

CITY OF CARO COUNCIL WORKSHOP MINUTES

Mayor Joe Greene called the workshop meeting of the City Council to order on January 4, 2021 at 6:00 p.m. electronically via Zoom Video Communications (Meeting ID: 935 2976 0703)

Present: Mayor Joe Greene, City Council: Bob Eschenbacher, Kory Batschke, Emily Campbell, Tisha Jones-Holubec, and Jill White

Absent: Don Hall

Others in Attendance: Matthew Lane – City Manager, Sara Savage – Clerk/Treasurer, Brian Newcomb – Police Chief, Curtis Wells – WWTP Supt., Jeffrey Graham – DPW Supt., and Mike Carpenter

Discussion Items:

1. Future Capital Projects

Mayor Greene submitted a list of capital project items, personnel, and other items for discussion. Capital project items listed were recycling building renovation, develop campground, complete annexation, complete waterline, complete dog park, purchase picnic tables, sidewalks, streets, Jaycee building, bathrooms at Bieth Park, Bieth Park Survey, swimming pool, fire billing system, update fire hall, and repair tennis courts.

There was discussion on milling and overlaying Gilford Road as part of the MDOT Small Urban Program and amending the plans to include the west end of Gilford Road. Gilford Road is targeted for FY 2022 and could be done this year.

There was discussion on adding bathrooms at Bieth Park and looking into grants for that and other parks and recreation projects. The Jaycee's are no more, so the city would need to fix that building.

There was discussion on checking with the county on their challenges with campgrounds and working with the Fairboard on developing their camp sites.

The back bay of the Fire Hall needs to be cleaned of mold and a door needs to be installed on east side of building. There was discussion on renovating the bathrooms in the Fire Hall and other City Hall building updates.

Expanding the parking lot at City Hall is a top priority.

There was discussion on updating the Zoning Master Plan.

2. Additional Personnel

Personnel discussion items submitted by Mayor Greene were an Economic Development Director, Parks Director, Farmers Market Manager, summer help for parks, own mowing of city properties, Building Inspector, and Engineer.

There was discussion on researching Building Inspectors and how other cities do their own.

The DDA subcommittee on hiring a Farmers Market Manager is meeting this week. The new manager could possibly be starting middle of February.

There was discussion on the city doing their own mowing and the high initial costs for equipment and adding personnel for the parks.

The City Manager would like to present a proposal of the financial impact of needed additional personnel.

There was discussion on hiring an Engineer, but there are many aspects of engineering. There was discussion on hiring a mechanic and researching the insurance liability of hiring a mechanic.

There was discussion on hiring an attorney that would specialize in municipal government.

3. Other items

City Manager Matthew Lane submitted a list of prioritized needs/wants from the Clerk/Treasurer, Police, Fire, DPW, WWTP, and City Manager.

Curtis Wells, WWTP Supt., mentioned his items listed were tied to the asset management plan, such as developing an asset registry. The plan shows the city updating maps with GIS system. Three more lift station generators and replace 2007 service truck.

Police Chief Brian Newcomb discussed furniture at the new police building, patrol car radar unit, bolowrap non-lethal device, taser replacement, and Bluetooth keyboards for patrol vehicle in-car.

Jeff Graham, DPW Supt., mentioned the need to replace the sewer line on Allen Street, about 1,200 ft. Discussed well updates needed, new water main and mill/overlay for Norman, Howard, and Lincoln Streets, GIS system for water and sewer lines and fire hydrants, recycling arsenic backwash water, and updated vehicle equipment needed. There was discussion about adding a new water well by the Michigan State Police Post.

Clerk/Treasurer Sara Savage mentioned website redesign, repairing City Hall HVAC system, updating old policies, electronic filing system, electronic bills, and a new LED sign.

Fire Chief Randy Heckroth needed an extra door on the eastside of Fire Hall, cleaning and painting the back bay, and increasing firefighters pay.

The workshop adjourned at 7:24 p.m.

Sara Savage
Clerk/Treasurer