

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, August 28, 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**
3. **Pledge of Allegiance**
4. **Public Forum** in accordance with City Charter Section 2.10 (i)(b)
(PUBLIC COMMENTS SUBMITTED TO THE CITY CLERK PRIOR TO 4:30PM ON THE MEETING DATE WILL BE SHARED DURING PUBLIC FORUM. EMAIL: dbrissette@cariboumaine.org)

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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, City Clerk

Council Agenda Item #1: Roll Call

The Caribou City Council held a City Council meeting, Monday, May 22, 2023, in the Council Chambers with the following members present; Mayor Smith, Deputy Mayor Boma, Councilors Bagley, Goughan, Morrill, Theriault, and Willey.

Manager Thompson was present for the meeting.

Department Managers Carl Grant (Finance Director), Peter Baldwin (Library Director), and Gary Marquis (Superintendent of Parks and Recreation) were present for the meeting.

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

Council Agenda Item #2: Invocation/Inspirational Thought

Pastor Sullivan of the Caribou United Baptist Church led the invocation.

Council Agenda Item #3: Pledge of Allegiance

Mayor Smith led the Pledge of Allegiance.

Council Agenda Item #4: Public Forum

There were no comments made by the public.

Council Agenda Item #5: Minutes

a. Regular City Council meeting – May 22, 2023

Motion made by Councilor Morrill, seconded by Deputy Mayor Boma to approve the minutes from May 22, 2023 as presented.

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

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

a. Introduction of the new owners of Bechard's Grille: John and Rae Rossignol

The Rossignol's were unable to attend the meeting.

b. Introduction of the new owners of Big Bang Theater: Michael & Pat Cyr

Michael and Pat Cyr, the new owners of the Big Bang Theater in Caribou came and introduced themselves to the council and explained that they are looking at updating the theatre and excited about hosting different events.

The Council thanked both businesses for their contributions to the community and keeping the businesses in Caribou.

c. Birthday Greetings, Caribou Boston Post Cane holder – Anna Marie Roberts

Manager Thompson stated that on July 6th Anna Marie Roberts will be 106 years young and she is our Boston Post Cane holder.

d. Recognition of Caribou Rehab and Nursing Center for 50 years

Councilor Morrill briefly explained some of the history of the Caribou Rehab and Nursing Center that was built in 1972 by Albert Cyr. The nursing home opened in 1973 with 60 beds. He extended his gratitude to the Cyr's and to the Caribou Rehab & Nursing Center for their time and service to the community.

The Council thanked Mr. Phil Cyr for his years of service to the community.

Mr. Cyr introduced Doug Hise who will be learning the ropes and taking over the reins as Administrator of the Nursing Facility.

e. Spirit of America honorees: Gary Cook & Keith Brown

Mayor Smith presented Gary Cook with a Spirit of America Plaque. Mr. Cook was nominated by Denise Lausier for his many years of work volunteering for the Caribou United Baptist Church Food Pantry.

Mayor Smith presented Keith Brown with a Spirit of America Plaque. Mr. Brown was nominated by Gary Marquis for his time and volunteering to help with the recreational trails.

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

a. Dangerous Building Public Hearing – 7 Water Street, Map 31 Lot 171

Open Public Hearing: 6:20 pm

Manager Thompson explained the hearing was introduced at the last meeting by our former Code Enforcement Officer Ken Murchison who has been working on this since there was a fire on January 25. On February 13th a legal notice of Condemned Building was sent, followed by a second notice in March. The property was not insured at the time of the fire; however, the bank NorState Federal Credit Union had forced place insurance on the property and so they were made hole and discharged the mortgage in April. On April 24th a final notice of a Condemned Building was sent. As time progressed the Bickford's filed for Bankruptcy and the Code Enforcement Officer requested a public hearing be set for June 26th to declare the property at 7 Water Street as a public hearing. There are also tax lien certificates on file for the property.

Next steps would be to sign hearing notices to be recorded and sent to the Beckford's and parties of interest.

Christopher Ledger, Attorney for the Bickford's

Mr. Ledger stated that there are some procedural defects regarding the public hearing and that he was not aware of the Bickford's being served.

Manager Thompson explained that tonight is just to start the process and for the council to decide if they want to proceed with the dangerous building request and have the notice signed to send to the Bickford's for the hearing.

Mr. Ledger expressed concern that the Bickford's had not been served with a notice of the hearing that is currently taking place.

Manager Thompson explained that the hearing would be held at a future meeting on July 24th regarding the property.

Mr. Ledger explained that he found the information about the hearing on the website, and he was concerned that the parties of interest had not been served. He stated that they are going to be discharged in bankruptcy and neither have the ability to take care of the building.

Councilor Bagley explained that the public hearing was being held to see if the council was interested in signing the notice of hearing to see if they would like to go forward with the dangerous buildings process.

Closed Public Hearing: 6:32pm

Motion made by Councilor Morrill, seconded by Mayor Smith to deem the property at 7 Water Street, Map 31 Lot 171 a dangerous property.

Manager Thompson explained that they should include signing the notice of hearing.

Councilor Bagley stated that they should probably amend the motion to include the signing of the hearing.

Councilor Morrill amended his motion and Mayor Smith amended his second.

Motion made by Councilor Morrill, seconded by Mayor Smith to deem the property at 7 Water Street, Map 31 Lot 171 a dangerous property and to take into place the consideration of the hearing with the signing of the notice and proceeding with public hearings as scheduled.

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

b. Dangerous Building Public Hearing – 24 Park Street, Map 35 Lot 73

Open Public Hearing: 6:34 pm

Manager Thompson explained that the property has been vacant for 13 years. In June of 2010 the city received a letter of impending foreclosure and in the next month a legal notice of violation was sent. There was a complaint for foreclosure, and it was never finalized. Over the next few years several notices of violation were sent to the owner. In 2019 the owner stated that she did not believe she was responsible because the property was in foreclosure. There have been property maintenance companies that have gone to the residence on behalf of the lender to verify that the property was vacant. In May of 2022 a final notice of violation for a nuisance or dangerous property was sent and on May 22nd the code enforcement officer presented 24 Park Street as a dangerous building and requested that a public hearing be set. On June 15, 2023

Manager Thompson stated that she found that the mortgage has been discharged, CUD liens are paid but there is still a bill.

The Council had a brief discussion with Manager Thompson confirming that the taxes were current and that the main concern is for safety of the children in the area.

Mark Leuhrs, Caribou Resident

Mr. Leuhrs just wanted to confirm that the bank had discharged the mortgage.

Manager Thompson confirmed that the bank had discharged the mortgage.

Closed Public hearing at 7:42 pm.

Motion made by Councilor Morrill, seconded by Councilor Theriault to deem the property at 24 Park Street, Map 35 Lot 73 a dangerous building and to sign the notice of hearing.

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

Council Agenda Item #8: Reports by Staff and Committees

a. Tax Acquired property bid – 8 Shirley Drive

Carl Grant (Finance Director) explained that an offer has been received from Viking Group LLC for Map 37, Lot 18, 8 Shirley Drive for \$18,100. The property has been out to bid for a minimum bid amount of \$18,100 with no bids on this property.

Motion made by Deputy Mayor Boma seconded by Councilor Theriault to accept the offer of \$18,100 for Map 37, Lot 18, 8 Shirley Drive.

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

b. April 2023 Financials – Finance Director

Carl Grant (Finance Director) reviewed the April 2023 Financial Report.

Motion made by Councilor Morrill, seconded by Councilor Willey to accept the May 2023 Financial report as presented.

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

c. Manager's Report

Manager Thompson reviewed the City Manager's report dated June 26, 2023.

Mark Leuhrs asked why the city doesn't provide a clear title and uses a quit claim deed.

Carl Grant (Finance Director) explained that it comes down to legal fees and different scenarios, but the person who purchases the property can go through the process for a clear title themselves if they choose.

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

a. Introduction of Nylander Bylaws

Mayor Smith explained that recently the Council appointed a working board to start working to and the facilities up and running again. They have started with creating a set of bylaws,

Motion made by Councilor Morrill, seconded by Deputy Mayor Boma to accept the bylaws as presented.

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

b. Introduction of Ordinance 3, 2023 Series, Charter Amendment, an Ordinance to Amend the Capital Improvement Referendum Process

Councilor Morrill introduced Ordinance 3, 2023 Series, Charter Amendment, an Ordinance to Amend the Capital Improvement Referendum Process.

c. First Read: MOU for the Dust Bowl

Councilor Bagley would like to know which events were held where and what would be on City property.

Manager Thompson explained that the items on the 15th will be held at the Wellness Center.

Troy Haney, Caribou Resident, and business owner

Mr. Haney explained some of the events that will be taking place at the Dust Bowl, from Zip Line rides, shows, food trucks, pumpkin drops and many more activities.

The Council expressed concerns about letting people utilize the rec facilities, and employees for the events at no cost.

Motion made by Mayor Smith, seconded by Councilor Theriault to enter into MOU as presented.

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

d. Resolution 06-02-2023, Establishing the 2023 Property Tax Rates and Related Deadlines

Motion made by Councilor Morrill, seconded by Deputy Mayor Boma to table the discussion of 9-D until a later meeting.

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

Councilor Goughan expressed his frustration with not having a conversation regarding the tax rate until a later date.

Council Agenda Item #10: Old Business

There were no items scheduled for discussion.

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

Councilor Bagley stated that he regretted his vote and agreed with Councilor Goughan regarding not discussing the tax rate until a later date. He also stated that there is a grand opening on the 28th for the Community Garden at 12:00 pm.

Deputy Mayor Boma stated that the Public Safety Committee met with Artifex in May, and they are waiting to see when they can come back to look at the site. She also gave a shout out to Gary and the Parks & rec for taking care of the ATV trails and stated they were awesome.

Councilor Theriault stated that the new Nylander Board has met twice, and that they are a good diverse board working to get the Nylander running again.

Council Agenda Item #12:

Special Meeting on July 10 to set the mil rate

Next Regular Meetings: July 24, August 28

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

Council did not enter executive session.

Council Agenda item #14: Adjournment

Motion made by Councilor Morrill, seconded by Councilor Theriault to adjourn the meeting at 7:40 pm.

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

Danielle Brissette, Secretary

Council Agenda Item #1: Roll Call

The Caribou City Council held a Special City Council meeting, Monday, August 14, 2023, in the Council Chambers with the following members present; Mayor Smith, Deputy Mayor Boma, Councilors Bagley, Goughan, Morrill, Theriault and Willey.

Manager Thompson was present for the meeting.

Department Managers Michael Gahagan (Police Chief), Gary Marquis (Superintendent of Parks and Recreation), Dave Ouellette (Public Works Director) and Lisa Plourde (Housing Director) were present for the meeting.

Melissa Lizotte of the Aroostook Republican covered the meeting, Rothery Sullivan of WAGM-TV covered the meeting, and it was broadcasted via YouTube and Spectrum.

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

There were no comments made by the public.

Council Agenda Item #5: New Business, Ordinances and Resolutions

a. Resolution 08-01-2023, Establishing the 2023 Property Tax Rates and Related Deadlines

Manager Thompson explained that at the second meeting in July because things when moving into the states form had a missing calculation. There was also a discussion to cut from municipal appropriation and add from other revenues the amount from the resource reserve which has been done. She stated that the proposed mil rate using the resource reserve is 19.5.

Motion made by Councilor Bagley, seconded by Councilor Goughan to set the 2023 mil rate at 19.3 and reduce our 2023 expense budget by\$88,400 as follows:

10- General Government: Reduce \$860,871 by \$6,500 for a new total of \$854,371 (which is still a 13.7% increase over 2022, compared to the 183.9% increase requested)

12- Nylander Museum: Reduce \$53,903 by \$5,000 for a new total of \$48,903 (which is still a 157.5% increase over 2022, compared to the 183.9% increase requested.

20- General Assistance: Reduce \$43,047 by \$8,400 for a new total of \$34,647 (which is still a 29.3% increase over 2022, compared to the 60.6% increase requested.

25- Library: Reduce \$246,852 by \$6,400 for a new total of \$240,452 (which is still a 10.7% increase over 2022, compared to the 13.7% increase requested)

35- Police: Reduce \$1,870,971 by \$16,800 for a new total of \$1,854,171 (which is still a 10.0% increase over 2022, compared to the 11.1% increase requested)

50- Recreation: Reduce \$656,660 by \$27,000 for a new total of \$629,665 (which is still a 14.8% increase over 2022, compared to the 19.6% increase requested).

51- Parks: Reduce \$198,997 by \$5,000 for a new total of \$193,997 (which is still a 13.1% increase over 2022, compared to the 16.0% increase requested)

60- Airport: Reduce \$101,462 by \$7,000 for a new total of \$94,462 (which is still a 10.2% increase over 2022, compared to the 18.3% increase requested)

61- Caribou Trailer Park: Reduce \$13,455 by \$6,300 for a new total of \$7,155 (which reflects a 43% decrease from 2022, compared to the 6.4% increase requested, taking into consideration that the trailer park has closed).

Councilor Morrill stated that the mil rate has 3 components, and that the municipality always takes a big hit, and that we really have no say over the RSU and the County.

Roll Call Vote: D. Bagley – Yes, Boma – No, R.M. Goughan – Yes, J. Morrill – No, J. Theriault – No, L. Willey – No, J. Smith – No, C. (Motion Fails)

Motion made by Councilor Morrill, seconded by Councilor Theriault to set the 2023 mil rate at 19.5.

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

Motion made by Councilor Morrill, seconded by Councilor Theriault to set the date of commitment as Thursday, August 17, 2023.

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

Motion made by Councilor Morrill, seconded by Councilor Theriault to set the due date as Monday, August 31, 2023.

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

Motion made by Councilor Morrill, seconded by Councilor Theriault to set the date for interest to begin as Sunday, October 1, 2023.

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

Motion made by Councilor Bagley to set the rate of interest on delinquent taxes at 4%.

Motion failed for lack of second.

Motion made by Councilor Morrill, seconded by Deputy Mayor Boma to set the rate of interest on delinquent taxes at 8%.

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

Motion made by Councilor Morrill, seconded by Deputy Mayor Boma to establish a rate of interest on overpayments and or abatement of property taxes at 0%.

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

Motion made by Councilor Morrill, seconded by Councilor Willey to close the city office at 1:00 pm on Friday, December 29, 2023 so staff can complete the year end process.

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

Motion made by Councilor Morrill, seconded by Councilor Theriault to change the revenue lines as follows:

Line Number	Description	Original Budget	Amended Budget
R10-01-32	Property Taxes	\$ 3,615,900	\$ 3,621,819.19
R10-01-34	Overlay	\$ 0	\$ 21,341.98
R11-01-01	Economic Development (TIF)	\$ 315,000	\$ 747,801
R22-01-04	Homestead Exemption	\$ 830,000	\$ 914,086.63
R22-01-05	BETE Reimbursement	\$ 175,000	\$ 392,153.93

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

Council Agenda Item #6: Reports and discussion by Mayor and Council Members

Councilor Goughan commended both Councilors Bagley and Morrill and stated that they did a great job at expressing their opinions even though they were on opposite sides. He also thanked Councilor Bagley for the work that he did to bring the information to the table.

