

AGENDA
REGULAR MEETING OF THE CARO CITY COUNCIL
November 1, 2021 7:30 P.M.

CALL TO ORDER (Pledge of Allegiance)

AGENDA APPROVAL

PUBLIC COMMENTS/VISITORS:

COMMUNICATION:

1. Planning Commission Meeting Minutes – Approved - October 12, 2021
2. DDA Meeting Minutes – Unapproved – October 13, 2021
3. Charter Communications – Upcoming changes
4. Spoonfuls of Plenty
5. Tuscola County Economic Development Thank you letter
6. Tri-Star Trust, Jane Hagen - Presentation

CONSENT AGENDA:

1. Regular Council Minutes – October 18, 2021
2. Personnel Committee Minutes – October 18, 2021
3. Invoices

REGULAR AGENDA: (action required)

1. Well #1 Inspection and Pump Replacement
2. Well #3 Sand Separator Replacement
3. Temporary Lease for Bus Garage at Former Recycle Center

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
.....

City of Caro Planning Commission

Regular meeting held October 12, 2021 called to order at 7:00 p.m. by Chairman Carpenter.

Present: Bill Bortel, Mike Carpenter, Bob Eschenbacher, Bud Kreh, Art Rollend, Herb Sheardy, Denise Steffen and Al Michell.

Absent: Mike Laethem

Others in Attendance: Matt Lane - City Manager, Joe Greene - City Mayor, Chris Grzenkowicz-Desine Inc. and Andrew Shaw-ALDI Director of Real Estate.

Kreh/Bortel moved to approve the minutes of September 14, 2021 as written. Motion carried.

No public comment.

Alvin Zavitz resigned from the Planning Commission prior to the September 14, 2021 meeting. City Council has appointed Al Michell to the Planning Commission.

Chris Grzenkowicz presented a preliminary overview of the proposed ALDI Food Market #112.

No public comment

Steffen/Bortel moved to adjourn at 7:25 p.m.

Respectfully submitted by Denise Steffen, Secretary

CITY OF CARO DOWNTOWN DEVELOPMENT AUTHORITY

October 13, 2021 12:00 NOON

Chairman Mike Bauerschmidt called the DDA meeting to order on October 13, 2021, at 12:07 p.m. in the Council Chambers.

Present: Chairman Mike Bauerschmidt, Richard Ransford, Councilor Don Hall, Thomas Bardwell, Evan Osentoski

Absent: Jeremy Kuhne, Rick Farris, Ross Downing

Others: City Manager Matthew Lane, Clerk Rita Papp, Mayor Joe Greene, Jim McCloskey, Jill White, Mike Carpenter, Stacy Windham and other guests.

Approval of Minutes:

Motion by Osentoski, seconded by Bardwell to approve the minutes of May 12, 2021, as presented.

Motion carried.

Communications:

1. Resignation of Phoebe Moore
2. Appointment Application from Megan Bartolowits – Harvest Your Craft

Public Comment:

Mike Bauerschmidt introduced the new City Clerk, Rita Papp and introduced Stacy Windham from the Chamber of Commerce.

Jim McCloskey – New building codes, Safebuilt is in the EDC building, 141 S. Almer St. Application process has begun on the Brownfield Authority for Commercial and Industrial Property. EDC in in the process of applying for a grant for a 3D printer to be used for the Affordable Housing Program. EDC continues to be in contact with Connect Michigan for broadband internet projects.

Financial Report:

1. July 2021 – September 2021

Motion by Osentoski, seconded by Bardwell to accept the July 2021 – September 2021 Financial Reports as presented.

Motion carried.

Business Items:

1. Master Plan Update – Caitlyn Habben & Jason Ball – Rowe PSC

Caitlyn Habben & Jason Ball presented an update on the Master Plan process, discussed goals with the DDA members, went through a brainstorming session with the DDA members and asked for the DDA to bring back more ideas to the next meeting.

2. Hometown Hero Banner Presentation – Abby Cherry (via Zoom)

Abby Cherry presented her program to the DDA. DDA discussed the structure of the poles that are in town. DDA will research the count of poles that will be available to use the in the city for this project.

Motion by Hall, seconded by Osentoski to postpone this business item.

Motion carried.

Motion by Bardwell, seconded by Hall to adjourn the meeting at 1:24 p.m. Motion carried.

