

**AGENDA**  
**REGULAR MEETING OF THE CARO CITY COUNCIL**  
**December 18, 2023, 6:30 P.M.**

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

**AGENDA APPROVAL**

**PUBLIC COMMENTS/VISITORS**

**COMMUNICATION:**

1. Charter Communications – Upcoming Changes

**CONSENT AGENDA:**

1. Finance Committee of the Whole Meeting Minutes - December 4, 2023
2. Regular Council Meeting Minutes – December 4, 2023
3. Committee of the Whole Meeting Minutes – December 7, 2023
4. Special Council Meeting Minutes – December 12, 2023
5. Invoices
6. Department Reports
  - A. Police Report – Chief Brian Newcomb
  - B. Fire Report – Chief Randall Heckroth
  - C. Code Enforcement Report – Randall Heckroth
  - D. DPW Superintendent – Tom Reese
  - E. WWTP Superintendent – David Dienes II
  - F. Municipal Parking Violations Bureau Report – Rita Papp

**REGULAR AGENDA:**

1. Banner Request – Tuscola County Right to Life – January 15 – 22, 2024
2. 2024 City of Caro Council & Committee Meeting Schedule
3. 2023 Ford Police Interceptor – Replacement Fire Chief Vehicle
4. WWTP – Clean Water State Revolving Fund Acceptance
5. Lease of Mertz Road Building
6. Replacement LED Retrofit Kits
7. Sanitation Cash Shortfall
8. Investment Changes

**ITEMS POSTPONED:** None

**COMMITTEE/LIAISON POSITION REPORTS:**

1. Economic Development Corporation (Mayor Snider)
2. Chamber of Commerce (Manager)
3. Downtown Development Authority (Kish)
4. Fair Board (Iseler)
5. Parks & Recreation (White)
6. Planning Commission (Eschenbacher)
7. Tuscola County Board of Commissioners (Iseler)
8. Zoning Board of Appeals (Mayor Snider)
9. Indianfields Township (Manager)
10. Almer Township (Campbell)

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

**MANAGER REPORT** – Written report submitted.

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

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

**CLOSED SESSION:**

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.

**ADDITIONAL PUBLIC COMMENTS**

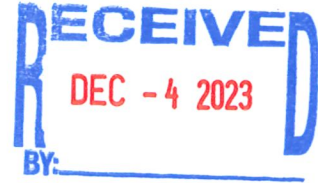
**ADJOURN**

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November 30, 2023



T1 P2 174 \*\*\*\*\*AUTO\*\*ALL FOR AADC 480  
City Of Caro  
317 S. State Street  
Caro, MI 48723-1725



Re: Charter Communications - Upcoming Changes

Dear Franchise Official:

This letter will serve as notice that on or around December 31, 2023 Spectrum Mid-America, LLC (“Spectrum”), will expand carriage of *Mi Plan Latino Package* on the Vassar, MI channel line-up serving your community.

The following eleven channels will be added to the *Mi Plan Latino Package* in both SD & HD:

- BBC America
- FM
- Fuse
- FYI
- Great American Family
- INSP
- Lifetime
- Lifetime Movies
- Travel Channel
- UPTv
- WE tv

On or around January 10, 2024, the following Latino Networks will be dropped from the *Mi Plan Latino Package*: Semillitas, AYM Sports, Video Rola, and GOL TV.

To view a current Spectrum channel lineup visit [www.spectrum.com/channels](http://www.spectrum.com/channels). If you should have any questions about this change, please feel free to contact me at (616) 607-2380.

Sincerely,

Derrick Mathis  
Manager, Charter State Government Affairs, Michigan

**CITY OF CARO**  
**FINANCE COMMITTEE OF THE WHOLE MINUTES**  
**December 4, 2023, at 6:00 P.M.**

City Mayor Karen Snider called the Finance Committee of the Whole meeting to order on December 4, 2023, at 6:00 p.m. in the Council Chambers.

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

Absent: None

Others: Scott Czasak – City Manager, Rita Papp – City Clerk, Michele Perry – City Treasurer, and other guests

**PUBLIC COMMENT/VISITORS:** None

**BUSINESS ITEMS:**

**1. FY 2022-2023 Financial Audit**

Jamie Peasley, ATBD presented to the Council the FY 2022-2023 Financial Audit. The City of Caro received an unmodified opinion.

**ITEMS PENDING/POSTPONED:** None

**ADDITIONAL PUBLIC COMMENTS:** None

**Motion by White, seconded by Kish to adjourn the meeting at 6:25 p.m.**  
**Motion carried.**



Rita Papp  
City Clerk

**REGULAR MEETING OF THE CARO CITY COUNCIL**

**December 4, 2023, 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 December 4, 2023, 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, Michele Perry – City Treasurer, and other guests.

**AGENDA APPROVAL**

**23-M-239**

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

**Motion Carried.**

**PUBLIC COMMENT/VISITORS:** None

**PRESENTATION:**

1. Anderson, Tuckey, Bernhardt & Doran, P.C. – 2022/2023 Financial Audit

**COMMUNICATIONS:**

1. Downtown Development Authority Meeting Minutes – November 21, 2023 (unapproved)
2. Parks & Recreation Committee Meeting Minutes – November 21, 2023 (unapproved)
3. Planning Commission Meeting Minutes – November 28, 2023 (unapproved)

**CONSENT AGENDA:**

1. Regular Council Meeting Minutes – November 20, 2023
2. Invoices

**23-M-240**

**Motion by Eschenbacher, seconded by Campbell to approve the consent agenda including invoices and proposed amendments to the Regular Council Meeting Minutes – November 20, 2023.**

**Motion Carried.**

**REGULAR AGENDA:**

1. FY 2022-2023 Financial Audit Approval

**23-M-241**

**Motion by Eschenbacher, seconded by Kish to approve and accept the FY 2022-2023 Financial Audit as presented.**

**Motion carried.**

2. Rezoning Request – Living Waters Church RA-1 to OS-1

**23-M-242**

**Motion by Eschenbacher, seconded by Campbell to accept and approve the request to rezone parcel 050-004-400-2202-01 from RA-1 to OS-1 and update all zoning maps accordingly.**

**Roll call vote: Campbell – yes, Esachenbacher – yes, Iseler – no, Kish – no, Oedy – yes, White – yes, Mayor Snider – yes.**

**Motion carried.**

3. Write-Off of Accounts Receivable

**23-M-243**

**Motion by Eschenbacher, seconded by Oedy to approve the City Treasurer to write off the delinquent accounts receivable balance in the total of \$250.00 due to the debtor not being able to be located.**

**Roll call vote: Eschenbacher – yes, Iseler – no, Kish – no, Oedy – yes, White – no, Campbell – yes, Mayor Snider - no**

**Motion failed.**

4. Investment Changes – CD ending in 2448

**23-M-244**

**Motion by Eschenbacher, seconded by Oedy to approve the City Treasurer to reinvest the certificate of deposit ending in 2448 in Independent Bank in a certificate of deposit for 120 days at a rate of approximately 4.8%.**

**Motion carried.**

5. Investment Changes – CD ending 2457

**23-M-245**

**Motion by Kish, seconded by Campbell to approve the City Treasurer to reinvest the certificate of deposit ending in 2457 in Independent Bank in a certificate of deposit for 120 days at a rate of approximately 4.8%.**

**Motion carried.**

**ITEMS PENDING/TABLED: None**

**COMMITTEE/LIAISON POSITION REPORTS: None**

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

The mayor will be writing a letter of support for a grant for the Caro Area Library.

**MANAGER'S COMMENTS –** Written report submitted.

Commented on the fire in Fairgrove, which resulted in the loss of the Medical First Responder's 2023 Tahoe.

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

Commented on letters received by clerks in the United States with a white powdery substance. A letter was received in the City of Troy.

**ADDITIONAL PUBLIC COMMENT:** None

**23-M-246**

**Motion by Eschenbacher, seconded by Kish to adjourn the meeting at 7:13 p.m.**

**Motion carried.**

A handwritten signature in cursive script that reads "Rita Papp".

Rita Papp  
City Clerk

**CITY OF CARO COUNCIL COMMITTEE OF THE WHOLE MINUTES**

**December 7, 2023, 5:30 P.M.**

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

Mayor Karen Snider called the Committee of the Whole meeting of the City Council to order on December 7, 2023, at 5:30 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, Michele Perry – City Treasurer, and other guests.

**PUBLIC COMMENTS:** None

**MAYOR COMMENTS**

Mayor Snider read into record a letter from Laura Genovich, City Attorney.

**BUSINESS ITEMS:**

**1. WWTP Project**

City Manager Scott Czasak presented the WWTP “Basis of Design for Equipment Replacement and Rehabilitation”. Highlighted the costs of the project. Discussion followed by Council & WWTP Staff. Matter to be placed on the Council Agenda.

**2. Well Project**

City Manager Scott Czasak presented information on Well # 9 project. Phase #1 has been previously approved by Council. Discussion followed by Council, DPW Staff, and Mike Carpenter.

**3. Old Police Department Parking Lot**

City Manager Scott Czasak presented information on the Old Police Department Parking Lot. Gravel has been provided by contractor. The city is looking at using the remaining funds to complete site plans and engineering. Discussion followed by Council.

**4. Annual Goals – City Manager**

Mayor Karen Snider asked the Council to provide goals to her for the next meeting. Matter to be placed on the Council Agenda.

**ITEMS PENDING/POSTPONED:** None

**ADDITIONAL PUBLIC COMMENT:** None

**Motion by Eschenbacher, seconded by White to adjourn the meeting at 6:52 p.m.**

**Motion carried.**



Rita Papp  
City Clerk



**SPECIAL MEETING OF THE CARO CITY COUNCIL**  
**December 12, 2023, 6:00 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 December 12, 2023 at 6:00 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, and other guests

**PUBLIC COMMENT/VISITORS:** None

**SPECIAL AGENDA:** (action required)

1. **CLOSED SESSION:** To Consider Material Exempt from Discussion or Disclosure by Statute Under MCL 15.268 (e), Closed session to consult with the City Attorney regarding trial or settlement strategy in connection with pending litigation in *Green Citizens of Caro v City of Caro et al.*

**23-M-247**

**Motion by Kish, seconded by Iseler to enter closed session to consult with the City Attorney regarding trial or settlement strategy in connection with pending litigation in *Green Citizens of Caro v City of Caro et al.*, for the reason that an open meeting would have a detrimental effect on the litigating or settlement position of the city with the following people to be invited into the Closed Session, City Attorney Laura Genovich, City Mayor Karen Snider, & City Clerk Rita Papp.**

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

**Motion carried.**

**Recessed to Closed Session at 6:07 p.m.**

**Reconvened from Closed Session at 6:21 p.m.**

**23-M-248**

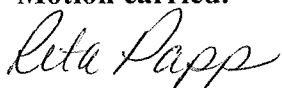
**Motion by Kish, seconded by Eschenbacher to accept and approve the Stipulation and Order as presented by City Attorney, Laura Genovich on December 12, 2023.**

**ADDITIONAL PUBLIC COMMENT:** None

**23-M-249**

**Motion by White, seconded by Eschenbacher to adjourn the meeting at 6:23 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>AIR ADVANTAGE LLC</b>					
12/23	12/05/2023	77439	101-172-750-001	SOFTWARE MAINTENANCE AGREE'T	45.72- V
12/23	12/05/2023	77439	101-253-750-001	SOFTWARE MAINTENANCE AGREE'T	45.72- V
12/23	12/05/2023	77439	101-260-750-001	SOFTWARE MAINTENANCE AGREE'T	45.72- V
12/23	12/05/2023	77439	101-301-750-001	SOFTWARE MAINTENANCE AGREE'T	213.32- V
12/23	12/05/2023	77439	101-441-750-001	SOFTWARE MAINTENANCE AGREE'T	213.32- V
12/23	12/05/2023	77439	216-336-750-001	SOFTWARE MAINTENANCE AGREE'T	45.72- V
12/23	12/05/2023	77439	248-728-801-000	DDA CONTRACTED SERVICES	123.73- V
12/23	12/05/2023	77439	590-540-750-001	SOFTWARE MAINTENANCE AGREEM	213.31- V
12/23	12/05/2023	77439	591-540-750-001	SOFTWARE MAINTENANCE AGREEM	45.72- V
12/23	12/05/2023	77439	596-521-750-001	SOFTWARE MAINTENANCE AGREEM	45.72- V
12/23	12/05/2023	77439	661-575-750-001	SOFTWARE MAINTENANCE AGREE'T	45.72- V
Total AIR ADVANTAGE LLC:					1,083.72-
Total 77439:					1,083.72-
<b>#3224 BUILDING ASSOCIATION</b>					
12/23	12/18/2023	77482	248-728-922-000	WATER/SEWER/GARBAGE	80.75
12/23	12/18/2023	77482	248-728-963-000	PROPERTY TAXES	226.22
Total #3224 BUILDING ASSOCIATION:					306.97
Total 77482:					306.97
<b>71-B DISTRICT COURT</b>					
12/23	12/18/2023	77483	101-253-801-000	CONTRACTED SERVICES	170.00
Total 71-B DISTRICT COURT:					170.00
Total 77483:					170.00
<b>AMAZON CAPITAL SERVICES</b>					
12/23	12/18/2023	77484	101-172-740-000	OFFICE SUPPLIES	17.90
12/23	12/18/2023	77484	101-253-740-000	OFFICE SUPPLIES	17.90
12/23	12/18/2023	77484	101-260-801-000	CONTRACTED SERVICES	17.90
12/23	12/18/2023	77484	101-265-776-000	O&M SUPPLIES	17.90
12/23	12/18/2023	77484	101-301-740-000	OFFICE SUPPLIES	17.90
12/23	12/18/2023	77484	101-441-740-000	OFFICE SUPPLIES	17.90
12/23	12/18/2023	77484	101-703-776-000	O&M SUPPLIES	17.90
12/23	12/18/2023	77484	216-336-740-000	OPERATING SUPPLIES	17.90
12/23	12/18/2023	77484	590-540-740-000	OFFICE SUPPLIES	17.90
12/23	12/18/2023	77484	591-540-776-000	O&M SUPPLIES	17.90
12/23	12/18/2023	77484	101-301-740-000	OFFICE SUPPLIES	85.09
12/23	12/18/2023	77484	590-540-725-000	UNIFORMS	302.73
12/23	12/18/2023	77484	216-336-740-000	OPERATING SUPPLIES	59.38
12/23	12/18/2023	77484	101-301-740-000	OFFICE SUPPLIES	16.45
12/23	12/18/2023	77484	101-265-776-000	O&M SUPPLIES	133.91

GL Period	Check Issue Date	Check Number	Invoice GL Account	Invoice GL Account Title	Amount
12/23	12/18/2023	77484	101-301-740-000	OFFICE SUPPLIES	68.64
12/23	12/18/2023	77484	101-265-776-000	O&M SUPPLIES	134.82
12/23	12/18/2023	77484	590-540-740-001	OFFICE SUPPLIES	59.97
12/23	12/18/2023	77484	590-540-725-000	UNIFORMS	99.98
12/23	12/18/2023	77484	101-301-740-000	OFFICE SUPPLIES	54.42
Total AMAZON CAPITAL SERVICES:					1,085.55
Total 77484:					1,085.55
<b>ANDERSON, TUCKEY, BERNHARDT &amp;</b>					
12/23	12/18/2023	77485	101-172-802-000	AUDIT	355.15
12/23	12/18/2023	77485	101-253-802-000	AUDIT	185.95
12/23	12/18/2023	77485	101-260-802-000	AUDIT	191.52
12/23	12/18/2023	77485	101-301-802-000	AUDIT	2,121.03
12/23	12/18/2023	77485	101-441-802-000	AUDIT	628.52
12/23	12/18/2023	77485	101-751-802-000	AUDIT	351.63
12/23	12/18/2023	77485	591-540-802-000	AUDIT	2,477.36
12/23	12/18/2023	77485	596-521-802-000	AUDIT	1,141.11
12/23	12/18/2023	77485	661-575-802-000	AUDIT	1,279.16
12/23	12/18/2023	77485	202-483-802-000	AUDIT	1,840.39
12/23	12/18/2023	77485	203-483-802-000	AUDIT	1,553.97
12/23	12/18/2023	77485	204-483-802-000	AUDIT	749.28
12/23	12/18/2023	77485	248-728-802-000	AUDIT	423.10
12/23	12/18/2023	77485	216-336-802-000	AUDIT	1,736.89
12/23	12/18/2023	77485	590-540-802-000	AUDIT	3,964.94
Total ANDERSON, TUCKEY, BERNHARDT &:					19,000.00
Total 77485:					19,000.00
<b>AUTO-WARES GROUP</b>					
12/23	12/18/2023	77486	661-575-776-000	MAINTENANCE SUPPLIES	309.08
12/23	12/18/2023	77486	661-575-776-000	MAINTENANCE SUPPLIES	133.98
12/23	12/18/2023	77486	216-336-740-000	OPERATING SUPPLIES	1,260.00
Total AUTO-WARES GROUP:					1,703.06
Total 77486:					1,703.06
<b>BIOTECH AGRONOMICS INC</b>					
12/23	12/18/2023	77487	590-540-801-000	CONTRACTED SERVICES	56,182.76
Total BIOTECH AGRONOMICS INC:					56,182.76
Total 77487:					56,182.76
<b>BRIGHTSPEED</b>					
12/23	12/18/2023	77488	591-540-853-000	TELEPHONE	71.63
12/23	12/18/2023	77488	590-540-853-000	TELEPHONE	71.63

GL Period	Check Issue Date	Check Number	Invoice GL Account	Invoice GL Account Title	Amount
Total BRIGHTSPEED:					143.26
Total 77488:					143.26
<b>CHARTER COMMUNICATIONS</b>					
12/23	12/18/2023	77489	101-751-750-000	TECHNOLOGY	104.98
Total CHARTER COMMUNICATIONS:					104.98
Total 77489:					104.98
<b>CHURCH, URBAN &amp; ASSOCIATES LLC</b>					
12/23	12/18/2023	77490	101-253-801-000	CONTRACTED SERVICES	55.40
12/23	12/18/2023	77490	101-253-801-000	CONTRACTED SERVICES	55.28
Total CHURCH, URBAN & ASSOCIATES LLC:					110.68
Total 77490:					110.68
<b>CITY OF CARO</b>					
12/23	12/18/2023	77491	101-265-922-000	WATER/SEWER/GARBAGE	31.25
12/23	12/18/2023	77491	101-265-922-000	WATER/SEWER/GARBAGE	240.96
12/23	12/18/2023	77491	101-441-922-000	WATER/SEWER/GARBAGE	2,035.92
12/23	12/18/2023	77491	101-703-922-000	WATER/SEWER/SAN	49.85
12/23	12/18/2023	77491	101-703-922-000	WATER/SEWER/SAN	200.65
12/23	12/18/2023	77491	101-703-922-000	WATER/SEWER/SAN	21.22
12/23	12/18/2023	77491	101-703-922-000	WATER/SEWER/SAN	185.94
12/23	12/18/2023	77491	101-751-922-000	WATER/SEWER	50.83
12/23	12/18/2023	77491	216-336-922-000	WATER/SEWER/GARBAGE	235.39
12/23	12/18/2023	77491	248-728-922-000	WATER/SEWER/GARBAGE	39.64
12/23	12/18/2023	77491	590-540-922-000	WATER/SEWER/GARBAGE	788.08
Total CITY OF CARO:					3,879.73
Total 77491:					3,879.73
<b>DOUBLE Z LAWNCARE, LLC</b>					
12/23	12/18/2023	77492	248-728-801-000	DDA CONTRACTED SERVICES	1,215.00
Total DOUBLE Z LAWNCARE, LLC:					1,215.00
Total 77492:					1,215.00
<b>DUNN HARDWARE &amp; SUPPLY, INC.</b>					
12/23	12/18/2023	77493	591-540-776-000	O&M SUPPLIES	909.10
Total DUNN HARDWARE & SUPPLY, INC.:					909.10
Total 77493:					909.10

GL Period	Check Issue Date	Check Number	Invoice GL Account	Invoice GL Account Title	Amount
<b>ELAN FINANCIAL SERVICES</b>					
12/23	12/18/2023	77494	248-728-776-000	DDA OPERATING SUPPLIES	459.66- V
12/23	12/18/2023	77494	248-728-960-000	EDUCATION & DUES	247.91- V
12/23	12/18/2023	77494	248-728-760-000	POSTAGE	10.35- V
12/23	12/18/2023	77494	248-728-741-000	LUNCHEONS	58.97- V
12/23	12/18/2023	77494	248-728-776-000	DDA OPERATING SUPPLIES	11.84- V
12/23	12/18/2023	77494	248-728-760-000	POSTAGE	10.35
12/23	12/18/2023	77494	248-728-741-000	LUNCHEONS	58.97
12/23	12/18/2023	77494	248-728-776-000	DDA OPERATING SUPPLIES	11.84
12/23	12/18/2023	77494	248-728-776-000	DDA OPERATING SUPPLIES	459.66
12/23	12/18/2023	77494	248-728-960-000	EDUCATION & DUES	247.91
Total ELAN FINANCIAL SERVICES:					.00
Total 77494:					.00
<b>EMTERRA ENVIRONMENTAL USA CORP</b>					
12/23	12/18/2023	77495	596-521-801-000	CONTRACTED SERVICES	85.20
12/23	12/18/2023	77495	596-521-801-000	CONTRACTED SERVICES	85.20- V
12/23	12/18/2023	77495	596-521-801-000	CONTRACTED SERVICES	20,893.94
12/23	12/18/2023	77495	596-521-801-000	CONTRACTED SERVICES	20,893.94- V
12/23	12/18/2023	77495	596-521-801-000	CONTRACTED SERVICES	17,452.26
12/23	12/18/2023	77495	596-521-801-000	CONTRACTED SERVICES	17,452.26- V
12/23	12/18/2023	77495	596-521-801-000	CONTRACTED SERVICES	11.72
12/23	12/18/2023	77495	596-521-801-000	CONTRACTED SERVICES	11.72- V
12/23	12/18/2023	77495	596-521-801-000	CONTRACTED SERVICES	1,226.40
12/23	12/18/2023	77495	596-521-801-000	CONTRACTED SERVICES	1,226.40- V
Total EMTERRA ENVIRONMENTAL USA CORP:					.00
Total 77495:					.00
<b>ETNA SUPPLY</b>					
12/23	12/18/2023	77496	591-540-776-000	O&M SUPPLIES	930.30- V
12/23	12/18/2023	77496	591-540-776-000	O&M SUPPLIES	930.30
Total ETNA SUPPLY:					.00
Total 77496:					.00
<b>FERGUSON ENTERPRISES LLC #3326</b>					
12/23	12/18/2023	77497	101-265-776-000	O&M SUPPLIES	724.05
12/23	12/18/2023	77497	101-265-776-000	O&M SUPPLIES	724.05- V
12/23	12/18/2023	77497	101-265-776-000	O&M SUPPLIES	149.25
12/23	12/18/2023	77497	101-265-776-000	O&M SUPPLIES	149.25- V
12/23	12/18/2023	77497	101-265-776-000	O&M SUPPLIES	406.25
12/23	12/18/2023	77497	101-265-776-000	O&M SUPPLIES	406.25- V
12/23	12/18/2023	77497	101-265-776-000	O&M SUPPLIES	37.63
12/23	12/18/2023	77497	101-265-776-000	O&M SUPPLIES	37.63- V
Total FERGUSON ENTERPRISES LLC #3326:					.00

