

AGENDA
REGULAR MEETING OF THE CARO CITY COUNCIL
May 4, 2022 at 6:30 P.M.

CALL TO ORDER (Pledge of Allegiance)

AGENDA APPROVAL

PUBLIC COMMENTS/VISITORS:

COMMUNICATION:

CONSENT AGENDA:

1. Regular Council Meeting Minutes – April 18, 2022
2. Special Council Meeting Minutes – April 25, 2022
3. Invoices

REGULAR AGENDA: (action required)

1. Demolition of Residential Structures 2022
2. Fire Department Budget Adjustment Request FY 2021-2022

ITEMS PENDING/POSTPONED: None

COMMITTEE/LIAISON POSITION REPORTS: None

MAYOR'S REPORT – Written report submitted

MANAGER COMMENTS – Written report submitted.

CLERK'S REPORT – Written report submitted.

ADDITIONAL PUBLIC COMMENTS

ADJOURN

CITY OF CARO REGULAR COUNCIL MINUTES

Mayor Joe Greene called the regular meeting of the City Council to order on April 18, 2022, at 6:30 p.m. in the Council Chambers.

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

Absent: None

Others: Matthew Lane – City Manager, Rita Papp – City Clerk, Michele Perry – City Treasurer, Brian Newcomb – City Police Chief, David Johnson – City Director of Public Works & Utilities, and other guests

AGENDA APPROVAL

22-M-55

**Motion by Eschenbacher, seconded by Hall to approve the agenda with the additions of:
10 – Finance Committee of the Whole recommendation, # 11 – Special Meeting RE: Water Franchise Agreement with Indianfields Township, # 12 – Chair Fundraiser Invoice – Parks & Recreation**
Motion Carried.

PUBLIC COMMENT/VISITORS:

Allan Michel – Commented on his 10th anniversary as a business owner in Caro. Has had no issues with his business in the past 10 years. Commented on his turkey dinner distribution.

Mark Putnam – Inquired when will the budget will be available for public viewing.

Paul Whitney, Candidate for State Representative for District 97 – Introduced himself to Council and commented on his candidacy for office.

City Manager, Matt Lane introduced David Johnson to the Council as the new Director of Public Works & Utilities.

COMMUNICATIONS:

1. Charter Communications – Upcoming Changes
2. Planning Commission Minutes – January 11, 2022
3. Notice of Intent to Prepare a Master Plan Amendment – Juniata Township

CONSENT AGENDA:

1. Regular Council Minutes – April 4, 2022
2. Invoices
3. Department Reports
 - A. Police Report – Chief Brian Newcomb
 - B. Fire Report – Chief Randall Heckroth
 - C. Code Enforcement – Randall Heckroth
 - D. DPW/Water Reports – None
 - E. WWTP – None
 - F. Municipal Parking Violations Bureau Report – Rita Papp

22-M-56

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

Motion Carried.

REGULAR AGENDA: (action required)

1. Open Public Hearing – Removal of Allan Michel from the City of Caro Planning Commission
Mayor Greene opened public hearing at 6:41 p.m.

Allan Michel – Commented on his visit to the marihuana facility. He mentioned that he has attended all Planning Commission meetings and has attended Council meetings.

2. Close Public Hearing – Removal of Allan Michel from the City of Caro Planning Commission

22-M-57

Motion by Eschenbacher, seconded by Batschke to close the public hearing at 6:49 p.m.

Motion carried.

3. Action – Removal of Allan Michel from the City of Caro Planning Commission

22-M-58

Motion by Batschke, seconded by Eschenbacher to remove Allan Michel from the City of Caro Planning Commission pursuant to MCL 125.3815(9) for malfeasance, misfeasance, or nonfeasance in office and Section 4-2 of City of Caro Ethics Ordinance.

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

Motion carried.

4. ICMA – Mission Square 401A Money Purchase Plan Adoption Agreement Resolution

22-M-59

Motion by Batschke, seconded by White to accept and approve the ICMA-Mission Square 401A Money Purchase Plan Adoption Agreement Resolution with the revised attachment as recommended by City Clerk, Rita Papp.

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

Motion carried.

