

AGENDA
REGULAR MEETING OF THE CARO CITY COUNCIL
March 21, 2022, 6:30 P.M.

CALL TO ORDER (Pledge of Allegiance)

AGENDA APPROVAL

PUBLIC COMMENTS/VISITORS:

COMMUNICATION:

1. Charter Communications (2)

CONSENT AGENDA:

1. Regular Council Minutes – March 7, 2022
2. Policy Committee Minutes – March 7, 2022
3. Invoices
4. Department Reports
 - A. Police Report – Chief Brian Newcomb
 - B. Fire Report – Chief Randall Heckroth
 - C. Code Enforcement – Randall Heckroth
 - D. DPW/Water Reports - None
 - E. WWTP - None
 - F. Municipal Parking Violations Bureau Report – Rita Papp

REGULAR AGENDA: (action required)

1. Parks & Recreation Committee Appointment Recommendation
2. Director of Public Works and Utilities Employment Agreement
3. Manager Compensation/Bonus Determination 2/3

ITEMS PENDING/POSTPONED: None

COMMITTEE/LIAISON POSITION REPORTS:

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

MAYOR'S REPORT – Written report submitted.

MANAGER COMMENTS – Written report submitted.

CLERK'S REPORT – Written report submitted.

TREASURER'S REPORT – Written reports submitted.

ADDITIONAL PUBLIC COMMENTS

ADJOURN

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March 7, 2022

T1 P1175 *****AUTO**ALL FOR AADC 480

City of Caro
317 S State St
Caro, MI 48723-1725



LFA Notice - Cessation of Programming:

Dear Franchise Official:

Spectrum Mid-America, LLC ("Spectrum") was notified on March 2, 2022, by NBC Universal Media, LLC on behalf of International Media Distribution, LLC ("IMD") that it would cease distribution of **CR1 Russia**. Accordingly, effective March 3, 2022 at 12:00am ET, the aforementioned network is no longer available on the Vassar, MI channel lineup serving your community. Since this change is out of Spectrum's control, we are making customers aware of the cessation of programming via a channel slate message, **"Programming is no longer being provided by supplier."**

Further, in light of the extraordinary circumstances in Ukraine, effective March 4, 2022 at 12:00am ET, Spectrum made the decision to drop Russian-controlled and programmed networks **NTV America, RTRPlaneta, Rossiya-24 and CTC** on the Vassar, MI channel lineup serving your community. Spectrum is making its customers aware of these drops via a channel slate message, **"Programming is no longer available on this network."**

To view a current Spectrum channel lineup visit www.spectrum.com/channels.

If you should have any questions about this change, please feel free to contact me at (810) 652-1422.

Sincerely,

Karen Coronado

Karen Coronado
Manager - State Government Affairs, Michigan
Charter Communications



March 15, 2022

T1 P2 145 *****AUTO**ALL FOR AADC 480

City of Caro
317 S State St
Caro, MI 48723-1725



Re: Charter Communications - Upcoming Changes

Dear Franchise Official:

We value our customers and are committed to providing them with the latest products and technology. Programming fees charged by TV networks we carry are the greatest single factor in higher cable prices, and they continue to rise. Despite our best efforts, programming fees and other rising costs have impacted our pricing, resulting in changes to the rates we charge our customers.

Customers are being noticed via bill message regarding the following pricing changes that take effect on or after April 15, 2022. Note that these increases will not affect current customers' promotional rates until the end of the promotional period.

Services/Products/Equipment	Change
Broadcast TV Surcharge	Will increase by \$3.01/month.
Spectrum TV Select	Will increase by \$3.00/month.
Spectrum TV Silver	Will increase by \$8.00/month.
Spectrum TV Gold	Will increase by \$8.00/month.
Spectrum TV Latino Tier	Will increase by \$2.01/month.
Spectrum Mi Plan Latino	Will increase by \$5.00/month.
Spectrum TV Choice	Will increase by \$5.00/month.
Spectrum Lifestyle Plan	Will increase by \$5.00/month.
Spectrum TV Bundle Discount	Discount will decrease by \$6.00/month.
Legacy Charter Bundle Discount	Discount will be reduced by \$10.00/month.
Legacy Charter Digital Home	Will increase by \$5.00/month.
Spectrum Digital Receivers	Will increase by \$1.00/month.
Spectrum Digital Terminal Adapters	Will increase by \$1.00/month.
Cable Cards	Will increase by \$0.95/month.

We remain committed to providing excellent communications and entertainment services in your community. If you have any questions about this change, please feel free to contact me at (810) 652-1422.

Sincerely,

Karen Coronado

Karen Coronado
Manager, State Government Affairs - Michigan
Charter Communications

CITY OF CARO REGULAR COUNCIL MINUTES

Mayor Joe Greene called the regular meeting of the City Council to order on March 7, 2022, at 6:30 p.m. in the Council Chambers.

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

Absent: Emily Campbell

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

AGENDA APPROVAL

22-M-36

Motion by Eschenbacher, seconded by Batschke to approve the agenda with the additions of: Communications - #4 Letter from Renee Wood, Regular Agenda - #2 Set Policy Committee Meeting Motion Carried.

PUBLIC COMMENT/VISITORS: None

COMMUNICATIONS:

1. Planning Commission Minutes – January 25, 2022
2. Charter Communications Upcoming Changes (2)
3. Proposed Budget Timeline for FY 2022-2023
4. Letter from Renee Wood – Rita Papp, Clerk read the letter into record.

CONSENT AGENDA:

1. Regular Council Minutes – February 21, 2022
2. Policy Committee Minutes – February 21, 2022
3. Invoices

22-M-37

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

Motion Carried.

REGULAR AGENDA: (action required)

1. City Hall HVAC Upgrade

22-M-38

Motion by Batschke, seconded by Eschenbacher to postpone this action until next Council Meeting for City Manager to obtain more bids on HVAC upgrade.

Motion carried.

2. Set Policy Committee Meeting

22-M-39

Motion by White, seconded by Batschke to set a Policy Committee Meeting for March 21, 2022, at 6:00 p.m.

Motion carried.

CLOSED SESSION: Discuss Personnel Evaluation – MCL 15.268 Sec. 8(a)

2-M-40

Motion by Eschenbacher, seconded by Hall to enter closed session for the purpose of discussing personnel evaluations of the City Manager.

Roll call vote: Batschke – yes, Campbell – absent, Eschenbacher – yes, Hall – yes, Jones-Holubec – yes, White – yes, Mayor Greene – yes.

Motion carried.

Entered closed session at 6:53 p.m.

Returned to open session at 7:21 p.m.

