

**AGENDA**  
**REGULAR MEETING OF THE CARO CITY COUNCIL**  
**February 20, 2023, 6:30 P.M.**

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

**AGENDA APPROVAL**

**PUBLIC COMMENTS/VISITORS:**

**PRESENTATION:**

1. Caro Exchange Club – June Kennedy

**COMMUNICATION:**

1. Charter Communications – Upcoming Changes
2. Caro Farmers Market Report
3. Tuscola Food Access Collaborative Report
4. Tree Planting Project – Rotary
5. Volunteer Project – Frankenmuth Bible Church

**CONSENT AGENDA:**

1. Regular Council Meeting Minutes – February 6, 2023
2. DDA Meeting Minutes – February 8, 2023
3. Policy Committee Meeting Minutes – February 13, 2023
4. Invoices
5. 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 – Rita Papp
  - G. Director of Development & Strategic Initiatives Report – Lauren Amellal

**REGULAR AGENDA:**

1. Banner Request – Heritage Vintage Market – May 8 – 22, 2023
2. Contract for Engineering Services – Rowe Engineering
3. Policy Committee Recommendation – Social Security Number Policy
4. DDA Committee Recommendation – Flowers
5. Director of Wastewater Treatment Services Employment Contract
6. Financing Used Fire Truck
7. Used Fire Truck Contract
8. Certificates of Deposits Requests
9. CDL Licensing
10. DPW Parking Lot Quotes
11. Set Policy Committee Meeting

**COMMITTEE/LIAISON POSITION REPORTS:**

1. Economic Development Corporation (Mayor 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 (Mayor Snider)
9. Indianfields Township (Hall)
10. Almer Township (Campbell)

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

**MANAGER REPORT** – Written report submitted.

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

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

**ADDITIONAL PUBLIC COMMENTS**

**ADJOURN**

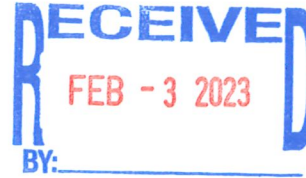
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January 30, 2023



T1 P1 168 \*\*\*\*\*AUTO\*\*ALL FOR AADC 480

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



Re: Charter Communications - Upcoming Changes

Dear Franchise Official:

This letter will serve as notice that on or around March 1, 2023, Spectrum Mid-America, LLC ("Spectrum"), will launch the following channel on the Vassar, MI channel line-up serving your community.

- **Stellar TV HD** on SPP EB HD Tier, channel 698.

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

If you should you have any questions about this change, please feel free to contact me at (616) 607-2380.

Sincerely,

Derrick Mathis  
Manager - State Government Affairs, Michigan  
Charter Communications

## INCREASING ACCESS

The Caro Farmers Market accepts several food assistance programs such as SNAP EBT. This increases access to locally produced foods for low-income market guests. In 2022 food producers that participated in the Caro Farmers Market received over \$6,000.00 in food assistance dollars.



The Caro Farmers Market supports local service projects. Joining forces with the Tuscola Food Access Collaborative the market collected nonperishable food items and household products that were then distributed on Thumbbody busses.

Members of the collaborative also provided food safety programming at the market through the support of a grant from the Michigan Farmers Market Association.

We celebrate being the first market in our region to host a Senior Project Fresh voucher distribution. Participants learned about nutrition from MSUE and received \$25 in vouchers to purchase fresh produce directly from the farmers.

TFAC work will continue to impact the region. In partnership with the Thumb Food Policy Committee a \$1.9 Million dollar grant from the USDA through MDE has been secured to purchase and distribute locally produced food throughout the thumb.

## THANK YOU FOR YOUR SUPPORT IN 2022!

City of Caro  
Downtown Development Authority  
Caro Chamber of Commerce  
Caro Area District Library  
Tuscola Recycling Center  
Caro Gleaners Arbor  
Hope Rocks Program  
Thumb Behavioral Health  
Tuscola Intermediate School District  
PBS Kids Delta  
NEMSCA  
Great Start Tuscola  
Caro Garden Club  
MSU Extension  
Thumb Master Gardeners  
Osentoski Reality  
Brentwood Graphics  
Tuscola County Advertiser  
Taste the Local Difference  
Thumbbody Bus Express  
Tuscola Food Access Collaborative  
Lasting Impressions Floral  
Bell Wasik Buick GMC  
Tuscola Relay for Life  
Caro Soccer Club  
Kid's Closet  
Girl Scouts

**A special thank you to all of our volunteers, musicians, event sponsors, program partners and of course to the faithful market guests! We appreciate you!**

**-Lauren, Market Manager**



# 2022



# Annual Report

## ECONOMIC IMPACTS

The Caro Farmers Market, located at State Street Square, serves as the centerpiece of downtown Caro. Located in the heart of the Tuscola County, the market averages nearly 800 visitors on any given market day, and over 1,500 on event days.

In 2022 the State Street Square pavilion was home to nearly 100 local businesses, and 25 supporting organizations throughout the market season.

Market vendors reported over \$125,000 dollars in collective sales. Each dollar spent at the Caro Farmers Market directly impacted small businesses and the local economy.

The Downtown Development Authority, the market's host organization also saw an increase in revenue in 2022. With a growing number of vendors and an increase in community events the State Street Square pavilion was utilized over 45 times from April through December!



## DIVERSE GROWTH

The Caro Farmers Market is proud to provide only high-quality goods from local producers and businesses. Our work truly impacts the culture of our community and supports economic development throughout the "Thumb" region.

In 2022 we welcomed a robust variety of vendors to the market. Our offerings grew to include more local farms, more produce, nursery plants, cut flower bouquets, Amish store items, wellness products, local meats and more artisans!

## EVENTS & ATTRACTIONS

Several special events were held at the State Street Square pavilion including the 1st Annual Spring Fling, and the Modern Mommas Market, Harvest Day Market, Fall Craft Bash, Festive Food Truck Rally and the Candy Cane Lane Farm & Arts Market.


We continued our Family Fun Days, offering no cost, family friendly activities the last Saturday of every month! With the support of local sponsors and volunteers, the market distributed American flags on Flag Day, school supplies in September, held market scavenger hunts, built scarecrows and hosted Main Street Trunk or Treat in October.





Several program partners came together to support the NEW Market Kids Club! Every Tuesday evening a local organization provided no cost activities at the market. Children that participated were awarded weekly with market money tokens!

State Street Square was also utilized for the City Master Plan Open House, MIWORKS Resource Fair, the Tuscola Relay for Life, Master Gardener Plant Swaps, and several no cost events hosted by the Caro Area District Library.

## CONTACT US

 (989) 673-7671 ext. 7

 lamellal@carocity.net

 State Street Square  
238 South State Street  
Caro, MI 48723

## Fighting Hunger in Rural MI

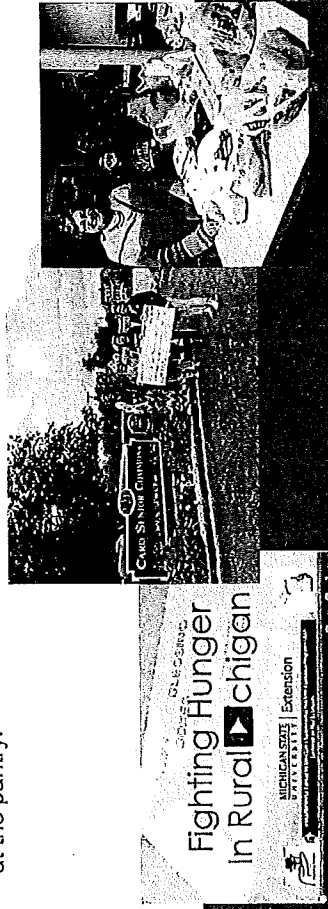
Thumb Blessing Boxes expanded their reach in Tuscola County. There are now **11 Boxes** filled with food, personal hygiene products, paper products, etc. placed around the County. Community members who are able are encouraged to donate items to the Boxes to help their neighbors in need. Several local groups have stepped up to look after each Box including, 4-H clubs, Rotary Clubs, Great Start Tuscola, and the Caro Library.

A second Thumb Blessing Box was placed on another Thumbbody Express bus to reach more passengers. In 2022, the Blessing Boxes have been exposed to **over 7,800 ride trips**.

Tuscola & Huron County 4-H Clubs hosted the second annual Community Service Challenge to collect items for the Thumb Blessing Boxes. During the month of December, **a total of 1,219 items and \$1,235 were collected** to support the Blessing Boxes and raise awareness of food insecurity. Huron County again won the challenge.

The Thumb Blessing Boxes, and their work with the Tuscola Food Access Collaborative, was featured in a video created by Michigan State University Extension. To view the story and video, visit <https://bit.ly/3hwPnGN>.

Tuscola ISD worked with two food pantries in Tuscola County providing pantry users with education and resources to ensure nutrition security. They distributed **269 food tastings to pantry users** featuring foods found at the pantry.

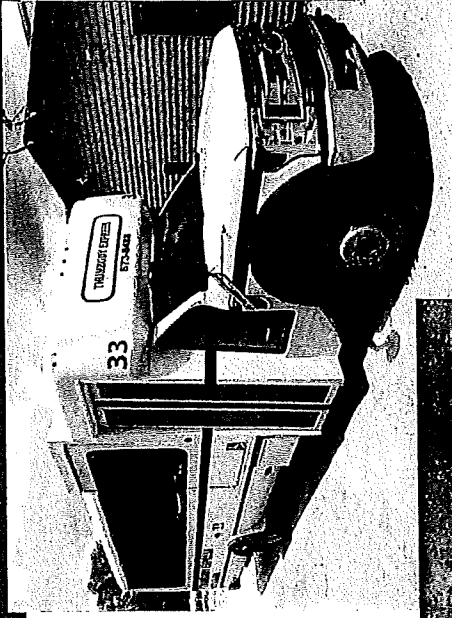


For more information about the Tuscola Food Access Collaborative or how you can get involved, contact:

Karly Creguer  
[oberski9@msu.edu](mailto:oberski9@msu.edu)  
989-672-3870

# TUSCOLA FOOD ACCESS COLLABORATIVE

## 2022 Annual Report



# Ensuring access to healthy foods for low-income community members

Working with local farmers, 432 pounds of blue hubbard squash, 102 pounds of cucumbers, and 750 pounds of grapes were gleaned and donated to food banks, senior living facilities and homeless shelters in Tuscola, Saginaw and Genesee Counties. Recipes and nutrition information were distributed with the food.

## Collaboration is Key

Since its inception in November 2019, the Tuscola Food Access Collaborative has grown to include eight diverse organizations, including Michigan State University Extension, Tuscola ISD, Caro Farmers Market, Good Samaritan Food Pantry, Thumb Food Policy Council, Great Start Tuscola, and Human Development Commission. These organizations offer a variety of expertise in the fields of food insecurity, food access, nutrition, food safety, transportation, gardening, and food policy.

In concert with other partners, the Thumb Food Policy Council (TFPC) coordinated volunteer support to distribute 131,000 lbs of food to the Thumb region, including Tuscola County, utilizing 77 volunteers.

The Tuscola Food Access Collaborative received a Community Innovation Award from the TFPC for their work finding a creative solution to increase access to food utilizing public transportation.



