

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

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

**AGENDA APPROVAL**

**PUBLIC COMMENTS:**

**COMMUNICATION:**

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

**CONSENT AGENDA:**

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

**REGULAR AGENDA:**

1. Public Hearing – Food Truck Ordinance No. 486
2. 2<sup>nd</sup> Reading & Adoption of Food Truck Ordinance No. 486
3. Light Pole Usage Request – Caro Alternative Ed
4. Lawn Mowing Bid
5. Gas Detection Bid
6. Old Police Parking Lot Options
7. Columbia Street Project Contract Approval/Resolution
8. Discussion on Engineering for Columbia Street Project
9. Caro Roadhouse Agreement Approval
10. City of Caro Organizational Chart
11. Investment Maturing #1
12. Investment Maturing #2
13. Investment Maturing #3
14. Investment Maturing #4

**ITEMS PENDING/POSTPONED:** None

**COMMITTEE/LIAISON POSITION REPORTS:** None

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

**MANAGER COMMENTS** – Written report submitted.

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

**ADDITIONAL PUBLIC COMMENTS**

**ADJOURN**

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MINUTES  
CITY OF CARO DOWNTOWN DEVELOPMENT AUTHORITY  
REGULAR MEETING  
APRIL 10, 2024- NOON

**CALL TO ORDER**

Chairman Randy Whittaker called the meeting to order at 12:00pm on April 10, 2024, in the City of Caro Council Chambers.

Present: Chairman Randy Whittaker, Vice Chair Evan Osentoski, Susan Holder, Sonya Otremba, Thomas Bardwell, Robert Wolack, DDA Executive Director Lauren Amellal.

Absent: Richard Ransford, Ross Downing, Charlotte Kish.

Others Present: Mayor Karen Snider, City Clerk Rita Papp, City Manager Scott Czasak, Karim Amellal.

**APPROVAL OF AGENDA**

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

**PUBLIC COMMENT: NONE**

**PRESENTATION**

1. Caro Rotary Club President, Erin Schmandt, presented about the new Rotary Cultivate Creativity Committee, focused on community art and murals in Caro.

**COMMUNICATION**

Amellal presented communications.

**APPROVAL OF MINUTES**

1. Motion by Osentoski to approve the Regular Meeting Minutes from March 13, 2024, as presented, seconded by Otremba. Motion carried.

MINUTES  
CITY OF CARO DOWNTOWN DEVELOPMENT AUTHORITY  
REGULAR MEETING  
APRIL 10, 2024- NOON

**FINANCIAL REPORT**

1. Motion by Osentoski to receive and file the draft report, and request a final report be submitted for board review when the month of February is closed by the new city treasurer, seconded by Wolak. Motion carried.

**BUSINESS ITEMS**

1. Caro Rotary Project: Amellal presented highlights from the Rotary Project. Board discussion was had about supporting community projects, and DDA funds.

Motion by Wolack to financially support the Caro Rotary Committee project in the amount of \$1,000.00, one thousand dollars, with funds coming from the DDA Contracted Services line, seconded by Otremba. Motion carried.

2. DDA Logo: Amellal presented the final six logo designs created by the students at the Tuscola Technology Center, which were selected by the online peoples choice process. The board selected two designs and requested minor changes. Designs will be altered and presented to the DDA board when completed.
3. DDA Budget: Amellal presented the final draft budget, with updated figures according to the meetings referred with city staff.

Motion by Wolack to approve the final budget, as presented, and submit it to the City Manager for inclusion in the 2024-2025 Budget, seconded by Bardwell.

Roll Call Vote:

Bardwell: Yes

Holder: Yes

Osentoski: Yes

Otremba: Yes

Whittaker: Yes

Wolak: Yes

NO NAYS, Motion carried.

MINUTES  
CITY OF CARO DOWNTOWN DEVELOPMENT AUTHORITY  
REGULAR MEETING  
APRIL 10, 2024- NOON

**EXECUTIVE DIRECTOR REPORT**

Written report submitted. Amellal presented verbal highlights.

**COUNCIL LIASON REPORT**

Czasak presented in the liaison's absence. Verbal report included updates on electric pedestal approval from council, skip patching bid information, and food truck ordinance reading, schedules for April 15<sup>th</sup>.

**PUBLIC COMMENT**

Mayor Snider made a comment of appreciation to the DDA Board.

**ADJOURN**

Motion by Osentoski to adjourn the meeting at 1:04pm, seconded by Wolak. Motion carried.



# Caro Parks and Recreation Committee Meeting Minutes

## Tuesday, April 16, 2024

**Present:** Colleen Russell, Tanya Batschke, Sean Smith and Jeff Hartel

**Absent:** Robert Scheil, Sue Ellen Greenlee and Jill White

**Others Present:** Karen Snider and Scott Czasak

- I. **Call meeting to order** 5:32 pm
- II. **Pledge of Allegiance**
- III. **Approval of Agenda:** Motion - Tanya Second - Colleen Passed 4 - 0
- IV. **Public Comment** - none
- V. **Approval of March Minutes:** Motion - Colleen Second - Tanya Passed 4 - 0
- VI. **City Council Liaison Report -**
  - A. Scott
    - Distributed a copy of the budget and discussed it with the committee.
    - Stated that city council voted to end the partnership between MSU Extension and Caro Parks and Rec.
    - Informed committee the Caro Chamber of Commerce recognized the Caro DPW department for their continued good efforts around the city.
    - Reported the grant for new fencing at the fairgrounds has been submitted.
    - Recognized Sean Smith for receiving the Merit Award during the Chamber of Commerce annual banquet.
- VII. **Committee Reports -**
  - A. Volleyball - dimensions have been confirmed to be good and the court should be ready in the near future. Possible sun issues.
  - B. Easter Egg Hunt - event went well with lots of smiles evident. Karen did the announcing/MC and did a wonderful job. A Thank you note from Maziano Navarro was shared to the committee from hosting this event.

- C. Spring Clean-up - Saturday, April 27 from 9:00 am - 2:00 pm at the fairgrounds and Beith Park.
- D. Summer Kickoff - Tuesday, May 21 from 5:00 - 8:00 pm in Beith Park.

VIII. **New Business -**

- A. Summer position - Scott and Rita Papp are developing criteria for this position. Sean will assist with the hiring of this individual. Potential to be a year-round position.

IX. **Old Business -**

- A. Biannual Five Year Plan Review - Scott distributed the results taken from a survey at the March Parks and Rec meeting. The top 3 in each category are listed below.

*Short Term projects*

- #1 Install more cameras in strategic areas
- #2 More trash cans located around parks
- #3 Invest more into "Music In The Park"

*Intermediate projects*

- #1 Boat launch at Chippewa
- #2 (Tie) Tables in Atwood Park and signage on the Disk Golf Course
- #3 Inclusive playground

*Long Term projects*

- #1 Bathrooms at the fairgrounds
- #2 Bathrooms at Chippewa Park
- #3 Neighborhood Park Development

- B. 2024 - 2025 Budget - Suggestions from the committee were given to Scott for consideration.
- C. Community Park Pavilion - Hope to have it ready by the end of May.

X. **Additional Public Comment:** Karen commended the committee on a good meeting with good discussions.

XI. **Adjourn:** Motion - Tanya and a Second by Colleen to adjourn the meeting at 6:20 pm. Motion passed 4 - 0.

Minutes submitted by Jeff Hartel on April 17, 2024.

**REGULAR MEETING OF THE CARO CITY COUNCIL**  
**April 15, 2024, 6:30 P.M.**  
**Council Chambers, 317 S. State St., Caro, MI 48723**

Mayor Karen Snider called the regular meeting of the City Council to order on April 15, 2024, at 6:30 p.m. in the Council Chambers.

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

Absent: None

Others: Scott Czasak – City Manager, Rita Papp – City Clerk, Brian Newcomb – Police Chief, Randy Heckroth – Fire Chief/Code Enforcement Officer, and other guests

**AGENDA APPROVAL**

**24-M-89**

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

**Motion Carried.**

**PUBLIC COMMENT/VISITORS:** None

**PRESENTATION:**

1. Tyler Ray – Tuscola County Animal Control (cancelled)  
Replaced by Ryan Robinson – Tuscola County Sheriff Candidate

**COMMUNICATIONS:**

1. Tuscola County Economic Development Allocation/Donation Request
2. Official Proclamation – Tree City, Arbor Day Foundation
3. State Representative Matthew Bierlein – 2024 Office Hours
4. Special Recognition

**CONSENT AGENDA:**

1. Regular Council Meeting Minutes – April 1, 2024
2. Policy Committee Meeting Minutes – April 8, 2024
3. Invoices
4. Department Reports
  - A. Police Report – Chief Brian Newcomb
  - B. Fire Report – Chief Randall Heckroth
  - C. Code Enforcement Report – Randall Heckroth

**24-M-90**

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

**Motion Carried.**

**REGULAR AGENDA:** (action required)

1. First Reading – Food Truck Ordinance No. 486

**24-M-91**

**Motion by Eschenbacher, seconded by White, to accept the proposed Food Truck Ordinance No. 486 for First Reading.**

**Roll call vote: Campbell – yes, Eschenbacher – yes, Iseler – yes, Kish – yes, Oedy – yes, White – yes, Mayor Snider – yes.**

**Motion carried.**

2. Set Public Hearing – Food Truck Ordinance No. 486

**24-M-92**

**Motion by Eschenbacher, seconded by Kish to set the public hearing for the proposed Food Truck Ordinance No. 486 on May 6, 2024 at 6:30 p.m.**

**Motion carried.**

3. Meadow Drive Skip Patching Project

**24-M-93**

**Motion by Iseler, seconded by Kish to accept the bid from Mike’s Landscaping to repair the cul-de-sac on Meadow Drive per the bid specifications for the bid amount of \$43,928.00 and authorize the City Manager to sign all necessary documents to complete the project.**

**Motion carried.**

4. Organizational Chart

**24-M-94**

**Motion by Kish, seconded by Campbell to Instruct the City Manager to reconfigure the City of Caro Organizational Chart with instructions presented; add Mayor to the City Council header, Redraw lines from City Manager to City Clerk and City Treasurer, Remove appointments and charter language.**

**Motion carried.**

5. Schedule Special Meeting – 2024/2025 Budget  
Special 2024/2025 Budget Meeting is scheduled for April 30, 2024 at 6:30 p.m.

**ITEMS PENDING/POSTPONED:** None

**COMMITTEE/LIAISON POSITION REPORTS:**

1. Economic Development Corporation (Mayor Snider) – In the process of interviewing three candidates for EDC Director.
2. Chamber of Commerce (Manager) – The Citizen of the Year Banquet went well. The City of Caro DPW was given an award. Goerge Rierson, Caro Community Schools made a presentation. Discussed roadside pickup. Working on future events.
3. Downtown Development Authority (Kish) – New DDA logos were presented and narrowed down to two options. Rotary Mural Art presentation was given by Erin Schmandt, Caro Area District Library. 2024/2025 Budget was presented.

4. Fair Board (Iseler) – No Report.
5. Parks & Recreation (White) – Spring Clean Up Day is April 27, 2024.
6. Planning Commission (Eschenbacher) – No meeting.
7. Tuscola County Board of Commissioners (Iseler) – Discussion on millage renewals, World Day of Prayer courthouse lawn request, and salaries & benefits.
8. Zoning Board of Appeals (Mayor Snider) – No meeting.
9. Indianfields Township (Manager) – Discussion on salaries for board members and the Fire Contract.
10. Almer Township (Campbell) – Discussion on soccer club, raises for board members, & deputy clerk.

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

**MANAGER'S COMMENTS** – Written report submitted.  
Reported on a sinkhole on Washington Street.

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

**TREASURER'S REPORT** – No written report submitted.

**CLOSED SESSION:** To consult with the City Attorney regarding trial or settlement strategy in connection with pending litigation in *Poet Biorefining Caro, LLC v City of Caro et al*, Michigan Tax Tribunal Docket No. 23-001803-TT, for the reason that an open meeting would have a detrimental financial effect on the litigating or settlement position of the City, MCL 15.268(h)

**24-M-95**

**Motion by Eschenbacher, seconded by Kish to adjourn to closed session to consult with the City Attorney regarding trial or settlement strategy in connection with pending litigation in *Poet Biorefining Caro, LLC v City of Caro et al*, Michigan Tax Tribunal Docket No. 23-001803-TT, for the reason that an open meeting would have a detrimental financial effect on the litigating or settlement position of the City, MCL 15.268(h)**

**Roll call vote: Eschenbacher – yes, Iseler – yes, Kish – yes, Oedy – yes, White – yes, Campbell – yes, Mayor Snider – yes.**

**Motion carried.**

Recessed to Closed Session at 7:29 p.m.

Reconvened from Closed Session at 8:00 p.m.

**24-M-96**

**A Motion was made by Kish, seconded by Eschenbacher after having consulted with legal counsel and reviewing the costs and benefits of engaging an appraiser, we authorize legal counsel to enter the agreement to engage an appraisal firm for the POET litigation.**

**Roll call vote: Iseler – yes, Kish – yes, Oedy – yes, White – yes, Campbell – yes, Eschenbacher – yes, Mayor Snider – yes.**

**Motion carried.**

**ADDITIONAL PUBLIC COMMENT:**

Council Comments:

Councilor Charlotte Kish – Inquired on Splash Pad repair, inquired on grant on fencing, and discussed deer situation in town.

Councilor Pam Iseler – Inquired on a no parking sign.

Councilor Doreen Oedy – Asks questions on pool and fencing permits.

Councilor Emily Campbell – Commented on grant opportunities.

**24-M-97**

**Motion by White, seconded by Oedy to adjourn the meeting at 8:07 p.m.**

**Motion carried.**



Rita Papp  
City Clerk

**SPECIAL MEETING OF THE CARO CITY COUNCIL**

**April 18, 2024, 6:30 P.M.**

**Council Chambers, 317 S. State St., Caro, MI 48723**

Mayor Karen Snider called the special meeting of the City Council to order on April 18, 2024, at 5:00 p.m. in the Council Chambers.

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

Absent: None

Others in Attendance: Rita Papp – Clerk

**PUBLIC COMMENTS:** None

**CLOSED SESSION (Pursuant to MCL 15.268(1)(a):**

1. To consider material exempt from discussion or disclosure by statute under MCL 15.268(h), specifically identified as an attorney-client privileged written legal opinion.

**24-M-98**

**Motion by Kish, seconded by Eschenbacher to adjourn to consider material exempt from discussion or disclosure by statute under MCL 15.268(h), specifically identified as an attorney-client privileged written legal opinion.**

**Roll call vote: Campbell – yes, Eschenbacher – yes, Iseler – yes, Kish – yes, Oedy – yes, White – yes, Mayor Snider – yes.**

**Motion carried.**

**Recessed to Closed Session #1 at 5:04 p.m.**

**Reconvened to Open Session #1 at 5:24 p.m.**

Others in Attendance: Rita Papp – Clerk, Scott Czasak – City Manager

**CLOSED SESSION (Pursuant to MCL 15.268(1)(a):**

2. To consider the dismissal, suspension, or disciplining of, or to hear complaints or charges brought against, or to consider a periodic personnel evaluation of, a public officer, employee, staff member, or individual agent, if the named individual requests a closed hearing. An individual requesting a closed hearing may rescind the request at any time, in which case the matter at issue must be considered after the rescission only in open sessions.

**24-M-99**

**Motion by Iseler, seconded by Eschenbacher to adjourn to consider the dismissal, suspension, or disciplining of, or to hear complaints or charges brought against, or to consider a periodic personnel evaluation of, a public officer, employee, staff member, or individual agent, if the named individual requests a closed hearing. An individual requesting a closed hearing may rescind the request at any time, in which case the matter at issue must be considered after the rescission only in open sessions.**

**Roll call vote: Eschenbacher – yes, Iseler – yes, Kish – yes, Oedy – yes, White – yes, Campbell – yes, Mayor Snider – yes.**

**Motion carried.**

**Recessed to Closed Session #2 at 5:26 p.m.**

**Reconvened to Open Session #2 at 6:12 p.m.**

3. Open Session: Discussion and possible decision following Closed Session

**24-M-100**

**Motion by Eschenbacher, seconded by Kish to direct the employee to write an apology letter to the individual involved and this apology letter along with the complaint shall be placed in the employee's personnel file.**

**Motion carried.**

**24-M-101**

**Motion by Eschenbacher, seconded by Kish to adjourn open session at 6:25 p.m.**



Rita Papp  
City Clerk



## CITY OF CARO SPECIAL COUNCIL MINUTES

Mayor Karen Snider called the Special Meeting of the City Council to order April 30, 2024, at 6:30 p.m. in the Council Chambers.

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

Absent: Bob Eschenbacher

Others: Scott Czasak – City Manager, Rita Papp – City Clerk, Tammy Ries – City Treasurer and other guests

**PUBLIC COMMENT/VISITORS:** None

**SPECIAL AGENDA:** (action required)

1. **FY 2024-2025 Proposed Budget Presentation – City Manager**

City Manager Scott Czasak presented the proposed FY 2024-2025 Proposed Budget to Council.

**24-M-102**

**Motion by Kish, seconded by Oedy to accept the Presentation of the Proposed Budget for FY 2024-2025 as outlined in the City of Caro Charter, Chapter IX, Section 9.3.**

**Motion carried.**

Mayor Snider requested more detail on the line-item budget from the City Manager for the next budget workshop meeting.

Next Budget Workshop is scheduled for May 13, 2024, at 5:30 p.m.

**ADDITIONAL PUBLIC COMMENT:** None

**24-M-103**

**Motion by Campbell, seconded by Iseler to adjourn the meeting at 7:55 p.m.**

**Motion carried.**



Rita Papp  
City Clerk

Report Criteria:

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

GL Period	Check Issue Date	Check Number	Invoice GL Account	Invoice GL Account Title	Amount
<b>AMAZON CAPITAL SERVICES</b>					
05/24	05/06/2024	77717	101-301-740-000	OFFICE SUPPLIES	64.99- V
05/24	05/06/2024	77717	101-301-740-000	OFFICE SUPPLIES	14.89- V
05/24	05/06/2024	77717	101-301-725-000	UNIFORMS/UNIFORM EQUIPMENT	46.43- V
05/24	05/06/2024	77717	101-301-725-000	UNIFORMS/UNIFORM EQUIPMENT	59.95- V
05/24	05/06/2024	77717	101-253-740-000	OFFICE SUPPLIES	39.65- V
05/24	05/06/2024	77717	590-540-740-001	OFFICE SUPPLIES	39.66- V
05/24	05/06/2024	77717	591-540-740-000	OFFICE SUPPLIES	39.66- V
05/24	05/06/2024	77717	101-265-776-000	O&M SUPPLIES	96.47- V
05/24	05/06/2024	77717	101-253-740-000	OFFICE SUPPLIES	27.55- V
05/24	05/06/2024	77717	101-253-740-000	OFFICE SUPPLIES	34.73- V
05/24	05/06/2024	77717	590-540-740-001	OFFICE SUPPLIES	34.73- V
05/24	05/06/2024	77717	591-540-740-000	OFFICE SUPPLIES	34.74- V
Total AMAZON CAPITAL SERVICES:					533.45-
Total 77717:					533.45-
<b>AFLAC</b>					
05/24	05/06/2024	77946	101-000-231-003	AFLAC INSURANCE WITHHOLDING	651.78
Total AFLAC:					651.78
Total 77946:					651.78
<b>ALLEN SUPPLY CO.</b>					
05/24	05/06/2024	77947	101-265-776-000	O&M SUPPLIES	419.00
Total ALLEN SUPPLY CO.:					419.00
Total 77947:					419.00
<b>AMAZON CAPITAL SERVICES</b>					
05/24	05/06/2024	77948	101-265-776-000	O&M SUPPLIES	43.75
05/24	05/06/2024	77948	591-540-776-000	O&M SUPPLIES	39.64
05/24	05/06/2024	77948	590-540-740-001	OFFICE SUPPLIES	23.75
05/24	05/06/2024	77948	596-521-740-000	OFFICE SUPPLIES	23.75
05/24	05/06/2024	77948	101-253-740-000	OFFICE SUPPLIES	23.74
05/24	05/06/2024	77948	101-301-740-000	OFFICE SUPPLIES	23.73
05/24	05/06/2024	77948	101-301-740-000	OFFICE SUPPLIES	195.84
05/24	05/06/2024	77948	101-301-740-000	OFFICE SUPPLIES	64.99
05/24	05/06/2024	77948	216-336-740-000	OPERATING SUPPLIES	287.84
05/24	05/06/2024	77948	101-172-740-000	OFFICE SUPPLIES	13.99
05/24	05/06/2024	77948	101-301-740-000	OFFICE SUPPLIES	14.89
05/24	05/06/2024	77948	101-301-725-000	UNIFORMS/UNIFORM EQUIPMENT	46.43
05/24	05/06/2024	77948	101-301-725-000	UNIFORMS/UNIFORM EQUIPMENT	59.95
05/24	05/06/2024	77948	101-253-740-000	OFFICE SUPPLIES	39.65
05/24	05/06/2024	77948	590-540-740-001	OFFICE SUPPLIES	39.66

