

**AGENDA  
REGULAR MEETING OF THE CARO CITY COUNCIL  
March 7, 2022, 6:30 P.M.**

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

**AGENDA APPROVAL**

**PUBLIC COMMENTS/VISITORS:**

**COMMUNICATION:**

1. Planning Commission Minutes – January 25, 2022
2. Charter Communications Upcoming Changes (2)
3. Proposed Budget Timeline for FY 2022-2023

**CONSENT AGENDA:**

1. Regular Council Minutes – February 21, 2022
2. Policy Committee Minutes – February 21, 2022
3. Invoices

**REGULAR AGENDA:** (action required)

1. City Hall HVAC Upgrade

**CLOSED SESSION:** Discuss Personnel Evaluation – MCL 15.268 Sec. 8(a)

1. Motion to Open Closed Session
2. City Manager Performance Review
3. Motion to Close Closed Session

**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**  
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## CITY OF CARO PLANNING COMMISSION

Regular meeting held January 25, 2022 called to order by Chairman Carpenter at 7:00 p.m.

Present: Bill Bortel, Mike Carpenter, Bob Eschenbacher, Mike Laethem , Al Michel, Art Rollend, Herb Sheardy and Denise Steffen

Absent: None

Others in Attendance: Mathew Lane-City Manager, Joe Greene-City Mayor, Nora Lipetzky-City Project Co-Ordinator, Chase Dicken-RightWay Automotive.

**Eschenbacher/Bortel moved to approve the minutes of January 11 with a notation that the May 11 change in the Meeting Schedule will not be required, therefore the date will revert back to the original date of May 10, 2022 . Motion carried.**

No Public comment

Chairman Carpenter opened the Public Hearing for the RightWay Automotive Special Condition Use request at 7:10 p.m.

**Eschenbacher/Sheardy moved to close the Public Hearing at 7:16 p.m. Motion carried.**

The photometric foot candle range on the site plan noting the maximum 99 foot candles seemed extremely high compared to the average of 5.7. There was concern the lights may be a distraction to drivers on M-81 at night.

**Eschenbacher/Bortel moved to approve the site plan for RightWay Automotive contingent upon a revision of the photometrics not to exceed the foot candles already in existence in Caro and not to be a distraction to nighttime drivers on M81with Administrative review. Roll call: unanimous.**

**Sheardy/Eschenbacher moved to forward a recommendation for approval of the Special Condition Use permit for RightWay Automotive to City Council. Roll call: unanimous.**

No Public comment

**Bortel/Steffen moved to adjourn at 8:57 p.m. Motion carried.**

Respectfully submitted by Denise Steffen, Secretary.



March 1, 2022

T1 P1175 \*\*\*\*\*AUTO\*\*ALL FOR AADC 480

City of Caro  
317 S State St  
Caro, MI 48723-1725



Re: Spectrum Mid-America, LLC – Upcoming Changes

Dear Franchise Official:

At Spectrum Mid-America, LLC (“Spectrum”) we continue to enhance our services in order to offer more entertainment and communication choices, and to deliver the best value to our customers. We are committed to offering our customers products and services we are sure they will enjoy.

Like every business, periodically Charter reviews its pricing and makes occasional price adjustments. As a result customers will be notified of the following decrease in price through bill messaging.

Effective on or after April 1, 2022, pricing will decrease for the following **unreturned equipment**:

Unreturned Equipment	Pricing Adjustment
Digital Receivers	Will decrease from \$103.00 to \$97.00.
EPON Optical Network Unit (Ethernet Passive Optical Network)	Will decrease from \$260.00 to \$95.00.

If you have any questions about this change, please feel free to contact me at (810) 652-1422.

Sincerely,

*Karen Coronado*

Karen Coronado  
Manager, State Government Affairs - Michigan  
Charter Communications



March 1, 2022

T1 P1172 \*\*\*\*\*AUTO\*\*ALL FOR AADC 480

City of Caro  
317 S State St  
Caro, MI 48723-1725



Re: Charter Communications – Upcoming Changes

Dear Franchise Official:

Spectrum Mid-America, LLC ("Spectrum"), locally known as Spectrum, has been informed of the following changes to the Vassar, MI channel lineup serving your community:

- **Story Television (HD)** will launch on or around March 28, 2022 on the Spectrum SPP EB Tier channel 489. **Story TV's** programming will include series that originally aired on networks like A&E and History Channel.
- **Fox Life** on Spectrum Latino Tier channel 332 will discontinue service on or around March 31, 2022.

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

If you should have any questions about this change, please feel free to contact me at (810) 652-1422.

