

## CITY COUNCIL MEETING NOTICE AND AGENDA

Notice is hereby given that the City Council of Caribou will hold a City Council Meeting on **Monday, May 4, 2020** in the Council Chambers located at 25 High Street, **6:00 pm**.

**DUE TO THE COVID-19 PANDEMIC, THIS MEETING IS CLOSED TO THE PUBLIC BUT WILL BE BROADCAST VIA CABLE CHANNEL 1301 AND THE CITY'S YOUTUBE CHANNEL**

**SOME CITY COUNCILORS WILL BE PARTICIPATING VIA THE ZOOM APPLICATION**



1. Roll Call
2. Invocation / Inspirational Thought
3. Pledge of Allegiance
4. Public Forum (Comments can be submitted to the Clerk prior to 6 pm on the day of the meeting to be read at the meeting. Comments must include the individuals name and address)
5. Minutes
  - a. City Council Regular Meeting – April 21, 2020 Pgs 2-6
6. Finances
  - a. Discussion Regarding Mil Rate Reduction in 2020 Pg 7
7. Bid Awards, Appointments & Recognitions
  - a. Public Works Bid Awards for 2020 Asphalt work Pg 8
8. New Business & Adoption of Ordinances and Resolutions
  - a. Resolution 04-03-2020 Regarding Local Bids Preference Pg 9
  - b. Introduction of Ordinance 01, 2020 Series to Amend the City Charter, Adjusting Budget Process Timeframes Pgs 10-14
  - c. Introduction of Ordinance 02, 2020 Series to Amend the City Charter, Allowing the Council to Increase the Annual Expense Budget Depending on Revenues Pgs 15-16
  - d. Discussion and Possible Action Regarding Tax Acquired Properties Bid List Pg 17
  - e. Discussion Regarding City Investments Pg 18
9. Old Business
  - a. Discussion and Possible Action Regarding 2020 Local Stimulus package Pg 19
10. Reports and Discussion by Mayor and Council Members
11. City Manager's Report Pgs 20-21
12. Reports by Staff and Appointed Officials Pgs 22-25
13. Executive Session(s) (May be called to discuss matters identified under Maine Revised Statutes, Title 1, §405.6)
  - a. Real Estate and Economic Development under §405.6.C
14. Next Meeting(s): May 18 & June 1
15. Adjournment

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

### Certificate of Mailing/Posting

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

BY: \_\_\_\_\_ Jayne R. Farrin, City Clerk

Council Agenda Item #1: Roll Call

The Caribou City Council held a regular meeting Tuesday, April 21, 2020 at 6:00 p.m. in Council Chambers with the following members present: Mayor R. Mark Goughan, Deputy Thomas Ayer, Joan L. Theriault, Nicole L. Cote, Hugh A. Kirkpatrick, and Douglas C. Morrell. Jody R. Smith was absent and excused.

Dennis L. Marker, City Manager was present in Council Chambers.

Department Managers and Staff: David Ouellette (Public Works Director) and Penny Thompson (Tax Assessor) via Zoom.

Due to the COVID-19 Pandemic, this meeting was closed to the public and was broadcasted via Spectrum, Caribou's YouTube Channel, and Zoom.

Council Agenda Item #2: Invocation / Inspirational Thought

Mayor Goughan read an invocation.

Council Agenda Item #3: Pledge of Allegiance

The Mayor led the Pledge of Allegiance.

Council Agenda Item #4: Public Forum

Comments were to be submitted to the City Clerk prior to 6 p.m. on the day of the meeting to be read at the meeting. Comments must include the individuals name and address.

- John Cook – Caribou resident - email read by the City Clerk – Had a question for Councilor Morrell as to whether the complaint concerning the Councilor Morrell's behavior had been resolved by meeting with the individual that complained.

Councilor Morrell stated that he had extended an invitation on or about April 8<sup>th</sup> and hasn't gotten a response.

Council Agenda Item #5: Minutes

- a. City Council Regular Meeting – March 23, 2020

Motion made by T. Ayer, seconded by J. Theriault, to accept the March 23, 2020 Council minutes as presented. (6 yes) So voted.

- b. City Council Regular Meeting – April 6, 2020

Motion made by D. Morrell, seconded by J. Theriault, to accept the April 6, 2020 Council minutes as presented. (6 yes) So voted.

Council Agenda Item #6: Finances

- a. March Financial Report

Motion made by H. Kirkpatrick, seconded by J. Theriault, to accept the March Financial Report as presented. (6 yes) So voted.

Mayor Goughan asked to have the 2020 Expense Budget added to the next Council agenda so it can be reviewed. Discussion.

Council Agenda Item #7: New Business & Adoption of Ordinances and Resolutions

a. Resolution 04-03-2020 Regarding Local Bids Preference

First Read: Manager Marker reviewed and explained three preference options the Council may consider. Discussion.

Council Agenda Item #8: Bid Awards, Appointments & Recognitions

a. Spirit of America Award Nomination

Motion made by D. Morrell, seconded by T. Ayer, to nominate Dr. JP Michaud and Scott Walton for the Spirit of America Award for the work that they have done to cut, groom, and maintain the trails at Cary Medical Center. (5 yes, 1 abstention, H. Kirkpatrick) So voted.

Dr. JP Michaud and Scott Walton were nominated by Melissa Swanberg.

Motion made by N. Cote, seconded by J. Theriault, to nominate Cuppy Johndro for the Spirit of America Award for her volunteerism. (2 yes, N. Cote, J. Theriault, 2 no, D. Morrell, Mayor Goughan, 2 abstentions, T. Ayer, H. Kirkpatrick) Motion fails.

Cuppy Johndro was nominated by Christina Kane-Gibson.

b. Four Separate Public Works Bid Awards for Sand, Paint, Culverts, & Asphalt work

**Bid Results – Culverts 2020**

EJ Prescott	Gardiner, Maine	\$13,068.80
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Paris Farmers	South Paris, Maine	\$10,006.00
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Motion made by H. Kirkpatrick, seconded by N. Cote, to accept the culvert bid from Paris Farmers for \$10,006.00 (6 yes) So voted.

**Bid Results – Street Paint 2020**

Franklin Paint	Franklin, Massachusetts	\$11,280.50
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Sherwin Williams	Cleveland, Ohio	No bid
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PPG Paints	Portland, Maine	\$13,377.20
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Motion made by H. Kirkpatrick, seconded by N. Cote, to accept the street paint bid from Franklin Paint for \$11,280.50. (5 yes, 1 no, T. Ayer) So voted.

