

**AGENDA
REGULAR MEETING OF THE CARO CITY COUNCIL
FEBRUARY 6, 2023, 6:30 P.M.**

CALL TO ORDER (Pledge of Allegiance)

AGENDA APPROVAL

PUBLIC COMMENTS/VISITORS:

PRESENTATIONS:

1. Resolution & Plaque presentation to Joseph Greene by Mayor Snider
2. MMR Quarterly Report – Phil Petzold

COMMUNICATION:

CONSENT AGENDA:

1. Policy Committee Meeting Minutes – January 12, 2023
2. RFQ/QBS WWTP Process Sub Committee Meeting Minutes – January 13, 2023
3. Finance Committee Meeting Minutes – January 13, 2023
4. Regular Council Meeting Minutes – January 17, 2023
5. Policy Committee Meeting Minutes – January 19, 2023
6. Special Council Meeting Minutes – January 25, 2023
7. Invoices

REGULAR AGENDA:

1. Banner Request – Tuscola Behavioral Health Systems – Mental Health Month, May 1-15, 2023
2. Banner Request – Tuscola Behavioral Health Systems – Suicide Prevention Month, August 31, 2023 – September 14, 2023
3. MSU Extension Contract
4. Hubbell, Roth & Clark, Inc. Agreement for the Provision of Limited Professional Services
5. Mission Square Retirement Amendments
6. Planning Commission recommendation - Resolution for the Adoption of Master Plan 2023-2043
7. Finance Committee recommendations for 1st & 2nd Quarter Financials
8. Policy Committee recommendation - Purchasing/Bid Policy
9. Policy Committee recommendation - Credit Card Policy
10. Set Policy Committee Meeting

ITEMS PENDING/POSTPONED:

1. CDL Licensing
2. DPW Parking Lot Quotes

MAYOR’S REPORT – Written report submitted.

MANAGER’S REPORT – Written report submitted.

CLERK’S REPORT – Written report submitted.

ADDITIONAL PUBLIC COMMENTS

ADJOURN
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10/1/22-12/31/22 City of Caro Response Report

	Ave Resp Time	
Priority 1	7:59	50
Priority 2	9:18	82
Priority 3	9:39	27
Total	9:12	159

CITY OF CARO POLICY COMMITTEE MINUTES

Policy Chair Jill White called the Policy Committee meeting to order on January 12, 2023, at 4:00 p.m. in the Council Chambers.

Present: Chair Jill White, Emily Campbell, & Pamela Iseler

Absent: None

Others: Karen Snider – Mayor, Scott Czasak – City Manager, Rita Papp – City Clerk, Michele Perry – City Treasurer & Other guests

PUBLIC COMMENT/VISITORS: None

BUSINESS ITEMS:

1. Purchasing/Bid Procedure Policy

Scott Czasak – City Manager presented the proposed Purchasing/Bid Procedure Policy for the committee's review. Discussion followed.

Committee decided to review the Purchasing/Bid Policy further and discuss in the next Policy Committee meeting.

2. Credit Card Policy

Scott Czasak – City Manager presented the proposed Credit Card Policy for the committee's review. Discussion followed.

Committee decided to review the Credit Card Policy further and discuss in the next Policy Committee meeting.

3. Set Next Policy Committee Meeting

Policy Committee Meeting scheduled for January 19, 2023, at 4:30 p.m.

ADJOURNMENT

Motion by Iseler, seconded by Campbell to adjourn the meeting at 5:04 p.m.

Motion carried.



Rita Papp
City Clerk

RFQ/QBS WWTP PROCESS SUB-COMMITTEE
January 13, 2023 - 3:00 P.M.

City Manager - Scott Czasak, called the meeting of the RFQ/QBS Process Sub-Committee to order on January 13, 2023, at 3:05 p.m. in the City of Caro Municipal Building Council Chambers; 317 S. State Street, Caro MI 48723.

Present: Karen Snider – Mayor, Scott Czasak – City Manager, Rita Papp – City Clerk, Bob Eschenbacher – City Council, Charlotte Kish – City Council, Ken Fields - WWTP, & Hubbell, Roth & Clark Representatives

Absent: None

PUBLIC COMMENTS/VISITORS: None

AGENDA:

1. Engineering Services Interviews

Hubbell, Roth & Clark Inc., gave a presentation on their Qualifications for Professional Engineering Services for the WWTP. Discussion followed with questions to Hubbell, Roth & Clark Inc.

Recess: 4:08 p.m.

Reconvene: 4:13 p.m.

Scott Czasak – City Manager opened the Hubbell, Roth & Clark Inc. cost estimate. It was read into the record that the cost estimate is \$1.833 million.

The firm of Hubbell, Roth & Clark Inc. was selected and Scott Czasak - City Manager will begin negotiations.

Information will be brought to the City Council at the February 6, 2023, meeting.

ADDITIONAL PUBLIC COMMENT: None

Scott Czasak – City Manager, adjourned the meeting at 4:18 p.m.



Rita Papp
City Clerk

CITY OF CARO FINANCE COMMITTEE MINUTES

Finance Chair Charlotte Kish called the Finance Committee meeting to order on January 13, 2023, at 4:00 p.m. in the Council Chambers.

Present: Chair Charlotte Kish, Bob Eschenbacher, and Emily Campbell

Absent: None

Others: Karen Snider – Mayor, Scott Czasak – City Manager, Rita Papp – City Clerk, Michele Perry – City Treasurer and other guests

PUBLIC COMMENT/VISITORS: None

BUSINESS ITEMS:

1. 1st and 2nd Quarterly Financial Update

Motion by Eschenbacher, seconded by Campbell to accept the 1st and 2nd Quarterly Financial Update and recommend to council for approval.

Motion carried.

Motion by Eschenbacher, seconded by Kish to adjourn the meeting at 4:50 p.m.

Motion carried.



Rita Papp
City Clerk

CITY OF CARO REGULAR COUNCIL MINUTES

Mayor Karen Snider called the regular meeting of the City Council to order on January 17, 2023, at 6:30 p.m. in the Council Chambers.

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

Absent: None

Others: Scott Czasak – City Manager, Rita Papp – City Clerk, Michele Perry – City Treasurer, Tom Reese – DPW Director & guests

AGENDA APPROVAL

23-M-9

Motion by Eschenbacher, seconded by Kish to approve the agenda as presented.

Motion Carried.

23-M-10

Motion by Eschenbacher, seconded by Kish to reconsider the adoption of the agenda as presented.

Motion Carried.

23-M-11

Motion by Eschenbacher, seconded by Kish to approve the agenda as amended to add item # 3 – Blight Elimination Grant Program.

Motion Carried.

PUBLIC COMMENT/VISITORS: None

PRESENTATION

1. Steve Erickson, EDC – Blight Elimination Grant Program

COMMUNICATIONS

1. County of Tuscola Dog Ordinance
2. Parks & Recreation Committee Minutes – December 20, 2022

CONSENT AGENDA:

1. Regular Council Minutes – January 3, 2023
2. Invoices
3. Department Reports
 - A. Police Report – Chief Brian Newcomb
 - B. Fire Report – Chief Randall Heckroth
 - C. Code Enforcement – 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

23-M-12

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

Motion Carried.

REGULAR AGENDA: (action required)

1. Resolution in Appreciation for Outstanding Public Service by Joseph Greene

23-M-13

Motion by White, seconded by Hall to approve the Resolution in Appreciation for Outstanding Public Service by Joseph Greene.

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

Motion carried.

2. City Hall Vestibule

23-M-14

Motion by Hall, seconded by Eschenbacher to approve the proposal from Dave's Glass LLC at the cost of \$10,350.00 and Martin Electric to complete the electrical work for the ADA compliant operators.

Motion carried.

3. Blight Elimination Grant Program

23-M-15

Motion by Eschenbacher, seconded by Campbell to approve the Blight Grant Elimination Program and to authorize City Manager – Scott Czasak to sign all documents as necessary.

Motion carried.

ITEMS PENDING/POSTPONED:

1. CDL Licensing
2. DPW Parking Lot Quotes

COMMITTEE/LIAISON POSITION REPORTS:

1. Economic Development Corporation (Mayor Snider) – No report
2. Chamber of Commerce (Manager) – Attended the first meeting. Chamber is working on increasing membership, business safety presentations, and Chamber After Hours.
3. Downtown Development Authority (Hall) – No meeting.
4. Fair Board (Iseler) – Meeting cancelled.
5. Parks & Recreation (White) – Meeting cancelled.
6. Planning Commission (Eschenbacher) – No meeting.
7. Tuscola County Board of Commissioners (Kish) – No report.
8. Zoning Board of Appeals (Mayor Snider) – No report.
9. Indianfields Township (Hall) – No report.
10. Almer Township (Campbell) – Reported in the meeting that a tree was cut in the cemetery and they are investigating it.

MAYOR'S REPORT – Verbal report submitted

MANAGER'S COMMENTS – Written report submitted

CLERK'S REPORT – Written report submitted

TREASURER'S REPORT – Written report submitted

CLOSED SESSION: To Consider Material Exempt from Discussion or Disclosure by Statute Under MCL 15.268 (h), Specifically Identified as an Attorney/Client Privileged Written Legal Opinion.

23-M-16

Motion by White, seconded by Iseler to enter close session To Consider Material Exempt from Discussion or Disclosure by Statute Under MCL 15.268 (h), Specifically Identified as an Attorney/Client Privileged Written Legal Opinion at 7:09 p.m.

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

Motion carried.

23-M-17

Motion by Hall, seconded by White to exit closed session at 8:07 p.m.

Motion carried.

23-M-18

Motion by Hall, seconded by Kish to return to open session at 8:10 p.m.

Motion carried.

23-M-19

Motion by Hall, seconded by White to schedule a Special Council Meeting for January 25, 2023, at 5:30 p.m.

Motion carried.

ADDITIONAL PUBLIC COMMENT: None

23-M-20

Motion by Eschenbacher, seconded by Hall to adjourn the meeting at 8:11 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 January 19, 2023, at 4:30 p.m. in the Council Chambers.

Present: Chair Jill White, Emily Campbell, & Pamela Iseler

Absent: None

Others: Scott Czasak – City Manager, Rita Papp – City Clerk, & Other guests

PUBLIC COMMENT: None

BUSINESS ITEMS:

1. Purchasing/Bidding Policy

Scott Czasak – City Manager presented the Purchasing/Bidding Policy to the Policy Committee for their review. Discussion followed.

Motion by Campbell, seconded by Iseler to recommend to Council the Purchasing/Bidding Policy for approval.

Motion carried.

2. Credit Card Policy

Scott Czasak – City Manager presented the Credit Card Policy to the Policy Committee for their review. Discussion followed.

Motion by Iseler, seconded by Campbell to recommend to Council the Credit Card Policy for approval.

Motion carried.

ADDITIONAL PUBLIC COMMENTS: None

Adjournment

Motion by Campbell, seconded by Iseler to adjourn the meeting at 5:16 p.m.

Motion carried.



Rita Papp
City Clerk

CITY OF CARO SPECIAL COUNCIL MINUTES

Mayor Karen Snider called the special meeting of the City Council to order on January 25, 2023, at 5:30 p.m. in the Council Chambers.

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

Absent: None

Others: Scott Csazak – City Manager, Rita Papp – City Clerk, Laura Genovich – City Attorney (via Zoom) and other guests

PUBLIC COMMENT/VISITORS: None

SPECIAL AGENDA: (action required)

1. CLOSED SESSION PURSUANT TO MCL 15.268(1)(a)

“To consider the dismissal, suspension, or disciplining of, or to hear complaints or charges brought against, or to consider a periodic personnel evaluation of, a public officer, employee, staff member, or individual agent, if the named individual requests a closed hearing. An individual requesting a closed hearing may rescind the request at any time, in which case the matter at issue must be considered after the rescission only in open session.”

23-M-21

2. **Motion by Iseler, seconded by Kish to enter CLOSED SESSION PURSUANT TO MCL 15.268(1)(a)** “To consider the dismissal, suspension, or disciplining of, or to hear complaints or charges brought against, or to consider a periodic personnel evaluation of, a public officer, employee, staff member, or individual agent, if the named individual requests a closed hearing. An individual requesting a closed hearing may rescind the request at any time, in which case the matter at issue must be considered after the rescission only in open session.”

Roll call:

Campbell – yes, Eschenbacher – yes, Hall – yes, Iseler – yes, Kish – yes, White – yes, Mayor Snider – yes. Motion carried.

Entered closed session at 5:34 p.m.

23-M-22

Motion by Hall, seconded by White to exit closed session at 6:13 p.m.

Motion carried.

3. OPEN SESSION:

1. Discussion and Possible Decision Following Closed Session.
No action taken.

MAYOR COMMENTS: None

ADDITIONAL PUBLIC COMMENT: None

23-M-23

Motion by Hall, seconded by Kish to adjourn the meeting at 6:15 p.m.

Motion carried.

A handwritten signature in blue ink that reads "Rita Papp". The signature is written in a cursive, flowing style.

