

**AGENDA**  
**REGULAR MEETING OF THE CARO CITY COUNCIL**  
**April 17, 2023, 6:30 P.M.**

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

**OATH OF OFFICE – New Council Member Doreen Oedy**

**AGENDA APPROVAL**

**PUBLIC COMMENTS/VISITORS:**

**COMMUNICATION:**

1. Planning Commission Annual Report – 2022
2. Parks & Recreation Committee Minutes – March 20, 2023
3. Planning Commission Minutes – March 28, 2023 (unapproved)
4. Planning Commission Minutes – January 24, 2023 (amended)
5. Zoning Board of Appeals Minutes – March 30, 2023 (unapproved)
6. Downtown Development Authority Minutes – March 1, 2023 (approved)
7. Downtown Development Authority Minutes – March 8, 2023 (approved)
8. Downtown Development Authority Minutes – March 16, 2023 (approved)

**CONSENT AGENDA:**

1. Regular Council Meeting Minutes – April 3, 2023
2. Special Council Meeting Minutes – April 5, 2023
3. Special Council Meeting Minutes – April 12, 2023
4. Invoices
5. Department Reports
  - A. Police Report – Chief Brian Newcomb
  - B. Fire Report – Chief Randall Heckroth
  - C. Code Enforcement Report – Randall Heckroth
  - D. Director of Public Works Report – Tom Reese
  - E. WWTP – David Dienes II
  - F. Municipal Parking Violations Bureau Report – Rita Papp
  - G. Director of Development & Strategic Initiatives Report – Lauren Amellal

**REGULAR AGENDA:**

1. Tuscola Behavioral Health Systems – Ribbons on Light Posts Downtown – Mental Health Awareness Month, May 2023.
2. Code of Ordinances – Supplement No. 8
3. Downtown Development Authority Appointments
4. BioTech Agronomic, Inc. Biosolids Contract
5. Schedule Budget Workshop – May 3, 2023, from 5:30 p.m. – 7:30 p.m.

**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**

**ADJOURN**

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City of Caro

# Planning Commission

## Annual Report

### 2022



# PLANNING COMMISSION ANNUAL REPORT



## Introduction:

The City of Caro Planning Commission is comprised of residents from the within the city limits who represent important segments of the economic, governmental, educational, and social development of the city. Including members with diverse professional backgrounds and perspectives ensures a well-rounded Commission which maintains fair and thoughtful deliberations. Members of the Planning Commission serve in alternating three (3) year terms. It is important to note members of the Planning Commission have served on either the respective committee, or in other service roles for a considerable amount of time. The City of Caro would like to express its sincere thanks and gratitude to the board members for their time and commitment to the community.

## Purpose:

The purpose of this Annual Report is to fulfill the mandate of the Michigan Planning Enabling Act, which states:

"A planning commission shall make an annual written report to the legislative body concerning its operations and the status of planning activities, including recommendations regarding actions by the legislative body related to planning and development."

Further, the Annual Report serves as a checks and balances tool within the local municipal government which promotes transparency and increases information-sharing between staff, boards, the commission, and the governing body. When assessed in combination with the City of Caro Master Plan, the Annual Report serves to identify emerging issues and priorities as well as evaluate the overall success of the Planning Commission in administering the duties and objectives of the City. Additionally, the Annual report may assist the Planning Commission in developing an Annual Work Plan and a related budget.

# PLANNING COMMISSION ANNUAL REPORT



## Planning Commission Members:

Chairman Michael Carpenter	11-25
Vice-Chair Art Rollend	11-23
Secretary Denise Steffen	11-25
Council Liaison Bob Eschenbacher	11-26
Michael Laethem	11-23
Herb Sheardy	11-24
Bill Bortel	Resigned
Al Michel	Removed

## Zoning Board of Appeals Members:

Chairman Thomas Striffler	11-24
Richard Lipan	11-24
Brian Wilson	11-23
Timothy Bates	11-25
Ray Bates	Term expired 11-22

Council Liaison Mayor Karen Snider

## Planning And Zoning Department Staff:

In 2022 City of Caro Fire Chief, Randy Heckroth, continued to serve as the City of Caro Residential Zoning and Code Enforcement Administrator. Commercial Zoning Administration duties were divided between the City Managers, Matt Lane and Scott R. Czasak, and the Interim City Manager, Lauren Amellal. In addition, the City of Caro frequently utilized Rowe Professional Services Company for planning, engineering, and professional services.

# PLANNING COMMISSION ANNUAL REPORT



## Meetings:

The Planning Commission is scheduled to meet on the second and fourth Tuesday of each month, at 7pm at the City of Caro Municipal Building. The City of Caro Planning Commission met a total of eight (8) times in 2022. This meets and exceeds the required number of meetings as outlined in Section 21 (1) of PA 33 of 2008 which states:

"the Planning Commission shall hold not less than four (4) regular meetings each year."

The City of Caro Planning Commission held zero (0) Special Meetings, and zero (0) Joint Meetings in 2022.

## Zoning Ordinance Amendments:

- The Planning Commission did not review or amend any zoning ordinances in 2022.

In the coming year the residential zoning administrator plans to request the addition of a regulatory animal ordinance, an address sign ordinance, and a swimming pool definition amendment to the current ordinance.

The commercial zoning administrator plans to request the addition of a form-based and mixed use zoning ordinance, a transitory food service ordinance, and a demolition permitting ordinance and relative rate fee structures.

## Zoning Board of Appeals Actions:

- The ZBA approved a Variance for Hills & Dales General Hospital located at 1048 East Caro Road.

## Planning Commission Actions:

- A Public Hearing was held and a Special Land Use Permit was approved

# PLANNING COMMISSION ANNUAL REPORT



for Rightway Automotive, located at 744 South State Street, parcel 050-003-300-2000-01

- A Site Plan renewal was granted to Sugar Tree Estates, parcel 050-035-000-3100-00.
- Several city owned parcels located adjacent to the municipal building were rezoned for parking.
- 2023 Planning Commission Meeting Dates were approved.
- The Planning Commission reviewed their bylaws and recommended a decrease in Planning Commission seats to City Council.
- A Site Plan for Hills & Dales Rapid Care on 1048 East Caro Road, parcels 050-035-101-1600-00 and 050-035-101-1900-00 was approved.

## City Council Actions:

- The City Council formally removed Al Michel from the Planning Commission.
- The City Council passed a Resolution honoring Bill Bortel for his service to the City of Caro.
- The City Council appointed Timothy Bates and Brian Wilson to the Zoning Board of Appeals.
- The City Council reduced the number of Planning Commission seats to seven (7).

## Master Plan Review and Update:

The City of Caro Planning Commission continued development of the Master Plan, which began in August of the previous year. The Master Plan Update project was facilitated by Rowe Professional Services Company. Partial funding to update the City of Caro Master Plan was provided by the Michigan Economic Development Corporation as part of the City's Redevelopment Ready Community "Engaged" status. Rowe Professional Services Company, the City of Caro staff, and the elected, and appointed officials worked collaboratively to ensure the twenty-year living document was informative, and representative of the assets as well as

# PLANNING COMMISSION ANNUAL REPORT

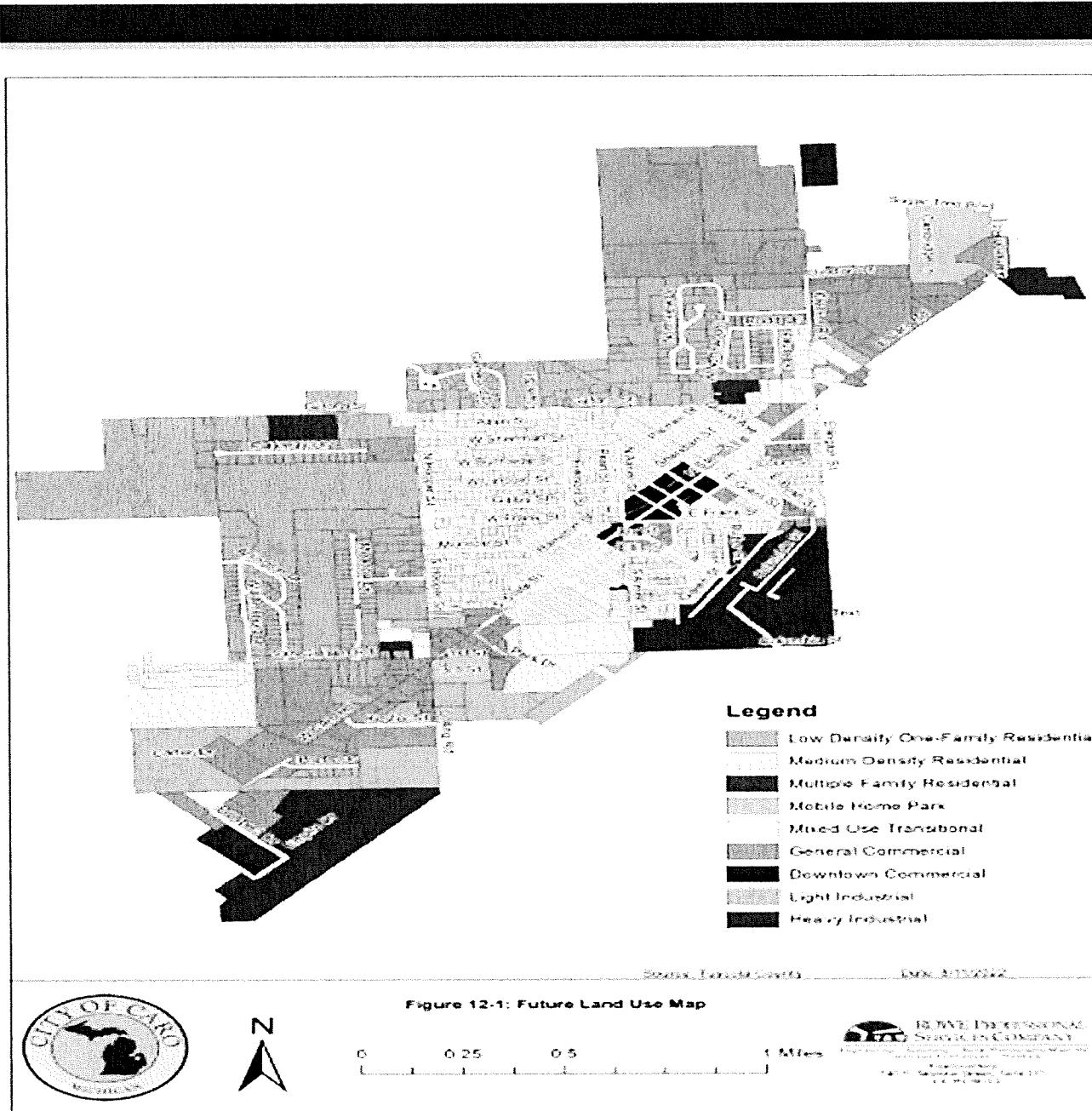


the needs of Caro.

Rowe Professional Services Company Planner, Jason Ball and the City of Caro developed a strategic community engagement model to increase transparency and encourage positive public relations. The City of Caro Master Plan process was extensive. The strategic engagement model included online and paper surveys as well as several in person Master Plan Open House sessions. Rowe Professional Services Company also coordinated with the City Initiatives to host public input sessions at the Caro Farmers Market and at Midway Hall.



# PLANNING COMMISSION ANNUAL REPORT



One major component of the Master Plan is the Future Land Use Map. The map provides a vision of the future and serves as a guide in planning and zoning functions for the City of Caro.

# PLANNING COMMISSION ANNUAL REPORT



The final approval of the Master Plan will be made by Resolution of the City of Caro City Council in January 2023. To honor the time and dedication put forth throughout the updating process, the City of Caro plans to make progress on the goals outlined in the strategic implementation section (Chapters 11- 13) of the Master Plan immediately, as well as plan and prepare for the coming fiscal year in a way which aligns with the objectives of the Master Plan. It is of significant importance that the City of Caro utilizes the updated plan as a resource when making decisions. To continue the vitality of the document it is required that the City review the progress made in its Planning Commission Annual Report, and in five (5) year increments to evaluate emerging issues and identify the next steps in the strategic implementation of the Master Plan.

## Trainings Attended:

In January of 2022, staff member Lauren Amellal completed the Michigan State University Extension Zoning Administrator Certificate. Although the Planning Commission did not attend any formal training it gained experience through the process of updating the Master Plan as the 2021 Planning Commission Annual Report had prescribed.

## Potential Trainings:

The City of Caro Planning Commission members plan to review topics outlined in the updated Master Plan to assist in identifying potential trainings. Topics may include OMA and Roberts Rules Training, MSUE Citizen Planner program, and emerging zoning and planning topics.

## Additional Notables:

- The City of Caro welcomed new Mayor Karen Snider, returning Councilor Charlotte Kish, and City Manager Scott R. Czasak.
- Municipal Parking Lot construction will begin in 2023.

**Caro Parks and Recreation Committee**  
**Meeting Minutes**  
**March 20, 2023**  
**5:30 pm**

**Present at meeting:** Colleen Russell, Sean Smith, Jill White, Tanya Batschke, Sue Ellen Greenlee and Jeff Hartel

**Others Present:** Karen Snider, Joe Green, Scott Czasak, Lauren Amellal, Pamela Isler and Bob Eschenbacher

- I. Call to Order - 5:31 pm
- II. Pledge of Allegiance
- III. Approval of Agenda - Motion by Sue Ellen and seconded by Tanya to approve the agenda. Vote 5 - 0 in favor.
- IV. Public Comment - none
- V. Approval of Minutes - Motion by Sue Ellen and seconded by Tanya to approve the minutes with the following corrections: Vote 5 - 0 in favor.
  - A. Fair board will fund food for spring cleanup.
  - B. Sand volleyball needs to be included under Old Business.
- VI. City Council Liaison Report.
  - A. Next year's City Council budget is being developed.
  - B. DDA is looking for sponsors to purchase new flower pots for the downtown area.
  - C. Parking lots around the city are being upgraded.
- VII. Committee Reports
  - A. Easter Egg Hunt - April 1
    - 1. 9:30 am - hide eggs
    - 2. 11:00 am - egg hunt
    - 3. 1:00 pm - free movie
    - eggs are currently being filled
    - Board of Review is looking for volunteers to help hide the eggs
    - Four bikes have been purchased and/or donated for this event
  - B. Spark Grant - No Report

VIII. Old Business

- A. Project/Event Calendar - The Botanical Garden Ribbon Cutting Will take place on June 14 at 1:00 pm.
  - The Laeder family will be dedicating a new sign for the park.
- B. Wayfinding Signs - DDA agreed to form a joint committee with the Parks and Rec committee to develop the signs. Jill White has agreed to represent the Parks and Rec committee.
- C. Aquazone Chair Program - Table to next fall but Tanya will get Scott an estimate of chairs and tables needed.
- D. Sand Volleyball Court - requesting quotes on materials and labor.
- E. Bylaw Review - Scott discussed the Parks and Rec committee Decide on 5 or 7 members on the committee. Bylaws will be developed once this decision has been made.
- F. Lions Head Drinking Fountain - Scott will meet with a member of the Lions Club to discuss details on location and costs.