**Bid Results – Sand 2020**

Soderberg Construction	Caribou, Maine	No bid
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K&M Sand & Gravel	Grand Falls, New Brunswick	\$10.60/yd.
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O'Neal	Limestone, Maine	No bid
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Motion made by J. Theriault, seconded by H. Kirkpatrick, to accept the sand bid from K&M Sand & Gravel for \$10.60 per yd. (6 yes) So voted.

The asphalt bids weren't awarded. Discussion about chipsealing, 2019 monies that were carried over, 2020 paving/chipsealing program, and the North Main Street project.

c. Local Economic Stimulus Package

First Read: Council is considering giving \$500 gift cards to full-time and \$250 gift cards to permanent part-time employees for those that were 2019 employees and are current employees in 2020. The gift cards are to show Council appreciation to city staff for their efforts in 2019 and to infuse the local economy with a financial stimulus. The gift card must be for a Caribou business.

The Mayor noted he was going to use the power of the Mayor to add an exception and give Kalen Hill an honorary status as a full-time employee for 2019. The cost is a little less than \$40,000. The Mayor noted that before this evening all discussions on this subject had been in executive session.

The Mayor wants this added to the next Council agenda.

Council Agenda Item #9: Old Business

a. Discussion Regarding Charter Amendments to the Budget Process

Manager Marker reviewed and compared the current Charter Budget process with the previous Charter Budget process. To change the Charter would require the adoption of an ordinance by Council and then it would be placed on a ballot and voted on by Caribou voters. Discussion.

The Mayor asked to have this added to the next Council agenda.

Manager Marker requested direction from the Council regarding Council Agenda Item #7.a Local Bids Preference.

Councilors agreed the language that allows the Council to accept or reject any and all bids should remain in future bid packages.

Are you in favor of adopting a local preference policy?

Straw vote or polling of Councilors:

Councilor Kirkpatrick: No

Mayor Goughan: No

Deputy Mayor Ayer: Agreed with Mayor's comments

Councilor Cote: The City risks losing potential bidders

Councilor Theriault: Believes language about accepting and rejecting any and all bids is enough, keep it simple.

Councilor Morrell: In favor of a preference policy

Councilor Kirkpatrick noted that there is Council consensus with five members.

Council Agenda Item #10: Reports and Discussion by Mayor and Council Members

Councilor Morrell gave a Council Building Committee report. The Committee recently toured the Fire and Ambulance building. The Councilor expressed his displeasure as to how the people's assets have been maintained. Councilor Morrell requested the addition of snow plowing RFP to the next agenda.

Councilor Theriault asked for a clarification as to whether the Lion's Building would or would not be functional or cost effective as a public safety building. Manager Marker

stated that Artifex Architects has determined that it would not be functional or cost effective as a public safety building.

Mayor Goughan reviewed the actions of current and previous council members resulting in additional revenues totaling \$477,000. There needs to be discussion as to how to give this back to the Caribou taxpayers.

Deputy Mayor Ayer wants to explore reducing the mil rate by one mil.

Mayor Goughan directed the City Manager to add the topic of dropping the mil rate by one mil to the next Council agenda. Also, the Mayor mentioned the \$5,000 increase in the Homestead Exemption and wanting to give the taxpayers 100% of the increase.

Council Agenda Item #11: City Manager's Report

Manager Marker briefly reviewed his report dated March 20, 2020.

Council Agenda Item #12: Reports by Staff and Appointed Officials

a. Tax Notice Form Options – City Assessor

Tax Assessor Thompson reviewed her April 14, 2020 memo to the City Manager & Caribou City Council.

The Mayor asked if something could be printed on the back of the bills. Tax Assessor Thompson stated that she will find out and report back.

The tax bills are printed in Bangor.

b. The City Clerk report

The City Clerk noted that the Primary election has been moved from June 9<sup>th</sup> to July 14<sup>th</sup>. She stated that two bonds referendums have been added to the ballot.

April 20, 2020 was Kalen Hill's 10-year anniversary with the City. Congratulations Kalen!

The date for the RSU 39 election hasn't been set.

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

a. Economic Development and Real Estate under 6.C – Charter Communication Franchise

8:30 p.m. Motion made by H. Kirkpatrick, seconded by T. Ayer, to move to executive session to discuss economic development and real estate under MRSA Title 1, §405(6)(C). (6 yes) So voted.

9:39 p.m. Council returned from executive session.

9:39 p.m. Motion made by H. Kirkpatrick, seconded by T. Ayer, to move to executive session to discuss personnel matters under MRSA Title 1, §405(6)(D). (6 yes) So voted.

10:03 p.m. Council returned from executive session.

No action was taken.

Council Agenda Item #14: Next Meeting(s): May 4 & 18

April 21, 2020

20-12 Pg. 5

Council Agenda Item #15: Adjournment

Motion made by T. Ayer, seconded by H. Kirkpatrick, to adjourn the meeting at 10:03 p.m. (6 yes) So voted.

Jayne R. Farrin, Secretary, (in Council Chambers)

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



**MEMO**

**TO:** Ryan Pelletier, Aroostook County Administrator  
**FROM:** Dennis Marker, City Manager  
**RE:** Mil Rate Reduction Potential  
**DATE:** April 29, 2020

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As requested by the Council during its April 21 meeting, the following are some points to consider when contemplating a reduction to the mil rate for 2020.

- 1) The current mil rate is .02455.
- 2) The mil rate is a combination of three independent appropriations: County, RSU and City. The appropriations are determined based on the independently considered and adopted expense budgets and presumed revenues for the organizations. If the city sets a mil rate less than needed to collect all appropriated funds, the only entity affected is the City since the city is mandated to collect and remit to the County and RSU their requested appropriations.
- 3) Ideally, the mil rate could be reduced if all three entities requested less appropriations (i.e. had more revenues and less expenses).
- 4) For 2020 we know:
  - a. the County appropriation is 4.7% (roughly \$24K) more than 2019.
  - b. the City
    - i. appropriation is 1.3% (roughly \$137K) more than 2019
    - ii. Must use at least \$32K of lapsed appropriations from 2018 per charter to reduce the budget demand on tax payors.
  - c. the anticipated RSU appropriation will be 5% (roughly \$138K) more than 2019
- 5) If the city adopted the same mil rate as last year with the info above, the city would have a negative \$121K overlay to make up. The annual overlay amount has been between \$50K and \$80K for the past three budgets and is a small cushion for expenses typically used near year end to write-off uncollectable taxes.
- 6) If the Council wants to drop a full mil from the 2020 rate (i.e. a mil rate of .02355) then the calculated overlay will be negative \$489,052.
- 7) If the City and school do not reduce their appropriations, the city will currently need to use almost \$540,000 of its own funds to accomplish a full mil reduction.

