

AGENDA
REGULAR MEETING OF THE CARO CITY COUNCIL
February 20, 2023, 6:30 P.M.

CALL TO ORDER (Pledge of Allegiance)

AGENDA APPROVAL

PUBLIC COMMENTS/VISITORS:

PRESENTATION:

1. Caro Exchange Club – June Kennedy

COMMUNICATION:

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 Report – 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

REGULAR AGENDA:

1. Banner Request – Heritage Vintage Market – May 8 – 22, 2023
2. Contract for Engineering Services – Rowe Engineering
3. Policy Committee Recommendation – Social Security Number Policy
4. DDA Committee Recommendation – Flowers
5. Director of Wastewater Treatment Services Employment Contract
6. Financing Used Fire Truck
7. Used Fire Truck Contract
8. Certificates of Deposits Requests
9. CDL Licensing
10. DPW Parking Lot Quotes
11. Set Policy Committee Meeting

COMMITTEE/LIAISON POSITION REPORTS:

1. Economic Development Corporation (Mayor Snider)
2. Chamber of Commerce (Manager)
3. Downtown Development Authority (Hall)
4. Fair Board (Iseler)

5. Parks & Recreation (White)
6. Planning Commission (Eschenbacher)
7. Tuscola County Board of Commissioners (Kish)
8. Zoning Board of Appeals (Mayor Snider)
9. Indianfields Township (Hall)
10. Almer Township (Campbell)

MAYOR'S REPORT – Written report submitted.

MANAGER REPORT – Written report submitted.

CLERK'S REPORT – Written report submitted.

TREASURER'S REPORT – Written report submitted.

ADDITIONAL PUBLIC COMMENTS

ADJOURN

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January 30, 2023



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



Re: Charter Communications - Upcoming Changes

Dear Franchise Official:

This letter will serve as notice that on or around March 1, 2023, Spectrum Mid-America, LLC ("Spectrum"), will launch the following channel on the Vassar, MI channel line-up serving your community.

- **Stellar TV HD** on SPP EB HD Tier, channel 698.

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

If you should you have any questions about this change, please feel free to contact me at (616) 607-2380.

Sincerely,

Derrick Mathis

Derrick Mathis
Manager - State Government Affairs, Michigan
Charter Communications

INCREASING ACCESS

The Caro Farmers Market accepts several food assistance programs such as SNAP EBT. This increases access to locally produced foods for low-income market guests. In 2022 food producers that participated in the Caro Farmers Market received over \$6,000.00 in food assistance dollars.



The Caro Farmers Market supports local service projects. Joining forces with the Tuscola Food Access Collaborative the market collected nonperishable food items and household products that were then distributed on Thumbody busses.

Members of the collaborative also provided food safety programming at the market through the support of a grant from the Michigan Farmers Market Association.

We celebrate being the first market in our region to host a Senior Project Fresh voucher distribution. Participants learned about nutrition from MSUE and received \$25 in vouchers to purchase fresh produce directly from the farmers.

TFAC work will continue to impact the region. In partnership with the Thumb Food Policy Committee a \$1.9 Million dollar grant from the USDA through MDE has been secured to purchase and distribute locally produced food throughout the thumb.

THANK YOU FOR YOUR SUPPORT IN 2022!



City of Caro
Downtown Development Authority
Caro Chamber of Commerce
Caro Area District Library
Tuscola Recycling Center
Caro Gleaners Arbor
Hope Rocks Program
Thumb Behavioral Health
Tuscola Intermediate School District
PBS Kids Delta
NEMSCA

Great Start Tuscola
Caro Garden Club
MSU Extension
Thumb Master Gardeners
Osentoski Reality
Brentwood Graphics
Tuscola County Advertiser
Taste the Local Difference
Thumbody Bus Express
Tuscola Food Access Collaborative
Lasting Impressions Floral
Bell Wasik Buick GMC
Tuscola Relay for Life
Caro Soccer Club
Kid's Closet
Girl Scouts

A special thank you to all of our volunteers, musicians, event sponsors, program partners and of course to the faithful market guests! We appreciate you!

-Lauren, Market Manager

proud member of the:



Annual Report



ECONOMIC IMPACTS

The Caro Farmers Market, located at State Street Square, serves as the centerpiece of downtown Caro. Located in the heart of the Tuscola County, the market averages nearly 800 visitors on any given market day, and over 1,500 on event days.

In 2022 the State Street Square pavilion was home to nearly 100 local businesses, and 25 supporting organizations throughout the market season.

Market vendors reported over \$125,000 dollars in collective sales. Each dollar spent at the Caro Farmers Market directly impacted small businesses and the local economy.

The Downtown Development Authority, the market's host organization also saw an increase in revenue in 2022. With a growing number of vendors and an increase in community events the State Street Square pavilion was utilized over 45 times from April through December!

EVENTS & ATTRACTIONS

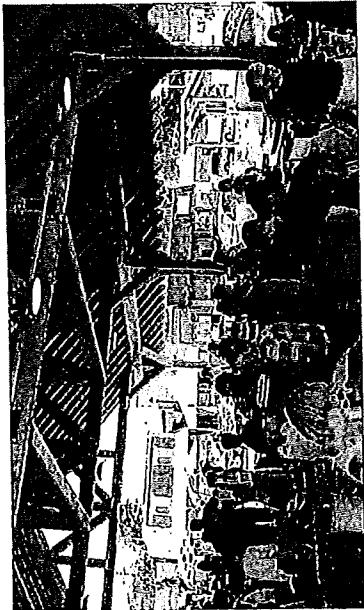
Several special events were held at the State Street Square pavilion including the 1st Annual Spring Fling, and the Modern Mommies Market, Harvest Day Market, Fall Craft Bash, Festive Food Truck Rally and the Candy Cane Lane Farm & Arts Market.

We continued our Family Fun Days, offering no cost, family friendly activities the last Saturday of every month! With the support of local sponsors and volunteers, the market distributed American flags on Flag Day, school supplies in September, held market scavenger hunts, built scarecrows and hosted Main Street Trunk or Treat in October.



Several program partners came together to support the NEW Market Kids Club! Every Tuesday evening a local organization provided no cost activities at the market. Children that participated were awarded weekly with market money tokens!

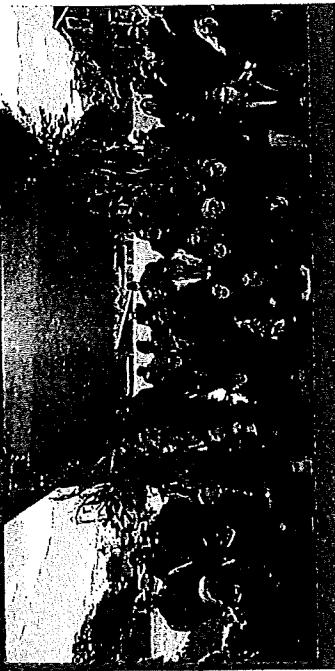
State Street Square was also utilized for the City Master Plan Open House, MIWORKS Resource Fair, the Tuscola Relay for Life, Master Gardener Plant Swaps, and several no cost events hosted by the Caro Area District Library.



DIVERSE GROWTH

The Caro Farmers Market is proud to provide only high-quality goods from local producers and businesses. Our work truly impacts the culture of our community and supports economic development throughout the "Thumb" region.

In 2022 we welcomed a robust variety of vendors to the market. Our offerings grew to include more local farms, more produce, nursery plants, cut flower bouquets, Amish store items, wellness products, local meats and more artisans!



CONTACT US

(989)673-7671 ext. 7

lamellal@carocity.net
State Street Square
238 South State Street
Caro, MI 48723



Fighting Hunger in Rural MI

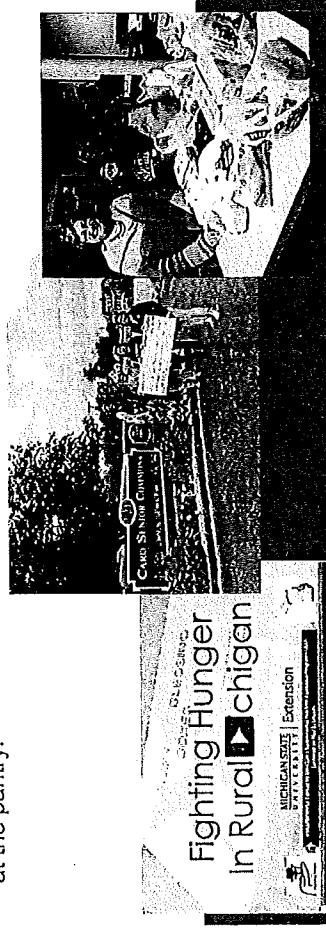
Thumb Blessing Boxes expanded their reach in Tuscola County. There are now 11 Boxes filled with food, personal hygiene products, paper products, etc. placed around the County. Community members who are able are encouraged to donate items to the Boxes to help their neighbors in need. Several local groups have stepped up to look after each Box including, 4-H clubs, Rotary Clubs, Great Start Tuscola, and the Caro Library.

A second Thumb Blessing Box was placed on another Thumbbody Express bus to reach more passengers. In 2022, the Blessing Boxes have been exposed to over 7,800 ride trips.

Tuscola & Huron County 4-H Clubs hosted the second annual Community Service Challenge to collect items for the Thumb Blessing Boxes. During the month of December, a total of 1,219 items and \$1,235 were collected to support the Blessing Boxes and raise awareness of food insecurity. Huron County again won the challenge.

The Thumb Blessing Boxes, and their work with the Tuscola Food Access Collaborative, was featured in a video created by Michigan State University Extension. To view the story and video, visit <https://bit.ly/3hwPnGN>.

Tuscola ISD worked with two food pantries in Tuscola County providing pantry users with education and resources to ensure nutrition security. They distributed 269 food tastings to pantry users, featuring foods found at the pantry.

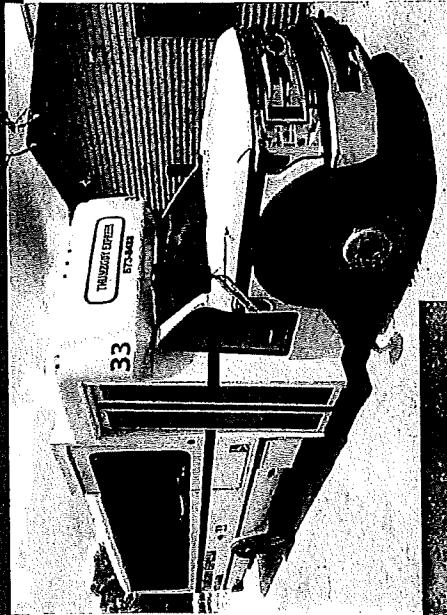


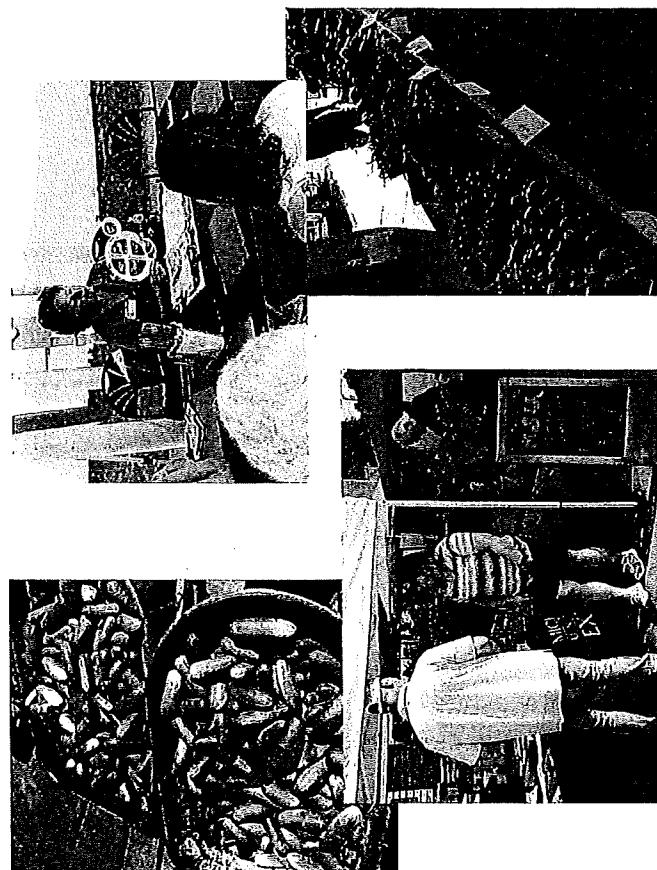
For more information about the Tuscola Food Access Collaborative or how you can get involved, contact:

Karly Creguer
oberski9@msu.edu
989-672-3870

TUSCOLA FOOD ACCESS COLLABORATIVE

2022 Annual Report





Ensuring access to healthy foods for low-income community members

Collaboration is Key

Since its inception in November 2019, the Tuscola Food Access Collaborative has grown to include eight diverse organizations including Michigan State University Extension, Tuscola ISD, Caro Farmers Market, Good Samaritan Food Pantry, Thumb Food Policy Council, Great Start Tuscola, and Human Development Commission. These organizations offer a variety of expertise in the fields of food insecurity, food access, nutrition, food safety, transportation, gardening, and food policy.

Big Project on the Horizon

The Tuscola Food Access Collaborative partnered with the Thumb Food Policy Council to receive a **\$1.9 million grant** from the USDA through Michigan Department of Education to provide last mile food distribution to those most in need. This project will establish a central food hub to house and distribute locally grown food to all corners of the Thumb region. Home-bound seniors and low-income families, who may not have the means to get to food pantries/distributions, will receive healthy food and education.

Working with local farmers, **432 pounds of blue hubbard squash, 102 pounds of cucumbers, and 750 pounds of grapes** were gleaned and donated to food banks, senior living facilities and homeless shelters in Tuscola, Saginaw and Genesee Counties. Recipes and nutrition information were distributed with the food.

In concert with other partners, the Thumb Food Policy Council (TFPC) coordinated volunteer support to distribute **131,000 lbs** of food to the Thumb region, including Tuscola County, utilizing **77 volunteers**.

The Tuscola Food Access Collaborative received a **Community Innovation Award** from the TFPC for their work finding a creative solution to increase access to food utilizing public transportation.

Senior Project FRESH

Senior Project FRESH coupons totaling over **\$6,500 in total food assistance revenue**, supporting **over 25 local farms and food producers!**

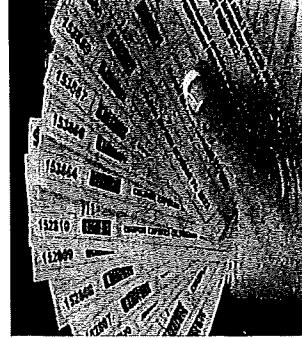
The Caro Farmers market also received a grant to **provide food safety education** from the Michigan Farmers Market Association. Through the support of members of TFAC, the program served **over 1,000 area residents**.



Promoting Nutrition Through Locally Grown Food

MSU Extension was able to distribute **450 Senior Project FRESH coupon books** worth **\$25 each** low-income senior residents in Tuscola County, at a total **value of \$11,250**. Coupons were used to buy Michigan grown fruits and vegetables.

The Caro Farmers Market accepts SNAP benefits, WIC Project FRESH and Senior Project FRESH coupons. These programs expand access to locally produced foods for low-income community members. In 2022, local food producers have received nearly **\$5,900 in SNAP food assistance revenue, \$190 in WIC Project Fresh and over \$500 from**



From: Connection <connection@frankenmuthbible.com>
Date: February 7, 2023 at 3:49:13 PM EST
To: Karen Snider <ksnider@carocity.net>
Subject: Caro Community Service Project

Mayor Snider,

My name is Megan Bierlein from Frankenmuth Bible Church. I am the Connection Director here and our church is looking to do a large-scale community service project for the Caro community on October 29th of this year. We have done these in the past with nearly 400 volunteers while partnering with local cities such as Flint, Bridgeport, and Vassar. We have already been in contact with the Caro City Manager, Scott Czasak who is on board.

I am wondering if you may have some ideas for different projects we can do on October 29th in your city. For example, this could be certain elderly individuals in need of yardwork or raking of leaves, community-utilized areas needing cleanup or maintenance, or even any structures that could use a fresh coat of paint.

I have left a message with the Region VII Area Agency on Aging to see if they can get me a list of elderly individuals, but I think you may have a better idea of who those individuals may be.

Looking forward to hearing back from you. You can email me or call me at 989-325-1787.

All for Christ,

Megan Bierlein
Connection Director
Frankenmuth Bible Church
connection@frankenmuthbible.com

CITY OF CARO REGULAR COUNCIL MINUTES

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

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

Absent: None

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

AGENDA APPROVAL

23-M-24

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

Motion Carried.

