

**AGENDA  
REGULAR MEETING OF THE CARO CITY COUNCIL  
May 20, 2024, 6:30 P.M.**

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

**AGENDA APPROVAL**

**PUBLIC COMMENTS/VISITORS**

**COMMUNICATION:**

1. Charter Communications – Upcoming Changes (2)
2. DDA Meeting Minutes – May 8, 2024

**CONSENT AGENDA:**

1. Regular Council Meeting Minutes – May 6, 2024
2. Invoices
3. Department Reports
  - A. Police Report – Chief Brian Newcomb
  - B. Fire Report – Chief Randall Heckroth
  - C. Code Enforcement Report – Randall Heckroth

**REGULAR AGENDA:**

1. Banner Request – Chamber of Commerce – Cars & Crafts
2. Fairgrounds Renewal Lease Agreement
3. Great Start Enrichment Center Story Walk
4. Schedule Public Hearing for FY 2024-2025 Budget
5. DDA Request to Install Speakers – Charlotte Kish, DDA liaison
6. Investment Maturing

**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**

.....



May 1, 2024

T3 P1 350 \*\*\*\*\*AUTO\*\*ALL FOR AADC 480  
City Of Caro  
317 S. State Street  
Caro, MI 48723-1725



Re: Charter Communications - Upcoming Changes

Dear Franchise Official:

This letter will serve as notice that on or around May 15, 2024, Spectrum Mid-America, LLC ("Spectrum"), will expand carriage of **Univision** to the *Spectrum Select Package* on channels 300 & 834 on the Vassar, MI channel lineup serving your community.

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

Sincerely,

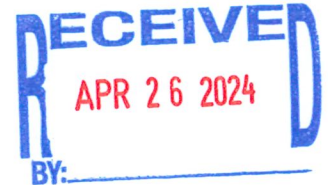
A handwritten signature in blue ink that reads "Derrick Mathis".

Derrick Mathis  
Manager - State Government Affairs, Michigan  
Charter Communications



April 19, 2024

T3 P1 364 \*\*\*\*\*AUTO\*\*ALL FOR AADC 480  
City of Caro  
317 S. State Street  
Caro, MI 48723-1725



Re: Charter Communications – Upcoming Changes

Dear Franchise Official:

This letter will serve as notice that on or around May 20, 2024, Spectrum Mid-America, LLC (“Spectrum”), will launch carriage of **UPtv** on channels 174 & 876 (HD) on the Vassar, MI channel line-up serving your community.

**UPtv** is the trusted network for positive programming with relatable stories of love, laughter, and relationships through exclusive premier movies, box office hit films, and beloved series.

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

Sincerely,

A handwritten signature in blue ink that reads "Derrick Mathis".

Derrick Mathis  
Manager – State Government Affairs, Michigan  
Charter Communications

MINUTES  
CITY OF CARO  
DOWNTOWN DEVELOPMENT AUTHORITY  
REGULAR MEETING  
May 8, 2024- NOON

**CALL TO ORDER**

Chairman Randy Whittaker called the meeting to order at 12:00pm on May 8, 2024, in the City of Caro Council Chambers.

Present: Chairman Randy Whittaker, Vice Chair Evan Osentoski, City Council Liaison Charlotte Kish, County Commissioner Thomas Bardwell, Robert Wolak, Sonya Otremba, Susan Holder, DDA Executive Director Lauren Amellal.

Absent: Ross Downing, Richard Ransford.

Holder was dismissed at 1:05pm

Others Present: Mayor Karen Snider, City Manager Scott Czasak, City Clerk Rita Papp, former Mayor Joe Green.

**APPROVAL OF AGENDA**

Motion by Osentoski to approve the agenda, seconded by Wolak. Motion carried.

**PUBLIC COMMENT**

Joe Green provided an update on the EDC Director position being filled, with an anticipated start date of June 3<sup>rd</sup> 2024, and provided an update on the study of the dam.

**COMMUNICATIONS**

Amellal presented the communications.

**APPROVAL OF MINUTES**

Motion by Osentoski to approve the Regular Meeting Minutes from April 10, 2024, as presented, seconded by Otremba. Motion carried.



MINUTES  
CITY OF CARO  
DOWNTOWN DEVELOPMENT AUTHORITY  
REGULAR MEETING  
May 8, 2024- NOON

**FINANCIAL REPORT**

1. Motion by Kish to receive and file the February 2024 Financials, seconded by Wolak. Motion Carried.
2. Motion by Osentoski to receive and file the March 2024 Financials, seconded by Wolak. Motion carried.

**BUSINESS ITEMS**

1. Atwood Park Grant Project: Amellal presented information about the partial funding awarded by the TCCF for the Atwood Park electric pedestal and speaker system. Board discussion was had about the details of the speaker system, and the 2023-2024 and 2024-2025 Contracted Services budget.

Motion by Osentoski for the DDA to support the project and refer it to City Council for approval of the installation of the speaker system at Atwood Park at the expense of the DDA.

2. Lawncare Service Contribution: Amellal presented information about the history of the lawncare service for city properties located within the DDA District, and the now current rate of \$385.00 for weekly lawncare service to those areas, as approved by City Council May 6, 2024. Discussion was had regarding the City billing the DDA for services over the period of the contract.

Motion by Kish for the DDA to contribute the full amount for lawncare services of City properties located within the DDA District and outlined in the contract, for 2024, 2025, and 2026, seconded by Holder. Motion Carried.

MINUTES  
CITY OF CARO  
DOWNTOWN DEVELOPMENT AUTHORITY  
REGULAR MEETING  
May 8, 2024- NOON

3. Façade Application: Amellal presented a brief overview of the program. Board discussion was had. Recommendations to remove item number 7 under Application Process, and to include the year on the cover page were made. Discussion about a legal review was had.

Motion by Kish to refer the Façade Program Application Packet to the City Manager to forward to the City Attorney for review, at the DDA's expense, seconded by Holder. Motion carried.

4. Employee Evaluation Committee Report: Chairman Whittaker reported that the committee had met once and plans to meet again with a full report to come in June 2024.

#### **OLD BUSINESS**

1. DDA Logo: Amellal presented the revised logos from the TISD students. Board discussion was had about preference and additional changes.

Motion by Otremba to approve the Michigan, Live Local Design and request changes as follows; make live local larger, darker the shading of the state, and remove buildings along the border of Michigan, seconded by Kish. Motion carried.

#### **EXECUTIVE DIRECTOR REPORT**

Written report submitted. Amellal presented verbal highlights.

#### **COUNCIL LIASON REPORT**

Kish provided a verbal report highlighting the Food Truck Ordinance being adopted, Great Lakes Land Management being selected for the City lawncare service contract, the former police station parking lot concepts being discussed, the approval of the 5 year lease with the Caro Roadhouse Museum, and the new organizational chart for the City of Caro.

MINUTES  
CITY OF CARO  
DOWNTOWN DEVELOPMENT AUTHORITY  
REGULAR MEETING  
May 8, 2024- NOON

**PUBLIC COMMENT**

Mayor Snider commented about the length of the DDA meetings and shared her concern for DDA board members' work schedules.

Czasak shared several upcoming events including May 13<sup>th</sup> Budget Meeting, May 21<sup>st</sup> Summer Kick Off at Bieth Park, May 30<sup>th</sup> Fire Department Open House.

**ADJOURN**

Motion by Wolak to adjourn the meeting at 1:13pm, seconded by Kish. Motion carried.

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

Mayor Karen Snider called the regular meeting of the City Council to order on May 6, 2024, at 6:30 p.m. in the Council Chambers.

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

Absent: None

Others: Scott Czasak – City Manager, Rita Papp – City Clerk, David Dienes II – WWTP Superintendent, Brian Newcomb – Police Chief and other guests.

### **AGENDA APPROVAL**

#### **24-M-104**

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

**Motion Carried.**

**PUBLIC COMMENT/VISITORS:** None

### **COMMUNICATIONS:**

1. Downtown Development Authority Meeting Minutes – April 10, 2024
2. Parks & Recreation Committee Meeting Minutes – April 16, 2024

### **CONSENT AGENDA:**

1. Regular Council Meeting Minutes – April 15, 2024
2. Special Council Meeting Minutes – April 18, 2024
3. Special Council Meeting Minutes – April 30, 2024
4. Invoices

#### **24-M-105**

**Motion by Eschenbacher, seconded by Kish to approve the consent agenda with amendments to the Special Council Meeting Minutes – April 18, 2024, and including invoices.**

**Motion Carried.**

**REGULAR AGENDA:** (action required)

1. Public Hearing – Food Truck Ordinance No. 486

#### **24-M-106**

**Motion by Eschenbacher, seconded by White to open public hearing at 6:37 a.m.**

**Motion carried.**

City Manager presented Food Truck Ordinance No. 486.

Cory Carpenter – Asked questions on the fees & special events.

#### **24-M-107**

**Motion by Eschenbacher, seconded by Iseler to close public hearing at 6:41 a.m.**

**Motion carried.**

2. 2nd Reading & Adoption of Food Truck Ordinance No. 486

**24-M-108**

**Motion by Eschenbacher, seconded by White, to adopt proposed Food Truck Ordinance No. 486 as presented.**

**Roll Call Vote: Campbell – yes, Eschenbacher – yes, Iseler – yes, Kish – yes, Oedy – yes, White – yes, Mayor Snider – yes.**

**Motion carried.**

3. Light Pole Usage Request – Caro Alternative Education

**24-M-109**

**Motion by Eschenbacher, seconded by Char to approve the Light Pole Usage Request from Caro Alternative Education to place banners on the light poles in conjunction with Operation Graduation, May 10-24, 2024.**

**Motion carried.**

4. Lawn Mowing Bid

**24-M-110**

**Motion by Eschenbacher, seconded by Kish to approve and accept the bids from Great Lakes Land Management for lawn services for City property, DDA managed property, and blight mowing services for the amount bid and authorize the City Manager to sign all necessary documents to execute the agreement.**

**Motion carried.**

5. Gas Detection Bid

**24-M-111**

**Motion by Kish, seconded by Iseler to approve and accept the bid from I&C Sales North, Inc to replace the fixed gas detection system at the Wastewater Treatment Plant for the bid amount of \$14,673.00 and authorize the City Manager to sign all necessary documents to execute the bid.**

**Motion carried.**

6. Old Police Station Parking Lot Options

**24-M-112**

**Motion by Iseler, seconded by White to approve and adopt Concept A for the proposed parking lot and direct the City Manager to proceed with the planning process.**

**Motion carried.**

7. Columbia Street Project Contract Approval/Resolution

**24-M-113**

**Motion by Eschenbacher, seconded by Iseler to approve and adopt Resolution 2024-8 to designate the City Manager as the signatory on behalf of the City of Caro for Contract Number 24-5079.**

**Roll Call Vote: Eschenbacher – yes, Iseler – yes, Kish – yes, Oedy – yes, White – yes, Campbell – yes, Mayor Snider – yes.**

