

**AGENDA**  
**REGULAR MEETING OF THE CARO CITY COUNCIL**  
**NOVEMBER 4, 2024, 6:30 P.M.**  
**317 S STATE ST – COUNCIL CHAMBERS**

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

**AGENDA APPROVAL**

**PUBLIC COMMENTS:**

**PRESENTATION:**

1. Tri Star Trust – Jane Hagen

**COMMUNICATION:**

1. Downtown Development Authority Special Meeting Minutes – October 17, 2024 (unapproved)
2. Charter Communications – Upcoming Changes

**CONSENT AGENDA:**

1. Regular Council Meeting Minutes – October 21, 2024
2. Invoices

**REGULAR AGENDA:**

1. Tri Star Trust Investment Statement Agreement Decision

**ITEMS PENDING/POSTPONED:** None

**COMMITTEE/LIAISON POSITION REPORTS:** None

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

**MANAGER COMMENTS** – Written report submitted.

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

**ADDITIONAL PUBLIC COMMENTS**

**ADJOURN**

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**CITY OF CARO DOWNTOWN DEVELOPMENT AUTHORITY**

**SPECIAL MEETING**

October 17, 2024 at 12:00 p.m.

Council Chambers

Chairman Randy Whittaker called the DDA Special Meeting to order on October 17, 2024, at 12:00 p.m. in the Council Chambers.

Present: Chairman Randy Whittaker, Thomas Bardwell, Susan Holder, Councilor Charlotte Kish, Sonya Otremba

Absent: Evan Osentoski, Bob Wolack

Others: Scott Czasak – City Manager, Rita Papp – City Clerk, Mayor Karen Snider

Special Business Items:

1. Review & Approve DDA Executive Director Job Description

**Motion by Otremba, seconded by Holder to refer the DDA Executive Director Job Description to the Ad Hoc Personnel Committee that will be appointed in Item # 3.**

**Motion carried.**

2. DDA Treasurer Position

**Motion by Kish, seconded by Holder to refer the DDA Treasurer Position to the Ad Hoc Personnel Committee that will be appointed in Item # 3.**

**Motion carried.**

3. Establish Ad Hoc Personnel Committee

**Motion by Kish, seconded by Holder to appoint Sonya Otremba, Susan Holder and Thomas Bardwell to the Ad Hoc Personnel Committee.**

**Motion carried.**

**Motion by Holder, seconded by Kish to adjourn the meeting at 12:53 p.m.**

**Motion carried.**



Rita Papp  
City Clerk



RECEIVED  
OCT 25 2024  
BY: \_\_\_\_\_

Derrick Mathis  
Manager  
State Government Affairs - Michigan

October 21, 2024

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

**Re: Upcoming Changes**

Dear Franchise Official,

This letter will serve as notice that on or around November 4, 2024, Spectrum Mid-America, LLC ("Spectrum"), will launch carriage of WSHM 3 **Comet TV** on channel 241 on the Vassar, MI channel line-up serving your community.

**Comet TV** is the destination for true fans of sci-fi and fantasy featuring iconic series like *The X-Files*, *Stargate SG-1*, *Buffy the Vampire Slayer*, and *Grimm*. **Comet TV** also features fun movie titles that celebrate your sci-fi and fantasy fandom.

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

Sincerely,

*Derrick Mathis*

Derrick Mathis  
Manager, State Government Affairs – Michigan  
Charter Communications

**REGULAR MEETING OF THE CARO CITY COUNCIL**  
**October 21, 2024, 6:30 P.M.**  
**Council Chambers, 317 S. State St., Caro, MI 48723**

Mayor Karen Snider called the regular meeting of the City Council to order on October 21, 2024, at 6:30 p.m. in the Council Chambers.

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

Absent: Gregory Hutchison

Others: Scott Czasak – City Manager, Rita Papp – City Clerk, Brian Newcomb – Police Chief, and other guests

**AGENDA APPROVAL**

**24-M-235**

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

**Motion Carried.**

**PUBLIC COMMENT/VISITORS:**

Don Hall – Commented on snow removal ordinance, blight mowings, and trees.

Resident – Commented on Montague Street.

**COMMUNICATIONS:**

1. Charter Communications – Upcoming Changes
2. Parks & Recreation Committee Meeting Minutes – Unapproved
3. Downtown Development Authority Meeting Minutes - Unapproved

**CONSENT AGENDA:**

1. Regular Council Meeting Minutes – October 7, 2024
2. Invoices
3. Department Reports
  - A. Police Report – Chief Brian Newcomb
  - B. Fire Report – Chief Randall Heckroth
  - C. Code Enforcement Report – Randall Heckroth

**24-M-236**

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

**Motion Carried.**

**REGULAR AGENDA:** (action required)

1. Light Pole Replacements

**24-M-237**

**Motion by White, seconded by Iseler to approve the purchase of 11 light poles and bases from Medler Electric Co #3 for the quoted price of \$39,600.00.**

**Motion carried.**

2. Investment Maturing #1

**24-M-238**

**Motion by Kish, seconded by Iseler to keep the CD at Independent Bank for a 179-day term at 4.12%.**  
**Motion carried.**

3. Investment Maturing #2

**24-M-239**

**Motion by Kish, seconded by Iseler to keep the CD at Independent Bank for a 179-day term at 4.12%.**  
**Motion carried.**

**ITEMS PENDING/POSTPONED: None**

**COMMITTEE/LIAISON POSITION REPORTS:**

1. Economic Development Corporation (Mayor Snider) – Allocation letter received, Mayor and City Manager researching the contract proposed by EDC, EDC Director to give a presentation to council.
2. Chamber of Commerce (Manager) – Discussed budgets and future events.
3. Downtown Development Authority (Kish) – DDA hired Lauren Amellal for Interim Farmers Market Manager for the remainder of October. Special Meeting was held to discuss the DDA Executive position & Treasurer position. A Personnel Committee was formed. Music in the Park was given back to Parks & Recreation.
4. Fair Board (Iseler) — Discussed long term camping, Annual Meeting will be held October 29, 2024, Neil Jackson will give a presentation to council in December.
5. Parks & Recreation (White) – Chippewa Landing Event was successful. Fall Cleanup is scheduled for November 2, 2024.
6. Planning Commission (Hutchison) – No meeting. Vacancy is posted.
7. Tuscola County Board of Commissioners (Iseler) – Controller has resigned. Former controller was hired as interim under a new title.
8. Zoning Board of Appeals (Mayor Snider) – No meeting.
9. Indianfields Township (Manager) – No action taken on EDC allocation request. Discussed roads. Not renewing MTA membership. Winter taxes to be handled by County Treasurer.
10. Almer Township (Campbell) – No report.

**MAYOR'S REPORT** – Written report submitted.  
Announced the passing of Dick Fullmer.

**MANAGER'S COMMENTS** – Written report submitted.  
Local streets analysis has been completed.  
Update on Starbucks provided.

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

Early Voting starts Saturday, October 26, 2024.

100 feet campaigning boundary will be marked by the end of this week.

