

**AGENDA**  
**REGULAR MEETING OF THE CARO CITY COUNCIL**  
**October 18, 2021, 7:30 P.M.**

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

**AGENDA APPROVAL**

**PUBLIC COMMENTS/VISITORS:**

**COMMUNICATION:**

1. Planning Commission Meeting Minutes – September 14, 2021
2. Fall Clean Up Day – Tuscola County Fairgrounds, November 6, 2021

**CONSENT AGENDA:**

1. Regular Council Minutes – October 4, 2021
1. Policy Committee Minutes – October 4, 2021
2. Invoices
3. Department Reports (\*\*Second Meeting Only\*\*)
  - A. Police Report – Chief Brian Newcomb
  - B. Fire Report – Chief Randall Heckroth
  - C. Code Enforcement – Randall Heckroth
  - D. DPW/Water Reports
  - E. WWTP
  - F. Municipal Parking Violations Bureau Report – Rita Papp

**REGULAR AGENDA:** (action required)

1. Open Public Hearing – Ordinance No. 485 – Code of Ethics Ordinance
2. Public/Council Comment - Ordinance No. 485 – Code of Ethics Ordinance
3. Motion to Close Public Hearing - Ordinance No. 485 – Code of Ethics Ordinance
4. Action – Ordinance No. 485
5. Open Public Hearing – Special Assessment Roll Sidewalk Improvement Project 2021
6. Public/Council Comments - Special Assessment Roll Sidewalk Improvement Project 2021
7. Motion to Close Public Hearing - Special Assessment Roll Sidewalk Improvement Project 2021
8. Action - Special Assessment Roll Sidewalk Improvement Project 2021
9. Banner Request – Human Development Commission – Domestic Violence Awareness Month
10. Civic System Software Upgrade and Additional User License
11. DPW Truck Purchase change

**ITEMS PENDING/POSTPONED:** None

**COMMITTEE/LIAISON POSITION REPORTS:**

1. Economic Development Corporation (Greene)
2. Chamber of Commerce (Manager)
3. Downtown Development Authority (Hall)
4. Fair Board (White)
5. Parks & Recreation (White)
6. Planning Commission (Eschenbacher)
7. Tuscola County Board of Commissioners (Jones-Holubec)

8. Zoning Board of Appeals (Greene)
9. Indianfields Township (Greene)
10. Almer Township (Campbell)

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

**MANAGER COMMENTS** – Written report submitted.

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

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

**ADDITIONAL PUBLIC COMMENTS**

**ADJOURN**

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## **CITY OF CARO PLANNING COMMISSION**

Regular meeting held September 14, 2021 called to order by Vice-Chairman Bortel at 7:00 p.m.

Present: Bill Bortel, Bob Eschenbacher, Bernard Kreh, Mike Laethem, Art Rollend, and Denise Steffen.

Absent: Mike Carpenter, Herb Sheardy and Alvin Zavitz.

Others in Attendance: Mathew Lane-City Manager and Joe Greene-City Mayor, Caitlyn Habben-Rowe PSC

**Eschenbacher/Kreh moved to approve the August 10, 2021 minutes as written. Motion carried.**

No Public Comment

Caitlyn Habben kicked off the Master Plan. She intends to attend one meeting a month during the planning process.

No Public Comment

**Steffen/Eschenbacher/Kreh moved to adjourn at 8:37 p.m. Motion carried.**

Respectfully submitted by Denise Steffen, Secretary.



JOIN THE CITY OF  
CARO FOR A

# FALL CLEAN

## UP

Help us beautify the city with  
your fellow community  
members!

Date: Saturday, Nov. 6th, 2021

Time: 9AM-2PM

Where: Tuscola County  
Fairgrounds

Lunch will be provided!



## **CITY OF CARO REGULAR COUNCIL MINUTES**

Mayor Joe Greene called the regular meeting of the City Council to order on October 4, 2021, at 7:30 p.m. in the Council Chambers.

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

Absent: None

Others: Matthew Lane – City Manager, Rita Papp – Clerk, and other guests.

### **AGENDA APPROVAL**

#### **21-M-198**

**Motion by Eschenbacher, seconded by White to approve the agenda with additional agenda items: #9 – Committee Appointments, #10 – Additional Parking on Park Drive, #11 – 1<sup>st</sup> Reading of Ethics Ordinance, #12 – Schedule Policy Committee Meeting, #13 – Schedule Personnel Committee Meeting.**  
**Motion Carried.**

#### **PUBLIC COMMENT/VISITORS:**

Written Public Comment received via email and read by Clerk: Gary Rolka – Opposes House of Hope. Council Member Hall – Thanked Jill, Sue Ellen, and Nathan Dicks for their assistance in putting up the cornstalks in town.

Council Member Batschke – Commented on 1st Reading of Ethics Ordinance on agenda.

#### **COMMUNICATIONS:**

1. Tuscola County Board of Commissioners Resolution – Open Meetings Act

#### **CONSENT AGENDA:**

1. Regular Council Minutes – September 20, 2021
2. Invoices

#### **21-M-199**

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

**Motion Carried.**

#### **REGULAR AGENDA: (action required)**

1. **Motion to Open Public Hearing – Ordinance No. 484**

#### **21-M-200**

**Motion by Eschenbacher, seconded by Campbell to Open Public Hearing at 7:39 p.m.**

**Motion carried**

2. **Public Comment/Council Discussion**

Verbal Comment received via phone and read by Clerk: Michael Karpovich & Pam Sutherland – Opposes UTV Ordinance.

Herb Sheardy – Questioned what a side-by-side was.

John Schneider – Questioned if this was same as golf cart ordinance.

**3. Motion to Close Public Hearing – Ordinance No. 484**

**21-M-201**

**Motion by Eschenbacher, seconded by Batschke to Close Public Hearing at 7:42 p.m.**

**Motion carried**

**4. Action on Proposed Ordinance No. 484 - An Ordinance of the City of Caro to Authorize the Operation of Utility Terrain Vehicles (Side-by-Sides) on City Streets.**

**21-M-202**

**Motion by Eschenbacher, seconded by Hall to approve City of Caro Ordinance No. 484 – An Ordinance of the City of Caro to Authorize the Operation of Utility Terrain Vehicles (Side-by-Sides) on City Streets.**

**Roll Call Vote: Batschke – yes, Campbell – yes, Eschenbacher – yes, Hall – yes, Jones-Holubec – yes,**

**White – yes, Mayor Greene – yes.**

**Motion carried.**

**5. Set Halloween Trick or Treating Hours**

**21-M-203**

**Motion by Hall, seconded by White to set Trick or Treating Hours for 6:00 p.m. to 7:30 p.m., October 31, 2021, with the siren to sound at the starting and ending times.**

**Motion carried.**

**6. Fire Department Bunker Gear Purchase**

**21-M-204**

**Motion by Jones-Holubec, seconded by Batschke to accept the recommendation from the City Manager and approve the purchase of 4 sets of bunker gear from Dinges Fire Company in an amount not to exceed the budgeted amount of \$11,000.00 to account for potential contingencies associated with the transition to new gear.**

**Motion carried.**

**7. Cell Tower Easement Offers**

**21-M-205**

**Motion by White, seconded by Hall to accept the recommendation of the City Manager and deny both offers to purchase easements and continue with the current lease arrangements.**

**Motion carried.**

**8. Resolution Setting Wastewater and Drinking Water Rates for FY 2022-2023**

**21-M-206**

**Motion by Batschke, seconded by White to accept and approve the Resolution Setting Wastewater and Drinking Water Rates for FY 2022-2023.**

**Roll Call Vote: Campbell – yes, Eschenbacher – yes, Hall – yes, Jones-Holubec -yes, White – yes, Batschke – yes, Mayor Green – yes**

**Motion carried.**

**9a. Board of Review Appointment – Karen Snider**

**21-M-207**

**Motion by Jones-Holubec, seconded by White to appoint Karen Snider to the Board of Review effective immediately to fulfill the term vacated by April Bonk. Remaining three-year term expiring November 2024.**

**Motion carried.**

**9b. Planning Commission Appointment – Al Michel**

**21-M-208**

**Motion by Hall, seconded by White to appoint Al Michel to the Planning Commission effective immediately to fulfill the term vacated by Alvin Zavitz. Full three-year term expiring November 2025. Roll Call Vote: Eschenbacher – no, Hall – yes, Jones-Holubec – no, White – yes, Batschke – no, Campbell – yes, Mayor Greene – yes.**

**Motion carried.**

**10. Additional Parking on Park Drive**

**21-M-209**

**Motion by Batschke, seconded by Campbell to accept the recommendation of the City Manager and approve the addition of 10 parking spots, along the south side of Park Drive near the tennis courts at a cost not to exceed \$15,000.00, to the Park Drive rehabilitation project.**

**Motion carried.**

**11. Ethics Ordinance No. 485 – 1<sup>st</sup> Reading**

**21-M-210**

**Motion by White, seconded by Batschke to accept the 1<sup>st</sup> reading of Ethics Ordinance No. 485 and set a public hearing for October 18, 2021, at 7:30 p.m.**

**Motion carried.**

**12. Set Policy Committee Meeting for November 1, 2021, at 7:00 p.m.**

**13. Set Personnel Committee Meeting for October 18, 2021, at 7:00 p.m.**

**ITEMS PENDING/TABLED:** None

**COMMITTEE/LIAISON POSITION REPORTS:** None

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

Highlighted – MML Conference, chaired last meeting as President, participated in a ZOOM meeting regarding the airport runway project, Representative Phil Green asked for support on bills that are in progress.

