

**\*AMENDED AGENDA  
REGULAR MEETING OF THE CARO CITY COUNCIL  
DECEMBER 19, 2022, 6:30 P.M.**

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

**AGENDA APPROVAL**

**PUBLIC COMMENTS/VISITORS:**

**COMMUNICATION:**

1. Steve Erickson – EDC; Blight Elimination Project
2. Planning Commission Meeting Minutes – November 28, 2022 (unapproved)
3. IRS – Federal Payroll Tax Payment
4. Charter Communications – Upcoming Changes
5. Liaison
6. Letter From Bill Campbell
7. Letter From American Legion Regarding Snow Removal

**CONSENT AGENDA:**

1. Regular Council Minutes – December 5, 2022
2. Invoices
3. 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 – Jana Brown
  - G. Director of Development & Strategic Initiatives Report – Lauren Amellal

**REGULAR AGENDA:**

1. AMA District 14 flat track race
2. Resolution for Designation of Street Administrator
3. Performance Resolution for Municipalities
4. Assessor Services Agreement
5. Certificate of Deposit Report
6. Board of Review Re-Appointment
7. Banner Request – Tuscola County Right to Life
8. Fire Department EMT

**ITEMS PENDING/POSTPONED:**

1. Parks & Recreation Committee – Fence Quotes
2. CDL Licensing
3. DPW Parking Lot Quotes

**\*COMMITTEE/LIAISON POSITION REPORTS:**

1. Economic Development Corporation (Snider)
2. Chamber of Commerce (Manager)
3. Downtown Development Authority (Hall)
4. Fair Board (Iseler)
5. Parks & Recreation (White)

6. Planning Commission (Eschenbacher)
7. Tuscola County Board of Commissioners (Kish)
8. Zoning Board of Appeals (Snider)
9. Indianfields Township (Hall)
10. Almer Township (Campbell)

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

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

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

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

**ADDITIONAL PUBLIC COMMENTS**

**ADJOURN**

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City of Caro Planning Commission

Regular rescheduled meeting held November 28, 2022 called to order at 7:04 p.m. by Chairman Carpenter.

Present: Mike Carpenter, Bob Eschenbacher, Art Rollend, Herb Sheardy and Denise Steffen.

Absent: Mike Laethem.

Others in Attendance: Lauren Amellal - Interim City Manager, Andy Daniels-President and CEO Hills and Dales Hospital, Jim Kinney-Wellogy, Brian Bohls and Craig Rudnick-Spicer, Paul O'Meara and Jason Ball-Rowe Engineering

**Sheardy/Eschenbacher moved to approve the minutes of November 3, 2022 as written. Motion carried.**

No public comment.

Discussion on Planner Review #2 Hills and Dales Rapid Care Clinic Site Plan:

Screening of the mechanical equipment needs to be shown on the site plan.

Andy Daniels stated the equipment will be screened.

Section 44-471 District Dimensional Requirements: The parking area is required to be setback 10 feet from the right of way.

Removing parking space #25 would remedy the set back requirement.

Section 44-445 Minimum buffer requirements:

The Planning Commission accepts the existing fence on the neighbor's property and the retaining wall at 3 feet 6 inches above grade as adequate.

Section 44-446 Required Parking Lot Trees and Parking Islands: Applicant notes the parking lot layout was approved by ZBA.

Planning Commission approves trees being around parking lot, not in parking lot due to the smaller size of the parking lot.

Section 44-503 Exterior Lighting: Will there be wallpacks? Height of light poles need to be on site plan.

Wallpacks and height of light poles at 20 feet will be added.

Section 44-513 Trash Enclosers: Details provided don't meet the standards for this section.

Andy Daniels stated the trash enclosers will be masonry and will match the decorative masonry on the building.

Section 44-596 Off-Street Parking Space Layout: Location of a loading space may further complicate the parking lot layout.

Elimination of parking space #25 will help.

Section 44-597 Off Street Loading and Unloading: No dimensions for loading and unloading.

Note the size of the loading and unloading space on the site plan.

C4

1. Site plan should note the concrete is 8 inches thick through the commercial driveway.
2. Ramp on the other side of Oakridge will be added as well as realigning the sidewalk out and around.

3. A sidewalk easement (right of way permit) is being requested from the State.

C5

1. The applicant is working with MDOT to address whether sidewalk will impede drainage.
2. Andy Daniels stated they will approach Susan Walker to request an easement or acknowledgement of drainage situation.

C6

1. Need clarification on whether stormwater control structure is 3 or 5 foot.
2. Considering the age of the existing sanitary sewer connection in the rear yard: if DPW is okay with it, Planning Commission is okay with it. Requesting a letter from DPW stating their opinion.

AS102

Already addressed above.

SE101

Schematic C7 shows transformer adjacent to parking lot.

SE102

Already addressed above: Pole height of 20 feet and wallpacks will be added to site plan.

**Steffen/Eschenbacher moved to approve Hills and Dales site plan contingent upon Staff review to address the mechanical screening, the elimination of parking space #25, adjust the location of the trees on the site plan, indication of the height of the fixtures on the photometric, the trash enclosure will be masonry to match building masonry, size of the loading and unloading space needs to be indicated, sidewalk through commercial driveway should be labeled as 8 inches thick, installation of barrier free ramps on both sides of Oakridge St. with realignment of said sidewalk, finalize the easement (right of way permit) for sidewalk, provide evidence from MDOT regarding drainage, easement or letter of acknowledgement from Susan Walker, clarify size of stormwater control structure, opinion letter from DPW regarding sanitary sewer connection and clarify mystery square on south end of building. Roll call: Steffen, Eschenbacher, Carpenter, Rollend-yes. Sheardy-no. Motion carried.**

**Eschenbacher/Sheardy moved to recommend City Council reduce the number of seats on the Planning Commission from 9 to 7. Motion carried.**

No public comment

**Steffen/Rollend moved to adjourn at 8:47 p.m.**

Respectfully submitted by Denise Steffen, Secretary



# CITY OF CARO

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

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

MAYOR  
KAREN SNIDER  
CITY COUNCIL  
EMILY CAMPBELL  
BOB ESCHENBACHER  
DON HALL  
PAMELA ISELER  
CHARLOTTE KISH  
JILL WHITE

## MEMORANDUM

**TO:** City Council  
**FROM:** Michele Perry, City Treasurer  
**DATE:** December 13, 2022  
**RE:** IRS

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### Information

On March 28, 2022, we received a notice from the IRS stating that we owed penalties and interest related to the December 31, 2021, 941 tax payments for not making proper federal tax deposits. At the time we received the notice I called the IRS and spoke with an agent about the tax payments and penalties. The agent and I reviewed all the payments made by the City and all the payments received by the IRS. The agent located all the payments which he told me were coded as other payments instead of 941 deposits. He did agree they were all received on the correct dates and he re-coded them from other payments to 941 deposits. I asked about the penalties and interest being waived but he was not able to address this issue.

The process we used at the time to make the 941 deposit payments was to make the payments through our bank. The errors occurred with the coding of the payments after TCF Bank was officially switched to Huntington Bank. In both banks we used a template set up by the banks. My only conclusion at the time was that the template at Huntington Bank was sending the payments through incorrectly but on our end, there was no way to tell until we received the notice from the IRS in March. We have since switched to using the IRS EFTPS payment system to make all 941 deposits.

In April of 2022 I wrote a letter to the IRS asking for a waiver of the penalties and interest due to the fact that the issue was unknown to us, and it happened when the banks merged. I also made the point that all the payments were made on time and in full.

In July, September and November of 2022 we received correspondence from the IRS stating they received the letters but that they needed additional time for research, and they could not provide a completed response at this time. On December 12, 2022, we received the final determination letter stating the "The information you submitted doesn't establish reasonable cause or show due diligences. Therefore, we must deny your request for penalty adjustment. A reporting agent's system failure doesn't constitute reasonable cause. Reporting agents are required to have a backup system in place to ensure timely deposits are made." After receiving the denial, I called the IRS to try to appeal the penalties and interest but was told it was the final answer and it could not be changes.

I have emailed Huntington Bank to request this issue be investigated and for someone to contact me.

The balance due by December 25, 2022, is \$9,796.78.



December 9, 2022



T1 P2 173 \*\*\*\*\*AUTO\*\*ALL FOR AADC 480

City Of Caro  
317 S. State Street  
Caro, MI 48723-1725

Re: Charter Communications – Upcoming Changes

Dear Franchise Official:

Spectrum Mid-America, LLC (“Spectrum”) is making its customers aware that of the following changes on the Vassar, MI channel lineup serving your community:

- Effective December 31, 2022, **Azteca America Network** on Spectrum Latino View, channels 348 & 832 will discontinue programming.
- Effective on or around January 9, 2023, Spectrum will launch **Chime TV** on Spectrum TV Select, channel 482.
- Effective on or around January 15, 2023, all 4 EPIX networks will rebrand to **MGM+**
  - EPIX on channel 676 will become **MGM+**
  - EPIX 2 on channel 667 will become **MGM+ HITS**
  - EPIX HITS on channel 669 will become **MGM+ MARQUEE**
  - EPIX DRIVE-IN on channel 668 will become **MGM+ DRIVE-IN**

To view a current Spectrum channel lineup visit [www.spectrum.com/channels](http://www.spectrum.com/channels).

If you should have any questions about this change, please feel free to contact me at (906) 630-7809.

Sincerely,

Joan Movrich  
Manager – State Government Affairs, Michigan  
Charter Communications



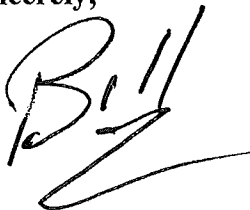
November 19, 2022

Karen,

I'm sending you this letter as a curtsey to you as a new Mayor and for your new council members. The Caro Fire Department has been costing the City of Caro and the five Townships thousands of dollar each year because the Fire Dept and/or the City of Caro does not bill the individuals or the Insurance Companies for fire service runs. I am enclosing a summary report of the last two years of activity, which is just the tip of the ice berg. You have suggested that I take my concerns to the City Manager and the Fire Chief. I have done that on two occasions. They are not going to change things because they are the **PROBLEM** not the solution. I have been told numerous times that the Fire Department "CANT" bill. This is a lie. Most Fire Departments bill for services including a number locally. The Caro Fire Dept. billed as recently as 2015 and now I am told the Fire Dept. "CANT" bill. Most recently I was told by the City Manager and the Fire Chief that the Fire Dept "CANT" bill because it would be in violation of City policy. In violation of City policy??? In your new position, you no longer live by City policy, you **MAKE** City policy, along with council members. If this is City policy it needs to be changed. The negligent individuals, non-residents and the Insurance Companies are paying nothing for Fire service, while responsible individuals are paying the **BILL** for them, because the Fire Dept does not bill for services.

Just the last two years the Caro Fire Dept has cost the City of Caro over \$276,00.00 unnecessarily and this is just the last two years and doesn't include the Townships. I'm not suggesting you can recover all of this money, however you can recover a substantial amount of it, "IF" the City or the Fire Dept. billed for the fire runs. I have large packets of information available for you and some council members, which I am more than willing to share and explain. You and one or two council members can set down with me and I will give you **ALL** the information I have or you can choose to do nothing and I will take this information to the paper and the public. Innocent, law abiding, tax payers are being "RIPPED OFF" by the Caro Fire Dept. and it needs to be addressed. Any questions call me or make an appointment to set down and discuss these issues.

Sincerely,

A handwritten signature in black ink, appearing to read "Bill", with a stylized flourish at the end.

# **CARO FIRE DEPT COSTS**

## **SUMMARY REPORT**

### **City of Caro**

<b>Fire Dept wages paid 2020/2021</b>	<b>\$67,835.00</b>
<b>Fire Dept. wages paid 2021/2022</b>	<b>62,831.00</b>
<b>Fire Contract 2020/2021</b>	<b>65,537.00</b>
<b>Fire Contract 2021/2022</b>	<b><u>79,854.00</u></b>
<b>Total paid by City</b>	<b>276,058.00</b>
<b>Total collected by City or Fire Dept.</b>	<b>-0.00-</b>

### **Indianfields Township**

<b>23 Billed runs not billed 2020/2021</b>	<b>\$21,424.00</b>
<b>17 Billed runs not billed 2021/2022</b>	<b>18,298.00</b>
<b>Total of runs not billed</b>	<b><u>39,722.00</u></b>
<b>Total of runs collected by City or City Fire Dept.</b>	<b>-0.00-</b>

<b>Three recent billed runs not billed by City or Fire Dept.</b>	<b>\$7,325.00</b>
<b>Total collected by City or Fire Dept</b>	<b>-0.00-</b>

<b>Same three recent runs billed by Township</b>	<b>3,800.00</b>
<b>Total collected by Township</b>	<b>3,300.00</b>

**Note : These figures do not include billed and unbilled runs for the City or for the Townships of Almer, Ellington, Wells and Juniata which are substantial. The discrepancy in the three recent runs is due to an overbilling by the Caro Fire Dept.**

**11/19/2022**

# Theron W. Atwood, Sr., Post No. 7

Department of Michigan



Meetings On The First  
Tuesday Of Each Month

110 W. Frank Street, Caro, Michigan 48723  
Phone 989-673-0643

December 15, 2022

Mayor  
City of Caro  
City Hall  
Caro, Michigan

Dear Mayor,

American Legion Post 7 on 110 W. Frank St., would like to request that the city remove snow this winter for us. We would pay the city \$50.00 each time snow is removed. This would include the sidewalk and behind our building.

