

**AGENDA**  
**REGULAR MEETING OF THE CARO CITY COUNCIL**  
**November 15, 2021, 7:30 P.M.**

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

**AGENDA APPROVAL**

**PUBLIC COMMENTS/VISITORS:**

**COMMUNICATION:**

1. DDA Meeting Minutes – Unapproved – November 10, 2021
2. Indianfields Township Resolution to Amend Water Franchise Agreement
3. CD Renewals – Team One Credit Union, Independent Bank & Huntington Bank

**CONSENT AGENDA:**

1. Regular Council Minutes – November 1, 2021
2. Invoices
3. Department Reports (\*\*Report at 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. Schedule Finance Committee Meeting

**ITEMS PENDING/POSTPONED:** Hometown Heroes Banners

**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 DOWNTOWN DEVELOPMENT AUTHORITY

November 10, 2021, 12:00 NOON

Chairman Mike Bauerschmidt called the DDA meeting to order on November 10, 2021, at 12:02 p.m. in the Council Chambers.

Present: Chairman Mike Bauerschmidt, Ross Downing, Councilor Don Hall, Jeremy Kuhne, Evan Osentoski, Richard Ransford

Absent: Thomas Bardwell, Rick Farris

Others: City Manager - Matthew Lane, Clerk - Rita Papp, Mayor Joe Greene, Jim McCloskey, Stacy Windham, Lauren Amellal and other guests.

Approval of Minutes:

**Motion by Osentoski, seconded by Ransford to approve the minutes of October 13, 2021, as presented. Motion carried.**

Communications:

1. DDA Board Applications Received – See New Business
2. Downtown Parking Report 2021 – City Manager, Matt Lane presented the parking report study to the DDA Board.

Public Comment:

Jim McCloskey – The EDC has obtained a new environmental contract for Brownfield Authority Phase #1, Michigan EDC has a grant program for training, Detroit Edison has a new Vice President that will be available via Zoom next month, Lisa McLain, US Congresswoman will be holding an in-person Town Hall event at the Caro Area Library on November 20, 2021 at 2:00 p.m.

Mayor Joe Greene – Invited everyone to the Parks & Recreation Planning Open House meeting at 5:30 p.m. in the Fire Hall.

Stacy Windham, Chamber of Commerce – Discussed the plans for Gingerbread Festival and the need for more sponsors and vendors, suggested an ice rink to supplement Gingerbread Festival in the future, continue to have an ongoing collaborative effort with the City of Caro and The Chamber of Commerce for the Small Business Saturday event, Consumers Energy has agreed to match funds up to \$9000.00 for a gift card program November 20, 2021 thru December 20, 2021 and gift cards have to be used by December 31, 2021 at local businesses.

Financial Report:

1. October 31, 2021

**Motion by Ransford, seconded by Osentoski to accept the October 31, 2021, Financial Report as presented.**

**Motion carried.**

Business Items:

1. Hometown Heroes Banners

**Motion by Ransford, seconded by Kuhne to recommend to City Council to start the Hometown Heroes Banner project.**

**Motion carried.**

2. "Our Town" Gift Card Program with Consumers Energy

**Motion by Bauerschmidt, seconded by Osentoski to approve the "Our Town" Gift Card Program with Consumers Energy as presented.**

**Motion carried.**

### **New Business**

Three applications were received for the vacant position on the DDA Board. DDA Board needs to clarify the by-laws of the member requirements and consult the attorney. Postpone appointments until next meeting.

Chairman Bauerschmidt requested that Councilor Hall remain the liaison for DDA Board.

Chairman Bauerschmidt discussed Shelf Ready Projects with Rowe Engineering and the potential infrastructure grants that are available.

**Motion by Osentoski, seconded by Hall to adjourn the meeting at 12:51 p.m.**

**Motion carried.**

Rita Papp  
City Clerk

**TOWNSHIP OF INDIANFIELDS**  
**RESOLUTION TO AMEND**  
**THE WATER FRANCHISE AGREEMENT**  
**BETWEEN THE CITY OF CARO**  
**AND INDIANFIELDS TOWNSHIP**  
**RESOLUTION 2021-13**

**At a Regular Meeting of the Indianfields Township Board of Indianfields Township, Tuscola County Michigan held at the Indianfields Township Hall 1633 Mertz Rd. Caro, Michigan 48723 on November 8, 2021, at 6:30 pm.**

**Present; Supervisor Campbell, Treasurer Kristine King, Trustee Eric King and Trustee Ronald Woloshen:**

**The following Resolution was offered by Campbell and second by Woloshen.**

**WHEREAS,** Indianfields Township has a “Limited Water Utility Franchise and Consent Agreement” with the City of Caro; and

