

AGENDA
REGULAR MEETING OF THE CARO CITY COUNCIL
August 21, 2023, 6:30 P.M.

CALL TO ORDER (Pledge of Allegiance)

AGENDA APPROVAL

PUBLIC COMMENTS/VISITORS:

PRESENTATION:

COMMUNICATION:

1. Charter Communications – Upcoming Changes (2)
2. Planning Commission Meeting Minutes – August 8, 2023
3. Parks & Recreation Committee Meeting Minutes – August 15, 2023

CONSENT AGENDA:

1. Regular Council Meeting Minutes – August 7, 2023
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
 - E. WWTP Superintendent – David Dienes II
 - F. Municipal Parking Violations Bureau Report – Rita Papp

REGULAR AGENDA:

1. Planning Commission Member Removal
2. Planning Commission Recommendation, Special Land Use – Emerald Thumb LLC
3. Generator Maintenance Bids
4. WSP Change Order – Well Drilling
5. Tuscola County Economic Development Corporation Funding Request
6. Marijuana Grow Licenses Discussion

ITEMS POSTPONED: None

COMMITTEE/LIAISON POSITION REPORTS:

1. Economic Development Corporation (Mayor Snider)
2. Chamber of Commerce (Manager)
3. Downtown Development Authority (Kish)
4. Fair Board (Iseler)
5. Parks & Recreation (White)
6. Planning Commission (Eschenbacher)
7. Tuscola County Board of Commissioners (Iseler)
8. Zoning Board of Appeals (Mayor Snider)
9. Indianfields Township (Manager)
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

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

ADJOURN
.....

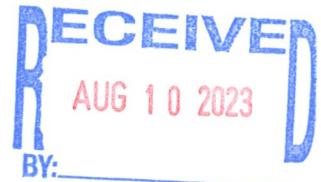


August 8, 2023



T1 P1 173 *****AUTO**ALL FOR AADC 480

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



Re: Charter Communications - Upcoming Changes

Dear Franchise Official:

On or around August 15, 2023, Spectrum Mid-America, LLC ("Spectrum") will cease the alternative SEC Network feed on the channel line-up serving your community. A slate message that programming is no longer available will be displayed on the channel for approximately two weeks.

The primary feed of SEC Network will remain available to customers.

If 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



August 14, 2023



T1 P1 167 *****AUTO**ALL FOR AADC 480

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 September 13, 2023, Spectrum Mid-America, LLC ("Spectrum") will launch carriage of **Lifetime Movie Network (LMN)** on **Spectrum Select**, channels 32, 127, & 812.

If you should 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

City of Caro Planning Commission

Regular meeting held August 8, 2023 called to order at 7:00 p.m. by Chairman Carpenter.

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

Absent: Walter Szostak

Others in Attendance: Scott Czasak-City Manager

Sheardy/Laethem moved to approve the minutes of May 9 as written. Motion carried.

No public comment.

Steffen/Eschenbacher moved to open the Public Hearing for the Emerald Thumb, LLC Special Land Use request at 7:10 p.m. Motion carried.

Scott Czasak read a letter from Richard Woichan, who lives on Congress St supporting local businesses and the new County jail proposal.

Eschenbacher/Steffen moved to close the Public Hearing at 7:22 p.m. Motion carried.

Steffen/Eschenbacher moved to approve the Special Land Use request contingent upon Emerald Thumb, LLC providing an updated Site Plan that matches the Building Plan for City Staff review and approval. Roll call: unanimous. Motion carried.

Eschenbacher/Laethem moved to recommend approval of the Emerald Thumb, LLC Adult-Use Marihuana Processing license to City Council contingent upon receipt and approval by City Staff of the updated Site Plan and acceptably addressing the concerns the Fire Chief outlined in his letter. Roll call: unanimous. Motion carried.

No public comment

Chairman Carpenter informed the Commission that Walter Szostak's seat on the Planning Commission will term out.

Steffen/Laethem moved to adjourn at 7:43 p.m.

Respectfully submitted by Denise Steffen, Secretary

Parks and Recreation Committee Meeting Minutes

August 15, 2023

Present: Sean Smith, Sue Ellen Greenlee, Robert Scheil, Jill White and Jeff Hartel.

Others Present: Scott Czasak and Karen Snider

- I. **Call meeting to order** - 5:31 pm
- II. **Pledge of Allegiance**
- III. **Approval of Agenda** - Motion to approve by Jeff and seconded by Sue Ellen. Motion passed 5 - 0.
- IV. **Public Comment** - N/A
- V. **Approval of Minutes** - Motion to approve by Sue Ellen and seconded by Robert. Motion passed 5 - 0.
- VI. **City Council Liaison Report** - N/A
 - a. City Manager Report - discussed Expenditure Report and fence erected at the Splash Pad.
- VII. **Committee Reports**
 - a. Wayfinding Signs Joint Committee - N/A
 - b. Volleyball Committee - checking on parking situation and Master Plan for the best location.
 - c. Neighborhood Park Development Committee - deciding between a gazebo vs. a pavilion. A pavilion would be cheaper. \$5,000 to spend.
- VIII. **New Business**
 - a. Atwood Park concerns - overall appearance of the park is embarrassing. Weeds are popping up, the Gazebo is in poor shape and cigarette butts are scattered throughout the park. A discussion took place about who is responsible for upkeep of the park; DDA or the City of Caro. Scott will discuss this with the maintenance supervisor and report back in September on what he finds out.

- b. Accomplishments/Celebrations - Iron fence around the Splash Pad, Gaga Ball pit, Bieth Park cleanup, fencing moved in Chippewa Park around dog park, new Bylaws developed, new board members joining this committee, Spark Grant submitted and income potential from rental of city owned structures has been implemented.
- c. Project/Calendar Review - a month by month list of events was distributed.

IX. Old Business

- a. MSU Extension Partnership - N/A
- b. Sled Lending Library - a sample picture of a sled library was distributed. Committee is deciding who to build the sled library with a possibility being Center students. More info at a later date.

X. Additional Public Comment - N/A

XI. Adjourn - 6:46 pm. Motion to adjourn by Sue Ellen and seconded by Robert.

Minutes submitted by Jeff Hartel on August 17, 2023

CITY OF CARO REGULAR COUNCIL MINUTES

Mayor Karen Snider called the regular meeting of the City Council to order on August 8, 2023, at 6:30 p.m. in the Council Chambers.

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

Absent: None

Others: Scott Czasak – City Manager, Rita Papp – City Clerk, Michele Perry – City Treasurer, Brian Newcomb – Police Chief, Randy Heckroth – Fire Chief and other guests.

AGENDA APPROVAL

23-M-153

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

Motion Carried.

PUBLIC COMMENT/VISITORS:

Al Michel – Commented on the new fire truck, weeding in town, flowerpots, & police vehicles.

Dave Reyna – Commented on cat issues in town.

Tanya Batschke – Commented on cat issues in town.

PRESENTATION:

1. Burt Watson – Police Vehicle Lease Program – Ben Spreeman & Chief Brian Newcomb presented a brief overview of the lease program.

COMMUNICATIONS:

1. Parks & Recreation Committee Meeting Minutes – July 18, 2023
2. Michigan Municipal League Annual Meeting, October 18-20, 2023 – RSVP to Clerk by September 1, 2023.

CONSENT AGENDA:

1. Regular Council Meeting Minutes – July 17, 2023
2. Policy Committee Meeting Minutes – July 19, 2023
3. Special Council Meeting Minutes – July 24, 2023
4. Invoices

23-M-154

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

Motion Carried.

REGULAR AGENDA: (action required)

1. Police Lease Vehicle – Burt Watson

23-M-155

Motion by Iseler, seconded by Oedy to approve and authorize the City Manager to enter into a lease agreement with GM Financial via Burt Watson Chevrolet for a 2023 Chevrolet Silverado for \$57,814.15 and execute all necessary documents.

Motion carried.

2. Fire Lease Vehicles – Berger Chevrolet

23-M-156

Motion by Iseler, seconded by Eschenbacher to approve and authorize the City Manager to enter into lease agreements with Berger Chevrolet for two (2) 2023 Chevrolet Tahoe's, one for the Chief's vehicle at a price of \$41,119.00 and one for the medical vehicle at a price of \$40,924.00 and execute all documents necessary to complete the leases.

Motion carried.

3. Rowe Engineering Contract – Columbia Street

23-M-157

Motion by Kish, seconded by Campbell to take no action. The City Manager is to obtain three bids and bring them back for further review at a future meeting.

Motion carried.

4. Caro Center Water and Sewer Agreements – State of Michigan

23-M-158

Motion by Kish, seconded by White to approve and allow the Mayor and Clerk to sign the Sewer agreement between the City of Caro and the State of Michigan for services at the Caro Center as presented and take no action on the water agreement. The City Manager is to bring back the water agreement for further review at a future meeting.

Motion carried.

5. Fire Department Radios – Digicom Global Inc.

23-M-159

Motion by Iseler, seconded by Campbell to approve and authorize the purchase of 6 radios from Digicom Global, Inc. for a cost of \$22,923.44.

Motion carried.

6. Policy Committee Recommendation

23-M-160

Motion by Kish, seconded by Iseler to accept and approve the Amended City of Caro Purchasing and Bid Procedure Policy with the following language added “Any and all purchases made must be within the employee spending limit and in the amount of such budgeted item. It must be taken out of the line in which it is budgeted. Any budget adjustments must be approved by the Council prior to purchase”.

Motion carried.

MAYOR'S REPORT – Written report submitted.

Addition: Frankenmuth Bible Church is still looking for projects in the community. Please respond within one week. Mayor distributed flyers to Council. Mayor requested that the flyer be reposted on Facebook and webpage.

MANAGER'S COMMENTS – Written report submitted.

Presented photos of the arsenic tanks to the council.

Councilor Jill White inquired on meeting with resident, mayor, and city manager regarding weeds in the downtown area and asked if weed spray has been ordered.

Councilor Pam Iseler commented on weeds in the downtown area.

CLERK'S REPORT – Written report submitted.

Election day is August 8, 2023. Precincts 1 and 2 are voting in the firehall.

Councilor Doreen Oedy thanked the Clerk for her hard work on the election.

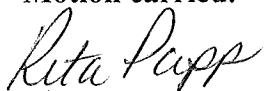
ADDITIONAL PUBLIC COMMENT:

Councilor Charlotte Kish reminded the council to turn in Clerk and Treasurer evaluations by August 17, 2023.

23-M-161

Motion by White, seconded by Campbell to adjourn the meeting at 8:29 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 |
|-----------------------------------|------------------|--------------|--------------------|--------|
| #3224 BUILDING ASSOCIATION | | | | |
| 08/23 | 08/18/2023 | 76997 | 242-728-943-001 | 100.00 |
| 08/23 | 08/18/2023 | 76997 | 242-728-961-000 | 165.20 |
| 08/23 | 08/18/2023 | 76997 | 242-728-922-000 | 84.10 |
| 08/23 | 08/18/2023 | 76997 | 242-728-740-000 | 261.00 |
| Total #3224 BUILDING ASSOCIATION: | | | | 610.30 |
| Total 76997: | | | | 610.30 |
| ADVANCE AUTO PARTS | | | | |
| 08/23 | 08/18/2023 | 76998 | 661-536-776-000 | 139.55 |
| 08/23 | 08/18/2023 | 76998 | 661-536-776-000 | 55.71 |
| 08/23 | 08/18/2023 | 76998 | 590-568-776-000 | 146.05 |
| Total ADVANCE AUTO PARTS: | | | | 341.31 |
| Total 76998: | | | | 341.31 |
| AIR ADVANTAGE LLC | | | | |
| 08/23 | 08/18/2023 | 76999 | 661-536-750-001 | 21.43 |
| 08/23 | 08/18/2023 | 76999 | 101-172-750-001 | 21.43 |
| 08/23 | 08/18/2023 | 76999 | 101-253-750-001 | 21.43 |
| 08/23 | 08/18/2023 | 76999 | 101-260-750-001 | 21.43 |
| 08/23 | 08/18/2023 | 76999 | 101-301-750-001 | 100.00 |
| 08/23 | 08/18/2023 | 76999 | 101-441-750-001 | 100.00 |
| 08/23 | 08/18/2023 | 76999 | 536-336-750-001 | 21.43 |
| 08/23 | 08/18/2023 | 76999 | 590-567-750-001 | 100.00 |
| 08/23 | 08/18/2023 | 76999 | 592-557-750-001 | 21.43 |
| 08/23 | 08/18/2023 | 76999 | 596-521-750-001 | 21.42 |
| Total AIR ADVANTAGE LLC: | | | | 450.00 |
| Total 76999: | | | | 450.00 |
| ALS GROUP USA, CORP | | | | |
| 08/23 | 08/18/2023 | 77000 | 590-567-777-000 | 360.00 |
| Total ALS GROUP USA, CORP: | | | | 360.00 |
| Total 77000: | | | | 360.00 |
| AMAZON CAPITAL SERVICES | | | | |
| 08/23 | 08/18/2023 | 77001 | 101-301-776-000 | 101.44 |
| 08/23 | 08/18/2023 | 77001 | 101-265-776-000 | 38.00 |
| 08/23 | 08/18/2023 | 77001 | 592-557-776-000 | 39.99 |
| 08/23 | 08/18/2023 | 77001 | 101-253-740-000 | 48.09 |
| 08/23 | 08/18/2023 | 77001 | 101-301-776-000 | 81.28 |

| GL Period | Check Issue Date | Check Number | Invoice GL Account | Amount |
|-----------|------------------|--------------|---|--------|
| 08/23 | 08/18/2023 | 77001 | 101-301-742-000 | 159.99 |
| 08/23 | 08/18/2023 | 77001 | 101-301-740-000 | 236.22 |
| | | | Total AMAZON CAPITAL SERVICES: | 705.01 |
| | | | Total 77001: | 705.01 |
| | | | ASSOC OF PUBLIC TREASURERS OF US & C | |
| 08/23 | 08/18/2023 | 77002 | 101-253-960-000 | 159.00 |
| | | | Total ASSOC OF PUBLIC TREASURERS OF US & C: | 159.00 |
| | | | Total 77002: | 159.00 |
| | | | AUTO-WARES GROUP | |
| 08/23 | 08/18/2023 | 77003 | 661-536-776-000 | 37.77 |
| 08/23 | 08/18/2023 | 77003 | 536-336-740-000 | 13.98 |
| | | | Total AUTO-WARES GROUP: | 51.75 |
| | | | Total 77003: | 51.75 |
| | | | BELL - WASIK, INC. | |
| 08/23 | 08/18/2023 | 77004 | 101-301-860-000 | 372.95 |
| 08/23 | 08/18/2023 | 77004 | 101-301-860-000 | 127.55 |
| 08/23 | 08/18/2023 | 77004 | 101-301-860-000 | 80.55 |
| | | | Total BELL - WASIK, INC.: | 581.05 |
| | | | Total 77004: | 581.05 |
| | | | BIRD CREEK STATION LLC | |
| 08/23 | 08/18/2023 | 77005 | 242-733-900-001 | 400.00 |
| | | | Total BIRD CREEK STATION LLC: | 400.00 |
| | | | Total 77005: | 400.00 |
| | | | BRIAN CHARBINEAU | |
| 08/23 | 08/18/2023 | 77006 | 101-691-958-000 | 200.00 |
| | | | Total BRIAN CHARBINEAU: | 200.00 |
| | | | Total 77006: | 200.00 |
| | | | BRIGHTSPEED | |
| 08/23 | 08/18/2023 | 77007 | 592-557-853-000 | 69.90 |
| 08/23 | 08/18/2023 | 77007 | 590-567-853-000 | 69.90 |
| | | | Total BRIGHTSPEED: | 139.80 |

| GL Period | Check Issue Date | Check Number | Invoice GL Account | Amount |
|-----------|------------------|--------------|--------------------|--------|
| | | | Total 77007: | 139.80 |

CHARTER COMMUNICATIONS

08/23 08/18/2023 77008 101-691-750-000 104.98

Total CHARTER COMMUNICATIONS: 104.98%

Total 77008: 104.98%

CHRIS E LANDSCAPING LLC

| | | | | |
|-------|------------|-------|-----------------|----------|
| 08/23 | 08/18/2023 | 77009 | 101-371-956-000 | 150.00 |
| 08/23 | 08/18/2023 | 77009 | 101-371-956-000 | 150.00 |
| 08/23 | 08/18/2023 | 77009 | 101-371-956-000 | 348.00 |
| 08/23 | 08/18/2023 | 77009 | 101-371-956-000 | 150.00 |
| 08/23 | 08/18/2023 | 77009 | 101-265-801-000 | 1,260.00 |
| 08/23 | 08/18/2023 | 77009 | 101-691-801-000 | 990.00 |
| 08/23 | 08/18/2023 | 77009 | 101-697-801-000 | 1,125.00 |
| 08/23 | 08/18/2023 | 77009 | 101-695-801-000 | 1,125.00 |

Total CHRIS E LANDSCAPING LLC: 5,298.00

Total 77009: 5,298.00

CITY OF CARO

| | | | | |
|-------|------------|-------|-----------------|----------|
| 08/23 | 08/18/2023 | 77010 | 101-441-922-000 | 1,653.06 |
| 08/23 | 08/18/2023 | 77010 | 101-691-922-000 | 1,544.62 |
| 08/23 | 08/18/2023 | 77010 | 101-265-922-000 | 31.25 |
| 08/23 | 08/18/2023 | 77010 | 101-265-922-000 | 510.38 |
| 08/23 | 08/18/2023 | 77010 | 101-748-922-000 | 89.29 |
| 08/23 | 08/18/2023 | 77010 | 101-748-922-000 | 332.89 |
| 08/23 | 08/18/2023 | 77010 | 536-336-922-000 | 212.19 |
| 08/23 | 08/18/2023 | 77010 | 101-748-922-000 | 148.82 |
| 08/23 | 08/18/2023 | 77010 | 101-748-922-000 | 39.64 |
| 08/23 | 08/18/2023 | 77010 | 590-567-922-000 | 745.54 |
| 08/23 | 08/18/2023 | 77010 | 101-748-922-000 | 420.26 |

Total CITY OF CARO: 5,727.94

Total 77010: 5,727.94

DELTA COLLEGE

08/23 08/18/2023 77011 101-301-750-000 1,510.00

Total DELTA COLLEGE: 1,510.00

Total 77011: 1,510.00

DJ's PORTABLE TOILET RENTALS, LLC

08/23 08/18/2023 77012 101-265-801-000 115.00

Total DJ's PORTABLE TOILET RENTALS, LLC: 115.00

| GL Period | Check Issue Date | Check Number | Invoice GL Account | Amount |
|---------------------------|------------------|--------------|----------------------------------|-----------------|
| KIRK'S SUPPLY | | | | |
| 08/23 | 08/18/2023 | 77026 | 101-265-776-000 | 69.95 |
| 08/23 | 08/18/2023 | 77026 | 101-265-776-000 | 82.32 |
| | | | | <hr/> |
| | | | Total KIRK'S SUPPLY: | 152.27 |
| | | | | <hr/> |
| | | | Total 77026: | 152.27 |
| | | | | <hr/> |
| KURITA AMERICA INC | | | | |
| 08/23 | 08/18/2023 | 77027 | 592-557-801-000 | 3,192.37 |
| | | | | <hr/> |
| | | | Total KURITA AMERICA INC: | 3,192.37 |
| | | | | <hr/> |
| | | | Total 77027: | 3,192.37 |
| | | | | <hr/> |
| LAUREN AMELLAL | | | | |
| 08/23 | 08/18/2023 | 77028 | 242-733-900-001 | 35.00 |
| 08/23 | 08/18/2023 | 77028 | 242-728-740-000 | 22.85 |
| | | | | <hr/> |
| | | | Total LAUREN AMELLAL: | 57.85 |
| | | | | <hr/> |
| | | | Total 77028: | 57.85 |
| | | | | <hr/> |
| MESSA | | | | |
| 08/23 | 08/18/2023 | 77029 | 101-172-716-000 | 391.27 |
| 08/23 | 08/18/2023 | 77029 | 101-191-716-000 | 64.49 |
| 08/23 | 08/18/2023 | 77029 | 101-253-716-000 | 871.94 |
| 08/23 | 08/18/2023 | 77029 | 101-260-716-000 | 296.66 |
| 08/23 | 08/18/2023 | 77029 | 101-265-716-000 | 832.36 |
| 08/23 | 08/18/2023 | 77029 | 101-301-716-000 | 6,362.94 |
| 08/23 | 08/18/2023 | 77029 | 592-536-716-000 | 69.36 |
| 08/23 | 08/18/2023 | 77029 | 592-557-716-000 | 1,872.81 |
| 08/23 | 08/18/2023 | 77029 | 596-483-716-000 | 522.48 |
| 08/23 | 08/18/2023 | 77029 | 596-521-716-000 | 138.73 |
| 08/23 | 08/18/2023 | 77029 | 661-536-716-000 | 393.17 |
| 08/23 | 08/18/2023 | 77029 | 101-000-231-010 | 6,098.46 |
| 08/23 | 08/18/2023 | 77029 | 536-336-716-000 | 12.90 |
| 08/23 | 08/18/2023 | 77029 | 590-483-716-000 | 2,906.63 |
| 08/23 | 08/18/2023 | 77029 | 590-536-716-000 | 69.36 |
| 08/23 | 08/18/2023 | 77029 | 590-567-716-000 | 3,016.73 |
| 08/23 | 08/18/2023 | 77029 | 590-568-716-000 | 485.54 |
| 08/23 | 08/18/2023 | 77029 | 592-483-716-000 | 1,168.84 |
| 08/23 | 08/18/2023 | 77029 | 203-463-716-000 | 416.18 |
| 08/23 | 08/18/2023 | 77029 | 203-483-716-000 | 344.74 |
| 08/23 | 08/18/2023 | 77029 | 204-442-716-000 | 208.09 |
| 08/23 | 08/18/2023 | 77029 | 204-483-716-000 | 193.13 |
| 08/23 | 08/18/2023 | 77029 | 242-441-716-000 | 69.36 |
| 08/23 | 08/18/2023 | 77029 | 242-728-716-000 | 12.90 |
| 08/23 | 08/18/2023 | 77029 | 101-371-716-000 | 71.95 |
| 08/23 | 08/18/2023 | 77029 | 101-410-716-000 | 96.74 |
| 08/23 | 08/18/2023 | 77029 | 101-441-716-000 | 2,674.26 |
| 08/23 | 08/18/2023 | 77029 | 101-691-716-000 | 138.73 |

| GL Period | Check Issue Date | Check Number | Invoice GL Account | Amount |
|--|------------------|--------------|--|-----------|
| 08/23 | 08/18/2023 | 77029 | 202-463-716-000 | 346.82 |
| 08/23 | 08/18/2023 | 77029 | 202-483-716-000 | 344.74 |
| | | | Total MESSA: | 30,492.31 |
| | | | Total 77029: | 30,492.31 |
| MICHIGAN DIVERSIFIED SERVICES LLC | | | | |
| 08/23 | 08/18/2023 | 77030 | 203-463-801-000 | 375.00 |
| | | | Total MICHIGAN DIVERSIFIED SERVICES LLC: | 375.00 |
| | | | Total 77030: | 375.00 |
| MICHIGAN MUNICIPAL RISK MGMT AUTH | | | | |
| 08/23 | 08/18/2023 | 77031 | 101-172-914-000 | 1,337.00 |
| | | | Total MICHIGAN MUNICIPAL RISK MGMT AUTH: | 1,337.00 |
| | | | Total 77031: | 1,337.00 |
| MML WORKERS' COMP FUND | | | | |
| 08/23 | 08/18/2023 | 77032 | 101-441-721-000 | .27 |
| 08/23 | 08/18/2023 | 77032 | 101-253-721-000 | 3.76 |
| 08/23 | 08/18/2023 | 77032 | 101-260-721-000 | 143.44 |
| 08/23 | 08/18/2023 | 77032 | 101-265-721-000 | 113.87 |
| 08/23 | 08/18/2023 | 77032 | 101-301-721-000 | 1,567.16 |
| 08/23 | 08/18/2023 | 77032 | 101-301-721-000 | 8.95 |
| 08/23 | 08/18/2023 | 77032 | 101-301-721-000 | 63.34 |
| 08/23 | 08/18/2023 | 77032 | 101-101-721-000 | 43.45 |
| 08/23 | 08/18/2023 | 77032 | 101-172-721-000 | 129.13 |
| 08/23 | 08/18/2023 | 77032 | 101-172-721-000 | .27 |
| 08/23 | 08/18/2023 | 77032 | 101-191-703-000 | 71.75 |
| 08/23 | 08/18/2023 | 77032 | 101-247-703-000 | 4.03 |
| 08/23 | 08/18/2023 | 77032 | 101-253-721-000 | 138.08 |
| 08/23 | 08/18/2023 | 77032 | 596-483-721-000 | 78.40 |
| 08/23 | 08/18/2023 | 77032 | 596-483-721-000 | 1.07 |
| 08/23 | 08/18/2023 | 77032 | 596-521-721-000 | 18.98 |
| 08/23 | 08/18/2023 | 77032 | 661-536-721-000 | 18.98 |
| 08/23 | 08/18/2023 | 77032 | 661-536-721-000 | 43.64 |
| 08/23 | 08/18/2023 | 77032 | 590-568-721-000 | 9.49 |
| 08/23 | 08/18/2023 | 77032 | 590-568-721-000 | 40.92 |
| 08/23 | 08/18/2023 | 77032 | 592-483-721-000 | 188.19 |
| 08/23 | 08/18/2023 | 77032 | 592-483-721-000 | 2.15 |
| 08/23 | 08/18/2023 | 77032 | 592-536-721-000 | 9.49 |
| 08/23 | 08/18/2023 | 77032 | 592-557-721-000 | 256.21 |
| 08/23 | 08/18/2023 | 77032 | 590-483-721-000 | 2.15 |
| 08/23 | 08/18/2023 | 77032 | 590-536-721-000 | 9.49 |
| 08/23 | 08/18/2023 | 77032 | 590-567-721-000 | 733.64 |
| 08/23 | 08/18/2023 | 77032 | 590-567-721-000 | 18.98 |
| 08/23 | 08/18/2023 | 77032 | 590-568-721-000 | 18.98 |
| 08/23 | 08/18/2023 | 77032 | 590-568-721-000 | 37.96 |

| GL Period | Check Issue Date | Check Number | Invoice GL Account | Amount |
|-------------------------------------|------------------|--------------|--------------------|----------|
| 08/23 | 08/18/2023 | 77032 | 242-728-721-000 | 174.12 |
| 08/23 | 08/18/2023 | 77032 | 536-336-721-000 | 161.28 |
| 08/23 | 08/18/2023 | 77032 | 536-336-721-000 | 20.76 |
| 08/23 | 08/18/2023 | 77032 | 536-336-721-000 | 1.07 |
| 08/23 | 08/18/2023 | 77032 | 536-336-721-000 | 280.33 |
| 08/23 | 08/18/2023 | 77032 | 590-483-721-000 | 188.19 |
| 08/23 | 08/18/2023 | 77032 | 203-463-721-000 | 56.94 |
| 08/23 | 08/18/2023 | 77032 | 203-483-721-000 | 75.16 |
| 08/23 | 08/18/2023 | 77032 | 204-442-721-000 | 28.47 |
| 08/23 | 08/18/2023 | 77032 | 204-483-721-000 | 29.01 |
| 08/23 | 08/18/2023 | 77032 | 242-441-721-000 | 9.49 |
| 08/23 | 08/18/2023 | 77032 | 242-728-721-000 | 23.39 |
| 08/23 | 08/18/2023 | 77032 | 101-441-721-000 | 46.77 |
| 08/23 | 08/18/2023 | 77032 | 101-691-721-000 | 18.98 |
| 08/23 | 08/18/2023 | 77032 | 101-695-721-000 | 4.65 |
| 08/23 | 08/18/2023 | 77032 | 101-697-721-000 | 1.17 |
| 08/23 | 08/18/2023 | 77032 | 202-463-721-000 | 47.45 |
| 08/23 | 08/18/2023 | 77032 | 202-483-721-000 | 75.16 |
| 08/23 | 08/18/2023 | 77032 | 101-301-721-000 | 33.55 |
| 08/23 | 08/18/2023 | 77032 | 101-371-721-000 | 47.14 |
| 08/23 | 08/18/2023 | 77032 | 101-400-721-000 | 12.88 |
| 08/23 | 08/18/2023 | 77032 | 101-410-721-000 | 35.32 |
| 08/23 | 08/18/2023 | 77032 | 101-441-721-000 | 379.50 |
| Total MML WORKERS' COMP FUND: | | | | 5,527.00 |
| Total 77032: | | | | 5,527.00 |
| MODERN MARKETING | | | | |
| 08/23 | 08/18/2023 | 77033 | 101-301-744-000 | 113.44 |
| Total MODERN MARKETING: | | | | 113.44 |
| Total 77033: | | | | 113.44 |
| MOORE MOTOR SALES | | | | |
| 08/23 | 08/18/2023 | 77034 | 536-336-740-000 | 80.16 |
| 08/23 | 08/18/2023 | 77034 | 661-536-930-000 | 60.57 |
| 08/23 | 08/18/2023 | 77034 | 101-301-930-001 | 237.81 |
| 08/23 | 08/18/2023 | 77034 | 661-536-930-000 | 60.57 |
| 08/23 | 08/18/2023 | 77034 | 101-301-930-001 | 68.32 |
| 08/23 | 08/18/2023 | 77034 | 661-536-930-000 | 60.57 |
| Total MOORE MOTOR SALES: | | | | 568.00 |
| Total 77034: | | | | 568.00 |
| NORTHERN CONCRETE PIPE, INC. | | | | |
| 08/23 | 08/18/2023 | 77035 | 592-557-776-000 | 792.05 |
| Total NORTHERN CONCRETE PIPE, INC.: | | | | 792.05 |

| GL Period | Check Issue Date | Check Number | Invoice GL Account | Amount |
|-----------|------------------|--------------|--------------------|--------|
| | | | Total 77035: | 792.05 |

ORKIN - 556 SAGINAW 08/23 08/18/2023 77036 101-265-801-000 88.99

Total ORKIN - 556 SAGINAW: 88.99

Total 77036: 88.99%

| PRINTING SYSTEMS | | | | |
|------------------|------------|-------|-----------------|--------|
| 08/23 | 08/18/2023 | 77037 | 101-191-740-000 | 118.70 |
| 08/23 | 08/18/2023 | 77037 | 590-567-776-002 | 69.48 |
| 08/23 | 08/18/2023 | 77037 | 592-557-776-000 | 69.48 |

Total PRINTING SYSTEMS: 257.66

Total 77037: 257.66

RANDALL HECKROTH 08/23 08/18/2023 77038 536-336-970-000 621.38

Total RANDALL HECKROTH: 621.38

Total 77038: 621.3%

| RED WING BUSINESS ADVANTAGE ACCOUNT | | | | |
|-------------------------------------|------------|-------|-----------------|--------|
| 08/23 | 08/18/2023 | 77039 | 101-441-742-000 | 110.41 |
| 08/23 | 08/18/2023 | 77039 | 592-557-742-000 | 110.50 |
| 08/23 | 08/18/2023 | 77039 | 101-441-742-000 | 103.41 |
| 08/23 | 08/18/2023 | 77039 | 592-557-742-000 | 103.50 |
| 08/23 | 08/18/2023 | 77039 | 592-557-742-000 | 94.50 |
| 08/23 | 08/18/2023 | 77039 | 101-441-742-000 | 94.41 |

Total RED WING BUSINESS ADVANTAGE ACCOUNT: 616.9

Total 77039; 616.9

STATE OF MICHIGAN - EGLE 08/23 08/18/2023 77040 592-557-960-000 140.0

Total STATE OF MICHIGAN - EGLE: 140.00

Total 77040: 140.0

| THUMB OFFICE SUPPLY | | | | |
|---------------------|------------|-------|-----------------|------|
| 08/23 | 08/18/2023 | 77041 | 101-410-740-000 | 52.5 |
| 08/23 | 08/18/2023 | 77041 | 101-172-740-000 | 52.5 |
| 08/23 | 08/18/2023 | 77041 | 101-260-740-000 | 52.5 |
| 08/23 | 08/18/2023 | 77041 | 101-253-740-000 | 52.5 |
| 08/23 | 08/18/2023 | 77041 | 590-567-776-002 | 52.5 |
| 08/23 | 08/18/2023 | 77041 | 596-521-740-000 | 52.5 |

| GL Period | Check Issue Date | Check Number | Invoice GL Account | Amount |
|---|------------------|--------------|---|-----------|
| 08/23 | 08/18/2023 | 77041 | 101-371-740-000 | 52.50 |
| 08/23 | 08/18/2023 | 77041 | 536-336-740-000 | 52.50 |
| 08/23 | 08/18/2023 | 77041 | 592-557-776-000 | 52.50 |
| | | | | |
| | | | Total THUMB OFFICE SUPPLY: | 525.00 |
| | | | | |
| | | | Total 77041: | 525.00 |
| | | | | |
| TIMOTHY JOE LONEY | | | | |
| 08/23 | 08/18/2023 | 77042 | 592-557-801-000 | 13,200.00 |
| 08/23 | 08/18/2023 | 77042 | 592-557-776-000 | 300.00 |
| | | | | |
| | | | Total TIMOTHY JOE LONEY: | 13,500.00 |
| | | | | |
| | | | Total 77042: | 13,500.00 |
| | | | | |
| TRACE ANALYTICAL LABORATORIES, INC | | | | |
| 08/23 | 08/18/2023 | 77043 | 592-557-801-000 | 42.00 |
| | | | | |
| | | | Total TRACE ANALYTICAL LABORATORIES, INC: | 42.00 |
| | | | | |
| | | | Total 77043: | 42.00 |
| | | | | |
| TUSCOLA COUNTY ADVERTISER | | | | |
| 08/23 | 08/18/2023 | 77044 | 101-260-900-000 | 25.00 |
| 08/23 | 08/18/2023 | 77044 | 101-247-900-000 | 143.00 |
| 08/23 | 08/18/2023 | 77044 | 101-247-900-000 | 143.00 |
| 08/23 | 08/18/2023 | 77044 | 101-260-900-000 | 221.00 |
| 08/23 | 08/18/2023 | 77044 | 101-260-900-000 | 25.00 |
| 08/23 | 08/18/2023 | 77044 | 101-260-900-000 | 221.00 |
| 08/23 | 08/18/2023 | 77044 | 101-260-900-000 | 156.00 |
| 08/23 | 08/18/2023 | 77044 | 101-260-900-000 | 208.00 |
| | | | | |
| | | | Total TUSCOLA COUNTY ADVERTISER: | 1,142.00 |
| | | | | |
| | | | Total 77044: | 1,142.00 |
| | | | | |
| TUSCOLA COUNTY FIRE FIGHTERS ASSOC | | | | |
| 08/23 | 08/18/2023 | 77045 | 536-336-960-000 | 50.00 |
| | | | | |
| | | | Total TUSCOLA COUNTY FIRE FIGHTERS ASSOC: | 50.00 |
| | | | | |
| | | | Total 77045: | 50.00 |
| | | | | |
| USA BLUEBOOK | | | | |
| 08/23 | 08/18/2023 | 77046 | 592-557-776-000 | 1,737.18 |
| 08/23 | 08/18/2023 | 77046 | 590-567-776-001 | 824.52 |
| | | | | |
| | | | Total USA BLUEBOOK: | 2,561.70 |
| | | | | |
| | | | Total 77046: | 2,561.70 |
| | | | | |

| GL Period | Check Issue Date | Check Number | Invoice GL Account | Amount |
|-----------------------|------------------|--------------|-----------------------|------------|
| | | | | |
| WALTER MALBURG | | | | |
| 08/23 | 08/18/2023 | 77047 | 242-733-900-001 | 120.00 |
| | | | | <hr/> |
| | | | Total WALTER MALBURG: | 120.00 |
| | | | | <hr/> |
| | | | Total 77047: | 120.00 |
| | | | | <hr/> |
| | | | Grand Totals: | 157,848.93 |
| | | | | <hr/> |

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, July 2023
Date: August 1, 2023

POLICE REPORTS

Police Complaints received for **August 2023- 442** complaints.