IX. New Business

- A. Spring Cleanup - A sample flyer was presented by Lauren.
  - 1. Date is April 22 from 9:00 am - 2:00 pm.
  - 2. Volunteers are needed.
  - 3. A "Golden Rake" award will be presented to the group with the most participants helping out with cleanup at Bieth Park.
- B. Bieth Park Opening Night - May 25 from 5:00 pm - 7:00 pm.
  - 1. Kona Ice will be handed out by the PTO.
  - 2. Food truck Savage Burger will be present.
  - 3. As of today, five organizations will be on hand to help kick off the new year. Many activities will take place by these organizations for all kids present.
  - 4. Agreed to spend up to \$200.00 for music and entertainment.
- C. 2023 Officer Elections - Motion by Jeff and seconded by Sue Ellen to table elections until November. Vote 5 - 0 in favor.

X. Additional Comments - Beautification Sponsor Flyer was shared by Jill.

XI. Adjournment - Motion by Tanya and seconded by Sean to adjourn the meeting at 6:55 p.m.

Minutes submitted on April 2, 2023 by Jeff Hartel

City of Caro Planning Commission

Regular meeting held March 28, 2023 called to order at 7:00 p.m. by Chairman Carpenter.

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

Absent: Mike Laethem-excused and Walter Szostak.

Others in Attendance: Scott Czasak-City Manager, Karen Snider-Mayor and former Mayor Joe Greene.

**Sheardy/Rollend moved to approve the minutes of January 24, 2023 amended to include Walter Szostak added as absent-excused.. Motion carried.**

No public comment.

Scott presented the 2023 - 2029 Capital Improvement Program.

**Steffen/Sheardy moved to approve the submitted 2023-2029 Capital Improvement Program dated March 2023. Motion carried.**

The Draft of the Planning Commission Annual Report was reviewed. There were two items needing correction: Art Rollend's name was spelled incorrectly and the stated City Council actions did not pertain to the Planning Commission.

**Steffen/Eschenbacher moved to approve the Annual Report as corrected and send it on to City Council. Motion carried.**

Election of Officers:

**Steffen/Eschenbacher moved to retain Michael Carpenter as Chairman. Motion Carried.**

**Eschenbacher/Carpenter moved to retain Denise Steffen as Secretary. Motion carried.**

**Carpenter/ Eschenbacher moved to retain Art Rollend as Vice-Chair. Motion carried.**

The Planning Commission requested Scott look into the 25 year storm water detention requirements.

No public comment

**Steffen/Eschenbacher moved to adjourn at 7:47 p.m.**

Respectfully submitted by Denise Steffen, Secretary

City of Caro Planning Commission

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

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

Absent: Mike Laethem-excused and Walter Szostak-excused.

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

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

No public comment.

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

Jason stated that copies of the City of Caro Master Plan were sent to the appropriate local governing entities. No comments have been received.

No public comment.

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

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

Chairman Carpenter excused himself from the table to present the site plan for the Municipal building parking lot. Vice-chair Rolland assumed the Chair.

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

Carpenter resumed the Chair.

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

Respectfully submitted by Denise Steffen, Secretary

**City of Caro  
Zoning Board of Appeals  
Meeting: March 30, 2023**

**CALL TO ORDER:** Board Chairman Tom Striffler called the meeting to order at 6:00 PM

**ROLL CALL:** Present were Tim Bates, Brian Wilson, and Tom Striffler

**OTHERS PRESENT:** Karen Snyder, Mayor; Scott Czasak, City Manager; and Jason Letzkus of Midway Sign Company.

**APPROVAL OF MINUTES:** Motion by Brian Wilson with support by Tim Bates to approve the minutes of the August 24, 2022 meeting. Motion approved.

**PUBLIC COMMENT AND COMMUNICATIONS:** Chairman Striffler queried all present if there were any public comments or communications: None

**OPEN PUBLIC HEARING:** Chairman Striffler opened the public hearing to consider the Appeal of Denial for a signage request by Ollie's, located at 1560 W. Caro Road, Caro, Michigan. Mr. Letzkus, of Midway Sign Company represented Ollie's and Mr. Garry Potts II of Regency Caro, LLC, explaining the reasons for the appeal. The B-2 Zoning District requires that no more than 10% of the total exterior facade area of a building may be used for signage. In this case, 10% of the exterior building facade area totals 378 square feet (total facade area 3,782 square feet), and the proposed Ollie's signage will cover 498 square feet, or 13.17% of the facade area. The following reasons were expressed by Mr. Letzkus for said appeal.

1. The larger sign allows for better aesthetics on the facade.
2. Public safety is enhanced by larger signage, as it is more easily identifiable at distance.
3. The increased cost for downsizing the signage, which as proposed is the same size as all Ollie's signage. Template changes would be required.

Questions were asked by board members relating to cost, safety, and signage effectiveness. It was pointed out that the letters of the sign are individually attached to the facade, and if just the square footage of the letters were calculated, the total square footage of the letters would not likely exceed the 10% zoning requirement.

**CLOSE PUBLIC HEARING:** There were no public comments, and a motion was made by Brian Wilson, seconded by Mayor Snyder to close the Public Hearing. Motion approved.

**ACTION ON PUBLIC HEARING:** A motion was made by Brian Wilson to Accept the Appeal for Denial request, directing the City Manager to approve the sign permit as proposed with 13.05% coverage. The motion was seconded by Tim Bates. Motion approved.

**UNFINISHED BUSINESS:** None

PUBLIC COMMENTS/ANNOUNCEMENTS: There were no public comments. City Manager Czasak shared information regarding a six-part, self-directed Zoning Board of Appeals on-line course offered by Michigan State University. The cost for the class is \$75.00. The class is offered to Zoning Board of Appeals members for educational purposes and the City will cover the cost of the class. Board members who are interested should contact Manager Czasak. The class is not required, but both Manager Czasak and Chairman Striffler recommend the class to all Board Members interested.

Chairman Striffler adjourned the meeting at 6:22 PM.



Brian L. Wilson, Secretary  
City of Caro Zoning Board of Appeals

MINUTES  
CITY OF CARO DOWNTOWN DEVELOPMENT AUTHORITY  
ADHOC COMMITTEE MEETING  
MARCH 1, 2023-9AM

Chairman Mike Bauerschmidt called the meeting to order on March 1<sup>st</sup>, 2023, at 8:55am in the Caro City Council Chambers.

Present: Chairman Mike Bauerschmidt, Vice Chairman Evan Osentoski, Ross Downing, Randy Whittaker

Absent: Richard Ransford, Rick Farris, Meagan Bartolowits, Don Hall

Others: Mayor Karen Snider, Councilor Charlotte Kish, City Manager Scott Czasak, City Clerk Rita Papp, City Treasurer Michele Perry, Director of Development and Strategic Initiatives Lauren Amellal.

Public Comment: none

Business Items:

1. 2023 Budget Review: Chairman Bauerschmidt reviewed the proposed DDA Budget for FY 2023-2024, and addressed several proposed changes as follows.
  - A. Fewer part time seasonal hours based on workload expectations.
  - B. Considering bidding out mowing of DDA parcels
  - C. Transferring unallocated funds to the fund balance account.
  - D. Creating a new line for DDA Director education
  - E. Considering bids for weed maintenance.
  - F. Reviewed potential Capital Improvements of the light pole project.
  - G. Considered funds for the new DDA parking lot.
  - H. Discussed holiday decorations.
  - I. Discussed additional revenue from the new flower pot program.
  - J. Introduced the idea of the DDA getting its own building, and the related costs.
  - K. Discussed spending policy, treasury reports, and other financial matters.
  - L. Discussed the transfer of the Director of Development, Lauren Amellal to full time Executive Director of the Downtown Development Authority and related costs.

The meeting committee meeting was adjourned at 9:35am



MINUTES  
CITY OF CARO DOWNTOWN DEVELOPMENT AUTHORITY  
REGULAR MEETING  
March 8<sup>th</sup>, 2023- NOON

Chairman Mike Bauerschmidt called the meeting to order on March 8<sup>th</sup>, 2023, at 12:02pm in the City Council Chambers.

Present: Chairman Mike Bauerschmidt, Vice Chairman Evan Osentoski, Councilor Charlotte Kish, City Manager Scott Czasak, Dick Ransford, Randy Whittaker.

Absent: Rick Farris, Meagan Bartolowits, Ross Downing.

Others Present: Mayor Karen Snider, Councilor Jill White, Councilor Pamela Iseler, Former Councilor Don Hall, City Clerk Rita Papp, City Treasurer Michele Perry, Director of Development and Strategic Initiatives Lauren Amellal, Colleen Russell, Jim Mcloskey.

**PUBLIC COMMENT:**

Jim Mcloskey, EDC- Welcomed new business "Title One" to Caro, and shared details of their Open House event March 9<sup>th</sup>, 2023. Shared Back Alley Fibers store has moved to the front section of the American Legion Hall. Gave a brief update about the Blight Elimination Grant moving forward soon, and the excitement of local business owners to have additional parking.

Chairman Mike Bauerschmidt -Welcomed Councilor Charlotte Kish as the new City Council Liaison to DDA.

**APPROVAL OF MINUTES-** Regular Meeting February 8, 2023 & Special Meeting March 1, 2023

**Motion by Whittaker to approve February 8, 2023 and March 1, 2023 meeting minutes as presented, seconded by Kish. Motion carried.**

**APPROVAL OF FINANCIALS-** Period of January 2023

**Motion by Whittaker to receive and file financial report for period of January 2023, seconded by Osentoski. Motion carried.**

**COMMUNICATIONS-** NONE

**BUSINESS ITEMS:**

**1. Floral Decoration Discussion .**

Chairman Bauerschmidt introduced previously presented flower decoration information. Discussion was had about the future expenses as well as DDA members and staff seeking out sponsorships for flowers and flower pots throughout the Spring and Summer months each year.

**Motion by Whittaker to invest up to \$6,500.00 on floral decoration purchases for the 2023-2024 season, seconded by Ransford. Motion carried.**

MINUTES  
CITY OF CARO DOWNTOWN DEVELOPMENT AUTHORITY  
REGULAR MEETING  
March 8<sup>th</sup>, 2023- NOON

2. Budget Line-Item Adjustments

Chairman Bauerschmidt reviewed expenses with the board. The board discussed the need to transfer funds with budget amendments to cover approved expenses.

**Motion by Osentoski to transfer \$5,000.00 from contracted services to decorations line to cover floral decorations, seconded by Whittaker. Motion carried.**

**Motion by Whittaker to amend budget and transfer \$1,300.00 from Farmers Market Advertising line to Farmers Market Education line to cover expenses, seconded by Ostentoski. Motion carried.**

3. Approval of Resignation of Member- Meagan Bartolowits

Chairman Bauerschmidt received informal communication from Meagan Bartolowits. Staff will submit formal resignation letter to City Council upon receipt.

4. Approval of Resignation of Member- Rick Farris

**Motion by Whittaker to notify City Council of approval of resignation due to members inability to participate, seconded by Osentoski. Motion Carried.**

5. Posting for Vacant Seats

Discussion was had about the importance of posting to fill DDA vacant seats.

6. Slate of Officers

Chairman Bauerschmidt reminded the board to be mindful that the April meeting will be the DDA election of officers.

7. Discuss Mowing of DDA Properties

Chairman Bauerschmidt introduced the idea of contracting out the lawncare service for the small DDA parcels. Further discussion about soliciting estimates from locally owned, bonded, licensed and insured companies took place.

8. Annual Budget- Recommendation to Council

Chairman Mike Bauerschmidt and Amellal presented partial budget focused on annual expenses for the 2023-2024 fiscal year. After some discussion the board agreed to review the budget further after City Treasurer, Michele Perry inputs new employee expense amounts based on the proposed transition of Amellal to full time DDA staff position.

**Motion by Whittaker to hold a Special Meeting for DDA 2023-2024 Annual Budget on Thursday, March 16<sup>th</sup>, 2023, at 8:30am, seconded by Osentoski. Motion carried.**

MINUTES  
CITY OF CARO DOWNTOWN DEVELOPMENT AUTHORITY  
REGULAR MEETING  
March 8<sup>th</sup>, 2023- NOON

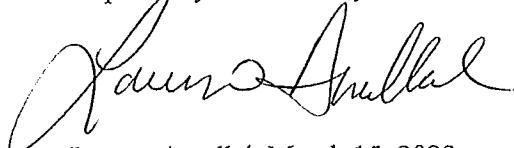
**OLD BUSINESS**

1. Way finding signs

Amellal shared Parks and Recreations vision for including a member of the DDA in their wayfinding committee. DDA Chairman Mike Bauerschmidt volunteered to attend future wayfinding meeting.

Motion by Whittaker to adjourn the meeting at 12:41, seconded by Osentoski. Motion carried.

Respectfully submitted by



Lauren Amellal, March 15, 2023.

MINUTES  
CITY OF CARO DOWNTOWN DEVELOPMENT AUTHORITY  
SPECIAL MEETING  
MARCH 16, 2023-8:30AM

Chairman Mike Bauerschmidt called the meeting to order on March 16<sup>th</sup>, 2023, at 8:30am in the City of Caro Council Chambers.

**Present:** Chairman Mike Bauerschmidt, Councilor Charlette Kish, City Manager Scott Czasak, Ross Downing, Randy Whittaker

**Others:** Mayor Karen Snider, City Clerk Rita Papp, City Treasurer Michele Perry.

**Public Comment:** None

**Business Items:**

**1. 2023-23 Budget**

Chairman Bauerschmidt introduced the proposed budget which was discussed at the ADHOC Committee Meeting on March 1<sup>st</sup>, 2023, and reviewed by the City Treasurer Michele Perry.

**Motion by Whittaker to approve the 2023-2024 FY Budget as presented, seconded by Kish. Motion carried.**

**Public Comment:**

Councilor and resident Jill White encouraged the DDA to publicize its work, and start its social media and branding campaign to better communication and to highlight their efforts.

**Motion by Whittaker to adjourn the Special Meeting at 8:40am, seconded by Downing.  
Motion Carried.**

Respectfully Submitted by:

Lauren Amellal



## **CITY OF CARO REGULAR COUNCIL MINUTES**

Mayor Karen Snider called the regular meeting of the City Council to order on April 3, 2023, at 6:30 p.m. in the Council Chambers.