PUBLIC COMMENT/VISITORS: None

PRESENTATIONS:

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

COMMUNICATIONS: None

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

23-M-25

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

Motion Carried.

REGULAR AGENDA: (action required)

1. Banner Request – Tuscola Behavioral Health Systems – Mental Health Month, May 1-15, 2023

23-M-26

Motion by Kish, seconded by Eschenbacher to approve the Banner Request – Tuscola Behavioral Health Systems – Mental Health Month, May 1-15, 2023.

Motion carried.

2. Banner Request – Tuscola Behavioral Health Systems – Suicide Prevention Month, August 31, 2023 – September 14, 2023

23-M-27

Motion by Kish, seconded by Campbell to approve the Banner Request – Tuscola Behavioral Health Systems – Suicide Prevention Month, August 31, 2023 – September 14, 2023.

Motion carried.

3. MSU Extension Contract

23-M-28

Motion by Hall, seconded by Campbell to authorize the City Manager to sign the contract with MSU Extension for a 4-H Program Instructor under the terms of the contract.

Motion carried.

4. Hubbell, Roth & Clark, Inc. Agreement for the Provision of Limited Professional Services

23-M-29

Motion by Kish, seconded by Eschenbacher 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.

Motion carried.

5. Mission Square Retirement Amendments

23-M-30

Motion by Hall, seconded by Kish 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.

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

Motion carried.

6. Planning Commission recommendation - Resolution for the Adoption of Master Plan 2023-2043

23-M-31

Motion by Eschenbacher, seconded by White to approve and adopt a Resolution granting approval to the draft 2023-2043 City of Caro Master Plan and placing it into effect.

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

Motion carried.

7. Finance Committee recommendations for 1st & 2nd Quarter Financials

23-M-32

Motion by Kish, seconded by Eschenbacher to approve the Finance Committee recommendations for 1st & 2nd Quarter Financials.

Motion carried.

8. Policy Committee recommendation - Purchasing/Bid Policy

23-M-33

Motion by White, seconded by Hall to approve and adopt the Policy Committee recommendation – Purchasing/Bid Policy as presented.

Motion carried.

9. Policy Committee recommendation - Credit Card Policy

23-M-34

Motion by White, seconded by Iseler to approve and adopt the Policy Committee recommendation – Credit Card Policy as presented.

Motion carried.

10. Set Policy Committee Meeting

Policy Committee is scheduled for February 13, 2023, at 4:00 p.m.

ITEMS PENDING/TABLED:

1. CDL Licensing
2. DPW Parking Lot

COMMITTEE/LIAISON POSITION REPORTS: None

MAYOR'S REPORT – Written report submitted

MANAGER'S COMMENTS – Written report submitted
Verbal addition – closing on his house Friday.

CLERK'S REPORT – Written report submitted

ADDITIONAL PUBLIC COMMENT: None

23-M-35

Motion by Kish, seconded by Campbell to adjourn the meeting at 7:35 p.m.

Motion carried.



Rita Papp
City Clerk

CITY OF CARO DOWNTOWN DEVELOPMENT AUTHORITY

February 8, 2023 at 12:00 p.m.

Council Chambers

Chairman Mike Bauerschmidt called the DDA meeting to order on February 8, 2023, at 12:03 p.m. in the Council Chambers.

Present: Chairman Mike Bauerschmidt, Evan Osentoski, Thomas Bardwell, Ross Downing, Randy Whittaker & Councilor Don Hall

Absent: Richard Ransford, Rick Farris, Megan Bartolowits

Others: Scott Czasak, City Manager, Rita Papp, City Clerk, Karen Snider, Mayor, Lauren Amellal, Director of Development, Jim McLoskey, EDC, Jill White, City Council & other guests.

PUBLIC COMMENT:

Jim McLoskey, EDC – New business will be opening next to Thumb Meat Market, “Willow Birch Therapy”. Revitalization funds will be used to start up this business. Brownfield Phase 1 & 2 balance is down to less than \$100.00, Tuscola County received a regional grant from the State of Michigan for \$250,000.00. One of 7 counties selected. Land Bank Authority grant has been submitted for the City of Caro. LEAD Tuscola Steering Committee has selected Rita Papp, City Clerk as their secretary.

Karen Snider, Mayor – Commented on missing the DDA group.

APPROVAL OF MINUTES: – November 9, 2022

Motion by Whittaker, seconded by Osentoski to approve the minutes of November 9, 2022, as presented. Motion carried.

COMMUNICATIONS:

1. Tuscola Food Access Annual Report
2. Caro Farmers Market Annual Report
3. Memo from City Treasurer – Blight Elimination & CDBG
4. Director of Development Monthly Report – January 2023

BUSINESS ITEMS:

1. DDA Flower Estimate

Estimate provided from End of the Lane Greenhouse for flower baskets, \$25.00/each.

Presentation provided by Councilor Jill White with approximate prices from Abeles Greenhouse for flowerpots, \$95.00 for empty pots, \$120.00-\$135.00 for flowers = Total cost \$215.00 - \$230.00 each and asked DDA for support to purchase 24 complete pots.

Motion by Hall, seconded by Downing to recommend to Council the proposed contribution of \$3,000.00 from DDA for the purchase of 24 new flowerpots from Abele's Greenhouse as presented by Councilor Jill White and ask Council to supplement funds.

Motion carried.

2. City of Caro/DDA Employee Partnership Discussion

Scott Czasak, City Manager presented the proposed idea of DDA being their own entity going forward & developing their own policies. Discussion followed. Chairman Bauerschmidt to develop a committee to review budget before next meeting. Chairman Bauerschmidt appointed Evan Osentoski, Ross Downing, and Randy Whittaker to the committee.

3. DDA 2023

Scott Czasak – City Manager and Lauren Amellal – Director of Development discussed a DDA Façade Program. Also, a potential building rental was discussed. Discussion followed. Chairman Bauerschmidt will discuss these items in the committee formed.

ADDED AGENDA ITEM:

1. Argus Farm Stop Training, “How to Start a Farm Shop”

Motion by Whittaker, seconded by Hall to approve Lauren Amellal, Director of Development to attend the Argus Farm Stop Training, “How to Start a Farm Shop” in the amount not to exceed \$600.00 and authorize Scott Czasak, City Manager to sign purchase order.

Motion carried.

FINANCIAL REPORT: None Provided

OLD BUSINESS:

1. Way Finding Signs

Parks and Recreation Committee did not meet in January. Matter to be brought back at next meeting.

Motion by Whitaker, seconded by Hall to adjourn the meeting at 1:13 p.m.

Motion carried.



Rita Papp
City Clerk

CITY OF CARO POLICY COMMITTEE MINUTES

Policy Chair Jill White called the Policy Committee meeting to order on February 13, 2023, at 4:02 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, Michele Perry – City Treasurer, & Mayor Karen Snider

PUBLIC COMMENT/VISITORS: None

BUSINESS ITEMS:

1. Social Security Number Policy

Scott Czasak – City Manager presented the Social Security Number Policy to the Policy Committee for their review. Discussion followed.

Motion by Campbell, seconded by Iseler to recommended to Council the Social Security Number Policy for approval.

Motion carried.

Adjournment

Motion by Campbell, seconded by Iseler to adjourn the meeting at 4:14 p.m.

Motion carried.



Rita Papp
City Clerk

Report Criteria:

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

GL Period	Check Issue Date	Check Number	Invoice GL Account	Amount
CARO AREA DISTRICT LIBRARY				
02/23	02/10/2023	76395	101-000-226-000	39,755.45
Total CARO AREA DISTRICT LIBRARY:				
Total 76395:				
CARO COMMUNITY SCHOOLS				
02/23	02/10/2023	76396	101-000-224-000	137,885.44
02/23	02/10/2023	76396	101-000-224-000	150,942.00
Total CARO COMMUNITY SCHOOLS:				
Total 76396:				
CARO TRANSIT AUTHORITY				
02/23	02/10/2023	76397	101-000-222-001	53,172.07
Total CARO TRANSIT AUTHORITY:				
Total 76397:				
TUSCOLA COUNTY TREASURER				
02/23	02/10/2023	76398	101-000-223-000	2,345.37
02/23	02/10/2023	76398	101-000-222-000	1,529.99
02/23	02/10/2023	76398	101-000-228-000	106.35
02/23	02/10/2023	76398	101-000-228-000	69.38
02/23	02/10/2023	76398	101-000-227-000	117,469.20
Total TUSCOLA COUNTY TREASURER:				
Total 76398:				
TUSCOLA INTERMEDIATE SCHOOL				
02/23	02/10/2023	76399	101-000-225-000	113,296.28
Total TUSCOLA INTERMEDIATE SCHOOL:				
Total 76399:				
ADVANCE AUTO PARTS				
02/23	02/20/2023	76400	661-536-776-000	168.83
02/23	02/20/2023	76400	590-567-776-000	266.76
Total ADVANCE AUTO PARTS:				
Total 76400:				

GL Period	Check Issue Date	Check Number	Invoice GL Account	Amount
AIR ADVANTAGE LLC				
02/23	02/20/2023	76401	242-728-801-000	58.00
02/23	02/20/2023	76401	661-536-750-001	25.00
02/23	02/20/2023	76401	101-172-750-001	25.00
02/23	02/20/2023	76401	101-260-750-001	25.00
02/23	02/20/2023	76401	101-301-750-001	100.00
02/23	02/20/2023	76401	101-441-750-001	100.00
02/23	02/20/2023	76401	536-336-750-001	25.00
02/23	02/20/2023	76401	590-567-750-001	100.00
02/23	02/20/2023	76401	592-557-750-001	25.00
02/23	02/20/2023	76401	596-521-750-001	25.00
Total AIR ADVANTAGE LLC:				508.00
Total 76401:				508.00
AMAZON CAPITAL SERVICES				
02/23	02/20/2023	76402	101-441-776-001	35.96
02/23	02/20/2023	76402	590-567-740-000	35.96
02/23	02/20/2023	76402	592-557-776-000	35.97
02/23	02/20/2023	76402	101-253-740-000	20.69
02/23	02/20/2023	76402	101-101-740-000	27.98
02/23	02/20/2023	76402	101-172-740-000	62.06
02/23	02/20/2023	76402	590-567-776-001	145.96
02/23	02/20/2023	76402	101-301-742-000	16.99
02/23	02/20/2023	76402	101-301-742-000	274.80
02/23	02/20/2023	76402	101-172-740-000	.66
02/23	02/20/2023	76402	101-260-740-000	.66
02/23	02/20/2023	76402	101-253-740-000	.66
02/23	02/20/2023	76402	101-301-740-000	.66
02/23	02/20/2023	76402	101-400-740-000	.66
02/23	02/20/2023	76402	101-441-776-000	.67
02/23	02/20/2023	76402	101-691-740-000	.67
02/23	02/20/2023	76402	242-728-740-000	.67
02/23	02/20/2023	76402	536-336-740-000	.67
02/23	02/20/2023	76402	590-567-776-000	.67
02/23	02/20/2023	76402	592-557-776-000	.67
02/23	02/20/2023	76402	596-521-740-000	.67
02/23	02/20/2023	76402	101-265-776-000	28.42
02/23	02/20/2023	76402	101-265-776-000	67.83
02/23	02/20/2023	76402	101-301-960-000	19.98
02/23	02/20/2023	76402	101-301-740-000	96.38
02/23	02/20/2023	76402	101-253-740-000	16.14
02/23	02/20/2023	76402	592-557-776-000	4.70
02/23	02/20/2023	76402	592-557-776-000	31.00
02/23	02/20/2023	76402	101-172-740-000	.88
02/23	02/20/2023	76402	101-260-740-000	.87
02/23	02/20/2023	76402	101-253-740-000	.87
02/23	02/20/2023	76402	590-567-776-000	.87
02/23	02/20/2023	76402	592-557-776-000	.87
02/23	02/20/2023	76402	596-521-740-000	.87
02/23	02/20/2023	76402	101-301-740-000	.87

GL Period	Check Issue Date	Check Number	Invoice GL Account	Amount
02/23	02/20/2023	76402	101-400-740-000	.87
02/23	02/20/2023	76402	101-441-776-000	.87
02/23	02/20/2023	76402	101-691-740-000	.87
02/23	02/20/2023	76402	242-728-740-000	.87
02/23	02/20/2023	76402	536-336-740-000	.87
02/23	02/20/2023	76402	590-567-776-002	169.99
Total AMAZON CAPITAL SERVICES:				1,109.25
Total 76402:				1,109.25
BELL - WASIK, INC.				
02/23	02/20/2023	76403	101-301-930-001	239.99
02/23	02/20/2023	76403	101-301-930-001	368.79
Total BELL - WASIK, INC.:				608.78
Total 76403:				608.78
BRIGHTSPEED				
02/23	02/20/2023	76404	590-567-853-000	69.76
02/23	02/20/2023	76404	592-557-853-000	69.76
Total BRIGHTSPEED:				139.52
Total 76404:				139.52
CARO RENTAL				
02/23	02/20/2023	76405	203-463-776-000	23.58
02/23	02/20/2023	76405	202-463-776-000	23.59
Total CARO RENTAL:				47.17
Total 76405:				47.17
CHARTER COMMUNICATIONS				
02/23	02/20/2023	76406	101-691-750-000	69.98
Total CHARTER COMMUNICATIONS:				69.98
Total 76406:				69.98
CITY OF CARO				
02/23	02/20/2023	76407	101-441-922-000	1,043.79
02/23	02/20/2023	76407	101-691-922-000	24.48
02/23	02/20/2023	76407	101-265-922-000	30.48
02/23	02/20/2023	76407	101-265-922-000	136.21
02/23	02/20/2023	76407	101-748-922-000	12.24
02/23	02/20/2023	76407	101-748-922-000	12.24
02/23	02/20/2023	76407	536-336-922-000	204.03
02/23	02/20/2023	76407	101-748-922-000	20.40
02/23	02/20/2023	76407	101-748-922-000	24.48

CITY OF CARO

Check Register - Council Meeting
Check Issue Dates: 2/7/2023 - 2/20/2023Page: 4
Feb 16, 2023 02:01PM

GL Period	Check Issue Date	Check Number	Invoice GL Account	Amount
02/23	02/20/2023	76407	590-567-922-000	907.49
02/23	02/20/2023	76407	101-748-922-000	20.40
			Total CITY OF CARO:	2,436.24
			Total 76407:	2,436.24
DON GILBERG				
02/23	02/20/2023	76408	536-336-740-000	48.09
02/23	02/20/2023	76408	536-336-740-000	20.88
			Total DON GILBERG:	68.97
			Total 76408:	68.97
DTE ENERGY				
02/23	02/20/2023	76409	101-441-926-000	4,785.54
02/23	02/20/2023	76409	590-568-920-000	23.15
02/23	02/20/2023	76409	590-568-920-000	86.62
02/23	02/20/2023	76409	590-568-920-000	20.67
			Total DTE ENERGY:	4,915.98
			Total 76409:	4,915.98
DUNN HARDWARE & SUPPLY, INC.				
02/23	02/20/2023	76410	592-557-776-000	92.96
02/23	02/20/2023	76410	590-567-776-000	92.96
02/23	02/20/2023	76410	661-536-776-000	92.96
			Total DUNN HARDWARE & SUPPLY, INC.:	278.88
			Total 76410:	278.88
EMTERRA ENVIRONMENTAL USA CORP				
02/23	02/20/2023	76411	596-521-801-000	1,576.80
02/23	02/20/2023	76411	596-521-801-000	20,404.11
			Total EMTERRA ENVIRONMENTAL USA CORP:	21,980.91
			Total 76411:	21,980.91
FBI-LEEDA				
02/23	02/20/2023	76412	101-301-960-000	50.00
			Total FBI-LEEDA:	50.00
			Total 76412:	50.00
FOSTER, SWIFT, COLLINS & SMITH, PC				
02/23	02/20/2023	76413	101-172-801-000	406.00
02/23	02/20/2023	76413	101-101-801-000	4,500.00