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

Highlighted – Attended Pumpkin Festival with his son, Master Plan survey is forthcoming, Parks and Recreation 5 year plan survey is out with many responses received, Lincoln Street project is in progress, leaf truck is out of commission for two weeks therefore leaf pick up will be delayed two weeks, Silversmith GIS system is up and running, DPW employees have been trained, working with Caro Area District Library to partner with Parks and Recreation for equipment check out, RFP for moving houses will be opened on October 7<sup>th</sup>, working on RFP for demolition of houses after October 7<sup>th</sup> if necessary, met with the Putnam's regarding their sewer project.

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

**ADDITIONAL PUBLIC COMMENT:**

Mayor Greene – Discussed the dirt pile by the horse barn and the options of where to move the dirt. Mentioned grants are available for the tennis courts/pickle ball courts.

Mike Carpenter – Gave kudos to the Caro area, the Tuscola County Medical Care Facility ranked #1 in the State for the 2<sup>nd</sup> year in a row.

Mayor Greene – New Building Codes Company will be renting space in the EDC building. A new Health Director is at the Health Department.

Council Member Batschke – Questioned if the firefighters received their budgeted raises. Response was yes.

**21-M-211**

**Motion by Eschenbacher, seconded by Campbell to adjourn the meeting at 8:29 p.m.**

**Motion carried.**

**Rita Papp**  
**City of Caro Clerk**

## **CITY OF CARO POLICY COMMITTEE MINUTES**

Policy Chair Jill White called the Policy Committee meeting to order on October 4, 2021, at 7:00 p.m. in the Council Chambers.

Present: Chair Jill White, Kory Batschke, and Mayor Joe Greene

Absent: None

Others in Attendance: Matthew Lane – City Manager, Rita Papp – City Clerk, and other guests.

### **PUBLIC COMMENT/VISITORS:**

None

### **BUSINESS ITEMS:**

#### **1. State Street Square Rental Policy**

Discussed potential amendments to the State Street Square Rental Policy to include security deposit & extra cost for amenities such as tables and chairs. Need to consult Lauren, The Farmer's Market Manager for input on the extra charges. Look into including a clause for additional accommodations. Discussed the possibility of allowing alcohol and the need for proper barriers and liability insurance from renter. Request for another draft to be brought back to committee for review.

#### **2. Ethics Ordinance**

Committee review the draft of the Ethics Ordinance presented.

**Motioned by Batschke, seconded by Greene to send Ethics Ordinance to Council for 1<sup>st</sup> Reading and Set Public Hearing.**

**Motion carried.**

**Motion by Batschke, seconded by Greene to adjourn the meeting at 7:24 p.m.**

**Motion carried.**

**Rita Papp**

**City Clerk**

GL Period	Chk Issue Date	Check No	Vendor No	Payee	Amount
10/21	10/14/2021	72764	2578	EVEAN GUNSELL	30.00- V
10/21	10/05/2021	74201	240	U.S. POSTMASTER	64.14
10/21	10/18/2021	74202	2441	AARON PEREZ	30.00
10/21	10/18/2021	74203	2403	ADVANCE AUTO PARTS	350.31
10/21	10/18/2021	74204	2439	AIR ADVANTAGE LLC	508.00
10/21	10/18/2021	74205	67	ANDERSON, TUCKY, BERNHA	7,000.00
10/21	10/18/2021	74206	2803	ANGEL GOMEZ	28.00
10/21	10/18/2021	74207	2804	ANNA HANBY	18.00
10/21	10/18/2021	74208	2737	BATTERIES PLUS BULBS # 380	174.52
10/21	10/18/2021	74209	2790	BRIDGET PARSELL	16.00
10/21	10/18/2021	74210	2805	BROOKE WILKINSON	51.00
10/21	10/18/2021	74211	2406	BRYAN ESCHENBACHER	30.00
10/21	10/18/2021	74212	2791	CAROL CARTER	8.00
10/21	10/18/2021	74213	264	CENTURYLINK	140.24
10/21	10/18/2021	74214	1976	CHRIS E LANDSCAPING LLC	260.00
10/21	10/18/2021	74215	1297	CITY OF CARO	3,915.30
10/21	10/18/2021	74216	319	CONSUMERS ENERGY	1,368.18
10/21	10/18/2021	74217	402	DEAN A KREH	445.00
10/21	10/18/2021	74218	2584	DON DOYLE	64.14
10/21	10/18/2021	74219	1679	DTE ENERGY	4,133.12
10/21	10/18/2021	74220	1920	DUNN HARDWARE & SUPPLY, I	30.99
10/21	10/18/2021	74221	2174	EMTERRA ENVIRONMENTAL U	36,141.66
10/21	10/18/2021	74222	2578	EVEAN GUNSELL	60.00
10/21	10/18/2021	74223	466	FERGUSON WATERWORKS #33	92.06
10/21	10/18/2021	74224	2766	FOSTER, SWIFT, COLLINS & SM	2,275.00
10/21	10/18/2021	74225	2295	GARY KOELZER	30.00
10/21	10/18/2021	74226	2807	HAILEY HARMON	59.91
10/21	10/18/2021	74227	2806	HAROLD POLEGA	74.00
10/21	10/18/2021	74228	596	HUBBELL, ROTH & CLARK, INC	2,326.54
10/21	10/18/2021	74229	2808	JAMES & CRYSTAL MAHAN	2.74
10/21	10/18/2021	74230	2802	JANA BROWN	30.00
10/21	10/18/2021	74231	1874	JENNIFER TRAHAN	422.91
10/21	10/18/2021	74232	1794	JOHN ECKEN	50.00
10/21	10/18/2021	74233	2793	JOY RICHARDS	5.00
10/21	10/18/2021	74234	2794	KENDRA UREEL	98.00
10/21	10/18/2021	74235	690	KENNETH FIELDS	30.00
10/21	10/18/2021	74236	2190	KIRK'S SUPPLY	173.98
10/21	10/18/2021	74237	2702	KRISTAL'S HELPING HAND LLC	710.00
10/21	10/18/2021	74238	2731	LAUREN AMELLAL	30.00
10/21	10/18/2021	74239	770	MARTIN ELECTRIC	10,000.00
10/21	10/18/2021	74240	2809	MARY ELLEN OSTERHOUT	43.00
10/21	10/18/2021	74241	2647	MATTHEW LANE	50.00
10/21	10/18/2021	74242	2591	MESSA	26,619.02
10/21	10/18/2021	74243	861	MICHAEL FADER	121.84
10/21	10/18/2021	74244	2787	MICHELE PERRY	50.00
10/21	10/18/2021	74245	830	MICHIGAN PIPE & VALVE-SAGI	432.00
10/21	10/18/2021	74246	2796	MIKE PAPP	38.00
10/21	10/18/2021	74247	2353	MML WORKERS' COMP FUND	26.25
10/21	10/18/2021	74248	2563	MONCHILOV SEWER SERVICE	3,400.00
10/21	10/18/2021	74249	930	NORTHERN TOOL & EQUIP. CO.	161.87
10/21	10/18/2021	74250	945	ORKIN - SAGINAW	55.00
10/21	10/18/2021	74251	2345	POLLARD WATER	154.50
10/21	10/18/2021	74252	1011	RANDY MARTIN	30.00

GL Period	Chk Issue Date	Check No	Vendor No	Payee	Amount
10/21	10/18/2021	74253	2105	RED WING SHOE STORE	508.08
10/21	10/18/2021	74254	2779	RITA PAPP	259.29
10/21	10/18/2021	74255	1054	ROWE PROFESSIONAL SVS CO	19,096.25
10/21	10/18/2021	74256	2340	STATE OF MICHIGAN	111.26
10/21	10/18/2021	74257	2811	SUSANN KURTZ	47.00
10/21	10/18/2021	74258	2812	TAMELA GONZALES	49.00
10/21	10/18/2021	74259	1686	THOMAS REESE	121.84
10/21	10/18/2021	74260	2691	THREE RIVERS CORPORATION	71,994.74
10/21	10/18/2021	74261	1189	THUMB CELLULAR	290.90
10/21	10/18/2021	74262	2186	THUMB COOLING & HEATING L	1,610.46
10/21	10/18/2021	74263	1192	THUMB OFFICE SUPPLY	87.98
10/21	10/18/2021	74264	2798	TOM GRASS	10.00
10/21	10/18/2021	74265	17	TUSCOLA COUNTY ADVERTISE	1,157.00
10/21	10/18/2021	74266	1252	TUSCOLA COUNTY TREASURE	207.50
10/21	10/18/2021	74267	2176	UNIVERSITY OF MIAMI	700.00
10/21	10/18/2021	74268	1271	USA BLUEBOOK	228.48
10/21	10/18/2021	74269	2799	WALTER MALBURG	48.00
Grand Totals:					198,926.00

Report Criteria:

Report type: Summary

# CITY OF CARO

MANAGER  
MATTHEW LANE  
CLERK  
RITA PAPP  
TREASURER  
MICHELE PERRY  
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  
JOE GREENE  
CITY COUNCIL  
BOB ESCHENBACHER  
DON HALL  
TISHA JONES-HOLUBEC  
JILL WHITE  
EMILY CAMPBELL  
KORY BATSCHEKE

To: Matthew Lane, City Manager, Caro City Council  
From: Brian Newcomb, Chief of Police  
Date: October 2, 2021  
Reference: September 2021 Monthly police activity report

## COMPLAINTS RECEIVED:

See attached complaint report.

