

**AGENDA
REGULAR MEETING OF THE CARO CITY COUNCIL
DECEMBER 5, 2022, 6:30 P.M.**

CALL TO ORDER (Pledge of Allegiance)

AGENDA APPROVAL

PUBLIC COMMENTS/VISITORS:

COMMUNICATION:

1. F-35 Letter of Support
2. Letter from American Legion
3. Parks & Recreation Minutes November 15, 2022 (unapproved)
4. MML Newly Elected Officials Training
5. City Manager

CONSENT AGENDA:

1. Finance Committee of the Whole Minutes – November 21, 2022
2. Regular Council Minutes – November 21, 2022
3. Special Council Minutes – November 28, 2022
4. Invoices

REGULAR AGENDA:

1. Versalift Bucket Truck
2. Fire Department EMT
3. Liaison Discussion
4. Board of Review Appointments
5. Certificate of Deposit Report - CD Reinvestment
6. Planning Commission Seats
7. Well Modeling Services – Rowe Engineering
8. Rowe Planner Contract
9. Spark Grant Resolution

ITEMS PENDING/POSTPONED:

1. Parks & Recreation Committee – Fence Quotes
2. CDL Licensing
3. DPW Parking Lot Quotes

MAYOR'S REPORT – Written report submitted

INTERIM MANAGER'S REPORT – Written report submitted.

CLERK'S REPORT – Written report submitted.

ADDITIONAL PUBLIC COMMENTS

ADJOURN

.....

Submitted on Monday, November 21, 2022 - 8:24am
Submitted by anonymous user: 24.231.175.17
Submitted values are:

==Your Message Details:==

Subject: F-35 Letter of Support

Message:

Council members,

I just wanted to reach out to see if you would be willing to submit a letter to Congresswoman McClain in support of the federal government's continued funding of the F-35 project?

The F-35 fighter jet has the most advanced technology in the world today and is designed to take on and defeat the world's toughest threat systems. The F-35's sophisticated systems bring the 21st century's firepower, agility and breakthrough stealth technology to the men and women on America's frontlines. Michigan currently has roughly 50 manufacturers throughout the state who develop parts for the F-35 which has created nearly 5,500 jobs and over \$500 million in annual economic impact.

With the recent uncertainty in Europe as a result of Russian aggression towards Ukraine and our allies in NATO, the F-35 is vital for our national security and strengthens us against global adversaries. Although the uncertainty with Russia continues, and now with war looming between China and Taiwan, President Biden has recommended a cut to the F-35 program by 35%. Now is not the time to be cutting funding for our nation's most advanced fighter jet.

I would be happy to send along a draft letter for your review. Please let me know if you have any questions or if this is something any of you might be interested in.

Sincerely,

Tim Holland

tholland@grassrootsmidwest.com

(989) 529-0319

==Your Contact Information:==

Full Name: Tim Holland

E-mail Address: tholland@grassrootsmidwest.com

Phone Number: 9895290319

==Address:==

Street: 3732 Wedgewood Dr

City: Lapeer

State: Michigan

Zipcode: 48446

The results of this submission may be viewed at:

<https://www.carocity.net/node/2/submission/1866>

Theron W. Atwood, Sr., Post No. 7

Department of Michigan



Meetings On The First
Tuesday Of Each Month

110 W. Frank Street, Caro, Michigan 48723
Phone 989-673-0643

January 27, 2020

Caro City Council

317 S. State St

Caro MI 48723

Caro City Council Members,

On August 1, 2020 the American Legion Post #7 will be celebrating its 100th Anniversary here in Caro. American Legion Post #7 was chartered in 1920 in Caro.

The American Legion Post #7 would like for the Caro City Council to consider these ideas for future projects to improve the City of Caro.

1. To finish the sidewalks on the west side of Hooper St. Our vision is to make the community more pedestrian friendly.
2. The congestion of the traffic downtown. Our suggestion would be to make the first 3 or 4 blocks of Main Street for pedestrian traffic only. To divert car traffic to the alleys on either side of main street. More drastic configuration would be to start at Colling and M81 and go along the Fairgrounds and connect with the bridge at M24.

Theron W. Atwood, Sr., Post No. 7

Department of Michigan



Meetings On The First
Tuesday Of Each Month

110 W. Frank Street, Caro, Michigan 48723
Phone 989-673-0643

The American Legion Post #7 is looking to the next 100 years for this community. We would like to see it more pedestrian, bicycle friendly.

We would like to see more improvement on the Cass River, adjoining state lands and parks in the area.

We have the opportunity to make Caro a desirable place to live for future generations.

We hope that you will take these suggestions into consideration to help our community grow in the next 100 years.

In closing we would like to extend a hand to any City Council member or citizen to join any of our Military organizations or auxiliaries.

American Legion Post #7

PLAV #217

VFW #4164

Sincerely,

Ken Pierce

Commander American Legion Post #7

Parks and Recreation Minutes
City of Caro
November 15, 2022

Call to Order (Pledge of Allegiance): 5:34 pm

Members Present: Sean Smith, Tanya Batschke, Colleen Russel, Sue Ellen Greenlee, Jill White, Pamela Iseler and Jeff Hartel

Public Comment: Karen Snider - Greeting to Parks and Rec committee members. Introduced herself to members that have not met her before. Also present was Rita Papp. Colleen Russell mentioned that during the fall cleanup in Bieth Park a handgun was found. Police were called and the handgun was handed over to them. No additional information at this time was available.

Approval of October Minutes: Motion made by Colleen and Seconded by Tanya to approve the Minutes. Vote was 7 - 0 in favor of approving the minutes.

Director of Development Report: Lauren

- a. Job description for the MSU Extension/City of Caro "Parks and Recreation Administrative Support Representative" has been completed.
- b. Building for Parks and Recreation activities has been approved by the city council. Upgrades will be needed to get the building ready to use.
- c. Spark Grant is being discussed to assist the Parks and Recreation with planning for future projects.

City Council Liaison Report: Jill

- a. Caro has a new mayor (Karen Snider).
- b. City Council is having a meeting in the very near future to finalize the direction of new City Manager position.
- c. City Council approved spending \$15,000 for upgrades at the Recycling Center.

Old Business:

- a. 5 Year Plan discussion. Plan to move forward with the following items.
 - Immediately - items a - d
 - Near Future - items a, b
 - Long Term - items a - c
- b. Fall Beautification Project Update:
 1. Turnout was low partly due to the weather being so bad.
 2. Elected to keep the date the same next year.

3. Discussed developing a call list to help reaching out to the community for volunteers.
4. Spring cleanup will be April 29 from 8:00 am till noon.

NOTE: A special thank you to the Gleaners and Joe Greene for their donations for donuts and pizza for the workers. A motion by Tanya and Seconded by Jeff to have Sean reach out to the Gleaners to see how the unused money for this activity should be used.

- c. Wayfinding Signs - No Report
- d. Aquazone Chairs - Tanya has reached out the company for pricing but has not heard back from them. Update in December.

New Business:

- a. Sparks Grant Project Plan -
 1. Grant is due December 19, 2022
 2. Total of \$65,000,000 is available for use
 3. There will be 3 grant cycles with amounts awarded of \$100,000 and \$1,000,000 per project.
 4. Coordinate this grant in conjunction with the Parks and Recreation 5 year plan.

Objective of the Grant:

1. Create public recreational opportunities for local citizens with a focus on outdoor activities.
 2. Build on existing infrastructure.
 3. Promote the overall well-being of the community.
 5. Redevelopment of public recreational buildings in addition to the walking trail system.
- b. Project/Event Calendar: updates were made for the 2022 - 2023 community calendar. Most activities from this year will correspond to next year's dates.
 - c. Approval of meeting dates for 2023. Dates will remain the third Tuesday of Each month except for January. January's Parks and Recreation will be held on January 10, 2023 beginning at 5:30 pm due to a holiday. Motion by Jeff and Seconded by Sean to approve the calendar for 2023. Vote to approve 7 - 0.

Public Comment: - None

Adjourn - 6:58 pm

Dear Municipal Official,

Many communities have recently held local elections and welcomed new officials to their team. To help these new officials get off to the best start, the League offers specialized Newly Elected Officials (NEO) training.

Training covers core topics that will help educate first-time elected officials, as well as seasoned officials, on basic functions such as:

- Overview of basic local government
- Roles and responsibilities of local elected officials
- Open Meetings Act (OMA)
- Freedom of Information Act (FOIA)
- Government finance
- Introduction to League services
- Panel discussion with seasoned elected officials

The course will be held in a variety of locations across the state, as well as virtually:

- Nov. 30 – Lansing
- Dec. 8 and 15 – Virtual
- Jan. 12 – Ann Arbor
- Jan. 21 – Virtual

Please share this information with any newly elected officials in your community. To register, please visit www.mml.org/events/calendar.htm.

We hope to see your newly elected officials at an upcoming training!

Sincerely,



Kelly Warren
Director, Equity and Member Engagement



**CITY OF CARO
FINANCE COMMITTEE OF THE WHOLE MINUTES
NOVEMBER 21, 2022, at 6:00 P.M.**

Finance Chair Bob Eschenbacher called the Finance Committee meeting to order on November 21, 2022, at 6:00 p.m. in the Council Chambers.