Rita Papp
City Clerk

GL Period	Chk Issue Date	Check No	Vendor No	Payee	Amount
01/23	01/23/2023	76321	886	MICHIGAN MUNICIPAL LEAGUE	18.31
02/23	02/01/2023	76322	240	U.S. POSTMASTER	594.14
02/23	02/06/2023	76323	47	AFLAC	629.74
02/23	02/06/2023	76324	42	ALMER CHARTER TOWNSHIP	4,968.34
02/23	02/06/2023	76325	2870	ALS GROUP USA, CORP	360.00
02/23	02/06/2023	76326	2817	AMAZON CAPITAL SERVICES	936.01
02/23	02/06/2023	76327	67	ANDERSON, TUCKEY, BERNHARDT &	1,700.00
02/23	02/06/2023	76328	2580	AUTO-WARES GROUP	82.13
02/23	02/06/2023	76329	2737	BATTERIES PLUS BULBS # 380	17.99
02/23	02/06/2023	76330	590	BELL - WASIK, INC.	1,427.98
02/23	02/06/2023	76331	2949	BOUND TREE MEDICAL, LLC	8,261.80
02/23	02/06/2023	76332	177	BRENTWOOD GRAPHICS	9.00
02/23	02/06/2023	76333	2406	BRYAN ESCHENBACHER	88.00
02/23	02/06/2023	76334	242	CARO RENTAL	14.15
02/23	02/06/2023	76335	233	CARTER LUMBER	117.90
02/23	02/06/2023	76336	2402	COMPANION LIFE INSURANCE CO.	2,035.60
02/23	02/06/2023	76337	2024	CORELOGIC REAL ESTATE TAX SVS	1,514.75
02/23	02/06/2023	76338	2565	DREW WESSELS	38.39
02/23	02/06/2023	76339	453	ETNA SUPPLY	750.00
02/23	02/06/2023	76340	1514	FARM DEPOT	444.92
02/23	02/06/2023	76341	2941	FERGUSON ENTERPRISES LLC #2000	91.14
02/23	02/06/2023	76342	2345	FERGUSON ENTERPRISES LLC #3326	208.89
02/23	02/06/2023	76343	2150	FIRST BANKCARD	4,542.67
02/23	02/06/2023	76344	2766	FOSTER, SWIFT, COLLINS & SMITH, PC	2,100.00
02/23	02/06/2023	76345	2865	HEATH PETERS	85.00
02/23	02/06/2023	76346	568	HEIMAN FIRE EQUIPMENT	455.69
02/23	02/06/2023	76347	2418	HILLS & DALES GENERAL HOSPITAL	98.00
02/23	02/06/2023	76348	226	HIRSCHMAN OIL SUPPLY INC	581.98
02/23	02/06/2023	76349	1391	JACK DOHENY SUPPLIES, INC.	225.00
02/23	02/06/2023	76350	2946	JESSE HARVEY	88.00
02/23	02/06/2023	76351	2096	JOHN DEERE FINANCIAL	415.55
02/23	02/06/2023	76352	683	KAPPEN TREE SERVICE	1,170.00
02/23	02/06/2023	76353	770	KEN MARTIN ELECTRIC, INC	2,739.15
02/23	02/06/2023	76354	2948	KINGSTON FIRE DEPARTMENT	1,200.00
02/23	02/06/2023	76355	2702	KRISTAL'S HELPING HAND LLC	2,130.00
02/23	02/06/2023	76356	2828	KYLE NORDSTROM	85.00
02/23	02/06/2023	76357	391	MEDLER ELECTRIC COMPANY	1,365.30
02/23	02/06/2023	76358	2591	MESSA	32,147.46
02/23	02/06/2023	76359	802	MICH ASS'N OF MUNICIPAL CLERKS	650.00
02/23	02/06/2023	76360	1630	MICHIGAN ASSOCIATION OF PLANNING	65.00
02/23	02/06/2023	76361	2727	MICHIGAN FARMERS MARKET ASSOCIATIO	200.00
02/23	02/06/2023	76362	2646	MICHIGAN MUNICIPAL EXECUTIVES	200.00
02/23	02/06/2023	76363	830	MICHIGAN PIPE & VALVE-SAGINAW	2,147.50
02/23	02/06/2023	76364	873	MISS DIG SYSTEM, INC.	1,295.14
02/23	02/06/2023	76365	2217	MOBILE MEDICAL RESPONSE	400.00
02/23	02/06/2023	76366	893	MONROE TRUCK EQUIPMENT INC	19,209.00
02/23	02/06/2023	76367	894	MOORE MOTOR SALES	128.18
02/23	02/06/2023	76368	921	NEWTON-JOHNSON PLB.& HTG., INC	6,223.00
02/23	02/06/2023	76369	2395	NICHOLAS BRITTON	88.00
02/23	02/06/2023	76370	2674	OAKLAND COUNTY	1,074.50
02/23	02/06/2023	76371	2706	PARAGON LABORATORIES	150.00
02/23	02/06/2023	76372	1714	PAYTON COON	85.00
02/23	02/06/2023	76373	998	PURCHASE POWER	4.17

GL Period	Chk Issue Date	Check No	Vendor No	Payee	Amount
02/23	02/06/2023	76374	2456	QUALITY LAPEL PINS INC	766.49
02/23	02/06/2023	76375	1010	RANDALL HECKROTH	213.98
02/23	02/06/2023	76376	1054	ROWE PROFESSIONAL SVS COMP.	13,790.00
02/23	02/06/2023	76377	2715	SNOW WORKS	2,210.00
02/23	02/06/2023	76378	1126	STATE OF MICHIGAN - ELGE CASHIERS OFF	36.00
02/23	02/06/2023	76379	816	STATE OF MICHIGAN - MDOT	2,367.87
02/23	02/06/2023	76380	1139	STEPHENS TIRE SERVICE	177.00
02/23	02/06/2023	76381	2950	TASTE THE LOCAL DIFFERENCE	85.00
02/23	02/06/2023	76382	2569	TEAM FINANCIAL GROUP	299.00
02/23	02/06/2023	76383	2534	THE SAFETY COMPANY LLC	3,273.35
02/23	02/06/2023	76384	1189	THUMB CELLULAR	123.90
02/23	02/06/2023	76385	1746	TUS. CO. FIRE INSTRUC. ASSOC.	1,516.00
02/23	02/06/2023	76386	1234	TUSCOLA COUNTY	2,437.50
02/23	02/06/2023	76387	2947	TUSCOLA COUNTY	640.00
02/23	02/06/2023	76388	1252	TUSCOLA COUNTY TREASURER	3,229.61
02/23	02/06/2023	76389	1254	UIS SCADA	348.00
02/23	02/06/2023	76390	1271	USA BLUEBOOK	1,322.66
02/23	02/06/2023	76391	1604	VALLEY TITLE AGENCY	452.90
02/23	02/06/2023	76392	2644	WATER SOLUTIONS UNLIMITED	5,369.50
02/23	02/06/2023	76393	1332	WEST SHORE SERVICES, INC.	850.00
02/23	02/06/2023	76394	2007	WITMER PUBLIC SAFETY GROUP	1,664.18
01/23	01/24/2023	800017	319	CONSUMERS ENERGY	15,761.09
02/23	02/02/2023	800018	388	DTE ENERGY	.00 V
02/23	02/02/2023	800019	388	DTE ENERGY	21,063.08
Grand Totals:					183,654.58

Report Criteria:

Report type: Summary

Report Criteria:

Report type: GL detail

Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Invoice GL Account	Amount
MICHIGAN MUNICIPAL LEAGUE				
01/23	01/23/2023	76321	101-000-231-012	18.31
U.S. POSTMASTER				
02/23	02/01/2023	76322	592-557-807-000	198.04
02/23	02/01/2023	76322	590-567-807-000	198.05
02/23	02/01/2023	76322	596-521-807-000	198.05
AFLAC				
02/23	02/06/2023	76323	101-000-231-005	629.74
ALMER CHARTER TOWNSHIP				
02/23	02/06/2023	76324	101-000-425-008	4,968.34
ALS GROUP USA, CORP				
02/23	02/06/2023	76325	590-567-801-000	360.00
AMAZON CAPITAL SERVICES				
02/23	02/06/2023	76326	101-301-854-000	437.29
02/23	02/06/2023	76326	101-301-776-000	64.28
02/23	02/06/2023	76326	101-265-776-000	139.99
02/23	02/06/2023	76326	101-441-776-000	139.98
02/23	02/06/2023	76326	101-265-776-000	37.98
02/23	02/06/2023	76326	101-301-740-000	44.76-
02/23	02/06/2023	76326	101-101-740-000	31.89
02/23	02/06/2023	76326	590-567-776-000	52.99
02/23	02/06/2023	76326	101-301-742-000	50.48
02/23	02/06/2023	76326	101-301-854-000	56.89
02/23	02/06/2023	76326	101-301-740-000	39.98
02/23	02/06/2023	76326	101-301-854-000	70.98-
ANDERSON, TUCKEY, BERNHARDT &				
02/23	02/06/2023	76327	101-172-802-000	118.32
02/23	02/06/2023	76327	101-253-802-000	59.16
02/23	02/06/2023	76327	101-260-802-000	59.16
02/23	02/06/2023	76327	101-301-802-000	92.82
02/23	02/06/2023	76327	101-441-802-000	10.37
02/23	02/06/2023	76327	101-691-802-000	10.37
02/23	02/06/2023	76327	592-557-802-000	234.43
02/23	02/06/2023	76327	596-521-802-000	18.36
02/23	02/06/2023	76327	661-536-802-000	58.65
02/23	02/06/2023	76327	202-483-802-000	62.39
02/23	02/06/2023	76327	203-483-802-000	62.39
02/23	02/06/2023	76327	204-483-802-000	62.39
02/23	02/06/2023	76327	242-728-802-000	518.33
02/23	02/06/2023	76327	536-336-802-000	98.43
02/23	02/06/2023	76327	590-567-802-000	234.43
AUTO-WARES GROUP				
02/23	02/06/2023	76328	661-536-776-000	82.13
BATTERIES PLUS BULBS # 380				
02/23	02/06/2023	76329	592-557-776-000	9.00
02/23	02/06/2023	76329	590-567-776-000	8.99
BELL - WASIK, INC.				
02/23	02/06/2023	76330	101-301-860-000	65.96

GL Period	Check Issue Date	Check Number	Invoice GL Account	Amount
02/23	02/06/2023	76330	101-301-930-001	1,362.02
BOUND TREE MEDICAL, LLC				
02/23	02/06/2023	76331	101-652-835-000	4,130.90
02/23	02/06/2023	76331	536-652-835-000	4,130.90
BRENTWOOD GRAPHICS				
02/23	02/06/2023	76332	101-400-740-000	9.00
BRYAN ESCHENBACHER				
02/23	02/06/2023	76333	536-652-835-000	88.00
CARO RENTAL				
02/23	02/06/2023	76334	661-536-776-000	14.15
CARTER LUMBER				
02/23	02/06/2023	76335	101-265-776-000	84.60
02/23	02/06/2023	76335	101-265-776-000	33.30
COMPANION LIFE INSURANCE CO.				
02/23	02/06/2023	76336	101-172-717-000	50.52
02/23	02/06/2023	76336	101-253-717-000	16.96
02/23	02/06/2023	76336	101-260-717-000	20.75
02/23	02/06/2023	76336	101-265-717-000	14.36
02/23	02/06/2023	76336	101-301-717-000	139.65
02/23	02/06/2023	76336	101-371-717-000	6.98
02/23	02/06/2023	76336	592-557-719-000	83.21
02/23	02/06/2023	76336	596-483-719-000	26.63
02/23	02/06/2023	76336	596-521-719-000	6.16
02/23	02/06/2023	76336	661-536-719-000	12.81
02/23	02/06/2023	76336	590-483-719-000	73.36
02/23	02/06/2023	76336	590-536-719-000	3.08
02/23	02/06/2023	76336	590-567-719-000	209.71
02/23	02/06/2023	76336	590-568-719-000	21.57
02/23	02/06/2023	76336	592-483-719-000	73.36
02/23	02/06/2023	76336	592-536-719-000	3.08
02/23	02/06/2023	76336	203-483-719-000	14.24
02/23	02/06/2023	76336	204-442-719-000	9.25
02/23	02/06/2023	76336	204-483-719-000	14.24
02/23	02/06/2023	76336	242-441-719-000	13.82
02/23	02/06/2023	76336	242-728-719-000	33.98
02/23	02/06/2023	76336	536-336-719-000	40.89
02/23	02/06/2023	76336	101-441-719-000	97.65
02/23	02/06/2023	76336	101-691-719-000	6.16
02/23	02/06/2023	76336	101-748-719-000	31.47
02/23	02/06/2023	76336	202-483-719-000	14.24
02/23	02/06/2023	76336	202-463-719-000	15.41
02/23	02/06/2023	76336	203-463-719-000	18.49
02/23	02/06/2023	76336	101-253-719-000	49.52
02/23	02/06/2023	76336	101-260-719-000	65.46
02/23	02/06/2023	76336	101-265-719-000	36.98
02/23	02/06/2023	76336	101-301-719-000	464.18
02/23	02/06/2023	76336	101-371-719-000	22.51
02/23	02/06/2023	76336	101-410-719-000	13.31
02/23	02/06/2023	76336	592-536-717-000	1.20
02/23	02/06/2023	76336	592-557-717-000	32.32
02/23	02/06/2023	76336	596-483-717-000	8.78
02/23	02/06/2023	76336	596-521-717-000	2.39

GL Period	Check Issue Date	Check Number	Invoice GL Account	Amount
02/23	02/06/2023	76336	661-536-717-000	4.19
02/23	02/06/2023	76336	101-172-719-000	17.03
02/23	02/06/2023	76336	536-336-717-000	12.77
02/23	02/06/2023	76336	590-483-717-000	21.95
02/23	02/06/2023	76336	590-536-717-000	1.20
02/23	02/06/2023	76336	590-567-717-000	82.19
02/23	02/06/2023	76336	590-568-717-000	8.38
02/23	02/06/2023	76336	592-483-717-000	21.95
02/23	02/06/2023	76336	203-463-717-000	7.18
02/23	02/06/2023	76336	203-483-717-000	3.99
02/23	02/06/2023	76336	204-442-717-000	3.59
02/23	02/06/2023	76336	204-483-717-000	3.99
02/23	02/06/2023	76336	242-441-717-000	4.69
02/23	02/06/2023	76336	242-728-717-000	10.77
02/23	02/06/2023	76336	101-410-717-000	3.99
02/23	02/06/2023	76336	101-441-717-000	36.71
02/23	02/06/2023	76336	101-691-717-000	2.39
02/23	02/06/2023	76336	101-748-717-000	9.98
02/23	02/06/2023	76336	202-483-717-000	3.99
02/23	02/06/2023	76336	202-463-717-000	5.99
CORELOGIC REAL ESTATE TAX SVS				
02/23	02/06/2023	76337	101-000-698-000	1,035.04
02/23	02/06/2023	76337	101-000-698-000	479.71
DREW WESSELS				
02/23	02/06/2023	76338	101-301-740-000	38.39
ETNA SUPPLY				
02/23	02/06/2023	76339	592-557-776-000	750.00
FARM DEPOT				
02/23	02/06/2023	76340	661-536-776-000	97.44
02/23	02/06/2023	76340	661-536-776-000	300.09
02/23	02/06/2023	76340	661-536-776-000	47.39
FERGUSON ENTERPRISES LLC #2000				
02/23	02/06/2023	76341	592-557-776-000	91.14
FERGUSON ENTERPRISES LLC #3326				
02/23	02/06/2023	76342	101-265-776-000	208.89
FIRST BANKCARD				
02/23	02/06/2023	76343	101-441-740-000	1,699.99
02/23	02/06/2023	76343	590-567-801-000	99.00
02/23	02/06/2023	76343	590-567-801-000	150.00
02/23	02/06/2023	76343	590-567-801-000	445.00
02/23	02/06/2023	76343	590-567-742-000	22.20-
02/23	02/06/2023	76343	590-567-742-000	392.15
02/23	02/06/2023	76343	101-253-960-000	50.00
02/23	02/06/2023	76343	101-253-960-000	149.00
02/23	02/06/2023	76343	592-557-776-000	7.40
02/23	02/06/2023	76343	592-557-807-000	11.80
02/23	02/06/2023	76343	101-172-740-000	89.44
02/23	02/06/2023	76343	203-463-776-000	90.00
02/23	02/06/2023	76343	202-463-776-000	90.00
02/23	02/06/2023	76343	592-557-807-000	12.59
02/23	02/06/2023	76343	101-101-960-000	170.00
02/23	02/06/2023	76343	101-652-835-000	88.00

