

AGENDA
REGULAR MEETING OF THE CARO CITY COUNCIL
October 17, 2022, 6:30 P.M.

CALL TO ORDER (Pledge of Allegiance)

AGENDA APPROVAL

PUBLIC COMMENTS/VISITORS:

PRESENTATION

1. Tri-Star Trust – Jane Hagen

COMMUNICATION:

1. Caro Historical Home Tour
2. New Caro Hospital Site Visit Invitation
3. Parks & Recreation Minutes – August 17, 2022 (amended)
4. Parks & Recreation Minutes – September 20, 2022

CONSENT AGENDA:

1. Special Council Minutes – September 26, 2022
2. Special Council Minutes – September 27, 2022
3. Regular Council Minutes – October 3, 2022
4. Special Council Minutes – October 11, 2022
5. Invoices
6. Department Reports
 - A. Police Report – Chief Brian Newcomb
 - B. Fire Report – Chief Randall Heckroth
 - C. Code Enforcement Report – Randall Heckroth
 - D. Director of Public Works Report – Tom Reese
 - E. WWTP – Ken Fields
 - F. Municipal Parking Violations Bureau Report – Jennifer Trahan
 - G. Director of Development & Strategic Initiatives Report – Lauren Amellal

REGULAR AGENDA: (action required)

1. Old LED Sign
2. Resolution Showing Appreciation to William Bortel – Planning Commission
3. Acting City Clerk Stipend
4. Renewal of Lease with Pitney Bowes (postage)
5. HRC – WWTP Infrastructure Update

ITEMS PENDING/POSTPONED: Parks & Recreation Committee Fencing Quotes

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

Aug. 30, 2022

Objective: Fund raiser for Caro Roadhouse Museum and to generate interest in Caro History

**When: Sunday, Dec. 4, 2022, 1 p.m to 5 p.m.
Reception at First Presbyterian Church at 5:00**

Partners:

First Presbyterian Church, Caro
Caro Roadhouse Museum and Historical Society
City of Caro
Caro Exchange Club
Caro Chamber of Commerce

Theme:

Christmas Through the Years – Caro Historical Home Tour

Participants:

Marta and Herman Respass
Don Hall – Himelhoch House
Diane and Ken Kueffner
Kim and Al Wasik
Tanya Battschke and Bob

Responsibilities

Al – yard stakes advertising
Kim and Diane – Advertising blip – press release
Marta – drive by homes, with pics. Period properties.
Don – brochures
Kim – Connect with Chamber of Commerce
Diane- Seek sponsorship of Exchange Club
Janet Penn – day of tour logistics and route
Nicholas Schmelter – Respond to guest questions about the church, provide space for attendees to pick up ticket and brochures. Provide space for a prize drawing and a closing song.

Caro City Manager

From: Fink, Ryan (DTMB) <FinkR@michigan.gov>
Sent: Thursday, October 13, 2022 4:06 PM
To: Bob Eschenbacher; Bryce Fisher; Canfield, Ned; celder@local6000.org; Clayette Zechmeister; Jean Doss; Joseph Greene; Jim Walkowicz; Kim Vaughan; Mike Carpenter; Caro City Manager; Sherry Sofia (ssofia@house.mi.gov); Steve Rzeppa; tgreimel@miafscme.org; Thomas Bardwell; Veronica Horn; Lach, Adam (DTMB); Alvaro, Maria (DTMB); Anderson, Bree (DTMB); Mellos, George (DHHS); Norcross, Nick (DHHS); Parsons, Chris (DTMB); Pinals, Debra (DHHS); Shoemaker, Lisa (DTMB); Turnquist, Michael (DTMB); Wicksall, Bethany (DTMB)
Subject: New Caro Hospital Site Visit and Walkthrough

Hello Everyone,

As announced during Monday's Caro stakeholder meeting, the site visit and walkthrough will be held on Friday, October 28th at 10:30 am. Parking is available at the north parking lot by the new facility, and we will all meet at the front/main entry to the new facility by the circle drive to start the tour.

In order to sure there are enough hardhats and other necessary PPE available for our group I will need at headcount from everyone of all attendees from your office/area by Friday, October 21st. Please email me the number of individuals and their names from your respective areas no later than next Friday.

I know that I am excited to tour the facility, it will be really nice to see things in person!

Thank you advance for complying with the deadline and see you all there,

Ryan

Ryan M. Fink
Capital Outlay Coordinator
State Budget Office
Department of Technology, Management and Budget
111 South Capital Avenue
Lansing, MI 48933
(517) 335-4075
finkr@michigan.gov

Caro Parks and Recreation Committee

Meeting Minutes - Aug 17, 2022

- **Call meeting to order** - 5:33 pm.
- **Members Present** - Colleen Russell, Pamela Iseler, Sean Smith, Jill White, Jeff Hartel, Sue Ellen Greenlee, Tanya Batschke and Lauren Amellal.
- **Pledge of Allegiance**
- **Public Comment** - "Music on the Porch" was discussed. Committee felt they were not ready to commit to it this year but would consider it in the future.
- **Approval of July minutes** - motion by Colleen and seconded by Tanya to approve the minutes. Vote was 7 - 0 in favor of approving the minutes.
- **Director of Development Update** - Motion by Tanya and seconded by Sue Ellen to support the use of a sound tech for Encore @ Atwood. Vote was 7 - 0
- **City Council Liaison Update** -
 - Pamela Iseler was appointed as a new council member.
 - Lauren Amellal was appointed Interim City Manager.
 - Gold Star Family Pin & Certificate Presentation Sep 10, 2022 .
 - Gaga Ball pit is here but has not been installed as of this meeting.
 - Grant for signs to be located throughout the city was declined.
- **New Business** -
 - Meeting Day and Time change request. Motion was made by Sue Ellen and seconded by Tanya to move the Parks and Recreation monthly meeting to the 3rd Tuesday of each month beginning at 5:30 pm. Vote was 7 - 0 in favor of this change.
 - Committee open position - more research is needed to determine whether two city council members are allowed to be a member of the Parks and Recreation committee. No decision was made.
 - Liaison to MSU Appointment - Parks and Recreation committee member/members to attend the MSU Extension meetings to serve as a liaison between Parks and Recreation and the City of Caro. A motion was made by Tanya and seconded by Sue Ellen to have Sean and Colleen serve in this capacity. Vote was 5 - 0 in favor with Sean and Colleen abstaining.

- d. Chamber of Commerce Rental Agreement - A MOU was signed between the City of Caro and the Chamber of Commerce on Jul 27, 2022 to use the Bieth Park bathroom/storage area to store Chamber items. A motion by Pamela and seconded by Tanya to have the Bieth Park bathroom/storage area space not to be used for storage or other use by any groups moving forward. Motion carried 7 - 0.
- e. Bi - annual 5 year plan Review - September meeting will focus on this plan review as the main focus of the meeting. A motion by Sean and seconded by Tanya to approve this plan review in September. Vote carried 7 - 0.

- **Other -**
 - a. Motion to support a short extension of the contract with Caro Community Schools for the use of Mertz Road building. Motion by Colleen and seconded by Tanya. Vote carried 7 - 0.
 - b. Discussion of Fence proposal around splash pad at an estimated cost of \$23,900.
 - c. A motion was made by Tanya and seconded by Jill to support the hiring of Chris Eskelson(current lawn maintenance company) plant grass around the splash pad in Beith Park. Motion carried 7 - 0.
- **Adjourn - 6:55 pm.**

**Agenda
City of Caro
Parks & Recreation Committee
September 20th, 2022- 5:30pm**

CALL TO ORDER- 5:30pm

Members present: Pamela Iseler, Sean Smith, Jill White, Sue Ellen Greenlee, Tanya Batschke, Lauren Amellal. Absent: Jeff Hartel

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT

- Sue Ellen stated the parks were looking beautiful
- Sean was happy that the Splash Pad was still open- discussed closing per the weather.

Member Late Arrival: Colleen Russell

APPROVAL OF MINUTES-

Minutes from August 17, 2022 were discussed and amended. Motion to Amend per the changes discussed was made by Sean, seconded by Sue Ellen Greenlee. 6-0 Motion carried

DIRECTOR OF DEVELOPMENT UPDATE

- Lauren Communicated that:
 - a. Botanical Garden sign discussed. Lauren to confirm Gleaners required wording.
 - b. Communicated that DDA was interested in the way- finding sign project, and they asked if Parks and Recreation would present options.
 - c. DDA approved \$500.00 budget for Fall beautification.
 - d. the Farmers Market is hosting Trunk or Treat on October 29th from 11-1pm and needs additional decorated trunks!

CITY COUNCIL LIASON UPDATE

- Jill communicated that
 - a. the striping bid was approved by Council.
 - b. City Manager interviews to be held September 26th, and 27th .

MSUE LIASON UPDATE

- Sean was too busy with work, and home life.
- Colleen saw Katie from MSUE but did not discuss in detail.

NEW BUSINESS

- Fall Activities- Park Clean Up- date at Bieth Park set for November 5th, 2022.
 - a. Lauren to create flyers, and assist with inviting the Shuffleboard club.

**Agenda
City of Caro
Parks & Recreation Committee
September 20th, 2022- 5:30pm**

- b. Sean to contact Gleaners for support for the lunch provided, and to post flyer on FB.
- **Begin Annual Report (RRC Checklist)**
 - a. Lauren to assist committee with report beginning in November.
- **Way Finding Signs- DDA Support**
 - a. Motion by Sean to form a sub-committee to include Colleen, Sue Ellen, Pam, and Jill. Motion seconded by Colleen. Motion carried 6-0
 - b. Sub-committee to assist with finding sign manufacturers and provide input for placement.
- City of Caro-Meeting of the Whole- 2022/2023
 - a. Lauren shared that there was a need for a meeting of the whole, per the RRC task board.

OLD BUSINESS

- Bi-annual 5 Year Plan Review- bring your copy of the P & R Plan (attached outline)
 - a. Motion by Colleen to approve updated timeline as follows: Immediate, near future, and long-term goals. Seconded by Pam, motion carried 6-0

Immediate: (By Spring 2023)

- a. Bike racks-Bieth Park, Atwood, Market Pavilion
- b. Gaga ball pit to be installed at Bieth
- c. Volleyball
- d. Additional 2 trash cans and 2 picnic tables annually- tables to match Adirondack chairs.

Near Future: (1 year)

- a. Additional shaded seating at all parks
- b. Open community center at Mertz road property

Long-term Goals: (5 years)

- a. Skate Park
- b. Regional trail system
- c. Pickleball court
- Motion to continue discussion about the placement of additional items on timeline to October Meeting by Sean, seconded by Colleen, motion carried 6-0.
- **Motion to adjourn the meeting made by Sean, seconded by Colleen, motion carried 6-0**

ADJOURN- 7:15pm

CITY OF CARO SPECIAL COUNCIL MINUTES

Mayor Joe Greene called the regular meeting of the City Council to order on September 26, 2022, 2022 at 6:00 p.m. in the Council Chambers.

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

Absent: Don Hall

Others: Rita Papp – Clerk, Michele Perry - Treasurer and other guests

PUBLIC COMMENT/VISITORS: None

CITY COUNCIL DISCUSSION:

City Manager contract was discussed in detail with proposed changes. Contract will be presented to City Attorney prior to execution.

Purchasing Policy was discussed in detail with proposed changes. Further research requested.

SPECIAL AGENDA: (action required)

1. City Manager Interviews

City Manager candidate, Arturo Puckerin withdrew his application prior to interview.

City Council interviewed Josh Tunning via phone at 7:00 p.m.

ADDITIONAL PUBLIC COMMENT:

Susan Holder – Asked who our labor attorney was. Inquired if candidate interview questions were reviewed by our labor attorney and inquired if the new city manager contract will be reviewed by labor attorney.

22-M-201

Motion by Eschenbacher, seconded by Iseler to adjourn the meeting at 7:41 p.m.

Motion carried.

Rita Papp
City Clerk

CITY OF CARO SPECIAL COUNCIL MINUTES

Mayor Joe Greene called the regular meeting of the City Council to order on September 27, 2022, 2022 at 6:00 p.m. in the Council Chambers.

Present: Mayor Joe Greene, City Council: Bob Eschenbacher, Emily Campbell, Don Hall, Pamela Iseler, Tisha Jones, and Jill White

Absent: None

Others: Rita Papp – Clerk, Michele Perry - Treasurer and other guests

PUBLIC COMMENT/VISITORS: None

SPECIAL AGENDA: (action required)

1. City Manager Interviews

City Council interviewed Scott Czasak, Christopher Shannon, and Lauren Amellal.

Council determined to call back Scott Czasak, Christopher Shannon and Josh Tunning for a 2nd interview. Date and time will be determined.

