

**AGENDA**  
**REGULAR MEETING OF THE CARO CITY COUNCIL**  
**October 4, 2021 7:30 P.M.**

**CALL TO ORDER (Pledge of Allegiance)**

**AGENDA APPROVAL**

**PUBLIC COMMENTS/VISITORS:**

**COMMUNICATION:**

1. Tuscola County Board of Commissioner Resolution Open Meetings Act

**CONSENT AGENDA:**

1. Regular Council Minutes – September 20, 2021
2. Invoices

**REGULAR AGENDA:** (action required)

1. Motion to Open Public Hearing – Proposed Ordinance #484 – UTV (Side-by-Sides) on City Streets
2. Public Comment/Council Discussion
3. Motion to Close Public Hearing
4. Action on Proposed Ordinance #484
5. Set Trick or Treating Hours
6. Fire Department Bunker Gear Purchase
7. Cell Tower Easement Offers
8. Resolution Setting Wastewater and Drinking Water Rates for FY 2022-2023

**ITEMS PENDING/POSTPONED:** None

**COMMITTEE/LIAISON POSITION REPORTS:** None

**MAYOR'S REPORT** – Written report submitted

**MANAGER COMMENTS** – Written report submitted.

**CLERK'S REPORT** – Written report submitted.

**ADDITIONAL PUBLIC COMMENTS**

**ADJOURN**  
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# CITY OF CARO

MANAGER  
MATTHEW LANE  
CLERK  
RITA PAPP  
TREASURER  
MICHELE PERRY  
ATTORNEY  
LAURA GENOVICH

317 South State Street  
Caro MI 48723  
Phone 989-673-2226  
Fax 989-673-7310  
Website [www.carocity.net](http://www.carocity.net)

MAYOR  
JOE GREENE  
CITY COUNCIL  
BOB ESCHENBACHER  
DON HALL  
TISHA JONES-HOLUBEC  
JILL WHITE  
EMILY CAMPBELL  
KORY BATSCHKE

**TO:** City Council  
**FROM:** Rita Papp – City Clerk  
**SUBJECT:** Verbal Public Comment – UTV Ordinance  
**DATE:** October 4, 2021

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Received via phone call, 9/27/21 @ 1:50 pm

Michael Karpovich & Pam Sutherland – Oppose UTV Ordinance

10/4 - Mtg

## Rita Papp

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**From:** Gary Rolka <gfre83@gmail.com>  
**Sent:** Sunday, September 26, 2021 6:18 PM  
**To:** Matthew Lane; Rita Papp  
**Subject:** homeless shelter

**Att: Caro City Clerk(& Manager) Please forward the FOLLOWING to the City Council**

- There are 2 main reasons WHY I **oppose a 'homeless shelter'** on the Almer/Joy St. corner:

1—There are several adjoining **BUSINESSES** that need some **MORE** Parking space for customers.

**2—The CURRENT plan calls for 10-20 men to sleep in the basement.**

**Does the 'old' church pass an inspection & have the NECESSARY Facilities(such as enough Toilets, Showerheads)? How about a kitchen, laundry room, etc.?**

### **Possible Solutions ??**

1—If the House of Hope still wants to retain the 'old' church, then are they willing to receive **BOTH Donations & Grants** needed for maintenance, POSSIBLE Relocation, etc.?

2—If the HoH decides to forgo the 'old' church, then what about purchasing an **abandoned 'group' home/hotel/motel/apartment complex/etc.? OR some vacant land?**

**If 'none' of the above is FEASIBLE**, then what about POSSIBILITY of the **former State Prison land** just south(& across the river) from the **Caro Regional Center**?

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Note: I would had commented on THIS at the CCCm on Sept. 20, but the meeting lasted for 2 hours.  
Had I shown up at the Sept. 7 meeting which lasted about 30-40 min., then I(& possibly others) would had commented.

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### **GF Rolka, GF Rolka Enterprises**

I'm a semi-retired marketing/PR consultant

Also was a RE Broker BEFORE a Severe Stroke forced me to retire

**2266 W. Caro Rd., Caro MI 48723**

(989)673-8328

[gfre83@gmail.com](mailto:gfre83@gmail.com)

# TUSCOLA COUNTY BOARD OF COMMISSIONERS

125 W. Lincoln Street  
Suite 500  
Caro, MI 48723

Telephone: 989-672-3700  
Fax: 989-672-4011

At a regular meeting of the Board of Commissioners for the County of Tuscola, State of Michigan, on the 16<sup>th</sup> day of September, 2021 with the meeting called to order at 8:00 a.m.

Commissioners Present: Thomas Young, Thomas Bordwell, Doug DuRusso, Dan Grinstead

Commissioners Absent: Kim Vaughan

The following resolution was offered by Commissioner Young, seconded by Commissioner Grinstead,

## Resolution to Exempt Certain Counties from the Recently Updated Open Meetings Act (OMA)

### Resolution 2021-13

*Whereas*, the Tuscola County Board of Commissioners has concerns regarding the decisions made regarding PA 254, and

*Whereas*, prior to the most recent amendments to the OMA, it was generally well-settled that members of a public body could participate in a meeting electronically so long as a quorum of the public body was physically present at the meeting location, and

*Whereas*, before March 31, 2021 and retroactive to March 18, 2020 any circumstances, including, but not limited to, any of the circumstances requiring accommodation of absent members described in section 3(2), and

*Whereas*, on and after March 31, 2021 through December 31, 2021, only those circumstances requiring accommodation of members absent for the reasons described in section 3(2). For the purpose of permitting an electronic meeting due to a local state of emergency or state of disaster, this subdivision applies only as follows:

- (i) To permit the electronic attendance of a member of the public body who resides in the affected area.
- (ii) To permit the electronic meeting of a public body that usually holds its meeting in the affected area.

*Whereas*, after December 31, 2021, members of a public body will be allowed to participate in a meeting electronically only in the circumstances requiring accommodation of members absent due to military duty as described in section (3)2, and

*Whereas*, this substantive change eliminates a public body's previous flexibility to allow one or two members to participate remotely.

*Therefore, Be It Resolved*, that the Tuscola County Board of Commissioners requests that all counties with populations of 75,000 or less be exempt from the portion of PA 254 that allows only members absent due to military duty to be allowed to participate in meetings electronically.

*Be it Further Resolved*, that the Tuscola County Board of Commissioners submits this resolution to all Michigan Senators, all Michigan Representatives, all Michigan Counties, Michigan Township Association, all Tuscola County Cities and Townships, Gene Pierce, Tuscola Intermediate School District Superintendent and all Superintendents within Tuscola County.

Roll Call Vote:

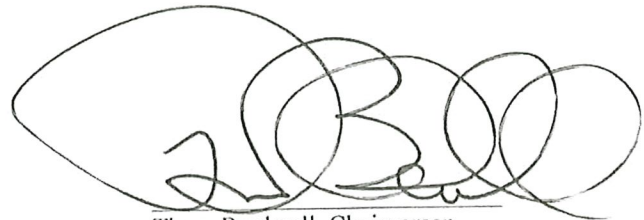
Ayes: *Young, DuRusseau, Shumshaw, Bardwell*

Nays: *none*

*Absent - Vaughan*

Resolution declared adopted.

