

AGENDA
REGULAR MEETING OF THE CARO CITY COUNCIL
December 1, 2025, 6:30 P.M.

CALL TO ORDER (Pledge of Allegiance)

AGENDA APPROVAL

PRESENTATION:

1. Rowe Engineering – 2026 Sidewalk Project – Mike Carpenter

COMMUNICATIONS:

1. Charter Communications – Upcoming Changes
2. Thank You Letter – Caro Area District Library
3. Parks & Recreation Committee Meeting Minutes – November 18, 2025

PUBLIC COMMENTS – AGENDA ITEMS ONLY

CONSENT AGENDA:

1. Regular Council Meeting Minutes – November 17, 2025
2. Invoices

REGULAR AGENDA:

1. Sherman Street Project Engineering Bids
2. 2026 Sidewalk Replacement Engineering Proposal
3. Adult Use Class C Grow Special Use Permit – Emerald Acres LLC
4. Medical Class C Grow Special Use Permit – Emerald Acres LLC
5. Investment Maturing #1
6. Investment Maturing #2

ITEMS POSTPONED:

1. Resolution No. 2025-9 – To Call a Special Election to Fill Vacancy on the City Council

COMMITTEE/LIAISON POSITION REPORTS: None

MAYOR’S REPORT – Written report submitted.

MANAGER REPORT – Written report submitted.

CLERK’S REPORT – Written report submitted.

ADDITIONAL PUBLIC COMMENTS

ADJOURN
.....

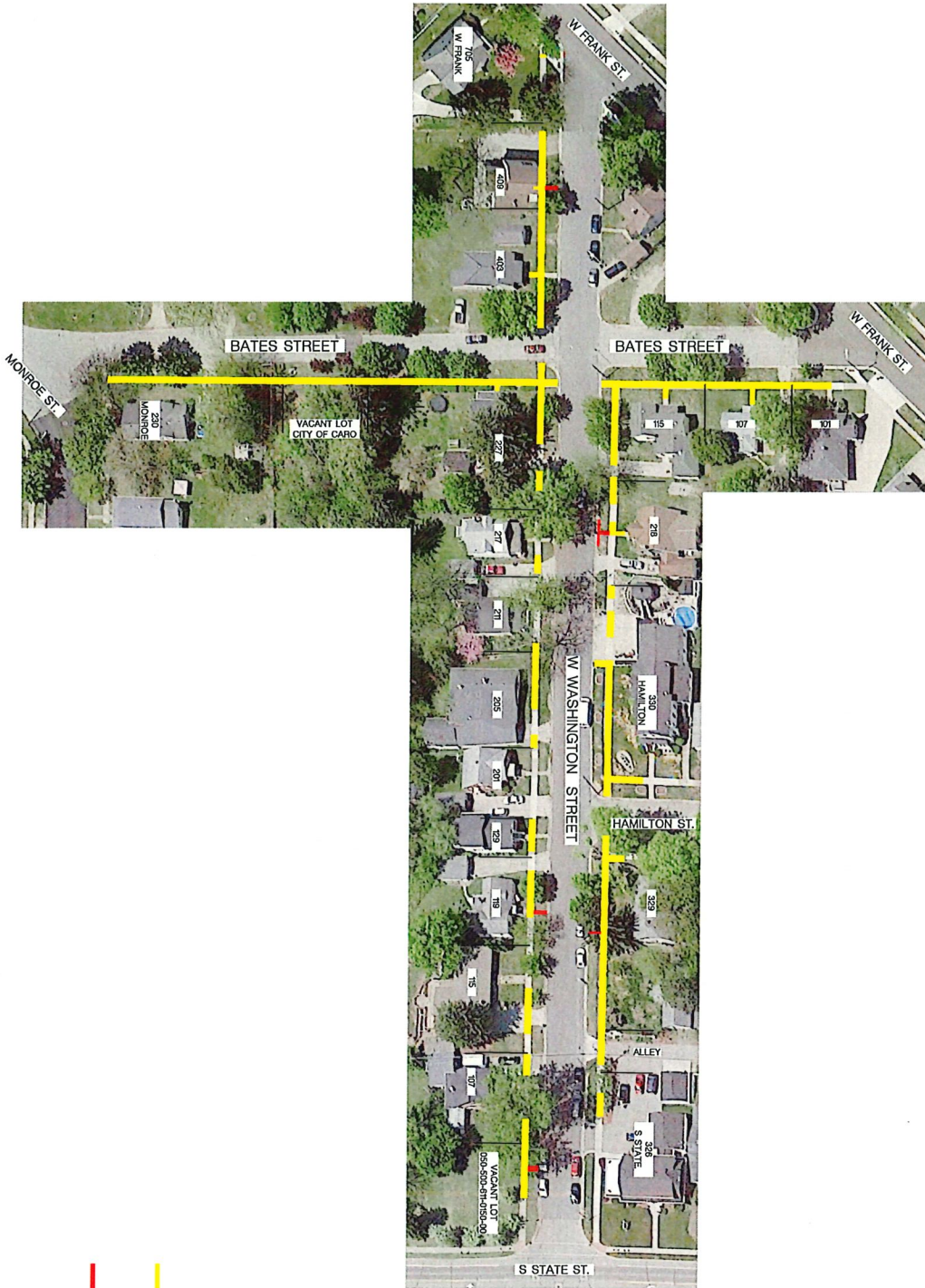
| City of Caro - 2026 Sidewalk Replacement Project - Prelim Measurements | | | | | | | | |
|--|--------------------------------|-------------------|-------------------|------------------------------|------|----------------------------------|------------|--------------|
| Totals | | | | | | | | |
| M-24 Quantity | West Washington Quantity | Bates Quantity | Allen Quantity | Total Project Quantity | Unit | Work Item | Unit Price | Amount |
| 0 | 0 | 0 | | 0 | Sft | New Sidewalk, 4 inch | \$11.00 | \$0.00 |
| 0 | 0 | 0 | 115 | 115 | Sft | New Sidewalk, 6 inch | \$13.00 | \$1,495.00 |
| 0 | 163 | 0 | 200 | 363 | Sft | Remove Sidewalk | \$3.00 | \$1,089.00 |
| 3512 | 3787 | 2482 | 3940 | 13721 | Sft | R&R Sidewalk, 4 inch | \$11.00 | \$150,931.00 |
| 50 | 510 | 135 | 1015 | 1710 | Sft | R&R Sidewalk, 6 inch | \$13.00 | \$22,230.00 |
| 0 | 0 | 0 | 133 | 133 | Sft | R&R Driveway, 6 inch | \$13.00 | \$1,729.00 |
| 0 | 80 | 0 | | 80 | Sft | R&R Sidewalk, 8 inch, Reinforced | \$15.00 | \$1,200.00 |
| 0 | 0 | 0 | 0 | 0 | Sft | R&R Driveway, 8 inch, Reinforced | \$15.00 | \$0.00 |
| 0 | 0 | 0 | 0 | 0 | Ton | Cement | \$300.00 | \$0.00 |
| 0 | 5 | 0 | 2.5 | 7.5 | Ton | HMA Restoration | \$300.00 | \$2,250.00 |
| 0 | 0 | 0 | 0 | 0 | Sft | R&R Driveway, HMA, 4 inch | \$10.00 | \$0.00 |
| 0 | 94 | 0 | 76 | 170 | Sft | Pavement Removal | \$3.00 | \$510.00 |
| 0 | 62 | 0 | 46 | 108 | Lft | R&R Curb and Gutter | \$60.00 | \$6,480.00 |
| 110 | 575 | 0 | 135 | 820 | Sft | R&R ADA Sidewalk Ramp, 4" | \$13.00 | \$10,660.00 |
| 5 | 30 | 0 | 15 | 50 | Lft | ADA Detectable Plate | \$80.00 | \$4,000.00 |
| 2 | 11 | 7 | 9 | 29 | Ea | Tree Root Removal | \$200.00 | \$5,800.00 |
| 4 | 0 | 0 | 0 | 4 | Ea | Adjust Manhole Cover | \$800.00 | \$3,200.00 |
| 1 | 0 | 0 | 0 | 1 | Lsum | M-24 traffic control + permit | \$8,400.00 | \$8,400.00 |
| | | | | | | | | |
| | | | | | | Estimate Total cost | | \$219,974.00 |
| | | | | | | 20% contingency | | \$43,994.80 |
| | | | | | | | | \$263,968.80 |
| | | | | | | | | |
| | | | | | | M-24 | | \$63,734.40 |
| | | | | | | W Washington Street | | \$81,063.60 |
| | | | | | | Bates Street | | \$36,548.40 |
| | | | | | | Allen Street | | \$82,622.40 |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | Estimate Total cost | | \$263,968.80 |
| | | | | | | | | |



MAP LEGEND
 — REPLACE EXISTING
 — SIDEWALK



| | | | |
|---|---|--|--|
| REV. SHEET # 1 OF 3 JOB No. 16L0004 | PREPARED FOR CITY OF CARO 2026 SIDEWALK REPLACEMENT PROJECT REPLACEMENT LOCATION MAP CLEAVER ROAD - PRELIMINARY |  ROWE PROFESSIONAL SERVICES COMPANY 128 N. Saginaw Street Lapeer, MI 48446 O: (810) 664-9411 F: (810) 664-3451 www.rowepsc.com | PLAN DATE: DECEMBER 2025 PROJECT MGR: MCC REVIEWER: SCALE: NO SCALE |
|---|---|--|--|



MAP LEGEND

— REPLACE EXISTING SIDEWALK

— REMOVE EXISTING SIDEWALK

| | | | |
|---------------------------------------|---|--|--|
| REV. SH# 2 OF 3 JOB No. 16.0004 | PREPARED FOR CITY OF CARO 2026 SIDEWALK REPLACEMENT PROJECT REPLACEMENT LOCATION MAP WASHINGTON & BATES STREETS - PRELIMINARY |  ROWE PROFESSIONAL SERVICES COMPANY 128 N. Saginaw Street Lapeer, MI 48446 O: (810) 664-9411 F: (810) 664-3451 www.rowepsc.com | PLAN DATE: DECEMBER 2025 PROJECT MGR: MCC REVIEWER: SCALE: NO SCALE |
| | | | |
| | | | |
| | | | |
| | | | |



MAP LEGEND

- REPLACE EXISTING SIDEWALK
- NEW SIDEWALK

PREPARED FOR
CITY OF CARO
2026 SIDEWALK REPLACEMENT PROJECT
 REPLACEMENT LOCATION MAP
 ALLEN STREET - PRELIMINARY


 128 N. Saginaw Street
 Lapeer, MI 48446

ROWE PROFESSIONAL SERVICES COMPANY
 O: (810) 664-9411
 F: (810) 664-3451
 www.rowepsc.com

PLAN DATE: DECEMBER 2025
 PROJECT MGR: MCC
 REVIEWER:
 SCALE: NO SCALE

REV:
 SH# 3 OF 3
 JOB No. 1610004

November 14, 2025

City of Caro
317 South State Street
Caro, MI 48723



Re: Upcoming Changes to Channel Line Up

Dear Franchise Official,

This letter will serve as notice that Spectrum Mid-America, LLC ("Spectrum") recently learned of the following changes that will take place on the channel line-up serving your community:

1. On or after December 10, 2025, WEYI will rebrand from NBC to ROAR. Programming for NBC will be available on WSMH 2.
2. On or after December 10, 2025, WSMH 2 will rebrand from Antenna To NBC. Programming for Antenna will no longer be available.
3. On or after December 10, 2025, WSMH 2 will change format from standard definition to high definition when it rebrands from Antenna to NBC.
4. On or after December 10, 2025, WSHM 2 NBC will be added to channels 5 and 779.
5. On or after January 26, 2026, Spectrum will remove the WSMH 2 NBC multicast from channel 197. WSMH 2 NBC will still be available on channels 5 and 779.

These changes are being made by the broadcaster and are out of Spectrum's control.

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

Sincerely,

Derrick Mathis

Derrick Mathis
Manager, State Government Affairs – Michigan
Charter Communications



Caro Area District Library

Cultivate Curiosity 

Winner of the 2023 Michigan Library Association Intellectual Freedom Award

840 W. Frank Street
Caro, MI 48723
(989) 673-4329
www.carolibrary.org

November 20, 2025

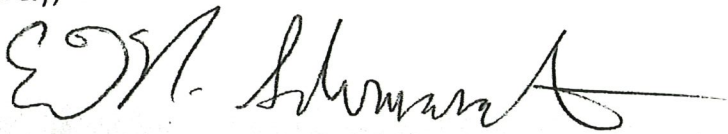
Mayor Karen J. Snider
City of Caro
317 S. State Street
Caro, MI 48723

Dear Mayor Snider,

I am writing to thank you for your letter of support for our elevator modernization project. We submitted it with our packet of support documents to Senator Gary Peters to request an appropriation to modernize our elevator here at the library. Senator Peters office has let us know that after two years our request has made it through the budget process and has now been signed into federal law. We will be receiving \$200,000 to make this project a reality. Your support was integral to this process and we appreciate it very much.

As this is a federal government process, we do not know exactly when the project will start. There is bound to be some paperwork to do ahead of time. We would be happy if you would attend the ribbon cutting sometime in the future when things are complete. Again, we appreciate your support of this project and of the library.

Sincerely,



Erin N. Schmandt
Director

Caro Parks and Recreation Committee Minutes
Tuesday, November 18, 2025

Present: Chairperson: Tanya Batschke, Secretary: Jason Davis, Sean Smith, Colleen Russell, Beth Greene, Sue Ellen Greenlee arrived at 6:10pm, and Vice-Chairperson: Robert Scheil arrived late at 6:24pm.

