

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, April 22, 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. Invocation/Inspirational Thought
3. Pledge of Allegiance
4. Declaration of any Conflict of Interest
5. 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)
6. Minutes

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11. Old Business
12. Reports and Discussion by Mayor and Council Members
13. Next Regular Meeting: May 28
14. Executive Session(s) (May be called to discuss matters identified under MRSA, Title 1, §405.6)
 - a. Executive Session for real estate matters pursuant to 1 MRSA §405.6.C
15. 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 on Monday, October 10, 2023, with the following members present; Mayor Smith, Deputy Mayor Boma, Councilors Bagley, Morrill, Theriault, and Willey. Councilor Goughan was absent and excused.

Manager Thompson was present for the meeting.

Department Manager Peter Baldwin (Library Director) was present for the meeting.

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

Council Agenda Item #2: Invocation/Inspirational Thought

Mayor Smith read an invocation.

Council Agenda Item #3: Pledge of Allegiance

Mayor Smith led the Pledge of Allegiance.

Council Agenda Item #4: Public Forum

There were no comments made by the public.

Council Agenda Item #5: Minutes

a. Regular City Council meeting – July 24, 2023

Motion made by Councilor Morrill, seconded by Councilor Willey to accept the minutes of the July 24, 2023 meeting as presented.

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

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

There were no items scheduled for discussion.

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

There were no items scheduled for discussion.

Council Agenda Item #8: Reports by Staff and Committees

a. Presentation of 2022 Audit – Felch & Company

Gisele MacDonald from Felch & Company gave a brief description of the 2022 Audit Report and highlighted some key points. The audit shows that it was a clean audit and the City is in good standing.

Motion made by Councilor Morrill, seconded by Councilor Willey to accept the 2022 Municipal Audit as presented.

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

b. Manager’s Report

Manager Thompson reviewed the City Manager’s report dated October 10, 2023.

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

a. Library 2024 – 2028 Strategic Plan – Library Director Peter Baldwin

Peter Baldwin (Library Director) presented a strategic plan for the next 5 years for the Library. The strategic plan is a framework document and shows the plans and the way that they are proposing to make changes to the Library over the next 5 years. They also worked on the Library Mission statement and changed it from four paragraphs to one. In the strategic plan he included the libraries’ priorities with graphs for both 2 and 5 years in detail.

Motion made by Councilor Willey, seconded by Deputy Mayor Boma to approve Resolution 10-01-2023, a resolution approving the Caribou Public Library 2024-2028.

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

b. Countersign the RSU#39 Bond Referendum Warrant

Manager Thompson explained that The Regional School Unit No. 39 board signed the warrant and notice of election calling the Regional School Unit No. 39 Bond Referendum in accordance with 20-A MRSA § 1486 for November 7, 2023 at the Caribou Wellness Center, 55 Bennett Drive from 8:00AM to 8:00PM.

c. Approve contract with NMDC for LDD services pursuant to the NBRC grant

Manager Thompson explained that the Northern Border Regional Commission (NBRC) Catalyst Grant requires that grantees utilize a Local Development District (LDD) for administrative work on the grant. The scope of the is to be provided is detailed in the contract and includes quarterly and final reporting, reimbursement requests and general assistance with understanding grantee responsibilities. LDDs are compensated for their contributions to grant administration through a reimbursement process with the grantee based on a formula of 2% of the NBRC award. The fee has been included in the grant amount as it is a requirement for grantees. In our area, the Local Development District (LDD) is the Northern Maine Development Commission (NMDC). This is the next step in the process. The City of Caribou has not received a notice to proceed with the project. However, we are getting all the background work done so that we can put our foot on the gas once that notice is received.

Motion made by Councilor Willey, seconded by Councilor Theriault to authorize City Manager Penny Thompson to execute the enclosed contract with Northern Maine Development Commission for services as the City of Caribou’s Local Development District as required by the Northern Border Regional Commission.

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

d. Approve by-laws of the Caribou Development Committee

Manager Thompson explained The Caribou Development Committee was established by the Caribou City Council. The organizational document for the Caribou Development Committee is found in Chapter 22 of the City of Caribou Ordinances. At their September 20, 2023, the Caribou Development Committee approved the by-laws found on the following pages. Section 22-104 requires that the City Manager forward the committee approved by-laws to the City Council for review and approval before those by-laws take effect.

Motion made by Councilor Morrill, seconded by Councilor Willey to approve the bylaws as presented.

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

e. Sale of Municipal Property – pellet silos

Manager Thompson explained that in 2018, the Caribou City Council passed Resolution 02-02-2018 Approving a City Policy for Disposal of Surplus Equipment and Resources. The pellet boilers at the Caribou Fire Station and Municipal Building have been removed and therefore there is no longer a need for pellet silos. The silos have a value greater than \$300 and therefore must be listed for sale under the provisions of the policy. The information available describes the one at the Caribou Fire Station as a 18T silo, 9' X 18' and the one at the Municipal Building as a 9T silo, 6' X 18'. The City Manager has looked for the owner's manual for the silos – none were found. The City Manager has reached out to Brock Industrial Products to obtain the value of the siloes. The email stated, "Either of those two type/sizes of silos would not typically bring more than \$1000 for the 6' to \$3000 for the 9' per silo at the very most." The siloes still have pellets in them. A buyer will need special equipment to empty the siloes before the siloes can be moved, which will increase the cost to the purchaser.

Motion made by Mayor Smith, seconded by Councilor Willey to list the two silos for a minimum price of \$1,000 to be removed no more than 90 days of purchase.

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

f. Discussion & possible action to consider accepting a deed to 7 Water Street

Manager Thompson explained that the property at 7 Water Street, owned by Brian & Sharon Bickford, was damaged by a fire in January 2023. Mr. & Mrs. Bickford are now three years behind on their property taxes and therefore, in November, the property will foreclose unless the Caribou City Council waives foreclosure prior to the automatic lien foreclosure date. The site needs significant work to clean up this blighted property. This could prove challenging due to the buildings on either side, the proximity to the Caribou Stream and the topography of the lot. The City Manager has had a conversation with the Maine DEP about the disposal of any remaining

petroleum product in the heating fuel tanks. There will be an expense to that action. By accepting a deed to the property, the parcel would not be limited to disposing of the property according to the current tax-acquired property policy. City Attorney Rick Solman has recommended acceptance of the deed to facilitate the needed cleanup of this blighted property.

Council had a brief discussion regarding their concerns with the property at 7 Water Street, regarding the environmental impact to the stream and the two adjacent properties. No action was taken regarding the property.

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 Morrill explained that he attended an AWS meeting and that they have an impressive project with the opening of the new cell. He also gave a shout out to both the Crown Park Inn and Caribou Motor Inn for the amazing jobs they have done with both locations and the renovations. Councilor Morrill continued to commend Troy Haney and Jim Gamage for the amazing job they did with their Dust Bowl event that was held at Spud Speedway.

Councilor Willey stated that the Library Board is currently preparing for the Small Business Saturday Basket Raffle fundraisers.

Council Agenda Item #12: Next Regular Meetings: October 23, November 13 & 27, December 11

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

a. Discussion of personnel matter pursuant to MRSA Title 1, §405.6.A

Motion made by Councilor Morrill, seconded by Councilor Theriault to enter executive session at 7:32 PM to discuss a personnel matter pursuant to MRSA Title 1, §405.6.A

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

Council exited executive session at 8:32PM

No action was taken.

Council Agenda Item #14: Adjournment

Motion made by Councilor Morrill, seconded by Deputy Mayor Boma to adjourn the meeting at 8:33 pm.

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

Danielle Brissette, Secretary

Council Agenda Item #1: Roll Call

The Caribou City Council held a City Council Meeting on Monday, October 23, 2023, with the following members present; Mayor Smith, Deputy Mayor Boma, Councilors Goughan, Morrill, Theriault, and Willey. Councilor Bagley was present via Zoom.

Manager Thompson was present for the meeting.

Department manager Gary Marquis (Superintendent of Parks & Recreation) was present for the meeting.

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

Council Agenda Item #2: Invocation/Inspirational Thought

Mayor Smith read an invocation.

Council Agenda Item #3: Pledge of Allegiance

Mayor Smith led the Pledge of Allegiance.

Council Agenda Item #4: Public Forum

Angela Gagnon of New Sweden, Owner of property on Water Street that contains Lavender Puff.

Ms. Gagnon came in with concerns regarding her building because she would like to begin to work on the building and came to get some discussion or answers regarding the location.

Sandy Merritt owner of 35 York Street

Ms. Merritt came in to express her concerns regarding her property at 35 York Street. She stated that she had received a tax lien on her property and believes that someone had forged her signature for the certified mail. She explained that her spouse had been diagnosed with cancer and the bank made them get a loan to help cover the taxes on the property and that the bank had ordered 100 gallons of fuel and had the water turned back on which ended up resulting in 1.8 million gallons of water going through the home damaging the property.

Council Agenda Item #5: Minutes

There were no minutes submitted for approval.

Council Agenda Item #5: Bid Openings, Awards and Appointments

a. Congratulations to Finance Director Carl Grant, recertification as a Maine Tax Collector

Manager Thompson read a letter received from Julie Giles, Chairperson of the Maine Municipal Tax Collectors' and Treasurers' Association.



Maine Municipal Tax Collectors' and Treasurers' Association

Local Government Center • 60 Community Drive, Augusta, Maine 04330-9486
1-800-452-8786 (In Maine) • 207-623-8428 • Fax 207-624-0128
www.mmtcta.org

October 13, 2023

Penny Thompson
City Manager
City of Caribou
25 High Street
Caribou, ME 04736-2710

Dear Ms. Thompson:

Congratulations are in order for the City of Caribou. The Maine Municipal Tax Collectors' and Treasurers' Association has approved Carl Grant as a re-certified Tax Collector. This certification process has required many hours of dedication to achieve. The certification process requires that applicants receive training in a number of courses that relate to their field of expertise.

Carl will be recognized for receiving certification in the MMTCTA newsletter *Dollar\$ and Sense* and her certificate will be awarded at the 2024 MMTCTA Annual Conference.

The MMTCTA understands the investment of time and resources it takes to achieve this status. You may want to check with the City's insurance carrier to see if this would entitle the City to a discount on your public official's liability insurance or bond insurance for this position. We encourage you to ask your insurance company and find out.

Congratulations once again!

Sincerely,

Julie Giles
Chairperson
MMTCTA Certification Committee

The Council congratulated Mr. Grant on his achievement.

b. Façade Improvement Grant Awards

Motion made by Deputy Mayor Boma, seconded by Councilor Willey to accept the results of the Façade Improvement Grant committee, and award a Façade Improvement grant in the amount of \$4,166.67 each to Ruska Coffee, Thrive Body Spa, and Godin's Service for projects described in the applications and subject to the terms set forth in the grant application.

Councilor Morrill commented that all the applicants were phenomenal young entrepreneurs, and he hopes to see more applications in the future.

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

c. Small Business Saturday Proclamation

Mayor Smith read a proclamation proclaiming November 25th as Small Business Saturday in Caribou.

Motion made by Councilor Morrill, seconded by Councilor Theriault to accept the proclamation as presented.

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

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

a. Public Hearing on General Assistance Ordinance repeal & replacement of appendices

Mayor Smith explained that each year a new set of General Assistance Maximums are provided by the Maine Welfare Director's Association (MWDA) and Maine Municipal Administration (MMA) and we have to make adjustments to our Maximums as set by the state. We do have the option to place higher amounts for the maximums, but at this time it is not believed to be necessary to do so.

Opened Public Hearing: 6:22 P.M.

There were no comments made by the public.

Closed Public Hearing: 6:24 P.M.

Councilor Bageley stated that he thought that the maximums were too low.

Motion made by Councilor Theriault, seconded by Mayor Smith to approve Ordinance No. 4, 2023 series, amending Chapter 17 General Assistance and to adopt the 2022 version of the MMA model GA Ordinance.

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

Council Agenda Item #8: Reports by Staff and Committees

a. September Financial Report – Finance Director Carl Grant

Carl Grant (Finance Director) reviewed the September 2023 financial report and the quarterly investment report.

Motion made by Councilor Morrill, seconded by Deputy Mayor Boma to accept the September 2023 Financial Report as presented.

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

b. Manager's Report

Manager Thompson reviewed the City Manager's report dated October 23, 2023.

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

a. Caribou Riverfront Redevelopment Committee requested ordinance changes

Manager Thompson explained that at a recent meeting, staff brought up inconsistencies in Chapter 20 which established the Caribou Riverfront Redevelopment Committee. The committee voted that the official name should be Caribou Riverfront Redevelopment Committee as both Caribou Riverfront Development Committee and Caribou Riverfront Renaissance Committee are both mentioned in the chapter.

Mayor Smith set a public hearing for November 27th for the proposed changes to Chapter 20 Caribou Riverfront Redevelopment Committee.

Council Agenda Item #10: Old Business

a. Discussion & possible action to consider accepting a deed to 7 Water Street

Manager Thompson explained property at 7 Water Street, owned by Brian & Sharon Bickford, was damaged by a fire in January 2023. The Mr. & Mrs. Bickford are now three years behind on their property taxes and therefore, in November, the property will foreclose unless the Caribou City Council waives foreclosure prior to the automatic lien foreclosure date.

The site needs significant work to clean up this blighted property. This could prove challenging due to the buildings on either side, the proximity to the Caribou Stream and the topography of the lot. The City Manager has had a conversation with the Maine DEP about the disposal of any remaining petroleum product in the heating fuel tanks. There will be an expense to those actions.

