

**AGENDA**  
**REGULAR MEETING OF THE CARO CITY COUNCIL**  
**December 20, 2021, 7:30 P.M.**

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

**AGENDA APPROVAL**

**PUBLIC COMMENTS/VISITORS:**

**COMMUNICATION:** None

**CONSENT AGENDA:**

1. Regular Council Minutes – December 6, 2021
2. Finance Committee Minutes – December 6, 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 - None
  - D. DPW/Water Reports - None
  - E. WWTP - None
  - F. Municipal Parking Violations Bureau Report – Rita Papp

**REGULAR AGENDA:** (action required)

1. Resolution for Bernard Kreh – Planning Commission
2. Banner Request – Jim McLoskey -Tuscola County Right to Life
3. Attorney Waiver of Conflict of Interest – MSP Post
4. DPW – Mini Dump Truck Box Replacement
5. Planning Commission By-Laws Approval
6. Parks & Recreation By Laws Approval
7. Parks & Recreation Recommendations – Remove Committee Members
8. Parks & Recreation 5-year Masterplan – Set Public Hearing January 4, 2022

**ITEMS PENDING/POSTPONED:** None

**COMMITTEE/LIAISON POSITION REPORTS:**

1. Economic Development Corporation (Greene)
2. Chamber of Commerce (Manager)
3. Downtown Development Authority (Hall)
4. Fair Board (White)
5. Parks & Recreation (White)
6. Planning Commission (Eschenbacher)
7. Tuscola County Board of Commissioners (Jones-Holubec)
8. Zoning Board of Appeals (Greene)
9. Indianfields Township (Greene)
10. Almer Township (Campbell)

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

**MANAGER COMMENTS** – Written report submitted.

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

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

**ADDITIONAL PUBLIC COMMENTS**

**ADJOURN**

.....

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

Mayor Joe Greene called the regular meeting of the City Council to order on December 6, 2021, at 7:30 p.m. in the Council Chambers.

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

Absent: Don Hall

Others: Matthew Lane – City Manager, Rita Papp – Clerk, Michele Perry – Treasurer, Jamie Peasley – Anderson, Tuckey, Bernhardt and Doran, LLC and other guests

### **AGENDA APPROVAL**

#### **21-M-337**

**Motion by White, seconded by Batschke to approve the agenda with the addition of # 1. FY 2020-2021 Financial Audit, # 7. Parks & Recreation Master Plan Public Hearing, & # 8. Set Finance Committee Meeting.**

**Motion Carried.**

**PUBLIC COMMENT/VISITORS:** None

### **COMMUNICATIONS:**

1. Planning Commission Meeting Minutes – Approved - October 26, 2021
2. Planning Commission Meeting Minutes – Approved – November 9, 2021
3. Planning Commission Meeting Minutes – Unapproved – November 23, 2021
4. Charter Communications – Upcoming Changes
5. Tuscola Food Access Collaborative
6. Tuscola County Board of Commissioners Resolution – Annexation of Michigan State Police

### **CONSENT AGENDA:**

1. Regular Council Minutes – November 15, 2021
2. Invoices

#### **21-M-338**

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

**Motion Carried.**

**REGULAR AGENDA:** (action required)

1. **FY 2020-2021 Financial Audit Presentation**

#### **21-M-339**

**Motion by Batschke, seconded by Eschenbacher to accept and file the draft copy of the audited report on Financial Statements for the fiscal year ended June 30, 2021, and with the final copy of the audited report on Financial Statements for the fiscal year ended June 30, 2021 to be completed by December 31, 2021.**

**Motion carried.**

## **2. Schedule 2022 Council Meetings**

**21-M-340**

**Motion by Eschenbacher, seconded by Campbell to approve the 2022 Schedule of Council Meetings as presented by Rita Papp – Clerk.**

**Motion carried.**

## **3. Boards & Committee Re-Appointments**

**21-M-341**

**Motion by Batschke, seconded by Eschenbacher to approve the Boards & Committee Re-Appointments as presented by Rita Papp – Clerk:**

- **Herb Sheardy to the Planning Commission for a 3-year term. Term will expire November 2024.**
- **Richard Ransford to the Downtown Development Authority for a 4-year term. Term will expire November 2025**
- **Thomas Striffler to the Zoning Board of Appeals for a 3-year term. Term will expire November 2024**
- **Sean Smith to the Parks & Recreation Committee for a 3-year term. Term will expire November 2024.**

**Motion carried.**

## **4. Parks & Recreation Committee Application**

**21-M-342**

**Motion by White, seconded by Batschke to appoint Pamela Iseler to the Parks & Recreation Committee for a 3-year term. Term will expire November 2024.**

**Motion carried.**

## **5. Parks & Recreation Committee Member Removal**

**21-M-343**

**Motion by Eschenbacher, seconded by White to remove Christopher Phillips from the Parks & Recreation Committee and reduce committee to seven members.**

**Motion carried.**

## **6. Air Advantage LLC – Right-of-Way Permit**

**21-M-344**

**Motion by Eschenbacher, seconded by Batschke to accept the Air Advantage LLC – Right-of-Way permit and authorize City Manager and City Clerk to sign said permit.**

**Motion carried.**

## **7. Parks & Recreation Committee Masterplan Public Hearing**

**21-M-345**

**Motion by Eschenbacher, seconded by White to set a public hearing for the Parks & Recreation Committee Masterplan. Public Hearing to be held during Council Meeting on January 4, 2022.**

**Motion carried.**

## **8. Schedule Finance Committee of the Whole meeting**

**21-M-346**

**Motion by Eschenbacher, seconded by Batschke to schedule a Finance Committee of the Whole meeting on December 20, 2021, at 7:00 p.m.**

**Motion carried**

**ITEMS PENDING/TABLED:** None

**COMMITTEE/LIAISON POSITION REPORTS:** None

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

**MANAGER'S COMMENTS** – Written report submitted

Highlighted – Working on tax appeals with City Assessor Angie Daniels. City of Caro partnered with the Chamber of Commerce on Gingerbread Festival, Consumers Energy Caro Cash program, and Small Business Saturday event. The court case involving Walby & City of Caro is dismissed. City of Caro has received applications for Marijuana Adult-Use facilities. Mailed letters to residents on Lincoln Street explaining the delay in the paving project. Well # 1 Pump has been removed and is being inspected. Working on issues related to the city owned house located at 721 S. State Street. Working on drafting house demolition bids.

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

**ADDITIONAL PUBLIC COMMENT:**

Herb Sheardy – Requested copy of the 2022 Council Meeting Schedule.

Mike Carpenter – Commented on the synthetic ice arena in Lapeer and might be a potential idea to add to the Parks & Recreation Masterplan.

Mayor Joe Greene – Asked for support when Caro Strand Theatre re-opens. Theatre is in the process of changing owners.

**21-M-347**

**Motion by Eschenbacher, seconded by White to adjourn the meeting at 8:09 p.m.**

**Motion carried.**

Rita Papp  
City Clerk

## **CITY OF CARO FINANCE COMMITTEE OF THE WHOLE MINUTES**

Finance Chair Bob Eschenbacher called the Finance Committee of the Whole meeting to order on December 6, 2021, at 6:30 p.m. in the Council Chambers.

Present: Chair Bob Eschenbacher, Mayor Joe Greene, Kory Batschke, Emily Campbell, Tisha Jones-Holubec, and Jill White.

Absent: Don Hall

Others: Matthew Lane – City Manager, Rita Papp – Clerk, Michele Perry – Treasurer, Jamie Peasley – Anderson, Tuckey, Bernhardt, & Doran LLC

### **PUBLIC COMMENT/VISITORS: None**

### **BUSINESS ITEMS:**

#### **1. FY 2020-2021 Financial Audit Presentation**

Jamie Peasley, Anderson, Tuckey, Bernhardt, & Doran LLC presented & reviewed the draft copy of the audited report on Financial Statements for the fiscal year ended June 30, 2021. The City of Caro received an unmodified opinion.

**Motion by Eschenbacher, seconded by White to recommend to Council to accept and file the draft copy of the audited report on Financial Statements for the fiscal year ended June 30, 2021, and with the final copy of the audited report on Financial Statements for the fiscal year ended June 30, 2021 to be completed by December 31, 2021.**

**Motion carried.**

#### **2. Michele Perry, City Treasurer discussed that she is working on transferring 4 CDs from Huntington Bank to Team One Credit Union and adjusting CDs at Independent Bank per the direction of the Council at the November 15, 2021 meeting.**

#### **3. Michele Perry, City Treasurer would like to schedule a Finance Committee on December 20, 2021, to discuss banking options for the City of Caro. Matter to be recommended to Council.**

**Motion by Batschke, seconded by White to adjourn the meeting at 7:10 p.m.**

**Motion Carried**

Rita Papp  
City of Caro Clerk

GL Period	Chk Issue Date	Check No	Vendor No	Payee	Amount
12/21	12/14/2021	74488	1252	TUSCOLA COUNTY TREASURE	7,937.20
12/21	12/20/2021	74489	2609	A J REHMUS & SON INC	85,337.78
12/21	12/20/2021	74490	2441	AARON PEREZ	30.00
12/21	12/20/2021	74491	2403	ADVANCE AUTO PARTS	73.47
12/21	12/20/2021	74492	2439	AIR ADVANTAGE LLC	450.00
12/21	12/20/2021	74493	40	ALLEN SUPPLY CO.	859.00
12/21	12/20/2021	74494	2817	AMAZON CAPITAL SERVICES	757.23
12/21	12/20/2021	74495	2580	AUTO-WARES GROUP	207.98
12/21	12/20/2021	74496	2819	BRIAN KOCHER	262.02
12/21	12/20/2021	74497	2790	BRIDGET PARSELL	12.00
12/21	12/20/2021	74498	179	BRINKMAN EXCAVATING	3,611.97
12/21	12/20/2021	74499	2791	CAROL CARTER	6.00
12/21	12/20/2021	74500	2776	CASS CITY HARDWARE	169.28
12/21	12/20/2021	74501	2736	CEDAM	250.00
12/21	12/20/2021	74502	264	CENTURYLINK	140.06
12/21	12/20/2021	74503	1297	CITY OF CARO	2,149.01
12/21	12/20/2021	74504	2402	COMPANION LIFE INSURANCE	1,706.93
12/21	12/20/2021	74505	319	CONSUMERS ENERGY	6,160.91
12/21	12/20/2021	74506	360	DAVE'S GLASS	785.00
12/21	12/20/2021	74507	2822	DEBORAH HUBER	82.20
12/21	12/20/2021	74508	2725	DIGICOM GLOBAL INC.	98.70
12/21	12/20/2021	74509	2499	DINGES FIRE COMPANY	2,178.37
12/21	12/20/2021	74510	2584	DON DOYLE	30.00
12/21	12/20/2021	74511	417	DRAWING BOARD	402.25
12/21	12/20/2021	74512	388	DTE ENERGY	4,152.03
12/21	12/20/2021	74513	2174	EMTERRA ENVIRONMENTAL U	20,401.18
12/21	12/20/2021	74514	2578	EVEAN GUNSELL	30.00
12/21	12/20/2021	74515	2766	FOSTER, SWIFT, COLLINS & SM	6,410.00
12/21	12/20/2021	74516	2295	GARY KOELZER	30.00
12/21	12/20/2021	74517	226	HIRSCHMAN OIL SUPPLY INC	849.80
12/21	12/20/2021	74518	1391	JACK DOHENY SUPPLIES, INC.	157.05
12/21	12/20/2021	74519	1914	JAMARK PRODUCTS	914.58
12/21	12/20/2021	74520	2802	JANA BROWN	30.00
12/21	12/20/2021	74521	2821	JERRY MIDDAUGH	35.35
12/21	12/20/2021	74522	2793	JOY RICHARDS	4.00
12/21	12/20/2021	74523	2028	KENDALL ELECTRIC INC	862.85
12/21	12/20/2021	74524	690	KENNETH FIELDS	30.00
12/21	12/20/2021	74525	2702	KRISTAL'S HELPING HAND LLC	710.00
12/21	12/20/2021	74526	2731	LAUREN AMELLAL	280.00
12/21	12/20/2021	74527	770	MARTIN ELECTRIC	967.70
12/21	12/20/2021	74528	2647	MATTHEW LANE	50.00
12/21	12/20/2021	74529	2591	MESSA	25,291.50
12/21	12/20/2021	74530	861	MICHAEL FADER	30.00
12/21	12/20/2021	74531	2787	MICHELE PERRY	50.00
12/21	12/20/2021	74532	812	MICHIGAN CAT	431.47
12/21	12/20/2021	74533	830	MICHIGAN PIPE & VALVE-SAGI	1,157.00
12/21	12/20/2021	74534	835	MICHIGAN RURAL WATER ASS	1,487.50
12/21	12/20/2021	74535	2563	MONCHILOV SEWER SERVICE	4,000.00
12/21	12/20/2021	74536	930	NORTHERN TOOL & EQUIP. CO.	1,798.00
12/21	12/20/2021	74537	1727	OFFICE DEPOT	73.51
12/21	12/20/2021	74538	2820	PATRICIA CHANTINY	64.30
12/21	12/20/2021	74539	2345	POLLARD WATER	207.68
12/21	12/20/2021	74540	988	PRINTING SYSTEMS	598.65

GL Period	Chk Issue Date	Check No	Vendor No	Payee	Amount
12/21	12/20/2021	74541	1011	RANDY MARTIN	30.00
12/21	12/20/2021	74542	2779	rita papp	50.00
12/21	12/20/2021	74543	1054	rowe professional svs co	14,792.50
12/21	12/20/2021	74544	1101	shults equipment, llc	1,858.75
12/21	12/20/2021	74545	1123	state of michigan-egle np1	3,000.00
12/21	12/20/2021	74546	2823	state savings bank	471.08
12/21	12/20/2021	74547	1139	stephens tire service	1,584.00
12/21	12/20/2021	74548	2825	thomas grass	42.00
12/21	12/20/2021	74549	1686	thomas reese	30.00
12/21	12/20/2021	74550	1189	thumb cellular	290.90
12/21	12/20/2021	74551	1192	thumb office supply	41.38
12/21	12/20/2021	74552	1252	tuscola county treasure	1,225.57
12/21	12/20/2021	74553	2482	unifirst corporation	297.62
12/21	12/20/2021	74554	1271	usa bluebook	2,004.79
12/21	12/20/2021	74555	2800	victoria morrison	14.00
12/21	12/20/2021	74556	2799	walter malburg	61.00
12/21	12/20/2021	74557	2824	warju's flooring	1,899.44
12/21	12/20/2021	74558	2644	water solutions unlimited	2,435.00
12/21	12/20/2021	74559	2007	witmer public safety gro	438.43
Grand Totals:					215,367.97

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](http://www.carocity.net)

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

To: Matthew Lane, City Manager, Caro City Council  
From: Brian Newcomb, Chief of Police  
Date: December 13, 2021  
Reference: November 2021 Monthly police activity report

## COMPLAINTS RECEIVED:

See attached complaint breakdown report

- Caro Police were dispatched to 179 complaints in November 2021
  - Comparison reports
    - September 2021-180 complaints
    - October 2021-195 complaints
    - November 2020-144 complaints

## ARRESTS:

- Arrest count still affected by COVID.

## PATROL VEHICLE MILEAGE:

- Mileage driven in November 2021=2,674.

## GASOLINE USED:

- 388.658 Gallons

Abandoned Vehicle	
Alarm	3
Animal at Large/dog bite	5
Animal Cruelty	
Armed Robbery	
Arson	
Assault/domestic	8
Assist to MSP within city limits	1
Assist to TUSH within city limits	2
Assist to other PD within city limits	2
Assist to DPW	
Assist to CARO FIRE	2
Assist to MMR	12
Assist to DHHS	
Attempt to locate	
Attempt suicide	
Barking Dog	
Blight	
Bond Condition Violation/Arrest	
Breaking and Entering	2
Civil dispute	5
Child Neglect/abuse	2
Commercial Sex	
Conditional Bond Violation	1
Criminal Sexual Conduct	
Curfew Violation	
Disorderly Person	2
Dog left in vehicle	
Drug Overdose	1
Eavesdropping	
Embezzlement	
Emotionally Disturbed	1
Escape	
False Police Report	
Felonious Assault	1
Fireworks	
Flee and Elude	
Found/lost Property	1
Forgery	
Fraud	

Fugitive	
General Non-Criminal	5
Harassment	3
Health and Safety	
Hit and Run PDA	6
Human Trafficing	1
I D Theft	
Illegal Burn	
Indecent Exposure	1
Injury crash	2
Intimidation/threats	
Illegal Dumping	
Keys locked in Vehicle	
Kidnapping	
Larceny	3
Larceny from Auto	
Liquor Inspection	15
Liquor Violations	
Malicious Destruction	4
Mental Pickup Order	
Mental Health call	8
Minor in Possession	
Misdemeanor Traffic-OWI	2
Misdemeanor Traffic-No Insurance	2
Misdemeanor Traffic-DWLS	
Misdemeanor Traffic-No Registration	
Missing Person	1
MMR assist	1
Mutual Aid calls ** See Below**	7
Narcotics	
Natural Death Invest	1
Noise	
Obscenity	
Open Door	2
PDA-traffic crash	10
Parole Violation	
Probation Violation	
Prowler	
Public Relations	
Resist/Obstruct officer	1

Retail Fraud	3
Runaway (juvenile)	1
Stalking	
Sex Offense (other)	
Suicide	
Suicidal Person	1
Suspicious Situation	12
Terrorist Threat	
Threats	4
Tobacco violation	
Trespass	3
Traffic Policing	3
UDAA (Vehicle Theft)	3
Vehicle Inspection	
Verbal Domestic	3
Vehicle Inspection	
Verbal Domestic	5
Warrant arrests	1
Weapons Violations	
Wellness Check	8
911 Hangup	1

1. 221 Unionville rd.	Domestic in Progress	TUSH
2. 1867 E. Deckerville rd.	B&E in progress	TUSH
3. 4318 Wilbur Street	B&E in progress	MSP
4. 1767 Sunrise Drive	Home Invasion in Prog	MSP
5. 950 Sue Drive	Assault in Progress	TUSH
6. 465 E. Deckerville rd.	Fight in Progress	MSP
7. M81 at Chambers Rd.	multiple Injury crash	MSP

# VEHICLE MAINTENANCE RECORD FOR CAR 1

TOTAL MAINTENANCE COSTS		YEAR:	2015	MAKE:	FORD	MODEL:	SUV	LICENSE:	023X391	VIN NO:	1FM5K8AR5FGB83483		
		Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21
Enter Starting Vehicle Mileage	60,596	61,238	62,124	63,186	63,259	64,317	64,691	65,335	66,800	67,806	68,533		
Enter Vehicle Mileage at End of Month	61,238	62,124	63,186	63,259	64,317	64,691	65,335	66,800	67,806	68,533	69,151		
Monthly Mileage Totals	642	886	1,062	73	1,058	374	644	1,465	1,006	727	618	0	
Total Mileage for Year	8,555												
Maintenance Cost Per Mile	\$0.65												
<b>VEHICLE MAINTENANCE COSTS</b>													
<b>TYPE OF SERVICE</b>													
Oil & Filter Change													
Air Filter Change													
Fuel Filter Change													
Transmission Fluid & Filter													
Engine Coolant													
Cooling System Flush													
Tire Repair or Replacement													
Tire Rotation or Balance													
Hose Replacement													
Brake Repair													
Engine Tune-Up													
Front End Alignment													
Power Steering / Brake Fluid													
A/C or Heater Repair													
Replace Belts													
Electrical Repairs													
Battery Replacement													
Battery Cables / Terminals													
Headlights or Light Bulbs													
Windshield Wiper Blades													
Wash & Wax													
<b>3</b> Miscellaneous Service	\$2,160.48												
<b>TOTAL MONTHLY MAINTENANCE COSTS</b>	<b>\$2,776.95</b>	\$0.00	\$0.00	\$963.76	\$0.00	\$908.65	\$100.00	\$50.68	\$0.00	\$257.50	\$503.05	<b>TOTAL</b>	<b>\$5,560.59</b>