Absent: City Manager: Scott Czasak

Others present: City Councilor Jill White, City Mayor: Karen Snider, Parks Recreation Superintendent: Carrie Will, Deputy Clerk: Jana Brown, and Nancy Barrios

1. Call meeting to order at 6:00 pm
2. Pledge of Allegiance
3. Approval of Agenda – Sean Smith moved to accept agenda as proposed and Colleen Russell seconded - Motion carried
4. Public Comment – None
5. Communications
 - a) Deck the Downtown Christmas Trees plans shared
6. Approval of Minutes - Beth Greene motioned to accept minutes as written with correction for Robert Scheil spelling and seconded by Sean Smith - Motion carried
7. City Council Liaison Report – Jill White noted Colleen Russell and Beth Greene reinstated as members on the Parks and Recreation Committee
8. Parks and Recreation Superintendent Report - Carrie Will shared past and current happenings.
9. New Business
 - a) Tuscola County Parks and Recreation Committee Kayak Launch
Presentation by Nancy Barrios, Tuscola County Commissioner Liaison for Parks and Recreation – Tuscola County purchased land on the Cass river near Washburn and Chambers Rd. They received a grant and are working on permits and engineering of a site for a kayak launch. Discussed Chippewa Landing options with the Dam being a concern. Tuscola County currently has a launch at Kelly Rd between Caro and Cass City and looking at options at Hurds Corner Rd and the Village of Cass City. M46 to Frankenmuth is now an official State of Michigan water trail on the Cass River and hope is to continue the trail to Evergreen Park south of Cass City. Kayak Launch at Evergreen Park was from Great Lakes Lift in Caro. Currently Tuscola County is waiting to hear from Spicer but also looking into Rowe Engineering who did Evergreen Park. They are also working with Cass River Greenways and recommends a launch that is accessible for all.
 - b) Capital Improvement Reallocation Discussion
 1. Picnic Tables
 2. Shade

3. Pickleball Courts (20' x 44') waiting on a grant approval in December.
 4. Beth Greene motioned to gather all the prices for capital improvement proposed reallocation of budgeted funds. Colleen Russell second motion – motion carried
 - c) Dates of Spring Clean-up and Arbor Day will be April 18th 10am – 1pm
 - d) Lion Head Drinking Fountain – Tanya Batschke will find out rates from DPW for water line and foundation.
 - e) Bieth Park Interconnectivity Plans discussed with possible future plans for foot/paw prints for trail walk connections and utilizing summer student work crew.
10. Old Business –
- a) Fall Clean-Up Recap – Tuscola County Fair Board is the winner of the Golden Rake
 - b) Surveillance Postings in Parks – Sue Ellen Greenlee motioned for Liaison to request at next City Council to approve hanging 4 donated signs in Bieth park – Colleen Russell second motion – motion carried.
11. Additional Public Comment – Sean Smith shared about Gingerbread Village and Beth Greene shared about Tree of Love at McLaren Hospital
12. Motion to Adjourn at 7:35pm by Sean Smith, Second by Jason Davis – Motion carried

Submitted by Jason Davis, Secretary

REGULAR MEETING OF THE CARO CITY COUNCIL
November 17, 2025, 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 November 17, 2025, at 6:30 p.m. in the Council Chambers.

Present: Mayor Karen Snider, City Council: Emily Campbell, Charlotte Kish, Doreen Oedy, Heidi Parker, Jill White

Absent:

Others: Scott Czasak – City Manager, Rita Papp – City Clerk, Brian Newcomb – Police Chief, Jon Beaupre – Code Enforcement Officer, Thomas Reese – DPW Superintendent and other guests

AGENDA APPROVAL

25-M-233

Motion by Parker, seconded by White to approve the addition of Item # 12 – Public Comment Process to the agenda.

Motion Carried.

PUBLIC COMMENTS – AGENDA ITEMS ONLY - None

PRESENTATIONS:

1. Tuscola County Fair Association – Neil Jackson

COMMUNICATIONS:

1. Planning Commission Meeting Minutes, November 12, 2025
2. McLaren Caro Region Auxiliary Tree of Love, December 7, 2025

CONSENT AGENDA:

1. Regular Council Meeting Minutes – November 3, 2025
2. Invoices
3. Department Reports
 - A. Police Report – Chief Brian Newcomb
 - B. Fire Report – Chief Randall Heckroth
 - C. Code Enforcement Report – Jon Beaupre

25-M-234

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

Motion Carried.

REGULAR AGENDA: (action required)

1. 2026 Caro City Council, Boards, Commissions and Committee Meeting Schedule

25-M-235

Motion by Kish, seconded by Campbell, to approve the 2026 Caro City Council, Boards, Commissions and Committees Meeting Schedule.

Motion carried.

2. Boards, Commissions, and Commissions Re-Appointments

25-M-236

Motion by Kish, seconded by White, to approve the re-appointments as presented.

Parks & Recreation Committee

Beth Greene – Re-Appoint for a 3-year term to expire November 2028.

Colleen Russell – Re-Appoint for a 3-year term to expire November 2028.

Planning Commission

Mike Carpenter – Re-Appoint for a 3-year term to expire November 2028.

Luke Ewald – Re-Appoint for a 3-year term to expire November 2028.

Downtown Development Authority

Greg Hollingsworth – Re-Appoint for a 4-year term to expire November 2029.

Sonya Otremba – Re-Appoint for a 4-year term to expire November 2029.

Motion carried.

3. Investment Maturing #1

25-M-237

Motion by Kish, seconded by Parker, to keep the CD at Frankenmuth Credit Union in the amount of \$260,082.71 for 3.75% for a 7-month period.

Motion carried.

4. Investment Maturing #2

25-M-238

Motion by Oedy, seconded by Parker, to move the CD into an LPL Money Market in the amount of \$130,000.00 for 4.00% adjustable.

Motion carried.

5. Water Treatment Plant Media Replacement Quote

25-M-239

Motion by Parker, seconded by Campbell, to allow TonkaWater to replace the media in the affected section of the water treatment system for the quoted price of \$49,800.00 if not covered by warranty.

Roll call vote: Campbell – yes, Kish – yes, Oedy – yes, Parker – yes, White – yes, Mayor Snider – yes.

Motion carried.

6. WSP Change Order – New Well 10

25-M-240

Motion by Parker, seconded by White, to approve the change order from WSP to act as consultant for the bidding and construction phases of the New Well 10 site for the quoted price of \$62,302.50.

Roll call vote: Kish – yes, Oedy – yes, Parker – yes, White – yes, Campbell – yes, Mayor Snider – yes.

Motion carried.

7. WSP Change Order – New Well 9

25-M-241

Motion by Campbell, seconded by Parker, to approve the change order from WSP to act as consultant for the bidding and construction phases of the New Well 9 site for the quoted price of \$44,177.50.

Roll call vote: Oedy – yes, Parker – yes, White – yes, Campbell – yes, Kish – yes, Mayor Snider – yes.

Motion carried.

8. Parliamentary Procures

25-M-242

Motion by Mayor Snider, seconded by Kish, to accept the Newly Revised Version of Roberts Rules of Order, 12th Edition.

Motion carried.

9. Feral Cats Discussion – Councilor Parker

Councilor Parker started the discussion on Feral Cats and her concerns on how this is going to be resolved. Discussion followed by council.

10. Council Vacancy Interview – Logan Carpenter

Council interviewed Logan Carpenter and had discussion.

11. Discussion/Action Council Vacancy

25-M-243

Motion by Mayor Snider, seconded by Kish, to appoint Robert Sturza to city council to fulfill the vacancy.

Roll call vote: Parker – no, White – no, Campbell – yes, Kish – yes, Oedy – no, Mayor Snider – yes.

Tie Vote, Motion failed.

25-M-244

Motion by White, seconded by Parker, to appoint Bob Eschenbacher to city council to fulfill the vacancy.

Roll call vote: White – yes, Campbell – no, Kish – no, Oedy – yes, Parker – yes, Mayor Snider – no.

Tie Vote, Motion failed.

12. Public Comment Process Discussion

25-M-245

Motion by Parker, seconded by White, to reconsider motion 25-M-242 to accept Newly Revised Version of Roberts Rules of Order, 12th Edition.

Roll call vote: Campbell – no, Kish – no, Oedy – yes, Parker – yes, White – yes, Mayor Snider – no.

Tie Vote, Motion failed.

ITEMS PENDING/POSTPONED:

1. Resolution 2025-9 – To Call a Special Election to Fill Vacancy on the City Council

COMMITTEE/LIAISON POSITION REPORTS:

1. Economic Development Corporation (Mayor Snider) – No report.
2. Chamber of Commerce (Manager) – Discussed budget, Gingerbread Festival updates, and open director seat is still available.

3. Downtown Development Authority (Kish) – Discussed Candy Cane Lane, Office relocating options, Small Business Saturday, Bylaws, Year-end vendor potluck party, 2nd informational meeting is December 10, 2025.
4. Fair Board (Oedy) – No report
5. Parks & Recreation (White) – Meeting is tomorrow. Gave an update and history of Fall Clean up. Golden Rake was awarded to 4H.
6. Planning Commission (Vacant) – Reviewed the marijuana licenses from Emerald Acres. Site plans were approved.
7. Tuscola County Board of Commissioners (Parker) – No report.
8. Zoning Board of Appeals (Mayor Snider) – No meeting.

MAYOR'S REPORT – Written report submitted.

MANAGER'S COMMENTS – Written report submitted.
Councilor White inquired about LJ's Garage.

CLERK'S REPORT – Written report submitted.
Updated council on the status of streaming meetings.

TREASURER'S REPORT – Written report submitted.

CLOSED SESSION

Closed Session pursuant to Section 8 (h) of the Open Meetings Act – “To consider material exempt from discussion or disclosure by state or federal statute.”

25-M-246

Motion by Parker, seconded by Kish, to go into Closed Session pursuant to Section 8 (h) of the Open Meetings Act – “To consider material exempt from discussion or disclosure by state or federal statute.” And to allow the Code Enforcement Officer to attend.

Roll call vote: Kish – yes, Oedy – yes, Parker – yes, White – yes, Campbell – yes, Mayor Snider – yes. Motion carried.

Entered Closed Session: 7:58 p.m.

Returned to Open Session: 8:22 p.m.

25-M-247

Motion by Oedy, seconded by Kish, to return to open session at 8:22 p.m. Motion carried.

25-M-248

Motion by Parker, seconded by Campbell, to approve the Closed Session minutes as presented. Motion carried.

25-M-249

Motion by Parker, seconded by White, to authorize the city attorney to propose a settlement as recommended by council in Closed Session.

Motion carried.

Committee of the Whole is scheduled for January 12, 2026 at 5:00 p.m.

ADDITIONAL PUBLIC COMMENT:

Councilor White thanked all the volunteers that attended the Fall Clean Up and the for the food donations.

25-M-250

Motion by Parker, seconded by Oedy, to adjourn the meeting at 8:25 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 |
|--------------------------------|------------------|--------------|--------------------|-----------------------------|---------|
| AFLAC | | | | | |
| 12/25 | 12/01/2025 | 79766 | 101-000-231-003 | AFLAC INSURANCE WITHHOLDING | 352.82 |
| Total AFLAC: | | | | | 352.82 |
| AMAZON CAPITAL SERVICES | | | | | |
| 12/25 | 12/01/2025 | 800265 | 216-336-740-000 | OPERATING SUPPLIES | 93.87 |
| 12/25 | 12/01/2025 | 800265 | 101-253-740-000 | OFFICE SUPPLIES | 14.78 |
| 12/25 | 12/01/2025 | 800265 | 101-441-740-000 | OFFICE SUPPLIES | 6.79 |
| 12/25 | 12/01/2025 | 800265 | 101-265-776-000 | O&M SUPPLIES | 16.49 |
| 12/25 | 12/01/2025 | 800265 | 101-301-740-000 | OFFICE SUPPLIES | 205.18 |
| 12/25 | 12/01/2025 | 800265 | 101-260-740-000 | OFFICE SUPPLIES | 173.98 |
| 12/25 | 12/01/2025 | 800265 | 101-441-725-000 | UNIFORMS | 74.03 |
| 12/25 | 12/01/2025 | 800265 | 591-540-725-000 | UNIFORMS | 74.04 |
| 12/25 | 12/01/2025 | 800265 | 101-260-740-000 | OFFICE SUPPLIES | 28.68 |
| 12/25 | 12/01/2025 | 800265 | 101-301-725-000 | UNIFORMS/UNIFORM EQUIPMENT | 37.99- |
| 12/25 | 12/01/2025 | 800265 | 101-301-725-000 | UNIFORMS/UNIFORM EQUIPMENT | 41.98 |
| Total AMAZON CAPITAL SERVICES: | | | | | 691.83 |
| ASPIRE RURAL HEALTH | | | | | |
| 12/25 | 12/01/2025 | 79767 | 216-336-801-000 | CONTRACTED SERVICES | 100.00 |
| Total ASPIRE RURAL HEALTH: | | | | | 100.00 |
| AT&T MOBILITY | | | | | |
| 12/25 | 12/01/2025 | 79768 | 101-371-853-000 | TELEPHONE | 47.03 |
| 12/25 | 12/01/2025 | 79768 | 216-336-853-000 | TELEPHONE | 100.60 |
| 12/25 | 12/01/2025 | 79768 | 101-301-853-000 | TELEPHONE & PAGERS | 373.22 |
| 12/25 | 12/01/2025 | 79768 | 101-301-750-001 | SOFTWARE MAINTENANCE AGEE'T | 108.72 |
| 12/25 | 12/01/2025 | 79768 | 101-441-853-000 | TELEPHONE | 8.80 |
| 12/25 | 12/01/2025 | 79768 | 202-483-853-000 | TELEPHONE | 8.80 |
| 12/25 | 12/01/2025 | 79768 | 203-483-853-000 | TELEPHONE | 8.80 |
| 12/25 | 12/01/2025 | 79768 | 590-540-853-000 | TELEPHONE | 8.80 |
| 12/25 | 12/01/2025 | 79768 | 591-540-853-000 | TELEPHONE | 8.80 |
| 12/25 | 12/01/2025 | 79768 | 248-728-853-000 | TELEPHONE & TECHNOLOGY | 44.00 |
| 11/25 | 11/21/2025 | 800264 | 101-441-853-000 | TELEPHONE | 8.80 |
| 11/25 | 11/21/2025 | 800264 | 202-483-853-000 | TELEPHONE | 8.80 |
| 11/25 | 11/21/2025 | 800264 | 203-483-853-000 | TELEPHONE | 8.80 |
| 11/25 | 11/21/2025 | 800264 | 590-540-853-000 | TELEPHONE | 8.80 |
| 11/25 | 11/21/2025 | 800264 | 591-540-853-000 | TELEPHONE | 8.80 |
| 11/25 | 11/21/2025 | 800264 | 248-728-853-000 | TELEPHONE & TECHNOLOGY | 44.00 |
| 11/25 | 11/21/2025 | 800264 | 591-540-853-000 | TELEPHONE | 8.80- |
| 11/25 | 11/21/2025 | 800264 | 248-728-853-000 | TELEPHONE & TECHNOLOGY | 44.00- |
| 11/25 | 11/21/2025 | 800264 | 101-371-853-000 | TELEPHONE | 47.03 |
| 11/25 | 11/21/2025 | 800264 | 216-336-853-000 | TELEPHONE | 100.60 |
| 11/25 | 11/21/2025 | 800264 | 101-301-853-000 | TELEPHONE & PAGERS | 373.22 |
| 11/25 | 11/21/2025 | 800264 | 101-301-750-001 | SOFTWARE MAINTENANCE AGEE'T | 108.72 |
| 11/25 | 11/21/2025 | 800264 | 101-301-853-000 | TELEPHONE & PAGERS | 373.22- |

