

**AGENDA**  
**REGULAR MEETING OF THE CARO CITY COUNCIL**  
**November 9, 2022, 6:30 P.M.**

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

**SWEARING IN MAYOR**

**SWEARING IN OF NEW COUNCIL MEMBERS**

**AGENDA APPROVAL**

**PUBLIC COMMENTS/VISITORS:**

**COMMUNICATION:**

1. Charter Communication – Upcoming Changes
2. Planning Commission Meeting Minutes – September 13, 2022 (unapproved)
3. Parks & Recreation Committee Minutes – October 18, 2022 (unapproved)

**CONSENT AGENDA:**

1. Regular Council Minutes – October 17, 2022
2. Regular Council Minutes – September 19, 2022 (Amended to add #4 Communication Item)
3. Invoices

**REGULAR AGENDA:** (action required)

1. MMR Quarterly Report
2. Blight Elimination Program
3. Tuscola County Economic Development, City of Caro 2021 Allocation Invoice
4. Resolution Adopting the City of Caro Parks & Recreation 5-Year Plan
5. Peerless Midwest Inc. Invoice – Well # 7
6. Municipal Building Parking Lot
7. Mertz Road Building
8. 2023 Council Meeting Schedule

**ITEMS PENDING/POSTPONED:** Parks & Recreation Committee – Fence Quotes  
CDL Licensing  
DPW Parking Lot Quotes

**COMMITTEE/LIAISON POSITION REPORTS:** None

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

**MANAGER COMMENTS** – Written report submitted.

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

**ADDITIONAL PUBLIC COMMENTS**

**ADJOURN**

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October 29, 2022



T1 P1 166 \*\*\*\*\*AUTO\*\*ALL FOR AADC 480

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

Re: Charter Communications - Upcoming Changes

Dear Franchise Official:

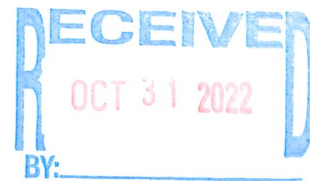
This letter will serve as notice that on or around November 29, 2022 Spectrum Mid-America, LLC ("Spectrum"), will add Fox Weather HD on channel 690 on the Vassar, MI channel line-up serving your community.

To view a current Spectrum channel lineup visit [www.spectrum.com/channels](http://www.spectrum.com/channels).

If you should have any questions about this change, please feel free to contact me at (906) 553-7866.

Sincerely,

Joan Movrich  
Manager - State Government Affairs, Michigan  
Charter Communications



City of Caro Planning Commission

Regular meeting held September 13, 2022 called to order at 7:00 p.m. by Chairman Carpenter.

Present: Mike Carpenter, Bob Eschenbacher, Mike Laethem, Art Rollend, Herb Sheardy and Denise Steffen.

Absent:None

Others in Attendance: Lauren Amellal-Interim City Manager, Joe Greene-Mayor, Jason Ball - Rowe Engineering and Jim Kinney-Wellogy.

**Eschenbacher/Rollend moved to approve the minutes of August 23, 2022 as written. Motion carried.**

No public comment.

**Sheardy/Laethem moved to approve the Agenda. Motion carried.**

Hills and Dales/Wellogy preliminary site plan sketch: they are looking at options for water removal from site. We will be looking for sidewalk and landscaping details.

Zoning Ordinance introduction.

Chairman Carpenter excused himself from the table and turned the Chair over to Vice-Chair Rollend who was assisted by Bob Eschenbacher.

Vice-Chair Rollend opened the public hearing on the rezoning of City owned property at 7:30 pm.

More parking is needed since the new Police Station was built on some of the existing parking. There are conceptual prints for proposed parking lots on both properties.

**Laethem/Sheardy moved to close the public hearing at 7:37 pm.**

**Sheardy/Laethem moved to recommend to City Council the three lots behind the Municipal Building be rezoned to be parking. Roll call:unanomous. Motion carried.**

Conflict of Interest discussion:

**Steffen/Laethem After reviewing two years of Planning Commission minutes and the City of Caro Code of Ethics, the Planning Commission feels Mike Carpenter is not in Conflict of Interest and moved to recommend the same to City Council. Roll call:unanomous. Motion carried.**

Mike Carpenter returned to his Chair at 7:55 pm.

Jason Ball reviewed the Master Plan finalization process.

**Steffen/Laethem moved we forward the City of Caro Master Plan draft with the addition of the Michigan State Police post on page 2-11 and the dates of 2022 to 2042 on the cover and the removal of open house sample boards on page 10-12 and fix (2018) on page 6-3, to City Council for review for distribution to the public. Roll call:unanomous. Motion carried.**

**Steffen/Rollend moved to reschedule the November 9 meeting to November 15 due to room availability conflict following the November 8 voting. Motion carried.**

Mike Carpenter took the floor during Public comment time to express his anxiety and distress over being targeted by Al Michel's conflict of interest campaign. He will therefore be resigning from the Planning Commission.

**Steffen/Eschenbacher moved to adjourn at 9:05 p.m.**

Respectfully submitted by Denise Steffen, Secretary

**Minutes  
City of Caro  
Parks & Recreation Committee  
October 18, 2022 - 5:30 pm**

**Present** - Sean Smith, Tanya Batschke, Colleen Russell, Jeff Hartel

**Call meeting to order (Pledge of Allegiance)** - 5:33 pm.

**Public Comment** - none (Bob Eschenbacher was present).

**Approval of Minutes** - Motion by Jeff and Seconded by Sean to approve the minutes as presented. (4-0 vote).

**Director of Development** - no formal report but a list of activities was presented via a handout.

**City Council Liaison Update** - no report.

**MSU Extension Liaison Update** - no report.

**New Business** -

- a. WayFinding Group - no report.
- b. Additional order of chairs for Bieth waterpark needed. Possibly benches and picnic tables as well. - Tanya will update us in November.

**Old Business** -

- a. 5 year Plan Review - tabled
- b. Fall Beautification Project is scheduled for Saturday, November 5 at Bieth Park from 9:00 am - 2:00 pm. Meet at the Lions Club pavilion. The Gleaners have agreed to donate food for all workers.

**Adjourn** - Motion by Tanya and seconded by Colleen to adjourn the meeting at 6:00 pm.

Minutes submitted by Jeff Hartel on November 4, 2022.

## CITY OF CARO REGULAR COUNCIL MINUTES

Mayor Joe Greene called the regular meeting of the City Council to order on October 17, 2022, at 6:30 p.m. in the Council Chambers.

Present: Mayor Joe Greene, City Council: Bob Eschenbacher, Emily Campbell, Don Hall (arrived 6:36 p.m.), Pamela Iseler, Tisha Jones and Jill White

Absent: None

Others: Lauren Amellal – Interim City Manager/Director of Development & Strategic Initiatives, Rita Papp – Clerk, Michele Perry – Treasurer, Brian Newcomb – Police Chief, Ken Fields – WWTP and other guests

### AGENDA APPROVAL

#### 22-M-224

**Motion by Eschenbacher, seconded by Campbell to approve the agenda with the additions of:  
Regular Agenda: #6 – Tuscola County ISD Annexation Update, #7 – Mr. Asphalt Skip Patching Quote Update.**

**Closed Session was requested by Pamela Iseler. More information is needed before a Closed Session can be requested for next meeting.**

**Motion Carried.**

**PUBLIC COMMENT/VISITORS:** None

### PRESENTATION

1. Tri-Star Trust – Jane Hagen

City of Caro Pension Plan – Jane Hagen and Stephanie Anderson from Tri-Star Trust gave an overview of the pension plan and explained that the net assets of the plan. The investments are 60% stocks and 40% bonds.

