

AGENDA
REGULAR MEETING OF THE CARO CITY COUNCIL
September 19, 2022, 6:30 P.M.

CALL TO ORDER (Pledge of Allegiance)

AGENDA APPROVAL

PUBLIC COMMENTS

COMMUNICATION:

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

CONSENT AGENDA:

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

REGULAR AGENDA: (action required)

1. Election Commission Appointment & Election Inspector Pay
2. Resolution Establishing Election Commission
3. Reschedule City Council Meeting – November 7, 2022
4. GM Financial – Proposal for Municipal Lease Purchase
5. Banner Request – Tuscola County Pumpkin Festival
6. Master Plan Draft Review

ITEMS PENDING/POSTPONED: Parks & Recreation Committee Fencing Quotes

COMMITTEE/LIAISON POSITION REPORTS:

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

MAYOR'S REPORT – Written report submitted.

MANAGER COMMENTS – Written report submitted.

CLERK'S REPORT – Written report submitted.

TREASURER'S REPORT – Written report submitted.

ADDITIONAL PUBLIC COMMENTS

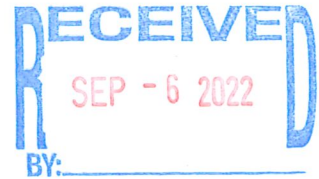
ADJOURN



September 1, 2022

T1 P1166 *****AUTO**ALL FOR AADC 480

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



Re: Charter Communications - Upcoming Changes

Dear Franchise Official:

Spectrum Mid-America, LLC ("Spectrum"), is making its customers aware of the following changes to the Vassar, MI channel line-up serving your community. On or around October 1, 2022:

- NBCU will cease programming the Olympic Channel. Accordingly, NBCU will slate the channel announcing the cessation of Olympic Channel on channel 245.
- A new channel, **Caracol Television HD** will be added to the SPP Latino Tier on channel 851.

Also, on August 1, 2022 The Black News channel was rebranded to **TheGrio HD** on SPP Tier 1 HD channel 159.

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

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

Sincerely,

Joan Movrich
Manager, State Government Affairs
Charter Communications

City of Caro Planning Commission

Regular meeting held August 23, 2022 called to order at 7:00 p.m. by Chairman Carpenter.

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

Absent: Mike Laethem

Others in Attendance: Lauren Amellal - Interim City Manager, Joe Mailander-Clearwell PLLC and Jon Bergeson - Haven Park

Sheardy/Eschenbacher moved to approve the minutes of June 28, 2022 as written. Motion carried.

Al Michel gave his conflict of interest opinion.

Lauren announced Bill Bortel's resignation.

Sheardy/Eschenbacher moved to accept Bill Bortel's resignation with regret. Motion carried.

Discussion on Sugartree Estates zoning revision/renewal: if plan is to finish the existing approved site plan than they will need MHC approval first as well as a letter from actual owner giving permission to finish the development and approval from Tuscols Co. Road Commission and City of Caro Utilities Department.

Eschenbacher/Steffen moved to approve the Sugartree revision consistant with the 1997 site plan and contingent upon receiving all the necessary approvals. Any mandated changes will require Administrative approval. Roll call: Unanomous.

Temporary Vice-Chair Eschenbacher stepped in at 7:41pm for Chairman Carpenter when he excused himself for the review of minutes from the past two years meetings.

Sheardy/Rollend moved to table the review of minutes until the September 13 meeting. Motion carried.

Chairman Carpenter resumed his seat at the table at 7:45.

Bob Eschenbacher commented the Planning Commission only makes reccommendations to City Council. Nobody on the Planning Commission either individually or collectively spends any City funds.

Chairman Carpenter excused himself from the table at 8:10 pm and turned the Chair over to Eschenbacher once again.

Al Michel commented that Mike Laethem has missed more than 5 meetings. The Fair was very successful this year and the flowers downtown are pretty.

Mike Carpenter addressed the commssion and stated he is an employee of Rowe Company, he is not an owner.

Chairman Carpenter resumed his seat at the table at 8:14 pm.

Pam Iseler, the newest City Council member introduced herself.

Steffen/Eschenbacher nominated Art Rollend to replace outgoing Bill Bortel as Vice-Chair. Motion carried.

Eschenbacher/Steffen moved to adjourn at 8:25 p.m.

Respectfully submitted by Denise Steffen, Secretary

Caro Parks and Recreation Committee Meeting Minutes - Aug 17, 2022

- **Call meeting to order** - 5:33 pm.
- **Members Present** - Colleen Russell, Pamela Iseler, Sean Smith, Jill White, Jeff Hartel, Sue Ellen Greenlee, Tanya Batschke and Lauren Amellal.
- **Pledge of Allegiance**
- **Public Comment** - "Music in the Park" was discussed. Committee felt they were not ready to commit to it this year but would consider it in the future.
- **Approval of July minutes** - motion by Colleen and seconded by Tanya to approve the minutes. Vote was 7 - 0 in favor of approving the minutes.

- **Director of Development Update** - see attached handout for details. Motion by Tanya and seconded by Sue Ellen to use DDA funds for a sound system upgrade. Vote was 7 - 0 in favor of using DDA funds for this item.

- **City Council Liaison Update** -
 - a. Pamela Iseler was appointed as a new council member.
 - b. Lauren Amellal was appointed Interim City Manager.
 - c. Garden Club Pergola unveiling is Sep 10, 2022 .
 - d. Gaga Ball pit is here but has not been installed as of this meeting.
 - e. Grant for signs to be located throughout the city was declined.

- **New Business** -
 - a. Meeting Day and Time change request. Motion was made by Sue Ellen and seconded by Tanya to move the Parks and Recreation monthly meeting to the 3rd Tuesday of each month beginning at 5:30 pm. Vote was 7 - 0 in favor of this change.
 - b. Committee open position - more research is needed to determine whether two city council members are allowed to be a member of the Parks and Recreation committee. No decision was made.

 - c. Liaison to MSU Appointment - Parks and Recreation committee member/members to attend the MSU Extension meetings to serve as a liaison between Parks and Recreation and the City of Caro. A motion was made by Tanya and seconded by Sue Ellen to have Sean and Colleen serve in this capacity. Vote was 5 - 0 in favor with Sean and Colleen abstaining.

- d. Chamber of Commerce Rental Agreement - A MOU was signed between the City of Caro and the Chamber of Commerce on Jul 27, 2022 to use the Bieth Park bathroom/storage area to store Chamber items. A motion by Pamela and seconded by Tanya to have the Bieth Park bathroom/storage area space not to be used for storage or other use by any groups moving forward. Motion carried 7 - 0.
 - e. Bi - annual 5 year plan Review - September meeting will focus on this plan review as the main focus of the meeting. A motion by Sean and seconded by Tanya to approve this plan review in September. Vote carried 7 - 0.
- **Other -**
 - a. Extend the contract with Caro Community Schools for the use of Mertz Road building for a short period of time. Motion by Colleen and seconded by Tanya. Vote carried 7 - 0.
 - b. Fence proposal around splash pad discussion at an estimated cost of \$23,900. A motion was made by Tanya and seconded by Jill to have Chris Eskelson plant grass around the splash pad in Beith Park. Motion carried 7 - 0.
- **Adjourn - 6:55 pm.**

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

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

Present: Mayor Joe Greene, City Council: Bob Eschenbacher, Emily Campbell, Don Hall, Tisha Jones (virtual until 6:55), Pamela Iseler, and Jill White

Absent: Tisha Jones (left virtual attendance at 6:55 p.m.)

Others: Lauren Amellal – Interim City Manager/Director of Development & Strategic Initiatives, Jana Brown – Deputy Clerk, Brian Newcomb – Chief of Police, Michele Perry – Treasurer, Tom Reese – Director of Public Works, Eric & Jody Vrable – Larsen Graphics, Evan Osentoski, Jim McLoskey – Tuscola County EDC, and other guests

AGENDA APPROVAL

22-M-174

Motion by Eschenbacher, seconded by Hall to approve the agenda with the additions of:
#13 - Discussion regarding letter of agreement between the City of Caro, POLC and Employee.
Motion Carried.

PUBLIC COMMENTS/VISITORS

William Campbell provided a handout and spoke regarding fire services being billed and requested council appoint individuals to develop a billing system for the City of Caro for fire runs.