| GL Period | Check Issue Date | Check Number | Invoice GL Account | Invoice GL Account Title | Amount |
|-------------------------------------|------------------|--------------|--------------------|------------------------------|---------|
| 11/25 | 11/21/2025 | 800264 | 101-301-750-001 | SOFTWARE MAINTENANCE AGEE'T | 108.72- |
| 11/25 | 11/21/2025 | 800264 | 101-441-853-000 | TELEPHONE | 8.80- |
| 11/25 | 11/21/2025 | 800264 | 202-483-853-000 | TELEPHONE | 8.80- |
| 11/25 | 11/21/2025 | 800264 | 203-483-853-000 | TELEPHONE | 8.80- |
| 11/25 | 11/21/2025 | 800264 | 590-540-853-000 | TELEPHONE | 8.80- |
| 11/25 | 11/21/2025 | 800264 | 101-371-853-000 | TELEPHONE | 47.03- |
| 11/25 | 11/21/2025 | 800264 | 216-336-853-000 | TELEPHONE | 100.60- |
| Total AT&T MOBILITY: | | | | | 717.57 |
| BATTERIES PLUS BULBS #381 | | | | | |
| 12/25 | 12/01/2025 | 79769 | 591-540-776-000 | O&M SUPPLIES | 27.96 |
| Total BATTERIES PLUS BULBS #381: | | | | | 27.96 |
| BUSY BEE CLEANING | | | | | |
| 12/25 | 12/01/2025 | 800266 | 101-441-801-002 | CONTRACTED SERV - JANITORIAL | 123.50 |
| 12/25 | 12/01/2025 | 800266 | 216-336-801-002 | CONTRACTED SERV - JANITORIAL | 52.00 |
| 12/25 | 12/01/2025 | 800266 | 101-301-801-002 | CONTRACTED SERV - JANITORIAL | 97.50 |
| 12/25 | 12/01/2025 | 800266 | 101-260-801-002 | CONTRACTED SERV - JANITORIAL | 91.00 |
| 12/25 | 12/01/2025 | 800266 | 101-172-801-002 | CONTRACTED SERV - JANITORIAL | 91.00 |
| 12/25 | 12/01/2025 | 800266 | 101-253-801-002 | CONTRACTED SERV - JANITORIAL | 91.00 |
| 12/25 | 12/01/2025 | 800266 | 590-540-801-002 | CONTRACTED SERV - JANITORIAL | 104.00 |
| Total BUSY BEE CLEANING: | | | | | 650.00 |
| CARTER LUMBER | | | | | |
| 12/25 | 12/01/2025 | 79770 | 101-265-776-000 | O&M SUPPLIES | 20.86 |
| Total CARTER LUMBER: | | | | | 20.86 |
| CASS CITY HARDWARE | | | | | |
| 12/25 | 12/01/2025 | 79771 | 591-540-760-000 | POSTAGE | 80.80 |
| Total CASS CITY HARDWARE: | | | | | 80.80 |
| CHARLOTTE KISH | | | | | |
| 12/25 | 12/01/2025 | 79772 | 101-101-962-000 | TRAVEL & LODGING | 85.40 |
| Total CHARLOTTE KISH: | | | | | 85.40 |
| COMPANION LIFE INSURANCE CO. | | | | | |
| 12/25 | 12/01/2025 | 79773 | 101-172-717-000 | LIFE INSURANCE | 48.24 |
| 12/25 | 12/01/2025 | 79773 | 101-262-717-000 | LIFE INSURANCE | 3.99 |
| 12/25 | 12/01/2025 | 79773 | 101-253-717-000 | LIFE INSURANCE | 17.56 |
| 12/25 | 12/01/2025 | 79773 | 101-260-717-000 | LIFE INSURANCE | 15.76 |
| 12/25 | 12/01/2025 | 79773 | 101-265-717-000 | LIFE INSURANCE | 16.76 |
| 12/25 | 12/01/2025 | 79773 | 101-301-717-000 | LIFE INSURANCE | 154.62 |
| 12/25 | 12/01/2025 | 79773 | 591-540-719-000 | SHORT/LONG TERM DISABILITY | 136.40 |
| 12/25 | 12/01/2025 | 79773 | 596-560-719-000 | SHORT/LONG TERM DISABILITY | 35.01 |
| 12/25 | 12/01/2025 | 79773 | 596-521-719-000 | SHORT/LONG TERM DISABILITY | 10.10 |
| 12/25 | 12/01/2025 | 79773 | 661-575-719-000 | SHORT/LONG TERM DISABILITY | 293.87 |
| 12/25 | 12/01/2025 | 79773 | 590-560-719-000 | SHORT/LONG TERM DISABILITY | 174.64 |

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| 12/25 | 12/01/2025 | 79773 | 590-536-719-000 | SHORT/LONG TERM DISABILITY | 5.05 |
| 12/25 | 12/01/2025 | 79773 | 590-540-719-000 | SHORT/LONG TERM DISABILITY | 214.54 |
| 12/25 | 12/01/2025 | 79773 | 590-545-719-000 | SHORT/LONG TERM DISABILITY | 30.31 |
| 12/25 | 12/01/2025 | 79773 | 591-560-719-000 | SHORT/LONG TERM DISABILITY | 84.77 |
| 12/25 | 12/01/2025 | 79773 | 591-536-719-000 | SHORT/LONG TERM DISABILITY | 5.05 |
| 12/25 | 12/01/2025 | 79773 | 203-483-719-000 | SHORT/LONG TERM DISABILITY | 32.43 |
| 12/25 | 12/01/2025 | 79773 | 204-442-719-000 | SHORT/LONG TERM DISABILITY | 15.16 |
| 12/25 | 12/01/2025 | 79773 | 204-483-719-000 | SHORT/LONG TERM DISABILITY | 12.49 |
| 12/25 | 12/01/2025 | 79773 | 248-441-719-000 | SHORT/LONG TERM DISABILITY | 23.06 |
| 12/25 | 12/01/2025 | 79773 | 248-728-719-000 | SHORT/LONG TERM DISABILITY | 3.46 |
| 12/25 | 12/01/2025 | 79773 | 216-336-719-000 | SHORT/LONG TERM DISABILITY | 103.36 |
| 12/25 | 12/01/2025 | 79773 | 101-702-719-000 | SHORT/LONG TERM DISABILITY | 14.52 |
| 12/25 | 12/01/2025 | 79773 | 101-441-719-000 | SHORT/LONG TERM DISABILITY | 175.45 |
| 12/25 | 12/01/2025 | 79773 | 101-751-719-000 | SHORT/LONG TERM DISABILITY | 10.10 |
| 12/25 | 12/01/2025 | 79773 | 202-483-719-000 | SHORT/LONG TERM DISABILITY | 32.43 |
| 12/25 | 12/01/2025 | 79773 | 202-463-719-000 | SHORT/LONG TERM DISABILITY | 25.26 |
| 12/25 | 12/01/2025 | 79773 | 203-463-719-000 | SHORT/LONG TERM DISABILITY | 30.31 |
| 12/25 | 12/01/2025 | 79773 | 101-262-719-000 | SHORT/LONG TERM DISABILITY | 17.32 |
| 12/25 | 12/01/2025 | 79773 | 101-253-719-000 | SHORT/LONG TERM DISABILITY | 62.42 |
| 12/25 | 12/01/2025 | 79773 | 101-260-719-000 | SHORT/LONG TERM DISABILITY | 69.26 |
| 12/25 | 12/01/2025 | 79773 | 101-265-719-000 | SHORT/LONG TERM DISABILITY | 60.62 |
| 12/25 | 12/01/2025 | 79773 | 101-301-719-000 | SHORT/LONG TERM DISABILITY | 689.42 |
| 12/25 | 12/01/2025 | 79773 | 101-371-719-000 | SHORT/LONG TERM DISABILITY | 3.36 |
| 12/25 | 12/01/2025 | 79773 | 591-536-717-000 | LIFE INSURANCE | 1.40 |
| 12/25 | 12/01/2025 | 79773 | 591-540-717-000 | LIFE INSURANCE | 37.71 |
| 12/25 | 12/01/2025 | 79773 | 596-560-717-000 | LIFE INSURANCE | 9.38 |
| 12/25 | 12/01/2025 | 79773 | 596-521-717-000 | LIFE INSURANCE | 2.79 |
| 12/25 | 12/01/2025 | 79773 | 661-575-717-000 | LIFE INSURANCE | 7.08 |
| 12/25 | 12/01/2025 | 79773 | 101-172-719-000 | SHORT/LONG TERM DISABILITY | 55.42 |
| 12/25 | 12/01/2025 | 79773 | 216-336-717-000 | LIFE INSURANCE | 22.74 |
| 12/25 | 12/01/2025 | 79773 | 590-560-717-000 | LIFE INSURANCE | 40.30 |
| 12/25 | 12/01/2025 | 79773 | 590-536-717-000 | LIFE INSURANCE | 1.40 |
| 12/25 | 12/01/2025 | 79773 | 590-540-717-000 | LIFE INSURANCE | 64.04 |
| 12/25 | 12/01/2025 | 79773 | 590-545-717-000 | LIFE INSURANCE | 8.38 |
| 12/25 | 12/01/2025 | 79773 | 591-560-717-000 | LIFE INSURANCE | 21.35 |
| 12/25 | 12/01/2025 | 79773 | 203-463-717-000 | LIFE INSURANCE | 8.38 |
| 12/25 | 12/01/2025 | 79773 | 203-483-717-000 | LIFE INSURANCE | 7.08 |
| 12/25 | 12/01/2025 | 79773 | 204-442-717-000 | LIFE INSURANCE | 4.19 |
| 12/25 | 12/01/2025 | 79773 | 204-483-717-000 | LIFE INSURANCE | 2.69 |
| 12/25 | 12/01/2025 | 79773 | 248-441-717-000 | LIFE INSURANCE | 5.89 |
| 12/25 | 12/01/2025 | 79773 | 248-728-717-000 | LIFE INSURANCE | .80 |
| 12/25 | 12/01/2025 | 79773 | 101-371-717-000 | LIFE INSURANCE | 1.00 |
| 12/25 | 12/01/2025 | 79773 | 101-702-717-000 | LIFE INSURANCE | 2.99 |
| 12/25 | 12/01/2025 | 79773 | 101-441-717-000 | LIFE INSURANCE | 46.48 |
| 12/25 | 12/01/2025 | 79773 | 101-751-717-000 | LIFE INSURANCE | 2.79 |
| 12/25 | 12/01/2025 | 79773 | 202-483-717-000 | LIFE INSURANCE | 7.08 |
| 12/25 | 12/01/2025 | 79773 | 202-463-717-000 | LIFE INSURANCE | 6.98 |
| Total COMPANION LIFE INSURANCE CO.: | | | | | 2,995.44 |

CONSUMERS ENERGY

| | | | | | |
|-------|------------|--------|-----------------|---------------|--------|
| 11/25 | 11/21/2025 | 800262 | 591-540-921-000 | GAS (UTILITY) | 721.58 |
| 11/25 | 11/21/2025 | 800262 | 591-540-921-000 | GAS (UTILITY) | 73.22 |

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| 11/25 | 11/21/2025 | 800262 | 101-265-921-000 | GAS | 305.44 |
| 11/25 | 11/21/2025 | 800262 | 590-540-921-000 | GAS (Consumers Energy) | 759.43 |
| 11/25 | 11/21/2025 | 800262 | 101-265-921-000 | GAS | 666.43 |
| 11/25 | 11/21/2025 | 800262 | 591-540-921-000 | GAS (UTILITY) | 18.38 |
| 11/25 | 11/21/2025 | 800262 | 591-540-921-000 | GAS (UTILITY) | 26.17 |
| 11/25 | 11/21/2025 | 800262 | 248-728-921-000 | GAS | 52.45 |
| Total CONSUMERS ENERGY: | | | | | 2,623.10 |
| CSI EMERGENCY APPARATUS LLC | | | | | |
| 12/25 | 12/01/2025 | 79774 | 216-336-930-000 | REPAIRS - EQUIPMENT | 42.07 |
| Total CSI EMERGENCY APPARATUS LLC: | | | | | 42.07 |
| DIGICOM GLOBAL INC. | | | | | |
| 12/25 | 12/01/2025 | 79783 | 216-336-801-000 | CONTRACTED SERVICES | 210.00 |
| Total DIGICOM GLOBAL INC.: | | | | | 210.00 |
| DTE ENERGY | | | | | |
| 11/25 | 11/21/2025 | 800263 | 101-441-926-000 | STREET LIGHTS - ELECTRIC | 164.28 |
| 11/25 | 11/21/2025 | 800263 | 101-441-926-000 | STREET LIGHTS - ELECTRIC | 180.89 |
| 11/25 | 11/21/2025 | 800263 | 590-545-920-000 | ELECTRIC - LIFT STATIONS | 243.33 |
| 11/25 | 11/21/2025 | 800263 | 591-540-920-000 | ELECTRIC - WELLHOUSES | 72.64 |
| 11/25 | 11/21/2025 | 800263 | 590-545-920-000 | ELECTRIC - LIFT STATIONS | 72.10 |
| 11/25 | 11/21/2025 | 800263 | 590-545-920-000 | ELECTRIC - LIFT STATIONS | 61.16 |
| 11/25 | 11/21/2025 | 800263 | 590-545-920-000 | ELECTRIC - LIFT STATIONS | 66.44 |
| 11/25 | 11/21/2025 | 800263 | 590-545-920-000 | ELECTRIC - LIFT STATIONS | 38.44 |
| 11/25 | 11/21/2025 | 800263 | 101-265-920-000 | ELECTRIC | 1,251.72 |
| 11/25 | 11/21/2025 | 800263 | 101-703-920-000 | ELECTRIC | 18.03 |
| 11/25 | 11/21/2025 | 800263 | 101-441-926-000 | STREET LIGHTS - ELECTRIC | 19.84 |
| 11/25 | 11/21/2025 | 800263 | 101-265-920-000 | ELECTRIC | 679.85 |
| 11/25 | 11/21/2025 | 800263 | 590-545-920-000 | ELECTRIC - LIFT STATIONS | 70.85 |
| 11/25 | 11/21/2025 | 800263 | 101-751-920-000 | ELECTRIC | 18.03 |
| 11/25 | 11/21/2025 | 800263 | 101-751-920-000 | ELECTRIC | 18.61 |
| 11/25 | 11/21/2025 | 800263 | 591-540-920-000 | ELECTRIC - WELLHOUSES | 1,693.25 |
| 11/25 | 11/21/2025 | 800263 | 101-441-926-000 | STREET LIGHTS - ELECTRIC | 19.18 |
| 11/25 | 11/21/2025 | 800263 | 591-540-920-000 | ELECTRIC - WELLHOUSES | 79.71 |
| 11/25 | 11/21/2025 | 800263 | 101-754-920-000 | ELECTRIC | 39.22 |
| 11/25 | 11/21/2025 | 800263 | 204-444-920-000 | ELECTRIC - PARKING LOTS | 45.31 |
| 11/25 | 11/21/2025 | 800263 | 590-545-920-000 | ELECTRIC - LIFT STATIONS | 63.38 |
| 11/25 | 11/21/2025 | 800263 | 591-540-920-000 | ELECTRIC - WELLHOUSES | 1,805.15 |
| 11/25 | 11/21/2025 | 800263 | 590-545-920-000 | ELECTRIC - LIFT STATIONS | 127.99 |
| 11/25 | 11/21/2025 | 800263 | 590-545-920-000 | ELECTRIC - LIFT STATIONS | 48.72 |
| 11/25 | 11/21/2025 | 800263 | 101-751-920-000 | ELECTRIC | 111.05 |
| 11/25 | 11/21/2025 | 800263 | 101-441-926-000 | STREET LIGHTS - ELECTRIC | 131.19 |
| 11/25 | 11/21/2025 | 800263 | 591-540-920-000 | ELECTRIC - WELLHOUSES | 6,400.77 |
| 11/25 | 11/21/2025 | 800263 | 204-444-920-000 | ELECTRIC - PARKING LOTS | 82.06 |
| 11/25 | 11/21/2025 | 800263 | 248-728-920-000 | ELECTRIC | 121.17 |
| 11/25 | 11/21/2025 | 800263 | 101-703-920-000 | ELECTRIC | 28.63 |
| 11/25 | 11/21/2025 | 800263 | 204-444-920-000 | ELECTRIC - PARKING LOTS | 53.40 |
| 11/25 | 11/21/2025 | 800263 | 248-728-920-000 | ELECTRIC | 41.16 |
| 11/25 | 11/21/2025 | 800263 | 204-444-920-000 | ELECTRIC - PARKING LOTS | 63.56 |