Date *9-16-2021*



Thom Bardwell, Chairperson  
Tuscola County Board of Commissioners

I, Jodi Fetting, Tuscola County Clerk, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Tuscola County Board of Commissioners at its meeting on September 16, 2021.

Date *9-16-2021*



Jodi Fetting  
Tuscola County Clerk



Act No. 254  
Public Acts of 2020  
Approved by the Governor  
December 22, 2020  
Filed with the Secretary of State  
December 22, 2020  
EFFECTIVE DATE: December 22, 2020

**STATE OF MICHIGAN  
100TH LEGISLATURE  
REGULAR SESSION OF 2020**

Introduced by Senator Theis

## **ENROLLED SENATE BILL No. 1246**

AN ACT to amend 1976 PA 267, entitled "An act to require certain meetings of certain public bodies to be open to the public; to require notice and the keeping of minutes of meetings; to provide for enforcement; to provide for invalidation of governmental decisions under certain circumstances; to provide penalties; and to repeal certain acts and parts of acts," by amending sections 3 and 3a (MCL 15.263 and 15.263a), section 3 as amended and section 3a as added by 2020 PA 228.

*The People of the State of Michigan enact:*

Sec. 3. (1) All meetings of a public body must be open to the public and must be held in a place available to the general public. All persons must be permitted to attend any meeting except as otherwise provided in this act. The right of a person to attend a meeting of a public body includes the right to tape-record, to videotape, to broadcast live on radio, and to telecast live on television the proceedings of a public body at a public meeting. The exercise of this right does not depend on the prior approval of the public body. However, a public body may establish reasonable rules and regulations in order to minimize the possibility of disrupting the meeting. For a meeting of a public body held in person before April 1, 2021, the public body shall do both of the following:

(a) To the extent feasible under the circumstances, ensure adherence to social distancing and mitigation measures recommended by the Centers for Disease Control and Prevention for purposes of preventing the spread of COVID-19, including the measure that an individual remain at least 6 feet from anyone from outside the individual's household.

(b) Adopt heightened standards of facility cleaning and disinfection to limit participant exposure to COVID-19, as well as protocols to clean and disinfect in the event of a positive COVID-19 case in the public body's meeting place.

(2) All decisions of a public body must be made at a meeting open to the public. For purposes of any meeting subject to this section, except a meeting of any state legislative body at which a formal vote is taken, the public body shall, subject to section 3a, establish the following procedures to accommodate the absence of any member of the public body due to military duty, a medical condition, or a statewide or local state of emergency or state of disaster declared pursuant to law or charter or local ordinance by the governor or a local official, governing body, or chief administrative officer that would risk the personal health or safety of members of the public or the public body if the meeting were held in person:

(a) Procedures by which the absent member may participate in, and vote on, business before the public body, including, but not limited to, procedures that provide for both of the following:

(i) Two-way communication.

(ii) For each member of the public body attending the meeting remotely, a public announcement at the outset of the meeting by that member, to be included in the meeting minutes, that the member is in fact attending the meeting remotely. If the member is attending the meeting remotely for a purpose other than for military duty, the member's announcement must further identify specifically the member's physical location by stating the county, city, township, or village and state from which he or she is attending the meeting remotely.

(b) Procedures by which the public is provided notice of the absence of the member and information about how to contact that member sufficiently in advance of a meeting of the public body to provide input on any business that will come before the public body.

(3) All deliberations of a public body constituting a quorum of its members must take place at a meeting open to the public except as provided in this section and sections 7 and 8.

(4) A person must not be required as a condition of attendance at a meeting of a public body to register or otherwise provide his or her name or other information or otherwise to fulfill a condition precedent to attendance.

(5) A person must be permitted to address a meeting of a public body under rules established and recorded by the public body. The legislature or a house of the legislature may provide by rule that the right to address may be limited to prescribed times at hearings and committee meetings only.

(6) A person must not be excluded from a meeting otherwise open to the public except for a breach of the peace actually committed at the meeting.

(7) This act does not apply to the following public bodies, but only when deliberating the merits of a case:

(a) The Michigan compensation appellate commission operating as described in either of the following:

(i) Section 274 of the worker's disability compensation act of 1969, 1969 PA 317, MCL 418.274.

(ii) Section 34 of the Michigan employment security act, 1936 (Ex Sess) PA 1, 421.34.

(b) The state tenure commission created in section 1 of article VII of 1937 (Ex Sess) PA 4, MCL 38.131, when acting as a board of review from the decision of a controlling board.

(c) The employment relations commission or an arbitrator or arbitration panel created or appointed under 1939 PA 176, MCL 423.1 to 423.30.

(d) The Michigan public service commission created under 1939 PA 3, MCL 460.1 to 460.11.

(8) This act does not apply to an association of insurers created under the insurance code of 1956, 1956 PA 218, MCL 500.100 to 500.8302, or other association or facility formed under that act as a nonprofit organization of insurer members.

(9) This act does not apply to a committee of a public body that adopts a nonpolicymaking resolution of tribute or memorial, if the resolution is not adopted at a meeting.

(10) This act does not apply to a meeting that is a social or chance gathering or conference not designed to avoid this act.

(11) This act does not apply to the Michigan veterans' trust fund board of trustees or a county or district committee created under 1946 (1st Ex Sess) PA 9, MCL 35.602 to 35.610, when the board of trustees or county or district committee is deliberating the merits of an emergent need. A decision of the board of trustees or county or district committee made under this subsection must be reconsidered by the board or committee at its next regular or special meeting consistent with the requirements of this act. "Emergent need" means a situation that the board of trustees, by rules promulgated under the administrative procedures act of 1969, 1969 PA 306, MCL 24.201 to 24.328, determines requires immediate action.

(12) As used in subsection (2):

(a) "Formal vote" means a vote on a bill, amendment, resolution, motion, proposal, recommendation, or any other measure on which a vote by members of a state legislative body is required and by which the state legislative body effectuates or formulates public policy.

(b) "Medical condition" means an illness, injury, disability, or other health-related condition.

Sec. 3a. (1) A meeting of a public body held, in whole or in part, electronically by telephonic or video conferencing in compliance with this section and, except as otherwise required in this section, all of the provisions of this act applicable to a nonelectronic meeting, is permitted by this act in the following circumstances:

(a) Before March 31, 2021 and retroactive to March 18, 2020, any circumstances, including, but not limited to, any of the circumstances requiring accommodation of absent members described in section 3(2).

(b) On and after March 31, 2021 through December 31, 2021, only those circumstances requiring accommodation of members absent for the reasons described in section 3(2). For the purpose of permitting an electronic meeting due to a local state of emergency or state of disaster, this subdivision applies only as follows:

(i) To permit the electronic attendance of a member of the public body who resides in the affected area.