**WHEREAS,** Indianfields Township exercised Inter-governmental cooperation, in allowing the City of Caro, to extend a water pipe line, to Caro Center; and

**WHEREAS,** good water is essential for public use and development; and

**WHEREAS**, the present agreement restricts the use of water from the City of Caro, to Caro Center; and

**WHEREAS**, allowing Township residents and businesses to “TAP” into the City of Caro’s water line would be in the best interests of the community; and

**WHEREAS**, allowing other entities to “TAP” into the City of Caro’s water line would be a good jester of Inter-governmental cooperation between the City of Caro and Indianfields Township; and

**WHEREAS**, the City of Caro would receive additional revenue from the sale of water; and

**WHEREAS**, amending the Limited Water Utility Franchise and Consent Agreement would be in the Best Interests of the City of Caro, Indianfields Township and the Community; and

**WHEREAS**, the City of Caro’s policy of annexing properties that use City water into the City is arbitrary; and

**WHEREAS**, the City of Caro has been providing water service to Indianfields Township’s Cemetery at \$50.00 per month, for over Twenty years, without annexing, into the City; and

**WHEREAS**, allowing Indianfields Township’s residents and businesses to receive City water without annexing into the City would be consistent with the City’s past practice.

**NOW THEREFORE**, be it resolved the Indianfield’s Township Board supports amending the Limited Water Franchise and Consent Agreement to allow Indianfields Township residents and businesses to “TAP” into the City of Caro’s water line, to Caro Center, without annexing into the City of Caro.

**BE IT FURTHER RESOLVED**, that any entity “Taping” into the City of Caro’s water line do so at their cost.

**BE IT FURTHER RESOLVED**, that the City of Caro shall receive all monies from the sale of water from the City's' pipe line.

Upon roll call vote the following Board members voted;

**AYES:** E. King, K. King, Campbell, Woloshen

**NAYS:** None

Supervisor Campbell declared the Resolution adopted.

### **CERTIFICATION**

**STATE OF MICHIGAN)**

)SS

**COUNTY OF TUSCOLA)**

I, the undersigned, the duly elected, qualified and acting Supervisor of Indianfields Township, acting in the absence of the Indianfields Township Clerk, do hereby certify, that the foregoing is a true and complete copy of a certain resolution adopted by the Township Board of Indianfields Township, Tuscola County Michigan, at a Regular Board meeting held on the 8<sup>th</sup> day of November 2021, at which a quorum was present, by a roll call vote of said members, as hereinbefore set forth; that said Resolution was ordered to take immediate effect.

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**WILLIAM E. CAMPBELL, TOWNSHIP SUPERVISOR**

**INDIANFIELDS TOWNSHIP**

# 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  
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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 BATSCHKE

## MEMORANDUM

**TO:** City Council  
**FROM:** Michele Perry, City Treasurer  
**DATE:** November 11, 2021  
**RE:** Certificates of Deposits maturing

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### **BACKGROUND:**

The City has various Certificates of Deposits maturing in the end of November and through out the month of December.

- Independent Bank CD – 12 month term, current interest rate of 0.20%, maturing 11-29-2021, renewed balance on 11-29-2020 was \$276,477.52
- Independent Bank CD – 2 year public fund 365 CD, current interest rate 1.50%, maturing on 12-02-2021, renewed balance on 12-05-2019 was \$1,048,653.41
- Team One Investment Services CD- 1 year CD term in our investment account, current interest rate .05%, matured on 11-10-2021, renewed balance was \$125,000.
- Team One Investment Services CD – 2 year CD term in our investment account, current interest rate is 1.750%, maturing on 12-27-2021, renewed balance was \$200,000.
- Huntington Bank CD's
  - 12 month term, current interest rate is .21%, maturing on 12-03-2021, balance \$266,131.94
  - 12 month term, current interest rate is .21%, maturing on 12-03-2021, balance \$266,131.94
  - 12 month term, current interest rate is .21%, maturing on 12-03-2021, balance \$266,131.94
  - 12 month term, current interest rate is .21%, maturing on 12-03-2021, balance \$266,131.94
  - 90 days term, current interest rate is .01%, maturing on 12-20-2021, balance is \$105,650.00  
– Automatically renewal

I have started talks with Independent Bank, Team One Investment Services and Huntington to find out what interest rates they can offer and what options they have available to maximize our return.

### **RECOMMENDATION:**

Due to not having any information from the banks at this time I don't have a recommendation. I will bring more information to the December 6<sup>th</sup>, 2021 meeting.



## CITY OF CARO REGULAR COUNCIL MINUTES

Mayor Joe Greene called the regular meeting of the City Council to order on November 1, 2021, at 7:30 p.m. in the Council Chambers.