ADDITIONAL PUBLIC COMMENT:

Susan Holder – Inquired if the applicants completed an application. Inquired if a background check completed along with reference checks. Suggested giving the candidates a tour of the city.

Karen Snider – May want to investigate using an outside professional background search agency. Commented on 2nd interview questions. Commented that the role of the acting/interim city manager is to not make any changes, set aside big projects and maintain the business of the city only. City must avoid legal issues.

Tanya Batschke – Commented on the suggestion of giving the candidates a tour of the city.

Michele Perry – Commented on candidate Christopher Shannon and his great job of researching the financials.

Councilor Jill White – Suggested getting the proper paperwork completed for the candidates.

22-M-202

Motion by Eschenbacher, seconded by White to adjourn the meeting at 8:25 p.m.
Motion carried.

Rita Papp
City Clerk

CITY OF CARO REGULAR COUNCIL MINUTES

Mayor Joe Greene called the regular meeting of the City Council to order on October 3, 2022, at 6:30 p.m. in the Council Chambers.

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

Absent: None

Others: Lauren Amellal – Interim City Manager/Director of Development & Strategic Initiatives, Rita Papp – City Clerk, and other guests

AGENDA APPROVAL

22-M-203

Motion by Eschenbacher, seconded by Hall to approve the agenda with the additions of:

#13 – Council Meeting Reschedule – November 10, 2022

#14 – HDC Request – Domestic Violence Ribbons

Motion Carried.

PUBLIC COMMENT/VISITORS:

Evronne Scott – Resident voiced concerns about a collapsed garage on her property that has been there for four months. She inquired on who owns it and who is going to clean it up.

COMMUNICATIONS:

1. Charter Communications – Upcoming Changes

CONSENT AGENDA:

1. Special Council Minutes – September 15, 2022
2. Finance/Policy Committee Minutes – September 19, 2022
3. Regular Council Minutes – September 19, 2022
4. Invoices

22-M-204

Motion by Eschenbacher, seconded by White to approve the consent agenda as presented with amendments to the Special Council Minutes – September 15, 2022, and including invoices.

Motion Carried.

REGULAR AGENDA: (action required)

1. Set Halloween Trick or Treating Hours – October 31, 2022

22-M-205

Motion by Hall, seconded by White to approve the Halloween Trick or Treating Hours for October 31, 2022 from 6:00 p.m. to 7:30 p.m. with the siren to sound at the starting and ending times.

Motion carried.

2. Resolution for the adoption of the Tuscola County Hazard Mitigation Plan

22-M-206

Motion by Jones, seconded by Hall to accept and approve the Resolution for the adoption of the Tuscola County Hazard Mitigation Plan.

Roll call vote: Campbell – yes, Eschenbacher – yes, Hall – yes, Jones – yes, Iseler – yes, White – yes, Mayor Greene - yes

Motion carried

3. Schedule 2nd Interviews for City Manager candidates

2nd Interview for City Manager to be scheduled on October 11, 2022 & October 12, 2022.

4. CDL Licensing

22-M-207

Motion by Hall, seconded by Iseler to postpone this matter to a later date.

Motion carried.

5. Jack Doheny Company – Estimates for Vac Truck Repair

22-M-208

Motion by Hall, seconded by Campbell to accept and approve the estimate from Jack Doheny Company in the amount of \$ 12,570.46 for the repair of the Vaccom.

Motion carried.

6. DPW Parking Lot Quotes

22-M-209

Motion by Hall, seconded by Eschenbacher to postpone this matter to a later date.

Motion carried.

7. DPW Replacement Furnaces Quotes

22-M-210

Motion by Iseler, seconded by Hall to accept and approve the estimate from Newton-Johnson Plumbing & Heating in the amount of \$6,223.00 for 2 Train furnaces.

Motion carried.

8. Skip Patching Pavement Quotes

22-M-211

Motion by Hall, seconded by Iseler to accept and approve the estimate from Mr. Asphalt in the amount of \$23,185.40 for the skip patching project.

Motion carried

9. Emergency Siren Quotes

22-M-212

Motion by Hall, seconded by White to accept and approve the estimate from West Shore Services and Ken Martin Electric in the amount of \$17,800.00 for the removal of current siren, install refurbished model, new pole, 60 amp electric, new antenna, and new control panel.

Motion carried

Recessed: 7:53 p.m.
Reconvened: 7:56 p.m.

10. HVAC Quotes

22-M-213

Motion by Iseler, seconded by Hall to accept and approve the estimate from Thumb Cooling & Heating in the amount of \$106,890.00 for the HVAC system at city hall with allocation from ARPA funds.

Motion carried

11. Master Plan Public Hearing

22-M-214

Motion by Iseler, seconded by Campbell to approve the draft Master Plan for public distribution and allow the Planning Commission to set a public hearing date in January 2023.

Motion carried

12. Resolution by City Council to Reserve Right to Final Approval Master Plan 2023-2043

22-M-215

Motion by Campbell, seconded by Eschenbacher to approve the Resolution by City Council to Reserve Right to Final Approval Master Plan 2023-2043.

Roll call vote: Eschenbacher – yes, Hall – yes, Jones – yes, Iseler – yes, White – yes, Campbell – yes, Mayor Greene – yes.

Motion carried

13. Council Meeting Reschedule – November 10, 2022

Council Meeting Rescheduled to November 9, 2022, due to the need to mail out invoice payments on November 10, 2022 and office is closed on November 11, 2022 for Veteran's Day.

14. HDC Request – Domestic Violence Ribbons

22-M-216

Motion by Jones, seconded by Campbell to allow HDC to hang their Domestic Violence Ribbons on the trees downtown.

Roll call vote: Hall – no, Jones – yes, Iseler – no, White – no, Campbell – yes, Eschenbacher – yes, Mayor Greene – no.

Motion failed

CLOSED SESSION: Discuss Written Legal Opinion – MCL 15.268 Sec 8(1)(h)

22-M-217

Motion by Eschenbacher, seconded by Hall to enter closed session for the purpose of discussing written legal opinion.

Motion carried.

Entered closed session at 8:09 p.m.

Returned to open session at 8:16 p.m. – **Motion 22-M-218**

ITEMS PENDING/TABLED: Parks & Recreation Committee – Fence Quotes

COMMITTEE/LIAISON POSITION REPORTS: None

MAYOR'S REPORT – Written report submitted

Mayor Greene commented that there are many grants out there that the city needs to research.

MANAGER'S COMMENTS – Written report submitted

Councilor Don Hall requested that the city reimburse Jill White for the downtown decorations.

CLERK'S REPORT – Written report submitted

Highlighted – The Industrial Facilities Tax Exemption has been mailed to the State of Michigan Treasury for Larsen's Graphics. Signed lease paper work for the new 2022 Silverado that was delivered to the police department last week.

ADDITIONAL PUBLIC COMMENT:

Councilor Tisha Jones presented her resignation letter and requested the letter to be read on the record.

22-M-219

Motion by Hall, seconded by White to accept the resignation letter that was presented by Tisha Jones.

Motion carried

Steve Campbell – Asked how long the domestic violence banner will be up.

Mike Carpenter – Applied for the MDOT Category B grant and was not successful. There are other grants available for infrastructure that have a deadline of November 1, 2022. He will follow up with new city manager.

Sue Ellen Greenlee – Suggested that the domestic violence ribbons be put on the light poles in the parking lots and the end of town.

22-M-220

Motion by Hall, seconded by White to approve the placement of the HDC Domestic Violence ribbons on the light poles in the city parking lots and the light poles on each end of town that do not have corn stalks on them.

Motion carried

Tanya Batschke – Asked council to have an open mind on the 3 city manager candidates. Commented on the CDL licensing issue and offered suggestions.

John Scheinder – Commented on the CDL Licensing issue and offered suggestions.

Beth Greene – Commented on the CDL Licensing issue and offered suggestions.

Karen Snider – Commented on the CDL issue. Should need at least 4 individuals licensed with CDL's.

Councilor Bob Eschenbacher – Addressed his concerns with Tisha Jones's letter of resignation.

Councilor Jill White – Addressed her concerns with Tisha Jones's letter of resignation.

22-M-221

Motion by White, seconded by Hall to adjourn the meeting at 8:41 p.m.

Motion carried.

Rita Papp
City Clerk

CITY OF CARO SPECIAL COUNCIL MINUTES

Mayor Joe Greene called the regular meeting of the City Council to order on October 11, 2022 at 6:00 p.m. in the Council Chambers.

Present: Mayor Joe Greene, City Council: Bob Eschenbacher, Emily Campbell, Don Hall, Pamela Iseler, Tisha Jones, and Jill White

Absent: None

Others: Rita Papp – Clerk, Michele Perry - Treasurer and other guests

PUBLIC COMMENT/VISITORS: None

SPECIAL AGENDA: (action required)

1. City Manager 2nd Interviews

City Council interviewed Scott Czasak.

Recessed: 6:33 p.m.

Reconvened: 6:52 p.m.

City Council interviewed Christopher Shannon.

Council discussed both candidates.

22-M-222

Motion by Hall, seconded by Iseler to offer the City Manager position to Christopher Shannon with a starting wage of \$85,000.00 and hiring is contingent on a background investigation and contract negotiations.

Roll call vote: Campbell – yes, Eschenbacher – no, Hall – yes, Jones – no, Iseler – yes, White – yes, Mayor Greene – yes.

Motion carried

ADDITIONAL PUBLIC COMMENT:

Councilor Tisha Jones – Commented that she reported to the prosecutor the potential Open Meeting Act violations by City Council.

Karen Snider – Commented on the offered salary to the City Manager.

22-M-223

Motion by Eschenbacher, seconded by Iseler to adjourn the meeting at 7:48 p.m.

Motion carried.

Rita Papp
City Clerk

GL Period	Chk Issue Date	Check No	Vendor No	Payee	Amount
10/22	10/17/2022	75948	2403	ADVANCE AUTO PARTS	28.02
10/22	10/17/2022	75949	2439	AIR ADVANTAGE LLC	508.00
10/22	10/17/2022	75950	2817	AMAZON CAPITAL SERVICES	306.84
10/22	10/17/2022	75951	2789	ASHLEY MONCHILOV	200.00
10/22	10/17/2022	75952	2580	AUTO-WARES GROUP	53.67
10/22	10/17/2022	75953	590	BELL - WASIK, INC.	653.86
10/22	10/17/2022	75954	2927	BRIGHTSPEED	139.52
10/22	10/17/2022	75955	2169	CAPITAL ONE TRADE CREDIT	2,989.23
10/22	10/17/2022	75956	233	CARTER LUMBER	251.57
10/22	10/17/2022	75957	199	CHARTER COMMUNICATIONS	40.96
10/22	10/17/2022	75958	1297	CITY OF CARO	4,398.43
10/22	10/17/2022	75959	2751	CLEARBROOKE TECHNOLOGIES	4,448.00
10/22	10/17/2022	75960	2542	COMPASS MINERALS AMERICA	14,283.92
10/22	10/17/2022	75961	319	CONSUMERS ENERGY	2,182.51
10/22	10/17/2022	75962	2174	EMTERRA ENVIRONMENTAL USA CORP	38,687.16
10/22	10/17/2022	75963	2766	FOSTER, SWIFT, COLLINS & SMITH, PC	2,450.00
10/22	10/17/2022	75964	506	FRONT LINE SERVICES, INC.	8,881.53
10/22	10/17/2022	75965	1711	GAMBLES DO IT BEST HARDWARE	502.83
10/22	10/17/2022	75966	553	HAMMOND DRIVES & EQUIP INC	854.05
10/22	10/17/2022	75967	226	HIRSCHMAN OIL SUPPLY INC	873.22
10/22	10/17/2022	75968	581	HOLLOWAY FIRE PROTECTION INC	1,014.25
10/22	10/17/2022	75969	1441	HOLZWORTH SIGNS	400.00
10/22	10/17/2022	75970	585	HONEYWELL INC	11,361.06
10/22	10/17/2022	75971	1625	JEFFREY S. BRINKMAN	3,662.50
10/22	10/17/2022	75972	2923	JONATHON MARTINEZ	100.00
10/22	10/17/2022	75973	729	LASTING IMPRESSIONS	50.00
10/22	10/17/2022	75974	2731	LAUREN AMELLAL	193.32
10/22	10/17/2022	75975	2891	LISA JUNE	24.00
10/22	10/17/2022	75976	2907	MICHIGAN DIVERSIFIED SERVICES LLC	2,615.00
10/22	10/17/2022	75977	1560	MICHIGAN GOVERNMENT FINANCE	120.00
10/22	10/17/2022	75978	886	MICHIGAN MUNICIPAL LEAGUE	18.97
10/22	10/17/2022	75979	2826	MICHIGAN MUNICIPAL TREASURERS ASSO	99.00
10/22	10/17/2022	75980	830	MICHIGAN PIPE & VALVE-SAGINAW	1,338.00
10/22	10/17/2022	75981	835	MICHIGAN RURAL WATER ASSOCIATION	2,703.75
10/22	10/17/2022	75982	2796	MIKE PAPP	100.00
10/22	10/17/2022	75983	2353	MML WORKERS' COMP FUND	4,304.00
10/22	10/17/2022	75984	894	MOORE MOTOR SALES	870.00
10/22	10/17/2022	75985	2652	MSU ANR ENVENT SERVICES	10.00
10/22	10/17/2022	75986	1911	NATIONAL TIME & SIGNAL	393.80
10/22	10/17/2022	75987	1617	PEERLESS MIDWEST INC.	28,904.11
10/22	10/17/2022	75988	2642	R&R TECHNICAL SERVICES	1,462.00
10/22	10/17/2022	75989	1054	ROWE PROFESSIONAL SVS COMP.	9,062.50
10/22	10/17/2022	75990	2924	SK GASKETS	60.00
10/22	10/17/2022	75991	1139	STEPHENS TIRE SERVICE	1,180.00
10/22	10/17/2022	75992	1189	THUMB CELLULAR	266.72
10/22	10/17/2022	75993	1198	THUMB WELDING SUPPLY	98.74
10/22	10/17/2022	75994	17	TUSCOLA COUNTY ADVERTISER	864.00
10/22	10/17/2022	75995	1252	TUSCOLA COUNTY TREASURER	317.50
10/22	10/17/2022	75996	1261	UNIQUE PAVING MATERIALS CORP	878.40
10/22	10/17/2022	75997	1271	USA BLUEBOOK	4,889.34
10/22	10/17/2022	75998	2799	WALTER MALBURG	20.00
10/22	10/17/2022	75999	1327	WEBER STEEL INC	70.20
10/22	10/17/2022	76000	2007	WITMER PUBLIC SAFETY GROUP	678.79

