

**AGENDA**  
**REGULAR MEETING OF THE CARO CITY COUNCIL**  
**August 15, 2022, 6:30 P.M.**

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

**AGENDA APPROVAL**

**PUBLIC COMMENTS/VISITORS:**

**PRESENTATION**

1. Burt Watson Fleet Lease Program Presentation
2. Indianfields Township – William Campbell RE: Fire Contract

**COMMUNICATION:**

1. Charter Communications – Upcoming Changes

**CONSENT AGENDA:**

1. Regular Council Minutes – August 3, 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 - None
  - F. Municipal Parking Violations Bureau Report – Rita Papp
  - G. Director of Development & Strategic Initiatives Report – Lauren Amellal

**REGULAR AGENDA: (action required)**

1. Monchilov Sewer Services LLC – CIPP Lining of Allen St. & Pearl St.
2. Natural Gas vs Propane for Well #5 and Water Tower standby generators
3. Interim City Manager Letter of Agreement with Lauren Amellal
4. FY 2021/2022 Financial Audit discussion
5. Set Finance Committee of the Whole September 19, 2022 – 2021/2022 4<sup>th</sup> Quarter Financials
6. Set Policy Committee – Proposed Fire & Blight Ordinance Amendments & Pet Policy

**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**

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August 5, 2022

T1 P1172 \*\*\*\*\*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 August 16, 2022, Spectrum will launch **GAC Family** in high definition on channel 133 and will simultaneously remove the standard definition feed. With the launch of the high definition channel, customers will continue to enjoy **GAC Family** programming on the same display channel.

On or around September 7, 2022 Spectrum will launch the following channels:

- **EarthX TV** on channel 693. **EarthX TV** offers balanced, inclusive programs, films, and emerging media that explore conservation, oceans, climate, cities, and more.
- A second **HD Pay-Per-View Events Channel** located on channel 2102.

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 REGULAR COUNCIL MINUTES**

Mayor Joe Greene called the regular meeting of the City Council to order on August 3, 2022, at 6:30 p.m. in the Council Chambers.

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

Absent: None

Others: Matthew Lane – City Manager, Rita Papp – City Clerk, Michele Perry – City Treasurer, Lauren Amellal – Director of Development & Strategic Initiatives, Tom Reese – Director of DPW and other guests

City Clerk, Rita Papp swore in Pamela Iseler, new council member.

### **AGENDA APPROVAL**

#### **22-M-151**

**Motion by Eschenbacher, seconded by White to approve the agenda with the additions of:  
# 9 – Remove City Manager from all City of Caro bank accounts, # 10 – City Manager Position,  
# 11 – Willy's Contracting Performance Bond Return  
Motion Carried.**

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

Jennifer Trahan – Commented on her concerns with the potential candidate for Interim City Manager.

**COMMUNICATIONS:** Letter from Stephen Erickson

### **CONSENT AGENDA:**

1. Regular Council Minutes – July 18, 2022
2. Special Council Minutes – July 19, 2022
3. Special Council Minutes – July 22, 2022
4. Invoices

#### **22-M-152**

**Motion by Eschenbacher, seconded by Jones-Holubec to approve the consent agenda as presented with corrections to Regular Council Minutes dated July 18, 2022, and invoices.  
Motion Carried.**

### **REGULAR AGENDA: (action required)**

1. **Open Public Hearing – 2022 Sidewalk Special Assessments**  
Mayor Greene opened public hearing at 6:40 p.m.
2. **Public/Council Comments - 2022 Sidewalk Special Assessments**  
Cost estimates were presented to council. No other public/council comments.

**3. Motion to Close Public Hearing – 2022 Sidewalk Special Assessments**

**22-M-153**

**Motion by White, seconded by Eschenbacher to close public hearing at 6:42 p.m.**

**Motion carried.**

**4. Decision - 2022 Sidewalk Special Assessments**

**22-M-154**

**Motion by Eschenbacher, seconded by White to approve the 2022 Sidewalk Special Assessment and authorize Interim City Manager to proceed with the bids.**

**Motion carried.**

**5. MMR Invoice – Ambulance Subsidy**

**22-M-155**

**Motion by Iseler, seconded by Eschenbacher to approve the MMR Invoice – Ambulance Subsidy to be paid quarterly upon receipt of a memorandum of agreement with quarterly statistics from MMR.**

**Motion carried. (Jones-Holubec did not voice vote)**

**6. Kerr Pump and Supply – Pump Station Rehab**

**22-M-156**

**Motion by Eschenbacher, seconded by White to approve the quote from Kerr Pump and Supply – Pump Station Rehab in the amount of \$113,947.00 and to authorize a budget adjustment for this project.**

**Motion carried.**

**7. Purchase of Demo Leaf Truck**

**22-M-157**

**Motion by Campbell, seconded by Eschenbacher to approve the purchase of the leaf truck from MTech Company at a cost of \$218,857.89 with an interfund loan from the General Fund to the Equipment Fund in the amount of \$218,857.89 with a 0 % interest rate and repayment over an 8-year time period with 8 equal annual transfers starting in the fiscal year 2023-2024.**

**Motion carried.**

**8. Appointment of Interim City Manager**

**22-M-158**

**Motion by Iseler, seconded by White to approve the appointment of Lauren Amellal to Interim City Manager.**

**Motion carried**

**22-M-158A**

**Motion by Jones-Holubec, seconded by Campbell to approve the Interim City Manager agreement which shall include a stipend of \$500.00/week and she shall retain her current position of Director of Development and Strategic Initiatives once appointment is completed. Appointment shall take effect August 5, 2022, at 5:00 p.m.**

9. **Remove Matthew Lane – City Manager from all city bank accounts.**

**22-M-159**

**Motion by Eschenbacher, seconded by White to approve Michele Perry – Treasurer to remove Matthew Lane – City Manager from all city bank accounts.**

**Motion carried**

**10. City Manager Position**

**22-M-160**

**Motion by Eschenbacher, seconded by Iseler to authorize City Clerk, Rita Papp to advertise the City Manager position on Michigan Municipal League, ICMA, Indeed.com, Tuscola County Advertiser and other sources.**

**Motion carried**

**11. Willys Contracting Performance Bond be returned**

**22-M-161**

**Motion by Eschenbacher, seconded by Campbell to approve Willys Contracting Performance Bond be returned in the amount of \$38,126.00.**

**Motion carried**

**ITEMS PENDING/TABLED:** Parks & Recreation Committee – Fence Quotes

**COMMITTEE/LIAISON POSITION REPORTS:** None

**CLOSED SESSION:** Discuss Clerk & Treasurer Employment Evaluations – MCL 15.268 Sec 8(a)

**22-M-162**

**Motion by Eschenbacher, seconded by Campbell to enter closed session for the purpose of discussing personnel evaluations of the City Clerk & City Treasurer.**

**Motion carried.**

Entered closed session at 7:47 p.m.