GL Period	Check Issue Date	Check Number	Invoice GL Account	Amount
02/23	02/06/2023	76343	101-301-961-000	706.65
02/23	02/06/2023	76343	536-336-740-000	44.51
02/23	02/06/2023	76343	536-652-835-000	74.17
02/23	02/06/2023	76343	536-652-835-000	14.82
02/23	02/06/2023	76343	536-652-835-000	13.46
02/23	02/06/2023	76343	536-336-740-000	69.94
02/23	02/06/2023	76343	536-336-740-000	96.95
FOSTER, SWIFT, COLLINS & SMITH, PC				
02/23	02/06/2023	76344	101-172-801-000	600.00
02/23	02/06/2023	76344	101-101-801-000	175.00
02/23	02/06/2023	76344	101-400-801-000	1,325.00
HEATH PETERS				
02/23	02/06/2023	76345	536-652-835-000	85.00
HEIMAN FIRE EQUIPMENT				
02/23	02/06/2023	76346	536-336-740-000	221.95
02/23	02/06/2023	76346	536-336-740-000	233.74
HILLS & DALES GENERAL HOSPITAL				
02/23	02/06/2023	76347	590-568-801-000	98.00
HIRSCHMAN OIL SUPPLY INC				
02/23	02/06/2023	76348	661-536-860-000	581.98
JACK DOHENY SUPPLIES, INC.				
02/23	02/06/2023	76349	590-567-960-000	225.00
JESSE HARVEY				
02/23	02/06/2023	76350	536-652-835-000	88.00
JOHN DEERE FINANCIAL				
02/23	02/06/2023	76351	592-557-776-000	415.55
KAPPEN TREE SERVICE				
02/23	02/06/2023	76352	203-463-801-000	160.00
02/23	02/06/2023	76352	203-463-801-000	160.00
02/23	02/06/2023	76352	203-463-801-000	850.00
KEN MARTIN ELECTRIC, INC				
02/23	02/06/2023	76353	101-265-801-000	500.00
02/23	02/06/2023	76353	592-557-801-000	2,114.15
02/23	02/06/2023	76353	101-265-801-000	125.00
KINGSTON FIRE DEPARTMENT				
02/23	02/06/2023	76354	536-652-835-000	1,200.00
KRISTAL'S HELPING HAND LLC				
02/23	02/06/2023	76355	101-441-801-002	138.34
02/23	02/06/2023	76355	536-336-801-002	54.14
02/23	02/06/2023	76355	101-301-801-002	108.34
02/23	02/06/2023	76355	101-253-801-002	100.28
02/23	02/06/2023	76355	101-260-801-002	100.28
02/23	02/06/2023	76355	101-172-801-002	100.28
02/23	02/06/2023	76355	590-567-801-002	108.34
02/23	02/06/2023	76355	101-441-801-002	138.34
02/23	02/06/2023	76355	536-336-801-002	54.14
02/23	02/06/2023	76355	101-301-801-002	108.34
02/23	02/06/2023	76355	101-260-801-002	100.28
02/23	02/06/2023	76355	101-172-801-002	100.28
02/23	02/06/2023	76355	101-253-801-002	100.28
02/23	02/06/2023	76355	590-567-801-002	108.34
02/23	02/06/2023	76355	101-441-801-002	138.34

GL Period	Check Issue Date	Check Number	Invoice GL Account	Amount
02/23	02/06/2023	76355	536-336-801-002	54.14
02/23	02/06/2023	76355	101-301-801-002	108.34
02/23	02/06/2023	76355	101-172-801-002	100.28
02/23	02/06/2023	76355	101-172-801-002	100.28
02/23	02/06/2023	76355	101-172-801-002	100.28
02/23	02/06/2023	76355	590-567-801-002	108.34
KYLE NORDSTROM				
02/23	02/06/2023	76356	536-652-835-000	85.00
MEDLER ELECTRIC COMPANY				
02/23	02/06/2023	76357	590-567-776-000	660.30
02/23	02/06/2023	76357	590-568-776-000	705.00
MESSA				
02/23	02/06/2023	76358	101-253-716-000	817.06
02/23	02/06/2023	76358	101-260-716-000	335.36
02/23	02/06/2023	76358	101-265-716-000	1,200.50
02/23	02/06/2023	76358	101-301-716-000	5,803.53
02/23	02/06/2023	76358	101-371-716-000	71.95
02/23	02/06/2023	76358	101-410-716-000	77.39
02/23	02/06/2023	76358	596-521-716-000	200.08
02/23	02/06/2023	76358	661-536-716-000	277.47
02/23	02/06/2023	76358	101-000-231-010	6,429.49
02/23	02/06/2023	76358	101-441-716-000	3,015.17
02/23	02/06/2023	76358	590-567-716-000	4,907.33
02/23	02/06/2023	76358	590-568-716-000	700.29
02/23	02/06/2023	76358	592-483-716-000	886.83
02/23	02/06/2023	76358	592-536-716-000	100.04
02/23	02/06/2023	76358	592-557-716-000	2,701.13
02/23	02/06/2023	76358	596-483-716-000	541.83
02/23	02/06/2023	76358	204-483-716-000	188.20
02/23	02/06/2023	76358	242-441-716-000	100.04
02/23	02/06/2023	76358	242-728-716-000	12.90
02/23	02/06/2023	76358	536-336-716-000	12.90
02/23	02/06/2023	76358	590-483-716-000	886.83
02/23	02/06/2023	76358	590-536-716-000	100.04
02/23	02/06/2023	76358	101-691-716-000	200.08
02/23	02/06/2023	76358	202-463-716-000	500.21
02/23	02/06/2023	76358	202-483-716-000	291.39
02/23	02/06/2023	76358	203-463-716-000	600.25
02/23	02/06/2023	76358	203-483-716-000	291.39
02/23	02/06/2023	76358	204-442-716-000	300.13
02/23	02/06/2023	76358	101-172-716-000	597.65
MICH ASS'N OF MUNICIPAL CLERKS				
02/23	02/06/2023	76359	101-260-960-000	650.00
MICHIGAN ASSOCIATION OF PLANNING				
02/23	02/06/2023	76360	101-172-960-000	65.00
MICHIGAN FARMERS MARKET ASSOCIATION				
02/23	02/06/2023	76361	242-733-960-000	200.00
MICHIGAN MUNICIPAL EXECUTIVES				
02/23	02/06/2023	76362	101-172-960-000	200.00
MICHIGAN PIPE & VALVE-SAGINAW				
02/23	02/06/2023	76363	592-557-776-000	630.00
02/23	02/06/2023	76363	590-567-776-000	630.00

GL Period	Check Issue Date	Check Number	Invoice GL Account	Amount
02/23	02/06/2023	76363	592-557-776-000	137.50
02/23	02/06/2023	76363	590-567-776-000	375.00
02/23	02/06/2023	76363	592-557-776-000	375.00
MISS DIG SYSTEM, INC.				
02/23	02/06/2023	76364	592-557-801-000	647.57
02/23	02/06/2023	76364	590-568-801-000	647.57
MOBILE MEDICAL RESPONSE				
02/23	02/06/2023	76365	101-652-835-000	400.00
MONROE TRUCK EQUIPMENT INC				
02/23	02/06/2023	76366	661-536-970-000	19,209.00
MOORE MOTOR SALES				
02/23	02/06/2023	76367	661-536-930-000	128.18
NEWTON-JOHNSON PLB.& HTG., INC				
02/23	02/06/2023	76368	101-265-970-003	6,223.00
NICHOLAS BRITTON				
02/23	02/06/2023	76369	536-652-835-000	88.00
OAKLAND COUNTY				
02/23	02/06/2023	76370	101-301-750-000	1,074.50
PARAGON LABORATORIES				
02/23	02/06/2023	76371	592-557-801-000	75.00
02/23	02/06/2023	76371	592-557-801-000	75.00
PAYTON COON				
02/23	02/06/2023	76372	536-652-835-000	85.00
PURCHASE POWER				
02/23	02/06/2023	76373	101-253-807-000	4.17
QUALITY LAPEL PINS INC				
02/23	02/06/2023	76374	536-336-740-000	766.49
RANDALL HECKROTH				
02/23	02/06/2023	76375	536-336-740-000	125.98
02/23	02/06/2023	76375	536-652-835-000	88.00
ROWE PROFESSIONAL SVS COMP.				
02/23	02/06/2023	76376	101-265-970-002	9,320.00
02/23	02/06/2023	76376	203-463-801-004	3,270.00
02/23	02/06/2023	76376	592-557-801-000	600.00
02/23	02/06/2023	76376	101-172-801-000	600.00
SNOW WORKS				
02/23	02/06/2023	76377	661-536-801-000	2,210.00
STATE OF MICHIGAN - ELGE CASHIERS OFFICE				
02/23	02/06/2023	76378	592-557-777-000	36.00
STATE OF MICHIGAN - MDOT				
02/23	02/06/2023	76379	202-451-801-000	2,367.87
STEPHENS TIRE SERVICE				
02/23	02/06/2023	76380	661-536-776-000	159.00
02/23	02/06/2023	76380	661-536-930-000	18.00
TASTE THE LOCAL DIFFERENCE				
02/23	02/06/2023	76381	242-733-900-001	85.00
TEAM FINANCIAL GROUP				
02/23	02/06/2023	76382	661-536-750-001	33.22
02/23	02/06/2023	76382	101-172-750-001	33.23
02/23	02/06/2023	76382	101-260-750-001	33.23
02/23	02/06/2023	76382	101-301-750-001	33.22
02/23	02/06/2023	76382	101-441-750-001	33.22

GL Period	Check Issue Date	Check Number	Invoice GL Account	Amount
02/23	02/06/2023	76382	536-336-750-001	33.22
02/23	02/06/2023	76382	590-567-750-001	33.22
02/23	02/06/2023	76382	592-557-750-001	33.22
02/23	02/06/2023	76382	596-521-750-001	33.22
THE SAFETY COMPANY LLC				
02/23	02/06/2023	76383	661-536-930-000	3,273.35
THUMB CELLULAR				
02/23	02/06/2023	76384	101-301-750-001	123.90
TUS. CO. FIRE INSTRUC. ASSOC.				
02/23	02/06/2023	76385	536-336-960-000	1,516.00
TUSCOLA COUNTY				
02/23	02/06/2023	76386	101-257-801-000	2,437.50
TUSCOLA COUNTY				
02/23	02/06/2023	76387	101-265-970-002	100.00
02/23	02/06/2023	76387	101-265-970-002	540.00
TUSCOLA COUNTY TREASURER				
02/23	02/06/2023	76388	101-000-415-000	1,342.82
02/23	02/06/2023	76388	590-000-687-000	262.18
02/23	02/06/2023	76388	592-000-687-000	720.98
02/23	02/06/2023	76388	596-000-687-000	771.63
02/23	02/06/2023	76388	101-000-425-005	132.00
UIS SCADA				
02/23	02/06/2023	76389	590-567-801-000	348.00
USA BLUEBOOK				
02/23	02/06/2023	76390	590-567-776-000	149.75
02/23	02/06/2023	76390	592-557-776-000	149.75
02/23	02/06/2023	76390	590-567-776-001	369.33
02/23	02/06/2023	76390	590-567-776-000	653.83
VALLEY TITLE AGENCY				
02/23	02/06/2023	76391	101-000-698-000	452.90
WATER SOLUTIONS UNLIMITED				
02/23	02/06/2023	76392	592-557-776-000	4,177.00
02/23	02/06/2023	76392	590-567-776-004	1,192.50
WEST SHORE SERVICES, INC.				
02/23	02/06/2023	76393	536-336-801-000	850.00
WITMER PUBLIC SAFETY GROUP				
02/23	02/06/2023	76394	536-652-835-000	213.38
02/23	02/06/2023	76394	536-652-835-000	985.80
02/23	02/06/2023	76394	536-652-835-000	465.00
CONSUMERS ENERGY				
01/23	01/24/2023	800017	592-557-921-000	1,597.88
01/23	01/24/2023	800017	592-557-921-000	135.56
01/23	01/24/2023	800017	101-265-921-000	107.37
01/23	01/24/2023	800017	590-567-921-000	10,897.96
01/23	01/24/2023	800017	101-265-921-000	107.37
01/23	01/24/2023	800017	101-265-921-000	2,612.78
01/23	01/24/2023	800017	592-557-921-000	16.00
01/23	01/24/2023	800017	592-557-921-000	19.29
01/23	01/24/2023	800017	101-265-921-000	266.88
DTE ENERGY				
01/23	01/26/2023	800018	590-567-920-000	6,923.40
02/23	02/02/2023	800018	590-567-920-000	6,923.40 V

GL Period	Check Issue Date	Check Number	Invoice GL Account	Amount
01/23	01/26/2023	800018	101-441-926-000	178.59
02/23	02/02/2023	800018	101-441-926-000	178.59 V
01/23	01/26/2023	800018	101-441-926-000	181.56
02/23	02/02/2023	800018	101-441-926-000	181.56 V
01/23	01/26/2023	800018	590-568-920-000	203.03
02/23	02/02/2023	800018	590-568-920-000	203.03 V
01/23	01/26/2023	800018	101-265-920-000	1,301.25
02/23	02/02/2023	800018	101-265-920-000	1,301.25 V
01/23	01/26/2023	800018	592-557-920-000	510.14
02/23	02/02/2023	800018	592-557-920-000	510.14 V
01/23	01/26/2023	800018	590-568-920-000	89.40
02/23	02/02/2023	800018	590-568-920-000	89.40 V
01/23	01/26/2023	800018	590-568-920-000	22.13
02/23	02/02/2023	800018	590-568-920-000	22.13 V
01/23	01/26/2023	800018	590-568-920-000	79.69
02/23	02/02/2023	800018	590-568-920-000	79.69 V
01/23	01/26/2023	800018	590-568-920-000	21.23
02/23	02/02/2023	800018	590-568-920-000	21.23 V
01/23	01/26/2023	800018	101-748-920-000	14.79
02/23	02/02/2023	800018	101-748-920-000	14.79 V
01/23	01/26/2023	800018	101-441-926-000	33.01
02/23	02/02/2023	800018	101-441-926-000	33.01 V
01/23	01/26/2023	800018	101-265-920-000	771.48
02/23	02/02/2023	800018	101-265-920-000	771.48 V
01/23	01/26/2023	800018	590-568-920-000	114.59
02/23	02/02/2023	800018	590-568-920-000	114.59 V
01/23	01/26/2023	800018	101-691-920-000	14.79
02/23	02/02/2023	800018	101-691-920-000	14.79 V
01/23	01/26/2023	800018	590-568-920-000	33.66
02/23	02/02/2023	800018	590-568-920-000	33.66 V
01/23	01/26/2023	800018	592-557-920-000	824.59
02/23	02/02/2023	800018	592-557-920-000	824.59 V
01/23	01/26/2023	800018	101-441-926-000	34.34
02/23	02/02/2023	800018	101-441-926-000	34.34 V
01/23	01/26/2023	800018	592-557-920-000	108.55
02/23	02/02/2023	800018	592-557-920-000	108.55 V
01/23	01/26/2023	800018	101-697-920-000	32.75
02/23	02/02/2023	800018	101-697-920-000	32.75 V
01/23	01/26/2023	800018	204-444-920-000	43.23
02/23	02/02/2023	800018	204-444-920-000	43.23 V
01/23	01/26/2023	800018	590-568-920-000	310.56
02/23	02/02/2023	800018	590-568-920-000	310.56 V
01/23	01/26/2023	800018	590-568-920-000	73.68
02/23	02/02/2023	800018	590-568-920-000	73.68 V
01/23	01/26/2023	800018	592-557-920-000	1,164.86
02/23	02/02/2023	800018	592-557-920-000	1,164.86 V
01/23	01/26/2023	800018	590-568-920-000	328.54
02/23	02/02/2023	800018	590-568-920-000	328.54 V
01/23	01/26/2023	800018	590-568-920-000	22.65
02/23	02/02/2023	800018	590-568-920-000	22.65 V
01/23	01/26/2023	800018	101-691-920-000	151.89
02/23	02/02/2023	800018	101-691-920-000	151.89 V