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| 11/25 | 11/21/2025 | 800263 | 590-545-920-000 | ELECTRIC - LIFT STATIONS | 116.86 |
| 11/25 | 11/21/2025 | 800263 | 101-751-920-000 | ELECTRIC | 54.75 |
| Total DTE ENERGY: | | | | | 14,102.72 |
| FARM DEPOT | | | | | |
| 12/25 | 12/01/2025 | 800267 | 661-575-776-000 | MAINTENANCE SUPPLIES | 137.82 |
| Total FARM DEPOT: | | | | | 137.82 |
| GRAINGER | | | | | |
| 12/25 | 12/01/2025 | 79784 | 590-540-776-000 | OM&R SUPPLIES NORMAL | 252.08 |
| 12/25 | 12/01/2025 | 79784 | 590-545-776-000 | OM&R SUPPLIES | 173.78 |
| Total GRAINGER: | | | | | 425.86 |
| GREAT LAKES BAY CONSTRUCTION | | | | | |
| 12/25 | 12/01/2025 | 800268 | 101-265-970-002 | CAPITAL OUTLAY MUNICIPAL BLDG | 10,800.00 |
| Total GREAT LAKES BAY CONSTRUCTION: | | | | | 10,800.00 |
| HIRSCHMAN OIL SUPPLY INC | | | | | |
| 12/25 | 12/01/2025 | 800269 | 661-575-860-000 | GAS/OIL | 848.51 |
| Total HIRSCHMAN OIL SUPPLY INC: | | | | | 848.51 |
| J.E. JOHNSON INC | | | | | |
| 12/25 | 12/01/2025 | 800270 | 590-540-801-000 | CONTRACTED SERVICES | 2,190.00 |
| Total J.E. JOHNSON INC: | | | | | 2,190.00 |
| KEN MARTIN ELECTRIC, INC | | | | | |
| 12/25 | 12/01/2025 | 800271 | 202-483-801-000 | CONTRACTED SERVICES | 510.75 |
| Total KEN MARTIN ELECTRIC, INC: | | | | | 510.75 |
| LEE BEDORE | | | | | |
| 12/25 | 12/01/2025 | 79775 | 216-336-930-000 | REPAIRS - EQUIPMENT | 1,939.28 |
| Total LEE BEDORE: | | | | | 1,939.28 |
| MEDLER ELECTRIC COMPANY | | | | | |
| 12/25 | 12/01/2025 | 79785 | 202-483-970-000 | CAPITAL OUTLAY | 16,904.12 |
| 12/25 | 12/01/2025 | 79785 | 202-483-970-000 | CAPITAL OUTLAY | 29,812.35 |
| Total MEDLER ELECTRIC COMPANY: | | | | | 46,716.47 |
| MESSA | | | | | |
| 12/25 | 12/01/2025 | 79776 | 202-463-716-000 | HOSPITALIZATION INSURANCE | 414.46 |
| 12/25 | 12/01/2025 | 79776 | 202-483-716-000 | HOSPITALIZATION INSURANCE | 412.82 |
| 12/25 | 12/01/2025 | 79776 | 101-172-716-000 | HOSPITALIZATION INSURANCE | 535.67 |
| 12/25 | 12/01/2025 | 79776 | 101-262-716-000 | HOSPITALIZATION INSURANCE | 270.92 |
| 12/25 | 12/01/2025 | 79776 | 101-253-716-000 | HOSPITALIZATION INSURANCE | 1,143.58 |

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| 12/25 | 12/01/2025 | 79776 | 101-260-716-000 | HOSPITALIZATION INSURANCE | 985.87 |
| 12/25 | 12/01/2025 | 79776 | 101-265-716-000 | HOSPITALIZATION INSURANCE | 994.71 |
| 12/25 | 12/01/2025 | 79776 | 101-301-716-000 | HOSPITALIZATION INSURANCE | 14,412.01 |
| 12/25 | 12/01/2025 | 79776 | 591-536-716-000 | HOSPITALIZATION INSURANCE | 82.89 |
| 12/25 | 12/01/2025 | 79776 | 591-540-716-000 | HOSPITALIZATION INSURANCE | 2,238.10 |
| 12/25 | 12/01/2025 | 79776 | 596-560-716-000 | HOSPITALIZATION INSURANCE | 575.43 |
| 12/25 | 12/01/2025 | 79776 | 596-521-716-000 | HOSPITALIZATION INSURANCE | 165.79 |
| 12/25 | 12/01/2025 | 79776 | 661-575-716-000 | HOSPITALIZATION INSURANCE | 479.72 |
| 12/25 | 12/01/2025 | 79776 | 101-000-231-006 | HEALTH INSURANCE WITHHOLDING | 9,298.22 |
| 12/25 | 12/01/2025 | 79776 | 216-336-716-000 | HOSPITALIZATION INSURANCE | 1,788.15 |
| 12/25 | 12/01/2025 | 79776 | 590-560-716-000 | HOSPITALIZATION INSURANCE | 2,207.28 |
| 12/25 | 12/01/2025 | 79776 | 590-536-716-000 | HOSPITALIZATION INSURANCE | 82.89 |
| 12/25 | 12/01/2025 | 79776 | 590-540-716-000 | HOSPITALIZATION INSURANCE | 3,097.20 |
| 12/25 | 12/01/2025 | 79776 | 590-545-716-000 | HOSPITALIZATION INSURANCE | 580.25 |
| 12/25 | 12/01/2025 | 79776 | 591-560-716-000 | HOSPITALIZATION INSURANCE | 1,536.25 |
| 12/25 | 12/01/2025 | 79776 | 203-463-716-000 | HOSPITALIZATION INSURANCE | 497.36 |
| 12/25 | 12/01/2025 | 79776 | 203-483-716-000 | HOSPITALIZATION INSURANCE | 412.82 |
| 12/25 | 12/01/2025 | 79776 | 204-442-716-000 | HOSPITALIZATION INSURANCE | 248.68 |
| 12/25 | 12/01/2025 | 79776 | 204-483-716-000 | HOSPITALIZATION INSURANCE | 205.56 |
| 12/25 | 12/01/2025 | 79776 | 248-441-716-000 | HOSPITALIZATION INSURANCE | 82.89 |
| 12/25 | 12/01/2025 | 79776 | 248-728-716-000 | HOSPITALIZATION INSURANCE | 54.18 |
| 12/25 | 12/01/2025 | 79776 | 101-371-716-000 | HOSPITALIZATION INSURANCE | 78.82 |
| 12/25 | 12/01/2025 | 79776 | 101-702-716-000 | HOSPITALIZATION INSURANCE | 105.95 |
| 12/25 | 12/01/2025 | 79776 | 101-441-716-000 | HOSPITALIZATION INSURANCE | 3,336.83 |
| 12/25 | 12/01/2025 | 79776 | 101-751-716-000 | HOSPITALIZATION INSURANCE | 165.79 |
| Total MESSA: | | | | | 46,491.09 |

MML WORKERS' COMP FUND

| | | | | | |
|-------|------------|--------|-----------------|-------------------------|----------|
| 12/25 | 12/01/2025 | 800272 | 101-441-721-000 | WORKER'S COMP INSURANCE | 393.55 |
| 12/25 | 12/01/2025 | 800272 | 101-751-721-000 | WORKER'S COMP INSURANCE | 82.36 |
| 12/25 | 12/01/2025 | 800272 | 101-753-721-000 | WORKER'S COMP INSURANCE | 4.05 |
| 12/25 | 12/01/2025 | 800272 | 101-754-721-000 | WORKER'S COMP INSURANCE | 1.01 |
| 12/25 | 12/01/2025 | 800272 | 202-463-721-000 | WORKER'S COMP INSURANCE | 44.13 |
| 12/25 | 12/01/2025 | 800272 | 202-483-721-000 | WORKER'S COMP INSURANCE | 69.40 |
| 12/25 | 12/01/2025 | 800272 | 101-265-721-000 | WORKER'S COMP INSURANCE | 105.92 |
| 12/25 | 12/01/2025 | 800272 | 101-301-721-000 | WORKER'S COMP INSURANCE | 1,399.97 |
| 12/25 | 12/01/2025 | 800272 | 101-301-721-000 | WORKER'S COMP INSURANCE | 29.02 |
| 12/25 | 12/01/2025 | 800272 | 101-371-721-000 | WORKER'S COMP INSURANCE | 35.93 |
| 12/25 | 12/01/2025 | 800272 | 101-701-721-000 | WORKER'S COMP INSURANCE | 5.16 |
| 12/25 | 12/01/2025 | 800272 | 101-702-721-000 | WORKER'S COMP INSURANCE | 33.20 |
| 12/25 | 12/01/2025 | 800272 | 101-101-721-000 | WORKER'S COMP INSURANCE | 37.58 |
| 12/25 | 12/01/2025 | 800272 | 101-172-721-000 | WORKER'S COMP INSURANCE | 121.32 |
| 12/25 | 12/01/2025 | 800272 | 101-262-721-000 | WORKER'S COMP INSURANCE | 85.14 |
| 12/25 | 12/01/2025 | 800272 | 101-247-721-000 | WORKER'S COMP INSURANCE | 3.48 |
| 12/25 | 12/01/2025 | 800272 | 101-253-721-000 | WORKER'S COMP INSURANCE | 120.65 |
| 12/25 | 12/01/2025 | 800272 | 101-260-721-000 | WORKER'S COMP INSURANCE | 133.77 |
| 12/25 | 12/01/2025 | 800272 | 591-536-721-000 | WORKER'S COMP INSURANCE | 8.83 |
| 12/25 | 12/01/2025 | 800272 | 591-540-721-000 | WORKER'S COMP INSURANCE | 238.44 |
| 12/25 | 12/01/2025 | 800272 | 596-560-721-000 | WORKER'S COMP INSURANCE | 68.65 |
| 12/25 | 12/01/2025 | 800272 | 596-521-721-000 | WORKER'S COMP INSURANCE | 17.65 |
| 12/25 | 12/01/2025 | 800272 | 661-575-721-000 | WORKER'S COMP INSURANCE | 49.53 |
| 12/25 | 12/01/2025 | 800272 | 216-336-721-000 | WORKER'S COMP INSURANCE | 318.81 |

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| 12/25 | 12/01/2025 | 800272 | 590-560-721-000 | WORKER'S COMP INSURANCE | 170.29 |
| 12/25 | 12/01/2025 | 800272 | 590-536-721-000 | WORKER'S COMP INSURANCE | 8.83 |
| 12/25 | 12/01/2025 | 800272 | 590-540-721-000 | WORKER'S COMP INSURANCE | 636.89 |
| 12/25 | 12/01/2025 | 800272 | 590-545-721-000 | WORKER'S COMP INSURANCE | 61.74 |
| 12/25 | 12/01/2025 | 800272 | 590-560-721-000 | WORKER'S COMP INSURANCE | 170.29 |
| 12/25 | 12/01/2025 | 800272 | 203-463-721-000 | WORKER'S COMP INSURANCE | 52.96 |
| 12/25 | 12/01/2025 | 800272 | 203-483-721-000 | WORKER'S COMP INSURANCE | 69.38 |
| 12/25 | 12/01/2025 | 800272 | 204-442-721-000 | WORKER'S COMP INSURANCE | 26.48 |
| 12/25 | 12/01/2025 | 800272 | 204-483-721-000 | WORKER'S COMP INSURANCE | 26.08 |
| 12/25 | 12/01/2025 | 800272 | 248-441-721-000 | WORKER'S COMP INSURANCE | 8.83 |
| 12/25 | 12/01/2025 | 800272 | 248-728-721-000 | WORKER'S COMP INSURANCE | 178.68 |
| Total MML WORKERS' COMP FUND: | | | | | 4,818.00 |
| MOORE MOTOR SALES | | | | | |
| 12/25 | 12/01/2025 | 79777 | 101-301-930-001 | VEHICLE MAINTENANCE EXPENSE | 1,223.98 |
| 12/25 | 12/01/2025 | 79777 | 101-301-860-000 | GAS/OIL/TIRES | 60.60 |
| Total MOORE MOTOR SALES: | | | | | 1,284.58 |
| RASMUSSEN TRUCKING SERVICE CENTER LLC | | | | | |
| 12/25 | 12/01/2025 | 79778 | 661-575-930-000 | CONTRACTED REPAIRS | 543.11 |
| 12/25 | 12/01/2025 | 79778 | 661-575-930-000 | CONTRACTED REPAIRS | 506.92 |
| Total RASMUSSEN TRUCKING SERVICE CENTER LLC: | | | | | 1,050.03 |
| SOUTHERN TRUCK EQUIPMENT INC | | | | | |
| 12/25 | 12/01/2025 | 79779 | 661-575-970-000 | CAPITAL OUTLAY | 18,745.00 |
| 12/25 | 12/01/2025 | 79779 | 661-575-930-000 | CONTRACTED REPAIRS | 695.00 |
| Total SOUTHERN TRUCK EQUIPMENT INC: | | | | | 19,440.00 |
| THE SAFETY COMPANY LLC | | | | | |
| 12/25 | 12/01/2025 | 79780 | 661-575-776-000 | MAINTENANCE SUPPLIES | 1,524.30 |
| Total THE SAFETY COMPANY LLC: | | | | | 1,524.30 |
| TUSCOLA COUNTY | | | | | |
| 12/25 | 12/01/2025 | 79781 | 101-257-801-000 | CONTRACTED SERVICES | 2,436.42 |
| Total TUSCOLA COUNTY: | | | | | 2,436.42 |
| TUSCOLA COUNTY TREASURER | | | | | |
| 11/25 | 11/18/2025 | 79765 | 101-000-228-001 | DUE TO CTY - STATE EDUCATION | 2,838.76 |
| 11/25 | 11/18/2025 | 79765 | 101-000-222-000 | DUE TO CTY - COUNTY OPERATING | 1,851.79 |
| 11/25 | 11/18/2025 | 79765 | 101-000-222-005 | DUE TO COUNTY - INTEREST | 85.87 |
| 11/25 | 11/18/2025 | 79765 | 101-000-222-005 | DUE TO COUNTY - INTEREST | 56.04 |
| Total TUSCOLA COUNTY TREASURER: | | | | | 4,832.46 |
| UIS SCADA | | | | | |
| 12/25 | 12/01/2025 | 79782 | 591-540-801-000 | CONTRACTED SERVICES | 9,534.00 |

| GL Period | Check Issue Date | Check Number | Invoice GL Account | Invoice GL Account Title | Amount |
|--------------------------------------|------------------|--------------|--------------------|--------------------------------|------------|
| Total UIS SCADA: | | | | | 9,534.00 |
| USA BLUEBOOK | | | | | |
| 12/25 | 12/01/2025 | 800273 | 590-540-776-001 | LAB SUPPLIES | 150.35 |
| 12/25 | 12/01/2025 | 800273 | 590-545-776-001 | CHEMICAL SUPPLIES LIFT STATION | 1,628.75 |
| 12/25 | 12/01/2025 | 800273 | 590-540-776-001 | LAB SUPPLIES | 1,628.75 |
| 12/25 | 12/01/2025 | 800273 | 590-540-776-001 | LAB SUPPLIES | 150.35 |
| 12/25 | 12/01/2025 | 800273 | 590-540-776-001 | LAB SUPPLIES | 105.45 |
| 12/25 | 12/01/2025 | 800273 | 590-540-776-001 | LAB SUPPLIES | 97.92 |
| 12/25 | 12/01/2025 | 800273 | 590-540-776-001 | LAB SUPPLIES | 97.92 |
| 12/25 | 12/01/2025 | 800273 | 590-540-776-001 | LAB SUPPLIES | 359.70 |
| Total USA BLUEBOOK: | | | | | 4,219.19 |
| WATER SOLUTIONS UNLIMITED INC | | | | | |
| 12/25 | 12/01/2025 | 800274 | 591-540-776-000 | O&M SUPPLIES | 3,185.75 |
| 12/25 | 12/01/2025 | 800274 | 590-540-776-004 | CHEMICAL SUPPLIES FOR PLANT | 1,193.00 |
| Total WATER SOLUTIONS UNLIMITED INC: | | | | | 4,378.75 |
| WITMER PUBLIC SAFETY GROUP | | | | | |
| 12/25 | 12/01/2025 | 800275 | 216-336-740-000 | OPERATING SUPPLIES | 387.79 |
| 12/25 | 12/01/2025 | 800275 | 216-336-740-000 | OPERATING SUPPLIES | 354.39 |
| Total WITMER PUBLIC SAFETY GROUP: | | | | | 742.18 |
| Grand Totals: | | | | | 187,020.26 |