CONSENT AGENDA

1. Regular Council Minutes – August 15, 2022
2. Invoices

22-M-175

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

PUBLIC HEARING

1. Open Public Hearing – Resolution Approving an Industrial Facilities Exemption Certificate
Mayor Greene opened the public hearing at 6:38 p.m.

2. Public/Council Comment – Resolution Approving an Industrial Facilities Exemption Certificate

Jim McLoskey - EDC Communications Director, Eric Vrable – Larsen Graphics & Evan Osentoski – Osentoski Realty spoke regarding the Industrial Facilities Exemption

3. Motion to Close Public Hearing

22-M-176

Motion by Eschenbacher, seconded by White to close the public hearing at 6:50 p.m.
Motion carried.

4. Action - Resolution Approving an Industrial Facilities Exemption Certificate

22-M-177

Motion by Hall, seconded by Eschenbacher to approve the Industrial Facilities Exemption Certificate. Roll call vote: Campbell – yes, Eschenbacher – yes, Hall – yes, Jones – absent, Iseler – yes, White – yes, Mayor Greene – yes.
Motion carried.

REGULAR AGENDA

1. Banner Request – Relay for Life of Tuscola County – September 7 – 21, 2022
Discussion held regarding reinstating the charge for hanging banners. Matter to be addressed at a future meeting.

22-M-178

Motion by Eschenbacher, seconded by Hall to approve the Banner Request – Relay for Life of Tuscola County – September 7 – 21, 2022
Motion carried.

2. Burt Watson Fleet Lease Proposal – Chief Brian Newcomb
Presentation given by Burt Watson staff regarding the lease proposal options. Council requested a specific lease contract be presented at a future meeting.
3. Caro Police Youth Program - Chief Brian Newcomb
Program started September 6, 2022. Chief Newcomb provided program information.
4. MML Annual Meeting Notice – Delegate an official representative & alternate to vote at the Annual Meeting held at MML Fall Conference October 19 – 21, 2022.

22-M-179

Motion by Eschenbacher, seconded by Iseler to delegate Mayor Greene as official representative and Pamela Iseler as alternate representative to vote at the Annual Meeting held at the MML Fall Conference October 19 – 21, 2022
Motion carried.

5. Additional Office Holidays

22-M-180

Motion by Eschenbacher, seconded by Hall to approve Martin Luther King Jr. Day and Veteran's Day as additional office holidays.

Motion carried.

6. LED Sign Quotes

22-M-181

Motion by Hall, seconded by Greene to approve Option 1 from the LED Sign Quotes-Midway Signs in the amount of \$26,500.00 plus permits.

Motion carried.

7. Schedule Special Meeting – Review City Manager Applicants
Mayor Greene, Bob Eschenbacher and Pamela Iseler to meet September 12, 2022, at 6:00 p.m. to discuss applicants and select those to be reviewed by council at the Special Council meeting scheduled for September 15, 2022, at 5:00 p.m.

8. DPW Parking Lot Discussion – Request for Bids
Council requested bids be obtained for repaving the DPW parking lot.

9. Well #5 Piping Upgrade – Quote

22-M-182

Motion by Eschenbacher, seconded by Campbell to approve Well #5 upgrade quote from Peerless Midwest Inc in the amount of \$19,748.11.

Motion carried.

10. Tuscola County Farm Bureau – Rural Education Day Street Closure Request

22-M-183

Motion by Eschenbacher, seconded by Hall to approve the closure of Park drive on September 22, 2022, for the Tuscola County Farm Bureau Rural Education Day.

Motion carried.

11. Auger for Grit Separator – Quote

22-M-184

Motion by Eschenbacher, seconded by Campbell to approve the auger for grit separator quote from Smith & Loveless, Inc in the amount of \$10,401.00.

Motion carried.

12. AED Equipment– Quote

22-M-185

Motion by Hall, seconded by Iseler to approve the AED equipment quote from Aventric Technologies in the amount of \$5,940.00.

Motion carried.

13. Letter of Agreement between City, POLC and employee

22-M-186

Motion by Eschenbacher, seconded by Hall to approve the letter of agreement between the City of Caro, POLC and employee.

Motion carried.

ITEMS PENDING/POSTPONED - Parks & Recreation Committee – Fence Quotes

COMMITTEE/LIAISON POSITION REPORTS - None

MAYOR’S REPORT – Written report submitted

MANAGER COMMENTS – Written report submitted.

CLERK’S REPORT – Written report submitted.

ADDITIONAL PUBLIC COMMENTS

Jeff Molby spoke on behalf Relay for Life of Tuscola County. He thanked council for approving their banner and reminded everyone of the upcoming Relay for Life event on September 17, 2022, at State Street Square.

Mike Carpenter indicated there are currently three vacancies on the Planning Commission and would like council to consider reducing the board from its current nine members to seven. He gave an update on the Gilford Road project which was completed faster than expected and came in under budget. He also inquired about potentially rebidding the sidewalk project; discussion followed which also included additional future projects.

22-M-187

Motion by Eschenbacher, seconded by Hall to adjourn the meeting at 8:46 p.m.

Motion carried.

Jana Brown
Deputy Clerk

GL Period	Chk Issue Date	Check No	Vendor No	Payee	Amount
09/22	09/08/2022	75843	1718	MIDWAY SIGNS INC	23,900.00
09/22	09/19/2022	75844	2403	ADVANCE AUTO PARTS	1,333.04
09/22	09/19/2022	75845	2439	AIR ADVANTAGE LLC	508.00
09/22	09/19/2022	75846	2870	ALS GROUP USA, CORP	2,200.00
09/22	09/19/2022	75847	2817	AMAZON CAPITAL SERVICES	568.05
09/22	09/19/2022	75848	2503	AVENTRIC TECHNOLOGIES	5,940.00
09/22	09/19/2022	75849	590	BELL - WASIK, INC.	156.92
09/22	09/19/2022	75850	2462	BIOTECH AGRONOMICS INC	53,747.66
09/22	09/19/2022	75851	2169	CAPITAL ONE TRADE CREDIT	290.98
09/22	09/19/2022	75852	242	CARO RENTAL	47.17
09/22	09/19/2022	75853	264	CENTURYLINK	142.06
09/22	09/19/2022	75854	319	CONSUMERS ENERGY	1,448.80
09/22	09/19/2022	75855	2024	CORELOGIC REAL ESTATE TAX SVS	3,847.27
09/22	09/19/2022	75856	2725	DIGICOM GLOBAL INC.	4,897.00
09/22	09/19/2022	75857	388	DTE ENERGY	3,944.26
09/22	09/19/2022	75858	2174	EMTERRA ENVIRONMENTAL USA CORP	22,424.75
09/22	09/19/2022	75859	2871	FIRST OUT RESCUE EQUIPMENT	13,726.78
09/22	09/19/2022	75860	2766	FOSTER, SWIFT, COLLINS & SMITH, PC	3,825.00
09/22	09/19/2022	75861	1711	GAMBLES DO IT BEST HARDWARE	1,127.49
09/22	09/19/2022	75862	2455	GREAT LAKES PUBLIC SAFETY EQUIPMENT	1,858.50
09/22	09/19/2022	75863	551	HACH COMPANY	1,543.00
09/22	09/19/2022	75864	2418	HILLS & DALES GENERAL HOSPITAL	174.00
09/22	09/19/2022	75865	226	HIRSCHMAN OIL SUPPLY INC	1,005.10
09/22	09/19/2022	75866	2903	JENNIFER BAILER	100.00
09/22	09/19/2022	75867	1845	JOSEPH M DAY COMPANY	566.00
09/22	09/19/2022	75868	2299	KIM MAUL	100.00
09/22	09/19/2022	75869	2702	KRISTAL'S HELPING HAND LLC	1,210.00
09/22	09/19/2022	75870	2731	LAUREN AMELLAL	135.68
09/22	09/19/2022	75871	2773	LEXIPOL	620.10
09/22	09/19/2022	75872	2591	MESSA	22,846.96
09/22	09/19/2022	75873	812	MICHIGAN CAT	523.28
09/22	09/19/2022	75874	883	MICHIGAN MUNICIPAL LEAGUE	195.84
09/22	09/19/2022	75875	830	MICHIGAN PIPE & VALVE-SAGINAW	3,758.00
09/22	09/19/2022	75876	835	MICHIGAN RURAL WATER ASSOCIATION	2,295.00
09/22	09/19/2022	75877	1125	MICHIGAN STATE POLICE	33.00
09/22	09/19/2022	75878	1911	NATIONAL TIME & SIGNAL	550.00
09/22	09/19/2022	75879	2642	R&R TECHNICAL SERVICES	1,582.00
09/22	09/19/2022	75880	2221	ROCK REDIMIX dba ROCK PRODUCTS	1,337.43
09/22	09/19/2022	75881	1054	ROWE PROFESSIONAL SVS COMP.	34,187.00
09/22	09/19/2022	75882	2788	SILVERSMITH DATA	2,100.00
09/22	09/19/2022	75883	2909	SIMPLOT GROWER SOLUTIONS	487.50
09/22	09/19/2022	75884	1189	THUMB CELLULAR	266.72
09/22	09/19/2022	75885	1866	TIMOTHY JOE LONEY	1,751.00
09/22	09/19/2022	75886	2198	TRI-COUNTY EQUIPMENT	315.96
09/22	09/19/2022	75887	2330	TUSCOLA CO. FIREFIGHTERS ASSOC	302.80
09/22	09/19/2022	75888	17	TUSCOLA COUNTY ADVERTISER	7,780.00
09/22	09/19/2022	75889	1252	TUSCOLA COUNTY TREASURER	315.00
09/22	09/19/2022	75890	2836	UPS	41.94
09/22	09/19/2022	75891	1271	USA BLUEBOOK	1,904.00
09/22	09/19/2022	75892	2920	WOLVERINE CRANE & SERVICE INC	747.52
Grand Totals:					<u>234,708.56</u>

