - E. FAA and other grant funding
 - F. Other?
- VI. Redevelopment ideas for trailer park
 - A. Community Garden (Council approved 28 Nov 22)
 - B. Short-term rental cabins (concept presented to Council/PB)
 - C. Other?
- VII. Progress against 2021 Inspection Report
- VIII. Progress against 2015 Master Plan
 - A. Apron reconstruction
 - B. Additional hangar slots
 - C. Parallel taxiway
 - D. Schedule to update Master Plan
- IX. Outbrief from Airport Advisory Committee meeting 25 Jan 23
- X. Next Steps
- XI. Adjourn

Meeting Minutes Agenda items

- I. In attendance: Andrea Flannery, Dan Bagley, Doug Shrum, John Karod, John Gibson and Penny Thompson.
- II. Appointment of officers: Chairman; John Karod, Vice Chairman; John Gibson, Secretary; Andrea Flannery.
- III. Committee had discussion around land use from the trailer park. Discussed Helipad and how this can benefit the community with life flight and economic development. Discussed more hangers as this would allow for a steady income stream for Caribou. Discussed Game Wardens recently built their own hanger in Fort Kent for free as long as the mow the runway, discussed possible partnership for more hangers with other individuals. Mogas' and Jet A fuel how this will also provide airport to be more versatile for flyers.
- IV. Discussed committee's views on possible short-term rentals and the impact on the airport, discussed selling land would not allow for a steady income as hangers would, or other ideas discussed.
- V. Improvements and ideas; non ethanol gas. R-Nav and GPS approach, college level credited classes, STEM drone certifications, Flying club, EAA young eagles club, helicopter contracts. Lease options for new hangers, "beater car" or speaking to local business for when pilots fly in for food to ensure they have ride. Volunteers and retired individuals to greet people at the airport. Vending machine, book of what is around Caribou. Sweep runway earlier, have a mechanic around or local mechanic contact information for pilots not familiar with the ones we have in the area.
- VI. Attention to Airport: having schools tour our airport. Facebook page to engage community and the boarding community of Pilots to draw more traffic to airport. Example placing advertisements in the New England Magazines and local pilot papers for when we have fly ins and other activities, this will allow more people from away to see Caribou and possibly encourage them to come or invest within Caribou, boost economic development in Caribou. STEM and Drone Certifications. Fly ins, allowing a "touch a truck event" for planes, food vendors for breakfast fly ins etc. Foliage rides etc.
- VII. Sweden Street: having shuttles from airport to Sweden Street events.
- VIII. Next meeting is scheduled for 02.28.23 at 6pm, Caribou Airport.

Caribou Airport Committee

🏠 Location: Caribou Airport

📅 Date: 01.25.23

🕒 Time: 6:00pm

Action Items	Deadline	Status
Breakfast Event	May	Input and further discussion in February
Fly Ins/ EAA Club- Fly people	June	
Maine Potato Blossom Festival	July	
Touch a Plane	August	
School Visits	September	
Fall Foliage	October	



MEMO

TO: Caribou City Council Members
FROM: Penny Thompson, City Manager
DATE: March 13, 2023
RE: Nylander Museum discussion

Prior to the acceptance of the 2023 Municipal Budget, members of the Caribou City Council asked about discussing reestablishing a volunteer working board for the Nylander Museum. I went back to the Chapter 15 ordinance that was in place prior to the repeal in December 2021 and also Ordinance 22, 2021 series which was offered as an alternative to disbanding the Nylander Museum Board of Trustees.

I have a draft on the following pages to start the discussion.

The last paragraph in exhibit A is what is currently in the ordinance, so I used the strike through to remove language and underline for new language.

Suggested action:

Please review and provide input.

This is the current Chapter 15 for the
Nylander Museum.

Chapter 15 Nylander Museum

ARTICLE I GENERALLY

15-101 Nylander Museum, Department Structure

Chapter 15 Nylander Museum

ARTICLE I GENERALLY

Sec. 15-101 Nylander Museum, Department Structure

The Nylander Museum shall be regarded as a special collection of the Caribou Public Library. The Library Director of the Caribou Public Library shall be responsible for the budget and staff resources that will support the mission of the Nylander Museum. In doing so, the Library Director shall make regular updates to the Caribou City Council and the City Manager.

Historical Note: Chapter 15 was repealed and replaced by City Council on December 13, 2021.

This is a draft ordinance to start a discussion on the Nylander Museum.

ORDINANCE No. 2, 2023 Series

**City of Caribou
County of Aroostook
State of Maine**

An Ordinance To Amend Chapter 15 – Nylander Museum

Short Title: An Ordinance to Amend Chapter 15

WHEREAS, the City of Caribou is a Local Unit of Government under the State of Maine; and

WHEREAS, the City of Caribou has adopted Chapter 15, Nylander Museum as part of its ordinances and regulations, which outlines the organization and duties of the Nylander Museum Board of Trustees; and

WHEREAS, the Caribou City Council is required by the City Charter Section 2.11 (1) to adopt by ordinance to “adopt or amend an administrative code or establish, alter, or abolish any City department, office or agency; and

WHEREAS, the Nylander Museum is a City department, currently regarded as a special collection of the Caribou Public Library, located in a building owned by the City of Caribou; and

WHEREAS, the Nylander Museum, contains a collection of artifacts owned by the City of Caribou; and

WHEREAS, the Nylander Museum is a City department, currently under the supervision of the Caribou Public Library and its Library Director, with no regular full-time or regular part-time employees employed by the City of Caribou; and

WHEREAS, the Nylander Museum is a City department, that would benefit from a volunteer working advisory board organized under Chapter 15 of the City of Caribou ordinances; and

WHEREAS, the Nylander Museum is a City department and the City Council of the City of Caribou desires to alter the organization of the Nylander Museum by reestablishing a volunteer working advisory board; and

NOW THEREFORE, the City Council of the City of Caribou, County of Aroostook, State of Maine, pursuant to the requirements of the City of Caribou Charter, Section 2.11(1), does ordain the following:

Section I. Chapter 15 Revisions

Chapter 15 and its related exhibits are hereby amended as indicated in the attached Exhibit A.