We would also like to submit a request that the cement be replaced behind our building and build it up so that the water does not run into our basement.

Thank you for considering these matters.

Sincerely,

A handwritten signature in cursive script that reads "Raymond Caverly".

Raymond Caverly  
Post Commander  
989-545-0044

**REGULAR MEETING OF THE CARO CITY COUNCIL  
DECEMBER 5, 2022, 6:30 P.M.**

Mayor Karen Snider called the regular meeting of the City Council to order on December 5, 2022, at 6:30 p.m. in the Council Chambers.

Present: Mayor Karen Snider, City Council: Emily Campbell, Bob Eschenbacher, Don Hall, Pamela Iseler, Charlotte Kish, and Jill White.

Absent: None

Others: Lauren Amellal – Interim City Manager/Director of Development & Strategic Initiatives, Jana Brown – Deputy City Clerk, Michele Perry – City Treasurer, Tom Reese – Director of Public Works, Rita Papp – Clerk, and other guests.

**AGENDA APPROVAL**

**Additions: #10 RFQ/QBS WWTP Process**

**PUBLIC COMMENT/VISITORS:**

Sue Ellen Greenlee spoke regarding the November 8, 2022, election results and the handling of swearing in new council members.

Jill White commented on Sue Ellen Greenlee's letter and requested to add #11 – Election Handling to the agenda.

**COMMUNICATIONS:**

1. F-35 Letter of Support
2. Letter from American Legion
3. Parks & Recreation Minutes November 15, 2022 (unapproved)
4. MML Newly Elected Officials Training
5. City Manager

**CONSENT AGENDA:**

1. Finance Committee of the Whole Minutes – November 21, 2022
2. Regular Council Minutes – November 21, 2022
3. Special Council Minutes – November 28, 2022 (with amendments to Herb Sheardy's public comment)
4. Invoices

**22-M-269**

**Motion by White seconded by Campbell to approve the consent agenda as presented with the change to the November 28, 2022 Special Council Minutes and including invoices.  
Motion Carried.**

## **REGULAR AGENDA:**

### **1. Versalift Bucket Truck**

**22-M-270**

**Motion by White seconded by Kish to deny the purchase of the 2004 Chevy Bucket Truck and continue to use Ken Martin for banner placement and other items needing a boom truck.**

**Motion Carried.**

### **2. Fire Department EMT**

**22-M-271**

**Motion by Eschenbacher seconded by Kish to postpone the item for further discussion.**

**Motion Carried**

### **3. Liaison Discussion**

Discussion held regarding Fair Board liaison. Mayor Snider will take the request to change liaisons under advisement. Mayor Snider provided handout of Councilmember Liaison Job Description.

### **4. Board of Review Appointments**

Clarification of current member Joseph Zinger's reappointment in January 2022 with a term ending in January 2025.

**22-M-272**

**Motion by Kish seconded by Campbell to reappoint Joseph Zinger.**

**Motion Carried.**

Discussion held regarding two applicants to fill one vacancy to the Board of Review

**22-M-273**

**Motion by Kish seconded by Iseler to appoint Brian Wilson to the Board of Review.**

**Motion Carried.**

### **5. Certificate of Deposit Report – CD Reinvestment**

Presentation given by Treasurer - Michele Perry, regarding current CD investments and upcoming CD reinvestment opportunities.



**22-M-274**

**Motion by Eschenbacher seconded by Campbell to approve City Treasurer - Michele Perry, to reinvest the CDs as follows: All Huntington Bank CDs listed to 4-month CDs at either 2.85% or current rate and move the Independent Bank CD into CDARS for 4 weeks at 2.7% or current rate.**

**Motion Carries.**

**22-M-275**

**Motion by Eschenbacher seconded by Campbell to allow Treasurer - Michele Perry, to work with the new City Manager, Scott Czasak, investigating and possibly acting on cashing in 4 CDs at Independent Bank early to reinvest at a higher rate for short term.**

**Motion Carried.**

## **6. Planning Commission Seats**

Discussion held regarding reducing the number of Planning Commission seats being reduced from nine to seven.

**22-M-276**

**Motion by Eschenbacher seconded by Campbell to recommend the City Council acting as the highest legislative elected body serving in the City of Caro accept the motioned request of the Planning Commission to set the number of seats on the City of Caro Planning Commission to seven.**

**Motion Carried.**

## **7. Well Modeling Services – Rowe Engineering**

Discussion held regarding new well.

**22-M-277**

**Motion by Eschenbacher seconded by White to accept Rowes estimate for professional services of modeling the water system effects for both well sites for purpose of comparison and not to exceed \$5,000.00.**

**Motion Carried.**

## **8. Rowe Planner Contract**

**22-M-278**

**Motion by White seconded by Campbell to authorize the City Manager to send the contract to legal for comment, prior to approval and authorize the permanent City Manager to have final approval.**

**Motion Carried.**



## **9. Spark Grant Resolution**

**22-M-279**

**Motion by White seconded by Iseler to move forward with the Resolution of Authorization to Apply With Local Government Match.**

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

**Motion Carried**

## **10. RFQ/QBS WWTP Process**

**22-M-280**

**Motion by Eschenbacher seconded by Campbell to form a subcommittee to select the firm etc., with time to review RFQs which must be set prior to the December 19<sup>th</sup> meeting.**

**Motion Carried.**

Subcommittee to meet December 19, 2022, at 5:30 p.m. Subcommittee to include council members Bob Eschenbacher and Charlotte Kish, City Manager - Scott Czasak and department heads.

## **11. Election Handling**

**22-M-281**

**Motion by White seconded by Iseler to not to change the Monday night council meeting to allow for setting up for an election the next day.**

**Motion Carried.**

### **ITEMS POSTPONED:**

1. Parks & Recreation Committee – Fence Quotes
2. CDL Licensing
3. DPW Parking Lot Quotes

**MAYOR'S REPORT** – Written report submitted. Steve Erickson will be at the December 19<sup>th</sup> meeting to discuss the Blight Elimination Program.

**INTERIM MANAGER'S REPORT** – Written report submitted. Added update on the Small Urban Task Force meeting.

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

### **ADDITIONAL PUBLIC COMMENT:**

Tanya Batschke commented on branches between street/gutter & sidewalk along with the dumping of pallets and tires at a dumpster at the Post Office. Also inquired how to dispose of trees and tires.

Allan Michel commented on the recent skip patching through town, fall decorations from his business, demolition of the old police building, light repair in front of Montague Place Apartments and Planning Commission

Michele Perry commented on Rita Papp's handling of the November Election.

Allan Michel commented regarding a parking issue and his vehicle being towed.

Scott Czasak thanked council for the opportunity and looks forward to breaking the streak of short-term managers.

Jill White commented on the success of the home tour on Sunday and branches in the street.

**22-M-282**

**Motion by Eschenbacher seconded by Campbell to adjourn the meeting at 8:56 p.m.**

**Motion Carried.**

Jana Brown  
Deputy City Clerk

## Report Criteria:

Report type: GL detail

Check.Type = {&lt;&gt;} "Adjustment"

GL Period	Check Issue Date	Check Number	Invoice GL Account	Amount
<b>TUSCOLA COUNTY TREASURER</b>				
12/22	12/12/2022	76173	101-000-223-000	5,746.26
12/22	12/12/2022	76173	101-000-222-000	3,748.46
12/22	12/12/2022	76173	101-000-228-000	159.48
12/22	12/12/2022	76173	101-000-228-000	104.05
Total TUSCOLA COUNTY TREASURER:				9,758.25
Total 76173:				9,758.25
<b>ADENA CORPORATION</b>				
12/22	12/19/2022	76174	101-000-610-000	50.00
Total ADENA CORPORATION:				50.00
Total 76174:				50.00
<b>ADVANCE AUTO PARTS</b>				
12/22	12/19/2022	76175	661-536-776-000	133.99
12/22	12/19/2022	76175	661-536-776-000	85.72
Total ADVANCE AUTO PARTS:				219.71
Total 76175:				219.71
<b>AIR ADVANTAGE LLC</b>				
12/22	12/19/2022	76176	242-728-801-000	58.00
12/22	12/19/2022	76176	661-536-750-001	25.00
12/22	12/19/2022	76176	101-172-750-001	25.00
12/22	12/19/2022	76176	101-260-750-001	25.00
12/22	12/19/2022	76176	101-301-750-001	100.00
12/22	12/19/2022	76176	101-441-750-001	100.00
12/22	12/19/2022	76176	536-336-750-001	25.00
12/22	12/19/2022	76176	590-567-750-001	100.00
12/22	12/19/2022	76176	592-557-750-001	25.00
12/22	12/19/2022	76176	596-521-750-001	25.00
Total AIR ADVANTAGE LLC:				508.00
Total 76176:				508.00
<b>AMAZON CAPITAL SERVICES</b>				
12/22	12/19/2022	76177	101-301-740-000	45.30
12/22	12/19/2022	76177	101-301-742-000	54.70
12/22	12/19/2022	76177	592-557-776-000	33.33
12/22	12/19/2022	76177	590-567-776-000	33.33
12/22	12/19/2022	76177	101-441-740-000	33.33
12/22	12/19/2022	76177	101-265-776-000	16.49

GL Period	Check Issue Date	Check Number	Invoice GL Account	Amount
12/22	12/19/2022	76177	101-253-740-000	19.99
12/22	12/19/2022	76177	101-301-740-000	253.78
12/22	12/19/2022	76177	101-441-740-000	47.31
12/22	12/19/2022	76177	590-567-776-000	47.31
12/22	12/19/2022	76177	592-557-776-000	47.32
12/22	12/19/2022	76177	101-253-740-000	29.99
12/22	12/19/2022	76177	101-301-742-000	65.37
12/22	12/19/2022	76177	592-557-776-000	40.40
12/22	12/19/2022	76177	101-301-742-000	19.99
Total AMAZON CAPITAL SERVICES:				787.94
Total 76177:				787.94
<b>ANDERSON, TUCKEY, BERNHARDT &amp;</b>				
12/22	12/19/2022	76178	101-172-802-000	1,218.00
12/22	12/19/2022	76178	101-253-802-000	609.88
12/22	12/19/2022	76178	101-260-802-000	609.87
12/22	12/19/2022	76178	101-301-802-000	955.50
12/22	12/19/2022	76178	101-441-802-000	106.75
12/22	12/19/2022	76178	101-691-802-000	106.75
12/22	12/19/2022	76178	202-483-802-000	642.25
12/22	12/19/2022	76178	203-483-802-000	642.25
12/22	12/19/2022	76178	204-483-802-000	642.25
12/22	12/19/2022	76178	242-728-802-000	5,335.75
12/22	12/19/2022	76178	536-336-802-000	1,013.25
12/22	12/19/2022	76178	590-567-802-000	2,413.25
12/22	12/19/2022	76178	592-557-802-000	2,413.25
12/22	12/19/2022	76178	596-521-802-000	189.00
12/22	12/19/2022	76178	661-536-802-000	602.00
Total ANDERSON, TUCKEY, BERNHARDT &:				17,500.00
Total 76178:				17,500.00
<b>AUTO-WARES GROUP</b>				
12/22	12/19/2022	76179	661-536-776-000	23.96
Total AUTO-WARES GROUP:				23.96
Total 76179:				23.96
<b>BELL - WASIK, INC.</b>				
12/22	12/19/2022	76180	101-301-930-001	898.31
Total BELL - WASIK, INC.:				898.31
Total 76180:				898.31
<b>BRIGHTSPEED</b>				
12/22	12/19/2022	76181	590-567-853-000	69.18
12/22	12/19/2022	76181	592-557-853-000	69.18

GL Period	Check Issue Date	Check Number	Invoice GL Account	Amount
Total BRIGHTSPEED:				138.36
Total 76181:				138.36
<b>CAPITAL ONE TRADE CREDIT</b>				
12/22	12/19/2022	76182	592-557-776-000	590.34
12/22	12/19/2022	76182	590-567-776-000	590.34
12/22	12/19/2022	76182	101-441-740-000	590.34
12/22	12/19/2022	76182	101-441-740-000	81.90
12/22	12/19/2022	76182	592-557-776-000	81.89
12/22	12/19/2022	76182	590-568-776-000	190.27
12/22	12/19/2022	76182	590-568-776-000	360.70
Total CAPITAL ONE TRADE CREDIT:				2,485.78
Total 76182:				2,485.78
<b>CARO RENTAL</b>				
12/22	12/19/2022	76183	203-463-776-000	30.00
12/22	12/19/2022	76183	202-463-776-000	30.00
Total CARO RENTAL:				60.00
Total 76183:				60.00
<b>CHARTER COMMUNICATIONS</b>				
12/22	12/19/2022	76184	101-691-750-000	141.02
Total CHARTER COMMUNICATIONS:				141.02
Total 76184:				141.02
<b>CITY OF CARO</b>				
12/22	12/19/2022	76185	101-441-922-000	771.19
12/22	12/19/2022	76185	101-691-922-000	106.21
12/22	12/19/2022	76185	101-265-922-000	30.48
12/22	12/19/2022	76185	101-265-922-000	136.21
12/22	12/19/2022	76185	101-748-922-000	32.31
12/22	12/19/2022	76185	101-748-922-000	119.28
12/22	12/19/2022	76185	536-336-922-000	226.33
12/22	12/19/2022	76185	101-748-922-000	31.55
12/22	12/19/2022	76185	101-748-922-000	51.74
12/22	12/19/2022	76185	590-567-922-000	839.34
12/22	12/19/2022	76185	101-748-922-000	129.67
Total CITY OF CARO:				2,474.31
Total 76185:				2,474.31
<b>CONSUMERS ENERGY</b>				
12/22	12/19/2022	76186	101-265-921-000	107.37