By accepting a deed to the property, the parcel would not be limited to disposing of the property according to the current tax-acquired property policy.

City Attorney Rick Solman has recommended acceptance of the deed to facilitate the needed cleanup of this blighted property.

At the City Council's direction at the last meeting, she emailed the owner of 9 Water Street and spoke to the owners of 3 Water Street. Both are looking for the City to clean up 7 Water Street so they can regain use of their properties.

If the City Council is considering accepting the deed and subsequently cleaning up the property, the City should hire an engineer to look at the property first. We should make certain that any work done will not adversely impact those neighboring properties.

Motion made by Councilor Morrill, seconded by Mayor Smith to accept the deed at 7 Water Street as presented by Counsel Leger.

Council had a brief discussion regarding the liability and what it would entail if the city assumed the property including the need to hire an engineer to assess the situation and come up with a plan. They also stated that it would be extremely expensive to have to clean up the property.

Mr. Marquis (Superintendent of Parks and Recreation) stated that the plans for the fishway are only going as far as the bridge.

Council discussed that they should not act too fast, they should first try to get an idea of what it would all encompass to take on the property and the project and that they may want to get more legal advice.

Mayor Smith withdrew his second from the motion.

Councilor Morrill rescinded his motion. There was no action taken by the Council.

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

Councilor Bagley stated that the broadband committee is waiting until they get an answer so they can weigh their options going forward.

Councilor Morrill congratulated the Nylander Committee and Peter, he stated that he attended the soft opening at the museum and that it was wicked cool and now they are going to have owls coming in on the weekend. He encouraged the citizens to go check it out and he hopes that they are able to continue what they are doing and that they are successful. He also mentioned an event that local contractor Grant Spinney is holding a Halloween party on Vaughn Street for people to enjoy.

Deputy Mayor Boma stated that she was also able to attend the soft opening at the Museum and she was happy with how they were able to clean out the basement and make a space where they can now hold different activities. She commended them for the work they have done.

Deputy Mayor Boma asked if there were any updates regarding the lights downtown.

Manager Thompson explained that RL Todd has been working on it and found a couple of different items to work on and that it was dealing with an underground cable failure that will need to be moved above ground and should be fixed this week.

Councilor Theriault stated the museum now has two part time employees.

Councilor Willey stated the portico is almost done and that the one that was there was in very bad condition. They are hoping to finish up the painting before the snow comes.

Mayor Smith reminded that he was able to go the Craft fair and that it was packed, and he commended Gary for the job well done with the advertising and setting up the event. He also reminded everyone that the Trunk or Treat is happening this weekend at the Wellness Center.

Council Agenda Item #12: Next Regular Meetings: November 13 & 27, December 11

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

a. Executive Session regarding economic development MRSA, Title 1, §405.6.C

Motion made by Councilor Morrill, seconded by Councilor Willey to enter executive session at 7:10 PM under MRSA, Title 1, §405.6.C to discuss economic development.

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

Council exited executive session at 7:50 PM

No action was taken.

Council Agenda Item #14: Adjournment

Motion made by Councilor Willey, seconded by Councilor Theriault to adjourn the meeting at 7:50 PM.

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

Danielle Brissette, Secretary

Council Agenda Item #1: Roll Call

The Caribou City Council held a regular City Council Meeting on Monday, March 25, 2024, with the following members present; Mayor Boma, Deputy Mayor Theriault, Councilors Bagley, Kelley, and Lovewell. Councilor Morrill was present via Zoom; Councilor Smith was absent and excused.

Manager Thompson was present for the meeting.

Department Manager Carl Grant (Finance Director) was present for the meeting.

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

Council Agenda Item #2: Invocation/Inspirational thought

Councilor Lovewell read the invocation.

Council Agenda Item #3: Pledge of Allegiance

Mayor Boma led the Pledge of Allegiance.

Council Agenda Item #4: Declaration of any Conflict of Interest

No declarations were made.

Council Agenda Item #5: Public Forum

There were no comments made by the public.

Council Agenda Item #6: Minutes

There were no minutes submitted for approval.

Council Agenda Item #7: Bid Openings, Awards, and Appointments

a. Façade Improvement Grant – Downtown TIF District results

Mayor Boma explained that For the Spring 2024 Façade Improvement Grant period, the City of Caribou received three worthy applications from businesses in our downtown Tax Increment Financing district. Those applicants are Glass with Class, Thrive Body Spa and Kieffer Real Estate.

Motion made by Councilor Theriault, seconded by Councilor Lovewell to accept the results of the Façade Improvement Grant committee and award a Façade Improvement grant in the amount of \$500 to Glass with Class, \$2,000 to Thrive Body Spa and \$1,000 to Kieffer Real Estate for projects described in the applications and subject to the terms set forth in the grant application.

Roll Call Vote: D. Bagley – Yes, J. Kelley – Yes, T. Lovewell – Yes, J. Morrill – Yes, J. Theriault – Yes, C. Boma – Yes. (So voted)

Council Agenda Item#8: Public Hearings and Possible Action Items

a. Public Hearing – Aroostook County ARPA grant application for Public Health Effects

Mayor Boma explained that letters of Intent were sent to the County of Aroostook for the 2024 ARPA Program. The City of Caribou received a Notification Eligibility Email from the County that the projects were eligible to a move to the full application process.

Open Public Hearing: 6:05 PM

Manager Thompson explained the grant application is for a 50/50 match for equipment to be used in the Caribou Fire and Ambulance Department and the Caribou Police Department. A copy of the letter of intent is attached. This grant will help fund five Stryker Stretchers for use with patient care by EMS crew as well as the new Hindsight 60 Series Multimedia Recorder System for both Police & Fire. The match funding was secured during the 2024 Municipal Budget process.

Several letters of support have been received from people such as Scott Dow on behalf of IAFF 5191, Beth Collamore M.D. who oversees care and training of the medics, Miles Williams of Caribou Organization Promoting Public Safety, the local communities of Stockholm and Limestone, and even a patient who uses the services to be transported.

There were no comments made by the public other than the support letters received.

Closed Public Hearing: 6:08 PM

Motion made by Deputy Mayor Theriault, seconded by Councilor Lovewell to approve the City of Caribou 2024 Aroostook County ARPA program application in the category of Public Health and Negative Economic Impact.

Roll Call Vote: D. Bagley – Yes, J. Kelley – Yes, T. Lovewell – Yes, J. Morrill – Yes, J. Theriault – Yes, C. Boma – Yes. (So voted)

b. Public Hearing – Aroostook County ARPA grant application for Infrastructure Improvements

Mayor Boma explained that letters of Intent were sent to the County of Aroostook for the 2024 ARPA Program. The City of Caribou received a Notification Eligibility Email from the County that the projects were eligible to a move to the full application process.

Open Public Hearing: 6:09 PM

Manager Thompson said that the grant application is for a match to construct a connection to keep a legacy business, Chadwick Baross, in Caribou by installing 3,000 LF of sanitary sewer line to the largest lift station operated by the Caribou Utilities District (CUD). This project aligns with the critical need for necessary investments and improvements in existing water and sewer infrastructure. This will expand the capacity for connections to encourage additional businesses and/or residential growth on Main Street. Chadwick-Baross has committed \$75,000 towards the project. The Caribou Utilities District has committed \$2,000 towards the project. To match the funds requested from County ARPA funds, I am suggesting that the City obligate \$220,000 in ARPA NEU funds.

Ms. Thompson continued to explain that the City has to commit the money for the project or it can lose points during the application process.

Troy Haney, Caribou Resident, and Committee Chair of Caribou Development Committee

Mr. Haney came in to speak in favor of the grant application for infrastructure. He explained that the extension will open the area of the City that is approximately 125-130 acres to more development, both commercial and residential. He also stated that the business that is looking to expand is a business we want to keep in Caribou for all of the benefits to the City and surrounding area.

Council had a brief discussion regarding the line extension project and the commitment of funds. They would like to speak with the Caribou Utilities District regarding the plans for expansion as well. They talked about how this will also show that Caribou is supporting growth of business as well.

Closed public hearing: 6:45 PM

Motion made by Deputy Mayor Theriault, seconded by Councilor Morrill to approve the City of Caribou 2024 Aroostook County ARPA program application in the category of Investments in Infrastructure and obligate \$220,000 in ARPA NEU funds towards the project.

Roll Call Vote: D. Bagley – Yes, J. Kelley – Yes, T. Lovewell – Yes, J. Morrill – Yes, J. Theriault – Yes, C. Boma – Yes. (So voted)

Council Agenda Item #9: Reports by Staff and Committees

a. February financial report (Finance Director)

Carl Grant (Finance Director) reviewed the City Financial report for the month of February.

Motion made by Deputy Mayor Theriault, seconded by Councilor Morrill to accept the February Finance report as presented.

Roll Call Vote: D. Bagley – Yes, J. Kelley – Yes, T. Lovewell – Yes, J. Morrill – Yes, J. Theriault – Yes, C. Boma – Yes. (So voted)

b. City Manager's Report

Manager Thompson reviewed the City Manager's Report dated March 25, 2024.

Manager Thompson added that it is time to sign the 2024 Interlocal cooperation agreements for Ambulance and Fire services for the neighboring towns.

Council had a brief discussion regarding the rates that are being charged to the neighboring towns and they would like to do a study regarding the rates before the new year.

Manager Thompson explained that the City of Caribou has been working with the Maine Connectivity authority for a grant through their connectivity hubs program and the grant application is due April 12th. This grant does not require a match. BR Smith Associates has been

working with Peter on reconfiguring space at the library. This would build out the second floor adding a conference room, areas for telehealth, a lobby area, and would have an elevator that would go all the way up for easy access. This would also make more space downstairs for computers and connectivity. With this grant the City needs to agree to take care of the property, which is not a big deal because the Library has been here for over 100 years.

The City will need to further acknowledge that if the MCA Grant requested by the City is awarded by MCA, the City will be required to enter into a Grant Agreement with MCA containing the terms and conditions requiring City compliance with federal source funding requirements, including by not limited to project implementation, performance requirements, reporting, and monitoring requirements.

The City will need to acknowledge and represents to MCA that if MCA awards the City the Grant to support the Connectivity Hub development as proposed by the City, the City accepts responsibility to fund the ongoing operations of the Connectivity Hub as described in the City application to MCA for a minimum of five years after the Project Completion date.

Motion made by Councilor Morrill, seconded by Deputy Mayor Theriault to accept the grant application authorization.

Roll Call Vote: D. Bagley – Yes, J. Kelley – Yes, T. Lovewell – Yes, J. Morrill – Yes, J. Theriault – Yes, C. Boma – Yes. (So voted)

Council discussed the interlocal fire and ambulance service agreements and they would like to look at the rates before the next contract renewal.

Motion made by Councilor Morrill, seconded by Deputy Mayor Theriault to send the contracts out as presented for this year for 2024 with review to be done in the following year.

Roll Call Vote: D. Bagley – Yes, J. Kelley – Yes, T. Lovewell – Yes, J. Morrill – Yes, J. Theriault – Yes, C. Boma – Yes. (So voted)

Council Agenda Item #10: New Business, Ordinances and Resolutions

a. Land Bank Presentation (Councilor Bagley)

Councilor Bagley explained that he was first introduced to the concept of land banks five years ago while on the planning board. He explained that the former CEO was very interested in it and provided lots of information regarding the concept. He stated that this is an option of disposing of tax acquired property.

Council had a brief discussion regarding the new laws and the pro's and con's of land banking. Mayor Boma stated that she has spoken with someone in Sanford and that they would like to talk to someone in code or the manager to discuss the options and what it entails.

Motion made by Councilor Morrill, seconded by Deputy Mayor Boma to table for further discussion until after the City Manager goes to her meeting.

Roll Call Vote: D. Bagley – No, J. Kelley – Yes, T. Lovewell – No, J. Morrill – Yes, J. Theriault – Yes, C. Boma – Yes. (So voted)

b. Creation of Façade Improvement Grant – RC-2 TIF District

Mayor Boma explained that The City of Caribou has had a successful façade improvement grant program for several years in the Downtown TIF District. There has been interest from business owners to also have a façade improvement grant program in the RC-2 TIF District. Staff checked with DECD who has communicated that one could be established. As part of the 2024 budget process, the City Council has appropriated funding for the façade improvement grant program. After the awards from the Spring 2024 Downtown TIF District façade improvement grant awards are funded, there will be \$16,500 remaining to be appropriated. The application program can be structured like the Downtown TIF Façade Improvement program using similar criteria and scoring. The initial grant period could have a due date of April 12 and the grant awards voted on at the April 22 City Council meeting.

Motion made by Deputy Mayor Theriault, seconded by Councilor Morrill to establish a Façade Improvement grant program in the RC-2 TIF District with initial applications due April 12 with funds budgeted in 11-01-411-01 Economic Development Façade Improvement.

Roll Call Vote: D. Bagley – Yes, J. Kelley – Yes, T. Lovewell – Yes, J. Morrill – Yes, J. Theriault – Yes, C. Boma – Yes. (So voted)

Council Agenda Item #11: Old Business

There were no items scheduled for discussion.

Council Agenda Item #12: Reports and Discussion by Mayor and Council Members

Deputy Mayor Theriault stated that she is working to get a highway meeting scheduled in the next week and one of the topics of discussion will be LED lights.

Councilor Morrill commended the highway department on the great job they did in the recent storm, they plowed his neighborhood and didn't roll any of the lawns.

Mayor Boma stated that in terms for the day of the eclipse the City office will be closing by noon or 1:00 PM for April 8th.