## VEHICLE MAINTENANCE RECORD FOR CAR 2

# VEHICLE MAINTENANCE RECORD FOR CAR 3

TOTAL MAINTENANCE COSTS		YEAR:	2017	MAKE:	FORD	MODEL	SUV	LICENSE	VIN NO.	1FM5K8A3HGC07315
Enter Starting Vehicle Mileage		Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Oct-21
Enter Vehicle Mileage at End of Month		27,397	28,956	29,240	29,930	31,956	32,743	34,289	35,722	36,420
Monthly Mileage Totals		28,956	29,240	29,930	31,956	32,743	34,289	35,722	36,420	37,334
Total Mileage for Year		11,841				787	1,546	1,433	698	914
Maintenance Cost Per Mile			\$0.02							0

## VEHICLE MAINTENANCE COSTS

VEHICLE MAINTENANCE RECORD FOR CAR 464

City of Caro Fire Department  
Monthly report to Council  
December 2021



November 2021 results

Run #	Date	Responsible party	Address	Incident	Area	Billing
255	11/7/2021	Bruce Thouin	1056 Faust Dr.	gas leak in house	City of Caro	18
256	11/8/2021	Sabrina Allard	N. Colling & M-24	School bus crash	Almer	9
257	11/9/2021	Dennis Cara	1587 Boy Scout Rd.	Illegal fire	Indianfields	5
258	11/10/2021	William Maier	2031 E. Dayton Rd.	investigation	Wells	nc
259	11/11/2021	Fairgrove FD	135 S. Bradleyville Rd.	commercial fire	Mutual aid	nc
260	11/12/2021	Tech Center	1401 Cleaver Rd.	False fire alarm	City of Caro	nc
261	11/13/2021	public service	E. Dayton & Albin Rd.	tree on wires	Wells	nc
262	11/19/2021	State of Michigan	2000 Chambers Rd.	false alarm	Indianfields	6
263	11/20/2021	Rene Clearhout	2351 Orr Rd.	Illegal fire	Ellington	1
264	11/21/2021	DTE	near 2260 E. Dayton Rd.	Power lines down	Wells	4
265	11/21/2021	DTE	E. Dayton & Riely Rd.	Power lines down	Wells	5
266	11/22/2021	Forshee-Trust	800 N. Graff Rd.	fatal extrication	Almer	10
267	11/23/2021	Consumers	in front of 673 Court St.	underground gas leak	City of Caro	19
268	11/23/2021	Eric Lantzer	2060 George Rd.	Illegal fire	Ellington	2
269	11/24/2021	MMR	850 W. Burnside St.	CPR assist fatal	City of Caro	nc
270	11/27/2021	Dennis Brill	Chambers & M-81	3-vehicle crash	Indianfields	7
271	11/28/2021	Public service	M-24 & Gun Club Rd.	cable lines down	Indianfields	nc
272	11/30/2021	MMR	1518 Hickory Ln.	CPR assist fatal	City of Caro	nc
273	11/30/2021	Brandi Bills	near 2050 N. Colling Rd.	extrication veh. crash	Almer	11

Garage fire , attached	Garage fire, unattached	Barn / Shed fires
Fire Works	Extrication, ALL 2	Rescue, other
Fire Alarms, no fire 2	Haz Mat Airplane issues	Structure contents
Vehicle Fires	Wire Calls, ALL 4	Illegal / unsafe fires 3
Smoke/ Oder Investigation 1	Gas Spills & Leaks 2	Camper fire
Apartment fires	Medical assist to MMR 2	Carbon Monoxide
Residential House fire	Landing Zone	Veh. Crash/ no Jaws 2
Appliance fire	Public Assistance	Traffic Control
Water rescue	Weather spotters	Human rescue
Church fire	Smoke detector activation	Commercial fire 1

ALMER	3	CITY	5	
WELLS	4	INDIANFIELDS	4	
JUNIATA		ELLINGTON	2	
FD RENDERED	1			
Total	19 runs			

All vehicles and equipment are in good emergency status

The department is finalizing the Grain Bin Rescue program, that included a donation from Poet in the amount of \$14,000.00

The Dept. holds a good stock of gloves, masks, face shields & gowns received from the County

Engine-2 is in need of all new tires. New OSHA / NFPA ruling, all tires are to be changed out every seven years.

This is a budgeted item.



# Memorandum

**To:** City Council  
**From:** Rita Papp  
**Date:** December 13, 2021  
**Re:** Municipal Parking Violations Report, November 2021

---

<b>No Parking 2 a.m. – 5 a.m.</b>	<b>Municipal Parking Violations Written</b>	0
	<b>Warnings</b>	0
	<b>2<sup>nd</sup> Offense</b>	0
	<b>3<sup>rd</sup>, 4<sup>th</sup> &amp; 5<sup>th</sup> Offense</b>	0
	<b>6<sup>th</sup> &amp; 7<sup>th</sup> Offense</b>	0

---

<b>2 Hour Downtown Parking</b>	<b>Municipal Parking Violations Written</b>	0
	<b>Warnings</b>	0
	<b>2<sup>nd</sup> Offense</b>	0
	<b>3<sup>rd</sup> Offense</b>	0
	<b>4<sup>th</sup> Offense</b>	0

---

<b>Other Ordinance __</b>	<b>Municipal Parking Violations Written</b>	1
	<b>Warnings</b>	1
	<b>2<sup>nd</sup> Offense</b>	0
	<b>3<sup>rd</sup> Offense</b>	0
	<b>4<sup>th</sup> Offense</b>	0
	<b>5<sup>th</sup> Offense</b>	0

**RESOLUTION SHOWING APPRECIATION TO  
BERNARD KREH FOR HIS SERVICE ON THE PLANNING COMMISSION**

**WHEREAS**, Bernard Kreh has served on the City of Caro Planning Commission for decades and;

**WHEREAS**, Bernard Kreh has contributed thoughtful insight and expertise to the recommendations for which he has made to the City Council regarding planning and zoning projects and;

**WHEREAS**, his dedications to public service and the orderly development of the community is to be admired.

**THEREFORE, BE IT RESOLVED**, that the City of Caro Council hereby thanks and recognizes Bernard Kreh for his service to the City of Caro as a member of the City of Caro Planning Commission.

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 a Resolution duly adopted by the City Council of the City of Caro at a Regular meeting held on Monday, December 20, 2021 at 7:30 p.m. in the Council Chambers of the Caro Municipal Building, 317 S. State Street, Caro, Michigan.

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

## CITY OF CARO

### Banner Policy

- Only non-profit organizations will be authorized to hang banners within the City.
- Banners shall be related to an activity, taking place within the City of Caro.
- ~~Fees~~ Put up and take down charges (~~must~~ be paid prior to the banner being hung)
  - 1 Banner \$75.00
  - 2 Banners \$150.00
- City DPW Personnel will be responsible for Banner placement.
- City Council must approve all requests for Banners.
- Banners shall be hung for a period not to exceed two weeks.
- No Banners will be stored by City.
- Banners must be 24" to 28" wide and 25' long with wind vents (1/2 moon slit).
- All Banners will be dropped off not sooner than 48 hours prior to the event and picked up no later than 48 hours after the event at DPW, 741 Hooper St. Caro.
- The City reserves the right to refuse any banners that are unsightly, material is not durable or are deemed a safety factor.

BANNER REQUEST *mlloskey@charter.net*

NAME *Jim McLoskey* PHONE *989 325 1402*

ORGANIZATION *Tuscola County Right to Life*

EVENT *Annual Memorial Service at Count House*

DATE YOU WISH BANNERS TO BE PUT UP *January 17, 2022*

DATE YOU WISH BANNERS TO BE TAKEN DOWN *January 24, 2022*

Approved By: \_\_\_\_\_  
By: *City Council* \_\_\_\_\_  
By: *City Clerk* \_\_\_\_\_ Date \_\_\_\_\_

Payment Received by: \_\_\_\_\_ Date \_\_\_\_\_

Adopted by Council: 04-03-06 Revised 12-23-15

Policy # 06-002

**Lansing**  
313 S. Washington Square  
Lansing MI 48933

**Detroit**  
333 W. Fort Street – Suite 1400  
Detroit MI 48226

Walter S. Foster  
1878-1961  
Richard B. Foster  
1908-1996  
Theodore W. Swift  
1928-2000  
John L. Collins  
1926-2001  
Webb A. Smith  
Scott A. Storey  
Charles A. Janssen  
Charles E. Barbieri  
Scott L. Mandel  
Michael D. Sanders  
Brent A. Titus  
Brian G. Goodenough

Matt G. Hrebec  
Deanna Swisher  
Thomas R. Meagher  
Douglas A. Mielock  
Scott A. Chernich  
Paul J. Millenbach  
Dirk H. Beckwith  
Brian J. Renaud  
Lynwood P. VandenBosch  
Lawrence Korolewicz  
James B. Doezena  
Anne M. Seurnick  
Michael D. Homier  
David M. Lick  
Scott H. Hogan  
Richard C. Kraus  
Benjamin J. Price

**Southfield**  
28411 Northwestern Highway – Suite 500  
Southfield MI 48034

**Holland**  
151 Central Avenue – Suite 260  
Holland MI 49423

Michael R. Blum  
Jonathan J. David  
Andrew C. Vredenburg  
Jack A. Siebers  
Julie I. Fershtman  
Todd W. Hoppe  
Jennifer B. Van Regenmorter  
Thomas R. TerMaat  
Frederick D. Dilley  
David R. Russell  
Joel C. Farrar  
Laura J. Genovich  
Karl W. Butterer, Jr.  
Mindi M. Johnson  
Ray H. Littleton, II  
Jack L. Van Coevering  
Anna K. Gibson

Patricia J. Scott  
Nicholas M. Oertel  
Alicia W. Birch  
Adam A. Fadly  
Michael J. Liddane  
Ryan E. Lamb  
Clifford L. Hammond  
Matthew S. Fedor  
Andrea Badalucco  
John W. Mashni  
Stefania Gismondi  
Leslia A. Abdoo  
Julie L. Hamlet  
Michael C. Zahrt  
Gilbert M. Frimet  
Stephen W. Smith  
Mark T. Koerner

Warren H. Krueger, III  
Sarah J. Gabis  
Amanda Afton Martin  
Steven J. Tjapkes  
Jacquelyn A. Dupler  
Scott R. Forbush  
Taylor A. Gast  
Rachel G. Olney  
Tyler J. Olney  
Mark J. DeLuca  
Thomas K. Dillon  
Robert A. Easterly  
Robert A. Hamor  
Michael A. Cassar  
Hilary J. McDaniel Stafford  
Emily R. Wisniewski  
Amanda J. Dernovshek

**Grand Rapids**  
1700 E. Beltline NE – Suite 200  
Grand Rapids MI 49525

**St. Joseph**  
800 Ship Street – Suite 105  
St. Joseph MI 49085

Lydia H. Kessler  
Brandon M. H. Schumacher  
Alexander J. Thibodeau  
Cody A. Mott  
Alaina M. Nelson  
Caroline N. Renner  
Joseph B. Gale  
Sydney T. Steele  
DeVaughn J. Swanson  
Kaitlyn E. Manley  
Kathrine A. Ruttkofsky  
Anthony M. Dalimonte  
Jim W. Scales  
Mariah M. Silverstein

**Writer's Direct Phone:** 616.726.2232  
**Writer's Direct Phone:** 616.726.2238

**Fax:** 616.726.2299  
**Fax:** 616.726.6813

**Reply To:** Grand Rapids  
**Reply To:** Grand Rapids

**Email:** LAbdoo@fosterswift.com  
**Email:** LGenovich@fosterswift.com

December 14, 2021

**Email**

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

Almer Charter Township  
1310 Cameron Rd  
Caro, MI 48723

Re: Waiver of Conflict of Interest – Annexation

The City of Caro (“City”) has requested that our firm represent it in reviewing a resolution drafted by Tuscola County for the City for the annexation of the State Police post property located at Deckerville and Cleaver (M-24), 1485 Cleaver Rd, from Almer Charter Township (the “Township”) to the City (the “Annexation”). Both the City and the Township are clients of our firm. We have explained to both clients that our representation of each of them in this matter causes a conflict of interest should we represent the City with respect to the Annexation.

The parties desire to waive our conflict of interest and consent to our firm representing the City with respect to the Annexation.

We usually prefer not to represent clients in matters where they may have divergent interests. However, we recognize that the Township consents to the Annexation and that the parties believe that the Annexation is in their mutual best interests as the State Police post needs access to City water and the Annexation would not result in any lost tax revenue to the Township because the property is owned by Tuscola County. We believe that our representation of the City with respect to the Annexation and our continued representation of each of the parties in unrelated matters will not adversely affect the interests of either party, nor will our representation of the City with respect to the Annexation be materially limited by our responsibilities to the Township, or vice versa.

Therefore, we believe that we may represent the City with respect to the Annexation within the requirements of our ethical obligations, provided that the parties' consent to that representation and waive our conflict of interest. We ask that each party does so by signing and returning to us by email the Waivers and Consents below.

Please be advised that, if the Township or the City determines to enter into an Act 425 agreement, or seeks advice regarding whether to enter into an Act 425 agreement with the other concerning this property, it is our opinion that the contemplated representation would present a conflict of interest that cannot be waived and would prohibit us from representing either the Township or the City in this matter. In such case, the Waivers and Consents in this letter shall be null and void.

Please let us know if you have questions. Thank you.

Very Truly Yours,

FOSTER SWIFT COLLINS & SMITH PC

*/s/ Laura J. Genovich*

Laura J. Genovich

**CITY'S WAIVER & CONSENT**

The City of Caro hereby waives any conflict of interest that Foster, Swift, Collins & Smith, P.C. may have with respect to and consents to the law firm representing the City's interests in the Annexation as described above. The City further agrees that the firm may continue to represent it and the Township in unrelated matters.

**City of Caro**

By: \_\_\_\_\_

Date: \_\_\_\_\_

**TOWNSHIP'S WAIVER & CONSENT**

The Township hereby waives any conflict of interest that Foster, Swift, Collins & Smith, P.C. may have with respect to and consents to the law firm representing the Township's interests in the Annexation as described above. The Township further agrees that the firm may continue to represent it and the City in unrelated matters.

**Charter Township of Almer**

By: \_\_\_\_\_

Date: \_\_\_\_\_

# 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 BATSCHEKE

## MEMORANDUM

**TO:** City Council  
**FROM:** Matthew S. Lane, City Manager  
**DATE:** December 17, 2021  
**RE:** DPW- Mini Dump Truck Box Replacement

---

### **BACKGROUND:**

The min-dump truck at the DPW is in need a of a replacement box due to wear and tear. It is rusted and rotted.

The DPW has obtained three quotes for replacement boxes

We received the following quotes:

Knapheide: \$16,180.50 (Includes warning lights, electric wind deflector, etc)

Monroe Truck Equipment: \$11,163 (Includes warning lights)

STE: \$6,580 (does not include warning lights or electric wind deflector.)

This was a planned expense and we have \$10,000 budgeted in the equipment fund for it.

### **RECOMMENDATION:**

It is my recommendation that City Council approve the purchase of a dump box from Monroe Truck Equipment for \$11,163. And to complete a budget adjustment in the amount of \$1,163 to account for the increase in price since the budget was created.

### **MOTION:**

Option 1:

To ACCEPT the recommendation of the City Manager and approve the purchase of a dump box from Monroe Truck Equipment for \$11,163. And to complete a budget adjustment in the amount of \$1,163 to account for the increase in price since the budget was created.

Option 2:

To DECLINE the recommendation of the City Manager.

Option 3:

To POSTPONE action until the next Council Meeting.

## **CITY OF CARO PLANNING COMMISSION**

### **BY-LAWS AND RULES OF PROCEDURE**

#### **1. AUTHORITY**

These rules of procedures are adopted by the City of Caro Planning Commission, hereinafter referred to as the COMMISSION pursuant to Public Act 33 of 2008, as amended, the Michigan Planning Enabling Act and Public Act 267 of 1976, as amended, the Open Meetings Act.

#### **2. MEMBERSHIP**

**2.1 Members.** Members of the COMMISSION are appointed by the Council in accordance with the City of Caro Planning Commission Ordinance. Each member should represent important segments of the community, such as the economic, governmental, educational, and social development of the local unit, in accordance with the major interests existing in the local unit, such as agriculture, natural resources, recreation, education, public health, government, transportation, industry and commerce. The membership also should be representative of the entire geography of the local unit to the extent practicable.

**2.2 Priorities.** First priority for each member shall be to represent and advocate what is best for the City of Caro, as a whole, putting aside personal or special interests. Second priority, to the fullest extent possible, is each member should represent important segments of the community as listed in Section 2.1.

**2.3 Attendance.** If an appointed member of the COMMISSION is absent from office for four (4) meetings in a row or more then twenty-five (25) percent of the meetings annually, or becomes ineligible, the Council may remove the member. The COMMISSION Secretary, or acting Secretary in the absence of the elected Secretary, shall keep attendance records and shall notify the Council whenever any member of the COMMISSION violates the required attendance.

**2.4 Training.** Each member is encouraged to attend at least four (4) hours of zoning and planning per year.

**Ethics.** Each member of the COMMISSION shall be bound by and follow the City of Caro Code of Ethics as established in Ordinance 485 adopted by the Caro City Council. The provisions contained therein, as

may be amended from time to time, are adopted by reference into these by-laws and rules of procedure.

### 3. OFFICERS

**3.1 Election.** At the second meeting in November, the COMMISSION shall select from its Membership, a chairperson, vice-chairperson and secretary who shall take office immediately and serve for a twelve (12) month period and who shall be eligible for reelection.

Nomination of officers shall be made from the COMMISSION members and the elections shall follow immediately thereafter.

A candidate receiving a majority vote of the Membership present of the COMMISSION shall be declared elected and shall serve for one (1) year or until his successor shall take office.

Vacancies in offices shall be filled immediately by regular session procedure.

#### 3.2 Duties.

**Chairperson** - A chairperson shall preside at all meetings and hearings of the COMMISSION and shall conduct all meetings in accordance with the rules provided herein. The Chairperson shall have the privilege of discussing all matters before the COMMISSION and to vote thereon.

**Vice-Chairperson** – The Vice-Chairperson shall act in the capacity of the chairperson in the absence of the chairperson and shall succeed to the office of chairperson in the event of a vacancy in that office, in which case the COMMISSION shall select a successor to the office of Vice-Chairperson at the earliest practicable time.

**Secretary** – The Secretary shall keep the minutes and records of the COMMISSION, prepare the agenda of regular and special meetings with the Chairperson, provide notice of meetings to COMMISSION members, arrange proper and legal notice of hearings, attend to correspondence of the COMMISSION and such other duties as are normally carried out by a Secretary. The Secretary may relinquish any of the above duties to City staff and shall coordinate duties and responsibilities with the City Clerk. In the event the Secretary is absent, the Chairperson or acting Chairperson shall appoint a temporary Secretary for such meeting.

### 4. MEETINGS

**4.1 Meeting Notices.** All meetings shall be posted at the City Hall according to the Open Meeting Act. The notice shall include the date and time of the

meeting. All meetings at which official action is taken shall be open to the general public.

**4.2 Regular Meeting.** Regular meetings of the COMMISSION may be held twice monthly at the City Hall on the dates and times established by the COMMISSION. Regular scheduled meetings may be cancelled by a determination of the Zoning Administrator or City Manager with concurrence of the Chair. The dates and times shall be posted at the City Hall and a notice shall be published in accordance with the Open Meetings Act. Any changes in the date or time or cancellation of the regular meetings shall be posted within three (3) days after the meeting at which the change is made. When a regular meeting date falls on or near a City-designated holiday, the COMMISSION may cancel the meeting or select suitable alternate dates in the same month, in accordance with the Open Meetings Act.