Sincerely,

*Karen Coronado*

Karen Coronado  
Manager – State Government Affairs, Michigan  
Charter Communications

# CITY OF CARO

MANAGER  
MATTHEW LANE  
CLERK/TREASURER  
SARA SAVAGE  
ATTORNEY  
GARY CREWS

317 South State Street  
Caro MI 48723  
Phone 989-673-2226  
Fax 989-673-7310  
Website [www.carocity.net](http://www.carocity.net)

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

## MEMORANDUM

**TO:** Matthew S. Lane, City Manager  
**CC:** Council, Department Heads  
**FROM:** Michele Perry, Treasurer  
**DATE:** March 3, 2022  
**RE:** Proposed Budget Timeline for FY 2022-2023

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February 16, 2022 – Budget/CIP forms sent to Department Heads  
March 11, 2022 – Budget/CIP forms due to City Manager  
March 22, 2022 – Planning Commission meeting to approve Capital Improvements Plan  
March 29, 2022 – Budget/CIP workshop with Council  
April 18, 2022 – City Manager presents recommended budget to Council (Finance Committee of the Whole)  
May 16, 2022 – Set budget public hearing  
June 6, 2022 – Budget public hearing and Council adopt budget; adopt millage rate and fee schedule  
July 1, 2022 – FY 2022-2023 budget begins

Budget deadlines set by charter:

-On or before April 30 each year the city manager shall submit to the council a recommended budget for the next fiscal year which, considering any anticipated unexpended balance or deficit at the end of the current fiscal year, is within the tax limit and other anticipated revenue of the city.

-Before its final adoption, a public hearing on the budget proposal shall be held as provided by statute. Notice of the time and place of holding such hearing shall be published in a newspaper having general circulation in the city at least one (1) week in advance thereof. A copy of the proposed budget shall be on file and available to the public during office hours at the office of the city clerk for a period of not less than one (1) week prior to such public hearing.

-The council shall, not later than June 30, adopt a balanced budget for the ensuing fiscal year and make appropriations therefore. After consideration of probable other revenues the council by resolution shall determine and declare the amount of money necessary to be raised by property taxation, which amount shall not be greater than otherwise limited in this charter or by general law.

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

Mayor Joe Greene called the regular meeting of the City Council to order on February 21, 2022, at 6:33 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 – Clerk, Michele Perry – Treasurer, & other guests

### **AGENDA APPROVAL**

#### **22-M-28**

**Motion by Eschenbacher, seconded by Campbell to approve the agenda with the addition and/or deletion of: Remove Item # 6 – Additional Road Funding through Small Urban Task Force, Add Item # 7 – Set Policy Committee Meeting.**

**Motion Carried.**

### **PUBLIC COMMENT/VISITORS:**

Bill Campbell – Commented on the Amended Indianfields Township Water Franchise Agreement that was presented to the Council.

Ona Clinesmith – Supports the medical facility being built outside of Caro.

**PRESENTATION:** Caro Exchange Club – June Kennedy presented to the Council the annual report of the Caro Exchange Club. She highlighted some main projects that were completed last year and commented on future plans for the forest trail. Their trail walk is scheduled for August 20, 2022.

### **COMMUNICATIONS:**

1. Caro Roadhouse Museum and Historical Society Annual Report
2. DDA Meeting Minutes (unapproved) – February 9, 2022

### **CONSENT AGENDA:**

1. Regular Council Minutes – February 7, 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-29**

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

**Motion Carried.**

**REGULAR AGENDA: (action required)**

**1. Indianfields Township Water Franchise Agreement**

**Discussion followed. No action taken.**

**2. Resolution Establishing Election Commission**

**22-M-30**

**Motion by Batschke, seconded by White to approve the Resolution Establishing Election Commission as presented by Rita Papp, City Clerk.**

**Roll Call Vote: Batschke – yes, Campbell – yes, Eschenbacher – yes, Hall – yes, Jones–Holubec – yes, White – yes, Mayor Greene - yes.**

**Motion carried.**

**3. Appointment to Election Commission and Set Election Inspector Pay**

**22-M-31**

**Motion by Jones-Holubec, seconded by Batschke to approve and appoint to the Election Commission, Council Member Bob Eschenbacher as the city official and Terry Ewald as the qualified elector, and to pay \$200 per day per election inspector, \$250 per day each chair, \$50 for attending necessary training and no compensation paid to the Election Commission.**

**Motion carried.**

**4. Downtown Development Authority Appointments**

**22-M-32**

**Motion by Batschke, seconded by White to approve and accept the recommendation from the Downtown Development Authority to appoint Megan Bartolowits, Harvest Your Craft, for a partial term, expiring November 2025 and appoint Randy Whittaker, R & R Technical Services, for a three-year term, expiring November 2026.**

**Motion carried.**

**5. Parks & Recreation Committee Appointment**

**22-M-33**

**Motion by White, seconded by Campbell to approve and accept the recommendation of the Parks and Recreation Committee and appoint Colleen Russell to the Parks and Recreation Committee for a three-year term expiring November 2025.**

**Motion carried.**

**6. Well #3A Status and Water Capacity Strategy**

**22-M-34**

**Motion by Eschenbacher, seconded by Batschke to approve and accept the recommendation of the City Manager and direct administration to pursue proper abandonment of Well #3A and begin the process to research and develop a new water well.**