GL Period	Check Issue Date	Check Number	Invoice GL Account	Invoice GL Account Title	Amount
05/24	05/06/2024	77948	591-540-740-000	OFFICE SUPPLIES	39.66
05/24	05/06/2024	77948	101-262-740-000	OFFICE SUPPLIES	32.02
05/24	05/06/2024	77948	101-265-776-000	O&M SUPPLIES	96.47
05/24	05/06/2024	77948	101-253-740-000	OFFICE SUPPLIES	27.55
05/24	05/06/2024	77948	101-253-740-000	OFFICE SUPPLIES	34.73
05/24	05/06/2024	77948	590-540-740-001	OFFICE SUPPLIES	34.73
05/24	05/06/2024	77948	591-540-740-000	OFFICE SUPPLIES	34.74
Total AMAZON CAPITAL SERVICES:					1,241.50
Total 77948:					1,241.50
<b>AT&amp;T MOBILITY</b>					
05/24	05/06/2024	77949	101-371-853-000	TELEPHONE	9.80
05/24	05/06/2024	77949	216-336-853-000	TELEPHONE	39.17
05/24	05/06/2024	77949	101-301-853-000	TELEPHONE & PAGERS	175.76
05/24	05/06/2024	77949	101-301-750-001	SOFTWARE MAINTENANCE AGEE'T	108.72
05/24	05/06/2024	77949	101-441-853-000	TELEPHONE	8.79
05/24	05/06/2024	77949	202-483-853-000	TELEPHONE	8.79
05/24	05/06/2024	77949	203-483-853-000	TELEPHONE	8.79
05/24	05/06/2024	77949	590-540-853-000	TELEPHONE	8.79
05/24	05/06/2024	77949	591-540-853-000	TELEPHONE	8.78
Total AT&T MOBILITY:					377.39
Total 77949:					377.39
<b>BS &amp; A SOFTWARE</b>					
05/24	05/06/2024	77950	101-253-750-001	SOFTWARE MAINTENANCE AGREE'T	1,120.00
05/24	05/06/2024	77950	101-257-750-001	SOFTWARE MAINTENANCE AGREE'T	1,335.00
Total BS & A SOFTWARE:					2,455.00
Total 77950:					2,455.00
<b>CARO ROTARY CLUB</b>					
05/24	05/06/2024	77951	248-733-801-000	CONTRACTED SERVICES - STATE	1,000.00
Total CARO ROTARY CLUB:					1,000.00
Total 77951:					1,000.00
<b>COMPANION LIFE INSURANCE CO.</b>					
05/24	05/06/2024	77952	101-172-717-000	LIFE INSURANCE	58.31
05/24	05/06/2024	77952	101-262-717-000	LIFE INSURANCE	3.99
05/24	05/06/2024	77952	101-253-717-000	LIFE INSURANCE	11.97
05/24	05/06/2024	77952	101-260-717-000	LIFE INSURANCE	15.76
05/24	05/06/2024	77952	101-265-717-000	LIFE INSURANCE	14.36
05/24	05/06/2024	77952	101-301-717-000	LIFE INSURANCE	139.65
05/24	05/06/2024	77952	101-371-717-000	LIFE INSURANCE	4.99
05/24	05/06/2024	77952	101-702-717-000	LIFE INSURANCE	2.99
05/24	05/06/2024	77952	101-441-717-000	LIFE INSURANCE	40.70

GL Period	Check Issue Date	Check Number	Invoice GL Account	Invoice GL Account Title	Amount
05/24	05/06/2024	77952	101-751-717-000	LIFE INSURANCE	2.39
05/24	05/06/2024	77952	202-483-717-000	LIFE INSURANCE	6.09
05/24	05/06/2024	77952	202-463-717-000	LIFE INSURANCE	5.99
05/24	05/06/2024	77952	203-463-717-000	LIFE INSURANCE	7.18
05/24	05/06/2024	77952	203-483-717-000	LIFE INSURANCE	6.09
05/24	05/06/2024	77952	204-442-717-000	LIFE INSURANCE	3.59
05/24	05/06/2024	77952	204-483-717-000	LIFE INSURANCE	2.29
05/24	05/06/2024	77952	248-441-717-000	LIFE INSURANCE	5.19
05/24	05/06/2024	77952	248-728-717-000	LIFE INSURANCE	20.75
05/24	05/06/2024	77952	216-336-717-000	LIFE INSURANCE	18.75
05/24	05/06/2024	77952	590-560-717-000	LIFE INSURANCE	36.31
05/24	05/06/2024	77952	590-536-717-000	LIFE INSURANCE	1.20
05/24	05/06/2024	77952	590-540-717-000	LIFE INSURANCE	83.39
05/24	05/06/2024	77952	590-545-717-000	LIFE INSURANCE	7.18
05/24	05/06/2024	77952	591-560-717-000	LIFE INSURANCE	17.36
05/24	05/06/2024	77952	591-536-717-000	LIFE INSURANCE	1.20
05/24	05/06/2024	77952	591-540-717-000	LIFE INSURANCE	32.32
05/24	05/06/2024	77952	596-560-717-000	LIFE INSURANCE	6.38
05/24	05/06/2024	77952	596-521-717-000	LIFE INSURANCE	2.39
05/24	05/06/2024	77952	661-575-717-000	LIFE INSURANCE	6.68
05/24	05/06/2024	77952	101-172-719-000	SHORT/LONG TERM DISABILITY	48.62
05/24	05/06/2024	77952	101-262-719-000	SHORT/LONG TERM DISABILITY	14.61
05/24	05/06/2024	77952	101-253-719-000	SHORT/LONG TERM DISABILITY	34.05
05/24	05/06/2024	77952	101-260-719-000	SHORT/LONG TERM DISABILITY	59.07
05/24	05/06/2024	77952	101-265-719-000	SHORT/LONG TERM DISABILITY	42.84
05/24	05/06/2024	77952	101-301-719-000	SHORT/LONG TERM DISABILITY	480.01
05/24	05/06/2024	77952	101-371-719-000	SHORT/LONG TERM DISABILITY	19.61
05/24	05/06/2024	77952	101-702-719-000	SHORT/LONG TERM DISABILITY	13.54
05/24	05/06/2024	77952	101-441-719-000	SHORT/LONG TERM DISABILITY	130.26
05/24	05/06/2024	77952	101-751-719-000	SHORT/LONG TERM DISABILITY	7.14
05/24	05/06/2024	77952	202-483-719-000	SHORT/LONG TERM DISABILITY	25.73
05/24	05/06/2024	77952	202-463-719-000	SHORT/LONG TERM DISABILITY	17.85
05/24	05/06/2024	77952	203-463-719-000	SHORT/LONG TERM DISABILITY	21.42
05/24	05/06/2024	77952	203-483-719-000	SHORT/LONG TERM DISABILITY	25.73
05/24	05/06/2024	77952	204-442-719-000	SHORT/LONG TERM DISABILITY	10.71
05/24	05/06/2024	77952	204-483-719-000	SHORT/LONG TERM DISABILITY	9.95
05/24	05/06/2024	77952	248-441-719-000	SHORT/LONG TERM DISABILITY	16.84
05/24	05/06/2024	77952	248-728-719-000	SHORT/LONG TERM DISABILITY	72.36
05/24	05/06/2024	77952	216-336-719-000	SHORT/LONG TERM DISABILITY	75.68
05/24	05/06/2024	77952	590-560-719-000	SHORT/LONG TERM DISABILITY	141.43
05/24	05/06/2024	77952	590-536-719-000	SHORT/LONG TERM DISABILITY	3.57
05/24	05/06/2024	77952	590-540-719-000	SHORT/LONG TERM DISABILITY	230.74
05/24	05/06/2024	77952	590-545-719-000	SHORT/LONG TERM DISABILITY	21.42
05/24	05/06/2024	77952	591-560-719-000	SHORT/LONG TERM DISABILITY	60.12
05/24	05/06/2024	77952	591-536-719-000	SHORT/LONG TERM DISABILITY	3.57
05/24	05/06/2024	77952	591-540-719-000	SHORT/LONG TERM DISABILITY	96.38
05/24	05/06/2024	77952	596-560-719-000	SHORT/LONG TERM DISABILITY	19.82
05/24	05/06/2024	77952	596-521-719-000	SHORT/LONG TERM DISABILITY	7.14
05/24	05/06/2024	77952	661-575-719-000	SHORT/LONG TERM DISABILITY	24.70
Total COMPANION LIFE INSURANCE CO.:					2,300.35

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Total 77952:					2,300.35
<b>CSI EMERGENCY APPARATUS, LLC</b>					
05/24	05/06/2024	77953	216-336-930-000	REPAIRS - EQUIPMENT	270.40
Total CSI EMERGENCY APPARATUS, LLC:					270.40
Total 77953:					270.40
<b>EJ USA INC</b>					
05/24	05/06/2024	77954	590-545-776-000	OM&R SUPPLIES	319.67
Total EJ USA INC:					319.67
Total 77954:					319.67
<b>ELAN FINANCIAL SERVICES</b>					
05/24	05/06/2024	77955	248-728-880-001	DDA SUSTAINABILITY EXPENSE	341.01
05/24	05/06/2024	77955	248-728-741-000	LUNCHEONS	92.67
05/24	05/06/2024	77955	248-728-880-001	DDA SUSTAINABILITY EXPENSE	376.54
Total ELAN FINANCIAL SERVICES:					810.22
Total 77955:					810.22
<b>FIFER INVESTIGATIONS LLC</b>					
05/24	05/06/2024	77956	101-101-801-000	CONTRACTED SERVICES	550.00
Total FIFER INVESTIGATIONS LLC:					550.00
Total 77956:					550.00
<b>FIRST BANKCARD</b>					
05/24	05/06/2024	77957	101-172-960-000	EDUCATION AND TRAINING	15.00
05/24	05/06/2024	77957	101-172-960-000	EDUCATION AND TRAINING	.85
05/24	05/06/2024	77957	590-540-960-000	EDUCATION AND TRAINING	150.00
05/24	05/06/2024	77957	590-540-960-000	EDUCATION AND TRAINING	360.00
05/24	05/06/2024	77957	590-540-960-000	EDUCATION AND TRAINING	1,025.79
05/24	05/06/2024	77957	590-540-960-000	EDUCATION AND TRAINING	240.80
05/24	05/06/2024	77957	590-540-960-000	EDUCATION AND TRAINING	41.00
05/24	05/06/2024	77957	590-540-960-000	EDUCATION AND TRAINING	69.26
05/24	05/06/2024	77957	590-540-960-000	EDUCATION AND TRAINING	56.93-
05/24	05/06/2024	77957	590-540-960-000	EDUCATION AND TRAINING	196.57
05/24	05/06/2024	77957	590-540-960-000	EDUCATION AND TRAINING	10.44-
05/24	05/06/2024	77957	591-540-760-000	POSTAGE	44.56
05/24	05/06/2024	77957	590-540-760-000	POSTAGE	13.31
05/24	05/06/2024	77957	101-260-960-000	EDUCATION AND TRAINING	629.00
05/24	05/06/2024	77957	101-260-960-000	EDUCATION AND TRAINING	504.00
05/24	05/06/2024	77957	101-260-960-000	EDUCATION AND TRAINING	125.00-
05/24	05/06/2024	77957	101-260-960-000	EDUCATION AND TRAINING	15.24
05/24	05/06/2024	77957	101-301-750-000	POLICE TECHNOLOGY	200.00
05/24	05/06/2024	77957	216-336-740-000	OPERATING SUPPLIES	11.63

GL Period	Check Issue Date	Check Number	Invoice GL Account	Invoice GL Account Title	Amount
05/24	05/06/2024	77957	216-336-740-000	OPERATING SUPPLIES	58.51
05/24	05/06/2024	77957	216-336-740-000	OPERATING SUPPLIES	63.56
Total FIRST BANKCARD:					3,446.71
Total 77957:					3,446.71
<b>FOSTER, SWIFT, COLLINS &amp; SMITH, PC</b>					
05/24	05/06/2024	77958	101-257-801-000	CONTRACTED SERVICES	1,600.00
05/24	05/06/2024	77958	101-172-801-000	CONTRACTED SERVICES	350.00
05/24	05/06/2024	77958	101-253-801-000	CONTRACTED SERVICES	75.00
Total FOSTER, SWIFT, COLLINS & SMITH, PC:					2,025.00
Total 77958:					2,025.00
<b>GAMBLES DO IT BEST HARDWARE</b>					
05/24	05/06/2024	77959	101-265-776-000	O&M SUPPLIES	23.98
05/24	05/06/2024	77959	101-441-776-001	O&M SUPPLIES	9.18
05/24	05/06/2024	77959	591-540-776-000	O&M SUPPLIES	27.57
05/24	05/06/2024	77959	101-265-776-000	O&M SUPPLIES	122.97
05/24	05/06/2024	77959	101-265-776-000	O&M SUPPLIES	22.48
05/24	05/06/2024	77959	101-265-776-000	O&M SUPPLIES	109.98
05/24	05/06/2024	77959	101-265-776-000	O&M SUPPLIES	1,905.39
05/24	05/06/2024	77959	101-265-776-000	O&M SUPPLIES	6.99
05/24	05/06/2024	77959	101-265-776-000	O&M SUPPLIES	134.97
05/24	05/06/2024	77959	101-265-776-000	O&M SUPPLIES	30.33
Total GAMBLES DO IT BEST HARDWARE:					2,379.86
Total 77959:					2,379.86
<b>GRAINGER</b>					
05/24	05/06/2024	77960	590-540-776-001	LAB SUPPLIES	199.03
Total GRAINGER:					199.03
Total 77960:					199.03
<b>GREAT LAKES PUBLIC SAFETY EQUIPMENT</b>					
05/24	05/06/2024	77961	216-336-930-000	REPAIRS - EQUIPMENT	300.00
05/24	05/06/2024	77961	216-336-740-000	OPERATING SUPPLIES	176.00
05/24	05/06/2024	77961	216-336-930-000	REPAIRS - EQUIPMENT	830.00
Total GREAT LAKES PUBLIC SAFETY EQUIPMENT:					1,306.00
Total 77961:					1,306.00
<b>HILLS &amp; DALES GENERAL HOSPITAL</b>					
05/24	05/06/2024	77962	101-301-801-000	CONTRACTED SERVICES	96.65
05/24	05/06/2024	77962	590-540-801-000	CONTRACTED SERVICES	96.64
05/24	05/06/2024	77962	590-540-801-000	CONTRACTED SERVICES	97.23

GL Period	Check Issue Date	Check Number	Invoice GL Account	Invoice GL Account Title	Amount
Total HILLS & DALES GENERAL HOSPITAL:					290.52
Total 77962:					290.52
<b>HIRSCHMAN OIL SUPPLY INC</b>					
05/24	05/06/2024	77963	661-575-860-000	GAS/OIL	613.96
Total HIRSCHMAN OIL SUPPLY INC:					613.96
Total 77963:					613.96
<b>HUBBELL, ROTH &amp; CLARK, INC</b>					
05/24	05/06/2024	77964	590-540-970-002	CAPITAL OUTLAY - SRF	60,118.98
Total HUBBELL, ROTH & CLARK, INC:					60,118.98
Total 77964:					60,118.98
<b>KEN MARTIN ELECTRIC, INC</b>					
05/24	05/06/2024	77965	202-451-801-000	CONTRACTED SERVICES - CONST.	2,135.85
05/24	05/06/2024	77965	248-728-801-000	DDA CONTRACTED SERVICES	75.00
05/24	05/06/2024	77965	202-451-801-000	CONTRACTED SERVICES - CONST.	574.80
Total KEN MARTIN ELECTRIC, INC:					2,785.65
Total 77965:					2,785.65
<b>KRISTAL'S HELPING HAND LLC</b>					
05/24	05/06/2024	77966	101-441-801-002	CONTRACTED SERV - JANITORIAL	138.34
05/24	05/06/2024	77966	216-336-801-002	CONTRACTED SERV - JANITORIAL	54.14
05/24	05/06/2024	77966	101-301-801-002	CONTRACTED SERV - JANITORIAL	108.34
05/24	05/06/2024	77966	101-253-801-002	CONTRACTED SERV - JANITORIAL	100.28
05/24	05/06/2024	77966	101-260-801-002	CONTRACTED SERV - JANITORIAL	100.28
05/24	05/06/2024	77966	101-172-801-002	CONTRACTED SERV - JANITORIAL	100.28
05/24	05/06/2024	77966	590-540-801-002	CONTRACTED SERV - JANITORIAL	108.34
Total KRISTAL'S HELPING HAND LLC:					710.00
Total 77966:					710.00
<b>MAJESTIC PLUMBING &amp; HEATING LLC</b>					
05/24	05/06/2024	77967	248-728-880-001	DDA SUSTAINABILITY EXPENSE	675.00
Total MAJESTIC PLUMBING & HEATING LLC:					675.00
Total 77967:					675.00
<b>MCLAREN CARO REGION</b>					
05/24	05/06/2024	77968	101-301-801-000	CONTRACTED SERVICES	30.95
05/24	05/06/2024	77968	101-301-801-000	CONTRACTED SERVICES	30.95
05/24	05/06/2024	77968	101-301-801-000	CONTRACTED SERVICES	30.95

GL Period	Check Issue Date	Check Number	Invoice GL Account	Invoice GL Account Title	Amount
05/24	05/06/2024	77968	101-301-801-000	CONTRACTED SERVICES	30.95
Total MCLAREN CARO REGION:					123.80
Total 77968:					123.80
<b>MEDLER ELECTRIC COMPANY</b>					
05/24	05/06/2024	77969	590-540-776-000	OM&R SUPPLIES NORMAL	130.23
Total MEDLER ELECTRIC COMPANY:					130.23
Total 77969:					130.23
<b>MESSA</b>					
05/24	05/06/2024	77970	101-172-716-000	HOSPITALIZATION INSURANCE	141.72
05/24	05/06/2024	77970	101-262-716-000	HOSPITALIZATION INSURANCE	377.94
05/24	05/06/2024	77970	101-253-716-000	HOSPITALIZATION INSURANCE	529.11-
05/24	05/06/2024	77970	101-260-716-000	HOSPITALIZATION INSURANCE	1,247.19
05/24	05/06/2024	77970	101-441-716-000	HOSPITALIZATION INSURANCE	330.70
05/24	05/06/2024	77970	202-483-716-000	HOSPITALIZATION INSURANCE	94.49
05/24	05/06/2024	77970	203-483-716-000	HOSPITALIZATION INSURANCE	94.49
05/24	05/06/2024	77970	248-728-716-000	HOSPITALIZATION INSURANCE	75.59
05/24	05/06/2024	77970	216-336-716-000	HOSPITALIZATION INSURANCE	75.59
05/24	05/06/2024	77970	590-540-716-000	HOSPITALIZATION INSURANCE	465.48-
05/24	05/06/2024	77970	596-560-716-000	HOSPITALIZATION INSURANCE	207.86-
05/24	05/06/2024	77970	661-575-716-000	HOSPITALIZATION INSURANCE	188.97
05/24	05/06/2024	77970	101-000-231-006	HEALTH INSURANCE WITHHOLDING	356.03
Total MESSA:					1,780.26
Total 77970:					1,780.26
<b>MICHIGAN ASSOCIATION OF PLANNING</b>					
05/24	05/06/2024	77971	101-702-960-000	EDUCATION & TRAINING	65.00
Total MICHIGAN ASSOCIATION OF PLANNING:					65.00
Total 77971:					65.00
<b>MICHIGAN PIPE &amp; VALVE-SAGINAW</b>					
05/24	05/06/2024	77972	591-540-776-000	O&M SUPPLIES	155.00
05/24	05/06/2024	77972	591-540-776-000	O&M SUPPLIES	89.00
05/24	05/06/2024	77972	590-540-776-000	OM&R SUPPLIES NORMAL	89.00
05/24	05/06/2024	77972	591-540-776-000	O&M SUPPLIES	216.00
05/24	05/06/2024	77972	591-540-776-000	O&M SUPPLIES	2,244.00
Total MICHIGAN PIPE & VALVE-SAGINAW:					2,793.00
Total 77972:					2,793.00
<b>MOORE MOTOR SALES</b>					
05/24	05/06/2024	77973	101-301-930-001	VEHICLE MAINTENACE EXPENSE	457.46



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Total MOORE MOTOR SALES:					457.46
Total 77973:					457.46
<b>NICHOLAS ARQUETTE</b>					
05/24	05/06/2024	77974	216-336-960-000	EDUCATION & TRAINING	88.00
Total NICHOLAS ARQUETTE:					88.00
Total 77974:					88.00
<b>OAKLAND COUNTY</b>					
05/24	05/06/2024	77975	101-301-750-000	POLICE TECHNOLOGY	1,781.50
Total OAKLAND COUNTY:					1,781.50
Total 77975:					1,781.50
<b>ODP BUSINESS SOLUTIONS, LLC</b>					
05/24	05/06/2024	77976	101-172-740-000	OFFICE SUPPLIES	3.10
05/24	05/06/2024	77976	101-260-740-000	OFFICE SUPPLIES	3.10
05/24	05/06/2024	77976	101-253-740-000	OFFICE SUPPLIES	3.10
05/24	05/06/2024	77976	101-265-776-000	O&M SUPPLIES	3.10
05/24	05/06/2024	77976	101-301-740-000	OFFICE SUPPLIES	3.10
05/24	05/06/2024	77976	101-371-740-000	OFFICE SUPPLIES	3.10
05/24	05/06/2024	77976	101-441-776-001	O&M SUPPLIES	3.10
05/24	05/06/2024	77976	202-483-740-000	OFFICE SUPPLIES	3.10
05/24	05/06/2024	77976	203-483-740-000	OFFICE SUPPLIES	3.10
05/24	05/06/2024	77976	204-444-776-000	SUPPLIES/MATERIALS	3.10
05/24	05/06/2024	77976	216-336-740-000	OPERATING SUPPLIES	3.10
05/24	05/06/2024	77976	248-728-776-000	DDA OPERATING SUPPLIES	3.10
05/24	05/06/2024	77976	590-540-740-000	OFFICE SUPPLIES	3.09
05/24	05/06/2024	77976	591-540-740-000	OFFICE SUPPLIES	316.38
Total ODP BUSINESS SOLUTIONS, LLC:					356.67
Total 77976:					356.67
<b>PITNEY BOWES BANK INC PURCHASE POWER</b>					
05/24	05/06/2024	77977	101-262-760-000	POSTAGE	500.00
Total PITNEY BOWES BANK INC PURCHASE POWER:					500.00
Total 77977:					500.00
<b>R&amp;R TECHNICAL SERVICES</b>					
05/24	05/06/2024	77978	101-172-801-000	CONTRACTED SERVICES	95.00
05/24	05/06/2024	77978	101-253-801-000	CONTRACTED SERVICES	47.50
05/24	05/06/2024	77978	101-260-801-000	CONTRACTED SERVICES	47.50
05/24	05/06/2024	77978	101-301-801-000	CONTRACTED SERVICES	71.25
05/24	05/06/2024	77978	101-441-801-000	CONTRACTED SERVICES	71.25