Councilor Morrill thanked the department heads and employees for the work that they do. He also stated that you should check out the construction at the landfill with the creation of the new cell.

Council Agenda Item #7: Next Regular Meeting August 28

Council Agenda Item #8: Executive Session(s) (May be called to discuss matters identified under MRSA, Title 1, §405.6)

The Council did not enter executive session.

Council Agenda Item #9: Adjournment

Motion made by Councilor Willey, seconded by Councilor Theriault to adjourn the meeting at 6:26 pm.

August 14, 2023

23-15 Pg. 4

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

Danielle Brissette, Secretary

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



MEMO

To: Mayor and City Council Members
From: Penny Thompson, City Manager
Date: August 28, 2023
Re: Nylander Board of Directors

Romeo Parent has resigned his position on the Nylander Board of Directors. Two applications have been received to fill the remainder of the term which expires on December 31, 2023. Applications were received from: Robert Carlson & John Shaw.

The Library Director has enclosed a memo with a recommendation.

Suggested Action:

Please make a motion to appoint a replacement to the Nylander Board for the remainder of the term which expires on December 31, 2023.

Second

Discussion

Vote



Caribou Public Library

Where heritage meets innovation

25 August 2023

City Council
City Manager Penny Thompson
25 High St.
Caribou, ME 04736

To Mayor Smith, City Councilors, and Penny Thompson,

As the Nylander Museum of Natural History Board of Trustees has an open seat, the Library Director would like to recommend Robert Carlson to serve for a 1-year term.

It is the belief of the Library Director that Robert Carlson's prior board appointments and professional experience will be invaluable to the museum and Board discussions as we consider reopening and program development.

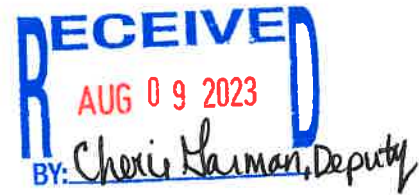
Respectfully,

Peter J. Baldwin, Jr

Peter J. Baldwin Jr.
Library Director



CITIZEN BOARD APPLICATION



Name: Robert Carlson

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

Member Board of Directors for Halfway Home Pet Rescue
Secretary for College Faculty Association at NMCC
Secretary for College Faculty Association for Maine Community College System

Education:

BA in English Texas A&M University
MA in English University of Texas

Present Employer Name & Address:

Northern Maine Community College 33 Edgemont Presque Isle ME 04769

Job Title:

Instructor of English

I am interested in serving on the following committee(s):

Nylander Board of Trustees

Are you willing to serve on ANY committee if needed?

Yes

No

Signature of Applicant

8/9/2023

Date

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



CITIZEN BOARD APPLICATION

RECEIVED
AUG 21 2023
BY: Cherie Harman, Deputy

Name: JOHN R. SHAW

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

AROOSTOOK COUNTY REPUBLICAN COMMITTEE
CHAIRMAN 2022-2023,
MAINE STATE REPUBLICAN COMMITTEE
MEMBER 2017-2023

Education:

CARIBOU HIGH SCHOOL GRADUATE 1953
UMD 1953-56 BOSTON UNIVERSITY 1956-1957
CHARTER OAK COLLEGE GRADUATE 1984

Present Employer Name & Address:

RETIRED

Job Title:

N/A

I am interested in serving on the following committee(s):

N/A

Are you willing to serve on ANY committee if needed?

Yes

No

John R Shaw
Signature of Applicant

08-18-2023
Date

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

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



MEMO

To: Mayor and City Council Members
From: Penny Thompson, City Manager
Date: August 28, 2023
Re: Qualified Environmental Professional contract award

As part of the EPA Brownfields grant project at the Caribou Diesel Electric Power Plant and Outbuildings Brownfields Cleanup project, the City of Caribou needs to contract with a Qualified Environmental Professional (QEP). The Request for Proposal can be found here:

<https://www.cariboumaine.org/wp-content/uploads/2023/07/Brownfield-RFP-Diesel.pdf>

The Cleanup work plan can be found here:

<https://www.cariboumaine.org/wp-content/uploads/2023/07/CleanupWorkplanWithBudget-CARIBOU.pdf>

The only proposal received was from County Environmental Engineering, Inc.

The Selection Review Committee met on Tuesday August 22 and interviewed Michelle Hersey of County Environmental Engineering, Inc. and voted unanimously to recommend County Environmental Engineering, Inc. to do this work.

Project funding should be available after October 1, 2023. The RFP was based on the one provided by the EPA. Staff will also work with EPA to bring a contract back to the City Council for a final review.

Suggested Action:

Please make a motion to retain County Environmental Engineering, Inc. as the Qualified Environmental Professional (QEP) for the Caribou Diesel Electric Power Plant and Outbuildings Brownfields Cleanup project for an amount not to exceed \$82,000.

Second

Discussion

Vote



County Environmental Engineering, Inc.

August 17, 2023

RFP 2023 – 02
Selection Review Committee
City of Caribou
25 High Street
Caribou, Maine 04736

Re: RFP 2023 – 02 Caribou Diesel Electric Power Plant and Outbuildings Brownfields Cleanup Proposal

Dear members of the Selection Review Committee:

County Environmental Engineering, Inc. is pleased to submit the following proposal for Qualified Environmental Professional services for the City of Caribou Brownfields cleanup at the Caribou diesel electric power plant and outbuildings. We look forward to working with the City of Caribou, EPA, Maine Department of Environmental Protection, and other stakeholders on this project.

County Environmental Engineering, Inc. and any subconsultants used in this project will meet all requirements of the EPA Brownfields program and the Cooperative Agreement. We are certified by the SBA as a woman-owned small business. The name, address and phone number of the persons to contact who are authorized to represent our firm are provided below.

Project Manager	Task Manager	Company Address and Phone
Michelle Hersey, PE, LG President Cell (207) 949-1424	Nathan Hersey, CTI Vice President Cell (207) 949-2011	924 Grimes Road Caribou, Maine 04736 Office (207) 472-0858

Thank you for the opportunity to offer our services on this project and we look forward to your response.

Respectfully Submitted,
County Environmental Engineering, Inc.

Michelle Hersey, PE, LG
President



PROPOSAL

RFP 2023 – 02

Caribou Diesel Electric Power Plant and Outbuildings Brownfields Cleanup

Prepared For:
City of Caribou
25 High Street
Caribou, Maine 04736

Prepared By:
County Environmental Engineering, Inc.
924 Grimes Road, Caribou, Maine 04736
Tel: (207) 472-0858
www.countyee.com

August 17, 2023

1. ORGANIZATIONAL PROFILE AND QUALIFICATIONS

County Environmental Engineering, Inc. is an experienced environmental consulting company providing assessment, investigation and remedial services in Maine since 1992. We were the Qualified Environmental Professional (QEP) for the Northern Maine Development Commission (NMDC) Northern Maine Brownfields Initiative assessment program (2007 – 2020) and currently a pre-qualified vendor for the Maine Department of Environmental Protection (MEDEP) Brownfields assessment and cleanup programs. We are certified by the Maine Department of Transportation as a disadvantaged business enterprise (DBE) and SBA as a woman-owned small business and HUBZone small business concern.

We offer a wide variety of environmental services at competitive rates, including Phase I and II Environmental Site Assessments (ESAs); environmental investigations and remediation; aboveground and underground storage tank facility inspections, repairs, removals, installations and permitting; MEDEP Chapter 691 site assessments; spill prevention, control and countermeasure plans; asbestos surveys; and radon testing and mitigation. We own and operate a truck-mounted Geoprobe rig with tooling for soil, groundwater and soil gas sampling as well as various sampling and field screening equipment. We are experienced with environmental assessment and cleanup at petroleum and hazardous substance sites in accordance state and federal rules, regulations and guidelines.

We have an EPA and MEDEP-approved generic Brownfields quality assurance project plan (QAPP) and experience with Brownfields assessment and cleanup programs, including Phase I and II ESAs, site-specific QAPP addendums, health and safety plans, analysis of Brownfields cleanup alternatives, community relation plans, remedial oversight, and the Brownfields assessment, cleanup and redevelopment exchange system (ACRES). We are experienced with EPA and DEP standard operating procedures (SOPs) and certified in erosion control practices. All of our employees have received 40-hour training in accordance with OSHA 29 CFR 1910.120 Hazardous Waste Operations and Emergency Response standard and complete 8-hour refresher courses annually.

The project team for this proposal includes Michelle Hersey, Maine licensed Geologist (LG), Professional Engineer (PE) and Asbestos Inspector; Nate Hersey, Maine Certified Underground Oil Storage Tank Installer (CTI), Radon Service Provider and Steel Tank Institute Aboveground Tank Inspector; and Craig Brescia, Maine CTI and licensed Asbestos Inspector. Michelle will be the Principal in Charge, Project Manager, Community Relations Manager, and primary contact for this project. Our certificate of insurance and resumes for Michelle and Nate are attached to this proposal. We are currently fully-staffed and available to provide the scope of services as soon as the contract is awarded.

2. PROJECT APPROACH AND TIMELINE

2.1. Cooperative Agreement Oversight

We will submit monthly summary narrative reports detailing project status and updated task summaries with project expenses organized by task. We will assist with the preparation of quarterly reports and federal financial report forms and update ACRES upon completion of project milestones. Hard copies of project-related documents will be maintained and stored at our office (Caribou). Electronic copies of project-related documents will be maintained and stored on our cloud-based file sync system and we will retain all project-related email correspondence. We can create a shared workspace file as an information repository for deliverables.

2.2. Public Meetings and Community Involvement

We will prepare a community relations plan (CRP) and work with the City of Caribou to involve the public in this project, including public meetings, community engagement forums and correspondence. We will prepare notification letters for adjacent landowners, target community organizations, and the general public with meeting dates and times, comment periods, and a supplemental fact sheet, including answers to frequently asked questions. We will be available to promptly respond to any questions, comments or concerns for the duration of the grant period.

2.3. Site Specific Clean Up Activities

We will prepare an analysis of Brownfields cleanup alternatives (ABCA) and submit to EPA and MEDEP for review and approval upon completion of the CRP. We will prepare a site-specific quality assurance project plan (SSQAPP) addendum for any environmental sampling required for this project (e.g., container sampling for hazardous waste characteristics) and submit to EPA and MEDEP for review and approval upon completion of the ABCA. We will prepare a site-specific health and safety plan (HASP) prior to on-site fieldwork and conduct routine tailgate safety meetings during cleanup activities.

We will assist the EPA Project Officer with collecting information and determining if this project has the potential to affect historic properties (Section 106). We will coordinate with the City of Caribou and appropriate stakeholders to organize the project scope, schedule and budget. We will assist with preparation of bid packages for contractors, including plans and specifications, and conduct site visits with interested contractors. Project plans will include considerations for green and sustainable practices to reduce the volume of materials taken to landfills by recycling or reusing materials generated during cleanup to the maximum extent practicable.

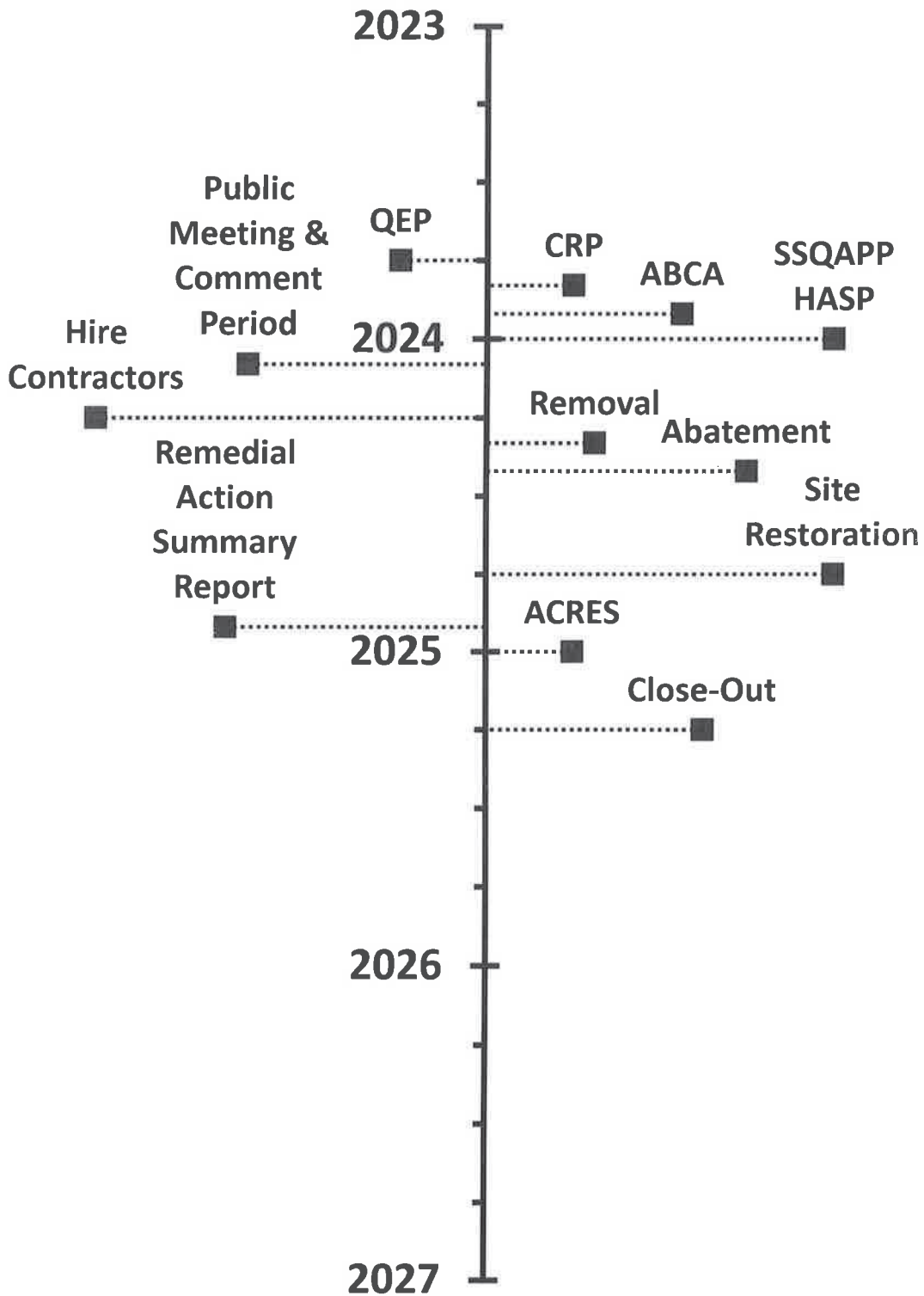
2.4. Oversee Site Cleanup

We will coordinate all cleanup activities for this project, including removal of waste oil, hazardous substances, universal and hazardous waste, abatement of asbestos-containing materials, demolition of the diesel plant and diesel pump house, collection of post-cleanup samples (if needed), and site restoration. We will provide on-site remedial oversight for the duration of cleanup activities, including routine site inspections to ensure the proper procedures are being followed and all work is conducted in accordance with bid documents. We will verify wage rate posters are available to site workers.

