

**Calais City Council – Calais City Building  
January 25, 2024 - Call to Order – 6:00 pm  
Pledge of Allegiance – Moment of Silence**

**Mayor:** *Arthur Mingo*

**Councilors:**

*Elery Beale  
James Macdonald  
Kevin Niles  
William Quinn  
Marcia Rogers  
Michael Sherrard*

**1. Consent Agenda**

- A. Previous Minutes (pages 2-10)*
- B. Treasurer's Warrants City through January 24, 2024* \$
- C. Treasurer's Warrants School through January 24, 2024* \$
- D. Treasurer's Warrants Water through January 24, 2024* \$

**2. Public Hearing**

- A. Medical Marijuana License Renewal-Smoke On The Water (pages 11-14)*
- B. Medical Marijuana License Renewal-The Higher Class (pages 15-18)*

**3. Old Business**

- A. City Manager's Report*
- B. Follow Ups (pages 19-21)*
- C. Committee Reports*
  - 1. Finance Committee- Sherrard*
  - 2. Property Committee- Niles*
  - 3. Public Safety Committee- Macdonald*
  - 4. Public Works Committee- Quinn*
  - 5. School Liaison Committee- Rogers*
  - 6. Economic/Community Development Committee- Niles*
  - 7. Welfare Committee-Beale*
- D. New Voting Booths*

**4. Opportunity for Public Input on New Business Agenda Items**

**5. New Business**

- A. Medical Marijuana Caregiver Retail Store Application*
- B. Review of Current FY 23/24 General Fund Budget (pages 22-32)*
- C. Police Department METRO/CJIS System Policy (page 33)*
- D. Water/Sewer Easement Release-195 Main St (pages 34-36)*
- E. Fire Dept.-Acceptance of Annual Forestry Grant Funds*
- F. City Generator and Well Project Bid (pages 37-41)*

**6. Executive Session**

- A. Personnel Matter pursuant to MRSa Title 1, §405(6)(a)*

CALAIS CITY COUNCIL  
January 11, 2024

The first regular monthly meeting of the Calais City Council was held this date in the Council Chambers of the Calais City Building at 6:00 p.m.

Present was Mayor Mingo presiding over Councilors Sherrard, Rogers, Beale, Quinn, and Macdonald.

On a motion by Councilor Quinn and a second by Councilor Beale, it was unanimously voted to approve the following consent agenda:

- A. Previous Minutes*
- B. Approval of Monthly Departmental Reports*
- C. Approval of Chase Fund for January \$150*
- D. Treasurer's Warrants City through January 10, 2024*  
*\$ 470,851.74*
- E. Treasurer's Warrants School through January 10, 2024*  
*\$ 887,393.67*
- F. Treasurer's Warrants Water through January 10, 2024*  
*\$ 41,390.67*
- G. Road Toll Schedule for 2024*
- H. Perpetual Care-Brownell Lot*
- I. Liquor License Renewal-St. Croix Club Inc.*
- J. Liquor License Renewal-King China Restaurant*

Mayor Mingo then called for a public hearing to consider the repeal of the Refuse Collection Ordinance and amendments to the Solid Waste Disposal Areas and Snow Removal ordinances. After a time of public comment, the public hearing was closed. Councilor Rogers then made a motion to repeal the Refuse Collection Ordinance. Councilor Quinn seconded. All were in favor. A motion was then made by Councilor Quinn to amend the Snow Removal Ordinance as presented. Councilor Macdonald seconded. All were in favor. Lastly, Councilor Quinn made a motion to amend the Solid Waste Disposal Areas ordinance as presented. Councilor Macdonald seconded the motion. All were in favor.

**See Insert-Repealed and Amended Ordinances**

The City Manager then gave his report. He offered condolences on behalf of the City to Library Director Joyce Garland on the passing of her husband.

Attendance

Consent Agenda

Public Hearing-Repeal of  
Refuse Collection Ordinance  
and amending of Waste  
Disposal Areas and Snow  
Removal Ordinances

City Manager's Report

For follow up items, Councilor Rogers asked to add a review of the current budget to the next meeting's agenda.

For committees, none of them had met between council meetings. The School Liaison Committee will meet on January 24<sup>th</sup> @5pm at the high school library. The Economic/Community Development committee is meeting on January 25<sup>th</sup> @5pm and the Public Safety Committee is going to meet on February 8<sup>th</sup> @5pm.

### **New Business**

The first items of new business were the scheduling of some public hearings. Public hearings were scheduled for January 25<sup>th</sup> to consider Medical Marijuana License renewals for both Smoke On The Water and The Higher Class. A Public Hearing was also scheduled for February 8<sup>th</sup> to consider amending the city's Junk Yard Ordinance.

Next the council considered a request from the Riverview Restaurant & Lounge to allow outdoor seating on the sidewalk in front of their business and an extension of their liquor license to include that seating area. Councilor Rogers made a motion to approve the request. Councilor Macdonald seconded the motion. All were in favor.

Next, Councilor Beale presented information on the Connectivity Hubs Grant Program. After discussion, Councilor Sherrard made a motion to start the grant application process. Councilor Quinn seconded. All were in favor.

The next topic on the agenda was the purchase of new voting booths. This item was tabled for the time being.

Fire Chief Lee then made a request for permission to apply for a grant for the Fire Department. Councilor Sherrard made a motion to grant the request. Councilor Quinn seconded. All were in favor.

Lastly, the council discussed reviewing and possibly amending the City's Medical Marijuana Ordinance. It was decided to schedule a public hearing for February 8<sup>th</sup> regarding the matter.

Follow Ups

Committee Reports

Scheduling of Public Hearings

Outdoor Seating Request-  
Liquor License Extension

Connectivity Hubs Grant  
Application

New Voting Booths

Fire Department Grant  
Application

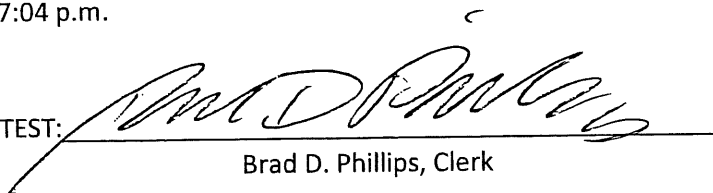
Medical Marijuana  
Ordinance Review

**Other topics discussed with no action taken included:**

- Recap of area damage from the storm on 12/18/23
- Flood Insurance Coverage
- Thank you to the line-workers and staff at EMEC for an outstanding job during the recent storms
- Thank you to the Public Works department and other city employees for their efforts during the recent storms
- Ideas for increased DBU awareness
- Thank you to department heads for monthly reports
- Update on Calais Rec Programs and thank you to Rec Director Morrison

There being no further business to come before the City Council at this time, it was moved by Councilor Sherrard, seconded by Councilor Quinn, and unanimously voted to adjourn this meeting at 7:04 p.m.

ATTEST:

A handwritten signature in black ink, appearing to read "Brad D. Phillips", is written over a horizontal line.

Brad D. Phillips, Clerk

Roundtable

## **REFUSE COLLECTION ORDINANCE**

### **4-341 Preamble**

The City Council finds that the regulation of commercially operated refuse collection services is necessary to the public health and safety of the City.

### **4-342 Definitions**

- (a) Commercial Refuse Collector: An individual, partnership, firm or corporation removing and transporting any forms of solid waste from any residential, commercial, or industrial facility or property within the City for a valuation consideration.
- (b) Refuse: As used in this Ordinance, refuse includes all forms of solid waste, including, but not limited to, garbage, rubbish, and ashes. It does not include human or animal waste materials.
- (c) Solid Waste: Garbage, consisting of: wastes from the preparation, cooking and consumption of food; market refuse, waste from the handling, storage and sale of produce; rubbish consisting of: combustible rubbish, such as paper, cartons, boxes, barrels, wood and excelsior, tree branches, yard trimmings, wood furniture and bedding; noncombustible rubbish such as metals, tin cans, metal furniture, dirt, glass crockery, and other mineral refuse; ashes, consisting of residue from fire used for cooking, and for heating buildings; street refuse, consisting of street sweeping, dirt, leaves, catch basin dirt and contents of litter receptacles; dead animals, small and large; abandoned automobiles; industrial refuse, consisting of: solid wastes resulting from industrial processes and manufacturing, such as: food processing wastes, boiler-house cinders, lumber scraps and shavings, and metal scraps and shavings.

### **4-343 License Requirement**

It shall be unlawful for any person, partnership, firm or corporation to engage in commercial refuse collection without first obtaining a license from the City.

### **4-344 License Application Procedure**

- (a) The license year shall run from January 1st each year.
- (b) The City Clerk shall be the licensing agent for the City.
- (c) The application shall include full identification of the applicant, year and model of all vehicles to be used, gross weight of truck and chassis, type of collection container and method of collection together with such other relevant information as the City may require.
- (d) The annual license fee shall be \$100.00 plus \$0.0025 times the total gross weight of all collection vehicles. If the gross weight total exceeds 30,000 pounds, the fee shall be \$100.00 plus \$0.0010 times the total gross weight of all collection vehicles.
- (e) Licenses shall be transferable only with the approval of the licensing agent.

### **4-345 Collection Vehicles**

- (a) Collection vehicles shall be completely enclosed to prevent the escape or loss of waste material from the vehicle.
- (b) Collection vehicles used to transport enclosed refuse collection containers need not to be further enclosed themselves.

#### **4-346 Use of Municipal Landfill Areas**

Commercial refuse collectors shall comply fully with all regulations governing the use of any municipal landfill area. Failure to comply with such regulations, shall be sufficient grounds for suspension or revocation of license.

No Commercial Refuse Collector shall deposit any refuse or solid waste in any Calais sanitary landfill from any other place outside the City of Calais without the prior approval of the Calais City Council as evidenced by a written certificate duly attested by the Calais City Clerk and indicating the area, towns, plantations or unorganized towns from which such refuse or solid waste may originate and be deposited in Calais. Any violation shall be sufficient cause for revocation of the license of the Commercial Refuse Collector involved.

Upon request of the City Manager at any time any Commercial Refuse Collector licensed in Calais shall promptly furnish to the City Manager his, her, or its collection schedules in writing, disclosing all collection activities outside Calais. Such information shall be considered confidential and not disclosed to other Collectors nor to the public at large but may be used as evidence in any involving deposit of refuse or solid waste in any Calais sanitary landfill area.

#### **4-347 Regulations**

The City Clerk is authorized to promulgate regulations, subject to the prior approval of the City Council, to aid in the enforcement of this Ordinance.

#### **4-348 Supervision and Enforcement**

The City Police Department shall be responsible for the enforcement of this Ordinance. The Public Works Department shall aid in the supervision of commercial refuse collectors using municipal landfill areas.

#### **4-349 Appeal Procedure**

Any applicant or licensee aggrieved by a decision, interpretation, or other act of the City Clerk, may appeal to the City Council.

#### **4-350 Suspension or Revocation of License**

A commercial refuse collection license may be suspended or revoked for violation of any provision of this Ordinance by the City Clerk. Suspensions shall be for a definite period and shall be stayed during the pendency of any appeal. The penalty of revocation shall be used only for substantial and intentional violations or in the case of second offenses.

#### **4-351 Penalty**

Conviction of a violation under Section 4-343, shall be punishable by a fine of not more One Hundred Dollars (\$100.00) to be recovered for the use of the City. Each day of operation shall constitute a separate violation.

#### **4-352 to 4-359 Reserved**

**Adopted:**

**Amended:**

**Repealed: 1/11/2024**

## **ORDINANCE TO REGULATE PUBLIC SOLID WASTE DISPOSAL AREAS**

### **4-321**

The City Council shall designate certain areas as solid waste disposal areas where rubbish may lawfully be deposited.

### **4-322**

The use of any public solid waste disposal area located in the City of Calais, shall be restricted to the dumping of rubbish by persons having their residence in said City of Calais. The City Council may, however, enter into inter-local agreements with other communities for solid waste disposal which would permit residents of those communities to utilize the solid waste disposal area.

### **4-323**

The hours of operation of opening and closing the solid waste disposal area will be the responsibility of the City Council of the City of Calais. They are further authorized to regulate, and control said waste disposal areas in a manner deemed to be in the best interest of the citizens of Calais.

### **4-324**

The term rubbish is defined to mean all waste material commonly known by that terminology, excluding bodies of animals or fish, excreta of animals or birds, or any object of that nature. Any material of a questionable nature will be dumped at the solid waste disposal area only after prior authorization of the Public Works Director.

### **4-325**

The City Council has the authority to require all vehicles disposing of rubbish at the solid waste disposal area to display a '*Solid Waste Disposal Permit*' on the front windshield or driver's window of each vehicle. The Council will regulate the distribution of permit and distribute the permit to each resident for each vehicle owned by said resident.

### **4-326**

Signs, posters, or any other public property used in the control of the solid waste disposal area shall not be defaced or destroyed in any manner.

### **4-327**

An attendant shall be employed at the Solid Waste Disposal Area. Said attendant will designate personally or by sign those areas where rubbish shall be dumped. The attendant shall designate separate areas for the disposal of white metals, trees, tires, and any other object specified by the City Council. Dumping any rubbish in a location other than those designated will be a violation of this ordinance.

**4-328**

No person, firm or corporation, or their agent having the right to use the solid waste disposal area as in this ordinance provided, shall be permitted to enter upon or use said area for dumping except during the hours which the facility is open. The Council may permit access to the disposal area when the facility is closed on a case-by-case basis at the discretion of the Public Works Director.

**4-329**

No person firm, corporation, or their agents, shall, except by written permission of the Calais City Council, remove any article or object which has been deposited or dumped and left at the disposal area.

**4-330**

Attendants at solid waste disposal areas shall be constables having the power to enforce this ordinance.

**4-331**

Any person, firm or corporation found guilty of violating this ordinance shall be subject to a fine of not more than \$100.00 for each offense, to be reserved for the use of the City of Calais.