**Motion carried.**

8. Discussion on Engineering for Columbia Street Project

**24-M-114**

**Motion by Kish, seconded by Campbell to approve and authorize the City Manager to bid out the engineering & construction services for the Columbia Street Project.**

**Roll Call Vote: Iseler – no, Kish – yes, Oedy – yes, White – yes, Campbell – yes, Eschenbacher – no, Mayor Snider – yes.**

**Motion carried.**

9. Caro Roadhouse Agreement Approval

**24-M-115**

**Motion by Kish, seconded by Iseler to approve and accept the agreement with the Caro Historical Society to lease the Caro Roadhouse and Museum for a period of 5 years per the terms of the contract as presented and authorize the Mayor and Clerk to sign on behalf of the City.**

**Roll Call Vote: Kish – yes, Oedy – yes, White – yes, Campbell – yes, Eschenbacher – yes, Iseler – yes, Mayor Snider – yes.**

**Motion carried.**

10. City of Caro Organizational Chart

**24-M-116**

**Motion by Iseler, seconded by Eschenbacher to approve and adopt the City of Caro Organizational Chart as presented.**

**Roll Call Vote: Oedy – yes, White – yes, Campbell – yes, Eschenbacher – yes, Iseler – yes, Kish – yes, Mayor Snider – yes.**

**Motion carried.**

11. Investment Matruing #1

**24-M-117**

**Motion by Eschenbacher, seconded by Campbell to instruct the City Treasurer to leave the funds at Independent Bank for a 119-day term at a rate of 4.95% as of May 1, 2024.**

**Motion carried.**

12. Investment Maturing #2

**24-M-118**

**Motion by Eschenbacher, seconded by Campbell to instruct the City Treasurer to leave these funds at Independent Bank for a 26-week term at a rate of 4.45% as of May 1, 2024.**

**Motion carried.**

13. Investment Maturing #3

**24-M-119**

**Motion by Kish, seconded by Campbell to instruct the City Treasurer to leave these funds at LPL Financial for a 1-year term at a rate of 5.15% as of May 1, 2024.**

**Motion carried.**

14. Investment Maturing #4

**24-M-120**

**Motion by White, seconded by Campbell to instruct the City Treasurer to leave these funds at LPL Financial for a 1-year term at a rate of 5.15% as of May 1, 2024.**

**Motion carried.**

**ITEMS PENDING/TABLED:** None

**COMMITTEE/LIAISON POSITION REPORTS:** None

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

Mayor mentioned that it is Mental Health Month.

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

Bathrooms at Bieth Park are closed until further notice.

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

**ADDITIONAL PUBLIC COMMENT:**

Cory Carpenter – Inquired on water flowing on Montague Street from the new parking lot.

**24-M-121**

**Motion by Eschenbacher, seconded by White to adjourn the meeting at 7:48 p.m.**

**Motion carried.**

Rita Papp  
City Clerk

## Report Criteria:

Report type: GL detail

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

GL Period	Check Issue Date	Check Number	Invoice GL Account	Invoice GL Account Title	Amount
<b>ALLEN SUPPLY CO.</b>					
05/24	05/20/2024	77991	101-265-776-000	O&M SUPPLIES	20.00
Total ALLEN SUPPLY CO.:					20.00
Total 77991:					20.00
<b>ALS GROUP USA, CORP</b>					
05/24	05/20/2024	77992	590-540-801-000	CONTRACTED SERVICES	2,200.00
05/24	05/20/2024	77992	590-540-777-000	STATE TESTING & PERMITS	480.00
Total ALS GROUP USA, CORP:					2,680.00
Total 77992:					2,680.00
<b>AMAZON CAPITAL SERVICES</b>					
05/24	05/20/2024	77993	216-336-740-000	OPERATING SUPPLIES	26.98
05/24	05/20/2024	77993	216-336-740-000	OPERATING SUPPLIES	289.83
05/24	05/20/2024	77993	101-701-740-000	OFFICE SUPPLIES	689.00
Total AMAZON CAPITAL SERVICES:					1,005.81
Total 77993:					1,005.81
<b>AMERICAN REC SERVICES LLC</b>					
05/24	05/20/2024	77994	101-751-801-000	CONTRACTED SERVICES	8,191.28
Total AMERICAN REC SERVICES LLC:					8,191.28
Total 77994:					8,191.28
<b>BELL - WASIK, INC.</b>					
05/24	05/20/2024	77995	101-301-860-000	GAS/OIL/TIRES	93.55
Total BELL - WASIK, INC.:					93.55
Total 77995:					93.55
<b>BRENTWOOD GRAPHICS</b>					
05/24	05/20/2024	77996	248-728-880-001	DDA SUSTAINABILITY EXPENSE	58.00
Total BRENTWOOD GRAPHICS:					58.00
Total 77996:					58.00
<b>BRIGHTSPEED</b>					
05/24	05/20/2024	77997	590-540-853-000	TELEPHONE	71.35
05/24	05/20/2024	77997	591-540-853-000	TELEPHONE	71.35



GL Period	Check Issue Date	Check Number	Invoice GL Account	Invoice GL Account Title	Amount
Total BRIGHTSPEED:					142.70
Total 77997:					142.70
<b>CARO RENTAL</b>					
05/24	05/20/2024	77998	248-728-776-000	DDA OPERATING SUPPLIES	24.00
Total CARO RENTAL:					24.00
Total 77998:					24.00
<b>CARO ROTARY CLUB</b>					
05/24	05/20/2024	77999	101-101-960-000	EDUCATION AND TRAINING	200.00
05/24	05/20/2024	77999	101-172-960-000	EDUCATION AND TRAINING	200.00
Total CARO ROTARY CLUB:					400.00
Total 77999:					400.00
<b>CARTER LUMBER</b>					
05/24	05/20/2024	78000	101-265-776-000	O&M SUPPLIES	12.81
05/24	05/20/2024	78000	101-441-776-001	O&M SUPPLIES	3.27
Total CARTER LUMBER:					16.08
Total 78000:					16.08
<b>CASS CITY HARDWARE</b>					
05/24	05/20/2024	78001	591-540-760-000	POSTAGE	13.08
Total CASS CITY HARDWARE:					13.08
Total 78001:					13.08
<b>CHARTER COMMUNICATIONS</b>					
05/24	05/20/2024	78002	101-751-750-000	TECHNOLOGY	114.98
Total CHARTER COMMUNICATIONS:					114.98
Total 78002:					114.98
<b>DALE RIECK MASONRY, LLC</b>					
05/24	05/20/2024	78003	204-442-801-000	CONTRACTED SERVICES	1,000.00
Total DALE RIECK MASONRY, LLC:					1,000.00
Total 78003:					1,000.00
<b>DJ's PORTABLE TOILET RENTALS, LLC</b>					
05/24	05/20/2024	78004	101-751-801-000	CONTRACTED SERVICES	215.00
05/24	05/20/2024	78004	101-751-801-000	CONTRACTED SERVICES	120.00

GL Period	Check Issue Date	Check Number	Invoice GL Account	Invoice GL Account Title	Amount
05/24	05/20/2024	78004	101-751-801-000	CONTRACTED SERVICES	335.00
05/24	05/20/2024	78004	101-751-801-000	CONTRACTED SERVICES	215.00
Total DJ's PORTABLE TOILET RENTALS, LLC:					885.00
Total 78004:					885.00
<b>EMTERRA ENVIRONMENTAL USA CORP</b>					
05/24	05/20/2024	78005	596-521-801-000	CONTRACTED SERVICES	18,162.07
05/24	05/20/2024	78005	596-521-801-000	CONTRACTED SERVICES	21,531.45
05/24	05/20/2024	78005	596-521-801-000	CONTRACTED SERVICES	876.00
Total EMTERRA ENVIRONMENTAL USA CORP:					40,569.52
Total 78005:					40,569.52
<b>ERGOTECH CONTROLS LLC</b>					
05/24	05/20/2024	78006	101-301-750-000	POLICE TECHNOLOGY	2,962.54
Total ERGOTECH CONTROLS LLC:					2,962.54
Total 78006:					2,962.54
<b>HONEYWELL INC</b>					
05/24	05/20/2024	78007	101-265-801-000	CONTRACTED SERVICES	5,441.20
Total HONEYWELL INC:					5,441.20
Total 78007:					5,441.20
<b>HUBBELL, ROTH &amp; CLARK, INC</b>					
05/24	05/20/2024	78008	590-540-970-002	CAPITAL OUTLAY - SRF	71,730.92
Total HUBBELL, ROTH & CLARK, INC:					71,730.92
Total 78008:					71,730.92
<b>JENNIFER TRAHAN</b>					
05/24	05/20/2024	78009	248-728-776-000	DDA OPERATING SUPPLIES	85.00
Total JENNIFER TRAHAN:					85.00
Total 78009:					85.00
<b>KAPPEN TREE SERVICE</b>					
05/24	05/20/2024	78010	101-703-801-000	CONTRACTED SERVICES	150.00
Total KAPPEN TREE SERVICE:					150.00
Total 78010:					150.00

GL Period	Check Issue Date	Check Number	Invoice GL Account	Invoice GL Account Title	Amount
<b>KENDALL ELECTRIC INC</b>					
05/24	05/20/2024	78011	590-540-801-000	CONTRACTED SERVICES	4,500.00
Total KENDALL ELECTRIC INC:					4,500.00
Total 78011:					4,500.00
<b>KEVIN ADAMS</b>					
05/24	05/20/2024	78012	591-000-255-000	WATER RENTER DEPOSITS	107.66
Total KEVIN ADAMS:					107.66
Total 78012:					107.66
<b>KRISTAL'S HELPING HAND LLC</b>					
05/24	05/20/2024	78013	101-172-801-002	CONTRACTED SERV - JANITORIAL	138.34
05/24	05/20/2024	78013	216-336-801-002	CONTRACTED SERV - JANITORIAL	54.14
05/24	05/20/2024	78013	101-301-801-002	CONTRACTED SERV - JANITORIAL	108.34
05/24	05/20/2024	78013	101-260-801-002	CONTRACTED SERV - JANITORIAL	100.28
05/24	05/20/2024	78013	101-172-801-002	CONTRACTED SERV - JANITORIAL	100.28
05/24	05/20/2024	78013	101-253-801-002	CONTRACTED SERV - JANITORIAL	100.28
05/24	05/20/2024	78013	590-540-801-002	CONTRACTED SERV - JANITORIAL	108.34
Total KRISTAL'S HELPING HAND LLC:					710.00
Total 78013:					710.00
<b>LARSEN GRAPHICS, INC.</b>					
05/24	05/20/2024	78014	101-301-970-000	CAPITAL OUTLAY	549.00
Total LARSEN GRAPHICS, INC.:					549.00
Total 78014:					549.00
<b>MEDLER ELECTRIC COMPANY</b>					
05/24	05/20/2024	78015	248-728-801-000	DDA CONTRACTED SERVICES	5,341.46
Total MEDLER ELECTRIC COMPANY:					5,341.46
Total 78015:					5,341.46
<b>MESSA</b>					
05/24	05/20/2024	78016	202-463-716-000	HOSPITALIZATION INSURANCE	358.36
05/24	05/20/2024	78016	202-483-716-000	HOSPITALIZATION INSURANCE	356.18
05/24	05/20/2024	78016	101-172-716-000	HOSPITALIZATION INSURANCE	488.79
05/24	05/20/2024	78016	101-262-716-000	HOSPITALIZATION INSURANCE	255.62
05/24	05/20/2024	78016	101-253-716-000	HOSPITALIZATION INSURANCE	892.55
05/24	05/20/2024	78016	101-260-716-000	HOSPITALIZATION INSURANCE	930.20
05/24	05/20/2024	78016	101-265-716-000	HOSPITALIZATION INSURANCE	860.07
05/24	05/20/2024	78016	101-301-716-000	HOSPITALIZATION INSURANCE	8,722.76
05/24	05/20/2024	78016	591-536-716-000	HOSPITALIZATION INSURANCE	71.67
05/24	05/20/2024	78016	591-540-716-000	HOSPITALIZATION INSURANCE	1,935.16