We will coordinate with contractors to ensure work proceeds according to the established project timeline and submit weekly updates during fieldwork events, including photographs of work in progress. We will maintain all project-related documents, including Davis-Bacon wage sheets, asbestos waste shipment records and hazardous waste manifests. Upon project completion, we will prepare a remedial action summary report documenting cleanup activities and assist with the preparation of close-out materials.

We are experienced with the MEDEP Voluntary Response Action Program (VRAP) at petroleum and hazardous substances sites, including Brownfields. We can assist with VRAP applications and work with the City of Caribou and MEDEP to find the most cost-effective options to obtain environmental liability protections. We regularly prepare environmental media management plans (EMMPs) and can assist with the preparation of a declaration of environmental covenants.

2.5. Timeline



3. COMMUNICATION, COLLABORATION AND REFERENCES

We maintain excellent working relationships with the City of Caribou, MEDEP and EPA. We will prioritize this project to ensure a timely and thorough cleanup by promptly submitting deliverables and maintaining an open line of communication with staff, contractors, regulators and community members. Our communication strategy is to promptly respond to questions and comments, simplify the project whenever possible, and provide real-world examples based on project experience. Communication and collaboration references are provided below.

MEDEP Brownfields Assessment and Cleanup Programs

Nick Hodgkins

Maine Department of Environmental Protection

17 State House Station

Augusta, Maine 04333

(207) 287-7688

nick.hodgkins@maine.gov

Caribou Diesel Electric Power Plant Brownfields Cleanup Grant Application

Penny Thompson

City of Caribou

25 High Street

Caribou, Maine 04736

(207) 493-3324

pthompson@cariboumaine.org

Northern Maine Brownfields Initiative Assessment Program

Jay Kamm

Northern Maine Development Commission

11 West Presque Isle Road

Caribou, Maine 04736

(207) 498-8736

jkamm@nmdc.org

4. PROJECT EXPERIENCE

We are experienced with remedial oversight at petroleum and hazardous substances sites for private clients, state-funded projects (e.g., MEDEP Groundwater Fund) and Brownfields cleanup programs. Project examples illustrating our role and experience in providing the scope of services are provided below. Current Brownfields projects include a Phase II Environmental Site Assessment at Paul's Gas and Car Wash in Frenchville for the MEDEP Brownfields assessment program this fall.

Brownfields Assessment, Caribou Power Plant

We are intimately familiar with the Caribou Power Plant, including the diesel plant, steam plant and bulk plant. We conducted a Phase I ESA of the property for the MEDEP Brownfields assessment program in 2021 and prepared a scope of work, SSQAPP and HASP. We conducted a Phase II ESA and hazardous building materials survey at the property for the MEDEP Brownfields assessment program in 2022. We prepared a draft ABCA for the City of Caribou Brownfields cleanup grant application for the diesel plant and outbuildings. The MEDEP contact for this project is Ted Wolfertz (Ted.Wolfertz@maine.gov).

Brownfields Cleanup, Danforth and Washburn

We oversaw the abatement of asbestos-containing materials, removal of universal and hazardous waste, and demolition of site structures at abandoned properties in Danforth and Washburn for the MEDEP Brownfields cleanup program in 2019. We prepared a CRP, ABCA, SSQAPP and HASP for each project and presented the ABCA during public meetings with MEDEP. Following the 30-day public comment period, the cleanup projects were successfully completed and the buildings were demolished for redevelopment. We oversaw all site work and prepared the remedial action summary reports upon project completion. The MEDEP contact for both projects is Nick Hodgkins (Nick.Hodgkins@maine.gov).

Waste Oil Cleanup, Presque Isle

We oversaw the cleanup of waste oil drums and totes near a junk yard in Presque Isle in collaboration with MEDEP in 2019. We consolidated and cleaned all empty drums and totes for disposal, consolidated and sampled all drums and totes containing product (waste oil, fuel oil, sludge), oversaw the transport and disposal of waste oil by a licensed hazardous waste transporter, oversaw the cleanup of waste oil releases on the garage floor, oversaw the disposal of residual piles of sludge and waste oil-contaminated debris at a dump site, and conducted a limited subsurface investigation at the property. The MEDEP contact for this project is Jesse Clark (Jesse.L.Clark@maine.gov).

Remedial Oversight, Portland-Bangor Waste Oil Site

We oversaw a large-scale soil removal project at a historic petroleum bulk storage facility in Presque Isle for MEDEP in 2021. Approximately 6,300 tons of petroleum contaminated soil was excavated for off-site disposal and 117,000 gallons of water was treated on-site and transported to a licensed wastewater treatment facility. We prepared a HASP, collected soil samples for field screening and laboratory analysis, and prepared a soil removal report documenting cleanup activities upon project completion. The MEDEP contact for this project is Ian Isler (Ian.D.Isler@maine.gov).

Michelle Hersey, PE, LG

Michelle Hersey is the President and owner of County Environmental Engineering, Inc. since 2010. She is a Maine licensed Geologist and Professional Engineer with over fifteen years of experience in environmental engineering. Michelle has a Bachelor of Science in chemical engineering from the University of Maine, Master of Science in environmental engineering from the University of Maine, and Bachelor of Science in environmental studies with a concentration in geology from the University of Maine at Presque Isle.

Current responsibilities include contract administration and safety policies; environmental professional for Phase I and II Environmental Site Assessments, including Brownfields; work plans and site-specific quality assurance project plan addendums; Spill Prevention, Control and Countermeasure plans; GIS mapping and analysis; underground storage tank and piping site assessments; and oversight of environmental sampling, investigation and remediation projects.

Licenses & Certifications

Maine Professional Engineer (#12287)

Maine Certified Geologist (#GE556)

Maine Asbestos Inspector (#AI-0690)

Education & Training

University of Maine

Bachelor of Science in Chemical Engineering

Master of Science in Civil Engineering

University of Maine at Presque Isle

Bachelor of Science in Environmental Studies, Geology concentration

OSHA 40-hour CFR 1910.120 Hazardous Material Training Course

8-hour Annual Refresher Training

Nathan Hersey, CTI

Nathan Hersey is the Vice President of County Environmental Engineering, Inc. He is a Maine licensed Radon Professional, Certified Tank Installer (CTI), and Steel Tank Institute (STI) Aboveground Storage Tank (AST) Inspector with over twenty years of experience in environmental consulting. Nate has a Bachelor of Science in communications with a minor in public relations from the University of Maine.

Current responsibilities include underground storage tank (UST) and aboveground storage tank (AST) inspections, installation, removal and repair; Phase I and II Environmental Site Assessments, including Brownfields and Voluntary Response Action Program (VRAP) sites; UST and underground piping site assessments; and oversight of environmental sampling, investigation and remediation projects.

Licenses & Certifications

Maine Underground Storage Tank Installer and Inspector (#376)

Maine Radon Professional (#ME25601P)

STI Aboveground Storage Tank System Inspector (#AST-9990313)

Education & Training

University of Maine

Bachelor of Science in Communications, Minor in Public Relations

OSHA 40-hour CFR 1910.120 Hazardous Material Training Course

8-hour Annual Refresher Training



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

08/15/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER FA Peabody Company 758 Main Street Presque Isle ME 04769		CONTACT NAME: Tara McCrum PHONE (A/C, No, Ext): (207) 764-4171 E-MAIL ADDRESS: tara.mccrum@fapeabody.com FAX (A/C, No): (207) 764-3378	
INSURED		INSURER(S) AFFORDING COVERAGE	
County Environmental Engineering, Inc. 924 Grimes Road Caribou ME 04736		INSURER A : Westchester Surplus Lines Ins, INSURER B : Ohio Casualty Group INSURER C : Maine Employers Mutual INSURER D : INSURER E : INSURER F :	
		NAIC #	
		24074	
		11149	

COVERAGES

CERTIFICATE NUMBER: CL2362750373


REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	Y		G47410721001	07/01/2023	07/01/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Professional Liability- \$ 1,000,000
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY			BAO58089806	07/01/2023	07/01/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Medical payments \$ 5,000
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> RETENTION \$ 10,000			USO58089806	07/01/2023	07/01/2024	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	1810000765	01/01/2023	01/01/2024	PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER**CANCELLATION**

City of Caribou 25 High Street Caribou ME 04736	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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County Environmental Engineering, Inc.
 924 Grimes Road, Caribou, Maine 04736
 Tel: (207) 472-0858
 www.countyee.com

Company Rate Sheet

Effective January 1, 2023

Labor¹

Maine Professional Engineer	\$ 125/hour
Maine Licensed Geologist	\$ 125/hour
Maine Certified Tank Installer (CTI)	\$ 90/hour
STI Certified Aboveground Storage Tank Inspector	\$ 90/hour
Maine Licensed Radon Professional	\$ 85/hour
Maine Licensed Asbestos Inspector	\$ 85/hour
Environmental Technician	\$ 85/hour
GIS Technician	\$ 85/hour
Travel	\$ 65/hour

Equipment

Geoprobe® with Operator (10-hour work day, CTI operator)	\$ 1,500/day
Specialized Geoprobe® Tooling and Equipment ²	\$ 150/day
Photoionization Detector (PID)	\$ 90/day
Peristaltic Pump and Water Level Indicator	\$ 70/day
Porewater Sampler	\$ 25/day

Direct Expenses

Geoprobe® Mobilization and Demobilization (includes operator travel)	\$ 1.25/mile
Vehicle Mileage	\$ 0.75/mile
Vehicle Use	\$ 75/day
Per Diem (meals and lodging)	\$ 175/day
Subcontractors, Materials and Equipment Rental	Cost + 10%

¹All personnel are 40-hour OSHA trained per 29 CFR 1910.120.

²Gas sampling, well installation, well development, well sampling, grout machine.

COST ESTIMATE

County Environmental Engineering, Inc.
 924 Grimes Road, Caribou, Maine 04736
 Tel: 207.472.0858 Fax: 207.472.0857
 Email: admin@countyee.com
 www.countyee.com

August 17, 2023

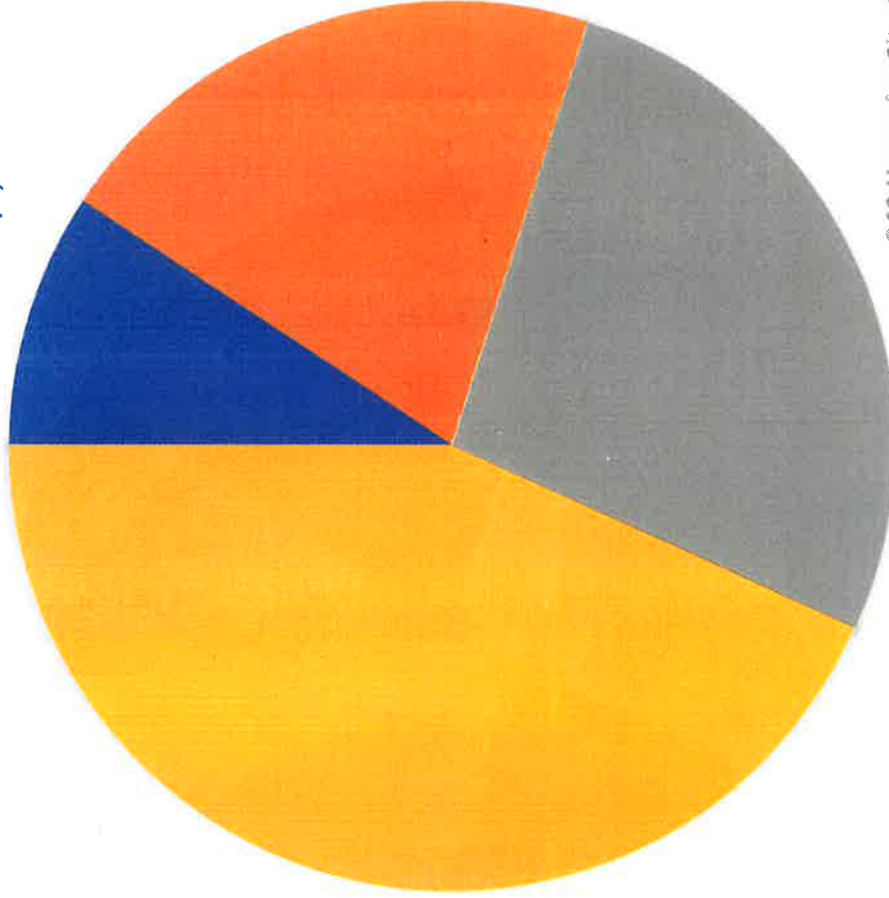
QUOTE: City of Caribou
 TO 25 High Street
 Caribou, Maine 04736

RE: RFP 2023 – 02
 Caribou Diesel Electric Power Plant & Outbuildings
 Brownfields Cleanup

DESCRIPTION	QTY	UNIT	RATE	TOTAL
Cooperative Agreement Oversight				
Environmental Technician, summary narratives, task summaries	60.0	hr	85	5,100.00
Environmental Technician, quarterly reports and federal financial report forms	40.0	hr	85	3,400.00
Environmental Technician, ACRIS	40.0	hr	85	3,400.00
Licensed Geologist/Professional Engineer, oversight and correspondence	40.0	hr	125	5,000.00
			Subtotal	<u>\$ 16,900.00</u>
Public Meetings and Community Involvement				
Environmental Technician, CRP	20.0	hr	85	1,700.00
Environmental Technician, public meetings, community involvement	20.0	hr	85	1,700.00
Environmental Technician, notification letters, fact sheet	20.0	hr	85	1,700.00
Licensed Geologist/Professional Engineer, oversight and correspondence	20.0	hr	125	2,500.00
			Subtotal	<u>\$ 7,600.00</u>
Site Specific Clean Up Activities				
Environmental Technician, Section 106	20.0	hr	85	1,700.00
Environmental Technician, ABCA	40.0	hr	85	3,400.00
Environmental Technician, SSQAPP, HASP	40.0	hr	85	3,400.00
Environmental Technician, bid packages, plans, specifications, site visits	100.0	hr	85	8,500.00
Licensed Geologist/Professional Engineer, oversight and correspondence	40.0	hr	125	5,000.00
			Subtotal	<u>\$ 22,000.00</u>
Oversee Site Cleanup				
Environmental Technician, coordination, on-site oversight, weekly updates	160.0	hr	85	13,600.00
Environmental Technician, remedial action summary report	40.0	hr	85	3,400.00
Environmental Technician, VRAP, EMMP	40.0	hr	85	3,400.00
Environmental Technician, recordkeeping, reporting, grant close-out	60.0	hr	85	5,100.00
Licensed Geologist/Professional Engineer, oversight and correspondence	80.0	hr	125	10,000.00
			Subtotal	<u>\$ 35,500.00</u>
			TOTAL	<u>\$ 82,000.00</u>

**RFP 2023-02 QEP BUDGET
COUNTY ENVIRONMENTAL ENGINEERING, INC.**

**80 Hours for Public
Meetings & Community
Involvement
\$7,600.00**



**180 Hours for Cooperative
Agreement Oversight
\$16,900.00**

**380 Hours to Oversee Site
Cleanup
\$35,500.00**

**240 Hours for Site Specific
Cleanup Activities
\$22,000.00**

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



MEMO

To: Mayor and City Council Members
From: Penny Thompson, City Manager
Date: August 28, 2023
Re: Taxpayer feedback on market adjustments

Like many municipalities in Maine, Caribou needed to update values to maintain equity with the sales prices of homes in the current real estate market. Staff have received a lot of questions since the tax bills were mailed.