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

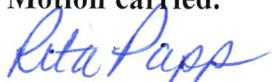
**ADDITIONAL PUBLIC COMMENT:**

Don Hall – Commented on money in the City accounts, employee turn over issues, and City taxes.

**24-M-240**

**Motion by Iseler, seconded by Oedy to adjourn the meeting at 7:10 p.m.**

**Motion carried.**



Rita Papp  
City Clerk

## Report Criteria:

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

GL Period	Check Issue Date	Check Number	Invoice GL Account	Invoice GL Account Title	Amount
<b>AFLAC</b>					
11/24	11/04/2024	78543	101-000-231-003	AFLAC INSURANCE WITHHOLDING	352.82
Total AFLAC:					
					352.82
<b>AIR ADVANTAGE</b>					
10/24	10/31/2024	800123	101-441-750-001	SOFTWARE MAINTENANCE AGREE'T	64.00
10/24	10/31/2024	800123	591-540-750-001	SOFTWARE MAINTENANCE AGREEM	14.00
10/24	10/31/2024	800123	596-521-750-001	SOFTWARE MAINTENANCE AGREEM	14.00
10/24	10/31/2024	800123	661-575-750-001	SOFTWARE MAINTENANCE AGREE'T	8.00
10/24	10/31/2024	800123	590-540-750-001	SOFTWARE MAINTENANCE AGREEM	90.00
10/24	10/31/2024	800123	661-575-750-001	SOFTWARE MAINTENANCE AGREE'T	10.00
10/24	10/31/2024	800123	101-301-750-001	SOFTWARE MAINTENANCE AGEE'T	100.00
10/24	10/31/2024	800123	248-728-801-000	DDA CONTRACTED SERVICES	58.00
10/24	10/31/2024	800123	101-172-750-001	SOFTWARE MAINTENANCE AGREE'T	50.00
10/24	10/31/2024	800123	101-253-750-001	SOFTWARE MAINTENANCE AGREE'T	50.00
10/24	10/31/2024	800123	101-260-750-001	SOFTWARE MAINTENANCE AGREE'T	50.00
Total AIR ADVANTAGE:					
					508.00
<b>ALLY PAYMENT PROCESSING CENTER</b>					
11/24	11/04/2024	78544	216-336-991-000	LEASE PAYMENT - PRINCIPAL	8,923.77
11/24	11/04/2024	78544	216-336-993-000	LEASE PAYMENT - INTEREST	2,693.29
Total ALLY PAYMENT PROCESSING CENTER:					
					11,617.06
<b>ALS GROUP USA, CORP</b>					
11/24	11/04/2024	78545	590-540-777-000	STATE TESTING & PERMITS	325.00
Total ALS GROUP USA, CORP:					
					325.00
<b>AMAZON CAPITAL SERVICES</b>					
11/24	11/04/2024	78546	661-575-776-000	MAINTENANCE SUPPLIES	13.78
11/24	11/04/2024	78546	661-575-776-000	MAINTENANCE SUPPLIES	104.68
11/24	11/04/2024	78546	101-301-725-000	UNIFORMS/UNIFORM EQUIPMENT	31.99
11/24	11/04/2024	78546	101-262-740-000	OFFICE SUPPLIES	1,085.66
11/24	11/04/2024	78546	101-265-776-000	O&M SUPPLIES	8.99
11/24	11/04/2024	78546	101-441-740-000	OFFICE SUPPLIES	261.78
11/24	11/04/2024	78546	101-441-776-001	O&M SUPPLIES	37.98
11/24	11/04/2024	78546	101-301-740-000	OFFICE SUPPLIES	39.95
Total AMAZON CAPITAL SERVICES:					
					1,584.81
<b>BAY UNITED MOTORS, INC.</b>					
11/24	11/04/2024	78547	590-540-801-000	CONTRACTED SERVICES	623.00
Total BAY UNITED MOTORS, INC.:					
					623.00

GL Period	Check Issue Date	Check Number	Invoice GL Account	Invoice GL Account Title	Amount
<b>BETTY KEMPF</b>					
11/24	11/04/2024	78548	248-733-956-000	FARMERS MARKET - SNAP EXPENSE	255.00
11/24	11/04/2024	78548	248-733-956-002	FARMER'S MARKET - KC PROG EXP	6.00
Total BETTY KEMPF:					
<b>BRANDON WOOD</b>					
11/24	11/04/2024	78549	248-733-956-000	FARMERS MARKET - SNAP EXPENSE	5.00
Total BRANDON WOOD:					
<b>CAROL CARTER</b>					
11/24	11/04/2024	78550	248-733-956-000	FARMERS MARKET - SNAP EXPENSE	37.00
11/24	11/04/2024	78550	248-733-956-002	FARMER'S MARKET - KC PROG EXP	25.00
11/24	11/04/2024	78550	248-733-956-003	PROJECT FRESH EXPENSES	20.00
Total CAROL CARTER:					
<b>CARRIER &amp; GABLE INC</b>					
11/24	11/04/2024	78551	101-265-776-000	O&M SUPPLIES	204.72
11/24	11/04/2024	78551	101-441-776-001	O&M SUPPLIES	204.72
11/24	11/04/2024	78551	101-751-776-000	O&M SUPPLIES	204.72
11/24	11/04/2024	78551	202-463-776-000	O&M SUPPLIES	204.72
11/24	11/04/2024	78551	203-463-776-000	O&M SUPPLIES	204.72
11/24	11/04/2024	78551	204-442-776-000	SUPPLIES & MATERIALS	204.72
11/24	11/04/2024	78551	204-443-776-000	SUPPLIES & MATERIALS	204.72
11/24	11/04/2024	78551	204-444-776-000	SUPPLIES/MATERIALS	204.72
11/24	11/04/2024	78551	248-728-776-000	DDA OPERATING SUPPLIES	204.72
11/24	11/04/2024	78551	248-733-956-001	FARMERS MARKET - OTHER EXPENS	204.72
11/24	11/04/2024	78551	590-540-776-000	OM&R SUPPLIES NORMAL	204.72
11/24	11/04/2024	78551	591-540-776-000	O&M SUPPLIES	204.68
Total CARRIER & GABLE INC:					
<b>CARTER LUMBER</b>					
11/24	11/04/2024	78552	101-265-776-000	O&M SUPPLIES	38.46
Total CARTER LUMBER:					
<b>CINTAS</b>					
11/24	11/04/2024	78553	101-265-776-000	O&M SUPPLIES	7.16
11/24	11/04/2024	78553	101-441-776-001	O&M SUPPLIES	1,149.12
11/24	11/04/2024	78553	591-540-776-000	O&M SUPPLIES	1,149.12
Total CINTAS:					
<b>COMPANION LIFE INSURANCE CO.</b>					
11/24	11/04/2024	78554	101-172-717-000	LIFE INSURANCE	58.81
11/24	11/04/2024	78554	101-262-717-000	LIFE INSURANCE	3.99
11/24	11/04/2024	78554	101-253-717-000	LIFE INSURANCE	17.56
11/24	11/04/2024	78554	101-260-717-000	LIFE INSURANCE	15.76
11/24	11/04/2024	78554	101-265-717-000	LIFE INSURANCE	14.36