CITY OF CARO

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

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

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

To: Lauren Amellal, Acting City Manager, Caro City Council
From: Brian Newcomb, Chief of Police
Date: September 7, 2022
Reference: August 2022 Monthly police activity report

COMPLAINTS RECEIVED:

See attached complaint breakdown report

- Caro Police were dispatched to 177 Complaints in August, 2022
 - Comparison reports
 - July 2022 212 Complaints
 - June , 2022-190 Complaints
 - May 2022, 191 Complaints
 - August 2021- 201 complaints

ARRESTS:

- Arrest count still affected by COVID.

PATROL VEHICLE MILEAGE:

- Mileage driven in July 2022= 4,150 miles.

GASOLINE USED:

- Gallons- 345.83 gallons

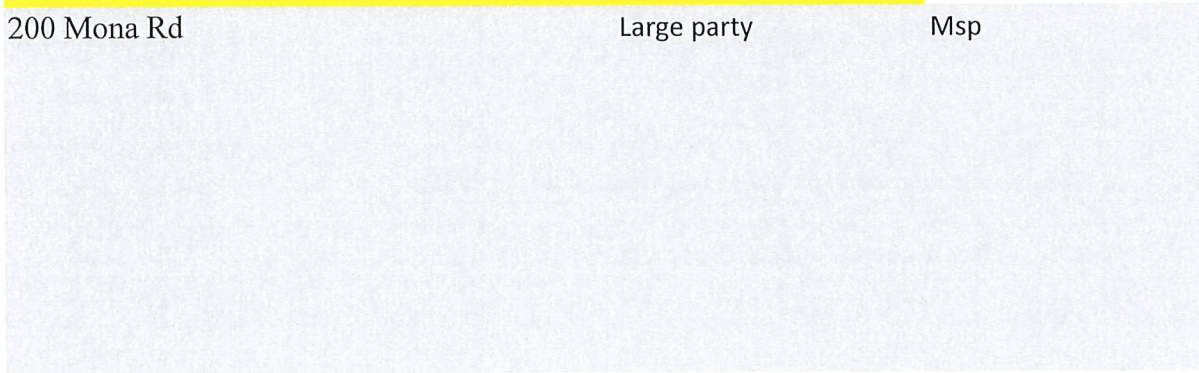
Abandoned Vehicle	
Alarm	1
Animal at Large/dog bite	
Animal Cruelty	2
Armed Robbery	
Arson	
Assault/domestic	6
Assist to MSP within city limits	1
Assist to TUSH within city limits	7
Assist to other PD within city limits	1
Assist to DPW	
Assist to CARO FIRE	4
Assist to MMR	6
Assist to DHHS	1
Attempt to locate	
Attempt suicide	
Barking Dog	
Blight	
Bond Condition Violation/Arrest	
Breaking and Entering	3
Bullying	
Civil dispute	13
Child Neglect/abuse	
Commercial Sex	
Credit Card fraud	
Criminal Sexual Conduct	1
Curfew Violation	
Disorderly Person	4
Dog left in vehicle	1
Drug Overdose	
Eavesdropping	
Embezzlement	
Emotionally Disturbed	
Escape	
Extortion	
False Police Report	
Felonious Assault	
Fight In progress	
Fireworks	
Flee and Elude	

Found/lost Property	2
Forgery	
Fraud	3
Fugitive	
General Non-Criminal	2
Harassment	
Health and Safety	
Hit and Run PDA	2
Homeless	
I D Theft	
Illegal Burn	
Indecent Exposure	1
Injury crash	
Intimidation/threats	
Illegal Dumping	
Keys locked in Vehicle	
Kidnapping	
Larceny	8
Larceny from Auto	3
Liquor Inspection	15
Liquor Violations	
Malicious Destruction	3
Mental Pickup Order	
Mental Health call	3
Minor in Possession	
Misdemeanor Traffic-OWI	3
Misdemeanor Traffic-No Insurance	2
Misdemeanor Traffic-DWLS	1
Misdemeanor Traffic-reckless driving	
Misdemeanor Traffic-No Registration	3
Missing Person	2
Motorist Assist	4
Mutual Aid calls ** See Below**	1
Narcotics	4
Natural Death Invest	3
Noise	2
Obscenity	
Open Door	
Overdose-drugs	1
PDA-traffic crash	10

Parole Violation	1
PPO Violation	
Probation Violation	
Prowler	
Public Relations	
Resist/Obstruct officer	
Retail Fraud	3
Runaway (juvenile)	1
Stalking	1
Sex Offense (other)	
Suicide	
Suicidal Person	
Suspicious Situation	9
Terrorist Threat	
Threats-school violence	
Threats	2
Tobacco violation	
Trespass	3
Traffic Policing	4
UDAA (Vehicle Theft)	
Vehicle Inspection	
Vehicle Inspection	
Verbal Domestic	3
Warrant arrests	12
Weapons Violations	1
Wellness Check	8
911 Hangup	

TOTALS **177**

200 Mona Rd Large party Msp



VEHICLE MAINTENANCE RECORD FOR CAR 1

TOTAL MAINTENANCE COSTS		YEAR:	2015		MAKE:	FORD	MODEL	SUV	LICENSE	023X391	VIN NO. 1FM5K8AR5FGB83483						
			Jan-22	Feb-22							Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22
Enter Starting Vehicle Mileage		70,395	71,584	72,627	73,000	73,100	73,100	73,150	74,641	76,001							
Enter Vehicle Mileage at End of Month		71,584	72,626	73,000	73,100	73,150	74,641	76,001	76,701								
Monthly Mileage Totals		1,189	1,042	373	100	50	1,491	1,360	700	0	0	0	0	0	0	0	
Total Mileage for Year		6,305															
Maintenance Cost Per Mile		\$0.82															
VEHICLE MAINTENANCE COSTS																	
Oil & Filter Change		\$69.58															
Air Filter Change					repair												
Fuel Filter Change					shop												
Transmission Fluid & Filter																	
Engine Coolant																	
Cooling System Flush																	
Tire Repair or Replacement			\$584.04														
Tire Rotation or Balance			\$60.00										\$60.00				
Hose Replacement																	
Brake Repair																	
Engine Tune-Up																	
Front End Alignment																	
Power Steering / Brake Fluid																	
A/C or Heater Repair																	
Replace Belts																	
Electrical Repairs									\$509.12								
Battery Replacement																	
Battery Cables / Terminals																	
Headlights or Light Bulbs																	
Windshield Wiper Blades													\$40.82				
Wash & Wax																	
Miscellaneous Service												\$3,800.21	\$50.00				
17																	
TOTAL MONTHLY MAINTENANCE COSTS		\$69.58	\$644.04	\$0.00	\$0.00	\$0.00	\$3,800.21	\$50.00	\$509.12	\$100.82	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
																TOTAL	\$5,173.77