GL Period	Check Issue Date	Check Number	Invoice GL Account	Amount
12/22	12/19/2022	76186	590-567-921-000	7,502.58
12/22	12/19/2022	76186	101-265-921-000	107.37
12/22	12/19/2022	76186	101-265-921-000	1,984.43
12/22	12/19/2022	76186	592-557-921-000	16.00
12/22	12/19/2022	76186	101-265-921-000	181.13
Total CONSUMERS ENERGY:				9,898.88
Total 76186:				9,898.88
<b>DOUBLEDAY HILL LLC</b>				
12/22	12/19/2022	76187	101-000-610-000	50.00
Total DOUBLEDAY HILL LLC:				50.00
Total 76187:				50.00
<b>DTE ENERGY</b>				
12/22	12/19/2022	76188	101-441-926-000	4,190.91
Total DTE ENERGY:				4,190.91
Total 76188:				4,190.91
<b>FERGUSON ENTERPRISES LLC #2000</b>				
12/22	12/19/2022	76189	590-567-776-000	187.00
Total FERGUSON ENTERPRISES LLC #2000:				187.00
Total 76189:				187.00
<b>FOSTER, SWIFT, COLLINS &amp; SMITH, PC</b>				
12/22	12/19/2022	76190	101-253-801-000	50.00
12/22	12/19/2022	76190	101-260-801-000	175.00
12/22	12/19/2022	76190	101-172-801-000	550.00
12/22	12/19/2022	76190	101-172-801-000	425.00
Total FOSTER, SWIFT, COLLINS & SMITH, PC:				1,200.00
Total 76190:				1,200.00
<b>GAMBLES DO IT BEST HARDWARE</b>				
12/22	12/19/2022	76191	592-557-776-000	93.62
12/22	12/19/2022	76191	101-265-776-000	49.68
12/22	12/19/2022	76191	592-557-776-000	17.57
12/22	12/19/2022	76191	590-567-776-000	18.88
12/22	12/19/2022	76191	592-557-776-000	37.47
12/22	12/19/2022	76191	101-265-776-000	205.59
12/22	12/19/2022	76191	101-265-776-000	17.99
Total GAMBLES DO IT BEST HARDWARE:				440.80

GL Period	Check Issue Date	Check Number	Invoice GL Account	Amount
Total 76191:				440.80
<b>HAMMOND DRIVES &amp; EQUIP INC</b>				
12/22	12/19/2022	76192	101-265-776-000	30.72
12/22	12/19/2022	76192	590-567-776-000	30.72
12/22	12/19/2022	76192	592-557-776-000	30.72
Total HAMMOND DRIVES & EQUIP INC:				92.16
Total 76192:				92.16
<b>HILLS &amp; DALES GENERAL HOSPITAL</b>				
12/22	12/19/2022	76193	101-441-801-000	98.00
Total HILLS & DALES GENERAL HOSPITAL:				98.00
Total 76193:				98.00
<b>KAPPEN TREE SERVICE</b>				
12/22	12/19/2022	76194	203-463-801-000	650.00
12/22	12/19/2022	76194	203-463-801-000	1,250.00
Total KAPPEN TREE SERVICE:				1,900.00
Total 76194:				1,900.00
<b>KEN MARTIN ELECTRIC, INC</b>				
12/22	12/19/2022	76195	242-728-801-000	266.45
Total KEN MARTIN ELECTRIC, INC:				266.45
Total 76195:				266.45
<b>KENDRA UREEL</b>				
12/22	12/19/2022	76196	242-733-965-001	18.00
Total KENDRA UREEL:				18.00
Total 76196:				18.00
<b>KIRK'S SUPPLY</b>				
12/22	12/19/2022	76197	661-536-776-000	127.27
12/22	12/19/2022	76197	101-441-742-000	25.00
12/22	12/19/2022	76197	592-557-742-000	24.99
Total KIRK'S SUPPLY:				177.26
Total 76197:				177.26
<b>KRISTAL'S HELPING HAND LLC</b>				
12/22	12/19/2022	76198	101-441-801-002	138.34
12/22	12/19/2022	76198	536-336-801-002	54.14

GL Period	Check Issue Date	Check Number	Invoice GL Account	Amount
12/22	12/19/2022	76198	101-301-801-002	108.34
12/22	12/19/2022	76198	101-260-801-002	150.42
12/22	12/19/2022	76198	101-260-801-002	150.42
12/22	12/19/2022	76198	590-567-801-002	108.34
Total KRISTAL'S HELPING HAND LLC:				710.00
Total 76198:				710.00
<b>MACMILLAN ASSOCIATES</b>				
12/22	12/19/2022	76199	101-265-801-000	4,750.00
Total MACMILLAN ASSOCIATES:				4,750.00
Total 76199:				4,750.00
<b>MARY ELLEN OSTERHOUT</b>				
12/22	12/19/2022	76200	242-733-965-001	30.00
Total MARY ELLEN OSTERHOUT:				30.00
Total 76200:				30.00
<b>MASTERS EXCAVATING &amp; SEPTIC</b>				
12/22	12/19/2022	76201	101-000-610-000	50.00
Total MASTERS EXCAVATING & SEPTIC:				50.00
Total 76201:				50.00
<b>MESSA</b>				
12/22	12/19/2022	76202	101-172-716-000	182.75
12/22	12/19/2022	76202	101-253-716-000	1,021.33
12/22	12/19/2022	76202	101-260-716-000	338.58
12/22	12/19/2022	76202	101-265-716-000	1,218.10
12/22	12/19/2022	76202	101-301-716-000	7,254.41
12/22	12/19/2022	76202	101-371-716-000	89.94
12/22	12/19/2022	76202	101-441-716-000	3,086.18
12/22	12/19/2022	76202	101-691-716-000	203.02
12/22	12/19/2022	76202	202-463-716-000	507.54
12/22	12/19/2022	76202	202-483-716-000	154.64
12/22	12/19/2022	76202	203-463-716-000	609.05
12/22	12/19/2022	76202	203-483-716-000	154.64
12/22	12/19/2022	76202	204-442-716-000	304.52
12/22	12/19/2022	76202	204-483-716-000	154.64
12/22	12/19/2022	76202	242-441-716-000	101.51
12/22	12/19/2022	76202	242-728-716-000	16.12
12/22	12/19/2022	76202	536-336-716-000	16.12
12/22	12/19/2022	76202	590-483-716-000	947.31
12/22	12/19/2022	76202	590-536-716-000	101.51
12/22	12/19/2022	76202	590-567-716-000	6,087.08
12/22	12/19/2022	76202	590-568-716-000	710.56



GL Period	Check Issue Date	Check Number	Invoice GL Account	Amount
12/22	12/19/2022	76202	592-483-716-000	947.31
12/22	12/19/2022	76202	592-536-716-000	101.51
12/22	12/19/2022	76202	592-557-716-000	2,740.72
12/22	12/19/2022	76202	596-483-716-000	628.92
12/22	12/19/2022	76202	596-521-716-000	203.01
12/22	12/19/2022	76202	661-536-716-000	219.10
12/22	12/19/2022	76202	101-260-716-000	80.62
Total MESSA:				28,180.74
Total 76202:				28,180.74
<b>MICHIGAN CAT</b>				
12/22	12/19/2022	76203	661-536-776-000	470.84
12/22	12/19/2022	76203	661-536-776-000	557.88
12/22	12/19/2022	76203	661-536-776-000	103.34
12/22	12/19/2022	76203	661-536-776-000	36.28
Total MICHIGAN CAT:				1,168.34
Total 76203:				1,168.34
<b>MICHIGAN DOWNTOWN ASSOCIATION</b>				
12/22	12/19/2022	76204	242-733-960-000	150.00
Total MICHIGAN DOWNTOWN ASSOCIATION:				150.00
Total 76204:				150.00
<b>MICHIGAN PIPE &amp; VALVE-SAGINAW</b>				
12/22	12/19/2022	76205	590-567-776-000	825.00
12/22	12/19/2022	76205	592-557-776-000	20.50
12/22	12/19/2022	76205	592-557-776-000	2,747.00
Total MICHIGAN PIPE & VALVE-SAGINAW:				3,592.50
Total 76205:				3,592.50
<b>MICHIGAN STATE POLICE</b>				
12/22	12/19/2022	76206	101-301-750-001	33.00
Total MICHIGAN STATE POLICE:				33.00
Total 76206:				33.00
<b>MR ASPHALT</b>				
12/22	12/19/2022	76207	202-451-801-000	43,684.60
12/22	12/19/2022	76207	202-451-801-000	1,416.29
12/22	12/19/2022	76207	203-463-801-000	1,534.31
12/22	12/19/2022	76207	202-451-801-000	4,314.18
12/22	12/19/2022	76207	203-463-801-000	7,490.42

GL Period	Check Issue Date	Check Number	Invoice GL Account	Amount
Total MR ASPHALT:				58,439.80
Total 76207:				58,439.80
<b>ODP BUSINESS SOLUTIONS, LLC</b>				
12/22	12/19/2022	76208	101-301-740-000	296.00
12/22	12/19/2022	76208	590-567-740-000	378.79
12/22	12/19/2022	76208	101-441-776-000	9.57
12/22	12/19/2022	76208	101-253-740-000	14.71
12/22	12/19/2022	76208	101-172-740-000	14.72
12/22	12/19/2022	76208	101-191-740-000	14.72
12/22	12/19/2022	76208	101-260-740-000	14.72
12/22	12/19/2022	76208	590-567-740-000	14.72
12/22	12/19/2022	76208	592-557-776-000	14.72
12/22	12/19/2022	76208	101-253-740-000	18.36
Total ODP BUSINESS SOLUTIONS, LLC:				791.03
Total 76208:				791.03
<b>R&amp;R TECHNICAL SERVICES</b>				
12/22	12/19/2022	76209	101-172-801-000	95.00
12/22	12/19/2022	76209	101-253-801-000	47.50
12/22	12/19/2022	76209	101-260-801-000	47.50
12/22	12/19/2022	76209	101-301-801-000	71.25
12/22	12/19/2022	76209	101-441-801-000	71.25
12/22	12/19/2022	76209	536-336-801-000	23.75
12/22	12/19/2022	76209	590-567-801-000	47.50
12/22	12/19/2022	76209	592-557-801-000	47.50
12/22	12/19/2022	76209	596-521-801-000	23.75
12/22	12/19/2022	76209	101-265-801-000	42.00
12/22	12/19/2022	76209	101-691-801-000	15.00
12/22	12/19/2022	76209	101-172-853-000	55.00
12/22	12/19/2022	76209	101-253-853-000	27.50
12/22	12/19/2022	76209	101-371-853-000	20.50
12/22	12/19/2022	76209	101-410-853-000	20.45
12/22	12/19/2022	76209	101-441-853-000	20.45
12/22	12/19/2022	76209	101-748-853-000	20.45
12/22	12/19/2022	76209	101-301-853-000	20.45
12/22	12/19/2022	76209	202-483-853-000	20.45
12/22	12/19/2022	76209	203-483-853-000	20.45
12/22	12/19/2022	76209	204-483-853-000	20.45
12/22	12/19/2022	76209	242-728-853-000	55.00
12/22	12/19/2022	76209	536-336-853-000	55.00
12/22	12/19/2022	76209	590-567-853-000	20.45
12/22	12/19/2022	76209	592-557-853-000	20.45
12/22	12/19/2022	76209	596-483-853-000	20.45
12/22	12/19/2022	76209	661-536-853-000	55.00
12/22	12/19/2022	76209	101-172-801-000	45.00
12/22	12/19/2022	76209	101-253-801-000	37.50
12/22	12/19/2022	76209	101-260-801-000	37.50

GL Period	Check Issue Date	Check Number	Invoice GL Account	Amount
12/22	12/19/2022	76209	101-301-801-000	15.00
12/22	12/19/2022	76209	101-441-801-000	30.00
12/22	12/19/2022	76209	536-336-801-000	15.00
12/22	12/19/2022	76209	590-567-801-000	15.00
12/22	12/19/2022	76209	592-557-801-000	30.00
12/22	12/19/2022	76209	101-101-801-000	30.00
12/22	12/19/2022	76209	101-301-801-000	45.00
12/22	12/19/2022	76209	101-253-801-000	2.50
12/22	12/19/2022	76209	101-260-801-000	2.50
12/22	12/19/2022	76209	590-567-801-000	5.00
12/22	12/19/2022	76209	101-101-801-000	90.00
12/22	12/19/2022	76209	101-101-750-000	650.00
12/22	12/19/2022	76209	101-260-853-000	27.50
Total R&R TECHNICAL SERVICES:				2,082.00
Total 76209:				2,082.00
<b>RASMUSSEN TRUCKING SERVICE CENTER LLC</b>				
12/22	12/19/2022	76210	661-536-930-000	180.72
Total RASMUSSEN TRUCKING SERVICE CENTER LLC:				180.72
Total 76210:				180.72
<b>ROWE PROFESSIONAL SVS COMP.</b>				
12/22	12/19/2022	76211	101-400-801-000	2,913.75
12/22	12/19/2022	76211	242-733-801-000	300.00
12/22	12/19/2022	76211	592-557-801-000	540.00
12/22	12/19/2022	76211	592-557-801-000	120.00
12/22	12/19/2022	76211	101-172-801-000	540.00
Total ROWE PROFESSIONAL SVS COMP.:				4,413.75
Total 76211:				4,413.75
<b>RUNDELL BLACKTOP STRIPING LLC</b>				
12/22	12/19/2022	76212	242-728-801-000	3,512.00
12/22	12/19/2022	76212	101-691-801-000	430.00
12/22	12/19/2022	76212	203-463-801-000	400.00
Total RUNDELL BLACKTOP STRIPING LLC:				4,342.00
Total 76212:				4,342.00
<b>SAMUEL GAISER</b>				
12/22	12/19/2022	76213	101-301-742-000	250.00
Total SAMUEL GAISER:				250.00
Total 76213:				250.00