**Motion carried.**

**7. Set Policy Committee Meeting for March 7, 2022, at 6:00 p.m.**

**ITEMS PENDING/POSTPONED: None**

**COMMITTEE/LIAISON POSITION REPORTS:**

1. Economic Development Corporation (Greene) – No meeting. Updated council on the downtown power poles project.
2. Chamber of Commerce (Manager) – Unable to attend meeting. Caro Chamber of Commerce joined the Michigan Chamber of Commerce. Caro Chamber of Commerce adopted their budget. They are continuing to work on Cars & Crafts. The Citizen of the Year banquet date has been postponed.
3. Downtown Development Authority (Hall) – Unable to attend meeting. City Manager updated that DDA approved new appointments, approved their meeting schedule, and did their election of officers.
4. Fair Board (White) – No report.
5. Parks & Recreation (White) – Met last week. They had a productive meeting discussing priorities and their future plans.
6. Planning Commission (Eschenbacher) – Meeting is tomorrow, February 22, 2022.
7. Tuscola County Board of Commissioners (Jones-Holubec) – No report.
8. Zoning Board of Appeals (Greene) – No report.
9. Indianfields Township (Greene) – Attended meeting. Discussed at the meeting the water franchise agreement.
10. Almer Township (Campbell) – No report.

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

Highlighted – The airport will be constructing a new runway, cameras will be installed on the weather station, and commented on future of electric airplanes. Had a conference call with the Caro Center and they are on schedule for construction. Distributed information on the opportunity for the Rotary Club to plant trees in and around the city. Registered for the Michigan Municipal League Capital conference in March.

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

Highlighted – Attended a meeting with the MSU extension to discuss possible collaboration for Parks and Recreation programming. Interviewed a candidate for Director of Public Works and Utilities. ALDI's has been given their zoning permit and are working on permits from EGLE and MDOT. Marshalls permits have been approved. Adult Use Marijuana application are in process. The 300-foot resident letters will be mailed soon.

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

No changes to the report.



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

Highlighted – Frankenmuth Credit Union banking has started with no issues. City is now using WEX fuel cards instead of Speedway cards. As of meeting date, there are 5 more days of tax collection. Presented a report on CD's and discussed if this report was sufficient to renew CD's without presenting to council for approval. The only approval needed will be if CD's are changing financial institutions.

**ADDITIONAL PUBLIC COMMENT:**

William Putnam – Commented on an item on the mayor's report. Commented on the water usage of the City of Caro. Commented on the medical facility. Thanked the council for the support thus far. Commented on the Indianfields Township Water Franchise agreement.

Michael Clinesmith – Commented on the water agreement process.

Billy Putman – Commented on community involvement. Commented that marihuana should be illegal. Commented that this is election year.

Blake Putman – Commented on the lack of communication and the lack of working together. Commented on community cooperation. Commented on the safety of the water. Commented on city growth.

Kayla Sturm – Commented on the need for water in the pharmacy and the need for water to pass the inspection.

Joanna Samuelson – Commented on the lack of dump accessibility for Almer Township residents. Commented on the water project.

**22-M-35**

**Motion by Eschenbacher, seconded by Jones-Holubec to adjourn the meeting at 8:00 p.m.**

**Motion carried.**

**Rita Papp  
City Clerk**

## **CITY OF CARO POLICY COMMITTEE MINUTES**

Policy Chair Jill White called the Policy Committee meeting to order on February 21, 2022, at 6:00 p.m. in the Council Chambers.

Present: Chair Jill White, Kory Batschke, and Mayor Joe Greene

Absent: None

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

**PUBLIC COMMENT/VISITORS:** None

### **BUSINESS ITEMS:**

#### **1. Discuss Potential Food Truck Ordinance**

Council Member Chairperson Jill White initiated discussion. Matt mentioned that Lauren researched food truck ordinances and procedures. The City of Grand Rapids had the best examples for regulations and procedures. Most ordinances are similar regarding regulations and procedures. Committee suggests making a list of wants and needs. Things to think about are the administration burden issuing food truck permits. We will need a check list of things needed for a permit. We will need to determine parameters and locations that are allowed for food trucks. Discussed regulations regarding location to restaurants and how the ice cream shop near the Farmers Market may be an issue. Possible locations to consider, grass lot across from Atwood Park, other city parks and Farmers Market. May want to consider a cross walk from the grass lot to Atwood Park for pedestrian safety. There may be a parking issue if food trucks are parked in the grass lot for events at Atwood Park. Designate locations for food trucks in the B1 & B2 zoning areas only. The organizers of events or festivals that are held in the city usually obtains special food permits on their own. Committee doesn't want food trucks to interfere with the Farmers Market. We will need to try to pick locations that will avoid close distance to a restaurant. Food trucks are a good idea to promote events. We will need to look at the fees that will be charged and who will handle issuing permits administratively. Some of the wants and needs discussed were food trucks should be in B1 & B2 zoning areas only, city parks, allocate special zones, and nonprofit/nonpublic events will be exempt, and no permit is needed, food trucks must meet state requirements, city needs to set hours of operation and/or curfew, and must have valid health department licenses. Permits once created will have to posted in their window and/or visible. We will need to create a process on a quick turnaround for permit issuance by administration. Matt and Lauren belong to a Food Truck Group on Facebook to gain information and knowledge on food trucks. Matt will complete a draft ordinance for the next Policy Committee that is scheduled for March 7, 2022, at 6:00 pm.

