

AGENDA
REGULAR MEETING OF THE CARO CITY COUNCIL
JULY 3, 2023, 6:30 P.M.

CALL TO ORDER (Pledge of Allegiance)

AGENDA APPROVAL

PUBLIC COMMENTS/VISITORS:

COMMUNICATION: None

CONSENT AGENDA:

1. Regular Council Meeting Minutes – June 19, 2023
2. Invoices

REGULAR AGENDA:

1. Committee Appointments
2. Banner Request – Tuscola County Fair Association
3. Splash Pad Fence Estimate – Halfway Fence Company
4. Road Closure Request – Tuscola County Pumpkin Festival
5. Utility Billing and Accounts Receivable Write-Offs

MAYOR'S REPORT – Written report submitted.

MANAGER'S REPORT – Written report submitted.

CLERK'S REPORT – Written report submitted.

ADDITIONAL PUBLIC COMMENTS

ADJOURN

REGULAR MEETING OF THE CARO CITY COUNCIL
June 19, 2023, 6:30 P.M.
Council Chambers, 317 S. State St., Caro, MI 48723

Mayor Karen Snider called the regular meeting of the City Council to order on June 19, 2023, at 6:30 p.m. in the Council Chambers.

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

Absent: Doreen Oedy

Others: Scott Czasak – City Manager, Rita Papp – City Clerk, Michele Perry – City Treasurer, Randy Heckroth – Fire Chief/Code Enforcement Officer, Tom Reese – DPW Superintendent, David Dienes II – WWTP Superintendent and other guests

AGENDA APPROVAL

23-M-127

Motion by Eschenbacher, seconded by Kish to approve the agenda with the additions of: Presentation – Adessa Gardens “Plant GenX”

Motion Carried.

PUBLIC COMMENT/VISITORS: None

PRESENTATION: Adessa Gardens “Plant GenX”

COMMUNICATIONS:

1. Parks & Recreation Meeting Minutes (unapproved) – June 13, 2023

CONSENT AGENDA:

1. Regular Council Meeting Minutes – June 5, 2023 (Amended)
2. Invoices
3. Department Reports
 - A. Police Report – Chief Brian Newcomb
 - B. Fire Report – Chief Randall Heckroth
 - C. Code Enforcement Report – Randall Heckroth
 - D. DPW Superintendent – Tom Reese

Councilor Jill White spoke about the flowers and street cleaning.

- E. WWTP Superintendent – David Dienes II
- F. Municipal Parking Violations Bureau Report – Rita Papp
- G. Director of Development & Strategic Initiatives Report – Lauren Amellal

23-M-128

Motion by Kish, seconded by Iseler to approve the consent agenda with amended minutes including invoices.

Motion Carried.

REGULAR AGENDA: (action required)

1. Parks & Recreation Bylaws

23-M-129

Motion by Eschenbacher, seconded by Kish to accept and adopt the Parks & Recreation Bylaws as presented.

Motion carried.

2. SPARK Grant Application

23-M-130

Motion by Iseler, seconded by White to approve and adopt the Resolution for Spark Grant Application as presented with amendments.

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

Motion carried.

3. Pavilion Rental at Caro Parks

23-M-131

Motion by Iseler, seconded by Campbell to allow the City Manager to implement a Pavilion Rental Program at City Parks.

Motion carried.

4. Budget Adjustments

23-M-132

Motion by Eschenbacher, seconded by Campbell to accept and approve the Resolution of Adoption FY 2022-2023 Budget Amendments.

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

Motion carried.

ITEMS PENDING/POSTPONED: None

COMMITTEE/LIAISON POSITION REPORTS:

1. Economic Development Corporation (Mayor Snider) – No meeting.
2. Chamber of Commerce (Manager) – Chamber of Commerce thanked everyone for their participation in Cars & Crafts, Chamber Golf Outing is August 4, 2023, Ribbon Cutting for Garden Club and Kretschkys.
3. Downtown Development Authority (Kish) – Approved the DDA Director employment contract and job description.
4. Fair Board (Iseler) – No report
5. Parks & Recreation (White) – Discussed Spark Grant, Bylaws, and Received a donation for a local park.

6. Planning Commission (Eschenbacher) – No meeting.
7. Tuscola County Board of Commissioners (Iseler) – County received grant for a marine boat and purchased playground equipment for Vanderbilt Park.
8. Zoning Board of Appeals (Mayor Snider) – No meeting.
9. Indianfields Township (Manager) – Marijuana ordinance discussion and approved ordinance. Completed their board policies and discussed putting their ordinances online.
10. Almer Township (Campbell) – No report.