Adopted:

Amended: 1/11/2024

Repealed:

## **SNOW REMOVAL ORDINANCE**

### **2—901 Definitions**

The following definitions shall apply in the interpretation and enforcement of this ordinance:

- (a) "Street" or "highway" means the entire width between the boundary lines of every way publicly maintained when any part thereof is open to the use of the public for purposes of vehicular travel.
- (b) "Roadway" means that portion of a street or highway improved, designed, or ordinarily used for vehicular travel, exclusive of the berm or shoulder.
- (c) "Sidewalk" means that portion of a street between the curb lines, or the lateral lines of a roadway, and the adjacent property lines intended for the use of pedestrians.
- (d) "Business day" is any day not a Sunday or a national holiday.
- (e) "Business hours" are the hours between 9:00 a.m. and 5:00 p.m. on any business day .
- (f) The "Director" is the Director of Public Works, or, in his absence, his duly designated and acting representative.

### **2—902 Snow and Ice to be Removed from Sidewalks**

- (a) Every person, partnership, corporation, joint-stock company, or syndicate in charge or control of any building or lot of land within the city fronting or abutting on a paved sidewalk, whether as owner, tenant, occupant, lessee, or otherwise, shall remove and clear away, or cause to be removed and cleared away, snow and ice from so much of said sidewalk as is in front of or abuts on said building or lot of land .
- (b) Except as provided in subsection (c) hereof, snow and ice shall be removed from sidewalks in all business districts within the city by three (3) business hours after the cessation of any fall of snow, sleet, or freezing rain or by the next business day following such fall, whichever period is shorter.
- (c) In the event snow and ice on a sidewalk has become so hard that it cannot be removed without likelihood of damage to the sidewalk, the person or entity charged with its removal shall, within the time mentioned in subsection (a) hereof, cause enough sand or other abrasive to be put on the sidewalk to make travel thereon reasonably safe; and shall then, as soon thereafter as weather permits, cause said sidewalk to be thoroughly cleaned.

### **2—903 Depositing of Snow and Ice Prohibited**

No person, partnership, corporation, joint-stock company, or syndicate shall deposit or cause to be deposited any snow and ice on or against a fire hydrant or on any sidewalk or roadway, except that snow and ice may be windrowed on public roadways incident to the cleaning of sidewalks in business districts.

## **2—904 Applicability**

This ordinance shall be applicable to the following portions of the City of Calais:

- (a) Main Street – from the Port of Entry to the intersection of Calais Avenue, both sides.
- (b) North Street—from the intersection of Union Street to the intersection of Washington Street, both sides.

## **2—905 Violations**

In the event of the failure of any person, partnership, corporation, joint—stock company, or syndicate to clear away or treat with abrasives and subsequently clear away any snow and ice from any sidewalk as hereinbefore provided, or cause this to be done, the Director shall, as soon as practicable after such failure, cause such work to be done.

## **2—906 Penalties**

Any person, partnership, corporation, joint-stock company, or syndicate who violates any provision of this ordinance shall be deemed guilty of a misdemeanor and upon conviction thereof shall be fined in an not exceeding One Hundred Dollars (\$100.00) . Each day such violation is committed or permitted to continue, shall constitute a separate offense and shall be punishable as such hereunder.

## **2—907 Enforcement**

It shall be the duty of the Chief of Police, or their designee, to see that the provisions of this ordinance are complied with and they may, after expiration of the time limits stated herein, arrange for the removal of said snow and ice at the expense of the owner or occupants thereof.

## **2—908 Separability**

If any section, subsection, sentence, clause, phrase, or portion of this ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision and such holding shall not affect the validity of the remaining portions hereof.

## **4—744 Snow Removal**

No vehicle, boat, camper or trailer shall be parked at any time on any public street or city owned parking lot so as to interfere with or hinder the removal of snow from said street or parking lot by the City plowing or loading and hauling. The Chief of Police may cause any vehicle to be removed from the street or parking lot and placed in a suitable parking space off the street or parking lot, at the expense of the owner of such vehicle, and without the City being liable for any damages that may be caused by such removal. For the purpose of facilitating the removal of snow, the Public Works Director or Chief of Police may cause to be placed properly marked signs along any street or parking lot as he shall from time to time deem necessary. It shall be unlawful for the operator of any vehicle to enter upon, stop or park within the spaces indicated by such signs.

Adopted:

Amended: 1/14/2021

Amended: 1/11/2024

## Medical Marijuana Business Licensing Application Applicant

Applicant Processing Fee: \$250  
Public Hearing Advertising Fee: \$60  
Non-Refundable

☐ NEW ☒ RENEWAL

2521  
X 1004  
1006

FEES (check all that apply, payable upon approval of Marijuana Facility License):

- ☐ Registered Caregiver Annual License: Fee \$250  
☒ Caregiver Retail Store Annual License: Fee \$1,250  
☐ Medical Marijuana Manufacturing Facility Annual License: Fee \$1,250  
☐ Medical Marijuana Testing Facility Annual License: Fee \$500

Total Fees: 1560

Medical Caregiver Marijuana Stores, Medical Manufacturing Facilities and Medical Testing Facilities are restricted to certain areas under the City's Zoning Ordinance, Table of Land Uses and are subject to specific setbacks in the City's Medical Marijuana Business Ordinance. All questions should be directed to Code Enforcement at (207) 454-2521 Ext. 1006.

Applicant Name: Terry Johnson Phone #: 454-8317

Applicant Address: P.O. Box 131 Pembroke, ME. 04666

Map & Lot of Proposed Licensed Premises: \_\_\_\_\_

Address of Proposed Licensed Premises: 376 North St.

Owner of Proposed Licensed Premises (if different from applicant): \_\_\_\_\_

Owner's Phone #: 454-8317

Owner's Address: 21 Tree Farm Lane Charlotte, Me. 04666

THE OMISSION OF FACTS OR ANY MISREPRESENTATION OF ANY OF THE INFORMATION ON THIS APPLICATION SHALL BE SUFFICIENT GROUNDS FOR THE REFUSAL OF SUCH LICENSE.

Has the applicant been denied an application for a medical marijuana license by another jurisdiction?

☒ NO ☐ YES {If yes, provide an explanation on a separate sheet}

Has the applicant had a medical marijuana license suspended or revoked by another jurisdiction?

☒ NO ☐ YES {If yes, provide an explanation on a separate sheet}

Has applicant(s) or any officer, partner, director, stockholder, or member ever been convicted of any violation of the law other than minor traffic violations, in Federal, State, or other court?

☒ NO

☐ YES {If yes, please complete the following):

Name:

Offence:

Disposition:

Date of Conviction:

Location:

---

Please Attach the Following

☒ A Medical Marijuana Manufacturing Facility certification, a Medical Marijuana Testing Facility certification, a Registered Dispensary certification, or a Registered Caregiver registration from the Maine Office of Cannabis Policy for the proposed Medical Marijuana Facility.

☒ [If Applicant is an Individual] Proof that Applicant is at least 21 years of age.

☒ [If Applicant is Business Entity] Attested copy of Articles of Incorporation/operating agreement/partnership agreement, by-laws, and proof of good standing from the Maine Secretary of State.

☒ [If Applicant is Business Entity] Names, places of residence (for preceding 3 years), and proof of age for all owners, officers, managers, partners, or other interest holders.

☒ Proof of Applicant's right, title or interest in the proposed Licensed Premises (i.e., deed, lease, purchase and sale agreement, etc.).

☒ [For Leased Licensed Premises] Written consent from proposed Licensed Premises' owner for operation of Marijuana Facility.

☒ [New Applications Only] Proof of valid site plan approval, building permit, certificate of occupancy, and/or any other required land use approvals for proposed Licensed Premises.

☒ Detailed visual depiction of proposed Licensed Premises, including building footprint, interior layout of floor space, and parking plan. *The Same.*

☒ [If Medical Marijuana Caregiver Retail Store is proposed] A written narrative [attach separately] detailing how Applicant will ensure that the proposed Medical Marijuana Facility will not sell, give, distribute, or deliver marijuana or marijuana products to persons who are under the age of 21, or who appear to be under the influence of alcohol, inhalants, or other controlled substances. *Same as last year*

☒ [If Medical Marijuana Caregiver Retail Store is proposed] A written narrative [attach separately] explaining how marijuana and marijuana products will be displayed and sold. *Same as last year.*

☒ Copy of the applicable City of Calais tax map depicting: (a) the proposed Licensed Premises; (b) any preexisting public or private school; (c) any preexisting licensed daycare facility, City playgrounds and parks including City Recreation Center, methadone clinic, or other Marijuana Facility; (d) any preexisting private residence, church, or other religious house of worship; and (e) the distance between the property lines of the proposed Licensed Premises and the property lines of any lot containing a use listed in (b), (c), or (d), above.

☐ An operations plan that, at a minimum, addresses the following with regarding to the proposed Medical Marijuana Facility: (a) hours of operation; (b) safety/security; (c) wastewater; (d) disposal of waste; (e) ventilation and odor; and (f) parking. *Same as last year*

☐ If Applicant holds marijuana-related licenses in other municipalities, then the operating name and physical address of such permitted marijuana-related operations. *N/A*

☐ If Applicant has had a previous Marijuana Facility License from the City of Calais, or any other municipality, denied, suspended, or revoked, then a description [attach separately] of: (a) the circumstances involved; (b) the name and location of such a facility; (c) the date of denial, suspension, or revocation; and (d) the grounds for the denial, suspension, or revocation. *N/A*

No person may establish, operate, or maintain a Medical Marijuana Facility without first obtaining a license from Calais Planning Board (if needed). It is a violation of this Ordinance for any person to operate a Medical Marijuana Facility without a valid Marijuana Facility license issued by the City of Calais Officials pursuant to this Ordinance.

#### CERTIFICATE OF APPLICANT AND WAIVER OF CONFIDENTIALITY

I, Terry Johnson Owner/Operator/ Agent of the business, hereby authorize the release of any criminal history record information to the City of Calais Officials or Licensing Authority. I understand that this information shall become public record, and I hereby waive any rights of privacy with respect hereto. I further stipulate that I am aware that deliberate falsification of the information herein shall be sufficient cause for denial of a license to operate the business. This application is accurate and true to the best of my knowledge.

Applicant(s) signatures:

Signature: *Terry Johnson* Print: Terry Johnson Date: 12-22-23  
Signature: \_\_\_\_\_ Print: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature: \_\_\_\_\_ Print: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature: \_\_\_\_\_ Print: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature: \_\_\_\_\_ Print: \_\_\_\_\_ Date: \_\_\_\_\_

Fire Chief Signature: William Lee Police Chief Signature: [Signature]

Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

☒ Recommendation to Approve

☐ Recommendation to Deny

Code Enforcement Officer signature: Audrea L. Watten Date: 1/17/2024

Application Received Date: 12/22/2023 Time: 10:38 AM

☒ Application Fee \$250 Paid

☒ Public Hearing Advertising Fee: \$60 Paid

City of Calais Municipal Officers Approval:

Signature : \_\_\_\_\_ Date: \_\_\_\_\_  
Mayor Arthur Mingo

Signature : \_\_\_\_\_ Date: \_\_\_\_\_  
Councilor Kevin Niles

Signature : \_\_\_\_\_ Date: \_\_\_\_\_  
Councilor Michael Sherrard

Signature : \_\_\_\_\_ Date: \_\_\_\_\_  
Councilor Marcia Rogers

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Councilor Elery Beale

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Councilor William Quinn

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Councilor James MacDonald

**Medical Marijuana Business Licensing Application Applicant**

☐ NEW

☒ RENEWAL

Applicant Processing Fee: \$250  
Public Hearing Advertising Fee: \$60  
Non-Refundable

**FEES (check all that apply, payable upon approval of Marijuana Facility License):**

- ☐ Registered Caregiver Annual License: Fee \$250
- ☒ Caregiver Retail Store Annual License: Fee \$1,250
- ☐ Medical Marijuana Manufacturing Facility Annual License: Fee \$1,250
- ☐ Medical Marijuana Testing Facility Annual License: Fee \$500

Total Fees: \$1560

Medical Caregiver Marijuana Stores, Medical Manufacturing Facilities and Medical Testing Facilities are restricted to certain areas under the City's Zoning Ordinance, Table of Land Uses and are subject to specific setbacks in the City's Medical Marijuana Business Ordinance. All questions should be directed to Code Enforcement at (207) 454-2521 Ext. 1006.

Applicant Name: Kim McIntick Phone #: 207 214 9880

Applicant Address: 479 Main St Calais Me 04619

Map & Lot of Proposed Licensed Premises: 607-004-018

Address of Proposed Licensed Premises: 479 Main St Calais Me 04619

Owner of Proposed Licensed Premises (if different from applicant): Roger & Margaret Alexander

Owner's Phone #: 207 454 1163

Owner's Address: 31 Academy St Calais Me 04619

**THE OMISSION OF FACTS OR ANY MISREPRESENTATION OF ANY OF THE INFORMATION ON THIS APPLICATION SHALL BE SUFFICIENT GROUNDS FOR THE REFUSAL OF SUCH LICENSE.**

**Has the applicant been denied an application for a medical marijuana license by another jurisdiction?**

☒ NO ☐ YES {If yes, provide an explanation on a separate sheet}

**Has the applicant had a medical marijuana license suspended or revoked by another jurisdiction?**

☒ NO ☐ YES {If yes, provide an explanation on a separate sheet}

Has applicant(s) or any officer, partner, director, stockholder, or member ever been convicted of any violation of the law other than minor traffic violations, in Federal, State, or other court?

☒ NO

☐ YES {If yes, please complete the following):

Name:

Offence:

Disposition:

Date of Conviction:

Location:

---

Please Attach the Following

☒ A Medical Marijuana Manufacturing Facility certification, a Medical Marijuana Testing Facility certification, a Registered Dispensary certification, or a Registered Caregiver registration from the Maine Office of Cannabis Policy for the proposed Medical Marijuana Facility.