Council Agenda Item #13: Next Regular Meetings: April 22 & May 28

Council Agenda Item #14: Executive Session(s) (May be called to discuss matters identified under MRSA, Title 1, §405.6)

a. Executive session under 1 MRSA, Title 1, Â§405.6.C for Economic Development Matters

Motion made by Councilor Theriault, seconded by Councilor Morrill to enter executive session under MRSA, Title 1, §405.6.C at 7:52 PM to discuss Economic Development matters.

Roll Call Vote: D. Bagley – Yes, J. Kelley – Yes, T. Lovewell – Yes, J. Morrill – Yes, J. Theriault – Yes, C. Boma – Yes. (So voted)

March 25, 2024

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Council exited executive session at 8:32 PM

No action taken.

Council Agenda Item #15: Adjournment

Motion made by Deputy Mayor Theriault, seconded by Councilor Kelley to adjourn the meeting at 8:33 PM.

Roll Call Vote: D. Bagley – Yes, J. Kelley – Yes, T. Lovewell – Yes, J. Morrill – Yes, J. Theriault – Yes, C. Boma – Yes. (So voted)

Danielle Brissette, Secretary



MEMO

TO: Caribou City Council Members
FROM: Penny Thompson, City Manager
DATE: April 22, 2024
RE: Spring 2024 RC-2 Façade Improvement Grant

In the 2024 approved municipal budget, \$40,000 was approved to continue the façade improvement grant in the Downtown TIF District and, after consultation with DECD, expand the program to include a façade improvement grant in the RC-2 TIF District. The Downtown TIF District spring grant period granted \$3,500 in awards, leaving a total of \$36,500 available.

For the Spring 2024 RC-2 Façade Improvement Grant period, the City of Caribou received three worthy applications from businesses in our RC-2 Tax Increment Financing district. Those applicants are:

Caribou Inn & Convention Center	19 Main Street	\$7,500	Signage, fencing, awnings, paint
Sullivan's Floor Covering	1140 Presque Isle Rd	\$7,500	New vestibule on slab
County Ag & Turf Supply, Inc.	7 Down Siding Rd	\$7,500	Remove overhead doors, new entry

A selection committee was convened, and the unanimous decision was made to recommend that the Caribou City Council award the amounts above to the applicants. County Ag is still finalizing their quotes so their approval would be conditional on receiving those prior to the start of any work.

All projects will require that a building permit be obtained through the code enforcement office.

There will be a remaining amount of \$14,000 available for the Fall Façade Improvement Grant application period.

Suggested action:

To affirm the decision of the committee, please make a motion to “accept the results of the Façade Improvement Grant committee and award a Façade Improvement grant in the amount of \$7,500 to the Caribou Inn & Convention Center, \$7,500 to Sullivan's Floor Coverings and \$7,500 to County Ag & Turf Supply, Inc. for projects described in the applications and subject to the terms set forth in the grant application”.

CARIBOU ADMINISTRATION
25 HIGH STREET
CARIBOU, ME. 04736



MEMO

TO: Caribou City Council Members
FROM: Danielle Brissette, City Clerk
RE: Appointment of Election Clerks
DATE: April 16, 2024

Every three years new appointments are due for the Voter Registration Board of Appeals.

Under Title 21-A §103 the Voter Registration board of appeals must be present in a municipality with a population of 5,000 or higher. A Registration Appeals Board hears appeals of persons aggrieved by a decision of the registrar to either remove a name from the voting list or refuse to place a name on the voting list.

Boards consist of 3 members appointed by the Municipal officers; the chair is nominated by the Clerk. Two of the members are nominated by the major political parties and serve 3-year terms.

*The Clerk and Registrar are ineligible to serve on the Board.

We have now received the letters from both the Republican and Democrat Parties with their suggestions.

The names received were Christopher Lydon and Gary Sanfacon, and Judy Ann Corrow as the nomination for the Chair.

Suggested Action:

Move to renew the appointments for Christopher Lydon and Gary Sanfacon as members to the Voter Registration Board of appeals with a term ending December 31, 2026, and Judy Ann Corrow as the Chair to the board with a term ending on December 31, 2027.

Second and vote.



MEMO

TO: Caribou City Council Members
FROM: Danielle Brissette, City Clerk
RE: Appointment of Election Clerks
DATE: April 1, 2024

Per MRSA Title 21-A Section 503-A, all nominations for election clerks must be submitted to the municipal officers each general election year (even-numbered years). This will be on the April 22, 2024, City Council Agenda.

Below are the names of those individuals that have expressed interest in serving as Election Clerks.

The appointment would be from May 1, 2024 to April 30, 2026.

2024-2026 Election Clerks:

Barbara Aiken	Meagan Irving
Joan Albert	Kay Judkins
Beth-Ann Alden	Jacqueline Lambert
Roy Alden	Elizabeth Long
Cheryl Barnes	Idella Marquis
Donna Barnes	Linda McLaughlin
Janice Beaulieu	Betty McNeal
Beth Collamore	Jennifer Olson
Karen Conroy	Katherine Panaro
Julie Cook	Dawn Peterson
Patty Corriveau	Chad Saunders
Darylen Cote	Janet Schofield
Carole Doody	Deborah Sirois
Bill Francis	Josselyn Skidgel
Cherie Garman	Nancy Solman
Dale Gordon	Karen Thibodeau
Diane Gove	Nancy Todd
Gail Hagelstein	
Kalen Hill	

Culverts 2024

EJ Prescott	Gardiner, ME	207.582.2006	Josh Austin	\$18,951.80
Paris Farmers	South Paris, ME	800.639.3603	Matt Bracket	\$11,307.80
FW Webb	Presque Isle, ME	498-2526	Gino Martin	\$11,391.40

Street Paint 2024

Franklin Paint	Franklin, MA	800.486.0304	Norma Resley	\$9,236.75
Sherwin Williams	Cleveland, OH	800.597.2929	Joanna Carr	
Haneys Building Supply	Caribou Me.	492-1320	Troy Haney	\$10,200.06

Shim & Patch 2024

Lane Construction	Presque Isle, ME	207.764.4137	Chip Sheldon	\$87.00
Trombley Industries	Limestone, ME	207.328.9989	Craig Trombley	\$90.50
Soderberg Const.	Caribou Me.	207.498.6535	Scott Gove	\$85.00

Country Paving 2024

Lane Construction	Presque Isle, ME	207.764.4137	Chip Sheldon	\$91.70
Soderberg Const.	Caribou Me.	207.498.6535	Scott Gove	\$96.50
Trombley Industries	Limestone, ME	207.328.9989	Craig Trombley	\$99.50

IN Town Paving 2024

Lane Construction	Presque Isle, ME	207.764.4137	Chip Sheldon	\$119.50
Soderberg Const.	Caribou Me.	207.498.6535	Scott Gove	\$99.50
Trombley Industries	Limestone, ME	207.328.9989	Craig Trombley	\$102.50

Sand 2024

O'Neal	New Brunswick Canada	506.273.0597	Michael Murphy	\$17.99
Trombly Industries	Limestone, ME	207-328-9989	Craig Trombley	\$18.25
JBBC Sand	Fort Kent Me.	316-6382	Jim Bouchard	20.25.

Airport Crack sealing

180 Sealcoat	Caribou	207/596/7325	Michelle Gamag	\$ 48,500.00
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Fire station Parking Lots

Trombley Ind.	Limestone Me.	Craig T		\$62,500.00
Thibodeau Trucking	Caribou Me.	Kevin T		\$64,000.00



MEMO

TO: Caribou City Council Members
FROM: Penny Thompson, City Manager
DATE: April 22, 2024
RE: Letter Appointing an Acting Manager

I will be going away for economic development training and therefore will need to appoint an acting manager. I am appointing Gary Marquis to serve as the Acting Manager.

Suggested action:

To affirm this appointment, please make a motion to approve the submitted letter appointing Gary Marquis to serve as the Acting Manager in my absence.

Second. Discuss. Vote



CITY OF CARIBOU, MAINE

Phone: (207) 493-5961
Fax: (207) 498-3954

Municipal Building
25 High Street
Caribou, Me 04736

April 23, 2024

City of Caribou
City Clerk Danielle Brissette
25 High Street
Caribou Maine 04736

Dear City Clerk Danielle Brissette:

In my temporary absence, I designate City of Caribou Superintendent of Parks and Recreation Gary Marquis to be the acting City Manager. This was approved by a vote of the City Council at their regular meeting on Monday April 22, 2024.

This appointment is made pursuant to the Charter of the City of Caribou, Article III, Section 3.03.

Please feel free to contact me if you have any questions.

Sincerely,

Penny Thompson,
City Manager



MEMO

TO: Caribou City Council Members
FROM: Penny Thompson, City Manager
DATE: April 22, 2024
RE: Recognition of May 5 – 11, 2024 as Professional Municipal Clerk’s Week

The Week of May 5th to May 11th, 2024 is observed as the 55th annual Professional Municipal Clerk’s Week. To recognize the important work done by the professional municipal clerks in Caribou, the attached Proclamation has been drafted for the Caribou City Council.

Suggested action:

To adopt this proclamation, please make a motion to recognize May 5th to 11th as Municipal Clerk’s Week in Caribou.

Second. Discuss. Vote

Proclamation

55th ANNUAL PROFESSIONAL MUNICIPAL CLERKS WEEK May 5 - 11, 2024

Whereas, The Office of the Professional Municipal Clerk, a time honored and vital part of local government exists throughout the world, and

Whereas, The Office of the Professional Municipal Clerk is the oldest among public servants, and

Whereas, The Office of the Professional Municipal Clerk provides the professional link between the citizens, the local governing bodies, and agencies of government at other levels, and

Whereas, Professional Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all.

Whereas, The Professional Municipal Clerk serves as the information center on functions of local government and community.

Whereas, Professional Municipal Clerks continually strive to improve the administration of the affairs of the Office of the Professional Municipal Clerk through participation in education programs, seminars, workshops and the annual meetings of their state, provincial, county and international professional organizations.

Whereas, It is most appropriate that we recognize the accomplishments of the Office of the Professional Municipal Clerk.

Now, Therefore, We, the Caribou City Council, do recognize the week of May 5 through 11, 2024, as Professional Municipal Clerks Week, and further extend appreciation to our Professional Municipal Clerk, Danielle Brissette, and to her Deputy Clerk, Kristina Drinkall, and to all Professional Municipal Clerks for the vital services they perform and their exemplary dedication to the communities they represent.

Dated this 22th day of April, 2024

Dated: April 22, 2024

CARIBOU CITY COUNCIL

Courtney Boma, Mayor

Dan Bagley

Joan Theriault, Deputy Mayor

Jennifer Kelley

Jody Smith

Tamara Lovewell

John Morrill

A true Copy,

Attest: _____
Danielle Brissett, *City Clerk*

**CARIBOU CITY CLERK'S OFFICE
25 HIGH STREET
CARIBOU, ME. 04736**



MEMO

TO: Caribou City Council Members
FROM: Danielle Brissette
RE: Liquor License Approval
DATE: April 16, 2024

The City has received a new liquor license application from Chad Saunders of Sizzle and Slice. This business was formerly known as Bechard's Grille and has been sold and has new owners effective May 1st. Staff has reviewed the application and recommends Council approve the new application.

Suggested Action:

Please make a motion to approve the liquor license application for Sizzle and Slice located at 30 Skyway Drive, Unit 300/400.

Second and vote.

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



MEMO

To: Mayor and City Council Members
From: Penny Thompson, City Manager
Date: April 22, 2024
Re: Caribou Horizons Youth Council, presented by Councilor Dan Bagley

Councilor Dan Bagley has made a PowerPoint presentation on an initiative called the Caribou Horizons Youth Council. The proposed ordinance was introduced at the February 26, 2024, meeting with a Public Hearing scheduled for tonight's meeting.

The Public Hearing has been properly called and will be held tonight as scheduled.

Suggested action:

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

After closing the public hearing, a Councilor may make a motion to adopt Ordinance 2, 2024 series, "An Ordinance to Adopt Chapter 23" with or without amendment, or reject it.

If adopted, the adopted ordinance shall become effective at the expiration of 30 days after adoption.



Caribou Horizons Youth Council (CHYC)



*Dan Bagley
Caribou City Council
22 April 2024*



What is the Caribou Horizons Youth Council (CHYC)?

- A joint initiative between the City of Caribou and RSU 39
- An official advisory committee of the City, made up of high school students (juniors and seniors), tasked to:
 - Provide input and recommendations to the Caribou City Council and its affiliated advisory and regulatory boards; and
 - Plan and implement youth-identified community events and initiatives
- Composed of competitively-selected students from across the widest possible spectrum of racial, gender, and socio-economic backgrounds and most balanced mix of talents and interests, to ensure diversity of opinions and perspective



What are the benefits of establishing the CHYC?

- Creates a formal role for Caribou youth in local decision-making, ensures their voices are heard
- Provides our City leadership a better understanding of youth perspectives, priorities and issues, thereby enhancing overall effectiveness and responsiveness
- Promotes regular and active civic engagement among Caribou youth and provides a “hands-on” educational environment for Caribou youth to learn about how local government works
- Sparks interest, and establishes a pipeline for high school students to serve on City Council and/or other local government committees and boards in the future
- Provides high school students an opportunity to earn community service hours and strengthen college and scholarship applications by referencing unique civic and leadership activities/experience
- Strengthens the relationship between City leadership and RSU 39 administration through a joint initiative focused on youth



What will the CHYC do?

- Establish bylaws, elect officers, and hold monthly meetings to review and discuss City business
- Conduct outreach among its peer groups, plan and execute youth-oriented activities, events, and initiatives
- Attend Caribou City Council meetings, give presentations and participate in discussions, and provide input/recommendations to the City Council on general topics of interest and specific items before that body
- Formulate an annual report to City Council on past activities, plans and priorities for the coming year



Who will support the CHYC?