GL Period	Check Issue Date	Check Number	Invoice GL Account	Amount
02/23	02/20/2023	76413	101-260-801-000	275.00
02/23	02/20/2023	76413	101-691-801-000	175.00
			Total FOSTER, SWIFT, COLLINS & SMITH, PC:	5,356.00
			Total 76413:	5,356.00
GAMBLES DO IT BEST HARDWARE				
02/23	02/20/2023	76414	592-557-776-000	5.05
02/23	02/20/2023	76414	101-265-776-000	53.94
02/23	02/20/2023	76414	101-265-776-000	82.43
02/23	02/20/2023	76414	101-265-776-000	15.78
02/23	02/20/2023	76414	661-536-776-000	50.30
02/23	02/20/2023	76414	101-265-776-000	16.99
02/23	02/20/2023	76414	592-557-776-000	64.47
02/23	02/20/2023	76414	592-557-776-000	22.49
			Total GAMBLES DO IT BEST HARDWARE:	311.45
			Total 76414:	311.45
HAMMOND DRIVES & EQUIP INC				
02/23	02/20/2023	76415	661-536-776-000	260.86
			Total HAMMOND DRIVES & EQUIP INC:	260.86
			Total 76415:	260.86
HIRSCHMAN OIL SUPPLY INC				
02/23	02/20/2023	76416	590-567-860-000	308.98
02/23	02/20/2023	76416	592-557-860-000	202.07
02/23	02/20/2023	76416	661-536-860-000	650.43
			Total HIRSCHMAN OIL SUPPLY INC:	1,161.48
			Total 76416:	1,161.48
HOLLOWAY FIRE PROTECTION INC				
02/23	02/20/2023	76417	536-336-740-000	51.00
			Total HOLLOWAY FIRE PROTECTION INC:	51.00
			Total 76417:	51.00
HONEYWELL INC				
02/23	02/20/2023	76418	101-265-801-000	5,680.53
			Total HONEYWELL INC:	5,680.53
			Total 76418:	5,680.53

GL Period	Check Issue Date	Check Number	Invoice GL Account	Amount
KRISTAL'S HELPING HAND LLC				
02/23	02/20/2023	76419	101-441-801-002	138.34
02/23	02/20/2023	76419	536-336-801-002	54.14
02/23	02/20/2023	76419	101-301-801-002	108.34
02/23	02/20/2023	76419	101-260-801-002	100.28
02/23	02/20/2023	76419	101-172-801-002	100.28
02/23	02/20/2023	76419	101-253-801-002	100.28
02/23	02/20/2023	76419	590-567-801-002	108.34
Total KRISTAL'S HELPING HAND LLC:				710.00
Total 76419:				710.00
MICHIGAN DOWNTOWN ASSOCIATION				
02/23	02/20/2023	76420	242-733-960-000	200.00
Total MICHIGAN DOWNTOWN ASSOCIATION:				200.00
Total 76420:				200.00
MICHIGAN RURAL WATER ASSOCIATION				
02/23	02/20/2023	76421	592-557-801-000	680.00
02/23	02/20/2023	76421	590-567-801-000	467.50
Total MICHIGAN RURAL WATER ASSOCIATION:				1,147.50
Total 76421:				1,147.50
MML WORKERS' COMP FUND				
02/23	02/20/2023	76422	101-172-721-000	3,637.00
Total MML WORKERS' COMP FUND:				3,637.00
Total 76422:				3,637.00
MOBILE MEDICAL RESPONSE				
02/23	02/20/2023	76423	101-652-801-000	23,750.00
Total MOBILE MEDICAL RESPONSE:				23,750.00
Total 76423:				23,750.00
NYE UNIFORM COMPANY				
02/23	02/20/2023	76424	536-336-740-000	250.08
02/23	02/20/2023	76424	536-336-740-000	159.70
02/23	02/20/2023	76424	536-336-740-000	95.20
02/23	02/20/2023	76424	536-336-740-000	159.70
Total NYE UNIFORM COMPANY:				664.68
Total 76424:				664.68

GL Period	Check Issue Date	Check Number	Invoice GL Account	Amount
PARAGON LABORATORIES				
02/23	02/20/2023	76425	592-557-801-000	75.00
			Total PARAGON LABORATORIES:	75.00
			Total 76425:	75.00
R&R TECHNICAL SERVICES				
02/23	02/20/2023	76426	101-172-801-000	95.00
02/23	02/20/2023	76426	101-253-801-000	47.50
02/23	02/20/2023	76426	101-260-801-000	47.50
02/23	02/20/2023	76426	101-301-801-000	71.25
02/23	02/20/2023	76426	101-441-801-000	71.25
02/23	02/20/2023	76426	536-336-801-000	23.75
02/23	02/20/2023	76426	101-101-801-000	30.00
02/23	02/20/2023	76426	101-301-801-000	45.00
02/23	02/20/2023	76426	101-253-801-000	2.50
02/23	02/20/2023	76426	101-260-801-000	2.50
02/23	02/20/2023	76426	590-567-801-000	5.00
02/23	02/20/2023	76426	101-101-801-000	90.00
02/23	02/20/2023	76426	101-260-801-000	37.50
02/23	02/20/2023	76426	101-301-801-000	15.00
02/23	02/20/2023	76426	101-441-801-000	30.00
02/23	02/20/2023	76426	536-336-801-000	15.00
02/23	02/20/2023	76426	590-567-801-000	15.00
02/23	02/20/2023	76426	592-557-801-000	30.00
02/23	02/20/2023	76426	590-567-853-000	20.45
02/23	02/20/2023	76426	592-557-853-000	20.45
02/23	02/20/2023	76426	596-483-853-000	20.45
02/23	02/20/2023	76426	661-536-853-000	55.00
02/23	02/20/2023	76426	101-172-801-000	45.00
02/23	02/20/2023	76426	101-253-801-000	37.50
02/23	02/20/2023	76426	101-301-853-000	20.45
02/23	02/20/2023	76426	202-483-853-000	20.45
02/23	02/20/2023	76426	203-483-853-000	20.45
02/23	02/20/2023	76426	204-483-853-000	20.45
02/23	02/20/2023	76426	242-728-853-000	55.00
02/23	02/20/2023	76426	536-336-853-000	55.00
02/23	02/20/2023	76426	101-253-853-000	27.50
02/23	02/20/2023	76426	101-260-853-000	27.50
02/23	02/20/2023	76426	101-371-853-000	20.50
02/23	02/20/2023	76426	101-410-853-000	20.45
02/23	02/20/2023	76426	101-441-853-000	20.45
02/23	02/20/2023	76426	101-748-853-000	20.45
02/23	02/20/2023	76426	590-567-801-000	47.50
02/23	02/20/2023	76426	592-557-801-000	47.50
02/23	02/20/2023	76426	596-521-801-000	23.75
02/23	02/20/2023	76426	101-265-801-000	42.00
02/23	02/20/2023	76426	101-691-801-000	15.00
02/23	02/20/2023	76426	101-172-853-000	55.00

GL Period	Check Issue Date	Check Number	Invoice GL Account	Amount
02/23	02/20/2023	76432	590-567-853-000	11.43
02/23	02/20/2023	76432	592-557-853-000	11.43
			Total THUMB CELLULAR:	306.72
			Total 76432:	306.72
THUMB COOLING & HEATING LLC				
02/23	02/20/2023	76433	590-568-776-000	99.95
			Total THUMB COOLING & HEATING LLC:	99.95
			Total 76433:	99.95
TRI-COUNTY EQUIPMENT				
02/23	02/20/2023	76434	661-536-776-000	2.68
			Total TRI-COUNTY EQUIPMENT:	2.68
			Total 76434:	2.68
TUSCOLA COUNTY ADVERTISER				
02/23	02/20/2023	76435	101-172-900-000	195.00
02/23	02/20/2023	76435	101-172-900-000	195.00
02/23	02/20/2023	76435	101-260-900-000	65.00
02/23	02/20/2023	76435	101-172-900-000	195.00
02/23	02/20/2023	76435	101-260-900-000	25.00
02/23	02/20/2023	76435	101-172-900-000	195.00
02/23	02/20/2023	76435	101-260-900-000	208.00
02/23	02/20/2023	76435	101-172-900-000	195.00
02/23	02/20/2023	76435	101-260-900-000	208.00
02/23	02/20/2023	76435	101-260-900-000	65.00
02/23	02/20/2023	76435	101-172-900-000	195.00
02/23	02/20/2023	76435	101-260-900-000	208.00
02/23	02/20/2023	76435	101-172-900-000	25.00
02/23	02/20/2023	76435	101-172-900-000	195.00
02/23	02/20/2023	76435	101-260-900-000	208.00
02/23	02/20/2023	76435	101-172-900-000	195.00
02/23	02/20/2023	76435	101-172-900-000	195.00
02/23	02/20/2023	76435	101-260-900-000	702.00
			Total TUSCOLA COUNTY ADVERTISER:	3,469.00
			Total 76435:	3,469.00
TUSCOLA COUNTY EQUALIZATION & GIS				
02/23	02/20/2023	76436	101-172-801-000	225.00
			Total TUSCOLA COUNTY EQUALIZATION & GIS:	225.00
			Total 76436:	225.00

GL Period	Check Issue Date	Check Number	Invoice GL Account	Amount
TUSCOLA COUNTY HEALTH DEPT.				
02/23	02/20/2023	76437	590-567-801-000	105.00
			Total TUSCOLA COUNTY HEALTH DEPT.:	105.00
			Total 76437:	105.00
TUSCOLA COUNTY ROAD COMMISSION				
02/23	02/20/2023	76438	661-536-930-000	156.00
			Total TUSCOLA COUNTY ROAD COMMISSION:	156.00
			Total 76438:	156.00
TUSCOLA COUNTY TREASURER				
02/23	02/20/2023	76439	101-253-801-000	110.48
02/23	02/20/2023	76439	101-000-425-005	110.00
02/23	02/20/2023	76439	101-000-425-003	207.50
			Total TUSCOLA COUNTY TREASURER:	427.98
			Total 76439:	427.98
UIS SCADA				
02/23	02/20/2023	76440	590-567-801-000	2,124.00
			Total UIS SCADA:	2,124.00
			Total 76440:	2,124.00
UNIFIRST CORPORATION				
02/23	02/20/2023	76441	101-265-776-000	23.90
02/23	02/20/2023	76441	536-336-740-000	28.75
02/23	02/20/2023	76441	590-567-776-000	21.64
02/23	02/20/2023	76441	101-265-776-000	21.00
02/23	02/20/2023	76441	101-265-776-000	28.00
			Total UNIFIRST CORPORATION:	123.29
			Total 76441:	123.29
USA BLUEBOOK				
02/23	02/20/2023	76442	592-557-776-000	419.56
02/23	02/20/2023	76442	592-557-776-000	402.00
02/23	02/20/2023	76442	101-265-776-000	297.29
02/23	02/20/2023	76442	592-557-776-000	361.37
02/23	02/20/2023	76442	592-557-776-000	36.58
			Total USA BLUEBOOK:	712.80
			Total 76442:	712.80

GL Period	Check Issue Date	Check Number	Invoice GL Account	Amount
W W WILLIAMS				
02/23	02/20/2023	76443	590-567-801-000	500.00
			Total W W WILLIAMS:	500.00
			Total 76443:	500.00
WITMER PUBLIC SAFETY GROUP				
02/23	02/20/2023	76444	536-336-740-000	386.37
			Total WITMER PUBLIC SAFETY GROUP:	386.37
			Total 76444:	386.37
			Grand Totals:	725,085.59

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
EMILY CAMPBELL
BOB ESCHENBACHER
DON HALL
PAMELA ISELER
CHARLOTTE KISH
JILL WHITE

To: Caro City Council, Caro City Manager
From: Brian Newcomb, Chief of Police
Regarding: Month end report, January, 2023
Date: February 6, 2023

POLICE REPORTS

Police Complaints received for January 2023-215 dispatched complaints

Comparison-
December 2022-185 dispatched complaints
November 2022- 175 dispatched
January 2022-182 dispatched complaints

MILEAGE

January 2023-3,692 miles

GASOLINE

January 2023-307.66 gallons

Abandoned Vehicle	2
Alarm	15
Animal at Large/dog bite	1
Animal Cruelty	
Armed Robbery	
Arson	
Assault/domestic	6
Assist to MSP within city limits	3
Assist to TUSH within city limits	5
Assist to other PD within city limits	3
Assist to DPW	
Assist to CARO FIRE	
Assist to MMR	3
Assist to DHHS	
Attempt to locate	
Attempt suicide	
Barking Dog	
Background Check	
Blight	
Bond Condition Violation/Arrest	2
Breaking and Entering	1
Bullying	
Civil dispute	9
Child Neglect/abuse	2
Commercial Sex	
Counterfeit Bills	
Credit Card fraud	1
Criminal Sexual Conduct	
Curfew Violation	
Disorderly Person	3
Dog left in vehicle	
Drug Overdose	
Eavesdropping	
Embezzlement	
Emotionally Disturbed	1
Escape	
Extortion	
False Police Report	
Felonious Assault	
Fight In progress	

Fireworks	
Flee and Elude	1
Found/lost Property	
Forgery	
Fraud	2
Fugitive	
General Non-Criminal	3
Harassment	1
Health and Safety	
Hit and Run PDA	
Homicide or attempted	1
Homeless	
I D Theft	
Illegal Burn	
Indecent Exposure	
Injury crash	2
Intimidation/threats	
Illegal Dumping	
Keys locked in Vehicle	
Kidnapping	
Larceny	
Larceny from Auto	
Liquor Inspection	15
Liquor Violations	
Littering	
Malicious Destruction	1
Mental Pickup Order	
Mental Health call	4
Minor in Possession	16
Misdemeanor Traffic-OWI	1
Misdemeanor Traffic-No Insurance	
Misdemeanor Traffic-DWLS	
Misdemeanor Traffic-reckless driving	1
Misdemeanor Traffic-No Registration	31
Missing Person	1
Motorist Assist	
Mutual Aid calls ** See Below**	3
Narcotics	2
Natural Death Invest	
Noise	2

Obscenity	
Open Door	1
Overdose-drugs	1
PDA-traffic crash	15
Parking violation	3
Parole Violation	1
PPO Violation	
Probation Violation	1
Prowler	
Public Relations	
Resist/Obstruct officer	1
Retail Fraud	5
Runaway (juvenile)	1
Stalking	2
Sex Offense (other)	
Stolen Gun recovered	
Suicide	
Suicidal Person	1
Suspicious Person	2
Suspicious Situation	3
Terrorist Threat	
Threats-school violence	
Threats	1
Tobacco violation	
Trespass	1
Traffic Policing	9
UDAA (Vehicle Theft)	1
Uttering and Publishing	1
Vehicle Inspection	
Vehicle Inspection	
Verbal Domestic	7
Warrant arrests	6
Weapons Violations	
Wellness Check	5
911 Hangup	

TOTALS 212

3654 N Main Street in Akron	TUSH	domestic	violence
1989 Luder Rd with a domestic violence	TUSH		
Kingston Road near Lanway Road for a report of 30 people fighting		TUSH	
5670 Bay City Forestville Rd in Unionville	TUSH	domestic	violence

VEHICLE MAINTENANCE RECORD FOR CAR 1

VEHICLE MAINTENANCE RECORD FOR CAR 2

YEAR	2013	MAKE:	FORD	MODEL:	SUV	LICENSE:	VIN NO.	1FM5K8AR0DGC06925				
	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23
TOTAL MAINTENANCE COSTS												
Enter Starting Vehicle Mileage	110,076											
Enter Vehicle Mileage at End of Month	110,297											
Monthly Mileage Totals	221	0	0	0	0	0	0	0	0	0	0	0
Total Mileage for Year	221											
Maintenance Cost Per Mile	\$6.16											
TYPE OF SERVICE												
Oil & Filter Change												
Transmission Fluid & Filter												
Engine Coolant												
Cooling System Flush												
Tire Repair or Replacement												
Tire Rotation or Balance												
Hose Replacement												
Brake Repair												
Engine Tune-Up												
Front End Alignment												
Power Steering / Brake Fluid												
A/C or Heater Repair												
Replace Belts												
Electrical Repairs												
Battery Replacement												
Battery Cables / Terminals												
Headlights or Light Bulbs												
Windshield Wiper Blades												
Wash & Wax												
Miscellaneous Service												
TOTAL MONTHLY MAINTENANCE COSTS	\$1,362.02	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL												\$1,362.02

VEHICLE MAINTENANCE RECORD FOR CAR 3

TOTAL MAINTENANCE COSTS		YEAR:	2017	MAKE:	FORD	MODEL:	SUV	LICENSE:	VIN NO:	1FM5K8AR3HGC07315			
		Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23
Enter Starting Vehicle Mileage	52,817												
Enter Vehicle Mileage at End of Month	54,534												
Monthly Mileage Totals	1,717												
Total Mileage for Year	1,717												
Maintenance Cost Per Mile	\$0.00												
VEHICLE MAINTENANCE COSTS													
TYPE OF SERVICE													
Oil & Filter Change													
Air Filter Change													
Fuel Filter Change													
Transmission Fluid & Filter													
Cooling System Flush													
Engine Coolant													
Tire Rotation or Balance													
Hose Replacement													
Brake Repair													
Engine Tune-Up													
Front End Alignment													
Power Steering / Brake Fluid													
A/C or Heater Repair													
Replace Belts													
Electrical Repairs													
Battery Replacement													
Battery Cables / Terminals													
Headlights or Light Bulbs													
Windshield Wiper Blades													
Wash & Wax													
Miscellaneous Service													
TOTAL MONTHLY MAINTENANCE COSTS		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL													
Tire Size=245/55R18													
MILLARS TIRES BAY CITY													