As far as the city's ability to reduce appropriations, we are identifying possible reductions in expenses but see corresponding increased expenses due to COVID related purchases. Similarly, there will be reductions in revenues, but some small amount of COVID related grants to help offset the losses. We will continue to monitor the city's expense and revenue budgets so that adjustments can be made before a final mil rate is set during the last meeting of June.

Preliminary forecast adjustments indicate potential shortfall of \$145,000 after \$75,000 in budget cuts. The rainy day fund may be needed more to sustain operations, than provide a one year tax reprieve.

### Bid Results - Culverts 2020

EJ Prescott	Gardiner, ME	207.582.2006	David Hayward	\$13,068.80
Paris Farmers	<b>South Paris, ME</b>	<b>800.639.3603</b>	Matt Bracket	<b>\$10,006.00</b>

### Bid Results - Street Paint 2020

Franklin Paint	<b>Franklin, MA</b>	<b>800.486.0304</b>	Norma Resley	<b>\$11,280.50</b>
Sherwin Williams	Cleveland, OH	800.597.2929	Joanna Carr	
PPG Paints	Portland Me.	772.6236	Fred Shaw	\$13,377.20

### Bid Results - Paving Country 2020

Lane Construction	Presque Isle, ME	207.764.4137	Chip Sheldon	\$0.00
Soderberg Const.	<b>Caribou Me.</b>	<b>207.498.6300</b>	<b>Carl Soderberg</b>	<b>\$79.50</b>
Trombley Industries	Limestone, ME	207.328.4503	Craig Trombley	\$83.75

### Bid Results - Paving In Town 2020

Lane Construction	Presque Isle, ME	207.764.4137	Chip Sheldon	\$0.00
Soderberg Const.	<b>Caribou Me.</b>	<b>207.498.6300</b>	<b>Carl Soderberg</b>	<b>\$81.50</b>
Trombley Industries	Limestone, ME	207.328.4503	Craig Trombley	\$84.25

### Bid Results - Sand 2020

Soderberg Construction	Caribou, ME	207.498.6300	Carl Soderberg	
K&M Sand & Gravel	<b>Grand Falls, NB</b>	<b>506.479.0701</b>	Keith Savage	<b>\$10.60</b>
O'Neal	Limestone, ME	506.273.0597	Michael Murphy	

### Bid Results - Shim & Patch 2020

Trombley Industries	Limestone, ME	207.328.4503	Craig Trombley	<b>\$78.00</b>
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Red = Recommend





## Resolution 04-03-2020

### A Resolution of the Caribou City Council Adopting a Local Preference Standard for Bid Submittals

**WHEREAS**, the City Council of Caribou recognizes the importance of being good stewards of public dollars; and

**WHEREAS**, procurement of goods and services should maximize value by balancing price, quality and performance through processes that are transparent and impartial; and

**WHEREAS**, the City of Caribou has many businesses that can provide goods and services equal to non-local businesses, but may be at a competitive disadvantage due to location from major economic centers, supply of materials or other economically beneficial facets of commerce; and

**WHEREAS**, the City of Caribou desires to give preferential consideration to local businesses that can provide equivalent goods and services compared to non-local vendors on city bid requests.

**NOW, THEREFORE BE IT RESOLVED BY THE CARIBOU CITY COUNCIL**, that the City Manager, acting as the purchasing agent of the city per City Charter §3.04(11), utilize the following preferential procurement policy when considering bid responses.

1. Any preferential element will be second to a determination that offered goods and/or services are equal to specific, advertised criteria in a city bid request.
2. The city may disqualify bidders based on documented concerns with past performance, quality control, responsiveness or other factors determined to be important in achieving best value.
3. If all products and services offered through competitive bid processes are determined to be equivalent, then the city will consider price of goods. If costs are equivalent the City will utilize a local vendor. The city reserves the right to award all bids regardless of lowest bid amount.
4. Use of the preferential standard is subject to any limitations imposed by project funding sources.

This resolution was duly passed and approved by a majority of the City Council of the City of Caribou this \_\_\_\_<sup>th</sup> day of \_\_\_\_\_ 2020.

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R. Mark Goughan, Mayor

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Attest: Jayne Farrin, City Clerk

[City Seal]

Introduced by Councilor \_\_\_\_\_  
on \_\_\_\_\_, \_\_\_\_ 2020

**ORDINANCE No. 01, 2020 Series**

**City of Caribou  
County of Aroostook  
State of Maine**

**An Ordinance to Amend the City Charter by Changing Budget Preparation Timeframes**

Short Title: An Ordinance to Change City Budget Preparation Timeframes

**WHEREAS**, the City of Caribou is a Local Unit of Government under the State of Maine and is granted home rule authority under Maine Revised Statutes, Title 30-A, §3001; and

**WHEREAS**, City governance and budget procedures are outlined by the City Charter, which was instituted on February 23, 1967 and has been amended from time to time by a vote of the city's residents as allowed under Maine Revised Statutes, Title 30-A; and

**WHEREAS**, the City Council has determined that the city's budget preparation process should be modified to

- enable future city councils to enact a budget within the fiscal years for which they are elected,
- enable more time for the public to review capital and operational expense proposals, and
- consider expense and capital budgets at the same time as income projections; and

**WHEREAS**, any ordinance seeking to amend the charter must be approved by a vote of the citizens at the next general election.

**NOW THEREFORE**, the City Council of Caribou, County of Aroostook, State of Maine, pursuant to the requirements of the City of Caribou Charter, Section 2.11 and Maine Revised Statutes, Title 30-A, §2104, presents for consideration of the voters, the following changes to the Charter.