Present: Karen Snider - Mayor, Chair Bob Eschenbacher, Emily Campbell, Don Hall, Pamela Iseler, Charlotte Kish, and Jill White

Absent: None

Others: Jana Brown – Deputy Clerk, Michele Perry – Treasurer, Lauren Amellal - Interim City Manager and Director of Development and Strategic Initiatives, and other guests

PUBLIC COMMENT/VISITORS: None

BUSINESS ITEMS:

1. FY 2022-2023 Financial Audit

Jamie Peasley from Anderson, Tuckey, Bernhardt & Doran, P.C. presented the City of Caro audit for the year end June 30, 2022.

**Motion by Kish, seconded by White to recommend the audit to full City Council for approval.
Motion carried.**

ITEMS PENDING/POSTPONED: None

ADDITIONAL PUBLIC COMMENTS

**Motion by White, seconded by Hall to adjourn the meeting at 6:29 p.m.
Motion carried.**

Jana Brown
Deputy City Clerk

REGULAR MEETING OF THE CARO CITY COUNCIL
November 21, 2022, 6:30 P.M.

Mayor Karen Snider called the regular meeting of the City Council to order on November 21, 2022, at 6:30 p.m. in the Council Chambers.

Present: Mayor Karen Snider, City Council: Bob Eschenbacher, Emily Campbell, Don Hall, Pamela Iseler, Charlotte Kish, and Jill White

Absent: None

Others: Lauren Amellal – Interim City Manager/Director of Development & Strategic Initiatives, Jana Brown – Deputy Clerk, Michele Perry – Treasurer, Tom Reese – Director of Public Works, Ken Fields – WWTP and other guests

AGENDA APPROVAL

22-M-250

**Motion by Eschenbacher, seconded by Campbell to approve the agenda with the additions of:
#8 – Water Shut Off Policy.
Motion Carried.**

PUBLIC COMMENTS/VISITORS: None

COMMUNICATION:

1. Planning Commission Meeting Minutes – November 3, 2022 (unapproved)
2. Downtown Development Authority Meeting Minutes – November 9, 2022 (unapproved)
3. Council/Committee 2023 Meeting Calendar
4. Update on City Manager Position

CONSENT AGENDA:

1. Regular Council Minutes – November 9, 2022
2. Special Council Minutes – November 16, 2022
3. Invoices
4. Department Reports
 - A. Police Report – Chief Brian Newcomb
 - B. Fire Report – Chief Randall Heckroth
 - C. Code Enforcement Report – Randall Heckroth
 - D. Director of Public Works Report – Tom Reese
 - E. WWTP – Ken Fields
 - F. Municipal Parking Violations Bureau Report – Rita Papp
 - G. Director of Development & Strategic Initiatives Report – Lauren Amellal

22-M-251

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

REGULAR AGENDA:

1. FY 2021-2022 Financial Audit Presentation – Jamie Peasley from Anderson, Tuckey, Bernhardt, Doran, P.C. provided a summary of the audit report and thanked the staff for their assistance with the audit.

21-M-252

**Motion by Eschenbacher, seconded by Kish to accept the audit from Anderson, Tuckey, Bernhardt, Doran, P.C.
Motion Carried.**

2. Mayor Pro Tem Appointment

22-M-253

**Motion by Kish, seconded by Iseler to approve Mayor Snider's appointment of Bob Eschenbacher as Mayor Pro Tem.
Roll call vote: Campbell – yes, Eschenbacher – abstain, Hall – yes, Iseler – yes, Kish – yes, White – yes, Mayor Snider – yes.
Motion carried.**

3. Committee/Liaison Appointments

Mayor Snider made the following committee appointments: Charlotte Kish to Finance Chair with Members Bob Eschenbacher and Emily Campbell. Charlotte Kish to Personnel Chair with Members Bob Eschenbacher and Don Hall. Jill White to Policy Chair with Members Emily Campbell and Pamela Iseler. Don Hall to Capital Projects Chair with Members Pamela Iseler and Jill White.

Appointed the following Council Liaisons: EDC – Mayor Snider; Chamber of Commerce – City Manager; DDA – Don Hall; Parks & Recreation – Jill White; Planning Commission – Bob Eschenbacher; Zoning Board of Appeals – Mayor Snider; Tuscola County Board of Commissioners – Charlotte Kish; Fair Board – Pamela Iseler; Indianfields Township – Don Hall and Almer Township – Emily Campbell.

Board of Review will be discussed at the December 5, 2022, Council Meeting

DDA: One vacant position with a term to expire November 2026. City Clerk is to advertise for the vacancy. Ross Downing re-appointed with his term expiring November 2026.

Parks & Recreation: Committee is to have five members with one City Council Liaison according to the 5-year plan. Committee Members are as follows: Sean Smith, Colleen Russell, Tanya Batschke, Jeffrey Hartel, and Sue Ellen Greenlee with Liaison Jill White.

Planning Commission: Mike Carpenter and Denise Steffen re-appointed with their terms expiring November 2025.

Zoning Board of Appeals: Timothy Bates appointed with his term expiring November 2025.

22-M-254

**Motion by Eschenbacher seconded by Campbell to approve the re-appointments to DDA, Parks & Recreation, Planning Commission and add Timothy Bates to the Zoning Board of Appeals.
Motion Carried.**

4. Delinquent Personal Property Tax – Treasurer - Michele Perry, provided overview of the delinquent personal property taxes to be removed from the tax roll and how this would be accomplished.

22-M-255

Motion by Kish, seconded by Eschenbacher to approve the City Treasurer - Michele Perry, to provide Tuscola County Treasurer - Ashley Bennett, the list of uncollectible personal property taxes and request them go before a judge to be removed from the tax roll.

Motion Carried.

5. DDA Cost Sharing of Snow Removal

22-M-256

Motion by Eschenbacher, seconded by Hall to approve the agreement by the DDA to pay 50% of the cost of snow removal and disposal in the downtown area on an as needed basis.

Motion Carried.

6. Spark Grant Application Proposal – Lauren Amellal, Interim City Manager, provided information regarding the Spark Grant

22-M-257

Motion by Iseler, seconded by White to accept the recommendation of the Parks & Recreation Committee and support the Spark Grant Application process to begin immediately.

Motion Carried.

7. City Hall Municipal Parking Lot Engineering Proposal – Lauren Amellal Interim City Manager provided background regarding the parking lot project. Discussion followed regarding the proposed contract for services.

22-M-258

Motion by Eschenbacher, seconded by White to accept Rowe's recommendation of contract for the City parking lot.

Motion Carried.

8. Water Shut Off Policy – Mayor Snider addressed language amendment to the Water Shut Off Policy

22-M-259

Motion by Kish, seconded by Eschenbacher to approve the amendment to the Water Shut Off Policy.

Motion Carried.

ITEMS PENDING/POSTPONED:

1. Parks & Recreation Committee – Fence Quotes
2. CDL Licensing
3. DPW Parking Lot Quotes

COMMITTEE/LIAISON POSITION REPORTS:

1. Economic Development Corporation – Mayor Snider met with Steve Erickson to get up to speed on current happenings in the downtown.
2. Chamber of Commerce (Manager) – Chamber has been working on the Gingerbread Festival preparations. Chamber is currently looking for a manager and developing plans for Cars & Crafts and Citizen of the Year.
3. Downtown Development Authority (Hall) – DDA addressed the budget at their last meeting.

4. Fair Board (White) – This year’s fair was over the top better than previous years. City has a great partnership with the Fair Board. Fair Board had a presentation regarding the possibility of motorcycle racing and is excited that their track is still intact.
5. Parks & Recreation (White) – Concentrating on the 5-year Plan and Spark Grant. Focusing on goals for the old recycling building.
6. Planning Commission (Eschenbacher) – Mike Carpenter provided the update. Planning had their first review of the Hills & Dales Rapidcare facility site plan and plan to wrap it up at their November 28, 2022, meeting. Commission approved their 2023 meeting schedule.
7. Tuscola County Board of Commissioners – no report
8. Zoning Board of Appeals – no report
9. Indianfields Township – no report
10. Almer Township (Campbell) – did not attend

MAYOR’S REPORT – Written report submitted. Mayor Snider and Emily Campbell attended the ribbon cutting ceremony at Marshall’s on November 13, 2022. Attended the Little Mermaid production put on by Caro High School and commended the performance, costuming and well-behaved students. Commented on the City Manager candidate, Christopher Shannon.

MANAGER REPORT – Written report submitted. Thanked Mayor Snider for her insight. Highlighted the Small Urban Task Force, SRF Funding & RFQ, old police building demo, municipal building parking project, Hills & Dales Rapid Care project and Farmer’s Market.

CLERK’S REPORT – Written report submitted.

TREASURER’S REPORT – Written report submitted. Tax bills will be going out December 1st with each individual property receiving a separate bill. 1094 S Colling sold at tax auction for \$1000.00. CBDG grant – working with MEDC to get \$32,000 in grant funds back for the market pavilion. Highlighted blight elimination and attendance of staff at the fall conference. Mayor Snider added the siren needs to be moved from the old police building. EDC indicated there may be a lot of items in the old police the City may want to consider putting up for auction. Discussion followed regarding grant for tear-down of the old police building.