**22-M-163**

**Motion by Eschenbacher, seconded by Campbell to exit closed session at 8:11 p.m.**

**Motion carried.**

Returned to open session at 8:11 p.m.

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

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

Thanked the Council for the last two and half years and the support he received.

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

Addition – Will be joining the Rotary along with Lauren Amellal. Interim City Manager.

**ADDITIONAL PUBLIC COMMENT:**

None

**22-M-164**

**Motion by Eschenbacher, seconded by Campbell to adjourn the meeting at 8:15 p.m.**

**Motion carried.**

Rita Papp  
City Clerk

# 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  
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 BATSCHE

To: Matthew Lane, City Manager, Caro City Council  
From: Brian Newcomb, Chief of Police  
Date: August 9, 2022  
Reference: July 2022 Monthly police activity report

## COMPLAINTS RECEIVED:

See attached complaint breakdown report

- Caro Police were dispatched to 212 Complaints in July, 2022
  - Comparison reports
    - June , 2022-190 Complaints
    - May 2022, 191 Complaints
    - April 2022, 157 complaints
    - July 2021- 194 complaints

## ARRESTS:

- Arrest count still affected by COVID.

## PATROL VEHICLE MILEAGE:

- Mileage driven in July 2022= 4,133 miles.

## GASOLINE USED:

- Gallons- 344.41gallons



Abandoned Vehicle	4
Alarm	11
Animal at Large/dog bite	4
Animal Cruelty	
Armed Robbery	
Arson	
Assault/domestic	15
Assist to MSP within city limits	1
Assist to TUSH within city limits	4
Assist to other PD within city limits	3
Assist to DPW	
Assist to CARO FIRE	4
Assist to MMR	9
Assist to DHHS	
Attempt to locate	
Attempt suicide	
Barking Dog	
Blight	
Bond Condition Violation/Arrest	
Breaking and Entering	4
Bullying	
Civil dispute	6
Child Neglect/abuse	1
Commercial Sex	
Credit Card fraud	1
Criminal Sexual Conduct	
Curfew Violation	
Disorderly Person	8
Dog left in vehicle	
Drug Overdose	
Eavesdropping	
Embezzlement	
Emotionally Disturbed	1
Escape	
Extortion	
False Police Report	
Felonious Assault	
Fight In progress	4
Fireworks	2
Flee and Elude	

Found/lost Property	5
Forgery	
Fraud	1
Fugitive	
General Non-Criminal	8
Harassment	2
Health and Safety	
Hit and Run PDA	3
Homeless	
I D Theft	
Illegal Burn	
Indecent Exposure	
Injury crash	1
Intimidation/threats	
Illegal Dumping	
Keys locked in Vehicle	
Kidnapping	
Larceny	4
Larceny from Auto	3
Liquor Inspection	15
Liquor Violations	
Malicious Destruction	5
Mental Pickup Order	1
Mental Health call	4
Minor in Possession	
Misdemeanor Traffic-OWI	
Misdemeanor Traffic-No Insurance	1
Misdemeanor Traffic-DWLS	5
Misdemeanor Traffic-reckless driving	
Misdemeanor Traffic-No Registration	2
Missing Person	3
Motorist Assist	1
Mutual Aid calls ** See Below**	8
Narcotics	1
Natural Death Invest	
Noise	5
Obscenity	
Open Door	1
Overdose-drugs	2
PDA-traffic crash	6

Parole Violation	4
PPO Violation	
Probation Violation	1
Prowler	
Public Relations	1
Resist/Obstruct officer	
Retail Fraud	6
Runaway (juvenile)	1
Stalking	
Sex Offense (other)	
Suicide	
Suicidal Person	
Suspicious Situation	10
Terrorist Threat	
Threats-school violence	
Threats	
Tobacco violation	
Trespass	3
Traffic Policing	5
UDAA (Vehicle Theft)	
Vehicle Inspection	
Vehicle Inspection	
Verbal Domestic	4
Warrant arrests	5
Weapons Violations	
Wellness Check	3
911 Hangup	

**TOTALS**

**212**

1665 Dixon rd	Domestic in Progress	TUSH
5665 Hanes rd	Domestic in Progress	msp
E Huron at Andy-Vassar	shooting	Vassar Pd
e. Dutcher at Jacobs	Domestic in Progress	TUSH
12950 Brien rd.	Male scream for help	TUSH
1834 S.Sheridan rd.	UDAA	TUSH
M81 at Quanicassee	fight with arrest	TUSH
Ryan at Pierce	fight in progress	TUSH

# VEHICLE MAINTENANCE RECORD FOR CAR 1

TOTAL MAINTENANCE COSTS		YEAR:	2015	MAKE:	FORD	MODEL	SUV	LICENSE	023X391	VIN NO.	1FM5K8AR5FGB83483	Dec-22
Enter Starting Vehicle Mileage		Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22
Enter Vehicle Mileage at End of Month		70,395	71,584	72,627	73,000	73,100	73,150	74,641				
Monthly Mileage Totals		71,584	72,626	73,000	73,100	73,150	74,641	76,001				
Total Mileage for Year		1,189	1,042	373	100	50	1,491	1,360	0	0	0	0
Maintenance Cost Per Mile		5,605										
		\$0.91										
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									
Hose Replacement												
Brake Repair												
Engine Tune-Up												
Front End Alignment												
Power Steering / Brake Fluid												
A/C or Heater Repair												
Replace Belts								\$509.12				
Electrical Repairs												
Battery Replacement												
Battery Cables / Terminals												
Headlights or Light Bulbs												
Windshield Wiper Blades												
Wash & Wax												
Miscellaneous Service						\$3,800.21	\$50.00					
TOTAL MONTHLY MAINTENANCE COSTS		\$69.58	\$644.04	\$0.00	\$0.00	\$3,800.21	\$50.00	\$509.12	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL												\$5,072.95
12												
TIRE		245	SIZE	55R18	M&S							