### **Adjournment**

**Motion by Batschke, seconded by Mayor Greene to adjourn the meeting at 6:29 p.m. Motion carried.**

Rita Papp  
City Clerk

GL Period	Chk Issue Date	Check No	Vendor No	Payee	Amount
02/22	02/24/2022	75122	2839	CENTRAL REAL ESTATE COMP	7,028.72
03/22	03/03/2022	75123	2054	CARO AREA DISTRICT LIBRARY	51,016.62
03/22	03/03/2022	75124	219	CARO COMMUNITY SCHOOLS	559,943.52
03/22	03/03/2022	75125	2055	CARO TRANSIT AUTHORITY	66,259.32
03/22	03/03/2022	75126	1252	TUSCOLA COUNTY TREASURE	123,239.13
03/22	03/03/2022	75127	1201	TUSCOLA INTERMEDIATE SCH	145,123.41
03/22	03/07/2022	75128	2403	ADVANCE AUTO PARTS	274.91
03/22	03/07/2022	75129	47	AFLAC	637.54
03/22	03/07/2022	75130	42	ALMER CHARTER TOWNSHIP	2,939.86
03/22	03/07/2022	75131	2817	AMAZON CAPITAL SERVICES	1,462.29
03/22	03/07/2022	75132	2622	ANDREW RITTER	46.35
03/22	03/07/2022	75133	2580	AUTO-WARES GROUP	939.45
03/22	03/07/2022	75134	1943	BRIAN NEWCOMB	74.03
03/22	03/07/2022	75135	2755	CAPITAL ONE	42.12
03/22	03/07/2022	75136	2776	CASS CITY HARDWARE	23.64
03/22	03/07/2022	75137	2402	COMPANION LIFE INSURANCE	1,625.84
03/22	03/07/2022	75138	388	DTE ENERGY	14,222.91
03/22	03/07/2022	75139	1920	DUNN HARDWARE & SUPPLY, I	498.88
03/22	03/07/2022	75140	1514	FARM DEPOT	1,999.00
03/22	03/07/2022	75141	2838	FIRE SUPPRESSION PRODUCT	130.00
03/22	03/07/2022	75142	2766	FOSTER, SWIFT, COLLINS & SM	5,009.36
03/22	03/07/2022	75143	1711	GAMBLES DO IT BEST HARDW	432.98
03/22	03/07/2022	75144	226	HIRSCHMAN OIL SUPPLY INC	994.67
03/22	03/07/2022	75145	581	HOLLOWAY FIRE PROTECTION	22.00
03/22	03/07/2022	75146	2702	KRISTAL'S HELPING HAND LLC	710.00
03/22	03/07/2022	75147	2841	MAJESTIC CONSTRUCTION GC	12,830.00
03/22	03/07/2022	75148	391	MEDLER ELECTRIC COMPANY	2,365.71
03/22	03/07/2022	75149	2591	MESSA	26,945.13
03/22	03/07/2022	75150	894	MOORE MOTOR SALES	358.92
03/22	03/07/2022	75151	1727	OFFICE DEPOT	254.05
03/22	03/07/2022	75152	972	PITNEY BOWES INC	531.24
03/22	03/07/2022	75153	998	PURCHASE POWER	500.00
03/22	03/07/2022	75154	2606	QA/QC, LLC- CONSTRUCTION T	1,560.00
03/22	03/07/2022	75155	1010	RANDALL HECKROTH	37.08
03/22	03/07/2022	75156	2840	ROXANNA SOVA	32.20
03/22	03/07/2022	75157	1126	STATE OF MICHIGAN - ELGE CA	.00 V
03/22	03/07/2022	75158	2569	TEAM FINANCIAL GROUP	299.00
03/22	03/07/2022	75159	1189	THUMB CELLULAR	123.90
03/22	03/07/2022	75160	2198	TRI-COUNTY EQUIPMENT	880.55
03/22	03/07/2022	75161	1811	TUSCOLA COUNTY	410.00
03/22	03/07/2022	75162	1234	TUSCOLA COUNTY	2,442.92
03/22	03/07/2022	75163	1254	UIS SCADA	338.00
03/22	03/07/2022	75164	1271	USA BLUEBOOK	2,535.66
03/22	03/07/2022	75165	1287	VERMEER OF MICHIGAN, INC.	930.55
03/22	03/07/2022	75166	1126	STATE OF MICHIGAN - ELGE CA	36.00
03/22	03/07/2022	75167	1126	STATE OF MICHIGAN - ELGE CA	18.00
Grand Totals:					1,038,125.46