Present: Mayor Joe Greene, City Council: Bob Eschenbacher, Kory Batschke, Don Hall, and Jill White

Absent: Emily Campbell, Tisha Jones-Holubec

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

### AGENDA APPROVAL

#### 21-M-224

**Motion by Batschke, seconded by White to approve the agenda with the addition of: Amended Invoices & #4 Small Business Saturday Discussion**

**Motion Carried.**

**PUBLIC COMMENT/VISITORS:** None

### COMMUNICATIONS:

1. Planning Commission Meeting Minutes – Approved - October 12, 2021
2. DDA Meeting Minutes – Unapproved – October 13, 2021
3. Charter Communications – Upcoming changes
4. Spoonfuls of Plenty
5. Tuscola County Economic Development Thank you letter
6. Tri-Star Trust, Jane Hagen - Presentation

### CONSENT AGENDA:

1. Regular Council Minutes – October 18, 2021
2. Personnel Committee Minutes – October 18, 2021
3. Invoices

#### 21-M-225

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

**Motion Carried.**

**REGULAR AGENDA:** (action required)

1. **Well #1 Inspection and Pump Replacement**

#### 21-M-226

**Motion by Hall, seconded by Batschke to accept the recommendation of the City Manager and accept the low bid from Peerless Midwest Inc. in the amount of \$11,066.75 for the inspection and pump replacement of Well #1.**

**Motion carried.**

## **2. Well #2 Sand Separator Replacement**

**21-M-227**

**Motion by White, seconded by Batschke to accept the recommendation of the City Manager and accept the low bid from Peerless Midwest Inc. in the amount of \$30,100.00 for the inspection and sand separator replacement for Well #3A.**

**Motion carried.**

## **3. Temporary Lease for Bus Garage at Former Recycle Center**

**21-M-228**

**Motion by Batschke, seconded by White to accept the recommendation of the City Manager and approve the agreement with the Caro Community Schools to lease the former recycling facility located at 1123 Mertz Road and allow the Mayor and City Clerk to sign the same.**

**Motion carried.**

## **4. Small Business Saturday**

**Discussion followed on collaboration efforts with the DDA & Chamber of Commerce to plan this event.**

## **5. Tri Star Trust Investment Statement Agreement**

**21-M-229**

**Motion by Hall, seconded by White to approve the Tri Star Trust Investment Statement Agreement as presented and allow City Clerk to sign the same.**

**Motion carried.**

**ITEMS PENDING/TABLED: None**

**COMMITTEE/LIAISON POSITION REPORTS: None**

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

Presented information to consider for the future of The City of Caro and its residents.

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

Met with MMR and stakeholders on October 22, 2021, discussed potential Medical First Responder Program, met with Bill Campbell, Indianfields Township Supervisor to discuss Putman water project, committee for Putman water project to meet November 3, 2021, Parks and Recreation 5 year planning event November 10, 2021, homeowner behind fire hall inquired if the City would entertain purchasing an easement due to trimming trees that were hanging over the fire hall, Council Member White asked about the progress of ALDI, Mayor Greene inquired on the old John Deere Tractor and if it was out for bids yet.

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

Received 2 applications for DDA Board and completed the Election Official Accreditation Certification today.

**ADDITIONAL PUBLIC COMMENT:**

Council Member White – Commented on the Fall Clean Up Event at the Fairgrounds & Beith Park on November 6, 2021, from 9:00 am to 3:00 pm and will also be working on removing corn stalks from downtown.