(ii) To permit the electronic meeting of a public body that usually holds its meetings in the affected area.

(c) After December 31, 2021, only in the circumstances requiring accommodation of members absent due to military duty as described in section 3(2).

(2) A meeting of a public body held electronically under this section must be conducted in a manner that permits 2-way communication so that members of the public body can hear and be heard by other members of the public body, and so that public participants can hear members of the public body and can be heard by members of the public body and other participants during a public comment period. A public body may use technology to facilitate typed public comments during the meeting submitted by members of the public participating in the meeting that may be read to or shared with members of the public body and other participants to satisfy the requirement under this subsection that members of the public be heard by others during the electronic meeting and the requirement under section 3(5) that members of the public be permitted to address the electronic meeting.

(3) Except as otherwise provided in subsection (8), a physical place is not required for an electronic meeting held under this section, and members of a public body and members of the public participating electronically in a meeting held under this section that occurs in a physical place are to be considered present and in attendance at the meeting for all purposes.

(4) If a public body directly or indirectly maintains an official internet presence that includes monthly or more frequent updates of public meeting agendas or minutes, the public body shall, in addition to any other notices that may be required under this act, post advance notice of a meeting held electronically under this section on a portion of the public body's website that is fully accessible to the public. The public notice on the website must be included on either the homepage or on a separate webpage dedicated to public notices for nonregularly scheduled or electronic public meetings that is accessible through a prominent and conspicuous link on the website's homepage that clearly describes its purpose for public notification of nonregularly scheduled or electronic public meetings. Subject to the requirements of this section, any scheduled meeting of a public body may be held as an electronic meeting under this section if a notice consistent with this section is posted at least 18 hours before the meeting begins. Notice of a meeting of a public body held electronically must clearly explain all of the following:

(a) Why the public body is meeting electronically.

(b) How members of the public may participate in the meeting electronically. If a telephone number, internet address, or both are needed to participate, that information must be provided specifically.

(c) How members of the public may contact members of the public body to provide input or ask questions on any business that will come before the public body at the meeting.

(d) How persons with disabilities may participate in the meeting.

(5) Beginning on the effective date of the amendatory act that added this section, if an agenda exists for an electronic meeting held under this section by a public body that directly or indirectly maintains an official internet presence that includes monthly or more frequent updates of public meeting agendas or minutes, the public body shall, on a portion of the website that is fully accessible to the public, make the agenda available to the public at least 2 hours before the electronic meeting begins. This publication of the agenda does not prohibit subsequent amendment of the agenda at the meeting.

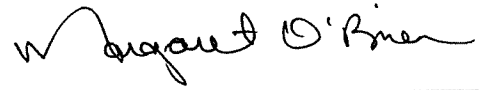
(6) A public body shall not, as a condition of participating in an electronic meeting of the public body held under this section, require a person to register or otherwise provide his or her name or other information or otherwise to fulfill a condition precedent to attendance, other than mechanisms established and required by the public body necessary to permit the person to participate in a public comment period of the meeting.

(7) Members of the general public otherwise participating in a meeting of a public body held electronically under this section are to be excluded from participation in a closed session of the public body held electronically during that meeting if the closed session is convened and held in compliance with the requirements of this act applicable to a closed session.

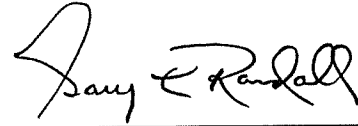
(8) At a meeting held under this section that accommodates members absent due to military duty or a medical condition, only those members absent due to military duty or a medical condition may participate remotely. Any member who is not on military duty or does not have a medical condition must be physically present at the meeting to participate.



This act is ordered to take immediate effect.



Secretary of the Senate



Clerk of the House of Representatives

Approved \_\_\_\_\_

\_\_\_\_\_  
Governor

## **CITY OF CARO REGULAR COUNCIL MINUTES**

Mayor Joe Greene called the regular meeting of the City Council to order on September 20, 2021, at 7:30 p.m. in the Council Chambers.

Present: Mayor Joe Greene, City Council: Bob Eschenbacher, Kory Batschke, Emily Campbell, Don Hall, Tisha Jones-Holubec, and Jill White

Absent: None

Others: Matthew Lane – City Manager, Rita Papp – Clerk, Michele Perry – Treasurer, Jana Brown – Deputy Clerk, and other guests.

### **AGENDA APPROVAL**

**21-M-188**

**Motion by White, seconded by Batschke to approve the agenda as presented, with the addition of: Agenda Item # 11 – Tower Automotive Water Bill  
Motion Carried.**

### **PUBLIC COMMENT/VISITORS:**

Rita Papp, City Clerk introduced the Deputy Clerk, Jana Brown to the public in attendance.  
Received letter from Theron Atwood Post #7 regarding suggested future improvement to the City of Caro.

### **COMMUNICATIONS:**

1. Planning Commission Meeting Minutes – July 14, 2021 & August 10, 2021
2. City of Caro Water/Sewer Adjustment Policy
3. City of Caro Residential Swimming Pool Filling Policy
4. Hometown Heroes Banner Program Presentation

### **CONSENT AGENDA:**

1. Regular Council Minutes – September 7, 2021
2. Policy Committee Minutes – September 7, 2021
3. Invoices
4. Department Reports (**\*\*Report at Second Meeting Only**)
  - A. Police Report – Chief Brian Newcomb
  - B. Fire Report – Chief Randall Heckroth
  - C. Code Enforcement – Randall Heckroth
  - D. DPW/Water Reports –
  - E. WWTP –
  - F. Municipal Parking Violations Bureau Report – Rita Papp

**21-M-189**

**Motion by Batschke, seconded by Hall to approve the consent agenda as presented including invoices.  
Motion Carried.**

**REGULAR AGENDA: (action required)**

**1. Open Public Hearing – Public Hearing started at 7:40 p.m.**

**2. Public/Council Comments on 2021 Sidewalk**

Rita Papp. City Clerk read letter from Michelle Carter, 506 S. Almer Street – opposes sidewalk project, financial reasons.

Katrina Skelton, 331 E. Bush Street – Opposes the project. City Manager & Rowe Engineering to review issues brought forth.

Homeowner, 301 E. Bush Street – Verbal comment to Mayor regarding limited funds and can't afford.

Homeowner, 668 Court Street – Commented on the sidewalks in front of Community Garden not being edged and maintained.

**3. Motion to Close Public Hearing**

**21-M-190**

**Motion by Batschke, seconded by White to close public hearing at 7:46 p.m.**

**Motion carried.**

**4. Decision on Necessity for Repair/Replacement**

**21-M-191**

**Motion by White, seconded by Hall to approve the Necessity for Repair/Replacement of Sidewalks and to proceed with the project.**

**Motion carried.**

**5. Hometown Heroes Banner Program**

Schedule for presentation to the Downtown Development Meeting on October 13, 2021.

**6. Council Committee Re-Assignments**

Mayor Greene presented Council Committee Re-Assignments

Finance Committee – Removed Tisha Jones-Holubec and replaced by Kory Batschke.

