

**AGENDA**  
**REGULAR MEETING OF THE CARO CITY COUNCIL**  
**January 4, 2022 7:30 P.M.**

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

**AGENDA APPROVAL**

**PUBLIC COMMENTS/VISITORS**

**COMMUNICATION:** None

**CONSENT AGENDA:**

1. Regular Council Minutes – December 20, 2021
2. Finance Committee of the Whole Minutes – December 20, 2021
3. Invoices

**REGULAR AGENDA:** None

**ITEMS PENDING/POSTPONED:** None

**COMMITTEE/LIAISON POSITION REPORTS:** None

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

**MANAGER COMMENTS** – None.

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

**ADDITIONAL PUBLIC COMMENTS**

**ADJOURN**

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

Mayor Joe Greene called the regular meeting of the City Council to order on December 20, 2021, at 7:30 p.m. in the Council Chambers.

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

Absent: None

Others: Matthew Lane – City Manager, Rita Papp – City Clerk, Michele Perry – City Treasurer, Brian Newcomb – Police Chief, and other guests

### **AGENDA APPROVAL**

#### **21-M-348**

**Motion by Eschenbacher, seconded by Hall to approve the agenda with the addition of:  
# 9 – CD's Renewals.**

**Motion Carried.**

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

Al Michel – Commented on the net profit from the fair. The pumpkins, hay bales, and mums are gone from his business. Hay bales were placed along the dog park fence. Commented on the success of the Gingerbread Festival and complimented the Chamber Director for all her hard work.

### **COMMUNICATIONS:** None

### **CONSENT AGENDA:**

1. Regular Council Minutes – December 6, 2021
2. Finance Committee of the Whole Minutes – December 6, 2021
3. Invoices
4. Department Reports (**\*\*Report at Second Meeting Only**)
  - A. Police Report – Chief Brian Newcomb
  - B. Fire Report – Chief Randall Heckroth
  - C. Code Enforcement – Randall Heckroth - None
  - D. DPW/Water Reports – None
  - E. WWTP – None
  - F. Municipal Parking Violations Bureau Report – Rita Papp

#### **21-M-349**

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

**Motion Carried.**

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

1. **Resolution for Bernard Kreh – Planning Commission**

#### **21-M-350**

**Motion by Eschenbacher, seconded by Batschke to approve the Resolution Showing Appreciation to Bernard Kreh for his Service on the Planning Commission.**

**Motion carried.**

**2. Banner Request – Jim McLoskey – Tuscola County Right to Life**

**21-M-351**

**Motion by Eschenbacher, seconded by Jones-Holubec to approve the Banner Request – Jim McLoskey – Tuscola County Right to Life - January 17-24, 2022.**

**Motion carried.**

**3. Attorney Waiver of Conflict of Interest – MSP Post**

**21-M-352**

**Motion by Eschenbacher, seconded by White to approve the Attorney Waiver of Conflict of Interest – MSP Post and authorize City Manager to sign said document.**

**Motion carried.**

**4. DPW – Mini Dump Truck Box Replacement**

**21-M-353**

**Motion by Batschke, seconded by Hall to accept the recommendation of the City Manager and approve the purchase of a dump box from Monroe Truck Equipment for \$11,163.00 and to complete a budget adjustment in the amount of \$1,163.00 to account for the increase in price since the budget was created.**

**Motion carried.**

**5. Planning Commission By-Laws Approval**

**21-M-354**

**Motion by Batschke, seconded by Eschenbacher to accept and approve the Planning Commission By-Laws as presented with corrections to public comment time limit from 5 minutes to 3 minutes in 4.5 Hearings, Section E & 4.8 Order of Business, Section E.**

**Motion carried.**

**6. Parks & Recreation Committee By-Laws Approval**

**21-M-355**

**Motion by Eschenbacher, seconded by White to accept and approve the Parks & Recreation Committee By-Laws as presented with corrections to Article V. – Officers – Amend Section 1. to remove “appointed by Mayor” & remove Section 8. “Members not physically present at meetings, but available via conference call shall have voting authority, if approved by a majority of members physically present.”**

**Motion carried.**

**7. Parks & Recreation Committee Recommendations – Remove Committee Members**

**21-M-356**

**Motion by Eschenbacher, seconded by White to accept the recommendations of the Parks & Recreation Committee to accept the written resignation of Jeffrey Molby from the Committee and to remove Leroy Hayward from the Committee for lack of interest and attendance.**

**Motion carried.**

## 8. Parks & Recreation 5-year Masterplan – Set Public Hearing January 4, 2022

21-M-357

**Motion by White, seconded by Batschke to set a public hearing for the Parks & Recreation 5-year Masterplan for January 4, 2022 during the regular Council meeting and to recognize Project Coordinator Nora Lipetzky & City Manager Matt Lane for all the work they did to complete the Parks & Recreation 5-year Masterplan.**

Motion carried.