**4.3 Special Meetings.** A special meeting may be called by two (2) members of the COMMISSION upon written request to the Secretary or by the Chairperson. The business which the COMMISSION may perform shall be conducted at a public meeting of the COMMISSION held in compliance with the Open Meetings Act. Public notice of the time, date and place of the special meeting shall be posted at least eighteen (18) hours before the meeting and the Secretary shall ensure that written notice of a special meeting is provided to COMMISSION members not less than forty-eight (48) hours in advance of the meeting.

**4.4 Quorum.** In order for the COMMISSION to conduct business or take any Official action, a quorum consisting of the majority of the members of the COMMISSION shall be present. When a quorum is not present, no official action except for closing of the meeting may take place.

**4.5 Hearings.** Hearings shall be scheduled and due notice given in accordance with the provisions of the acts and ordinance cited in Section 1. Public hearings conducted by the COMMISSION shall be run in an orderly and timely fashion. This shall be accomplished by the following procedure:

- A. The public hearing will be opened by the Chairperson.
- B. Staff reports, if any, shall be presented.
- C. Presentation by the applicant.
- D. Following the presentation by applicant, the COMMISSION may question staff and the applicant.

E. The public shall be invited to speak on the matter. Each speaker will be asked to give their name and address for the record. Each speaker shall be limited to five (3) minutes.

F. Following the public comment the COMMISSION will close the public hearing portion of the meeting. The COMMISSION members will discuss the matter and may ask questions of the staff, applicant, or members of the public and take whatever action is appropriate.

**4.6 Motions.** Motions shall be restated by the Chairperson before a vote is taken. The name of the maker and supporters of the motions shall be recorded.

**4.7 Voting.** An affirmative vote of the majority of those COMMISSION members present for the conduct of business shall be required for the approval of any requested action or motion placed before the COMMISSION, except in the case of approval of the Master Plan, which will require approval by a majority of the members of the COMMISSION. Voting shall ordinarily be voice vote for such items as approval of the minutes and approval of the agenda; however, roll call votes will be required for all votes related to a decision on a site plan, Special Use Permit, the City Land Use / Master Plan or a Zoning Amendment. Furthermore, a roll call can also be required if requested by a COMMISSION member or directed by the Chairperson. All members of the COMMISSION, including the Chairperson, shall vote on all matters with their names called on a rotating basis so the person whose name was called first on a roll call vote will be called last next time and second to last the next, etc, etc. A member may be excused from voting only if that person has a bona fide conflict of interest as per the City of Caro Code of Ethics. A member may also request that the COMMISSION find by majority vote that another member has a conflict of interest and should be prohibited from voting. Any member abstaining from a vote shall not participate in the discussion of that item and shall sit with the public while the issue is being discussed and voted on.

**4.8 Order of Business.** A written agenda for all regular meetings shall be prepared as follows:

A. Call to Order.

B. Roll Call.

C. Approval of Minutes.

D. Communications.

E. Public Comments and Communications. Each speaker will be limited to five (3) minutes.

F. Public Hearings.

G. Unfinished Business

H. New Business.

I. Any other business / on-going business.

J. Public Comments / Announcements

K. Adjournment.

A written agenda for special meetings shall be prepared and followed; however, the form as enumerated above shall not be necessary.

**4.9 Rules of Order.** All meetings of the COMMISSION shall be conducted in accordance with generally accepted parliamentary procedure, as governed by “Roberts Rules of Order”.

## 5. MINUTES

5.1 COMMISSION minutes shall be prepared by the Secretary of the COMMISSION or Designee. The minutes shall contain a brief synopsis of the meeting, including a complete restatement of all motions and recording of votes; complete statement of the conditions or recommendations made on any action; and recording of attendance. The minutes of a public hearing shall include an identification of each member of the public who spoke and a summary of their comments. All communications, actions, and resolutions shall be attached to the minutes. The official records shall be deposited with the City Clerk when they become available.

## 6. SPECIAL COMMITTEES

6.1 Special Committees may be appointed by the Chairperson for purposes and terms which the COMMISSION approves.

## 7. OPEN MEETINGS AND FREEDOM OF INFORMATION PROVISIONS

7.1 All meetings of the COMMISSION shall be opened to the public and held in a place available to the general public.

7.2 All deliberations and decisions of the COMMISSION shall be made at a meeting open to the public.

7.3 A person shall be permitted to address a hearing of the COMMISSION under the rules established under Subsection 4.5, and to address the COMMISSION concerning non-hearing matters under the rules established in Section 4.8 to the extent that they are applicable.

7.4 A person shall not be excluded from a meeting of the COMMISSION, except for breach of the peace, committed at the meeting.

7.5 All records, files, publications, correspondences, and other materials are available to the public for reading, copying, and other purposes as governed by the Freedom of Information Act.

## **8. REPORTING**

The COMMISSION shall make an annual written report to the legislative body concerning its operations and the status of planning activities, including recommendations regarding actions by the legislative body related to planning and development.

## **9. AMENDMENTS**

These rules may be amended by the COMMISSION by a two-thirds vote of the entire membership of the COMMISSION during any regular meeting, provided that all members have received an advanced copy of the proposed amendments at least three (3) days prior to the meeting at which such amendments are to be considered and said amendments will be recommended to Council for approval.

**THESE BY-LAWS AND RULES OF PROCEDURES ARE ADOPTED ON  
THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2021 BY THE CARO CITY COUNCIL.**

---

Joe Greene , Mayor  
City of Caro

**By-Laws of the City of Caro  
Parks and Recreation  
Advisory Committee**

**Article I.  
NAME AND DESIGNATION**

The name of the Committee shall be the City of Caro Parks and Recreation Committee. (The Committee) The Committee shall make recommendations for City Parks and Recreations projects.

**Article II.  
PURPOSE**

The Parks and Recreation Liaison, as designated by City Council, shall be responsible for providing minutes of the Parks and Recreation meetings to City Council and will provide the Committee's recommendations to City Council. While the Committee shall serve solely as an advisory board, the recommendations that come from this Committee shall be taken into consideration by Council when making determinations on future Parks and Recreation projects.

**Article III.  
MEMBERSHIP**

All appointments are three-year terms expiring the third Thursday in November with 1/3 of memberships staggered for each year. Members shall be appointed by the Caro City Council following recommendations from the Committee.

The Committee shall consist of members representing the City of Caro.

**Article IV.  
MEETINGS**

- Section 1. Meetings will be held monthly or as deemed necessary by the Committee.
- Section 2. Meetings with four or more members shall constitute a quorum.
- Section 3. If a quorum of members is not present, no official business of the Committee shall be conducted until such a time when a quorum is present.
- Section 4. If a member of the Committee is absent from office for three (3) meetings in a row or more than twenty-five (25) percent of the meetings annually, or becomes ineligible, the Council may remove the member. The Committee Secretary, or acting Secretary in the absence of the elected Secretary, shall keep attendance records and shall notify the Council whenever any member of the Committee violates the required attendance.

**Article V.**  
**OFFICERS**

Section 1. The officers of this Committee shall consist of the Chairperson, Vice-Chairperson Secretary and City Council Liaison (appointed by the Mayor).

At the second meeting in November, the Committee shall select from its Membership, a chairperson, vice-chairperson and secretary who shall take office immediately and serve for a twelve (12) month period and who shall be eligible for reelection.

Nomination of officers shall be made from the Committee members and the elections shall follow immediately thereafter.

A candidate receiving a majority vote of the Membership present of the Committee shall be declared elected and shall serve for one (1) year or until his successor shall take office.

Vacancies in offices shall be filled immediately by regular session procedure

Section 2. The Chairman shall be the Presiding Officer of the Committee and shall perform all acts and duties required of the office, including presiding at all meetings of the members.

Section 3. The Vice-Chairperson, in the absence of the Chairperson , shall have the power and authority to perform all acts and duties required of the office, including presiding at all meetings of the members.

Section 4. The Committee shall designate a member to serve as Secretary to take minutes for the meetings.

Section 5. The City Council Liaison shall be a voting member of the Commission and in the absence of the Chairperson and Vice-Chairperson shall act as Presiding Officer.

Section 6. Any office vacancy may be filled for the balance of the term by a majority vote of the Committee as a whole.

Section 7. Members, including officers, shall serve without compensation.

Section 8. Members not physically present at meetings, but available via conference call shall have voting authority, if approved by a majority of members physically present.

**Article VI.**  
**DECISION MAKING**

Business of the Committee shall be governed by Robert's Rules of Order.

**Article VII.**  
**ETHICS**

Each member of the Committee shall be bound by and follow the City of Caro Code of Ethics as established in Ordinance 485 adopted by the Caro City Council. The provisions contained therein, as may be amended from time to time, are adopted by reference into these by-laws.

**Article VIII**  
**AMENDMENTS**

These by-laws may be altered, supplemented, amended, or repealed at any meeting of the members at which a quorum is present; provided that notice of such amendment is provided in the meeting notice sent to members.

**COUNCIL APPROVED 12-20-2021**

# 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 BATSCHEKE

## MEMORANDUM

**TO:** City Council  
**FROM:** Matthew S. Lane, City Manager  
**DATE:** December 17, 2021  
**RE:** P&R Recommendation: Remove Committee Members

---

### **BACKGROUND:**

As you may know many boards, commissions and committees frequently have trouble with member attendance and the ability to maintain a quorum to take action. It is the desire of the Parks and Recreation Committee to establish an attendance requirement for membership on the committee, which you will see in their updated by-laws.

The Parks and Recreation Committee members would like the City Council to take action to remove members who for a lack of interest and attendance are no longer active. Two members who have not been involved for many months were contacted and asked about their intentions. One submitted his resignation and the other did not respond.

### **RECOMMENDATION:**

It is the recommendation of the Parks and Recreation Committee to accept the written resignation of Jeffrey Molby from the Committee and to remove Leroy Hayward from the Committee for lack of interest and attendance.

### **MOTION:**

Option 1:

To ACCEPT the recommendation of the Parks and Recreation Committee to accept the written resignation of Jeffrey Molby from the Committee and to remove Leroy Hayward from the Committee for lack of interest and attendance.

Option 2:

To DECLINE the recommendation of the Parks and Recreation Committee

Option 3:

To POSTPONE action until the next Council Meeting.

# City of Caro

## Parks & Recreation

### Five-Year Master Plan

2022-2027



PREPARED BY:  
Nora Lipetzky, MPA  
Project Coordinator  
&  
Matthew S. Lane, MPA  
City Manager

### **Preparation and Adaptation:**

The 2023-2028 Parks and Recreation Five-Year Master Plan was developed during 2021 with assistance from numerous groups, community organizations, and individuals, many of whom will be mentioned and referred to in this document. The planning process and preparation of the document was overseen and facilitated by Nora Lipetzky, Project Coordinator, and Matthew Lane, City Manager. The facilitation of this document followed the Michigan Department of Natural Resources *Guidelines for the Development of Community Park, Recreation, Open Space, and Greenway Plans*.

### **Caro City Council**

Joseph Greene, Mayor

Bob Eschenbacher, Pro-Tem

Kory Batschke

Don Hall

Jill White

Emily Campbell

Tisha Jones-Holubec

### **Caro Parks & Recreation Committee**

Sean Smith, Chair

Tanya Batschke

Sue Ellen Greenlee

Jeff Molby

Leroy Hayward

Jill White, Liaison

### **City Manager**

Matthew S. Lane

### **Project Coordinator:**

Nora Lipetzky

## Contents:

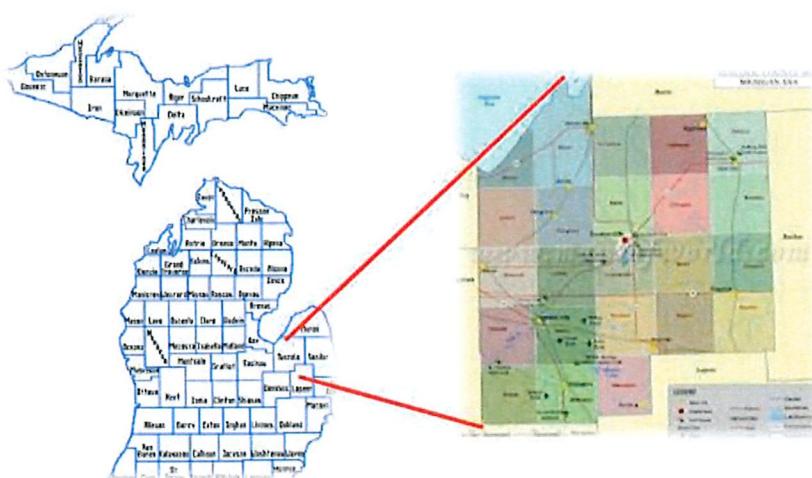
I. Community Description.....	3
Geography.....	3
Population Characteristics.....	3
II. Administrative Structure.....	6
Organizational Structure.....	6
Budget.....	8
Community Partners.....	8
III. Parks and Recreation Inventory.....	10
Caro City Parks.....	10
Almer Township Park.....	17
Indianfields Township Park.....	18
Other Area Parks and Recreation Resources.....	19
Standards Analysis.....	22
Accessibility Evaluation.....	27
IV. Planning Process.....	29
V. Public Input.....	29
Public Survey.....	29
Invited Public Meeting.....	37
VI. Goals and Objectives.....	40
VII. Action Plan.....	41
VIII. Appendices.....	45
a. Appendix A: Sources of Information, "Other" Comments.....	45
b. Appendix B: Public Input Open House, Results.....	46

## I. Community Description

### Geography:

The City of Caro is located in Tuscola County in Michigan's "Thumb" Region. Caro is located in the center of Tuscola County at the intersection of M-24 and M-81. The City of Caro is made up of 2.8 square miles of land straddling the Almer Township and Indianfields Township line.

Caro is the county seat of Tuscola County and is also the most populated area in the county.



### Population:

The City of Caro had a population of 4,328 at the 2020 US Census. This is a marginal growth since the 2010 US Census, which estimated a total population of 4,229. Caro has enjoyed a relatively consistent and level population since the 1980s. The population of Caro has remained above 4,000 residents since the US Census of 1980 with a small population deficit of 88 (2%) over the last thirty years. Neighboring communities fair different, with Indianfields Township reported population at 2,539 and Almer Township reported at 2,097 residents.

### Ethnic Composition:

The population of the City of Caro is over 93% white, according to the 2020 US Census and just over 4% Hispanic. Every other ethnic group makes up less than 1% of the population in Caro.

### Poverty:

Current census estimates indicate that about 19.5% of Caro households are at or below the federal poverty guidelines, including 27.2% of residents under the age of 18 and 22.1% of residents over the age of 65. This estimated percentage for the City of Caro is 6.5% higher than the state average for Michigan.

**Education:**

Over eighty three percent of Caro residents have a high school degree or higher. Over twelve percent have bachelor's, graduate, or professional degrees. 16.3% of the population over the age of 25 does not have a high school degree or equivalent.

**Households:**

30.7% of Caro households are married couple families. Many households are occupied by single residents. 35.4% of residents in Caro are married, while 21.9% of residents are divorced, and 29.6% of residents have never been married.

**Income:**

Median household income (and benefits) in Caro is \$34,167 although the median family household income is \$49,392. The median household income for the state of Michigan is \$59,584.

**Employment:**

Forty-nine percent of residents over the age of 16 are employed. The leading industries in the city are educational services, and health care and social assistance (35.2%), manufacturing (12.1%), and construction (8.7%). Other industries that residents are employed in include agriculture, forestry, fishing and hunting, and mining (3.7%), wholesale trade (5.3%), retail trade (7.8%), transportation and warehousing, and utilities (3.9%), information (1.5%), finance and insurance, and real estate and rental and leasing (3.9%), professional, scientific, and management, and administrative and waste management (2.2%), arts, entertainment, and recreation, and accommodation and food services (6.5%), public administration (1.5%), and other services (7%).

**Age:**

The median age of residents of Caro is 45.5 years. Over 23.0% of residents are over the age of 65. 80% of residents are between the ages of 18 and 64, with roughly 3.4% of residents under the age of 5. Caro is considered an aging community. Since 1980 the mean age of Caro residents has increased from 30.8 years during the 2000 US Census, to 39.6 years at the 2010 US Census. The 2020 US Census found that the median age of residents of Caro had surpassed the aggregated results from the 2010 US Census.

**Michigan:**

By comparison with the state of Michigan data<sup>1</sup>:

- Caro residents are older than the state average by 5.7 years.
- Caro has a much lower percentage of non-Caucasian and ethnic residents.

---

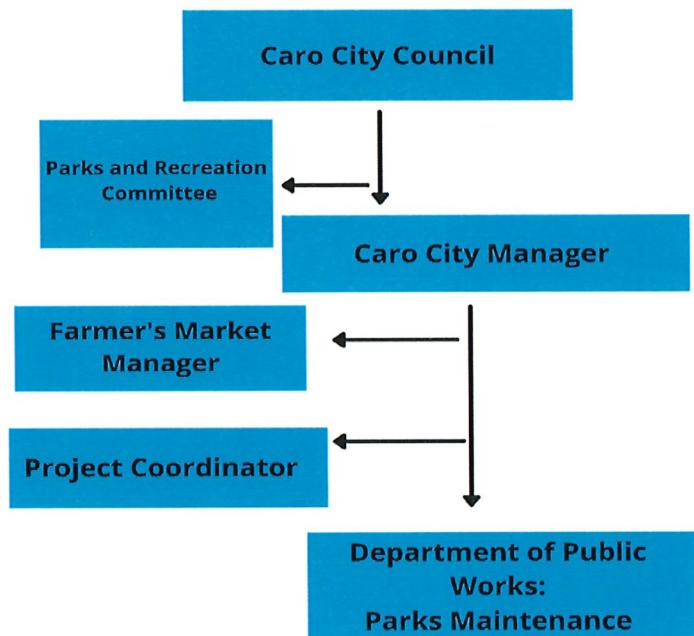
<sup>1</sup> [Census - Geography Profile](#)

- Caro has a higher proportion of senior citizens or residents over 65.
- Caro has a higher percentage of persons living in poverty.
- Caro has a lower average of persons with education beyond high school.
- Caro households have an income more than \$25,000 less than the state median.

Subject	Caro	Michigan
Ethnicity (% non-white):	6.1%	25.3%
Poverty (% population):	19.5%	13%
Education (High School or Higher): (Bachelor's, Master's, Professional):	87.5% 12.5%	70% 30%
Income: (Median Household):	\$34,167	\$59,584
Employment (% in labor force): (Not Employed):	49% 5.9%	58.7% 3.6%
Age (Median): (% 18 and younger): (% 65 and older):	45.5 years 19.5 years 23.0 years	39.8 years 21.5 years 17.7 years
With a Disability (Ages 18-64):	24.6%	14.3%

## II. Administrative Structure

### Organizational Structure:



#### City Council:

The City of Caro is organized as a Home Rule City in the State of Michigan. The City Council is made up of the mayor and six council members. Day-to-day operations of city government are handled by the City Manager.

Parks and Recreation in Caro is authorized under PA 56 of 1917; the Recreation and Playgrounds Act which is titled *AN ACT authorizing cities, villages, counties, townships and school districts to operate systems of public recreation and playgrounds.*

### **Parks and Recreation Committee:**

The Mayor and City Council approve and appoint the Parks and Recreation Committee (PRC) which is comprised of:

- Five members who live in the Caro School District or have at least one child attending the Caro Community Schools PLUS:
  - One member of the City Council serves as a liaison and is appointed by the mayor.

The PRC serves as an advisory body to the City Council and the City Manager. The PRC advises the Council and Director on matters including policy development, park improvement, park and recreation planning, and other issues as requested. The PRC holds monthly public meetings.