#### 22-M-225

**Motion by Eschenbacher, seconded by Hall to continue our investment policy to include 60% stocks and 40% bonds.**

**Motion Carried.**

### COMMUNICATIONS

1. Caro Historical Home Tour
2. New Caro Hospital Site Visit Invitation
3. Parks & Recreation Minutes – August 17, 2022 (amended)
4. Parks & Recreation Minutes – September 20, 2022

### CONSENT AGENDA:

1. Special Council Minutes – September 26, 2022
2. Special Council Minutes – September 27, 2022
3. Regular Council Minutes – October 3, 2022
4. Special Council Minutes – October 11, 2022
5. Invoices
6. Department Reports
  - A. Police Report – Chief Brian Newcomb
  - B. Fire Report – Chief Randall Heckroth

- C. Code Enforcement – Randall Heckroth
- D. Director of Public Works Report – Tom Reese
- E. WWTP – Ken Fields
- F. Municipal Parking Violations Bureau Report – Jennifer Trahan
- G. Director of Development & Strategic Initiatives Report – Lauren Amellal

**22-M-226**

**Motion by Eschenbacher, seconded by Campbell to approve the consent agenda as presented including invoices and amendments to September 26, 2022 & October 3, 2022 minutes.**

**Motion Carried.**

**REGULAR AGENDA:** (action required)

1. Old LED Sign  
Item removed from agenda.
2. Resolution Showing Appreciation to William Bortel – Planning Commission

**22-M-227**

**Motion by Eschenbacher, seconded by Jones to approve the Resolution Showing Appreciation to William Bortel for his Service on the Planning Commission.**

**Roll call vote: Campbell – yes, Eschenbacher – yes, Hall – yes, Jones – yes, Iseler – yes, White – yes, Mayor Greene – yes.**

**Motion carried.**

3. Acting City Clerk Stipend

**22-M-228**

**Motion by Iseler, seconded by White to deny the recommendation of the City Clerk to compensate Jana Brown, Deputy Clerk \$200.00 per week as Acting City Clerk during the City Clerks absence.**

**Roll call vote: Eschenbacher – no, Hall – yes, Jones – no, Iseler – yes, White – yes, Campbell – no, Mayor Greene – yes.**

**Motion carried.**

4. Renewal of Lease with Pitney Bowes (postage)

**22-M-229**

**Motion by Eschenbacher, seconded by Hall to approve and authorize the City Treasurer to enter into a lease agreement with Pitney Bowes for a five-year period at \$169.32 per month for a quarterly payment of \$507.96.**

**Motion carried.**

5. HRC – WWTP Infrastructure Update

**22-M-230**

**Motion by Eschenbacher, seconded by Campbell to approve and disperse the RFG (Request for Quote) on the Wastewater Treatment Plant and authorize the completion of the Letter of Intent to be completed by the City Manager with the assistance of Rowe Engineering.**

**Motion carried.**

6. Tuscola County ISD Annexation Update

**22-M-231**

**Motion by Hall, seconded by White to authorize the City Treasurer to draft a letter notifying Tuscola County Intermediate School District that their water rates will change to “out of city” water rates as of the first billing in 2023.**

**Roll call vote: Hall – yes, Jones – no, Iseler – yes, White – yes, - Campbell – yes, Eschenbacher – yes, Mayor Greene – yes.**

**Motion carried.**

7. Mr. Asphalt Skip Patching Quote Update.

**22-M-232**

**Motion by Hall, seconded by Iseler to approve and accept the updated quote from Mr. Asphalt for skip patching in the amount of \$46,242.20.**

**Motion carried**

**ITEMS PENDING/POSTPONED:** Parks & Recreation Committee Fencing Quotes  
CDL Licensing  
DPW Parking Lot Quotes

**COMMITTEE/LIAISON POSITION REPORTS:**

1. Economic Development Corporation (Greene) – Meeting was Wednesday morning. EDC is reviewing applications for grants.
2. Chamber of Commerce (Manager) – Chamber of Commerce is in the process of forming committees for events. Reviewing applications for their open position. Performed a few ribbon cutting ceremonies. Discuss the Caro Cash program returning.
3. Downtown Development Authority (Hall) – No meeting.
4. Fair Board (White) – Working on upgrades to the buildings.
5. Parks & Recreation (White) – Meeting is Tuesday night. Fall clean up at the fairgrounds is November 5, 2022.
6. Planning Commission (Eschenbacher) – No meeting.
7. Tuscola County Board of Commissioners (Jones) – No update.
8. Zoning Board of Appeals (Greene) – No meeting.
9. Indianfields Township (Greene) – Their audit was presented. Working on new trails for the parks. New roofs were placed on buildings in their parks.
10. Almer Township (Campbell) – No update.



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

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

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

Highlighted: Clerk mandated pre-election weekend hours are November 5, 2022 from 7:00 a.m. – 3:00 p.m.

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

**ADDITIONAL PUBLIC COMMENT:**

Tanya Batschke – Asked on update on New City Manager hiring process. Disagrees with decision on Deputy Clerk stipend.

Mike Carpenter, Rowe Engineering – Met with Lauren Amellal to discuss the grant process for the WWTP upgrades. Explained to Council the process for the RFQ regarding the WWTP. Rowe Engineering will be completing the Letter of Intent for the RFQ. Discussion followed.

Councilor Pam Iseler – Commented on her request for a Closed Session regarding Personnel Issue.

Councilor Tisha Jones – Stated to Council to move on to the future and don't dwell in the past.

Ken Fields – WWTP – Commented on the duties of the City Manager, City Clerk, and City Treasurer.

Councilor Pam Iseler – Commented on the importance of understanding the Charter and duties of each person.

Councilor Emily Campbell – Commented on the Council – Manager form of government and the importance of the accountability of this type of government.

Lauren Amellal – Commented on proper council communication.

Michele Perry – Treasurer – Commented on the confusion of Council communications with employees.

Karen Snider – Explained in detail about how the Charter works. All statutory duties of the Clerk and Treasurer are monitored by Council and administrative day-to-day may be monitored by Manager.

Tanya Batschke – Asked how much more work will Jana be required to do in the Clerks absence.

Steve Campbell – Asked if she has to do the Clerk's job.

**22-M-233**

**Motion by Eschenbacher, seconded by White to adjourn the meeting at 9:02 p.m.**

**Motion carried.**

Rita Papp  
City Clerk

## CITY OF CARO REGULAR COUNCIL MINUTES

Mayor Joe Greene called the regular meeting of the City Council to order on September 19, 2022, at 6:38 p.m. in the Council Chambers.

Present: Mayor Joe Greene, City Council: Bob Eschenbacher, Emily Campbell, Don Hall, Pamela Iseler and Jill White

Absent: Tisha Jones

Others: Lauren Amellal – Interim City Manager/Director of Development & Strategic Initiatives, Rita Papp – Clerk, Michele Perry – Treasurer, Brian Newcomb – Police Chief, Randy Heckroth – Fire Chief/Code Enforcement Officer, Tom Reese – Director of Public Works, Ken Fields – WWTP and other guests

### AGENDA APPROVAL

#### 22-M-189

**Motion by Eschenbacher, seconded by White to approve the agenda with the additions of:**

**Communications: #4 – Well # 7**

**Regular Agenda: #7 – Fourth Quarter Financial Report FY 2021/2022, #8 – Pet Policy, #9 – CDL**

**Discussion, #10 – Banner Policy**

**Motion Carried.**

### PUBLIC COMMENT/VISITORS:

Allan Michel – Commented on the wind turbine traffic through town and commended the work of the Chief of Police and Fire Chief. Commended the Planning Commission Chairperson. He values his knowledge and integrity. Fair did great this year.

### COMMUNICATIONS

1. Charter Communications – Upcoming Changes
2. Planning Commission Minutes – August 23, 2022
3. Parks & Recreation Committee Minutes – August 17, 2022
4. Well # 7

### CONSENT AGENDA:

1. Regular Council Minutes – September 6, 2022
2. Invoices
3. Department Reports
  - A. Police Report – Chief Brian Newcomb
  - B. Fire Report – Chief Randall Heckroth
  - C. Code Enforcement – Randall Heckroth
  - D. Director of Public Works Report – Tom Reese
  - E. WWTP – Ken Fields
  - F. Municipal Parking Violations Bureau Report – Jennifer Trahan
  - G. Director of Development & Strategic Initiatives Report – Lauren Amellal

#### 22-M-190

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

**Motion Carried.**

**REGULAR AGENDA:** (action required)

1. Election Commission Appointment & Election Inspector Pay

**22-M-191**

**Motion by Hall, seconded by Eschenbacher to accept and approve the recommendation from City Clerk Papp to appoint to the Election Commission; Jill White as the city official, and Lauren Amellal as the qualified elector with no per diem pay, and to pay \$200.00 per day per election inspector, \$100.00 per half day per election inspector, if necessary, \$250.00 per day for each chairperson, \$50.00 for attending necessary training.**

**Motion carried.**

2. Resolution Establishing Election Commission

**22-M-192**

**Motion by Eschenbacher, seconded by White to approve the Resolution Establishing Election Commission as presented.**

**Roll call vote: Campbell - yes, Eschenbacher - yes, Hall - yes, Jones – absent, Iseler - yes, White - yes, Mayor Greene - yes**

**Motion carried.**

3. Reschedule City Council Meeting – November 7, 2022

**22-M-193**

**Motion by Eschenbacher, seconded by Iseler to reschedule the November 7, 2022, General Council Meeting to November 10, 2022, at 6:30 p.m. due to the General Election scheduled for November 8, 2022.**

**Motion carried.**

4. GM Financial – Proposal for Municipal Lease Purchase

**22-M-194**

**Motion by White, seconded by Hall to accept and approve the recommendation from Police Chief Newcomb to enter into a lease agreement with GM Financial and Burt Watson for a 2022 Chevrolet Silverado CC 1500 2FL with a lease term of 5 years with an annual payment of \$10,146.26 and to authorize City Treasurer Perry to make the appropriate budget amendments.**

**Motion carried.**

5. Banner Request – Tuscola County Pumpkin Festival

**22-M-195**

**Motion by Hall, seconded by White to approve the Banner Request – Tuscola County Pumpkin Festival – September 26, 2022 – October 10, 2022, with the agreement that this banner will be approved with no payment required.**

**Motion carried.**

6. Master Plan Draft Review

Interim City Manager Amellal requested the council to review the Master Plan Draft.