## 9. CD Renewals – Frankenmuth Credit Union & Team One Credit Union

21-M-358

**Motion by Eschenbacher, seconded by Batschke to accept the recommendation from the Finance Committee of the Whole and authorize Michele Perry – Treasurer to renew one CD at Frankenmuth Credit Union and four CDs at Team One Credit Union using the ladder method of investment.**

Motion carried.

**ITEMS PENDING/POSTPONED:** None

## **COMMITTEE/LIAISON POSITION REPORTS:**

1. Economic Development Corporation (Greene) – EDC is working with the State of Michigan on the Caro Dam Improvement Project. Walbro expansion project is in progress. Broadband grant was approved. Caro Strand Theatre has new owners. EDC is working on tax abatements. EDC is working on township masterplans. EDC met the Vice President from DTE (Detroit Edison), New business will be occupying the Family Video soon.
2. Chamber of Commerce (Manager) – The Chamber of Commerce has been busy with finalizing the Gingerbread Festival and Caro Cash program. The Chamber of Commerce is in the process of planning the Jr. Citizen & Citizen of the Year banquet and taking nominations. The Chamber of Commerce is working on providing more services to members.
3. Downtown Development Authority (Hall) – No report. No meetings.
4. Fair Board (White) – No report. No meetings.
5. Parks & Recreation (White) – Continuing to work on the 5-year masterplan. Working on replacing committee members. The Adirondack chair fundraiser is currently in progress. Continue to work on improvements to the parks.
6. Planning Commission (Eschenbacher) – No report. No meetings.
7. Tuscola County Board of Commissioners (Jones-Holubec) – No report. Did not attend.
8. Zoning Board of Appeals (Greene) – No report. No meetings.
9. Indianfields Township (Greene) – City Manager & Mayor Greene presented the water franchise agreement to Indianfields board. The board is looking into purchasing a LED sign. Board discussed road milage and paving projects. Board had appointments to their planning commission. Board discussed the Vaughn RV site. Board voted to disconnect city water in the cemetery and to remove the tap.
10. Almer Township (Campbell) – Board discussed their road milage and cemetery updates.

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

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

Highlighted – ALDI project. Ongoing discussions with MMR. Attended Indianfields Township board meeting. Attended site meeting at the House of Hope. Received & processing applications for adult use marijuana. Attended a webinar for the ARPA funds. City Police served a notice to quit at 721 S. State Street. City offices will be closed December 23 & 24, 2021 for Christmas and December 31, 2021 & January 3, 2022 for New Years. City offices will be closed for a staff event on December 22, 2021 from 11:30am – 1:30pm. The

Hometown Heroes Banner grant was not approved, and the project has terminated. Mayor Greene questioned about the Almer Township annex requests. Discussion followed on the water franchise and annexation process.

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

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

Highlighted – The CIVIC upgrade has been completed and thanked the Council for approving the purchase of the upgrade. Trained employees on MiPay (online payroll check stub program) & MiView Point (online view only financial information program).

**ADDITIONAL PUBLIC COMMENT:** None

**21-M-359**

**Motion by Batschke, seconded by White to adjourn the meeting at 8:56 p.m.**

**Motion carried.**

Rita Papp  
City Clerk

## **CITY OF CARO FINANCE COMMITTEE OF THE WHOLE MINUTES**

Finance Chair Bob Eschenbacher called the Finance Committee of the Whole meeting to order on December 20, 2021, at 7:00 p.m. in the Council Chambers.

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

Absent: None

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

**PUBLIC COMMENT/VISITORS:** None

**BUSINESS ITEMS:**

### **1. CD Renewals – Frankenmuth Credit Union & Team One Credit Union**

**Motion by Mayor Green, seconded by Hall to approve the recommendation from Michele Perry – Treasurer to renew one CD at Frankenmuth Credit Union and four CDs at Team One Credit Union using the ladder method of investment. Matter to be presented to City Council for approval.**

**Motion carried.**

### **2. Primary Bank Proposals**

**Motion by Hall, seconded by White to postpone Primary Bank Proposals to next Finance Committee of the Whole meeting scheduled for January 4, 2022, at 7:00 pm.**

