

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, January 08, 2024**, 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. Pledge of Allegiance
- 3. Public Forum (**PUBLIC COMMENTS SUBMITTED TO THE CITY CLERK PRIOR TO 4:30PM ON THE MEETING DATE WILL BE SHARED WITH THE COUNCIL DURING PUBLIC FORUM. Email dbrissette@cariboumaine.org**)
- 4. Minutes –
- 5. Bid Openings, Awards, and Appointments **Pages**
 - a. Contract with Oak Leaf Systems 02-08
- 6. Public Hearings and Possible Action Items
- 7. Reports by Staff and Committees
 - a. National Incident Management Systems overview training for Senior Officials 09-10
 - b. November Financial Report – Finance Director 11-29
- 8. New Business, Ordinances and Resolutions
 - a. Adding coverage to MainePERS for full-time dispatcher personnel 30-31
 - b. Mayoral appointments to committees and liaison roles 32-35
 - c. Establish meeting calendar for 2024 36
 - d. Establish timeline to present and discuss the 2024 Municipal Budget 37
 - e. Introduction: Caribou Development Committee Chapter 22 revision 38-42
- 9. Old Business
 - a. Public Hearing at next meeting (January 22) notice to be signed 43-44
- 10. Reports and Discussion by Mayor and Council Members
- 11. Next Regular Meetings: January 22 **Reports**
- 12. Executive Session(s) (May be called to discuss matters identified under MRSA, Title 1, §405.6) 45-49
- 13. Adjournment

If you are planning to attend this Public Meeting and due to a disability, need assistance in understanding or participating in the meeting, please notify the City Clerk ten or more hours in advance and we will, within reason, provide what assistance may be required.

Certificate of Mailing/Posting

The undersigned duly appointed City official for the municipality of Caribou City hereby certifies that a copy of the foregoing Notice and Agenda was posted at City Offices and on-line in accordance with City noticing procedures.

BY: _____ Danielle Brissette, City Clerk

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



MEMO

To: Mayor and City Council Members
From: Penny Thompson, City Manager
Date: January 5, 2024
Re: 2024 Contract for Computer Network Support Services with Oak Leaf

The City of Caribou has received the 2024 Contract for Computer Network Support Services with Oak Leaf. The new contract reflects a decrease of \$50/month.

Oak Leaf provides the City with fantastic service, and we are very pleased with his knowledge and willingness to stop by anytime to help with our computer issues.

Suggested Action

Please review and if acceptable, please make a motion to approve the 2024 Contract for Computer Network Support Services with Oak Leaf and authorize City Manager Penny Thompson to execute the contract for 2024.

Second. Discussion. Vote.

Contract for Computer Network Support Services

This agreement for Professional Services, is by and between Oak Leaf Systems, Inc., a corporation, with its principal office at 128 Sweden Street, Caribou, Maine (hereinafter "Oak Leaf Systems"), and the City of Caribou, a municipality, with its principal office at 25 High Street, Caribou, Maine (hereinafter "City").

WHEREAS, the City finds that Oak Leaf Systems is qualified and willing to perform certain work hereinafter described in accordance with the provisions of this Agreement; and

WHEREAS Oak Leaf Systems and the City wish to enter into agreement to describe the framework under which services will be provided.

NOW, THEREFORE, in consideration of the mutual covenants set forth herein and intending to be legally bound, the parties hereto agree as follows:

1.0 Services

1.1 Computer and Network Services

Computer Support and Maintenance

The annual maintenance contract includes troubleshooting and support services for the City's existing network devices, seven firewall devices, and three (3) servers located at the City Office, Caribou Public Library, Public Works office, Parks and Recreation department, Fire Department, Police Department and Ambulance Billing Department. Furthermore, support services shall be provided for City owned computers in their offices throughout Caribou. Support services will include setup and configuration, file and printer access, Internet access, e-mail, general network support and general computer support.

IT Management Services

Oak Leaf will provide IT and Project Management services as needed as part of this contract to plan for necessary systems and infrastructure to support business objectives. In addition, our management services will include maintenance and monitoring of existing systems, including developing a thorough understanding of the City's business processes so appropriate technology can be selected and recommended. Part of this will include proactive recommendations of technology that could help improve various processes, and/or provide more robust reliable systems required to support day to day operations.

Hardware

Oak Leaf will also provide services to diagnose and repair defective hardware on all computers and network devices. When applicable, Oak Leaf will work with the City to obtain all parts under any manufacturer's warranty still in effect. If no warranty is in effect on the failed equipment, the City will be responsible for the cost of replacing the equipment as needed.

Software

Oak Leaf will provide support services for the following software: Windows 10, 8, 7, 2019 Server and Office 365 services and applications. In addition, we will work with City staff and software vendors for proprietary or non-standard software to obtain support for those products, including TRIO, Amazon/Ortivus and HaPPy.

Antivirus

Antivirus service will be included free of charge for City-owned PC and Mac computers as part of this agreement going forward.

Infrastructure Maintenance

Oak Leaf will also provide preventative network maintenance, which includes general preventative maintenance for the servers, hubs and switches, firewalls, and cabling in the aforementioned offices. Oak Leaf will provide network mapping of the entire network and track IP addressing throughout the wide area network to ease identification of location for addition and removal of networked devices. Preventative maintenance includes regular inspection of physical devices and environment, and review of pertinent systems logs.

New Installations

In addition to supporting existing computer hardware and software, we will also provide installation services for new computer equipment as part of this agreement. Installation of new equipment/software shall be limited to no more than ten (10) new desktop computers during the duration of this agreement. New equipment shall be defined as equipment not owned by the City at the starting date of this agreement.

Network Security Checks

Oak Leaf will provide a security risk assessment of the City's network on a quarterly basis. As part of this, we will provide detailed quarterly examination of the server for application of necessary security fixes, and other known threats. In addition, we will update firewall software with vendor supplied updates on a quarterly basis to address any security holes in it. Finally, we will assess the latest available fixes and patches for the various desktop computers in the office and make recommendations about which one(s) to apply for security reasons.

General IT Consulting

Oak Leaf will provide general consulting services to City management to help design, develop, and implement various technologies and plans to support the business plans and objectives of the City. Furthermore, we will work with City staff to provide additional expertise about information technology when required for procurement of outside funding or when required for documentation of systems by various entities.

Exceptions

In general, Oak Leaf will provide information technology related support services to the City to support its business needs and objectives. Under the terms of this agreement, installation or running of cable for network or other use is not included and shall be governed by a separate agreement. In addition, web development, web hosting, and application development services are also not included in this agreement and shall be governed by a separate contract.

1.2 Service Level Agreement (SLA)

Oak Leaf Systems will provide timely response to support issues, system failures and maintenance tasks to maintain functional computer and telephone systems.

Response Times

Oak Leaf will provide support through a combination of telephone, on-site and remote administration services for City offices. Oak Leaf guarantees the following response times:

- **System Down Emergency** - four (4) hour or less initial response times for telephone support, four (4) hour or less initial remote dial-in diagnostic support, and no later than next business day on-site support for critical failures based upon a determination made by Oak Leaf Systems representative and severity of the issue.
- **Urgent Support Call** - four (4) hour or less initial response times for telephone support, four (4) hour or less initial remote dial-in diagnostic support, and no later than next business day on-site support for critical failures based upon a determination made by Oak Leaf Systems representative and severity of the issue.
- **Non-Critical Issues** - Non-critical issues will be scheduled according to Oak Leaf staff availability. In most cases, that will be provided as a next business day service.

The City will be entitled to one (1) network support professional responding to problem(s) at a time under the terms of this agreement. In the event multiple simultaneous critical issues arise, the City will be responsible for prioritizing issues and Oak Leaf staff will fix the issues as quickly as possible according to the prioritization given. Oak Leaf shall not be responsible for delays in correcting issues resulting from shipping or other delays with replacement of hardware by a third party, whether Oak Leaf staff arrange for replacement and/or shipping of failed equipment or not.

Coverage

This service level agreement is for the following coverage.

Option	Coverage
12 x 5	This SLA will be available Monday through Friday between 7:00 a.m. and 7:00 p.m., excluding State and Federal holidays.

Definitions

The following definitions shall apply to all support calls.

System Down Emergency

A system down emergency is defined as a problem or problems that is/are preventing use of a computer system by staff for required job functions that impact more than one (1) computer.

An example of system down emergency is the inability of more than one computer to send/receive e-mails.

Urgent Support Call

An urgent support call is defined as:

- 1) a problem or problems that is/are preventing use of a computer system by staff for required job functions that impact one (1) computer.
- 2) A problem or problems that is/are impacting normal use of more than one (1) computer

Examples of urgent support calls include the inability of one computer to send/receive e-mail while all other computers are working properly, inability of one computer to access the file server while all others are working properly.