- Caro Police were dispatched to 180 complaints during the month of September 2021.
- Comparison
  - August 2021- 193 complaints
  - September 2020- 197 complaints
  - August 2020-212 complaints
  - July 2021-194 complaints

## ARRESTS:

- Arrest count still affected by COVID.

## PATROL VEHICLE MILEAGE:

- Mileage driven in September 2021 was 2,759

## GASOLINE USED:

- 339.967 Gallons

## MUTUAL AID CALLS:

- See bottom of complaint breakdown report.

Abandoned Vehicle	1
Alarm	6
Animal at Large/dog bite	3
Animal Cruelty	
Armed Robbery	
Arson	
Assault/domestic	9
Assist to MSP within city limits	
Assist to TUSH within city limits	1
Assist to other PD within city limits	1
Assist to DPW	3
Assist to CARO FIRE	3
Assist to MMR	8
Assist to DHHS	
Attempt to locate	
Attempt suicide	
Barking Dog	
Blight	
Bond Condition Violation/Arrest	
Breaking and Entering	2
Civil dispute	2
Child Neglect/abuse	2
Commercial Sex	
counterfeit money (using, passing)	2
Criminal Sexual Conduct	1
Curfew Violation	
Disorderly Person	14
Dog left in vehicle	
Drug Overdose	
Eavesdropping	
Embezzlement	1
Emotionally Disturbed	2
Escape	
False Police Report	
Felonious Assault	
Fireworks	
Flee and Elude	
Found/lost Property	1
Forgery	
Fraud	3
Fugitive	

General Non-Criminal	6
Harassment	2
Health and Safety	
Hit and Run PDA	2
I D Theft	
Illegal Burn	
Indecent Exposure	1
Injury crash	1
Intimidation/threats	
Illegal Dumping	
Keys locked in Vehicle	
Kidnapping	
Larceny	3
Larceny from Auto	2
Liquor Inspection	15
Liquor Violations	
Malicious Destruction	2
Mental breakdown	5
Mental Pickup Order	
Minor in Possession	2
Misdemeanor Traffic-OWI	3
Misdemeanor Traffic-No Insurance	3
Misdemeanor Traffic-DWLS	3
Misdemeanor Traffic-No Registration	1
Missing Person	
Misuse of 911 system	2
Mutual Aid calls ** See Below**	1
Narcotics	2
Natural Death Invest	1
Noise	1
Obscenity	
PDA-traffic crash	11
Parole Violation	1
Probation Violation	
Prowler	
Public Relations	1
Resist/Obstruct officer	
Retail Fraud	3
Runaway (juvenile)	
Stalking	2
Sex Offense (other)	1

Suicidal person	1
Suicide	
Suspicious Situation	4
Terrorist Threat	
Threats	3
Tobacco violation	
Trespass	4
Traffic Policing	7
Warrant arrests	3
Weapons Violations	
Wire Fraud	2
UDAA (Vehicle Theft)	
Vehicle Inspection	
Verbal Domestic	3
Wellness Check	4

911 hangup

1. 1917 Dixon rd. assault in progress victim on ground

MSP



## VEHICLE MAINTENANCE RECORD FOR CAR 2

TOTAL MAINTENANCE COSTS		YEAR	2013	MAKE	FORD	MODEL	SUV	LICENSE	VIN NO.	1FM5K8AR0DGC06925		
Enter Starting Vehicle Mileage		Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21		
Enter Vehicle Mileage at End of Month		92,292	93,340	94,029	94,866	95,797	97,186	98,078	99,272	99,957		
Monthly Mileage Totals		93,340	94,029	94,866	95,797	97,186	98,078	99,272	99,957	100,576		
Total Mileage for Year		8,284	689	837	931	1,389	892	1,194	685	619		
Maintenance Cost Per Mile		\$0.27							0	0		
TYPE OF SERVICE												
VEHICLE MAINTENANCE COSTS												
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												
TOTAL MONTHLY MAINTENANCE COSTS		\$0.00	\$0.00	\$0.00	\$68.68	\$0.00	\$0.00	\$717.86	\$292.02	\$1,132.89	\$0.00	\$0.00

# VEHICLE MAINTENANCE RECORD FOR CAR 464

City of Caro Fire Department  
Monthly report to Council  
October 2021



September 2021 results

Run #	Date	Responsible party	Address	Incident	Area	Billing
197	9/3/2021	MMR	3750 Riley Rd.	CPR assist	Wells	nc
198	9/3/2021	Shawn Reitz	1884 E. Deckerville Rd.	smoke investigation	Almer	nc
199	9/7/2021	None	City aera	Storm Watch	City of Caro	nc
200	9/7/2021	DTE	184 Millwood St.	wires & tree down	City of Caro	7
201	9/7/2021	DTE	665 Court St.	wires arching	City of Caro	nc
202	9/7/2021	DTE	1624 Remington Rd.	wires & tree on fire	Almer	4
203	9/7/2021	DTE	Frank & Bush St.	transformer arching	City of Caro	nc
204	9/7/2021	DTE	1531 E. Caro Rd.	wires down on fire	Almer	5
205	9/7/2021	Rose Fader	2360 E. Gilford Rd.	tree on a house	Wells	2
206	9/7/2021	Elkland FD	Deckerville & Plain Rd.	wires down on road	Wells	nc
207	9/7/2021	DTE	Court & Bush St.	lightning strike	City of Caro	nc
208	9/7/2021	DTE	1624 Remington Rd.	wires across driveway	Almer	nc
209	9/7/2021	DTE	Columbia & Butler St./	transformer arching	City of Caro	nc
210	9/7/2021	DTE	2397 Colwood Rd.	wires down on road	Almer	6
211	9/7/2021	DTE	150 E. Burnside St.	wires arching	City of Caro	nc
212	9/7/2021	DTE	2099 N. Remington Rd.	wires down & arching	Almer	7
213	9/7/23021	DTE	1797 VanGeisen Rd.	street light fire	City of Caro	8
214	9/7/2021	DTE	301 E. Deckerville Rd.	power line down	Almer	nc
215	9/7/2021	DTE	632 Court St.	lines arching	City of Caro	nc
216	9/7/2021	DTE	170 Millwood St.	arching wires	City of Caro	nc
217	9/7/2021	Kathy Sellstone	791 Allen St.	noise investigation	City of Caro	nc
218	9/8/2021	Phillip Wright	444 Ellington St.	CO detector issue	Indianfields	3
219	9/9/2021	Ernest Gerstenberger	611 Court St.	Fire investigation	City of Caro	nc
220	9/11/2021	State of Mich.	2000 Chambers Rd.	false fire alarm	Indianfields	nc
221	9/12/2021	Kingston FD	3645 S. Plain Rd.	services not needed	Dayton	nc
222	9/14/2021	TWP. Cemetary	350 Ellington St.	phone lines down	Indianfields	nc
223	9/15/2021	State of Mich.	2000 Chambers Rd.	2nd. Fasle fire alarm	Indianfields	4
224	9/19/2021	Cory Limberger	S. of Riley on Hurds Corner	Extrication	Wells	3
225	9/20/2021	Brian Rourke	M-46 & Kile Rd.	Extrication	Juniata	4
226	9/21/2021	TI Auto	628 Columbia ST.	false fire alarm	City of Caro	9

All vehicles and equipment are in good emergency status

The department is finalizing the Grain Bin Rescue program, that included a donation from Poet in the amount of \$14,000.00

The Dept. holds a good stock of gloves, masks, face shields & gowns received from the County

The department did have 2 resignations, Captain James Heckroth & Lieutenant Jay Riley.

The department is reviewing one application.