GL Period	Check Issue Date	Check Number	Invoice GL Account	Invoice GL Account Title	Amount
11/24	11/04/2024	78554	101-301-717-000	LIFE INSURANCE	139.65
11/24	11/04/2024	78554	101-371-717-000	LIFE INSURANCE	4.99
11/24	11/04/2024	78554	101-702-717-000	LIFE INSURANCE	2.99
11/24	11/04/2024	78554	101-441-717-000	LIFE INSURANCE	40.70
11/24	11/04/2024	78554	101-751-717-000	LIFE INSURANCE	2.39
11/24	11/04/2024	78554	202-483-717-000	LIFE INSURANCE	7.08
11/24	11/04/2024	78554	202-463-717-000	LIFE INSURANCE	5.99
11/24	11/04/2024	78554	203-463-717-000	LIFE INSURANCE	7.18
11/24	11/04/2024	78554	203-483-717-000	LIFE INSURANCE	7.08
11/24	11/04/2024	78554	204-442-717-000	LIFE INSURANCE	3.59
11/24	11/04/2024	78554	248-441-717-000	LIFE INSURANCE	5.69
11/24	11/04/2024	78554	248-728-717-000	LIFE INSURANCE	20.75
11/24	11/04/2024	78554	204-483-717-000	LIFE INSURANCE	2.69
11/24	11/04/2024	78554	216-336-717-000	LIFE INSURANCE	18.75
11/24	11/04/2024	78554	590-560-717-000	LIFE INSURANCE	21.35
11/24	11/04/2024	78554	590-536-717-000	LIFE INSURANCE	1.20
11/24	11/04/2024	78554	590-540-717-000	LIFE INSURANCE	63.44
11/24	11/04/2024	78554	590-545-717-000	LIFE INSURANCE	7.18
11/24	11/04/2024	78554	591-560-717-000	LIFE INSURANCE	21.35
11/24	11/04/2024	78554	591-536-717-000	LIFE INSURANCE	1.20
11/24	11/04/2024	78554	591-540-717-000	LIFE INSURANCE	32.32
11/24	11/04/2024	78554	596-560-717-000	LIFE INSURANCE	9.38
11/24	11/04/2024	78554	596-521-717-000	LIFE INSURANCE	2.39
11/24	11/04/2024	78554	661-575-717-000	LIFE INSURANCE	5.69
11/24	11/04/2024	78554	101-172-719-000	SHORT/LONG TERM DISABILITY	51.79
11/24	11/04/2024	78554	101-262-719-000	SHORT/LONG TERM DISABILITY	15.89
11/24	11/04/2024	78554	101-253-719-000	SHORT/LONG TERM DISABILITY	56.46
11/24	11/04/2024	78554	101-260-719-000	SHORT/LONG TERM DISABILITY	63.61
11/24	11/04/2024	78554	101-265-719-000	SHORT/LONG TERM DISABILITY	44.84
11/24	11/04/2024	78554	101-301-719-000	SHORT/LONG TERM DISABILITY	517.64
11/24	11/04/2024	78554	101-371-719-000	SHORT/LONG TERM DISABILITY	20.24
11/24	11/04/2024	78554	101-702-719-000	SHORT/LONG TERM DISABILITY	13.71
11/24	11/04/2024	78554	101-441-719-000	SHORT/LONG TERM DISABILITY	135.40
11/24	11/04/2024	78554	101-751-719-000	SHORT/LONG TERM DISABILITY	7.47
11/24	11/04/2024	78554	202-483-719-000	SHORT/LONG TERM DISABILITY	30.30
11/24	11/04/2024	78554	202-463-719-000	SHORT/LONG TERM DISABILITY	18.68
11/24	11/04/2024	78554	203-463-719-000	SHORT/LONG TERM DISABILITY	22.42
11/24	11/04/2024	78554	203-483-719-000	SHORT/LONG TERM DISABILITY	30.30
11/24	11/04/2024	78554	204-442-719-000	SHORT/LONG TERM DISABILITY	11.21
11/24	11/04/2024	78554	204-483-719-000	SHORT/LONG TERM DISABILITY	11.66
11/24	11/04/2024	78554	248-441-719-000	SHORT/LONG TERM DISABILITY	20.16
11/24	11/04/2024	78554	248-728-719-000	SHORT/LONG TERM DISABILITY	75.42
11/24	11/04/2024	78554	216-336-719-000	SHORT/LONG TERM DISABILITY	78.21
11/24	11/04/2024	78554	590-560-719-000	SHORT/LONG TERM DISABILITY	77.60
11/24	11/04/2024	78554	590-536-719-000	SHORT/LONG TERM DISABILITY	3.74
11/24	11/04/2024	78554	590-540-719-000	SHORT/LONG TERM DISABILITY	172.95
11/24	11/04/2024	78554	590-545-719-000	SHORT/LONG TERM DISABILITY	22.42
11/24	11/04/2024	78554	591-560-719-000	SHORT/LONG TERM DISABILITY	77.60
11/24	11/04/2024	78554	591-536-719-000	SHORT/LONG TERM DISABILITY	3.74
11/24	11/04/2024	78554	591-540-719-000	SHORT/LONG TERM DISABILITY	100.90
11/24	11/04/2024	78554	596-560-719-000	SHORT/LONG TERM DISABILITY	31.92
11/24	11/04/2024	78554	596-521-719-000	SHORT/LONG TERM DISABILITY	7.48