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

Absent: None

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

### **AGENDA APPROVAL**

#### **23-M-71**

**Motion by Kish, seconded by Campbell to approve the agenda with the correction to Item # 11 – Schedule Special Meeting – April 12, 2023 at 5:00 p.m. – City Manager Goals & City Council Vacancy Interviews.**

**Motion Carried.**

**PUBLIC COMMENT/VISITORS:** None

### **COMMUNICATIONS:**

1. Caro Police Department 2022 Annual Report
2. Caro Fire Department 2022 Annual Report
3. Caro Roadhouse Museum and Historical Society 2022 Annual Progress Report

### **CONSENT AGENDA:**

1. Regular Council Meeting Minutes – March 20, 2023
2. Special Council Meeting Minutes – March 23, 2023
3. Parks & Recreation Minutes – February 21, 2023
4. Invoices

#### **23-M-72**

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

**Motion Carried.**

### **REGULAR AGENDA:** (action required)

1. Open Public Hearing – Upgrades and Improvements to the WWTP and Collection Systems

#### **23-M-73**

**Motion by Kish, seconded by Campbell to Open Public Hearing – Upgrades and Improvements to the WWTP and Collection Systems.**

**Motion carried.**

Hubbell, Roth & Clark made a presentation to the council and the public on the Upgrades and Improvements to the WWTP and Collection Systems.

## **Public Hearing Comments**

Tanya Batschke – Inquired on the urgency of the project.

Mayor Karen Snider – Inquired on what the city owes on the last upgrade project.

Councilor Jill White – Inquired if the project completion date will interfere with funding.

2. Close Public Hearing – Upgrades and Improvements to the WWTP and Collection Systems

## **23-M-74**

**Motion by Kish, seconded by Campbell to Close Public Hearing – Upgrades and Improvements to the WWTP and Collection Systems.**

**Motion carried.**

3. Action – Resolution Adopting a Final Project Planning Document for Wastewater System Improvements and Designating an Authorized Project Representative

## **23-M-75**

**Motion by Iseler, seconded by Campbell to approve the Resolution Adopting a Final Project Planning Document for Wastewater System Improvements and Designating an Authorized Project Representative with amendment to correct Alternate 1 to Alternate A.**

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

**Motion carried.**

4. Caro Chamber of Commerce 2023 Cars & Craft Road Closure Request

## **23-M-76**

**Motion by White, seconded by Kish to approve the Caro Chamber of Commerce 2023 Cars & Craft Road Closure Request.**

**Motion carried.**

5. Rowe Engineering – Proposed City Hall Parking Lot Project

## **23-M-77**

**Motion by Iseler, seconded by White to approve and allow the City Manager to sign the Construction Services Proposal from Rowe Engineering for the City Hall Parking Lot Project for an amount not to exceed \$25,200.00.**

**Motion carried.**

6. Rowe Engineering – 2022 Sidewalk Replacement Project

## **23-M-78**

**Motion by White, seconded by Campbell to approve and allow the City Manager to sign the Construction Services Proposal from Rowe Engineering for the 2022 Sidewalk Replacement Project for an amount not to exceed \$13,900.00.**

**Motion carried.**

7. Memorandum of Agreement – City of Caro Police Department & Caro Community Schools for School Resource Officer

## **23-M-79**

**Motion by Iseler, seconded by White to approve and allow the City Manager to sign the Memorandum of Agreement for a School Resource Officer with Caro Community Schools as presented.**

**Motion carried.**

8. Amendments to Employee Contracts – WWTP & DPW Directors Job Title

**23-M-80**

**Motion by Iseler, seconded by Kish to approve and allow the City Manager to develop and sign clerical corrections to the contracts of Tom Reese and David Dienes II to bring their job titles in compliance with the titles listed in the Caro City Charter.**

**Motion carried.**

9. Certificate of Deposit Report

**23-M-81**

**Motion by Campbell, seconded by Kish to approve and authorize the City Treasurer to close the CD at Huntington Bank and move the funds to a Savings Plus Account at Frankenmuth Credit Union at the current interest rate of 4% and authorize the City Treasurer to close the CD at Independent Bank and move the funds into the ICS account at the current interest rate.**

**Motion carried.**

10. Parks & Recreation Committee Recommendation

**23-M-82**

**Motion by White, seconded by Iseler to approve the recommendation of the Parks & Recreation Committee and authorize the City Clerk to advertise for the 2 vacancies with the deadline of April 30, 2023.**

**Motion carried.**

11. Schedule Special Meeting – April 12, 2023 at 5:00 p.m. – City Manager Goals & City Council Vacancy Interviews.

Mayor Karen Snider scheduled the Special Meeting.

**ITEMS PENDING/TABLED: None**

**COMMITTEE/LIAISON POSITION REPORTS: None**

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

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

Addition: MSU Extension has posted the Parks & Recreation Cooperative position.

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

**ADDITIONAL PUBLIC COMMENT:**

Tanya Batschke – Commented on her concerns with the DDA Flower Project.

Mayor Karen Snider – Reminded Council of Budget Workshop on April 5, 2023 at 5:30 p.m. to 7:30 p.m.

Councilor Jill White – Announced the Clean Up at Beith Park, April 22, 2023 at 9:00 a.m. to 2:00 p.m. Introduced the “Golden Rake” award. Breakfast and Lunch will be provided.

City Manager Scott Czasak – Commented on the Easter Egg Hunt and thanked the volunteers.

Lauren Amellal – Local volunteer has offered to plant flowers around sign.

**23-M-83**

**Motion by Campbell, seconded by Iseler to adjourn the meeting at 7:46 p.m.**

**Motion carried.**



Rita Papp  
City Clerk

## **CITY OF CARO SPECIAL COUNCIL MINUTES**

Mayor Karen Snider called the Budget Workshop meeting of the City Council to order on April 5, 2023 at 5:30 p.m. in the Council Chambers.

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

Absent: Bob Eschenbacher

Others: Scott Czasak – City Manager, Rita Papp – City Clerk, Michele Perry – City Treasurer, David Dienes II – WWTP Superintendent, Tom Reese – DPW Superintendent, Randy Heckroth – Fire Chief, Brian Newcomb – Police Chief, Lauren Amellal – Director of Development and other guests

### **PUBLIC COMMENT/VISITORS: None**

### **SPECIAL AGENDA: (action required)**

#### **1. FY 2023-2024 Budget Workshop**

Scott Czasak – City Manager presented the proposed FY 2023-2024 to the Council. The council was given the opportunity to ask questions.

Councilor Jill White – Inquired on the proposed increase of water/sewer/sanitation rates. Discussion followed.

Mayor Karen Snider – Requested a cost analysis and income analysis for all resident sizes for water/sewer/sanitation rates from Michele Perry – Treasurer.

Councilor Jill White – Commented on Chippewa Trail sealing budget, moving poles budget, tree trimming budget and drainage budget. Discussion followed.

Councilor Pam Iseler – Commented on if the Department Heads had their budget wish lists discussed.

Councilor Emily Campbell – Asked for clarification on the remaining ARPA funds in the Community Promotion budget.

Michele Perry – Treasurer discussed the advantage and cost savings of leasing vehicles.

### **ADDITIONAL PUBLIC COMMENT:**

Randy Heckroth – Spoke as a city resident – Commented on the water/sewer/sanitation proposed increases.

Randy Heckroth – Fire Chief – Supported the leasing options for vehicles. MMR funding was a one time request.

Mayor Karen Snider scheduled the next Budget Workshop for May 3, 2023 from 5:30 p.m. to 7:30 p.m.

**Budget Workshop adjourned at 7:26 p.m.**



Rita Papp  
City Clerk

## **CITY OF CARO SPECIAL COUNCIL MINUTES**

Mayor Karen Snider called the regular meeting of the City Council to order on April 12, 2023 at 5:00 p.m. in the Council Chambers.

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

Absent: None

Others: Scott Czasak – City Manager, Rita Papp – City Clerk, and other guests

**PUBLIC COMMENT/VISITORS:** None

**SPECIAL AGENDA:** (action required)

1. Interview Candidates – City Council Vacancy

Mayor Snider interviewed the following two candidates for the council vacancy:

- a. Doreen Oedy
- b. Stephanie Spencer

2. Discussion

The council discussed the two candidates and explained their choice.

3. Decision on Council Vacancy

**23-M-84**

**Motion by Iseler, seconded by Eschenbacher to appoint Doreen Oedy to fill the council vacancy that was created by the resignation of Don Hall for a partial term ending November 2024.**

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

**4. Development of City Manager Goals**

Mayor Snider presented her proposed goals to the council for their review. The council was instructed to read them over and email suggestions to Mayor Snider by May 8, 2023. Councilor Charlotte Kish will distribute the City Manager's evaluation document at a future council meeting.

**MAYOR COMMENTS - None**

**ADDITIONAL PUBLIC COMMENTS**

Henry Knier – Thanked the council. Commented on the candidate selection process.

Tanya Batschke – Commented that the City Manager has moved into the community.

**23-M-85**

**Motion by Eschenbacher, seconded by Kish to adjourn the meeting at 5:45 pm.**

**Motion carried.**

## Report Criteria:

Report type: GL detail

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

GL Period	Check Issue Date	Check Number	Invoice GL Account	Amount
<b>ADVANCE AUTO PARTS</b>				
04/23	04/17/2023	76579	661-536-776-000	57.93
04/23	04/17/2023	76579	661-536-776-000	57.93- V
04/23	04/17/2023	76579	590-568-776-000	147.39
04/23	04/17/2023	76579	590-568-776-000	147.39- V
04/23	04/17/2023	76579	592-557-776-000	115.28
04/23	04/17/2023	76579	592-557-776-000	115.28- V
Total ADVANCE AUTO PARTS:				.00
Total 76579:				.00
<b>AIR ADVANTAGE LLC</b>				
04/23	04/17/2023	76580	242-728-801-000	58.00
04/23	04/17/2023	76580	661-536-750-001	25.00
04/23	04/17/2023	76580	101-172-750-001	25.00
04/23	04/17/2023	76580	101-260-750-001	25.00
04/23	04/17/2023	76580	101-301-750-001	100.00
04/23	04/17/2023	76580	101-441-750-001	100.00
04/23	04/17/2023	76580	536-336-750-001	25.00
04/23	04/17/2023	76580	590-567-750-001	100.00
04/23	04/17/2023	76580	592-557-750-001	25.00
04/23	04/17/2023	76580	596-521-750-001	25.00
Total AIR ADVANTAGE LLC:				508.00
Total 76580:				508.00
<b>ALLEN SUPPLY CO.</b>				
04/23	04/17/2023	76581	101-691-970-000	1,150.00
Total ALLEN SUPPLY CO.:				1,150.00
Total 76581:				1,150.00
<b>AMAZON CAPITAL SERVICES</b>				
04/23	04/17/2023	76582	101-172-740-000	65.71
04/23	04/17/2023	76582	592-557-776-000	13.89
04/23	04/17/2023	76582	101-265-776-000	230.11-
04/23	04/17/2023	76582	101-301-740-000	230.11-
04/23	04/17/2023	76582	101-441-740-000	230.11-
04/23	04/17/2023	76582	536-336-740-000	230.11-
04/23	04/17/2023	76582	590-567-776-000	230.14-
04/23	04/17/2023	76582	101-301-853-000	14.39
04/23	04/17/2023	76582	101-301-742-000	5.99
04/23	04/17/2023	76582	101-301-742-000	63.96
04/23	04/17/2023	76582	101-265-776-000	200.00
04/23	04/17/2023	76582	101-301-740-000	200.00

GL Period	Check Issue Date	Check Number	Invoice GL Account	Amount
04/23	04/17/2023	76582	101-441-740-000	200.00
04/23	04/17/2023	76582	536-336-740-000	200.00
04/23	04/17/2023	76582	590-567-776-000	199.98
04/23	04/17/2023	76582	101-301-740-000	102.20
04/23	04/17/2023	76582	101-371-740-000	12.77
04/23	04/17/2023	76582	536-336-740-000	12.78
04/23	04/17/2023	76582	101-441-776-001	25.55
Total AMAZON CAPITAL SERVICES:				166.64
Total 76582:				166.64
<b>ANDREA GILL</b>				
04/23	04/17/2023	76583	242-733-965-001	8.00
Total ANDREA GILL:				8.00
Total 76583:				8.00
<b>ASHLEY PERKINS</b>				
04/23	04/17/2023	76584	242-733-965-001	18.00
Total ASHLEY PERKINS:				18.00
Total 76584:				18.00
<b>AT&amp;T</b>				
04/23	04/17/2023	76585	101-371-853-000	30.00
04/23	04/17/2023	76585	536-336-853-000	30.01
04/23	04/17/2023	76585	101-301-853-000	240.04
04/23	04/17/2023	76585	101-301-750-001	56.22
04/23	04/17/2023	76585	101-441-853-000	12.00
04/23	04/17/2023	76585	202-483-853-000	12.00
04/23	04/17/2023	76585	203-483-853-000	12.00
04/23	04/17/2023	76585	590-567-853-000	12.00
04/23	04/17/2023	76585	592-557-853-000	12.01
Total AT&T:				416.28
Total 76585:				416.28
<b>BRAY SALES MIDWEST</b>				
04/23	04/17/2023	76586	592-557-776-000	566.95
Total BRAY SALES MIDWEST:				566.95
Total 76586:				566.95
<b>BRIGHTSPEED</b>				
04/23	04/17/2023	76587	590-567-853-000	69.20
04/23	04/17/2023	76587	592-557-853-000	69.20

GL Period	Check Issue Date	Check Number	Invoice GL Account	Amount
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Total BRIGHTSPEED: 138.40

Total 76587: 138.40

## CAPITAL ONE TRADE CREDIT

04/23 04/17/2023 76588 590-567-776-000 1,445.10

Total CAPITAL ONE TRADE CREDIT: 1,445.10

Total 76588: 1,445.10

CARO RENTAL

04/23 04/17/2023 76589 101-441-740-000 56.60

Total CARO RENTAL: 56.60

Total 76589: 56.60

## CARTER LUMBER

04/23	04/17/2023	76590	101-691-740-000	19.47-
04/23	04/17/2023	76590	101-691-740-000	8.37
04/23	04/17/2023	76590	101-691-740-000	89.13
04/23	04/17/2023	76590	101-691-740-000	5.39
04/23	04/17/2023	76590	101-691-740-000	32.19

