

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

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

**AGENDA APPROVAL**

**PUBLIC COMMENTS/VISITORS:**

**COMMUNICATION:**

1. Tuscola County Scrap Tire Collection
2. State Representative Matthew Bierlein Town Hall – March 20,2023

**CONSENT AGENDA:**

1. Regular Council Meeting Minutes – February 20, 2023
2. Planning Commission Meeting Minutes – January 24, 2023
3. Invoices

**REGULAR AGENDA:**

1. Resignation Letter – Don Hall
2. Mayor Appointment
3. WSP Change Order No. 2 – Well # 6
4. Alley Abandonment Resolution
5. Proposed Budget Timeline for FY 2023-2024

**ITEMS PENDING/POSTPONED:** None

**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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## Rita Papp

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**From:** Renee Francisco <renee@tuscolacounty.org>  
**Sent:** Wednesday, March 1, 2023 2:32 PM  
**To:** Juniata Township Supervisor; Akron Township Treasurer; Matt Koch; Village of Reese Treasurer; City of Vassar Manager; Denmark Township Clerk; Millington Village Clerk; Almer Township Clerk; Elmwood Township Clerk; Novesta Township Supervisor; Wells Township Clerk; Gilford Township Clerk; Koylton Township Clerk; Kim Vaughan; Tuscola Township Clerk; Unionville Village President; Akron Village Clerk; Almer Township Treasurer; City of Caro Mayor; Akron Township Clerk; Tuscola Township Supervisor; City of Vassar Interim Clerk; Wells Township Supervisor; Wisner Township Supervisor; Cass City Village Clerk/Treasurer; Fremont Township Supervisor; Watertown Township Supervisor; Village of Reese Clerk; Arbela Township Supervisor; Village of Reese Manager; Tom Young; Indianfields Township Clerk; Millington Township Supervisor; Vassar Township Clerk; Fremont Township Clerk; Wisner Township Clerk; Millington Township Clerk; Akron Township Supervisor; Millington Township Secretary; Indianfields Township Supervisor; Denmark Township Supervisor; Ellington Township Treasurer; Ellington Township Clerk; Watertown Township Clerk; Fairgrove Township Supervisor; Rita Papp; Elkland Township Treasurer; Koylton Township Supervisor; Thomas Bardwell; Unionville Village Clerk; Kingston Village Clerk; Fairgrove Village Clerk; Bill Lutz; Cass City Village Manager; Novesta Township Clerk; Akron Village Office; Kingston Township Clerk; Fremont Township Treasurer; Columbia Township Clerk; Wells Township Treasurer; Elmwood Township Supervisor; Dayton Township Clerk; Fairgrove Township Clerk; Ellington Township Supervisor; Fairgrove Township Treasurer; Elkland Township Clerk; Mayville Village Clerk; Watertown Township Treasurer; Arbela Township Clerk; Kingston Township Supervisor; Vassar Township Supervisor  
**Cc:** Mike Miller  
**Subject:** Fwd: Tire Collections  
**Attachments:** Tire Agreement 2023.doc; Tire collection application 2023.docx

Good Afternoon,

Please see the memo below from the Recycling Director, Mike Miller, regarding tire collections for this year.

*Renee Francisco*

Financial Coordinator  
Tuscola County Controller's Office  
125 W. Lincoln Street  
Caro, MI 48723  
phone: 989-672-3709

Hello,

We found out last week that we did not receive a Scrap Tire Grant this year. Mosquito Abatement has offered funding for 4 (four) trailers. Like everything else the cost of the trailers has risen so that is limiting the number we can provide. I am thankful that Mosquito helped to provide these trailers.

Because of the late notice by the State this year, our dates available for collections are going to happen late summer/fall. We need you to pick two possible dates for your collection and the

application. Please choose dates no earlier than mid July. If you want anything earlier it won't be approved.

Also because of the late notice, **we will need your application turned in by March 17th.** We only have the ability to fund 4 collections, so priority will be given to those who did not have a collection last year.

If you have any questions please let me know.

Thank you  
Mike Miller

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# Tuscola County Tire Collection Site Agreement 2023

## Background

Tuscola County desires to provide semi trailers to municipalities for the collection of scrap tires. By providing trailers throughout the county, the number of scrap tires can be reduced which will help to reduce tires as a significant breeding ground for mosquitoes.

1. **"Scrap Tires"** shall include the following materials:

- Bicycle tires
- Lawn & yard implement tires
- Motorcycle & ATV tires
- Automobile and light truck tires
- Semi tires
- Tractor tires no larger than 12" wide and 48" in height
- Note: all tires can be on or off the rim

2. **Scope of Services:**

**A. Collection sites.** It is the responsibility of the municipality to inform the County Recycling Coordinator (Mike Miller – 989-672-1673) of the exact location, date and times of when residents will be able to bring tires to the collection site. This must be done when your application is turned in. This information will enable the scheduling of the semi-trailer delivery by the County Recycling Coordinator with CM Rubber in Coleman MI.

**B. Collection dates.** The municipality is responsible for picking their collection date, however the day can only be set on dates that are available for CM Rubber to drop off and pick up the tire trailers. Please have an alternate date picked out in case your first choice is unavailable.

**C. Staffing.** The municipality hosting a trailer will provide sufficient personnel during the collection site's hours of operation. The personnel may be paid employees or approved volunteers of the municipality. Payment for staffing costs is the responsibility of the municipality.

**D. Hours of operation.** The collection site will be open one day only per State of Michigan regulations. The collection site must be open at least four hours per day of site operation or until the trailer is full.

**E. Materials Collected.** For the purpose of this agreement, scrap tires to be collected by the municipality at the collection site shall include any scrap tires that the staff on site can load by hand excluding; tracks, loader tires, airplane tires, golf cart, forestry, logging, earthmover, mining, solid fork truck, and any tractor tires over 12" wide and over 48" high. No tires can remain on site at the end of the collection day.

**ONLY residential tires may be accepted. NO Businesses or Commercial Farms.**

**F. The municipality is responsible for loading tires** and tires only, onto the trailer. No tires can be accepted if they are attached to an axle. Tires must be free of mud, water and debris. If excessive amounts of debris is found on the trailer, the municipality could be charged cleaning

fees. Again, tires on rims are fine, but no; tracks, loader tires, airplane tires, golf cart, forestry, logging, earthmover, mining, solid fork truck, and any tractor tires over 12" wide and over 48" high.

**G. Volume Limits.** Residents are limited to bringing seven (7) tires per vehicle. **No business or commercial tires can be accepted at these collection events.** Any Tuscola County resident may use the collection site. **Proof of residency in Tuscola County is required and verification of such must be completed by municipality staff or volunteers.**

**H. Payment for Collection.** Tuscola County will only pay for one semi trailer per collection event. The municipality will be responsible for any additional costs beyond the single scrap tire collection semi trailer. The municipality will be responsible for turning residents away if the trailer becomes filled before the end of the collection time. Again, no tires may remain on site after the designated collection date per State of Michigan regulations .Any oversized or unacceptable tires that are loaded into the trailer will be an additional cost billed to the municipality.

### **3. Transportation of Materials.**

CM Rubber will provide transportation of the trailer to and from the collection site to their processing centers at no additional cost to the municipality.

### **4. Maintenance.**

It will be the responsibility of the municipality to determine an easily accessible location for the collection site. The municipality must maintain the site by clean up and snow removal when needed. Any trash or unacceptable material left at the collection site will be the responsibility of the municipality to dispose of properly.

### **5. Trailers.**

The municipality is responsible for the protection and care of the trailer while at the collection site. Any damages to the trailer will be the responsibility of the municipality. Municipality shall contact the Recycling Coordinator as soon as possible to report any damage.

### **6. Promotion Material.**

Each municipality is required to promote to the best of their ability the scrap tire collection. The Tuscola County Recycling Facility and Tuscola County Mosquito Abatement program will also help promote scrap tire collection through the use of local media, flyers and brochures. Each collection site will be open to any and all Tuscola County residents. Each municipality must provide a contact person and phone number to help answer calls from residents.