☒ [If Applicant is an Individual] Proof that Applicant is at least 21 years of age.

☒ [If Applicant is Business Entity] Attested copy of Articles of Incorporation/operating agreement/partnership agreement, by-laws, and proof of good standing from the Maine Secretary of State.

☒ [If Applicant is Business Entity] Names, places of residence (for preceding 3 years), and proof of age for all owners, officers, managers, partners, or other interest holders.

☒ Proof of Applicant's right, title or interest in the proposed Licensed Premises (i.e., deed, lease, purchase and sale agreement, etc.).

☒ [For Leased Licensed Premises] Written consent from proposed Licensed Premises' owner for operation of Marijuana Facility.

☐ [New Applications Only] Proof of valid site plan approval, building permit, certificate of occupancy, and/or any other required land use approvals for proposed Licensed Premises.

☒ Detailed visual depiction of proposed Licensed Premises, including building footprint, interior layout of floor space, and parking plan.

☒ [If Medical Marijuana Caregiver Retail Store is proposed] A written narrative [attach separately] detailing how Applicant will ensure that the proposed Medical Marijuana Facility will not sell, give, distribute, or deliver marijuana or marijuana products to persons who are under the age of 21, or who appear to be under the influence of alcohol, inhalants, or other controlled substances.

☒ [If Medical Marijuana Caregiver Retail Store is proposed] A written narrative [attach separately] explaining how marijuana and marijuana products will be displayed and sold.

- ☒ Copy of the applicable City of Calais tax map depicting: (a) the proposed Licensed Premises; (b) any preexisting public or private school; (c) any preexisting licensed daycare facility, City playgrounds and parks including City Recreation Center, methadone clinic, or other Marijuana Facility; (d) any preexisting private residence, church, or other religious house of worship; and (e) the distance between the property lines of the proposed Licensed Premises and the property lines of any lot containing a use listed in (b), (c), or (d), above.
- ☒ An operations plan that, at a minimum, addresses the following with regarding to the proposed Medical Marijuana Facility: (a) hours of operation; (b) safety/security; (c) wastewater; (d) disposal of waste; (e) ventilation and odor; and (f) parking.

☐ If Applicant holds marijuana-related licenses in other municipalities, then the operating name and physical address of such permitted marijuana-related operations.

☐ If Applicant has had a previous Marijuana Facility License from the City of Calais, or any other municipality, denied, suspended, or revoked, then a description [attach separately] of: (a) the circumstances involved; (b) the name and location of such a facility; (c) the date of denial, suspension, or revocation; and (d) the grounds for the denial, suspension, or revocation.

No person may establish, operate, or maintain a Medical Marijuana Facility without first obtaining a license from Calais Planning Board (if needed). It is a violation of this Ordinance for any person to operate a Medical Marijuana Facility without a valid Marijuana Facility license issued by the City of Calais Officials pursuant to this Ordinance.

CERTIFICATE OF APPLICANT AND WAIVER OF CONFIDENTIALITY

I, Kim McLintick Owner/Operator/ Agent of the business, hereby authorize the release of any criminal history record information to the City of Calais Officials or Licensing Authority. I understand that this information shall become public record, and I hereby waive any rights of privacy with respect hereto. I further stipulate that I am aware that deliberate falsification of the information herein shall be sufficient cause for denial of a license to operate the business. This application is accurate and true to the best of my knowledge.

Applicant(s) signatures:

|                                  |                             |                    |
|----------------------------------|-----------------------------|--------------------|
| Signature : <u>Kim McLintick</u> | Print: <u>Kim McLintick</u> | Date: <u>12/18</u> |
| Signature : _____                | Print: _____                | Date: _____        |
| Signature : _____                | Print: _____                | Date: _____        |
| Signature : _____                | Print: _____                | Date: _____        |
| Signature : _____                | Print: _____                | Date: _____        |

Fire Chief Signature: William Sel Police Chief Signature: [Signature]

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

☒ Recommendation to Approve      ☐ Recommendation to Deny  
Code Enforcement Officer signature: Andrea Lee Watson Date: 1/17/2024  
Application Received Date: 12/18/2023 Time: 11:42 AM  
☒ Application Fee \$250 Paid      ☒ Public Hearing Advertising Fee: \$60 Paid

City of Calais Municipal Officers Approval:

Signature : \_\_\_\_\_ Date: \_\_\_\_\_  
Mayor Arthur Mingo  
Signature : \_\_\_\_\_ Date: \_\_\_\_\_  
Councilor Kevin Niles  
Signature : \_\_\_\_\_ Date: \_\_\_\_\_  
Councilor Michael Sherrard  
Signature : \_\_\_\_\_ Date: \_\_\_\_\_  
Councilor Marcia Rogers  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Councilor Elery Beale  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Councilor William Quinn  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Councilor James MacDonald

| FOLLOW UP ITEM                                       | STATUS  |                 | UPDATED STATUS  |
|--|---|-----------------|---|
| WWII Honor Roll Boards 6/8/23                        | Council has approved the replacement of the honor roll located at the Milltown Park/Playground. Gathering cost estimates for the Red Beach honor roll replacement.  | Updated 1/23/24 | The granite boards are scheduled to be mounted at Milltown Park in the Spring. Quote has been received for the Red Beach WWII memorial honor roll. - 4k.  |
| ARPA Funds 7/1/21                                    | Submitted ARPA funds request 9/20. City share now adjusted to 317,000. Approved allocations-\$158,720. Main St. Water/Sewer Project, \$33,319. City Employee Bonuses, and phase 1 IT upgrades approved for \$44,710. Princeton Airport Plow donation- \$10,000, Gap funding for the projected water rate increase - \$28,000. ARPA Fund Balance- \$42,251.00. | Updated 1/23/24 | The back-up generator was installed on 10/23 and is operational. ARPA funds balance is currently \$32,750.00  |
| ATV access along RT. 1 through the Moosehorn 9/23/21 | Council approved the request from the Sunrise Trail Coalition to form an Advisory Council between Calais, Baring, and Charlotte. Advisory Council is to submit a proposal to MDOT to use the rail corridor from Ayers Junction to Calais for public recreational use.   | Updated 1/23/24 | MDOT has established 4 of the 6 requested advisory councils. The Calais Branch RUAC is in the State que. It has been determined that there will have to be an environmental impact survey performed on two specific areas of the intended Calais branch trail. At present, it is to be determined which agency will fund the survey. We currently have several candidates to serve on the RUAC to represent the city. |
| Calais Waterfront Improvements 9/23/21               | Boat ramp repaired by PW, site clearing, and sweepings layed down for a base to create greenspace/picnic area next to snowdump area behind the bowling club. Continue to receive waterfront pier reconstruction costs.  | Updated 1/23/24 | The results of the geotechnical sampling has been reviewed and a cost estimate for a granite based pier is between 6-7mm, which includes the cost of a coffer dam wall. City engineer and PW Director conducted a site inspection with wood pier designer. The city is currently waiting for a cost estimate.   |

| FOLLOW UP ITEM                     | STATUS   | UPDATED STATUS   |
|------------------------------------|--|--|
| City Armory 8/1/23                 | The State is abandoning the local armory and removing all assets from the site.                | Currently waiting on the State to authorize the sale of the Armory. The city has first refusal to purchase depending on the appraised market value. All assets have been removed from the site and waiting on the State to order a property appraisal and a phase I environmental site assessment. |
| City Dog Park- 4/27/23             | Beginning the search of a feasible location on city property for a fenced dog park.            | The SkatePark BLMF has offered to assist in the park efforts.  |
| City Emergency Comm Tower 4/1/23   | City equipment to be transferred to the tower at Higgins Farm on Magurrewrock Mt.              | Equipment is scheduled to be placed from Cemetery site to Magurrewrock within the next few months. Council approved the 5 yr agreement with PCT. The agreement has been signed by both parties.  |
| City Playground Fall Zones 11/9/23 | Investigating better material for the ground base of the playgrounds                           | Received initial quote for rubberized playground mulch at all city playgrounds, incorporate a border at the Union St Playground, and create fall zones for the equipment at the Red Beach playground.  |
| City Vet Clinic 11/30/23           | Previous vet clinic retired two years ago and another vet would greatly benefit the community. | The city is currently searching for the next Economic Development Director with interviews scheduled for Jan 18. Recruiting a veterinarian to the area will be a priority.   |

| FOLLOW UP ITEM                       | STATUS   |                 | UPDATED STATUS  |
|--------------------------------------|--|-----------------|---|
| Downtown Lamp posts/Lighting 9/28/23 | Complete cost analysis for replacement lighting for downtown lamp posts. | Updated 1/23/24 | Council approved 4 lights under the Holophane BOGO program . The lights have arrived and have been installed at the fountain park crosswalk. Gathering replacement cost estimates for accident damage to pole/fixture on Main St. Seeking grant options to replace the remaining lamps. |
| Property Re-valuation for the city   | The last city property valuation was performed in 1995.                  | Updated 1/23/24 | To date, the city has ear-marked 100k toward a city-wide property valuation. A proposal including cost estimates has been submitted by the city assessor to conduct an in-house city wide valuation and will be forwarded to council in the coming weeks.                               |
|                                      |  |                 |   |
|                                      |  |                 |   |
|                                      |  |                 |   |
|                                      |  |                 |   |

## Expense Summary Report

ALL Departments  
DECEMBER

01/12/2024

Page 1

| ACCOUNT              | BUDGET<br>NET | CURR MNTH<br>NET | YTD UNEXPENDED<br>NET | BALANCE    | PERCENT<br>SPENT |
|----------------------|---------------|------------------|-----------------------|------------|------------------|
| 0110 - COUNCIL       | 15,970.00     | 2,712.80         | 9,543.60              | 6,426.40   | 59.76            |
| 5200 - FICA/UC/WC    | 772.00        | 192.80           | 385.60                | 386.40     | 49.95            |
| 5210 - DUES/SUBSCRIP | 5,118.00      | 0.00             | 4,118.00              | 1,000.00   | 80.46            |
| 6460 - COUNCIL QTRL  | 10,080.00     | 2,520.00         | 5,040.00              | 5,040.00   | 50.00            |
| 0120 - MANAGER       | 97,620.00     | 8,426.77         | 46,024.80             | 51,595.20  | 47.15            |
| 5110 - REGULAR P/R   | 69,900.00     | 5,376.00         | 34,880.00             | 35,020.00  | 49.90            |
| 5200 - FICA/UC/WC    | 7,700.00      | 569.69           | 2,865.17              | 4,834.83   | 37.21            |
| 5201 - LIFE/RETIRE   | 9,250.00      | 656.42           | 4,308.11              | 4,941.89   | 46.57            |
| 5202 - HLTH/DENT/IP  | 4,000.00      | 1,500.00         | 1,905.65              | 2,094.35   | 47.64            |
| 5210 - DUES/SUBSCRIP | 70.00         | 0.00             | 0.00                  | 70.00      | 0.00             |
| 6050 - TRAVEL        | 4,000.00      | 285.24           | 1,906.46              | 2,093.54   | 47.66            |
| 6470 - ED/TRAINING   | 700.00        | 0.00             | 0.00                  | 700.00     | 0.00             |
| 6595 - PROMO ACTIV   | 2,000.00      | 39.42            | 159.41                | 1,840.59   | 7.97             |
| 0130 - CITY CLERK    | 98,310.00     | 8,683.47         | 50,108.70             | 48,201.30  | 50.97            |
| 5110 - REGULAR P/R   | 45,900.00     | 3,528.00         | 22,890.00             | 23,010.00  | 49.87            |
| 5120 - PARTTIME P/R  | 2,000.00      | 0.00             | 689.25                | 1,310.75   | 34.46            |
| 5200 - FICA/UC/WC    | 4,150.00      | 252.41           | 1,587.61              | 2,562.39   | 38.26            |
| 5201 - LIFE/RETIRE   | 5,110.00      | 378.08           | 2,513.12              | 2,596.88   | 49.18            |
| 5202 - HLTH/DENT/IP  | 26,650.00     | 2,198.70         | 13,458.40             | 13,191.60  | 50.50            |
| 5210 - DUES/SUBSCRIP | 100.00        | 60.00            | 60.00                 | 40.00      | 60.00            |
| 6050 - TRAVEL        | 700.00        | 175.20           | 341.40                | 358.60     | 48.77            |
| 6470 - ED/TRAINING   | 400.00        | 45.00            | 165.00                | 235.00     | 41.25            |
| 6580 - CTY GA ORDRS  | 13,000.00     | 2,046.08         | 8,403.92              | 4,596.08   | 64.65            |
| 6610 - MISC GA EXP   | 300.00        | 0.00             | 0.00                  | 300.00     | 0.00             |
| 0140 - FINANCE DEPA  | 216,540.00    | 16,678.81        | 98,774.51             | 117,765.49 | 45.61            |
| 5110 - REGULAR P/R   | 134,600.00    | 10,617.60        | 65,550.81             | 69,049.19  | 48.70            |
| 5200 - FICA/UC/WC    | 11,700.00     | 1,002.22         | 4,887.37              | 6,812.63   | 41.77            |
| 5201 - LIFE/RETIRE   | 14,500.00     | 1,098.36         | 6,994.38              | 7,505.62   | 48.24            |
| 5202 - HLTH/DENT/IP  | 41,200.00     | 3,825.63         | 8,743.63              | 32,456.37  | 21.22            |
| 5210 - DUES/SUBSCRIP | 440.00        | 135.00           | 414.00                | 26.00      | 94.09            |
| 6050 - TRAVEL        | 1,000.00      | 0.00             | 51.75                 | 948.25     | 5.18             |
| 6470 - ED/TRAINING   | 600.00        | 0.00             | 30.00                 | 570.00     | 5.00             |
| 6515 - AUDIT/CONSLT  | 12,500.00     | 0.00             | 12,102.57             | 397.43     | 96.82            |
| 0150 - LEGAL SERVIC  | 30,000.00     | 35.00            | 1,521.06              | 28,478.94  | 5.07             |
| 6120 - LEGAL FEES    | 30,000.00     | 35.00            | 1,521.06              | 28,478.94  | 5.07             |
| 0160 - ASSESSING     | 108,760.00    | 10,926.03        | 53,864.65             | 54,895.35  | 49.53            |
| 5110 - REGULAR P/R   | 61,300.00     | 4,713.60         | 30,582.02             | 30,717.98  | 49.89            |
| 5200 - FICA/UC/WC    | 6,800.00      | 326.53           | 2,097.66              | 4,702.34   | 30.85            |
| 5201 - LIFE/RETIRE   | 6,850.00      | 507.20           | 3,370.84              | 3,479.16   | 49.21            |
| 5202 - HLTH/DENT/IP  | 27,300.00     | 2,198.70         | 13,547.90             | 13,752.10  | 49.63            |
| 5210 - DUES/SUBSCRIP | 410.00        | 0.00             | 275.00                | 135.00     | 67.07            |