Tonight, staff will provide a brief synopsis of the taxpayer feedback on market adjustments.

No action required

The 2023 property tax bills were received by Caribou property owners this week. This has generated a lot of calls to the office. Some of the frequently asked questions are:

If the tax rate went down, why did my bill go up?

The 2023 Tax Rate is .01950 or 19.5 mil. Even though the amount to be raised for the municipal budget, RSU#39 appropriation and Aroostook County tax bill were all increased for 2023, the 2023 tax rate is lower because property values were adjusted based on recent sales in Caribou.

This was passed by a majority of the Caribou City Council and was not unanimously approved.

Did the whole City of Caribou experience an increase in valuation?

Yes. These adjustments were not aimed at a particular neighborhood or part of the city. That said, the data was clear that the nicer quality construction did need to go up more than the lower quality construction. That inequity was addressed in the adjustments that were made, resulting in a more equitable apportionment of the tax burden.

My neighbors' house is very similar so why did my tax bill go up and theirs remained exactly the same as last year?

If the tax amount due was exactly the same as last year, your neighbors may have had their taxes stabilized through the State of Maine Senior Property Tax Stabilization program. The tax bill for stabilized accounts has the calculated amount of taxes and the stabilized amount. The State of Maine will pay the difference between the calculated amount and stabilized amount. This was a one-year program.

Why did my Homestead Exemption increase?

The 2023 Certified Ratio is 124%. Last year the certified ratio was 95% so we were required to factor exemptions by 95% so they were less than the full state value of Homestead \$25,000, Veteran \$6,000, Blind \$4,000. The sales that Maine Revenue Service uses as the basis for 2023 State Valuation took place between July 1, 2020 to June 30, 2021. With no adjustments to property values, the 2023 certified ratio would have been 88%. Instead of making a 1-year adjustment, the decision was made to look at all sales through April 1, 2023 and adjust according to that trend. This resulted in a ratio of 113% for those sales from July 1, 2020 to June 30, 2021. The State of Maine allows a 10% above or below the ratio so the decision was made to certify at 124% to give our taxpayers the highest possible exemption amount (and the highest reimbursement from the state). The amount of the exemptions for 2023 in Caribou are:

Homestead: \$31,000 Veteran: \$ 7,440 Blind: \$ 4,960

The State of Maine reimburses 76% of lost revenue from Homestead and 50% for Veteran & Blind.

Why did my business personal property tax bill increase?

The City of Caribou is required to adjust the value of business personal property by the same certified ratio as real estate. In 2022, the certified ratio was 95% so the City was required to factor

all business personal property – including all BETE exempt property by 95%. The 2023 Certified Ratio is 124% so all business personal property was factored by 124%.

The state has a tax relief program to reimburse qualified businesses for the taxes paid on qualified business equipment. It is called the Business Equipment Tax Reimbursement (BETR) program and runs from August 1 to December 31 the year after the tax was assessed. For more information, please visit the State of Maine website:

<https://www.maine.gov/revenue/taxes/tax-relief-credits-programs/property-tax-relief-programs/business-equipment-tax-programs>

Was this a revaluation?

This project was not a full measure and list revaluation where each house was visited, and all construction measured and assessed for quality and condition. The last time that was done was in 2012, so there is a possibility that some homes may have fallen into disrepair over the past 11 years, while others may have improved in condition. When the last revaluation was done in 2012, one advantage was that market adjustments could be done without a full revaluation. The 2012 revaluation cost \$324,500 and took two years. Almost every municipality in Maine is doing or planning to do a market adjustment or revaluation and we are fortunate that this update could be accomplished without a costly revaluation.

Why did the City of Caribou undergo a market adjustment at this time?

The market adjustments were based on real estate market conditions July 1, 2021, through June 30, 2022. That is the period covered during the most recent State Valuation audit done by representatives of Maine Revenue Services. Their audit showed the City of Caribou tax assessments at just 72% of market value. Legally, the City of Caribou cannot go below 70% of market value on their assessments. The city was dangerously close to that, and looking at the data post-June 30, 2022, there is no doubt that had adjustments not been made, the City of Caribou would drop below the 70% legal threshold in the next audit cycle. Additionally, this drop in ratio would have a negative effect on those folks receiving the homestead, veteran, or blind exemptions, as those exemptions would have needed to be factored by the ratio arrived at by Maine Revenue Services. The City of Caribou also would have forfeited reimbursement revenue from the Business Equipment Tax Exemption (BETE) program had the adjustments not been made.

What are my appeal options?

The assessor's agent for real estate will be happy to look at those on a case-by-case basis and adjust as necessary. Please contact the assessor's office for Joe's contact information.

There is additional abatement information available online:

<https://www.cariboumaine.org/wp-content/uploads/2023/08/2023-CITY-OF-CARIBOU-ABATEMENT-PACKET.pdf>



MEMO

TO: Caribou City Council Members
FROM: Danielle Brissette
RE: November 7, 2023 Municipal & Referendum Election
DATE: August 16, 2023

The Clerk's Office is preparing for the November 7, 2023 Municipal & Referendum Election and is requesting Council approval for the following.

1. Approval of and 8:00 a.m. opening Time for November 7, 2023 Election
2. Appointment of Danielle Brissette as Election Warden, Cherie Garman & Kristina Drinkall as Deputy Wardens for the November 7, 2023 Election

Recommended Motion:

Move to set the start time as 8:00 a.m. and to appoint Danielle Brissette as Election Warden, Cherie Garman & Kristina Drinkall as Deputy Wardens for the November 7, 2023 Election.

General Ledger Summary Report

Fund(s): ALL

July

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	--- Y T D ---		Balance Net
				Debits	Credits	
1 - Gen Fund	-793.23	194,049.00	0.00	31,228,450.14	31,422,499.14	0.00
Assets	12,148,248.71	12,242,355.80	-136,794.78	9,700,214.65	13,794,784.86	8,147,785.59
101-00 CASH (BANK OF MACHIAS)	6,843,888.34	6,739,124.55	-226,239.27	5,901,178.98	9,115,134.88	3,525,168.65
102-00 RECREATION ACCOUNTS	51,620.01	67,210.01	0.00	0.00	0.00	67,210.01
103-00 NYLANDER CHECKING	1,826.10	1,825.34	-0.76	0.24	5.80	1,819.78
110-00 SECTION 125 CHECKING FSA	15,766.62	15,911.79	-542.79	17,344.92	7,141.80	26,114.91
110-08 2022 SECTION 125 CHECKING HRA	55,970.96	47,767.09	0.00	0.00	47,767.09	0.00
110-09 2023 SECTION 125 CHECKING HRA	0.00	0.00	-6,459.85	126,952.77	47,334.51	79,618.26
111-00 RETIREMENT INVESTMENT	3,000,000.00	1,500,000.00	0.00	427.14	0.00	1,500,427.14
111-01 RETIREMENT INVESTMENT SECUREI	0.00	1,500,000.00	0.00	0.00	0.00	1,500,000.00
115-00 AMERICAN RESCUE PLAN ACT-NEU'S	595,857.77	598,997.91	0.00	0.00	9,891.48	589,106.43
117-00 RLF #10 INVESTMENT	241,080.78	241,386.66	621.93	3,611.83	0.00	244,998.49
120-00 PETTY CASH	960.00	960.00	0.00	0.00	0.00	960.00
123-00 DIESEL INVENTORY	44,647.84	19,816.42	-4,979.76	184,750.00	195,927.98	8,638.44
124-00 GAS INVENTORY	15,695.85	5,851.20	12,281.68	77,715.00	64,129.94	19,436.26
125-00 ACCOUNTS RECEIVABLE	9,434.81	59,242.54	89,548.98	594,621.19	546,891.11	106,972.62
126-00 SWEETSOFT RECEIVABLES	95,683.30	81,512.78	0.00	822.02	82,334.80	0.00
130-00 COMSTAR RECEIVABLES	59,146.92	224,725.48	85,149.40	786,106.00	816,335.87	194,495.61
140-00 RESERVE FOR UNCOLLECTIBLE TAX	-669.87	-669.87	0.00	0.00	0.00	-669.87
174-00 CDC LOANS REC (1280)	41,522.20	41,522.20	0.00	0.00	0.00	41,522.20
180-00 DR. CARY CEMETERY INVESTMENT	1,050.55	1,051.09	0.00	1.06	0.00	1,052.15
181-00 HAMILTON LIBRARY TR. INVEST	1,893.69	1,898.05	0.00	8.61	0.00	1,906.66
182-00 KNOX LIBRARY INVESTMENT	10,411.75	10,441.28	0.00	130.93	0.00	10,572.21
183-00 CLARA PIPER MEM INV	674.84	675.19	0.00	0.69	0.00	675.88
184-00 JACK ROTH LIBRARY INVEST	14,122.19	14,223.92	0.00	218.30	0.00	14,442.22
185-00 KEN MATTHEWS SCHOLARSHIP FUN	7,569.17	7,588.25	0.00	71.51	0.00	7,659.76
187-00 DOROTHY COOPER MEM INV	49,628.45	49,721.48	0.00	185.26	0.00	49,906.74
189-00 MARGARET SHAW LIBRARY INV	13,145.23	13,154.68	0.00	166.59	0.00	13,321.27
190-00 GORDON ROBERTSON MEM INV	11,580.18	11,587.40	0.00	181.44	0.00	11,768.84
191-00 MEMORIAL INVESTMENT	6,214.88	6,223.42	0.00	28.57	0.00	6,251.99
192-00 G. HARMON MEM INV	6,819.74	6,822.29	0.00	107.42	0.00	6,929.71
193-00 BARBARA BREWER FUND	5,616.14	5,624.54	0.00	64.09	6.66	5,681.97
194-00 RODERICK LIVING TRUST	16,581.87	16,598.74	0.00	104.86	0.00	16,703.60
196-00 PHILIP TURNER LIBRARY INV	8,883.40	9,119.27	0.00	2,022.08	1,924.35	9,217.00
198-00 TAX ACQUIRED PROPERTY	137,540.84	121,357.35	0.00	0.00	14,084.66	107,272.69
198-19 TAX ACQUIRED PROPERTY 2019	-2,224.23	0.00	0.00	108.02	108.02	0.00
198-20 TAX ACQUIRED PROPERTY 2020	-6,173.76	0.00	0.00	1,976.58	1,976.58	0.00
198-21 TAX ACQUIRED PROPERTY 2021	-6,035.73	0.00	0.00	5,555.59	5,555.59	0.00
198-22 TAX ACQUIRED PROPERTY 2022	-1,749.77	0.00	0.00	6,444.47	6,444.47	0.00
198-23 TAX ACQUIRED PROPERTY 2023	-0.67	-0.67	0.00	84.86	84.19	0.00
200-22 2022 TAX RECEIVABLE	707,578.39	707,578.39	0.00	1,242.71	708,821.10	0.00
200-23 2023 TAX RECEIVABLE	-69,028.36	-69,028.36	-51,054.02	4,491.69	306,502.01	-371,038.68
200-24 2024 TAX RECEIVABLE	0.00	0.00	-1,371.78	0.00	1,371.78	-1,371.78
205-19 2019 LIENS RECEIVABLE	316.71	316.71	0.00	0.00	36.83	279.88
205-20 2020 LIENS RECEIVABLE	449.82	449.82	0.00	163.56	198.89	414.49
205-21 2021 LIENS RECEIVABLE	95,080.07	95,080.07	-11,933.86	532.23	37,147.92	58,464.38
205-22 2022 LIENS RECEIVABLE	0.00	0.00	-36,801.02	344,816.64	87,189.77	257,626.87
210-11 2011 PP TAX RECEIVABLE	201.06	201.06	0.00	0.00	201.06	0.00
210-12 2012 PP TAX RECEIVABLE	4,645.51	4,645.51	0.00	0.00	0.00	4,645.51
210-13 2013 PP TAX RECEIVABLE	4,936.98	4,936.98	0.00	0.00	0.00	4,936.98
210-14 2014 PP TAX RECEIVABLE	5,728.25	5,728.25	0.00	0.00	70.74	5,657.51
210-15 2015 PP TAX RECEIVABLE	12,713.48	12,713.48	0.00	0.00	79.84	12,633.64