7. Fourth Quarter Financial Report FY 2021/2022

**22-M-196**

**Motion by Eschenbacher, seconded by Campbell to accept and approve the Fourth Quarter Financial Report FY 2021/2022 as presented.**

**Motion carried.**

8. Pet Policy/Rule

**22-M-197**

**Motion by White, seconded by Hall to approve a rule to not allow pets in the municipal building.**

**Motion carried.**

9. CDL Reimbursement Policy

**22-M-198**

**Motion by Hall, seconded by White to approve a CDL Policy indicating that the city will pay the employee wages to attend the CDL class and the employee will be responsible for the CDL class expense and any current employees without a CDL may not drive any city vehicles that require a CDL license.**

**Motion carried.**

**Matter to be brought back to council after further research.**

Recess: 7:54 p.m.

Reconvened: 7:57 p.m.

10. Banner Policy Amendment

**22-M-199**

**Motion by Eschenbacher, seconded by Campbell to accept and approve the recommendation to add the \$150.00 fee back to the Banner Policy effective September 19, 2022.**

**Motion carried.**

**ITEMS PENDING/POSTPONED:** Parks & Recreation Committee Fencing Quotes

**COMMITTEE/LIAISON POSITION REPORTS:**

1. Economic Development Corporation (Greene) – EDC is continuing to review application for grants.
2. Chamber of Commerce (Manager) – Chamber of Commerce appointed Interim City Manager Amellal to the Gingerbread Festival committee. There are vacant seats on the Chamber of Commerce Board. Chamber is advertising for a Part Time Chamber of Commerce Manager. The Chamber of Commerce has a storage agreement for the Mertz Road location only.
3. Downtown Development Authority (Hall) – Did not attend. Highlights from Interim City Manager Amellal – DDA approved \$500.00 for beautification. Tuscola County Pumpkin Festival discussion. Farmers Market update provided. Approved a striping bid and tree trimming bid. Had a discussion on way finding signs.
4. Fair Board (White) – No report.
5. Parks & Recreation (White) – Meeting scheduled for September 20, 2022.

6. Planning Commission (Eschenbacher) – Rough draft for a medical building from Hills and Dales. Reviewed the Master Plan and requested everyone to review the document.
7. Tuscola County Board of Commissioners (Jones) – Absent. No report.
8. Zoning Board of Appeals (Greene) – No report.
9. Indianfields Township (Greene) – Did not attend. No report.
10. Almer Township (Campbell) – Indianfields Township Supervisor made a presentation regarding the Caro Fire Department contracts. Discussed the franchise verses annexation issues.

**MAYOR'S REPORT** – Written report submitted  
Highlighted the paving project at the Caro Area Airport.

**MANAGER'S COMMENTS** – Written report submitted  
Highlighted the current process of determining the best location for the new well.

**CLERK'S REPORT** – Written report submitted  
Reminded council of upcoming City Manager interviews scheduled for September 26 & 27, 2022.

**TREASURER'S REPORT** – Written report submitted  
Reviewed the CD's report with council.  
Requested that the verbal warning documentation be pulled from her file.

**ADDITIONAL PUBLIC COMMENT:**

Mayor Greene – Read an email from Al Jones requesting that a community member should be on the interviewing committee. Council agreed that it should be public comment only.

**22-M-200**

**Motion by Eschenbacher, seconded by Hall to adjourn the meeting at 9:00 p.m.**  
**Motion carried.**

Rita Papp  
City Clerk

GL Period	Chk Issue Date	Check No	Vendor No	Payee	Amount
10/22	10/27/2022	76003	1252	TUSCOLA COUNTY TREASURER	1,393.73
11/22	11/09/2022	76004	47	AFLAC	629.74
11/22	11/09/2022	76005	2870	ALS GROUP USA, CORP	2,200.00
11/22	11/09/2022	76006	2817	AMAZON CAPITAL SERVICES	2,105.04
11/22	11/09/2022	76007	2804	ANNA HANBY	9.00
11/22	11/09/2022	76008	2861	ASHLEY PERKINS	8.00
11/22	11/09/2022	76009	2580	AUTO-WARES GROUP	92.97
11/22	11/09/2022	76010	2929	BARB MIKLOVIC	17.00
11/22	11/09/2022	76011	590	BELL - WASIK, INC.	267.48
11/22	11/09/2022	76012	179	BRINKMAN EXCAVATING, LLC	2,719.70
11/22	11/09/2022	76013	2358	BULLET AUTO & TRUCK SERVICE CENTER,	833.39
11/22	11/09/2022	76014	2791	CAROL CARTER	117.00
11/22	11/09/2022	76015	2880	CATHERINE SCHRIBER	10.00
11/22	11/09/2022	76016	300	CENTRAL MICHIGAN ASSOCIATION	25.00
11/22	11/09/2022	76017	1976	CHRIS E LANDSCAPING LLC	4,500.00
11/22	11/09/2022	76018	2795	CJZ LLC	452.00
11/22	11/09/2022	76019	2402	COMPANION LIFE INSURANCE CO.	2,022.06
11/22	11/09/2022	76020	1720	CURTIS GARBER CHEVROLET CADILLAC	11,378.44
11/22	11/09/2022	76021	2917	DAKOTA OSTERHOUT	34.00
11/22	11/09/2022	76022	2725	DIGICOM GLOBAL INC.	190.84
11/22	11/09/2022	76023	402	DJ's PORTABLE TOILET RENTALS, LLC	534.00
11/22	11/09/2022	76024	2345	FERGUSON ENTERPRISES LLC #3326	1,883.29
11/22	11/09/2022	76025	2150	FIRST BANKCARD	1,501.73
11/22	11/09/2022	76026	506	FRONT LINE SERVICES, INC.	1,491.35
11/22	11/09/2022	76027	1711	GAMBLES DO IT BEST HARDWARE	285.23
11/22	11/09/2022	76028	1351	GRAINGER	1,681.74
11/22	11/09/2022	76029	2455	GREAT LAKES PUBLIC SAFETY EQUIPMENT	4,470.00
11/22	11/09/2022	76030	551	HACH COMPANY	295.50
11/22	11/09/2022	76031	226	HIRSCHMAN OIL SUPPLY INC	2,865.73
11/22	11/09/2022	76032	1489	JOE GREENE	198.75
11/22	11/09/2022	76033	2923	JONATHON MARTINEZ	100.00
11/22	11/09/2022	76034	2910	JOSIAH ANDERSON	100.00
11/22	11/09/2022	76035	2793	JOY RICHARD	12.00
11/22	11/09/2022	76036	2792	JOYCE POLEGA	103.00
11/22	11/09/2022	76037	683	KAPPEN TREE SERVICE	1,675.00
11/22	11/09/2022	76038	2852	KATHLEEN THOMPSON	20.00
11/22	11/09/2022	76039	770	KEN MARTIN ELECTRIC, INC	10,465.00
11/22	11/09/2022	76040	2794	KENDRA UREEL	314.00
11/22	11/09/2022	76041	2731	LAUREN AMELLAL	194.46
11/22	11/09/2022	76042	2891	LISA JUNE	97.00
11/22	11/09/2022	76043	2809	MARY ELLEN OSTERHOUT	194.00
11/22	11/09/2022	76044	2591	MESSA	24,955.19
11/22	11/09/2022	76045	2544	MICHIGAN ASSOCIATION OF CHIEFS OF PO	115.00
11/22	11/09/2022	76046	2907	MICHIGAN DIVERSIFIED SERVICES LLC	275.00
11/22	11/09/2022	76047	2727	MICHIGAN FARMERS MARKET ASSOCIATIO	30.00
11/22	11/09/2022	76048	883	MICHIGAN MUNICIPAL LEAGUE	480.00
11/22	11/09/2022	76049	830	MICHIGAN PIPE & VALVE-SAGINAW	48.00
11/22	11/09/2022	76050	1718	MIDWAY SIGNS INC	3,350.00
11/22	11/09/2022	76051	2796	MIKE PAPP	85.00
11/22	11/09/2022	76052	893	MONROE TRUCK EQUIPMENT INC	13,627.00
11/22	11/09/2022	76053	903	MUFFLER MAN	46.09
11/22	11/09/2022	76054	2334	NATIONAL HOSE TESTING SPEC	3,427.00
11/22	11/09/2022	76055	2674	OAKLAND COUNTY	1,074.50