VEHICLE MAINTENANCE RECORD FOR CAR 464

TOTAL MAINTENANCE COSTS		YEAR:	2019	MAKE:	DODGE	MODEL:	DURANGO	LICENSE:	023X394	VIN NO:	1C4RDJF61KC708488		
Enter Starting Vehicle Mileage	15,147	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23
Enter Vehicle Mileage at End of Month	15,855	708	0	0	0	0	0	0	0	0	0	0	0
Monthly Mileage Totals	708												
Total Mileage for Year	708												
Maintenance Cost Per Mile	\$0.09												

TYPE OF SERVICE

Air Filter Change	\$65.96
Fuel Filter Change	
Transmission Fluid & Filter	
Cooling System Flush	
Engine Coolant	
Tire Repair or Replacement	
Tire Rotation or Balance	
Hose Replacement	
Brake Repair	
Engine Tune-Up	
Front End Alignment	
Power Steering / Brake Fluid	
A/C or Heater Repair	
Replace Belts	
Electrical Repairs	
Battery Replacement	
Battery Cables / Terminals	
Headlights or Light Bulbs	
Windshield Wiper Blades	
Wash & Wax	
Tie Rods/Alignment	
Miscellaneous Service	
Tow/Wrecker Service	
TOTAL MONTHLY MAINTENANCE COSTS	\$65.96
Muffler	\$0.00
Tow/Wrecker Service	\$0.00
Miscellaneous Service	\$0.00
Tie Rods/Alignment	\$0.00
Windshield Wiper Blades	\$0.00
Wash & Wax	\$0.00
Headlights or Light Bulbs	\$0.00
Battery Cables / Terminals	\$0.00
Battery Replacement	\$0.00
Electrical Repairs	\$0.00
Replace Belts	\$0.00
A/C or Heater Repair	\$0.00
Power Steering / Brake Fluid	\$0.00
Front End Alignment	\$0.00
Tire Rotation or Balance	\$0.00
Tire Repair or Replacement	\$0.00
Hose Replacement	\$0.00
Brake Repair	\$0.00
Engine Tune-Up	\$0.00
Cooling System Flush	\$0.00
Engine Coolant	\$0.00
Fuel Filter Change	\$0.00
Air Filter Change	\$0.00
Enter Starting Vehicle Mileage	15,147
Enter Vehicle Mileage at End of Month	15,855
Monthly Mileage Totals	708
Total Mileage for Year	708
Maintenance Cost Per Mile	\$0.09

VEHICLE MAINTENANCE RECORD FOR CAR 465

TOTAL MAINTENANCE COSTS		YEAR:	2022	MAKE	CHEVY	MODEL	1500	LICENSE	VIN/NO	3GCPDKE1N655811		
Enter Starting Vehicle Mileage	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23
Enter Vehicle Mileage at End of Month	0	0	0	0	0	0	0	0	0	0	0	0
Monthly Mileage Totals	0	0	0	0	0	0	0	0	0	0	0	0
Total Mileage for Year	0	#DIV/0!										
Maintenance Cost Per Mile												
TYPE OF SERVICE												
Air Filter Change												
Oil & Filter Change												
Fuel Filter Change												
Transmission Fluid & Filter												
Engine Coolant												
Cooling System Flush												
Tire Repair or Replacement												
Tire Rotation or Balance												
Hose Replacement												
Brake Repair												
Engine Tune-Up												
Front End Alignment												
Power Steering / Brake Fluid												
A/C or Heater Repair												
Replace Belts												
Electrical Repairs												
Battery Replacement												
Battery Cables / Terminals												
Headlights or Light Bulbs												
Windshield Wiper Blades												
Wash & Wax												
Tie Rods/Alignment												
Muffler												
Tow/Wrecker Service												
TOTAL MONTHLY MAINTENANCE COSTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00



CITY OF CARO FIRE DEPARTMENT

February 2023 Council Fire report

January 2023 monthly review

- Caro Fire Dept. is in the final stages of making an offer for an Aerial Ladder. 100-foot 2009 Pierce, in Alabama.
- Our current Aerial Ladder, 1988, will be sold soon.
- The fire department answered 18 calls for the month of January 2023
- The Medical First Responder project should start mid-month of February. Medical supplies are arriving. We just need to have the State come in to certify the department for medical runs.
- 5 Firefighters are enrolled in the Instructor I course, taught through the State Fire Training Council. This class is a prerequisite for the Fire Officer class.
- The department is finalizing the Grain Bin rescue program and should officially start running emergency rescue calls for grain bin entrapment soon.
- A full Annual Fire Department report should be finalized by the February Council meeting

Respectfully submitted,

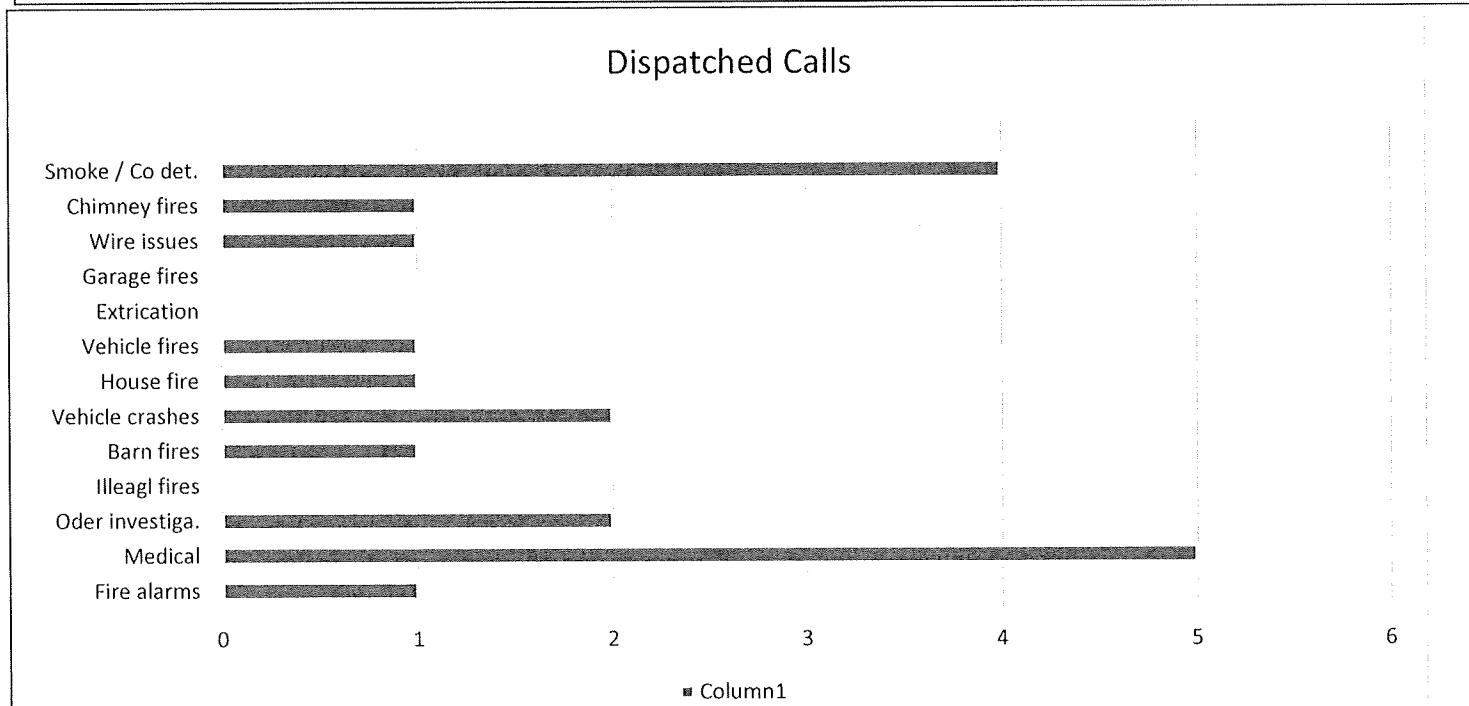
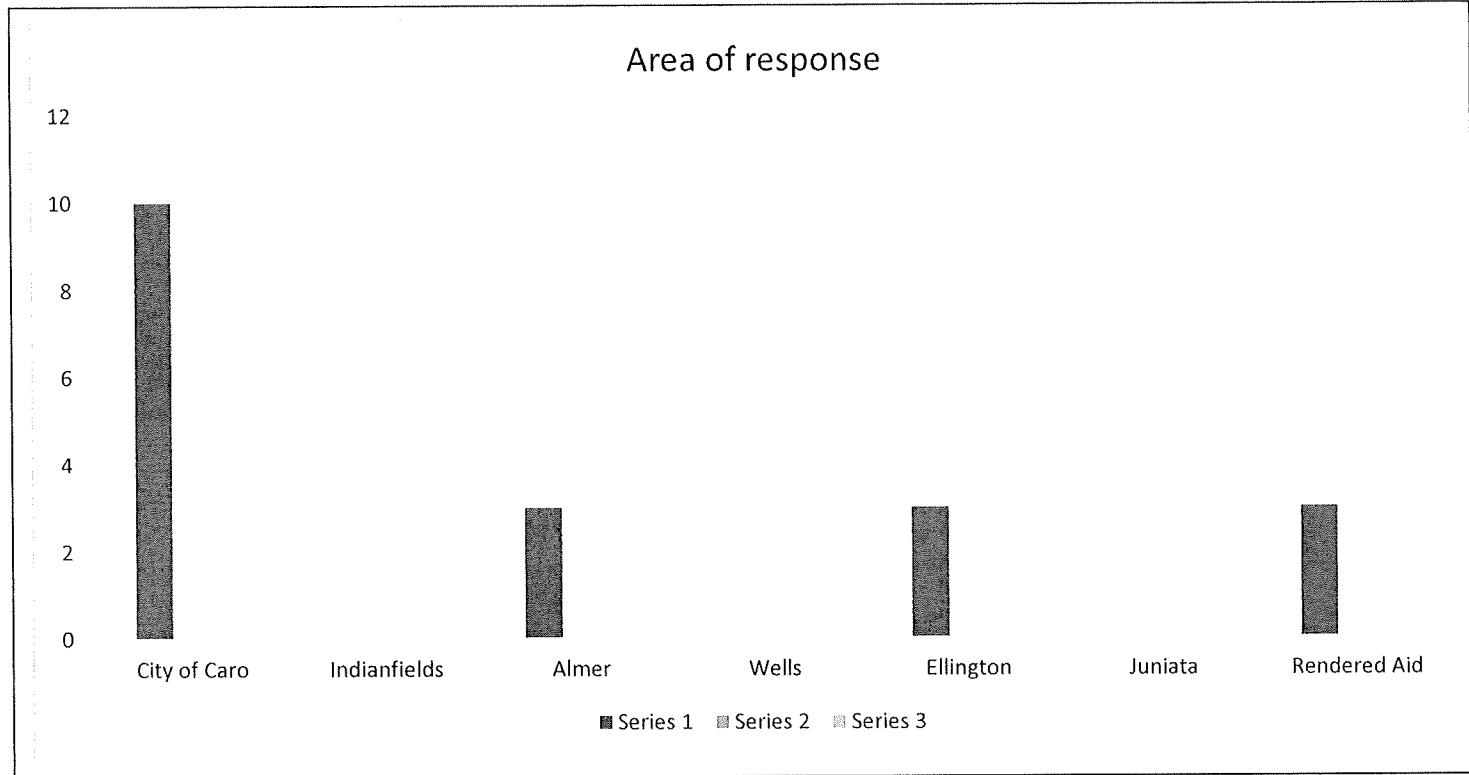
Randall Heckroth, City of Caro Fire Chief



CITY OF CARO FIRE DEPARTMENT

February 2023 Council Fire report

January 2023 monthly review



February 2023 Council Fire report

January 2023 monthly review



CITY OF CARO CODE ENFORCEMENT

February 2023 Council Code report

January 2023 monthly review

506 S. Almer St.	Garbage violation	2 nd . notice
128 Alexander St.	tires	1 st . notice
121 Alexander St.	House repairs needed	2 nd . offence \$250.00 ticket
410 E. Frank St.	Garbage violation	1 st . Offence \$100.00 ticket
220 Columbia St.	Appliance	1 st . notice
246 Columbia St.	Blight vehicle	2 nd . notice
509 E. Frank St.	Blight vehicle	2 nd . notice
263 E. Sherman St.	Tires, boards, garbage	1 st . notice
263 E. Sherman St.	Blight vehicle	1 st . notice
524 Ward St.	appliance	1 st . notice
315 E. Grant St.	Blight vehicle	1 st . notice
315 E. Grant St.	Trailers in front yard	1 st . notice
226 W. Burnside St.	Garbage violation	1 st . notice
657 W. Sherman St.	tires	Case resolved
818 W. Burnside St.	Garbage violation	2 nd . notice
674 W. Burnside St.	Garbage violation	1 st . notice
640 W. Burnside St.	Blight vehicle	1 st . notice
320 W. Grant St.	Blight vehicle	Case resolved
602 W. Gilford Rd.	pallets	5 th . offence \$500.00 ticket
602 W. Gilford Rd.	Unpermitted pool	5 th . offence \$500.00 ticket
213 W. Congress St.	tires	Case resolved
127 W. Congress St.	boards	Case resolved
213 W. Congress St.	Unpermitted container	Case resolved
121 Atwood St.	Blight vehicle	Case resolved
147 Atwood St.	Trailer in yard	Case resolved
107 Bates St.	Unpermitted container	Case resolved
151 Adams St.	Blight vehicle	Case resolved
209 E. Congress St.	Blight vehicle	Case resolved
525 S. Hooper St.	Canopy structure	Case resolved
100 S. Hooper St.	Unpermitted pool	Case resolved
524 S. Hooper St.	Unpermitted hot tub	1 st . offence \$100.00 ticket
1725 Parkway Dr.	Several blight vehicles	1 st . notice
166 Park Dr.	Accumulation of junk	1 st . notice
340 W. Gilford Rd.	Storage container violation	1 st . notice
340 W. Gilford Rd.	Vehicle 4-sale in front yard	1 st . notice
636 W. Frank St.	No smoke detector	1 st . offence \$100.00 ticket
318 E. Grant St.	tires	4 th . offence \$500.00 ticket
318 E. Grant St.	Blight vehicle	1 st . notice



CITY OF CARO CODE ENFORCEMENT

February 2023 Council Code report

January 2023 monthly review

340 W. Gilford Rd.	Rent a container, not on driveway	2 nd . notice
602 W. Gilford Rd.	Unpermitted pool	6 th . offence \$500.00 ticket
602 W. Gilford Rd.	pallets	6 th . offence \$500.00 ticket
340 W. Gilford Rd.	Vehicle 4-sale in front yard	Case resolved
204 Ellis St.	Blight vehicle	1 st . notice
509 E. Frank St.	Blight vehicle	6 th . offence \$500.00 ticket
400 E. Frank St.	Blight vehicles X 2	Case resolved