**21-M-230**

**Motion by Eschenbacher, seconded by Hall to adjourn the meeting at 8:32 p.m.**

**Motion carried.**

**Rita Papp  
City Clerk**

GL Period	Chk Issue Date	Check No	Vendor No	Payee	Amount
11/21	11/02/2021	74288	388	DTE ENERGY	11,162.36- V
11/21	11/02/2021	74340	388	DTE ENERGY	11,077.31
11/21	11/04/2021	74341	1252	TUSCOLA COUNTY TREASURE	6,906.57
11/21	11/15/2021	74342	2441	AARON PEREZ	30.00
11/21	11/15/2021	74343	2403	ADVANCE AUTO PARTS	345.35
11/21	11/15/2021	74344	2439	AIR ADVANTAGE LLC	508.00
11/21	11/15/2021	74345	2815	Alexis Riley	21.11
11/21	11/15/2021	74346	2817	AMAZON CAPITAL SERVICES	847.16
11/21	11/15/2021	74347	2803	ANGEL GOMEZ	25.00
11/21	11/15/2021	74348	2804	ANNA HANBY	20.00
11/21	11/15/2021	74349	1002	AUTO WARES GROUP	212.16
11/21	11/15/2021	74350	590	BELL - WASIK, INC.	261.98
11/21	11/15/2021	74351	179	BRINKMAN EXCAVATING	439.20
11/21	11/15/2021	74352	2406	BRYAN ESCHENBACHER	30.00
11/21	11/15/2021	74353	242	CARO RENTAL	47.17
11/21	11/15/2021	74354	2791	CAROL CARTER	16.00
11/21	11/15/2021	74355	233	CARTER LUMBER	50.97
11/21	11/15/2021	74356	2776	CASS CITY HARDWARE	80.59
11/21	11/15/2021	74357	589	CENTRAL CLEANING SYSTEMS	618.50
11/21	11/15/2021	74358	264	CENTURYLINK	140.06
11/21	11/15/2021	74359	295	CIVIC SYSTEMS, LLC	7,475.00
11/21	11/15/2021	74360	2092	COMMUNITY FIRST TITLE AGE	88.83
11/21	11/15/2021	74361	2402	COMPANION LIFE INSURANCE	1,425.56
11/21	11/15/2021	74362	389	DETROIT SALT CO.	13,178.98
11/21	11/15/2021	74363	2584	DON DOYLE	30.00
11/21	11/15/2021	74364	1920	DUNN HARDWARE & SUPPLY, I	32.98
11/21	11/15/2021	74365	2174	EMTERRA ENVIRONMENTAL U	36,434.22
11/21	11/15/2021	74366	2578	EVEAN GUNSELL	30.00
11/21	11/15/2021	74367	2437	FIDLAR TECHNOLOGIES INC	496.56
11/21	11/15/2021	74368	1711	GAMBLES DO IT BEST HARDW	520.99
11/21	11/15/2021	74369	2295	GARY KOELZER	30.00
11/21	11/15/2021	74370	2816	GEORGE THOMPSON	16.00
11/21	11/15/2021	74371	551	HACH COMPANY	916.00
11/21	11/15/2021	74372	2806	HAROLD POLEGA	18.00
11/21	11/15/2021	74373	226	HIRSCHMAN OIL SUPPLY INC	648.38
11/21	11/15/2021	74374	585	HONEYWELL INC	5,156.38
11/21	11/15/2021	74375	596	HUBBELL, ROTH & CLARK, INC	1,289.22
11/21	11/15/2021	74376	2802	JANA BROWN	30.00
11/21	11/15/2021	74377	1874	JENNIFER TRAHAN	30.00
11/21	11/15/2021	74378	2794	KENDRA UREEL	88.00
11/21	11/15/2021	74379	690	KENNETH FIELDS	30.00
11/21	11/15/2021	74380	2190	KIRK'S SUPPLY	387.92
11/21	11/15/2021	74381	2702	KRISTAL'S HELPING HAND LLC	710.00
11/21	11/15/2021	74382	2731	LAUREN AMELLAL	30.00
11/21	11/15/2021	74383	2534	M TECH COMPANY	292.61
11/21	11/15/2021	74384	770	MARTIN ELECTRIC	615.00
11/21	11/15/2021	74385	2647	MATTHEW LANE	50.00
11/21	11/15/2021	74386	391	MEDLER ELECTRIC COMPANY	880.28
11/21	11/15/2021	74387	835	MICH RURAL WATER ASSOCIAT	658.75
11/21	11/15/2021	74388	861	MICHAEL FADER	107.26
11/21	11/15/2021	74389	2787	MICHELE PERRY	50.00
11/21	11/15/2021	74390	883	MICHIGAN MUNICIPAL LEAGUE	720.00
11/21	11/15/2021	74391	830	MICHIGAN PIPE & VALVE-SAGI	4,197.00

GL Period	Chk Issue Date	Check No	Vendor No	Payee	Amount
11/21	11/15/2021	74392	2353	MML WORKERS' COMP FUND	5,985.00
11/21	11/15/2021	74393	2563	MONCHILOV SEWER SERVICE	800.00
11/21	11/15/2021	74394	945	ORKIN - 556 SAGINAW	55.00
11/21	11/15/2021	74395	972	PITNEY BOWES INC	514.30
11/21	11/15/2021	74396	2345	POLLARD WATER	274.93
11/21	11/15/2021	74397	2642	R&R TECHNICAL SERVICES	1,677.00
11/21	11/15/2021	74398	1011	RANDY MARTIN	30.00
11/21	11/15/2021	74399	2779	RITA PAPP	50.00
11/21	11/15/2021	74400	1101	SHULTS EQUIPMENT, LLC	1,464.78
11/21	11/15/2021	74401	1120	STATE OF MICHIGAN	130.00
11/21	11/15/2021	74402	1139	STEPHENS TIRE SERVICE	1,532.00
11/21	11/15/2021	74403	2768	STERLING EXCAVATION INC	22,391.60
11/21	11/15/2021	74404	1686	THOMAS REESE	101.68
11/21	11/15/2021	74405	1189	THUMB CELLULAR	290.90
11/21	11/15/2021	74406	17	TUSCOLA COUNTY ADVERTISE	3,386.96
11/21	11/15/2021	74407	2818	TUSCOLA COUNTY ADVERTISE	52.00
11/21	11/15/2021	74408	1252	TUSCOLA COUNTY TREASURE	202.50
11/21	11/15/2021	74409	1254	UIS SCADA	755.00
11/21	11/15/2021	74410	2482	UNIFIRST CORPORATION	297.62
11/21	11/15/2021	74411	1271	USA BLUEBOOK	923.37
11/21	11/15/2021	74412	2493	W W WILLIAMS	859.60
11/21	11/15/2021	74413	2644	WATER SOLUTIONS UNLIMITED	2,147.00
11/21	11/15/2021	74414	2007	WITMER PUBLIC SAFETY GRO	265.96
Grand Totals:					<u>131,365.89</u>