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05/24	05/06/2024	77978	216-336-801-000	CONTRACTED SERVICES	23.75
05/24	05/06/2024	77978	590-540-801-000	CONTRACTED SERVICES	47.50
05/24	05/06/2024	77978	591-540-801-000	CONTRACTED SERVICES	47.50
05/24	05/06/2024	77978	596-521-801-000	CONTRACTED SERVICES	23.75
05/24	05/06/2024	77978	596-521-801-000	CONTRACTED SERVICES	15.00
05/24	05/06/2024	77978	101-265-801-000	CONTRACTED SERVICES	66.00
05/24	05/06/2024	77978	101-172-853-000	TELEPHONE	55.00
05/24	05/06/2024	77978	101-253-853-000	TELEPHONE	27.50
05/24	05/06/2024	77978	101-260-853-000	TELEPHONE	27.50
05/24	05/06/2024	77978	101-371-853-000	TELEPHONE	20.50
05/24	05/06/2024	77978	101-702-853-000	TELEPHONE	20.45
05/24	05/06/2024	77978	101-441-853-000	TELEPHONE	20.45
05/24	05/06/2024	77978	101-703-853-000	TELEPHONE	20.45
05/24	05/06/2024	77978	101-301-853-000	TELEPHONE & PAGERS	20.45
05/24	05/06/2024	77978	202-483-853-000	TELEPHONE	20.45
05/24	05/06/2024	77978	203-483-853-000	TELEPHONE	20.45
05/24	05/06/2024	77978	204-483-853-000	TELEPHONE	20.45
05/24	05/06/2024	77978	248-728-853-000	TELEPHONE	55.00
05/24	05/06/2024	77978	216-336-853-000	TELEPHONE	55.00
05/24	05/06/2024	77978	590-540-853-000	TELEPHONE	20.45
05/24	05/06/2024	77978	591-540-853-000	TELEPHONE	20.45
05/24	05/06/2024	77978	596-560-853-000	TELEPHONE	20.45
05/24	05/06/2024	77978	661-575-853-000	TELEPHONE	55.00
05/24	05/06/2024	77978	101-172-801-000	CONTRACTED SERVICES	45.00
05/24	05/06/2024	77978	101-253-801-000	CONTRACTED SERVICES	37.50
05/24	05/06/2024	77978	101-260-801-000	CONTRACTED SERVICES	37.50
05/24	05/06/2024	77978	101-301-801-000	CONTRACTED SERVICES	15.00
05/24	05/06/2024	77978	101-441-801-000	CONTRACTED SERVICES	30.00
05/24	05/06/2024	77978	216-336-801-000	CONTRACTED SERVICES	15.00
05/24	05/06/2024	77978	590-540-801-000	CONTRACTED SERVICES	15.00
05/24	05/06/2024	77978	591-540-801-000	CONTRACTED SERVICES	30.00
05/24	05/06/2024	77978	101-101-801-000	CONTRACTED SERVICES	30.00
05/24	05/06/2024	77978	101-301-801-000	CONTRACTED SERVICES	55.00
05/24	05/06/2024	77978	101-253-801-000	CONTRACTED SERVICES	2.50
05/24	05/06/2024	77978	101-260-801-000	CONTRACTED SERVICES	2.50
05/24	05/06/2024	77978	590-540-801-000	CONTRACTED SERVICES	5.00
05/24	05/06/2024	77978	101-101-801-000	CONTRACTED SERVICES	90.00
Total R&R TECHNICAL SERVICES:					1,466.00
Total 77978:					1,466.00
<b>ROWE PROFESSIONAL SVS COMP.</b>					
05/24	05/06/2024	77979	101-751-801-000	CONTRACTED SERVICES	810.00
Total ROWE PROFESSIONAL SVS COMP.:					810.00
Total 77979:					810.00
<b>AGINAW VALLEY STATE UNIVERSITY</b>					
05/24	05/06/2024	77980	101-172-960-000	EDUCATION AND TRAINING	2,000.00

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Total SAGINAW VALLEY STATE UNIVERSITY:					2,000.00
Total 77980:					2,000.00
<b>SHRED EXPERTS</b>					
05/24	05/06/2024	77981	101-260-801-000	CONTRACTED SERVICES	65.00
Total SHRED EXPERTS:					65.00
Total 77981:					65.00
<b>STEPHENS TIRE SERVICE</b>					
05/24	05/06/2024	77982	661-575-776-000	MAINTENANCE SUPPLIES	240.00
Total STEPHENS TIRE SERVICE:					240.00
Total 77982:					240.00
<b>THE SAFETY COMPANY LLC</b>					
05/24	05/06/2024	77983	661-575-776-000	MAINTENANCE SUPPLIES	510.52
Total THE SAFETY COMPANY LLC:					510.52
Total 77983:					510.52
<b>THUMB NARCOTICS</b>					
05/24	05/06/2024	77984	101-301-959-000	CONTRIBUTION - THUMB NARCOTICS	1,000.00
Total THUMB NARCOTICS:					1,000.00
Total 77984:					1,000.00
<b>TRACE ANALYTICAL LABORATORIES, INC</b>					
05/24	05/06/2024	77985	591-540-777-001	WATER TESTING	43.50
05/24	05/06/2024	77985	591-540-777-001	WATER TESTING	43.50
Total TRACE ANALYTICAL LABORATORIES, INC:					87.00
Total 77985:					87.00
<b>TUSCOLA COUNTY</b>					
05/24	05/06/2024	77986	101-257-801-000	CONTRACTED SERVICES	2,433.17
Total TUSCOLA COUNTY:					2,433.17
Total 77986:					2,433.17
<b>UNIFIRST CORPORATION</b>					
05/24	05/06/2024	77987	101-265-776-000	O&M SUPPLIES	18.45
05/24	05/06/2024	77987	216-336-740-000	OPERATING SUPPLIES	25.75
05/24	05/06/2024	77987	101-265-776-000	O&M SUPPLIES	21.00

GL Period	Check Issue Date	Check Number	Invoice GL Account	Invoice GL Account Title	Amount
05/24	05/06/2024	77987	101-265-776-000	O&M SUPPLIES	23.00
05/24	05/06/2024	77987	590-540-776-000	OM&R SUPPLIES NORMAL	21.64
Total UNIFIRST CORPORATION:					109.84
Total 77987:					109.84
<b>W W WILLIAMS</b>					
05/24	05/06/2024	77988	590-545-801-000	CONTRACTED SERVICES	580.00
Total W W WILLIAMS:					580.00
Total 77988:					580.00
<b>WSP USA ENVIRONMENT &amp; INFRASTRUCTURE INC</b>					
05/24	05/06/2024	77989	591-540-801-000	CONTRACTED SERVICES	14,334.06
Total WSP USA ENVIRONMENT & INFRASTRUCTURE INC:					14,334.06
Total 77989:					14,334.06
Grand Totals:					116,124.08

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  
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DOREEN OEDY  
JILL WHITE

## MEMORANDUM

TO: Caro City Council  
FROM: City Manager Scott R. Czasak  
DATE: Wednesday, May 1, 2024  
RE: Agenda Item – Food Truck Ordinance

---

Members of the Caro City Council,

As you might know, in January after much discussion on Second Reading, the proposed Food Truck Ordinance was referred back to the Policy Committee for further review and revision. After multiple meetings with the Committee, input from food truck vendors, and input from the Tuscola County Health Department, the Policy Committee unanimously referred the amended proposed ordinance back to Council for review and adoption.

Changes were made to more specifically call for inspections and compliance with Health Department regulations, soften the language on emissions to have a reasonableness standard, added a provision to allow Council to approve Food Truck permits outside the normal hours prescribed in the Ordinance, and other technical corrections.

First reading of the Ordinance was held on Monday, April 15, 2024, and a Public Hearing was scheduled for Monday, May 6, 2024.

Your options for motions are:

1. Motion to adopt the proposed Food Truck Ordinance as Ordinance #486 as presented (or as amended).
2. Refer the proposed Food Truck Ordinance to the Policy Committee for further review.
3. Postpone for further discussion.
4. Take no action.

**CITY OF CARO**

**ORDINANCE NO. 486**

**AN ORDINANCE TO REGULATE THE OPERATION OF TRANSITORY FOOD SERVICE UNITS AND THE ISSUANCE OF PERMITS, LICENSES, OR APPROVALS FOR TRANSITORY FOOD SERVICE UNITS**

**THE CITY OF CARO ORDAINS:**

**Section 1. Purpose**

The purpose of this Ordinance is to establish a policy to regulate and manage Transitory Food Service Units in the City of Caro (the “City”); to permit and regulate Transitory Food Service Units in the City; to reduce vehicular and pedestrian traffic congestion; to encourage new business; and to protect the health, safety, and welfare of the City’s business district and the City’s people.

**Section 2. Definition**

*Transitory Food Service Unit* means a motorized vehicle, including pulled mobile trailer, a temporary food service station, cart, smoker, grill, freezing or cutting unit, or similar apparatuses that engages in the storage, preparation, service, sale, or distribution of ready-to-eat or immediately consumable food items to the public directly from the unit. Transitory Food Service Unit includes a “special transitory food unit” and a “temporary food establishment” as defined under the Michigan Food Law, MCL 289.1111.

**Section 3. Permit Requirements**

Except as otherwise authorized under this Ordinance, no Transitory Food Service Unit may engage in the preparation, service, sale, or distribution of food in the City on public or private property without first obtaining a permit from the City in the manner prescribed in this ordinance. The application fee will be set from time to time by resolution of the City Council. All fees must be paid to the City Treasurer at the time the application is submitted. All permits issued pursuant to this Ordinance must be available on site for inspection upon request by the City Zoning Administrator or law enforcement officer. Permits must be conspicuously displayed on the premises or any cart, stand, booth, motorized vehicle, mobile trailer, or similar apparatus used in the business at all times. No person may carry or display any expired, suspended, or revoked permit, or any license or permit for which a duplicate has been issued. Additionally, the Transitory Food Service Unit must comply with all applicable state licensing requirements, including but not limited to filing a Notification of Intent to Operate a Special Transitory Food Unit, and must further comply with all applicable requirements of the Tuscola County Health Department. Failure to comply with all applicable licensing and regulatory requirements may result in revocation of the permit by the City.

**Section 4. Permit Exceptions**

A Transitory Food Service Unit may engage in the preparation, service, sale, or distribution of food in the City on public or private property without a permit required under Section 3 of this Ordinance if:

1. Operating at a single location for less than 2 hours;
2. The operator is a USA veteran licensed to sell goods under Mich. Public Act 359 of 1921 or is otherwise exempt from the permitting requirements of this Ordinance under state or federal law;
3. The operator is operating under the invitation of a special event permit holder, or a special event held by the City of Caro, or one of its agencies.

The City reserves the right to request documentation in support of any exemption.

### **Section 5. Applications**

1. A person requesting a Transitory Food Service Unit permit must submit a written application no more than 6 months in advance, and no less than 14 days prior to the proposed operation date.
2. Applications are to be on forms provided by the City and must state under oath such facts as may be required for, or applicable to, the granting of the permit. The City reserves the right to request additional information or documentation regarding the application to ensure proper compliance with this Ordinance and the safety of the general public.
3. The applicant must pay a fee of in an amount set by City Council from time to time by resolution. Fees must be made payable to "The City of Caro". All payments must be made by cash, check, credit card, or electronic fund transfers.
4. The application fee is nonrefundable and does not guarantee approval by the City.
5. Permits are valid for 14 consecutive days. Each additional period of 14 days or less requires an additional application submitted in the same manner as an original application.
6. A Transitory Food Service Unit that is engaged in the business of selling prepared food that is cooked or heated with a device or appliance using any gas or liquid may not receive a permit until and unless the motor vehicle, conveyance, cart, stand, booth or other similar structure or fixture, device or appliance is reviewed or inspected by the Tuscola County Health Department.
7. Application Process
  - A. Applications must be submitted to: City of Caro, 317 South State Steet, Caro MI 48723 in accordance with the requirements this Ordinance for approval by either the City Manager or the Chief of Police.

- B. The City reserves the right to deny the application for incompleteness. No permit may be granted to any person owing any personal property taxes, money judgments, or any other indebtedness to the city, except for real property taxes and special assessments, or to any person using any personal property in the operation of a business upon which personal property taxes are delinquent.
- C. If, within 14 days from application submission, the applicant is unable to furnish any required or requested initial or supplemental documentation and/or delinquent payments, the application will be considered abandoned.

**Section 6. Regulations**

All the following regulations must be followed at all times by any Transitory Food Service Unit operating in the City:

1. Transitory Food Service Units may operate in zoning districts B-1 and B-2, as designated by the current City of Caro Zoning Map, and in designated public parks, and lots, or on private property. Those applying for a permit to operate on public property may only operate in designated spaces..
2. No Transitory Food Service Unit may operate within the vicinity of a hospital entrance or within 100 ft of the main entrance of a brick-and-mortar food service establishment.
3. Transitory Food Service Units may operate within the hours of 7:00 am and 10:00 pm on Sundays through Thursdays and 7:00 am and 12:00 am on Fridays and Saturdays unless the City Council approves additional permitted hours upon request of a Transitory Food Service Unit.
4. No Transitory Food Service Units may be left overnight, or unattended on public property, unless specified in a special events permit.
5. No Transitory Food Service Unit may block, obstruct, restrict, or otherwise interfere with the movement of vehicular traffic, or designated public parking.
6. No Transitory Food Service Unit may block, obstruct, restrict, or otherwise interfere with the flow of pedestrian foot traffic, movement or access to public walkways, trails or public amenities.
7. No furnishings are allowed on curbs, sidewalks, trails, in roads, pedestrian or vehicular right of ways. This includes, but is not limited to, lights, signs, banners, chairs, tables, or external waste receptacles.
8. The City of Caro reserves the right to permit furnishings on any public lawn, lot, park, or space. All furnishings must be included on a site plan and submitted with application



and must be in good quality condition. Furnishings are subject to approval by the City Manager or Chief of Police.

9. No liquid, solid, or food waste, or debris will be permitted to emit from the Transitory Food Service Unit. The permittee must keep the premises whereon said Transitory Food Service Unit is located free from their own rubbish, waste products, cans, bottles and debris including napkins, straws, paper cups and plates and other waste material.
10. Only reasonable vapors, steam or exhaust will be permitted to emit from the Transitory Food Service Unit.
11. Use of generators may be prohibited if its use, location, or condition is anticipated to create a nuisance to neighbors or pedestrians.
12. The Transitory Food Service Unit must comply with all local, state, and federal laws set forth by the Michigan Food Code, Michigan Health Department, USDA, Michigan Department of Agriculture, Michigan Secretary of State, Michigan Liquor Control Code, Internal Revenue Service, Tuscola County Health Department, or any other agency or entity with lawful jurisdiction over the Transitory Food Service Unit, its operation, and product sales.
13. Transitory Food Service Unit must comply with all regulations herein, and subsequent recommendations by the City of Caro. The Transitory Food Service Unit must furnish all documents as outlined, and any other proofs, or documents requested by Chief of Police.

**Section 7. Indemnification**

A Transitory Food Service Unit permit holder, and private property owner, agrees to hold harmless and indemnify the City of Caro, its agencies, its employees, or agents in all matters arising from the permitted application, and/or the operation of the Transitory Food Service Unit.

**Section 8. Insurance**

A Transitory Food Service Unit permit holder, operating on public property, must have no less than \$1,000,000.00 business liability insurance naming the City of Caro as an additional insured for approved dates of operation. Proof of business insurance must be submitted with permit application. Proof of insurance is due prior to the Transitory Food Service Unit permitted operation dates.

**Section 9. Impoundment**

Any equipment associated with a Transitory Food Service Unit that is not in compliance with this Ordinance and is left on public property may be impounded at the owner's sole expense.

**Section 10. Non-exclusivity:**

No provision in this chapter limits or intends to limit in any way the Transitory Food Service Unit, or its operator the right to offer or sell its products to the general public, other business entities, municipalities, or agencies before, during or after the operation permitted herein. The permit does not limit the City of Caro from freely engaging other persons, organizations, or businesses to provide the same or similar products or services at any time. Approval for a permit does not constitute approval or agreement to approve future applications.

**Section 11. Revocation, Suspension, or Refusal; Appeal**

Once a permit has been issued, the Zoning Administrator may, at any time, revoke or suspend a license for failure to comply with the provisions of this Ordinance or any rules or regulations promulgated by the City included, but not limited to one or more of the following reasons:

1. Failure to pay all required fees;
2. Fraud, misrepresentation or false statement contained in the application for a permit;
3. Fraud, misrepresentation or false statement made in the operation of a business;
4. Any violation amounting to a felony, or misdemeanor involving moral turpitude, resulting from or related to operation of a business in the City;
5. Conducting a business in an unlawful manner or in such manner as to constitute a breach of the peace or to constitute a nuisance per se to the health, safety or welfare of the public;
6. Failure to comply with an requirement of any authorized city official as it relates to the operation or business pertaining to the permit;
7. The failure of any applicant or permittee (including all employees, agents and representatives of the applicant or permittee) to meet and satisfy any provision of this Code or any other duly established rule or regulation of the city applicable to the business for which the permit has been requested or granted;
8. Failure to obtain any other required license or permit for the business from any federal, state or local agency or authority and lack of any evidence that such state license or permit has been obtained and proof that all fees pertaining thereto have been paid;
9. Failure to provide any information reasonably requested by the Zoning Administrator related to the application;
10. Failing to comply with this Ordinance.

The City must provide a permittee with reasonable notice and an opportunity to be heard before revoking or suspending a permit.

If a permit application is denied or a permit is revoked or suspended, the aggrieved party may appeal to the City Council in writing within ten days. If no appeal is timely filed, then the denial, revocation, or suspension is final.

**Section 12. Other Permits**

A permit obtained does not relieve any Transitory Food Service Unit of its responsibility for obtaining any other permit or license or authorization required by any other ordinance, statute, law or administrative rule promulgated by any entity with jurisdiction over the location or conduct considered within this Ordinance.

**Section 13. Validity and Severability**

Should any portion of this Ordinance be found invalid for any reason, such holding will not be construed as affecting the validity of the remaining portions of this Ordinance.

**Section 14. Repealer Clause**

Any ordinances or parts of ordinances in conflict herewith are hereby repealed only to the extent necessary to give this Ordinance full force and effect.

**Section 15. Violation**

A violation of this ordinance is a municipal civil infraction and, in addition, the City of Caro is entitled to enforce this ordinance by seeking injunctive relief or any other remedy allowed by law.

**Section 16. Effective Date**

This ordinance is effective 30 days after publication.

87253:00001:6297338-3

# CITY OF CARO

CITY MANAGER  
SCOTT CZASAK  
CITY CLERK  
RITA PAPP  
CITY TREASURER  
TAMMY RIES  
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DOREEN OEDY  
JILL WHITE

**TO:** City Manager/ City Council  
**FROM:** Rita Papp – City Clerk  
**SUBJECT:** Light Pole Usage Request – Caro Alternative Education  
**DATE:** May 6, 2024

---

## **Background:**

In the past, City of Caro has allowed Caro Alternative Education to place banners on the light poles downtown. I have received a request from Caro Alternative Education for banner placement again this year. In previous years, DPW has placed the banners and removed the banners. They are requesting placement May 1, 2024 – June 15, 2024. On February 5, 2024, City Council approved the placement of Operation Graduation Banners on the light poles from May 10 – 24, 2024. I would propose that all graduation banners be placed and taken down at the same time.

## **Option 1**

Motion to approve the Light Pole Usage Request from Caro Alternative Education to place banners on the light poles in conjunction with the request from Operation Graduation with the agreement that the banners will be removed at an agreed time between Operation Graduation, Caro Alternative Education, and DPW.

## **Option 2**

To deny the Light Pole Usage Request.

## **Option 3**

To postpone this matter for further discussion.

**CITY OF CARO  
LIGHT POLE USAGE REQUEST**

Date of request 5/1/24  
Contact Person Mona Spencer Phone 9893252711  
Email Spencer199@yahoo.com  
Name of organization Caro Alternative High School  
Address of organization State St.  
Dates requested 5/1/24 - 6/15/24  
Purpose of message Graduation

Is this message open to the public      Yes  No

Any other information \_\_\_\_\_

Signature Mona Spencer      Date \_\_\_\_\_

CITY USAGE

Approved \_\_\_\_\_ Denied \_\_\_\_\_

City Council meeting date \_\_\_\_\_

Comments \_\_\_\_\_

# CITY OF CARO

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JILL WHITE

## MEMORANDUM

TO: Caro City Council  
FROM: City Manager Scott R. Czasak  
DATE: Wednesday, May 1, 2024  
RE: Agenda Item – Lawn Care Services

Members of the Caro City Council,

As you know, the majority of the lawn care services for the City of Caro are handled by contractors, and they have been split in three parts: City owned property (including Bieth Park and Chippewa Landing), DDA managed property (including Atwood Park and State Street Square) and a blight mower. In an attempt to obtain a volume discount, all areas were bid simultaneously.

Three bidders presented bids, however only 2 placed bids for the whole package, while one bidder only bid on the DDA managed section.

Name	Location	City Bid (per wk)	DDA Bid (per wk)	Blight Bid (per lot)
Great Lakes Land Management	Caro, MI	\$1,175	\$385	\$85
Double Z Lawncare	Caro, MI		\$450	
United Lawnscape	Almont, MI	\$3,184	\$835	\$125

Importantly, the City and DDA areas are all owned by the City and the difference is for billing purposes, while the blight mowing will be on an as needed basis and the cost is covered by the fine imposed on the offending property owner, which can be placed on property taxes if not paid directly because a service was provided.

After a review of the bidders, their qualifications and references, and the bid amounts, it is recommended Council award all the mowing responsibilities for Great Lakes Land Management.

Your options for motions are:

1. Accept the bids from Great Lakes Land Management for lawn care services for City property, DDA managed property, and blight mowing services for the amount bid, and authorize the City Manager to sign all necessary documents to execute the agreement.
2. Accept the bids from United Lawnscape for lawn care services for City property, DDA managed property, and blight mowing services for the amount bid, and authorize the City Manager to sign all necessary documents to execute the agreement.
3. Accept the bid from Double Z Lawncare for lawn care services for DDA managed property for amount bid and authorize the City Manager to sign all necessary documents to execute the agreement and rebid the other portions of the project.