TIRE	SIZE
245	55R18 M&S

VEHICLE MAINTENANCE RECORD FOR CAR 3

TOTAL MAINTENANCE COSTS		YEAR:	2017		MAKE:	FORD		MODEL	SUV		LICENSE		VIN NO. 1FM5K8AR3HGC07315					
			Jan-22	Feb-22		Mar-22	Apr-22		May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22		
Enter Starting Vehicle Mileage		40,295	41,295	41,978	43,175	43,349	47,599	48,399	49,996									
Enter Vehicle Mileage at End of Month		41,295	41,978	43,175	43,349	47,599	48,399	49,996	51,015									
Monthly Mileage Totals		1,000	683	1,197	174	4,250	800	1,597	1,019	0	0	0	0	0	0	0	0	
Total Mileage for Year		10,720																
Maintenance Cost Per Mile		\$0.15																
VEHICLE MAINTENANCE COSTS																		
TYPE OF SERVICE																		
Oil & Filter Change																		
Air Filter Change																		
Fuel Filter Change																		
Transmission Fluid & Filter																		
Engine Coolant																		
Cooling System Flush																		
Tire Repair or Replacement																		
Tire Rotation or Balance																		
Hose Replacement																		
Brake Repair																		
Engine Tune-Up																		
Front End Alignment																		
Power Steering / Brake Fluid																		
A/C or Heater Repair																		
Replace Belts																		
Electrical Repairs																		
Battery Replacement																		
Battery Cables / Terminals																		
Headlights or Light Bulbs																		
Windshield Wiper Blades																		
Wash & Wax																		
Miscellaneous Service																		
TOTAL MONTHLY MAINTENANCE COSTS		\$0.00	\$345.93	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,288.83	\$0.00	\$0.00	\$0.00	\$0.00	
																TOTAL		\$1,634.76

Tire Size=245/55R18
MILLARS TIRES BAY CITY

VEHICLE MAINTENANCE RECORD FOR CAR 464

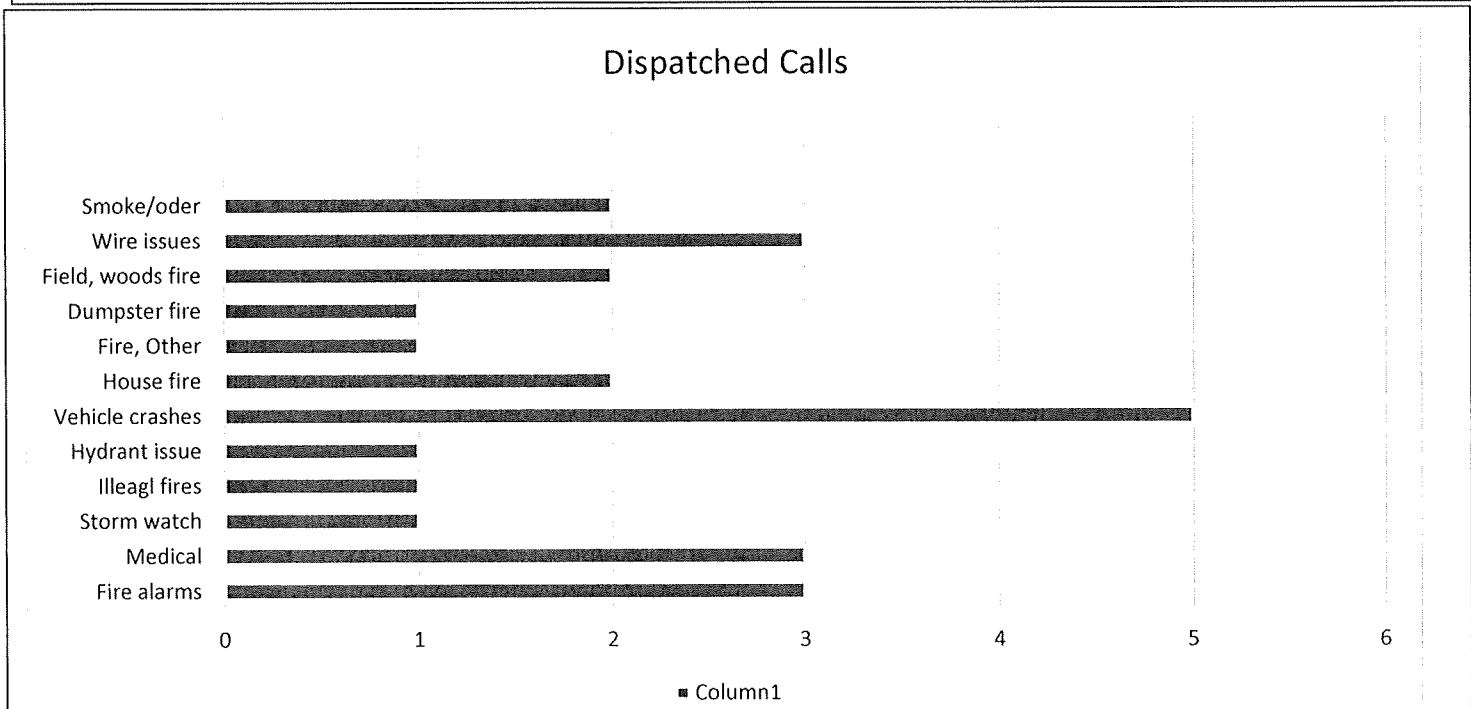
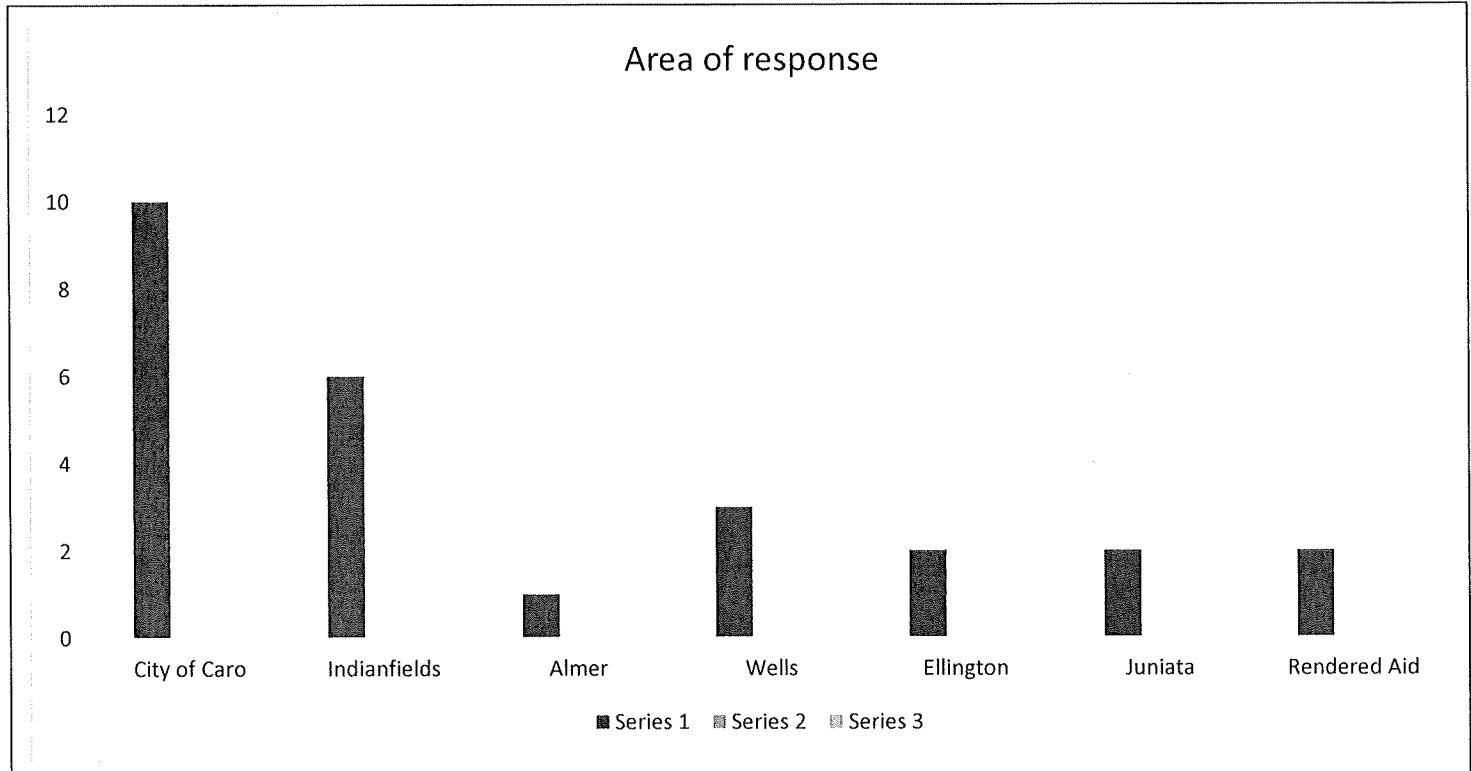
TOTAL MAINTENANCE COSTS		YEAR:	2019	MAKE	DODGE	MODEL	DURANGO	LICENSE	023X394	VIN NO.	1C4RDJFG1KC708488		
		Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22
Enter Starting Vehicle Mileage		6,195	6,295	6,601	7,100	8,209	9,346	9,665	10,300				
Enter Vehicle Mileage at End of Month		6,295	6,601	7,100	8,209	9,346	9,665	10,300	11,652				
Monthly Mileage Totals		100	306	499	1,109	1,137	319	635	1,352	0	0	0	0
Total Mileage for Year		5,457											
Maintenance Cost Per Mile		\$0.01											
VEHICLE MAINTENANCE COSTS													
Oil & Filter Change													
Air Filter Change													
Fuel Filter Change													
Transmission Fluid & Filter													
Engine Coolant													
Cooling System Flush													
Tire Repair or Replacement													
Tire Rotation or Balance													
Hose Replacement													
Brake Repair													
Engine Tune-Up													
Front End Alignment													
Power Steering / Brake Fluid													
A/C or Heater Repair													
Replace Belts													
Electrical Repairs													
Battery Replacement													
Battery Cables / Terminals													
Headlights or Light Bulbs													
Windshield Wiper Blades													
Wash & Wax													
Tie Rods/Alignment													
Muffler													
Tow/Wrecker Service													
Miscellaneous Service													
TOTAL MONTHLY MAINTENANCE COSTS		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$80.96	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00



