

CALAIS CITY COUNCIL
June 29, 2023

The second 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 Niles, Rogers, Beale, and Macdonald.

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

- A. *Previous Minutes*
- B. *Treasurer's Warrants City through June 28, 2023*
\$ 813,246.84
- C. *Treasurer's Warrants School through June 28, 2023*
\$ 922,012.78
- D. *Treasurer's Warrants Water through June 28, 2023*
\$ 377,381.13
- E. *Special Event Application-International Festival Pageants*
- F. *Application for Perpetual Care-Emery Lot*
- G. *Application for Perpetual Care-Gardner Lot*

Mayor Mingo then called for a public hearing regarding the 2023-2024 Municipal Budget. After discussion, Councilor Niles made the following motion: "I move that the City of Calais Budget for the fiscal year July 1, 2023 through June 30, 2024 be adopted as presented and to dispense with the reading of the Annual Appropriation and Closing of the Books." Councilor Rogers Seconded. All were in favor.

A second motion was also made by Councilor Niles: "I move that all over-expenditures from the General appropriation be charged to surplus and any unexpended amounts be credited to the surplus account except the following General Ledger Accounts as presented which will be carried forward as either credit or debit." This motion was seconded by councilor Rogers. All were in favor.

See Insert of Annual Appropriation-General Fund and Closing of the Books

A public hearing was then held regarding the 2023-2024 Wastewater Budget. After discussion, Councilor Rogers made the

Attendance

Consent Agenda

Public Hearing-2023-2024
Municipal Budget

Public Hearing-2023-2024
Wastewater Budget

following motion: "I move that the Wastewater Budget for the fiscal year July 1, 2023 through June 30, 2024 be adopted as presented and to dispense with the reading of the Annual Appropriations." Councilor Macdonald seconded. All were in favor.

See Insert of Annual Appropriation-Sewer Fund

A public hearing was then held regarding the 2023-2024 School Department Budget. After discussion, Councilor Macdonald made the following motion: "I move that the School Department Budget for the fiscal year July 1, 2023 through June 30, 2024 be adopted as presented and to dispense with the reading of the Annual Resolutions." Councilor Niles seconded. All were in favor.

See Insert of Resolutions for FY 2023/2024 Calais School Department Budget

Lastly, a public hearing was held to consider a new liquor license application for the Riverview Restaurant and Lounge. After discussion, Councilor Niles made a motion to approve the application. Councilor Beale seconded. All were in favor.

The City Manager then gave his report. The only item mentioned was a recommendation to schedule a single council meeting during the months of July and August on 7/20 and 8/17. Councilor Beale made a motion to do so. Councilor Niles seconded the motion. All were in favor.

The only follow up item discussed was the fencing for the new dog park. One quote has been received so far.

The only committee to meet was Economic Development. They met at 5pm prior to this meeting. The discussion generally focused on the downtown area and improvements that can be made. The committee will meet again on 7/19/23 @5pm.

For the last item under old business, the Council discussed the interagency debt in both the Ambulance and Sewer departments. Consultant Hank Farrah shared his thoughts with the council regarding cleaning up the debt in the city financials. After discussion, a motion was made by Councilor Niles to transfer funds

Public Hearing-2023-2024
School Department Budget

Public Hearing-Liquor License

City Manager's Report

Follow Ups

Committee Updates

Sewer Debt Transfer

from the general fund to pay off the deficit in the sewer department for fiscal year 2023. Councilor Rogers seconded the motion. All were in favor.

Under new business, the council first discussed the 2023-2024 ambulance budget. Councilor Rogers made the following motion: "I move that the Ambulance Budget for the fiscal year July 1, 2023 through June 30, 2024 be adopted as presented." Councilor Macdonald seconded. All were in favor.

See Insert of Ambulance Budget

The last agenda item of the night was the acceptance of the latest round of Opioid Settlement Funds. Councilor Niles made a motion to accept the funds. Councilor Macdonald seconded. All were in favor.


Other Items Discussed

Other topics discussed with no action taken included:

- Further Discussion on Economic Development
- Thank you to everyone for their work on this year's budget
- Council commended for making deficit transfer

There being no further business to come before the City Council at this time, it was moved by Councilor Niles, seconded by Councilor Macdonald, and unanimously voted to adjourn this meeting at 6:44 p.m.