Non-critical Issues

All other support issues are defined as non-critical.

Examples of non-critical issues include installation of new software, equipment, or implementation of new features on any computer to enable features not previously used, user needs assistance learning new functions, or computer needs to have latest service pack installed for maintenance of up to date systems.

SLA Terms and Conditions

SLA terms and conditions require that the City notify Oak Leaf about critical system emergencies that require emergency response as defined above using Oak Leaf's SLA Response Method. That response method currently is to call in to Oak Leaf's voice mail system and leave a message in the designated mailbox. Oak Leaf on call staff will automatically be notified of the waiting message and will respond according to the terms outlined above. Oak Leaf reserves the right to change the notification method at any time, but will provide thirty (30) days advance written notice before any change is made. Oak Leaf Systems will be closed for all State and Federal holidays.

Penalty

Oak Leaf guarantees response times according to the aforementioned conditions and methods of response. If Oak Leaf staff do not respond in the time specified, the City will be entitled to a credit of one percent (1%) of the monthly contract fee for the month in which the service call was initiated for every thirty (30) minutes late the initial response is provided, up to a maximum of fifteen (15) percent of the total monthly contract amount aggregated on all calls in any one month.

Client is responsible for providing written notification of late service call within thirty (30) days of incident and providing documentation to support claim.

Limitation of Liability

In no event will Oak Leaf Systems, its licensors, officers, employees or suppliers have any liability to CUSTOMER for any damages, including but not limited to lost profits, loss of business, loss of use or of data, any unauthorized access to, alteration, theft, or destruction of CUSTOMER'S computers, computer systems, data files, programs or information, or costs of procurement of substitute goods or services, or for any indirect, special, or consequential damages however caused. The parties agree that the terms in this LIMITATION OF LIABILITY section represent a reasonable allocation of risk. The foregoing LIMITATION OF LIABILITY and exclusion of certain damages shall apply, regardless of the success or effectiveness of other remedies.

CUSTOMER'S sole remedy arising out of or related to this agreement shall be limited to a refund of fees paid by CUSTOMER for the services giving rise to the liability during the one year period immediately preceding the date the alleged liability arose.

1.3 Force Majeure

Acts of God, or of the public enemy, acts of government, fires, flood, epidemics, labor disputes, unavoidable material delays, or freight embargo which may cause Vendor not to perform under this agreement shall constitute an excusable delay.

2.0 Cost and Schedule

See attached Schedule A.

3.0 COMPLETE AGREEMENT

This agreement, including any attachments, constitutes the entire agreement between the parties with respect to the subject matter hereof, and supersedes all previous communications, representations, understandings, and agreements, either oral or written between the parties of any official or representative thereof. This agreement shall be modified only by an instrument in writing and signed by duly authorized representatives of the parties.

IN WITNESS WHEREOF the parties hereto have made and executed this Agreement as of the day and year indicated below.

The City of Caribou, Maine

OAK LEAF SYSTEMS, INC.

Penny Thompson

Robert S. Sowers

City Manager

DATE: _____

DATE: _____

Schedule A **Contract Costs, Term, and Payments**

1.0 **Computer and Network Support**

Oak Leaf Systems will provide computer and network support services as described herein for a fee of \$31,800.

2.0 **TERM**

This contract shall be effective for a period of twelve (12) months from the date indicated below.

Effective Date: January 1, 2024

3.0 **Payment Schedule**

All fees contained herein shall be billed in twelve (12) equal monthly invoices.

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



MEMO

To: Mayor and City Council Members
From: Penny Thompson, City Manager
Date: January 5, 2024
Re: National Incident Management Systems training for Senior Officials

The Aroostook County Emergency Management Agency will host a **Senior Officials Workshop** on Zoom and in the County Emergency Operations Center. This course is designed for elected officials to help them understand the incident command system. This is a 2-hour workshop, that will take the place of the requirement for online classes which would take much more time. This is a requirement to be National Incident Management System compliant, which is a requirement of a lot of federal grants.

Senior Officials only need to complete this course once.

Requested Action

If you have not taken this training before, please consider signing up for one of these offerings.



National Incident Management System Overview for Senior Officials (Executives, Elected, and Appointed)

Class will be both in person and virtually via Zoom.

Location: 158 Sweden St, Caribou (County EOC)

Tuesday – January 23, 2024 9am-11am

Wednesday – January 31, 2024 3pm-5pm

Aroostook County Emergency Management is hosting ICS 402: NIMS/ICS
Overview for Senior Officials (Executives, Elected, and Appointed).

The purpose of this course is to provide a forum for Senior Official discussion regarding the National Incident Management System (NIMS) and the importance of the role of Senior Officials in preparedness. At the end of the course, students will be able to explain NIMS tenants, understand command and coordination entities and responsibilities, and the basic principles of the Incident Command System.

The target audience for this course is all officials with statutory obligations, to include senior officials, executives, elected and appointed officials, city/county managers, agency administrators, as well as emergency management officials, Public Information Officers, Public Safety (law enforcement, fire, EMS, public health and public works) personnel, and a jurisdiction's policy and legal advisors.

Prerequisites: There are no prerequisites to take this course.

Please register by January 19, 2024

Email Your Registration To: eoc@aroostookema.com

Name: Title/Position:

Email:

Phone:

A Zoom link will be provided after registration is complete.

Please contact us with any questions

Aroostook County Emergency Management; 158 Sweden Street, Caribou, ME; 207-493-4328

FINANCIAL NOTES

For period ending November 30, 2023

GENERAL LEDGER

Assets for the month ended at 14,689,544.46, with a cash balance of 7,880,625.94. 2023 tax receivables for the month came in at 282,056.10 collected for the month of November. Total collected YTD is 7,579,927.12 a rate of 87% collected, compared to last year at this same time we were at 87.4%, about .4% less.

Liabilities came in at 9,435,993.17 and the fund balance ended at 5,253,551.29.

Expenses

November expenses for the month were a total of 770,317.23 with a YTD percentage to budget of 84.1%, down 7.6% to budget. This is due to wages and benefits being down with staff shortages in Public Works, and Police departments.

Revenues

Revenues for the month were at 470,238.48 with a YTD percentage to budget of 99.8%, this is a 8.1% increase over the budget. This is due to the commitment, with assessments over budget in renewable energy and homestead exemptions.

Excise tax collection was at 118,008.09 for the month with a YTD collection of 1,568,422.17, this is over budget by 11.2%.

Revenue Sharing came in at 180,208.89 for the month with a YTD collection of 1,972,902.47, this is over budget by 9.5% or 185,402.47.

*Please find the addition of a bar graph to give an excise collect view of activity over the last five years.