## Big Project on the Horizon

The Tuscola Food Access Collaborative partnered with the Thumb Food Policy Council to receive a \$1.9 million grant from the USDA through Michigan Department of Education to provide last mile food distribution to those most in need. This project will establish a central food hub to house and distribute locally grown food to all corners of the Thumb region. Home-bound seniors and low-income families, who may not have the means to get to food pantries/distributions, will receive healthy food and education.



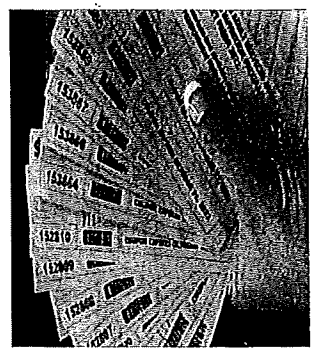
## Promoting Nutrition Through Locally Grown Food

MSU Extension was able to distribute 450 Senior Project FRESH coupon books, worth \$25 each, low-income senior residents in Tuscola County, at a total value of \$11,250. Coupons were used to buy Michigan grown fruits and vegetables.

The Caro Farmers Market accepts SNAP benefits, WIC Project FRESH and Senior Project FRESH coupons. These programs expand access to locally produced foods for low-income community members. In 2022, local food producers have received nearly \$5,900 in SNAP food assistance revenue, \$190 in WIC Project Fresh, and over \$500 from

Senior Project FRESH coupons totaling over \$6,500 in total food assistance revenue, supporting over 25 local farms and food producers!

The Caro Farmers market also received a grant to provide food safety education from the Michigan Farmers Market Association. Through the support of members of TFAC, the program served over 1,000 area residents.



**From:** Connection <connection@frankenmuthbible.com>

**Date:** February 7, 2023 at 3:49:13 PM EST

**To:** Karen Snider <ksnider@carocity.net>

**Subject: Caro Community Service Project**

Mayor Snider,

My name is Megan Bierlein from Frankenmuth Bible Church. I am the Connection Director here and our church is looking to do a large-scale community service project for the Caro community on October 29<sup>th</sup> of this year. We have done these in the past with nearly 400 volunteers while partnering with local cities such as Flint, Bridgeport, and Vassar. We have already been in contact with the Caro City Manager, Scott Czasak who is on board.

I am wondering if you may have some ideas for different projects we can do on October 29<sup>th</sup> in your city. For example, this could be certain elderly individuals in need of yardwork or raking of leaves, community-utilized areas needing cleanup or maintenance, or even any structures that could use a fresh coat of paint.

I have left a message with the Region VII Area Agency on Aging to see if they can get me a list of elderly individuals, but I think you may have a better idea of who those individuals may be.

Looking forward to hearing back from you. You can email me or call me at 989-325-1787.

All for Christ,

**Megan Bierlein**

Connection Director

Frankenmuth Bible Church

[connection@frankenmuthbible.com](mailto:connection@frankenmuthbible.com)



## CITY OF CARO REGULAR COUNCIL MINUTES

Mayor Karen Snider called the regular meeting of the City Council to order on February 6, 2023, 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: Scott Czasak – City Manager, Rita Papp – City Clerk, Michele Perry – City Treasurer, and other guests.

### AGENDA APPROVAL

#### 23-M-24

**Motion by Kish, seconded by Eschenbacher to approve the agenda as presented.**

**Motion Carried.**

**PUBLIC COMMENT/VISITORS:** None

### PRESENTATIONS:

1. Resolution & Plaque presentation to Joseph Greene by Mayor Snider
2. MMR Quarterly Report - Phil Petzold

**COMMUNICATIONS:** None

### CONSENT AGENDA:

1. Policy Committee Meeting Minutes – January 12, 2023
2. RFQ/QBS WWTP Process Sub Committee Meeting Minutes – January 13, 2023
3. Finance Committee Meeting Minutes – January 13, 2023
4. Regular Council Meeting Minutes – January 17, 2023
5. Policy Committee Meeting Minutes – January 19, 2023
6. Special Council Meeting Minutes – January 25, 2023
7. Invoices

#### 23-M-25

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

**Motion Carried.**

**REGULAR AGENDA:** (action required)

1. Banner Request – Tuscola Behavioral Health Systems – Mental Health Month, May 1-15, 2023

#### 23-M-26

**Motion by Kish, seconded by Eschenbacher to approve the Banner Request – Tuscola Behavioral Health Systems – Mental Health Month, May 1-15, 2023.**

**Motion carried.**

2. Banner Request – Tuscola Behavioral Health Systems – Suicide Prevention Month, August 31, 2023 – September 14, 2023

**23-M-27**

**Motion by Kish, seconded by Campbell to approve the Banner Request – Tuscola Behavioral Health Systems – Suicide Prevention Month, August 31, 2023 – September 14, 2023.**

**Motion carried.**

3. MSU Extension Contract

**23-M-28**

**Motion by Hall, seconded by Campbell to authorize the City Manager to sign the contract with MSU Extension for a 4-H Program Instructor under the terms of the contract.**

**Motion carried.**

4. Hubbell, Roth & Clark, Inc. Agreement for the Provision of Limited Professional Services

**23-M-29**

**Motion by Kish, seconded by Eschenbacher to authorize the City Manager to sign the contract with Hubbell, Roth & Clark, Inc. for the Provision of Limited Professional Services under the terms of the contract.**

**Motion carried.**

5. Mission Square Retirement Amendments

**23-M-30**

**Motion by Hall, seconded by Kish to amend the Mission Square Retirement Governmental Money Purchase Plan Adoption Agreement allowing in-service distributions at normal retirement age (60). Also approve the corresponding Resolution and Affirmative Statement and to authorize City Clerk to sign said documents.**

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

**Motion carried.**

6. Planning Commission recommendation - Resolution for the Adoption of Master Plan 2023-2043

**23-M-31**

**Motion by Eschenbacher, seconded by White to approve and adopt a Resolution granting approval to the draft 2023-2043 City of Caro Master Plan and placing it into effect.**

**Roll call vote: Eschenbacher – yes, Hall – yes, Iseler – yes, Kish – yes, White – yes, Campbell – yes, Mayor Snider – yes.**

**Motion carried.**

7. Finance Committee recommendations for 1<sup>st</sup> & 2<sup>nd</sup> Quarter Financials

**23-M-32**

**Motion by Kish, seconded by Eschenbacher to approve the Finance Committee recommendations for 1<sup>st</sup> & 2<sup>nd</sup> Quarter Financials.**

**Motion carried.**

8. Policy Committee recommendation - Purchasing/Bid Policy

**23-M-33**

**Motion by White, seconded by Hall to approve and adopt the Policy Committee recommendation – Purchasing/Bid Policy as presented.**

**Motion carried.**

9. Policy Committee recommendation - Credit Card Policy

**23-M-34**

**Motion by White, seconded by Iseler to approve and adopt the Policy Committee recommendation – Credit Card Policy as presented.**

**Motion carried.**

10. Set Policy Committee Meeting

Policy Committee is scheduled for February 13, 2023, at 4:00 p.m.

**ITEMS PENDING/TABLED:**

1. CDL Licensing
2. DPW Parking Lot

**COMMITTEE/LIAISON POSITION REPORTS:** None

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

**MANAGER’S COMMENTS** – Written report submitted  
Verbal addition – closing on his house Friday.

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

**ADDITIONAL PUBLIC COMMENT:** None

**23-M-35**

**Motion by Kish, seconded by Campbell to adjourn the meeting at 7:35 p.m.**

**Motion carried.**



Rita Papp  
City Clerk

**CITY OF CARO DOWNTOWN DEVELOPMENT AUTHORITY**

February 8, 2023 at 12:00 p.m.

Council Chambers

Chairman Mike Bauerschmidt called the DDA meeting to order on February 8, 2023, at 12:03 p.m. in the Council Chambers.

Present: Chairman Mike Bauerschmidt, Evan Osentoski, Thomas Bardwell, Ross Downing, Randy Whittaker & Councilor Don Hall

Absent: Richard Ransford, Rick Farris, Megan Bartolowits

Others: Scott Czasak, City Manager, Rita Papp, City Clerk, Karen Snider, Mayor, Lauren Amellal, Director of Development, Jim McLoskey, EDC, Jill White, City Council & other guests.

**PUBLIC COMMENT:**

Jim McLoskey, EDC – New business will be opening next to Thumb Meat Market, “Willow Birch Therapy”. Revitalization funds will be used to start up this business. Brownfield Phase 1 & 2 balance is down to less than \$100.00, Tuscola County received a regional grant from the State of Michigan for \$250,000.00. One of 7 counties selected. Land Bank Authority grant has been submitted for the City of Caro. LEAD Tuscola Steering Committee has selected Rita Papp, City Clerk as their secretary.

Karen Snider, Mayor – Commented on missing the DDA group.

**APPROVAL OF MINUTES:** – November 9, 2022

**Motion by Whittaker, seconded by Osentoski to approve the minutes of November 9, 2022, as presented. Motion carried.**

**COMMUNICATIONS:**

1. Tuscola Food Access Annual Report
2. Caro Farmers Market Annual Report
3. Memo from City Treasurer – Blight Elimination & CDBG
4. Director of Development Monthly Report – January 2023

**BUSINESS ITEMS:**

1. DDA Flower Estimate

Estimate provided from End of the Lane Greenhouse for flower baskets, \$25.00/each.

Presentation provided by Councilor Jill White with approximate prices from Abeles Greenhouse for flowerpots, \$95.00 for empty pots, \$120.00-\$135.00 for flowers = Total cost \$215.00 - \$230.00 each and asked DDA for support to purchase 24 complete pots.

**Motion by Hall, seconded by Downing to recommend to Council the proposed contribution of \$3,000.00 from DDA for the purchase of 24 new flowerpots from Abele’s Greenhouse as presented by Councilor Jill White and ask Council to supplement funds.**

**Motion carried.**

2. City of Caro/DDA Employee Partnership Discussion

Scott Czasak, City Manager presented the proposed idea of DDA being their own entity going forward & developing their own policies. Discussion followed. Chairman Bauerschmidt to develop a committee to review budget before next meeting. Chairman Bauerschmidt appointed Evan Osentoski, Ross Downing, and Randy Whittaker to the committee.

3. DDA 2023

Scott Czasak – City Manager and Lauren Amellal – Director of Development discussed a DDA Façade Program. Also, a potential building rental was discussed. Discussion followed. Chairman Bauerschmidt will discuss these items in the committee formed.

**ADDED AGENDA ITEM:**

1. Argus Farm Stop Training, “How to Start a Farm Shop”

**Motion by Whittaker, seconded by Hall to approve Lauren Amellal, Director of Development to attend the Argus Farm Stop Training, “How to Start a Farm Shop” in the amount not to exceed \$600.00 and authorize Scott Czasak, City Manager to sign purchase order.**

**Motion carried.**

**FINANCIAL REPORT:** None Provided

**OLD BUSINESS:**

1. Way Finding Signs

Parks and Recreation Committee did not meet in January. Matter to be brought back at next meeting.

**Motion by Whitaker, seconded by Hall to adjourn the meeting at 1:13 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 February 13, 2023, at 4:02 p.m. in the Council Chambers.