GL Period	Check Issue Date	Check Number	Invoice GL Account	Invoice GL Account Title	Amount
11/24	11/04/2024	78554	661-575-719-000	SHORT/LONG TERM DISABILITY	21.42
				Total COMPANION LIFE INSURANCE CO.:	2,290.68
<b>DECKER EQUIPMENT</b>					
11/24	11/04/2024	78555	101-265-776-000	O&M SUPPLIES	338.25
11/24	11/04/2024	78555	101-441-776-001	O&M SUPPLIES	338.25
11/24	11/04/2024	78555	101-751-776-000	O&M SUPPLIES	338.25
11/24	11/04/2024	78555	202-463-776-000	O&M SUPPLIES	338.25
11/24	11/04/2024	78555	203-463-776-000	O&M SUPPLIES	338.25
11/24	11/04/2024	78555	204-442-776-000	SUPPLIES & MATERIALS	338.25
11/24	11/04/2024	78555	204-443-776-000	SUPPLIES & MATERIALS	338.25
11/24	11/04/2024	78555	204-444-776-000	SUPPLIES/MATERIALS	338.25
11/24	11/04/2024	78555	248-728-776-000	DDA OPERATING SUPPLIES	338.25
11/24	11/04/2024	78555	248-733-956-001	FARMERS MARKET - OTHER EXPENS	338.25
11/24	11/04/2024	78555	590-540-776-000	OM&R SUPPLIES NORMAL	338.25
11/24	11/04/2024	78555	591-540-776-000	O&M SUPPLIES	338.25
11/24	11/04/2024	78555	101-265-776-000	O&M SUPPLIES	37.58
11/24	11/04/2024	78555	101-441-776-001	O&M SUPPLIES	37.58
11/24	11/04/2024	78555	101-751-776-000	O&M SUPPLIES	37.58
11/24	11/04/2024	78555	202-463-776-000	O&M SUPPLIES	37.58
11/24	11/04/2024	78555	203-463-776-000	O&M SUPPLIES	37.58
11/24	11/04/2024	78555	204-442-776-000	SUPPLIES & MATERIALS	37.58
11/24	11/04/2024	78555	204-443-776-000	SUPPLIES & MATERIALS	37.58
11/24	11/04/2024	78555	204-444-776-000	SUPPLIES/MATERIALS	37.58
11/24	11/04/2024	78555	248-728-776-000	DDA OPERATING SUPPLIES	37.58
11/24	11/04/2024	78555	248-733-956-001	FARMERS MARKET - OTHER EXPENS	37.58
11/24	11/04/2024	78555	590-540-776-000	OM&R SUPPLIES NORMAL	37.58
11/24	11/04/2024	78555	591-540-776-000	O&M SUPPLIES	37.62
				Total DECKER EQUIPMENT:	4,510.00
<b>DIESEL TRUCK SALES</b>					
11/24	11/04/2024	78556	661-575-776-000	MAINTENANCE SUPPLIES	24.19
				Total DIESEL TRUCK SALES:	24.19
<b>DIGICOM GLOBAL INC.</b>					
11/24	11/04/2024	78557	216-336-740-000	OPERATING SUPPLIES	820.00
				Total DIGICOM GLOBAL INC.:	820.00
<b>DJ's PORTABLE TOILET RENTALS, LLC</b>					
11/24	11/04/2024	78558	101-751-801-000	CONTRACTED SERVICES	155.00
11/24	11/04/2024	78558	101-751-801-000	CONTRACTED SERVICES	100.00
11/24	11/04/2024	78558	101-751-801-000	CONTRACTED SERVICES	255.00
11/24	11/04/2024	78558	101-751-801-000	CONTRACTED SERVICES	155.00
				Total DJ's PORTABLE TOILET RENTALS, LLC:	665.00
<b>DORNBOS SIGN, INC.</b>					
11/24	11/04/2024	78559	202-463-776-000	O&M SUPPLIES	82.70

GL Period	Check Issue Date	Check Number	Invoice GL Account	Invoice GL Account Title	Amount
11/24	11/04/2024	78559	203-463-776-000	O&M SUPPLIES	82.70
11/24	11/04/2024	78559	204-442-776-000	SUPPLIES & MATERIALS	82.70
Total DORNBOSS SIGN, INC.:					248.10
<b>DTE ENERGY</b>					
10/24	10/28/2024	800122	590-545-920-000	ELECTRIC - LIFT STATIONS	7,190.39
10/24	10/28/2024	800122	101-441-926-000	STREET LIGHTS - ELECTRIC	5,231.03
10/24	10/28/2024	800122	101-441-926-000	STREET LIGHTS - ELECTRIC	174.63
10/24	10/28/2024	800122	101-441-926-000	STREET LIGHTS - ELECTRIC	157.95
10/24	10/28/2024	800122	590-545-920-000	ELECTRIC - LIFT STATIONS	224.70
10/24	10/28/2024	800122	591-540-920-000	ELECTRIC - WELLHOUSES	597.12
10/24	10/28/2024	800122	590-545-920-000	ELECTRIC - LIFT STATIONS	56.54
10/24	10/28/2024	800122	590-545-920-000	ELECTRIC - LIFT STATIONS	46.41
10/24	10/28/2024	800122	590-545-920-000	ELECTRIC - LIFT STATIONS	83.39
10/24	10/28/2024	800122	590-545-920-000	ELECTRIC - LIFT STATIONS	26.23
10/24	10/28/2024	800122	101-265-920-000	ELECTRIC	1,157.45
10/24	10/28/2024	800122	101-703-920-000	ELECTRIC	17.62
10/24	10/28/2024	800122	101-441-926-000	STREET LIGHTS - ELECTRIC	18.61
10/24	10/28/2024	800122	101-265-920-000	ELECTRIC	531.40
10/24	10/28/2024	800122	590-545-920-000	ELECTRIC - LIFT STATIONS	52.72
10/24	10/28/2024	800122	101-751-920-000	ELECTRIC	17.62
10/24	10/28/2024	800122	101-751-920-000	ELECTRIC	18.06
10/24	10/28/2024	800122	591-540-920-000	ELECTRIC - WELLHOUSES	679.81
10/24	10/28/2024	800122	101-441-926-000	STREET LIGHTS - ELECTRIC	18.68
10/24	10/28/2024	800122	591-540-920-000	ELECTRIC - WELLHOUSES	94.42
10/24	10/28/2024	800122	101-754-920-000	ELECTRIC	38.37
10/24	10/28/2024	800122	204-444-920-000	ELECTRIC - PARKING LOTS	43.36
10/24	10/28/2024	800122	590-545-920-000	ELECTRIC - LIFT STATIONS	116.93
10/24	10/28/2024	800122	590-545-920-000	ELECTRIC - LIFT STATIONS	44.88
10/24	10/28/2024	800122	591-540-920-000	ELECTRIC - WELLHOUSES	703.31
10/24	10/28/2024	800122	590-545-920-000	ELECTRIC - LIFT STATIONS	117.75
10/24	10/28/2024	800122	590-545-920-000	ELECTRIC - LIFT STATIONS	33.61
10/24	10/28/2024	800122	101-751-920-000	ELECTRIC	123.10
10/24	10/28/2024	800122	204-444-920-000	ELECTRIC - PARKING LOTS	72.11
10/24	10/28/2024	800122	101-751-920-000	ELECTRIC	53.57
10/24	10/28/2024	800122	101-441-926-000	STREET LIGHTS - ELECTRIC	124.22
10/24	10/28/2024	800122	591-540-920-000	ELECTRIC - WELLHOUSES	8,355.50
10/24	10/28/2024	800122	204-444-920-000	ELECTRIC - PARKING LOTS	74.95
10/24	10/28/2024	800122	248-728-920-000	ELECTRIC	95.60
10/24	10/28/2024	800122	101-753-920-000	ELECTRIC	193.65
10/24	10/28/2024	800122	101-703-920-000	ELECTRIC	30.59
10/24	10/28/2024	800122	248-728-920-000	ELECTRIC	97.75
10/24	10/28/2024	800122	590-545-920-000	ELECTRIC - LIFT STATIONS	201.81
Total DTE ENERGY:					26,915.84
<b>DUNN HARDWARE &amp; SUPPLY, INC.</b>					
11/24	11/04/2024	78560	101-265-776-000	O&M SUPPLIES	159.15
Total DUNN HARDWARE & SUPPLY, INC.:					159.15