GL Period	Check Issue Date	Check Number	Invoice GL Account	Amount
<b>SHULTS EQUIPMENT, LLC</b>				
12/22	12/19/2022	76214	661-536-930-000	676.00
Total SHULTS EQUIPMENT, LLC:				676.00
Total 76214:				676.00
<b>STATE OF MICHIGAN</b>				
12/22	12/19/2022	76215	101-301-750-000	750.00
Total STATE OF MICHIGAN:				750.00
Total 76215:				750.00
<b>STEPHEN BRAY</b>				
12/22	12/19/2022	76216	592-000-255-000	150.00
12/22	12/19/2022	76216	592-000-650-000	66.07
12/22	12/19/2022	76216	590-000-650-000	66.08
Total STEPHEN BRAY:				282.15
Total 76216:				282.15
<b>THUMB CELLULAR</b>				
12/22	12/19/2022	76217	101-371-853-000	17.97
12/22	12/19/2022	76217	536-336-853-000	17.97
12/22	12/19/2022	76217	101-301-853-000	177.33
12/22	12/19/2022	76217	101-441-853-000	11.42
12/22	12/19/2022	76217	202-483-853-000	11.42
12/22	12/19/2022	76217	203-483-853-000	11.42
12/22	12/19/2022	76217	590-567-853-000	11.42
12/22	12/19/2022	76217	592-557-853-000	11.42
Total THUMB CELLULAR:				270.37
Total 76217:				270.37
<b>TOM KRAUSE</b>				
12/22	12/19/2022	76218	242-733-900-001	350.00
Total TOM KRAUSE:				350.00
Total 76218:				350.00
<b>TUSCOLA CO. CLERK</b>				
12/22	12/19/2022	76219	101-191-740-000	13.60
12/22	12/19/2022	76219	101-191-900-000	162.64
12/22	12/19/2022	76219	101-191-801-000	800.00
12/22	12/19/2022	76219	101-191-740-000	228.00
12/22	12/19/2022	76219	101-191-740-000	396.60
12/22	12/19/2022	76219	101-191-807-000	1,090.65
12/22	12/19/2022	76219	101-191-807-000	11.34

GL Period	Check Issue Date	Check Number	Invoice GL Account	Amount
Total TUSCOLA CO. CLERK:				2,702.83
Total 76219:				2,702.83
<b>TUSCOLA COUNTY ADVERTISER</b>				
12/22	12/19/2022	76220	101-260-900-000	560.00
12/22	12/19/2022	76220	101-260-900-000	560.00
12/22	12/19/2022	76220	242-733-900-001	400.00
12/22	12/19/2022	76220	101-260-900-000	560.00
12/22	12/19/2022	76220	101-260-900-000	560.00
12/22	12/19/2022	76220	101-260-900-000	156.00
12/22	12/19/2022	76220	242-733-900-001	85.00
12/22	12/19/2022	76220	242-733-900-001	85.00
12/22	12/19/2022	76220	101-260-900-000	25.00
12/22	12/19/2022	76220	101-260-900-000	87.65
12/22	12/19/2022	76220	101-172-740-000	16.90
12/22	12/19/2022	76220	101-260-740-000	16.90
12/22	12/19/2022	76220	101-253-740-000	16.90
12/22	12/19/2022	76220	101-301-740-000	16.90
12/22	12/19/2022	76220	101-400-740-000	16.90
12/22	12/19/2022	76220	101-441-740-000	16.90
12/22	12/19/2022	76220	101-691-740-000	16.90
12/22	12/19/2022	76220	101-748-740-000	16.90
12/22	12/19/2022	76220	242-728-740-000	16.91
12/22	12/19/2022	76220	536-336-740-000	16.91
12/22	12/19/2022	76220	590-567-776-002	16.91
12/22	12/19/2022	76220	592-557-776-000	16.91
12/22	12/19/2022	76220	596-521-740-000	16.91
12/22	12/19/2022	76220	101-260-900-000	560.00
12/22	12/19/2022	76220	101-260-900-000	156.00
12/22	12/19/2022	76220	242-733-900-001	85.00
12/22	12/19/2022	76220	101-260-900-000	182.00
Total TUSCOLA COUNTY ADVERTISER:				4,281.40
Total 76220:				4,281.40
<b>TUSCOLA COUNTY BPW</b>				
12/22	12/19/2022	76221	390-567-996-001	19,882.80
Total TUSCOLA COUNTY BPW:				19,882.80
Total 76221:				19,882.80
<b>TUSCOLA COUNTY TREASURER</b>				
12/22	12/19/2022	76222	101-253-801-000	1,050.95
12/22	12/19/2022	76222	101-000-425-005	110.00
12/22	12/19/2022	76222	101-000-425-003	210.00
Total TUSCOLA COUNTY TREASURER:				1,370.95

GL Period	Check Issue Date	Check Number	Invoice GL Account	Amount
Total 76222:				1,370.95
<b>UNIFIRST CORPORATION</b>				
12/22	12/19/2022	76223	101-265-776-000	23.90
12/22	12/19/2022	76223	536-336-740-000	28.75
12/22	12/19/2022	76223	590-567-776-000	21.64
12/22	12/19/2022	76223	101-265-776-000	21.00
12/22	12/19/2022	76223	101-265-776-000	28.00
Total UNIFIRST CORPORATION:				123.29
Total 76223:				123.29
<b>WATER SOLUTIONS UNLIMITED</b>				
12/22	12/19/2022	76224	590-567-776-004	1,192.50
Total WATER SOLUTIONS UNLIMITED:				1,192.50
Total 76224:				1,192.50
<b>WEBER STEEL INC</b>				
12/22	12/19/2022	76225	590-567-776-000	233.07
Total WEBER STEEL INC:				233.07
Total 76225:				233.07
Grand Totals:				194,844.34

## Report Criteria:

Report type: GL detail

Check.Type = {&lt;&gt;} "Adjustment"

City of Caro		
Expense Totals Sheet For All Funds		
	Checks to be run on 12/19/22	
		<b>AMOUNT</b>
101	General Fund	\$ 59,934.47
202	Major Street Fund	50,781.37
203	Local Street Fund	12,792.51
204	Municipal Street Fund	1,121.86
242	DDA	10,864.74
265	Drug Forfeiture Fund	0.00
301	Debt Service	19,882.80
390	Bond Fund	0.00
391	Water Bond Fund	0.00
536	Fire Department Fund	1,492.22
590	Sewer Fund	24,327.09
592	Water Fund	11,767.42
596	Sanitation Fund	1,107.04
661	Equipment Fund	3,297.10
	Trust & Agency - Tax settlements	9,758.25
	<b>TOTALS</b>	<b>\$ 207,126.87</b>
Hand Checks & EFTs		
Check #	Name of Vendor	
EFT	IRS	\$ 9,796.78
	Total of Hand Checks to Approve	<b>\$ 9,796.78</b>
	Amount taken in through tax and paid out through tax	<b>\$ 9,758.25</b>
	Bills paid by all funds with out tax settlements	<b>\$ 197,368.62</b>
	<b>TOTAL OF BILLS TO BE APPROVED FOR THIS PERIOD</b>	<b>\$ 207,126.87</b>

# CITY OF CARO

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JILL WHITE

To: Caro City Council, Caro City Manager

From: Brian Newcomb, Chief of Police

Regarding: Month end report, November 2022

Date: December 7, 2022

## **POLICE REPORTS**

Police Complaints received for November 2022- 175 dispatched

Comparison-November 2021-179 dispatched

## **ARRESTS**

Domestic Assault-3  
Vehicle Theft-UDAA-1  
Embezzlement-1  
Malicious Destruction of Property-1  
Retail Fraud-2  
Obstruction of Justice-2  
Driving while suspended or revoked-1  
Driving with no insurance-1  
Felony arrest warrant-1  
Misdemeanor arrest warrant-2  
Minor in possession of tobacco/marijuana vapes -6

**TOTAL = 21**

Comparison-November 2021 arrests=11

## **MILEAGE**

November 2022= 3396

## **GASOLINE**

November 2022= 283 gallons



Abandoned Vehicle	
Alarm	3
Animal at Large/dog bite	4
Animal Cruelty	
Armed Robbery	
Arson	
Assault/domestic	14
Assist to MSP within city limits	
Assist to TUSH within city limits	2
Assist to other PD within city limits	2
Assist to DPW	2
Assist to CARO FIRE	1
Assist to MMR	8
Assist to DHHS	3
Attempt to locate	
Attempt suicide	
Barking Dog	
Background Check	
Blight	
Bond Condition Violation/Arrest	1
Breaking and Entering	1
Bullying	
Civil dispute	7
Child Neglect/abuse	
Commercial Sex	
Counterfeit Bills	
Credit Card fraud	
Criminal Sexual Conduct	
Curfew Violation	
Disorderly Person	7
Dog left in vehicle	
Drug Overdose	1
Eavesdropping	
Embezzlement	
Emotionally Disturbed	
Escape	
Extortion	
False Police Report	
Felonious Assault	
Fight In progress	2

Fireworks	
Flee and Elude	
Found/lost Property	3
Forgery	
Fraud	1
Fugitive	
General Non-Criminal	5
Harassment	2
Health and Safety	
Hit and Run PDA	
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	1
Liquor Inspection	15
Liquor Violations	
Littering	
Malicious Destruction	4
Mental Pickup Order	
Mental Health call	5
Minor in Possession	6
Misdemeanor Traffic-OWI	
Misdemeanor Traffic-No Insurance	1
Misdemeanor Traffic-DWLS	1
Misdemeanor Traffic-reckless driving	
Misdemeanor Traffic-No Registration	
Missing Person	
Motorist Assist	1
Mutual Aid calls ** See Below**	
Narcotics	6
Natural Death Invest	1
Noise	1
Obscenity	

Open Door	1
Overdose-drugs	
PDA-traffic crash	17
Parking violation	1
Parole Violation	
PPO Violation	1
Probation Violation	2
Prowler	
Public Relations	4
Resist/Obstruct officer	
Retail Fraud	1
Runaway (juvenile)	2
Stalking	
Sex Offense (other)	
Stolen Gun recovered	1
Suicide	
Suicidal Person	3
Suspicious Person	3
Suspicious Situation	3
Terrorist Threat	
Threats-school violence	
Threats	1
Tobacco violation	
Trespass	1
Traffic Policing	4
UDAA (Vehicle Theft)	2
Uttering and Publishing	
Vehicle Inspection	
Vehicle Inspection	
Verbal Domestic	3
Warrant arrests	4
Weapons Violations	
Wellness Check	6
911 Hangup	1

<b>TOTALS</b>	<b>176</b>
---------------	------------

M81 @ Colwood	warrant arrest	MSP
3481 Mallory st	domestic in progress	MSP

# VEHICLE MAINTENANCE RECORD FOR CAR 1

TOTAL MAINTENANCE COSTS		YEAR:	2015	MAKE:	FORD	MODEL	SUV	LICENSE	023X391	VIN NO.	1FM5K8AR5FGB83483	2015
Enter Starting Vehicle Mileage		Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22
Enter Vehicle Mileage at End of Month		70,395	71,584	72,627	73,000	73,100	73,150	74,641	76,001	76,701	78,330	79,294
Monthly Mileage Totals		71,584	72,626	73,000	73,100	73,150	74,641	76,001	76,701	78,330	79,294	80,124
Total Mileage for Year		1,189	1,042	373	100	50	1,491	1,360	700	1,629	964	830
Maintenance Cost Per Mile		\$0.54										0
TYPE OF SERVICE		VEHICLE MAINTENANCE COSTS										
Oil & Filter Change		\$69.58			repair						\$76.84	
Air Filter Change												
Fuel Filter Change					shop							
Transmission Fluid & Filter												
Engine Coolant												
Cooling System Flush												
Tire Repair or Replacement			\$584.04									
Tire Rotation or Balance			\$60.00						\$60.00			
Hose Replacement												
Brake Repair												
Engine Tune-Up												
Front End Alignment												
Power Steering / Brake Fluid												
A/C or Heater Repair												
Replace Belts												
Electrical Repairs								\$509.12				
Battery Replacement												
Battery Cables / Terminals												
Headlights or Light Bulbs												
Windshield Wiper Blades									\$40.82			
Wash & Wax												
Miscellaneous Service						\$3,800.21	\$50.00					
TOTAL MONTHLY MAINTENANCE COSTS		\$69.58	\$644.04	\$0.00	\$0.00	\$3,800.21	\$50.00	\$509.12	\$100.82	\$0.00	\$76.84	\$0.00
TIRE		SIZE										
245		55R18 M&S										
TOTAL		\$5,250.61										