Total CARTER LUMBER: 115.61

Total 76590: 115.61

## CHARTER COMMUNICATIONS

04/23 04/17/2023 76591 101-691-750-000 69.98

Total CHARTER COMMUNICATIONS: 69.98%

Total 76591: 69.98

**CITY OF CARO**

04/23	04/17/2023	76592	101-441-922-000	1,207.35
04/23	04/17/2023	76592	101-691-922-000	24.48
04/23	04/17/2023	76592	101-265-922-000	30.48
04/23	04/17/2023	76592	101-265-922-000	163.47
04/23	04/17/2023	76592	101-748-922-000	12.24
04/23	04/17/2023	76592	101-748-922-000	12.24
04/23	04/17/2023	76592	536-336-922-000	215.18
04/23	04/17/2023	76592	101-748-922-000	20.40
04/23	04/17/2023	76592	101-748-922-000	297.08
04/23	04/17/2023	76592	590-567-922-000	771.19
04/23	04/17/2023	76592	101-748-922-000	20.40

Total CITY OF CARO: 2,774.51

GL Period	Check Issue Date	Check Number	Invoice GL Account	Amount
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Total 76592: 2,774.51

**DAKOTA OSTERHOUT** 04/23 04/17/2023 76593 242-733-965-001 12.00

Total DAKOTA OSTERHOUT: 12.00

Total 76593: 12.00

**DTE ENERGY** 04/23 04/17/2023 76594 101-441-926-000 4,789.59

Total DTE ENERGY: 4,789.59

Total 76594: 4,789.59

**EMTERRA ENVIRONMENTAL USA CORP**

04/23	04/17/2023	76595	596-521-801-000	1,051.20
04/23	04/17/2023	76595	596-521-801-000	16,381.24
04/23	04/17/2023	76595	596-521-801-000	560.56
04/23	04/17/2023	76595	596-521-801-000	20,404.11

Total EMTERRA ENVIRONMENTAL USA CORP: 38,397.11

Total 76595: 38,397.11

**FARM DEPOT** 04/23 04/17/2023 76596 661-536-930-000 7,861.79

Total FARM DEPOT: 7,861.79

Total 76596: 7,861.79

FOSTER, SWIFT, COLLINS & SMITH, PC  
04/23 04/17/2023 76597 536-336-801-000 4,615.00

Total FOSTER, SWIFT, COLLINS & SMITH, PC: 4,615.00

Total 76597: 4,615.00

GAMBLES DO IT BEST HARDWARE				
04/23	04/17/2023	76598	101-265-776-000	20.98
04/23	04/17/2023	76598	101-265-776-000	66.85
04/23	04/17/2023	76598	101-265-776-000	48.75
04/23	04/17/2023	76598	101-265-776-000	65.90
04/23	04/17/2023	76598	590-567-776-002	3.18
04/23	04/17/2023	76598	592-557-776-000	16.45
04/23	04/17/2023	76598	592-557-776-000	18.75
04/23	04/17/2023	76598	101-441-740-000	3.65
04/23	04/17/2023	76598	101-265-776-000	16.60
04/23	04/17/2023	76598	592-557-776-000	26.35
04/23	04/17/2023	76598	242-728-801-000	14.25

CITY OF CARO

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GL Period	Check Issue Date	Check Number	Invoice GL Account	Amount
04/23	04/17/2023	76598	101-265-776-000	24.58
04/23	04/17/2023	76598	592-557-776-000	4.38
			Total GAMBLERS DO IT BEST HARDWARE:	330.94
			Total 76598:	330.94
<b>GRAINGER</b>				
04/23	04/17/2023	76599	590-567-776-000	59.94
			Total GRAINGER:	59.94
			Total 76599:	59.94
<b>GREAT LAKES PUBLIC SAFETY EQUIPMENT</b>				
04/23	04/17/2023	76600	536-336-740-000	50.00
04/23	04/17/2023	76600	536-336-930-000	120.00
04/23	04/17/2023	76600	536-336-801-000	336.00
			Total GREAT LAKES PUBLIC SAFETY EQUIPMENT:	506.00
			Total 76600:	506.00
<b>HIRSCHMAN OIL SUPPLY INC</b>				
04/23	04/17/2023	76601	661-536-860-000	182.44
			Total HIRSCHMAN OIL SUPPLY INC:	182.44
			Total 76601:	182.44
<b>JENNIFER ROSE</b>				
04/23	04/17/2023	76602	242-733-965-001	43.00
			Total JENNIFER ROSE:	43.00
			Total 76602:	43.00
<b>KAPPEN TREE SERVICE</b>				
04/23	04/17/2023	76603	203-463-801-000	1,750.00
			Total KAPPEN TREE SERVICE:	1,750.00
			Total 76603:	1,750.00
<b>KATHLEEN WOOD</b>				
04/23	04/17/2023	76604	242-733-965-001	15.00
			Total KATHLEEN WOOD:	15.00
			Total 76604:	15.00

CITY OF CARO

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GL Period	Check Issue Date	Check Number	Invoice GL Account	Amount
<b>KENDRA UREEL</b>				
04/23	04/17/2023	76605	242-733-965-001	58.00
Total KENDRA UREEL:				
Total 76605:				
<b>KERR PUMP &amp; SUPPLY</b>				
04/23	04/17/2023	76606	590-568-970-000	81,790.48
04/23	04/17/2023	76606	590-568-970-000	32,172.00
Total KERR PUMP & SUPPLY:				
Total 76606:				
<b>KRISTAL'S HELPING HAND LLC</b>				
04/23	04/17/2023	76607	101-441-801-002	138.34
04/23	04/17/2023	76607	536-336-801-002	54.14
04/23	04/17/2023	76607	101-301-801-002	108.34
04/23	04/17/2023	76607	101-253-801-002	100.28
04/23	04/17/2023	76607	101-172-801-002	100.28
04/23	04/17/2023	76607	101-260-801-002	100.28
04/23	04/17/2023	76607	590-567-801-002	108.34
Total KRISTAL'S HELPING HAND LLC:				
Total 76607:				
<b>MAIN STREET EXPRESS CAR WASH</b>				
04/23	04/17/2023	76608	101-301-801-000	180.00
Total MAIN STREET EXPRESS CAR WASH:				
Total 76608:				
<b>METTLER-TOLEDO, INC.</b>				
04/23	04/17/2023	76609	590-567-801-000	509.40
Total METTLER-TOLEDO, INC.:				
Total 76609:				
<b>MICHIGAN MUNICIPAL LEAGUE</b>				
04/23	04/17/2023	76610	101-172-720-000	150.02
Total MICHIGAN MUNICIPAL LEAGUE:				
Total 76610:				
<b>MOORE MOTOR SALES</b>				
04/23	04/17/2023	76611	661-536-930-000	557.68



GL Period	Check Issue Date	Check Number	Invoice GL Account	Amount
04/23	04/17/2023	76613	592-557-801-000	47.50
04/23	04/17/2023	76613	596-521-801-000	23.75
04/23	04/17/2023	76613	101-265-801-000	45.00
04/23	04/17/2023	76613	101-691-801-000	15.00
04/23	04/17/2023	76613	101-172-853-000	55.00
Total R&R TECHNICAL SERVICES:				1,885.00
Total 76613:				1,885.00
<b>RASMUSSEN TRUCKING SERVICE CENTER LLC</b>				
04/23	04/17/2023	76614	536-336-930-000	850.52
Total RASMUSSEN TRUCKING SERVICE CENTER LLC:				850.52
Total 76614:				850.52
<b>ROWE PROFESSIONAL SVS COMP.</b>				
04/23	04/17/2023	76615	592-557-801-000	120.00
04/23	04/17/2023	76615	203-463-801-004	300.00
04/23	04/17/2023	76615	592-557-801-000	480.00
04/23	04/17/2023	76615	204-442-801-000	1,511.25
Total ROWE PROFESSIONAL SVS COMP.:				2,411.25
Total 76615:				2,411.25
<b>SECURITY LOCK SERVICE</b>				
04/23	04/17/2023	76616	101-265-801-000	1,595.00
04/23	04/17/2023	76616	101-265-801-000	275.00
Total SECURITY LOCK SERVICE:				1,870.00
Total 76616:				1,870.00
<b>SHRED EXPERTS</b>				
04/23	04/17/2023	76617	101-260-801-000	65.00
Total SHRED EXPERTS:				65.00
Total 76617:				65.00
<b>STATE OF MICHIGAN - DHHS</b>				
04/23	04/17/2023	76618	590-567-920-000	376.16
Total STATE OF MICHIGAN - DHHS:				376.16
Total 76618:				376.16
<b>SUNSHINE STRING BAND</b>				
04/23	04/17/2023	76619	242-733-900-001	300.00

GL Period	Check Issue Date	Check Number	Invoice GL Account	Amount
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Total SUNSHINE STRING BAND: 300.00

Total 76619: 300.00

## TEAM FINANCIAL GROUP

04/23	04/17/2023	76620	661-536-750-001	33.22
04/23	04/17/2023	76620	101-172-750-001	33.23
04/23	04/17/2023	76620	101-260-750-001	33.23
04/23	04/17/2023	76620	101-301-750-001	33.22
04/23	04/17/2023	76620	101-441-750-001	33.22
04/23	04/17/2023	76620	536-336-750-001	33.22
04/23	04/17/2023	76620	590-567-750-001	33.22
04/23	04/17/2023	76620	592-557-750-001	33.22
04/23	04/17/2023	76620	596-521-750-001	33.22

Total TEAM FINANCIAL GROUP: 299.00

Total 76620: 299.00

## THUMB CELLULAR

04/23	04/17/2023	76621	101-371-853-000	17.97
04/23	04/17/2023	76621	536-336-853-000	17.97
04/23	04/17/2023	76621	101-301-853-000	237.33
04/23	04/17/2023	76621	101-441-853-000	11.42
04/23	04/17/2023	76621	202-483-853-000	11.42
04/23	04/17/2023	76621	203-483-853-000	11.42
04/23	04/17/2023	76621	590-567-853-000	11.42
04/23	04/17/2023	76621	592-557-853-000	11.42

Total THUMB CELLULAR: 330.31

Total 76621: 330.37

THUMB COOLING & HEATING LLC

04/23 04/17/2023 76622 101-265-970-004 106,890.00

Total THUMB COOLING & HEATING LLC: 106,890.00

Total 76622: 106,890.00

## TRACE ANALYTICAL LABORATORIES, INC.

04/23 04/17/2023 76623 592-557-801-000 60.00

Total TRACE ANALYTICAL LABORATORIES, INC. 60.00

Total 76623: 60.0

## TUSCOLA COUNTY ADVERTISER

04/23	04/17/2023	76624	101-247-900-000	312.0
04/23	04/17/2023	76624	101-260-900-000	702.0
04/23	04/17/2023	76624	101-260-900-000	65.0

GL Period	Check Issue Date	Check Number	Invoice GL Account	Amount
04/23	04/17/2023	76624	101-260-900-000	25.00
04/23	04/17/2023	76624	101-260-900-000	702.00
04/23	04/17/2023	76624	101-260-900-000	130.00
04/23	04/17/2023	76624	101-260-900-000	130.00
04/23	04/17/2023	76624	101-260-900-000	65.00
04/23	04/17/2023	76624	101-260-900-000	130.00
04/23	04/17/2023	76624	101-260-900-000	130.00
04/23	04/17/2023	76624	101-260-900-000	221.00
04/23	04/17/2023	76624	101-260-900-000	221.00
04/23	04/17/2023	76624	101-260-900-000	130.00
04/23	04/17/2023	76624	101-260-900-000	130.00
04/23	04/17/2023	76624	101-260-900-000	221.00
04/23	04/17/2023	76624	101-260-900-000	221.00
04/23	04/17/2023	76624	101-260-900-000	364.00
04/23	04/17/2023	76624	101-260-900-000	25.00
04/23	04/17/2023	76624	101-260-900-000	130.00
04/23	04/17/2023	76624	101-260-900-000	130.00
04/23	04/17/2023	76624	101-260-900-000	221.00
04/23	04/17/2023	76624	101-260-900-000	221.00
04/23	04/17/2023	76624	101-172-740-000	29.68
04/23	04/17/2023	76624	101-260-740-000	29.68
04/23	04/17/2023	76624	101-253-740-000	29.68
04/23	04/17/2023	76624	101-301-740-000	29.68
04/23	04/17/2023	76624	101-400-740-000	29.68
04/23	04/17/2023	76624	101-441-740-000	29.68
04/23	04/17/2023	76624	596-521-740-000	29.77
04/23	04/17/2023	76624	101-691-740-000	29.68
04/23	04/17/2023	76624	101-748-740-000	29.68
04/23	04/17/2023	76624	242-728-740-000	29.68
04/23	04/17/2023	76624	536-336-740-000	29.68
04/23	04/17/2023	76624	590-567-776-002	29.68
04/23	04/17/2023	76624	592-557-776-000	29.68
04/23	04/17/2023	76624	101-748-900-000	2,091.92
				7,467.85
				7,467.85
				207.50
				207.50
				207.50
				1,920.81
				1,920.81

GL Period	Check Issue Date	Check Number	Invoice GL Account	Amount
Total 76626:				1,920.81
<b>UNIFIRST CORPORATION</b>				
04/23	04/17/2023	76627	101-265-776-000	38.15
04/23	04/17/2023	76627	590-567-776-000	21.64
04/23	04/17/2023	76627	101-265-776-000	21.00
04/23	04/17/2023	76627	101-265-776-000	23.00
04/23	04/17/2023	76627	536-336-740-000	25.75
Total UNIFIRST CORPORATION:				129.54
Total 76627:				129.54
<b>USA BLUEBOOK</b>				
04/23	04/17/2023	76628	592-557-801-000	153.36
04/23	04/17/2023	76628	592-557-776-000	305.73
04/23	04/17/2023	76628	592-557-776-000	2,123.65
04/23	04/17/2023	76628	590-567-776-001	996.38
04/23	04/17/2023	76628	590-568-776-000	378.25
04/23	04/17/2023	76628	590-567-776-001	136.80
Total USA BLUEBOOK:				4,094.17
Total 76628:				4,094.17
<b>WATER SOLUTIONS UNLIMITED</b>				
04/23	04/17/2023	76629	590-567-776-004	1,587.50
04/23	04/17/2023	76629	592-557-776-000	4,253.85
Total WATER SOLUTIONS UNLIMITED:				5,841.35
Total 76629:				5,841.35
<b>WEBER STEEL INC</b>				
04/23	04/17/2023	76630	661-536-776-000	94.65
Total WEBER STEEL INC:				94.65
Total 76630:				94.65
<b>WEST SHORE SERVICES, INC.</b>				
04/23	04/17/2023	76631	101-265-970-002	14,725.00
Total WEST SHORE SERVICES, INC.:				14,725.00
Total 76631:				14,725.00
<b>WITMER PUBLIC SAFETY GROUP</b>				
04/23	04/17/2023	76632	536-336-740-000	382.96
04/23	04/17/2023	76632	536-336-740-000	134.97