General Ledger Summary Report

Fund(s): ALL

November

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ----		Balance Net
				Debits	Credits	
1 - Gen Fund	-751.87	107,049.00	0.00	68,444,257.65	68,551,306.65	0.00
Assets	12,148,248.71	12,242,355.80	-620,756.53	32,610,452.71	30,163,264.05	14,689,544.46
101-00 CASH (BANK OF MACHIAS)	6,843,888.34	6,739,124.55	-404,839.87	17,334,287.41	16,192,786.02	7,880,625.94
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	-0.70	0.24	8.66	1,816.92
110-00 SECTION 125 CHECKING FSA	15,766.62	15,911.79	-568.07	18,473.63	11,120.82	23,264.60
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	-3,389.92	127,421.52	67,628.89	59,792.63
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	17,910.40	581,087.51
116-01 CD NORSTATE FEDERAL CREDIT UN.	0.00	0.00	0.00	245,591.91	0.00	245,591.91
116-02 CD COUNTY FEDERAL CREDIT UNI	0.00	0.00	0.00	175,299.41	0.00	175,299.41
116-03 CD TD	0.00	0.00	0.00	245,111.76	0.00	245,111.76
117-00 RLF #10 INVESTMENT	241,080.78	241,386.66	625.82	5,466.90	0.00	246,853.56
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	14,835.80	239,590.00	233,963.53	25,442.89
124-00 GAS INVENTORY	15,695.85	5,851.20	-8,966.23	97,280.00	102,221.89	909.31
125-00 ACCOUNTS RECEIVABLE	9,434.81	59,242.54	56,033.76	848,723.45	787,775.24	120,190.75
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	43,585.00	1,237,644.20	1,237,160.34	225,209.34
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	-29.95	1.60	29.95	1,022.74
181-00 HAMILTON LIBRARY TR. INVEST	1,893.69	1,898.05	0.00	13.00	0.00	1,911.05
182-00 KNOX LIBRARY INVESTMENT	10,411.75	10,441.28	0.00	242.29	0.00	10,683.57
183-00 CLARA PIPER MEM INV	674.84	675.19	0.00	1.04	0.00	676.23
184-00 JACK ROTH LIBRARY INVEST	14,122.19	14,223.92	0.00	370.42	0.00	14,594.34
185-00 KEN MATTHEWS SCHOLARSHIP FUN	7,569.17	7,588.25	0.00	111.19	0.00	7,699.44
187-00 DOROTHY COOPER MEM INV	49,628.45	49,721.48	0.00	615.31	0.00	50,336.79
189-00 MARGARET SHAW LIBRARY INV	13,145.23	13,154.68	0.00	318.52	0.00	13,473.20
190-00 GORDON ROBERTSON MEM INV	11,580.18	11,587.40	0.00	321.63	0.00	11,909.03
191-00 MEMORIAL INVESTMENT	6,214.88	6,223.42	0.00	43.77	0.00	6,267.19
192-00 G. HARMON MEM INV	6,819.74	6,822.29	0.00	189.96	0.00	7,012.25
193-00 BARBARA BREWER FUND	5,616.14	5,624.54	0.00	128.91	6.66	5,746.79
194-00 RODERICK LIVING TRUST	16,581.87	16,598.74	0.00	182.07	0.00	16,780.81
196-00 PHILIP TURNER LIBRARY INV	8,883.40	9,119.27	-1,899.35	2,072.17	3,823.70	7,367.74
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	4,955.96	4,955.29	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	-282,056.10	8,709,326.07	7,579,927.12	1,060,370.59
200-24 2024 TAX RECEIVABLE	0.00	0.00	-3,179.38	2,613.93	78,540.71	-75,926.78
201-23 2023 TAX STABILIZED TAX RECEIV	0.00	0.00	0.00	159,332.58	0.00	159,332.58
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	-11,796.53	3,959.61	84,078.04	14,961.64
205-22 2022 LIENS RECEIVABLE	0.00	0.00	-13,715.39	345,002.61	143,308.66	201,693.95
210-11 2011 PP TAX RECEIVABLE	201.06	201.06	0.00	0.00	201.06	0.00

General Ledger Summary Report

Fund(s): ALL
November

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ----		Balance Net
				Debits	Credits	
1 - Gen Fund CONT'D						
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	-47.87	0.00	269.59	12,443.89
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	0.03	0.00	10,948.59
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	227.22	12,524.08
210-20 2020 PP TAX RECEIVABLE	14,702.37	14,702.37	0.00	0.00	495.82	14,206.55
210-21 2021 PP TAX RECEIVABLE	12,955.10	12,955.10	-2.36	0.00	569.06	12,386.04
210-22 2022 PP TAX RECEIVABLE	22,100.24	22,100.24	-30.62	0.07	8,724.02	13,376.29
210-23 2023 PP TAX RECEIVABLE	-646.52	-646.52	-16,701.18	311,151.75	254,024.17	56,481.06
210-24 2024 PP TAX RECEIVABLE	0.00	0.00	0.00	0.00	10.38	-10.38
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	372,547.86	372,547.86	0.00
304-00 FICA W/H	18.26	18.26	0.00	490,250.80	490,250.80	18.26
305-00 MEDICARE WITHHOLDING	4.27	4.27	0.00	114,655.46	114,655.46	4.27
306-00 STATE WITHHOLDING	0.00	0.00	0.00	163,427.88	163,427.88	0.00
307-00 M.S.R.S. W/H	73.65	73.65	0.00	130,811.68	130,811.68	73.65
307-01 MSRS EMPLOYER	-141.02	-141.06	0.04	211,690.26	213,427.64	-1,878.44
308-00 AFLAC INSURANCE	-1.75	0.00	-0.11	6,385.54	6,386.79	-1.25
309-00 DHS WITHHOLDING	0.00	0.00	0.00	8,281.00	8,281.00	0.00
312-00 HEALTH INS. W/H	-25,826.25	-25,577.65	1,663.25	231,322.28	228,015.63	-22,271.00
314-00 UNITED WAY W/H	0.00	0.00	0.00	141.00	141.00	0.00
315-00 TEAMSTERS W/H	0.00	0.00	0.00	3,348.50	3,348.50	0.00
315-01 FIREFIGHTERS UNION W/H	0.00	0.00	0.00	8,914.65	8,914.65	0.00
316-00 COUNCIL #93 W/H	0.00	0.00	0.00	3,305.97	3,305.97	0.00
318-00 MMA INCOME PROTECTION	-8,170.03	-8,122.98	547.19	37,497.51	37,139.92	-7,765.39
319-00 REAL ESTATE TAX W/H	0.00	0.00	0.00	20,158.65	20,158.65	0.00
320-00 ICMA RETIREMENT CORP	-664.83	0.00	0.00	122,922.83	122,922.83	0.00
320-01 ICMA EMPLOYER MATCH	-52.88	0.00	0.00	26,395.50	26,395.50	0.00
322-00 RETIRED HEALTH INS PROGRAM	-23.21	-23.21	0.00	14,504.27	14,504.27	-23.21
323-00 MMA SUPP. LIFE INSURANCE	-2,106.56	-2,106.56	59.22	8,487.49	8,433.22	-2,052.29
324-00 MISC. WITHHOLDING	0.00	0.00	0.00	1,330.00	1,330.00	0.00
325-00 DED. FOR VALIC	0.00	0.00	0.00	29,523.86	29,523.86	0.00
325-01 VALIC EMPLOYER MATCH	0.00	0.00	0.00	5,956.31	5,956.31	0.00
329-00 SALES TAX COLLECTED	-309.54	-199.02	0.00	233.67	0.00	34.65
330-00 VEHICLE REG FEE (ST. OF ME)	-4,153.50	0.00	2,674.75	287,092.50	290,056.50	-2,964.00
331-00 BOAT REG FEE INLAND FISHERIES	-95.00	0.00	30.00	18,302.12	18,302.12	0.00
332-00 SNOWMOBILE REG (F&W)	-12,062.51	0.00	82.50	27,668.46	30,737.46	-3,069.00
333-00 ATV REGISTRATION (F&W)	0.00	0.00	627.50	55,969.79	56,039.79	-70.00
335-00 PLUMBING PERMITS (ST. OF ME)	-951.35	-141.35	-95.00	0.00	960.00	-1,101.35
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	5,032.27	58,514.84	61,270.73	-2,752.13
339-00 CONNOR BOAT EXCISE	75.80	75.80	0.00	1,108.80	1,119.80	64.80
340-00 DOG LICENSES (ST. OF ME)	-635.00	0.00	5.00	1,979.00	2,232.00	-253.00
341-00 FISHING LICENSES (ST. OF ME)	-275.00	0.00	0.00	4,342.00	4,342.00	0.00
342-00 HUNTING LICENSES (ST. OF ME)	-1,660.50	0.00	760.00	5,637.25	5,998.25	-361.00
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	3,525.00	3,525.00	0.00
Liabilities	7,809,303.02	8,224,506.23	-320,677.78	7,776,179.90	8,987,666.84	9,435,993.17

General Ledger Summary Report

Fund(s): ALL

November

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ----		Balance Net
				Debits	Credits	
1 - Gen Fund CONT'D						
and Fund	0.00	0.00	0.00	0.00	0.00	0.00
Balances	7,809,303.02	8,224,506.23	-320,677.78	7,776,179.90	8,987,666.84	9,435,993.17
352-00 NYLANDER MUSEUM RESERVE	9,490.86	9,490.86	0.00	6,020.93	20,000.00	23,469.93
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	21,282.24	17,910.40	21,282.24	602,369.75
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	973.14	3,425.00	973.14	3,180.89
360-04 DOT VPI	0.00	0.00	50,000.00	0.00	50,000.00	50,000.00
362-00 RLF #10 RESERVE	241,080.78	241,386.66	625.82	0.00	5,466.90	246,853.56
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	10,000.00	11,787.68
365-03 LAND ACQUISTIONS/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	5,000.00	4,314.37	10,782.84	6,633.26
365-05 PARK IMPROVEMENT RESERVE	5,231.71	5,231.71	0.00	600.00	1,089.00	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	5,000.00	-4,458.33
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	1,418.72	8,252.15	10,737.51	9,876.64
365-13 RECREATION - COLLINS POND	-1,363.91	-1,363.91	0.00	0.00	10,000.00	8,636.09
365-17 RECREATION VAN RESERVE	0.00	0.00	0.00	0.00	5,000.00	5,000.00
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	3,797.25	7,684.67	8,120.00	13,810.20
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	5,000.00	9,730.00
365-28 VETERAN MEMORIAL PARK RESERVE	0.00	0.00	0.00	395.20	5,958.04	5,562.84
365-29 LAKERS RESERVE	0.00	0.00	-2,767.77	2,767.77	44,400.00	41,632.23
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	-4,677.39	5,634.39	52,600.00	76,156.64
366-02 LIBRARY MEMORIAL FUND	64,016.07	64,016.07	-30,377.40	62,750.88	39,549.12	40,814.31
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	-673.60	1,418.71	50.00	17,268.15
367-02 POLICE DEPT EQUIPMENT	106,167.31	106,548.16	-19,315.81	36,337.62	79,020.19	149,230.73
367-03 POLICE CAR RESERVE	-271.19	-271.19	-4,135.31	40,329.19	57,750.00	17,149.62
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	3,360.00	100,482.56	98,918.58
367-10 POLICE OFFICER RECRUITMENT RES	54,000.00	54,000.00	0.00	45,833.00	54,000.00	62,167.00
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	451.03	8,469.28
368-03 FIRE DEPT FOAM RESERVE	4,442.50	4,442.50	-1,050.00	1,050.00	4,000.00	7,392.50
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	0.00	850.00	0.00	2,746.90