33
0
.25







VEHICLE MAINTENANCE RECORD FOR CAR 464

TOTAL MAINTENANCE COSTS		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	Oct-22	Nov-22	Dec-22
Enter Starting Vehicle Mileage		6,195	6,295	6,601	7,100	8,209	9,346	9,665	10,300	11,652	12,788	13,965	
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	13,965	14,502	
Monthly Mileage Totals		100	306	499	1,109	1,137	319	635	1,352	1,136	1,177	537	0

Total Mileage for Year 8,307

Maintenance Cost Per Mile \$0.06

TYPE OF SERVICE	VEHICLE MAINTENANCE COSTS												
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												\$432.42	
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/Recker Service													
Miscellaneous Service													
TOTAL MONTHLY MAINTENANCE COSTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$80.96	\$0.00	\$0.00	\$0.00	\$432.42	\$0.00
													\$513.38



VEHICLE MAINTENANCE RECORD FOR CAR 465

TOTAL MAINTENANCE COSTS		YEAR:	2022	MAKE	CHEVY	MODEL	1500	LICENSE	VIN NO. 3GCPDKEKLN655811				
Enter Starting Vehicle Mileage		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 Vehicle Mileage at End of Month											364	670	
Monthly Mileage Totals		0	0	0	0	0	0	0	0	0	364	306	0
Total Mileage for Year		670											
Maintenance Cost Per Mile		\$0.00											
TYPE OF SERVICE		VEHICLE MAINTENANCE COSTS											
Oil & Filter Change													
Air Filter Change													
Fuel Filter Change													
Transmission Fluid & Filter													
Engine Coolant													
Cooling System Flush													
Tire Repair or Replacement													
Tire Rotation or Balance													
Hose Replacement													
Brake Repair													
Engine Tune-Up													
Front End Alignment													
Power Steering / Brake Fluid													
A/C or Heater Repair													
Replace Belts													
Electrical Repairs													
Battery Replacement													
Battery Cables / Terminals													
Headlights or Light Bulbs													
Windshield Wiper Blades													
Wash & Wax													
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	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
													\$0.00

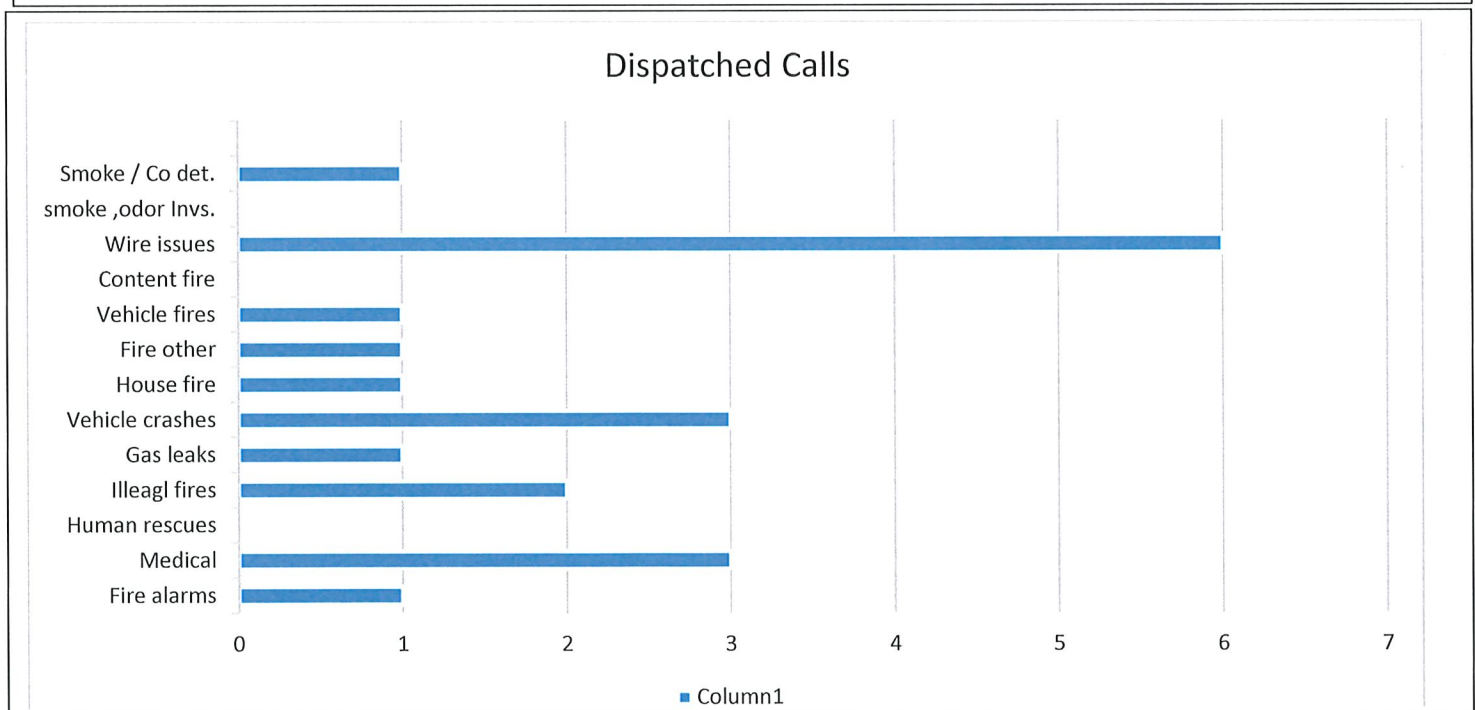
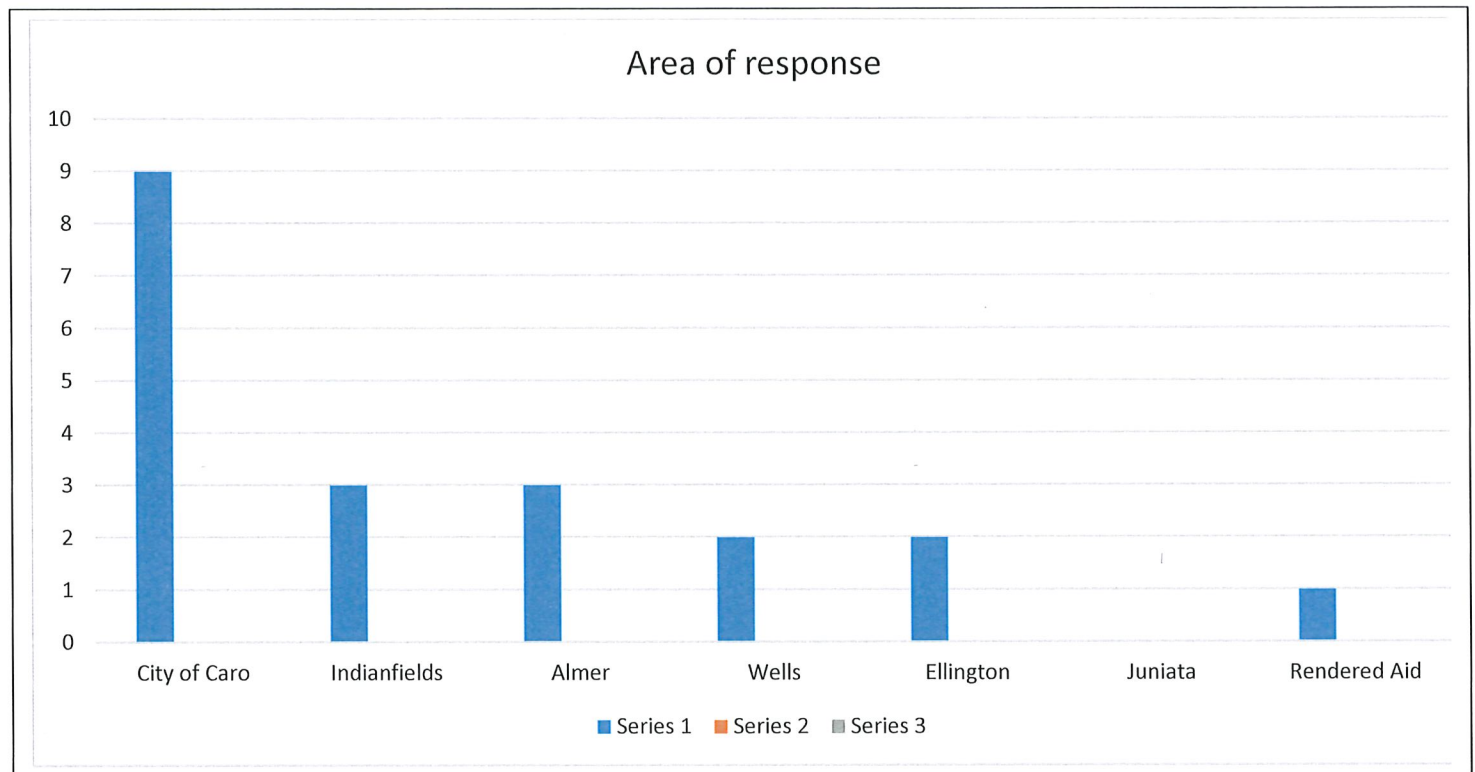




# CITY OF CARO FIRE DEPARTMENT

December 2022 Council Fire report

## November 2022 monthly review



## December 2022 Council Fire report

## November 2022 monthly review

[illegible]



## November 2022 monthly review

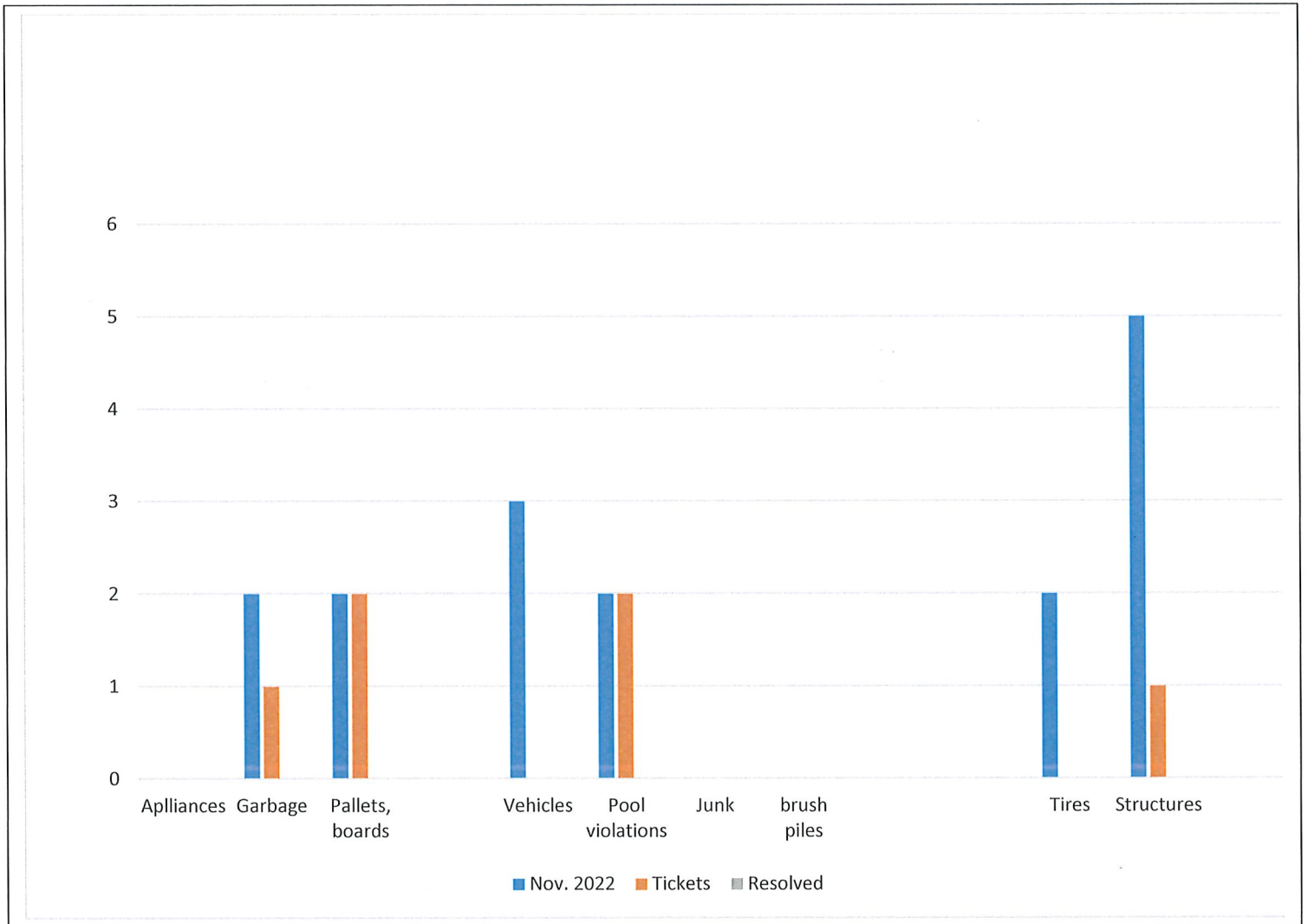
39



# CITY OF CARO CODE ENFORCEMENT

December 2022 Council Code report

November 2022 monthly review



# CITY OF CARO

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## MEMORANDUM

**To:** City Council  
**From:** Tom Reese Director of Public Works  
**Date:** November 2022  
**Re:** Monthly report

---

### ACTIVITY

- Daily well checks.
- We have done 35 MISS DIG tickets
- We have completed over 18 work orders. This is a breakdown of what was done:
  - 2 meter issues
  - 3 Final reads
  - 1 water turn off
  - 3 Discolored water
  - 3 leaves or branches
  - 1 sewer tap removal
  - 1 Resident question
  - 1 Street light out
  - 1 pothole
  - 1 Miscellaneous garbage
  - 1 Daily operations
- Daily leaf pickup. Whenever it is possible, we try to have both leaf trucks out
- Removed sewer tap
- Helped with gingerbread set up and take down
- Repaired a broken water service on Sherman St
- 3 of us attended a Workplace Hazard Control training
- Sent 2 guys for their confined space training
- Repaired a storm line on Columbia St
- Mr Asphalt finished skip patching around the city
- Well #5 pipe upgrade has been completed
- Cleaned out dumpster enclosures
- The guys went through the city and picked up brush and tree limbs
- Did cold patching around the city