- City Council
 - Establish CHYC by city ordinance
 - Appoint a Council liaison to guide and advise the CHYC
- CHS Staff
 - Assign an advisor to follow activities of the CHYC, attend meetings, provide advice and guidance
 - Nominate student members of the CHYC, based on application packages and staff adjudication/selection (TBD)
 - Provide materials (e.g. office supplies, computer equipment, etc.) as necessary to support CHYC operations
- City staff
 - Provide meeting space (if needed), maintain official records, and respond to inquiries and information requests



What are the next steps?

- ✓ Socialize concept among City Council, City Staff, RSU 39 administration and CHS Staff
- ✓ Draft an ordinance to establish the CHYC as an official standing committee of the City of Caribou, secure City Council approval
 - Assign City Council Liaison and CHS Faculty Liaison/Advisor
 - Further develop and coordinate Council, CHS, and Staff roles and responsibilities
 - Formulate an approach for nominating/appointing CHYC members
 - Conduct advertising and outreach across City and RSU administration/staff, CHS student body, in preparation for a 2024-2025 school year launch





Questions?



*Dan Bagley
Caribou City Council
22 April 2024*

Introduced by Councilor Bagley
On February 26, 2024

Ordinance No. 2, 2024 Series
City of Caribou
County of Aroostook
State of Maine

AN ORDINANCE ESTABLISHING CHAPTER 23 – CARIBOU HORIZONS YOUTH COUNCIL

Short Title: An ordinance establishing the Caribou Horizons Youth Council (CHYC)

The City Council of the City of Caribou, County of Aroostook, State of Maine, pursuant to the requirements of the City of Caribou Charter, Section 2.11 does ordain the following:

Chapter 23 is hereby created to establish the Caribou Horizons Youth Council.

This ordinance, being introduced on February 26, 2024, and a public hearing being held on April 22, 2024, was duly passed by the City Council of the City of Caribou, this 22nd day of April, 2024.

Daniel Bagley, Councilor

Courtney Boma, Mayor

Jennifer Kelley, Councilor

Tamara Lovewell, Councilor

John Morrill, Councilor

Jody Smith, Councilor

Joan Theriault, Councilor

Attest:

Danielle Brissette, City Clerk

Chapter 23 Caribou Horizons Youth Council
ARTICLE I Caribou Horizons Youth Council

Section	
23-101	Purpose
23-102	Goals
23-103	Appointment and Tenure
23-104	Responsibilities
23-105	Bylaws
23-106	Compensation and Benefits
23-107	Funding
23-108	Reporting Requirements

Sec. 23-101 Purpose

The Caribou Horizons Youth Council (hereinafter, “CHYC”) is an official standing committee of the City, established as a joint initiative between the City of Caribou and the Regional School Unit 39 (RSU 39), to provide input and recommendations to the Caribou City Council and its affiliated advisory and regulatory boards and to plan and implement youth-identified community events and initiatives.

Sec. 23-102 Goals

The CHYC is established to provide City of Caribou leadership a better understanding of youth perspectives, priorities and issues. In addition, the CHYC increases youth appreciation for the value of public service, promotes regular and active civic engagement among Caribou youth, and gives Caribou youth a formal role in local decision-making, ensuring their voices are heard. Finally, the CHYC provides a “hands-on” educational environment for Caribou youth to learn about how local government works, including the operation of councils, boards and commissions, which complements in-class civic education.

Sec. 23-103 Appointment and Tenure

The CHYC comprises seven (7) members, nominated from the junior and senior classes at the beginning of the school year by the staff of Caribou High School, and approved by majority vote of the Caribou City Council. All members serve 1-year terms, aligned to the school year (i.e. 1 August through 31 July).

Vacancies, due to death, resignation, or any other reason, shall be filled by nomination by the staff of Caribou High School and approval by majority vote of the Caribou City Council.

The CHYC is supported by a Caribou City Council Liaison, a Caribou High School Staff Advisor, and the Caribou City Staff.

Sec. 23-104 Responsibilities

The CHYC will:

- Provide input/recommendations to the City Council on general topics of interest and specific items before that body
- Conduct outreach among its peer groups, plan and execute youth-oriented activities, events, and initiatives
- Attend Caribou City Council meetings, give presentations and participate in discussions
- Establish bylaws, elect officers, and hold monthly meetings to review and discuss City business, formulate input and recommendations
- Formulate an annual report to City Council on past activities, plans and priorities for the coming year

The Caribou City Council will:

- Appoint a Council Liaison to guide and advise the CHYC

The Caribou High School Staff will:

- Assign an advisor, who will follow activities of the CHYC, attend meetings, provide advice and guidance
- Manage the student application and adjudication process and nominate student members to the Caribou City Council no later than 1 July of each year.
- Provide materials (e.g. office supplies, computer equipment, etc.) as necessary to support CHYC operations and activities

The Caribou City Staff will:

- Schedule meeting space, maintain official records, and respond to inquiries and information requests

Sec. 23-105 Bylaws

The CHYC shall adopt bylaws providing for the officers, organization, and activities of the council. The bylaws shall be approved initially, and may be amended subsequently, by a majority vote of the CHYC. The initial bylaws, and any subsequent amendment to the bylaws, shall be forwarded to the City Council for review and approval, before those bylaws or amendments take effect.

Sec. 23-106 Compensation and Benefits

No member of the CHYC shall receive any compensation for council activities, nor shall any person serving on the CHYC 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. 23-107 Funding

All operating funds shall be held in a dedicated City of Caribou account and managed by the City of Caribou Finance Director.

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

Sec. 23-108 Reporting Requirements

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

FINANCIAL NOTES

For period ending March 31, 2024

GENERAL LEDGER

Assets for the month ended at 11,692,917.33, with a cash balance of 5,946,750.96. 2023 tax receivables for the month came in at 143,111.83 collected for the month of March. A rate of 94.3% collected, compared to last year at this same time we were at 93.8%, about .5% more than last year. 2024 collection in prepayments was 34,237.64 for the month and at 198,980.80 for the total.

Liabilities came in at 8,197,267.91 and the fund balance ended at 3,495,649.42.

Expenses

March expenses for the month were a total of 824,186.56 with a YTD percentage to budget of 19.08%, down 5.9% to budget.

Revenues

Revenues for the month were at 300,882.63 with a YTD percentage to budget of 13%, this is a 12% decrease to the budget.

Excise tax collection was at 111,873.39 for the month with a YTD collection of 322,171.84, this is under budget by 4.5%.

Revenue Sharing came in at 61,487.66 for the month with a YTD collection of 473,981.55 this is under budget by 1.8% or 36,018.45.

Investment Report

Gordon Robertson CD renewed for two years at 4.50% and G. Harmon CD renewed for 2 years at 4.50%.

*Please find the addition of a line graph of the expense view for 2024 to budget.

General Ledger Summary Report

Fund(s): ALL

March

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ----		Balance Net
				Debits	Credits	
1 - Gen Fund	-5,918.10	191,627.00	-191,627.00	20,465,586.41	20,657,213.41	0.00
Assets	14,163,377.27	14,197,161.21	-1,102,793.98	4,004,665.14	6,509,570.83	11,692,255.52
101-00 CASH (BANK OF MACHIAS)	7,817,490.27	7,634,841.47	-797,774.77	2,664,964.51	4,353,055.02	5,946,750.96
102-00 RECREATION ACCOUNTS	67,210.01	79,708.37	0.00	0.00	0.00	79,708.37
103-00 NYLANDER CHECKING	1,816.92	1,816.23	-0.69	0.00	2.09	1,814.14
110-00 SECTION 125 CHECKING FSA	22,436.15	22,769.47	-463.12	17,150.46	3,938.35	35,981.58
110-09 2023 SECTION 125 CHECKING HRA	51,582.62	46,483.64	-260.00	0.00	2,092.93	44,390.71
110-10 2024 SECTION 125 CHECKING HRA	0.00	0.00	1,566.89	85,550.00	6,640.24	78,909.76
111-00 RETIREMENT INVESTMENT	1,500,427.14	1,500,427.14	0.00	0.00	0.00	1,500,427.14
111-01 RETIREMENT INVESTMENT SECUREI	1,500,000.00	1,500,000.00	0.00	0.00	0.00	1,500,000.00
115-00 AMERICAN RESCUE PLAN ACT-NEU'S	579,032.75	579,732.12	-58,762.71	0.00	135,279.53	444,452.59
116-01 CD NORSTATE FEDERAL CREDIT UN.	245,591.91	248,637.02	3,049.22	3,049.22	0.00	251,686.24
116-02 CD COUNTY FEDERAL CREDIT UNI	175,299.41	177,433.03	2,136.00	2,797.81	661.81	179,569.03
116-03 CD TD	245,111.76	248,594.00	3,390.06	3,390.06	0.00	251,984.06
117-00 RLF #10 INVESTMENT	247,463.98	248,093.78	1,226.71	1,855.63	0.00	249,949.41
120-00 PETTY CASH	960.00	960.00	0.00	0.00	0.00	960.00
123-00 DIESEL INVENTORY	25,442.89	32,599.00	5,261.71	60,367.00	83,297.41	9,668.59
124-00 GAS INVENTORY	18,619.31	14,632.75	-9,636.35	15,990.00	28,406.08	2,216.67
125-00 ACCOUNTS RECEIVABLE	105,210.04	188,588.09	-34,534.73	191,412.91	293,564.59	86,436.41
130-00 COMSTAR RECEIVABLES	132,845.38	233,806.07	-4,983.36	312,221.40	333,758.73	212,268.74
140-00 RESERVE FOR UNCOLLECTIBLE TAX	-669.87	-669.87	0.00	0.00	0.00	-669.87
174-00 CDC LOANS REC (1280)	34,982.19	34,982.19	0.00	0.00	0.00	34,982.19
180-00 DR. CARY CEMETERY INVESTMENT	1,022.74	1,023.27	0.52	0.52	0.00	1,023.79
181-00 HAMILTON LIBRARY TR. INVEST	1,911.05	1,915.44	4.37	4.37	0.00	1,919.81
182-00 KNOX LIBRARY INVESTMENT	10,683.57	10,796.09	112.47	112.47	0.00	10,908.56
183-00 CLARA PIPER MEM INV	676.23	676.58	0.35	0.35	0.00	676.93
184-00 JACK ROTH LIBRARY INVEST	14,199.34	14,352.53	149.52	149.52	0.00	14,502.05
185-00 KEN MATTHEWS SCHOLARSHIP FUN	7,699.44	7,753.04	72.82	72.82	0.00	7,825.86
187-00 DOROTHY COOPER MEM INV	48,336.79	48,838.11	495.60	495.60	0.00	49,333.71
189-00 MARGARET SHAW LIBRARY INV	13,473.20	13,626.90	155.45	155.45	0.00	13,782.35
190-00 GORDON ROBERTSON MEM INV	11,909.03	12,050.89	141.21	141.21	0.00	12,192.10
191-00 MEMORIAL INVESTMENT	6,267.19	6,282.43	14.55	14.55	0.00	6,296.98
192-00 G. HARMON MEM INV	7,012.25	7,095.78	83.15	83.15	0.00	7,178.93
193-00 BARBARA BREWER FUND	5,746.79	5,812.35	66.31	66.31	0.00	5,878.66
194-00 RODERICK LIVING TRUST	11,347.81	11,432.17	59.40	59.40	0.00	11,491.57
196-00 PHILIP TURNER LIBRARY INV	7,367.74	7,448.09	-6.58	93.42	100.00	7,441.51
198-00 TAX ACQUIRED PROPERTY	107,272.69	107,272.69	0.00	0.00	0.00	107,272.69
200-23 2023 TAX RECEIVABLE	738,733.22	738,733.22	-143,111.83	127.18	315,198.78	423,661.62
200-24 2024 TAX RECEIVABLE	-91,150.86	-91,150.86	-34,237.64	132.00	107,961.94	-198,980.80
201-23 2023 TAX STABILIZED TAX RECEIV	159,332.58	159,332.58	0.00	0.00	92,136.21	67,196.37
205-19 2019 LIENS RECEIVABLE	279.88	279.88	0.00	0.00	0.00	279.88
205-20 2020 LIENS RECEIVABLE	414.49	414.49	0.00	0.00	0.00	414.49
205-21 2021 LIENS RECEIVABLE	14,791.04	14,791.04	0.00	0.00	0.00	14,791.04
205-22 2022 LIENS RECEIVABLE	199,546.56	199,546.56	-4,539.23	124.86	46,886.29	152,785.13
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	5,657.51	5,657.51	0.00	0.00	0.00	5,657.51
210-15 2015 PP TAX RECEIVABLE	12,395.86	12,395.86	-95.87	0.00	1,321.15	11,074.71
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	10,948.59	10,948.59	0.00	0.00	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	12,524.08	12,524.08	0.00	0.00	0.00	12,524.08