GL Period	Check Issue Date	Check Number	Invoice GL Account	Invoice GL Account Title	Amount
05/24	05/20/2024	78016	596-560-716-000	HOSPITALIZATION INSURANCE	443.01
05/24	05/20/2024	78016	596-521-716-000	HOSPITALIZATION INSURANCE	143.35
05/24	05/20/2024	78016	661-575-716-000	HOSPITALIZATION INSURANCE	500.70
05/24	05/20/2024	78016	101-000-231-006	HEALTH INSURANCE WITHHOLDING	7,704.84
05/24	05/20/2024	78016	216-336-716-000	HOSPITALIZATION INSURANCE	199.88
05/24	05/20/2024	78016	590-560-716-000	HOSPITALIZATION INSURANCE	3,111.51
05/24	05/20/2024	78016	590-536-716-000	HOSPITALIZATION INSURANCE	71.67
05/24	05/20/2024	78016	590-540-716-000	HOSPITALIZATION INSURANCE	5,095.43
05/24	05/20/2024	78016	590-545-716-000	HOSPITALIZATION INSURANCE	501.71
05/24	05/20/2024	78016	591-560-716-000	HOSPITALIZATION INSURANCE	1,316.30
05/24	05/20/2024	78016	203-463-716-000	HOSPITALIZATION INSURANCE	430.04
05/24	05/20/2024	78016	203-483-716-000	HOSPITALIZATION INSURANCE	356.19
05/24	05/20/2024	78016	204-442-716-000	HOSPITALIZATION INSURANCE	215.02
05/24	05/20/2024	78016	204-483-716-000	HOSPITALIZATION INSURANCE	180.62
05/24	05/20/2024	78016	248-441-716-000	HOSPITALIZATION INSURANCE	71.67
05/24	05/20/2024	78016	248-728-716-000	HOSPITALIZATION INSURANCE	51.12
05/24	05/20/2024	78016	101-371-716-000	HOSPITALIZATION INSURANCE	74.38
05/24	05/20/2024	78016	101-702-716-000	HOSPITALIZATION INSURANCE	99.98
05/24	05/20/2024	78016	101-441-716-000	HOSPITALIZATION INSURANCE	2,942.09
05/24	05/20/2024	78016	101-751-716-000	HOSPITALIZATION INSURANCE	143.35
Total MESSA:					38,524.22
Total 78016:					38,524.22
<b>MONCHILOV SEWER SERVICE LLC</b>					
05/24	05/20/2024	78017	590-545-801-000	CONTRACTED SERVICES	765.00
Total MONCHILOV SEWER SERVICE LLC:					765.00
Total 78017:					765.00
<b>MOORE MOTOR SALES</b>					
05/24	05/20/2024	78018	101-301-930-001	VEHICLE MAINTENACE EXPENSE	443.68
Total MOORE MOTOR SALES:					443.68
Total 78018:					443.68
<b>PEERLESS MIDWEST INC.</b>					
05/24	05/20/2024	78019	591-540-801-000	CONTRACTED SERVICES	1,300.00
Total PEERLESS MIDWEST INC.:					1,300.00
Total 78019:					1,300.00
<b>PITNEY BOWES INC</b>					
05/24	05/20/2024	78020	101-253-750-001	SOFTWARE MAINTENANCE AGREE'T	507.96
Total PITNEY BOWES INC:					507.96

GL Period	Check Issue Date	Check Number	Invoice GL Account	Invoice GL Account Title	Amount
Total 78020:					507.96
<b>ROSS EDUCATION HOLDINGS INC</b>					
05/24	05/20/2024	78021	590-540-960-000	EDUCATION AND TRAINING	2,400.00
Total ROSS EDUCATION HOLDINGS INC:					2,400.00
Total 78021:					2,400.00
<b>STAR OF THE WEST MILLING CO</b>					
05/24	05/20/2024	78022	101-265-776-000	O&M SUPPLIES	346.63
Total STAR OF THE WEST MILLING CO:					346.63
Total 78022:					346.63
<b>STEPHENS TIRE SERVICE</b>					
05/24	05/20/2024	78023	661-575-776-000	MAINTENANCE SUPPLIES	151.00
Total STEPHENS TIRE SERVICE:					151.00
Total 78023:					151.00
<b>SUNSHINE STRING BAND</b>					
05/24	05/20/2024	78024	248-733-900-000	FARMERS MARKET - ADVERTISING	400.00
Total SUNSHINE STRING BAND:					400.00
Total 78024:					400.00
<b>TEAM FINANCIAL GROUP</b>					
05/24	05/20/2024	78025	101-260-750-001	SOFTWARE MAINTENANCE AGREE'T	45.67
05/24	05/20/2024	78025	101-301-750-001	SOFTWARE MAINTENANCE AGEE'T	45.67
05/24	05/20/2024	78025	101-371-750-001	SOFTWARE MAINTENANCE AGREEM	45.67
05/24	05/20/2024	78025	101-441-750-001	SOFTWARE MAINTENANCE AGREE'T	45.67
05/24	05/20/2024	78025	216-336-750-001	SOFTWARE MAINTENANCE AGREE'T	45.67
05/24	05/20/2024	78025	248-728-776-000	DDA OPERATING SUPPLIES	22.82
05/24	05/20/2024	78025	101-253-750-001	SOFTWARE MAINTENANCE AGREE'T	45.67
05/24	05/20/2024	78025	248-733-956-001	FARMERS MARKET - OTHER EXPENS	22.81
05/24	05/20/2024	78025	590-540-750-001	SOFTWARE MAINTENANCE AGREEM	45.67
05/24	05/20/2024	78025	590-540-750-001	SOFTWARE MAINTENANCE AGREEM	45.67
05/24	05/20/2024	78025	596-521-750-001	SOFTWARE MAINTENANCE AGREEM	45.67
05/24	05/20/2024	78025	661-575-750-001	SOFTWARE MAINTENANCE AGREE'T	45.67
05/24	05/20/2024	78025	101-172-750-001	SOFTWARE MAINTENANCE AGREE'T	45.67
Total TEAM FINANCIAL GROUP:					548.00
Total 78025:					548.00
<b>TRACE ANALYTICAL LABORATORIES, INC</b>					
05/24	05/20/2024	78026	591-540-777-001	WATER TESTING	43.50
05/24	05/20/2024	78026	591-540-777-001	WATER TESTING	43.50

GL Period	Check Issue Date	Check Number	Invoice GL Account	Invoice GL Account Title	Amount
Total TRACE ANALYTICAL LABORATORIES, INC:					87.00
Total 78026:					87.00
<b>TUSCOLA COUNTY ADVERTISER</b>					
05/24	05/20/2024	78027	101-260-900-000	PRINTING & PUBLICATION	162.00
05/24	05/20/2024	78027	101-172-740-000	OFFICE SUPPLIES	37.50
05/24	05/20/2024	78027	101-253-740-000	OFFICE SUPPLIES	37.50
05/24	05/20/2024	78027	101-260-740-000	OFFICE SUPPLIES	37.50
05/24	05/20/2024	78027	101-260-740-000	OFFICE SUPPLIES	25.00
05/24	05/20/2024	78027	101-260-900-000	PRINTING & PUBLICATION	216.00
05/24	05/20/2024	78027	101-260-900-000	PRINTING & PUBLICATION	229.50
05/24	05/20/2024	78027	101-260-900-000	PRINTING & PUBLICATION	189.00
05/24	05/20/2024	78027	101-260-900-000	PRINTING & PUBLICATION	189.00
05/24	05/20/2024	78027	101-260-900-000	PRINTING & PUBLICATION	216.00
05/24	05/20/2024	78027	101-260-900-000	PRINTING & PUBLICATION	229.50
05/24	05/20/2024	78027	248-733-900-000	FARMERS MARKET - ADVERTISING	192.00
Total TUSCOLA COUNTY ADVERTISER:					1,760.50
Total 78027:					1,760.50
<b>TUSCOLA COUNTY TREASURER</b>					
05/24	05/20/2024	78028	101-000-432-005	LIEU OF TAX DISTRIB-MOBILE EST	105.00
05/24	05/20/2024	78028	101-000-432-003	LIEU OF TAX DISTRIB-SUGARTREE	200.00
Total TUSCOLA COUNTY TREASURER:					305.00
Total 78028:					305.00
<b>UIS SCADA</b>					
05/24	05/20/2024	78029	590-540-801-000	CONTRACTED SERVICES	760.00
05/24	05/20/2024	78029	590-540-750-000	SEWER TECHNOLOGY	2,735.00
Total UIS SCADA:					3,495.00
Total 78029:					3,495.00
<b>USA BLUEBOOK</b>					
05/24	05/20/2024	78030	590-540-776-000	OM&R SUPPLIES NORMAL	490.04
Total USA BLUEBOOK:					490.04
Total 78030:					490.04
<b>W W WILLIAMS</b>					
05/24	05/20/2024	78031	590-545-801-000	CONTRACTED SERVICES	15.00
Total W W WILLIAMS:					15.00