Report Criteria:

Report type: GL detail

Check.Type = {<>} "Adjustment"

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

MAYOR
KAREN SNIDER
CITY COUNCIL
EMILY CAMPBELL
VACANT
CHARLOTTE KISH
DOREEN OEDY
HEIDI PARKER
JILL WHITE

MEMORANDUM

TO: Caro City Council
FROM: City Manager Scott R. Czasak
DATE: Tuesday, November 25, 2025
RE: Agenda Item – Sherman Street Project Engineering

Members of the Caro City Council,

As you know, during the Fiscal Year 2025/2026 budget process the City Council designated \$100,000 for engineering costs for the Sherman Street project to be primarily constructed in Fiscal Year 2026/2027, which would involve road repaving, water main replacement, and storm sewer repair, and other miscellaneous repairs. Importantly, this portion will be split among budgets as design will take place all in this fiscal year as the construction portion will mostly be done in Fiscal Year 2026/2027. As such, a Request for Proposals was developed to solicit quotes from engineering firms for the project.

As per City Policy, the RFP was advertised in The Advertiser, along with being placed on BidNet which is referenced as the Bid Opportunities page on the City website. After this process, the City received four proposals.

| Company | Location | Proposed Price |
|--------------------------------------|-----------------|----------------|
| Fleis and VandenBrink | Grand Blanc, MI | \$141,816.00 |
| MLR Engineering | Freeland, MI | \$157,400.00 |
| ROWE Professional Services | Lapeer, MI | \$130,600.00 |
| Wolverine Engineers & Surveyors, Inc | Mason, MI | \$138,845.00 |

Importantly, all bids come lower than what was budgeted for Fiscal Year 2025/2026 as all of their design phases are less than \$100,000.00 and leave enough room for some construction engineering costs during the month of June. After a review of the bids and bidders it is my recommendation, supported by DPW Superintendent Reese, to award the engineering contract to ROWE Professional Services as they are not only the lowest bidder, but were involved in the preliminary development of the project and the grant submission process, so they can immediately begin work without any catch up time.

Options for motions are:

1. Motion to award the Project Engineering contract for Sherman Street to ROWE Professional Services for a quoted price of \$130,600.00 and allow the City Manager to sign all necessary documents.
2. Motion to award the Project Engineering contract for Sherman Street to (insert company name) for a quoted price of \$(insert quoted price) and allow the City Manager to sign all necessary documents.
3. Postpone action.
4. Take no action.

SECTION 7: COST PROPOSAL

| <div style="text-align: center;"> Sherman Street Design Phase </div> | | | | | | | | | |
|--|-------------------|-------|----|----------------------|--------|---|-------------|--------------------------|-----------|
| COST AND PRICE ANALYSIS | | | | | | | | | |
| CITY OF CARO | | | | DATE SUBMITTED: | | | FIRM ROLE: | | |
| RFP - Engineering for Sherman Street Road Project | | | | November 21, 2025 | | | Prime | | |
| PRIME CONSULTANT NAME: | | | | PROJECT DESCRIPTION: | | | | | |
| Fleis & VandenBrink | | | | Design Phase | | | | | |
| LABOR COSTS: | | | | | | | | | |
| TITLE | NAME | HOURS | | | RATE | | | LABOR COST | |
| Project Manager | Steve Nagy, PE | 50 | x | \$ | 193.00 | = | \$ | 9,650.00 | |
| Project Engineer | Dave Hiller, PE | 65 | x | \$ | 180.00 | = | \$ | 11,700.00 | |
| Engineering Design Technician | Brad Danks | 180 | x | \$ | 140.00 | = | \$ | 25,200.00 | |
| Survey CAD Technician | Dan Howey | 20 | x | \$ | 121.00 | = | \$ | 2,420.00 | |
| Administrative Assistant | Carrie Smeznik | 8 | x | \$ | 92.00 | = | \$ | 736.00 | |
| Survey Crew Chief | Noah Lewis | 16 | x | \$ | 114.00 | = | \$ | 1,824.00 | |
| Survey Manager | Kevin Cleaver, PS | 4 | x | \$ | 194.00 | = | \$ | 776.00 | |
| QA/QC | Steve Bishop, PE | 6 | x | \$ | 205.00 | = | \$ | 1,230.00 | |
| Total Hours: | | 349 | | | | | Total Labor | \$ | 53,536.00 |
| SUPPLIES & MATERIALS AND OTHER DIRECT COSTS: | | | | | | | | | |
| ITEM | QUANTITY | | | UNIT PRICE | UNIT | | | ITEM PRICE | |
| Sub-Consultant (Geotechnical) | 1.00 | @ | \$ | 7,500.00 | /Lsum | = | \$ | 7,500.00 | |
| Equipment and Vehicles | 1.00 | @ | \$ | 700.00 | /Lsum | = | \$ | 700.00 | |
| Printing/Copying/Materials | 1.00 | @ | \$ | 100.00 | /Lsum | = | \$ | 100.00 | |
| Total Other Direct Expenses | | | | | | | | \$ | 8,300.00 |
| OVERHEAD AND PROFIT: | | | | | | | | | |
| Included in labor rates above | | | | | | | | | |
| TOTAL COSTS SUMMARY | | | | | | | | \$ | 61,836.00 |
| | | | | | | | | Lump Sum (not-to-exceed) | |

| <div style="text-align: center;"> Sherman Street Construction Phase </div> | | | | | | | | | |
|--|-------------------|-------|----|----------------------|--------|---|-------------|--------------------------|-----------|
| COST AND PRICE ANALYSIS | | | | | | | | | |
| CITY OF CARO | | | | DATE SUBMITTED: | | | FIRM ROLE: | | |
| RFP - Engineering for Sherman Street Road Project | | | | November 21, 2025 | | | Prime | | |
| PRIME CONSULTANT NAME: | | | | PROJECT DESCRIPTION: | | | | | |
| Fleis & VandenBrink | | | | Construction Phase | | | | | |
| LABOR COSTS: | | | | | | | | | |
| TITLE | NAME | HOURS | | | RATE | | | LABOR COST | |
| Project Manager | Steve Nagy, PE | 50 | x | \$ | 198.00 | = | \$ | 9,900.00 | |
| Construction Technician | Zachary Bacheller | 400 | x | \$ | 137.00 | = | \$ | 54,800.00 | |
| Survey CAD Technician | Dan Howey | 8 | x | \$ | 125.00 | = | \$ | 1,000.00 | |
| Administrative Assistant | Carrie Smeznik | 12 | x | \$ | 95.00 | = | \$ | 1,140.00 | |
| Survey Crew Chief | Noah Lewis | 32 | x | \$ | 117.00 | = | \$ | 3,744.00 | |
| Survey Manager | Kevin Cleaver, PS | 2 | x | \$ | 198.00 | = | \$ | 396.00 | |
| Total Hours: | | 504 | | | | | Total Labor | \$ | 70,980.00 |
| SUPPLIES & MATERIALS AND OTHER DIRECT COSTS: | | | | | | | | | |
| ITEM | QUANTITY | | | UNIT PRICE | UNIT | | | ITEM PRICE | |
| Sub-Consultant (Materials Testing) | 1.00 | @ | \$ | 5,000.00 | /Lsum | = | \$ | 5,000.00 | |
| Equipment and Vehicles | 1.00 | @ | \$ | 3,900.00 | /Lsum | = | \$ | 3,900.00 | |
| Printing/Copying/Materials | 1.00 | @ | \$ | 100.00 | /Lsum | = | \$ | 100.00 | |
| Total Other Direct Expenses | | | | | | | | \$ | 9,000.00 |
| OVERHEAD AND PROFIT: | | | | | | | | | |
| Included in labor rates above | | | | | | | | | |
| TOTAL COSTS SUMMARY | | | | | | | | \$ | 79,980.00 |
| | | | | | | | | Lump Sum (not-to-exceed) | |

MLR Engineering

CIVIL ENGINEERING & CONSULTING SERVICES

134 S. Main Street Suite #1 Freeland, MI 48623

Office: 989-692-5034 www.mlrengineering.com

team will also provide the required material testing that includes density testing of trenches, aggregate road base, and HMA pavement. Testing will also include concrete testing verification in the field and strength through concrete cylinder breaks in the lab. Our fee includes concrete testing for up to 5 days. Furthermore, we will provide construction staking/layout of the proposed improvements in accordance with the approved plans and specifications.

Document Support:

Perform compliance and monitoring of required documents and contractor pay roll and wage rates. Lead review of all contractor contract modifications (if any) and advise the City of each case. Prepare all files for any audits deemed necessary.

Project Schedule

MLR has attached a detailed Critical Path Schedule for the City to consider. This schedule is based on meeting critical dates in order to maintain the projected June 2026 construction start date.

Past Experience

MLR has attached Team member resumes & project resumes that provide a list of past successfully completed projects for your reference.

Cost Proposal

Based on the scope of services listed in the RFP and this comprehensive engineering services proposal, MLR Engineering offers the following anticipated cost of services:

Design / Survey / Geotechnical / ESA Fee – \$75,000

Construction Engineering Fee – \$82,400

Total: \$157,400

Any work required and approved outside the scope of services will be invoiced at our standard hourly rates listed below.

Hourly Rates:

Project Manager - \$120/hr.

Project Engineer - \$110/hr.

Staff Engineer - \$95/hr.

Construction Engineer/ Inspector - \$88/hr. (portal to portal, 4 hr. minimum)

Survey Crew - \$200/hr. (portal to portal, 4 hr. minimum)

*-All reimbursable expenses are included in our hourly rates. Any permit fees (SESC, County, etc.) will be paid by the City.



COST PROPOSAL

DESIGN PHASE COST:

ROWE proposes to provide design phase services as outlined within the project understanding and approach section for a lump sum fee of **\$51,600**. The city will be responsible for paying all fees required to obtain the permits as outlined.

CONSTRUCTION PHASE COST:

Based on the given construction duration of eight weeks, ROWE proposes the following hours and budget:

| |
|---|
| Full-time Construction Observation – 448 hours (for 8 weeks at an anticipated 55 hours per week plus time to attend the pre-construction meeting and prepare water service reports). |
| Construction Engineering – 65 hours (coordination with Owner and Contractor and to provide field assistance plus time to review shop drawings for a duration of 8 weeks). |
| Contract Administration – 35 hours (to include project management, paperwork, and meetings). |
| Density Testing of Storm Sewer and Water Main Trenches, Aggregate Base and HMA – 3 days, third party estimated fee of \$1,500. |
| Concrete Field Testing - estimated fee of \$1,000. |
| Laboratory Material Testing of Concrete Samples – estimated fee of \$1,500. |
| Construction Staking – estimated fee of \$8,000. |

ROWE proposes to provide Construction Phase services with an estimated fee of **\$79,000**.

COMBINED COST:

The proposed combined fee for both the design phase and the construction phase is **\$130,600**. The proposed fees for both phases are inclusive of all costs. ROWE does not invoice separately for travel, mileage, per diem, reproductions, etc. ROWE hourly wages for 2025 are attached.

SUMMARY OF COSTS

RFP Number:

2025-011

Project Name:

City of Caro Sherman Street Road Project

Firm:

Wolverine Engineers & Surveyors, Inc.

Date:

11/12/2025

Authorized Signature:

Penelope B. Bell

| Task No. | Task Description | Labor | Supplies & Materials | Transp. | Other Direct Costs | Profit | Total |
|----------|---|---------------|----------------------|---------|--------------------|--------|---------------|
| 1 | Design Engineering including Preliminary, Environmental, Geotech, | \$ 41,560.00 | \$ - | \$ - | \$ 4,485.00 | \$ - | \$ 46,045.00 |
| 2 | Construction Engineering | \$ 82,800.00 | \$ - | \$ - | \$ 10,000.00 | \$ - | \$ 92,800.00 |
| Total | | \$ 124,360.00 | \$ - | \$ - | \$ 14,485.00 | \$ - | \$ 138,845.00 |

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
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DOREEN OEDY
HEIDI PARKER
JILL WHITE

MEMORANDUM

TO: Caro City Council
FROM: City Manager Scott R. Czasak
DATE: Tuesday, November 25, 2025
RE: Agenda Item – 2026 Sidewalk Replacement Engineering Proposal

Members of the Caro City Council,

As you may know, the City budgeted \$200,000 to make repairs to sidewalks in Caro. As such, working with Rowe Engineering the City Manager and DPW Superintendent developed a series of sidewalks to put out for bid to repair this year. The projects will be along W Washington Street, Bates Street, Allen Street, and M-24.

As such, Rowe has prepared a proposal to prepare the bid documents and maps, work with the City to advertise the bid package, assist in questions from bidders, and assist in the bid review and recommendation process. This also allows assisting with construction services if we desire.

For the services described they provided a quote of \$7,800.00. Rowe has been assisting the City with sidewalk projects for a number of years and has provided excellent service to the community for these projects, and we do not anticipate that changing for this project.

Options for motions are:

1. Accept the quote from ROWE Engineering to provide services for the 2026 sidewalk projects for the quoted price of \$7,800.00.
2. Instruct the City Manager to obtain other quotes and represent to Council.
3. Postpone action
4. Take no action.