### **Parks:**

The Public Works Department provides maintenance support for Parks and Recreation and is responsible for mowing spaces including parks.

### **Recreation:**

The City of Caro dissolved the Parks and Recreation Director position and has implemented two part-time positions: Farmer's Market Manager and Project Coordinator. The two positions work together with the City Manager to accomplish recreation tasks.

The Farmer's Market Manager oversees day-to-day operations at the Caro Farmer's Market. While daily tasks include working with the Downtown Development Authority (DDA), vendors, and patrons of the Farmer's Market, the Farmer's Market Manager does, from time to time, works on recreational activities at the Farmer's Market, along with recreational activities at Atwood Park. The City of Caro recently completed construction on State Street Square, a state-of-the-art outdoor facility where the Farmer's Market is held. The facility can also be rented by residents and businesses and organizations for event usage.

The Project Coordinator works directly with the City Manager, City Council, Parks and Recreation, and the Farmer's Market Manager to oversee the development and completion of recreational-based activities. In the past, the City had contracted with a private service provider to plan, organize, and implement events and recreation programs for the City of Caro. The City Manager hired the part-time role of the Project Coordinator in order to remove the third-party planning service that the city had originally utilized.

The City will monitor the success of the two positions in order to determine if a newly structured Parks and Recreation Director is needed. Hiring seasonal personnel, recreation programming, and park maintenance have since been divided amongst the different positions within the organizational structure. Grant writing is divided between the Project Coordinator and City Manager.

**Budget:****Caro Parks & Recreation Budget**

Category	2018-2019	2019-2020	2020-2021
Operations & Maintenance	\$32,319.83	\$23,245.28	\$94,643.00
Programming	0	\$1,300.00	\$4,000.00
Capital Expenditures	0	0	\$350,000.00
<b>Total Budget</b>	<b>\$32,319.83</b>	<b>24,545.28</b>	<b>448,643.00</b>

It is important to note that the capital expenditures for fiscal year (FY) 2020-2021 are significantly higher than in years past due to the construction and development of Aqua Zone, a splash pad built at Bieth Park in Caro. Aqua Zone operates from Memorial Day to Labor Day each summer. The splash pad offers multiple water entertainment functions, as well as a large bucket that dumps water on users of the splash pad.

**Sources of Funding:**

Parks and Recreation receives primary funding from the City's general fund. User fees from recreation programs account for a minor portion of funding for parks and recreation. In addition to general fund allocations and user fees, parks and recreation includes donations from area businesses and organizations on a project-by-project basis. The City also applies for grant funding when appropriate.

**Community Partners:**

As is the case in most small communities, numerous organizations make up the fabric of parks, recreation and leisure services including the public sector, the non-profit sector, and the commercial sector. Caro is grateful to have several businesses, agencies, and organizations that play an active role in providing places, programs, and services to meet the needs of city residents.

- Caro Community Schools: The City and Caro Community Schools have a longstanding, and positive working relationship. The city and schools share facilities, work together on sports tournaments, camps, and special events.
- Caro Senior Shuffleboard Club: The Caro Senior Shuffleboard Club is an active community organization offering classes and competition in the local community as well as hosting regional and state-wide events in Caro. The Shuffleboard Club helps to promote

health lifestyles particularly for residents 50 and older. The Club makes use of city outdoor courts with city partnering to provide maintenance and improvements.

- Tuscola County Fair Board: The Fair Board works with the City to maintain and manage the fairground property. The Fair Board sponsors the Tuscola County Fair on property owned by the city.
- Caro Area Trails System Committee: The city supports the work of the Trails Committee to promote and advance a system of community trails and improve opportunities for walking, running, and riding.
- Caro Chamber of Commerce: Promotes the Caro community. Sponsors Cars and Crafts weekend, Gingerbread Village, and other community activities and events.
- Caro Exchange Club: The Exchange Club leases 35 acres of heavily wooded property from the City. The Exchange Club works to promote the use of the property for walking, wildlife viewing, and outdoor recreation. The property is also used by local schools and scout groups to study forest ecology and environmental education.
- Cass River Greenway Planning Committee: The City partners with the Greenway Committee. Cass River Greenway is an effort by a group of local volunteers, assisted by professional resources and municipal leaders, working to enhance recreational opportunities and the environmental well-being of the Cass River Corridor.
- Caro Baseball Federation: The Caro Baseball Federation (CBF) organizes and runs youth baseball and softball for Caro area youth. The CBF uses and maintains the Knights of Columbus ball field complex just east of Caro on M-81.
- Caro American Youth Soccer Organization (AYSO): The AYSO organizes and runs youth soccer program for Caro area youth and maintains fields located at Darbee Farmk Park just east of Caro on M-81.
- Caro Gun Club (Tuscola County Conservation Club): The gun club is a membership organization that leases 40 acres of city land. The gun club maintains facilities for shooting

sports and provides instruction and competition. The city supports the activities of the gun club.

- Caro Golf Club and Arrowhead Golf Club: Arrowhead is an 18-hole public course and Caro Golf Club is a 9-hole public course. Both courses provide opportunities for instruction, training, league play, tournaments, and open play.
- Caro Rotary Club: Raises funds for disc golf goals located at the fairground.
- Caro Moose Lodge: Baseball diamonds, campground, family recreation.
- Caro 150 Winterfest and Snowmobile Races: Started in 2009, the Caro Winter Fest (CWF) is a hometown festival featuring family fun, wintertime activities, professional snowmobile racing, and community happenings. The event typically takes place on the third weekend in January.
- Tuscola County Pumpkin Festival: The Tuscola County Pumpkin Festival is the premier fall festival in the Thumb of Michigan. The festival brings the beauty of fall to downtown Caro with painted and decorated pumpkins from area schools.
- Music in the Park: Atwood Park is the location for this longstanding Caro summertime favorite. Music in the Park is sponsored by the Downtown Development Authority and grants from the Tuscola County Community Foundation and is coordinated by local volunteers who plan the 13-week calendar of entertainment while the city manages the park for these events. Citizens arrive with lawn chairs that often overflow into the adjacent street.
- Indianfields Township Park: Indianfield Township Park, located just to the west of Caro on M-81, is a 67-acre mostly natural area along the bank of the Cass River. Indianfield Township Park includes opportunities for nature-based recreation, picnicking, hiking, river access, ball diamond, horseshoes, and volleyball.

- Almer Township Park: Darbee Farm Park is located just east of Caro on M-81 and includes seven soccer fields, two pavilions, a softball field, sand volleyball, basketball, playgrounds, and picnic areas.
- Tuscola County Technology Center/Tuscola ISD: The Technology Center makes its facilities and meeting spaces available for parks and recreation programs. Former students have participated in projects to enhance Caro parks including the construction of park signage. The Technology Center has also assisted with marketing recreation programs and conducting recreation interest surveys.

### **III. Parks and Recreation Inventory**

#### **Caro City Parks:**

The National Recreation and Park Association created a *Recommended Classification for Local and Regional Recreation, Open Space, and Trails*. These recommended classifications are reiterated by the Department of Natural Resources *Guidelines for the Development of Community Park, Recreation, Open Space, and Greenway Plans* handbook that guides park and recreation master planning in Michigan. In the case of the City of Caro, this classification system is being used.

#### **Neighborhood Parks:**

Neighborhood parks are generally about 5-10 acres, serving up to a  $\frac{1}{2}$  mile radius. They are the recreational and social focus of the neighborhood and typically consist of play equipment, open play areas, and sports fields. School sites often serve a similar purpose in communities.

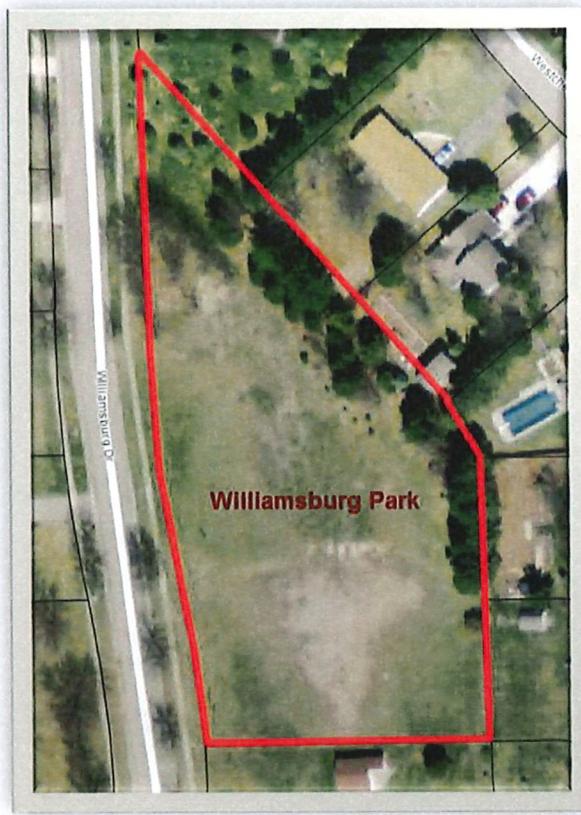
By their size and residential locations, three Caro city parks can best be classified as Neighborhood Parks. Williamsburg Park, Colonial Park, and Northwood Heights Parks were deeded to the city by the developers as a condition of the development of these neighborhoods. Each of these properties is 1.5 acres, slightly larger than the designation for a mini park. These properties have remained relatively undeveloped except for at Northwood Heights, which has a baseball backstop and soccer nets.



Table 2: Colonial Park



Table 3: Northwood Heights Park



**Table 4: Williamsburg Park**

### **Community Parks:**

A Community Park serves community-wide recreation needs. It is defined as serving a  $\frac{1}{2}$  to 3-mile radius, between 30 and 50 acres. These parks offer a diverse number of recreational opportunities.

Two city parks fit into the Community Park category: Bieth Park and Chippewa Landing Park. Being 20 and 16 acres respectively, they are small for community parks, but size is relative. The entire City of Caro is less than three miles across. Both parks have diverse recreation and leisure opportunities and were the “favorite” city parks based on the interest survey that was completed during the summer of 2016 for the Master Plan 2017-2022. Although both are located at the south end of the city, both are relatively accessible by surface street or sidewalk.

Bieth Park and the Tuscola County Fairground are both city-owned and the use areas are relatively inseparable. Bieth Park includes tennis courts, several playgrounds, basketball courts, shuffleboard facility, equestrian arena, a recently added splash pad, picnic pavilions, and restrooms.

There is one lighted softball field located in the infield of the fairground track that is used by area softball organizations sponsoring adult leagues. In addition, the Fairground property has a horse track, grandstands, and associated fairground buildings and stables.



Table 5: Bieth Park & Tuscola County Fairgrounds

Chippewa Landing Park provides numerous leisure opportunities for Caro residents. Fronting on the Cass River, the park provides opportunities for water-based recreation including fishing and boating. A hard-surface boat ramp provides access when the water level is sufficiently high. A fishing pier is located at the west end of the park. The Park also offers several playground areas, picnic shelters, grills, tables, and a dog park. For winter recreation, the park has a sledding hill. There are also some great wildlife viewing opportunities along the river where deer and waterfowl can be spotted regularly.



Table 6: Chippewa Landing Park

**Park Trail:**

Park trails are multipurpose trails located within greenways, parks, and natural resource areas. They focus on recreational value and harmony within the natural environment.

The Chippewa Landing Park trail is 1.1-mile paved trail that runs through Chippewa Landing Park and crosses the Cass River in two locations. The trail follows a pathway and boardwalk along M-24, passes through the park, then re-crosses the Cass River on a pedestrian bridge. The trail then connects to Columbia Street, Frank Street, and back to M-24.

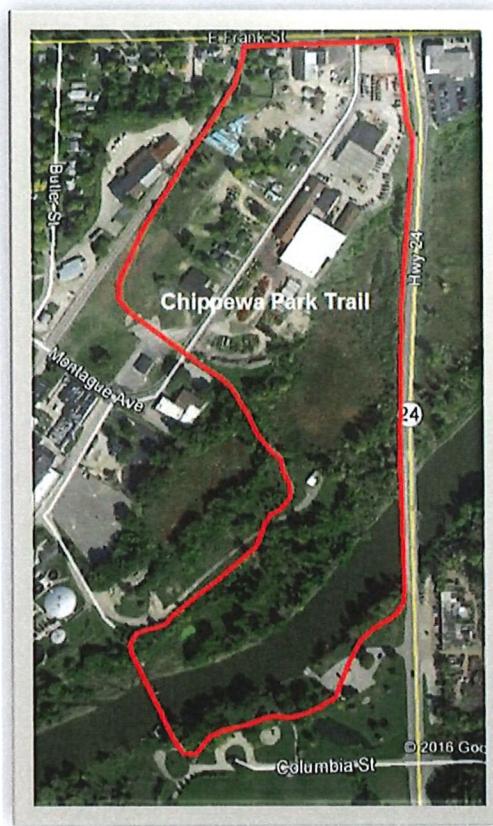


Table 7: Chippewa Landing Park Trail

#### Natural Resource Area:

Natural resource areas are lands that are set aside for preservation of significant natural resources, remnant landscapes, open space, and visual aesthetic character, or buffering.

The Caro Exchange Club leases 45 acres of heavily timbered property on the southeast corner of M-24 and Gun Club Road. The Tuscola County Conservation (Gun Club) leases 40 acres.

The Exchange Club maintains and manages 45 acres on this public property in partnership with the city to provide opportunities for nature-based recreation, hiking, wildlife viewing, nature, interpretation, environmental education, and outdoor recreation.



Table 8: Exchange Club Forrest and Caro Gun Club

#### Special Use Areas:

Special use areas cover a broad range of parks and recreation facilities oriented toward single purpose use.

Four city park properties seem to fit this classification best: Noble Boulder Garden, Memorial Gardens, and Botanical Gardens offer quiet, introspective, and meditative leisure opportunities for city residents. Atwood Park offers a quiet place near downtown with benches, attractive landscaping, and a small gazebo. Atwood is primarily known as the location for Music in the Park during the summer months.



Table 9: Noble Boulder Garden



Table 10: Atwood Park (L) and Memorial Garden (R)

#### Caro School Parks & Facilities:

Schools are also public property. Although primarily for educational use, school properties provide additional recreation and leisure opportunities for residents of the city and surrounding community.

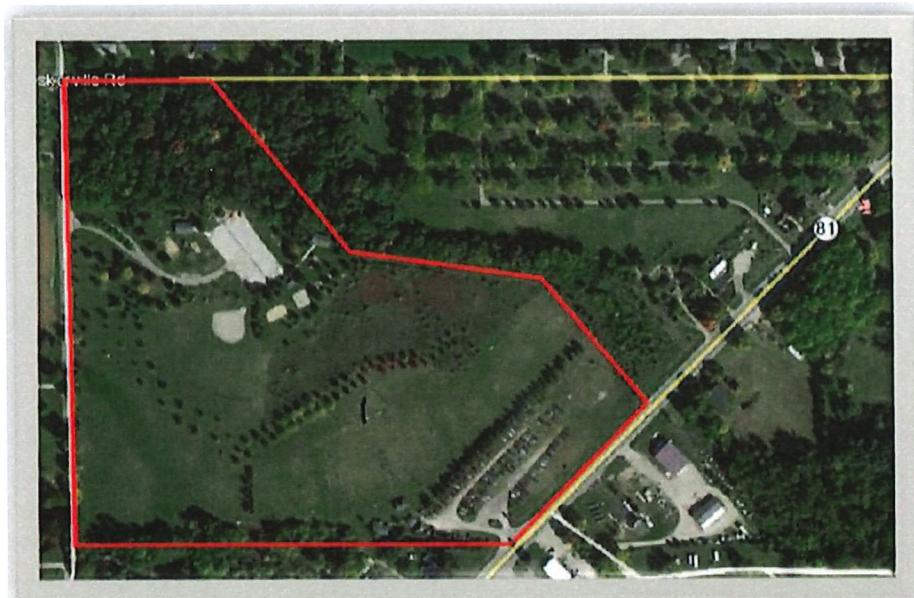
The Caro Community School District includes four properties: a high school, a middle school, and two elementary schools. In addition, the Tuscola County Intermediate School District's Highland Pines School for special needs students is in the City of Caro.

All of the city schools have gyms, the elementary schools have playgrounds that may be used for community recreation on a space available basis.

### **Almer Township Park:**

Almer Township Park, located just east of Caro, provides numerous opportunities for active and passive recreation including ballfields, volleyball and basketball courts, horseshoes, playground equipment, open field space, picnic areas and pavilions.

The southeastern third of the park hosts seven soccer fields, a pavilion, clubhouse, and concession stand that are home to the Caro American Youth Soccer Organization (AYSO) programs.



**Table 11: Almer Township (Darbee Farm) Park**

### **Indianfields Township Park:**

Indianfields Township Park, located just west of Caro, offers excellent opportunities for natural resource-based recreation with access to the Cass River. The Park includes trails, picnic sites and pavilions.

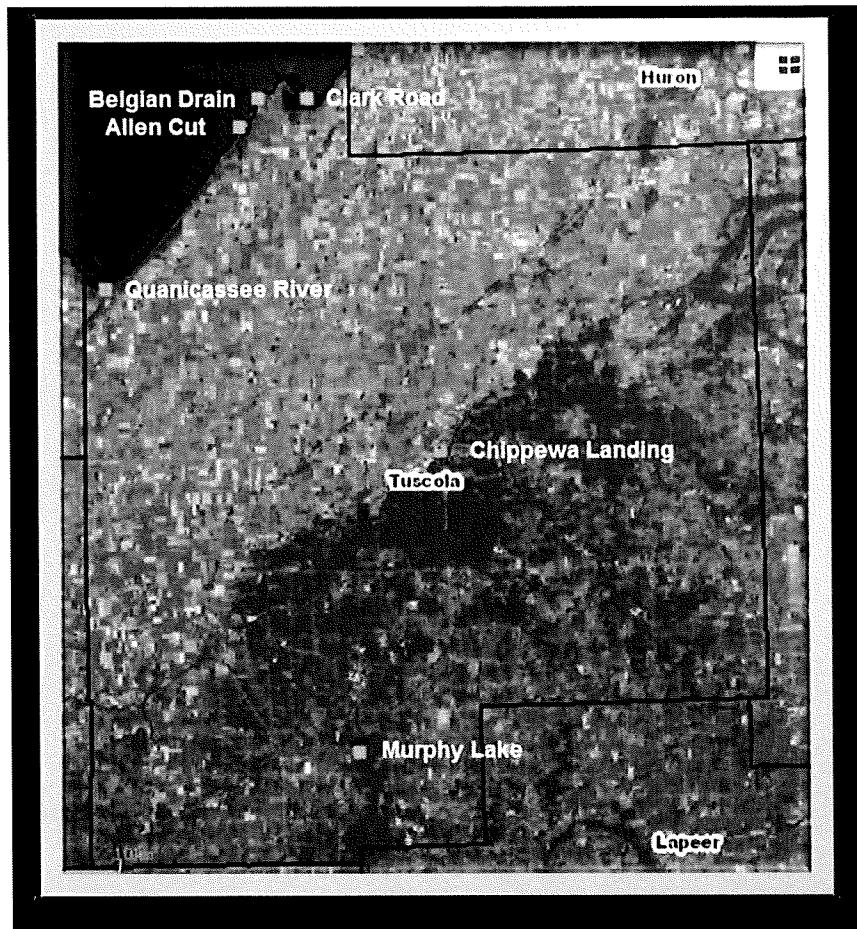


**Table 12: Indianfield Township Park**

**Other Area Recreation & Park Resources:**

**Natural Resource Areas:**

The Michigan Department of Natural Resources (DNR) maintains public access at five sites in Tuscola County.