# VEHICLE MAINTENANCE RECORD FOR CAR 2

TOTAL MAINTENANCE COSTS										VIN NO. 1FM5K8AR0DGC06925			
YEAR:	2013	MAKE:	FORD	MODEL	SUV	LICENSE	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22		
Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22							
102,792	103,457	104,960	105,857	105,957	106,000	106,653							
103,457	104,960	105,857	105,957	106,000	106,653	107,194							
Monthly Mileage Totals		665	1,503	897	100	43	653	541	0	0	0		
Total Mileage for Year		4,402											
Maintenance Cost Per Mile		\$0.43											
VEHICLE MAINTENANCE COSTS													
TYPE OF SERVICE													
Oil & Filter Change		\$69.58											
Air Filter Change													
Fuel Filter Change			repair										
Transmission Fluid & Filter			shop										
Engine Coolant													
Cooling System Flush													
Tire Repair or Replacement													
Tire Rotation or Balance													
Hose Replacement													
Brake Repair						\$159.95							
Engine Tune-Up		\$234.59											
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					\$816.24	\$615.85							
TOTAL MONTHLY MAINTENANCE COSTS		\$304.17	\$0.00	\$0.00	\$0.00	\$816.24	\$0.00	\$775.80	\$0.00	\$0.00	\$0.00		
TOTAL		\$1,896.21											

# VEHICLE MAINTENANCE RECORD FOR CAR 3

TOTAL MAINTENANCE COSTS		YEAR:		2017	MAKE:	FORD	MODEL	SUV	LICENSE	VIN NO. 1FM5K8AR3HGC07315			
		Jan-22	Feb-22	41,295	Mar-22	43,175	May-22	Jun-22	Jul-22	Sep-22	Oct-22	Nov-22	Dec-22
Enter Starting Vehicle Mileage		40,295	41,295	41,978	41,978	43,175	43,349	47,599	48,399				
Enter Vehicle Mileage at End of Month		41,295	41,978	43,175	43,175	43,349	47,599	48,399	49,996				
Monthly Mileage Totals		1,000	683	1,197	174	4,250	800	1,597	0	0	0	0	0
Total Mileage for Year		9,701											
Maintenance Cost Per Mile		\$0.04											
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	\$0.00
Tire Size=245/55R18													
MILLARS TIRES BAY CITY													
TOTAL													\$345.93

# VEHICLE MAINTENANCE RECORD FOR CAR 464

TOTAL MAINTENANCE COSTS														VIN NO 1C4RDJFG1KC708488											
YEAR:		2019		MAKE		DODGE		MODEL		DURANGO		LICENSE		023X394											
Jan-22		Feb-22		Mar-22		Apr-22		May-22		Jun-22		Jul-22		Aug-22											
Enter Starting Vehicle Mileage		6,195		6,295		6,601		7,100		8,209		9,346		9,665											
Enter Vehicle Mileage at End of Month		6,295		6,601		7,100		8,209		9,346		9,665		10,300											
Monthly Mileage Totals		100		306		499		1,109		1,137		319		635											
Total Mileage for Year		4,105																							
Maintenance Cost Per Mile		\$0.02																							
TYPE OF SERVICE														VEHICLE MAINTENANCE COSTS											
Oil & Filter Change														\$80.96											
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		\$80.96		\$0.00		\$0.00		\$0.00							