Comparison-

June 2023- 402 complaints
May 2023-343 dispatched complaints
April 2023-243 dispatched complaints

July 2022-212 complaints

MILEAGE

July 2023- 3,519 miles

GASOLINE

July 2023-293.25 gallons

| | |
|-----------------------------|----|
| 911 OPEN LINE OR HANGUP | 2 |
| ABANDONED VEHICLE | 1 |
| ALARM | 10 |
| ANIMAL AT LARGE | 1 |
| ASSAULT | 15 |
| ASSIST MDOC | 2 |
| ASSIST DHHS | 3 |
| ASSIST FIRE | 4 |
| ASSIST MMR | 25 |
| ASSIST MSP | 2 |
| ASSIST OTHER PD | 2 |
| ASSIST THUMB NARCOTICS | 1 |
| ASSIST TUSH IN CARO | 5 |
| ATL | |
| BACKGROUND INVESTIGATION LE | 1 |
| B&E | 5 |
| CHILD NEGLECT/ABUSE | 1 |
| CITIZEN ASSIST | 6 |
| CIVIL | 9 |
| CONDITIONAL BOND VIOLATION | |
| CRIMINAL SEXUAL CONDUCT | 1 |
| DISORDERLY | 2 |
| DISTURBING THE PEACE | 1 |
| DOG BITE | |
| DOG LOCKED IN VEHICLE | |
| DWLS | 2 |
| EMBEZZLEMENT | |
| FALSE PERSONATION | |
| FELONIOUS ASSAULT | |
| FIGHT IN PROGRESS | |
| FIREWORKS VIOLATION | |
| FLEE POLICE | |
| FOUND PROPERTY | |
| FRAUD | 9 |
| GENERAL | 5 |
| GUNSHOT WOUND | |
| HARASSMENT | 9 |
| HIT AND RUN PDA | 1 |
| HOMELESS | |
| INJURY CRASH | 5 |
| INVESTIGATION FOLLOWUP | |
| KEYS LOCKED IN VEHICLE | |
| LARCENY | 11 |
| LARCENY FROM VEHICLE | 1 |
| LARCENY IN A BUILDING | 2 |
| LIQUOR INSPECTION | 14 |
| MDOP | 5 |

| | |
|------------------------------|-----|
| MENTAL HEALTH CALL | 16 |
| MIP-ALCOHOL | |
| MIP-VAPE | |
| MISUSE OF 911 LINE | 1 |
| MISSING JUVENILE | |
| MISSING PERSON | 1 |
| MOTORIST ASSIST | 3 |
| MUTUAL AID | |
| NARCOTICS | 4 |
| NATURAL DEATH | |
| NOISE COMPLAINT | 2 |
| NO INSURANCE-VEHICLE | 8 |
| NO REGISTRATION MISDEMEANOR | |
| OPEN DOOR | 7 |
| OVERDOSE-DRUGS | |
| OWI | 2 |
| PAROLE VIOLATION | |
| PARKING VIOLATIONS | 1 |
| PDA | 14 |
| PPO VIOLATION | |
| PROBATION VIOLATION | |
| PROWLER | |
| PUBLIC RELATIONS | |
| REGISTRATION VIOLATION | |
| RECKLESS DRIVING | |
| RESIST OFFICER | |
| RETAIL FRAUD | 3 |
| ROAD RAGE | |
| RUNAWAY | 1 |
| SINKHOLE IN ROADWAY | |
| STALKING | |
| SUICIDAL PERSON | 7 |
| SUSPICIOUS PERSON | 4 |
| SUSPICIOUS SITUATION | 11 |
| THREATS | |
| THREATS TO ATTY GENERAL | |
| THREATS TO COURTHOUSE | |
| THREATS TO SCHOOL | |
| TRAFFIC CONTROL | 2 |
| TRAFFIC STOPS/CITATIONS | 162 |
| TRESPASS | 7 |
| UDAA | 1 |
| VERBAL DOMESTIC | 2 |
| VIN INSPECTION | |
| WARRANT ARREST - MISDEMEANOR | 2 |
| WARRANT ARREST - FELONY | 1 |
| WEAPONS OFFENSE | 1 |

| | |
|----------------------|----|
| WELFARE CHECK | 13 |
| WITNESS INTIMIDATION | |

TOTAL COMPLAINTS FOR JULY 2023 439

VEHICLE MAINTENANCE RECORD FOR CAR 1

| TOTAL MAINTENANCE COSTS | | YEAR: 2015 | MAKE: FORD | MODEL: FORD F-150 | SUV | LICENSE: 0233X391 | VIN NO. 1FM5K8AR5FGB83483 |
|---------------------------------------|-------------------|------------|------------|-------------------|--------|-------------------|---------------------------|
| Jan-23 | Feb-23 | Mar-23 | Apr-23 | May-23 | Jun-23 | Jul-23 | Sep-23 |
| Enter Starting Vehicle Mileage | 80,934 | 81,982 | 82,531 | 83,239 | 84,073 | 84,429 | 85,273 |
| Enter Vehicle Mileage at End of Month | 81,982 | 82,531 | 83,239 | 84,073 | 84,429 | 85,273 | 86,102 |
| Monthly Mileage Totals | 1,048 | 549 | 708 | 834 | 356 | 844 | 829 |
| Total Mileage for Year | 5,168 | | | | | | 0 |
| Maintenance Cost Per Mile | \$0.63 | | | | | | 0 |
| VEHICLE MAINTENANCE COSTS | | | | | | | |
| TYPE OF SERVICE | Cost | Cost | Cost | Cost | Cost | Cost | Cost |
| Fuel Filter Change | \$95.65 | | | | | | |
| Oil & Filter Change | | | | | | | |
| Transmission Fluid & Filter | | | | | | | |
| Air Filter Change | | | | | | | |
| 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 | | | | | | | |
| TOTAL MONTHLY MAINTENANCE COSTS | | | | | | | |
| TIRE SIZE | \$3,117.02 | \$60.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 245 55R18 | M&S | | | | | | |
| TOTAL | \$3,272.67 | | | | | | |

VEHICLE MAINTENANCE RECORD FOR CAR 2

| TOTAL MAINTENANCE COSTS | | | | | | | VIN NO. 1FM5K8AR0DGC06925 |
|---------------------------------------|---------|---------|---------|---------|---------|---------|---------------------------|
| YEAR: | 2013 | MAKE: | FORD | MODEL: | SUV | LICENSE | Dec-23 |
| Jan-23 | Feb-23 | Mar-23 | Apr-23 | May-23 | Jun-23 | Jul-23 | Aug-23 |
| Enter Starting Vehicle Mileage | 110,297 | 111,109 | 111,711 | 111,939 | 112,060 | 112,106 | 112,166 |
| Enter Vehicle Mileage at End of Month | 110,297 | 111,109 | 111,711 | 111,939 | 112,060 | 112,106 | 112,300 |
| Monthly Mileage Totals | 221 | 812 | 602 | 228 | 121 | 46 | 194 |
| Total Mileage for Year | 2,244 | | | | 0 | 0 | 0 |
| Maintenance Cost Per Mile | \$0.72 | | | | | | |

VEHICLE MAINTENANCE COSTS

VEHICLE MAINTENANCE RECORD FOR CAR 3

VEHICLE MAINTENANCE COSTS

VEHICLE MAINTENANCE RECORD FOR CAR 464

VEHICLE MAINTENANCE RECORD FOR CAR 465

110

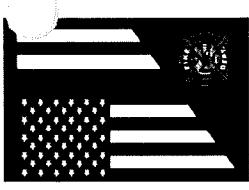
| TOTAL MAINTENANCE COSTS | | Jan-23 | Feb-23 | Mar-23 | Apr-23 | May-23 | Jun-23 | Jul-23 | Aug-23 | Sep-23 | Oct-23 | Nov-23 | Dec-23 |
|---------------------------------------|--|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| Enter Starting Vehicle Mileage | | 450 | 500 | 500 | 850 | 1,941 | 3,368 | 4,611 | 4,611 | 0 | 0 | 0 | 0 |
| Enter Vehicle Mileage at End of Month | | 500 | 500 | 850 | 1,941 | 3,368 | 4,611 | 5,263 | 5,263 | 0 | 0 | 0 | 0 |
| Monthly Mileage Totals | | 50 | 0 | 350 | 1,091 | 1,427 | 1,243 | 652 | 652 | 0 | 0 | 0 | 0 |

15

| TIRE & SERVICE | | MONTHLY MAINTENANCE COSTS | |
|--|---------------|-----------------------------------|--------|
| Oil & Filter Change | \$0.00 | INSTALATION | \$0.00 |
| Air Filter Change | \$0.00 | Wash & Wax | \$0.00 |
| Fuel Filter Change | \$0.00 | Windshield Wiper Blades | \$0.00 |
| Transmission Fluid & Filter | \$0.00 | Headlights or Light Bulbs | \$0.00 |
| Engine Coolant | \$0.00 | Battery Cables / Terminals | \$0.00 |
| Cooling System Flush | \$0.00 | Replace Belts | \$0.00 |
| Tire Repair or Replacement | \$0.00 | Electrical Repairs | \$0.00 |
| Hose Replacement | \$0.00 | Battery Replacement | \$0.00 |
| Brake Repair | \$0.00 | | |
| Engine Tune-Up | \$0.00 | | |
| Front End Alignment | \$0.00 | | |
| Power Steering / Brake Fluid | \$0.00 | | |
| A/C or Heater Repair | \$0.00 | | |
| Tire Rods/Alignment | \$0.00 | | |
| Muffler | \$0.00 | | |
| Tow/Wrecker Service | \$0.00 | | |
| Miscellaneous Service | \$0.00 | | |
| TOTAL | \$0.00 | | |

| Fire runs July 1, 2023 thru 7/31/2023 | | | | | | City of Caro Fire Department | | | | | | Fiscal Year 2023/2024 | | | |
|---------------------------------------|-----------|-------------------------|-----------------------------|----------------------------|---|------------------------------|--------------|-----------|------------------|--|-----------------|-----------------------|--|--|--|
| Run # | Date | Responsible entity | Address of call | Description | | Water usage | TWP. | Location | Fiscal Billing # | | Dedicated hours | | | | |
| 153 | 7/1/2023 | Larry Kovacs | 1534 Pine Crest Dr. | false fire alarm | | 0 | Almer | nc | 0.50 | | 0.50 | | | | |
| 154 | 7/2/2023 | Ross Voelker | 622 W. Sherman St. | medical assist | | 0 | City of Caro | nc | 0.50 | | 0.50 | | | | |
| 155 | 7/2/2023 | Steven Hicks | 1630 Mertz Rd. | Human rescue | | 0 | Indianfiles | 1 | 2.00 | | | | | | |
| 156 | 7/3/2023 | DTE, Steven Franklin | 648 Gibbs St. | medical assist | | 0 | City of Caro | nc | 1.00 | | | | | | |
| 157 | 7/4/2023 | City of Caro | 1121 E. Caro Rd. | vehicle extrication | | 0 | City of Caro | 1 | 1.00 | | | | | | |
| 158 | 7/4/2023 | Chipewa Landing | 1188 Hollow Dr. | power line down | | 0 | Almer | nc | 0.50 | | | | | | |
| 159 | 7/4/2023 | 1081 Cleaver Rd. | trash can fire | | | 75 | City of Caro | nc | 1.00 | | | | | | |
| 160 | 7/6/2023 | 2662 E. Caro Rd. | medical assist | | | 0 | City of Caro | nc | 1.00 | | | | | | |
| 161 | 7/6/2023 | Fire coverage area | medical assist | | | 0 | Ellington | nc | 1.00 | | | | | | |
| 162 | 7/6/2023 | 404 E. Frank St. | storm watch | | | 0 | nc | nc | 1.00 | | | | | | |
| 163 | 7/6/2023 | 1319 Sugar Tree Blvd. | medical assist | | | 0 | City of Caro | nc | 0.50 | | | | | | |
| 164 | 7/6/2023 | 3387 Mertz Rd. | medical assist | | | 0 | City of Caro | nc | 1.00 | | | | | | |
| 165 | 7/6/2023 | 1723 VanGeisen Rd. | medical assist | | | 0 | Indianfiles | nc | 1.00 | | | | | | |
| 166 | 7/7/2023 | 1332 Cambridge Ln. | medical assist | | | 0 | City of Caro | nc | 5.00 | | | | | | |
| 167 | 7/7/2023 | 1910 W. Sanilac Rd. | false fire alarm | | | 0 | City of Caro | nc | 1.00 | | | | | | |
| 168 | 7/7/2023 | 2091 Forest Dr. | medical assist | | | 0 | Indianfiles | nc | 0.00 | | | | | | |
| 169 | 7/8/2023 | 429 Montague Ave. | medical assist | | | 0 | City of Caro | nc | 1.00 | | | | | | |
| 170 | 7/8/2023 | 1060 Riley Rd. | medical assist | | | 0 | Indianfiles | nc | 1.00 | | | | | | |
| 171 | 7/9/2023 | 426 Gibbs St. | lawn mower fire | | | 2 | City of Caro | 2 | 1.00 | | | | | | |
| 172 | 7/9/2023 | 75 Rodell Dr. Courtland | false fire alarm | | | 0 | City of Caro | nc | 0.50 | | | | | | |
| 173 | 7/10/2023 | Fire Station | Business meeting | | 0 | | | | 2.00 | | | | | | |
| XX | 7/10/2023 | 3005 Luder Rd. | Vehicle crash, fatal | | | 0 | Almer | nc | 1.00 | | | | | | |
| 174 | 7/10/2023 | Christina Pazak | storm watch | | | 0 | nc | nc | 1.00 | | | | | | |
| 175 | 7/11/2023 | Fire coverage area | medical assist | | | 0 | Indianfiles | nc | 1.00 | | | | | | |
| 176 | 7/11/2023 | 1733 Mertz Rd. | medical assist | | | 0 | City of Caro | nc | 1.00 | | | | | | |
| 177 | 7/11/2023 | 200 S. State St. | medical assist | | | 0 | City of Caro | MB | 1.00 | | | | | | |
| 178 | 7/11/2023 | 226 W. Burnside St. | medical assist | | | 0 | City of Caro | MB | 1.00 | | | | | | |
| 179 | 7/12/2023 | 200 S. State St. | medical assist | | | 0 | City of Caro | MB | 1.00 | | | | | | |
| 180 | 7/12/2023 | Ronald Rose | illegal fire | | | 35 | Indianfiles | 2 | 1.00 | | | | | | |
| 181 | 7/13/2023 | 2750 Underwood Rd. | medical assist | | | 0 | Wells | MB | 1.00 | | | | | | |
| 182 | 7/13/2023 | 119 Butler St. | medical assist | | | 0 | City of Caro | MB | 1.00 | | | | | | |

| Run # | Date | Responsible entity | Adress of call | Description | Water usage | TWP. | Location | Fiscal Year 2023/2024 | |
|-------|-----------|---------------------------------------|------------------------|------------------------|-------------|--------------|----------|-----------------------|-----------------|
| | | | | | | | | Fiscal Billing # | Dedicated hours |
| | | Fire runs July 1, 2023 thru 7/31/2023 | | | | | | | |
| 183 | 7/13/2023 | | 1319 Sugar Tree Blvd. | medical assist | 0 | City of Caro | MB | 1.00 | |
| 184 | 7/13/2023 | Consumers | 1111 W. Caro Rd. | gas leak investigation | 0 | City of Caro | nc | 0.50 | |
| 185 | 7/14/2023 | | 1601 W. Gilford B302 | medical assist | 0 | City of Caro | MB | 1.00 | |
| 186 | 7/14/2023 | David Coyer | 114 Gardner St. | lightning strike | 0 | City of Caro | nc | 1.00 | |
| 187 | 7/14/2023 | public service | | storm spotters | 0 | | nc | 1.00 | |
| 188 | 7/14/2023 | public service | Cameron Rd. | trees down on road | 0 | Almer | nc | 1.00 | |
| 189 | 7/14/2023 | Joseph Weissenborn | 1985 Dietz Rd. | tree on a camper | 0 | Ellington | nc | 0.50 | |
| 190 | 7/14/2023 | Kingston FD | Frode Rd. | vehicle rollover | 0 | Indianfields | nc | 0.50 | |
| 191 | 7/14/2023 | Regional Center | 2000 Chambers Rd. | false alarm, canceled | 0 | City of Caro | 3 | 1.00 | |
| 192 | 7/14/2023 | Sandra Guile | 112 Gardner St. | fire investigation | 0 | Indianfields | 3 | 1.00 | |
| 193 | 7/15/2023 | | 226 W. Burnside St. | medical assist | 0 | City of Caro | MB | 1.00 | |
| 194 | 7/15/2023 | | 429 Montague Ave. | Medical assist | 0 | City of Caro | nc | 1.00 | |
| 195 | 7/15/2023 | | M-24 & Gun Club Rd. | motor cycle crash | 0 | Indianfields | 3 | 1.00 | |
| 196 | 7/15/2023 | | 406 E. Frank St. | Medical assist | 0 | City of Caro | MB | 1.00 | |
| 197 | 7/17/2023 | | 152 E. Deckerville Rd. | Medical assist | 0 | City of Caro | MB | 1.00 | |
| 198 | 7/17/2023 | | 200 S. State St. | Medical assist | 0 | City of Caro | nc | 1.00 | |
| 199 | 7/19/2023 | Brian McHugh | 2283 S. Ringle Rd. | Illegal fire | 20 | Juniata | 1 | 1.00 | |
| 200 | 7/19/2023 | | M-24 & Gun Club Rd. | 2 vehicle crash | 0 | Indianfields | 4 | 1.00 | |
| 201 | 7/19/2023 | John Weidman | Ellington & Court St. | motor cycle crash | 0 | City of Caro | 4 | 1.00 | |
| 202 | 7/19/2023 | Public service | Bieble & Colling Rd. | ditch bank fire | 25 | Almer | nc | 0.50 | |
| 203 | 7/19/2023 | Public service | Bieble & Colling Rd. | ditch bank fire | 30 | Almer | nc | 0.50 | |
| 204 | 7/19/2023 | | Bates & W. Washington | 2 vehicle crash | 0 | City of Caro | 5 | 1.00 | |
| 205 | 7/20/2023 | | 200 S. State St. | Medical assist | 0 | City of Caro | MB | 1.00 | |
| 206 | 7/21/2023 | | 139 E. Congress St. | Medical assist | 0 | City of Caro | nc | 1.00 | |
| 207 | 7/22/2023 | | 1081 Ryan Rd. | Medical assist | 0 | Indianfields | MB | 1.00 | |
| 208 | 7/22/2023 | Ashley Vincent | 100 S. Hooper St. | Illegal fire | 0 | City of Caro | nc | 0.50 | |
| 209 | 7/22/2023 | | 1146 Ryan Rd. | Medical assist | 0 | Indianfields | MB | 1.00 | |
| 210 | 7/23/2023 | | 200 S. State St. | medical assist | 0 | City of Caro | MB | 1.00 | |
| 211 | 7/23/2023 | | 1543 Van Geisen Rd. | Medical assist | 0 | City of Caro | nc | 0.50 | |
| 212 | 7/23/2023 | Public service | M-24 & Gun Club Rd. | Cow loose from Fair | 0 | City of Caro | nc | 1.00 | |
| 213 | 7/23/2023 | | 1601 W. Gilford Rd. | Medical assist | 0 | City of Caro | MB | 1.00 | |



City of Caro Fire Department

Itemized spending report for July 2023

| Date of purchase | PO # | Description | Vender | Cost |
|------------------|-------|-------------------------------|------------------------------------|--------|
| 7/17/2023 | 36376 | FF Food | DQ Grill | 26.44 |
| 7/18/2023 | 36377 | 144 Energizer AA FF Food | Amazon | 65.71 |
| 7/24/2023 | 36379 | FF Food | Pizza Hut | 144.11 |
| 7/31/2023 | 36975 | Water & Gatorade | Walmart | 51.60 |
| 7/28/2023 | 36974 | Truck soap | Moore Motors | 80.16 |
| 7/25/2023 | 36761 | 30W oil X 2 | Auto Value | 13.98 |
| 7/20/2023 | 36378 | Medical supplies | Amazon | 56.75 |
| 7/3/2023 | 37000 | Water & badge clips | Walmart, Saginaw | 28.11 |
| 7/11/2023 | 37002 | FF food, Walmart event | Caro McDonalds | 27.00 |
| 7/10/2023 | none | Gas for C-1 | Speedway west | 68.00 |
| 7/22/2023 | none | Gas for C1 | Speedway West | 54.00 |
| 7/1/2023 | 36380 | 500 helmets & 250 Tot finders | Tuscola County Fire Fighters Assn. | 535.00 |
| 7/1/2023 | 36999 | 2 Trophies | Tuscola County Firefighters Assn. | 50.00 |



CITY OF CARO CODE ENFORCEMENT

August 2023 Council Code report

July 2023 monthly review

| | | |
|---------------------|------------------------------|--|
| 515 S. State St. | No garage sale permit | 1 st . notice |
| 317 Green St. | Vehicle 4-sale in front yard | 1 st . notice |
| 317 Green St. | Vehicle 4-sale in front yard | 2 nd . notice |
| 364 Norman St. | Tires in the yard | 2 nd . notice |
| 356 Norman St. | 4-trailers on the property | 1 st . notice |
| 364 Norman St. | tires | Case resolved |
| 317 Green St. | vehicle | Case resolved |
| 138 Butler St. | Blight vehicle | 2 nd . offence \$250.00 ticket |
| 534 E. Frank St. | Blight mowed | |
| 344 Columbia St. | Blight vehicle | Case resolved |
| 352 Columbia St. | Blight vehicle | 2 nd . notice |
| 176 Columbia St. | Blight mowed | |
| 509 E. Frank St. | Blight vehicle | 2 nd . notice |
| 318 E. Grant St. | Blight vehicle | Case resolved |
| 246 E. Grant St. | Blight vehicle | Case resolved |
| 619 Court St. | Unpermitted fence | 2 nd . offence \$250.00 ticket |
| 218 N. State St. | appliance | Case resolved |
| 632 Meek St. | Overgrown areas | Case resolved |
| 1080 N. Colling Rd. | Overgrown areas | 1 st . notice |
| 602 W. Gilford Rd. | pallets | 15 th . offence \$500.00 ticket |
| 223 N. Almer St. | Garbage accumulation | Case resolved |
| 223 N. Almer St. | Overgrown areas | 1 st . notice |
| 771 Monroe St. | Trailer in front yard | 1 st . notice |
| 263 W. Congress St. | Blight mowed | |
| 1094 S. Colling Rd. | Blight structure | 2nd. notice |
| 1062 S. Colling Rd. | tires | 2 nd . notice |
| 158 W. Gamble St. | Blight mowed | |
| 143 W. Gamble St. | Blight mowed | |
| 121 E. Gamble St. | Overgrown areas | Case resolved |
| 121 E. Gamble St. | Blight vehicles | Case resolved |
| 427 Gibbs St. | Unpermitted pool | 1 st . notice |
| 347 Wells St. | Unpermitted shed | 1 st . notice |
| Throughout Caro | Unpermitted signs | 42 signs |
| 646 W. Lincoln St. | Unpermitted pool | 1 st . notice |
| | | |
| | | |
| | 38 | Page 1 of 3 |
| | | |

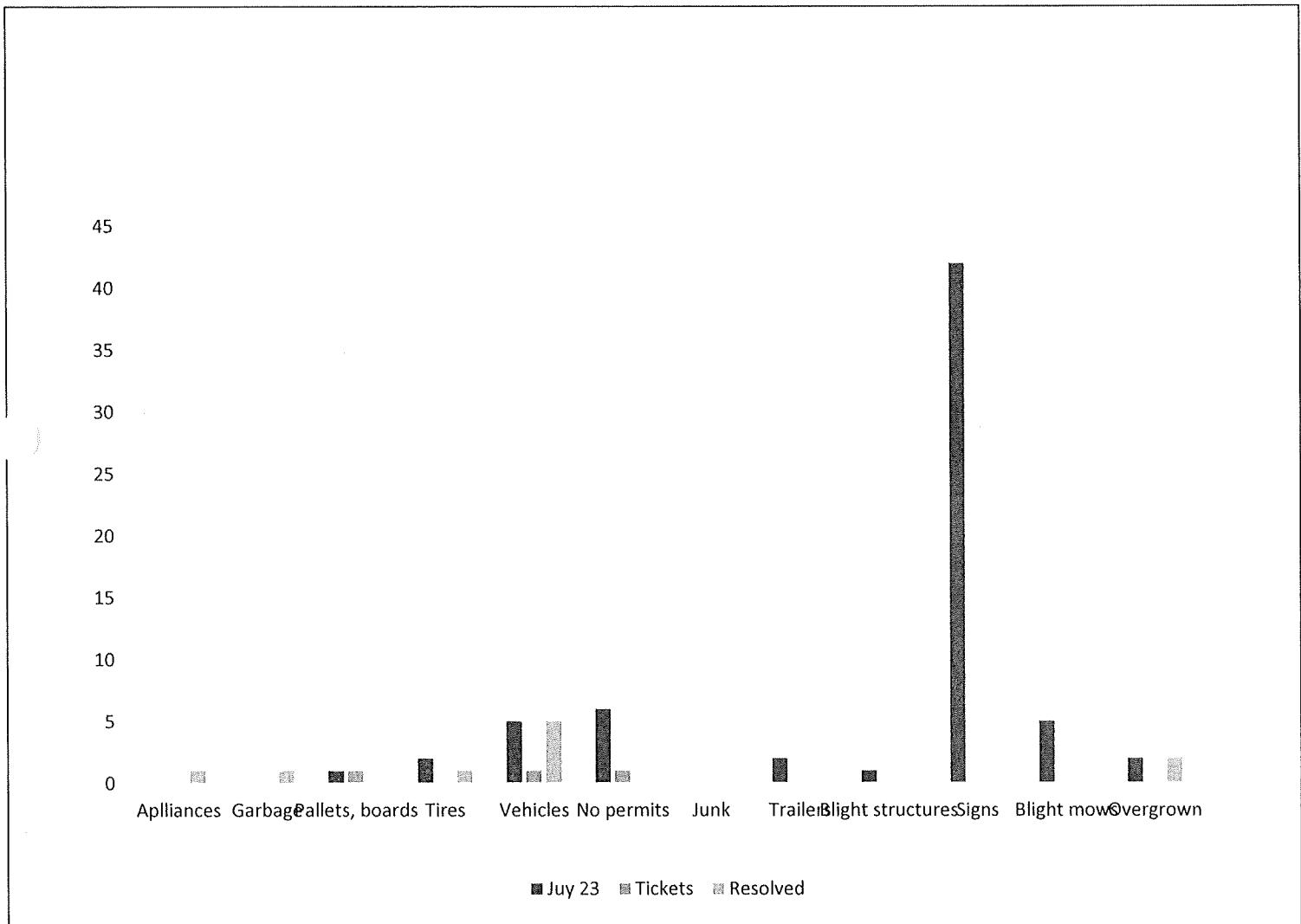


CITY OF CARO CODE ENFORCEMENT

August 2023 Council Code report

July 2023 monthly review

Page 2 of 2



Monthly total tickets issued, \$

Monthly total blights cases dealt with ,

Monthly cases resolved,

Top 3-Violations for July 2023 #1 Vehicles #2 Blight mows #3 garbage

Number of Blight Mows

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: Scott Czasak & City Council
From: Tom Reese Superintendent of Public Works
Date: August 21st, 2023
Re: July Monthly report

ACTIVITY

- Daily well checks.
- We have done 53 MISS DIG tickets.
- We have completed 46 work orders. This is a breakdown of what was done:
 - 18 billing issues
 - 6 low water pressure
 - 9 Final Reads
 - 2 Sewer/Jetting
 - 1 Streets potholes
 - 2 Trees/Branches
 - 2 Water turn off/on
 - 6 Work orders daily operations
- We replaced 4 water galvanized service lines this month.
- The dog park fencing was moved.
- The splash pad fencing was put up.
- We have been getting ready for lead and copper testing.
- We have the contractor in jetting and televising the sewer getting ready for sewer lining.
- We have one guy with the contractor doing pot holing for lead and galvanized water service lines.
- Pumped down arsenic pit.
- We had some trees fall at the brush dump we cut them up to be able to use the dump.
- We worked with HDC to get a new curb box in while they were replacing their sidewalk.
- Received ordinance signs and put them up in Bieth Park.
- We replaced a broken valve at the school.
- We are getting the necessary parts ready for the meter pit and meter replacement at the school.
- The seasonal workers have been weeding and doing trash daily.
- I had 5 interviews scheduled for seasonal workers, only 2 showed up and both couldn't accept the positions.
- Ken Martin put up and took down 4 banners with our assistance.
- I have had a tree trimmer trimming up nuisance trees that are on resident's houses.
- We had a water line at the splash pad break and got it fixed the same day.
- The first tank at the arsenic plant has been painted and is waiting for the media to be put in.

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

- The power was removed at the old police building.
- We set up for the Tuscola County Fair.
- We brush hogged the infield at the fairgrounds before the Fair.
- Replaced meter pit and meter at the High School. Also put new valves in to be able to isolate the buildings better.

UP COMING PROJECTS

Fixing some storm structures around town.
Finishing up the arsenic tanks.
DPW roof replacement
Garage doors and man door at the fire hall.
DPW parking lot

ATTACHMENTS

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

TO: Scott Czasak, City Manager and Caro City Council
FROM: David Dienes, W.W.T.P.
SUBJECT: August 2023 Report
DATE: August 16, 2023

FOR THE AGENDA OF: August 21, 2023

- Our Permit required monthly Discharge Monitoring Report for June 2023 was sent electronically via MiEnviro to the EGLE.
- Set up and ran the city's drinking water samples for June 2023.
- The clarifiers were hosed down and/or power washed weekly.
- The chlorine contact chamber was hosed down, power washed, and/or flushed weekly.
- Ran portable pumps for 10 minutes this month.
- The plant generator and lift station generators were exercised this month.
- We relinquished 5 raw water samples to SVSU for COVID-19 testing.
- Plant personnel completed our quarterly WET testing. Results came back at acceptable levels.
- Operator Kaperton Simmons has decided to pursue employment opportunities outside of the city.
- Superintendent Dienes began interviewing potential candidates for the open WWTP operator positions.
- Superintendent Dienes met with Manager Czasak and Sally Duffy from HRC regarding the WWTP asset management plan.
- HRC engineers were on site to inspect facilities for plant upgrade plans.
- 3 bids for our generator service and maintenance contract were received and reviewed. A recommendation will be made to Council soon.
- Plant personnel have gotten the settling and other operational problems under control. The plant is back to operating efficiently and effectively.
- Mr. Jermey Helton has accepted one of the open operator positions and will begin working for the city on Monday, August 21.
- A representative for Duro-Last roofing was on site to inspect and repair a leak in the roof of the main building. He also found two other damaged spots. All have been replaced. In his opinion the roof is in "good" shape for its age. He guesstimated we could get another 4-5 years out of the roof barring something catastrophic.
- Lost pumping capacity at Lift Station #8. Called in Monchilov Excavating and Sewer Service to pump out the wet well due to excessive rags and debris in the pumps and wet well. Plant personnel also discovered significant damage to the impellers on the pumps.
- A second candidate was offered the remaining WWTP Operator position. She is currently mulling her options and will let us know on Monday of her decision.

Memorandum

To: City Council
From: Rita Papp
Date: August 17, 2023
Re: Municipal Parking Violations Report, July 2023

| | | |
|-----------------------------------|--|---|
| No Parking 2 a.m. – 5 a.m. | Municipal Parking Violations Written | 0 |
| | Warnings | 0 |
| | 2nd Offense | 0 |
| | 3rd, 4th & 5th Offense | 0 |
| | 6th & 7th Offense | 0 |

| | | |
|--------------------------------|---|---|
| 2 Hour Downtown Parking | Municipal Parking Violations Written | 0 |
| | Warnings | 0 |
| | 2nd Offense | 0 |
| | 3rd Offense | 0 |
| | 4th Offense | 0 |

| | | |
|------------------------|---|---|
| Other Ordinance | Municipal Parking Violations Written | 0 |
| | Warnings | 0 |
| | 2nd Offense | 0 |
| | 3rd Offense | 0 |
| | 4th Offense | 0 |
| | 5th Offense | 0 |

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: Planning Commission Member Removal
DATE: August 21, 2023

On January 3, 2023, Walter Szostak was appointed during a City Council Meeting as a Planning Commission Member. He was sworn in on January 10, 2023. Unfortunately, due to unforeseen circumstances, Walter has not been able to attend meetings. According to the Planning Commission By-Laws and Rules of Procedure, “If an appointed member of the commission is absent from office for four (4) meetings in a row or more then twenty-five (25) percent of the meetings annually, or becomes ineligible, the Council may remove the member”. Walter has missed four (4) meetings in a row.

Option 1

With regrets, the City Council would like to thank Walter Szostak for his service and request that Walter Szostak be removed from the Planning Commission and authorize the Clerk to advertise the vacancy.

Option 2

Take no action at this time.

Option 3

Postpone this matter.

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, August 16, 2023
RE: Agenda Item – Special Land Use Request – Emerald Thumb, LLC.

Members of the Caro City Council,

As you are aware, Emerald Thumb, LLC is one of the holders of an adult-use and medical marihuana growers license in the City of Caro located at 1347 Prospect Avenue and has requested to expand their operation by adding an adult-use processor license to their facility. They applied during the open application period in June, and the Planning Committee held a Public Hearing on the request at their Tuesday, August 8, 2023, meeting.

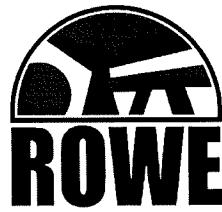
At that time, the Planning Commission gave conditional approval to the site plan, which has since been given final approval after review of a revised site plan by Planning Commission Chair Mike Carpenter and myself. Also at that time, the Planning Commission recommended approval of the Special Land Use request by the City Council.

Your options for motions are:

1. Approve the Special Land Use request of Emerald Thumb, LLC for an Adult-Use Marihuana Processing facility at 1347 Prospect Avenue and authorize the City Manager to issue the Adult-Use Processing Marihuana License.
2. Deny the Special Land Use request.
3. Refer the matter to the Planning Commission for further consideration.
4. Table for further discussion.
5. Take no action.



CITY OF CARO
SPECIAL CONDITION USE STANDARDS CHECK LIST
Ian Woodward-Smith, 1347 Prospect Ave
Received Date: 6/30/2023



| Fact Finding | | | |
|---|---------------------------|---|---------------------------|
| Current Zoning: I-2 General Industrial | | Parcel Size: ? | |
| Current Use: Grow Facility | | Utility Access: Unclear | |
| Proposed Use: Processing Facility | | Road Access: Access to Prospect Avenue | |
| Surrounding Land Use/ Zoning: | | | |
| N: I-2 General Industrial | E: I-2 General Industrial | S: I-2 General Industrial | W: I-2 General Industrial |
| Other Facts: | | | |
| <ol style="list-style-type: none">1. Does not appear to be in a designated wetland or floodplain.2. The proposed use is proposed to be located within an existing facility. There are only interior changes proposed to separate the existing Grow Facility from the proposed Processing Facility. | | | |

| Standards for Approval of Special Condition Use (Standard 44-709.c) | | |
|---|--|-------------------------------|
| (1) That the establishment, maintenance or operation or the special use will not be detrimental to or endanger the public health, safety or general welfare. | | |
| Applicants Comments: | Planning Consultant Comments: <i>The proposed special use is to be located entirely in an existing marihuana grow facility. The applicant has proposed a separate entrance for the proposed use and will separate the existing grow facility from the proposed processing facility. The applicant should confirm that the addition of the proposed use will not present any new potential concerns regarding odor or other nuisances.</i> | Planning Commission Comments: |
| (2) That the special use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purpose already permitted, nor shall it substantially diminish and impair property values within its neighborhood. | | |
| Applicants Comments: | Planning Consultant Comments: <i>There are no proposed exterior changes to the existing building in which the proposed use is to be located. The applicant should confirm that the addition of the proposed use will not present any new potential concerns regarding odor or other nuisances.</i> | Planning Commission Comments: |

Standards for Approval of Special Condition Use
(Standard 44-709.c)

(3) That the establishment of the special use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district.

| | | |
|---------------------|--|-------------------------------|
| Applicant Comments: | Planning Consultant Comments: <i>There are no proposed exterior changes to the existing building in which the proposed use is to be located. The applicant should confirm if there will be any significant increases in traffic or other potential impacts on surrounding properties.</i> | Planning Commission Comments: |
|---------------------|--|-------------------------------|

(4) That adequate utilities, access roads, drainage, and necessary facilities have been or are being provided.

| | | |
|---------------------|--|-------------------------------|
| Applicant Comments: | Planning Consultant Comments: <i>There are no proposed changes to existing utilities, road access, drainage or other necessary facilities. Only proposed interior changes to the existing facility.</i> | Planning Commission Comments: |
|---------------------|--|-------------------------------|

(5) That adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public street.

| | | |
|---------------------|--|-------------------------------|
| Applicant Comments: | Planning Consultant Comments: <i>There are no proposed changes to the existing ingress and egress. The applicant should confirm if there will be any significant increases in traffic or other potential impacts on surrounding properties.</i> | Planning Commission Comments: |
|---------------------|--|-------------------------------|

(6) That the special condition use shall, in all other respects conform to the applicable regulations of the district in which it is located and to any additional conditions or procedures as specified in this article.

| | | |
|---------------------|--|-------------------------------|
| Applicant Comments: | Planning Consultant Comments: <i>There are no proposed exterior changes to the existing building.</i> | Planning Commission Comments: |
|---------------------|--|-------------------------------|

CITY OF CARO
Ian Woodward-Smith, 1347 Prospect Avenue

Sample Motions:

Approval

I make a motion to recommend approval of the requested special condition use for a marihuana processing facility located at 1347 Prospect Avenue based on the applicant meeting all six standards listed in Section 44-709.c. The following findings of fact support my motion [*list relevant findings of fact*].

OR

Approval with Conditions

I make a motion to recommend approval of the requested special condition use for a marihuana processing facility located at 1347 Prospect Avenue based on the applicant meeting all six standards listed in Section 44-709.c. The following findings of fact support my motion [*list relevant findings of fact*].

-
-
-

Further, in order to ensure compliance with these standards, the following conditions are part of my motion to recommend approval: (Sample conditions)

-
-

OR

Denial

I make a motion to recommend denial of the requested special condition use for a marihuana processing facility located at 1347 Prospect Avenue because it does not meet the following standard(s) listed in Section 44-709.c:

- The site plan does not comply with Standard ____ because
- The site plan does not comply with Standard ____ because

OR

Postponement

I make a motion to postpone action on the special condition use for a marihuana processing facility located at 1347 Prospect Avenue until the next regular meeting to provide the applicant with the opportunity to provide the following information.

- Information on ____ to verify compliance with ____.
- Information on ____ to verify compliance with ____.

R:\Projects\22C0322\Docs\Planning and Zoning Services\Planning Commission\Special Land Use\1347 Prospect Ave\1347 Prospect Ave - Special Condition Use Standards.docx



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

APPLICATION FOR ADULT USE MARIHUANA ESTABLISHMENT PERMIT

*Pursuant to Michigan Regulation and Taxation of Marihuana Act (MCL 333.27951-333.27976),
Local Ordinance No. 479*

- Application must be fully and accurately completed and must include all required documentation.
- Application fee of \$5,000 is non-refundable (if license is approved, this fee will serve as the annual fee for first year of operation).
- If approved, permit is valid for a period of one (1) year from date of approval.
- Recreational Marihuana “Establishment” means Grower, Retailer, Safety Compliance Facility, Processor, and/or Secure Transporter.

NAME OF APPLICANT: Ian Woodward-Smith (Caro Labs LLC) - part of Wellbudds

RESIDENTIAL ADDRESS: 6001 Kenwood Drive, Nashville, TN 37215

MAILING ADDRESS: 1347 Prospect Ave, Caro, MI 48723

PHONE NUMBER(S): 615-924-4471

EMAIL ADDRESS: ian@wellbudds.com

HAS THE APPLICANT APPLIED FOR STATE LICENSURE? YES N O

PERMIT TYPE:

| | |
|---|---|
| <input checked="" type="checkbox"/> Processor | <input type="checkbox"/> Grower (Class must also be selected below) |
| <input type="checkbox"/> Marihuana Retailer | <input type="checkbox"/> Class A– up to 100 plants |
| <input type="checkbox"/> Safety Compliance Facility | <input type="checkbox"/> Class B– up to 500 plants |
| <input type="checkbox"/> Secure Transporter | <input type="checkbox"/> Class C– up to 2,000 plants |

- Is this application being filed in addition to other applications for Adult Use Marihuana Establishment licensure in either the City of Caro or outside city limits? YES NO

This is being filed with Wellbudds renewals for both medical and adult use cultivation licenses.