ITEMS PENDING/TABLED: None

COMMITTEE/LIAISON POSITION REPORTS: None

MAYOR'S REPORT – Written report submitted

MANAGER'S COMMENTS – Written report submitted

Highlighted – Attended Planning Commission Meeting February 22, 2022. Held First Office Operations Team Meeting. Held EMS Stakeholder Meeting in Fire Department Training Room. Well # 1 is up and running. Well # 3 is in the process of winding down. Attended Chamber of Commerce Monthly Board Meeting and was asked to interview candidates for Junior Citizen of the Year. RFP for Primary Digester Cover Inspection is active. In talks with finalist for DPW/Utilities Director.

22-M-41

Motioned by Eschenbacher, seconded by Hall to authorize the City Manager to negotiate moving expenses up to \$5,000.00 in the DPW/Utilities Director's contract.

Motion carried.

CLERK'S REPORT – Written report submitted

Highlighted – Election is approaching on May 3, 2022. Mailed out 693 absentee voter ballot application on Friday, March 4, 2022.

ADDITIONAL PUBLIC COMMENT:

Mary Ashcroft-Seehagen – Commented on the parking issue on Gilford Road. Did not received a response from the photos dropped off to the office. City Manager followed up with Blight Officer and the issue is ongoing. Mary asked what percentage of residents are rentals? City Manager responded with approximately 40%.

22-M-42

Motion by Eschenbacher, seconded by White to adjourn the meeting at 7:35 p.m.

Motion carried.

Rita Papp
City Clerk

CITY OF CARO POLICY COMMITTEE MINUTES

Policy Chair Jill White called the Policy Committee meeting to order on March 7, 2022, at 6:00 p.m. in the Council Chambers.

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

Absent: None

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

PUBLIC COMMENT/VISITORS: None

BUSINESS ITEMS:

1. Draft Food Truck Ordinance

City Manager presented draft document to the Policy Committee for review. The “red text” in the document should be discussed. 2B – Business District – “land use/zoning map and definition” – Committee discussed defined locations should be specific city parks, farmers market, and B1 & B2 zones. 4B – Exceptions: B. “Operating or in a single location, as outlined in 5-1, for less than 2 hours” – Committee discussed types of permits. Need to limit permit if they are going to be parked for more than 2 hours. 5. Regulations: “Maps of designated public sites are provided in application packets” – Maps will need to be created. 5.5 “are at the full discretion of the permit administrator” – Committee recommends that Police Chief be the permit administrator. 5.6 “unless specified in a special events permit” – Keep same wording due to the two hour parking downtown. 5.11 – “permit administrator/clerk?” – Committee decided the administrator will be the Police Chief. 5.15 – Permit holder,” and private property owner, through letter of permission granted” – Should state something of the effect of hold city harmless and shall hold liability insurance. 5.17 “15 permits operating simultaneously on any given date” – Number of permits is acceptable. 5.18 – “permit administrator” – Police Chief. 7A & B – “A fee of \$25.00, additional applications for each period of 14 days or less” – Fee is acceptable, or the fee can be set by Council. Another fee assessed after the 14-day period.

Motioned by Batschke, seconded by Mayor Greene to postpone discussion to next Policy Committee meeting.

Motion carried.

2. Proposed Amendment to Ordinance, Art. III – Water Service, Div. 3 – Rates, Charges, and Billing Procedure, Subdivision 1. General, Sec. 38-178 – Billing Periods

City Manager presented proposal to committee.

Item postponed to next Policy Committee meeting.

Adjournment

Motion by White, seconded by Batschke to adjourn the meeting at 6:26 p.m.

Motion carried.

Rita Papp
City Clerk

JL Period	Chk Issue Date	Check No	Vendor No	Payee	Amount
03/22	03/21/2022	75168	2439	AIR ADVANTAGE LLC	508.00
03/22	03/21/2022	75169	42	ALMER CHARTER TOWNSHIP	2,138.89
03/22	03/21/2022	75170	2817	AMAZON CAPITAL SERVICES	1,575.08
03/22	03/21/2022	75171	590	BELL - WASIK, INC.	345.93
03/22	03/21/2022	75172	177	BRENTWOOD GRAPHICS	48.00
03/22	03/21/2022	75173	179	BRINKMAN EXCAVATING, LLC	7,650.00
03/22	03/21/2022	75174	233	CARTER LUMBER	467.99
03/22	03/21/2022	75175	264	CENTURYLINK	139.07
03/22	03/21/2022	75176	319	CONSUMERS ENERGY	9,902.69
03/22	03/21/2022	75177	2756	DAVID PETERS	10.39
03/22	03/21/2022	75178	2700	DOG WASTE DEPOT	1,929.92
03/22	03/21/2022	75179	388	DTE ENERGY	4,114.12
03/22	03/21/2022	75180	2174	EMTERRA ENVIRONMENTAL U	37,158.38
03/22	03/21/2022	75181	2345	FERGUSON ENTERPRISES LLC	24.00
03/22	03/21/2022	75182	2766	FOSTER, SWIFT, COLLINS & SM	7,582.44
03/22	03/21/2022	75183	2816	GEORGE THOMPSON	25.00
03/22	03/21/2022	75184	1351	GRAINGER	64.17
03/22	03/21/2022	75185	226	HIRSCHMAN OIL SUPPLY INC	436.86
03/22	03/21/2022	75186	2843	JAMES LEVALLEY	20.00
03/22	03/21/2022	75187	2702	KRISTAL'S HELPING HAND LLC	710.00
03/22	03/21/2022	75188	2734	LOCAL DIFFERENCE, LLC	100.00
03/22	03/21/2022	75189	1831	LOUISE HODGES	37.44
03/22	03/21/2022	75190	2591	MESSA	25,583.04
03/22	03/21/2022	75191	812	MICHIGAN CAT	477.85
03/22	03/21/2022	75192	835	MICHIGAN RURAL WATER ASS	1,955.00
03/22	03/21/2022	75193	821	MICHIGAN STATE FIREMEN'S A	79.13
03/22	03/21/2022	75194	2796	MIKE PAPP	25.00
03/22	03/21/2022	75195	867	MILLAR'S TIREMAN	584.04
03/22	03/21/2022	75196	2563	MONCHILOV SEWER SERVICE	787.50
03/22	03/21/2022	75197	894	MOORE MOTOR SALES	939.80
03/22	03/21/2022	75198	2844	PITNEY BOWES INC - PARTS	65.60
03/22	03/21/2022	75199	988	PRINTING SYSTEMS	396.37
03/22	03/21/2022	75200	2642	R&R TECHNICAL SERVICES	1,422.00
03/22	03/21/2022	75201	1054	ROWE PROFESSIONAL SVS CO	38,972.25
03/22	03/21/2022	75202	2842	SPECTRUM PRINTERS INC	64.47
03/22	03/21/2022	75203	2340	STATE OF MICHIGAN - DHHS	296.69
03/22	03/21/2022	75204	1189	THUMB CELLULAR	290.90
03/22	03/21/2022	75205	1237	TUSCOLA CO. DRAIN COMMISS	121.80
03/22	03/21/2022	75206	17	TUSCOLA COUNTY ADVERTISE	1,852.00
03/22	03/21/2022	75207	1252	TUSCOLA COUNTY TREASURE	315.00
03/22	03/21/2022	75208	2482	UNIFIRST CORPORATION	146.25
03/22	03/21/2022	75209	2836	UPS	22.84
03/22	03/21/2022	75210	2799	WALTER MALBURG	18.00
Grand Totals:					149,403.90