5. ICMA – Mission Square Governmental 457 Deferred Compensation Plan & Trust Roth Provision Amendment

22-M-60

Motion by Batschke, seconded by Eschenbacher to accept and approve the ICMA-Mission Square Governmental 457 Deferred Compensation Plan & Trust Roth Provision amendment as recommended by City Clerk, Rita Papp.

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

Motion carried.

6. Banner Request – Tuscola Behavioral Health Systems – Mental Health Awareness – May 2 – 16, 2022

22-M-61

Motion by Batschke, seconded by Jones-Holubec to approve the Banner Request from Tuscola Behavioral Health Systems – Mental Health Awareness – May 2 – 16, 2022.

Motion carried.

7. Banner Request – Tuscola Behavioral Health Systems – Suicide Prevention Awareness – September 1 – 16, 2022

22-M-62

Motion by Batschke, seconded by Campbell to approve the Banner Request from Tuscola Behavioral Health Systems – Suicide Prevention Awareness – September 1 – 16, 2022.

Motion carried.

8. Reschedule Council meeting scheduled for May 2, 2022 due to room needed for election.

22-M-63

Motion by Eschenbacher, seconded by Hall to reschedule the May 2, 2022 General Council meeting to May 4, 2022 due to room needed for election as requested by City Clerk, Rita Papp.

Motion carried.

9. Schedule Budget Workshop for Finance Committee of the Whole

22-M-64

Motion by Eschenbacher, seconded by Jones-Holubec to schedule a budget workshop for the Finance Committee of the Whole for May 9, 2022 at 6:00 p.m.

Motion carried.

10. Finance Committee of the Whole – Auditor Bids – FY 2021-2022

22-M-65

Motion by Eschenbacher, seconded by Batschke to approve the recommendation from the Finance Committee of the Whole and to continue with Anderson, Tuckey, Bernhardt & Doran, P.C. for the fiscal year 2021-2022 at a cost of \$18,900.00 without a single audit and \$21,400 if a single audit is needed.

Motion carried.

11. Special Meeting RE: Water Franchise Agreement with Indianfields Township

22-M-66

Motion by Hall, seconded by Eschenbacher to schedule a special meeting for the Water Franchise Agreement with Indianfields Township for April 25, 2022 at 6:00 p.m.

Motion carried.

12. Chair Fundraiser Invoice – Parks & Recreation

22-M-67

Motion by Hall, seconded by White to accept and approve payment - Lasting Impression, Invoice # 421, \$9,947.84 for the purchase of 32 Adirondack chairs to be utilized for the fundraiser of Parks & Recreation Committee.

Motion carried.

ITEMS PENDING/POSTPONED: None

COMMITTEE/LIAISON POSITION REPORTS:

1. Economic Development Corporation (Greene) – Caro Strand Theatre real estate closing has been postponed. Commented on the 3D printer home construction program with EDC and was looking for feedback from the Council on this program. Mayor Greene will research further. EDC meeting is scheduled for Wednesday, April 20, 2022.

2. Chamber of Commerce (Manager) – Working on Cars and Crafts event. Citizen of the Year Banquet is Saturday, April 23, 2022.
3. Downtown Development Authority (Hall) – No meeting.
4. Fair Board (White) – No report. Mayor Greene inquired on internet and cameras for splash pad. Council Member White to check with the fair board.
5. Parks & Recreation (White) – Meeting is this week. Working on prioritizing projects.
6. Planning Commission (Eschenbacher) – No meeting.
7. Tuscola County Board of Commissioners (Jones-Holubec) – Read the minutes and commented on response to the Commissioners from County Clerk, Jodi Fetting regarding the “paper pushers”.
8. Zoning Board of Appeals (Greene) – No meeting.
9. Indianfields Township (Greene) – Attended meeting. The Township discussed land split requests. Had a demonstration on the LED sign that they are purchasing. Township is dealing with serious blight issues.
10. Almer Township (Campbell) – Did not attend meeting.

MAYOR'S REPORT – Written report submitted

Highlighted – Caro Regional Center is 50% complete.

MANAGER'S COMMENTS – Written report submitted

Highlighted – Accepting DPW seasonal worker applications. The consultant on the digester cover is concerned and city may have to upgrade the wastewater treatment plant equipment. Nora and I attended the RRC Check-In with MEDC. Nora and I held CDBG grant meeting for Bieth Park upgrades. Aldi, Marshalls, and RightWay Auto are all in progress.