APPLICANT TYPE: *Documentation verifying Applicant's form of business entity attached

- Individual
- Partnership
- Corporation
- Limited Liability Company
- Trust

SECTION A

PROPOSED ESTABLISHMENT INFORMATION:

| | |
|--|--|
| Name of Operation: Caro Labs LLC - This will be doing business as Wellbudds | |
| Contact: Ian Woodward-Smith | |
| Proposed Establishment Address: 1347 Prospect Ave, Caro, MI 48723 | |
| Mailing Address: Same as above | |
| Phone Number: (989) 286-3050 | |
| Email Address: operations@wellbudds.com | |
| Has the applicant been granted pre-qualification _____ licensure by the State of Michigan? | |
| YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> | If yes, what date was it granted? <u>9/1/022</u> |

Section B

LIMITED LIABILITY COMPANY/CORPORATION/PARTNERSHIP INFORMATION:

- If the owner is a Limited Liability Company/Corporation/Partnership, all owners, stockholders, members, directors, officers, partners and managers must be listed.

| Primary Contact: | Name: | Residential Address: | Email Address: | Phone Number: | Position: |
|----------------------------|-------|---|-------------------|---------------|-----------|
| Ian Woodward-Smith | | 6001 Kenwood Drive, Nashville, TN 37215 | ian@wellbudds.com | 615-924-4471 | Owner |
| Additional Contact: | | | | | |
| | | | | | |
| Additional Contact: | | | | | |
| | | | | | |
| Additional Contact: | | | | | |
| | | | | | |
| Additional Contact: | | | | | |
| | | | | | |
| Additional Contact: | | | | | |
| | | | | | |

NOTE: Use the Addendum located at the end of this application for any section where additional space is needed.

SECTION C

PROPERTY INFORMATION:

- Identify the Zoning District of the property: Industrial

Address of Proposed Establishment:

1347 Prospect Ave, Caro, MI 48723. This is Wellbudds existing facility, and we have received approval from the CRA to build out a processing room that will be used to process/package flower and prerolls.

List facility size: ~650 sq ft.

List parcel size: Within existing 5640 sq ft
Wellbudds building in
Caro Industrial Park

Is structure:

- An existing building? YES NO
- Renovation of an existing building? YES NO
- New building construction? YES NO

Is the Establishment located within **500** feet of real property comprising of a church? YES
NO

Is the Establishment located within **1,000** feet of a pre-existing public or private school providing education in kindergarten or any of grades 1 through 12? YES NO

Is the Establishment located within **500** feet of a state licensed daycare? YES NO

- Property if **OWNED** by Applicant: YES NO

Date of Purchase: Property is partially owned by owner under Panda Properties with Andrew Hiser

**** If property IS owned, proof of ownership must be attached.****

- Property is **NOT OWNED** by applicant: YES NO

Lease Start Date: June 1st, 2023

Lease End Date: June 1st 2028

Property Owner's Name: Panda Properties LLC

Property Owner's Address: 1347 Prospect Ave. Caro, MI 48723

Phone: 615-924-4471

Email: ianwoodwardsmith@gmail.com

** If property IS NOT owned, please attach the following:

1. Copy of the lease agreement.
2. Written statement from the property owner authorizing the lessee to use the property for an Adult Use Marihuana Facility, signed and notarized.
- Option to purchase: If property is not currently owned, the applicant may have the opportunity to purchase the property. YES NO

**If applicant has selected the option to purchase, proper documentation of intent to purchase along with the current property owner authorizing the usage of the property for an Adult Use Marihuana Facility, signed and notarized.

NOTE: All applicants for a new permit or renewal must be current on taxes and any other financial obligations to the City.

SECTION D:

BUSINESS AND OPERATIONS INFORMATION:

1. List the Business and Operations plan, showing in detail the commercial adult use marihuana establishment's proposed plan of operation, including without limitation the following:
 - a. A description of the type of establishment proposed:
The establishment will be a processing room inside of Wellbudds existing facility. This room will be utilized for processing bulk flower, and rolling prerolls. It will have a separate entrance, and the floor plan has been approved by the CRA.
 - b. A security plan including a general description of the security system(s) and lighting plan of the establishment:
See attached Plan
 - c. Does the security system(s) and lighting plan meet the City and State Requirements? YES NO
 - d. List all nutrients, pesticides, other chemical materials and all toxic, flammable, materials proposed to be used. Include a list or copy of all material safety data sheets:
No pesticides, nutrients or chemicals will be utilized in the processing room beyond normal cleaners and solvents that will be utilized to cleanse the facility.
 - e. Provide a copy of a procedural plan for testing of contaminants, including mold and pesticides:
All materials will arrive at the processing facility after having been tested by the CRA for contaminants including mold and pesticide. All materials leaving the facility that require testing by the CRA will be sent to SC Labs for full panel testing before the are released from the facility in accordnace with the CRA.

f. Provide a plan of all methods that will be used to stop any impact to adjacent uses, including enforceable assurances that no odor will be detected from outside the location:
The facility currently has an air handling system including filtration that removes all odors from the air. This limits any odors detectable outside the building.

g. Provide a plan for the disposal of marihuana and related byproducts that will be used at the establishment including how the plan will protect against any marihuana being ingested by any person or animal, indicating how the waste will be stored and disposed of, and how any marihuana will be rendered unusable upon disposal: Disposal by on-site burning or introduction to the sewage system is prohibited.
All waste will be properly disposed of in accordance with the CRA. This means that any marihuana or byproducts will be mixed with soil or another approved filler before being disposed of in a secured dumpster approved by the CRA.

2. List all Adult Use Marihuana establishments owned or operated by Applicant:

Name: Emerald Thumb LLC (dba Wellbudds)

Address: 1347 Prospect Ave, Caro, MI 48723

Dates of Operation: 07/20/2020 to Present

Name: _____

Address: _____

Dates of Operation: _____ to _____

Name: _____

Address: _____

Dates of Operation: _____ to _____

3. Identify any business that is directly or indirectly involved in the growing, processing, testing, transporting or sale of marihuana for the establishment:

Name: Not Applicable

Address: _____

How this business is involved with the establishment:

Name: _____

Address: _____

How this business is involved with the establishment:

Name: _____

Address: _____

How this business is involved with the establishment:

4. Does the Applicant currently own any real property in the City of Caro? YES NO

If yes, complete the information below:

Commercial Property

Residential Property

Address: 1347 Prospect Ave, Caro, MI 48723 - The owner owns this property jointly under Panda

Properties

Dates of Operation: _____ to _____

Commercial Property

Residential Property

Address: _____

Dates of Operation: _____ to _____

5. Has the applicant had any code violations issued for any property in the City of Caro?

Yes No

If yes, explain:

6. Has the Applicant ever applied for or has been granted any commercial license or certificate issued by a licensing authority in Michigan or any jurisdiction that has been denied, suspended or revoked, or not renewed? Yes No

If yes, explain:

7. Does the Applicant have general liability insurance with minimum limits of \$1,000,000 per occurrence and a \$2,000,000 aggregate limit? Yes No
8. Has the applicant filed for bankruptcy in the past seven (7) years? Yes No
9. Provide the sources of Applicant's capitalization to build, operate, and maintain the proposed Adult Use Marihuana establishment/operation:
It is self funded. The owner is an experienced business owner and operator that has started, run, and had multiple exits across multiple industries.

Total Amount: \$ 1,000,000

10. Has the Applicant ever been criminally convicted? Yes No

If yes, state the nature of the charges, when and jurisdiction in which it occurred:

11. Does the Applicant have any history of non-compliance with federal, state, or local regulatory requirements? Yes No

If yes, explain:

12. At the time of this application or within the past 7 years, has the Applicant been a party in any civil litigation? Yes No

If yes, provide/attach the case option, cause of action, and a brief explanation regarding the allegations of the case:

13. Provide a detailed site plan for the establishment and the permitted property, including an interior floor plan, exterior plan showing parking spaces, and a local area map of the adult use marihuana establishment and the surrounding area that identifies the location of the facility in accordance with the zoning requirements as set forth in the City of Caro Adult Use Marihuana Establishment Ordinance and any aspects under the Michigan Regulation and Taxation of Marihuana Act (MCL 333.27951-333.27976):
Please see attached documents. The processing facility will be a single room within the existing Wellbudds facility. This facility is located in the Caro Industrial Park in an approved location by the City of Caro.

14. Is the Applicant applying for a Grow Establishment Permit? Yes No

If yes, specify in detail how the Applicant intends to grow the Adult Use Marihuana (I.e., techniques, utilities, disposal of byproducts, etc.):

***A security and floor plan for indoor storage of chemicals must be provided for Grow Establishment applicants. ***

15. Describe the Applicant's community involvement, including but not limited to charitable contributions and volunteer work:

We prioritize the hiring of local employees and foster a culture of community involvement including volunteer work, charitable donation and giving back. We will continue to foster this environment along with other local support. The building is shared with a lifetime local Andrew Hiser who provides advice on being a good citizen of Caro.

16. Describe the Applicant's business and operations plan in detail, including gross revenue projections:

See attached business plan.

SECTION E:

EMPLOYEE INFORMATION:

ACTUAL OR PROJECTED NUMBER OF EMPLOYEES: 3

List all name(s) of proposed manager(s) of the establishment:

| | | |
|----------------------|-------------------|---------------------|
| Name: Howie Thompson | Position: Manager | Phone: 810-304-0526 |
| Name: TBD | Position: | Phone: |
| Name: TBD | Position: | Phone: |

SECTION F

PROPOSED HOURS OF OPERATION:

| Hours | Sun | Mon | Tues | Wed | Thurs | Fri | Sat |
|----------|-------------|-------|-------|-------|-------|-------|--------|
| Open | c l o s e d | 8 - 4 | 8 - 4 | 8 - 4 | 8 - 4 | 8 - 4 | Closed |
| Close | | | | | | | |
| Holidays | | | | | | | |

ADULT USE MARIHUANA ESTABLISHMENT PERMIT APPLICATION CHECKLIST:

1. Fully completed Application for Adult Use Marihuana Establishment Permit.
2. Non-refundable Permit Application fee/Renewal fee of \$5,000.
3. Copy of the official paperwork issued by LARA indicating the Applicant has successfully completed the pre-qualification step of the Application for a State of Michigan Operating License.
4. Copy of all documents submitted to LARA in connection with the application showing criminal history, evidence of charge/dismissal/conviction/expungement (if applicable), and parole or probation information (if applicable) OR signed release authorizing criminal background check or ICHAT for Applicant and each owner, partner, director, and officer.
5. Documentation verifying Applicant's type of business entity (I.e., Co., Inc., LLC.).
6. Proof of ownership of property OR copy of lease with documentation stating property owner consents to the lessee using the premises for Adult Use Marihuana purposes.
7. If corporation, non-profit organization, LLC, or other, indicate its legal status and attach:
 - a. Copy of all formation documents (including amendments)
 - b. Proof of registration with the State of Michigan
 - c. Certificate of good standing
8. Copy of valid, unexpired state-issued driver's license or ID for Applicant and all owners, directors, officers, and managers of the establishment.
9. Copy of valid sales tax license, if such license is required by the State of Michigan.
10. Site Plan.
11. Disposal and Storage Plan for marihuana, byproducts, and chemicals.
12. Security and Lighting Plan.
13. Grow Establishment: Ventilation and Exhaust System Plan.
14. Certificate(s) of liability and casualty damage insurance.
15. Sign information* (business name, sign rendering).

****NOTE: A sign permit is required through the City's Community Development Department.****

ACKNOWLEDGEMENT:

On behalf of the Applicant, I declare that this application and all attachments are true, correct, and complete to the best of my knowledge. I also acknowledge that if the Adult Use Marihuana Establishment permit is granted, it is the Applicant's responsibility and the responsibility of the Applicant's agents and employees to comply with the provisions of the Michigan Regulation and Taxation of Marihuana Act (MCL 333.27951-333.27976), the City of Caro, Adult Use Marihuana Establishments Ordinance No. 479, City of Caro Zoning Ordinances, and any other ordinances which govern my license, business, or property. Applicant hereby acknowledges familiarity with said ordinances and represents that I have knowledge of the contents in relation to the conduct of said business.

I understand that the \$5,000 application fee is non-refundable, and that compliance with legal provisions and the requirements of this Application does not guarantee selection for the issuance of a permit. (Please initial here IWS.)

Furthermore, on behalf of the Applicant, I grant authorization for the City of Caro, its agents and employees to seek information and investigate the truth of the statements set forth in this application and the qualifications of the applicant for the permit. I also understand that the premises and surveillance camera recordings for the protection of public safety are subject to inspection by City Building officials, Community Development, Fire Department, and Tuscola County Sheriff's Office personnel, for the purposes of determining compliance with state and local laws, without a search warrant and that on behalf of the Applicant, I am required to immediately provide the City with any changes in the information herein submitted, or any other changes that materially affect a permit if granted.

Authorized Applicant's Signature: 

Printed Name: Ian Woodward-Smith Title: Owner

Witnessed By: Amber Woodward-Smith Date: 5/30/2023

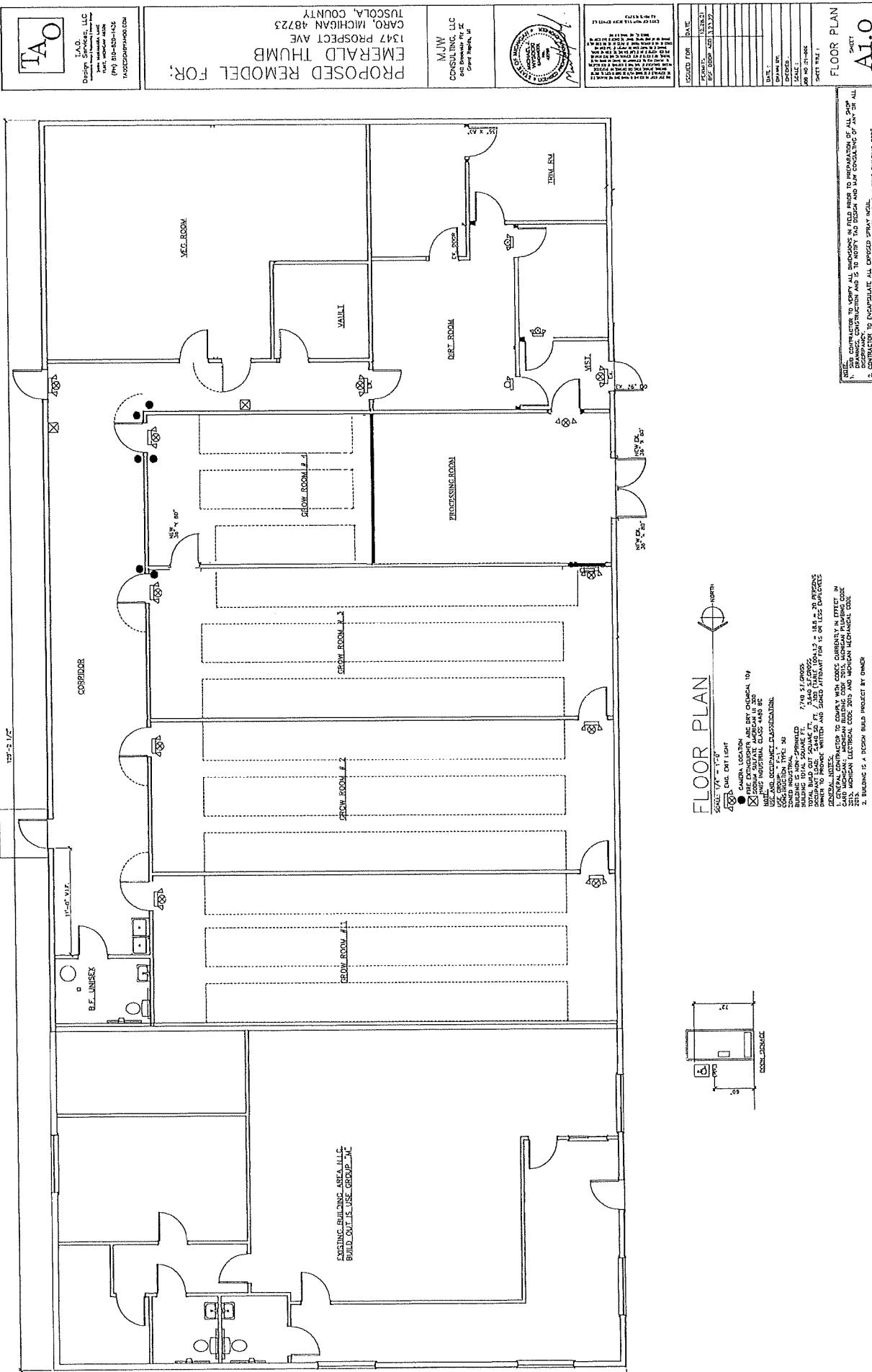
FOR CITY USE ONLY:

| | DATE | | |
|----------------------------------|------|----------------|--|
| Received by City Clerk's Office: | | | |
| Review of Application | | INITIAL REVIEW | Application Complete <input type="checkbox"/> |
| Reviewed by Committee | | FINAL REVIEW | APPROVED <input type="checkbox"/> DENIED <input type="checkbox"/> |

ADDENDUM

*Use the following addendum if additional space is required to complete one or more sections.
If used, please label the information below with the section to which it refers.*

| <i>Section</i> | |
|----------------|--|
| | |
| | |
| | |
| | |
| | |
| | |
| | |



GRETCHEN WHITMER
GOVERNOR



ORLENE HAWKS
DIRECTOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING
VIA ELECTRONIC MAIL

Date: May 11, 2023

Address: Caro Labs LLC
Record ID: AU-PA-000415
1347 Prospect AVE
CARO, MI 48723

RE: State License Issuance

Dear Applicant:

The Cannabis Regulatory Agency (Agency) considered your complete application for a state license and determined that you are qualified to receive a state license pursuant to the licensing provisions of the Michigan Regulation and Taxation of Marihuana Act (MRTMA) and associated rules.

The attached invoice reflects the initial licensure fee that must be paid before your state license can be issued. Please remit this payment within 10 days by using one of the options listed below. Please note that failure to pay the required fee may be grounds for the denial of the application.

Mailing Address:
Cannabis Regulatory Agency
Licensing Division
Adult-Use Licensing
P.O. Box. 30205
Lansing, MI 48909

Online:
Through the Accela Citizen Access Portal
www.michigan.gov/craonline

Licenses are effective upon payment of the licensure fee. A license is not required to have the license in hand before beginning operations. If you have questions or concerns regarding this payment, you may contact the Agency by calling (517) 284-8599 or emailing CRA-AdultUseLicensing@michigan.gov.

Sincerely,

Licensing Division
Cannabis Regulatory Agency

May 05, 2023

Authorization for Use of Facility as an Adult Use Marijuana Facility

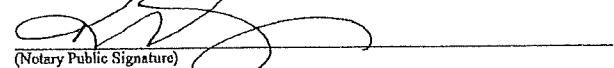
I, Ian Woodward-Smith, on behalf of Panda Properties LLC who is the owner of 1347 Prospect Ave, Caro, MI 48723 authorize use for this facility as an Adult Use Marijuana Facility. We will be leasing this facility to Caro Labs LLC who will operate as part of Wellbudds.

Signed,



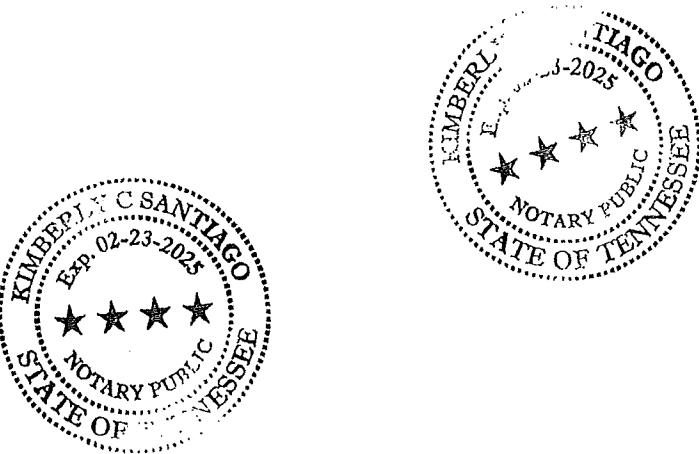
Ian Woodward-Smith
Partner – Panda Properties LLC

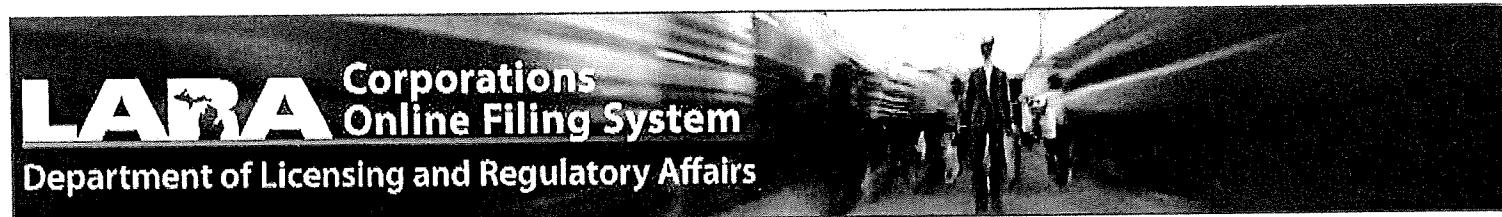
Subscribed and sworn to by Ian Woodward-Smith before me on May 5, 2023.
(Authorized Individual Name) (Date)

 KIMBERLY SANTIAGO
(Notary Public Signature) (Notary Public Printed Name)

State of TN, County of WILLIAMSON. Acting in the county of WILLIAMSON, TN.
(county) (state)

My commission expires: Feb 23, 2025.





Form Revision Date 02/2017

ARTICLES OF ORGANIZATION

For use by DOMESTIC LIMITED LIABILITY COMPANY

Pursuant to the provisions of Act 23, Public Acts of 1993, the undersigned executes the following Articles:

Article I

The name of the limited liability company is:

CARO LABS LLC

Article II

Unless the articles of organization otherwise provide, all limited liability companies formed pursuant to 1993 PA 23 have the purpose of engaging in any activity within the purposes for which a limited liability company may be formed under the Limited Liability Company Act of Michigan. You may provide a more specific purpose:

Cannabis Cultivation

Article III

The duration of the limited liability company if other than perpetual is:

Article IV

The street address of the registered office of the limited liability company and the name of the resident agent at the registered office (P.O. Boxes are not acceptable):

1. Agent Name: IAN WOODWARD-SMITH
2. Street Address: 1347 PROSPECT AVE,
Apt/Suite/Other:
City: CARO
State: MI Zip Code: 48723

3. Registered Office Mailing Address:

P.O. Box or Street 1347 PROSPECT AVE,
Address:
Apt/Suite/Other:
City: CARO
State: MI Zip Code: 48723

Signed this 29th Day of November, 2021 by the organizer(s):

| Signature | Title | Title if "Other" was selected |
|--------------------|-----------|-------------------------------|
| Ian Woodward-Smith | Organizer | |

By selecting ACCEPT, I hereby acknowledge that this electronic document is being signed in accordance with the Act. I further certify that to the best of my knowledge the information provided is true, accurate, and in compliance with the Act.

Decline Accept

MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS

FILING ENDORSEMENT

This is to Certify that the ARTICLES OF ORGANIZATION

for

CARO LABS LLC

ID Number: 802770639

received by electronic transmission on November 29, 2021 , is hereby endorsed.

Filed on November 29, 2021, by the Administrator.

The document is effective on the date filed, unless a subsequent effective date within 90 days after received date is stated in the document.



In testimony whereof, I have hereunto set my hand and affixed the Seal of the Department, in the City of Lansing, this 29th day of November, 2021.

Linda Clegg, Director

Corporations, Securities & Commercial Licensing Bureau

Summary Business Plan

Caro Labs LLC / Wellbudds

For Processing License Application

Executive Summary

This business plan has been developed for the Caro Labs LLC's Processing License Application. The Caro Labs processing facility will be a newly remodeled facility that will be annexed from an existing cannabis cultivation facility. Caro Labs will have a separate entrance and exit, and will meet all of the processing licensing requirements. Floor plans have been included with the application, and will be covered by cameras and a state of the art security system 24/7. Caro Labs will require minimal staffing to start as our initial focus will be on leveraging existing relationships to purchase and resell bulk flower, while also processing bulk flower into pre-rolls for resale.

Business Location Plan

Caro Labs will be establishing its processing facility in a renovated portion of a warehouse currently occupied by Emerald Thumb LLC dba Wellbudds which has two cultivation licenses. The renovation will seal off a portion of the warehouse from the cultivation facility, and will add exterior secured entrances and exits. The renovation will be completed to ensure that Caro Labs' processing facility is in accordance with all CRA requirements and will be covered by a full security system including 24/7 camera coverage. By incorporating a processing facility into an existing cultivation warehouse, Caro Labs ensures that it will be compliant with the regulations of the city of Caro. Finally, this is a preferred location because the warehouse has a neighboring facility that will be a preferred client of Caro Labs.

Technology Summary

A state-of-the-art camera system is installed with both interior and exterior cameras to maintain MRA compliance and provide around the clock security with both local monitors as well as a remote application through which cameras can be viewed through Caro Labs internet. All staff will be trained in the METRC system to ensure compliance, and will utilize established CRM software as well to maintain client relationships.

Processing technology will be very straightforward. The entire facility will have smart climate control technology which will manage the HVAC and dehumidifiers to ensure that the temperature and humidity is suitable for long term cannabis storage. Additionally, these same

systems will utilize air filtration to minimize bacteria as well as any odor that would be released by the facility.

For pre-roll processing, we will be utilizing industry machines for separating, grinding, sifting and packing the pre-rolls to reduce overall labor costs. We will start with machines that still require a good bit of human operation, and shift over time to more autonomous machines as we scale the operation.

Security Plan

The new Caro Labs processing center will be fully covered by cameras and motion sensors that provide 24/7 monitoring of the facility. The cameras will not only be available live through an app, but all video will be saved onto a DVR and maintained per CRA regulations. The security system will also monitor any doors that are opened and closed to ensure that prevent any unpermitted access. The exterior doors will require an RFID card which will allow us to tell which employees are entering or exiting the building and a visitor log will record any non-employees that are visiting the premises. In addition to the data feed and monitoring being available online, there will also be a local siren that will go off in the event of a forced entry, or unpermitted access once the alarm is armed.

Outdoor lighting illuminates the entire outside of the building and will not be changed. This lighting plan has been approved by the City of Caro as well as the CRA.

Marketing Plan

Once Caro Labs is granted a processing license, we will reach out to our cultivation contacts to let them know that we are open for business. Our focus will be purchasing below market price bulk flower from either distressed cultivators, or ones that have odd package sizes and need to clear their inventory. This bulk flower will then be either processed into pre-rolls or packaged and re-sold at a premium under the Caro Labs name. This will allow Caro Labs to establish a reputation of assisting cultivators which should increase the supply side for bulk flower. Conversely, our pre-rolls will be used to establish a strong relationship with dispensaries and will position us well on the demand side for premium white labeled pre-rolls. Our marketing efforts will scale with the revenue and demand growth of Caro Labs. It is not anticipated at this time that Caro Labs will become a separately branded company, but will instead white label its products for others.

Staffing Plan

The facility will initially be staffed with 3 full time people. The first hire will be an operations and sales manager who will start to acquire product. The other two full time employees will be responsible for processing pre-rolls and packaging bulk flower for sale. The current plan is to work a single shift, 5 days a week, but additional employees will be brought on board as the company scales.

Inventory & Recordkeeping Plan

The operations and sales manager will be responsible for maintaining inventory, record, METRC, and other compliance reports. We have already identified an individual for this role who is experienced and reliable when it comes to

Revenue Projections

Based on our experience in the industry, we believe that we can facilitate bulk processing deals and preroll sales which will contribute an average of \$72,500 per month once the facility is fully operational. These assumptions are based on processing two hundred and fifty pounds of bulk flower a month for an average profit of two hundred dollars per pound and selling fifteen thousand prerolls per month for \$1.50 per preroll. These numbers are reasonable given Wellbudds existing relationships, and will result in a net income that is estimated to be approximately \$500,000 per year.

Summary

Caro Labs LLC can successfully establish and operate a cannabis processing facility that will be initially focused on selling bulk flower and pre-rolls. The operations will be run out of a newly renovated space that will be adjacent to a licensed cultivation facility. It will also be run by personnel that are experienced in cannabis regulations and are familiar with the METRC system.

COMMERCIAL LEASE AGREEMENT

Date: 15 April 2023

Lessee: Caro Labs LLC

Premises: 1347 Prospect Ave
Caro, MI 48723

Monthly Rent: \$ 2,000 + renovation costs (Exhibit A to be agreed post renovation, or upon the addition of any facility equipment)

Term (months): 5 years

Commencement Date: 1 June 2023 (or otherwise mutually agreed in writing)

Termination Date: 1 June 2028

Security Deposit: \$1,000

Permitted Use: Cannabis Processing Facility

Provided Utilities: Lessee shall reimburse Lessor for all Utilities on a Cost + 15% (or otherwise mutually agreed in writing)

Lessor Point of Contact: Ian Woodward-Smith

Lessor Address: 1347 Prospect Ave
Caro, MI 48723

A. Lessees agree to:

1. Lease the Premises for the entire Term beginning on the Commencement Date and ending on the Termination Date.

2. Accept the Premises in their present condition "AS IS," the Premises being currently suitable for Lessee's intended Permitted Use. Lessees have inspected the Premises and fixtures (or have had the Premises inspected on their behalf) and acknowledge that the Premises are in a reasonable and acceptable condition of habitability for their intended use, free of defects. If renovation or remodeling of the Premises is required, the Parties shall agree on the scope of such renovation as well as the cost, and will amend Exhibit A to reflect the scope, cost, and payments due to Lessor from Lessee.

3. Obey all laws relating to Lessee's Permitted Use, maintenance of condition, and occupancy of the Premises. This Agreement shall be construed in accordance with the laws of the State of Michigan.

4. Abide by the rules and regulations established by city of Caro and any other local ordinances. Lessees shall be liable for all violations and losses caused by Lessees or Lessee's guests,

and will be assessed for such violations, repair or maintenance due to such violations.

5. Pay the Monthly Rent for the first month as well as the Security Deposit prior to the Commencement Date, or on a date as mutually agreed.

6. Pay not later than the 5th day of each month throughout the Term, the Monthly Rent to Lessor's Address. Payments will be made by check, money order, or other traceable or negotiable instrument.

7. Pay all other amounts due under this Lease.

8. Pay a late charge of five percent (5%) of any Monthly Rent not received by Lessors within ten (10) days after it is due, and five dollars (\$5.00) per day thereafter until all payments are current.

9. Pay a fee of forty-five dollars (\$45.00) for each check that is returned for lack of sufficient funds.

10. Reimburse Lessor for all utilities and facility improvements in accordance with this Agreement.

11. Allow Lessors to enter the Premises to perform Lessors' obligations, inspect the Premises, and show the Premises to prospective purchasers, workers or Lessees. In case of an emergency, Lessors may enter the Premises without Lessee's consent.

12. Repair any damage to the Premises caused by Lessees or Lessee's guests, agents or employees.

13. Submit in writing to Lessors any request for repairs, replacement, and maintenance that are the obligations of Lessors.

14. Notify Lessors of any anticipated extended absence (in excess of 10 days) from the Premises not later than the first day of the extended absence, and provide an emergency contact and telephone number.

15. Move out of the Premises at the end of the Term, unless a new lease is signed. Lessees agree to yield possession of Premises in as good a state and condition as they were at the Commencement Date of this Lease, reasonable use and wear and tear thereof and damages by the elements excepted.

B. Lessees agree not to -

1. Create or permit a nuisance or interfere with any neighbors
2. Change Lessors' lock system.
3. Alter the Premises, other than as agreed to by the Lessors.
4. Allow a lien to be placed on the Premises.

5. Assign this Lease or sublease any portion of the Premises without Lessor's written consent.

6. Abide by all rules and regulations required for the Permitted Use, as well as any restrictions or requirements required by insurance.

C. Lessors agree to -

1. Lease to Lessees the Premises for the entire Term beginning on the Commencement Date and ending on the Termination Date.

2. Obey all laws, ordinances, orders, rules, regulations, and covenants applicable to the Permitted Use, and condition of the Premises.

3. Pay all taxes and assessments attributable to the Premises.

4. Use reasonable efforts to make repairs to the Premises, but Lessors will not be required to repair a condition unless Lessees notify Lessors of the condition and Lessees have paid all Monthly Rent then due. Lessors will not be required to repair conditions caused by Lessees or Lessee's guests, agents, or employees unless caused by normal wear and tear, and will not be required to repaint the Premises.

5. Return the Security Deposit to Lessees no later than thirty (30) days after the date Lessees surrender the Premises, after subtracting from the Security Deposit all amounts applied to cure any breach of this Agreement by Lessees provided that Lessees have given Lessors written notice of Lessee's new address.

D. Lessors and Lessees agree to the following:

1. Lessor's insurance does not cover the loss of or damage to Lessee's personal property; however, insurance is strongly recommended. Lessors urge Lessees to obtain renter's insurance for losses due to theft, fire, water damage, pipe leaks and other similar occurrences. Lessees assume all liability for any injury, death or damages that may arise from any accidents caused by Lessees, Lessee's guests, invitees, agents or employees occurring on, in or about the Leased Premises in any area under control of Lessees.

2. If Lessees become locked out of the Premises, Lessors will charge Lessees fifty dollars (\$50.00) to regain entry into the Premises.

3. If the Premises are damaged by fire or other casualty that prevents the conducting of Lessees use of the Premises in a normal manner, or if the Premises are condemned, then either Lessors or Lessees may terminate this Lease by notifying the other. Any Monthly Rent prepaid by Lessees will be returned to Lessees on termination.

4. Lessors shall terminate this Lease immediately by written notice delivered to Lessee's address if the Lessees or the Lessee's guests, invitees, agents, or employees willfully or intentionally commit a violent act or behave in a manner which constitutes or threatens to be a real and present danger to the health, safety or welfare of the life or property of Lessors or others.

5. Defaults by Lessors are: (a) failing to comply with any provision of this Agreement within thirty (30) days after written notice; and (b) failing to remedy a condition that materially affects the physical health or safety of an ordinary Lessee within ten (10) days after written notice, unless such condition results from Lessee's actions.

6. Defaults by Lessees are: (a) failing to timely pay Monthly Rent; (b) vacating the Premises for thirty (30) days or more without notification to Lessors and payment of Monthly Rent, as this constitutes *prima facie* evidence of abandonment; and (c) failing to comply within ten (10) days after written notice with any provision of this Agreement. If Lessees vacate the property prior to the Termination Date of this Lease without the agreement of the Lessors, the remaining Monthly Rent payments for the remainder of the Term are immediately due and payable by Lessees, unless otherwise agreed in writing between the Lessors and the Lessees.

7. Lessors' remedies for Lessee's default are to: (a) enter and take possession of the Premises, after which Lessors may relet the Premises on behalf of Lessees and receive the Rent directly by reason of the reletting, and Lessees agree to reimburse Lessors for any expenditures made in order to relet; (b) enter the Premises and perform Lessee's obligations; (c) change the locks on the door to the Premises after timely mailing or posting of notice, if the Default by Lessees is the failure to timely pay Monthly Rent; or (d) terminate this Agreement immediately by written notice. If the Default is nonpayment of Monthly Rent and Lessees fail to cure the financial obligation within seven (7) days after written notice of such Default, Lessors may take possession of the Premises without further notice. The Lessor is then expressly authorized to remove and store all personal items belonging to Lessees. If Lessees do not claim said personal items and resolve any debt to Lessors within thirty (30) days from such action, Lessors may sell or dispose of said personal items and apply the proceeds of said sale to the unpaid Monthly Rent, damages, storage fees, sale costs and attorney fees. Any balances will be held by Lessors for a period of six (6) months, at which time any unclaimed balances shall become the property of Lessors.

8. Lessee's remedies for Lessors' default are: (a) to terminate this Agreement, or; (b) to make necessary repairs if Lessors do not comply with repair obligations above and (c) to deduct the cost of the repairs, not to exceed the one month of Monthly Rent or \$500.00, whichever is greater, from any Monthly Rent due.

9. If Lessees defaults, Lessors may use the Security Deposit to pay arrears of Monthly Rent, to repair any damage or injury, or to pay any expense or liability incurred by Lessors as a result of the default.

10. If Lessees do not vacate the Premises following termination of this Agreement, Lessees will become Lessees at will and must vacate the Premises on receipt of notice from Lessors. No holding over by Lessees, whether with or without the consent of Lessors, will extend the Term of this Lease.

11. Lessors and Lessees agree to mediate in good faith before filing a suit for damages.

12. If either party retains an attorney to enforce any terms or conditions of this Agreement, the party prevailing in litigation is entitled to recover reasonable attorney's fees and court costs and any other costs.

13. THIS AGREEMENT CONTAINS THE ENTIRE AGREEMENT OF THE PARTIES

CONCERNING THE LEASE OF THE PREMISES BY LESSORS TO LESSEES. THERE ARE NO REPRESENTATIONS, WARRANTIES, AGREEMENTS, OR PROMISES PERTAINING TO THE PREMISES OR THE LEASE OF THE PREMISES BY LESSORS TO LESSEES, AND LESSEES ARE NOT RELYING ON ANY STATEMENTS OR REPRESENTATIONS OF ANY AGENT OF LESSORS. THERE ARE NO IMPLIED WARRANTIES OF MERCHANTABILITY, OF FITNESS FOR A PARTICULAR PURPOSE, OR OF ANY OTHER KIND ARISING OUT OF THIS LEASE, AND THERE ARE NO WARRANTIES THAT EXTEND BEYOND THOSE EXPRESSLY STATED IN THIS LEASE.

14. This Agreement may be amended only by an instrument in writing signed by Lessors and Lessees.

15. Notwithstanding any other provision of this Lease, Lessors may terminate this Lease upon thirty (30) days written notice to Lessees that the Premises have been sold.

16. Any notice required or permitted under this Agreement must be in writing. Any notice required by this Agreement will be deemed to be delivered (whether actually received or not) when deposited with the United States Postal Service, postage prepaid, certified mail, return receipt requested, and addressed to the intended recipient at the address shown in this Agreement. Notice may also be given by regular mail, personal delivery, courier delivery, facsimile transmission, or other commercially reasonable means and will be effective when actually received. Any address for notice may be changed by written notice delivered as provided herein.