### UP COMING PROJECTS

- City hall HVAC & DPW furnaces
- Tornado siren relocation



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**TO:** Scott Czasak, City Manager and Caro City Council  
**FROM:** Ken Fields, W.W.T.P.  
**SUBJECT:** November 2022 Report  
**DATE:** December 17, 2022

## **FOR THE AGENDA OF: December 19, 2022**

### **TREATMENT SYSTEM PREVENTATIVE & REGULATORY & CORRECTIVE**

- Our Permit required monthly Discharge Monitoring Report for November 2022 was sent electronically via MiEnviro to the EGLE.
- We set up and ran the Cities Drinking water samples for November 2022.
- HRC is working on the plant upgrade next step.
- The clarifiers are 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 and lift stations generators were exercised this month.
- We relinquished another 5 raw water samples to SVSU for COVID-19 test
- Received a load of chemicals for the plan
- Biosolids was land applied

# Memorandum

**To:** City Council

**From:** Jana Brown

**Date:** December 14, 2022

**Re:** Municipal Parking Violations Report, November 2022

---

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

---

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

---

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

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## Memorandum

**TO: City Manager, City Council**

**From: Lauren M. Amellal; Director of Development & Strategic Initiatives**

**Date: December 15, 2022**

**RE: Director of Development & Strategic Initiatives Report**

---

### Activity:

- Coordinated, hosted, and advertised 1<sup>st</sup> Annual Festive Food Truck Rally. Welcomed four new food trucks to Caro Area. All of which were very satisfied and asked for information about joining the market and other events in 2023.
- Coordinated, hosted, advertised, and compiled data from Candy Cane Lane Farm & Arts Market.
- Attended The Winter Craft Market at the Knights of Columbus. Discussed possible partnership ideas.
- Submitted market vendor payment requests for November and December to accounts payable.
- Served on Chamber of Commerce Gingerbread Village Committee- secured sponsors and participated in the tree lighting ceremony!
- Set up for and attended winter musical performance at American Legion Hall for Gingerbread event.
- Attended monthly Caro Garden Club meeting. Discussed winter maintenance, and future garden project plans, as well as the sign.
- Assisted in promoting and attended the Historical Home Tour Event which benefited the Roadhouse Museum.
- Engaged local businesses to support December Community Events.
- Assisted with management of part time seasonal DDA staff.
- Continuing RRC Training. Currently developing a work plan to complete tasks to become a Certified RRC.
- Working on revisions to commercial planning and zoning documents to streamline processes per discussions with the Planning Chairman, Mike Carpenter, City Manager, Scott Czasak, County Building Codes and MSU land/ zoning professionals.
- Attended Michigan Farmers Market monthly board meeting. Was asked to present at the Market Manager Certification Program. Excited to represent Caro on a State Level!



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- Welcomed a new City Manager, reviewed projects, and discussed workload division, as well as reviewed topics of concern and importance.
- Attended Planning Commission and Parks & Recreation meetings, met with all chairmen, to develop agendas, and review business items with the City Manager.
- Attended both SRF webinars for infrastructure funding to support the City Manager and successfully prepare for the project process. (WWTP, Drinking Water Infrastructure)
- Assisted developers and local businesses with zoning permits, procedure and communicated requirements and ordinances to streamline the process.
- Worked on developing the SPARK GRANT Application with P & R Chairman, and City Manager.
- Met with engineers from Rowe and Spicer, DPW & WWTP Supervisors to review proposed Hills & Dales Site.
- 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. Will be reviewing with City Manager.
- Coordinating meeting with MSUE, Parks & Rec sub Committee, and City Manager to continue work on Parks & Recreation position partnership.
- Attended EDC, MEDC and local and regional stakeholder meeting at Poet with City Manager.
- Attended grant project visioning meeting at Poet with City Manager.
- Attended Rotary twice, participated in their holiday gift shopping program for local at-risk children.
- Met with Habitat for Humanity/ Restore Executive Director to discuss partnership possibilities.
- Hosted annual end of the season farmers market vendor and volunteer party at the City of Caro Fire Hall. Discussed past and future projects and events.
- Wrote an article for the upcoming City Voice Newsletter.
- Began work on updating 2023 market documents, as well as pavilion rental documents.
- Attended Chamber of Commerce meeting, contributed input for the wrap up of Gingerbread event, and on interest in supporting Chamber events in 2023.

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## MEMORANDUM

TO: Caro City Council  
FROM: City Manager Scott R. Czasak  
DATE: Thursday, December 15, 2022  
RE: Regular Agenda Item 1 – AMA District 14

---

Members of the Caro City Council,

This item was brought to us by the proposed organizer of this event. He has worked with the Fair Board on this issue and has reached consensus with them on many of the logistics. Now, the City would have to approve the plan to hold motorcycle races at the Caro Fairgrounds.

After discussing the issue with Chief Newcomb, we raised a number of issues with the organizer, and he sent us this written proposal. Our main concerns were with their ability to carry the necessary insurance, provide their own security for the event, be mindful of noise ordinances, and ensure alcohol is not permitted on the premises as they will not be pursuing a special license to have alcohol. Their memo proposes their solutions for these issues, and the council would need to sign off on the plan.

Your options for motions are:

1. Move to approve the proposal as presented to hold the motorcycle races.
2. Move to approve the proposal with any amendments the council feels are necessary to hold the motorcycle races.
2. Move to deny the application.



## ***Caro City Council Proposal***

### **Overview**

We would like to put on an AMA District 14 flat track race at the Caro Fairgrounds

We would like to rent the track for this summer with the intention of running the races on Saturday with Sunday being rain make up date.

We would like the day of the event to Saturday August 26<sup>th</sup> 2023.

We believe we could have 100 - 150 riders and well over 500 spectators.

We will bring people to the area the day before and the day of the event.

We would coordinate with local businesses, organizations, and motels for sponsorships and promotional opportunities.

Vendors selling motorcycle related merchandise and food vendors will be present near the grandstands.

We would like to have access to the track 2 weeks before the race event and coordinated with the fair board and the horse harness racers to ensure the track is in pristine condition.

We only want to use water (no added chemicals or foreign substances).

One important facet of our race promotion is the quality of track. Good tracks lead to returning racers. Word spreads and races will travel if the track has been deemed good in the racing community.

Early access to the track will insure we have the ability to prepare the track as needed.

The races will be AMA and D14 sanctioned.

The pit area and the spectator area will be separate.

Insurance for the event will all cover the City of Caro and the Tuscola County Fair Board

Insurance will be provided by Amanda Langmaid of Farmers Insurance

We provide an ambulance (MMR) on location day of event. Bikes will not be on track with out it.

We will use a water truck or water wagon, spike drag, and drag. We may disc the track during prep.

The water will be supplied by the fire hydrant inside the track owned by the city of Caro.

Holeshot Promotions (our race promotion) will provided private security for the event.



After the race, we will again prep track so it is not tore up or roughed up after our use.

Holeshot Promotions is responsible for trash and garbage pick up.

Holeshot Promotions is responsible for Pota-potties and toilets.

We have already spoke with the fair board and secured the track and grandstands for the date of August 26<sup>th</sup> 2023.

### Race Day:

- No lights so races must be done during the day.
- Pit Gates open at 8 am
- Sign up starts at 10 am
- Grandstands open to general admission at 11am
- Practice is at noon
- Heat races start at 2 pm
- Mains begin at 4 pm
- The Event should be finished by 7 pm.
- The pits will be sectioned off from the public area.
- Pits are to be separate for safety and crowd control.
- There will be food and vendor area near the grandstands.
- The food and vendor area will be free to genal public
- Grandstands and pits will have charged entrance.
- There will be yellow caution tape on the east side of the track (along turns 1 and 2) 10' – 15' away from the fence to keep people back.
- We will also have a winner's circle near the grandstands.
- Winners of mains will get to talk to Track Side Reporter and thank sponsors.

### RACE DAY SET UP



### Contract Info

Charles Gray III	(810) 358-5994	CgrayTRC@gmail.com
Joe Boulis	(989) 860-2893	KeithBoulis@yahoo.com
Holeshot Promotions		HoleshotPromotions@gmail.com

## RESOLUTION FOR DESIGNATION OF STREET ADMINISTRATOR

*This information is required by Act 51, P.A. 1951 as amended. Failure  
to supply this information will result in funds being withheld.*

**MAIL TO:** Michigan Department of Transportation, Financial Operations  
Division, P.O. Box 30050, Lansing, MI 48909.  
or Fax to: (517) 335-1828

**NOTE:** Indicate, if possible, where Street Administrator can usually be reached during normal  
working hours, if different than City or Village Office. List any other office held by the Administrator.

Councilperson or Commissioner \_\_\_\_\_  
offered the following resolution and moved its adoption:

Whereas, Section 13(9) of Act 51, Public Acts of 1951 provided that each incorporated city and village to which funds are returned under the provisions of this section, that, "the responsibility for street improvements, maintenance, and traffic operations work, and the development, construction, or repair of off-street parking facilities and construction or repair of street lighting shall be coordinated by a single administrator to be designated by the governing body who shall be responsible for and shall represent the municipality in transactions with the State Transportation Department pursuant to this act."

Therefore, be it resolved, that this Honorable Body designate \_\_\_\_\_ City Manager

\_\_\_\_\_ Scott Czasak \_\_\_\_\_ as the single Street Administrator for the City or Village of

\_\_\_\_\_ Caro \_\_\_\_\_ in all transactions with the State Transportation Department  
as provided in Section 13 of the Act.

Supported by the Councilperson or Commissioner \_\_\_\_\_

Yeas \_\_\_\_\_

Nays \_\_\_\_\_

I hereby certify that the foregoing is a true and correct copy of a resolution made and adopted at a regular meeting  
of the governing body of this municipality on the \_\_\_\_\_ 19th \_\_\_\_\_ day of  
December 2022

CITY OR VILLAGE CLERK (SIGNATURE)	E-MAIL ADDRESS clerk@carocity.net	DATE 12/19/22
STREET ADMINISTRATOR (SIGNATURE)	E-MAIL ADDRESS sczasak@carocity.net	DATE 12/19/22
ADDRESS OF CITY OR VILLAGE OFFICE 317 S State St		P.O.BOX
CITY OR VILLAGE Caro	ZIP CODE 48723	PHONE NUMBER (989) 673-7671

## PERFORMANCE RESOLUTION FOR MUNICIPALITIES

*This Performance Resolution (Resolution) is required by the Michigan Department of Transportation for purposes of issuing to a Municipality an "Individual Permit for Use of State Highway Right of Way", and/or an "Annual Application and Permit for Miscellaneous Operations within State Highway Right of Way".*

RESOLVED WHEREAS, the \_\_\_\_\_ City of Caro  
(County, City, Village, Township, etc.)

hereinafter referred to as the "MUNICIPALITY," periodically applies to the Michigan Department of Transportation, hereinafter referred to as the "DEPARTMENT," for permits, referred to as "PERMIT," to construct, operate, use and/or maintain utilities or other facilities, or to conduct other activities, on, over, and under State Highway Right of Way at various locations within and adjacent to its corporate limits;

NOW THEREFORE, in consideration of the DEPARTMENT granting such PERMIT, the MUNICIPALITY agrees that:

1. Each party to this *Resolution* shall remain responsible for any claims arising out of their own acts and/or omissions during the performance of this *Resolution*, as provided by law. This *Resolution* is not intended to increase either party's liability for, or immunity from, tort claims, nor shall it be interpreted, as giving either party hereto a right of indemnification, either by Agreement or at law, for claims arising out of the performance of this Agreement.
2. If any of the work performed for the MUNICIPALITY is performed by a contractor, the MUNICIPALITY shall require its contractor to hold harmless, indemnify and defend in litigation, the State of Michigan, the DEPARTMENT and their agents and employee's, against any claims for damages to public or private property and for injuries to person arising out of the performance of the work, except for claims that result from the sole negligence or willful acts of the DEPARTMENT, until the contractor achieves final acceptance of the MUNICIPALITY. Failure of the MUNICIPALITY to require its contractor to indemnify the DEPARTMENT, as set forth above, shall be considered a breach of its duties to the DEPARTMENT.
3. Any work performed for the MUNICIPALITY by a contractor or subcontractor will be solely as a contractor for the MUNICIPALITY and not as a contractor or agent of the DEPARTMENT. The DEPARTMENT shall not be subject to any obligations or liabilities by vendors and contractors of the MUNICIPALITY, or their subcontractors or any other person not a party to the PERMIT without the DEPARTMENT'S specific prior written consent and notwithstanding the issuance of the PERMIT. Any claims by any contractor or subcontractor will be the sole responsibility of the MUNICIPALITY.
4. The MUNICIPALITY shall take no unlawful action or conduct, which arises either directly or indirectly out of its obligations, responsibilities, and duties under the PERMIT which results in claims being asserted against or judgment being imposed against the State of Michigan, the Michigan Transportation Commission, the DEPARTMENT, and all officers, agents and employees thereof and those contracting governmental bodies performing permit activities for the DEPARTMENT and all officers, agents, and employees thereof, pursuant to a maintenance contract. In the event that the same occurs, for the purposes of the PERMIT, it will be considered as a breach of the PERMIT thereby giving the State of Michigan, the DEPARTMENT, and/or the Michigan Transportation Commission a right to seek and obtain any necessary relief or remedy, including, but not by way of limitation, a judgment for money damages.
5. The MUNICIPALITY will, by its own volition and/or request by the DEPARTMENT, promptly restore and/or correct physical or operating damages to any State Highway Right of Way resulting from the installation construction, operation and/or maintenance of the MUNICIPALITY'S facilities according to a PERMIT issued by the DEPARTMENT.