## CITY OF CARO

Check Register - Council Meeting  
Check Issue Dates: 4/4/2023 - 4/17/2023

Page: 12  
Apr 13, 2023 03:24PM

### Report Criteria:

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

# CITY OF CARO

CITY MANAGER  
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CITY CLERK  
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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, March, 2023  
Date: April 3, 2023

## POLICE REPORTS

Police Complaints received for March 2023-167 dispatched complaints

Comparison-  
February 2023- 173 dispatched complaints  
January 2023- 215 dispatched complaints  
March 2022- 166 dispatched complaints

## MILEAGE

March 2023- 3,326 miles

## GASOLINE

March 2023-277.166 gallons

ABANDONED VEHICLE	
ALARM	7
ANIMAL AT LARGE	2
ASSAULT	7
ASSIST DHHS	
ASSIST FIRE	3
ASSIST MMR	9
ASSIST OTHER PD	2
ASSIST THUMB NARCOTICS	2
ASSIST TUSH IN CARO	5
ASSIST MSP	4
ATL	1
B&E	3
CITIZEN ASSIST	1
CIVIL	14
CONDITIONAL BOND VIOLATION	2
CSC	
DISORDERLY	3
DOMESTIC ASSAULT	2
DWLS	1
EMBEZZLEMENT	
FALSE PERSONATION	
FELONIOUS ASSAULT	
FOUND PROPERTY	1
FRAUD	1
GENERAL	
HARASSMENT	2
HIT AND RUN PDA	
NO INSURANCE-VEHICLE	3
LARCENY	1
LIQUOR INSPECTION	14
MDOP	1
MENTAL HEALTH CALL	5
MIP-VAPE	1
MISSING JUVENILE	
MUTUAL AID	8
NARCOTICS	1
NATURAL DEATH	2
OPEN DOOR	
PAROLE VIOLATION	3
OWI	2
PDA	15
PROBATION VIOLATION	
PUBLIC RELATIONS	1
REGISTRATION VIOLATION	1
RETAIL FRAUD	6
RUNAWAY	1

INJURY	CRASH	ASSIST	MSP
DV	IN PROG	ASSIST	MSP
MENTAL	HEALTH	CALL	MSP
DV	IN PROG	ASSIST	MSP
DV	IN PROG	ASSIST	MSP
SUICIDAL	MALE	ASSIST	MSP
FELONY	ARREST	ASSIST	TUSH

SINKHOLE IN ROADWAY	
STALKING	2
SUICIDAL PERSON	4
SUSPICIOUS PERSON	2
SUSPICIOUS SITUATION	3
THREATS TO SCHOOL	1
THREATS TO ATTY GENERAL	1
THREATS TO COURTHOUSE	
TRAFFIC POLICING	1
TRESPASS	
VERBAL DOMESTIC	5
VIN INSPECTION	
WARRANT ARREST	4
WELFARE CHECK	7
WITNESS INTIMIDATION	
911 OPEN LINE	1

E.DAYTON	AT BEVENS
945	SUE DRIVE
208	ROMAIN
2178	AQUA LN
1365	MERTZ
467	N VASSAR
3052	COLWOOD
22425 S	SHERIDAN

# VEHICLE MAINTENANCE RECORD FOR CAR 1

TOTAL MAINTENANCE COSTS		YEAR	2015	MAKE	FORD	MODEL	SUV	LICENSE	023X391	VIN NO.	1FM5K8AR5FGB83483	Dec-23
		Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23
Enter Starting Vehicle Mileage		80,934	81,982	82,531								
Enter Vehicle Mileage at End of Month		81,982	82,531	83,239								
Monthly Mileage Totals		1,048	549	708	0	0	0	0	0	0	0	0
Total Mileage for Year		2,305										
Maintenance Cost Per Mile		\$1.38										
VEHICLE MAINTENANCE COSTS												
TYPE OF SERVICE												
Oil & Filter Change												
Air Filter Change												
Fuel Filter Change												
Transmission Fluid & Filter												
Engine Coolant												
Cooling System Flush												
Tire Repair or Replacement												
Tire Rotation or Balance												
Hose Replacement												
Brake Repair												
Engine Tune-Up												
Front End Alignment												
Power Steering / Brake Fluid												
A/C or Heater Repair												
Replace Belts												
Electrical Repairs												
Battery Replacement												
Headlights or Light Bulbs												
Windshield Wiper Blades												
Wash & Wax												
Miscellaneous Service												
TOTAL MONTHLY MAINTENANCE COSTS		\$0.00	\$3,117.02	\$60.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TIRE SIZE												TOTAL \$3,177.02
TIRE SIZE		245	55R18	M&S								

## VEHICLE MAINTENANCE RECORD FOR CAR 2

TOTAL MAINTENANCE COSTS		YEAR:	2013	MAKE:	FORD	MODEL:	SUV	LICENSE:	VIN NO.:	1FM5K8AR0DGC06925		
		Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Sep-23	Oct-23	Nov-23	Dec-23
Enter Starting Vehicle Mileage		110,076	110,297	111,109								
Enter Vehicle Mileage at End of Month		110,297	111,109	111,711								
Monthly Mileage Totals		221	812	602	0	0	0	0	0	0	0	0
Total Mileage for Year		1,635										
Maintenance Cost Per Mile		\$0.98										
VEHICLE MAINTENANCE COSTS												
TYPE OF SERVICE												
Oil & Filter Change												
Air Filter Change												
Fuel Filter Change												
Transmission Fluid & Filter												
Engine Coolant												
Cooling System Flush												
Tire Repair or Replacement												
Tire Rotation or Balance												
Hose Replacement												
Brake Repair												
Engine Tune-Up												
Front End Alignment												
Power Steering / Brake Fluid												
AC or Heater Repair												
\$1,362.02												
Replace Belts												
Electrical Repairs												
Battery Replacement												
Headlights or Light Bulbs												
Windshield Wiper Blades												
Wash & Wax												
Miscellaneous Service												
\$0.00												
<b>TOTAL MONTHLY MAINTENANCE COSTS</b>		<b>\$1,362.02</b>										
<b>TOTAL</b>		<b>\$1,602.01</b>										

# VEHICLE MAINTENANCE RECORD FOR CAR 3

	YEAR:	2017	MAKE:	FORD	MODEL:	SUV	LICENSE:	VIN NO:	1FM5K8A3HGC07315	Dec-23	
	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23
<b>TOTAL MAINTENANCE COSTS</b>											
Enter Starting Vehicle Mileage	52,817	54,534	55,655								
Enter Vehicle Mileage at End of Month	54,534	55,655	56,510								
Monthly Mileage Totals	1,717	1,121	855								
Total Mileage for Year	3,693										
Maintenance Cost Per Mile	\$0.10										
<b>TYPE OF SERVICE</b>											
Oil & Filter Change											
Air Filter Change											
Fuel Filter Change											
Transmission Fluid & Filter											
Engine Coolant											
Cooling System Flush											
Tire Repair or Replacement											
Tire Rotation or Balance											
Hose Replacement											
Brake Repair											
Engine Tune-Up											
Front End Alignment											
Power Steering / Brake Fluid											
A/C or Heater Repair											
Replace Belts											
Electrical Repairs											
Battery Replacement											
Battery Cables / Terminals											
Headlights or Light Bulbs											
Windshield Wiper Blades											
Wash & Wax											
<b>Miscellaneous Service</b>											
<b>TOTAL MONTHLY MAINTENANCE COSTS</b>	\$0.00	\$368.79	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Tire Size=245/55R18</b>											
<b>MILLARS TIRES BAY CITY</b>											
<b>TOTAL</b>											\$368.79

# VEHICLE MAINTENANCE RECORD FOR CAR 464

TOTAL MAINTENANCE COSTS		YEAR:	2019	MAKE	DODGE	MODEL DURANGO	LICENSE	023X394	VIN NO	1C4RDJFG1KC708488			
		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		15,147	15,855	16,659									
Enter Vehicle Mileage at End of Month		15,855	16,659	17,470									
Monthly Mileage Totals		708	804	811	0	0	0	0	0	0	0	0	0
Total Mileage for Year		2,323											
Maintenance Cost Per Mile		\$0.03											
VEHICLE MAINTENANCE COSTS													
TYPE OF SERVICE													
Oil & Filter Change													
Air Filter Change													
Fuel Filter Change													
Transmission Fluid & Filter													
Engine Coolant													
Cooling System Flush													
Tire Repair or Replacement													
Tire Rotation or Balance													
Hose Replacement													
Brake Repair													
Engine Tune-Up													
Front End Alignment													
Power Steering / Brake Fluid													
A/C or Heater Repair													
Replace Belts													
Battery Replacement													
Battery Cables / Terminals													
Electrical Repairs													
Headlights or Light Bulbs													
Windshield Wiper Blades													
Wash & Wax													
Tie Rods/Alignment													
Muffler													
TOTAL MONTHLY MAINTENANCE COSTS													
\$65.96													

# VEHICLE MAINTENANCE RECORD FOR CAR 465

TOTAL MAINTENANCE COSTS		YEAR:	2022	MAKE	CHEVY	MODEL	1500	LICENSE	VIN NO					
Enter Starting Vehicle Mileage		Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Sep-23	Nov-23	Dec-23
Enter Vehicle Mileage at End of Month	450	500	500	500	500	500	500	500	500	500	500	500	500	500
Monthly Mileage Totals	50	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Mileage for Year	400													
Maintenance Cost Per Mile	\$0.00													

## TYPE OF SERVICE

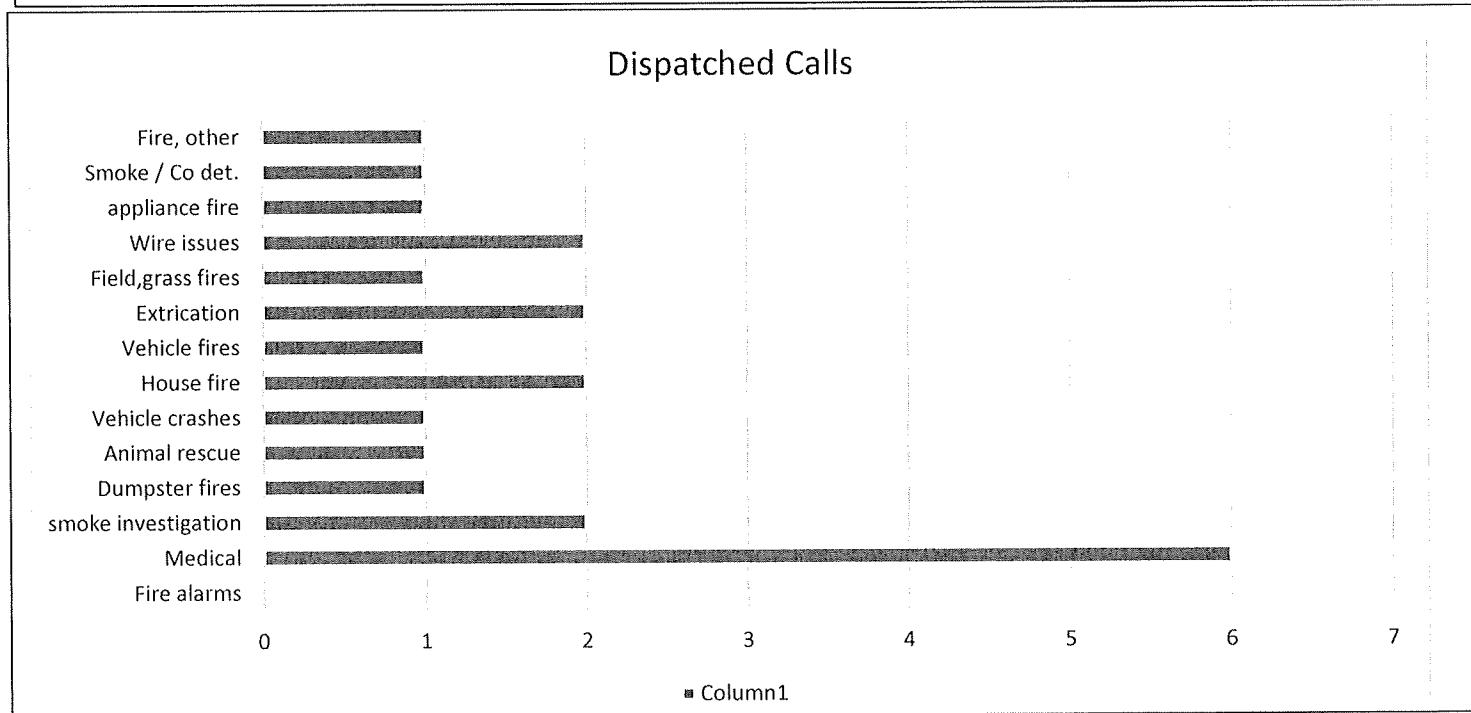
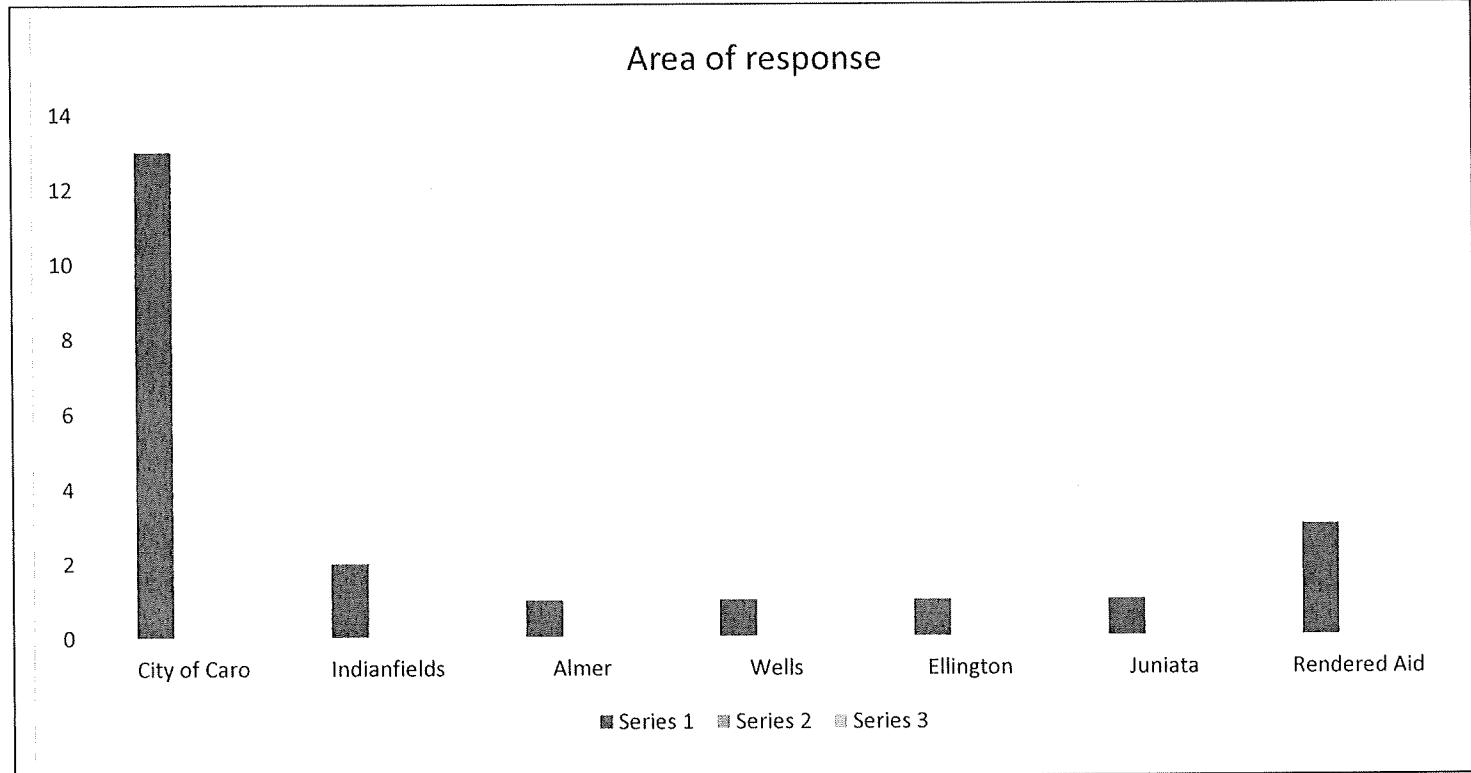
Oil & Filter Change	Air Filter Change	Fuel Filter Change	Transmission Fluid & Filter	Engine Coolant	Cooling System Flush	Tire Repair or Replacement	Tire Rotation or Balance	Hose Replacement	Brake Repair	Engine Tune-Up	Front End Alignment	Power Steering / Brake Fluid	A/C or Heater Repair	Replace Belts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