GL Period	Check Issue Date	Check Number	Invoice GL Account	Invoice GL Account Title	Amount
Total 77497:					.00
<b>FOSTER, SWIFT, COLLINS &amp; SMITH, PC</b>					
12/23	12/18/2023	77498	101-253-801-000	CONTRACTED SERVICES	50.00- V
12/23	12/18/2023	77498	101-172-801-000	CONTRACTED SERVICES	500.00- V
12/23	12/18/2023	77498	101-371-801-000	CONTRACTED SERVICES	100.00- V
12/23	12/18/2023	77498	101-253-801-000	CONTRACTED SERVICES	50.00
12/23	12/18/2023	77498	101-172-801-000	CONTRACTED SERVICES	500.00
12/23	12/18/2023	77498	101-371-801-000	CONTRACTED SERVICES	100.00
Total FOSTER, SWIFT, COLLINS & SMITH, PC:					.00
Total 77498:					.00
<b>GAMBLES DO IT BEST HARDWARE</b>					
12/23	12/18/2023	77499	591-540-776-000	O&M SUPPLIES	34.99 V
12/23	12/18/2023	77499	591-540-776-000	O&M SUPPLIES	34.99-
12/23	12/18/2023	77499	591-540-776-000	O&M SUPPLIES	6.07- V
12/23	12/18/2023	77499	591-540-776-000	O&M SUPPLIES	6.07
12/23	12/18/2023	77499	590-545-776-000	OM&R SUPPLIES	266.00- V
12/23	12/18/2023	77499	590-545-776-000	OM&R SUPPLIES	266.00
12/23	12/18/2023	77499	101-265-776-000	O&M SUPPLIES	12.28- V
12/23	12/18/2023	77499	591-540-776-000	O&M SUPPLIES	40.72- V
12/23	12/18/2023	77499	101-265-776-000	O&M SUPPLIES	12.28
12/23	12/18/2023	77499	591-540-776-000	O&M SUPPLIES	40.72
12/23	12/18/2023	77499	591-540-776-000	O&M SUPPLIES	12.49- V
12/23	12/18/2023	77499	591-540-776-000	O&M SUPPLIES	12.49
12/23	12/18/2023	77499	661-575-776-000	MAINTENANCE SUPPLIES	56.97- V
12/23	12/18/2023	77499	661-575-776-000	MAINTENANCE SUPPLIES	56.97
12/23	12/18/2023	77499	590-545-776-000	OM&R SUPPLIES	181.97- V
12/23	12/18/2023	77499	590-545-776-000	OM&R SUPPLIES	181.97
12/23	12/18/2023	77499	248-728-776-000	DDA OPERATING SUPPLIES	29.99- V
12/23	12/18/2023	77499	248-728-776-000	DDA OPERATING SUPPLIES	29.99
12/23	12/18/2023	77499	248-728-776-000	DDA OPERATING SUPPLIES	30.36- V
12/23	12/18/2023	77499	248-728-776-000	DDA OPERATING SUPPLIES	30.36
12/23	12/18/2023	77499	248-728-776-000	DDA OPERATING SUPPLIES	17.99- V
12/23	12/18/2023	77499	248-728-776-000	DDA OPERATING SUPPLIES	17.99
12/23	12/18/2023	77499	591-540-776-000	O&M SUPPLIES	41.48- V
12/23	12/18/2023	77499	248-728-776-000	DDA OPERATING SUPPLIES	47.98- V
12/23	12/18/2023	77499	591-540-776-000	O&M SUPPLIES	41.48
12/23	12/18/2023	77499	248-728-776-000	DDA OPERATING SUPPLIES	47.98
12/23	12/18/2023	77499	590-545-776-000	OM&R SUPPLIES	67.95- V
12/23	12/18/2023	77499	590-545-776-000	OM&R SUPPLIES	67.95
Total GAMBLES DO IT BEST HARDWARE:					.00
Total 77499:					.00
<b>GRAINGER</b>					
12/23	12/18/2023	77500	590-540-776-000	OM&R SUPPLIES NORMAL	618.13
12/23	12/18/2023	77500	590-540-776-000	OM&R SUPPLIES NORMAL	618.13- V
12/23	12/18/2023	77500	590-540-776-000	OM&R SUPPLIES NORMAL	1,217.64

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12/23	12/18/2023	77500	590-540-776-000	OM&R SUPPLIES NORMAL	1,217.64- V
Total GRAINGER:					.00
Total 77500:					.00
<b>HIRSCHMAN OIL SUPPLY INC</b>					
12/23	12/18/2023	77501	661-575-860-000	GAS/OIL	904.54
Total HIRSCHMAN OIL SUPPLY INC:					904.54
Total 77501:					904.54
<b>INGRID BARRETT</b>					
12/23	12/18/2023	77502	248-733-956-003	PROJECT FRESH EXPENSES	5.00
Total INGRID BARRETT:					5.00
Total 77502:					5.00
<b>JOY RICHARD</b>					
12/23	12/18/2023	77503	248-733-956-003	PROJECT FRESH EXPENSES	35.00
Total JOY RICHARD:					35.00
Total 77503:					35.00
<b>KEN MARTIN ELECTRIC, INC</b>					
12/23	12/18/2023	77504	248-728-801-000	DDA CONTRACTED SERVICES	946.75
12/23	12/18/2023	77504	101-703-801-000	CONTRACTED SERVICES	150.00
Total KEN MARTIN ELECTRIC, INC:					1,096.75
Total 77504:					1,096.75
<b>KRISTAL'S HELPING HAND LLC</b>					
12/23	12/18/2023	77505	101-441-801-002	CONTRACTED SERV - JANITORIAL	138.34
12/23	12/18/2023	77505	216-336-801-002	CONTRACTED SERV - JANITORIAL	54.14
12/23	12/18/2023	77505	101-301-801-002	CONTRACTED SERV - JANITORIAL	108.34
12/23	12/18/2023	77505	101-253-801-002	CONTRACTED SERV - JANITORIAL	100.28
12/23	12/18/2023	77505	101-260-801-002	CONTRACTED SERV - JANITORIAL	100.28
12/23	12/18/2023	77505	101-172-801-002	CONTRACTED SERV - JANITORIAL	100.28
12/23	12/18/2023	77505	590-540-801-002	CONTRACTED SERV - JANITORIAL	108.34
Total KRISTAL'S HELPING HAND LLC:					710.00
Total 77505:					710.00
<b>LARSEN GRAPHICS, INC.</b>					
12/23	12/18/2023	77506	248-728-970-001	DECORATIONS	680.00

GL Period	Check Issue Date	Check Number	Invoice GL Account	Invoice GL Account Title	Amount
Total LARSEN GRAPHICS, INC.:					680.00
Total 77506:					680.00
<b>LASTING IMPRESSIONS</b>					
12/23	12/18/2023	77507	248-728-970-001	DECORATIONS	6,673.80
12/23	12/18/2023	77507	248-728-970-001	DECORATIONS	458.71
Total LASTING IMPRESSIONS:					7,132.51
Total 77507:					7,132.51
<b>LAWSON PRODUCTS, INC.</b>					
12/23	12/18/2023	77508	590-545-776-000	OM&R SUPPLIES	501.90
Total LAWSON PRODUCTS, INC.:					501.90
Total 77508:					501.90
<b>LISA JUNE</b>					
12/23	12/18/2023	77509	248-733-956-003	PROJECT FRESH EXPENSES	20.00
Total LISA JUNE:					20.00
Total 77509:					20.00
<b>MAIN STREET EXPRESS CAR WASH</b>					
12/23	12/18/2023	77510	101-301-801-000	CONTRACTED SERVICES	190.00
Total MAIN STREET EXPRESS CAR WASH:					190.00
Total 77510:					190.00
<b>MESSA</b>					
12/23	12/18/2023	77511	101-172-716-000	HOSPITALIZATION INSURANCE	441.55
12/23	12/18/2023	77511	101-262-716-000	HOSPITALIZATION INSURANCE	66.65
12/23	12/18/2023	77511	101-253-716-000	HOSPITALIZATION INSURANCE	1,421.66
12/23	12/18/2023	77511	101-260-716-000	HOSPITALIZATION INSURANCE	306.60
12/23	12/18/2023	77511	101-265-716-000	HOSPITALIZATION INSURANCE	625.31
12/23	12/18/2023	77511	101-301-716-000	HOSPITALIZATION INSURANCE	9,744.85
12/23	12/18/2023	77511	591-536-716-000	HOSPITALIZATION INSURANCE	52.11
12/23	12/18/2023	77511	591-540-716-000	HOSPITALIZATION INSURANCE	1,406.95
12/23	12/18/2023	77511	596-560-716-000	HOSPITALIZATION INSURANCE	688.66
12/23	12/18/2023	77511	596-521-716-000	HOSPITALIZATION INSURANCE	104.22
12/23	12/18/2023	77511	661-575-716-000	HOSPITALIZATION INSURANCE	367.08
12/23	12/18/2023	77511	101-000-231-006	HEALTH INSURANCE WITHHOLDING	7,471.28
12/23	12/18/2023	77511	216-336-716-000	HOSPITALIZATION INSURANCE	162.09
12/23	12/18/2023	77511	590-560-716-000	HOSPITALIZATION INSURANCE	3,300.48
12/23	12/18/2023	77511	590-536-716-000	HOSPITALIZATION INSURANCE	52.11
12/23	12/18/2023	77511	590-540-716-000	HOSPITALIZATION INSURANCE	5,056.30
12/23	12/18/2023	77511	590-545-716-000	HOSPITALIZATION INSURANCE	364.76



GL Period	Check Issue Date	Check Number	Invoice GL Account	Invoice GL Account Title	Amount
12/23	12/18/2023	77511	591-560-716-000	HOSPITALIZATION INSURANCE	1,505.27
12/23	12/18/2023	77511	203-463-716-000	HOSPITALIZATION INSURANCE	312.66
12/23	12/18/2023	77511	203-483-716-000	HOSPITALIZATION INSURANCE	356.18
12/23	12/18/2023	77511	204-442-716-000	HOSPITALIZATION INSURANCE	156.33
12/23	12/18/2023	77511	204-483-716-000	HOSPITALIZATION INSURANCE	199.52
12/23	12/18/2023	77511	248-441-716-000	HOSPITALIZATION INSURANCE	52.11
12/23	12/18/2023	77511	248-728-716-000	HOSPITALIZATION INSURANCE	13.33
12/23	12/18/2023	77511	101-371-716-000	HOSPITALIZATION INSURANCE	74.38
12/23	12/18/2023	77511	101-702-716-000	HOSPITALIZATION INSURANCE	99.98
12/23	12/18/2023	77511	101-441-716-000	HOSPITALIZATION INSURANCE	2,233.02
12/23	12/18/2023	77511	101-751-716-000	HOSPITALIZATION INSURANCE	104.22
12/23	12/18/2023	77511	202-463-716-000	HOSPITALIZATION INSURANCE	260.55
12/23	12/18/2023	77511	202-483-716-000	HOSPITALIZATION INSURANCE	356.18
Total MESSA:					37,356.39
Total 77511:					37,356.39
<b>MICHAEL FADER</b>					
12/23	12/18/2023	77512	101-441-960-000	EDUCATION AND TRAINING	15.25
Total MICHAEL FADER:					15.25
Total 77512:					15.25
<b>MICHIGAN PIPE &amp; VALVE-SAGINAW</b>					
12/23	12/18/2023	77513	591-540-970-001	CAPITAL OUTLAY - METERS	637.50
12/23	12/18/2023	77513	590-540-970-001	CAPITAL OUTLAY - METERS	637.50
Total MICHIGAN PIPE & VALVE-SAGINAW:					1,275.00
Total 77513:					1,275.00
<b>MICHIGAN STATE POLICE</b>					
12/23	12/18/2023	77514	101-301-750-000	POLICE TECHNOLOGY	33.00
Total MICHIGAN STATE POLICE:					33.00
Total 77514:					33.00
<b>MIDWEST PROPERTIES NORTH CARO</b>					
12/23	12/18/2023	77515	101-000-283-000	FIRE INSURANCE PAYABLE	15,009.00
Total MIDWEST PROPERTIES NORTH CARO:					15,009.00
Total 77515:					15,009.00
<b>MIKE PAPP</b>					
12/23	12/18/2023	77516	248-733-956-000	FARMERS MARKET - SNAP EXPENSE	10.00
12/23	12/18/2023	77516	248-733-956-000	FARMERS MARKET - SNAP EXPENSE	15.00

GL Period	Check Issue Date	Check Number	Invoice GL Account	Invoice GL Account Title	Amount
Total MIKE PAPP:					25.00
Total 77516:					25.00
<b>NANCY BARRIGER</b>					
12/23	12/18/2023	77517	248-733-956-003	PROJECT FRESH EXPENSES	100.00
Total NANCY BARRIGER:					100.00
Total 77517:					100.00
<b>PEERLESS MIDWEST INC.</b>					
12/23	12/18/2023	77518	591-540-801-000	CONTRACTED SERVICES	1,575.00
Total PEERLESS MIDWEST INC.:					1,575.00
Total 77518:					1,575.00
<b>PITNEY BOWES INC</b>					
12/23	12/18/2023	77519	101-253-750-001	SOFTWARE MAINTENANCE AGREE'T	507.96
Total PITNEY BOWES INC:					507.96
Total 77519:					507.96
<b>PITNEY BOWES INC - SUPPLIES</b>					
12/23	12/18/2023	77520	101-253-740-000	OFFICE SUPPLIES	11.00
12/23	12/18/2023	77520	101-172-740-000	OFFICE SUPPLIES	10.95
12/23	12/18/2023	77520	101-260-740-000	OFFICE SUPPLIES	10.95
12/23	12/18/2023	77520	101-262-740-000	OFFICE SUPPLIES	10.95
12/23	12/18/2023	77520	101-301-740-000	OFFICE SUPPLIES	10.95
12/23	12/18/2023	77520	101-371-740-000	OFFICE SUPPLIES	10.95
12/23	12/18/2023	77520	216-336-740-000	OPERATING SUPPLIES	10.95
12/23	12/18/2023	77520	590-540-740-000	OFFICE SUPPLIES	109.55
12/23	12/18/2023	77520	591-540-740-000	OFFICE SUPPLIES	109.55
12/23	12/18/2023	77520	596-521-740-000	OFFICE SUPPLIES	65.73
12/23	12/18/2023	77520	661-575-776-000	MAINTENANCE SUPPLIES	10.95
12/23	12/18/2023	77520	101-441-740-000	OFFICE SUPPLIES	10.95
12/23	12/18/2023	77520	101-751-776-000	O&M SUPPLIES	10.95
12/23	12/18/2023	77520	101-702-740-000	OFFICE SUPPLIES	10.95
12/23	12/18/2023	77520	202-483-740-000	OFFICE SUPPLIES	10.95
12/23	12/18/2023	77520	203-483-740-000	OFFICE SUPPLIES	10.95
12/23	12/18/2023	77520	204-483-740-000	OFFICE SUPPLIES	10.95
Total PITNEY BOWES INC - SUPPLIES:					438.18
Total 77520:					438.18
<b>R&amp;R TECHNICAL SERVICES</b>					
12/23	12/18/2023	77521	248-728-853-000	TELEPHONE	55.00
12/23	12/18/2023	77521	216-336-853-000	TELEPHONE	55.00

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12/23	12/18/2023	77521	101-253-853-000	TELEPHONE	27.50
12/23	12/18/2023	77521	101-260-853-000	TELEPHONE	27.50
12/23	12/18/2023	77521	101-371-853-000	TELEPHONE	20.50
12/23	12/18/2023	77521	101-702-853-000	TELEPHONE	20.45
12/23	12/18/2023	77521	101-441-853-000	TELEPHONE	20.45
12/23	12/18/2023	77521	101-703-853-000	TELEPHONE	20.45
12/23	12/18/2023	77521	590-540-801-000	CONTRACTED SERVICES	47.50
12/23	12/18/2023	77521	591-540-801-000	CONTRACTED SERVICES	47.50
12/23	12/18/2023	77521	596-521-801-000	CONTRACTED SERVICES	23.75
12/23	12/18/2023	77521	101-751-801-000	CONTRACTED SERVICES	15.00
12/23	12/18/2023	77521	101-265-801-000	CONTRACTED SERVICES	45.00
12/23	12/18/2023	77521	101-172-853-000	TELEPHONE	55.00
12/23	12/18/2023	77521	101-172-801-000	CONTRACTED SERVICES	95.00
12/23	12/18/2023	77521	101-253-801-000	CONTRACTED SERVICES	47.50
12/23	12/18/2023	77521	101-260-801-000	CONTRACTED SERVICES	47.50
12/23	12/18/2023	77521	101-301-801-000	CONTRACTED SERVICES	71.25
12/23	12/18/2023	77521	101-441-801-000	CONTRACTED SERVICES	71.25
12/23	12/18/2023	77521	216-336-801-000	CONTRACTED SERVICES	23.75
12/23	12/18/2023	77521	101-101-801-000	CONTRACTED SERVICES	30.00
12/23	12/18/2023	77521	101-301-801-000	CONTRACTED SERVICES	55.00
12/23	12/18/2023	77521	101-253-801-000	CONTRACTED SERVICES	2.50
12/23	12/18/2023	77521	101-260-801-000	CONTRACTED SERVICES	2.50
12/23	12/18/2023	77521	590-540-801-000	CONTRACTED SERVICES	5.00
12/23	12/18/2023	77521	101-101-801-000	CONTRACTED SERVICES	90.00
12/23	12/18/2023	77521	101-260-801-000	CONTRACTED SERVICES	37.50
12/23	12/18/2023	77521	101-301-801-000	CONTRACTED SERVICES	15.00
12/23	12/18/2023	77521	101-441-801-000	CONTRACTED SERVICES	30.00
12/23	12/18/2023	77521	216-336-801-000	CONTRACTED SERVICES	15.00
12/23	12/18/2023	77521	590-540-801-000	CONTRACTED SERVICES	15.00
12/23	12/18/2023	77521	591-540-801-000	CONTRACTED SERVICES	30.00
12/23	12/18/2023	77521	590-540-853-000	TELEPHONE	20.45
12/23	12/18/2023	77521	591-540-853-000	TELEPHONE	20.45
12/23	12/18/2023	77521	596-560-853-000	TELEPHONE	20.45
12/23	12/18/2023	77521	661-575-853-000	TELEPHONE	55.00
12/23	12/18/2023	77521	101-172-801-000	CONTRACTED SERVICES	45.00
12/23	12/18/2023	77521	101-253-801-000	CONTRACTED SERVICES	37.50
12/23	12/18/2023	77521	101-301-853-000	TELEPHONE & PAGERS	20.45
12/23	12/18/2023	77521	202-483-853-000	TELEPHONE	20.45
12/23	12/18/2023	77521	203-483-853-000	TELEPHONE	20.45
12/23	12/18/2023	77521	204-483-853-000	TELEPHONE	20.45
Total R&R TECHNICAL SERVICES:					1,445.00
Total 77521:					1,445.00
<b>RANDALL HECKROTH</b>					
12/23	12/18/2023	77522	216-336-960-000	EDUCATION & TRAINING	29.00
12/23	12/18/2023	77522	216-336-960-000	EDUCATION & TRAINING	184.71
Total RANDALL HECKROTH:					213.71

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Total 77522:					213.71
<b>ROWE PROFESSIONAL SVS COMP.</b>					
12/23	12/18/2023	77523	101-701-801-000	CONTRACTED SERVICES	382.50
12/23	12/18/2023	77523	591-540-801-000	CONTRACTED SERVICES	135.00
12/23	12/18/2023	77523	202-451-801-001	CONTRACTED SERV - ENGINEERING	14,625.00
Total ROWE PROFESSIONAL SVS COMP.:					15,142.50
Total 77523:					15,142.50
<b>ROZE LAW</b>					
12/23	12/18/2023	77524	248-733-956-000	FARMERS MARKET - SNAP EXPENSE	10.00
Total ROZE LAW:					10.00
Total 77524:					10.00
<b>SEAN MONTGOMERY</b>					
12/23	12/18/2023	77525	248-733-956-003	PROJECT FRESH EXPENSES	70.00
Total SEAN MONTGOMERY:					70.00
Total 77525:					70.00
<b>SHANNON KZINOWEK</b>					
12/23	12/18/2023	77526	591-000-255-000	WATER RENTER DEPOSITS	150.00
Total SHANNON KZINOWEK:					150.00
Total 77526:					150.00
<b>SHULTS EQUIPMENT, LLC</b>					
12/23	12/18/2023	77527	661-575-776-000	MAINTENANCE SUPPLIES	1,552.75
Total SHULTS EQUIPMENT, LLC:					1,552.75
Total 77527:					1,552.75
<b>STATE OF MICHIGAN - EGLE</b>					
12/23	12/18/2023	77528	590-540-777-000	STATE TESTING & PERMITS	150.00
12/23	12/18/2023	77528	590-540-777-000	STATE TESTING & PERMITS	3,000.00
Total STATE OF MICHIGAN - EGLE:					3,150.00
Total 77528:					3,150.00
<b>STEPHENS TIRE SERVICE</b>					
12/23	12/18/2023	77529	661-575-930-000	CONTRACTED REPAIRS	1,144.00
12/23	12/18/2023	77529	661-575-930-000	CONTRACTED REPAIRS	1,144.00