Section II. Severability

If any part of this ordinance or the application thereof to any person or circumstances shall, for any reason, be adjudged by a court of competent jurisdiction to be unconstitutional or invalid, such judgment shall not affect, impair or invalidate the remainder of this ordinance or the application thereof to other persons and circumstances, but shall be confined to its operation to the section, subdivision, sentence or part of the section and the persons and circumstances directly involved in the controversy in which such judgment shall have been rendered. It is hereby declared to be the intent of the City Council that this section would have been adopted if such invalid section, provisions, subdivision, sentence or part of a section or application had not been included.

Section III. Posting and Effective Date

This ordinance, being introduced on _____ and a public hearing being held on _____ was duly passed by the City Council of the City of Caribou, Maine, this _____ day of _____ 2023. This ordinance shall become effective thirty (30) days after adoption by the Council.

Jody Smith, Mayor

Courtney Boma, Deputy Mayor

Dan Bagley, Councilor

R. Mark Goughan, Councilor

John Morrill, Councilor

Joan Theriault, Councilor

Lou Willey, Councilor

Attest: _____
Danielle Brissette, City Clerk

Exhibit A

Chapter 15 Nylander Museum

ARTICLE I GENERALLY Sec. 15-101 Board of Trustees Established; Appointment; Term; Purpose

Whereas, it is desirable and necessary that all of the collections sold by the late Olof Nylander to the City of Caribou and all other collections donated by others and kept in the Nylander Museum be properly cared for, preserved, added to, and maintained for the use of the public, and for the public good, and for the maintenance, upkeep, and repair of the Nylander Museum, for which said collections are maintained.

Whereas, it is desirable that there be established a board of trustees of the Nylander Museum to advise on its affairs, composed of five (5) voting members who shall be appointed by the Caribou City Council within thirty (30) days after the acceptance of this ordinance by the Caribou City Council, as hereinafter provided, but none of such members of the Caribou City Council shall be eligible for such office of trustees, and whenever any of said trustees becomes a member of said Caribou City Council, he/she shall automatically cease to be such trustee. The Caribou City Council shall appoint a member of the City Council or the City Manager to serve as a non-voting member, ex-officio, in addition to the five (5) voting trustees, who shall serve at the Caribou City Council's pleasure. Initially, the Caribou City Council shall appoint trustees of the Board in the following manner: One (1) trustee for a period of one year; two (2) trustees for a period of two (2) years; two (2) trustees for a period of three (3) years. The respective terms of the trustees shall expire with the end of the municipal year, and whenever a trustee's term shall terminate for any reason before his term shall have expired, the City Council shall appoint a new trustee to finish the unexpired term. At the expiration of the initial terms, trustees will serve a three-year term.

As soon as convenient after the members of said board have been appointed, said trustees shall hold a meeting in the City of Caribou, and organize by the election of a President, Treasurer, Clerk, and, when necessary, all other needful officers and agents.

Whenever a vacancy occurs in the office of President, Treasurer, or Clerk, it shall be promptly filled by said Board of Trustees.

The Board of Trustees shall ordain and establish such by-laws as are necessary for their own convenience. All by-laws must be approved by affirmative vote of the Caribou City Council. Members of the Board shall be eligible to any office under the Board and shall be sworn into office the City Clerk of the City of Caribou.

The Nylander Museum shall be regarded as a special collection of the Caribou Public Library. The Library Director of the Caribou Public Library shall ~~be responsible for the budget and staff resources~~ advise the trustees on matters that will support the mission of the Nylander Museum. ~~In doing so, The President of the Board of Trustees or the Library Director shall make regular updates to the Caribou City Council, the Nylander Board of Trustees, and the City Manager.~~



MEMO

TO: Caribou City Council Members
FROM: Penny Thompson, City Manager
DATE: March 13, 2023
RE: 2023 Municipal Expense Budget Discussion

Tonight was the public hearing on the 2023 Municipal Expense Budget.

Suggested action:

Please provide feedback.



CARIBOU HOUSING AUTHORITY
 - HOUSING CHOICE VOUCHER -
 - MAINSTREAM PROGRAM -
 - FOSTER YOUTH PROGRAM -
 - EMERGENCY HOUSING VOUCHER PROGRAM-
 FAMILY SELF-SUFFICIENCY PROGRAM
 LANDLORD PARTICIPATION INCENTIVE PROGRAM

WAITING LIST STATISTICS

	Jan	Feb	Mar	April	May	June	July	Aug	Sep	Oct	Nov	Dec	YTD
Applicants in Jurisdiction	35	0											35
VAVA Preference	1	0											1
Veteran's Preference	2	0											2
Natural Disaster	0	0											0
Living in Caribou	19	0											19
Mainstream	16	0											16