ADDITIONAL PUBLIC COMMENTS

- Lauren Amellal commented on the public auction
- Ken Fields commented on equipment in the old police building
- Tanya Batschke and another audience member- commented on the delinquent tax roll.
- Sue Ellen Greenlee – reminded everyone about Small Business Saturday coming up this weekend

22-M-260

**Motion by Eschenbacher, seconded by Campbell to adjourn the meeting at 7:46 p.m.
Motion Carried.**

**Jana Brown
Deputy City Clerk**

**SPECIAL MEETING OF THE CARO CITY COUNCIL
NOVEMBER 28, 2022 - 5:45 P.M.**

Mayor Karen Snider called the special meeting of the City Council to order on November 28, 2022, at 5:45 p.m. in the Council Chambers.

Present: Mayor Karen Snider, City Council: Bob Eschenbacher, Emily Campbell, Don Hall, Pamela Iseler, Charlotte Kish, and Jill White

Absent: None

Others: Jana Brown – Deputy City Clerk, Michele Perry – Treasurer, Lauren Amellel – Interim City Manager/Director of Development and Strategic Initiatives and other guests

PUBLIC COMMENTS/VISITORS

Lauren Amellel presented a get-well card to council if they would like to sign for the City Clerk who is off on medical leave.

Don Hall requested to sign the card presented at the last meeting for a City employee.

Tanya Batschke notified council she found money on the floor outside of the council room and spoke highly of Council's second choice for city council.

Steven Campbell spoke in favor of Council's second choice as well.

SPECIAL AGENDA:

1. City Manager Vacancy

Mayor Snider presented Council with options for a new candidate: 1) Re-evaluate Scott Czasak; 2) Consider a search committee with the following possibilities: Frank Walsh, Amy Cell Talent and MML; 3) Form committee using community members; or 4) Attempt on our own.

Each council member was offered the opportunity to give their opinion of which option they preferred.

Decision to allow Mayor Snider and Council Member Kish to call prior candidate Scott Czasak.

Recess at 6:01 p.m.

Reconvened at 6:05 p.m.

Call made to Scott Czasak by Mayor Snider and Council Member Kish to allow both new council members the opportunity to ask questions.

22-M-261

Motion by Eschenbacher, seconded by Campbell to offer the City Manager position to Scott Czasak.

Roll call vote: Campbell – yes, Eschenbacher – yes, Hall – yes, Iseler – yes, Kish – yes, White – yes, Mayor Snider – yes.

Motion Carried

Discussion followed regarding the salary range for the manager position.

22-M-262

Motion by Eschenbacher, seconded by Campbell to start the city manager's salary at \$75,000.00.

Discussion continued regarding the remaining terms of the contract. Waive 90 day wait for health insurance, provide 20 days vacation, \$300.00 vehicle allowance per month to be paid in arrears, Pension 10% city contribution, employee 4%, 4 months severance if terminated without cause and without 30 days notice, 2-year contract. All other language as standard in contract offered originally

22-M-263

Motion by Iseler, seconded by Eschenbacher to offer a 2-year contract.

Motion carried.

22-M-264

Motion by Hall, seconded by Iseler to review in 6 months with raise of \$2500.00.

Motion carried.

22-M-265

Motion by White, seconded by Hall to review after one year with \$2500.00 salary increase.

Motion carried.

Discussion of contract terms continued. Relocation reimbursement of \$5000.00 to be added to contract. Second year of the contract will include a 3% salary increase on the second anniversary date of hire.

22-M-266

Motion by Eschenbacher, seconded by Kish to send Scott Czasak a contract with everything discussed during tonight's meeting.

Motion carried

Discussion continued regarding background check and physical.

22-M- 267

Motion by Eschenbacher, seconded by Kish to hire Scott Czasak prior to background check and physical with the stipulation that if he does not pass either he will be terminated.

Motion carried.

MAYOR COMMENTS – None

ADDITIONAL PUBLIC COMMENT

Herb Sheardy spoke regarding prior council's treatment of the City Manager.

Jill White commented on the historical home tour this Sunday.

22-M-268

Motion by Eschenbacher seconded by White to adjourn the meeting at 6:58 p.m.

Motion carried.

Jana Brown
Deputy City Clerk

Report Criteria:

Report type: GL detail
 Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Invoice GL Account	Amount
U.S. POSTMASTER				
12/22	12/01/2022	76129	596-521-807-000	191.09
12/22	12/01/2022	76129	590-567-807-000	191.08
12/22	12/01/2022	76129	592-557-807-000	191.08
Total U.S. POSTMASTER:				573.25
Total 76129:				573.25
AFLAC				
12/22	12/05/2022	76130	101-000-231-005	629.74
Total AFLAC:				629.74
Total 76130:				629.74
AMAZON CAPITAL SERVICES				
12/22	12/05/2022	76131	101-253-750-000	359.99
12/22	12/05/2022	76131	101-301-742-000	89.01
12/22	12/05/2022	76131	242-733-900-001	177.75
12/22	12/05/2022	76131	101-441-740-000	12.99
12/22	12/05/2022	76131	101-253-801-000	17.90
12/22	12/05/2022	76131	101-260-801-000	17.90
12/22	12/05/2022	76131	101-265-801-000	17.90
12/22	12/05/2022	76131	101-301-801-000	17.90
12/22	12/05/2022	76131	101-441-801-000	17.90
12/22	12/05/2022	76131	101-748-801-000	17.90
12/22	12/05/2022	76131	590-567-801-000	17.90
12/22	12/05/2022	76131	592-557-801-000	17.90
12/22	12/05/2022	76131	242-728-801-000	17.90
12/22	12/05/2022	76131	536-336-801-000	17.90
12/22	12/05/2022	76131	101-253-740-000	27.96
12/22	12/05/2022	76131	101-301-742-000	289.35
12/22	12/05/2022	76131	101-101-740-000	22.97
12/22	12/05/2022	76131	101-260-740-000	13.38
Total AMAZON CAPITAL SERVICES:				1,172.40
Total 76131:				1,172.40
BRENTWOOD GRAPHICS				
12/22	12/05/2022	76132	101-101-740-000	20.00
Total BRENTWOOD GRAPHICS:				20.00
Total 76132:				20.00

GL Period	Check Issue Date	Check Number	Invoice GL Account	Amount
CARO RENTAL				
12/22	12/05/2022	76133	242-733-965-002	42.45
Total CARO RENTAL:				42.45
Total 76133:				42.45
CHRIS E LANDSCAPING LLC				
12/22	12/05/2022	76134	101-265-801-000	756.00
12/22	12/05/2022	76134	101-691-801-000	594.00
12/22	12/05/2022	76134	101-697-801-000	675.00
12/22	12/05/2022	76134	101-695-801-000	675.00
Total CHRIS E LANDSCAPING LLC:				2,700.00
Total 76134:				2,700.00
COMPANION LIFE INSURANCE CO.				
12/22	12/05/2022	76135	101-172-717-000	56.22
12/22	12/05/2022	76135	101-253-717-000	16.96
12/22	12/05/2022	76135	101-260-717-000	20.75
12/22	12/05/2022	76135	101-265-717-000	14.36
12/22	12/05/2022	76135	592-483-719-000	78.51
12/22	12/05/2022	76135	592-536-719-000	3.37
12/22	12/05/2022	76135	592-557-719-000	91.09
12/22	12/05/2022	76135	596-483-719-000	29.57
12/22	12/05/2022	76135	596-521-719-000	6.75
12/22	12/05/2022	76135	661-536-719-000	13.40
12/22	12/05/2022	76135	242-728-719-000	34.01
12/22	12/05/2022	76135	536-336-719-000	51.03
12/22	12/05/2022	76135	590-483-719-000	78.51
12/22	12/05/2022	76135	590-536-719-000	3.37
12/22	12/05/2022	76135	590-567-719-000	198.69
12/22	12/05/2022	76135	590-568-719-000	23.62
12/22	12/05/2022	76135	202-463-719-000	16.87
12/22	12/05/2022	76135	203-463-719-000	20.24
12/22	12/05/2022	76135	203-483-719-000	14.42
12/22	12/05/2022	76135	204-442-719-000	10.12
12/22	12/05/2022	76135	204-483-719-000	14.42
12/22	12/05/2022	76135	242-441-719-000	14.75
12/22	12/05/2022	76135	101-371-719-000	28.48
12/22	12/05/2022	76135	101-410-719-000	16.95
12/22	12/05/2022	76135	101-441-719-000	106.11
12/22	12/05/2022	76135	101-691-719-000	6.75
12/22	12/05/2022	76135	101-748-719-000	31.47
12/22	12/05/2022	76135	202-483-719-000	14.42
12/22	12/05/2022	76135	661-536-717-000	4.19
12/22	12/05/2022	76135	101-172-719-000	17.75
12/22	12/05/2022	76135	101-253-719-000	56.26
12/22	12/05/2022	76135	101-260-719-000	66.22
12/22	12/05/2022	76135	101-265-719-000	40.48
12/22	12/05/2022	76135	101-301-719-000	541.71