General Ledger Summary Report

Fund(s): ALL

July

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	--- Y T D ---		Balance Net
				Debits	Credits	
1 - Gen Fund CONT'D						
210-16 2016 PP TAX RECEIVABLE	10,458.43	10,458.43	0.00	0.00	0.00	10,458.43
210-17 2017 PP TAX RECEIVABLE	10,948.56	10,948.56	0.00	0.00	0.00	10,948.56
210-18 2018 PP TAX RECEIVABLE	11,450.12	11,450.12	0.00	0.00	0.00	11,450.12
210-19 2019 PP TAX RECEIVABLE	12,751.30	12,751.30	0.00	0.00	0.00	12,751.30
210-20 2020 PP TAX RECEIVABLE	14,702.37	14,702.37	-35.33	0.00	495.82	14,206.55
210-21 2021 PP TAX RECEIVABLE	12,955.10	12,955.10	-105.98	0.00	259.06	12,696.04
210-22 2022 PP TAX RECEIVABLE	22,100.24	22,100.24	-122.47	0.07	7,625.16	14,475.15
210-23 2023 PP TAX RECEIVABLE	-646.52	-646.52	0.00	0.00	12,739.94	-13,386.46
302-00 COURT ORDER	0.00	0.00	0.00	959.45	959.45	0.00
303-00 FEDERAL WITHHOLDING	0.00	0.00	0.00	258,758.17	258,758.17	0.00
304-00 FICA W/H	18.26	18.26	0.00	326,454.14	326,454.14	18.26
305-00 MEDICARE WITHHOLDING	4.27	4.27	0.00	76,348.30	76,348.30	4.27
306-00 STATE WITHHOLDING	0.00	0.00	0.00	110,369.32	110,369.32	0.00
307-00 M.S.R.S. W/H	73.65	73.65	0.00	82,102.75	82,102.75	73.65
307-01 MSRS EMPLOYER	-141.02	-141.06	0.05	134,520.59	136,258.16	-1,878.63
308-00 AFLAC INSURANCE	-1.75	0.00	-0.11	4,104.90	4,105.71	-0.81
309-00 DHS WITHHOLDING	0.00	0.00	0.00	6,305.00	6,305.00	0.00
312-00 HEALTH INS. W/H	-25,826.25	-25,577.65	-2,607.76	149,444.16	149,458.22	-25,591.71
314-00 UNITED WAY W/H	0.00	0.00	0.00	90.00	90.00	0.00
315-00 TEAMSTERS W/H	0.00	0.00	0.00	2,284.50	2,284.50	0.00
315-01 FIREFIGHTERS UNION W/H	0.00	0.00	0.00	5,762.85	5,762.85	0.00
316-00 COUNCIL #93 W/H	0.00	0.00	0.00	2,365.74	2,365.74	0.00
318-00 MMA INCOME PROTECTION	-8,170.03	-8,122.98	-131.98	23,738.57	24,066.66	-8,451.07
319-00 REAL ESTATE TAX W/H	0.00	0.00	0.00	15,750.00	15,750.00	0.00
320-00 ICMA RETIREMENT CORP	-664.83	0.00	0.00	82,455.18	82,455.18	0.00
320-01 ICMA EMPLOYER MATCH	-52.88	0.00	0.00	17,805.12	17,805.12	0.00
322-00 RETIRED HEALTH INS PROGRAM	-23.21	-23.21	0.00	8,943.80	8,943.80	-23.21
323-00 MMA SUPP. LIFE INSURANCE	-2,106.56	-2,106.56	37.06	5,401.62	5,355.98	-2,060.92
324-00 MISC. WITHHOLDING	0.00	0.00	0.00	820.00	820.00	0.00
325-00 DED. FOR VALIC	0.00	0.00	0.00	19,181.40	19,181.40	0.00
325-01 VALIC EMPLOYER MATCH	0.00	0.00	0.00	3,801.90	3,801.90	0.00
329-00 SALES TAX COLLECTED	-309.54	-199.02	0.00	199.02	0.00	0.00
330-00 VEHICLE REG FEE (ST. OF ME)	-4,153.50	0.00	3,732.00	174,677.50	183,077.00	-8,399.50
331-00 BOAT REG FEE INLAND FISHERIES	-95.00	0.00	497.96	14,483.64	17,805.18	-3,321.54
332-00 SNOWMOBILE REG (F&W)	-12,062.51	0.00	0.00	24,516.96	24,516.96	0.00
333-00 ATV REGISTRATION (F&W)	0.00	0.00	7,381.85	36,994.81	48,411.21	-11,416.40
335-00 PLUMBING PERMITS (ST. OF ME)	-951.35	-141.35	-130.00	0.00	465.00	-606.35
336-00 CONCEALED WEAPON PERMIT	-120.00	-120.00	0.00	0.00	0.00	-120.00
338-00 CONNOR EXCISE TAX	3.76	3.76	4,563.50	36,414.77	41,317.64	-4,899.11
339-00 CONNOR BOAT EXCISE	75.80	75.80	1,031.80	1,102.80	1,113.80	64.80
340-00 DOG LICENSES (ST. OF ME)	-635.00	0.00	4.00	1,604.00	1,623.00	-19.00
341-00 FISHING LICENSES (ST. OF ME)	-275.00	0.00	764.00	3,955.00	4,294.00	-339.00
342-00 HUNTING LICENSES (ST. OF ME)	-1,660.50	0.00	107.75	3,335.25	3,613.50	-278.25
346-00 AIRPORT RECEIVABLE	0.00	0.00	0.00	675.52	675.52	0.00
347-00 NEPBA UNION PD	0.00	0.00	0.00	2,250.00	2,250.00	0.00

Liabilities **7,809,344.38** **8,224,506.23** **-231,186.58** **3,825,461.85** **1,200,456.76** **5,599,501.14**

and Fund 0.00 0.00 0.00 0.00 0.00 0.00

Balances 7,809,344.38 8,224,506.23 -231,186.58 3,825,461.85 1,200,456.76 5,599,501.14

352-00 NYLANDER MUSEUM RESERVE 9,490.86 9,490.86 0.00 0.00 0.00 9,490.86

360-00 RETIREMENT INV FUND 3,000,000.00 3,000,000.00 0.00 0.00 427.14 3,000,427.14

360-01 AMERICA RESCUE PLAN ACT-NEU'S 596,583.01 598,997.91 0.00 9,891.48 0.00 589,106.43

General Ledger Summary Report

Fund(s): ALL

July

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	--- Y T D ---		Balance Net
				Debits	Credits	
1 - Gen Fund CONT'D						
360-02 RIVERFRONT COMMITTEE RESERVE	10,000.00	10,000.00	0.00	0.00	0.00	10,000.00
360-03 GENERAL ASSISTANCE RESERVE	5,632.75	5,632.75	0.00	3,425.00	0.00	2,207.75
362-00 RLF #10 RESERVE	241,080.78	241,386.66	621.93	0.00	3,611.83	244,998.49
365-01 COMMUNITY POOL IMPROVEMENT	2,566.19	2,566.19	0.00	2,566.19	0.00	0.00
365-02 REC CENTER IMPROVEMENTS	1,787.68	1,787.68	0.00	0.00	0.00	1,787.68
365-03 LAND ACQUISITIONS/EASEMENTS	8,340.00	8,340.00	0.00	0.00	0.00	8,340.00
365-04 RAILS TO TRAILS PROGRAM	164.79	164.79	0.00	3,809.07	5,782.84	2,138.56
365-05 PARK IMPROVEMENT RESERVE	5,231.71	5,231.71	0.00	0.00	489.00	5,720.71
365-07 REC/PARKS COMPUTER RESERVE	-604.00	-604.00	0.00	0.00	0.00	-604.00
365-09 RECREATION EQUIPMENT RESERVE	-9,458.33	-9,458.33	0.00	0.00	0.00	-9,458.33
365-10 REC LAWN MOWER RESERVE	12,595.44	12,595.44	0.00	0.00	0.00	12,595.44
365-12 CRX/TOS RESERVE	7,391.28	7,391.28	-372.00	3,302.26	7,037.51	11,126.53
365-13 RECREATION - COLLINS POND	-1,363.91	-1,363.91	0.00	0.00	0.00	-1,363.91
365-18 REC SCHOLARSHIPS	2,551.22	2,551.22	0.00	0.00	0.00	2,551.22
365-19 CIVIC BEAUTIFICATION RESERVE	5.14	5.14	0.00	5.14	0.00	0.00
365-20 SKI TRAIL/SNOW SHOE RENTAL	457.00	457.00	0.00	0.00	163.00	620.00
365-21 RD TRAILS GRANT	0.47	0.47	0.00	0.47	0.00	0.00
365-22 NON APPROP SKI RENTAL PROGRAM	13,374.87	13,374.87	0.00	4,791.92	1,430.00	10,012.95
365-24 CADET RESERVE	482.56	482.56	0.00	482.56	0.00	0.00
365-25 COMMUNITY BULLETIN BOARD	200.00	200.00	0.00	0.00	0.00	200.00
365-26 SPLASH PAD RESERVE	27,967.08	27,967.08	0.00	0.00	2,566.19	30,533.27
365-27 PARK VEHICLE RESERVE	4,730.00	4,730.00	0.00	0.00	0.00	4,730.00
365-28 VETERAN MEMORIAL PARK RESERVE	0.00	0.00	5,562.84	395.20	5,958.04	5,562.84
366-00 ASSESSMENT RESERVE	-180.00	-180.00	0.00	0.00	0.00	-180.00
366-01 LIBRARY BUILDING RESERVE	29,191.03	29,191.03	0.00	0.00	0.00	29,191.03
366-02 LIBRARY MEMORIAL FUND	64,016.07	64,016.07	-62.15	23,966.05	33,096.10	73,146.12
366-03 LIBRARY COMPUTER RESERVE	1,208.20	1,208.20	0.00	0.00	0.00	1,208.20
366-12 KING GRANT	1,565.11	1,565.11	0.00	0.00	0.00	1,565.11
366-14 LIBRARY BOARD OF TRUSTEES RESE	0.00	0.00	0.00	0.00	3,520.25	3,520.25
367-01 POLICE DONATED FUNDS	19,554.61	18,636.86	-146.71	458.40	50.00	18,228.46
367-02 POLICE DEPT EQUIPMENT	106,167.31	106,548.16	2,968.59	6,893.81	8,355.44	108,009.79
367-03 POLICE CAR RESERVE	-271.19	-271.19	0.00	36,193.88	4,750.00	-31,715.07
367-04 POLICE CAR VIDEO SYSTEM	3,128.75	3,128.75	0.00	0.00	0.00	3,128.75
367-05 DRINK GRANT PERSONNEL	15,307.83	17,200.11	0.00	0.00	0.00	17,200.11
367-06 PD COMPUTER RESERVE	6,058.22	6,058.22	0.00	0.00	0.00	6,058.22
367-07 POLICE DIGITAL FILING	5,437.00	5,437.00	0.00	0.00	0.00	5,437.00
367-08 MAJOR SYSTEMS REPLACEMENT	43,622.49	43,622.49	0.00	0.00	0.00	43,622.49
367-09 NEW POLICE STATION	1,796.02	1,796.02	0.00	360.00	482.56	1,918.58
367-10 POLICE OFFICER RECRUITMENT RES	54,000.00	54,000.00	0.00	45,833.00	0.00	8,167.00
368-01 FIRE EQUIPMENT RESERVE	-63,012.29	-63,012.29	0.00	8,639.15	0.00	-71,651.44
368-02 FIRE HOSE RESERVE	8,018.25	8,018.25	0.00	0.00	0.00	8,018.25
368-03 FIRE DEPT FOAM RESERVE	4,442.50	4,442.50	0.00	0.00	0.00	4,442.50
368-04 FIRE TRAINING BLDG RESERVE	3,226.25	3,226.25	0.00	0.00	0.00	3,226.25
368-05 FIRE DEPT FURNACE	0.14	0.14	0.00	0.00	0.00	0.14
368-06 FIRE/AMB COMPUTER RESERVE	3,596.90	3,596.90	-850.00	850.00	0.00	2,746.90
368-07 FIRE DISPATCH REMODEL	2,390.00	2,390.00	0.00	0.00	0.00	2,390.00
368-08 FIRE SMALL EQUIPMENT	3,156.05	3,156.05	-3,999.60	3,999.60	0.00	-843.55
368-09 FEMA TRUCK GRANT	5.00	5.00	0.00	0.00	0.00	5.00
368-10 FIRE/AMB BUILDING RESERVE	36,974.08	36,974.08	0.00	8,490.00	0.00	28,484.08
368-12 FIRE/AMB UNIFORM RESERVE	2,586.15	5,179.37	0.00	0.00	0.00	5,179.37
369-01 AMBULANCE SMALL EQUIP RESERVE	37,240.27	37,240.27	0.00	145,539.44	0.00	-108,299.17
369-02 AMBULANCE STAIRCHAIRS	7,000.00	7,000.00	0.00	0.00	0.00	7,000.00
369-03 AMBULANCE RESERVE	2,454.67	2,454.67	0.00	0.00	0.00	2,454.67

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Fund(s): ALL

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Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ----		Balance Net
				Debits	Credits	
1 - Gen Fund CONT'D						
370-03 PW EQUIPMENT RESERVE	53,763.01	53,763.01	-16,351.65	16,351.65	0.00	37,411.36
370-04 STREETS/ROADS RECONSTRUCTION	104,118.75	-30,297.25	1,880.00	2,930.00	132,930.00	99,702.75
370-05 CURBING RESERVE	5,178.30	5,178.30	0.00	0.00	0.00	5,178.30
370-06 FUEL TANK RESERVE	-19,489.50	-13,271.78	71.37	1,118.35	7,467.71	-6,922.42
370-07 PW BUILDING RESERVE	34,266.24	34,266.24	-1,600.00	15,548.00	0.00	18,718.24
370-09 RIVER ROAD RESERVE	-44,881.75	-44,881.75	0.00	0.00	0.00	-44,881.75
370-10 AIRPORT FUEL TANK RESERVE	1,992.48	1,992.48	0.00	0.00	0.00	1,992.48
371-01 ASSESSMENT REVALUATION RESERV	60,606.91	60,606.91	0.00	0.00	0.00	60,606.91
371-02 ASSESSING COMPUTER RESERVE	1,395.50	1,395.50	0.00	805.00	0.00	590.50
372-01 AIRPORT RESERVE	40,639.59	40,639.59	0.00	68,982.25	0.00	-28,342.66
372-04 AIRPORT HANGER SECURITY DEPOS	1,370.00	1,370.00	0.00	200.00	465.00	1,635.00
372-06 AIRPORT CARES ACT	16,455.64	16,455.64	0.00	0.00	0.00	16,455.64
373-01 GEN GOVT COMPUTER RESERVE	6,662.97	6,662.97	0.00	0.00	0.00	6,662.97
373-02 CITY COMPREHENSIVE PLAN	27.40	27.40	0.00	0.00	0.00	27.40
373-03 MUNICIPAL BUILDING RESERVE	61,176.92	61,176.92	0.00	1,773.36	0.00	59,403.56
373-04 VITAL RECORDS RESTORATION	3,276.50	3,276.50	0.00	0.00	0.00	3,276.50
373-05 BIO-MASS BOILERS	-2,697.49	-2,697.49	0.00	115,078.00	57,539.00	-60,236.49
373-07 T/A PROPERTY REMEDIATION RESEI	12,039.20	12,039.20	0.00	0.00	0.00	12,039.20
373-08 HRA CONTRIBUTION RESERVE	60,509.16	60,509.16	0.00	0.00	5,244.66	65,753.82
373-10 FLEET VEHICLES	1,221.20	1,221.20	0.00	0.00	0.00	1,221.20
373-12 NBRC BIRDS EYE	-27,203.55	-4,203.55	0.00	0.00	0.00	-4,203.55
373-17 LADDER ENGINE TRUCK 2016	116,601.20	116,601.20	0.00	117,053.00	57,539.00	57,087.20
373-20 CDBG USDA 60 ACCESS/BIRDSEYE	21,102.81	21,102.81	0.00	0.00	0.00	21,102.81
373-22 2022 HRA RESERVE	55,970.96	47,767.09	0.00	131,167.09	83,400.00	0.00
373-23 2023 HRA RESERVE	0.00	0.00	-6,459.85	47,334.51	126,952.77	79,618.26
373-50 2022 CAPITAL IMPROVEMENT LOAN	-256,956.54	-256,956.54	0.00	78,525.00	200,000.00	-135,481.54
374-00 REC/PARKS COMPUTER RESERVE	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00
374-01 INDUSTRIAL PARK IMPROVEMENTS	12,440.88	12,440.88	0.00	0.00	0.00	12,440.88
374-03 DOWNTOWN INFRASTRUSTURE	36,415.42	36,415.42	-2,930.00	2,930.00	0.00	33,485.42
374-05 FACADE RESERVE	0.00	15,000.00	0.00	3,350.00	0.00	11,650.00
380-01 CAPTS CDBG	-3,905.56	-3,905.56	0.00	12,679.55	16,584.00	-1.11
380-03 TOURISM GRANT	-7,746.85	-8,299.35	0.00	3,199.44	0.00	-11,498.79
380-04 RESILIENCY GRANT	0.00	0.00	0.00	6,685.00	8,000.00	1,315.00
385-00 COMMUNITY DEVELOPMENT MATCH	32,674.30	32,674.30	0.00	0.00	0.00	32,674.30
387-00 BOUCHARD TIF	13,897.29	13,897.29	0.00	15,008.07	0.00	-1,110.78
388-00 HILLTOP TIF	8,026.18	8,026.18	0.00	0.00	0.00	8,026.18
392-00 PLANNING/ENGINEERING RESERVE	6,241.09	6,241.09	0.00	0.00	0.00	6,241.09
398-00 RECREATION ACCTS FUND BALANCE	51,620.01	67,210.01	0.00	0.00	0.00	67,210.01
399-00 PARKING LOT MAINTENANCE RES	56,366.51	56,366.51	0.00	0.00	0.00	56,366.51
402-00 CDC ECONOMIC DEVELOPMENT	240,000.00	240,000.00	0.00	0.00	0.00	240,000.00
403-00 CDC REVOLVING LOAN	392,968.39	399,380.17	0.00	0.00	0.00	399,380.17
406-00 TRAILER PARK RESERVE	51,397.71	56,195.86	0.00	0.00	0.00	56,195.86
407-00 COUNTY TAX	2.13	2.13	0.00	0.00	0.00	2.13
414-00 CEMETARY RERSERVE	200.00	200.00	0.00	0.00	0.00	200.00
415-00 LIONS COMMUNITY CENTER RESERV	16,056.20	16,056.20	0.00	0.00	0.00	16,056.20
417-00 COMPENSATED ABSENCES	87,146.26	87,146.26	-2,607.76	79,394.72	0.00	7,751.54
419-00 DUE FROM CDC (1280)	41,522.20	41,522.20	0.00	0.00	0.00	41,522.20
421-00 DEFERRED TAX REVENUE	905,895.88	927,016.39	0.00	0.00	0.00	927,016.39
422-00 KEN MATTHEWS SCHOLARSHIP FUN	7,569.17	7,588.25	0.00	0.00	71.51	7,659.76
423-00 DR. CARY CEMETERY TRUST FUND	1,050.55	1,051.09	-29.95	29.95	1.06	1,022.20
424-00 HAMILTON LIBRARY TRUST FUND	1,893.69	1,898.05	0.00	0.00	8.61	1,906.66
425-00 KNOX LIBRARY MEMORIAL FUND	10,411.75	10,441.28	0.00	0.00	130.93	10,572.21
426-00 CLARA PIPER MEM FUND	674.84	675.19	0.00	0.00	0.69	675.88