Policy Committee – Removed Tisha Jones-Holubec and replaced by Joe Greene. Jill White becomes Policy Committee Chair.

Capital Projects – Removed Kory Batschke and replaced by Tisha Jones-Holubec.

**7. Banner Request – Tuscola County Pumpkin Festival**

**21-M-192**

**Motion by Eschenbacher, seconded by White to approve Banner Request from the Tuscola County Pumpkin Festival for placement September 22, 2021 to October 4, 2021.**

**Motion carried.**

**8. Gilford Road Resurfacing Project**

**21-M-193**

**Motion by Eschenbacher, seconded by Batchke to approve the Gilford Road Resurfacing Plan as presented by Rowe Engineering.**

**Motion carried.**

**9. Tuscola County EDC – City of Caro 2021 Allocation Invoice**

**21-M-194**

**Motion by Jones-Holubec, seconded by Campbell to approve the City of Caro 2021 Allocation Invoice from Tuscola County EDC.**

**Motion carried.**

**10. Water Tower Generator - Purchase**

**21-M-195**

**Motion by White, seconded by Campbell to accept the recommendation of the City Manager and approve the purchase of a 10Kw Automatic Generator from Ken Martin Electric in the amount of \$6,100.00.**

**Motion carried.**

**11. Tower Automotive Water/Sewer Bill Discussion**

Council discussed Tower Automotive Water/Sewer Bill. No action taken at this time.

**ITEMS PENDING/POSTPONED:**

City of Caro Resolution Setting Wastewater and Drinking Water Rates

**21-M-196**

**Motion by Eschenbacher, seconded by White to approve City Manager to update resolution for a one-year implementation and present to next City Council Meeting.**

**Motion carried.**

**COMMITTEE/LIAISON POSITION REPORTS:**

1. Economic Development Corporation (Greene) – Attended meeting that was held last week. Highlighted several EDC projects that were discussed at the meeting.
2. Chamber of Commerce (Manager) – Attended meeting that was held last week. New Director has been hired and they are working on planning events.
3. Downtown Development Authority (Hall) – No meeting was held.
4. Fair Board (White) – Met with Parks & Recreation for 5-year plan. Survey is coming out. Fall clean up is scheduled for November 6, 2021, at the fairgrounds.
5. Parks & Recreation (White) – Met with the Fair Board for 5-year plan. Survey is coming out.
6. Planning Commission (Eschenbacher) – Met last Tuesday to start Masterplan. Survey will be coming out in late October. Council is invited to Planning Commission Meeting in February 2022.

7. Tuscola County Board of Commissioners (Jones-Holubec) – Read the meeting minutes. County hired a Health Officer. County is transitioning to a new Building Codes Company. West Nile Virus was found in Denmark Township.
8. Zoning Board of Appeals (Greene) – Meeting was held last week. Approved a zoning request for a shed.
9. Indianfields Township (Greene) – Attended meeting last Monday. Township is getting re-staffed and is back in business.
10. Almer Township (Campbell) – No update.

**MAYOR'S REPORT** – Written report submitted

**MANAGER'S COMMENTS** – Written report submitted – Highlighted items: Bidding process for moving the two City owned houses behind City Hall. Stated that we have \$36,000.00 in the budget for demolition of houses if necessary. Farmer's Market Manager and City Manager are working on a bus route pilot program with Thumbbody bus for the month of October 2021. City Manager is looking into Grant opportunities with MMRMA Insurance. Grant is available for the City of Caro Masterplan. Working with the County on MSP annexation. Putman Development has hired a new attorney.

**CLERK'S REPORT** – Written report submitted

**TREASURER'S REPORT** – Written report submitted

**ADDITIONAL PUBLIC COMMENT:**

Mayor Joe Greene inquired on the potential sealing of the wooden walkway near Chippewa Park. Also commented on a book received from Jim Will for ordering trees for the city.

**21-M-197**

**Motion by White, seconded by Hall to adjourn the meeting at 9:25 p.m.**

**Motion carried.**

**Rita Papp  
City Clerk**

GL Period	Chk Issue Date	Check No	Vendor No	Payee	Amount
10/21	10/04/2021	74126	47	AFLAC	693.57
10/21	10/04/2021	74127	2789	ASHLEY MONCHILOV	50.00
10/21	10/04/2021	74128	590	BELL - WASIK, INC.	1,132.89
10/21	10/04/2021	74129	2790	BRIDGET PARSELL	4.00
10/21	10/04/2021	74130	2755	CAPITAL ONE	19.90
10/21	10/04/2021	74131	2791	CAROL CARTER	6.00
10/21	10/04/2021	74132	233	CARTER LUMBER	264.82
10/21	10/04/2021	74133	2776	CASS CITY HARDWARE	30.96
10/21	10/04/2021	74134	1976	CHRIS E LANDSCAPING LLC	4,500.00
10/21	10/04/2021	74135	2795	CJZ LLC	728.00
10/21	10/04/2021	74136	2402	COMPANION LIFE INSURANCE	1,425.56
10/21	10/04/2021	74137	2499	DINGES FIRE COMPANY	1,675.14
10/21	10/04/2021	74138	2584	DON DOYLE	164.18
10/21	10/04/2021	74139	414	DOUGLASS SAFETY SYSTEMS	220.00
10/21	10/04/2021	74140	388	DTE ENERGY	13,573.37
10/21	10/04/2021	74141	1679	DTE ENERGY	6,573.49
10/21	10/04/2021	74142	2150	FIRST BANKCARD	5,249.54
10/21	10/04/2021	74143	1711	GAMBLES DO IT BEST HARDW	771.99
10/21	10/04/2021	74144	2476	GREAT LAKES DIRECTIONAL B	1,305.00
10/21	10/04/2021	74145	551	HACH COMPANY	1,447.00
10/21	10/04/2021	74146	581	HOLLOWAY FIRE PROTECTION	1,093.00
10/21	10/04/2021	74147	1489	JOE GREENE	221.60
10/21	10/04/2021	74148	2096	JOHN DEERE FINANCIAL	57.98
10/21	10/04/2021	74149	2793	JOY RICHARDS	4.00
10/21	10/04/2021	74150	2792	JOYCE POLEGA	37.00
10/21	10/04/2021	74151	683	KAPPEN TREE SERVICE	9,160.00
10/21	10/04/2021	74152	2794	KENDRA UREEL	27.00
10/21	10/04/2021	74153	2702	KRISTAL'S HELPING HAND LLC	650.00
10/21	10/04/2021	74154	2731	LAUREN AMELLAL	40.00
10/21	10/04/2021	74155	2534	M TECH COMPANY	3,484.97
10/21	10/04/2021	74156	2320	MAGLOCLEN	400.00
10/21	10/04/2021	74157	770	MARTIN ELECTRIC	1,065.05
10/21	10/04/2021	74158	391	MEDLER ELECTRIC COMPANY	86.24
10/21	10/04/2021	74159	835	MICH RURAL WATER ASSOCIAT	1,912.50
10/21	10/04/2021	74160	861	MICHAEL FADER	94.08
10/21	10/04/2021	74161	830	MICHIGAN PIPE & VALVE-SAGI	2,334.00
10/21	10/04/2021	74162	2796	MIKE PAPP	29.00
10/21	10/04/2021	74163	2345	POLLARD WATER	514.75
10/21	10/04/2021	74164	1467	PTM DOCUMENT SYSTEMS	132.93
10/21	10/04/2021	74165	998	PURCHASE POWER	500.00
10/21	10/04/2021	74166	2642	R&R TECHNICAL SERVICES	2,312.00
10/21	10/04/2021	74167	2797	SERVPRO OF SAGINAW BAY CI	5,339.44
10/21	10/04/2021	74168	1125	STATE OF MICHIGAN	33.00
10/21	10/04/2021	74169	2768	STERLING EXCAVATION INC	120,276.50
10/21	10/04/2021	74170	1137	STEVEN REPKIE	59.32
10/21	10/04/2021	74171	2569	TEAM FINANCIAL GROUP	299.00
10/21	10/04/2021	74172	2126	TERESA EWALD	58.24
10/21	10/04/2021	74173	1686	THOMAS REESE	94.08
10/21	10/04/2021	74174	1189	THUMB CELLULAR	123.90
10/21	10/04/2021	74175	2186	THUMB COOLING & HEATING L	117.45
10/21	10/04/2021	74176	2798	TOM GRASS	30.00
10/21	10/04/2021	74177	1212	TRACTOR SUPPLY COMPANY	705.69
10/21	10/04/2021	74178	2198	TRI-COUNTY EQUIPMENT	152.95