CITY OF CARO

Check Register
Check Issue Dates: 10/4/2022 - 10/17/2022

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Oct 14, 2022 12:44PM

GL Period	Chk Issue Date	Check No	Vendor No	Payee	Amount
10/22	10/17/2022	76001	2926	WSP USA ENVIRONMENT & INFRASTRUCTURE	3,296.40
10/22	10/14/2022	800010	388	DTE ENERGY	10,726.89
Grand Totals:					<u>174,886.56</u>

Report Criteria:

Report type: Summary

City of Caro		
Expense Totals Sheet For All Funds		
Checks to be run on 10/17/22		
		AMOUNT
101	General Fund	\$ 29,382.82
202	Major Street Fund	8,986.30
203	Local Street Fund	13,872.95
204	Municipal Street Fund	2,591.55
242	DDA	3,415.32
265	Drug Forfeiture Fund	0.00
301	Debt Service	0.00
390	Bond Fund	0.00
391	Water Bond Fund	0.00
536	Fire Department Fund	10,207.49
590	Sewer Fund	14,149.88
592	Water Fund	41,170.44
596	Sanitation Fund	38,756.36
661	Equipment Fund	5,008.53
Trust & Agency - Tax settlements		0.00
		TOTALS
		\$ 167,541.64
Hand Checks & EFTs		
Check #	Name of Vendor	
EFT	Wex Bank	\$ 3,381.97
	Total of Hand Checks to Approve	\$ 3,381.97
	Amount taken in through tax and paid out through tax	\$ -
	Bills paid by all funds with out tax settlements	\$ 167,541.64
	TOTAL OF BILLS TO BE APPROVED FOR THIS PERIOD	\$ 167,541.64

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

To: Lauren Amellal, Acting City Manager, Caro City Council
From: Brian Newcomb, Chief of Police
Date: October 6, 2022
Reference: September 2022 Monthly police activity report

COMPLAINTS RECEIVED:

See attached complaint breakdown report

- Caro Police were dispatched to 204 Complaints in September 2022
 - Comparison reports
 - August 2022 – 177 complaints
 - July 2022 212 Complaints
 - June , 2022-190 Complaints
 - September 2021- 180 complaints

ARRESTS:

- Arrest count still affected by COVID.

PATROL VEHICLE MILEAGE:

- Mileage driven in September 2022= 3,576 miles.

GASOLINE USED:

- Gallons- 298 gallons

Abandoned Vehicle	2
Alarm	3
Animal at Large/dog bite	1
Animal Cruelty	
Armed Robbery	
Arson	
Assault/domestic	11
Assist to MSP within city limits	
Assist to TUSH within city limits	2
Assist to other PD within city limits	2
Assist to DPW	
Assist to CARO FIRE	3
Assist to MMR	6
Assist to DHHS	
Attempt to locate	
Attempt suicide	
Barking Dog	3
Background Check	1
Blight	
Bond Condition Violation/Arrest	4
Breaking and Entering	
Bullying	
Civil dispute	5
Child Neglect/abuse	
Commercial Sex	
Counterfeit Bills	1
Credit Card fraud	
Criminal Sexual Conduct	
Curfew Violation	
Disorderly Person	7
Dog left in vehicle	
Drug Overdose	
Eavesdropping	
Embezzlement	
Emotionally Disturbed	1
Escape	
Extortion	1
False Police Report	
Felonious Assault	3
Fight In progress	2

Fireworks	
Flee and Elude	
Found/lost Property	2
Forgery	
Fraud	2
Fugitive	
General Non-Criminal	10
Harassment	8
Health and Safety	
Hit and Run PDA	3
Homeless	
I D Theft	
Illegal Burn	
Indecent Exposure	
Injury crash	1
Intimidation/threats	
Illegal Dumping	
Keys locked in Vehicle	
Kidnapping	
Larceny	3
Larceny from Auto	
Liquor Inspection	15
Liquor Violations	
Littering	1
Malicious Destruction	4
Mental Pickup Order	
Mental Health call	9
Minor in Possession	
Misdemeanor Traffic-OWI	
Misdemeanor Traffic-No Insurance	
Misdemeanor Traffic-DWLS	
Misdemeanor Traffic-reckless driving	
Misdemeanor Traffic-No Registration	1
Missing Person	
Motorist Assist	
Mutual Aid calls ** See Below**	
Narcotics	1
Natural Death Invest	
Noise	5
Obscenity	

Open Door	
Overdose-drugs	1
PDA-traffic crash	9
Parking violation	2
Parole Violation	1
PPO Violation	1
Probation Violation	1
Prowler	
Public Relations	
Resist/Obstruct officer	1
Retail Fraud	5
Runaway (juvenile)	1
Stalking	2
Sex Offense (other)	
Suicide	
Suicidal Person	2
Suspicious Situation	6
Terrorist Threat	
Threats-school violence	
Threats	5
Tobacco violation	2
Trespass	2
Traffic Policing	6
UDAA (Vehicle Theft)	1
Vehicle Inspection	1
Vehicle Inspection	
Verbal Domestic	10
Warrant arrests	9
Weapons Violations	1
Wellness Check	11
911 Hangup	1

TOTALS

204

200 Mona Rd

Large party

Msp

VEHICLE MAINTENANCE RECORD FOR CAR 1

TOTAL MAINTENANCE COSTS		YEAR	2015	MAKE:	FORD	MODEL	SUV	LICENSE	023X391	VIN NO.	1FM5K8AR5FB83483	Dec-22
		Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22
Enter Starting Vehicle Mileage		70,395	71,584	72,627	73,000	73,150	74,641	76,001	76,701			
Enter Vehicle Mileage at End of Month		71,584	72,626	73,000	73,100	73,150	74,641	76,001	76,701	78,330		
Monthly Mileage Totals		1,189	1,042	373	100	50	1,491	1,360	700	1,629	0	0
Total Mileage for Year		7,934										
Maintenance Cost Per Mile		\$0.66										
VEHICLE MAINTENANCE COSTS												
TYPE OF SERVICE												
Oil & Filter Change		\$69.58										
Air Filter Change		\$76.84										
Fuel Filter Change												
Transmission Fluid & Filter												
Engine Coolant												
Cooling System Flush												
Tire Repair or Replacement		\$584.04										
Tire Rotation or Balance		\$60.00										
Hose Replacement		\$60.00										
Brake Repair												
Engine Tune-Up												
Front End Alignment												
Power Steering / Brake Fluid		\$509.12										
A/C or Heater Repair												
Replace Belts												
Electrical Repairs												
Battery Replacement												
Battery Cables / Terminals												
Headlights or Light Bulbs		\$40.82										
Windshield Wiper Blades												
Wash & Wax		\$3,800.21										
Miscellaneous Service		\$50.00										
TOTAL MONTHLY MAINTENANCE COSTS		\$69.58	\$644.04	\$0.00	\$0.00	\$3,800.21	\$50.00	\$100.82	\$0.00	\$76.84	\$0.00	TOTAL \$5,250.61
TIRE SIZE		TIRE 245	55R18	M&S								

VEHICLE MAINTENANCE RECORD FOR CAR 2

TOTAL MAINTENANCE COSTS										VIN NO. 1FM5K8A0DGC06925	
YEAR:	2013	MAKE:	FORD	MODEL:	SUV	LICENSE					
Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22
Enter Starting Vehicle Mileage	102,792	103,457	104,960	105,857	105,957	106,000	106,653	107,194	108,273		
Enter Vehicle Mileage at End of Month	103,457	104,960	105,857	105,957	106,000	106,653	107,194	108,273	108,984		
Monthly Mileage Totals	665	1,503	897	100	43	653	541	1,079	711	0	0
Total Mileage for Year	6,192										0
Maintenance Cost Per Mile	\$0.32										
VEHICLE MAINTENANCE COSTS											
TYPE OF SERVICE											
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	\$304.17	\$0.00	\$775.80	\$0.00	\$80.55	\$0.00	\$80.55	\$0.00	\$80.55	\$0.00	\$80.55
TOTAL	\$1,976.75										

24

VEHICLE MAINTENANCE RECORD FOR CAR 3

TOTAL MAINTENANCE COSTS		YEAR:	2017	MAKE:	FORD	MODEL:	SUV	LICENSE	VIN NO	1FM5K8AR3HGC07315			
		JAN-22	FEB-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22
Enter Starting Vehicle Mileage		40,295	41,295	41,978	43,175	43,349	47,599	48,399	49,996	51,015			
Enter Vehicle Mileage at End of Month		41,295	41,978	43,175	43,349	47,599	48,399	49,996	51,015				
Monthly Mileage Totals		1,000	683	1,197	174	4,250	800	1,597	1,019	-51,015	0	0	0
Total Mileage for Year		40,295											
Maintenance Cost Per Mile		-\$0.04											
VEHICLE MAINTENANCE COSTS													
TYPE OF SERVICE													
Oil & Filter Change											body		
Air Filter Change											shop		
Fuel Filter Change											repair		
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	\$345.93	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,288.83	\$0.00	\$0.00	\$0.00	\$0.00
Tire Size=245/55R18													
MILLARS TIRES BAY CITY													
TOTAL	\$1,634.76												\$0.00