Page 2 of 3

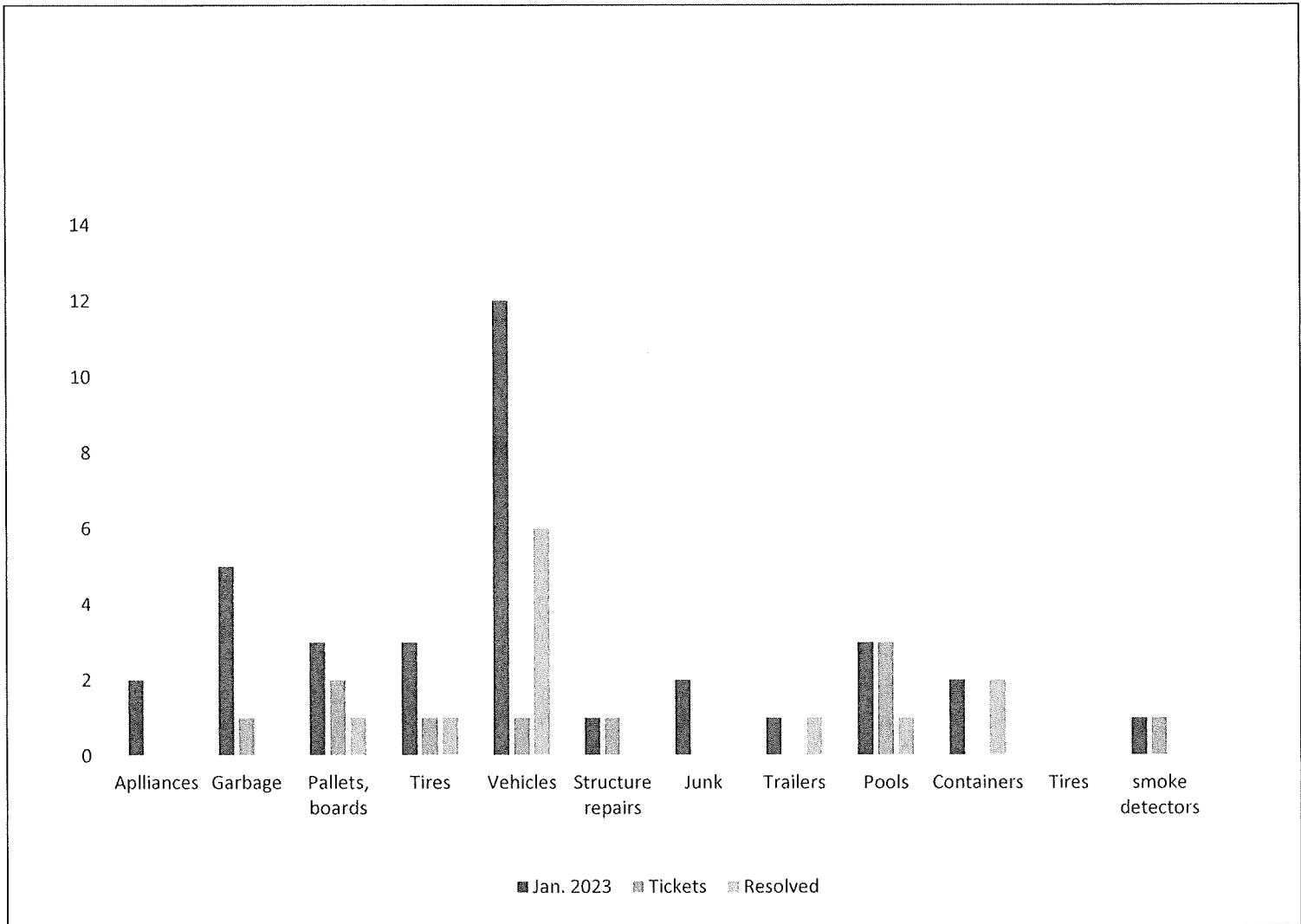


CITY OF CARO CODE ENFORCEMENT

February 2023 Council Code report

January 2023 monthly review

Page 3 of 3



Monthly total tickets issued, \$3550.00

Monthly total blights, 43

Monthly cases resolved, 15

Top 3-Violations for January 2023 #1 Blight vehicles #2 Garbage #3 Tires/ junk

CITY OF CARO

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LAURA GENOVICH

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MAYOR
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CITY COUNCIL
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DON HALL
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CHARLOTTE KISH
JILL WHITE

MEMORANDUM

To: Scott Czasak & City Council
From: Tom Reese Director of Public Works
Date: February 20th 2023
Re: January Monthly report

ACTIVITY

- Daily well checks.
- We have done 22 MISS DIG tickets
- We have completed over 43 work orders. This is a breakdown of what was done:
 - 4 meter install/replace
 - 8 Final reads
 - 11 billing issues
 - 4 water turn off/on
 - 3 discolored/rusty/smell/low pressure
 - 4 Trees/stumps/leaves/branches
 - 4 sewer/jetting
 - 1 tap removed.
 - 1 Resident question
 - 1 Street light out
 - 1 pothole
 - 1 Miscellaneous garbage
 - 1 Daily operations
- Continued meter reading.
- Working on getting roof quotes for City Hall and DPW buildings
- Getting quotes for gutters for City Hall and DPW buildings
- Working with Scott and Mike C on the new parking lot at City Hall
- Working on getting quotes for SCADA system
- The guys repaired the cold patch wagon heater.
- Evean did an oil change on 4519 Kubota mini loader.
- The guys hung 39 shutoff notices.
- We had 9 shutoffs the next day.
- We fixed the sweeper after the new valve came in.
- Doing routine maintenance on small equipment
- Got plow mount mounted on 45.12 GMC pickup.
- Mike F and I with help from Jennifer are working on cross connection reports.
- Removed snowflakes from downtown.
- Took routine monthly water samples 2/1/23.

CITY OF CARO

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The guys came in early on Monday after the snow and cleaned downtown.

- We started hauling snow from downtown.
- We burnt the brush pile at Weeden Rd dump.
- We fixed two fire hydrants and put them back in service.
- We pumped down the arsenic plant pit.
- Working with lining contractor for Allen St and Pearl St
- The guys took down string lights at the farmers market also fixed the toilet paper dispenser.
- We had a meeting about the state hospital backup well.
- Street sweeping when weather allows.

- UP COMING PROJECTS
- Tornado siren relocation

ATTACHMENTS

CITY OF CARO

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TO: Scott Czasak, City Manager and Caro City Council
FROM: Ken Fields, W.W.T.P.
SUBJECT: January 2023 Report
DATE: February 15, 2023

FOR THE AGENDA OF: February 2023

TREATMENT SYSTEM PREVENTATIVE & REGULATORY&CORRECTIVE

- Our Permit required monthly Discharge Monitoring Report for January 2023 was sent electronically via MiEnviro to the EGLE.
- We set up and ran the Cities Drinking water samples for January 2023.
- The clarifiers are hosed down or power washed down weekly.
- The Chlorine contact chamber is being hosed down, or power washed and flushed weekly.
- Ran portable pumps for 10 minutes this month.
- The plant generator and lift stations generators were exercised this month.
- We relinquished another 5 raw water samples to SVSU for COVID-19 test
- Received a load of chemicals for the plan
- Replaced auger on the grit system.
- Lift station # 7 started the replacement of the pump and control system.
- The head work gas alarm system has failed and is getting price quotes to replace.
- Portable 4 in c.h.&e. trash pump shaft is broken. pump is obsolete.
- Helped with a pump around and generator on pearl st for the DPW.
- Operator Randy is back to work and doing great.
-

Memorandum

To: City Council
From: Rita Papp
Date: February 14, 2023
Re: Municipal Parking Violations Report, January 2023

No Parking 2 a.m. – 5 a.m.	Municipal Parking Violations Written	21
	Warnings	19
	2nd Offense	2
	3rd, 4th & 5th Offense	0
	6th & 7th Offense	0
<hr/>		
2 Hour Downtown Parking	Municipal Parking Violations Written	0
	Warnings	0
	2nd Offense	0
	3rd Offense	0
	4th Offense	0
<hr/>		
Other Ordinance __	Municipal Parking Violations Written	0
	Warnings	0
	2nd Offense	0
	3rd Offense	0
	4th Offense	0
	5th Offense	0

CITY OF CARO

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Memorandum

TO: City Manager, City Council

From: Lauren M. Amellal; Director of Development & Strategic Initiatives

Date: February 15, 2023

RE: Department Report

Activity:

- Completed 2022 Caro Farmers Market Annual Report.
- Assisted GST in planning for Child Abuse Prevention Month Kick off Event to be held on April 3rd from 12-1:30pm at State Street Square.
- Developing the 2022 Planning Commission Annual Report.
- Updating Caro Farmers Market program partner, event sponsorship policies and vendor application forms for the 2023 season.
- Continued work on objectives of the current Master Plan.
- Continuing to develop the 2023-24 DSI Budget.
- Attended DDA meeting, as dedicated DDA staff person.
- Registered for food access business development training hosted “ How to Start a Farm Stop” by Argus, per the DDA.
- Working with community volunteers to develop Music in the Park events.
- Hosted first 2023 Caro Farmers Market Vendor Meeting.
- Attended TFAC meeting. Updated collaborative on food access numbers at the Caro Farmers Market. Contributed to the TFAC Annual report, Discussed LFPA grant planning.
- Completed MI Mainstreet training through MEDC. Will use training to benefit community projects.
- Attended continuing education courses to keep Master Citizen Planner certificate current.
- Continued Michigan Downtown Association training modules, registered for MiPDM certification program to benefit DDA.
- Continuing to develop the SPARK GRANT Application for Parks & Recreation.
- Attended: Initiate- Small Business Development Training Cohort (series)
- Presented at in person MIFMA Manager Certificate program in Jackson, MI- Topic: Market Policy Development.

CITY OF CARO

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TO: City Manager/ City Council
FROM: Rita Papp – City Clerk
SUBJECT: Banner Request – Heritage Vintage Market #1
DATE: February 20, 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 Heritage Vintage Market. Their request is to have it up May 8 - 22, 2023. This Banner will be placed at the second location, east end of town.

Option 1

Motion to approve the Banner Request from Heritage Vintage Market May 8 – 22, 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.

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 Shari Blackburn PHONE 810-308-8398

ORGANIZATION Heritage Vintage Market

EVENT Heritage Spring Market at Tuscola County Fairground May 21st 2023

DATE YOU WISH BANNERS TO BE PUT UP May 8th

DATE YOU WISH BANNERS TO BE TAKEN DOWN May 22nd

Approved By: _____
City Council
By: City Clerk _____
Date _____

Payment Received by: _____
Date _____

Adopted by Council: 04-03-06 Revised 9-19-22

150+ Vendors/Crafters **HERITAGE VINTAGE MARKET** Live Entertainment
ReLoved-Repurposed-Vintage-HandMade-Boutique **The Blues Brothers**
Food Trucks **Tuscola County Fairgrounds** **MAY 21ST 10AM - 4PM** **Tribute by The Soul Men**

CITY OF CARO

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MEMORANDUM

TO: Caro City Council
FROM: City Manager Scott R. Czasak
DATE: Wednesday, February 15, 2023
RE: Agenda Item 2 – Contract for Engineering Services - Rowe

Members of the Caro City Council,

As part of the process to obtain funding under the Drinking Water State Revolving Fund (DWSRF) Rowe Engineering and city staff have been working towards finalizing the projects to be worked on and where to place a new well. After reaching a consensus, we are ready to move to the next step, which is where this contract comes in.

Rowe is proposing to prepare the project plan document, assist in facilitating a required public meeting, and coordinate the submittal of all required documents in order to apply for DWSRF funds by June 1, 2023. As with the CWSRF discussed at the last meeting, there is the possibility of this fund either giving us grants, or low interest loans, in order to complete this work. The proposed cost of the project is \$9.6 million.

Rowe propose to conduct the above-described services for a cost of \$19,600, which would be included in our DWSRF funds application. This contract has been reviewed by our attorney and she signed off as to the form of the contract.

Your options for motions are:

1. Move to 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.
2. Move to reject the proposed contract and authorize the City Manager to inform Rowe Professional Services Company of the rejection.



128 N. Saginaw Street
Lapeer, MI 48446 | (810) 664-9411
www.rowepsc.com

January 31, 2023

Mr. Scott Czasak, City Manager
City of Caro
317 South State Street
Caro, MI 48723

RE: State Revolving Fund Project Plan – Fiscal Year 2024

Dear Mr. Czasak:

ROWE Professional Services Company is pleased to work with the City of Caro as you look to the future and the need to obtain potential funding for improvements to the city's water system. As you are aware, ROWE assisted the city with submitting a Letter of Intent to apply for funding through the State of Michigan Drinking Water State Revolving Fund (DWSRF) programs. The next step in the process will be to prepare a formal project plan that incorporates the proposed project. Michigan Department of Environment, Great Lakes, and Energy (MI-EGLE) has very specific guidelines for the preparation of these plans. At this time, it is not certain if or when dollars may be allocated to loan forgiveness initiatives in addition to DWSRF programs' normal loan allocations. Currently, the city plans to complete water system improvement projects to upgrade various aspects of the water infrastructure. Developing a project plan that incorporates current projects and future projects will allow the city to submit future project plans (five-year period) with minimal updates required.

Below is a list of the projects that were included in the Letter of Intent.

Proposed Projects

- DWSRF - \$9,600,000
 - Watermain replacements on the following streets:
 - Norman Street from Almer to Montague
 - East Sherman from east of Court to Frank
 - Sheridan from West Burnside to West Lincoln
 - Gilford Road from Fremont to Palmer
 - East Frank from M-81 to Howard
 - Howard Street from Montague to Frank
 - Gilford Road from Hooper to Collingwood Drive
 - Hooper Street from Water Tower to M-81
 - Water meter upgrades across the entire system
 - Arsenic Filter Tank Rehabilitation and media replacement
 - Replacement Well
 - Service Leads – Replace Lead and Galvanized Service Leads on the streets referenced above.

SINCE 1962

PROGRAM SPECIFICS:

As you are aware, the MI-EGLE DWSRF program primarily consists of low interest loans and possible principal forgiveness that are offered to municipalities and other entities that provide water services. MI-EGLE is also administering the American Rescue Plan (ARP) Grants (FY 2023 & 2024) and the Bipartisan Infrastructure LAW (BIL) funds through these programs.

With the inclusion of the ARP and BIL funds, the interest in the program has skyrocketed. The programs (CWSRF and DWSRF) received more than 500 applications for nearly five billion dollars in funding. The requested funding amount greatly exceeds the current available funding allocation. The program will likely be very competitive, and the amount of grant funding will be limited.

Each application will be scored in accordance with the program criteria. The criteria generally include the following categories:

DWSRF

1. Drinking Water Regulatory Compliance	25 Points Max
2. Public Health Protection	20 Points Max
3. Drinking Water Quality Standards	15 Points Max
4. Improving Infrastructure	15 Points Max
5. Affordability	<u>25 Points Max</u>
Total	100 Points Max

The total points for each category will be determined by the published scoring criteria. Project funding will be awarded to the highest scoring applications until the available funding is exhausted.

Based on the current interest, it is likely that the grant funding will be awarded to communities that qualify for the affordability points. These points will be awarded to the "Overburdened" and "Significantly Overburdened" communities. Fortunately, it appears the city may qualify for one or both designations. Since you are including lead and galvanized service line replacements you may also qualify for BIL grant funds. Additionally, points are awarded to communities that are addressing enforcement orders or acute violations with their projects. Minimal points are awarded to communities that have been proactive in addressing public health issues.

Communities that do not score high enough to receive grant funding, will likely be offered low interest loans if sufficient funds are available. The low interest rates for FY 2023 were 1.875 percent (20 Year) and 2.125 percent (30 Year).

SCOPE OF SERVICES:

As discussed, the next step in the process is to prepare a formal project plan that meets the requirements of the DWSRF program. The preparation of the application requires a significant amount of effort and expense. The following is the proposed scope of services to prepare the application.

1. Prepare the Project Plan document which includes the following components:
 - Project and community background.
 - Existing facility data and water system demands.
 - Summary of the project needs.
 - Description of current and future proposed projects.
 - Analysis of considered alternatives (typically they require a minimum of three alternatives).
 - Proposed project maps.
 - Financial analysis and anticipated costs of the alternatives of projects.
 - Details of the selected alternative including a schedule, user costs, and design parameters.
 - Environmental evaluation of the selected alternative and necessary mitigation measures known at this time. Please note if a full historical or archaeological review is required, an additional fee will be provided for your review based on the scope of services needed.
2. Assist the city in facilitating the required public meeting. The public meeting must be documented by the city and a summary of the discussion must be included in the project plan. Please note the public meeting notice must be published a minimum of 10 days prior to the meeting and a final draft copy of the plan must be available for review by the public during that entire period.

We would propose the city schedule a public meeting at the Council's first meeting in May, and the draft would be available for review by mid-late April 2023, to meet the required 10-day public notice period.

3. Coordinate the submittal of all required documents to MI-EGLC prior to the June 1, 2023, deadline.

COMPENSATION:

ROWE proposes to complete the scope of services identified above for a lump sum cost of **\$19,600.**

If this proposal is approved, ROWE will provide the city with a contract for services to execute. If you have any questions, please feel free to contact me and I can attend the next commission meeting to answer any questions.

Sincerely,
ROWE Professional Services Company

Mike Carpenter Digitally signed by Mike Carpenter
Date: 2023.01.31 17:11:02 -05'00'

Michael C. Carpenter
Project Administrator

Contract for Engineering/Aerial or Surveying/Planning Services
City of Caro
State Revolving Fund Project Plan – Fiscal Year 2024

THIS AGREEMENT, entered into this _____ day of _____, by and between City of Caro hereinafter referred to as the "Owner", and ROWE Professional Services Company, hereinafter referred to as the "Engineer/Surveyor/Planner".