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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						
210-20 2020 PP TAX RECEIVABLE	14,206.55	14,206.55	0.00	0.00	0.00	14,206.55
210-21 2021 PP TAX RECEIVABLE	12,386.04	12,386.04	0.00	0.00	0.00	12,386.04
210-22 2022 PP TAX RECEIVABLE	13,253.83	13,253.83	0.00	0.00	25.91	13,227.92
210-23 2023 PP TAX RECEIVABLE	53,212.29	53,212.29	-34,488.38	0.00	34,687.65	18,524.64
210-24 2024 PP TAX RECEIVABLE	-10.38	-10.38	-99.58	0.00	11,157.58	-11,167.96
302-00 COURT ORDER	0.00	0.00	0.00	131.78	131.78	0.00
303-00 FEDERAL WITHHOLDING	0.00	0.00	0.00	96,484.51	96,484.51	0.00
304-00 FICA W/H	18.26	18.26	0.00	139,823.30	139,823.30	18.26
305-00 MEDICARE WITHHOLDING	4.27	4.27	0.00	32,700.80	32,700.80	4.27
306-00 STATE WITHHOLDING	0.00	0.00	0.00	44,886.55	44,886.55	0.00
307-00 M.S.R.S. W/H	73.65	73.69	0.00	35,032.80	35,274.14	-167.65
307-01 MSRS EMPLOYER	-1,878.44	-2,456.29	19.54	56,216.69	56,197.11	-2,436.71
308-00 AFLAC INSURANCE	-1.36	0.00	-0.12	2,377.08	2,377.40	-0.32
309-00 DHS WITHHOLDING	0.00	0.00	0.00	1,300.00	1,300.00	0.00
312-00 HEALTH INS. W/H	-26,567.38	-26,567.38	783.18	66,274.31	64,865.36	-25,158.43
314-00 UNITED WAY W/H	0.00	0.00	0.00	39.00	39.00	0.00
315-00 TEAMSTERS W/H	0.00	0.00	0.00	928.00	928.00	0.00
315-01 FIREFIGHTERS UNION W/H	0.00	0.00	0.00	2,698.80	2,698.80	0.00
316-00 COUNCIL #93 W/H	0.00	0.00	0.00	775.26	775.26	0.00
318-00 MMA INCOME PROTECTION	-8,536.15	-8,536.15	-529.63	10,422.54	10,619.09	-8,732.70
319-00 REAL ESTATE TAX W/H	0.00	0.00	0.00	6,422.00	6,422.00	0.00
320-00 ICMA RETIREMENT CORP	0.00	0.00	0.00	31,702.80	31,702.80	0.00
320-01 ICMA EMPLOYER MATCH	0.00	0.00	0.00	6,265.56	6,265.56	0.00
322-00 RETIRED HEALTH INS PROGRAM	-23.21	-23.21	0.00	3,845.97	3,845.97	-23.21
323-00 MMA SUPP. LIFE INSURANCE	-2,202.37	-2,202.37	-291.29	2,435.66	2,537.62	-2,304.33
324-00 MISC. WITHHOLDING	0.00	0.00	0.00	374.00	374.00	0.00
325-00 DED. FOR VALIC	0.00	0.00	0.00	7,925.61	7,925.61	0.00
325-01 VALIC EMPLOYER MATCH	0.00	0.00	0.00	1,648.93	1,648.93	0.00
330-00 VEHICLE REG FEE (ST. OF ME)	-2,841.00	0.00	2,322.50	55,237.00	59,464.25	-4,227.25
331-00 BOAT REG FEE INLAND FISHERIES	0.00	0.00	9.50	218.50	348.50	-130.00
332-00 SNOWMOBILE REG (F&W)	-4,821.00	0.00	7,874.00	25,910.50	25,910.50	0.00
333-00 ATV REGISTRATION (F&W)	-4.00	0.00	0.00	70.00	70.00	0.00
335-00 PLUMBING PERMITS (ST. OF ME)	-1,101.35	-1,101.35	0.00	0.00	20.00	-1,121.35
336-00 CONCEALED WEAPON PERMIT	-120.00	60.00	0.00	0.00	0.00	60.00
338-00 CONNOR EXCISE TAX	3.76	3.76	-8,236.63	8,018.26	19,271.95	-11,249.93
339-00 CONNOR BOAT EXCISE	64.80	64.80	0.00	0.00	0.00	64.80
340-00 DOG LICENSES (ST. OF ME)	-639.00	0.00	18.00	1,029.00	1,115.00	-86.00
341-00 FISHING LICENSES (ST. OF ME)	-325.00	0.00	153.00	678.00	828.00	-150.00
342-00 HUNTING LICENSES (ST. OF ME)	-1,518.25	0.00	92.50	1,289.75	1,626.75	-337.00
347-00 NEPBA UNION PD	0.00	0.00	0.00	920.00	920.00	0.00
Liabilities	8,970,731.93	9,741,830.33	-578,828.24	1,730,186.46	185,624.04	8,197,267.91
and Fund	0.00	0.00	0.00	0.00	0.00	0.00
Balances	8,970,731.93	9,741,830.33	-578,828.24	1,730,186.46	185,624.04	8,197,267.91
352-00 NYLANDER MUSEUM RESERVE	23,469.93	23,469.93	0.00	0.00	0.00	23,469.93
360-00 RETIREMENT INV FUND	3,000,427.14	3,000,427.14	0.00	0.00	0.00	3,000,427.14
360-01 AMERICA RESCUE PLAN ACT-NEU'S	579,032.75	579,732.12	-58,762.71	135,279.53	0.00	444,452.59
360-02 RIVERFRONT COMMITTEE RESERVE	10,000.00	20,000.00	0.00	0.00	0.00	20,000.00
360-03 GENERAL ASSISTANCE RESERVE	3,180.89	3,180.89	-98.39	1,298.39	0.00	1,882.50
360-04 DOT VPI	50,000.00	50,000.00	0.00	0.00	0.00	50,000.00
362-00 RLF #10 RESERVE	247,463.98	248,093.78	1,226.71	0.00	1,855.63	249,949.41
365-02 REC CENTER IMPROVEMENTS	11,787.68	11,787.68	0.00	0.00	0.00	11,787.68

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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						
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	6,633.26	6,633.26	0.00	0.00	0.00	6,633.26
365-05 PARK IMPROVEMENT RESERVE	5,720.71	5,720.71	0.00	0.00	0.00	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	-4,458.33	-4,458.33	0.00	0.00	0.00	-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	10,349.75	18,367.57	113.00	165.00	3,578.00	21,780.57
365-13 RECREATION - COLLINS POND	8,636.09	8,636.09	0.00	0.00	0.00	8,636.09
365-17 RECREATION VAN RESERVE	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00
365-18 REC SCHOLARSHIPS	2,551.22	2,551.22	0.00	0.00	0.00	2,551.22
365-20 SKI TRAIL/SNOW SHOE RENTAL	620.00	620.00	0.00	0.00	40.00	660.00
365-22 NON APPROP SKI RENTAL PROGRAM	13,059.74	13,059.74	0.00	0.00	690.00	13,749.74
365-25 COMMUNITY BULLETIN BOARD	200.00	200.00	0.00	0.00	0.00	200.00
365-26 SPLASH PAD RESERVE	30,533.27	30,533.27	0.00	0.00	0.00	30,533.27
365-27 PARK VEHICLE RESERVE	9,730.00	9,730.00	0.00	0.00	0.00	9,730.00
365-28 VETERAN MEMORIAL PARK RESERVE	5,562.84	5,562.84	0.00	0.00	0.00	5,562.84
365-29 LAKERS RESERVE	40,083.37	39,436.43	-138.91	1,201.44	0.00	38,234.99
366-01 LIBRARY BUILDING RESERVE	76,156.64	76,156.64	0.00	0.00	0.00	76,156.64
366-02 LIBRARY MEMORIAL FUND	40,443.50	40,443.50	-430.76	1,491.89	808.00	39,759.61
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	4,482.25	4,482.25	0.00	0.00	0.00	4,482.25
367-01 POLICE DONATED FUNDS	18,868.15	18,721.44	0.00	0.00	50.00	18,771.44
367-02 POLICE DEPT EQUIPMENT	167,375.98	165,254.69	-38,863.75	39,341.25	3,228.25	129,141.69
367-03 POLICE CAR RESERVE	15,435.07	15,435.07	-2,614.30	2,614.30	999.50	13,820.27
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	17,200.11	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	98,918.58	95,918.58	-28,480.00	94,580.00	0.00	1,338.58
367-10 POLICE OFFICER RECRUITMENT RES	62,167.00	62,167.00	-75.00	75.00	37,619.00	99,711.00
367-12 COPPS NEW POLICE STATION	0.00	0.00	10,000.00	0.00	10,000.00	10,000.00
368-01 FIRE EQUIPMENT RESERVE	-94,581.39	-94,581.39	0.00	21,545.25	0.00	-116,126.64
368-02 FIRE HOSE RESERVE	8,469.28	8,469.28	0.00	2,699.11	0.00	5,770.17
368-03 FIRE DEPT FOAM RESERVE	7,392.50	7,392.50	0.00	0.00	0.00	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	2,746.90	2,746.90	0.00	0.00	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	-8,087.03	-8,087.03	-5,055.00	5,055.00	140.97	-13,001.06
368-09 FEMA TRUCK GRANT	5.00	5.00	0.00	0.00	0.00	5.00
368-10 FIRE/AMB BUILDING RESERVE	-7,125.92	-11,925.92	0.00	8,090.37	0.00	-20,016.29
368-12 FIRE/AMB UNIFORM RESERVE	1,143.87	1,143.87	0.00	0.00	0.00	1,143.87
369-01 AMBULANCE SMALL EQUIP RESERVE	17,704.82	17,704.82	0.00	0.00	300.00	18,004.82
369-02 AMBULANCE STAIRCHAIRS	7,000.00	7,000.00	0.00	0.00	0.00	7,000.00
369-03 AMBULANCE RESERVE	52,454.67	52,454.67	0.00	0.00	0.00	52,454.67
370-03 PW EQUIPMENT RESERVE	174,529.40	174,529.40	-16,376.55	16,376.55	0.00	158,152.85
370-04 STREETS/ROADS RECONSTRUCTION	225,652.72	231,652.72	-4,365.79	5,865.79	0.00	225,786.93
370-05 CURBING RESERVE	40,178.30	40,178.30	0.00	0.00	0.00	40,178.30
370-06 FUEL TANK RESERVE	-4,430.84	-886.71	904.75	710.00	3,526.95	1,930.24
370-07 PW BUILDING RESERVE	25,818.24	25,818.24	0.00	0.00	0.00	25,818.24
370-09 RIVER ROAD RESERVE	-44,881.75	-44,881.75	0.00	0.00	0.00	-44,881.75

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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						
370-10 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	590.50	590.50	-755.00	755.00	0.00	-164.50
372-01 AIRPORT RESERVE	137,160.00	130,496.30	0.00	0.00	0.00	130,496.30
372-04 AIRPORT HANGER SECURITY DEPOS	1,635.00	1,635.00	0.00	0.00	0.00	1,635.00
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	20,027.40	31,393.29	-430.10	629.75	0.00	30,763.54
373-03 MUNICIPAL BUILDING RESERVE	50,013.97	49,025.18	-1,375.00	7,037.15	0.00	41,988.03
373-04 VITAL RECORDS RESTORATION	5,776.50	5,776.50	0.00	0.00	0.00	5,776.50
373-05 BIO-MASS BOILERS	-1,697.49	-1,697.49	0.00	0.00	0.00	-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	65,753.82	65,753.82	0.00	0.00	0.00	65,753.82
373-10 FLEET VEHICLES	1,221.20	1,221.20	0.00	0.00	0.00	1,221.20
373-17 LADDER ENGINE TRUCK 2016	116,648.20	116,648.20	0.00	59,514.00	0.00	57,134.20
373-20 CDBG USDA 60 ACCESS/BIRDSEYE	21,102.81	16,899.26	0.00	0.00	0.00	16,899.26
373-23 2023 HRA RESERVE	51,582.62	46,483.64	-260.00	2,092.93	0.00	44,390.71
373-24 2024 HRA RESERVE	0.00	0.00	1,566.89	6,640.24	85,550.00	78,909.76
373-50 2022 CAPITAL IMPROVEMENT LOAN	18.45	18.45	-14,416.67	43,250.01	0.00	-43,231.56
373-51 GENERAL GOVERNMENT TRAINING F	0.00	1,800.00	0.00	0.00	0.00	1,800.00
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	33,485.42	33,485.42	0.00	0.00	0.00	33,485.42
374-05 FACADE RESERVE	9,650.00	17,983.33	0.00	0.00	0.00	17,983.33
380-04 RESILIENCY GRANT	1,315.00	1,315.00	-1,315.00	1,315.00	0.00	0.00
380-05 BROWNFIELD GRANT	-3,147.14	-3,742.14	-294.00	420.00	0.00	-4,162.14
385-00 COMMUNITY DEVELOPMENT MATCH	32,674.30	32,674.30	0.00	0.00	0.00	32,674.30
387-00 BOUCHARD TIF	-1,110.79	-1,110.79	0.00	0.00	0.00	-1,110.79
388-00 HILLTOP TIF	6,370.04	6,370.04	0.00	0.00	0.00	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	67,210.01	79,708.37	0.00	0.00	0.00	79,708.37
399-00 PARKING LOT MAINTENANCE RES	66,366.51	66,366.51	0.00	0.00	0.00	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	399,380.17	405,920.18	0.00	0.00	0.00	405,920.18
406-00 TRAILER PARK RESERVE	56,195.86	58,115.48	-5,500.00	10,386.19	0.00	47,729.29
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	30,298.94	30,298.94	-2,462.41	10,449.29	0.00	19,849.65
419-00 DUE FROM CDC (1280)	34,982.19	34,982.19	0.00	0.00	0.00	34,982.19
421-00 DEFERRED TAX REVENUE	927,016.39	1,119,840.98	0.00	0.00	0.00	1,119,840.98
422-00 KEN MATTHEWS SCHOLARSHIP FUN	7,699.44	7,753.04	72.82	0.00	72.82	7,825.86
423-00 DR. CARY CEMETERY TRUST FUND	1,022.74	1,023.27	0.52	0.00	0.52	1,023.79
424-00 HAMILTON LIBRARY TRUST FUND	1,911.05	1,915.44	4.37	0.00	4.37	1,919.81
425-00 KNOX LIBRARY MEMORIAL FUND	10,683.57	10,796.09	112.47	0.00	112.47	10,908.56
426-00 CLARA PIPER MEM FUND	676.23	676.58	0.35	0.00	0.35	676.93
427-00 JACK ROTH LIBRARY MEM FUND	14,199.34	14,352.53	149.52	0.00	149.52	14,502.05
429-00 BARBARA BREWER FUND	5,746.79	5,812.35	66.31	0.00	66.31	5,878.66
430-00 D. COOPER MEM FUND	48,336.79	48,838.11	495.60	0.00	495.60	49,333.71
432-00 MARGARET SHAW LIBRARY MEMORI	13,473.20	13,626.90	155.45	0.00	155.45	13,782.35
433-00 GORDON ROBERTSON MEM FUND	11,909.03	12,050.89	141.21	0.00	141.21	12,192.10
434-00 MEMORIAL INVESTMENT	6,267.19	6,282.43	14.55	0.00	14.55	6,296.98
435-00 RODERICK LIVING TRUST	11,347.81	11,432.17	59.40	0.00	59.40	11,491.57
436-00 AMBULANCE REIMBURSEMENT	18,284.78	18,284.78	0.00	0.00	0.00	18,284.78