Rita Papp
City Clerk



October 22, 2021

T1 P154 *****AUTO**ALL FOR AADC 480

City of Caro
317 S. State Street
Caro, MI 48723-1725



Re: Charter Communications - Upcoming Changes

Dear Franchise Official:

This letter will serve as notice that on or around November 22, 2021, Spectrum Mid-America, LLC ("Spectrum"), will launch the following changes on the Vassar, MI channel line-up serving your community:

- Adding the **Tennis Channel** to the Spectrum Lifestyle Tier and Spectrum Stream on channels 221 & 709 HD.
- Expanding EPIX Network HD to include **EPIX, EPIX2, EPIX Drive-in, & EPIX Hits**.

To view a current Spectrum channel lineup visit www.spectrum.com/channels.

Should you have any questions related to this change, please do not hesitate to contact me at (810) 652-1422.

Sincerely,

A handwritten signature in blue ink that reads "Karen Coronado".

Karen Coronado
Manager, State Government Affairs, Michigan
Charter Communications



Spoonfuls of Plenty

2021

Feeding the hungry ... AGAIN! That is what Spoonfuls of Plenty is all about and Spoonfuls of Plenty is making its comeback!!

Since our very first meal was served in July of 2010, we have served thousands of FREE meals to people right here in our small community! It is hard to imagine that there really are that many people in need of our program, but it is a wonderful feeling to know that we CAN be there to help them with this meal.

We have had a terrific group of supporters in our community step up to sponsor a meal(s). Ranging from, churches, banks, hair salons, business owners, automotive businesses and private donations, too.

But, if we do not have sponsors, we do not have Spoonfuls of Plenty.

I am sending you this letter to ask for your help in sponsoring and/or volunteering for a meal in 2021/2022. Please help us continue the program that so many people in our community have come to depend on every week. Attached with this letter you will be given more information about Spoonfuls of Plenty and ways that you can help out.

I can be available to do a presentation to your group as well, if that would be helpful!

If you have any questions at all, please contact me anytime.

I look forward to talking and working with you soon,

Sincerely,

Carrie Will

Carrie Will
Human Development Commission
Spoonfuls of Plenty
989-673-4121
carriew@hdc-caro.org



Spoonfuls of Plenty

2021

Please note the following:

- Meals will be served at the Human Development Commission, at 435 Green Street (The LeRoy Clark Center). This is a licensed dining facility.
- Meals are served every Wednesday from 3:30-6pm.
- If an entire meal is not an option for you, you can be a "shared sponsor" with another organization. We can help set that up.
- If sponsoring a meal is not an option for you, you can volunteer your time to serving the meal, greeting guests and assisting with clean-up after the meal.
- You will be given an "Agenda" for your meal, which will designate positions we need your volunteers for. In order for the night to run smoothly we ask for 4 volunteers. If you are worried that you will not be able to get 4 people, DON'T! We have a great group of volunteers that can supplement. We can make anything work!!!
- **It may sound intimidating, but I promise you will be guided every step of the way and get to see what an impact you are making to the people in our community who truly need this meal.**
- **At this time, the cost of Sponsoring a meal is \$250.**
- I am in need of filling dates for 2021/2022. If you would like to sponsor a meal on an ongoing basis, you can just let us know what weeks you would like.

Thank - you for taking the time to read through our packet. I hope you will find it in your heart to help out this wonderful program, so we can continue to help so many people!



Spoonfuls of Plenty

2021

SPONSORSHIP AGREEMENT
between
Human Development Commission
and

Sponsor Name: _____

Contact Name: _____

Address: _____

City: _____ Michigan Zip Code: _____

Telephone: _____

FAX: _____

e-Mail: _____

(Minimal cost for 1 meal is \$250.00)

Sponsorship Level:

_____ Chef You provide funds for the entire meal and provide volunteers to serve the meal and clean up. We will provide volunteers to prepare/ cook the meal.
Amount Provided: \$ _____

_____ Sous Chef You provide funds for the entire meal. We will provide volunteers to prepare and serve the meal and clean up.
Amount provided: \$ _____

_____ Station Chef You send a group of volunteers to prepare and serve the meal and clean up. Funds for the meal will be provided by another sponsor.

Please call me to discuss available date(s) for your meal!