GL Period	Check Issue Date	Check Number	Invoice GL Account	Invoice GL Account Title	Amount
<b>EASTHAMS CLEANERS</b>					
11/24	11/04/2024	78561	101-751-801-000	CONTRACTED SERVICES	25.00
Total EASTHAMS CLEANERS:					
25.00					
<b>EVOQUA WATER TECHNOLOGIES LLC</b>					
11/24	11/04/2024	78562	590-540-776-000	OM&R SUPPLIES NORMAL	2,290.60
Total EVOQUA WATER TECHNOLOGIES LLC:					
2,290.60					
<b>FOSTER, SWIFT, COLLINS &amp; SMITH, PC</b>					
11/24	11/04/2024	78563	101-172-801-000	CONTRACTED SERVICES	220.00
11/24	11/04/2024	78563	101-257-801-000	CONTRACTED SERVICES	900.00
11/24	11/04/2024	78563	101-701-801-000	CONTRACTED SERVICES	1,625.00
11/24	11/04/2024	78563	101-253-801-000	CONTRACTED SERVICES	25.00
Total FOSTER, SWIFT, COLLINS & SMITH, PC:					
2,770.00					
<b>GREAT LAKES LAND MANAGEMENT</b>					
11/24	11/04/2024	78564	101-265-801-000	CONTRACTED SERVICES	1,292.50
11/24	11/04/2024	78564	101-751-801-000	CONTRACTED SERVICES	1,645.00
11/24	11/04/2024	78564	101-754-801-000	CONTRACTED SERVICES	1,468.75
11/24	11/04/2024	78564	101-753-801-000	CONTRACTED SERVICES	1,468.75
11/24	11/04/2024	78564	248-728-801-000	DDA CONTRACTED SERVICES	1,925.00
Total GREAT LAKES LAND MANAGEMENT:					
7,800.00					
<b>HALCAT INVESTMENTS LLC</b>					
10/24	10/31/2024	78608	101-000-283-000	FIRE INSURANCE PAYABLE	13,475.00
Total HALCAT INVESTMENTS LLC:					
13,475.00					
<b>HAMMOND DRIVES &amp; EQUIP INC</b>					
11/24	11/04/2024	78565	591-540-776-000	O&M SUPPLIES	36.22
Total HAMMOND DRIVES & EQUIP INC:					
36.22					
<b>HIRSCHMAN OIL SUPPLY</b>					
11/24	11/04/2024	78566	661-575-860-000	GAS/OIL	1,228.87
Total HIRSCHMAN OIL SUPPLY:					
1,228.87					
<b>HUBBELL, ROTH &amp; CLARK, INC</b>					
11/24	11/04/2024	78567	590-540-801-003	CONTRACTED SERV-SRF	10,148.39
Total HUBBELL, ROTH & CLARK, INC:					
10,148.39					
<b>INDUSTRIAL WELDING SERVICE</b>					
11/24	11/04/2024	78568	661-575-930-000	CONTRACTED REPAIRS	65.00
Total INDUSTRIAL WELDING SERVICE:					
65.00					

GL Period	Check Issue Date	Check Number	Invoice GL Account	Invoice GL Account Title	Amount
<b>INGRID BARRETT</b>					
11/24	11/04/2024	78569	248-733-956-003	PROJECT FRESH EXPENSES	5.00
Total INGRID BARRETT:					
5.00					
<b>JENNIFER MEASEL</b>					
11/24	11/04/2024	78570	248-733-956-003	PROJECT FRESH EXPENSES	25.00
Total JENNIFER MEASEL:					
25.00					
<b>JOHN WORTZ</b>					
11/24	11/04/2024	78600	101-000-675-000	MISC INCOME	1,189.20
Total JOHN WORTZ:					
1,189.20					
<b>JOY RICHARD</b>					
11/24	11/04/2024	78571	248-733-956-003	PROJECT FRESH EXPENSES	15.00
Total JOY RICHARD:					
15.00					
<b>KAPPEN TREE SERVICE</b>					
11/24	11/04/2024	78572	203-463-801-000	CONTRACTED SERVICES	2,100.00
Total KAPPEN TREE SERVICE:					
2,100.00					
<b>KEN MARTIN ELECTRIC, INC</b>					
11/24	11/04/2024	78573	248-728-801-000	DDA CONTRACTED SERVICES	925.00
11/24	11/04/2024	78573	590-540-801-000	CONTRACTED SERVICES	352.00
Total KEN MARTIN ELECTRIC, INC:					
1,277.00					
<b>KRISTAL'S HELPING HAND LLC</b>					
11/24	11/04/2024	78574	101-441-801-002	CONTRACTED SERV - JANITORIAL	138.34
11/24	11/04/2024	78574	216-336-801-002	CONTRACTED SERV - JANITORIAL	54.14
11/24	11/04/2024	78574	101-301-801-002	CONTRACTED SERV - JANITORIAL	108.34
11/24	11/04/2024	78574	101-253-801-002	CONTRACTED SERV - JANITORIAL	100.28
11/24	11/04/2024	78574	101-260-801-002	CONTRACTED SERV - JANITORIAL	100.28
11/24	11/04/2024	78574	101-172-801-002	CONTRACTED SERV - JANITORIAL	100.28
11/24	11/04/2024	78574	590-540-801-002	CONTRACTED SERV - JANITORIAL	108.34
Total KRISTAL'S HELPING HAND LLC:					
710.00					
<b>LISA JUNE</b>					
11/24	11/04/2024	78575	248-733-956-000	FARMERS MARKET - SNAP EXPENSE	29.00
11/24	11/04/2024	78575	248-733-956-003	PROJECT FRESH EXPENSES	10.00
Total LISA JUNE:					
39.00					
<b>LOGAN CARPENTER</b>					
11/24	11/04/2024	78576	216-336-960-000	EDUCATION & TRAINING	88.00

GL Period	Check Issue Date	Check Number	Invoice GL Account	Invoice GL Account Title	Amount
Total LOGAN CARPENTER:					88.00
<b>LOUISE HODGES</b>					
11/24	11/04/2024	78577	216-336-960-000	EDUCATION & TRAINING	90.41
11/24	11/04/2024	78577	216-336-960-000	EDUCATION & TRAINING	345.66
Total LOUISE HODGES:					436.07
<b>MARIE HORNBACKER</b>					
11/24	11/04/2024	78578	248-733-956-000	FARMERS MARKET - SNAP EXPENSE	20.00
11/24	11/04/2024	78578	248-733-956-002	FARMER'S MARKET - KC PROG EXP	16.00
Total MARIE HORNBACKER:					36.00
<b>MARSHALLS</b>					
11/24	11/04/2024	78579	101-000-675-000	MISC INCOME	2,297.67
Total MARSHALLS:					2,297.67
<b>MATT WHEELER</b>					
11/24	11/04/2024	78580	216-336-740-000	OPERATING SUPPLIES	17.68
Total MATT WHEELER:					17.68
<b>MEDLER ELECTRIC COMPANY</b>					
11/24	11/04/2024	78581	101-265-776-000	O&M SUPPLIES	140.43
Total MEDLER ELECTRIC COMPANY:					140.43
<b>MES LIFE SAFETY LLC</b>					
11/24	11/04/2024	78590	216-336-740-000	OPERATING SUPPLIES	234.48
Total MES LIFE SAFETY LLC:					234.48
<b>MICHIGAN DIVERSIFIED SERVICES LLC</b>					
11/24	11/04/2024	78582	101-751-801-000	CONTRACTED SERVICES	1,500.00
Total MICHIGAN DIVERSIFIED SERVICES LLC:					1,500.00
<b>MICHIGAN STATE POLICE</b>					
11/24	11/04/2024	78583	101-301-744-000	INVESTIGATIVE SUPPLIES	170.00
Total MICHIGAN STATE POLICE:					170.00
<b>MIKE PAPP</b>					
11/24	11/04/2024	78584	248-733-956-000	FARMERS MARKET - SNAP EXPENSE	15.00
Total MIKE PAPP:					15.00
<b>MOORE MOTOR SALES</b>					
11/24	11/04/2024	78585	661-575-930-000	CONTRACTED REPAIRS	648.60