GL Period	Check Issue Date	Check Number	Invoice GL Account	Amount	
01/23	01/26/2023	800018	204-444-920-000	77.73	
02/23	02/02/2023	800018	204-444-920-000	77.73	V
01/23	01/26/2023	800018	101-691-920-000	39.83	
02/23	02/02/2023	800018	101-691-920-000	39.83	V
01/23	01/26/2023	800018	101-441-926-000	163.81	
02/23	02/02/2023	800018	101-441-926-000	163.81	V
01/23	01/26/2023	800018	592-557-920-000	6,511.03	
02/23	02/02/2023	800018	592-557-920-000	6,511.03	V
01/23	01/26/2023	800018	204-444-920-000	98.19	
02/23	02/02/2023	800018	204-444-920-000	98.19	V
01/23	01/26/2023	800018	101-695-920-000	422.14	
02/23	02/02/2023	800018	101-695-920-000	422.14	V
01/23	01/26/2023	800018	101-265-920-000	44.83	
02/23	02/02/2023	800018	101-265-920-000	44.83	V
01/23	01/26/2023	800018	101-695-920-000	174.28	
02/23	02/02/2023	800018	101-695-920-000	174.28	V
01/23	01/26/2023	800018	101-748-920-000	26.33	
02/23	02/02/2023	800018	101-748-920-000	26.33	V
01/23	01/26/2023	800018	101-265-920-000	25.08	
02/23	02/02/2023	800018	101-265-920-000	25.08	V
DTE ENERGY					
02/23	02/02/2023	800019	590-567-920-000	6,923.40	
02/23	02/02/2023	800019	101-441-926-000	178.59	
02/23	02/02/2023	800019	101-441-926-000	181.56	
02/23	02/02/2023	800019	590-568-920-000	203.03	
02/23	02/02/2023	800019	101-265-920-000	1,301.25	
02/23	02/02/2023	800019	592-557-920-000	510.14	
02/23	02/02/2023	800019	590-568-920-000	89.40	
02/23	02/02/2023	800019	590-568-920-000	22.13	
02/23	02/02/2023	800019	590-568-920-000	79.69	
02/23	02/02/2023	800019	590-568-920-000	21.23	
02/23	02/02/2023	800019	101-748-920-000	14.79	
02/23	02/02/2023	800019	101-441-926-000	33.01	
02/23	02/02/2023	800019	101-265-920-000	771.48	
02/23	02/02/2023	800019	590-568-920-000	114.59	
02/23	02/02/2023	800019	101-691-920-000	14.79	
02/23	02/02/2023	800019	590-568-920-000	33.66	
02/23	02/02/2023	800019	592-557-920-000	824.59	
02/23	02/02/2023	800019	101-441-926-000	34.34	
02/23	02/02/2023	800019	101-697-920-000	32.75	
02/23	02/02/2023	800019	204-444-920-000	43.23	
02/23	02/02/2023	800019	590-568-920-000	310.56	
02/23	02/02/2023	800019	590-568-920-000	73.68	
02/23	02/02/2023	800019	592-557-920-000	1,164.86	
02/23	02/02/2023	800019	590-568-920-000	328.54	
02/23	02/02/2023	800019	590-568-920-000	22.65	
02/23	02/02/2023	800019	101-691-920-000	151.89	
02/23	02/02/2023	800019	204-444-920-000	77.73	
02/23	02/02/2023	800019	101-691-920-000	39.83	
02/23	02/02/2023	800019	101-441-926-000	163.81	
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02/23	02/02/2023	800019	101-748-920-000	26.33
02/23	02/02/2023	800019	101-265-920-000	25.08

Report Criteria:

Report type: GL detail

Check.Type = {<>} "Adjustment"

CITY OF CARO

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

TO: City Manager/ City Council
FROM: Rita Papp – City Clerk
SUBJECT: Banner Request – TBHS – Mental Health Month
DATE: February 6, 2023

Background:

City of Caro has a Banner Policy. Only non-profit organizations will be authorized to hang banners within the city. The fee to hang a banner is \$150.00 per banner and must be paid prior to the banner being hung. We have received a Banner Request from Tuscola Behavioral Health Systems for Mental Health Month in May 2023. Their request is to have it up May 1 – 15, 2023.

Option 1

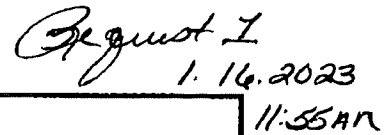
Motion to approve the Banner Request from Tuscola Behavioral Health Systems – Mental Health Month, May 2023, pending payment of \$150.00 prior to the banner placement.

Option 2

To deny the Banner Request.

Option 3

To postpone this matter for further discussion.



11:55 AM

- ## BANNER REQUEST

25

CITY OF CARO

CITY MANAGER
SCOTT CZASAK
CITY CLERK
RITA PAPP
CITY TREASURER
MICHELE PERRY
CITY ATTORNEY
LAURA GENOVICH

317 South State Street
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KAREN SNIDER
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EMILY CAMPBELL
DON HALL
PAMELA ISELER
CHARLOTTE KISH
JILL WHITE

TO: City Manager/ City Council
FROM: Rita Papp – City Clerk
SUBJECT: Banner Request – TBHS – Suicide Prevention Month
DATE: February 6, 2023

Background:

City of Caro has a Banner Policy. Only non-profit organizations will be authorized to hang banners within the city. The fee to hang a banner is \$150.00 per banner and must be paid prior to the banner being hung. We have received a Banner Request from Tuscola Behavioral Health Systems for Suicide Prevention Month in September 2023. Their request is to have it up August 31, 2023 – September 14, 2023.

Option 1

Motion to approve the Banner Request from Tuscola Behavioral Health Systems – Suicide Prevention Month, September 2023, pending payment of \$150.00 prior to the banner placement.

Option 2

To deny the Banner Request.

Option 3

To postpone this matter for further discussion.

Request 2
1.16.2023
11:56

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.
- Fees – Put up and take down charges (**must** be paid prior to the banner being hung)
 - 1 Banner \$150.00
- City DPW Personnel will be responsible for arranging Banner placement.
- City Council must approve all requests for Banners.
- Banners shall be hung for a period not to exceed two weeks.
- Location of Banner will be determined by the City of Caro and shall be first come, first serve.
- No Banners will be stored by the City of Caro.
- 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 hazard.

BANNER REQUEST

NAME Susari B. Holder PHONE 989672.3154/W

ORGANIZATION Tuscola Behavioral Health Systems

EVENT Suicide Prevention Month Sept. 2023

DATE YOU WISH BANNERS TO BE PUT UP Aug 31, 2023 - Sept. 14

DATE YOU WISH BANNERS TO BE TAKEN DOWN Sept. 14, 2023

Approved By: _____
 City Council
 By: City Clerk

_____ Date

Payment Received by: _____

_____ Date

Adopted by Council: 04-03-06

Revised 9-19-22

Policy # 06-002

CITY OF CARO

CITY MANAGER
SCOTT R. CZASAK
CITY CLERK
RITA PAPP
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CHARLOTTE KISH
JILL WHITE

MEMORANDUM

TO: Caro City Council
FROM: City Manager Scott R. Czasak
DATE: Wednesday, February 1, 2023
RE: Agenda Item 3 – MSU Extension Contract

Members of the Caro City Council,

MSU Extension has been working with my office to develop a contract to begin a joint operation to provide programming in the parks under their umbrella with the City contributing half of the salary costs and \$1,500 towards start up costs, mostly purchasing a computer and other items. This person, who would be an MSU Extension staffer and not a City employee, would work out of their office to develop this programming, and would utilize our facilities. This is a tremendous opportunity to grow use of our parks, while doing so using an experienced facilitator and incurring only half of the salary costs.

As per the proposed contract, the City's portion of the estimated expenses would be \$35,837 the first year, \$35,367 the second year, and \$36,428 the third year. Our current fiscal year budget has more than enough to cover the first 2 quarters, and future budgets will account for this salary in the part time wages line.

Your options for motions are:

1. Move to authorize the City Manager to sign the contract with MSU Extension for a 4-H Program Instructor under the terms of the contract.
2. Move to reject the proposed contract and authorize the City Manager to inform MSU Extension of the rejection.

**SERVICES AGREEMENT WITH MSU EXTENSION AT
MICHIGAN STATE UNIVERSITY**

Thank you for your request for services from the MSU EXTENSION at Michigan State University.

1. **Purpose.** The University, through MSU EXTENSION, will perform the services and provide the deliverables described in Exhibit A.
2. **Payment.** You agree to pay, when you receive an invoice, according to the financial terms on Exhibit A.
3. **Confidentiality.** "Confidential Information" means any materials, written information, and data marked "Confidential" that you provide. If you provide material verbally that you want treated as confidential, you must write down that information, mark it as Confidential, and forward it to the MSU EXTENSION within 30 days of first sharing the information. Confidential Information does not include information in the public domain or independently known or obtained by the University. The University agrees to treat your Confidential Information with the same degree of care that it uses to protect its own confidential information, and, to the extent allowed by law, keep the Confidential Information confidential for a period of three (3) years from the termination date of this agreement.
4. **Intellectual Property.** Any intellectual property you provide to MSU Extension will remain your intellectual property. Any intellectual property that MSU Extension provides to the project will remain the intellectual property of the University. The work performed under this Agreement, including any data collection and deliverables, and any resulting intellectual property are the property of MSU. Any work produced under this Agreement is not work made for hire. MSU grants you a license to use any deliverables for your own internal use.
5. **Export Control.** You may not provide any export controlled data or materials to the University without the University agreeing in writing in advance.
6. **Term & Termination.** The term of this contract will be for the three (3) years from execution of the agreement. Either you or the University may terminate this agreement by giving 45 days written notice to the other. You will pay all reasonable costs and non-cancelable obligations incurred by the University at the time of the termination. At your request and expense, the University will return to you or destroy all unused material provided by you.
7. **Independent Contractor.** The University is an independent contractor providing services to you. You and the University do not have the relationship of partners, joint venturers, principals or agents.
8. **Liability.** IN NO EVENT WILL THE UNIVERSITY BE RESPONSIBLE FOR ANY DAMAGES OR PENALTIES RESULTING FROM THE UNIVERSITY'S FAILURE TO PROVIDE, OR DELAY IN PROVIDING, THE SERVICES OR DELIVERABLES. IF A SERVICE OR DELIVERABLE IS FOUND, WITHIN SIX MONTHS OF INVOICE, TO BE SUBSTANTIALLY DEFECTIVE, THE UNIVERSITY WILL CORRECT THE DEFECTIVE PORTION OF THE SERVICE OR DELIVERABLE AT NO COST TO YOU. THIS IS YOUR SOLE AND EXCLUSIVE REMEDY UNDER THIS AGREEMENT. THE SERVICES AND DELIVERABLES ARE PROVIDED "AS IS" AND UNIVERSITY EXPRESSLY DISCLAIMS ANY WARRANTIES EXISTING BY OPERATION OF LAW, INCLUDING, BUT NOT LIMITED TO, THOSE WHICH ARE EXPRESS OR IMPLIED, MERCHANTABILITY, OR FITNESS FOR A PARTICULAR PURPOSE. IN NO EVENT WILL THE UNIVERSITY BE LIABLE FOR ANY INDIRECT, SPECIAL, PUNITIVE, EXEMPLARY OR CONSEQUENTIAL DAMAGES WHATSOEVER, NOR WILL THE UNIVERSITY'S AGGREGATE LIABILITY TO YOU EVER EXCEED THE AMOUNT PAID BY YOU UNDER THIS AGREEMENT.
9. **Conditions Beyond Control.** You and/or the University will be excused from the obligations of this agreement if the performance is delayed or prevented by circumstances (except financial) reasonably beyond control, including, but not limited to, by fire, lack of water, labor or materials, storm, flood, war, rebellion, insurrection, riot, strike, differences with workmen, failure of carriers to transport or furnish facilities for transportation, as a result of some order, requisition or necessity of government, mechanical breakdown, plant shut down, and unavailability of raw materials.
10. **General.** This agreement is non-assignable and non-transferable. The State of Michigan's laws apply to this agreement, excluding its choice of law provisions. This agreement, with its Exhibit A, is the entire agreement between the parties and can only be modified in a written change signed by both you and the University.

NOTE: This agreement is not fully executed until all parties have signed. Work may begin only after the agreement is signed by all parties.

MICHIGAN STATE UNIVERSITY EXTENSION
Concurrence by MICHIGAN STATE UNIVERSITY

By: Julie A Chapin

Its: Director, MSUE Children & Youth Institute

Date: 1-19-2023

MICHIGAN STATE UNIVERSITY
Contracts and Grants AUTHORIZED SIGNATURE

By: 
Digitally signed by Evonne Pedawil
Date: 2023.01.18 14:48:29
+05'00'

Its: Evonne Pedawil, Director
Contract & Grant Administration
Date: Michigan State University

CITY OF CARO

By: _____

Its: _____

Date: _____

EXHIBIT A- STATEMENT OF WORK

A. MSU Extension's Children and Youth Institute will contribute:

- i. 0.50 FTE Extension 4-H Program Instructor to provide 4-H educational programming for youth from the City of Caro. This person will provide leadership and oversight for youth programs in the City of Caro utilizing proven MSU Extension 4-H methods and practices. As a team member of the Children and Youth Institute, this person will oversee and ensure program/project promotion and expansion activities while assisting with data gathering for impact evaluation reports.
- ii. Administrative oversight to the position and program and supervision of university provided staff.
- iii. Access to MSU Extension Educators with additional expertise.
- iv. Office space at the Tuscola County Extension Office.
- v. Operating expenses, including \$1,500 in start-up costs in the first year to contribute to the purchase of needed technology (laptop computer, carrying case, etc.); programming materials; and travel costs.