### **7. Training/Education**

Municipalities may contact Tuscola County Recycling for advice on how to properly load the scrap tire collection trailer. Municipalities are encouraged to visit the Tuscola County Recycling Center to observe and tour their year round tire collection program.

### **8. Liability**

The municipality shall have appropriate insurance for injuries or accidents or other liability that may occur at the collection site. The County is not liable for claims that may occur as a result of this program.

### **9. Dates/Location/Contact information**

**ONLY residential tires may be accepted. NO Businesses or Commercial Farms.**

**Applications will be awarded first to municipality's who did not have a collection in the prior year.**

The municipality shall include 2 dates for their collection, the location for the trailer, and the contact information of the person who be responsible for the collection.

Tuscola County Recycling cannot guarantee the dates requested, but will do the best of its ability to provide a trailer on a requested date. If a date is not available, then recycling will contact the municipality to schedule another date,

The contact person will receive a phone call from C.M Rubber to confirm the location of the trailer and delivery date.

**Please fill out the attached application and return it to Tuscola County Recycling at [recycle@tuscolacounty.org](mailto:recycle@tuscolacounty.org).**

**Application dead line is March 17, 2023. There will be a limited amount of trailers. Priority is given to applicants who did not have trailers in 2022.**

## TIRE TRAILER APPLICATION

### APPLICANT INFORMATION

Name:

Current address:

City:

State:

ZIP Code:

Email:

Fax:

### LOCATION INFORMATION

Physical location where tire collection will be held:

Address:

City:

State:

ZIP Code:

Contact person:

Phone # for contact person:

Location of trailer placement at site:

### DATES FOR COLLECTION

Date desired for collection:

Alternate Date for collection:

Collection times from:

to:

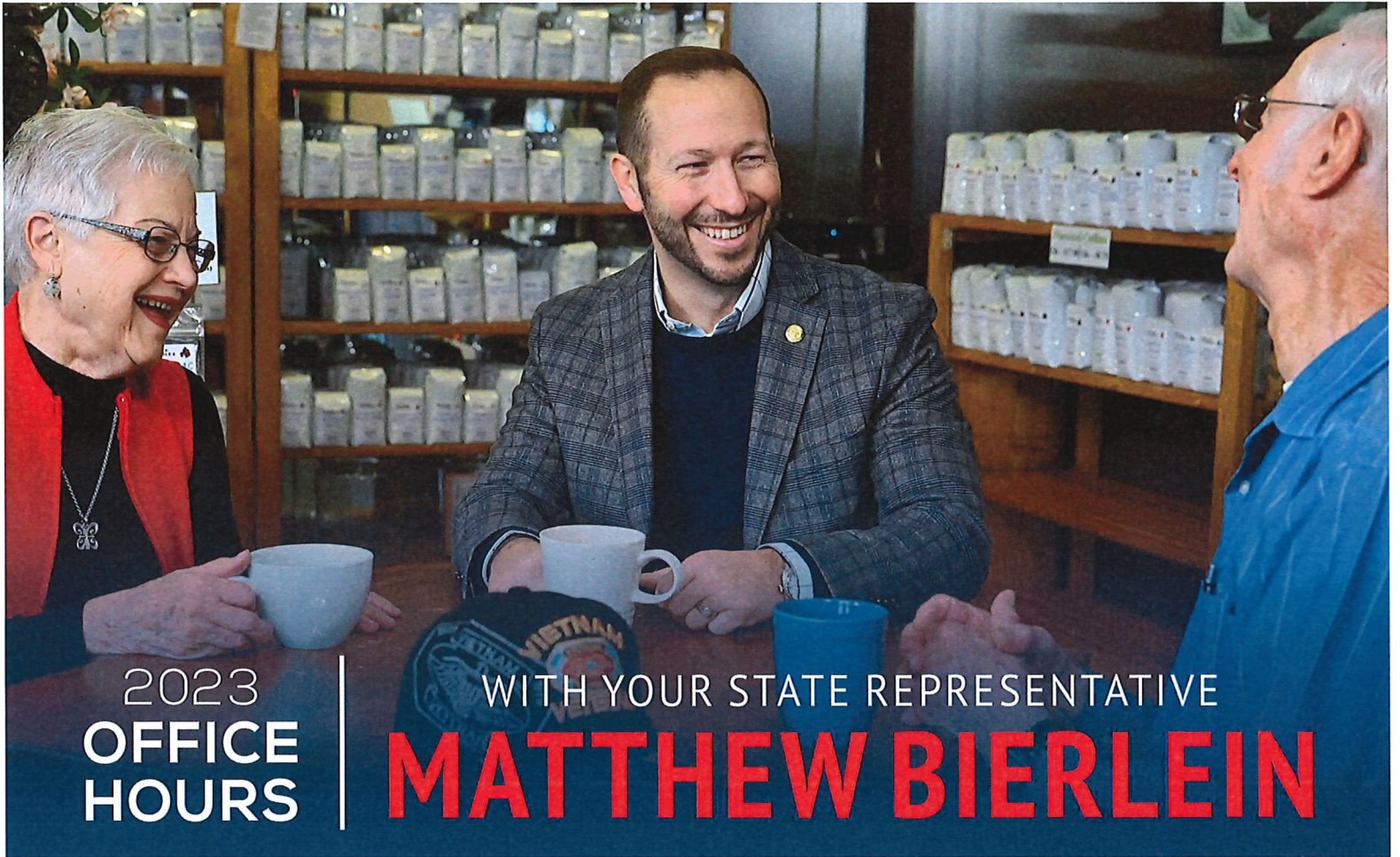
Date approved per tire company:

### SIGNATURES

I authorize the verification of the information provided on this form

Signature of applicant:

Date:



2023  
**OFFICE  
HOURS**

WITH YOUR STATE REPRESENTATIVE  
**MATTHEW BIERLEIN**

## Monday, March 20

**10:30 - 11:30 a.m.**

### **Tuscola County Building**

125 W. Lincoln St. Suite 500  
Caro

**2 - 3 p.m.**

### **Vienna Township**

3400 W. Vienna Road  
Clio

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(517) 373-8962 | [MatthewBierlein@house.mi.gov](mailto:MatthewBierlein@house.mi.gov) | [RepBierlein.com](http://RepBierlein.com)



## CITY OF CARO REGULAR COUNCIL MINUTES

Mayor Karen Snider called the regular meeting of the City Council to order on February 20, 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, Randy Heckroth – Fire Chief/Code Enforcement Officer, Tom Reese – Director of Public Works, Ken Fields – WWTP, Lauren Amellal – Director of Development & Strategic Initiatives and other guests

### AGENDA APPROVAL

#### 23-M-36

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

**Motion Carried.**

**PUBLIC COMMENT/VISITORS:** None

### PRESENTATION

1. Caro Exchange Club – June Kennedy  
June Kennedy presented the Caro Exchange Club annual report to City Council.

### COMMUNICATIONS

1. Charter Communications – Upcoming Changes
2. Caro Farmers Market Report
3. Tuscola Food Access Collaborative Report
4. Tree Planting Project – Rotary
5. Volunteer Project – Frankenmuth Bible Church

### CONSENT AGENDA:

1. Regular Council Meeting Minutes – February 6, 2023
2. DDA Meeting Minutes – February 8, 2023
3. Policy Committee Meeting Minutes – February 13, 2023
4. Invoices
5. 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 – Rita Papp
  - G. Director of Development & Strategic Initiatives Report – Lauren Amellal

#### 23-M-37

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

**Motion Carried.**

**REGULAR AGENDA:** (action required)

1. Banner Request – Heritage Vintage Market – May 8 – 22, 2023

**23-M-38**

**Motion by White, seconded by Campbell to approve the Banner Request from Heritage Vintage Market, May 8 – 22, 2023 pending payment of \$150.00 prior to banner placement.**

**Motion carried.**

2. Contract for Engineering Services – Rowe Engineering

**23-M-39**

**Motion by Eschenbacher, seconded by Campbell to approve and authorize the City Manager to sign the contract with Rowe Professional Services Company for the Drinking Water State Revolving Fund Project Plan – Fiscal Year 2024 under the terms of the contract.**

**Motion carried.**

3. Policy Committee Recommendation – Social Security Number Policy

**23-M-40**

**Motion by White, seconded by Iseler to accept and approve the recommendation from the Policy Committee to adopt the Social Security Number Policy as amended.**