In addition, several other municipalities and townships also maintain access points on lakes and rivers including:

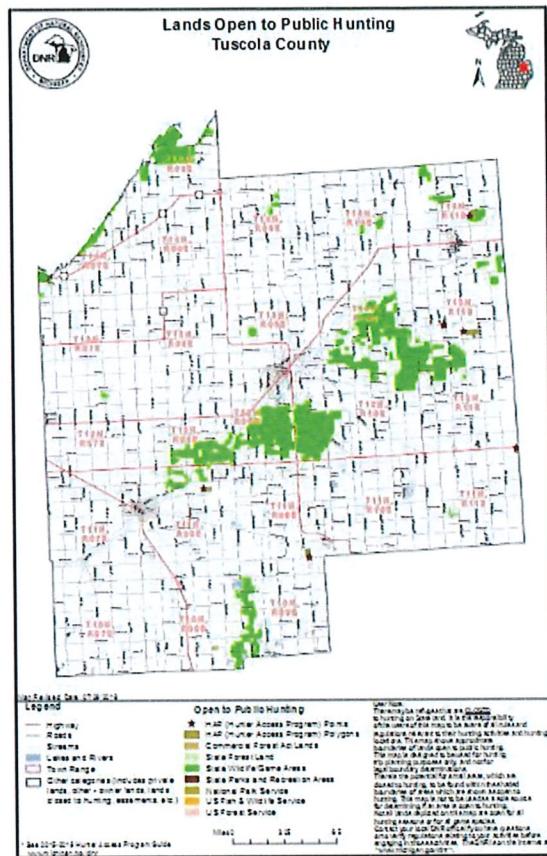
- Anderson Ponds
- Cat Lake
- Fish Point State Wildlife Area

State fish and game areas in Tuscola County include:

- Almer Township State Game Area
- Cass City State Game Area (western portion; majority)
- Clark Lake State Game Area
- Columbia Township State Game Area

- Deford State Game Area
- Denmark Township State Game Area
- Elmwood Township State Game Area
- Fish Point State Wildlife Area
- Gagetown State Game Area (southern portion; majority)
- Murphy Lake State Game Area
- Quanicussee State Wildlife Area (eastern portion)
- Tuscola State Game Area
- Vassar State Game Area

The greater portions of state lands open for hunting are located just east and south of the City of Caro.



While Tuscola County is currently undergoing their master plan, the 2017-2022 Tuscola County Parks and Recreation Master Plan contains a detailed inventory of Township, Village, and City Parks and Recreation areas within Tuscola County. Items such as the recently added splash pad and dog park in the City of Caro are not reflected in this inventory. The inventory is subject to change as Tuscola County undergoes their master plan.

- Tuscola County Park and Recreation Inventory-Continued**
- The County of Tuscola has the following Public Park and Recreational Opportunities of which are esteemed and treasured assets to Tuscola County.
- Village of Akron
    - Akron Park
  - Township of Amer
    - Amer Township Hall (Darbee School)
    - Darbee Farm Park
    - AVSO Soccer Park
    - Amer Township Park
  - Argo Township
    - Arthur Latham Park
  - City of Card
    - Arwood Park
    - Beth Park (Tuscola County Fairground)
    - Chippewa Landing Park
    - Colonial Park
    - Williamsburg Subdivision Park
    - Northwest Heights Park
  - Village of Cass City
    - Cass City Recreation Park
    - Cedarwood Park
    - Cass City Walking Trail
  - Village of Fairgrove
    - Fairgrove Community Park
    - Mulberry Park
  - Village of Gagetown
    - Village Park
  - Township of Gifford
    - Gifford Township Park
  - Township of Indiana
    - Indiana Township Park
  - Village of Kingston
    - Kingston Memorial Park
  - Township of Millington
    - Arthur Latham Park
  - Village of Millington
  - As depicted on the following page on Map 4 the County of Tuscola has the following school districts
    - Akron Fairgrove Schools
    - Card Community Schools
    - Cass City Public Schools
    - Frankenmuth School District – portion of Township of Tuscola
    - Kingston Community Schools
    - Marlboro Community Schools – portion of Township of Hoytton
    - Arthur Latham Park
    - Southern Links Trailway
      - Linear Trailway Park comprised of regional and intergovernmental cooperative agreements
    - Village of Mayville
      - Chmer Park
      - Bodes Park
    - Village of Reese
      - Reese Community Park
      - Reese Memorial Park
    - Tuscola Township
      - Community Park
    - Village of Unionville
      - Unionville Community Park
      - Kemp Memorial Park
    - City of Vassar
      - Harper Park
      - Hillside Park
      - White Birch Park
      - McKinley School Park
      - Vassar Lioni's Park
      - Vassar Riverbend Park
      - Vassar Riverbend RV Park
      - Ivan Middleton Hall
      - Vassar Memorial Park
      - Vassar Rail Trail
      - Vassar Fair Grounds
    - Township of Vassar
      - Vassar Township Park (new community park under development)
    - Watertown Township
      - Fostoria Park
      - North Lake Murphy Park

**Figure 1: Tuscola County Inventory<sup>2</sup>**

### Standards Analysis:

Standards offer a method of making a general comparison of the recreation and park assets of a given community with a *national average*. Standards were developed in the 1960s and 1970s by a national park and recreation organizations to provide useful data for park and recreation planning. Standards most used are Park Land Standard, which measures the amount of park land needed, and the Activity Area Standard, which measures the types and number of recreation activity types in a community.

<sup>2</sup> Tuscola County Parks and Recreation Master Plan 2017-2021



#### **Park Land Standard:**

The City of Caro owns 43 acres of park space. Of that 38.5 acres are developed park spaces. The long-standing standard for park land for communities has been between 6.25 and 10.5 acres of developed land per 1,000 residents. Based on Caro's population of 4,328, Caro has 9.1 acres of developed park land per 1,000 residents: well within the recommended standard.



#### **Recreation Activity Area Standard:**

Between the assets owned by the City of Caro, Caro Public Schools and other community organizations, the City of Caro meets or exceeds recommended standards for most activity types. For example, between the city, the schools and other organizations, there are 4 baseball and 9 softball fields serving the city, but the standard would suggest only 2 baseball (1 youth and 1 regulation) and 1 softball field.

It should be noted the activity area standards should be looked at with caution as participation trends and populations have changed significantly since the standards were created and many currently popular recreation activities were not represented in the original standards: I.e., splash pad, dog park, disc golf, etc.

Classification	Size	Service Area	Acreage
(1) Mini-Park	2,500 S.F. to 1 Acre	Less than $\frac{1}{4}$ mile distance in residential settings	0.25 to .5 ac./1000
(2) Neighborhood Park	1 to 15 Acres	One neighborhood to $\frac{1}{4}$ to $\frac{1}{2}$ mile radius	1.0 to 2.0 ac./1000
(3) Community Park	16-99 Acres	Several neighborhoods to 2-mile radius	5.0 to 8.0 ac./1000
(NA) Metropolitan Park	100-499 Acres	Several communities within 1 hours drive	5.0 to 10.0 ac/1,000
(NA) Regional Park	500+ Acres	Several communities within 1 hour' drive	Variable
(6) Special Use Areas	Varies depending on size	No applicable standard	Variable
(7) Linear Park/Linkages	Sufficient width to protect resources and provide maximum usage	No applicable standard	Variable

\*\*\* NA: Park Type not applicable in City of Caro\*\*\*

**Table 14: Park Type Legend**

**Table 15: Parks & Recreation Inventory**

**City of Caro Parks/Facilities:**

Williamsburg Park: 1.5 Acres, Ownership: City of Caro, Undeveloped Open Space

Colonial Park: 1.5 Acres, Ownership: City of Caro, Undeveloped Open Space

Atwood Park: Special Use Park; 0.75 acres; Ownership: City of Caro; 2 pavilions/shelter; Comments: bench seating, gardens.

Northwood Heights Park: 1.5 Acres, Ownership: City of Caro, 1 Baseball field, Undeveloped Open Space.

Bieth Park: Community Park; 20 acres; Ownership: City of Caro; 2 ball diamonds; 2+ basketball courts. 2 tennis courts; 4 horseshoe pits; playground equipment; 1 open playfield; 1 picnic area; 2 pavilions/shelters; 1 restroom\*, Comments: disc golf, shuffleboard courts, riding arena, splash pad.

\*Restrooms locked.

Chippewa Landing Park: Community Park; 16 acres; Ownership City of Caro; Playground Equipment, River access/boat launch\*, Picnic area, 3 pavilions/shelter, 1\* restroom (portable), walking trail; Comments: Sledding hill, boat ramp, fishing pier, BBQ pits, portable restrooms, dog park.

Noble Bolder Park (Garden): Special Use Park; 0.25 acres; Ownership: City of Caro; Comments: Bench seating, gardens.

Memorial Gardens: Special Use Park; 0.5 acres; Ownership: City of Caro; Comments: Bench seating, gardens.

Botanical Gardens: Special Use Park; 1 acre; Ownership: City of Caro; Comments: Bench seating, gardens.

Chippewa Landing Park Trail: Ownership: City of Caro; Comments: 1.1-mile paved trail passing through Chippewa Landing Park.

**School Properties & Facilities:**

McComb Elementary: School Park; 2 acres; Ownership: School; 1 basketball court; Playground equipment; open playfield.

Schall Elementary: School Park; 1.5 acres; Ownership: School; 1 basketball court; Playground equipment; open playfield.

Caro Middle School: School Park; 1 acre. Ownership: School; 2 basketball courts.

Highland Pines School: School Park; 2 acres; Ownership: School; 1 Football/Soccer field; 2 open playfields.

Caro High School: School Park; 7 acres; Ownership: School; 2 ball diamonds; 2 basketball courts; 1 football/soccer field; 2 open playfields; 1 pavilion/shelter; Comments:  $\frac{1}{4}$  mile track, indoor pool.

Tuscola Technology Center: School Park; Ownership: County.

**Other Local Parks & Facilities:**

Tuscola County Fairground: Special Use Area; 20 acres; Ownership: City of Caro; 1 Ball Diamond; 1 pavilion/shelter; 3 restrooms; Comments: Horse track, stables show arenas.

Knights of Columbus Ball Diamond Complex: Special Use Area; 8 acres; Ownership: Private; 7 ball diamonds; 1 pavilion/shelter; 1 restroom; Comments: concession stand.

Indianfields Township Park: Community Park; 67 acres; Ownership: Township; 1 ball diamond; 1 volleyball court; 4 horseshoe pits; playground equipment; open playfield; river access/boat launch; picnic area; 4 pavilions/shelters; 2 restrooms; walking trail.

Darbee Farm Park: Community Park; 40 acres; Ownership: Private; 1 ball diamond; 1 basketball court; 1 volleyball court; playground equipment; open playfield; picnic areas; 1 restroom; walking trail.

Caro Exchange Club Forest: Special Use Area; 45 acres; Ownership: Private; walking trail; Comments: Natural area with interpretive trails.

Caro Gun Club: Special Use Area; 40 acres; Ownership: Private; Comments: Private membership club.

Arrowhead Golf Course: Special Use Area; Ownership: Private; Comments: 18-hole golf course.

Caro Golf Club: Special Use Area; Ownership: Private; Comments: 9-hole golf course.

#: Recreational facilities available to the public.

\*: Open field areas not maintained for a particular sport activity.

### **Accessibility Evaluation:**

Department of Natural Resources planning guidelines place a great deal of emphasis on Barrier Free access to parks and recreation areas. City parks underwent an ADA assessment in 2009.

The Department of Natural Resources strives for communities and parks and recreation divisions to aim for the seven principles of universal design. Parks that are designed with the principles of universal design are typically new constructions and keep the following principles in mind:

1. Equitable use: Design of projects and assets keep in mind accessibility for users with all abilities.
2. Flexibility in Use: The design accommodates choice in use and a diverse range of individual abilities.
3. Simple and Intuitive Use: Use of the design is easy to understand, regardless of barrier.
4. Perceptible Information: The design communicates what is necessary for the user to know in a way that any resident, regardless of sensory abilities, could understand.
5. Tolerance for Error: The design minimizes as many unintended or adverse consequences as possible.
6. Low Physical Effort: The design has a low impact and can be used comfortably with minimal fatigue.
7. Size and Space for Approach and Use: Size and space is appropriate for any person within the demographic, regardless of body size or shape.

Visual inspection of the parks made during the inventory process reiterates the need to take additional steps to make parks more accessible. There is evidence that improvements have been made since 2009. This accessibility evaluation evaluates the six parks within City of Caro limits: Atwood Park, Bieth Park, Chippewa Landings Park, Williamsburg Park, Colonial Park, and Northwood Heights Park.

Park	Rating	Comments
Atwood	3	Lacks accessible parking and portable restroom usage, access to benches lacks direct pathway for wheelchair access.
Bieth	2	Playgrounds lack wheelchair accessibility and other similar features for equal access; pavilions, picnic tables, grills, and splash pad do not have an accessible pathway, lacks accessible parking and portable restroom usage.

Chippewa Landing	3	Lacks accessible parking and portable restroom usage. Chippewa Trail lacks benches for resting at appropriate intervals. Playground equipment lacks accessible pathway.
Colonial	N/A	Not developed.
Northwood Heights	2	Minimally developed. Lacks accessible parking and signage. Playground and sports equipment are not accessible.
Williamsburg	N/A	Not developed

**Standards Key:**

1. None of the facilities/park areas meet accessibility guidelines.
2. Some of the facilities/park areas meet accessibility guidelines.
3. Most of the facilities/park areas meet accessibility guidelines.
4. The entire park meets accessibility guidelines.
5. The Park was developed/renovated using principles of universal design.



(1) Grill does not have accessible walkway for use.



(2) Benches do not have accessible pathways for use.



(3) Playground equipment is not accessible to all for use.



(4) Splash Pad does not have accessible pathway

## **IX. Planning Process:**

The planning process undertaken complies with the Guidelines for the Development of Community Park, Recreation, Open Space and Greenway Plans published by the Michigan Department of Natural Resources.

The planning process began on July 15, 2021, with an initial meeting between the City of Caro Project Coordinator and the City Manager. Due to the recent creation of the Project Coordinator role, the City Manager opted to have the Project Coordinator work to complete the five-year master internally. Background research (community description, administration and financial structure, recreation inventory) and public input (needs & interest survey, public input meeting) began in August.

## **X. Public Input:**

Two primary methods of public input were chosen: a needs and interest survey and a public input meeting.

### **Public Survey:**

With input from the Parks and Recreation Committee and the City Manager, a short survey was completed. The goal of the survey was to identify prior growth within the community, as well as development priorities for the City to focus on within the next five years.

The survey opened to the public on September 21, 2021. Both an online survey created through Survey Monkey and an identical paper survey were created. Paper copies of the survey were

available at Caro City Hall. The Parks & Recreation Committee members also helped to distribute paper copies at the Tuscola County Pumpkin Festival, an annual festival in Caro. The event took place from October 1-3, 2021. The survey was left open three and a half weeks and closed on October 15, 2021.

### **Survey Results:**

253 participants completed the parks and recreation survey between September 21 and October 15, 2021. Respondents overwhelmingly utilized the online version of the survey, with 239 respondents completing the survey online and 14 respondents with a paper version. Respondents represented a wide range of both local residents and individuals who frequently visit the City of Caro. The survey notably attracted more residents and visitors to complete the survey, with only 110 respondents having completed the needs and interests survey back in 2016 for the 2017-2022 Master Plan. This could be attributed to a variety of options, such as a better overall reception of city council members and city employees, diversity of questions, and/or more accessibility to the survey.

It is important to note that based on mixed results and possible confusion experienced in the 2017-2022 master plan, the Parks and Recreation Committee and Project Coordinator opted to combine Bieth Park and Tuscola County Fairgrounds (hereby referred to as Bieth Park/The Fairgrounds). This was decided on since Bieth Park and The Fairgrounds are located on the same property and are practically inseparable in reference.

### **Residence:**

Respondents were asked to identify where they live. 46.61% of respondents answered that they lived within the City of Caro, representing most of the respondents. The second largest group of respondents' residences was Indianfields Township, with 26.50% of respondents selecting this option. Uniquely, 64 respondents, or 25.50%, of respondents selected that they lived within Tuscola County, but not within Caro or neighboring townships. This is an indicator that while people may not live within Caro, however, that people are intentionally coming to Caro to enjoy the parks and recreational activities.

Answer Option	Response Percent	Response Count
City of Caro	46.61%	117
Almer Township	22.22%	26
Indianfields Township	26.50%	31
Juniata Township	0.04%	9
None of the Above, but within Tuscola County	25.50%	64
None of the Above, I reside in a different county	0.01%	2
Other	0.01%	2

**Table 17: Where Respondents Live**

**Respondents Age:** The largest group of survey respondents were 31-40, with 26.70% of respondents identifying within this age group. Between 19-70, most age groups were represented fairly equitably in responses, with the 19-30 age group following in second, with 21.12% of respondents identifying within this age group.

Answer Option	Response Percent	Response Count
5-12	0.01%	2
13-18	0.01%	3
19-30	21.12%	53
31-40	26.70%	67
41-50	18.73%	47
51-60	12.35%	31
61-70	14.34%	36
70+	0.05%	12

**Table 18: Respondents' Age Demographic**

**Proximity to a City Park:** The majority of respondents indicated that they lived closest to Chippewa Landings Park (37.45%) and Bieth Park/The Fairgrounds (33.86%), indicating that most survey respondents live on the south end of town.

Answer Option	Response Percent	Response Count
Bieth Park/The Fairgrounds	33.86%	85
Williamsburg Park	4.01%	10
Northwood Heights Park	4.01%	10
Chippewa Landings Park	37.45%	94
Colonial Park	0.08%	2
Atwood Park	20.32%	51

**Table 19: Proximity to a City Park**

**Parks Frequentied:** Bieth Park/The Fairgrounds was the clear choice, with 180 respondents (71.71%) naming the park as the park they utilize the most. Following behind in a close second was Chippewa Landings Park, with 147 respondents (58.8%) selecting the park as their most frequented park. Both parks have a number of options for residents and visitors to take advantage of, such as walking trails, covered pavilions, playgrounds, sports facilities, boat launch access, along with a recently added splash pad and dog park at each respective park. The least used park properties were the undeveloped parks: Williamsburg Park, Colonial Park, and Northwood Heights Park. All three parks are, for the most part, undeveloped, with the exception of Northwood Heights offering soccer nets and a baseball mound.

Answer Option	Response Percent	Response Count
Bieth Park/The Fairgrounds	71.71%	180
Williamsburg Park	0.28%	7
Northwood Heights Park	0.32%	8
Chippewa Landings Park	58.8%	147
Colonial Park	0.24%	6

Atwood Park	19.2%	48
-------------	-------	----

**Table 20: Parks Frequent**

**Recreational Festival Attendance:**

Respondents were asked to identify which recreational festivals within the City of Caro they attend the most. This was a question created by the local boards who oversee and facilitate each respective festival. Respondents were able to select more than one option if they attended more than one festival annually. An overwhelming majority of respondents selected the Pumpkin Festival as the recreational festival they attend most frequently, with 152 respondents (60.56%) selecting the festival that they attend the most annually.

Answer Option	Response Percent	Response Count
Tuscola County Fair	27.49%	69
Pumpkin Festival	60.56%	152
Cars & Craft	6.77%	17
Snow Fest	0.12%	3
None of the Above	9.16%	23

**Table 21: Recreational Festivals Frequent**

**Opinions About Caro Parks:**

Respondents were asked to gauge their agreement or disagreement with certain statements regarding Caro City Parks. A five-point scale ranging from 5 (Strongly Agree) to 1 (Strongly Disagree) was utilized.