City of Caro		
Expense Totals Sheet For All Funds		
	Checks to be run on 3-7-22	
		<b>AMOUNT</b>
101	General Fund	\$ 59,189.63
202	Major Street Fund	6.47
203	Local Street Fund	499.59
204	Municipal Street Fund	141.50
242	DDA	4,190.36
265	Drug Forfeiture Fund	0.00
301	Debt Service	0.00
536	Fire Department Fund	1,477.55
590	Sewer Fund	10,666.39
592	Water Fund	7,668.86
596	Sanitation Fund	268.50
661	Equipment Fund	6,813.48
	Trust & Agency - Tax settlements	945,582.00
	<b>TOTALS</b>	<b>\$ 1,036,504.33</b>
Hand Checks & EFTs		
Check #	Name of Vendor	
75123	Caro Area District Library	\$ 51,016.62
75124	Caro Community Schools	\$ 559,943.52
75125	Caro Transit Authority	\$ 66,259.32
75126	Tuscola County Treasurer	\$ 123,239.13
75127	Tuscola Intermediate School	\$ 145,123.41
EFT	WEX Bank - Fuel card	\$ 1,543.18
EFT	Speedway - Fuel card	\$ 1,556.14
EFT	First Bank Credit Card	\$ 2,308.24
	Total of Hand Checks to Approve	<b>\$ 950,989.56</b>
	Amount taken in through tax and paid out through tax	<b>\$ 945,582.00</b>
	Bills paid by all funds with out tax settlements	<b>\$ 90,922.33</b>
	<b>TOTAL OF BILLS TO BE APPROVED FOR THIS PERIOD</b>	<b>\$ 1,036,504.33</b>

# CITY OF CARO

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

317 South State Street  
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KORY BATSCHE

## MEMORANDUM

**TO:** City Council  
**FROM:** Matthew S. Lane, City Manager  
**DATE:** March 4, 2022  
**RE:** City Hall HVAC Upgrade

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### **BACKGROUND:**

As you may know, the heating ventilation and air conditioning for city hall has become inefficient and outdated. Now, with COVID-19 and other airborne pathogens taking center stage in our daily lives, it is crucial for the health and safety of our employees and residents that we take better care of the air we breathe. In addition, the environmental conditions of our shared office space is a crucial, but often overlooked, factor in the effectiveness and efficiency of our staff. It is much more productive for employees of the city to be focused on their work than on regulating the temperature and comfort of the office environment.

To that end, we have an opportunity to address both the comfort of our employees and the health and safety of our environment by retrofitting our HVAC system with a new one that offers increased control, air filtration and purification.

We solicited bids from multiple HVAC companies both locally and statewide and received only one bid from Goyette Mechanical. No one else was interested or had the capability to do the work.

The bid (attached for details) is: \$118,625

While we have money currently available for this project, I am proposing, instead, to use a portion of our ARPA funding to cover the costs of this upgrade and to save those dollars in our general fund. Because it is a health and safety project related to our indoor air quality, we believe it is a valid use of the funding.

The City will be receiving a total of just over \$417,000 in two payments. We have received the first and will be receiving the second this spring. This project would use about 28 percent of the money leaving \$298,375 remaining to be spent by 2026.

NOTE: While it is not an emergency to complete this project, I would like to give Goyette the opportunity to get our supplies ordered because there is a 20-week lead time on the project. Even though we would be ordering the equipment and planning for the installation, it may not actually occur until after our fiscal year turns over. The project may need to be pushed to next year's budget but getting started now would be prudent. If for some reason we get lucky and it can be completed before July 1, I would rather be prepared than not.

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

## RECOMMENDATION:

It is my recommendation that City Council accept the bid from Goyette Mechanical in the amount of \$118,625 and allow the use of ARPA funds to cover the cost of the project and to approve the completion of the appropriate budget adjustment.

## MOTION:

### Option 1:

To ACCEPT the recommendation of the City Manager and accept the bid from Goyette Mechanical in the amount of \$118,625 and allow the use of ARPA funds to cover the cost of the project and to approve the completion of the appropriate budget adjustment.

### Option 2:

To DECLINE the recommendation of the City Manager.

### Option 3:

To POSTPONE action until the next Council Meeting.



**3842 Gorey Avenue  
Flint MI 48506  
Phone: (810) 742-8530  
Fax: (810) 742-3661**

## **PROPOSAL**

**Date:** 2-28-2022

**To:** Caro City Hall  
317 S. State St. Caro, MI 48723

**Attn:** Matt Lane

**Email:** mlane@carocity.net

**RE: Rooftop Unit Retrofit & DDC Control Upgrades**

In reference to the above-mentioned project, our price includes all supervision, labor, materials, tools, permits, and equipment required for a complete scope.