3. Instruct the City Manager to rebid the whole project.
4. Postpone for further discussion.
5. Take no action.

WORKSHEET

List of Per-Mowing Costs by Location for Lawn Care Services  
PLEASE PROVIDE A SEPARATE BID SHEET FOR EACH YEAR OF THE  
CONTRACT PERIOD- 2024, 2025 and 2026

	<u>Price per Mowing</u>
Chippewa Landing Park at M-24	\$ <u>150.00</u>
Bieth Park, sections C & D-1	\$ <u>350.00</u>
Roadhouse Museum, 235 S. Almer	\$ <u>40.00</u>
Caro Botanical Garden at Hooper and Sherman	\$ <u>60.00</u>
Memorial Garden at M-24	\$ <u>25.00</u>
Town Entry at Gilford/M-24/M-81 "triangle"	\$ <u>25.00</u>
DPW building, 741 Hooper Street	\$ <u>25.00</u>
Prospect Drive ROW	\$ <u>50.00</u>
Well sites and Neighborhood Parks (each)	\$ <u>50.00</u> X 7 = \$ <u>350.00</u>
Lift Stations (each):	\$ <u>25.00</u> X 4 = \$ <u>100.00</u>

**TOTAL:** \$ 1,175.00

Signature of Authorized Person: Gerald L Middaugh

Printed Name: Gerald L Middaugh

Title: Owner

Date: April 24, 2024



WORKSHEET

PLEASE PROVIDE A SEPARATE BID SHEET FOR EACH YEAR OF THE CONTRACT PERIOD- 2024, 2025 and 2026

	<u>Price per Mowing:</u>
Atwood Park	\$ <u>60.00</u>
Atwood Parking Lot	\$ <u>40.00</u>
Grant and Sheridan	\$ <u>25.00</u>
Sheridan and Sherman	\$ <u>30.00</u>
Sheridan and Burnside	\$ <u>45.00</u>
Almer and Lincoln	\$ <u>25.00</u>
Weaver Insurance side lot	\$ <u>25.00</u>
State Street Square	\$ <u>40.00</u>
City of Caro Municipal Building	\$ <u>45.00</u>
S. Almer and E. Adams	\$ <u>25.00</u>
Joy and S. Almer	\$ <u>25.00</u>
<b>TOTAL:</b>	<b>\$ <u>385.00</u></b>

Signature of Authorized Person: Gerald L Middaugh

Printed Name: Gerald L Middaugh

Title: Owner

Date: April 24, 2024

**EXHIBIT E**  
**City of Caro**  
**Mowing of Noxious Weeds/Grass Bid Form**

Please use this Form to submit your bid.

Firm Name: Great Lakes Land Management

Address: 316 Dutcher Rd Caro, Mi. 48723

Phone Number: 989 / 551 / 3320

**BID PRICE MUST INCLUDE:**

- Specified Work to be completed within 24 hours of being notified.
- Mowing of grass and weeds on subject property; weed trimming and removal of grass clippings and related debris shall be included in the base charge. Charge per additional 1,000 square feet shall also include weed trimming and removal of grass clippings and related debris.
- Removal of excess brush and other organic naturally occurring debris/material (leaves, branches, etc)
- Equipment must be able to handle a *minimum of eight (8) inches* tall weeds/grass.
- Capability to provide paper copy of date-stamped digital photographs illustrating the existing condition of the subject property(s) before the mowing and removal of grass and noxious weeds was performed, and documentation of work completed.

Price Per Lot/Added Square Footage/Other Services

Base Charge per 8,000 square foot lot:

\$ **85.00**

Additional Charge per 1,000 additional square foot:

\$ **20.00**

Additional Brush and Organic Naturally Occurring Debris Removal  
(lump sum or per cubic yard)

\$ **35.00 per**

Additional Hauling (lump sum or per cubic yard)

\$ **60.00 per**

WORKSHEET

PLEASE PROVIDE A SEPARATE BID SHEET FOR EACH YEAR OF THE CONTRACT PERIOD- 2024, 2025 and 2026

	<u>Price per Mowing</u>
Atwood Park	\$ <u>55</u>
Atwood Parking Lot	\$ <u>35</u>
Grant and Sheridan	\$ <u>25</u>
Sheridan and Sherman	\$ <u>40</u>
Sheridan and Burnside	\$ <u>50</u>
Almer and Lincoln	\$ <u>35</u>
Weaver Insurance side lot	\$ <u>35</u>
State Street Square	\$ <u>50</u>
City of Caro Municipal Building	\$ <u>60</u>
S. Almer and E. Adams	\$ <u>35</u>
Joy and S. Almer	\$ <u>25</u>

**TOTAL:**

**\$ 445**

Signature of Authorized Person: *Zach Corradi*

Printed Name: Zach Corradi

Title: Owner

Date: 4-29-24

**WORKSHEET**

**List of Per-Mowing Costs by Location for Lawn Care Services**  
**PLEASE PROVIDE A SEPARATE BID SHEET FOR EACH YEAR OF THE**  
**CONTRACT PERIOD- 2024, 2025 and 2026**

	<u>Price per Mowing</u>	
Chippewa Landing <sup>4296 Van Dyke, Al</sup> Park at M-24	\$ <u>384.00</u>	
Bieth Park, sections C & D-1	\$ <u>1,757.00</u>	
Roadhouse Museum, 235 S. Almer	\$ <u>114.00</u>	
Caro Botanical Garden at Hooper and Sherman	\$ <u>95.00</u>	
Memorial Garden at M-24	\$ <u>33.00</u>	
Town Entry at Gilford/M-24/M-81 "triangle"	\$ <u>33.00</u>	
DPW building, 741 Hooper Street	\$ <u>80.00</u>	
Prospect Drive ROW	\$ <u>82.00</u>	
Well sites and Neighborhood Parks (each)	\$ <u>78.00</u>	X 7 = \$ <u>546.00</u>
Lift Stations (each):	\$ <u>15.00</u>	X 4 = \$ <u>60.00</u>
<b>TOTAL:</b>		<b>\$ <u>3,184.00</u></b>

Signature of Authorized Person: Richard Korte

Printed Name: Richard Korte

Title: Business Developer

Date: 4/26/24

WORKSHEET

List of Per-Mowing Costs by Location for DDA Lawn Care Services

PLEASE PROVIDE A SEPARATE BID SHEET FOR EACH YEAR OF THE CONTRACT PERIOD- 2024, 2025 and 2026

	<u>Price per Mowing</u>
Atwood Park	\$ <u>82.00</u>
Atwood Parking Lot	\$ <u>82.00</u>
Grant and Sheridan	\$ <u>71.00</u>
Sheridan and Sherman	\$ <u>81.00</u>
Sheridan and Burnside	\$ <u>71.00</u>
Almer and Lincoln	\$ <u>71.00</u>
Weaver Insurance side lot	\$ <u>71.00</u>
State Street Square	\$ <u>82.00</u>
City of Caro Municipal Building	\$ <u>82.00</u>
S. Almer and E. Adams	\$ <u>71.00</u>
Joy and S. Almer	\$ <u>71.00</u>
<b>TOTAL:</b>	<b>\$ <u>835.00</u></b>

Signature of Authorized Person: Richard Korte

Printed Name: Richard Korte

Title: Business Developer Date: 4/26/24

EXHIBIT E  
City of Caro

**Mowing of Noxious Weeds/Grass Bid Form**

Please use this Form to submit your bid.

Firm Name: United Lawnscape, LLC

Address: 4296 Van Dyke, Almont, MI 48003

Phone Number: 586.752.5000

**BID PRICE MUST INCLUDE:**

- Specified Work to be completed within 24 hours of being notified.
- Mowing of grass and weeds on subject property; weed trimming and removal of grass clippings and related debris shall be included in the base charge. Charge per additional 1,000 square feet shall also include weed trimming and removal of grass clippings and related debris.
- Removal of excess brush and other organic naturally occurring debris/material (leaves, branches, etc)
- Equipment **must** be able to handle a *minimum of eight (8) inches* tall weeds/grass.
- Capability to provide paper copy of date-stamped digital photographs illustrating the existing condition of the subject property(s) before the mowing and removal of grass and noxious weeds was performed, and documentation of work completed.

Price Per Lot/Added Square Footage/Other Services

Base Charge per 8,000 square foot lot:

\$ 125.00

Additional Charge per 1,000 additional square foot:

\$ 40.00

Additional Brush and Organic Naturally Occurring Debris Removal  
(lump sum or per cubic yard)

\$ 95.00/CY

Additional Hauling (lump sum or per cubic yard)

\$ \$95.00/CY

# CITY OF CARO

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CITY COUNCIL  
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BOB ESCHENBACHER  
PAMELA ISELER  
CHARLOTTE KISH  
DOREEN OEDY  
JILL WHITE

## MEMORANDUM

TO: Caro City Council  
FROM: City Manager Scott R. Czasak  
DATE: Wednesday, May 1, 2024  
RE: Agenda Item – Fixed Gas Detection System

---

Members of the Caro City Council,

As you may know, during the Fiscal Year 2023/2024 budget process, one of the items budgeted was a replacement of the Fixed Gas Detection System at the Wastewater Treatment Plant. This important safety system is in need of upgrading and was budgeted to be replaced for a cost of up to \$15,000.

After an unsuccessful initial bid round, the project was once again placed for bid and unfortunately only one bid was received, from I&C Sales North, Inc of Southgate, MI for \$14,673.00. After two rounds of bid attempts and given the time of the fiscal year, a third round of bidding in an attempt to get multiple bidders would risk the project running out of time and bleeding into the next fiscal year, without the promise of multiple bidders. Given the bid received is under the budgeted amount for the project, given the difficulties in obtaining a bid, and other factors, I am recommending to Council to accept the bid for this project.

Your options for motions are:

1. Accept the bid from I&C Sales North, Inc to replace the fixed gas detection system at the Wastewater Treatment Plant for the bid amount of \$14,673.00 and authorize the City Manager to sign all necessary documents to execute the bid.
2. Instruct the City Manager to rebid the project.
3. Postpone for further discussion.
4. Take no action.



734-283-6599  
 icsalesnorth.com  
 14056 Fort Street  
 Southgate, MI 48195

Instrument & Control Systems

Quote Number	Validity Date	Payment Terms	FOB
SEN-032624-J1	60 Days	Net 30 Days	St. Petersburg, FL

March 26, 2024

City of Caro  
 724 Columbia Street  
 Caro, MI 48723  
 Attn: David Dienes

Reference: Proposal for Sensidyne SensALARM Flex and Sample Draw Gas Detection, Quote#SEN-032624-J1

Dear David,

The following proposal is on the Sensidyne Fixed Gas Detection system that you requested.

Line	Item/Description	Qty	Unit Price	Extended Price
1	<b>SensALARMFlex Fixed Gas, Dual Transmitter 820-1810-0011-R</b> Dual Integral Sensors, Aluminum Housings No Battery Back-up/ One Relay Card No Light Stack, LED Enclosure acts and light stack General Purpose Electronics	1	\$4,608.00 EA	\$4,608.00
2	<b>SensALARMFlex Fixed Gas, Single Transmitter 820-1810-0010-R</b> Single Integral Sensor, Aluminum Housing No Battery Back-up/ One Relay Cards No Light Stack, LED Enclosure acts and light stack General Purpose Electronics	1	\$3,949.00 EA	\$3,949.00
3	<b>Hydrogen Sulfide Sensor, 0-50PPM (H2S) EC, FM PN: 823-0206-22</b>	1	\$432.00 EA	\$432.00
4	<b>Combustible IR Infrared Sensor, 0-100% LEL, FM 823-0211-51</b>	1	\$854.00 EA	\$854.00
5	<b>Oxygen Sensor, 0-25.0% Vol, FM 823-0240-22</b>	1	\$382.00 EA	\$382.00
Continued Onto Page#2->				



734-283-6599  
 icsalesnorth.com  
 14056 Fort Street  
 Southgate, MI 48195

Instrument & Control Systems

6	SensAlert Flow Block PN: 821-0202-01	3	\$78.00 EA	\$234.00
7	Pumped Sample Draw System with 24VDC Power Supply PN: 821-0231-01	1	\$2,875.00	\$2,875.00
8	1 LPM Regulator, Us for All Gases, Standard Regulator PN: 009827-1	1	\$208.00	\$208.00
9	Tygon Tubing, priced per Foot 7016042	10	\$9.00 EA	\$90.00
10	PVC Carrying Case PN: 7010032-1	2	\$156.00 EA	\$312.00
11	Calibration Gas Bottle, Methane, CH <sub>4</sub> , 50% LEL(103 SL) PN: 009824-3	1	\$234.00 EA	\$234.00
12	Calibration Gas Bottle, H <sub>2</sub> S, 25 ppm in Nitrogen (58 SL) PN: 009824-33	1	\$263.00 EA	\$263.00
13	Calibration Gas Bottle, 20.9% Oxygen in Nitrogen(103 SL) PN: 009824-25	1	\$232.00 EA	\$232.00
Build Time: 2-4 Weeks or better ARO Terms: Net 30 OAC Shipping: Collect or PP&A E-mail P.O. to: <a href="mailto:purchaseorders@icsalesnorth.com">purchaseorders@icsalesnorth.com</a> <b><u>NOTE: Above pricing does not include shipping charges.</u></b>				\$14,673.00

See attached cut sheets for complete specifications and feel free to contact me if you have any questions.  
 If we are in favor of your order, please make it out to:

Sensidyne, 1000 112th Circle North, Suite, 100, St. Petersburg, FL

Sincerely,  
 Chris Dusik  
 CC: Sensidyne/File/C1

# CITY OF CARO

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

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

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

## MEMORANDUM

TO: Caro City Council  
FROM: City Manager Scott R. Czasak  
DATE: Wednesday, May 1, 2024  
RE: Agenda Item – Old Police Department Parking Lot Options

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Members of the Caro City Council,

As you know, Council directed the development of proposals for the proposed parking lot on the site of the old Police Department property. Working with the DPW Superintendent Reese, and Mike Carpenter from Rowe Professional Services, two options were developed to make as many parking spaces as possible while using the space effectively.

Concept A calls for straight parking spots on the bulk of the lot, with some angled parking off of the alley, including 2 handicapped spots. This arrangement will net 30 spaces and will pave less space of the two options, possibly providing cost savings. This plan does require the movement of light poles in conjunction with DTE and replaces all the curb and gutter along the side of the property due to changes in entrances and exits.

Concept B calls for angled parking on all the lot, with 2 handicapped spaces, for a net of 27 spaces. This plan controls the flow of traffic with one way use of the lot and would require the bulk of the alley to also be labeled as one way in order to ensure safe movement. This plan uses more of the space for parking, also requires the movement of light poles in conjunction with DTW, and replaces all the curb and gutter as Option A does.

Given the pros and cons of each option, I am recommending Council adopt Concept A and begin the planning process so the project can move forward in the new fiscal year.

Your options for motions are:

1. Adopt Concept A for the proposed parking lot and direct the City Manager to proceed with the planning process.
2. Adopt Concept B for the proposed parking lot and direct the City Manager to proceed with the planning process.
3. Instruct the City Manager to develop other proposal(s) with instructions.
4. Postpone for further discussion.
5. Take no action.

A

**ZONING INFORMATION**  
 CURRENT ZONING DISTRICT = R1 COMMUNITY BUSINESS  
 EXISTING USE = VACANT - MUNICIPAL BUILDING HAS BEEN REMOVED  
 VACANT - MUNICIPAL BUILDING HAS BEEN REMOVED  
 PROPOSED USE = COMMERCIAL - OFFICE / PROFESSIONAL SERVICES  
 RECD FRONT YD SETBACK = 5 FEET  
 RECD SIDE YD SETBACK = 0 FEET  
 RECD REAR YD SETBACK = 0 FEET  
 MINIMUM LOT SIZE AS WITH = NO REQUIREMENT  
 MINIMUM LOT AREA AS WITH = NO REQUIREMENT  
 MAXIMUM BUILDING HEIGHT = 30 FEET AND BUILDING PROPOSED  
 SITE SIGNAGE = NO SIGNAGE IS PROPOSED OTHER THAN FOR PARKING LOT  
 LANDSCAPING/PAVING SPACES = NO REQUIREMENT FOR A MUNICIPAL LOT

**PARKING CALCULATIONS**  
 EXISTING PARKING SPACES = NONE - CURRENTLY VACANT WITH GRAVEL SURFACE  
 PROPOSED PARKING SPACES = 30 WITH 7 ADA SPACES  
 PROPOSED PROJECT DOES NOT INCREASE OR DECREASE CHANGE THE EXISTING USE OR  
 CAPACITY OF THE EXISTING ADJACENT BUILDINGS - PROJECT ONLY PROVIDES ADDITIONAL  
 PARKING SPACES FOR EXISTING USE.

**SITE LIGHTING**  
 PROPOSED EXTERIOR LIGHTING WILL CONSIST OF DECORATIVE LIGHT POLES WITH LED LIGHTING  
 PROVIDED LIGHT POLES AND FIXTURES WILL MATCH THE CITY'S DECORATIVE LIGHTING.

**SITE LANDSCAPING**  
 THIRTY PARKING SPACES REQUIRES THIRTY PARKING LOT TREES.  
 PROPOSED LANDSCAPING WILL CONSIST OF NEW DECIDUOUS CANOPY TREES ALONG MONTAGUE  
 STREET FRONTAGE, AND NEW DECIDUOUS TREES IN OPEN AREA ADJACENT TO PARKING LOT.

- PROPOSED IMPROVEMENT LEGEND**
- ① 24" MORT 14 CURB & GUTTER (STREET)
  - ② 18" MORT 12 CURB & GUTTER (PARKING LOT)
  - ③ CONCRETE SIDEWALK, 4" THICK
  - ④ CONCRETE SIDEWALK OR DRIVE, 8" THICK, REINFORCED
  - ⑤ CONCRETE SIDEWALK, 4" THICK ADA RAMP WITH DETECTABLE PLATE
  - ⑥ 10M PAVEMENT (TRAFFIC STRIP)
  - ⑦ 10M PAVEMENT - ALL AND OVERLAY EXISTING
  - ⑧ ADA PARKING SIGN
  - ⑨ ADA PARKING SIGN, VVA ACCESSIBLE
  - ⑩ DECORATIVE PARKING LOT LIGHTING PULL
  - ⑪ OPEN GREEN AREA OR GREEN BELT
  - ⑫ DECIDUOUS CANOPY TREE
  - ⑬ DECIDUOUS ORNAMENTAL TREE

PROPOSED PARKING LOT LAYOUT - CONCEPT A  
 CITY OF CARO  
 PREPARED FOR  
 MONTAGUE PARKING LOT

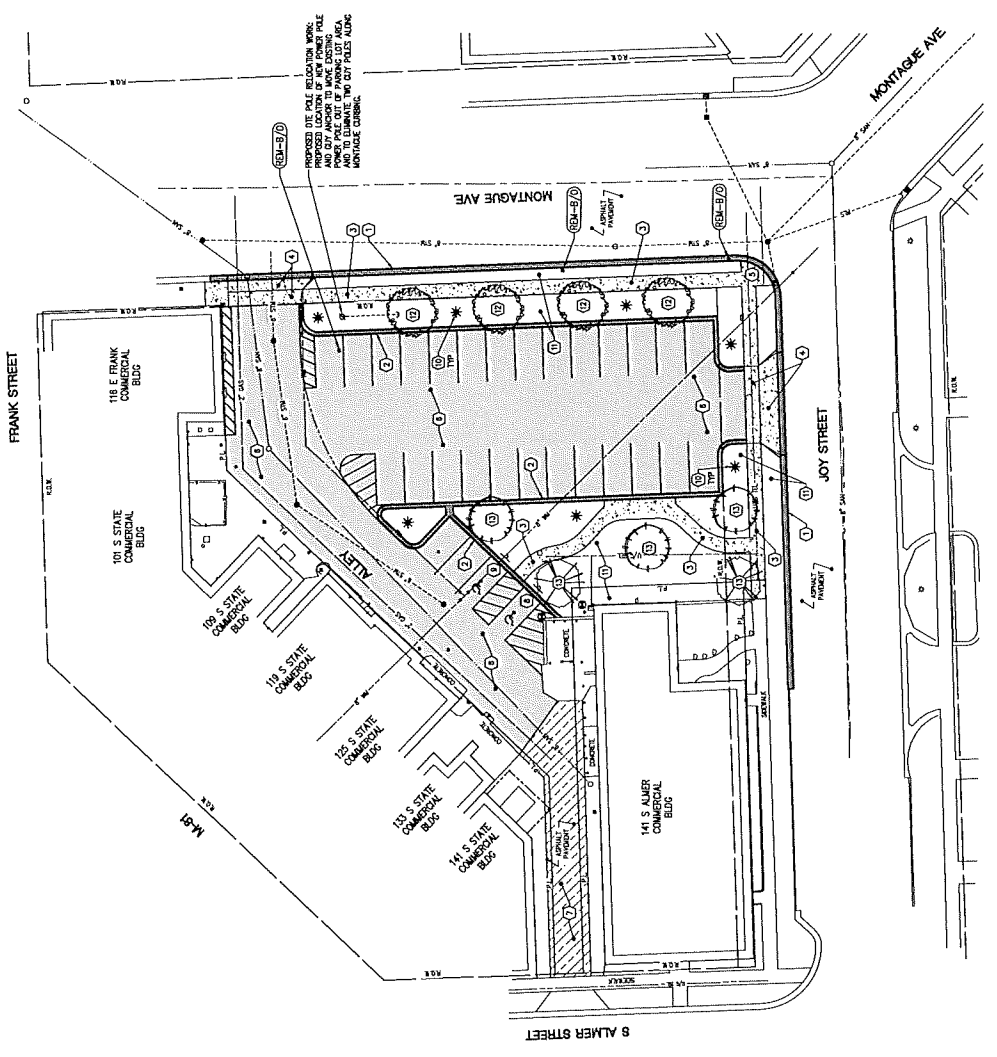
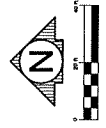
ROWE PROFESSIONAL SERVICES COMPANY  
 PROJECT MGR: MCC  
 PLAN DATE: MAY 2024



128 N. Saginaw Street  
 Lapeer, MI 49448  
 O: (810) 864-9411  
 F: (810) 864-3451  
 WWW.ROWEPSC.COM



REV:  
 SHEET # 1 OF 1  
 JOB No.: 2300338  
 Know what's below.  
 Call before you dig.



**PROPOSED PARKING LOT LAYOUT - CONCEPT B**  
**CITY OF CARO**  
 PREPARED FOR  
**MONTAGUE PARKING LOT**

**ROWE PROFESSIONAL SERVICES COMPANY**  
 PROJECT MGR: MCO  
 PLAN DATE: MAY 2024  
 REVISION: \_\_\_\_\_  
 SCALE: 1" = 20'  
 128 N. Saginaw Street  
 (810) 664-3451  
 www.roweps.com

SHEET # 1 OF 1  
 JOB No. 2300936  
 Know what's below.  
 Call before you dig.