Report Criteria:  
Report type: Summary

# CITY OF CARO

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

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

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

## COMPLAINTS RECEIVED:

See attached complaint report.

- Caro Police were dispatched to 195 complaints during the month of October 2021.
- Comparison
  - September 2021-180 complaints
  - August 2021- 193 complaints
  - October 2020- 184 complaints

## ARRESTS:

- Arrest count still affected by COVID.

## PATROL VEHICLE MILEAGE:

- Mileage driven in October 2021 was 2270

## GASOLINE USED:

- 307.159 Gallons

## MUTUAL AID CALLS:

- See bottom of complaint breakdown report.

Abandoned Vehicle	1
Accidental Death/overdose	1
Alarm	4
Animal at Large/dog bite	3
Animal Cruelty	
Armed Robbery	
Arson	
Assault/domestic	11
Assist to MSP within city limits	
Assist to TUSH within city limits	1
Assist to other PD within city limits	2
Assist to DPW	1
Assist to CARO FIRE	1
Assist to MMR	15
Assist to DHHS	
Attempt to locate	
Attempt suicide	
Barking Dog	
Blight	
Bond Condition Violation/Arrest	
Breaking and Entering	2
Civil dispute	12
Child Neglect/abuse	1
Commercial Sex	
Contempt of court	1
Counterfeiting	1
Criminal Sexual Conduct	3
Curfew Violation	
Disorderly Person	8
Dog left in vehicle	
Drug Overdose	
Eavesdropping	
Embezzlement	1
Emotionally Disturbed	1
Escape	
False Police Report	
Felonious Assault	3
Fireworks	
Flee and Elude	
Found/lost Property	1
Forgery	

Fraud	1
Fugitive	
General Non-Criminal	4
Harassment	4
Health and Safety	
Hit and Run PDA	2
I D Theft	
Illegal Burn	
Indecent Exposure	1
Injury crash	
Intimidation/threats	
Illegal Dumping	
Keys locked in Vehicle	
Kidnapping	
Larceny	7
Larceny from Auto/or attempt	
Liquor Inspection	1
Liquor Violations	
Malicious Destruction	2
Mental Health call	9
Mental Pickup Order	1
Minor in Possession	
Misdemeanor Traffic-OWI	3
Misdemeanor Traffic-No Insurance	1
Misdemeanor Traffic-DWLS	
Misdemeanor Traffic-No Registration	
Missing Person	1
Mutual Aid calls ** See Below**	
Narcotics	
Natural Death Invest	3
Noise	1
Obscenity	
Obstructing Justice	1
Open Door	1
PDA-traffic crash	12
Parole Violation	2
PPO violation	1
Probation Violation	1
Prowler	
Public Relations	
Resist/Obstruct officer	



Retail Fraud	3
Runaway (juvenile)	
Stalking	
Sex Offense (other)	
Suicide/or attempt	2
Suspicious Situation	9
Terrorist Threat	
Threats	1
Tobacco violation	
Trespass	3
Traffic Policing	6
Warrant arrests	3
Weapons Violations	
UDAA (Vehicle Theft)	
Vehicle Inspection	
Verbal Domestic	8
Wellness Check	8
911 Hangup	5