GL Period	Check Issue Date	Check Number	Invoice GL Account	Invoice GL Account Title	Amount
Total 78031:					15.00
<b>W.S. DARLEY &amp; CO</b>					
05/24	05/20/2024	78032	216-336-740-000	OPERATING SUPPLIES	2,130.28
Total W.S. DARLEY & CO:					2,130.28
Total 78032:					2,130.28
<b>WATER SOLUTIONS UNLIMITED</b>					
05/24	05/20/2024	78033	591-540-776-000	O&M SUPPLIES	4,236.80
05/24	05/20/2024	78033	590-540-776-004	CHEMICAL SUPPLIES FOR PLANT	1,355.00
Total WATER SOLUTIONS UNLIMITED:					5,591.80
Total 78033:					5,591.80
<b>WITMER PUBLIC SAFETY GROUP</b>					
05/24	05/20/2024	78034	216-336-740-000	OPERATING SUPPLIES	453.92
05/24	05/20/2024	78034	216-336-740-000	OPERATING SUPPLIES	195.76
05/24	05/20/2024	78034	216-336-740-000	OPERATING SUPPLIES	1,451.73
05/24	05/20/2024	78034	216-336-740-000	OPERATING SUPPLIES	965.93
Total WITMER PUBLIC SAFETY GROUP:					3,067.34
Total 78034:					3,067.34
<b>DTE ENERGY</b>					
05/24	05/14/2024	800081	590-545-920-000	ELECTRIC - LIFT STATIONS	1,683.64
Total DTE ENERGY:					1,683.64
Total 800081:					1,683.64
<b>WEX BANK</b>					
05/24	05/14/2024	800082	661-575-860-000	GAS/OIL	744.53
05/24	05/14/2024	800082	216-336-860-000	GAS & OIL	140.17
05/24	05/14/2024	800082	101-371-860-000	GAS	140.17
05/24	05/14/2024	800082	101-301-860-000	GAS/OIL/TIRES	1,636.74
05/24	05/14/2024	800082	590-540-860-000	GAS/OIL/DIESEL	121.40
Total WEX BANK:					2,783.01
Total 800082:					2,783.01
Grand Totals:					213,586.88

---

Report Criteria:

Report type: GL detail

Check.Type = {<>} "Adjustment"

---



# CITY OF CARO

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

317 South State Street  
Caro MI 48723  
Phone 989-673-2226  
Fax 989-673-7310  
Website [www.carocity.net](http://www.carocity.net)

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

To: Caro City Council, Caro City Manager

From: Brian Newcomb, Chief of Police

Regarding: Month end report, April 2024

Date: May 7, 2024

## POLICE REPORTS

Police Report for April 2024=473

Comparison-

March 2024-372

February 2024= 304

January 2024 = 332 complaints

## TRAFFIC ENFORCEMENT DETAIL

On Tuesday, April 23<sup>rd</sup> and Thursday April 25<sup>th</sup>, Caro police along with Caro State Police and Tuscola Sheriff conducted a targeted traffic detail aimed at drivers running red lights and stops signs, distracted drivers and fail to move over for a police violation. This detail resulted in 355 traffic stops, 153 traffic citations written and 140 verbal warnings over two days.

## MILEAGE

April 2024-5641 miles

## GASOLINE

April 2024- 470.08 gallons

911 OPEN LINE/HANGUP		
ABANDONED VEHICLE		
ALARM	10	126 s unionville rd, mental health call, TUSH
ANIMAL AT LARGE	5	2415 Hunt rd . Felonious assault with gun in progress
ASSAULT INCLUDING DOMESTIC	15	5150 Deckerville rd, mental health call, tush
ASSIST DHHS	3	3269 E. Dayton rd. Domestic in Prog assist MSP
ASSIST FIRE	3	
ASSIST MDOC		
ASSIST MSP	1	
ASSIST OTHER PD		
ASSIST THUMB NARCOTICS		
ASSIST TUSH IN CARO	3	
ATTEMPT TO LOCATE PERSON		
B&E	1	
BACKGROUND INVESTIGATION LE		
BULLYING INCLUDING CYBER	2	
CHILD NEGLECT/ABUSE	1	
CITIZEN ASSIST		
CIVIL DISPUTE	8	
CONCEALED WEAPONS	2	
CONDITIONAL BOND VIOLATION		
CONSERVATION VIOLATION	1	
CRIMINAL SEXUAL CONDUCT		
DISORDERLY	3	
DISTURBING THE PEACE	2	
DOG BITE		
DOG LOCKED IN VEHICLE		
DWLS	3	
EMBEZZLEMENT		
FALSE PERSONATION		
FELONIOUS ASSAULT	3	
FIGHT IN PROGRESS		
FIREWORKS VIOLATION		
FLEE POLICE		
FOLLOW UP INVESTIGATION	2	
FOUND PROPERTY	2	
FRAUD	3	
GENERAL	6	
GUNSHOT WOUND		
HARASSMENT	7	
HIT AND RUN PDA	1	
HOMELESS		
HOMICIDE ATTEMPT		
INJURY CRASH	2	
INTOXICATED PERSON		
INVESTIGATION FOLLOWUP	1	
KEYS LOCKED IN VEHICLE		
KIDNAPPING	1	
LARCENY	5	
LARCENY BY CONVERSION		
LARCENY FROM VEHICLE		
LARCENY IN A BUILDING		
LIQUOR INSPECTION	14	
LITTERING		
LOITERING		
LOST PROPERTY		

MDOP	2
MED FIRST RESPONSE CALL	25
MENTAL HEALTH CALL	9
MIP-ALCOHOL	
MIP-VAPE	2
MISSING JUVENILE	
MISSING PERSON	3
MISUSE OF 911 LINE	
MOTORIST ASSIST	1
MUTUAL AID	3
NARCOTICS	6
NATURAL DEATH	1
NO INSURANCE-VEHICLE	4
NO OPERATORS LICENSE	2
NO REGISTRATION MISDEMEANOR	
NOISE COMPLAINT	1
OPEN DOOR	2
OVERDOSE-DRUGS	
OWI	1
PARKING VIOLATIONS	
PAROLE VIOLATION	
PDA	8
PPO VIOLATION	
PROBATION VIOLATION	2
PROWLER	
PUBLIC RELATIONS	1
RECKLESS DRIVING	
REGISTRATION VIOLATION	
RESIST OFFICER	
RETAIL FRAUD	5
ROAD RAGE	
RUNAWAY	3
SINKHOLE IN ROADWAY	
STALKING	
SUBPOENA SERVICE	2
SUICIDE OR ATTEMPTED SUICIDE	4
SUICIDAL PERSON-THREATS OF	3
SUSPICIOUS PERSON	10
SUSPICIOUS SITUATION	11
THREATS	1
THREATS TO ATTY GENERAL	
THREATS TO COURTHOUSE	
THREATS TO SCHOOL	4
TRAFFIC CONTROL	5
TRAFFIC STOPS/CITATIONS	204
TRESPASS	3
UDAA	
VERBAL DOMESTIC	6
VIN INSPECTION	
WARRANT ARREST - FELONY	4
WARRANT ARREST - MISDEMEANOR	14
WEAPONS OFFENSE	1
WELFARE CHECK	10
WITNESS INTIMIDATION	

TOTAL COMPLAINTS	473
------------------	-----

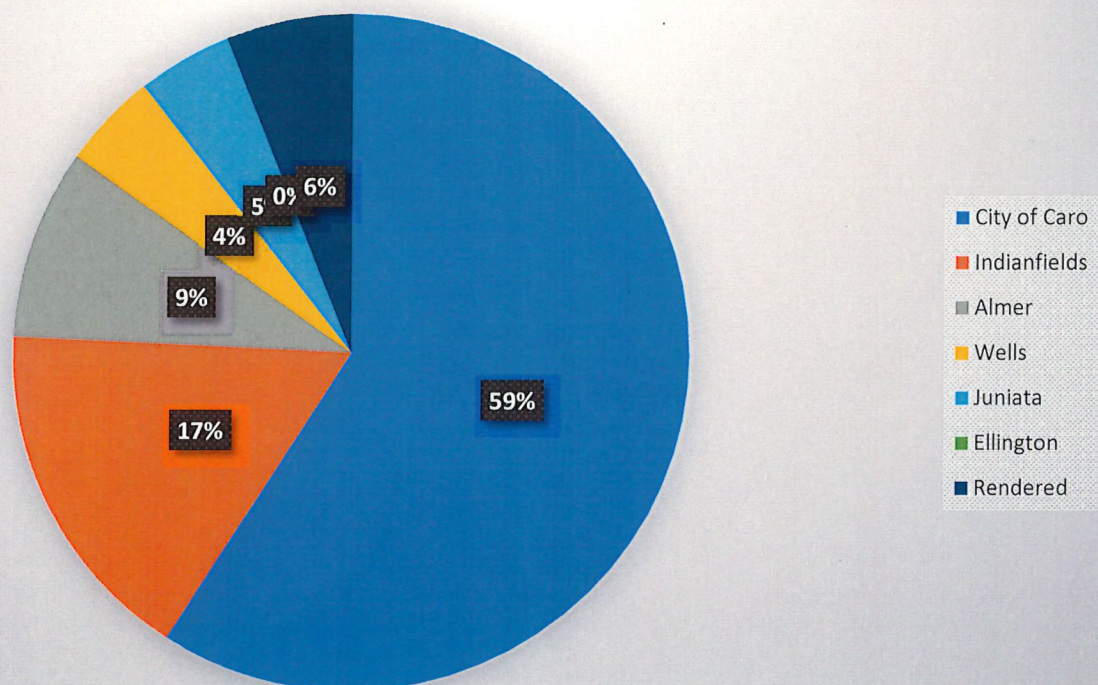


		Fire runs April 1, 2024 thru April 30, 2024	City of Caro Fire Department	Report to Council		page 1
Run #	Date	Responsible entity	Address of call	Description	Water usage	Township
228	4/1/2024		1016 Turner Dr.	medical	0	City of Caro
229	4/1/2024		319 E. Bush St.	medical	0	City of Caro
230	4/1/2024		1995 E. Dayton RD.	medical	0	Indianfields
231	4/1/2024		1601 W. Gilford G520	medical	0	City of Caro
232	4/1/2024	Terry Jeffrey	280 W. Congress St.	illegal fire	150	City of Caro
233	4/1/2024		1601 W. Gilford D205	medical	0	City of Caro
234	4/2/2024		2091 Woodside Dr.	medical	0	Indianfields
235	4/3/2024		114 Butler St.	medical	0	City of Caro
236	4/3/2024		1186 Cleaver Rd.	medical	0	City of Caro
237	4/5/2024	Cable Co.	1827 VanGeisen Rd.	low hanging wires	0	City of Caro
238	4/6/2024	Fairgrove FD	3200 W. Gilford Rd.	barn fire	500	Fairgrove
239	4/7/2024		1731 Sunset Dr.	medical	0	Almer Twp.
240	4/7/2024	Timothy Romain	2201 Luder Rd.	grass fire	200	Almer Twp.
241	4/7/2024		152 3rd. St.	medical	0	City of Caro
242	4/8/2024	Vassar PD	615 Columbia St.	vehicle door removal	0	City of Caro
243	4/9/2024		1796 W. Caro Rd.	medical	0	Indianfields
244	4/10/2024		1712 Colwood Rd.	medical	0	Almer Twp.
245	4/10/2024	Fairgrove FD	4403 W. Fairgrove Rd.	illegal fire	0	Fairgrove
246	4/11/2024		2009 W. Bliss Rd.	medical	0	Indianfields
247	4/11/2024	services not needed	Mertz & Gun Club Rd.	2-vehicle crash	0	Indianfields
248	4/11/2024		340 W. Bush St.	medical	0	City of Caro
249	4/12/2024		1544 Vangeisen Rd.	medical	0	City of Caro
250	4/12/2024	Vassar FD	2869 S. Ringle Rd.	wires down	0	Juniata
251	4/12/2024		401 Madison St. apt. #2	medical	0	City of Caro
252	4/12/2024	Caro DPW	708 W. Sherman St.	tree down	0	City of Caro
253	4/13/2024	publiv service	1601 W. Gilford Rd.	investigate a noise	0	City of Caro
254	4/14/2024	Elmwood FD	2777 E. Dickerson Rd.	tractor / field fire	0	Elmwood
255	4/14/2024	Ronald Anderson	206 Ellington St.	oven fire	0	Indianfields
256	4/14/2024	Teo Properties LLC	604 E. Frank St.	illegal fire	0	City of Caro
257	4/14/2024	Joe Halford	623 Sheridan St.	illegal fire	0	City of Caro
258	4/14/2024		2134 Dixon Rd.	medical	0	Indianfields
259	4/15/2024	Ackerman & Sons	4180 W. Caro RD.	gas leak	0	Juniata
260	4/15/2024	Joe Destefano	near 2799 Bruisee Rd.	woods fire	1500	Indianfields
261	4/15/2024	cable Co.	near 2260 E. Dayton Rd.	cable line down	0	Wells
262	4/16/2024		156 2nd. St.	medical	0	City of Caro
263	4/16/2024	Richard Neuman	1647 Colwood Rd.	fire investigation	0	Almer Twp.
264	4/17/2024		1544 Vangeisen Rd.	medical	0	City of Caro
265	4/17/2024	yard crew	1075 S. Colling Rd.	illegal fire	0	City of Caro
266	4/17/2024		1402 Mertz Rd.	2-vehicle crash	0	Indianfields
267	4/18/2024	Hill Top	616 W. Gilford Rd.	false alarm	0	City of Caro
268	4/18/2024		1121 W. Caro Rd.	medical	0	City of Caro
269	4/18/2024	Rick Enos	215 E. Washington St.	dog rescue	0	City of Caro
270	4/18/2024		1940 French Rd.	medical	0	Almer Twp.
271	4/18/2024		1544 Vangesien Rd. #1	medical	0	City of Caro
272	4/18/2024		1051 E. Dayton Rd.	medical	0	Indianfields