CITY OF CARO

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

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

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

To: Matthew Lane, City Manager, Caro City Council
From: Brian Newcomb, Chief of Police
Date: March 1, 2022
Reference: February 2022 Monthly police activity report

COMPLAINTS RECEIVED:

See attached complaint breakdown report

- Caro Police were dispatched to 157 complaints in February 2022
 - Comparison reports
 - January 2022- 182 complaints
 - November 2021- 179 complaints
 - December 2021-168 complaints
 - February 2021- 144 complaints

ARRESTS:

- Arrest count still affected by COVID.

PATROL VEHICLE MILEAGE:

- Mileage driven in February 2022= 3231.6 miles.

GASOLINE USED:

- Gallons-293.78

Abandoned Vehicle	2
Alarm	6
Animal at Large/dog bite	
Animal Cruelty	2
Armed Robbery	
Arson	
Assault/domestic	8
Assist to MSP within city limits	1
Assist to TUSH within city limits	2
Assist to other PD within city limits	1
Assist to DPW	
Assist to CARO FIRE	1
Assist to MMR	8
Assist to DHHS	
Attempt to locate	
Attempt suicide	
Barking Dog	
Blight	
Bond Condition Violation/Arrest	
Breaking and Entering	2
Civil dispute	10
Child Neglect/abuse	
Counterfeit Checks	1
Commercial Sex	
Credit Card fraud	1
Criminal Sexual Conduct	2
Curfew Violation	
Disorderly Person	6
Dog left in vehicle	
Drug Overdose	
Eavesdropping	
Embezzlement	
Emotionally Disturbed	
Escape	
False Police Report	
Felonious Assault	
Fireworks	
Flee and Elude	
Found/lost Property	
Forgery	

Fraud	2
Fugitive	
General Non-Criminal	2
Harassment	3
Health and Safety	
Hit and Run PDA	
Human Trafficking	1
I D Theft	
Illegal Burn	
Indecent Exposure	
Injury crash	
Intimidation/threats	
Illegal Dumping	
Keys locked in Vehicle	
Kidnapping	
Larceny	
Larceny from Auto	1
Liquor Inspection	15
Liquor Violations	
Malicious Destruction	1
Mental Health Call	6
Mental Pickup Order	
Minor in Possession	1
Misdemeanor Traffic-OWI	2
Misdemeanor Traffic-No Insurance	2
Misdemeanor Traffic-DWLS	3
Misdemeanor Traffic-No Registration	2
Missing Person	2
MMR assist	
Mutual Aid calls ** See Below**	
Narcotics	
Natural Death Invest	1
Noise	1
NSF Checks	1
Obscenity	
PDA-traffic crash	11
Parole Violation	1
Probation Violation	1
Prowler	
Public Relations	

Resist/Obstruct officer	1
Retail Fraud	16
Runaway (juvenile)	
Stalking	
Sex Offense (other)	
Suicide	
Suicidal Person	2
Suspicious Situation	5
Terrorist Threat	
Threats	1
Tobacco violation	
Trespass	
Traffic Policing	8
UDAA (Vehicle Theft)	
Vehicle Inspection	
Verbal Domestic	
Vehicle Inspection	
Verbal Domestic	2
Warrant arrests	2
Weapons Violations	2
Wellness Check	5
911 Hangup	3

VEHICLE MAINTENANCE RECORD FOR CAR 1

TOTAL MAINTENANCE COSTS																	
YEAR:	2015	MAKE:	FORD	MODEL	SUV	LICENSE	023X391	VIN NO.	1FM5K8AR5FGB83483								
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																	
70,395																	
71,584																	
Enter Vehicle Mileage at End of Month																	
71,584																	
72,626																	
Monthly Mileage Totals																	
1,189																	
1,042																	
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VEHICLE MAINTENANCE RECORD FOR CAR 2

TOTAL MAINTENANCE COSTS				YEAR:		2013	MAKE:		FORD		MODEL		SUV		LICENSE		VIN NO 1FM5K8AR0DGC06925				
				Jan-22	Feb-22	103,457	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22					
Enter Starting Vehicle Mileage				102,792	103,457																
Enter Vehicle Mileage at End of Month				103,457	104,960																
Monthly Mileage Totals				665	1,503	0	0	0	0	0	0	0	0	0	0	0					
Total Mileage for Year				2,168																	
Maintenance Cost Per Mile				\$0.14																	
TYPE OF SERVICE				VEHICLE MAINTENANCE COSTS																	
Oil & Filter Change				\$69.58																	
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				\$234.59																	
Front End Alignment																					
Power Steering / Brake Fluid																					
A/C or Heater Repair																					
Replace Belts																					
Electrical Repairs																					
Battery Replacement																					
Battery Cables / Terminals																					
Headlights or Light Bulbs																					
Windshield Wiper Blades																					
Wash & Wax																					
Miscellaneous Service																					
TOTAL MONTHLY MAINTENANCE COSTS				\$304.17	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	TOTAL	\$304.17			

VEHICLE MAINTENANCE RECORD FOR CAR 3

TOTAL MAINTENANCE COSTS		YEAR:	2017	MAKE:	FORD	MODEL	SUV	LICENSE	VIN NO. 1FM5K8AR3HGC07315				
		Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22
Enter Starting Vehicle Mileage		40,295	41,295										
Enter Vehicle Mileage at End of Month		41,295	41,978										
Monthly Mileage Totals		1,000	683	0	0	0	0	0	0	0	0	0	0
Total Mileage for Year		1,683											
Maintenance Cost Per Mile		\$0.21											
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			\$345.93										
Battery Replacement													
Battery Cables / Terminals													
Headlights or Light Bulbs													
Windshield Wiper Blades													
Wash & Wax													
Miscellaneous Service													
TOTAL MONTHLY MAINTENANCE COSTS		\$0.00	\$345.93	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
16													

Tire Size=245/55R18

MILLARS TIRES BAY CITY

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										
Enter Vehicle Mileage at End of Month				6,295	6,601										
Monthly Mileage Totals				100	306	0	0	0	0	0	0	0	0	0	0
Total Mileage for Year				406											
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