GL Period	Check Issue Date	Check Number	Invoice GL Account	Invoice GL Account Title	Amount
Total STEPHENS TIRE SERVICE:					2,288.00
Total 77529:					2,288.00
<b>THE SAFETY COMPANY LLC</b>					
12/23	12/18/2023	77530	661-575-930-000	CONTRACTED REPAIRS	3,589.75
Total THE SAFETY COMPANY LLC:					3,589.75
Total 77530:					3,589.75
<b>THOMAS SCIENTIFIC</b>					
12/23	12/18/2023	77531	590-540-776-001	LAB SUPPLIES	617.99
12/23	12/18/2023	77531	590-540-776-001	LAB SUPPLIES	244.92
Total THOMAS SCIENTIFIC:					862.91
Total 77531:					862.91
<b>TIFFANY BEHERNDS</b>					
12/23	12/18/2023	77532	248-733-956-000	FARMERS MARKET - SNAP EXPENSE	15.00
Total TIFFANY BEHERNDS:					15.00
Total 77532:					15.00
<b>TOM GRASS</b>					
12/23	12/18/2023	77533	248-733-956-003	PROJECT FRESH EXPENSES	25.00
Total TOM GRASS:					25.00
Total 77533:					25.00
<b>TUSCOLA COUNTY ADVERTISER</b>					
12/23	12/18/2023	77534	101-260-900-000	PRINTING & PUBLICATION	182.00
12/23	12/18/2023	77534	101-260-900-000	PRINTING & PUBLICATION	25.00
12/23	12/18/2023	77534	101-260-900-000	PRINTING & PUBLICATION	1,496.00
12/23	12/18/2023	77534	101-260-900-000	PRINTING & PUBLICATION	208.00
12/23	12/18/2023	77534	101-260-900-000	PRINTING & PUBLICATION	208.00
12/23	12/18/2023	77534	101-260-900-000	PRINTING & PUBLICATION	25.00
12/23	12/18/2023	77534	101-260-900-000	PRINTING & PUBLICATION	169.00
Total TUSCOLA COUNTY ADVERTISER:					2,313.00
Total 77534:					2,313.00
<b>TUSCOLA COUNTY TREASURER</b>					
12/23	12/18/2023	77535	101-253-801-000	CONTRACTED SERVICES	1,121.90
Total TUSCOLA COUNTY TREASURER:					1,121.90

GL Period	Check Issue Date	Check Number	Invoice GL Account	Invoice GL Account Title	Amount
Total 77535:					1,121.90
<b>UNIFIRST CORPORATION</b>					
12/23	12/18/2023	77536	101-265-776-000	O&M SUPPLIES	18.45
12/23	12/18/2023	77536	216-336-740-000	OPERATING SUPPLIES	25.75
12/23	12/18/2023	77536	590-540-776-000	OM&R SUPPLIES NORMAL	21.64
12/23	12/18/2023	77536	101-265-776-000	O&M SUPPLIES	21.00
12/23	12/18/2023	77536	101-265-776-000	O&M SUPPLIES	23.00
Total UNIFIRST CORPORATION:					109.84
Total 77536:					109.84
<b>UNIQUE PAVING MATERIALS CORP</b>					
12/23	12/18/2023	77537	203-463-776-000	O&M SUPPLIES	923.54
12/23	12/18/2023	77537	202-463-776-000	O&M SUPPLIES	923.54
Total UNIQUE PAVING MATERIALS CORP:					1,847.08
Total 77537:					1,847.08
<b>USA BLUEBOOK</b>					
12/23	12/18/2023	77538	591-540-776-000	O&M SUPPLIES	323.45
12/23	12/18/2023	77538	101-265-776-000	O&M SUPPLIES	10.99
12/23	12/18/2023	77538	590-540-776-000	OM&R SUPPLIES NORMAL	976.99
Total USA BLUEBOOK:					1,311.43
Total 77538:					1,311.43
<b>VERMEER OF MICHIGAN, INC.</b>					
12/23	12/18/2023	77539	661-575-930-000	CONTRACTED REPAIRS	2,666.59
Total VERMEER OF MICHIGAN, INC.:					2,666.59
Total 77539:					2,666.59
<b>WALTER MALBURG</b>					
12/23	12/18/2023	77540	248-733-956-003	PROJECT FRESH EXPENSES	5.00
Total WALTER MALBURG:					5.00
Total 77540:					5.00
<b>WATKINS ROSS &amp; CO</b>					
12/23	12/18/2023	77541	101-301-801-000	CONTRACTED SERVICES	2,002.50
12/23	12/18/2023	77541	101-441-801-000	CONTRACTED SERVICES	380.47
12/23	12/18/2023	77541	202-483-801-000	CONTRACTED SERVICES	380.47
12/23	12/18/2023	77541	204-483-801-000	CONTRACTED SERVICES	380.47
12/23	12/18/2023	77541	203-483-801-000	CONTRACTED SERVICES	380.47
12/23	12/18/2023	77541	216-336-801-000	CONTRACTED SERVICES	667.50
12/23	12/18/2023	77541	590-540-801-000	CONTRACTED SERVICES	447.23

GL Period	Check Issue Date	Check Number	Invoice GL Account	Invoice GL Account Title	Amount
12/23	12/18/2023	77541	591-540-801-000	CONTRACTED SERVICES	380.48
12/23	12/18/2023	77541	596-521-801-000	CONTRACTED SERVICES	380.48
12/23	12/18/2023	77541	661-575-801-000	MOTOR POOL Contracted serv	827.70
12/23	12/18/2023	77541	590-545-801-000	CONTRACTED SERVICES	447.23
Total WATKINS ROSS & CO:					6,675.00
Total 77541:					6,675.00
<b>WEST SHORE SERVICES, INC.</b>					
12/23	12/18/2023	77542	216-336-801-000	CONTRACTED SERVICES	850.00
Total WEST SHORE SERVICES, INC.:					850.00
Total 77542:					850.00
<b>WSP USA ENVIRONMENT &amp; INFRASTRUCTURE INC</b>					
12/23	12/18/2023	77543	591-540-801-000	CONTRACTED SERVICES	1,983.88
Total WSP USA ENVIRONMENT & INFRASTRUCTURE INC:					1,983.88
Total 77543:					1,983.88
<b>ELAN FINANCIAL SERVICES</b>					
12/23	12/18/2023	77544	248-728-776-000	DDA OPERATING SUPPLIES	459.66
12/23	12/18/2023	77544	248-728-960-000	EDUCATION & DUES	247.91
12/23	12/18/2023	77544	248-728-760-000	POSTAGE	10.35
12/23	12/18/2023	77544	248-728-741-000	LUNCHEONS	58.97
12/23	12/18/2023	77544	248-728-776-000	DDA OPERATING SUPPLIES	11.84
Total ELAN FINANCIAL SERVICES:					788.73
Total 77544:					788.73
<b>EMTERRA ENVIRONMENTAL USA CORP</b>					
12/23	12/18/2023	77545	596-521-801-000	CONTRACTED SERVICES	85.20
12/23	12/18/2023	77545	596-521-801-000	CONTRACTED SERVICES	20,893.94
12/23	12/18/2023	77545	596-521-801-000	CONTRACTED SERVICES	17,452.26
12/23	12/18/2023	77545	596-521-801-000	CONTRACTED SERVICES	11.72
12/23	12/18/2023	77545	596-521-801-000	CONTRACTED SERVICES	1,226.40
Total EMTERRA ENVIRONMENTAL USA CORP:					39,669.52
Total 77545:					39,669.52
<b>ETNA SUPPLY</b>					
12/23	12/18/2023	77546	591-540-776-000	O&M SUPPLIES	930.30
Total ETNA SUPPLY:					930.30
Total 77546:					930.30

GL Period	Check Issue Date	Check Number	Invoice GL Account	Invoice GL Account Title	Amount
<b>FERGUSON ENTERPRISES LLC #3326</b>					
12/23	12/18/2023	77547	101-265-776-000	O&M SUPPLIES	724.05
12/23	12/18/2023	77547	101-265-776-000	O&M SUPPLIES	149.25
12/23	12/18/2023	77547	101-265-776-000	O&M SUPPLIES	406.25
12/23	12/18/2023	77547	101-265-776-000	O&M SUPPLIES	37.63
Total FERGUSON ENTERPRISES LLC #3326:					1,317.18
Total 77547:					1,317.18
<b>FOSTER, SWIFT, COLLINS &amp; SMITH, PC</b>					
12/23	12/18/2023	77548	101-253-801-000	CONTRACTED SERVICES	50.00
12/23	12/18/2023	77548	101-172-801-000	CONTRACTED SERVICES	500.00
12/23	12/18/2023	77548	101-371-801-000	CONTRACTED SERVICES	100.00
Total FOSTER, SWIFT, COLLINS & SMITH, PC:					650.00
Total 77548:					650.00
<b>GAMBLES DO IT BEST HARDWARE</b>					
12/23	12/18/2023	77549	591-540-776-000	O&M SUPPLIES	34.99-
12/23	12/18/2023	77549	591-540-776-000	O&M SUPPLIES	6.07
12/23	12/18/2023	77549	590-545-776-000	OM&R SUPPLIES	266.00
12/23	12/18/2023	77549	101-265-776-000	O&M SUPPLIES	12.28
12/23	12/18/2023	77549	591-540-776-000	O&M SUPPLIES	40.72
12/23	12/18/2023	77549	591-540-776-000	O&M SUPPLIES	12.49
12/23	12/18/2023	77549	661-575-776-000	MAINTENANCE SUPPLIES	56.97
12/23	12/18/2023	77549	590-545-776-000	OM&R SUPPLIES	181.97
12/23	12/18/2023	77549	248-728-776-000	DDA OPERATING SUPPLIES	29.99
12/23	12/18/2023	77549	248-728-776-000	DDA OPERATING SUPPLIES	30.36
12/23	12/18/2023	77549	248-728-776-000	DDA OPERATING SUPPLIES	17.99
12/23	12/18/2023	77549	591-540-776-000	O&M SUPPLIES	41.48
12/23	12/18/2023	77549	248-728-776-000	DDA OPERATING SUPPLIES	47.98
12/23	12/18/2023	77549	590-545-776-000	OM&R SUPPLIES	67.95
Total GAMBLES DO IT BEST HARDWARE:					777.26
Total 77549:					777.26
<b>GRAINGER</b>					
12/23	12/18/2023	77550	590-540-776-000	OM&R SUPPLIES NORMAL	618.13
12/23	12/18/2023	77550	590-540-776-000	OM&R SUPPLIES NORMAL	1,217.64
Total GRAINGER:					1,835.77
Total 77550:					1,835.77
<b>WEX BANK</b>					
12/23	12/18/2023	800051	661-575-860-000	GAS/OIL	551.13
12/23	12/18/2023	800051	216-336-860-000	GAS & OIL	81.23
12/23	12/18/2023	800051	101-371-860-000	GAS	20.30
12/23	12/18/2023	800051	101-301-860-000	GAS/OIL/TIRES	1,301.24



GL Period	Check Issue Date	Check Number	Invoice GL Account	Invoice GL Account Title	Amount
12/23	12/18/2023	800051	590-540-860-000	GAS/OIL/DIESEL	162.89
Total WEX BANK:					2,116.79
Total 800051:					2,116.79
<b>STATE OF MICHIGAN - MiDEAL</b>					
12/23	12/18/2023	800052	101-172-740-000	OFFICE SUPPLIES	22.50
12/23	12/18/2023	800052	101-253-740-000	OFFICE SUPPLIES	22.50
12/23	12/18/2023	800052	101-260-740-000	OFFICE SUPPLIES	22.50
12/23	12/18/2023	800052	101-441-740-000	OFFICE SUPPLIES	22.50
12/23	12/18/2023	800052	101-301-740-000	OFFICE SUPPLIES	22.50
12/23	12/18/2023	800052	216-336-740-000	OPERATING SUPPLIES	22.50
12/23	12/18/2023	800052	590-540-740-000	OFFICE SUPPLIES	22.50
12/23	12/18/2023	800052	591-540-740-000	OFFICE SUPPLIES	22.50
Total STATE OF MICHIGAN - MiDEAL:					180.00
Total 800052:					180.00
Grand Totals:					247,001.74

Report Criteria:

Report type: GL detail

Check.Type = {<>} "Adjustment"

# CITY OF CARO

CITY MANAGER  
SCOTT CZASAK  
CITY CLERK  
RITA PAPP  
CITY TREASURER  
MICHELE PERRY  
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  
BOB ESCHENBACHER  
EMILY CAMPBELL  
PAMELA ISELER  
CHARLOTTE KISH  
DOREEN OEDY  
JILL WHITE

To: Caro City Council, Caro City Manager  
From: Brian Newcomb, Chief of Police  
Regarding: Month end report, November 2023  
Date: December 1, 2023

## **POLICE REPORTS**

Police Complaints received for November 2023- 396 complaints

Comparison-

October 2023- 406 complaints  
September 2023- 416 complaints.  
August 2023 – 409 complaints  
July 2023- 442 complaints

November 2022- complaints 175 complaints

## **MILEAGE**

November 2023- 4091 miles

## **GASOLINE**

**November** 2023-340.91 gallons

911 OPEN LINE/HANGUP	
ABANDONED VEHICLE	
ALARM	7
ANIMAL AT LARGE	5
ASSAULT	5
ASSIST DHHS	3
ASSIST FIRE	2
ASSIST MDOC	
ASSIST MSP	2
ASSIST OTHER PD	
ASSIST THUMB NARCOTICS	
ASSIST TUSH IN CARO	6
ATTEMPT TO LOCATE PERSON	
B&E	3
BACKGROUND INVESTIGATION LE	
CHILD NEGLECT/ABUSE	
CITIZEN ASSIST	
CIVIL	16
CONDITIONAL BOND VIOLATION	
CRIMINAL SEXUAL CONDUCT	2
DISORDERLY	5
DISTURBING THE PEACE	1
DOG BITE	
DOG LOCKED IN VEHICLE	
DWLS	3
EMBEZZLEMENT	1
FALSE PERSONATION	
FELONIOUS ASSAULT	
FIGHT IN PROGRESS	
FIREWORKS VIOLATION	
FLEE POLICE	
FOUND PROPERTY	5
FRAUD	
GENERAL	3
GUNSHOT WOUND	
HARASSMENT	3
HIT AND RUN PDA	
HOMELESS	2
HOMICIDE ATTEMPT	
INJURY CRASH	2
INTOXICATED PERSON	
INVESTIGATION FOLLOWUP	
KEYS LOCKED IN VEHICLE	
KIDNAPPING	
LARCENY	1
LARCENY BY CONVERSION	
LARCENY FROM VEHICLE	1
LARCENY IN A BUILDING	
LIQUOR INSPECTION	15
LITTERING	
LOITERING	
LOST PROPERTY	
MDOP	2
MED FIRST RESPONSE CALL	15
MENTAL HEALTH CALL	4
MIP-ALCOHOL	
MIP-VAPE	
MISSING JUVENILE	1
MISSING PERSON	3
MISUSE OF 911 LINE	
MOTORIST ASSIST	5

2200 Obrien rd. assist MSP fight in progress
2256 wells, possible explosion, msp
Caine At Waterman, injury crash, assist TUSH
1530 N MURRAY, LARCENY IN PROGRESS assist msp
E. Sanilac at Lee Hill, injury crash, assist MSP
Deckerville at Luder, injury crash, assist TUSH

MUTUAL AID	7
NARCOTICS	3
NATURAL DEATH	1
NO INSURANCE-VEHICLE	5
NO REGISTRATION MISDEMEANOR	2
NOISE COMPLAINT	
OPEN DOOR	4
OVERDOSE-DRUGS	
OWI	3
PARKING VIOLATIONS	
PAROLE VIOLATION	
PDA	17
PPO VIOLATION	1
PROBATION VIOLATION	
PROWLER	
PUBLIC RELATIONS	1
RECKLESS DRIVING	
REGISTRATION VIOLATION	
RESIST OFFICER	
RETAIL FRAUD	6
ROAD RAGE	
RUNAWAY	2
SINKHOLE IN ROADWAY	
STALKING	
SUICIDE	
SUICIDAL PERSON-THREATS OF	
SUSPICIOUS PERSON	3
SUSPICIOUS SITUATION	12
THREATS	
THREATS TO ATTY GENERAL	
THREATS TO COURTHOUSE	
THREATS TO SCHOOL	
TRAFFIC CONTROL	4
TRAFFIC STOPS/CITATIONS	159
TRESPASS	2
UDAA	
VERBAL DOMESTIC	10
VIN INSPECTION	1
WARRANT ARREST - FELONY	3
WARRANT ARREST - MISDEMEANOR	7
WEAPONS OFFENSE	1
WELFARE CHECK	17
WITNESS INTIMIDATION	

TOTAL COMPLAINTS FOR Sept 2023

394

# VEHICLE MAINTENANCE RECORD FOR CAR 1

TOTAL MAINTENANCE COSTS	YEAR:	2015	MAKE:	FORD	MODEL:	SUV	LICENSE:	023X391	VIN NO.:	1FM5K8AR5FGB83483		
	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23
Enter Starting Vehicle Mileage	80,934	81,982	82,531	83,239	84,073	84,429	85,273	86,102	88,022	88,219	88,522	
Enter Vehicle Mileage at End of Month	81,982	82,531	83,239	84,073	84,429	85,273	86,102	88,022	88,219	88,522	88,825	
Monthly Mileage Totals	1,048	549	708	834	356	844	829	1,920	197	303	303	0
Total Mileage for Year	7,891											
Maintenance Cost Per Mile	\$0.41											
<b>VEHICLE MAINTENANCE COSTS</b>												
Oil & Filter Change	\$95.65											
Air Filter Change												
Fuel Filter Change												
Transmission Fluid & Filter												
Engine Coolant												
Cooling System Flush												
Tire Repair or Replacement												
Tire Rotation or Balance												
Hose Replacement												
Brake Repair												
Engine Tune-Up												
Front End Alignment												
Power Steering / Brake Fluid												
A/C or Heater Repair												
Replace Belts												
Electrical Repairs												
Battery Replacement												
Battery Cables / Terminals												
Headlights or Light Bulbs												
Windshield Wiper Blades												
Wash & Wax												
Miscellaneous Service	\$3,117.02											
<b>TOTAL MONTHLY MAINTENANCE COSTS</b>	\$0.00	\$3,117.02	\$60.00	\$0.00	\$0.00	\$0.00	\$95.65	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL</b>												\$3,272.67

<b>TIRE SIZE</b>
245 55R18 M&S

# VEHICLE MAINTENANCE RECORD FOR CAR 2

TOTAL MAINTENANCE COSTS	YEAR:		2013		MAKE:		FORD		MODEL		SUV		LICENSE		VIN NO. 1FM5K8AR0DGC06925						
	Jan-23	Feb-23	110,297	111,109	Mar-23	111,109	111,711	111,939	May-23	111,939	112,060	112,060	112,106	Jul-23	112,106	Sep-23	112,300	Oct-23	Nov-23	Dec-23	
Enter Starting Vehicle Mileage	110,076	110,297	111,109	111,711	111,939	112,060	112,106	112,106	112,106	112,106	112,106	112,106	112,106	112,106	112,106	112,106	112,300	0	0	0	0
Enter Vehicle Mileage at End of Month	110,297	111,109	111,711	111,939	112,060	112,060	112,106	112,106	112,106	112,106	112,106	112,106	112,300	112,300	112,300	112,300	112,300	0	0	0	0
Monthly Mileage Totals	221	812	602	228	121	46	194														
Total Mileage for Year	2,224																				
Maintenance Cost Per Mile	\$0.72																				
<b>VEHICLE MAINTENANCE COSTS</b>																					
Oil & Filter Change																					
Air Filter Change																					
Fuel Filter Change																					
Transmission Fluid & Filter																					
Engine Coolant																					
Cooling System Flush																					
Tire Repair or Replacement																					
Tire Rotation or Balance																					
Hose Replacement																					
Brake Repair																					
Engine Tune-Up																					
Front End Alignment																					
Power Steering / Brake Fluid																					
A/C or Heater Repair	\$1,362.02																				
Replace Belts																					
Electrical Repairs																					
Battery Replacement	\$239.99																				
Battery Cables / Terminals																					
Headlights or Light Bulbs																					
Windshield Wiper Blades																					
Wash & Wax																					
Miscellaneous Service																					
<b>30</b>																					
<b>TOTAL MONTHLY MAINTENANCE COSTS</b>	\$1,362.02	\$239.99	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
																			<b>TOTAL</b>	\$1,602.01	

Disposed-to be auctioned by city

# VEHICLE MAINTENANCE RECORD FOR CAR 2

TOTAL MAINTENANCE COSTS	YEAR:		2024		MAKE:		CHEV		MODEL		1500		LICENSE		VIN NO.	
	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-23	Feb-23	Mar-23	Apr-23
Enter Starting Vehicle Mileage																
Enter Vehicle Mileage at End of Month																
Monthly Mileage Totals	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Mileage for Year	0															
Maintenance Cost Per Mile	#DIV/0!															