B. The City of Caro will contribute:

- i. A quarterly assessment fee for 0.50 FTE Extension 4-H Program Instructor in the amounts set forth in Paragraph D(iv) below.
- ii. An additional \$1,500 in start-up costs in the first year to contribute to the purchase of needed technology (laptop computer, carrying case, etc.).
- iii. Programming space for youth activities

C. Employment Terms

- i. The administration, assignment, discipline, and enforcement of performance standards of the assigned 4-H Program Instructor shall be the sole responsibility of the University as the employer. While an employee of the University, the 4-H Program Instructor providing services under this agreement shall abide by all policies, practices, and protocols of both the University and the City of Caro.
- ii. The 4-H Program Instructor providing services under this agreement is not an employee of the City of Caro and will not be eligible for any benefits conferred upon City employees.

D. Assessment to the City of Caro

- i. The term of this contract will be for the three (3) years from execution of the agreement. This contract will continue on a year-to-year basis unless either party provides written notice to the other that it intends to terminate the contract. Such notice shall be provided at least forty-five (45) days prior to the expiration of the contract.
- ii. Renewal of this agreement after the initial three-year term will be negotiated during the last quarter of the contract period to ensure continuity of programming.

- iii. The City of Caro shall pay to MSU Extension an assessment for the personnel described above. Invoices will be submitted to the City of Caro the first month of each quarter of the county fiscal year for the previous quarter of work. Payments should be mailed to:
- MSU Extension Business Office
Attn: Pete Havlatka
Justin S. Morrill Hall of Agriculture
446 W. Circle Drive, Rm 160
East Lansing, MI 48824
- iv. Payment amounts will include salary and fringe and increase annually with MSU Extension's standard rate of inflation (3%). These amounts are estimated as follows:

Year	Dates	Total Amount	Amount Per Quarter
One	1/1/2023-12/31/2023	\$35,837.00	\$8,959.25
Two	1/1/2024-12/31/2024	\$35,367.00	\$8,841.75
Three	1/1/2025-12/31/2025	\$36,428.00	\$9,107.00

Agency Contact:

Scott R. Czasak, MPA
City Manager, City of Caro
317 South State Street
Caro, MI 48723
sczasak@carocity.net

MSU Extension Contact:

Jerry Johnson
District 10 Director
200 Grand River Avenue, Suite 102
Port Huron, MI 48060
Direct: (810) 989-6308
johnjer@msu.edu

CITY OF CARO

CITY MANAGER
SCOTT R. CZASAK
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CHARLOTTE KISH
JILL WHITE

MEMORANDUM

TO: Caro City Council
FROM: City Manager Scott R. Czasak
DATE: Wednesday, February 1, 2023
RE: Agenda Item 4 – Hubbell, Roth & Clark, Inc. Planning Contract

Members of the Caro City Council,

As part of the Request for Qualifications (RFQ) using the Qualifications-Based Selection of Engineering Services (QBS) process for the upgrade to the Wastewater Treatment Plant (WWTP) the Sub Committee authorized me to work with Hubbell, Roth & Clark, Inc. (HRC) to move forward to provide our engineering services for this project. As such, the first step in that process is to sign a contract for Planning Services to define roles and to move forward in the process of nailing down all of the specific details of the WWTP project in order to apply for funding under the Clean Water State Revolving Fund (CWSRF). Using the CWSRF means we can either obtain low interest loans, or possibly grants, to fund this project, saving the city greatly as opposed to bonding the costs at current market rates.

In order to meet the deadline to apply for the CWSRF, May 1st, the City and HRC will need to get a lot of ducks into a row, the WWTP staff and I are ready to get to work as soon as possible to get this big project done. Also, in HRC's presentation, they have high confidence we might qualify for a grant or partial loan forgiveness. The cost of this contract is not to exceed \$88,000, however, this contract would be wrapped into our CWSRF application, therefore, it would come out of those funds if successful.

Your options for motions are:

1. Move to authorize the City Manager to sign the contract with Hubbell, Roth & Clark, Inc. for the Provision of Limited Professional Services under the terms of the contract.
2. Move to reject the proposed contract and authorize the City Manager to inform Hubbell, Roth & Clark, Inc. of the rejection.

AGREEMENT FOR THE PROVISION OF LIMITED PROFESSIONAL SERVICES

Hubbell, Roth & Clark, Inc.
555 Hulet Drive, P.O. Box 824
Bloomfield Hills, Michigan 48303-0824
Date: January 31, 2023

Client: City of Caro
317 South State Street
Caro, Michigan 48723
Project #: _____

Project Name/Location:

City of Caro Wastewater Treatment Plant & Collection System Improvement Projects
Project Plan

Scope/Intent and Extent of Services:

As defined in HRC Cost Proposal estimate for planning services dated and submitted January 13, 2023.

Fee Arrangement:

Fees will be invoiced based on a time and material not to exceed cost of \$88,000 without written authorization from the City. Attachment B provides employee categories hourly rates that will be used for billing. HRC's fees includes normal out of pocket expenses but doesn't cover any fees associated with application submittals.

The **Terms and Conditions** on the following pages are a part of this Agreement.

Offered by:

Accepted by:

Tom A Maxwell January 31, 2023
(signature) (date)

(signature) (date)

Thomas Gregory Maxwell/Vice President
(printed name/title)

(printed name/title)

Hubbell, Roth & Clark, Inc.
(name of Design Professional Firm)

City of Caro
(name of Client)

Approved as to form:

Laura J. Genovich, City Attorney (date)

Date approved by City Council: _____

TERMS AND CONDITIONS

Hubbell, Roth & Clark, Inc. (HRC) shall perform the services outlined in this agreement for the stated fee arrangement.

Access to Site:

Unless otherwise stated, HRC will have access to the site for activities necessary for the performance of the services. HRC will take precautions to minimize damage due to these activities, but have not included in the fee the cost of restoration of any resulting damage.

Dispute Resolution:

Any claims or disputes made during design, construction or post-construction between the City and HRC shall first be submitted to non-binding mediation. The City and HRC agree to include a similar mediation agreement with all contracts, subcontractors, subconsultants, suppliers or fabricators, thereby providing for mediation as the primary method for dispute resolution between all parties. If mediation is unsuccessful in resolving the claim or dispute, then either party may pursue remedies at law or equity in a court of competent jurisdiction. The parties agree that Tuscola County is the proper venue for any such action.

Billings/Payments:

Invoices for HRC's services shall be submitted, at HRC's option, either upon completion of such services or on a monthly basis. Invoices shall be payable within 30 days after the invoice date. If the invoice is not paid within 30 days, HRC may, without waiving any claim or right against the City, and without liability whatsoever to the City, terminate the performance of the service. Retainers shall be credited on the final invoice.

Late Payments:

Accounts unpaid 60 days after the invoice date may be subject to a monthly service charge of 1.5% (or the legal rate) on the then unpaid balance. In the event any portion or all of an account remains unpaid 90 days after billing, the City shall pay all costs of collection, including reasonable attorney's fees.

Indemnification:

HRC represents and warrants that it and its staff are protected by worker's compensation insurance and that HRC has coverage under public liability and property damage insurance policies which HRC deems to be adequate. Certificates for such policies are available upon request. Within the limits and conditions of such insurance, HRC agrees to indemnify and hold the City harmless from and against loss, damage, or liability arising from negligent acts by HRC, its agents and staff

The City shall, to the fullest extent permitted by law, indemnify and hold harmless HRC, its officers, directors, employees, agents and sub-consultants from and against all damage, liability and cost, including reasonable attorney's fees and defense costs, arising out of or in any way connected with the performance of the City or other consultants employed by the City.

Certification, Guarantees and Warranties:

HRC shall not be required to execute any document that would result in their certifying, guaranteeing or warranting the existence of conditions whose existence HRC cannot ascertain.

Limitation of Liability:

In recognition of the relative risks, rewards and benefits of the project to both the City and HRC, the risks have been allocated such that the City agrees that, to the fullest extent permitted by law, HRC's total liability to the City for any and all injuries, claims, losses, expenses, damages or claim expenses arising out of this agreement from any cause or causes, shall not exceed \$1,000,000 or HRC's total fee for the services rendered on this project, whichever is greater. Such causes include, but are not limited to, HRC's negligence, errors, omissions, strict liability, breach of contract or breach of warranty.

Termination of Services:

This agreement may be terminated by the City or HRC at any time upon seven days' advance written notice. In the event of termination, the City shall pay HRC for all services rendered to the date of termination and all reimbursable expenses.

Ownership of Documents:

City acknowledges that the documents produced for this work are instruments of professional service. Nevertheless, the documents prepared under this agreement shall become the property of the City upon completion of the services and payment in full of all moneys due to HRC. City shall not make modification to the documents without the prior written authorization of HRC. City agrees, to the fullest extent permitted by law, to indemnify and hold harmless HRC, its officers, directors and employees against any damages, liabilities or costs, including reasonable attorney's fees and defense costs, arising from, or allegedly arising from, or in any way connected with the unauthorized reuse or modification of the documents by the City or any person or entity that acquires or obtains the documents from or through the City without the written authorization of HRC.

CITY OF CARO

CITY MANAGER
SCOTT CZASAK
CITY CLERK
RITA PAPP
CITY TREASURER
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CHARLOTTE KISH
JILL WHITE

TO: City Manager/ City Council
FROM: Rita Papp – City Clerk
SUBJECT: Mission Square – Contract Amendments
DATE: February 6, 2023

Background:

To offer our employees additional fund management and retirement diversification options we would like council to review a provision of our agreement with Mission Square Retirement for amendment.

- A. Section IV currently indicates normal retirement age shall be 60. Section XI currently allows for in-service distributions at age 70 1/2. We would like to amend Section XI to allow for in-service distributions at normal retirement age (that age being 60 pursuant to section IV). This will allow employees the opportunity to choose investment options that best suit their specific financial situation at age 60.

There is no cost to the City of Caro to amend this provision.

Recommendation:

The City Clerk would like to propose to City Council the Mission Square – Contract Amendment as stated above.

Option 1

Motion to amend the Mission Square Retirement Governmental Money Purchase Plan Adoption Agreement allowing in-service distributions at normal retirement age (60). Also approve the corresponding Resolution and Affirmative Statement and to authorize City Clerk to sign said documents.

Option 2

To deny the amendment to the Mission Square Retirement Governmental Money Purchase Plan Adoption Agreement with corresponding Resolution and Affirmative Statement.

Option 3

To postpone this matter for further research and discussion.

ICMA Retirement Corporation
doing business as

MissionSquare Retirement Governmental Money Purchase Plan Adoption Agreement

MissionSquare
RETIREMENT

MissionSquare Retirement Governmental Money Purchase Plan Adoption Agreement

Plan Number 10-9176

The Employer hereby establishes a Money Purchase Plan to be known as:
City of Caro

(the "Plan") in the form of the MissionSquare Retirement Governmental Money Purchase Plan.

New Plan or Amendment and Restatement (Check One):

☒ **Amendment and Restatement**

This Plan is an amendment and restatement of an existing defined contribution money purchase plan. Please specify the name of the defined contribution money purchase plan which this Plan hereby amends and restates:

City of Caro

Effective Date of Restatement. The effective date of the Plan shall be:

January 1, 2023

(Note: The effective date can be no earlier than the first day of the Plan Year in which this restatement is adopted. If no date is provided, by default, the effective date will be the first day of the Plan Year in which the restatement is adopted.)

☐ **New Plan**

Effective Date of New Plan. The effective date of the Plan shall be the first day of the Plan Year during which the Employer adopts the Plan, unless an alternate effective date is hereby specified:

(Note: An alternate effective date can be no earlier than the first day of the Plan Year in which the Plan is adopted.)

I. EMPLOYER: City of Caro

(The Employer must be a governmental entity under Internal Revenue Code § 414(d))

II. SPECIAL EFFECTIVE DATES

Please note here any elections in the Adoption Agreement with an effective date that is different from that noted above.

(Note: provision and effective date.)

III. PLAN YEAR

The Plan Year will be:

☒ January 1 - December 31 **(Default)**

☐ The 12-month period ending: _____
Month Day

IV. Normal Retirement Age shall be age 60 (not less than 55 nor in excess of 65).

Important Note to Employers: Normal Retirement Age is significant for determining the earliest date at which the Plan may allow for in-service distributions. Normal Retirement Age also defines the latest date at which a Participant must have a fully vested right to his/her Account. There are IRS rules that limit the age that may be specified as the Plan's Normal Retirement Age. The Normal Retirement Age cannot be earlier than what is reasonably representative of the typical retirement age for the industry in which the covered workforce is employed.

In 2016, the Internal Revenue Service proposed regulations that would provide rules for determining whether a governmental pension plan's normal retirement age satisfies the Internal Revenue Code's qualification requirements. A normal retirement age that is age 62 or later is deemed to be not earlier than the earliest age that is reasonably representative of the typical retirement age for the industry in which the covered workforce is employed. Whether an age below 62 satisfies this requirement depends on the facts and circumstances, but an Employer's good faith, reasonable determination will generally be given deference. A special rule, however, says that a normal retirement age that is age 50 or later is deemed to be not earlier than the earliest age that is reasonably representative of the typical retirement age for the industry in which the covered workforce is employed if the participants to which this normal retirement age applies are qualified public safety employees (within the meaning of section 72(t)(10)(B)). These regulations are proposed to be effective for employees hired during plan years beginning on or after the later of: (1) January 1, 2017; or (2) the close of the first regular legislative session of the legislative body with the authority to amend the plan that begins on or after the date that is 3 months after the final regulations are published in the Federal Register. In the meantime, however, governmental plan sponsors may rely on these proposed regulations.

In lieu of age-based Normal Retirement Age, the Plan shall use the following age and service-based Normal Retirement Age_____

Important Note to Employers: Before using a Normal Retirement Age based on age and service, a plan sponsor should review the proposed regulations (81 Fed. Reg. 4599 (Jan. 27, 2016)) and consult counsel.