February 2022 monthly review

20

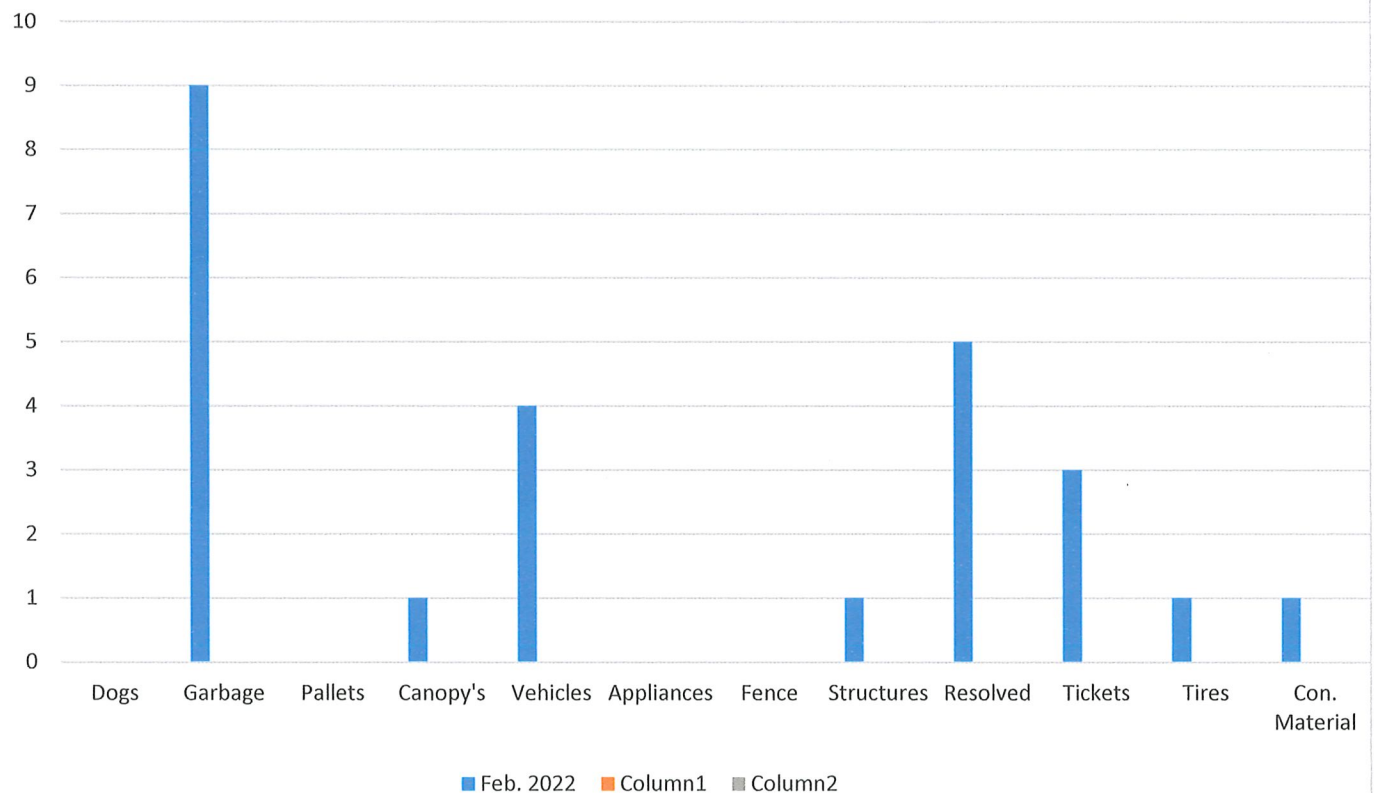


CITY OF CARO CODE ENFORCEMENT

March 2022 Council Code report

February 2022 monthly review

Chart of Violations



Memorandum

To: City Council

From: Rita Papp

Date: March 10, 2022

Re: Municipal Parking Violations Report, February 2022

No Parking 2 a.m. – 5 a.m.	Municipal Parking Violations Written	1
	Warnings	1
	2nd Offense	0
	3rd, 4th & 5th Offense	0
	6th & 7th Offense	0

2 Hour Downtown Parking	Municipal Parking Violations Written	0
	Warnings	0
	2nd Offense	0
	3rd Offense	0
	4th Offense	0

Other Ordinance __	Municipal Parking Violations Written	0
	Warnings	0
	2nd Offense	0
	3rd Offense	0
	4th Offense	0
	5th Offense	0

CITY OF CARO

MANAGER
MATTHEW LANE
CLERK
RITA PAPP
TREASURER
VACANT
ATTORNEY
LAURA GENOVICH

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

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

TO: City Council
FROM: Rita Papp – City Clerk
SUBJECT: Parks & Recreation Committee Appointment Recommendation
DATE: March 21, 2022

Background:

There is one vacancy remaining on the Parks & Recreation Committee that needs to be filled. The timeframe for accepting application has expired on February 28, 2022. We received three applications total. Council has approved one recommendation at the February 21, 2022, meeting. (Colleen Russell). The Parks & Recreation Committee reviewed the remaining two applications at their meeting on March 16, 2022. The committee has selected Jeffrey Hartel for recommendation of appointment. He brings with him experience as being on the Parks & Recreation Committee for the Village of Cass City and Chamber of Commerce for the Village of Cass City.

Recommendation:

It is the recommendation of the Parks & Recreation Committee to appoint Jeffrey Hartel to the Parks & Recreation Committee for a three-year term ending November 2025.



CITY OF CARO

317 S. State St.
Caro, MI 48723
www.carocity.net

City of Caro Committee Appointment Application

Applicant Information

Full Name: Hartel Jeffrey L Date: 2-6-22
Last First M.I.

Address: 1070 E. Northwood Drive Caro MI 48723
Street Address Apartment/Unit # City State Zip Code

Phone: (989) 550-6301 Email jech1960@gmail.com

Committee(s)/Position(s)
Applying for: Parks and Rec

Are you a citizen of The City of Caro? ☒ YES ☐ NO Have you ever worked for the City of Caro? ☐ YES ☒ NO

Have you served on any committees, boards or commissions in the past? ☐ YES ☒ NO If Yes, please explain: _____

Do you currently serve on any other Committees, Commissions or Boards? ☐ YES ☒ NO If Yes, please explain: _____

Please describe your qualifications and/or experience for this appointment consideration: Served on Cass City Parks & Rec Committee, CC Chamber of Comm. Board

Employment Information

Please list your current or most recent employment information:

Company: Cass City Public Schools

Job Title: Superintendent - "Retired"

Duties: School Finance, Curriculum, Safety, Professional Development, Transportation, etc.