HOUSING CHOICE VOUCHER PROGRAM

	Jan	Feb	Mar	April	May	June	July	Aug	Sep	Oct	Nov	Dec	YTD
HUD Allocated Vouchers	196	196	196	196	196	196	196	196	196	196	196	196	2352
Total Vouchers Leased	174	173											347
Port Out Vouchers	1	1											2
Homeownership Vouchers	1	1											2
All Other Housing Choice Vouchers	172	171											343
YTD Openings	22	23											45
Applicants Pulled From Waiting List	0	26											26
Vouchers Issued	0	11											11
Vouchers Expired	1	2											3
Vouchers on Street	6	12											18
Total HAP Expense	\$ 81,027	\$ 84,430	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 165,457
All Other Voucher	\$ 73,818	\$ 74,406											\$ 148,224
Port Out Payments	\$ -	\$ -											\$ -
Homeownership HAP	\$ 284	\$ 284											\$ 568
FSS Escrow, Participants Account	\$ 6,925	\$ 9,740											\$ 16,665
Ave. Per Unit Cost	\$ 466	\$ 488											\$ 477
Lease Up Rates													
HUD Allocated -vs- Leased	89%	88%											89%
HUD Funded -vs- HAP Expense	93%	97%											95%

MAINSTREAM VOUCHERS

	Jan	Feb	Mar	April	May	June	July	Aug	Sep	Oct	Nov	Dec	YTD
Allocated Vouchers	40	40	40	40	40	40	40	40	40	40	40	40	480
Total Vouchers Leased	32	32											64
Total HAP Expense	\$ 14,685	\$ 15,588	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,273
HAP Expense	\$ 14,014	\$ 15,213											\$ 29,227
FSS Escrow, Participants Account	\$ 671	\$ 375											\$ 1,046
YTD Openings	8	8											16
Applicants Pulled from Waiting List	0	13											13
Vouchers Issued	0	2											2
Voucher Expired	1	0											1
Vouchers on Street	0	2											2

PORT IN / FOSTER YOUTH TO INDEPENDENCE

	Jan	Feb	Mar	April	May	June	July	Aug	Sep	Oct	Nov	Dec	YTD
Vouchers Leased	0												0
FY1 HAP	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

EMERGENCY HOUSING VOUCHERS

	Jan	Feb	Mar	April	May	June	July	Aug	Sep	Oct	Nov	Dec	YTD
Allocated Vouchers	15	15	15	15	15	15	15	15	15	15	15	15	180
Total Vouchers Leased	13	12											25
Total HAP Expense	\$ 7,480	\$ 6,237											\$ 13,717
YTD Openings	2	3											5
Vouchers Issued	1	0											1
Voucher Expired	0	0											0
Vouchers on Street	0	0											0

HOUSING QUALITY STANDARDS INSPECTIONS

	Jan	Feb	Mar	April	May	June	July	Aug	Sep	Oct	Nov	Dec	YTD
Initial Inspection	6	3											9
Annual Inspection	0	0											0
Tenant/Landlord Requested	1	0											1
No Show													0
Reinspection(s)	0	0											0
Other, Public Housing Authority Inspections	0	0											0
Total Inspections	7	3	0	0	0	0	0	0	0	0	0	0	10

HQS Common Deficiencies: Inoperable GFCI outlets, missing/inoperable smoke detectors, cracked windows, cluttered/dirty units.

SPECIALITY PROGRAM - FAMILY SELF-SUFFICIENCY

	Jan	Feb	Mar	April	May	June	July	Aug	Sep	Oct	Nov	Dec	YTD
Number of Participants	\$ 8,387	\$ 10,906											\$ 19,293
Number Earning Escrow	59	59											118
FSS Escrow, Participants Account													0
FSS Families, Disbursement	0	2											2
FSS Disbursement Amount	\$ -	\$ 928.00											\$ 928
FSS Graduate, Families	4	0											4
FSS Graduate, Escrow	\$ 18,503	\$ -											\$ 18,503
FSS Forfeiture, Families	0	0											\$ -
FSS Forfeiture, Escrow	\$ -	\$ -											\$ -

LANDLORD INCENTIVE PROGRAM

	Jan	Feb	Mar	April	May	June	July	Aug	Sep	Oct	Nov	Dec	YTD
Signing Bonus	\$ 4,500	\$ 4,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,000
Housing Choice Voucher	3	6											9
Mainstream	\$ 2,250	\$ 4,500											\$ 6,750
Emergency Housing Voucher	0	0											0
Security Deposit	\$ 1,922	\$ 1,800	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,722
Housing Choice Voucher	1	1											2
Mainstream	\$ 1,172.00	\$ 675.00											\$ 1,847.00
Emergency Housing Voucher	0	0											0
Security Deposit	\$ 750.00	\$ 1,125.00											\$ 1,875.00
Emergency Housing Voucher	0	0											0
Security Deposit	\$ -	\$ -											\$ -
Repair Grants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Housing Choice Voucher	0	0											0
Mainstream	\$ -	\$ -											\$ -
Emergency Housing Voucher	0	0											0
Security Deposit	\$ -	\$ -											\$ -
Damage Reimbursements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Housing Choice Voucher	0	0											0
Mainstream	\$ -	\$ -											\$ -
Emergency Housing Voucher	0	0											0
Security Deposit	\$ -	\$ -											\$ -

Grand Total of Incentives	\$ 6,422	\$ 6,300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,722
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GRAND TOTAL OF ASSISTANCE INTO LOCAL	\$ 128,117	\$ 113,483	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 241,600
2023 YEAR TO DATE	\$ 128,117	\$ 241,600													

Percentage Increase, 2023-vs- 2022	12.0%	3.5%													7.7%
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2022 MONTHLY ASSITSTANCE	\$ 112,788	\$ 109,495	####	####	####	####	####	####	####	####	####	####	####	####	
YEAR TO DATE	\$ 112,788	\$ 222,283	####	####	####	####	####	####	####	####	####	####	####	####	



Caribou Public Library

DIRECTOR'S REPORT

**To: Mayor and City Councilors
Penny Thompson, City Manager
From: Peter Baldwin, Library Director
February 2023 Report**

February is the month of love, and there certainly were a lot of book lovers in this month! To accentuate this, Alyssa created a “Blind Date with a Book” display. The books were wrapped up to keep them a mystery, and patrons chose books based solely on a brief description she wrote. These books were so popular they basically walked away!