Present: Chair Jill White, Emily Campbell, & Pamela Iseler

Absent: None

Others: Scott Czasak – City Manager, Rita Papp – City Clerk, Michele Perry – City Treasurer, & Mayor Karen Snider

**PUBLIC COMMENT/VISITORS:** None

### **BUSINESS ITEMS:**

#### **1. Social Security Number Policy**

Scott Czasak – City Manager presented the Social Security Number Policy to the Policy Committee for their review. Discussion followed.

**Motion by Campbell, seconded by Iseler to recommended to Council the Social Security Number Policy for approval.**

**Motion carried.**

### **Adjournment**

**Motion by Campbell, seconded by Iseler to adjourn the meeting at 4:14 p.m.**

**Motion carried.**



Rita Papp  
City Clerk

Report Criteria:  
 Report type: GL detail  
 Check.Type = {<>} "Adjustment"

| GL Period                          | Check Issue Date | Check Number | Invoice GL Account | Amount     |
|------------------------------------|------------------|--------------|--------------------|------------|
| <b>CARO AREA DISTRICT LIBRARY</b>  |                  |              |                    |            |
| 02/23                              | 02/10/2023       | 76395        | 101-000-226-000    | 39,755.45  |
| Total CARO AREA DISTRICT LIBRARY:  |                  |              |                    | 39,755.45  |
| Total 76395:                       |                  |              |                    | 39,755.45  |
| <b>CARO COMMUNITY SCHOOLS</b>      |                  |              |                    |            |
| 02/23                              | 02/10/2023       | 76396        | 101-000-224-000    | 137,885.44 |
| 02/23                              | 02/10/2023       | 76396        | 101-000-224-000    | 150,942.00 |
| Total CARO COMMUNITY SCHOOLS:      |                  |              |                    | 288,827.44 |
| Total 76396:                       |                  |              |                    | 288,827.44 |
| <b>CARO TRANSIT AUTHORITY</b>      |                  |              |                    |            |
| 02/23                              | 02/10/2023       | 76397        | 101-000-222-001    | 53,172.07  |
| Total CARO TRANSIT AUTHORITY:      |                  |              |                    | 53,172.07  |
| Total 76397:                       |                  |              |                    | 53,172.07  |
| <b>TUSCOLA COUNTY TREASURER</b>    |                  |              |                    |            |
| 02/23                              | 02/10/2023       | 76398        | 101-000-223-000    | 2,345.37   |
| 02/23                              | 02/10/2023       | 76398        | 101-000-222-000    | 1,529.99   |
| 02/23                              | 02/10/2023       | 76398        | 101-000-228-000    | 106.35     |
| 02/23                              | 02/10/2023       | 76398        | 101-000-228-000    | 69.38      |
| 02/23                              | 02/10/2023       | 76398        | 101-000-227-000    | 117,469.20 |
| Total TUSCOLA COUNTY TREASURER:    |                  |              |                    | 121,520.29 |
| Total 76398:                       |                  |              |                    | 121,520.29 |
| <b>TUSCOLA INTERMEDIATE SCHOOL</b> |                  |              |                    |            |
| 02/23                              | 02/10/2023       | 76399        | 101-000-225-000    | 113,296.28 |
| Total TUSCOLA INTERMEDIATE SCHOOL: |                  |              |                    | 113,296.28 |
| Total 76399:                       |                  |              |                    | 113,296.28 |
| <b>ADVANCE AUTO PARTS</b>          |                  |              |                    |            |
| 02/23                              | 02/20/2023       | 76400        | 661-536-776-000    | 168.83     |
| 02/23                              | 02/20/2023       | 76400        | 590-567-776-000    | 266.76     |
| Total ADVANCE AUTO PARTS:          |                  |              |                    | 435.59     |
| Total 76400:                       |                  |              |                    | 435.59     |

| GL Period                      | Check Issue Date | Check Number | Invoice GL Account | Amount |
|--------------------------------|------------------|--------------|--------------------|--------|
| <b>AIR ADVANTAGE LLC</b>       |                  |              |                    |        |
| 02/23                          | 02/20/2023       | 76401        | 242-728-801-000    | 58.00  |
| 02/23                          | 02/20/2023       | 76401        | 661-536-750-001    | 25.00  |
| 02/23                          | 02/20/2023       | 76401        | 101-172-750-001    | 25.00  |
| 02/23                          | 02/20/2023       | 76401        | 101-260-750-001    | 25.00  |
| 02/23                          | 02/20/2023       | 76401        | 101-301-750-001    | 100.00 |
| 02/23                          | 02/20/2023       | 76401        | 101-441-750-001    | 100.00 |
| 02/23                          | 02/20/2023       | 76401        | 536-336-750-001    | 25.00  |
| 02/23                          | 02/20/2023       | 76401        | 590-567-750-001    | 100.00 |
| 02/23                          | 02/20/2023       | 76401        | 592-557-750-001    | 25.00  |
| 02/23                          | 02/20/2023       | 76401        | 596-521-750-001    | 25.00  |
| Total AIR ADVANTAGE LLC:       |                  |              |                    | 508.00 |
| Total 76401:                   |                  |              |                    | 508.00 |
| <b>AMAZON CAPITAL SERVICES</b> |                  |              |                    |        |
| 02/23                          | 02/20/2023       | 76402        | 101-441-776-001    | 35.96  |
| 02/23                          | 02/20/2023       | 76402        | 590-567-740-000    | 35.96  |
| 02/23                          | 02/20/2023       | 76402        | 592-557-776-000    | 35.97  |
| 02/23                          | 02/20/2023       | 76402        | 101-253-740-000    | 20.69  |
| 02/23                          | 02/20/2023       | 76402        | 101-101-740-000    | 27.98  |
| 02/23                          | 02/20/2023       | 76402        | 101-172-740-000    | 62.06  |
| 02/23                          | 02/20/2023       | 76402        | 590-567-776-001    | 145.96 |
| 02/23                          | 02/20/2023       | 76402        | 101-301-742-000    | 16.99  |
| 02/23                          | 02/20/2023       | 76402        | 101-301-742-000    | 274.80 |
| 02/23                          | 02/20/2023       | 76402        | 101-172-740-000    | .66    |
| 02/23                          | 02/20/2023       | 76402        | 101-260-740-000    | .66    |
| 02/23                          | 02/20/2023       | 76402        | 101-253-740-000    | .66    |
| 02/23                          | 02/20/2023       | 76402        | 101-301-740-000    | .66    |
| 02/23                          | 02/20/2023       | 76402        | 101-400-740-000    | .66    |
| 02/23                          | 02/20/2023       | 76402        | 101-441-776-000    | .67    |
| 02/23                          | 02/20/2023       | 76402        | 101-691-740-000    | .67    |
| 02/23                          | 02/20/2023       | 76402        | 242-728-740-000    | .67    |
| 02/23                          | 02/20/2023       | 76402        | 536-336-740-000    | .67    |
| 02/23                          | 02/20/2023       | 76402        | 590-567-776-000    | .67    |
| 02/23                          | 02/20/2023       | 76402        | 592-557-776-000    | .67    |
| 02/23                          | 02/20/2023       | 76402        | 596-521-740-000    | .67    |
| 02/23                          | 02/20/2023       | 76402        | 101-265-776-000    | 28.42  |
| 02/23                          | 02/20/2023       | 76402        | 101-265-776-000    | 67.83  |
| 02/23                          | 02/20/2023       | 76402        | 101-301-960-000    | 19.98  |
| 02/23                          | 02/20/2023       | 76402        | 101-301-740-000    | 96.38  |
| 02/23                          | 02/20/2023       | 76402        | 101-253-740-000    | 16.14  |
| 02/23                          | 02/20/2023       | 76402        | 592-557-776-000    | 4.70   |
| 02/23                          | 02/20/2023       | 76402        | 592-557-776-000    | 31.00  |
| 02/23                          | 02/20/2023       | 76402        | 101-172-740-000    | .88    |
| 02/23                          | 02/20/2023       | 76402        | 101-260-740-000    | .87    |
| 02/23                          | 02/20/2023       | 76402        | 101-253-740-000    | .87    |
| 02/23                          | 02/20/2023       | 76402        | 590-567-776-000    | .87    |
| 02/23                          | 02/20/2023       | 76402        | 592-557-776-000    | .87    |
| 02/23                          | 02/20/2023       | 76402        | 596-521-740-000    | .87    |
| 02/23                          | 02/20/2023       | 76402        | 101-301-740-000    | .87    |



| GL Period                      | Check Issue Date | Check Number | Invoice GL Account | Amount   |
|--------------------------------|------------------|--------------|--------------------|----------|
| 02/23                          | 02/20/2023       | 76402        | 101-400-740-000    | .87      |
| 02/23                          | 02/20/2023       | 76402        | 101-441-776-000    | .87      |
| 02/23                          | 02/20/2023       | 76402        | 101-691-740-000    | .87      |
| 02/23                          | 02/20/2023       | 76402        | 242-728-740-000    | .87      |
| 02/23                          | 02/20/2023       | 76402        | 536-336-740-000    | .87      |
| 02/23                          | 02/20/2023       | 76402        | 590-567-776-002    | 169.99   |
| Total AMAZON CAPITAL SERVICES: |                  |              |                    | 1,109.25 |
| Total 76402:                   |                  |              |                    | 1,109.25 |
| <b>BELL - WASIK, INC.</b>      |                  |              |                    |          |
| 02/23                          | 02/20/2023       | 76403        | 101-301-930-001    | 239.99   |
| 02/23                          | 02/20/2023       | 76403        | 101-301-930-001    | 368.79   |
| Total BELL - WASIK, INC.:      |                  |              |                    | 608.78   |
| Total 76403:                   |                  |              |                    | 608.78   |
| <b>BRIGHTSPEED</b>             |                  |              |                    |          |
| 02/23                          | 02/20/2023       | 76404        | 590-567-853-000    | 69.76    |
| 02/23                          | 02/20/2023       | 76404        | 592-557-853-000    | 69.76    |
| Total BRIGHTSPEED:             |                  |              |                    | 139.52   |
| Total 76404:                   |                  |              |                    | 139.52   |
| <b>CARO RENTAL</b>             |                  |              |                    |          |
| 02/23                          | 02/20/2023       | 76405        | 203-463-776-000    | 23.58    |
| 02/23                          | 02/20/2023       | 76405        | 202-463-776-000    | 23.59    |
| Total CARO RENTAL:             |                  |              |                    | 47.17    |
| Total 76405:                   |                  |              |                    | 47.17    |
| <b>CHARTER COMMUNICATIONS</b>  |                  |              |                    |          |
| 02/23                          | 02/20/2023       | 76406        | 101-691-750-000    | 69.98    |
| Total CHARTER COMMUNICATIONS:  |                  |              |                    | 69.98    |
| Total 76406:                   |                  |              |                    | 69.98    |
| <b>CITY OF CARO</b>            |                  |              |                    |          |
| 02/23                          | 02/20/2023       | 76407        | 101-441-922-000    | 1,043.79 |
| 02/23                          | 02/20/2023       | 76407        | 101-691-922-000    | 24.48    |
| 02/23                          | 02/20/2023       | 76407        | 101-265-922-000    | 30.48    |
| 02/23                          | 02/20/2023       | 76407        | 101-265-922-000    | 136.21   |
| 02/23                          | 02/20/2023       | 76407        | 101-748-922-000    | 12.24    |
| 02/23                          | 02/20/2023       | 76407        | 101-748-922-000    | 12.24    |
| 02/23                          | 02/20/2023       | 76407        | 536-336-922-000    | 204.03   |
| 02/23                          | 02/20/2023       | 76407        | 101-748-922-000    | 20.40    |
| 02/23                          | 02/20/2023       | 76407        | 101-748-922-000    | 24.48    |