Please Indicate Any Additional City of Caro Committees You Would be Interested in Serving On:

- | | | |
|---|--|--|
| <input type="checkbox"/> Downtown Development Authority (DDA) | <input type="checkbox"/> Historical Commission | <input type="checkbox"/> Small Urban Planning |
| <input checked="" type="checkbox"/> Parks & Recreation | <input type="checkbox"/> City Council | <input checked="" type="checkbox"/> Election Inspector/Poll Worker |
| <input type="checkbox"/> Zoning Board of Appeals (ZBA) | <input type="checkbox"/> Tuscola Airport Authority | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Planning Commission | <input type="checkbox"/> Board of Review | <input type="checkbox"/> Other _____ |

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.
If this application leads to appointment, I understand that false or misleading information in my application may result in my release.

Signature: Jeffrey L Hartel Date: 2-6-22

*Please Attach any additional necessary documentation i.e. Letter of Intent, Certifications, References, etc. to this Application

CITY OF CARO

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MATTHEW LANE
CLERK
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TREASURER
MICHELE PERRY
ATTORNEY
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EMILY CAMPBELL
KORY BATSCHE

MEMORANDUM

TO: City Council
FROM: Matthew S. Lane, City Manager
DATE: March 18, 2022
RE: Director of Public Works and Utilities Employment Agreement

BACKGROUND:

As you may know, we have been searching for a replacement for our DPW and Wastewater Treatment Superintendents. We have gone through a handful of recruitment processes and a series of interviews that have been to no avail. As a result, the City Council agreed to combine the two positions into a Director of Public Works and Utilities and increase the salary range to help with recruiting. I have been shaking trees and bushes all across the state and country through various job sites and personal connections. Recently, I was approached by a gentleman from the Grand Rapids area who was interested in the position. I reviewed his qualifications and work history and interviewed him twice. Once in person with assistance from City Clerk Rita Papp and the second via a telephone conversation with the candidate. His qualifications and experience are very impressive and I was happy to give him a chance and offer him the position.

Here are the details of the candidate's background:

David Johnson

Education:

- Bachelor of Science in Civil Engineering- Michigan State University

Certifications Possessed:

- S2 Water Distribution
- Construction Stormwater (A-1J)

Certifications Needed within 2 Years:

- D2 Limited Treatment
- Wastewater Class B

Professional Experience:

- Senior Engineering Technician- City of East Grand Rapids
- Civil Engineer- City of Grand Rapids
- Environmental Engineer- State of Michigan EGLE, Air Quality Division
- Engineer (Steam and Chilled Water)- Lansing Board of Water and Light
- Engineering Technician (Water)- Lansing Board of Water and Light
- Project Engineer/Water Conservation Specialist-Meridian Charter Township
- Civil Engineer- Ottawa County

CITY OF CARO

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KORY BATSCHE

Employment Agreement Highlights:

Three-Year Agreement Consistent with all other Department Heads. Employee is Exempt and At-Will.

Starting Salary: \$85,000, with escalation based on additional licensing. Top salary possible with all licenses in this agreement is \$93,933. Standard annual 3 percent increase at each level.

Two-year window to obtain the all other required licenses.

Moving Expenses: Reimbursement up to \$3,000 for director to move within a 20-mile radius of the City of Caro.

All Standard Fringe Benefits as defined by the City's personnel policies.

Phone Allowance: \$50 per month.

Clothing Allowance: \$300 annually.

Severance: 60 Days for termination "without cause."

RECOMMENDATION

I recommend that City Council approve the employment agreement with David Johnson for the position of Director of Public Works and Utilities.

MOTION

OPTION 1

Accept the recommendation of the City Manager and approve the employment agreement for Director of Public Works and Utilities, David Johnson.

OPTION 2

Deny the recommendation of the City Manager.

OPTION 3

Postpone action until the next City Council meeting.

EMPLOYMENT AGREEMENT

The Agreement made and entered into this ____ day of _____, ____ by and between the City of Caro, a Municipal Corporation of the State of Michigan, hereinafter referred to as "City", and David Johnson hereinafter referred to as "Director of Public Works and Utilities" or "Director," whose first day of employment by the City of Caro will be on the 4th day of April, 2022.

Whereas, Director of Public Works and Utilities understands that he will be employed on an "at will status" for a three (3) year term for the City of Caro, serving at the pleasure of the City Manager and shall be subject to removal by the City Manager with or without cause, and

Whereas, The Director and City desire to have an employment Agreement, hereinafter referred to as "Agreement" which specifies his compensation for a period of three (3) years, but the Director fully understands and acknowledges that even though the terms and conditions hereinafter set forth may be for a three (3) year period there is no promise of the City to definite term of employment and with the expectation that the Director will still be employed and the terms of employment are as hereinafter set forth. Both parties fully understand that said contract is for a three (3) year period and nothing in said Agreement shall be nor is intended to be construed to make said employment other than an "at will status" with the Director of Public Works and Utilities and Utilities serving at the pleasure of the City Manager, who has the power of termination with or without cause.

Now, Therefore, in consideration of the mutual covenants and promises of the parties, It Is Agreed As Follows:

1. Duties: The Director of Public Works and Utilities shall be the Operating and Administrative Head of the Department of Public Works and Wastewater Treatment Plant, which shall include the water system; streets, alleys, parks and municipal parking lots; sewer collection system, sewer lift stations, wastewater treatment plant and shall conduct, manage and discharge the duties of the position to the best of his ability, all the duties imposed by the United States, State of Michigan, the Home Rule Cities Act, the Caro City Charter, City of Caro Code of Ethics, the City Manager, policies and procedures enacted by the City, and the City of Caro Director of Public Works and Utilities job description, as may be amended.

Responsibilities: The Director of Public Works and Utilities shall be responsible to the City Manager for administration of the department including planning, organizing, directing, controlling, reporting, and coordinating departmental operations, and to work cooperatively with other City departments and applicable agencies, and those businesses, vendors, service providers, organizations and citizens that do business with, or are served by the City. The Director is required to obtain and maintain in good standing all required licenses for the maintenance and operation of the water and sewer systems within one two (2) years of hire, or other reasonable timeframe approved by the City Manager. Licenses required are S2 Water Distribution, D2 Limited Treatment, Construction Storm Water (A-1J) Certification, and Wastewater Class B. *Failure to obtain the required licensure within two (2) years, or a reasonable timeframe as approved by the City Manager, will constitute for-cause termination.*

2. Compensation: In the event that the Director of Public Works and Utilities is employed by the City, his salary will be payable in equal increments according to the City's regular payroll cycle. For each license held, as listed in section 1, Director will receive an additional \$2,000 in salary, not to exceed an additional \$8,000 per annum.