GL Period	Chk Issue Date	Check No	Vendor No	Payee	Amount
11/22	11/09/2022	76056	2873	ODP BUSINESS SOLUTIONS, LLC	100.80
11/22	11/09/2022	76057	2640	PRO COMM INC	16.00
11/22	11/09/2022	76058	2642	R&R TECHNICAL SERVICES	1,826.36
11/22	11/09/2022	76059	2105	RED WING SHOE STORE	368.98
11/22	11/09/2022	76060	2928	RONALD AMES	75.92
11/22	11/09/2022	76061	1101	SHULTS EQUIPMENT, LLC	2,382.00
11/22	11/09/2022	76062	2116	SMITH & LOVELESS, INC.	11,301.85
11/22	11/09/2022	76063	2715	SNOW WORKS	13,859.81
11/22	11/09/2022	76064	2340	STATE OF MICHIGAN - DHHS	386.75
11/22	11/09/2022	76065	1123	STATE OF MICHIGAN - EGLE	1,521.96
11/22	11/09/2022	76066	1126	STATE OF MICHIGAN - ELGE CASHIERS OFF	36.00
11/22	11/09/2022	76067	2860	STEPHANIE HALL	30.00
11/22	11/09/2022	76068	1139	STEPHENS TIRE SERVICE	50.00
11/22	11/09/2022	76069	2864	TARA OLAR	14.00
11/22	11/09/2022	76070	2569	TEAM FINANCIAL GROUP	299.00
11/22	11/09/2022	76071	2825	THOMAS GRASS	68.00
11/22	11/09/2022	76072	1189	THUMB CELLULAR	123.90
11/22	11/09/2022	76073	2919	TIFFANY BEHERNDS	30.00
11/22	11/09/2022	76074	2845	TINA DANIEL	5.00
11/22	11/09/2022	76075	1234	TUSCOLA COUNTY	2,437.50
11/22	11/09/2022	76076	1252	TUSCOLA COUNTY TREASURER	110.00
11/22	11/09/2022	76077	2482	UNIFIRST CORPORATION	123.29
11/22	11/09/2022	76078	1271	USA BLUEBOOK	748.20
11/22	11/09/2022	76079	2799	WALTER MALBURG	15.00
11/22	11/09/2022	76080	2926	WSP USA ENVIRONMENT & INFRASTRUCTU	1,532.00
10/22	10/31/2022	800011	319	CONSUMERS ENERGY	1,080.35
10/22	10/31/2022	800012	388	DTE ENERGY	11,168.84
Grand Totals:					<u>154,711.46</u>

Report Criteria:

Report type: Summary



10/11/2022

Spoke to Phil from MMR. He would like to present their report at the November 9, 2022, council meeting.

Phone Number 989-293-0193



7/1/22-9/30/22 City of Caro Response Report

	Ave Resp Time	
Priority 1	9:10	27
Priority 2	8:40	96
Priority 3	10:31	14
Priority 18	9:40	2
Total	9:30	139

#2

# CITY OF CARO

INTERIM MANAGER  
LAUREN AMELLAL  
CLERK  
RITA PAPP  
TREASURER  
MICHELE PERRY  
ATTORNEY  
LAURA GENOVICH

317 South State Street  
Caro MI 48723  
Phone 989-673-2226  
Fax 989-673-7310  
Website www.carocity.net

MAYOR  
JOE GREENE  
CITY COUNCIL  
BOB ESCHENBACHER  
DON HALL  
JILL WHITE  
EMILY CAMPBELL  
PAMELA ISELER

## MEMORANDUM

**TO:** City Council  
**FROM:** Michele Perry, City Treasurer  
**DATE:** November 3, 2022  
**RE:** Blight Elimination Program

I attended an online conference put on by the Michigan Municipal Treasurers Association on November 3, 2022. One of the items they spoke about was the Blight Elimination Program.

Below is a quick run-down of the program:

The program will provide funds to help local government to help with blight elimination. We will have to work with the Local Land Bank in order to apply for funds. According to the program 1 application is submitted by the Local Land Bank for the County. There will be 3 rounds of funds being awarded during the first round each County's maximum award is capped at \$200,000. Submission is opened between October 1, 2022, and January 31, 2023. The State Land Bank Authority will review applications within 30 days and award funds immediately.

Below are the eligible activities:

1. Demolition of vacant residential, commercial or industrial structures.
2. Stabilization of vacant residential, commercial or industrial structures identified for future rehabilitation.
3. Match or gap funds for environmental remediation and related, limited site prep costs.
4. Project Administration up to 8% total grand award.

Projects funded under this grant should be completed with all necessary documentation submitted by December 31, 2023, for the first round.

Eligible properties are:

- Any property under control of the land bank
- Any vacant residential, commercial or industrial property that is blighted – as defined in the RFP. A property is considered blighted if it meets any of the following criteria:
  - The property has been declared a public nuisance in accordance with a local housing, building, plumbing, fire or other related code or ordinance
  - The property has had utilities, plumbing, heating or sewerage disconnected, destroyed, removed, or rendered ineffective for a period of 1 year or more, rendering the property unfit for its intended use
  - The property is tax-reverted and owned by this state, a county or a municipality

There is a site control stipulation, but they can be privately owned there is additional documentation and cooperation required if it is privately owned. Also, there would be a LEIN placed on the property in the amount of the funding expensed on private property.

# CITY OF CARO

INTERIM MANAGER  
LAUREN AMELLAL  
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  
JILL WHITE  
EMILY CAMPBELL  
PAMELA ISELER

## Action:

I would like permission from the council to pursue this program more and start conversations with the Local Land Bank to apply for an award. I would also like to request development of a committee of council members to work to identify a property or properties.

#3



**TUSCOLA COUNTY**  
ECONOMIC DEVELOPMENT CORP

Empowering Leaders in Agriculture, Manufacturing, and Clean Energy

October 18, 2022

City of Caro  
c/o Mayor Joe Greene  
317 S State St  
Caro, MI 48723

Dear Caro City Council and Mayor Joe Greene;

The Tuscola County EDC had active in the City of Caro helping to bring development and job growth to the City. The EDC provides Brownfield Redevelopment services, small business counseling, job retention calls, small business loans through our Revolving Loan Fund and business leases through our Equipment Lease Fund.

The Tuscola County EDC and The Brownfield Authority continues to provide grant funding for Brownfield Properties. We have once again been awarded a \$600,000.00 grant to provide free services for Brownfield assessments for properties in Tuscola County to prepare them for redevelopment and/or sale, such as the Thumb Area Meat Market. We were happy to have provided a grant in the amount of \$38,500 to make this sale of the property possible.

The Tuscola County EDC has been working with the county commissioners to support our small businesses through The Small Business Revitalization Program to assist with small businesses who have been struggling since COVID. Looking to support Caro small businesses such as Starbrite, Beyond Health and Wellnes, Strand Theatre have awarded \$85,000 in grant money for these business in the Caro area, with others that are presently under consideration for funding.

The EDC has reorganized the Loan and Equipment Lease Programs with the support of the USDA to provide flexibility to better serve our businesses with loans and leases. The total amount of assistance and grant funding from the Tuscola County EDC comes to more than just under \$2,000,000.

The EDC has visited many manufacturers and Caro agribusinesses making retention calls and providing informative reports to the Caro DDA. The services the EDC provides creates a win-win result for City of Caro and Tuscola County. We wish to take this opportunity to request an annual allocation from the City of Caro in the amount of \$6,500.

The Tuscola County EDC is the key that continues to open the door for resources to sustain the local economy. We have now been awarded an additional Industrial 4.0 Grant to assist with the ever-growing technology needs of our manufacturers. Your contribution toward the operations of the Tuscola County EDC is vital for our agency to continue to invest through grants, loans and brownfield work for the well-being of the Village. The EDC will continue to uncover resources that are important to Tuscola County municipalities. Without your important contribution to our ongoing operations in our present COVID environment, our businesses would have little or no support.

Our dedicated staff and EDC Directors are eager to provide assistance, know-how and our talents to further our mission of job growth and job development in the City of Caro and Thumb Area Municipal Managers Group.

Stephen D. Erickson  
Executive Director  
989 (673-2849)



**TUSCOLA COUNTY**  
ECONOMIC DEVELOPMENT CORP

**INVOICE**

Empowering Leaders in Agriculture, Manufacturing, and Clean Energy

Tuscola County EDC 141 S. Almer Street Caro, Michigan 48723 Phone: 989-673-2849

[www.tuscolacountyedc.org](http://www.tuscolacountyedc.org)

**INVOICE**

Name	<u>City of Caro</u>	10/18/22
Address	<u>317 S. State St</u>	
City	<u>Caro</u> State <u>MI</u> ZIP <u>48723</u>	
Phone	_____	

Description	Total
City of Caro 2021 Allocation	\$6,500.00
	\$6,500.00

Thank You

#4

**RESOLUTION ADOPTING THE  
CITY OF CARO PARKS & RECREATION 5-YEAR PLAN**

**THE CITY OF CARO ORDAINS:**

**WHEREAS**, the City of Caro Parks & Recreation Committee has undertaken a planning process to determine the recreation and natural resource conservation needs and desires of its residents during a five-year period covering the years 2022 through 2027 and;

**WHEREAS**, the City of Caro Parks & Recreation Committee began the process of developing a 5-year Master Plan in accordance with the most recent guidelines developed by the Department of Natural Resources and made available to local communities, and;

**WHEREAS**, residents of the City of Caro were provided with a well-advertised opportunity during the development of the draft plan to express opinions, ask questions and discuss all aspects of the recreation and natural resource conservation plan, and;

**WHEREAS**, the public was given a well-advertised opportunity and reasonable accommodations to review the City of Caro Parks & Recreation 5-year plan for a period of at least 30 days and;

**WHEREAS**, a public hearing was held on January 17, 2022, at the City of Caro General Council Meeting to provide an opportunity for all residents of the planning area to express opinions, ask questions and discuss all aspects of the City of Caro Parks & Recreation 5-Year Plan, and;

**WHEREAS**, the City of Caro Parks & Recreation Committee has developed the plan as a guideline for improving recreation and enhancing natural resource conservation for the City of Caro, and;

**WHEREAS**, after the public hearing held on January 17, 2022, the City of Caro General Council voted to adopt said City of Caro Parks & Recreation 5-Year Plan by a motion and the City of Caro General Council shall adopt a resolution on this date to approve the City of Caro Parks & Recreation 5-Year Plan.