**Scope of work:**

- Provide labor and materials as required for RTU retrofit and controls upgrade at City Hall site
- Removal of existing 44-year-old Trane split system in its entirety (AHU & R-22 AC)
- Furnish and install (1) 15-ton multi-zone VAV RTU to serve all areas in question

**Our price will include the following:**

**Commercial Multi-Zone VAV RTU (Qty. 1)**

- (1) Carrier 15 Ton Packaged VAV Rooftop Unit – M#48LCEB17B3A5-1R2C0 (RTU #1)

**Product Data**

- Medium Gas Heat – (310 MBH input)
- Three stage cooling capacity control with multi-zone VAV operation
- RA Smoke Detector
- Factory installed Demand Control Ventilation with RA CO2 Sensor
- Factory installed 16x25x2 MERV 13 filter kit
- Field installed add-on for (2) duct mounted iWave-C commercial air purifiers
- Ultra-High Static Blower Option - Vertical Models with VFD controller
- VAV-RTU Open Controller (BACnet)
- Enthalpy - Ultra Low Leak Economizer w/ Barometric relief
- Powered Convenience Outlet
- Non-Fused Disconnect
- Standard Packaging
- New construction curb (24" roof curb)

**Installation will include the following:**

- Removal and disposal of existing HVAC equipment per EPA regulations
- Removal and disposal of all existing ductwork to no longer be utilized
- Disconnect all hot water piping to existing AHU – cap 3-way valve where necessary and bypass back to existing hot water heating loop
- Fabricate and install new sheet metal drops from new RTU curb into ceiling space
- Fabricate and install all necessary supply and return duct transitions to tie back into existing duct work in ceiling space
- New gas piping ran from east exterior gas meter location to RTU location
- Electrical wiring reconnect, existing 15 ton AC electrical service to be reused for new RTU
- Control wiring terminations
- Furnish and install (2) I-Wave C commercial air purifiers and all associated low voltage wiring
- Equipment and material logistics and field setup
- Crane rental and setup
- Field labor and supervision
- Factory Start-up, Owners' training as required
- Mechanical Permit (Gas piping & RTU replacement), Electrical permit, etc.
- Miscellaneous materials required for proper installation



**Controls Scope of Work:**

Furnish all controls engineering, material, installation, terminations, programming and start-up labor for the following systems.

**Building Management System (BMS) – Niagara 4**

- Demo all existing pneumatic controls in 1<sup>st</sup> floor pneumatic control panel
- Furnish new Niagara 4 JACE-8000 panel to replace the existing pneumatic controls
- Furnish new Niagara 4 JACE-8000 with 25-Device Core, 5-Year software maintenance agreement, and wall plug power supply
- Furnish (10) new VAV controllers, necessary duct sensors, and necessary space sensors for all VAV boxes in question
- Furnish (7) new 24V electric reheat complete valve assemblies (valve body & actuator)
- Make any piping changes necessary to install these valves, confirm no leaks upon completion
- Program and integrate (10) VAV boxes with (7) baseboard heating valves
- Provide labor and materials as required for installation of a new BACnet communication bus from the location of the Niagara 4 JACE-8000 panel to the new RTU and all (10) VAV boxes in space
- All (11) devices to be integrated via BACnet, all other existing HVAC units and devices (CUHs, hanging unit heaters, furnaces, etc.) to run stand-alone and or stay thermostatically controlled
- Update BMS System Graphics and Floor Plans as applicable to current HTML5 web-based standards (No Java)
- Verify the proper communication and value reporting of all control points
- Provide owners' training on new BMS as required
- User interface (laptop or desktop) to be supplied by City of Caro

**Electrical Installation:** All new wiring and power supplies as appropriate. All new BACnet bus/sensor installation and termination by Goyette Mechanical employees.

**Start-Up & Check-Out:** Provide all start-up and check-out required for new DDC controls and BMS system.

**Training:** Provide (2) hours training and support for Owner's staff to operate new BMS and controls.

**Warranty:** Provide (1) year warranty from system acceptance

**EXCLUSIONS**

Additional engineering, programming, or technical labor requested beyond this scope of work will be quoted on an as-needed basis, including all system repairs.

**Warranties**

RTU Warranty – 5 year compressor – 10 year heat exchanger – 1 year parts – 1 year labor

Controls Warranty – 1 year parts – 1 year labor

**Total Investment:**                      **\$118,625.00**                      **20-week lead time on new RTU**





**Our price will not include the following:**

- Asbestos Removal/OT Work
- Interior Construction/Drywall and or plaster repairs of any sort
- Gas Meter upgrades/Consumers' Energy associated costs
- Plan Review and Professional Fees/Stamped Drawings
- Structural Steel
- Items not indicated above will be proposed and approved prior to work performed
- Any work not mentioned above

Note: A 3% fee will be added if invoice is paid with a credit card

**PAYMENT TERMS: UPON COMPLETION OF WORK UNLESS OTHERWISE AGREED.**

**CONDITIONS:** All material is guaranteed to be as specified. All work is to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements are contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance. "Goyette Mechanical reserves the right to make reasonable changes to the contract between the parties."

This proposal may be withdrawn by us  
if not accepted within 30 days.

Respectfully submitted,

ACCEPTED The above prices, specifications and conditions are  
Satisfactory and are accepted. You are authorized to do the work  
as specified. Payment will be made as outlined above.