18. If any portion of this Agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable.

19. Lessees should call the police to report emergencies that affect the Premises and that threaten Lessee's physical health or safety. Lessees may call 615-924-4471 when there is a need to speak to the Lessors.

20. Lessors shall not be liable for any damage or injury of or to the Lessees, Lessee's family, guests, invitees, agents or employees or to any person entering the Premises, and Lessees hereby agree to indemnify, defend and hold Lessors harmless from any and all claims or assertions of every kind and nature. Further, Lessees, Lessee's family, guests, invitees, agents or employees use of the common areas is at their own risk. Lessors will be held harmless and have no liability for any damage or injury caused to Lessees and others.

E. E. Maintenance/Repairs:

1. Lessees shall pay for all repairs required to be made to the Premises whenever damage or injury to same has resulted from any misuse or neglect on the part of the Lessees, Lessee's family, guests, invitees, agents or employees. Failure to make Lessors aware of any defective condition of the Premises shall make Lessees responsible for damages resulting from the defective conditions. Lessees agree to allow repair personnel to enter the Premises to make repairs. Lessees agree to pay for any service charges where multiple service requests within a thirty day period could have been accomplished with a single work request. Lessees also agree to pay for any service charge if a repair person is sent and no service is actually needed. Lessees are responsible for any damage caused by negligence resulting in frozen and/or burst water pipes.

2. Lessees obligation for maintenance on the Premises shall include:

- a. Keeping lavatories, sinks, toilets and all other water and plumbing apparatus in good order and repair, using them for purposes for which they were constructed, and costs of clearing stopped plumbing resulting from misuse;
- b. Maintaining adequate temperatures in the Premises during winter to prevent pipes from cracking or bursting;
- c. Proper disposal of garbage;
- d. Changing the heat/air system filter;
- e. Checking smoke detectors and changing the batteries; and
- f. Keeping the Premises clean.

3. Lessors obligation for maintenance shall include:

- a. Maintaining connection and provision of agreed utilities;
- b. The air conditioning and heating system; and
- c. All other facility maintenance obligations as mutually agreed in writing.

ACKNOWLEDGED AND AGREED:

LESSORS:

LESSEES:

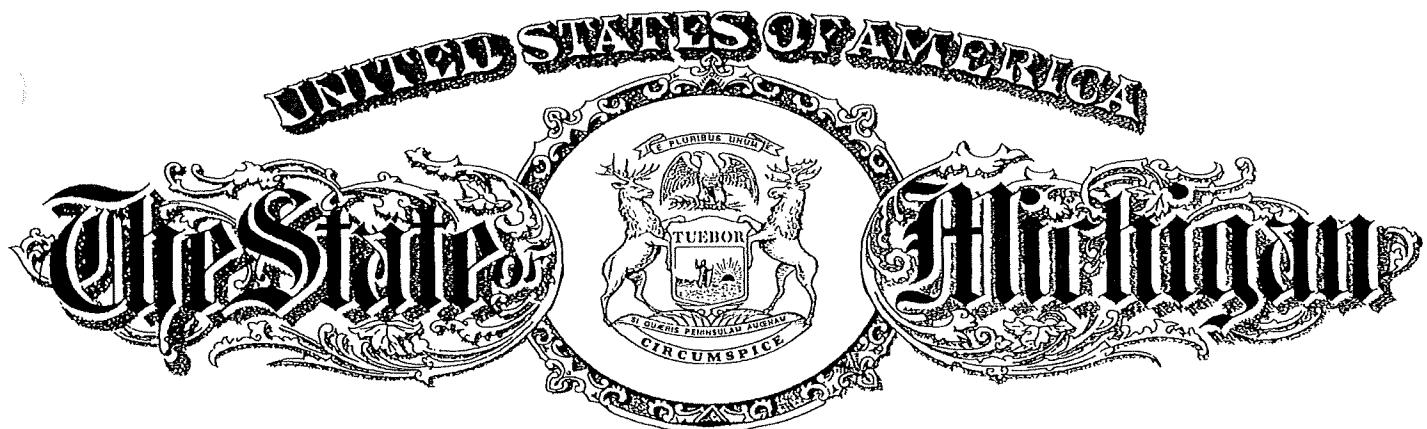


4/15/2023
Date

4/15/2023
Date

Exhibit A – AGREED FACILITY RENNOVATIONS / IMPROVEMENTS

To be completed one week prior to move in



The logo for the Michigan Department of Licensing and Regulatory Affairs. It consists of a decorative banner with the words "Department of Licensing and Regulatory Affairs" in a serif font. Below the banner, the word "Lansing, Michigan" is written in a smaller, sans-serif font. The banner is flanked by two decorative scrollwork elements.

This is to Certify That
CARO LABS LLC

*was validly authorized on November 29, 2021, as a Michigan
DOMESTIC LIMITED LIABILITY COMPANY
and said limited liability company is validly in existence under the laws of this state and has satisfied its
annual filing obligations.*

*This certificate is issued pursuant to the provisions of 1993 PA 23 to attest to the fact that the company is
in good standing in Michigan as of this date.*

*This certificate is in due form, made by me as the proper officer, and is entitled to have full faith and credit
given it in every court and office within the United States.*



Sent by electronic transmission

Certificate Number: 22081311810

*In testimony whereof, I have hereunto set my hand,
in the City of Lansing, this 21st day of August, 2022.*

A handwritten signature in black ink, appearing to read "Linda Clegg".

Linda Clegg, Director

Corporations, Securities & Commercial Licensing Bureau

Verify this certificate at: URL to eCertificate Verification Search <http://www.michigan.gov/corpverifystate>.



Conifer
Insurance
Company

Policy Number
CICP025095

COMMERCIAL LINES POLICY COMMON POLICY DECLARATIONS

Named Insured and Mailing Address:

Emerald Thumb LLC; Caro Labs LLC
DBA: Wellbudds

1347 Prospect Ave
Caro, MI 48723

| POLICY PERIOD: From 4/8/2023 to 4/8/2024 12:01 Standard Time at your mailing address above. | | |
|---|--|-------------------|
| IN RETURN FOR THE PAYMENT OF THE PREMIUM, AND SUBJECT TO ALL THE TERMS OF THIS POLICY, WE AGREE WITH YOU TO PROVIDE THE INSURANCE AS STATED IN THIS POLICY. | | |
| INSURED TYPE: LLC | | |
| THIS POLICY CONSISTS OF THE FOLLOWING COVERAGE PARTS FOR WHICH A PREMIUM IS INDICATED. THIS PREMIUM MAY BE SUBJECT TO ADJUSTMENT. | | |
| COVERAGE PARTS | | PREMIUM |
| Commercial Property Coverage Part | | \$1,023.00 |
| Commercial General Liability Coverage Part | | \$2,401.00 |
| Commercial Liquor Liability Coverage Part | | Not Applicable |
| Commercial Medical Malpractice Coverage Part | | Not Applicable |
| Commercial Auto Coverage Part | | Not Applicable |
| Commercial Inland Marine Coverage Part | | Not Applicable |
| Director and Officers Liability Coverage Part | | Not Applicable |
| Commercial Product Liability Coverage Part | | \$2,000.00 |
| Glass | | Not Applicable |
| Management Protection Liability Coverage Part | | Not Applicable |
| TOTAL POLICY PREMIUM | | \$5,424.00 |

Servicing Agent:

Bone & Bailey Insurance Agency
(000401)
512 W Buttes
Midland, MI 48640
(989) 631-3511

Responsible Agent of Record:

Bailey Agency, Inc. (000401)
DBA: Bone and Bailey Insurance Agency
512 W Buttes
Midland, MI 48640
(989) 631-3511



Conifer
Insurance
Company

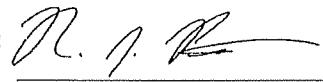
Forms and Endorsements made part of this policy at time of issue:

Premium

CIIL00 (04-22) On Site Consumption Exclusion
CICPRIV01 (10-22) Privacy Policy
IL0003 (07-02) Calculation of Premium
IL0017 (11-98) Common Policy Conditions
Marijuana Risk Warranty

This policy is exempt from the filing requirements of section 2236 of the insurance code of 1956, 1956 PA 218, MCL 500.2236.

COUNTERSIGNED: 4/8/2023
DATE

BY: 

AUTHORIZED REPRESENTATIVE

In Witness Whereof, we have caused this policy to be executed and attested, and, if required by state law, this policy shall not be valid unless countersigned by our authorized representative.



Secretary



President

THESE DECLARATIONS TOGETHER WITH THE COMMON POLICY CONDITIONS COVERAGE PART DECLARATIONS, COVERAGE PART COVERAGE FORM(S) AND ENDORSEMENTS, IF ANY, ISSUED TO FORM A PART THEREOF, COMPLETE THE ABOVE NUMBERED POLICY.

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, August 16, 2023
RE: Agenda Item – Fiscal Year 2023/2024 Generator Maintenance

Members of the Caro City Council,

As you are aware, the City of Caro maintains a number of backup generators at all of our wastewater lift stations, the DPW facility, and at City Hall. As such, each of these generators requires regular maintenance. Wastewater Treatment Plant Superintendent Dienes and I solicited bids for this service, and received three responses, namely from W.W. Williams, Total Energy Systems, LLC, and Wolverine Power Systems. After review of the proposals, it is the opinion of both Superintendent Dienes and myself to choose the bid of W.W. Williams in the amount of \$14,965.00

While this is the lowest bid, that is not the sole reason for choosing this bid. The bidder is also the most geographically closest to Caro, has familiarity with our systems, and has a local technician which would greatly reduce the amount of time if an emergency arises.

Your options for motions are:

1. Accept the bid of W.W. Williams to provide maintenance for the City of Caro's generators for the amount of \$14,965 and authorize the City Manager to execute all necessary documents.
2. Agree to another bid for the amount of said bid and authorize the City Manager to execute all necessary documents.
3. Table for further discussion.
4. Take no action.

Service Proposal



W.W.Williams

CONSIDER IT DONE.

W.W. Williams is pleased to submit our proposal for your planned maintenance requirements.

Preventative maintenance for emergency generator systems plays an important role in improving reliability, minimizing repairs, and reducing long term costs. By following generally recognized maintenance procedures and manufacturer recommendations for your application, your emergency power system will operate more effectively.

At W.W. Williams we are committed to providing quality products and proven solutions to our customers enhancing the reliability of your standby power system. Routine inspections, planned maintenance, and performance testing performed by our technicians are all important components of a comprehensive maintenance program.

We hope that our proposal meets with your approval and look forward to being your maintenance/service provider of choice. Please call with any questions or clarifications.

Sincerely,

The W.W. Williams Generator and Fire Pump Service Team

Unit Summary



W.W. Williams
CONSIDER IT DONE.

| Asset: City Of Caro WWTP Stationary Make: Onan Model: 502FDR7022JJW S/N: RC-19-51367-03 KW Rating: 300.0 | Service | Quantity | Month | Unit Price |
|---|---|----------|---------|------------|
| | Preventative Maintenance: With Oil Sample | 1 | January | \$737.00 |
| | Operational Inspection Service | 1 | July | \$215.00 |
| | | | | |
| | Asset Total: \$952.00 | | | |

| Asset: City Of Caro WWTP Lift Station #1 Make: Onan Model: DSGAC-7638661 S/N: C090236998 KW Rating: 150.0 | Service | Quantity | Month | Unit Price |
|---|---|----------|---------|------------|
| | Operational Inspection Service | 1 | July | \$215.00 |
| | Preventative Maintenance: With Oil Sample | 1 | January | \$552.00 |
| | | | | |
| | Asset Total: \$767.00 | | | |

| Asset: City Of Caro WTP Arsenic Treatment Make: Onan Model: GGHF-5569978 S/N: J020424578 KW Rating: 75.0 | Service | Quantity | Month | Unit Price |
|--|---|----------|---------|------------|
| | Preventative Maintenance: With Oil Sample | 1 | January | \$393.00 |
| | Operational Inspection Service | 1 | July | \$215.00 |
| | | | | |
| | Asset Total: \$608.00 | | | |

| Asset: City Of Caro WTP Well #8 Make: MTU Model: 6R0120DS150 S/N: 95130501440 KW Rating: 135.0 | Service | Quantity | Month | Unit Price |
|--|---|----------|---------|------------|
| | Operational Inspection Service | 1 | July | \$215.00 |
| | Preventative Maintenance: With Oil Sample | 1 | January | \$618.00 |
| | | | | |
| | Asset Total: \$833.00 | | | |

Unit Summary



W.W.Williams
CONSIDER IT DONE.

| Asset: City Of Caro WTP Well #7 Make: Onan Model: DGFA-5747528 S/N: A060873201 KW Rating: | Service | Quantity | Month | Unit Price |
|---|---|----------|---------|------------|
| | Preventative Maintenance: With Oil Sample | 1 | January | \$569.00 |
| | Operational Inspection Service | 1 | July | \$215.00 |
| | | | | |
| | Asset Total: \$784.00 | | | |

| Asset: City Of Caro WTP Westchester Lift Make: Onan Model: GGHF-5569978 S/N: J020424577 KW Rating: 75.0 | Service | Quantity | Month | Unit Price |
|---|---|----------|---------|------------|
| | Preventative Maintenance: With Oil Sample | 1 | January | \$393.00 |
| | Operational Inspection Service | 1 | July | \$215.00 |
| | | | | |
| | Asset Total: \$608.00 | | | |

| Asset: City Of Caro WWTP Port CU 100KW Make: Marathon Model: 440FDR3017GGA000W S/N: SL3328472 KW Rating: 100.0 | Service | Quantity | Month | Unit Price |
|--|---|----------|---------|------------|
| | Preventative Maintenance: With Oil Sample | 1 | January | \$590.00 |
| | Operational Inspection Service | 1 | July | \$215.00 |
| | | | | |
| | Asset Total: \$805.00 | | | |

| Asset: City Of Caro WTP DPW Office Make: Onan Model: DGDA-4488354 S/N: I000153093 KW Rating: 80.0 | Service | Quantity | Month | Unit Price |
|---|---|----------|---------|------------|
| | Preventative Maintenance: With Oil Sample | 1 | January | \$462.00 |
| | Operational Inspection Service | 1 | July | \$215.00 |
| | | | | |
| | Asset Total: \$677.00 | | | |

Unit Summary



W.W. Williams
CONSIDER IT DONE.

| Asset: City Of Caro Fire/City Hall Make: Onan Model: GGHG-5710062 S/N: D050768423 KW Rating: 85.0 | Service | Quantity | Month | Unit Price |
|---|---|----------|---------|------------|
| | Preventative Maintenance: With Oil Sample | 1 | January | \$393.00 |
| | Operational Inspection Service | 1 | July | \$215.00 |
| | | | | |
| | Asset Total: \$608.00 | | | |

| Asset: City Of Caro WWTP Port PE 50KW Make: Sullair Model: S59DWPE S/N: 098-G0984 CLLE KW Rating: 50.0 | Service | Quantity | Month | Unit Price |
|--|---|----------|---------|------------|
| | Operational Inspection Service | 1 | July | \$215.00 |
| | Preventative Maintenance: With Oil Sample | 1 | January | \$434.00 |
| | | | | |
| | Asset Total: \$649.00 | | | |

| Asset: City of Caro WWTP Lift Station #8 Make: Generac Model: RD03022JDAL S/N: 3006694052 KW Rating: | Service | Quantity | Month | Unit Price |
|--|---|----------|---------|------------|
| | Preventative Maintenance: With Oil Sample | 1 | January | \$513.00 |
| | Operational Inspection Service | 1 | July | \$215.00 |
| | | | | |
| | Asset Total: \$728.00 | | | |

| Asset: City of Caro WWTP Lift Station #4 Make: Generac Model: RD05033JDAL S/N: 3006990100 KW Rating: 50.0 | Service | Quantity | Month | Unit Price |
|---|---|----------|---------|------------|
| | Preventative Maintenance: With Oil Sample | 1 | January | \$500.00 |
| | Operational Inspection Service | 1 | July | \$215.00 |
| | | | | |
| | Asset Total: \$715.00 | | | |

Unit Summary



W.W. Williams
CONSIDER IT DONE.

| Asset: City of Caro WWTP Lift Station #5 Make: Generac Model: RD05033JDAL S/N: 3006990101 KW Rating: 50.0 | Service | Quantity | Month | Unit Price |
|--|---|----------|---------|------------|
| | Preventative Maintenance: With Oil Sample | 1 | January | \$500.00 |
| | Operational Inspection Service | 1 | July | \$215.00 |
| | | | | |
| Asset Total: \$715.00 | | | | |

| Asset: City of Caro WWTP Lift Station #2 Make: Generac Model: RD05033JDAL S/N: KW Rating: 50.0 | Service | Quantity | Month | Unit Price |
|---|---|----------|---------|------------|
| | Operational Inspection Service | 1 | July | \$215.00 |
| | Preventative Maintenance: With Oil Sample | 1 | January | \$500.00 |
| | | | | |
| Asset Total: \$715.00 | | | | |

| Asset: City of Caro WWTP Lift Station #6 Make: Generac Model: RD02025ADAL S/N: KW Rating: 20.0 | Service | Quantity | Month | Unit Price |
|---|---|----------|---------|------------|
| | Preventative Maintenance: With Oil Sample | 1 | January | \$485.00 |
| | Operational Inspection Service | 1 | July | \$215.00 |
| | | | | |
| Asset Total: \$700.00 | | | | |

| Asset: City of Caro WWTP Lift Station #3 Make: Generac Model: RD05033JDAL S/N: KW Rating: 50.0 | Service | Quantity | Month | Unit Price |
|---|---|----------|---------|------------|
| | Preventative Maintenance: With Oil Sample | 1 | January | \$500.00 |
| | Operational Inspection Service | 1 | July | \$215.00 |
| | | | | |
| Asset Total: \$715.00 | | | | |

Unit Summary



W.W. Williams
CONSIDER IT DONE.

| Asset: City of Caro WWTP Lift Station #11 Make: Generac Model: RD02025ADAL S/N: KW Rating: 20.0 | Service | Quantity | Month | Unit Price |
|--|---|----------|---------|------------|
| | Preventative Maintenance: With Oil Sample | 1 | January | \$485.00 |
| | Operational Inspection Service | 1 | July | \$215.00 |
| | | | | |
| | Asset Total: \$700.00 | | | |

| Asset: City of Caro WWTP Lift Station #7 Make: Generac Model: RD05033JDAL S/N: KW Rating: 50.0 | Service | Quantity | Month | Unit Price |
|---|---|----------|---------|------------|
| | Preventative Maintenance: With Oil Sample | 1 | January | \$500.00 |
| | Operational Inspection Service | 1 | July | \$215.00 |
| | | | | |
| | Asset Total: \$715.00 | | | |

| Asset: City of Caro WWTP Lift Station #9 Make: Generac Model: RD02025ADAL S/N: KW Rating: 20.0 | Service | Quantity | Month | Unit Price |
|---|---|----------|---------|------------|
| | Preventative Maintenance: With Oil Sample | 1 | January | \$485.00 |
| | Operational Inspection Service | 1 | July | \$215.00 |
| | | | | |
| | Asset Total: \$700.00 | | | |

| Asset: City of Caro WWTP Lift Station #10 Make: Generac Model: RD02025ADAL S/N: KW Rating: 20.0 | Service | Quantity | Month | Unit Price |
|--|---|----------|---------|------------|
| | Preventative Maintenance: With Oil Sample | 1 | January | \$485.00 |
| | Operational Inspection Service | 1 | July | \$215.00 |
| | | | | |
| | Asset Total: \$700.00 | | | |

Unit Summary



W.W.Williams
CONSIDER IT DONE.

| | Service | Quantity | Month | Unit Price |
|---|---|----------|---------|-----------------------|
| Asset: City Of Caro Water Tower Make: Generac Model: G0071710 S/N: KW Rating: | Preventative Maintenance: With Oil Sample | 1 | January | \$356.00 |
| | Operational Inspection Service | 1 | July | \$215.00 |
| | | | | Asset Total: \$571.00 |

Grand Total: \$14,965.00

Scope of Work



W.W.Williams
CONSIDER IT DONE.

OPERATIONAL INSPECTION SERVICE

Engine Lube System:

- Inspect for Leaks
- Repair Minor Leaks
- Check Oil Level and Fill (1 Gal)

Engine Cooling System:

- Inspect for Leaks
- Repair Minor Leaks
- Check Belts and Hoses
- Check Coolant Level and Fill (1Gal)
- Check Coolant Freeze
- Check Inhibitors (Nitrates)
- Inspect System for Obstructions
- Inspect Radiator/Exchanger
- Inspect Pulleys for Excessive Wear
- Inspect Test System (If Required)
- Lubricate Fan Drive

Engine Air System:

- Inspect Air Cleaner
- Check Air Cleaner Indicator for Proper Operation
- Check Intake System for Damage or Loose Connections
- Inspect Crank Case Breather Systems
- Service Air Box Drains (If Applicable)

Engine Fuel System:

- Inspect for Leaks
- Repair Minor Leaks
- Check Fuel Level
- Check for Water in Fuel
- Drain Water from Water Separator
- Check Day Tank Pump and Alarms
- Inspect and Lubricate Governor Linkage
- Check Governor Oil Level (If Applicable)

Engine Electrical System:

- Check Condition of Cables and Wiring
- Check Condition of Connections
- Check Engine Alternator
- Inspect Gas Engine Ignition Systems
- Check Battery Static Charge
- Check Condition of Batteries
- Load Test Batteries
- Clean Battery Post
- Check Operation Unit Heaters
- Inspect and Test Battery Charger
- Test Starter Drop

Ac Generator:

- Inspect Guard for Loose/Missing Parts
- Inspect Ac Connections for Tightness
- Inspect Exciter and Brushes/Slip Rings
- Inspect Generator Bearing

Test Generator Without Load:

- Inspect Louvers and Duct Work
- Inspect Vibration Isolators
- Check for Abnormal Noise
- Check for Excessive Crankcase Discharge
- Check Governor Response
- Check for Operation of Remote Equipment (Fan Motors, Valves, Pumps and Louvers)

Engine Exhaust System:

- Check Engine Systems for Leaks
- Inspect Exhaust Outlet Protection
- Drain Condensation Trap (If Accessible)
- Check for Broken or Missing Hardware
- Check for Engine Wet Stacking

Engine Instrumentation:

- Check All Instruments and Lamps
- Inspect Applicable Annunciator
- Check Hour Meter Operation
- Check and Record Engine Readings:
 - Tachometer
 - Hours
 - Engine Coolant Temperature
 - Voltmeter
 - Ammeter
 - Oil Pressure at Cold/Hot Temperature

Ac Instrumentation:

- Check and Record Ac Voltage
- Check and Record Ac Frequency

Engine Protection System:

- Check Over Crank Device Operation
- Test Low Oil Pressure Shutdown
- Test Water Temp Shutdown Operation
- Test Over Speed Shutdown (If Applicable)
- Test Pre-Alarms (If Applicable)
- Check Instrument Panel Operation

Switchgear/ATS: Level 1:

- Inspect General Cleanliness
- Inspect for Signs of Moisture
- Inspect Lugs/Terminals/Connections
- Check Applicable Audio Signaling
- Check Indicating Lights

Misc:

- Wipe Down Engine and Valve Covers
- Return Controls to Operating Positions
- Perform Inspection Documentation

PREVENTATIVE MAINTENANCE SERVICE

(Includes Operational Inspection Service)

Engine Lube System: Engine Cooling System: Engine Air System:

| | | |
|----------------------|--|--|
| • Change Oil | • Change Coolant Filters (If Applicable) | • Change Oil and Clean Elements -Wet Type (If Applicable) |
| • Change Oil Filters | | |

Engine Fuel System:

- Change Diesel Fuel Filter(s), Primary and Secondary
- Properly Dispose of Fluids and Filters

OPTIONAL SERVICES AVAILABLE UPON REQUEST

| | |
|-------------------------------|-----------------------------|
| • Laboratory Fuel Analysis | • Battery Replacement |
| • Paint Polishing | • Air Filter Replacement |
| • Load Bank Testing | • Coolant Flush |
| • Laboratory Oil Analysis | • Belt and Hose Replacement |
| • Laboratory Coolant Analysis | • Emergency System Training |

| |
|-----------------------------------|
| • Building Load Test |
| • Transfer Switch Level 3 Service |
| • Remote Monitoring Installation |
| • Fuel Delivery |
| • UPS Testing |

Agreement Summary



W.W.Williams
CONSIDER IT DONE.

W.W. Williams Saginaw
4000 Stecker St
Dearborn, MI 48126
Edward Briand
Generator Service Sales
ebriand@wwwwilliams.com

| Customer Information | Contact | Agreement Information |
|----------------------|----------------------|-------------------------------|
| CITY OF CARO | David Dienes | Agreement Number: GA-36793 |
| 317 S State St | ddienes@carocity.net | Agreement Date: 08-02-2023 |
| Caro, MI 48723 | | Account Number:984433 |

For and in consideration of the payment of all amounts due under this Service Quotation/Agreement, W.W. Williams agrees to provide services for the equipment, as set forth above, for an initial term of 1 year with auto renewal, commencing upon acceptance. SERVICES WILL AUTOMATICALLY RENEW UNLESS OPTING OUT OF AUTO RENEWAL. SERVICES CAN BE CANCELLED WITH 30 DAYS NOTICE PRIOR TO MONTH SERVICES DUE. The attached listing which sets forth in detail the services to be performed during a Preventative Maintenance and/or an Operation Inspection Service, as well as the attached Terms and Conditions are a part of this Agreement.

AGREEMENT TOTAL: \$14,965.00 ***

*See agreement summary

** Total does not include tax

TO ESTABLISH CREDIT TERMS PRIOR TO SERVICE, VISIT: <https://www.wwwwilliams.com/parts-products/genuine-aftermarket-parts/credit-application/>

TO ACCEPT THIS QUOTATION: REVIEW THE TERMS AND CONDITIONS AND CLICK SIGN BELOW

| Optional Service (Not included in TOTALS) | Select | Unit Price |
|---|---|---------------|
| | | |
| | | |
| | | |
| | | |
| Accepted by: | Submitted by: Edward Briand | |
| Firm Name: CITY OF CARO | Firm Name: The W.W. Williams Company LLC | |
| Title: | Title | Service Sales |
| Date: | Date: | 8-7-2023 |
| PO# | | |
| Signature: | Signature: | Edward Briand |

Terms & Conditions



W.W.Williams
CONSIDER IT DONE.

These Terms and Conditions apply to all sales transactions with The W.W. Williams Company, LLC, including quotations, purchase orders, service orders, sales orders, or similar documents:

2. Terms Exclusive. These Terms and Conditions and the applicable quotation, purchase order, service order, sales order or similar document constitute the complete, exclusive and final agreement (collectively, the "Agreement") of the buyer ("Buyer") and The W.W. Williams Company, LLC ("Williams"). All other additional or conflicting terms or conditions which may now or in the future appear on Buyer's acknowledgment, purchase order, or other similar document are expressly objected to by Williams without future notification and shall be null and void. These Terms and Conditions may only be modified, superseded or altered in writing signed by both parties. Buyer's acceptance of any performance by Williams shall be taken as Buyer's acceptance of these Terms and Conditions.

3. Prices. Prices are subject to change or withdrawal without notice. Unless otherwise stated in the Agreement, prices may be adjusted to and invoiced at Williams's price list in effect at the time of the shipment of goods or furnishing of the services. Unless otherwise stated in the Agreement, prices are exclusive of applicable taxes, excises, duties, quotation fees or other governmental impositions which Williams may be required to pay or collect on behalf of Buyer.

4. Payment Terms; Security Interest. Extensions of credit by Williams are subject to credit approval by Williams in its sole discretion, which may be modified or revoked by Williams at any time. Unless otherwise stated in the Agreement, payment shall be due and payable in full and without setoff within 15 days following delivery of the goods or completion of the services. Any payment not made when due shall be subject to a carrying charge of one and one-half percent (1 1/2%) per month on the unpaid balance until paid in full. Buyer expressly grants to Williams a security interest in any goods, or a mechanic's or garage keeper's lien, as applicable, in respect of any services, to secure payment of the purchase price therefore and any other amounts or charges owed by Buyer to Williams. Buyer authorizes Williams (but Williams is not obligated) to file a financing statement or take such action as Williams deems advisable to evidence and perfect its security interest.

5. Delivery; Force Majeure. Unless otherwise stated in the Agreement, delivery of the goods, and services, if any, shall be F.O.B. point of shipment. Any delivery date specified is approximate only. Acceptance of shipment by a common carrier shall constitute tender of delivery. Upon tender of delivery, risk of loss shall pass to Buyer. Title shall pass to Buyer when the full price has been paid. Partial shipments may be made and payments therefore shall become due in accordance with the terms hereof as shipments are made and invoices rendered. If Williams is not able to meet the delivery date specified by reason of any force majeure event beyond Williams's control, including (but not limited to) war,

governmental requests, restrictions or regulations, fire, flood, casualty, accident, or other acts of God, disease or illness, including but not limited to epidemic, pandemic, or quarantine, national or state declared emergency, strikes or other difficulties with employees, supplier delays, delay or inability to obtain goods, labor, equipment, material and service through Williams's usual sources, failure, refusal or delay of any carrier to transport materials, or any other similar event, Williams shall not be liable therefor and may, in its discretion without prior notice to Buyer, postpone the delivery date(s) under this Agreement for a time which is reasonable under all the circumstances. Acceptance of the goods or services shall constitute a waiver of all claims for damages.

6. Standard Limited Warranty; Limitations of Liability. The Williams Standard Limited Warranty and the limitations of liability contained therein, attached as Exhibit A hereto, shall apply to the purchase and sale of goods and services under this Agreement.

7. Indemnification. Buyer shall indemnify, defend, and hold harmless Williams, its directors, officers, employees and their respective affiliates against any claim, demand, complaint, liability, loss, cost, damage and/or expense (including attorneys' fees, costs and expenses of litigation and settlements) incurred by Williams arising out of or as a result of this Agreement, except to the extent caused by the negligence of Williams.

8. Claims. Unless otherwise stated in the Agreement, claims respecting the condition of goods, compliance with specifications, or any other matter affecting goods shipped or services provided to Buyer, must be made promptly and in no event later than twenty (20) days after receipt of the goods by Buyer or the furnishing of the services by Williams. Failure of Buyer to make a claim within such 20-day period shall be deemed an unqualified acceptance of the goods or services by Buyer. Buyer shall set aside, protect, and hold such goods (without charge to Williams) without further processing until Williams has an opportunity to inspect and advise of the disposition, if any, to be made of such goods. In no event shall any goods be returned, reworked, or scrapped by Buyer without the express written authorization of Williams.

9. Default and Williams's Remedies. If Buyer fails to make timely payment on any sale of goods or services from Williams to Buyer, Williams, in addition to any other remedies available to it, may at its option, (a) defer further shipment or services until such payments are made and satisfactory credit arrangements are reestablished or (b) cancel the balance of any order, and Buyer shall not have any cause of action or be entitled to any offset, counterclaim, or recoupment against Williams by reason of such action. In the event of Buyer's default, Williams may exercise any and all remedies set forth in this Agreement, any other agreement between the parties, and applicable law, all of which rights and remedies are cumulative.

10. Collection Costs and Attorney Fees. Buyer agrees to pay all of Williams's costs and expenses incurred in collecting payments due from Buyer

(including without limitation reasonable attorney fees and costs and expenses of any collection agency).

11. Return Policy. Returns must be accompanied by this invoice and in the original, unopened box or packaging. A 15% restocking charge will be applied to all returned items. No returns on electrical items. No returns on special order items. No returns after 30 days from invoice date.

12. Technical Assistance. Unless otherwise stated in the Agreement: (a) any technical advice provided by Williams with respect to the use of goods or services furnished to Buyer shall be provided as a courtesy without charge and without warranty; (b) Williams assumes no obligation and disclaims all liability for any such advice or for any results occurring as a result of the application of such advice; and (c) Buyer shall have sole responsibility for selection and specification of the goods and services appropriate for the end use of such goods or services.

13. Miscellaneous. This Agreement will be governed by the laws of the State of Ohio. The exclusive venue for any dispute related to this Agreement shall be the federal and state courts located in Columbus, Ohio. If any of the provisions hereof shall be held invalid, illegal or unenforceable, the validity, legality and enforceability of the remaining provisions shall in no way be affected or impaired thereby. The individual rights and remedies of Williams reserved herein shall be cumulative and additional to any other or further remedies provided in law or equity. Waiver by Williams of performance or inaction with respect to Buyer's breach of any provision hereof, or failure of Williams to enforce any provision hereof which may establish a defense or limitation of liability, shall not be deemed a waiver of future compliance therewith or a course of performance modifying such provision, and such provision shall remain in full force and effect as written.

Entire Agreement. This Agreement, including without limitation the Terms and Conditions and any other document incorporated herein by reference, constitutes the sole and entire agreement between Buyer and Williams with respect to any order or sale of goods or furnishing of services to Buyer, superseding completely any prior or contemporaneous oral or written communications.

Standard Limited Warranty



w.w.williams
CONSIDER IT DONE.

EXHIBIT A

The W.W. Williams Company, LLC

Limited warranty for parts and equipment:

The sole warranty provided for any part or equipment sold by The W.W. Williams Company, LLC ("Williams") is to assign the warranty offered by the manufacturer or supplier to the Buyer. WILLIAMS MAKES NO REPRESENTATION OR WARRANTY TO THE EFFECTIVENESS OR EXTENT OF SUCH MANUFACTURER OR SUPPLIER WARRANTY. WILLIAMS EXPRESSLY DISCLAIMS ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING, WITHOUT LIMITATION, ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, and does not assume or authorize any other person to assume for it any liability in connection with the sale.

Limited warranty for services:

Williams warrants its workmanship for a period of ninety (90) days from the date the services are performed (the "Warranty Period"). This warranty covers defects in Williams's workmanship that are discovered during the Warranty Period. Buyer's sole remedy, and Williams's only liability, for Williams's breach of its service warranty shall be, at Williams's option, (i) reperforming the defective services; or (ii) refunding the purchase price paid for the defective services. WILLIAMS EXPRESSLY DISCLAIMS ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING, WITHOUT LIMITATION, ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, and does not assume or authorize any other person to assume for it any liability in connection with the sale.

Limitations of Liability:

IN NO EVENT SHALL WILLIAMS BE LIABLE FOR ANY PUNITIVE, INDIRECT, INCIDENTAL, CONSEQUENTIAL, SPECIAL OR UNKNOWN DAMAGES, INCLUDING BUT NOT LIMITED TO, LOSS OF PROPERTY OR EQUIPMENT, LOSS OF DATA, LOSS OF USE, LOSS OF TIME, LOSS OF REVENUE, LOSS OF PROFIT, OR LOSS OF INCOME, WHETHER THE DAMAGES BE IN CONTRACT OR TORT.

WILLIAMS'S TOTAL LIABILITY FOR ANY PARTS, EQUIPMENT, OR SERVICES SOLD SHALL NOT EXCEED THE AMOUNT PAID TO WILLIAMS FOR SUCH PARTS, EQUIPMENT, OR SERVICES CAUSING THE LIABILITY.

EXHIBIT A

CERTIFICATIONS AND ASSURANCES

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR BID

FAILURE TO SUBMIT THIS COMPLETED FORM MAY RESULT IN DISQUALIFICATION

Firm Name: The W.W.Williams Company L.L.C

I/we make the following statement of assurances as a required element of the bid to which it is attached, understanding that the truthfulness of the facts affirmed here and the continuing compliance with these requirements are conditions precedent to the award or continuation of the related contract(s):

1. The prices and/or data have been determined independently, without consultation, communication, or agreement with other proposers for the purpose of restricting competition. However, I/we may freely join with other persons or organizations for the purpose of presenting a single bid or bid.
2. The attached bid or bid is a firm offer for a period of 30 days following receipt, and it may be accepted by the City of Caro without further negotiation (except where obviously required by lack of certainty in key terms) at any time within the 30-day period.
3. In preparing this bid or bid, I/we have not been assisted by any current or former employee of City of Caro whose duties relate (or did relate) to this bid, bid, or prospective contract, and who was assisting in other than his or her official, public capacity. Neither does such a person nor any member of his or her immediate family have any financial interest in the outcome of bid bid. (Any exceptions to these assurances are described in full detail on a separate page and attached to this document.)
4. I/we understand that City of Caro will not reimburse me/us for any costs incurred in the preparation of this bid or bid. All bids or bids become the property of City of Caro, and I/we claim no proprietary right to the ideas, writings, items, or samples, unless so stated in this bid.
5. Unless otherwise required by law, the prices and/or cost data which have been submitted have not been knowingly disclosed by the proposer and will not knowingly be disclosed by him/her prior to opening, in the case of a bid directly or indirectly to any other proposer or to any competitor.
6. No attempt has been made or will be made by the proposer to induce any other person or firm to submit or not to submit a bid for the purpose of restricting competition.
7. I/we agree that submission of the attached bid constitutes acceptance of the solicitation contents and the attached sample contract and general terms and conditions. If there are any exceptions to these terms, I/we have described those exceptions in detail on a page attached to this document.
8. I/we acknowledge communication of any kind regarding my/our bid directed to parties other than the Program Administrator may result in my/our disqualification.
9. I/we warrant that no conflict of interest knowingly exists for any member of the Program team that contributed to this bid or prospective contract.



Signature

8-7-2023

Date

Service Sales

Title

The W.W.Williams Company L.L.C

Name of Company

EXHIBIT B, page 1

City of Caro Generator Service and Maintenance Bid Form

Use this Form for your bid; total of 4 pages.

COMPANY INFORMATION

FIRM NAME: The W.W.Williams Company L.L.C

ADDRESS: 715 S Outer Dr, Saginaw, MI 48601

ESTABLISHED: _____, 1912 STATE: Ohio

TYPE OF ORGANIZATION: (Circle One)

- a. Individual
- b. Partnership
- c. Corporation
- d. Joint Venture
- e. Other _____

If applicable, former Firm Name(s) and locations

YEARS IN GENERATOR SERVICE FIELD:

How many years has your company been doing work in generator service/maintenance or related field?

40 _____ Years

Explain the type of work in a related field, if any: _____

USE OF SUBCONTRACTORS:

To provide any of the services listed in these specifications, would any services be handled by subcontractors?

No

_____ Yes, explain below and fill out attached Subcontractor Information on page 3

REFERENCES: LIST FIVE (5) CLIENTS WHO HAVE HAD WORK PERFORMED BY YOUR COMPANY MEETING ALL SPECIFICATIONS.