## City of Caro Fire Department

## Monthly report to Council

page 2 Of 2

Oct-21

September 2021 results

227	9/22/2021	Timber Line Lodge	3771 N. Colwood Rd.	false fire alarm	Almer	nc
228	9/22/2021	MMR/Mark Waltz	1274 E. Caro Rd.	CPR/lift assist	Almer	nc
229	9/23/2021	DTE	303 W. Grant St.	wires down	City of Caro	10
230	9/23/2021	Kathy Sellstone	791 Allen St.	noise investigation	City of Caro	nc
231	9/23/2021	DPW	W. Gilford Rd.	tree fallen	City of Caro	nc
232	9/23/2021	DTE	2090 S. Fenner Rd.	wires across drive	Juniata	5
233	9/23/2021	DTE	121 E. Gamble Rd.	tree & wires down	City of Caro	11
234	9/23/2021	DTE	2325 E. Dayton Rd.	wires arching	Wells	nc
235	9/23/2021	DTE	2731 E. Dayton Rd.	wires arching	Wells	nc
236	9/23/2021	DTE	2520 E. Dayton Rd.	wires arching	Wells	nc
237	9/23/2021	DTE	323 W. Bush St.	pole on fire	City of Caro	12
238	9/25/2021	DTE	323 W. Bush St.	pole on fire	City of Caro	13
239	9/26/2021	Roy Smith	1159 E. Caro Rd.	smoke investigation	City of Caro	14

Grass/Field	Woods fire	Chimney fire contained
Garage fire , attached	Garage fire, unattached	Barn / Shed fires
Fire Works	Extrication, ALL 2	Rescue, other
Fire Alarms, no fire 4	Haz Mat Airplane issues	Structure contents
Vehicle Fires	Wire Calls, ALL 26	Illegal / unsafe fires
Oder Investigation 5	Gas Spills & Leaks	Camper fire
Medical assist to MMR 2	Carbon Monoxide 1	Apartment fires
Zone	Veh. Crash/ no Jaws	Residential House fire
Traffic Control 1	Water rescue	Landing
Human rescue 1	Church fire	Appliance fire
Missing person		Public Assistance
		Weather spotters 1
		Smoke detector activation

		<b>ALMER</b>	<b>9</b>	<b>CITY</b>	<b>20</b>
		<b>WELLS</b>	<b>6</b>	<b>INDIANFIELDS</b>	<b>4</b>
		<b>JUNIATA</b>	<b>2</b>	<b>ELLINGTON</b>	<b>0</b>
		<b>FD RENDERED</b>	<b>2</b>		
		<b>Total</b>	<b>43 Runs</b>		

Randall Heckroth, Code Enforcement Officer  
 Joseph Greene, City Mayor  
 Council Member Bob Eschenbacher  
 Tisha Jones-Holubec, Council Member

Matthew Lane, City Manager  
 Jill White, Council Member  
 Don Hall, Council Member  
 Kory Batschke, Council member

Sara Savage, City Clerk / Treasure  
 Gary Crews, City Attorney  
 Emily Campbell

Code Enforcement October 2021 report to Council,  
 for the month of September 2021

page 1 of 3

Address of violation	Date	Violation	Action taken
186 W. Gamble St.	9/7/2021	Tall grass	Blight mowed
168 Park Dr.	9/7/2021	Tall grass	Blight mowed
122 S. Hooper St.	9/13/2021	Garbage out early	1 <sup>st</sup> . notice
657 W. Sherman St.	9/13/2021	Blight vehicle	2 <sup>nd</sup> . notice
520 W. Burnside St.	9/13/2021	Blight vehicle	Case resolved
833 W. Frank St.	9/13/2021	Garbage out early	1 <sup>st</sup> . notice
202 W. Burnside St.	9/13/2021	Bricks falling	2 <sup>nd</sup> . notice
208 W. Grant St.	9/13/2021	Blight vehicle	Case resolved
1599 VanGeisen Rd.	9/13/2021	Garbage cans left out	1 <sup>st</sup> . notice
1094 S. Colling Rd.	9/13/2021	Blight structure	33 <sup>rd</sup> . offence \$500.00 ticket
186 W. Gamble St.	9/13/2021	Tall grass	Blight mowed
155 W. Gamble St.	9/13/2021	Blight vehicle	Case resolved
143 W. Gamble St.	9/13/2021	Yard junk	Case closed
161 W. Gamble St.	9/13/2021	Blight vehicle	Case resolved
771 Monroe St.	9/13/2021	Mattress in the driveway	Case resolved
775 Monroe St.	9/13/2021	Blight vehicle	Case resolved
114 E. Gamble St.	9/13/2021	Blight vehicle	Case resolved
402 Black St.	9/13/2021	Blight vehicle	Case resolved
114 Howard St.	9/13/2021	Junk items in yard	1 <sup>st</sup> . offence \$100.00 ticket
114 Howard St.	9/13/2021	Fallen shed and brush	2 <sup>nd</sup> . notice
121 Alexander St.	9/13/2021	Overgrown area	4 <sup>th</sup> . offence \$500.00 ticket
657 W. Sherman St.	9/20/2021	Blight vehicle	1 <sup>st</sup> . offence \$100.00 ticket
202 W. Burnside St.	9/20/2021	Blight structure	1 <sup>st</sup> . offence \$100.00 ticket
532 W. Gilford Rd.	9/20/2021	Garbage out early	1 <sup>st</sup> . notice
208 Quinn Ave.	9/20/2021	Blight vehicle	1 <sup>st</sup> . notice
320 N. Almer St.	9/20/2021	Garbage can left out	1 <sup>st</sup> . notice
1094 S. Colling Rd.	9/20/2021	Tall grass	Blight mowed
343 Wells St.	9/20/2021	Blight vehicle	Case resolved
118 Alexander St.	9/20/2021	Garbage out early	1 <sup>st</sup> . notice
327 W. Bush St.	9/20/2021	2 blight vehicles	Case resolved
1065 E. Northwood Dr.	9/20/2021	Blight vehicle	Case resolved
144 Butler St.	9/20/2021	Garbage out early	1 <sup>st</sup> . notice
155 Butler St.	9/20/2021	Garbage out early	2 <sup>nd</sup> . notice
327 Montague Ave.	9/20/2021	Garbage out early	1 <sup>st</sup> . notice
317 Montague Ave.	9/20/2021	Garbage out early	1 <sup>st</sup> . notice
300 Montague Ave.	9/21/2021	pallets	2 <sup>nd</sup> . offence \$250.00 ticket
300 Montague Ave.	9/21/2021	Makeshift fence blocking DPW	1 <sup>st</sup> . notice
534 S. Almer St.	9/21/2021	Garbage out early	2 <sup>nd</sup> . offence \$250.00 ticket
510 S. Almer St.	9/21/2021	Garbage out early	1 <sup>st</sup> . notice
523 S. Almer St.	9/21/2021	Garbage out early	1 <sup>st</sup> . notice

## Code Enforcement Office

317 S. State St. Caro, Michigan 48723

989-673-1373    [rheckroth@carocity.net](mailto:rheckroth@carocity.net)

Randall Heckroth, Code Enforcement Officer  
Joseph Greene, City Mayor  
Council Member Bob Eschenbacher  
Tisha Jones-Holubec, Council Member

Matthew Lane, City Manager  
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## Code Enforcement October 2021 report to Council, for the month of September 2021

page 2 of 3

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## Code Enforcement October 2021 report to Council, for the month of September 2021

page 3 of 3

# Memorandum

**To:** City Council  
**From:** Rita Papp  
**Date:** October 15, 2021  
**Re:** Municipal Parking Violations Report, September 2021

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

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

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

# 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.
- City DPW Personnel will be responsible for Banner placement.
- City Council must approve all requests for Banners.
- Banners shall be hung for a period not to exceed two weeks.
- No Banners will be stored by City.
- 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 factor.

### BANNER REQUEST

NAME April Mayer PHONE (989)672-1720  
ORGANIZATION Human Development Commission  
EVENT October is Domestic Violence Awareness Month  
DATE YOU WISH BANNERS TO BE PUT UP OCT. 19th 2021  
DATE YOU WISH BANNERS TO BE TAKEN DOWN OCT. 31st 2021

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

\_\_\_\_\_ Date \_\_\_\_\_

Adopted by Council: 04-03-06

Revised 09-07-21

Policy # 06-002

# CITY OF CARO

MANAGER  
MATTHEW LANE  
CLERK  
RITA PAPP  
TREASURER  
MICHELE PERRY  
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  
JOE GREENE  
CITY COUNCIL  
BOB ESCHENBACHER  
DON HALL  
TISHA JONES-HOLUBEC  
JILL WHITE  
EMILY CAMPBELL  
KORY BATSCHEKE

## MEMORANDUM

**TO:** City Council  
**FROM:** Michele Perry, City Treasurer  
**DATE:** October 13, 2021  
**RE:** Civic System Software upgrade and additional user license

### **BACKGROUND:**

The current accounting software we use was last upgraded by the City in 2016. Since then Civic Systems has put out a newer version. I have contacted Civic Systems to get a quote on the latest version and an additional user license.

After having a Zoom conference call with 2 sales representatives at Civic Systems they suggested we upgrade to the latest version, purchase the additional user license and also purchase a new module in their software that allows unlimited concurrent users and is only for viewing information. Civic Systems also does quarterly upgrades to their software now which is not something they have done in the past, ie.. there will not be a need to upgrade the software again because it is built into the cost of the newer software.

New version of Civic Systems Software – Connect	\$39,800
Additional module – miViewPoint	4,100
Less connect Upgrade Discount	(29,550)
Conversion/Setup New Module	300
Training New Module	300
 Total cost	 <u>\$14,950</u>

The annual support cost for the software will stay the same at \$5,392 per year with an additional \$700 for the annual support for the new module if it is purchased.

### **RECOMMENDATION:**

It is my recommendation that City Council approve the purchase of the upgraded software, the additional user license and the miViewPoint module. I am making this recommendation to the City Council to purchase the above items because these items will help the office run more efficient, the cost savings of not having to purchase another costly upgrade in a few years due to the upgrades being done quarterly at no additional cost and upgraded software is more user friendly. Lastly, I am recommending we get the upgraded software before we implement the Ready To Serve rates.