6. With respect to any activities authorized by a PERMIT, when the MUNICIPALITY requires insurance on its own or its contractor's behalf it shall also require that such policy include as named insured the State of Michigan, the Transportation Commission, the DEPARTMENT, and all officers, agents, and employees thereof and those governmental bodies performing permit activities for the DEPARTMENT and all officers, agents, and employees thereof, pursuant to a maintenance contract.
7. The incorporation by the DEPARTMENT of this *Resolution* as part of a PERMIT does not prevent the DEPARTMENT from requiring additional performance security or insurance before issuance of a PERMIT.
8. This *Resolution* shall continue in force from this date until cancelled by the MUNICIPALITY or the DEPARTMENT with no less than thirty (30) days prior written notice provided to the other party. It will not be cancelled or otherwise terminated by the MUNICIPALITY with regard to any PERMIT which has already been issued or activity which has already been undertaken.

BE IT FURTHER RESOLVED that the following position(s) are authorized to apply to the DEPARTMENT for the necessary permit to work within State Highway Right of Way on behalf of the MUNICIPALITY.

Title and/or Name:

Scott Czasak, City Manager

Tom Reese, DPW Director

I HEREBY CERTIFY that the foregoing is a true copy of a resolution adopted by

the \_\_\_\_\_ City Council  
 \_\_\_\_\_  
 (Name of Board, etc.)  
 of the \_\_\_\_\_ City of Caro \_\_\_\_\_ of \_\_\_\_\_ Tuscola  
 \_\_\_\_\_  
 (Name of MUNICIPALITY) (County)  
 at a \_\_\_\_\_ regular \_\_\_\_\_ meeting held on the \_\_\_\_\_ 19th \_\_\_\_\_ day  
 of \_\_\_\_\_ December \_\_\_\_\_ A.D. \_\_\_\_\_ 2022 \_\_\_\_\_.

\_\_\_\_\_  
 Signed

City Clerk

\_\_\_\_\_  
 Title

Rita Papp

\_\_\_\_\_  
 Print Signed Name

# CITY OF CARO

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

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

MAYOR  
KAREN SNIDER  
CITY COUNCIL  
EMILY CAMPBELL  
BOB ESCHENBACHER  
DON HALL  
PAMELA ISELER  
CHARLOTTE KISH  
JILL WHITE

## MEMORANDUM

**TO:** City Council  
**FROM:** Michele Perry, City Treasurer  
**DATE:** December 14, 2022  
**RE:** Assessor Services Agreement

---

### Information

We currently use Tuscola County for assessment services and our 5 year contract has expired.

Tuscola County has presented us with a new contract which you will find included in your packet. The past contract was for 5 years and the price per year was \$29,250.00 or approximately \$13.00 per parcel paid in monthly payments of \$2,437.50. The new contract being submitted is for the same price and no changes to the contract.

I did do some research for price comparisons of other assessors and the prices were approximately \$14.00 to \$15.00 per parcel so I feel the \$13.00 per parcel is a fair price.

### Action:

Option 1: Approve City Manager – Scott Czasak & City Clerk – Rita Papp to sign the new Assessor Services Agreement with Tuscola County.

Option 2: Deny approval of the new Assessor Services Agreement with Tuscola County and look for other services.



## ASSESSOR SERVICES AGREEMENT

This agreement made and entered into this 29th day of December 2022, by and between the City of Caro, a municipal corporation organized and existing under the laws of the State of Michigan with its' office located at 317 South State Street, Caro, Michigan 48723 (hereinafter referred to as "CITY") and Tuscola County, a county government with its' office located at 125 W. Lincoln Street, Caro, Michigan 48723 (hereinafter referred to as "COUNTY").

### WITNESSETH:

Whereas, the CITY is desirous of contract with the COUNTY for the performance of the hereinafter assessor services (hereinafter referred to as "ASSESSOR SERVICES") for the CITY by the COUNTY; and

Whereas, the COUNTY retains qualified personnel with the proper Certified Michigan Assessor certification to act in that capacity for and on behalf of the CITY; and

Whereas, the COUNTY is agreeable to rendering such services on the terms and conditions hereinafter set forth; and

Whereas, the parties wish, by this agreement, to define their respective rights and responsibilities during the term of this agreement:

Now, therefore, in consideration of the mutual covenants and promises of the parties hereto it is agreed as follows:

1.0 ASSESSOR SERVICES. The COUNTY agrees to provide ASSESSOR SERVICES within the CITY lines of the CITY to the extent and manner hereinafter set forth.

2.0 TERM. Unless terminated earlier as provided herein, the term of this Agreement shall be from December 29, 2022 through June 30, 2027.

3.0 DUTIES. The COUNTY agrees to provide ASSESSOR SERVICES pertaining to signing the tax role and participating in the March Board of Review, as well as, providing CITY staff with any technical advice during this time period, and other duties as further described within this Agreement. Except as otherwise provided, the minimum level of basic ASSESSOR SERVICES provided by the COUNTY will be described in items (a) through (w) of this Section. The ASSESSOR SERVICES includes all duties of an assessor pursuant to the City Charter, Michigan statute and law, and all other rules and guidelines established for the proper performance of this position, as may be from time to time amended, and shall conduct and perform the same in accordance with all applicable standards of professional conduct required of such ASSESSOR SERVICES. Said duties shall include, but not be limited to the following:

- a.) Identify, inventory and determine market values and calculate assessed valuations for all CITY properties in accordance with the State Tax Commission regulations, methods and procedures to ensure fair and equitable assessments.
- b.) Maintain all Apex sketches of improvements on CITY properties.
- c.) Maintain photographs of all CITY properties.
- d.) Maintain accurate principal residence exemption and property transfer information.
- e.) Measure and price all new construction.
- f.) Identify and calculate splits and combinations.
- g.) Review and inspect twenty percent of real property parcels as recommended by the State Tax Commission.
- h.) Complete, certify and submit the annual ad valorem assessment roll to county equalization by the date requested.
- i.) Administer the printing and mailing of annual CITY change of assessment notices.
- j.) Complete, certify and submit the annual special assessment roll.
- k.) Prepare and submit all reports required by State and County departments.
- l.) Attend the CITY board of review meetings, compile results and prepare letters and reports associated with this process.
- m.) Notify taxpayers in writing of CITY board of review decisions.
- n.) Deliver post-CITY board of review data to COUNTY.
- o.) Prepare and mail personal property statements.
- p.) Assist CITY in establishing Board of Review dates in accordance with the CITY charter.
- q.) Maintain the proper level of certification required by the State of Michigan to provide assessing services for the CITY.
- r.) Maintain current knowledge regarding assessing-related technology, market trends and pending legislation pertaining to taxation and other developments in the property assessment field.
- s.) Certify CITY summer tax roll.
- t.) Maintain good public relations with the CITY's property owners.
- u.) Prepare annual backup of CITY assessing database and restore said backup to CITY Clerk's computer after completion of March board of review.
- v.) Provide CITY with annual budget figures.
- w.) Assist CITY with zoning change requests by providing buffer results and mailing lists.

**6.0 LEVEL OF CERTIFICATION.** In order to perform the above described duties, the COUNTY shall provide ASSESSOR SERVICES to the CITY using COUNTY personnel who have appropriate certification.

**7.0 DAYS OF ASSIGNMENT.** The ASSESSOR SERVICES provided by the COUNTY shall be on the basis deemed necessary by the CITY and COUNTY.

**8.0 DEFENSE OF APPEALS.** The CITY shall maintain ultimate control of all litigation and settlement negotiations and ASSESSOR SERVICES shall operate under the direction of the City Manager in any litigation regarding a tax appeal including appeals to the Small Claims Division. Any appeal to the Tax Tribunal may result in the CITY obtaining competent legal counsel at its expense. The ASSESSOR SERVICES shall defend all appeals to the Small Claims Division of the Michigan Tax Tribunal. This shall include but not be limited to filing necessary petitions, preparing and submitting such materials, statistics and other information as is necessary to properly defend such appeal, and appearing at all hearings and meetings as is required for the purpose of defending such an appeal.

## 9.0 EQUIPMENT AND OFFICE SPACE.

- a.) The ASSESSOR SERVICES shall include all necessary transportation and field equipment to perform the services and meet the requirements of this Agreement.
- b.) The COUNTY shall furnish at its own expense all necessary office space, and equipment for the ASSESSOR SERVICES while performing ASSESSOR SERVICES duties on behalf of the CITY under this Agreement.
- c.) It is agreed that in all instances where special supplies, software licenses, stationery, tax notices, forms and the like are to be issued or bear the name of the CITY, such items shall be supplied by the CITY at its own cost.

10.0 COUNTY EMPLOYEES. All persons employed in the performance of this ASSESSOR SERVICES agreement and functions pursuant to this Agreement for the CITY shall be COUNTY employees.

11.0 RESPONSIBILITIES OF SALARIES. The CITY shall not be liable for the direct payment of any salaries, wages, benefits, or other compensation and shall not incur liability other than that provided for in this Agreement.

12.0 INJURY OR SICKNESS. The CITY shall not be liable for any compensation or indemnity to any COUNTY employee for injury or sickness arising solely out of his/her employment.

13.0 HOLD HARMLESS. Each party shall defend and hold the other harmless from damages alleged by third parties resulting from intentional or negligent acts of the other party while performing duties of their respective jurisdictions. Nothing herein, however shall be construed as a waiver of the defense of governmental immunity nor shall these provisions be interpreted to benefit any third party. The provisions of this paragraph shall not apply to a third party's challenge of assessment against its property.

14.0 WARRANTY. The COUNTY agrees to perform the duties outlined for ASSESSOR SERVICES. If ASSESSOR SERVICES are not performed within the standards and guidelines set forth by the State of Michigan, the COUNTY will reimburse the CITY for the portion of the ASSESSOR SERVICES not completed in accordance with such standards and which are reasonable and necessary to bring the assessment up to the proper standards. In no event shall the COUNTY be liable to the CITY for any costs, fees, damages in excess in the amounts provided in the Section and in no event shall the COUNTY be liable to the CITY for any incidental damages, rather the out of pocket expenses described herein and the hold harmless indemnification of the preceding Paragraph shall be the CITY's sole discretion and exclusive remedy against the COUNTY under this Agreement for any breach.

15.0 FEES AND COSTS. Unless sooner terminated as provided herein, this Agreement shall be effective December 29, 2022 through June 30, 2027, total monthly payment for the services provided in paragraph 3.0 shall be \$2437.50 which shall commence December 29, 2022 and be payable each month thereafter until June 30, 2027. On each anniversary date of this Agreement, the costs associated for the appraisal services set forth in Paragraph 3.0 of this Agreement shall be readjusted with the variable being the number of parcels. For demonstration purposes, the number of parcels is 2,250 with costs for an annual amount of \$13 per parcel for maintenance. Commencing July 1, 2023, if the number of parcels remains at 2,250 the grand total of payments for said services outlined in Paragraph 3.0 is \$29,250.

16.0 TERMINATION FOR CAUSE OR BREACH. Notwithstanding anything to the contrary contained in the Agreement, either party may immediately terminate this Agreement in the event of material breach by the other. In such case, any party may seek such remedies as shall be available by law or equity.

17.0 TERMINATION FOR CONVENIENCE. Either party may terminate this Agreement, for any reason or for no reason, upon not less than 90 days prior written notice to the other party stating such party's intention to terminate this Agreement.

18.0 RETURN OF INFORMATION AND MATERIALS. Upon receipt of notice of termination or upon termination of this Agreement by expiration of the term, the ASSESSOR SERVICES shall immediately deliver to the CITY copies of all data, paper and computing files, drawings, specifications, reports, value estimate summaries, and any other information or materials that may have been accumulated by the ASSESSOR SERVICES in performing this Agreement whether completed or in the process and same shall be in unaltered form, readable by the CITY. In the event of the failure or refusal of the ASSESSOR SERVICES to forthwith deliver the above-referenced materials, documents, and files, the CITY may seek a circuit court order compelling the production of same forthwith.

IN WITNESS WHEREOF, the City of Caro, by resolution duly adopted by its Council has caused this Agreement to be signed by its City Manager, Chief Elected Official and attested by its Clerk, and the County by its Chief Elected Official, attested by its Clerk and the County of Tuscola by its Board of Commissioners has caused these present to be subscribed by the Chairman of the Board of Commissioners, attested by its Clerk, and the County Controller and the County Equalization Director, and the government entities have affixed their respective seals hereto on the day and year above written.