**Motion carried.**

4. DDA Committee Recommendation - Flowers

**23-M-41**

**Motion by White, seconded by Hall to have the City of Caro commit to \$1,500.00 that is already budgeted and complete a budget amendment from the General Fund for an additional \$1,500.00 to match the DDA flower purchase for a total of \$3,000.00. Matter to be brought back to DDA to amend their budget for the additional funds needed.**

**Roll call vote: Campbell – no, Eschenbacher – no, Hall – yes, Iseler – yes, Kish – no, White – yes, Mayor Snider - no**

**Motion failed.**

5. Director of Wastewater Treatment Services Employment Contract

**23-M-42**

**Motion by Eschenbacher, seconded by Kish to approve and authorize the City Manager to sign the contract with David Dienes II as amended, contingent on successful passage of a background check, and a pre-employment physical.**

**Motion carried.**

6. Used Fire Truck Contract

**23-M-43**

**Motion by Eschenbacher, seconded by Iseler to approve the City Manager to sign the sales agreement to purchase a 2009 Pierce Velocity 100' Quint fire truck from Brindlee Mountain Fire Apparatus in the amount of \$375,000.00.**

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

**Motion carried.**

7. Financing Used Fire Truck

23-M-44

**Motion by Eschenbacher, seconded by Campbell to authorize the City Treasurer Perry to finance the 2009 Pierce Velocity 100' Quint with Independent Bank in the amount of \$400,000.00 for 10 years with annual payments starting December 1, 2023, and interest rate to be determined at time of application but not to exceed 5.50%. If the interest rate is higher than 5.50% this will come back to council for approval and to approve City Clerk Papp to sign the loan application.**

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

**Motion carried.**

8. Certificates of Deposits Requests

23-M-45

**Motion by Eschenbacher, seconded by Iseler to approve City Treasurer Perry to close the 2 CD's at Huntington Bank and open 2 new 55 day CD's at Independent Bank at the current interest rate.**

**Motion carried.**

9. CDL Licensing

23-M-46

**Motion by Hall, seconded by Campbell to refer the CDL Licensing matter to the City Manager with instructions to schedule the 4 employees who require a Class B CDL in classes in order to obtain the license without exceeding his \$5,000.00 spending limit as per policy.**

**Roll call vote: Kish – yes, White – yes, Campbell – yes, Eschenbacher – no, Hall – yes, Iseler – no, Mayor Snider – yes.**

**Motion carried.**

10. DPW Parking Lot Quotes

23-M-47

**Motion by Kish, seconded by Campbell to refer the DPW Parking Lot matter to the City Manager with instructions to include the DPW Parking Lot as a project to be addressed in the upcoming budget.**

**Motion carried.**

11. Set Policy Committee Meeting

Policy Committee is scheduled for March 6, 2023 at 5:15 p.m.

**ITEMS PENDING/POSTPONED: None**

**COMMITTEE/LIAISON POSITION REPORTS:**

1. Economic Development Corporation (Mayor Snider) – Had meeting with Steve Erickson for an update on the Blight Elimination Grant.
2. Chamber of Commerce (Manager) – Attended regular meeting. Citizen of the Year Banquet is April 15, 2023. Chamber of Commerce has a new Chamber Manager, Kim Stevenson. Attended the ribbon cutting at Studio J last week. Another ribbon cutting is scheduled for February 26, 2023 at Thumb Meat Market.
3. Downtown Development Authority (Hall) – DDA discussed flowers.

4. Fair Board (Iseler) – Did not attend. Trying to obtain minutes due to Fair Board meeting the same night as Council.
5. Parks & Recreation (White) – Meeting scheduled for February 21, 2023.
6. Planning Commission (Eschenbacher) – No meeting.
7. Tuscola County Board of Commissioners (Kish) – No report.
8. Zoning Board of Appeals (Mayor Snider) – No meeting.
9. Indianfields Township (Hall) – Did not attend.

**Don Hall was excused at 9:13 p.m.**

10. Almer Township (Campbell) – No report.

**MAYOR'S REPORT** – Written report submitted.  
Distributed MML Handbook for Municipal Officials to all Council Members.

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

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

**TREASURER'S REPORT** – Written report submitted.  
Had a Random Act of Kindness from a citizen paying on a struggling customer's account.

**ADDITIONAL PUBLIC COMMENT:**

Randy Heckroth, Fire Chief – Thanked Council for their support and thanked the Caro Police Department for assistance on a rollover accident.

Mayor Snider – Received a written resignation from Don Hall and it will be accepted at the next council meeting.

**23-M-48**

**Motion by Eschenbacher, seconded by Campbell to adjourn the meeting at 9:16 p.m.**

**Motion carried.**



Rita Papp  
City Clerk

City of Caro Planning Commission

Regular meeting held January 24, 2023 called to order at 7:00 p.m. by Chairman Carpenter.

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

Absent: Mike Laethem-excused

Others in Attendance: Scott Czasak- City Manager, Karen Snider-Mayor and Jason Ball - Rowe Engineering.

**Sheardy/Eschenbacher moved to approve the minutes of December 27, 2022 as written. Motion carried.**

No public comment.

**Eschenbacher/Sheardy moved to open the public hearing on the City of Caro Master Plan at 7:02 p.m. Motion carried.**

Jason stated copies of the City of Caro Master Plan were sent to the required local government bodies. No comments have been received.

No public comment.

**Eschenbacher/Sheardy moved to close the public hearing on the City of Caro Master Plan at 7:12 p.m. Motion carried.**

**Sheardy/Eschenbacher moved to approve the Resolution of Adoption of the City of Caro Master Plan. Roll call: unanomous. Motion carried.**

Mike Carpenter excused himself from the table to present the Parking Lot site plan. Art Rollend took over as Chairman.

**Sheardy/Steffen moved to approve the Parking Lot site plan as presented. Motion carried.**

Carpenter resumed the Chair.

**Eschenbacher/Steffen moved to adjourn at 8:03 p.m.**

Respectfully submitted by Denise Steffen, Secretary

## Report Criteria:

Report type: GL detail

Check.Type = {&lt;&gt;} "Adjustment"

GL Period	Check Issue Date	Check Number	Invoice GL Account	Amount
<b>AFLAC</b>				
03/23	03/06/2023	76445	101-000-231-005	629.74
Total AFLAC:				629.74
Total 76445:				629.74
<b>ALS GROUP USA, CORP</b>				
03/23	03/06/2023	76446	590-567-801-000	2,200.00
Total ALS GROUP USA, CORP:				2,200.00
Total 76446:				2,200.00
<b>AMAZON CAPITAL SERVICES</b>				
03/23	03/06/2023	76447	101-301-740-000	70.32
03/23	03/06/2023	76447	101-253-740-000	35.22
03/23	03/06/2023	76447	101-441-776-001	23.95
03/23	03/06/2023	76447	101-172-740-000	6.03
03/23	03/06/2023	76447	101-260-740-000	6.03
03/23	03/06/2023	76447	101-253-740-000	6.03
03/23	03/06/2023	76447	101-301-740-000	6.03
03/23	03/06/2023	76447	101-400-740-000	6.03
03/23	03/06/2023	76447	101-441-776-001	6.03
03/23	03/06/2023	76447	590-567-776-002	21.98
03/23	03/06/2023	76447	590-567-776-002	28.45
03/23	03/06/2023	76447	101-691-740-000	6.03
03/23	03/06/2023	76447	242-728-740-000	6.02
03/23	03/06/2023	76447	536-336-740-000	6.02
03/23	03/06/2023	76447	590-567-776-002	6.02
03/23	03/06/2023	76447	592-557-776-000	6.02
03/23	03/06/2023	76447	596-521-740-000	6.02
03/23	03/06/2023	76447	101-301-744-001	7.99
Total AMAZON CAPITAL SERVICES:				260.22
Total 76447:				260.22
<b>ANDREW ZAMORA</b>				
03/23	03/06/2023	76448	101-000-698-000	207.09
Total ANDREW ZAMORA:				207.09
Total 76448:				207.09
<b>BELL - WASIK, INC.</b>				
03/23	03/06/2023	76449	101-301-930-001	3,117.02