GL Period	Chk Issue Date	Check No	Vendor No	Payee	Amount
10/21	10/04/2021	74179	1242	TUS. CO. FIRE FIGHTERS ASS	396.00
10/21	10/04/2021	74180	1234	TUSCOLA COUNTY	2,442.92
10/21	10/04/2021	74181	1238	TUSCOLA COUNTY EDC	6,000.00
10/21	10/04/2021	74182	1252	TUSCOLA COUNTY TREASURE	1,346.72
10/21	10/04/2021	74183	1254	UIS SCADA	1,208.00
10/21	10/04/2021	74184	2482	UNIFIRST CORPORATION	297.62
10/21	10/04/2021	74185	2800	VICTORIA MORRISON	10.00
10/21	10/04/2021	74186	2493	W W WILLIAMS	1,304.23
10/21	10/04/2021	74187	2799	WALTER MALBURG	104.00
10/21	10/04/2021	74188	2644	WATER SOLUTIONS UNLIMITED	1,619.00
10/21	10/04/2021	74189	2007	WITMER PUBLIC SAFETY GRO	800.84
10/21	10/04/2021	74190	2801	YVONNE MILLER	32.00
10/21	10/01/2021	74191	240	U.S. POSTMASTER	447.41
10/21	10/04/2021	74192	1126	STATE OF MICHIGAN	2,130.00
10/21	10/04/2021	74193	1126	STATE OF MICHIGAN	428.00
Grand Totals:					<u>209,847.82</u>

Report Criteria:

Report type: Summary

**CITY OF CARO**  
**ORDINANCE # 484**

AN ORDINANCE OF THE CITY OF CARO TO AUTHORIZE THE OPERATION OF  
UTILITY TERRAIN VEHICLES (SIDE-BY-SIDES) ON CITY STREETS

*THE CITY OF CARO ORDAINS:*

- I. The Ordinances of The City of Caro, Michigan, is amended by adding Ordinance No. 484 to read as follows:

Utility Terrain Vehicle defined

- II. For the purpose of this ordinance, a Utility Terrain Vehicle (UTV), commonly referred to as side-by-side, is defined as a commercially manufactured vehicle designed for off-highway use that meets all of the following criteria:

- a) Has a dry weight of not more than 2,000 pounds
- b) Is not more than 80 inches in width
- c) Has an engine displacement of not more than 1,000cc
- d) Is designed to travel on four or more low pressure or non-pneumatic tires
- e) Has a steering wheel
- f) Features non-straddle seating
- g) Has two headlights, a taillight, and a brake light
- h) Has a roll bar or similar structural system or device
- i) Has a seat belt for the operator and each passenger
- j) Has a 17-character VIN or PIN

UTV (side-by-side) operation on city streets and alleys

The operation of a UTV is permitted on the streets and alleys within the City of Caro except M-81 and M-24 unless crossing the same at an intersection.

A UTV operated in the City must be operated:

- a) At a rate of speed not greater than is reasonable and proper having due regard for conditions then existing, and in no event in excess of twenty-five (25) miles per hour
- b) On the far right-hand side of the maintained portion of the roadway
- c) By an individual having on his person a valid motor vehicle operator's license
- d) In a manner which does not interfere with traffic on the road, traveling single file, except when overtaking another UTV or golf cart, and yielding to vehicular traffic when necessary

- e) Between the hours of one-half hour after sunrise and one-half hour before sunset
- f) With the operator and all passengers wearing DOT-approved helmets unless the UTV has a manufacturer-designed and installed roll bar above and behind the head
- g) With the driver and all passengers wearing properly fitted and fastened safety belts at all times
- h) With all passengers seated in seating designed and manufactured for a passenger
- i) With a throttle so designed that when the pressure used to advance the throttle is removed, the engine speed will immediately and automatically return to idle
- j) With a U.S. Forest Service-approved spark arrester type exhaust system
- k) With a muffler in good working order and in constant operation
- l) With a braking system in good working condition that operates by either hand or foot
- m) In accordance with local ordinances prohibiting excessive noise
- n) In abeyance of all traffic signals, signs, and devices

UTVs must yield to pedestrians when crossing streets and may only cross a street at an intersection and in the most direct line possible.

#### UTV operation on private property

No person shall operate a UTV in any cemetery, airport, or established public park or recreation area or on private property without the consent of the property owner or his agent

#### UTV careless operation

No person shall operate a UTV in the City in a careless or negligent manner likely to endanger any person or property

#### Municipal Civil Infraction

A violation of said Ordinance is a municipal civil infraction and punishable by a fine of not more than \$500.00. The City of Caro Police Department is authorized to issue citations.

II. A summary of this ordinance shall be published within 15 days after its adoption.

III. This ordinance shall become effective 7 days upon publication of a summary of its provisions.

**WHEREAS**, The City of Caro Council held a public hearing on October 4, 2021 to hear public comments regarding the Ordinance of the City of Caro to Authorize the Operation of Utility Terrain Vehicles (Side-by-Sides) on City Streets, Ordinance No. 484, and

**WHEREAS**, The City of Caro Council recommend the adoption of the Ordinance of the City of Caro to Authorize the Operation of Utility Terrain Vehicles (Side-by-Sides) on City Streets, Ordinance no. 484.