[illegible]



	Total month calls	Medical calls	Fires
City of Caro	39	25	14
Indianfields	11	7	4
Almer	6	4	2
Wells	3	1	2
Juniata	3	1	2
Ellington	0	0	0
Rendered	4	0	4



# CITY OF CARO CODE ENFORCEMENT

## May 2024 Council Code report

## April 2024 monthly review

[illegible]

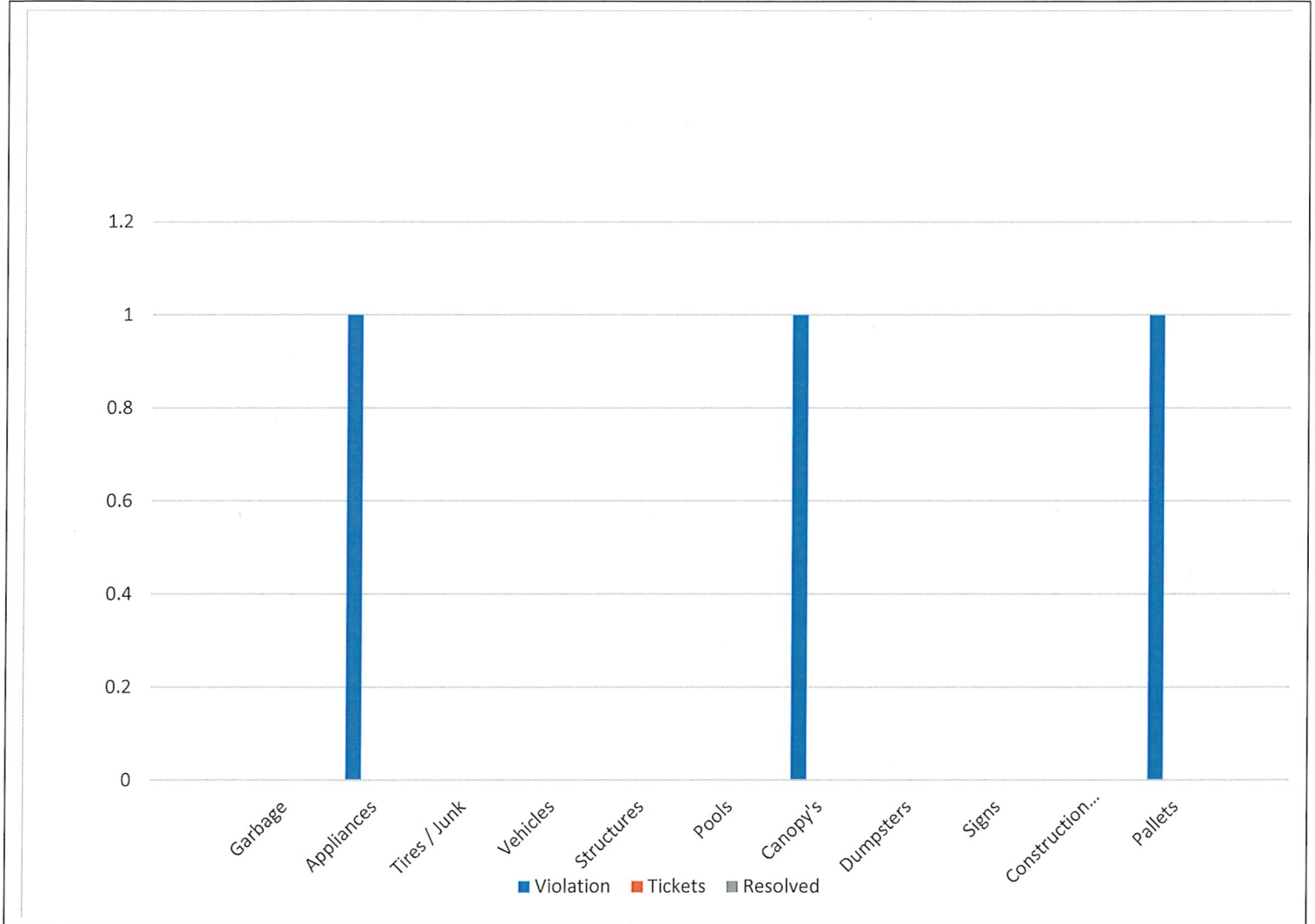


# CITY OF CARO CODE ENFORCEMENT

May 2024 Council Code report

April 2024 monthly review

Page 2 of 2



Blight mowing to start the second week of May 2024



# CITY OF CARO

CITY MANAGER  
SCOTT CZASAK  
CITY CLERK  
RITA PAPP  
INTERIM CITY TREASURER  
RITA PAPP  
CITY ATTORNEY  
LAURA GENOVICH

317 South State Street  
Caro MI 48723  
Phone 989-673-2226  
Fax 989-673-7310  
Website [www.carocity.net](http://www.carocity.net)

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

**TO:** City Manager/ City Council  
**FROM:** Rita Papp – City Clerk  
**SUBJECT:** Banner Request – Chamber of Commerce – Cars & Crafts  
**DATE:** May 20, 2024

---

## **Background:**

City of Caro has a Banner Policy. Only non-profit organizations will be authorized to hang banners within the city. Current policy states that the fee to hang a banner is \$150.00 per banner and must be paid prior to the banner being hung. Unfortunately, the City of Caro is unable to hang banners at this time. We have received a Banner Request from Chamber of Commerce Cars and Crafts, May 20 – June 3, 2024. Currently, banner requesters are securing Kappen Tree Service to hang the banners. The City of Caro is being billed by Kappen Tree Service and we are billing that cost out to recoup the charge. Kappen Tree Service is charging \$150.00 to hang the banner and \$150.00 to take down the banner. This results in billing the entity a total of \$300.00. This banner request is contingent on the removal of current banners that are scheduled to come down on May 20, 2024 based on the availability of Kappen Tree Service.

## **Option 1**

Motion to approve the Banner Request from Chamber of Commerce, Cars and Crafts, May 20 – June 3, 2024, contingent on the Chamber of Commerce securing Kappen Tree Service for placement & removal and billing Chamber of Commerce \$300.00 total for the cost incurred.

## **Option 2**

To deny the Banner Request.

## **Option 3**

To postpone this matter for further discussion.

# CITY OF CARO

## Banner Policy

- Only non-profit organizations will be authorized to hang banners within the City.
- Banners shall be related to an activity, taking place within the City of Caro.
- Fees – Put up and take down charges (**must** be paid prior to the banner being hung)
  - 1 Banner                 \$150.00
- City DPW Personnel will be responsible for arranging Banner placement.
- City Council must approve all requests for Banners.
- Banners shall be hung for a period not to exceed two weeks.
- Location of Banner will be determined by the City of Caro and shall be first come, first serve.
- No Banners will be stored by the City of Caro.
- Banners must be 24" to 28" wide and 25' long with wind vents (1/2 moon slit).
- All Banners will be dropped off not sooner than 48 hours prior to the event and picked up no later than 48 hours after the event at DPW, 741 Hooper St. Caro.
- The City reserves the right to refuse any banners that are unsightly, material is not durable or are deemed a safety hazard.

### BANNER REQUEST

NAME Susan Holder PHONE 989.673.5211

ORGANIZATION Caro Chambers

EVENT Cars + Crafts Event

DATE YOU WISH BANNERS TO BE PUT UP by 5.20.2024 4 Banner

DATE YOU WISH BANNERS TO BE TAKEN DOWN 6.3.2024

Approved By: \_\_\_\_\_ Date \_\_\_\_\_

City Council  
By: City Clerk

Payment Received by: \_\_\_\_\_ Date \_\_\_\_\_

Adopted by Council: 04-03-06

Revised 9-19-22

Policy # 06-002

# CITY OF CARO

CITY MANAGER  
SCOTT R. CZASAK  
CITY CLERK  
RITA PAPP  
CITY TREASURER  
TAMMY RIES  
CITY ATTORNEY  
LAURA GENOVICH

317 South State Street  
Caro MI 48723  
Phone 989-673-2226  
Fax 989-673-7310  
Website [www.carocity.net](http://www.carocity.net)

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

## MEMORANDUM

TO: Caro City Council  
FROM: City Manager Scott R. Czasak  
DATE: Wednesday, May 15, 2024  
RE: Agenda Item – Fairgrounds Lease Renewal

---

Members of the Caro City Council,

As you know, the Tuscola County Fair Board leases a large portion of City property to host the Tuscola County Fair and other activities throughout the year. The current lease is up for renewal and members of the Fair Board met with the Administration to negotiate a renewal agreement.

The changes are:

1. Change from a 3-year agreement to a 5-year agreement.
2. Renamed Sections E-1 and E-2 to Sections E and G for greater clarification.
3. Allowed for camping in Sections A and F subject to state laws and local ordinances.
4. Removed a provision related to a proposed reimagining of Bieth Park which is no longer active.
5. Transferred lawn mowing to the City, as has been the practice for uniformity.
6. Clarified an annual meeting is to take place between the City Manager and the Fair Board President and adds a requirement for an annual report from the Fair Board to the City Council.
7. Clarifies that the City Manager, or their designee, shall have a key to the bathrooms.
8. Instead of calling for annual weed spraying, the Fair Board has to keep all buildings, fences and grounds weed free.
9. Adds a requirement for a 30-day written notice before either party can discontinue the lease.
10. Requires for any subleasing that insurance must be provided to the City within 3 days of payment and before the sublease can commence.
11. Updates the map to more accurately reflect property lines and the changes in Section letters.