# CITY OF CARO FIRE DEPARTMENT

## April 2023 Council Fire report

March 2023 monthly review



City of Caro	Medical assist	
Ellington Twp.	House fire	
Almer Twp.	Medical assist	
City of Caro	Blood cleanup	
Mutual aid to Mayville FD	Animal water rescue	
Indianfields Twp.	Single vehicle crash	
City of Caro	2 vehicle crash with extrication	
Indianfields Twp.	Single vehicle crash with extrication	
City of Caro	Smoke investigation	
City of Caro	Medical assist	
City of Caro	Kitchen stove fire	
Juniata Twp.	Power lines down	
City of Caro	Medical lift assist	
City of Caro	Smoke investigation	
City of Caro	CO issue investigation	
City of Caro	Vehicle fire	
Mutual aid to Fairgrove FD	House fire	
City of Caro	Dumpster fire	
City of Caro	Medical assist	
City of Caro	Medical assist	
Mutual aid to Kingston FD	Grass/filed fire	
Wells Twp.	Power line issue	



## CITY OF CARO FIRE DEPARTMENT

April 2023 Council Fire report

March 2023 monthly review

- Caro Fire Dept. is in the final stages of taking possession of the Aerial Ladder truck Possibly the second week of May 2023.
- The Caro Fire Department answered 22 calls in the month of March 2023
- The Medical First Responder project should start towards the end of March 2023
- The department monthly training was Medical First Responder review
- The Annual Fire Report to Council is done for 2022

Respectfully submitted,

Randall Heckroth, City of Caro Fire Chief



# CITY OF CARO CODE ENFORCEMENT

April 2023 Council Code report

## March 2023 monthly review

121 Howard St.	Garbage violation	2nd. Notice
1127 Howard St.	Garbage violation	1 <sup>st</sup> . notice
524 Ward St.	Vehicle on sidewalk	1 <sup>st</sup> . notice
410 E. Frank St.	Garbage violation	2 <sup>nd</sup> . offence \$250.00 ticket
322 Montague Ave.	Garbage violation	2 <sup>nd</sup> . notice
636 W. Frank St.	Garbage violation	4 <sup>th</sup> . offence \$500.00 ticket
602 W. Gilford Rd.	pallets	8 <sup>th</sup> . offence \$500.00 ticket
175 W. Gamble St.	Garbage violation	1 <sup>st</sup> . notice
625 Allen St.	Garbage violation	2 <sup>nd</sup> . notice
244 E. Bush St.	Garbage violation	1 <sup>st</sup> . notice
531 E. Frank St.	Yard junk & appliance	1 <sup>st</sup> . offence \$100.00 ticket
263 E. Sherman St.	Yard junk, garbage	2 <sup>nd</sup> . notice
505 Gibbs St.	tires	1 <sup>st</sup> . notice
16 Pearl St.	Boards, construction material	1 <sup>st</sup> . notice
11 Fremont St.	Garbage violation	2 <sup>nd</sup> . notice
602 W. Gilford Rd.	pallets	9 <sup>th</sup> . offence \$500.00 ticket
616 W. Gilford Rd.	Garbage violation	1 <sup>st</sup> . notice
340 W. Bush St.	Garbage violation	1 <sup>st</sup> . notice
665 Court St.	Garbage violation	2 <sup>nd</sup> . notice
427 Gibbs St.	Sign violation	1 <sup>st</sup> . notice
700 W. Frank St.	Blight vehicle	1 <sup>st</sup> . notice
673 W. Sherman St.	Blight vehicle	1 <sup>st</sup> . notice
791 Allen St.	Blight vehicle	1 <sup>st</sup> . notice
602 W. Gilford Rd.	pallets	10 <sup>th</sup> . offence \$500.00 ticket
503 Pearl St.	Garbage violation	1 <sup>st</sup> . notice
540 E. Frank St.	Blight vehicle X 2	2 <sup>nd</sup> . notice
300 E. Grant St.	Garbage violation	1 <sup>st</sup> . notice
619 Court St.	Garbage violation	1 <sup>st</sup> . notice
665 Court St.	Garbage violation	1 <sup>st</sup> . offence \$100.00 ticket
1326 Cambridge Ln.	Vehicle on the sidewalk	1 <sup>st</sup> . notice
762 N. State St.	Sign violation	1 <sup>st</sup> . notice
768 N. State St.	Sign violation	1 <sup>st</sup> . notice
343 Wells St.	Garbage violation	1 <sup>st</sup> . notice
400 Wells St.	tires	2 <sup>nd</sup> . notice
363 Wells St.	Garbage violation	1 <sup>st</sup> . notice

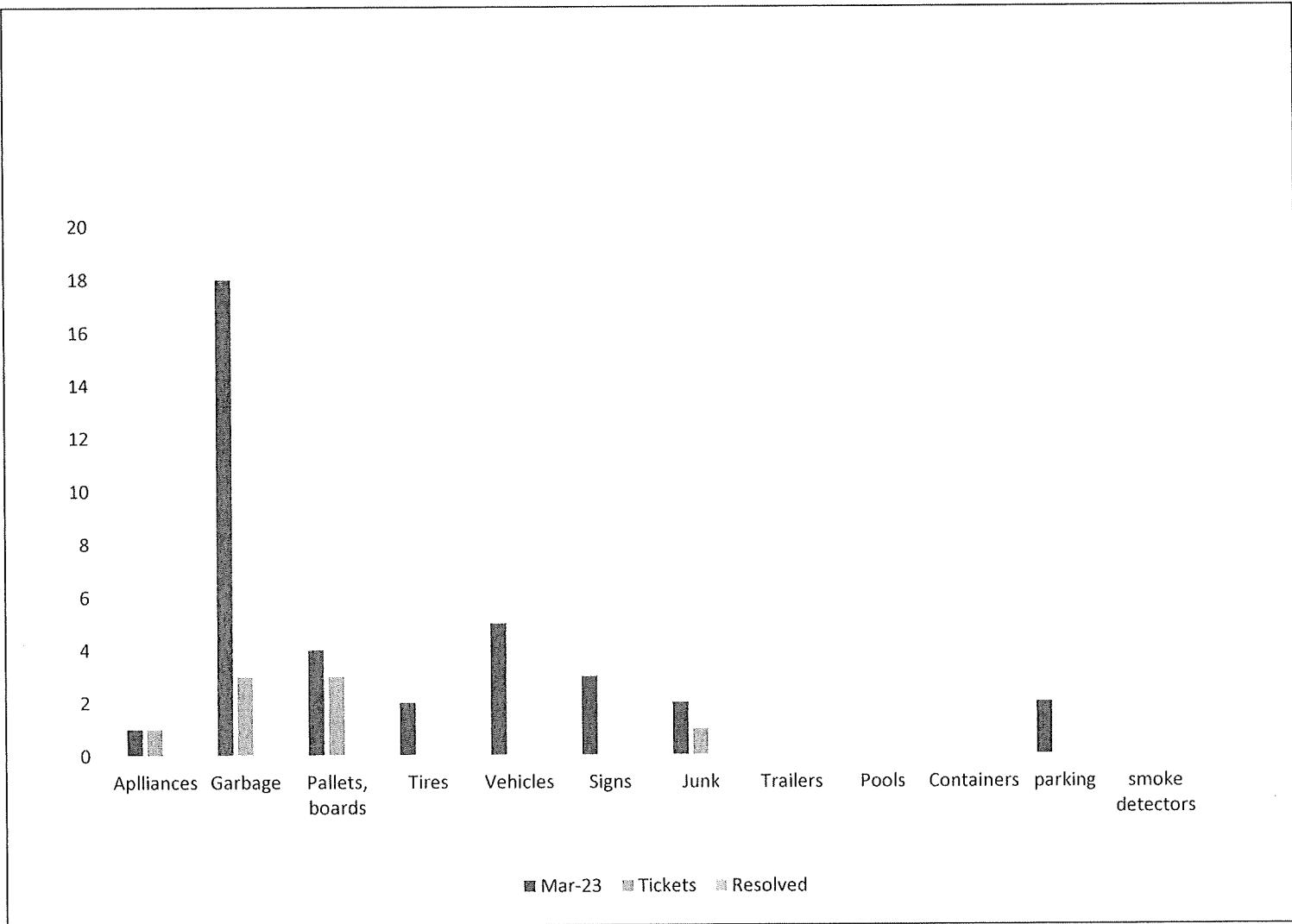


## CITY OF CARO CODE ENFORCEMENT

April 2023 Council Code report

March 2023 monthly review

Page 2 of 2



Monthly total tickets issued, \$2450.00

Monthly total blights, 35

Monthly cases resolved, 0

Top 3-Violations for March 2023 #1 Garbage #2 Vehicles #3 pallets/ boards

# CITY OF CARO

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JILL WHITE

## MEMORANDUM

**To:** Scott Czasak & City Council  
**From:** Tom Reese Director of Public Works  
**Date:** April 17<sup>th</sup>, 2023  
**Re:** April Monthly report

---

### ACTIVITY

- Daily well checks.
- We have done 28 MISS DIG tickets.
- We have completed over 30 work orders. This is a breakdown of what was done:
  - 6 meters install/replace
  - 6 Final reads
  - 1 Water turn off/on
  - 1 sewer/jetting
  - 8 billing issues
  - 1 Resident question
  - 2 trees/stumps/leaves/branches
  - 1 Farmers market/Dir. Of development
  - 1 washed out driveway
- We had 2 guys on vacation this month. And still have one out with an injury
- The guys read water meters.
- Trash downtown and in parks.
- Meetings with contractors for projects coming up.
- We have been backwashing the arsenic plant 3 times a week.
- Swept downtown with sweeper.
- The guys installed the new ice maker at city hall.
- The guys put new sign up at the botanical garden.
- We pumped the arsenic pit down.
- The guys cleared storm basins before the heavy rains.
- Evean got the chipper ready for brush chipping.
- Cleaning the shop
- Taking out and cleaning the salt boxes for summer storage
- Budget meetings with Michelle and Scott
- Sent out quotes for side door and garage doors at the firehall.
- The new tornado siren is up at City Hall and old tornado siren is down from the old Police Station building
- Evean started CDL school.

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- Mike and I had a 2-day class for water review.
- Thumb cooling and heating finished the city hall HVAC.
- Michelle and I ordered salt for next year.
- Working on sweeper that got broken during operation from uneven roads.
- We worked with the contractor to get arsenic samples of the media and get the actuators working properly.

## UP COMING PROJECTS

- Working with sidewalk contractor
- Working with parking lot contractor
- Replacement of the arsenic plant media

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DON HALL  
PAMELA ISELER  
CHARLOTTE KISH  
JILL WHITE

**TO:** Scott Czasak, City Manager and Caro City Council  
**FROM:** David Dienes, W.W.T.P.  
**SUBJECT:** April 2023 Report  
**DATE:** April 12, 2023

## **FOR THE AGENDA OF: April 17, 2023**

### **TREATMENT SYSTEM PREVENTATIVE & REGULATORY&CORRECTIVE**

- Our Permit required monthly Discharge Monitoring Report for March 2023 was sent electronically via MiEnviro to the EGLE.
- We set up and ran the Cities Drinking water samples for March 2023.
- The clarifiers were hosed down or power washed down 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 stations generators were exercised this month.
- We relinquished another 5 raw water samples to SVSU for COVID-19 test
- Lift station #3 upgrade is virtually complete. We are waiting for the proper check valves to be delivered and installed.
- Lift station #4 had a pump failure. A new pump has been ordered and is scheduled to be delivered in early May
- Biotech began hauling biosolids on April 4<sup>th</sup>.
- Replaced mechanical seal on P-1 at lift station 8.