**THEREFORE BE IT RESOLVED**, that the City of Caro Council adopts the Ordinance of the City of Caro to Authorize the Operation of Utility Terrain Vehicles (Side-by-Sides) on City Streets, Ordinance no. 484. This Ordinance shall take effect 7 days after its publication.

MOVED: \_\_\_\_\_ SUPPORTED: \_\_\_\_\_

YES: \_\_\_\_\_

NO: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

ABSENT: \_\_\_\_\_

\_\_\_\_\_  
Joseph Greene, Mayor – City of Caro

**ATTEST:**

I hereby certify that the foregoing is a true and correct copy of an Ordinance duly adopted by the City Council of the City of Caro at a Regular meeting held on Monday, October 4, 2021, at 7:30 p.m. in the Council Chambers of the Caro Municipal Building, 317 S. State Street, Caro, Michigan.

\_\_\_\_\_  
Rita Papp, Clerk – City of Caro

# CITY OF CARO

MANAGER  
MATTHEW LANE  
CLERK  
RITA PAPP  
TREASURER  
MICHELE PERRY  
ATTORNEY  
LAURA GENOVICH

317 South State Street  
Caro MI 48723  
Phone 989-673-2226  
Fax 989-673-7310  
Website [www.carocity.net](http://www.carocity.net)

MAYOR  
JOE GREENE  
CITY COUNCIL  
BOB ESCHENBACHER  
DON HALL  
TISHA JONES-HOLUBEC  
JILL WHITE  
EMILY CAMPBELL  
KORY BATSCHE

## MEMORANDUM

**TO:** City Council  
**FROM:** Matthew S. Lane, City Manager  
**DATE:** October 1, 2021  
**RE:** FD- Bunker Gear Purchase

---

### **BACKGROUND:**

As you are all aware, the Caro Fire Department purchases bunker gear on rotating basis for about 4 firefighters each year. This year we expect to replace gear for 4 firefighters. This item is currently budgeted at \$11,000 in the Fire Department.

Chief Heckroth received the following quotes:

Dinges Fire Company: \$9,148

Apollo Fire Equipment Company: \$18,868

In the past, we have used Apollo for bunker gear. However, this year Chief is recommending a shift to Dinges due to price as well as the integration of new temperature control technology that will help regulate body temperature of the firefighters as they work the fireground. Since the company and gear will be new to the City there are anticipated add on purchases for each firefighter that are currently unknown. While the basic set-up will be the same for each they do have opportunities for custom fit items like rescue belts, radio holder, etc..

### **RECOMMENDATION:**

It is my recommendation that City Council approve the purchase of 4 sets of bunker gear from Dinges Fire Company in an amount not to exceed the budgeted amount of \$11,000 to account for potential contingencies associated with the transition to new gear.

### **MOTION:**

Option 1:

To ACCEPT the recommendation of the City Manager and approve the purchase of 4 sets of bunker gear from Dinges Fire Company in an amount not to exceed the budgeted amount of \$11,000 to account for potential contingencies associated with the transition to new gear.

Option 2:

To DECLINE the recommendation of the City Manager.

Option 3:

To POSTPONE action until the next Council Meeting.

# CITY OF CARO

MANAGER  
MATTHEW LANE  
CLERK  
RITA PAPP  
TREASURER  
MICHELE PERRY  
ATTORNEY  
LAURA GENOVICH

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KORY BATSCHE

## MEMORANDUM

**TO:** City Council  
**FROM:** Matthew S. Lane, City Manager  
**DATE:** October 1, 2021  
**RE:** Cell Tower Easement Offers

---

### **BACKGROUND:**

As you are all aware, the City of Caro leases a communications tower to SBA Communications Corporations (SBA) for a monthly rent of \$1,449. This brings us in over \$17,000 annually. They have a 2.5% increase built into their contract each year.

On occasion, the City of Caro receives an offer from SBA to buy out the lease and establish an easement beneath the tower. I received correspondence in August with such an offer from them to buy out the lease and establish an easement for a one-time payment of \$250,000.

Around the same time, another company called Tower Ventures made a similar offer. They are offering an easement purchase of 15X our annual rent, which comes out to be about \$260,000.

These easements, being perpetual, would last forever. The one-time payment would equal about 15 years-worth of rent payments at the current monthly rate.

If we stay the course with 2.5% increase annually, we would bring in about \$337,000 in the same 15 year period and over the next 50 years, about \$1.6 million.

### **RECOMMENDATION:**

It is my recommendation that City Council deny both offers to purchase easements and continue with the current lease arrangement. This can be evaluated on occasion as it comes up in the future.

### **MOTION:**

Option 1:

To ACCEPT the recommendation of the City Manager and deny both offers to purchase easements and continue with the current lease arrangement.

Option 2:

To DECLINE the recommendation of the City Manager.

Option 3:

To POSTPONE action until the next Council Meeting.





SBA Communications Corporation  
8051 Congress Avenue  
Boca Raton, FL 33487-1307

T + 561.226.9522  
F + 561.226.3558

sbasite.com

August 19, 2021

Mr. Matthew Lane, City Manager  
Village of Caro  
317 S State Street  
Caro, MI 48723-1725

**RE: MI46916-A Village Of Caro/ 220 Park Drive /Lease Buyout Proposal**

Dear Mr. Lane,

Today, SBA (tower owner) is offering a lease buyout to create a prepaid lease amendment. Please remember, **we do not buy the land**, only the rent.

Our communications easement will give us the opportunity to continue to access and operate a wireless communications site on your property as we are currently doing until the specifically stated purpose for the easement as written in the lease is no longer necessary. At that time, the easement will be removed and the property will be free and clear.

SBA would like to offer a **lump sum payment of \$250,000** for a **Perpetual Communications Easement**. This offer is contingent upon SBA management's approval.

In exchange for acceptance of this proposal, **you will receive a large, one-time, lump sum payment** in lieu of any rent payments or collocation fees plus:

- Your rent continues to be paid uninterrupted until day of closing;
- Upon receipt of a fully executed Letter Agreement, we strive to close within 120 days
- We continue the same property site maintenance;
- We order due diligence and prepare all closing documents;
- As the owners of the tower on the property we have all the documents we need to expedite the closing process and are highly focused on ensuring you receive your money as soon as possible;
- And, we pay all closing costs associated with the transaction exclusive of any advisory fees you may incur for your personal attorney or accountant.

As your business partner, we are committed to helping you structure a transaction that meets your 2021 financial goals.

Please contact me at **561-981-7342** so we may provide additional information.

Sincerely,

Virginia Molster  
Real Estate Coordinator  
800-799-4722 x7342 + P  
561-981-7342 + P  
561-226-0877 + F  
[vmolster@sbasite.com](mailto:vmolster@sbasite.com)



August 5, 2021

City of Caro  
317 S State St  
Caro, MI 48723

Dear City of Caro,

This letter is about a possible purchase of an easement underneath a cell tower on property that you own located at 220 Park.

Tower Ventures owns easements underneath cell towers all across the country and would like to make an offer on your property.