**Section I: Charter Revisions**

A. Section 5.04 Submission of Budget and Budget Message is amended as follows (underlined text is added, stricken text is deleted)

~~On or before the 15th of November of each year the~~The City Manager shall submit to the City Council a draft and final draft of the detailed expense budget and capital expense budget for the ensuing fiscal year and an accompanying message explaining the expense budget and the capital expense budget. In addition, on or before the 30th of April of each year the City Manager shall submit to the City Council a final draft of the income budget for the ensuing year and an accompanying message explaining the income budget. budget reports for adoption as outlined in Section 5.06. ~~On~~  
The City Manager shall provide a final budget report to the citizens on or before the 31st of May ~~of~~

~~each year the City Manager shall submit to the City Council a final complete budget for income, expense, capital expense budget and an accompanying message explaining the complete budget.~~

B. Section 5.06 Budget, Paragraph (a)(3) referring to the expense budget timeline is amended as follows (underlined text is added, stricken text is deleted)

(3) Timeline. The City Manager will provide an Expense Budget Report on or before the following dates:

- (i) On or before ~~October~~November 1st ~~of the preceding budget year.~~ ~~The~~the City Manager will have each City Department Head provide ~~an initial~~a written detailed Expense Budget ~~Report request~~ for the ensuing year.
- ~~(ii)~~ On or before ~~November 1st~~January 15: ~~The City Manager shall submit to the City Council a draft budget report detailing operation expenses for the fiscal year.~~
- ~~(iii)~~(iii) On or before ~~February 15~~: The City Manager will have each City Department Head present a ~~written~~ detailed Expense Budget Report ~~to both the City Council and the City's citizens~~ in a public forum where both the City Council and Caribou's citizens can ask questions and provide input to the City Manager and each Department Head.
- ~~(iv)~~(iv) On or before ~~November 15th~~March 1: The City Manager will provide the City's final written detailed Expense Budget Report for the ensuing year to the City Council ~~and Caribou's citizens in a public hearing.~~
- ~~(v)~~(v) On or before ~~December 15th~~the third Monday in March: The City Council will hold a public hearing and vote on the City's final detailed expense budget for the ensuing year.
- ~~(vi)~~(vi) On or before ~~January 31st~~: ~~The City Manager will provide the City's written detailed Expense Budget Report for the new year to Caribou's citizens for their review updating the report with final year end expenditures.~~

C. Section 5.06 Budget, Paragraph (b)(3) referring to the capital budget timeline is amended as follows (underlined text is added, stricken text is deleted)

(3) Timeline. The City Manager will provide a Capital Expense Budget Report on or before the following dates:

- (i) On or before ~~October 15th~~November 1st of the preceding budget year. ~~The,~~ the City Manager will have each City Department Head provide a written detailed capital expense budget report for the next five years ~~to the Capital Improvements Committee~~that outlines needs for buildings, grounds, infrastructure, equipment and vehicles. Such report shall also include anticipated expenditures of more than \$50,000 for the next 10 years.
- ~~(ii)~~ On or before ~~January 15~~: ~~The City Manager shall submit to the City Council a capital budget report detailing capital needs for the fiscal year.~~
- ~~(iii)~~(iii) On or before ~~November~~February 15~~1st~~: The City Manager will have each City Department Head present their written detailed Capital Expense ~~Budget~~ Report ~~to both the City Council and Caribou citizens~~ in a public forum where both the City Council and Caribou's citizens can ask questions and provide input to the City Manager and each Department Head.
- ~~(iv)~~(iv) On or before ~~November~~March 15th: The City Manager will provide the City's final~~written~~ detailed Capital Expense Budget Report for the ensuing year to the City Council ~~and Caribou's citizens in a public hearing.~~
- ~~(v)~~(v) On or before ~~December 15th~~the third Monday in March: The City Council will conduct a public hearing and vote on the City's final detailed Capital Expense Budget for the ensuing year.

D. Section 5.06 Budget, Paragraph (c)(3)(i) referring to the income budget timeline is amended as follows (underlined text is added, stricken text is deleted)

- (i) On or before ~~April 30th~~January 15: The City Manager will provide ~~an estimated written a~~ detailed Income ~~Estimate Budget~~ Report to the City Council for current year.

E. Section 5.07, Paragraph (c)(i) referring to the Council action on Expense and Capital Expense Budgets is amended as follows (underlined text is added, stricken text is deleted)

- (i) City Council must adopt the expense and capital expense budgets on or before the ~~15th of December before the ensuing~~third Monday of March each year. Until the Council adopts a budget for the fiscal year, the amounts appropriated for operation in the current fiscal year shall be deemed adopted as of the preceding fiscal year on a month to month basis with all items in it prorated accordingly.

## **Section II. Severability**

If any part of this ordinance or the application thereof to any person or circumstances shall, for any reason, be adjudged by a court of competent jurisdiction to be unconstitutional or invalid, such judgment shall not affect, impair or invalidate the remainder of this ordinance or the application thereof to other persons and circumstances, but shall be confined to its operation to the section, subdivision, sentence or part of the section and the persons and circumstances directly involved in the controversy in which such judgment shall have been rendered. It is hereby declared to be the intent of the City Council that this section would have been adopted if such invalid section, provisions, subdivision, sentence or part of a section or application had not been included.

## **Section IV. Posting and Effective Date**

This ordinance, being introduced on \_\_\_\_\_, 2020 and a public hearing being held on \_\_\_\_\_, 2020 was duly passed by the City Council of the City of Caribou, Maine, this \_\_\_\_ day of \_\_\_\_\_ 2020. This ordinance shall become effective November 15<sup>th</sup> if passed by vote of the citizens during the November 2020 election.

\_\_\_\_\_  
R. Mark Goughan, Mayor

\_\_\_\_\_  
Thomas Ayer, Deputy Mayor

\_\_\_\_\_  
Jody Smith, Councilor

\_\_\_\_\_  
Nicole L. Cote, Councilor

\_\_\_\_\_  
Hugh Kirkpatrick, Councilor

\_\_\_\_\_  
Doug Morrell, Councilor

\_\_\_\_\_  
Joan Theriault, Councilor

Attest: \_\_\_\_\_  
Jayne R. Farrin, City Clerk

The following is a side by side comparison of the changes indicated in Ordinance 01-2020.