ATTEST:



Brad D. Phillips, Clerk

2023-2024 Ambulance
Budget

Acceptance of Opioid
Settlement Funds

Roundtable

Adjournment

ANNUAL APPROPRIATION – GENERAL FUND

ORDERED:

The following be and hereby is the Annual Appropriation resolve of the City of Calais for the Fiscal year July 1, 2023 to June 30, 2024, which includes the amounts appropriated herein and revenue from all other sources beginning July 1, 2023 and continuing for the fiscal year in the aggregate amount of \$5,914,360 based on the budget approved by the City Council and made a part thereof, and the same is hereby appropriated for the fiscal year July 1, 2023 to June 30, 2024 for the lawful expenditures of the City of Calais and said amounts are declared not to be in excess of the estimated revenue from taxation and sources other than taxation for the fiscal year beginning July 1, 2023.

ORDERED:

That the City Council authorizes the following accounts to lapse into undesignated fund balance:

Tax Lien Costs	\$3,469.65
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ORDERED:

The Assessor of the City of Calais be and hereby is directed to assess a tax upon all real estate in Calais and liable to be taxed therein, and to assess the owner of personal estate liable to be taxed therein on the first day of April, 2023 A. D. and not exempt from taxation, the aggregate amount of \$3,808,385 and in accordance with the provisions of the State of Maine in such cases made and provided; make perfect lists under her hand of such assessments and commit the same to the Collector of Taxes of the City of Calais on or before the last day of August, 2023. All taxes assessed as above and committed to the Collector shall be due on October 2, 2023. That having set the date on which taxes shall become due, to wit October 2, 2023, any taxes remaining unpaid after October 2, 2023 shall bear interest from October 3, 2023 at a rate of 8% per annum, said interest to be added to and become a part of said taxes.

ORDERED:

That the Tax Collector be and hereby is, authorized to accept money prior to the date of Tax Commitment in prepayment of taxes, and to issue receipts for the same. It shall be discretionary with the Tax Collector/City Manager to make arrangements through the City of Calais Tax Club policy with any taxpayer for a schedule of monthly payments without interest and such arrangements, as they jointly deem necessary.

ORDERED:

That the sale or disposal of any real estate acquired by the City for non-payment of taxes thereon, or sewer charges be made in accordance with the City of Calais Property Tax and Sewer Lien Policy, the Treasurer being authorized to execute Municipal Quit-Claim Deeds for such property.

ORDERED:

That the Treasurer for the time being of the City of Calais shall have full authority to execute and acknowledge all deeds of real property or any interest therein on behalf of the City of Calais, unless the City Council shall otherwise expressly order, the authority herein granted applying the conveyances of property, whether tax acquired or not, and to be carried out in those cases where it is being made to remove a cloud on a title wherein the City has no actual interest in the property other than an apparent record interest, and also in those cases where a deed may be necessary or desirable to clear the record title to property following payment of back taxes, expired tax liens, or other City interest in the property. This authority shall be extended to the execution of bills of sale for personal property where such sales or transfers are pursuant to specific City Council authority or under general policies enacted by the City Council.

ORDERED:

That for the purpose of procuring a temporary loan or loans, to and for the City of Calais in anticipation of taxes for the current year, the Mayor and the City Treasurer, be and are, hereby authorized and directed, to borrow from time to time, such sums as may be necessary to pay expenses of the present year, and to give the note or notes, of the City therefore, signed by the City Treasurer and approved by the Mayor and Treasurer. The said debt, or debts, or loans, to the City, under the authority of the Order, are to be paid from taxes of the present fiscal year.

ORDERED:

That any City Ordinances to be automatically repealed during the period from July 1, 2023 to June 30, 2024 pursuant to the City Charter be extended for a period of one year.

ORDERED:

That the following categories of State funds be accepted during the fiscal year beginning July 1, 2023 and ending June 30, 2024:

Municipal Revenue Sharing
Local Road Assistance
State Aid to Education (including Federal pass-through funds and property tax relief)
Public Library State Aid per capita
Snowmobile Reimbursement
Tree Growth Reimbursement
General Assistance Reimbursement
Veterans Exemption Reimbursement
Homestead Exemption Reimbursement
Opioid Settlement Disbursements
State Grant and/or Other Funds

ORDERED:

The disbursement of payments for municipal education costs when a disbursement warrant has been signed by the School Superintendent; and approved by a majority of the Calais School Board is hereby allowed.