| GL Period                                     | Check Issue Date | Check Number | Invoice GL Account | Amount    |
|---|------------------|--------------|--------------------|-----------|
| 02/23   | 02/20/2023       | 76407        | 590-567-922-000    | 907.49    |
| 02/23   | 02/20/2023       | 76407        | 101-748-922-000    | 20.40     |
| Total CITY OF CARO:                           |                  |              |                    | 2,436.24  |
| Total 76407:                                  |                  |              |                    | 2,436.24  |
| <b>DON GILBERG</b>                            |                  |              |                    |           |
| 02/23   | 02/20/2023       | 76408        | 536-336-740-000    | 48.09     |
| 02/23   | 02/20/2023       | 76408        | 536-336-740-000    | 20.88     |
| Total DON GILBERG:                            |                  |              |                    | 68.97     |
| Total 76408:                                  |                  |              |                    | 68.97     |
| <b>DTE ENERGY</b>                             |                  |              |                    |           |
| 02/23   | 02/20/2023       | 76409        | 101-441-926-000    | 4,785.54  |
| 02/23   | 02/20/2023       | 76409        | 590-568-920-000    | 23.15     |
| 02/23   | 02/20/2023       | 76409        | 590-568-920-000    | 86.62     |
| 02/23   | 02/20/2023       | 76409        | 590-568-920-000    | 20.67     |
| Total DTE ENERGY:                             |                  |              |                    | 4,915.98  |
| Total 76409:                                  |                  |              |                    | 4,915.98  |
| <b>DUNN HARDWARE &amp; SUPPLY, INC.</b>       |                  |              |                    |           |
| 02/23   | 02/20/2023       | 76410        | 592-557-776-000    | 92.96     |
| 02/23   | 02/20/2023       | 76410        | 590-567-776-000    | 92.96     |
| 02/23   | 02/20/2023       | 76410        | 661-536-776-000    | 92.96     |
| Total DUNN HARDWARE & SUPPLY, INC.:           |                  |              |                    | 278.88    |
| Total 76410:                                  |                  |              |                    | 278.88    |
| <b>EMTERRA ENVIRONMENTAL USA CORP</b>         |                  |              |                    |           |
| 02/23   | 02/20/2023       | 76411        | 596-521-801-000    | 1,576.80  |
| 02/23   | 02/20/2023       | 76411        | 596-521-801-000    | 20,404.11 |
| Total EMTERRA ENVIRONMENTAL USA CORP:         |                  |              |                    | 21,980.91 |
| Total 76411:                                  |                  |              |                    | 21,980.91 |
| <b>FBI-LEEDA</b>                              |                  |              |                    |           |
| 02/23   | 02/20/2023       | 76412        | 101-301-960-000    | 50.00     |
| Total FBI-LEEDA:                              |                  |              |                    | 50.00     |
| Total 76412:                                  |                  |              |                    | 50.00     |
| <b>FOSTER, SWIFT, COLLINS &amp; SMITH, PC</b> |                  |              |                    |           |
| 02/23   | 02/20/2023       | 76413        | 101-172-801-000    | 406.00    |
| 02/23   | 02/20/2023       | 76413        | 101-101-801-000    | 4,500.00  |

| GL Period                                 | Check Issue Date | Check Number | Invoice GL Account | Amount   |
|---|------------------|--------------|--------------------|----------|
| 02/23                                     | 02/20/2023       | 76413        | 101-260-801-000    | 275.00   |
| 02/23                                     | 02/20/2023       | 76413        | 101-691-801-000    | 175.00   |
| Total FOSTER, SWIFT, COLLINS & SMITH, PC: |                  |              |                    | 5,356.00 |
| Total 76413:                              |                  |              |                    | 5,356.00 |
| <b>GAMBLES DO IT BEST HARDWARE</b>        |                  |              |                    |          |
| 02/23                                     | 02/20/2023       | 76414        | 592-557-776-000    | 5.05     |
| 02/23                                     | 02/20/2023       | 76414        | 101-265-776-000    | 53.94    |
| 02/23                                     | 02/20/2023       | 76414        | 101-265-776-000    | 82.43    |
| 02/23                                     | 02/20/2023       | 76414        | 101-265-776-000    | 15.78    |
| 02/23                                     | 02/20/2023       | 76414        | 661-536-776-000    | 50.30    |
| 02/23                                     | 02/20/2023       | 76414        | 101-265-776-000    | 16.99    |
| 02/23                                     | 02/20/2023       | 76414        | 592-557-776-000    | 64.47    |
| 02/23                                     | 02/20/2023       | 76414        | 592-557-776-000    | 22.49    |
| Total GAMBLES DO IT BEST HARDWARE:        |                  |              |                    | 311.45   |
| Total 76414:                              |                  |              |                    | 311.45   |
| <b>HAMMOND DRIVES &amp; EQUIP INC</b>     |                  |              |                    |          |
| 02/23                                     | 02/20/2023       | 76415        | 661-536-776-000    | 260.86   |
| Total HAMMOND DRIVES & EQUIP INC:         |                  |              |                    | 260.86   |
| Total 76415:                              |                  |              |                    | 260.86   |
| <b>HIRSCHMAN OIL SUPPLY INC</b>           |                  |              |                    |          |
| 02/23                                     | 02/20/2023       | 76416        | 590-567-860-000    | 308.98   |
| 02/23                                     | 02/20/2023       | 76416        | 592-557-860-000    | 202.07   |
| 02/23                                     | 02/20/2023       | 76416        | 661-536-860-000    | 650.43   |
| Total HIRSCHMAN OIL SUPPLY INC:           |                  |              |                    | 1,161.48 |
| Total 76416:                              |                  |              |                    | 1,161.48 |
| <b>HOLLOWAY FIRE PROTECTION INC</b>       |                  |              |                    |          |
| 02/23                                     | 02/20/2023       | 76417        | 536-336-740-000    | 51.00    |
| Total HOLLOWAY FIRE PROTECTION INC:       |                  |              |                    | 51.00    |
| Total 76417:                              |                  |              |                    | 51.00    |
| <b>HONEYWELL INC</b>                      |                  |              |                    |          |
| 02/23                                     | 02/20/2023       | 76418        | 101-265-801-000    | 5,680.53 |
| Total HONEYWELL INC:                      |                  |              |                    | 5,680.53 |
| Total 76418:                              |                  |              |                    | 5,680.53 |

| GL Period                               | Check Issue Date | Check Number | Invoice GL Account | Amount    |
|---|------------------|--------------|--------------------|-----------|
| <b>KRISTAL'S HELPING HAND LLC</b>       |                  |              |                    |           |
| 02/23                                   | 02/20/2023       | 76419        | 101-441-801-002    | 138.34    |
| 02/23                                   | 02/20/2023       | 76419        | 536-336-801-002    | 54.14     |
| 02/23                                   | 02/20/2023       | 76419        | 101-301-801-002    | 108.34    |
| 02/23                                   | 02/20/2023       | 76419        | 101-260-801-002    | 100.28    |
| 02/23                                   | 02/20/2023       | 76419        | 101-172-801-002    | 100.28    |
| 02/23                                   | 02/20/2023       | 76419        | 101-253-801-002    | 100.28    |
| 02/23                                   | 02/20/2023       | 76419        | 590-567-801-002    | 108.34    |
| Total KRISTAL'S HELPING HAND LLC:       |                  |              |                    | 710.00    |
| Total 76419:                            |                  |              |                    | 710.00    |
| <b>MICHIGAN DOWNTOWN ASSOCIATION</b>    |                  |              |                    |           |
| 02/23                                   | 02/20/2023       | 76420        | 242-733-960-000    | 200.00    |
| Total MICHIGAN DOWNTOWN ASSOCIATION:    |                  |              |                    | 200.00    |
| Total 76420:                            |                  |              |                    | 200.00    |
| <b>MICHIGAN RURAL WATER ASSOCIATION</b> |                  |              |                    |           |
| 02/23                                   | 02/20/2023       | 76421        | 592-557-801-000    | 680.00    |
| 02/23                                   | 02/20/2023       | 76421        | 590-567-801-000    | 467.50    |
| Total MICHIGAN RURAL WATER ASSOCIATION: |                  |              |                    | 1,147.50  |
| Total 76421:                            |                  |              |                    | 1,147.50  |
| <b>MML WORKERS' COMP FUND</b>           |                  |              |                    |           |
| 02/23                                   | 02/20/2023       | 76422        | 101-172-721-000    | 3,637.00  |
| Total MML WORKERS' COMP FUND:           |                  |              |                    | 3,637.00  |
| Total 76422:                            |                  |              |                    | 3,637.00  |
| <b>MOBILE MEDICAL RESPONSE</b>          |                  |              |                    |           |
| 02/23                                   | 02/20/2023       | 76423        | 101-652-801-000    | 23,750.00 |
| Total MOBILE MEDICAL RESPONSE:          |                  |              |                    | 23,750.00 |
| Total 76423:                            |                  |              |                    | 23,750.00 |
| <b>NYE UNIFORM COMPANY</b>              |                  |              |                    |           |
| 02/23                                   | 02/20/2023       | 76424        | 536-336-740-000    | 250.08    |
| 02/23                                   | 02/20/2023       | 76424        | 536-336-740-000    | 159.70    |
| 02/23                                   | 02/20/2023       | 76424        | 536-336-740-000    | 95.20     |
| 02/23                                   | 02/20/2023       | 76424        | 536-336-740-000    | 159.70    |
| Total NYE UNIFORM COMPANY:              |                  |              |                    | 664.68    |
| Total 76424:                            |                  |              |                    | 664.68    |