GL Period	Check Issue Date	Check Number	Invoice GL Account	Amount
12/22	12/05/2022	76135	590-568-717-000	8.38
12/22	12/05/2022	76135	592-483-717-000	21.95
12/22	12/05/2022	76135	592-536-717-000	1.20
12/22	12/05/2022	76135	592-557-717-000	32.32
12/22	12/05/2022	76135	596-483-717-000	8.78
12/22	12/05/2022	76135	596-521-717-000	2.39
12/22	12/05/2022	76135	242-441-717-000	4.69
12/22	12/05/2022	76135	242-728-717-000	10.77
12/22	12/05/2022	76135	536-336-717-000	12.77
12/22	12/05/2022	76135	590-483-717-000	21.95
12/22	12/05/2022	76135	590-536-717-000	1.20
12/22	12/05/2022	76135	590-567-717-000	62.24
12/22	12/05/2022	76135	202-483-717-000	3.99
12/22	12/05/2022	76135	202-463-717-000	5.99
12/22	12/05/2022	76135	203-463-717-000	7.18
12/22	12/05/2022	76135	203-483-717-000	3.99
12/22	12/05/2022	76135	204-442-717-000	3.59
12/22	12/05/2022	76135	204-483-717-000	3.99
12/22	12/05/2022	76135	101-301-717-000	139.65
12/22	12/05/2022	76135	101-371-717-000	6.98
12/22	12/05/2022	76135	101-410-717-000	3.99
12/22	12/05/2022	76135	101-441-717-000	36.71
12/22	12/05/2022	76135	101-691-717-000	2.39
12/22	12/05/2022	76135	101-748-717-000	9.98
Total COMPANION LIFE INSURANCE CO.:				2,158.89
Total 76135:				2,158.89
ELECTION SOURCE				
12/22	12/05/2022	76136	101-191-740-000	492.60
Total ELECTION SOURCE:				492.60
Total 76136:				492.60
FERGUSON WATERWORKS #3386				
12/22	12/05/2022	76137	592-557-776-000	267.00
12/22	12/05/2022	76137	590-567-776-000	267.00
Total FERGUSON WATERWORKS #3386:				534.00
Total 76137:				534.00
FIRST BANKCARD				
12/22	12/05/2022	76138	590-567-960-000	275.00
12/22	12/05/2022	76138	590-567-960-000	96.90
12/22	12/05/2022	76138	101-253-960-000	99.00
12/22	12/05/2022	76138	661-536-776-000	258.96
12/22	12/05/2022	76138	101-441-742-000	44.89
12/22	12/05/2022	76138	592-557-742-000	44.88
12/22	12/05/2022	76138	101-441-742-000	23.85

GL Period	Check Issue Date	Check Number	Invoice GL Account	Amount
12/22	12/05/2022	76138	592-557-742-000	23.85
12/22	12/05/2022	76138	592-557-960-000	195.00
12/22	12/05/2022	76138	101-441-960-000	195.00
12/22	12/05/2022	76138	590-567-960-000	195.00
12/22	12/05/2022	76138	101-441-742-000	15.00
12/22	12/05/2022	76138	592-557-742-000	14.99
12/22	12/05/2022	76138	101-441-956-000	39.00
12/22	12/05/2022	76138	101-101-960-000	365.70
12/22	12/05/2022	76138	101-101-960-000	19.08-
12/22	12/05/2022	76138	101-172-960-000	365.70
12/22	12/05/2022	76138	101-172-960-000	19.08-
12/22	12/05/2022	76138	101-260-960-000	60.00
12/22	12/05/2022	76138	101-301-740-000	10.59
12/22	12/05/2022	76138	101-301-742-000	74.17
12/22	12/05/2022	76138	101-301-742-000	95.51
12/22	12/05/2022	76138	101-301-742-000	116.59
12/22	12/05/2022	76138	101-301-742-000	159.00
12/22	12/05/2022	76138	101-301-740-000	36.03
12/22	12/05/2022	76138	101-301-742-000	457.56
12/22	12/05/2022	76138	101-191-740-000	706.49
12/22	12/05/2022	76138	101-691-956-000	33.40
12/22	12/05/2022	76138	101-191-740-000	117.54
12/22	12/05/2022	76138	101-191-740-000	121.09
12/22	12/05/2022	76138	101-191-740-000	87.46
12/22	12/05/2022	76138	536-336-740-000	34.44
12/22	12/05/2022	76138	536-336-740-000	72.06
12/22	12/05/2022	76138	536-336-740-000	13.67
12/22	12/05/2022	76138	536-336-740-000	19.05
12/22	12/05/2022	76138	536-336-740-000	7.10
12/22	12/05/2022	76138	536-336-740-000	33.88
12/22	12/05/2022	76138	536-336-740-000	157.00
Total FIRST BANKCARD:				4,627.19
Total 76138:				4,627.19
GRAINGER				
12/22	12/05/2022	76139	661-536-776-000	386.11
Total GRAINGER:				386.11
Total 76139:				386.11
HIRSCHMAN OIL SUPPLY INC				
12/22	12/05/2022	76140	661-536-860-000	1,235.34
Total HIRSCHMAN OIL SUPPLY INC:				1,235.34
Total 76140:				1,235.34
JACK DOHENY SUPPLIES, INC.				
12/22	12/05/2022	76141	661-536-930-000	9,233.37

GL Period	Check Issue Date	Check Number	Invoice GL Account	Amount
12/22	12/05/2022	76141	661-536-930-000	4,127.27
Total JACK DOHENY SUPPLIES, INC.:				13,360.64
Total 76141:				13,360.64
JOY RICHARD				
12/22	12/05/2022	76142	242-733-965-009	80.00
Total JOY RICHARD:				80.00
Total 76142:				80.00
KATHLEEN THOMPSON				
12/22	12/05/2022	76143	242-733-965-009	5.00
Total KATHLEEN THOMPSON:				5.00
Total 76143:				5.00
KENDRA UREEL				
12/22	12/05/2022	76144	242-733-965-001	30.00
Total KENDRA UREEL:				30.00
Total 76144:				30.00
KIRK'S SUPPLY				
12/22	12/05/2022	76145	101-441-742-000	86.49
12/22	12/05/2022	76145	592-557-742-000	86.48
12/22	12/05/2022	76145	101-441-742-000	55.00
12/22	12/05/2022	76145	592-557-742-000	54.99
Total KIRK'S SUPPLY:				282.96
Total 76145:				282.96
KRISTAL'S HELPING HAND LLC				
12/22	12/05/2022	76146	101-441-801-002	138.34
12/22	12/05/2022	76146	536-336-801-002	54.14
12/22	12/05/2022	76146	101-301-801-002	108.34
12/22	12/05/2022	76146	101-260-801-002	150.42
12/22	12/05/2022	76146	101-260-801-002	150.42
12/22	12/05/2022	76146	590-567-801-002	108.34
Total KRISTAL'S HELPING HAND LLC:				710.00
Total 76146:				710.00
LISA JUNE				
12/22	12/05/2022	76147	242-733-965-009	100.00
12/22	12/05/2022	76147	242-733-965-001	4.00

GL Period	Check Issue Date	Check Number	Invoice GL Account	Amount
			Total LISA JUNE:	104.00
			Total 76147:	104.00
MAIN STREET EXPRESS CAR WASH				
12/22	12/05/2022	76148	101-301-801-000	200.00
			Total MAIN STREET EXPRESS CAR WASH:	200.00
			Total 76148:	200.00
MARY ELLEN OSTERHOUT				
12/22	12/05/2022	76149	242-733-965-009	5.00
12/22	12/05/2022	76149	242-733-965-001	10.00
			Total MARY ELLEN OSTERHOUT:	15.00
			Total 76149:	15.00
MCCARTHY CARPET CLEANING				
12/22	12/05/2022	76150	101-265-801-000	574.00
			Total MCCARTHY CARPET CLEANING:	574.00
			Total 76150:	574.00
MICHIGAN DIVERSIFIED SERVICES LLC				
12/22	12/05/2022	76151	203-463-801-000	395.00
12/22	12/05/2022	76151	203-463-801-000	325.00
			Total MICHIGAN DIVERSIFIED SERVICES LLC:	720.00
			Total 76151:	720.00
MICHIGAN RURAL WATER ASSOCIATION				
12/22	12/05/2022	76152	592-557-801-000	680.00
12/22	12/05/2022	76152	590-567-801-000	595.00
			Total MICHIGAN RURAL WATER ASSOCIATION:	1,275.00
			Total 76152:	1,275.00
MML WORKERS' COMP FUND				
12/22	12/05/2022	76153	101-172-721-000	3,639.00
			Total MML WORKERS' COMP FUND:	3,639.00
			Total 76153:	3,639.00
MONCHILOV SEWER SERVICE LLC				
12/22	12/05/2022	76154	592-557-801-000	1,250.00

GL Period	Check Issue Date	Check Number	Invoice GL Account	Amount
Total MONCHILOV SEWER SERVICE LLC:				1,250.00
Total 76154:				1,250.00
PITNEY BOWES INC				
12/22	12/05/2022	76155	661-536-750-001	53.13
12/22	12/05/2022	76155	101-172-750-001	26.56
12/22	12/05/2022	76155	101-260-750-001	26.56
12/22	12/05/2022	76155	101-301-750-001	26.56
12/22	12/05/2022	76155	101-441-750-001	26.56
12/22	12/05/2022	76155	536-336-750-001	26.56
12/22	12/05/2022	76155	590-567-750-001	132.81
12/22	12/05/2022	76155	592-557-750-001	132.81
12/22	12/05/2022	76155	596-521-750-001	79.69
Total PITNEY BOWES INC:				531.24
Total 76155:				531.24
PREMIER SAFETY				
12/22	12/05/2022	76156	536-336-801-000	1,401.84
Total PREMIER SAFETY:				1,401.84
Total 76156:				1,401.84
PRINTING SYSTEMS				
12/22	12/05/2022	76157	590-567-776-000	63.98
12/22	12/05/2022	76157	592-557-776-000	63.98
Total PRINTING SYSTEMS:				127.96
Total 76157:				127.96
RANDY HUND				
12/22	12/05/2022	76158	242-733-965-009	10.00
Total RANDY HUND:				10.00
Total 76158:				10.00
RICARDO SANDOVAL				
12/22	12/05/2022	76159	101-301-744-001	20.13
Total RICARDO SANDOVAL:				20.13
Total 76159:				20.13
STATE OF MICHIGAN - ELGE CASHIERS OFFICE				
12/22	12/05/2022	76160	592-557-777-000	36.00