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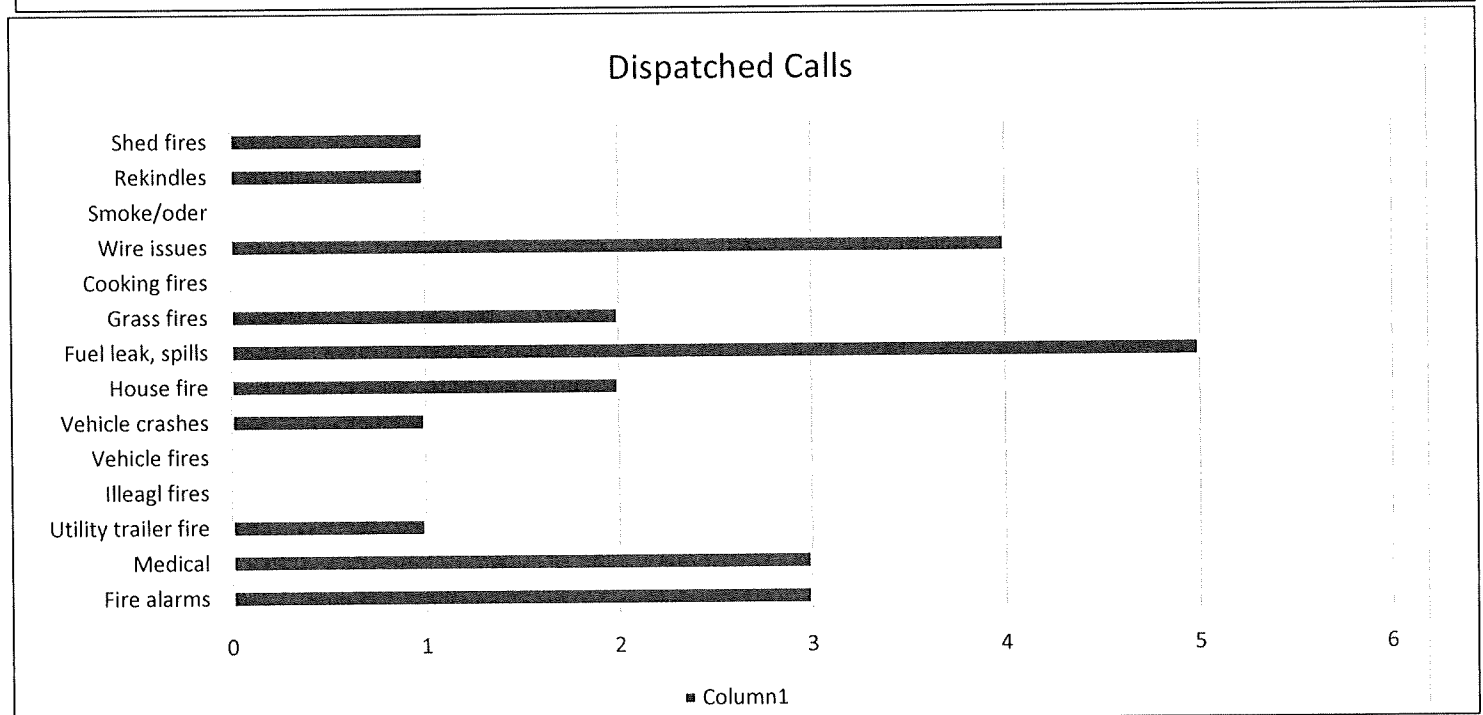
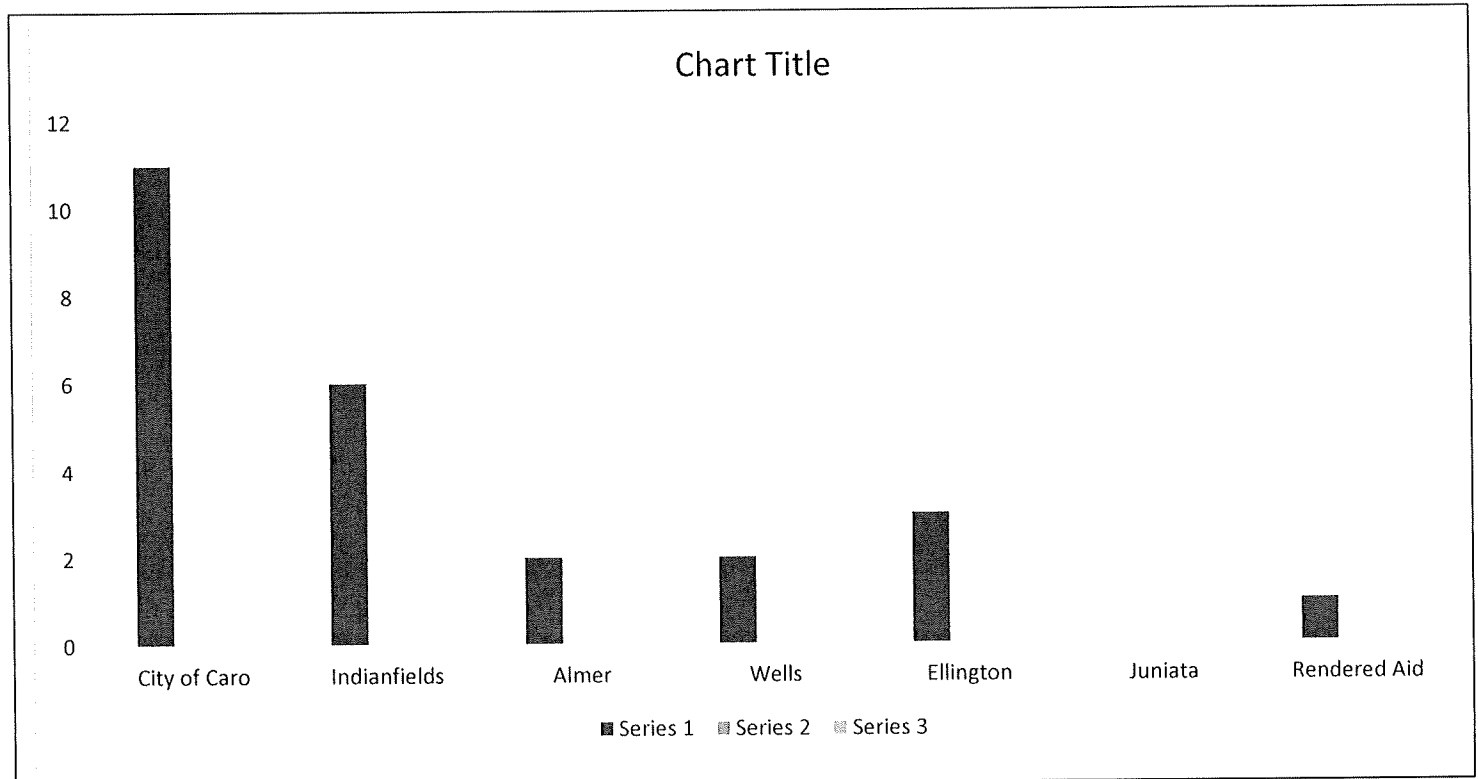




# CITY OF CARO FIRE DEPARTMENT

August 2022 Council Fire report

JULY 2022 monthly review



# August 2022 Council Fire report

## July 2022 monthly review

Ellington	Shed fire
Ellington	House fire
Ellington	Rekindle
City of Caro	False fire alarm
City of Caro	Medical assist
City of Caro	Power lines down
Indianfields	Medical assist
Almer	Dump on fire
City of Caro	False fire alarm
City of Caro	Medical assist
Wells	Power lines down
Indianfields	House fire
City of Caro	Power lines down
Rendered Mutual aid to Mayville FD	Utility trailer fire
Indianfields	False fire alarm
Indianfields	Powerlines down
City of Caro	Fuel leak / spill
City of Caro	Oil leak
Almer	Field fire
City of Caro	Hay pile on fire
Wells	Propane tank leaking
Indianfields	Propane gas tank leak
City of Caro	Gas leak investigation
Indianfields	Motorcycle crash
City of Caro	Gas leak