General Ledger Summary Report

Fund(s): ALL

March

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ----		Balance Net
				Debits	Credits	
1 - Gen Fund CONT'D						
437-00 DEFERRED AMBULANCE REVENUE	306,238.26	235,559.56	0.00	0.00	0.00	235,559.56
438-00 PHILIP TURNER LIBRARY MEMORIAL	7,367.74	7,448.09	93.42	0.00	93.42	7,541.51
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	3,000.00	3,000.00	0.00	0.00	0.00	3,000.00
456-00 TAX REFIEF FUNDS 2021	194,790.77	194,790.77	0.00	0.00	0.00	194,790.77
456-02 2024 TAXPAYER RELIEF FUND	0.00	608,498.00	0.00	0.00	0.00	608,498.00
457-00 HOMELAND SECURITY RESERVE	2,277.92	2,277.92	0.00	0.00	0.00	2,277.92
460-00 YARD SALE	-428.04	-428.04	60.00	0.00	60.00	-368.04
461-00 CRAFT FAIR	14,730.89	14,730.89	156.00	0.00	156.00	14,886.89
462-00 CDBG HOUSING REHABILITATION	3,879.87	3,879.87	0.00	0.00	0.00	3,879.87
463-00 MISC EVENTS	0.00	4,203.55	0.00	0.00	0.00	4,203.55
465-00 THURSDAYS ON SWEDEN	105.00	105.00	0.00	0.00	0.00	105.00
465-01 STORY OF CARIBOU	732.00	5,732.00	0.00	0.00	0.00	5,732.00
465-02 CARIBOU CARES ABOUT KIDS	-2,644.29	0.00	-2,250.00	2,250.00	0.00	-2,250.00
466-00 HERITAGE DAY	-8,000.00	-8,000.00	0.00	0.00	0.00	-8,000.00
467-00 MARATHON	-45,252.36	-45,252.36	0.00	0.00	0.00	-45,252.36
467-01 SMALL BUSINESS SATURDAY	245.00	245.00	0.00	0.00	0.00	245.00
469-00 DENTAL INSURANCE	2,887.15	2,887.15	74.79	5,632.18	5,345.39	2,600.36
470-00 EYE INUSRANCE	745.00	745.00	2.78	1,045.21	954.89	654.68
471-00 RC2 TIF	204,815.51	204,815.51	0.00	0.00	0.00	204,815.51
472-00 ANIMAL WELFARE	19,783.21	19,851.21	469.00	50.00	1,719.00	21,520.21
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	100.00	100.00	0.00	0.00	0.00	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	7,012.25	7,095.78	83.15	0.00	83.15	7,178.93
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	1,092,837.51	1,092,837.51	550.00	0.00	4,178.14	1,097,015.65
483-03 DUE TO FUND 3	1,046,796.26	1,058,756.36	10,029.12	0.00	22,537.58	1,081,293.94
483-04 DUE TO FUND 4	522,923.54	533,935.64	0.00	0.00	0.00	533,935.64
483-05 DUE TO FUND 5	4,634,834.93	4,634,834.93	0.00	0.00	0.00	4,634,834.93
484-02 DUE FROM FUND 2	-1,081,643.63	-1,085,555.98	-4,674.31	33,252.22	0.00	-1,118,808.20
484-03 DUE FROM FUND 3	-933,140.68	-933,985.11	-16,289.71	39,790.13	0.00	-973,775.24
484-04 DUE FROM FUND 4	-480,733.14	-480,828.18	-5,200.26	13,206.38	0.00	-494,034.56
484-05 DUE FROM FUND 5	-3,613,282.88	-3,657,138.46	-21,081.51	39,843.24	0.00	-3,696,981.70
486-00 RETIREMENT RESERVE	4,139.00	4,139.00	0.00	0.00	0.00	4,139.00
488-00 CHRISTMAS LIGHTS	-6,560.70	-6,560.70	0.00	0.00	0.00	-6,560.70
488-01 BUSINES DISTRCT HOLIDAY LIGHTS	0.00	10,000.00	-2,860.00	2,860.00	0.00	7,140.00
490-00 T/A PROPERTY REMEDIATION RES	31,481.77	31,481.77	0.00	0.00	0.00	31,481.77
493-00 RSU 39 COMMITMENT	-1,082,828.27	-1,082,828.27	-370,918.09	1,112,754.27	0.00	-2,195,582.54
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	68.80	0.00	18.80	150.40	238.00	87.60
497-00 DEATH RECORDS STATE FEE	167.60	0.00	-99.20	426.00	534.80	108.80
498-00 MARRIAGE RECORDS STATE FEE	23.60	0.00	-6.80	48.00	64.80	16.80
Fund Balance	5,198,563.44	4,263,703.88	-332,338.74	14,730,734.81	13,962,018.54	3,494,987.61
500-00 EXPENDITURE CONTROL	0.00	0.00	-824,186.56	2,369,423.71	12,299,711.96	9,930,288.25
510-00 REVENUE CONTROL	0.00	0.00	491,847.82	10,905,589.10	1,662,306.58	-9,243,282.52
600-00 FUND BALANCE	5,198,563.44	4,263,703.88	0.00	1,455,722.00	0.00	2,807,981.88
2 - Snowmoible Trail Maintenance	0.00	0.00	0.00	128,815.36	128,815.36	0.00

General Ledger Summary Report

Fund(s): ALL

March

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ----		Balance Net
				Debits	Credits	
2 - Snowmoible Trail Maintenance CONT'D						
Assets	0.00	0.00	0.00	0.00	0.00	0.00
Liabilities	46,003.44	46,700.26	4,424.31	8,053.14	36,180.36	74,827.48
and Fund	0.00	0.00	0.00	0.00	0.00	0.00
Balances	46,003.44	46,700.26	4,424.31	8,053.14	36,180.36	74,827.48
365-11 TRAIL MAINTENANCE RESERVE	57,197.32	53,981.79	300.00	3,875.00	2,928.14	53,034.93
483-01 DUE TO FUND 1	1,081,643.63	1,085,555.98	4,674.31	0.00	33,252.22	1,118,808.20
484-01 DUE FROM FUND 1	-1,092,837.51	-1,092,837.51	-550.00	4,178.14	0.00	-1,097,015.65
Fund Balance	-46,003.44	-46,700.26	-4,424.31	120,762.22	92,635.00	-74,827.48
500-00 Expense Control	0.00	0.00	-4,674.31	29,377.22	83,383.00	54,005.78
510-00 Revenue Control	0.00	0.00	250.00	91,385.00	1,250.00	-90,135.00
600-00 Fund Balance	-46,003.44	-46,700.26	0.00	0.00	8,002.00	-38,698.26
3 - Housing Department						
Assets	0.00	0.00	0.00	244,831.71	244,831.71	0.00
Liabilities	-52,259.40	-63,375.07	6,260.59	22,537.58	39,790.13	-46,122.52
and Fund	0.00	0.00	0.00	0.00	0.00	0.00
Balances	-52,259.40	-63,375.07	6,260.59	22,537.58	39,790.13	-46,122.52
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	933,140.68	933,985.11	16,289.71	0.00	39,790.13	973,775.24
484-01 DUE TO FUND 1	-1,046,796.26	-1,058,756.36	-10,029.12	22,537.58	0.00	-1,081,293.94
Fund Balance	52,259.40	63,375.07	-6,260.59	222,294.13	205,041.58	46,122.52
500-00 Expense Control	0.00	0.00	-16,289.71	39,790.13	182,504.00	142,713.87
510-00 Revenue Control	0.00	0.00	10,029.12	182,504.00	22,537.58	-159,966.42
600-00 Fund Balance	52,259.40	63,375.07	0.00	0.00	0.00	63,375.07
4 - FSS						
Assets	0.00	0.00	0.00	78,521.38	78,521.38	0.00
Liabilities	-23,887.40	-23,469.43	5,200.26	0.00	13,206.38	-10,263.05
and Fund	0.00	0.00	0.00	0.00	0.00	0.00
Balances	-23,887.40	-23,469.43	5,200.26	0.00	13,206.38	-10,263.05
409-00 HOUSING RESERVE	18,303.00	29,638.03	0.00	0.00	0.00	29,638.03
483-01 DUE TO FUND 1	480,733.14	480,828.18	5,200.26	0.00	13,206.38	494,034.56
484-01 DUE FROM FUND 1	-522,923.54	-533,935.64	0.00	0.00	0.00	-533,935.64
Fund Balance	23,887.40	23,469.43	-5,200.26	78,521.38	65,315.00	10,263.05
500-00 Expense Control	0.00	0.00	-5,200.26	13,206.38	65,315.00	52,108.62
510-00 Revenue Control	0.00	0.00	0.00	64,455.00	0.00	-64,455.00
600-00 Fund Balance	23,887.40	23,469.43	0.00	860.00	0.00	22,609.43
5 - ECONOMIC DEV						
	0.00	0.00	0.00	440,844.15	440,844.15	0.00

General Ledger Summary Report

Fund(s): ALL
March

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ----		Balance Net
				Debits	Credits	
5 - ECONOMIC DEV CONT'D						
Assets	0.00	0.00	0.00	0.00	0.00	0.00
Liabilities	-520,763.33	-476,907.75	21,081.51	0.00	39,843.24	-437,064.51
and Fund	0.00	0.00	0.00	0.00	0.00	0.00
Balances	-520,763.33	-476,907.75	21,081.51	0.00	39,843.24	-437,064.51
473-00 DOWNTOWN TIF	233,740.42	233,740.42	0.00	0.00	0.00	233,740.42
474-00 TRAIL GROOMER RESERVE	16,896.34	16,896.34	0.00	0.00	0.00	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	3,613,282.88	3,657,138.46	21,081.51	0.00	39,843.24	3,696,981.70
484-01 DUE FROM FUND 1	-4,634,834.93	-4,634,834.93	0.00	0.00	0.00	-4,634,834.93
Fund Balance	520,763.33	476,907.75	-21,081.51	440,844.15	401,000.91	437,064.51
500-00 Expense Control	0.00	0.00	-21,081.82	39,844.15	398,763.00	358,918.85
510-00 Revenue Control	0.00	0.00	0.31	401,000.00	0.91	-400,999.09
600-00 Fund Balance	520,763.33	476,907.75	0.00	0.00	2,237.00	479,144.75
Final Totals	-5,918.10	191,627.00	-191,627.00	21,358,599.01	21,550,226.01	0.00

Expense Summary Report

Fund: 1

March

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
10 - GENERAL GOVERNMENT	979,310.00	73,721.62	192,251.54	787,058.46	19.63
17 - HEALTH & SANITATION	267,238.00	22,225.00	66,675.00	200,563.00	24.95
18 - MUNICIPAL BUILDING	79,375.00	8,363.93	19,220.06	60,154.94	24.21
20 - GENERAL ASSISTANCE	48,591.00	3,350.58	7,309.41	41,281.59	15.04
22 - TAX ASSESSMENT	265,729.00	13,473.39	33,836.33	231,892.67	12.73
25 - LIBRARY	298,130.00	29,120.50	65,039.20	233,090.80	21.82
31 - FIRE/AMBULANCE DEPARTMENT	2,589,623.00	203,200.60	586,499.75	2,003,123.25	22.65
35 - POLICE DEPARTMENT	2,078,121.00	146,215.51	428,116.57	1,650,004.43	20.60
38 - PROTECTION	382,200.00	31,691.03	95,063.61	287,136.39	24.87
39 - CARIBOU EMERGENCY MANAGEMENT	15,357.00	389.07	928.42	14,428.58	6.05
40 - PUBLIC WORKS	2,925,166.00	204,012.41	610,329.59	2,314,836.41	20.86
50 - RECREATION DEPARTMENT	671,507.00	61,064.93	166,775.41	504,731.59	24.84
51 - PARKS	193,260.00	13,025.92	34,952.76	158,307.24	18.09
60 - AIRPORT	95,551.00	8,415.34	20,837.01	74,713.99	21.81
61 - CARIBOU TRAILER PARK	2,042.00	417.94	633.40	1,408.60	31.02
65 - CEMETERIES	6,750.00	0.00	0.00	6,750.00	0.00
70 - INS & RETIREMENT	90,370.00	3,859.46	10,704.36	79,665.64	11.85
80 - UNCLASSIFIED	38,275.00	1,639.33	2,114.33	36,160.67	5.52
85 - CAPITAL IMPROVEMENTS	1,244,980.00	0.00	0.00	1,244,980.00	0.00
Final Totals	12,271,575.00	824,186.56	2,341,286.75	9,930,288.25	19.08