<b>Current Charter</b>	<b>Proposed Language</b>
<p><b>Sec. 5.04 Submission of Budget and Budget Message.</b></p> <p>On or before the 15th of November of each year the City Manager shall submit to the City Council a final draft of the detailed expense budget and capital expense budget for the ensuing fiscal year and an accompanying message explaining the expense budget and the capital expense budget. In addition, on or before the 30th of April of each year the City Manager shall submit to the City Council a final draft of the income budget for the ensuing year and an accompanying message explaining the income budget. On or before the 31st of May of each year the City Manager shall submit to the City Council a final complete budget for income, expense, capital expense budget and an accompanying message explaining the complete budget.</p>	<p><b>Sec. 5.04 Submission of Budget and Budget Message.</b></p> <p>The City Manager shall submit to the City Council draft and final budget reports for adoption as outlined in Section 5.06. The Manager shall provide a final budget report to the citizens on or before the 31<sup>st</sup> of May.</p>
<p><b>Sec. 5.06 Budget. Paragraph (a)(3) Budget Timeline</b></p> <p>(i) On or before October 1st: The City Manager will have each City Department Head provide an initial written detailed Expense Budget Report for the ensuing year.</p> <p>(ii) On or before November 1st: The City Manager will have each City Department Head present a written detailed Expense Budget Report to both the City Council and the City's citizens in a public forum where both the City Council and Caribou's citizens can ask questions and provide input to the City Manager and each Department Head.</p> <p>(iii) On or before November 15th: The City Manager will provide the City's written detailed Expense Budget Report for the ensuing year to the City Council and Caribou's citizens in a public hearing.</p> <p>(iv) On or before December 15th: The City Council will vote on the City's final detailed expense budget for the ensuing year.</p> <p>(v) On or before January 31st: The City Manager will provide the City's written detailed Expense Budget Report for the new year to Caribou's citizens for their review updating the report with final year end expenditures.</p>	<p><b>Sec. 5.06 Budget. Paragraph (a)(3) Budget Timeline</b></p> <p>(i) On or before November 1<sup>st</sup> of the preceding budget year, the City Manager will have each City Department Head provide a written detailed Expense Budget request for the ensuing year.</p> <p>(ii) On or before January 15: The City Manager shall submit to the City Council a draft budget report detailing operation expenses for the fiscal year.</p> <p>(iii) On or before February 15: The City Manager will have each City Department Head present a detailed Expense Budget Report in a public forum where both the City Council and Caribou's citizens can ask questions and provide input to the City Manager and each Department Head.</p> <p>(iv) On or before March 1: The City Manager will provide the City's final written detailed Expense Budget Report for the ensuing year to the City Council.</p> <p>(v) On or before the third Monday in March: The City Council will hold a public hearing and vote on the City's final detailed Expense Budget for the ensuing year.</p>

<p><b>Sec. 5.06 Budget. Paragraph (b)(3)</b>  <b>Capital Expense Budget Timeline</b></p> <ul style="list-style-type: none"> <li>(i) On or before October 15th: The City Manager will have each City Department Head provide a written detailed capital expense budget report for the next five years to the Capital Improvements Committee.</li> <li>(ii) On or before November 1st: The City Manager will have each City Department Head present their written detailed Capital Expense Budget Report to both the City Council and Caribou citizens in a public forum where both the City Council and Caribou's citizens can ask questions and provide input to the City Manager and each Department Head.</li> <li>(iii) On or before November 15th: The City Manager will provide the City's written detailed Capital Expense Budget Report for the ensuing year to the City Council and Caribou's citizens in a public hearing.</li> <li>(iv) On or before December 15th: The City Council will vote on the City's final detailed Capital Expense Budget for the ensuing year.</li> </ul>	<p><b>Sec. 5.06 Budget. Paragraph (b)(3)</b>  <b>Capital Expense Budget Timeline</b></p> <ul style="list-style-type: none"> <li>(i) On or before November 1<sup>st</sup> of the preceding budget year, the City Manager will have each City Department Head provide a written detailed capital expense report for the next five years that outlines needs for buildings, grounds, infrastructure, equipment and vehicles. Such report shall also include anticipated expenditures of more than \$50,000 for the next 10 years.</li> <li>(ii) On or before January 15: The City Manager shall submit to the City Council a Capital budget report detailing capital needs for the fiscal year.</li> <li>(iii) On or before February 15: The City Manager will have each City Department Head present their written detailed capital expense report in a public forum where both the City Council and Caribou's citizens can ask questions and provide input to the City Manager and each Department Head.</li> <li>(iv) On or before March 1: The City Manager will provide the City's final detailed Capital Expense Budget Report for the ensuing year to the City Council.</li> <li>(v) On or before the third Monday in March: The City Council will conduct a public hearing and vote on the City's final detailed Capital Expense Budget for the ensuing year.</li> </ul>
<p><b>Sec. 5.06 Budget. Paragraph (c)(3)</b>  <b>Income Budget Timeline</b></p> <ul style="list-style-type: none"> <li>(i) On or before April 30th: The City Manager will provide an estimated written detailed Income Budget Report for current year.</li> </ul>	<p><b>Sec. 5.06 Budget. Paragraph (c)(3)</b>  <b>Income Budget Timeline</b></p> <ul style="list-style-type: none"> <li>(i) On or before January 15: The City Manager will provide a detailed Income Estimate Report to the City Council for the current year.</li> </ul>
<p><b>Sec. 5.07(c) Council Action on Expense and Capital Expense Budget.</b>  City Council must adopt the expense and capital expense budgets on or before the 15th of December before the ensuing year.</p>	<p><b>Sec. 5.07(c) Council Action on Expense and Capital Expense Budget.</b>  City Council must adopt the expense and capital expense budgets on or before the third Monday of March each year. Until the Council adopts a budget for the fiscal year, the amounts appropriated for operation in the current fiscal year shall be deemed adopted as of the preceding fiscal year on a month to month basis with all items in it prorated accordingly.</p>

Introduced by Councilor \_\_\_\_\_  
on \_\_\_\_\_, \_\_\_\_ 2020

**ORDINANCE No. 02, 2020 Series**

**City of Caribou  
County of Aroostook  
State of Maine**

**An Ordinance to Amend the City Charter to Allow the Council to Increase the Expense Budget After Adoption in a Fiscal Year**

Short Title: An Ordinance to Allow the City Council to Increase the Expense Budget after Adoption.

**WHEREAS**, the City of Caribou is a Local Unit of Government under the State of Maine and is granted home rule authority under Maine Revised Statutes, Title 30-A, §3001; and

**WHEREAS**, City governance and budget procedures are outlined by the City Charter, which was instituted on February 23, 1967 and has been amended from time to time by a vote of the city's residents as allowed under Maine Revised Statutes, Title 30-A; and

**WHEREAS**, the City Council has determined that elected officials should be able to increase total budget expenditures to match revenues in the same fiscal year.