| GL Period                         | Check Issue Date | Check Number | Invoice GL Account | Amount |
|-----------------------------------|------------------|--------------|--------------------|--------|
| <b>PARAGON LABORATORIES</b>       |                  |              |                    |        |
| 02/23                             | 02/20/2023       | 76425        | 592-557-801-000    | 75.00  |
| Total PARAGON LABORATORIES:       |                  |              |                    | 75.00  |
| Total 76425:                      |                  |              |                    | 75.00  |
| <b>R&amp;R TECHNICAL SERVICES</b> |                  |              |                    |        |
| 02/23                             | 02/20/2023       | 76426        | 101-172-801-000    | 95.00  |
| 02/23                             | 02/20/2023       | 76426        | 101-253-801-000    | 47.50  |
| 02/23                             | 02/20/2023       | 76426        | 101-260-801-000    | 47.50  |
| 02/23                             | 02/20/2023       | 76426        | 101-301-801-000    | 71.25  |
| 02/23                             | 02/20/2023       | 76426        | 101-441-801-000    | 71.25  |
| 02/23                             | 02/20/2023       | 76426        | 536-336-801-000    | 23.75  |
| 02/23                             | 02/20/2023       | 76426        | 101-101-801-000    | 30.00  |
| 02/23                             | 02/20/2023       | 76426        | 101-301-801-000    | 45.00  |
| 02/23                             | 02/20/2023       | 76426        | 101-253-801-000    | 2.50   |
| 02/23                             | 02/20/2023       | 76426        | 101-260-801-000    | 2.50   |
| 02/23                             | 02/20/2023       | 76426        | 590-567-801-000    | 5.00   |
| 02/23                             | 02/20/2023       | 76426        | 101-101-801-000    | 90.00  |
| 02/23                             | 02/20/2023       | 76426        | 101-260-801-000    | 37.50  |
| 02/23                             | 02/20/2023       | 76426        | 101-301-801-000    | 15.00  |
| 02/23                             | 02/20/2023       | 76426        | 101-441-801-000    | 30.00  |
| 02/23                             | 02/20/2023       | 76426        | 536-336-801-000    | 15.00  |
| 02/23                             | 02/20/2023       | 76426        | 590-567-801-000    | 15.00  |
| 02/23                             | 02/20/2023       | 76426        | 592-557-801-000    | 30.00  |
| 02/23                             | 02/20/2023       | 76426        | 590-567-853-000    | 20.45  |
| 02/23                             | 02/20/2023       | 76426        | 592-557-853-000    | 20.45  |
| 02/23                             | 02/20/2023       | 76426        | 596-483-853-000    | 20.45  |
| 02/23                             | 02/20/2023       | 76426        | 661-536-853-000    | 55.00  |
| 02/23                             | 02/20/2023       | 76426        | 101-172-801-000    | 45.00  |
| 02/23                             | 02/20/2023       | 76426        | 101-253-801-000    | 37.50  |
| 02/23                             | 02/20/2023       | 76426        | 101-301-853-000    | 20.45  |
| 02/23                             | 02/20/2023       | 76426        | 202-483-853-000    | 20.45  |
| 02/23                             | 02/20/2023       | 76426        | 203-483-853-000    | 20.45  |
| 02/23                             | 02/20/2023       | 76426        | 204-483-853-000    | 20.45  |
| 02/23                             | 02/20/2023       | 76426        | 242-728-853-000    | 55.00  |
| 02/23                             | 02/20/2023       | 76426        | 536-336-853-000    | 55.00  |
| 02/23                             | 02/20/2023       | 76426        | 101-253-853-000    | 27.50  |
| 02/23                             | 02/20/2023       | 76426        | 101-260-853-000    | 27.50  |
| 02/23                             | 02/20/2023       | 76426        | 101-371-853-000    | 20.50  |
| 02/23                             | 02/20/2023       | 76426        | 101-410-853-000    | 20.45  |
| 02/23                             | 02/20/2023       | 76426        | 101-441-853-000    | 20.45  |
| 02/23                             | 02/20/2023       | 76426        | 101-748-853-000    | 20.45  |
| 02/23                             | 02/20/2023       | 76426        | 590-567-801-000    | 47.50  |
| 02/23                             | 02/20/2023       | 76426        | 592-557-801-000    | 47.50  |
| 02/23                             | 02/20/2023       | 76426        | 596-521-801-000    | 23.75  |
| 02/23                             | 02/20/2023       | 76426        | 101-265-801-000    | 42.00  |
| 02/23                             | 02/20/2023       | 76426        | 101-691-801-000    | 15.00  |
| 02/23                             | 02/20/2023       | 76426        | 101-172-853-000    | 55.00  |

| GL Period                          | Check Issue Date | Check Number | Invoice GL Account | Amount    |
|------------------------------------|------------------|--------------|--------------------|-----------|
| Total R&R TECHNICAL SERVICES:      |                  |              |                    | 1,432.00  |
| Total 76426:                       |                  |              |                    | 1,432.00  |
| <b>RITA PAPP</b>                   |                  |              |                    |           |
| 02/23                              | 02/20/2023       | 76427        | 101-260-801-000    | 36.00     |
| Total RITA PAPP:                   |                  |              |                    | 36.00     |
| Total 76427:                       |                  |              |                    | 36.00     |
| <b>ROWE PROFESSIONAL SVS COMP.</b> |                  |              |                    |           |
| 02/23                              | 02/20/2023       | 76428        | 101-265-970-002    | 17,880.00 |
| 02/23                              | 02/20/2023       | 76428        | 204-442-801-000    | 872.50    |
| 02/23                              | 02/20/2023       | 76428        | 592-557-801-000    | 2,660.00  |
| 02/23                              | 02/20/2023       | 76428        | 592-557-801-000    | 780.00    |
| 02/23                              | 02/20/2023       | 76428        | 101-172-801-000    | 180.00    |
| Total ROWE PROFESSIONAL SVS COMP.: |                  |              |                    | 22,372.50 |
| Total 76428:                       |                  |              |                    | 22,372.50 |
| <b>SHRED EXPERTS</b>               |                  |              |                    |           |
| 02/23                              | 02/20/2023       | 76429        | 101-260-801-000    | 65.00     |
| Total SHRED EXPERTS:               |                  |              |                    | 65.00     |
| Total 76429:                       |                  |              |                    | 65.00     |
| <b>STATE OF MICHIGAN - EGGLE</b>   |                  |              |                    |           |
| 02/23                              | 02/20/2023       | 76430        | 592-557-960-000    | 210.00    |
| Total STATE OF MICHIGAN - EGGLE:   |                  |              |                    | 210.00    |
| Total 76430:                       |                  |              |                    | 210.00    |
| <b>STEPHENS TIRE SERVICE</b>       |                  |              |                    |           |
| 02/23                              | 02/20/2023       | 76431        | 661-536-930-000    | 15.00     |
| 02/23                              | 02/20/2023       | 76431        | 661-536-930-000    | 90.00     |
| Total STEPHENS TIRE SERVICE:       |                  |              |                    | 105.00    |
| Total 76431:                       |                  |              |                    | 105.00    |
| <b>THUMB CELLULAR</b>              |                  |              |                    |           |
| 02/23                              | 02/20/2023       | 76432        | 101-371-853-000    | 17.96     |
| 02/23                              | 02/20/2023       | 76432        | 536-336-853-000    | 17.96     |
| 02/23                              | 02/20/2023       | 76432        | 101-301-853-000    | 213.68    |
| 02/23                              | 02/20/2023       | 76432        | 101-441-853-000    | 11.42     |
| 02/23                              | 02/20/2023       | 76432        | 202-483-853-000    | 11.42     |
| 02/23                              | 02/20/2023       | 76432        | 203-483-853-000    | 11.42     |

| GL Period                                    | Check Issue Date | Check Number | Invoice GL Account | Amount   |
|--|------------------|--------------|--------------------|----------|
| 02/23  | 02/20/2023       | 76432        | 590-567-853-000    | 11.43    |
| 02/23  | 02/20/2023       | 76432        | 592-557-853-000    | 11.43    |
| Total THUMB CELLULAR:                        |                  |              |                    | 306.72   |
| Total 76432:                                 |                  |              |                    | 306.72   |
| <b>THUMB COOLING &amp; HEATING LLC</b>       |                  |              |                    |          |
| 02/23  | 02/20/2023       | 76433        | 590-568-776-000    | 99.95    |
| Total THUMB COOLING & HEATING LLC:           |                  |              |                    | 99.95    |
| Total 76433:                                 |                  |              |                    | 99.95    |
| <b>TRI-COUNTY EQUIPMENT</b>                  |                  |              |                    |          |
| 02/23  | 02/20/2023       | 76434        | 661-536-776-000    | 2.68     |
| Total TRI-COUNTY EQUIPMENT:                  |                  |              |                    | 2.68     |
| Total 76434:                                 |                  |              |                    | 2.68     |
| <b>TUSCOLA COUNTY ADVERTISER</b>             |                  |              |                    |          |
| 02/23  | 02/20/2023       | 76435        | 101-172-900-000    | 195.00   |
| 02/23  | 02/20/2023       | 76435        | 101-172-900-000    | 195.00   |
| 02/23  | 02/20/2023       | 76435        | 101-260-900-000    | 65.00    |
| 02/23  | 02/20/2023       | 76435        | 101-172-900-000    | 195.00   |
| 02/23  | 02/20/2023       | 76435        | 101-260-900-000    | 25.00    |
| 02/23  | 02/20/2023       | 76435        | 101-172-900-000    | 195.00   |
| 02/23  | 02/20/2023       | 76435        | 101-260-900-000    | 208.00   |
| 02/23  | 02/20/2023       | 76435        | 101-172-900-000    | 195.00   |
| 02/23  | 02/20/2023       | 76435        | 101-260-900-000    | 208.00   |
| 02/23  | 02/20/2023       | 76435        | 101-260-900-000    | 65.00    |
| 02/23  | 02/20/2023       | 76435        | 101-172-900-000    | 195.00   |
| 02/23  | 02/20/2023       | 76435        | 101-260-900-000    | 208.00   |
| 02/23  | 02/20/2023       | 76435        | 101-260-900-000    | 25.00    |
| 02/23  | 02/20/2023       | 76435        | 101-172-900-000    | 195.00   |
| 02/23  | 02/20/2023       | 76435        | 101-260-900-000    | 208.00   |
| 02/23  | 02/20/2023       | 76435        | 101-172-900-000    | 195.00   |
| 02/23  | 02/20/2023       | 76435        | 101-172-900-000    | 195.00   |
| 02/23  | 02/20/2023       | 76435        | 101-260-900-000    | 702.00   |
| Total TUSCOLA COUNTY ADVERTISER:             |                  |              |                    | 3,469.00 |
| Total 76435:                                 |                  |              |                    | 3,469.00 |
| <b>TUSCOLA COUNTY EQUALIZATION &amp; GIS</b> |                  |              |                    |          |
| 02/23  | 02/20/2023       | 76436        | 101-172-801-000    | 225.00   |
| Total TUSCOLA COUNTY EQUALIZATION & GIS:     |                  |              |                    | 225.00   |
| Total 76436:                                 |                  |              |                    | 225.00   |

| GL Period                             | Check Issue Date | Check Number | Invoice GL Account | Amount   |
|---------------------------------------|------------------|--------------|--------------------|----------|
| <b>TUSCOLA COUNTY HEALTH DEPT.</b>    |                  |              |                    |          |
| 02/23                                 | 02/20/2023       | 76437        | 590-567-801-000    | 105.00   |
| Total TUSCOLA COUNTY HEALTH DEPT.:    |                  |              |                    | 105.00   |
| Total 76437:                          |                  |              |                    | 105.00   |
| <b>TUSCOLA COUNTY ROAD COMMISSION</b> |                  |              |                    |          |
| 02/23                                 | 02/20/2023       | 76438        | 661-536-930-000    | 156.00   |
| Total TUSCOLA COUNTY ROAD COMMISSION: |                  |              |                    | 156.00   |
| Total 76438:                          |                  |              |                    | 156.00   |
| <b>TUSCOLA COUNTY TREASURER</b>       |                  |              |                    |          |
| 02/23                                 | 02/20/2023       | 76439        | 101-253-801-000    | 110.48   |
| 02/23                                 | 02/20/2023       | 76439        | 101-000-425-005    | 110.00   |
| 02/23                                 | 02/20/2023       | 76439        | 101-000-425-003    | 207.50   |
| Total TUSCOLA COUNTY TREASURER:       |                  |              |                    | 427.98   |
| Total 76439:                          |                  |              |                    | 427.98   |
| <b>UIS SCADA</b>                      |                  |              |                    |          |
| 02/23                                 | 02/20/2023       | 76440        | 590-567-801-000    | 2,124.00 |
| Total UIS SCADA:                      |                  |              |                    | 2,124.00 |
| Total 76440:                          |                  |              |                    | 2,124.00 |
| <b>UNIFIRST CORPORATION</b>           |                  |              |                    |          |
| 02/23                                 | 02/20/2023       | 76441        | 101-265-776-000    | 23.90    |
| 02/23                                 | 02/20/2023       | 76441        | 536-336-740-000    | 28.75    |
| 02/23                                 | 02/20/2023       | 76441        | 590-567-776-000    | 21.64    |
| 02/23                                 | 02/20/2023       | 76441        | 101-265-776-000    | 21.00    |
| 02/23                                 | 02/20/2023       | 76441        | 101-265-776-000    | 28.00    |
| Total UNIFIRST CORPORATION:           |                  |              |                    | 123.29   |
| Total 76441:                          |                  |              |                    | 123.29   |
| <b>USA BLUEBOOK</b>                   |                  |              |                    |          |
| 02/23                                 | 02/20/2023       | 76442        | 592-557-776-000    | 419.56   |
| 02/23                                 | 02/20/2023       | 76442        | 592-557-776-000    | 402.00   |
| 02/23                                 | 02/20/2023       | 76442        | 101-265-776-000    | 297.29   |
| 02/23                                 | 02/20/2023       | 76442        | 592-557-776-000    | 361.37   |
| 02/23                                 | 02/20/2023       | 76442        | 592-557-776-000    | 36.58    |
| Total USA BLUEBOOK:                   |                  |              |                    | 712.80   |
| Total 76442:                          |                  |              |                    | 712.80   |