MAYOR'S REPORT – Written report submitted.

MANAGER'S COMMENTS – Written report submitted.

Still waiting on media for the arsenic plant.

Will be on vacation July 3-7, 2023, Chief Newcomb is covering City Manager duties in my absence.

CLERK'S REPORT – Written report submitted.

Attended MAMC Conference last week.

TREASURER'S REPORT – Written report submitted.

Received \$8,000.00 + for code enforcement fees.

ADDITIONAL PUBLIC COMMENT:

Steve Campbell – Spoke on pavilions and rental fees.

Sean Smith – Spoke on pavilions and rental fees, Parks & Recreation Committee involvement, and Spark Grant.

Tanya Batschke – Spoke on the increase of positivity in the community.

Randy Heckroth – Spoke on pavilion rentals, flowers, and sidewalk clean up using fire trucks. Zoning will be transferred to City Manager on July 1, 2023. Code Enforcement is working on blight ticket recovery process & working on blight elimination with community involvement. The new fire truck will be picked up July 7, 2023.

City of Caro has received their license for the Medical First Responders. The program will start July 1, 2023.

Councilor Pam Iseler – Spoke on council attendance at committee meetings.

23-M-133

Motion by Iseler, seconded by White to adjourn the meeting at 8:05 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
ROY BROWNING				
06/23	06/20/2023	76767	592-000-255-000	28.18- V
Total ROY BROWNING:				
Total 76767:				
KENNA BROWNING				
06/23	06/20/2023	76825	592-000-255-000	28.18
06/23	06/20/2023	76825	592-000-255-000	28.18- V
Total KENNA BROWNING:				
Total 76825:				
KENNA BROWNING				
06/23	06/20/2023	76826	592-000-255-000	28.18
Total KENNA BROWNING:				
Total 76826:				
AFLAC				
07/23	07/03/2023	76827	101-000-231-005	728.15
Total AFLAC:				
Total 76827:				
ALISSA BOULTON				
07/23	07/03/2023	76828	242-733-965-001	5.00
Total ALISSA BOULTON:				
Total 76828:				
ANDREW MILLMINE				
07/23	07/03/2023	76829	592-000-255-000	4.91
Total ANDREW MILLMINE:				
Total 76829:				
ASHLEY PERKINS				
07/23	07/03/2023	76830	242-733-965-001	6.00
Total ASHLEY PERKINS:				

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Invoice GL Account	Amount

COMPANION LIFE INSURANCE CO.

07/23	07/03/2023	76838	101-172-717-000	62.66
07/23	07/03/2023	76838	101-191-717-000	2.00
07/23	07/03/2023	76838	101-253-717-000	17.56
07/23	07/03/2023	76838	101-260-717-000	19.55
07/23	07/03/2023	76838	101-265-717-000	14.36
07/23	07/03/2023	76838	101-301-717-000	159.60
07/23	07/03/2023	76838	592-557-719-000	83.21
07/23	07/03/2023	76838	596-483-719-000	29.15
07/23	07/03/2023	76838	596-521-719-000	6.16
07/23	07/03/2023	76838	661-536-719-000	20.51
07/23	07/03/2023	76838	590-483-719-000	141.97
07/23	07/03/2023	76838	590-536-719-000	3.08
07/23	07/03/2023	76838	590-567-719-000	166.83
07/23	07/03/2023	76838	590-568-719-000	18.49
07/23	07/03/2023	76838	592-483-719-000	66.81
07/23	07/03/2023	76838	592-536-719-000	3.08
07/23	07/03/2023	76838	203-483-719-000	27.20
07/23	07/03/2023	76838	204-442-719-000	9.25
07/23	07/03/2023	76838	204-483-719-000	12.66
07/23	07/03/2023	76838	242-441-719-000	13.82
07/23	07/03/2023	76838	242-728-719-000	65.45
07/23	07/03/2023	76838	536-336-719-000	60.86
07/23	07/03/2023	76838	101-410-719-000	12.57
07/23	07/03/2023	76838	101-441-719-000	114.21
07/23	07/03/2023	76838	101-691-719-000	6.16
07/23	07/03/2023	76838	202-483-719-000	27.20
07/23	07/03/2023	76838	202-463-719-000	15.41
07/23	07/03/2023	76838	203-463-719-000	18.49
07/23	07/03/2023	76838	101-191-719-000	7.60
07/23	07/03/2023	76838	101-253-719-000	51.80
07/23	07/03/2023	76838	101-260-719-000	60.90
07/23	07/03/2023	76838	101-265-719-000	36.98
07/23	07/03/2023	76838	101-301-719-000	494.56
07/23	07/03/2023	76838	101-371-719-000	15.86
07/23	07/03/2023	76838	592-536-717-000	1.20
07/23	07/03/2023	76838	592-557-717-000	32.32
07/23	07/03/2023	76838	596-483-717-000	9.38
07/23	07/03/2023	76838	596-521-717-000	2.39
07/23	07/03/2023	76838	661-536-717-000	6.08
07/23	07/03/2023	76838	101-172-719-000	48.88
07/23	07/03/2023	76838	536-336-717-000	18.75
07/23	07/03/2023	76838	590-483-717-000	39.30
07/23	07/03/2023	76838	590-536-717-000	1.20
07/23	07/03/2023	76838	590-567-717-000	63.44
07/23	07/03/2023	76838	590-568-717-000	7.18
07/23	07/03/2023	76838	592-483-717-000	20.35