- a. Base pay for this position (no licenses)
- b. Level 1 (two licenses)
- c. Level 2: all required licenses are obtained by the Director.

Compensation Table:

	Base	Level 1	Level 2
April 4, 2022 to June 30, 2023:	\$81,000	\$85,000	\$89,000
July 1, 2023 to June 30, 2024:	\$83,430	\$87,430	\$91,730
July 1, 2024 to June 30, 2025	\$85,933	\$89,933	\$93,933

3. Relocation Assistance: The City will reimburse the Director up to \$3,000 for expenses incurred to relocate within a 20-mile radius (direct path) of the City of Caro city limits.
4. Holidays: The Director of Public Works and Utilities shall receive the same holidays as the other non-represented City Department Heads.
5. Pension: The City agrees to allow the Director of Public Works and Utilities to participate in the established employee's retirement plan (ICMA 457). The City will pay on behalf of the Director of Public Works and Utilities into the established employees' pension plan (ICMA 401A) account based on seven percent (7%) of Director of Public Works and Utilities' annual base wage as employee's earnings accrue only and excluding all fringe benefits. The Director of Public Works and Utilities agrees to pay into said retirement program (ICMA 457) 1% of his wages as a match towards the City contribution. If Director of Public Works and Utilities chooses to place 2% of base wages within the before mentioned pension plan then the City shall contribute 8% of base wages towards said retirement plan. If Director of Public Works and Utilities chooses to place 4% of base wages within the before mentioned pension plan then the City shall contribute 10% of base wages towards said retirement plan.
6. Disability and Life Insurance: Disability and Life Insurance during employment with the City shall be furnished to Director of Public Works and Utilities as stated in the Plan Document and is the same for all other City of Caro employees. Additionally, the Director of Public Works and Utilities is entitled to worker's compensation coverage should he be injured on the job the same as other employees of the City.
7. Health Insurance: During his employment as Director of Public Works and Utilities, the City agrees to provide medical/hospital/health insurance for Director and his dependents as defined in the Plan Document and to other City Department Heads. If Director of Public Works and Utilities desires to receive medical/hospital/health insurance through the City of Caro, his monthly premium contribution shall be twenty percent (20%) of actual premium cost as outlined in Michigan Public Act 152 of 2011. The City reserves the right to modify the health insurance coverage in accordance with plan changes implemented for other non-represented personnel or the health insurance payment in lieu of.
8. Death or Incapacitation During Term of Employment: If the Director of Public Works and Utilities dies, the City shall pay to his estate all the compensation which would otherwise be payable to the Director of Public Works and Utilities up to the date of his death. If the employee becomes medically incapacitated, the City shall pay to the Director of Public Works and Utilities all

compensation owed to the employee. Agreement shall terminate as of said date of death or incapacitation. As used herein, compensation means all wages owed to the Director of Public Works and Utilities up to the date of death and all unused vacation and sick time up to the date of death.

8. Vacation: The City agrees to furnish the Director of Public Works and Utilities with one hundred twenty (120) hours of paid vacation per year effective the anniversary date of the hire. Said one hundred twenty (120) hours shall continue until reaching such higher amount of annual vacation hours as stated with the Caro Employee Handbook or as changed within this Agreement. Notwithstanding anything contained herein to the contrary, the maximum carryover from one year to the next shall be forty (40) hours. All accumulated vacation hours shall be paid to him upon termination of employment if Director of Public Works and Utilities has given thirty (30) days advanced notice. Upon retirement the Department Head shall be paid for accrued vacation pay per the City of Caro Employee Handbook
9. Sick Pay: Director of Public Works and Utilities shall be entitled to twelve (12) sick days per year. Said sick days shall accumulate at the rate of eight (8) hours during each month of this Agreement up to a maximum of two hundred and forty (240) hours. Upon termination of employment Director of Public Works and Utilities shall be paid for fifty percent (50%) of unused sick leave hours, up to a maximum of two hundred and forty (240) hours at then Director of Public Works and Utilities current rate of pay if Director of Public Works and Utilities has given thirty (30) day notice on or before expiration of contract; provided however, that in the event employment is terminated for misfeasance or malfeasance of Director of Public Works and Utilities, there will be no payment by the City to Director of Public Works and Utilities for unused accumulated sick pay. Upon retirement the Department Head shall be paid for accrued sick pay per the City of Caro Employee Handbook.
10. Work Schedule: Director of Public Works and Utilities shall normally work eighty (80) hours bi-weekly as assigned by the City Manager; however, it is understood that there will be occasions when the Director of Public Works and Utilities will have unusual hours due to emergencies, events or other needs of the City requiring the attention of the Director of Public Works and Utilities.
11. Work Rules: City reserves the right to publish and enforce reasonable work rules, policies and regulations as long as the terms thereof are not in violation of any term of this Agreement, further provided that said work rules will be in writing. Said work rules shall go into effect upon personal service of said rules on Director of Public Works and Utilities. Within this Agreement it is also understood that all other work rules outside of those expressly provided within this Agreement shall be referred to all City Departments, regulations, and those contained within the City of Caro Employee Handbook including but not limited to an annual performance review by the City Manager.
12. Professional Development: The City agrees to pay for any and all classes attended by the Director of Public Works and Utilities that are required for his employment and agreed on by the Director of Public Works and Utilities and the City Manager.
13. Uniforms and Equipment: The City shall furnish Director of Public Works and Utilities with the necessary uniforms and equipment to perform his duties. The annual uniform allowance shall be a reimbursement of no more than \$300.00 annually to be spent between July 1st and June 30th of each year.