**Motion carried.**

**Motion by White, seconded by Batschke to adjourn the meeting at 7:25 p.m.**

**Motion carried.**

Rita Papp  
City Clerk

**City of Caro**

## **Expense Totals Sheet For All Funds**

GL Period	Chk Issue Date	Check No	Vendor No	Payee	Amount
01/22	01/04/2022	74567	47	AFLAC	693.57
01/22	01/04/2022	74568	2817	AMAZON CAPITAL SERVICES	1,045.30
01/22	01/04/2022	74569	2492	ANTHONY JOBES	27.00
01/22	01/04/2022	74570	176	BREATHING AIR SYSTEM DIV.	713.63
01/22	01/04/2022	74571	1943	BRIAN NEWCOMB	44.34
01/22	01/04/2022	74572	2406	BRYAN ESCHENBACHER	23.77
01/22	01/04/2022	74573	295	CIVIC SYSTEMS, LLC	7,475.00
01/22	01/04/2022	74574	350	DALE RIECK MASONRY, LLC	2,500.00
01/22	01/04/2022	74575	2725	DIGICOM GLOBAL INC.	12.00
01/22	01/04/2022	74576	2664	DON GILBERG	29.98
01/22	01/04/2022	74577	388	DTE ENERGY	20,019.58
01/22	01/04/2022	74578	2150	FIRST BANKCARD	3,264.56
01/22	01/04/2022	74579	226	HIRSCHMAN OIL SUPPLY INC	762.51
01/22	01/04/2022	74580	683	KAPPEN TREE SERVICE	175.00
01/22	01/04/2022	74581	2702	KRISTAL'S HELPING HAND LLC	710.00
01/22	01/04/2022	74582	2828	KYLE NORDSTROM	25.89
01/22	01/04/2022	74583	1831	LOUISE HODGES	71.18
01/22	01/04/2022	74584	2829	MICHEAL LUPINSKI	100.00
01/22	01/04/2022	74585	812	MICHIGAN CAT	47.97
01/22	01/04/2022	74586	2826	MICHIGAN MUNICIPAL TREASU	249.00
01/22	01/04/2022	74587	830	MICHIGAN PIPE & VALVE-SAGI	180.00
01/22	01/04/2022	74588	1125	MICHIGAN STATE POLICE	33.00
01/22	01/04/2022	74589	2827	NAVITOR INC	402.25
01/22	01/04/2022	74590	1010	RANDALL HECKROTH	380.47
01/22	01/04/2022	74591	1054	ROWE PROFESSIONAL SVS CO	19,323.75
01/22	01/04/2022	74592	1101	SHULTS EQUIPMENT, LLC	2,312.70
01/22	01/04/2022	74593	1126	STATE OF MICHIGAN - ELGE CA	61.00
01/22	01/04/2022	74594	1189	THUMB CELLULAR	123.90
01/22	01/04/2022	74595	1212	TRACTOR SUPPLY COMPANY	758.13
01/22	01/04/2022	74596	1242	TUS. CO. FIRE FIGHTERS ASS	41.58
01/22	01/04/2022	74597	1234	TUSCOLA COUNTY	2,442.92
01/22	01/04/2022	74598	1252	TUSCOLA COUNTY TREASURE	448.98
01/22	01/04/2022	74599	1271	USA BLUEBOOK	372.92
01/22	01/04/2022	74600	2007	WITMER PUBLIC SAFETY GRO	116.00

Grand Totals: 64,987.88

# CITY OF CARO

MANAGER  
MATTHEW LANE  
CLERK  
RITA PAPP  
TREASURER  
VACANT  
ATTORNEY  
LAURA GENOVICH

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

**TO:** City Council  
**FROM:** Rita Papp – City Clerk  
**SUBJECT:** Clerk's Report  
**DATE:** January 4, 2022

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- Processed 0 FOIA's during this period.
- Continuing to review Boards and Commission Appointment vacancies.
- Received 3 application for DDA Board. DDA will not meet until January 2022 to appoint new members.
- 2022 Meeting schedules have been approved for City Council and Parks & Recreation. I am waiting on approval for DDA and Planning Commission due to them not meeting until January 2022. I will post an unapproved 2022 All Committees Meeting Schedule in the interim.
- Parks & Recreation Committee has 2 vacant seats due to resignations. We will advertise for the vacancies.
- Deputy Clerk Jana Brown is working with Consumers Energy to remove all late fees due to the delay in paying bills in between Council Meetings. By the time we receive invoices in the mail we have approximately 15 days to pay. We will be setting up online accounts with Consumers Energy to receive invoices quicker online. The savings of late fees for this fiscal year for Consumers Energy will be approximately \$200.00 by implementing this process. Project has been completed.
- Starting to prepare for elections in 2022. I mailed out my introduction letter to previous election inspectors along with an application to update my files. It looks like there is a potential of a May 2022 election. I will know more after the filing deadline of February 8, 2022, for final submission of ballot language to the County Clerk.
- Registered for Michigan Municipal Association Clerk's Institute. Clerks Institute is a three-year program. One week per year of extensive education. Once completed, I will be a Certified Municipal Clerk, CMC. Date of Institute is March 20 – 25, 2022 in Mt. Pleasant.
- I will be out of the office on December 29 & 30, 2021. Vacation.
- Happy New Year!