TUSCOLA COUNTY ECONOMIC DEVELOPMENT CORP

Empowering Leaders in Agriculture, Manufacturing, and Clean Energy

October 7, 2021

City of Caro
Manager Matt Lane
317 S State St.
Caro, MI 48723

Dear Caro City Council and Manager Matt Lane:

On behalf of the Tuscola County Economic Development Corporation Board of Directors, Thank You so much for your generous allocation of \$6,000.00 to the Tuscola County Economic Development Corporation we received this month.

Because of your donation and ongoing commitment, the Tuscola County EDC will be using the allocation to support job growth in the City of Caro and other parts of Tuscola County and will help to retain jobs and business operations in the local area. This will provide the Tuscola EDC with resources to continue to counsel businesses and to help to facilitate companies and entrepreneurs to locate into Tuscola County and to help in expanding local agri-business growth and opportunities. The Tuscola County EDC continues to work with businesses in Caro on programs providing working capital, including the payment of utility bills.

In times like this, we are reminded of how interconnected we all are and all your pro-business activities in the past. The Tuscola County EDC has been working with the State of Michigan with small businesses as we have been able to restart downtown businesses, such as Starbrite's re-opening. Thank you for your financial support and continued generous contribution from the City of Caro. You are the reason we are making a positive impact in our community. Without you, none of it is possible.

Sincerely,

Stephen D. Erickson
Executive Director
(989) 673-3137

CITY OF CARO REGULAR COUNCIL MINUTES

Mayor Joe Greene called the regular meeting of the City Council to order on October 18, 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, and other guests

AGENDA APPROVAL

21-M-212

Motion by Eschenbacher, seconded by Hall to approve the agenda as presented, with the addition of: Amended Invoices, #3 – Communications - Westen Opportunities, LLC & #12 – Personnel Committee Recommendations.

Motion Carried.

PUBLIC COMMENT/VISITORS:

Al Michel – Commented on light post being out for six years and thanked the City Clerk and City Manager for fixing it.

COMMUNICATIONS:

1. Planning Commission Meeting Minutes – September 14, 2021
2. Fall Clean Up Day – Tuscola County Fairgrounds, November 6, 2021
3. Westen Opportunities, LLC. – William Putman II and Dr. Blake Putman gave a brief presentation on the Putman's Medical Center and water hook up concerns.

CONSENT AGENDA:

1. Regular Council Minutes – October 4, 2021
2. Policy Committee Minutes – October 4, 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 – None
 - E. WWTP – None
 - F. Municipal Parking Violations Bureau Report – Rita Papp

21-M-213

Motion by Eschenbacher, seconded by White to approve the consent agenda as presented including invoices.

Motion Carried.

REGULAR AGENDA: (action required)

1. **Open Public Hearing – Ordinance No. 485 – City of Caro Code of Ethics Ordinance**
Public Hearing opened at 7:58 p.m.

2. Public/Council Comments on Ordinance No. 485

Herb Sheardy – Questioned what the Ordinance is for.

Council Member Jones-Holubec – Thanked the Council for Sections: 2-10, 2-12, and 2-13 in the Code of Ethics Ordinance No. 485.

3. Motion to Close Public Hearing – Ordinance No. 485 – City of Caro Code of Ethics Ordinance

21-M-214

Motion by Eschenbacher, seconded by Jones-Holubec to close public hearing on Ordinance No. 485 at 8:02 p.m.

Motion carried.

4. Action on Ordinance No. 485 – City of Caro Code of Ethics Ordinance

21-M-215

Motion by Eschenbacher, seconded by Hall to approve Ordinance No. 485 – City of Caro Code of Ethics as presented.

Roll Call Vote: Batschke – yes, Campbell – yes, Eschenbacher – yes, Hall – yes, Jones-Holubec – yes, White – yes, Mayor Greene – yes.

Motion carried.

5. Open Public Hearing – Special Assessment Roll Sidewalk Improvement Project 2021

Public Hearing was opened at 8:03 p.m.

6. Public/Council Comments – Special Assessment Roll Sidewalk Improvement Project 2021

Letter received 9/20/21 and read by Clerk:

Ashley Osborne – Opposing Sidewalk Improvement Project 2021.

Letter received 10/18/21 and read by Clerk:

Michelle Carter – Opposing Sidewalk Improvement Project 2021.

Council Member Batschke – Commented on interest charges on spreading the fees out.

Council Member White – Commented on interest fees and the need to cover additional administrative fees to set up payment plans.