CLERK'S REPORT – Written report submitted

Highlighted – Currently busy preparing for election, May 3, 2022.

TREASURER'S REPORT – Written report submitted

ADDITIONAL PUBLIC COMMENT:

Council Member Batschke – Commented that we need to reschedule policy committee that was cancelled today. City Manager Matt Lane is waiting on draft food truck ordinance to discuss at policy committee.

22-M-68

Motion by Eschenbacher, seconded by Batschke to adjourn the meeting at 7:33 p.m.
Motion carried.

Rita Papp
City Clerk

CITY OF CARO SPECIAL COUNCIL MINUTES

Mayor Joe Greene called the regular meeting of the City Council to order on April 25, 2022 at 6:00 p.m. in the Council Chambers.

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

Absent: Kory Batschke

Others: Matthew Lane – City Manager, Rita Papp – Clerk, & other guests

PUBLIC COMMENT/VISITORS: None

SPECIAL AGENDA: (action required)

1. Water Franchise Agreement with Indianfields Township

22-M-69

Motion by Hall, seconded by Eschenbacher to accept and approve the Water Franchise Agreement with Indianfields Township subject to any non-material revisions recommended by the City Attorney.

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

Motion carried.

2. Water Service Agreement with Westen Opportunities LLC, AKA: Putman Medical Development

22-M-70

Motion by Hall, seconded by Campbell to accept and approve the Water Service Agreement with Westen Opportunities LLC, AKA: Putman Medical Development pending approval of the Water Franchise Agreement with Indianfields Township and subject to any non-material revisions recommended by the City Attorney.

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

Motion carried.

ADDITIONAL PUBLIC COMMENT:

Bill Campbell – Has not seen a copy of the franchise agreement. He will need a signed copy to return to his board. Asked when the signed copy will be available.

William Putman – Expressed his thanks to the Council for approving the agreement. The community will see a beautiful facility. We are ready to go once these agreements are approved.

Allan Michel – Commented on the achievement of the Caro Center project and now the Putman Medical Development project.

Mayor Greene – Commented that the budget information has been distributed to the council. Asked council to look at ideas for the ARPA funds.

Tanya Batschke – Commented that the Adirondack chairs will be delivered April 26, 2022.

22-M-71

Motion by Eschenbacher, seconded by White to adjourn the meeting at 6:21 p.m.

Motion carried.