November 24, 2025

Mr. Scott Czasak, MPA, City Manager
City of Caro
317 South State Street
Caro, MI 48723

RE: 2026 Sidewalk Replacement Project
Professional Services Proposal to prepare Bidding Package

Dear Mr. Czasak:

ROWE Professional Services Company is pleased to submit this proposal to provide engineering services to prepare bidding documents for the above referenced project.

ROWE will develop a bidding package for this project using the locations and quantities from the assessment process that the city is currently navigating. Project will include sidewalk replacement along Cleaver Road, West Washington Street, Bates Street and Allen Street.

ROWE proposes the following scope of services:

- Prepare a Project Manual that will include technical specifications and replacement location maps to create a bidding package. Replacement quantities and pay items will be taken from the preliminary assessment work sheets that list the replacement work at each address.
- Preparation of schematic plans/maps with street locations and limits to convey project to contractor - full construction plans are not proposed. Maps that have been prepared for presentation to the council and future assessment open house will be used in preparation of the schematic plans.
- Advertise the project in local plan rooms and coordinate with city staff to advertise in the local newspaper.
- Respond to questions which arise during the bidding period.
- Assist the city with taking bids, evaluate the bids received, review references, and provide a recommendation of award.
- Proposed scope of work anticipates that the Michigan Department of Transportation (MDOT) permitting will be completed by the Department of Public Works (DPW) and is not included in proposed scope.

ROWE proposes to provide these services for a lump sum fee of \$7,800. We will invoice the city monthly, based upon the work completed during that billing period. We can provide construction services to assist the city during construction if desired for additional fees.

Mr. Scott Czasak, MPA, City Manager
November 24, 2025
Page 2

ROWE appreciates the opportunity to provide this proposal and is looking forward to continuing to assist the city with this project. Please contact me in our Lapeer office at (810) 664-9411 if you have any questions.

Sincerely,
ROWE Professional Services Company

Mike Carpenter

Digitally signed by Mike Carpenter
DN: C=US,
E=mcarpenter@rowepsc.com,
O=ROWE PSC, CN=Mike Carpenter
Date: 2025.11.24 19:18:05-05'00'

Michael C. Carpenter
Senior Project Administrator

Attachment: Contract for Engineering Services

R:\Projects\16L0004\Sidewalk Projects\2026 Project\Proposal\2025 Sidewalk Bid Docs Proposal.docx

CITY OF CARO

CITY MANAGER
SCOTT R. CZASAK
CITY CLERK
RITA PAPP
CITY TREASURER
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HEIDI PARKER
JILL WHITE

MEMORANDUM

TO: Caro City Council
FROM: City Manager Scott R. Czasak
DATE: Tuesday, November 25, 2025
RE: Agenda Item – Adult-Use Class C Grow Special Use Permit – Emerald Acres, LLC

Members of the Caro City Council,

As you might know, the City of Caro allows for 2 Class C Adult-Use Marihuana Grow (2,000 plant) permits. Previously, one of these permits was held by Adessa Gardens at their facility at 1075 S. Colling Road, however, the owners of Adessa sold their building to Emerald Acres, LLC and allowed their Class C permit to lapse. As such, Emerald Acres, LLC submitted an application for a single Class C Adult-Use Marihuana Grow permit at this location.

After successful review by the City Manager, Police, Fire and other relevant entities the permit application was sent to the Planning Commission per City Ordinance. The Planning Commission held a Public Hearing on Wednesday, November 12, 2025, and heard no objections to the permit from the public. Consequently, the Planning Commission recommended the City Council grant the Special Use Permit for Emerald Acres, LLC for a Class C Adult-Use Marihuana Grow license by a unanimous vote. Therefore, as required by City Ordinance, the final approval of a Special Use Permit falls to City Council.

Options for motions are:

1. Motion to grant the Special Use Permit for Emerald Acres, LLC to operate a Class C Adult-Use Marijuana Grow facility in Caro using 1 of the available licenses.
2. Motion to deny the Special Use Permit for Emerald Acres, LLC.
3. Postpone for further consideration.
4. Take no action.



City of Caro

317 S. State St.

Caro, MI, 48723

APPLICATION FOR ADULT USE MARIHUANA ESTABLISHMENT PERMIT

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

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

NAME OF APPLICANT: Emerald Acres LLC

RESIDENTIAL ADDRESS: 110 Divinity Street, Bristol CT 06010

MAILING ADDRESS: PO BOX 281 Bristol, CT 06011

PHONE NUMBER(S): 203-598-9868 or 860-919-6469

EMAIL ADDRESS: David080@yahoo.com

HAS THE APPLICANT APPLIED FOR STATE LICENSURE? YES ☐ **NO** ☒

PERMIT TYPE:

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

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

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

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

SECTION A

PROPOSED ESTABLISHMENT INFORMATION:

| | |
|--|---|
| Name of Operation: Emerald Acres LLC | |
| Contact: David J Haberfeld | |
| Proposed Establishment Address: 1075 S Colling Rd. Caro, MI | |
| Mailing Address: PO BOX 281, Bristol Ct 06011 | |
| Phone Number: 203-598-9868 or 860-919-6469 | |
| Email Address: David080@yahoo.com | |
| Has the applicant been granted pre-qualification _____ licensure by the State of Michigan? | |
| YES <input checked="" type="checkbox"/> | NO <input type="checkbox"/> If yes, what date was it granted? _____ |

Section B

LIMITED LIABILITY COMPANY/CORPORATION/PARTNERSHIP INFORMATION:

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

| Primary Contact: | Name: | Residential Address: | Email Address: | Phone Number: | Position: |
|----------------------------|--------------|--|-----------------------|----------------------|------------------|
| David J haberfeld | | 212 Westwood Rd. Southington, CT 06489 | David080@yahoo.com | 203-598-9868 | Owner |
| Additional Contact: | | | | | |
| | | | | | |
| Additional Contact: | | | | | |
| | | | | | |
| Additional Contact: | | | | | |
| | | | | | |
| Additional Contact: | | | | | |
| | | | | | |
| Additional Contact: | | | | | |
| | | | | | |

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

SECTION C

PROPERTY INFORMATION:

- Identify the **Zoning District** of the property: Industrial

Address of Proposed Establishment:

1075 S Golling Rd. Caro, MI

List facility size: ~~63000~~ 10,048 sq ft.

List parcel size: 1.03 Acres

Is structure:

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

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

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

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

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

Date of Purchase: _____

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

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

Lease Start Date: _____

Lease End Date: _____

Property Owner's Name: Everbuilt Holdings LLC

Property Owner's Address: 110 Divinity Street

Phone: 860-919-6469

Email: LandlordSolutionsDH@gmail.com

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

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

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

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

SECTION D:

BUSINESS AND OPERATIONS INFORMATION:

- 1. List the Business and Operations plan, showing in detail the commercial adult use marihuana establishment's proposed plan of operation, including without limitation the following:**

- a. A description of the type of establishment proposed:**

The proposed facility is an Adult use marihuana grower, class c. capable of cultivating up to 2000 plants. This secure indoor cultivation site will employ advanced horticultural practices and comply with all state and municipal regulations

- b. A security plan including a general description of the security system(s) and lighting plan of the establishment:**

EXTERIOR: 360 coverage with IR-capable camera;s and motion lighting. INTERIOR: Camera's in grow rooms, entrances, secure storage. Alarmed entry points, maglocks and PIN Entry. controlled access for employees, 30 day surveillance. compliant with MRS Rule 35

- c. Does the security system(s) and lighting plan meet the City and State Requirements? YES ☒ NO ☐**

- d. List all nutrients, pesticides, other chemical materials and all toxic, flammable, materials proposed to be used. Include a list or copy of all material safety data sheets:**

Products used include OMRI-certified organic fertilizers and pesticides listed under MRA Rule 50. Safety Data Sheets (SDS) for all materials are maintained on-site in compliance with OSHA and State guidelines

- e. Provide a copy of a procedural plan for testing of contaminants, including mold and pesticides:**

All marihuana will be tested off-site by a licensed Safety Compliance Facility. No In-house testing will be performed. Chain-of-custody will be documented and retained per MRA rules.

- f. Provide a plan of all methods that will be used to stop any impact to adjacent uses, including enforceable assurances that no odor will be detected from outside the location:

High CFM carbon Filtration Systems, Negative pressure in grow rooms, HEPA air handling, Monthly maintenance logs + Filter replacement.

- g. Provide a plan for the disposal of marihuana and related byproducts that will be used at the establishment including how the plan will protect against any marihuana being ingested by any person or animal, indicating how the waste will be stored and disposed of, and how any marihuana will be rendered unusable upon disposal: Disposal by on-site burning or introduction to the sewage system is prohibited.

All waste rendered unusable via grinding with inert material, stored in locked bins, picked up by a licensed waste handler. NO incineration or disposal via sewer system

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

Name: _____

Address: _____

Dates of Operation: _____ to _____

Name: _____

Address: _____

Dates of Operation: _____ to _____

Name: _____

Address: _____

Dates of Operation: _____ to _____

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

Name: _____

Address: _____

How this business is involved with the establishment:

Name: _____

Address: _____

How this business is involved with the establishment:

Name: _____

Address: _____

How this business is involved with the establishment:

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

If yes, complete the information below:

Commercial Property ☐

Residential Property ☐

Address: _____

Dates of Operation: _____ to _____

Commercial Property ☐

Residential Property ☐

Address: _____

Dates of Operation: _____ to _____

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

Yes ☐ No ☒

If yes, explain:

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

13. Provide a detailed site plan for the establishment and the permitted property, including an interior floor plan, exterior plan showing parking spaces, and a local area map of the adult use marihuana establishment and the surrounding area that identifies the location of the facility in accordance with the zoning requirements as set forth in the City of Caro Adult Use Marihuana Establishment Ordinance and any aspects under the Michigan Regulation and Taxation of Marihuana Act (MCL 333.27951-333.27976):

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

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

Indoor cultivation using LED lighting, climate control, and automated fertigation ☐ Hydroponic system in climate-sealed grow room
Chemical storage in secured, ventilated room with secondary containment ☐ All storage conforms to MI Building & Fire Codes

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

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

☐ Commitment to hiring local workforce ☐ Contributions to City beautification projects ☐ Partnership with vocational training programs ☐ Facility tours and educational outreach once operational

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

☐ Year 1: 2,000-plant capacity ☐ Monthly harvests with ~30 lbs per cycle ☐ Estimated gross revenue: \$2.8M
☐ Year 1 net margin target: 15-18% ☐ Full-time staff: 8 ☐ Key costs: energy, compliance, nutrients, payroll

If yes, explain:

7. Does the Applicant have general liability insurance with minimum limits of \$1,000,000 per occurrence and a \$2,000,000 aggregate limit? Yes ☒ No ☐

8. Has the applicant filed for bankruptcy in the past seven (7) years? Yes ☐ No ☒

9. Provide the sources of Applicant's capitalization to build, operate, and maintain the proposed Adult Use Marihuana establishment/operation:

Capitalization for the buildout and operational ramp-up is sourced from private equity investment and business line of credit. Financial institution records and letter of commitment are available upon request

Total Amount: \$ 10,000,000.00

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

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

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

If yes, explain:

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

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

SECTION E:

EMPLOYEE INFORMATION:

ACTUAL OR PROJECTED NUMBER OF EMPLOYEES: 35

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

| | | |
|-------|-----------|--------|
| Name: | Position: | Phone: |
| Name: | Position: | Phone: |
| Name: | Position: | Phone: |

SECTION F

PROPOSED HOURS OF OPERATION:

| Hours | Sun | Mon | Tues | Wed | Thurs | Fri | Sat |
|----------|---------|-----|------|-----|-------|-----|-----|
| Open | 9:00 AM | 8am | 8am | 8am | 8am | 8am | 8am |
| Close | 5pm | 6pm | 6pm | 6pm | 6pm | 6pm | 5pm |
| Holidays | | | | | | | |

ADULT USE MARIHUANA ESTABLISHMENT PERMIT APPLICATION CHECKLIST:

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

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

ACKNOWLEDGEMENT:

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

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

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

Authorized Applicant's Signature: _____

Printed Name: David J Habersfeld Title: Owner

Witnessed By: Amanda L Moselsky Date: 7/22/2025

FOR CITY USE ONLY:

| | DATE | | |
|----------------------------------|------------|----------------|--|
| Received by City Clerk's Office: | 8/11/25 | Rita Papp | |
| Review of Application | 8/12/2025 | INITIAL REVIEW | Application Complete <input checked="" type="checkbox"/> |
| Reviewed by Committee | 11/12/2025 | FINAL REVIEW | APPROVED <input type="checkbox"/> DENIED <input type="checkbox"/> |

ADDENDUM

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

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

MAYOR
KAREN SNIDER
CITY COUNCIL
EMILY CAMPBELL
VACANT
CHARLOTTE KISH
DOREEN OEDY
HEIDI PARKER
JILL WHITE

MEMORANDUM

TO: Caro City Council
FROM: City Manager Scott R. Czasak
DATE: Tuesday, November 25, 2025
RE: Agenda Item – Medical Class C Grow Special Use Permit – Emerald Acres, LLC

Members of the Caro City Council,

As you might know, the City of Caro allows for 2 Class C Medical Marihuana Grow (1,500 plant) permits. Previously, one of these permits was held by Adessa Gardens at their facility at 1075 S. Colling Road, however, the owners of Adessa sold their building to Emerald Acres, LLC and allowed their Class C permit to lapse. As such, Emerald Acres, LLC submitted an application for a single Class C Medical Marihuana Grow permit at this location.

After successful review by the City Manager, Police, Fire and other relevant entities the permit application was sent to the Planning Commission per City Ordinance. The Planning Commission held a Public Hearing on Wednesday, November 12, 2025, and heard no objections to the permit from the public. Consequently, the Planning Commission recommended the City Council grant the Special Use Permit for Emerald Acres, LLC for a Class C Medical Marihuana Grow license by a unanimous vote. Therefore, as required by City Ordinance, the final approval of a Special Use Permit falls to City Council.

Options for motions are:

1. Motion to grant the Special Use Permit for Emerald Acres, LLC to operate a Class C Medical Marijuana Grow facility in Caro using 1 of the available licenses.
2. Motion to deny the Special Use Permit for Emerald Acres, LLC.
3. Postpone for further consideration.
4. Take no action.



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

APPLICATION FOR MEDICAL MARIHUANA FACILITY PERMIT

Pursuant to Ordinance Chapter 8, Article IV, sections 29 and 30, Medical Marihuana Facilities, effective January 2, 2019

- Application must be fully and accurately completed, and must include all required documentation.
- Application fee of \$5,000 is **non-refundable**
- If approved, permit is valid for a period of one (1) year from date of approval.
- Medical Marihuana "Facility" means Grower, Provisioning Center, Safety Compliance Facility, Processor, and/or Secure Transporter.