**Purchase Amount- 15X Annual Rent**

Please let me know if you have any interest in pursuing this easement purchase and I can send you the documents to review.

Sincerely,

**Benjamin Orgel**  
**Asset Manager**  
**Office-901.244.4001**  
**Cell- 901.428.3381**

**CITY OF CARO**  
**RESOLUTION SETTING WASTEWATER AND DRINKING WATER**  
**RATES FOR FISCAL YEAR 2022-2023**

WHEREAS, the City of Caro operates water and wastewater utilities for customers inside and outside the City limits of the City of Caro, and

WHEREAS, the City of Caro is allowed and required to charge fees for wastewater collection and treatment services under Section 38-59 of the City of Caro Code of Ordinances and in compliance with provisions of section 21 of Public Act No. 94 of 1933 (MCL 141.121); and

WHEREAS, the City of Caro is allowed and required to charge fees for drinking water treatment and distribution services under section 38-168 of the City of Caro Code of Ordinances in compliance with provisions of section 21 of Public Act No. 94 of 1933 (MCL 141.121); and

WHEREAS, a report studying wastewater and drinking water rate structures was prepared and presented to the City by the Michigan Rural Water Association identifying that the City is not currently using best practices in the wastewater and drinking water industries for billing according to the American Water Works Association; and

WHEREAS, the Michigan Rural Water Association has made recommendations to the City of Caro regarding the restructuring of the fees for both wastewater and drinking water utilities to include a Ready-To-Serve charge based on the size of the water meter and to determine Residential Equivalent Unit multiplier determined by meter size, creating a more fair and equitable system of billing for residents; and

WHEREAS, the City of Caro agrees that adopting industry best practices is in the best interest of residents and customers of the City and of the wastewater and drinking water utilities; and

WHEREAS, the City will fully implement the Ready-To-Serve on the first bill in Fiscal Year 2022-2023.

NOW, THEREFORE BE IT RESOLVED that the City of Caro Council does here by set the wastewater and drinking water fees as follows:

**DRINKING WATER READY-TO-SERVE INSIDE THE CITY:**

Meter Size (in)	RTS	REU	FY 2022-2023
3/4	\$ 12.24	1.00	\$ 12.24
1	\$ 20.40	1.67	\$ 20.40
1 1/2	\$ 40.81	3.33	\$ 40.81
2	\$ 65.29	5.33	\$ 65.29
3	\$ 122.42	10.00	\$ 122.42
4	\$ 204.03	16.67	\$ 204.03
6	\$ 408.06	33.33	\$ 408.06
8	\$ 652.76	53.33	\$ 652.76



## OPTION 1

DRINKING WATER COMMODITY INSIDE THE CITY (PER 1,000 GALLONS, NO MINIMUM BILL):

Up to 100,000	\$ 2.23
100,001 to 250,000	\$ 2.23
250,001 +	\$ 2.23

DRINKING WATER READY-TO-SERVE OUTSIDE THE CITY:

Meter Size (in)	RTS	REU	FY 2022-2023
3/4	24.48	1.00	\$ 24.48
1	40.80	1.67	\$ 40.80
1 1/2	81.62	3.33	\$ 81.62
2	130.58	5.33	\$ 130.58
3	244.84	10.00	\$ 244.84
4	408.06	16.67	\$ 408.06
6	816.12	33.33	\$ 816.12
8	\$ 1,305.52	53.33	\$ 1,305.52

DRINKING WATER COMMODITY OUTSIDE THE CITY (PER 1,000 GALLONS, NO MINIMUM BILL):

Up to 100,000	\$ 4.46
100,001 to 250,000	\$ 4.46
250,001 +	\$ 4.46

WASTEWATER READY-TO-SERVE:

Meter Size (in)	RTS	REU	FY 2022-2023
3/4	\$ 12.24	1.00	\$ 12.24
1	\$ 20.40	1.67	\$ 20.40
1 1/2	\$ 40.81	3.33	\$ 40.81
2	\$ 65.29	5.33	\$ 65.29
3	\$ 122.42	10.00	\$ 122.42
4	\$ 204.03	16.67	\$ 204.03
6	\$ 408.06	33.33	\$ 408.06
8	\$ 652.76	53.33	\$ 652.76

WASTEWATER COMMODITY:

Per 1,000 gallons	\$ 11.40
-------------------	----------

BE IT FURTHER RESOLVED that the City will annually review the fee structure set forth herein and make modifications as-necessary.

BE IT FURTHER RESOLVED that all other fees and interest charges for late payments, tap fees, inspections and other related charges will remain the same as previously approved.

MOVED: \_\_\_\_\_ SUPPORTED: \_\_\_\_\_

YES: \_\_\_\_\_ NO: \_\_\_\_\_

ABSTAIN \_\_\_\_\_

ABSENT \_\_\_\_\_

\_\_\_\_\_  
Joseph Greene, Mayor  
City Council

I, Rita Papp, City of Caro Clerk, do hereby certify that the foregoing is a true and original copy of a resolution adopted by the City of Caro Council at a Regular Meeting held on the 4th day of October, 2021.

\_\_\_\_\_  
Rita Papp  
City Clerk

**CITY OF CARO**  
**RESOLUTION SETTING WASTEWATER AND DRINKING WATER**  
**RATES FOR CALENDAR YEAR 2022**

WHEREAS, the City of Caro operates water and wastewater utilities for customers inside and outside the City limits of the City of Caro, and

WHEREAS, the City of Caro is allowed and required to charge fees for wastewater collection and treatment services under Section 38-59 of the City of Caro Code of Ordinances and in compliance with provisions of section 21 of Public Act No. 94 of 1933 (MCL 141.121); and

WHEREAS, the City of Caro is allowed and required to charge fees for drinking water treatment and distribution services under section 38-168 of the City of Caro Code of Ordinances in compliance with provisions of section 21 of Public Act No. 94 of 1933 (MCL 141.121); and

WHEREAS, a report studying wastewater and drinking water rate structures was prepared and presented to the City by the Michigan Rural Water Association identifying that the City is not currently using best practices in the wastewater and drinking water industries for billing according to the American Water Works Association; and

WHEREAS, the Michigan Rural Water Association has made recommendations to the City of Caro regarding the restructuring of the fees for both wastewater and drinking water utilities to include a Ready-To-Serve charge based on the size of the water meter and to determine Residential Equivalent Unit multiplier determined by meter size, creating a more fair and equitable system of billing for residents; and

WHEREAS, the City of Caro agrees that adopting industry best practices is in the best interest of residents and customers of the City and of the wastewater and drinking water utilities; and

WHEREAS, the City will fully implement the Ready-To-Serve on the first bill in calendar year 2022.