7. Motion to Close Public Hearing – Special Assessment Roll Sidewalk Improvement Project 2021

21-M-216

Motion by Eschenbacher, seconded by Hall to close public hearing at 8:06 p.m.

Motion carried.

8. Action – Special Assessment Roll Sidewalk Improvement Project 2021

21-M-217

Motion by Eschenbacher, seconded by Hall to approve the Special Assessment Roll Sidewalk Improvement Project 2021.

Motion carried.

9. Banner Request – Human Development Commission – Domestic Violence Awareness Month

21-M-218

Motion by Batschke, seconded by White to approve the Banner Request – Human Development Commission – Domestic Violence Awareness Month. Placement will be October 19, 2021 thru October 31, 2021.

Motion carried.

10. Civic System Software Upgrade and Additional User License

21-M-219

Motion by Eschenbacher, seconded by Campbell to accept the recommendation of the City Treasurer and approve the purchase of the new version of Civic Systems, the additional user license, and the additional module at a total cost of not more than \$14,950.00.

Motion carried.

11. DPW Truck Purchase Change

21-M-220

Motion by Eschenbacher, seconded by Batschke to approve the change in the DPW Truck purchase to a 2022 Ford F250 XL 4X4 Crew Cab 6.5' Box from Moore Motors for the total cost not to exceed \$33,577.00.

Motion carried.

12. Personnel Committee Recommendation – DPW/WWTP Open Positions

21-M-221

Motion by Eschenbacher, seconded by Hall to authorize City Manager to advertise for a combined DPW/WWTP Superintendent position with wage range of \$70,000.00 to \$100,000.00.

Motion carried.

ITEMS PENDING/POSTPONED: None

COMMITTEE/LIAISON POSITION REPORTS:

1. Economic Development Corporation (Greene) – Meeting is next week.
2. Chamber of Commerce (Manager) – Chamber is working on Gingerbread Festival and collaborating with the Farmer's Market Manager. Chamber has a new Executive Director. City Manager was asked to sit on the Budget & Personnel Committee for the Chamber.
3. Downtown Development Authority (Hall) – Meeting was held on October 13, 2021. The Master Plan was presented.
4. Fair Board (White) – Met this week on 5 Year Master Plan. Continuing to work on the roofing project and removal of dirt pile.
5. Parks & Recreation (White) – Same as Fair board notes, #4.
6. Planning Commission (Eschenbacher) – Met on Tuesday, October 12, 2021. Representative from ALDI presented their detailed plans. Tentative breaking ground date is April 2022.
7. Tuscola County Board of Commissioners (Jones-Holubec) – Spoke with Commissioners about the ambulance service issue. Mayor Greene attended commissioner's meeting. City Manager scheduled a meeting with stakeholders on October 22, 2021.
8. Zoning Board of Appeals (Greene) – No meeting held.
9. Indianfields Township (Greene) – Attended meeting. Their audit was presented at the meeting.
10. Almer Township (Campbell) – Attended meeting. They had an update on their 5-year plan and had an open hearing on their Solar Ordinance.

MAYOR'S REPORT – Written report submitted

MANAGER'S COMMENTS – Written report submitted

CLERK'S REPORT – Written report submitted.

Council Member Eschenbacher requested Clerk to advertise for all vacancies on Boards and Committees.

TREASURER'S REPORT – Written report submitted.

City of Caro audit will be presented at the 2nd meeting in November 2021.

Financial Reports will be presented to the Council in December 2021.

ADDITIONAL PUBLIC COMMENT:

Al Michel – Commented on Putman's Medical Center water request and the impact on the community. Inquired if anyone knew what the fair profit was this year.

Westen Ash – Supports the Putman's Medical Center and had concerns with ambulance services.

Council Member Campbell – Discussed the water agreement process with Indianfields Township and City of Caro for water hook up to Putman's Medical Center to the public in attendance.

William Putman II, Dr. Blake Putman, Brandon Putman, and Billy Putman – Had an in-depth discussion with questions/answers regarding the collaboration with the City of Caro and Indianfields Township with water hook up to the Putman's Medical Center. Discussed concerns with the arsenic levels in the water.

Amanda Kiss – Support the Putman's Medical Center. Had concerns with the delay in opening the center and the delay in job opportunities.

Dave Nichols – Questioned if the water is safe to drink.

Mary Herdell – Concerned with arsenic levels in the water. Supports the water hook up to Putman's Medical Center.

Bryan Eschenbacher – Had concerns with pay scale of combined DPW/WWTP Superintendent position.

