

TENTATIVE AGENDA
SPECIAL TOWN COUNCIL MEETING
FOR FISCAL 2019 MUNICIPAL AND WASTEWATER BUDGET ADOPTION
IN COUNCIL CHAMBERS
FRIDAY, JUNE 22, 2018
9:00 AM

'This is a fragrance free building. Please help us to accommodate our co-workers and clients who are chemically sensitive to fragrances and other scented products. Thank you for not wearing perfume, aftershave, scented hand lotion, fragranced hair products, and or similar products.'

1. Roll Call
2. Pledge of Allegiance
3. Adjustments to the Agenda
4. ORDER #163-2018 General Administration Departments
5. ORDER #164-2018 Community & Economic Development Departments
6. ORDER #165-2018 Public Safety and Protection Departments
7. ORDER #166-2018 Public Works Departments
8. ORDER #167-2018 Community and Recreation Services Departments
9. ORDER #168-2018 Debt Services and Interest Department
10. ORDER #169-2018 Capital Improvements Departments
11. ORDER #170-2018 Anticipated Revenues and Transfers
12. ORDER #171-2018 Transfer of Funds from Designated Dog Fee Revenue Reserve Account for the Care of Animals
13. ORDER #172-2018 Transfer of Funds from Fund Balance Account
14. ORDER #173-2018 County Tax
15. ORDER #174-2018 Acceptance of State of Maine Funds
16. ORDER #175-2018 Approval of Written Policy Concerning Disbursement of State Fees
17. ORDER #176-2018 Disbursement of Employees Wages and Benefits
18. ORDER #177-2018 Payment of Property Taxes for Multiple Years
19. ORDER #178-2018 Wastewater Department Anticipated Revenues and Transfers
20. ORDER #179-2018 Wastewater Department Operations
21. Adjournment:

ORDER #163-2018

IT IS ORDERED that \$1,574,779 is hereby raised and appropriated and the Officers are authorized to spend said amount for the General Administration Departments of Millinocket as listed below for the Fiscal Year 2019.

General Administration

101	General Government	\$154,840
102	Tax Collector	62,175
103	Elections & Registrations	8,950
104	Town Clerk	44,151
107	Assessing	32,136
108	Municipal Building	70,160
109	Audit	18,000
111	Legal Services	55,000
112	Administration	75,397
814	Human Resources	24,455
300	Fringe	<u>1,029,515</u>
		<u>\$1,574,779</u>

ATTEST _____

Passed by the Town Council _____

IT IS ORDERED that \$59,251 is hereby raised and appropriated and the Officers are authorized to spend said amount for the Community & Economic Development Departments of Millinocket as listed below for the Fiscal Year 2019.

<u>Community and Economic Development</u>		
114	Planning Code/Enforcement	24,491
115	Economic Development	33,260
213	Enforcement Officials	<u>1,500</u>
		\$59,251

Passed by the Town Council _____

Attest: _____

ORDER #165-2018

IT IS ORDERED that \$1,569,648 is hereby raised and appropriated and the Officers are authorized to spend said amount for the Public Safety and Protection Departments of Millinocket as listed below for the Fiscal Year 2019.

<u>Public Safety and Protection</u>		
201	Police	\$457,191
202	DARE	4,500
203	Fire	33,660
204	Ambulance	156,287
205	Fire and Ambulance General	306,637
206	Community Services	501,080
209	Insurances	97,409
214	Dog Constable	<u>12,884</u>
		\$1,569,648

Passed by the Town Council _____

Attest: _____

ORDER #166-2018

IT IS ORDERED that \$1,362,989 is hereby raised and appropriated and the Officers are authorized to spend said amount for the Public Works Departments of Millinocket as listed below for the Fiscal Year 2019.

<u>Public Works</u>		
402	Public Works Administration	\$ 65,579
403	Public Works Garage	25,650
407	Public Works Roads	748,970
409	Transfer Site	347,556
902	Cemetery	34,445
1101	Airport	<u>140,789</u>
		\$1,362,989

Passed by the Town Council _____

Attest: _____

ORDER #167-2018

IT IS ORDERED that \$294,223 is hereby raised and appropriated and the Officers are authorized to spend said amount for the Community and Recreation Services Departments of Millinocket as listed below for the Fiscal Year 2019.