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Invoice GL Account	Amount
07/23	07/03/2023	76838	203-463-717-000	7.18
07/23	07/03/2023	76838	203-483-717-000	7.08
07/23	07/03/2023	76838	204-442-717-000	3.59
07/23	07/03/2023	76838	204-483-717-000	3.49
07/23	07/03/2023	76838	242-441-717-000	4.69
07/23	07/03/2023	76838	242-728-717-000	20.75
07/23	07/03/2023	76838	101-371-717-000	4.99
07/23	07/03/2023	76838	101-410-717-000	2.99
07/23	07/03/2023	76838	101-441-717-000	40.70
07/23	07/03/2023	76838	101-691-717-000	2.39
07/23	07/03/2023	76838	202-483-717-000	7.08
07/23	07/03/2023	76838	202-463-717-000	5.99
Total COMPANION LIFE INSURANCE CO.:				2,227.39
Total 76838:				2,227.39
DAKOTA OSTERHOUT				
07/23	07/03/2023	76839	242-733-965-001	24.00
Total DAKOTA OSTERHOUT:				24.00
Total 76839:				24.00
DENISE WILLIAMS				
07/23	07/03/2023	76840	592-000-255-000	150.00
Total DENISE WILLIAMS:				150.00
Total 76840:				150.00
DIAMOND EXCAVATING LLC				
07/23	07/03/2023	76841	101-265-970-002	25,032.75
Total DIAMOND EXCAVATING LLC:				25,032.75
Total 76841:				25,032.75
DIANE BATTEL				
07/23	07/03/2023	76842	242-733-965-001	8.00
Total DIANE BATTEL:				8.00
Total 76842:				8.00
DIGICOM GLOBAL INC.				
07/23	07/03/2023	76843	536-336-970-000	7,178.40
Total DIGICOM GLOBAL INC.:				7,178.40
Total 76843:				7,178.40

GL Period	Check Issue Date	Check Number	Invoice GL Account	Amount
EJ USA INC				
07/23	07/03/2023	76844	590-567-776-000	192.53
Total EJ USA INC:				
				192.53
Total 76844:				
				192.53
FERGUSON ENTERPRISES LLC #2000				
07/23	07/03/2023	76845	592-557-776-000	70.42
Total FERGUSON ENTERPRISES LLC #2000:				
				70.42
Total 76845:				
				70.42
FIRST BANKCARD				
07/23	07/03/2023	76846	101-172-960-000	11.25
07/23	07/03/2023	76846	592-557-807-000	10.39
07/23	07/03/2023	76846	101-260-960-000	114.48
07/23	07/03/2023	76846	101-260-960-000	32.45
07/23	07/03/2023	76846	536-336-740-000	16.08
07/23	07/03/2023	76846	536-336-740-000	23.96
07/23	07/03/2023	76846	536-336-740-000	35.97
Total FIRST BANKCARD:				
				244.58
Total 76846:				
				244.58
FOSTER, SWIFT, COLLINS & SMITH, PC				
07/23	07/03/2023	76847	101-172-801-000	1,075.00
07/23	07/03/2023	76847	101-260-801-000	50.00
Total FOSTER, SWIFT, COLLINS & SMITH, PC:				
				1,125.00
Total 76847:				
				1,125.00
HIRSCHMAN OIL SUPPLY INC				
07/23	07/03/2023	76848	661-536-860-000	928.26
Total HIRSCHMAN OIL SUPPLY INC:				
				928.26
Total 76848:				
				928.26
HONEYWELL INC				
07/23	07/03/2023	76849	590-567-801-000	8,686.86
Total HONEYWELL INC:				
				8,686.86
Total 76849:				
				8,686.86
HUBBELL, ROTH & CLARK, INC				
07/23	07/03/2023	76850	590-567-970-000	1,270.49
07/23	07/03/2023	76850	590-567-970-000	703.02