VEHICLE MAINTENANCE RECORD FOR CAR 464

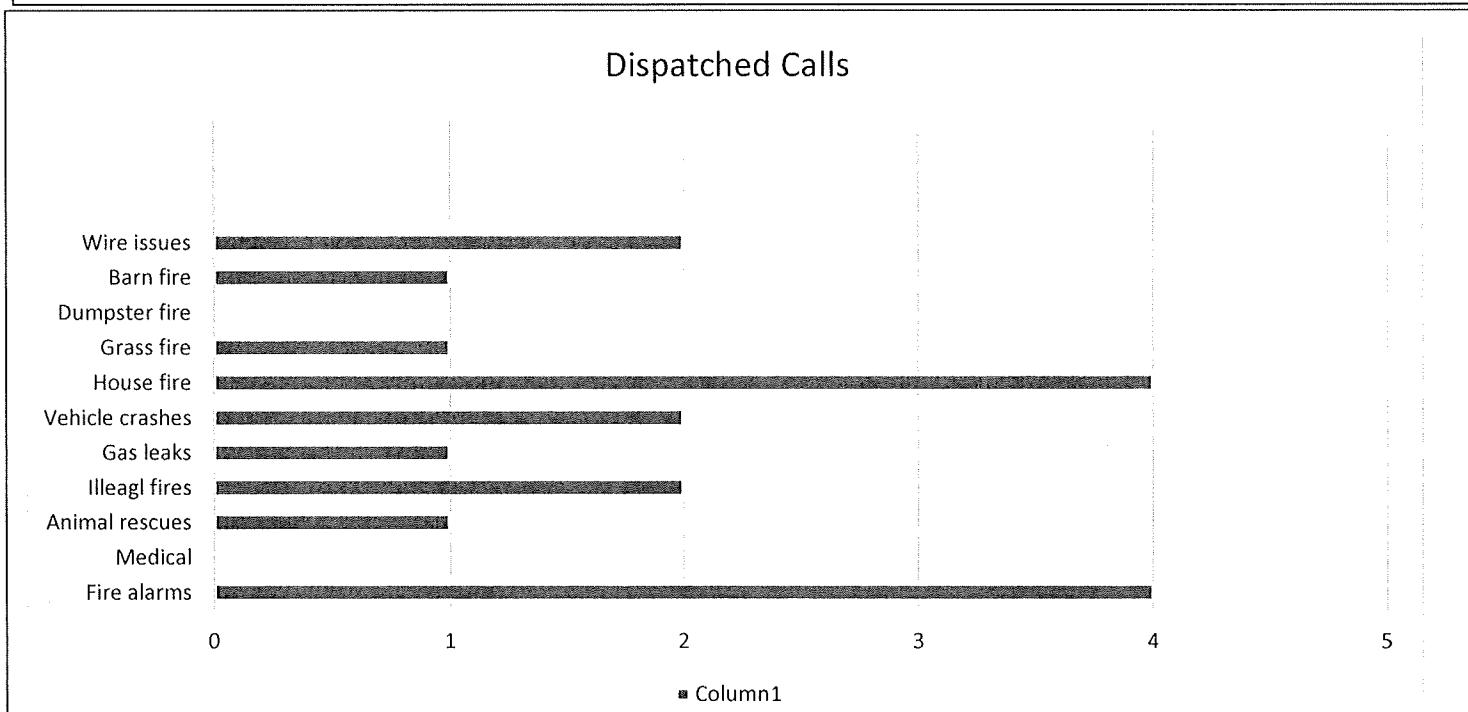
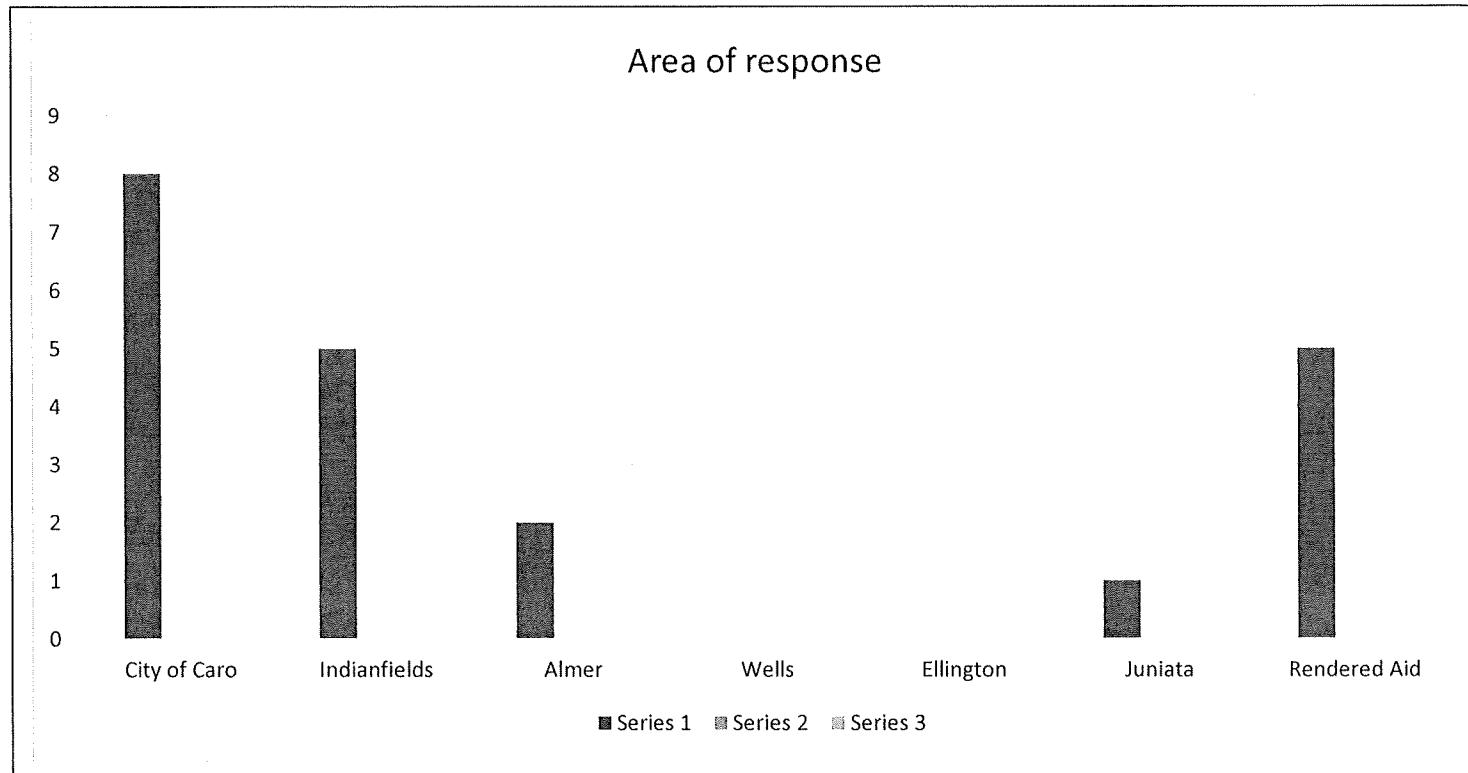
YEAR:	2019	MAKE:	DODGE	MODEL DURANGO	LICENSE:	023X394	VIN NO:	1C4RDJFG1KC708488
Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22
6,195	6,295	6,601	7,100	8,209	9,346	9,665	10,300	11,652
Enter Starting Vehicle Mileage	Enter Vehicle Mileage at End of Month							
6,295	6,601	7,100	8,209	9,346	9,665	10,300	11,652	12,788
100	306	499	1,109	1,137	319	635	1,352	1,136
Total Mileage for Year	6,593						0	0
Maintenance Cost Per Mile	\$0.01						\$0.00	\$0.00
VEHICLE MAINTENANCE COSTS								
TOTAL MAINTENANCE COSTS								
Enter Starting	Enter Ending	Enter Starting	Enter Ending	Enter Starting	Enter Ending	Enter Starting	Enter Ending	Enter Ending
Vehicle Mileage	Vehicle Mileage	Vehicle Mileage	Vehicle Mileage	Vehicle Mileage	Vehicle Mileage	Vehicle Mileage	Vehicle Mileage	Vehicle Mileage
Enter Vehicle	Enter Vehicle	Enter Vehicle	Enter Vehicle	Enter Vehicle	Enter Vehicle	Enter Vehicle	Enter Vehicle	Enter Vehicle
Mileage at End of Month	Mileage at End of Month	Mileage at End of Month	Mileage at End of Month	Mileage at End of Month	Mileage at End of Month	Mileage at End of Month	Mileage at End of Month	Mileage at End of Month
Enter Vehicle	Enter Vehicle	Enter Vehicle	Enter Vehicle	Enter Vehicle	Enter Vehicle	Enter Vehicle	Enter Vehicle	Enter Vehicle
Mileage Totals	Mileage Totals	Mileage Totals	Mileage Totals	Mileage Totals	Mileage Totals	Mileage Totals	Mileage Totals	Mileage Totals
Total Mileage for Year	6,593						0	0
Maintenance Cost Per Mile	\$0.01						\$0.00	\$0.00
TYPE OF SERVICE								
Oil & Filter Change							\$80.96	
Air Filter Change								
Fuel Filter Change								
Transmission Fluid & Filter								
Engine Coolant								
Cooling System Flush								
Tire Repair or Replacement								
Tire Rotation or Balance								
Hose Replacement								
Brake Repair								
Engine Tune-Up								
Front End Alignment								
Power Steering / Brake Fluid								
A/C or Heater Repair								
Replace Belts								
Electrical Repairs								
Battery Replacement								
Battery Cables / Terminals								
Headlights or Light Bulbs								
Windshield Wiper Blades								
Wash & Wax								
Tie Rods/Alignment								
Muffler								
Tow/Wrecker Service								
Miscellaneous Service								
TOTAL MONTHLY MAINTENANCE COSTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.96	\$0.00



CITY OF CARO FIRE DEPARTMENT

October 2022 Council Fire report

September 2022 monthly review



October 2022 Council Fire report

September 2022 monthly review



CITY OF CARO CODE ENFORCEMENT

October 2022 Council Code report

September 2022 monthly review

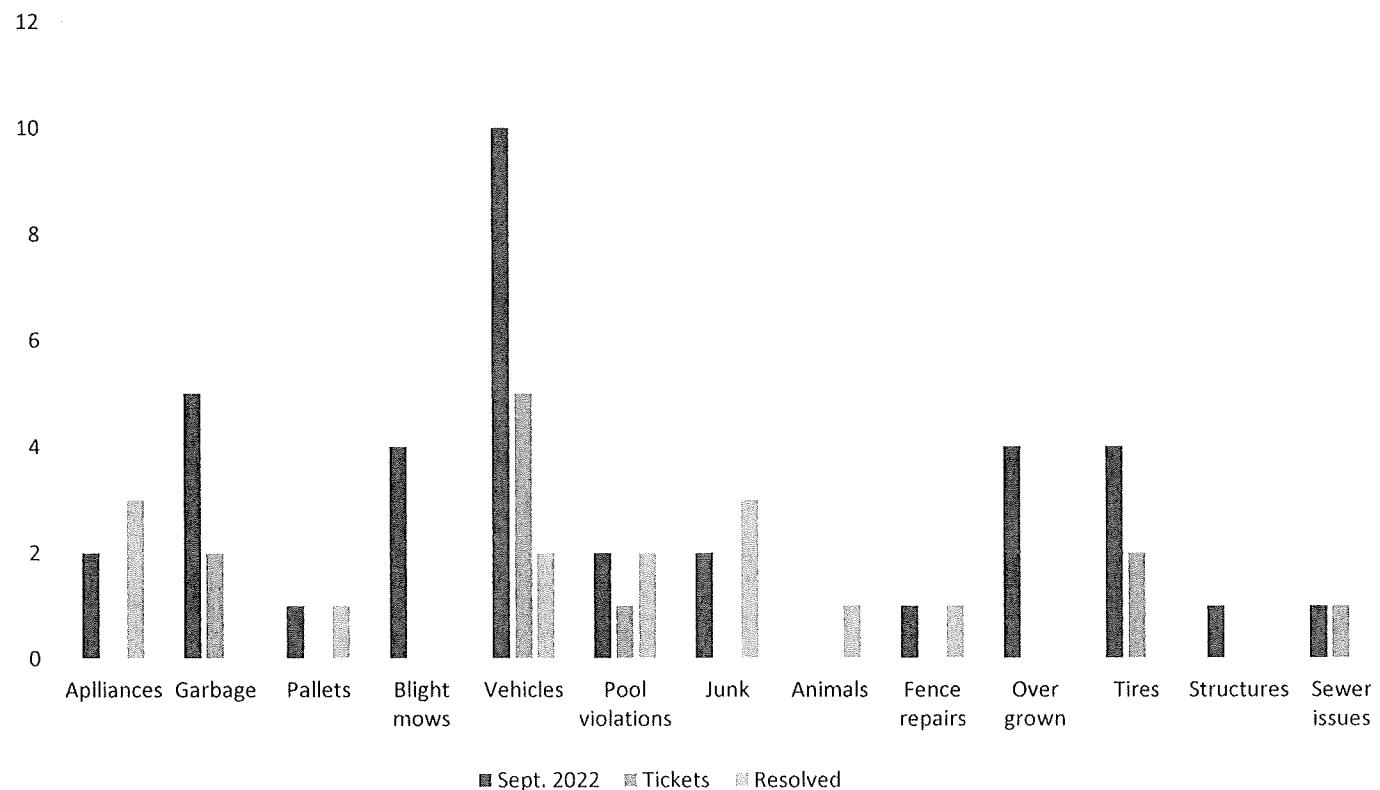
1062 S. Colling Rd.	2 Appliances	1 st . notice
1078 S. Colling Rd.	Blight vehicle	2 nd . notice
425 W. Lincoln St.	Blight mowed	
113 Howard St.	Junk items in the yard	1 st . notice
602 W. Gilford Rd.	Blight vehicle	2 nd . offence ticketed \$250.00
602 W. Gilford Rd.	Blight vehicle	3 rd . offence ticketed \$500.00
602 W. Gilford Rd.	pallets	1 st . offence ticketed \$100.00
602 W. Gilford Rd.	Un-permitted pool	1 st . notice
228 W. Bush St.	Overgrown and a brush pile	1 st . notice
320 N. Almer St.	Unpermitted pool	Case resolved
670 Gibbs St.	Appliance	Case resolved
820 Gibbs St.	tires	1 st . notice
638 W. Sherman St.	Garbage violation	1 st . offence \$100.00 ticket
657 W. Sherman St.	tires	3 rd . offence \$500.00 ticket
220 Columbia St.	Blight vehicle	2 nd . notice
352 Columbia St.	Blight vehicle	1 st . notice
313 Ellis St.	Yard junk	Case resolved
220 Ellis St.	appliance	Case resolved
219 Ellis St.	Fence repairs	Case resolved
233 Ellis St.	Blight vehicle	1 st . notice
343 Wells St.	Brush & junk	Case resolved
343 Wells St.	Animal issue	Case resolved
337 Wells St.	Blight vehicle	1 st . notice
351 Wells St.	Blight vehicle	Case resolved
400 Wells St.	appliance	Case resolved
531 S. Almer St.	Garbage violation	1 st . notice
114 Butler St.	Blight vehicle	Case resolved
121 Alexander St.	Blight structure	1 st . notice
V/L Alexander St.	Overgrown areas	2 nd . notice
246 Columbia St.	junk	Case resolved
352 Columbia St.	pallets	Case resolved
128 S. Hooper St.	Garbage violation	2 nd . notice
213 W. Congress St.	Garbage violation	1 st . offence \$100.00 ticket
127 W. Congress St.	Garbage violation	1 st . notice
300 E. Grant St.	appliance	1 st . notice
619 Court St.	tires	1 st . notice
619 Court St.	Illegal sewer hookup	1 st . offence \$100.00 ticket
673 Court St.	Pool violation	Case resolved
648 Meek St.	Blight mowed	
327 E. Bush St.	Blight mowed	
701 E. Frank St.	Blight mowed	