**ZONING INFORMATION**  
 CURRENT ZONING DISTRICT = ALL COMMUNITY BUSINESS  
 EXISTING USE = VACANT - MUNICIPAL BUILDING HAS BEEN REMOVED  
 PROPOSED USE = MONTAGUE PARKING LOT  
 SETBACK FROM FRONT YARD = 3 FEET  
 SETBACK FROM SIDE YARD = 0 FEET  
 SETBACK FROM REAR YARD = 0 FEET  
 MINIMUM LOT SIZE AS WITH = NO REQUIREMENT  
 MINIMUM BUILDING FOOTPRINT = 30 FEET AND BUILDING PROPOSED  
 SITE SIGNAGE = NO SIGNAGE IS PROPOSED OTHER THAN FOR PARKING LOT  
 LANDSCAPING/PAVING SPACE = NO REQUIREMENT FOR A MUNICIPAL LOT

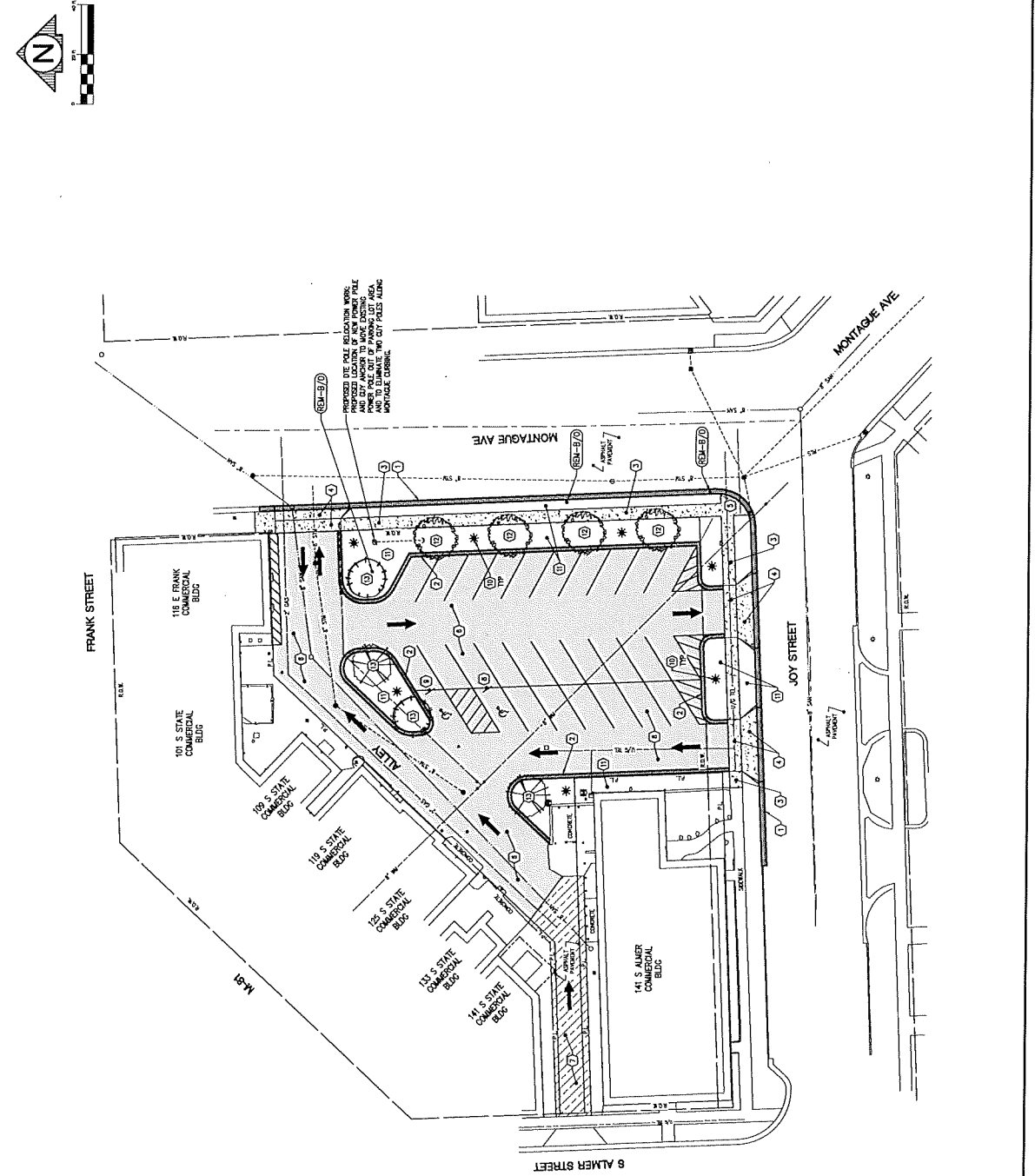
**PARKING CALCULATIONS**  
 EXISTING PARKING SPACES: NONE - CURRENTLY VACANT WITH GRAVEL SURFACE  
 PROPOSED PARKING SPACES: 28 WITH 7 ADA SPACES  
 PROPOSED PROJECT DOES NOT INCREASE OR DECREASE CHANGE THE EXISTING USE OR CAPACITY OF THE EXISTING ADJACENT BUILDINGS - PROJECT ONLY PROVIDES ADDITIONAL PARKING SPACES FOR EXISTING USE.

**SITE LIGHTING**  
 PROPOSED EXTERIOR LIGHTING WILL CONSIST OF DECORATIVE LIGHT POLES WITH LED LIGHTING FIXTURES. LIGHT POLE AND FIXTURES WILL MATCH THE CITY'S DECORATIVE LIGHTING.

**SITE LANDSCAPING**  
 SINCE PROJECT SITE AND ALL ADJACENT PROPERTY IS COMMERCIAL, NO BUFFER ZONES ARE REQUIRED (TREES, SHRUBS, BUSHES, TREES, ETC.).  
 THIRTY-EIGHT PARKING SPACES REQUIRES THREE PARKING LOT TREES.  
 PROPOSED LANDSCAPING WILL CONSIST OF NEW DECORATIVE CANOPY TREES ALONG MONTAGUE STREET FRONTAGE, AND NEW ORNAMENTAL TREES IN PARKING LOT ISLANDS.

**PROPOSED IMPROVEMENT LEGEND**

- 1) 24" MORTAR CURB & GUTTER (STREET)
- 2) 18" MORTAR CURB & GUTTER (PARKING LOT)
- 3) CONCRETE SIDEWALK, 4" THICK
- 4) CONCRETE SIDEWALK OF DRIVE, 6" THICK, REINFORCED
- 5) CONCRETE SIDEWALK, 4" THICK, ADA RAMP WITH DETECTABLE PLATE
- 6) 1/4" PAVER (1000 SIZE)
- 7) 1/4" PAVER (600 SIZE)
- 8) ADA PARKING SIGN WITH PIPE BOLLARD
- 9) ADA PARKING SIGN, VMS ACCESSIBLE WITH PIPE BOLLARD
- 10) DECORATIVE PARKING LOT LIGHTING POLE
- 11) LANDSCAPE ISLAND OR GREEN BELT
- 12) DECORATIVE CANOPY TREE
- 13) ORNAMENTAL TREE



B

# CITY OF CARO

CITY MANAGER  
SCOTT R. CZASAK  
CITY CLERK  
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CITY TREASURER  
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DOREEN OEDY  
JILL WHITE

## MEMORANDUM

TO: Caro City Council  
FROM: City Manager Scott R. Czasak  
DATE: Wednesday, May 1, 2024  
RE: Agenda Item – Columbia Street Project Contract Approval

---

Members of the Caro City Council,

As you know, the City is working with the Michigan Department of Transportation (MDOT) to fund repair work to Columbia Street, as such, to move forward the Council must authorize a signatory of the contract between the State and the City in order for the work to move forward. This is a similar arrangement which has to be made for the work which is funding through the Small Urban funding process.

Although the Council has already designated the City Manager as the Street Administrator to sign all such documents, the State requires a specific resolution with the Contract number to approve the signature. Therefore, one is presented to Council for their approval.

Your options for motions are:

1. Adopt Resolution 2024-8 to designate the City Manager as the signatory on behalf of the City of Caro for Contract Number 24-5079.
2. Postpone for further discussion.
3. Take no action.

STP

DA

Control Section	STUL 79000
Job Number	219366CON
Project	24A0288
CFDA No.	20.205 (Highway Research Planning & Construction)
Contract No.	24-5079

PART I

THIS CONTRACT, consisting of PART I and PART II (Standard Agreement Provisions), is made by and between the MICHIGAN DEPARTMENT OF TRANSPORTATION, hereinafter referred to as the "DEPARTMENT"; and the CITY OF CARO, a Michigan municipal corporation, hereinafter referred to as the "REQUESTING PARTY"; for the purpose of fixing the rights and obligations of the parties in agreeing to the following improvements, in Caro, Michigan, hereinafter referred to as the "PROJECT" and estimated in detail on EXHIBIT "I", dated February 12, 2024, attached hereto and made a part hereof:

Hot mix asphalt cold milling and resurfacing along Columbia Street from Montague Avenue to Frank Street, and along Montague Avenue from Butler Street to Columbia Street, including trenching, aggregate base and shoulders, drainage, concrete curb and gutter, permanent signing and pavement markings; and all together with necessary related work.

WITNESSETH:

WHEREAS, pursuant to Federal law, monies have been provided for the performance of certain improvements on public roads; and

WHEREAS, the reference "FHWA" in PART I and PART II refers to the United States Department of Transportation, Federal Highway Administration; and

WHEREAS, the PROJECT, or portions of the PROJECT, at the request of the REQUESTING PARTY, are being programmed with the FHWA, for implementation with the use of Federal Funds under the following Federal program(s) or funding:

SURFACE TRANSPORTATION PROGRAM

WHEREAS, the parties hereto have reached an understanding with each other regarding the performance of the PROJECT work and desire to set forth this understanding in the form of a written contract.

NOW, THEREFORE, in consideration of the premises and of the mutual undertakings of the parties and in conformity with applicable law, it is agreed:

1. The parties hereto shall undertake and complete the PROJECT in accordance with the terms of this contract.

2. The term "PROJECT COST", as herein used, is hereby defined as the cost of the physical construction necessary for the completion of the PROJECT, including any other costs incurred by the DEPARTMENT as a result of this contract, except construction engineering and inspection.

No charges will be made by the DEPARTMENT to the PROJECT for any inspection work or construction engineering.

The costs incurred by the REQUESTING PARTY for preliminary engineering, construction engineering, construction materials testing, inspection, and right-of-way are excluded from the PROJECT COST as defined by this contract.

The Michigan Department of Environment, Great Lakes, and Energy has informed the DEPARTMENT that it adopted new administrative rules (R 325.10101, et. seq.) which prohibit any governmental agency from connecting and/or reconnecting lead and/or galvanized service lines to existing and/or new water main. Questions regarding these administrative rules should be directed to Michigan Department of Environment, Great Lakes, and Energy. The cost associated with replacement of any lead and/or galvanized service lines, including but not limited to contractor claims, will be the sole responsibility of the REQUESTING PARTY.

3. The DEPARTMENT is authorized by the REQUESTING PARTY to administer on behalf of the REQUESTING PARTY all phases of the PROJECT, including advertising and awarding the construction contract for the PROJECT or portions of the PROJECT. Such administration shall be in accordance with PART II, Section II of this contract.

Any items of the PROJECT COST incurred by the DEPARTMENT may be charged to the PROJECT.

4. The REQUESTING PARTY, at no cost to the PROJECT or to the DEPARTMENT, shall:

- A. Design or cause to be designed the plans for the PROJECT.
- B. Appoint a project engineer who shall be in responsible charge of the PROJECT and ensure that the plans and specifications are followed.
- C. Perform or cause to be performed the construction engineering, construction materials testing, and inspection services necessary for the completion of the PROJECT.

The REQUESTING PARTY will furnish the DEPARTMENT proposed timing sequences for trunkline signals that, if any, are being made part of the improvement. No timing adjustments shall be made by the REQUESTING PARTY at any trunkline intersection, without prior issuances by the DEPARTMENT of Standard Traffic Signal Timing Permits.

5. The PROJECT COST shall be met in part by contributions by the Federal Government. Federal Surface Transportation Funds shall be applied to the eligible items of the PROJECT COST up to the lesser of: (1) \$321,000 or (2) an amount such that 81.85 percent, the normal Federal participation ratio for such funds, is not exceeded at the time of the award of the construction contract. The balance of the PROJECT COST, after deduction of Federal Funds, shall be charged to and paid by the REQUESTING PARTY in the manner and at the times hereinafter set forth.

Any items of PROJECT COST not reimbursed by Federal Funds shall be the sole responsibility of the REQUESTING PARTY.

6. No working capital deposit will be required for this PROJECT.

In order to fulfill the obligations assumed by the REQUESTING PARTY under the provisions of this contract, the REQUESTING PARTY shall make prompt payments of its share of the PROJECT COST upon receipt of progress billings from the DEPARTMENT as herein provided. All payments will be made within 30 days of receipt of billings from the DEPARTMENT. Billings to the REQUESTING PARTY will be based upon the REQUESTING PARTY'S share of the actual costs incurred less Federal Funds earned as the PROJECT progresses.

7. Upon completion of construction of the PROJECT, the REQUESTING PARTY will promptly cause to be enacted and enforced such ordinances or regulations as may be necessary to prohibit parking in the roadway right-of-way throughout the limits of the PROJECT.

8. The performance of the entire PROJECT under this contract, whether Federally funded or not, will be subject to the provisions and requirements of PART II that are applicable to a Federally funded project.

In the event of any discrepancies between PART I and PART II of this contract, the provisions of PART I shall prevail.

Buy America Requirements (23 CFR 635.410) shall apply to the PROJECT and will be adhered to, as applicable, by the parties hereto.

9. The REQUESTING PARTY certifies that it is not aware if and has no reason to believe that the property on which the work is to be performed under this agreement is a facility, as defined by the Michigan Natural Resources and Environmental Protection Act [(NREPA), PA 451, 1994, as amended 2012]; MCL 324.20101(1)(s). The REQUESTING PARTY also certifies that it is not a liable party pursuant to either Part 201 or Part 213 of NREPA, MCL



324.20126 et seq. and MCL 324.21323a et seq. The REQUESTING PARTY is a local unit of government that has acquired or will acquire property for the use of either a transportation corridor or public right-of-way and was not responsible for any activities causing a release or threat of release of any hazardous materials at or on the property. The REQUESTING PARTY is not a person who is liable for response activity costs, pursuant to MCL 324.20101 (vv) and (ww).

10. If, subsequent to execution of this contract, previously unknown hazardous substances are discovered within the PROJECT limits, which require environmental remediation pursuant to either state or federal law, the REQUESTING PARTY, in addition to reporting that fact to the Michigan Department of Environment, Great Lakes, and Energy, shall immediately notify the DEPARTMENT, both orally and in writing of such discovery. The DEPARTMENT shall consult with the REQUESTING PARTY to determine if it is willing to pay for the cost of remediation and, with the FHWA, to determine the eligibility, for reimbursement, of the remediation costs. The REQUESTING PARTY shall be charged for and shall pay all costs associated with such remediation, including all delay costs of the contractor for the PROJECT, in the event that remediation and delay costs are not deemed eligible by the FHWA. If the REQUESTING PARTY refuses to participate in the cost of remediation, the DEPARTMENT shall terminate the PROJECT. The parties agree that any costs or damages that the DEPARTMENT incurs as a result of such termination shall be considered a PROJECT COST.

11. If federal and/or state funds administered by the DEPARTMENT are used to pay the cost of remediating any hazardous substances discovered after the execution of this contract and if there is a reasonable likelihood of recovery, the REQUESTING PARTY, in cooperation with the Michigan Department of Environment, Great Lakes, and Energy and the DEPARTMENT, shall make a diligent effort to recover such costs from all other possible entities. If recovery is made, the DEPARTMENT shall be reimbursed from such recovery for the proportionate share of the amount paid by the FHWA and/or the DEPARTMENT and the DEPARTMENT shall credit such sums to the appropriate funding source.

12. The DEPARTMENT'S sole reason for entering into this contract is to enable the REQUESTING PARTY to obtain and use funds provided by the Federal Highway Administration pursuant to Title 23 of the United States Code.

Any and all approvals of, reviews of, and recommendations regarding contracts, agreements, permits, plans, specifications, or documents, of any nature, or any inspections of work by the DEPARTMENT or its agents pursuant to the terms of this contract are done to assist the REQUESTING PARTY in meeting program guidelines in order to qualify for available funds. Such approvals, reviews, inspections and recommendations by the DEPARTMENT or its agents shall not relieve the REQUESTING PARTY and the local agencies, as applicable, of their ultimate control and shall not be construed as a warranty of their propriety or that the DEPARTMENT or its agents is assuming any liability, control or jurisdiction.

The providing of recommendations or advice by the DEPARTMENT or its agents does not relieve the REQUESTING PARTY and the local agencies, as applicable of their exclusive jurisdiction of the highway and responsibility under MCL 691.1402 et seq., as amended.

When providing approvals, reviews and recommendations under this contract, the DEPARTMENT or its agents is performing a governmental function, as that term is defined in MCL 691.1401 et seq., as amended, which is incidental to the completion of the PROJECT.

Upon completion of the PROJECT, the REQUESTING PARTY shall accept the facilities constructed as built to specifications within the contract documents. It is understood that the REQUESTING PARTY shall own the facilities and shall operate and maintain the facilities in accordance with all applicable Federal and State laws and regulations, including, but not limited to, Title II of the Americans with Disabilities Act (ADA), 42 USC 12131 et seq., and its associated regulations and standards, and DEPARTMENT Road and Bridge Standard Plans and the Standard Specifications for Construction.

13. The DEPARTMENT, by executing this contract, and rendering services pursuant to this contract, has not and does not assume jurisdiction of the highway, described as the PROJECT for purposes of MCL 691.1402 et seq., as amended. Exclusive jurisdiction of such highway for the purposes of MCL 691.1402 et seq., as amended, rests with the REQUESTING PARTY and other local agencies having respective jurisdiction.

14. The REQUESTING PARTY shall approve all of the plans and specifications to be used on the PROJECT and shall be deemed to have approved all changes to the plans and specifications when put into effect. It is agreed that ultimate responsibility and control over the PROJECT rests with the REQUESTING PARTY and local agencies, as applicable.

15. The REQUESTING PARTY agrees that the costs reported to the DEPARTMENT for this contract will represent only those items that are properly chargeable in accordance with this contract. The REQUESTING PARTY also certifies that it has read the contract terms and has made itself aware of the applicable laws, regulations, and terms of this contract that apply to the reporting of costs incurred under the terms of this contract.

16. Each party to this contract will remain responsible for any and all claims arising out of its own acts and/or omissions during the performance of the contract, as provided by this contract or by law. In addition, this is not intended to increase or decrease either party's liability for or immunity from tort claims. This contract is also not intended to nor will it be interpreted as giving either party a right of indemnification, either by contract or by law, for claims arising out of the performance of this contract.

17. The parties shall promptly provide comprehensive assistance and cooperation in defending and resolving any claims brought against the DEPARTMENT by the contractor, vendors or suppliers as a result of the DEPARTMENT'S award of the construction contract for the PROJECT. Costs incurred by the DEPARTMENT in defending or resolving such claims shall be considered PROJECT COSTS.

18. The DEPARTMENT shall require the contractor who is awarded the contract for the construction of the PROJECT to provide insurance in the amounts specified and in accordance with the DEPARTMENT'S current Standard Specifications for Construction and to:

- A. Maintain bodily injury and property damage insurance for the duration of the PROJECT.
- B. Provide owner's protective liability insurance naming as insureds the State of Michigan, the Michigan State Transportation Commission, the DEPARTMENT and its officials, agents and employees, the REQUESTING PARTY and any other county, county road commission, or municipality in whose jurisdiction the PROJECT is located, and their employees, for the duration of the PROJECT and to provide, upon request, copies of certificates of insurance to the insureds. It is understood that the DEPARTMENT does not assume jurisdiction of the highway described as the PROJECT as a result of being named as an insured on the owner's protective liability insurance policy.
- C. Comply with the requirements of notice of cancellation and reduction of insurance set forth in the current standard specifications for construction and to provide, upon request, copies of notices and reports prepared to those insured.

19. This contract shall become binding on the parties hereto and of full force and effect upon the signing thereof by the duly authorized officials for the parties hereto and upon the adoption of the necessary resolutions approving said contract and authorizing the signatures thereto of the respective officials of the REQUESTING PARTY, a certified copy of which resolution shall be attached to this contract.

IN WITNESS WHEREOF, the parties hereto have caused this contract to be executed as written below.

CITY OF CARO

MICHIGAN DEPARTMENT  
OF TRANSPORTATION

By \_\_\_\_\_  
Title:

By \_\_\_\_\_  
*for* Department Director MDOT

By \_\_\_\_\_  
Title:



February 12, 2024

EXHIBIT I

CONTROL SECTION	STUL 79000
JOB NUMBER	219366CON
PROJECT	24A0288

ESTIMATED COST

CONTRACTED WORK

Estimated Cost	\$346,000
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COST PARTICIPATION

GRAND TOTAL ESTIMATED COST	\$346,000
Less Federal Funds*	<u>\$283,201</u>
BALANCE (REQUESTING PARTY'S SHARE)	\$ 62,799

\*Federal Funds for the PROJECT are limited to an amount as described in Section 5.