GL Period	Check Issue Date	Check Number	Invoice GL Account	Amount
Total BELL - WASIK, INC.:				3,117.02
Total 76449:				3,117.02
<b>BOUND TREE MEDICAL, LLC</b>				
03/23	03/06/2023	76450	101-652-835-000	824.98
03/23	03/06/2023	76450	536-652-835-000	824.97
03/23	03/06/2023	76450	536-652-835-000	113.58
03/23	03/06/2023	76450	101-652-835-000	113.58
03/23	03/06/2023	76450	536-652-835-000	160.52
03/23	03/06/2023	76450	101-652-835-000	160.52
03/23	03/06/2023	76450	536-652-835-000	32.94
03/23	03/06/2023	76450	101-652-835-000	32.94
Total BOUND TREE MEDICAL, LLC:				2,264.03
Total 76450:				2,264.03
<b>BRIAN NEWCOMB</b>				
03/23	03/06/2023	76451	101-301-744-001	51.78
Total BRIAN NEWCOMB:				51.78
Total 76451:				51.78
<b>CIVICPLUS LLC</b>				
03/23	03/06/2023	76452	661-536-750-001	233.33
03/23	03/06/2023	76452	101-172-750-001	233.33
03/23	03/06/2023	76452	101-260-750-001	233.33
03/23	03/06/2023	76452	101-301-750-001	233.33
03/23	03/06/2023	76452	101-441-750-001	233.33
03/23	03/06/2023	76452	536-336-750-001	233.33
03/23	03/06/2023	76452	590-567-750-001	233.34
03/23	03/06/2023	76452	592-557-750-001	233.34
03/23	03/06/2023	76452	596-521-750-001	233.34
Total CIVICPLUS LLC:				2,100.00
Total 76452:				2,100.00
<b>COMPANION LIFE INSURANCE CO.</b>				
03/23	03/06/2023	76453	101-172-717-000	55.08
03/23	03/06/2023	76453	101-253-717-000	16.96
03/23	03/06/2023	76453	101-260-717-000	20.75
03/23	03/06/2023	76453	101-265-717-000	14.36
03/23	03/06/2023	76453	101-301-717-000	139.65
03/23	03/06/2023	76453	101-371-717-000	6.98
03/23	03/06/2023	76453	592-557-719-000	83.21
03/23	03/06/2023	76453	596-483-719-000	26.63
03/23	03/06/2023	76453	596-521-719-000	6.16
03/23	03/06/2023	76453	661-536-719-000	12.81

GL Period	Check Issue Date	Check Number	Invoice GL Account	Amount
03/23	03/06/2023	76453	590-483-719-000	73.36
03/23	03/06/2023	76453	590-536-719-000	3.08
03/23	03/06/2023	76453	590-567-719-000	209.71
03/23	03/06/2023	76453	590-568-719-000	21.57
03/23	03/06/2023	76453	592-483-719-000	73.36
03/23	03/06/2023	76453	592-536-719-000	3.08
03/23	03/06/2023	76453	203-483-719-000	14.24
03/23	03/06/2023	76453	204-442-719-000	9.25
03/23	03/06/2023	76453	204-483-719-000	14.24
03/23	03/06/2023	76453	242-441-719-000	13.82
03/23	03/06/2023	76453	242-728-719-000	33.98
03/23	03/06/2023	76453	536-336-719-000	40.89
03/23	03/06/2023	76453	101-441-719-000	97.65
03/23	03/06/2023	76453	101-691-719-000	6.16
03/23	03/06/2023	76453	101-748-719-000	31.47
03/23	03/06/2023	76453	202-483-719-000	14.24
03/23	03/06/2023	76453	202-463-719-000	15.41
03/23	03/06/2023	76453	203-463-719-000	18.49
03/23	03/06/2023	76453	101-253-719-000	49.52
03/23	03/06/2023	76453	101-260-719-000	65.46
03/23	03/06/2023	76453	101-265-719-000	36.98
03/23	03/06/2023	76453	101-301-719-000	464.18
03/23	03/06/2023	76453	101-371-719-000	22.51
03/23	03/06/2023	76453	101-410-719-000	13.31
03/23	03/06/2023	76453	592-536-717-000	1.20
03/23	03/06/2023	76453	592-557-717-000	32.32
03/23	03/06/2023	76453	596-483-717-000	8.78
03/23	03/06/2023	76453	596-521-717-000	2.39
03/23	03/06/2023	76453	661-536-717-000	4.19
03/23	03/06/2023	76453	101-172-719-000	17.03
03/23	03/06/2023	76453	536-336-717-000	12.77
03/23	03/06/2023	76453	590-483-717-000	21.95
03/23	03/06/2023	76453	590-536-717-000	1.20
03/23	03/06/2023	76453	590-567-717-000	82.19
03/23	03/06/2023	76453	590-568-717-000	8.38
03/23	03/06/2023	76453	592-483-717-000	21.95
03/23	03/06/2023	76453	203-463-717-000	7.18
03/23	03/06/2023	76453	203-483-717-000	3.99
03/23	03/06/2023	76453	204-442-717-000	3.59
03/23	03/06/2023	76453	204-483-717-000	3.99
03/23	03/06/2023	76453	242-441-717-000	4.69
03/23	03/06/2023	76453	242-728-717-000	10.77
03/23	03/06/2023	76453	101-410-717-000	3.99
03/23	03/06/2023	76453	101-441-717-000	36.71
03/23	03/06/2023	76453	101-691-717-000	2.39
03/23	03/06/2023	76453	101-748-717-000	9.98
03/23	03/06/2023	76453	202-483-717-000	3.99
03/23	03/06/2023	76453	202-463-717-000	5.99
Total COMPANION LIFE INSURANCE CO.:				2,040.16



GL Period	Check Issue Date	Check Number	Invoice GL Account	Amount
Total 76453:				2,040.16
<b>CORELOGIC INC</b>				
03/23	03/06/2023	76454	101-000-224-000	1,173.13
03/23	03/06/2023	76454	101-000-402-000	11.73
Total CORELOGIC INC:				1,184.86
Total 76454:				1,184.86
<b>CSI EMERGENCY APPARATUS, LLC</b>				
03/23	03/06/2023	76455	536-336-970-000	3,130.83
Total CSI EMERGENCY APPARATUS, LLC:				3,130.83
Total 76455:				3,130.83
<b>DIGICOM GLOBAL INC.</b>				
03/23	03/06/2023	76456	536-336-801-000	660.00
Total DIGICOM GLOBAL INC.:				660.00
Total 76456:				660.00
<b>DUNN HARDWARE &amp; SUPPLY, INC.</b>				
03/23	03/06/2023	76457	661-536-776-000	282.64
Total DUNN HARDWARE & SUPPLY, INC.:				282.64
Total 76457:				282.64
<b>ED M FELD EQUIPMENT COMPANY INC</b>				
03/23	03/06/2023	76458	536-336-740-000	950.00
Total ED M FELD EQUIPMENT COMPANY INC:				950.00
Total 76458:				950.00
<b>EMTERRA ENVIRONMENTAL USA CORP</b>				
03/23	03/06/2023	76459	596-521-801-000	16,433.00
Total EMTERRA ENVIRONMENTAL USA CORP:				16,433.00
Total 76459:				16,433.00
<b>EVEAN GUNSELL</b>				
03/23	03/06/2023	76460	661-536-776-000	600.00
Total EVEAN GUNSELL:				600.00
Total 76460:				600.00