CITY OF CARO CODE ENFORCEMENT

October 2022 Council Code report

September 2022 monthly review



CITY OF CARO CODE ENFORCEMENT

October 2022 Council Code report

September 2022 monthly review

CITY OF CARO

INTERIM MANAGER
LAUREN AMELLA
CLERK
RITA PAPP
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PAMELA ISLER

MEMORANDUM

TO: City Council
From: Tom Reese Director of Public Works
Date: October 17th,2022
Re: Monthly report

ACTIVITY

- Completed daily well checks
- Completed 64 work orders ranging from final reads to potholes, sewer problems and billing issues.
- Completed 31 MISS DIG tickets.
- Finished the last of the windmill detail on August 28, 2022.
- Removed fountains from Chippewa park.
- Closed splash pad and put chairs away.
- Worked up area around the splash pad for grass seed and straw.
- Got quotes for furnaces for DPW building.
- Got the mini dump box replaced.
- Fixed 3 storms.
- Removed dead deer from M81.
- The guys did meter reading for 1 week and 2 days. I walked with Gaige and showed him my old route.
- Did a final walk through for the Gilford Rd project with Mike Carpenter and Lauren.
- Picked up new work truck from Moore Motors and brought it to get lights and stickers.
- Got all the trees downtown trimmed.
- Assisted Pumpkin Fest with set up and take down.
- Got the banner cable repaired and banners hung for pumpkin fest.
- Mike F and I went to a 2-day math class and a 2-day limited treatment review class.
- We lost a check valve at well #7 had Peerless come in and replace piping, motor and pump also check valves. Well #7 is back in service as of October 7, 2022, company came in and camera the well and the casing and screen is in great shape
- We had a water main break on M81 we repaired the rusted repair clamp. No customers were affected.
- Worked on getting quotes for new Christmas lights for downtown per Lauren and DDA.
- Received new shipment for road salt and put into salt shed.
- Assisted Caro PD on community service workers. They cleaned the shop and washed trucks for a total of 15 hours over a few weeks.
- Did walk thought of sewer project at the state hospital also put into the new GIS system.
- Trees were removed for the new placement of the tornado siren behind the fire hall.
- Called to get quotes for arsenic plant tanks to get repainted. Also talked with Peerless Midwest to get quotes for testing and replacing the media in the arsenic tanks.
- The guys built a new driveway at lift station #3 for Ken Fields
- Working with Jennifer about getting a list of service connections for our lead and copper rule per EGLE.

CITY OF CARO

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UP COMING PROJECTS

- Lining of sewer on Allen St
- Parking lot striping
- Skip patching around town
- Preparing trucks and salters ready for the upcoming winter.
- New furnaces for DPW also New HVAC for City Hall

ATTACHMENT

CITY OF CARO

INTERIM CITY MANAGER
LAUREN AMELLAL
CITY CLERK
RITA PAPP
CITY TREASURER
MICHELE PERRY
CITY ATTORNEY
LAURA GENOVICH

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PAMELA ISELER

TO: Lauren Amellel, City Manager and Caro City Council
FROM: Ken Fields, W.W.T.P.
SUBJECT: October 2022 Report
DATE: October 12, 2022

FOR THE AGENDA OF: October 2022

TREATMENT SYSTEM PREVENTATIVE & REGULATORY&CORRECTIVE

- Our Permit required monthly Discharge Monitoring Report for September 2022 was sent electronically via Mi-Waters to the EGLE.
- I submitted the new permit required PFAS sampling results to EGLE.
- We set up and ran the Cities Drinking water samples for September 2022.
- The new F-450 rear axle is being replaced under warranty.
- The clarifiers are being hosed down or power washed down weekly.
- The Chlorine contact chamber is being hosed down, or power washed and flushed weekly.
- Ran both portable pumps for 10 minutes this month.
- The plant generator was exercised this month.
- We relinquished another 5 raw water samples to SVSU for COVID-19 testing.
- Ordered new screw conveyor it will take 16 to 20 weeks to deliver.
- Received a load of chemicals for the plant.
- The staff mows and weeds around the plant weekly.
- Sampling for wet testing and Mercury as part of discharged permit
-

Memorandum

To: City Council
From: Jennifer Trahan
Date: October 14, 2022
Re: Municipal Parking Violations Report, September 2022

No Parking 2 a.m. – 5 a.m.	Municipal Parking Violations Written	0
	Warnings	0
	2nd Offense	0
	3rd, 4th & 5th Offense	0
	6th & 7th Offense	0
<hr/>		
2 Hour Downtown Parking	Municipal Parking Violations Written	0
	Warnings	0
	2nd Offense	0
	3rd Offense	0
	4th Offense	0
<hr/>		
Other Ordinance __	Municipal Parking Violations Written	0
	Warnings	0
	2nd Offense	0
	3rd Offense	0
	4th Offense	0
	5th Offense	0

CITY OF CARO

INTERIM MANAGER
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Memorandum

TO: City Council

From: Lauren M. Amellal; Director of Development

Date: October 13th, 2022

RE: Director of Development Report

Activity:

- Compiled data from Caro Farmers Market in September:
 - Total economic impact via vendor sales revenue reports was approximately \$18,797.00.
 - Promoted and hosted all Saturday Farmers Markets and special events
 - Submitted payment requests for September to accounts payable for Market vendor payments.
 - Facilitated/supported vendor sales to local organizations.
 - Engaged local businesses to support Harvest Day Event.
 - Welcomed 4 new market vendors.
 - Coordinated Harvest Day Farm & Arts Market, which included several entertainment, shopping, and enrichment opportunities at no or low cost to the community.
- Created multimedia promotional communications for 3 Fall events in Caro.
- Assisted with management of part time seasonal DDA staff. Working on seasonal employee work outline and for presentation and at DDA.
- Coordinated/attended Department Head touch point meeting after the September meeting. Coordinated with individual department heads after the October 3rd meeting.
- Attended Land use/ Utility/ Service discussion meeting with the County Administrator and Head of Grounds.
- Continuing RRC Training. Currently developing a work plan to complete tasks to become a Certified RRC. Initiated collaborative relationship with EDC to expedite the process.
- Working on revisions to commercial planning and zoning documents to streamline processes per discussions with the Planning Chairman, Mike Carpenter and MSU land/ zoning professional's forum.
- Coordinating Master Plan project with Jason Ball from Rowe.
- Attended Michigan Farmers Market at the Capitol and met with legislators to discuss policies related to business development, agriculture, and rural engagement. Also met with MIFMA Board members and volunteers to discuss progress in Caro.
- Attended Caro Chamber of Commerce Meeting- joined the Gingerbread event committee, and the Citizen of the year committee.
- Attended Gingerbread committee meeting. Exploring options to expand the offerings and uses of the Cities facilities for the Gingerbread Festival.

- Coordinating WWTP upgrade project and funding with team.
- As a corporate member through the City of Caro I attended and volunteered with my husband, and the Mayor at The Rotary Pumpkin Festival Pancake Dinner as dishwashers.
- Met with the Mayor to discuss solutions for utility services currently being provided to out of city properties at a discounted rate.
- Attended the SRF technical assistance webinar for infrastructure funding, and to successfully prepare for the Thriving Communities Program Funding. (WWTP, Drinking Water Infrastructure)
- Assisted developers and local businesses with zoning permits, procedure and communicated requirements and ordinances to streamline the process.
- Permitted Demolition for 1048 East State Street, future location of Hills & Dales.
- Coordinated with Tuscola County/ Safe-Build and DPW Supervisor to ensure awareness of our procedure for demolition permits.
- Coordinated communication between our Caro Center easement review team consisting of myself, Mike Carpenter, DPW, WWTP and attorney to ensure that the proposed Drafts provided by the State Real Estate Department meet the needs of the City to provide service to new and existing utilities.
- Met with MEDC, EDC and TI Automotive to ensure multilevel support. Communicated the needs to appropriate departments within the city. Working to schedule follow up meetings to establish and support a relationship with TI.
- Attended the Caro Garden Club District 6 meeting. Supported event by providing assistance with securing vendors, and supplies such as signs, and equipment. Networked with other local partners and discussed Garden Club partnership plans for 2023.
- Continued discussion with Pumpkin Festival about DTE and Martin Electric Bills.
- Continued communication with MIWORKS in hopes of beginning Internship program for youth at City Hall.
- Coordinated with Westshore, and DPW Supervisor to ensure progress with emergency siren project.
- Personally, joined the MDA as an individual. Seeking out additional organizations and associations for continuing education credits and professional development related to DDA, zoning and economic development.
- Attended TFAC meeting. Our collaborative Grant was accepted by the USDA as a partnership program. Potentially contributing up to \$2 Million dollars to local agriculture and transportation programs in our region!
- Met with MSUE to continue work on Parks & Recreation partnership. Will be attending County Commissioners meeting October 24th to assist and support our partnership.
- Attended several Caro High School Sports events and met the new Athletic Director. Discussed future collaborations with Superintendent George Rierson.

CITY OF CARO

INTERIM CITY MANAGER
LAUREN AMELLAL
CITY CLERK
RITA PAPP
CITY TREASURER
MICHELE PERRY
CITY ATTORNEY
LAURA GENOVICH

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

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

MEMORANDUM

TO: City Council
FROM: Rita Papp, City Clerk
DATE: October 17, 2022
RE: Old LED Sign – Donate?

BACKGROUND

Back on September 6, 2022, council has approved the purchase of a new LED sign. The new LED Sign should be installed in 2-3 weeks. I was approached by a non-profit organization, Caro Knights of Columbus that they are interested in the old sign. I contacted Midway Signs to ask what they do with the old sign. Their comment was “It is your sign; you can do whatever you want with it. If you would like us to leave it on site, we are happy to do that. If a non-profit wants it installed, we might be able to help them with that. We just scrap it. We don’t buy them back; we cannot resell them.” If we were to donate the sign, they would receive from us, the old sign, the software, and the manual. We are not able to donate the computer that the software is on. The computer is city property and has confidential information on it.

Michele Perry, City Treasurer will work with the auditors to properly document this donation.

RECOMMENDATION

Recommend that the City of Caro donate the old LED sign to the Caro Knights of Columbus.

ACTION

Option 1:

To ACCEPT the recommendation of the City Clerk and donate the old LED sign to the Caro Knights of Columbus once the new LED sign is installed.

Option 2:

To deny the recommendation of the City Clerk.

Option 3:

To postpone this action until the next regularly scheduled meeting of the City Council.