The Children’s Room saw quite a bit of action this month as kids joined in for the usual programming and the installation of a brand new Book Club! Yes, the Elementary School Book Club was founded this month with 13 in attendance. This is a huge turn out for our younger programs, and they all are such avid readers. The kids met this month to discuss their book “I Survived: The Attack of the Grizzlies” and to vote on their next few books. Its always exciting to see such interest in books by the future generations.

The Middle and High School Book Club also met this month, twice! On the 1st they had their “Movie Night”, a showing of “The Boy in the Striped Pyjamas” which was their January read. Then they met again on the 22nd to discuss their latest book “The Ogress and the Orphan”, and to pick up their March book, entitled “Down to Earth”. This program has long been a favorite and we love to see the kids each month connecting and conversing. It’s even nice to hear them say “I don’t think I will like this book”, and watch them be surprised at how much they enjoy it!

In exciting news, the library held a Book Bag Sale on the 23rd, 24th, and 25th. We often get donations and remove books from the collection that could use new homes (and new readers!). This Book Bag Sale was able to get untold amount of books to new homes, carried off in over 130 bags. As this was a fundraiser, we raised \$412 for the library and sold out of our “Caribou Public Library Swag Bags”. We will be reordering

soon! Our collection of donated and withdrawn books has been greatly downsized, but we still have enough for another book sale later in the year.

The ongoing Microfilm Digitization Project reached its next phase this month. All of our Microfilm as well as 1,800 additional pages of the Aroostook Republican have been officially shipped off to Advantage Preservation. Within 2 months we should have 1887-1984 fully digitized and available for public use.

The various rooms of the library have seen a lot of use this month by outside groups and programs. The Aroostook Council for Healthy Living, Cary Medical Center Cancer Support Group, Augmentative Language Learners Group, Northern Maine Writers Group, Aroostook County Genealogical Society, Great Decisions, the Aroostook Retired Educators Assc., and a study group all met at the library this month.

Lastly, the library played host this month for a Job Shadow through Jobs for Maine Graduates(JMG). Caitlyn is a well read young woman with aspiration of working in publishing. Throughout her time here, she worked with various employees to learn about what we do and how we do it. She took to the job well and was very quick to pick up on how the library operates. By the end of her time here, she had begun to even identify areas she could assist with and took them up without hesitation. We at the library look forward to her professional progress and know she will achieve great things.

That's all for us at the Library, tune in next month for more Library fun!

Peter Baldwin

CIRCULATION STATISTICAL COMPARISON

MATERIAL TYPE	FEB 2022	MAR 2022	APR 2022	MAY 2022	JUN 2022	JUL 2022	AUG 2022	SEPT 2022	OCT 2022	NOV 2022	DEC 2022	JAN 2023	FEB 2023
Adult books	554	612	509	579	630	518	540	652	556	560	751	519	925
Juvenile books	455	662	673	617	626	736	1,082	815	832	881	661	1,171	483
Teen/YA books	51	55	37	35	82	50	67	91	66	36	30	56	64
DVDs	98	129	128	94	89	132	106	137	109	107	137	119	127
eBooks/Audiobooks	158	177	128	178	128	163	136	142	151	133	141	306	271
Magazines	15	24	19	22	32	57	58	69	69	71	81	17	89
Interlibrary loans	33	29	49	33	33	24	28	33	40	21	40	21	31
Puzzles	1	9	10	5	7	0	0	2	1	2	4	16	0
STEAM	35	17	18	4	17	2	1	8	6	3	17	7	13
Renewals	309	479	472	420	350	385	534	348	387	480	434	410	371
TOTAL NUMBERS	1,709	2,193	2,043	1,987	1,994	2,067	2,552	2,297	2,217	2,294	2,296	2,642	2,374

YEAR-TO-DATE OVERALL MONTHLY STATISTICAL COMPARISON

MATERIAL TYPE	FEB 2022	MAR 2022	APR 2022	MAY 2022	JUN 2022	JUL 2022	AUG 2022	SEPT 2022	OCT 2022	NOV 2022	DEC 2022	JAN 2023	JAN 2023
Circulation	1,709	2,193	2,043	1,987	1,994	2,067	2,552	2,297	2,217	2,294	2,296	2,642	2,374
Library Visitors	3,046	3,890	3,610	3,775	3,487	3,936	4,339	3,884	3,803	3,724	3,030	2,599	1,364
Wi-Fi access	** See Note	** See Note	** See Note	** See Note	** See Note	** See Note	** See Note	** See Note	** See Note	** See Note	** See Note	** See Note	** See Note
Books added	93	165	133	103	149	115	161	120	137	118	85	76	83
Books withdrawn	18	48	25	228	222	43	254	119	186	192	170	78	703
Program Participation	1,507	2,040	2,243	2,271	2,001	1,652	2,435	2,840	3,940	3,256	2,456	3,181	
New patrons	13	43	19	17	29	23	32	35	47	18	18	15	13
Archives (# of users)	29	43	52	32	28	34	41	58	42	42	25	42	37

**As of 2020 the Maine State Library is now requiring that public libraries track renewals as part of their statistics. STEAM Kits made available in November 2021 **