General Ledger Summary Report

Fund(s): ALL

November

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	--- Y T D ---		Balance Net
				Debits	Credits	
1 - Gen Fund CONT'D						
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	2,150.00	4,499.60	7,256.52	5,912.97
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	10,280.00	0.00	26,694.08
368-12 FIRE/AMB UNIFORM RESERVE	2,586.15	5,179.37	0.00	33,452.14	30,328.64	2,055.87
369-01 AMBULANCE SMALL EQUIP RESERVE	37,240.27	37,240.27	0.00	145,539.44	126,003.99	17,704.82
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	50,000.00	52,454.67
370-03 PW EQUIPMENT RESERVE	53,763.01	53,763.01	0.00	47,156.01	167,922.40	174,529.40
370-04 STREETS/ROADS RECONSTRUCTION	104,118.75	-30,297.25	92,716.84	163,696.87	400,646.84	206,652.72
370-05 CURBING RESERVE	5,178.30	5,178.30	0.00	0.00	35,000.00	40,178.30
370-06 FUEL TANK RESERVE	-19,489.50	-13,271.78	670.66	1,118.35	9,959.29	-4,430.84
370-07 PW BUILDING RESERVE	34,266.24	34,266.24	-4,500.00	21,448.00	13,000.00	25,818.24
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	-7,381.36	76,363.61	172,884.02	137,160.00
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	-5,747.64	16,455.64	0.00	0.00
373-01 GEN GOVT COMPUTER RESERVE	6,662.97	6,662.97	0.00	0.00	0.00	6,662.97
373-02 CITY COMPREHENSIVE PLAN	27.40	27.40	0.00	0.00	20,000.00	20,027.40
373-03 MUNICIPAL BUILDING RESERVE	61,176.92	61,176.92	0.00	8,474.36	0.00	52,702.56
373-04 VITAL RECORDS RESTORATION	3,276.50	3,276.50	-50,000.00	50,000.00	53,450.00	6,726.50
373-05 BIO-MASS BOILERS	-2,697.49	-2,697.49	0.00	115,078.00	116,078.00	-1,697.49
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	174,592.00	174,639.00	116,648.20
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	-3,389.92	67,628.89	127,421.52	59,792.63
373-50 2022 CAPITAL IMPROVEMENT LOAN	-256,956.54	-256,956.54	-28,833.34	165,025.01	422,000.00	18.45
374-00 REC/PARKS COMPUTER RESERVE	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00
374-01 INDUSTRIAL PARK IMPROVEMENTS	12,440.88	12,440.88	0.00	0.00	0.00	12,440.88
374-03 DOWNTOWN INFRASTRUSTURE	36,415.42	36,415.42	0.00	2,930.00	0.00	33,485.42
374-05 FACADE RESERVE	0.00	15,000.00	0.00	5,350.00	0.00	9,650.00
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	10,000.00	-1,498.79
380-04 RESILIENCY GRANT	0.00	0.00	0.00	6,685.00	8,000.00	1,315.00
380-05 BROWNFIELD GRANT	0.00	0.00	0.00	3,147.14	0.00	-3,147.14
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	-5,927.03	20,935.10	11,854.05	4,816.24
388-00 HILLTOP TIF	8,026.18	8,026.18	0.00	56,283.44	54,627.30	6,370.04
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	10,000.00	66,366.51
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	675,423.98	675,423.98	2.13
414-00 CEMETARY RERSERVE	200.00	200.00	0.00	0.00	0.00	200.00

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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						
415-00 LIONS COMMUNITY CENTER RESER\	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	0.00	79,394.72	25,000.00	32,751.54
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	111.19	7,699.44
423-00 DR. CARY CEMETERY TRUST FUND	1,050.55	1,051.09	0.00	29.95	1.60	1,022.74
424-00 HAMILTON LIBRARY TRUST FUND	1,893.69	1,898.05	0.00	0.00	13.00	1,911.05
425-00 KNOX LIBRARY MEMORIAL FUND	10,411.75	10,441.28	0.00	0.00	242.29	10,683.57
426-00 CLARA PIPER MEM FUND	674.84	675.19	0.00	0.00	1.04	676.23
427-00 JACK ROTH LIBRARY MEM FUND	14,122.19	14,223.92	0.00	395.00	370.42	14,199.34
429-00 BARBARA BREWER FUND	5,616.14	5,624.54	0.00	6.66	128.91	5,746.79
430-00 D. COOPER MEM FUND	49,628.45	49,721.48	0.00	2,000.00	615.31	48,336.79
432-00 MARGARET SHAW LIBRARY MEMORI	13,145.23	13,154.68	0.00	0.00	318.52	13,473.20
433-00 GORDON ROBERTSON MEM FUND	11,580.18	11,587.40	0.00	0.00	321.63	11,909.03
434-00 MEMORIAL INVESTMENT	6,214.88	6,223.42	0.00	0.00	43.77	6,267.19
435-00 RODERICK LIVING TRUST	16,581.87	16,598.74	-5,433.00	5,433.00	182.07	11,347.81
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	160.32	7,367.74
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
448-00 NYLANDER DONATIONS	0.00	0.00	3,000.00	0.00	3,000.00	3,000.00
450-00 RESOURCE RESERVE ACCOUNT	188,540.10	188,540.10	0.00	188,540.10	0.00	0.00
456-00 TAX REFIEF FUNDS 2021	194,790.77	194,790.77	0.00	383,330.87	383,330.87	194,790.77
456-01 2023 TAXPAYER RELIEF FUND	0.00	505,415.09	0.00	505,415.09	0.00	0.00
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	-549.91	5,357.71	9,187.00	14,574.89
462-00 CDBG HOUSING REHABILITATION	3,927.87	3,927.87	0.00	48.00	0.00	3,879.87
465-00 THURSDAYS ON SWEDEN	-41.36	0.00	0.00	0.00	105.00	105.00
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	-1,300.00	30,194.29	27,550.00	-2,644.29
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	-321.91	18,795.69	18,982.14	2,383.81
470-00 EYE INUSRANCE	619.76	614.20	1.30	3,126.47	3,140.53	628.26
471-00 RC2 TIF	105,493.72	105,493.72	0.00	4,200.00	103,521.79	204,815.51
472-00 ANIMAL WELFARE	16,675.21	16,739.21	156.00	54.00	2,746.00	19,431.21
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	0.00	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	189.96	7,012.25
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	44,345.00	0.00	134,305.79	1,091,587.51
483-03 DUE TO FUND 3	915,685.81	927,875.49	31,639.55	0.00	108,750.05	1,036,625.54
483-04 DUE TO FUND 4	464,215.22	469,481.14	0.00	0.00	48,071.20	517,552.34
483-05 DUE TO FUND 5	4,034,026.40	4,034,026.64	0.00	0.00	594,881.26	4,628,907.90
484-02 DUE FROM FUND 2	-950,787.07	-953,003.25	-4,106.34	125,643.26	0.00	-1,078,646.51
484-03 DUE FROM FUND 3	-803,565.64	-804,312.40	-10,652.14	117,231.39	0.00	-921,543.79
484-04 DUE FROM FUND 4	-427,599.82	-427,708.71	-3,923.22	47,698.15	0.00	-475,406.86
484-05 DUE FROM FUND 5	-3,285,958.59	-3,356,433.27	-12,366.32	238,036.56	0.00	-3,594,469.83