Statement	5 (Strongly Agree)	4 (Agree)	3 Indifferent	2 (Disagree)	1(Strongly Disagree)	Rating Average
I feel that Caro parks are well maintained.	51	106	55	16	5	3.78
Caro parks contribute to the livability of the community.	106	84	35	5	3	4.22
I feel my family is safe when visiting and/or traveling to city parks.	108	90	28	7	0	4.31
I feel like the city needs to acquire	64	42	64	35	26	3.34

additional land for park development.						
I feel like city parks offer something for everyone in the community.	65	72	58	32	6	4.23
Caro residents have adequate access for river-based recreation.	28	55	76	50	24	3.01
Caro parks offer adequate opportunities to improve one's health and fitness.	46	74	74	31	8	3.51
The city is doing a good job of improving city parks.	71	89	51	17	4	3.89
Caro parks contribute to a sense of pride in the community.	98	84	36	11	4	4.12
Between the city and other local organizations there is an adequate range of recreational opportunities for all residents in Caro.	36	65	86	33	13	3.33

**Table 22: Opinions About Caro Parks**

Respondents gave the highest overall rating to the following statement: “*I feel my family is safe when visiting and/or traveling to city parks*” (4.31). Other notable high ratings included: “*Caro parks contribute to the livability of the community*” (4.22) and “*I feel like city parks offer something for everyone in the community*” (4.23).

Respondents gave the lowest overall rating to the following statement: “*Caro residents have adequate access for river-based recreation*” (3.01). An adequate range of recreational opportunities for all residents in Caro was also ranked low (3.33), followed by the acquisition of new land for parks and recreational development (3.34).

It is important to note that on the scale provided for respondents, the number “3” represents an indifference to the statement, meaning that the respondent neither agreed nor disagreed with the statement. While statements were ranked as the “lowest” rated statement, no individual statement were rated at or below a 3.00 rating. This means that, overall, respondents indicated some agreement or positive association with the statement.

#### **Priorities for Park Improvements:**

Respondents were asked to rank priorities for the City of Caro to work on regarding park improvements. A scale of 5 (Highest priority) to 1 (Lowest Priority) was utilized.

Statement	5 (Highest Priority)	4 (High Priority)	3 (Indifferent)	2 (Low Priority)	1 (Lowest Priority)	Rating Average
Acquire more land for parks.	35	40	74	37	36	3.02
Develop existing undeveloped park lands.	102	84	26	6	5	4.22
Expand and develop access to trails.	114	69	30	9	1	4.28
Develop additional river access opportunities.	90	69	40	18	6	3.98
Replace current recycling center location with a community center.	90	42	41	25	24	3.65
Improve parking at parks.	53	50	76	29	15	3.43
Improve restrooms at parks.	128	68	27	0	0	4.45
Improve access to park facilities for persons with disabilities.	79	71	61	9	3	3.96

Develop a community garden within Caro.	59	47	69	26	23	3.42
Develop space for recreational and/or rustic camping.	74	54	45	29	22	3.58
Develop more recreational sports activities, such as sand volleyball.	78	69	49	21	7	3.85
Develop a skate park and/or ice rink.	99	51	43	18	11	3.92
Improve the beautification of natural resources at parks.	86	78	49	4	6	4.05
Provide more volunteer opportunities.	47	71	77	20	8	3.58

**Table 23: Priorities for Park Improvements**

The preferred priority for current and future park improvements is to improve restrooms at parks (4.45). Currently, portable restrooms exist at most parks within the City of Caro. Within the last few years, there has been a push for at least the two most utilized parks, Bieth Park/The Fairgrounds and Chippewa Landings Park, to have stationary public restrooms that are maintained by the Department of Public Works or a third-party cleaning service. Three other priorities scored above a 4.0 from respondents: “develop existing undeveloped park lands” (4.22), “develop and expand access to trails” (4.28), and “improve the beautification of natural resources at parks” (4.05).

During the summer of 2021, the Parks and Recreation committee distributed a community involvement and engagement survey, where community members within the City of Caro were able to write down improvements they wished to see within the City’s parks and recreational activities. This survey was not conducted as a part of this master plan, but to gauge priorities and ideas that the Parks and Recreation Committee could explore within the near future. The survey yielded 35 responses and assisted greatly in adding additional priorities for parks improvement to the needs and interest survey. The last five questions on the needs and interest survey that respondents were asked were derived from the community involvement and engagement survey that the Parks and Recreation Committee conducted.

## Priorities for Programs & Services:

Respondents were asked to prioritize which programs and services they would like the city to offer in the upcoming years. A scale of 5 (highest priority) to 1 (lowest priority) was utilized.

Teen programs were rated the highest priority for programming and services (4.25), followed by sports programs for children (4.16) and wellness and fitness programs (4.15). In the previous needs and interest survey, wellness and fitness programs were rated the top priority by residents for programs and services. While this type of program does remain in the top three high priority programs for respondents, there has been a shift towards more activities for residents and visitors under the age of 18.

Program	5 (Highest Priority)	4 (High Priority)	3 Indifferent	2 (Low Priority)	1 (Lowest Priority)	Rating Average
Nature-Based Programs	80	86	43	8	2	4.07
Sports Programs for Adults	55	82	61	11	10	3.74
Sports Programs for Children	100	75	30	8	6	4.16
Arts & Crafts Programs	75	78	47	12	7	3.92
Wellness & Fitness Programs	87	90	33	6	3	4.15
Cultural Programs	61	83	53	13	9	3.79
Teen Programs	108	69	34	5	3	4.25
Adult Senior Programs	89	69	44	8	9	4.01
After-School Programs for Children	97	74	33	8	8	4.11
Literacy Programs	64	83	48	10	15	3.78

**Table 24: Priorities for Programs & Services****Sources of Information:**

Respondents were asked to indicate where they find information about events happening throughout the city the most. Respondents were able to select more than one option for this question. Social media pages or groups, such as the different City of Caro Facebook Pages, were the leading source of information for respondents, with 154 respondents (70%) selecting this option. Other popular options were the City of Caro website (9.09%) and Signage, Word of Mouth, or Observation (12.27%). Radio (1.36%), City of Caro Public Access Television Channel (0.09%), and the Tuscola Tech Center (0.05%) were the least popular sources of information.

10 respondents selected the “Other” option, which makes up 4.55% of respondents. Initially, this question had only allowed respondents to select one option, and two respondents used the comment section to report the error. This error was quickly corrected and allowed future respondents to select more than one option. The comments from the “Other” option have been included in Appendix A for review. Notable options that already did not fit in one of the prescribed categories below include the Caro District Library, Caro Farmer’s Market, City of Caro City Council Meetings, and Tuscola County 4-H program.

Response	Response Count	Response Percent
City of Caro Website ( <a href="http://www.carocity.net">www.carocity.net</a> )	20	9.09%
Social Media Pages or Groups (City of Caro Facebook Page, Bieth Park Facebook Page, Etc.)	154	70%
Flyers and/or Brochures	7	3.18%
Newspaper	17	7.73%
Signage, Word of Mouth, Observation	27	12.27%
Radio	3	1.36%
Caro Schools	8	3.64%
City of Caro Public Access Television Channel	2	0.09%
Tuscola Tech Center	1	0.05%
Other	10	4.55%

**Table 25: Sources of Information**

### **Invited Public Meeting:**

The City of Caro hosted a public input open house on November 10, 2021, at the Caro City Fire Hall. This location was selected as it was a neutral and accessible location for residents to attend. The event was held from 5:30-7:00PM and was designed as an open house, where participants could come and go as they pleased. City employees were also there to meet with residents who had any concerns regarding either the survey or happenings in the city. The public input open house was advertised using multiple forms of advertisement. The event was advertised on the City of Caro's Facebook page, along with other local entities, such as the Caro Farmer's Market and Caro Chamber of Commerce. Flyers were also advertised on the bulletin board at City Hall and were available to take when visiting City Hall.

Prior to the public input open house, the Caro Parks & Recreation Committee had met to discuss what type of ideas they would like to see achieved in the next five years and in what timeline. The list derived from that meeting was presented at this public input open house for residents to prioritize what was most important for them. Residents were presented with boards that contained different ideas to gauge their interest. They were then asked to rank how important these ideas were to them with post-it notes based on a color-coded system. The following color coding was used:

- Pink: Should be done immediately (within a year or less).
- Yellow: Should be done in the short-term (within 1-2 years).
- Green: Should be done in the medium-term (within 3-4 years).
- Blue: Would like to see it done but could be done at any point in time.

The following ideas were divided based on different categories for ease of access for residents to vote on items.

#### **Teen Programs:**

- Develop special interest groups/clubs for teens.
- Develop a teen/young adult action group for Parks & Recreation.

#### **After School Programs for Children:**

- After School & Summer programs for children.

#### **Wellness & Fitness Programs:**

- Develop a multi-purpose skate park/barn facility.
- Gaga ball pits.
- Development of racetrack for various activities.
- Development of indoor horse arena.
- Develop group exercise classes.
- Development of sand volleyball court.
- Addition of bike racks across parks.

Nature-Based Programs:

- Development of rustic camping facilities.
- Establish a regional trail system & programming.
- Develop more opportunities for river-based recreation.
- Improve green energy capabilities in town.
- Create a community garden space.
- Development of RV camping & dump station.

Arts & Crafts Programs:

- Arts & crafts programming, classes, and partnerships.

Literacy programs:

- Offer literacy programs.

Sports Programs for Children:

- Develop various sports leagues.
- Establish sports clinics for children.

Sports Programs for Adults:

- Further develop disc golf course.
- Improve existing tennis courts/development of pickleball.
- Develop basketball tournaments.

Development & Infrastructure:

- Establish a paid parks & recreation staff person.
- Security upgrades at parks.
- Development of permanent Wi-Fi options at parks.
- Develop more arts & sculptures throughout town.
- Update restrooms and changing rooms at parks.
- Improve signage throughout town.
- Development of recycling center into community center.
- Develop drinking fountain/bottle refill stations at parks.
- Improve Lion Drinking Fountain.
- Upgrades at racetrack, including fencing & security.
- Long-Term partnerships with motorized scooters.
- Strive for universal design and handicap accessibility at most facilities.
- Further develop undeveloped parks.
- Repaving midway at the Fairgrounds.
- Establish more restrooms at parks.
- Improve accessibility of parking at parks.
- Improve sidewalks at parks.
- Installation of electrical vehicle charging stations.

- Improve grand entry to Fairgrounds.
- Develop baseball/softball/kickball fields.
- Installation of charging stations & electrical grids.
- Clubhouse development at Bieth Park.
- Improvement of existing grandstand area at Fairgrounds.
- Addition & improvement of grills, benches, and trash cans at parks.
- Establish revenue-generating sponsorship programs for parks.
- Develop a new recreational facility.
- Development & improvement of soccer & football fields.
- Improve/maintain water levels.
- Repair drainage at splash pad.

Adult Senior Programs:

- Implement more senior programming.

Cultural Programs:

- Develop a food truck rally event.
- Develop more cultural experience programs.

The results of the responses from the public input open house are reflected in Appendix B. Some of the ideas that residents believed should be tended to within the next year or two included the development of a racetrack at the Tuscola County Fairgrounds, the development of rustic camping facilities at parks, developing more opportunities for river-based recreation, security upgrades at parks, and upgrading restrooms and changing facilities at parks.

## **XI. Goals and Objectives**

Following completion of the community description, needs and interest survey, and public input open house, the City Manager and Project Coordinator met with the Parks and Recreation Committee to review and aggregate the findings. In order to develop goals and objectives for the upcoming years, the following question was posed:

*What should parks do for the City of Caro?*

*Goal 1: Promote Active, Healthy Lifestyles*

- Add new and improved current park features that encourage long-term investments in physical activities for citizens of all ages.
- Create an interconnective system of trails, pathways, and sidewalks that connect residents to parks and recreational opportunities throughout town.

*Goal 2: Contribute to Building a Connected Community*

- Expand opportunities for community members of all ages to participate in parks and recreational activities.
- Continue to support local festivals and fairs and provide additional opportunities for citizens to remain active and involved in their community.
- Provide opportunities for community members to remain active and involved with their community.

*Goal 3: Contribute to a Positive Image, Pride, and Sense of Community*

- Maintain, develop, and improve park features that create a sense of community pride.
- Offer recreation programs and activities that are relevant and important to community members.
- Create an environment that attracts new businesses and residents.
- Exercise good stewardship of the park resources.

*Goal 4: Provide Access to Recreation Opportunities for All Citizens*

- Assure that the City of Caro makes positive steps to ensure that all park resources are physically accessible to residents of any ability.

- Provide a variety of recreational opportunities that reach different demographics of the community.

*Goal 5: Administration, Infrastructure, and Operations*

- Implement administrative policies and procedures that encourage planning, financing, marketing, and maintenance of park resources.
- Implement policies to account for adequate staffing consideration for parks and recreational opportunities.
- Invest in security upgrades in all parks and throughout the community for the safety of the community.

**XII. Action Plan**

Following the completion of the inventory, public input open house, needs and interest survey, analysis of survey data, and creation of goals and objectives for the next five years, a list of proposed actions items were created. The Parks and Recreation Committee reviewed the previous action items from the 2017-2022 Master Plan and assessed what had not been achieved or was an ongoing project. From there, the Parks & Recreation added ideas from the public input open house and previous meetings to their action items for the next five years. Action items fall under one of three categories of action:

- Policy Development: Policy development items include actions that can be taken by the Parks and Recreation Committee, City Council, and the City Manager to position Caro to take positive steps to meet its greater goals and objectives.
- Planning: Planning goals include items to be taken up by the Parks and Recreation Committee, City Council, City Manager, and/or community members to study, investigate, and implement ideas and solutions that will further parks and recreational goals and objectives.
- Improvement: Improvements are actions that can be taken in the immediate or near future to make improvements, additions, or updates to park facilities and areas.

Following the identification of action items, members of the Parks and Recreation committee ranked all proposed items on a scale of one to five in terms of priority for the City of Caro. One represents the least amount of priority but would like to be seen completed, and five represents an immediate priority. An estimated timeframe was also included.

### Action Item Rankings

Action Item	Goal(s)	Rank	Year
Improvement: Security upgrades to include cameras and other security repairs.	5	5.0	2023
Improvement: Create shaded seating area at Bieth Park.	2,3,4,5	4.75	2023
Improvement: Create and maintain accessible picnic sites (accessible route, table, grill, trash can) in parks that offer picnicking.	2,3,4	4.75	2023
Improvement: Upgrade existing restroom facilities in Chippewa Landings Park & Bieth Park.	4,5	4.75	2023
Improvement: Create accessible pathways to and onto playground equipment at Chippewa Landings Park & Bieth Park.	2,4,5	4.25	2024
Marketing: Explore a partnership with the library to promote, plan, and conduct recreational programs within the community.	1,2	3.5	2024
Policy: Develop a park maintenance plan for each park based on use.	5	3.25	2024
Improvement: Create accessible pathway	2,4,5	3.25	2026

and signage directly to city parks.			
Improvement: Add a warming house at sledding hill in Chippewa Landings Park.	5	3.25	2024
Improvement: Create and maintain accessibility at Atwood Park and consider parking and/or open space at lot across the street.	4,5	3.0	2025
Improvement: Continue to add uniform park and community signage.	2,4	3.0	2026
Policy: Assure all future park improvements meet ADA guidelines or are planned following universal access guidelines.	1,2,3,4,5	2.75	2025
Improvement: Maintain usable disc golf design at Bieth Park/Fairgrounds.	3,4	2.75	2024
Improvement: Repair and/or replace current tennis courts and add pickleball courts.	3,4,5	2.75	2025
Planning: Explore alternatives for a community center.	5	2.75	2025
Improvement: Create senior exercise trail.	2,5	2.75	2026
Improvement: Add, maintain, and replace playground equipment in all city parks.	1,2,3,4,5	2.75	2026
Improvement: Create accessible feature(s) in Exchange Club	1,2,3,4,5	2.75	2027

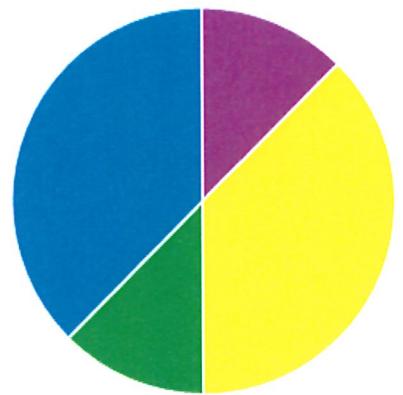
Forest including parking, trails, and interpretive information.			
Planning: Create site plans for Bieth Park/Fairground and the water treatment property across the river.	5	2.5	2027
Improvement: Develop a multi-use skate park.	1,2,4,5	2.5	2027
Planning: Organize community advisory groups around Colonial, Williamsburg, and Northwood Heights Parks to explore development and use of those properties.	2,3,4,5	2.25	2028
Policy: Work with local landowners and public officials to increase and/or maintain water levels on the Cass River.	5	2.0	2028
Improvement: Create accessible and safe pathway from Bieth Park to Chippewa Landings.		2.0	2028

## **Appendix A: Sources of Information, “Other” Comments**

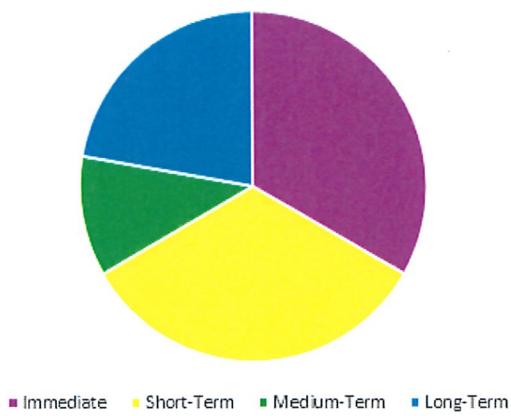
1. Viewing the changes as I view the park.
2. Facebook friends
3. Whatever is decided to improve or build, there must be more patrolling by the police! So much vandalism. I visited the fairground numerous times this summer and never saw an officer cruising through, only responding to delinquents. When visiting Cass City or Sebawaing parks, you always see someone roll through!
4. Facebook
5. Library
6. Caro District Library
7. By Chance
8. It will only let me pick one.
9. City council members.
10. Tuscola County 4-H.
11. Survey only allowed one choice for me.
12. Caro Farmer’s Market.
13. City Council Meetings.

## Appendix B: Public Input Open House, Results:

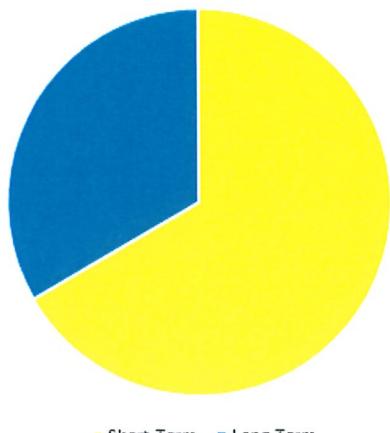
Develop special interest groups/clubs for teens.