| GL Period                         | Check Issue Date | Check Number | Invoice GL Account | Amount     |
|-----------------------------------|------------------|--------------|--------------------|------------|
| <b>W W WILLIAMS</b>               |                  |              |                    |            |
| 02/23                             | 02/20/2023       | 76443        | 590-567-801-000    | 500.00     |
| Total W W WILLIAMS:               |                  |              |                    | 500.00     |
| Total 76443:                      |                  |              |                    | 500.00     |
| <b>WITMER PUBLIC SAFETY GROUP</b> |                  |              |                    |            |
| 02/23                             | 02/20/2023       | 76444        | 536-336-740-000    | 386.37     |
| Total WITMER PUBLIC SAFETY GROUP: |                  |              |                    | 386.37     |
| Total 76444:                      |                  |              |                    | 386.37     |
| Grand Totals:                     |                  |              |                    | 725,085.59 |

Report Criteria:

Report type: GL detail

Check.Type = {<>} "Adjustment"

# 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

To: Caro City Council, Caro City Manager

From: Brian Newcomb, Chief of Police

Regarding: Month end report, January, 2023

Date: February 6, 2023

## **POLICE REPORTS**

Police Complaints received for January 2023-215 dispatched complaints

Comparison-  
December 2022-185 dispatched complaints  
November 2022- 175 dispatched  
January 2022-182 dispatched complaints

## **MILEAGE**

January 2023-3,692 miles

## **GASOLINE**

January 2023-307.66 gallons

|                                       |    |
|---------------------------------------|----|
| Abandoned Vehicle                     | 2  |
| Alarm                                 | 15 |
| Animal at Large/dog bite              | 1  |
| Animal Cruelty                        |    |
| Armed Robbery                         |    |
| Arson                                 |    |
| Assault/domestic                      | 6  |
| Assist to MSP within city limits      | 3  |
| Assist to TUSH within city limits     | 5  |
| Assist to other PD within city limits | 3  |
| Assist to DPW                         |    |
| Assist to CARO FIRE                   |    |
| Assist to MMR                         | 3  |
| Assist to DHHS                        |    |
| Attempt to locate                     |    |
| Attempt suicide                       |    |
| Barking Dog                           |    |
| Background Check                      |    |
| Blight                                |    |
| Bond Condition Violation/Arrest       | 2  |
| Breaking and Entering                 | 1  |
| Bullying                              |    |
| Civil dispute                         | 9  |
| Child Neglect/abuse                   | 2  |
| Commercial Sex                        |    |
| Counterfeit Bills                     |    |
| Credit Card fraud                     | 1  |
| Criminal Sexual Conduct               |    |
| Curfew Violation                      |    |
| Disorderly Person                     | 3  |
| Dog left in vehicle                   |    |
| Drug Overdose                         |    |
| Eavesdropping                         |    |
| Embezzlement                          |    |
| Emotionally Disturbed                 | 1  |
| Escape                                |    |
| Extortion                             |    |
| False Police Report                   |    |
| Felonious Assault                     |    |
| Fight In progress                     |    |

|                                      |    |
|--------------------------------------|----|
| Fireworks                            |    |
| Flee and Elude                       | 1  |
| Found/lost Property                  |    |
| Forgery                              |    |
| Fraud                                | 2  |
| Fugitive                             |    |
| General Non-Criminal                 | 3  |
| Harassment                           | 1  |
| Health and Safety                    |    |
| Hit and Run PDA                      |    |
| Homicide or attempted                | 1  |
| Homeless                             |    |
| I D Theft                            |    |
| Illegal Burn                         |    |
| Indecent Exposure                    |    |
| Injury crash                         | 2  |
| Intimidation/threats                 |    |
| Illegal Dumping                      |    |
| Keys locked in Vehicle               |    |
| Kidnapping                           |    |
| Larceny                              |    |
| Larceny from Auto                    |    |
| Liquor Inspection                    | 15 |
| Liquor Violations                    |    |
| Littering                            |    |
| Malicious Destruction                | 1  |
| Mental Pickup Order                  |    |
| Mental Health call                   | 4  |
| Minor in Possession                  | 16 |
| Misdemeanor Traffic-OWI              | 1  |
| Misdemeanor Traffic-No Insurance     |    |
| Misdemeanor Traffic-DWLS             |    |
| Misdemeanor Traffic-reckless driving | 1  |
| Misdemeanor Traffic-No Registration  | 31 |
| Missing Person                       | 1  |
| Motorist Assist                      |    |
| Mutual Aid calls ** See Below**      | 3  |
| Narcotics                            | 2  |
| Natural Death Invest                 |    |
| Noise                                | 2  |

|                         |    |
|-------------------------|----|
| Obscenity               |    |
| Open Door               | 1  |
| Overdose-drugs          | 1  |
| PDA-traffic crash       | 15 |
| Parking violation       | 3  |
| Parole Violation        | 1  |
| PPO Violation           |    |
| Probation Violation     | 1  |
| Prowler                 |    |
| Public Relations        |    |
| Resist/Obstruct officer | 1  |
| Retail Fraud            | 5  |
| Runaway (juvenile)      | 1  |
| Stalking                | 2  |
| Sex Offense (other)     |    |
| Stolen Gun recovered    |    |
| Suicide                 |    |
| Suicidal Person         | 1  |
| Suspicious Person       | 2  |
| Suspicious Situation    | 3  |
| Terrorist Threat        |    |
| Threats-school violence |    |
| Threats                 | 1  |
| Tobacco violation       |    |
| Trespass                | 1  |
| Traffic Policing        | 9  |
| UDAA (Vehicle Theft)    | 1  |
| Uttering and Publishing | 1  |
| Vehicle Inspection      |    |
| Vehicle Inspection      |    |
| Verbal Domestic         | 7  |
| Warrant arrests         | 6  |
| Weapons Violations      |    |
| Wellness Check          | 5  |
| 911 Hangup              |    |

**TOTALS**

**212**

|   |      |                   |
|---|------|-------------------|
| 3654 N Main Street in Akron                                       | TUSH | domestic violence |
| 1989 Luder Rd with a domestic violence                            | TUSH |                   |
| Kingston Road near Lanway Road for a report of 30 people fighting |      | TUSH              |
| 5670 Bay City Forestville Rd in Unionville                        | TUSH | domestic violence |

# VEHICLE MAINTENANCE RECORD FOR CAR 1

| TOTAL MAINTENANCE COSTS                | YEAR:  | 2015   | MAKE:  | FORD   | MODEL: | SUV    | LICENSE: | 023X391 | VIN NO.: | 1FM5K8AR5FGB83483 |        |        |
|--|--------|--------|--------|--------|--------|--------|----------|---------|----------|-------------------|--------|--------|
|  | Jan-23 | Feb-23 | Mar-23 | Apr-23 | May-23 | Jun-23 | Jul-23   | Aug-23  | Sep-23   | Oct-23            | Nov-23 | Dec-23 |
| Enter Starting Vehicle Mileage         | 80,934 |        |        |        |        |        |          |         |          |                   |        |        |
| Enter Vehicle Mileage at End of Month  | 81,982 |        |        |        |        |        |          |         |          |                   |        |        |
| Monthly Mileage Totals                 | 1,048  | 0      | 0      | 0      | 0      | 0      | 0        | 0       | 0        | 0                 | 0      | 0      |
| Total Mileage for Year                 | 1,048  |        |        |        |        |        |          |         |          |                   |        |        |
| Maintenance Cost Per Mile              | \$0.00 |        |        |        |        |        |          |         |          |                   |        |        |
| <b>VEHICLE MAINTENANCE COSTS</b>       |        |        |        |        |        |        |          |         |          |                   |        |        |
| Oil & Filter Change                    |        |        |        |        |        |        |          |         |          |                   |        |        |
| Air Filter Change                      |        |        |        |        |        |        |          |         |          |                   |        |        |
| Fuel Filter Change                     |        |        |        |        |        |        |          |         |          |                   |        |        |
| Transmission Fluid & Filter            |        |        |        |        |        |        |          |         |          |                   |        |        |
| Engine Coolant                         |        |        |        |        |        |        |          |         |          |                   |        |        |
| Cooling System Flush                   |        |        |        |        |        |        |          |         |          |                   |        |        |
| Tire Repair or Replacement             |        |        |        |        |        |        |          |         |          |                   |        |        |
| Tire Rotation or Balance               |        |        |        |        |        |        |          |         |          |                   |        |        |
| Hose Replacement                       |        |        |        |        |        |        |          |         |          |                   |        |        |
| Brake Repair                           |        |        |        |        |        |        |          |         |          |                   |        |        |
| Engine Tune-Up                         |        |        |        |        |        |        |          |         |          |                   |        |        |
| Front End Alignment                    |        |        |        |        |        |        |          |         |          |                   |        |        |
| Power Steering / Brake Fluid           |        |        |        |        |        |        |          |         |          |                   |        |        |
| A/C or Heater Repair                   |        |        |        |        |        |        |          |         |          |                   |        |        |
| Replace Belts                          |        |        |        |        |        |        |          |         |          |                   |        |        |
| Electrical Repairs                     |        |        |        |        |        |        |          |         |          |                   |        |        |
| Battery Replacement                    |        |        |        |        |        |        |          |         |          |                   |        |        |
| Battery Cables / Terminals             |        |        |        |        |        |        |          |         |          |                   |        |        |
| Headlights or Light Bulbs              |        |        |        |        |        |        |          |         |          |                   |        |        |
| Windshield Wiper Blades                |        |        |        |        |        |        |          |         |          |                   |        |        |
| Wash & Wax                             |        |        |        |        |        |        |          |         |          |                   |        |        |
| Miscellaneous Service                  |        |        |        |        |        |        |          |         |          |                   |        |        |
| <b>TOTAL MONTHLY MAINTENANCE COSTS</b> | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00   | \$0.00  | \$0.00   | \$0.00            | \$0.00 | \$0.00 |
| <b>TOTAL</b>                           |        |        |        |        |        |        |          |         |          |                   |        | \$0.00 |