# Memorandum

**To:** City Council

**From:** Rita Papp

**Date:** April 4, 2023

**Re:** Municipal Parking Violations Report, March 2023

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<b>No Parking 2 a.m. – 5 a.m.</b>	<b>Municipal Parking Violations Written</b>	4
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<b>Warnings</b>	4
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<b>2<sup>nd</sup> Offense</b>	0
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<b>3<sup>rd</sup>, 4<sup>th</sup> &amp; 5<sup>th</sup> Offense</b>	0
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<b>6<sup>th</sup> &amp; 7<sup>th</sup> Offense</b>	0
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<b>2 Hour Downtown Parking</b>	<b>Municipal Parking Violations Written</b>	0
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<b>Warnings</b>	0
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<b>2<sup>nd</sup> Offense</b>	0
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<b>3<sup>rd</sup> Offense</b>	0
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<b>4<sup>th</sup> Offense</b>	0
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<b>Other Ordinance __</b>	<b>Municipal Parking Violations Written</b>	0
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<b>Warnings</b>	0
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<b>2<sup>nd</sup> Offense</b>	0
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<b>3<sup>rd</sup> Offense</b>	0
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<b>4<sup>th</sup> Offense</b>	0
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<b>5<sup>th</sup> Offense</b>	0
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# 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  
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MAYOR  
KAREN SNIDER  
CITY COUNCIL  
EMILY CAMPBELL  
BOB ESCHENBACHER  
PAMELA ISELER  
CHARLOTTE KISH  
JILL WHITE

## Memorandum

**TO: City Manager, City Council, DDA**  
**From: Lauren M. Amellal; Director of Development & Strategic Initiatives**  
**Date: April 10, 2023**  
**RE: Department Report**

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Activity:

- Attended MML Land Use Committee virtual meeting.
- Submitted Spring Newsletter article for inclusion in quarterly City Voice Newsletter.
- Attended 3 day (9 hour) How to start a Farm Stop training by Argus Farm Stop.
- Attended Parks & Recreation meeting in March. Working on Parks & Rec objectives and assisting with: SPARK GRANT, Wayfinding signs, Spring Cleanup and Summer Kick Off events, and working on securing new tables and trash cans.
- Met with new Caro Area Chamber manager, Kim Stevenson. Discussed partnering opportunities. Was invited to the Chamber meeting to share.
- Attended Chamber meeting, received commitment of \$100.00 for Beautification Sponsorship from the Caro Area Chamber, and agreed on partnership for advertisement of the DDA/ Chamber in the “Michigan Original Thumb Area Vacation Guide”. Shared Ribbon Cutting info for Botanical Garden event.
- Attended virtual Care Connect Task Force per the Master Plan objectives.
- Attended Caro Garden Club. Discussed Annual Spring Clean-up, Downtown Beautification, and Ribbon Cutting/ Memorial Service event for the Botanical Garden/ Pergola in June.
- Met with Hills & Dales marketing representative and received \$3,000.00 Beautification Sponsorship. Also discussed other events/ partnership opportunities.
- Assisted with promotion and facilitation of Easter event on April 1<sup>st</sup> at Bieth Park and Strand Theater.
- Facilitated rental of State Street Square for Great Start Tuscola’s Child Abuse Prevention Month Kick off April 4<sup>th</sup>.
- Facilitated rental of State Street Square for Tuscola SAFEbuilt event on April 10<sup>th</sup>.
- Developed work plan for Food Safety Education using grant funds from the Michigan Farmers Market Association.
- Met with several program partners/ local organizations to develop special events at the Caro Farmers Market for 2023.
- Developing May 25<sup>th</sup> Summer Kick-off event at Bieth Park. Several food trucks, and local organizations are already committed.

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- Presented Downtown Beautification Sponsorship campaign for flowerpots at several local meetings. Program has brought in over \$5,500.00 so far.
- Continuing to work with community volunteers to develop Music in the Park events.
- Hosted Caro Farmers Market 2<sup>nd</sup> Annual Spring Fling Farm & Arts Fair on April 8<sup>th</sup>. Over 1,200 guests attended, 4 volunteers assisted throughout the day. The 40 vendors collectively brought in nearly \$8,000.00.
- Meet with and registered over 50 farmers market vendors so far, securing over \$7,000.00 in DDA revenue.
- Registered 3 more rentals for State Street Square.
- Discussed DDA Seasonal work with DPW Superintendent, Tom Reese.
- Continued Michigan Downtown Association training modules for MiPDM certification program to benefit DDA & City of Caro.

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## MEMORANDUM

TO: Caro City Council  
FROM: City Manager Scott R. Czasak  
DATE: Wednesday, April 12, 2023  
RE: Agenda Item 1 – Mental Health Awareness Ribbons

---

Members of the Caro City Council,

Recently, I received a request from Tuscola Behavioral Health Systems to place Mental Health Awareness Month ribbons on the light posts in downtown in the month of May.

They would be responsible for the hanging, maintenance, and removal of the ribbons, therefore there is no cost to the City.

Your options for motions are:

1. Allow Tuscola Behavioral Health Systems to place Mental Health Awareness Month ribbons in the month of May in consultation with the City.
2. Deny the request to place ribbons.

## **Scott Czasak**

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**From:** Susan Rickwalt-Holder <srickwalt@tbhs.net>  
**Sent:** Tuesday, April 4, 2023 11:19 AM  
**To:** Scott Czasak  
**Subject:** request from Tuscola Behavioral Health Systems

I am requesting to place green ribbons on the lightposts downtown Caro for Mental Health Awareness Month. Ribbons would be taken down at the end of May.

Susan R. Holder, Director  
Marketing and Training Services  
Tuscola Behavioral Health Systems  
989.672.3154

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**TO:** City Manager/ City Council  
**FROM:** Rita Papp – City Clerk  
**SUBJECT:** Supplement No. 8 – Code of Ordinances  
**DATE:** April 17, 2023

---

## **Background:**

Periodically supplements to the City of Caro Code of Ordinances need to be completed. We need to update our Code of Ordinances with Supplement # 8. CivicPlus (Municode) is the service vendor that the City of Caro utilizes. The estimated total cost for Supplement # 8 is \$3,080.00.

## **Recommendation**

Council authorizes the City Clerk to proceed with Supplement # 8 to the City of Caro Code of Ordinances in the approximate amount of \$3,080.00.

## **Option 1**

Motion to authorize the City Clerk to proceed with Supplement # 8 to the City of Caro Code of Ordinances in the approximate amount of \$3,080.00.

## **Option 2**

To deny recommendation.

## **Option 3**

To postpone this matter for further discussion.

## Rita Papp

---

**From:** Dana Martin <DJMartin@civicplus.com>  
**Sent:** Monday, April 3, 2023 12:27 PM  
**To:** Rita Papp  
**Subject:** Caro, MI Code of Ordinances - 2011(14980) - Estimate for Supplement #8

Ms. Papp,

We are pleased to provide the following cost estimate for Supplement No. 8 to the Caro, MI Code of Ordinances. We will wait for your authorization before proceeding with the publication of this Supplement.

**Estimate for Supplement No. 8:**

160\*\* pages @ \$19 per page = \$3040

2 tables/graphics/images @ \$10 = \$20

Estimated shipping of 5 copies = \$20

Estimate Total = \$3080

Please keep in mind that the above figures are approximations only. This estimate does not include new chapter tabs or tax, if applicable. Once the supplement is completed, we bill only for the *actual* number of pages generated by the amending ordinances.

<u>Ordinances held for inclusion in Supplement No. 8</u>	<u>No. of Pages Affected**</u>
Amendment to 346	2
479	36
480*	0
481*	0
482	20
483	2
484	6
485	12
	22 (Instruction Sheet, Table of Contents, Checklist, Supplement History Table, Code Comparative Table, State Law Reference Table)
	<u>60 (Index)</u>
	160 Total Pages

\*It is not necessary to send in ordinances that do not amend the Code (e.g. rezonings)

Please do not hesitate to contact us if you have any questions or if we may be of help in any way. It is a pleasure to be of service to you and the City of Caro!

## Dana J. Martin

Sales Operations • CivicPlus

P: 800.262.2633 x7483

[civicplus.com](http://civicplus.com)

[djmartin@civicplus.com](mailto:djmartin@civicplus.com)

# CITY OF CARO

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**TO:** City Manager/ City Council  
**FROM:** Rita Papp – City Clerk  
**SUBJECT:** Downtown Development Authority Appointments  
**DATE:** April 17, 2023

---

## Downtown Development Authority Appointments

Based on the recommendation from Downtown Development Authority (DDA), the City Clerk was to advertise for two vacancies on the DDA Committee. The City Clerk received 6 applications as of the due date of April 5, 2023 at 5:00 p.m. Mayor Snider has reviewed all applications and has selected two individuals to appoint to the DDA.

For the one-year term, Mayor Snider has selected Robert Wolak. He is currently employed at State Savings Bank in the Downtown district as the Senior Vice President of Commercial Lending. He is involved in Rotary, McLaren Caro Regional Hospital Board of Trustees, Community Bankers of Michigan Board of Directors as well as the Tuscola County Economic Development Corporation Executive Committee.

For the two-year term, Mayor Snider has selected Sonya Otremba. She is currently employed at Independent Bank in the Downtown district as the AVP/Branch Manager of the Caro location. She is involved in Rotary, Chamber of Commerce, and has helped with numerous events and festivals in Caro.

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## MEMORANDUM

TO: Caro City Council  
FROM: City Manager Scott R. Czasak  
DATE: Wednesday, April 12, 2023  
RE: Agenda Item 4 – BioTech Agronomic, Inc Biosolids Contract

---

Members of the Caro City Council,

As you might be aware, the City engages with a contracted entity to handle removal of biosolids which are created by the Wastewater Treatment Plant and dispose of them. BioTech Agronomic, Inc is our current contractor for this service, and during the recent bid process came in as the lowest bidder.

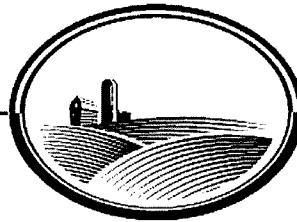
Currently, we are charged 4.98 cents per gallon, however under this proposed contract, the price per gallon would be reduced to 4.54 cents per gallon. While only around half a cent, when the volumes they haul are in the thousands of gallons, it can add up very quickly. The contract has been reviewed by the City Attorney, who has approved it as to form.

Your options for motions are:

1. Allow the City Manager to sign and execute the contract with BioTech Agronomics, Inc for the Testing, Removal and Land Application of Biosolids from the City of Caro Wastewater Treatment Plant as presented.
2. Deny the request to place ribbons.

# BioTech Agronomics, Inc.

Residual Management Company  
1651 Beulah Highway • Beulah • Michigan • 49617



April 12, 2023

## **CONTRACT FOR TESTING, REMOVAL AND LAND APPLICATION OF BIOSOLIDS FROM THE CITY OF CARO WASTEWATER TREATMENT PLANT**

**City of Caro**  
317 S. State Street  
Caro, Michigan 48723

### **Proposal**

BIOTECH AGRONOMICS, INC. is pleased to present this proposal to define proposed work associated with the removal and land application of Biosolids generated by the City of Caro WWTP physically located at 724 Columbia St., in Caro Michigan.

### **Biosolids Loading and Transport**

BIOTECH AGRONOMICS, INC. will furnish the necessary labor and equipment to efficiently and safely provide Biosolids Management services for the Caro WWTP. BIOTECH AGRONOMICS, INC. will pump and load Biosolids into transport vehicles, transport the Biosolids to EGLE and federally approved application sites, and finally to land apply the Biosolids to suitable local farmland sites. All work performed will be under Michigan Part 24, Federal 503 and local regulations.

### **Land Application of Biosolids**

BIOTECH AGRONOMICS, INC. will provide the labor and equipment to properly apply the Biosolids to suitable local application sites at agronomic rates in accordance with Michigan State University recommendations and applicable federal, state and local regulations. The Biosolids will be subsurface injected or surface applied according to a EGLE approved Residuals Management Plan using sewage sludge applicators equipped with a pressure/vacuum application system.

### **Determination of Quantity Removed**

BIOTECH AGRONOMICS, INC. shall provide the Plant Superintendent a duplicate copy of load sheets, which detail the following items:

- Date of removal
- Time the applicator loaded in the field
- Applicator identification number
- Operator name
- Gallons of Biosolids on the applicator
- Farmer name and approved field identification number and the number of acres acceptable for use in the field
- Number of acres accepting Biosolids

One copy of the load sheet(s) will stay with the plant superintendent and the other will remain with BIOTECH AGRONOMICS, INC. The quantity of Biosolids loaded on and transported by the vehicle will be recorded as the certified capacity of the vehicle. All billed quantities will be invoiced by the gallon capacity of each vehicle transporting the material.

### **Agronomic Services**

BIOTECH AGRONOMICS, INC. will provide agronomic management services that include the location of suitable local farmland application sites. Application sites will meet the requirements for land application in accordance with applicable federal, state and local regulations for the use and disposal of Biosolids. Proposed farmland application sites shall be properly documented in accordance with Michigan Part 24 requirements. Records at a minimum shall include the following:

- Landowner agreement and permission form
- Soil analyses
- EGLE site I.D. information
- Plat maps indicating location and ownership of property
- SCS or equivalent soil survey map indicating soil types, slope and drainage class
- Relative sludge analyses, soil analyses or cropping information
- Proof of notification to local governing bodies as per EGLE requirements

### **Regulatory Reports**

BIOTECH AGRONOMICS, INC. shall complete all required federal or state reports applicable to the Biosolids land application program including yearend requirements and provided in a book binder. These records shall be maintained by BIOTECH AGRONOMICS, INC. as required by federal, state and local regulations and shall be provided to the Owner.

### **Laboratory Analyses and Permits**

BIOTECH AGRONOMICS, INC. will be provided a EGLE approved Residuals Management Plan (RMP) by the facility. BIOTECH AGRONOMICS, INC. will provide laboratory analyses for total metals and nutrients and fecal coliform testing as needed on the Biosolids prior to removal from the facility. BIOTECH AGRONOMICS, INC. will be responsible for all routine soil fertility analyses associated with land application of the Owner's Biosolids during the term of this Agreement. BIOTECH AGRONOMICS, INC. shall not be responsible for any additional analytical testing that federal, state or local regulatory agencies may require.

### **Optional Services**

BIOTECH AGRONOMICS, INC. shall be able to provide at the City's request contingency services that may include, mobile dewatering, biosolids stabilization, landfill disposal, and confined space digester cleaning. Terms and conditions for these services shall be negotiated between BIOTECH AGRONOMICS, INC. and the City of Caro at the time of their need and shall be performed under written mutual agreement.

### **Health and Safety**

BIOTECH AGRONOMICS, INC. shall comply with the federal, state and local laws and regulations and take any needed actions to protect the life and health of employees on the job and the safety of the public and to protect property during the performance of the Agreement.

## **Insurance**

BIOTECH AGRONOMICS, INC. shall provide and maintain at all times during the term of this Agreement the following minimum insurance coverage:

- a) Workers Compensation Insurance in compliance with the statutes of the State of Michigan which has jurisdiction of BIOCEN AGRONOMICS, INC. employees engaged in the performance of services hereunder with a limit of FIVE HUNDRED THOUSAND DOLLARS (\$500,000)
- b) General Liability Insurance with a minimum combined single limit of THREE MILLION DOLLARS (\$3,000,000), including the broad form property damage endorsement
- c) Automobile Liability Insurance (owned, non-owned or hired units) with a minimum combined single coverage limit of ONE MILLION DOLLARS (\$1,000,000)
- d) Pollution Liability Insurance with a minimum combined single limit of FIVE MILLION DOLLARS (\$5,000,000), including the broad form property endorsement
- e) Owners and Contractors Protective Liability providing bodily injury coverage of \$1,000,000 per person, and property damage coverage of \$500,000 or combined single limit of \$1,500,000.