Rita Papp
City Clerk

GL Period	Chk Issue Date	Check No	Vendor No	Payee	Amount
05/22	05/02/2022	75244	240	U.S. POSTMASTER	516.91- V
04/22	04/19/2022	75287	729	LASTING IMPRESSIONS	9,947.84
04/22	04/21/2022	75288	886	MICHIGAN MUNICIPAL LEAGUE	133.62
04/22	04/22/2022	75289	2850	SIGNATURE FORD, L-M	54,450.00
05/22	05/04/2022	75290	47	AFLAC	637.54
05/22	05/04/2022	75291	2817	AMAZON CAPITAL SERVICES	488.27
05/22	05/04/2022	75292	2804	ANNA HANBY	6.00
05/22	05/04/2022	75293	159	BISBEE INFRARED SERVICES	500.00
05/22	05/04/2022	75294	1978	BS & A SOFTWARE	2,165.00
05/22	05/04/2022	75295	2791	CAROL CARTER	5.00
05/22	05/04/2022	75296	2402	COMPANION LIFE INSURANCE	1,625.84
05/22	05/04/2022	75297	319	CONSUMERS ENERGY	684.83
05/22	05/04/2022	75298	2756	DAVID PETERS	345.58
05/22	05/04/2022	75299	388	DTE ENERGY	19,834.39
05/22	05/04/2022	75300	2174	EMTERRA ENVIRONMENTAL U	37,227.62
05/22	05/04/2022	75301	1514	FARM DEPOT	168.79
05/22	05/04/2022	75302	2150	FIRST BANKCARD	2,503.74
05/22	05/04/2022	75303	2766	FOSTER, SWIFT, COLLINS & SM	4,957.73
05/22	05/04/2022	75304	2476	GREAT LAKES DIRECTIONAL B	975.00
05/22	05/04/2022	75305	2455	GREAT LAKES PUBLIC SAFETY	2,002.50
05/22	05/04/2022	75306	2855	HALT FIRE	307.15
05/22	05/04/2022	75307	226	HIRSCHMAN OIL SUPPLY INC	768.69
05/22	05/04/2022	75308	1874	JENNIFER TRAHAN	50.00
05/22	05/04/2022	75309	2854	JILL WHITE	64.80
05/22	05/04/2022	75310	2793	JOY RICHARDS	7.00
05/22	05/04/2022	75311	683	KAPPEN TREE SERVICE	200.00
05/22	05/04/2022	75312	2852	KATHLEEN THOMPSON	12.00
05/22	05/04/2022	75313	770	KEN MARTIN ELECTRIC, INC	1,895.55
05/22	05/04/2022	75314	2794	KENDRA UREEL	17.00
05/22	05/04/2022	75315	1601	KNAPHEIDE TRUCK EQUIPMEN	434.04
05/22	05/04/2022	75316	2702	KRISTAL'S HELPING HAND LLC	710.00
05/22	05/04/2022	75317	2851	KURITA AMERICA INC	334.04
05/22	05/04/2022	75318	733	LAWSON PRODUCTS, INC.	124.32
05/22	05/04/2022	75319	2809	MARY ELLEN OSTERHOUT	6.00
05/22	05/04/2022	75320	2853	MICHAEL LUPINSKI	100.00
05/22	05/04/2022	75321	830	MICHIGAN PIPE & VALVE-SAGI	183.00
05/22	05/04/2022	75322	1852	MICHIGAN TRUCK SPRING OF	1,477.71
05/22	05/04/2022	75323	933	NYE UNIFORM COMPANY	70.87
05/22	05/04/2022	75324	2674	OAKLAND COUNTY	1,074.50
05/22	05/04/2022	75325	1126	STATE OF MICHIGAN - ELGE CA	36.00
05/22	05/04/2022	75326	1139	STEPHENS TIRE SERVICE	38.00
05/22	05/04/2022	75327	2569	TEAM FINANCIAL GROUP	299.00
05/22	05/04/2022	75328	1189	THUMB CELLULAR	123.90
05/22	05/04/2022	75329	1191	THUMB NARCOTICS	1,000.00
05/22	05/04/2022	75330	1234	TUSCOLA COUNTY	2,442.92
05/22	05/04/2022	75331	1252	TUSCOLA COUNTY TREASURE	110.00
05/22	05/04/2022	75332	1254	UIS SCADA	4,773.00
05/22	05/04/2022	75333	1261	UNIQUE PAVING MATERIALS C	670.68
05/22	05/04/2022	75334	1271	USA BLUEBOOK	4,324.28
05/22	05/04/2022	75335	2856	VASSAR BUILDING CENTER IN	419.97
05/22	05/04/2022	75336	2644	WATER SOLUTIONS UNLIMITED	1,060.00
05/22	05/04/2022	75337	2801	YVONNE MILLER	29.00
05/22	05/02/2022	75338	240	U.S. POSTMASTER	546.91

CITY OF CARO

Check Register
Check Issue Dates: 4/19/2022 - 5/4/2022

Page: 2
May 02, 2022 04:14PM

GL Period	Chk Issue Date	Check No	Vendor No	Payee	Amount
Grand Totals:					<u>161,852.71</u>

Report Criteria:

Report type: Summary

CITY OF CARO

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

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

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

MEMORANDUM

TO: City Council
FROM: Matthew S. Lane, City Manager
DATE: March 31, 2022
RE: Demolition of Residential Structures 2022

BACKGROUND:

As you are aware, the City of Caro owns three residential structures which it is interested in demolishing. Two will be demolished to make room for an expansion of the City Hall parking lot and the other is set to be demolished as a blighted structure. The City of Caro held a bid opening on Thursday, April 28 at 11 AM. The following qualified bids were received to demolish all three structures. It should be noted that the cost of asbestos survey is included in the bid price but that the actual abatement is expected to be dependent on the survey results and will be completed as a change order to the contract.