## Expense Summary Report

ALL Departments  
DECEMBER

| ACCOUNT                 | BUDGET<br>NET | CURR MNTH<br>NET | YTD UNEXPENDED<br>NET | PERCENT<br>BALANCE<br>SPENT |        |
|-------------------------|---------------|------------------|-----------------------|-----------------------------|--------|
| 0160 - ASSESSING CONT'D |               |                  |                       |                             |        |
| 5875 - MISC EXPENSE     | 500.00        | 0.00             | 0.00                  | 500.00                      | 0.00   |
| 6050 - TRAVEL           | 1,000.00      | 180.00           | 991.23                | 8.77                        | 99.12  |
| 6470 - ED/TRAINING      | 1,500.00      | 0.00             | 0.00                  | 1,500.00                    | 0.00   |
| 6505 - MAPPING          | 3,100.00      | 3,000.00         | 3,000.00              | 100.00                      | 96.77  |
| 0187 - CITY BLDG-GE     | 102,325.00    | 4,504.28         | 53,661.13             | 48,663.87                   | 52.44  |
| 5310 - WATER            | 600.00        | 126.23           | 252.46                | 347.54                      | 42.08  |
| 5320 - ELECTRICITY      | 3,600.00      | 274.73           | 1,234.51              | 2,365.49                    | 34.29  |
| 5330 - HEATING FUEL     | 5,900.00      | 660.25           | 1,183.87              | 4,716.13                    | 20.07  |
| 5340 - TELEPHONE        | 4,425.00      | 421.03           | 2,163.34              | 2,261.66                    | 48.89  |
| 5370 - SEWER FEES       | 650.00        | 124.56           | 249.12                | 400.88                      | 38.33  |
| 5610 - OFFICE EQUIP     | 5,100.00      | 186.30           | 2,538.91              | 2,561.09                    | 49.78  |
| 5615 - COMPTR MAINT     | 6,800.00      | 0.00             | 175.00                | 6,625.00                    | 2.57   |
| 5810 - OFFICE SUPP      | 13,000.00     | 536.11           | 8,355.36              | 4,644.64                    | 64.27  |
| 5820 - JANITOR SUPP     | 500.00        | 68.24            | 80.26                 | 419.74                      | 16.05  |
| 5920 - BLDG MAINT       | 2,500.00      | 47.08            | 979.85                | 1,520.15                    | 39.19  |
| 6410 - POSTAGE          | 13,000.00     | 844.91           | 3,518.49              | 9,481.51                    | 27.07  |
| 6415 - ADVERTISING      | 8,000.00      | 300.70           | 1,327.70              | 6,672.30                    | 16.60  |
| 6465 - SVC MNT CONT     | 38,250.00     | 914.14           | 31,602.26             | 6,647.74                    | 82.62  |
| 0189 - ST CROIX         | 4,980.00      | 396.56           | 1,706.77              | 3,273.23                    | 34.27  |
| 5310 - WATER            | 230.00        | 57.42            | 114.84                | 115.16                      | 49.93  |
| 5320 - ELECTRICITY      | 950.00        | 30.87            | 235.76                | 714.24                      | 24.82  |
| 5330 - HEATING FUEL     | 2,800.00      | 60.74            | 95.07                 | 2,704.93                    | 3.40   |
| 5370 - SEWER FEES       | 500.00        | 124.56           | 249.12                | 250.88                      | 49.82  |
| 5920 - BLDG MAINT       | 500.00        | 122.97           | 1,011.98              | -511.98                     | 202.40 |
| 0191 - PUBLIC BUILD     | 57,950.00     | 3,884.94         | 15,422.59             | 42,527.41                   | 26.61  |
| 5310 - WATER            | 1,300.00      | 240.91           | 481.82                | 818.18                      | 37.06  |
| 5320 - ELECTRICITY      | 10,500.00     | 1,044.38         | 3,676.03              | 6,823.97                    | 35.01  |
| 5330 - HEATING FUEL     | 15,000.00     | 1,281.02         | 2,034.74              | 12,965.26                   | 13.56  |
| 5340 - TELEPHONE        | 6,650.00      | 537.35           | 3,189.96              | 3,460.04                    | 47.97  |
| 5370 - SEWER FEES       | 4,500.00      | 581.28           | 1,089.90              | 3,410.10                    | 24.22  |
| 5920 - BLDG MAINT       | 20,000.00     | 200.00           | 4,950.14              | 15,049.86                   | 24.75  |
| 0220 - LIBRARY          | 187,500.00    | 12,278.07        | 84,160.47             | 103,339.53                  | 44.89  |
| 5110 - REGULAR P/R      | 45,800.00     | 3,520.00         | 22,800.00             | 23,000.00                   | 49.78  |
| 5120 - PARTTIME P/R     | 77,300.00     | 5,263.23         | 34,916.75             | 42,383.25                   | 45.17  |
| 5200 - FICA/UC/WC       | 11,900.00     | 678.62           | 4,272.23              | 7,627.77                    | 35.90  |
| 5201 - LIFE/RETIRE      | 5,100.00      | 377.28           | 2,504.04              | 2,595.96                    | 49.10  |
| 5202 - HLTH/DENT/IP     | 10,600.00     | 825.63           | 5,219.38              | 5,380.62                    | 49.24  |
| 5210 - DUES/SUBSCRIP    | 925.00        | 0.00             | 0.00                  | 925.00                      | 0.00   |
| 5310 - WATER            | 230.00        | 57.42            | 114.84                | 115.16                      | 49.93  |
| 5320 - ELECTRICITY      | 3,200.00      | 263.63           | 1,124.09              | 2,075.91                    | 35.13  |
| 5330 - HEATING FUEL     | 7,000.00      | 798.55           | 1,248.91              | 5,751.09                    | 17.84  |

## Expense Summary Report

ALL Departments  
DECEMBER

| ACCOUNT               | BUDGET<br>NET | CURR MNTH<br>NET | YTD UNEXPENDED<br>NET | BALANCE    | PERCENT<br>SPENT |
|-----------------------|---------------|------------------|-----------------------|------------|------------------|
| 0220 - LIBRARY CONT'D |               |                  |                       |            |                  |
| 5340 - TELEPHONE      | 1,920.00      | 149.29           | 895.56                | 1,024.44   | 46.64            |
| 5370 - SEWER FEES     | 500.00        | 124.56           | 249.12                | 250.88     | 49.82            |
| 5610 - OFFICE EQUIP   | 2,000.00      | 62.12            | 666.72                | 1,333.28   | 33.34            |
| 5810 - OFFICE SUPP    | 3,500.00      | 0.00             | 913.24                | 2,586.76   | 26.09            |
| 5815 - TECHNOLOGY     | 4,300.00      | 0.00             | 4,300.00              | 0.00       | 100.00           |
| 5820 - JANITOR SUPP   | 1,000.00      | 29.22            | 241.40                | 758.60     | 24.14            |
| 5920 - BLDG MAINT     | 1,800.00      | 61.93            | 1,100.98              | 699.02     | 61.17            |
| 6050 - TRAVEL         | 950.00        | 0.00             | 0.00                  | 950.00     | 0.00             |
| 6410 - POSTAGE        | 1,475.00      | 45.00            | 133.75                | 1,341.25   | 9.07             |
| 6430 - BOOKS/LIT      | 4,500.00      | 0.00             | 2,185.16              | 2,314.84   | 48.56            |
| 6431 - BOOKS-TR FND   | 3,500.00      | 21.59            | 1,274.30              | 2,225.70   | 36.41            |
| 0230 - RECREATION     | 298,520.00    | 15,259.09        | 158,511.70            | 140,008.30 | 53.10            |
| 5110 - REGULAR P/R    | 50,400.00     | 3,872.00         | 25,080.00             | 25,320.00  | 49.76            |
| 5120 - PARTTIME P/R   | 97,100.00     | 1,417.50         | 78,698.56             | 18,401.44  | 81.05            |
| 5200 - FICA/UC/WC     | 20,500.00     | 364.30           | 7,668.23              | 12,831.77  | 37.41            |
| 5201 - LIFE/RETIRE    | 5,350.00      | 394.96           | 2,634.76              | 2,715.24   | 49.25            |
| 5202 - HLTH/DENT/IP   | 22,000.00     | 1,773.29         | 10,931.89             | 11,068.11  | 49.69            |
| 5210 - DUES/SUBSCRIP  | 145.00        | 60.00            | 60.00                 | 85.00      | 41.38            |
| 5310 - WATER          | 3,000.00      | 0.00             | 2,009.39              | 990.61     | 66.98            |
| 5320 - ELECTRICITY    | 8,300.00      | 337.97           | 3,286.44              | 5,013.56   | 39.60            |
| 5330 - HEATING FUEL   | 4,200.00      | 628.42           | 666.78                | 3,533.22   | 15.88            |
| 5340 - TELEPHONE      | 2,400.00      | 198.25           | 1,088.92              | 1,311.08   | 45.37            |
| 5370 - SEWER FEES     | 1,000.00      | 124.56           | 757.74                | 242.26     | 75.77            |
| 5510 - FUEL/OIL/LUB   | 2,350.00      | 70.86            | 694.04                | 1,655.96   | 29.53            |
| 5555 - EQP/SITE MNT   | 6,000.00      | 0.00             | 0.00                  | 6,000.00   | 0.00             |
| 5560 - VEH MAINT      | 1,000.00      | 0.00             | 0.00                  | 1,000.00   | 0.00             |
| 5820 - JANITOR SUPP   | 800.00        | 42.27            | 261.58                | 538.42     | 32.70            |
| 5910 - POOL CHEMLS    | 5,000.00      | 0.00             | 1,887.27              | 3,112.73   | 37.75            |
| 5920 - BLDG MAINT     | 4,000.00      | 176.82           | 2,309.27              | 1,690.73   | 57.73            |
| 5930 - GROUNDS MNT    | 8,500.00      | 171.11           | 549.63                | 7,950.37   | 6.47             |
| 6050 - TRAVEL         | 1,100.00      | 0.00             | 0.00                  | 1,100.00   | 0.00             |
| 6470 - ED/TRAINING    | 500.00        | 0.00             | 0.00                  | 500.00     | 0.00             |
| 6620 - PROGRAM        | 52,000.00     | 5,282.43         | 19,166.49             | 32,833.51  | 36.86            |
| 7311 - WATER RC-CTR   | 550.00        | 126.23           | 252.46                | 297.54     | 45.90            |
| 7321 - ELEC REC-CTR   | 2,325.00      | 218.12           | 508.25                | 1,816.75   | 21.86            |
| 0240 - SUBSIDIES &    | 33,900.00     | 1,000.00         | 30,869.75             | 3,030.25   | 91.06            |
| 6621 - INT FESTIVAL   | 7,500.00      | 0.00             | 7,500.00              | 0.00       | 100.00           |
| 6622 - DONATIONS      | 1,000.00      | 1,000.00         | 1,000.00              | 0.00       | 100.00           |
| 6623 - CDRC           | 4,600.00      | 0.00             | 4,600.00              | 0.00       | 100.00           |
| 6624 - PRTON AIRPRT   | 7,000.00      | 0.00             | 7,000.00              | 0.00       | 100.00           |
| 6625 - LIFEFLIGHT     | 800.00        | 0.00             | 769.75                | 30.25      | 96.22            |
| 6626 - WIC            | 2,000.00      | 0.00             | 0.00                  | 2,000.00   | 0.00             |