CITY OF CARO FIRE DEPARTMENT

September 2022 Council Fire report

August 2022 monthly review



September 2022 Council Fire report

August 2022 monthly review

Indianfields	Appliance fire in a residential structure
Indianfields	False fire alarm
All service area	Storm watch, with siren activation
Wells	Power lines down
Wells	Power lines down
Ellington	2-Vehicle crash
Juniata	Power lines down
Juniata	Vehicle crash
City of Caro	False fire alarm
City of Caro	Dumpster fire
City of Caro	Medical assist
City of Caro	Vehicle crash
City of Caro	Medical assist
Indianfields	House fire
Almer	Field fire
City of Caro	Smoke investigation
City of Caro	Smoke investigation
Indianfields	3-vehicle crash
Indianfields	Illegal fire investigation
Wells	Medical assist
Almer	Assist to Akron Fire Dept. house fire
City of Caro	False fire alarm
City of Caro	Hydrant issue
City of Caro	Ditch fire
Indianfields	Communication box fire
Ellington	Single vehicle crash



CITY OF CARO CODE ENFORCEMENT

September 2022 Council Code report

August 2022 monthly review

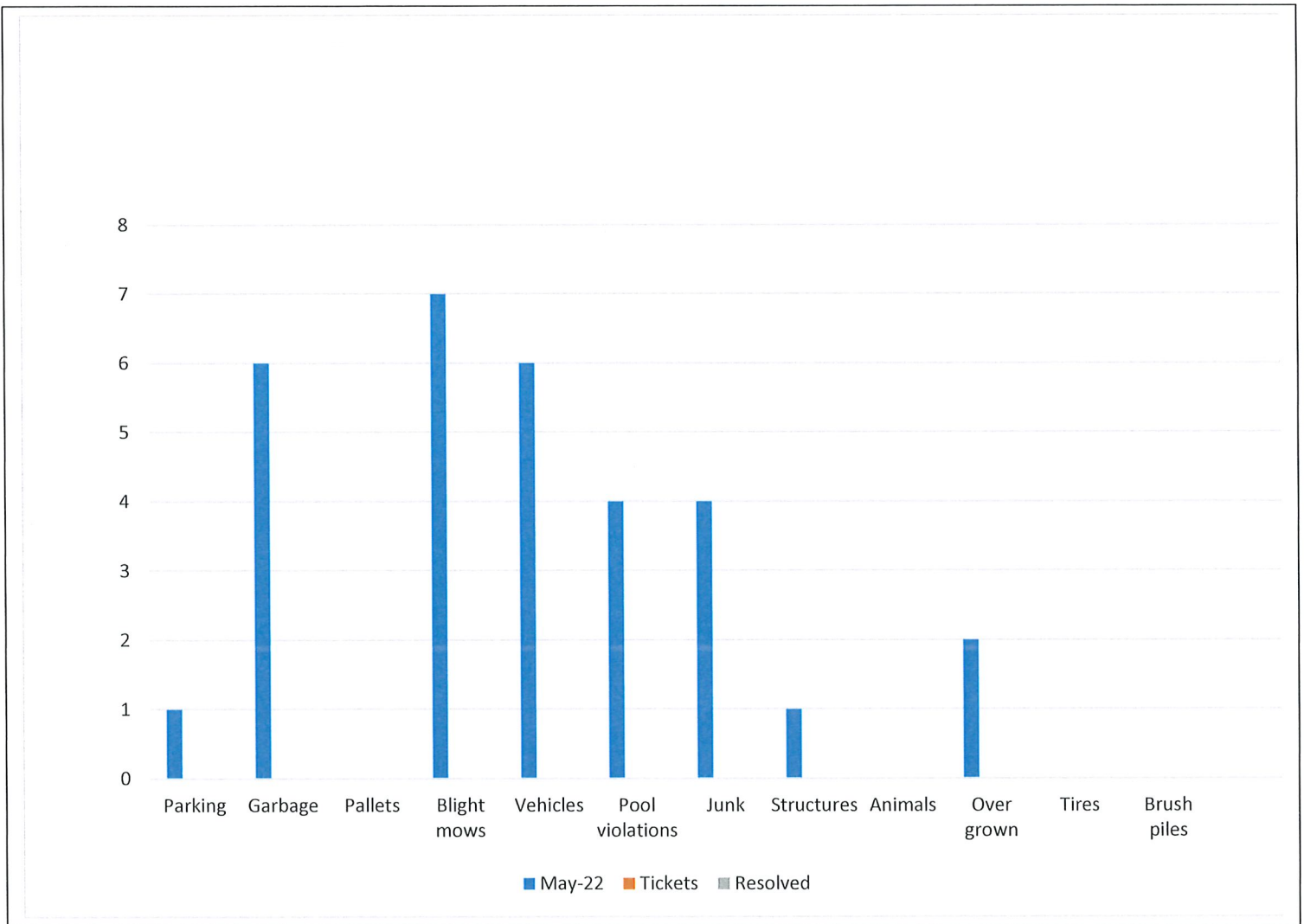
534 S. Almer St.	Vehicle 4-sale	1 st . notice
534 S. Almer St.	Garbage violation	1 st . notice
357 Norman St.	Garbage violation	1 st . notice
313 Montague Ave.	junk	1 st . offence \$100.00 ticket
246 E. Grant St.	junk	1 st . offence \$100.00 ticket
619 Court St.	Overgrown areas	1 st . notice
673 Court St.	Un-permitted pool	1 st . notice
114 Quinn Ave.	Garbage violation	1 st . notice
118 Quinn Ave.	Garbage violation	1 st . notice
150 W. Burnside St.	Blight vehicle	1 st . notice
202 W. Burnside St.	Blight mow	
645 Gibbs St.	Un-permitted pool	1 st . notice
655 Gibbs St.	boards	1 st . notice
131 Atwood St.	Blight mow	
518 Allen St.	Garbage violation	9 th . offence \$500.00 ticket
532 W. Gilford Rd.	Blight vehicle	5 th . offence \$500.00 ticket
602 W. Gilford Rd.	Blight vehicle	1 st . offence \$100.00 ticket
428 Fremont St.	junk	1 st . offence \$100.00 ticket
621 S. Hooper St.	Garbage violation	1 st . notice
186 W. Gamble St.	Blight mow	
150 W. gamble St.	Un-permitted pool	1 st . notice
664 W. Burnside St.	Un-permitted pool	1 st . notice
54 W. Gilford Rd.	Vehicle 4-sale in front yard	1 st . notice
126 Howard St.	Blight structure	1 st . notice
532 W. Gilford Rd.	Vehicle parked on City Right of Way	2 nd . notice
143 W. Gamble St.	Blight mow	
158 W. Gamble St.	Blight mow	
637 W. Sherman St.	Blight mow	
121 Alexander St.	Blight mow	
331 E. Bush St.	Blight vehicle	1 st . notice
509 E. Frank St.	Overgrown areas	1 st . notice



CITY OF CARO CODE ENFORCEMENT

September 2022 Council Code report

August 2022 monthly review



CITY OF CARO

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RITA PAPP
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MICHELE PERRY
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MEMORANDUM

TO: City Council
From: Tom Reese Director of Public Works
Date :9/15/22
Re: Monthly report

ACTIVITY

Daily Well checks and bathroom cleaning at Bieth Park.