## July 2022 monthly review

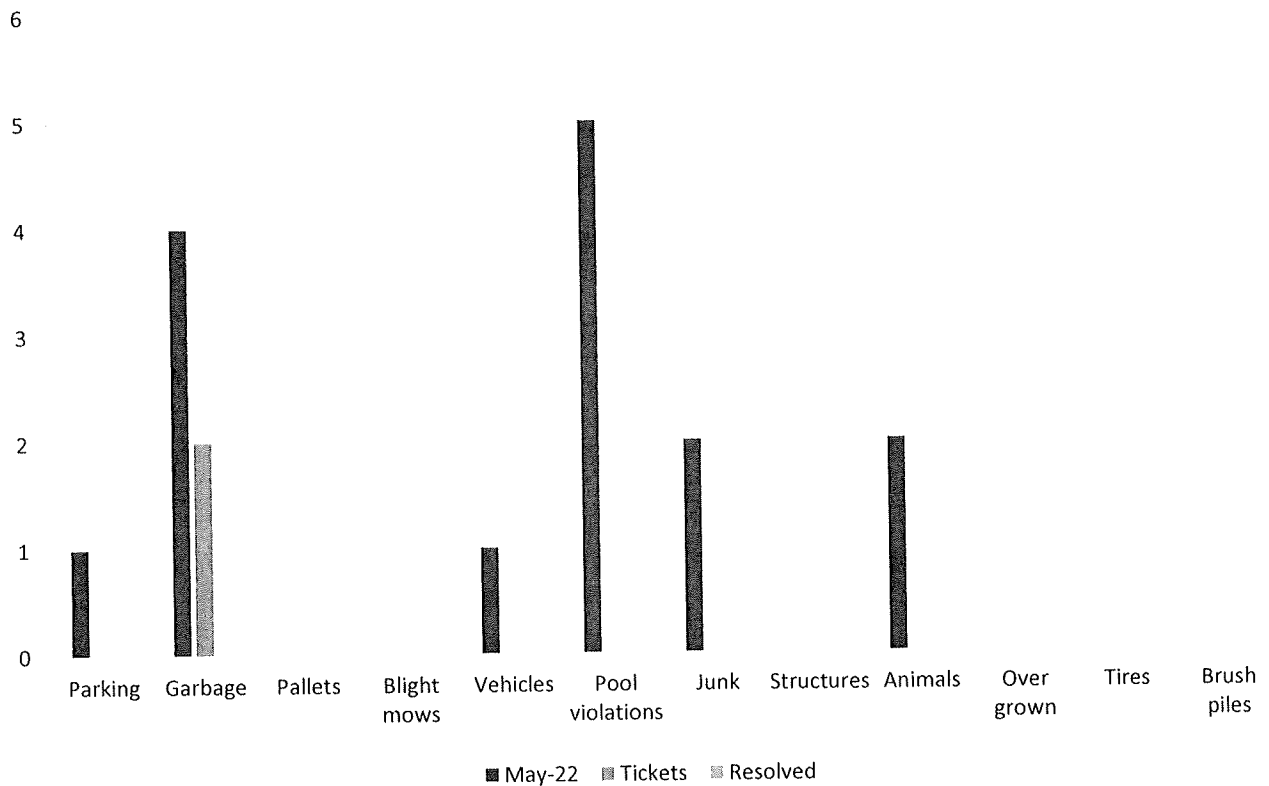
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# CITY OF CARO CODE ENFORCEMENT

August 2022 Council Code report

July 2022 monthly review





June 2022 page two

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# CITY OF CARO

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

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

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

## MEMORANDUM

TO: City Council  
From: Tom Reese Director of Public Works  
Date: August 15<sup>th</sup>, 2022  
Re: Monthly report

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### ACTIVITY

Completed daily well checks  
Completed 43 MissDig's from July until now  
The guys have completed 35 workorders from July until now.  
We have hauled the spoil dirt pile from the fairgrounds.  
We have started putting together the pergola for the botanical garden. 3 guys 30 plus hours  
We had a water leak on Frank St and repaired it.  
Finished the Adirondack chairs for splash pad  
Repaired the basketball hoop at the fairgrounds that a contractor from Taco Bell knocked down  
Read meters  
Updated the GIS  
Installed a community library box at the Bieth Park  
Put out items for the fair  
Assisting Caro PD with traffic control for windmill convoy  
Jetting storm sewers after heavy rain  
Pumped arsenic plant

### UP COMING PROJECTS

Gilford repaving starting soon  
Starting to work on storm basins

### ATTACHMENTS

N/A

Thank you,

*Tom Reese*

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

# Memorandum

**To:** City Council  
**From:** Rita Papp  
**Date:** August 8, 2022  
**Re:** Municipal Parking Violations Report, July 2022

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<b>No Parking 2 a.m. – 5 a.m.</b>	<b>Municipal Parking Violations Written</b>	<b>0</b>
	<b>Warnings</b>	<b>0</b>
	<b>2<sup>nd</sup> Offense</b>	<b>0</b>
	<b>3<sup>rd</sup>, 4<sup>th</sup> &amp; 5<sup>th</sup> Offense</b>	<b>0</b>
	<b>6<sup>th</sup> &amp; 7<sup>th</sup> Offense</b>	<b>0</b>

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<b>2 Hour Downtown Parking</b>	<b>Municipal Parking Violations Written</b>	<b>0</b>
	<b>Warnings</b>	<b>0</b>
	<b>2<sup>nd</sup> Offense</b>	<b>0</b>
	<b>3<sup>rd</sup> Offense</b>	<b>0</b>
	<b>4<sup>th</sup> Offense</b>	<b>0</b>

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<b>Other Ordinance __</b>	<b>Municipal Parking Violations Written</b>	<b>0</b>
	<b>Warnings</b>	<b>0</b>
	<b>2<sup>nd</sup> Offense</b>	<b>0</b>
	<b>3<sup>rd</sup> Offense</b>	<b>0</b>
	<b>4<sup>th</sup> Offense</b>	<b>0</b>
	<b>5<sup>th</sup> Offense</b>	<b>0</b>

# CITY OF CARO

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

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

## Memorandum

**TO: City Council**

**From: Lauren M. Amellal; Director of Development**

**Date: August 12<sup>th</sup>, 2022**

**RE: Director of Development Report**

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### Activity:

- Compiled data from Caro Farmers Market in July.
  - Total economic impact via vendor sales revenue was approximately \$28,900.00.
  - Estimated total number of visitors: 5,275 people.
  - Monthly Partnerships: MSUE, Hope Rocks, MIFMA, St. Christophers, Relay for Life, Caro Youth Soccer, Caro Youth Football, and more.
  - Applied for MML Mini Bridgebuilders Grant for Winter activities supporting culture and strategic development.
- Attended Post Council operations meeting. Group discussed staff needs to successfully administer city rentals, parks, and activities in future seasons.
- Attended Public Accuracy Testing for August elections as a member of the Election Commission.
- Attended Michigan Farmers Market Board Meeting and Strategic Development Meetings.
- Attended Caro Garden Club Meeting. Discussed details of Botanical Garden Signage, and Pergola Project.
- Assisted with securing sign sponsors for Park Signage Projects.
- Met with Holzworth Signs to create a profile of City of Caro signs for all Parks.
- Attended brief GIS training with City Manager, Matt Lane.
- Planning Meeting for Pavilion Rental with Relay for Life event in September.
- Approved a third Pavilion Rental from The Caro Area District Library.
- Supported MIWORKS with the Resource Fair (pavilion rental) held at State Street Square Pavilion.
- Assisted DPW with set up of State Street Square Rental. Performed all post rental clean up and check-list duties.
- Promoted and hosted all Tuesday, and Saturday Farmers Markets.
- Hosted MIFMA Food Safety Grant programs with MSUE- received partial Grant Funds for reimbursement
- Ordered additional Caro Farmers Market Shirt as sales are up.
- Submitted payment requests to accounts payable for Market vendor program 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.
- Attended Thumb Food Access Collaborative meeting.
- Coordinated road striping bid project with DPW Supervisor, Tom Reese.
- Coordinating Annual Encore @ Atwood concert, to be held at the end of August.
- Attended August 3<sup>rd</sup>, City Council Meeting, and was appointed Interim City Manager.



# Monchilov Sewer Services LLC.

2930 N. Thomas Road ~ Fairgrove, MI 48733

Ph# (989) 693-6690 ~ Fax (989) 693-6797

## Proposal

August 11, 2022

City of Caro

### CIPP lining of Allen St and Pearl St

Approximately 1473LF of 8" CIPP Lining @ \$47.00 per foot \$69,231.00

**Total of Estimate \$69,231.00**

- Adhere to the safety, sanitation and work rules of OSHA. Owner to stop all water discharge into sewer pipe during installation of new liner
- Mobilize equipment & Labor
- Utilize hydro-jetting, vacuum technologies and mechanical rotary nozzle to clean and prepare 10" pipe segment for inspection.
- Perform main line CCTV Robotic pipe inspection to confirm/verify current pipe conditions.
- Record video footage and provide to owner upon completion of rehabilitation work.
- Install cured in place pipe from upstream collection manhole to point of downstream manhole. (Allow for 4-6 hours of steam to cure time)
- Post curing, Saw cut off and remove both ends of newly installed cured in place pipe
- Re-instate connection laterals using main line CCTV robotic cutter.
- Perform post installation main line CCTV robotic inspection, record video via a USB drive for owners records.

Owner to provide water and water supply close to where work will be completed.

Owner supplies drawings prior to mobilization.

6% Michigan Sales Tax applicable on all materials, unless a Sales Tax exemption certificate is provided.

Quote is only valid for 30 days.

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Caro Representative Signature

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Monchilov Representative Signature

# CITY OF CARO

INTERIM MANAGER  
LAUREN AMELLAL  
CLERK  
RITA PAPP  
TREASURER  
MICHELE PERRY  
ATTORNEY  
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## MEMORANDUM

**TO:** City Council  
**FROM:** Thomas Reese DPW Director  
**DATE:** August 15, 2022  
**RE:** Natural Gas vs Propane for Well #5 and Water tower standby generators

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### **BACKGROUND:**

We have investigated getting natural gas or propane for Well #5's standby generators and for the Water tower. We have been in contact with Consumers Energy and a few different propane distributors below is the information they have provided us with. Fairgrove Oil & Propane does not set tanks for generators also at this time they have a shortage of tanks and cannot sell us tanks for the above sites. Suburban Propane can lease the tanks see prices below.

### **RECOMMENDATION:**

After getting some quotes for propane tanks I think it is in our best interest to go with natural gas due to the fact that the 100kw generator will use an enormous amount of propane in the event of a power outage lasting longer than normal. A 1000lb propane tank would have to be filled frequently in a longer than normal power outage. We would have to monitor the tanks daily to assure they are full in the event of a power outage. Also, the cost to switch over to propane is unknown at this point. We have a call into our maintenance company W.W Williams to get prices for the conversion to propane from propane. In order to determine exactly what is needed for the conversion of the 110kw generator from natural gas to propane and the price of the conversion W.W. Williams would have to come out to the site at which point they would charge us a service fee to come out.

I understand that the Consumers Energy one time installations fee of \$6,700.40 for the water tower and \$10,326.24 for Well #5 is higher than the installation fee of approximately \$370 for each propane tanks at the sites it is more beneficial to the city to have the constant flow of natural gas to the generators. In the event of a power outage lasting a long time the constant source of fuel for the generators is essential to keep the water tower and well #5 generators running properly.

### **Option 1:**

Motion to approve proposal from Consumers Energy put a natural gas service at the water tower generator site with a one-time installation fee of \$6,700.40 then monthly fee thereafter.

Motion to approve proposal from Consumers Energy put a natural gas service at well #5 generator site with a one-time installation fee of \$10,326.24 then a monthly fee thereafter.

### **Option 2:**

Motion to lease tanks and have them filled as needed.

\$960 for gas plus \$150 for installation \$50 for parts plus \$170 permit fees from the County.

\$1,890 for gas plus \$150 for installation \$50 for parts plus \$170 permit fees from the County.

Plus, additional unknown cost to convert the generators to propane from natural gas.