### **MOTION:**

Option 1:

To ACCEPT the recommendation of the City Treasurer and approve the purchase of the new version of Civic Systems, the additional user license and the additional module at a total cost of not more than \$14,950.

# CITY OF CARO

MANAGER  
MATTHEW LANE  
CLERK  
RITA PAPP  
TREASURER  
MICHELE PERRY  
ATTORNEY  
LAURA GENOVICH

317 South State Street  
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KORY BATSCHEKE

Option 2:

To DECLINE the recommendation of the City Treasurer.

Option 3:

To POSTPONE action until the next Council Meeting.

**Computer Software and  
Conversion Services Proposal**  
**City of Caro**  
**Prepared by Civic Systems, LLC**



A SUBSIDIARY OF BAKER TILLY US, LLP

Civic Systems, LLC  
4807 Innovate Ln  
P.O. Box 7398  
Madison, WI 53707-7398  
Phone: 888.241.1517  
Fax: 608.249.1050  
[mlaesch@civicsystems.com](mailto:mlaesch@civicsystems.com)  
[www.civicsystems.com](http://www.civicsystems.com)

October 5, 2021

# Software Purchase Agreement

Civic Systems, LLC  
4807 Innovate Ln  
P.O. Box 7398  
Madison, WI 53707-7398

City of Caro  
317 S State Street  
Caro, MI 48723

You agree to purchase the software and services detailed below and Civic Systems, LLC agrees to provide them. **Payment is due upon execution of the contract unless other payment terms are negotiated.** The information provided in this proposal is valid for 90 days.

## INVESTMENT SUMMARY

Connect License Fees (6 Concurrent Users)	\$ 43,900
<i>Less Connect Upgrade Discount</i>	(29,550)
Conversion/Setup New Modules	300
Training New Modules	<u>300</u>
<b>TOTAL INVESTMENT</b>	<b>\$ <u>14,950</u></b>
<b>ANNUAL SUPPORT INCREASE</b>	<b>\$ <u>700</u></b>

Annual Support will be the same as it is with the current version of the software

\*Travel costs are not included. Travel costs are not needed as all trainings for the upgrade are provided through videos and a Zoom walkthrough. All new module training will be done through Zoom also.

## SIGNATURE AGREEMENT

The signatures below indicate each party's acceptance and understanding of the Computer Software and Services Contract, Attachment A -- Caselle Software Distribution Agreement, and Attachment B -- Civic Support Agreement.

### CITY OF CARO, MI

Signature: \_\_\_\_\_

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

Date: \_\_\_\_\_

### CIVIC SYSTEMS, LLC

Signature: \_\_\_\_\_

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

Date: \_\_\_\_\_



strong software, strong community

A SUBSIDIARY OF BAKER TILLY US, LLP

## Selected Modules Detailed Costs

### LICENSE FEES (5 CONCURRENT USERS)

Connect Upgrade Modules	License Fee	Conversion	Training Cost	Total Investment	Annual Support Increase
Based on 6 Concurrent User Licenses	\$ 1,000	\$ 0	\$ 0	\$ 1,000	--
Accounts Payable	5,500	Included	Videos	5,500	--
Accounts Receivable	5,500	Included	Videos	5,500	--
Cash Receipting	4,500	Included	Videos	4,500	--
Payment Import	Included	Included	Videos	Included	--
General Ledger	5,500	Included	Videos	5,500	--
Activity Reporting	Included	Included	Videos	Included	--
Bank Rec	Included	Included	Videos	Included	--
Budgeting	Included	Included	Videos	Included	--
miViewPoint (department Head Dashboard)*	3,500	300	300	4,100	700
Payroll	8,200	Included	Videos	8,200	--
Direct Deposit	Included	Included	Videos	Included	--
Electronic Submittals*	1,000	Included	Videos	1,000	--
miPay Online (Electronic W2s and Paystubs)*	FREE	Included	Videos	FREE	--
Utility Billing	9,200	Included	Videos	9,200	--
Electronic Read Interface	Included	Included	Videos	Included	--
Tax Certification	Included	Included	Videos	Included	--
Conversion And Setup Estimates	Included	Included	Videos	Included	--
Less: Upgrade Discount	(29,550)	--	--	(29,550)	--
<b>TOTALS COSTS</b>	<b><u>14,350</u></b>	<b><u>300</u></b>	<b><u>300</u></b>	<b><u>14,950</u></b>	<b><u>700</u></b>

\*New Modules

## Optional Module Detailed Costs

### OPTIONAL MODULES

Selected Product Descriptions	License Fee 5 Concurrent	One-Time conversion/ setup	Training and Onsite Assistance Cost/Days	Year one Total w/o Support	Annual Fees*
Concurrent Users Above 6 (each)	\$ 2,000	\$ 0	\$ 0	\$ 2,000	\$ 500
General Ledger Ad Ons					
miExcel GL	2,000	--	300	2,300	500

\*Above amounts do not include travel expenses

## HARDWARE REQUIREMENTS

### Network System Requirements – Caselle® Connect – Network

Important! Using servers or workstations that do NOT meet the specified network system requirements may result in unsatisfactory performance and response times. This document lists the minimum hardware and software requirements for installing Connect.

Network Server Operating System	Microsoft® Windows 2012, 2012 R2, 2016 Server (64-bit) or 2019 (64-bit)
Network Server Equipment	Intel® Xeon® Quad-Core Processor 3.0 Ghz or higher   Minimum 16 GB of available RAM   30 GB available disk space for Caselle Connect applications (180 MB) and data   Separate physical hard drive for SQL log file 8-15 K SAS HDD preferred   Color SVGA .28 Monitor   1 GB Ethernet Network Card   1 GB Ethernet Switch   DVDRW Drive All hardware must be Microsoft® certified (request printed certification documents). Intel® Core™ i3, Intel® Celeron®, and AMD Sempron™, and Intel® Pentium processors are NOT recommended.
Database Server Equipment and Operating System	<ul style="list-style-type: none"><li>• Use the Recommended Network Server. For better performance, increase memory on network server or, use a separate Database Server (same specifications as the Network Server).</li><li>• Networks with more than ten workstations may require faster processors and/or more memory than the recommended.</li></ul>
Database Software	Microsoft® SQL Server 2012 (64-bit), 2014 (64-bit) or 2016 (64-bit), or 2019 (64-bit)
Network Server and Database Server Power Protection	True On-Line UPS, 600 Voltamps minimum with UPS Monitoring card, cable, and software.
Workstation Computer	Intel Core 2 Duo, i5, or i7 (3 GHz or higher)   8 GB of available RAM   30 GB available disk space for Caselle Connect applications (180 MB) and data   LCD Monitor All hardware must be Microsoft® certified (request printed certification documents). Intel® Core™ i3, Intel® Celeron®, and AMD Sempron™, and Intel® Pentium processors are NOT recommended.
Workstation Operating System	Windows 10™ Professional (64-bit).
Workstation Power Protection	UPS/Battery backup unit
Backup System	Network quality system to back up fileserver hard drive on one tape and provide tape read after write verification. Make sure the backup system supports backing up MSSQL Databases. Example: Backup Exec with SQL Agent.
Data File Transfer	DVDRW Drive
Printer	HP Laser Printer or Canon Copiers with PCL or Postscript Drivers
Receipt Printer	Ithaca 9000 and 1500 Series Printers   Star TSP100   Epson TM – U325, TM-U675, and Epson TM – H6000IV
Internet Access	DSL, ISDN, or T1 Explanation: Caselle® Applications require Internet access to download program updates. Using an Internet connection that is slower than 256 Kbps will take significantly longer to download data.
Email	Email that is compatible with Microsoft® Windows.
Network Installer	Microsoft® Certified
Web Services	IIS 7 (Windows Server 2008, 2012)
miViewPoint Only needed if miViewPoint is being installed.	IIS 7 or later   30 GB of available disk space for miViewPoint on the IIS and SQL Servers   Modern Web Browser on any PC using miViewPoint (IE11 or greater, up to date Chrome, or up to date Firefox) If miViewPoint is made internet available a modern mobile browser is required.

# Attachment A – Caselle Software License Agreement

Caselle  
1656 S East Bay Blvd, Ste 100  
Provo, UT 84606

CASELLE, INC.

## SOFTWARE LICENSE AGREEMENT

Caselle Agrees to provide the software to you, subject to the following terms and conditions.

### 1. GRANT OF LICENSE

Caselle, Inc. and its Licensors agrees to grant, and You agree to accept a limited, non-transferable, non-exclusive license ("License") to use the computer programs, with the accompanying manuals, literature and other materials ("Software") as detailed under Items, subject to the terms and conditions of this Software License Agreement and subject to termination as provided herein. The term Software shall also include all revisions, updates, enhancements and new modules or add-ons to the existing Software as detailed under Items.