14. Communications: The City will provide a \$50/month cell phone allowance to the Director of Public Works and Utilities so that he can be contacted as necessary, even during non-work hours.
15. Business Expenses: Upon the approval of the City Manager, the City shall reimburse Director of Public Works and Utilities for any City business related expenses that he has paid out of his personal funds.
16. Termination of Agreement: This Agreement is for a three (3) year term as hereinbefore mentioned because the Director of Public Works and Utilities is employed "at will status" and serves only at the pleasure of the City Manager. However, in the event that the employment of the Director of Public Works and Utilities is terminated without cause prior to June 30, 2025, the City agrees that it shall give the Director of Public Works and Utilities sixty (60) calendar days severance pay based upon the rate of pay in effect in this contract at the time of severance. In the event the Director of Public Works and Utilities decides to terminate his employment, then the severance pay hereinbefore mentioned for said sixty (60) calendar days is not applicable, and there shall be no 'severance pay'. In the event that the Agreement is terminated resulting in the severance of employment of the Director of Public Works and Utilities for malfeasance, nonfeasance or other form of misconduct in office, including violation of the City of Caro Code of Ethics, then there shall be no severance payment.
17. Voluntary Separation (Resignation or Retirement): Director of Public Works and Utilities shall notify the City in writing thirty (30) days prior to voluntarily terminating employment with the City if said voluntary termination is before June 30, 2025. Upon termination of employment, Director of Public Works and Utilities shall have the responsibility for turning in all equipment and property belonging to the City.
18. Indemnification: City shall defend, save harmless and indemnify Director of Public Works and Utilities against any tort, professional liability claims or demand or other legal action, whether groundless or otherwise, arising out of an alleged act of omission occurring in the performance of Director of Public Works and Utilities duties for the City of Caro with such duties to include all obligations and commitments as hereinbefore set forth in this Agreement. City will pay the amount of any settlement of judgment rendered thereon; provided, however that nothing herein shall obligate the City to pay the costs of defending any criminal action brought by any state or federal authority.
19. Duration of Agreement: As hereinbefore set forth this Agreement is for a three (3) year term as hereinbefore mentioned because the Director of Public Works and Utilities is employed on an "at will status"; however, as set forth in the Agreement, the parameters of this Agreement encompasses a period beginning APRIL 4, 2022 and ending on June 30, 2025.
20. Prior Agreements: All prior Agreements pertaining to, connected with or arising in any manner out of employment of Director of Public Works and Utilities, including, but not limited to prior employment Agreements, either oral or in writing, between the parties are hereby terminated and shall hereafter be of no force or effect whatsoever.
21. Governing Law: The Agreement and the construction and interpretation hereof shall at all times and in all respects be governed by the laws of the State of Michigan.
22. Entire Agreement: The parties agree that this Agreement contains the entire Agreement and understanding by and between the City of Caro and Director of Public Works and Utilities with

respect to employment of Director of Public Works and Utilities and no representations, promises, contracts, or understandings, written or oral, not contained herein, shall be of any force or effect. No change or modification of this Agreement shall be valid or binding unless it is in writing and signed by the party intending to be bound. No waiver of any provision of this Agreement shall be valid unless it is in writing and signed by the party against whom the waiver is sought to be enforced. No valid waiver of any provision of this Agreement, at any time, shall be deemed a waiver of any other provision of this Agreement at such time or any other time.

23. Savings: The parties agree that should any part of this Agreement be rendered or declared invalid or illegal by legislation, decree of court of competent jurisdiction, National Labors Relations Board or other established, or to be established, governmental administrative tribunal, such invalidation shall not affect the remaining portions of this Agreement.

In Witness Whereof, the parties have hereunto executed this Agreement this _____ day of _____, 2022.

David Johnson, Director of Public Works and Utilities

Joseph Greene, Mayor

Matthew S. Lane, City Manager

Rita Papp, City Clerk

CITY OF CARO

MANAGER
MATTHEW LANE
CLERK
RITA PAPP
TREASURER
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KORY BATSCHE

MEMORANDUM

TO: City Council
FROM: Matthew S. Lane, City Manager
DATE: March 18, 2022
RE: Manager Compensation/Bonus Determination 2/3

BACKGROUND:

The City Manager contract provides for the annual negotiation of pay and benefits during the budget process as well as the abeyance of a \$5,000 bonus to be set aside for three years and to be paid as a \$15,000 bonus on the manager's 3rd anniversary.

If, based on the performance evaluation, the City Manager "...meets or exceeds the annual expectations of the City, every year on each anniversary date, for a period of three years, an amount of \$5,000 shall be held in abeyance until the City Manager reaches his third anniversary. At that time, he shall receive a payment of \$15,000 (as a bonus) on the first pay after his anniversary date..."

In addition, the upcoming fiscal year budget will include a 3 percent salary increase for the City Manager. This is in line with other department heads.

If approved, the 3 percent increase to the City Manager's salary would bring it from \$87,550 to \$90,125 or an increase of \$2,625. This would be effective July 1 when the budget turns over.

The Manager's performance evaluation was reported as "above average." In addition to the City Manager's normal duties, manager has also served as acting City Clerk, Acting City Treasurer and Acting DPW/Utilities Director. In addition, here are some of the various accomplishments the City has achieved since February 2021:

- Successful Splash Pad Season
- Successful Implementation of Dog Park Phase 2
- Library Partnerships
- Chamber of Commerce Partnerships
- Partnership with Fair Board
- Partnered with Caro Community Schools to Address Their Bus Garage Needs
- Partnered with Tuscola ISD Transition Center for Work-Based Learning Program
 - Park Clean-Up
 - Playground Landscaping
 - Painting Fire Hydrants
- Partnered with Tuscola ISD on Logo and Brand Marketing for Splash Pad, Dog Park and Farmers Market
- Assisted with Successful Christmas Toy Drive
- Assisted with Successful Gingerbread Village
- Completed Park Drive and Lincoln Street Paving (90%)
- Continued Sidewalk Replacement Program

CITY OF CARO

MANAGER
MATTHEW LANE
CLERK
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- Updated Various Provisions of Zoning Ordinance
- COVID-19 on-going management
- Grant Funding for COVID-19
- Grant Funding for Master Plan
- Grant Funding for Lift Station Generators
- Completed Caro Center Water Main Construction
- Successful State Street Square/Caro Farmers' Market
- Organizational Development/Team Building
- Medical and Adult-Use Marihuana Implementation
- Increased Media Coverage- More positive
- Recruited New City Attorney
- Drafted and Facilitated Approval of Ethics Ordinance
- Navigation of Controversy
- Increased Visibility with Branding and Design
- Reinstated Redevelopment Ready Communities Engagement
- Institute Employee Recognition Programs
 - Birthday Cards
 - Anniversary Recognition
- Established Office Operations Team
- Refocus intergovernmental relations with surrounding communities and the County
- Serve on Sheriff's Jail Committee
- Recruited New City Treasurer
- Recruited New City Clerk
- Recruited Director of Public Works and Utilities
- Brought on Project Coordinator
- Focus on enhanced internal controls
- Serve on MML Finance Legislative Committee
- Served on MME Advocacy Committee
- Recently Appointed to MME Ethics Committee
- Turned Over Roadhouse to Museum
- Completed Parks and Recreation 5-Year Master Plan
- Initiated Update of Expired Masterplan
- Instituted Planning Commission Annual Report
- Re-Instituted Capital Improvement Plan
- Facilitated ALDI Development
- Facilitated Marshals Development
- Facilitated RightWay Automotive Development
- Successful Financial Audit
- Renewed focus on equipment and facilities maintenance
- Navigated numerous personnel issues
- Facilitated Positive Court Case Outcome-Walby Case
- Prosecuted Fraudulent Activity in City Pension Fund

RECOMMENDATION

I recommend that City Council determine if the City Manager "meets or exceeds the expectations of the City..." for the purposes of placing the \$5,000 bonus in abeyance for the third year bonus and to determine whether the City Manager should receive a salary increase.