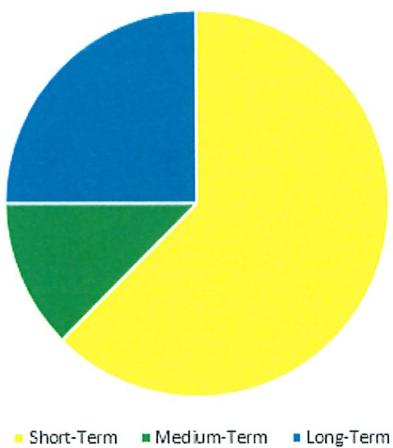
Develop a teen/young adult action group for Parks & Recreation

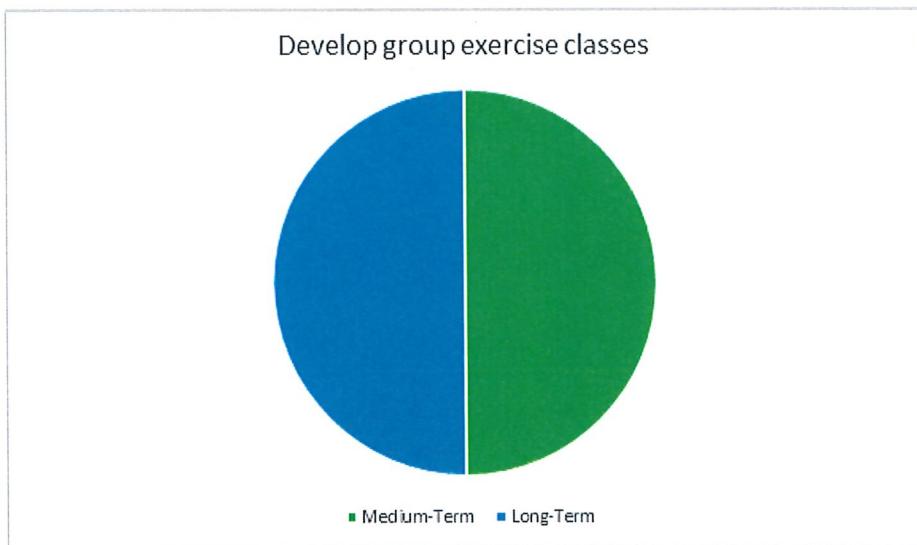
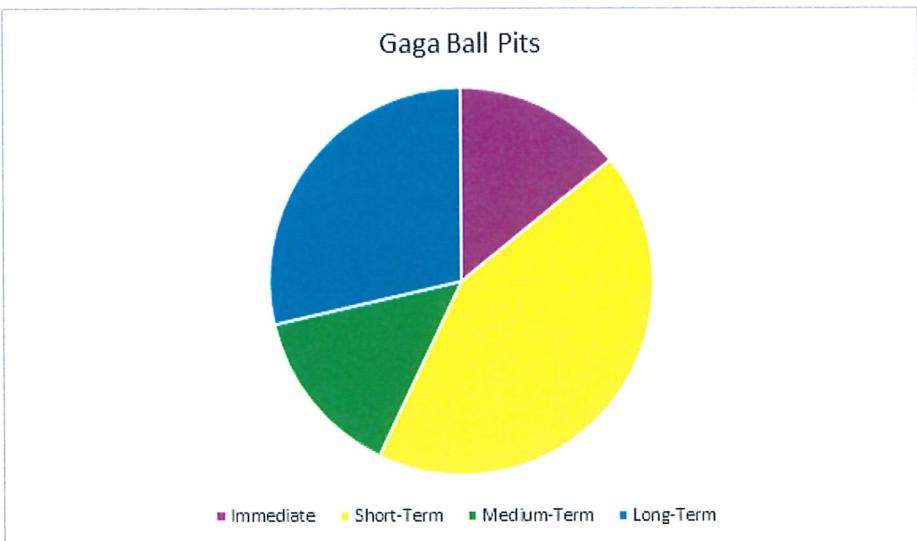


### After-School & Summer Programs for Children

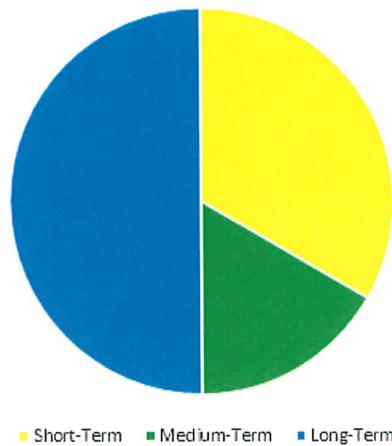


### Develop a multi-purpose skate park/barn facilities.

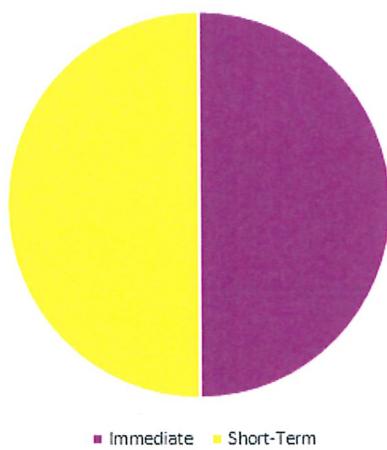




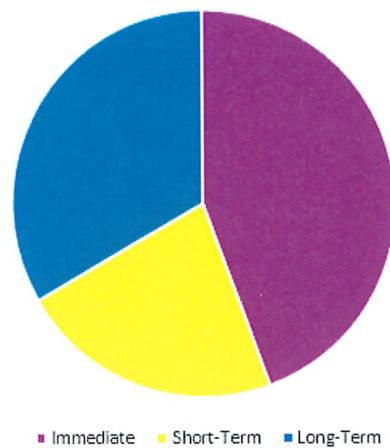
Development of indoor horse arena



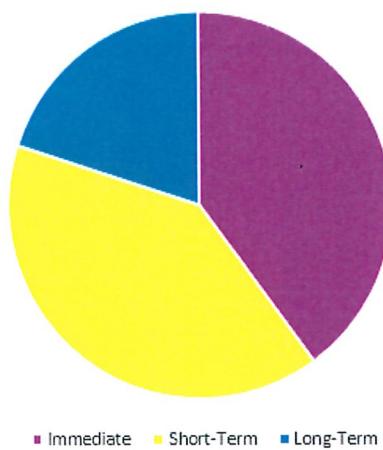
Development of racetrack for various activities.



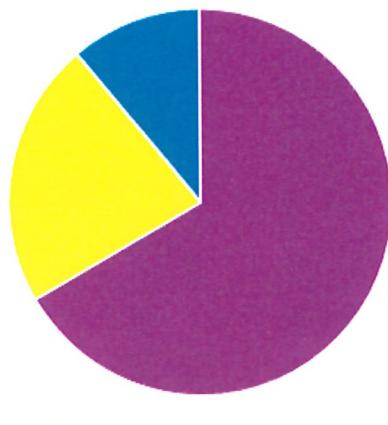
Development of sand volleyball court.



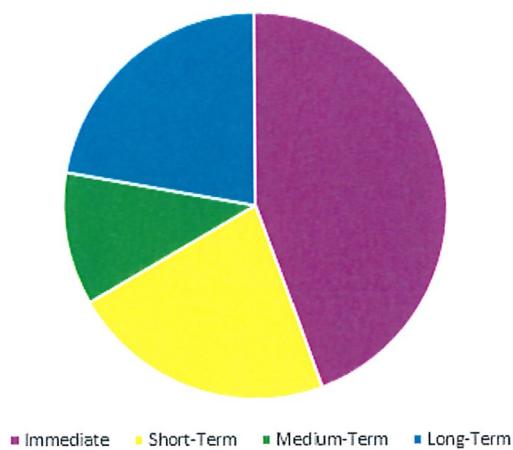
Addition of bike racks across parks.



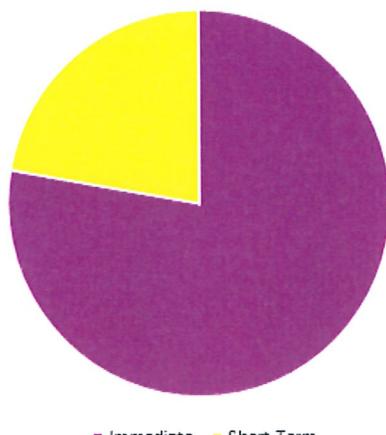
Development of rustic camping facilities.



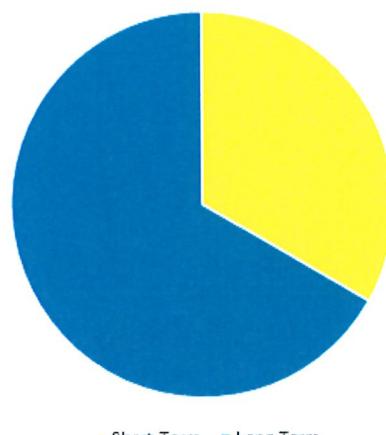
Establish a regional trail system & programming.



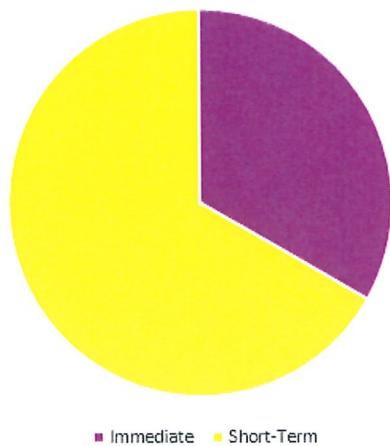
Develop more opportunities for river-based recreation.



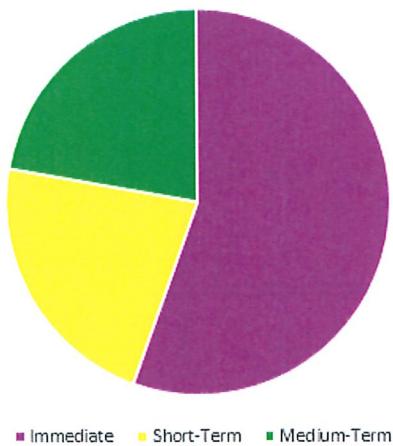
Improve green energy capabilities in town.



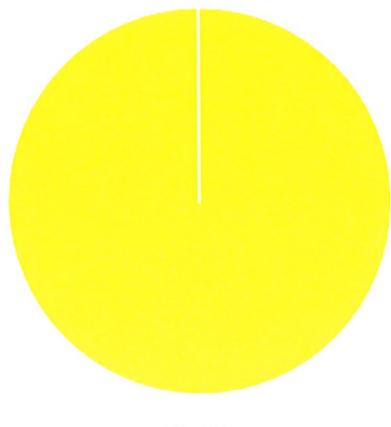
Create a community garden space.



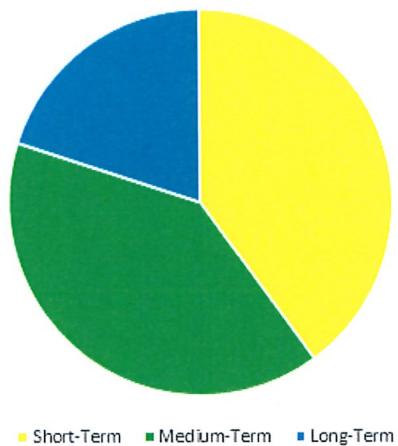
Development of RV camping & a dump station.



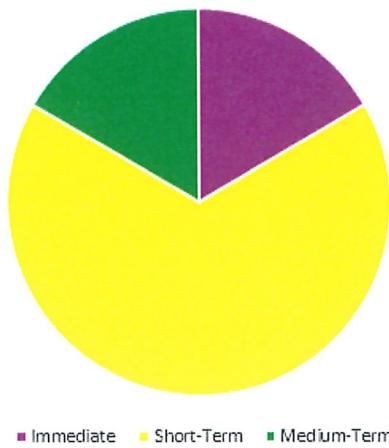
Arts & crafts programming, classes, & partnerships.



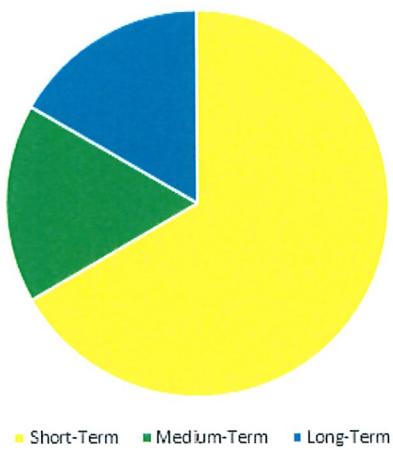
Offer literacy programs.



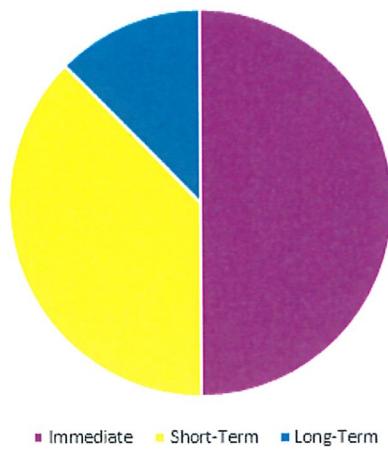
Develop various sports leagues.



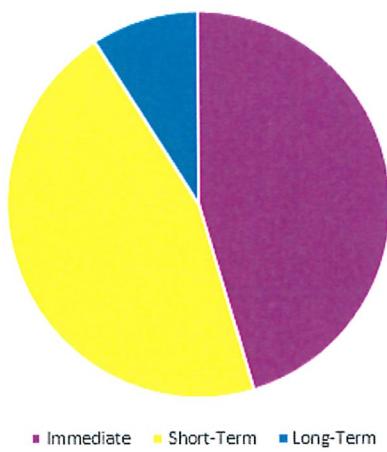
Establish sports clinics for children.



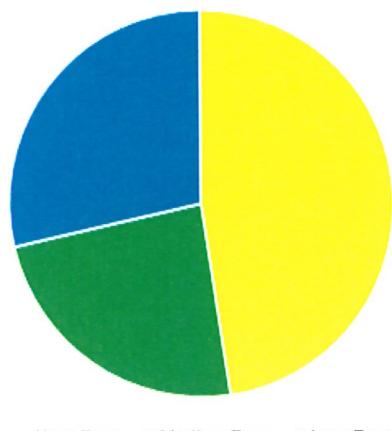
Further develop disc golf course.



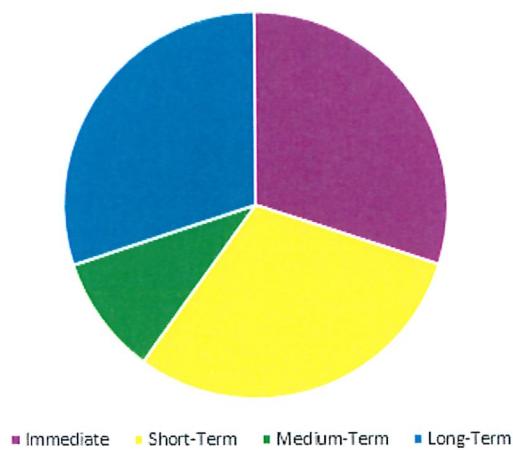
Improve existing tennis courts/development of pickleball.



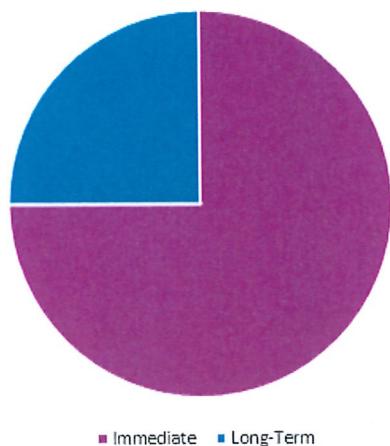
Develop basketball tournaments.



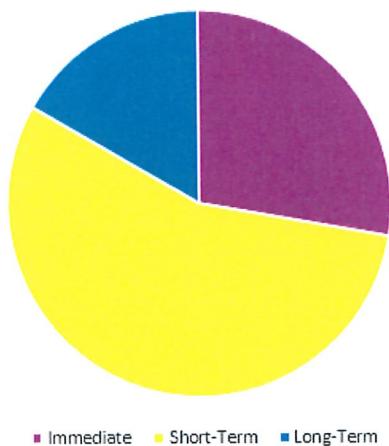
Establish a paid parks & recreation staff person.



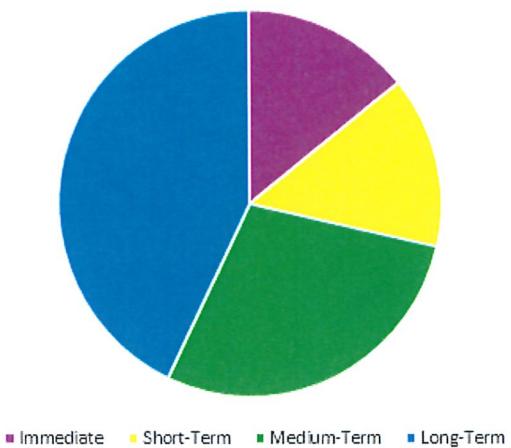
Security upgrades at parks.



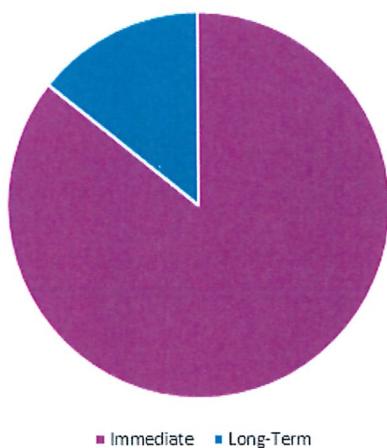
Development of permanent wifi options at parks.



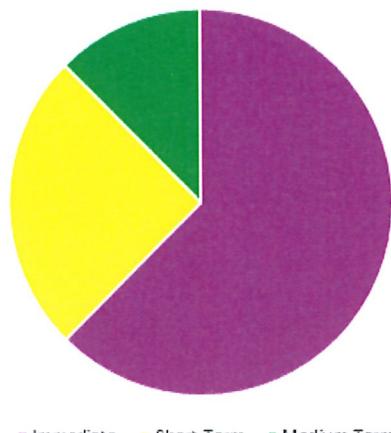
Develop more arts & sculptures throughout town.



Upgrade restrooms & changing rooms at parks.

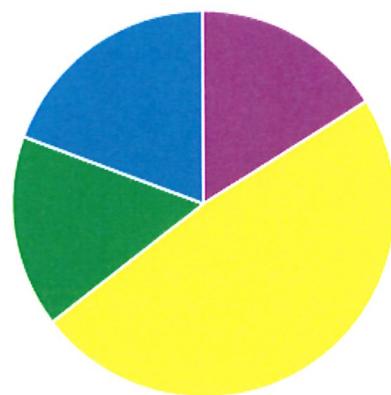


Improve signage throughout town.



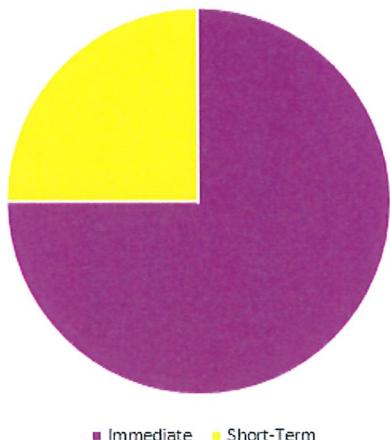
■ Immediate ■ Short-Term ■ Medium-Term

Development of recycling center into community center.

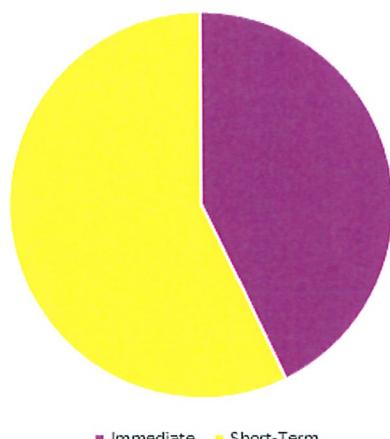


■ Immediate ■ Short-Term ■ Medium-Term ■ Long-Term

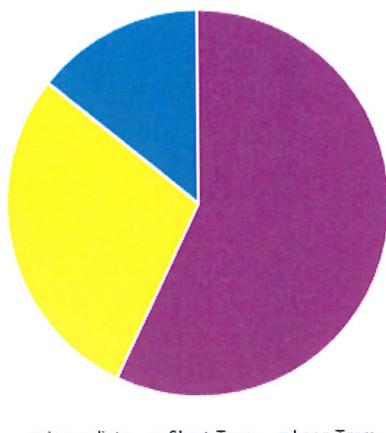
Develop drinking fountain/bottle refill stations at parks.