General Ledger Summary Report

Fund(s): ALL

July

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ----		Balance Net
				Debits	Credits	
1 - Gen Fund CONT'D						
427-00 JACK ROTH LIBRARY MEM FUND	14,122.19	14,223.92	0.00	395.00	218.30	14,047.22
429-00 BARBARA BREWER FUND	5,616.14	5,624.54	0.00	6.66	64.09	5,681.97
430-00 D. COOPER MEM FUND	49,628.45	49,721.48	0.00	2,000.00	185.26	47,906.74
432-00 MARGARET SHAW LIBRARY MEMORI	13,145.23	13,154.68	0.00	0.00	166.59	13,321.27
433-00 GORDON ROBERTSON MEM FUND	11,580.18	11,587.40	0.00	0.00	181.44	11,768.84
434-00 MEMORIAL INVESTMENT	6,214.88	6,223.42	0.00	0.00	28.57	6,251.99
435-00 RODERICK LIVING TRUST	16,581.87	16,598.74	0.00	0.00	104.86	16,703.60
436-00 AMBULANCE REIMBURSEMENT	18,284.78	18,284.78	0.00	675.52	675.52	18,284.78
437-00 DEFERRED AMBULANCE REVENUE	298,075.15	306,238.26	0.00	0.00	0.00	306,238.26
438-00 PHILIP TURNER LIBRARY MEMORIAL	8,883.40	9,119.27	0.00	1,911.85	110.23	7,317.65
441-00 AMBULANCE FUND BALANCE	1,005.62	1,005.62	0.00	0.00	0.00	1,005.62
447-00 EMA EQUIP RESERVE	1,991.79	1,991.79	0.00	0.00	0.00	1,991.79
450-00 RESOURCE RESERVE ACCOUNT	188,540.10	188,540.10	0.00	0.00	0.00	188,540.10
456-00 TAX REFIEF FUNDS 2021	194,790.77	194,790.77	194,790.77	194,790.77	194,790.77	194,790.77
456-01 2023 TAXPAYER RELIEF FUND	0.00	505,415.09	0.00	0.00	0.00	505,415.09
457-00 HOMELAND SECURITY RESERVE	2,277.92	2,277.92	0.00	0.00	0.00	2,277.92
460-00 YARD SALE	-1,178.79	-1,178.79	0.00	804.25	1,555.00	-428.04
461-00 CRAFT FAIR	10,745.60	10,745.60	0.00	3,641.80	760.00	7,863.80
462-00 CDBG HOUSING REHABILITATION	3,927.87	3,927.87	0.00	48.00	0.00	3,879.87
465-01 STORY OF CARIBOU	732.00	732.00	0.00	0.00	0.00	732.00
465-02 CARIBOU CARES ABOUT KIDS	-1,636.39	0.00	-13,882.25	21,082.25	27,550.00	6,467.75
466-00 HERITAGE DAY	-8,000.00	-8,000.00	0.00	0.00	0.00	-8,000.00
467-00 MARATHON	-45,252.36	-45,252.36	0.00	0.00	0.00	-45,252.36
467-01 SMALL BUSINESS SATURDAY	245.00	245.00	0.00	0.00	0.00	245.00
469-00 DENTAL INSURANCE	2,197.36	2,197.36	796.26	11,070.53	11,963.60	3,090.43
470-00 EYE INUSRANCE	619.76	614.20	118.08	1,955.48	2,027.45	686.17
471-00 RC2 TIF	105,493.72	105,493.72	0.00	0.00	9,000.00	114,493.72
472-00 ANIMAL WELFARE	16,675.21	16,739.21	6.00	50.00	2,400.00	19,089.21
473-00 DOWNTOWN TIF	15,420.00	15,420.00	0.00	0.00	0.00	15,420.00
474-00 CADET RESERVE	200.00	200.00	0.00	0.00	0.00	200.00
476-00 FLEET VEHICLE ACCOUNT	0.00	0.00	100.00	0.00	100.00	100.00
477-00 LED STREET LIGHTS	88,575.53	88,575.53	0.00	0.00	0.00	88,575.53
478-00 G. HARMON MEM FUND	6,819.74	6,822.29	0.00	0.00	107.42	6,929.71
480-00 CITY RETIREMENT	1,079.76	1,079.76	0.00	0.00	0.00	1,079.76
483-02 DUE TO FUND 2	957,281.72	957,281.72	0.00	0.00	88,285.79	1,045,567.51
483-03 DUE TO FUND 3	915,685.81	927,875.49	9,034.19	0.00	51,470.65	979,346.14
483-04 DUE TO FUND 4	464,215.22	469,481.14	10,472.50	0.00	21,215.00	490,696.14
483-05 DUE TO FUND 5	4,034,026.40	4,034,026.64	0.00	0.00	8,085.68	4,042,112.32
484-02 DUE FROM FUND 2	-950,787.07	-953,003.25	-14,089.00	95,202.27	0.00	-1,048,205.52
484-03 DUE FROM FUND 3	-803,565.64	-804,312.40	-7,682.96	61,842.53	0.00	-866,154.93
484-04 DUE FROM FUND 4	-427,599.82	-427,708.71	-3,918.74	29,648.73	0.00	-457,357.44
484-05 DUE FROM FUND 5	-3,285,958.59	-3,356,433.27	-11,807.91	117,670.29	0.00	-3,474,103.56
486-00 RETIREMENT RESERVE	4,139.00	4,139.00	0.00	0.00	0.00	4,139.00
488-00 CHRISTMAS LIGHTS	-3,920.70	-3,920.70	0.00	2,640.00	0.00	-6,560.70
490-00 T/A PROPERTY REMEDIATION RES	28,128.47	28,128.47	0.00	0.00	3,353.30	31,481.77
493-00 RSU 39 COMMITMENT	-1,082,828.06	-1,082,828.06	-370,918.18	2,248,314.76	0.00	-3,331,142.82
494-00 TRI COMMUNITY/AWS	324,082.00	324,082.00	0.00	0.00	0.00	324,082.00
496-00 BIRTH RECORDS STATE FEE	40.80	0.00	11.60	597.20	712.40	115.20
497-00 DEATH RECORDS STATE FEE	123.60	0.00	80.80	863.20	1,024.00	160.80
498-00 MARRIAGE RECORDS STATE FEE	28.80	0.00	7.20	215.20	266.00	50.80

Fund Balance

4,339,697.56

3,823,800.57

94,391.80 17,702,773.64 16,427,257.52

2,548,284.45

General Ledger Summary Report

Fund(s): ALL

July

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ----		Balance Net
				Debits	Credits	
1 - Gen Fund CONT'D						
500-00 EXPENDITURE CONTROL	0.00	0.00	-640,826.53	5,433,487.17	11,959,590.76	6,526,103.59
510-00 REVENUE CONTROL	0.00	0.00	930,009.10	10,872,774.70	4,272,875.99	-6,599,898.71
600-00 FUND BALANCE	4,339,697.56	3,823,800.57	-194,790.77	1,396,511.77	194,790.77	2,622,079.57
2 - Snowmoible Trail Maintenance						
Assets	0.00	0.00	0.00	255,838.06	255,838.06	0.00
Liabilities	35,141.44	37,357.62	0.00	113,124.79	180,613.24	104,846.07
and Fund Balances	0.00	0.00	0.00	0.00	0.00	0.00
365-11 TRAIL MAINTENANCE RESERVE	41,636.09	41,636.09	-14,089.00	24,839.00	85,410.97	102,208.06
483-01 DUE TO FUND 1	950,787.07	953,003.25	14,089.00	0.00	95,202.27	1,048,205.52
484-01 DUE FROM FUND 1	-957,281.72	-957,281.72	0.00	88,285.79	0.00	-1,045,567.51
Fund Balance	-35,141.44	-37,357.62	0.00	142,713.27	75,224.82	-104,846.07
500-00 Expense Control	0.00	0.00	0.00	70,363.27	70,411.00	47.73
510-00 Revenue Control	0.00	0.00	0.00	72,350.00	2,874.82	-69,475.18
600-00 Fund Balance	-35,141.44	-37,357.62	0.00	0.00	1,939.00	-35,418.62
3 - Housing Department						
Assets	0.00	0.00	0.00	256,107.18	256,107.18	0.00
Liabilities	-50,723.99	-62,166.91	-1,351.23	51,470.65	61,842.53	-51,795.03
and Fund Balances	0.00	0.00	0.00	0.00	0.00	0.00
409-00 HOUSING RESERVE	61,396.18	61,396.18	0.00	0.00	0.00	61,396.18
483-01 DUE TO FUND 1	803,565.64	804,312.40	7,682.96	0.00	61,842.53	866,154.93
484-01 DUE TO FUND 1	-915,685.81	-927,875.49	-9,034.19	51,470.65	0.00	-979,346.14
Fund Balance	50,723.99	62,166.91	1,351.23	204,636.53	194,264.65	51,795.03
500-00 Expense Control	0.00	0.00	-7,682.96	61,842.53	143,492.42	81,649.89
510-00 Revenue Control	0.00	0.00	9,034.19	142,794.00	50,772.23	-92,021.77
600-00 Fund Balance	50,723.99	62,166.91	0.00	0.00	0.00	62,166.91
4 - FSS						
Assets	0.00	0.00	0.00	115,594.73	115,594.73	0.00
Liabilities	-31,615.40	-23,469.43	-6,553.76	21,215.00	29,648.73	-15,035.70
and Fund Balances	0.00	0.00	0.00	0.00	0.00	0.00
409-00 HOUSING RESERVE	5,000.00	18,303.00	0.00	0.00	0.00	18,303.00
483-01 DUE TO FUND 1	427,599.82	427,708.71	3,918.74	0.00	29,648.73	457,357.44
484-01 DUE FROM FUND 1	-464,215.22	-469,481.14	-10,472.50	21,215.00	0.00	-490,696.14
Fund Balance	31,615.40	23,469.43	6,553.76	94,379.73	85,946.00	15,035.70
500-00 Expense Control	0.00	0.00	-3,918.74	29,648.73	64,731.00	35,022.27

General Ledger Summary Report

Fund(s): ALL

July

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ----		Balance Net
				Debits	Credits	
4 - FSS CONT'D						
510-00 Revenue Control	0.00	0.00	10,472.50	64,455.00	21,215.00	-43,240.00
600-00 Fund Balance	31,615.40	23,469.43	0.00	276.00	0.00	23,193.43
5 - ECONOMIC DEV	0.00	0.00	0.00	487,697.93	487,697.93	0.00
Assets	0.00	0.00	0.00	0.00	0.00	0.00
Liabilities	-471,297.33	-400,822.89	11,807.91	23,945.19	124,441.97	-300,326.11
and Fund	0.00	0.00	0.00	0.00	0.00	0.00
Balances	-471,297.33	-400,822.89	11,807.91	23,945.19	124,441.97	-300,326.11
473-00 DOWNTOWN TIF	26,493.86	26,493.86	0.00	15,859.51	0.00	10,634.35
474-00 TRAIL GROOMER RESERVE	124.66	124.66	0.00	0.00	6,771.68	6,896.34
475-00 REVOLVING LOAN RESERVE	200,000.00	200,000.00	0.00	0.00	0.00	200,000.00
476-00 FIRE STATION RESERVE	50,151.96	50,151.96	0.00	0.00	0.00	50,151.96
483-01 DUE TO FUND 1	3,285,958.59	3,356,433.27	11,807.91	0.00	117,670.29	3,474,103.56
484-01 DUE FROM FUND 1	-4,034,026.40	-4,034,026.64	0.00	8,085.68	0.00	-4,042,112.32
Fund Balance	471,297.33	400,822.89	-11,807.91	463,752.74	363,255.96	300,326.11
500-00 Expense Control	0.00	0.00	-11,808.15	101,812.22	362,740.00	260,927.78
510-00 Revenue Control	0.00	0.00	0.24	315,000.52	515.96	-314,484.56
600-00 Fund Balance	471,297.33	400,822.89	0.00	46,940.00	0.00	353,882.89
Final Totals	-793.23	194,049.00	0.00	32,343,688.04	32,537,737.04	0.00

Expense Summary Report

Fund: 1

July

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
10 - GENERAL GOVERNMENT	858,848.00	59,467.95	452,855.64	405,992.36	52.73
17 - HEALTH & SANITATION	266,338.00	22,150.00	132,900.00	133,438.00	49.90
18 - MUNICIPAL BUILDING	81,192.00	4,204.89	40,053.12	41,138.88	49.33
20 - GENERAL ASSISTANCE	43,047.00	2,924.16	20,582.47	22,464.53	47.81
22 - TAX ASSESSMENT	244,872.00	13,617.26	129,812.73	115,059.27	53.01
25 - LIBRARY	246,853.00	16,424.18	140,844.29	106,008.71	57.06
31 - FIRE/AMBULANCE DEPARTMENT	2,657,355.00	164,783.34	1,468,268.41	1,189,086.59	55.25
35 - POLICE DEPARTMENT	1,870,972.00	123,434.13	934,173.38	936,798.62	49.93
38 - PROTECTION	382,000.00	32,714.24	221,349.32	160,650.68	57.94
39 - CARIBOU EMERGENCY MANAGEMENT	14,130.00	311.36	4,124.97	10,005.03	29.19
40 - PUBLIC WORKS	2,709,266.00	117,671.58	1,231,656.92	1,477,609.08	45.46
50 - RECREATION DEPARTMENT	656,665.00	56,280.79	368,218.73	288,446.27	56.07
51 - PARKS	198,997.00	19,921.67	86,533.88	112,463.12	43.49
60 - AIRPORT	101,462.00	1,800.83	63,127.23	38,334.77	62.22
61 - CARIBOU TRAILER PARK	13,455.00	891.25	6,907.97	6,547.03	51.34
65 - CEMETERIES	6,850.00	0.00	4,250.00	2,600.00	62.04
70 - INS & RETIREMENT	90,452.00	3,495.71	31,953.35	58,498.65	35.33
75 - CONTRIBUTIONS	7,648.00	0.00	0.00	7,648.00	0.00
80 - UNCLASSIFIED	31,775.00	733.19	23,411.00	8,364.00	73.68
85 - CAPITAL IMPROVEMENTS	1,404,950.00	0.00	0.00	1,404,950.00	0.00
Final Totals	11,887,127.00	640,826.53	5,361,023.41	6,526,103.59	45.10