M = Manual Check, V = Void Check

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Invoice GL Account	Amount
07/23	07/03/2023	76857	101-260-801-002	100.28
07/23	07/03/2023	76857	101-172-801-002	100.28
07/23	07/03/2023	76857	101-253-801-002	100.28
07/23	07/03/2023	76857	590-567-801-002	108.34
			Total KRISTAL'S HELPING HAND LLC:	1,335.00
			Total 76857:	1,335.00
LISA JUNE				
07/23	07/03/2023	76858	242-733-965-001	49.00
			Total LISA JUNE:	49.00
			Total 76858:	49.00
MARY ELLEN OSTERHOUT				
07/23	07/03/2023	76859	242-733-965-001	22.00
			Total MARY ELLEN OSTERHOUT:	22.00
			Total 76859:	22.00
MAURINE SALSBURY				
07/23	07/03/2023	76860	242-733-965-001	8.00
			Total MAURINE SALSBURY:	8.00
			Total 76860:	8.00
MESSA				
07/23	07/03/2023	76861	101-172-716-000	371.92
07/23	07/03/2023	76861	101-253-716-000	817.06
07/23	07/03/2023	76861	101-260-716-000	335.36
07/23	07/03/2023	76861	101-265-716-000	832.36
07/23	07/03/2023	76861	101-301-716-000	7,632.78
07/23	07/03/2023	76861	101-371-716-000	71.95
07/23	07/03/2023	76861	592-557-716-000	1,872.81
07/23	07/03/2023	76861	596-483-716-000	522.48
07/23	07/03/2023	76861	596-521-716-000	138.73
07/23	07/03/2023	76861	661-536-716-000	275.33
07/23	07/03/2023	76861	101-000-231-010	6,119.84
07/23	07/03/2023	76861	590-483-716-000	3,291.82
07/23	07/03/2023	76861	590-536-716-000	69.36
07/23	07/03/2023	76861	590-567-716-000	1,832.40
07/23	07/03/2023	76861	590-568-716-000	485.54
07/23	07/03/2023	76861	592-483-716-000	1,462.57
07/23	07/03/2023	76861	592-536-715-000	69.36
07/23	07/03/2023	76861	203-483-716-000	299.01
07/23	07/03/2023	76861	204-442-716-000	208.09
07/23	07/03/2023	76861	204-483-716-000	247.42
07/23	07/03/2023	76861	242-441-716-000	69.36

CITY OF CARO

Check Register - Council Meeting
Check Issue Dates: 6/20/2023 - 7/3/2023Page: 8
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GL Period	Check Issue Date	Check Number	Invoice GL Account	Amount
07/23	07/03/2023	76861	242-728-716-000	12.90
07/23	07/03/2023	76861	536-336-716-000	12.90
07/23	07/03/2023	76861	101-410-716-000	38.70
07/23	07/03/2023	76861	101-441-716-000	2,308.41
07/23	07/03/2023	76861	101-691-716-000	138.73
07/23	07/03/2023	76861	202-463-716-000	346.82
07/23	07/03/2023	76861	202-483-716-000	299.01
07/23	07/03/2023	76861	203-463-716-000	416.18
Total MESSA:				30,599.20
Total 76861:				30,599.20
MICHIGAN PIPE & VALVE-SAGINAW				
07/23	07/03/2023	76862	592-557-970-001	525.00
07/23	07/03/2023	76862	590-567-970-001	525.00
07/23	07/03/2023	76862	592-557-970-001	210.00
07/23	07/03/2023	76862	590-567-970-001	210.00
07/23	07/03/2023	76862	592-557-970-001	973.75
07/23	07/03/2023	76862	590-567-970-001	973.75
07/23	07/03/2023	76862	592-557-776-000	391.00
07/23	07/03/2023	76862	592-557-776-000	149.00
Total MICHIGAN PIPE & VALVE-SAGINAW:				3,957.50
Total 76862:				3,957.50
MICHIGAN RURAL WATER ASSOCIATION				
07/23	07/03/2023	76863	592-557-801-000	340.00
07/23	07/03/2023	76863	590-567-801-000	1,020.00
Total MICHIGAN RURAL WATER ASSOCIATION:				1,360.00
Total 76863:				1,360.00
MIKE PAPP				
07/23	07/03/2023	76864	242-733-965-001	20.00
Total MIKE PAPP:				20.00
Total 76864:				20.00
NANCY BARRINGER				
07/23	07/03/2023	76865	242-733-965-001	23.00
Total NANCY BARRINGER:				23.00
Total 76865:				23.00
PREMIER SAFETY				
07/23	07/03/2023	76866	536-336-801-000	622.93