# VEHICLE MAINTENANCE RECORD FOR CAR 1

TOTAL MAINTENANCE COSTS	YEAR:		MAKE:		FORD		MODEL		SUV		LICENSE		VIN NO.	
	2015	2016	2015	2016	2015	2016	2015	2016	2015	2016	2015	2016	2015	2016
Enter Starting Vehicle Mileage	60,596	61,238	62,124	63,186	63,186	63,259	64,317	64,317	64,691	65,335	66,800	67,806	67,806	
Enter Vehicle Mileage at End of Month	61,238	62,124	63,186	63,259	64,317	64,691	65,335	66,800	67,806	68,533	68,533	68,533	68,533	
Monthly Mileage Totals	642	886	1,062	73	1,058	374	644	1,465	1,006	727	0	0	0	
Total Mileage for Year	7,937													
Maintenance Cost Per Mile	\$0.64													
VEHICLE MAINTENANCE COSTS														
TYPE OF SERVICE	VEHICLE MAINTENANCE COSTS													
Oil & Filter Change	\$50.68													
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	\$616.47													
Engine Tune-Up														
Front End Alignment														
Power Steering / Brake Fluid														
A/C or Heater Repair	\$908.65													
Replace Belts														
Electrical Repairs	\$257.50													
Battery Replacement														
Battery Cables / Terminals														
Headlights or Light Bulbs														
Windshield Wiper Blades														
Wash & Wax														
Miscellaneous Service	\$963.76													
TOTAL MONTHLY MAINTENANCE COSTS	\$2,776.95	\$0.00	\$0.00	\$963.76	\$0.00	\$908.65	\$100.00	\$50.68	\$0.00	\$257.50	\$0.00	\$0.00	\$0.00	
TOTAL														\$5,057.54

# VEHICLE MAINTENANCE RECORD FOR CAR 2

TOTAL MAINTENANCE COSTS	YEAR:		2013		MAKE:		FORD		MODEL		SUV		LICENSE		VIN NO. 1FM5K8AR0DGC06925	
	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21				
Enter Starting Vehicle Mileage	92,292	93,340	94,029	94,866	95,797	97,186	98,078	99,272	99,957	100,576						
Enter Vehicle Mileage at End of Month	93,340	94,029	94,866	95,797	97,186	98,078	99,272	99,957	100,576	101,101						
Monthly Mileage Totals	1,048	689	837	931	1,389	892	1,194	685	619	525	0	0				
<b>Total Mileage for Year</b>	<b>8,809</b>															
Maintenance Cost Per Mile	\$0.26															
<b>VEHICLE MAINTENANCE COSTS</b>																
<b>TYPE OF SERVICE</b>																
Oil & Filter Change												\$68.68				
Air Filter Change																
Fuel Filter Change																
Transmission Fluid & Filter																
Engine Coolant																
Cooling System Flush																
Tire Repair or Replacement																\$292.02
Tire Rotation or Balance																
Hose Replacement																\$717.86
Brake Repair																
Engine Tune-Up																
Front End Alignment																
Power Steering / Brake Fluid																
A/C or Heater Repair																
Replace Belts																\$83.00
Electrical Repairs																
Battery Replacement																
Battery Cables / Terminals																
Headlights or Light Bulbs																\$36.78
Windshield Wiper Blades																
Wash & Wax																
Miscellaneous Service																\$1,132.89
<b>TOTAL MONTHLY MAINTENANCE COSTS</b>	\$0.00	\$0.00	\$0.00	\$68.68	\$0.00	\$0.00	\$0.00	\$717.86	\$292.02	\$1,132.89	\$119.78	\$0.00				
<b>TOTAL</b>																
<b>\$2,331.23</b>																

Tires    Goodyear    245    55R18    103V    M&S

# VEHICLE MAINTENANCE RECORD FOR CAR 3

TOTAL MAINTENANCE COSTS	YEAR:	2017	MAKE:	FORD	MODEL	SUV	LICENSE	VIN NO.	1FM5K8AR3HG07315															
Enter Starting Vehicle Mileage	Jan-21	27,397	Feb-21	28,956	Mar-21	29,240	Apr-21	29,930	May-21	31,956	Jun-21	32,743	Jul-21	34,289	Aug-21	35,722	Sep-21	36,420	Oct-21	37,334	Nov-21	38,054	Dec-21	0
Enter Vehicle Mileage at End of Month	28,956	29,240	29,930	31,956	32,743	34,289	35,722	36,420	37,334	38,054	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Monthly Mileage Totals	1,559	284	690	2,026	787	1,546	1,433	698	914	720	0	0	0	0	0	0	0	0	0	0	0	0	0	
Total Mileage for Year	10,657																							
Maintenance Cost Per Mile	\$0.02																							

## VEHICLE MAINTENANCE COSTS

TYPE OF SERVICE	YEAR:	2017	MAKE:	FORD	MODEL	SUV	LICENSE	VIN NO.	1FM5K8AR3HG07315															
Oil & Filter Change				\$68.68																				
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	\$116.37																							
Battery Cables / Terminals																								
Headlights or Light Bulbs																								
Windshield Wiper Blades																								
Wash & Wax																								
Miscellaneous Service																								
TOTAL MONTHLY MAINTENANCE COSTS	\$116.37	\$0.00	\$0.00	\$68.68	\$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	\$0.00