### 2. TITLE AND CONFIDENTIALITY

Title and full ownership rights to the Software licensed under this agreement, including, without limitation, all intellectual property rights therein and thereto, and any copies You make, remain with Caselle. It is agreed the Software is the proprietary, confidential, trade secret property of Caselle, whether or not any portions thereof are or may be copyrighted and You shall take all reasonable steps necessary to protect the confidential nature of the Software as You would take to protect Your own confidential and trade secret information. You further agree that You shall not make any disclosure of any or all such Software (including methods or concepts utilized therein) to anyone, except to employees, agents, or contractors working for You to whom such disclosure is necessary to the use for which rights are granted hereunder. You shall appropriately notify all employees, agents, and contractors to whom any such disclosure is made that such disclosure is made in confidence and shall be kept in confidence by them. Upon Caselle's request, such employees, agents, and contractors shall enter into an appropriate confidentiality agreement for secrecy and nonuse of such information which by its terms shall be enforceable by injunctive relief at the request of Caselle. If Caselle makes such a request, it shall provide You with the appropriate confidentiality agreements. The obligations imposed by this section upon You, Your employees, agents, and contractors, shall survive and continue after any termination of rights under this Agreement. It shall not be a breach of this agreement if you are required to disclose or make the Software available to a third party or to a court if the Software is required to be disclosed pursuant to a state's "open records" law, or is subpoenaed or otherwise ordered by an administrative agency or court of competent jurisdiction to be produced.

### 3. LICENSE

#### You may:

- A. Use the Software on a single CPU or network ("System") for the appropriate number of users. The Software may be moved to and used on another System, but shall under no circumstances be used on more than one System at a time.
- B. Make System readable copies of the software media provided with the Software as required for backup protection. Such copies may only be used in support of Your use of the Software on the System and may not be used for any other purpose. Each of these copies must have a label placed on the media indicating the Software is a proprietary product of Caselle.

#### You may not:

- A. Rent, lease, sublicense, assign, sell, loan or otherwise transfer this Software, in whole or in part, except as expressly permitted by this Agreement.
- B. Inspect, disassemble, decompile, reverse engineer or in any way attempt to determine the internal methods of the Software.
- C. Modify the Software or merge it into any other product without the express written consent of Caselle.
- D. Reproduce, prepare derivative works based upon, transmit or distribute the Software, or any part of it, in any form or by any means except as expressly permitted in this Agreement.
- E. Permanently transfer or assign the Software and the rights under this License to another party without the express written consent of Caselle.
- F. Use the Software to provide accounting services to multiple government agencies other than Your own.

Any attempt to do any of the above (A to F) shall void and terminate this Agreement.

### 4. TERM

This Software License Agreement is and shall be effective from the date of full execution and shall remain in force until terminated. You may terminate this Agreement at any time by notifying Caselle in writing and returning all copies and modifications of the Software within 30 days of such notification. Your License terminates automatically if you materially fail to comply with any terms or conditions of this Agreement and You must return all copies and modifications of the Software to Caselle or its agent within 30 days of receipt of written notification of such termination. For each day You retain the Software without a valid License You agree to pay Caselle \$100.

# Attachment A – Caselle Software License Agreement

## 5. WARRANTY

Caselle warrants that it has sufficient right and title to the Software to grant You this License. For one (1) year from the date of receipt of the Software ("Warranty Period"), Caselle also warrants the Software media to be free from defects in materials and workmanship under normal use, and Software operation will substantially conform to the specification published by Caselle. If an error or a defect in the Software or its media becomes apparent within the Warranty Period, You must promptly notify Caselle, in writing, describing the defect. Upon confirming the error or defect Caselle will, at its exclusive option, repair or replace the item or refund the price paid for the defective item. Caselle does not warrant that the functions contained in the Software will meet Your requirements or that the operation of the Software will be uninterrupted or error free. The entire risk as to the results and performance of the Software is assumed by You. The warranty does not cover Software modified by anyone other than Caselle and problems with, or caused by, computer hardware or non-Caselle software.

## 6. DISCLAIMERS AND LIMITATIONS OF REMEDIES

Except as specifically stated in this Agreement, the Software is Licensed "as is" without warranty of any kind, either express or implied, including, but not limited to implied warranties of merchantability and fitness for a particular purpose. In no event shall Caselle be liable for any indirect, special or consequential damages, including, but not limited to, loss of anticipated profits, revenue or savings, business interruption or loss of business information arising from the use of or inability to use the Software or breach of any expressed or implied warranty, even if Caselle or its agent has been advised of the possibility of such damages. These limitations shall apply notwithstanding the failure of an essential purpose of any limited remedy. Caselle's aggregate liability under this agreement for damage will not, in any event, whether based upon contract, negligence, strict liability in tort, warranty or any other basis, exceed the License fees paid by You for the Software.

## 7. ADDITIONAL SERVICES

Support, Training and Data Conversion for the Software will be provided directly by Caselle, or its authorized agent, and are subject to separate agreements.

## 8. GENERAL

- A. The Warranty and Limitation of Remedies gives You specific legal rights. You may also have other rights, which vary from state to state, in which case the greater right will apply.
- B. This Agreement shall be governed and construed in accordance with the laws of the State of Michigan and You hereby consent to the jurisdiction of State and Federal courts in Michigan. If any part of this Agreement violates applicable law, that part shall be deemed to be amended to the extent necessary to comply with the law.
- C. This Agreement constitutes the entire Agreement between Caselle and You and supersedes any prior Agreement or understanding, written or oral. Except as provided herein, this Agreement may not be amended or supplemented except in writing and properly executed by both parties.
- D. If any provision of this Agreement shall be adjudged by a court to be void or unenforceable, the same shall in no way affect any other provision of this Agreement or the validity or the enforceability of this Agreement.
- E. All rights and remedies provided herein are cumulative and are in addition to all other rights and remedies available at law or equity.
- F. In the event that either party successfully takes legal action to enforce any provision of this Agreement the unsuccessful party shall pay full costs and expenses of such action, including reasonable attorney's fees.
- G. Any notice required by this Agreement shall be deemed to have been properly given if sent by registered or certified mail.
- H. The waiver of any breach or default of this Agreement shall constitute a waiver only as to such particular breach or default and shall not constitute a waiver of any other breach or default. Failure to act by either party in exercising any right, power, or remedy under this Agreement, except as specifically provided herein, shall not operate as a waiver of any such right, power or remedy, and will not affect the validity of the whole or any part of this Agreement, or prejudice such party's right to take subsequent action.
- I. Neither party shall be held liable for delays in any of its performance resulting from acts of God, war, civil disturbance, court order, labor dispute or any other cause beyond its control.
- J. The relationship of the Parties shall be solely that of independent contractors. No partnership, joint venture, employment, agency or other relationship is formed, intended or to be inferred under this Agreement. Neither party to this Agreement shall attempt to bind the other, incur liabilities on behalf of the other, act as agent of the other, or authorize any representation contrary to the foregoing.
- K. This Agreement is binding upon and shall inure to the benefit of the parties, their successors and assigns. However, this Agreement is not assignable by you. This Agreement is personal to you and neither the Agreement, nor the rights or duties hereunder, may be voluntarily or involuntarily, directly or indirectly, assigned or otherwise transferred without the prior written consent of Caselle. Any unauthorized assignment or transfer shall constitute a breach hereof and shall be voidable by Caselle.

# Attachment B – Support Agreement

## CIVIC SUPPORT AGREEMENT

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This Support Agreement is made by and between the CITY OF CARO (client), 317 S State Street, Caro, MI 48723, and CIVIC SYSTEMS, LLC (Civic), 4807 Innovate Ln, Madison, Wisconsin 53707-7398.

### TERMS AND CONDITIONS

#### 1. DEFINITIONS

For purposes of this Civic Support Agreement, the subsequent capitalized terms will have the following meanings:

- A. "Client" – Will denote the CITY OF CARO, MI.
- B. "Civic" – Will denote Civic Systems, LLC.
- C. "Services" – Will denote services related to software training, onsite implementation assistance, and conversion services, as more specifically set forth in the "Conversion Services" attached hereto as Attachment "B".
- D. "Software" – Will denote end user computer programs and modules purchased by the Client from Civic, as more specifically set forth in the "Cost Detail" attached hereto as Attachment "A".
- E. "Product" – Will denote any goods or services produced by a third-party entity other than Civic.

#### 2. TERM

The initial term of this Support Agreement is for a period of 1 year(s) from the effective date. The effective date is defined as the date the first module is implemented and considered "live". Upon expiration of the initial term of the Support Agreement, it shall be deemed renewed with the same terms and conditions for further successive periods of one (1) year(s) unless either party has given the other party written notice not less than thirty (30) days prior to the expiration of the initial term or subsequent renewal term(s).

#### 3. CHARGES

Civic will invoice client on the effective date and semi-annually thereafter. Invoices are sent in December for Support services rendered in the subsequent six (6) months for January through June. Invoices are sent in June for Support services rendered in the subsequent six (6) months for July through December. All invoices are due within 30 days of the invoice date. Invoices not paid within 30 days are subject to 1.5% interest per month or an annual interest rate of 18% per year. Civic will cease any and all Support services for any invoice not paid within 90 days until payment is made in full. Civic has the right to increase support charges at each anniversary or the effective date. Written notice of such increases shall be given to client not less than thirty (30) days before the anniversary of the effective date.

#### 4. SERVICE HOURS

Civic will provide telephone and web support service five business days a week, from 8 AM to 5 PM Central Standard Time, excluding nationally recognized holidays. Annual support charges do not cover on-site support.