M = Manual Check, V = Void Check

CITY OF CARO

Check Register - Council Meeting
Check Issue Dates: 6/20/2023 - 7/3/2023

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M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Invoice GL Account	Amount
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Total 76870: 200.00

TARA OLAR

07/23 07/03/2023 76871 242-733-965-001 5.00

Total TARA OLAR: 5.00

Total 76871: 5.00

TEAM FINANCIAL GROUP

07/23	07/03/2023	76872	661-536-750-001	29.90
07/23	07/03/2023	76872	101-172-750-001	29.90
07/23	07/03/2023	76872	101-253-750-001	29.90
07/23	07/03/2023	76872	101-260-750-001	29.90
07/23	07/03/2023	76872	101-301-750-001	29.90
07/23	07/03/2023	76872	101-441-750-001	29.90
07/23	07/03/2023	76872	536-336-750-001	29.90
07/23	07/03/2023	76872	590-567-750-001	29.90
07/23	07/03/2023	76872	592-557-750-001	29.90
07/23	07/03/2023	76872	596-521-750-001	29.90

Total TEAM FINANCIAL GROUP: 299.00

Total 76872: 299.00

THE SAFETY COMPANY LLC

07/23 07/03/2023 76873 661-536-776-000 2,726.25

Total THE SAFETY COMPANY LLC: 2,726.25

Total 76873: 2,726.25

TRACE ANALYTICAL LABORATORIES, INC.

07/23	07/03/2023	76874	592-557-801-000	42.00
07/23	07/03/2023	76874	592-557-801-000	42.00

Total TRACE ANALYTICAL LABORATORIES, INC: 84.00

Total 76874: 84.00

TUSCOLA COUNTY

07/23 07/03/2023 76875 101-257-801-000 2,433.17

Total TUSCOLA COUNTY: 2,433.17

Total 76875: 2,433.17

TUSCOLA COUNTY TREASURER

07/23 07/03/2023 76876 101-000-425-001 586.77
07/23 07/03/2023 76876 101-000-425-007 3,744.85

Report Criteria:

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

CITY OF CARO

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

317 South State Street
Caro MI 48723
Phone 989-673-2226
Fax 989-673-7310
Website www.carocity.net

MAYOR
KAREN SNIDER
CITY COUNCIL
BOB ESCHENBACHER
EMILY CAMPBELL
PAMELA ISELER
CHARLOTTE KISH
DOREEN OEDY
JILL WHITE

TO: City Manager/ City Council
FROM: Rita Papp – City Clerk
SUBJECT: Banner Request – Tuscola County Fair Association
DATE: July 3, 20253

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 The Tuscola County Fair Association. Their request is to have two banners hung July 10 – 23, 2023. I contacted Neil Jackson on June 27, 2023 informing him that he used the wrong form and I updated him on the adjusted cost. Total Due = \$300.00.

Option 1

Motion to approve the Banner Request from Tuscola County Fair Association, July 10 – 23, 2023, pending payment of \$300.00 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	\$75.00
2 Banners	\$150.00
$2 \text{ Banners} = \$300.00$	
- City DPW Personnel will be responsible for Banner placement.
- City Council must approve all requests for Banners.
- Banners shall be hung for a period not to exceed two weeks.
- No Banners will be stored by City.
- 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 factor.

BANNER REQUEST

NAME Neil Jackson PHONE 989-670-6433

ORGANIZATION Tuscola County Fair Assoc

EVENT Tuscola County FAIR

DATE YOU WISH BANNERS TO BE PUT UP July 10 - 23

DATE YOU WISH BANNERS TO BE TAKEN DOWN Aug 1 2023

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

Payment Received by: _____ Date _____

Adopted by Council: 04-03-06 Revised 12-23-15

Policy # 06-002

CITY OF CARO

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

317 South State Street
Caro MI 48723
Phone 989-673-2226
Fax 989-673-7310
Website www.carocity.net

MAYOR
KAREN SNIDER
CITY COUNCIL
EMILY CAMPBELL
BOB ESCHENBACHER
PAMELA ISELER
CHARLOTTE KISH
DOREEN OEDY
JILL WHITE

MEMORANDUM

TO: Caro City Council
FROM: City Manager Scott R. Czasak
DATE: Wednesday, June 28, 2023
RE: Agenda Item – Splash Pad Fence

Members of the Caro City Council,

As you are aware, one of the projects discussed as part of the FY 2023/24 budget was to install a fence around the Splash Pad at Bieth Park. Last year, a snow fence was erected around the Splash Pad as a temporary measure and it proved to be popular with the parents who felt it helped to contain their kids. As such, the fence project was placed out for bids and after review I am recommending we award the job to Halfway Fence Company of Bad Axe who placed a bid of \$23,968.56.