General Ledger Summary Report

Fund(s): ALL
November

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ----		Balance Net
				Debits	Credits	
1 - Gen Fund CONT'D						
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	-370,918.09	3,731,987.12	4,102,905.00	-711,910.18
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	-42.80	1,006.00	1,066.40	60.40
497-00 DEATH RECORDS STATE FEE	123.60	0.00	-29.20	1,561.20	1,718.00	156.80
498-00 MARRIAGE RECORDS STATE FEE	28.80	0.00	-34.80	421.60	443.60	22.00
Fund Balance	4,339,697.56	3,910,800.57	-300,078.75	28,057,625.04	29,400,375.76	5,253,551.29
500-00 EXPENDITURE CONTROL	0.00	0.00	-770,317.23	10,112,772.51	11,987,490.52	1,874,718.01
510-00 REVENUE CONTROL	0.00	0.00	470,238.48	16,548,340.76	16,524,139.28	-24,201.48
600-00 FUND BALANCE	4,339,697.56	3,910,800.57	0.00	1,396,511.77	888,745.96	3,403,034.76
2 - Snowmoible Trail Maintenance						
Assets	0.00	0.00	0.00	334,299.05	334,299.05	0.00
Liabilities	35,141.44	37,357.62	-1,347.80	182,198.35	253,974.23	109,133.50
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	38,890.86	47,892.56	128,330.97	122,074.50
483-01 DUE TO FUND 1	950,787.07	953,003.25	4,106.34	0.00	125,643.26	1,078,646.51
484-01 DUE FROM FUND 1	-957,281.72	-957,281.72	-44,345.00	134,305.79	0.00	-1,091,587.51
Fund Balance	-35,141.44	-37,357.62	1,347.80	152,100.70	80,324.82	-109,133.50
500-00 Expense Control	0.00	0.00	-1,752.20	79,750.70	70,411.00	-9,339.70
510-00 Revenue Control	0.00	0.00	3,100.00	72,350.00	7,974.82	-64,375.18
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	368,775.44	368,775.44	0.00
Liabilities	-50,723.99	-62,166.91	-20,987.41	108,750.05	117,231.39	-53,685.57
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	10,652.14	0.00	117,231.39	921,543.79
484-01 DUE TO FUND 1	-915,685.81	-927,875.49	-31,639.55	108,750.05	0.00	-1,036,625.54
Fund Balance	50,723.99	62,166.91	20,987.41	260,025.39	251,544.05	53,685.57
500-00 Expense Control	0.00	0.00	-10,652.14	117,231.39	143,492.42	26,261.03
510-00 Revenue Control	0.00	0.00	31,639.55	142,794.00	108,051.63	-34,742.37
600-00 Fund Balance	50,723.99	62,166.91	0.00	0.00	0.00	62,166.91
4 - FSS						
	0.00	0.00	0.00	160,500.35	160,500.35	0.00

General Ledger Summary Report

Fund(s): ALL

November

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ----		Balance Net
				Debits	Credits	
4 - FSS CONT'D						
Assets	0.00	0.00	0.00	0.00	0.00	0.00
Liabilities	-31,615.40	-23,469.43	3,923.22	48,071.20	47,698.15	-23,842.48
and Fund	0.00	0.00	0.00	0.00	0.00	0.00
Balances	-31,615.40	-23,469.43	3,923.22	48,071.20	47,698.15	-23,842.48
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	3,923.22	0.00	47,698.15	475,406.86
484-01 DUE FROM FUND 1	-464,215.22	-469,481.14	0.00	48,071.20	0.00	-517,552.34
Fund Balance	31,615.40	23,469.43	-3,923.22	112,429.15	112,802.20	23,842.48
500-00 Expense Control	0.00	0.00	-3,923.22	47,698.15	64,731.00	17,032.85
510-00 Revenue Control	0.00	0.00	0.00	64,455.00	48,071.20	-16,383.80
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	1,204,860.92	1,204,860.92	0.00
Assets	0.00	0.00	0.00	0.00	0.00	0.00
Liabilities	-471,297.33	-400,822.89	12,366.32	665,357.31	309,424.78	-756,755.42
and Fund	0.00	0.00	0.00	0.00	0.00	0.00
Balances	-471,297.33	-400,822.89	12,366.32	665,357.31	309,424.78	-756,755.42
473-00 DOWNTOWN TIF	26,493.86	26,493.86	0.00	70,476.05	54,616.54	10,634.35
474-00 TRAIL GROOMER RESERVE	124.66	124.66	0.00	0.00	16,771.68	16,896.34
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	12,366.32	0.00	238,036.56	3,594,469.83
484-01 DUE FROM FUND 1	-4,034,026.40	-4,034,026.64	0.00	594,881.26	0.00	-4,628,907.90
Fund Balance	471,297.33	400,822.89	-12,366.32	539,503.61	895,436.14	756,755.42
500-00 Expense Control	0.00	0.00	-12,366.62	177,563.09	362,740.00	185,176.91
510-00 Revenue Control	0.00	0.00	0.30	315,000.52	532,696.14	217,695.62
600-00 Fund Balance	471,297.33	400,822.89	0.00	46,940.00	0.00	353,882.89
Final Totals	-751.87	107,049.00	0.00	70,512,693.41	70,619,742.41	0.00

Expense Summary Report

Fund: 1

November

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
10 - GENERAL GOVERNMENT	858,848.00	86,248.48	737,322.72	121,525.28	85.85
17 - HEALTH & SANITATION	266,338.00	22,150.00	243,650.00	22,688.00	91.48
18 - MUNICIPAL BUILDING	81,192.00	5,385.89	63,042.06	18,149.94	77.65
20 - GENERAL ASSISTANCE	43,047.00	2,065.00	28,606.13	14,440.87	66.45
22 - TAX ASSESSMENT	244,872.00	15,796.04	187,619.60	57,252.40	76.62
25 - LIBRARY	246,853.00	16,048.77	213,268.00	33,585.00	86.39
31 - FIRE/AMBULANCE DEPARTMENT	2,657,355.00	182,481.00	2,204,332.64	453,022.36	82.95
35 - POLICE DEPARTMENT	1,870,972.00	120,692.62	1,444,265.54	426,706.46	77.19
38 - PROTECTION	382,000.00	33,715.94	350,227.76	31,772.24	91.68
39 - CARIBOU EMERGENCY MANAGEMENT	14,130.00	-816.98	10,250.74	3,879.26	72.55
40 - PUBLIC WORKS	2,709,266.00	200,810.35	2,203,166.66	506,099.34	81.32
50 - RECREATION DEPARTMENT	656,665.00	57,558.77	572,497.03	84,167.97	87.18
51 - PARKS	198,997.00	15,990.23	144,852.22	54,144.78	72.79
60 - AIRPORT	101,462.00	3,372.60	71,734.30	29,727.70	70.70
61 - CARIBOU TRAILER PARK	13,455.00	655.58	10,619.40	2,835.60	78.93
65 - CEMETERIES	6,850.00	0.00	6,250.00	600.00	91.24
70 - INS & RETIREMENT	90,452.00	6,569.19	68,555.93	21,896.07	75.79
75 - CONTRIBUTIONS	7,648.00	0.00	7,648.00	0.00	100.00
80 - UNCLASSIFIED	31,775.00	1,593.75	39,550.26	-7,775.26	124.47
85 - CAPITAL IMPROVEMENTS	1,317,950.00	0.00	1,317,950.00	0.00	100.00
Final Totals	11,800,127.00	770,317.23	9,925,408.99	1,874,718.01	84.11

Expense Summary Report

Fund: 2
November

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
52 - SNOWMOIBLE TRAIL MAINTENANCE	70,411.00	1,752.20	79,750.70	-9,339.70	113.26
Final Totals	70,411.00	1,752.20	79,750.70	-9,339.70	113.26

Expense Summary Report

Fund: 3
November

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
24 - HOUSING	142,794.00	10,652.14	116,532.97	26,261.03	81.61
Final Totals	142,794.00	10,652.14	116,532.97	26,261.03	81.61

Expense Summary Report

Fund: 4
November

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
96 - SECTION 8 - FSS PROGAM	64,731.00	3,923.22	47,698.15	17,032.85	73.69
Final Totals	64,731.00	3,923.22	47,698.15	17,032.85	73.69

Expense Summary Report

Fund: 5
November

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
11 - ECONOMIC DEVELOPMENT	308,037.00	8,928.14	153,270.96	154,766.04	49.76
12 - NYLANDER MUSEUM	53,903.00	3,438.48	23,492.13	30,410.87	43.58
Final Totals	361,940.00	12,366.62	176,763.09	185,176.91	48.84