V. COVERED EMPLOYMENT CLASSIFICATIONS

1. The following group or groups of Employees are eligible to participate in the plan:

- ☐ All Employees
- ☒ All Full Time Employees
- ☐ Salaried Employees
- ☐ Non-union Employees
- ☐ Management Employees
- ☐ Public Safety Employees
- ☐ General Employees
- ☐ Other Employees (Specify the group(s) of eligible Employees below. Do not specify Employees by name. Specific positions are acceptable.)_____

The group specified must correspond to a group of the same designation that is defined in the statutes, ordinances, rules, regulations, personnel manuals, or other material in effect in the state or locality of the Employer. The eligibility requirements cannot be such that an Employee becomes eligible only in the Plan Year in which the Employee terminates employment.

Note: As stated in Sections 4.08 and 4.09, the Plan may, however, provide that Final Pay Contributions or Accrued Leave Contributions are the only contributions made under the Plan.

2. Period of Service required for participation

☒ N/A – The Employer hereby waives the requirement of a Period of Service for participation. Employees are eligible to participate upon employment. (*"N/A" is the default provision under the Plan if no selection is made.*)

☐ Yes. The required Period of Service shall be _____ months (not to exceed 12 months.)

The Period of Service selected by the Employer shall apply to all Employees within the Covered Employment Classification.

3. Minimum Age (Select One) – A minimum age requirement is hereby specified for eligibility to participate.

☐ Yes. Age _____ (not to exceed age 21.)

☒ N/A – No minimum age applies (*"N/A" is the default provision under the Plan if no selection is made.*)

VI. CONTRIBUTION PROVISIONS

1. **The Employer shall contribute as follows:** (Choose all that apply, but at least one of Options A or B. If Option A is not selected, Employer must pick up Mandatory Participant Contributions under Option B.)

Fixed Employer Contributions With or Without Mandatory Participant Contributions. (If Option B is chosen, please complete section C.)

☒ A. Fixed Employer Contributions. The Employer shall contribute on behalf of each Participant attached % of Earnings or \$ _____ for the Plan Year (subject to the limitations of Article V of the Plan).

Mandatory Participant Contributions

☐ are required ☒ are not required

to be eligible for this Employer Contribution.

☐ B. Mandatory Participant Contributions for Plan Participation.

Required Mandatory Contributions. A Participant is required to contribute (subject to the limitations of Article V of the Plan) the specified amounts designated in items (i) through (iii) of the Contribution Schedule below:

☐ Yes ☐ No

Employee Opt-In Mandatory Contributions. To the extent that Mandatory Participant Contributions are not required by the Plan, each Employee eligible to participate in the Plan shall be given the opportunity when first eligible to participate in the Plan or any other plan or arrangement of the Employer described in Code section 219(g)(5)(A), to irrevocably elect to contribute Mandatory Participant Contributions by electing to contribute the specified amounts designated in items (i) through (iii) of the Contribution Schedule below for each Plan Year (subject to the limitations of Article V of the Plan):

☐ Yes ☐ No

Contribution Schedule. (Any percentage or dollar amount entered below must be greater than 0% or \$0.)

- i. _____% of Earnings,
- ii. \$_____, or
- iii. a whole percentage of Earnings between the range of _____ (*insert range of percentages between 1% and 20% inclusive (e.g., 3%, 6%, or 20%; 5% to 7%)*), as designated by the Employee in accordance with guidelines and procedures established by the Employer for the Plan Year as a condition of participation in the Plan. A Participant must pick a single percentage and shall not have the right to discontinue or vary the rate of such contributions after becoming a Plan Participant.

Employer "Pick up". The Employer hereby elects to "pick up" the Mandatory Participant Contributions¹ (pick up is required if Option A is not selected).

☐ Yes ☐ No

("Yes" is the default provision under the Plan if no selection is made.)

- ☐ C. Election Window (Complete if Option B is selected:)

Newly eligible Employees shall be provided an election window of ____ days (no more than 60 calendar-days) from the date of initial eligibility during which they may make the election to participate in the Mandatory Participant Contribution portion of the Plan. Participation in the Mandatory Participant Contribution portion of the Plan shall begin the first of the month following the end of the election window.

An Employee's election is irrevocable and shall remain in force until the Employee terminates employment or ceases to be eligible to participate in the Plan. In the event of re-employment to an eligible position, the Employee's original election will resume. In no event does the Employee have the option of receiving the pick-up contribution amount directly.

2. The Employer may also elect to make Employer Matching Contributions as follows:

- ☐ **Fixed Employer Match of After-Tax Voluntary Participant Contributions.** (Do not complete this section unless the Plan permits after-tax Voluntary Participant Contributions under Section VI.3 of the Adoption Agreement.).

The Employer shall contribute on behalf of each Participant _____% of Earnings for the Plan Year (subject to the limitations of Article V of the Plan) for each Plan Year that such Participant has contributed _____% of Earnings or \$_____. Under this option, there is a single, fixed rate of Employer Contributions, but a Participant may decline to make the Voluntary Participant Contributions in any Plan Year, in which case no Employer Contribution will be made on the Participant's behalf in that Plan Year.

¹ Neither an IRS opinion letter nor a determination letter issued to an adopting Employer is a ruling by the Internal Revenue Service that Participant contributions that are "picked up" by the Employer are not includable in the Participant's gross income for federal income tax purposes. Pick-up contributions are not mandated to receive private letter rulings; however, if an adopting Employer wishes to receive a ruling on pick-up contributions, they may request one in accordance with Revenue Procedure 2012-4 (or subsequent guidance).

- ☐ **Variable Employer Match of After-Tax Voluntary Participant Contributions.** (Do not complete this section unless the Plan permits after-tax Voluntary Participant Contributions under section VI.3 of the Adoption Agreement.)

The Employer shall contribute on behalf of each Participant an amount determined as follows (subject to the limitations of Article V of the Plan):

_____ % of the Voluntary Participant Contributions made by the Participant for the Plan Year (not including Voluntary Participant Contributions exceeding _____ % of Earnings or \$ _____);

PLUS _____ % of the contributions made by the Participant for the Plan Year in excess of those included in the above paragraph (but not including Voluntary Participant Contributions exceeding in the aggregate _____ % of Earnings or \$ _____).

Employer Matching Contributions on behalf of a Participant for a Plan Year shall not exceed

\$ _____ or _____ % of Earnings, whichever is ☐ more or ☐ less

- ☐ **Fixed Employer Match of Participant 457(b) Plan Deferrals.** The Employer shall contribute on behalf of each Participant _____ % of Earnings for the Plan Year (subject to the limitations of Article V of the Plan) for each Plan Year that such Participant has deferred _____ % of Earnings or \$ _____ to the Employer's 457(b) deferred compensation plan. Under this option, there is a single, fixed rate of Employer Contributions, but a Participant may decline to make the required 457(b) deferrals in any Plan Year, in which case no Employer Contribution will be made on the Participant's behalf in that Plan Year.

- ☐ **Variable Employer Match of Participant 457(b) Plan Deferrals.**

The Employer shall contribute on behalf of each Participant an amount determined as follows (subject to the limitations of Article V of the Plan):

_____ % of the elective deferrals made by the Participant to the Employer's 457(b) plan for the Plan Year (not including Participant contributions exceeding _____ % of Earnings or \$ _____);

PLUS _____ % of the elective deferrals made by the Participant to the Employer's 457(b) plan for the Plan Year in excess of those included in the above paragraph (but not including elective deferrals made by a Participant to the Employer's 457(b) plan exceeding in the aggregate _____ % of Earnings or \$ _____).

Employer Matching Contributions on behalf of a Participant for a Plan Year shall not exceed \$ _____ or _____ % of Earnings, whichever is ☐ more or ☐ less

3. Each Participant may make a Voluntary Participant Contribution, subject to the limitations of Section 4.06 and Article V of the Plan:

☐ Yes ☐ No (*"No" is the default provision under the Plan if no selection is made.*)

4. Employer contributions for a Plan Year shall be contributed to the Trust in accordance with the following payment schedule (no later than the 15th day of the tenth calendar month following the end of the calendar year or fiscal year (as applicable depending on the basis on which the Employer keeps its books) with or within which the particular Limitation Year ends, or in accordance with applicable law):

☐ Weekly ☒ Biweekly ☐ Monthly ☐ Annually in: _____
Specify Month

5. Participant contributions for a Plan Year shall be contributed to the Trust in accordance with the following payment schedule (no later than the 15th day of the tenth calendar month following the end of the calendar year or fiscal year (as applicable depending on the basis on which the Employer keeps its books) with or within which the particular Limitation Year ends, or in accordance with applicable law):

☐ Weekly ☒ Biweekly ☐ Monthly ☐ Annually in: _____
Specify Month

6. In the case of a Participant performing qualified military service (as defined in Code section 414(u)) with respect to the Employer:

A. Plan contributions will be made based on differential wage payments:

☐ Yes ☒ No (*"Yes" is the default provision under the Plan if no selection is made.*)

B. Participants who die or become disabled will receive Plan contributions with respect to such service:

☐ Yes ☒ No (*"No" is the default provision under the Plan if no selection is made.*)

VII. EARNINGS

Earnings, as defined under Section 2.09 of the Plan, shall include:

1. Overtime

☐ Yes ☒ No (*"No" is the default provision under the Plan if no selection is made.*)

2. Bonuses

☐ Yes ☒ No (*"No" is the default provision under the Plan if no selection is made.*)

3. Other Pay (specifically describe any other types of pay to be included below)

VIII. ROLLOVER PROVISIONS

1. The Employer will permit Rollover Contributions in accordance with Section 4.13 of the Plan:

☒ Yes ☐ No (*"Yes" is the default provision under the Plan if no selection is made.*)

IX. LIMITATION ON ALLOCATIONS

If the Employer maintains or ever maintained another qualified plan in which any Participant in this Plan is (or was) a participant or could possibly become a participant, the Employer hereby agrees to limit contributions to all such plans as provided herein, if necessary in order to avoid excess contributions (as described in Section 5.02 of the Plan).

1. If the Participant is covered under another qualified defined contribution plan maintained by the Employer, the provisions of Section 5.02(a) through (e) of the Plan will apply unless another method has been indicated below.
 - ☐ Other Method. (Provide the method under which the plans will limit total Annual Additions to the Maximum Permissible Amount, and will properly reduce any Excess Amounts, in a manner that precludes Employer discretion.)

2. The Limitation Year is the following 12 consecutive month period: _____

X. VESTING PROVISIONS

The Employer hereby specifies the following vesting schedule, subject to (1) the Code's vesting requirements in effect on September 1, 1974 and (2) the concurrence of the Plan Administrator. (For the blanks below, enter the applicable percentage – from 0 to 100 (with no entry after the year in which 100% is entered), in ascending order.)

The following vesting schedule may apply to a Participant's interest in his/her Employer Contribution Account. The vesting schedule does not apply to Mandatory Participant Contributions, Rollover Contributions, Voluntary Participant Contributions, Deductible Employee Contributions, Employee Designated Final Pay Contributions, and Employee Designated Accrued Leave Contributions, and the earnings thereon.

Period of Service Completed	Percent Vested
Zero	100 _____ %
One	100 _____ %
Two	100 _____ %
Three	100 _____ %
Four	100 _____ %
Five	100 _____ %
Six	100 _____ %
Seven	100 _____ %
Eight	100 _____ %
Nine	100 _____ %
Ten	100 _____ %

XI. WITHDRAWALS AND LOANS

1. In-service distributions are permitted under the Plan after a Participant attains (select one of the below options):

☒ Normal Retirement Age

☐ Age 70½ ("70½" is the default provision under the Plan if no selection is made.)

☐ Alternate age (after Normal Retirement Age): _____

☐ Not permitted at any age

2. A Participant shall be deemed to have a severance from employment solely for purposes of eligibility to receive distributions from the Plan during any period the individual is performing service in the uniformed services for more than 30 days.

☒ Yes

☐ No (*"Yes" is the default provision under the Plan if no selection is made.*)

3. Tax-free distributions of up to \$3,000 for the direct payment of Qualified Health Insurance Premiums for Eligible Retired Public Safety Officers are available under the Plan.

☒ Yes

☐ No (*"No" is the default provision under the Plan if no selection is made.*)

4. In-service distributions of the Rollover Account are permitted under the Plan, as provided in Section 9.07.

☒ Yes

☐ No (*"No" is the default provision under the Plan if no selection is made.*)

5. Loans are permitted under the Plan, as provided in Article XIII of the Plan:

☒ Yes

☐ No (*"No" is the default provision under the Plan if no selection is made.*)

XII. SPOUSAL PROTECTION

The Plan will provide the following level of spousal protection (select one):

- ☒ 1. Participant Directed Election. The normal form of payment of benefits under the Plan is a lump sum. The Participant can name any person(s) as the Beneficiary of the Plan, with no spousal consent required.
- ☐ 2. Beneficiary Spousal Consent Election (Article XII of the Plan will apply if option 2 is selected). The normal form of payment of benefits under the Plan is a lump sum. Up-on death, the surviving spouse is the Beneficiary, unless he or she consents to the Participant's naming another Beneficiary. (*"Beneficiary Spousal Consent Election" is the default provision under the Plan if no selection is made.*)
- ☐ 3. QJSA Election (Article XVII). The normal form of payment of benefits under the Plan is a 50% qualified joint and survivor annuity with the spouse (or life annuity, if single). In the event of the Participant's death prior to commencing payments, the spouse will receive an annuity for his or her lifetime. (If option 3 is selected, the spousal consent requirements in Article XII of the Plan also will apply.)

XIII. FINAL PAY CONTRIBUTIONS

(Under the Plan's definitions, Earnings automatically include leave cashouts paid by the later of 2½ months after severance from employment or the end of the calendar year. If the Plan will provide additional contributions based on the Participant's final paycheck attributable to Accrued Leave, please provide instructions in this section. Otherwise, leave this section blank.)

The Plan will provide for Final Pay Contributions if either 1 or 2 below is selected. The following group of Employees shall be eligible for Final Pay Contributions:

- ☐ 1. Employees within the Covered Employment Classification identified in section V of the Adoption Agreement.
- ☐ 2. Other. _____

(This must be a subset of the Covered Employment Classification identified in section V of the Adoption Agreement.)

Final Pay shall be defined as (select one):

- ☐ A. Accrued unpaid vacation
- ☐ B. Accrued unpaid sick leave
- ☐ C. Accrued unpaid vacation and sick leave
- ☐ D. Other (insert definition of Final Pay – must be leave that Employee would have been able to use if employment had continued and must be bona fide vacation and/or sick leave):

- ☐ 1. **Employer Final Pay Contribution.** The Employer shall contribute on behalf of each Participant _____% of their Final Pay to the Plan (subject to the limitations of Article V of the Plan).
- ☐ 2. **Employee Designated Final Pay Contribution.** Each Employee eligible to participate in the Plan shall be given the opportunity at enrollment to irrevocably elect to contribute _____% (insert fixed percentage of Final Pay to be contributed) or up to _____% (insert maximum percentage of Final Pay to be contributed) of Final Pay to the Plan (subject to the limitations of Article V of the Plan).