**RESOLUTION SHOWING APPRECIATION TO
WILLIAM BORTEL FOR HIS SERVICE ON THE PLANNING COMMISSION**

WHEREAS, William Bortel has served on the City of Caro Planning Commission for decades and;

WHEREAS, William Bortel has contributed thoughtful insight and expertise to the recommendations for which he has made to the City Council regarding planning and zoning projects and;

WHEREAS, his dedication to public service and the orderly development of the community is to be admired.

THEREFORE, BE IT RESOLVED, that the City of Caro Council hereby thanks and recognizes William Bortel for his services to the City of Caro as a member of the City of Caro Planning Commission.

Moved: _____ Supported: _____

Abstain: _____

Absent: _____

Joseph Greene
Mayor – City of Caro

ATTEST:

I hereby certify that the foregoing is a true and correct copy of a Resolution duly adopted by the City Council of the City of Caro at a regular meeting held on Monday, October 17, 2022, at 6:30 P.m. in the Council Chambers of the Caro Municipal Building, 317 S. State Street, Caro, Michigan.

Rita Papp – City Clerk

CITY OF CARO

INTERIM CITY MANAGER
LAUREN AMELLAL
CITY CLERK
RITA PAPP
CITY TREASURER
MICHELE PERRY
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PAMELA ISELER

MEMORANDUM

TO: City Council
FROM: Rita Papp, City Clerk
DATE: October 17, 2022
RE: Acting City Clerk Stipend

BACKGROUND & RECOMMENDATION

I am scheduled for a partial knee replacement surgery on November 17, 2022 and will be out of the office on short term disability for approximately 6 weeks. In my absence, Jana Brown, Deputy Clerk will be taking over my duties as City Clerk temporarily.

I would like to request that Jana Brown received \$200.00/week stipend as compensation towards her time as Acting City Clerk. Stipend will end once I return to work.

ACTION

Option 1:

To ACCEPT the recommendation of the City Clerk and compensate Jana Brown, Deputy Clerk \$200.00 per week as Acting City Clerk during the City Clerks absence.

Option 2:

To deny the recommendation of the City Clerk.

Option 3:

To postpone this action until the next regularly scheduled meeting of the City Council.

CITY OF CARO

INTERIM CITY MANAGER
LAUREN AMELLAL
CITY CLERK
RITA PAPP
CITY TREASURER
MICHELE PERRY
CITY ATTORNEY
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JILL WHITE
EMILY CAMPBELL
PAMELA ISELER

To: City Council
From: Michele Perry, Treasurer
Subject: Renewal of lease with Pitney Bowes (postage)
Date: October 11, 2022
For the agenda of: Monday, October 17, 2022

BACKGROUND:

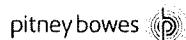
The City of Caro Administration has a lease with Pitney Bowes for postage which expires in February 2023. In conversation with Pitney Bowes, they informed us that if we sign our contract early the new proposed lease amount will commence January 2023 and will replace the old lease without penalty. We have had three (3) successful five-year leases with Pitney Bowes and find this company to be reliable. We did research other companies such as Quadient Postage Meters and they did not fit the needs of the City. We found that they were better suited for business that have a small rate of mail.

Over ten years ago, we stopped the petty cash for stamps and requested that all mail come through our front office for postage, and our machine is used quite often. Pitney Bowes has discontinued our present model of postage machine and has provided an upgraded model to handle the increased volume of mail.

Presently our cost is \$177.08 per month; however, we pay it on a quarterly basis in the amount of \$531.24. Our new lease would be \$169.32 per month for a quarterly payment of \$507.96, which is a savings of \$23.28 quarterly or over the five-year period a savings of \$465.60.

RECOMMENDATION

Motion to authorize the City Treasurer to enter into a lease agreement with Pitney Bowes for a five-year period at \$169.32 per month for a quarterly payment of \$507.96.



NASPO ValuePoint FMV Lease Agreement (Option C)

--	--	--	--	--	--	--	--

Agreement Number

Your Business Information

Full Legal Name of Lessee / DBA Name of Lessee**Tax ID # (FEIN/TIN)****CITY OF CARO**

386004542

Sold-To: Address

317 S STATE ST, CARO, MI, 48723-1797, US

Sold-To: Contact Name**Sold-To: Contact Phone #****Sold-To: Account #**

City of Caro

(989) 673-7671

0010122128

Bill-To: Address

317 S STATE ST, CARO, MI, 48723-1797, US

Bill-To: Contact Name**Bill-To: Contact Phone #****Bill-To: Account #****Bill-To: Email**

Jennifer Trahan

9896737671

0010122128

jtrahan@carocity.net

Ship-To: Address

317 S STATE ST, CARO, MI, 48723-1797, US

Ship-To: Contact Name**Ship-To: Contact Phone #****Ship-To: Account #**

Jennifer Trahan

9896737671

0010122128

PO #**Your Business Needs**

Qty	Item	Business Solution Description
1	SENDPROCAUTO	SendPro C Auto
1	1FXA	Interface to InView Dashboard
1	7H00	C Series IMI Meter
1	993-4B	DM400C Return Kit - Upgrade to 9H00
1	APAC	Connect+ Accounting Weight Break Reports
1	APAX	Cost Acctg Accounts Level (100)
1	APB2	Cost Accounting Devices (10)
1	APKN	Account List Import/Export
1	C5CC	Sendpro C Auto 95
1	CAAB	Basic Cost Accounting
1	F9PG2	PowerGuard LE Service Package
1	ME1A	Meter Equipment - C Series
1	MP81	C Series Integrated Scale
1	MP8110	SendPro C Series Scale Upgrade

1	NV50	InView Dashboard 1 unit DM125/DM225
1	NV90	InView Subscription
1	NV90KIT	InView Welcome Kit
1	NV99	InView MMS Base Software
1	NV99KIT	InView Welcome Kit
1	PAB1	C Series Premium App Bundle
1	PTJ1	SendPro Online-PitneyShip
1	PTJA	SPO-PitneyShip Basic 1 User
1	PTJN	Single User Access
1	PTK1	Web Browser Integration
1	PTK2	SendPro C Series Shipping Integration
1	STDSLA	Standard SLA-Equipment Service Agreement (for SendPro C Auto)
1	ZH24	Manual Weight Entry
1	ZH29	HZ03 95 LPM Speed
1	ZHC5	SendPro C500 Base System Identifier
1	ZHD5	USPS Rates with Metered Letter
1	ZHD7	E Conf Services for Metered LTR. BDL
1	ZHWM	10lb/5kg Weighing Option for MP81

Your Payment Plan

Initial Term: 60 months	Initial Payment Amount:	
Number of Months	Monthly Amount	Billed Quarterly at*
60	\$ 169.32	\$ 507.96

Tax Exempt Certificate Attached
 Tax Exempt Certificate Not Required
 Purchase Power® transaction fees included
 Purchase Power® transaction fees extra

*Does not include any applicable sales, use, or property taxes which will be billed separately.

Your Signature Below

By signing below, you agree to be bound by your State's/Entity's/Cooperative's contract, which is available at <http://www.pb.com/states> and is incorporated by reference. The terms and conditions of this contract will govern this transaction and be binding on us after we have completed our credit and documentation approval process and have signed below.

NASPO VALUEPOINT ADSPO16-169897; ADSP016-169897; 171180000000011
State/Entity's Contract#

Lessee Signature

Print Name

Title

Date

Email Address

Pitney Bowes Signature

Print Name

Title

Date

Sales Information

Joseph Ruseski

joseph.ruseski@pb.com

Account Rep Name

Email Address

PBGFS Acceptance

Memorandum

TO: Caro City Council

FROM: Lauren Amellal, Director of Development

& Interim City Manager

DATE: 10/13/2022

RE: WWTP

Wastewater Treatment Infrastructure Upgrade

History:

The Caro WWTP was originally commissioned in 1957 with major upgrades constructed in 1986 and 2007. Prior to the plant the Village operated on a lagoon system. The City of Caro WWTP is currently operating a single oxidation ditch with three endless aeration channels, three circular clarifiers, and a gas chlorination for disinfection and de-chlorination, prior to treated water being gravity discharged to the Cass River. Aerobic digesters, one primary and one secondary, and onsite sludge drying beds are also part of the overall operations. Digested and dried sludge is hauled, then land applied by outside vendors. Costing the City an average of \$50,000.00 per removal.

The most recent major improvement to the facility was in 2007. At that time the rotating biological contactor (RBC) system was installed with the oxidation ditch for secondary treatment. There was also an addition of a third secondary clarifier, and the replacement pretreatment equipment.

Preliminary treatment equipment is housed in a pretreatment building which consists of a mechanically cleaned bar screen and screenings compactor, a vortex type grit separator, and a Pista Grit system for grit washing, concentrating and conveyance to the grit disposal hopper.

The design's average daily flow capacity is 1.2 MGD, with a design peak hour flow of approximately 3.04 MGD. Flow above 1.2 MGD is moderated by a flow equalization basin located downstream of the preliminary treatment equipment.

Upgrades:

The City is contemplating a major renovation of the facility. The intent is to apply for Clean Water State Revolving Fund (CWSRF) for the effort. The preparation of the Project Plan is a key component of the CWSRF funding application. It is the intent that the selected Design Engineer will work with the city to prepare and submit the Project Plan for funding.

Through a collaborative effort the City has prepared the following requests as preliminary improvements to the WWTP facility, systems, and infrastructure. To best serve the

community and to bring the plant and processing equipment up to date the following items are imperative. The selected design engineering firm will be refining the project and improvements during the CWSRF project planning phase. Potential improvements may include:

- Controls enhancements at collection system lift stations to allow remote power status monitoring
- Site improvements at the WWTP to better facilitate septage receiving and to address asphalt deterioration
- Sludge storage enhancements such as a greenhouse over the drying beds and/or a sludge storage building
- Digester system improvements including replacement of digester cover and install equipment to enhance digested sludge thickening.
- Secondary clarifier improvements to upgrade of rotating equipment and replace baffles and weirs in two of the secondary clarifiers
- Disinfection system equipment replacement and/or conversion to a UV disinfection system
- Replacement of exterior doors throughout the WWTP facility
- Replacement of windows in the main administration building
- Replacement or refacing of cabinets in the WWTP laboratory
- Miscellaneous concrete repairs
- Connect Gravity Main on M-81 between existing service areas.

The above is not a comprehensive list of all potential projects but serves as a preliminary guideline for work being contemplated by the City.

Recommendation:

The City of Caro, is in a unique position as the need has become apparent and the RFQ has been drafted just in time to begin the process of requesting funding. I plan to submit a letter of intent within the next week. All letters of intent for the funding are due by Nov. 1st, with additional preliminary documents due by Nov 10th. To begin the process of funding for the CWSRF, I recommend that the City Council:

MOVE TO Approve and disburse the RFQ.

NOTICE TO CONSULTANTS

REQUEST FOR QUALIFICATIONS (RFQ)

PROFESSIONAL ENGINEERING SERVICES FOR

2024 WASTEWATER TREATMENT PLANT IMPROVEMENTS

PROJECT NAME: WASTEWATER TREATMENT PLANT IMPROVEMENTS

PROPOSAL REFERENCE NO:

DATE OF ISSUANCE:

PROPOSAL DUE DATE:

ISSUING OFFICE:

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Note: Should any of the pages or documents listed above be missing from your packet, or if you have any questions regarding this RFP, please contact the City Manager or Director of Waste Water Treatment Services for the City of Caro by e-mail at:

Request for Statement of Qualifications for Professional Engineering Services for Wastewater Treatment Facility SRF Improvements

Firms are hereby invited to submit their Statements of Qualifications for the professional engineering services pertaining to the evaluation, design and phasing of the construction to capitalize on any and all funding opportunities for upgrades to the wastewater treatment plant for the City of Caro

The project will consist of the following components:

Review of the existing wastewater treatment system including remote pump stations and the wastewater treatment plant, including but not limited to site visits, discussions/interviews with the current plant operators and a review of previously prepared Operations and Maintenance Manual and the 2008 Caro WWTP Facility Improvement project drawings .

Preparation of a recommendation for a plant design (utilizing the existing plant headworks) including, but not limited to, plant process, equalization, plant capacity and other items as may be necessary and pertinent to consider.

Preparation of a project plan suitable for submittal to EGLE pursuant to CWSRF funding. This component shall include all of the requirements as set forth by EGLE including but not limited to public hearings/meetings; plan review and revisions; and, submittal of all answers to EGLE questions.

Preparation of Plans and Specifications for the proposed wastewater treatment plant suitable for EGLE review, and approval pursuant to receiving a construction permit and obtaining bid through the competitive bidding process.

Assistance in the preparation of the Environmental Assessment.

In addition to the components noted above, the consideration for the phasing of construction and the incorporation of green technologies shall be included in all portions of the planning and design.