GL Period	Check Issue Date	Check Number	Invoice GL Account	Amount
<b>FIRST BANKCARD</b>				
03/23	03/06/2023	76461	536-336-960-000	567.80
03/23	03/06/2023	76461	536-336-960-000	567.80
03/23	03/06/2023	76461	101-101-960-000	420.00
03/23	03/06/2023	76461	242-728-740-005	86.00
03/23	03/06/2023	76461	101-253-960-000	115.54
03/23	03/06/2023	76461	101-441-807-000	13.48
03/23	03/06/2023	76461	592-557-807-000	11.67
03/23	03/06/2023	76461	101-441-807-000	19.50
03/23	03/06/2023	76461	592-557-807-000	10.10
03/23	03/06/2023	76461	592-557-807-000	12.62
03/23	03/06/2023	76461	592-557-807-000	11.69
03/23	03/06/2023	76461	101-301-744-001	66.50
03/23	03/06/2023	76461	536-336-960-000	18.65
03/23	03/06/2023	76461	536-336-960-000	12.43
03/23	03/06/2023	76461	536-336-960-000	57.54
03/23	03/06/2023	76461	536-336-960-000	60.06
03/23	03/06/2023	76461	536-336-960-000	40.00
03/23	03/06/2023	76461	536-336-960-000	309.21
03/23	03/06/2023	76461	536-336-740-000	36.42
03/23	03/06/2023	76461	536-336-740-000	67.93
03/23	03/06/2023	76461	536-336-740-000	789.53
03/23	03/06/2023	76461	536-336-750-000	65.70
03/23	03/06/2023	76461	536-652-835-000	22.11
03/23	03/06/2023	76461	536-652-835-000	95.25
03/23	03/06/2023	76461	536-336-740-000	18.45
03/23	03/06/2023	76461	536-336-740-000	71.98
03/23	03/06/2023	76461	536-336-740-000	29.60
03/23	03/06/2023	76461	536-336-740-000	25.62
Total FIRST BANKCARD:				3,623.18
Total 76461:				3,623.18
<b>HIRSCHMAN OIL SUPPLY INC</b>				
03/23	03/06/2023	76462	661-536-860-000	809.30
03/23	03/06/2023	76462	661-536-860-000	818.20
Total HIRSCHMAN OIL SUPPLY INC:				1,627.50
Total 76462:				1,627.50
<b>HUBBELL, ROTH &amp; CLARK, INC</b>				
03/23	03/06/2023	76463	590-567-801-000	1,628.35
Total HUBBELL, ROTH & CLARK, INC:				1,628.35
Total 76463:				1,628.35
<b>I&amp;C SALES NORTH, INC</b>				
03/23	03/06/2023	76464	590-567-801-000	208.00
03/23	03/06/2023	76464	592-557-801-000	208.00

GL Period	Check Issue Date	Check Number	Invoice GL Account	Amount
Total I&C SALES NORTH, INC:				416.00
Total 76464:				416.00
<b>JERRY MIDDAUGH</b>				
03/23	03/06/2023	76465	536-336-740-000	44.54
Total JERRY MIDDAUGH:				44.54
Total 76465:				44.54
<b>KRISTAL'S HELPING HAND LLC</b>				
03/23	03/06/2023	76466	101-441-801-002	138.34
03/23	03/06/2023	76466	536-336-801-002	54.14
03/23	03/06/2023	76466	101-301-801-002	108.34
03/23	03/06/2023	76466	101-253-801-002	100.28
03/23	03/06/2023	76466	101-253-801-002	100.28
03/23	03/06/2023	76466	101-253-801-002	100.28
03/23	03/06/2023	76466	590-567-801-002	108.34
Total KRISTAL'S HELPING HAND LLC:				710.00
Total 76466:				710.00
<b>LANCE BELL</b>				
03/23	03/06/2023	76467	204-000-672-007	326.25
Total LANCE BELL:				326.25
Total 76467:				326.25
<b>MESSA</b>				
03/23	03/06/2023	76468	101-172-716-000	371.92
03/23	03/06/2023	76468	101-253-716-000	817.06
03/23	03/06/2023	76468	101-260-716-000	335.36
03/23	03/06/2023	76468	101-265-716-000	980.63
03/23	03/06/2023	76468	101-301-716-000	9,462.02
03/23	03/06/2023	76468	101-371-716-000	71.95
03/23	03/06/2023	76468	592-557-716-000	2,206.41
03/23	03/06/2023	76468	596-483-716-000	522.48
03/23	03/06/2023	76468	596-521-716-000	163.44
03/23	03/06/2023	76468	661-536-716-000	208.57
03/23	03/06/2023	76468	101-000-231-010	7,208.50
03/23	03/06/2023	76468	590-483-716-000	822.34
03/23	03/06/2023	76468	590-536-716-000	81.72
03/23	03/06/2023	76468	590-567-716-000	6,805.45
03/23	03/06/2023	76468	590-568-716-000	572.03
03/23	03/06/2023	76468	592-483-716-000	822.34
03/23	03/06/2023	76468	592-536-716-000	81.72
03/23	03/06/2023	76468	203-483-716-000	207.55
03/23	03/06/2023	76468	204-442-716-000	245.16

GL Period	Check Issue Date	Check Number	Invoice GL Account	Amount
03/23	03/06/2023	76468	204-483-716-000	155.95
03/23	03/06/2023	76468	242-441-716-000	81.72
03/23	03/06/2023	76468	242-728-716-000	12.90
03/23	03/06/2023	76468	536-336-716-000	12.90
03/23	03/06/2023	76468	101-410-716-000	38.70
03/23	03/06/2023	76468	101-441-716-000	2,483.80
03/23	03/06/2023	76468	101-691-716-000	163.44
03/23	03/06/2023	76468	202-463-716-000	408.59
03/23	03/06/2023	76468	202-483-716-000	207.55
03/23	03/06/2023	76468	203-463-716-000	490.31
Total MESSA:				36,042.51
Total 76468:				36,042.51
<b>MICHIGAN MUNICIPAL LEAGUE</b>				
03/23	03/06/2023	76469	101-172-801-000	3,293.00
Total MICHIGAN MUNICIPAL LEAGUE:				3,293.00
Total 76469:				3,293.00
<b>MICHIGAN MUNICIPAL LEAGUE</b>				
03/23	03/06/2023	76470	101-101-960-000	120.00
03/23	03/06/2023	76470	101-101-960-000	225.00
Total MICHIGAN MUNICIPAL LEAGUE:				345.00
Total 76470:				345.00
<b>MICHIGAN RURAL WATER ASSOCIATION</b>				
03/23	03/06/2023	76471	592-557-960-000	680.00
Total MICHIGAN RURAL WATER ASSOCIATION:				680.00
Total 76471:				680.00
<b>MICHIGAN STATE FIREMEN'S ASS'N</b>				
03/23	03/06/2023	76472	536-336-960-000	212.67
Total MICHIGAN STATE FIREMEN'S ASS'N:				212.67
Total 76472:				212.67
<b>MOBILE MEDICAL RESPONSE</b>				
03/23	03/06/2023	76473	536-652-835-000	400.00
Total MOBILE MEDICAL RESPONSE:				400.00
Total 76473:				400.00

GL Period	Check Issue Date	Check Number	Invoice GL Account	Amount
<b>MONCHILOV SEWER SERVICE LLC</b>				
03/23	03/06/2023	76474	590-568-970-000	57,575.00
Total MONCHILOV SEWER SERVICE LLC:				57,575.00
Total 76474:				57,575.00
<b>NYE UNIFORM COMPANY</b>				
03/23	03/06/2023	76475	536-336-740-000	80.48
Total NYE UNIFORM COMPANY:				80.48
Total 76475:				80.48
<b>PREMIER SAFETY</b>				
03/23	03/06/2023	76476	536-336-801-000	8.50
Total PREMIER SAFETY:				8.50
Total 76476:				8.50
<b>ROWE PROFESSIONAL SVS COMP.</b>				
03/23	03/06/2023	76477	101-400-801-000	250.00
Total ROWE PROFESSIONAL SVS COMP.:				250.00
Total 76477:				250.00
<b>SAMUEL GAISER</b>				
03/23	03/06/2023	76478	101-652-835-000	88.00
Total SAMUEL GAISER:				88.00
Total 76478:				88.00
<b>SCOTT CZASAK</b>				
03/23	03/06/2023	76479	101-172-956-000	5,000.00
Total SCOTT CZASAK:				5,000.00
Total 76479:				5,000.00
<b>SECURITY LOCK SERVICE</b>				
03/23	03/06/2023	76480	101-265-970-002	4,800.00
03/23	03/06/2023	76480	101-265-970-002	2,325.00
Total SECURITY LOCK SERVICE:				7,125.00
Total 76480:				7,125.00
<b>SMILLIE PLUMBING &amp; HEATING, INC.</b>				
03/23	03/06/2023	76481	592-557-801-000	535.00