The Owner has the following project, hereinafter referred to as the "Project": Drinking Water State Revolving Fund Project Plan – Fiscal Year 2024

The Owner and the Engineer/Surveyor/Planner, in consideration of the mutual covenants hereinafter set forth, agree as follows in regard to the involvement of the Engineer/Surveyor/Planner in the Project:

Section 1 – Basic Services of the Engineer/Surveyor/Planner

A. Scope of Service:

The Engineer/Surveyor/Planner will perform the services described in the Engineer/Surveyor/Planner's Proposal, dated January 31, 2023 (hereinafter the "Services"). A copy of the Proposal is attached and incorporated into this Agreement as Exhibit A.

B. General:

1. The Engineer/Surveyor/Planner agrees to perform the Services in a timely manner, consistent with sound professional practice, in connection with the Project. If there is a written schedule that applies to the Services, it will be identified in Exhibit A or in a separate written document agreed to by both the Owner and Engineer/Surveyor/Planner.
2. Serve as the Owner's representative with respect to the work to be performed under this Agreement. Engineer/Surveyor/Planner shall have complete authority to provide direction, transmit instructions, receive, and review information, interpret, and define Owner's policies and decisions with respect to the work covered by this Agreement.

Section 2 – Additional Services of the Engineer/Surveyor/Planner

A. General:

If authorized in writing by the Owner, the Engineer/Surveyor/Planner will perform additional services of the following types which will be paid for by the Owner as indicated in Paragraph 5.B.

1. Additional services due to changes in the general scope of the Project.
2. Additional services due to unforeseen or hidden conditions.
3. Additional services in connection with the Project, not otherwise provided for in this Agreement, subject to prior approval of the Owner.

Section 3 – Owner's Responsibilities

A. General:

1. Provide full information as to its requirements for the Project.
2. Assist the Engineer/Surveyor/Planner by placing at the Engineer/Surveyor/Planner's disposal all available information pertinent to the Project, including previous reports and any other data relative to the Services of the Project.
3. Provide access for the Engineer/Surveyor/Planner to enter upon lands as required for the Engineer/Surveyor/Planner to be able to perform the Services.
4. Examine all studies, reports, sketches, estimates, specifications, drawings, proposals, and other documents presented by the Engineer/Surveyor/Planner and shall render in writing decisions pertaining thereto within a reasonable time so as not to delay the Services or the Project. The

Engineer/Surveyor/Planner will assist the Owner in preparing applications and documents to secure approvals and permits. The Owner is responsible for payment of permit application fees and charges.

5. Provide reasonable legal, accounting, and insurance counseling services for the Project.
6. Obtain approval of governmental authorities having jurisdiction over the Project.
7. Furnish, or direct the Engineer/Surveyor/Planner to provide, at the Owner's expense, necessary additional services as stipulated in Section 2 of this Agreement, or other services as required.
8. Give prompt written notice to the Engineer/Surveyor/Planner whenever the Owner observes or otherwise becomes aware of any defect or suspected defect in the Project. Decisions and direction from the Owner shall be provided in a timely manner, so as to not delay the Services or the Project.

Section 4 – Period of Service

- A. General:
 1. The Engineer/Surveyor/Planner will commence performing the Services after this Agreement is signed by the Owner and the Owner has provided written authorization to proceed.
 2. The Services shall be considered complete when Services described in Exhibit A have been completed.

Section 5 – Payments to the Engineer/Surveyor/Planner

- A. Payments for Basic Services of the Engineer/Surveyor/Planner Under Section 1:
 1. The Owner will pay the Engineer/Surveyor/Planner for the Services indicated in Exhibit A.
 2. The payment for the Services as defined above shall be allocated to be paid monthly, as the Services progress. Payments are due within 30 days of the invoice date.
- B. Payment for Additional Services of the Engineer/Surveyor/Planner Under Section 2:
 1. The Owner will pay the Engineer/Surveyor/Planner for additional services within 30 days of the invoice date for the applicable additional services.
- C. General:
 1. If this Agreement is terminated after completion of any phase of the Engineer/Surveyor/Planner's Services, the progress payments to be made in accordance with Paragraph 5.A.1 and 5.A.2 on account of all prior phases completed shall constitute total payment for the Services rendered. If this Agreement is terminated during any phase of the Services, payment shall be made for Services performed prior to termination on the basis of the portion of each phase completed.
 2. If, prior to termination of this Agreement, any Services designed or specified by the Engineer/Surveyor/Planner during any phase of the Services are suspended in whole or in part or abandoned not due to any fault of the Engineer/Surveyor/Planner, after written notice from the Owner, the Engineer/Surveyor/Planner shall be paid for Services performed prior to receipt of such notice from the Owner as provided in Paragraph 6.A for termination during any phase of the Services.
 3. Where the Engineer/Surveyor/Planner proposes to utilize subconsultants to perform a portion of the Services as approved by the Owner, and the subconsultants directly invoices the Engineer/Surveyor/Planner, the subconsultants' invoices will be marked up by 15 percent to cover administration costs.

Section 6 – General Conditions

- A. Termination:

This Agreement may be terminated by either party by fourteen (14) days written notice (with or without cause). If this Agreement is so terminated, the Engineer shall be paid as provided in Paragraph 5.C.

B. Ownership:

All documents, except those provided by the Owner, but including estimates, specifications, field notes, and data are and remain in the property of the Engineer/Surveyor/Planner as Instruments of Service. The Owner shall be provided a set of reproducible drawings and copies of other record documents. However, they are not intended or represented to be suitable for re-use by the Owner or others for extensions of the Project or for any other project. Electronic documents, such as AutoCAD files, Word files, etc. can be provided to the owner upon request along with a signed release of liability for use of said documents or files by the owner.

C. Insurance:

The Engineer/Surveyor/Planner shall secure and maintain Commercial General Liability, Auto, Workers' Compensation, and Professional Liability insurance while performing the Services under this Agreement. The Owner shall secure and maintain insurance to protect the Project and its operations from loss or damage both during and after construction.

D. Successors and Assigns:

The Owner and the Engineer/Surveyor/Planner each bind themselves and any partners, successors, executors, administrators and assigns to the other party of this Agreement and to the partners, successors, executors, administrators and assigns of such other party, in respect to all covenants of this Agreement. Neither the Owner nor the Engineer/Surveyor/Planner shall assign, sublet, or transfer their interests in this Agreement without the written consent of the other party.

E. Independent Contractor:

It is understood and agreed that the Engineer/Surveyor/Planner is an independent contractor and is not an employee or agent of the Owner.

F. Non-Discrimination:

The Engineer/Surveyor/Planner and/or any subconsultants shall not discriminate against any employees or applicant for employment to be employed in the performance of this Contract with respect to his or her hire, tenure, terms, conditions, or privileges of employment.

G. Mediation:

In an effort to resolve any conflicts that arise while performing the Services of the Project or following the completion of the Project, the Owner and the Engineer/Surveyor/Planner agree that all disputes between them arising out of or relating to this Agreement or the Project shall be submitted to nonbinding mediation unless the parties mutually agree otherwise.

The Owner and the Engineer/Surveyor/Planner further agree to include a similar mediation provision in all agreements with independent contractors and consultants retained for the Project and to require all independent contractors and consultants also to include a similar mediation provision in all agreements with their subcontractors, subconsultants, suppliers and fabricators, thereby providing for mediation as the primary method for dispute resolution between the parties to all those agreements.

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.

H. Jobsite Safety:

Neither the professional activities of the Engineer/Surveyor/Planner, nor the presence of the Engineer/Surveyor/Planner or its employees and subconsultants at a construction/Project site, shall relieve the construction contractor(s) of its obligations, duties and responsibilities including, but not limited to, construction means, methods, sequences, techniques or procedures necessary for performing, superintending and coordinating the work in accordance with the contract documents and any health or safety precautions required by any regulatory agencies. The Engineer/Surveyor/Planner and its personnel have no authority to exercise any control over any construction contractor or its employees in connection with the construction work or any health or safety programs or procedures. The Owner agrees to require the construction contractor(s) to provide liability insurance for the Project(s), indemnifying and

listing as additional insureds the Owner, the Engineer/Surveyor/Planner and the Engineer/Surveyor/Planner's employees and subconsultants.

I. Limitation of Liability:

In recognition of the relative risks and benefits of the Project to both the Owner and the Engineer/Surveyor/Planner, the risks have been allocated such that the Owner agrees, to the fullest extent permitted by law, to limit the liability of the Engineer/Surveyor/Planner and its employees and subconsultants to the Owner for any and all claims, losses, costs, damages of any nature whatsoever or claims expenses from any cause(s) including attorney's fees and costs and expert-witness fees and costs, so that the total aggregate liability of the Engineer/Surveyor/Planner and its employees shall not exceed the total fee for Services rendered on this Project. It is intended that this limitation apply to any and all liability or cause of action however alleged or arising, unless otherwise prohibited by law.

J. Standard of Care:

The Engineer/Surveyor/Planner shall perform the Services in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances at the same time and in the same or similar locality. The Engineer/Surveyor/Planner provides no warranty or guarantee, express or implied, with regard to the Services.

K. Project Information:

Engineer/Surveyor/Planner shall be entitled to rely on the accuracy and completeness of services and information furnished by the Owner. These services and information include, but are not limited to, surveys, tests, reports, diagrams, drawings, and legal information.

L. Applicable Law:

The terms of this Agreement shall be governed by the laws of the State of Michigan/South Carolina/Other. In the event a provision of this Agreement is rendered unlawful, the remaining terms and provisions shall remain in effect.

Section 7 – Special Provisions

The Owner and the Engineer/Surveyor/Planner mutually agree that this Agreement shall be subject to the following special provisions which, together with the remaining provisions hereof, and the exhibits hereto, represent the entire Agreement between the Owner and the Engineer/Surveyor/Planner concerning the subject matter hereof and supersedes all prior negotiations, representations or agreements, either written or oral, concerning such subject matter. This Agreement may be amended only by written instrument signed by both the Owner and the Engineer/Surveyor/Planner.

NONE.

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement the day and year first above written. By signing below, you represent that you are fully authorized to enter into the terms of this Agreement.

Owner:
City Of Caro

Signature

Typed Name and Title

Engineer/Surveyor/Planner:
ROWE Professional Services Company

Mike Carpenter
Digitally signed by Mike
Carpenter
Date: 2023.02.09 15:36:22 -05'00'

Signature

Mike Carpenter, Project Administrator
Typed Name and Title

CITY OF CARO

Social Security Number Privacy Act Compliance Policy

It is the policy of the City of Caro (City) that Social Security numbers obtained from employees, vendors, contractors, customers, or others are confidential information. Social Security numbers will be obtained, retained, used and disposed of only for legitimate business reasons and in accordance with the law and this policy.

Documents or other records containing Social Security numbers are to be required, obtained, or created only for legitimate business reasons consistent with this policy. Such reasons include, but are not limited to:

- Applicants may be required to provide a Social Security number for purposes of a pre-employment background check.
- Copies of Social Security cards may be obtained for purposes of verifying employee eligibility for employment in accordance with the Immigration Reform and Control Act.
- Social Security numbers may be requested from employees for tax reporting purposes (i.e. IRS Form W-4), for new-hire reporting, or for purposes of enrollment in the Township's employee benefit plans.
- Social Security numbers may be obtained from contractors or vendors for tax reporting purposes (i.e. IRS Form 1099).
- Customers/clients may be asked to provide Social Security numbers for tax reporting purposes or for purposes of establishing a customer-specific account or other record.

Retention and Access to Social Security Numbers:

- All records containing Social Security numbers (whether partial or complete) will be maintained in secured files.
- All paper records containing Social Security numbers shall be stamped "confidential", or "controlled document," or with some similar identifying mark.
- Only personnel who have a legitimate business reason will have access to records containing Social Security numbers.
 1. Employees whose job entail regular access to records containing Social Security numbers will be trained in the legal requirements and the requirements of this

policy and procedure.

2. Where a record containing a Social Security number is to be disseminated to persons outside the City, or to persons within the City who are not authorized or trained in the Policy and Procedure, or where the Social Security number is not relevant to the purpose for which the record is being shared, the Social Security number shall be redacted or otherwise rendered unreadable.
- Employees using records containing Social Security numbers will take appropriate steps to secure records when not in immediate use. Such steps may include:
 1. Placing records in a locked file drawer when not in use.
 2. Using password protection or screen savers on computers and computerized records to prevent unauthorized access to or viewing such records by others.
- All or more than four sequential digits of a Social Security number shall not be used or transmitted on the internet or on a computer system or network unless the connection is secure or the transmission is encrypted.
- Inactive records containing Social Security numbers will be retained in accordance with the requirements of state and federal laws. Paper records shall be destroyed by document shredding to ensure confidentiality and so that the information cannot practicably be read or reconstructed. Electronic mail containing Social Security numbers shall be destroyed or erased so that the information cannot practicably be read or reconstructed.

For purposes of this policy, "inactive records" are those where there is no longer a current employee, supplier, or customer relationship. Any medium of disposal, including computer equipment upon which Social Security numbers are stored shall be cleared of Social Security number before a sale, donation, or transfer of equipment or paperwork.

Any employee, who obtains, uses or discloses Social Security numbers for unauthorized purposes or contrary to the requirements of this policy shall be subject to discipline up to and including termination of employment. The City will cooperate with appropriate law enforcement or administrative agencies in the apprehension and prosecution of any person who obtains, uses, or discloses Social Security numbers for unlawful reasons.

City Council adopted _____

Policy #: _____

CITY OF CARO

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

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Caro MI 48723
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MAYOR
KAREN SNIDER
CITY COUNCIL
EMILY CAMPBELL
BOB ESCHENBACHER
DON HALL
PAMELA ISELER
CHARLOTTE KISH
JILL WHITE

MEMORANDUM

TO: City Manager, City Council
FROM: Lauren Amellal, Director of Development and Strategic Initiatives
DATE: February 11, 2023
RE: Citywide Flower Proposal *#4*

On February 8th, 2023, the Downtown Development Authority reviewed several options for the 2023 flower arrangements located in and around downtown Caro. After lengthy discussion and much consideration, the DDA motioned to support the purchase of 24 new sidewalk pots, complete with plants and the purchase of plants for the remaining barrel style pots(volunteer planted). Additionally, the DDA considered seeking local sponsorships after the pots were purchased, to offset the cost of the pots themselves.

The DDA proposed to contribute half of the estimated cost of the purchase, at \$3,000.00.

Estimated cost model:

New complete pots: $24 \times \$230 = \$5,520.00$

Plants for barrel pots:

Sweet potato vines	$40 \times \$4 = \160.00
Canna Lilies	$20 \times \$4 = \120.00
Begonias	$20 \times \$4 = \80.00
Other (materials)	$\$120.00$

Total: \$6,000.00

Recommendation:

To support the continued beautification of the City by motioning to use City funds to match the Downtown Development Authority's proposed contribution in the amount of \$3,000.00.

Lauren Amellal

From: Jim Tomlin <jtom1@att.net>
Sent: Thursday, February 16, 2023 8:12 AM
To: Lauren Amellal
Subject: Quote for flowers

End of the Lane Greenhouse
6600 Costaplenty Ln.
Deford, MI 48729
989.912.9511

Quotation for flowers

Date: February 16, 2023

Quoted to:
City of Caro
317 S. State St.
Caro, MI 48723

Quotation terms:
Quote valid thru May 29, 2023

20 Canna Lillies at \$6 each totaling \$120
40 Marguerite Sweet Potato Vines at \$4 each totaling \$160

Note - this quote does not include delivery.

Abele Greenhouse & Garden Center
 3500 Wadsworth Rd
 Saginaw, MI 48601
 989.752.5625
 www.abelegreenhouse.com

QUOTATION

Quote Number: 23-107

Quote Date: February 16, 2023

Quoted To:
City of Caro 317 S. State St. Caro, MI 48723

Quotation Terms
Quote valid 6 months from quote date above



Quantity	Material	Size	Unit Price	Amount
20.00	4.5" Pot - Dragon Wing Begonia Red	4.5"	3.95	79.00
20.00	6" Pot - Canna	6"	8.00	160.00
40.00	4.5" Pot - Sweet Potato Vine	4.5"	3.95	158.00

Subtotal	397.00
Sales Tax	
Freight	
TOTAL	397.00

Thank you for allowing us to quote.
 We look forward to serving you!