General Ledger Accounts: 2022 - 2023 balances either credit or debit to be carried:

1-1725-00	Shore & Harbor (BIG) Grant	4,971.05
1-1726-00	DEP Pumpout Grant (BIG)	7,099.22
1-1735-00	Triangle Park Sidewalk Project	43,661.80
1-1741-00	Fire Dept ATV Grant	3,699.00
1-1789-00	Police Drug Forfeiture Funds	867.42
1-1830-00	Special Gas Account	18,697.90
1-3600-00	Animal Control Fees	2,873.74
1-3623-00	St. Croix #1 Insurance Claim – Roof	1,206.28
1-3624-00	Walmart Grant	895.04
1-3626-00	National Opioid Settlement	46,597.77
1-3630-00	Nash’s Lake Dam	1,845.74
1-3633-00	Scholarship Account	3,250.00
1-3635-00	Fire Dept. Training Facility	2,737.48
1-3637-00	Firefighters Grant	2,356.50
1-3638-00	Fire Dept. J. Baig Bequest	2,000.00
1-3640-00	Police- Dare	5,899.80
1-3642-00	Police – Fingerprint	1,586.20
1-3660-00	Rec Day Camp Scholarship	4,599.02
1-3661-00	Rec – Playground Donation	500.00
1-3662-00	Rec – Smith Field	1,000.00
1-3664-00	Rec – Pool Donations	15,698.63
1-3665-00	Rec – JMG Grant	600.00
1-3666-00	Rec-School Basketball	973.75
1-3667-00	Rec-Pavilion Project	325.31
1-3668-00	Rec – Tennis Donations	500.78
1-3758-00	Library – Eaton Foundation	4,857.32
1-3760-00	Library – Figure Foundation	309.61
1-3761-00	Library – Building Fund	29,975.64
1-3762-00	Library - Special Gift Books	2,566.30
1-3763-00	Library – Pike Book Fund	113.32
1-3764-00	Library – J. Baig Bequest	1,919.96
1-3771-00	Library – Pike Fund Income	55,828.89
1-3778-00	Concert Donations	225.00
1-3785-00	Land Disposition	114,348.71
1-3790-00	ARPA Grant	231,584.16
1-3870-00	Cemetery Road Repair	11,550.00

1-3874-00	Transfer Station Professional Services	7,000.00
1-3875-00	Transfer Station Environmental Monitoring	7,247.46
1-3877-00	PW Tree Planting	2,673.00
1-3878-00	PW Tree Removal	5,037.65
1-3879-00	PW Chipping Program	8,800.00
1-3885-00	PW Insurance Claims	2,950.00
1-3900-00	Veteran's Memorial Pavers	4,532.08
1-4202-00	CIP Administration	356,607.82
1-4205-00	CIP Fire Department	8,286.75
1-4210-00	CIP Recreation Department	2,869.33
1-4215-00	CIP Police Department	19,181.40
1-4220-00	CIP Public Works Department	97,214.71
1-4225-00	CIP Transfer Station	4,535.14
1-4230-00	CIP Cemetery	22,622.15
1-4240-00	CIP North Street Building	26,768.72
1-4746-00	Goode Fuel Fund	6,304.43
7-7360-00	Funded Deprec/Asset	207,787.90
7-7500-00	DEP/SRF Asset Management	119,855.00
8-8620-00	Ambulance Purchase Reserve	124,904.29

ANNUAL APPROPRIATION – SEWER FUND

ORDERED:

The following be and hereby is the annual sewer fund appropriation resolve of the City of Calais for the fiscal year July 1, 2023 to June 30, 2024, which includes the amounts appropriated herein and revenue from sewage service charges and all other sources beginning July 1, 2023 and continuing for the fiscal year in the aggregate amount of \$949,287 based on the budget approved by the City Council and made a part thereof, and the same is hereby appropriated for the fiscal year July 1, 2023 to June 30, 2024 for the lawful expenditures of the City of Calais and said amounts are declared not to be in excess of the estimated revenue from sewer service charges and other sources for the fiscal year beginning July 1, 2023.

Pursuant to Title 30-A M.R.S.A. Sec 3406 and the City of Calais Sewerage Ordinance the City Council hereby adopts the following rates for the City Sewerage Works:

Operation, Maintenance & Replacement:	\$ 5.93 per 100 cu. ft.
Debt Service:	\$ 4.45 per 100 cu. ft.
Total:	\$10.38 per 100 cu. ft.

The Tax Collector of the City of Calais is hereby directed to assess sewer service charges on a quarterly basis as determined by the water meter readings. All sewer service charges remaining unpaid after the date which they are due shall bear interest at a rate of 8% per annum, said interest to be added to and become a part of said sewer service charges.

ORDERED:

That the sale or disposal of any real estate acquired by the City for non-payment of sewer service charges thereon be made in accordance with the City of Calais Property Tax And Sewer Lien Policy, the Treasurer being authorized to execute Municipal Quit-Claim Deeds for such property.