## **Biosolids Tender**

The City of Caro shall tender all biosolids generated to BIOCEN AGRONOMICS, INC. that are suitable for land application on agricultural land as specified in the scope of this Agreement.

## **Notification**

BIOTECH AGRONOMICS, INC. will be provided with adequate advance notice of when the WWTP desires for BIOCEN AGRONOMICS, INC. to remove biosolids from the WWTP. Depending on weather, seasonal weight restrictions, and farm land cropping cycles, additional notification may be required.

## **Cost of Services – 1/1/2023 - 12/31/2025. Approximate volume is 700,000 gallons each spring, summer and fall.**

\$0.0454 per gallon for Biosolids hauling and land application.

\$33.00 per cubic yard for Biosolids cake hauling and land application.

Metals & Nutrients Testing – 3 per year included in the price per gallon. Additional testing - \$350.00 per sample.

Fecal Coliform Testing – 3 per year included in the price per gallon. Additional testing - \$350.00 per sample.

\*Unit prices shall be subject to annual CPI increases beginning May 1, 2023.

## **Good Faith**

In the event BIOCEN AGRONOMICS, INC. is unable to remove and land apply the biosolids because (i) changes in the biosolids make it unfit for utilization on agricultural land as defined or interpreted by federal, state or local regulatory agencies, or (ii) changes in law prohibit providing the services or increase the cost of providing the services, or (iii) if unfavorable climatic or agronomic conditions have impeded efforts by BIOCEN AGRONOMICS, INC. to faithfully dispose of the biosolids as contemplated by this proposal, or (iv) as the result of flood, fire, strikes, acts of God, act of war or terrorism, civil disturbance, force majeure, or other occurrences not reasonable within the province and control of BIOCEN AGRONOMICS, INC. performance is hindered or halted, BIOCEN AGRONOMICS, INC. shall not be liable for any additional costs incurred by the City, and BIOCEN AGRONOMICS, INC. will not be deemed in default under this proposal unless thirty (30) days after the impediment has been resolved or eliminated BIOCEN AGRONOMICS, INC. fails or refuses to remove biosolids tendered to it.

BIOTECH AGRONOMICS INC work schedule is highly controlled by weather, soil conditions, permits and the availability of suitable farmland due to cropping cycles. As such we cannot liable for any losses either directly or indirectly associated with any weather-related delays. BIOTECH AGRONOMICS, INC will not accept responsibility for any assessment of liquidated damages.

#### **Indemnification**

BIOTECH AGRONOMICS, INC. shall defend, indemnify, and hold harmless the City of Caro, the City of Caro WWTP, and their officials, employees, agents, contractors, and attorneys, against any and all claims, demands, losses, expenses (including actual attorney fees and expenses), liabilities, lawsuits, and other legal or equitable actions arising out of or resulting from BIOTECH AGRONOMICS, Inc's provision of services under this Agreement.

#### **Spill Plan and Protocol**

BIOTECH AGRONOMICS, INC. has a strict protocol to be followed in the untimely event of a spill. If such an event occurs the person in charge of the load, the operator of the application equipment, load stand operator or truck driver, must contact their immediate supervisor after making a visual assessment of the action and if possible taking action to contain or correct the problem. The supervisor is to contact the BIOTECH AGRONOMICS, INC. Operations Manager and the chain of contacts begins. The plant personnel are informed and an assessment will be done by personnel from both entities. At this time the decisions will be made to contact local authorities, EGLE representative, additional emergency services and so on depending upon severity. All the above continues while the containment efforts are addressed. All assets and efforts of BIOTECH AGRONOMICS, INC. will be focused on cleanup and rectifying the problem to protect the health and safety of the public.

#### **Terms**

Payment terms shall be net 30 days from the date of invoice. Overdue payments will be assessed a finance charge of 1.5% per month on the unpaid balance.

#### **Contract Duration**

This Agreement shall remain in full force and effect from 1/1/2023 through 12/31/2025.

#### **Extensions**

The term of this Agreement may be extended upon written mutual agreement of both parties.

#### BIOTECH AGRONOMICS, INC.

Submitted by: *Don Popma*

Printed Name: Don Popma

Its: General Manager

Date: April 12, 2023

#### CITY OF CARO, MICHIGAN

Accepted By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Its: \_\_\_\_\_

Date: \_\_\_\_\_

This document is representative of a complete contract. Upon award the document can be signed by both parties to become binding.

# CITY OF CARO

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**TO:** City Council  
**FROM:** Karen Snider - Mayor  
**SUBJECT:** Mayor's Report  
**DATE:** April 17, 2023

---

The City Manager presented to council his proposed 2023-24 budget at a budget workshop held on April 5, 2023. Several upcoming projects were discussed. Another workshop is scheduled for the council on May 3, 2023, from 5:30 p.m. until 7:30 p.m. I spent hours reviewing the proposed budget over the weekend and documented my concerns.

I went to the Downtown Development Authority's meeting on April 12, 2023. They had an election of their officers and discussed DDA seasonal employee duties, DDA lawn mowing to be contracted out and other items of interest.

Worked on drafting my goals for the city manager's 6-month evaluation according to his employment contract. The council is to provide me with their goals, and it will be consolidated into an evaluation format and given to personnel chair.

Attended the Caro Rotary on April 3rd and 10th.

Attended the Easter egg hunt at Bieth Park and the free movie at the Strand for the children. Great turnout and enjoyed watching the children having fun.

The below items are left on my report as reminders:

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

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

Council Member Kish and I will be attending the May 19-20 classes in Bay City in person. The first day is the Elected Officials Academy-Core Weekender and covers Legal Framework, Leadership Roles and Responsibilities, Financial Management and Planning and Zoning. The second day is the Advanced Academy and includes formal presentations about municipal budgeting, understanding financial statements and audits, priority-based budgeting, utility rate settings, ServeMiCity, and funding community projects.

Mayor Karen Snider

# CITY OF CARO

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JILL WHITE

## MEMORANDUM

TO: Caro City Council  
FROM: City Manager Scott R. Czasak  
DATE: Wednesday, April 12, 2023  
RE: City Manager's Report

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Members of the Caro City Council,

We are now in the full swing of budget season here in City Hall and I have been pleased to continue to move forward in this process for the first time as your City Manager. The Budget Workshop was certainly a big start to this process, and I look forward to moving forward until adoption of a final budget in June!

In addition to my usual Rotary attendance as well as meetings with staff, Department Heads, residents, and other interested parties I had a meeting the Tuscola County Administrator/Controller Clayette Zechmeister regarding the Michigan State Police Post as well as meeting with the contractors for both the Sidewalk project and the City Hall Parking Lot project. I was able to get out and examine some of the sidewalks which are slated for replacement and had good discussions with DPW Superintendent Reese and the contractors about some of the issues and options for how to keep our sidewalks in good repair.

I was also privileged to have my first meeting with the Caro Zoning Board of Appeals, which was called to hear an appeal of my denial of a sign permit for the new Ollie's because the requested size was too large for me to approve under our sign ordinance, but the ZBA can overrule me. After hearing testimony from myself and the petitioner, their appeal was granted, and I issued the sign permit the next day.

I would like to remind Council I will be out of the office on Tuesday the 18<sup>th</sup> and Wednesday the 19<sup>th</sup> as I will be in Lansing representing the City at the Michigan Municipal League's Capital Conference where I will be participating in a range of discussions on various topics which will be relevant to the City as we move forward. I look forward to reporting back to you in my next report what I took away from the Conference.

Now that spring is in the air, I am really looking forward to getting out and experiencing all that Caro and the surrounding areas have to offer!

# 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  
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MAYOR  
JOE GREENE  
CITY COUNCIL  
BOB ESCHENBACHER  
EMILY CAMPBELL  
PAMELA ISELER  
CHARLOTTE KISH  
JILL WHITE  
VACANT

**TO:** City Council/City Manager  
**FROM:** Rita Papp – City Clerk  
**SUBJECT:** Clerk's Report  
**DATE:** April 17, 2023

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- Continue to follow up on the upcoming changes to the election process due to the passing the Proposal 22-2, Promote the Vote. Potentially starting with the November 2023 election, voters will be given the opportunity to vote in person 9 days prior to election day. The State of Michigan will provide incoming postage for AV applications and Ballots to the City. We will be responsible for outgoing postage. There is also a change to military & overseas voter ballots, if postmarked on election day and not received, ballots must be counted within 6 days. Several changes and challenges are on the horizon for the Clerk's office. With these changes, the Election budget has been affected. More expenses had to be added. I'm working with the County Clerk to get clarification on potential reimbursements to offset the expenses.
- Continuing to attend Rotary Meetings to network with community members.
- Continuing to attend monthly LEAD Tuscola meetings as secretary.
- Posted the City Council Vacancy, deadline is March 31<sup>st</sup> at 5:00 pm. Council seat must be filled within 60 days per the City Charter guidelines. (May 5, 2023) As of the writing of this report, the council will be interviewing two candidates on April 12, 2023 at 5:00 pm.
- Posted the DDA Vacancies (2), deadline is April 3<sup>rd</sup> at 5:00 pm. Mayor will be appointing two members at this meeting.
- Posted the Seasonal Employees (4), deadline is March 31<sup>st</sup> at 5:00 pm. Extended to April 10, 2023. Tom Reese is reviewing the applications and interviews will be set up soon.
- Posted the Parks & Recreation Committee vacancies (2), deadline is April 30, 2023 at 5:00 pm.
- The Planning Commission meeting scheduled for April 11, 2023 was cancelled due to no agenda items.
- Attended DDA Meeting, April 12, 2023.
- Attended Budget Workshop, April 12, 2023.
- I will be out of the office from the afternoon of April 13, 2023 until April 19, 2023 for vacation.

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CHARLOTTE KISH

TO: City Council  
City Manager – Scott Czasak  
FROM: Michele Perry, Treasurer  
SUBJECT: Treasurer's Report  
DATE: April 12, 2023

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- Attended the City Council meetings in March & April 2023
- Attended budget workshop with the City Council on April 5, 2023
- Attended special meeting in March.
- Attended DDA regular meeting in April.
- Worked on the budget for fiscal year 2023/2024.
- Attended a webinar with Michigan Municipal Treasurer Association for a financial update related to the 2 banks which went under.
- Continue to review various policies with City Manager Czasak and City Clerk Papp to continue updating policies.
- The Treasurer's Office has been busy over the last month with the following items:
  - Collecting utility payments
  - Mailing out utility bills
  - Mailing out city bill payments
  - Receiving and tracking responses from residents regarding the way in which they are opting to pay for the sidewalk invoices for the sidewalk projects from 2021 completed in spring of 2022.
- The Treasurer's Office has implemented some new procedures for office security which have been working well.
- Assisted in covering the front desk during staff lunches and vacations.

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 PAM ISELER

TO: City Council  
 City Manager – Scott Czasak  
 FROM: Michele Perry, Treasurer  
 SUBJECT: Certificate of Deposit Report  
 DATE: April 12, 2023

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We have the following Certificate(s) of Deposit(s) maturing.

Financial Institute	Current Term	Interest Rate	Current Balance	Maturity Date	Plan of Action at Renewal Date
Independent Bank	2 months	4.05%	210,189.49	4/24/2023	Move to the Insured Cash Account at Independent Bank at the current interest rate at the time of maturity
Independent Bank	2 months	4.05%	210,189.50	4/24/2023	Move to the Insured Cash Account at Independent Bank at the current interest rate at the time of maturity
Independent Bank	1 month	4.43%	271,703.12	4/21/2023	Move to the Insured Cash Account at Independent Bank at the current interest rate at the time of maturity

I recommend closing the 3 Certificates of Deposit at Independent Bank and depositing the Insured Cash Sweep account. The interest rate as of today is 2.60%.

**Action:**

Option 1:

Approve City Treasurer to close the above CDs at Independent Bank and move the funds into the ICS account at the current interest rate of 2.60%

Option 2: Deny action of the above CDs.

# City of Caro

## 3rd Quarter Investment Report

For Fiscal Year 2022-2023

Date: April 12, 2023

To: City Council

From: Michele Perry, City Treasurer

Financial Institute	Term	Rate	Interest/ Dividend		Total
			Balance as of 03/31/23	Maturity Date	
<b>Huntington</b>					
1009 Business Checking			13,075.14		
1038 Municipal Now Checking 2			1,033,746.09		
7985 Certificate of Deposit	120 days	2.85%	118,706.38	4/6/2023	
7279 Certificate of Deposit	120 days	2.85%	105,652.63	4/14/2023	
0026 Certificate of Deposit	365 days	1.00%	270,307.74	6/1/2023	
0797 Certificate of Deposit	120 days	2.85%	157,608.41	5/22/2023	
					1,699,096.39
<b>Frankenmuth Credit Union</b>					
Regular Savings		0.02%	2,205.86		
Business Savings		0.10%	23.77		
FICA Business		1.00%	667,779.98		
Mega Money Market		2.96%	1,405,655.10		
Five Star Checking		0.30%	2,363,915.95		
Two Star Checking		0.00%	0.00		
300 Certificate of Deposit	13 months	1.15%	270,875.11	7/27/2023	
304 Certificate of Deposit	13 months	2.23%	233,577.66	10/28/2023	
308 Certificate of Deposit	13 months	2.28%	272,085.22	10/28/2023	
					5,216,118.65
<b>Independent Bank</b>					
2420 Certificate of Deposit	3 months	3.65%	235,689.33	4/16/2023	
2439 Certificate of Deposit	3 months	3.65%	186,817.04	4/16/2023	
2448 Certificate of Deposit	12 months	4.30%	230,641.50	12/9/2023	
2457 Certificate of Deposit	12 months	4.30%	230,555.47	12/9/2023	
8149 Certificate of Deposit	2 months	4.05%	210,189.49	4/24/2023	
8121 Cerficate of Deposit	2 months	4.05%	210,189.50	4/24/2023	
0734 Certifcate of Deposit	1 month	4.43%	271,703.12	4/21/2023	
CDARS	6 months	3.75%	231,155.07	6/22/2023	

CDARS	6 months	3.60%	230,822.58	7/6/2023	
					2,037,763.10
<b>Northstar Bank</b>					
Municipal checking			18.65		
CDARS		3.25%	285,327.59	1/18/2024	285,346.24
<b>Team One Credit Union</b>					
Business Savings			8.40		
Investment Account					
Cash & Cash Equivalents			857,138.73		
Beal Bank USA Las Vegas NV CD		4.40%	720,000.00	1/10/2024	
Century Next Bank Ruston LA CD		1.20%	200,000.00	5/29/2022	
Freedom Bank of Virginia Fairfax VA CD 5-2-23		1.60%	200,000.00	5/2/2023	
Lending Club Bank NA Lehi UT CD		1.35%	220,000.00	5/29/2022	
					2,197,147.13
<b>Total Investments</b>					<b>11,435,471.51</b>