Once elected, an Employee's election shall remain in force and may not be revised or revoked.

XIV. ACCRUED LEAVE CONTRIBUTIONS

The Plan will provide for unpaid Accrued Leave Contributions annually if either 1 or 2 is selected below. The following group of Employees shall be eligible for Accrued Leave Contributions:

- ☐ 1. Employees within the Covered Employment Classification identified in section V of the Adoption Agreement.
- ☐ 2. Other. _____

(This must be a subset of the Covered Employment Classification identified in section V of the Adoption Agreement.)

Accrued Leave shall be defined as (select one):

- ☐ A. Accrued unpaid vacation
- ☐ B. Accrued unpaid sick leave
- ☐ C. Accrued unpaid vacation and sick leave
- ☐ D. Other (insert definition of Accrued Leave that is bona fide vacation and/or sick leave):

- ☐ 1. **Employer Accrued Leave Contribution.** The Employer shall contribute as follows (choose one of the following options):

- ☐ For each Plan Year, the Employer shall contribute on behalf of each eligible Participant the unused Accrued Leave in excess of _____ (insert number of ☐ hours ☐ days ☐ weeks (check one)) to the Plan (subject to the limitations of Article V of the Plan).
- ☐ For each Plan Year, the Employer shall contribute on behalf of each eligible Participant _____ % of unused Accrued Leave to the Plan (subject to the limitations of Article V of the Plan).

- ☐ 2. **Employee Designated Accrued Leave Contribution.**

Each eligible Participant shall be given the opportunity at enrollment to irrevocably elect to annually contribute _____ % (insert fixed percentage of unpaid Accrued Leave to be contributed) or up to _____ % (insert maximum percentage of unpaid Accrued Leave to be contributed) of Accrued Leave to the Plan (subject to the limitations of Article V of the Plan). Once elected, an Employee's election shall remain in force and may not be revised or revoked.

- XV.** The Employer hereby attests that it is a unit of state or local government or an agency or instrumentality of one or more units of state or local government.

- XVI.** The Employer understands that this Adoption Agreement is to be used with only the MissionSquare Retirement Governmental Money Purchase Plan. This MissionSquare Retirement Governmental Money Purchase Plan is a restatement of a previous plan, which was submitted to the Internal Revenue Service for approval on December 31, 2018 and received approval on June 30, 2020.

The Plan Administrator will inform the Employer of any amendments to the Plan made pursuant to Section 14.05 of the Plan or of the discontinuance or abandonment of the Plan. The Employer understands that an amendment(s) made pursuant to Section 14.05 of the Plan will become effective within 30 days of notice of the amendment(s) unless the Employer

notifies the Plan Administrator, in writing, that it disapproves of the amendment(s). If the Employer so disapproves, the Plan Administrator will be under no obligation to act as Administrator under the Plan.

- XVII.** The Employer hereby appoints the ICMA Retirement Corporation, doing business as MissionSquare Retirement, as the Plan Administrator pursuant to the terms and conditions of the MISSIONSQUARE RETIREMENT GOVERNMENTAL MONEY PURCHASE PLAN.

The Employer hereby agrees to the provisions of the Plan.

XVIII. The Employer understands that it must complete a new Adoption Agreement upon first adoption of the Plan. Additionally, upon any modifications to a prior election, making of new elections, or restatements of the Plan, a new Adoption Agreement must be completed. The Employer hereby acknowledges it understands that failure to properly fill out this Adoption Agreement may result in disqualification of the Plan.

XIX. An adopting Employer may rely on an Opinion Letter issued by the Internal Revenue Service as evidence that the Plan is qualified under section 401 of the Internal Revenue Code only to the extent provided in Rev. Proc. 2017-41. The Employer may not rely on the Opinion Letter in certain other circumstances or with respect to certain qualification requirements, which are specified in the Opinion Letter issued with respect to the Plan and in Rev. Proc. 2017-41.

In Witness Whereof, the Employer hereby causes this Money Purchase Plan Adoption Agreement to be executed.

EMPLOYER SIGNATURE & DATE

Signature of Authorized Plan Representative: _____

Print Name: Rita Papp

Title: City Clerk

Attest: _____

Date: ____/____/____.
Month Day Year

For inquiries regarding adoption of the plan, the meaning of plan provisions, or the effect of the Opinion Letter, contact:

MissionSquare Retirement
777 N. Capitol St. NE Suite 600
Washington, DC 20002
800-326-7272

52582-0621-W1303

RESOLUTION FOR A LEGISLATIVE BODY RELATING TO A MONEY PURCHASE PLAN

Resolution of City of Caro (Employer Name).

Plan Number: 10 9176

WHEREAS, the Employer has employees rendering valuable services; and

WHEREAS, the establishment of a money purchase retirement plan benefits employees by providing funds for retirement and funds for their beneficiaries in the event of death; and

WHEREAS, the Employer desires that its money purchase retirement plan be administered by MissionSquare Retirement:

NOW THEREFORE BE IT RESOLVED that the Employer hereby establishes or has established a money purchase retirement plan (the "Plan") in the form of: (Select one)

- ☒ The MissionSquare Retirement Governmental Money Purchase Plan, pursuant to the specific provisions of the Adoption Agreement (executed copy attached hereto).

The plan document provided by the Employer (executed copy attached hereto).

The Plan shall be maintained for the exclusive benefit of eligible employees and their beneficiaries; and

BE IT FURTHER RESOLVED that the Employer hereby adopts the Declaration of Trust of VantageTrust Company dated May 2001, intending this adoption to be operative with respect to any retirement or deferred compensation plan subsequently established by the Employer, if the assets of the Plan are to be invested in the trust created by such Declaration of Trust ("VantageTrust") that provides for the commingled investment of retirement funds.

BE IT FURTHER RESOLVED that the Employer hereby agrees to serve as trustee under the Plan and to invest funds held under the Plan in VantageTrust or in any other qualified investment options for the Plan; and

BE IT FURTHER RESOLVED that the City Clerk
use title of official, not name) shall be the coordinator for the Plan; shall receive reports, notices, etc., from MissionSquare Retirement or VantageTrust; shall cast, on behalf of the Employer, any required votes under VantageTrust; may delegate any administrative duties relating to the Plan to appropriate departments; and

BE IT FURTHER RESOLVED that the Employer hereby authorizes City Clerk
(use title not name) to execute all necessary agreements with MissionSquare Retirement incidental to the administration of the Plan.

I, Rita Papp Clerk of the City (City, County, etc.) of Caro,

do hereby certify that the foregoing resolution proposed by _____

(Council Member, Trustee, etc.) of _____,

was duly passed and adopted by the _____ (Council, Board, etc.) of _____

the (City, County, etc.) of _____ at a regular meeting thereof assembled this

_____ day of _____, 20 _____, by the following vote:

AYES:

NAYS:

ABSENT:

(SEAL)

Clerk of the (City, County, etc.)

**AFFIRMATIVE STATEMENT
FOR ADOPTING A SECTION 401 MONEY PURCHASE PLAN**

Name of Employer: City of Caro State: MI Plan number 10 9176

WHEREAS, the Employer has employees rendering valuable services; and

WHEREAS, the establishment of a money purchase retirement plan serves the interest of the Employer by enabling it to provide reasonable retirement security for its employees, by providing increased flexibility in its personnel management system, and by assisting in the attraction and retention of competent personnel; and

WHEREAS, the Employer hereby adopts or has previously adopted the Declaration of Trust of VantageTrust Company dated May 2001, intending this execution to be operative with respect to any retirement or deferred compensation plan subsequently established, if the assets of the plan are to be invested in the trust created by such Declaration of Trust ("VantageTrust");

NOW THEREFORE, as a duly authorized agent of the Employer, I hereby:

ESTABLISH or REESTABLISH the Employer's 401(a) money purchase plan (the "Plan") in the form of the:

- ☒ MissionSquare Retirement Governmental Money Purchase Plan, pursuant to the specific provisions of the Adoption Agreement (executed copy attached hereto); or

The plan document provided by the Employer (executed copy attached hereto).

SPECIFY that the assets of the Plan shall be held in trust, with the Employer serving as trustee ("Trustee"), for the exclusive benefit of the Plan participants and their beneficiaries. The assets shall be invested in VantageTrust or in other qualified investment options of the Plan ("Plan Assets"), and they shall not be diverted to any other purpose. The Employer's beneficial ownership of Plan Assets shall be held for the further exclusive benefit of the Plan participants and their beneficiaries;

SPECIFY that the City Clerk (title) shall be the coordinator for the Plan; shall receive reports, notices, etc., from MissionSquare Retirement or VantageTrust; shall cast, on behalf of the Employer, any required votes under VantageTrust; may delegate any administrative duties relating to the Plan to appropriate departments; and is authorized to execute all necessary agreements with MissionSquare Retirement incidental to the administration of the Plan; and

AFFIRM that the Employer hereby agrees to serve as Trustee under the Plan.

Date: _____

City Manager
(Title of Designation Agent)

(Signature)

CITY OF CARO

CITY MANAGER
SCOTT R. CZASAK
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
KAREN SNIDER
CITY COUNCIL
EMILY CAMPBELL
BOB ESCHENBACHER
DON HALL
PAMELA ISELER
CHARLOTTE KISH
JILL WHITE

MEMORANDUM

TO: Caro City Council
FROM: City Manager Scott R. Czasak
DATE: Wednesday, February 1, 2023
RE: Agenda Item 6 – Adoption of Master Plan

Members of the Caro City Council,

The City of Caro Planning Commission unanimously adopted a Resolution at their Tuesday, January 24, 2023, meeting sending the draft 2023-2043 City of Caro Master Plan to the City Council for their approval.

This draft before you reflects the draft Master Plan as the Planning Commission voted to adopt and is presented to you for final approval.

Your options for motions are:

1. Adopt a Resolution granting approval to the draft 2023-2043 City of Caro Master Plan and placing it into effect.
2. Move to reject the draft 2023-2043 City of Caro Master Plan and refer the same back to the Planning Commission for further consideration.

RESOLUTION OF ADOPTION

CITY OF CARO, TUSCOLA COUNTY, MICHIGAN CITY OF CARO 2023-2043 MASTER PLAN

WHEREAS the City Council established a Planning Commission to prepare plans for the development of the city, and

WHEREAS the City of Caro Planning Commission has prepared a draft 2023-2043 Master Plan, and

WHEREAS that draft has been reviewed at a public hearing to gather public comments of the residents of the City of Caro and surrounding jurisdictions following notice as required by Michigan Planning Enabling Act, PA 33 of 2008, and

WHEREAS the City of Caro Planning Commission has determined that the plan is appropriate for the future development of the city, and

WHEREAS the City Council reserved for itself final approval of the plan as authorized by Michigan Planning Enabling Act PA 33 of 2008, and

WHEREAS the City of Caro Planning Commission adopted the 2023-2043 Master Plan including all maps and documents included and submitted the plan to the City Council for final approval, and

WHEREAS the City Council agrees that the plan is appropriate the future development of the City of Caro, now.

THEREFORE, BE IT RESOLVED that the City of Caro City Council does hereby approve the City of Caro 2023-2043 Master Plan including all maps and documents and hereby authorizes the submission of copies of the plan as adopted to the surrounding municipalities as required by the Michigan Planning Enabling Act.

Moved by: _____ Yes _____

Supported by: _____ No _____

Mayor

Clerk

Date

City of Caro

Purchasing and Bid Procedure Policy

The following policy for the City of Caro shall govern as there is no state law requiring local units of government to go out for bid for purchaser for any amount.

Purpose:

This policy is designated to serve as a guide for all purchase by the City of Caro. All purchases are ultimately the responsibility of the City Manager as the purchasing agent for the City of Caro. The City Manager may approve or deny in accordance with the provisions of this policy and limitations of the City of Caro budget, unless there is an emergency. The City Manager may authorize purchases of \$5,000.00 (five thousand dollars) or less and shall approve and sign these purchase orders. In the case of an emergency, when necessary to protect the health, welfare, safety and wellbeing of the community, the City Manager may make or authorize expenditures higher than \$5,000.00 (five thousand dollars) and not to exceed any amount of \$25,000.00 (twenty-five thousand dollars) in the event of an emergency.

This policy does not apply to the expenditures made within the City of Caro Downtown Development Authority, which is subject to the provisions contained within Policy and Procedures approved by the Downtown Development Authority.

Department heads shall be responsible for the actual purchasing of their departments, except for certain standard office supplies, which will be purchased through the front office.

Department heads are authorized to spend up to the following limits:

- Director of Development and Strategic Initiatives \$500 (five hundred dollars)
- City Treasurer, City Clerk, Police Chief, Fire Chief \$1,500 (fifteen hundred dollars)
- Department of Public Works Director and Wastewater Treatment Plant Director \$2,500 (twenty-five hundred dollars)
- City Manager \$5,000 (five thousand dollars)

without prior approval of the City Manager, provided the funds are available pursuant to the approved department heads budget for the fiscal year. Department heads will prepare purchase orders for the City Manager's approval and signature if their purchase is over their designated amount. Once approved by the City Manager the purchase order will be provided to the City Clerk, Treasurer or their designee to facilitate payment of invoices.

With every purchase, a reasonable attempt to ensure that the purchases are being made in a manner that ensure that the City is receiving the best value for the money being expended.

Adopted by Council
Policy:

City of Caro

Purchasing and Bid Procedure Policy

Purchase orders are numbered and will be prepared in advance of any purchase. The manager or department heads may have subordinates make purchases. The employee making the purchase, must sign the vendor's sales slip, and the respective department head will verify authorization prior to sending it for payment by reviewing the purchase order. Reasonable effort should be made to ensure that the purchase order number is placed on the invoice.

Section 1 – Purchase Orders

A. Purpose

The purpose of the purchase order system is designated to provide a method to screen purchaser request, to account for the disbursement of funds and keep track of purchases to be delivered. All purchases will require the completion of a purchase order.

B. Guidelines

1. The purchase order is a request for a purchase. The purchase order is authorization to make a purchase that requires a signature from a department head if less than following limits:

- Director of Development and Strategic Initiatives \$500 (Five hundred dollars)
- City Treasurer, City Clerk, Police Chief, Fire Chief \$1,500 (Fifteen hundred dollars)
- Department of Public Works Director and Wastewater Treatment Plant Director \$2,500 (Twenty-five hundred dollars)

or the City Manager if the purchase is greater than \$5,000.00 (five thousand dollars) and less than \$5,000 (five thousand dollars) unless the City Manager is required to approve a purchase that is due to an emergency situation. In the case of an emergency, when necessary to protect the health, welfare, safety and wellbeing of the community, the City Manager may make or authorize expenditures higher than \$5,000.00 (five thousand dollars) and not to exceed any amount of \$25,000.00 (twenty-five thousand dollars) in the event of an emergency.