NAME OF APPLICANT: Emerald Acres LLC

RESIDENTIAL ADDRESS: 110 Divinity Street, Bristol CT 06010

MAILING ADDRESS: PO BOX 281 Bristol, CT 06011

PHONE NUMBER(S): 203-598-9868 or 860-919-6469

EMAIL ADDRESS: David080@yahoo.com

HAS THE APPLICANT APPLIED FOR STATE LICENSURE? YES ☐ NO ☒

PERMIT TYPE:

☐ Processor

☒ Grower (Class must also be selected below)

☐ Provisioning Center

☐ Class A—up to 500 plants

☐ Safety Compliance Facility

☐ Class B—up to 1,000 plants

☐ Secure Transporter

☒ Class C—up to 1,500 plants

- Is this application being filed in addition to other applications for Medical Marihuana Facilities licensure? YES ☐ NO ☒

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

☐ Individual

☐ Partnership

☐ Corporation

☒ Limited Liability Company

☐ Trust

SECTION A

PROPOSED FACILITY INFORMATION:

| | | | |
|---|--|-------------------------------------|--|
| Name of Operation: Emerald Acres LLC | | Contact: David J Haberfeld | |
| Proposed Facility Address: 1075 S Colling Rd. Caro, MI | | | |
| Mailing Address: PO BOX 281 Bristol CT 06011 | | | |
| Phone Number: 203-598-9868 or 860-919-6469 | | Email Address: David J Haberfeld | |
| Has the Applicant been granted Pre-qualification MMFLA licensure by the State of Michigan? | | | |
| YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> If yes, what date was it granted? | | | |

SECTION B

LIMITED LIABILITY COMPANY/CORPORATION/PARTNERSHIP INFORMATION:

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

| | | | | |
|---------------------------|--------------------------------------|---------------------------------------|--------------------|--------------------|
| Primary Contact | Name: | Residential Address: | | |
| | David J Haberfeld | 202 Westwood Rd. Southington CT 06489 | | |
| | Email Address: David080@yahoo.com | Phone Number: 203-598-9868 | Position: Owner | DOB: 06/07/1978 |
| Additional Contact | Name: | Residential Address: | | |
| | Email Address: | Phone Number: | Position: | DOB: |
| | | | | |
| Additional Contact | Name: | Residential Address: | | |
| | Email Address: | Phone Number: | Position: | DOB: |
| | | | | |
| Additional Contact | Name: | Residential Address: | | |
| | Email Address: | Phone Number: | Position: | DOB: |
| | | | | |
| Additional Contact | Name: | Residential Address: | | |
| | Email Address: | Phone Number: | Position: | DOB: |
| | | | | |
| Additional Contact | Name: | Residential Address: | | |
| | Email Address: | Phone Number: | Position: | DOB: |
| | | | | |

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

SECTION C

PROPERTY INFORMATION:

- Identify the **Zoning District** of the property: Industrial

Address of proposed facility: 1075 S Colling Rd. Caro, MI

List facility size: 6048 sq. ft.

List parcel size: 1.03 Acres

Is structure:

- An existing building? **YES** ☒ **NO** ☐
- Renovation of existing building? **YES** ☒ **NO** ☐
- New building construction? **YES** ☐ **NO** ☒

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

Is the Facility located within **1,000 feet** of a public or private elementary, vocational, or secondary school?
YES ☐ **NO** ☒

Is the Facility located within **500 feet** of a state licensed daycare? **YES** ☐ **NO** ☒

- Property is **OWNED** by Applicant: **YES** ☐ **NO** ☒

Date of Purchase: _____

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

- Property is **NOT OWNED** by Applicant: **YES** ☒ **NO** ☐

Lease start date: _____ Lease end date: _____

Property Owner's Name: Everbuilt Holdings LLC

Property Owner's Address: 110 Divinity Street, Bristol CT 06010

Phone: 203-598-9868

Email: LandlordSolutionsDH@gmail.com

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

- **1) Copy of the lease agreement.** ☐
 - **2) Written statement from the property owner authorizing the lessee to use the property for a Medical Marihuana Facility, signed and notarized.** ☐

NOTE: All applicants for a new permit or renewal must be current on taxes and any other financial obligation to the City. If the facility is located on a leased parcel, applicant must show that property owner is current on taxes and any other financial obligation to the City.

SECTION D

BUSINESS AND OPERATIONS INFORMATION:

1. List the Business and Operations plan, showing in detail the commercial medical marihuana facility's proposed plan of operation, including without limitation the following:
- a) A description of the type of facility proposed: The proposed facility is an adult use marihuana grower class c. capable of cultivating up to 2000 plants. The secure indoor cultivation site will employ advanced horticultural practices and comply with all state and municipal regulations
- b) A security plan including a general description of the security system(s) and lighting plan outside of the facility:

- c) Does the security system(s) and lighting plan meet the City and State requirements?
Yes ☒ No ☐
- d) List all nutrients, pesticides, other chemical materials and all toxic, flammable materials proposed to be used. Include a list or copy of all material safety data sheets:

Products used include OMRI-certified organic fertilizers and pesticides listed under MRA Rule 50. Safety Data Sheets (SDS) for all materials are maintained on-site in compliance with OSHA and state guidelines.
- e) Provide a copy of a procedural plans for testing of contaminants, including mold and pesticides:

All marihuana will be tested off-site by a licensed Safety Compliance Facility. No in-house testing will be performed. Chain-of-custody will be documented and retained per MRA rules.

- f) Provide a plan of all methods that will be used to stop any impact to adjacent uses, including enforceable assurances that no odor will be detected from outside the location:
High CFM carbon Filtration systems negative pressure in grow rooms HEPA air handling, monthly maintenance 1095 + Filter replacements.
- g) Provide a plan for the disposal of marihuana and related byproducts that will be used at the facility including how the plan will protect against any marihuana being ingested by any person or animal, indicating how the waste will be stored and disposed of, and how any marihuana will be rendered unusable upon disposal: Disposal by on-site burning or introduction to the sewage system is prohibited.
All waste rendered unusable via grinding with inert material, stored in locked bins, picked up by a licensed waste handler. NO incineration or disposal via sewer system

2. List all Medical Marihuana facilities owned or operated by Applicant:

- Name: _____
- Address: _____
- Dates of Operation: _____ to _____

- Name: _____
- Address: _____
- Dates of Operation: _____ to _____

- Name: _____
- Address: _____
- Dates of Operation: _____ to _____

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

- Name: _____
- Address: _____
- How is this business involved with facility: _____

- Name: _____
- Address: _____
- How is this business involved with facility: _____

- Name: _____
- Address: _____
- How is this business involved with facility: _____

4. Does the Applicant currently own any real property in the City of Caro? Yes ☐ No ☒

- If yes, complete the information below:
 - Commercial Property ☐ Residential Property ☐
 - Address: _____
 - Dates of Operation: _____ to _____

 - Commercial Property ☐ Residential Property ☐
 - Address: _____
 - Dates of Operation: _____ to _____

5. Has the applicant had any code violations issued for any property in the City of Caro? Yes ☐ No ☒

- If yes, explain: _____

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

▪ If yes, explain: _____

7. Does the Applicant have general liability insurance with minimum limits of \$1,000,000 per occurrence and a \$2,000,000 aggregate limit? **Yes** ☒ **No** ☐

8. Has the Applicant filed for bankruptcy in the past seven (7) years? **Yes** ☐ **No** ☒

9. Provide the sources of Applicant's capitalization to build, operate, and maintain the proposed Medical Marihuana facility/operation: _____

~~Capitalization for the buildout and operational ramp-up is sourced from private equity investment and business line of credit. Financial institution records and letters of commitment are available upon request.~~

Total Amount: \$ 10,000,000.00

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

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

11. Does the Applicant have any history of non-compliance with federal, state or local regulatory requirements? **Yes** ☐ **No** ☒ If yes, explain: _____

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

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

13. Provide a detailed site plan for the facility and the permitted property, including an interior floor plan, exterior plan showing parking spaces, and a location area map of the medical marihuana facility and the surrounding area that identifies the location of the facility in accordance with the zoning requirements as set forth in the Medical Marihuana Facilities Ordinance:

14. Is the Applicant applying for a **Grow Facility Permit**? Yes ☒ No ☐
- If yes, specify in detail how the Applicant intends to grow the Medical Marihuana (e.g., techniques, utilities, disposal of byproducts, etc.): _____
- _____
- _____
- *A security and floor plan for indoor storage of chemicals must be provided for Grow Facility Applicants.*
15. Describe the Applicant's community involvement, including but not limited to charitable contributions and volunteer work: _____
- _____
- _____
- _____
16. Describe the Applicant's business and operations plan in detail, including gross revenue projections: _____
- _____
- _____
- _____
- _____

SECTION E

EMPLOYEE INFORMATION:

ACTUAL OR PROJECTED NUMBER OF EMPLOYEES: 35

- List all name(s) of proposed manager(s) of the facility:

| | | | |
|-------|-----------|--------|--------------------------------|
| Name: | Position: | Phone: | ID <input type="checkbox"/> |
| Name: | Position: | Phone: | ID <input type="checkbox"/> |
| Name: | Position: | Phone: | ID <input type="checkbox"/> |

SECTION F

PROPOSED HOURS OF OPERATION:

| Hours | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|----------|--------|--------|---------|-----------|----------|--------|----------|
| Open | 9am | 8am | 8am | 8am | 8am | 8am | 8am |
| Close | 5pm | 11pm | 11pm | 11pm | 11pm | 11pm | 105pm |
| Holidays | | | | | | | |

MEDICAL MARIHUANA FACILITY PERMIT APPLICATION CHECKLIST

1. Fully completed **Application for Medical Marihuana Facility Permit**. ☒
2. Non-refundable Permit Application fee/Renewal fee of \$5,000. ☒
3. Copy of the official paperwork issued by LARA indicating the Applicant has successfully completed the Pre-qualification step of the Application for a State of Michigan Operating License. ☒
4. Copy of all documents submitted to LARA in connection with the application showing Criminal History, evidence of charge/dismissal/conviction/expungement (if applicable), and parole or probation information (if applicable) **OR** signed release authorizing criminal background check or ICHAT for Applicant and each Owner, Partner, Director, and Officer. ☒
5. Documentation verifying Applicant's type of business entity (e.g., Co., Inc., LLC). ☒
6. Proof of ownership of property **OR** copy of lease with documentation stating property owner consents to the lessee using the premises for Medical Marihuana purposes. ☒
7. If corporation, non-profit organization LLC or other, indicate its legal status and attach:
 - a) Copy of all formation documents (including amendments)
 - b) Proof of registration with the State of Michigan
 - c) Certificate of good standing
8. Copy of valid, unexpired State-issue driver's license or ID for Applicant and all Owners, Directors, Officers, and Managers of the facility. ☒
9. Copy of valid sales tax license, if such license is required by the State. ☒
10. Site Plan. ☒
11. Disposal and Storage Plan for marihuana, byproducts, and chemicals. ☒
12. Security and lighting plan. ☒
13. **Grow Facility:** Ventilation and exhaust system plan. ☒
14. Certificate(s) of liability and casualty damage insurance. ☒
15. Sign Information* (business name, sign rendering) ☒ *SEPARATE PERMIT*

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

ACKNOWLEDGEMENT

On behalf of the Applicant, I declare that this application and all attachments are true, correct, and complete to the best of my knowledge. I also acknowledge that if the Medical Marihuana Facility permit is granted, it is Applicant's responsibility and the responsibility of Applicant's agents and employees to comply with the provisions of the Michigan Marihuana Facilities Licensing Act, Public Act 281 of 2016, the City of Caro Medical Marihuana Facilities Ordinance Chapter 8, Article IV, Section 8-29 and 8-30, City of Caro Zoning Ordinance, and any other ordinances which govern my license, business, or property. Applicant hereby acknowledges familiarity with said ordinances and represent that I have knowledge of the contents in relation to the conduct of said business.

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

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

Authorized Applicant's Signature: _____

Printed Name: David J Habersfeld

Title: Owner

Witnessed by: _____

Amanda Moselsky
Amanda Moselsky

Date: 7/22/25

FOR CITY USE ONLY

| | DATE | | |
|------------------------------------|-----------------------|----------------|---|
| Received by City Clerk's Office | 8/11/25 Rita Papp | | |
| Review of Application | 8/12/2025 [Signature] | INITIAL REVIEW | Application Complete <input checked="" type="checkbox"/> |
| Reviewed by Committee | 11/12/2025 | FINAL REVIEW | APPROVED <input type="checkbox"/> DENIED <input type="checkbox"/> |

ADDENDUM

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

| SECTION: | |
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CITY OF CARO

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

317 South State Street
Caro MI 48723
Phone 989-673-7671
Fax 989-673-7310
Website www.carocity.net

MAYOR
KAREN SNIDER
CITY COUNCIL
EMILY CAMPBELL
CHARLOTTE KISH
DOREEN OEDY
JILL WHITE
HEIDI PARKER

TO: City Council
City Manager – Scott Czasak
FROM: Tammy Ries, Treasurer
SUBJECT: Investment Maturing #1
DATE: November 25, 2025

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

| Financial Institution | Current Term | Interest Rate | Current Balance | Maturity Date |
|-----------------------|--------------|---------------|-----------------|---------------|
| Independent Bank | 6 Months | 4.15% | \$258,067.24 | 12/11/2025 |

Below are the rates on offer as of 11/25/2025.

| Financial Institution | Rate APY |
|-----------------------|----------|
| Northstar Bank | 3.60% |
| Independent Bank | 3.60% |

My recommendation is to keep the CD at Independent Bank for 6 months at 3.60%

Action:

Option 1: Keep the CD at Independent Bank in the amount of \$258,067.24 for 6 months at 3.60%

Option 2: Move the CD to Northstar Bank in the amount of \$258,067.24 for 6 months at 3.60%

Option 3: Choose another investment opportunity.

RE: CD Rates

From Otremba, Sonya <SOtremba@ibcp.com>

Date Tue 11/25/2025 2:34 PM

To Tammy Ries <tries@carocity.net>

Tammy,

Independent Bank would like to offer the City of Caro a rate of 3.6% for 6 months on CD # 29204757028 that will mature on 12/11/25.

Let me know if you have any questions.