**Letter of Agreement  
Between  
City of Caro and Lauren Amellal**

On this the 3rd of August 2022, the Caro City Council (COUNCIL) and Director of Development & Strategic Initiatives Lauren Amellal (EMPLOYEE) enter into this Letter of Agreement for the purposes of defining temporary work responsibilities as Interim City Manager during the period that the City has a vacancy in the City Manager position.

This agreement shall be in effect from August 5, 2022 at 5:01 PM until the permanent City Manager begins work, or by 14-day written notice by the City Council or the employee of their intent to terminate this agreement.

Upon termination of this agreement, EMPLOYEE shall have the right to return to their previously-held position as Director of Development and Strategic Initiatives and the COUNCIL shall not eliminate the position or interfere in anyway with its status as full-time or any of the duties as outlined in its position description or EMPLOYEE'S active employment agreement.

The additional duties/responsibilities provided during this period for the EMPLOYEE shall include:

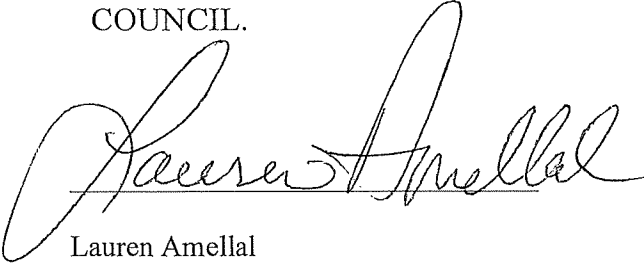
- The interim city manager shall be responsible to the council for the proper administration of the affairs of the city, and shall appoint and remove employees of the city and shall make recommendations to the council relative to the appointment and removal of administrative officers of the city as referenced in 7.1 of the City Charter. He or she shall set employees compensation within the pay plan adopted by the council, and shall supervise and coordinate the work of all of the administrative offices and departments of the city except, the city attorney and the work of the city clerk, city treasurer and city assessor as dictated by state constitution or statute. The interim city manager will be the main point of communication and dissemination of information from the city attorney.
- The interim city manager shall see that all laws and ordinances are enforced, shall prepare and administer the annual budget under policies formulated by the council and shall keep the council advised as to the financial condition and needs of the city. The interim city manager shall furnish the council with information concerning city affairs and prepare and submit such reports as may be required or which the council may request. The interim city manager shall make recommendations to the council relative to all agenda items, except as directly relating to his or her employment. Subject to any employment ordinance of the city, he or she shall employ or be responsible for the employment of all city employees and supervise and coordinate the personnel policies and practices of the city. The interim city manager or an authorized representative shall establish and maintain a central purchasing service and the interim city manager shall act as purchasing agent for the city.

- The interim city manager shall attend all meetings of the council with the right to be heard in all council proceedings but without the right to vote. The interim city manager shall possess such other powers as may be granted to or required of him or her by the council, so far as may be consistent with the provisions of law. The interim city manager shall establish any rules necessary to carry out any of the foregoing duties.
- The interim city manager shall perform such other duties in connection with the office as may be required by law, ordinances or the city council.

In consideration of these additional responsibilities EMPLOYEE will be compensated an additional \$500 per week. In addition, the EMPLOYEE shall receive standard mileage reimbursement at the then-current IRS reimbursement rate.

This Letter of Agreement shall not be construed as a permanent salary increase or expansion of any employee benefit not specifically included herein. Upon termination of this agreement, all pay and benefits shall return to the levels included in EMPLOYEE'S active employment agreement.

No other agreements other than those stated here are implied or inferred. Any amendments to this agreement must be made in writing and approved by both the EMPLOYEE and COUNCIL.



Lauren Amellal  
Interim City Manager



Joe Greene  
Mayor



Rita Papp  
City Clerk

# CITY OF CARO

INTERIM MANAGER  
LAUREN AMELLAL  
CLERK  
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TREASURER  
MICHELE PERRY  
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## Memorandum

**TO: City Council**  
**From: Lauren M. Amellal; Interim City Manager**  
**Date: August 12<sup>th</sup>, 2022**  
**RE: Interim Manager Report**

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### New:

- Was sworn in as Interim City Manager by City Clerk, Rita Papp.
- Met with Mike Carpenter, and former City Manager, Matt Lane, to discuss ongoing projects.
- Begin cleaning, and organizing files in manager office, in preparation of successfully administering duties as Interim, and welcoming the next City Manager.
- Met with each department head, individually to discuss needs, concerns, and ongoing projects of their department.
- Implemented a weekly Department Head Touch-Point meeting to increase cross-departmental communication, moral, collaboration and TEAMWORK!
- Discussed recently signed Chamber of Commerce storage MOU with Susan Holder.
- Discussed filling vacancy for full time DPW worker, and DPW/DDA collaboration for extended seasonal workers as budgeted hours are not used.
- Attended MMR Stakeholder Meeting with most Department Heads, and Council Person Jill White.
- Looking into electric repairs and billing for panel nearest to Tuscola Courthouse.
- Held informal discussion about flex and comp time with several staff, including union, department heads, and hourly staff to get input on possible policy.

### Progress:

#### Fire Contracts:

- Attended Indian Fields Township meeting with Mayor, Joe Greene, and City Clerk, Rita Papp. Set a meeting with Township Supervisor, Bill Campbell regarding 2022/2023 Fire Contract.
- Met with Bill Campbell, and City of Caro Fire Chief, Randy Heckroth to discuss 2022/2023 Indianfields Township Fire Contract. The meeting went well, intergovernmental relationship is more positive.
- Caro Legal is currently in communication with Almer legal.

#### Master Plan:

- Rowe Professional Service is presenting conclusions in September.

Sewer Lining:

- DPW Tom Reese negotiated Sewer Lining projects with Monchilov, Proposals were reviewed, a within budget parameters to line Pearl and Allen Street.

Caro Center:

- Attended Caro Center Project virtual Teams update meeting with Mike Carpenter, and Mayor Joe Greene.
- Easement documents were revised by legal and are currently be reviewed and updated to reflect current signature parties.
- Mike Carpenter continues to work on utilities, including the lift station with the state.