YEAR-TO-DATE MONTHLY CIRCULATION COMPARISON

Year	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	TOTAL
2017	1,429	1,647	2,165	1,671	1,782	2,053	2,086	2,225	1,995	2,335	2,284	2,094	23,766
2018	1,789	1,755	2,396	2,758	2,192	2,501	2,629	3,166	2,727	2,894	2,587	2,104	29,498
2019	2,924	2,026	2,728	2,663	2,116	1,979	2,519	2,297	2,129	2,099	1,603	1,770	26,853
2020	2,404	2,415	1,710	289	281	1,113	2,040	3,327	2,990	3,278	3,063	3,525	26,435
2021	3,850	3,710	4,434	2,270	1,947	2,451	2,277	2,477	2,367	2,116	2,246	1,838	31,983
2022	2,039	1,709	2,193	2,043	1,987	1,994	2,067	2,552	2,297	2,217	2,294	2,296	25,688
2023	2,642	2,374											5,016

Monthly Permit Report

February 2023

	CURRENT MONTH	YEAR TO DATE	PRIOR YEAR MONTH	PRIOR YEAR TO DATE
BUILDING PERMITS	6	7	1	1
HOMES	0	0	0	0
MOBILE HOMES	0	0	0	0
MULTI-FAMILY	0	0	0	0
COMMERCIAL	4	4	1	1
EXEMPT	2	2	0	0
PLUMBING PERMITS				
INTERNAL	2	2	1	2
EXTERNAL	0	0	0	0
DEMO PERMITS	1	1	0	0
SIGN PERMITS	1	1	0	1

Year-to-Date is January 2023 to December 2023



**Board of Directors
February 6, 2023
5:30 p.m.**

Present: Doug Plourde, Chairman; Chris Bell, Penny Thompson, Kevin Barnes, Dr. Shawn Laferriere, Jane McCall, Mike Gahagan, Luke Dyer, Neal Griffitheth, Dr. Irene Djuanda, Mike Quinlan, Dr. Carl Flynn, Kris Doody, RN, CEO; Dr. Regen Gallagher, CMO; Chelsea Desrosiers, CFO; Paula Parent, RN, HR Director; Penny Wickstrom, HR Manager; Chip Holmes, QHR and Peg McAfee

Welcome: Doug Plourde, Chairman, Board of Directors welcomed Chip Holmes, QHR.

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
REGULAR MEETING			
1. Call to Order	Doug Plourde, Chairman, called the Regular Meeting of the Board of Directors to order at approximately 5:30 p.m. and welcomed Luke Dyer as a new Board member.	Informational.	
2. Review and Approval of Minutes	The minutes of January 16, 2023 were reviewed.	Upon motion duly made and seconded, it was so VOTED to approve the January 16, 2023 meeting minutes as presented.	
3. Report of Chief of Staff	<p>Dr. Carl Flynn provided the following updates from the January 25th MSEC Meeting. He noted that Dr. Djuanda was the Board Representative at the meeting:</p> <p>Physician Capital Equipment – The new endoscopy equipment has been purchased. Once received the equipment will be installed and the old equipment will be disassembled and removed from the OR.</p> <p>Appointment Courtesy Medical Staff - Tariq Shihabuddin, MD (Emergency Medicine): The complete appointment application and provider profile of Tariq Shihabuddin, MD was reviewed with no discrepancies. The report from the National Practitioner’s Data Bank contained no reports. Upon motion made and seconded it was so VOTED to recommend approving provisional appointment Tariq Shihabuddin, MD to the Courtesy Medical Staff with privileges as requested through June 30, 2024. Dr. Harrigan was appointed as proctor during the provisional appointment. This recommendation was forwarded to the Board of Directors for action.</p> <p>Appointment Consulting Medical Staff - Daniel Gruenstein, MD (Pediatric Cardiology): The complete appointment application and provider profile of Daniel Gruenstein, MD was reviewed with no discrepancies. The report from the National Practitioner’s Data Bank contained no reports. Upon motion made and seconded it was so VOTED to recommend approving provisional appointment Daniel Gruenstein, MD to the Consulting Medical Staff with privileges as requested through June 30, 2024. Dr. Swanberg was appointed as proctor during the provisional appointment. This recommendation was forwarded to the Board of Directors for action.</p>	<p>Upon motion duly made and seconded, it was so VOTED to approve the Report of Chief of Staff as presented.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the appointment of Tariq Shihabuddin, MD to the Courtesy Medical Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the appointment of Daniel Gruenstein, MD to the Consulting Medical Staff.</p>	