We have completed 49 work orders ranging from jetting sewers to removing sewer and water taps along with final reads and plugged storm drains.

Also did 30 Missdig's

Interviewed and hired a full-time replacement for myself with Lauren and Rita

During the past month we have repaired 4 storm basins.

We also had 4 water main breaks we had Brinkman come in to help us dig and got them all fixed in one day.

We had a boil water notice that only affected a few parts of Gilford Rd and was lifted 2 days later when we got the samples back.

We also tapped the water and sewer for the Putman medical building completed 9/1/2022

Worked with Lauren to get striping bids for crosswalks and parking lots.

We are also trying out a new tree cutting and trimming company. For work that Kappen can't get to.

Found a new company for stump removal and got 23 stumps removed.

Working with Lauren and Jon and Mike to get the emergency response plan we need to have in place for the water system.

Took down flags downtown.

Walked last year's sidewalk project with Mike and Lauren to discuss better planning for rehab of the grass after completion of new projects

Meet with thumb heating and cooling to get a bid for the city hall HVAC project

Worked with Peter from the garden club to get the Botanical Garden parking and electric in order for the September 10th event.

We were told there was a wasp hive at Chippewa in the dog park and sprayed it.

UP COMING PROJECTS

Continue to work on storm basins

Start flushing hydrants

Sewer lining on Allen and Perl St starting middle to late September

Meter reading starting on September 12th

Starting preparations for closing the splash pad.

Starting preparations for fall and winter equipment checks

September 15th the Caro library will be hosting a touch a truck event and asked us to bring a few vehicles down.

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TO: Lauren Amellel, City Manager and Caro City Council
FROM: Ken Fields, Interim W.W.T.P. Superintendent
SUBJECT: September 2022 Report
DATE: September 5, 2022

FOR THE AGENDA OF: September 19th, 2022

TREATMENT SYSTEM PREVENTATIVE & REGULATORY & CORRECTIVE

- Our Permit required monthly Discharge Monitoring Report for August 2022 was sent electronically via Mi-Waters to the EGLE.
- I submitted the new permit required PFAS sampling results to EGLE.
- We setup and ran the Cities Drinking water samples for September 2022.
- I told the City Manager that HRC is coming in September 19, 2022, to help facilitate the plant upgrade.
- The clarifiers are being hosed down or power washed down weekly.
- The Chlorine contact chamber is being hosed down, or power washed and flushed weekly.
- Ran both portable pumps for 10 minutes this month.
- The plant generator was exercised this month.
- We relinquished another 5 raw water samples to SVSU for COVID-19 testing.
- We had Tim Loney repair the screw conveyor for second time in 9 months.
- Ordered new screw conveyor it will take 16 to 20 weeks to deliver.
- Received a load of chemicals for the plant.
- The staff is mowing and weed whipping around the plant weekly.
- Took new 2022 service truck to Moore motor the back brake is leaking .
- The 3 new generators are installed from July 2021 order it took 14 months to receive.
- The staff stockpiled 8 drying beds this month.

Memorandum

To: City Council
From: Jennifer Trahan
Date: September 16, 2022
Re: Municipal Parking Violations Report, August 2022

No Parking 2 a.m. – 5 a.m.	Municipal Parking Violations Written	0
	Warnings	0
	2nd Offense	0
	3rd, 4th & 5th Offense	0
	6th & 7th Offense	0

2 Hour Downtown Parking	Municipal Parking Violations Written	0
	Warnings	0
	2nd Offense	0
	3rd Offense	0
	4th Offense	0

Other Ordinance ___	Municipal Parking Violations Written	0
	Warnings	0
	2nd Offense	0
	3rd Offense	0
	4th Offense	0
	5th Offense	0

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Memorandum

TO: City Council

From: Lauren M. Amellal; Director of Development

Date: September 16th, 2022

RE: Director of Development Report

Activity:

- Compiled data from Caro Farmers Market in August:
 - Total economic impact via vendor sales revenue was approximately \$25,800.00.
 - Promoted and hosted all Tuesday, and Saturday Farmers Markets.
 - Successfully completed Market Kids Club Program. Over 68 kids participated! Distributed 16 shirts! 15 Community Partners!
 - Set up of State Street Square Rental. Performed all post-rental clean up and check-list duties.
 - Submitted payment requests to accounts payable for Market vendor payments.
 - Hosted MSU Extension and MDHHS State level rep at the Caro Farmers Market for a filming of the collaborative work of the Thumbbody Blessing Box Donation Station with the Tuscola Food Access Collaborative/MSUE

- Assisted in hiring 2 Fall Seasonal DPW/DDA workers for fall of 2022- parks, facilities and rentals with Tom and Rita.
- Held Dept. Head Meeting to discuss proposed Policies and Ordinances.
- Registered for RRC training- began work on checklist items.
- Attended Tuscola Veteran Memorial @ Botanical Gardens Blue Star Memorial
- Attended Michigan Farmers Market Board Strategic Development Meetings.
- Attended Caro Garden Club Meeting- discussed final pergola invoice, and Plant Swap @ Market.
- Attended Caro Chamber of Commerce Meeting- discussed Storage Agreement.
- Planning Pavilion Rental with Relay for Life event September 17th.
- Attended ZBA- Wellogy/Hills & Dales variance approved.
- Attended Planning Commission Meetings- Sugar Tree Estates approved, Hills & Dales previewed initial site plan, rescheduled Nov Meeting, and approved draft Master Plan and completed COI discussion.
- Supported MIWORKS with the Resource Fair held at State Street Square.
- Coordinated road striping bid project and DDA tree trimming project with DPW Supervisor, Tom Reese.
- Coordinated Annual Encore @ Atwood concert, to be held August 27th, 2022.
- Discussed DTE and Martin Electric Bills paid by Pumpkin Festival with Julia M.
- Ordered a RESTROOM sign for the bathroom building at Bieth Park.
- Ordered Thank You for Not Smoking Signs for all park buildings.
- Chippewa Landing with Tom and DTE- Agreed to have all issues addressed.
- Hosted Encore @ Atwood- 3 food trucks, 4 bands, over 600 attended.
- Submitted articles for quarterly News Caro Newsletter.
- Handled multiple zoning and planning inquires.
- Permitted Demolition for 741 S. State Street.
- Met with MIWORKS to begin Internship program for youth at City Hall.

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TO: City Council
FROM: Rita Papp, City Clerk
SUBJECT: Election Commission Appointment & Election Inspector Pay
DATE: September 19, 2022

Pursuant to Chapter IV, Elections, Section 4.13 of the City of Caro Charter, the clerk of the City of Caro is the chairperson to the Election Commission. The city council appoints one city official and one qualified registered elector to serve on the Election Commission. It has been the past practice of the City of Caro not to pay a per diem to the Election Commission members; however, they must approve the payment to the election inspectors. For the General Election November 8, 2022, I would ask council to appoint Councilor Jill White to be the city official representative and Lauren Amellal to be the registered elector representative to serve on the Election Commission.

In the past, we have paid \$200.00 per day per election inspector, \$250.00 for each chair, and \$50.00 for attending necessary training and no compensation for the Election Commission. I would like to add \$100.00 per half day per election inspector if necessary.