21-M-222

Motion by Eschenbacher, seconded by Batschke to form a committee to collaborate with Indianfields Township and consult attorney regarding water hook up to the Putman's Medical Center. Committee shall consist of: City Manager Matt Lane as Chairperson, Council Member Kory Batchke, Council Member Emily Campbell, and Mayor Greene.

Motion carried.

Westen Ash & Barb Putman – Inquired on a timeline for completing the collaboration with the City of Caro and Indianfields Township regarding the water hook up. City Manager will communicate with updates.

21-M-223

Motion by Eschenbacher, seconded by Batschke to adjourn the meeting at 9:43 p.m.

Motion carried.

Rita Papp
City Clerk

CITY OF CARO PERSONNEL COMMITTEE MINUTES

Policy Chair Jill White called the Policy Committee meeting to order on October 18, 2021, at 7:00 p.m. in the Council Chambers.

Present: Chair Bob Eschenbacher, Don Hall, and Emily Campbell

Absent: None

Others: Matthew Lane – City Manager, Rita Papp – Clerk, Mayor Joe Greene and other guests

PUBLIC COMMENT/VISITORS: None

BUSINESS ITEMS:

1. DPW/WWTP Open Position Options.

City Manager Matt Lane presented information to the committee. It was determined that the Personnel Committee will recommend to the City Council authorizing the City Manager to advertise for a combined position, DPW/WWTP Superintendent.

Motion by Hall, seconded by Eschenbacher to recommend to the City Council that the City Manager to advertise for a combined position, DPW/WWTP Superintendent with a wage range of \$70,000.00 to \$100,000.00

Motion carried.

Adjournment

Motion by Eschenbacher, seconded by Hall to adjourn the meeting at 7:19 p.m. Motion carried.

Rita Papp
City Clerk

GL Period	Chk Issue Date	Check No	Vendor No	Payee	Amount
11/21	11/01/2021	74277	47	AFLAC	693.57
11/21	11/01/2021	74278	2804	ANNA HANBY	13.00
11/21	11/01/2021	74279	2737	BATTERIES PLUS BULBS # 380	144.00
11/21	11/01/2021	74280	179	BRINKMAN EXCAVATING	596.63
11/21	11/01/2021	74281	2791	CAROL CARTER	18.00
11/21	11/01/2021	74282	2776	CASS CITY HARDWARE	11.38
11/21	11/01/2021	74283	1976	CHRIS E LANDSCAPING LLC	3,600.00
11/21	11/01/2021	74284	2751	CLEARBROOKE TECHNOLOGIE	4,400.00
11/21	11/01/2021	74285	319	CONSUMERS ENERGY	51.24
11/21	11/01/2021	74286	1973	CONTINENTAL HYDRODYNE SY	237.77
11/21	11/01/2021	74287	2813	CSI EMERGENCY APPARATUS,	437.00
11/21	11/01/2021	74288	388	DTE ENERGY	11,162.36
11/21	11/01/2021	74289	1679	DTE ENERGY	6,988.27
11/21	11/01/2021	74290	2385	EAGLE ENGRAVING, INC.	190.95
11/21	11/01/2021	74291	2174	EMTERRA ENVIRONMENTAL U	39.92
11/21	11/01/2021	74292	1514	FARM DEPOT	848.67
11/21	11/01/2021	74293	2150	FIRST BANKCARD	4,594.70
11/21	11/01/2021	74294	2476	GREAT LAKES DIRECTIONAL B	900.00
11/21	11/01/2021	74295	2455	GREAT LAKES PUBLIC SAFETY	999.50
11/21	11/01/2021	74296	2806	HAROLD POLEGA	61.00
11/21	11/01/2021	74297	226	HIRSCHMAN OIL SUPPLY INC	1,051.25
11/21	11/01/2021	74298	581	HOLLOWAY FIRE PROTECTION	99.00
11/21	11/01/2021	74299	683	KAPPEN TREE SERVICE	775.00
11/21	11/01/2021	74300	2794	KENDRA UREEL	64.00
11/21	11/01/2021	74301	2702	KRISTAL'S HELPING HAND LLC	710.00
11/21	11/01/2021	74302	2731	LAUREN AMELLAL	211.15
11/21	11/01/2021	74303	770	MARTIN ELECTRIC	137.75
11/21	11/01/2021	74304	2809	MARY ELLEN OSTERHOUT	4.00
11/21	11/01/2021	74305	835	MICH RURAL WATER ASSOCIAT	1,912.50
11/21	11/01/2021	74306	2544	MICHIGAN ASSOCIATION OF C	115.00
11/21	11/01/2021	74307	812	MICHIGAN CAT	210.79
11/21	11/01/2021	74308	883	MICHIGAN MUNICIPAL LEAGUE	160.56
11/21	11/01/2021	74309	2796	MIKE PAPP	32.00
11/21	11/01/2021	74310	894	MOORE MOTOR SALES	23.80
11/21	11/01/2021	74311	2334	NATIONAL HOSE TESTING SPE	3,291.70
11/21	11/01/2021	74312	930	NORTHERN TOOL & EQUIP. CO.	83.76
11/21	11/01/2021	74313	2674	OAKLAND COUNTY	460.50
11/21	11/01/2021	74314	1727	OFFICE DEPOT	193.62
11/21	11/01/2021	74315	2814	PARTNERS MFG GROUP, INC	6,275.00
11/21	11/01/2021	74316	1126	STATE OF MICHIGAN	16.00
11/21	11/01/2021	74317	1123	STATE OF MICHIGAN	1,340.28
11/21	11/01/2021	74318	2812	TAMELA GONZALES	32.00
11/21	11/01/2021	74319	2569	TEAM FINANCIAL GROUP	299.00
11/21	11/01/2021	74320	1189	THUMB CELLULAR	123.90
11/21	11/01/2021	74321	1190	THUMB MEAT MARKET LLC	23.27
11/21	11/01/2021	74322	1192	THUMB OFFICE SUPPLY	558.59
11/21	11/01/2021	74323	2798	TOM GRASS	37.00
11/21	11/01/2021	74324	1212	TRACTOR SUPPLY COMPANY	429.90
11/21	11/01/2021	74325	1234	TUSCOLA COUNTY	2,442.92
11/21	11/01/2021	74326	2482	UNIFIRST CORPORATION	297.62
11/21	11/01/2021	74327	1271	USA BLUEBOOK	818.51
11/21	11/01/2021	74328	2716	VANCE'S LAW ENFORCEMENT	1,946.80
11/21	11/01/2021	74329	1309	WALMART COMMUNITY/RFCSL	35.04