COMPANY

ADDRESS

CONTACT PERSON

PHONE

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____

EXHIBIT B, page 2

PERSONNEL OF THE FIRM ASSIGNED TO THE CITY OF CARO ACCOUNT

Please provide any certifications, degrees, and/or list any additional training classes taken to increase expertise in this field for the people listed in this section.

| NAME | TITLE | SPECIALTY/DEGREE/CERTIFICATION | YRS. EXPERIENCE |
|------|-------|--------------------------------|-----------------|
|------|-------|--------------------------------|-----------------|

Rich Philpot Generator Technician NFPA 70e EGSA 35 years

Login Saranc Generator Technician NFPA 70e EGSA 5 years

Other Technicians Available As Needed but above are primary to account

PROGRAM MANAGER

Name and Title of Program Manager assigned to this account:

Wendy Angle Primary / Matt Sparks-Jeremy Stevenson

Credentials:

Cell Phone Number: 313-269-0264

Pager Number: NA

Office Phone Number: 313.584.6150 Primary

PROOF OF QUALITY

Please provide proof of the quality of work your company provides. This can include special contracts awarded based on expertise, awards won by your company in the fencing field, or any other item that is relevant.

| ITEM TITLE | DESCRIPTION |
|------------|-------------|
|------------|-------------|

ADDED VALUE

Please provide any "Added Value" information about your company that separates you from your competition. This can include special equipment that would be available to your employees for use at City of Caro locations, specially trained personnel, etc. Please be as specific in describing these items as possible.

| ITEM TITLE | DESCRIPTION |
|------------|-------------|
|------------|-------------|

EXHIBIT B, page 3

SUBCONTRACTOR(S) INFORMATION:

Subcontracting may be permitted after a review of the proposed subcontractor and the scope of work to be sublet has been made by the City of Caro. The contractor shall submit the necessary subcontractor approval request forms, insurance certificates and such other affidavits as may be required by the contract prior to the review by the City. Approval of any subcontractor shall not relieve the prime contractor of any responsibilities, duties, and or liabilities as defined in other sections of this contract. The prime contractor is required to provide a competent individual to review and monitor all work performed under the contract on a daily basis. Such an individual shall have full authority to act for the contractor.

Proposed subcontractors *statement of qualifications* must be completed and submitted with bid.

| | | | | |
|-----------------------------------|----------------|------------------|--|----------------------------------|
| <u>Proposed Subcontractor</u> | <u>Address</u> | <u>Phone No.</u> | <u>Federal I.D./ Social Security</u> | <u>Amount of Subcontract</u> |
| NA | | | | |

Signature of Authorized Person: _____

Printed Name: Edward Briand

Title: Service Sales Date: 8-7-2023

Listing of Equipment Utilized (attach additional sheet as necessary):

EXHIBIT B, page 4

Please attach any additional pages in response to requirements as outlined in this bid, or additional information for consideration by the City.

See pricing attached

Signature of Authorized Person: 

Printed Name: Edward Briand

Title: Service Sales

Date: 8-7-2023

Type text here

STATEMENT OF QUALIFICATIONS

OVER 110 YEARS OF OPERATION WITH OVER 40 YEARS OF GENERATOR MAINTENANCE AND REPAIR SERVICES. HAVING TECHNICANS WITH MANY YEARS OF COMBINED EXPERIENCE. WE ARE BACKED WITH THE SUPPORT OF OTHER BRANCHES AND THEIR EGSA TECHNICIANS ACROSS THE COUNTRY.

DEQ LIQUID INDUSTRIAL WASTE ID NEEDED TO LEGALLY REMOVE USED OIL FROM SITE:

EPA TRANSPORTER MID006534218

US DOT 372739

REFERENCE

| CUSTOMER | CONTACT | PHONE |
|--|----------------|--------------------|
| WAYNE COUNTY AIRPORT 20-1500kw | DAVE GARRETT | 734.942.3798 |
| CLARKSTON MEDICAL 750kw | TIM WILLIAMSON | 248.320.5873 |
| COOP OAKLAND COUNTY FMO/Radio 20kw-600kw | SCOTT FURMAN | FURMANS@OAKGOV.COM |

TECHNICIAN EXPERIENCE

| EMPLOYEE | TITLE/CERTIFICATION | YEARS OF EXPERIENCE | ON CALL/PRIMARY ROTATION |
|------------------|--|---------------------|------------------------------|
| Mike Keck | Journeymen EGSA Certified Nfpa70e Certified | 20 Years | 24/7 6 Week Primary Rotation |
| Mike Hewitt | Journeymen EGSA Certified Nfpa70e Certified | 36 Years | 24/7 6 Week Primary Rotation |
| Randy Lively | Tech 1 EGSA Certified Nfpa70e Certified | 25 Years | 24/7 6 Week Primary Rotation |
| Login Sarnac | Tech 1 Nfpa70e Certified | 5 Years | 24/7 6 Week Primary Rotation |
| Rich Philpot | Journeymen EGSA Nfpa70e Certified | 30 Years | 24/7 6 Week Primary Rotation |
| Ryan Murphy | Tech 1 Nfpa70e Certified | 14 Years | 24/7 6 Week Primary Rotation |
| Jeremy Stevenson | Team Operation Manager | 20 Years | 24/7 On Call |
| Edward Briand | Generator Territory Manager EGSA Certified Nfpa70e Certified | 20 Years | 24/7 On Call |

Please Visit www.wwwilliams.com

CITY OF CARO - 2023/2024 GENERATOR SERVICE: WOLVERINE POWER SYSTEMS

| GENERATOR LOCATION | KW RATING | Major Inspection | Minor Inspection | Bid Price |
|----------------------|-----------|------------------|------------------|---------------------|
| ARSENIC TREATMENT | 70 | \$ 595.00 | \$ 290.00 | \$ 885.00 |
| WTP WESTCHESTER LIFT | 70 | \$ 595.00 | \$ 290.00 | \$ 885.00 |
| WTP DPW OFFICE | 80 | \$ 595.00 | \$ 290.00 | \$ 885.00 |
| WTP WELL #7 | 150 | \$ 625.00 | \$ 290.00 | \$ 915.00 |
| WTP WELL #8 | 150 | \$ 625.00 | \$ 290.00 | \$ 915.00 |
| FIRE/CITY HALL | 85 | \$ 625.00 | \$ 290.00 | \$ 915.00 |
| WATER TOWER | 10 | \$ 350.00 | \$ 290.00 | \$ 640.00 |
| WWTP | 400 | \$ 1,530.00 | \$ 290.00 | \$ 1,820.00 |
| WWTP PORTABLE | 100 | \$ 625.00 | \$ 290.00 | \$ 915.00 |
| WWTP PORTABLE | 50 | \$ 595.00 | \$ 290.00 | \$ 885.00 |
| LIFTSTATION #1 | 180 | \$ 925.00 | \$ 290.00 | \$ 1,215.00 |
| LIFTSTATION #2 | 50 | \$ 595.00 | \$ 290.00 | \$ 885.00 |
| LIFTSTATION #3 | 50 | \$ 595.00 | \$ 290.00 | \$ 885.00 |
| LIFTSTATION #4 | 50 | \$ 595.00 | \$ 290.00 | \$ 885.00 |
| LIFTSTATION #5 | 50 | \$ 595.00 | \$ 290.00 | \$ 885.00 |
| LIFTSTATION #6 | 20 | \$ 450.00 | \$ 290.00 | \$ 740.00 |
| LIFTSTATION #7 | 50 | \$ 595.00 | \$ 290.00 | \$ 885.00 |
| LIFTSTATION #8 | 30 | \$ 450.00 | \$ 290.00 | \$ 740.00 |
| LIFTSTATION #9 | 20 | \$ 450.00 | \$ 290.00 | \$ 740.00 |
| LIFTSTATION #10 | 20 | \$ 450.00 | \$ 290.00 | \$ 740.00 |
| LIFTSTATION #11 | 20 | \$ 450.00 | \$ 290.00 | \$ 740.00 |
| TOTAL | | | | \$ 19,000.00 |

EXHIBIT A**CERTIFICATIONS AND ASSURANCES****THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR BID****FAILURE TO SUBMIT THIS COMPLETED FORM MAY RESULT IN DISQUALIFICATION**Firm Name: GMT Power Inc. DBA, Wolverine Power Systems

I/we make the following statement of assurances as a required element of the bid to which it is attached, understanding that the truthfulness of the facts affirmed here and the continuing compliance with these requirements are conditions precedent to the award or continuation of the related contract(s):

1. The prices and/or data have been determined independently, without consultation, communication, or agreement with other proposers for the purpose of restricting competition. However, I/we may freely join with other persons or organizations for the purpose of presenting a single bid or bid.
2. The attached bid or bid is a firm offer for a period of 30 days following receipt, and it may be accepted by the City of Caro without further negotiation (except where obviously required by lack of certainty in key terms) at any time within the 30-day period.
3. In preparing this bid or bid, I/we have not been assisted by any current or former employee of City of Caro whose duties relate (or did relate) to this bid, bid, or prospective contract, and who was assisting in other than his or her official, public capacity. Neither does such a person nor any member of his or her immediate family have any financial interest in the outcome of bid bid. (Any exceptions to these assurances are described in full detail on a separate page and attached to this document.)
4. I/we understand that City of Caro will not reimburse me/us for any costs incurred in the preparation of this bid or bid. All bids or bids become the property of City of Caro, and I/we claim no proprietary right to the ideas, writings, items, or samples, unless so stated in this bid.
5. Unless otherwise required by law, the prices and/or cost data which have been submitted have not been knowingly disclosed by the proposer and will not knowingly be disclosed by him/her prior to opening, in the case of a bid directly or indirectly to any other proposer or to any competitor.
6. No attempt has been made or will be made by the proposer to induce any other person or firm to submit or not to submit a bid for the purpose of restricting competition.
7. I/we agree that submission of the attached bid constitutes acceptance of the solicitation contents and the attached sample contract and general terms and conditions. If there are any exceptions to these terms, I/we have described those exceptions in detail on a page attached to this document.
8. I/we acknowledge communication of any kind regarding my/our bid directed to parties other than the Program Administrator may result in my/our disqualification.
9. I/we warrant that no conflict of interest knowingly exists for any member of the Program team that contributed to this bid or prospective contract.

Amy McCormick

Signature

Controller

Title

8-4-2023

Date

Wolverine Power Systems

Name of Company

EXHIBIT B, page 1**City of Caro Generator Service and Maintenance Bid Form***Use this Form for your bid; total of 4 pages.***COMPANY INFORMATION**FIRM NAME: GMT Power Inc. DBA, Wolverine Power SystemsADDRESS: 3229 80th Avenue, Zeeland, MI 49464ESTABLISHED: _____, STATE: Michigan

TYPE OF ORGANIZATION: (Circle One)

- a. Individual
- b. Partnership
- c. Corporation
- d. Joint Venture
- e. Other _____

If applicable, former Firm Name(s) and locations

N/A**YEARS IN GENERATOR SERVICE FIELD:**

How many years has your company been doing work in generator service/maintenance or related field?

26 YearsExplain the type of work in a related field, if any: N/A**USE OF SUBCONTRACTORS:**

To provide any of the services listed in these specifications, would any services be handled by subcontractors?

 NoN/A Yes, explain below and fill out attached Subcontractor Information on page 3**REFERENCES: LIST FIVE (5) CLIENTS WHO HAVE HAD WORK PERFORMED BY YOUR COMPANY MEETING ALL SPECIFICATIONS.**

| <u>COMPANY</u> | <u>ADDRESS</u> | <u>CONTACT PERSON</u> | <u>PHONE</u> |
|-------------------------|---|-----------------------|--------------|
| 1) Washtenaw County | P.O. Box 8645, Ann Arbor, MI 48107 | Adam Johnston | 734-660-0882 |
| 2) Livonia Schools | 15125 Farmington Rd, Livonia, MI 48154 | Carl Roberts | 734-744-2514 |
| 3) Oakland County Water | 2100 Pontiac Lake Rd. Waterford, MI 48328 | Scott Heverly | 248-618-9690 |
| 4) U of M Dearborn | 1200 CSS, 4901 Evergreen Rd. Dearborn, MI 48128 | Scott Kiroff | 313-218-6969 |
| 5) Domino Farms | 24 Frank Lloyd Wright, Ann Arbor, MI 48106 | Tom Klok | 734-904-0186 |

EXHIBIT B, page 2

PERSONNEL OF THE FIRM ASSIGNED TO THE CITY OF CARO ACCOUNT

Please provide any certifications, degrees, and/or list any additional training classes taken to increase expertise in this field for the people listed in this section.

| NAME | TITLE | SPECIALTY/DEGREE/CERTIFICATION | YRS. EXPERIENCE |
|------|-------|--------------------------------|-----------------|
|------|-------|--------------------------------|-----------------|

The City of Caro will be serviced out of our Wixom branch, located at 48393 Libery Drive, in Wixom, MI. Our Team of Dispatchers and Technicians are managed by:

Trish Jarvis, Dispatch Supervisor

Nick Baker, Service Supervisor

Todd Fallon, Service Manager

PROGRAM MANAGER

Name and Title of Program Manager assigned to this account:

Credentials: _____

Cell Phone Number: _____

Pager Number: _____

Office Phone Number: _____

PROOF OF QUALITY

Please provide proof of the quality of work your company provides. This can include special contracts awarded based on expertise, awards won by your company in the fencing field, or any other item that is relevant.

| ITEM TITLE | DESCRIPTION |
|------------|-------------|
|------------|-------------|

Wolverine Power Systems, a leading industrial generator service provider, has been serving Michigan since 1997. Our consistent organizational structure, ownership, and management have been instrumental in our ability to deliver exceptional services to our generator clients for over two decades. Our stability and reliability have been our hallmarks, making us a trusted partner in the industry. The office responsible for this specific project is strategically located in Wixom, Michigan, ready to provide the necessary services.

ADDED VALUE

Please provide any "Added Value" information about your company that separates you from your competition. This can include special equipment that would be available to your employees for use at City of Caro locations, specially trained personnel, etc. Please be as specific in describing these items as possible.

| ITEM TITLE | DESCRIPTION |
|------------|-------------|
|------------|-------------|

Wolverine Power Systems has a remarkable 25-year history in delivering on-call generator service, maintenance, repair, and inspection services to over 20,000 clients, including numerous public-sector entities. Our diverse experience extends to many critical industries such as the healthcare sector, we have designed and maintained generator systems adhering to life safety standards, finance and IT sectors have extremely critical data needing backup power. We have also worked with governments and municipalities, maintaining infrastructure such as wastewater systems and bridges, airports and government buildings among others. This broad experience equips us with a deep understanding of the unique generator needs and challenges faced across different sectors.

EXHIBIT B, page 3

SUBCONTRACTOR(S) INFORMATION:

Subcontracting may be permitted after a review of the proposed subcontractor and the scope of work to be sublet has been made by the City of Caro. The contractor shall submit the necessary subcontractor approval request forms, insurance certificates and such other affidavits as may be required by the contract prior to the review by the City. Approval of any subcontractor shall not relieve the prime contractor of any responsibilities, duties, and or liabilities as defined in other sections of this contract. The prime contractor is required to provide a competent individual to review and monitor all work performed under the contract on a daily basis. Such an individual shall have full authority to act for the contractor.

Proposed subcontractors *statement of qualifications* must be completed and submitted with bid.

| <u>Proposed Subcontractor</u> | <u>Address</u> | <u>Phone No.</u> | <u>Federal I.D./ Social Security</u> | <u>Amount of Subcontract</u> |
|-------------------------------|----------------|------------------|--------------------------------------|------------------------------|
| N/A | | | | |
| N/A | | | | |
| N/A | | | | |

Signature of Authorized Person: Amy McCormick

Printed Name: Amy McCormick

Title: Cardholder Date: 8-4-23

Listing of Equipment Utilized (attach additional sheet as necessary):

Please see attached Line card and Brochure

Our resources of 4 locations serving the entire State of Michigan and over 85 employees, including a teams of highly skilled generator technicians, are dedicated to the generator industry. We can service all makes and models and are confident to can handle any task related to the scope of work outlined in this document. Our readiness to respond to emergencies with our 24/7 service and fleet of mobile generators ensures that the County will always have support when it needs it most.

EXHIBIT B, page 4

Please attach any additional pages in response to requirements as outlined in this bid, or additional information for consideration by the City.

Signature of Authorized Person: Amy McCormick

Printed Name: Amy McCormick

Title: Controller Date: 8-4-23

CITY OF CARO GENERATOR SERVICE AND MAINTENANCE WORK AGREEMENT

THIS AGREEMENT, made and entered into this 24th day of August, 2023, between the City of Caro, Michigan, a Michigan municipal corporation, of 317 South State Street, Caro, Michigan 48723, hereafter referred to as "City" and Wolverine Power Systems of 3229 80th Ave, Zeeland, MI 49464, hereinafter referred to as "Contractor," for the considerations stated herein, agree as follows:

1. The Contractor agrees to perform specified services in accordance with the Invitation to Bid, Specifications and Exhibits attached hereto and incorporated herein by reference.
2. The City shall pay to the Contractor, and the Contractor shall accept as full payment for the performance of this work, subject to any additions or deductions provided for, the contracted price of nineteen thousand (dollars) and zero (cents); (\$ 19,000.00). Such payment shall be made within thirty (30) days of completion and acceptance of work performed.
3. It is understood that the Invitation to Bid, Specifications, Work, Bid Proposal and all Addenda prepared for this project are all essential documents of this contract and are incorporated as a part of this agreement by reference.
4. This agreement shall be binding upon the personal representatives, successors and assigns of the parties hereto.

IN WITNESS WHEREOF, the parties hereto have executed this document the day and year first above written.

CITY OF CARO, a Michigan Municipal Corporation

By: _____
(City Signature)

Its: _____

(Name - printed or typed)

(date)

CONTRACTOR

By: Amy McCormick
(Signature of authorized officer)

Its: Controller

Amy McCormick
(Contractor's name - printed or typed)

Wolverine Power Systems
(Company Name)

8-4-23
(date)

CITY OF CARO
APPENDIX A
Indemnification and Insurance

I, Amy McCormick, an authorized signatory of the Contractor, agree to indemnify, hold harmless, and defend the City of Caro or Representative (its employees, officers, elected officials, designated representatives and/or assigns) from and against any and all loss, damage, or expense which the City of Caro or Representative may suffer or for which the City of Caro or Representative may be held liable by reason of any injury (including death) or damage to any property arising out of negligence on the part of the Contractor in the execution of the work to be performed under the contract with the City of Caro dated the 4th day of August, 2023.

Date: 8-4-23

By: Amy McCormick
(Contractor's Signature)

Amy McCormick, Controller
(Print or Type Name and Title)

Wolverine Power Systems
(Company Name)

STATE OF MICHIGAN
SS.
COUNTY OF Ottawa

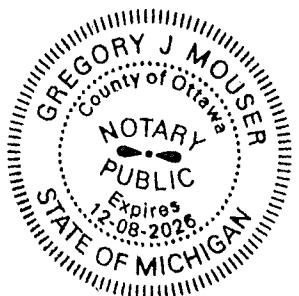
Subscribed and sworn before me this 4th day of August, 2023

Notary Public: Gregory J. Mouser

Ottawa County, Michigan

My Commission expires:

12-08-2026



CITY OF CARO
APPENDIX B, page 1 of 2

Minimum Insurance Requirements for Contractors

Summary Statement and Purpose

The provision of adequate insurance by persons and businesses working for the City of Caro or on street rights-of-way is essential to protect the public from the costs of injury or damage and to protect the City from unnecessary liability resulting from the acts of persons and businesses working for the City of Caro. Minimum insurance requirements are needed to provide this protection.

Persons or businesses which provide professional services to the City of Caro under the terms of a written contract or to provide labor and/or material to accomplish work for the City of Caro or for others on or over street right-of-way and/or other City of Caro property shall carry insurance and bonds to protect the public and the City of Caro from exposure to unnecessary financial risks.

Prior to signing of contracts, issuance of purchase orders or permits, or other authorization to begin work, certificates of insurance evidencing the purchase of insurance in amounts not less than required by this City policy or the bid specifications, whichever is greater, shall be filed with the City Clerk for the City of Caro.

Such certificates shall:

- a. Show that the insurance is currently in force and termination date of each policy.
- b. State the limits of liability of the policies covered by the certificate.
- c. Be issued to the City of Caro as the certificate holder.
- d. Provide that the City of Caro will receive not less than ten (10) days written notice of the cancellation of any listed policy.
- e. Be issued in the name of an insurance company authorized to conduct business in the State of Michigan.

Insurance shall meet or exceed the following requirements. Exceptions to recognize more or less hazardous operations and financial risks may be considered, and with approval of the City of Caro, may be made in specifications or contract requirements prior to awarding contracts or issuing purchase orders.

CITY OF CARO

APPENDIX B, page 2 of 2

MINIMUM INSURANCE REQUIREMENTS

The limits of liability for the insurance required by the City of Caro shall provide coverage for not less than the following amounts or greater where required by Laws and Regulations:

| | <u>WORKERS COMPENSATION</u> | <u>MINIMUM AMOUNT</u> |
|----|--|--|
| 1. | a. Part One: Compensation | Statutory |
| | b. Part Two: Employees Liability: | |
| | Accident | \$1,000,000 |
| | Disease | \$1,000,000 |
| | Aggregate Disease | \$1,000,000 |
| 2. | <u>GENERAL LIABILITY</u> | |
| | a. Combined Single Limit Each Occurrence Limit | \$1,000,000 |
| | b. Combined Single Limit Aggregate Limit | \$1,000,000 |
| 3. | <u>COMPREHENSIVE AUTOMOBILE LIABILITY</u> | |
| | a. Combined Single Limit: | \$1,000,000 |
| | b. No Fault: | Statutory |
| 4. | <u>OWNERS AND CONTRACTORS PROTECTIVE LIABILITY</u> | |
| | a. Combined Single Limit | \$1,000,000 |
| 5. | <u>UMBRELLA or EXCESS LIABILITY</u> | \$1,000,000 |
| 6. | The Owners and Contractors Protective Liability Insurance shall include the following persons or entities as additional named insured: | |
| | a. | The CITY OF CARO, its employees, elected officials, officers, designees and assigns. |



Total Energy Systems, LLC

City of Caro
Scott Czasak
317 South State Street
Caro, MI 48723
989.673.7671
Sczasak@carocity.net

Planned Maintenance Agreement

Estimate Number: 148920230804.1

Estimate Date: 08.03.2023

Total Energy Systems, LLC is pleased to submit the following generator maintenance program. We understand that our customers have different maintenance needs. With that in mind we have developed a few basic maintenance plans which can be altered to fit your requirements.

| # | Model | Serial Number | Location |
|----|-------------------|---------------|---------------|
| 1. | Onan GGHF-5569978 | TBD | Arsenic Plant |

The **Basic maintenance program** is designed with environmental impact and cost savings in mind. With this maintenance plan we will extract oil, coolant, and fuel if applicable to be sent to an independent lab for testing and complete a multiple page maintenance checklist which includes visual inspections, functional testing, securing connections on the generator, and inspection of transfer switch. We will replace fuel filters annually if applicable and will advise about engine oil and filter replacement based on fluid sample results and technician recommendations. **Prices listed are per year and during normal business hours.**

| Basic Maintenance Program | Year 1-3 | Year 4-6 | Year 7-9 |
|---------------------------|------------|------------|------------|
| Annual | \$524.00 | \$572.00 | \$624.00 |
| Semi-Annual | \$848.00 | \$925.00 | \$1,009.00 |
| Quarterly | \$1,496.00 | \$1,631.00 | \$1,778.00 |

Projected Oil and Filter Change: Based on the fluid sample results, we will replace the engine oil and oil filters during the next scheduled visit.

| | | | |
|---------------------------------|---------|---------|---------|
| Projected Oil and Filter Change | \$83.00 | \$90.00 | \$99.00 |
|---------------------------------|---------|---------|---------|

The **Traditional maintenance program** is designed for customers who require the engine oil, oil filters, and fuel filters to be replaced at least once annually. With this maintenance plan we will extract oil, coolant, and fuel if applicable to be sent to an independent lab for testing and complete a multiple page maintenance checklist which includes visual inspections, functional testing, securing connections on the generator, and inspection of transfer switch. We will also replace the engine oil, oil filters, and fuel filters once per year. **Prices listed are per year and during normal business hours.**

| Traditional Maintenance Program | Year 1-3 | Year 4-6 | Year 7-9 |
|---------------------------------|------------|------------|------------|
| Annual | \$607.00 | \$662.00 | \$722.00 |
| Semi-Annual | \$931.00 | \$1,015.00 | \$1,107.00 |
| Quarterly | \$1,579.00 | \$1,722.00 | \$1,877.00 |

Load Bank Testing: Load banking is the only true way to exercise the entire generator. Standard exercising or starting the unit and running the engine with no load transfer, exercises only the engine. JCAHO and NFPA 110 mandates load bank testing (specific conditions apply). The load bank testing will be completed during a scheduled Planned Maintenance visit.

| | | | |
|-------------------------|----------|----------|------------|
| 2 Hr. Load Bank Testing | \$550.00 | \$600.00 | \$654.00 |
| 4 Hr. Load Bank Testing | \$850.00 | \$927.00 | \$1,011.00 |



Total Energy Systems, LLC

City of Caro
Scott Czasak
317 South State Street
Caro, MI 48723
989.673.7671
Sczasak@carocity.net

Planned Maintenance Agreement

Estimate Number: 148920230804.2

Estimate Date: 08.03.2023

Total Energy Systems, LLC is pleased to submit the following generator maintenance program. We understand that our customers have different maintenance needs. With that in mind we have developed a few basic maintenance plans which can be altered to fit your requirements.

| # | Model | Serial Number | Location |
|----|-------------------|---------------|----------------------|
| 1. | Onan GGHF-5569978 | TBD | WTP Westchester Lift |

The **Basic maintenance program** is designed with environmental impact and cost savings in mind. With this maintenance plan we will extract oil, coolant, and fuel if applicable to be sent to an independent lab for testing and complete a multiple page maintenance checklist which includes visual inspections, functional testing, securing connections on the generator, and inspection of transfer switch. We will replace fuel filters annually if applicable and will advise about engine oil and filter replacement based on fluid sample results and technician recommendations. **Prices listed are per year and during normal business hours.**

| Basic Maintenance Program | Year 1-3 | Year 4-6 | Year 7-9 |
|---------------------------|------------|------------|------------|
| Annual | \$524.00 | \$572.00 | \$624.00 |
| Semi-Annual | \$848.00 | \$925.00 | \$1,009.00 |
| Quarterly | \$1,496.00 | \$1,631.00 | \$1,778.00 |

Projected Oil and Filter Change: Based on the fluid sample results, we will replace the engine oil and oil filters during the next scheduled visit.

| | | | |
|---------------------------------|---------|---------|---------|
| Projected Oil and Filter Change | \$83.00 | \$90.00 | \$99.00 |
|---------------------------------|---------|---------|---------|

The **Traditional maintenance program** is designed for customers who require the engine oil, oil filters, and fuel filters to be replaced at least once annually. With this maintenance plan we will extract oil, coolant, and fuel if applicable to be sent to an independent lab for testing and complete a multiple page maintenance checklist which includes visual inspections, functional testing, securing connections on the generator, and inspection of transfer switch. We will also replace the engine oil, oil filters, and fuel filters once per year. **Prices listed are per year and during normal business hours.**

| Traditional Maintenance Program | Year 1-3 | Year 4-6 | Year 7-9 |
|---------------------------------|------------|------------|------------|
| Annual | \$607.00 | \$662.00 | \$722.00 |
| Semi-Annual | \$931.00 | \$1,015.00 | \$1,107.00 |
| Quarterly | \$1,579.00 | \$1,722.00 | \$1,877.00 |

Load Bank Testing: Load banking is the only true way to exercise the entire generator. Standard exercising or starting the unit and running the engine with no load transfer, exercises only the engine. JCAHO and NFPA 110 mandates load bank testing (specific conditions apply). The load bank testing will be completed during a scheduled Planned Maintenance visit.

| | | | |
|-------------------------|----------|----------|------------|
| 2 Hr. Load Bank Testing | \$550.00 | \$600.00 | \$654.00 |
| 4 Hr. Load Bank Testing | \$850.00 | \$927.00 | \$1,011.00 |



Total Energy Systems, LLC

City of Caro
Scott Czasak
317 South State Street
Caro, MI 48723
989.673.7671
Sczasak@carocity.net

Planned Maintenance Agreement

Estimate Number: 148920230804.3

Estimate Date: 08.03.2023

Total Energy Systems, LLC is pleased to submit the following generator maintenance program. We understand that our customers have different maintenance needs. With that in mind we have developed a few basic maintenance plans which can be altered to fit your requirements.

| # | Model | Serial Number | Location |
|----|-------------------|---------------|----------------|
| 1. | Onan DGDA-4488354 | TBD | WTP DPW Office |

The Basic maintenance program is designed with environmental impact and cost savings in mind. With this maintenance plan we will extract oil, coolant, and fuel if applicable to be sent to an independent lab for testing and complete a multiple page maintenance checklist which includes visual inspections, functional testing, securing connections on the generator, and inspection of transfer switch. We will replace fuel filters annually if applicable and will advise about engine oil and filter replacement based on fluid sample results and technician recommendations. **Prices listed are per year and during normal business hours.**

| Basic Maintenance Program | Year 1-3 | Year 4-6 | Year 7-9 |
|---------------------------|------------|------------|------------|
| Annual | \$800.00 | \$872.00 | \$951.00 |
| Semi-Annual | \$1,124.00 | \$1,226.00 | \$1,337.00 |
| Quarterly | \$1,772.00 | \$1,932.00 | \$2,106.00 |

Projected Oil and Filter Change: Based on the fluid sample results, we will replace the engine oil and oil filters during the next scheduled visit.

| | | | |
|---------------------------------|----------|----------|----------|
| Projected Oil and Filter Change | \$158.00 | \$172.00 | \$188.00 |
|---------------------------------|----------|----------|----------|

The Traditional maintenance program is designed for customers who require the engine oil, oil filters, and fuel filters to be replaced at least once annually. With this maintenance plan we will extract oil, coolant, and fuel if applicable to be sent to an independent lab for testing and complete a multiple page maintenance checklist which includes visual inspections, functional testing, securing connections on the generator, and inspection of transfer switch. We will also replace the engine oil, oil filters, and fuel filters once per year. **Prices listed are per year and during normal business hours.**

| Traditional Maintenance Program | Year 1-3 | Year 4-6 | Year 7-9 |
|---------------------------------|------------|------------|------------|
| Annual | \$958.00 | \$1,045.00 | \$1,140.00 |
| Semi-Annual | \$1,282.00 | \$1,398.00 | \$1,524.00 |
| Quarterly | \$1,930.00 | \$2,104.00 | \$2,294.00 |

Load Bank Testing: Load banking is the only true way to exercise the entire generator. Standard exercising or starting the unit and running the engine with no load transfer, exercises only the engine. JCAHO and NFPA 110 mandates load bank testing (specific conditions apply). The load bank testing will be completed during a scheduled Planned Maintenance visit.

| | | | |
|-------------------------|----------|----------|------------|
| 2 Hr. Load Bank Testing | \$550.00 | \$600.00 | \$654.00 |
| 4 Hr. Load Bank Testing | \$850.00 | \$927.00 | \$1,011.00 |



Total Energy Systems, LLC

City of Caro
Scott Czasak
317 South State Street
Caro, MI 48723
989.673.7671
Sczasak@carocity.net

Planned Maintenance Agreement

Estimate Number: 148920230804.4
Estimate Date: 08.03.2023

Total Energy Systems, LLC is pleased to submit the following generator maintenance program. We understand that our customers have different maintenance needs. With that in mind we have developed a few basic maintenance plans which can be altered to fit your requirements.

| # | Model | Serial Number | Location |
|----|-------------------|---------------|------------|
| 1. | Onan DGFA-5747528 | TBD | WTP Well 7 |

The **Basic maintenance program** is designed with environmental impact and cost savings in mind. With this maintenance plan we will extract oil, coolant, and fuel if applicable to be sent to an independent lab for testing and complete a multiple page maintenance checklist which includes visual inspections, functional testing, securing connections on the generator, and inspection of transfer switch. We will replace fuel filters annually if applicable and will advise about engine oil and filter replacement based on fluid sample results and technician recommendations. **Prices listed are per year and during normal business hours.**

| Basic Maintenance Program | Year 1-3 | Year 4-6 | Year 7-9 |
|---------------------------|------------|------------|------------|
| Annual | \$800.00 | \$872.00 | \$951.00 |
| Semi-Annual | \$1,124.00 | \$1,226.00 | \$1,337.00 |
| Quarterly | \$1,772.00 | \$1,932.00 | \$2,106.00 |

Projected Oil and Filter Change: Based on the fluid sample results, we will replace the engine oil and oil filters during the next scheduled visit.

| | | | |
|---------------------------------|----------|----------|----------|
| Projected Oil and Filter Change | \$256.00 | \$279.00 | \$304.00 |
|---------------------------------|----------|----------|----------|

The **Traditional maintenance program** is designed for customers who require the engine oil, oil filters, and fuel filters to be replaced at least once annually. With this maintenance plan we will extract oil, coolant, and fuel if applicable to be sent to an independent lab for testing and complete a multiple page maintenance checklist which includes visual inspections, functional testing, securing connections on the generator, and inspection of transfer switch. We will also replace the engine oil, oil filters, and fuel filters once per year. **Prices listed are per year and during normal business hours.**

| Traditional Maintenance Program | Year 1-3 | Year 4-6 | Year 7-9 |
|---------------------------------|------------|------------|------------|
| Annual | \$1,056.00 | \$1,152.00 | \$1,256.00 |
| Semi-Annual | \$1,380.00 | \$1,505.00 | \$1,641.00 |
| Quarterly | \$2,028.00 | \$2,211.00 | \$2,410.00 |

Load Bank Testing: Load banking is the only true way to exercise the entire generator. Standard exercising or starting the unit and running the engine with no load transfer, exercises only the engine. JCAHO and NFPA 110 mandates load bank testing (specific conditions apply). The load bank testing will be completed during a scheduled Planned Maintenance visit.

| | | | |
|-------------------------|----------|----------|------------|
| 2 Hr. Load Bank Testing | \$575.00 | \$627.00 | \$684.00 |
| 4 Hr. Load Bank Testing | \$875.00 | \$954.00 | \$1,040.00 |



Total Energy Systems, LLC

City of Caro
Scott Czasak
317 South State Street
Caro, MI 48723
989.673.7671
Sczasak@carocity.net

Planned Maintenance Agreement

Estimate Number: 148920230804.5

Estimate Date: 08.03.2023

Total Energy Systems, LLC is pleased to submit the following generator maintenance program. We understand that our customers have different maintenance needs. With that in mind we have developed a few basic maintenance plans which can be altered to fit your requirements.

| # | Model | Serial Number | Location |
|----|-----------------|---------------|------------|
| 1. | MTU 6R0120DS150 | TBD | WTP Well 8 |

The **Basic maintenance program** is designed with environmental impact and cost savings in mind. With this maintenance plan we will extract oil, coolant, and fuel if applicable to be sent to an independent lab for testing and complete a multiple page maintenance checklist which includes visual inspections, functional testing, securing connections on the generator, and inspection of transfer switch. We will replace fuel filters annually if applicable and will advise about engine oil and filter replacement based on fluid sample results and technician recommendations. **Prices listed are per year and during normal business hours.**

| Basic Maintenance Program | Year 1-3 | Year 4-6 | Year 7-9 |
|---------------------------|------------|------------|------------|
| Annual | \$646.00 | \$705.00 | \$769.00 |
| Semi-Annual | \$955.00 | \$1,041.00 | \$1,135.00 |
| Quarterly | \$1,573.00 | \$1,715.00 | \$1,870.00 |

Projected Oil and Filter Change: Based on the fluid sample results, we will replace the engine oil and oil filters during the next scheduled visit.

| | | | |
|---------------------------------|----------|----------|----------|
| Projected Oil and Filter Change | \$490.00 | \$534.00 | \$582.00 |
|---------------------------------|----------|----------|----------|

The **Traditional maintenance program** is designed for customers who require the engine oil, oil filters, and fuel filters to be replaced at least once annually. With this maintenance plan we will extract oil, coolant, and fuel if applicable to be sent to an independent lab for testing and complete a multiple page maintenance checklist which includes visual inspections, functional testing, securing connections on the generator, and inspection of transfer switch. We will also replace the engine oil, oil filters, and fuel filters once per year. **Prices listed are per year and during normal business hours.**

| Traditional Maintenance Program | Year 1-3 | Year 4-6 | Year 7-9 |
|---------------------------------|------------|------------|------------|
| Annual | \$1,136.00 | \$1,239.00 | \$1,351.00 |
| Semi-Annual | \$1,445.00 | \$1,576.00 | \$1,718.00 |
| Quarterly | \$2,063.00 | \$2,249.00 | \$2,452.00 |

Load Bank Testing: Load banking is the only true way to exercise the entire generator. Standard exercising or starting the unit and running the engine with no load transfer, exercises only the engine. JCAHO and NFPA 110 mandates load bank testing (specific conditions apply). The load bank testing will be completed during a scheduled Planned Maintenance visit.

| | | | |
|-------------------------|----------|----------|------------|
| 2 Hr. Load Bank Testing | \$600.00 | \$654.00 | \$713.00 |
| 4 Hr. Load Bank Testing | \$900.00 | \$981.00 | \$1,070.00 |



Total Energy Systems, LLC

City of Caro
Scott Czasak
317 South State Street
Caro, MI 48723
989.673.7671
Sczasak@carocity.net

Planned Maintenance Agreement

Estimate Number: 148920230804.6

Estimate Date: 08.03.2023

Total Energy Systems, LLC is pleased to submit the following generator maintenance program. We understand that our customers have different maintenance needs. With that in mind we have developed a few basic maintenance plans which can be altered to fit your requirements.

| # | Model | Serial Number | Location |
|----|-------------------|---------------|----------------|
| 1. | Onan GGHG-5710062 | TBD | Fire/City Hall |

The **Basic maintenance program** is designed with environmental impact and cost savings in mind. With this maintenance plan we will extract oil, coolant, and fuel if applicable to be sent to an independent lab for testing and complete a multiple page maintenance checklist which includes visual inspections, functional testing, securing connections on the generator, and inspection of transfer switch. We will replace fuel filters annually if applicable and will advise about engine oil and filter replacement based on fluid sample results and technician recommendations. **Prices listed are per year and during normal business hours.**

| Basic Maintenance Program | Year 1-3 | Year 4-6 | Year 7-9 |
|---------------------------|------------|------------|------------|
| Annual | \$524.00 | \$572.00 | \$624.00 |
| Semi-Annual | \$848.00 | \$925.00 | \$1,009.00 |
| Quarterly | \$1,496.00 | \$1,631.00 | \$1,778.00 |

Projected Oil and Filter Change: Based on the fluid sample results, we will replace the engine oil and oil filters during the next scheduled visit.

| | | | |
|---------------------------------|---------|---------|---------|
| Projected Oil and Filter Change | \$83.00 | \$90.00 | \$99.00 |
|---------------------------------|---------|---------|---------|

The **Traditional maintenance program** is designed for customers who require the engine oil, oil filters, and fuel filters to be replaced at least once annually. With this maintenance plan we will extract oil, coolant, and fuel if applicable to be sent to an independent lab for testing and complete a multiple page maintenance checklist which includes visual inspections, functional testing, securing connections on the generator, and inspection of transfer switch. We will also replace the engine oil, oil filters, and fuel filters once per year. **Prices listed are per year and during normal business hours.**

| Traditional Maintenance Program | Year 1-3 | Year 4-6 | Year 7-9 |
|---------------------------------|------------|------------|------------|
| Annual | \$607.00 | \$662.00 | \$722.00 |
| Semi-Annual | \$931.00 | \$1,015.00 | \$1,107.00 |
| Quarterly | \$1,579.00 | \$1,722.00 | \$1,877.00 |

Load Bank Testing: Load banking is the only true way to exercise the entire generator. Standard exercising or starting the unit and running the engine with no load transfer, exercises only the engine. JCAHO and NFPA 110 mandates load bank testing (specific conditions apply). The load bank testing will be completed during a scheduled Planned Maintenance visit.

| | | | |
|-------------------------|----------|----------|------------|
| 2 Hr. Load Bank Testing | \$550.00 | \$600.00 | \$654.00 |
| 4 Hr. Load Bank Testing | \$850.00 | \$927.00 | \$1,011.00 |



Total Energy Systems, LLC

City of Caro
Scott Czasak
317 South State Street
Caro, MI 48723
989.673.7671
Sczasak@carocity.net

Planned Maintenance Agreement

Estimate Number: 148920230804.7

Estimate Date: 08.04.2023

Total Energy Systems, LLC is pleased to submit the following generator maintenance program. We understand that our customers have different maintenance needs. With that in mind we have developed a few basic maintenance plans which can be altered to fit your requirements.