**THEREFORE, BE IT RESOLVED**, the City of Caro Council hereby adopts the City of Caro Parks & Recreation 5-Year Plan on this date of November 9, 2022.

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

YEAS: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT \_\_\_\_\_

\_\_\_\_\_  
Joseph Greene  
Mayor-City of Caro

**ATTEST:**

I hereby certify that the foregoing is a true and correct copy of an Ordinance duly adopted by the City Council of the City of Caro at a Regular meeting held on Wednesday, November 9, 2022, at 6:30 p.m. in the Council Chambers of the Caro Municipal Building, 317 S. State Street, Caro, Michigan.

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

#5



# INVOICE

**New Remit to Address:**  
55860 Russell Industrial Pkwy.  
Mishawaka, IN 46545

**Bill To:**

Village of Caro  
ATTN: Accounts Payable  
317 South State St.  
Caro, MI 48723  
treese@carocity.net

**Ship To:**

Well 7 Pull and Overhaul

P: 574-254-9050 / F: 574-254-9650

**DATE:** October 28, 2022

**Invoice #** 69422

**PO #** 34898

**PM:** DLC

**PN:** 57457

**FN:** 57457

**CN:** 8136

**Tax Exempt:** Yes / Pol. Sub.

**Labor:**

Mobilize to jobsite and pull pump	\$4,400.00
Televise well and analyze video	\$800.00
Mobilize to jobsite reset pump, perform flow test, disinfect well and pull first bacti sample	\$4,860.00

**Materials:**

New 460V 100 hp three phase motor	\$19,412.00
New 1100 gpm 3 stage Grundfos stainless steel pump bowl	\$6,398.00
189' of 6" black steel thread and coupled drop pipe	\$13,472.71
6" ductile iron check valve	\$1,522.56
210' of #2 wire	\$2,780.00
(2) 6" x 12" black steel nipple	\$326.84
Consumables - airline, tape, gaskets, gauges and stilling tube for drop line	\$97.69

**TOTAL \$ 54,069.80**

OUR PAYMENT TERMS ARE NET 30  
THANK YOU FOR YOUR BUSINESS!  
Federal ID # 35-1284374

DRAWING BOARD 1-800-527-9530

**For Faster Typing**  
 - Use double line spacing  
 - Align typing with the line  
 - Use arrows to Set Tab Stops

NPR73T

**PURCHASE**

**ORDER**

**34898**

**CITY OF CARO**  
 917 SOUTH STATE STREET • CARO, MICHIGAN 48723 • (989) 673-7671

Order Date 10-28-22	Date Required	This No. must appear on all Packages, Bills of Lading Invoices, and Correspondence.
------------------------	---------------	---

TO: *Peerless Midwest Inc*

SHIP TO: (if other than above address)

Requisition No.	Requisitioned By	Terms	Ship Via	FOB.
Quantity	Description		Unit Price	Amount
	<i>See attached Invoice</i>  <i>Repair to well #7</i>  <i>542 457 201 000</i>		<i>11,400</i> <i>1800</i> <i>17800</i> <i>119417.00</i> <i>1,208.00</i> <i>12,492.71</i> <i>1,122.00</i> <i>2,720.00</i> <i>320.00</i> <i>417.00</i>	<i>41400.00</i> <i>1800.00</i> <i>4510.00</i> <i>119417.00</i> <i>1208.00</i> <i>12492.71</i> <i>1122.00</i> <i>780.00</i> <i>21084</i> <hr/> <i>17.09</i> <hr/> <i>554069.20</i>
<input type="checkbox"/> For Resale <input type="checkbox"/> Not For Resale	Tax Number	<b>INSTRUCTIONS</b> 1 Please send _____ copy(s) of your invoice. 2 Notify us immediately if you are unable to ship as specified.		Authorized Signature <i>[Signature]</i>

FOLD AT ( )

ACKNOWLEDGEMENT



#6

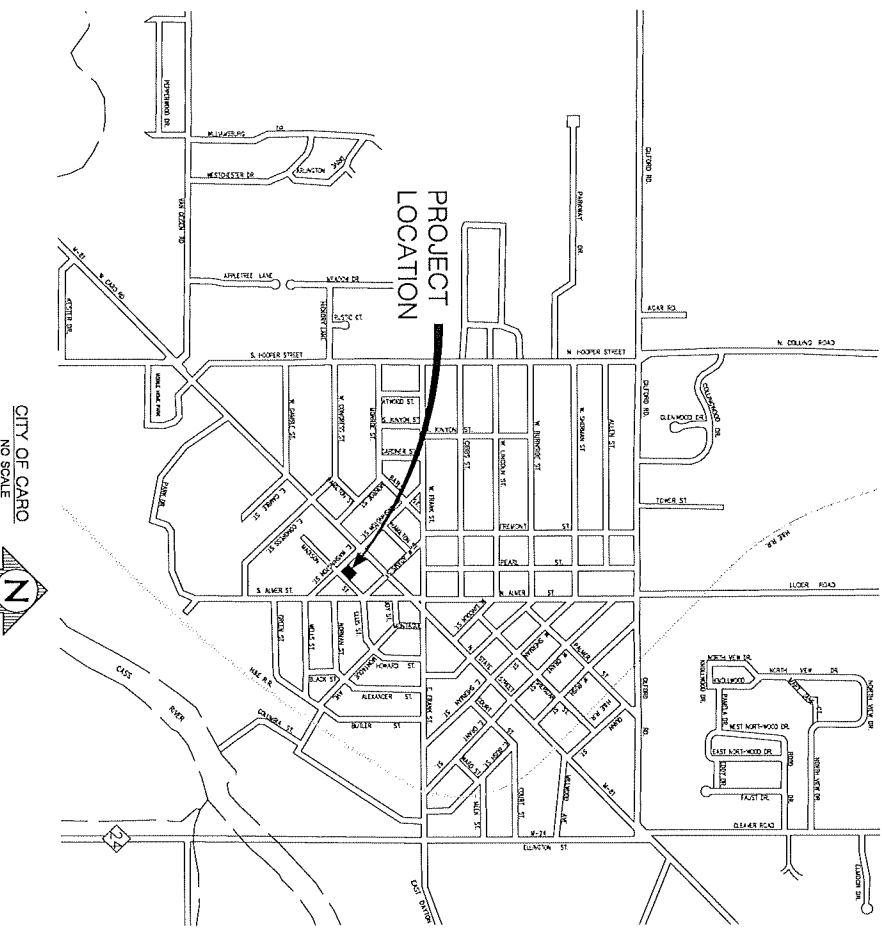
# CONSTRUCTION PLAN FOR CITY OF CARO CITY HALL PARKING LOT PROJECT 317 S. STATE STREET, CARO MICHIGAN



**PROJECT CONTACT**  
 LUREN JAGIELA  
 CHIEF CITY MANAGER  
 317 S. STATE STREET  
 CARO, MI 48723  
 989-872-3829

**UTILITIES**  
 THE DRIVING UTILITIES LISTED BELOW AND SHOWN ON THESE PLANS REPRESENT THE BEST INFORMATION AVAILABLE. THIS INFORMATION DOES NOT RELIEVE THE CONTRACTOR OF THE RESPONSIBILITY TO BE SHOWN AS TO ITS ACCURACY AND THE LOCATION OF EXISTING UTILITIES.