## Expense Summary Report

ALL Departments  
DECEMBER

| ACCOUNT                   | BUDGET<br>NET | CURR MNTH<br>NET | YTD UNEXPENDED<br>NET | BALANCE    | PERCENT<br>SPENT |
|---------------------------|---------------|------------------|-----------------------|------------|------------------|
| 0240 - SUBSIDIES & CONT'D |               |                  |                       |            |                  |
| 6627 - SNOWMO REIMB       | 1,000.00      | 0.00             | 0.00                  | 1,000.00   | 0.00             |
| 6628 - ADULT EDU          | 10,000.00     | 0.00             | 10,000.00             | 0.00       | 100.00           |
| 0310 - POLICE             | 625,100.00    | 43,547.59        | 221,849.78            | 403,250.22 | 35.49            |
| 5110 - REGULAR P/R        | 288,000.00    | 19,614.73        | 109,922.96            | 178,077.04 | 38.17            |
| 5115 - OVERTIME P/R       | 30,000.00     | 799.07           | 9,010.56              | 20,989.44  | 30.04            |
| 5120 - PARTTIME P/R       | 30,000.00     | 132.00           | 5,048.50              | 24,951.50  | 16.83            |
| 5130 - HOL/SICK WAG       | 15,500.00     | 2,150.46         | 6,001.92              | 9,498.08   | 38.72            |
| 5165 - JANITOR P/R        | 7,800.00      | 600.00           | 3,455.00              | 4,345.00   | 44.29            |
| 5200 - FICA/UC/WC         | 43,500.00     | 1,758.06         | 9,596.87              | 33,903.13  | 22.06            |
| 5201 - LIFE/RETIRE        | 33,200.00     | 1,865.74         | 10,866.63             | 22,333.37  | 32.73            |
| 5202 - HLTH/DENT/IP       | 125,800.00    | 7,088.31         | 39,746.64             | 86,053.36  | 31.60            |
| 5210 - DUES/SUBSCR        | 200.00        | 0.00             | 0.00                  | 200.00     | 0.00             |
| 5340 - TELEPHONE          | 2,400.00      | 362.43           | 1,135.83              | 1,264.17   | 47.33            |
| 5510 - FUEL/OIL/LUB       | 20,000.00     | 719.20           | 4,870.70              | 15,129.30  | 24.35            |
| 5560 - VEH MAINT          | 5,700.00      | 1,110.23         | 2,159.78              | 3,540.22   | 37.89            |
| 5710 - EQUIPMENT          | 3,000.00      | 5,493.23         | 8,224.13              | -5,224.13  | 274.14           |
| 5715 - AMMUNITION         | 2,300.00      | 311.85           | 2,273.93              | 26.07      | 98.87            |
| 5750 - RADIO/REPAIR       | 1,000.00      | 0.00             | 1,076.00              | -76.00     | 107.60           |
| 5800 - EQUIP LEASE        | 2,000.00      | 74.45            | 796.70                | 1,203.30   | 39.84            |
| 5810 - OFFICE SUPP        | 1,500.00      | 467.61           | 1,298.88              | 201.12     | 86.59            |
| 5820 - JANITOR SUPP       | 400.00        | 12.90            | 12.90                 | 387.10     | 3.22             |
| 6050 - TRAVEL             | 1,500.00      | 162.00           | 651.60                | 848.40     | 43.44            |
| 6420 - CLTH-UNIFORM       | 2,300.00      | 83.68            | 1,270.59              | 1,029.41   | 55.24            |
| 6470 - ED/TRAINING        | 4,250.00      | 314.44           | 2,549.98              | 1,700.02   | 60.00            |
| 6545 - CRIM INVSTG        | 300.00        | 0.00             | 0.00                  | 300.00     | 0.00             |
| 8120 - P/R-DOG CTRL       | 4,450.00      | 427.20           | 1,879.68              | 2,570.32   | 42.24            |
| 0320 - FIRE               | 466,575.00    | 36,688.35        | 237,159.34            | 229,415.66 | 50.83            |
| 5110 - REGULAR P/R        | 170,000.00    | 12,837.76        | 83,797.04             | 86,202.96  | 49.29            |
| 5115 - OVERTIME P/R       | 50,000.00     | 4,966.11         | 33,862.46             | 16,137.54  | 67.72            |
| 5130 - HOL/SICK WAG       | 10,400.00     | 0.00             | 4,515.78              | 5,884.22   | 43.42            |
| 5140 - CALL FIRE          | 65,000.00     | 6,001.67         | 35,465.23             | 29,534.77  | 54.56            |
| 5200 - FICA/UC/WC         | 41,000.00     | 1,769.97         | 10,827.82             | 30,172.18  | 26.41            |
| 5201 - LIFE/RETIRE        | 22,700.00     | 1,910.07         | 13,321.01             | 9,378.99   | 58.68            |
| 5202 - HLTH/DENT/IP       | 60,500.00     | 4,790.80         | 29,902.45             | 30,597.55  | 49.43            |
| 5320 - ELECTRICITY        | 525.00        | 46.71            | 184.50                | 340.50     | 35.14            |
| 5330 - HEATING FUEL       | 1,800.00      | 418.46           | 418.46                | 1,381.54   | 23.25            |
| 5340 - TELEPHONE          | 1,050.00      | 97.53            | 527.08                | 522.92     | 50.20            |
| 5404 - SCBA MAINT         | 6,000.00      | 7.19             | 1,655.77              | 4,344.23   | 27.60            |
| 5510 - FUEL/OIL/LUB       | 3,950.00      | 220.69           | 1,817.57              | 2,132.43   | 46.01            |
| 5560 - VEH MAINT          | 6,000.00      | 917.26           | 7,858.56              | -1,858.56  | 130.98           |
| 5750 - RADIO/REPAIR       | 2,000.00      | 1,199.35         | 2,321.35              | -321.35    | 116.07           |
| 5810 - OFFICE SUPP        | 300.00        | 0.00             | 0.00                  | 300.00     | 0.00             |

## Expense Summary Report

ALL Departments  
DECEMBER

01/12/2024

Page 5

| ACCOUNT              | BUDGET<br>NET | CURR MNTH<br>NET | YTD UNEXPENDED<br>NET | BALANCE    | PERCENT<br>SPENT |
|----------------------|---------------|------------------|-----------------------|------------|------------------|
| 0320 - FIRE CONT'D   |               |                  |                       |            |                  |
| 5840 - LT EQP/TOOLS  | 4,000.00      | 768.82           | 1,428.61              | 2,571.39   | 35.72            |
| 5870 - MISC. SUPPL   | 2,300.00      | 246.45           | 1,775.16              | 524.84     | 77.18            |
| 5920 - BLDG MAINT    | 750.00        | 165.80           | 169.02                | 580.98     | 22.54            |
| 6050 - TRAVEL        | 500.00        | 0.00             | 0.00                  | 500.00     | 0.00             |
| 6412 - SAFETY EQUIP  | 10,500.00     | 123.71           | 4,386.99              | 6,113.01   | 41.78            |
| 6420 - CLTH-UNIFORM  | 1,500.00      | 0.00             | 439.47                | 1,060.53   | 29.30            |
| 6425 - LAUNDRY SUPP  | 300.00        | 0.00             | 0.00                  | 300.00     | 0.00             |
| 6470 - ED/TRAINING   | 4,000.00      | 200.00           | 1,700.00              | 2,300.00   | 42.50            |
| 6605 - FIRE PREVENT  | 1,500.00      | 0.00             | 785.01                | 714.99     | 52.33            |
| 0350 - STREET & TRA  | 80,250.00     | 7,177.91         | 25,135.87             | 55,114.13  | 31.32            |
| 5320 - ELECTRICITY   | 74,000.00     | 5,006.08         | 22,597.22             | 51,402.78  | 30.54            |
| 5940 - ST LITE MNT   | 3,300.00      | 2,078.00         | 2,078.00              | 1,222.00   | 62.97            |
| 6440 - TRAFFIC LTS   | 2,950.00      | 93.83            | 460.65                | 2,489.35   | 15.62            |
| 0410 - PUBLIC WORKS  | 841,595.00    | 61,108.52        | 292,485.95            | 549,109.05 | 34.75            |
| 5110 - REGULAR P/R   | 321,000.00    | 20,827.76        | 140,310.96            | 180,689.04 | 43.71            |
| 5114 - MECH O-TIME   | 1,000.00      | 114.98           | 114.98                | 885.02     | 11.50            |
| 5116 - SUM MNT O/T   | 6,000.00      | 0.00             | 3,544.97              | 2,455.03   | 59.08            |
| 5117 - WIN MNT O/T   | 33,600.00     | 1,711.78         | 2,281.29              | 31,318.71  | 6.79             |
| 5120 - PARTTIME P/R  | 28,300.00     | 2,995.35         | 14,251.35             | 14,048.65  | 50.36            |
| 5200 - FICA/UC/WC    | 59,500.00     | 2,157.33         | 12,158.27             | 47,341.73  | 20.43            |
| 5201 - LIFE/RETIRE   | 33,700.00     | 1,459.34         | 11,022.99             | 22,677.01  | 32.71            |
| 5202 - HLTH/DENT/IP  | 121,700.00    | 5,349.96         | 27,813.76             | 93,886.24  | 22.85            |
| 5210 - DUES/SUBSCRIP | 250.00        | 0.00             | 0.00                  | 250.00     | 0.00             |
| 5340 - TELEPHONE     | 520.00        | 37.80            | 181.43                | 338.57     | 34.89            |
| 5510 - FUEL/OIL/LUB  | 65,025.00     | 2,491.59         | 13,595.34             | 51,429.66  | 20.91            |
| 5520 - TOOLS         | 1,500.00      | 505.16           | 668.42                | 831.58     | 44.56            |
| 5530 - TIRES/TUBES   | 7,500.00      | 2,532.00         | 2,550.58              | 4,949.42   | 34.01            |
| 5550 - OS PARTS/LBR  | 40,000.00     | 2,348.46         | 13,012.96             | 26,987.04  | 32.53            |
| 5810 - OFFICE SUPP   | 400.00        | 0.00             | 8.08                  | 391.92     | 2.02             |
| 5817 - ROAD PAINT    | 4,300.00      | 799.60           | 799.60                | 3,500.40   | 18.60            |
| 5820 - JANITOR SUPP  | 800.00        | 170.73           | 237.92                | 562.08     | 29.74            |
| 6050 - TRAVEL        | 1,000.00      | 0.00             | 51.84                 | 948.16     | 5.18             |
| 6420 - CLTH-UNIFORM  | 5,800.00      | 0.00             | 3,291.85              | 2,508.15   | 56.76            |
| 6470 - ED/TRAINING   | 1,000.00      | 0.00             | 0.00                  | 1,000.00   | 0.00             |
| 6576 - TREE REMOVAL  | 2,000.00      | 0.00             | 0.00                  | 2,000.00   | 0.00             |
| 6577 - TREE PLT/MNT  | 500.00        | 0.00             | 0.00                  | 500.00     | 0.00             |
| 6774 - SWEEPER MATL  | 6,000.00      | 0.00             | 282.13                | 5,717.87   | 4.70             |
| 6775 - SIGNS         | 2,000.00      | 1,320.50         | 1,482.28              | 517.72     | 74.11            |
| 6865 - CULVRTS/PIPE  | 3,500.00      | 19.78            | 1,832.99              | 1,667.01   | 52.37            |
| 6871 - SUM-RD MATL   | 13,000.00     | 3,710.70         | 9,039.52              | 3,960.48   | 69.53            |
| 6872 - SUM-CON MATL  | 5,000.00      | 69.98            | 3,743.88              | 1,256.12   | 74.88            |
| 6873 - SUM EQP/SUPP  | 1,800.00      | 5.39             | 904.25                | 895.75     | 50.24            |

## Expense Summary Report

ALL Departments  
DECEMBER

| ACCOUNT                    | BUDGET<br>NET | CURR MNTH<br>NET | YTD UNEXPENDED<br>NET | BALANCE    | PERCENT<br>SPENT |
|----------------------------|---------------|------------------|-----------------------|------------|------------------|
| 0410 - PUBLIC WORKS CONT'D |               |                  |                       |            |                  |
| 7570 - WIN SLT/SAND        | 59,100.00     | 10,752.00        | 22,724.73             | 36,375.27  | 38.45            |
| 7720 - WIN EQP/SUPP        | 8,500.00      | 31.68            | 31.68                 | 8,468.32   | 0.37             |
| 8720 - DWNTN-EQ/SUP        | 7,300.00      | 1,696.65         | 6,547.90              | 752.10     | 89.70            |
| 0470 - TRANSFER STA        | 106,650.00    | 18,333.59        | 50,846.11             | 55,803.89  | 47.68            |
| 5115 - OVERTIME P/R        | 1,000.00      | 0.00             | 658.41                | 341.59     | 65.84            |
| 5120 - PARTTIME P/R        | 26,700.00     | 2,176.00         | 13,300.00             | 13,400.00  | 49.81            |
| 5200 - FICA/UC/WC          | 4,100.00      | 166.51           | 1,068.11              | 3,031.89   | 26.05            |
| 5510 - FUEL/OIL/LUB        | 1,500.00      | 0.00             | 747.29                | 752.71     | 49.82            |
| 5555 - EQP/SITE MNT        | 3,000.00      | 114.06           | 804.30                | 2,195.70   | 26.81            |
| 5812 - STCKERS/BAGS        | 2,500.00      | 696.32           | 696.32                | 1,803.68   | 27.85            |
| 5891 - WGD/TIRE REM        | 3,000.00      | 0.00             | 1,799.00              | 1,201.00   | 59.97            |
| 5892 - ENVIR MONIT         | 2,000.00      | 0.00             | 0.00                  | 2,000.00   | 0.00             |
| 5894 - TIPPING FEES        | 30,000.00     | 6,620.70         | 16,142.68             | 13,857.32  | 53.81            |
| 5896 - TRANSP FEES         | 21,000.00     | 3,110.00         | 9,330.00              | 11,670.00  | 44.43            |
| 5897 - CONTAIN RENT        | 1,600.00      | 200.00           | 600.00                | 1,000.00   | 37.50            |
| 5898 - LIC / FEES          | 800.00        | 0.00             | 0.00                  | 800.00     | 0.00             |
| 6470 - ED/TRAINING         | 150.00        | 0.00             | 0.00                  | 150.00     | 0.00             |
| 6560 - CONTRACT SVC        | 1,800.00      | 0.00             | 450.00                | 1,350.00   | 25.00            |
| 6561 - PROF SVCES          | 1,500.00      | 0.00             | 0.00                  | 1,500.00   | 0.00             |
| 6567 - CHIPPING PGM        | 6,000.00      | 5,250.00         | 5,250.00              | 750.00     | 87.50            |
| 0480 - CEMETERY            | 153,125.00    | 1,897.71         | 84,594.17             | 68,530.83  | 55.25            |
| 5110 - REGULAR P/R         | 31,300.00     | 0.00             | 19,785.20             | 11,514.80  | 63.21            |
| 5115 - OVERTIME P/R        | 2,000.00      | 0.00             | 419.49                | 1,580.51   | 20.97            |
| 5120 - PARTTIME P/R        | 51,500.00     | 0.00             | 35,406.45             | 16,093.55  | 68.75            |
| 5200 - FICA/UC/WC          | 12,950.00     | 0.00             | 4,110.95              | 8,839.05   | 31.74            |
| 5202 - HLTH/DENT/IP        | 12,800.00     | 1,807.70         | 11,160.80             | 1,639.20   | 87.19            |
| 5340 - TELEPHONE           | 300.00        | 18.75            | 103.61                | 196.39     | 34.54            |
| 5405 - ROAD REPAIR         | 1,275.00      | 0.00             | 0.00                  | 1,275.00   | 0.00             |
| 5510 - FUEL/OIL/LUB        | 3,100.00      | 0.00             | 911.42                | 2,188.58   | 29.40            |
| 5555 - EQP/SITE MNT        | 3,000.00      | 4.70             | 4.70                  | 2,995.30   | 0.16             |
| 5710 - EQUIPMENT           | 1,500.00      | 0.00             | 0.00                  | 1,500.00   | 0.00             |
| 5840 - LT EQP/TOOLS        | 4,000.00      | 66.56            | 101.55                | 3,898.45   | 2.54             |
| 5865 - FLAGS               | 1,100.00      | 0.00             | 0.00                  | 1,100.00   | 0.00             |
| 5888 - LOAM                | 1,200.00      | 0.00             | 0.00                  | 1,200.00   | 0.00             |
| 5895 - SEED/FERTILZ        | 900.00        | 0.00             | 0.00                  | 900.00     | 0.00             |
| 5920 - BLDG MAINT          | 300.00        | 0.00             | 0.00                  | 300.00     | 0.00             |
| 6560 - CONTRACT SVC        | 25,900.00     | 0.00             | 12,590.00             | 13,310.00  | 48.61            |
| 0500 - COUNTY TAX          | 327,887.00    | 0.00             | 327,887.00            | 0.00       | 100.00           |
| 6590 - COUNTY TAX          | 327,887.00    | 0.00             | 327,887.00            | 0.00       | 100.00           |
| 0550 - MISCELLANEOU        | 234,477.00    | 51,725.75        | 119,727.65            | 114,749.35 | 51.06            |
| 5203 - FLEX SPEND          | 5,300.00      | 0.00             | 671.55                | 4,628.45   | 12.67            |