**Board of Directors
February 6, 2023
5:30 p.m.**

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
	<p>Appointment Allied Health Professional Staff - Vicky Cyr, FNP (Family Practice); The complete appointment application and provider profile of Vicky Cyr, FNP was reviewed with no discrepancies. The report from the National Practitioner’s Data Bank contained no reports. Upon motion made and seconded it was so VOTED to recommend approving provisional appointment of Vicky Cyr, FNP to the Allied Health Professional Staff with privileges as requested through June 30, 2024 with Dr. Harrigan as proctor and supervising physician. The motion was seconded and so VOTED unanimously. This recommendation was forwarded to the Board of Directors for action.</p> <p>Appointment Active Medical Staff - Comfort Hines, MD (Emergency Medicine); The complete appointment application and provider profile of Comfort Hines, MD was reviewed with no discrepancies. She did report three malpractice claims, one closed without payment, and two with pre-trial settlements. The report from the National Practitioner’s Data Bank contained the two medical malpractice settlement payments which were reported on the application. The claims where reviewed by the Chief of Emergency Medicine with no reservations to present and recommend approval of appointment. Upon motion made and seconded it was so VOTED to recommend approving provisional appointment of Comfort Hines, MD to the Active Medical Staff with privileges as requested through June 30, 2024. Dr. Harrigan was appointed as proctor during the provisional appointment. This recommendation was forwarded to the Board of Directors for action.</p> <p>Appointment Courtesy Medical Staff – Jeffrey Herbst, MD (Emergency Medicine); The complete appointment application and provider profile of Jeffrey Herbst, MD was reviewed with no discrepancies. He did report one malpractice claim, verdict for defendant. The report from the National Practitioner’s Data Bank contained no reports. The claim was reviewed by the Chief of Emergency Medicine with no reservations to present and recommend approval of appointment. Upon motion made and seconded it was so VOTED to recommend approving provisional appointment Jeffrey Herbst, MD to the Courtesy Medical Staff with privileges as requested through June 30, 2024. Dr. Harrigan was appointed as proctor during the provisional appointment. This recommendation was forwarded to the Board of Directors for action.</p> <p>Department of Emergency Medicine – The department is reviewing a new indicator to replace the current opiate indicator. Overnight registration issues with e prescribing merging of profiles are being addressed.</p> <p>Department of Medicine – The quality indicators were reviewed. Discussions are ongoing with Dr. Lee Ann Baggott regarding her interest in reading PFI’s and Pulmonary Medicine.</p>	<p>Upon motion duly made and seconded, it was so VOTED to approve the appointment of Vicky Cyr, FNP to the Allied Health Professional Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the appointment of Comfort Hines, MD to the Active Medical Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the appointment of Jeffrey Herbst, MD to the Courtesy Medical Staff.</p>	



**Board of Directors
February 6, 2023
5:30 p.m.**

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
	<p>Department of Radiology/Pathology – The department discussed the new CT scanner installation.</p> <p>Completion of Medical Records – Dr. Flynn sent an informal memo on January 18th regarding non-compliance of completion of medical records. Dr. Flynn later hand-delivered letters to individuals with a deadline of Wednesday at midnight to complete records or non-compliance would lead to medical staff suspension. An update was provided on the status of record completion.</p>		
<p>4. Quality Management Committee, Patient Safety Committee, Dashboard</p>	<p>Dr. Regen Gallagher reported the following from the January QM Committee Meeting:</p> <p>Old Business included: Cary Medical Center will not formally submit a Focus Standard Assessment to the Joint Commission. It is optional to submit. Information will be sent to department leaders regarding revised accreditation requirements.</p> <p>Utilization and Case Management reports reviewed included: There was nothing new to report.</p> <p>Patient Safety Reports included: The Patient Safety Survey information has been submitted. This survey is completed every 2 years. Icons will be put on individual computers for staff to use. The survey is for clinical staff. The deadline to complete is February 20th.</p> <p>QM Compliance Indicators reviewed were: Rehab, Nutritional Services, Environment of Care and OR.</p> <p>Update – President Biden has announced that on May 11th the Public Health Emergency ends. Discussion ensued. COVID restrictions at Cary Medical Center are reviewed on a regular basis. Adjustments are made as needed and dependent on CDC recommendations and community COVID status.</p> <p>2022 Dashboard – Dr. Gallagher noted there is no new information to report for clinical quality measures. The Medical Staff Quality Indicators are complete through October. There have been technical glitches with data input to the dashboard, thus incomplete data for departmental quality indicators. The departmental leaders are working on the new 2023 indicators.</p> <p>Customer Satisfaction – Leslie Anderson reported 2022 customer satisfaction has been tough to improve, it was a rough year due to COVID. Hospital Compare Star Rating for Cary is 5 stars for customer service and 4 stars overall, the highest in the County. 2023 is a new year with hopes to improve customer satisfaction scores.</p>	<p>Upon motion duly made and seconded, it was so VOTED to approve the Quality Management Committee report as presented.</p>	



**Board of Directors
February 6, 2023
5:30 p.m.**

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
<p>5. Report of Chairman, Board of Directors – Doug Plourde, Chairman</p> <p>a. Report from Board Members – PHS MSEC, Departmental Leadership</p>	<p>Doug Plourde provided the following updates:</p> <p>Pines Health Services – Doug reported he attended the meeting. Opening of the Fort Fairfield Health Center was discussed. Plans are to add physical therapy to the location in the future. Updates were provided on the EMR system, Pines has a \$900K shortfall for year end. Final information on financials will be provided at the March meeting. Pines received two settlement checks from Greenway in 2022 totaling \$400k and \$630k from CCPM, the ACO.</p> <p>Medical Staff Executive Committee Meeting – Dr. Flynn covered everything in his report.</p> <p>Departmental Leadership – Luke Dyer shared he was very impressed with the meeting. He knew many of the Cary leaders. Luke stated the community is fortunate for the Providers, Administrators and Leaders at Cary.</p>	<p>Informational.</p>	
<p>b. DRAFT Board of Directors Committee Listing</p>	<p>Board of Directors Committee Listing – The draft Board of Directors Committee Listing was included for review and approval.</p>	<p>Upon motion duly made and seconded, it was so VOTED to approve the Board of Directors Committee Listing as presented.</p>	
<p>c. Board Stipends</p>	<p>Board Stipends – Doug Plourde reported the last time stipends were paid out was December 2019. Members receive \$30 each meeting and the Chairman receives \$40 for each meeting. The current arrangement is no stipends. Chris Bell reported that Pines is prohibited to provide stipends to their Board members.</p>	<p>Upon motion duly made and seconded, it was so VOTED to approve the current arrangement to remain that Cary Board members not received stipends for Board meeting attendance.</p>	
<p>d. Other</p>	<p>FOIA Request – A community member requested copies of Cary’s audits for the past 5 years. Audited Information for 2017-2021 was provided. The 2022 audited financials will only be completed in the next couple months. Chelsea Desrosiers reported that it is GASB regulation to combine the Caribou Hospital District and Cary Medical Center audited financials.</p>		
<p>6. Report of CEO – Kris Doody</p> <p>a. Physician</p>	<p>Kris Doody reported the following, noting more information is available in the CEO and Provider Activity Reports:</p> <p>Physician Recruitment –</p>	<p>Informational.</p>	