NAME OF OWNER	CONTACT	TYPE OF UTILITY
THE DODGE ROAD CARO CITY, MI 48725	LEO BROSIG (989) 872-5488	ELECTRIC
CONSUMERS ENERGY 2011 E. COMPTON STREET ANN ARBOR, MI 48106	EVAN HEDENACK (979) 241-8271	GAS
TELEPHONE CO. PO BOX 508 ANN ARBOR, MI 48106	TOBY TERRELLISAR (734) 629-6116	TELEPHONE
CANTON COMMUNICATION 1480 WALKLEY CENTER DR. ANN ARBOR, MI 48106	MARK KELLY (989) 333-9404	COLE
MI STATE HIGHWAY 317 S. STATE STREET CARO, MI 48723	THE REESE (989) 872-7871	STREETS WATER AND STORMS



**SHEET INDEX**

C1	COVER SHEET
C2	LEGEND SHEET
C3	EXISTING CONDITIONS SHEET

**PROJECT SCOPE**  
 PROPOSED PROJECT CONSISTS OF CONSTRUCTING A NEW PARKING LOT FOR CITY HALL.



PLAN SUBMITTALS AND CHANGES

NO.	DATE	DESCRIPTION	BY	CHKD.

PREPARED FOR  
**CITY OF CARO**  
 CITY HALL PARKING LOT PROJECT  
 317 S. STATE STREET, CARO MICHIGAN  
 COVER SHEET

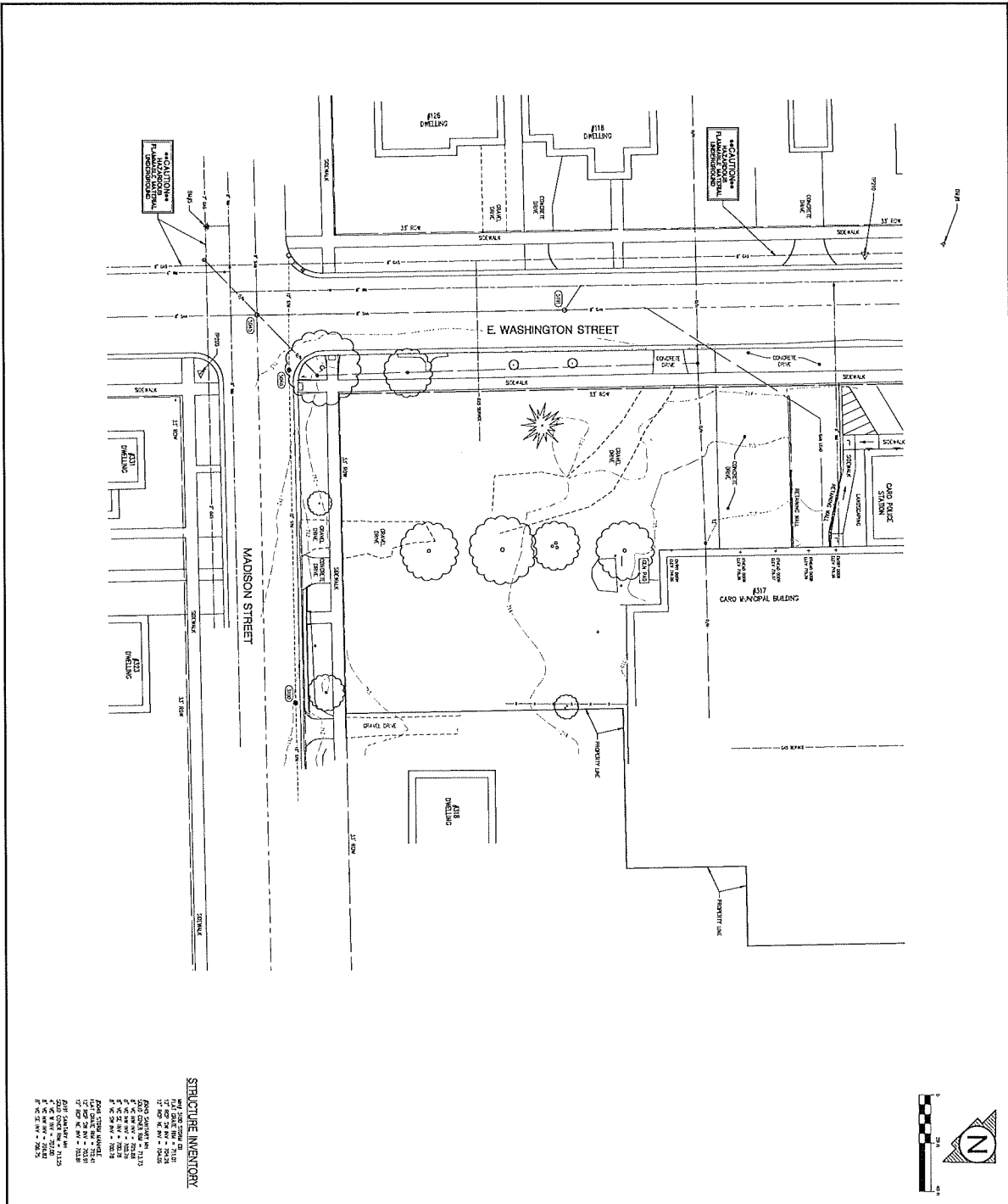
REV: \_\_\_\_\_  
 SHEET # **C1**  
 JOB No: 2210097

**ROWE PROFESSIONAL SERVICES COMPANY**

128 N. Saginaw Street  
 Lapeer, MI 48446

O: (810) 664-9411  
 F: (810) 664-3451  
 www.rowepsc.com

PLAN DATE:	OCTOBER 2022
PROJECT MGR:	MCC
REVIEWER:	
SCALE:	NOT TO SCALE



LEGAL DESCRIPTIONS	
PARCELS 1 & 2	PARCELS 3 & 4
PARCELS 5 & 6	PARCELS 7 & 8
PARCELS 9 & 10	PARCELS 11 & 12
PARCELS 13 & 14	PARCELS 15 & 16
PARCELS 17 & 18	PARCELS 19 & 20
PARCELS 21 & 22	PARCELS 23 & 24
PARCELS 25 & 26	PARCELS 27 & 28
PARCELS 29 & 30	PARCELS 31 & 32
PARCELS 33 & 34	PARCELS 35 & 36
PARCELS 37 & 38	PARCELS 39 & 40
PARCELS 41 & 42	PARCELS 43 & 44
PARCELS 45 & 46	PARCELS 47 & 48
PARCELS 49 & 50	PARCELS 51 & 52
PARCELS 53 & 54	PARCELS 55 & 56
PARCELS 57 & 58	PARCELS 59 & 60
PARCELS 61 & 62	PARCELS 63 & 64
PARCELS 65 & 66	PARCELS 67 & 68
PARCELS 69 & 70	PARCELS 71 & 72
PARCELS 73 & 74	PARCELS 75 & 76
PARCELS 77 & 78	PARCELS 79 & 80
PARCELS 81 & 82	PARCELS 83 & 84
PARCELS 85 & 86	PARCELS 87 & 88
PARCELS 89 & 90	PARCELS 91 & 92
PARCELS 93 & 94	PARCELS 95 & 96
PARCELS 97 & 98	PARCELS 99 & 100

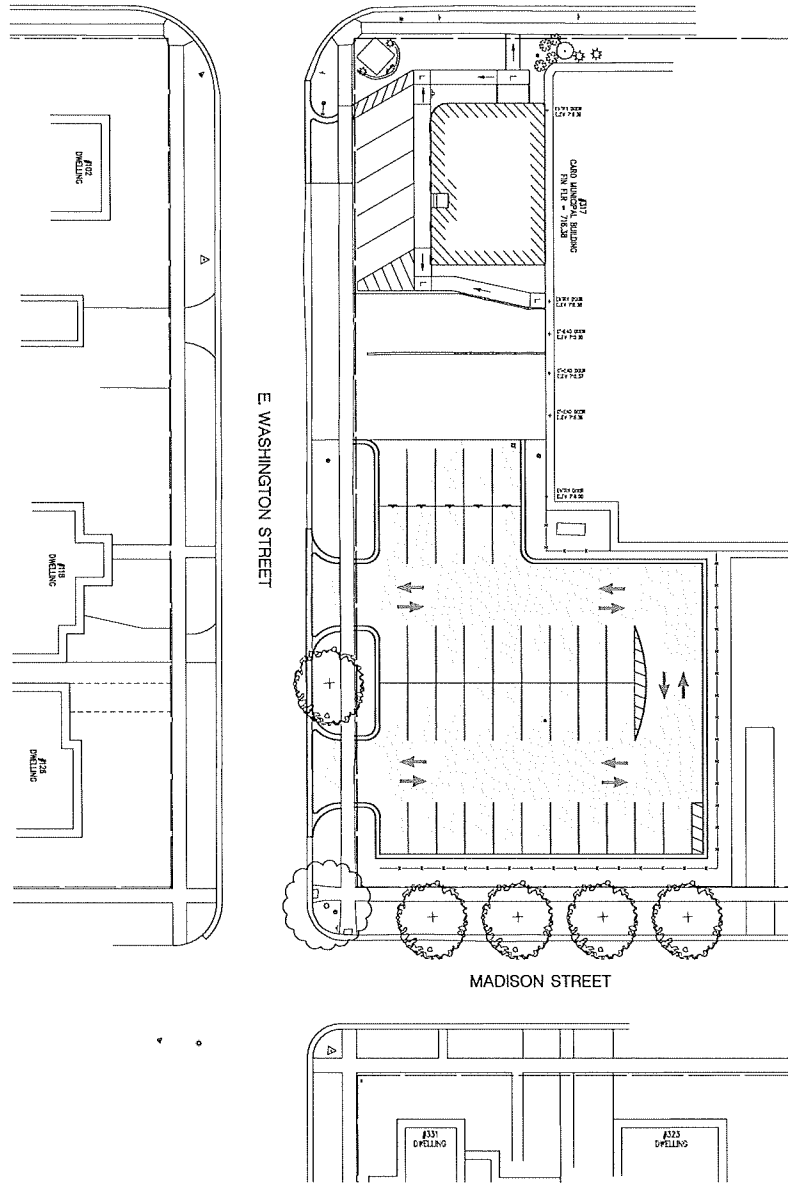
PREPARED FOR  
**CITY OF CARO**  
**CITY HALL PARKING LOT PROJECT**  
317 S. STATE STREET, CARO MICHIGAN  
EXISTING CONDITIONS SHEET