GL Period	Check Issue Date	Check Number	Invoice GL Account	Amount
Total STATE OF MICHIGAN - ELGE CASHIERS OFFICE:				36.00
Total 76160:				36.00
STATE OF MICHIGAN - MDOT				
12/22	12/05/2022	76161	202-451-782-000	55,596.39
Total STATE OF MICHIGAN - MDOT:				55,596.39
Total 76161:				55,596.39
TEAM FINANCIAL GROUP				
12/22	12/05/2022	76162	661-536-750-001	33.22
12/22	12/05/2022	76162	101-172-750-001	33.23
12/22	12/05/2022	76162	101-260-750-001	33.23
12/22	12/05/2022	76162	101-301-750-001	33.22
12/22	12/05/2022	76162	101-441-750-001	33.22
12/22	12/05/2022	76162	536-336-750-001	33.22
12/22	12/05/2022	76162	590-567-750-001	33.22
12/22	12/05/2022	76162	592-557-750-001	33.22
12/22	12/05/2022	76162	596-521-750-001	33.22
Total TEAM FINANCIAL GROUP:				299.00
Total 76162:				299.00
THUMB CELLULAR				
12/22	12/05/2022	76163	101-301-750-001	123.90
Total THUMB CELLULAR:				123.90
Total 76163:				123.90
TOM GRASS				
12/22	12/05/2022	76164	242-733-965-009	215.00
Total TOM GRASS:				215.00
Total 76164:				215.00
TUSCOLA COUNTY				
12/22	12/05/2022	76165	101-257-801-000	2,437.50
Total TUSCOLA COUNTY:				2,437.50
Total 76165:				2,437.50
TUSCOLA COUNTY ROAD COMMISSION				
12/22	12/05/2022	76166	661-536-930-000	312.00

GL Period	Check Issue Date	Check Number	Invoice GL Account	Amount
Total TUSCOLA COUNTY ROAD COMMISSION:				312.00
Total 76166:				312.00
U.S. POSTMASTER				
12/22	12/05/2022	76167	590-567-807-000	91.67
12/22	12/05/2022	76167	592-557-807-000	91.67
12/22	12/05/2022	76167	596-521-807-000	91.66
Total U.S. POSTMASTER:				275.00
Total 76167:				275.00
UPS				
12/22	12/05/2022	76168	592-557-807-000	11.98
Total UPS:				11.98
Total 76168:				11.98
USA BLUEBOOK				
12/22	12/05/2022	76169	592-557-776-000	124.66
Total USA BLUEBOOK:				124.66
Total 76169:				124.66
WALTER MALBURG				
12/22	12/05/2022	76170	242-733-965-009	105.00
Total WALTER MALBURG:				105.00
Total 76170:				105.00
WITMER PUBLIC SAFETY GROUP				
12/22	12/05/2022	76171	536-336-740-000	352.98
Total WITMER PUBLIC SAFETY GROUP:				352.98
Total 76171:				352.98
WSP USA ENVIRONMENT & INFRASTRUCTURE INC				
12/22	12/05/2022	76172	592-557-801-000	801.60
Total WSP USA ENVIRONMENT & INFRASTRUCTURE INC:				801.60
Total 76172:				801.60
CONSUMERS ENERGY				
12/22	12/02/2022	800013	592-557-921-000	1,249.39
12/22	12/02/2022	800013	592-557-921-000	60.15

GL Period	Check Issue Date	Check Number	Invoice GL Account	Amount
12/22	12/02/2022	800013	592-557-921-000	16.00
Total CONSUMERS ENERGY:				1,325.54
Total 800013:				1,325.54
DTE ENERGY				
12/22	12/02/2022	800014	590-567-920-000	6,534.41
12/22	12/02/2022	800014	101-441-926-000	156.07
12/22	12/02/2022	800014	101-441-926-000	159.30
12/22	12/02/2022	800014	590-568-920-000	175.66
12/22	12/02/2022	800014	592-557-920-000	417.13
12/22	12/02/2022	800014	590-568-920-000	68.80
12/22	12/02/2022	800014	101-265-920-000	1,633.77
12/22	12/02/2022	800014	101-748-920-000	14.79
12/22	12/02/2022	800014	101-441-926-000	16.22
12/22	12/02/2022	800014	101-265-920-000	452.23
12/22	12/02/2022	800014	590-568-920-000	66.10
12/22	12/02/2022	800014	101-691-920-000	14.79
12/22	12/02/2022	800014	204-444-920-000	66.62
12/22	12/02/2022	800014	590-568-920-000	15.18
12/22	12/02/2022	800014	592-557-920-000	641.78
12/22	12/02/2022	800014	101-441-926-000	15.83
12/22	12/02/2022	800014	592-557-920-000	108.97
12/22	12/02/2022	800014	101-697-920-000	29.69
12/22	12/02/2022	800014	204-444-920-000	39.54
12/22	12/02/2022	800014	590-568-920-000	98.74
12/22	12/02/2022	800014	590-568-920-000	32.80
12/22	12/02/2022	800014	590-568-920-000	322.43
12/22	12/02/2022	800014	590-568-920-000	22.31
12/22	12/02/2022	800014	101-691-920-000	117.27
12/22	12/02/2022	800014	101-691-920-000	54.56
12/22	12/02/2022	800014	101-441-926-000	156.36
12/22	12/02/2022	800014	592-557-920-000	6,389.86
12/22	12/02/2022	800014	204-444-920-000	93.77
12/22	12/02/2022	800014	101-695-920-000	314.11
12/22	12/02/2022	800014	101-265-920-000	39.94
12/22	12/02/2022	800014	101-695-920-000	172.56
12/22	12/02/2022	800014	101-748-920-000	25.93
12/22	12/02/2022	800014	101-265-920-000	22.08
12/22	12/02/2022	800014	592-557-920-000	768.35
Total DTE ENERGY:				19,257.95
Total 800014:				19,257.95
Grand Totals:				120,183.24

City of Caro		
Expense Totals Sheet For All Funds		
	Checks to be run on 12/5/22	
		AMOUNT
101	General Fund	\$ 20,489.15
202	Major Street Fund	55,637.66
203	Local Street Fund	765.83
204	Municipal Street Fund	232.05
242	DDA	866.32
265	Drug Forfeiture Fund	0.00
301	Debt Service	0.00
390	Bond Fund	0.00
391	Water Bond Fund	0.00
536	Fire Department Fund	2,287.64
590	Sewer Fund	9,802.29
592	Water Fund	14,002.16
596	Sanitation Fund	443.15
661	Equipment Fund	15,656.99
	Trust & Agency - Tax settlements	
	TOTALS	\$ 120,183.24
Hand Checks & EFTs		
Check #	Name of Vendor	
	Total of Hand Checks to Approve	\$ -
	Amount taken in through tax and paid out through tax	\$ -
	Bills paid by all funds with out tax settlements	\$ 120,183.24
	TOTAL OF BILLS TO BE APPROVED FOR THIS PERIOD	\$ 120,183.24

CITY OF CARO

INTERMIN 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
KAREN SNIDER
CITY COUNCIL
BOB ESCHENBACHER
DON HALL
JILL WHITE
EMILY CAMPBELL
PAMELA ISELER
CHARLOTTE KISH

TO: City Council
From: Tom Reese Director of Public Works
Date: December 5, 2022
Re: Versalift Bucket truck

A 2004 Chevy C7500 boom truck through Premier Aerial & Fleet Inspections, has been found. The cost for the used boom truck is \$29,000.00. This was used as an MDOT truck and has been maintained and serviced and it has also passed all required DOT and aerial inspections. This truck does not require a CDL license. We will also need to upgrade the emergency lighting for approximately \$5,000.

We have been without a bucket truck for some time now. We can use this for emergency tree limb removal and banner placement, as we have used prior boom truck. We can also use this truck for doing lights downtown and at the Farmer's Market. This truck also has a signpost puller which would come in handy. I have included photo's

Recommendations:

Option 1, Approve the purchase of the 2004 Chevy Bucket truck for \$29,000.00 and to upgrade the emergency lighting for approximately \$5,000. and request City Treasurer – Michele Perry to make the appropriate budget adjustments.

Option 2, Deny the purchase of the 2004 Chevy Bucket truck and we will continue to use Ken Martin for banner placement and other items that we would need a boom truck for.

Thank you,

Tom Reese

Director of Public Works
City of Caro
741 Hooper St
Caro, MI 48723
O:989-673-2571 (ext. 4221)





Memorandum

TO: Caro City Council

FROM: Interim City Manager, Lauren Amella

DATE: December 1, 2022

RE: Fire Department EMT

Information:

Fire Chief Randy Heckroth presented me with the attached request letter for Council to consider funding additional medical training for the fire staff, to include EMT training. He stressed that this was in addition to the Medical First Responders program, and that it is not necessary for the fire staff to perform the MFR work. To my knowledge this item is not budgeted, and may require a budget amendment or obligation from the remaining ARPA Funds.