**Board of Directors
February 6, 2023
5:30 p.m.**

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
<p>Recruitment and Retention</p>	<ul style="list-style-type: none"> • Hem/Onc – Dr. Elena Vagia has signed a contract with plans to begin full-time at the Jefferson Cary Cancer Center. Both the Department of State and federal waivers have been approved, the next step is stamping her Visa in Athens, Greece and moving to Caribou. She is currently waiting for the Maine Board of Licensure to grant her license at the February 14, 2023 meeting. Plans are for her to begin full time in March. Dr. Zimble has signed a Pines contract and will be providing part-time coverage during 2023. • Pathology – Zoom interviews continue to be scheduled with interested candidates. Dr. Boone will continue working part-time in 2023. He also provided a name of a potential pathology candidate. All options for pathology coverage are being reviewed. • Emergency Medicine – Dr. Comfort Hines, an experienced ER physician completed orientation in the ED in January and will start full-time February 2023. Dr. Hines and her husband have purchased a home in Fort Fairfield and own a home in Appleton, Maine. Dr. Yazdani provided information for a full-time candidate, Dr. Britt Anderson. A zoom interview was conducted with Dr. Anderson. • Hospitalist – With the departure of Dr. Boma, a locum night-time hospitalist has been secured through a locum company beginning March 2023, Dr. Vonzell Williams and April 2023, Dr. Suzette Millington-Buffong. Dr. Guillermo Noguera completed a zoom interview late Fall 2022. A site visit is being reviewed with Dr. Noguera in April. Dr. Noguera is looking for a permanent position. • Pediatrics – Zoom interviews have been completed with interested pediatricians with additional interviews being scheduled. • OB/GYN – Dr. Karen Bossie will continue to provide one weekend per month coverage through 2023. A locum OB/GYN, Dr. Tanner, has been secured to assist with coverage. Zoom interviews will be scheduled with permanent candidates. • ENT – Discussions continue with Dr. Kava, an ENT from Maine. He is interested in providing coverage on a monthly basis. • Ongoing Recruitment – Recruitment is ongoing for pediatrics, primary care, orthopedics, OB/GYN, emergency medicine, hospital medicine and anesthesia (CRNA). • TUFTS Medical Students – Our current Tufts Medical Students are completing their 9 month rotation at Cary and Pines on February 10th. Two new students will arrive in May. 		



**Board of Directors
February 6, 2023
5:30 p.m.**

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
<p>b. CT Scanner Project</p> <p>c. 100th Anniversary Committee</p> <p>d. Veterans Activities</p> <p>e. Other</p>	<p>CT Scanner Project – Leslie Anderson reported the new CT Scanner is up and running. The mobile unit departed January 31st. Siemens is working with Radiology staff on adding a new procedure, Cardiac CT.</p> <p>100th Anniversary Committee – Kris Doody reported the committee had its first meeting. Meetings will continue for celebration activities from September 24, 2023 through September 24, 2024. One idea from the committee is to plant 100 trees in the community. More information will be shared as it becomes available.</p> <p>Veterans Activities – Kris Doody reported there are two concerns of local veterans; the move of the VA Clinic out of Caribou and the status of MVH in Caribou. The new CEO, Sharon Fusco had to cancel her visit to Caribou. A zoom meeting will be scheduled with Ms. Fusco in the near future as a meet and greet. Penny Thompson inquired as to the availability of the information from the listening sessions. It was uncertain if that report has been released. The Veterans Advocacy Meeting was postponed to February 11th.</p> <p>Caribou Hospital District – Kris Doody reported at the February meeting of the City Council Caribou Hospital District Board members were voted in: David Martin, 3-year term; Erica Raymond, 2-year term; Sue White, 1-year term. Plans are to meet with the Caribou Hospital District in February for their annual meeting.</p>		
<p>7. Report of Finance & Personnel Committee</p> <p>a. Draft December Financials</p>	<p>Chelsea Desrosiers and Chris Bell provided the following updates:</p> <p>December Financials - Chelsea Desrosiers provided an overview of the draft December 2022 Financials for Cary Medical Center, including review of: gross patient revenue, net operating revenue, expenses, COVID funding and net income (loss) for November.</p> <p>COVID Matrix Review – The matrix was included in the packet for review.</p> <p>2023 Federal Poverty Guidelines Annual Update – The guidelines refer to the financial assistance program. The change is effective January 12, 2023. The Finance & Personnel Committee recommends approval of the guidelines by the Board of Directors.</p>	<p>Upon motion duly made and seconded, it was so VOTED to approve the report of the Finance & Personnel Committee as reported.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the updated 2023 Federal Poverty Guidelines as noted in Cary’s Financial Assistance Programs with retroactive review to</p>	