<u>Community and Recreation Services</u>	
501 Library	\$50,000
815 General Assistance Aid	26,800
816 Public Health/Welfare Agency	4,200
1002 Recreation	119,823
1009 Snowmobile Trail Grant	90,400
1106 Holiday Observation	<u>3,000</u>
	\$294,223

Passed by the Town Council _____

Attest: _____

ORDER #168-2018

IT IS ORDERED that \$182,463 is hereby raised and appropriated and the Officers are authorized to spend said amount for the Debt Services and Interest Department of Millinocket as listed below for the Fiscal Year 2019.

Debt and Interest

700	Debt and Interest	\$182,463
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Passed by the Town Council _____

Attest: _____

ORDER #169-2018

IT IS ORDERED that \$470,500 is hereby raised and appropriated and the Officers are authorized to spend said amount for the Capital Improvements Departments of Millinocket as listed below for the Fiscal Year 2019.

Capital Expenditures

1300	Capital Improvements	\$470,500
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Passed by the Town Council _____

Attest: _____

ORDER #170-2018

PROVIDING FOR Anticipated Revenues and Transfers

IT IS ORDERED that overall anticipated Revenues and Transfers, as attached in the Municipal Revenue Detail Report, in the estimated amount of \$3,152,636 is approved and the Officers are authorized to spend for FY2019.

Passed by the Town Council _____

Attest: _____

ORDER #171-2018

PROVIDING FOR Transfer of Funds from Designated Dog Fee Revenue Reserve Account for the Care of Animals.

IT IS ORDERED that \$4,655 be transferred from the Designated Dog Fee Revenue Reserve Account into the General Fund Budget for FY2019 to provide for eligible costs in the care of animals.

NOTE: These funds are already included in the Order authorizing Anticipated Revenues and Transfers. This Order is offered because the funds will be taken from a Designated Reserve Account, which requires specific Town Council approval.

Passed by the Town Council _____

Attest: _____

ORDER #172-2018

PROVIDING FOR Transfer of Funds totaling \$519,706 from Fund Balance Account

IT IS ORDERED that \$200,000 be transferred from the Heavy Equipment Assigned Fund Balance into the General Fund Budget for FY2019 to provide for eligible costs in the Capital Budget.

IT IS FURTHER ORDERED that \$180,000 be transferred from the Municipal Revaluation Assigned Fund Balance into the General Fund Budget for FY2019 to provide for eligible costs in the Capital Budget.

IT IS FURTHER ORDERED that \$27,395 be transferred from the 2001 Freightliner Trash Truck Assigned Fund Balance into the General Fund Budget for FY2019 to provide for eligible costs in the Capital Budget

IT IS FURTHER ORDERED that the following unspent FY18 Budget balances be transferred from the Unassigned Fund Balance into the General Fund Budget for FY2019 to provide for eligible costs in the FY19 Budget: \$45,000 Legal Services Department, \$5,311 Economic Development Communications Contract and \$62,000 Capital Improvements.

NOTE: These funds are already included in the Order authorizing Anticipated Revenues and Transfers. This Order is offered because the funds will be taken from an Assigned and Unassigned Fund Balance Accounts, which requires specific Town Council approval.

Passed by the Town Council _____

Attest: _____

ORDER #173-2018

PROVIDING FOR Authorization for County Tax

IT IS ORDERED that \$226,902 is hereby raised and appropriated and to authorize the Officers to spend for County Tax Assessment for FY2019.

Passed by the Town Council _____

Attest: _____

ORDER #174-2018

PROVIDING FOR Acceptance of State of Maine Funds

IT IS ORDERED that the Town of Millinocket, Town Finance Director and Town Treasurer is authorized to accept, and such acceptance is deemed to have been appropriated revenues and/ or subsidies for the ensuing fiscal year, such funds as Municipal Revenue Sharing Funds, Local Road Assistance Program, General Purpose Aid to Education, Civil Emergency Funds, Snowmobile Registration Money, Tree Growth Reimbursement, General Assistance Reimbursement, Veteran Exemption Reimbursement, Homestead Act Reimbursement, State and Federal Grants in Aid, and other State of Maine Funds as are available at a future date and to authorize the Officers to spend said sums.

(These monies are currently anticipated in the above revenue order and allows the Town to accept these monies for use with FY19 proposed budget. Acceptance of any new monies will be authorized only by Council Order.)

