

REGULAR MEETING OF THE CARO CITY COUNCIL
November 21, 2022, 6:30 P.M.

Mayor Karen Snider called the regular meeting of the City Council to order on November 21, 2022, at 6:30 p.m. in the Council Chambers.

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

Absent: None

Others: Lauren Amellal – Interim City Manager/Director of Development & Strategic Initiatives, Jana Brown – Deputy Clerk, Michele Perry – Treasurer, Tom Reese – Director of Public Works, Ken Fields – WWTP and other guests

AGENDA APPROVAL

22-M-249

**Motion by Eschenbacher, seconded by Campbell to approve the agenda with the additions of:
#8 – Water Shut Off Policy.**

Motion Carried.

PUBLIC COMMENTS/VISITORS: None

COMMUNICATION:

1. Planning Commission Meeting Minutes – November 3, 2022 (unapproved)
2. Downtown Development Authority Meeting Minutes – November 9, 2022 (unapproved)
3. Council/Committee 2023 Meeting Calendar
4. Update on City Manager Position

CONSENT AGENDA:

1. Regular Council Minutes – November 9, 2022
2. Special Council Minutes – November 16, 2022
3. Invoices
4. Department Reports
 - A. Police Report – Chief Brian Newcomb
 - B. Fire Report – Chief Randall Heckroth
 - C. Code Enforcement Report – Randall Heckroth
 - D. Director of Public Works Report – Tom Reese
 - E. WWTP – Ken Fields
 - F. Municipal Parking Violations Bureau Report – Rita Papp
 - G. Director of Development & Strategic Initiatives Report – Lauren Amellal

22-M-250

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

Motion Carried.

REGULAR AGENDA:

1. FY 2021-2022 Financial Audit Presentation – Jamie Peasley from Anderson, Tuckey, Bernhardt, Doran, P.C. provided a summary of the audit report and thanked the staff for their assistance with the audit.

21-M-251

Motion by Eschenbacher, seconded by Kish to accept the audit from Anderson, Tuckey, Bernhardt, Doran, P.C.

Motion Carried.

2. Mayor Pro Tem Appointment

22-M-252

Motion by Kish, seconded by Iseler to approve Mayor Snider's appointment of Bob Eschenbacher as Mayor Pro Tem.

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

Motion carried.

3. Committee/Liaison Appointments

Mayor Snider made the following committee appointments: Charlotte Kish to Finance Chair with Members Bob Eschenbacher and Emily Campbell. Charlotte Kish to Personnel Chair with Members Bob Eschenbacher and Don Hall. Jill White to Policy Chair with Members Emily Campbell and Pamela Iseler. Don Hall to Capital Projects Chair with Members Pamela Iseler and Jill White.

Appointed the following Council Liaisons: EDC – Mayor Snider; Chamber of Commerce – City Manager; DDA – Don Hall; Parks & Recreation – Jill White; Planning Commission – Bob Eschenbacher; Zoning Board of Appeals – Mayor Snider; Tuscola County Board of Commissioners – Charlotte Kish; Fair Board – Pamela Iseler; Indianfields Township – Don Hall and Almer Township – Emily Campbell.

Board of Review will be discussed at the December 5, 2022, Council Meeting

DDA: One vacant position with a term to expire November 2026. City Clerk is to advertise for the vacancy. Ross Downing re-appointed with his term expiring November 2026.

Parks & Recreation: Committee is to have five members with one City Council Liaison according to the 5-year plan. Committee Members are as follows: Sean Smith, Colleen Russell, Tanya Batschke, Jeffrey Hartel, and Sue Ellen Greenlee with Liaison Jill White.

Planning Commission: Mike Carpenter and Denise Steffen re-appointed with their terms expiring November 2025.

Zoning Board of Appeals: Timothy Bates appointed with his term expiring November 2025.

22-M-253

Motion by Eschenbacher seconded by Campbell to approve the re-appointments to DDA, Parks & Recreation, Planning Commission and add Timothy Bates to the Zoning Board of Appeals.

Motion Carried.

4. Delinquent Personal Property Tax – Treasurer - Michele Perry, provided overview of the delinquent personal property taxes to be removed from the tax roll and how this would be accomplished.