TYPE OF SERVICE	VEHICLE MAINTENANCE COSTS											
	IN	IN	IN	IN	IN	IN	IN	IN	IN	IN	IN	IN
Oil & Filter Change												
Air Filter Change												
Fuel Filter Change												
Transmission Fluid & Filter												
Engine Coolant												
Cooling System Flush												
Tire Repair or Replacement												
Tire Rotation or Balance												
Hose Replacement												
Brake Repair												
Engine Tune-Up												
Front End Alignment												
Power Steering / Brake Fluid												
A/C or Heater Repair												
Replace Belts												
Electrical Repairs												
Battery Replacement												
Battery Cables / Terminals												
Headlights or Light Bulbs												
Windshield Wiper Blades												
Wash & Wax												
Miscellaneous Service												

<b>31</b>	<b>TOTAL MONTHLY MAINTENANCE COSTS</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	<b>TOTAL</b>	\$0.00	\$0.00
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# VEHICLE MAINTENANCE RECORD FOR CAR 3

TOTAL MAINTENANCE COSTS		YEAR:	2017	MAKE:	FORD	MODEL:	SUV	LICENSE	VIN NO.	1FM5K8AR3HGC07315			
		Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23
Enter Starting Vehicle Mileage		52,817	54,534	55,655	56,510	57,724	58,959	61,279	63,079	63,525	63,628	65,330	
Enter Vehicle Mileage at End of Month		54,534	55,655	56,510	57,724	58,959	61,279	63,079	63,525	63,628	65,330	66,524	
Monthly Mileage Totals		1,717	1,121	855	1,214	1,235	2,320	1,800	446	103	1,702	1,194	0
Total Mileage for Year		13,707											
Maintenance Cost Per Mile		\$0.32											
VEHICLE MAINTENANCE COSTS													
Oil & Filter Change													\$80.55
Air Filter Change													
Fuel Filter Change													
Transmission Fluid & Filter													
Engine Coolant					xxx								
Cooling System Flush													
Tire Repair or Replacement													
Tire Rotation or Balance													
Hose Replacement													
Brake Repair					\$1,088.10								
Engine Tune-Up			\$368.79										
Front End Alignment													
Power Steering / Brake Fluid													
A/C or Heater Repair													
Replace Belts										\$470.96			
Electrical Repairs													
Battery Replacement													
Battery Cables / Terminals													
Headlights or Light Bulbs													
Windshield Wiper Blades													
Wash & Wax													
Miscellaneous Service										\$581.05			\$1,828.00
<b>TOTAL MONTHLY MAINTENANCE COSTS</b>		\$0.00	\$368.79	\$0.00	\$1,088.10	\$0.00	\$0.00	\$470.96	\$581.05	\$1,908.55	\$0.00	\$0.00	\$0.00
		<b>TOTAL \$4,417.45</b>											

Tire Size=245/55R18

MILLARS TIRES BAY CITY



# VEHICLE MAINTENANCE RECORD FOR CAR 464

TOTAL MAINTENANCE COSTS	YEAR:		2019		MAKE	DODGE	MODEL DURANGO												LICENSE	023X394	VIN NO	1C4RDJFG1KC708488
	Jan-23	Feb-23	Mar-23	Apr-23			May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23								
Enter Starting Vehicle Mileage	15,147	15,855	16,659	17,470	18,262	18,929	19,399	19,443	21,101	23,913	25,193	27,210	28,494	29,776	31,058	32,340	33,622	34,904				
Enter Vehicle Mileage at End of Month	15,855	16,659	17,470	18,262	18,929	19,399	19,443	21,101	23,913	25,193	27,210	28,494	29,776	31,058	32,340	33,622	34,904	36,186				
Monthly Mileage Totals	708	804	811	792	667	470	44	1,658	2,812	1,280	2,017	0	0	0	0	0	0	0				
Total Mileage for Year	12,063																					
Maintenance Cost Per Mile	\$0.13																					
<b>VEHICLE MAINTENANCE COSTS</b>																						
Oil & Filter Change	\$65.96																					
Air Filter Change																						
Fuel Filter Change																						
Transmission Fluid & Filter																						
Engine Coolant																						
Cooling System Flush																						
Tire Repair or Replacement																						
Tire Rotation or Balance																						
Hose Replacement																						
Brake Repair																						
Engine Tune-Up																						
Front End Alignment																						
Power Steering / Brake Fluid																						
A/C or Heater Repair																						
Replace Belts																						
Electrical Repairs																						
Battery Replacement																						
Battery Cables / Terminals																						
Headlights or Light Bulbs																						
Windshield Wiper Blades																						
Wash & Wax																						
Tie Rods/Alignment																						
Muffler																						
Tow/Wrecker Service																						
Miscellaneous Service																						
<b>TOTAL MONTHLY MAINTENANCE COSTS</b>	\$65.96	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$937.50				



Run #	Date	Responsible entity	City of Caro Fire Department Address of call	Report to Council Description	Water usage	Area of Service	Fiscal Billing #	Dedicated hours
		Fire runs November 1, 2023 thru November 30, 2023					page 1	
422	11/2/2023	Elizabeth Crandall	2171 N. Englehart Rd.	4 vehicle crash	0	Almer	4	4.50
423	11/2/2023		218 W. Burnside St.	Medical assist	0	City of Caro	nc	0.50
424	11/4/2023	Elkland FD	N. Englehart RD.	barn fire, canceled	0	Novesta	nc	0.50
425	11/4/2023		5371 W. Dixon Rd.	Medical assist	0	Juniata	MB	1.00
426	11/4/2023		1057 E. Caro Rd.	Medical assist	0	City of Caro	nc	1.00
427	11/5/2023	Reese Bowling	M-24 & M-46	2 vehicle crash	0	Indianfields	9	1.00
428	11/5/2023	service not needed	W. Caro & Ringle Rd.	poss. Barn fire	0	Juniata	nc	0.50
429	11/6/2023		1741 VanGeisen Rd.	Medical assist	0	City of Caro	MB	1.00
430	11/6/2023	Drill Tek	714 W. Gilford Rd.	gas leak	0	City of Caro	10	1.00
431	11/7/2023		110 W. Frank St.	Medical assist	0	City of Caro	nc	1.00
432	11/7/2023		2020 3rd. St.	Medical assist	0	Juniata	MB	1.00
433	11/7/2023		340 W. Bush St.	Medical assist	0	City of Caro	nc	1.00
434	11/8/2023	David Nickel	4733 Dixon Rd.	vehicle fire	600	Juniata	7	1.50
435	11/8/2023	Vassar FD	5067 W. Sanilac Rd.	house fire	0	Juniata	nc	1.50
436	11/8/2023		near 3365 Mertz Rd.	Medical assist	0	Indianfields	MB	1.00
437	11/9/2023	James Pistro	1548 E. Caro Rd.	CO detector	0	Almer	nc	1.00
438	11/10/2023	Church of Christ	1690 Mertz Rd.	CO detector	0	Indianfields	nc	1.00
439	11/11/2023	unknown	Colling & M-24	unknown crash	0	Almer	nc	0.50
440	11/13/2023	unknown	2256 Wells Rd.	investigation	0	Indianfields	nc	0.50
441	11/13/2023		2987 E. Fairgrove Rd.	Medical assist	0	Almer	nc	1.50
442	11/15/2023		301 Cass River DR.	Medical assist	0	Almer	nc	1.00
443	11/16/2023	Temecula Fields	2190 Frankford Rd.	wire issues	0	Wells	8	1.00
444	11/16/2023	Daniel Bailey	E. Dayton & Gun Club	2 vehicle crash	0	Wells	9	1.00
445	11/16/2023	Jodi Henderson	M-81 & M-24	2 vehicle crash	0	City of Caro	11	1.00
446	11/17/2023	Lindsey Johnson	N. State St. & W. Gilford	2 vehicle crash	0	City of Caro	12	1.00
447	11/17/2023		299 N. Hooper St.	Medical assist	0	City of Caro	nc	0.50
448	11/17/2023		1438 E. Dayton Rd.	Medical assist	0	Indianfields	MB	1.00
449	11/18/2023	canceled	E. Dayton & Riley Rd.	2 vehicle crash	0	Wells	nc	0.50
450	11/19/2023		702 Allen St.	Medical assist	0	City of Caro	nc	1.00
451	11/19/2023		300 E. Frank St.	Medical assist	0	City of Caro	nc	0.00
452	11/19/2023		1631 Sunrise Dr.	Medical assist	0	Almer	MB	1.00
453	11/19/2023	Caro Hospital	across from 401 N. Hooper St.	Landing Zone	0	City of Caro	nc	1.00







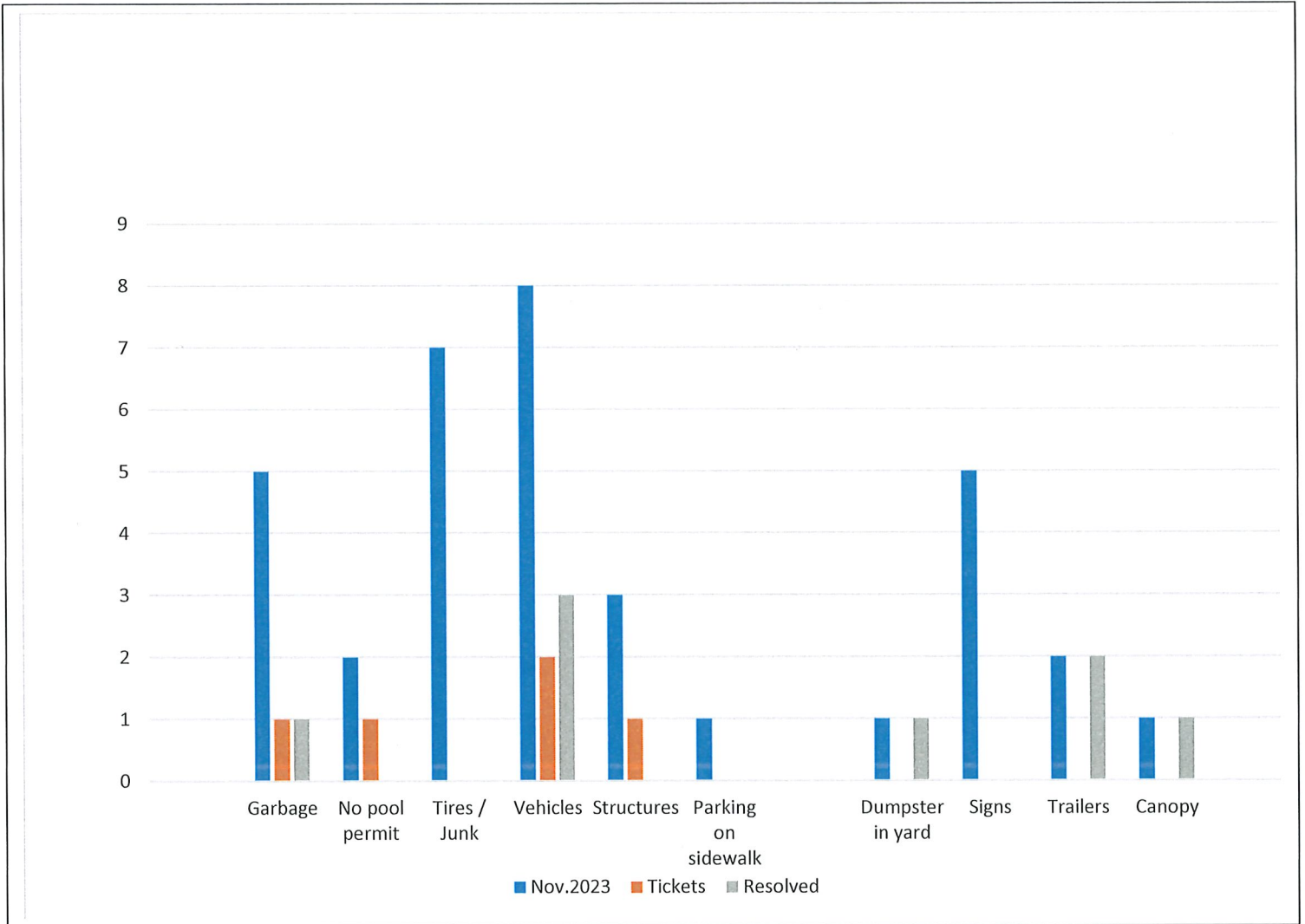


# CITY OF CARO CODE ENFORCEMENT

December 2023 Council Code report

## November 2023 monthly review

Page 2 of 2



Monthly total tickets issued, \$1750.00

Monthly total blights cases dealt with , 30

Monthly cases resolved, 11

Top -Violations for November 2023 #1 Blight vehicles #2 Tires / Junk #3 Garbage

# CITY OF CARO

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CITY ATTORNEY  
LAURA GENOVICH

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JILL WHITE

## MEMORANDUM

**To:** Scott Czasak & City Council  
**From:** Tom Reese Superintendent of Public Works  
**Date:** December 18th, 2023  
**Re:** November Monthly report

---

### ACTIVITY

- Daily well checks.
- We have done 112 MISS DIG tickets.
- We have completed 34 work orders. This is a breakdown of what was done:
  - 19 Billing issues
  - 4 Final reads
  - 1 Manhole/sinkhole
  - 1 Meters/install/replace
  - 1 Resident questions
  - 2 sewers jetted
  - 1 streetlight out
  - 1 potholes
  - 2 Trees/Stumps
  - 2 Water turn off/on
- I have seasonal workers doing trash 3 days a week now. Also weeding and fall cleanup.
- The seasonal workers last day was. 11/30/23
- We have done our monthly water testing.
- We pumped down the arsenic pit.
- The Arsenic plant is back in full operation.
- The guys hung wreaths and set up the gingerbread village.
- We had a water repair on Hooper and Frank St.
- We have been out every day sucking leaves.
- The guys trimmed some trees in the parking lot, so it won't hit the loader.
- The guys read meters.
- All the fairgrounds have been winterized.
- We replaced a toilet lid at the farmer's market.
- Eveen found a leaking motor on the salter spinner we ordered new parts.
- We had Kappen come in a trim a few trees and take a few down.
- Ken Martin came in and fixed 19 light poles. We will need to order more retro kits.
- Ken Martin put a banner up and took it down.
- The guys went around and filled utility patches with cold patch to last the winter.
- The guys have been street sweeping when time allows.



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## UP COMING PROJECTS

D.P.W roofing  
City hall roofing.  
City hall back wall  
Fire hall garage doors and entry door.

## ATTACHMENTS

# CITY OF CARO

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**TO:** Scott Czasak, City Manager and Caro City Council  
**FROM:** David Dienes, W.W.T.P.  
**SUBJECT:** December 2023 Report  
**DATE:** December 13, 2023

## **FOR THE AGENDA OF: December 18, 2023**

---

- Our Permit required monthly Discharge Monitoring Report for November 2023 was sent electronically via MiEnviro to the EGLE.
- Set up and ran the city's drinking water samples for November 2023.
- The clarifiers were hosed down and/or power washed weekly.
- The chlorine contact chamber was hosed down, power washed, and/or flushed weekly.
- Ran portable pumps for 10 minutes this month.
- The plant generator and lift station generators were exercised this month.
- Relinquished 5 raw water samples to SVSU for COVID-19 testing.
- Operators J. Helton and A. Fields attended the MRWA Wastewater Operators meeting on December 6.
- Superintendent Dienes has been in near constant contact with representatives for HRC regarding the proposed WWTP upgrade.
- Exploring the cause of a failure of the automatic transfer switch for the plant generator.
- Engineers and representatives from Cass City were on site to evaluate and ask questions regarding our Oxidation Ditch.
- Superintendent Dienes and Operator K. Fields attended the committee of the whole meeting on December 7<sup>th</sup>.

# Memorandum

**To:** City Council

**From:** Rita Papp

**Date:** December 12, 2023

**Re:** Municipal Parking Violations Report, November 2023

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<b>No Parking 2 a.m. – 5 a.m.</b>	<b>Municipal Parking Violations Written</b>	0
	Warnings	0
	2 <sup>nd</sup> Offense	0
	3 <sup>rd</sup> , 4 <sup>th</sup> & 5 <sup>th</sup> Offense	0
	6 <sup>th</sup> & 7 <sup>th</sup> Offense	0

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<b>2 Hour Downtown Parking</b>	<b>Municipal Parking Violations Written</b>	0
	Warnings	0
	2 <sup>nd</sup> Offense	0
	3 <sup>rd</sup> Offense	0
	4 <sup>th</sup> Offense	0

---

<b>Other Ordinance</b>	<b>Municipal Parking Violations Written</b>	0
	Warnings	0
	2 <sup>nd</sup> Offense	0
	3 <sup>rd</sup> Offense	0
	4 <sup>th</sup> Offense	0
	5 <sup>th</sup> Offense	0

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**TO:** City Manager/ City Council  
**FROM:** Rita Papp – City Clerk  
**SUBJECT:** Banner Request – Tuscola County Right to Life  
**DATE:** December 18, 2023

---

## **Background:**

City of Caro has a Banner Policy. Only non-profit organizations will be authorized to hang banners within the city. The fee to hang a banner is \$150.00 per banner and must be paid prior to the banner being hung. We have received a Banner Request from Tuscola County Right to Life, January 15 – 22, 2024.

## **Option 1**

Motion to approve the Banner Request from Tuscola County Right to Life, January 15 – 22, 2024.

## **Option 2**

To deny the Banner Request.

## **Option 3**

To postpone this matter for further discussion.

# CITY OF CARO

## Banner Policy

- Only non-profit organizations will be authorized to hang banners within the City.
- Banners shall be related to an activity, taking place within the City of Caro.
- Fees – Put up and take down charges (**must** be paid prior to the banner being hung)  
1 Banner \$150.00
- City DPW Personnel will be responsible for arranging Banner placement.
- City Council must approve all requests for Banners.
- Banners shall be hung for a period not to exceed two weeks.
- Location of Banner will be determined by the City of Caro and shall be first come, first serve.
- No Banners will be stored by the City of Caro.
- Banners must be 24” to 28” wide and 25’ long with wind vents (1/2 moon slit).
- All Banners will be dropped off not sooner than 48 hours prior to the event and picked up no later than 48 hours after the event at DPW, 741 Hooper St. Caro.
- The City reserves the right to refuse any banners that are unsightly, material is not durable or are deemed a safety hazard.

### BANNER REQUEST

NAME Jim McLoskey PHONE <sup>989</sup> 325 1402  
ORGANIZATION Tuscola County Right to Life  
EVENT Annual Memorial Service at Courthouse  
DATE YOU WISH BANNERS TO BE PUT UP January 15, 2024  
DATE YOU WISH BANNERS TO BE TAKEN DOWN Jan 22, 2024

Approved By: \_\_\_\_\_ Date \_\_\_\_\_  
City Council  
By: City Clerk

Payment Received by: \_\_\_\_\_ Date \_\_\_\_\_

Adopted by Council: 04-03-06

Revised 9-19-22

Policy # 06-002



# CITY OF CARO

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**TO:** City Manager/City Council  
**FROM:** Rita Papp – City Clerk  
**SUBJECT:** 2024 City of Caro Council & Committee Meeting Schedule  
**DATE:** December 18, 2023

---

**Background:**

The various committees have approved their respective meeting schedules. I am proposing the 2024 City of Caro Council & Committee Meeting Schedule. This schedule will be posted on the website, facebook and the appropriate posting areas in City Hall.

**Option 1:**

**Motion to approve the 2024 City of Caro Council & Committee Meeting Schedule as presented.**

**Option 2:**

**Postpone this matter.**

**Option 3:**

**Deny**

# CITY OF CARO

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**2024 SCHEDULE OF REGULAR MEETINGS OF THE CITY OF CARO COMMON COUNCIL  
 HELD AT 6:30 P.M. ON THE FIRST AND THIRD MONDAY OF EACH MONTH:**

JANUARY	2 & 16 (Both Tuesdays due to holidays)	FEBRUARY	5 & 19
MARCH	4 & 18	APRIL	1 & 15
MAY	6 & 20	JUNE	3 & 17
JULY	1 & 15	AUGUST	5 & 19
SEPTEMBER	3 & 16 (Labor Day Holiday)	OCTOBER	7 & 21
NOVEMBER	4 & 18	DECEMBER	2 & 16

**2024 SCHEDULE OF REGULAR MEETINGS OF THE CITY OF CARO DOWNTOWN DEVELOPMENT  
 AUTHORITY (DDA) HELD AT 12:00 NOON ON THE SECOND WEDNESDAY OF EACH MONTH:**

JANUARY	10 **	FEBRUARY	14
MARCH	13	APRIL	10
MAY	8	JUNE	12
JULY	10 **	AUGUST	14
SEPTEMBER	11	OCTOBER	9
NOVEMBER	13	DECEMBER	11

**\*\* Informational Meetings**

**2024 SCHEDULE OF REGULAR MEETINGS OF THE CITY OF CARO PLANNING COMMISSION HELD AT 7:00  
 P.M. ON THE SECOND AND FOURTH TUESDAY OF EACH MONTH:**

JANUARY	9 & 23	FEBRUARY	13 & 27
MARCH	12 & 26	APRIL	9 & 23
MAY	14 & 28	JUNE	11 & 25
JULY	9 & 23	AUGUST	13 & 27
SEPTEMBER	10 & 24	OCTOBER	8 & 22
NOVEMBER	12 & 26	DECEMBER	10 & 24

**2024 SCHEDULE OF REGULAR MEETINGS OF THE CARO PARKS & RECREATION COMMITTEE HELD AT  
 5:30 P.M. ON THE THIRD TUESDAY OF EACH MONTH:**

JANUARY	16	FEBRUARY	20
MARCH	19	APRIL	16
MAY	21	JUNE	18
JULY	16	AUGUST	20
SEPTEMBER	17	OCTOBER	15
NOVEMBER	19	DECEMBER	17

\*\*\*\*\*

This notice is given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976.

Rita Papp  
 City of Caro Clerk

# CITY OF CARO

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## MEMORANDUM

TO: Caro City Council  
FROM: City Manager Scott R. Czasak  
DATE: Wednesday, December 13, 2023  
RE: Agenda Item – 2023 Ford Police Interceptor – Replacement Fire Chief Vehicle

---

Members of the Caro City Council,

As you know, our recently acquired 2023 Chevrolet Tahoe was destroyed in a building fire while being outfitted with equipment. As such, the Tahoe was a total loss, but a replacement for the current Fire Chief Truck was still desired. With the end of the 2023 model year already having passed options were limited, however after investigating multiple options in multiple states the best option presented is to lease a 2023 Ford Police Interceptor Utility AWD for a listed price of \$42,500.00

This price is part of the MIDeal Program as the original vehicle was and the Ford is immediately available as it was originally ordered by another municipality but was later determined not to be needed. Given the timing of the end of the model year, ordering another new vehicle would require going into the 2024 model year, with additional expense, estimated to be around \$15,000 more. This lease has a listed price of only \$1,381.00 over the 2023 Tahoe price.

Your options for motions are:

1. Motion to authorize the City Manager to enter into a lease agreement with Lunghammer Ford for a 2023 Ford Police Interceptor Utility AWD vehicle for a listed purchase price of \$42,500.00 and execute all documents necessary to complete the lease.
2. Postpone for further discussion.
3. Take no action.





December 11, 2023

City of Caro  
Attn: Jerry Middaugh  
317 S. State Street  
Caro, MI 48723

Dear Jerry Middaugh:

Price on 2023 Vehicle State of Michigan Contract# 071B7700180 and Macomb County Contract# 21-18 Bid:

**2023 Ford Police Interceptor Utility AWD in Black \$42,500.00 ea**

Service Contract: 36,000 miles or 36 months factory bumper to bumper warranty and 100,000 miles or 60 months powertrain warranty.