GL Period	Check Issue Date	Check Number	Invoice GL Account	Invoice GL Account Title	Amount
Total MOORE MOTOR SALES:					648.60
<b>MSFA MEMORIAL AND EDUCATION</b>					
11/24	11/04/2024	78586	216-336-960-000	EDUCATION & TRAINING	75.00
11/24	11/04/2024	78586	216-336-960-000	EDUCATION & TRAINING	75.00
Total MSFA MEMORIAL AND EDUCATION:					150.00
<b>NANCY BARRIGER</b>					
11/24	11/04/2024	78587	248-733-956-000	FARMERS MARKET - SNAP EXPENSE	6.00
11/24	11/04/2024	78587	248-733-956-003	PROJECT FRESH EXPENSES	205.00
Total NANCY BARRIGER:					211.00
<b>NATIONAL RESTORATION INC</b>					
11/24	11/04/2024	78588	101-265-970-002	CAPITAL OUTLAY MUNICIPAL BLDG	65,950.00
Total NATIONAL RESTORATION INC:					65,950.00
<b>OAKLAND COUNTY</b>					
11/24	11/04/2024	78589	101-301-750-000	POLICE TECHNOLOGY	1,812.00
Total OAKLAND COUNTY:					1,812.00
<b>POET BIOREFINING - CARO LLC</b>					
10/24	10/28/2024	78542	101-000-675-000	MISC INCOME	32,291.84
10/24	10/28/2024	78542	101-000-675-000	MISC INCOME	378.00
10/24	10/28/2024	78542	101-000-675-000	MISC INCOME	84.45
10/24	10/28/2024	78542	101-000-675-000	MISC INCOME	.90
Total POET BIOREFINING - CARO LLC:					32,755.19
<b>RASMUSSEN TRUCKING SERVICE CENTER LLC</b>					
11/24	11/04/2024	78591	661-575-930-000	CONTRACTED REPAIRS	393.52
Total RASMUSSEN TRUCKING SERVICE CENTER LLC:					393.52
<b>ROBERT RUSHLO</b>					
11/24	11/04/2024	78592	216-336-960-000	EDUCATION & TRAINING	113.62
Total ROBERT RUSHLO:					113.62
<b>ROWE PROFESSIONAL SVS COMP.</b>					
11/24	11/04/2024	78593	591-540-801-000	CONTRACTED SERVICES	4,000.00
11/24	11/04/2024	78593	202-451-801-001	CONTRACTED SERV - ENGINEERING	24,241.25
11/24	11/04/2024	78593	204-444-801-000	CONTRACTED SERVICES	1,487.50
11/24	11/04/2024	78593	203-463-801-000	CONTRACTED SERVICES	3,205.00
Total ROWE PROFESSIONAL SVS COMP.:					32,933.75

GL Period	Check Issue Date	Check Number	Invoice GL Account	Invoice GL Account Title	Amount
<b>SEAN MONTGOMERY</b>					
11/24	11/04/2024	78594	248-733-956-000	FARMERS MARKET - SNAP EXPENSE	9.00
11/24	11/04/2024	78594	248-733-956-002	FARMER'S MARKET - KC PROG EXP	10.00
11/24	11/04/2024	78594	248-733-956-003	PROJECT FRESH EXPENSES	570.00
Total SEAN MONTGOMERY:					589.00
<b>SHIRLEY PHILLIPS</b>					
11/24	11/04/2024	78595	248-733-956-002	FARMER'S MARKET - KC PROG EXP	5.00
Total SHIRLEY PHILLIPS:					5.00
<b>SHRED EXPERTS</b>					
11/24	11/04/2024	78596	101-260-801-000	CONTRACTED SERVICES	65.00
Total SHRED EXPERTS:					65.00
<b>SPECTRUM PRINTERS INC</b>					
11/24	11/04/2024	78597	101-262-740-000	OFFICE SUPPLIES	341.85
Total SPECTRUM PRINTERS INC:					341.85
<b>STATE OF MICHIGAN - EGLE</b>					
11/24	11/04/2024	78598	591-540-777-000	STATE WATER TESTING & PERMITS	3,071.75
Total STATE OF MICHIGAN - EGLE:					3,071.75
<b>STATE OF MICHIGAN - MDOT</b>					
11/24	11/04/2024	78599	202-451-801-000	CONTRACTED SERVICES - CONST.	5,492.74
Total STATE OF MICHIGAN - MDOT:					5,492.74
<b>TOM GRASS</b>					
11/24	11/04/2024	78601	248-733-956-000	FARMERS MARKET - SNAP EXPENSE	9.00
11/24	11/04/2024	78601	248-733-956-003	PROJECT FRESH EXPENSES	110.00
Total TOM GRASS:					119.00
<b>TRAFFIC SAFETY WAREHOUSE</b>					
11/24	11/04/2024	78602	216-336-740-000	OPERATING SUPPLIES	236.95
Total TRAFFIC SAFETY WAREHOUSE:					236.95
<b>TUSCOLA COUNTY</b>					
11/24	11/04/2024	78603	101-257-801-000	CONTRACTED SERVICES	2,434.25
Total TUSCOLA COUNTY:					2,434.25
<b>TUSCOLA COUNTY TREASURER</b>					
10/24	10/23/2024	78541	101-000-228-001	DUE TO CTY - STATE EDUCATION	2,654.12
10/24	10/23/2024	78541	101-000-222-000	DUE TO CTY - COUNTY OPERATING	1,731.42
10/24	10/23/2024	78541	101-000-222-005	DUE TO COUNTY - INTEREST	36.71

GL Period	Check Issue Date	Check Number	Invoice GL Account	Invoice GL Account Title	Amount
10/24	10/23/2024	78541	101-000-222-005	DUE TO COUNTY - INTEREST	56.28
11/24	11/04/2024	78604	101-000-432-005	LIEU OF TAX DISTRIB-MOBILE EST	115.00
11/24	11/04/2024	78604	101-000-432-003	LIEU OF TAX DISTRIB-SUGARTREE	197.50
Total TUSCOLA COUNTY TREASURER:					4,791.03
<b>USA BLUEBOOK</b>					
11/24	11/04/2024	78605	591-540-776-000	O&M SUPPLIES	281.57
11/24	11/04/2024	78605	591-540-776-000	O&M SUPPLIES	483.86
11/24	11/04/2024	78605	591-540-776-000	O&M SUPPLIES	233.20
11/24	11/04/2024	78605	590-540-776-001	LAB SUPPLIES	2,457.64
11/24	11/04/2024	78605	590-540-776-001	LAB SUPPLIES	322.80
Total USA BLUEBOOK:					3,779.07
<b>WATER SOLUTIONS UNLIMITED INC</b>					
11/24	11/04/2024	78606	591-540-776-000	O&M SUPPLIES	4,177.00
Total WATER SOLUTIONS UNLIMITED INC:					4,177.00
<b>WINDER POLICE EQUIPMENT</b>					
11/24	11/04/2024	78607	101-301-725-000	UNIFORMS/UNIFORM EQUIPMENT	60.00
Total WINDER POLICE EQUIPMENT:					60.00
Grand Totals:					264,057.04