**GOYETTE MECHANICAL CO., INC.**

**Date of Acceptance** \_\_\_\_\_

**BY:** \_\_\_\_\_

**BY:** \_\_\_\_\_

**Rob Johnson**  
**Service Estimator**  
PH# 810-397-3585

[rkjohnson@goyette-mechanical.com](mailto:rkjohnson@goyette-mechanical.com)



# GOYETTE

M E C H A N I C A L



WeatherExpert™

- 48LC\*B

## PACKAGED ROOFTOP GAS HEATING/ELECTRIC COOLING UNITS With Variable Air Volume (VAV) Operation 12.5, 15, 17.5, 20 and 23 TONS



Optional Economizer/PE Shown

### WeatherExpert® - 48LC\*B

48LC\*B Multi-Zone Variable Air Volume (VAV) units are ultra-high efficiency, single-packaged electric cooling, gas heating units. Units utilize three stages of cooling capacity control with required integrated economizer, full activate evaporator coil and matching indoor fan motor speed control. All models are supplied with belt drive indoor fan motors with Variable Frequency Drive (VFD) speed controller and Direct Drive - ECM outdoor fan motor. Models use Carrier's VAV-RTU Open controller specifically designed for the unit operation. All units are factory tested in both heating and cooling modes, and rated in accordance with AHRI Standards 340/380



Certified to ISO 9001

### STANDARD FEATURES INCLUDE:

- Puron (R-410A) HFC refrigerant
- Three stage comfort cooling capacity control on all models
- VAV-RTU Open controller provides all unit operation and requires the use of Carrier i-Vu™ VAV zone controls on all system air terminal units for a total system comfort solution
- Single refrigerant circuit with fully activated evaporator coil
- Supply air temperature sensor controls the units required cooling supply air temperature
- Return air sensor for monitoring capabilities only
- IEER up to 19.1 with EER's up to 12.5
- ASHRAE 90.1 compliant, Energy Star qualified
- Meets or exceeds CEE tier II performance criteria
- Belt drive indoor fan and pulley system with Variable Frequency Drive (VFD) motor controller on all models
- High efficiency ECM outdoor fan motor
- Sound levels as low as 84 dB
- Exclusive non-corrosive composite condensate pan in accordance with ASHRAE 62 Standard, sloping design
- Induced draft combustion design
- Redundant gas valve, with up to 2 stages of heating
- Pre-painted exterior panels and primer-coated interior panels tested to 500 hours salt spray protection
- TXV refrigerant metering device controlled
- Fully insulated cabinet with foil faced insulation in the air stream
- Exclusive IGC solid-state control for on-board diagnostics with LED error code designation
- Standard cooling operating range up to 125°F (52°C), and down to 45°F (7°C). Lower operation with integrated economizer.
- Rated in accordance with AHRI Standard 340/380
- Designed in accordance with Underwriters' Laboratories Standard 1995 and ANSI Z21.47. Listed by ETL
- Morning warm-up and occupied heating capabilities

### MAINTENANCE FEATURES

- Access panels with easy grip handles
- Innovative, easy starting, no-strip screw feature on access panels
- Two-inch disposable return air filters on slide out track. Four inch track available as field installed accessory.
- Terminal board facilitating simple safety circuit troubleshooting and simplified control box arrangement

### INSTALLATION FEATURES

- Dedicated vertical and horizontal airflow models available ordered as factory option. No special kits required
- Provisions for thru-the-bottom power entry capability as standard
- Single point gas and electric connections
- Full panometer base rail with built-in rigging and fork truck slots
- Duct static pressure sensor to control fan motor VFD and maintain duct static pressure. Provided for field installation.

### RELIABILITY FEATURES

- Permanently lubricated evaporator-fan motor
- Totally enclosed condenser motors with permanently lubricated bearings

### STANDARD LIMITED PARTS WARRANTY

- 10-year heat exchanger parts - Aluminized
- 15-year heat exchanger parts - Stainless Steel
- 5-year compressor parts
- 1-year parts

### OPTIONS/ACCY INCLUDE BUT ARE NOT LIMITED TO:

- Stainless steel gas heat exchanger includes tubes, vestibule plate and collector box.
- Powered or non-powered convenience outlet
- Multi High static motor options
- Smoke detector, supply and/or return air



# *iWave* AIR PURIFIERS

## PATHOGEN TEST RESULTS

All tests were run using proprietary NPBI™ technology.

### SARS-CoV-2 (Covid-19)

TIME IN  
CHAMBER

30 MINUTES

RATE OF  
REDUCTION

99.4%

INNOVATIVE  
BIoANALYSIS

This test was run using the iWave-C (GPS-DM48-AC) in a test designed to mimic ionization conditions like that of a commercial aircraft's fuselage.

Based on viral titrations, it was determined that at 10 minutes, 84.2% of the virus was inactivated. At 15 minutes, 92.6% of the virus was inactivated, and at 30 minutes, 99.4% of the virus was inactivated.

### Human Coronavirus 229E

TIME IN  
CHAMBER

60 MINUTES

RATE OF  
REDUCTION

90%

ALG  
ANALYTICAL  
LAB GROUP

This test was run in a test chamber in a lab setting with the Nu-Calgon iWave-R Air Purifier P/N 4900-20.