The procedure being followed by the City of Caro in the selection of the Professional Engineering Firm is as follows:

1. Firms to submit Statement of Qualifications of their firm along with other information noted herein including a general scope of services which they anticipate they would provide as part of the completion of the projects.
2. City of Caro will short list at least three firms to be interviewed. The City will use the criteria stated herein along with a weighted multiplier in the selection of the firms to be interviewed.
3. Interviews will be held with each short-listed firm to review their qualifications submittal and to discuss in further detail the scope of services to be offered by their firm and any other relevant information. Those firms short-listed for interviews will be asked to provide a cost proposal in a separate sealed envelope at the time of the interviews. However, costs will not be discussed during the interview or opened until after the firms are ranked

4. The City will select a firm from those interviewed to begin negotiations with. The City will use the criteria stated herein along with a weighted multiplier in the final selection process.
5. Following the selection of the top-ranked firm, the cost proposal submitted by the top ranked firm at the time of the interviews will be opened and used as a starting point for such negotiations.
6. If an agreement cannot be reached with the top-ranked firm, those negotiations will be ended and negotiations will begin with the next highest ranked firm.
7. The final agreement with the Professional Engineering Firm will be submitted to the City Council for approval.

Five (5) copies of your firm's Statement of Qualifications shall be submitted in a sealed envelope to the City of Caro - Department of Public Works. If mailed, send the Statement of Qualifications to the City of Caro **317 S. State Street, Caro, MI 48723** Attention: **<City Manager or Director of Wastewater Treatment>**

The envelope shall be clearly marked on the exterior noting the name of the firm submitting the Statement of Qualifications and the name of the project - "**RFQ 2022 - 0100, Wastewater Treatment Plant Improvements**".

The Statement of Qualifications shall be submitted by no later than 2:00 PM, Thursday, November 10, 2022.

(NOTE: City will need to submit ITA for 2024 SRF by November 1, 2022)

TERMS AND CONDITIONS

TYPE OF CONTRACT

It is proposed that the contract entered into as a result of this RFQ and subsequent negotiations will have a lump sum cost, hourly rates not to exceed, or hourly rates with an estimated cost for those tasks as noted.

CITY OF CARO CONTRACT REQUIREMENTS

The firm ultimately awarded the contract will be required to agree to abide by the following City of Caro Contract requirements:

Independent Consultants. The parties agree that Consultant is an independent consultant as that term is commonly used and Consultant's employees are not and shall not be considered subconsultants or employees of the City and has no authority to bind the City in any manner. Consultant shall be solely responsible for the withholding and reporting of all federal, state, and local income and employment taxes. Consultant acknowledges that it is not insured in any manner through the City for any bodily injury, personal injury, or property loss whatsoever.

Limitation of Liability. Except for indemnification pursuant to this agreement, neither party shall be liable to the other, or any of their respective agents, representatives, or employees for any lost revenue, lost profits, loss of technology, rights or services, incidental, punitive, indirect, special or consequential damages, loss of data, or interruption or loss of use of service, even if advised of the possibility of such damages, whether under theory of contract, tort (including negligence), strict liability or otherwise.

Indemnity. Consultant shall, to the fullest extent permitted by law pursuant to MCL 691.991(2), defend, indemnify and hold harmless the City, and its elected and appointed officers, agents, servants, and employees from any and all claims, damages, losses, expenses, liability, judgment, or liens, including reasonable attorney fees and other costs of defense arising out of any acts, errors or omissions or the discharge, release or escape of contaminants or hazardous substances by Consultant or by anyone acting on their behalf under or in any matter connected with this agreement. Consultant's obligations to indemnify the City shall survive the expiration, non-renewal, or termination of this Agreement.

Liability Insurance. Consultant shall obtain and maintain in full force and effect during the entire term of this agreement a policy of comprehensive general liability insurance, including professional errors and omissions, with limits of liability of not less than \$1 million and workers disability compensation insurance in compliance with Michigan's statutory limits, and shall provide a certificate of insurance to the City naming the City as a certificate holder, which certificate shall provide that the City shall receive at least 30 days prior written notice of cancellation or nonrenewal of such insurance.

Non-Assignment. The parties agree that there shall be no authority on the part of Consultant to

subcontract, assign, or otherwise dispose of any portion of the services to be performed herein without the prior written approval of the City. In the event that the City approves a subcontract, assignment, or disposition, Consultant solely shall be responsible for managing, directing and paying the subconsultants or assignees, and the City shall have no obligations whatsoever toward said subconsultants or assignees. Consent to subcontract, assign, or otherwise dispose of any portion of this Agreement shall not be construed to relieve Consultant of any responsibility for the fulfillment of this Agreement.

CITY RESPONSIBILITIES

The City of Caro will provide information as to the City's requirements for the project and make available pertinent information which may be useful in the project work.

The City will designate a person to act as the City's Project Manager with respect to the work to be performed. Such person will have the authority to transmit instructions, receive information, interpret and define the City's policies and decisions with respect to elements pertinent to the project.

The City will examine all studies, reports, estimates, proposal, drawings, specifications and other documents prepared by the firm and render in writing, if necessary, decisions pertinent thereto within a reasonable time.

The City will direct the consultant in writing to begin the work on each phase of the project upon receipt of written evidence from the firm of the appropriateness of such action.

The City will direct the firm in writing to furnish any special services, sub-consultants and/or extra work that may be required on the project upon receipt of written evidence from the firm detailing as to cost, time schedule, and reason for such special service or extra work.

CONTRACT PAYMENT SCHEDULE

Payment for a contract entered into as a result of this request will be made monthly upon receipt of the firm's billing invoice. The firm's billing invoice should include detailed information regarding person-hours expended by classification and by task, as well as information regarding such items as mileage, materials, and other non-overhead costs

CONSULTANTS STATEMENT OF QUALIFICATIONS

As a minimum each firm's statement of qualifications shall include the following items:

BUSINESS ORGANIZATION

State the full name and address of your organization, and if applicable, any branch offices or other subordinate elements that will perform or assist in performing the work. Indicate whether you operate as an individual, partnership, limited liability company or corporation. If a corporation or limited liability company, indicate the State in which you are incorporated. State that you are licensed to operate in the State of Michigan.

APPLICABLE EXPERIENCE

Include a brief description of 5 wastewater improvement projects of similar scope that your firm has completed in the last 10 years. Note any innovative approaches incorporated into the projects. Indicate which projects were funded using SRF funds and indicate if your firm prepared the SRF Project Plan for that specific project. Highlights from example studies, models, other work products, and any awards earned from applicable projects can be included.

APPROACH TO THE PROJECT

Provide a brief outline as to the steps you would take to accomplish the work.

PROJECT STAFFING

Indicate the key professional personnel, by skill and qualifications, that will be assigned to the projects and include their resumes. Indicate where these individual personnel will be physically located and the percentage of time each individual will be involved while they are engaged in the work.

AUTHORIZED NEGOTIATIONS

Include the names, telephone numbers and e-mails of those persons in your organization authorized to negotiate the proposed contract with the City of Caro.

ADDITIONAL INFORMATION

The firm may also include any additional information and/or comments believed to be pertinent but not specifically requested elsewhere in the document.

SPECIFIC PROJECT INFORMATION

INTRODUCTION TO PROJECT

The Caro WWTP was originally commissioned in 1957 with major upgrades constructed in the mid-1980's and late 2000's. The plant is currently an oxidation ditch design with rectangular primary settling tanks (not currently in operation), a single oxidation ditch with three endless aeration channels, three circular secondary clarifiers, followed by gas chlorination for disinfection and de-chlorination prior to gravity discharge to the Cass River.

Aerobic digesters, one primary and one secondary, and onsite sludge drying beds are also part of the overall operations of the facility. Digested and dried sludge is hauled and land applied by outside vendors.

The most recent major improvement to the facility was constructed in 2008 to replace the rotating biological contactor system with the oxidation ditch system for secondary treatment, add a third secondary clarifier, replace pretreatment equipment and make improvements to the digester system.

Preliminary treatment equipment is housed in a pretreatment building and consists of a 0.5" clear opening mechanically cleaned bar screen and screenings compactor, a vortex type grit separator, and a Pista Grit system for grit washing, concentrating and conveyance to the grit disposal hopper.

The design average daily flow capacity of the plant is 1.2 MGD, with a design peak hour flow of approximately 3.04 MGD. Flow above 1.2 MGD is moderated by a flow equalization basin located downstream of the preliminary treatment equipment.

The City is currently contemplating a major renovation of the facility and intends to apply for Clean Water State Revolving Fund (CWSRF) funding for that effort. The preparation of the Project Plan is a key component of the CWSRF funding application. It is the intent that the selected Design Engineer will prepare and submit the Project Plan on behalf of the City.

Improvements to the system will be refined during the CWSRF project plan phase with potential improvements that may include:

- Controls enhancements at collection system lift stations to allow remote power status monitoring
- Site improvements at the WWTP to better facilitate septage receiving and to address asphalt deterioration
- Sludge storage enhancements such as a greenhouse over the drying beds and/or a sludge storage building
- Digester system improvements including replacement of digester cover and install equipment to enhance digested sludge thickening.
- Secondary clarifier improvements to upgrade of rotating equipment and replace baffles

and weirs in two of the secondary clarifiers

- Disinfection system equipment replacement and/or conversion to a UV disinfection system
- Replacement of exterior doors throughout the WWTP facility
- Replacement of windows in the main administration building
- Replacement or refacing of cabinets in the WWTP laboratory
- Miscellaneous concrete repairs
- Connect Gravity Main on M-81 between existing service areas.

The above is not a comprehensive list of all potential projects but serves as a preliminary guideline for work being contemplated by the City.

SCOPE OF SERVICES

The following tasks are provided based on the City of Caro's initial concept as to the scope of the project. These tasks may be modified in the short listed firms' final proposals to reflect their approach to the project.

Review WWTP Needs and Develop CWSRF Project Plan for Selected Alternatives

The Construction of the Project is proposed to be funded by the State Revolving Fund (SRF) program. The consultant selected for this work will be expected to facilitate all necessary efforts to apply for and obtain SRF funding. These efforts are to include but not be limited to:

- Submission of the Intent to Apply (ITA) form by no later than October 31, 2022. City of Caro staff will submit the ITA form.
- Meeting with City of Caro and EGLE staff to discuss the project after the ITA has been submitted
- Meeting with Caro staff during the Project Plan development phase to discuss planned projects, establish budgetary estimates and refine the list of improvements
- Development and submission of the Project Plan based on deadlines outlined by EGLE for FY 2024 SRF funding.
- Meeting with Caro staff during the Project Plan development phase to discuss planned projects, establish budgetary estimates and refine the list of improvements
- Public hearing administration

Recommended Plan & Confirm Design Parameters

The City and the Consultant will hold a kickoff meeting at the WWTP to review the needs of the facility and establish project priorities and overall construction budget following submission of the SRF Project Plan

Once the final recommended alternatives are selected and agreed to by the City, the Consultant will prepare a design memorandum outlining the basis of design for the recommended improvements. The final basis of design will be submitted to and reviewed by EGLE.

Field Surveys & Investigation

All field surveys needed to prepare the final construction drawings and provide exhibits for permits will be provided by the Consultant. The Consultant shall obtain soil borings as needed to properly design and obtain informed bids for the improvements.

Construction Plans & Specifications

The Consultant will prepare detailed construction plans and specifications acceptable to the City

for the proposed improvements. All plans shall be at a scale of at least 1"=40' on 24" x 36" sheets as well as digital copies. Plans and specifications shall be prepared to industry standards for such projects.

The Consultant will provide an Engineer's Estimate of probable cost for the project based on the final design plans.

Easements & Permits

The Consultant will be required to prepare, submit, and negotiate all local and state permits required for the construction of the various facets of the projects including but not limited to:

EGLE Part 41 Permit Application for Wastewater Systems; EGLE permits for wetlands, floodplains, and all other customary permits necessary for this project.

The Consultant will provide the legal descriptions for all permanent and temporary construction easements. The City will prepare the actual easement documents and obtain the easements. The final easement description will be verified after construction is completed.

Bidding

The Consultant will distribute bid documents as required to potential bidders. The Consultant will conduct a prebid meeting; respond to all questions during bidding; prepare any addenda; tabulate all bids; and provide a recommendation for award to the Director of Wastewater Systems.

EVALUATION OF QUALIFICATIONS

All Statement of Qualifications received shall be subject to an evaluation by representatives of the City. The following factors will be considered in making the selection of the firms short-listed and the firm ultimately selected:

A. INITIAL EVALUATION OF ALL FIRMS SUBMITTING A STATEMENT OF QUALIFICATIONS

EXPERIENCE:

Will be based upon applicable experience of the firm and key team members with similar type projects within the recent past, specifically with respect to experience at similar facilities and experience with the CWSRF funding process.