**Delivery date: TBD.**

**Order Cutoff Date: In Stock Unit.**

**Ford Motor Company does not guarantee delivery---Ford Motor Company will make reasonable efforts to schedule orders received prior to fleet order cut-off date.**

**Payment requirements:** All departments to pay on delivery of vehicle. 10-day grace period will be given if previous arrangements have been made. An \$8.00 per day floor plan will be charged if payment is not at the dealership within 10 days of delivery of the vehicle (s).  
**If you have any questions please call me, 888-92-Fleet (888-923-5338).**

Respectfully Submitted,

*Bill Campbell*

Bill Campbell  
Government & Fleet Sales

# State of Michigan

## 2023 Utility Police Interceptor

### Major Standard Equipment

#### MECHANICAL

- Axle Ratio – 3.73 (AWD)
- Brakes – 4-Wheel Heavy-Duty Disc w/H.D. Front and Rear Calipers
- Column Shifter
- DC/DC converter – 220-Amp (in lieu of alternator)
- Drivetrain – All-Wheel-Drive
- Electric Power-Assist Steering (EPAS) – Heavy-Duty
- Engine – 3.3L V6 Direct-Injection Hybrid Engine System
- Engine – 3.3L V6 Direct-Injection FFV with 10-Speed Automatic Transmission (136-MPH Top Speed)
- Note: Deletes Regenerative Braking and Lithium-Ion Battery Pack; adds 250-Amp Alternator, replaces H7 AGM battery (800 CCA/80-amp) with H7 SLI battery (730 CCA/80-amp) and replaces 19-gallon tank with 21.4-gallon tank
- Engine – 3.0L V6 EcoBoost® with 10-Speed Automatic Transmission – (148-MPH Top Speed)
- Note: Deletes Regenerative Braking and Lithium-Ion Battery Pack; adds 250-Amp Alternator, replaces H7 AGM battery (800 CCA/80-amp) with H7 SLI battery (730 CCA/80-amp) and replaces 19-gallon tank with 21.4-gallon tank
- Engine Hour Idle Meter
- Engine Hour Meter
- Engine Oil Cooler
- Fuel Tank – 19-gallons
- H7 AGM Battery (800 CCA/80-amp)
- Lithium-Ion Battery Pack
- Suspension – independent front & rear
- Transmission – 10-speed automatic

#### EXTERIOR

- Antenna, Roof-mounted
- Cladding – Lower bodyside cladding MIC
- Door Handles – Black (MIC)
- Exhaust True Dual (down-tuned)
- Front-Door-Lock Cylinders (Front Driver / Passenger / Liftgate)
- Glass – 2nd Row, Rear Quarter and Liftgate Privacy Glass
- Grille – Black (MIC)
- Headlamps – Automatic, LED Low-and-High-Beam
- Note: Includes Front Headlamp / Police Interceptor Housing (with LED wig-wag feature)
- Pre-drilled hole for side marker police use, does not include LED strobe, but includes LED wig-wag functionality (eliminates need to drill housing assemblies and provides LED wig-wag feature)
- Pre-molded side warning LED holes with standard sealed capability (does not include LED installed lights)
- Wig-wag default is traditional ping-pong pattern; can be programmed to triple-burst pattern or ping-pong / triple-burst

Note: Must be wired to vehicle's light controller to enable wig-wag functionality; recommend Ready for the Road Package (67H) or Ultimate Wiring Package (67U)

- Liftgate – Manual 1-Piece – Fixed Glass w/Door-Lock Cylinder
- Mirrors – Black Caps (MIC), Power Electric Remote, Manual Folding with Integrated Spotter (integrated blind spot mirrors not included when equipped with BLIS®)
- Spare – Full size 18" Tire w/TPMS
- Spoiler – Painted Black
- Tailgate Handle – (MIC)
- Tail lamps – LED
- Tires – 255/60R18 A/S BSW
- Wheel-Lip Molding – Black (MIC)
- Wheels – 18" x 8.0 painted black steel with wheel hub cover
- Windshield – Acoustic Laminated

#### INTERIOR/COMFORT

- Cargo Hooks
- Climate Control – Dual-Zone Electronic Automatic Temperature Control (DEATC)
- Door-Locks
- Power
- Rear-Door Handles and Locks Operable
- Fixed Pedals (Driver Dead Pedal)
- Floor – Flooring – Heavy-Duty Thermoplastic Elastomer
- Glove Box – Locking/non-illuminated
- Grab Handles – (1 – Front-passenger side, 2-Rear)

#### INTERIOR/COMFORT (continued)

- Liftgate Release Switch located in overhead console (45 second timeout feature)
- Lighting
- Overhead Console
- Red/White Task Lighting in Overhead Console
- 3rd row overhead map light
- Mirror – Day/night Rear View
- Particulate Air Filter
- Powerpoints – (1) First Row
- Rear-door closeout panels
- Rear-window Defrost
- Scuff Plates – Front & Rear
- Seats
- 1st Row Police Grade Cloth Trim, Dual Front Buckets with reduced bolsters
- 1st Row – Driver 6-way Power track (fore/aft. Up/down, tilt with manual recline, 2-way manual lumbar)
- 1st Row – Passenger 2-way manual track (fore/aft. with manual recline)
- Built-in steel intrusion plates in both driver/passenger seatbacks
- 2nd Row Vinyl, 35/30/35 Split Bench Seat (manual fold-flat, no tumble) – fixed seat track
- Speed (Cruise) Control
- Speedometer – Calibrated (includes digital readout)
- Steering Wheel – Manual / Tilt / Telescoping, Urethane wheel finish w/Silver Painted Bezels with Speed Controls and 4-user configurable latching switches
- Sun visors, color-keyed, non-illuminated
- Universal Top Tray – Center of I/P for mounting aftermarket equipment
- Windows, Power, 1-touch Up/Down Front Driver/Passenger-Side with disable feature

#### SAFETY/SECURITY

- AdvanceTrac® w/RSC® (Roll Stability Control™)
- Airbags, dual-stage driver & front-passenger, side seat, passenger-side knee, Roll Curtain Airbags and Safety Canopy®
- Anti-Lock Brakes (ABS) with Traction Control
- Brakes – Police calibrated high-performance regenerative braking system
- Belt-Minder® (Front Driver / Passenger)
- Child-Safety Locks (capped)
- Individual Tire Pressure Monitoring System (TPMS)
- LATCH (Lower Anchors and Tethers for Children) system on rear outboard seat locations
- Rearview Camera with Washer viewable in 4.2" center stack.
- Seat Belts, Pretensioner/Energy-Management System w/adjustable height in 1st Row
- SOS Post-Crash Alert System™

#### FUNCTIONAL

- Audio
- AM/FM / MP3 Capable / Clock / 4-speakers
- Bluetooth® interface
- 4.2" Color LCD Screen Center-Stack "Smart Display"
- Note: Standard radio does not include USB Port or Aux. Audio Input Jack; Aux. Audio Input Jack requires SYNC 3®
- Easy Fuel® Capless Fuel-Filler
- Ford Telematics™ – Includes Ford Modem and complimentary 2-year trial subscription
- Front door tether straps (driver/passenger)
- Power pigtail harness
- Recovery Hooks; two in front and trailer bar in rear
- Simple Fleet Key (w/o microchip, easy to replace; 4-keys)
- Two-way radio pre-wire
- Two (2) 50 amp battery ground circuits – power distribution junction block (behind 2nd row passenger seat floorboard)
- Wipers – Front Speed-Sensitive Intermittent; Rear Dual Speed Wiper Wipers – Front

#### WARRANTY

- 3 Year / 36,000 Miles Bumper / Bumper
- 8 Year / 100,000 Miles Hybrid Unique Components

#### POWERTRAIN CARE EXTENDED SERVICE PLAN

- 5-year/100,000-mile Powertrain CARE Extended Service Plan (zero deductible) – Standard

**Police Interceptor Utility Base Prices**

**[ x ] Utility All Wheel Drive (3.3L V6 Direct-Injection FFV, 136 MPH, 99B/44U) K8A/500A \$41,610.00**

**VEHICLE COLOR: Order Code**

**Charcoal Black (96)**

Agate Black

[UM]

[ x ]

**Lamps/Lighting**

[x] Dark Car Feature – Courtesy lamp disable when any door is opened 43D 20.00

[x] Spot Lamp – Driver Only (LED Bulbs) (Unity) 51R 395.00

**Doors/Windows**

[x] Global Lock / Unlock feature (Door-panel switches will lock/unlock 18D N/C

all doors and rear liftgate. Eliminates the overhead console liftgate

unlock switch) \*\*\*\*\* **OLD STYLE REAR HATCH LOCK / UNLOCK \*\*\*\*\***

[x] Rear Door Handles Inoperable/Locks Inoperable and Rear Windows Inop.68G 75.00

[x] Mirrors– Heated, Non BLIS 549 60.00

[x] Remote Keyless Entry w/4 Key Fobs (w/o Keypad) 55F 340.00

**Total Price \$42,500.00 ea**

# CITY OF CARO

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DOREEN OEDY  
JILL WHITE

## MEMORANDUM

TO: Caro City Council  
FROM: City Manager Scott R. Czasak  
DATE: Wednesday, December 13, 2023  
RE: Agenda Item – Clean Water State Revolving Fund Acceptance

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Members of the Caro City Council,

As you know, the City Administration has been actively seeking funding from the Michigan Clean Water State Revolving Fund (CWSF) for repairs, upgrades and new equipment at the Wastewater Treatment Plant (WWTP) and related facilities. As such, the City was notified it had been offered a low-interest loan of \$14,000,000.00 from the CWSRF. After reviewing the projects and the funding levels with our contractor HRC, a recommended list of projects was presented to the Committee of the Whole meeting of the City Council for discussion and review.

In order to move forward with the loan and the projects the City needs to inform the State of our acceptance of the loan and agree to a milestone schedule with them to move forward by December 22<sup>nd</sup>. As per the accepted bid from HRC to be our consultants on this project, they will lead in the development of Bid Plans and Specifications in consultation with City Administration in order to place bids on jobs by May of 2024.

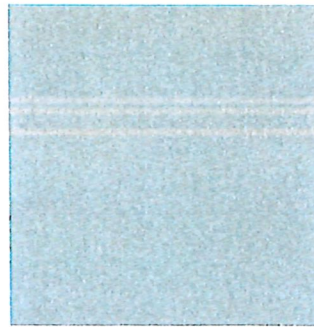
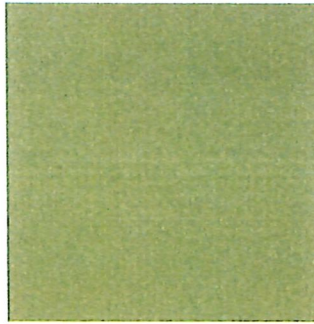
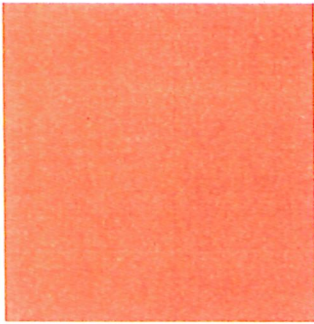
Your options for motions are:

1. Motion to accept the \$14,000,000.00 loan from the Michigan Clean Water State Revolving Fund, including the projects as proposed, and instruct the City Manager to sign a milestone agreement.
2. Move to reject the proposed loan and authorize the City Manager to inform HRC and the Michigan Clean Water State Revolving Fund of the rejection.
3. Postpone for further discussion.
4. Take no action.

# BASIS OF DESIGN FOR EQUIPMENT REPLACEMENT AND REHABILITATION

## CARO AREA WASTEWATER TREATMENT PLANT

**Draft: November 2023**  
HRC Job No. 20221089



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## SECTION 1.0 — EXECUTIVE SUMMARY

The City owns and operates the Caro Area WWTP, which was originally constructed in 1957 with primary treatment and a trickling filter for secondary treatment. In 1986, the trickling filter was replaced by a bio-disc secondary treatment system. That system was replaced with an oxidation ditch in 2008 as part of a major upgrade to the existing facility that also included a new grit system, a third secondary clarifier, pump and piping replacements, and electrical and communication improvements. No significant updates have been undertaken since 2008.

The WWTP provides preliminary, primary and secondary treatment and disinfection using chlorine gas for liquid flows. There is an equalization tank that provides temporary storage of peak wet weather flows. Solids removed undergo digestion in two reactors and then are placed in drying beds for dewatering before being hauled for land application and/or landfilling if needed. Primary and secondary anaerobic digesters and onsite sludge drying beds are also part of the overall operations of the facility for biosolids management. Digested and dried sludge is hauled and is land applied by outside vendors.

The City recently made a complete inspection of the WWTP and confirmed that several mechanical components of the plant are approaching the end of their expected service life and need to be replaced in order to provide reliable service in the future. Various equipment and systems need to be rehabilitated and/or replaced to sustain operation, meet regulatory requirements, and provide the required level of treatment for the service area.

New equipment has been analyzed for each system to be rehabilitated based on the expected influent wastewater characteristics and the desired performance criteria. Based on updated information provided in October 2023, we understand the priorities for the Project include the following:

- ≡ **Highest Priority (must be completed in near term to ensure reliable operation)**
  - Replace the existing Primary Digester cover, which is currently displaced.
  - Replace the existing chlorine disinfection system with UV disinfection system housed in a new building.
  - Lift Station #8 upgrade/replacement
- ≡ **Second Priority (needs to be completed for reliable operation but are somewhat lower priority if funding is an issue)**
  - Completely replace two (2) existing clarifier drives, mechanisms, baffles, & weirs and add two new Variable Frequency Drives (VFDs) to the existing pumps.
  - Replace existing Grit Removal System
  - New RAS/WAS pumps (all)
  - Provide new above-grade electrical and controls for the existing remote lift stations (some work already started). Also, replacement pumps, grinders, flow meters, etc. as needed.
  - Sanitary sewer extension to properties in business district that are currently served by failing septic fields
- ≡ **Additional Projects (projects that improve WWTP operation but could be deferred somewhat)**
  - New lab cabinets and equipment
  - Primary Tank supernatant storage
  - Pavement replacement and relocation of septic receiving station
  - Consideration for Secondary Clarifier covers and Drying bed cover

## **SECTION 2.0 — EXISTING CONDITIONS / NEED FOR PROJECT**

### **2.1 SYSTEM BACKGROUND**

#### **2.1.1 Caro Area Wastewater Treatment Plant**

The City owns and operates the original Caro Area WWTP, which was originally constructed in 1957 with Primary Treatment and a Trickling Filter for Secondary Treatment. In 1986, the Trickling Filter was replaced by a bio-disc Secondary Treatment System. That system was replaced with an Oxidation Ditch in 2008 as part of a major upgrade to the existing facility that also included a new Grit System, a third Secondary Clarifier, pump and piping replacements, and electrical and communication improvements. No significant updates have been undertaken since 2008.

The WWTP's design flow since 1986 has remained at approximately 1.2 Million Gallons per Day (MGD) with a peak hour flow of 3.0 MGD. The WWTP's approximate average annual flow is 0.635 MGD. This level of demand has been consistent for several years and is not expected to change in the foreseeable future. Only a small number of City residents and businesses are not currently connected to the sewer system.

The Caro Area WWTP serves primarily resident and commercial uses and does not receive the discharge of any type or quantity of substance which may cause interference with the operation of the treatment works; and, therefore, is not required to develop an industrial pretreatment program in accordance with Section 307 of the Federal Water Pollution Control Act.

The WWTP provides Preliminary, Secondary Treatment and Disinfection for liquid flows. There is an Equalization Tank that provides temporary storage of peak wet weather flows. Solids removed undergo digestion in two Digesters and then are placed in Sludge Drying Beds for dewatering before being hauled for land application and/or landfilling if needed. The WWTP's Residuals Management Plant is up to date.

#### **2.1.2 Caro Area Sanitary Sewer Collection System**

The City's sanitary collection system is a separated system, but does receive some wet weather flow in the form of inflow from home footing drains and infiltration of groundwater through the existing sewer system. It was generally constructed throughout the late 1950s and 1960s. The City has cleaned and inspected about 20% of its collection system sewers in the last ten years and continues to perform additional cleaning and inspection to address any operational and/or structural issues as they are identified and reduce inflow and infiltration into the system. The City continues to monitor and address inflow and infiltration but has not experienced any recent Sanitary Sewer Overflows and/or basement backups due to inflow and infiltration. There is an equalization basin provided at the WWTP to attenuate the wet weather flows on the treatment system.

The sanitary collection system contains a total of 11 lift stations. Sewage collected from the service area is treated at the WWTP to meet current effluent quality requirements prior to discharge into the Cass River.

### **2.2 NEED FOR PROJECT**

The City recently made a complete inspection of the WWTP's working components and developed a plan for rehabilitation and/or replacement of various equipment and systems required to sustain operation, meet permit requirements and the required level of service to its customers and the environment. While the WWTP and collection system regularly meets all permit conditions, if the identified deficiencies are not addressed, it would be much more difficult to continue to meet those standards and may result in enforcement actions by EGLE and/or impacts to water quality and public health.



A Project Plan was developed and submitted as part of an application for Clean Water State Revolving Funds (CWSRF,) which is a funding and financing program administered by EGLE, on April 28, 2023. The City was later notified that the Project Plan was prioritized for funding with a low interest loan (2% for a 20-year loan) for qualified projects in Fiscal Year 2024. The City must commit to a project milestone schedule by December 22, 2023 in order to proceed with the proposed financing.

Since that Project Plan was submitted, the need for projects and priorities that were included have been reviewed in more detail by the City staff and HRC. It should be noted that a new Superintendent for the WWTP was appointed in March of 2023 and there have been other staff changes since the submission of the Project Plan.

## **2.3 HIGHEST PRIORITY PROJECTS**

### **2.3.1 Digester Tanks**

The existing floating Primary Digester cover has become unlevel and needs to be removed and replaced. Bids were received to remove the existing floating cover for evaluation of its condition and a recommendation for rehabilitation or replacement. Due to the cost this work was not performed and the decision to remove and replace the cover with a new one was made. This work is necessary to ensure that the solids treatment and storage systems at the WWTP remains operational.

### **2.3.2 Disinfection System**

The existing Disinfection System provides chlorination/dechlorination in two parallel contact tanks, each with a volume of 11,845 gallons. Gas chlorine solution is used for disinfection and sulfur dioxide is used for dechlorination. The existing disinfection system is beyond its anticipated useful life and needs to be replaced. UV Disinfection is proposed for more efficient operation and to eliminate the need to purchase, store and handle chlorine gas, and its potential impact on receiving waters and safety to public and personnel.

### **2.3.3 Lift Station #8**

Lift Station #8 has equipment that is beyond its anticipated useful life and/or is not sized to accommodate new flows emanating from a splash pad that was added to an adjacent park. Its current location also makes it difficult to service and should be located to nearby City property with better access.

## **2.4 SECOND PRIORITY PROJECTS**

### **2.4.1 Secondary Clarifiers**

Effluent from the Oxidation Ditch flows to a splitter box which distributes the mixed liquor to the three (3) existing circular Secondary Clarifiers. Two of the units are 35 ft. diameter by 10 ft. side water depth and one unit is 35 ft. diameter by 12 ft. side water depth. Each unit is equipped with a sludge/scum collector mechanism and fiberglass weirs and baffles. Clarifiers #1 and #2 were constructed in 1985 and Clarifier #3 was constructed in 2008. All three tanks utilize center feed technology, with influent flow entering the center of the tanks through an influent pipe and exiting the tank around the circumference through a concrete trough.

Several mechanical components of existing Clarifiers #1 and #2 are beyond the end of their expected service life and need to be replaced, which include the rotating equipment, weirs and baffles. Clarifier #3 includes a feed pump that is equipped with a Variable Frequency Drive (VFD.) VFDs should be added to Clarifier #1 and #2 to allow for improved operation and reduced energy consumption.

#### 2.4.2 RAS & WAS Pumping

Return Activated Sludge (RAS) and Waste Activated Sludge (WAS) pumping is currently provided by four (4) horizontal, solids handling pumps, each providing flow capacities of 335 GPM. These pumps are also called the "Secondary Sludge Pumps" and convey the solids settled at the Secondary Clarifiers and return them to the Oxidation Ditch to enhance the Secondary Treatment process. They are also used to periodically waste excess solids to the Solids Handling system for ultimate land application. These pumps are beyond their useful life and require replacement to ensure continued reliability and operational efficiency. One of the pumps currently has holes in the volute and needs to be replaced.

#### 2.4.3 Replace Existing Grit Removal System

The existing grit removal system was installed in 2008, but due to the corrosive and difficult nature of the grit handled by the system, the system requires replacement as equipment has worn to an unacceptable condition. Ragging is an additional concern as there continues to be rags present in the collection system due to the number of hospital/care facilities in the area. The City continues to work with the community to try to prevent these from entering the collection and treatment system, but there continue to be issues for the collection system, Lift Stations and Preliminary Treatment System at the WWTP.

#### 2.4.4 Remote Lift Stations

The sanitary collection system includes 11 existing lift stations. The existing electrical services and control panels were originally located inside the below-grade structures and should be moved above-grade to reduce the need for confined-space entry to access the controls and to reduce the potential of damage from flooding. This work has been started at several locations and should be completed at those sites as well as the remaining sites.

In addition, there are components of the individual lift stations that are beyond their anticipated useful life and/or require replacement or rehabilitation due to their condition. These components vary station to station but include assets such as pumps, grinders and/or flow meters.

### 2.5 ADDITIONAL PRIORITY PROJECTS

The following items are not included in the budget for the proposed upgrade Project. But are listed should any additional funding opportunities be made available.

#### 2.5.1 Laboratory Cabinets and Equipment

The existing laboratory cabinets date to the 1950s and have significantly deteriorated and require replacement with chemical resistant units. Some of the laboratory equipment that is used to perform permit-required testing is also beyond the anticipated useful life and also requires replacement.

#### 2.5.2 Primary Tank Supernatant Storage

The WWTP originally was equipped with five (5) rectangular Primary Settling Tanks that were used to remove solids from the flow. When the new Oxidation Ditch was constructed in 2008 to replace the former Rotating Biological Contactors, the Primary Settling Tanks were no longer required and were removed from service.

The concrete structures for the tanks appear to be in good condition, and so consideration was made to re-use the available tankage for storage of supernatant from the Digesters. This would allow for improved dewatering of the solids and reduce costs for hauling costs associated with land application.

### 2.5.3 Pavement Replacement and Septage Receiving

The existing service drives that provide personnel and vehicular access to the various equipment and facilities at the WWTP is failing and requires rehabilitation and/or replacement. The existing septage receiving station needs to be relocated to better service the public as several accidents have occurred damaging equipment and facilities in the vicinity. It would most efficient and economical to relocate the facility in conjunction with the paving project.

### 2.5.4 Secondary Clarifier Covers

Operators have reported significant issues with algae in all three (3) Secondary Clarifiers and have expressed interest in evaluating alternatives to prevent algae growth. Covers are available from various manufacturers to cover the weirs and prevent sunlight that triggers growth of algae.

### 2.5.5 Sludge Drying Bed Covers

The WWTP currently uses the Sludge Drying Beds for both dewatering solids emanating from the WWTP and solids emanating from the backwash of the filters at the City's Drinking Water Treatment Plant. The solids from the Drinking Water Treatment Plant tend to be high in arsenic (which naturally occurs in the drinking water wells and is removed by the Water Treatment Plant.) The solids emanating from the WWTP are stored in the drying beds until the growing season when they can be hauled off site land applied. The solids from the Drinking Water Plant backwash that contain arsenic are kept in specific beds and dried and hauled to a designated landfill for proper disposal. Adding covers over the drying beds would allow for improved dewatering by protecting the solids from rain and snow, which reduces the cost associated with land application and/or disposal.

## SECTION 3.0 — DESIGN ELEMENTS

### 3.1 DESIGN CAPACITY

The WWTP's design flow since 1986 has remained at approximately 1.2 Million Gallons per Day (MGD) with a peak hour flow of 3.0 MGD. The WWTP's approximate average annual flow is 0.635 MGD. This level of demand has been consistent for several years and is not expected to change in the foreseeable future. Only a small number of City residents and businesses are not currently connected to the sewer system.