- Annual Full Service:** We will visit the site one time per year. During this visit we will replace engine oil, oil filters, and fuel filters where applicable. We will obtain fluids for analysis and complete our multiple page maintenance checklist which includes visual inspections, functional testing, and securing connections on the generator and transfer switch.
- Semi Annual Inspection, Full Service:** We will visit the site two times per year. Each time we will complete our multiple page maintenance checklist which includes visual inspections, functional testing, and securing connections on the generator and transfer switch. On one of the visits, we will obtain fluid samples for testing and replace the engine oil and filters along with replacing the fuel filters when applicable.
- Quarterly Service:** We will visit the site every ninety days. Each time we will complete our maintenance checklist. On one of the four visits we will replace the engine oil and filters along with the fuel filters where applicable.
- Load Bank Testing:** Load banking is the only true way to exercise the entire generator. Standard exercising or starting the unit and running the engine with no load transfer, exercises only the engine. JCAHO and NFPA 110 mandates load bank testing (specific conditions apply). The load bank testing will be completed during a scheduled Planned Maintenance visit.

| # | Model | Serial Number | Location |
|----|-----------------|---------------|-------------|
| 1. | Generac 0071710 | 3011173554 | Water Tower |

| 1. | Year 1-3 | Year 4-6 | Year 7-9 |
|-------------------------|------------|------------|------------|
| Annual Full Service | \$546.00 | \$596.00 | \$650.00 |
| Semi-Annual Full | \$855.00 | \$932.00 | \$1,016.00 |
| Quarterly Service | \$1,473.00 | \$1,606.00 | \$1,751.00 |
| 2 Hr. Load Bank Testing | \$475.00 | \$518.00 | \$565.00 |
| 4 Hr. Load Bank Testing | \$775.00 | \$845.00 | \$922.00 |

Terms and Conditions:

Prices are FOB Grand Rapids, MI, our dock. Payment terms are Net 30 days (subject to credit approval). Quotation is valid for 60 days. Prices do not include any applicable sales or use taxes.



Total Energy Systems, LLC

City of Caro
Scott Czasak
317 South State Street
Caro, MI 48723
989.673.7671
Sczasak@carocity.net

Planned Maintenance Agreement

Estimate Number: 148920230804.8
Estimate Date: 08.03.2023

Total Energy Systems, LLC is pleased to submit the following generator maintenance program. We understand that our customers have different maintenance needs. With that in mind we have developed a few basic maintenance plans which can be altered to fit your requirements.

| # | Model | Serial Number | Location |
|----|-----------------------|---------------|----------|
| 1. | Cummins 502FDR7022JJW | TBD | WWTP |

The **Basic maintenance program** is designed with environmental impact and cost savings in mind. With this maintenance plan we will extract oil, coolant, and fuel if applicable to be sent to an independent lab for testing and complete a multiple page maintenance checklist which includes visual inspections, functional testing, securing connections on the generator, and inspection of transfer switch. We will replace fuel filters annually if applicable and will advise about engine oil and filter replacement based on fluid sample results and technician recommendations. **Prices listed are per year and during normal business hours.**

| Basic Maintenance Program | Year 1-3 | Year 4-6 | Year 7-9 |
|---------------------------|------------|------------|------------|
| Annual | \$701.00 | \$765.00 | \$834.00 |
| Semi-Annual | \$1,010.00 | \$1,101.00 | \$1,201.00 |
| Quarterly | \$1,628.00 | \$1,775.00 | \$1,935.00 |

Projected Oil and Filter Change: Based on the fluid sample results, we will replace the engine oil and oil filters during the next scheduled visit.

| | | | |
|---------------------------------|----------|----------|----------|
| Projected Oil and Filter Change | \$487.00 | \$531.00 | \$579.00 |
|---------------------------------|----------|----------|----------|

The **Traditional maintenance program** is designed for customers who require the engine oil, oil filters, and fuel filters to be replaced at least once annually. With this maintenance plan we will extract oil, coolant, and fuel if applicable to be sent to an independent lab for testing and complete a multiple page maintenance checklist which includes visual inspections, functional testing, securing connections on the generator, and inspection of transfer switch. We will also replace the engine oil, oil filters, and fuel filters once per year. **Prices listed are per year and during normal business hours.**

| Traditional Maintenance Program | Year 1-3 | Year 4-6 | Year 7-9 |
|---------------------------------|------------|------------|------------|
| Annual | \$1,188.00 | \$1,295.00 | \$1,412.00 |
| Semi-Annual | \$1,497.00 | \$1,632.00 | \$1,779.00 |
| Quarterly | \$2,115.00 | \$2,306.00 | \$2,514.00 |

Load Bank Testing: Load banking is the only true way to exercise the entire generator. Standard exercising or starting the unit and running the engine with no load transfer, exercises only the engine. JCAHO and NFPA 110 mandates load bank testing (specific conditions apply). The load bank testing will be completed during a scheduled Planned Maintenance visit.

| | | | |
|-------------------------|------------|------------|------------|
| 2 Hr. Load Bank Testing | \$800.00 | \$872.00 | \$951.00 |
| 4 Hr. Load Bank Testing | \$1,100.00 | \$1,199.00 | \$1,307.00 |



Total Energy Systems, LLC

City of Caro
Scott Czasak
317 South State Street
Caro, MI 48723
989.673.7671
Sczasak@carocity.net

Planned Maintenance Agreement

Estimate Number: 148920230804.9

Estimate Date: 08.03.2023

Total Energy Systems, LLC is pleased to submit the following generator maintenance program. We understand that our customers have different maintenance needs. With that in mind we have developed a few basic maintenance plans which can be altered to fit your requirements.

| # | Model | Serial Number | Location |
|----|-------------------------------|---------------|---------------|
| 1. | Marathon 440FDR3017GGA000W | TBD | WWTP Portable |

The **Basic maintenance program** is designed with environmental impact and cost savings in mind. With this maintenance plan we will extract oil, coolant, and fuel if applicable to be sent to an independent lab for testing and complete a multiple page maintenance checklist which includes visual inspections, functional testing, securing connections on the generator, and inspection of transfer switch. We will replace fuel filters annually if applicable and will advise about engine oil and filter replacement based on fluid sample results and technician recommendations. **Prices listed are per year and during normal business hours.**

| Basic Maintenance Program | Year 1-3 | Year 4-6 | Year 7-9 |
|---------------------------|------------|------------|------------|
| Annual | \$717.00 | \$782.00 | \$853.00 |
| Semi-Annual | \$1,026.00 | \$1,119.00 | \$1,220.00 |
| Quarterly | \$1,644.00 | \$1,792.00 | \$1,954.00 |

Projected Oil and Filter Change: Based on the fluid sample results, we will replace the engine oil and oil filters during the next scheduled visit.

| | | | |
|---------------------------------|----------|----------|----------|
| Projected Oil and Filter Change | \$226.00 | \$246.00 | \$269.00 |
|---------------------------------|----------|----------|----------|

The **Traditional maintenance program** is designed for customers who require the engine oil, oil filters, and fuel filters to be replaced at least once annually. With this maintenance plan we will extract oil, coolant, and fuel if applicable to be sent to an independent lab for testing and complete a multiple page maintenance checklist which includes visual inspections, functional testing, securing connections on the generator, and inspection of transfer switch. We will also replace the engine oil, oil filters, and fuel filters once per year. **Prices listed are per year and during normal business hours.**

| Traditional Maintenance Program | Year 1-3 | Year 4-6 | Year 7-9 |
|---------------------------------|------------|------------|------------|
| Annual | \$943.00 | \$1,028.00 | \$1,121.00 |
| Semi-Annual | \$1,252.00 | \$1,365.00 | \$1,488.00 |
| Quarterly | \$1,870.00 | \$2,039.00 | \$2,223.00 |

Load Bank Testing: Load banking is the only true way to exercise the entire generator. Standard exercising or starting the unit and running the engine with no load transfer, exercises only the engine. JCAHO and NFPA 110 mandates load bank testing (specific conditions apply). The load bank testing will be completed during a scheduled Planned Maintenance visit.

| | | | |
|-------------------------|----------|----------|------------|
| 2 Hr. Load Bank Testing | \$550.00 | \$600.00 | \$654.00 |
| 4 Hr. Load Bank Testing | \$850.00 | \$927.00 | \$1,011.00 |



Total Energy Systems, LLC

City of Caro
Scott Czasak
317 South State Street
Caro, MI 48723
989.673.7671
Sczasak@carocity.net

Planned Maintenance Agreement

Estimate Number: 148920230804.10

Estimate Date: 08.03.2023

Total Energy Systems, LLC is pleased to submit the following generator maintenance program. We understand that our customers have different maintenance needs. With that in mind we have developed a few basic maintenance plans which can be altered to fit your requirements.

| # | Model | Serial Number | Location |
|----|-----------------|---------------|---------------|
| 1. | Sullair S59DWPE | 098-G0984 CHE | WWTP Portable |

The **Basic** maintenance program is designed with environmental impact and cost savings in mind. With this maintenance plan we will extract oil, coolant, and fuel if applicable to be sent to an independent lab for testing and complete a multiple page maintenance checklist which includes visual inspections, functional testing, securing connections on the generator, and inspection of transfer switch. We will replace fuel filters annually if applicable and will advise about engine oil and filter replacement based on fluid sample results and technician recommendations. **Prices listed are per year and during normal business hours.**

| Basic Maintenance Program | Year 1-3 | Year 4-6 | Year 7-9 |
|---------------------------|------------|------------|------------|
| Annual | \$619.00 | \$675.00 | \$736.00 |
| Semi-Annual | \$928.00 | \$1,012.00 | \$1,104.00 |
| Quarterly | \$1,546.00 | \$1,686.00 | \$1,838.00 |

Projected Oil and Filter Change: Based on the fluid sample results, we will replace the engine oil and oil filters during the next scheduled visit.

| | | | |
|---------------------------------|----------|----------|----------|
| Projected Oil and Filter Change | \$157.00 | \$171.00 | \$186.00 |
|---------------------------------|----------|----------|----------|

The **Traditional** maintenance program is designed for customers who require the engine oil, oil filters, and fuel filters to be replaced at least once annually. With this maintenance plan we will extract oil, coolant, and fuel if applicable to be sent to an independent lab for testing and complete a multiple page maintenance checklist which includes visual inspections, functional testing, securing connections on the generator, and inspection of transfer switch. We will also replace the engine oil, oil filters, and fuel filters once per year. **Prices listed are per year and during normal business hours.**

| Traditional Maintenance Program | Year 1-3 | Year 4-6 | Year 7-9 |
|---------------------------------|------------|------------|------------|
| Annual | \$776.00 | \$846.00 | \$923.00 |
| Semi-Annual | \$1,085.00 | \$1,183.00 | \$1,290.00 |
| Quarterly | \$1,703.00 | \$1,857.00 | \$2,025.00 |

Load Bank Testing: Load banking is the only true way to exercise the entire generator. Standard exercising or starting the unit and running the engine with no load transfer, exercises only the engine. JCAHO and NFPA 110 mandates load bank testing (specific conditions apply). The load bank testing will be completed during a scheduled Planned Maintenance visit.

| | | | |
|-------------------------|----------|----------|------------|
| 2 Hr. Load Bank Testing | \$550.00 | \$600.00 | \$654.00 |
| 4 Hr. Load Bank Testing | \$850.00 | \$927.00 | \$1,011.00 |



Total Energy Systems, LLC

City of Caro
Scott Czasak
317 South State Street
Caro, MI 48723
989.673.7671
Sczasak@carocity.net

Planned Maintenance Agreement

Estimate Number: 148920230804.11

Estimate Date: 08.03.2023

Total Energy Systems, LLC is pleased to submit the following generator maintenance program. We understand that our customers have different maintenance needs. With that in mind we have developed a few basic maintenance plans which can be altered to fit your requirements.

| # | Model | Serial Number | Location |
|----|--------------------|---------------|-----------------|
| 1. | Onan DSGAC-7638661 | C090236998 | Lift Station #1 |

The **Basic maintenance program** is designed with environmental impact and cost savings in mind. With this maintenance plan we will extract oil, coolant, and fuel if applicable to be sent to an independent lab for testing and complete a multiple page maintenance checklist which includes visual inspections, functional testing, securing connections on the generator, and inspection of transfer switch. We will replace fuel filters annually if applicable and will advise about engine oil and filter replacement based on fluid sample results and technician recommendations. **Prices listed are per year and during normal business hours.**

| Basic Maintenance Program | Year 1-3 | Year 4-6 | Year 7-9 |
|---------------------------|------------|------------|------------|
| Annual | \$717.00 | \$782.00 | \$853.00 |
| Semi-Annual | \$1,026.00 | \$1,119.00 | \$1,220.00 |
| Quarterly | \$1,644.00 | \$1,792.00 | \$1,954.00 |

Projected Oil and Filter Change: Based on the fluid sample results, we will replace the engine oil and oil filters during the next scheduled visit.

| | | | |
|---------------------------------|----------|----------|----------|
| Projected Oil and Filter Change | \$226.00 | \$246.00 | \$269.00 |
|---------------------------------|----------|----------|----------|

The **Traditional maintenance program** is designed for customers who require the engine oil, oil filters, and fuel filters to be replaced at least once annually. With this maintenance plan we will extract oil, coolant, and fuel if applicable to be sent to an independent lab for testing and complete a multiple page maintenance checklist which includes visual inspections, functional testing, securing connections on the generator, and inspection of transfer switch. We will also replace the engine oil, oil filters, and fuel filters once per year. **Prices listed are per year and during normal business hours.**

| Traditional Maintenance Program | Year 1-3 | Year 4-6 | Year 7-9 |
|---------------------------------|------------|------------|------------|
| Annual | \$943.00 | \$1,028.00 | \$1,121.00 |
| Semi-Annual | \$1,252.00 | \$1,365.00 | \$1,488.00 |
| Quarterly | \$1,870.00 | \$2,039.00 | \$2,223.00 |

Load Bank Testing: Load banking is the only true way to exercise the entire generator. Standard exercising or starting the unit and running the engine with no load transfer, exercises only the engine. JCAHO and NFPA 110 mandates load bank testing (specific conditions apply). The load bank testing will be completed during a scheduled Planned Maintenance visit.

| | | | |
|-------------------------|----------|----------|------------|
| 2 Hr. Load Bank Testing | \$600.00 | \$654.00 | \$713.00 |
| 4 Hr. Load Bank Testing | \$900.00 | \$981.00 | \$1,070.00 |



Total Energy Systems, LLC

City of Caro
Scott Czasak
317 South State Street
Caro, MI 48723
989.673.7671
Sczasak@carocity.net

Planned Maintenance Agreement

Estimate Number: 148920230804.12

Estimate Date: 08.03.2023

Total Energy Systems, LLC is pleased to submit the following generator maintenance program. We understand that our customers have different maintenance needs. With that in mind we have developed a few basic maintenance plans which can be altered to fit your requirements.

| # | Model | Serial Number | Location |
|----|---------------------|---------------|-----------------|
| 1. | Generac RD05033JDAL | 3011122734 | Lift Station #2 |

The **Basic maintenance program** is designed with environmental impact and cost savings in mind. With this maintenance plan we will extract oil, coolant, and fuel if applicable to be sent to an independent lab for testing and complete a multiple page maintenance checklist which includes visual inspections, functional testing, securing connections on the generator, and inspection of transfer switch. We will replace fuel filters annually if applicable and will advise about engine oil and filter replacement based on fluid sample results and technician recommendations. **Prices listed are per year and during normal business hours.**

| Basic Maintenance Program | Year 1-3 | Year 4-6 | Year 7-9 |
|---------------------------|------------|------------|------------|
| Annual | \$618.00 | \$674.00 | \$735.00 |
| Semi-Annual | \$927.00 | \$1,011.00 | \$1,102.00 |
| Quarterly | \$1,545.00 | \$1,685.00 | \$1,837.00 |

Projected Oil and Filter Change: Based on the fluid sample results, we will replace the engine oil and oil filters during the next scheduled visit.

| | | | |
|---------------------------------|----------|----------|----------|
| Projected Oil and Filter Change | \$158.00 | \$172.00 | \$188.00 |
|---------------------------------|----------|----------|----------|

The **Traditional maintenance program** is designed for customers who require the engine oil, oil filters, and fuel filters to be replaced at least once annually. With this maintenance plan we will extract oil, coolant, and fuel if applicable to be sent to an independent lab for testing and complete a multiple page maintenance checklist which includes visual inspections, functional testing, securing connections on the generator, and inspection of transfer switch. We will also replace the engine oil, oil filters, and fuel filters once per year. **Prices listed are per year and during normal business hours.**

| Traditional Maintenance Program | Year 1-3 | Year 4-6 | Year 7-9 |
|---------------------------------|------------|------------|------------|
| Annual | \$776.00 | \$846.00 | \$923.00 |
| Semi-Annual | \$1,085.00 | \$1,183.00 | \$1,290.00 |
| Quarterly | \$1,703.00 | \$1,857.00 | \$2,025.00 |

Load Bank Testing: Load banking is the only true way to exercise the entire generator. Standard exercising or starting the unit and running the engine with no load transfer, exercises only the engine. JCAHO and NFPA 110 mandates load bank testing (specific conditions apply). The load bank testing will be completed during a scheduled Planned Maintenance visit.

| | | | |
|-------------------------|----------|----------|------------|
| 2 Hr. Load Bank Testing | \$550.00 | \$600.00 | \$654.00 |
| 4 Hr. Load Bank Testing | \$850.00 | \$927.00 | \$1,011.00 |



Total Energy Systems, LLC

City of Caro
Scott Czasak
317 South State Street
Caro, MI 48723
989.673.7671
Sczasak@carocity.net

Planned Maintenance Agreement

Estimate Number: 148920230804.13

Estimate Date: 08.03.2023

Total Energy Systems, LLC is pleased to submit the following generator maintenance program. We understand that our customers have different maintenance needs. With that in mind we have developed a few basic maintenance plans which can be altered to fit your requirements.

| # | Model | Serial Number | Location |
|----|---------------------|---------------|-----------------|
| 1. | Generac RD05033JDAL | 3011122734 | Lift Station #3 |

The **Basic maintenance program** is designed with environmental impact and cost savings in mind. With this maintenance plan we will extract oil, coolant, and fuel if applicable to be sent to an independent lab for testing and complete a multiple page maintenance checklist which includes visual inspections, functional testing, securing connections on the generator, and inspection of transfer switch. We will replace fuel filters annually if applicable and will advise about engine oil and filter replacement based on fluid sample results and technician recommendations. **Prices listed are per year and during normal business hours.**

| Basic Maintenance Program | Year 1-3 | Year 4-6 | Year 7-9 |
|---------------------------|------------|------------|------------|
| Annual | \$618.00 | \$674.00 | \$735.00 |
| Semi-Annual | \$927.00 | \$1,011.00 | \$1,102.00 |
| Quarterly | \$1,545.00 | \$1,685.00 | \$1,837.00 |

Projected Oil and Filter Change: Based on the fluid sample results, we will replace the engine oil and oil filters during the next scheduled visit.

| | | | |
|---------------------------------|----------|----------|----------|
| Projected Oil and Filter Change | \$158.00 | \$172.00 | \$188.00 |
|---------------------------------|----------|----------|----------|

The **Traditional maintenance program** is designed for customers who require the engine oil, oil filters, and fuel filters to be replaced at least once annually. With this maintenance plan we will extract oil, coolant, and fuel if applicable to be sent to an independent lab for testing and complete a multiple page maintenance checklist which includes visual inspections, functional testing, securing connections on the generator, and inspection of transfer switch. We will also replace the engine oil, oil filters, and fuel filters once per year. **Prices listed are per year and during normal business hours.**

| Traditional Maintenance Program | Year 1-3 | Year 4-6 | Year 7-9 |
|---------------------------------|------------|------------|------------|
| Annual | \$776.00 | \$846.00 | \$923.00 |
| Semi-Annual | \$1,085.00 | \$1,183.00 | \$1,290.00 |
| Quarterly | \$1,703.00 | \$1,857.00 | \$2,025.00 |

Load Bank Testing: Load banking is the only true way to exercise the entire generator. Standard exercising or starting the unit and running the engine with no load transfer, exercises only the engine. JCAHO and NFPA 110 mandates load bank testing (specific conditions apply). The load bank testing will be completed during a scheduled Planned Maintenance visit.

| | | | |
|-------------------------|----------|----------|------------|
| 2 Hr. Load Bank Testing | \$550.00 | \$600.00 | \$654.00 |
| 4 Hr. Load Bank Testing | \$850.00 | \$927.00 | \$1,011.00 |



Total Energy Systems, LLC

City of Caro
Scott Czasak
317 South State Street
Caro, MI 48723
989.673.7671
Sczasak@carocity.net

Planned Maintenance Agreement

Estimate Number: 148920230804.14

Estimate Date: 08.03.2023

Total Energy Systems, LLC is pleased to submit the following generator maintenance program. We understand that our customers have different maintenance needs. With that in mind we have developed a few basic maintenance plans which can be altered to fit your requirements.

| # | Model | Serial Number | Location |
|----|---------------------|---------------|-----------------|
| 1. | Generac RD05033JDAL | 3006990100 | Lift Station #4 |

The **Basic maintenance program** is designed with environmental impact and cost savings in mind. With this maintenance plan we will extract oil, coolant, and fuel if applicable to be sent to an independent lab for testing and complete a multiple page maintenance checklist which includes visual inspections, functional testing, securing connections on the generator, and inspection of transfer switch. We will replace fuel filters annually if applicable and will advise about engine oil and filter replacement based on fluid sample results and technician recommendations. **Prices listed are per year and during normal business hours.**

| Basic Maintenance Program | Year 1-3 | Year 4-6 | Year 7-9 |
|---------------------------|------------|------------|------------|
| Annual | \$618.00 | \$674.00 | \$735.00 |
| Semi-Annual | \$927.00 | \$1,011.00 | \$1,102.00 |
| Quarterly | \$1,545.00 | \$1,685.00 | \$1,837.00 |

Projected Oil and Filter Change: Based on the fluid sample results, we will replace the engine oil and oil filters during the next scheduled visit.

| | | | |
|---------------------------------|----------|----------|----------|
| Projected Oil and Filter Change | \$158.00 | \$172.00 | \$188.00 |
|---------------------------------|----------|----------|----------|

The **Traditional maintenance program** is designed for customers who require the engine oil, oil filters, and fuel filters to be replaced at least once annually. With this maintenance plan we will extract oil, coolant, and fuel if applicable to be sent to an independent lab for testing and complete a multiple page maintenance checklist which includes visual inspections, functional testing, securing connections on the generator, and inspection of transfer switch. We will also replace the engine oil, oil filters, and fuel filters once per year. **Prices listed are per year and during normal business hours.**

| Traditional Maintenance Program | Year 1-3 | Year 4-6 | Year 7-9 |
|---------------------------------|------------|------------|------------|
| Annual | \$776.00 | \$846.00 | \$923.00 |
| Semi-Annual | \$1,085.00 | \$1,183.00 | \$1,290.00 |
| Quarterly | \$1,703.00 | \$1,857.00 | \$2,025.00 |

Load Bank Testing: Load banking is the only true way to exercise the entire generator. Standard exercising or starting the unit and running the engine with no load transfer, exercises only the engine. JCAHO and NFPA 110 mandates load bank testing (specific conditions apply). The load bank testing will be completed during a scheduled Planned Maintenance visit.

| | | | |
|-------------------------|----------|----------|------------|
| 2 Hr. Load Bank Testing | \$550.00 | \$600.00 | \$654.00 |
| 4 Hr. Load Bank Testing | \$850.00 | \$927.00 | \$1,011.00 |



Total Energy Systems, LLC

City of Caro
Scott Czasak
317 South State Street
Caro, MI 48723
989.673.7671
Sczasak@carocity.net

Planned Maintenance Agreement

Estimate Number: 148920230804.15

Estimate Date: 08.03.2023

Total Energy Systems, LLC is pleased to submit the following generator maintenance program. We understand that our customers have different maintenance needs. With that in mind we have developed a few basic maintenance plans which can be altered to fit your requirements.

| # | Model | Serial Number | Location |
|----|---------------------|---------------|-----------------|
| 1. | Generac RD05033JDAL | 3006990100 | Lift Station #5 |

The Basic maintenance program is designed with environmental impact and cost savings in mind. With this maintenance plan we will extract oil, coolant, and fuel if applicable to be sent to an independent lab for testing and complete a multiple page maintenance checklist which includes visual inspections, functional testing, securing connections on the generator, and inspection of transfer switch. We will replace fuel filters annually if applicable and will advise about engine oil and filter replacement based on fluid sample results and technician recommendations. **Prices listed are per year and during normal business hours.**

| Basic Maintenance Program | Year 1-3 | Year 4-6 | Year 7-9 |
|---------------------------|------------|------------|------------|
| Annual | \$618.00 | \$674.00 | \$735.00 |
| Semi-Annual | \$927.00 | \$1,011.00 | \$1,102.00 |
| Quarterly | \$1,545.00 | \$1,685.00 | \$1,837.00 |

Projected Oil and Filter Change: Based on the fluid sample results, we will replace the engine oil and oil filters during the next scheduled visit.

| | | | |
|---------------------------------|----------|----------|----------|
| Projected Oil and Filter Change | \$158.00 | \$172.00 | \$188.00 |
|---------------------------------|----------|----------|----------|

The Traditional maintenance program is designed for customers who require the engine oil, oil filters, and fuel filters to be replaced at least once annually. With this maintenance plan we will extract oil, coolant, and fuel if applicable to be sent to an independent lab for testing and complete a multiple page maintenance checklist which includes visual inspections, functional testing, securing connections on the generator, and inspection of transfer switch. We will also replace the engine oil, oil filters, and fuel filters once per year. **Prices listed are per year and during normal business hours.**

| Traditional Maintenance Program | Year 1-3 | Year 4-6 | Year 7-9 |
|---------------------------------|------------|------------|------------|
| Annual | \$776.00 | \$846.00 | \$923.00 |
| Semi-Annual | \$1,085.00 | \$1,183.00 | \$1,290.00 |
| Quarterly | \$1,703.00 | \$1,857.00 | \$2,025.00 |

Load Bank Testing: Load banking is the only true way to exercise the entire generator. Standard exercising or starting the unit and running the engine with no load transfer, exercises only the engine. JCAHO and NFPA 110 mandates load bank testing (specific conditions apply). The load bank testing will be completed during a scheduled Planned Maintenance visit.

| | | | |
|-------------------------|----------|----------|------------|
| 2 Hr. Load Bank Testing | \$550.00 | \$600.00 | \$654.00 |
| 4 Hr. Load Bank Testing | \$850.00 | \$927.00 | \$1,011.00 |



Total Energy Systems, LLC

City of Caro
Scott Czasak
317 South State Street
Caro, MI 48723
989.673.7671
Sczasak@carocity.net

Planned Maintenance Agreement

Estimate Number: 148920230804.16

Estimate Date: 08.03.2023

Total Energy Systems, LLC is pleased to submit the following generator maintenance program. We understand that our customers have different maintenance needs. With that in mind we have developed a few basic maintenance plans which can be altered to fit your requirements.

| # | Model | Serial Number | Location |
|----|---------------------|---------------|-----------------|
| 1. | Generac RD02025ADAL | 3012555488 | Lift Station #6 |

The **Basic maintenance program** is designed with environmental impact and cost savings in mind. With this maintenance plan we will extract oil, coolant, and fuel if applicable to be sent to an independent lab for testing and complete a multiple page maintenance checklist which includes visual inspections, functional testing, securing connections on the generator, and inspection of transfer switch. We will replace fuel filters annually if applicable and will advise about engine oil and filter replacement based on fluid sample results and technician recommendations. **Prices listed are per year and during normal business hours.**

| Basic Maintenance Program | Year 1-3 | Year 4-6 | Year 7-9 |
|---------------------------|------------|------------|------------|
| Annual | \$618.00 | \$674.00 | \$735.00 |
| Semi-Annual | \$927.00 | \$1,011.00 | \$1,102.00 |
| Quarterly | \$1,545.00 | \$1,685.00 | \$1,837.00 |

Projected Oil and Filter Change: Based on the fluid sample results, we will replace the engine oil and oil filters during the next scheduled visit.

| | | | |
|---------------------------------|----------|----------|----------|
| Projected Oil and Filter Change | \$158.00 | \$172.00 | \$188.00 |
|---------------------------------|----------|----------|----------|

The **Traditional maintenance program** is designed for customers who require the engine oil, oil filters, and fuel filters to be replaced at least once annually. With this maintenance plan we will extract oil, coolant, and fuel if applicable to be sent to an independent lab for testing and complete a multiple page maintenance checklist which includes visual inspections, functional testing, securing connections on the generator, and inspection of transfer switch. We will also replace the engine oil, oil filters, and fuel filters once per year. **Prices listed are per year and during normal business hours.**

| Traditional Maintenance Program | Year 1-3 | Year 4-6 | Year 7-9 |
|---------------------------------|------------|------------|------------|
| Annual | \$776.00 | \$846.00 | \$923.00 |
| Semi-Annual | \$1,085.00 | \$1,183.00 | \$1,290.00 |
| Quarterly | \$1,703.00 | \$1,857.00 | \$2,025.00 |

Load Bank Testing: Load banking is the only true way to exercise the entire generator. Standard exercising or starting the unit and running the engine with no load transfer, exercises only the engine. JCAHO and NFPA 110 mandates load bank testing (specific conditions apply). The load bank testing will be completed during a scheduled Planned Maintenance visit.

| | | | |
|-------------------------|----------|----------|------------|
| 2 Hr. Load Bank Testing | \$550.00 | \$600.00 | \$654.00 |
| 4 Hr. Load Bank Testing | \$850.00 | \$927.00 | \$1,011.00 |



Total Energy Systems, LLC

City of Caro
Scott Czasak
317 South State Street
Caro, MI 48723
989.673.7671
Sczasak@carocity.net

Planned Maintenance Agreement

Estimate Number: 148920230804.17
Estimate Date: 08.03.2023

Total Energy Systems, LLC is pleased to submit the following generator maintenance program. We understand that our customers have different maintenance needs. With that in mind we have developed a few basic maintenance plans which can be altered to fit your requirements.

| # | Model | Serial Number | Location |
|----|---------------------|---------------|-----------------|
| 1. | Generac RD05033JDAL | 3011122736 | Lift Station #7 |

The **Basic maintenance program** is designed with environmental impact and cost savings in mind. With this maintenance plan we will extract oil, coolant, and fuel if applicable to be sent to an independent lab for testing and complete a multiple page maintenance checklist which includes visual inspections, functional testing, securing connections on the generator, and inspection of transfer switch. We will replace fuel filters annually if applicable and will advise about engine oil and filter replacement based on fluid sample results and technician recommendations. **Prices listed are per year and during normal business hours.**

| Basic Maintenance Program | Year 1-3 | Year 4-6 | Year 7-9 |
|---------------------------|------------|------------|------------|
| Annual | \$618.00 | \$674.00 | \$735.00 |
| Semi-Annual | \$927.00 | \$1,011.00 | \$1,102.00 |
| Quarterly | \$1,545.00 | \$1,685.00 | \$1,837.00 |

Projected Oil and Filter Change: Based on the fluid sample results, we will replace the engine oil and oil filters during the next scheduled visit.

| | | | |
|---------------------------------|----------|----------|----------|
| Projected Oil and Filter Change | \$158.00 | \$172.00 | \$188.00 |
|---------------------------------|----------|----------|----------|

The **Traditional maintenance program** is designed for customers who require the engine oil, oil filters, and fuel filters to be replaced at least once annually. With this maintenance plan we will extract oil, coolant, and fuel if applicable to be sent to an independent lab for testing and complete a multiple page maintenance checklist which includes visual inspections, functional testing, securing connections on the generator, and inspection of transfer switch. We will also replace the engine oil, oil filters, and fuel filters once per year. **Prices listed are per year and during normal business hours.**

| Traditional Maintenance Program | Year 1-3 | Year 4-6 | Year 7-9 |
|---------------------------------|------------|------------|------------|
| Annual | \$776.00 | \$846.00 | \$923.00 |
| Semi-Annual | \$1,085.00 | \$1,183.00 | \$1,290.00 |
| Quarterly | \$1,703.00 | \$1,857.00 | \$2,025.00 |

Load Bank Testing: Load banking is the only true way to exercise the entire generator. Standard exercising or starting the unit and running the engine with no load transfer, exercises only the engine. JCAHO and NFPA 110 mandates load bank testing (specific conditions apply). The load bank testing will be completed during a scheduled Planned Maintenance visit.

| | | | |
|-------------------------|----------|----------|------------|
| 2 Hr. Load Bank Testing | \$550.00 | \$600.00 | \$654.00 |
| 4 Hr. Load Bank Testing | \$850.00 | \$927.00 | \$1,011.00 |



Total Energy Systems, LLC

City of Caro
Scott Czasak
317 South State Street
Caro, MI 48723
989.673.7671
Sczasak@carocity.net

Planned Maintenance Agreement

Estimate Number: 148920230804.18

Estimate Date: 08.03.2023

Total Energy Systems, LLC is pleased to submit the following generator maintenance program. We understand that our customers have different maintenance needs. With that in mind we have developed a few basic maintenance plans which can be altered to fit your requirements.

| # | Model | Serial Number | Location |
|----|---------------------|---------------|-----------------|
| 1. | Generac RD03022JDAL | 3006694052 | Lift Station #8 |

The **Basic maintenance program** is designed with environmental impact and cost savings in mind. With this maintenance plan we will extract oil, coolant, and fuel if applicable to be sent to an independent lab for testing and complete a multiple page maintenance checklist which includes visual inspections, functional testing, securing connections on the generator, and inspection of transfer switch. We will replace fuel filters annually if applicable and will advise about engine oil and filter replacement based on fluid sample results and technician recommendations. **Prices listed are per year and during normal business hours.**

| Basic Maintenance Program | Year 1-3 | Year 4-6 | Year 7-9 |
|---------------------------|------------|------------|------------|
| Annual | \$618.00 | \$674.00 | \$735.00 |
| Semi-Annual | \$927.00 | \$1,011.00 | \$1,102.00 |
| Quarterly | \$1,545.00 | \$1,685.00 | \$1,837.00 |

Projected Oil and Filter Change: Based on the fluid sample results, we will replace the engine oil and oil filters during the next scheduled visit.

| | | | |
|---------------------------------|----------|----------|----------|
| Projected Oil and Filter Change | \$158.00 | \$172.00 | \$188.00 |
|---------------------------------|----------|----------|----------|

The **Traditional maintenance program** is designed for customers who require the engine oil, oil filters, and fuel filters to be replaced at least once annually. With this maintenance plan we will extract oil, coolant, and fuel if applicable to be sent to an independent lab for testing and complete a multiple page maintenance checklist which includes visual inspections, functional testing, securing connections on the generator, and inspection of transfer switch. We will also replace the engine oil, oil filters, and fuel filters once per year. **Prices listed are per year and during normal business hours.**

| Traditional Maintenance Program | Year 1-3 | Year 4-6 | Year 7-9 |
|---------------------------------|------------|------------|------------|
| Annual | \$776.00 | \$846.00 | \$923.00 |
| Semi-Annual | \$1,085.00 | \$1,183.00 | \$1,290.00 |
| Quarterly | \$1,703.00 | \$1,857.00 | \$2,025.00 |

Load Bank Testing: Load banking is the only true way to exercise the entire generator. Standard exercising or starting the unit and running the engine with no load transfer, exercises only the engine. JCAHO and NFPA 110 mandates load bank testing (specific conditions apply). The load bank testing will be completed during a scheduled Planned Maintenance visit.

| | | | |
|-------------------------|----------|----------|------------|
| 2 Hr. Load Bank Testing | \$550.00 | \$600.00 | \$654.00 |
| 4 Hr. Load Bank Testing | \$850.00 | \$927.00 | \$1,011.00 |



Total Energy Systems, LLC

City of Caro
Scott Czasak
317 South State Street
Caro, MI 48723
989.673.7671
Sczasak@carocity.net