NO DEPOSIT

DOT

TYPE B  
BUREAU OF HIGHWAYS  
03-15-93

PART II

STANDARD AGREEMENT PROVISIONS

SECTION I COMPLIANCE WITH REGULATIONS AND DIRECTIVES

SECTION II PROJECT ADMINISTRATION AND SUPERVISION

SECTION III ACCOUNTING AND BILLING

SECTION IV MAINTENANCE AND OPERATION

SECTION V SPECIAL PROGRAM AND PROJECT CONDITIONS

## SECTION I

### COMPLIANCE WITH REGULATIONS AND DIRECTIVES

- A. To qualify for eligible cost, all work shall be documented in accordance with the requirements and procedures of the DEPARTMENT.
- B. All work on projects for which reimbursement with Federal funds is requested shall be performed in accordance with the requirements and guidelines set forth in the following Directives of the Federal-Aid Policy Guide (FAPG) of the FHWA, as applicable, and as referenced in pertinent sections of Title 23 and Title 49 of the Code of Federal Regulations (CFR), and all supplements and amendments thereto.
  - 1. Engineering
    - a. FAPG (6012.1): Preliminary Engineering
    - b. FAPG (23 CFR 172): Administration of Engineering and Design Related Service Contracts
    - c. FAPG (23 CFR 635A): Contract Procedures
    - d. FAPG (49 CFR 18.22): Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments—Allowable Costs
  - 2. Construction
    - a. FAPG (23 CFR 140E): Administrative Settlement Costs-Contract Claims
    - b. FAPG (23 CFR 140B): Construction Engineering Costs
    - c. FAPG (23 CFR 17): Recordkeeping and Retention Requirements for Federal-Aid Highway Records of State Highway Agencies
    - d. FAPG (23 CFR 635A): Contract Procedures
    - e. FAPG (23 CFR 635B): Force Account Construction
    - f. FAPG (23 CFR 645A): Utility Relocations, Adjustments and Reimbursement

- g. FAPG (23 CFR 645B): Accommodation of Utilities (PPM 30-4.1)
  - h. FAPG (23 CFR 655F): Traffic Control Devices on Federal-Aid and other Streets and Highways
  - i. FAPG (49 CFR 18.22): Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments--Allowable Costs
3. Modification Or Construction Of Railroad Facilities
- a. FAPG (23 CFR 140I): Reimbursement for Railroad Work
  - b. FAPG (23 CFR 646B): Railroad Highway Projects
- C. In conformance with FAPG (23 CFR 630C) Project Agreements, the political subdivisions party to this contract, on those Federally funded projects which exceed a total cost of \$100,000.00 stipulate the following with respect to their specific jurisdictions:
- 1. That any facility to be utilized in performance under or to benefit from this contract is not listed on the Environmental Protection Agency (EPA) List of Violating Facilities issued pursuant to the requirements of the Federal Clean Air Act, as amended, and the Federal Water Pollution Control Act, as amended.
  - 2. That they each agree to comply with all of the requirements of Section 114 of the Federal Clean Air Act and Section 308 of the Federal Water Pollution Control Act, and all regulations and guidelines issued thereunder.
  - 3. That as a condition of Federal aid pursuant to this contract they shall notify the DEPARTMENT of the receipt of any advice indicating that a facility to be utilized in performance under or to benefit from this contract is under consideration to be listed on the EPA List of Violating Facilities.
- D. Ensure that the PROJECT is constructed in accordance with and incorporates all committed environmental impact mitigation measures listed in approved environmental documents unless modified or deleted by approval of the FHWA.
- E. All the requirements, guidelines, conditions and restrictions noted in all other pertinent Directives and Instructional Memoranda of the FHWA will apply to this contract and will be adhered to, as applicable, by the parties hereto.



## SECTION II

### PROJECT ADMINISTRATION AND SUPERVISION

- A. The DEPARTMENT shall provide such administrative guidance as it determines is required by the PROJECT in order to facilitate the obtaining of available federal and/or state funds.
- B. The DEPARTMENT will advertise and award all contracted portions of the PROJECT work. Prior to advertising of the PROJECT for receipt of bids, the REQUESTING PARTY may delete any portion or all of the PROJECT work. After receipt of bids for the PROJECT, the REQUESTING PARTY shall have the right to reject the amount bid for the PROJECT prior to the award of the contract for the PROJECT only if such amount exceeds by ten percent (10%) the final engineer's estimate therefor. If such rejection of the bids is not received in writing within two (2) weeks after letting, the DEPARTMENT will assume concurrence. The DEPARTMENT may, upon request, readvertise the PROJECT. Should the REQUESTING PARTY so request in writing within the aforesaid two (2) week period after letting, the PROJECT will be cancelled and the DEPARTMENT will refund the unused balance of the deposit less all costs incurred by the DEPARTMENT.
- C. The DEPARTMENT will perform such inspection services on PROJECT work performed by the REQUESTING PARTY with its own forces as is required to ensure compliance with the approved plans & specifications.
- D. On those projects funded with Federal monies, the DEPARTMENT shall as may be required secure from the FHWA approval of plans and specifications, and such cost estimates for FHWA participation in the PROJECT COST.
- E. All work in connection with the PROJECT shall be performed in conformance with the Michigan Department of Transportation Standard Specifications for Construction, and the supplemental specifications, Special Provisions and plans pertaining to the PROJECT and all materials furnished and used in the construction of the PROJECT shall conform to the aforesaid specifications. No extra work shall be performed nor changes in plans and specifications made until said work or changes are approved by the project engineer and authorized by the DEPARTMENT.

- F. Should it be necessary or desirable that portions of the work covered by this contract be accomplished by a consulting firm, a railway company, or governmental agency, firm, person, or corporation, under a subcontract with the REQUESTING PARTY at PROJECT expense, such subcontracted arrangements will be covered by formal written agreement between the REQUESTING PARTY and that party.

This formal written agreement shall: include a reference to the specific prime contract to which it pertains; include provisions which clearly set forth the maximum reimbursable and the basis of payment; provide for the maintenance of accounting records in accordance with generally accepted accounting principles, which clearly document the actual cost of the services provided; provide that costs eligible for reimbursement shall be in accordance with clearly defined cost criteria such as 49 CFR Part 18, 48 CFR Part 31, 23 CFR Part 140, OMB Circular A-87, etc. as applicable; provide for access to the department or its representatives to inspect and audit all data and records related to the agreement for a minimum of three years after the department's final payment to the local unit.

All such agreements will be submitted for approval by the DEPARTMENT and, if applicable, by the FHWA prior to execution thereof, except for agreements for amounts less than \$100,000 for preliminary engineering and testing services executed under and in accordance with the provisions of the "Small Purchase Procedures" FAPG (23 CFR 172), which do not require prior approval of the DEPARTMENT or the FHWA.

Any such approval by the DEPARTMENT shall in no way be construed as a warranty of the subcontractor's qualifications, financial integrity, or ability to perform the work being subcontracted.

- G. The REQUESTING PARTY, at no cost to the PROJECT or the DEPARTMENT, shall make such arrangements with railway companies, utilities, etc., as may be necessary for the performance of work required for the PROJECT but for which Federal or other reimbursement will not be requested.
- H. The REQUESTING PARTY, at no cost to the PROJECT, or the DEPARTMENT, shall secure, as necessary, all agreements and approvals of the PROJECT with railway companies, the Railroad Safety & Tariffs Division of the DEPARTMENT and other concerned governmental agencies other than the FHWA, and will forward same to the DEPARTMENT for such reviews and approvals as may be required.
- I. No PROJECT work for which reimbursement will be requested by the REQUESTING PARTY is to be subcontracted or performed until the DEPARTMENT gives written notification that such work may commence.

- J. The REQUESTING PARTY shall be responsible for the payment of all costs and expenses incurred in the performance of the work it agrees to undertake and perform.
- K. The REQUESTING PARTY shall pay directly to the party performing the work all billings for the services performed on the PROJECT which are authorized by or through the REQUESTING PARTY.
- L. The REQUESTING PARTY shall submit to the DEPARTMENT all paid billings for which reimbursement is desired in accordance with DEPARTMENT procedures.
- M. All work by a consulting firm will be performed in compliance with the applicable provisions of 1980 PA 299, Subsection 2001, MCL 339.2001; MSA 18.425(2001), as well as in accordance with the provisions of all previously cited Directives of the FHWA.
- N. The project engineer shall be subject to such administrative guidance as may be deemed necessary to ensure compliance with program requirement and, in those instances where a consultant firm is retained to provide engineering and inspection services, the personnel performing those services shall be subject to the same conditions.
- O. The DEPARTMENT, in administering the PROJECT in accordance with applicable Federal and State requirements and regulations, neither assumes nor becomes liable for any obligations undertaken or arising between the REQUESTING PARTY and any other party with respect to the PROJECT.
- P. In the event it is determined by the DEPARTMENT that there will be either insufficient Federal funds or insufficient time to properly administer such funds for the entire PROJECT or portions thereof, the DEPARTMENT, prior to advertising or issuing authorization for work performance, may cancel the PROJECT, or any portion thereof, and upon written notice to the parties this contract shall be void and of no effect with respect to that cancelled portion of the PROJECT. Any PROJECT deposits previously made by the parties on the cancelled portions of the PROJECT will be promptly refunded.
- Q. Those projects funded with Federal monies will be subject to inspection at all times by the DEPARTMENT and the FHWA.

### SECTION III

#### ACCOUNTING AND BILLING

A. Procedures for billing for work undertaken by the REQUESTING PARTY:

1. The REQUESTING PARTY shall establish and maintain accurate records, in accordance with generally accepted accounting principles, of all expenses incurred for which payment is sought or made under this contract, said records to be hereinafter referred to as the "RECORDS". Separate accounts shall be established and maintained for all costs incurred under this contract.

The REQUESTING PARTY shall maintain the RECORDS for at least three (3) years from the date of final payment of Federal Aid made by the DEPARTMENT under this contract. In the event of a dispute with regard to the allowable expenses or any other issue under this contract, the REQUESTING PARTY shall thereafter continue to maintain the RECORDS at least until that dispute has been finally decided and the time for all available challenges or appeals of that decision has expired.

The DEPARTMENT, or its representative, may inspect, copy, or audit the RECORDS at any reasonable time after giving reasonable notice.

If any part of the work is subcontracted, the REQUESTING PARTY shall assure compliance with the above for all subcontracted work.

In the event that an audit performed by or on behalf of the DEPARTMENT indicates an adjustment to the costs reported under this contract, or questions the allowability of an item of expense, the DEPARTMENT shall promptly submit to the REQUESTING PARTY, a Notice of Audit Results and a copy of the audit report which may supplement or modify any tentative findings verbally communicated to the REQUESTING PARTY at the completion of an audit.

Within sixty (60) days after the date of the Notice of Audit Results, the REQUESTING PARTY shall: (a) respond in writing to the responsible Bureau or the DEPARTMENT indicating whether or not it concurs with the audit report, (b) clearly explain the nature and basis for any disagreement as to a disallowed item of expense and, (c) submit to the DEPARTMENT a written explanation as to any questioned or no opinion expressed item of expense, hereinafter referred to as the "RESPONSE". The RESPONSE shall be clearly stated and provide any supporting documentation necessary to resolve any disagreement or questioned or no opinion expressed item of expense. Where the documentation is voluminous, the REQUESTING PARTY may supply appropriate excerpts and make alternate

arrangements to conveniently and reasonably make that documentation available for review by the DEPARTMENT. The RESPONSE shall refer to and apply the language of the contract. The REQUESTING PARTY agrees that failure to submit a RESPONSE within the sixty (60) day period constitutes agreement with any disallowance of an item of expense and authorizes the DEPARTMENT to finally disallow any items of questioned or no opinion expressed cost.

The DEPARTMENT shall make its decision with regard to any Notice of Audit Results and RESPONSE within one hundred twenty (120) days after the date of the Notice of Audit Results. If the DEPARTMENT determines that an overpayment has been made to the REQUESTING PARTY, the REQUESTING PARTY shall repay that amount to the DEPARTMENT or reach agreement with the DEPARTMENT on a repayment schedule within thirty (30) days after the date of an invoice from the DEPARTMENT. If the REQUESTING PARTY fails to repay the overpayment or reach agreement with the DEPARTMENT on a repayment schedule within the thirty (30) day period, the REQUESTING PARTY agrees that the DEPARTMENT shall deduct all or a portion of the overpayment from any funds then or thereafter payable by the DEPARTMENT to the REQUESTING PARTY under this contract or any other agreement, or payable to the REQUESTING PARTY under the terms of 1951 PA 51, as applicable. Interest will be assessed on any partial payments or repayment schedules based on the unpaid balance at the end of each month until the balance is paid in full. The assessment of interest will begin thirty (30) days from the date of the invoice. The rate of interest will be based on the Michigan Department of Treasury common cash funds interest earnings. The rate of interest will be reviewed annually by the DEPARTMENT and adjusted as necessary based on the Michigan Department of Treasury common cash funds interest earnings. The REQUESTING PARTY expressly consents to this withholding or offsetting of funds under those circumstances, reserving the right to file a lawsuit in the Court of Claims to contest the DEPARTMENT'S decision only as to any item of expense the disallowance of which was disputed by the REQUESTING PARTY in a timely filed RESPONSE.

The REQUESTING PARTY shall comply with the Single Audit Act of 1984, as amended, including, but not limited to, the Single Audit Amendments of 1996 (31 USC 7501-7507).

The REQUESTING PARTY shall adhere to the following requirements associated with audits of accounts and records:

- a. Agencies expending a total of \$500,000 or more in federal funds, from one or more funding sources in its fiscal year, shall comply with the requirements of the federal Office of Management and Budget (OMB) Circular A-133, as revised or amended.

The agency shall submit two copies of:

- The Reporting Package
- The Data Collection Form
- The management letter to the agency, if one issued by the audit firm

The OMB Circular A-133 audit must be submitted to the address below in accordance with the time frame established in the circular, as revised or amended.

b. Agencies expending less than \$500,000 in federal funds must submit a letter to the Department advising that a circular audit was not required. The letter shall indicate the applicable fiscal year, the amount of federal funds spent, the name(s) of the Department federal programs, and the CFDA grant number(s). This information must also be submitted to the address below.

c. Address: Michigan Department of Education  
Accounting Service Center  
Hannah Building  
608 Allegan Street  
Lansing, MI 48909

d. Agencies must also comply with applicable State laws and regulations relative to audit requirements.

e. Agencies shall not charge audit costs to Department's federal programs which are not in accordance with the OMB Circular A-133 requirements.

f. All agencies are subject to the federally required monitoring activities, which may include limited scope reviews and other on-site monitoring.

2. Agreed Unit Prices Work - All billings for work undertaken by the REQUESTING PARTY on an agreed unit price basis will be submitted in accordance with the Michigan Department of Transportation Standard Specifications for Construction and pertinent FAPG Directives and Guidelines of the FHWA.
3. Force Account Work and Subcontracted Work - All billings submitted to the DEPARTMENT for Federal reimbursement for items of work performed on a force account basis or by any subcontract with a consulting firm, railway company, governmental agency or other party, under the terms of this contract, shall be prepared in accordance with the provisions of the pertinent FHPM Directives and the procedures of the DEPARTMENT. Progress billings may be submitted monthly during the time work is being performed provided, however, that no bill of a lesser amount than \$1,000.00 shall be submitted unless it is a final

or end of fiscal year billing. All billings shall be labeled either "Progress Bill Number \_\_\_\_\_", or "Final Billing".

4. Final billing under this contract shall be submitted in a timely manner but not later than six months after completion of the work. Billings for work submitted later than six months after completion of the work will not be paid.
5. Upon receipt of billings for reimbursement for work undertaken by the REQUESTING PARTY on projects funded with Federal monies, the DEPARTMENT will act as billing agent for the REQUESTING PARTY, consolidating said billings with those for its own force account work and presenting these consolidated billings to the FHWA for payment. Upon receipt of reimbursement from the FHWA, the DEPARTMENT will promptly forward to the REQUESTING PARTY its share of said reimbursement.
6. Upon receipt of billings for reimbursement for work undertaken by the REQUESTING PARTY on projects funded with non-Federal monies, the DEPARTMENT will promptly forward to the REQUESTING PARTY reimbursement of eligible costs.

B. Payment of Contracted and DEPARTMENT Costs:

1. As work on the PROJECT commences, the initial payments for contracted work and/or costs incurred by the DEPARTMENT will be made from the working capital deposit. Receipt of progress payments of Federal funds, and where applicable, State Critical Bridge funds, will be used to replenish the working capital deposit. The REQUESTING PARTY shall make prompt payments of its share of the contracted and/or DEPARTMENT incurred portion of the PROJECT COST upon receipt of progress billings from the DEPARTMENT. Progress billings will be based upon the REQUESTING PARTY'S share of the actual costs incurred as work on the PROJECT progresses and will be submitted, as required, until it is determined by the DEPARTMENT that there is sufficient available working capital to meet the remaining anticipated PROJECT COSTS. All progress payments will be made within thirty (30) days of receipt of billings. No monthly billing of a lesser amount than \$1,000.00 will be made unless it is a final or end of fiscal year billing. Should the DEPARTMENT determine that the available working capital exceeds the remaining anticipated PROJECT COSTS, the DEPARTMENT may reimburse the REQUESTING PARTY such excess. Upon completion of the PROJECT, payment of all PROJECT COSTS, receipt of all applicable monies from the FHWA, and completion of necessary audits, the REQUESTING PARTY will be reimbursed the balance of its deposit.

2. In the event that the bid, plus contingencies, for the contracted, and/or the DEPARTMENT incurred portion of the PROJECT work exceeds the estimated cost therefor as established by this contract, the REQUESTING PARTY may be advised and billed for the additional amount of its share.

C. General Conditions:

1. The DEPARTMENT, in accordance with its procedures in existence and covering the time period involved, shall make payment for interest earned on the balance of working capital deposits for all projects on account with the DEPARTMENT. The REQUESTING PARTY in accordance with DEPARTMENT procedures in existence and covering the time period involved, shall make payment for interest owed on any deficit balance of working capital deposits for all projects on account with the DEPARTMENT. This payment or billing is processed on an annual basis corresponding to the State of Michigan fiscal year. Upon receipt of billing for interest incurred, the REQUESTING PARTY promises and shall promptly pay the DEPARTMENT said amount.
2. Pursuant to the authority granted by law, the REQUESTING PARTY hereby irrevocably pledges a sufficient amount of funds received by it from the Michigan Transportation Fund to meet its obligations as specified in PART I and PART II. If the REQUESTING PARTY shall fail to make any of its required payments when due, as specified herein, the DEPARTMENT shall immediately notify the REQUESTING PARTY and the State Treasurer of the State of Michigan or such other state officer or agency having charge and control over disbursement of the Michigan Transportation Fund, pursuant to law, of the fact of such default and the amount thereof, and, if such default is not cured by payment within ten (10) days, said State Treasurer or other state officer or agency is then authorized and directed to withhold from the first of such monies thereafter allocated by law to the REQUESTING PARTY from the Michigan Transportation Fund sufficient monies to remove the default, and to credit the REQUESTING PARTY with payment thereof, and to notify the REQUESTING PARTY in writing of such fact.
3. Upon completion of all work under this contract and final audit by the DEPARTMENT or the FHWA, the REQUESTING PARTY promises to promptly repay the DEPARTMENT for any disallowed items of costs previously disbursed by the DEPARTMENT. The REQUESTING PARTY pledges its future receipts from the Michigan Transportation Fund for repayment of all disallowed items and, upon failure to make repayment for any disallowed items within ninety (90) days of demand made by the DEPARTMENT, the DEPARTMENT is hereby authorized to withhold an equal amount from the REQUESTING PARTY'S share of any future distribution of Michigan Transportation Funds in settlement of said claim.



4. The DEPARTMENT shall maintain and keep accurate records and accounts relative to the cost of the PROJECT and upon completion of the PROJECT, payment of all items of PROJECT COST, receipt of all Federal Aid, if any, and completion of final audit by the DEPARTMENT and if applicable, by the FHWA, shall make final accounting to the REQUESTING PARTY. The final PROJECT accounting will not include interest earned or charged on working capital deposited for the PROJECT which will be accounted for separately at the close of the State of Michigan fiscal year and as set forth in Section C(1).
5. The costs of engineering and other services performed on those projects involving specific program funds and one hundred percent (100%) local funds will be apportioned to the respective portions of that project in the same ratio as the actual direct construction costs unless otherwise specified in PART I.

## SECTION IV

### MAINTENANCE AND OPERATION

A. Upon completion of construction of each part of the PROJECT, at no cost to the DEPARTMENT or the PROJECT, each of the parties hereto, within their respective jurisdictions, will make the following provisions for the maintenance and operation of the completed PROJECT:

1. All Projects:

Properly maintain and operate each part of the project, making ample provisions each year for the performance of such maintenance work as may be required, except as qualified in paragraph 2b of this section.

2. Projects Financed in Part with Federal Monies:

a. Sign and mark each part of the PROJECT, in accordance with the current Michigan Manual of Uniform Traffic control Devices, and will not install, or permit to be installed, any signs, signals or markings not in conformance with the standards approved by the FHWA, pursuant to 23 USC 109(d).

b. Remove, prior to completion of the PROJECT, all encroachments from the roadway right-of-way within the limits of each part of the PROJECT.

With respect to new or existing utility installations within the right-of-way of Federal Aid projects and pursuant to FAPG (23 CFR 645B): Occupancy of non-limited access right-of-way may be allowed based on consideration for traffic safety and necessary preservation of roadside space and aesthetic quality. Longitudinal occupancy of non-limited access right-of-way by private lines will require a finding of significant economic hardship, the unavailability of practicable alternatives or other extenuating circumstances.

c. Cause to be enacted, maintained and enforced, ordinances and regulations for proper traffic operations in accordance with the plans of the PROJECT.

d. Make no changes to ordinances or regulations enacted, or traffic controls installed in conjunction with the PROJECT work without prior review by the DEPARTMENT and approval of the FHWA, if required.

- B. On projects for the removal of roadside obstacles, the parties, upon completion of construction of each part of the PROJECT, at no cost to the PROJECT or the DEPARTMENT, will, within their respective jurisdictions, take such action as is necessary to assure that the roadway right-of-way, cleared as the PROJECT, will be maintained free of such obstacles.
- C. On projects for the construction of bikeways, the parties will enact no ordinances or regulations prohibiting the use of bicycles on the facility hereinbefore described as the PROJECT, and will amend any existing restrictive ordinances in this regard so as to allow use of this facility by bicycles. No motorized vehicles shall be permitted on such bikeways or walkways constructed as the PROJECT except those for maintenance purposes.
- D. Failure of the parties hereto to fulfill their respective responsibilities as outlined herein may disqualify that party from future Federal-aid participation in projects on roads or streets for which it has maintenance responsibility. Federal Aid may be withheld until such time as deficiencies in regulations have been corrected, and the improvements constructed as the PROJECT are brought to a satisfactory condition of maintenance.

## SECTION V

### SPECIAL PROGRAM AND PROJECT CONDITIONS

- A. Those projects for which the REQUESTING PARTY has been reimbursed with Federal monies for the acquisition of right-of-way must be under construction by the close of the twentieth (20th) fiscal year following the fiscal year in which the FHWA and the DEPARTMENT projects agreement covering that work is executed, or the REQUESTING PARTY may be required to repay to the DEPARTMENT, for forwarding to the FHWA, all monies distributed as the FHWA'S contribution to that right-of-way.
- B. Those projects for which the REQUESTING PARTY has been reimbursed with Federal monies for the performance of preliminary engineering must be under construction by the close of the tenth (10th) fiscal year following the fiscal year in which the FHWA and the DEPARTMENT projects agreement covering that work is executed, or the REQUESTING PARTY may be required to repay to the DEPARTMENT, for forwarding to the FHWA, all monies distributed as the FHWA'S contribution to that preliminary engineering.
- C. On those projects funded with Federal monies, the REQUESTING PARTY, at no cost to the PROJECT or the DEPARTMENT, will provide such accident information as is available and such other information as may be required under the program in order to make the proper assessment of the safety benefits derived from the work performed as the PROJECT. The REQUESTING PARTY will cooperate with the DEPARTMENT in the development of reports and such analysis as may be required and will, when requested by the DEPARTMENT, forward to the DEPARTMENT, in such form as is necessary, the required information.
- D. In connection with the performance of PROJECT work under this contract the parties hereto (hereinafter in Appendix "A" referred to as the "contractor") agree to comply with the State of Michigan provisions for "Prohibition of Discrimination in State Contracts", as set forth in Appendix A, attached hereto and made a part hereof. The parties further covenant that they will comply with the Civil Rights Acts of 1964, being P.L. 88-352, 78 Stat. 241, as amended, being Title 42 U.S.C. Sections 1971, 1975a-1975d, and 2000a-2000h-6 and the Regulations of the United States Department of Transportation (49 C.F.R. Part 21) issued pursuant to said Act, including Appendix "B", attached hereto and made a part hereof, and will require similar covenants on the part of any contractor or subcontractor employed in the performance of this contract.
- E. The parties will carry out the applicable requirements of the DEPARTMENT'S Disadvantaged Business Enterprise (DBE) program and 49 CFR, Part 26, including, but not limited to, those requirements set forth in Appendix C.