Recommendation:

I recommend the Council consider the expense and its potential for use.

Options:

Option 1:

Approve the expense and make a budget amendment if necessary.

Option 2:

Postpone the item for further discussion.

Option 3:

Decline the expense requested.



City of Caro Fire Department

Randall D. Heckroth, Fire Chief

317 S. State St.
Caro, Michigan 48723
989-673-2226
rheckroth@carocity.net

November 28, 2022

Reference: EMT classes for Caro Fire Fighters

To: Mayor, City Manager, City Council Members

The Caro Fire Department currently has 11 members going through the Medical First Responder program, which ends December 14th, 2022. This will allow us to start running medical calls in 2023. which is being funded through the ARPA fund.

We are asking for approval to take this to the next level and have Firemen take the EMT course that is being offered January 4, 2023 thru May 1, 2023. Please keep in mind this is not a required course for our level of service, it will however let us offer a higher level of care for all emergency scenes.

The cost is app. \$2000.00 per person, with reductions for a member that has just gone through the MFR class, and they can use the same books. Currently I have 5 Firemen that would like to attend. Any amount through the ARPA fund would be appreciated. We would like the full cost paid, but they are willing to help with the cost themselves.

Thank you for your consideration on this matter. Also, I will be back attending Council meetings in January, I am also enrolled in the Medical First Responder class, which is scheduled Mondays and Wednesdays each week. It is a tough class, but I am learning a lot.

Thank You

Randall Heckroth,
City of Caro Fire Chief



CITY OF CARO

317 S. State St.
Caro, MI 48723
www.carocity.net

City of Caro Committee Appointment Application

Applicant Information

Full Name: Szostak Walter Date: 11/27/22
Last First M.I.

Address: 302 W. Sherman Street, Caro MI 48723
Street Address Apartment/Unit # City State Zip Code

Phone: _____ Email: _____

Committee(s)/Position(s) Applying for: Board of Review

Are you a citizen of The City of Caro? YES NO Have you ever worked for the City of Caro? YES NO

Have you served on any committees, boards or commissions in the past? YES NO If Yes, please explain: I have served on commissions and boards not related to the city of Caro.

Do you currently serve on any other Committees, Commissions or Boards? YES NO If Yes, please explain: Not within the City.

Please describe your qualifications and/or experience for this appointment consideration: I have served on many Boards. Presently I sit on 3 boards and 1 committee

Employment Information

Please list your current or most recent employment information:

Company: Huntington Bank (Previously Chemical Bank)

Job Title: Market President - Retired

Duties: Managed a region for the bank from Clare, Midland, Bay City, Thumb.

Please Indicate Any Additional City of Caro Committees You Would be Interested in Serving On:

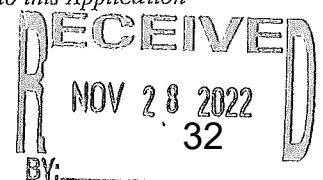
- | | | |
|---|---|---|
| <input type="checkbox"/> Downtown Development Authority (DDA) | <input type="checkbox"/> Historical Commission | <input type="checkbox"/> Small Urban Planning |
| <input type="checkbox"/> Parks & Recreation | <input type="checkbox"/> City Council | <input type="checkbox"/> Election Inspector/Poll Worker |
| <input type="checkbox"/> Zoning Board of Appeals (ZBA) | <input checked="" type="checkbox"/> Tuscola Airport Authority | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Planning Commission | <input type="checkbox"/> Board of Review | <input type="checkbox"/> Other _____ |

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.
If this application leads to appointment, I understand that false or misleading information in my application may result in my release.

Signature: Walter Szostak Date: 11/27/22

*Please Attach any additional necessary documentation i.e. Letter of Intent, Certifications, References, etc. to this Application





CITY OF CARO

317 S. State St.
Caro, MI 48723
www.carocity.net

City of Caro Committee Appointment Application

Applicant Information

Full Name: WILSON BRIAN L. Date: 11-23-2022
Last First M.I.

Address: 804 W. LINCOLN ST CARO MI 48723
Street Address Apartment/Unit # City State Zip Code

Phone: _____ Email: _____

Committee(s)/Position(s) Applying for: BOARD OF REVIEW

Are you a citizen of The City of Caro? YES NO Have you ever worked for the City of Caro? YES NO

Have you served on any committees, boards or commissions in the past? YES NO If Yes, please explain: ZONING BOARD OF APPEALS

Do you currently serve on any other Committees, Commissions or Boards? YES NO If Yes, please explain: Z.B.A.

Please describe your qualifications and/or experience for this appointment consideration: BA/MA - CITY OF LAPEER BOARD OF REVIEW 2017-2019
REAL ESTATE APPRAISER SINCE 1977
LICENSED CERTIFIED GENERAL R.E. APPRAISER 1205001232 - MI

Employment Information

Please list your current or most recent employment information:

Company: FARMERS NATIONAL COMPANY - CONTRACT EMPLOYEE / RETIRED

Job Title: REVIEW APPRAISER

Duties: REVIEW APPRAISALS COMPLETED BY OTHERS

Please Indicate Any Additional City of Caro Committees You Would be Interested in Serving On:

- | | | |
|---|--|---|
| <input type="checkbox"/> Downtown Development Authority (DDA) | <input type="checkbox"/> Historical Commission | <input type="checkbox"/> Small Urban Planning |
| <input type="checkbox"/> Parks & Recreation | <input type="checkbox"/> City Council | <input type="checkbox"/> Election Inspector/Poll Worker |
| <input type="checkbox"/> Zoning Board of Appeals (ZBA) | <input type="checkbox"/> Tuscola Airport Authority | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Planning Commission | <input type="checkbox"/> Board of Review | <input type="checkbox"/> Other _____ |

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.
If this application leads to appointment, I understand that false or misleading information in my application may result in my release.

Signature: [Signature] Date: 11-23-2022

*Please Attach any additional necessary documentation i.e. Letter of Intent, Certifications, References, etc. to this Application

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
KAREN SNIDER
 CITY COUNCIL
BOB ESCHENBACHER
CHARLOTTE KISH
DON HALL
EMILY CAMPBELL
JILL WHITE
PAM ISELER

TO: City Council
 Interim City Manager – Lauren Amella
FROM: Michele Perry, Treasurer
SUBJECT: Certificate of Deposit Report
DATE: November 29, 2022

I am still investing using the ladder strategy in the hope that interest rates will continue to increase and we can take advantage of the high interest rate.

We have the following Certificates of Deposits maturing. Some of the certificates of deposits listed below have already reached their maturity date but are not past the 10 day grace period so they can still be reinvested differently.

Financial Institute	Current Term	Interest Rate	Current Balance	Maturity Date	Plan of Action at Renewal Date
Huntington Bank	180 days	0.65%	268,713.85	11/28/2022	Reinvest in Huntington Bank for 4 months at 2.85%
Huntington Bank	92 days	0.45%	118,570.03	11/30/2022	Reinvest in Huntington Bank for 4 months at 2.85%
Hutnington Bank	90 days	0.45%	105,652.63	12/15/2022	Reinvest in Huntington Bank for 4 months at 2.85%
Independent Bank	12 months	0.15%	230,000.00	12/3/2022	Invest in CDARS at Independent Bank for 4 weeks at 2.55%

Action:

Council approves City Treasurer Michele Perry to reinvest the CD's as follows:

- All Huntington Bank CD's listed to 4 month CD's at either 2.85% or current rate
- Move the Independent Bank CD into CDARS for r weeks at 2.55% or current rate

Memorandum

TO: Caro City Council

FROM: Interim City Manager, Lauren Amellal

DATE: December 1, 2022

RE: Planning Commission Seats

Information:

On Monday, November 28, 2022, the Planning Commission moved to:

“Recommend to the City Council that the number of seats on Planning Commission be modified to 7.”

Chairman, Mike Carpenter States:

“Changing our membership to 7 from 9 puts us in the middle of the road and I think is a better fit.”

Excerpt from the Michigan Planning Enabling Act , Act 33 of 2008:

125.3815 Planning commission; membership; appointment; terms; vacancy; representation; qualifications; ex-officio members; board serving as planning commission; removal of member; conditions; conflict of interest; additional requirements.

Sec. 15. (1) In a municipality, the chief elected official shall appoint members of the planning commission, subject to approval by a majority vote of the members of the legislative body elected and serving. In a county, the county board of commissioners shall determine the method of appointment of members of the planning commission by resolution of a majority of the full membership of the county board.

(2) A city, village, or township planning commission shall consist of 5, 7, or 9 members. A county planning commission shall consist of 5, 7, 9, or 11 members. Members of a planning commission other than ex officio members under subsection (5) shall be appointed for 3-year terms. However, of the members of the planning commission, other than ex officio members, first appointed, a number shall be appointed to 1-year or

Rendered Thursday, November 10, 2022

Page 3

Michigan Compiled Laws Complete Through PA 227 of 2022

©

Courtesy of www.legislature.mi.gov

Recommendation:

I recommend the City Council- acting as the highest legislative elected body serving in the City of Caro, ACCEPT the motioned request of the Planning Commission to set the number of seats on the City of Caro Planning Commission to 7, seven.