GL Period	Chk Issue Date	Check No	Vendor No	Payee	Amount
11/21	11/01/2021	74330	2644	WATER SOLUTIONS UNLIMITED	642.50
11/21	11/01/2021	74331	2007	WITMER PUBLIC SAFETY GRO	682.07
Grand Totals:					<u>61,524.74</u>

Report Criteria:

Report type: Summary

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

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: November 1, 2021
RE: Well #1 Inspection and Pump Replacement

BACKGROUND:

As you may know, maintenance on our water infrastructure is crucial to providing safe reliable drinking water to the community. We are experiencing some problems with the pump at Well #1. It is not creating sufficient pressure to pump water into the system and is currently out of service.

We need to pull and replace the motor, pump bowl and visually inspect (video camera) the well.

We received two quotes to complete this work:

Peerless Midwest Inc.: \$11,066.75

Northern Pump & Well: \$15,527

This project was anticipated and budgeted at \$8,500 as a maintenance inspection. The additional cost (\$2,566.75) for replacement was not budgeted became a necessity since the approval of the budget. However, there are sufficient funds available in underutilized accounts in the water fund to cover the increased expense.

RECOMMENDATION:

It is my recommendation that City Council accept the low bid from Peerless Midwest Inc. in the amount of \$11,066.75 for the inspection and pump replacement of Well #1.

MOTION:

Option 1:

To ACCEPT the recommendation of the City Manager and accept the low bid from Peerless Midwest Inc. in the amount of \$11,066.75 for the inspection and pump replacement of Well #1.

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

317 South State Street
Caro MI 48723
Phone 989-673-2226
Fax 989-673-7310
Website 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: November 1, 2021
RE: Well #3A Sand Separator Replacement

BACKGROUND:

As you may know, maintenance on our water infrastructure is crucial to providing safe reliable drinking water to the community. We are experiencing sand being pumped through Well #3A and entering the system, causing increased strain on our infrastructure and increased strain on at least one industrial customer.

We have determined the best course of action is to remove and replace the current submerged sand separator with a new above ground sand separator.