Sonya S. Otremba

AVP, Branch Manager

NMLS: 1177788

Independent Bank

1111 W. Caro Rd. Caro, MI 48723

O: 989-672-2650 | **IPT:** 22650

C: 989-395-2204

F: 989-912-3076

sotremba@ibcp.com

[Schedule an appointment](#)



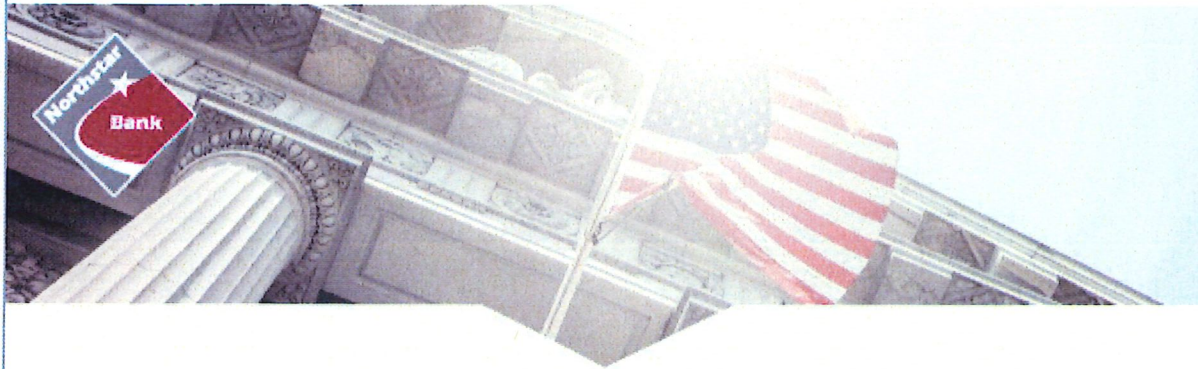
From: Tammy Ries <tries@carocity.net>

Sent: Tuesday, November 25, 2025 9:55 AM

To: Otremba, Sonya <SOtremba@ibcp.com>

Subject: Re: CD Rates

This email sent by tries@carocity.net originated from **OUTSIDE** Independent Bank. Think before you click! If you reply, the email may go to (may be blank): or tries@carocity.net



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 3.40%
60 Days 3.55%
90 Days 3.70%
120 Days 3.60%
150 Days 3.60%
180 Days 3.60%
210 Days 3.60%
270 Days 3.55%
365 Days 3.55%
18 Month 3.55%
2 Year 3.55%
3 Year 3.55%

CDARS TERMS & RATES

4 Weeks 3.25%
13 Weeks 3.55%
26 Weeks 3.45%
52 Weeks 3.40%

ICS RATE

2.45%

WIRE INSTRUCTIONS

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

[Learn More](#)

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

CITY OF CARO

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

317 South State Street
Caro MI 48723
Phone 989-673-7671
Fax 989-673-7310
Website www.carocity.net

MAYOR
KAREN SNIDER
CITY COUNCIL
EMILY CAMPBELL
CHARLOTTE KISH
DOREEN OEDY
JILL WHITE
HEIDI PARKER

TO: City Council
City Manager – Scott Czasak
FROM: Tammy Ries, Treasurer
SUBJECT: Investment Maturing #2
DATE: November 25, 2025

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

| Financial Institution | Current Term | Interest Rate | Current Balance | Maturity Date |
|-----------------------|--------------|---------------|-----------------|---------------|
| Northstar Bank | 26 Weeks | 4.00% | \$560,492.77 | 12/11/2025 |

Below are the rates on offer as of 11/25/2025.

| Financial Institution | Rate APY |
|-------------------------|----------|
| Northstar Bank 26 weeks | 3.45% |
| Northstar Bank 52 weeks | 3.40% |
| Independent Bank | 2.95% |

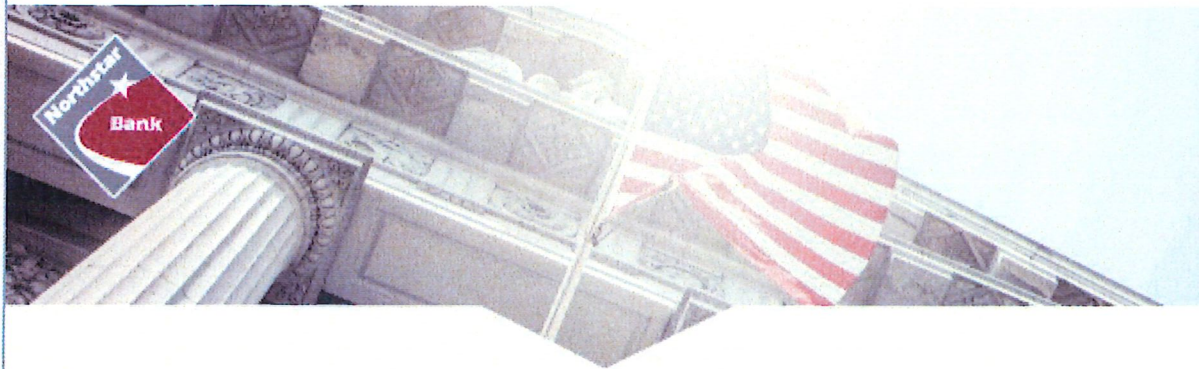
My recommendation is to extend this CDARS to a 52-week term at Northstar Bank. The rate is negligibly lower for the 52-week term, but indications are that rates are still dropping. This will give us the opportunity to hold on to a better rate for longer.

Action:

Option 1: Keep the CDARS at Northstar Bank in the amount of \$560,492.77 for 26 weeks at 3.45%

Option 2: Keep the CDARS to Northstar Bank in the amount of \$560,492.77 for 52 weeks at 3.40%

Option 3: Choose another investment opportunity.



WHO YOU BANK WITH MATTERS

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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 3.40%
60 Days 3.55%
90 Days 3.70%
120 Days 3.60%
150 Days 3.60%
180 Days 3.60%
210 Days 3.60%
270 Days 3.55%
365 Days 3.55%
18 Month 3.55%
2 Year 3.55%
3 Year 3.55%

CDARS TERMS & RATES

4 Weeks 3.25%
13 Weeks 3.55%
26 Weeks 3.45%
52 Weeks 3.40%

ICS RATE

2.45%

WIRE INSTRUCTIONS

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

[Learn More](#)

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



November 26 - December 2, 2025

Certificates of Deposit

| | <u>Rate</u> |
|----------------|--------------------|
| 7 – 31 Days | 3.50% |
| 32 – 89 Days | 3.50% |
| 90 – 179 Days | 3.50% |
| 180 – 269 Days | 3.45% |
| 270 – 359 Days | 3.38% |
| 360 - 545 Days | 3.35% |
| 546 - 730 Days | 3.18% |
| 730+ Days | 3.11% |

Penalty for early withdrawal

CDARS

| | <u>Rate</u> |
|---------------------|--------------------|
| 4 Weeks (28 Days) | 3.30% |
| 13 Weeks (91 Days) | 3.30% |
| 26 Weeks (182 Days) | 2.95% |
| 52 Weeks (364 Days) | 2.85% |
| 2 Years (728 Days) | 2.66% |
| 3 Years (1092 Days) | 2.69% |

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

Penalty for early withdrawal

Business Flex Checking

| | <u>Rate</u> |
|----------------------------|--------------------|
| \$0-\$99,999.99 | 0.30% |
| \$100,000-\$249,999.99 | 0.75% |
| \$250,000-\$499,999.99 | 1.25% |
| \$500,000-\$999,999.99 | 1.70% |
| \$1,000,000-\$2,499,999.99 | 2.20% |
| \$2,500,000+ | 2.80% |

Insured Cash Sweep (ICS)

| | <u>Rate</u> |
|----------------------------------|--------------------|
| ICS (0-\$499,999.99) | 0.65% |
| ICS (\$500,000-\$999,999.99) | 1.10% |
| ICS (\$1,000,000-\$2,499,999.99) | 1.95% |
| ICS (\$2,500,000+) | 2.70% |

Money Market Savings

| | <u>Rate</u> |
|----------------------------|--------------------|
| \$0-\$99,999.99 | 0.35% |
| \$100,000-\$249,999.99 | 0.85% |
| \$250,000-\$499,999.99 | 1.30% |
| \$500,000-\$999,999.99 | 1.70% |
| \$1,000,000-\$2,499,999.99 | 2.05% |
| \$2,500,000+ | 2.60% |

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

Southwest MI/Kalamazoo

Jennifer Nemecek, CTP
269.599.2944
jnemecek@ibcp.com

East Michigan

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

TreasuryONE Support | 800.530.3719 | tm_customer_support@ibcp.com

RESOLUTION NO. 2025-9

CITY OF CARO

**RESOLUTION TO CALL A SPECIAL ELECTION TO FILL A VACANCY ON THE
CITY COUNCIL**

At a meeting of the City Council of the City of Caro ("City"), Tuscola County, Michigan,
held at the City Hall in the City on the _____ day of _____, 2025, at 6:30 p.m.

PRESENT: _____

ABSENT: _____

The following Resolution was offered by _____ and seconded by
_____.

WHEREAS, a vacancy exists on the City Council of the City of Caro, Michigan, as
provided under Section 5.6 of the Charter of the City of Caro; and

WHEREAS, Section 5.9 of the Charter requires the City Council to fill such a vacancy by
appointment within 60 days of its occurrence, and the Council has been unable to do so within the
prescribed timeframe; and

WHEREAS, Section 4.5 of the Charter authorizes the City Council to call a special
election by resolution at least 70 days in advance or as otherwise required by law, stating the
purpose thereof; and

WHEREAS, Section 641(3) of the Michigan Election Law (MCL 168.641) mandates that
special elections, except those called by the governor to fill a vacancy or by the legislature for a
constitutional amendment, or under specific school district circumstances, shall be held on a
regular election date, including the first Tuesday after the first Monday in May of each year; and

WHEREAS, May 5, 2026, being the first Tuesday after the first Monday in May, is a regular election date under MCL 168.641, and the City Council determines that holding a special election on this date is necessary to fill the vacancy and ensure representation for the citizens of Caro; and

WHEREAS, Section 4.2 of the Charter provides that the general election statutes, including the Michigan Election Law, apply to and control all procedures relating to city elections, including qualification of electors, establishment of precincts, verification of petitions, registration of voters, and voting hours;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Caro, Michigan, as follows:

1. A special election is hereby called to fill the vacancy on the City Council, to be held on May 5, 2026, at which the qualified electors of the City of Caro shall elect a person to serve the unexpired term of the vacant office.

2. The City Clerk is directed to coordinate with the Tuscola County Clerk, pursuant to MCL 168.646a and MCL 168.29, to prepare and distribute ballots, voter lists, and all necessary election materials, and to ensure compliance with the notice requirements of Section 4.6 of the Charter and MCL 168.653a.

3. Nominations for candidates to fill the vacancy shall be made by petition, in accordance with Sections 4.8, 4.9, and 4.10 of the Charter and MCL 168.542–168.558, with filing deadlines to be set consistent with MCL 168.644e, adjusted for the special election date of May 5, 2026.

4. The Election Commission, as established under Section 4.13 of the Charter, shall oversee the conduct of the special election in accordance with the Charter and applicable law.

5. This resolution shall take effect immediately upon its adoption.

RESOLUTION ADOPTED.

YES: _____

NO: _____

STATE OF MICHIGAN)
)
COUNTY OF TUSCOLA)

I, the undersigned, the duly qualified and acting City Clerk of the City of Caro, Tuscola County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and complete copy of certain proceedings taken by the City Council of said City at a meeting held on the _____ day of _____, 2025.

Rita Papp, City Clerk

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

MAYOR
KAREN SNIDER
CITY COUNCIL
EMILY CAMPBELL
CHARLOTTE KISH
DOREEN OEDY
HEIDI PARKER
JILL WHITE
VACANCY

TO: City Council
FROM: Karen Snider – Mayor
SUBJECT: Mayor’s Report
DATE: December 1, 2025

November 14, 2025, was a very special day because I had the honor of attending the Caro High School Drama presentation of “Godspell”. The participants are amazing and although they did not have a lot of time to put this together, they did fabulous. The backstage staff deserves a big thank you because they work hard for the performers. I never realized the amount of work the volunteers do to make these plays happen.

I attended Caro Rotary on November 17, 2025, and it was their monthly board meeting/club assembly. It was also Caro Rotary food service project day. The theme for the project was Thanksgiving and therefore, members of the club donated food associated with Thanksgiving. The food is put in the blessing box at the library for those who are in need.

I attended the Parks and Recreation meeting on November 18, 2025.

I attended Caro Rotary Club on November 24, 2025, and the program was presented by Kristina Hartman of the Tuscola County Health Department. She talked about immunizations and the importance of getting certain shots.

Planning Commission was cancelled November 26, 2025, and Economic Development Commission (EDC) decided they would be meeting every other month and did not meet in November.

City Hall was closed on November 27th (Thanksgiving) and November 28th. I hope everyone had a great Thanksgiving.

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
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MAYOR
KAREN SNIDER
CITY COUNCIL
EMILY CAMPBELL
VACANT
CHARLOTTE KISH
DOREEN OEDY
HEIDI PARKER
JILL WHITE

MEMORANDUM

TO: Caro City Council
FROM: City Manager Scott R. Czasak
DATE: Tuesday, November 25, 2025
RE: City Manager's Report

Members of the Caro City Council,

With Turkey Day upon us it is the time to give thanks for all we have, while the exact history of Thanksgiving is a bit murky, it has evolved during times when we needed it, such as when it was first officially declared by President Lincoln during the Civil War, and codified as a Federal holiday by President Franklin Roosevelt on the eve of our entry into World War II, and celebrated as the unofficial kick-off to the holiday season. I know we all have a lot to be thankful for.

Recently, I was invited to a meeting with POET as they are looking at developing a carbon capture and sequestration program, which in the simplest terms involves capturing the carbon discharge from their factory, and piping it offsite to be buried hundreds of feet below ground in order to prevent it from entering the atmosphere. This is being explored to allow POET to enter new markets that require lower levels of carbon discharge into the atmosphere. This is the first small step in a multi-year process which will involve many stakeholders. If any member of the City Council is interested in learning more about this proposal I have been empowered to arrange meetings with POET and their partners in this endeavor, it is a fascinating endeavor that will lead to investment in Caro and make the plant more viable for years to come.

As this is a slightly shorter reporting period, and the fact that I am writing this report from home while taking some time off for the holiday, this report will be a bit lighter than normal. However, I know going into December we have many holiday activities coming up and I am looking forward to all of them. I hope to see Council and community members at some of these upcoming events such as Shop with a Hero, Santa's arrival in Caro, and the Gingerbread Village celebrations just to name those coming up in the week after this Council meeting.

I hope all have a Happy Thanksgiving and Go Lions!

CITY OF CARO

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

317 South State Street
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MAYOR
KAREN SNIDER
CITY COUNCIL
EMILY CAMPBELL
CHARLOTTE KISH
DOREEN OEDY
HEIDI PARKER
JILL WHITE
VACANT

TO: City Council/City Manager
FROM: Rita Papp – City Clerk
SUBJECT: Clerk's Report
DATE: December 1, 2025

-
- Looking into a MAMC ADA grant for handicap accessibility for elections. We are eligible for up to \$10,000.00. Grant has been applied for. Looking to upgrade the entrance facing State Street with handicap buttons. No information has been received yet.
 - Applied for 3 MMRMA grants. Drone, Tasers, and MACP (Michigan Association of Chiefs of Police Training). Total requested: \$32,687.72. Once grants are received, a budget adjustment to the expense line will be requested. Waiting for determination.
 - Working with Randy Whittaker, R&R Tech to stream council meetings. He is looking at YouTube and how to implement it. Randy and I will be testing cameras very soon.
 - Scheduled training with Scott for the new website, December 5 & 12, 2025.
 - Posted an Office Assistant/Administrative Professional position due to the retirement of Terry Ewald effective December 19, 2025. Cover Letter and resumes were due to Treasurer Tammy Ries by November 30, 2025. Assisted in the interviewing process with Treasurer Tammy Ries. Candidate will be chosen very soon.
 - Attended bid openings for Sherman Street & Biosolids Management. Biosolids Management had to be reposted due to no bids received. The new bid opening is re-scheduled for December 5, 2025.
 - Posted bid for Planning & Zoning Consultation Services. Bid is due December 5, 2025.
 - Planning Commission Meeting was cancelled on November 25, 2025.
 - I will be attending Masters Academy for Michigan Association of Municipal Clerks on December 2-4, 2025.