GL Period	Check Issue Date	Check Number	Invoice GL Account	Amount
03/23	03/06/2023	76481	592-557-801-000	535.00
Total SMILLIE PLUMBING & HEATING, INC.:				1,070.00
Total 76481:				1,070.00
<b>SNOW WORKS</b>				
03/23	03/06/2023	76482	661-536-776-000	172.00
Total SNOW WORKS:				172.00
Total 76482:				172.00
<b>THUMB CELLULAR</b>				
03/23	03/06/2023	76483	101-301-750-001	68.72
Total THUMB CELLULAR:				68.72
Total 76483:				68.72
<b>TUSCOLA CO. REGISTER OF DEEDS</b>				
03/23	03/06/2023	76484	101-172-801-000	30.00
03/23	03/06/2023	76484	101-172-801-000	30.00
03/23	03/06/2023	76484	101-172-801-000	30.00
03/23	03/06/2023	76484	101-172-801-000	30.00
03/23	03/06/2023	76484	101-172-801-000	30.00
Total TUSCOLA CO. REGISTER OF DEEDS:				150.00
Total 76484:				150.00
<b>TUSCOLA COUNTY</b>				
03/23	03/06/2023	76485	101-257-801-000	2,437.50
Total TUSCOLA COUNTY:				2,437.50
Total 76485:				2,437.50
<b>TUSCOLA COUNTY BPW</b>				
03/23	03/06/2023	76486	390-567-992-001	390,000.00
03/23	03/06/2023	76486	390-567-996-001	19,882.80
Total TUSCOLA COUNTY BPW:				409,882.80
Total 76486:				409,882.80
<b>TUSCOLA COUNTY ROAD COMMISSION</b>				
03/23	03/06/2023	76487	661-536-930-000	117.00
Total TUSCOLA COUNTY ROAD COMMISSION:				117.00

GL Period	Check Issue Date	Check Number	Invoice GL Account	Amount
Total 76487:				117.00
<b>VASSAR BUILDING CENTER INC</b>				
03/23	03/06/2023	76488	536-336-740-000	120.00
Total VASSAR BUILDING CENTER INC:				120.00
Total 76488:				120.00
<b>WITMER PUBLIC SAFETY GROUP</b>				
03/23	03/06/2023	76489	536-336-740-000	249.47
03/23	03/06/2023	76489	536-336-740-000	333.00
03/23	03/06/2023	76489	536-336-740-000	342.36
03/23	03/06/2023	76489	536-336-740-000	211.42
03/23	03/06/2023	76489	536-336-740-000	67.00
03/23	03/06/2023	76489	536-336-740-000	81.70
03/23	03/06/2023	76489	536-336-740-000	232.50
Total WITMER PUBLIC SAFETY GROUP:				1,517.45
Total 76489:				1,517.45
<b>CONSUMERS ENERGY</b>				
02/23	02/27/2023	800020	592-557-921-000	1,366.31
02/23	02/27/2023	800020	592-557-921-000	157.02
02/23	02/27/2023	800020	101-265-921-000	107.37
02/23	02/27/2023	800020	590-567-921-000	10,102.62
02/23	02/27/2023	800020	101-265-921-000	107.37
02/23	02/27/2023	800020	101-265-921-000	2,303.46
02/23	02/27/2023	800020	592-557-921-000	16.00
02/23	02/27/2023	800020	592-557-921-000	16.00
02/23	02/27/2023	800020	101-265-921-000	275.31
Total CONSUMERS ENERGY:				14,451.46
Total 800020:				14,451.46
<b>DTE ENERGY</b>				
03/23	03/01/2023	800021	590-567-920-000	6,257.18
03/23	03/01/2023	800021	101-441-926-000	184.12
03/23	03/01/2023	800021	101-441-926-000	184.75
03/23	03/01/2023	800021	590-568-920-000	310.36
03/23	03/01/2023	800021	592-557-920-000	571.56
03/23	03/01/2023	800021	590-568-920-000	104.05
03/23	03/01/2023	800021	101-265-920-000	1,093.74
03/23	03/01/2023	800021	101-748-920-000	14.89
03/23	03/01/2023	800021	101-441-926-000	21.71
03/23	03/01/2023	800021	101-265-920-000	773.77
03/23	03/01/2023	800021	590-568-920-000	175.37
03/23	03/01/2023	800021	101-691-920-000	14.89
03/23	03/01/2023	800021	590-568-920-000	22.11
03/23	03/01/2023	800021	592-557-920-000	823.73

GL Period	Check Issue Date	Check Number	Invoice GL Account	Amount
03/23	03/01/2023	800021	101-441-926-000	21.85
03/23	03/01/2023	800021	101-697-920-000	30.10
03/23	03/01/2023	800021	204-444-920-000	39.54
03/23	03/01/2023	800021	590-568-920-000	309.83
03/23	03/01/2023	800021	590-568-920-000	81.77
03/23	03/01/2023	800021	592-557-920-000	1,041.28
03/23	03/01/2023	800021	590-568-920-000	344.06
03/23	03/01/2023	800021	590-568-920-000	22.51
03/23	03/01/2023	800021	101-691-920-000	153.10
03/23	03/01/2023	800021	204-444-920-000	77.83
03/23	03/01/2023	800021	101-691-920-000	42.44
03/23	03/01/2023	800021	101-441-926-000	169.88
03/23	03/01/2023	800021	592-557-920-000	6,335.53
03/23	03/01/2023	800021	204-444-920-000	89.81
03/23	03/01/2023	800021	242-728-920-000	566.90
03/23	03/01/2023	800021	101-265-920-000	47.15
03/23	03/01/2023	800021	101-695-920-000	174.87
03/23	03/01/2023	800021	101-748-920-000	26.85
03/23	03/01/2023	800021	101-265-920-000	33.38
Total DTE ENERGY:				20,160.91
Total 800021:				20,160.91
Grand Totals:				605,735.19

Report Criteria:

Report type: GL detail  
 Check.Type = {<>} "Adjustment"



I Don Hall am official

resigning @ the 2-20-23

meeting being my last meeting

Don Hall

Received  
2/20/23  
R. Papp

# 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](http://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, March 1, 2023  
RE: WSP Change Order

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Members of the Caro City Council,

As you are aware, we are currently in the process of developing a new well for the City of Caro's water system, as part of the Drinking Water State Revolving Fund (DWSRF) application discussed at the last meeting. Part of that discussion was to narrow down where the new well would be drilled, after meeting with various stakeholders it was determined to pursue the option of Well 6. As such, the scope of work for WSP USA Environment & Infrastructure, Inc. has been defined more specifically and this work order was sent. This portion of the work will cost \$8,605 and will get us to the next step of the process to get everything in order for the DWSRF request, which this has the possibility of being put in with, depending on EGLE specifics.

This would not change any terms of the already existing contract with WSP, only redefine the scope of work to proceed with this next step in the process.

Your options for motions are:

1. Authorize the City Manager to sign the Change Order from WSP USA Environment & Infrastructure, Inc. and transmit the same.
2. Reject the Change Order and authorize the City Manager to notify WSP USE Environment & Infrastructure, Inc.



WSP USA Environment & Infrastructure, Inc.  
46850 Magellan Drive, Ste. 190  
Novi, Michigan 48377  
T: 248-926-4008  
[www.wsp.com](http://www.wsp.com)

**To:** Scott R. Czasak, MPA  
City Manager  
City of Caro  
317 South State Street  
Caro, Michigan 48723

## Change Order No: 2

**Date:** February 7, 2023  
**Project No.:** 3651220280

**Attention:** Scott Czasak

**Your Contract is amended as follows:** Change Order No. 2 is issued to complete a well isolation request and type I well workplan for a potential well site, identified as the Well 6 site (Subject Site) in the City of Caro.