We received two quotes to complete this work:

Peerless Midwest Inc.: \$30,100

Northern Pump & Well: \$43,859

This project was anticipated and budgeted at \$28,000. There are sufficient funds available in underutilized accounts in the water fund to cover the additional \$2,100.

RECOMMENDATION:

It is my recommendation that City Council accept the low bid from Peerless Midwest Inc. in the amount of \$30,100 for the inspection and sand separator replacement for Well #3A.

MOTION:

Option 1:

To ACCEPT the recommendation of the City Manager and accept the low bid from Peerless Midwest Inc. in the amount of \$30,100 for the inspection and sand separator replacement for Well #3A..

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
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BOB ESCHENBACHER
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EMILY CAMPBELL
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MEMORANDUM

TO: City Council
FROM: Matthew S. Lane, City Manager
DATE: November 1, 2021
RE: Temporary Lease for Bus Garage at Former Recycle Center

BACKGROUND:

As you may have heard, Caro Community Schools has been in search of a temporary bus garage while they identify a permanent solution to housing their maintenance operations after damage to the current bus garage was discovered and the building was determined to be unsafe.

I have been in discussion with Caro Schools Superintendent George Rierson to help them out in any way that we can. The former recycling center located at 1123 Mertz Road, which is owned by the City of Caro, has the facilities necessary to house a bus garage on a temporary basis while they determine the fate of their permanent location.

I have offered and am proposing to allow Caro Community Schools to use the space at no cost under the following conditions which are contained in the lease that is attached for your consideration:

- Caro Community Schools will cover the City of Caro on their insurance for \$1,000,000 as a rider.
- Caro Community Schools will take on the cost of all utilities while they are using the facility.
- Caro Community Schools will take on the cost of any facility changes required to make the building work for them.
- Caro Community Schools will take on the responsibility of snow and ice removal.
- Lease will expire on June 30, 2022 or 30-days after they no longer need the space.
- Lease can be terminated with 30-day notice by either party.

I believe this arrangement is in the best interest of the City, the community at-large and the students of Caro and surrounding areas.

RECOMMENDATION:

It is my recommendation that City Council approve the agreement with Caro Community Schools to lease the former recycling facility located at 1123 Mertz Road and allow the Mayor and City Clerk to sign the same.

MOTION:

Option 1:

To ACCEPT the recommendation of the City Manager and approve the agreement with Caro Community Schools to lease the former recycling facility located at 1123 Mertz Road and allow the Mayor and City Clerk to sign the same

Option 2:

To DECLINE the recommendation of the City Manager.

Option 3:

To POSTPONE action until the next Council Meeting.

CITY OF CARO AND CARO COMMUNITY SCHOOL DISTRICT PROPERTY LEASE

Whereas, the City of Caro (hereinafter referred to as 'City' or Lessor) is the owner of certain properties described below, and

Whereas, the Caro Community School District, a public Pre-Kindergarten through 12th grade non-profit educational entity (hereinafter referred to as District or Lessee), that operates a comprehensive school transportation and fleet maintenance program, seeks to establish a temporary Lease Agreement with the City on a certain property described below, and

Whereas, both the City and the District are desirous of establishing a temporary Lease Agreement for the former Tuscola County Recycling Center,

Whereas, this agreement will expire on the last day of June, 2022 or 30 days after the Caro Community School Bus Garage is approved to be occupied prior to June 30, 2022.

Whereas, both parties hereby agree to the following described property which this Lease Agreement is for:

Northwest¼ of Section 11, Town 12 North, Range 9 East, Indianfields Township, Tuscola County, Michigan.

In consideration of said Lease Agreement, Caro Community School District agrees to the terms and conditions hereinafter set forth.

The terms and conditions of said lease are as follows:

1. That the Lessee shall at all times perform and obey such ordinances and regulations of the City, such requirements of or conditions prescribed by the public health authorities, and such laws shall pertain to the leasehold premises or any other lands which may be affected by the use or occupancy thereof.
2. Lessee agrees to protect and save Lessor from any claims for injuries (including death) to persons or property resulting from accident or other happenings on the premises and further specifically agrees to provide general liability insurance on an "Occurrence Basis" with limits of liability not less than \$1,000,000 per occurrence and aggregate and to name the City of Caro as an additional insured.
3. Lessee shall keep and maintain the premises and any part thereof in at least its current condition and shall be responsible for all maintenance, including snow and ice removal.
4. Lessee shall not have the right to permanently sublet the premises or any part thereof nor to assign the Lease Agreement without the express prior written consent of the Lessor.