**City of Caro**

**County of Tuscola**

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

\_\_\_\_\_  
Thomas Bardwell, Chairman  
Board of Commissioners

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

\_\_\_\_\_  
Jodi Fetting, County Clerk

\_\_\_\_\_  
Scott Czasak, City Manager

\_\_\_\_\_  
Angie Daniels, Equalization Director

# CITY OF CARO

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

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

MAYOR  
KAREN SNIDER  
CITY COUNCIL  
BOB ESCHENBACHER  
CHARLOTTE KISH  
DON HALL  
EMILY CAMPBELL  
JILL WHITE  
PAM ISELER

TO: City Council  
City Manager – Scott Czasak  
FROM: Michele Perry, Treasurer  
SUBJECT: Certificate of Deposit Report  
DATE: December 15, 2022

We have the following Certificates of Deposits maturing.

Financial Institute	Current Term	Interest Rate	Current Balance	Maturity Date	Plan of Action at Renewal Date
Frankenmuth Credit Union	6 months	0.70%	230,710.07	12/28/2022	Reinvest in a Mega Money Market Account
Frankenmuth Credit Union	12 months	0.25%	230,479.31	12/29/2022	Reinvest in a Mega Money Market Account
LPL Financial (TeamOne Credit Union)	12 months	0.25%	245,000.00	12/27/2022	Reinvest at the best possible rate they have at the time they mature
LPL Financial (TeamOne Credit Union)	12 months	0.30%	245,000.00	12/29/2022	Reinvest at the best possible rate they have at the time they mature

We have the following CD's which are not maturing for while but I would like to cash them early and reinvest them in a Mega Money Market Account at Frankenmuth Credit Union. We will have to pay an early withdrawal penalty but we will make up the difference in the higher earnings rate. The rate on the Mega Money Market Account is 2.96% for funds balances larger than 1 million. With the two CD's above, the two listed below and transferring funds from the FICA Business Savings Account we hold at Frankenmuth Credit Union which is only earning 1% to make the balance of the Mega Money Market account over 1 million.

Financial Institute	Current Term	Interest Rate	Current Balance	Maturity Date
Frankenmuth Credit Union	13 Months	0.38%	162,939.41	4/29/2023
Frankenmuth Credit Union	18 months	0.30%	230,575.30	6/29/2023

## Action:

Option 1: Approve City Treasurer to open a Mega Money Market account at Frankenmuth Credit Union and invest the maturing CDs into it. Also, cash in 2 CDs early and transfer funds from the FICA Business savings into the Mega Money Market account.

Approve City Treasurer to reinvest the LPL Financial maturing CDs back into LPL Financial in new CD's.

Option 2: Deny action of the above CD's

# CITY OF CARO

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

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DON HALL  
PAMELA ISELER  
CHARLOTTE KISH  
JILL WHITE

## MEMORANDUM

TO: Caro City Council  
FROM: Jana Brown  
DATE: Friday, December 16, 2022  
RE: Regular Agenda Item 7 – Banner Request

---

Jim McLoskey on behalf of Tuscola County Right to Life is requesting a banner be placed for the annual memorial service at the courthouse in Caro. The requested dates for banner placement are January 16, 2023, through January 23, 2023.

Your options for motions are:

Option 1: Move to approve the request from Tuscola County Right to Life to hang a banner from January 16, 2023, through January 23, 2023; or

Option 2: Move to deny the banner request.



# CITY OF CARO

## Banner Policy

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

### BANNER REQUEST

NAME Jim McLoskey PHONE 989 325-1402  
ORGANIZATION Tuscola County Right to Life  
EVENT Annual Memorial Service at Court House in Caro  
DATE YOU WISH BANNERS TO BE PUT UP January 16, 2023  
DATE YOU WISH BANNERS TO BE TAKEN DOWN January 23, 2023

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

\_\_\_\_\_  
Date

Payment Received by: Gray Ewald

12-15-22  
Date

Adopted by Council: 04-03-06

Revised 9-19-22

Policy # 06-002



CITY OF CARO  
317 S STATE ST  
CARO MI 48723

989-673-2226

Receipt No: 1.107723

Dec 16, 2022

MCLOSKEY, JAMES

Previous Balance:	.00
GENERAL FUND - 1 BANNER	150.00
<hr/>	
Total:	150.00
<hr/>	
CHECK	150.00
Check No: 8699	
Payor: MCLOSKEY, JAMES	
Total Applied:	150.00
<hr/>	
Change Tendered:	.00
<hr/>	

12/15/2022 3:44 PM



# CITY OF CARO

CITY MANAGER  
SCOTT CZASAK  
CITY CLERK  
RITA PAPP  
CITY TREASURER  
MICHELE PERRY  
CITY ATTORNEY  
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PAMELA ISELER  
CHARLOTTE KISH  
JILL WHITE

## MEMORANDUM

TO: Caro City Council  
FROM: City Manager Scott R. Czasak  
DATE: Thursday, December 15, 2022  
RE: Agenda Item 8 - EMT

---

Members of the Caro City Council,

This item is returning to you from the last City Council meeting for additional action. During the last meeting there was questions raised regarding if our insurance liability would increase due to the additional skillsets obtained during this training. In conversations with Chief Heckroth I determined our liability would not be an issue, however there are other issues this training would raise.

Firstly, the City currently does not have the equipment to fully utilize this training, i.e. a fully equipped ambulance. Secondly, due to this lack of equipment if this training is obtained, would make our fire fighters attractive candidates to be poached by other municipalities which are so equipped.

Therefore, it is my recommendation that the cost of the proposed EMT training be rejected by council.

Your options for motions are:

1. Move to deny the option of the city paying the costs of EMT training.
2. Move to approve the purchase order as presented.

# CITY OF CARO

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

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MAYOR  
JOE GREENE  
CITY COUNCIL  
BOB ESCHENBACHER  
DON HALL  
VACANT – NEW ELECTED  
JILL WHITE  
EMILY CAMPBELL  
PAMELA ISELER

**TO: City Council**  
**FROM: Karen Snider - Mayor**  
**SUBJECT: Mayor's Report**  
**DATE: December 5, 2022**

---

Met with General Manager, Doug DeLand from POET and his leadership team.

Attended swearing in of City Manager Scott Czasak and welcomed him to the City of Caro.

Volunteered at the annual "Shop with a Hero" event which was held at Walmart in Caro and organized by the Caro police department. So many agencies, hero's and volunteers were present and was certainly an eyeopener. I attended before but this was the first time I volunteered and not only was it fun to work with everyone, but you leave with a warm loving heart knowing you helped so many children and families. It is an experience that will stay in your heart forever.

Attended Caro Rotary and became a member.

Attended two sessions of Newly Elected Officials Training presented by Michigan Municipal League. The classes were held at city hall and done by zoom. Topics covered were 1) Introduction of Basic Local Government; 2) Roles and Responsibilities of Elected Officials; 3) Open Meetings Act (OMA); 4) Freedom of Information Act (FOIA); 5) Government Finance and 6) Elected Officials Academy Ambassador Panel.

# CITY OF CARO

CITY MANAGER  
SCOTT CZASAK  
CITY CLERK  
RITA PAPP  
CITY TREASURER  
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CHARLOTTE KISH  
JILL WHITE

## MEMORANDUM

TO: Caro City Council  
FROM: City Manager Scott R. Czasak  
DATE: Thursday, December 15, 2022  
RE: City Manager's Report

---

Members of the Caro City Council,

It is a tremendous pleasure to present you with my first report as the new City Manager here in Caro. I am excited to take on this new role and would like to once again offer my thanks to the City Council for offering me this position.

I got started right away by being sworn in on Tuesday, December 6<sup>th</sup>, 2022, by Acting City Clerk Jana Brown, and was attended by Mayor Snider. The Facebook post generated some interest as it led to an interview with the local newspaper. I also met the staff and began to drill down on what I can do to improve the level of constituent services here in Caro to be the best they possibly can be, and I was encouraged at the dialogue and the ideas which came from these conversations.

I also met with many local interests in my first two weeks on the job. I attended the grand opening on the new Aldi's where I met many leaders of the Chamber of Commerce, and later that same day I met at Poet with representatives from the Tuscola EDC, Michigan Works!, and the Michigan Department of Agriculture to seek ways to collaborate to grow this important local business. I also attended a meeting with Poet to discuss opportunities for greater community involvement, and feel they want to be a more active part of the community, and I look forward to working with them to facilitate any way I can in order to ensure the city has an open hand to working with them.

Other meetings I attended were with the Rotary Club, the working group on the State Hospital property project, the Chamber of Commerce Board meeting, and the American Legion fish fry. I also met with the Planning Commission Chair to discuss the meeting, which was cancelled, and about what projects are ongoing and what is coming up. I also took a tour of our DPW facilities with our DPW Director Tom Reese, which gave me a greater awareness of what our DPW abilities and needs are going forward. Lastly, I met with our Parks and Recreation Committee Chairman to discuss their priorities and how to further develop our Parks and Recreation system.

One of the constants I have been bringing up in my discussions is to ensure we are being budget conscious, and that we are keeping a firm eye on the future and what our needs

are going to be. I want to ensure there is a vision of what Caro is and what we want it to be, and we keep striving towards that in every action we take, no matter how small of an action it might be.

I am looking forward to sitting with all of you for my first Council meeting, and I hope to be a positive resource for the City as long as I am fortunate to serve this community in this role you have entrusted me with. I know there will be some learning curves and I won't always get everything right but rest assured that I will give everything I have to the citizens of Caro.

May you all have a Merry Christmas and a Happy New Year!



# CITY OF CARO

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

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MAYOR  
KAREN SNIDER  
CITY COUNCIL  
EMILY CAMPBELL  
BOB ESCHENBACHER  
DON HALL  
PAMELA ISELER  
CHARLOTTE KISH  
JILL WHITE

**TO:** City Council  
**FROM:** Jana Brown – Deputy City Clerk  
**SUBJECT:** Clerk's Report  
**DATE:** December 5, 2022

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- Rita will be returning to work Tuesday, December 20, 2022.
- Swore in new City Manager, Scott Czasak.
- Swore in new Zoning Board of Appeals member, Timothy Bates.
- Continue working with Fifer Investigations on the background check for new City Manager.
- Attended December 13, 2022, Board of Review meeting to swear in returning member Joseph Zinger and new member Brian Wilson.
- Completed health insurance open enrollment through MESSA.
- Contacted MML to update member listing.
- Registered Mayor Snider and Emily Campbell for MML Newly Elected Official training.
- Start/completed HR onboarding of new City Manager.
- Submitted Election Security grant to State of Michigan for reimbursement of \$2,797.31 in election security supplies.

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TO: City Council  
City Manager – Scott Czasak  
FROM: Michele Perry, Treasurer  
SUBJECT: Treasurer's Report  
DATE: December 2022

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- Attended the City Council meeting on November 21st, November 28<sup>th</sup> and December 5th.
- Update on CDBG funding related to the Farmer's Market pavilion:
  - I contacted Lenore from MEDC last week and I am currently waiting for a letter from her recapping the events of the engineering invoices and findings due to work being completed prior to the grant being awarded.
- Completed and submitted the City, Village, and Township Revenue Sharing and County Incentive Program Certification for the State of Michigan.
- Blight elimination program Mayor Snider and I attended a conference call with the Tuscola County Land Bank and the State of Michigan Land Bank Authority to review the process of the program. Mr. Erickson will be at the council meeting on December 19<sup>th</sup> to make a short presentation on the program and answer questions the council may have regarding the program. The Tuscola County Land Bank is applying for the program and will work with the City to have the old police department building demolished.
- Sent the notice for the Board of Review meeting to the Tuscola Advertiser for publication.
- Organized the Board of Review meeting with Angie Daniels on December 13, 2022
- I joined the Association of Public Treasurers of the United State and Canada in order to take advantage of many educational training opportunities at a membership price. One of the educational training opportunities I have already attended was an online class on December 7, 2022 from 11:00 am to 5:00 pm to become a Certified Public Funds Investments Manager. On December 8, 2022 I took the certification exam which I scored 91% on the closed book exam and received by certification.
- I applied for a Risk Avoidance Program Grant through Michigan Municipal Risk Management Authority which if awarded would reimburse 50% of the Certified Public Funds Investment Management training I attended on December 7<sup>th</sup> and 8<sup>th</sup>.
- As the council approved at the December 5, 2022 meeting I researched cashing in 4 certificates of deposits early at Independent Bank. After receiving the withdrawal penalties and calculating the new interest we could earn by reinvesting at the substantially higher interest rates, I reviewed the information with City Manager Czasak and we agreed it was fiscally responsible to pay the early withdrawal penalties and reinvest. The penalties to withdraw for all 4 CDs was \$1,110.70. Reinvesting at the higher interest rates we will earn approximately \$18,500 more in earnings over the terms of the investments.



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- Winter tax bills were mailed out December 1, 2022 and we are processing a steady stream of them in the treasurer's office. I went with KCI printing service again this tax season. The cost was \$1,050.95 which is an approximate savings of \$1,800 from having the County printing the bills and the treasurer's office processing the bills.
- The Treasurer's Office has been busy over the last month with the following items:
  - Collecting Summer and Winter taxes payments
  - Collecting utility payments
  - Mailing out city bill payments
  - Receiving and tracking responses from residences regarding the way in which they are opting to pay for the sidewalk invoices for the sidewalk projects from 2021 completed in spring of 2022.
  - Mailing out 281 ten day letters for utility bills
  - Producing 79 tags for delinquent utility bills
  - 15 water shut offs for non-payment of utility bills
- 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.