Passed by the Town Council _____

Attest: _____

PROVIDING FOR A Written Policy Concerning Disbursement of State Fees

WHEREAS, Title 30-A, Section 5603 requires that the Treasurer disburse money only on the authority of a warrant signed and voted on by a majority of the Council; and

WHEREAS, Chapter 29-A of the Administrative Code provides for warrant review and approval; and

WHEREAS, the Town collects certain fees for the State of Maine; and

WHEREAS, the Council is not able to meet weekly to review, sign and vote on warrants for fees due to the State of Maine; and

WHEREAS, Chapter 29-A of the Administrative Code does not address the need to remit state fees on a weekly basis; and

WHEREAS, Title 30-A Section 5603.3 provides that the Council may adopt a written policy to permit the disbursement of state fees when a disbursement warrant has been signed by one or more designated municipal officers.

NO THEREFORE, IT IS ORDERED that the following written adopted concerning the disbursement of state fees:

1. The Treasurer shall prepare a warrant weekly to disburse state fees;
2. The weekly warrant for fees shall be reviewed and approved by the Finance Director;
3. Upon approval of the weekly warrant for state fees by the Finance Director, any member of the Ad-Hoc Warrant Subcommittee established pursuant to Chapter 29-A of the Administrative Code may review and approve the weekly warrant for state fees and document his or her approval by signing the warrant.
4. The Treasurer is authorized to disburse state fees each week upon presentation of a warrant for that purpose which has been approved by the Finance Director and signed by any member of the Ad Hoc Warrant Subcommittee.
5. Any error in any weekly warrant for state fees shall be corrected by the Treasurer on the next weekly warrant for state fees after discovery of the error.
6. Warrants for state fees approved pursuant to this policy are not subject to review and approval pursuant to Chapter 20-A of the Administrative Code.
7. This policy shall be reviewed and voted on annually by the Council.

Passed by the Town Council _____

Attest: _____

PROVIDING FOR Disbursement of Employees Wages and Benefits

WHEREAS, the Town Treasurer may disburse money only on the authority of a warrant voted and signed by a majority of the Council; and

WHEREAS, the Council signs warrants on a bi-weekly basis; and

WHEREAS, employees are paid on a weekly basis,

NOW THEREFORE IT IS ORDERED, pursuant to Title 30-A section 5603.2.A.1., that the Town Treasurer is authorized to disburse wages and withholding required by law on the authority of a warrant signed by the Town Manager.

Passed by the Town Council _____

Attest: _____

ORDER #177-2018

PROVIDIDNG FOR Payment of Property Taxes for Multiple Years

IT IS ORDERED THAT We, the Municipal Officers of the Town of Millinocket, upon request of the Tax Collector and Town Treasurer of said Town, hereby authorize and direct said Tax Collector and Town Treasurer pursuant to Title 36, MRSA, Section 906, to apply any tax payment received from an individual as payment for any property tax against outstanding or delinquent taxes due on said property in chronological order beginning with the oldest unpaid tax bill, provided, however, that no such payment may be applied to any tax for which an abatement application or appeal is pending unless approved in writing by the taxpayer.

Passed by the Town Council _____

Attest: _____

ORDER #178-2018

PROVIDING FOR Wastewater Department Anticipated Revenues and Transfers

IT IS ORDERED that the overall anticipated Revenues and Transfers, as listed below in the estimated amount of \$4,084,800 is approved for FY2019 for the Wastewater Department.

1400	Fees	\$1,050,000
1401	Interest/30 Day Notice	15,000
1402	Investment Interest	7,800
1403	Lien Costs Revenue	12,000
1406	Grant/Bond Proceeds	<u>3,000,000</u>
		\$4,084,000

Passed by the Town Council _____

Attest: _____

ORDER #179-2018

PROVIDING FOR Wastewater Department Operations

IT IS ORDERED that \$3,740,957 is hereby appropriated for Wastewater Operations Expenditures for FY2019 for the departments listed below.

2100 Administration	\$71,585
2200 Protection (Insurance)	22,452
2300 Fringe Benefits	108,533
2400 Operations of Plant	214,609
2500 Pump Stations	57,400
2600 Collection	48,800
2700 Debt Service	72,578
2800 Capital Expenses	<u>3,145,000</u>
	\$3,740,957

Passed by the Town Council _____

Attest: _____