## Expense Summary Report

ALL Departments  
DECEMBER

01/12/2024

Page 7

| ACCOUNT                    | BUDGET<br>NET | CURR MNTH<br>NET | YTD UNEXPENDED<br>NET | BALANCE    | PERCENT<br>SPENT |
|----------------------------|---------------|------------------|-----------------------|------------|------------------|
| 0550 - MISCELLANEOU CONT'D |               |                  |                       |            |                  |
| 5311 - HYDRANTS            | 206,737.00    | 51,684.25        | 103,368.50            | 103,368.50 | 50.00            |
| 5800 - EQUIP LEASE         | 2,400.00      | 0.00             | 0.00                  | 2,400.00   | 0.00             |
| 5818 - SFTY-HEPVACC        | 100.00        | 0.00             | 0.00                  | 100.00     | 0.00             |
| 5848 - PRKLOT LEASE        | 540.00        | 0.00             | 540.60                | -0.60      | 100.11           |
| 5855 - DRG/ALC TEST        | 3,400.00      | 41.50            | 147.00                | 3,253.00   | 4.32             |
| 5860 - PAWS CONTR          | 15,000.00     | 0.00             | 15,000.00             | 0.00       | 100.00           |
| 6000 - LOC INT EXP         | 1,000.00      | 0.00             | 0.00                  | 1,000.00   | 0.00             |
| 0600 - EMPLOYEE BEN        | 0.00          | 22,611.25        | 48,545.82             | -48,545.82 | ----             |
| 6201 - WORKERS COMP        | 0.00          | 22,611.25        | 37,206.32             | -37,206.32 | ----             |
| 6211 - UNEMPL COMP         | 0.00          | 0.00             | 11,339.50             | -11,339.50 | ----             |
| 0610 - INSURANCE           | 89,000.00     | 28,087.75        | 85,693.25             | 3,306.75   | 96.28            |
| 6216 - PRP/CASUALTY        | 89,000.00     | 28,087.75        | 85,693.25             | 3,306.75   | 96.28            |
| 0640 - CONTINGENCY         | 25,000.00     | 5,713.98         | 15,236.53             | 9,763.47   | 60.95            |
| 6615 - MISC CONTING        | 25,000.00     | 5,713.98         | 15,236.53             | 9,763.47   | 60.95            |
| 0650 - CAP PROJ            | 518,829.00    | 0.00             | 170,670.57            | 348,158.43 | 32.90            |
| 1040 - FB-PW CIP           | 200,000.00    | 0.00             | 99,015.45             | 100,984.55 | 49.51            |
| 1050 - FB-ADMIN CIP        | 50,000.00     | 0.00             | 0.00                  | 50,000.00  | 0.00             |
| 1055 - FB-OTHER CIP        | 132,600.00    | 0.00             | 55,780.30             | 76,819.70  | 42.07            |
| 5462 - PW TRUCK PR         | 26,833.00     | 0.00             | 0.00                  | 26,833.00  | 0.00             |
| 5463 - PW TRUCK INT        | 5,585.00      | 0.00             | 0.00                  | 5,585.00   | 0.00             |
| 5464 - PW TK PR #2         | 40,405.00     | 0.00             | 0.00                  | 40,405.00  | 0.00             |
| 5465 - PW TK IN #2         | 12,580.00     | 0.00             | 5,063.99              | 7,516.01   | 40.25            |
| 5470 - PW EQUIP-PR         | 10,526.00     | 0.00             | 10,525.37             | 0.63       | 99.99            |
| 5471 - PW EQUIP-INT        | 300.00        | 0.00             | 285.46                | 14.54      | 95.15            |
| 5478 - BITUM RESURF        | 40,000.00     | 0.00             | 0.00                  | 40,000.00  | 0.00             |
| 0670 - SCHOOL              | 1,193,497.00  | 99,458.10        | 596,748.60            | 596,748.40 | 50.00            |
| 4510 - CITY SCH APP        | 1,193,497.00  | 99,458.10        | 596,748.60            | 596,748.40 | 50.00            |
| 3000 - ECON DEV LN         | 0.00          | 23,732.66        | 58,730.72             | -58,730.72 | ----             |
| 5120 - PARTTIME P/R        | 0.00          | 0.00             | 2,571.39              | -2,571.39  | ----             |
| 5200 - FICA/UC/WC          | 0.00          | 0.00             | 196.65                | -196.65    | ----             |
| 6585 - ECON DEVELOP        | 0.00          | 23,732.66        | 55,962.68             | -55,962.68 | ----             |
| 5000 - DOWNTOWN TIF        | 0.00          | 0.00             | 19,487.44             | -19,487.44 | ----             |
| 4100 - DEVELOP EXP         | 0.00          | 0.00             | 19,487.44             | -19,487.44 | ----             |
| 6000 - NWSARAS AMB         | 322,260.00    | 14,972.90        | 153,717.67            | 168,542.33 | 47.70            |
| 5115 - OVERTIME P/R        | 3,300.00      | 55.89            | 231.75                | 3,068.25   | 7.02             |
| 5120 - PARTTIME P/R        | 54,000.00     | 4,517.80         | 30,072.70             | 23,927.30  | 55.69            |
| 5150 - ON CALL PAY         | 130,810.00    | 7,704.63         | 51,922.99             | 78,887.01  | 39.69            |
| 5200 - FICA/UC/WC          | 27,000.00     | 936.87           | 6,267.93              | 20,732.07  | 23.21            |

## Expense Summary Report

ALL Departments  
DECEMBER

01/12/2024

Page 8

| ACCOUNT                   | BUDGET<br>NET | CURR MNTH<br>NET | YTD UNEXPENDED<br>NET | BALANCE    | PERCENT<br>SPENT |
|---------------------------|---------------|------------------|-----------------------|------------|------------------|
| 6000 - NWSARAS AMB CONT'D |               |                  |                       |            |                  |
| 5210 - DUES/SUBSCRIP      | 700.00        | 0.00             | 0.00                  | 700.00     | 0.00             |
| 5340 - TELEPHONE          | 1,200.00      | 93.26            | 463.90                | 736.10     | 38.66            |
| 5510 - FUEL/OIL/LUB       | 6,500.00      | 848.06           | 3,334.48              | 3,165.52   | 51.30            |
| 5530 - TIRES/TUBES        | 1,200.00      | 0.00             | 311.92                | 888.08     | 25.99            |
| 5560 - VEH MAINT          | 2,000.00      | 293.40           | 1,998.91              | 1.09       | 99.95            |
| 5750 - RADIO/REPAIR       | 800.00        | 0.00             | 85.00                 | 715.00     | 10.63            |
| 5810 - OFFICE SUPP        | 800.00        | 0.00             | 537.12                | 262.88     | 67.14            |
| 5820 - JANITOR SUPP       | 150.00        | 0.00             | 27.15                 | 122.85     | 18.10            |
| 5842 - OXYGEN SUPP        | 1,000.00      | 0.00             | 134.42                | 865.58     | 13.44            |
| 5844 - PHARMCY SUPP       | 500.00        | 65.80            | 168.00                | 332.00     | 33.60            |
| 5846 - SUPP-MEDIC.        | 4,000.00      | 94.19            | 3,046.53              | 953.47     | 76.16            |
| 5852 - MED SCREEN         | 360.00        | 0.00             | 0.00                  | 360.00     | 0.00             |
| 5855 - DRG/ALC TEST       | 220.00        | 0.00             | 275.00                | -55.00     | 125.00           |
| 5898 - LIC / FEES         | 370.00        | 63.00            | 363.83                | 6.17       | 98.33            |
| 6050 - TRAVEL             | 500.00        | 0.00             | 67.21                 | 432.79     | 13.44            |
| 6215 - PROF LIAB          | 700.00        | 0.00             | 0.00                  | 700.00     | 0.00             |
| 6216 - PRP/CASUALTY       | 850.00        | 0.00             | 0.00                  | 850.00     | 0.00             |
| 6420 - CLTH-UNIFORM       | 1,500.00      | 0.00             | 569.00                | 931.00     | 37.93            |
| 6470 - ED/TRAINING        | 1,000.00      | 0.00             | 114.12                | 885.88     | 11.41            |
| 6510 - AUDIT/CONSLT       | 2,000.00      | 0.00             | 0.00                  | 2,000.00   | 0.00             |
| 6550 - CONT BILLING       | 4,800.00      | 0.00             | 2,542.99              | 2,257.01   | 52.98            |
| 6562 - C/S MAINT          | 1,500.00      | 0.00             | 0.00                  | 1,500.00   | 0.00             |
| 6564 - C/S BACKUP         | 8,500.00      | 300.00           | 3,417.48              | 5,082.52   | 40.21            |
| 9800 - CNTRCT ALLOW       | 60,000.00     | 0.00             | 47,765.24             | 12,234.76  | 79.61            |
| 9850 - AMB BAD DEBT       | 6,000.00      | 0.00             | 0.00                  | 6,000.00   | 0.00             |
| 7000 - WASTEWATER T       | 603,150.00    | 51,387.20        | 240,383.17            | 362,766.83 | 39.85            |
| 5110 - REGULAR P/R        | 139,000.00    | 14,700.00        | 55,026.00             | 83,974.00  | 39.59            |
| 5115 - OVERTIME P/R       | 5,400.00      | 1,155.00         | 3,178.50              | 2,221.50   | 58.86            |
| 5145 - STIPENDS           | 2,600.00      | 300.00           | 1,200.00              | 1,400.00   | 46.15            |
| 5200 - FICA/UC/WC         | 77,000.00     | 8,232.00         | 30,814.56             | 46,185.44  | 40.02            |
| 5201 - LIFE/RETIRE        | 950.00        | 207.90           | 572.14                | 377.86     | 60.23            |
| 5310 - WATER              | 14,400.00     | 643.54           | 2,545.18              | 11,854.82  | 17.67            |
| 5320 - ELECTRICITY        | 65,000.00     | 6,390.58         | 27,576.72             | 37,423.28  | 42.43            |
| 5330 - HEATING FUEL       | 6,600.00      | 730.58           | 994.21                | 5,605.79   | 15.06            |
| 5340 - TELEPHONE          | 3,900.00      | 415.64           | 1,751.29              | 2,148.71   | 44.90            |
| 5510 - FUEL/OIL/LUB       | 6,000.00      | 2,059.65         | 2,825.09              | 3,174.91   | 47.08            |
| 5560 - VEH MAINT          | 2,000.00      | 0.00             | 0.00                  | 2,000.00   | 0.00             |
| 5710 - EQUIPMENT          | 500.00        | 439.04           | 504.03                | -4.03      | 100.81           |
| 5720 - PARTS              | 25,000.00     | 2,296.57         | 8,655.09              | 16,344.91  | 34.62            |
| 5810 - OFFICE SUPP        | 800.00        | 32.00            | 518.29                | 281.71     | 64.79            |
| 5820 - JANITOR SUPP       | 500.00        | 113.90           | 174.80                | 325.20     | 34.96            |
| 5830 - LAB SUPPLIES       | 9,000.00      | 955.74           | 3,697.28              | 5,302.72   | 41.08            |
| 5835 - OPER SUPPL         | 2,000.00      | 0.00             | 148.13                | 1,851.87   | 7.41             |