Our City Attorney has reviewed the lease and approved it as to form.

Your options for motions are:

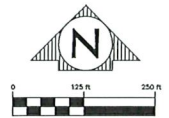
1. Authorize the Mayor and Clerk to sign the proposed lease agreement with the Tuscola County Fair Board for the Fairgrounds as presented.
2. Instruct the City Manager to renegotiate any provisions of the contract and return to Council with an updated proposed lease agreement.

3. Postpone for further discussion.
4. Take no action.



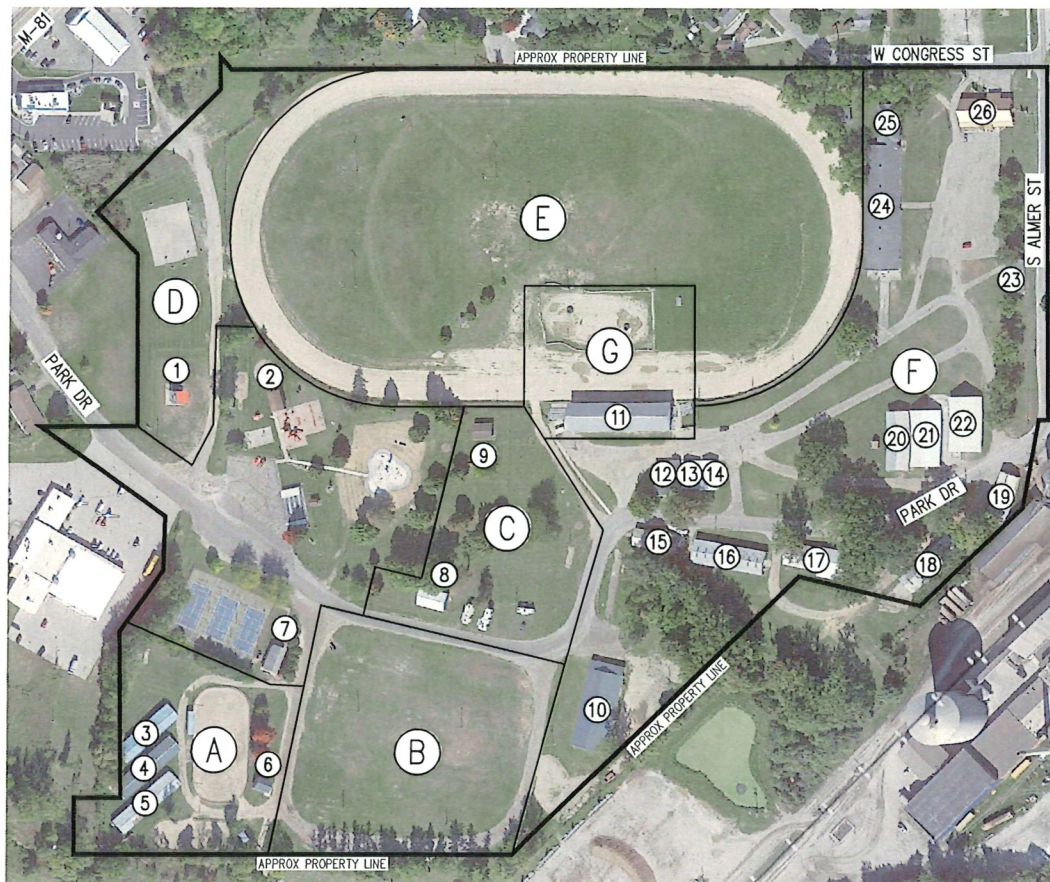
# CITY OF CARO BIETH PARK AND FAIRGROUNDS MAP

Exhibit A



## Park Buildings

1. Fire Training Tower
2. Park Bathroom and Storage Building
3. Horse Barn
4. Horse Barn
5. Horse Barn
6. Announcers Building
7. Bathroom & Showers
8. Old Jaycee Building
9. Park Pavilion
10. Horse Barn
11. Grandstands
12. Tuscola Diner
13. Lions Hall
14. Lions Pavilion
15. Commercial & Merchants 1
16. Commercial & Merchants 2
17. Small Animal Barn
18. Dairy/Cattle Barn
19. Sheep Barn
20. Auction Barn
21. Pig Barn
22. Cattle Barn
23. Bathroom & Showers
24. Community Building
25. Heritage Hall
26. Midway Hall



## TUSCOLA COUNTY FAIR GROUNDS PROPERTY LEASE

This agreement is made this \_\_\_\_ of May, 2024, by and between the City of Caro (hereinafter the "City") organized and existing under the laws of the State of Michigan, with its principal place of business at 317 South State Street, Caro, Michigan, the City, and the Tuscola County Fair Association (hereinafter the "Fair Board") a Michigan non-profit corporation, with its principal place of business located at 362 Green Street, Caro, Michigan, the Lessee.

WITNESSETH:

WHEREAS, the facility known as the Tuscola County Fairgrounds, which is the property of the City and is under the administrative control of the City, has historically been used since 1881 as the site of the annual Tuscola County Fair.

WHEREAS, the Fair Board was created for the purpose of planning, managing and completing a countywide fair for Tuscola County each year; and

WHEREAS, the Fair Board has, over the years, conducted an annual fair and has been responsible for numerous capital improvements at the fairground site; and

WHEREAS, the City and the Fair Board both desire to continue the Tuscola County Fair at its present site and continue the arrangement where the Fair Board conducts an annual county fair on the Tuscola County Fairgrounds;

NOW THEREFORE, in consideration of the covenants and conditions hereinafter contained, it is hereby agreed by and between the parties hereto as follows:

1. **Premises.** The City leases to the Fair Board the property commonly referred to as: the Tuscola County Fairgrounds (hereinafter referred to as the "Premises"), and, for the purpose of this lease, subdivided into seven (7) areas, as follows:

**Area A:** Show Horse Arena, Barns, Wash Rack and Restrooms (hereinafter "Area A")

**Area B:** Parking Lot (hereinafter "Area B")

**Area C:** Part of Beith Park, picnic pavilion (hereinafter "Area C")

**Area D:** Parking Area for Harness Racing at West End of track (hereinafter "Area D")

**Area E:** Track and Field (hereinafter "Area E")

**Area F:** Pump House, Race Horse Barn, Commercial Buildings One and Two, Small Animal Building and Pavilion, Green Cow Barn, White Sheep Barn, Restrooms, Open Cattle Barn, Open Hog Barn, Show Pavilion, Graham Pavilion, Lions Stand, 4-H Stand, Heritage Hall, Fair Office, Midway Hall, Cement Block Maintenance Building, Community Building, and all remaining property legally described above (hereinafter "Area F").

**Area G:** Demolition Derby and Grandstand (hereinafter "Area G")

The above seven (7) areas are specifically outlined in Exhibit A, said Exhibit being attached and incorporated herein. If there exists any ambiguity between the above descriptions and those outlined in Exhibit A, Exhibit A shall be followed.

2. **Term:** The term of this lease shall commence on May \_\_, 2024, and end on May 31, 2029. Upon the expiration of said term, this Lease may be renewed upon the mutual agreement of the parties as long as the annual Tuscola County Fair is being conducted by the Fair Board and as long as the Fair Board abides by the terms and conditions of this lease. Additionally, the City Manager and Fair Board President shall meet on site once a year to discuss investments, improvements, and plans for the properties. Lastly, the Fair Board shall present to City Council an annual report on the fair and the property. However, the Fair Board shall only occupy, maintain and control, the following areas for the following time periods each year, except as otherwise specified hereunder:

AREA	TIME PERIOD
A	Full year (365 day control of premises)
B	Ten-day period during the month of July, or other ten-day period designated by the Fair Board for county fair.
C	Ten-day period during the month of July, or other ten-day period designated by the Fair Board for county fair.
D	Ten-day period during the month of July, or other ten-day period designated by the Fair Board for county fair.
E	Ten-day period during the month of July, or other ten-day period designated by the Fair Board for county fair.
F	Full year (365-day control of Premises), with the exception of Park Drive, a municipal street running through Area F, which shall be maintained by the City at all times, including, without limitation, snow plowing as needed.
G	Full year (365 day control of premises)

For those areas above in which the City maintains and controls the Premises for the full year, with the exception of the period designated by the Fair Board, the City shall maintain and repair the Premises in a reasonable condition in preparation of the county fair. For areas A & F the Fair Board may develop camping areas in compliance with any applicable state laws or local ordinances which may have jurisdiction.

When necessary, the City shall plow snow from Park Drive and any other Area where access to a fire hydrant or other emergency service is required.

With specific reference to Area C, the City shall limit and/or restrict any activities conducted therein during the above-referenced ten-day period and the full week prior thereto so that such activities do not unreasonably interfere with the Fair Board's activities, including the county fair. The bathroom next to the tennis courts will be available for the City to use for any City wide function. The City will maintain and keep them supplied during the City use. A key will be provided to the City Manager, or their designee, for access to these bathrooms.

3. **Rent:** City acknowledges receipt from the Fair Board, the sum of One Dollar (\$1.00), which shall constitute the total rental amount due for the term herein set forth. The Fair Board shall be responsible for the payment of all insurances on their portion of the premises as required by the lease and all the utility services for the Premises, including water, sewer, gas, electricity, heat and other services delivered to the respective areas and for the respective time periods specified above. The Fair Board shall pay for all other services contracted for by the Fair Board as soon as accounts arise. Unless otherwise specified hereunder, the City shall be responsible for the payment of all the taxes and insurance on their portion of the Premises and all the utility services for the Premises, including water, sewer, gas, electricity, heat and other services delivered to their specified areas of the Premises. **Note: all water needs to be metered.**