### 3.2 PRIMARY DIGESTER

Several options were reviewed for replacement of the existing floating Primary Digester cover, including use of concrete, steel, aluminum and newer products available made of fiberglass-reinforced plastic (FRP.) A steel cover requires significant maintenance on the interior to protect it from the corrosive gasses present in the tank and therefore was not selected. For aluminum, there are concerns about expansion/contraction and maintaining a seal at the tank interface and the material is not typically used for anaerobic tank covers. For FRP, while there may be potential for this material, there are currently no installations of FRP covers on anaerobic digesters in the U.S. In addition, the exterior would require periodic coating to protect the cover from deterioration from UV (sunlight) exposure.

The existing floating Primary Digester cover will be removed and replaced with a new cast-in-place conical concrete, fixed cover. The interior of the cover will be protectively coated which will require inspection and ultimately recoating approximately every 7 to 10 years.

While the Primary Digester improvements are being constructed sludge will not be anaerobically digested. During construction temporary sludge dewatering will occur and the dewatered sludge disposed at a local landfill will be required.

### 3.3 UV DISINFECTION

#### 3.3.1 UV Testing & Design Criteria

Disinfection will be accomplished by Ultraviolet (UV) disinfection. Following secondary clarification, secondary effluent will be routed to a new UV Disinfection System. The system will consist of an open channel UV system to be constructed in one-half of the existing Chlorine Contact Tank. The UV system will include one bank consisting of three separate UV modules to provide system redundancy. The UV system will be packaged with one power distribution center and one system control center. The UV equipment will be removable from the channel while the system remains in service. The UV system will be sized to match the capacity of the secondary treatment system.

The following data applies:

- ≡ UV system peak flow capacity:..... 1.5 MGD
- ≡ Low flow rate: ..... 0.3 MGD
- ≡ Total Suspended Solids (TSS) ..... <30 mg/L
- ≡ BOD5 ..... <30 mg/L
- ≡ UV Design Transmittance: ..... 65% minimum
- ≡ Total Number of UV Lamps: ..... 8 per module (24 total)

The UV system control panel will transmit status and alarms to the WWTP SCADA systems

### 3.3.2 UV Channel Features

The UV channels will each be provided with the following features to aid in operation of the system:

- ≡ Channel drain: A drain with isolation valves will be provided to drain the channel where the UV bulbs are contained for periodic maintenance.
- ≡ Channel covers: The new UV channels will be covered with solid FRP covers to minimize algae growth
- ≡ Isolation Gate: An isolation gate will be provided upstream of the UV channel with a motor operator to open or close the gate, allowing the channel to be taken out of service. A concrete weir will be constructed downstream of the UV equipment to maintain an optimum water level through the bulbs.
- ≡ UV transmittance (UVT) monitor: A digital UVT monitor will be provided in the channel upstream of the UV modules to detect UV transmittance through the water and adjust lamp power levels to match the disinfection requirements to provide efficient operation and savings on electrical costs.
- ≡ New UV Building: A new building will be constructed to enclose the UV system and its appurtenances and will protect it from cold weather and provide a better environment for maintenance of the system.

### 3.3.3 Electrical & Controls

Electrical feed to the new UV system will come from a new MCC located in the primary control. The feed will be sized to provide power for the UV system and for new UV building lighting, ventilation and heating systems within the building. The electrical equipment for the new system will be housed within the new building above the UV channels.

Dual electrical feeds will be connected to the UV system power centers to provide for redundancy in case of a power failure. The new UV system will be integrated into the plant's existing SCADA system for flow monitoring and flow-paced dosing control. Dosing will be derived from the effluent flow rate as measured by the effluent flow meter.

A single PLC based controller will be provided in the UV control panel to separately control the UV intensity. The UV System control panel will be provided with a UPS in case of power failure. The UV System control panel and PLC will be connected to the existing WWTP SCADA system via fiber optic communications. The new fiber optic cable will connect the UV System control panel to the existing control panel located in the Equipment Building.

### 3.3.4 Structural Modifications

The new system will require reconfiguration of the existing Chlorine Contact Tanks. The sides of the tank will need to be narrowed to accommodate the size of the UV disinfection modules, allowing the equipment's light waves to permeate the entire cross-sectional flow of wastewater. The floor of the tanks will be raised to accommodate the vertical dimension of the UV modules. The top of the tank will be covered with solid FRP or aluminum panels with inspection hatches.

## 3.4 LIFT STATION #8

A new sanitary lift station will be constructed near the existing Lift Station #8 site on City property to replace the existing station, which is difficult to access, in a poor location and requires replacement of the existing equipment, much of which is beyond the anticipated useful life and undersized to accommodate flows from a nearby splash pad feature which was recently constructed in a nearby park.

It is proposed that the new station would consist of a new concrete wet well equipped with submersible pumps. An adjacent valve structure would enclose the check and isolation valves and a flow meter. New electrical power, an emergency back-up generator and controls and instrumentation would also be provided.

## 3.5 SECONDARY CLARIFIERS

### 3.5.1 Mechanisms

Two (2) of the three (3) existing clarifiers are original to the WWTP's construction in the 1950s. It is recommended that existing Clarifiers #1 and #2 be upgraded with new mechanisms, walkways, drives, fiberglass weirs and baffles, and scum troughs. Replacement of the rotating mechanisms is recommended rather than rehabilitation because these should be replaced simultaneously with the drives.

A single fiberglass effluent weir will be constructed around the entire circumference for each of the new clarifiers to handle the average and peak weir loading limits. The new mechanisms will include an improved scum removal system and sludge withdrawal system. New scum baffles and a scum removal arm will be installed on each of the new clarifiers and ramped up from the main water surface to a common collection point and discharge trough. Scum boxes, scum discharge piping, and skimmer assemblies should be replaced in all clarifiers.

### 3.5.2 Electrical & Controls

A new stainless steel drive control panel will be provided on the bridge of each of the clarifiers and will include a local disconnect with short circuit protection, a motor starter, 480 to 120 volt fused control transformer, a door mounted Local-Off-Remote selector switch and local Start-Stop pushbutton switches with Running and Over-torque indicating lights. Provisions for remote monitoring and control of each drive from the plant SCADA system will be provided. New rigid galvanized steel conduit and wiring will be provided from the control building, and then outside and underground to each new drive control panel, transitioning to PVC coated rigid galvanized steel conduit for the underground portion of the run. The new master PLC panel will be connected to the existing plant SCADA control panel.

### 3.5.3 Structural

A structural inspection of the clarifiers tank and gallery will be performed to provide a condition assessment of the base slab, walls, grout topping, stairs, guardrail embedment, and joints. Based on the findings from the structural inspection, HRC will prepare drawings and specifications prescribing rehabilitation of the structural elements. The rehabilitation scope may include the following:

- ≡ A program of crack repair would likely be instituted based on the findings of the inspection that would provide for epoxy pressure injection grouting of cracks in the walls and/or base slabs larger than 1/16" in width and coating of smaller cracks to prevent additional deterioration.
- ≡ The existing grout layer may be removed and replaced for clarifiers #1 and #2 to provide even clearance for the new mechanisms and to provide means for a thorough inspection of the base slab to confirm the structural integrity.
- ≡ Retrofitting the clarifier's wall to support the new mechanisms bridge. The clarifier bridges, including the guardrail, kick plate, grating and structural framing should be replaced per standard practice when replacing existing clarifier drives and mechanisms.
- ≡ Removing and replacing the expansion joints between the clarifier tanks and gallery.
- ≡ Partial demolition of the bottom stair treads and replace in kind with steel stringers with concrete pan treads.

### 3.5.4 RAS & WAS PUMPING

The existing Secondary Sludge pumps will be replaced in-kind with four (4) horizontal, solids handling pumps, each providing flow capacities of 335 GPM. This is required as the pumps are experiencing operational issues, including one of the pumps having holes in the volute.

### 3.5.5 GRIT REMOVAL SYSTEM

The existing Grit Removal system was installed in 2007, but due to the harsh nature of the grit on the equipment, much of the equipment is worn and requires replacement. The grit system will generally be replaced in-kind as it performed well and a 15-year useful life is typical for this type of system. However, HRC will look for improved materials and equipment that may offer additional features and/or longevity.

## 3.6 COLLECTION SYSTEM IMPROVEMENTS

The existing electrical services and control panels for the 11 sanitary lift stations will be moved above-grade and installed on a new equipment rack to reduce the need for confined-space entry to access the controls and reduce the potential for damage from flooding. A site visit was made in early October with HRC's electrical staff to review each site. We noted the following work items that would be included:

- ≡ It was noted that communication panels have been constructed and installed at each of the sites. The communication panels have spare inputs for future connection of existing singles to be monitored.
- ≡ It was noted that new electrical Pump Control Panels had been constructed at several pump station sites (PS Nos. 3, 4, 5, and 7) This included a new electrical power, control and communication panel built at grade (above-ground) adjacent to the existing stations. HRC noted that the wiring of the new panels did not appear to separate intrinsically safe wiring from power wiring, which is required by code to prevent possible arcing, sparking, or abnormal heating of wiring that may cause combustion of wet well gases. It is recommended this be corrected as part of the work. The City would like to have similar electrical work completed at the remaining stations (Nos 1, 2, 6, 9, 10, and 11)
- ≡ New sanitary pumps are required at Pump Station Sites (PS Nos. 1, 2, 7, 9,11)
- ≡ Generators at Pump Station Sites (PS Nos. 2, 3, 4, 5, 6, 7, 8, 9, 11) require break-away covers for Generator Emergency Shutdown switch.

There is some overlap with the previously-described SCADA system project. Work would be coordinated between the SCADA upgrades and the individual Lift Station improvements.

- ≡ The City's SCADA system, which provides remote control and operational information of the pump stations, requires upgrades to modify the existing screens to display the information for each of the remote sites.
  - Stations will need to be upgraded to monitor generator and ATS status and alarm conditions.
  - Lift Station #1 upgrades include: new Control Cabinet, upgrade Generator and ATS for monitoring, monitor existing Bar Screen Control Panel, new level transducer and float switches in wet well.
  - Lift Station #2 upgrades include: new above grade Control Cabinet, upgrade pumps to 7.5 HP, new flowmeter, monitoring of ATS and Generator, electrical upgrades in drywell including local control of pumps.
  - Lift Station #3 upgrades include: electrical upgrades in drywell to include local control of pumps.
  - Lift Station #4 upgrades include: new above grade Control Cabinet, update conduit, wire, lighting, receptacles, and local control of pumps in drywell, Generator and ATS monitoring.

- Lift Station #5 upgrades include: new above grade Control Cabinet, update conduit, wire, lighting, receptacles, and local control of pumps in drywell, Generator and ATS monitoring.
- Lift Station #6 upgrades include: new Control Cabinet, new main service switch, electrical conduit, wire, receptacle, flowmeter in drywell, Generator and ATS monitoring.
- Lift Station #7 upgrades include: upgrade electrical service to the site including new service entrance switch, Generator and ATS monitoring, electrical upgrades in the drywell for local control of pumps.
- Lift Station #8 upgrades: this station to be relocated and replaced in its entirety, see information above.
- Lift Station #9 upgrades include: new Control Cabinet, Generator and ATS monitoring, new float switches in wet well.
- Lift Station #10 upgrades include: new Control Cabinet, new flowmeter. This station can be controlled and monitored from the WWTP.
- Lift Station #11 upgrades include: new Control Cabinet, new level transducer and float switches in wet well, Generator and ATS monitoring.

### 3.6.1 Sanitary Sewer Extension

There is a small area in the City of Caro's commercial district that is not currently served by the sanitary collection system, and the existing on-site septic tanks have caused issues for the owners. The City is proposing to extend sanitary sewers to these properties to allow for connection to the Caro Area Sanitary system.



## **SECTION 4.0 — ESTIMATED COST AND SCHEDULE**

### **4.1 ENGINEER'S OPINION OF PROBABLE COST**

The table on the next page provides a breakdown of the Engineer's Opinion of Probable cost for the Highest and Second Priority projects. The total Project Cost is estimated to be \$14,000,000, which includes design, construction, and administration of the Project. This estimate does also include some contingencies for any additional items of work required and cost escalation due to the current bid climate in Michigan.

### **4.2 PROJECT FUNDING SOURCES**

On May 1, 2023, the City submitted a Project Plan for funding through EGLE's FY2024 Clean Water State Revolving Fund (SRF) Program, and had a sufficient score to qualify for a low interest loan through the Program. The FY2024 Program was very competitive due to additional potential grant funding made available through the federal American Rescue Plan (ARP) and Build Infrastructure Legislation (BIL) programs. While the City did not score high enough to qualify for grant funding, the low interest loan rate offered to Caro is 2.0%, which will provide significant savings as compared to a bond issued under the current market rates (assumed 5% to 6%, depending on financial and other issues.) The loan interest rate offered to the City is lower than the typical, current loan rate of 2.5% through CWSRF because the City was found to be "overburdened," meaning that wastewater costs exceed 1% of the annual median income rate of the service area.

HRC recommends the City accept the loan, and to do so will require that a "milestone" schedule be accepted and committed to by the City for development of Plans and Specifications and Bidding the Project. The Project would be bid in May of 2024, and the City previously received a proposal from HRC to do this work.



ENGINEER'S OPINION OF PROBABLE PROJECT COST

Bloomfield Hills, MI

Telephone: (248) 454-6300

PROJECT: Alternative 1A: Rehabilitation and Replacement of Existing Facilities

DATE: 11/1/2023

LOCATION: Caro Area POTW

PROJECT NO.: 20221089

BASIS FOR ESTIMATE:  CONCEPTUAL  PRELIMINARY  FINAL

ESTIMATOR: SLD

WORK: Improvements to Existing WWTP Equipment

CHECKED BY: TGM

New Electrical and Communication for Lift Stations

CURRENT ENR: 13473

ITEM NO.	DESCRIPTION	QUANT.	UNIT	UNIT AMOUNT	TOTAL AMOUNT
<b>HIGHEST PRIORITY</b>					
1a	Replace Existing Primary Digester Cover & Solids Upgrades	1	LS	\$1,426,000	\$1,426,000
2a	UV Disinfection System and Building	1	LS	\$1,764,000	\$1,764,000
2b	New UV Building	1	LS	\$560,000	\$560,000
3	Lift Station #8 Upgrade/Replacement	1	LS	\$1,000,000	\$1,000,000
<b>Subtotal Highest Priority</b>					<b>\$4,750,000</b>
<b>SECOND PRIORITY</b>					
1	Rehabilitate Two Secondary Clarifiers and Primary Deck	1	LS	\$1,170,000	\$1,170,000
2	Replace Existing Grit Removal System	1	LS	\$400,000	\$400,000
3	New RASWAS Pumps (four)	4	EA	\$20,000	\$80,000
4a	Lift Station Upgrades, Electrical and SCADA	1	LS	\$352,000	\$352,000
4b	Lift Stations Two New Pumps and Four Flow meters	1	LS	\$200,000	\$200,000
5	New Sanitary Sewer Extension	1	LS	\$1,000,000	\$1,000,000
<b>Subtotal Second Priority</b>					<b>\$3,202,000</b>
<b>Unit Cost Subtotal</b>					<b>\$7,952,000</b>
<b>Contractor General Conditions, Overhead and Permits</b>		10	%		\$795,000
<b>Contingencies</b>		25	%		\$1,988,000
<b>Construction Subtotal</b>					<b>\$10,735,000</b>
<b>Asset Management CCTV of Sewers</b>		1	LS		\$100,000
<b>Engineering, Legal, and Administration</b>		25	%		\$2,684,000
<b>Escalation</b>		4	%		\$429,000
<b>TOTAL PROJECT COST</b>					<b>\$14,000,000</b>



**Michigan Department of Environment, Great Lakes, and Energy (EGLE)  
Clean Water State Revolving Fund (CWSRF) Project Milestone Schedule  
for 4th Quarter Financing in Fiscal Year 2024  
Anticipated Loan Closing on August 28, 2024**

Applicant Name: City of Caro, Tuscola County  
 Project Number: 5881-01  
 Project Description: WWTP Upgrades, Lift Station Rehabilitation, and proposed sanitary sewer extension

<u>Milestone</u>	<u>Date</u>
EGLE Comments on Project Plan	2/26/2024
Submittal of Answers to EGLE Comments	3/18/2024
Correction of Any Planning Deficiencies, if any	4/1/2024
Publication of Environmental Assessment	4/24/2024
Public Notice Clearance	5/24/2024
EGLE Approval of Project Plan	5/24/2024
Submittal of Draft 90% Plans & Specifications	3/15/2024
EGLE Comments on 90% Draft Plans & Specifications	4/15/2024
Submittal of Final 100% Bid-ready Plans & Specifications w/Part 41 Permit App.	4/22/2024
Part 41 Permit Issued By EGLE	5/17/2024
EGLE Approval of 100% Bid Plans & Specifications	5/24/2024
Submittal of CWSRF Application Part I	5/15/2024
Submittal of CWSRF Application Part II	5/15/2024
Submittal of CWSRF Application Part III (includes a resolution of tentative contract award)	7/8/2024
Publication of Bid Advertisement	5/24/2024
Opening of Bids	6/24/2024
Resolution of Tentative Contract Award(s) by City Council	7/1/2024
EGLE Order of Approval	8/7/2024
Notice to Proceed Issued to Contractor(s)	10/26/2024

As the authorized representative for this project, I understand that failure to adhere to this schedule may result in the bypass of this project and the assignment of funds reserved for it to other projects on Michigan's Project Priority List in accordance with the provisions of Section 5310 of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended.

Accepted on \_\_\_\_\_ By: \_\_\_\_\_  
 Applicant's Authorized Representative

Accepted on \_\_\_\_\_ By: \_\_\_\_\_  
 Project Manager, Finance Division, WIFFS

Approved on \_\_\_\_\_ By: \_\_\_\_\_  
 West Unit Supervisor, Finance Division, WIFFS

# CITY OF CARO

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

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PAMELA ISELER  
CHARLOTTE KISH  
DOREEN OEDY  
JILL WHITE

## MEMORANDUM

TO: Caro City Council  
FROM: City Manager Scott R. Czasak  
DATE: Wednesday, December 13, 2023  
RE: Agenda Item – Lease of Mertz Road Building

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Members of the Caro City Council,

As you know, during the fire which destroyed the new Fire vehicle, the business which was providing the service on our vehicle was also left homeless. As such, they approached the City of Caro to explore renting the Mertz Road building, the former Tuscola County Recycling Center, on a temporary basis until they can find a new permanent home. Given that finding this business a temporary home would allow work to continue on the other vehicles the City has with them we were able to reach an agreement.

Caro Snow Works, LLC, has agreed to lease the Mertz Road building for a period of 6 months, with an option to renew for an additional 6 months, for a fee of \$800 per month. Also, they would be responsible for all utility bills, property taxes, and keeping the property clear of ice and snow. Also, if they make any permanent improvements to the building they will stay with the building, but all personal property and equipment will be removed at the end of the lease.

This lease agreement was drafted by our City Attorney using the previous lease to the Caro Community Schools of the Mertz Road building as a template. She has approved the lease agreement as to form.

Your options for motions are:

1. Motion to authorize the lease of the Mertz Road building to Caro Snow Works, LLC for a period of 6 months, with the option to renew for another 6 months, per the terms of the lease.
2. Postpone for further discussion.
3. Take no action.

## LEASE

THIS LEASE is made this \_\_\_\_\_ day of \_\_\_\_\_, 202\_, by and between the CITY OF CARO, a Michigan municipal corporation (“Lessor”), whose address is 317 S. State Street, Caro, Michigan, 48723, and CARO SNOW WORKS, LLC, a limited liability company (“Lessee”), whose business address is 5040 W. Center Street, Fairgrove, Michigan 48733.

1. **Agreement.** For and in consideration of the rents and covenants herein, and on the terms and conditions herein, Lessor leases to Lessee the building formerly known as the Tuscola County Recycling Center (“Premises”), which is located at 1123 Mertz Rd., Caro, Michigan 48723 on Parcel No. 013-011-100-0800-00. Lessee has had an opportunity to inspect the Premises and accepts them “AS IS,” and Lessor has no obligation to provide any alterations or improvements for the Premises, except as may be expressly provided herein.

2. **Use.** The Premises shall be occupied and used exclusively for the purposes of facilitating Lessee’s professional operation of Caro Snow Works, LLC, including incidental and ancillary uses, and for no other purposes. Such use by Lessee shall not be changed without the prior written consent of Lessor, which consent shall not be unreasonably withheld, delayed, or conditioned.

3. **Rent.** Lessee shall pay to Lessor as rent the sum of Eight Hundred Dollar (\$800.00) per month in addition to all related real property taxes. Each monthly installment shall be paid in advance, without setoff or demand, on or before the first day of each month of the term and renewal.

4. **Term, Renewal, and Termination.** This Lease shall run for a term of six (6) months, commencing on \_\_\_\_\_, 202\_. Lessee has the option to renew this Lease for an additional six (6) months, subject to all the terms and conditions of this Lease, upon the prior mutual written agreement of both the parties. Lessor or Lessee may terminate this Lease upon thirty (30) days prior written notice to the other party. Upon termination, Lessee shall surrender possession of the Premises to Lessor in the condition it was in when it was delivered to Lessee, except for normal wear and tear. Lessor shall retain any improvements to the Premises constructed or otherwise made by Lessee. Lessee shall not “hold over” or continue occupying the Premises following termination.

5. **Utilities.** Lessor agrees to pay all utility and service charges levied against or attributed to the Premises including, but not limited to, charges for heating, electricity, water, sewer, telephone, cable, and gas.

6. **Repairs and Maintenance.** Lessee shall be responsible for all maintenance and repair of the Premises. Lessor shall not provide any services for the Premises, including, but not limited to, grounds maintenance, trash removal, parking lot maintenance, building maintenance, snow and ice removal, or other maintenance. Lessee shall keep the Premises in reasonable repair. Lessee may make structural or mechanical alterations or improvements to the Premises, but only if Lessee obtains the prior written consent of Lessor, which consent shall not be unreasonably withheld, delayed, or conditioned.

7. **Compliance with the Law, Liability, and Indemnification.** Lessee agrees to comply with all applicable local, state, and federal laws, rules, regulations, ordinances, and decrees, and to keep and save Lessor harmless from any costs, losses, liabilities, penalties, damages, or charges imposed or incurred for any violation of said ordinances and laws, rules, regulations, and decrees, but in no event shall Lessee be liable to indemnify or save Lessor harmless from any costs, losses, liabilities, penalties, damages, or charges arising from or related solely to acts or omissions of Lessor.

8. **Assignment.** Lessee shall not assign or transfer this Lease or any part thereof without the prior written consent of Lessor, which consent shall not be unreasonably withheld.