**ROWE PROFESSIONAL SERVICES COMPANY**  
O: (810) 664-9411  
F: (810) 664-3451  
www.rowepsc.com

PLAN DATE: OCTOBER 2022  
PROJECT MGR: MCC  
REVIEWER: \_\_\_\_\_  
SCALE: 1" = 20'

S. STATE STREET M-81



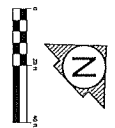
E WASHINGTON STREET

MADISON STREET



How much? Below.  
Call before you go.

PLAN SUBMITTALS AND CHANGES	
REV.	DESCRIPTION
001	PROPOSED PARKING - WAIT FOR CONSIDERATION
002	
003	
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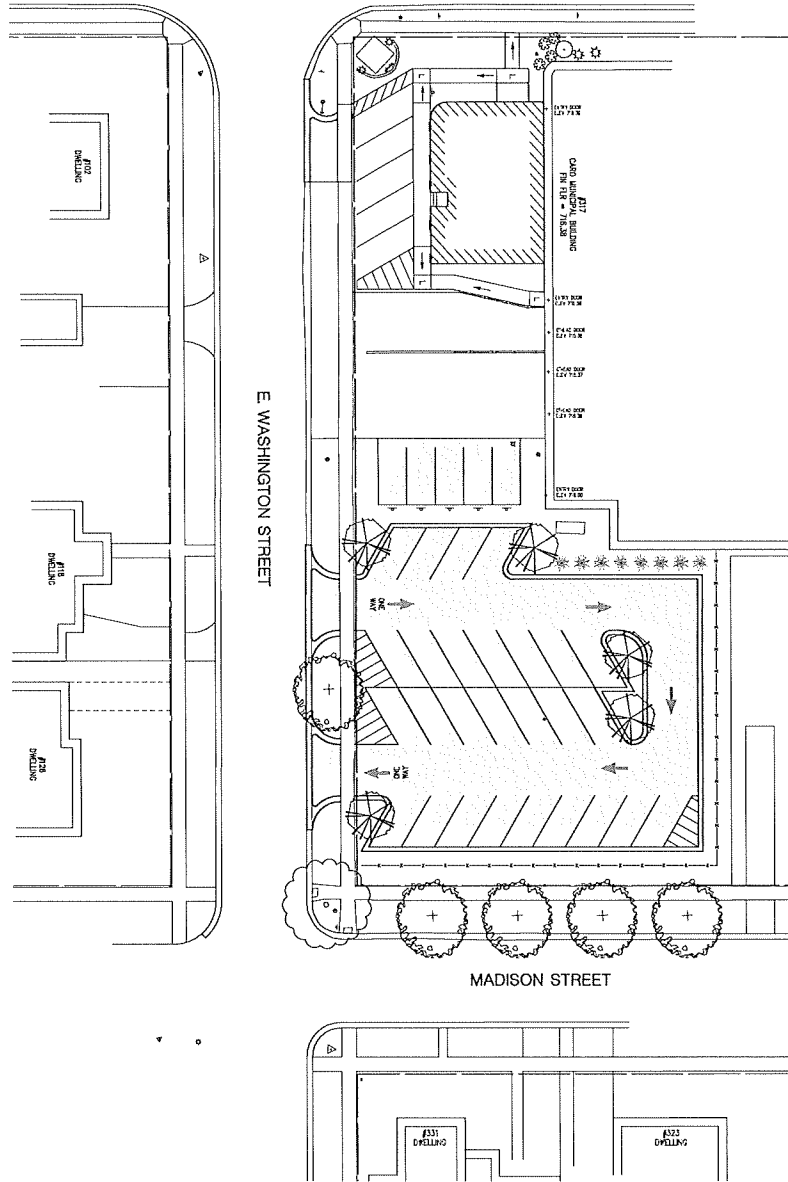
PREPARED FOR  
**CITY OF CARO**  
PROPOSED PARKING LOT PROJECT  
CONCEPTUAL SITE PLAN - OPTION B

**ROWE PROFESSIONAL SERVICES COMPANY**  
128 N. Saginaw Street  
Lapeer, MI 48446  
O: (810) 664-9411  
F: (810) 664-3451  
www.rowepsc.com

PLAN DATE: DECEMBER 2020  
PROJECT MGR: MCC  
REVIEWER: MCC  
SCALE: 1" = 20'

SHT 1 OF 1  
CDS 150 13/2019

S. STATE STREET M-81



Know what's behind. Call before you dig.

PLAN SUBMITTALS AND CHANGES	
NO.	DATE
1	12/15/20
2	12/15/20
3	12/15/20
4	12/15/20
5	12/15/20
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50	12/15/20

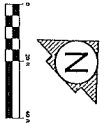
REV: \_\_\_\_\_  
 SHEET 1 OF 1  
 JOB NO. 1803110

PREPARED FOR  
**CITY OF CARO**  
**PROPOSED PARKING LOT PROJECT**  
 CONCEPTUAL SITE PLAN - OPTION C



**ROWE PROFESSIONAL SERVICES COMPANY**  
 128 N. Saginaw Street  
 Lapeer, MI 48448  
 O: (810) 664-9411  
 F: (810) 664-3451  
 www.rovepsc.com

PLAN DATE: DECEMBER 2020  
 PROJECT MGR: MCC  
 REVIEWER: MCC  
 SCALE: 1" = 20'



#7

**Memorandum**

To: The Caro City Council

From: Lauren Amellal, Interim City Manager, And Director of Development & Strategic Initiatives.

Date: 11/7/2022

RE: Parcel no: 013-011-100-0800-00

**Background:**

Through a collaborative effort, the Tuscola branch of MSUE and the City of Caro have created a new full-time position. The position will serve as the City of Caro's recreational programming support staff, reporting to the local MSUE Educational Coordinator. Communication and responsibilities are subject to review by the City of Caro Parks and Recreation Committee, the Director of Development and the City Council. The support staff would be responsible for offering educational and recreational programming, as well as marketing and coordinating additional programming in and around the facility/throughout the year.

In addition to the regular recreational programming, the facility could potentially be used for a Winter Farm and Arts Market. The Market could be held one day per week, December through May. There is a significant need for this type of small business incubator as well as the Parks and Recreation Facility here in Caro. The merchant space rental revenue would contribute to the Parks and Recreation budget serving as the only revenue for that department. These funds would assist with the development of future initiatives.

I have met with the Tuscola County Safe Build/ Building Codes Department at the site. Upon their review of the building, they advised that at this time the building is not to code for public use. In order to bring the building up to code, they had several recommendations. In addition to the minor interior improvements, they also reviewed a few exterior upgrades, to ensure accessibility and safety of the public. All together the minor repairs, and upgrades will total no more than \$10,000.00.

The plan to upgrade this facility has been in the works for several years. It is the perfect time to begin working towards creating our vision! With the (ARPA) SPARK GRANT planning in the works, the Parks & Recreation Committee strategizing their 5-year Plan, and the new partnership for a Parks and Recreation employee we are definitely on the right track!

**Recommendation:**

Option 1: The necessary funds could be found in the Building Grounds and Maintenance, Parks and Recreation Capital Outlay or another source without making any changes at this time. Or Council could move to make a budget Amendment to account for the upgrades to the site.

Option 2: The Council can elect not to move forward with the simple improvements and begin utilizing the Parks and Recreation Building and collaborative FT staff that we made a commitment for.