## Expense Summary Report

ALL Departments  
DECEMBER

01/12/2024

Page 9

| ACCOUNT                    | BUDGET<br>NET | CURR MNTH<br>NET | YTD UNEXPENDED<br>NET | BALANCE    | PERCENT<br>SPENT |
|----------------------------|---------------|------------------|-----------------------|------------|------------------|
| 7000 - WASTEWATER T CONT'D |               |                  |                       |            |                  |
| 5850 - CHEMICALS           | 18,000.00     | 0.00             | 14,512.96             | 3,487.04   | 80.63            |
| 5920 - BLDG MAINT          | 8,000.00      | 0.00             | 0.00                  | 8,000.00   | 0.00             |
| 6216 - PRP/CASUALTY        | 4,800.00      | 0.00             | 0.00                  | 4,800.00   | 0.00             |
| 6410 - POSTAGE             | 2,000.00      | 66.65            | 573.43                | 1,426.57   | 28.67            |
| 6412 - SAFETY EQUIP        | 500.00        | 253.84           | 253.84                | 246.16     | 50.77            |
| 6420 - CLTH-UNIFORM        | 1,500.00      | 58.01            | 1,076.30              | 423.70     | 71.75            |
| 6470 - ED/TRAINING         | 500.00        | 110.00           | 110.00                | 390.00     | 22.00            |
| 6507 - ABATEMENTS          | 6,500.00      | 103.80           | 4,037.82              | 2,462.18   | 62.12            |
| 6509 - BAD DEBT            | 1,000.00      | 0.00             | 0.00                  | 1,000.00   | 0.00             |
| 6510 - AUDIT/CONSLT        | 3,900.00      | 0.00             | 0.00                  | 3,900.00   | 0.00             |
| 6560 - CONTRACT SVC        | 23,600.00     | 525.00           | 18,908.75             | 4,691.25   | 80.12            |
| 6563 - SLUDGE DISP         | 104,000.00    | 10,628.06        | 51,747.48             | 52,252.52  | 49.76            |
| 6565 - LICENSE FEE         | 1,200.00      | 0.00             | 1,075.88              | 124.12     | 89.66            |
| 6568 - C/S PUMPING         | 12,000.00     | 0.00             | 0.00                  | 12,000.00  | 0.00             |
| 6570 - TRIO PURCHAS        | 1,400.00      | 0.00             | 1,129.80              | 270.20     | 80.70            |
| 6572 - O/S LAB TEST        | 4,100.00      | 502.00           | 1,046.00              | 3,054.00   | 25.51            |
| 6574 - C/S ENGINEER        | 12,000.00     | 467.70           | 4,829.60              | 7,170.40   | 40.25            |
| 7881 - SANI REP/PRT        | 5,000.00      | 0.00             | 0.00                  | 5,000.00   | 0.00             |
| 7883 - SEWER PW MNT        | 10,000.00     | 0.00             | 900.00                | 9,100.00   | 9.00             |
| 8050 - DEP/SRF MGMT        | 5,000.00      | 0.00             | 0.00                  | 5,000.00   | 0.00             |
| 8053 - CSO PLAN            | 7,500.00      | 0.00             | 0.00                  | 7,500.00   | 0.00             |
| 8060 - DEPRC/ASSET         | 10,000.00     | 0.00             | 0.00                  | 10,000.00  | 0.00             |
| 7100 - WWTP DEBT SE        | 346,137.00    | 59,348.00        | 203,782.59            | 142,354.41 | 58.87            |
| 2000 - 2011FR PRIN         | 63,650.00     | 0.00             | 0.00                  | 63,650.00  | 0.00             |
| 2005 - 2011FR INT          | 8,052.00      | 0.00             | 4,025.59              | 4,026.41   | 49.99            |
| 2010 - 2011FR ADM          | 1,076.00      | 0.00             | 60.38                 | 1,015.62   | 5.61             |
| 2012 - 2011FR DEP          | 2,510.00      | 0.00             | 140.90                | 2,369.10   | 5.61             |
| 2024 - 2018S-2 PR          | 8,445.00      | 0.00             | 8,445.00              | 0.00       | 100.00           |
| 2025 - 2018S-2 INT         | 1,615.00      | 0.00             | 828.21                | 786.79     | 51.28            |
| 2026 - 2018S-2 ADM         | 151.00        | 0.00             | 139.10                | 11.90      | 92.12            |
| 2027 - 2018S-2 DEP         | 353.00        | 0.00             | 324.56                | 28.44      | 91.94            |
| 2034 - MAIN INT            | 12,220.00     | 0.00             | 0.00                  | 12,220.00  | 0.00             |
| 2070 - 2017FS PRIN         | 4,100.00      | 0.00             | 3,731.00              | 369.00     | 91.00            |
| 2071 - 2017FS INT          | 800.00        | 0.00             | 105.34                | 694.66     | 13.17            |
| 2072 - 2017FS ADM          | 71.00         | 0.00             | 57.55                 | 13.45      | 81.06            |
| 2073 - 2017FS DEP          | 166.00        | 0.00             | 134.27                | 31.73      | 80.89            |
| 3010 - 2009S PRIN          | 50,592.00     | 0.00             | 50,592.25             | -0.25      | 100.00           |
| 3015 - 2009S INTR          | 3,400.00      | 0.00             | 1,824.74              | 1,575.26   | 53.67            |
| 3020 - 2009S DEP           | 1,890.00      | 0.00             | 1,834.59              | 55.41      | 97.07            |
| 3025 - 2009S ADMIN         | 810.00        | 0.00             | 786.25                | 23.75      | 97.07            |
| 3030 - 2010SR PRIN         | 48,760.00     | 0.00             | 0.00                  | 48,760.00  | 0.00             |
| 3035 - 2010SR INTR         | 3,518.00      | 0.00             | 1,758.67              | 1,759.33   | 49.99            |
| 3040 - 2010SR ADMIN        | 785.00        | 0.00             | 26.38                 | 758.62     | 3.36             |

## Expense Summary Report

ALL Departments  
DECEMBER

| ACCOUNT                    | BUDGET<br>NET | CURR MNTH<br>NET | YTD UNEXPENDED<br>NET | BALANCE    | PERCENT<br>SPENT |
|----------------------------|---------------|------------------|-----------------------|------------|------------------|
| 7100 - WWTP DEBT SE CONT'D |               |                  |                       |            |                  |
| 3045 - 2010SR DEP          | 1,830.00      | 0.00             | 61.55                 | 1,768.45   | 3.36             |
| 3070 - 2010FS PRIN         | 63,611.00     | 0.00             | 63,610.67             | 0.33       | 100.00           |
| 3071 - 2010FS INTR         | 4,953.00      | 0.00             | 2,635.29              | 2,317.71   | 53.21            |
| 3072 - 2010FS ADMIN        | 1,029.00      | 0.00             | 993.69                | 35.31      | 96.57            |
| 3073 - 2010FS DEP          | 2,400.00      | 0.00             | 2,318.61              | 81.39      | 96.61            |
| 3074 - RD \$777k PRI       | 25,835.00     | 25,834.24        | 25,834.24             | 0.76       | 100.00           |
| 3075 - RD \$777k INT       | 11,874.00     | 11,873.76        | 11,873.76             | 0.24       | 100.00           |
| 3076 - RD \$500K PR        | 16,026.00     | 16,025.76        | 16,025.76             | 0.24       | 100.00           |
| 3077 - RD \$500K INT       | 5,615.00      | 5,614.24         | 5,614.24              | 0.76       | 99.99            |
| 8000 - AMBULANCE           | 1,548,205.00  | 64,785.07        | 576,182.61            | 972,022.39 | 37.22            |
| 5110 - REGULAR P/R         | 395,500.00    | 16,064.55        | 109,392.47            | 286,107.53 | 27.66            |
| 5115 - OVERTIME P/R        | 70,000.00     | 7,318.53         | 49,237.86             | 20,762.14  | 70.34            |
| 5120 - PARTTIME P/R        | 100,000.00    | 8,030.86         | 62,147.43             | 37,852.57  | 62.15            |
| 5200 - FICA/UC/WC          | 77,500.00     | 2,615.30         | 17,553.71             | 59,946.29  | 22.65            |
| 5201 - LIFE/RETIRE         | 51,000.00     | 2,495.65         | 15,952.02             | 35,047.98  | 31.28            |
| 5202 - HLTH/DENT/IP        | 139,500.00    | 6,796.65         | 30,711.23             | 108,788.77 | 22.02            |
| 5203 - FLEX SPEND          | 1,875.00      | 0.00             | 0.00                  | 1,875.00   | 0.00             |
| 5204 - FF WAGE REIM        | 30,000.00     | 2,500.00         | 15,000.00             | 15,000.00  | 50.00            |
| 5206 - ADMIN-MGR           | 8,940.00      | 666.85           | 4,326.34              | 4,613.66   | 48.39            |
| 5208 - ADMIN-FIN           | 20,400.00     | 1,513.00         | 9,818.86              | 10,581.14  | 48.13            |
| 5209 - ADMIN-PW MEC        | 5,530.00      | 460.83           | 2,764.98              | 2,765.02   | 50.00            |
| 5210 - DUES/SUBSCRIP       | 4,950.00      | 0.00             | 900.00                | 4,050.00   | 18.18            |
| 5340 - TELEPHONE           | 780.00        | 51.85            | 244.89                | 535.11     | 31.40            |
| 5350 - RENTAL FEES         | 14,500.00     | 1,208.33         | 7,249.98              | 7,250.02   | 50.00            |
| 5400 - CAP-OL AMBUL        | 30,000.00     | 0.00             | 0.00                  | 30,000.00  | 0.00             |
| 5510 - FUEL/OIL/LUB        | 27,000.00     | 1,301.34         | 6,463.08              | 20,536.92  | 23.94            |
| 5530 - TIRES/TUBES         | 2,000.00      | 0.00             | 364.72                | 1,635.28   | 18.24            |
| 5560 - VEH MAINT           | 12,000.00     | 489.53           | 2,987.64              | 9,012.36   | 24.90            |
| 5610 - OFFICE EQUIP        | 3,075.00      | 74.45            | 1,570.90              | 1,504.10   | 51.09            |
| 5620 - AMBUL EQUIP         | 18,000.00     | 2,740.01         | 4,773.48              | 13,226.52  | 26.52            |
| 5750 - RADIO/REPAIR        | 2,000.00      | 0.00             | 666.00                | 1,334.00   | 33.30            |
| 5810 - OFFICE SUPP         | 600.00        | 0.00             | 94.58                 | 505.42     | 15.76            |
| 5820 - JANITOR SUPP        | 500.00        | 0.00             | 523.64                | -23.64     | 104.73           |
| 5842 - OXYGEN SUPP         | 3,000.00      | 0.00             | 235.48                | 2,764.52   | 7.85             |
| 5844 - PHARMCY SUPP        | 2,500.00      | 0.00             | 165.66                | 2,334.34   | 6.63             |
| 5846 - SUPP-MEDIC.         | 11,000.00     | 512.61           | 4,802.15              | 6,197.85   | 43.66            |
| 5852 - MED SCREEN          | 700.00        | 0.00             | 0.00                  | 700.00     | 0.00             |
| 5855 - DRG/ALC TEST        | 770.00        | 0.00             | 271.50                | 498.50     | 35.26            |
| 5898 - LIC / FEES          | 900.00        | 168.00           | 648.17                | 251.83     | 72.02            |
| 6050 - TRAVEL              | 800.00        | 0.00             | 37.29                 | 762.71     | 4.66             |
| 6216 - PRP/CASUALTY        | 12,000.00     | 0.00             | 0.00                  | 12,000.00  | 0.00             |
| 6410 - POSTAGE             | 300.00        | 0.00             | 13.20                 | 286.80     | 4.40             |
| 6415 - ADVERTISING         | 1,000.00      | 0.00             | 665.75                | 334.25     | 66.58            |

## Expense Summary Report

ALL Departments  
DECEMBER

01/12/2024

Page 11

| ACCOUNT                 | BUDGET<br>NET | CURR MNTH<br>NET | YTD UNEXPENDED<br>NET | BALANCE      | PERCENT<br>SPENT |
|-------------------------|---------------|------------------|-----------------------|--------------|------------------|
| 8000 - AMBULANCE CONT'D |               |                  |                       |              |                  |
| 6420 - CLTH-UNIFORM     | 3,000.00      | 0.00             | 1,051.00              | 1,949.00     | 35.03            |
| 6470 - ED/TRAINING      | 7,000.00      | 0.00             | 62.25                 | 6,937.75     | 0.89             |
| 6510 - AUDIT/CONSLT     | 2,900.00      | 0.00             | 0.00                  | 2,900.00     | 0.00             |
| 6550 - CONT BILLING     | 26,500.00     | 0.00             | 9,297.00              | 17,203.00    | 35.08            |
| 6562 - C/S MAINT        | 9,500.00      | 8,070.00         | 8,070.00              | 1,430.00     | 84.95            |
| 6564 - C/S BACKUP       | 600.00        | 0.00             | 275.00                | 325.00       | 45.83            |
| 6566 - C/S CRH          | 1,400.00      | 0.00             | 0.00                  | 1,400.00     | 0.00             |
| 9000 - AMBULANCE-PR     | 13,600.00     | 1,700.44         | 10,168.49             | 3,431.51     | 74.77            |
| 9010 - AMBULANCE IN     | 85.00         | 6.29             | 71.89                 | 13.11        | 84.58            |
| 9800 - CNTRCT ALLOW     | 395,000.00    | 0.00             | 197,603.97            | 197,396.03   | 50.03            |
| 9850 - AMB BAD DEBT     | 40,000.00     | 0.00             | 0.00                  | 40,000.00    | 0.00             |
| Final Totals            | 8,734,112.00  | 675,362.15       | 4,133,034.57          | 4,601,077.43 | 47.32            |

|                    |  |                        |         |
|--------------------|--|------------------------|---------|
| Subject:           | Calais Police Department METRO/CJIS System Policy                | Policy #               | 2-18    |
| Effective Date:    |  | Review Period:         | 2 Years |
| Distribution:      | All Sworn Personnel  | # of pages:            | 10      |
| MLEAP:             | N/A  | CJIS/METRO Requirement |         |
|                    | Rescinds All Previous Policies<br>Related To This Current Policy |                        |         |
| Issuing Authority: | David Randall - Chief of Police                                  |                        |         |

## **I. POLICY**

It is the policy of the CALAIS Police Department that the use of all electronic systems, including computers, fax machines, and all forms of Internet/intranet access, are for CALAIS Police Department business and for authorized purposes only. It is also the policy of the CALAIS Police Department to protect the integrity of records declared confidential under the Criminal History Information Act.