Expense Summary Report

Fund: 2
March

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
52 - SNOWMOIBLE TRAIL MAINTENANCE	83,383.00	4,674.31	29,377.22	54,005.78	35.23
Final Totals	83,383.00	4,674.31	29,377.22	54,005.78	35.23

Expense Summary Report

Fund: 3
March

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
24 - HOUSING	182,504.00	16,289.71	39,790.13	142,713.87	21.80
Final Totals	182,504.00	16,289.71	39,790.13	142,713.87	21.80

Expense Summary Report

Fund: 4
March

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
96 - SECTION 8 - FSS PROGAM	65,315.00	5,200.26	13,206.38	52,108.62	20.22
Final Totals	65,315.00	5,200.26	13,206.38	52,108.62	20.22

Expense Summary Report

Fund: 5
March

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
11 - ECONOMIC DEVELOPMENT	341,077.00	17,257.71	30,160.83	310,916.17	8.84
12 - NYLANDER MUSEUM	57,686.00	3,824.11	9,683.32	48,002.68	16.79
Final Totals	398,763.00	21,081.82	39,844.15	358,918.85	9.99

Revenue Summary Report

Fund: 1

March

Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
10 - GENERAL GOVERNMENT	7,541,135.00	201,547.35	901,901.06	6,639,233.94	11.96
20 - GENERAL ASSISTANCE	17,150.00	1,767.16	3,874.53	13,275.47	22.59
22 - TAX ASSESSMENT	1,103,030.00	0.00	0.00	1,103,030.00	0.00
23 - CODE ENFORCEMENT	4,500.00	200.00	455.00	4,045.00	10.11
25 - LIBRARY	5,000.00	616.70	1,098.90	3,901.10	21.98
31 - FIRE/AMBULANCE DEPARTMENT	1,595,732.00	81,407.41	426,001.70	1,169,730.30	26.70
35 - POLICE DEPARTMENT	68,762.00	823.00	2,027.00	66,735.00	2.95
39 - CARIBOU EMERGENCY MANAGEMENT	2,400.00	0.00	600.00	1,800.00	25.00
40 - PUBLIC WORKS	219,697.00	11,616.16	34,848.48	184,848.52	15.86
50 - RECREATION DEPARTMENT	15,600.00	695.00	5,005.00	10,595.00	32.08
51 - PARKS	220.00	0.00	0.00	220.00	0.00
60 - AIRPORT	44,500.00	1,548.04	5,131.81	39,368.19	11.53
70 - INS & RETIREMENT	6,500.00	0.00	0.00	6,500.00	0.00
Final Totals	10,624,226.00	300,220.82	1,380,943.48	9,243,282.52	13.00

Revenue Summary Report

Fund: 2
March

Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
52 - SNOWMOIBLE TRAIL MAINTENANCE	91,385.00	250.00	1,250.00	90,135.00	1.37
Final Totals	91,385.00	250.00	1,250.00	90,135.00	1.37

Revenue Summary Report

Fund: 3
March

Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
24 - HOUSING	182,504.00	10,029.12	22,537.58	159,966.42	12.35
Final Totals	182,504.00	10,029.12	22,537.58	159,966.42	12.35

Revenue Summary Report

Fund: 4

March

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

Revenue Summary Report

Fund: 5
March

Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
11 - ECONOMIC DEVELOPMENT	400,000.00	0.00	0.00	400,000.00	0.00
12 - NYLANDER MUSEUM	1,000.00	0.31	0.91	999.09	0.09
Final Totals	401,000.00	0.31	0.91	400,999.09	0.00

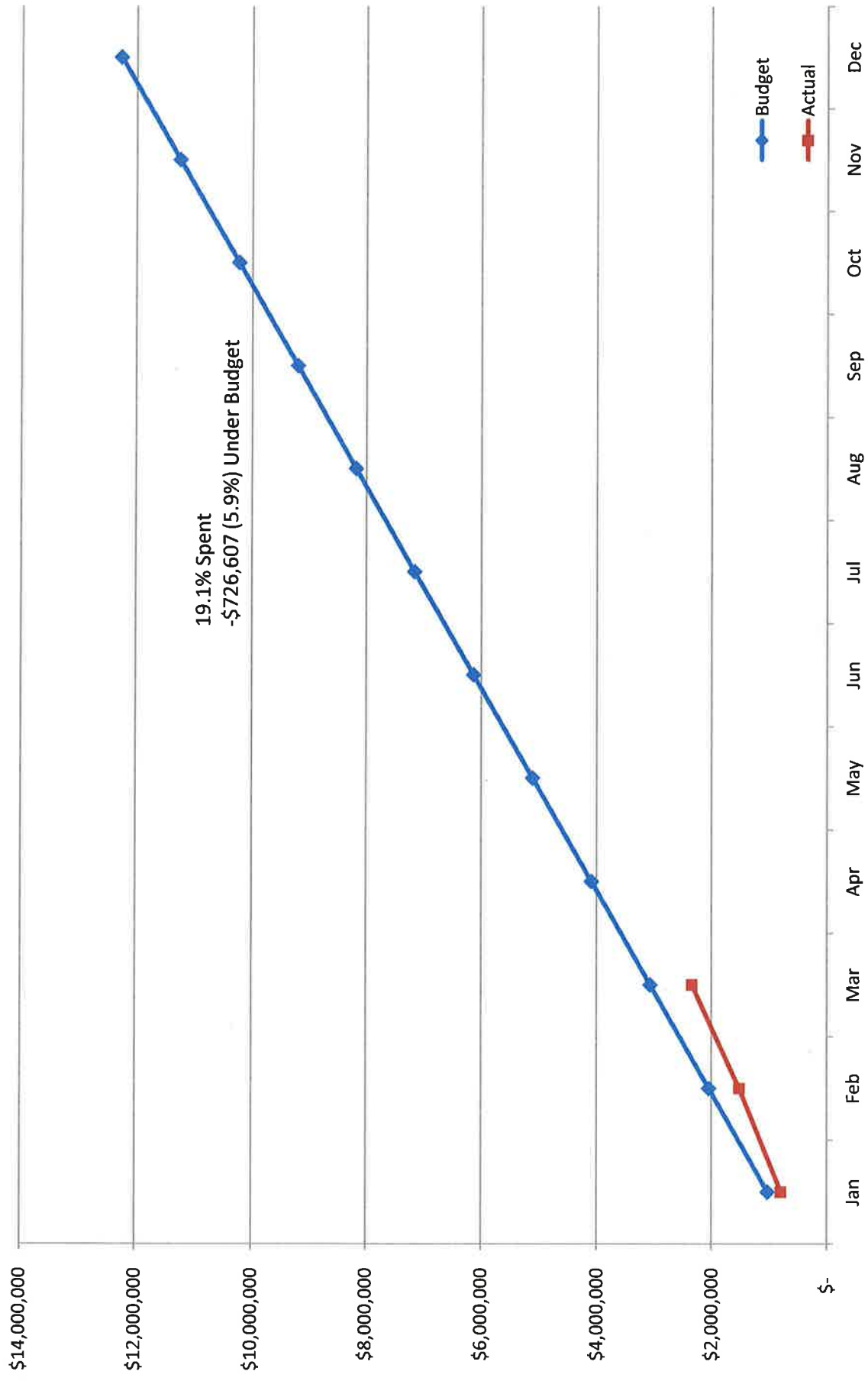
City of Caribou
Investment Report
March

Financial Institution	Investment & Type	Purchase/Reinvest Date	Maturity Date	Length (Days)	Purchase Price	Interest Rate	Estimated Earnings	Amount Int Rec During Period	Market Value
Machias Savings Bank	General Checking Acct					3.00%		53,310.42	5,946,750.96
Machias Savings Bank	Section 125 Checking Acct					3.00%		1,397.06	123,300.47
Machias Savings Bank	American Rescue Plan Act Checking Acct					3.00%		4,317.62	444,452.59
ACFS & Loans	Retirement Saving Acct					4.35%		11,019.17	1,500,427.14
ACFS & Loans	Retirement Saving Acct Secured					2.00%		5,509.58	1,500,000.00
Norstate Federal Credit Union	Certificate of Deposit	9/13/2023	9/13/2024	365	245,000.00	4.90%	12,002.55	3,049.22	251,686.24
County Federal Credit Union	Certificate of Deposit	9/18/2023	9/18/2024	365	175,000.00	4.80%	8,406.65	2,136.00	179,569.03
TD Bank	Certificate of Deposit	9/28/2023	9/28/2024	365	245,000.00	5.55%	13,597.50	3,390.06	251,984.06
Machias Savings Bank	RLF #10 Checking Acct (Loan fund Adm By CDBG) (Originated from State of Maine Grant)					3.00%		1,855.63	249,949.41

Trust Funds	Investment & Type	Purchase/Reinvest Date	Maturity Date	Length (Days)	Purchase Price	Interest Rate	Estimated Earnings	Amount Int Rec During Period	Market Value
ACFS & Loans	Dr. Cary Cemetery (Savings acct)					0.20%		0.52	1,023.79
ACFS & Loans	Clara Piper Mem Fund (Savings Acct)					0.20%		0.35	676.93
ACFS & Loans	The Roderick Living Trust (Money Market)	5/4/2017			21,810.76	1.20%		59.40	11,491.57
ACFS & Loans	Hamilton Library Trust (CD)	9/25/2021	9/25/2024	1095	1,868.91	0.90%	50.46	4.37	1,919.81
ACFS & Loans	Knox Library Trust (CD)	4/13/2023	4/13/2028	1825	3,559.22	4.10%	729.64	38.23	3,708.36
ACFS & Loans	Knox Library Trust (CD)	4/8/2023	4/8/2024	365	6,911.07	3.95%	272.99	74.24	7,200.20
ACFS & Loans	Jack Roth Library Trust(CD)	4/13/2023	4/13/2028	1825	14,302.37	4.10%	2,931.99	149.52	14,502.05
County Federal Credit Union	Dorothy Cooper Scholarship (CD)	7/19/2023	7/19/2024	365	49,925.20	4.05%	2,021.97	495.60	49,333.71
County Federal Credit Union	Philip Turner Library Mem(CD)	10/30/2023	10/30/2024	365	9,285.47	5.00%	464.27	93.42	7,541.51
Machias Savings Bank	Margaret Shaw Library Mem(CD)	3/2/2023	3/2/2025	730	13,170.91	4.55%	1,198.55	155.45	13,782.35
Machias Savings Bank	Gordon Robertson Mem(CD)	3/2/2024	3/2/2026	730	12,150.09	4.50%	1,093.51	141.21	12,192.10
ACFS & Loans	Memorial Investment(CD)	3/13/2024	6/12/2024	91	6,296.98	0.95%	14.91	14.55	6,296.98
Machias Savings Bank	G. Harmon Memorial(CD)	3/2/2024	3/2/2026	730	7,154.19	4.50%	643.88	83.15	7,178.93
County Federal Credit Union	Ken Matthews Scholarship(CD)	11/24/2023	5/24/2024	180	7,722.83	3.75%	142.82	72.82	7,825.86
Machias Savings Bank	Barbara Brewer Fund(CD)	3/2/2023	3/2/2025	730	5,596.91	4.55%	509.32	66.31	5,878.66

*Market Value does not reflect interest received due to the fact that interest will be received quarterly and recorded as a revenue
 **Checking Value does not reflect interest received due to the fact that interest will be received monthly and recorded as a revenue

City of Caribou
 2024 Expense Budget - General Fund
 As of 31 Mar 24





**City Manager's Report
April 22, 2024**

Economic Projects

River Front - Powerplants	EPA CERCLA action planned to start in May.
Broadband Initiative	An email from the Maine Connectivity Authority that states that they are close to a contract with Charter for the communities that were covered in the ReachMe grant award from April 2023.
Ogren Dump Solar Project	No new updates.
Events and Marketing	The next event is the Spring Runoff on Saturday May 11. You can contact the Recreation department for more details. The City Wide Yard Sale is May 17 to 19. Also, many folks have asked about the annual brush removal program. It will be May 6 - May 9. There will only be one pass through each neighborhood. Rural residents should call for pick-up to 493-4211.
Landbank	This was discussed at the last meeting. Waiting to see what happens on the state level.
Chapter 13 Rewrite	The Planning Board has asked staff to work up a time line for getting changes to a Public Hearing.
Federal American Rescue Plan Act	The two applications to the Aroostook County ARPA matching grant were approved.
Blight Cleanup	No new updates
Birdseye Cleanup	No new updates.
Caribou Development Committee	Met on April 17. Dates being scheduled for some follow-up events.
River Front - Master Plan	No new updates
Facade Improvement Program	On tonight's agenda
Aldrich ATV/Snowmobile Storage	No new updates.
Caribou Economic Growth Council	No new updates.
Business Outreach	Met with several business owners during the facade improvement grant application process.