CITY OF CARO
BID TAB
Demolition of Residential Structures 2022
4/28/2022
11:00 AM

COMPANY	ADDENDUM (Y/N)	REQUIRED SIGNATURES (Y/N)	TOTAL BID PRICE
Willy's Contracting	Y	Y	\$ 38,126.00
Rohde Excavating	Y	Y	\$ 59,961.00
LJ Construction	Y	Y	\$ 110,600.00
Monchilov Excavating	Y	Y	\$ 47,400.00

RECOMMENDATION:

It is my recommendation to award to the demolition contract to the low bidder, Willy's Contracting out of Saginaw, in the amount of \$38,126.

CITY OF CARO

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

317 South State Street
Caro MI 48723
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MAYOR
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JILL WHITE
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KORY BATSCHEKE

MOTION:

Option 1:

To ACCEPT the recommendation of the City Manager and award to the demolition contract to Willy's Contracting out of Saginaw in the amount of \$38,126

Option 2:

To DECLINE the recommendation of the City Manager.

Option 3:

To POSTPONE this action until the next regularly scheduled meeting of the City Council.



City of Caro Fire Department

Randall D. Heckroth, Fire Chief

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

To: City Mayor, City Council, City Manager, City Clerk

Recently the Caro Fire Department submitted a grant request for a Fire Prevention House and a Water Rescue craft.

Grants were submitted to the Andrews Foundation and the Janks Foundation of Tuscola County.

Grant request was for the total amount of approximately \$5000.00 each [\$10,000.00 for the two units]

We just received word that between the two grants we were granted a total of \$5000.00, on a grant challenge if we can support the remainder amount.

This department is requesting help with the projects and is asking for \$4000.00 from our fire budget year 2021/2022, line-item number 536-336-740-000 [Operating costs].

As of April 28, 2022, my calculations show an amount of \$10,000.00 left in this line-item number. We have spent wisely and were able to save money when we could.

The \$4000.00 along with the match grant money of \$5000.00 would get us very close. The Fire Fighters would be asked to donate the remained to finish this project quickly.

Thank you for your consideration on this matter.

Randall Heckroth, City of Caro Fire Chief

A handwritten signature in red ink that reads 'Randall Heckroth'.

Tuscola County
community foundationSM

Forgood. Forever.

FINAL GRANT REPORT

Please complete and return this report within 60 days of program/project completion date.

This report may be submitted electronically to jhunter@tuscolaccf.org.

Grantee: City of Caro Fire Department

Amount of Grant: \$3,000

Grant Purpose: Purchase water rescue boat and fire prevention house to teach about fire prevention and water rescue.

Fund Which Provided the Grant: William A and Ruth Janks Fund

Grant Period: Start Date (Fill In) _____ **Completion Date (Fill In)** _____

Final report to include:

1) Unexpended funds returned to TCCF (Include check made out to TCCF, if indicated)	Yes	No	N/A
2) Funds spent based upon original application	Yes	No	N/A
3) Any public announcements or media releases completed (If yes please attach, pictures are welcome, .JPEG format preferred)	Yes	No	N/A
4) Accounting of expenditures supported with receipts attached	Yes	No	N/A
5) Provide documentation regarding number or people/population served, geographic area/community served, and projects impact in these areas	Yes	No	N/A

Tuscola County
community foundation
Forgood. Forever.

FINAL GRANT REPORT

Please complete and return this report within 60 days of program/project completion date.

This report may be submitted electronically to jhunter@tuscolaccf.org.

Grantee: City of Caro Fire Department

Amount of Grant: \$2,000

Grant Purpose: Purchase water rescue boat and fire prevention house to teach about fire prevention and water rescue.