|               |
|---------------|
| TIRE SIZE     |
| 245 55R18 M&S |



# VEHICLE MAINTENANCE RECORD FOR CAR 3

| TOTAL MAINTENANCE COSTS                |  | YEAR:  | 2017   | MAKE:  | FORD   | MODEL: | SUV    | LICENSE: | VIN NO. 1FM5K8AR3HGC07315 | Jan-23 | Feb-23 | Mar-23 | Apr-23 | May-23 | Jun-23 | Jul-23 | Aug-23 | Sep-23 | Oct-23 | Nov-23 | Dec-23       |        |        |        |
|--|--|--------|--------|--------|--------|--------|--------|----------|---------------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------------|--------|--------|--------|
| Enter Starting Vehicle Mileage         |  | 52,817 |        |        |        |        |        |          |                           |        |        |        |        |        |        |        |        |        |        |        |              |        |        |        |
| Enter Vehicle Mileage at End of Month  |  | 54,534 |        |        |        |        |        |          |                           |        |        |        |        |        |        |        |        |        |        |        |              |        |        |        |
| Monthly Mileage Totals                 |  | 1,717  | 0      | 0      | 0      | 0      | 0      | 0        | 0                         | 0      | 0      | 0      | 0      | 0      | 0      | 0      | 0      | 0      | 0      | 0      | 0            | 0      |        |        |
| Total Mileage for Year                 |  | 1,717  |        |        |        |        |        |          |                           |        |        |        |        |        |        |        |        |        |        |        |              |        |        |        |
| Maintenance Cost Per Mile              |  | \$0.00 |        |        |        |        |        |          |                           |        |        |        |        |        |        |        |        |        |        |        |              |        |        |        |
| <b>VEHICLE MAINTENANCE COSTS</b>       |  |        |        |        |        |        |        |          |                           |        |        |        |        |        |        |        |        |        |        |        |              |        |        |        |
| <b>TYPE OF SERVICE</b>                 |  |        |        |        |        |        |        |          |                           |        |        |        |        |        |        |        |        |        |        |        |              |        |        |        |
| Oil & Filter Change                    |  |        |        |        |        |        |        |          |                           |        |        |        |        |        |        |        |        |        |        |        |              |        |        |        |
| Air Filter Change                      |  |        |        |        |        |        |        |          |                           |        |        |        |        |        |        |        |        |        |        |        |              |        |        |        |
| Fuel Filter Change                     |  |        |        |        |        |        |        |          |                           |        |        |        |        |        |        |        |        |        |        |        |              |        |        |        |
| Transmission Fluid & Filter            |  |        |        |        |        |        |        |          |                           |        |        |        |        |        |        |        |        |        |        |        |              |        |        |        |
| Engine Coolant                         |  |        |        |        |        |        |        |          |                           |        |        |        |        |        |        |        |        |        |        |        |              |        |        |        |
| Cooling System Flush                   |  |        |        |        |        |        |        |          |                           |        |        |        |        |        |        |        |        |        |        |        |              |        |        |        |
| Tire Repair or Replacement             |  |        |        |        |        |        |        |          |                           |        |        |        |        |        |        |        |        |        |        |        |              |        |        |        |
| Tire Rotation or Balance               |  |        |        |        |        |        |        |          |                           |        |        |        |        |        |        |        |        |        |        |        |              |        |        |        |
| Hose Replacement                       |  |        |        |        |        |        |        |          |                           |        |        |        |        |        |        |        |        |        |        |        |              |        |        |        |
| Brake Repair                           |  |        |        |        |        |        |        |          |                           |        |        |        |        |        |        |        |        |        |        |        |              |        |        |        |
| Engine Tune-Up                         |  |        |        |        |        |        |        |          |                           |        |        |        |        |        |        |        |        |        |        |        |              |        |        |        |
| Front End Alignment                    |  |        |        |        |        |        |        |          |                           |        |        |        |        |        |        |        |        |        |        |        |              |        |        |        |
| Power Steering / Brake Fluid           |  |        |        |        |        |        |        |          |                           |        |        |        |        |        |        |        |        |        |        |        |              |        |        |        |
| A/C or Heater Repair                   |  |        |        |        |        |        |        |          |                           |        |        |        |        |        |        |        |        |        |        |        |              |        |        |        |
| Replace Belts                          |  |        |        |        |        |        |        |          |                           |        |        |        |        |        |        |        |        |        |        |        |              |        |        |        |
| Electrical Repairs                     |  |        |        |        |        |        |        |          |                           |        |        |        |        |        |        |        |        |        |        |        |              |        |        |        |
| Battery Replacement                    |  |        |        |        |        |        |        |          |                           |        |        |        |        |        |        |        |        |        |        |        |              |        |        |        |
| Battery Cables / Terminals             |  |        |        |        |        |        |        |          |                           |        |        |        |        |        |        |        |        |        |        |        |              |        |        |        |
| Headlights or Light Bulbs              |  |        |        |        |        |        |        |          |                           |        |        |        |        |        |        |        |        |        |        |        |              |        |        |        |
| Windshield Wiper Blades                |  |        |        |        |        |        |        |          |                           |        |        |        |        |        |        |        |        |        |        |        |              |        |        |        |
| Wash & Wax                             |  |        |        |        |        |        |        |          |                           |        |        |        |        |        |        |        |        |        |        |        |              |        |        |        |
| Miscellaneous Service                  |  |        |        |        |        |        |        |          |                           |        |        |        |        |        |        |        |        |        |        |        |              |        |        |        |
| <b>32</b>                              |  |        |        |        |        |        |        |          |                           |        |        |        |        |        |        |        |        |        |        |        |              |        |        |        |
| <b>TOTAL MONTHLY MAINTENANCE COSTS</b> |  | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00   | \$0.00                    | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00       | \$0.00 | \$0.00 |        |
|  |  |        |        |        |        |        |        |          |                           |        |        |        |        |        |        |        |        |        |        |        | <b>TOTAL</b> |        | \$0.00 | \$0.00 |

Tire Size=245/55R18  
**MILLARS TIRES BAY CITY**



# VEHICLE MAINTENANCE RECORD FOR CAR 464

| TOTAL MAINTENANCE COSTS                | YEAR:          | 2019          | VIN NO 1C4RDJFG1KC708488 |               |               |               |               |               |               |               |               |               |  |
|--|----------------|---------------|--------------------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|--|
|  | Jan-23         | Feb-23        | Mar-23                   | Apr-23        | May-23        | Jun-23        | Jul-23        | Aug-23        | Sep-23        | Oct-23        | Nov-23        | Dec-23        |  |
| Enter Starting Vehicle Mileage         | 15,147         |               |                          |               |               |               |               |               |               |               |               |               |  |
| Enter Vehicle Mileage at End of Month  | 15,855         |               |                          |               |               |               |               |               |               |               |               |               |  |
| Monthly Mileage Totals                 | 708            | 0             | 0                        | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             |  |
| Total Mileage for Year                 | 708            |               |                          |               |               |               |               |               |               |               |               |               |  |
| Maintenance Cost Per Mile              | \$0.09         |               |                          |               |               |               |               |               |               |               |               |               |  |
| <b>VEHICLE MAINTENANCE COSTS</b>       |                |               |                          |               |               |               |               |               |               |               |               |               |  |
| Oil & Filter Change                    | \$65.96        |               |                          |               |               |               |               |               |               |               |               |               |  |
| Air Filter Change                      |                |               |                          |               |               |               |               |               |               |               |               |               |  |
| Fuel Filter Change                     |                |               |                          |               |               |               |               |               |               |               |               |               |  |
| Transmission Fluid & Filter            |                |               |                          |               |               |               |               |               |               |               |               |               |  |
| Engine Coolant                         |                |               |                          |               |               |               |               |               |               |               |               |               |  |
| Cooling System Flush                   |                |               |                          |               |               |               |               |               |               |               |               |               |  |
| Tire Repair or Replacement             |                |               |                          |               |               |               |               |               |               |               |               |               |  |
| Tire Rotation or Balance               |                |               |                          |               |               |               |               |               |               |               |               |               |  |
| Hose Replacement                       |                |               |                          |               |               |               |               |               |               |               |               |               |  |
| Brake Repair                           |                |               |                          |               |               |               |               |               |               |               |               |               |  |
| Engine Tune-Up                         |                |               |                          |               |               |               |               |               |               |               |               |               |  |
| Front End Alignment                    |                |               |                          |               |               |               |               |               |               |               |               |               |  |
| Power Steering / Brake Fluid           |                |               |                          |               |               |               |               |               |               |               |               |               |  |
| A/C or Heater Repair                   |                |               |                          |               |               |               |               |               |               |               |               |               |  |
| Replace Belts                          |                |               |                          |               |               |               |               |               |               |               |               |               |  |
| Electrical Repairs                     |                |               |                          |               |               |               |               |               |               |               |               |               |  |
| Battery Replacement                    |                |               |                          |               |               |               |               |               |               |               |               |               |  |
| Battery Cables / Terminals             |                |               |                          |               |               |               |               |               |               |               |               |               |  |
| Headlights or Light Bulbs              |                |               |                          |               |               |               |               |               |               |               |               |               |  |
| Windshield Wiper Blades                |                |               |                          |               |               |               |               |               |               |               |               |               |  |
| Wash & Wax                             |                |               |                          |               |               |               |               |               |               |               |               |               |  |
| Tie Rods/Alignment                     |                |               |                          |               |               |               |               |               |               |               |               |               |  |
| Muffler                                |                |               |                          |               |               |               |               |               |               |               |               |               |  |
| Tow/Wrecker Service                    |                |               |                          |               |               |               |               |               |               |               |               |               |  |
| Miscellaneous Service                  |                |               |                          |               |               |               |               |               |               |               |               |               |  |
| <b>TOTAL MONTHLY MAINTENANCE COSTS</b> | <b>\$65.96</b> | <b>\$0.00</b> | <b>\$0.00</b>            | <b>\$0.00</b> | <b>\$0.00</b> | <b>\$0.00</b> | <b>\$0.00</b> | <b>\$0.00</b> | <b>\$0.00</b> | <b>\$0.00</b> | <b>\$0.00</b> | <b>\$0.00</b> |  |

# VEHICLE MAINTENANCE RECORD FOR CAR 465

| TOTAL MAINTENANCE COSTS                | YEAR:         | 2022          | 2023          | 2024          | 2025          | 2026          | 2027          | 2028          | 2029          | 2030          |               |               |
|--|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|
|  | Jan-23        | Feb-23        | Mar-23        | Apr-23        | May-23        | Jun-23        | Jul-23        | Aug-23        | Sep-23        | Oct-23        | Nov-23        | Dec-23        |
| Enter Starting Vehicle Mileage         |               |               |               |               |               |               |               |               |               |               |               |               |
| Enter Vehicle Mileage at End of Month  |               |               |               |               |               |               |               |               |               |               |               |               |
| Monthly Mileage Totals                 | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             |
| Total Mileage for Year                 | 0             |               |               |               |               |               |               |               |               |               |               |               |
| Maintenance Cost Per Mile #DIV/0!      |               |               |               |               |               |               |               |               |               |               |               |               |
| <b>VEHICLE MAINTENANCE COSTS</b>       |               |               |               |               |               |               |               |               |               |               |               |               |
| 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                  |               |               |               |               |               |               |               |               |               |               |               |               |
| <b>TOTAL MONTHLY MAINTENANCE COSTS</b> | <b>\$0.00</b> | <b>\$0.00</b> | <b>\$0.00</b> | <b>\$0.00</b> | <b>\$0.00</b> | <b>\$0.00</b> | <b>\$0.00</b> | <b>\$0.00</b> | <b>\$0.00</b> | <b>\$0.00</b> | <b>\$0.00</b> | <b>\$0.00</b> |