4. **Acceptance of Occupancy:** The City acknowledges that the premises are in a state of repair that is acceptable for Fair Board's intended use of the premises. The Fair Board accepts the premises as they are in an "AS IS" condition.
5. **Vacation of the Premises:** The Fair Board shall not vacate or abandon the premises during the term of this lease. If the Fair Board does abandon or vacate the premises or is dispossessed by process of law or otherwise, any of the Fair Board's personal property that is left on the Premises shall be deemed abandoned by the Fair Board, at the option of the City.
6. **Use:** The Premises are to be used and occupied by the Fair Board for the purposes of conducting a county fair, and other community activities.
7. **Repairs and Maintenance:** The Fair Board shall be responsible for all maintenance and repair of their portion of the premises. For purposes of this section, mowing shall not be considered as repair and maintenance. The Fair Board must repair and maintain the premises at the Fair Board's expense. The premises shall be kept in good and safe condition, including any plate glass windows, the electrical wiring, the plumbing, any other system or equipment on the Premises, structural members of all buildings, and other improvements on the Premises. Notwithstanding anything contained herein to the contrary, the City shall be responsible for all maintenance of water lines and sewer lines up to the outside of the building(s). The Fair Board shall not conduct any activity nor allow any activity to be conducted that would result in environmental contamination or pollution to the premises. In the event any environmental damage is done by the Fair Board or their assigns, the Fair Board shall be solely responsible to clean up any environmental contamination or pollution and will hold the City harmless from any liability or the contamination or pollution.
8. **Blight Abatement:** The Fair Board shall maintain the Premises at a level above basic blight abatement standards established by the City's Zoning Ordinance. The Fair Board shall keep the buildings, fences, and grounds weed free. The Fair Board shall remove all scrap metal, all scrap concrete, and all other disregarded construction material from the Premises. The Fair Board shall apply fresh paint when needed. The Fair Board shall demolish any structures on the Premises that have outlived its useful purpose, and is considered, for all intents and purposes, abandoned.
9. **Mowing and Leaf Removal:** The City shall be responsible for lawn mowing of all Areas. During the City's designated leaf collection season, Fair shall move all fallen leaves within Area F to the side of paved surfaces which allow the City to vacuum the leaves for removal.
10. **Surrender of the Premises:** The Fair Board shall surrender the premises to the City when this lease expires. The premises shall be broom clean and in the same condition as on the commencement date, except for normal wear and tear. If the Fair Board discontinues this lease with a thirty (30) day written notice, then City will give the Fair Board one year to remove building(s) or said building(s) shall become the property of City. If the City discontinues this lease, with a thirty (30) day written notice, then City shall pay to Fair Board seventy-five (75%) percent of the fair market value of said building(s), and other non-removable features.
11. **Entry and Inspection:** The Fair Board shall permit the City or the City's agents to enter the Premises at reasonable times and with reasonable notice, to inspect and repair the Premises.
12. **Taxes and Assessments:** During the term of this lease the Fair Board shall pay all real and personal taxes and assessments levied against the leased Property.



13. **Alterations/New Construction:** Any alterations or new construction on Area B, C, D, and/or E of premises shall be at the discretion of the City of Caro. Any alteration or new construction on Area A, F, or G of premises shall require mutual agreement and written approval of both the City and Fair Board.

14. **Assignment and Subletting:** Conditioned upon giving ten-day advance written notice to City, Fair Board may sublet any portion of its interest in the premises including but not limited to minimal or one day subleases to other community organizations. Any sublessee or other organization using the premises must provide insurance as required by the Fair Board under Paragraph 15 below and name the City and Fair Board as insured parties under such policy(ies). Insurance must be received within 3 days of payment, and before the sublease officially commences.

15. **Trade Fixtures:** All trade fixtures and movable equipment installed by the Fair Board in connection with the business it conducts on the Premises shall remain the property of the Fair Board and shall be removed when this lease expires. The Fair Board shall repair any damage caused by the removal of such fixtures, and the Premises shall be restored to their original condition.

16. **Insurance and Indemnification:** The Fair Board shall insure their portion of the Premises, including all buildings and improvements, for the replacement cost of the buildings and improvements, against loss or damage under a policy or policies of fire and extended coverage insurance, including additional perils. The Fair Board shall obtain and maintain, in full force, general liability and property damage insurance with coverage of not less than \$500,000 for injury or death to any one person, \$1,000,000, for injury of death to more than one person, and \$50,000 for property damage, covering all claims for injuries to persons occurring on or around the premises. The City must approve the amount and the issuing company of the insurance. Each Insurance policy shall also contain a provision exempting the City from any loss of coverage as an insured due to the acts of the Lessee. The Fair Board shall give the City customary insurance certifications evidencing that the insurance is in effect during the term of the lease. All policies must also provide for notice by the insurance company to the City of any termination or cancellation of a policy at least 30 days in advance. All policies shall name both the Fair Board and the City as insured parties. It is further agreed that the Fair Board shall save harmless and indemnify City against all lawsuits, demands, claims and judgments, liens, costs and expenses, including actual attorney fees, resulting from Lessee's use and/or control of said premises. All claims/settlements dollars after deductibles/co pays are property of the Fair Board. This is subject to the City of Caro's insurance carrier.

17. **The Lessee's Liability:** All the Lessee's personal property, including trade fixtures, on the premises shall be kept at the Lessee's sole risk, and the City shall not be responsible for any loss of business or other loss of damage that is occasioned by the acts or omissions of persons occupying adjoining premises or any part of the Premises adjacent to or connected with the Premises.

18. **Condemnation:** If any part of the Premises is taken for any public or quasi-public purpose pursuant to any power of eminent domain, or by private sale in lieu of eminent domain, either the City or the Fair Board may terminate this lease, effective the date the public authority takes possession. All damages for the condemnation of the Premises, or damages awarded because of the taking, shall be payable to, the City and Fair Board according to the following: land values to the City, as well as building values of their related premises, and, to the Lessee, building values of their related premises.

19. **Notices:** Any notices required under this lease shall be in writing and served in person or sent by registered or certified mail, return receipt requested, to the addresses of the parties stated in this lease or to such other addresses as the parties' substitute by written notice. Notices shall be effective on the date of the first attempted delivery.

20. **Entire Agreement:** This agreement entered into between the City and the Lessee contains the entire agreement of the parties with respect to its subject matter. This agreement may not be modified except by a written document signed by the parties.

21. **Modification of Agreement:** Revisions, changes and additions to the terms of this agreement may be initiated by either party by written notice to the other party and said revisions, changes and additions shall then become effective and binding upon the mutual agreement of the parties as evidenced in writing and signed by City and Fair Board.

22. **Waiver:** The failure of the City to enforce any condition of this lease shall not be a waiver of its right to enforce every condition of this lease. No provision of this lease shall be deemed to have been waived unless the waiver is in writing.

23. **Binding Effect:** This agreement shall bind and benefit the parties and their successors and permitted assigns.

24. **Map:** Refer to Exhibit A

City of Caro

Tuscola County Fair Board

\_\_\_\_\_  
Karen J. Snider, Mayor

\_\_\_\_\_  
Neil Jackson, President

\_\_\_\_\_  
Rita Papp, Clerk

\_\_\_\_\_  
John Riley, Vice President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

# CITY OF CARO

CITY MANAGER  
SCOTT R. CZASAK  
CITY CLERK  
RITA PAPP  
CITY TREASURER  
TAMMY RIES  
CITY ATTORNEY  
LAURA GENOVICH

317 South State Street  
Caro MI 48723  
Phone 989-673-2226  
Fax 989-673-7310  
Website [www.carocity.net](http://www.carocity.net)

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

## MEMORANDUM

TO: Caro City Council  
FROM: City Manager Scott R. Czasak  
DATE: Wednesday, May 15, 2024  
RE: Agenda Item – Great Start Enrichment Center Story Walk Request

---

Members of the Caro City Council,

As you may know, Great Start Enrichment Center is a newer facility in the City which provides resources for children and young families who need it and are looking to enhance their recreation activities by installing a story walk along the nature trail which runs along their building between Columbia Street and the bridge to Chippewa Landing Park.

They are looking to deconstruct children's books and have them spaced on the right side of the bridge. They are anticipating about 25 posts. This project will be similar to the story walks which are currently at Bieth Park and the Caro Library.

As the trail is City property, they will need the permission of Council to place these posts.

Your options for motions are:

1. Allow Great Start Enrichment Center to place 25 posts for a story walk along side the trail between Columbia Street and the Chippewa Landing Trail in consultation with the City Manager.
2. Deny Great Start Enrichment Center's request.
3. Postpone for further discussion.
4. Take no action.

## Scott Czasak

---

**From:** Rachael Koepf <greatstarttuscola@gmail.com>  
**Sent:** Tuesday, April 9, 2024 6:12 PM  
**To:** Scott Czasak  
**Subject:** Story Walk

Hello Scott-

Google maps doesn't show the nature trail next to the Enrichment Center. So, I'm struggling with a map but I have some details.

The Imagination Library team met and decided that we would start the walk at the enrichment center entrance and continue evenly spacing the reading posts on the right side of the trail, until the bridge. We will be destructing IL books and adding one page to each of the 25 posts. Similar to the Caro Library & Bierth Park story walks.

We have the funding to complete this project this spring. Please let me know if you have any other questions.

Take Care~  
Rachael Koepf

Great Start Collaborative  
Family Enrichment Center  
Director

543 Columbia Street  
Caro, MI 48723  
(989)286-3285  
Great Start Enrichment Center  
(989)673-2144 ext 30325  
Tech Center Office  
(989)912-9806  
Cell Phone

[www.greatstarttuscola.org](http://www.greatstarttuscola.org)  
Follow us on Facebook, Twitter & Pinterest

# CITY OF CARO

MANAGER  
SCOTT CZASAK  
CLERK  
RITA PAPP  
TREASURER  
TAMMY RIES  
ATTORNEY  
LAURA GENOVICH

317 South State Street  
Caro MI 48723  
Phone 989-673-2226  
Fax 989-673-7310  
Website [www.carocity.net](http://www.carocity.net)

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

TO: City Council  
City Manager – Scott Czasak  
FROM: Tammy Ries, Treasurer  
SUBJECT: Treasurer's Report  
DATE: May 14, 2024

---

The City of Caro has the following investment maturing as noted below:

Financial Institution	Current Term	Interest Rate	Current Balance	Maturity Date
Independent Bank	3 Months	4.45%	\$512,951.00	5/30/2024

Attached are the CDARS rates for Independent Bank and North Star Bank.

My recommendation is that we leave this CDARS with Independent Bank. They currently have the best rate on short-term CDARS.

Action:

Option 1: Instruct the City Treasurer to make an investment of the council's choice.

Option 2: Choose a different investment tool.

Option 3: Deny action on the above CDARS



Week of May 13, 2024

**Certificates of Deposit**

	<b><u>Rate</u></b>
7 – 31 Days	4.75%
32 – 89 Days	4.90%
90 – 119 Days	4.90%
120 – 149 Days	4.90%
150 – 179 Days	4.90%
180 – 269 Days	4.90%
270 – 359 Days	4.85%
360 Days	4.80%
18 Months	4.62%
24 Months	4.44%

Penalty for early withdrawal

**CDARS**

	<b><u>Rate</u></b>
4 Weeks (28 Days)	4.50%
13 Weeks (91 Days)	4.50%
26 Weeks (182 Days)	4.50%
52 Weeks (364 Days)	4.40%
2 Years (728 Days)	3.99%
3 Years (1092 Days)	3.87%
5 Years (1820 Days)	3.52%

CDARS orders must be placed by 12:00pm on Mondays for Thursday settlement

Penalty for early withdrawal

**Business Flex Checking**

	<b><u>Rate</u></b>
\$0-\$99,999.99	0.40%
\$100,000-\$249,999.99	1.15%
\$250,000-\$499,999.99	1.85%
\$500,000-\$999,999.99	2.45%
\$1,000,000-\$2,499,999.99	3.05%
\$2,500,000+	3.70%

**Insured Cash Sweep (ICS)**

	<b><u>Rate</u></b>
ICS (0-\$499,999.99)	0.95%
ICS (\$500,000-\$999,999.99)	1.75%
ICS (\$1,000,000-\$2,499,999.99)	2.70%
ICS (\$2,500,000+)	3.75%

**Money Market Savings**

	<b><u>Rate</u></b>
\$0-\$99,999.99	0.45%
\$100,000-\$249,999.99	1.30%
\$250,000-\$499,999.99	1.90%
\$500,000-\$999,999.99	2.40%
\$1,000,000-\$2,499,999.99	2.85%
\$2,500,000+	3.55%

**FDIC Coverage for Government Entities:**

\$250,000 Checking  
 \$250,000 Savings/CD  
 \$500,000 total available  
 CDARS and ICS fully FDIC Insured

CD interest is non-compounding and paid at maturity.