22-M-254

Motion by Kish, seconded by Eschenbacher to approve the City Treasurer - Michele Perry, to provide Tuscola County Treasurer - Ashley Bennett, the list of uncollectible personal property taxes and request them go before a judge to be removed from the tax roll.

Motion Carried.

5. DDA Cost Sharing of Snow Removal

22-M-255

Motion by Eschenbacher, seconded by Hall to approve the agreement by the DDA to pay 50% of the cost of snow removal and disposal in the downtown area on an as needed basis.

Motion Carried.

6. Spark Grant Application Proposal – Lauren Amellal, Interim City Manager, provided information regarding the Spark Grant

22-M-256

Motion by Iseler, seconded by White to accept the recommendation of the Parks & Recreation Committee and support the Spark Grant Application process to begin immediately.

Motion Carried.

7. City Hall Municipal Parking Lot Engineering Proposal – Lauren Amellal Interim City Manager provided background regarding the parking lot project. Discussion followed regarding the proposed contract for services.

22-M-257

Motion by Eschenbacher, seconded by White to accept Rowe's recommendation of contract for the City parking lot.

Motion Carried.

8. Water Shut Off Policy – Mayor Snider addressed language amendment to the Water Shut Off Policy

22-M-258

Motion by Kish, seconded by Eschenbacher to approve the amendment to the Water Shut Off Policy.

Motion Carried.

ITEMS PENDING/POSTPONED:

1. Parks & Recreation Committee – Fence Quotes
2. CDL Licensing
3. DPW Parking Lot Quotes

COMMITTEE/LIAISON POSITION REPORTS:

1. Economic Development Corporation – Mayor Snider met with Steve Erickson to get up to speed on current happenings in the downtown.
2. Chamber of Commerce (Manager) – Chamber has been working on the Gingerbread Festival preparations. Chamber is currently looking for a manager and developing plans for Cars & Crafts and Citizen of the Year.
3. Downtown Development Authority (Hall) – DDA addressed the budget at their last meeting.

4. Fair Board (White) – This year’s fair was over the top better than previous years. City has a great partnership with the Fair Board. Fair Board had a presentation regarding the possibility of motorcycle racing and is excited that their track is still intact.
5. Parks & Recreation (White) – Concentrating on the 5-year Plan and Spark Grant. Focusing on goals for the old recycling building.
6. Planning Commission (Eschenbacher) – Mike Carpenter provided the update. Planning had their first review of the Hills & Dales Rapidcare facility site plan and plan to wrap it up at their November 28, 2022, meeting. Commission approved their 2023 meeting schedule.
7. Tuscola County Board of Commissioners – no report
8. Zoning Board of Appeals – no report
9. Indianfields Township – no report
10. Almer Township (Campbell) – did not attend

MAYOR’S REPORT – Written report submitted. Mayor Snider and Emily Campbell attended the ribbon cutting ceremony at Marshall’s on November 13, 2022. Attended the Little Mermaid production put on by Caro High School and commended the performance, costuming and well-behaved students. Commented on the City Manager candidate, Christopher Shannon.

MANAGER REPORT – Written report submitted. Thanked Mayor Snider for her insight. Highlighted the Small Urban Task Force, SRF Funding & RFQ, old police building demo, municipal building parking project, Hills & Dales Rapid Care project and Farmer’s Market.

CLERK’S REPORT – Written report submitted.

TREASURER’S REPORT – Written report submitted. Tax bills will be going out December 1st with each individual property receiving a separate bill. 1094 S Colling sold at tax auction for \$1000.00. CBDG grant – working with MEDC to get \$32,000 in grant funds back for the market pavilion. Highlighted blight elimination and attendance of staff at the fall conference. Mayor Snider added the siren needs to be moved from the old police building. EDC indicated there may be a lot of items in the old police the City may want to consider putting up for auction. Discussion followed regarding grant for tear-down of the old police building.

ADDITIONAL PUBLIC COMMENTS

Lauren Amellal commented on the public auction

Ken Fields commented on equipment in the old police building

Tanya Batschke and another audience member- commented on the delinquent tax roll.

Sue Ellen Greenlee – reminded everyone about Small Business Saturday coming up this weekend

22-M-259

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

Motion Carried.

Jana Brown
Deputy City Clerk

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