**APPENDIX A**  
**PROHIBITION OF DISCRIMINATION IN STATE CONTRACTS**

In connection with the performance of work under this contract; the contractor agrees as follows:

1. In accordance with Public Act 453 of 1976 (Elliott-Larsen Civil Rights Act), the contractor shall not discriminate against an employee or applicant for employment with respect to hire, tenure, treatment, terms, conditions, or privileges of employment or a matter directly or indirectly related to employment because of race, color, religion, national origin, age, sex, height, weight, or marital status. A breach of this covenant will be regarded as a material breach of this contract. Further, in accordance with Public Act 220 of 1976 (Persons with Disabilities Civil Rights Act), as amended by Public Act 478 of 1980, the contractor shall not discriminate against any employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment or a matter directly or indirectly related to employment because of a disability that is unrelated to the individual's ability to perform the duties of a particular job or position. A breach of the above covenants will be regarded as a material breach of this contract.
2. The contractor hereby agrees that any and all subcontracts to this contract, whereby a portion of the work set forth in this contract is to be performed, shall contain a covenant the same as hereinabove set forth in Section 1 of this Appendix.
3. The contractor will take affirmative action to ensure that applicants for employment and employees are treated without regard to their race, color, religion, national origin, age, sex, height, weight, marital status, or any disability that is unrelated to the individual's ability to perform the duties of a particular job or position. Such action shall include, but not be limited to, the following: employment; treatment; upgrading; demotion or transfer; recruitment; advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.
4. The contractor shall, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, age, sex, height, weight, marital status, or disability that is unrelated to the individual's ability to perform the duties of a particular job or position.
5. The contractor or its collective bargaining representative shall send to each labor union or representative of workers with which the contractor has a collective bargaining agreement or other contract or understanding a notice advising such labor union or workers' representative of the contractor's commitments under this Appendix.
6. The contractor shall comply with all relevant published rules, regulations, directives, and orders of the Michigan Civil Rights Commission that may be in effect prior to the taking of bids for any individual state project.

7. The contractor shall furnish and file compliance reports within such time and upon such forms as provided by the Michigan Civil Rights Commission; said forms may also elicit information as to the practices, policies, program, and employment statistics of each subcontractor, as well as the contractor itself, and said contractor shall permit access to the contractor's books, records, and accounts by the Michigan Civil Rights Commission and/or its agent for the purposes of investigation to ascertain compliance under this contract and relevant rules, regulations, and orders of the Michigan Civil Rights Commission.
8. In the event that the Michigan Civil Rights Commission finds, after a hearing held pursuant to its rules, that a contractor has not complied with the contractual obligations under this contract, the Michigan Civil Rights Commission may, as a part of its order based upon such findings, certify said findings to the State Administrative Board of the State of Michigan, which State Administrative Board may order the cancellation of the contract found to have been violated and/or declare the contractor ineligible for future contracts with the state and its political and civil subdivisions, departments, and officers, including the governing boards of institutions of higher education, until the contractor complies with said order of the Michigan Civil Rights Commission. Notice of said declaration of future ineligibility may be given to any or all of the persons with whom the contractor is declared ineligible to contract as a contracting party in future contracts. In any case before the Michigan Civil Rights Commission in which cancellation of an existing contract is a possibility, the contracting agency shall be notified of such possible remedy and shall be given the option by the Michigan Civil Rights Commission to participate in such proceedings.
9. The contractor shall include or incorporate by reference, the provisions of the foregoing paragraphs (1) through (8) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Michigan Civil Rights Commission; all subcontracts and purchase orders will also state that said provisions will be binding upon each subcontractor or supplier.

Revised June 2011

**APPENDIX B  
TITLE VI ASSURANCE**

During the performance of this contract, the contractor, for itself, its assignees, and its successors in interest (hereinafter referred to as the "contractor"), agrees as follows:

1. **Compliance with Regulations:** For all federally assisted programs, the contractor shall comply with the nondiscrimination regulations set forth in 49 CFR Part 21, as may be amended from time to time (hereinafter referred to as the Regulations). Such Regulations are incorporated herein by reference and made a part of this contract.
2. **Nondiscrimination:** The contractor, with regard to the work performed under the contract, shall not discriminate on the grounds of race, color, sex, or national origin in the selection, retention, and treatment of subcontractors, including procurements of materials and leases of equipment. The contractor shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices, when the contractor covers a program set forth in Appendix B of the Regulations.
3. **Solicitation for Subcontracts, Including Procurements of Materials and Equipment:** All solicitations made by the contractor, either by competitive bidding or by negotiation for subcontract work, including procurement of materials or leases of equipment, must include a notification to each potential subcontractor or supplier of the contractor's obligations under the contract and the Regulations relative to nondiscrimination on the grounds of race, color, or national origin.
4. **Information and Reports:** The contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto and shall permit access to its books, records, accounts, other sources of information, and facilities as may be determined to be pertinent by the Department or the United States Department of Transportation (USDOT) in order to ascertain compliance with such Regulations or directives. If required information concerning the contractor is in the exclusive possession of another who fails or refuses to furnish the required information, the contractor shall certify to the Department or the USDOT, as appropriate, and shall set forth the efforts that it made to obtain the information.
5. **Sanctions for Noncompliance:** In the event of the contractor's noncompliance with the nondiscrimination provisions of this contract, the Department shall impose such contract sanctions as it or the USDOT may determine to be appropriate, including, but not limited to, the following:
  - a. Withholding payments to the contractor until the contractor complies; and/or
  - b. Canceling, terminating, or suspending the contract, in whole or in part.

6. Incorporation of Provisions: The contractor shall include the provisions of Sections (1) through (6) in every subcontract, including procurement of material and leases of equipment, unless exempt by the Regulations or directives issued pursuant thereto. The contractor shall take such action with respect to any subcontract or procurement as the Department or the USDOT may direct as a means of enforcing such provisions, including sanctions for non-compliance, provided, however, that in the event a contractor becomes involved in or is threatened with litigation from a subcontractor or supplier as a result of such direction, the contractor may request the Department to enter into such litigation to protect the interests of the state. In addition, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

Revised June 2011



## APPENDIX C

### TO BE INCLUDED IN ALL FINANCIAL ASSISTANCE AGREEMENTS WITH LOCAL AGENCIES

#### Assurance that Recipients and Contractors Must Make (Excerpts from US DOT Regulation 49 CFR 26.13)

- A. Each financial assistance agreement signed with a DOT operating administration (or a primary recipient) must include the following assurance:

The recipient shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any US DOT-assisted contract or in the administration of its DBE program or the requirements of 49 CFR Part 26. The recipient shall take all necessary and reasonable steps under 49 CFR Part 26 to ensure nondiscrimination in the award and administration of US DOT-assisted contracts. The recipient's DBE program, as required by 49 CFR Part 26 and as approved by US DOT, is incorporated by reference in this agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as a violation of this agreement. Upon notification to the recipient of its failure to carry out its approved program, the department may impose sanctions as provided for under Part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. 3801 et seq.).

- B. Each contract MDOT signs with a contractor (and each subcontract the prime contractor signs with a subcontractor) must include the following assurance:

The contractor, sub recipient or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of US DOT-assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the recipient deems appropriate.

# CITY OF CARO

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

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DOREEN OEDY  
JILL WHITE

## *City of Caro Columbia Street Road Repair - MDOT Resolution 2024-8*

Whereas the City of Caro desires to complete the road repair project on Columbia Street in conjunction with the Michigan Department of Transportation, and

Whereas the City Manager is the designated Street Administrator for the City of Caro, and

Whereas the position of City Manager for the City of Caro is currently Scott R. Czasak, and

Whereas the City of Caro wishes to execute Contract Number 24-5079 with the Michigan Department of Transportation, therefore,

LET IT BE RESOLVED, the Common Council for the City of Caro does hereby designate Scott R. Czasak, City Manager of the City of Caro, as the designated signer of Contract Number 24-5079 with the Michigan Department of Transportation.

YES:

NO:

ABSENT:

***MOTION APPROVED.***

The mayor declares the resolution adopted.

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

\_\_\_\_\_  
Karen Snider, City Mayor

### **ATTEST:**

I hereby certify that the foregoing is a true and correct copy of a Resolution duly adopted by the City Council of the City of Caro at a regular meeting held on Monday, May 6, 2024, at 6:30 p.m. in the Council Chambers of the Caro Municipal Building, 317 S. State Street, Caro, Michigan.

\_\_\_\_\_  
Rita Papp – City Clerk

# CITY OF CARO

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SCOTT R. CZASAK  
CITY CLERK  
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JILL WHITE

## MEMORANDUM

TO: Caro City Council  
FROM: City Manager Scott R. Czasak  
DATE: Wednesday, May 1, 2024  
RE: Agenda Item – Discussion - Engineering

---

Members of the Caro City Council,

As you know, during the design phase of the Columbia Street repair project, I presented to Council the initial proposal from Rowe Professional Services for the project and was instructed to seek bids for the service. As such, the bid was put out and steps were taken to shield the initial proposal number Rowe put forward so as not to poison the well of bids. After the bid process, Rowe was selected as the design engineering firm and has provided that service since.

Now, I have received from Rowe their proposal to continue as the engineer for the construction phase, however, I would like to avoid repeating having a proposal made public if a bid process is requested. Whether or not to bid engineering has been an inconsistent issue and clarity would be helpful.

Section 13.1 of the Charter of the City of Caro states in part: The city council shall provide for, by ordinance based upon a national standard, a purchasing procedure to be followed in purchasing city supplies, materials, equipment, contractual service, or other forms of personal property. Before making any such purchase or contract to purchase, competitive bids shall be obtained, except:

- (a) In the securing of professional services for the city;
- (b) When the purchasing agent for the city is exempted by the purchasing ordinance because of value or when the city council shall determine that no advantage to the city would result from competitive bidding; or
- (c) Upon the occurrence of an emergency.

Neither the Charter nor City Ordinances give a clear definition of Professional Services as used in (a). Black's Law Dictionary defines "professional" as "1. A person, who is a member of a professional body due to the education qualification and follows the prescribed moeal and professional code of conduct. 2. A person who has mastered a high level of expertise in a subject, notion on field", while Merriam-Webster defines "professional service" as "a service requiring specialized knowledge and skill usually of a mental or intellectual nature and usually requiring a license, certification, or registration". Whether engineering services fit within these definitions is open to interpretation.

As to provide some clarity on how to standardize the process of securing engineering services for the construction of Columbia Street and other future projects, a discussion leading towards some sort of policy clarification would be beneficial.



# CITY OF CARO

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JILL WHITE

## MEMORANDUM

TO: Caro City Council  
FROM: City Manager Scott R. Czasak  
DATE: Wednesday, May 1, 2024  
RE: Agenda Item – Caro Roadhouse Agreement

---

Members of the Caro City Council,

As you know, the Caro Historical Society manages the Caro Roadhouse and Museum on a lease from the City for the property. This arrangement commenced 3 years ago when the Historical Commission was dissolved, and the Historical Society took over. Representatives of the Society sought a renewal of the lease and with some minor alterations an agreement was reached.

The renewal will be for a 5-year term, as opposed to 3 from the last agreement, and keeps the same lease price of \$1 per year. The biggest change requested was to make a clarification that if the lease is terminated, the City will reclaim ownership of the real property, i.e. the building and grounds, but not the personal property therein, i.e. the artifacts. Additionally, language was removed from the previous contract calling for the dissolution of the Historical Commission as it is no longer relevant, and requires a strategic plan in 2026, with the intent of placing this on a 5-year cycle of updating the strategic plan with the City, as opposed to the beginning of each contract.

This contract was reviewed by the City Attorney, who made technical changes to the original language, and approved it as to form.

Your options for motions are:

1. Accept the agreement with the Caro Historical Society to lease the Caro Roadhouse and Museum for a period of 5 years per the terms of the contract as presented and authorize the Mayor and Clerk to sign on behalf of the City.
2. Instruct the City Manager to negotiate any requested changes to the proposed agreement and return with a revised proposal to Council.
3. Postpone for further discussion.
4. Take no action.

**CITY OF CARO AND CARO ROADHOUSE MUSEUM AND HISTORICAL SOCIETY  
PROPERTY LEASE**

Whereas, the City of Caro (hereinafter referred to as “City” or “Lessor”) is the owner of certain real property legally described as follows:

003-3098-000 SEC 03 T12N R9E COM 25 1/2 RDS S OF NE COR OF SE 1/4 OF SW 1/4 TH S TO CONGRESS ST, W 12.96 RDS, N 11.56 RDS, E 12.96 RDS TO POB PT SW 1/4 VILL OF CARO.

Commonly known as 235 E. Congress Street, Caro, MI 48723 (“Property”), and

Whereas, the Caro Roadhouse Museum and Historical Society, a Michigan Non-Profit Corporation (hereinafter referred to as “Historical Society” or “Lessee”), operates a historical preservation and educational 501(C)(3) nonprofit and seeks to establish a Lease Agreement with the City on the Property, and

Whereas, both the City and the Historical Society are desirous of establishing a Lease Agreement for the Property, and

Whereas, this Lease Agreement will commence on \_\_\_\_\_, 2024, and expire on June 30, 2029.

In consideration of said Lease Agreement and \$1, annually, the parties mutually agree as follows:

1. Lessee shall at all times perform and obey such ordinances and regulations of the City, such requirements of or conditions prescribed by the public health authorities, and such laws shall pertain to the Property or any other lands which may be affected by the use or occupancy thereof.
2. Lessee agrees to defend and indemnify Lessor from any claims for injuries (including death) to persons or property resulting from accident or other happenings on the Property and further agrees to provide general liability insurance on an “Occurrence Basis” with limits of liability not less than \$1,000,000 per occurrence and aggregate and to name the City of Caro as an additional insured.
3. Lessee shall keep and maintain the Property and any part thereof in at least its current condition and shall be responsible for all maintenance, including snow and ice removal.
4. Lessee shall not have the right to permanently sublet the Property or any part thereof nor to assign the Lease Agreement without the express prior written consent of the Lessor.
5. Lessee shall present an annual activity report to the council during a regularly scheduled meeting within the first quarter of each calendar year through the entirety of this agreement.

6. Lessee shall create and present and submit with the annual activity report in the year 2026, a long-term strategic plan for the property including goals and future capital improvements.
7. Upon the termination of this Lease Agreement all real property improvements, houses, buildings, fixtures, and other structures located on the Property shall become the property of the Lessor. Lessee retains ownership of its personal property, including historical items located on the Property.
8. Either party can terminate the lease agreement with a 180 days' written notice without cause. Lessor may terminate the lease agreement on 30 days' written notice for cause, which includes failure to maintain liability insurance for the Property; failure to defend or indemnify Lessor as required by this Agreement; or failure to promptly repair any damage to the Property at Lessee's expense
9. Any type of damage caused to the Property will be repaired by the Lessee, or the City of Caro may take action to terminate the Lease and seek recovery of the amount of such repairs from Lessee.
10. All utilities to the Property, including but not limited to water, sewer, electricity, cable, telephone, etc, will be the responsibility of Lessee for the life of this Lease Agreement.

It is further agreed that any violation of, or failure to perform, the terms and conditions herein by the Lessee will be considered Lessee's forfeiture of the right to occupy the premises and Lessor may, with or without notice, terminate the lease agreement and take immediate possession of the property. Further occupancy by Lessee will be considered unlawful.

11. **Right of Entry.** Upon reasonable advance notice to Lessee (or at any time without notice for an emergency), Lessor may enter upon the Property at reasonable hours for the limited purpose of maintaining, inspecting, or repairing the same.
12. **Severability.** In the event that any clause or provision of this Lease becomes or is found by a court of competent jurisdiction to be invalid, illegal, void, or unenforceable, this Lease shall continue in full force and effect without said invalid, illegal, void, or unenforceable provision.
13. **Other Provisions.** This Lease represents the entire agreement between the parties. No oral or written, prior or contemporaneous agreements shall have any force or effect, and the Lease may not be amended, altered, or modified except by a written instrument signed by both parties. This Lease shall be construed in accordance with Michigan law. This Lease has been negotiated at arm's length and carefully reviewed by both parties. This Lease has been negotiated and drafted by Lessor and Lessee, and therefore any ambiguity shall not be construed against either Lessor or Lessee based on any rule of construction requiring that ambiguities be resolved against the drafter of the document.

14. **Signing Authority.** The representatives signing this Lease have full power and authority to sign this Lease.

15. **Counterparts.** This Lease may be executed in counterparts, all of which together will be deemed an original of this Lease. A facsimile signature or any other electronic signature shall be deemed and constitute an original signature and shall be binding and accepted as an original signature.

IN WITNESS WHEREOF, the said City by the Mayor and the Clerk of the City Council and the said Historical Society has herein caused its name to be subscribed by its President and its Secretary.

City of Caro/Historical Society Lease Agreement

Witnesses (as to City of Caro)

\_\_\_\_\_

\_\_\_\_\_

Witnesses (as to Historical Society)

\_\_\_\_\_

\_\_\_\_\_

City of Caro

\_\_\_\_\_

Karen J. Snider, Its Mayor

\_\_\_\_\_

Rita Papp, Its Clerk

\_\_\_\_\_

Linda Mason, Its President

\_\_\_\_\_

Patricia Frazer, Its Secretary

# CITY OF CARO

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CITY CLERK  
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JILL WHITE

## MEMORANDUM

TO: Caro City Council  
FROM: City Manager Scott R. Czasak  
DATE: Wednesday, May 1, 2024  
RE: Agenda Item – City of Caro Organizational Chart

---

Members of the Caro City Council,

As you know, at a previous Council meeting, I was directed to develop an Organizational Chart for the City of Caro and present it to the Council for their review. I reviewed organizational charts from over a dozen Michigan cities, including many the size of Caro. Also, I reviewed the language from the Charter of the City of Caro describing how the Administration is directed to be organized, as well as contractual language in terms of supervision of day-to-day activities.

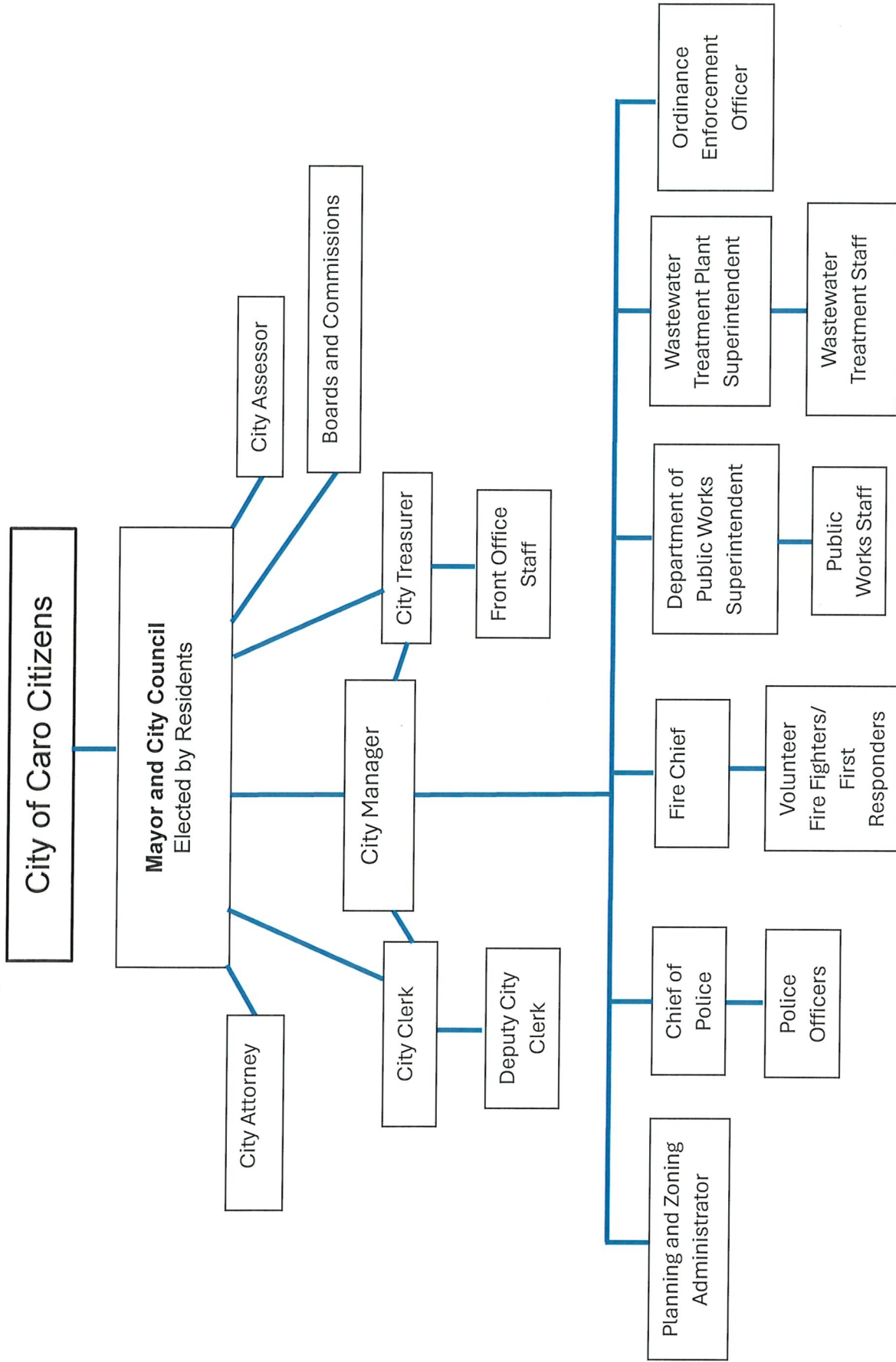
At the last Council meeting, the Council reviewed the initial proposal and referred it back to me with instructions to make certain changes and clarifications. I have endeavored to incorporate the desires of the referral instructions into this revised chart. As revised, the Chart shows the flow of authority from the people of Caro, through the Council, to the City Manager and other administrative officers as defined in the City Charter, and the employees of the City.