9. **Insurance.**

a. Lessee will provide comprehensive and general public liability insurance against claims for personal injury, death or property damage occurring in connection with the use and occupancy of the Premises. The limits of such insurance shall be not less than One Million Dollars (\$1,000,000.00) per occurrence and not less than One Million Dollars (\$1,000,000.00) in aggregate. Lessee shall furnish Lessor a binder or policy of the insurance upon request. The policy or binder shall name Lessor as an additional insured, primary and noncontributory, and shall provide for at least thirty (30) days' prior written notice (or ten (10) days for nonpayment of premium) of any change in coverage or of cancellation. The limits of insurance shall be increased consistent with good insurance practices.

b. Lessee shall be solely responsible for, and shall maintain at its own expense, casualty insurance on Lessee's personal property, including, without limitation, Lessee's equipment, vehicles, and other personal property at any time situated on the Premises during the term of this Lease.

10. **Waiver.** One or more waivers of any covenant or condition of this Lease by Lessor shall not be construed as a waiver of a further breach of the same covenant or condition or of any other covenant or condition.

11. **Binding on Successors and Assigns.** The covenants, conditions, and agreements made and entered into by the parties hereto are binding on their respective successors and assigns.

12. **Notice.** All notices permitted or required by this Lease shall be deemed to have been fully given when made in a writing delivered electronically or in paper form to the addresses set forth in the introductory clause of this Lease, with acknowledgment of receipt by the party to whom notice is given.

13. **Quiet Enjoyment.** For so long as Lessee pays the prescribed rent and performs or observes all of the terms, conditions, covenants, and obligations of this Lease, Lessee shall at all times have the peaceable and quiet enjoyment, possession, occupancy, and use of the Premises against the claims of anyone claiming by, through, or under Lessor, subject to any mortgages, underlying leases, or other matters of record to which this Lease is or may become subject.

14. **Right of Entry.** Upon reasonable advance notice to Lessee (or at any time without notice for an emergency), Lessor may enter upon the Premises at reasonable hours for the limited purpose of maintaining, inspecting, or repairing the same.

15. **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.

16. **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.

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

18. **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 parties have executed this Lease the day and year first above written.

CITY OF CARO, Lessor

By: \_\_\_\_\_  
Karen Snider  
Its: Mayor

CARO SNOW WORKS, LLC, Lessee

By: \_\_\_\_\_  
Jason W. Lockwood  
Its: Owner

# CITY OF CARO

CITY MANAGER  
SCOTT R. CZASAK  
CITY CLERK  
RITA PAPP  
CITY TREASURER  
MICHELE PERRY  
CITY ATTORNEY  
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DOREEN OEDY  
JILL WHITE

## MEMORANDUM

TO: Caro City Council  
FROM: City Manager Scott R. Czasak  
DATE: Wednesday, December 13, 2023  
RE: Agenda Item – Replacement LED Retrofit Kits

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Members of the Caro City Council,

As you know, as part of our ongoing maintenance of the streetlights in town is the purchase of retrofit kits to upgrade to LED lights which use less electricity. Currently, we are in need of 6 kits to replace existing broken lights, however, if we buy in quantities of 12 or more the shipping cost drops to \$1. Therefore, we would have 6 to replace what is currently broken and 6 in stock for immediate use when future lights need replacement.

This is part of the regular maintenance of our streetlights and is accounted for in the Fiscal Year 2023/2024 budget as part of said general maintenance and not specifically broken out. Therefore, a budget adjustment is not required at this time.

Your options for motions are:

1. Motion to authorize the purchase of 12 LED retrofit kits from Medler Electric Co. #3 for the quoted price of \$5,342.46.
2. Motion to authorize the purchase of a different amount of LED retrofit kits from Medler Electric Co. #3.
3. Postpone for further discussion.
4. Take no action.





**MEDLER ELECTRIC CO. #3**  
**110 PATTERSON STREET**  
**BAY CITY, MI 48706**  
**989-686-6054 Fax 989-686-8550**

# Quotation

QUOTE DATE	QUOTE NUMBER
12/11/23	S5304606
ORDER TO:	PAGE NO.
MEDLER ELECTRIC CO. #3 110 PATTERSON STREET BAY CITY, MI 48706 989-686-6054 Fax 989-686-8550	1

QUOTE TO:  
 CITY OF CARO 127  
 741 SOUTH HOOPER DPW BUILDING  
 CARO, MI 48723

SHIP TO:  
 CITY OF CARO 127  
 741 SOUTH HOOPER DPW BUILDING  
 CARO, MI 48723

WRITER		CUSTOMER ORDER NUMBER	RELEASE NUMBER	SHIP DATE
Tim Peyok (BAY)		LUMEN RETROFIT KIT		12/11/23
SALESPERSON		SHIP VIA	TERMS	FREIGHT EXEMPT
Matt Kauffold (BAX)		OT OUR TRUCK	1%10th Net 30	No
ORDER QTY	PART NO	DESCRIPTION	UNIT PRICE	NET AMOUNT
12EA	1473682	LUM D2024-01B LED retrofit kit, 55W, 120-277V, 4000K, 20kA surge suppressor *Above Item Not Returnable W/O RGA* ----- * FREIGHT ALLOWED LUMECON - FOR DECORATIVE FIXTURES, QTY 8 OR MORE * Approx 2-4 week lead time ----- TAXES NOT INCLUDED	445.122	5341.46
THIS IS A QUOTATION Prices will expire on 12/15/23 APPLICABLE TAXES EXTRA !			Subtotal	5341.46
			S&H CHGS	1.00
			Amount Due	5342.46

# CITY OF CARO

CITY MANAGER  
SCOTT R. CZASAK  
CITY CLERK  
RITA PAPP  
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JILL WHITE

## MEMORANDUM

**TO:** City Council  
City Manager – Scott Czasak  
**FROM:** Michele Perry, City Treasurer  
**DATE:** December 13, 2023  
**RE:** Sanitation cash shortfall

---

### Information

When the budget was approved in June there was an increase in garbage rates approved. The increase does not go into effect until January 1<sup>st</sup>, 2024. The city has to pay Emterra Environmental monthly, but we only collect garbage fees bi-monthly. With this being said there is a shortfall of cash in the sanitation fund at this point in time. After we start collecting the increase the shortfall should correct itself. To correct the shortfall at this time the general fund will need to either loan or transfer to the sanitation fund a sum of \$50,000 which will help with the shortfall until the increase can correct the shortfall.

### Recommendation:

**Option 1:** Approve the City Treasurer to make a loan from the general fund to the sanitation fund in the amount of \$50,000 with the intention to pay the loan back to the general fund at some point in time.

**Option 2:** Approve the City Treasurer to make a transfer from the general fund to the sanitation fund in the amount of \$50,000 with no intention to pay the transfer back to the general fund.

# CITY OF CARO

MANAGER  
 SCOTT R. CZASAK  
 CLERK  
 RITA PAPP  
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 PAM ISELER

TO: City Council  
 City Manager – Scott Czasak  
 FROM: Michele Perry, Treasurer  
 SUBJECT: Investment Change  
 DATE: December 12, 2023

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

Financial Institute	Current Term	Interest Rate	Current Balance	Maturity Date	Plan of Action at Renewal Date
Independent Bank	26 Weeks	4.50%	235,517.80	12/21/2023	Reinvest in Independent Bank in a CDARS for 26 weeks at approximate interest rate of 4.55%

After reviewing the rates for various investments from Independent Bank and North Star Bank my recommendation based on the current rates would be to reinvest the above CDARS in Independent Bank in CDARS for 26 weeks with an approximate interest rate of 4.55% based on the document from the bank.

**Action:**

**Option 1:**

Approve City Treasurer to reinvest the CDARS ending in 3922 in Independent Bank in CDARS for 26 weeks with an approximate interest rate of 4.55%.

Option 2: Choose a different investment tool.

Option 3: Deny action of the above CDARS.



Week of December 11, 2023

<u>Certificates of Deposit</u>	<u>Rate</u>
7 – 31 Days	4.70%
32 – 89 Days	4.75%
90 – 119 Days	4.80%
120 – 149 Days	4.80%
150 – 179 Days	4.80%
180 – 269 Days	4.80%
270 – 359 Days	4.80%
360 Days	4.75%
18 Months	4.58%
24 Months	4.40%

Penalty for early withdrawal

<u>CDARS</u>	<u>Rate</u>
4 Weeks (28 Days)	4.45%
13 Weeks (91 Days)	4.50%
26 Weeks (182 Days)	4.55%
52 Weeks (364 Days)	4.25%
2 Years (728 Days)	3.90%
3 Years (1092 Days)	3.75%
5 Years (1820 Days)	3.40%

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](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)

## Weekly Rates

Julie L. Smith <nbmarketing@northstarbank.ccsend.com>

on behalf of

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

Mon 12/11/2023 8:10 AM

To: Michele Perry <mperry@carocity.net>

December 11, 2023

## WHO YOU BANK WITH MATTERS

With greater attention on the banking industry in recent weeks, 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 #

[Learn More](#)

### CDARS TERMS & RATES

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

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

### BOBBIE J. FISHER

Public Funds Officer  
810.329.7102

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### JULIE L. SMITH

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# CITY OF CARO

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

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

**TO:** City Council  
**FROM:** Karen Snider - Mayor  
**SUBJECT:** Mayor's Report  
**DATE:** December 18, 2023

---

The City Manager, City Clerk and I prepared the Council agenda on December 14th for the December 18th council meeting.

I attended Caro Rotary on December 4th and was honored to listen to the program presented by Rotary Global Scholar Omomoemi Emmanuella Agbegha. She is a pharmacist from Nigeria. She presently is attending Central Michigan University where she is pursuing her Master of Public Health. Her plans are to use her talents to expand healthcare in areas in Nigeria.

It was amazing to be able to assist with the "Shop with a Hero" event on December 5th by wrapping presents for children. This event was held at Walmart and the turnout was totally unbelievable. The place was packed with Heroes, families, volunteers, a band, and most importantly Children. Thank you everyone for this event.

As Mayor, I wrote a Letter of Support for the Caro Area District Library who is applying to the American Library Association for a grant. The grant will allow the library to address accessibility of library services to disabled patrons. The funds will be used to replace a sound system in the community room and to purchase VOX books with large print titles for kids and teens. VOX books are books with an audio player embedded. They allow patrons with a variety of mental or learning disabilities to improve their reading abilities as the book is read to them while they read along.

I attended the Ribbon cutting ceremony on December 7th for Thumb Auto & RV LLC. This is a new business that just opened at 2129 W. Caro Road. This event was fabulous and we wish them much success.

I attended Rotary on December 11th and the speaker was Brenda Kretzschmer. She shared information about her role as Assistant Governor in District 6310 and all it entails.

I was honored to have the Chamber of Commerce allow me to be part of their event during Gingerbread Village and present Santa with a 2-foot candy cane. Thank you to

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the Chamber of Commerce and to Santa for making a stop during his busy season to talk with the children.

The Planning Commission meeting was cancelled on December 12<sup>th</sup>. The next meeting is scheduled for December 26<sup>th</sup>.

The DDA had their meeting December 13<sup>th</sup> and Julie Matuszak gave an update of the past Tuscola County Pumpkin Festival and gave some ideas that could better next year's event. It was very interesting.

The Economic Development Corporation (EDC) meeting was held on December 13<sup>th</sup> at the Brentwood, but I was unable to attend. Their big item is how they will fill the Executive Director position when Steve Erickson retires at the end of the month. They have some options however they need to determine which way they want to go.

Mayor Karen Snider

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## MEMORANDUM

TO: Caro City Council  
FROM: City Manager Scott R. Czasak  
DATE: Wednesday, December 13, 2023  
RE: City Manager's Report

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Members of the Caro City Council,

The holiday season is in full swing here in the City of Caro and I think I speak for everyone in the City in saying we are looking forward to an enjoyable season of celebration as we end 2023 and look forward to 2024.

In the last two weeks I have been actively involved in activities in the City by attending two ribbon cuttings for local businesses, attending the Chamber board meeting, and the County Land Bank meeting. Additionally, my usual Rotary attendance, as well as meetings with residents and businesses continue unabated. I was also able to attend the quarterly Thumb Nuts lunch in Frankenmuth where I interacted with municipal managers from around the Thumb and heard from the Michigan Infrastructure Council about developments to aid in maintaining and developing infrastructure working between the state and local governments.

Looking forward, I am preparing the bid documents for the Sand Volleyball Pit project and the Steel Wall project for the back of City Hall. These two projects represent the last big projects we budgeted for this fiscal year, and by getting all these projects bid out before the end of 2023 we are able to get on schedules which are becoming increasingly full. Also, the ongoing conversations between myself, the City Attorney, and the State over the Water and Sewer Agreements for the Caro Center are close to mutual satisfaction after a delay while the State Attorney General's office reviewed the contracts.

Lastly, with the upcoming holiday schedule I will be taking three days off on December 26-28, which represents the whole working week, as I will either be in Macomb County with family or at home during this period, I will be able to be in easy contact if there are any issues and therefore see no need to name an acting manager for those three days.

It is my wish for Council and for all the residents and businesses here in Caro for a Merry Christmas and a very Happy New Year!



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**TO:** City Council/City Manager  
**FROM:** Rita Papp – City Clerk  
**SUBJECT:** Clerk’s Report  
**DATE:** December 18, 2023

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- Continue to follow up on the upcoming changes to the election process due to the passing the Proposal 22-2, Promote the Vote.
- Continuing to attend Rotary Meetings to network with community members.
- Continuing to attend monthly LEAD Tuscola meetings as secretary of the Steering Committee.
- The clerk’s office has been continuously working on document retention and developing a plan to digitize documents. Our goal is to scan documents and organize the attic. Scanning has started.
- An agreement has been signed for the City of Caro to host the 9 days of early voting for the Central East Region, Tuscola County for Almer Charter Township, Indianfields Township, Wells Township and City of Caro. As the host clerk, I will be the coordinator responsible for organizing and monitoring the administrative requirements, including staffing of early voting for the participating municipalities here at the City of Caro polling location. In 2024, we will have a total of 31 election days. 27 early voting days and 4 actual election days. Clerks’ office will have a busy election year in 2024 to include extra hours of work including weekends.
- Attended Committee of the Whole Meeting December 7, 2023.
- Attended DDA Meeting December 13, 2023.
- Attended the Tuscola County Clerk’s Association Meeting December 14, 2023.
- Working with the City Attorney & City Mayor on the MRTMA Proposal Petition Initiation of Ordinance – Green Citizens of Caro. Signatures have been verified. Proposal will be on the February 27, 2024 for the City of Caro voters.
- Working with MMRMA by filing a claim for the total loss of the 2023 Chevrolet Tahoe in a fire. The City of Caro will be receiving the full value of the vehicle along with installed equipment cost. The payoff will be sent to Ally Financial. Equipment cost will be reimbursed to Great Lakes Public Safety.

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TO: City Council  
City Manager – Scott Czasak  
FROM: Michele Perry, Treasurer  
SUBJECT: Treasurer’s Report  
DATE: December 13, 2023

---

- Attended the City Council meetings in first meeting in November & December 4th.
- Attended the City Council project workshop on December 7th.
- Prepared monthly reports for council meetings.
- Prepared DDA financial statements for the December meeting and attended the meeting.
- Prepared Parks & Recreation financial statements for the November meeting.
- Met with Jamie from Anderson, Tuckey, Bernhardt & Doran, PC and Scott on November 27<sup>th</sup> to review audit prior to presentation to council on December 4<sup>th</sup>.
- Blight collected from November 15 to December 13 - \$0.
- 95.39% of summer taxes collected as of today, December 13, 2023.
- 7.61% of winter taxes collected as of today, December 13, 2023.
- Year to date interest income earned on investments \$97,853.33.
- Still working with Invoice Cloud (Payment Service Network) to get new updated credit card terminal.
- Still working with Invoice Cloud (Payment Service Network) to start accepting Venmo and Paypal
- Started collecting information to be able to prepare a report for council to reflect the cost to the city for a festival held in the City.
- Started the process to take delinquent blight bills to small claims, after talking with Laura the City Attorney civil infractions (blight bills) are outside of the jurisdiction of small claims. The council needs to discuss another plan for blight collection.
- Small Claims report as of December 13, 2023:
  - Total submitted to small claims: \$8,094.00
  - Cost to the City: \$1,111.08
  - Collected before going to court: \$970.00
  - Dismissed due to death & unable to locate: \$838.82
  - Judgements awarded as of 12/13/23: \$1,517.40
  - Collected on judgements as of 12/13/23: \$0.00
  - Overall cost to the city as of 12/13/23: \$141.08 (\$970.00 Collected - \$1,111.08 Cost)
- After the prior meeting’s discussion regarding why the delinquent accounts receivable bills were not being pursued for collections prior to now, I want to explain the reason and the process I have been following until the council decided to attempt collection through small claims. The prior practice by the past clerk/treasurers was to leave them on the ledger for 7 years and then present them to council to be written-off. Some of the charges that I am attempting to collect are from incidents which happened in 2016, 2017, 2018 and forward.

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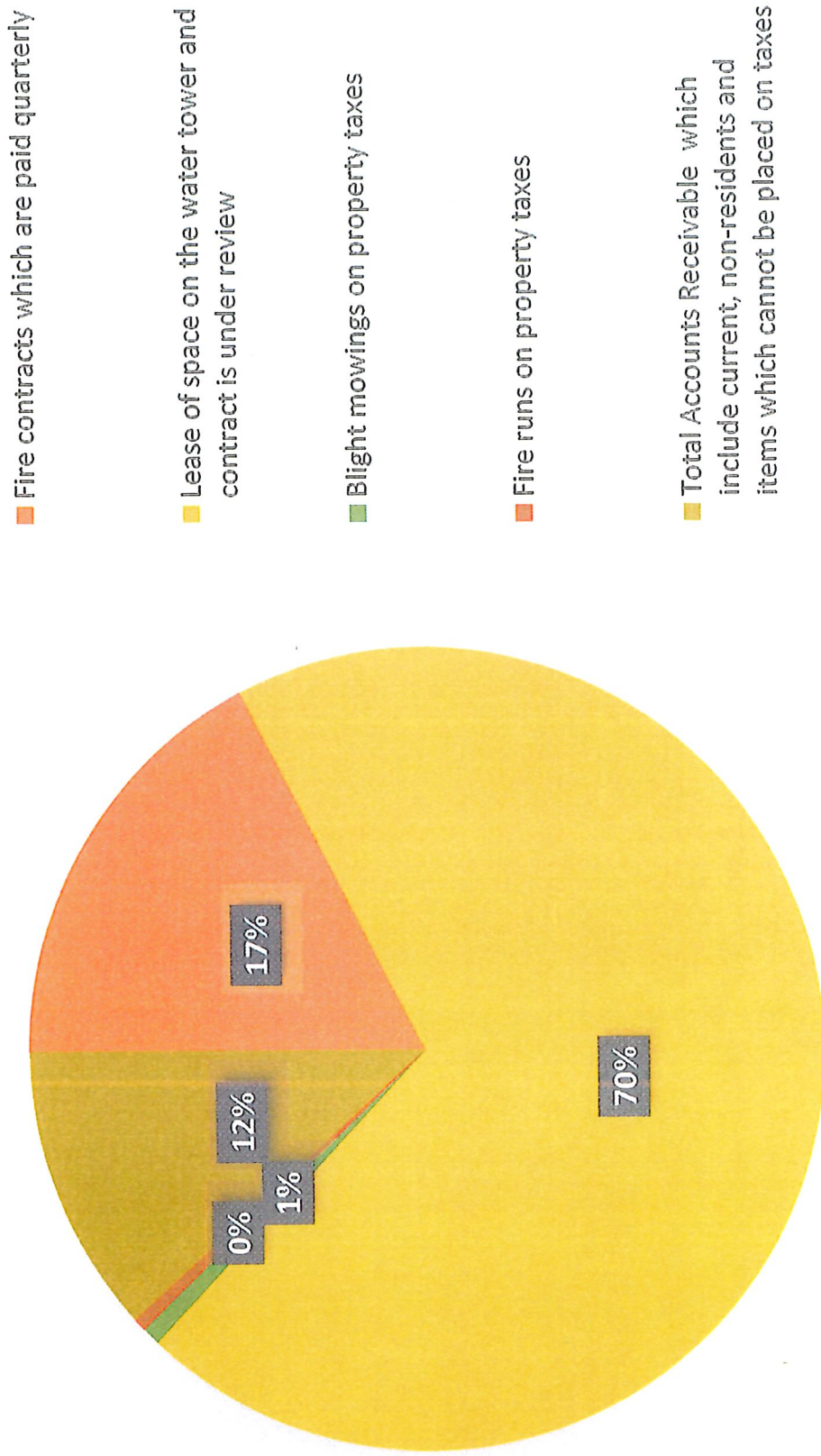
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- On the recommendation of the Magistrate, I have a meeting scheduled with Laura the City Attorney for guidance related to small claims. The Magistrate stated that people believe small claims are very easy, you just go to court, and you are awarded a judgement. The burden of proof falls on the City of Caro to show that the person is responsible for the fees.
- The Treasurer's Office has been busy over the last month with the following items:
  - Collecting utility payments
  - Mailing out utility bills
  - Mailing out 10-day notices
  - Mailing out city bill payments
  - Collecting sidewalk special assessments
  - Collecting summer taxes
  - Collecting winter taxes
  - Approve direct deposit payments for payroll after clerk and deputy clerk prepare it
  - Billing medical and fire runs
  - Tracking firemen and first responders pay for submission at the end of the quarter.
  - Reconciling all bank accounts
  - Reconciling all investment accounts
  - Recording interest income on all accounts
  - Recording all bank charges
  - Completing journal entries for various reasons
  - Reviewing accounts payable for correct accounts and allocations
  - Distributing tax collections to Tuscola County Treasurer & other taxing authorities
  - Reviewing investments and making recommendations to council
  - Preparing documents for small claims
  - Attending small claims hearings on Zoom with the court
  - Working with departments heads when necessary
  - Answering the phone and assisting residents with any necessary items
  - Monitoring the budget
  - Many other office duties as they come up.
- Assisted in covering the front desk during staff lunches and vacations.