Fund Which Provided the Grant: Claude D and Etta H Andrews Fund

Grant Period: Start Date (Fill In) **Completion Date** (Fill In)

Final report to include:

1) Unexpended funds returned to TCCF (Include check made out to TCCF, if indicated)	Yes	No	N/A
2) Funds spent based upon original application	Yes	No	N/A
3) Any public announcements or media releases completed (If yes please attach, pictures are welcome, .JPEG format preferred)	Yes	No	N/A
4) Accounting of expenditures supported with receipts attached	Yes	No	N/A
5) Provide documentation regarding number or people/population served, geographic area/community served, and projects impact in these areas	Yes	No	N/A

Project Overview

Rescue Boat

- At present the Caro Fire Department does possess water rescue equipment. Suits, throw items etc. and we do have a small aluminum boat. The issue with a standard boat is that it was not designed for emergency rescue. It is harder and more time consuming to transport than a blow-up type. While using a standard boat the rescuers are put in danger while attempting to pull a victim out of the water over the sides. This does in so many cases cause the boat to cap size, thus putting the rescuers into the water, and now need to be rescued themselves.
- The new boat will be inflatable making transport easier and quicker. Any time saved by new equipment can mean the deference from a body recovery to an actual rescue.
- The Fire Fighters will have some money to put towards this project. They host an annual Golf Outing that generates money for projects such as this one that is not funded thru the normal operating budget for the fire department.
- The rescue boat will be used on rivers, ponds, and lakes and even the Saginaw Bay. Its use will be all year round, with standard water rescue, along with ice water rescue.
- Expected life of the boat with proper care and storage, should be around ten years, or more
- The boat will be available to any Fire Department thru our mutual aid agreement with Tuscola County and the State of Michigan.
- The purchase will include the boat, storage bag, and a repair kit



Randall Heckroth, Fire Chief

317 S. State St. Caro, Michigan 48723

Cell #989-529-6469

rheckroth@carocity.net

- *The determining factors for the cost will be size, structural integrity, shipping, customizing and availability. At time of this letter recommended rescue boats will cost in the range of \$3500 to \$5500.00.*



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Project Overview

Fire Prevention House

- *Existing house is a trailer that has failed due to age and is no longer in use. It was a donation years ago.*
- *The new house will be a blow-up type of a structure that will be more portable. It should be used more thru out the County due to its ability to be transported easier.*
- *The Fire Fighters will have some money to put towards this project. They host an annual Golf Outing that generates money for projects such as this one that is not funded thru the normal operating budget for the fire department.*
- *A Fire Prevention house will be used at events at schools, day cares, Churches, and at county events. The house is designed to demonstrate to younger kids how to survive a fire within a structure. Fire Fighters work with small groups to encourage the safe escape of all kids that may get caught in a house fire.*
- *Expected life of the house with proper care and storage, should be around ten years, or more*
- *We expect the house to be used twice as much as the old trailer, again due its portability. Its possible to have it used at least twenty times a year, with app. 90-children per event. That is an estimated 1800 children impacted by this project on an annual basis. I truly believe that once the word gets out, the number of uses will go up dramatically. The house will be available to any Fire Department to use at their own events within the county.*
- *The purchase will include the house, blower, storage bag, repair kit, and possible customized logo*

- *The determining factors for the cost will be size, interior educational items, shipping, customizing and availability. At time of this letter recommended structures will cost in the range of \$2000.00 to \$4000.00.*
- *All donations if not sufficient to complete the project will be added to other donations by other supporting groups to finish this project.*



CITY OF CARO

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

317 South State Street
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MAYOR
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TISHA JONES-HOLUBEC
JILL WHITE
EMILY CAMPBELL
KORY BATSCHEKE

MEMORANDUM

TO: City Council
FROM: Matthew S. Lane, City Manager
DATE: May 2, 2022
RE: City Manager Comments

NEW:

- Accepting seasonal worker applications
 - First wave was due by April 1 but I will continue accepting applications.
 - DPW Director is working on this. Will be bringing on at least two then backfilling.
- Held Bid Opening for Digester Cover Removal
 - Received only 1 bid
 - Waiting for Recommendation from HRC
 - HRC advised not to take the bid
 - Working with internal utility group to discuss options for further action
- Ordered memorial bench for Chippewa Landing Park
 - Nora is working on site selection with the family
 - Plaque has arrived.
 - Bench placement has been determined, worker order to DPW on file.
- In the beginning stages of union contract negotiations.
 - POLC
 - DPW Union is holding an election to switch bargaining units to GELC and subsidiary of POLC.
 - Conducting background research and working with labor attorney.
- Attended Planning Commission meeting April 26, 2022
- Met with Indianfields Township, Commissioner Kim Vaughn and Putman family regarding water franchise.
- Attended Special Meeting of City Council RE: Water Franchise
 - Council approved (again)
- Attended Special Meeting of Indianfields Township RE: Water Franchise
 - Township Approved
- Opened bids for house demolition project on April 28, 2022.
- Attended Parks and Recreation meeting on April 20, 2022
- Met with ISD Transition Center regarding Work-Based Learning Crew for 2022
- City met with EGLE for Water System Inspection/Survey.
- Met with a resident regarding memorial garden.
- Received Parks and Recreation chairs for Splash Pad. DPW is assembling.