Memorandum

TO: Caro City Council

FROM: Interim City Manager, Lauren Amellal

DATE: December 1, 2022

RE: Well Modeling Services-Rowe Engineering

Information:

We have been working with Rowe Engineering, and Wood/WSP to determine the best location for our new well. The results of the eco/geo studies indicate that the potential best fit is on our existing property, near to Well 6. The next step in determining the best location for the new well is to model the possible effects/ and benefits of each of our location options. The total cost is estimated to be approximately \$5,000.00.

Recommendation:

I recommend that the City Council continue with the research needed to determine the best site for the new well, prior to selecting a location to set a test well.

Option 1:

Accept Rowes estimate for professional services of modeling the water system effects for both well sites for purpose of comparison.

Option 2:

Accept a portion of the estimate, requesting that Rowe Engineering provide a water model for only the currently favored location.

Option 3:

Decline the water modeling services and move forward with selecting a site based on the staff and engineering reviews of the geo/eco surveys.

Memorandum

TO: Caro City Council

FROM: Interim City Manager, Lauren Amellal

DATE: December 1, 2022

RE: Rowe Planner Contract

Information:

Attached is the proposed planning services contract for as “needed services” from Rowe Engineering. This is the new standard practice as outlined in the below email from Jason Ball, The professional Planner from Rowe:

Hi Lauren,

Since we split off our planning review services from the engineering services, I wanted to follow-up with you on getting a contract in place, it is standard practice for us now with all of our clients.

I’ve attached a draft, but this can be changed if you or anyone else has any concerns. The contract doesn’t commit the city to any amount, it is just a simple time-and-materials agreement.

Best,

-Jason

Interim Manager Comment:

1. Section 5. A.2- The approval of funds should be \$5,000.00, per the limit of the manager.
2. Section 5.B.1- I believe we should set the mutually agreeable rate, prior to agreeing to any project services.
3. Section 6.B.- The owner should reserve the right to utilize any and all service items with a release of liability clause in the current contract agreement.

Recommendation:

The Council review the contracts, make comments, and authorize the City Manager to send the contract to legal for comment, prior to approval. Further, I recommend that Council authorize the permanent City Manager to have final approval.

Contract for Planning Services
As-Needed Planning Services
City of Caro

THIS AGREEMENT, entered into this ____ day of _____, by and between the City of Caro hereinafter referred to as the "OWNER", and ROWE Professional Services Company, hereinafter referred to as the "PLANNER".

WITNESSETH, that whereas it is the intent of the Owner to complete the following, hereinafter called the "PROJECT": as-needed planning services.

NOW, THEREFORE, the OWNER and the PLANNER, in consideration of the mutual covenants hereinafter set forth, agree as follows:

SECTION 1 – BASIC SERVICES OF THE PLANNER

A. General:

1. The Planner agrees to perform professional services in connection with the Project as hereinafter stated.
2. The Planner will serve as the Owner's professional representative for the project, and will give consultation and advice to the Owner during the performance of the Planner's services.

B. Scope of Service:

After written authorization to proceed with the project, the Planner will execute the as-needed planning service as described in written correspondence.

SECTION 2 – ADDITIONAL SERVICES OF THE PLANNER

A. General:

If authorized in writing by the Owner, the Planner will finish or obtain from others additional services of the following types which will be paid for by the Owner as indicated in Paragraph 5.B.

1. Additional services due to significant changes in general scope of the Project or its design.
2. Additional services in connection with the Project, not otherwise provided for in this agreement, subject to prior approval of the Owner.

SECTION 3 – THE OWNER'S RESPONSIBILITIES

1. Provide full information as to its requirements for the Project.
2. Assist the Planner by placing at the Planner's disposal all available information pertinent to the site of the Project, including previous reports and any other data relative to design and construction of the Project.
3. Provide access for the Planner to enter upon lands as required for the Planner to perform work under this Agreement.
4. Examine all studies, reports, sketches, estimates, specifications, drawings, proposals and other documents presented by the Planner and shall render in writing decisions pertaining thereto within a reasonable time so as not to delay the work of the Planner.
5. Provide reasonable legal, accounting and insurance counseling service for the Project.
6. Designate a person to act as the Owner's representative with respect to the work to be performed under this Agreement. Such person shall have complete authority to transmit instructions, receive information, interpret and define Owner's policies and decisions with respect to material, equipment elements and systems pertinent to the work covered by this Agreement.
7. Give prompt notice to the Planner whenever the Owner observes or otherwise becomes aware of any defect in the project.

8. Obtain approval of governmental authorities having jurisdiction over the Project.
9. Furnish, or direct the Planner to provide, at the Owner's expense, necessary additional services as stipulated in Section 2 of this Agreement, or other services as required.

SECTION 4 – PERIOD OF SERVICE

1. Upon written authorization from the Owner, the Planner will proceed with the performance of the service called for in this Agreement.
2. Unless sooner terminated as provided in Paragraph 6.A, this Agreement shall remain in force for a period which may reasonably be required for completion of the construction of the proposed project; however, not greater than one year from the Planner's substantial completion of the phases of work that have been authorized for commencement.

SECTION 5 – PAYMENTS TO THE PLANNER

A. Payments for Basic Service of the Planner Under Section 1:

1. The Owner will pay the Planner for basic services for the cost of time and materials.
2. The fee as defined above shall be billed on a time and material basis. We will keep the city informed of the amount of funds expended as part of this contract and request approval for additional funds at \$10,000 increments.

B. Payment for Additional Services of the Planner Under Section 2:

1. The Owner will pay the Planner for additional service at a mutually agreed upon fee.

C. General

1. If this Agreement is terminated upon completion of any phase of the Planner's services, the progress payments to be made in accordance with Paragraph 5.A.1 and 5.A.2 on account of all prior phases shall constitute total payment for services rendered; if terminated during any phase of the work not due to any fault of the Planner, payment shall be made for services performed during such phases on the basis of the portion of each phase completed prior to termination.
2. If, prior to termination of this Agreement, any work designed or specified by the Planner during any phase of the work is suspended in whole or in part or abandoned not due to any fault of the Planner, after written notice from the Owner, the Planner shall be paid for services performed prior to receipt of such notice from the Owner as provided in Paragraph 6.A for termination during any phase of the work.
3. Where the Planner utilizes subcontractors to perform a portion of the project, and the subcontractor(s) directly invoices the Planner, the subconsultant's invoices will be marked up by fifteen percent to cover administration costs.

SECTION 6 – GENERAL CONDITIONS

A. Termination:

This Agreement may be terminated by either party by fourteen (14) days written notice in the event of substantial failure to perform, in accordance with terms hereof, by the other party through no fault of the terminating party. If this Agreement is so terminated, the Planner shall be paid as provided in Paragraph 5.C.

B. Ownership:

All documents, except original drawings, but including estimates, specifications, field notes and data are and remain in the property of the Planner as Instruments of Service. The Owner shall be provided a set of reproducible drawings and copies of other record documents. However, they are not intended or represented to be suitable for re-use by the Owner or others for extensions of the project or for any other project.

C. Insurance – Save Harmless:

The Planner shall secure and maintain such insurance as will protect the Planner and the Owner from claims under the Workman's Compensation Acts and from claims for bodily injury, death or property damage which may rise due to the Planner's negligence in the performance of services under this Agreement.

D. Successors & Assigns:

The Owner and the Planner each binds themselves and any partners, successors, executors, administrators and assigns to the other party of this Agreement and to the partners, successors, executors, administrators and assigns of such other party, in respect to all covenants of this Agreement; except as above, neither the Owner nor the Planner shall assign, sublet or transfer their interests in this Agreement without the written consent of the other. Nothing herein shall be construed as creating any personal liability on the part of any officer or agent of any public body which may be a party hereto.

E. Independent Contractor:

It is understood and agreed that the Planner is an independent contractor, responsible to the Owner for the results of this undertaking by the Planner and is not an employee or agent of the Owner.

F. Non-Discrimination:

The Planner and/or any sub-contractors shall not discriminate against any employees or applicant for employment, or to be employed in the performance of his Contract with respect to his or her hire, tenure, terms, conditions or privileges of employment, or any matter directly or indirectly related to employment because of race, color, religion, national origin or ancestry.

The Planner and/or any sub-contractor shall not discriminate against any employee or applicant for employment to be employed in the performance of this Contract with respect to his hire, tenure, terms, conditions or privileges of employment, because of age or sex, except where based on a bona fide occupational qualification.

G. Mediation:

In an effort to resolve any conflicts that arise during the design and construction of the project or following the completion of the project, the Owner and the Planner agree that all disputes between them arising out of or relating to this Agreement or the project shall be submitted to nonbinding mediation unless the parties mutually agree otherwise.

The Owner and the Planner further agree to include a similar mediation provision in all agreements with independent contractors and consultants retained for the project and to require all independent contractors and consultants also to include a similar mediation provision in all agreements with their subcontractors, sub-consultants, suppliers and fabricators, thereby providing for mediation as the primary method for dispute resolution between the parties to all those agreements.

H. Jobsite Safety:

Neither the professional activities of the Planner, nor the presence of the Planner or its employees and subconsultants at a construction/project site, shall relieve the General Contractor of its obligations, duties and responsibilities including, but not limited to, construction means, methods, sequence, techniques or procedures necessary for performing, superintending and coordinating the work in accordance with the contract documents and any health or safety precautions required by any regulatory agencies. The Planner and its personnel have no authority to exercise any control over any construction contractor or its employees in connection with their work or any health or safety programs or procedures. The Owner agrees to require the General Contractor(s) to provide liability insurance for the project(s), indemnifying and listing as additional insureds the Owner, the Planner and the Planner's subconsultants.