Planned Maintenance Agreement

Estimate Number: 148920230804.19

Estimate Date: 08.03.2023

Total Energy Systems, LLC is pleased to submit the following generator maintenance program. We understand that our customers have different maintenance needs. With that in mind we have developed a few basic maintenance plans which can be altered to fit your requirements.

| # | Model | Serial Number | Location |
|----|---------------------|---------------|-----------------|
| 1. | Generac RD02025JDAL | 3012644464 | Lift Station #9 |

The **Basic maintenance program** is designed with environmental impact and cost savings in mind. With this maintenance plan we will extract oil, coolant, and fuel if applicable to be sent to an independent lab for testing and complete a multiple page maintenance checklist which includes visual inspections, functional testing, securing connections on the generator, and inspection of transfer switch. We will replace fuel filters annually if applicable and will advise about engine oil and filter replacement based on fluid sample results and technician recommendations. **Prices listed are per year and during normal business hours.**

| Basic Maintenance Program | Year 1-3 | Year 4-6 | Year 7-9 |
|---------------------------|------------|------------|------------|
| Annual | \$618.00 | \$674.00 | \$735.00 |
| Semi-Annual | \$927.00 | \$1,011.00 | \$1,102.00 |
| Quarterly | \$1,545.00 | \$1,685.00 | \$1,837.00 |

Projected Oil and Filter Change: Based on the fluid sample results, we will replace the engine oil and oil filters during the next scheduled visit.

| | | | |
|---------------------------------|----------|----------|----------|
| Projected Oil and Filter Change | \$158.00 | \$172.00 | \$188.00 |
|---------------------------------|----------|----------|----------|

The **Traditional maintenance program** is designed for customers who require the engine oil, oil filters, and fuel filters to be replaced at least once annually. With this maintenance plan we will extract oil, coolant, and fuel if applicable to be sent to an independent lab for testing and complete a multiple page maintenance checklist which includes visual inspections, functional testing, securing connections on the generator, and inspection of transfer switch. We will also replace the engine oil, oil filters, and fuel filters once per year. **Prices listed are per year and during normal business hours.**

| Traditional Maintenance Program | Year 1-3 | Year 4-6 | Year 7-9 |
|---------------------------------|------------|------------|------------|
| Annual | \$776.00 | \$846.00 | \$923.00 |
| Semi-Annual | \$1,085.00 | \$1,183.00 | \$1,290.00 |
| Quarterly | \$1,703.00 | \$1,857.00 | \$2,025.00 |

Load Bank Testing: Load banking is the only true way to exercise the entire generator. Standard exercising or starting the unit and running the engine with no load transfer, exercises only the engine. JCAHO and NFPA 110 mandates load bank testing (specific conditions apply). The load bank testing will be completed during a scheduled Planned Maintenance visit.

| | | | |
|-------------------------|----------|----------|------------|
| 2 Hr. Load Bank Testing | \$550.00 | \$600.00 | \$654.00 |
| 4 Hr. Load Bank Testing | \$850.00 | \$927.00 | \$1,011.00 |



Total Energy Systems, LLC

City of Caro
Scott Czasak
317 South State Street
Caro, MI 48723
989.673.7671
Sczasak@carocity.net

Planned Maintenance Agreement

Estimate Number: 148920230804.20

Estimate Date: 08.03.2023

Total Energy Systems, LLC is pleased to submit the following generator maintenance program. We understand that our customers have different maintenance needs. With that in mind we have developed a few basic maintenance plans which can be altered to fit your requirements.

| # | Model | Serial Number | Location |
|----|---------------------|---------------|------------------|
| 1. | Generac RD02025ADAL | 3012555490 | Lift Station #10 |

The **Basic maintenance program** is designed with environmental impact and cost savings in mind. With this maintenance plan we will extract oil, coolant, and fuel if applicable to be sent to an independent lab for testing and complete a multiple page maintenance checklist which includes visual inspections, functional testing, securing connections on the generator, and inspection of transfer switch. We will replace fuel filters annually if applicable and will advise about engine oil and filter replacement based on fluid sample results and technician recommendations. **Prices listed are per year and during normal business hours.**

| Basic Maintenance Program | Year 1-3 | Year 4-6 | Year 7-9 |
|---------------------------|------------|------------|------------|
| Annual | \$618.00 | \$674.00 | \$735.00 |
| Semi-Annual | \$927.00 | \$1,011.00 | \$1,102.00 |
| Quarterly | \$1,545.00 | \$1,685.00 | \$1,837.00 |

Projected Oil and Filter Change: Based on the fluid sample results, we will replace the engine oil and oil filters during the next scheduled visit.

| | | | |
|---------------------------------|----------|----------|----------|
| Projected Oil and Filter Change | \$158.00 | \$172.00 | \$188.00 |
|---------------------------------|----------|----------|----------|

The **Traditional maintenance program** is designed for customers who require the engine oil, oil filters, and fuel filters to be replaced at least once annually. With this maintenance plan we will extract oil, coolant, and fuel if applicable to be sent to an independent lab for testing and complete a multiple page maintenance checklist which includes visual inspections, functional testing, securing connections on the generator, and inspection of transfer switch. We will also replace the engine oil, oil filters, and fuel filters once per year. **Prices listed are per year and during normal business hours.**

| Traditional Maintenance Program | Year 1-3 | Year 4-6 | Year 7-9 |
|---------------------------------|------------|------------|------------|
| Annual | \$776.00 | \$846.00 | \$923.00 |
| Semi-Annual | \$1,085.00 | \$1,183.00 | \$1,290.00 |
| Quarterly | \$1,703.00 | \$1,857.00 | \$2,025.00 |

Load Bank Testing: Load banking is the only true way to exercise the entire generator. Standard exercising or starting the unit and running the engine with no load transfer, exercises only the engine. JCAHO and NFPA 110 mandates load bank testing (specific conditions apply). The load bank testing will be completed during a scheduled Planned Maintenance visit.

| | | | |
|-------------------------|----------|----------|------------|
| 2 Hr. Load Bank Testing | \$550.00 | \$600.00 | \$654.00 |
| 4 Hr. Load Bank Testing | \$850.00 | \$927.00 | \$1,011.00 |



Total Energy Systems, LLC

City of Caro
Scott Czasak
317 South State Street
Caro, MI 48723
989.673.7671
Sczasak@carocity.net

Planned Maintenance Agreement

Estimate Number: 148920230804.21

Estimate Date: 08.03.2023

Total Energy Systems, LLC is pleased to submit the following generator maintenance program. We understand that our customers have different maintenance needs. With that in mind we have developed a few basic maintenance plans which can be altered to fit your requirements.

| # | Model | Serial Number | Location |
|----|---------------------|---------------|------------------|
| 1. | Generac RD02025ADAL | 3012555487 | Lift Station #11 |

The **Basic maintenance program** is designed with environmental impact and cost savings in mind. With this maintenance plan we will extract oil, coolant, and fuel if applicable to be sent to an independent lab for testing and complete a multiple page maintenance checklist which includes visual inspections, functional testing, securing connections on the generator, and inspection of transfer switch. We will replace fuel filters annually if applicable and will advise about engine oil and filter replacement based on fluid sample results and technician recommendations. **Prices listed are per year and during normal business hours.**

| Basic Maintenance Program | Year 1-3 | Year 4-6 | Year 7-9 |
|---------------------------|------------|------------|------------|
| Annual | \$618.00 | \$674.00 | \$735.00 |
| Semi-Annual | \$927.00 | \$1,011.00 | \$1,102.00 |
| Quarterly | \$1,545.00 | \$1,685.00 | \$1,837.00 |

Projected Oil and Filter Change: Based on the fluid sample results, we will replace the engine oil and oil filters during the next scheduled visit.

| | | | |
|---------------------------------|----------|----------|----------|
| Projected Oil and Filter Change | \$158.00 | \$172.00 | \$188.00 |
|---------------------------------|----------|----------|----------|

The **Traditional maintenance program** is designed for customers who require the engine oil, oil filters, and fuel filters to be replaced at least once annually. With this maintenance plan we will extract oil, coolant, and fuel if applicable to be sent to an independent lab for testing and complete a multiple page maintenance checklist which includes visual inspections, functional testing, securing connections on the generator, and inspection of transfer switch. We will also replace the engine oil, oil filters, and fuel filters once per year. **Prices listed are per year and during normal business hours.**

| Traditional Maintenance Program | Year 1-3 | Year 4-6 | Year 7-9 |
|---------------------------------|------------|------------|------------|
| Annual | \$776.00 | \$846.00 | \$923.00 |
| Semi-Annual | \$1,085.00 | \$1,183.00 | \$1,290.00 |
| Quarterly | \$1,703.00 | \$1,857.00 | \$2,025.00 |

Load Bank Testing: Load banking is the only true way to exercise the entire generator. Standard exercising or starting the unit and running the engine with no load transfer, exercises only the engine. JCAHO and NFPA 110 mandates load bank testing (specific conditions apply). The load bank testing will be completed during a scheduled Planned Maintenance visit.

| | | | |
|-------------------------|----------|----------|------------|
| 2 Hr. Load Bank Testing | \$550.00 | \$600.00 | \$654.00 |
| 4 Hr. Load Bank Testing | \$850.00 | \$927.00 | \$1,011.00 |



Total Energy Systems, LLC



PLANNED MAINTENANCE AGREEMENT

This planned maintenance agreement is entered into by **TOTAL ENERGY SYSTEMS** and the Generator Set owner named below for the purpose of maintaining the standby generator set(s) and associated equipment listed below, and to minimize the necessity of emergency attention, thus assuring efficient upkeep practices by trained technical personnel at a minimum cost.

After each planned maintenance inspection, a completed checklist will be submitted to the owner. If any deficiencies are found with the equipment, an estimate for repairs will be provided to the generator set owner at regular rates.

It is understood that this agreement does not include any parts, labor, or travel expenses to repair damage caused by abuse, neglect, accident, theft, acts of a third person, forces of nature, or altering the equipment. This agreement does not include any major engine failure or generator overhaul. This will be negotiated under a separate purchase order. **TOTAL ENERGY SYSTEMS** shall not be responsible for failure to render the service for causes beyond its control, including strikes and labor disputes. This agreement is not assignable without the consent of **TOTAL ENERGY SYSTEMS** and will remain in force until cancelled by either party through written notice to the other.

TOTAL ENERGY SYSTEMS shall have no responsibility to the owner for special consequential damages, including loss of time, injury to person or property or any other consequential damage or incidental or economic loss. All other warranties, expressed and implied, including merchantability and fitness for a particular purpose, are hereby waived, disclaimed and excluded.

Please Indicate the service(s) you would like Total Energy Systems, LLC to perform:

| | | |
|--------------------------------------|---|--|
| <input type="checkbox"/> Basic | <input type="checkbox"/> Annual | <input type="checkbox"/> 2 hour Load Bank Test |
| <input type="checkbox"/> Traditional | <input type="checkbox"/> Semi Annual | <input type="checkbox"/> Four Hour Load Bank Test |
| | <input type="checkbox"/> Quarterly | <input type="checkbox"/> NFPA 110 2/2/4 Hour Load Bank Test |
| | <input type="checkbox"/> Generator Monitoring | <input type="checkbox"/> Temporary Power during Maintenance |
| | <input type="checkbox"/> Fuel Polishing | <input type="checkbox"/> ATS Maintenance |
| | <input type="checkbox"/> Thermal Imaging | <input type="checkbox"/> Battery Replacement W/ PM Every 3 ^r Year |

Please indicate the month you would like the Maintenance work completed: _____

Please indicate the length of the agreement you would like: _____ Year(s) or T&M (Market Price)

IT IS MUTUALLY UNDERSTOOD THAT THIS PROPOSAL SETS FORTH OUR ENTIRE AGREEMENT

Customer pre-authorizes Total Energy Systems to perform additional service work on each visit (if required) as long as said work does not exceed \$ _____ (use 0.00 if not authorizing) Authorized Initials: _____ If additional work will exceed the maximum as stated, an estimate for additional work will be generated and should be forwarded to: (Name, Address, Email)

Customer:

Purchase Order:

Signature: _____ DATE: ___ / ___ / ___



Total Energy Systems, LLC

| | | | | |
|---|--|--|--|--|
| Detroit 2925 Anthony Dr. Westland, MI 48103 | Grand Rapids 4314 Ariana Dr. SE Grand Rapids, MI 49512 | Green Bay 2111 American Blvd De Pere, WI 54118 | Milwaukee 6515 N. 47th St. Milwaukee, WI 53224 | Minneapolis 9330 James Ave S Bloomington, MN 55441 |
|---|--|--|--|--|

888-548-1400 P

920-964-1409 F

service@totalenergysystems.com

PLANNED MAINTENANCE CHECKLIST

| Customer Name | Account Number | Site Number |
|--|----------------------|-----------------|
| AEG ST. JOSEPH OPCO, LLC d/b/a PROVISION LIVING AT ST. JOSEPH | 16326 | 0001 |
| Technician | Date | W/O # |
| CHRIS K - LABOR HOURS | 6/30/2023 7:16:09 PM | SO34166-1119021 |

| Generator | Model | Specification | Serial |
|-----------|------------------------------|---------------|------------|
| | CUMMINS 200 kW GENERATOR SPE | B | A220026579 |

| Engine | Satisfactory | Unsatisfactory | N/A | Comment |
|---|--------------|----------------|-----|---------|
| Cooling System | | | | |
| Coolant -- Visual inspection of level and condition | | | | |
| Coolant -- Record protection level | X | | | -30 |
| Pressure Test System -- Record pressure test. | | | X | |
| Filler Cap -- Visual inspection of gaskets and sealing surfaces | X | | | |
| Radiator / Heat Exchanger -- Visual inspection for leaks, damage and debris | X | | | |
| Fan Guard -- Inspect for missing or broken parts | X | | | |
| Fan Drive Pulley -- Check for loose or worn pulleys and lube fan drive, if applicable | X | | | |
| Fan Belts -- Inspect for frayed or worn belts; check tension and adjust. | X | | | |
| Hoses -- Visual inspection of all hoses for condition; check connections. | X | | | |
| Water Pump -- Visual inspection for leaks. | X | | | |
| Jacket Water Heater -- Check for proper operation; record temperature. | X | | | 120 |

| Exhaust System | Satisfactory | Unsatisfactory | N/A | Comment |
|--|--------------|----------------|-----|---------|
| Silencer and Piping (Interior) -- Inspect for damage or leakage of piping and / or insulation. | X | | | |
| Silencer and Piping (Exterior) -- Inspect for damage or leakage of piping; check rain cap. | X | | | |
| Exhaust / Manifold -- Inspect piping for damaged or loose connections. | X | | | |

| Diesel Inspection | Satisfactory | Unsatisfactory | N/A | Comment |
|--|--------------|----------------|-----|---------|
| Diesel Inspection | | | | |
| Fuel Tank -- Visually inspect for leaks and proper level. Record level | X | | | 3/4 |
| Fuel Filters -- Primary / Secondary -- Inspect for damage or leaks. | X | | | |

| | | | | | | |
|---|----------------------------------|---|--|---|---|--|
|  | Total Energy Systems, LLC | Detroit 2485 Antkey Dr. West, MI 48333 888-549-1409 P | Grand Rapids 4374 Kalamazoo Dr. SE Grand Rapids, MI 49512 920-954-1409 F | Green Bay 2111 American Blvd Oshkosh, WI 54915 | Milwaukee 8525 N. 87th St. Milwaukee, WI 53218 | Minneapolis 9335 James Ave. S Minneapolis, MN 55418 service@totalenergysystems.com |
|---|----------------------------------|---|--|---|---|--|

PLANNED MAINTENANCE CHECKLIST

| | | | | | |
|--|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|--------------------------|
| Water / Trap Separator -- Drain water from tank or separator if valves are available. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Fuel Lines -- Visually inspect fuel lines for leaks and tight connections; check line brackets | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Solenoid Valve -- Check for proper operation | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Emergency Vent(s) -- Condition and Operation | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Intake Air | | | | | |
| Air Filter -- Inspect restriction gauge. | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Air Filter -- Inspect filter element(s). | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Air Inlet System -- Inspect piping for damaged or loose connections. | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Lubrication System | | | | | |
| Oil Level -- Check for proper level. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Oil Leaks -- Inspect for leaks; wipe engine and change absorbent pads. | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Crankcase Breather System -- Inspect hose and connections; note excessive blow-by during last run. | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Starting System | | | | | |
| Battery Charger -- Check for proper operations and connections | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Battery Charger -- Measure battery charger float voltage and record voltage | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Batteries -- Check electrolyte level (where applicable) | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Battery Cables -- Clean and tighten all battery cables. | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Starting Motor(s) -- Inspect connections and wiring. | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Date-stamp battery with paint pen and note age. | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1 |
| If batteries disconnected, reset clocks in Gen. Controller | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Final Inspection / Maintenance | Satisfactory | Unsatisfactory | N/A | Comment | |
| After Shutdown | | | | | |
| Grease Generator Bearing (if required) -- Two pumps annually. | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| Change engine oil, fuel and oil filters (Maintenance Visit). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |



Detroit

29055 Anthony Dr.
Wilson, MI 43313Grand Rapids
4324 Kirtner Dr. SE
Grand Rapids, MI 49512Green Bay
2811 American Blvd
De Pere, WI 54115Milwaukee
8575 N. 67th St.
Milwaukee, WI 53224Minneapolis
8330 Janes Ave S
Bloomington, MN 55431

888-548-1409 P

920-954-1409 F

service@totalenergysystems.com

PLANNED MAINTENANCE CHECKLIST

| | | | X | |
|---|--------------|----------------|-----|---------|
| | | | X | |
| Pre-Lube engine Per Engine Mfg. Specifications (if maintenance was performed). | | | | |
| Pre-charge Fuel system per Mfg. Specifications (if maintenance was performed). | | | X | |
| Start engine and check for leaks. | X | | | |
| Check for proper crankcase level after test run. | X | | | |
| Talk to customer about basic system operation. | X | | | |
| General System | Satisfactory | Unsatisfactory | N/A | Comment |
| Cooling System | | | | |
| Cooling System -- Check temperature of inlet and outlet of radiator; record temperatures. | X | | | 104/89 |
| Water Pump -- Check for leaks and unusual noise or vibration; check pulley. | X | | | |
| Fans and Belts -- Check for unusual noise or vibration. | X | | | |
| General | | | | |
| Enclosure Condition -- Check for leaks, security, etc. | X | | | |
| Inspect for oil, fuel, coolant, intake or exhaust leaks while running. | X | | | |
| Visual Inspection -- Overall condition of generator set. | X | | | |
| Vibration Isolators -- Visual inspection for broken springs or damaged cases. | X | | | |
| Louviers -- Check for proper operation of louvers; make minor adjustments if necessary. | | | X | |
| Starting System | | | | |
| Starter and Alternator -- Check for unusual noise or vibration. | X | | | |
| Generator / Generator Controller | Satisfactory | Unsatisfactory | N/A | Comment |
| Controller | | | | |
| Wiring -- Inspect for loose connections. | X | | | |
| Circuit Boards and Meters -- Inspect for loose connections. | X | | | |
| Panel Lamps -- Operational check of illumination and safety lamps. | X | | | |
| Generator | | | | |
| Wiring -- Inspect for loose connections. | X | | | |

| | | | | | | |
|---|----------------------------------|---|--|--|---|---|
|  | Total Energy Systems, LLC | Detroit 23955 Anthony Dr. Wyandotte, MI 48192 | Grand Rapids 4324 Aldine Dr. SE Grand Rapids, MI 49512 | Green Bay 2211 American Blvd De Pere, WI 54115 | Milwaukee 6315 N 17th St. Milwaukee, WI 53224 | Minneapolis 9330 Janes Ave S Eden Prairie, MN 55341 |
| 888-545-1400 P | 920-864-1409 F | | | | | service@totalenergysystems.com |

PLANNED MAINTENANCE CHECKLIST

| Voltage Regulator -- Inspect for loose connections. | X | | | |
|--|--------------|----------------|-----|---------|
| Stator and Rotor -- Visually inspect for damage and air gap. | X | | | |
| Coupling Guards -- Inspect for vibration and loose or missing parts. | X | | | |
| General -- Inspect for debris or animal damage. | X | | | |
| Operational Site Test | Satisfactory | Unsatisfactory | N/A | Comment |
| Operational Site Test | | | | |
| Test unit with load (if possible). | | | X | |
| Unit transferred in less than 10 seconds (NFPA110). | | | X | |
| Annunciator Panel/Transfer Switch Indicator Lights. | | | X | |
| Transfer Switch Controller / Annunciator | Satisfactory | Unsatisfactory | N/A | Comment |
| Start Controls -- Manual check for proper operation and general starting ability. | | | X | |
| Remote Annunciators and Alarms -- Test all panel and system alarms for proper operation. | X | | | |
| Firmware updated (where applicable). | | | X | |
| ATS PM Inspection | Satisfactory | Unsatisfactory | N/A | Comment |
| ATS PM Inspection | | | | |
| Infrared temperature readings of connections (Normal) | | | X | |
| Infrared temperature readings of connections (Load) | | | X | |
| Infrared temperature readings of connections (Emergency); test near end of loaded run. | | | X | |
| Visual Inspections -- Check for loose or broken wires and dirt accumulation. | X | | | |
| Exerciser Check -- Check for correct time; adjust if necessary. | X | | | |
| Digital Controller -- Check operational records for problems. | | | X | |
| ATS Controller Battery -- Age | X | | | 1 |
| ATS PM Inspection | Satisfactory | Unsatisfactory | N/A | Comment |
| ATS PM Inspection | | | | |
| Infrared temperature readings of connections (Normal) | | | X | |
| Infrared temperature readings of connections (Load) | | | X | |



| | | | | |
|---|--|---|--|--|
| Detroit 2325 Archery Dr. Weston, WI 41093 | Grand Rapids 4324A Grand Dr. SE Grand Rapids, MI 49512 | Green Bay 2211 American Blvd DePere, WI 54115 | Milwaukee 8515 N 17th St Milwaukee, WI 53223 | Minneapolis 3333 Janes Ave S Bloomington, MN 55431 |
| 888-545-1400 P | 920-964-1409 F | | | service@totalenergysystems.com |

PLANNED MAINTENANCE CHECKLIST

| | | | | |
|---|---|--|---|--------|
| Infrared temperature readings of connections (Emergency); test near end of loaded run. | | | X | |
| Visual Inspections -- Check for loose or broken wires and dirt accumulation. | X | | | |
| Exerciser Check -- Check for correct time; adjust if necessary. | X | | | |
| Digital Controller -- Check operational records for problems. | | | X | |
| ATS Controller Battery -- Age | X | | | 1 year |

Engine

Engine ID Information

| | | |
|--|--------|--|
| Photo of Engine Tag or: (answer remaining questions) | 248048 | |
|--|--------|--|

Fuel System / Type

| | | |
|----------------------------------|--------------------|--|
| What Type of Fuel System in use? | Diesel Fuel System | |
|----------------------------------|--------------------|--|

Diesel Inspection

Diesel Inspection

| | | |
|--------------------|-----|--|
| Fuel Tank Capacity | 358 | |
|--------------------|-----|--|

Starting System

| | | |
|------------------|---|--|
| Battery Quantity | 1 | |
|------------------|---|--|

Carbon Pile Test

Battery Load Test

Battery Load Test

| | | |
|---------------------------------|----|--|
| Battery Group / Cold Crank Amps | 4d | |
|---------------------------------|----|--|

Final Inspection / Maintenance

After Shutdown

| | |
|---|-------|
| Take Oil Sample (if required) -- Re-check for proper crankcase level; top off as required (Inspection Visit). | False |
| Take Coolant Sample (if required) -- Re-check for proper radiator level; top off as required. | False |
| Take Fuel Sample (if required) -- Inform customer if fuel is required. | False |
| Check generator breaker. | True |
| Reset all controls to Automatic. | True |
| Hour Meter Reading (Departure). | 51.5 |

Generator/ Generator Controller

| | | | | | | |
|---|----------------------------------|--|--|--|--|---|
|  | Total Energy Systems, LLC | Detroit 73955 Antkey Dr Wilson, MI 49343 | Grand Rapids 4324 Adair Dr SE Grand Rapids, MI 49512 | Green Bay 2111 American Blvd De Pere, WI 54115 | Milwaukee 6515 N 17th St Milwaukee, WI 53226 | Minneapolis 9338 James Ave S Eden Prairie, MN 55344 |
| 800-548-1400 P | 920-924-1409 F | | | | | service@totalenergysystems.com |

PLANNED MAINTENANCE CHECKLIST

| Controller | |
|--|---------------------------|
| Event History Downloaded (If Changes/Upgrades made). | False |
| Firmware upgraded (if applicable). | False |
| Information | |
| Information | |
| Hour Meter Reading (Arrival) | 51.3 |
| Inspection Type | Semi-Annual Inspection |
| Operational Site Test | |
| AC Gauges and Meters | |
| Volts A | 208 |
| Volts B | 208 |
| Volts C (3ph only) | 208 |
| Frequency | 60 |
| Loaded Test (Building or Load Bank) | False |
| DC Gauges and Meters | |
| Oil Pressure (PSI) | 62 |
| Coolant Temperature (F) | 163 |
| Battery Voltage (DC) | 14.2 |
| Recommended Repairs / Signatures | |
| Repair Recommendations | |
| E-Mail Address | mhill@provisionliving.com |
| Transfer Switch(es) and Controller(s) | |
| Transfer Switch(es) | |
| Transfer Switch(es) | ATS 1, ATS 2 |
| ATS PM Inspection | |
| ATS PM Inspection | |
| Photo of ATS Tag or: | 248058 |
| Event History Downloaded (If Changes/Upgrades made). | False |
| Transfer Switch(es) | ATS 1, ATS 2 |
| ATS PM Inspection | |
| ATS PM Inspection | |
| Photo of ATS Tag or: | 248063 |
| Event History Downloaded (If Changes/Upgrades made). | False |

| | | | | | | |
|---|----------------------------------|--|--|--|--|--|
|  | Total Energy Systems, LLC | Detroit 23925 Anthony Dr. Weston, WI 45353 | Grand Rapids 4124 Allure Dr. SE Grand Rapids, MI 49512 | GreenBay 2111 American Blvd DePere, WI 54115 | Milwaukee 8515 N 17th St Milwaukee, WI 53224 | Minneapolis 9330 James Ave S Bloomington, MN 55431 |
| 888-548-1400 P | 920-964-1409 F | | | | | service@totalenergysystems.com |

PLANNED MAINTENANCE CHECKLIST

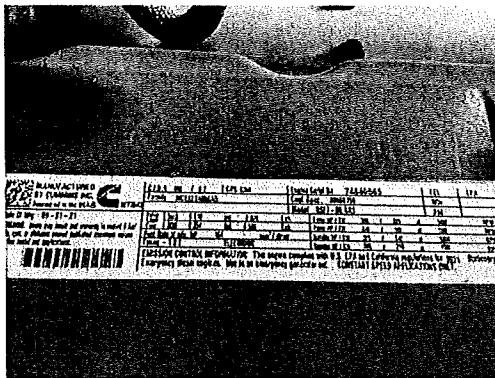
Mark
Hill

Customer Signature: Mark hill

CAK

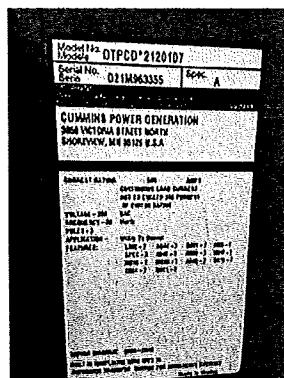
Technician Initials: CAK

Photo of Engine Tag or: (answer remaining questions)



default

Photo of ATS Tag or:

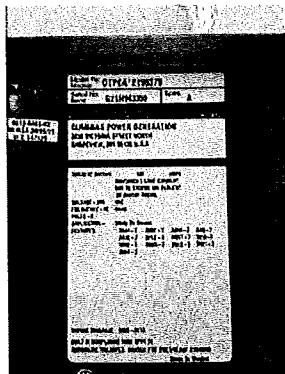


default

Photo of ATS Tag or:

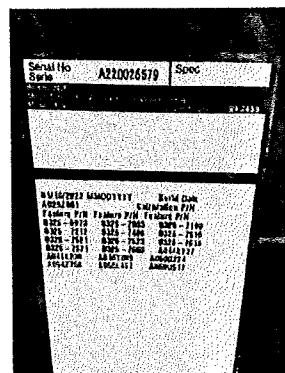
| | | | | | | |
|---|----------------------------------|---|--|---|---|--|
|  | Total Energy Systems, LLC | Detroit 21855 Anthony Dr. Westland, MI 48183 | Grand Rapids 4324 Astaire Dr. SE Grand Rapids, MI 49512 | Green Bay 2211 American Blvd Oshkosh, WI 54901 | Milwaukee 6575 N. 87th St. Milwaukee, WI 53224 | Minneapolis 9330 James Ave. S Bloomington, MN 55421 |
| 888-545-1400 P | 920-964-1403 F | | | | | service@totalenergysystems.com |

PLANNED MAINTENANCE CHECKLIST



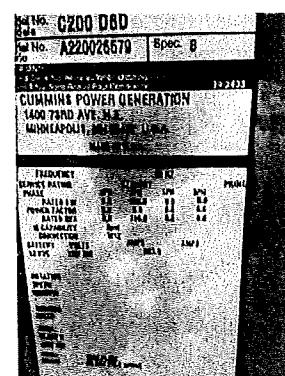
default

Photograph



default

Photograph



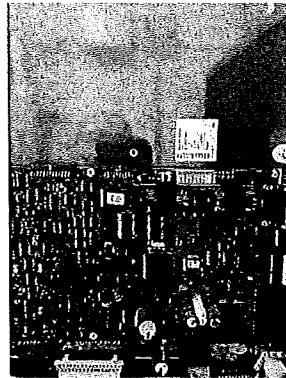
default

Photograph



default

Photograph



default

4324 Airlane Drive SE • Grand Rapids, Michigan 49512 • 616-971-0141 • 888-341-5610 • Fax: 616-971-0146
2211 American Boulevard • De Pere, Wisconsin 54115 • 920-964-1400 • 888-548-1400 • Fax: 920-964-1409
9330 James Ave S • Bloomington, Minnesota 55341 • 615-925-3183 • 866-583-1671 • Fax: 952-767-1681
8575 N. 87th Street • Milwaukee, WI 53224 • 414-357-7900 • 800-236-6626 • Fax: 414-357-6278
29905 Anthony Drive • Wixom, MI 48393 • 877-917-9797 • 800-236-6626 • Fax: 414-357-6278



Total Energy Systems, LLC

FIELD SERVICE RATE SCHEDULE (Effective 05/1/2023)

Hourly rates and mileage are billed portal to portal for scheduled work. Emergency calls are billed from technician notification until return to point of departure or return to their branch office.

Standard Rate \$190.00 per hour
7am to 4:30pm on weekdays, non-holidays

Overtime Rate \$285.00 per hour
4:30pm to 7am on weekdays, non-holidays
Until midnight Friday

Saturday Overtime Rate \$285.00 per hour
12am to midnight on Saturdays

Sunday/Holiday Overtime Rate \$380.00 per hour
12am to Midnight on Sundays or holidays where Total Energy Systems is closed

Mileage Rate \$3.50 per mile
Billed portal to portal from closest Total Energy Systems branch

Service Support Fee \$13.00 per hour

Service Technology Fee \$50.00 per service call

Emergency Call-out Applicable rate, 4 hour minimum

Miscellaneous Charges

Emergency Call-out rates will apply
Emergency Call-out and Overtime rates will apply

EXHIBIT A**CERTIFICATIONS AND ASSURANCES****THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR BID****FAILURE TO SUBMIT THIS COMPLETED FORM MAY RESULT IN DISQUALIFICATION**Firm Name: Total Energy Systems

I/we make the following statement of assurances as a required element of the bid to which it is attached, understanding that the truthfulness of the facts affirmed here and the continuing compliance with these requirements are conditions precedent to the award or continuation of the related contract(s):

1. The prices and/or data have been determined independently, without consultation, communication, or agreement with other proposers for the purpose of restricting competition. However, I/we may freely join with other persons or organizations for the purpose of presenting a single bid or bid.
2. The attached bid or bid is a firm offer for a period of 30 days following receipt, and it may be accepted by the City of Caro without further negotiation (except where obviously required by lack of certainty in key terms) at any time within the 30-day period.
3. In preparing this bid or bid, I/we have not been assisted by any current or former employee of City of Caro whose duties relate (or did relate) to this bid, bid, or prospective contract, and who was assisting in other than his or her official, public capacity. Neither does such a person nor any member of his or her immediate family have any financial interest in the outcome of bid bid. (Any exceptions to these assurances are described in full detail on a separate page and attached to this document.)
4. I/we understand that City of Caro will not reimburse me/us for any costs incurred in the preparation of this bid or bid. All bids or bids become the property of City of Caro, and I/we claim no proprietary right to the ideas, writings, items, or samples, unless so stated in this bid.
5. Unless otherwise required by law, the prices and/or cost data which have been submitted have not been knowingly disclosed by the proposer and will not knowingly be disclosed by him/her prior to opening, in the case of a bid directly or indirectly to any other proposer or to any competitor.
6. No attempt has been made or will be made by the proposer to induce any other person or firm to submit or not to submit a bid for the purpose of restricting competition.
7. I/we agree that submission of the attached bid constitutes acceptance of the solicitation contents and the attached sample contract and general terms and conditions. If there are any exceptions to these terms, I/we have described those exceptions in detail on a page attached to this document.
8. I/we acknowledge communication of any kind regarding my/our bid directed to parties other than the Program Administrator may result in my/our disqualification.
9. I/we warrant that no conflict of interest knowingly exists for any member of the Program team that contributed to this bid or prospective contract.


Signature

08/04/2023

Date

Customer Service Representative, MI
Title

Total Energy Systems
Name of Company

4.4 Cost Bid

The evaluation process is designed to award this bid not necessarily to the lowest cost bid, but to the Respondent whose bid best meets the requirements as described within these documents. Respondents are encouraged to submit bids that are consistent with ongoing efforts to conserve City resources. The Respondent is to complete, sign and submit a City of Caro Generator Service and Maintenance form (Exhibit B) to bid this work.

4.5 Equipment List

The bid shall include a detailed list of the equipment the contractor will have available for use on the City's properties. The list shall include:

- The name and type of equipment
- Age of equipment
- Condition of equipment

V. EVALUATION AND CONTRACT AWARD

5.1 Evaluation Procedure

Responsive bids will be evaluated in accordance with the requirements stated in this bid specification and any addenda issued. All bids received by the stated deadline will be reviewed by the City Manager and staff to ensure that the Contractors meet the minimum requirements to perform the work requested and that bids contain all of the required information requested in the bid. Only responsive bids that meet the requirements will be considered for award. Any Contractor that does not meet the stated qualifications or any bid that does not contain all of the required information will be rejected as non-responsive.

5.2 Award Procedure

| | |
|--|-------------------|
| Bid Opening: | August 7, 2023 |
| Tabulation and Evaluation of Bids: | August 7-15, 2023 |
| Recommendation to City Council: | August 16, 2023 |
| Council consideration of bids/ anticipated vote: | August 21, 2023 |
| Anticipated Contract Signing and provision of insurance certificates: | August 22, 2023 |
| Authorization of Work: | August 22, 2023 |

The successful bidder shall sign the work agreement(s) as attached and provide proofs of insurance prior to the commencement of work.

5.3 Payment Procedure

Invoices shall be submitted monthly for work performed.

EXHIBIT B, page 1

City of Caro Generator Service and Maintenance Bid Form

Use this Form for your bid; total of 4 pages.

COMPANY INFORMATION

FIRM NAME: Total Energy Systems

ADDRESS: 2211 American Boulevard DePere, WI 54115

29905 Anthony Drive Wixom, MI 48393

ESTABLISHED: 1904, STATE: Wisconsin

TYPE OF ORGANIZATION: (Circle One)

- a. Individual
- b. Partnership
- c. Corporation
- d. Joint Venture
- e. Other LLC

If applicable, former Firm Name(s) and locations

Morley-Murphy company from 1904 - 1958

YEARS IN GENERATOR SERVICE FIELD:

How many years has your company been doing work in generator service/maintenance or related field?
65 Years

Explain the type of work in a related field, if any: Service, Maintenance, Repair, and Testing of

Emergency Generators for all types of applications including Municipalities, Healthcare, and Data.

USE OF SUBCONTRACTORS:

To provide any of the services listed in these specifications, would any services be handled by subcontractors?

XX No
_____ Yes, explain below and fill out attached Subcontractor Information on page 3

REFERENCES: LIST FIVE (5) CLIENTS WHO HAVE HAD WORK PERFORMED BY YOUR COMPANY MEETING ALL SPECIFICATIONS.

| <u>COMPANY</u> | <u>ADDRESS</u> | <u>CONTACT PERSON</u> | <u>PHONE</u> |
|---------------------------|-----------------------------------|-----------------------|--------------|
| 1) City of Grand Rapids | 300 Monroe Ave NW, Grand Rapids | Kelly Criner | 616-456-3172 |
| 2) City of South Haven | 539 Phoenix St, South Haven | Jeremy Hiatt | 269-214-0582 |
| 3) Rainbow Rehab | 17187 N Laurel Park Drive | Bill Carlton | 734-664-0870 |
| 4) Village of Fowlerville | 213 South Grand Ave, Livonia | Cathy Elliott | 517.749.2506 |
| 5) Clinton Township | 40700 Romeo Plank Dr, Clinton Twp | Dan Doyle | 586.615.2699 |

EXHIBIT B, page 2

PERSONNEL OF THE FIRM ASSIGNED TO THE CITY OF CARO ACCOUNT

Please provide any certifications, degrees, and/or list any additional training classes taken to increase expertise in this field for the people listed in this section.

| NAME | TITLE | SPECIALTY/DEGREE/CERTIFICATION | YRS. EXPERIENCE |
|-----------------|---|--------------------------------|-----------------|
| Josh Klemm | Service Manager | | 20 |
| Maxx Sciculina | Service Dispatch | | 10 |
| Vince Barterian | Scheduler/Service Dispatch | | 10 |
| DT Technician | Team Kohler lever 2 and 3 certified, EGSA Certified | | 30 |

PROGRAM MANAGER

Name and Title of Program Manager assigned to this account:

Miguel Lopez, Customer Service Representative, MI

Credentials: Automotive State and ASE certified, Kohler level 2 certification along with EGSA certification

Cell Phone Number: 626.260.0498

Pager Number: _____

Office Phone Number: 616.971.0141

PROOF OF QUALITY

Please provide proof of the quality of work your company provides. This can include special contracts awarded based on expertise, awards won by your company in the fencing field, or any other item that is relevant.