CITY OF CARO

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MEMORANDUM

TO: City Council
FROM: Matthew S. Lane, City Manager
DATE: March 18, 2022
RE: City Manager Comments

NEW:

- Continued with Operations Team Meetings
- Attended Planning Commission on 3-8-2022
- Offered DPW/Utilities Director position David Johnson of East Grand Rapids
- Attended Gilford Road meeting with MDOT
- Attended Gilford Road Utilities Meeting
- Ordered memorial bench for Chippewa Landing Park (Nora)
- Ordered Dog Waste Stations for Downtown Parking Lots
- Working on Spring Newsletter
- In the beginning stages of union contract negotiations.
 - POLC
 - DPW Union is holding an election to switch bargaining units to GELC and subsidiary of POLC.

IN PROGRESS:

- RFP for Primary Digester Cover Inspection is active.
 - Pre-bid walk through on 3-9-2022
 - Bid opening 3-24-22
- Working with ALDI, Inc on new store in the City.
 - Rezoning Approved
 - Aldi is combining parcels
 - Held department review of utilities
 - Site Plan Approved by Planning Commission
 - Received second plans, currently under review
 - MDOT Approved Work Plan
 - Permits have been applied for
 - ALDI is working on utility easement for water main
- Continuing discussions with MMR regarding EMS service.
 - Held second stakeholder meeting
 - Planning to attend various township meetings to discuss EMS
- Adult-Use Marihuana Application Packet and Process
 - Public Hearing scheduled for March 22, 2022
- Well #1 Pump has been repaired
- Well #3 Sand Separator project is underway
 - Well functionally abandoned. Valves have been shot off to isolate from system.

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- Work to cap infrastructure will take place in summer
 - Budgeting for physical abandonment work and EGLE permitting for FY 2023-24
- Western Opportunities/Putman project.
 - Reviewing plans for sewer proposals
 - Received request for water from Putmans
 - In discussions with Indianfields RE: water franchise
 - Presented draft water franchise to the Indianfields and developer
 - City Council approved Water Franchise
 - Developer advised Township they intend to work toward well and septic
 - Spoke with health department regarding the project
 - Spoke with Moore Motors
 - Status of City involvement is currently unknown
 - Health department denied on-site well and septic permits
- Planning Commission Annual Report (Nora)
 - Draft provided to PC for review and comments
- Marshalls
 - Project is moving forward.
 - Processed zoning permit (approved)
 - Processed signage permit (approved)

UPCOMING:

- Working with County on MSP Annexation
 - In communication with county administration regarding annexation.
 - Received resolution and petition requesting annexation
 - Must waive conflict of interest for attorney to review
 - ISD Annexations issue has not yet been resolved (waiting for response from State)
- Pursue proposals for City Hall HVAC upgrades
 - Rebid as requested by City Council
- House demolition bids
 - Working on draft.
 - First review complete, final draft in progress
- Start thinking about Budget
 - Sent out budget worksheets and Capital Improvement Project requests in February
- ARP: \$417,000
 - Submitted project use proposals to council for feedback and discussion
- Lincoln Street Paused until Spring

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TO: City Council
FROM: Rita Papp – City Clerk
SUBJECT: Clerk's Report
DATE: March 21, 2022

- Processed 5 FOIA's during this period.
- Continuing to review Boards and Commission Appointment vacancies.
- Planning Commission has 1 vacant seat due to a resignation. No application received as of the date of this meeting.
- DDA meeting was cancelled for March 9, 2022.
- Currently attending the Michigan Association of Municipal Clerks Institute, March 20–25, 2022 in Mt. Pleasant.
- Registered for the Michigan Association of Municipal Clerks summer conference, June 21-24, 2022, in Traverse City.
- Jana and I are in the process of re-organizing the personnel files by utilizing a different filing system.
- City of Caro Board of review has scheduled their annual organizational meeting for March 7, 2022, at 9:00 a.m. and their Assessment Appeals meetings for March 21, 2022, from 9:00 a.m. – 3:00 p.m., March 22, 2022, from 3:00 p.m. – 9:00 p.m.
- There will be a Special Election in the City of Caro on May 3, 2022. I am in the process of preparing for this election. Election Commission and Inspector's pay has been approved by the Council.
- Took inventory of election room and ordered needed supplies for upcoming elections.
- Mailed out 693 absentee voter ballot applications March 4, 2022. Mailed out 207 absentee ballots as of today.
- Scheduling a meeting with the election inspectors on March 17, 2022, to discuss housekeeping procedures for election night. Meeting was held.
- Scheduling an Election Commission meeting for March 31, 2022.
- Working with Tuscola County Medical Care Facility Activities Director to make sure the residents are serviced for elections.
- Working on ICMA – Mission Square Reinstatement Adoption Agreement. Will be presented in April 2022.
- I am out of the office this week attending the Clerk's Institute in Mt. Pleasant. Jana is filling in for me at this meeting.

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TO: City Council
City Manager – Matt Lane
FROM: Michele Perry, Treasurer
SUBJECT: Treasurer's Report
DATE: March 11, 2022

- Attended the City Council meeting on February 21, 2022.
- Prepared and submitted monthly salt report to MDOT.
- Attended MGFOA Spring Conference in East Lansing on March 4, 2022. Highlights of the conference:
 - ARPA reporting guidelines reviewed
 - GASB review
- Attended operation team meeting on March 8, 2022. The 2 meetings we have had have been beneficial to myself and I hope the staff. We are able to talk about upcoming office items and also talk about what items need to be taken care of from the prior night's council meeting.
- Virtually attended MMTA Treasurer to Treasurer on March 9, 2022.
- Frankenmuth Credit Union transition went really well. We still have checking accounts at Huntington Bank, but we will be looking to close them in the next few months.
- Tax collection at city hall has ended. Terry and Jennifer did a great job collecting the taxes and completing everything in a timely manner.
- Working on budget for fiscal year 22-23.
- Obtained 2 proposals for the audit of the city for starting with the fiscal year ended June 30, 2022.
- 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.
- Assisted in covering the front desk during staff lunches and vacations.

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TO: City Council
City Manager – Matt Lane
FROM: Michele Perry, Treasurer
SUBJECT: Certificate of Deposit Report
DATE: March 11, 2022

Now that we have set many of the Certificates of Deposits on a 3, 6, 9, and 12-month renewal pattern I will make a list of the upcoming month's renewals (if applicable) for the council to review at the 2nd meeting of the month.

We do not have any certificates of deposits renewing in April.