Abele Greenhouse & Garden Center

3500 Wadsworth Rd
Saginaw, MI 48601
989.752.5625
www.abelegreenhouse.com

QUOTATION

Quote Number: 23-103

Quote Date: January 16, 2023

Quoted To:

City of Caro
317 S. State St.
Caro, MI 48723



Quotation Terms

Quote valid 6 months from quote date above

Thank you for allowing us to quote.
We look forward to serving you!

CITY OF CARO

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CITY CLERK
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MEMORANDUM

TO: Caro City Council
FROM: City Manager Scott R. Czasak
DATE: Wednesday, February 15, 2023
RE: Agenda Item 5 – Director of Wastewater Treatment Services Employment Contract

Members of the Caro City Council,

After application and interview processes were completed, I have selected David Dienes II to be our new Director of Wastewater Treatment Services.

Most recently, David has been a Shift Supervisor for Bay City's Wastewater Treatment Services Department and has been actively pursuing a Director position. He brings with him over 15 years' experience in the wastewater treatment field and is the best candidate to move forward.

Due to a couple of issues, the contract is for one year, and starts at \$68,000, which is below the advertised rate, however, this will change once David obtains his Wastewater B license, at his expense, which he is already scheduled to test for in May. He would also receive an increase once he obtains his Class B CDL, at his expense. Once these licenses have been obtained, or once the year is up, we would negotiate a longer-term contract. The City Attorney has reviewed the contract and approved it as to form.

As you know, finding a Director of Wastewater Treatment Services has been a long and difficult road, however, I am confident we have reached the end of the road with the right candidate.

Your options for motions are:

1. Move to authorize the City Manager to sign the contract with David Dienes II as presented contingent on successful passage of a background check, and a pre-employment physical.
2. Refer the contract to the Personnel Committee for further examination or negotiation.
3. Move to reject the proposed contract and authorize the City Manager to inform David Dienes II of the rejection.

EMPLOYMENT AGREEMENT

THIS AGREEMENT is made as of _____, 2023, (the "Effective Date") by and between the City of Caro, a Michigan Municipal Corporation, ("City" or "Employer") and David Dienes II ("Employee").

WITNESSETH:

WHEREAS, Employer desires to employ the services of Employee as Director of Wastewater Treatment Services; and

WHEREAS, Employer desires to provide certain benefits, establish certain conditions of employment, and to determine the working conditions of Employee; and

WHEREAS, Employee desires to serve as the Director of Wastewater Treatment Services.

NOW, THEREFORE, in consideration of the mutual covenants herein contained, the parties agree as follows:

Section 1. Duties. Employer hereby agrees to employ Employee on an at will basis as the Director of Wastewater Treatment Services of the City of Caro to perform the functions and duties specified in the City Charter, as outlined in the job description for the Director of Wastewater Treatment Services, the City Code of Ethics, and as the City Manager may assign from time to time. Employee agrees to perform the duties of Director of Wastewater Treatment Services in a diligent and professional manner, in compliance with all applicable laws, and to remain in the exclusive employ of Employer until such employment relationship is terminated pursuant to the terms of this Agreement. The term "exclusive employ" as used in this paragraph shall not be construed to include occasional teaching, writing, consulting or other similar activities performed on Employee's own time, so long as his engagement in such activities does not detract from his performance of duties for Employer.

The Director of Wastewater Treatment Services shall be the Operating and Administrative Head of the Department of Wastewater Treatment Services and be responsible for all wastewater treatment functions including operation and maintenance of the wastewater treatment plant and all mechanical infrastructure of the wastewater collection system.

The Director of Wastewater Treatment Services shall be responsible to the City Manager for administration of the department including planning, organizing, directing, controlling, reporting, and coordinating departmental operations, and to work cooperatively with other City departments and applicable agencies, and those businesses, vendors, service providers, organizations and citizens that do business with, or are served by the City.

Within one year of the Effective Date, or within a different time frame approved by the City Manager, Employee must obtain and maintain in good standing a Class B Wastewater license and a Class B CDL license.

Section 2. Term. The term of this Agreement shall begin on the Effective Date and shall continue

for one (1) year. This Agreement may be extended for one (1) or more additional periods of one (1) year as may be agreed to in writing by the parties.

Section 3. Salary. In consideration of Employee's services, Employer agrees that during the period of employment, Employer will pay Employee at an annualized gross salary rate of Sixty-Eight Thousand Dollars (\$68,000) less applicable taxes and withholding. Upon Employee obtaining a Class B Wastewater license, the annual gross salary rate will increase by One Thousand Dollars (\$1,000) less applicable taxes and withholding. Upon Employee obtaining a Class B CDL license, the annualized gross salary rate will increase by One Thousand Dollars (\$1,000) less applicable taxes and withholding. Employer shall pay the salary in accordance with Employer's regular payroll cycle.

Section 4. Work Schedule. Employee shall normally work eighty (80) hours bi-weekly as assigned by the City Manager; however, it is understood that there will be occasions when the Employee will have unusual hours due to emergencies, special events or other needs of Employer. Understanding this, Employee will be permitted to take "flex" time as time off during normal office hours to maintain a balanced forty (40) hour work week or eighty (80) bi-week period, as long as such utilization does not materially or adversely affect the accomplishment of Employee's duties under this Agreement. Employee shall not be reimbursed for any unused "flex" time.

Section 5. Fringe Benefits. Employer agrees to provide Employee with the following fringe benefits, subject to the specific terms and conditions of any applicable written benefit policy or plan document, which Employer may amend from time to time in its sole discretion:

- A. Disability and life insurance coverage upon the same terms as provided to City Department Heads.
- B. Health insurance coverage upon the same terms as provided to City Department Heads.
- C. Paid holidays upon the same terms as provided to City Department Heads.
- D. Pension: Employer agrees to allow Employee to participate in the established employee's retirement plan (Mission Square 457). Employer will pay on behalf of Employee into the established employees' retirement plan (Mission Square 401A) account based on seven percent (7%) of Employee's annual base wage as employee's earnings accrue only and excluding all fringe benefits. Employee agrees to pay into said 457 plan (Mission Square 457) 1% of his wages as a match towards Employer contribution. If Employee chooses to place 2% of base wages within the before mentioned 457 plan, then Employer shall contribute 8% of base wages towards said retirement plan. If Employee chooses to place 4% of base wages within the before mentioned 457 plan, then Employer shall contribute 10% of base wages towards said retirement plan.
- E. Vacation: Employer agrees to furnish the Employee with one hundred twenty (120) hours of paid vacation per year commencing on the Effective Date. Said one hundred twenty (120) hours shall continue until reaching such higher amount of annual vacation hours as stated with the Caro Employee Handbook or as changed

within this Agreement. Notwithstanding anything contained herein to the contrary, the maximum carryover from one year to the next shall be forty (40) hours.

- F. Sick Pay: Employee shall be entitled to twelve (12) sick days per year. Said sick days shall accumulate at the rate of eight (8) hours during each month of this Agreement up to a maximum of two hundred and forty (240) hours.
- G. Professional Development: Employer agrees to pay for any and all classes attended by the Employee that are required for his employment and agreed on by the Employee and the City Manager.
- H. Uniforms and Equipment: Employer shall furnish Employee with the necessary uniforms and equipment to perform his duties. The annual uniform allowance shall be a reimbursement of no more than Three Hundred Dollars (\$300.00) annually.
- I. Communications: Employer will provide a \$50/month cell phone allowance to the Employee so that he can be contacted as necessary, even during non-work hours.
- J. Business Expenses: Upon the approval of the City Manager, Employer shall reimburse Employee for any City business related expenses that he has paid out of his personal funds.

Section 6. Termination of Agreement. The employment of Employee is at the pleasure of the City Manager, and nothing in this Agreement shall prevent, limit, or otherwise interfere with the right of the City Manager to terminate the services of Employee with or without Cause, subject only to the provisions of Section 7. Nothing in this Agreement shall prevent, limit, or otherwise interfere with the right of the Employee to resign at any time from Employee's position with Employer, subject only to the provisions set forth in Sections 8 and 12. This Agreement terminates as follows:

- A. **Expiration.** This Agreement terminates immediately upon the expiration of the term of the Agreement.
- B. **Termination by City.** Employer may terminate this Agreement immediately with or without Cause upon written notice to Employee.
- C. **Termination by Employee.** Employee may terminate this Agreement effective as of any date which is at least thirty (30) calendar days after the date on which Employee delivers written notice to Employer that Employee's employment with Employer is terminated. Employer may waive all or a portion of the thirty (30) day notice period in which case Employee shall immediately cease rendering services to Employer and Employee shall cease receiving compensation.
- D. **Death.** This Agreement terminates immediately upon the death of Employee.
- E. **Incapacity.** This Agreement terminates immediately upon Employee's Incapacity.

Inc incapacity means that Employee is unable to discharge the essential functions of Employee's job, with or without a reasonable accommodation, for a period of ninety (90) consecutive calendar days, or more than one-hundred-twenty (120) calendar days in the aggregate during any twelve (12) month period. Any question as to the existence, extent or potentiality of Employee's Inc incapacity shall be determined by a qualified, independent physician mutually selected by the Employee and the Employer (or in the event they cannot agree on a physician, a physician mutually selected by a physician designated by each party). The determination of any such mutually selected physician shall be final and conclusive for all purposes of this Agreement.

Section 7. Severance Pay. In the event that Employer terminates Employee under Section 6(B) without Cause, Employer will pay Employee an amount equal to sixty (60) calendar days of Employee's gross salary rate then in effect ("Severance Payment"), provided that Employee signs a standard release of all claims against Employer. Employee is otherwise not entitled to any Severance Payment under any circumstances. For purposes of this Agreement, Cause means that in the performance of Employee's duties Employee engaged in intentional misconduct, grossly negligent conduct, unlawful conduct, failed to follow a lawful directive of the City Manager, violated the City of Caro Code of Ethics, or failed to make material progress towards obtaining the required licenses described in Section 1.

Section 8. Payment for Accrued but Unused Leave. In the event that Employee terminates Employee's employment under Section 6(C) and provides the required thirty (30) days advanced written notice, Employer will pay Employee all of his accrued but unused vacation hours, and 50% of Employee's accrued but unused sick leave hours up to a maximum of two-hundred-forty (240) hours, at Employee's current rate of pay. In the event that Employee's employment is terminated without Cause pursuant to Section 6(B), or Section 6(A), 6(D) or 6(E), Employer shall pay Employee all of Employee's accrued but unused vacation hours, and 50% of Employee's accrued but unused sick leave hours up to a maximum of two-hundred-forty (240) hours, at Employee's current rate of pay. In the event Employer terminates Employee pursuant to Section 6(B) with Cause, Employer will not pay Employee for any accrued but unused vacation or sick hours.

Section 9. Work Rules. Employer reserves the right to publish and enforce reasonable work rules, policies, and regulations as long as the terms thereof are not in violation of any term of this Agreement, further provided that said work rules will be in writing. Said work rules shall go into effect upon personal service of said rules on Employee. Within this Agreement it is also understood that all other work rules outside of those expressly provided within this Agreement shall be referred to all City Departments, regulations, and those contained within the City of Caro Employee Handbook including but not limited to an annual performance review by the City Manager.

Section 10. Other Terms and Conditions of Employment. Employer shall fix any such other terms and conditions of employment as it may determine from time to time, relating to the performance of Employee, provided such terms and conditions are not inconsistent with or in conflict with the provisions of this Agreement, the City Charter, or any other law. All provisions of the City Charter and Ethics Code, and regulations and rules of the City, not in conflict herewith, relating to management compensation and fringe benefits as they now exist or hereafter may be amended, also shall apply to Employee as they would to other management employees of the City,

in addition to said benefits enumerated herein specifically for the benefit of Employee.

Section 11. Indemnification. Employer shall defend, save harmless and indemnify Employee against any tort, professional liability claims or demand or other legal action, whether groundless or otherwise, arising out of an alleged act of omission occurring in the performance of Employee's duties for Employer with such duties to include all obligations and commitments as hereinbefore set forth in this Agreement. Employer will pay the amount of any settlement of judgment rendered thereon; provided, however that nothing herein shall obligate Employer to pay the costs of defending any criminal action brought by any state or federal authority.

Section 12. Return of City Property. Upon termination of employment, Employee must return all City property and equipment, including but not limited to all City records. In the event Employee fails to return all City property and equipment upon termination, Employer has no obligation to pay any Severance Payment or accrued but unused sick hours or vacation hours otherwise due under this Agreement.

Section 13. Dispute Resolution. Employer and Employee agree to submit any claim about the interpretation or alleged violation of any provision of this Agreement to final and binding arbitration, except as either party may be seeking injunctive relief. Arbitration will be the exclusive remedy for resolving the disagreement. Either party may file for arbitration but must do so within sixty (60) calendar days of the event precipitating the disagreement or such later time as the parties may agree to in writing. The arbitration will be conducted in accordance with the then-applicable employment dispute resolution rules of the American Arbitration Association ("AAA") and will include the right to be represented and to conduct reasonable discovery, which may include depositions. The arbitrator may issue subpoenas to summon witnesses and will issue a written award that contains findings of fact and conclusions of law. The arbitration hearing will be held in the City of Caro, Michigan. Employer will pay the filing fee and any administrative fees assessed by AAA in the event that it invokes arbitration and will reimburse Employee for any filing fees and administrative fees assessed by AAA in the event that he invokes arbitration. The parties will split the arbitrator's compensation, and each party will pay its own costs and attorney fees in connection with the arbitration, except those costs and fees as may be allocated by the arbitrator in accordance with this agreement or by relevant state or federal statutes. The arbitrator may award any and all remedies allowed by the action pled and in accordance with applicable law. The arbitrator's award will be final and binding on both parties and may be enforced in a court of competent jurisdiction.

Section 14. Entire Agreement and Amendments. This Agreement constitutes the entire agreement of the parties with regard to the subject matter hereof, and replaces and supersedes all other agreements or understandings, whether written or oral. No amendment or extension of this Agreement shall be binding unless in writing and signed by both parties.

Section 15. Governing Law. This Agreement shall be governed by the laws of the State of Michigan.

Section 16. Severability. If any provision, or any portion thereof, contained in this Agreement is held to be unconstitutional, invalid, or unenforceable, the remainder of this Agreement, or portion thereof, shall be deemed severable, shall not be affected, and shall remain in full force and

effect.

Section 17. Waiver. The waiver by either party of a breach by the other party of any provision of this Agreement shall not operate or be construed as a waiver of any subsequent breach.

THE CITY OF CARO
A Michigan Municipal Corporation

By: _____
Scott R. Czasak, City Manager

Attest: _____
Rita Papp, City Clerk

EMPLOYEE:

David Dienes II

CITY OF CARO

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

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

MEMORANDUM

TO: City Council
FROM: Michele Perry, City Treasurer
DATE: February 15, 2023
RE: Financing Used Fire Truck *#4*

Information

At the June 6, 2022 meeting the council budgeted to purchase a used Aerial Ladder Fire Truck in the amount of \$400,000.00 and that the purchase would be financed.

Now that a truck has been located I have been working on gathering information for financing the truck. The amount asking to finance is \$400,000.00.

1. Independent Bank
 - a. Rates are between 4.9% and 5.05% but subject to change
 - b. Term is 10 years
 - c. Annual payments
 - d. Requires legal counsel to attest to the validity of the bonds, the tax status of the bonds and prepare the debt instrument.
 - e. Approximate interest at (4.9%) over the loan term \$104,478.89
2. Frankenmuth Credit Union
 - a. Rate 6% but subject to change
 - b. Term is 10 years
 - c. Payments structured to fit our cash flow
 - d. Requires legal counsel to prepare documentation
 - e. Approximate interest at (6%) over the loan term \$127,933.33
3. Community Leasing Partners
 - a. Rate 5.09% but subject to change
 - b. Term is 10 years
 - c. Annual payments
 - d. Requires legal counsel to prepare required documentation
 - e. Approximate interest at (5.09%) over the loan term \$108,530.11

Recommendation:

My recommendation is to finance the 2009 Pierce Velocity 100' Quint with Independent Bank at in the amount of \$400,000 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 the council.

CITY OF CARO

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Action:

Option 1: Approve the City Treasurer to apply for financing the used 2009 Pierce Velocity 100' Quint from Brindlee Mountain Fire Apparatus with Independent Bank. Approve City Clerk Papp to sign the loan application.

Option 2: Deny the City Treasurer to proceed with financing.