Expense Summary Report

Fund: 2

July

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
52 - SNOWMOIBLE TRAIL MAINTENANCE	70,411.00	0.00	70,363.27	47.73	99.93
Final Totals	70,411.00	0.00	70,363.27	47.73	99.93

Expense Summary Report

Fund: 3

July

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
24 - HOUSING	142,794.00	7,682.96	61,144.11	81,649.89	42.82
Final Totals	142,794.00	7,682.96	61,144.11	81,649.89	42.82

Expense Summary Report

Fund: 4

July

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
96 - SECTION 8 - FSS PROGAM	64,731.00	3,918.74	29,648.73	35,082.27	45.80
Final Totals	64,731.00	3,918.74	29,648.73	35,082.27	45.80

Expense Summary Report

Fund: 5

July

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
11 - ECONOMIC DEVELOPMENT	308,037.00	10,808.25	88,945.81	219,091.19	28.88
12 - NYLANDER MUSEUM	53,903.00	999.90	12,066.41	41,836.59	22.39
Final Totals	361,940.00	11,808.15	101,012.22	260,927.78	27.91

Revenue Summary Report

Fund: 1
July

Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
10 - GENERAL GOVERNMENT	7,453,700.00	394,086.14	2,503,532.22	4,950,167.78	33.59
18 - MUNICIPAL BUILDING	2,000.00	0.00	0.00	2,000.00	0.00
20 - GENERAL ASSISTANCE	19,200.00	484.00	9,008.18	10,191.82	46.92
22 - TAX ASSESSMENT	1,037,800.00	196,048.00	196,646.00	841,154.00	18.95
23 - CODE ENFORCEMENT	6,000.00	1,050.00	3,635.00	2,365.00	60.58
25 - LIBRARY	5,000.00	0.00	1,871.43	3,128.57	37.43
31 - FIRE/AMBULANCE DEPARTMENT	1,620,913.00	332,038.21	1,083,473.80	537,439.20	66.84
35 - POLICE DEPARTMENT	65,777.00	4,034.88	13,913.32	51,863.68	21.15
39 - CARIBOU EMERGENCY MANAGEMENT	2,400.00	0.00	600.00	1,800.00	25.00
40 - PUBLIC WORKS	202,667.00	0.00	45,118.00	157,549.00	22.26
50 - RECREATION DEPARTMENT	15,600.00	0.00	9,740.00	5,860.00	62.44
51 - PARKS	300.00	0.00	0.00	300.00	0.00
60 - AIRPORT	48,000.00	2,267.87	21,420.34	26,579.66	44.63
61 - CARIBOU TRAILER PARK	3,000.00	0.00	2,500.00	500.00	83.33
70 - INS & RETIREMENT	9,000.00	0.00	0.00	9,000.00	0.00
Final Totals	10,491,357.00	930,009.10	3,891,458.29	6,599,898.71	37.09

Revenue Summary Report

Fund: 2
July

Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
52 - SNOWMOIBLE TRAIL MAINTENANCE	72,350.00	0.00	2,874.82	69,475.18	3.97
Final Totals	72,350.00	0.00	2,874.82	69,475.18	3.97

Revenue Summary Report

Fund: 3

July

Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
24 - HOUSING	142,794.00	9,034.19	50,772.23	92,021.77	35.56
Final Totals	142,794.00	9,034.19	50,772.23	92,021.77	35.56

Revenue Summary Report

Fund: 4
July

Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
96 - SECTION 8 - FSS PROGAM	64,455.00	10,472.50	21,215.00	43,240.00	32.91
Final Totals	64,455.00	10,472.50	21,215.00	43,240.00	32.91

Revenue Summary Report

Fund: 5

July

Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
11 - ECONOMIC DEVELOPMENT	315,000.00	0.00	474.00	314,526.00	0.15
12 - NYLANDER MUSEUM	0.00	0.24	41.44	-41.44	----
Final Totals	315,000.00	0.24	515.44	314,484.56	0.16



City Manager's Report
August 28, 2023

Economic Projects

River Front - Powerplants	Brownfields conference August 7-11 in Detroit. Agreement with QEP on the agenda tonight.
Broadband Initiative	There is a final draft contract in the hands of Charter / Spectrum. They are due to MCA at end of September.
CDBG	No new updates.
Ogren Dump Solar Project	No new updates.
Events and Marketing	Parks and Recreation is working on the Annual Craft Fair.
Landbank	Councilor Bagley has been looking into Land Bank ideas & present to CEGC at their last 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.
Caribou Development Committee	There was not a quorum for the August 23 meeting.
River Front - Master Plan	The City of Caribou was award a grant that will include a Riverfront Master Plan!
Façade Improvement Program	The Fall application period is open. Applications due September 29.
Aldrich ATV/Snowmobile Storage	No new updates.
Caribou Economic Growth Council	Met on August 24. A special meeting has been scheduled for August 29.
Business Outreach	Many inquires about the façade improvement grant program (now open).

Other Administrative Projects

Tax Acquired Property Policy	No new updates.
Nylander	Work is ongoing.
Fire Structural Work	No new updates.
Fire Station Renovations	No new updates.
Police Station	Artifex received some helpful information from Dale Blackstone and the Caribou utilities District.
River Road	No new updates.
Investment Policy	No new updates.
Trailer Park Closure	No new updates.
Cable Franchise Renewal	No new updates.
Airport	No new updates.
Personnel Policy	No new updates.
New LED Street lights	No new updates.
Comp Plan Update	Economy work session will be held on Thursday August 31 at the Wellness Center. All are invited.
LD 2003 Implementation	No new updates.
15 Prospect Street	This is in the courts.
Water Street Fire	CEGC received a letter requesting a discharge of the amount owed by owners of 7 Water Street.
Age-Friendly Efforts	Meeting held on August 22.
Personnel Changes	No new updates.
DOT Village Partnership	RFP will be out soon.
Aroostook Waste Solutions	Construction of 5&6 underway.
Cary Medical Center	100th Anniversary in 2024. Planning underway. If you have old photos, memorabilia or stories, please reach out to Bill Flagg.
Administrative Approvals	Liquor license renewal - Northern Maine Brewing; Extension of premises extension for Evergreen Lanes
Other Updates	The lack of available childcare in Caribou is a workforce and economic development issue.

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



MEMO

To: Mayor and City Council Members
From: Penny Thompson, City Manager
Date: August 28, 2023
Re: Maine DOT overlimit permit, Project 018984.00, Bridge Street over Caribou Stream

The Maine Department of Transportation is seeking a Construction Overlimit Permit for Project 018984.00, Bridge Street over Caribou Stream.

A copy of the paperwork received by the City Clerk is on the following pages.

Suggested action:

If the agreement is satisfactory, please make a motion "to approve a Construction Overlimit Permit for Maine Department of Transportation for the Bridge Street over Caribou Stream Construction project # 018984.00"

Second

Discuss

Vote



STATE OF MAINE
DEPARTMENT OF TRANSPORTATION
16 STATE HOUSE STATION
AUGUSTA, MAINE 04333-0016

Janet T. Mills
GOVERNOR

Bruce A. Van Note
COMMISSIONER

Danielle Brissette
City of Caribou
25 High Street
Caribou, ME 04736

Subject: Caribou Stream Bridge #0181 Rehabilitation
Project No: 018984.00
City of Caribou

Dear Ms. Brissette:

The Maine Department of Transportation will soon solicit quotes for the subject project for construction, and pursuant to 29-A MRSA § 2382 (7) we have established a "Construction Area". A copy of 29-A § 2382 is enclosed for your information. Also included is an agreement, which requires signature by the municipal officers, and additional background documents.

The agreement stipulates that the municipality will issue a permit for a stated period of time to the MDOT contractor for transporting construction equipment (backhoes, bulldozers, etc.) that exceed legal weight limits, over municipal roads. The agreement acknowledges the municipality's right to require a bond from the contractor to "guarantee suitable repair or payment of damages" per 29-A MRSA.

29-A MRSA § 2382 (7) states that "the suitability of repairs or the amount of damage is to be determined by the Department of Transportation on state-maintained ways and bridges, otherwise by the municipal officers". In other words, municipal officers determine the suitability of repairs on municipal ways and bridges.

The State cannot force municipalities to allow overweight vehicles to travel on posted municipal roads. Municipal postings supersede overweight permits. However, the agreement requires municipalities to make reasonable accommodations for overweight vehicles that are operated by contractors and the MDOT in connection with the construction project.

The specific municipal roads involved are not necessarily known at present, as the contractor's plan of operation won't be known until just prior to the start of work. If the municipality plans to require a bond; the amount of the bond should be determined prior to the start of work. If the project number administratively changes, you will be notified, and the agreement modified accordingly. Please return the completed agreement to my attention. Should you have any questions, please contact me at 624-3410.

Sincerely,

George M.A. Macdougall
Contracts & Specifications Engineer
Bureau of Project Development

Return this AGREEMENT, when completed, to:

Maine Department of Transportation
ATTN.: George Macdougall, Contracts & Specifications Engineer
#16 State House Station, Child Street
Augusta, Maine 04333-0016

Project: 018984.00
Location: Caribou, Bridge Street over
Caribou Stream

Pursuant to 29-A MRSA § 2382, the undersigned municipal officers of the **City of Caribou** agree that a construction overlimit permit will be issued to the Contractor for the above-referenced project allowing the contractor to haul non-divisible overlimit loads on municipal ways.

The municipality may require the contractor to obtain a satisfactory bond pursuant to 29-A MRSA § 2388 to cover the cost of any damage that might occur as a result of the overlimit loads. If a bond is required, the exact amount of said bond should be determined prior to the use of any municipal way. The Maine DOT will assist in determining the amount of the bond if requested. A suggested format for a general construction overlimit bond is attached. A suggested format for a construction overlimit permit is also attached. This construction overlimit permit does not supersede rules that restrict the use of public ways, such as posting of public ways, pursuant to 29-A MRSA § 2395.

The maximum speed limit for trucks on any municipal way will be 25 mph (40 km per hour) unless a higher speed limit is specifically agreed upon, in writing, by the Municipal Officers.

CITY OF CARIBOU
By the Municipal Officials

SPECIAL PROVISION 105
CONSTRUCTION AREA

A Construction Area located in the **City of Caribou** has been established by the Maine Department of Transportation (MDOT) in accordance with provisions of 29-A § 2382 Maine Revised Statutes Annotated (MRSA).

- (a) The section of highway under construction in the city of Caribou, Aroostook County on Bridge Street over Caribou Stream and Water Street adjacent to Bridge Street.
- (b) (Bridge Street) over Caribou Stream station 10+00.00 to station 11+26.74 of the construction plus approaches.
- (c) (Water Street) adjacent Bridge Street station 1+00.00 to station 3+40.86 of the construction plus approaches.

Per 29-A § 2382 (7) MRSA, the MDOT may “*issue permits for stated periods of time for loads and equipment employed on public way construction projects, United States Government projects or construction of private ways, when within construction areas established by the Department of Transportation. The permit:*

A. Must be procured from the municipal officers for a construction area within that municipality;

B. May require the contractor to be responsible for damage to ways used in the construction areas and may provide for:

(1) Withholding by the agency contracting the work of final payment under contract; or

(2) The furnishing of a bond by the contractor to guarantee suitable repair or payment of damages.

The suitability of repairs or the amount of damage is to be determined by the Department of Transportation on state-maintained ways and bridges, otherwise by the municipal officers;

C. May be granted by the Department of Transportation or by the state engineer in charge of the construction contract; and

D. For construction areas, carries no fee and does not come within the scope of this section.”

The Municipal Officers for the **City of Caribou** agreed that an Overlimit Permit will be issued to the Contractor for the purpose of using loads and equipment on municipal ways in excess of the limits as specified in 29-A MRSA, on the municipal ways as described in the “Construction Area”.

As noted above, a bond may be required by the municipality, the exact amount of said bond to be determined prior to use of any municipal way. The MDOT will assist in determining the bond amount if requested by the municipality.

The maximum speed limits for trucks on any city way will be 25 mph (40 km per hour) unless a higher legal limit is specifically agreed upon in writing by the Municipal Officers concerned.

GENERAL GUIDANCE

CONSTRUCTION OVERLIMIT PERMIT AND BONDING

The Maine Bureau of Motor Vehicles (BMV) establishes requirements and standards for the permitting of non-divisible over dimensional and overweight vehicles and loads (collectively overlimit loads) on state roads. These state motor vehicle permits are available on-line. 29-A MRSA and Secretary of State Administrative Rules Chapters 155-157 apply. Additionally, municipalities and county commissioners may issue overweight permits for travel on municipal and county ways maintained by that municipality or county. These permits are typically single trip permits requiring vehicle registration data, intended route etc.

However, in this case we're dealing with *Construction Permits* involving overlimit loads in support of construction projects. According to 29-A MRSA § 2382 (7), a Construction Permit is a permit “*for a stated period of time that may be issued for loads and equipment employed on public way construction projects, United States Government projects or construction of private ways, when within construction areas established by the Department of Transportation*”. According to 29-A § 2382 MRSA, the construction overlimit permit must be procured from the municipal officers for overweight loads on a municipal way in support of a construction project within that municipality.

By signing the attached agreement, the municipality agrees to issue construction overlimit permits to the MDOT construction contractor.

Frequently Asked Questions:

A. Why sign the document in advance of the actual construction contract?

Response: There are three primary reasons: First, to comply with 29-A § 2382. Second, to ensure that there are no surprises regarding the use of municipal roads by the Maine DOT contractor (to reasonably reduce risk and thus keep the cost of construction down) and third, to ensure the town is aware of its rights to control its own roads, and its rights to require a separate contractor's bond. (This is in addition to the Payment Bond and the Performance Bond the Maine DOT requires of the contractor).

B. Different roads may require different levels of scrutiny. How is a posted road handled?

Response: Despite the general construction overweight permit, the contractor cannot exceed the load limit on a posted municipal road without specific municipal permission. 29-A § 2395 MRSA notes that any ways requiring special protection (such as posted roads) will continue to be protected and overweight permits are superseded by such postings. In such a case the contractor would have to use an alternate route.