Your options for motions are:

1. Adopt the City of Caro Organizational Chart as presented.
2. Make any desired amendments and adopt the City of Caro Organizational Chart as amended.
3. Instruct the City Manager to reconfigure the City of Caro Organizational Chart with instructions.
4. Postpone for further discussion.
5. Take no action.



# City of Caro, Michigan - Organizational Chart



# CITY OF CARO

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

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PAM ISELER

TO: City Council  
City Manager – Scott Czasak  
FROM: Tammy Ries, Treasurer  
SUBJECT: Investment Maturing #1  
DATE: May 1, 2024

---

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

Financial Institution	Current Term	Interest Rate	Current Balance	Maturity Date
Independent Bank	4 month CD	4.75%	\$240,365.51	5/7/2024

Attached are the rates from Independent Bank, Frankenmuth Credit Union & North Star Bank for the week of April 29, 2024. I want to emphasize that CD rates change frequently, so they may be slightly different on the day of maturity.

My suggestion is that we leave these funds at Independent Bank for a 119-day term which has a rate of 4.95% as of May 1st in order to remain diversified with term lengths in our investments. Although this rate is .05% lower than the 5% match Frankenmuth is offering, the terms at Frankenmuth are much longer.

**Action:**

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

Option 2: Choose a different investment tool.

Option 3: Deny action of the above CD.



## Week of April 29, 2024

<b>Certificates of Deposit</b>	<b>Rate</b>
7 – 31 Days	4.75%
32 – 89 Days	4.93%
90 – 119 Days	4.95%
120 – 149 Days	4.92%
150 – 179 Days	4.88%
180 – 269 Days	4.85%
270 – 359 Days	4.80%
360 Days	4.70%
18 Months	4.63%
24 Months	4.55%

Penalty for early withdrawal

<b>CDARS</b>	<b>Rate</b>
4 Weeks (28 Days)	4.50%
13 Weeks (91 Days)	4.55%
26 Weeks (182 Days)	4.45%
52 Weeks (364 Days)	4.30%
2 Years (728 Days)	4.10%
3 Years (1092 Days)	4.00%
5 Years (1820 Days)	3.65%

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

Penalty for early withdrawal

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

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

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

<b>FDIC Coverage for Government Entities:</b>	
\$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](mailto:jcase@ibcp.com)

**East Michigan**  
 Ben Stone, CTP, ACPFIM  
 248.743.7329  
[bstone@ibcp.com](mailto:bstone@ibcp.com)

TreasuryONE Support | 800.530.3719 | [tm\\_client\\_support@ibcp.com](mailto:tm_client_support@ibcp.com)

## CD Rates

Mike Bender <MBender@frankenmuthcu.org>

Wed 5/1/2024 2:08 PM

To: Tammy Ries <treasurer@carocity.net>

Hello Tammy, here are the rates you were inquiring about.

	\$500-\$99,999	\$100,000-\$149,000	\$150,000-\$249,999
\$250,000-Up			
11 month	3.70% APY 4.75%	3.95%	4.20%
19 month	4.45% APY	4.70%	4.70%
5.00% w/Bump			
21 month	3.95% APY	4.20%	4.45%
5.00%			

FCU will also accept CD matches from other financial institutions for 12 month terms or shorter up to 5.25%

All rates are subject to change.

Mike

**Mike Bender**

Business Services Officer

MBender@frankenmuthcu.org

PO Box 209 Frankenmuth MI 48734

Tel: 989.249.9208

Fax: 989.497.1660

**Frankenmuth  
Credit Union**   

[frankenmuthcu.org](http://frankenmuthcu.org)

[get member perks >](#)

[shop member specials >](#)

 **autobooks**

invoicing | payments | accounting

[Send invoices >](#)

[Get paid online](#)



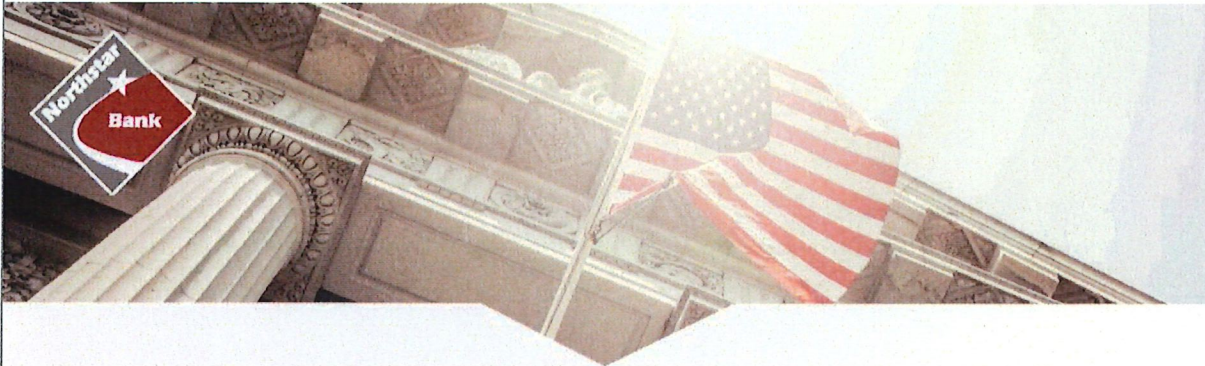
## Weekly Rates

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

Mon 4/29/2024 9:15 AM

To: Tammy Ries <treasurer@carocity.net>

April 29, 2024



## WHO YOU BANK WITH MATTERS

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

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

## PUBLIC FUNDS WEEKLY RATES

### CD TERMS & RATES

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

### ICS RATE

2.65%

### WIRE INSTRUCTIONS

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

### CDARS TERMS & RATES

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

[Learn More](#)

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

# CITY OF CARO

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CLERK  
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PAM ISELER

TO: City Council  
City Manager – Scott Czasak  
FROM: Tammy Ries, Treasurer  
SUBJECT: Investment Maturing #2  
DATE: May 1, 2024

---

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

Financial Institution	Current Term	Interest Rate	Current Balance	Maturity Date
Independent Bank	26 week CDARS	4.60%	\$1,030,000.00	5/16/2024

Attached are the rates from Independent Bank & North Star Bank for the week of April 29, 2024. I want to emphasize that CD and CDARS rates change frequently, so they may be slightly different on the day of maturity.

My suggestion is that we leave these funds at Independent Bank for a 26-week term which has a rate of 4.45% as of May 1<sup>st</sup>. That is currently the best rate offered for a 26 week CDARS.

**Action:**

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

Option 2: Choose a different investment tool.

Option 3: Deny action of the above CD.

## Week of April 29, 2024

<u>Certificates of Deposit</u>	<u>Rate</u>
7 – 31 Days	4.75%
32 – 89 Days	4.93%
90 – 119 Days	4.95%
120 – 149 Days	4.92%
150 – 179 Days	4.88%
180 – 269 Days	4.85%
270 – 359 Days	4.80%
360 Days	4.70%
18 Months	4.63%
24 Months	4.55%

Penalty for early withdrawal

<u>CDARS</u>	<u>Rate</u>
4 Weeks (28 Days)	4.50%
13 Weeks (91 Days)	4.55%
26 Weeks (182 Days)	4.45%
52 Weeks (364 Days)	4.30%
2 Years (728 Days)	4.10%
3 Years (1092 Days)	4.00%
5 Years (1820 Days)	3.65%

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

Penalty for early withdrawal

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

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

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

<u>FDIC Coverage for Government Entities:</u>
\$250,000 Checking
\$250,000 Savings/CD
\$500,000 total available
CDARS and ICS fully FDIC Insured

CD interest is non-compounding and paid at maturity.

### Government Banking

**West Michigan**  
 Jeff Case, ACPFIM  
 616.902.7493  
 jcase@ibcp.com

**East Michigan**  
 Ben Stone, CTP, ACPFIM  
 248.743.7329  
 bstone@ibcp.com

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

## Weekly Rates

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

Mon 4/29/2024 9:15 AM

To:Tammy Ries <treasurer@carocity.net>

April 29, 2024



## WHO YOU BANK WITH MATTERS

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

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

## PUBLIC FUNDS WEEKLY RATES

### CD TERMS & RATES

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

### ICS RATE

2.65%

### WIRE INSTRUCTIONS

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

### CDARS TERMS & RATES

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

[Learn More](#)

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



# CITY OF CARO

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

317 South State Street  
Caro MI 48723  
Phone 989-673-2226  
Fax 989-673-7310  
Website www.carocity.net

MAYOR  
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CITY COUNCIL  
BOB ESCHENBACHER  
CHARLOTTE KISH  
DOREEN OEDY  
EMILY CAMPBELL  
JILL WHITE  
PAM ISELER

TO: City Council  
City Manager – Scott Czasak  
FROM: Tammy Ries, Treasurer  
SUBJECT: Investment Maturing #3  
DATE: May 1, 2024

---

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

Financial Institution	Current Term	Interest Rate	Current Balance	Maturity Date
LPL Financial	1 year Brokered CD	5.0%	\$250,000.00	5/14/2024

Attached are the rates from Independent Bank, North Star Bank, Frankenmuth Credit Union & LPL Financial for the week of April 29, 2024. I want to emphasize that CD and CDARS rates change frequently, so they may be slightly different on the day of maturity.

My suggestion is that we leave these funds at LPL Financial for a 1-year term, which has a rate of 5.15% as of May 1<sup>st</sup>. That is currently the best rate offered for a 1-year CD.

**Action:**

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

Option 2: Choose a different investment tool.

Option 3: Deny action of the above CD.

## Week of April 29, 2024

<u>Certificates of Deposit</u>	<u>Rate</u>
7 – 31 Days	4.75%
32 – 89 Days	4.93%
90 – 119 Days	4.95%
120 – 149 Days	4.92%
150 – 179 Days	4.88%
180 – 269 Days	4.85%
270 – 359 Days	4.80%
360 Days	4.70%
18 Months	4.63%
24 Months	4.55%

Penalty for early withdrawal

<u>CDARS</u>	<u>Rate</u>
4 Weeks (28 Days)	4.50%
13 Weeks (91 Days)	4.55%
26 Weeks (182 Days)	4.45%
52 Weeks (364 Days)	4.30%
2 Years (728 Days)	4.10%
3 Years (1092 Days)	4.00%
5 Years (1820 Days)	3.65%

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

Penalty for early withdrawal

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

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

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

<u>FDIC Coverage for Government Entities:</u>	
\$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

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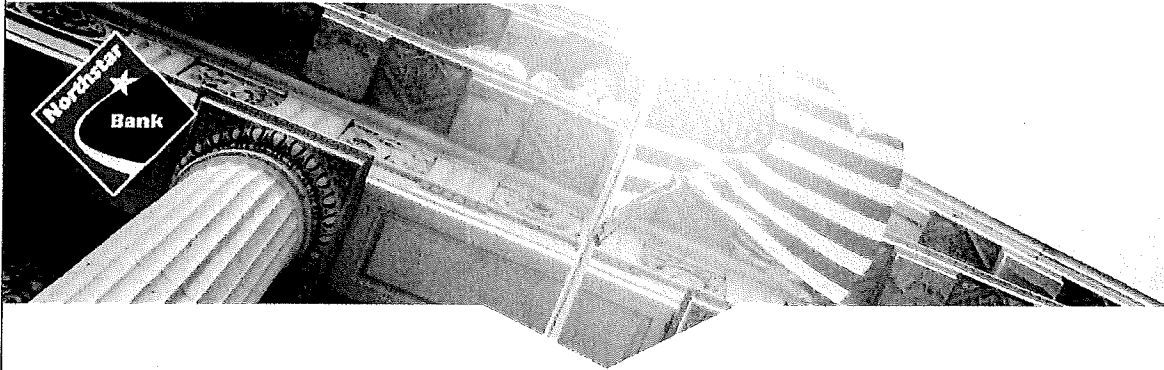
## Weekly Rates

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

Mon 4/29/2024 9:15 AM

To:Tammy Ries <treasurer@carocity.net>

April 29, 2024



## 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** 3.80%  
**60 Days** 3.95%  
**90 Days** 4.10%  
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**270 Days** 4.35%  
**365 Days** 4.25%  
**18 Month** 4.10%  
**2 Year** 3.95%  
**3 year** 3.80%

### ICS RATE

2.65%

### WIRE INSTRUCTIONS

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

### CDARS TERMS & RATES

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

[Learn More](#)

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

## CD Rates

Mike Bender <MBender@frankenmuthcu.org>

Wed 5/1/2024 2:08 PM

To: Tammy Ries <treasurer@carocity.net>

Hello Tammy, here are the rates you were inquiring about.

	\$500-\$99,999	\$100,000-\$149,000	\$150,000-\$249,999
\$250,000-Up			
11 month	3.70% APY 4.75%	3.95%	4.20%
19 month	4.45% APY	4.70%	4.70%
5.00% w/Bump			
21 month	3.95% APY	4.20%	4.45%
5.00%			

FCU will also accept CD matches from other financial institutions for 12 month terms or shorter up to 5.25%

All rates are subject to change.

Mike

**Mike Bender**

Business Services Officer

MBender@frankenmuthcu.org

PO Box 209 Frankenmuth MI 48734

Tel: 989.249.9208

Fax: 989.497.1660

**Frankenmuth  
Credit Union**



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[shop member specials >](#)

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invoicing | payments | accounting

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[Get paid online](#)

# CITY OF CARO

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

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CHARLOTTE KISH  
DOREEN OEDY  
EMILY CAMPBELL  
JILL WHITE  
PAM ISELER

TO: City Council  
City Manager – Scott Czasak  
FROM: Tammy Ries, Treasurer  
SUBJECT: Investment Maturing #4  
DATE: May 1, 2024

---

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

Financial Institution	Current Term	Interest Rate	Current Balance	Maturity Date
LPL Financial	1 year Brokered CD	5.1%	\$250,000.00	5/16/2024

Attached are the rates from Independent Bank, North Star Bank, Frankenmuth Credit Union & LPL Financial for the week of April 29, 2024. I want to emphasize that CD and CDARS rates change frequently, so they may be slightly different on the day of maturity.

My suggestion is that we leave these funds at LPL Financial for a 1-year term, which has a rate of 5.15% as of May 1<sup>st</sup>. That is currently the best rate offered for a 1-year CD.

**Action:**

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

Option 2: Choose a different investment tool.

Option 3: Deny action of the above CD.

## Week of April 29, 2024

<u>Certificates of Deposit</u>	<u>Rate</u>
7 – 31 Days	4.75%
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Penalty for early withdrawal

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

Penalty for early withdrawal

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## Weekly Rates

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

Mon 4/29/2024 9:15 AM

To:Tammy Ries <treasurer@carocity.net>

April 29, 2024



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### ICS RATE

2.65%

### WIRE INSTRUCTIONS

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1960 Fred Moore Hwy.  
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Routing # 072414064  
FBO: Account name  
Account #

### CDARS TERMS & RATES

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[Learn More](#)

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## CD Rates

Mike Bender <MBender@frankenmuthcu.org>

Wed 5/1/2024 2:08 PM

To: Tammy Ries <treasurer@carocity.net>

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FCU will also accept CD matches from other financial institutions for 12 month terms or shorter up to 5.25%

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Mike

**Mike Bender**

Business Services Officer

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**Frankenmuth  
Credit Union**   

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**Get paid online >**



Fixed Income Offering Report Summary

- Total Line Items: 3
- Total Available Qty (000's): 34,087
- Effective Tax Rate for TEY Calculation: 37.00%

Avail (000's)	CUSIP	Description	Attributes Insurance	Rating Underlying	Coupon Type	Maturity Next Call	YTW TEY	Net Y TEY	YTM TEY	Price Income	Settlement Market
7259	06051XDD1 CD	BANK OF AMERICA NA CD	SO FDIC	-/- -/-	5.100 Fixed	05/02/2025	5.100		5.100	100.000 \$0.00	05/02/2024 New Issue
14857	38150VTP4 CD	GOLDMAN SACHS BANK USA CD	SO FDIC	-/- -/-	5.100 Fixed	05/06/2025	5.100		5.100	100.000 \$0.00	05/07/2024 New Issue
11971	200339GD5 CD	COMERICA BANK CD	SO FDIC	-/- -/-	5.150 Fixed	05/08/2025	5.150		5.150	100.000 \$0.00	05/08/2024 New Issue

# CITY OF CARO

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

317 South State Street  
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CITY COUNCIL  
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EMILY CAMPBELL  
PAMELA ISELER  
CHARLOTTE KISH  
DOREEN OEDY  
JILL WHITE

**TO: City Council**  
**FROM: Karen Snider – Mayor**  
**SUBJECT: Mayor’s Report**  
**DATE: May 6, 2024**

The City Manager, Clerk and I prepared the Council agenda on May 2, 2024, for the May 6, 2024, council meeting.

A big thank you to Tammy Ries, Treasurer, for joining the administrative team at Caro city hall. She has been working extremely hard during the transition and is picking up fast learning her job responsibilities.

Thank you to Rita Papp (clerk) and Jana Brown (deputy clerk) for the extra duties they took on during the absence of a treasurer. We appreciate what you did during this period.

I had the privilege of attending Clayette Zechmeister’s retirement party on April 19. Clayette provided 35 years of public service to Tuscola County as Administrator/Controller. Clayette was also instrumental in working with the city to obtain bonds in the past. Best wishes to Clayette and thank you for all you did for the City of Caro.

I attended Rotary on April 15, 2024, and the program was presented by Tim Murphy, Tuscola County Advertiser. He talked about the history and future of the advertiser.

The Parks & Recreation Committee met on April 16. They discussed the past and upcoming projects as well as their proposed 2024-2025 budget. The main focus of the meeting was the annual Spring cleanup project to be held at Bieth Park and the Fairgrounds.

I attended the EDC (Economic Development Commission) meeting on April 17. They discussed the process used to hire an executive director for EDC. I later found out that they hired Trevor Keys from Bay City to be their executive director. I also learned that the Strand Theater has been waiting on a laser projector and there is only two in the United States. They should be getting it soon and their anticipated date to open the theater is June 1.

April 21, 2024, I attended the Senior Piano Recital performed by Paige Amelia Herron at First Baptist Church in Caro. Paige is an upcoming graduate from Caro High School and is very active in our city. Paige will be attending Cedarville University this fall where she will be studying nursing. Paige has been taking piano lessons since she was five. What an amazing recital.

Caro Rotary Club meeting was held on April 22, but I was unable to attend due to a conflict with my schedule. I met with Matthew Bierlein, our State Representative who was at City Hall the same time as Rotary. We discussed several House Bills and several other items. I was interested in how these would affect the City of Caro.

# CITY OF CARO

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JILL WHITE

## MEMORANDUM

TO: Caro City Council  
FROM: City Manager Scott R. Czasak  
DATE: Wednesday, May 1, 2024  
RE: City Manager's Report

---

Members of the Caro City Council,

Not only is it officially Spring here in Caro but as of April 30 it is officially Budget Season here in Caro!

I cannot thank enough the work of all the department heads, especially the Clerk and Treasurer, which was input into this budget. This was the culmination of months' worth of work and over the next month I look forward to careful review of the budget to get to final passage in June.

In addition to my usual Rotary attendance, meetings with staff, residents and business owners I was pleased to attend the Night in Venice fundraiser put on by LEAD Tuscola, I was also present for a business retention meeting with TI Automotive, I took great pleasure in that meeting personally as my maternal grandfather worked for Bundy Tubing, one of the predecessor companies of TI Automotive. I also met with an old schoolmate of mine who represents the Disability Network of Eastern Michigan. She has been tasked with developing more inclusive recreation opportunities for the Thumb region and I am happy to work with her to bring some of those activities to Caro Parks.

Speaking of Caro Parks, the Spring Clean-Up went off with only a minor hiccup of waiting for the morning rain to subside. I would like to thank all the volunteers, including the 4-H club which repeated as winners of the Golden Rake Award, and everyone involved in organizing the event. Our DPW was on hand to ensure the leaves were promptly picked up from the volunteers.

I am also pleased to inform the Council of the improvements being made to the fire hall in anticipation of the Open House on May 30 from 5-7pm, including a fresh coat of paint. I encourage all in the community to come out and see the new ladder truck and everything else the Fire Department has to offer, especially for the kids! If all goes according to schedule the new doors will be ready by then, and the new Chiefs truck will be here to see as well.

Great things are happening in Caro as we move towards a Pure Michigan summer!



# CITY OF CARO

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SCOTT CZASAK  
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CHARLOTTE KISH  
DOREEN OEDY  
JILL WHITE

**TO:** City Council/City Manager  
**FROM:** Rita Papp – City Clerk  
**SUBJECT:** Clerk’s Report  
**DATE:** May 6, 2024

---

- The City of Caro will be having a Special Election, May 7, 2024. Caro Community Schools Bond Issue. AV applications have been mailed.
- Park & Recreation has a vacancy. Continuing to post until filled.
- Planning Commission was cancelled, April 23, 2024
- Public Accuracy Testing was held April 19, 2024
- Attended Special Council Meeting April 18, 2024
- Matthew Bierlein, State Representative held a Town Hall in our Council Room April 22, 2024.
- Seasonal Employee interviews were held. Selection of candidates is in process.
- Had bid openings for Lawncare & Gas Detection April 30, 2024.
- Attended Special Council Meeting – Budget April 30, 2024.
- Jana and I will be working Saturday May 4, 2024 – Clerk mandatory 8 pre-election hours, 7:00 am – 3:00 pm.
- Election packets are available in my office for the open seats on city council. Three 4-year term council member seats, One 2-year partial term council member seat, & One 2-year term mayor seat. Election to be held November 2024. Submission deadline is July 23, 2024 at 4:00 p.m.
- Continuing to attend Rotary Meetings to network with community members.
- Continuing to attend monthly LEAD Tuscola meetings as secretary of the Steering Committee.
- I have received my certificate & pin for my MiPMC (Michigan Professional Municipal Clerk) certification.