Other Administrative Projects

Tax Acquired Property Policy	No new updates.
Nylander	No new updates.
Fire Structural Work	No new updates.
Fire Station Renovations	No new updates.
Police Station	S W Cole has submitted their geotechnical report for the police station site.
River Road	No new updates.
Investment Policy	No new updates.
Trailer Park Closure	No new updates.
Cable Franchise Renewal	No new updates.
Airport	The bids are in for the apron project. Soderberg Construction of Caribou was the low bidder.
Personnel Policy	No new updates.
New LED Street lights	No new updates.
Comp Plan Update	The Planning Board has asked staff to work up a time line for getting a draft of the 2024-2034 Comprehensive Plan.
LD 2003 Implementation	Planning Board received a document for their review from NMDC.
15 Prospect Street	No new updates.
Water Street Fire	No new updates.
Age-Friendly Efforts	No new updates.
Personnel Changes	No new updates.
DOT Village Partnership	No new updates.
Aroostook Waste Solutions	Meeting held on April 19.
Cary Medical Center	The 100th anniversary of Jefferson Cary's vision for a Caribou community hospital will be celebrated in 2024.
Other Updates	Thank you to everyone for your work to get through another winter. Bring on the Spring!

Looking Ahead to Setting the 2024 Tax Rate

The total amount to be raised from property taxes includes:

Municipal Appropriations

*Amount needed to fund all city departments and is reduced by the revenues raised by the city which includes excise tax and state funds like Revenue Sharing and the exemption reimbursements like homestead, business equipment, etc.

*The City Council approves the expense and revenue budgets after a public hearing. This was set in March per city charter. The City Council may not increase the annual expense budget after

School Funding

*Amount to operate the RSU#39, Stockholm 4.39% and Caribou 95.61%. This amount is reduced by the State Aid to Education.

*The School Board sets the school budget and it goes first to a District Budget meeting where the warrant articles for each cost center are approved. Then the budget is sent to a validation vote.

*2024-2025 Budget dates: Wednesday May 22 for the District Budget Meeting & Tuesday June 11 for the Budget Validation vote.

*The assessors for the City must raise the amount billed to the City by the RSU.

City portion of County Tax

*The Aroostook County budget is apportioned to all areas of Aroostook by the equalized state valuation. It includes amounts to operate county operations which is a distinct and separate budget from the county jail budget. Caribou is third, behind the Unorganized Townships & the City of Presque Isle for County taxes assessed.

*The County Commissioners and the County Finance Committee work to prepare and approve these budgets. This year, the County is transitioning to a fiscal year & will send out for 18 months of County Tax.

*The Public Hearing on the 12-month budget will be on Tuesday May 14. Comments from the public can be submitted until 3 pm that day.

*The assessors for the City must raise the amount billed to the City by the County.

To determine the amount to be raised, the total amount to be raised from property taxes (combine the amounts above) by the taxable valuation in Caribou (both real estate and business personal property).

Using the most recent 2023 tax year as an example: The total taxable valuation in Caribou was \$470,220,059. The amount of tax for commitment was: \$9,169,291. The tax rate was .0195 or a “mil rate” of 19.5. If you are wondering, a “mil” is 1/1000 of valuation or \$470,220.059, so a “mil rate” of 19.5 means the City raised 19.5 “mils” ($\$470,220.059 \times 19.5 = \$9,169,291$).



MEMO

TO: Caribou City Council Members
FROM: Penny Thompson, City Manager
DATE: April 22, 2024
RE: Snow Removal Contract Agreement for Unorganized Territory of Connor Township

The County of Aroostook has sent the attached Snow Removal Contract Agreement for Unorganized Territory of Connor Township for a three-year period of July 1, 2024 to June 30,2027.

Suggested action:

To accept the attached contract, please make a motion to approve the Snow Removal Contract Agreement for Unorganized Territory of Connor Township for a three-year period of July 1, 2024 to June 30,2027.

Second. Discuss. Vote

County of Aroostook

COMMISSIONERS' OFFICE

COUNTY ADMINISTRATOR

RYAN D. PELLETTIER

COMMUNITY SERVICES DIRECTOR

PAUL G. BERNIER



COUNTY COMMISSIONERS

PAUL J. UNDERWOOD
PRESQUE ISLE

NORMAN L. FOURNIER
WALLAGRASS

WILLIAM T. DOBBINS
HOULTON

April 9, 2024

Dave Ouellette, Public Works Director
City of Caribou
25 High Street
Caribou, ME 04736-2710

Dear Mr. Ouellette:

As per our recent phone conversation, enclosed please find the proposed new three (3) year Snow Removal Contract Agreement from the County of Aroostook to the City of Caribou for snow removal services in the Unorganized Territory of Connor Township.

This agreement represents the three (3) year period of **July 01, 2024 to June 30, 2027**, and represents a 3% increase per year. I would ask that you review the proposal and submit to your City officials for their review. Should all be in approval, please have the agreement signed and dated where indicated and return to my office. I will then make a recommendation to the County Commissioners for their approval, followed by the County Administrators signature. A copy of the completed agreement will then be mailed back to your attention.

Should you have any questions, please do not hesitate to contact me at 493-3318 or by e-mail at paul@aroostook.me.us.

Sincerely,

Paul Bernier
Community Services Director

Cc: File
Encl: Contract

SNOW REMOVAL CONTRACT

Township

Connor

The Aroostook County Administrator acting in his capacity as Municipal Official for the Unorganized Territory of **Connor** hereinafter referred to as the "County", enters into an agreement with the **City of Caribou** in accordance with the vote of said Municipal Officials at a regular meeting held on _____, 2024, hereinafter referred to as the "Contractor" for the removal of snow and ice from the roads hereinafter described and designated under the following terms:

1. The Contractor agrees to remove snow accumulating from snowfall or drifting, and centerline ice on the following roads:

<u>Road</u>	<u>MDOT Inventory Number</u>	<u>Mileage</u>
Madawaska Road	SA 4	1.07
Beaulieu Road	SA 5	3.85
West Gate/Haney Roads	T.W. #534	3.27
Madawaska Road	T.W. #421	1.28
Cote Road	T.W. #409	1.32
Sheen Road	T.W. #602	0.65
Dubay Pit Road	T.W. #624	0.29
Adams Road	T.W. #2209	<u>0.27</u>
TOTAL MILES		12.00

2. The Contractor agrees to furnish adequate equipment and manpower necessary to perform the work specified to the satisfaction of the County.
3. The Contractor shall perform the duties required in this contract from the beginning of snow 2024 to the end of snow 2027.
4. The Contractor will commence plowing and sanding operations when snow on the road surface has reached a maximum depth of two (2) inches, either from actual snowfall or drifting caused by wind, and continue same until the roads are cleared of snow to the outside of the road shoulders.
5. The Contractor agrees to provide sufficient sand and salt for operations required by this contract. The County estimates that a minimum of 100 cubic yards of sand will be necessary for each centerline mile of road,
 - A. Maximum gradation of sand shall be one (1) inch, and all sand will be screened to that size prior to use on the road.
 - B. Contractor shall mix between 90 and 110 pounds of salt with each cubic yard of sand before the sand is stockpiled.

- C. Sanding trucks shall be equipped with either tailgate or hopper sanders, which are capable of regulating the amount of sand/salt spread per mile to ensure evenness of application.
 - D. Contractor shall pay particular attention to the sanding of hills, curves, and intersections, and to apply extra sand/salt to such locations when necessary.
 - E. Contractor is responsible for the selection of a suitable site for the salt/sand stockpiles. By execution of this contract, the Contractor warrants that the salt/sand stockpiles are in compliance with all local, County, State, and Federal environmental rules, regulations, and statutes. The Contractor agrees to indemnify the County for any liability, claims, demands, causes or action or damages incurred as a result of the use of or stockpiling of salt/sand.
 - F. Contractor agrees to have all mixed sand/salt stockpiled by November 1st of every year of the contract.
 - G. The Contractor to prewet the salt and sand mixture with a 32% liquid calcium solution (*or approved equivalent*) over paved areas of the roads when the air temperature falls below 10 degrees Fahrenheit. The liquid should be applied at a rate of 5 to 6 gallons per cubic yard of salt and sand.
6. The Contractor shall have and maintain Compensation Insurance, General Liability Insurance, and Vehicle Liability Insurance during the life of the Contract in the following amounts, or in accordance with the Maine Tort Claims Act, if applicable:

Compensation Insurance:		As required by law
General Liability:	Bodily Injury	\$1,000,000.00
	Property Damage	\$1,000,000.00
Vehicle Liability:	Single Occurrence	\$1,000,000.00
➤ Workers' Compensation:	Each Accident	\$500,000.00 (or)
➤ Workers' Compensation State of Maine Approval Predetermination Status		

The Contractor shall furnish the Aroostook County Commissioners with the required Certificates of Insurance, with a minimum of that amount stated above. **SAID CERTIFICATES OF INSURANCE, IN ADDITION TO THE AMOUNT OF COVERAGE, SHALL CARRY A STATEMENT WORDED AS FOLLOWS:** In the event of Cancellation or Expiration of any of the foregoing policies, ten (10) days written notice by the Insurance Company shall be mailed to the Aroostook County Commissioners.

The Insurance Requirements for the Contractor shall also apply to any and all subcontractors hired by the Contractor.

The Contractor agrees to maintain liability insurance to protect it from personal injury, death or property damage claims which may arise from snow removal and sanding operations under this contract. The Contractor further agrees to indemnify, assume the defense of, and save harmless

the County, its agents and employees from liability, actions claims or damage for wrongful death, personal injury or property damage suffered by any person or association, which results from the willful or negligent action or inaction of the Contractor in the performance of duties, and the work performed under this contract.

7. If the Contractor is in violation of any of the terms of this contract, or if the County or its representative is of the opinion that work described in this contract is being performed unsatisfactorily, the County shall notify the Contractor by certified mail setting forth the basis for the County's complaint. Upon receipt of such notice, the Contractor shall have ten (10) days to comply with the terms and conditions of this contract or rectify the unsatisfactory work. If at the expiration of the ten (10) day period, the County's representative is dissatisfied with the Contractor's performance, or the Contractor is not in compliance with the terms of this contract, the County will, by certified mail, notify the Contractor to discontinue all work to be performed under this contract. The County may thereupon, by contract, or otherwise complete the work, and the Contractor or its surety shall be liable for costs that exceed the rate provided in this contract. Such charges shall be deemed liquidated damages.
8. In consideration of the faithful performance of this work as set forth above, the County agrees to pay the Contractor the annual sum, for the 12 total miles of road covered by this contract;

July 01, 2024 to June 30, 2025	\$71,788.00
July 01, 2025 to June 30, 2026	\$73,942.00
July 01, 2026 to June 30, 2027	\$76,160.00

9. This agreement shall be in effect for three (3) years from **July 1, 2024 to June 30, 2027**. The County and Municipality shall review this agreement at the end of each anniversary date and either the County or the Contractor, by vote of their respective officials, can terminate this contract upon ninety (90) days written notice to the other party. At any given time during the term of the contract, in cases of unforeseen circumstances that may have a negative impact on either the Contractor or the County, this contract can be terminated by either the County or the Contractor by vote of their respective officials upon ninety (90) days written notice to the other party.
10. A payment schedule of six (6) separate monthly installments shall be paid annually, beginning in **November 2024** and ending in **April** of the ensuing year, for the term of the three (3) year contract. Payments shall be made in November, December, January, February, March, and April as part of the regular Unorganized Territory warrant schedule, typically on the third Wednesday of the month. Copies of the warrant schedule can be made available if requested.

IN WITNESS WHEREOF, the parties to these presents have executed this contract each of which will be deemed an original on the _____ day of _____ 2024.

WITNESS

OFFICIALS OF CARIBOU

WITNESS

Ryan D. Pelletier, County Administrator

Filed with Fiscal Administrator _____, 2024



MEMO

TO: Caribou City Council Members
FROM: Penny Thompson, City Manager
DATE: April 22, 2024
RE: Maine DOT Mill & Fill, 1 ¼” Overlay, Project No. 26065.00, 26067.00, 26430.00
Construction Overlimit Permit request

The State of Maine is working on a Mill & Fill Overlay project. This project is primarily in Fort Fairfield but there is a small portion in Caribou. The Maine Department of Transportation is requesting that the municipal officials grant a construction overlimit permit for the project.

Suggested action:

To accept the Construction Overlimit Permit request for the Maine DOT Mill & Fill, 1 ¼” Overlay, Project No. 26065.00, 26067.00, 26430.00, please make a motion to approve the Construction Overlimit Permit request for the Maine DOT Mill & Fill, 1 ¼” Overlay, Project No. 26065.00, 26067.00, 26430.00.

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 Clerk
Re: City of Caribou
25 High Street
Caribou, Maine 04736

4/16/2024

Subject: Mill & Fill, 1 ¼” Overlay
Project No.: 26065.00, 26067.00, 26430.00
Location: Fort Fairfield - Caribou
Roadway: US Route 1A, Route 161

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 207 624-3410.

Sincerely,

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

Please 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 No.: 2606500, 2606700,
26463.00

Location: Caribou

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 use overweight equipment and 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 MaineDOT 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

Construction Areas located in the Town of Fort Fairfield and the City of Caribou have been established by the Maine Department of Transportation (MDOT) in accordance with provisions of 29-A § 2382 Maine Revised Statutes Annotated (MRSA).

The section of highway under construction in Aroostook County:

Project 2606500 is located on Route 161 in Fort Fairfield beginning at US Route 1A and extending southeast 1.20 miles. Also, includes ramps to US Route 1A.

Project 2606800 is located on US Route 1A in Fort Fairfield beginning 0.05 of a mile north of McShea Siding Road and extending northeast 1.04 miles.

Project 2643000 is located on Route 161 beginning in Fort Fairfield at US Route 1A and extending northwest 6.20 miles. Includes 0.03 of a mile on Route 161S in Caribou.

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 Town of Fort Fairfield and 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 town 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.