NOW, THEREFORE BE IT RESOLVED that the City of Caro Council does here by set the wastewater and drinking water fees as follows:

**DRINKING WATER READY-TO-SERVE INSIDE THE CITY:**

Meter Size (in)	RTS	REU		CY 2022
3/4	\$ 12.24	1.00	\$	12.24
1	\$ 20.40	1.67	\$	20.40
1 1/2	\$ 40.81	3.33	\$	40.81
2	\$ 65.29	5.33	\$	65.29
3	\$ 122.42	10.00	\$	122.42
4	\$ 204.03	16.67	\$	204.03
6	\$ 408.06	33.33	\$	408.06
8	\$ 652.76	53.33	\$	652.76



## OPTION 2

DRINKING WATER COMMODITY INSIDE THE CITY (PER 1,000 GALLONS, NO MINIMUM BILL):

Up to 100,000	\$ 2.23
100,001 to 250,000	\$ 2.23
250,001 +	\$ 2.23

DRINKING WATER READY-TO-SERVE OUTSIDE THE CITY:

Meter Size (in)	RTS	REU	CY 2022
3/4	24.48	1.00	\$ 24.48
1	40.80	1.67	\$ 40.80
1 1/2	81.62	3.33	\$ 81.62
2	130.58	5.33	\$ 130.58
3	244.84	10.00	\$ 244.84
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6	816.12	33.33	\$ 816.12
8	\$ 1,305.52	53.33	\$ 1,305.52

DRINKING WATER COMMODITY OUTSIDE THE CITY (PER 1,000 GALLONS, NO MINIMUM BILL):

Up to 100,000	\$ 4.46
100,001 to 250,000	\$ 4.46
250,001 +	\$ 4.46

WASTEWATER READY-TO-SERVE:

Meter Size (in)	RTS	REU	CY 2022
3/4	\$ 12.24	1.00	\$ 12.24
1	\$ 20.40	1.67	\$ 20.40
1 1/2	\$ 40.81	3.33	\$ 40.81
2	\$ 65.29	5.33	\$ 65.29
3	\$ 122.42	10.00	\$ 122.42
4	\$ 204.03	16.67	\$ 204.03
6	\$ 408.06	33.33	\$ 408.06
8	\$ 652.76	53.33	\$ 652.76

WASTEWATER COMMODITY:

Per 1,000 gallons	\$ 11.40
-------------------	----------

BE IT FURTHER RESOLVED that the City will annually review the fee structure set forth herein and make modifications as-necessary.

BE IT FURTHER RESOLVED that all other fees and interest charges for late payments, tap fees, inspections and other related charges will remain the same as previously approved.

OPTION 2

MOVED: \_\_\_\_\_ SUPPORTED: \_\_\_\_\_

YES: \_\_\_\_\_ NO: \_\_\_\_\_

ABSTAIN \_\_\_\_\_  
ABSENT \_\_\_\_\_

\_\_\_\_\_  
Joseph Greene, Mayor  
City Council

I, Rita Papp, City of Caro Clerk, do hereby certify that the foregoing is a true and original copy of a resolution adopted by the City of Caro Council at a Regular Meeting held on the 20th day of September, 2021.

\_\_\_\_\_  
Rita Papp  
City Clerk

# CITY OF CARO

MANAGER  
MATTHEW LANE  
CLERK  
RITA PAPP  
TREASURER  
MICHELE PERRY  
ATTORNEY  
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EMILY CAMPBELL  
KORY BATSCHE

## MEMORANDUM

**TO:** City Council  
**FROM:** Matthew S. Lane, City Manager  
**DATE:** October 4, 2021  
**RE:** City Manager Comments

---

### Noteworthy Items:

- Working with ALDI, Inc on new store in the City.
  - Rezoning Approved
  - Aldi is combining parcels
  - Waiting for site plans
- Planning Commission Meeting 9/28/2021 was cancelled
- Working on Adult-Use Marihuana Application Packet and Process
  - Working to establish “application window” and internal processes for receiving applications and payments for adult-use.
  - Plan to open window October 11. Working on fillable forms.
- Identified target areas for sidewalk replacement with ROWE
  - Working on special assessment process
  - Necessity Established
  - Special Assessment Public Hearing to be Held 10/18/2021
- House moving bids due 10/7/2021
- Attended Bus Route Selection Committee
- Attended Pumpkin Festival Logistics Meeting
  - Police and DPW are assisted with traffic control, logistics
- Attended training with DPW for new GIS system
- Met with Rowe to discuss plans for Park Drive
- Staff met with Library to discuss Parks and Rec partnership
- Lincoln Street work is in full swing
- Park Drive will begin in the next week or so
- Working on Parks and Rec 5-year plan
  - Survey is on the streets and online

### Some Upcoming Items

- Lincoln Street and Park Drive work is in full swing
- Working with Rowe to set up visioning session for master plan
- Working with MMRMA on Walby case.
  - City has won appeals
  - Walby attorneys have withdrawn from case
  - Waiting to hear what Walby plans to do
- Working with County on MSP Annexation

# CITY OF CARO

MANAGER  
MATTHEW LANE  
CLERK  
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KORY BATSCHE

- In communication with county administration regarding annexation.
- Westen Opportunities/Putman project.
  - Reviewing plans for sewer proposals
  - No responses regarding water
  - No action at this time.
- Pursue proposals for City Hall HVAC upgrades
- Get quotes for CIPP Lining of Allen Street
- Exploring Well #1 Pump Inspection and Replacement
- Exploring Well #3 Sand Separator
- Refurbishing leaf truck for Fall
- Explore options for dump box on mini dump
- Explore options for dump truck chassis
- House demolition bids (Contingency, after 10/7/2021)
- Review need for backwash recycling
  - May be able to use funds for Well maintenance
- Options for Butler Street
- Options for Aqua Zone site and walking path in Bieth Park

# CITY OF CARO

MANAGER  
MATTHEW LANE  
CLERK  
RITA PAPP  
TREASURER  
VACANT  
ATTORNEY  
LAURA GENOVICH

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DON HALL  
TISHA JONES-HOLUBEC  
JILL WHITE  
EMILY CAMPBELL  
KORY BATSCHE

**TO:** City Council  
**FROM:** Rita Papp – City Clerk  
**SUBJECT:** Clerk's Report  
**DATE:** October 4, 2021

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- Processed 10 FOIA's during this period.
- Applied & waiting for my Notary Commission from the Office of the Great Seal. Notary is active. Waiting on card in the mail.
- Registered for Election Accreditation Class at Alpena Community College, October 12, 2021.
- Posted Board of Review vacancy due to resignation of April Bonk.
- Received application from Karen Snider for Board of Review on September 28, 2021. Emailed application to Mayor and City Manager.
- Posted Planning Commission vacancy due to resignation of Alvin Zavitz.
- Received application from Al Michele for Planning Commission on September 16, 2021. Emailed application to Mayor and City Manager.
- Reviewing Boards and Commission Appointments that should be completed in October 2021. Letters mailed to inquire on further interest in serving.
- Working on training for Payroll and Accounts Payable along with the Deputy Clerk.
- Deputy Clerk has completed training on QVF (Qualified Voter File) and has received her proper login credentials. I have been training her on QVF Voter File Maintenance.