WSP has already completed preliminary due diligence activities for the Subject Site, in addition to an additional potential well site proximate to the southwest intersection of Deckerville Road and M-24 in Caro, Michigan. These prior activities included the completion of on-site reviews, a Contaminant Source Inventory (CSI) and Adverse Resource Impact (ARI) assessment. Based on this preliminary work it was determined that an isolation reduction from 200-feet to 100-feet from adjacent property boundaries at the Subject Site is desired. Although this type of isolation request is generally submitted after well installation and testing activities, it is proposed that this request be submitted to Michigan's Department of Environment, Great Lakes, and Energy (EGLE) for consideration prior to actual completion of any well installation or testing activities. We have had success submitting such requests in past. As supporting documentation and in support of the isolation request, a workplan for the installation and evaluation of a Type I well at the Subject Site will be prepared.

### **Scope of Work**

The Scope of Work for Change Order No. 2 presented below, is based on discussions with the City of Caro and Rowe Professional Services Company (RPSC).

- Prepare a summary of existing hydrogeologic information for the Subject Site for inclusion in a well isolation reduction request for submittal to EGLE. Also included in the reduction request will be the previously completed CSI and ARI.
- A Type I well installation workplan will also be prepared, in support of the isolation reduction request for submittal to EGLE.
- Attend a meeting with EGLE, Caro and RPSC at the Subject Site to discuss the isolation reduction request and well installation workplan.

**Schedule and Estimates Fees**

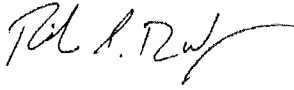
WSP is prepared to begin this project and schedule the work immediately upon receiving authorization. It is anticipated that the Isolation request technical memorandum will be completed within 4-weeks of authorization to proceed. WSP will complete the additional requested scope of work for \$8,605.00 on a time and materials basis in accordance with the attached Fee Schedule. A breakdown of the additional fees is provided below.

<b>Work Item</b>	<b>Cost</b>
Prepare summary of hydrogeologic conditions for Subject Site	\$975
Complete and isolation reduction request memorandum	\$2,700
Prepare a Type I Well Workplan	\$3,950
Attend Site meeting to discuss isolation reduction request	\$780
Reimbursable expenses	\$200
<b>Total Estimated Change Order No. 2 Fees:</b>	<b>\$8,605</b>

No work will be performed outside our initial scope of work and this change order without your verbal or written authorization. If this work order is acceptable, please sign below and return a copy to WSP to authorize the project in accordance with our existing Terms and Conditions previously agreed upon for this project. Please feel free to contact Mark Sweatman at 517.404.7165 if you have any questions.

**WSP USA Environment & Infrastructure**

**City of Caro, Michigan**

By:   
\_\_\_\_\_ 2/7/2023  
Originator  
Rob DeWyre, CPG  
Vice President - Geologist

By: \_\_\_\_\_  
Name & Title

\_\_\_\_\_

\_\_\_\_\_  
Signature Date



**FEE SCHEDULE FOR PROFESSIONAL SERVICES**

	<u>Hourly Rate</u>
<b><u>Engineers, Geologists, Scientists, and Technical Specialists*</u></b>	
Subject Matter Expert	\$235
Principal	\$215
Senior Associate	\$195
Associate	\$180
Project Manager/Senior Professional II/Project Manager	\$160
Senior Professional/Project Manager	\$145
Project Professional II/Project Manager	\$135
Project Professional/Project Manager	\$120
Staff Professional III	\$105
Staff Professional II	\$90
Staff Professional I	\$80
Technical Assistant	\$65
<b><u>Technical Support</u></b>	
Senior Designer	\$110
Senior CADD/GIS Technician	\$120
CADD/GIS Technician	\$85
Researcher/Coordinator	\$75
Administrative/Clerical	\$80
<b><u>Construction Inspection/Administration</u></b>	
Resident Inspector	\$150
Construction Inspector	\$125
Senior Lab/Field Technician II	\$110
Senior Lab/Field Technician I	\$90
Lab/Field Technician II	\$80
Lab/Field Technician I	\$65
<b><u>Expenses</u></b>	
Vehicles	\$1.15 per mile
Subcontractors and Reimbursable Expenses	15%

\* Legal Services - Mediation, Deposition, Court Appearances – hourly rates plus 25%

# CITY OF CARO

CITY MANAGER  
SCOTT R. CZASAK  
CITY CLERK  
RITA PAPP  
CITY TREASURER  
MICHELE PERRY  
CITY ATTORNEY  
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CHARLOTTE KISH  
JILL WHITE

## MEMORANDUM

TO: Caro City Council  
FROM: City Manager Scott R. Czasak  
DATE: Wednesday, March 1, 2023  
RE: Alley Abandonment

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Members of the Caro City Council,

As you are aware, there has been an ongoing issue regarding a toppled garage on a property on State Street and who is responsible for the removal because the garage is built on City property. The property in question was originally platted as an alley but is not currently used as such. After discussions with the City Assessor to obtain a copy of the original plat, current property map research, and consultation with the City Attorney, it was determined the alley in question can be abandoned by the City via a resolution, which is the easiest possible route.

Therefore, if the resolution is adopted we would transmit our intent to abandon to the State, and follow whatever process they require to complete the abandonment. Once complete, the abandoned alley would be split down the middle and added to the adjacent properties.

Your options for motions are:

1. Adopt the Resolution to Vacate Alley in Joseph Gamble Addition, Block 3, as presented.
2. Refer the matter back to the City Manager for other appropriate research or action.

**CITY OF CARO**

**RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION TO VACATE ALLEY IN JOSEPH GAMBLE ADDITION, BLOCK 3**

At a meeting of the City Council of the City of Caro, Tuscola County, Michigan, held at City Hall on the \_\_\_ day of March, 2023, at 7:00 p.m.

Present: \_\_\_\_\_

Absent: \_\_\_\_\_

The following preamble and resolution were offered by \_\_\_\_\_ and seconded by \_\_\_\_\_.

WHEREAS, the City of Caro is authorized by statute to control its streets, alleys, and public ways, and therefore has the authority to vacate streets, alleys, and public ways (MCL 117.4h; *Detroit Edison Co v City of Detroit*, 208 Mich App 26, 33; 527 NW2d 9 (1994)); and

WHEREAS, the City owns an interest in a public alley described on **Exhibit A**, which is located in Block 3 of the Joseph Gamble Addition to the plat of the City of Caro, generally located between Congress Street and Gamble Street (“Alley”); and

WHEREAS, upon information and belief, the Alley was not dedicated to the use of the public for purposes other than pedestrian or vehicular travel, and the Alley is not within 25 meters of a lake or the general course of stream (MCL 560.255a); and

WHEREAS, the Alley is not used for pedestrian or vehicular travel or any other public purposes, and the City desires to vacate the Alley.

NOW, THEREFORE, the City Council of the City of Caro resolves as follows:

1. The City hereby vacates the Alley.
2. The City Clerk or the Clerk’s designee must record a certified copy of this Resolution with the Tuscola County Register of Deeds and send a copy of the recorded Resolution to the Director of the Michigan Department of Labor and Economic Opportunity (formerly known as the Department of Energy, Labor, and Economic Growth).
3. This Resolution takes effect on the date it is recorded with the Register of Deeds, as provided by MCL 560.256.
4. Any resolutions in conflict with this Resolution are hereby repealed to the extent necessary to give this Resolution full force and effect.

YEAS: \_\_\_\_\_

NAYS: \_\_\_\_\_

STATE OF MICHIGAN    )  
   )  
 COUNTY OF TUSCOLA    )

I, Rita Papp, City Clerk of the City of Caro, certify this to be a true and complete copy of Resolution No. \_\_\_\_, adopted at a meeting of the City Council held on the \_\_\_\_ day of March, 2023.