UNDERSTANDING OF THE PROJECT/PROBLEM:

Will be based upon the general understanding of the work exhibited by the firm in their initial submittal.

METHOD OF APPROACH:

Will be based upon the general statements and work plan presented in their initial submittal.

TIME & EFFORT:

Will be based upon the firm's ability to meet the proposed schedule for a FY 2024 project construction.

ACCESSIBILITY:

Will be based upon the ability of the firm to work closely with the City staff for the duration of the project.

B. EVALUATION OF ALL FIRMS SHORT-LISTED AND INTERVIEWED

EXPERIENCE

Will be based upon applicable experience of the firm and key team members with similar type projects within the recent past.

UNDERSTANDING OF THE PROJECT/PROBLEM:

Will be based upon the understanding exhibited by the firm in a detailed narrative statement of work presented during the interview process. Explain the choice of methodology including its strengths and weaknesses. Provide a time line indicating in a bar chart display each event task and decision points in your work plan.

METHOD OF APPROACH:

Will be based upon the technical soundness of the firm's stated approach to the project, the comprehensiveness of the proposed work tasks, the techniques to be used and the products to be delivered. The firms should discuss any innovative approaches to provide for highly efficient, "Green" initiatives that provide for long term cost savings.

TIME & EFFORT

Will be based upon a review of the time-line for each task (presented in bar chart), designated decision points, the Critical Path, and the total time necessary to accomplish the work, and the firm's acknowledgement of any critical deadlines.

ACCESSIBILITY

Will be based upon the ability of the firm to work closely with the City staff for the duration of the project.

COST PROPOSAL

(ONLY REQUIRED OF FIRMS SHORT-LISTED FOR INTERVIEWS)

COST & PRICE ANALYSIS

The information requested in this section will be held in confidence and will not be revealed to or discussed with the competitors.

This portion of the proposal must be submitted in a separate sealed envelope inside your submittal and clearly marked “RFQ COST PROPOSAL”. The Cost Proposal Portion must include a task-by-task summary of costs and staff-hour distribution in a readable format as and a task-by-task breakdown of costs in a format as described below:

1. Manpower Costs: Itemize so as to show the following for each category of personnel with a different rate per hour:
 - a. Category, i.e. project manager, senior engineer, etc...
 - b. Estimated hours
 - c. Rate per hour
 - d. Total cost for each category and for all staff needs
2. General and Administrative Burden or Overhead: Indicate percentage and total cost.
3. Cost of Supplies and Materials: Itemize
4. Other Direct Costs: Itemize
5. Transportation Costs: Show travel costs and per diem separately
6. Total Bid Price for the Project

Cost Proposal will only be required from the firms short-listed for interviews and should not be submitted with the Statement of Qualifications.

PRICE/VALUE

The City of Caro reserves the right to negotiate a final project price and scope that provides the greatest value in regards to cost vs. services provided.

ADVERTISEMENT FOR PROFESSIONAL ENGINEERING FIRMS TO SUBMIT A STATEMENT OF QUALIFICATIONS

A Request for Statements of Qualifications was posted on the City of Caro website and through bidnet.com.

TENTATIVE SCHEDULE

Issue RFQ	October 22, 2022
Preproposal meeting to review project	TBD
Receive SOQ	December 1, 2022
Select Firms to be Interviewed (if deemed necessary by City)	December 9, 2022
Interviews	Week of January 9, 2023
Select Firm to Begin Negotiations	Week of January 16, 2023
City Council Award	TBD
Submit Project Plan to EGLE	May 1, 2023
Final Plans Submitted to EGLE	TBD based on Funding Quarter

CITY OF CARO

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Memorandum

TO: City Council
From: Lauren M. Amellal; Interim City Manager
Date: October 13th, 2022
RE: Interim Manager Report

New:

- Discussed need to post WWTP Supervisor Position with HR
- Coordinating Annual EGLE meeting with DPW, MRW, EGLE, WWTP
- Attended Stake holder meeting with MEDC, EDC and TI Automotive.

On-Going/Progress:

Mertz Road Building:

- Met with potential Parks and Recreation partners at facility.

MIWORKS:

- Working with Rita for grant funded internship program.

CDL:

- Discussions postponed.
- HR to work on streamlining Job Descriptions

WWTP

- HRC submitted RFQ documents for WWTP
- Generators are in place for 3 lift stations. More on order.
- Estimates needed for driveways at some stations

RRC:

- Continuing RRC training modules
- Completed items to become a Certified community

Police Station Demo:

- Westshore to schedule install in November
- Phase 2 Environmental studies in progress, report by end of October

Staff/ Policy:

- Sent letter to employee/ former renter about past due rent and utilities. Met with Mayor- he advised I begin conversations with Legal.
- Limited Department Head Touch-Point meeting to foster personal communication with individual DH.

Wells:

- Well #3- Wellhouse to be removed.
- Met with Wood, Rowe, John M from MRW and Tom Reese- approved WOOD to perform analysis on secondary location (near well 6). Second location analysis currently in progress.

Caro Center:

- DRAFT easements are in from the State. Currently being reviewed by Rowe, Lawyer, DPW, WWTP. Waiting on As-builds diagrams.

- Working to determine continued service options for properties on Center Rd.

Parking Lot Extension:

- Initial Topographic Survey to be complete by Rowe in October.

TISD Annexation:

- TISD currently seeking legal assistance for continuation of unaccepted Annexation.
- Planning resolve for utility service bill if not approved. Legal to legal communication services recommended.

MSP Post:

- Met with County to discuss service options for utilities to MSP.

City Hall HVAC:

- Thumb Heating and Cooling has been contacted and is planning for project.

Hills & Dales:

- Zoning Variance request was approved at ZBA meeting.
- Wellogy presented preliminary site plan to Planning Commission in September
- Demolition of former residence permitted by Director of Development and complete.
- Adena and Wellogy to expedite design of project and present to PC in November.

Downtown:

- Pumpkin Festival and Harvest Day were very successful.
- DDA seasonal staff working on events and beautification.
- Director of Development on Chamber Gingerbread Committee.

Abandoned Property:

- Spoke with adjacent property owner about resolutions.
- Currently seeking records with ROD.

Near Completion or Complete:

Equipment:

- LED sign has been ordered.
- Auger at WWTP repaired, second Auger to be replaced.
- DPW to check holiday décor and components for replacement and/or repair.

Aldi:

- Sign permit application approved by Director of Development.

Master Plan

- Scheduling Public Hearing in Jan 2023 at Oct 25 Planning Commission Meeting

COI Review:

- Planning Commission found no evidence of COI with Planning Commission Chairperson.
- Legal Opinion received and reviewed by City Council.

Pumpkin Festival:

- Looking into electric repairs and billing for panel nearest to Tuscola Courthouse.
- Met with Pumpkin Festival Committee, police, fire, and DPW

Well #7

- interior pipes and contents pulled, camera-ing complete. Repairs complete.

DDA

- Striping and tree trimming projects near completion.

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TO: City Council
FROM: Rita Papp – City Clerk
SUBJECT: Clerk's Report
DATE: October 17, 2022

- Continuing to review Boards and Commission Appointment vacancies.
- Planning Commission has 3 vacant seats. Posted vacancies on city website. No application received as of the date of this meeting. According to MCL 125.3815, Sec. 15(2) city may have 5, 7, or 9 members. We may want to consider going to a 7 member. If we do, then we may have 1 vacant seat.
- Parks & Recreation has 1 vacant seat available due to Pamela Iseler being appointed to the Council. Reviewing By-Laws to see if 2 council members can serve on a committee. No action taken as of writing this report.
- Applied for a grant through MMRMA to cover ½ cost of Michigan Association of Municipal Clerks Summer Conference. Will be decided on August 10, 2022. Grant has been tentatively approved and waiting on confirmation from MMRMA.
- LED sign has been ordered from Midway Signs per council's approval. Sign permit is done. Electrical permit is in process. Installation time frame will be 4-6 weeks.
- Gathering quotes and information on security in the office. We have grants available thru Election Security Grant and MMRMA RAP grants. Hoping to get grants for most of the costs.
- Preparing for the General Election on November 8, 2022. Ballots have been tested and have been mailed starting Monday, October 3, 2022. Ballots are continuously coming in.
- Public Accuracy Testing of the ballots is scheduled for October 21, 2022, at 9:00 a.m., Election Commission must be present.
- Jana and I will be in the office for pre-election weekend hours on Saturday, November 5, 2022, 7:00 a.m. – 3:00 p.m.
- McCarthy Carpet Cleaners will be in the office Saturday, November 5, 2022, during our pre-election weekend hours.
- Jana has completed training on September 27, 2022 – Accreditation for Election Officials.
- Attended City Manager 2nd Interviews on October 11, 2022.
- Held the Election Commission Meeting on October 14, 2022.
- DDA Meeting was cancelled on Wednesday, October 12, 2022.
- Working with Christopher Shannon (City Manager final candidate), Laura Genovich (city attorney) and Mayor Greene on the City Manager contract.
- Been in discussion with Chief Brian Newcomb if the Caro Police Department should be called out to incidents at the Tuscola ISD since they are not annexed in the city limits. According to Peggy Reavey, Almer Township Clerk, the township is not intending on allowing the annexation to occur. We may have to look at pulling the resource Officer out of Tuscola ISD due to this issue. Michigan State Police will have jurisdiction rather than Caro Police Department.
- I am scheduled for knee surgery on November 17, 2022 which will result in me being out of the office for at least 6 weeks. Jana will be the Acting City Clerk in my absence.

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TO: City Council
Interim City Manager – Lauren Amella
FROM: Michele Perry, Treasurer
SUBJECT: Treasurer's Report
DATE: October 12, 2022

- Attended the Finance/Policy Committee & City Council meeting on September 19th.
- Attended the touch point meeting on September 22nd, to review items for the September 19th council meeting.
- Completed the worker's compensation self audit for the fiscal year 7/1/21 to 6/30/22.
- Attended the Tuscola County Treasurer's meeting on September 28th at 5 pm to 6:15 pm.
- The audit field work was completed from September 19th to September 22nd. Myself and other staff members gathered more information which they requested while they were in the office. After they left the office there were a couple more items which I provided to them. As of October 12th Jamie Peasley stated they may have the audit completed and ready to review for the 2nd meeting in November.
- During the time the auditors were in the office Jamie Peasley brought to my attention that in the prior year's paperwork she had noted that the CBDG grant (Farmer's Market Pavilion) had approximately \$41,460 in funds available at the end of last fiscal year. She asked if we received any of it or if it was not available to the City now. I stated I didn't know anything about the remaining funds but that I would check into it. I contact Kimberley Carter the grant administrator who stated she had sent Matt paperwork to sign back in March for a \$1,460 reimbursement which he didn't follow up on so she forwarded it to me and I had Mayor Green sign it. The remaining \$40,000 she is waiting to hear from MEDC to hear if we will get any of remaining funds.
- Also, when the auditors were in the office Jamie Peasley and I were talking about the Caro Center and whether the State owed us anymore reimbursement related to the Caro Center project because the expenses were more than the reimbursements. Mayor Greene had asked about this at the 4th quarter financial review. After further review of the documents Matt and Nora had I discovered the State had not been invoiced for any expenses incurred after August of 2021. So, I contacted Mike Carpenter about the project and he was able to furnish me with all of the Rowe Professional Services Company invoices related to the project and also help me determine which other companies worked on the project. Then I compiled a spreadsheet with all of the project expenses and the 2 payments the City had received and I invoiced the State for the remaining balance of \$194,296.85. The payment came in on October 7th, 2022.
- Worked with Police Chief Newcomb and Deputy Clerk Brown to calculate the cost of the windmill detail for the Police Department, Fire Department and DPW so the City could request a reimbursement from the transportation company. On October 11th Terry prepared an invoice in

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the amount of \$19,170. I emailed it to Lone Star Transportation LLC to which they replied stating they will process it as soon as possible.

- The Treasurer's Office has been very busy over the last month with the following items:
 - Collecting Summer taxes of which as of 10/12/22 94% have been collected.
 - Mailing out utility bills
 - Collecting utility payments
 - Mailing out bill payments
 - Ordering new fleet fuel cards for the new police vehicle and DPW truck
 - Mailing out sidewalk invoices to residents who had sidewalk projects from 2021 completed in spring of 2022.
- For the time September 18 to October 12, I used 22 hours of sick leave and 8 hours of vacation.
- Assisted in covering the front desk during staff lunches and vacations.
- Continued 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.