A petri dish containing a pathogen is placed underneath a laboratory hood, then monitored to assess the pathogen's reactivity to Needle Point Bi-polar Ionization (NPBI) over time. This controlled environment allows for comparison across different types of pathogens.

iWave's Needle Point Bi-polar Ionization (NPBI) technology is used in a wide range of applications across diverse environmental conditions. Since locations will vary, clients should evaluate their individual application and environmental conditions when making an assessment regarding the technology's potential benefits.

 **Nu-Calgon**



# CITY OF CARO

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

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CITY COUNCIL  
BOB ESCHENBACHER  
DON HALL  
TISHA JONES-HOLUBEC  
JILL WHITE  
EMILY CAMPBELL  
KORY BATSCHE

## MEMORANDUM

**TO:** City Council  
**FROM:** Matthew S. Lane, City Manager  
**DATE:** March 4, 2022  
**RE:** City Manager Comments

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### NEW:

- Attended Planning Commission meeting 2-22-2022
- Held First Office Operations Team Meeting
- Attended CDBG Public Gathering Spaces Initiative Webinar
- Held EMS Stakeholder Meeting in Fire Department Training Room.
  - Shared financial data and discussed possible solutions.
- Appeared in 71B District Court Re: 721 S. State St
- Held Second Water Utility Meeting with MRWA and ROWE
  - Discussed Wells 1 and 3
  - Discussed new well strategy and timeline.
- Attended Chamber of Commerce Monthly Board Meeting via Zoom
  - Was asked to interview candidates for Jr. COTY
- RFP for Primary Digester Cover Inspection is active.
  - Pre-bid walk through on 3-9-2022
  - Bid opening 3-24-22
- In talks with finalist for DPW/Utilities Director

### IN PROGRESS:

- 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
- Continuing discussions with MMR regarding EMS service.
  - Second stakeholder meeting scheduled for February 25th
- Adult-Use Marihuana Application Packet and Process
  - Public Hearing will be scheduled for second PC meeting in March (3-22)
- Well #1 Pump has been removed and is being inspected
  - We believe there may be additional maintenance costs now that the pump has been removed
  - Waiting on parts and work schedule
  - Considering modified approach based on status of Well #3

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- Well #3 Sand Separator project is underway
  - Will be conducting a sand test and well inspection.
  - Sand test was not favorable. Will be televising the well.
  - Proposing to abandon well and consider pursuing a new Well in a different location
  - 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
- Westen Opportunities/Putman project.
  - Reviewing plans for sewer proposals
  - Received request for water from Putmans
  - In discussions with Indianfields RE: water franchise
  - Presented draft water franchise to the Indianfields and developer
  - 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
- Planning Commission Annual Report (Nora)
  - Draft provided to PC for review and comments
- Marshalls
  - Project is moving forward.
  - Processed zoning permit (approved)
  - Processed signage permit (approved)

## 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
  - Waiting for official bid
- House demolition bids
  - Working on draft.
- Start thinking about Budget
  - Sent out budget worksheets and Capital Improvement Project requests in February
- ARP: \$417,000
  - Submitted project use proposals to council for feed back and discussion
- Lincoln Street Paused until Spring

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**TO:** City Council  
**FROM:** Rita Papp – City Clerk  
**SUBJECT:** Clerk's Report  
**DATE:** March 7, 2022

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- Processed 1 FOIA's during this period.
- Continuing to review Boards and Commission Appointment vacancies.
- Parks & Recreation Committee has 2 vacant seats due to resignations. Vacancies are advertised in the paper, Facebook, and website. Deadline is February 28, 2022. I forwarded two applications to Sean Smith on March 3, 2022.
- Planning Commission has 1 vacant seat due to a resignation. Vacancy is advertised in the paper, Facebook, and website. Deadline is February 28, 2022. Deadline has passed and no applications received.
- DDA meeting has been cancelled for March 9, 2022.
- Registered for Michigan Association of Municipal Clerks Institute, March 20–25, 2022 in Mt. Pleasant.
- 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.
- City of Caro Board of review has scheduled their annual organizational meeting for March 7, 2022, at 9:00 a.m. and their Assessment Appeals meetings for March 21, 2022, from 9:00 a.m. – 3:00 p.m., March 22, 2022, from 3:00 p.m. – 9:00 p.m.
- There will be a Special Election in the City of Caro on May 3, 2022. I am in the process of preparing for this election. Election Commission and Inspector's pay has been approved by the Council.
- Took inventory of election room and ordered needed supplies for upcoming elections.
- Mailed out 693 absentee voter ballot applications March 4, 2022.
- Scheduling a meeting with the election inspectors on March 17, 2022, to discuss housekeeping procedures for election night.
- Scheduling an Election Commission meeting for March 31, 2022.
- Working with Tuscola County Medical Care Facility Activities Director to make sure the residents are serviced for elections.
- We are working with Allied Imaging on a proposal to digitize records. Jana and I had a demonstration meeting with Allied Imaging's software called Docuware. This software is a data base that manages documents. It would potentially reduce paper documents taking up room in storage. Still gathering information and costs. – Contract was too costly. We are going to take a different route inhouse.