Report Criteria:

Report type: GL detail

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

# Investment Policy Statement



Relationship Name Village of Caro Retirement Plan Sponsored By The City of Caro  
 Contact Name(s) Rita Papp, Clerk City of Caro  
 Performance Measure Total shall be compared to weighted benchmark composite

## RELATIONSHIP TARGET ASSET ALLOCATION

	Account 1	Account 2	Account 3	Account 4	Account 5
Account Number	38050000495				
Account Short Name	CITY OF CARO RETIREMENT PLAN				
Discretion	S = SOLE				
Separately Managed Acct.	NO				
Tax Strategy	Taxable				
Investment Objective	RD - CR Growth w/ Income 1				
Liquidity	1.0%				
Capital Growth	55.0%				
Income	36.0%				
Alternative Strategy	8.0%				
TOTAL	100.00%				

The acceptable range for Equities and Income will generally be plus or minus 10% from the targets described above.

The acceptable range for Real Assets will generally be plus or minus 5% from the targets described above.

The acceptable range for cash will generally be plus or minus 5% from the targets described above, however Tri-Star Trust retains discretion over the full range of cash positioning based on market conditions.

Please refer to addendum(s) for investment objective definitions and additional information.

## COMMENTS AND RESTRICTIONS

### CLIENT COMMUNICATIONS AND TRI-STAR TEAM

Client Reviews	<u>Semi-Annually</u>	Administrative Officer	<u>JORDAN WAIER</u>
Performance Evaluations	<u>As Needed</u>	Investment Officer	<u>PAVEL KONECNY</u>

Rita Papp, Clerk City of Caro

Date

# Investment Policy Statement



## PURPOSE OF THE POLICY

The purpose of this Statement is to establish a clear understanding between the client and Tri-Star Trust Bank of the investment policies, management, and objectives of their assets. The policy will provide a guide toward long-term rate of return objectives at a level of risk deemed acceptable and will also establish the investment parameters surrounding portfolio construction. These policies and restrictions guide Tri-Star's efforts to attain the client's overall objectives and to maximize appropriate investment opportunities. The policy allows Tri-Star substantial discretion in the asset allocation and diversification of the assets for the purposes of increasing investment returns and/or reducing risk exposure. This policy also gives Tri-Star broad responsibility to shift the commitment of assets among asset classes, industry sectors and individual securities to pursue opportunities presented by secular changes within the capital markets. For an account(s) where Tri-Star's investment authority is joint, any reference to Tri-Star's discretion in this Policy is to be interpreted as shared rather than sole.

## INVESTMENT PARAMETERS

### A) Risk Tolerance:

**Aggressive** – able and willing to tolerate risk and short to intermediate term volatility in pursuit of maximizing returns  
**Moderate Aggressive** - able and willing to tolerate risk and short to intermediate term volatility in pursuit of returns  
**Moderate** – able and willing to tolerate some risk and short to intermediate term volatility in exchange for returns  
**Moderate Conservative** – not able and/or willing to tolerate substantial risk or intermediate term volatility  
**Conservative** – not able and/or willing to tolerate risk or short-term volatility

**B) Permissible Asset Classes:** Within the below guidelines, Tri-Star and its underlying managers have full responsibility for security selection and diversification subject to a maximum 10% commitment of an account's market value to an individual security with the exception of any issue of the US Government or any of its corresponding Agencies (or concentrations at the direction of the client). Tri-Star and its underlying managers will also have discretion over turnover and allocation of holdings.

**I. U.S. Equities** - Equity holdings may be selected from the New York, American and Regional Stock Exchanges, the NASDAQ markets, or mutual funds, or exchange traded funds comprised of stocks from these areas.

**II. International Equities** - Tri-Star may select international equities, international equity mutual funds, or exchange traded funds invested in companies outside the U.S.

**III. Real Assets** – Tri-Star may select investments into a variety of sectors of the market including but not limited to real estate investment trusts, real estate companies, commodities, precious metals, master limited partnerships, treasury inflation protected securities, publicly listed infrastructure investments, natural resources, domestic and foreign currencies.

**IV. Volatility Hedge** – Tri-Star retains the right to use alternative assets such as derivatives and options in its portfolios. Doing so can employ vehicles which are intended to reduce risk and volatility in the portfolio. For purposes of liquidity only mutual funds, ETFs, or similar fund structures that have daily liquidity should be utilized at this time unless authorized by Tri-Star's Operations Trust Investment Committee on a case-by-case basis.

**V. Fixed Income** - Tri-Star may select from liquid preferred stocks, corporate debt securities, obligations of the U.S. Government and its agencies, tax exempt securities of municipal and state governments, convertible bonds, individual issue international bonds from companies or governments outside the U.S., mutual funds, or exchange traded funds comprised of these fixed income securities.

**VI. Cash and Cash Equivalents** - Tri-Star may invest in commercial paper, repurchase agreements, Treasury Bills, certificates of deposit, and money market funds. Uninvested cash reserves should be kept to minimum levels. Tri-Star has complete discretion to allocate and select short-term cash and equivalent securities. For defensive purposes they may invest without limit in U.S. Government securities and bank time deposits in its currency.

**C) Liquidity Needs:** Cash levels will be maintained at strategic asset allocation level per the chosen strategy(s) unless instructed otherwise by client.

**D) Portfolio Asset Allocations:** Because security market conditions can vary throughout a market cycle, the client grants Tri-Star discretion to change the asset mix within strategy ranges, for the purpose of increasing investment returns and/or reducing risks. If Tri-Star believes that certain opportunities justify allocations beyond the limits prescribed above, they may exceed the maximum and/or minimum percentages only with the consent of the client.

## PORTRFOLIO MANAGEMENT

**A) Tri-Star's Responsibilities:** Developing an appropriate asset allocation(s), selecting investment options, implementing the strategy(s), monitoring the asset allocation(s), executing trades & rebalancing, monitoring implementation vehicles & vendors, monitoring the IPS, performance reporting, tax reporting.

**B) Rebalancing Policy:** Where Tri-Star has sole investment authority it is their responsibility to rebalance the portfolio(s) within the established ranges of the chosen strategy(s) at their discretion and a frequency of their choosing in efforts to manage the risk profile of the chosen strategy and any tax implications.