Revenue Summary Report

Fund: 1

November

Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
10 - GENERAL GOVERNMENT	7,453,700.00	344,505.31	7,656,296.71	-202,596.71	102.72
18 - MUNICIPAL BUILDING	2,000.00	0.00	0.00	2,000.00	0.00
20 - GENERAL ASSISTANCE	19,200.00	175.05	11,761.23	7,438.77	61.26
22 - TAX ASSESSMENT	1,037,800.00	0.00	1,136,159.37	-98,359.37	109.48
23 - CODE ENFORCEMENT	6,000.00	430.00	5,735.00	265.00	95.58
25 - LIBRARY	5,000.00	232.75	3,655.43	1,344.57	73.11
31 - FIRE/AMBULANCE DEPARTMENT	1,620,913.00	106,518.87	1,509,672.93	111,240.07	93.14
35 - POLICE DEPARTMENT	65,777.00	320.00	18,714.32	47,062.68	28.45
39 - CARIBOU EMERGENCY MANAGEMENT	2,400.00	0.00	2,400.00	0.00	100.00
40 - PUBLIC WORKS	202,667.00	11,616.16	56,734.16	145,932.84	27.99
50 - RECREATION DEPARTMENT	15,600.00	1,147.50	13,587.50	2,012.50	87.10
51 - PARKS	300.00	0.00	20.00	280.00	6.67
60 - AIRPORT	48,000.00	5,292.84	42,451.87	5,548.13	88.44
61 - CARIBOU TRAILER PARK	3,000.00	0.00	2,500.00	500.00	83.33
70 - INS & RETIREMENT	9,000.00	0.00	7,467.00	1,533.00	82.97
Final Totals	10,491,357.00	470,238.48	10,467,155.52	24,201.48	99.77

Revenue Summary Report

Fund: 2
November

Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
52 - SNOWMOIBLE TRAIL MAINTENANCE	72,350.00	3,100.00	7,974.82	64,375.18	11.02
Final Totals	72,350.00	3,100.00	7,974.82	64,375.18	11.02

Revenue Summary Report

Fund: 3
November

Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
24 - HOUSING	142,794.00	31,639.55	108,051.63	34,742.37	75.67
Final Totals	142,794.00	31,639.55	108,051.63	34,742.37	75.67

Revenue Summary Report

Fund: 4
November

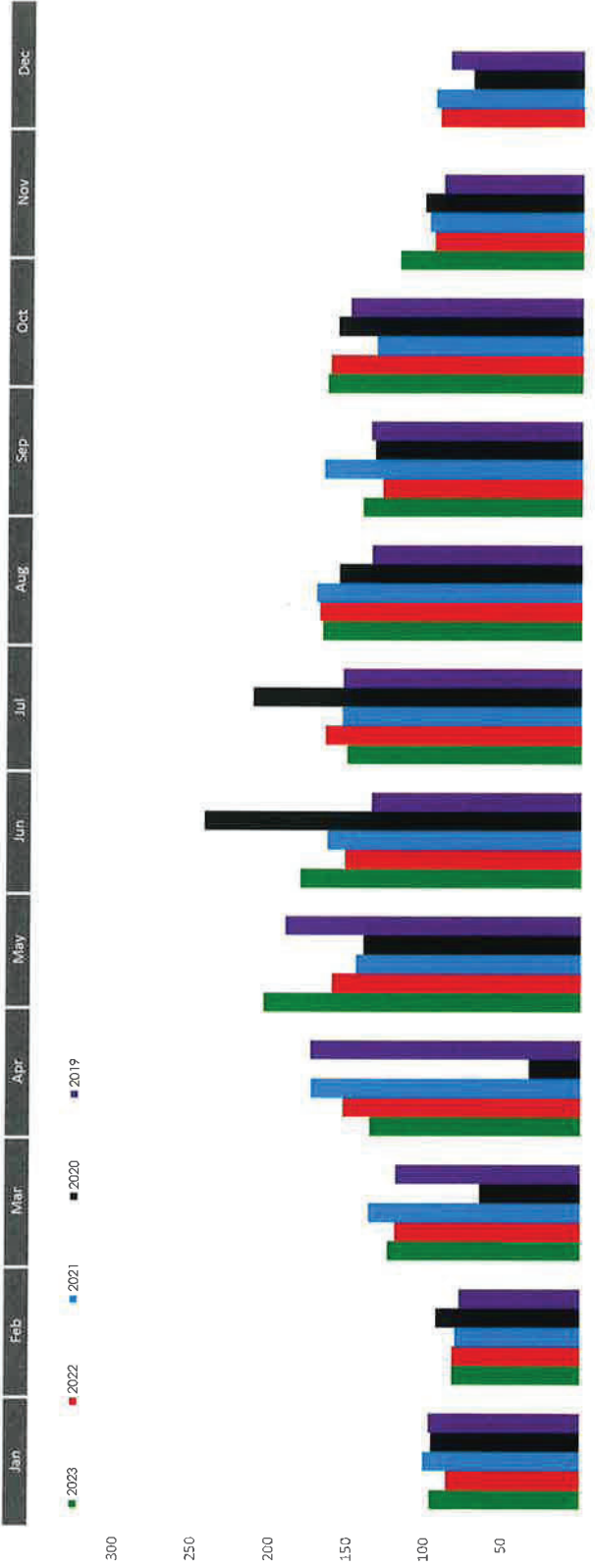
Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
96 - SECTION 8 - FSS PROGAM	64,455.00	0.00	48,071.20	16,383.80	74.58
Final Totals	64,455.00	0.00	48,071.20	16,383.80	74.58

Revenue Summary Report

Fund: 5
November

Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
11 - ECONOMIC DEVELOPMENT	315,000.00	0.00	532,653.04	-217,653.04	169.10
12 - NYLANDER MUSEUM	0.00	0.30	42.58	-42.58	----
Final Totals	315,000.00	0.30	532,695.62	-217,695.62	169.11

Excise Trend



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



MEMO

To: Mayor and City Council Members
From: Penny Thompson, City Manager
Date: January 5, 2024
Re: Adding coverage to MainePERS for full-time dispatcher personnel

The Caribou Police Department has started to utilize dispatcher personnel to meet the needs of the Caribou citizens. The City's current MainePERS plan does not cover full-time personnel that are categorized as dispatchers. MainePERS has sent sample language that has been incorporated into a resolution for the Caribou City Council to approve so that the City Manager can sign the amended agreement between the City of Caribou and the Maine Public Employees Retirement System.

Suggested action:

Please make a motion to approve the resolution.

Second, discussion, vote.

If approved, City Clerk Danielle Brissette will have it signed at the end of the meeting.

Resolution 01-01-2024
A Resolution of the Caribou City Council
Regarding the Change to its Caribou Fire & Police MainePERS Plan

WHEREAS, The City of Caribou desires to change its current Caribou Fire & Police MainePERS Plan effective February 1, 2024 for future service only, and

WHEREAS, Caribou Fire & Police agrees to:

- a) Add coverage under Special Plan 3C to its full-time dispatchers who regularly work at least 40 hours per week, 52 weeks per year, for service rendered after February 1, 2024.
- b) No changes to the plan currently offered to its full-time firefighters and police who work at least 40 hours per week, 52 weeks per year who are currently on Special Plan 3C.
- c) All other employees, including city council members, are excluded from participating in Special Plan 3C.
- d) To authorize Penny Thompson, Caribou City Manager or Courtney Boma, City Council Chair to sign the Amended Agreement between Caribou of Caribou and the Maine Public Employees Retirement System.

NOW, THEREFORE BE IT RESOLVED BY, THE CARIBOU CITY COUNCIL that the members of the Caribou City Council send this resolution to authorize Penny Thompson, City Manager or Courtney Boma, City Council Chair of the City of Caribou to sign the Amended Agreement between the City of Caribou and the Maine Public Employees Retirement System. This resolution was duly passed and approved by a majority of the City Council of the City of Caribou on this 8th day of January 2024.

Courtney Boma, Mayor

Attest: Danielle Brissette, City Clerk

[City Seal]

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



MEMO

To: Mayor and City Council Members
From: Penny Thompson, City Manager
Date: January 5, 2024
Re: Mayoral Appointments to Committees and Liaison Roles

According to the Caribou City Charter¹, "The Mayor shall, subject to the approval of the City Council, appoint all Council committees, name the Chairperson of said Committees and determine the duties of said committees."

Members of the Caribou City Council have been asked to submit their committee preferences to the Mayor. If the Mayor has everyone's preferences and is ready to make the appointments, those will be distributed and voted on at the meeting.

Suggested action:

Please make a motion to approve the 2024 committee and liaison appointments of the Mayor.

Second, discussion, vote.

¹ Caribou City Charter 2.03

Mayoral appointment of City Councilors for 2024 Committees.

City Charter, Section 2.03 provides, "The Mayor shall, subject to the approval of the City Council, appoint all Council Committees, name the Chairperson of said Committees and determine the duties of said Committees." According to action of City Council during the January 4, 2021 meeting, all red and green appointments will be considered for the Charter test of 80% attendance at committee meetings to which a Councilor is appointed. Liaison roles will not apply toward the attendance test.