CITY OF CARO

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JILL WHITE

MEMORANDUM

TO: Caro City Council
FROM: City Manager Scott R. Czasak
DATE: Wednesday, February 15, 2023
RE: Agenda Item 7 – Fire Truck Sales Agreement

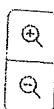
Members of the Caro City Council,

As you are aware, the Fire Chief has been engaged in an active search for a new used fire truck to replace our oldest current equipment. After a search and negotiation over price, the Fire Chief presented me a proposed sales agreement from Brindlee Mountain Fire Apparatus for a 2009 Pierce Velocity 100' Quint for \$375,000,000, which is under the budgeted amount of \$400,000,000.

Upon my review of the sales agreement, I requested the Chief clarify if the 20% down payment would be refundable if the sale does not go through. This point has yet to be clarified, however, due to the timeliness of the sale I am requesting the Council approve the sales agreement contingent upon the City Manager being satisfied the down payment would be refundable if the sale falls apart between transmission of the down payment and possession of the vehicle.

Your options for motions are:

1. Move to approve the City Manager to sign the sales agreement contingent upon his assurance the down payment would be refundable if necessary.
2. Move to reject the sales agreement and inform Brindlee Mountain Fire Apparatus of the rejection.



Addendum to February 3rd, 2023 Sales Agreement

Addendum for the contract between Brindlee Mountain Fire Apparatus (Seller) and Caro Fire Department (Buyer). This addendum names the specific items to be completed on the Apparatus (Stock #16034) by the Seller.

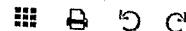
- Oil leak, possible front and rear seals on engine
- Diesel leak around the filter
- Ball joints need to be greased, inspected and replaced if needed
- Power steering box is leaking
- Jake Brake not working
- Outrigger EPU very weak
- Turn table hydraulic leak, unknown source, will need to be found and fixed
- Intercom from base to basket not working
- EPU on the turn table did not work when engaged
- Speed control for the basket not working
- Inspection panels under the platform, the junction box was not secured, had zip ties on them
One is cracked possibly allowing water in and this may be the cause of the basket electrical issue
- Interlock for the pump activation not working safely. When the pump is activated the foot pedal inside the cab is still active.
- Pump gear box is leaking oil around the seal
- Will need and pass a pump test
- Will need and pass a ladder test
- Truck will require a chassis and aerial PM
- Front pump is maxed out, will need new packing to avoid further damage
- Water valves are hard to open and close, will need to be in good operating condition or replaced
- Replace all broken gages
- The pump governor message board screen is hard to read, faded
- Some outriggers are leaking, will need to be fixed

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Sales Agreement

Brindlee Mountain Fire Apparatus (Seller) hereby agrees to sell one 2009 Pierce Velocity 100' Quint (Apparatus-16034) to Caro Fire Department, MI (Buyer) for the sum of \$375,000.00 (Three-Hundred Seventy-Five Thousand Dollars and no cents).

Apparatus: 2009 Pierce Velocity 100' Quint, Stock #16304, VIN: 4P1CV01E29A009967

Buyer Info: Caro Fire Department, 317 S State St, Caro, MI 48723

Seller Info: Brindlee Mountain Fire Apparatus, 15410 Highway 231, Union Grove, AL 35175

Terms and Conditions of Sale:

(1) Services Included: Seller will complete all items listed on the attached Addendum.

(2) Warranty: Apparatus will have a one (1) year warranty beginning with date of pick up. Warranty will cover any single component repair due to catastrophic failure in which the cost exceeds \$3,000.00 (Three Thousand Dollars and no cents) unless repairs are due to operator error, equipment misuse, or substandard maintenance. Apparatus must be maintained to manufacturer's recommended standards or warranty is voided. Total warranty costs paid by Seller to Buyer in the one (1) year warranty period shall not exceed \$12,000.00 (Twelve Thousand dollars and no cents). Apparatus components are engine, transmission, pump, aerial, electrical system, axles, and body structure.

(3) Payment and Title: Buyer will submit a 20% down payment of the sales price at the execution of this sales agreement. Buyer will make payment in full to Seller prior to the release of Apparatus for pick up or delivery. Seller will provide title free of lien to Buyer following receipt of payment.

(4) FOB Seller, Freight Collect: Buyer assumes the responsibility of the Apparatus upon pick up by carrier or other designated representative. Buyer is responsible for all freight charges.

(5) Jurisdiction: This contract shall be governed by, construed, and enforced in accordance with the laws of Alabama. The undersigned by execution and delivery of this Agreement do hereby submit to the exclusive jurisdiction and venue of the state and federal courts of Marshall County, Alabama.

This agreement is valid for execution by February 10, 2023.

Sales Representative
Brindlee Mountain Fire Apparatus

2/3/2023

Date

Sign Here

Authorized Representative
BUYER

Date

Revised: 02/24/2022

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CITY OF CARO

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

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 PAM ISELER

TO: City Council
 City Manager – Scott Czasak
 FROM: Michele Perry, Treasurer
 SUBJECT: Certificate of Deposit Report *#8*
 DATE: February 15, 2023

We have the following Certificates of Deposits maturing.

Financial Institute	Current	Interest	Current	Maturity	Plan of Action at Renewal
	Term	Rate	Balance	Date	Date
Huntington Bank	271 days	0.80%	269,360.29	2/27/2023	Move to Independent Bank into a 55 day CD
Huntington Bank	181 days	0.65%	150,000.00	2/27/2023	Move to Independent Bank into a 55 day CD

Scott and I met with Independent Bank this week to review their different types of accounts. One of the accounts they explained was the Insured Cash Sweep (ICS) account which is an account that is set up with a checking and the target balance on the checking is zero so everynight the funds are swept into the ICS account. The advantages of the ICS are multi-million-dollar FDIC insurance protection, interest rate is higher than a checking, and it is liquid. I would like to work towards setting up an ICS account with at lease \$1 million dollars in it.

Action:

Option 1: Approve City Treasurer to open close the above 2 CD's at Huntington Bank and open 2 new 55 day CD's at Independent bank at the current interest rate.

Option 2: Deny action of the above CD's

CITY OF CARO

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MEMORANDUM

TO: Caro City Council
FROM: City Manager Scott R. Czasak
DATE: Wednesday, February 15, 2023
RE: Agenda Item 9 – CDL Licensing

Members of the Caro City Council,

This item has been postponed from prior to my arrival as City Manager, from my understanding, for the new City Manager to review and advise on. Therefore, I have taken the necessary time to discuss the issue, review the current union contract, and review other relevant materials.

I admit, this is a difficult position the City is in, as this issue should have been handled at the time of hire, however, I can only look at the issue as it stands and move forward. Under the terms of the current contract, specifically Article XVII – Training and Seminars and Article XXV – Licenses, it is the interpretation of the City Attorney and Union Representative that the City is obligated to pay for the **required** licenses (emphasis mine) and the required license is a Class B. Previously, City Clerk Papp recommended Tri Area Trucking School in Freeland as it has a cost of \$1,900 per student. We currently have 4 employees who need to obtain these licenses, which means a total cost of \$7,600.

As only two employees would be able to attend a class at a time, 1 from DPW and 1 from WWTP, the total cost per class would be within the limit of the City Manager to sign off on, specifically \$3,800 per class cycle. Therefore, I request the City Council refer this matter back to the City Manager to proceed as outlined.

Your options for motions are:

1. Move 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 spending limit as per policy.
2. Move to further postpone action on the matter.

CITY OF CARO

INTERIM CITY MANAGER
LAUREN AMELLAL
CITY CLERK
RITA PAPP
CITY TREASURER
MICHELE PERRY
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TISHA JONES-HOLUBEC
JILL WHITE
EMILY CAMPBELL
PAMELA ISELER

MEMORANDUM

TO: City Council
FROM: Rita Papp, City Clerk
DATE: October 3, 2022
RE: CDL Licensing

BACKGROUND

Back on February 7, 2022, the State of Michigan has updated their requirements to obtain a CDL license. Individuals are now required to take a course at an approved CDL school. Prices are based on what level of CDL is required. Currently we have 5 employees that do not have a Class B CDL. Three in DPW, and 2 in WWTP. According to our job description of a DPW Operator – “Licenses/Certification: Valid State of Michigan Vehicle Operator’s License is required; Valid State of Michigan Commercial Driver’s License, Class B with airbrakes within one year of hire.” According to our job description of a WWTP Operator – “A valid State of Michigan CDL (B) Driver’s License, a satisfactory driving record and the ability to maintain one throughout employment.” Due to past practices, the lack of proper accountability, potential liability, and a pandemic beyond our control, we are encountering the issue of staff not having the proper licensing to operate certain city vehicles. We have consulted our attorney and the union representative. Both have indicated that the city is obligated to pay for the minimum requirement of Class B CDL as outlined in both job descriptions and the GELC Union Contract. As outlined in the GELC Union Contract, “Article XVII – Training and Seminars, 17.2 – All training and seminars must be authorized by the employer, certificates of completion for seminars, when available, must be presented to the employer before such payment will be made.” And “Article XXV – Licenses, 25.1 – All employees must maintain all licenses that are required for their jobs; failure to do so may result in the employee being suspended without pay or discharged. Maintaining the above listed State licenses or certifications shall be the employee’s sole responsibility. Failure to inform the supervisor or employer that a license has expired may result in discharge of the employee. The city shall pay for the cost of the license and any training associated with said licenses.”

Upon investigation, the school that is the most economical is Tri Area Trucking School, Freeland, Michigan. Cost is \$1,900.00 per individual. Cost covers commercial learner’s permit, DOT medical exam, DOT drug screen, hands-on skills training, and third-party road test. All documentation is included for your review.

RECOMMENDATION

Recommend that the City of Caro pay for the minimum requirement of a Class B CDL for the 5 employees as outlined above based on their job descriptions and union contract. Also, employee must successfully pass the course or employee will be required to reimburse the city for all costs associated with the training via the appropriate means of reimbursement.

CITY OF CARO

INTERIM CITY MANAGER
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ACTION

Option 1:

To ACCEPT the recommendation of the City Clerk and APPROVE payment of the minimum requirement of a Class B CDL for the 5 employees as outlined in their job descriptions and union contract and employee must successfully pass the course or employee will be required to reimburse the city for any and all costs associated with the training.

Option 2:

To deny the recommendation of the City Clerk.

Option 3:

To postpone this action until the next regularly scheduled meeting of the City Council.

CITY OF CARO

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MEMORANDUM

TO: Caro City Council
FROM: City Manager Scott R. Czasak
DATE: Wednesday, February 15, 2023
RE: Agenda Item 10 – DPW Parking Lot

Members of the Caro City Council,

Prior to my arrival there was a discussion about repair work to the parking lot at the DPW garage due to 2 injuries which occurred in the parking lot which led to workers compensation claims. The City Council postponed further action on this matter in order for the new City Manager to review the situation.

After discussions with the DPW Director about the situation, and the feasibility of repairs vs. a more wholistic solution, it is my conclusion that this issue would be best handled via the upcoming budget process as the parking lot is in need of more than just a simple repair. It is in need of a more comprehensive, and therefore more costly, solution.

Therefore, I am requesting the City Council refer this matter to the City Manager with instructions to address this issue in the upcoming FY2023/2024 City Budget.

Your options for motions are:

1. Move 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
2. Move to further postpone action on the matter.

CITY OF CARO

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

I had the opportunity to attend the Downtown Development Authority (DDA) meeting on February 8, 2022, and got updates on the recent happenings.

Went to policy committee on February 13 and the policy discussed is the City of Caro Social Security Number Privacy Act Compliance Policy which will go before Council on February 20.

Attended the Rotary Club meetings and continue working towards earning my blue pin. Rita Papp and I attended the Rotary Board meeting by zoom and appreciated the invite. Topics discussed were the Maternal Child Initiative, District Conference registration, Hygiene Project, Youth Exchange, Farmer's Day and noted that the Child Abuse Prevention presentation will be held on April 3, 2023, at the Farmer's Market beginning at noon. The Tree Planting Project was discussed, and I will partner with the City Manager to determine if there is a need and funding for any trees to be planted in the City of Caro.

Received communication from Megan Bierlein from Frankenmuth Bible Church. They are looking 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. Will be presented to Council.

I met with Steve Erickson from Economic Development, and he updated me on another blight elimination grant that may be available and felt could be extremely beneficial to the City of Caro. He is gathering more information and it will be discussed further in the near future.

My congratulations to Council Member White, Council Member Iseler and Council Member Campbell who attended the first series of the Newly Elected Officials Training presented by Michigan Municipal League virtually on January 21 and the second series of Newly Elected Officials training by virtual on February 10-11 which completes the course for them. Council Member Kish and I 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

CITY OF CARO

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MEMORANDUM

TO: Caro City Council
FROM: City Manager Scott R. Czasak
DATE: Wednesday, February 15, 2023
RE: City Manager's Report

Members of the Caro City Council,

As I continue to settle into my role as your City Manager I am pleased to report I am continuing to work on various issues and concerns in order to deliver the best possible service for the residents of Caro.

In addition to my regular meetings with Department Heads, my weekly attendance at Rotary, and my monthly attendance at the Chamber of Commerce board meeting I have been engaged in other activities such as meeting with representatives of Independent Bank about options regarding our finances, speaking the Caro Exchange Club about being your new City Manager, and I am scheduled to attend a ribbon cutting for the Grand Reopening of Studio J on Friday the 17th.

As discussed in the agenda, I also interviewed and offered a position for a new Wastewater Plant Superintendent, I believe the candidate selected is eager to start and do great work for Caro going forward.

Also, I was a participant in a round table discussion with members of our DPW staff and representatives from the Caro State Hospital site to put to rest outstanding issues regarding a backup well on site. After our conversations the State is preparing a proposed contract defining the roles and responsibilities as discussed in that meeting, once the attorney and myself review the proposed contract I will bring it before the council for approval.

I was also pleased to attend my first DDA Board meeting since starting here, and coming from a DDA background I am eager to engage with them in order to do all we can to ensure a thriving Downtown Caro.

Most importantly, on Wednesday I have scheduled a Department Head meeting to go over the upcoming budget process, as well as hear from risk management to ensure we all have up to date information and knowledge. I look forward to engaging with department heads, and the Council in this upcoming budget process because, as I have stated, going

through a budget cycle is how I will be completely immersed in all of the plans and goals of the City so I can do my best to ensure they are implemented well.

On a personal note, I finally closed on my house in the Caro area and am in the process of making it into my home. Now that my 1.5 hour commute is gone, I look forward to engaging more in the community, and to fulfilling my intention to sit down with individual members of Council to get their feedback about how they want Caro to move forward.

CITY OF CARO

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

- City Manager Scott Czasak and I posted the Director of 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. Contract to final candidate will be presented at this meeting for approval.
- Attended DDA Meeting February 8, 2023.
- Attended Rotary Board Meeting virtually with Mayor Snider February 9, 2023.
- Attended Policy Committee Meeting, February 13, 2023.
- Planning Commission Meeting cancelled February 14, 2023 due to lack of agenda items.
- Emily, Jill, and Pam attended 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. Both have been registered. Don Hall cancelled his attendance to the Virtual Core Weekender and a credit will be applied to the May class.

CITY OF CARO

MANAGER
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TO: City Council
City Manager – Scott Czasak
FROM: Michele Perry, Treasurer
SUBJECT: Treasurer's Report
DATE: February 15, 2023

- Attended the City Council meeting in January 2023
- Attended the policy committee meetings in January & February
- Attended the finance committee meeting in January.
- Attended the Hubbell, Roth and Clark interview for the wastewater treatment plant updates.
- Attended meeting to go over the well location choice and review financial information for the drinking water state revolving loan program.
- Met with Independent Bank to review accounts they have available.
- Starting to prepare to work on budget for fiscal year 2023/2024.
- Update on CDBG funding related to the Farmer's Market pavilion:
 - I have sent various emails to Lenore at MEDC trying to finish up the CDBG, but I have been unsuccessful receiving the items from her that she states she will get to me to finish up the grant and get it closed out.
- Blight elimination program: waiting to hear from the Tuscola County Land Bank to see if they were awarded the grant.
- Continue to review various policies with City Manager Czasak and City Clerk Papp to continue updating policies.
- The Treasurer's Office has been busy over the last month with the following items:
 - Collecting Summer and Winter taxes payments
 - Collecting utility payments
 - Mailing out utility bills
 - Mailing out city bill payments
 - Receiving and tracking responses from residences regarding the way in which they are opting to pay for the sidewalk invoices for the sidewalk projects from 2021 completed in spring of 2022.
- Attended Michigan Municipal Treasurer Association Winter Conference in Lansing on January 19th and 20th. Highlights from the conference
 - Speaker addressed how to deal with angry public.
 - Reviewed required and recommended policies.
 - Legislative update
- Assisted in covering the front desk during staff lunches and vacations.
- **Random act of kindness:** We had a resident come in the office and ask to pay \$200 anonymous on a person's account who was struggling.