CITY OF CARO

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

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MAYOR
JOE GREENE
CITY COUNCIL
BOB ESCHENBACHER
DON HALL
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KORY BATSCHEKE

IN PROGRESS:

- Working on budget and capital improvement plan
 - Initial Presentation to Council
 - CIP needs to go to Planning Commission
- Working with ALDI, Inc on new store in the City.
 - Rezoning Approved
 - Aldi is combining parcels
 - Held department review of utilities
 - Site Plan Approved by Planning Commission
 - Received second plans, currently under review
 - MDOT Approved Work Plan
 - Permits have been applied for
 - ALDI is working on utility easement for water main
 - Easement has been signed
- Rightway Auto is under construction.
 - Interior is being built out
 - Roof has been painted
 - Vehicle inventory is being delivered
- Continuing discussions with MMR regarding EMS service.
 - Held second stakeholder meeting
- Well #3
 - Well functionally abandoned. Valves have been shot off to isolate from system.
 - Work to cap infrastructure will take place in summer
 - Budgeting for physical abandonment work and EGLE permitting for FY 2023-24
- Western Opportunities/Putman project.
 - Reviewing plans for sewer proposals
 - Received request for water from Putmans
 - In discussions with Indianfields RE: water franchise
 - Presented draft water franchise to the Indianfields and developer
 - City Council approved Water Franchise
 - Developer advised Township they intend to work toward well and septic
 - Spoke with health department regarding the project
 - Spoke with Moore Motors
 - Status of City involvement is currently unknown
 - Health department denied on-site well and septic permits
 - Health Department re-evaluating septic plan
 - Received unfounded zoning violation from Indianfields Township Supervisor
 - Respectfully declined to comply
- Planning Commission Annual Report (Nora)

CITY OF CARO

MANAGER
MATTHEW LANE
CLERK
RITA PAPP
TREASURER
MICHELE PERRY
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JOE GREENE
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- Draft provided to PC for review and comments
- Marshalls
 - Project is moving forward.
 - Processed zoning permit (approved)
 - Processed signage permit (approved)
 - Construction is underway

UPCOMING:

- Working with County on MSP Annexation
 - In communication with county administration regarding annexation.
 - Received resolution and petition requesting annexation
 - Must waive conflict of interest for attorney to review
 - ISD Annexations issue has not yet been resolved (waiting for response from State)
- Pursue proposals for City Hall HVAC upgrades
 - Rebid as requested by City Council
- ARP: \$417,000
 - Submitted project use proposals to council for feedback and discussion
- Lincoln Street Paused until Spring
- Splash pad repair and start-up scheduled for beginning of May

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TO: City Council
FROM: Rita Papp – City Clerk
SUBJECT: Clerk's Report
DATE: May 4, 2022

- Processed 4 FOIA's during this period.
- Continuing to review Boards and Commission Appointment vacancies.
- Planning Commission has 2 vacant seats. Posted vacancies on city website. No application received as of the date of this meeting.
- Applied and was approved for a 50% grant from Michigan Municipal Risk Management Authority for the Michigan Association of Municipal Clerk's Institute, \$325.00. Check was received last week.
- Registered for the Michigan Association of Municipal Clerks summer conference, June 21-24, 2022, in Traverse City.
- Jana and I are in the process of re-organizing the personnel files by utilizing a different filing system.
- Working on ICMA – Mission Square Reinstatement Adoption Agreement. Waiting on ICMA-Mission Square to finish the set-up process.
- Jana and I held office hours for registration of voters on Sunday, May 1, 2022, from 8:00 am – 4:00 pm.
- Special Election will be held in the City of Caro on May 3, 2022. I have 12 inspectors working. Polls open at 7:00 am and close at 8:00 pm.