I. Limitation of Liability:

In recognition of the relative risks and benefits of the project to both the Owner and the Planner, the risks have been allocated such that the Owner agrees, to the fullest extent permitted by law, to limit the liability of the Planner to the Owner for any and all claims, losses, costs, damages of any nature whatsoever or claims expenses from any cause or causes including attorney's fees and costs and expert-witness fees and costs, so that the total aggregate

liability of the Planner to the Owner shall not exceed \$10,000, or the Planner's total fee for services rendered on this project. It is intended that this limitation apply to any and all liability or cause of action however alleged or arising, unless otherwise prohibited by law.

J. Standard of Care:

The Owner recognized that the Planning services require decisions which are not based upon pure science but rather upon judgmental considerations, including the economic feasibility of alternative designs. The Planner shall perform its services in accordance with generally accepted Planning practices. Services are rendered without any other warranty, express or implied and the Planner shall be responsible solely for its own negligence.

K. Construction Costs:

The Owner shall advise the Planner in writing before design commencement of any budgetary limitation for the overall cost of construction. The Planner will endeavor to work within such limitations and will, if requested and included within the scope of services, submit to the Owner an opinion of probable construction cost. Opinions of probable construction cost will represent the Planner's best judgment as a design professional familiar with the construction industry but does not represent that bids or negotiated prices will not vary from budgets or opinions of probable cost. Owner acknowledges that neither the Planner nor the Owner has control over the cost of labor, materials or methods by which contractors determine the prices for construction.

L. Applicable State Law:

This document shall be governed by the laws of the State of Michigan.

SECTION 7 – SPECIAL PROVISIONS

The Owner and the Planner mutually agree that this Agreement shall be subject to the following special provisions which, together with the provisions hereof and the exhibits hereto represent the entire Agreement between the Owner and the Planner and that; they may only be altered or repealed by a duly executed written instrument.

NONE.

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement the day and year first above written.

Owner:
City of Caro

Planner:
ROWE Professional Services Company

Signature

Signature

Typed Name and Title

Typed Name and Title

Memorandum

TO: Caro City Council

FROM: Interim City Manager, Lauren Amella

DATE: December 1, 2022

RE: SPARK GRANT RESOLUTION

Information:

At this time the Parks & Recreation Spark Grant Sub- Committee is scheduled to meet to fully develop the grant application, prior to submittal. The City Council has authorized the Director of Development to utilize \$15,000.00 in funds to bring the former recycling center up to code for use. These funds could serve as a local match. An estimated cost for the project as it currently stands is \$815,000.00. The Spark Grant is a DNR funded through federal sources and requires that the local municipal legislative body pass a Resolution of Authorization to apply. The attached is one of several templates provided by the DNR. I have filled in the portions as required, in accordance to our current SPARK GRANT plan details.

Recommendation:

I recommend that the council consider the progress we have made thus far, and pass the Resolution to Apply utilizing the \$15,000.00 budget as our local match.

RESOLUTION OF AUTHORIZATION TO APPLY WITH LOCAL GOVERNMENT MATCH

WHEREAS, the Caro City Council supports the submission of an application titled, "Caro Cares" to the Spark grant program for a parks and recreation revitalization project at Chippewa Landing Park and adjacent city owned properties including the parks and recreation facility and the exchange club forest and,

WHEREAS, the City of Caro is hereby making a financial commitment to the project in the amount of \$15,000.00 matching funds, in cash and/or force account; and,

WHEREAS, the proposed project, if completed, will be a benefit to the community; and,

NOW THEREFORE, BE IT RESOLVED that the Caro City Council hereby authorizes submission of a Spark Application for \$800,000.00, and further resolves to make available its financial contribution of local match in the amount of \$15,000.00 for a total \$815,000.00 project cost, during the 2022-2023 fiscal year.

MOVED:

SUPPORTED BY:

AYES:

NAYES:

ABSTAIN:

ABSENT:

MOTION APPROVED.

ATTEST:

I HEREBY CERTIFY, that the foregoing is a Resolution duly made and passed by the City Council at their regular City Council meeting held on Monday, December 5, 2022, at 6:30 p.m. in the City of Caro, Tuscola County, Michigan, with a quorum present.

Clerk

Dated: _____

CITY OF CARO

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

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

TO: City Council
FROM: Karen Snider - Mayor
SUBJECT: Mayor's Report
DATE: December 5, 2022

- Met with Interim City Manager to review council items for November 21, 2022, meeting.
- I hope everyone had a happy Thanksgiving.
- Attended meeting with City Treasurer and others at the Purdy building regarding a grant for the demolition of the old police building.
- Prepared for special meeting on November 28, 2022, to discuss the city manager vacancy.
- Received & replied to various calls and e-mails from city residents, business owners and others.

Memorandum

TO: City Council
From: Lauren M. Amellal; Interim City Manager
Date: December 1, 2022
RE: Interim Manager Report

New:

- Attended Planning Commission, Met with Chairman to finalize agenda.
- Held a Project Review meeting with DPW Supervisor
- Attended multiple Gingerbread planning events and Caro Chamber meetings.
- Attended Rotary meeting.
- Supported local small businesses for "Small Business Saturday" via engagement post to City FB page.
- Assisted in coordinating road closures for skip patching with DPW and police Department.
- Teamwork, and interoffice communications/relations have significantly increased since mid-November.

On-Going/Progress:

Planning/ Zoning:

- Reviewed process/ past practice for demolition of structures with staff.
- Reviewed files provided by county.
- Discussed recommended updates to City procedure for demolition of residential properties with county building department.

ITA for CWSRF and DWSRF

- Submitted ITA for project funding/ loans with consulting firms.
- Meeting to be held with EGLE via virtual platform with assisting consultants.
- Met with potential CWSRF firms and Ken Fields for WWTP upgrade.
- Hosted a pre-SOQ project meeting with Ken Fields virtually/ hybrid with potential firms.
- Reviewed both CWSRF and DWSRF webinars in length.

Small Urban Task Force:

- Project revision in progress for 2024 & 2026 Road Projects.
- Meeting December 5th, 2022

Equipment:

- Met with Treasurer and DPW Supervisor to discuss potential bucket truck purchase.

RRC:

- Continuing RRC training modules.

Police Station Demo:

- Westshore to schedule removal.
- Phase 2 Environmental studies complete.
- Creating Demolition/Bid Proposal Document-on hold-awaiting results from meeting with EDC.

Staff/ Policy:

- Limited Department Head Touch-Point meeting to foster personal communication with individual DH.

- Seasonal decorations are complete, and planning staff luncheon have begun.

Wells/ New Well-6b:

- Met with Wood/WSP, Rowe, to review professional analysis on secondary location (near well 6). Second location analysis currently affirms that the best location may be near Well #6a. Additional project modeling is recommended in packet.

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/municipal building:

- Initial Topographic Survey completed by Rowe.
- Parking Lot proposal for professional design services to be presented.

City Hall HVAC:

- Thumb Heating & Cooling onsite 11/29 reviewing project installation plans with crew.
- Reviewing Honeywell agreement for service needs.

Hills & Dales:

- Spicer and Wellogy presented Nov 3rd. Item was tabled until November 28th.
- Planning Commission approved site plan with several contingencies per the planner and engineer reviews. Staff approval of final permit to be issued is required.

Abandoned Alley Property:

- Awaiting information from legal in regards to abandonment.
- Spoke with adjacent property owner about resolutions.

Near Completion or Complete:

Master Plan

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

DDA

- Seasonal staff have been released as of 12/3
- Gingerbread/Festive Food Truck/ Candy Cane Lane event a success!!
- Supports demo grant funds application.

Parks & Rec

- Completing timeline for priority projects.
- Meeting with SPARK Grant Committee TBA.
- Began necessary code update repairs with DPW Supervisor Tom Reese.
- Met with Parks and Rec Chairman to discuss potential rec opportunities at the location.
- Reviewing Zoning for location and required permits/ approvals.
- Met with MSUE regional director to review job description and partnership agreement.
- Reviewed prior engineering designs and renderings for trail upgrades.

CITY OF CARO

INTERIM CITY MANAGER
LAUREN AMELLAL
CITY CLERK
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CHARLOTTE KISH
JILL WHITE
EMILY CAMPBELL
PAMELA ISELER

TO: City Council
FROM: Jana Brown – Deputy City Clerk
SUBJECT: Clerk’s Report
DATE: December 5, 2022

- Rita is still off on medical leave.
- Worked with Laura Genovich (city attorney) and Fifer Investigations on contract and background check for candidate Christopher Shannon who since withdrew his acceptance of the City Manager position.
- Attended November 28, 2022, Planning Commission to swear in re-appointed commission members.
- Sent letters of appointment/re-appointment to Timothy Bates - Zoning Board of Appeals and Ross Downing – DDA.
- Advertising Planning Commission and DDA vacancies in the newspaper and posted same on the website.
- Worked with Laura Genovich (city attorney), Mayor Snider and Scott Czasak (City Manager candidate), on the City Manager contract.
- Open enrollment for the City health insurance plan closed on November 30th. Currently in the process of updating employee records for all requested changes.
- Learning/training on website updates & short-term disability claims.
- Preparing documents to submit a reimbursement claim for the Michigan Department of State 2022 Election Security Grant.
- Submitted request for background check on the new City Manager to Fifer Investigations.