ORDERED:

That the Treasurer for the time being of the City of Calais shall have full authority to execute and acknowledge all deeds of real property or any interest therein on behalf of the City of Calais, unless the City Council shall otherwise expressly order, the authority herein granted applying to conveyances of property, whether tax-acquired or not, and to be carried out in cases where the City Council has approved the conveyance specifically or where it is being made to remove a cloud on a title wherein the City has no actual interest in the property other than an apparent record interest, and also in those cases where a deed may be necessary or desirable to clear the record title to property following payment of back sewer service charges, expired sewer liens or other City interest in the property.

RESOLUTIONS for CALAIS CITY COUNCIL VOTE ON THE CALAIS SCHOOL BUDGET 2023-2024

REQUIRED ARTICLES/RESOLUTIONS FOR THE SCHOOL BUDGET IN MUNICIPAL SCHOOL UNITS:

RESOLUTIONS # 1 THROUGH # 14 TO AUTHORIZE EXPENDITURES IN COST CENTER CATEGORIES

RESOLUTION 1 Shall the council/city appropriate and authorize the School Committee to expend \$3,102,185.45 for Regular Instruction?

RESOLUTION 2 Shall the council/city appropriate and authorize the School Committee to expend \$1,602,174.37 for Special Education?

RESOLUTION 3 Shall the council/city appropriate and authorize the School Committee to expend \$1,407,613.66 for Technical Education?

RESOLUTION 4 Shall the council/city appropriate and authorize the School Committee to expend \$176,545.04 for Other Instruction?

RESOLUTION 5 Shall the council/city appropriate and authorize the School Committee to expend \$408,598.16 for Student and Staff Support?

RESOLUTION 6 Shall the council/city appropriate and authorize the School Committee to expend \$452,760.34 for System Administration?

RESOLUTION 7 Shall the council/city appropriate and authorize the School Committee to expend \$449,282.18 for School Administration?

RESOLUTION 8 Shall the council/city appropriate and authorize the School Committee to expend \$761,224.43 for Transportation and Buses?

RESOLUTION 9 Shall the council/city appropriate and authorize the School Committee to expend \$931,517.96 for Facilities Maintenance?

RESOLUTION 10 Shall the council/city appropriate and authorize the School Committee to expend \$415,159.74 for Debt Service and Other Commitments?

RESOLUTION 11 Shall the council/city appropriate and authorize the School Committee to expend **\$15,000.00** for All Other Expenditures?

RESOLUTION 12 To see what sum the Council/city will appropriate for the total cost of funding public education from kindergarten to grade 12 as described in the Essential Programs and Services Funding Act (**Recommend \$6,128,375.75**) and to see what sum the Council/city will raise as the Council/city's contribution to the total cost of funding public education from kindergarten to grade 12 as described in the Essential Programs and Services Funding Act in accordance with the Maine Revised Statutes, Title 20-A, section 15688.

Recommend \$1,193,496.33

"Explanation: The school administrative unit's contribution to the total cost of funding public education from kindergarten to grade 12 as described in the Essential Programs and Services Funding Act is the amount of money determined by state law to be the minimum amount that a municipality must raise in order to receive the full amount of state dollars."

RESOLUTION 13 To see what sum the Council/city will raise and appropriate for the annual payments on debt service previously approved by the Council/city voters for non-state-funded school construction projects, non-state-funded portions of school construction projects and minor capital projects in addition to the funds appropriated as the local share of the Council/city's contribution to the total cost of funding public education from kindergarten to grade 12.

Recommend \$0.00

Explanation: Non-state-funded debt service is the amount of money needed for the annual payments on the Council/city's long-term debt for major capital school construction projects and minor capital renovation projects that are not approved for state subsidy. The bonding of this long-term debt was previously approved by the voters.

RESOLUTION 14 To see what sum the Council/city will raise and to appropriate the sum of (**Recommend \$0.00**) in additional local funds for school purposes under Maine Revised Statutes, Title 20-A, §15690.

Recommend \$0.00

The following statement must accompany this article in subparagraph:

Explanation: The additional local funds are those locally raised funds over and above the school administrative unit's local contribution to the total cost of funding public education from kindergarten to grade 12 as described in the Essential Programs and Services Funding Act and local amounts raised for the annual payment on non-state funded debt service that will help achieve the municipality/district budget for educational programs.

RESOLUTION # 15 SUMMARIZES THE PROPOSED SCHOOL BUDGET

RESOLUTION 15 To see what sum the Council/city will authorize the school committee to expend for the fiscal year beginning July 1, 2023 and ending June 30, 2024 from the Council/city's contribution to the total cost of funding public education from kindergarten to grade 12 as described in the Essential Programs and Services Funding Act, non-state-funded school construction projects, additional local funds for school purposes under the Maine Revised Statutes, Title 20-A, section 15690, unexpended balances, tuition receipts, state subsidy and other receipts for the support of schools.