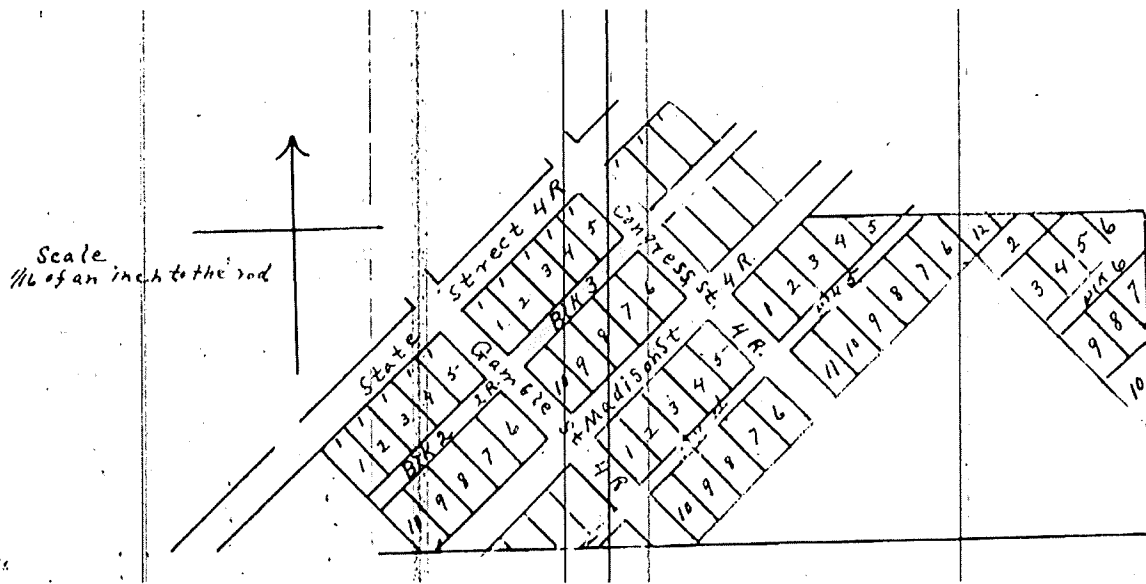
\_\_\_\_\_  
 Rita Papp  
 City Clerk



### EXHIBIT A

Legal description of vacated alley:

Alley located between Congress Street and Gamble Street in Block 3 of Gamble's Addition plat to the City of Caro (formerly the Village of Centerville), Tuscola County, Michigan, as recorded in Liber 21 of Deeds at Page 352, Tuscola County, Michigan, Register of Deeds.



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# CITY OF CARO

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JILL WHITE

**TO:** Scott Czasak, City Manager  
**CC:** Council, Department Heads  
**FROM:** Michele Perry, Treasurer  
**DATE:** February 20, 2023  
**RE:** Proposed Budget Timeline for FY 2023-2024

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February 22, 2023 – Budget/CIP forms sent to Department Heads

March 8, 2023 – Budget/CIP forms due to City Manager & Treasurer

March 28, 2023 – Planning Commission meeting to approve Capital Improvements Plan

March, 29, 2023 (tentative date)– Budget/CIP workshop with City Council

April 5, 2023 (tentative date) – Budget/CIP workshop with City Council

April 17, 2023 (tentative date)– City Manager presents recommended budget to City Council

April 17, 2023 – Set budget public hearing

May 1, 2023 – Budget public hearing and Council adopt budget; adopt millage rate and fee schedule

July 1, 2023 – FY 2023-2024 budget begins

Budget deadlines set by charter:

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

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

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

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**TO: City Council**  
**FROM: Karen Snider – Mayor**  
**SUBJECT: Mayor’s Report**  
**DATE: March 6, 2023**

---

I attended the Parks and Recreation Advisory Committee meeting on February 21, 2023.

On Saturday, February 25, 2023 the City Manager Scott Czasak and myself had the opportunity to attend the “Official” grand opening of Thumb Meat Market at their ribbon cutting located at 200 E. Frank Street.

I went to the Downtown Development Authority’s special meeting on March 1, however they did not have a quorum and only discussion took place. They did receive their upcoming budget worksheets to complete.

Will be attending a new business ribbon cutting and First Dollar event in celebration and welcoming Attorney Jessica Risky and team of Risky Law PLLC on March 3, 2023. The business is located at 215 N. State Street, Suite 2.

While attending Caro Rotary on March 27, the clerk, city manager and myself had the opportunity to hear an amazing presentation given by Dennis Anderson regarding the Thumb Octagon Barn Agricultural Museum located in Gagetown. Although I have been there several times, it was so fascinating to hear the history, mission and vision of this famous barn.

The City Manager and myself attended a meeting with a couple Business Owners and discussed some possibilities for the near future.

As we discussed at the last Council meeting, please don’t forget that Megan Bierlein from Frankenmuth Bible Church is working with the City Manager at doing a large-scale community service project for the Caro community on October 29 and have done these in the past using approximately 400 volunteers. Any ideas for this project needs to be submitted to the City Manager.

Council Member Kish and myself will be attending the May 19-20 classes 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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## MEMORANDUM

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

---

Members of the Caro City Council,

The last two weeks have certainly been eventful ones during my short tenure as your City Manager.

In the last two weeks I have been through two eventful snow storms, the first one led to me deciding to open the office two hours later than usual to allow our DPW crews time to get the City streets cleared so our staff and the public could come to City Hall to do business in a safe manner, this action mirrored what the Tuscola County Court system did, while the County offices closed for the day. I felt given the time the storm ended allowing our crews more time to do their work and still be able to conduct business was better than just shutting down for the day.

The second snowstorm led to the development of a small sinkhole in front of Schall Elementary School. Once MISS DIG gave our DPW the all clear, they were able to repair the sinkhole the same day with a temporary fix which should hold until the weather improves and a more permanent repair can be done.

I also received a correspondence from the Environmental Protection Agency (EPA) regarding some outstanding paperwork to ensure our full compliance with the America's Water Infrastructure Act and the Safe Water Drinking Act. In their correspondence, it was outlined their records of the miscommunication, however, I swiftly corrected this issue and was told I would be receiving a confirming communication from the EPA shortly to ensure our full compliance with the Acts in question.

In addition to my usual meetings with Rotary, staff and Caro citizens, I also had a Department Head meeting where we over the budget process and schedule so we can have our budget approved on time and in balance. I look forward to working with Council during this process, as I know it will allow me to get a deeper understanding of our City's operations, as well as demonstrate to Council how I work through any issues in order to reach a positive solution.

Also, DPW Director Reese and I met with a representative of Huntington Bank to discuss landscaping options in the back parking lot, they volunteered to assume responsibility for the City owned areas, and we verbally agreed as long as it was well kept up. I also attended two ribbon cuttings since my last report, and am scheduled for another one on Friday, March 3<sup>rd</sup>.

Additionally, HRC met with myself and other key staff to further define and move forward with the Wastewater Treatment Plant project, a lot of detail work has to be completed but from the discussion it seems as this project is moving forward towards the May 1<sup>st</sup> deadline to apply for the low interest loans and/or grants which Council discussed when the contract was awarded.

I am also pleased to report we had the Bid opening for our delayed 2022 Sidewalk repair slate, which returned a number of bidders. DPW Director Reese and I will be moving forward with the best bidder in order to develop a contract, with City Attorney review, for Council's approval.

Lastly, on Monday the 27<sup>th</sup> David Dienes officially signed his employment contract, and his background check is ongoing. If all went well his first day should have been Monday, March 6<sup>th</sup>. I look forward to a long and fruitful working relationship with David in his new role as WWTP Director

# CITY OF CARO

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CHARLOTTE KISH  
JILL WHITE

**TO:** City Council/City Manager  
**FROM:** Rita Papp – City Clerk  
**SUBJECT:** Clerk’s Report  
**DATE:** February 20, 2023

---

- Attended Department Head Budget Meeting – February 22, 2023.
- Attended Bid Opening for 2022 Re-Bid Sidewalk Project – February 23, 2023.
- David Dienes II signed his employment contract on February 27, 2023. He is scheduled to start March 6, 2023.
- Continuing to attend Rotary Meetings.
- Attended the DDA Special Meeting – March 1, 2023.
- Planning Commission Meeting cancelled February 28, 2023, due to lack of agenda items.
- Ribbon Cutting is scheduled at 3:00 pm, March 3, 2023 at Risky Law, 215 N. State St.
- Jana will be attending her first year at Clerk’s Institute – March 12 – 17, 2023 and I will be attending my second year, March 19 – 24, 2023. Clerk’s Institute is a 3-year program partnering with Central Michigan University. Upon completion, we will be certified MiPMC (Michigan Professional Municipal Clerks)
- Working on the 2023-2024 Election & Clerk Budget.