**Board of Directors
February 6, 2023
5:30 p.m.**

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
<p>8. L'Acadie Report</p>	<p>Paula Parent provided the following updates:</p> <ul style="list-style-type: none"> L'Acadie is an ICF IID, nursing level that is open 24 hours a day/7 days per week Full capacity is 9 residents (in 2022 L'Acadie lost 3 residents) August 2022 and January 2023 L'Acadie received 2 new admissions. The manager is currently reviewing a candidate for admission During the holiday season there was an outbreak of COVID and all residents were affected. Only 2 staff members were affected. There are currently no locum staff at L'Acadie. Licensing renewal application and waiver for part-time DON will be completed in April Staff continue to wait for the Annual State Survey that was originally scheduled for late 2022. The last survey required a food director on site. The manager has since become certified as a food director. A per diem rate letter has been received from the State of Maine reporting a daily rate per resident Currently there is an opening for 1 RN, two part-time cooks and housekeeping staff. 	<p>January 12, 2023.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the L'Acadie Quarterly Report as presented.</p>	
<p>9. Human Resources Annual Competency Report</p>	<p>Human Resources Annual Competency Report – Paula Parent provided an overview of the 2022 competency report. This report is a Joint Commission requirement.</p> <ul style="list-style-type: none"> Performance Evaluations – 93% completion; benchmark is 95%. HR is currently formulating a plan to assist managers in completion of evaluation to meet compliance. Annual Required Training – 99% completion; benchmark is 97% Human Resources Orientation – 100% completion Department Orientation – 97% completion; benchmark is 97% Nursing Competency – 100% completion; benchmark is 95% (Paula praised the new nurse education for doing a terrific job keeping up with required nursing competency) AHA Courses – BLS – 99% completion; ACLS – 99% completion; PALS – 97% completion Locums Travelers – Licensure – 100% completed; HR Orientation – 100% completed; Unit Specific Orientation – Paula reported one manager is out on leave, data was unable to be obtained. Paula provided a review of the 60 locums travelers and departments they cover. 	<p>Upon motion duly made and seconded, it was so VOTED to approve the Human Resources Annual Competency Report as presented.</p>	
<p>10. Safety Quarterly Report</p>	<p>Safety Quarterly Report – Leslie Anderson provided an overview of the following items:</p> <ul style="list-style-type: none"> Updates on the 2022 Environment of Care goals worked on throughout the year: Security Management, Emergency Management in coordination with local EMS and Fire Department staffing; Medical Equipment, Safety Management, Hazardous Materials/Waste, Life Safety Management, Medical Equipment Management and Utilities Management 	<p>Upon motion duly made and seconded, it was so VOTED to approve the safety Quarterly Report as presented.</p>	



**Board of Directors
February 6, 2023
5:30 p.m.**

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
<p>11. Pines Health Services Quarterly Report</p>	<ul style="list-style-type: none"> Goals are reviewed, information is reported to the Board of Directors and hospital leadership, the safety dashboard for Cary and L'Acadie is submitted to the Safety Committee quarterly Annual Safety education and FIT testing completed for all staff Hospital-wide Safety event and Simply Safety trainings not completed as they are large events and in-person activities Updates were provided on aggressive and non-aggressive incidents The 2023 Environment of Care goals will be the same as there have been no significant changes in CMS rules or Joint Commission standards to warrant changes to the plan. <p>Pines Health Services Quarterly Report – Kris Doody provided the following updates:</p> <ul style="list-style-type: none"> Pines is 8 months post go-live with EMR – EPIC. 1:1 sessions were held recently and were successful. The team continues to work through other items. The Pines team is preparing the UDS report which is due February 14th The Pines team is preparing for OSV The State of Maine passed legislation to rebase FQHC's to FY2019. Reports are being provided to Guidehouse, a consulting company. By law, new rates will go into effect March 1st. The administration is concerned they may not make the deadline. This could result in an increase of approximately \$1M to Pines FQHC. <p>CEO Evaluation – Doug Plourde reported Kris Doody's CEO Evaluation will be sent out in the next week or so. Please complete and return in a timely fashion.</p>		
<p>12. Quorum Health Resources Updates</p>	<p>Chip Holmes provided the following update:</p> <ul style="list-style-type: none"> Chip thanked Kris Doody for participating on the Executive Advisory Council Meeting recently to provide feedback to QHR President, Dwayne Gunter. Chip leads two advisory councils. Chip thanked Dr. Gallagher for completion of the Compliance Risk Assessment. Chip thanked Leslie Anderson for participating in the food and nutrition services and culinary concierge services assessment. Chip is coordinating a visit with President Dwayne Gunter to Cary Medical Center. Chip hopes to plan a regional leadership event in the New England area at the same time as President Gunter's visit. Chip is responsible for a team of 53 hospitals; he reported not all hospitals provide reports to their leadership like Cary's team. The QHR report has been updated for 2023 and has a new look. Chip has requested feedback on these changes through email. Plans are to continually improve the report. 	<p>Informational.</p>	



**Board of Directors
February 6, 2023
5:30 p.m.**

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
	<ul style="list-style-type: none"> Chip described QHR's experience with staff at Cary Medical Center. Cary Medical Center is unique, as Paula Parent shared about the workforce & benefit update to the Finance & Personnel Committee. Cary's environment of caregivers, culture of caring and safety is felt at QHR. Chip reported most hospitals have no connection between their Board of Directors, Medical Staff, and Administration, with a lack of ownership. Cary and Pines have ownership and collegiality. He doesn't experience this at many of the hospitals. 		
13. Other, Adjournment & Next Meeting	<p>Adjournment - Upon motion duly made and seconded, it was so VOTED to adjourn the meeting at approximately 7:15 p.m.</p> <p>Next Meeting –The next meeting of the Board of Directors is scheduled for Monday, March 6, 2023, 5:30 p.m.</p>	<p>Informational.</p>	

Prepared by: Marguerite E. McAfee (Peg), Executive Assistant to the CEO & COO

Respectfully submitted,

Kris Doody, RN, MSB, CEO