**Tire Size=245/55R18**

**TOTAL \$185.05**





WARRANTY

\$0.00

City of Caro Fire Department  
 Monthly report to Council  
 November 2021



172102100

October 2021 results

Run #	Date	Responsible party	Address	Incident	Area	Billing
240	10/1/2021	Jeremy Johnson	near 910 W. Frank St.	Human rescue	City of Caro	15
241	10/1/2021	Unknown	Niebel & N. Colling Rd.	smoke investigation	Almer	nc
242	10/1/2021	Clarence Baker	141 Butler St.	CO detector activated	City of Caro	16
243	10/1/2021	Kieth Ewald	196 Almer Dr.	fire investigation	Almer	nc
244	10/2/2021	MMR	Food Court	medical	City of Caro	nc
245	10/7/2021	Carolyn Kuck	301 E. Deckerville Rd.	electrical issue	Almer	8
246	10/12/2021	Matt Cartwright	1545 S. Ringle Rd.	chimmney fire	Juniata	6
247	10/13/2021	MMR	2065 S. Hurds Corner Rd.	CPR assist	Wells	nc
248	10/14/2021	Medical Care	1285 Cleaver Rd.	false fire alarm	City of Caro	17
249	10/15/2021	Medical Care	1285 Cleaver Rd.	false fire alarm	City of Caro	nc
250	10/21/2021	MMR / Ryan Peterson	1575 Pine Knoll Dr.	Medical poss. OD	Indianfields	nc
251	10/24/2021	MMR	218 N. State St. apt. #1	Medical poss. OD	City of Caro	nc
252	10/25/2021	MMR	1245 Mertz Rd.	CPR assist	Indianfields	nc
253	10/28/2021	Caro PD	N. State St.	traffic control	City of Caro	nc
254	10/30/2021	MMR	1407 Arthur Dr.	CPR assist	Indianfields	nc

Grass/Field	Woods fire	Chimney fire contained 1
Garage fire , attached	Garage fire, unattached	Barn / Shed fires
Fire Works	Extrication, ALL	Rescue, other
Fire Alarms, no fire 2	Haz Mat Airplane issues	Structure contents
Vehicle Fires	Wire Calls, ALL	Illegal / unsafe fires
Oder Investigation 3	Gas Spills & Leaks	Camper fire
Medical assist to MMR 6	Carbon Monoxide 1	Residential House fire
Landing Zone	Veh. Crash/ no Jaws	Appliance fire
Public Assistance	Traffic Control 1	Water rescue
Weather spotters	Human rescue 1	Church fire
Smoke detector activation	Missing person	

<b>ALMER</b>	<b>3</b>	<b>CITY</b>	<b>7</b>		
<b>WELLS</b>	<b>1</b>	<b>INDIANFIELDS</b>	<b>3</b>		
<b>JUNIATA</b>	<b>1</b>	<b>ELLINGTON</b>	<b>0</b>		
<b>RENDERED</b>	<b>0</b>				
<b>Total</b>	<b>15 runs</b>				



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 recived from the County









# Memorandum

**To:** City Council

**From:** Rita Papp

**Date:** November 10, 2021

**Re:** Municipal Parking Violations Report, October 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>	1
	<b>Warnings</b>	1
	<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

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

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

## MEMORANDUM

**TO:** City Council  
**FROM:** Matthew S. Lane, City Manager  
**DATE:** November 15, 2021  
**RE:** DDA Recommendation on HHH Banners

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### **BACKGROUND:**

As you may recall, HHH Banners made a presentation to the City Council about a month ago and were referred to the DDA for initial review of the veteran banner program. The project is sponsored by the Caro Roadhouse Museum and Historical Society and facilitated by HHH (History of Hometown Heroes).

The presentation was a request to place the banners in the downtown area on the DDA light poles. While the DDA is in favor of the project, they were not willing to allow the sole use of the downtown light poles for the project. They advised that they would be more comfortable with allowing the banners to first be placed on poles in the parking lots.

While there are about 80 poles throughout the parking lots, only about 32 are strong enough to hold banners and handle the stress of the wind. Each pole could hold two (2) banners for a total of 64.

The DDA is in favor of the program as long as there are no additional costs or required maintenance for the City. HHH would install, remove, maintain, sell and market the banners.

As part of the program, the DDA and Caro Roadhouse Museum will receive \$10 per banner back as a donation.

### **RECOMMENDATION:**

It is the recommendation of the DDA that City Council approve the HHH Banner Project for a two (2) year period and allow the City Manager to sign and execute any and all documents required to move forward.

### **MOTION:**

Option 1:

To ACCEPT the recommendation of the DDA and approve the HHH Banner Project for a two (2) year period and allow the City Manager to sign and execute any and all documents required to move forward.

Option 2:

To DECLINE the recommendation of the DDA.