City of Caro

Purchasing and Bid Procedure Policy

2. A purchase order is the approval of a purchase for a specific item or items, from a specific vendor, at a specified rate. Any significant change in the purchase order may void that purchase order, and the employee making the significant change in the purchase order may be held liable for that purchase. A significant change is a change in vendor, item or items being purchased, or an increase in the per unit cost.

C. Procedure

1. Credit card purchases shall follow the standard procedure as required for all purchases.
2. The manager or department heads may have subordinates make purchases. The employee making the purchase, must sign the vendor's sales slip, and the respective department head will verify authorization prior to sending it for payment by reviewing the purchase order.
3. In emergencies, when necessary to protect the health, welfare, safety and wellbeing of the community, the manager may make or authorize expenditure higher than \$5,000 (five thousand dollars) and not to exceed an amount of \$25,000 (twenty-five hundred dollars) in the event of an emergency.

Section 2 – Bid Policy

This policy will supersede City of Caro Bid Procedure Policy, Policy #10-022, adopted by City of Caro Council on January 18, 2010

A. Purpose

1. Obtaining competitive bids is a method by which the City of Caro can reduce the cost of goods and services through competition.
2. All purchases of goods in an amount higher than \$10,000 (ten thousand dollars) and all contracts for professional services must be approved by the City of Caro Council under the restrictions outlined below.

City of Caro

Purchasing and Bid Procedure Policy

B. Bids

1. A request for proposal (RFP) must be prepared for bids exceeding \$10,000 (ten thousand dollars) and a minimum of three (3) bids must be obtained. A Notice to Bidders is required to be published in one of the City's regular newspapers publications, the City's website and should also be sent to all relevant vendors on the approved Vendor list. The bids must be sealed. The bids will be brought before the City Council with a recommendation for approval.
2. The bid requirements are waived for emergency situations where immediate repairs or purchases are necessary for the continued operations of a specific city department, operation or function. An example of an emergency situation would be a well house, pump, police, or fire vehicle, etc.
3. The department head requesting an item being bid must submit a description of the item or items to be bid, and any specification to be met by those items to the manager, who serves as a purchasing agent for the City of Caro.
4. All bids shall be sent to City Hall, shall be documented as to the time and date received and shall be safeguarded and secured from opening until the time set for the bids are officially opened. A fax or email does not constitute a sealed bid.
5. Bids will be opened on the date specified in the Request for Proposals (RFP) prior to the City Council meeting where the bids are expected to be addresses. The bids will be opened at the City of Caro Municipal Building (City Hall), in the council chambers, by the City Manager and recorded by the City Clerk or their designee.
6. The City Council is not required to accept the lowest bid. The council may reject any and/or all bids or portions of bids submitted. Bids may be awarded as a total package or as an item-to-item basis.
7. If the City Council decides that the bid process is not practical in a given situation, they may waive the requirements of this policy on a majority, roll-call vote. A majority shall consist of four (4) or more affirmative votes.
8. The City of Caro reserves the right to modify any scheduled bidding at its discretion.

City of Caro

Purchasing and Bid Procedure Policy

9. Once council approves a bid award and it is found out that there are add-on's to the final figure and the cost of the bid is now higher than anticipated; the City Manager may decide who is next in line to receive the award and may do so with an amount Not to Exceed 10% (ten percent) of the original award amount. The City Manager may also inform the council of this change by email, or at the next regularly scheduled council meeting.

C. Professional Services

1. Bids and or quotes for professional services must be solicited and Request for Proposals (RFP) prepared for all contracted services, including professional services with the requirements listed below. Please note that bids for professional services does not include the Engineer of Record or the City Attorney.
2. Service contracts may cover a three (3) year period and include cost in increments reflecting each city's fiscal year of the contract. If the term of the contract is expected to be less than three (3) years, then the contract would cover the expected term.
3. At least three (3) quotes will be needed for professional service contracts that exceed \$10,000 (ten thousand dollars) from qualified firms or providers for services within the same scope.

The City Council will approve the expense on a majority roll call vote. Four (4) members voting in the affirmative is required.

4. All contracts must contain the clause that the City may terminate the contract with or without cause at any time, upon written thirty (30) day notice, and that the contractor must turn over any files and information in their possession to the City Manager at the end of that thirty (30) day period.
5. The contract may also contain the clause that the contractor may terminate the contract with or without cause at any time, upon written sixty (60) day notice, under the same conditions as made in item four (4) above.
6. Bids will be opened on the date specified in the Request for Proposal (RFP) prior to the City Council meeting where the bids are expected to be addressed. The bids will be opened at the City of Caro Municipal Building (City Hall), in the council chambers, by the City Manager and recorded by the City Clerk or their designee.

City of Caro

Purchasing and Bid Procedure Policy

7. The City Council is not required to accept the lowest bid. The council may reject any and/or all bids or portions of bids submitted. Bids may be awarded as a total package or as an item-to-item basis.
8. If the City Council decides that the bid process is not practical in a given situation, they may waive the requirements of this policy on a majority, roll call vote. A majority shall consist of four (4) or more affirmative votes.

Exceptions

No bidding is required if the purchase is made through the following:

- The State of Michigan Contract Purchasing Agreement (MiDeal)
- Any public procurement consortium with Cooperative Government Contracts

This policy shall be in effect upon adoption by the City Council and will remain in effect until it is rescinded by the City Council. This policy shall supersede any other policies, procedures or regulations put in place at the time of adoption. Revisions or amendments must be approved by the City Council and must be recorded in writing and maintained with this original policy by the City Clerk. This policy, and all subsequent amendments, will be provided by the City Clerk to all City Council members and to all department heads.

CITY OF CARO

Credit Card Use Policy

Cardholder Responsibilities:

1. Only authorized employees of the City of Caro may use the municipal credit card.
2. Department heads shall be responsible for the actual purchasing of their departments. Department heads authorized monthly credit limit for their City of Caro issued credit card are as follows:
 - Director of Development and Strategic Initiatives \$1,000 (one thousand dollars)
 - City Treasurer, City Clerk, Police Chief, Fire Chief \$2,000 (two thousand dollars)
 - Department of Public Works Director and Wastewater Treatment Plant Director \$5,000 (five thousand dollars)
 - City Manager \$10,000 (ten thousand dollars)

The Purchasing and Bid Procedure Policy must also be followed including the purchase order limits per department head.

3. A municipal credit card may be used for the purchase of goods or services for only official business of the City of Caro.
4. The employee using the credit card must submit receipts, documentation detailing the goods or services purchased, cost, date of the purchase and the official business explanation thereof.
5. Above said receipts and documentation must be submitted to the City Clerk's Office in a timely manner to reconcile against the monthly credit card statement.
6. The employee issued the card is responsible for its protection and custody and shall immediately notify the City Treasurer's Office if the card is lost or stolen.
7. Municipal credit card users must notify vendors or merchants that the credit card transaction should be exempt from Michigan Sales and Use Taxes (IRS Tax Identification #38-6004542) if it is used for the purchase of goods or services in the State of Michigan.
8. The credit card may not be used for cash advances, personal use or any other type of purchase not permitted under the City's Purchasing Policy.
9. Employees must immediately surrender the card upon termination of employment. The City reserves the right to withhold final payroll checks and payout of accrued leave until the card is surrendered.

Internal Control Procedures:

The City Manager is the administrator of this policy and shall be responsible for the issuance and retrieval of assigned municipal credit cards to personnel and generally for overseeing compliance with this policy.

The Treasurer shall be responsible for:

1. Assisting and maintaining record of issuance and retrieval of municipal credit cards and overseeing compliance with this policy.
2. Accounting and payment of expenses. All documentation must accompany invoices before payment is made.
3. Ensuring accuracy of the statement and that activity and account information is noted on the credit card statement for each line of entry.
4. The balance including interest due on an extension of credit under the credit card arrangement shall be paid for within 60 days of the initial statement date.
5. Compliance with State of Michigan records retention requirements for safekeeping of statements and receipts for seven years.

The total combined authorized credit limit of all credit cards issued by the City of Caro shall not exceed 5% of the total budget of the City of Caro for the current fiscal year.

Any employee found guilty of illegal or unauthorized use of a municipal credit card may be subject to penalties allowed by law and/or disciplinary action(s) under the City's Personnel Policies up to and including termination.

Adopted by Council: 05-03-2021

Revised by Council:

Policy #: 21-002

CITY OF CARO

Credit Card User Agreement

Requirements for use of credit card:

1. The credit card is to be used only to make purchases at the request of, and for the legitimate business benefit of, the City of Caro, Michigan.
2. The credit card must be used in accordance with the provisions of the Credit Card Policy established by the City of Caro, as attached hereto.

Violations of these requirements may result in revocation of use privileges. Employees found to have inappropriately used the credit card will be required to reimburse the City of Caro for all costs associated with such improper use through direct payment or payroll deduction. Disciplinary action(s) may be taken per the City's Personnel Policies, up to and including termination. The City of Caro will investigate and commence, in appropriate cases, criminal prosecution against any employee found to have misused the credit card or who violates the provisions of the cardholder agreement.

Credit Card Account Number: _____

Received by: _____
Name (Please Print)

I acknowledge receipt of the attached Credit Card Policy and agree to abide by said Policy.

Signature: _____

Date: _____

(Below, for City Treasurer's Office Use Only)

Credit Card Returned

Authorized Signature: _____

Date: _____

CITY OF CARO

CITY MANAGER
SCOTT R. CZASAK
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
KAREN SNIDER
CITY COUNCIL
EMILY CAMPBELL
BOB ESCHENBACHER
DON HALL
PAMELA ISELER
CHARLOTTE KISH
JILL WHITE

MEMORANDUM

TO: Caro City Council
FROM: City Manager Scott R. Czasak
DATE: Wednesday, February 1, 2023
RE: City Manager's Report

Members of the Caro City Council,

As you can see from this meetings agenda, things have begun to pick up in 2023!

We have a great many things on the horizon in Caro and I am looking forward to being part of them. Since the last City Council meeting I have of course attended to my usual duties and meetings such as the Rotary Club, Planning Commission, and the like, however, there are a few items of note I would like to point out.

I had the pleasure of attending the Ribbon Cutting of Jan's Beauty Cottage and am scheduled to attend the Ribbon Cutting at the Tuscola Tech Center which had to be rescheduled due to the weather. It is good to see a steady stream of new businesses and opportunities emerge within our community.

We have continued work on some of our ongoing projects, most notably the project to develop a new well for the City. After careful consideration and discussion, we believe a path forward has been reached and I will be bringing this Council a contract to start that process as soon as our next meeting. We also settled a couple outstanding issues related to water service and back up wells at the new Caro Psychiatric Hospital, and once the State and I discuss specifics I will have a contract for your review on that matter as well.

I am also pleased to reveal after a month of posting we have some interest in the open Wastewater Superintendent position and if interviewing goes well, we will hopefully have a candidate to bring forward and a contract for Council to sign off on within the month. I am personally hopeful this process works out, because I had to begin considering contingencies and hoped to not need them.

I have been asked to speak to the Caro Exchange Club on Wednesday, and look forward to sharing some of my story and what I want to accomplish as the Caro City Manager with them, as well as get their feedback and answer any questions they might have of me.

Things are looking good going into 2023, and I am ready to move things forward in order to provide the best service for the residents of Caro!

CITY OF CARO

CITY MANAGER
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TO: City Council
FROM: Karen Snider - Mayor
SUBJECT: Mayor's Report
DATE: February 6, 2023

I had the generous opportunity to attend the ribbon cutting for Beyond Health and Wellness located on M-81 across from Walmart in the building previously known as Allure Beauty Shop. They look forward to being a good neighbor to the City of Caro. Inasmuch as their clientele is from several areas, they are confident that this will help bring more people into the city and utilize city stores.

Went to policy committee and enjoyed the good collaboration amongst the group.

Attended Rotary Club twice since last Council meeting and have been working on my blue pin. I received my red pin by giving a talk on moving the city forward. I have completed my first two out of four requirements to receive my blue pin.

Attended ribbon cutting at the beauty salon once called Jan's Beauty Cottage and now known as The Beauty Cottage. Ashlyn Steinmann is a lifelong resident of Caro and is operating the business that was owned and operated by Janet Fullmer.

I attended a meeting with Jim McLoskey from Economic Development and was provided with updates regarding several businesses in the city.

Attended the Planning Commission meeting and the public hearing on the 20-year master plan for the City of Caro.

Went to the Chamber of Commerce meeting and met with the members. Introduced myself and explained goals for the City of Caro.

Attended the open house at the Tuscola Technology Center NEW room.

My congratulations to Council Member White and Council Member Iseler who attended the first series of the Newly Elected Officials Training presented by Michigan Municipal League virtually on January 21st. The class was held at city hall and done by zoom. Topics covered were 1) Introduction of Basic Local Government; 2) Roles and Responsibilities of Elected Officials; 3) Open Meetings Act (OMA); 4) Freedom of

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Information Act (FOIA); 5) Government Finance and 6) Elected Officials Academy Ambassador Panel.

That makes four out of seven council members that completed the first series of classes. Emily Campbell and myself attended the class in December.

The next set of classes are set virtual on February 10-11 or May 19-20 in Bay City in person. The first day is the Elected Officials Academy-Core Weekender and covers Legal Framework, Leadership Roles and Responsibilities, Financial Management and Planning and Zoning. The second day is the Advanced Academy and includes formal presentations about municipal budgeting, understanding financial statements and audits, priority-based budgeting, utility rate settings, ServeMiCity, and funding community projects.

Mayor Karen Snider

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TO: City Council/City Manager
FROM: Rita Papp – City Clerk
SUBJECT: Clerk's Report
DATE: February 6, 2023

- City Manager Scott Czasak and I posted the Director or Wastewater Treatment Services position on Michigan Municipal League, Michigan Water Environment Association, Michigan Rural Water Association, MLive, & Tuscola County Advertiser. Posting deadline was January 31, 2023. We have received 3 applicants of which 1 has been selected for an interview on February 8, 2023.
- Attended Policy Committee Meeting, January 19, 2023.
- Continuously attending Rotary.
- Attending Tuscola County Clerks Association meeting January 19, 2023.
- Emily, Jill, Don, and Pam have expressed interest in attending the MML Elected Officials Academy Virtual Core Weekender, February 10 & 11, 2023. Mayor and Charlotte are interested in attending the In Person training, May 19 & 20, 2023.
- Jana and I are working on auditing employee files for missing documents.
- Senate Bill 13 was passed this week. Presidential Primary will be on February 27, 2024 and going forward it will take place on the fourth Tuesday in February rather than the second Tuesday in March. Big changes regarding elections.