**WHEREAS**, any ordinance seeking to amend the charter must be approved by a vote of the citizens at the next general election.

**NOW THEREFORE**, the City Council of Caribou, County of Aroostook, State of Maine, pursuant to the requirements of the City of Caribou Charter, Section 2.11 and Maine Revised Statutes, Title 30-A, §2104, presents for consideration of the voters, the following changes to the Charter.

**Section I: Charter Revisions**

- A. Section 5.06(d) regarding finalizing of the city Budget is amended as follows (underlined text is added, stricken text is deleted)

The City Manager will finalize the complete City Budget for the current year including all three elements: expense, capital expense, and income on or before the 31st of May each year. The City Council ~~has the opportunity to reduce the expense or capital expense budget if needed based on the current income budget but cannot increase the expense or capital expense budget.~~ can amend the capital and expense budgets after adoption, in accordance with Section 5.09.

- B. Section 5.09 Budget, Paragraph (a) referring to budget amendments after adoption is amended as follows (underlined text is added, stricken text is deleted)

If during the fiscal year the Manager certifies that there are available revenues in excess of those estimated in the budget, the Council may, by ordinance, make supplemental appropriations up to the amount of such excess. ~~these~~ Any unappropriated funds shall be used for next year's budget, except in situations outlined in section 5.09(b).

## **Section II. Severability**

If any part of this ordinance or the application thereof to any person or circumstances shall, for any reason, be adjudged by a court of competent jurisdiction to be unconstitutional or invalid, such judgment shall not affect, impair or invalidate the remainder of this ordinance or the application thereof to other persons and circumstances, but shall be confined to its operation to the section, subdivision, sentence or part of the section and the persons and circumstances directly involved in the controversy in which such judgment shall have been rendered. It is hereby declared to be the intent of the City Council that this section would have been adopted if such invalid section, provisions, subdivision, sentence or part of a section or application had not been included.

## **Section IV. Posting and Effective Date**

This ordinance, being introduced on \_\_\_\_\_, 2020 and a public hearing being held on \_\_\_\_\_, 2020 was duly passed by the City Council of the City of Caribou, Maine, this \_\_\_\_ day of \_\_\_\_\_ 2020. This ordinance shall become effective November 15<sup>th</sup> if passed by vote of the citizens during the November 2020 election.

\_\_\_\_\_  
R. Mark Goughan, Mayor

\_\_\_\_\_  
Thomas Ayer, Deputy Mayor

\_\_\_\_\_  
Jody Smith, Councilor

\_\_\_\_\_  
Nicole L. Cote, Councilor

\_\_\_\_\_  
Hugh Kirkpatrick, Councilor

\_\_\_\_\_  
Doug Morrell, Councilor

\_\_\_\_\_  
Joan Theriault, Councilor

Attest: \_\_\_\_\_  
Jayne R. Farrin, City Clerk





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



**MEMO**

**TO:** Ryan Pelletier, Aroostook County Administrator  
**FROM:** Dennis Marker, City Manager  
**RE:** City Investment Updates  
**DATE:** April 29, 2020

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**DISCUSSION ITEM**

It was previously reported that the city has a five-year, \$3 Million investment CD that will expire the end of July 2020. Administration was notified on April 23 that the CD was in two parts; a \$100,000 CD set to expire April 30, 2020 and the second being a \$2.9 Million CD set to expire in July, 2020. Both CDs have a 3% annual return rate.

Due to the timing of the \$100,000 expiration, city administration requested the current CD holder extend the CD for 3 months so that the full \$3 million investment can be reconsidered by the Council when the larger CD matures. Unfortunately, the current CD market is not as favorable, and the return rate was cut by more than half for the 3-month period. The new CD rate is still more favorable than standard savings or checking account interest rates.

It is recommended that the Council investment committee meet in May to strategize options for the full \$3Million amount with a decision to be made before June 20<sup>th</sup>.

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



**MEMO**

**TO:** Ryan Pelletier, Aroostook County Administrator  
**FROM:** Dennis Marker, City Manager  
**RE:** Stimulus Package/Merit Award Program  
**DATE:** April 29, 2020

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**DISCUSSION AND ACTION ITEM**

The Council discussed a local economy, stimulus program during their previous Council meeting. The program highlights are as follows:

- Current Full-time employees can receive up to \$500 in gift certificates from Caribou based businesses.
- Current Permanent Part-time employees can receive up to \$250 in gift certificates from Caribou based businesses. (Permanent part-time employees would be those who have set schedules each week and are not seasonal in nature.)
- A list of businesses would be provided to the employees and they would be able to choose the businesses from which to get the gift certificates.
- Funding for the program would come from the city's credit reserve account. Estimated to be \$40,000.

Since the Council's discussion, there was a related letter to the editor published in the Aroostook Republican from Mrs. Gale Hagelstein. The letter praised the city employees and the need to support businesses but asks if the funds could be better used elsewhere. It can be read at <https://thecounty.me/2020/04/27/opinion/could-gift-funds-be-better-used/>.

Administration was also contacted by a Mrs. Dottie McDuffy on April 29<sup>th</sup>. She wished to express support for the Council's program. She said she was "happy to share tax dollars to help businesses and employees." She asked if the gift certificates might be purchased by non-residents. Overall, she believed this was an uplifting effort and "we have to help each other now".

**City Manager's Report**  
**May 1, 2020**

<b>Economic Projects</b>	
<b>60 Access Highway</b>	We are working through title clean up items for closing. There is an outstanding mortgage on the property to Elcon. The mortgage was paid off but not released.
<b>Porvair CDBG program</b>	Porvair purchased an additional furnace for \$161,000. They are now completing interior and exterior remodeling. Reimbursement requests have been submitted to the City and will be processed by the state.
<b>Events and Marketing</b>	<ul style="list-style-type: none"> <li>* Considering a new COVID-19 sensitive event, "Tooling Tuesdays", as a way to get people out and interact.</li> <li>* Latest executive order means few gatherings likely until July. Looking at virtual Thursdays on Sweden Concerts.</li> </ul>
<b>Blight Cleanup</b>	Ken is inputting all the survey data into the GIS. Maps of neighborhood blight will be ready for the first meeting in May
<b>Hilltop Senior Living</b>	Interior work is on-going
<b>Birdseye Cleanup</b>	Cleanup work will resume the week of May 18th.
<b>Title 13 ReWrite</b>	Updates are on-going and the Planning Commission will review additional changes at their meeting in May.
<b>COVID-19 Support</b>	Continue to provide information resources to local businesses and steer owners to available consultants and info.
<b>Sitel Building</b>	Mr. Dana Cassidy has purchased the Sitel Building and been assigned the parking lot leases on Hirschel and Washburn Roads. Staff will work with Mr. Cassidy to determine needs and possible relinquishment of some stalls as well as cleaning up ownership.
<b>River Front Development</b>	NMDC is using available brownfield grant funds to conduct a phase I and possible phase II environmental investigation of the power plants. The city needs only provide access to the properties. Received word from MDOT that a developer is asking to purchase property on Limestone Street for development of ATV/Sled storage facilities next to the trail system.