Council Committees by Charter, Statute or Agreement		
Role	Member	Committee Purpose
Capital Budget Committee		
Chair		Review capital requests as part of the budget process. Multiple meetings prior to budget approval. Deadline: Have recommendation back to Council by February 15 for incorporation into the final 2024 budget (deadline to present to City Council is March 1.)
Member		
Member		
Staff	City Manager	
Caribou Economic Growth Council		
Board Member		The CEGC is made up of citizens who manage an economic investment/loan program on behalf of the City. Meets monthly at 7am on the third Thursday
City Rep	City Manager	
Caribou Housing Authority Board of Commissioners		
Council Rep		Organizational bylaws requires two Council representatives to attend these board meetings. Meets quarterly.
Council Rep		
Investment Committee		
Chair		Conducts annual review of investment policy and considers potential options for economic stimulus funds. Committee may be made up of citizens. Meets as needed.
Member		
Member		
Staff	Finance Director	
Staff	City Manager	
Northern Maine Development Commission General Board		
Board Member		Meets annually. Typically the Mayor is appointed to NMDC General Board and the City Manager is appointed to both the NMDC General and Executive Board (which meets more frequently).
Board Member	City Manager	
Personnel Committee		
Chair		Discuss Personnel policies with emphasis on policy updates, benefit options, wage surveys. All Councilors are part of this committee unless a smaller citizens' board is established.
Staff	Finance Director	
Staff	City Manager	
Aroostook Waste Solutions Board of Directors		
Board Member		Meets monthly. Caribou has two voting members on AWS Board of Directors. Traditionally, one member is from the City Council, and one is a citizen member. City Manager serves as alternate to voting members.
Citizen Member		
Alternate	City Manager	

Airport Committee		
Chair		Review airport consultant contract, annual capital master plan and FBO operations. Investigate charter service opportunities and receive reports on lease operations.
Member		
Member		
Staff	PW Director	
Staff	City Manager	
Highway / Protection Committee		
Chair		Review work plan with PW Director for annual paving. Consider multi-modal transportation services and improvement projects (e.g. sidewalks, street crossings, bus stations, etc.). Consider new street light locations. Deadline: Review Annual road plan before April 2024
Member		
Member		
Staff	PW Director	
Staff	CEO	
Staff	City Manager	
Labor Relations Committee		
Chair	City Manager	Act as authorized bargaining agents on behalf of the city council in order to prepare tentative agreements for council approval. The Fire/EMS union contract expires this year on 12/31/2024.
Member		
Staff	Legal Counsel	
	Respective Dept. Heads	
Municipal Buildings Committee		
Chair		Discuss capital needs for municipal buildings, prioritize projects, and makes recommendations to the capital committee. Will also consider asset management systems as needed.
Member		
Member		
Staff	City Manager	
Staff	Respective Dept. Heads	
City Council Charter Committee		
Chair		Recommend changes to the Caribou City Charter to the full City Council to go out to the Caribou voters for approval.
Member		
Member		
Staff	City Manager	
Public Safety Committee		
Chair		Work to facilitate the construction of the police station approved by the voters in 2022. Also partners with the Caribou Organization Promoting Public Safety (COPPS) a 501(C)(3) charitable entity that was formed to apply for grants not available to municipalities for public safety improvements.
Member		
Member		
Staff	Police Chief	
Staff	City Manager	
Broadband Committee		
Chair		Review options for a broadband solution that would bring reliable fiber broadband to every Caribou address.
Member		
Member		
Staff	City Manager	

Liaison Roles

Board	Liaison	Committee Purpose
Airport Advisory Committee		Meets as needed to discuss operations, policies, community outreach events and fund raising opportunities
Caribou Development Committee		Meets monthly for the purpose of promoting community growth and development within the City of Caribou.
Caribou Riverfront Redevelopment Committee		Meets monthly to discuss the best way to identify and prioritize riverfront assets, set goals and ultimately restore and renew commercial, residential and recreational opportunities on the Aroostook River.
Façade Improvement Grant		Meets twice annually to review facade improvement grant applications in the Downtown Tax Increment Financing (TIF) District and makes award recommendations to the Caribou City Council.
Library		Meets monthly to discuss operations, policies and fund raising opportunities
Nylander Museum		Meets monthly to discuss operations, policies and fund raising opportunities
Planning Board		Meets monthly to review development proposals, regulations, zoning and land use matters.
Recreation Board		Meets monthly to discuss operations, policies and fund raising opportunities

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



MEMO

To: Mayor and City Council Members
From: Penny Thompson, City Manager
Date: January 5, 2024
Re: Establish Caribou City Council Meeting Calendar for 2024

It is proposed that the following regular meeting schedule be utilized by the City Council for 2024. According to the Caribou City Charter, the Council shall conduct Regular Meetings at least once in every month¹. In 2024, the Memorial Day state/federal holiday falls on the fourth Monday. Traditionally, those meetings would then be held on the following Tuesday. Additional special meetings, work sessions or emergency meetings may also be convened in accordance with Maine Open and Public Meeting laws and the Caribou City Charter.

January 08	Monday	Regular Meeting	Draft budget to City Council by January 15
January 22	Monday	Regular Meeting	
February 12	Monday	Regular Meeting	Budget public forum by February 15
February 26	Monday	Regular Meeting	Final budget to City Council by March 1
March 11	Monday	Regular Meeting	Public hearing & vote by March 18, 2024
March 25	Monday	Regular Meeting	(third Monday in March by charter)
April 22	Monday	Regular Meeting	
May 28	Tuesday	Regular Meeting	Final Budget Report due May 31
June 24	Monday	Regular Meeting	Set rate of taxation by June 30
July 22	Monday	Regular Meeting	
August 26	Monday	Regular Meeting	Historical financial expense update by Sept 15 ²
September 23	Monday	Regular Meeting	Historical capital expense update by October 15
October 28	Monday	Regular Meeting	
November 25	Monday	Regular Meeting	Lien waivers must be approved
December 16	Monday	Regular Meeting	

All meetings will be held in the Council Chambers at 25 High Street unless otherwise noticed. The proposed meeting time is 6pm.

Suggested action:

Please make a motion to approve the 2024 City Council meeting calendar. Second, discussion, vote.

¹ Caribou City Charter, Section 2.10 (a)



MEMO

TO: Caribou City Council Members
FROM: Penny Thompson, City Manager
RE: 2024 City Budget process
DATE: January 8, 2024

Per the City Charter, Section 5.06 Budget

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

A. Expense Budget

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

B. Capital Expense Budget

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

C. Income Budget

- ⊗ On or before January 15: The City Manager will provide detailed Income Estimate Report to the City Council for current year.
- ⊗ On or before February 15: The City Manager shall provide a written estimated Income Budget for the current year to the City Council and Caribou's citizens. This estimated Income Budget must provide the following detailed income information for each main general ledger account and each general ledger sub-account: three year average of actual income, previous year's income budget, previous year's actual income, proposed current year income budget, and proposed level of taxation for municipal budget based on previous year valuation.

D. Complete City Budget

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

E. Set the Rate of Taxation

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

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



MEMO

To: Mayor and City Council Members
From: Penny Thompson, City Manager
Date: January 8, 2024
Re: Caribou Development Committee requested ordinance changes

At their recent meeting, the Caribou Development Committee requested that an additional non-voting ex-officio member be added to the committee, the General Manager of the Caribou Utilities District. Mr. Kirkpatrick's assistance has been very valuable to the group so far and the committee desires to make this partnership official within Chapter 22.

The change to the ordinance would need to be approved by the Caribou City Council following a public hearing on the ordinance changes.

I am happy to answer any questions.

Suggested Action:

Please set a public hearing for the February 12, 2024, meeting to consider an amendment to Chapter 22, the Caribou Development Committee.

Chapter 22 Caribou Development Committee
ARTICLE 1 Caribou Development Committee

Section

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

Chapter 22 Caribou Development Committee

ARTICLE I Caribou Development Committee

Sec. 22-101 Preamble

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

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

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

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

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

Sec. 22-102 Appointment and Tenure

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

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

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

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

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

Sec. 22-103 Responsibility

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

Sec. 22-104 Bylaws

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

Sec. 22-105 Compensation Benefits

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

Sec. 22-106 Purpose

The purpose of Caribou Development Committee shall be to:

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

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

Sec. 22-107 Funding

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

Sec. 22-108 Reporting Requirements

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

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



MEMO

To: Mayor and City Council Members
From: Penny Thompson, City Manager
Date: January 5, 2024
Re: Public Hearing at next meeting (January 22, 2024) notice to be signed & recorded

The Municipal Officers of the City of Caribou, Maine will hold a hearing on January 22, 2024 at 6:00 pm at 25 High Street in the City Council Chambers to determine whether the residential land and buildings owned by Ashley L. Thomas and Michael L. Quimby and shown on Map 37, Lot 60 of the current Tax Maps of the City of Caribou, Maine on file at 25 High Street, is a nuisance or dangerous building within the meaning of 17 M.R.S.A. § 2851.