C. Is there any reason why the contractor cannot be held to indemnify and hold harmless the Municipality beyond the simple posting of a bond?

Response: The objective of our standard letter is to deal with overweight equipment and trucks on municipal ways during construction of a Maine DOT construction project. The bond merely provides a measure of protection against damage to municipal ways as a direct result of construction activity. Other areas of risk and indemnification are beyond the scope of our letter.

D. Are we required to obtain a bond?

Response: No. In fact, few municipalities have required a construction bond. It is a matter of risk management.

E. If used, what amount should be required on the bond?

Response: Previous MDOT letters used to speak about a maximum bond amount of \$14,000 / mile (\$9,000 / kilometer) of traveled length, however 29-A § 2382 sets no maximum. The amount of the bond (if any bond is required at all) is based on the individual situation. The MDOT will assist in providing a bond amount estimate if so requested.

F. Why the blanket approval?

Response: The blanket approval we seek is the reasonable accommodation by the municipality to allow the Maine DOT contractor to use town ways (if required) to haul overweight construction equipment and trucks. This theoretically gives the municipality and the MDOT time to discuss exceptions to a blanket approval. In general, this avoids unnecessary risks and saves money for all concerned in the long run.

G. Who determines the suitability of repairs?

Response: For municipal ways, the suitability of repairs may be determined by municipal officers. The MDOT will assist.

H. What is a non-divisible load?

Response: Per Chapter 157 (The Administration of Over-Dimension and Overweight Permits) under the Secretary of State administrative rules (See Rule Chapters for the Department of the Secretary of State on line), a non-divisible load is defined as: A load which, if separated into smaller loads or vehicles, would:

- 1) make it unable to perform the function for which it was intended;
- 2) destroy its value or;
- 3) require more than eight work hours to dismantle using appropriate equipment. Sealed oceangoing containers, spent nuclear materials in casks, and government-controlled military vehicles and their loads will be considered non-divisible

I. What is the standard for Overweight trucks and equipment?

Response: Overweight means a weight that exceeds the legal limits established in 29-A MRSA Chapter 21.

J. This is an unorganized township with no county or municipal roads. Why should I respond?

Response: Because of limited staff, we send out a standard letter to cover contingencies and minimize risk to the construction process. From time to time the letter may not have a practical application. In most cases of unorganized territories, the agreement is signed and returned as a matter of routine. This ensures that surprises will not be encountered after the start of construction regarding travel over municipal and county ways.

Additional tips:

False Information - Permit are invalidated by false information. A permit is invalidated by the violation of any condition specified by the terms of the permit or by false information given on the application. On evidence of such violation of falsification, the permittee may be denied additional permits.

Proper Registration - Overload permits do not relieve the registrants of vehicles from their obligations to properly register their vehicles in accordance with Motor Vehicle Laws.

Agent's Power of Attorney - If you do require a contractor's bond, make sure you have a copy of the Surety Agent's power of attorney authorizing the surety agent to sign for the surety. Keep the power of attorney with your duplicate original bond at the municipality. The contractor will also have a duplicate original.

Other bonds - The Maine DOT requires a payment bond and a performance bond of the contractor which is held against unsatisfactory performance on the part of the contractor for all construction projects over \$100,000. (The Miller Act (40 U.S.C. 270a-270f) normally requires performance and payment bonds for any federal aid construction contract exceeding \$100,000. 14 MRSA § 871 provides a similar requirement for state funded construction projects.) These bonds cover the proper performance of the contract and the payment of all employees, suppliers and subcontractors.

SPECIAL PROVISION 105
OVERLIMIT PERMITS

Title 29-A § 2382 MRSA Overlimit Movement Permits.

- 1. Overlimit movement permits issued by State.** The Secretary of State, acting under guidelines and advice of the Commissioner of Transportation, may grant permits to move nondivisible objects having a length, width, height or weight greater than specified in this Title over a way or bridge maintained by the Department of Transportation
- 2. Permit fee.** The Secretary of State, with the advice of the Commissioner of Transportation, may set the fee for single trip permits, at not less than \$6, nor more than \$30, based on weight, height, length and width. The Secretary of State may, by rule, implement fees that have been set by the Commissioner of Transportation for multiple trip, long-term overweight movement permits. Rules established pursuant to this section are routine technical rules pursuant to Title 5, chapter 375, subchapter II-A.
- 3. County and municipal permits.** A county commissioner or municipal officer may grant a permit, for a reasonable fee, for travel over a way or bridge maintained by that county or municipality
- 4. Permits for weight.** A vehicle granted a permit for excess weight must first be registered for the maximum gross vehicle weight allowed for that vehicle.
- 5. Special mobile equipment.** The Secretary of State may grant a permit, for no more than one year, to move pneumatic-tire equipment under its own power, including Class A and Class B special mobile equipment, over ways and bridges maintained by the Department of Transportation. The fee for that permit is \$15 for each 30-day period.
- 6. Scope of permit.** A permit is limited to the particular vehicle or object to be moved, the trailer or semitrailer hauling the overlimit object and particular ways and bridges.
- 7. Construction permits.** A permit for a stated period of time may be issued for loads and equipment employed on public way construction projects, United States Government projects or construction of private ways, when within construction areas established by the Department of Transportation. The permit:
 - A. Must be procured from the municipal officers for a construction area within that municipality;
 - B. May require the contractor to be responsible for damage to ways used in the construction areas and may provide for:
 - (1) Withholding by the agency contracting the work of final payment under contract; or

(2) The furnishing of a bond by the contractor to guarantee suitable repair or payment of damages.

The suitability of repairs or the amount of damage is to be determined by the Department of Transportation on state-maintained ways and bridges, otherwise by the municipal officers;

C. May be granted by the Department of Transportation or by the state engineer in charge of the construction contract; and

D. For construction areas, carries no fee and does not come within the scope of this section.

8. Gross vehicle weight permits. The following may grant permits to operate a vehicle having a gross vehicle weight exceeding the prescribed limit:

A. The Secretary of State, with the consent of the Department of Transportation, for state and state aid highways and bridges within city or compact village limits;

B. Municipal officers, for all other ways and bridges within that city and compact village limits; and

C. The county commissioners, for county roads and bridges located in unorganized territory.

9. Pilot vehicles. The following restrictions apply to pilot vehicles.

A. Pilot vehicles required by a permit must be equipped with warning lights and signs as required by the Secretary of State with the advice of the Department of Transportation.

B. Warning lights may be operated and lettering on the signs may be visible on a pilot vehicle only while it is escorting a vehicle with a permit on a public way.

With the advice of the Commissioner of Transportation and the Chief of the State Police, the Secretary of State shall establish rules for the operation of pilot vehicles.

9-A. Police escort. A person may not operate a single vehicle or a combination of vehicles of 125 feet or more in length or 16 feet or more in width on a public way unless the vehicle or combination of vehicles is accompanied by a police escort. The Secretary of State, with the advice of the Commissioner of Transportation, may require a police escort for vehicles of lesser dimensions.

A. The Bureau of State Police shall establish a fee for state police escorts to defray the costs of providing a police escort. A county sheriff or municipal police department may establish a fee to defray the costs of providing police escorts.

B. The Bureau of State Police shall provide a police escort if a request is made by a permittee. A county sheriff or municipal police department may refuse a permittee's request for a police escort.

C. A vehicle or combination of vehicles for which a police escort is required must be accompanied by a state police escort when operating on the interstate highway system.

10. Taxes paid. A permit for a mobile home may not be granted unless the applicant provides reasonable assurance that all property taxes, sewage disposal charges and drain and sewer assessments applicable to the mobile home, including those for the current tax year, have been paid or that the mobile home is exempt from those taxes. A municipality may waive the requirement that those taxes be paid before the issuance of a permit if the mobile home is to be moved from one location in the municipality to another location in the same municipality for purposes not related to the sale of the mobile home.

11. Violation. A person who moves an object over the public way in violation of this section commits a traffic infraction.

Section History:

PL 1993, Ch. 683, §A2 (NEW).

PL 1993, Ch. 683, §B5 (AFF).

PL 1997, Ch. 144, §1,2 (AMD).

PL 1999, Ch. 117, §2 (AMD).

PL 1999, Ch. 125, §1 (AMD).

PL 1999, Ch. 580, §13 (AMD).

PL 2001, Ch. 671, §30 (AMD).

PL 2003, Ch. 166, §13 (AMD).

PL 2003, Ch. 452, §Q73,74 (AMD).

PL 2003, Ch. 452, §X2 (AFF).

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



MEMO

To: Mayor and City Council Members
From: Penny Thompson, City Manager
Date: August 28, 2023
Re: Request by City Manager to cancel the September 11, 2023 Regular City Council meeting

The first meeting in September is scheduled for September 11. Because of the Labor Day holiday, the Cary Medical Center Board of Directors meeting is also scheduled for September 11. Cary Medical Center is a department of the city and a major employer in Caribou. According to the charter, the City Manager is an ex-officio member of the Cary Medical Center Board of Directors. For those reasons, I feel it is important to attend those meetings. We also had this conflict earlier in the year. The Cary Board moved the meeting.

Additionally, Tuesday September 12 is the Clerk's Networking Day in Augusta. Title 30-A §2653 states, "Each municipality shall pay the reasonable expenses of its clerk and deputy clerk incurred in attending the annual meetings of the Maine Municipal Association and the Maine Town and City Clerks' Association." The City Clerks will leave on Monday afternoon at 1:00 to travel to Augusta for the meeting on Tuesday.

Note: This is also notice that the City Clerks office will be closed from 1:00 Monday and all day Tuesday while they attend this training.

Suggested action:

If this is satisfactory, please make a motion to cancel the September 11, 2023 Regular City Council meeting.

Second

Discuss

Vote

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



MEMO

**To: Mayor and City Council Members
From: Penny Thompson, City Manager
Date: August 28, 2023
Re: Findings and Order – 24 Park Street**

This is a follow-up item on the action taken by the City Council at the July 24 City Council meeting.

24 Park Street was affirmed to be a dangerous building. The findings and order are attached for review.

Suggested action:

If the Findings and Order is satisfactory, please make a motion to approve and sign the findings and order to be delivered to the owner of 24 Park Street and will be recorded at the Southern Registry of Deeds in Houlton.

Second

Discuss

Vote

FINDINGS AND ORDER

Pursuant to 17 M.R.S.A. §§ 2851 – 2859
(Dangerous Buildings)

(Page 1 of 2)

TO: Laurie A. Mueller
5 Mulberry Drive
Presque Isle Maine 04769

RE: 24 Park Street Map 35 Lot 73 in Caribou, Maine (subject property)

On Monday July 24 at 6:00 pm Eastern Standard Time at 25 High Street in Caribou (Aroostook County) Maine, the Municipal Officers of the City of Caribou, Maine held a hearing to determine whether the residential building owned by you and located on land owned by you and shown on Map 35 Lot 73 of the current tax maps of the City of Caribou, Maine on file at 25 High Street, commonly known as 24 Park Street in Caribou, Maine is a nuisance or dangerous within the meaning of 17 M.R.S.A. § 2851. Notice of this hearing was duly served on you as the owner and on all parties-in-interest.

The following person was present and testified: Penny Thompson as City Manager for the City of Caribou, Maine.

Based on her testimony and other evidence presented and made part of the record, the Municipal Officers find the following facts: The property has appeared to be vacant since June 2010. On or about July 23, 2010, the Code Enforcement Officer for the City of Caribou was made aware that the residential building at the subject property was unsecure and the lawn was not mowed. The Code Enforcement Officer for the City of Caribou sent a Notice of Violation again in July 2014. In June 2017, the Code Enforcement Officer for the City of Caribou was made aware that the residential building at the subject property had a foundation issue. Notices were also sent in April 2019, May 2021 and May 2022 to the owner of record. No action was taken to repair the foundation as ordered. In June 2023, a selection of photos and other documents were shared with the Municipal Officers showing the foundation and general unsafe issues with the building. An unsafe condition exists because the foundation is collapsing, and other elements required for human habitation are missing.

Based on the foregoing findings, the Municipal Officers conclude that the building commonly known as 24 Park Street in Caribou, Maine (Map 35 Lot 73) is a nuisance or dangerous because it meets the definition of a building adjudged a nuisance or dangerous under the standard in 17 M.R.S.A. § 2851 (2-A) because it is structurally unsafe, unstable and unsanitary; is unsuitable and improper for the use or occupancy to which it is put; constitutes a hazard to health and safety because of inadequate maintenance and is otherwise dangerous to life and property.

Therefore, pursuant to 17 M.R.S.A. § 2851, you are hereby ORDERED to, within 30 days of service of this order, secure the building, and confirm the submitted plan and timeline for repair. Pursuant to 17 M.R.S.A. § 2851, you are hereby ORDERED to complete the repair or demolition of this building in accordance with all applicable City of Caribou ordinances, within 90 days of service of this order. Regular project updates shall be given to the City of Caribou Code Enforcement Department.

This decision may be appealed to Superior Court under the Maine Rules of Civil Procedure, Rule 80B. If this order is not timely complied with and no timely appeal is taken, the Municipal Officers may undertake the ordered corrective action at municipal expense and recover all expenses, including reasonable attorney's fees, by means of a special tax or civil action.

Dated: August 28, 2023, the Municipal Officers City of Caribou, Maine:

Daniel Bagley

Courtney Boma

R. Mark Goughan

John Morrill

Joan Theriault

Louella Willey

Jody Smith

ACKNOWLEDGEMENT

STATE OF MAINE, County of Aroostook

Date: August 28, 2023

Then personally appeared before me at Caribou, Maine the above-named Municipal Officers of the Municipality of Caribou and acknowledged the foregoing to be their free act and deed in their said capacity and the free act and deed of the Inhabitants of the said Municipality.

Before me,

Signature of Notary Public

Danielle M. Brissette

My commission expires: March 12, 2026

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



MEMO

To: Mayor and City Council Members
From: Penny Thompson, City Manager
Date: August 28, 2023
Re: Charter amendment from the City Council Charter committee

The Caribou City Council charter committee met and indicated that they would like to put the charter change (see next page) on the ballot at the November 7, 2023, election.

There has been a public hearing and a vote. The vote included a change to the language that was originally proposed. I have included it in the packet.

No action is required.

From the Caribou City Council Charter Committee for the November 2023 election, one question for the ballot amending Section 5.06 (b) (4).

QUESTION 1

Ordinance No. 3, 2023 Series

Shall the municipality approve the charter amendment reprinted (summarized) below?
YES
NO

Amendment.

Caribou City Charter Section 5.06 Budget (b)(4) is amended as follows: (underlined text is added, stricken text is deleted).

(4) Submissions of projects to voters. All capital improvement projects involving \$500,000 or more of municipal funds shall be submitted to the registered voters of the City of Caribou by holding a referendum vote thereon at an election held in November. If a majority of ballots cast for a referendum question favors approval the improvement project is approved, ~~provided the total number of votes cast for and against the referendum question equals or exceeds 65% of the total number of registered voters in City of Caribou at the time of the election.~~ A project is defined as a complete list of capital expense purchases combined together to build a building, purchase vehicles or machinery, provide a service to the citizens of the city, or a combination thereof, and not currently part of the schedule of City assets.