As part of the budget, we anticipated the project costing upwards of \$30,000, so this bid comes in below expectations and gives us wiggle room if there are any cost overruns or delays due to supply chain issues. We anticipate the fence being completed by the end of July if everything works as planned.

Your options for motions are:

1. Authorize the City Manager to accept the bid from Halfway Fence Company of \$23,968.56 to build a fence around the Splash Pad at Beith Park and execute all documents necessary to complete the project.
2. Table for further discussion.
3. Take no action.

Halfway Fence Company
1175 S Lackie Rd
Bad Axe, MI 48413
(989) 269-4070
halfwayfence@gmail.com
halfwayfenceco.com

HF CO

Estimate

ADDRESS

ATTN: TOM REESE
City of Caro
317 S. State Street
Caro, MI 48723-1797

ESTIMATE # 3440
DATE 06/13/2023
EXPIRATION DATE 07/13/2023

ACTIVITY	AMOUNT
SPLASH PAD FENCE PROJECT	
ATTN: THOMAS REESE	
Labor and Materials	23,968.56
Furnish and install approx. 300' of 4' high commercial black 3-rail aluminum flat-top EFF-20 fencing with 2 - 4' walk gates with 2-1/2" posts, and all hardware and materials included. Posts set in concrete.	
HFCO proposes to furnish material and labor - in accordance with the above specifications, for the amount noted. Any alteration/deviation from	SUBTOTAL 23,968.56
	TAX 0.00

HFCO proposes to furnish material and labor - in accordance with the above specifications, for the amount noted. Any alteration/deviation from the above specifications will become an extra charge over the estimate. Any unforeseen conditions at the time of installation that disrupt the project either by cost or time delay must be compensated with an extension of time, payment for direct cost, and additional overhead and profit to complete the project. We do not provide any landscaping services needed to complete the project. HFCO is not liable for any accidents that occur due to underground utilities that are not properly marked either by Miss Dig, the utility company or by the client. All permits are the responsibility of the owner.

The above specifications and total amount of our investment are satisfactory and we hereby accept this proposal. We understand that any permits for the property are our responsibility. HFCO is authorized to do the work as specified.

Accepted By

Accepted Date

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MEMORANDUM

TO: Caro City Council
FROM: City Manager Scott R. Czasak
DATE: Wednesday, June 28, 2023
RE: Agenda Item – Pumpkin Festival Road Closures

Members of the Caro City Council,

As you are aware, the Tuscola County Pumpkin Festival annually requests road closures in order to have their event, as such they have sent in this annual request. They are requesting the following road closures:

1. East Sherman Street closed from State Street to Court Street, from Wednesday, October 5, 5:30 p.m. through Sunday, October 8, 7:00 p.m.
2. West Sherman Street from State Street to the alley, Thursday, October 5, and Friday, October 6.
3. East and West Lincoln Streets closed from State Street to alley from Friday, October 5, 7:00 a.m. through Sunday, October 8, 7:00 p.m.
4. East and West Burnside Street closed from State Street to alley, Saturday, October 7, 7:00 a.m. through 7:00 p.m.
5. State Street closed on Saturday, October 7, 7:00 a.m. to approximately 7:00 p.m. from Frank Street to Quinn Street for the Car Show. Will reopen M-81 when it is safe to do so.
6. State Street (M81) closed on Sunday, October 8, 2023 12:15 p.m. until approximately 4:00 p.m. from State St/Park Drive to Gilford Road for the annual Grand Parade.

Your options for motions are:

1. Authorize the requested road closures for the Pumpkin Festival.
2. Table for further discussion.
3. Take no action.

June 26, 2023

City Council – City of Caro
317 S. State Street
Caro, MI 48723

RE: 2023 TUSCOLA COUNTY PUMPKIN FESTIVAL

Dear City Council Members:

The Tuscola County Pumpkin Festival dates are October 5 – 8, 2023. We would like to request the following from the City:

1. East Sherman Street closed from State Street to Court Street, from Wednesday, October 5, 5:30 p.m. through Sunday, October 8, 7:00 p.m. for concession stands.
2. West Sherman Street from Main Street to the ally, Thursday, October 5, and Friday, October 6.
3. Closure of side streets to ensure the safety of pedestrians enjoying the events downtown, and since the cars will be located directly on State Street.
 - East and West Lincoln Streets closed from State Street to alley from Friday, October 5, 7:00 a.m. through Sunday, October 8, 7:00 p.m.
 - East and West Burnside Street closed from State Street to alley, Saturday, October 7, 7:00 a.m. through 7:00 p.m.
4. Placement of port-a-johns on Wednesday, October 4, or Thursday, October 5, for the events on Friday, Saturday, and Sunday. Port-a-johns to be placed throughout the M-81 stretch. We will obtain the port-a-johns from an outside source.
5. Use of sidewalks on State Street, both sides, from Frank Street to Quinn Avenue on Friday, October 5, Saturday, October 6, and Sunday, October 7.
6. State Street closed on Saturday, October 7, 7:00 a.m. to approximately 7:00 p.m. from Frank Street to Quinn Street for the Car Show. Will reopen M-81 when it is safe to do so.
7. State Street (M81) closed on Sunday, October 8, 2023 12:15 p.m. until approximately 4:00 p.m. from State St/Park Drive to Gilford Road for the annual Grand Parade.
8. Assistance from DPW with coordination of picnic tables to be placed on East Sherman Street for concessions; picnic tables to be placed on West Lincoln Street, and down State Street for the event. Festival Directors will be happy to meet with appropriate City of Caro staff to discuss cooperation between City and Festival.
9. The Pumpkin Festival Directors will meet with Caro Police Department officials prior to the event and provide names and cell phone numbers of all involved.
10. Requesting the cooperation of DPW Supervisor and their staff to assist with miscellaneous items.

If there are any questions, please feel free to contact the Pumpkin Festival at (989) 325-5323.

Sincerely,

Tuscola County Pumpkin Festival Board

CITY OF CARO

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MEMORANDUM

TO: City Council
FROM: Michele Perry, City Treasurer
DATE: June 27, 2023
RE: Utility Billing and Accounts Receivable Write-Offs

Information

The City of Caro had a total of \$420.60 in utility bills which need to be written off. One is for \$36.98 for a company which filed bankruptcy. The other one is for \$383.62 for a utility bill which cannot be put on the landlord's property taxes due to the tenant affidavit.

The City of Caro has a total of \$894.60 in accounts receivable bills which need to be written-off. The accounts receivables are from 2011 to 2015 and are for a FOIA request, car fire and vehicle crash from non-city residents. They have been sent invoices and statements from the date of the incident.

Recommendation:

I would recommend the Council approve the City Treasurer to write off the attached list of utility bills and accounts receivables.

Action:

Option 1: Council to approve the City Treasurer to write off the utility bills in the amount of \$420.60 and accounts receivables in the amount of \$894.60.

Option 2: Council deny the City Treasurer to write off the utility bills and the accounts receivables.

Request to Write-off - May 1, 2023

Utility Billing Accounts		Reason		Amount to write off
Account Number	Account Name	Property Address	Reason	
4-2500-00	GNC	1530 W Cairo Rd	Bankruptcy	\$36.98
4-0390-09	Giddings, A (Savoie)	635 W Frank St	Tenant affidavit - State Law owner not responsible for tenant billing	\$383.62
Total Amount				\$420.60

Accounts Receivables		Reason		Amount to write off
Account Number	Account Name	Property Address/Reason	Reason	
619	Mary McMurray	Car fire/non city resident	billed since 6/6/2011- no response	\$130.00
710	Amy Trollman	Vehicle crash/non city resident	billed since 3/22/2013-no response	\$250.00
718	Detroit Free Press	FOIA labor/noncity resident	billed since 6/3/2013-no response	\$14.60
854	Roger Austin	Vehicle crash/non city resident	billed since 12/17/2014-no response	\$250.00
867	Brandon Myers	Vehicle crash/non city resident	billed since/ 4/17/2015-no response	\$250.00

Total Amount

\$894.60

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TO: City Council
FROM: Karen Snider – Mayor
SUBJECT: Mayor's Report
DATE: July 3, 2023

Met with the City Manager and Deputy Clerk on June 15 and created the agenda for the June 19 council meeting.

Attended a meeting with Scott Czasak, Julie Matuszak and Wendy Jacot regarding the Tuscola County Pumpkin Festival. The festival will start on October 5 with October 8 wrapping up the event. A request will be forthcoming to council regarding street closures. Discussed ideas to help with better collaboration between the different organizations and the Pumpkin Festival events.

I attended the Kretzschy's Smokey BBQ ribbon cutting ceremony and 1st dollar presentation. It was very exciting watching another business come into our city.