Option 3:

To POSTPONE action until the next Council Meeting.

# CITY OF CARO

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## MEMORANDUM

**TO:** City Council  
**FROM:** Matthew S. Lane, City Manager  
**DATE:** November 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
  - Held department review of utilities
  - Site Plan Approved by Planning Commission
- Attended Planning Commission Meeting 11/9/2021
- Attended DDA Meeting 10/10/2021
- Attended Firefighter meeting 10/3/2021
- Attended Putman Water Ad Hoc Committee Meeting
- Met with Brad Moore RE: Putman Sewer Easement
- Met with MMR Regarding Ambulance Service
- Attended Parks and Rec Work Session 11/3/2021
- Attended Parks and Rec Public Input Open House 10/10/2021
- Attended Caro Chamber Meeting 11/4/2021
- Adult-Use Marihuana Application Packet and Process
  - Application window opened 10/11/2021 to 11/30/2021
- Lincoln Street is still under way
  - Issues with ground conditions
- Park Drive is nearly complete
- Well #1 Pump has been removed and is being inspected
  - We believe there may be additional maintenance costs now that the pump has been removed
- Received quotes for drone images of Bieth Park for planning and design purposes.
- DPW has started inputting data into the Silversmith GIS system.
- Working with Zenner to begin the pilot program on 25 properties in the City.

### Some Upcoming Items

- Working with Rowe to set up visioning session for master plan
  - Moved to January to avoid conflict with Parks and Rec plan
- Working with County on MSP Annexation
  - In communication with county administration regarding annexation.
- Westen Opportunities/Putman project.
  - Reviewing plans for sewer proposals
  - Received request for water from Putmans
  - In discussions with Indianfields RE: water franchise

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- Pursue proposals for City Hall HVAC upgrades
- Get quotes for CIPP Lining of Allen Street
- 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 needed 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
- Working on plan for Medical First Responder at FD and/or PD
- Start thinking about Budget
- ARP: \$417,000

# CITY OF CARO

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**TO:** City Council  
**FROM:** Rita Papp – City Clerk  
**SUBJECT:** Clerk’s Report  
**DATE:** November 15, 2021

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- Processed 6 FOIA’s during this period.
- Continuing to review Boards and Commission Appointment vacancies.
- Received 3 application for DDA Board and 1 for Parks & Recreation Committee
- Jana and I attended Tuscola County Clerk’s Association meeting November 10, 2021.
- Attended DDA Board meeting November 10, 2021.
- Open Enrollment period has been initiated for our health care insurance, MESSA - November 1 – 30, 2021.
- Due to heavy traffic and disruptions near the Treasurer’s office area, I have agreed to relocate across the hall near the City Manager and Deputy Clerk.
- Scheduled an employee meeting with our Mission Square/ICMA representative, Nicholas Rea for November 23, 2021, at 10:00 a.m.



# CITY OF CARO

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TO: City Council  
City Manager – Matt Lane  
FROM: Michele Perry, Treasurer  
SUBJECT: Treasurer’s Report  
DATE: November 9, 2021

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- Attended the City Council meeting on October 18<sup>th</sup>, 2021
- Contacted Civic Systems after the October 18<sup>th</sup>, 2021 meeting to start the process needed to purchase the new upgrade.
- Attended the MGFOA Back to Basics – budgeting webinar on October 19<sup>th</sup>, 2021
- Attended the Tuscola County Treasurer meeting on October 27<sup>th</sup>, 2021
- Worked with Farmer’s Market director to review her revenue and expenses for the season
- Attended a meeting regarding the pilot program for the Zenner stealth reader meter interface unit. Jennifer, Mike Fader and I picked 25 property locations to put the new unit. I prepared a letter to send to the 25 property owners to inform them that the unit was going to be placed on the outside of their house.
- Printed 194 summer tax reminder bills for property owners who have not paid their summer taxes.
- Jennifer started to gather the information needed to start working on preparing the estimated utility bills which we will mail to each property owner to inform them of the affects the Read to Serve utility billing will have on their bill.
- Started to work on changing the chart of accounts to the new Michigan Department of Treasury Uniform Chart of Accounts for Local Units of Government which the recommended implementation date is July 1, 2022 but not later than June 30, 2023.
- Due to the high traffic in the office I was in it was sometimes difficult to focus on the detailed financial information which my job requires. So, I had spoke with Matt about ordering temporary walls for my area and also change the traffic flow through the office space. After making it known in the office of my intentions and asking for other suggestions Rita suggested her and I switching offices which I agreed to as long as she was ok with it. I appreciate Rita making the change. The office I am in now makes covering the front office when Terry or Jennifer are out on vacation or sick leave much easier.
- Assisted in covering the front desk during staff lunches and vacations.