#8

# CITY OF CARO

INTERIM CITY MANAGER  
LAUREN AMELLAL  
CITY CLERK  
RITA PAPP  
CITY TREASURER  
MICHELE PERRY  
CITY ATTORNEY  
LAURA GENOVICH

317 South State Street  
Caro MI 48723  
Phone 989-673-2226  
Fax 989-673-7310  
Website www.carocity.net

MAYOR  
JOE GREENE  
CITY COUNCIL  
BOB ESCHENBACHER  
DON HALL  
VACANT – NEW ELECTED  
JILL WHITE  
EMILY CAMPBELL  
PAMELA ISELER

## 2023 SCHEDULE OF REGULAR MEETINGS OF THE CITY OF CARO COMMON COUNCIL HELD AT 6:30 P.M. ON THE FIRST AND THIRD MONDAY OF EACH MONTH:

**(Unapproved)**

JANUARY	3 & 17 (Both Tuesdays due to holidays)	FEBRUARY	6 & 20
MARCH	6 & 20	APRIL	3 & 17
MAY	1 & 15	JUNE	5 & 19
JULY	3 & 17	AUGUST	7 & 21
SEPTEMBER	5 & 18	OCTOBER	2 & 16
NOVEMBER	6 & 20	DECEMBER	4 & 18

## 2023 SCHEDULE OF REGULAR MEETINGS OF THE CITY OF CARO DOWNTOWN DEVELOPMENT AUTHORITY (DDA) HELD AT 12:00 NOON ON THE SECOND WEDNESDAY OF EACH MONTH:

**(Unapproved)**

JANUARY	11	FEBRUARY	8
MARCH	8	APRIL	12
MAY	10	JUNE	14
JULY	12	AUGUST	9
SEPTEMBER	13	OCTOBER	11
NOVEMBER	8	DECEMBER	13

## 2023 SCHEDULE OF REGULAR MEETINGS OF THE CITY OF CARO PLANNING COMMISSION HELD AT 7:00 P.M. ON THE SECOND AND FOURTH TUESDAY OF EACH MONTH:

**(Approved)**

JANUARY	10 & 24	FEBRUARY	14 & 28
MARCH	14 & 28	APRIL	11 & 25
MAY	9 & 23	JUNE	13 & 27
JULY	11 & 25	AUGUST	8 & 22
SEPTEMBER	12 & 26	OCTOBER	10 & 24
NOVEMBER	14 & 28	DECEMBER	12 & 26 (holiday?)

## 2023 SCHEDULE OF REGULAR MEETINGS OF THE CARO PARKS & RECREATION COMMITTEE HELD AT 5:30 P.M. ON THE THIRD TUESDAY OF EACH MONTH:

**(Unapproved)**

JANUARY	17* (reschedule-conflict)	FEBRUARY	21
MARCH	21	APRIL	18
MAY	16	JUNE	20
JULY	18	AUGUST	15
SEPTEMBER	19	OCTOBER	17
NOVEMBER	21	DECEMBER	19

\*\*\*\*\*

This notice is given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976.

Rita Papp  
City of Caro Clerk

## Memorandum

**TO: City Council**

**From: Lauren M. Amellal; Interim City Manager**

**Date: November 4th, 2022**

**RE: Interim Manager Report**

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### New:

- Discussed need to post WWTP Supervisor Position with HR
- Attended MML Conference in Muskegon, MI.
- Attended SPARK GRANT Webinar with City Treasurer, Michele Perry.
- Attended several Grant Program Webinars, Potential Blight Demolition Grant Funds
- Attended CBDG meeting with the Mayor, and Michele regarding grant funds.
- Submitted ITA for CWSRF and DWSRF programs.
- Coordinated Planning Commission Meetings and communications with Chairman.
- Held a Project Review meeting with Rowe Engineer.
- Scheduled meetings of importance for the Mayor and myself.
- Attended multiple Gingerbread planning events and Caro Chamber meetings.
- Beginning Annual Reports to be presented at meeting of the Whole/ RRC meeting in December.
- Attended Rotary- Announced \$860,000.00 Grant secured by TFAC through USDA and MDE

### On-Going/Progress:

Small Urban Task Force:

- Project revision needed for 2024 Road Projects.

Mertz Road Parks and Rec Building:

- Met with the Mayor, and Tuscola County Building Codes for building code review.
- Discussed necessary code update repairs with DPW Supervisor Tom Reese.
- Met with Parks and Rec Chairman to discuss potential rec opportunities at the location.
- Met with potential vendors and educators that are interested in hosting events at location.
- Met with MSUE to develop Job Description for P&R full-time employee.
- Reviewing Zoning for location and required permits/ approvals.
- Potential SPARK GRANT funds available.

Equipment:

- LED sign installed at City Hall
- Vacuum truck to be serviced.
- Minor repair for damaged truck mirrors.
- Security File drawer arrived for elections.

WWTP

- HRC submitted RFQ documents for WWTP
- Estimates needed for driveways at some lift stations
- Mini freezer purchased for WWTP, stored in Fire Hall near existing ice machine

RRC:

- Continuing RRC training modules.
- Considering the "Fellow" Program to assist with Capacity for this program. Funds required.

Police Station Demo:

- Westshore to schedule removal in November
- Phase 2 Environmental studies complete.
- Coordinated professional services with Rowe to be proposed in November.

Staff/ Policy:

- Sent letter to employee/ former renter about past due rent and utilities. Met with Mayor- he advised I begin conversations with Legal. Legal has prepared a Collection Notice for Council Approval.
- Would like to revisit the no pets in City Hall rule approved September 19<sup>th</sup>, 2022.
- Limited Department Head Touch-Point meeting to foster personal communication with individual DH.

Wells:

- Well #7 URGENT/Emergency repairs discussed on September 19<sup>th</sup> (and in Staff Reports) are complete. Invoice pulled from Check Run for Council approval
- New Well  
Met with Wood/WSP, Rowe, to review professional analysis on secondary location (near well 6). Second location analysis currently affirms that the best location is near Well #6.

Caro Center:

- DRAFT easements are in from the State. Being reviewed by Rowe, DPW, WWTP.
- As-builds diagrams are in. Additional easements required prior to City Approval.
- Working to determine continued service options for properties on Center Rd.

Parking Lot Extension:

- Initial Topographic Survey completed by Rowe.
- Review of Parking Lot options discussed by Planning Commission.
- Parking Lot proposal for professional design services to be presented.

MSP Post:

- Reviewing possible options, no further contact from MSP/ county.

City Hall HVAC:

- Thumb Heating and Cooling has been contacted and is planning for project.

Hills & Dales:

- Wellogy presented preliminary site plan to Planning Commission in September
- Spicer and Wellogy presented Nov 3<sup>rd</sup>. Item was tabled until November 28<sup>th</sup>.
- To schedule Staff and Engineering Meeting with Firm within 10 days.

Downtown:

- DDA seasonal staff working on events and beautification.
- Director of Development on Chamber Gingerbread Committee.

Abandoned Alley Property:

- Discussing solutions/ processes for abandonment with Legal
- Spoke with adjacent property owner about resolutions.

**Near Completion or Complete:**

Fall Clean up:

- Coordinated with DPW, Staff and P & R to promote event.

MIWORKS:

- Failed to complete process. Potential to participate in the next funding round.

TISD Annexation:

- TISD currently seeking legal assistance for continuation of unaccepted Annexation.
- I notified the TISD of Council determination of rate change, formal letter sent by Michele.

CDL:

- Discussions postponed.

Master Plan

- Public Hearing in Jan 2023, Final Approval at Council meeting to follow.

DDA

- Striping and tree trimming projects near completion.
- Seasonal staff have been cleaning and beautifying the community.



# CITY OF CARO

INTERIM CITY MANAGER  
LAUREN AMELLAL  
CITY CLERK  
RITA PAPP  
CITY TREASURER  
MICHELE PERRY  
CITY 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  
VACANT – NEW ELECTED  
JILL WHITE  
EMILY CAMPBELL  
PAMELA ISELER

**TO:** City Council  
**FROM:** Rita Papp – City Clerk  
**SUBJECT:** Clerk’s Report  
**DATE:** November 9, 2022

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- Continuing to review Boards and Commission Appointment vacancies.
- Planning Commission has 3 vacant seats. Posted vacancies on city website. No application received as of the date of this meeting. According to MCL 125.3815, Sec. 15(2) city may have 5, 7, or 9 members. We may want to consider going to a 7 member. If we do, then we may have 1 vacant seat.
- Parks & Recreation has 1 vacant seat available due to Pamela Iseler being appointed to the Council. Reviewing By-Laws to see if 2 council members can serve on a committee. No action taken as of writing this report.
- LED sign has been installed and is working well.
- General Election scheduled November 8, 2022.
- Attended Tuscola County Clerk’s Association Meeting, October 20, 2022.
- Attended Tuscola County Clerk’s Association Virtual Meeting, November 4, 2022.
- Jana and I was in the office for pre-election weekend hours on Saturday, November 5, 2022, 7:00 a.m. – 3:00 p.m.
- McCarthy Carpet Cleaners completed the carpets on Saturday, November 5, 2022, during our pre-election weekend hours.
- Working with Christopher Shannon (City Manager final candidate), Laura Genovich (city attorney) and Mayor Greene on the City Manager contract.
- I am scheduled for knee surgery on November 17, 2022 which will result in me being out of the office for at least 6 weeks. Jana will be the Acting City Clerk in my absence.