ITEM TITLE

DESCRIPTION

Total Energy Systems has been providing power solutions for 70 years, when it comes to generator sales and Service

we are your best source for the finest equipment on the market at competitive prices. Our customer service representatives and Technicians provide prompt service and will assist you in any way possible with any size project.

ADDED VALUE

Please provide any "Added Value" information about your company that separates you from your competition. This can include special equipment that would be available to your employees for use at City of Caro locations, specially trained personnel, etc. Please be as specific in describing these items as possible.

ITEM TITLE

DESCRIPTION

We pride ourselves in seeing a project through from inception to installation and throughout the life of the equipment. All of our technicians are factory trained and authorized and/or have completed degrees.

in diesel-electric power generation. Many of these technicians are also EGSA certified.

EXHIBIT B, page 3

SUBCONTRACTOR(S) INFORMATION:

Subcontracting may be permitted after a review of the proposed subcontractor and the scope of work to be sublet has been made by the City of Caro. The contractor shall submit the necessary subcontractor approval request forms, insurance certificates and such other affidavits as may be required by the contract prior to the review by the City. Approval of any subcontractor shall not relieve the prime contractor of any responsibilities, duties, and or liabilities as defined in other sections of this contract. The prime contractor is required to provide a competent individual to review and monitor all work performed under the contract on a daily basis. Such an individual shall have full authority to act for the contractor.

Proposed subcontractors *statement of qualifications* must be completed and submitted with bid.

| <u>Proposed Subcontractor</u> | <u>Address</u> | <u>Phone No.</u> | <u>Federal I.D./ Social Security</u> | <u>Amount of Subcontract</u> |
|-------------------------------|----------------|------------------|--------------------------------------|------------------------------|
| N/A | | | | |
| | | | | |
| | | | | |

Signature of Authorized Person: _____

Printed Name: Miguel Lopez

Title: Customer Service Representative, MI Date: 08/04/2023

Listing of Equipment Utilized (attach additional sheet as necessary):

Multiple load banks ranging from 100kw to 1250kw which can be connected to loads in parallel

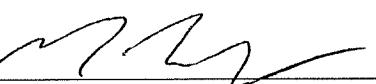
A range of rental towable generators sized from 20kw -200kw and trailer mounted units up to 2000kw

Service Vehicles that are all within a couple of years old and in perfect working order stocked with

hand tools, Special tools, and test equipment which is calibrated annually and carry a large inventory

EXHIBIT B, page 4

Please attach any additional pages in response to requirements as outlined in this bid, or additional information for consideration by the City.

Signature of Authorized Person: 

Printed Name: Miguel Lopez

Title: Customer Service Representative, MI Date: 08/04/2023

CITY OF CARO GENERATOR SERVICE AND MAINTENANCE WORK AGREEMENT

THIS AGREEMENT, made and entered into this _____ day of _____, 2020, between the City of Caro, Michigan, a Michigan municipal corporation, of 317 South State Street, Caro, Michigan 48723, hereafter referred to as "City" and Total Energy Systems of Wixom, MI, hereinafter referred to as "Contractor," for the considerations stated herein, agree as follows:

1. The Contractor agrees to perform specified services in accordance with the Invitation to Bid, Specifications and Exhibits attached hereto and incorporated herein by reference.
2. The City shall pay to the Contractor, and the Contractor shall accept as full payment for the performance of this work, subject to any additions or deductions provided for, the contracted price of _____ (dollars) and _____ (cents); (\$ _____. ____). Such payment shall be made within thirty (30) days of completion and acceptance of work performed.
3. It is understood that the Invitation to Bid, Specifications, Work, Bid Proposal and all Addenda prepared for this project are all essential documents of this contract and are incorporated as a part of this agreement by reference.
4. This agreement shall be binding upon the personal representatives, successors and assigns of the parties hereto.

IN WITNESS WHEREOF, the parties hereto have executed this document the day and year first above written.

CITY OF CARO, a Michigan Municipal Corporation

By: _____
(City Signature)

Its: _____

(Name - printed or typed)

(date)

CONTRACTOR

By: _____
(Signature of authorized officer)

Its: Customer Service Representative, MI

Total Energy Systems, LLC

(Contractor's name - printed or typed)

(Company Name)

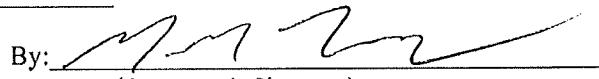
08/04/2023

(date)

CITY OF CARO
APPENDIX A
Indemnification and Insurance

I, Miguel Lopez, an authorized signatory of the Contractor, agree to indemnify, hold harmless, and defend the City of Caro or Representative (its employees, officers, elected officials, designated representatives and/or assigns) from and against any and all loss, damage, or expense which the City of Caro or Representative may suffer or for which the City of Caro or Representative may be held liable by reason of any injury (including death) or damage to any property arising out of negligence on the part of the Contractor in the execution of the work to be performed under the contract with the City of Caro dated the _____ day of _____, _____.

Date: 08/04/2023

By: 
(Contractor's Signature)

Miguel Lopez, Customer Service Representative, MI
(Print or Type Name and Title)

Total Energy Systems
(Company Name)

STATE OF MICHIGAN
SS.

COUNTY OF _____

Subscribed and sworn before me this _____ day of _____, _____.

Notary Public: _____

County, Michigan

My Commission expires:

CITY OF CARO

APPENDIX B, page 1 of 2

Minimum Insurance Requirements for Contractors

Summary Statement and Purpose

The provision of adequate insurance by persons and businesses working for the City of Caro or on street rights-of-way is essential to protect the public from the costs of injury or damage and to protect the City from unnecessary liability resulting from the acts of persons and businesses working for the City of Caro. Minimum insurance requirements are needed to provide this protection.

Persons or businesses which provide professional services to the City of Caro under the terms of a written contract or to provide labor and/or material to accomplish work for the City of Caro or for others on or over street right-of-way and/or other City of Caro property shall carry insurance and bonds to protect the public and the City of Caro from exposure to unnecessary financial risks.

Prior to signing of contracts, issuance of purchase orders or permits, or other authorization to begin work, certificates of insurance evidencing the purchase of insurance in amounts not less than required by this City policy or the bid specifications, whichever is greater, shall be filed with the City Clerk for the City of Caro.

Such certificates shall:

- a. Show that the insurance is currently in force and termination date of each policy.
- b. State the limits of liability of the policies covered by the certificate.
- c. Be issued to the City of Caro as the certificate holder.
- d. Provide that the City of Caro will receive not less than ten (10) days written notice of the cancellation of any listed policy.
- e. Be issued in the name of an insurance company authorized to conduct business in the State of Michigan.

Insurance shall meet or exceed the following requirements. Exceptions to recognize more or less hazardous operations and financial risks may be considered, and with approval of the City of Caro, may be made in specifications or contract requirements prior to awarding contracts or issuing purchase orders.

CITY OF CARO

APPENDIX B, page 2 of 2

MINIMUM INSURANCE REQUIREMENTS

The limits of liability for the insurance required by the City of Caro shall provide coverage for not less than the following amounts or greater where required by Laws and Regulations:

| | | <u>MINIMUM AMOUNT</u> |
|----|--|-----------------------|
| 1. | <u>WORKERS COMPENSATION</u> | |
| a. | Part One: Compensation | Statutory |
| b. | Part Two: Employees Liability: | |
| | Accident | \$1,000,000 |
| | Disease | \$1,000,000 |
| | Aggregate Disease | \$1,000,000 |
| 2. | <u>GENERAL LIABILITY</u> | |
| a. | Combined Single Limit Each Occurrence Limit | \$1,000,000 |
| b. | Combined Single Limit Aggregate Limit | \$1,000,000 |
| 3. | <u>COMPREHENSIVE AUTOMOBILE LIABILITY</u> | |
| a. | Combined Single Limit: | \$1,000,000 |
| b. | No Fault: | Statutory |
| 4. | <u>OWNERS AND CONTRACTORS PROTECTIVE LIABILITY</u> | |
| a. | Combined Single Limit | \$1,000,000 |
| 5. | <u>UMBRELLA or EXCESS LIABILITY</u> | \$1,000,000 |
| 6. | The Owners and Contractors Protective Liability Insurance shall include the following persons or entities as additional named insured: | |
| a. | The CITY OF CARO, its employees, elected officials, officers, designees and assigns. | |

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, August 16, 2023
RE: Agenda Item – WSP USA Change Order #3

Members of the Caro City Council,

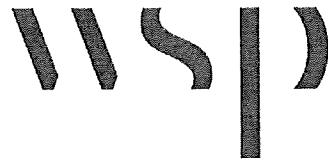
As you are aware, we are currently in the process of developing a new well for the City of Caro's water system. As we continue down the path, we adjust the scope of work for WSP USA for this work, as such, they have developed a change order since we received the approval from the Michigan Department of Environment, Great Lakes, and Energy (EGLE) to proceed with the first steps in this process, much earlier than expected.

As such, this work was not included in the budget because our initial timeline saw this work falling into the next fiscal year, however, if we can move forward now, we can be ready to move forward on the development of the new well much sooner if we receive funding through the Drinking Water State Revolving Fund. Therefore, a budget adjustment is needed.

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

Your options for motions are:

1. Authorize the City Manager to sign Change Order #3 from WSP USA Environment & Infrastructure, Inc. and transmit the same, and to adjust the FY 2023/2024 budget by increasing account number 592-557-801-000, Contracted Services, by \$41,596.00, and transferring \$41,596.00 from the Water Fund Balance.
2. Reject Change Order #3 and authorize the City Manager to notify WSP USA Environment & Infrastructure, Inc.
3. Table for further discussion.
4. Take no action.



August 14, 2023

WSP USA Environment & Infrastructure, Inc.

46850 Magellan Drive, Suite 190

Novi, MI 48377

United States

www.wsp.com

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

Re: Professional Services Fee Estimate
(Change Order No. 3)
Hydrogeologic Evaluation
City of Caro – Well #6 Site
Tuscola County, Michigan

Dear Mr. Czasak:

WSP USA Environment & Infrastructure, Inc. (WSP) is pleased to present this Scope of Services and corresponding Professional Services Fee Estimate (Change Order No. 3) for additional requested professional services related to our ongoing assistance with the completion of a hydrogeologic evaluation in support of expansion of the Type 1 Public Water Supply System (PWSS) for the City of Caro, Michigan (WSSN No. 01130). WSP has been assisting the City with this project since July 2022, with this Change Order No. 3 for the completion of the next steps of a hydrogeological investigation, well installations, and aquifer performance testing on the City's Well #6 Site on Mary Jane Court. The proposed scope of work (SOW) is based on WSP's Type 1 Water Supply Hydrogeologic Evaluation Work Plan, and ongoing discussions with Rowe Professional Services Company (RPSC) and the City of Caro (City).

Due to recent population growth and development, the City wishes to increase the capacity of its PWSS. The City would like to accomplish this by drilling and installing an additional Type 1 production well on the City's Well #6 site. As discussed in WSP's Summary of Hydrogeologic Conditions report, dated April 27, 2023, the City is seeking at least 300-400 gallons per minute (gpm), and potentially up to 1,030 gpm, of additional water production capacity and understands that local hydrogeologic conditions, well isolation requirements, as well as quantity/volume, and water quality need to be considered in the pursuit of this new water supply. Initial tasks already completed by WSP to support the development of a water supply well at the City's Well #6 Site resulted in the approval of a reduction of the standard 200-foot isolation distance to 100 feet and the recent submittal of a Work Plan to the Michigan Department of Environment, Great Lakes and Energy (EGLE) which was provided during a site meeting with Caro, RPSC and EGLE on July 27, 2023.

The proposed Type 1 well location parcel, which is the same parcel that contains the City's current production Well #6, is located on the north side of Mary Jane Courtin

Northwood Heights Park. The location of the proposed new Type 1 well is provided on the attached **Figure 1 – Proposed Type 1 Well Location**.

SCOPE OF SERVICES

WSP and the City have been progressing through this evaluation in a step-wise fashion. Consistent with our ongoing discussions, we continue to separate the project into tasks, with the proposed Scope of Services presented below for Change Order No. 3 for the completion of what is referred to as Task 1.

Task 1 - Pilot Boring, Observation Well Installation, and Preliminary Aquifer Performance Testing (Mobilization 1)

- Prepare revised contractor bid specifications for completion a pilot boring, installation of an observation well, and completion of preliminary short-term aquifer performance testing.
- Assist with water well drilling contractor review, schedule, and procurement.
- Complete a pilot boring at the anticipated observation well location to a depth of approximately 365 feet below ground surface (bgs).
- Install 8-inch casing into the bedrock and develop a 5-inch diameter open hole observation well.
- Perform geophysical logging of the borehole for electrical resistivity and natural gamma radiation and complete a borehole caliper log.
- Complete an 8-hour specific capacity (step) test on the observation well.
- Complete preliminary analytical water quality testing.
- Evaluation of preliminary data and recommendations.

Specifics regarding the proposed Task 1 Scope of Services are provided in the following sections.

Task 1 - Pilot Boring, Observation Well Installation, and Preliminary Aquifer Performance Testing

WSP will prepare bid documents and specifications to assist the City with procuring a well drilling contractor. Following procurement WSP will observe the completion of a pilot boring and installation of an observation well near the proposed location for the test/production well. It is anticipated that the drilling subcontractor will use mud rotary drilling methods to advance the pilot boring and collect samples at 5-foot intervals. Based on the preliminary review of hydrogeology of the area, it is anticipated that the pilot boring will first be advanced to a depth consistent with the bedrock surface. A borehole geophysical survey will be completed and then surface conducting casing will be seated and grouted with type two cement into the bedrock surface. The pilot boring will then be advanced to an anticipated depth of 365 feet (elevation 390 feet National Geodesic Vertical Datum – NGVD) and the a confined aquifer should be encountered between 126 and 365 feet below grade. After completion of the pilot boring, the open hole/observation well will be developed and

geophysical logging of the borehole for electrical resistivity and natural gamma radiation will be completed. A borehole caliper log may also be completed. The pilot boring will be converted into one of the two observation wells.

A minimum of two observation wells are typically required to collect water level measurements during aquifer testing of test/production wells. A 5-inch diameter open hole observation well will be installed at a total anticipated depth of 365 feet using mud-rotary techniques. The observation well will be constructed of 8-inch diameter casing seated with type two cement into the bedrock surface, with open hole below the surface casing to the total depth of the pilot borehole.

A short-term, eight-hour specific capacity pumping test (step) will be completed on the newly installed observation well. The specific capacity step test will be comprised of pumping the well at three successively higher pumping rates. The initial two pumping steps will be 60 minutes long and completed at anticipated pumping rates of 100 and 200 gpm, respectively. The third pumping step will last for 6 hours and be pumped near the maximum yield of the well (anticipated to be 300-400 gpm or more). During each pumping step, the water level in the pumping well will be measured manually and with a pressure transducer. In addition, the water level will be measured prior to the test (i.e., pre-test) and after pumping has ceased (i.e., post-test). During the pumping phase of the test, the discharge water should be directed away from the pumping well via a discharge pipe/hose to prevent the potential for direct infiltration into the aquifer from which the test is being performed. Preventing direct infiltration of the discharge water minimizes potential aquifer test interference. WSP will assist the City of Caro with selecting a water discharge location.

The geochemical conditions/water quality of the aquifer will be evaluated by collection and analyses of groundwater samples. Near the completion of the specific capacity pumping test, WSP will collect groundwater sample aliquots for laboratory analyses of the parameters listed in **Attachment 1 – EGLE’s Chemical Monitoring Requirements for New Community Water Supply Wells**. In addition to this list of required analytical parameters, the sample collected from the well will also be analyzed for: tritium, coliform (total), E. Coli bacteria, bicarbonate alkalinity, carbonate alkalinity, total hardness, calcium carbonate hardness, and non-carbonate hardness. The groundwater samples will be placed in an ice-packed cooler until transported to a State-certified drinking water testing laboratory under chain-of-custody procedures.

An evaluation of the geologic and aquifer performance test data from Task 1 will be completed. The evaluation will include preliminary determination of the aquifer specific capacity and water quality. If the preliminary data from Task 1 indicates that it looks favorable and that the aquifer may support the anticipated yield and the water quality is acceptable, then WSP will work with RPSC and the City to refine the evaluation and move to the next anticipated tasks that will be necessary to complete the installation and testing of a production/test well and complete the full hydrogeologic evaluation and testing necessary for permitting.

Initiation of such subsequent tasks would occur only after the evaluation of data and a successful outcome of Task 1, and upon consultation with and approval of by the City.

PROFESSIONAL FEES

WSP is prepared to begin this project and schedule the work immediately upon receiving authorization. WSP's estimated budget to complete the proposed Task 1 Scope of Work is \$41,596 on a time and material basis in accordance with the attached Fee Schedule. A breakdown of the additional fees is provided below.

| Work Item | Cost |
|--|-----------------|
| Task 1 - Pilot Boring, Observation Well Install & Preliminary Aquifer Performance Testing | |
| Project Management, Meetings (up to 2 meetings) | \$5,158 |
| Preparation of Bid Specifications & Subcontractor Procurement Assistance | \$7,750 |
| Installation of Pilot Boring, Construction of Obs. Well & Borehole Geophysics | \$10,230 |
| Conduct 8-Hour Specific Capacity Test Step Test & Water Quality Testing | \$8,968 |
| Data Evaluation and Presentation | \$9,490 |
| Subtotal (Task 1) | \$41,596 |

WSP made certain assumptions in the preparation of this Change Order #3. These assumptions include the following items:

- Costs proposed herein are only for the completion of Task 1.
- The drilling firm for Task 1 will be contracted directly with Caro.
- Schedule is not adversely affected by governmental orders, reviews, or availability.
- If services outside of those outlined above are necessary, such as additional project meetings, extensive data evaluations, or additional written documents, WSP will discuss those with you and will not proceed without prior authorization from Caro.

PRELIMINARY PROJECT SCHEDULE

WSP proposes the following schedule for this project, assuming an award by August 20, 2023. This is an estimate with an updated schedule provided following project kick off.

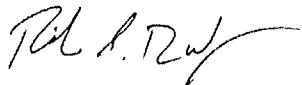
| Task | Business Days After Award | Corresponding Month |
|--------|---------------------------|-------------------------------|
| Task 1 | TBD* | September 2023 – January 2024 |

*Schedule to be determined following receipt of regulatory approval and contractor procurement.

No work will be performed outside our initial scope of work and this change order without your verbal or written authorization. If this change order is acceptable, please sign the authorization below and return a copy to WSP to authorize the additional scope for this project in accordance with our existing Terms and Conditions previously agreed upon for this project, including the attached rates. We look forward to providing you with assistance on this project. Please feel free to contact Rob DeWyre at 517.404.0586 if you have any questions.

WSP USA Environment & Infrastructure

By:



8/14/2023

Originator

Rob DeWyre, CPG

Vice President - Geologist

City of Caro, Michigan

By:

Name & Title

Signature

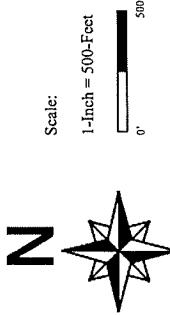
Date

LEGEND

- ▲ Proposed Type I Well Location
- ▲ Existing Production Well (Well #6)
- 2,000-ft Isolation
- 1,000-ft Isolation
- 200-ft Isolation
- 100-ft Isolation

Notes

1. Map Source: Google Earth, Imagery Date 5/17/2018.
2. Well locations are approximate.
3. Well locations obtained from EGLE Geowebface.



Proposed Type I Well Location

Caro Water Supply
Mary Jane Court Site
Caro, Michigan



46850 Magellan Drive, Suite 109
Novi, Michigan 48377
www.wsp.com

FIGURE 1



Municipal Caro Water Supply Evaluation Report Figures Figure 2-Proposed Type I Well Location



FEE SCHEDULE FOR PROFESSIONAL SERVICES

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

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

CITY OF CARO

CITY MANAGER
SCOTT R. CZASAK
CITY CLERK
RITA PAPP
CITY TREASURER
MICHELE PERRY
CITY ATTORNEY
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, August 16, 2023
RE: Agenda Item – Tuscola County Economic Development Corporation Funding Request

Members of the Caro City Council,

As you might be aware, the City of Caro has contributed annually to the Tuscola County Economic Development Corporation so it can work on multiple economic development projects in the City of Caro and all of Tuscola County. As such, this year they have reached out and requested a contribution of \$9,500 towards those efforts.

According to our records, this is an increase in the amount requested as in 2020 we paid \$5,000, in 2021 we paid \$6,000 and in 2022 we paid \$6,500. As this increase was not known to us at the time of budgeting, we budgeted to mirror last year's payment, therefore, paying the full amount would necessitate a budget adjustment.

Your options for motions are:

1. Agree to the requested donation of \$9,500 and adjust the Fiscal Year 2023/24 budget by increasing account number 101-485-965-002, Transfer to EDC, by \$3,000.00, and transferring \$3,000.00 from the General Fund Balance.
2. Agree to a donation of a different amount and adjust the Fiscal Year 2023/24 budget as needed.
3. Table for further discussion.
4. Take no action.



TUSCOLA COUNTY ECONOMIC DEVELOPMENT CORP

Empowering Leaders in Agriculture, Manufacturing, and Clean Energy

141 S Almer St, Caro, MI 48768 • (989) 673 - 2849 • www.tuscolacountyedc.org • directorericson@tuscolaedc.org

August 2, 2023

Caro City Council
c/o Mayor Karen Snider
317 S State St.
Caro, MI 48723

Dear Caro City Council and Mayor Karen Snider:

The City of Caro's partnership with the EDC has allowed amazing things to happen in the City of Caro. The Tuscola County EDC Board recognizes all of your achievements and growth in the City of Caro.

The EDC is glad for all the investment we have been able to provide to the City of Caro. Over the last year, we have invested through the Revolving Loan \$150,000, and through the Small Business Revitalization Program, \$178,000. With the Brownfield Redevelopment Program, we have \$20,000 involved in the Caro Police Station, and \$30,000 in the Caro Meat Market. And we are working to assist the Tuscola County Land Bank with the demolition of the former police building.

Additionally, the EDC helped work on an approval of a tax abatement for Larson Graphics and were happy to be the catalyst to locate the new DDA building downtown across from the Farmer's Market.

We are excited about the opportunity to be able to restore the Caro Dam.

Your leadership through these challenging times is greatly appreciated by the Tuscola County EDC.

We are working on expansion projects in our agriculture worth over \$22 million in Tuscola County. The incentive packages we are putting together are helping to draw and expand our manufacturing and agricultural businesses in Tuscola County, especially in these challenging economic times.

The Tuscola County EDC is the key that continues to open the door for resources to sustain the local economy. Your contribution toward the operations of the Tuscola County EDC is vital for our agency to continue to invest through grants, loans, and brownfield work for the well-being of the County. The EDC will continue to uncover resources that are important to Tuscola County municipalities. Without your important contribution to our ongoing operations in our post COVID environment, our businesses would have little or no support.

The services the EDC provides create a win-win result for the Tuscola County. Our dedicated staff and EDC Directors are eager to provide assistance and know-how, and use our talents to further our mission to assist you along with encouraging job growth and job development in Tuscola County. We wish to take this opportunity to respectfully request an allocation from your business in the amount of \$9,500.00. Your allocation will help us be able to continue to provide the service which brought over \$400,000 of direct investment and \$2,000,000 private investment into the City of Caro.

Our partnership in economic development has been the key to opening many economic doors in Tuscola County. We thank you for all your assistance and support.

Stephen Erickson
Executive Director

Gary Fritz
Board Chair



TUSCOLA COUNTY
ECONOMIC DEVELOPMENT CORP

Empowering Leaders in Agriculture, Manufacturing, and Clean Energy

141 S Almer St, Caro, MI 48768 • (989) 673 - 2849 • www.tuscolacountyedc.org • directorericson@tuscolaedc.org

Request

| | | |
|---------|------------------------|------------------|
| Name | <u>City of Caro</u> | 08/02/23 |
| Address | <u>317 S State St.</u> | |
| City | <u>Caro</u> | State <u>MI</u> |
| Phone | | ZIP <u>48723</u> |

| | Description | Total |
|--|---|-------------------|
| | City of Caro 2023 Donation Request | \$9,500.00 |
| | | \$9,500.00 |

Thank You for your partnership!

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, August 16, 2023
RE: Agenda Item – Discussion – Expansion of available Marihuana Class-C Grow Licenses.

Members of the Caro City Council,

As you know, at our June 19, 2023, City Council meeting, there was a presentation by the owners of Adessa Gardens, LLC, regarding a plan for their marihuana growing facility located at 1075 S. Colling Road. Their request would require expanding the amount of Class-C Marihuana Grower licenses beyond the current levels in order for their business plan to work. As such, I took part in a video conference with Adessa Gardens and our City Attorney at which time I was informed the Council can raise the number of licenses by a specific number by Resolution, but removing the cap completely, and therefore allowing a continual application window, would need to be done by amending the marihuana ordinances.

After individual discussions with members of Council, it was made apparent that there is not a consensus one way or the other as to whether or not to proceed, therefore, I have not engaged our City Attorney to develop either a resolution or ordinance change. However, if after further discussion, the City Council wishes to pursue either a resolution or ordinance change, I will work with our City Attorney to develop any necessary documents.

I am seeking no motions at this time; more I am informing Council of my findings and facilitating any further discussion Council wishes to have on this subject.

CITY OF CARO

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

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

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

TO: City Council
FROM: Karen Snider – Mayor
SUBJECT: Mayor's Report
DATE: August 21, 2023

Time seems to fly by when we are busy. I just realized that there are only two more weeks left for Thursday night Music in the Park. August 24 entertainment is Tom Krause and August 31 is The Cronies. Hope to see you there.

I will be meeting with the City Manager and Clerk on August 17 to create the agenda for the August 21 council meeting.

I attended Rotary on August 7 and we were honored with the visit from the District Governor Melanie McCoy. She gave an update on the upcoming District and Clubs events. District Governor McCoy is a great inspiration to all Rotary Club members.

Rotary Club 6310 is inviting all mid-Michigan Rotary clubs to join them for an amazing night of the Loons baseball at the Dow Center on August 29.

August 14 the speaker at Rotary was Connie Koutouzos, CEO of McLaren Thumb Region. Also accompanying her was Dr. Jessica Gibson, Chief of Staff for McLaren. Ms. Koutouzos gave us an update on the happenings at McLaren Hospital in Caro. Included was a brief introduction of four general surgeons utilized by McLaren being James McQuiston, DO., Roy Hanks, DO, Michael D'Almeida, DO and Douglas Paulk, DO. These doctors perform minimally invasive surgery and general surgery at McLaren Thumb Region. Ms. Koutouzos also talked about the Barbara Ann Karmanos Cancer Institute in Detroit, part of Grand Blanc-based McLaren Health Care and a National Cancer Institute designated Comprehensive Cancer Center, in conjunction with Wayne State University.

I attended the Parks and Recreation Committee meeting on August 15 and appreciated the enthusiasm displayed by committee members. Updates were given as to future projects and concerns discussed regarding Atwood Park. An update was also provided as to the MSU Extension Partnership.

The Downtown Development Authority (DDA) meeting scheduled for August 9 was cancelled.

The below items are left on my report as reminders:

The Frankenmuth Bible Church is doing 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. A flyer was put together by Frankenmuth Bible Church representatives and are now on the City Facebook page and the City website.

Tree planting in conjunction with Caro Rotary project.

Mayor Karen Snider

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, August 16, 2023
RE: City Manager's Report

Members of the Caro City Council,

As the Ides of August have passed it is becoming more apparent our Pure Michigan summer is going to be coming to a close soon, and with that means gearing up for fall activities and events.

In the last two weeks, I have placed a total of 5 projects out for a bid or Request for Proposal, including the replacement of the DPW Building roof, the parking lot paving at the DPW Building, and the overhead and man door installation at the Fire Hall. I am looking forward to getting these projects and more moving forward as we dive further into the Fiscal Year.

In addition to my usual activities meeting with residents, businesses, Rotary attendance and the like I was able to attend the Ribbon Cutting and First Dollar Presentation of Crossroad Market just outside of town. Even though this new business lies outside the City it is important as the City's representative to the Caro Chamber of Commerce to participate in events where I can. I have been getting out of the office to personally see ongoing issues and projects as well as to more familiarize myself with the entirety of the City. I have also been active in my duties as Zoning Administrator approving applications for fences and a pool.

Finally, the painting at the Water Treatment Facility is moving along. The first tank is complete and will have the new media installed shortly, at which time the second tank will be taken out of service so it can be inspected, repaired, and painted. The painting contractor informed me that despite the issues we had, by taking measures to address them we should get many more decades of service out of these tanks.

Enjoy these last few weeks of summer and enjoy the long Labor Day weekend!

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
JOE GREENE
CITY COUNCIL
BOB ESCHENBACHER
EMILY CAMPBELL
PAMELA ISELER
CHARLOTTE KISH
DOREEN OEDY
JILL WHITE

TO: City Council/City Manager
FROM: Rita Papp – City Clerk
SUBJECT: Clerk's Report
DATE: August 21, 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.
- Due to 2 resignations, I posted 2 WWTP Operator positions on Indeed. Received several resumes. David Dienes II is reviewing the applicants and setting up interviews. David has selected the two candidates. Start dates TBD.
- Due to 2 vacancies, I posted 2 Seasonal Workers on Indeed. Still collecting resumes. Tom Reese is reviewing applicants. 5 interviews set up, no one hired.
- One police officer has resigned. Chief Newcomb has this position posted on the State of Michigan MCOLES website. Officer has been hired. Start date TBD.
- House Bill 4702, Increase Precinct Size to 5,000 voters has been approved and signed by the Governor. Therefore, once this goes into effect, the City of Caro will be reduced to one precinct. It may be in effect for the Presidential Primary in February 2024. More information to come.
- Election has been certified with no issues in the City of Caro. We had a steady flow of voters. Total voter turn out was 739 voters. (AV and In person)
- No election in November 2023. Caro Library Recall was rejected.
- Completed the Annual Renewal Questionnaire for MMRMA Risk Management Insurance.
- Attended Tuscola County Clerks Association meeting on Thursday, August 17, 2023.
- Clerks' office has been continuously working on document retention. Our goal is to get the attic organized.

City of Caro

Accounts Receivable Aging Report

As of July 31, 023

| Balance | Future | Current | Over 30 | Over 60 | Over 90 | Over 120 | Over 150 |
|------------|--------|---------|---------|-----------|---------|----------|------------|
| 26,829.90 | - | - | - | 26,829.90 | - | - | - |
| 42,531.36 | - | - | - | 42,531.36 | - | - | - |
| 128,368.93 | - | - | - | - | - | - | 128,368.93 |
| 250 | - | 250 | - | - | - | - | - |
| 250 | - | - | 250 | - | - | - | - |
| 250 | - | - | 250 | - | - | - | - |
| 325 | - | - | 325 | - | - | - | - |
| 250 | - | - | - | - | - | - | 250 |
| 565.66 | - | - | 565.66 | - | - | - | - |
| 400 | - | - | - | - | - | - | 400 |
| 175 | - | 175 | - | - | - | - | - |
| 500 | - | - | - | - | - | - | 500 |
| 175 | - | - | 175 | - | - | - | - |
| 175 | - | - | 175 | - | - | - | - |
| 295 | - | - | - | - | - | - | 295 |
| 375 | - | - | - | - | - | - | 375 |
| 375 | - | - | - | - | - | - | 375 |
| 125 | - | - | - | - | - | - | 125 |
| 125 | - | - | - | - | - | - | 125 |
| 600 | - | - | - | - | - | - | 600 |
| 700 | - | - | - | - | - | - | 700 |
| 250 | - | - | - | - | - | - | 250 |
| 375 | - | - | - | - | - | - | 375 |
| 250 | - | - | - | - | - | - | 250 |
| 250 | - | - | - | - | - | - | 250 |
| 400 | - | - | - | - | - | - | 400 |
| 269 | - | - | - | - | - | - | 269 |
| 250 | - | - | - | - | - | - | 250 |
| 375 | - | - | - | - | - | - | 375 |
| 600 | - | - | - | - | - | - | 600 |
| 325 | - | - | - | - | - | - | 325 |
| 500 | - | - | - | - | - | - | 500 |
| 1,533.65 | - | - | 458.65 | - | - | - | 1,075.00 |
| 500 | - | - | - | - | - | - | 500 |
| 500 | - | - | - | - | - | - | 500 |
| 500 | - | - | - | - | - | - | 500 |
| 650 | - | - | 325 | - | - | - | 325 |
| 210 | - | - | - | - | - | - | 210 |
| 430 | - | - | - | - | - | - | 430 |
| 250 | - | - | - | - | - | - | 250 |
| 1,000.00 | - | - | - | - | - | - | 1,000.00 |

| | | | | | | | |
|-------------------|-------------|-----------------|-----------------|------------------|---------------|---------------|-------------------|
| 250 | - | - | - | - | - | - | 250 |
| 250 | - | - | - | - | - | - | 250 |
| 500 | - | - | - | - | - | - | 500 |
| 185 | - | - | - | - | - | - | 185 |
| 55 | - | - | - | - | - | - | 55 |
| 500 | - | - | - | - | - | - | 500 |
| 35.74 | - | - | - | - | - | 35.74 | - |
| 35.71 | - | - | - | - | - | 35.71 | - |
| 35.71 | - | - | - | - | - | 35.71 | - |
| 150 | - | - | - | - | - | - | 150 |
| 250 | - | - | - | - | - | - | 250 |
| 250 | - | - | - | - | 250 | - | - |
| 250 | - | - | - | 250 | - | - | - |
| 419.5 | - | - | - | 419.5 | - | - | - |
| 250 | - | - | 250 | - | - | - | - |
| 500 | - | - | 500 | - | - | - | - |
| 100 | - | - | 100 | - | - | - | - |
| 100 | - | - | 100 | - | - | - | - |
| 100 | - | - | 100 | - | - | - | - |
| 1,000.00 | - | - | 1,000.00 | - | - | - | - |
| 100 | - | - | 100 | - | - | - | - |
| 510 | - | - | 510 | - | - | - | - |
| 300 | - | - | 300 | - | - | - | - |
| 219,185.16 | 0.00 | 3,385.00 | 3,193.81 | 69,611.26 | 507.16 | 555.00 | 141,932.93 |

69,361.26 Fire contracts which are paid quarterly

128,368.93 Lease of space on the water tower and the contract is under review

3,030.00 Blight mowings on property taxes

1,500.00 Fire runs on taxes

Total Accounts Receivables which have been put on taxes or the reasons are known

202,260.19 as to why they are still outstanding

Total Accounts Receivable which include current, non-residents and items which cannot be placed on taxes.

City of Caro
Financial Summary

For the Month of July 2023

| | Fund Number | Unaudited Fund Balance 7/1/23 | FY24 Budgeted Revenues | July Revenues | Percentage of Budget Received | FY24 Budgeted Expenditures | July Expenditures | Percentage of Budget Used | Income/(Loss) | Fiscal YTD Fund Balance 6/30/24 | Projected Fund Balance 6/30/24 |
|-------------------|-------------|-------------------------------|------------------------|---------------|-------------------------------|----------------------------|-------------------|---------------------------|---------------|---------------------------------|--------------------------------|
| | | | | | | | | | | | |
| General | 101 | 3,515,890 | 3,270,374 | 255,979 | 8% | 3,270,374 | 207,969 | 5% | 48,010 | 3,563,900 | |
| Major Street | 202 | 1,791,281 | 406,900 | (40,554) | -10% | 406,900 | 5,527 | 1% | (46,081) | 1,745,200 | |
| Local Street | 203 | 259,226 | 353,880 | (4,804) | -1% | 353,880 | 8,005 | 2% | (12,808) | 256,417 | |
| Municipal Streets | 204 | 51,536 | 58,138 | 2,761 | 5% | 58,138 | (7,032) | -12% | 9,792 | 61,328 | |
| DDA | 242 | 215,495 | 165,450 | 2,322 | 1% | 165,450 | 7,316 | 4% | (4,994) | 210,500 | |
| Drug Forfeiture | 265 | 363 | - | 1 | 0% | - | - | 0% | 1 | 364 | |
| Debt Service Fund | 301 | - | 102,213 | 4,615 | 5% | 102,213 | 4,615 | 5% | - | - | |
| Solid Fund | 390 | - | 428,429 | - | 0% | 428,429 | - | 0% | - | - | |
| Water Bond Fund | 391 | - | 110,541 | - | 0% | 110,541 | - | 0% | - | - | |
| Fire Fund | 536 | 33,877 | 581,094 | 103,300 | 18% | 581,094 | 10,818 | 2% | 92,482 | 126,359 | |
| Sewer Fund | 590 | 7,897,704 | 1,706,310 | 3,958 | 0% | 1,708,310 | 50,384 | 3% | (46,427) | 7,851,277 | |
| Water Fund | 592 | 7,449,518 | 1,146,820 | 5,227 | 0% | 1,146,820 | 31,404 | 3% | (26,177) | 7,423,341 | |
| Sanitation Fund | 596 | 123,874 | 539,528 | 164 | 0% | 539,528 | (11,512) | -2% | 11,676 | 135,550 | |
| Equipment Fund | 661 | 713,648 | 348,491 | 20,849 | 6% | 348,491 | 1,606 | 0% | 19,242 | 732,890 | |
| Total | | 22,062,412 | 9,220,168 | 353,817 | 4% | 9,220,168 | 309,101 | 3% | 44,716 | 22,107,128 | |

City of Caro
Cash Summary By Fund
For the Month of July 2023

| Account Name | Amount |
|---|-------------------|
| General Fund Cash | 3,391,435 |
| Major Street Fund Cash | 1,744,086 |
| Local Street Fund Cash | 255,212 |
| Municipal Street Fund Cash | 56,417 |
| DDA Fund Cash | 210,574 |
| Drug Forfeiture Fund Cash | 364 |
| Fire Fund Cash | 201,500 |
| Sewer Fund Cash | 1,998,267 |
| Water Fund Cash | 2,577,924 |
| Sanitation Fund Cash | 107,297 |
| Equipment Fund Cash | 356,275 |
| Total Cash (Restricted & Unrestricted) | 10,899,351 |