5. Either party can terminate the lease agreement with 30 days notice.
6. Any type of damage caused to the Recycling Center will be repaired by the Lessee or the City of Caro may take action to terminate the Lease.
7. All utilities to the Recycling Center, including but not limited to water, sewer, electricity, cable, telephone, etc, will be the responsibility of the District for life of this Lease Agreement.
8. The District will pay for any changes necessary to utilize the Recycling Center as a temporary bus garage. Notice must be provided to the City prior to any structural or mechanical changes made to the Recycling Center for the life of this Lease.

It is further agreed that any violation of, or failure to perform, the terms and conditions herein by the Lessee will be considered Lessee's forfeiture of the right to occupy the premises and Lessor may, with or without notice, terminate the lease agreement and take immediate possession of the property. Further occupancy by Lessee will be considered unlawful.

IN WITNESS WHEREOF, the said City by the Mayor and the Clerk of the City Council and Caro Community Schools has herein caused its name to be subscribed by its President and its Secretary.

City of Caro/Caro Community School District Lease Agreement

Witnesses (as to City of Caro)

City of Caro

Joe Greene, Its Mayor

Rita Papp, Its Clerk/Treasurer

Witnesses (as to District)

Caro Community School District

Barb Ruckle, Its President

Paul Strasz, Its Secretary

CITY OF CARO

MANAGER
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MEMORANDUM

TO: City Council
FROM: Matthew S. Lane, City Manager
DATE: November 1, 2021
RE: City Manager Comments

Noteworthy Items:

- Working with ALDI, Inc on new store in the City.
 - Rezoning Approved
 - Aldi is combining parcels
 - Received site plans, under internal review
 - Held preliminary site plan review and planning commission
- Attended Planning Commission Meeting 10/26/2021.
- Attended Grant Webinar with MDARD on 10/19/2021
- Met with Medical Director and EMS Manager with Saginaw-Tuscola Medical Control Authority
- Attended business retention call at POET with EDC, MEDC and MDARD.
- Attended Parks and Rec Meeting 10/20/2021
 - Help pre-meeting with P&R Chair Smith 10/19/2021
- Hosted Caro Area EMS Meeting at Caro FD
- Attended Caro Chamber Budget Meeting 10/27/2021
- Attended MME Advocacy Committee Meeting via Zoom 10/27/2021
- Met with Caro Schools Superintendent RE: Temporary Lease for Recycle Center
- Met with Bill Campbell of Indianfields Township to discuss Putman Water
- Adult-Use Marihuana Application Packet and Process
 - Application window opened 10/11/2021 to 11/30/2021
- Lincoln Street work is in full swing
- Working on Parks and Rec 5-year plan
 - Public Input Session will be held November 10, 2021 at 5:30 PM in the fire department

Some Upcoming Items

- Lincoln Street and Park Drive work is in full swing
- Working with Rowe to set up visioning session for master plan
 - Moved to January to avoid conflict with Parks and Rec plan
- Working with County on MSP Annexation
 - In communication with county administration regarding annexation.
- Westen Opportunities/Putman project.
 - Reviewing plans for sewer proposals
 - Received request for water from Putmans
 - In discussions with Indianfields RE: water franchise
- Pursue proposals for City Hall HVAC upgrades
- Get quotes for CIPP Lining of Allen Street

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- 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 needed 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

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TO: City Council
FROM: Rita Papp – City Clerk
SUBJECT: Clerk's Report
DATE: November 1, 2021

- Processed 9 FOIA's during this period.
- I am now an official Notary Public.
- Deputy Clerk will become a Notary in the future.
- Continuing to review Boards and Commission Appointment vacancies.
- Placed ad in the paper for vacancies on DDA, Planning and Parks/Recreation. Received one application so far for DDA. Deadline is November 5, 2021.
- Attended Planning Commission Meeting on October 26, 2021. Swore Allan Michel in as new Planning Commission Member.
- Swore in Steve Roland as a new Part Time Police Officer on October 25, 2021.
- Open Enrollment period has been initiated for our health care insurance, MESSA - November 1 – 30, 2021.
- Tuscola County Clerk's Association Meeting is November 10, 2021 at 2:00 pm.
- I will be off on vacation, November 12, 2021.