Economic Development Commission (EDC) rescheduled their June 21 meeting to June 28 due to the possibility of lack of quorum. Attended the meeting June 28 and received updates on several projects taking place at the EDC. I am excited because EDC received the bid documents back for the demolition of the old police station and the City Manager will be reviewing them. Upon approval by both EDC and City Manager, they will be sent to the state for approval. One step closer to demolition of the building.

I was honored to attend the retirement party for Sharon Beals who served as Chief Executive Officer of Tuscola Behavioral Health Systems (TBHS). Sharon gave 40 years of dedication and commitment to TBHS and will be missed. The incoming Chief Executive Officer will be Julie Majeske who will begin July 1, 2023.

Working on council agenda for July 3 meeting with city manager and city clerk.

The below items are left on my report as reminders:

The Frankenmuth Bible Church is still looking for more projects for their large-scale community service project for the City of Caro on October 22. They will be bringing at least 400 volunteers to assist with this project.

Council members need to get their comments as to tree planting to the City Manager as soon as possible.

Mayor Karen Snider

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MEMORANDUM

TO: Caro City Council
FROM: City Manager Scott R. Czasak
DATE: Wednesday, June 28, 2023
RE: City Manager's Report

Members of the Caro City Council,

As we begin this new Fiscal Year, I am excited to begin on the projects which we discussed as part of the budget process, in fact our first project is part of this weeks agenda. We are hitting the ground running here in City Hall as we begin a new budget year and a new series of goals to accomplish. However, as you know, I did decide to take my first week off since becoming City Manager this week, so I hope you all have a great meeting in my absence.

In the last two weeks, I was pleased to stop by the Caro Fireman's Golf Outing to show my support for our dedicated firefighters, I didn't golf, (mostly because I can't) but I did enjoy my time interacting with our firefighters, as always engaging conversations were had. Also, I had a meeting with representatives of the Tuscola County Pumpkin Festival as they are already starting the planning for this October's event. I am already looking forward to seeing the show they are going to put on!

Importantly, I held a quarterly Department Head meeting so we could discuss how the budget process went and what ways we want to work on improving processes and procedures going forward. I was pleased by the discussion and feedback, and always value the input of Department Heads and staff as they are the ones on the ground every day doing the work of this City. Additionally, I had my regular interactions with Rotary, staff, residents, and business owners, including the ribbon cutting for Kretzchy's Smokey BBQ in Downtown Caro.

Lastly, due to the consequences of the federal legislation to raise the debt ceiling, a large chunk of funding for the S. Collings Road project was recaptured by the federal government. I will be having a Small Urban Task force meeting when I get back from vacation to reexamine the project, as we might have to downscale or rearrange projects based on the new fiscal reality.

I hope everyone enjoys their 4th of July and enjoys America's 247th birthday safely!

CITY OF CARO

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TO: City Council/City Manager
FROM: Rita Papp – City Clerk
SUBJECT: Clerk's Report
DATE: July 3, 2023

- Continue to follow up on the upcoming changes to the election process due to the passing the Proposal 22-2, Promote the Vote.
- Continuing to attend Rotary Meetings to network with community members.
- Continuing to attend monthly LEAD Tuscola meetings as secretary of the Steering Committee.
- Posted a vacant WWTP Operator position. Taking applications until June 5, 2023. Interview scheduled for Thursday, June 29, 2023 at 3:15 pm.
- Posted a vacant Seasonal Worker position. Taking applications until the position is filled.
- Received confirmation that the City of Caro will be having an election on August 8, 2023. Tuscola County Jail Proposal.
- County Clerk, Jodi Fetting authorized the City of Caro to combine both precincts for the August 8, 2023, election. Voting will take place in the fire hall only. The council room is not needed.
- The Election Commission Meeting was held June 8, 2023 & June 29, 2023.
- Grant Revenue - Secured a grant of \$650.00 from MMRMA. This was for 50% of Clerk's Institute for Jana and me. Check received.
- Grant Revenue - Assisted David Dienes II in securing a grant of \$20,000.00 from MMRMA. This was for the purchase of generators for the lift stations. We have reached our maximum aggregate for the generator grant. Check received.
- Attended Department Head Meeting, June 21, 2023.
- Visited the Tuscola County Medical Care Facility to assist residents in registering to vote and apply for an AV Ballot, June 28, 2023. I was invited to be their guest speaker at their Resident Board Meeting in September.
- Opened bids for the Splash Pad Fence, June 27, 2023.
- I will be out of the office June 30 – July 7, 2023 – Vacation.
- Happy Independence Day!