Recommendation:

Motion to appoint to the Election Commission; Councilor Jill White as the city official, and Lauren Amellal as the qualified elector with no per diem pay, and to pay \$200.00 per day per election inspector, \$100.00 per half day per election inspector if necessary, \$250.00 per day for each chair, \$50.00 for attending necessary training.

**RESOLUTION ESTABLISHING ELECTION COMMISSION
FOR THE CITY OF CARO**

WHEREAS, the Charter of the City of Caro, Michigan was received/filed with the Michigan Department of State, Office of the Great Seal on November 5, 2009 at 11:55 a.m.; and

WHEREAS, Section 4.13 ELECTION COMMISSION CREATED; COMPOSITION; DUTIES; COMPENSATION states that *“An Election Commission is hereby created, consisting of the clerk of the City of Caro, and one city official, and one qualified registered elector, both to be appointed by the city council not less than forty-five (45) days before each election”*; and

WHEREAS, the Clerk shall be the chairperson of the election commission and two (2) members of such board shall constitute a quorum; and

WHEREAS, the election commission shall have such duties as outlined in the Charter of the City of Caro and the Michigan election laws;

NOW THEREFORE, BE IT RESOLVED:

That the City of Caro Council reaffirms that an Election Commission is hereby created, consisting of the clerk of the City of Caro and one city official, and one qualified registered elector, both to be appointed by the city council not less than forty-five (45) days before each election.

Motion by _____, seconded by _____ to adopt the

Resolution Establishing Election Commission for the City of Caro.

Yes: _____

No: _____

Absent: _____

RESOLUTION DECLARED ADOPTED ON THIS 19th DAY OF SEPTEMBER 2022.

Rita Papp, City Clerk

Joseph Greene, Mayor

CITY OF CARO

INTERIM CITY MANAGER
LAUREN AMELLAL
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TO: City Council
FROM: Rita Papp – City Clerk
SUBJECT: Reschedule City Council Meeting November 7, 2022
due to General Election November 8, 2022
DATE: September 19, 2022

Background:

The General Election is scheduled for Tuesday, November 8, 2022. City Council meetings are scheduled the 1st and 3rd Monday of the month at 6:30 pm. I am requesting that the City Council meeting scheduled for November 7, 2022, be rescheduled to November 9, 2022 for the purpose of set up and preparation of the council room Monday.

Recommendation:

Reschedule the city council meeting from November 7, 2022 to November 9, 2022 at 6:30 pm.

Thank you.



Proposal for Municipal Lease Purchase

To: CARO POLICE DEPARTMENT
150 MONTAGUE AVE
CARO, MI 48723

From: **GM Financial Commercial Vehicle Lending 220 E. Las Colinas Blvd., Suite 800 Irving, TX 75039**

Date: 08/30/2022

GM Financial is pleased to respond to your application for tax-exempt lease purchase financing. Our proposed terms and conditions are as follows:

Lessor: AmeriCredit Financial Services, Inc.

Lessee: CARO POLICE DEPARTMENT

Assignee: De Lage Landen Public Finance LLC

PRICING AND TERM

Amount Financed: \$ 44,595.00 Fees: N/A Proposed Funding Date: - Interest Rate: 6.896 %

Valid until: 09/29/2022 Asset Description: 1-2022 CHEVROLET SILVERADO CC 1500 2FL

Lease Term: 5 Years Payment: \$ 10,146.26

Payment remittance (choose one): Annual/Advance Semi-Annual/Advance Quarterly/Advance Monthly/Advance
Semi-Annual/Arrears Quarterly/Arrears Monthly/Arrears

ADDITIONAL TERMS AND

Security: First priority security interest in the leased vehicle(s).

Closing Costs: Lessee shall be responsible for all costs and expenses incurred in connection with the proposed transaction, including, but not limited to, those incurred with respect to all (i) issuing costs, (ii) bond and/or legal counsel, and (iii) escrow accounts.

Documentation and Insurance: As required, and in form and content approved, by Lessee in its sole discretion.

This proposal is subject to final credit approval and execution of final documentation. Please feel free to contact me at [214-210-3141] or [Griselda.Cordova@gmfinancial.com] with any questions or for further clarification.

Thank you for the opportunity to present this proposal.

Sincerely,

Griselda Cordova

CITY OF CARO

Banner Policy

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

BANNER REQUEST

NAME Julie M. MATUSZAK PHONE 989-325-5323
ORGANIZATION Tuscola County Pumpkin Festival
EVENT Pumpkin Festival
DATE YOU WISH BANNERS TO BE PUT UP 9-26-2022
DATE YOU WISH BANNERS TO BE TAKEN DOWN 10-10-2022
Approved By: _____ Date 9/14-2022
By: City Clerk

Adopted by Council: 04-03-06

Revised 09-07-21

Policy # 06-002

CITY OF CARO

INTERIM MANAGER
LAUREN AMELLAL
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Memorandum

TO: City Council
From: Lauren M. Amellal; Interim City Manager
Date: September 16th, 2022
RE: Interim Manager Report

New:

- Continued bi-monthly Department Head Touch-Point meeting to increase cross-departmental communication, and TEAMWORK!
- Discussed filling the need for a water foreman for DPW.
- Interviewed 2 applicants for Fall seasonal DPW/DDA worker with Tom and Rita
- Interviewed 4 applicants for WWTP operator with supervisor Ken Fields, and Rita Papp.
- Approved DPW employee for CDL class as required by law- to begin in October.
- Researching history of downtown speaker system for repair/ replacement.
- HRC to

On-Going/Progress:

RRC:

- Began RRC training modules
- Delegated several duties to ensure progress and completion of RRC checklist

Pumpkin Festival:

- Looking into electric repairs and billing for panel nearest to Tuscola Courthouse.
- DDA approved \$500 for Fall Décor in District.
- Meeting with Pumpkin Festival Committee next week.
- Addition to footprint of closure being reviewed.

Police Station Demo:

- Contacted West Shore, and Federal Signal to have emergency siren moved to the municipal building.
- Phase 2 Environmental studies in progress.

Staff/ Policy:

- Discussed conduct and administrative duties/expectation with Office Department Heads.
- Discussed Policy proposals with staff.
- Held a meeting to discuss an employee's rent and utility bill collection.

Wells:

- Well #3 filled with concrete, and wellhead removed. Wellhouse to be removed.
- Wood Environmental has completed the 1st phase of study for new well.
- Met with Wood, Rowe, John M from MRW and Tom Reese

Caro Center:

- Three Private Property Easements ACCEPTED by Register of Deeds.
- DRAFT easements are in from the State. Currently being reviewed.

Parking Lot Extension:

- Public Hearing held at Planning Commission meeting.
- PC voted to rezone the parcels as Parking.
- Initial Topographic Survey to be complete by Rowe.

TISD Annexation:

- TISD and County currently seeking legal assistance for continuation of unaccepted Annexation agreement.
- Planning resolve for utility service bill if not approved.

MSP Post:

- Set meeting with County to discuss service options.

City Hall HVAC:

- Spoke with Goyette regarding HVAC. Bid received.
- Seeking qualified companies for additional bids.
- Thumb Heating & Cooling reviewed the project, to prepare bid.
- Additional repairs needed prior to HVAC work per DPW Supervisor.

Sidewalks & Bids:

- Fall Project went out for bids following the August 3rd Council meeting.
- No bids were received for Fall 2022 project. Considering re-bidding options.

Hills & Dales:

- Zoning Variance request was approved for 24 parking spaces at ZBA meeting.
- Wellogy presented preliminary site plan to Planning Commission.

Annual Audit:

- Audit begins this week.
- Completed work session with City Treasurer, Michele Perry, to review and prepare.

Near Completion or Complete:

Equipment:

- Repairs to damaged police vehicles are near completion.
- LED sign has been ordered.
- Auger at WWTP repaired, second Auger to be replaced.
- DPW to check holiday décor and components for replacement and/or repair.
- Generators are in place for lift stations.

Gilford Rd.

- Construction is complete. Additional shoulder and landscaping issues found and are being addressed by DPW.
- Final Bills in current check run.

Aldi:

- Water and Sewer taps are complete.

Putman Development:

- Water and Sewer taps are complete as of 9/1/2022.
- Notified Tuscola Health Department of completion.

Master Plan:

- Draft has passed Planning Commission.
- Draft is currently being reviewed by the DDA.
- Will be presented to Council for review prior to being distributed for Public Hearing/ Final Review.