## Other Administrative & Department Projects

<b>COVID-19 Status</b>	Latest Executive Order requires state offices be closed until June 1. We are working to install COVID-19 protection measures and policies in order to open city offices at that time. Some outdoor recreation programs will resume on a limited basis. The Caribou Little League is requested fields be opened June 15th to start play with pandemic precautions instituted.
<b>Blight Commission</b>	An outline of the final blight tools report has been prepared and the committee will now help fill in some of the details. Awaiting final blight survey mappings to polish off the report.
<b>Public Safety Building</b>	Artifex is proceeding with design of an "ideal" floor plan based on city operations and as authorized within the scope of the contract for services. This plan may be dropped on any identified property for development, however, a final cost estimate for voters to consider will not be possible without identifying the final resting place of the facility. Properties that have been discussed so far include: Former Birdseye plant property, the airport, redevelopment near county offices or along Bennett Drive, and on Recreation Center property. An evaluation of suitability can be done on each of the properties and discussed at a future work session with the City Council.
<b>Union Negotiations.</b>	We are currently waiting to for the state to reschedule mediation with the PW union. We are awaiting confirmation from the state that the police union is seeking mediation.
<b>Procurement Policy</b>	This was submitted to the auditors. We're waiting for their response. The preferential bidding language to be considered by the Council will be incorporated into the final policy update.
<b>Charter Revisions</b>	2020 Ordinances #1 and #2 have been prepared for Council consideration.
<b>Capital Facility Maintenance Plans</b>	Criterium Brown will start in May to work on building inspections. The final reports will be received before September 1 so the information can be incorporated into the 2021 capital facilities budget package.
<b>Fire Structural Study</b>	Awaiting council building committee comments on final plans before proceeding.
<b>North Main Street</b>	Public Works is prepping sidewalk and curb areas ahead of the paving work to be done by Soderberg Construction.
<b>Snow Plowing RFP</b>	Public Works has provided area measurements and lane miles to be incorporated into the RFP for snow plow services. This will be finalized for Council review before second meeting in May.
<b>Wage Policy</b>	On backburner to Title 13 and Blight Committee work.
<b>Cable Franchise Renewal</b>	On hold per Council direction
<b>General Plan Update</b>	On hold until Blight Committee work is done.
<b>River Road</b>	Monitoring current earth movement south of previous trouble spots. Can update the Council on Chomka Property acquisition in executive session.
<b>High Street</b>	Ramps have been marked for indicator strips.
<b>Teague Park</b>	The building is 95% complete. Work on the site should resume by mid May.

**Caribou Housing Authority**  
*Housing Choice Voucher (Section 8),  
 Family Self-Sufficiency & Homeownership Programs*

**April 2020**

**Waiting List Statistics**

	2019 YTD		Mar-20	Apr-20	YTD
Applications Received	N/A		5	2	30

	2019 YTD		Mar-20	Apr-20	YTD
Applicants in Jurisdiction	N/A		111	115	420
VAWA Preference			8	8	31
Veteran's Preference			3	3	11
Natural Disaster			0	0	0
Living in Caribou			74	79	273

	2019 YTD		Mar-20	Apr-20	YTD
Applicant's Pulled	N/A		0	0	0
Vouchers Issued			0	0	1
Leased Up			0	0	0
Voucher Expired			0	0	1
Vouchers Pending			0	0	0

**Housing Choice Voucher Program**

	2019 YTD		Mar-20	Apr-20	YTD
HUD Allocated Vouchers	772		193	193	386
Total Vouchers Leased	778		188	188	566
Port Outs	10		3	3	5
Homeownership	0		1	1	2
All Other Vouchers	718		184	184	371
YTD Openings	44		5	5	8
Vouchers on Street	13		0	0	5
Total HAP Expense	\$ 296,068		\$ 81,983	\$ 81,869	\$ 329,097
Housing Assistance Payments, Landlords	\$ 274,383		\$ 75,345	\$ 76,420	\$ 302,988
Utility Reimbursements, Participants	\$ 916		\$ 168	\$ 26	\$ 689
Port Out Payments	\$ 3,844		\$ 1,206	\$ 1,146	\$ 4,275
Homeownership HAP	\$ -		\$ 332	\$ 332	\$ 1,328
FSS Escrow, Participants Account	\$ 16,925		\$ 4,932	\$ 3,945	\$ 19,817

### Housing Choice Voucher Program (cont.)

	2019 YTD		Mar-20	Apr-20	YTD
<b>Lease Up Rates</b>					
HUD Allocated -vs- Leased	94%		97%	97%	98%
HUD Funded -vs- HAP Expense	101%		97%	96%	98%

### Housing Quality Standards Inspections

	2019 YTD		Mar-20	Apr-20	YTD
<b>Initial</b>	N/A		1	0	7
Passed (I)			1	0	4
Failed (I)			0	0	2
Re-Inspected (I)			0	0	1
<b>Annual Inspection</b>			0	0	0
Passed (A)			0	0	0
Failed (A)			0	0	0
Re-Inspected (A)			0	0	0
<b>Tenant/Landlord Requested</b>			0	0	0
Passed (R)			0	0	0
Failed (R)			0	0	0
Re-Inspected (R)			0	0	0