## **II. PURPOSE**

It is the purpose of this policy to establish guidelines for the use of all information systems that store, access, or process criminal justice information (CJI) per the requirements of the CJIS Security Policy and the METRO Manual.

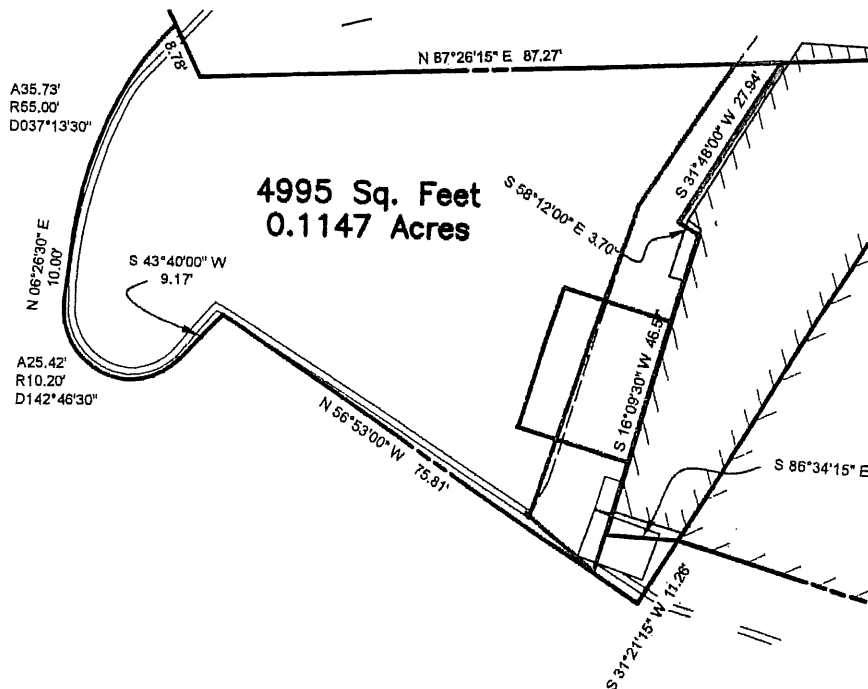
# TC & RW dba Jo's Diner & Pizzeria

195 Main St.  
Calais Maine, 04619

January 22, 2024

Dear City Councilors,

I write this letter to request the release of a sewer/water easement that exists over/between land I have recently acquired and our business located at 195 Main St. in Calais. We have plans to build onto our current building to expand the cramped kitchen capacity. We have already acquired a building permit and we are working with contractors on the project. We plan to do the construction in the month of May. The section in red below represents the easement we would like released. The section in blue represents the proposed addition. The easement is highlighted in red on the attached deed.



This portion of the sewer easement does not serve the city any purpose as two sides are owned by Jo's and the other two sides are the Unobsky parking lot and Main st. . The sewer and water lines that

adjoin Main st. and the Unobsky parking lot run under the street entrance to the parking lot. The only sewer and water lines that run through the proposed easement are going to the property now owned by Jo's. We believe the original intent of this easement was to facilitate possible water and sewer lines to the "lawn" portion recently purchased by Jo's.

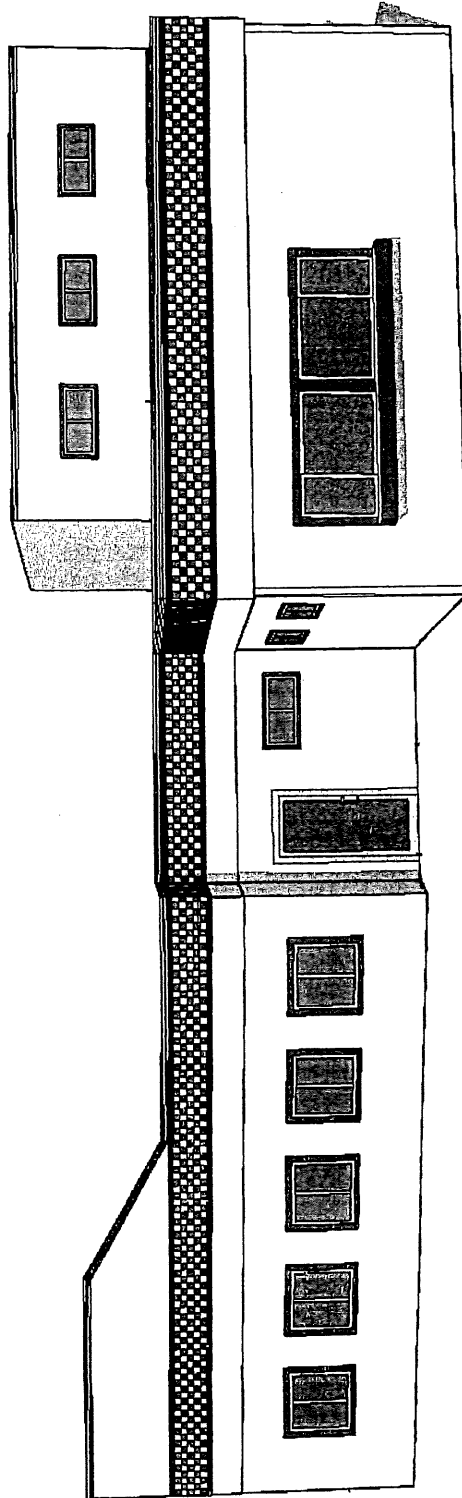
Without this release the planned expansion will not be possible. This expansion will allow for greater service to the community both in access to food and employment opportunities. The expansion will also increase the tax value of the property.

Thank you for taking time to consider this request. I continue to appreciate the positive relationship with the City and look forward to your decision. If you have any questions or concerns I will be happy to address them.

Sincerely,

Tim and Diane Crowe

Owners Jo's Diner and Pizzeria



**OLVER ASSOCIATES INC.**

**ENVIRONMENTAL ENGINEERS**

January 23, 2024

Mr. Mike Ellis, City Manager  
Calais City Building  
P.O. Box 413  
Calais, Maine 04619

Dear Mike:

On Friday, January 19, 2024, one bid was opened for the Generator project for the Water Department's Treatment Facility and Office building. One bid was received from Border Electric as provided below:

| <u>CONTRACTOR</u>    | <u>ADDRESS</u> | <u>BID AMOUNT</u> |
|----------------------|----------------|-------------------|
| Border Electric Inc. | Calais, Maine  | \$367,500         |

The apparent responsive low bidder is Border Electric, Inc of Calais, Maine at a total bid price of \$367,500. A tabulation of the bid and a copy of Border Electric's proposal are enclosed for your reference. The base bid is higher than the final design engineering estimate for this project. However, all bids currently appear to be coming in higher than our database due to inflation, busy construction climate, and decline in available contractors. Additionally, the new requirements that the grant funding includes has also increased the pricing of equipment which the contractor must pass on in their pricing. Therefore, we are finding that the bids we are opening are higher than our typically already inflated engineering estimates. After reviewing the bid amount and the current bidding climate, we believe that Border Electric's bid represents a fair market value for this work.

The City has sufficient funds to complete this work as they have \$478,000 for construction and an additional \$95,000 for contingency for a total construction budget available of \$573,000; however, this leaves only \$205,500 for the well if the contingency is not spent on the generator project. At this point, the final well improvements portion of the project has not been completed, as the generator became the priority. Once we finish the well improvements portion of the project, we will identify additional grants prior to proceeding as additional funds will most likely be needed.

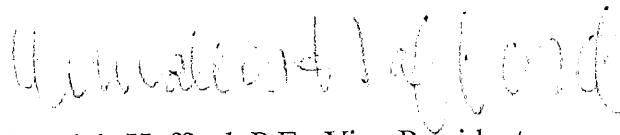
**OLVER ASSOCIATES INC.**

Mr. Mike Ellis, City Manager  
January 23, 2024  
Page 2

We recommend that the City award this work to Border Electric Inc. for the total bid amount of \$367,500, contingent upon funding agency approvals.

Very truly yours,

OLVER ASSOCIATES INC.

A handwritten signature in dark ink, appearing to read "Annaleis Hafford".

Annaleis Hafford, P.E., Vice-President  
Senior Process Engineer

2192/080

CC: Mr. Larry Girvan, DWP  
Ms. Patti Stelmaszczyk, USEPA

CALAIS WATER DEPARTMENT  
 FILTER PLANT SHOP GENERATOR ADDITION  
 BID TABULATION  
 January 19, 2024

| Item No. | Item Description   | Est. QTY | Unit | Border Electric Unit Price | Border Electric Total Price |
|----------|--|----------|------|----------------------------|-----------------------------|
| 1        | Filter Plant Propane Generator System (Complete with the exception of any bid item listed below) | 1        | LS   | \$ 194,800.00              | \$ 194,800.00               |
| 2        | Maintenance Shop Propane Generator   | 1        | LS   | \$ 172,700.00              | \$ 172,700.00               |
|          | TOTAL BID  |          |      |                            | \$ 367,500.00               |

| Item No.                               | Description  | Unit | Estimated Quantity | Bid Unit Price | Bid Amount |
|--|--|------|--------------------|----------------|------------|
| 1                                      | Filter Plant Propane Generator System (complete with the exception of any bid item listed below) | LS   | LS                 | \$ 194,800     | \$ 194,800 |
| 2                                      | Maintenance Shop Propane Generator   | LS   | LS                 | \$ 172,700     | \$ 172,700 |
| Total of All Unit Base Bid Price Items |  |      |                    |                | \$ 367,500 |

The extended prices for Unit Price Work set forth as of the Effective Date of the Contract are based on estimated quantities. As provided in Paragraph 13.03 of the General Conditions, estimated quantities are not guaranteed, and determinations of actual quantities and classifications are to be made by Engineer.

~~C. Total of Lump Sum Amount and Unit Price Work (subject to final Unit Price adjustment) \$[number].~~

~~D. For all Work, at the prices stated in Contractor's Bid, attached hereto as an exhibit.~~

Deleted

## ARTICLE 6—PAYMENT PROCEDURES

### 6.01 Submittal and Processing of Payments

- A. Contractor shall submit Applications for Payment in accordance with Article 15 of the General Conditions. Applications for Payment will be processed by Engineer as provided in the General Conditions.

### 6.02 Progress Payments; Retainage

- A. Owner shall make progress payments on the basis of Contractor's Applications for Payment ~~on or about the [ordinal number, such as 5th] day of each month~~ during performance of the Work as provided in Paragraph 6.02.A.1 below, provided that such Applications for Payment have been submitted in a timely manner and otherwise meet the requirements of the Contract. All such payments will be measured by the Schedule of Values established as provided in the General Conditions (and in the case of Unit Price Work based on the number of units completed) or, in the event there is no Schedule of Values, as provided elsewhere in the Contract.

- 1. Prior to Substantial Completion, progress payments will be made in an amount equal to the percentage indicated below but, in each case, less the aggregate of payments previously made and less such amounts as Owner may withhold, including but not limited to liquidated damages, in accordance with the Contract.

- a. 95 percent of the value of the Work completed (with the balance being retainage).

- 1) ~~If 50 percent or more of the Work has been completed, as determined by Engineer, and if the character and progress of the Work have been satisfactory to Owner and Engineer, then as long as the character and progress of the Work remain satisfactory to Owner and Engineer, there will be no additional retainage; and~~

---

EJCDC® C-520, Agreement between Owner and Contractor for Construction Contract (Stipulated Price).  
 Copyright© 2018 National Society of Professional Engineers, American Council of Engineering Companies,  
 and American Society of Civil Engineers. All rights reserved.  
 Modified to include RD edits from RUS Bulletin 1780-26 (6/16/2020).

BIDDER hereby submits this Bid as set forth above:

Bidder:

Border Electric Inc.

(typed or printed name of organization)

By:

Sheridan D. Smith

(individual's signature)

Name:

Sheridan D. Smith

(typed or printed)

Title:

VP

(typed or printed)

Date:

January 19, 2024

(typed or printed)

If Bidder is a corporation, a partnership, or a joint venture, attach evidence of authority to sign.

Attest:

Tammy L. Tupper

(individual's signature)

Name:

Tammy L. Tupper

(typed or printed)

Title:

Office Manager - Witness

(typed or printed)

Date:

January 19, 2024

(typed or printed)

Address for giving notices:

337 North St.

Calais, ME 04619

Bidder's Contact:

Name:

Sheridan D. Smith

(typed or printed)

Title:

VP

(typed or printed)

Phone:

207-454-8619

Email:

bunc@qwi.net

Address:

337 North St.

Calais, ME 04619

Bidder's Contractor License No.: (if applicable)

EJCDC® C-410, Bid Form for Construction Contract.

Copyright© 2018 National Society of Professional Engineers, American Council of Engineering Companies, and American Society of Civil Engineers. All rights reserved.

Modified to include RD edits from RUS Bulletin 1780-26 (6/16/2020).

Page 8 of 8

# JANUARY - 2024

| SUNDAY | MONDAY   | TUESDAY | WEDNESDAY  | THURSDAY  | FRIDAY | SATURDAY |
|--------|--|---------|--|---|--------|----------|
|        | 1<br>New Year's Day<br>Municipal Offices<br>Closed                 | 2       | 3  | 4   | 5      | 6        |
| 7      | 8  | 9       | 10   | 11<br>Council Meeting 6 PM  | 12     | 13       |
| 14     | 15<br>Martin Luther King<br>Jr. Day<br>Municipal Offices<br>Closed | 16      | 17   | 18  | 19     | 20       |
| 21     | 22   | 23      | 24<br>School Liaison<br>Committee 5 PM<br>(at high school) | 25<br>Economic<br>Development<br>Committee 5 PM<br>Council Meeting 6 PM | 26     | 27       |
| 28     | 29   | 30      | 31   |   |        |          |