#### 5. SERVICE NOTIFICATION

Client shall notify Civic of support tickets, by contacting Civic support and identifying the issue and symptoms. Notification may be made to Civic via telephone, web, e-mail or fax, as outlined below and in any of the methods outlined in the SOFTWARE SUPPORT section below.

Telephone:	608 240 2600
Toll-Free:	800 241 1517
Fax:	608 249 1050
E-mail:	<a href="mailto:support@civicsystems.com">support@civicsystems.com</a>
Website:	<a href="http://www.civicsystems.com">http://www.civicsystems.com</a>

# Attachment B – Support Agreement

## 6. TERMINATION OF AGREEMENT

This Support Agreement may be terminated as outlined under the **TERM** section above. In addition, Civic or client shall terminate this agreement immediately upon written notice thereof to the other party, in the event the other party shall have breached a material provision of this Support Agreement, which breach shall not have been cured within a thirty (30) day period. If breach is not capable of being cured within such thirty (30) day period, this Support Agreement shall not be terminable so long as the party committing such breach shall have established to the reasonable satisfaction of the other party that it is using all diligent efforts to effect such cure.

This Support Agreement may be terminated by either party effective immediately and without notice, upon: (i) the dissolution, termination of existence, liquidation or insolvency of the other party, (ii) the appointment of a custodian or receiver for the other party, (iii) the institution by or against the other party of any proceeding under the United States Bankruptcy Code or any other foreign, federal or state bankruptcy, receivership, insolvency or other similar law affecting the rights of creditors generally, or (iv) the making by the other party of any assignment for the benefit of creditors.

## 7. ASSIGNMENTS

Civic shall not assign, transfer or pledge this Support Agreement and/or the services to be performed, whether in whole or in part, nor assign any monies due or to become due to it without the prior written consent of client. A consent to assign shall be subject to such conditions and provisions as client may deem necessary, accomplished by execution of a form signed by client, Civic, and the assignee.

## 8. PLACE OF USE

The Customer shall provide a suitable, clean location for the installation and operation of the Product, including adequate surge protection on the electrical supply source.

## 9. RISK OF LOSS

This Support Agreement does not cover service, maintenance or repair necessitated by loss or damage resulting from any cause beyond the control of Civic, including, but not limited to loss or damage due to fire, water, lightning, earthquake, riot, unauthorized service or modifications, theft, or any other cause originating outside the Product.

## 10. PERFORMANCE

Civic shall exercise its best efforts in performing services covered under this Support Agreement, but shall not be liable for damages, direct or otherwise, for failure to perform services at a location deemed hazardous to health or safety or arising out of delays or failure in furnishing parts or services caused by Acts of God, Acts of Government, labor disputes or difficulties, failure of transportation or other causes beyond its control, or for any consequential damage whatsoever.

## 11. LIABILITY

Civic is only obligated to provide software support services for the most currently released version of the Software, and the immediately preceding version. Civic shall not be responsible, nor incur liability of any kind, nature or description to client, its agents or employees or any other firm or corporation, whether direct or consequential, in event of failure or fault in condition or operation of the Product or for errors of omission in the transmission or display of information arising from the actual or alleged use of operation of the Product.

## Attachment B – Support Agreement

### 11. Warranty

- A. Each party represents and warrants to the other that it has full power and authority to enter into and perform this Agreement and the person signing this Agreement on behalf of each party hereto has been properly authorized and empowered to enter into this Agreement.
- B. Client warrants that it has the legal right and authority, and will continue to have the legal right and authority during the term of this Agreement, to operate, configure, provide, place, install, upgrade, add, maintain and repair (and authorize Civic to do any of the foregoing to the extent the same are included in the Services) the hardware, software and data that comprises any of client's information technology system upon which or related to which Civic provides Services under this Agreement.
- C. Civic represents and warrants that materials produced or used under this contract, including but not limited to software hardware, documentation, and/or any other item, do not and will not infringe upon any intellectual property rights of another, including without limitation patents, copyrights, trade secrets, trade names, and service marks and names.
- D. If a third party claim that the Software infringes upon any intellectual property rights of another which causes client's reasonable use of the software or other material supplied under this contract to be seriously endangered or disrupted, Civic shall promptly, without additional charge to client either procure for client the right to continue using the software or other material, or replace or modify that software or material so that it becomes non-infringing, provided that such replacement or modified software or material has the same functional characteristics as the infringing software or material. If none of the foregoing alternatives are possible even after Civic's best efforts, client shall have the right at its election, to terminate the license to the infringing software and Civic shall promptly refund to client all fees, costs, and charges paid by client to Civic for that software or material and any other software or material reasonably rendered ineffective as the result of said infringement.
- E. Civic warrants that any Services that it provides to client under this Agreement will be performed in accordance with generally accepted industry standards of care and competence. Client's sole and exclusive remedy for a breach of Civic's warranty will be for Civic, in its sole discretion, to either: (i) use its reasonable commercial efforts to re-perform or correct the Services, or (ii) refund the fee client paid for the Services that are in breach of Civic's warranty. Client must make a claim for breach of warranty in writing within thirty (30) days of the date that the Services that do not comply with Civic's warranty are performed. This warranty is voided in the event that client makes alterations to the Services provided by Civic or to the environment in which Services are used (including the physical, network and systems environments). If client does not notify Civic of a breach of Civic's warranty during that 30-day period, client will be deemed to have irrevocably accepted the Services.
- F. Civic does not warrant any third-party product (each, a "Product"). All Products are provided to client by Civic "AS IS." Civic will, to the extent it is allowed to by its vendors, pass through any warranties and indemnifications provided by the manufacturer of the Product. Client acknowledges that no employee of Civic or any other party is authorized to make any representation or warranty on behalf of Civic that is not in this Agreement.

## Attachment B – Support Agreement

### 12. LIMITATION ON LIABILITY

In no event will Civic's liability exceed the license fees, services, and support fees paid to date by the Customer to Civic. This limitation of liability is intended to apply to the full extent allowed by law, regardless of the grounds or nature of any claim asserted, including the negligence of either party. In no event shall either party be liable for ANY lost profits, LOST Business opportunity, lost data, consequential, special, incidental, exemplary or punitive damages arising out of or related to this Agreement.

Customer will indemnify Civic, its parent company (Baker Tilly US, LLP) and their present or former partners, principals, employees, officers and agents against all costs, fees, expenses, damages and liabilities (including attorney's fees and all defense costs) associated with any third-party claim, relating to or arising as a result of the Services of this Agreement.

In the event Civic is requested by the Customer; or required by government regulation, subpoena, or other legal process to produce its engagement working papers or its personnel as witnesses with respect to its Services rendered for the Customer, so long as Civic is not a party to the proceeding in which the information is sought, Customer will reimburse Civic for its professional time and expenses, as well as the fees and legal expenses, incurred in responding to such a request.

Civic will indemnify Customer against any damage or expense relating to bodily injury or death of any person or tangible damage to real and/or personal property incurred while Civic is performing the Services to the extent such damage is caused solely by the negligent acts or willful misconduct of Civic's personnel or agents in performing the Services.

Customer accepts and acknowledges that any legal proceedings arising from or in connection with the services provided under this Agreement must be commenced within twelve (12) months after the performance of the Services for which the action is brought, without consideration as to the time of discovery of any claim.

### 13. DEFAULT

In the event of payment default by client, Civic shall be entitled to collect interest and collection costs, including court costs and reasonable attorney fees. In the event of default by the Customer in any term or condition herein, Civic may, at its option, refuse service or terminate its obligations under this Agreement.

### 14. FORCE MAJEURE

In the event that either party is prevented from performing, or is unable to perform, any of its obligations under this Agreement due to any act of God, fire, casualty, flood, war, strike, lock out, failure of public utilities, injunction or any act, exercise, assertion or requirement of any governmental authority, epidemic, destruction of production facilities, insurrection, inability to obtain labor, materials, equipment, transportation or energy sufficient to meet needs, or any other cause beyond the reasonable control of the party invoking this provision ("Force Majeure Event"), and if such party shall have used reasonable efforts to avoid such occurrence and minimize its duration and has given prompt written notice to the other party, then the affected party's failure to perform shall be excused and the period of performance shall be deemed extended to reflect such delay as agreed upon by the parties.

## Attachment B – Support Agreement

### 15. NOTIFICATION

All notices or communications required or permitted as a part of the Agreement shall be in writing (unless another verifiable medium is expressly authorized) and shall be deemed delivered when:

- A. Actually received, or
- B. Upon receipt by sender of a certified mail, return receipt signed by an employee or agent of the party, or
- C. If not actually received, ten (10) days after deposit with the United States Postal Service authorized mail center with proper postage (certified mail, return receipt requested) affixed and addressed to the respective other party at the address set forth below or
- D. Upon delivery by client of the notice to an authorized Civic representative while at client site.

The addresses of the parties to this Agreement are as follows:

Civic Systems, LLC  
4807 Innovate Ln  
P.O. Box 7398  
Madison, WI 53707-7398

City of Caro  
317 S State Street  
Caro, MI 48723

### 16. WAIVER

This instrument contains the entire Agreement for support of the parties. It cannot be changed, altered or modified orally. All changes or modifications must be in writing by the parties hereto.