**C) Methods of Implementation:** In the construction of its portfolios Tri-Star has at its availability the entire investment universe that fits within the definitions under Investment Parameters. Within this universe four implementation methods are favored and offered through Bank approved vehicles – Mutual Fund strategies, ETF strategies, Separately Managed Accounts (SMA), and Unified Managed Accounts (UMA). Individual bond issuances and equities outside of SMA and UMA vehicles may be used where appropriate.

Tri-Star strongly favors and adheres to the Approved Holdings List as approved by the Operations Trust Investment Committee. Strategies are constructed of holdings from these. SMA and UMA strategies will only be utilized as asset levels permit. Underlying security selection is at the discretion of the vehicle(s) manager(s) and thus may not fall under the criteria as listed under Investment Parameters. Tri-Star conducts due diligence on Mutual Fund, ETF, and SMA providers and yield security selection discretion to those managers. As such, the underlying security selection of these managers may not be limited to Tri-Star's Approved Holdings Lists. Equities selected for strategies at the discretion of Tri-Star will be limited to the Approved Holdings Lists. Individual bond issues chosen at the discretion of Tri-Star will be done so in accordance with the fixed income parameters as set forth by the Operations Trust Investment Committee. Those mutual funds, exchange traded funds, or individual security(s) held at the direction of the client which fall outside of these Approved Holdings Lists and/or any individual security(s) that exceeds 10% of the accounts market value will be done so at the client's own risk and Tri-Star will be held harmless for the security(s).

**D) Tax Management:** For taxable accounts, Tri-Star is permitted to use its discretion in the realization of capital gains and losses as is opportune or necessary for management of the account. Tri-Star will seek to prudently manage accounts realized gains/losses and the corresponding tax implications.

**E) Investment Policy Statement (IPS):** Review Frequency and Negative Consent: It is Tri-Star's practice to review an IPS at least annually and with a policy to do so every 24 months. It is Tri-Star's responsibility to prepare and review the IPS. In the event Tri-Star makes repeated attempts to obtain a client's signature on the IPS in accordance with Tri-Star's negative consent procedure and is unable due to client's failure to do so, then the client will consent to Tri-Star's managing of the account(s) moving forward in accordance with the most recently signed IPS regardless of the date it was obtained. As strategies may evolve, Tri-Star will use its discretionary ranges and rebalancing to keep client's portfolios properly invested with the most current investment strategy(s).

# CITY OF CARO

CITY MANAGER  
SCOTT CZASAK  
CITY CLERK  
RITA PAPP  
CITY TREASURER  
TAMMY RIES  
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KAREN SNIDER  
CITY COUNCIL  
EMILY CAMPBELL  
GREGORY HUTCHISON  
PAMELA ISELER  
CHARLOTTE KISH  
DOREEN OEDY  
JILL WHITE

**TO:** City Council  
**FROM:** Karen Snider – Mayor  
**SUBJECT:** Mayor's Report  
**DATE:** November 4, 2024

The City Manager, Clerk and I prepared the Council agenda on October 31, 2024, for the November 4, 2024, council meeting.

I attended Rotary on October 21, 2024. President Mark Wolfe reported that a very special member of the Caro Rotary Club, Richard (Dick) Fullmer, passed away at the age of 85. Dick spent almost all his life rooted in the Caro Community which he cherished. He was most happy serving others. Dick was a member of the Caro Rotary Club for 35 years. He will be deeply missed.

The speaker consisted of a presentation by Erin Schmandt about the local library.

On October 28, 2024, I attended Rotary and the program consisted of a discussion regarding the Scholarship Ball Fund Raiser which benefits several students each year. A big thank you was given to the Scholarship Committee for all their dedicated work to put on the event and all who attended. Approximately \$10,000 was netted after all expenses were paid which goes for scholarships. President Wolfe also reported on the funeral arrangements for Caro Rotarian Richard (Dick) Fullmer. Jodi Fetting Rynearson, Tuscola County Clerk, gave an update on early voting and answered questions.

I attended the Downtown Development Authority (DDA) special meeting at noon on October 17, 2024.

Planning was cancelled for October 22, 2024.

I had the honor of attending the Chamber of Commerce Business After Hours on October 24, 2024. The gracious host was Renu Physical Therapy at McLaren Caro Region. The event was held from 5 p.m.–7 p.m. at 1796 W. Caro Road. It was great to see all the people I met at their original Ribbon Cutting Ceremony.

October 31, 2024, is scheduled to be a very busy day for me. I am attending the Caro Rental Halloween event. Afterwards I will be attending the Caro United Methodist Church's Boo Bash at 4 p.m. and I will be home by 6 p.m. to see the cute children wearing their Halloween costumes and pass them out candy.

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## MEMORANDUM

TO: Caro City Council  
FROM: City Manager Scott R. Czasak  
DATE: Wednesday, October 30, 2024  
RE: City Manager's Report

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Members of the Caro City Council,

Halloween is upon us and after a plethora of candy has been distributed, we will be heading full speed towards Election Day on November 5<sup>th</sup>, and I think I speak for all of us when I say I am looking forward to normal commercials on TV afterwards. After we exercise our right to vote, we will be moving forward with end of the year festivities here in Caro, from the Fall Clean-Up to Gingerbread Festival to our new downtown Tree Decoration project.

In addition to my usual meetings with staff, residents, commercial and industrial interests and Rotary attendance, I was able to attend the Rotary Fall Gala which raised money for the Rotary scholarship fund, and while I am disappointed, I was outbid in my quest to win Lions tickets, I am glad to see all the money raised go towards a good cause. I was also present at the ribbon cutting for the new ServePro location just outside of town on M-46 between Chambers and Leix Roads. Lastly, I attended the Business After Hours the Chamber put on at Renu Physical Therapy, who were tremendous hosts.

The DPW is hard at work cleaning up leaves, please ensure all consult with the schedule before blowing or raking leaves into the street as to not create a traffic problem. They have also been flushing hydrants to ensure proper service is maintained. We also are continuing to search for a new Wastewater Treatment Plant Superintendent, we have received more possible candidates, and I will continue to search until the position is filled.

As this will be the last meeting of this current Council I have been reflecting on the last two years, and I will say at this last meeting of this Council the same thing I said from the audience at the meeting when my contract was announced. I thank this Council for the opportunity to serve, and I look forward to continuing my service with the next Council.

Go Lions!

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**TO:** City Council/City Manager  
**FROM:** Rita Papp – City Clerk  
**SUBJECT:** Clerk's Report  
**DATE:** November 4, 2024

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- General Election will be held in the City of Caro on November 5, 2024.
- The 9 days of Early Voting was very successful.
- We are at approximately 82% return rate to date on AV Ballots. Total to date AV Ballots issued = 695.
- Wastewater Treatment Plant Superintendent position is vacant. Open until it's filled.
- DDA Personnel Committee is reviewing applicants for the vacant DDA Executive Director.
- Posted DDA Board Member vacancies due to resignations and expiring terms.
- The Planning Commission has a vacant position available.
- City Offices will be closed November 11, 2024, Veterans Day.
- Heartfelt Thank You to all of you for the card, gifts, and thoughtful messages on the passing of my father. It was greatly appreciated.