Parking Lot Extension:

- 300 ft letters to go out next week and public meeting will be held in September.

Larsen Graphics/ Frank Street:

- Abatement proposal in from EDC. To be reviewed. Will be brought to council in September.

TISD Annexation:

- TISD and County currently seeking legal assistance for continuation of unaccepted Annexation agreement.

City Hall HVAC:

- Spoke with Goyette regarding HVAC. Sought additional information.
- Seeking additional qualified companies for additional bids.

Sidewalk Bids:

- Project went out for bids following the August 3<sup>rd</sup> Council meeting.
- CITY Clerk, Rita Papp is posting meeting notice.
- Sealed Bids will be received and opened Aug. 30<sup>th</sup>
- Bids will be presented to Council in September.

Hills & Dales:

- Zoning Variance request will be heard at the September ZBA meeting.
- If approved Wellogy will present site plans to Planning Commission on the \$1.9 million project.

Near Completion or Complete:

Equipment:

- Leaf truck was delivered to DPW and notarized receipt was performed by City Clerk, Rita Papp, Clerk is currently doing an audit of vehicles.

Union Contracts:

- Complete after signature from Mayor Greene.

Gilford Rd.

- Construction is underway. Mike Carpenter, Superintendent of Caro Schools, George Rierison, and I have been in communication to avoid possible disruption to transportation times and stop locations.

# CITY OF CARO

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MATTHEW LANE  
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VACANT  
ATTORNEY  
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**TO:** City Council  
**FROM:** Rita Papp – City Clerk  
**SUBJECT:** Clerk's Report  
**DATE:** August 8, 2022

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- Processed 2 FOIA's during this period.
- Continuing to review Boards and Commission Appointment vacancies.
- Planning Commission has 2 vacant seats. Posted vacancies on city website. No application received as of the date of this meeting.
- Parks & Recreation has 1 vacant seat available due to Pamela Iseler being appointed to the Council.
- Swore in Josiah Powell as a new Volunteer Firefighter on August 2, 2022.
- Swore in Pamela Iseler for City Council on August 3, 2022.
- Swore in Lauren Amellal as the Interim City Manager on August 3, 2022.
- 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.
- 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 5 application as of writing this report.
- Primary Election August 2, 2022 was successful. All three county proposals passed. We were in balance and had zero issues. Jana and I worked Saturday July 30, 2022, from 7am – 3pm for mandatory clerk election hours prior to election day. Jana, myself, and all election workers were here 6:00am – 9:30 pm on August 2, 2022. Election results were turned into the County Clerk's office by 10:00 pm. County Canvassers certified the election results on Thursday, August 4, 2022.
- Gathering quotes on a new LED sign. Contacted Midway Signs, Sign Image and MRJ Sign Company. Information will be forthcoming.
- 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 the majority of the costs. I shared this grant information to all department heads so that they could take advantage of free money. More information will be forthcoming.
- The Rotary application and payment are included in the invoices for this meeting. I plan on delivering the application and payment to Jerry Bernhardt at ATBD next week. I look forward to representing the City of Caro by serving on Rotary.
- Attended Indianfields Township Board Meeting August 8, 2022.
- Attended meeting with Police Chief Newcomb and Burt Watson Representatives for potential purchase a new police vehicle on August 11, 2022.
- Attended the MMR/EMS Stakeholder Meeting on August 12, 2022.
- Planning Commission and DDA was cancelled this week.
- Assisting Lauren Amellal in her transition to Interim City Manager.

# CITY OF CARO

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TO: City Council  
Interim City Manager – Lauren Amella  
FROM: Michele Perry, Treasurer  
SUBJECT: Treasurer's Report  
DATE: August 9, 2022

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- Attended the City Council meetings on August 3<sup>rd</sup>.
  - Presented the 2022 Sidewalk Special Assessment estimated tax roll.
  - At the meeting I reviewed with the council the options for purchasing the new demo leaf truck which it was decided to finance the purchase with an interfund loan from the general fund to the equipment fund.
  - I also had my annual performance evaluation with the council.
  - Requested the return of Willys Contracting performance bond which was approved.
  - Requested to remove City Manager Matthew Lane from all banking accounts in which he was a signer. This motion was approved.
- On August 8, 2022, after receiving a draft copy of the August 3, 2022, minutes I emailed all the banking institutions in which the City of Caro uses and requested Matthew Lane be removed.
- Putting together information to try to get more HVAC quotes for City Hall.
- Sent out letters to the residents with upcoming sidewalk replacement for the public hearing held on August 3, 2022, for the special assessment estimated tax roll.
- Attended the operational team meeting on July 20, 2022, from home on Teams due to being home sick and in person on August 4, 2022. This is a round table discussion with all City Hall staff to review happenings at the council meetings the night before and any issues that need to be addressed in the office and/or departments.
- Working Randy Heckroth to bring some ordinance amendments needed to the policy committee.
- Working on gathering information to give to the Mayor regarding flex/comp time policy and no work from home policy.
- Changed the date of the audit due to the changes in the office. The exact date of the audit field work has not been set yet. I am still preparing for the audit.
- Summer tax collections are going well. Completed the tax distributions as needed.
- 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.
- For the time July 9 to August 5, I used 11 hours of sick leave and 9.5 hours of vacation.
- Assisted in covering the front desk during staff lunches and vacations.



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TO: City Council  
Interim City Manager – Lauren Amella  
FROM: Michele Perry, Treasurer  
SUBJECT: Certificate of Deposit Report  
DATE: August 11, 2022

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Now that we have set many of the Certificates of Deposits on a 3, 6, 9, and 12-month renewal pattern I will make a list of the upcoming month's renewals (if applicable) for the council to review at the 2<sup>nd</sup> meeting of the month.

We have the following Certificates of Deposits coming due on during the months of August and September. All 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	0.45%	268,268.22	8/30/2022	Reinvest at the current banking institution and continuing with the ladder investment strategy for all of the CD's maturing in August & September
Independent Bank	9 months	0.15%	230,000.00	9/9/2022	
TeamOne Credit Union - LPL Financial	9 months	0.25%	245,000.00	9/22/2022	