Requested Action

Please review and if acceptable, please make a motion to approve and sign the NOTICE OF HEARING Pursuant to 17 M.R.S.A. § § 2851-2859 (Dangerous Buildings).

Second and after a discussion, please vote.

NOTICE OF HEARING Pursuant to 17 M.R.S.A. § § 2851-2859 (Dangerous Buildings)

TO: City of Caribou
25 High Street
Caribou Maine 04736

You are hereby notified that the Municipal Officers of the City of Caribou, Maine will hold a hearing on January 22, 2024 at 6:00 pm at 25 High Street in the City Council Chambers to determine whether the residential land and buildings owned by Ashley L. Thomas and Michael L. Quimby and shown on Map 37, Lot 60 of the current Tax Maps of the City of Caribou, Maine on file at 25 High Street, is a nuisance or dangerous building within the meaning of 17 M.R.S.A. § 2851. If the Municipal Officers find that the building is a nuisance or dangerous, they may order appropriate corrective action, including but not limited to demolition and removal of the building. If their order is not complied with by the deadline stated in their order and no appeal is taken, the Municipal Officers may take the corrective action at municipal expense and recover all expenses, including reasonable attorney's fees, by means of a special tax or civil action. This hearing is your opportunity to present evidence as to why the building is not a nuisance or dangerous and to oppose any corrective action ordered by the Municipal Officers.

Witness our hand and seals this 8th day of January 2024, the Municipal Officers City of Caribou, Maine

Daniel Bagley

Courtney Boma

Tamara Lovewell

Jennifer Kelley

John Morrill

Jody Smith

Joan Theriault

ACKNOWLEDGEMENT

STATE OF MAINE
County of Aroostook

Date: January 8, 2024

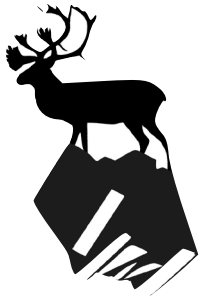
Then personally appeared before me the above-named Municipal Officers of the Municipality of Caribou and acknowledged the foregoing to be their free act and deed in their said capacity and the free act and deed of the Inhabitants of the said Municipality.

Before me,

Signature of Notary Public

Danielle M. Brissette

My commission expires: March 12, 2026



Caribou Public Library

DIRECTOR'S REPORT

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

The month of December is always a special time in the Library. The building begins winding down for the year while we work on setting up some exciting events for the new year! This month, the Library was closed for a major holiday but that did not stop the staff from decking the halls feverishly. The Children's Holiday Book Cart made its annual reappearance and saw almost exclusive use this month.

The Children's Library had quite the turnout this month for a special storytime called "My Favorite Picture Book", where children were invited to read to the group their favorite picture books. The kids had a great time reading to each other, and while some were nervous, the kids overall had a wonderful time.

This month also saw the resurgence of the Children's Holiday Shoppe. Put on by the Friends of the Library, this shop was designed for children ages 10 & under to be able to shop for their families without draining their piggy banks completely. With all items priced at \$1, and free gift wrapping included, the Friends group was able to raise almost \$500. The funds from this sale will, in their entirety, be used to stock the shop next year.

The shop space was limited for our young shoppers, so we had a few families waiting in the Library for their turn. While they waited, there was an assortment of craft tables and supplies, each with their own holiday themed creation put on by the Children's Librarian. Additionally, there was a Puppet Show performed by Friends Vice President Teresa to the kids delight. The shop this year was a huge success, and we look forward to doing it again next year.

Lastly, the Library Director and the President of the Library Board met with John, a teacher at the Caibou Tech School to discuss the Bookmobile with students. These students were excited to be a part of the project and began discussing ideas immediately. The Bookmobile will be dropped off in the first week of January to begin design and interior renovation.

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

Peter Baldwin

CIRCULATION STATISTICAL COMPARISON

MATERIAL TYPE	DEC 2022	JAN 2023	FEB 2023	MAR 2023	APR 2023	MAY 2023	JUN 2023	JUL 2023	AUG 2023	SEPT 2023	OCT 2023	NOV 2023	DEC 2023
Adult books	751	519	925	866	703	750	508	505	559	500	545	560	524
Juvenile books	661	1,171	483	660	711	726	647	735	761	503	502	684	720
Teen/YA books	30	56	64	77	47	89	61	118	81	48	58	82	77
DVDs	137	119	127	135	58	108	82	47	112	129	126	120	113
eBooks/Audiobooks	141	306	271	363	373	364	269	176	180	409	490	252	151
Magazines	81	17	89	54	41	43	20	50	18	27	24	73	24
Interlibrary loans	40	21	31	29	21	28	56	21	27	17	28	26	23
Puzzles	4	16	0	1	0	6	0	0	0	0	0	0	10
STEAM	17	7	13	9	40	16	18	6	11	15	9	11	24
Renewals	434	410	371	382	334	416	383	453	395	351	511	460	443
TOTAL NUMBERS	2,296	2,642	2,374	2,576	2,328	2,546	2,044	2,111	2,144	1,999	2,293	2,268	2,109

YEAR-TO-DATE OVERALL MONTHLY STATISTICAL COMPARISON

MATERIAL TYPE	DEC 2022	JAN 2023	FEB 2023	MAR 2023	APR 2023	MAY 2023	JUN 2023	JUL 2023	AUG 2023	SEPT 2023	OCT 2023	NOV 2023	DEC 2023
Circulation	2,296	2,642	2,374	2,576	2,328	2,546	2,044	2,111	2,144	1,999	2,293	2,268	2,109
Library Visitors	3,030	2,599	1,364	3,195	2,606	2,441	2,997	3,230	3,072	3,172	2,915	3,802	2,854
Wi-Fi access	** See Note	** See Note	** See Note	** See Note	** See Note	** See Note	** See Note	** See Note	** See Note	** See Note	** See Note	** See Note	** See Note
Books added	85	76	83	110	95	81	121	86	92	78	85	85	37
Books withdrawn	170	78	703	12	392	22	32	41	40	43	35	28	284
Program Participation	2,456	3,181	2,878	2,869	3,360	3,034	2,260	2,168	4,606	6,099	4,290	4,294	3,844
New patrons	18	15	13	29	9	14	24	23	20	23	25	19	14
Archives (# of users)	25	42	37	36	73	44	41	39	36	41	37	26	31

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

YEAR-TO-DATE MONTHLY CIRCULATION COMPARISON

Year	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	TOTAL
2017	1,429	1,647	2,165	1,671	1,782	2,053	2,086	2,225	1,995	2,335	2,284	2,094	23,766
2018	1,789	1,755	2,396	2,758	2,192	2,501	2,629	3,166	2,727	2,894	2,587	2,104	29,498
2019	2,924	2,026	2,728	2,663	2,116	1,979	2,519	2,297	2,129	2,099	1,603	1,770	26,853
2020	2,404	2,415	1,710	289	281	1,113	2,040	3,327	2,990	3,278	3,063	3,525	26,435
2021	3,850	3,710	4,434	2,270	1,947	2,451	2,277	2,477	2,367	2,116	2,246	1,838	31,983
2022	2,039	1,709	2,193	2,043	1,987	1,994	2,067	2,552	2,297	2,217	2,294	2,296	25,688
2023	2,642	2,374	2,576	2,328	2,546	2,044	2,111	2,144	1,999	2,293	2,268	2,109	27,434

Nylander Museum

of Natural History

DIRECTOR'S REPORT

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

In the month of December, the Director participated in a myriad of discussions with outlying organizations about tours. Most of these discussions came from individual Homeschooling groups, and some from social workers and teachers. After a discussion with the City Manager, the hours of the Museum have been adjusted to be closed on Sundays throughout the winter season.

In January, the Museum performed a private tour for a homeschooling group, totalling 30 individuals. Comprised mostly of children ages 6 to 15, the kids were full of questions that the Museum Aide, Alex, and the Director were able to answer to their satisfaction. The kids were left with smiles and craft bags created just for them.

The propane heating experienced an issue this month and saw some slight repairs and a refill of the tanks. The heating system is now functioning as expected.

The Director and the Museum Aides have been brainstorming ideas for Dino Days, coming in February. The Museum will be open for the entire week of school, break, and it will be filled with activities and several temporary displays.

The Museum Aides have both been working with Microsoft Access for the creation of Museum Databases for the purposes of inventory tracking, and relabelling specimens around the museum. The Director has developed a preliminary User Interface for the easy cataloging and searching of specimens.

Peter Baldwin