### 17. SOFTWARE SUPPORT

The customer will supply the conditions and data which caused the malfunction and help reproduce the failure. The following services are part of the Support Agreement:

- A. Telephone and Internet Support – Unlimited and reasonable telephone technical support is provided during the hours specified in the Service Hours section above. In addition, client has the ability to log support issues and search a knowledge base utilizing Civic's customer support portal over the internet twenty-four (24) hours a day, seven (7) days a week. Technical support history, including issue and resolution, shall be available to client via the customer support portal over the internet for a period of three (3) years. Civic shall, on occasion, employ software tools that utilize the internet to troubleshoot technical support issues.
- B. Bug fixes and Updates – Civic shall provide client with all bug fixes and updates within twenty (20) days of receiving bug fixes and updates upon satisfactory software testing by Civic. Documentation communicating bug fixes, updates, and changes to the database schema shall be sent to client.
- C. Software Upgrades – Civic shall provide client with upgrades to the current platform when available. Civic shall provide client with all upgrades within thirty (30) days of satisfactory software testing by Civic. All relevant documentation communicating enhancements, changes to user manuals, changes to the database schema, etc. shall be sent to client.
- D. Trained Employees – Support will be provided to any employee that has completed formal training with Civic. Client shall notify Civic of any new employees requiring software support. New employees must schedule formal training with Civic at the current daily rate before support services are provided under the Support Agreement. If software support is required before training takes place, Civic will provide support as long as training has been scheduled with Civic

### 18. MISCELLANEOUS

This Support Agreement covers those services rendered for pre and post “go-live”.



1725 W. Caro Road • Caro, Michigan 48723

Tele: 989-673-4171 • Fax: 989-673-7229

CITY OF CARO

DEPARTMENT OF PUBLIC WORKS

VEHICLE BID

THANK YOU FOR THE OPPORTUNITY TO ASSIST THE CITY OF CARO WITH VEHICLE NEEDS. ALL PRICING IS BASED ON FORD FLEET PRICING, TAX EXEMPT STATUS AND INCLUDES STATE FEES. ADEQUATE FUEL AND DELIVERY TO THE DPW IS INCLUDED AT NO ADDITIONAL CHARGE.

### **2022 FORD F250 XL 4X4 CREW CAB 6.5' BOX (160" WHEELBASE)**

SCHOOL BUS YELLOW/MEDIUM EARTH GRAY CLOTH 40/20/40 FRONT  
6.2L V8 GAS ENGINE/6 SPEED AUTOMATIC TRANSMISSION  
POWER EQUIPMENT GROUP  
17" BSW ALL SEASON TIRES WITH SPARE  
3:73 ELOCKING REAR AXLE  
TRAILER TOW PACKAGE/SNOWPLOW PACKAGE/UPFITTER SWITCHES  
FORD TOUGH BED SPRAY IN LINER  
DAY TIME RUNNING LIGHTS

**VEHICLE COST** \$35,452

**STATE FEES** 125

**FUEL/DELIVERY TO DPW** NO CHARGE

**TOTAL DELIVERED VEHICLE** \$35,577

AS YOU MAY BE AWARE, 2021 HAS BEEN AN UNUSUAL YEAR IN THE AUTO INDUSTRY SO TIME IS OF THE ESSENCE! AS OF TODAY, THE 2022 FORD FLEET ORDER BANKS ARE STILL OPEN, BUT IS SUBJECT TO CHANGE WITH NO NOTICE. AT THIS TIME, A LATE SPRING DELIVERY IS ANTICIPATED.

PLEASE FEEL FREE TO CONTACT EITHER HEATH PETERS OR ME IF YOU HAVE ANY QUESTIONS OR NEED ADDITIONAL INFORMATION. I CAN BE REACHED BY EMAIL AT [smlarson13@yahoo.com](mailto:smlarson13@yahoo.com) or by phone at THE DEALERSHIP AT 989-673-4171 x247 OR MY CELL AT 989-551-1483.

A handwritten signature in black ink that reads "Sue Larson".

SUE LARSON

NEW, USED AND FLEET SALES



# CITY OF CARO

MANAGER  
MATTHEW LANE  
CLERK  
RITA PAPP  
TREASURER  
MICHELE PERRY  
ATTORNEY  
LAURA GENOVICH

317 South State Street  
Caro MI 48723  
Phone 989-673-7671  
Fax 989-673-7310  
Website [www.carocity.net](http://www.carocity.net)

MAYOR  
JOE GREENE  
CITY COUNCIL  
BOB ESCHENBACHER  
DON HALL  
TISHA JONES-HOLUBEC  
JILL WHITE  
EMILY CAMPBELL  
KORY BATSCHEKE

## MEMORANDUM

**TO:** City Council  
**FROM:** Matthew S. Lane, City Manager  
**DATE:** October 15, 2021  
**RE:** City Manager Comments

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### Noteworthy Items:

- Working with ALDI, Inc on new store in the City.
  - Rezoning Approved
  - Aldi is combining parcels
  - Received site plans, under internal review
  - Held preliminary site plan review and planning commission
- Attended Planning Commission Meeting 10/12/2021.
- Attended DDA meeting on 10/13/2021
- Met with proposed new owner of Emerald Thumb Medical Marihuana grow.
- Attended business retention call at POET with EDC, MEDC and MDARD.
- Attended Airport Authority Meeting 10/14/2021
- Hosted Jail Committee meeting at City Hall at the request of the Sheriff
- Adult-Use Marihuana Application Packet and Process
  - Application window opened 10/11/2021 to 11/30/2021
- Identified target areas for sidewalk replacement with ROWE
  - Working on special assessment process
  - Necessity Established
  - Special Assessment Public Hearing to be Held 10/18/2021
- Received no house moving bids
  - Working on demo bid package
- Met with Rowe to discuss plans for Park Drive
- Had lunch with Vassar City Manager
- Participated in quarterly Caro Center Call
- Met with Putmans regarding water/sewer
- Lincoln Street work is in full swing
- Working on Parks and Rec 5-year plan
  - Survey is on the streets and online (due 10/15/2021)

### Some Upcoming Items

- Lincoln Street and Park Drive work is in full swing
- Working with Rowe to set up visioning session for master plan
- Working with County on MSP Annexation
  - In communication with county administration regarding annexation.
- Western Opportunities/Putman project.

# CITY OF CARO

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- Reviewing plans for sewer proposals
- Received request for water from Putmans
- Pursue proposals for City Hall HVAC upgrades
- Get quotes for CIPP Lining of Allen Street
- Exploring Well #1 Pump Inspection and Replacement
- Exploring Well #3 Sand Separator
- Refurbishing leaf truck for Fall
- Explore options for dump box on mini dump
- Explore options for dump truck chassis
- House demolition bids (Contingency, after 10/7/2021)
- Review need for backwash recycling
  - May be able to use funds for Well maintenance
- Options for Butler Street
- Options for Aqua Zone site and walking path in Bieth Park

# CITY OF CARO

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VACANT  
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**TO:** City Council  
**FROM:** Rita Papp – City Clerk  
**SUBJECT:** Clerk's Report  
**DATE:** October 18, 2021

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- Processed 10 FOIA's during this period.
- Notary Commission Card received. Stamp and Embosser is on order.
- Deputy Clerk will become a Notary in the future.
- Completed Election Accreditation Class at Alpena Community College, October 12, 2021. Additional online classes and exam need to be taken for completion of Accreditation.
- Continuing to review Boards and Commission Appointment vacancies.
- Working on training for Payroll and Accounts Payable along with the Deputy Clerk. Still ongoing.
- Attended DDA meeting on Wednesday, October 13, 2021. Need to recruit due to resignation of Phoebe Moore. May need to publish in the paper.
- QVF Inbox is being updated weekly to maintain voter records.
- City of Caro was not affected by the County Commissioner Apportionment changes. Indianfields Township is now absorbed in District 2 & Novesta Township and Kingston Township is now absorbed in District 3. Statewide Redistricting is not completed yet.

# CITY OF CARO

MANAGER  
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CLERK  
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KORY BATSCHEKE

TO: City Council  
City Manager – Matt Lane  
FROM: Michele Perry, Treasurer  
SUBJECT: Treasurer's Report  
DATE: October 13, 2021

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- Attended various webinars related to the TCF Bank and Huntington Bank transition.
- Paid the State Revolving Fund Loan payment on September 21, 2021 to what I was under the impression was the correct bank account for the payment. The payment was due on September 24, 2021 and I was on vacation that day so when the State called the office they told them it was paid. I received a call on Monday, September 27, 2021 around 8:30 am from the State saying they didn't receive our payment. Well after further investigation it was discovered there were fraudulent emails and invoices between myself and State employees. I was able to wire the funds to the State and did receive a phone call later that day stating they did receive the funds. I was also able to work with TCF Bank to get the ACH reversed and the money refunded to the City. City Manager Matt reported the issue to City of Caro Police Department and then it was later turned over to the MSP.
- Completed quarterly MDOT reports
- Completed the year end MDOT report
- Observed the utility billing process ie... downloading the meter reads, reviewed the usage and bill report, and printing of the bills
- Attended the City Council meeting on September 20, 2021
- Contacted Civic Systems to obtain quotes to upgrade our current software to the latest version and obtain a quote for an additional license.
- I took 2 days vacation in the month of September.
- Assisted in covering the front desk during staff lunches and vacations.