### Family Self-Sufficiency

	2019 YTD		Mar-20	Apr-20	YTD
<b>Number of Participants</b>	N/A		44	44	170
Number Earning Escrow	N/A		17	15	70
FSS Escrow, Participants Account	\$ 16,925		\$ 4,932	\$ 3,945	\$ 19,817
<b>FSS Families, Disbursement</b>	N/A		2	0	6
FSS Disbursement Amount			\$ 7,200.00	\$ -	\$ 8,251
<b>FSS Graduate, Families</b>	1		0	1	2
FSS Graduate, Escrow	\$2,268		\$ -	\$ 2,491.00	\$ 9,550
<b>FSS Forfeiture, Families</b>	N/A		0	0	1
FSS Forfeiture, Escrow			\$ -	\$ -	\$ 510.66

### Homeownership

	2019 YTD		Mar-20	Apr-20	YTD
<b>Number of Participants</b>	0		1	1	5
Homeownership HAP	\$ -		\$ 332	\$ 332	\$ 1,328

# Monthly Permit Report

April 2020

	CURRENT MONTH	YEAR TO DATE	PRIOR YEAR MONTH	PRIOR YEAR TO DATE
BUILDING PERMITS	6	11	6	10
HOMES	0	0	0	0
MOBILE HOMES	0	0	1	1
MULTI-FAMILY	0	0	0	1
COMMERCIAL	5	9	2	5
EXEMPT	0	0	0	0
PLUMBING PERMITS				
INTERNAL	1	3	1	3
EXTERNAL	0	0	0	0
DEMO PERMITS	3	3	1	4
SIGN PERMITS	1	2	0	3

Year-to-Date is      January 2020                      to                      April 2020



CITY CLERK'S OFFICE REPORT		Jan-20		Feb-20		Mar-20		Apr-20		YTD	
		# of transactions	amount collected	# of transactions	amount collected	# of transactions	amount collected	# of transactions	amount collected	Total # of Transactions	Total Amount Collected
ATV REGISTRATION		4	\$ 317.25	1	\$ 2.00	0	\$ -	0	\$ -	5	\$ 319.25
BIRTH RECORDS		39	\$ 657.00	47	\$ 759.00	27	\$ 435.00	16	\$ 234.00	129	\$ 2,085.00
BOAT REG		4	\$ 199.60	1	\$ 56.00	5	\$ 162.25	3	\$ 221.50	13	\$ 639.35
BUILDING PERMITS		0	\$ -	1	\$ 50.00	4	\$ 200.00	6	\$ 300.00	11	\$ 550.00
CITY OWN PROPERTY		0	\$ -	1	\$ 500.00	1	\$ 500.00	0	\$ -	2	\$ 1,000.00
CONNOR BOAT		0	\$ -		\$ -	1	\$ 48.00	0	\$ -	1	\$ 48.00
DEATH RECORDS		16	\$ 574.00	21	\$ 835.00	24	\$ 963.00	26	\$ 970.00	87	\$ 3,342.00
DOG LICENSES		300	\$ 2,717.00	56	\$ 2,020.00	19	\$ 517.00	2	\$ 37.00	377	\$ 5,291.00
FAX FEE & PHOTO COPY		2	\$ 9.00	4	\$ 14.25	4	\$ 7.00	1	\$ 4.50	11	\$ 34.75
FISHING LICENSE		27	\$ 729.00	8	\$ 230.00	1	\$ 27.00	0	\$ -	36	\$ 986.00
HUNTING LICENSE		35	\$ 1,192.50	11	\$ 402.00	10	\$ 411.00	0	\$ -	56	\$ 2,005.50
IN TOWN REG		1	\$ (143.38)	3	\$ 116.00	0	\$ -	0	\$ -	4	\$ (27.38)
MARRIAGE RECORDS		19	\$ 396.00	10	\$ 200.00	17	\$ 447.00	4	\$ 72.00	50	\$ 1,115.00
MISC. INCOME		0	\$ -	1	\$ 10.00	2	\$ 62.00	0	\$ -	3	\$ 72.00
MISC. LICENSES		4	\$ 80.00	5	\$ 90.00	5	\$ 285.00	5	\$ 320.00	19	\$ 775.00
MISC. RECEIPTS		4	\$ 2,327.50	0	\$ -	5	\$ 598.85	3	\$ 635.00	12	\$ 3,561.35
MOTOR VEHICLE		461	\$ 107,263.42	457	\$ 104,412.39	327	\$ 66,230.84	77	\$ 16,903.66	1322	\$ 294,810.31
NOTARY FEES		7	\$ 115.00	11	\$ 135.00	13	\$ 190.00	0	\$ -	31	\$ 440.00
PERSONAL PROPERTY PAYMENT		15	\$ 2,920.82	3	\$ 431.00	7	\$ 6,092.42	11	\$ 604.71	36	\$ 10,048.95
PLUMBING PERMITS		1	\$ 40.00	0	\$ -	1	\$ 100.00	1	\$ 110.00	3	\$ 250.00
PYMTS. IN LIEU OF TAX		2	\$ 6,709.78	0	\$ -	0	\$ -	1	\$ 10,154.23	3	\$ 16,864.01
REAL ESTATE PAYMENT		325	\$ 153,317.38	279	\$ 91,601.44	348	\$ 155,488.03	404	\$ 171,901.25	1356	\$ 572,308.10
SIGN PERMITS		0	\$ -	1	\$ 50.00	0	\$ -	1	\$ 50.00	2	\$ 100.00
SITE DESIGN REVIEW		0	\$ -	0	\$ -	1	\$ 90.00	1	\$ 90.00	2	\$ 180.00
SNOW/MOBILE REGISTRATION		165	\$ 10,626.13	53	\$ 3,455.62	29	\$ 2,010.17	0	\$ -	247	\$ 16,091.92
TAX ACQUIRED REAL ESTATE PAYMENT		1	\$ 1,212.11	1	\$ 422.26	2	\$ 828.23	2	\$ 1,771.33	6	\$ 4,233.93
TAX ACQUIRED LIEN PAYMENT		2	\$ 11,405.72	4	\$ 2,877.74	5	\$ 1,114.60	13	\$ 9,280.90	24	\$ 24,678.96
TAX LIEN PAYMENT		14	\$ 9,103.96	12	\$ 2,342.38	27	\$ 10,908.62	7	\$ 2,025.52	60	\$ 24,380.48
TRAILER PARK LOT RENT		10	\$ 1,150.00	11	\$ 1,368.00	9	\$ 1,040.00	6	\$ 690.00	36	\$ 4,248.00
TOTAL:		1458	\$ 312,919.79	1002	\$ 212,380.08	894	\$ 248,756.01	590	\$ 216,375.60	3944	\$ 990,431.48