Gas Service:

- Approved for site install for Westchester Dr. and Colling & Gilford- to be completed in September.

COI Review:

- Planning Commission found no evidence of COI with Planning Commission Chairperson.

Larsen Graphics/ Frank Street:

- Abatement proposal in from EDC completed.

Employee Retirement Plan:

- Letter of Agreement signed by employee, to be signed by union.

Storage Use Agreements:

- Confirmed Chamber has removed all belongings from Bieth and is only to use Mertz Storage.
- Extended Storage Agreement with CCS another week.

CITY OF CARO

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MATTHEW LANE
CLERK
RITA PAPP
TREASURER
VACANT
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TO: City Council
FROM: Rita Papp – City Clerk
SUBJECT: Clerk’s Report
DATE: September 19, 2022

- Processed 9 FOIA’s during this period.
- Continuing to review Boards and Commission Appointment vacancies.
- Planning Commission has 3 vacant seats. Posted vacancies on city website. No application received as of the date of this meeting. According to MCL 125.3815, Sec. 15(2) city may have 5, 7, or 9 members. We may want to consider going to a 7 member. If we do, then we may have 1 vacant seat.
- Parks & Recreation has 1 vacant seat available due to Pamela Iseler being appointed to the Council. Reviewing By-Laws to see if 2 council members can serve on a committee. No action taken as of writing this report.
- Applied for a grant through MMRMA to cover ½ cost of Michigan Association of Municipal Clerks Summer Conference. Will be decided on August 10, 2022. Grant has been approved and waiting on payment from MMRMA.
- Posted the City Manager’s position on MML, ICMA, Facebook, City Website, and in the Tuscola County Advertiser per Council’s request. Due date September 9, 2022, at 5:00 p.m. Received 17 applications, which has been narrowed down to 5 candidates. Interviews are scheduled on September 26th & 27th.
- LED sign has been ordered from Midway Signs per council’s approval. Sign permit is done. Electrical permit is in process. Installation time frame will be 4-6 weeks.
- Gathering quotes and information on security in the office. We have grants available thru Election Security Grant and MMRMA RAP grants. Hoping to get grants for most of the costs.
- Started to attend Rotary on August 22, 2022.
- Posted a DDA/DPW Seasonal Workers position in the Advertiser. Interviewed two DDA/DPW Seasonal workers, Thursday, September 15, 2022.
- Posted a WWTP Operator position in the Advertiser. Due date is September 9, 2022. We are budgeted to fill positions. Interviewed 4 individuals Friday, September 16, 2022.
- Preparing for the General Election on November 8, 2022.
- Jana will be attending training on September 27, 2022 – Accreditation for Election Officials.
- Interviewed with Lauren & Tom for DPW/DDA Seasonal positions. Hired two individuals.
- Interviewed with Lauren & Ken for WWTP Operator. Hired one individual.

CITY OF CARO

INTERIM MANAGER
LAUREN AMELLAL
CLERK
RITA PAPP
TREASURER
MICHELE PERRY
ATTORNEY
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MAYOR
JOE GREENE
CITY COUNCIL
BOB ESCHENBACHER
DON HALL
TISHA JONES-HOLUBEC
JILL WHITE
EMILY CAMPBELL
KORY BATSCHKE

TO: City Council
Interim City Manager – Lauren Amella
FROM: Michele Perry, Treasurer
SUBJECT: Treasurer's Report
DATE: September 15, 2022

- Attended the City Council meeting on September 6th.
- Attended the touch point meeting on August 31, 2022, to review items for the September 6th council meeting.
- Prepared the fourth quarter financial statements for the upcoming finance committee meeting.
- Finished preparing for the audit which will start on September 19th at 8 am.
 - Posted accounts payables as of 6/30/22 for expenses paid in July in August for FY 6/30/22
 - Posted accounts receivables from the State of Michigan for ACT 51 allocations and Public Surplus.
 - Adjust prepaid expenses to actual for expenses paid in June 2022 for FY 6/30/23
 - Recording interest on the investments
 - Balanced all investments in the general ledger
 - Getting reports together the auditors need.
- The Treasurer's Office has been very busy over the last 2 ½ months with the following items:
 - Collecting Summer taxes
 - Collecting utility payments
 - Preparing invoices for business sponsorships for Encore at Atwood
 - Mailing out bill payments
 - Mailing out 280 ten-day letters
 - Preparing to have meters read in September
 - Assisted during the water main break by preparing the door tags for the boil water advisory so the DPW could hang them on the doors of the affected residences.
 - Ordered credit card for the Lauren as the Director of Development & Strategic Initiatives
- Jennifer attended the MGFOA fall conference September 12th to 14th, and she highlighted the following items when she returned:
 - Team building and managing conflict within the office
 - Training next generation since there are over 11,000 people retiring each day
 - Michigan legislation is working on VA property tax reimbursement to the tax authorities
 - She wants to start working at becoming a CPFO (Certified Public Finance Officer)

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- On Friday September 2nd after receiving an email from Interim City Manager Amellal requesting a 2-hour meeting on September 7th for her to look over what I had been working on as far as the audit goes and she looked forward to learning more and assisting as an extra pair of eyes. After receiving the request, I sent her an email back stating that I needed to reschedule the meeting because I had staff out of the office for that week, so I had to help assist in the front office. Due to the fact that the audit period does not cover the time frame in which she has been the Interim City Manager I did not see the urgency to hold the meeting prior to the week of the audit field work. I did provide her a recap of everything related to the audit which I was working on in hopes it would eliminate the need for a meeting due to working on preparing for the audit and staff shortage. Then she requested a reschedule for September 12th from 11 am to 12 pm which I then replied I was needing to reschedule it because one staff member was at a conference until September 15th and one staff takes her lunch starting at 11:30 am so I would need to cover the front desk and phones. At this point she sent me an email stating that she did not find my reasoning to be substantial enough to reschedule again. The email she sent stated was a verbal warning and that if I didn't attend the meeting it would be considered insubordination. She also stated that the emailed verbal warning would be but in my employee file and sent to all Council Members. On the morning of September 12th, she came to my office requested to meet and at the time I was in the middle of working on taxes and preparing information for the auditors but per her request I explained the audit process and also told her that the audit takes many months to complete, and I provided her with an audit from last year for her to review at her pleasure.
- Provided Interim City Manager Amellal with information related the rental of 125 Washington Street in 2020. I did not attend the meeting she held related to this issue as my belief is that this is a legal matter and I have no formal training when it comes to legal issues.
- Working with Randy Heckroth to bring some ordinance amendments needed to the policy committee.
- Working with Police Chief Newcomb with regards to the Burt Watson Leasing Program for police vehicles.
- Contacted a past worker who works for Michigan Department of Corrections to see if they would like to participate in Shop with a Hero in December and also make a donation to the cause.
- For the time August 6 to September 17, I used 8 hours of sick leave and 8 hours of vacation.
- On August 19th I volunteered for the Lapeer Area Chamber of Commerce for their Lapeer Days Festival. I also serve on the Lapeer Area Chamber of Commerce Board of Directors and attended their monthly meeting on September 13th.
- Assisted in covering the front desk during staff lunches and vacations.
- Continued to work on changing the chart of accounts to the new Michigan Department of Treasury Uniform Chart of Accounts for Local Units of Government which the recommended implementation date is July 1, 2022, but not later than June 30, 2023.

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TO: City Council
 Interim City Manager – Lauren Amella

FROM: Michele Perry, Treasurer

SUBJECT: Certificate of Deposit Report

DATE: September 16, 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 coming due on during the month of September. Some of the certificates of deposits listed below that have already matured have been renewed using the ladder strategy of investing at the institution they were with at the time of maturity.

Financial Institute	Term	Interest Rate	Current Balance	Maturity Date	Plan of Action at Renewal Date
Huntington Bank	90 days	0.01%	105,652.63	9/16/2022	Reinvested for 3 months at .45%
Independent Bank	9 months	0.15%	230,000.00	9/9/2022	Reinvested in CDARS for 13 weeks at 1.15%
Frankenmuth Credit Union	9 months	0.20%	230,000.00	9/29/2022	Plan to reinvest at the same institutions based on the ladder strategy still since there is talk of possible intrerest rate hike again.
TeamOne Credit Union - LPL	9 months	0.25%	245,000.00	9/22/2022	