Recommend \$9,722,061.32

RESOLUTION 16 To see if the Council/city will appropriate \$0.00 for Adult Education and raise \$0.00 as the local share; with authorization to expend any additional, incidental, or miscellaneous receipts in the interest and for the well-being of the adult education program.

Recommend \$0.00

RESOLUTION 17 In the event that the Calais School Department receives more state education subsidy than the amount included in its budget, shall the School Board be authorized to use all or part of the additional state subsidy to increase expenditures for school purposes in cost center categories approved by the School Board, increase the allocation of finances in a reserve fund approved by the School Board, and/or decrease the local cost share expectation, as defined in Title 20-A, section 15671-A (1)(B), for local property taxpayers for funding public education as approved by the School Board?

FY24 Ambulance Budget Summary

	FY23	FY24	\$ Change	% Change
	As Passed	As Proposed		
Projected Revenues	1,421,856.00	1,548,424.00	126,568.00	8.90%
Payroll - Regular Wages	337,000.00	395,500.00	58,500.00	17.36%
Payroll - Overtime Wages	64,000.00	70,000.00	6,000.00	9.38%
Payroll - Part Time	75,000.00	100,000.00	25,000.00	33.33%
Benefits - FICA/UC/WC	68,150.00	77,500.00	9,350.00	13.72%
Benefits - Life/Retirement	44,100.00	51,000.00	6,900.00	15.65%
Benefits - Health/Dental/IP	117,000.00	139,500.00	22,500.00	19.23%
Benefits - Flexible Spending Acct	1,875.00	1,875.00	-	0.00%
FF Wage Reimbursement	30,000.00	30,000.00	-	0.00%
Administrative - Manager	8,700.00	8,940.00	240.00	2.76%
Administrative - Finance	19,100.00	20,400.00	1,300.00	6.81%
Admin - PW Mechanic	5,230.00	5,530.00	300.00	5.74%
Dues	1,605.00	4,950.00	3,345.00	208.41%
Telephone	1,450.00	780.00	(670.00)	-46.21%
Rental Fees	14,525.00	14,500.00	(25.00)	-0.17%
Capital Outlay - Ambulance	30,000.00	30,000.00	-	0.00%
Fuel, Oil & Lube	39,000.00	27,000.00	(12,000.00)	-30.77%
Tires	2,000.00	2,000.00	-	0.00%
Vehicle Maintenance	12,000.00	12,000.00	-	0.00%
Office Equipment	2,725.00	3,075.00	350.00	12.84%
Ambulance Equipment	15,000.00	18,000.00	3,000.00	20.00%
Radios/Repair	900.00	2,000.00	1,100.00	122.22%
Office Supplies	800.00	600.00	(200.00)	-25.00%
Janitorial Supplies	500.00	500.00	-	0.00%
Supplies - Oxygen	3,000.00	3,000.00	-	0.00%
Supplies - Pharmacy	2,500.00	2,500.00	-	0.00%
Supplies - Medical	11,000.00	11,000.00	-	0.00%
Medical Screenings	200.00	700.00	500.00	250.00%
Drug/Alcohol Testing	660.00	770.00	110.00	16.67%
Licenses & Fees	900.00	900.00	-	0.00%
Travel	800.00	800.00	-	0.00%
Property & Casualty	10,000.00	12,000.00	2,000.00	20.00%
Postage	300.00	300.00	-	0.00%
Advertising	1,000.00	1,000.00	-	0.00%
Clothing - Uniforms	2,500.00	3,000.00	500.00	20.00%
Education & Training	7,000.00	7,000.00	-	0.00%
Legal & Audit Fees	2,900.00	2,900.00	-	0.00%
Contract Svcs - Billing	26,500.00	26,500.00	-	0.00%
Contract Svcs - Maint	4,000.00	9,500.00	5,500.00	137.50%
Contract Svcs - Back Up	600.00	600.00	-	0.00%
Contract Svcs - CRH	1,400.00	1,400.00	-	0.00%
Loan - Principal	20,110.00	13,600.00	(6,510.00)	-32.37%
Loan - Interest	385.00	85.00	(300.00)	-77.92%
Contractual Allowance	395,000.00	395,000.00	-	0.00%
Bad Debt	40,000.00	40,000.00	-	0.00%
Subtotal	1,421,415.00	1,548,205.00	126,790.00	8.92%
Budgeted Net Income/(Loss)	441.00	219.00	(222.00)	