City of Caro					
List of Investments					
For Fiscal Year 2023-2024					
As of November 30, 2023					
To: City Council					
From: Michele Perry, City Treasurer					
Financial Institute	Term	Interest/ Dividend Rate	Balance as of 09/30/23	Maturity Date	Total
<b>Huntington</b>					
1009 Business Checking			970.00		
1038 Municipal Now Checking 2			17,193.43		
7279 Certificate of Deposit	180 days	3.90%	105,652.63	2/9/2024	
					123,816.06
<b>Frankenmuth Credit Union</b>					
Regular Savings		0.02%	5.01		
Business Savings		0.10%	0.00		
Plus Savings		4.00%	2,035,971.30		
FICA Business		1.00%	170,944.64		
Business All-In (Fire Ins W/H)		0.99%	15,077.50		
Mega Money Market		1.43%	11,908.50		
Five Star Checking		0.30%	1,834,674.58		
Two Star Checking		0.00%	0.00		
301 Certificate of Deposit	7 Month	5.13%	254,349.93	2/19/2024	
302 Certificate of Deposit	7 Month	5.13%	254,349.93	2/19/2024	
					4,577,281.39
<b>Independent Bank</b>					
Insured Cash Savings Account		2.70%	1,039,184.97		
Business Checking			1,000.00		
2448 Certificate of Deposit	12 months	4.30%	230,641.50	12/9/2023	
2457 Certificate of Deposit	12 months	4.30%	230,555.47	12/9/2023	
CDARS 9541	13 Weeks	4.60%	512,430.00	2/8/2024	
CDARS 3922	26 Weeks	4.50%	235,517.80	12/21/2023	
CDARS 4867	13 Weeks	4.65%	237,595.19	1/4/2024	
CDARS 0552	13 Weeks	4.55%	507,165.48	2/29/2024	
CDARS 3405	26 Weeks	4.60%	1,030,000.00	5/16/2024	
					4,024,090.41
<b>Northstar Bank</b>					
Municipal checking			18.67		
CDARS		3.25%	291,594.17	1/18/2024	
					291,612.84
<b>Team One Credit Union</b>					
Business Savings			8.40		
Investment Account					
Cash & Cash Equivalents			1,082,953.68		
Beal Bank USA Las Vegas NV CD		4.40%	250,000.00	1/10/2024	
Goldman Sachs Bank USA new York NY CD		5.00%	250,000.00	5/14/2024	
Morgan Stanley Bank NA Salt Lake City UT CD		5.10%	250,000.00	5/16/2024	
					1,832,962.08
<b>State Savings Bank</b>					
Insured Cash Savings Account		2.80%	185,681.58		
Business Checking		2.80%	250,575.34		
					436,256.92
<b>Total Investments</b>					<b>11,286,019.70</b>

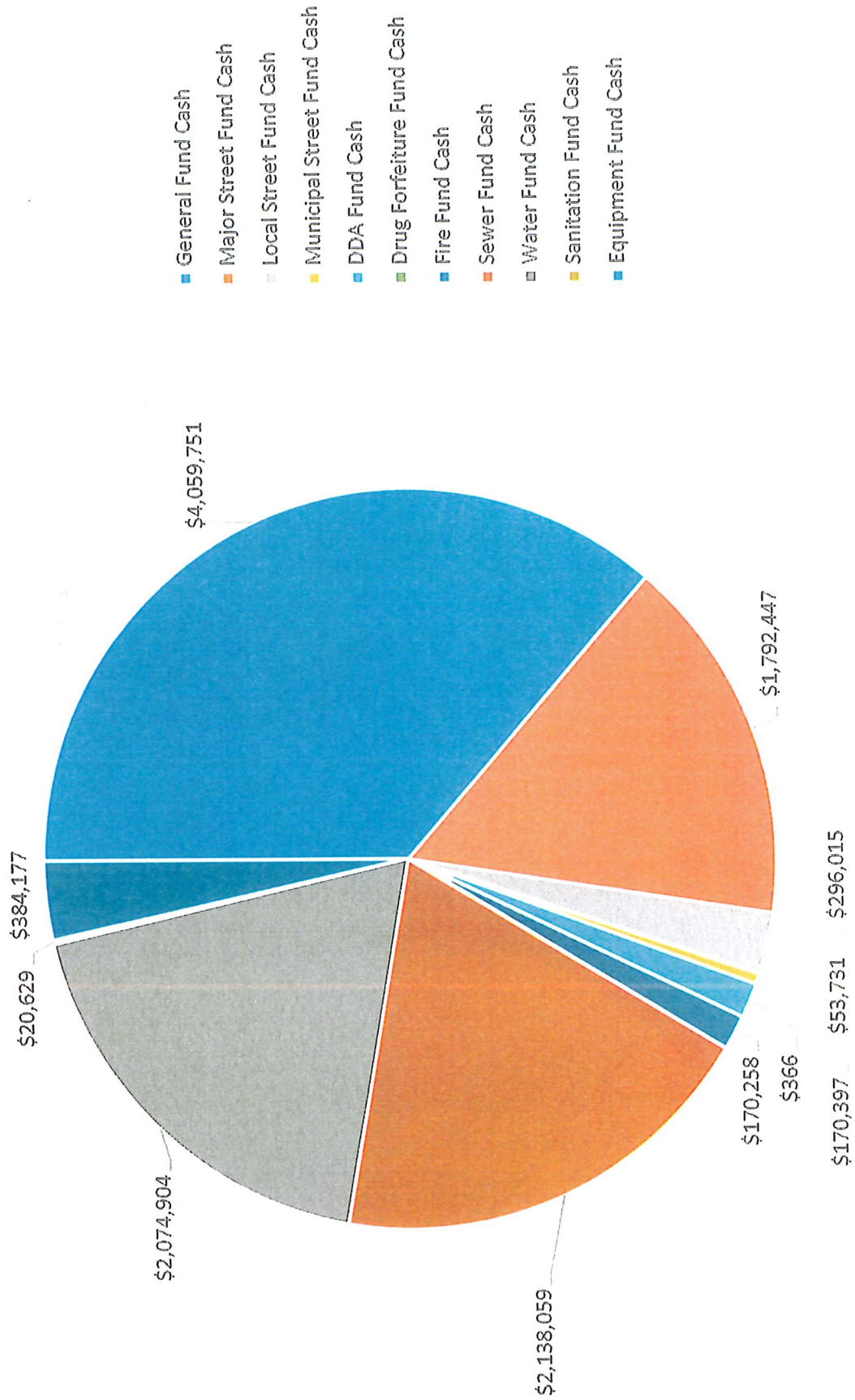
# Aging Accounts Receivable Recap As of November 30, 2023



City of Caro	
Aging Accounts Receivable Recap	
As of November 30, 2023	
Fire contracts which are paid quarterly	<b>32,063.73</b>
Lease of space on the water tower and contract is under review	<b>128,368.93</b>
Blight mowings on property taxes	<b>1,345.00</b>
Fire runs on property taxes	<b>1,000.00</b>
Total Accounts Receivable which include current, non-residents and items which cannot be placed on taxes	<b>21,507.16</b>
Total Accounts Receivable Balance as of 8/31/23	<b>184,284.82</b>
Total taken to small claims	<b>8,094.00</b>

# City of Caro Cash Balance By Fund As of November 30, 2023

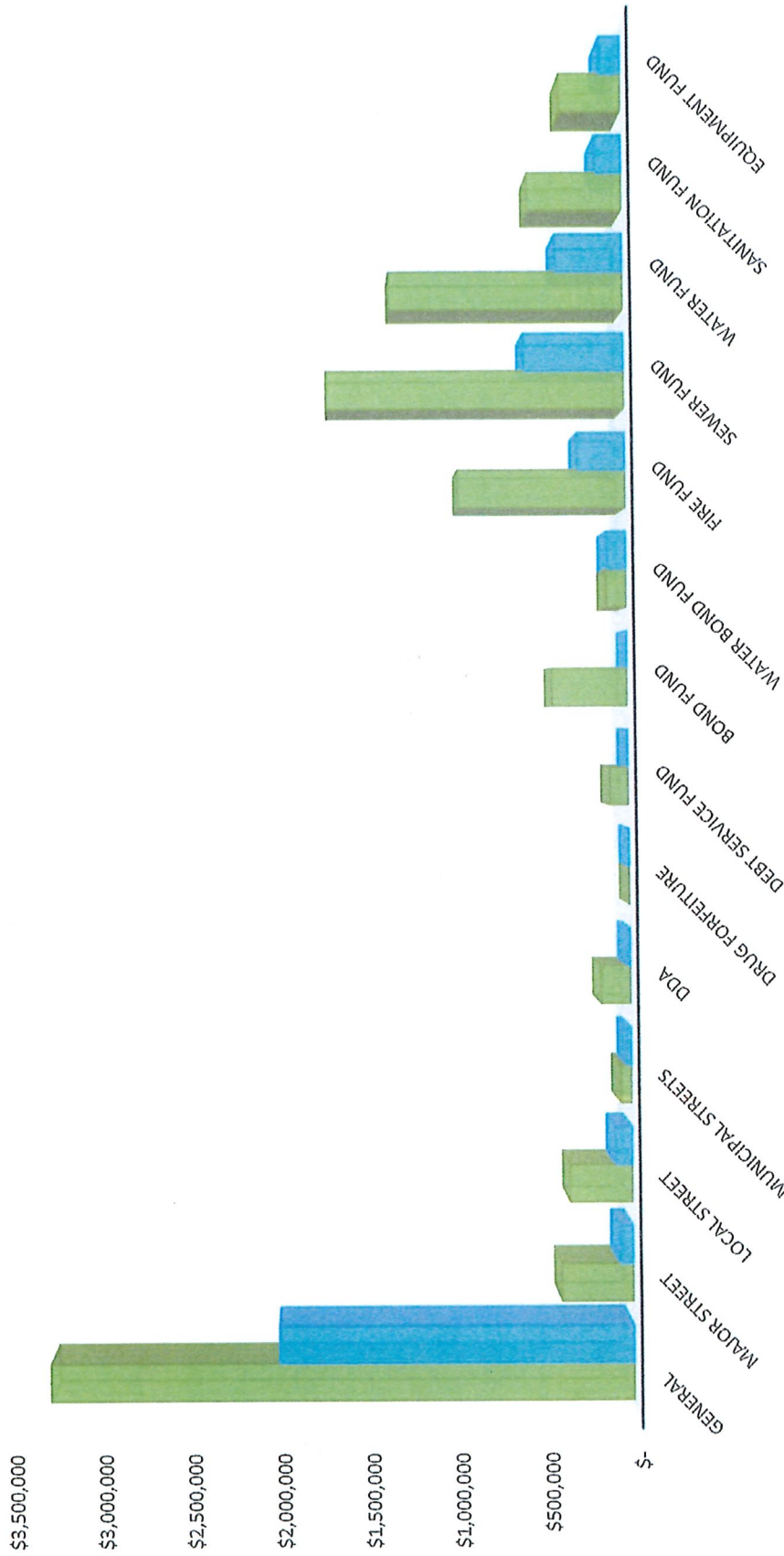
Includes Restricted & Unrestricted Cash



<b>City of Caro</b>	
<b>Cash Summary By Fund</b>	
<b>For the Month of November 30, 2023</b>	
<b>Account Name</b>	<b>Amount</b>
General Fund Cash	\$ 4,059,751
Major Street Fund Cash	\$ 1,792,447
Local Street Fund Cash	\$ 296,015
Municipal Street Fund Cash	\$ 53,731
DDA Fund Cash	\$ 170,397
Drug Forfeiture Fund Cash	\$ 366
Fire Fund Cash	\$ 170,258
Sewer Fund Cash	\$ 2,138,059
Water Fund Cash	\$ 2,074,904
Sanitation Fund Cash	\$ 20,629
Equipment Fund Cash	\$ 384,177
<b>Total Cash (Restricted &amp; Unrestricted)</b>	<b>11,160,734</b>
<b>Restricted Cash in Sewer &amp; Water</b>	<b>709,639</b>
<b>Total Unrestricted Cash</b>	<b>10,451,095</b>

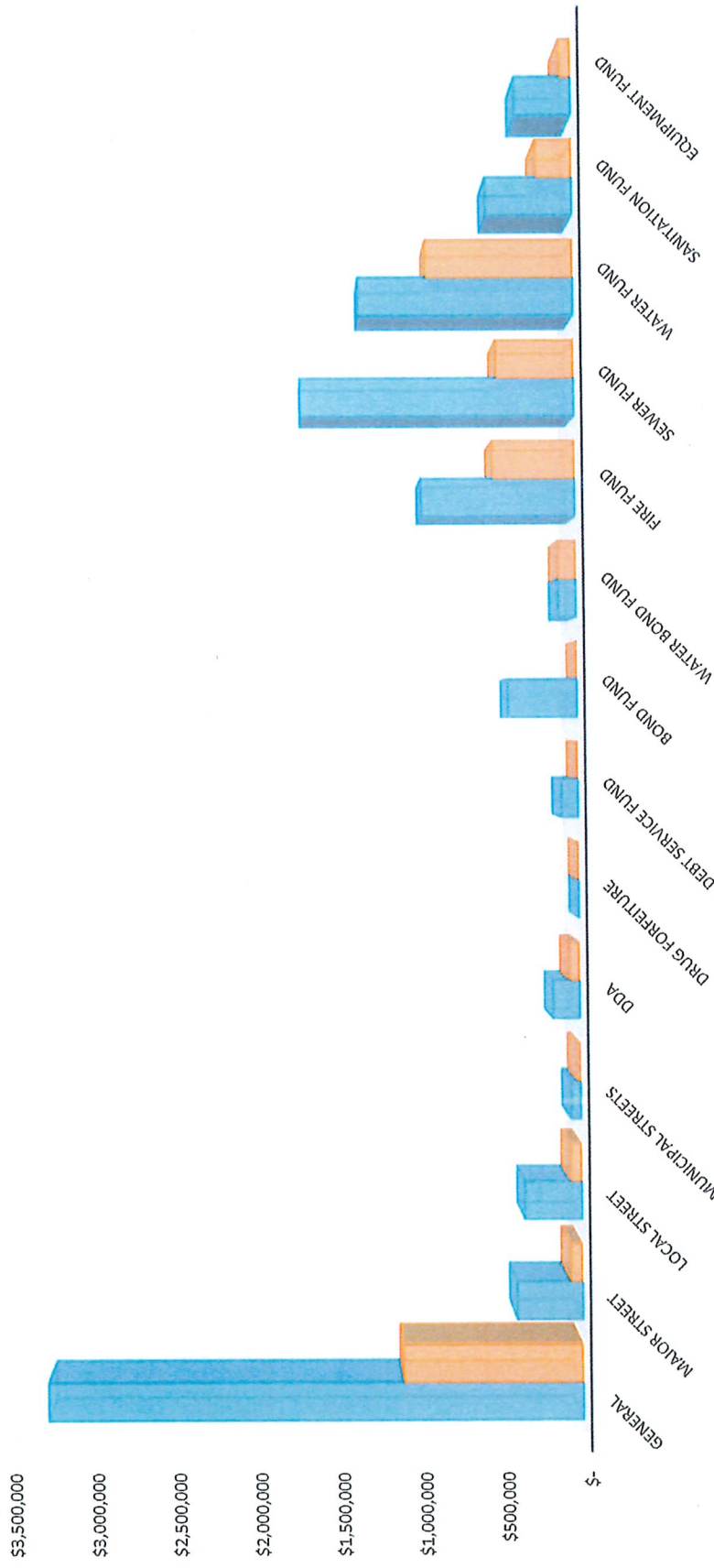


**City of Caro FY24  
Budget vs Actual Revenues As of November 30, 2023**



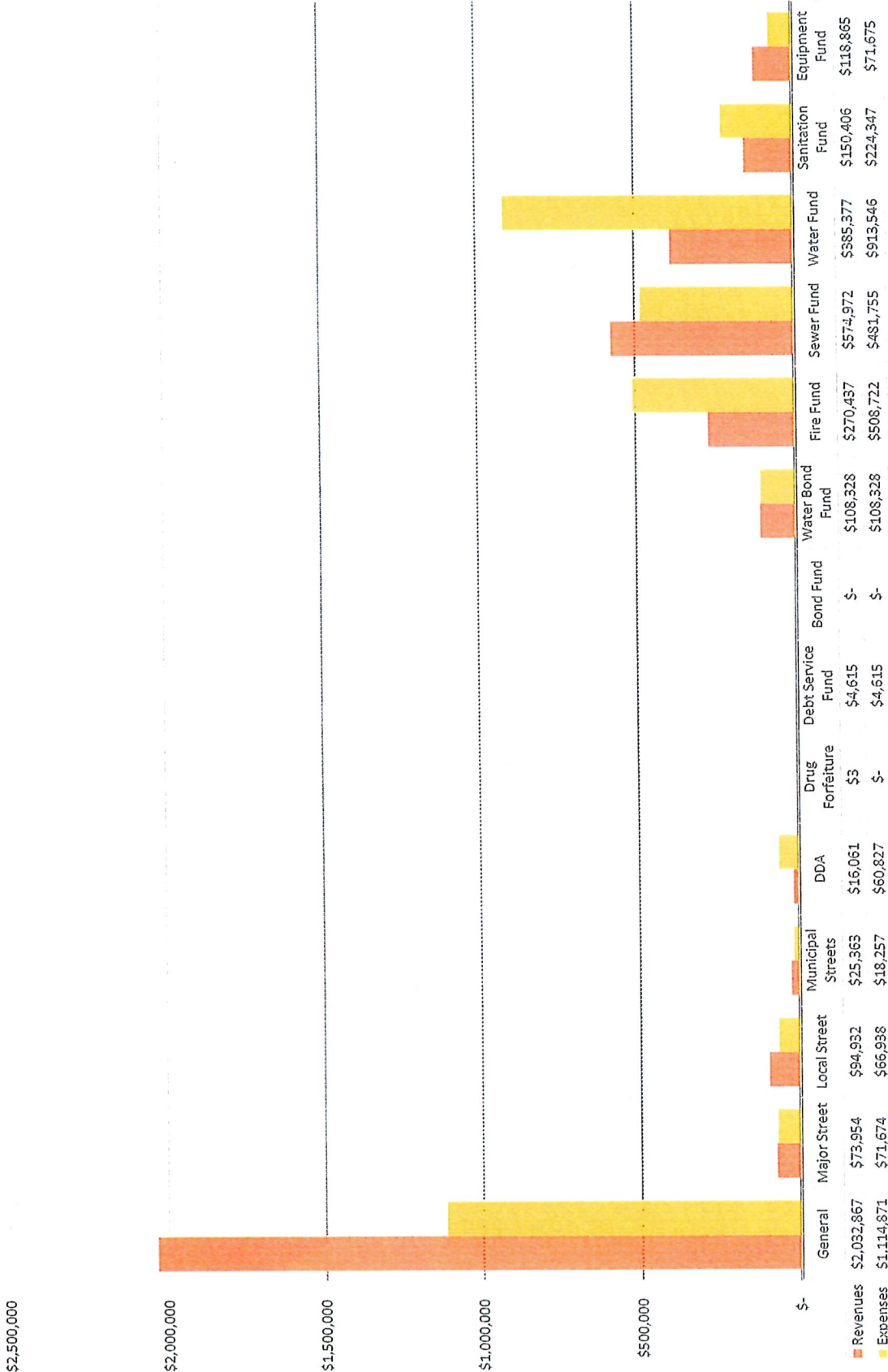
	General	Major Street	Local Street	Municipal Streets	DDA	Drug Forfeiture	Debt Service Fund	Bond Fund	Water Bond Fund	Fire Fund	Sewer Fund	Water Fund	Sanitation Fund	Equipment Fund
Budget	\$3,339,35	\$406,900	\$353,880	\$59,138	\$165,450	\$-	\$102,213	\$428,429	\$110,541	\$956,094	\$1,708,31	\$1,340,23	\$539,528	\$350,191
Actual	\$2,032,86	\$73,954	\$94,932	\$25,363	\$16,061	\$3	\$4,615	\$-	\$108,328	\$270,437	\$574,972	\$385,377	\$150,406	\$118,865

**City of Caro FY24  
Budget vs Actual Expenditures As of November 30, 2023**



	General	Major Street	Local Street	Municipal Streets	DDA	Drug Forfeiture	Debt Service Fund	Bond Fund	Water Bond Fund	Fire Fund	Sewer Fund	Water Fund	Sanitation Fund	Equipment Fund
Budget	\$3,339,358	\$406,900	\$353,880	\$59,138	\$165,450	\$-	\$102,213	\$428,429	\$110,541	\$956,094	\$1,708,310	\$1,340,239	\$539,528	\$350,191
Actual	\$1,114,871	\$71,674	\$66,938	\$18,257	\$60,827	\$-	\$4,615	\$-	\$108,328	\$508,722	\$481,755	\$913,546	\$224,347	\$71,675

**City of Caro FY 24  
Revenue vs Expenditures By Fund As of November 30, 2023**



**City of Caro  
Financial Summary**

**As of the Month of November 2023**

	Fund Number	Audited	FY24 Budgeted		Percentage	FY24 Budgeted		Percentage	Projected	
		Fund Balance 7/1/23	Revenues	YTD Revenues	of Budget Received	Expenditures	YTD Expenditures	of Budget Used	Fiscal YTD Income/(Loss)	Fund Balance 6/30/24
General	101	3,497,114	\$ 3,339,358	\$ 2,032,867	61%	\$ 3,339,358	\$ 1,114,871	33%	917,996	4,415,110
Major Street	202	1,791,281	\$ 406,900	\$ 73,954	18%	\$ 406,900	\$ 71,674	18%	2,280	1,793,561
Local Street	203	269,726	\$ 353,880	\$ 94,932	27%	\$ 353,880	\$ 66,938	19%	27,994	297,720
Municipal Streets	204	51,036	\$ 59,138	\$ 25,363	43%	\$ 59,138	\$ 18,257	31%	7,106	58,142
DDA	248	215,160	\$ 165,450	\$ 16,061	10%	\$ 165,450	\$ 60,827	37%	(44,767)	170,393
Drug Forfeiture	265	363	\$ -	\$ 3	0%	\$ -	\$ -	0%	3	366
Debt Service Fund	302	-	\$ 102,213	\$ 4,615	5%	\$ 102,213	\$ 4,615	5%	-	-
Bond Fund	390	-	\$ 428,429	\$ -	0%	\$ 428,429	\$ -	0%	-	-
Water Bond Fund	389	-	\$ 110,541	\$ 108,328	98%	\$ 110,541	\$ 108,328	98%	-	-
Fire Fund	216	408,877	\$ 956,094	\$ 270,437	28%	\$ 956,094	\$ 508,722	53%	(238,284)	170,592
Sewer Fund	590	7,950,790	\$ 1,708,310	\$ 574,972	34%	\$ 1,708,310	\$ 481,755	28%	93,217	8,044,007
Water Fund	591	7,230,939	\$ 1,340,239	\$ 385,377	29%	\$ 1,340,239	\$ 913,546	68%	(528,168)	6,702,770
Sanitation Fund	596	125,036	\$ 539,528	\$ 150,406	28%	\$ 539,528	\$ 224,347	42%	(73,941)	51,095
Equipment Fund	661	858,624	\$ 350,191	\$ 118,865	34%	\$ 350,191	\$ 71,675	20%	47,190	905,814
<b>Total</b>		22,398,946	9,860,271	3,856,178	39%	9,860,271	3,645,554	37%	210,625	22,609,570