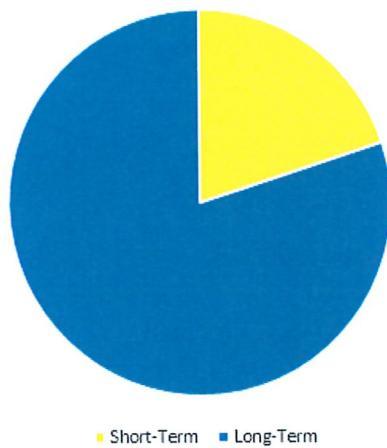
Improve Lion Drinking Fountain.



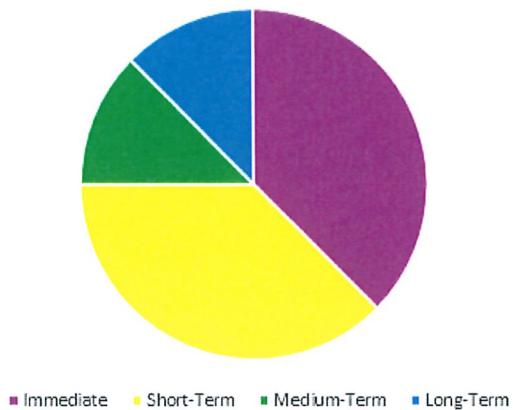
Upgrades at racetrack, including fencing & security.



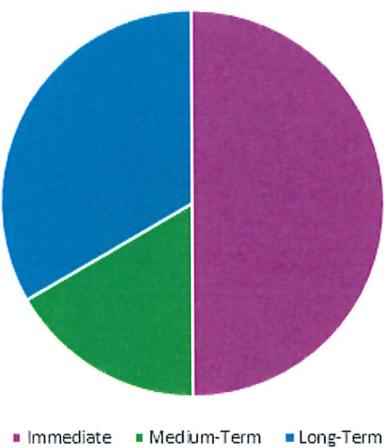
Long-term partnerships with motorized scooters.



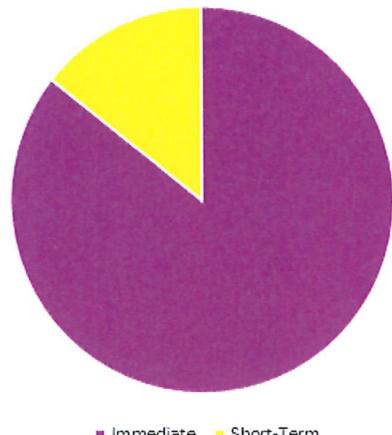
Strive for universal design & handicap accessibility at most facilities.



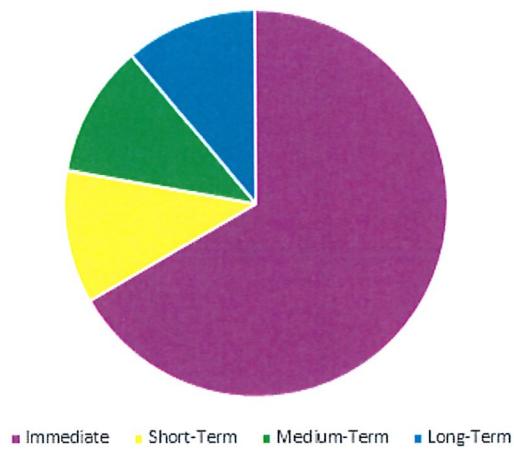
Further develop undeveloped parks.



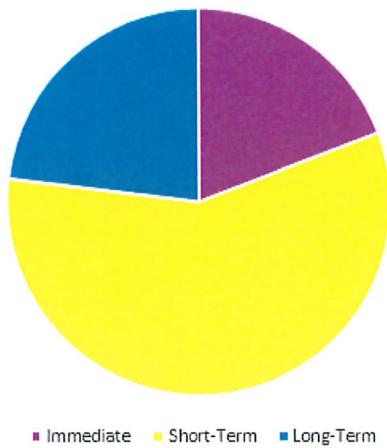
Repaving midway at Fairgrounds.



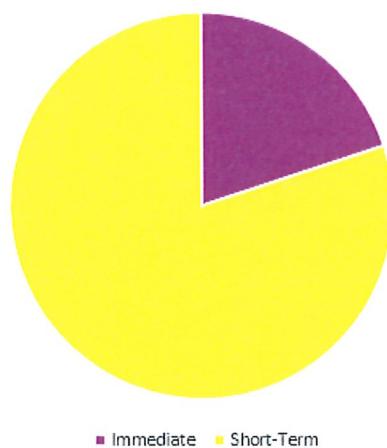
Establish more restrooms at parks.



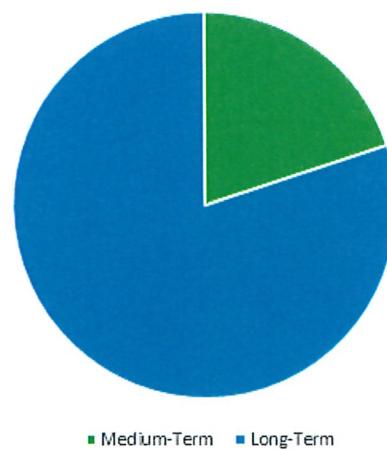
Improve accessibility of parking at parks.



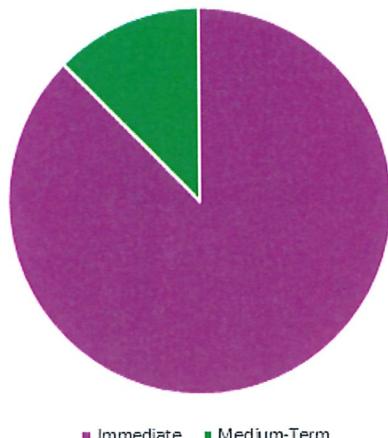
Improve sidewalks at parks.



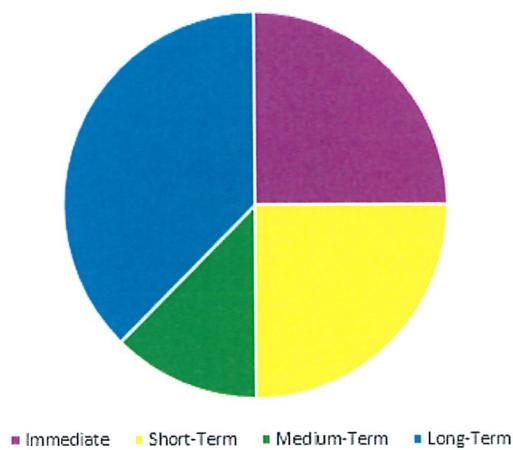
Installation of electrical vehicle charging stations.



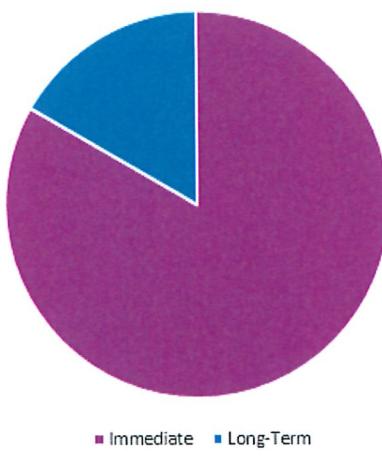
Improve grand entry at Fairgrounds.



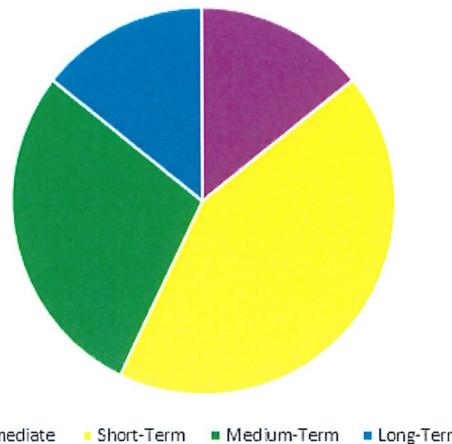
Develop baseball/softball/kickball fields.



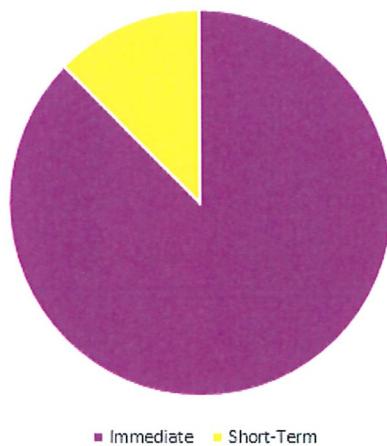
Installation of charging stations & electrical grids.



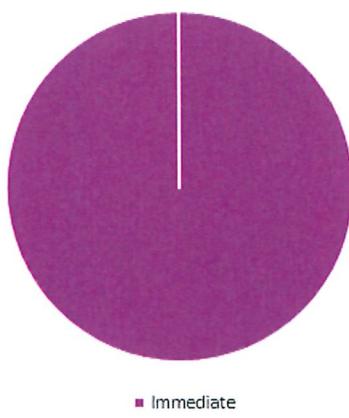
Clubhouse development at Bieth Park.



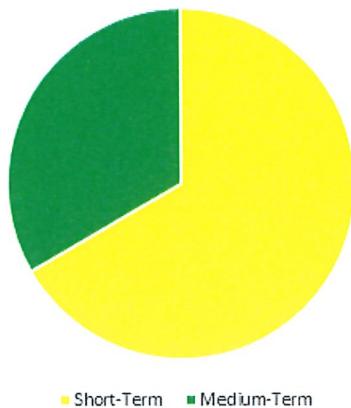
Improvement of existing grandstand area at Fairgrounds.



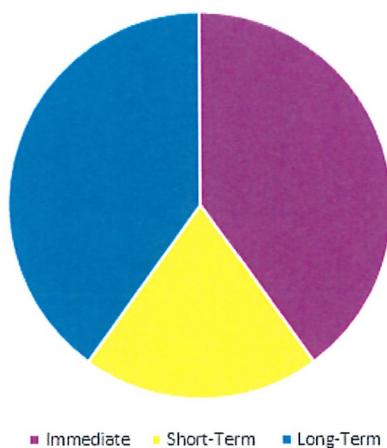
Addition & improvement of grills, benches, & trash cans at parks.



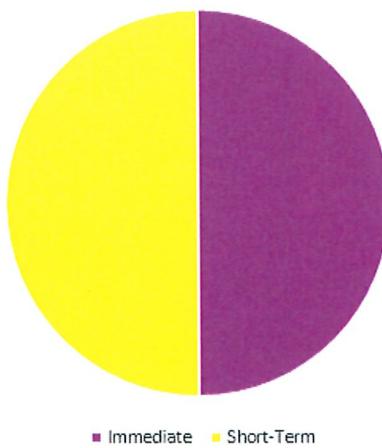
Establish revenue-generating sponsorship programs for parks.



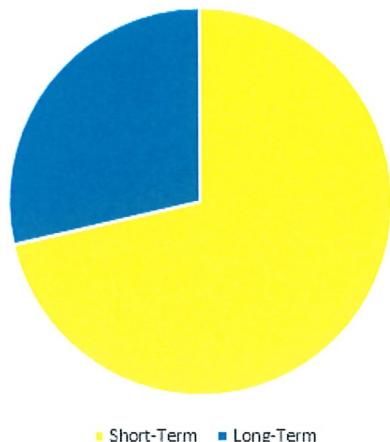
Develop a new recreational facility.



Development & improvement of soccer & football fields.

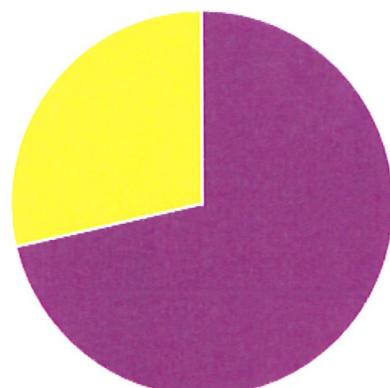


Improve/maintain water levels.



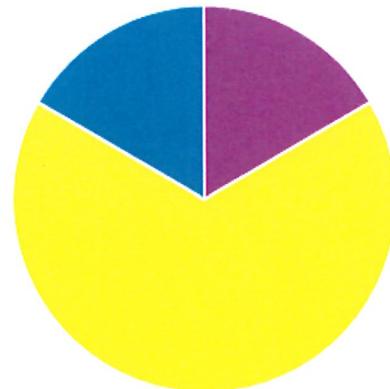
■ Short-Term ■ Long-Term

Repair drainage at Splash Pad.



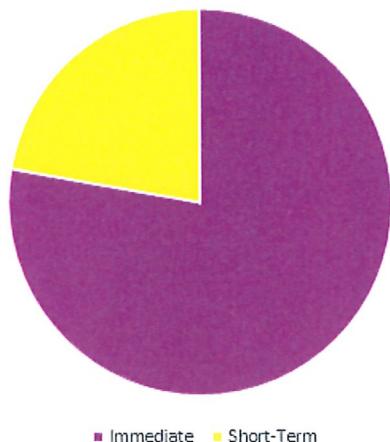
■ Immediate ■ Short-Term

Implement more senior programming.

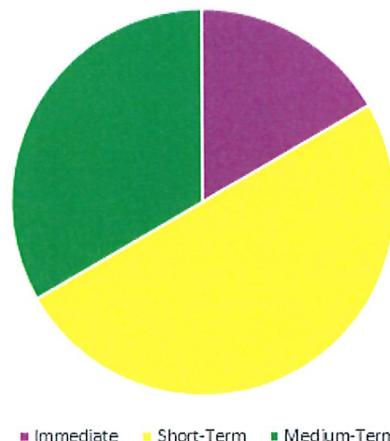


■ Immediate ■ Short-Term ■ Long-Term

Develop a food truck rally event.



Develop more cultural experience programs.



# CITY OF CARO

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

317 South State Street  
Caro MI 48723  
Phone 989-673-7671  
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:** December 17, 2021  
**RE:** City Manager Comments

---

### Noteworthy Items:

- Working with ALDI, Inc on new store in the City.
  - Rezoning Approved
  - Aldi is combining parcels
  - Held department review of utilities
  - Site Plan Approved by Planning Commission
  - Received second plans, currently under review
- Attended Planning Commission Meeting 11/23/2021
- Continuing discussions with MMR regarding EMS service. Working set up second stakeholder meeting.
- Attended Parks and Rec meeting on 12-15-2021
- Planning Commission Meetings for December were both cancelled
- Attended Indianfields Township Board Meeting on 12-13-2021
- Attended Site meeting at 102 Joy Street
- Adult-Use Marihuana Application Packet and Process
  - Applications currently under review
    - Two retail establishments
    - Two Class C Grow
    - One Class B Grow
    - One Processing
- Well #1 Pump has been removed and is being inspected
  - We believe there may be additional maintenance costs now that the pump has been removed
- Well #3 Sand Separator project is underway
  - Will be conducting a sand test and well inspection.
- Attended training for new accounting and payroll system upgrades
- Attended webinar for MEDC ARP RAP grant training.
- Caro PD Served Notice to Quite on occupants of 721 S. State Street
- City Hall will be closed Thursday 12-23 and Friday 12-24 for the Christmas holidays
- City Hall will also be closed Wednesday 12-22 from 11:30 am to 1:30pm for a staff event.
- HHH Banner grant was not approved by the Tuscola County Community Foundation
  - Project will most likely not proceed.

### Some Upcoming Items

- Working with Rowe to set up visioning session for master plan
  - Moved to February to avoid conflict with Parks and Rec plan
- Working with County on MSP Annexation

# CITY OF CARO

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

317 South State Street  
Caro MI 48723  
Phone 989-673-7671  
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 BATSCHEKE

- In communication with county administration regarding annexation.
- Received resolution and petition requesting annexation
- Must waive conflict of interest for attorney to review
- Westen Opportunities/Putman project.
  - Reviewing plans for sewer proposals
  - Received request for water from Putmans
  - In discussions with Indianfields RE: water franchise
  - Presented draft water franchise to the Indianfields and developer
- Pursue proposals for City Hall HVAC upgrades
  - Working on three quotes
- Get quotes for CIPP Lining of Allen Street
  - Received quotes at double previous estimates; waiting for material costs to recover
- Well #3 Sand Separator
- Refurbishing leaf truck for Fall
- Explore options for dump box on mini dump
  - Working on three quotes
- Explore options for dump truck chassis
  - Working on three quotes
- House demolition bids
  - Currently drafting
- 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
- Working on plan for Medical First Responder at FD and/or PD
- Start thinking about Budget
- ARP: \$417,000
- Lincolns Street Paused until Spring
- Received requests from two Almer Township residents on M81 near city limits for City water
  - Working on annexation request forms

## DPW Activity:

- Completed 36 Work Orders in November
- Completed 28 Miss Digs in November
- Installed Christmas decorations in Downtown
- Assisted with the barricades and decorations for Gingerbread Village
- Swept Streets
- Responded to 5 emergency call outs
- Conducted infrastructure review for ALDI development
- Attended Gingerbread logistics meetings
- Took delivery of 250 tons of road salt
- Jetted sewer 4 times
- Emptied trash daily

# CITY OF CARO

MANAGER  
MATTHEW LANE  
CLERK  
RITA PAPP  
TREASURER  
VACANT  
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 BATSCHEKE

**TO:** City Council  
**FROM:** Rita Papp – City Clerk  
**SUBJECT:** Clerk's Report  
**DATE:** December 20, 2021

---

- Processed 6 FOIA's during this period.
- Continuing to review Boards and Commission Appointment vacancies.
- Received 3 application for DDA Board. DDA will not meet until January 2022 to appoint new members.
- 2022 Meeting schedules have been approved for City Council and Parks & Recreation. I am waiting on approval for DDA and Planning Commission due to them not meeting until January 2022. I will post an unapproved 2022 All Committees Meeting Schedule in the interim.
- Sworn in Pamela Iseler for Parks & Recreation and she has attended the first meeting on 12/15/2021.
- Attended Parks & Recreation Meeting on December 15, 2021.
- Parks & Recreation Committee has 2 vacant seats due to resignations. We will advertise for the vacancies.
- Attended the Board of Review Meeting on December 14, 2021. Karen Snider attended her first meeting.
- Deputy Clerk Jana Brown is working with Consumers Energy to remove all late fees due to the delay in paying bills in between Council Meetings. By the time we receive invoices in the mail we have approximately 15 days to pay. We will be setting up online accounts with Consumers Energy to receive invoices quicker online. The savings of late fees for this fiscal year for Consumers Energy will be approximately \$200.00 by implementing this process.
- Starting to prepare for elections in 2022. I mailed out my introduction letter to previous election inspectors along with an application to update my files. It looks like there is a potential of a May 2022 election. I will know more after the filing deadline of February 8, 2022, for final submission of ballot language to the County Clerk.

# 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 BATSCHEKE

TO: City Council  
City Manager – Matt Lane  
FROM: Michele Perry, Treasurer  
SUBJECT: Treasurer's Report  
DATE: December 16, 2021

---

- Attended the City Council meetings on November 15, 2021 & December 1, 2021.
- Coordinated Civic Software upgrade which was completed on December 7, 2021.
- Attended Treasurer to Treasurer zoom meeting on November 10, 2021.
- Attended webinars for 1099 & W-2 processing with the new Civic Software.
- Researched changing the primary banking institute for the city and prepared a recommendation for the finance committee.
- Transferred and renewed certificates of deposits as instructed by the council.
- Entered auditor's entries into accounting software.
- Attended online training for 2 new modules of the upgraded Civic Software and trained staff on the software for retrieving paystubs.
- Jennifer started to gather the information needed to start working on preparing the estimated utility bills which we will mail to each property owner to inform them of the affects the Read to Serve utility billing will have on their bill.
- Continued to work on changing the chart of accounts to the new Michigan Department of Treasury Uniform Chart of Accounts for Local Units of Government which the recommended implementation date is July 1, 2022 but not later than June 30, 2023.
- Assisted in covering the front desk during staff lunches and vacations.