**Government Banking**

**West Michigan**

Jeff Case, ACPFIM  
 616.902.7493  
 jcase@ibcp.com

**East Michigan**

Ben Stone, CTP, ACPFIM  
 248.743.7329  
 bstone@ibcp.com

TreasuryONE Support | 800.530.3719 | tm\_client\_support@ibcp.com

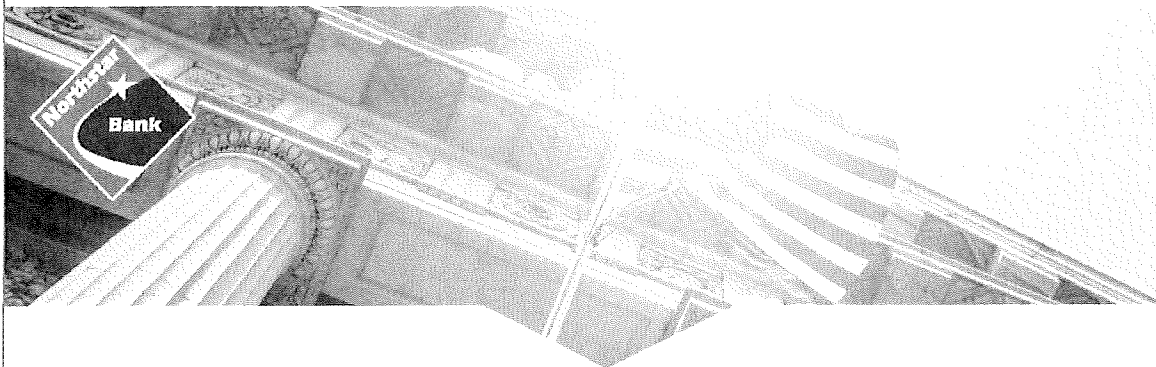
## Weekly Rates

Julie L. Smith <julie.smith@northstarathome.com>

Mon 5/13/2024 9:08 AM

To: Tammy Ries <treasurer@carocity.net>

May 13, 2024



## WHO YOU BANK WITH MATTERS

We are reaching out to bring awareness of two proven deposit service offerings at Northstar Bank - **ICS** and **CDARS** from the IntraFi network. These services are designed for those looking to **expand protection beyond the standard FDIC insurance coverage**. Most importantly, both programs provide peace of mind on deposit safety while earning a competitive interest rate and providing access through a single bank relationship. Plus, funds placed in CDARS and ICS stay local to support and build a stronger community.

If you would like more information on how we can help you **manage multiple accounts with additional FDIC insurance coverage**, please contact us.

## PUBLIC FUNDS WEEKLY RATES

### CD TERMS & RATES

**30 Days** 3.80%  
**60 Days** 3.95%  
**90 Days** 4.10%  
**120 Days** 4.25%  
**150 Days** 4.40%  
**180 Days** 4.55%  
**210 Days** 4.45%  
**270 Days** 4.35%  
**365 Days** 4.25%  
**18 Month** 4.10%  
**2 Year** 3.95%  
**3 year** 3.80%

### ICS RATE

2.65%

### WIRE INSTRUCTIONS

Northstar Bank  
1960 Fred Moore Hwy.  
St. Clair, MI 48079  
Routing # 072414064  
FBO: Account name  
Account #

[Learn More](#)

### CDARS TERMS & RATES

**4 Weeks** 3.65%  
**13 Weeks** 3.95%  
**26 Weeks** 4.40%  
**52 Weeks** 4.10%

Please contact us for our competitive rates.  
We look forward to working with you!



# CITY OF CARO

CITY MANAGER  
SCOTT CZASAK  
CITY CLERK  
RITA PAPP  
CITY TREASURER  
TAMMY RIES  
CITY ATTORNEY  
LAURA GENOVICH

317 South State Street  
Caro MI 48723  
Phone 989-673-2226  
Fax 989-673-7310  
Website [www.carocity.net](http://www.carocity.net)

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

**TO:** City Council  
**FROM:** Karen Snider – Mayor  
**SUBJECT:** Mayor's Report  
**DATE:** May 20, 2024

The City Manager, Deputy Clerk and I prepared the Council agenda on May 16, 2024, for the May 20, 2024, council meeting.

I attended Rotary on May 6, 2024, and the program was presented by Honorable Amy Grace Gierhart, 54<sup>th</sup> Circuit Court Judge/Chief Judge and Honorable Jason E. Bitzer, 71-B District Court Judge. They talked about the Tuscola County Treatment Court. This is an amazing program, and I would like to get them to present to the City Council.

The Parks & Recreation Committee met on May 8, 2024. The Summer Kickoff – Ribbon cutting ceremony will be held at Bieth Park on May 21, 2024, from 5 p.m. – 8 p.m. All are welcome.

I was unable to attend the EDC (Economic Development Commission) meeting on May 15. The meeting was held at Rails End Restaurant. They planned to introduce Trevor Keys as the new executive director of EDC.

Caro Rotary Club meeting was held on May 13 and the program was a surprise to the members. Instead of a program, the President challenged the members by asking questions and each member got a chip if they participated in the event contained in the question. Members that got the highest number of chips got a prize. Caro Rotary Club is never boring.

Most of the past two weeks consisted of preparation for the upcoming 2024-2025 budget. The City Manager presented to the council his proposed budget on April 30 in compliance with the City Charter. Council members attended budget workshops and have spent hours preparing for adoption of the upcoming budget. We have more work to do but our goal is to have the budget ready for the public hearing on June 3, 2024, during the regular council meeting. A big thank you goes out to the City Manager, Department heads and other staff for their hard work.

Mayor Karen Snider



# CITY OF CARO

CITY MANAGER  
SCOTT R. CZASAK  
CITY CLERK  
RITA PAPP  
CITY TREASURER  
TAMMY RIES  
CITY ATTORNEY  
LAURA GENOVICH

317 South State Street  
Caro MI 48723  
Phone 989-673-2226  
Fax 989-673-7310  
Website [www.carocity.net](http://www.carocity.net)

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

## MEMORANDUM

TO: Caro City Council  
FROM: City Manager Scott R. Czasak  
DATE: Wednesday, May 15, 2024  
RE: City Manager's Report

---

Members of the Caro City Council,

While it is not only Budget season, but also a beautiful Spring season here in Caro and I am looking forward to many great things over the next few weeks and months!

Most of my time the last two weeks have been involved in either budget work or work on the formal application for the Clean Water State Revolving Fund which the City is in the midst of organizing. I cannot thank enough the help of so many of the staff here in the City for helping me with the CWSRF information. From our Treasurer Tammy Ries to our Assessor Angie Daniels, to WWTP Superintendent David Dienes, not to mention Jennifer and Terry in the front office, along with our partners at HRC, we have all our documents set and into the State for review and once their approval is gained, we can move forward. This has been a long effort but one which will benefit the residents of Caro for years to come.

In addition to my usual Rotary attendance, meetings with residents, businesses, and staff, in the last few weeks I have begun to catch up on post construction inspections for a number of projects I have processed since I took over as Zoning Administrator. I am sure somewhere my late father is getting a bit of a chuckle watching me with a measuring tape and a checklist of requirements for legal construction, but I am happy to do the work to ensure full compliance with our zoning regulations here in Caro.

On the DPW and WWTP fronts I can report mostly smooth sailing, we did have an issue with a contractor for a private home getting a hose stuck in one of our lines which might require some repairs, but we are working with the contractor to get the fixes done, at their expense.

Please keep a few dates in mind the next few weeks, Tuesday, May 21 at 5 is the Summer Kick-Off at Bieth Park, Thursday, May 30 from 5-7 is the first Caro Fire Department Open House, so all residents can see the new ladder truck and meet our firefighters, and Friday, May 31-Saturday, June 1 is Cars and Crafts in Downtown Caro!

# CITY OF CARO

CITY MANAGER  
SCOTT CZASAK  
CITY CLERK  
RITA PAPP  
CITY TREASURER  
TAMMY RIES  
CITY ATTORNEY  
LAURA GENOVICH

317 South State Street  
Caro MI 48723  
Phone 989-673-2226  
Fax 989-673-7310  
Website [www.carocity.net](http://www.carocity.net)

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

**TO:** City Council/City Manager  
**FROM:** Rita Papp – City Clerk  
**SUBJECT:** Clerk's Report  
**DATE:** May 20, 2024

---

- The City of Caro held a Special Election, May 7, 2024. Caro Community Schools Bond Issue. Canvassing has been completed with no issues.
- Attended County Canvassers Meeting, May 14, 2024
- Park & Recreation has a vacancy. Continuing to post until filled.
- Posted the Parks & Recreation Superintendent position on Indeed & in paper. Have received several applicants.
- Four seasonals employees have been hired and will start employment in the next few weeks.
- Planning Commission was held, May 14, 2024.
- Attended Special Council Meeting May 13, 2024.
- Attended DDA Meeting, May 8, 2024.
- Election packets are available in my office for the open seats on city council. Three 4-year term council member seats, One 2-year partial term council member seat, & One 2-year term mayor seat. Election to be held November 2024. Submission deadline is July 23, 2024 at 4:00 p.m.
- Clerk's office is starting to prepare for the Primary Election, August 6, 2024.

# CITY OF CARO

MANAGER  
SCOTT CZASAK  
CLERK  
RITA PAPP  
TREASURER  
TAMMY RIES  
ATTORNEY  
LAURA GENOVICH

317 South State Street  
Caro MI 48723  
Phone 989-673-2226  
Fax 989-673-7310  
Website [www.carocity.net](http://www.carocity.net)

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

TO: City Council  
City Manager – Scott Czasak  
FROM: Tammy Ries, Treasurer  
SUBJECT: Treasurer's Report  
DATE: May 14, 2024

---

- Attended the City Council meeting on May 6<sup>th</sup>, budget meeting on May 13<sup>th</sup> & May 16<sup>th</sup>.
- Attended PSN training virtually on May 10<sup>th</sup>.
- Reconciled and closed the April budget period.
- Assisted with budget figures.
- Attended court for small claims cases.
- Assisted in covering the front desk during staff lunches and absences.