## CITY OF CARO FIRE DEPARTMENT

February 2023 Council Fire report

### January 2023 monthly review

- Caro Fire Dept. is in the final stages of making an offer for an Aerial Ladder. 100-foot 2009 Pierce, in Alabama.
- Our current Aerial Ladder, 1988, will be sold soon.
- The fire department answered 18 calls for the month of January 2023
- The Medical First Responder project should start mid-month of February. Medical supplies are arriving. We just need to have the State come in to certify the department for medical runs.
- 5 Firefighters are enrolled in the Instructor I course, taught through the State Fire Training Council. This class is a prerequisite for the Fire Officer class.
- The department is finalizing the Grain Bin rescue program and should officially start running emergency rescue calls for grain bin entrapment soon.
- A full Annual Fire Department report should be finalized by the February Council meeting

Respectfully submitted,

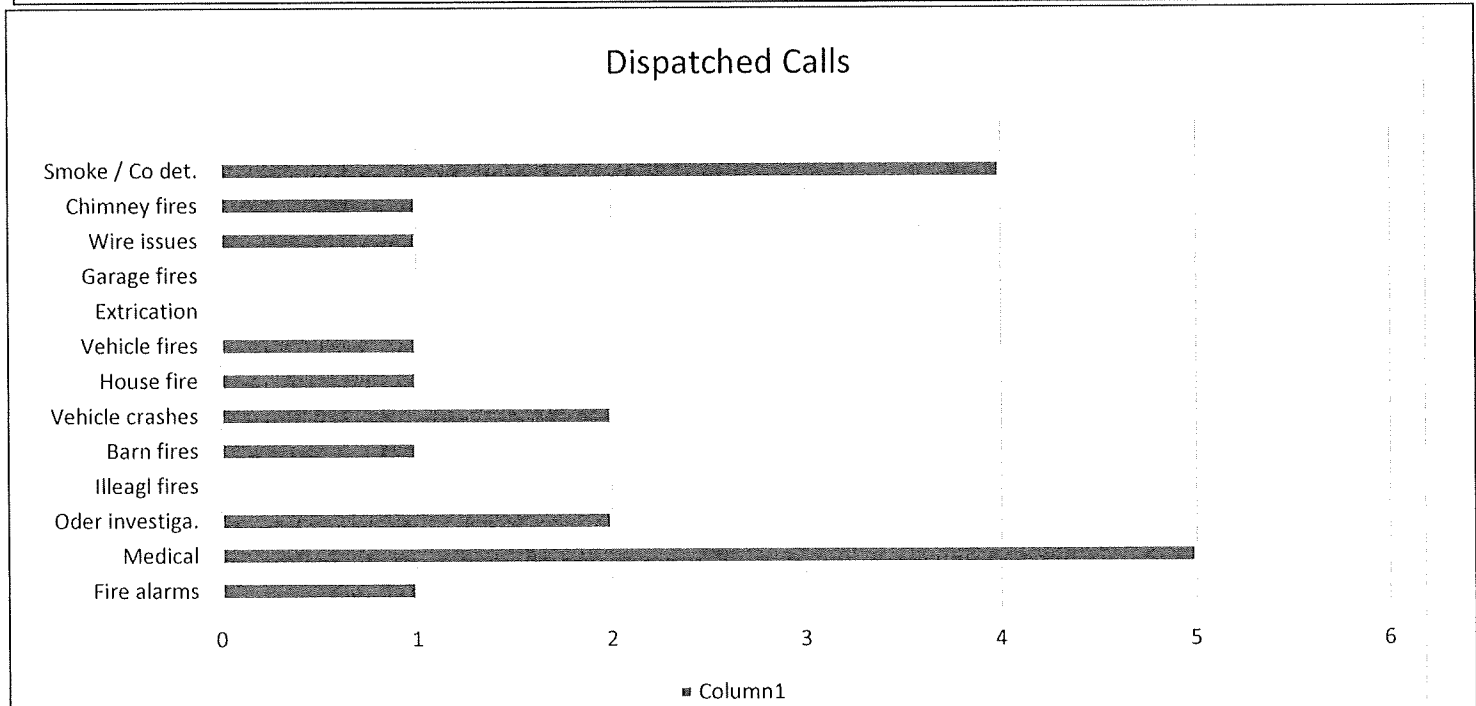
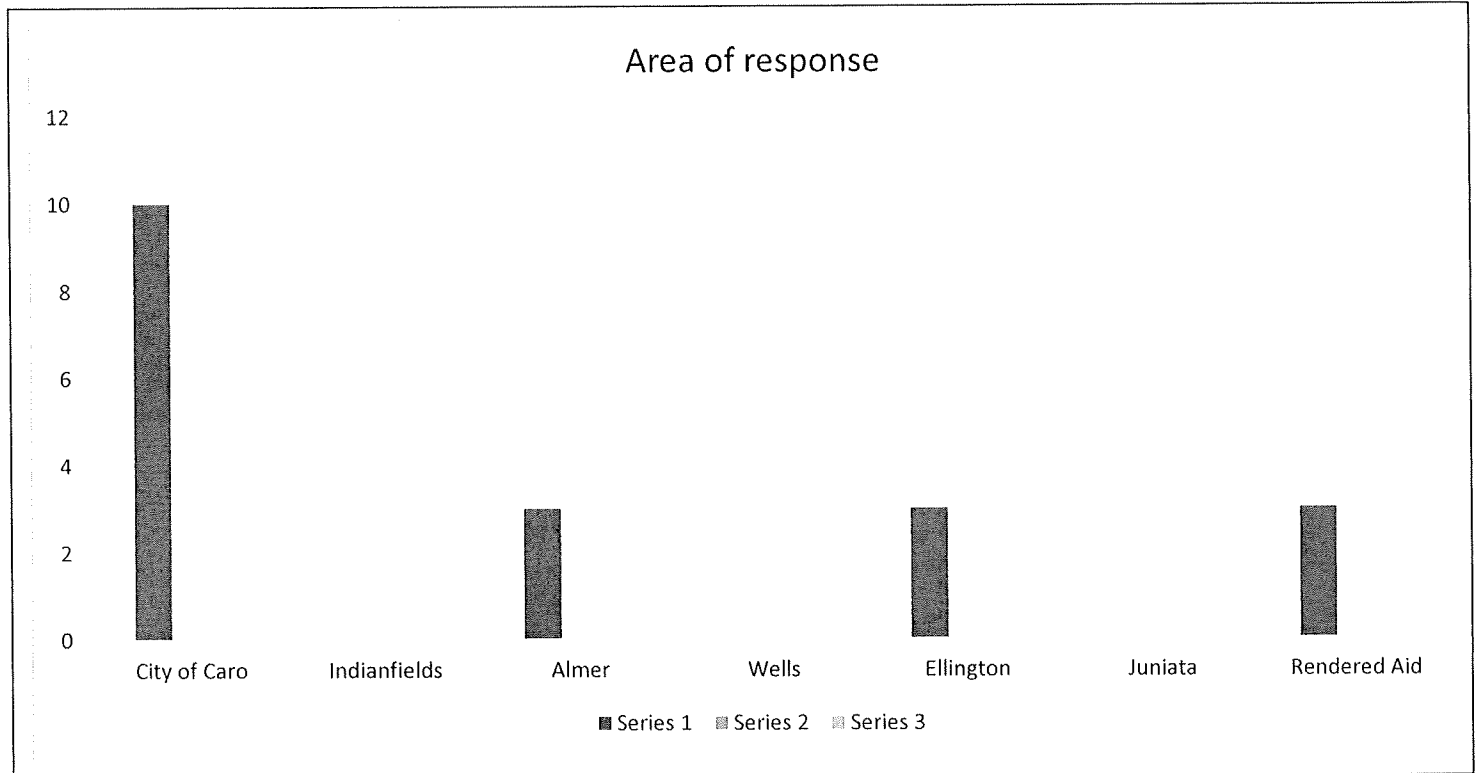
Randall Heckroth, City of Caro Fire Chief



# CITY OF CARO FIRE DEPARTMENT

February 2023 Council Fire report

January 2023 monthly review







# CITY OF CARO CODE ENFORCEMENT

February 2023 Council Code report

January 2023 monthly review

|                     |                              |   |
|---------------------|------------------------------|---|
| 506 S. Almer St.    | Garbage violation            | 2 <sup>nd</sup> . notice                  |
| 128 Alexander St.   | tires                        | 1 <sup>st</sup> . notice                  |
| 121 Alexander St.   | House repairs needed         | 2 <sup>nd</sup> . offence \$250.00 ticket |
| 410 E. Frank St.    | Garbage violation            | 1 <sup>st</sup> . Offence \$100.00 ticket |
| 220 Columbia St.    | Appliance                    | 1 <sup>st</sup> . notice                  |
| 246 Columbia St.    | Blight vehicle               | 2 <sup>nd</sup> . notice                  |
| 509 E. Frank St.    | Blight vehicle               | 2 <sup>nd</sup> . notice                  |
| 263 E. Sherman St.  | Tires, boards, garbage       | 1 <sup>st</sup> . notice                  |
| 263 E. Sherman St.  | Blight vehicle               | 1 <sup>st</sup> . notice                  |
| 524 Ward St.        | appliance                    | 1 <sup>st</sup> . notice                  |
| 315 E. Grant St.    | Blight vehicle               | 1 <sup>st</sup> . notice                  |
| 315 E. Grant St.    | Trailers in front yard       | 1 <sup>st</sup> . notice                  |
| 226 W. Burnside St. | Garbage violation            | 1 <sup>st</sup> . notice                  |
| 657 W. Sherman St.  | tires                        | Case resolved                             |
| 818 W. Burnside St. | Garbage violation            | 2 <sup>nd</sup> . notice                  |
| 674 W. Burnside St. | Garbage violation            | 1 <sup>st</sup> .notice                   |
| 640 W. Burnside St. | Blight vehicle               | 1 <sup>st</sup> . notice                  |
| 320 W. Grant St.    | Blight vehicle               | Case resolved                             |
| 602 W. Gilford Rd.  | pallets                      | 5 <sup>th</sup> . offence \$500.00 ticket |
| 602 W. Gilford Rd.  | Unpermitted pool             | 5 <sup>th</sup> . offence \$500.00 ticket |
| 213 W. Congress St. | tires                        | Case resolved                             |
| 127 W. Congress St. | boards                       | Case resolved                             |
| 213 W. Congress St. | Unpermitted container        | Case resolved                             |
| 121 Atwood St.      | Blight vehicle               | Case resolved                             |
| 147 Atwood St.      | Trailer in yard              | Case resolved                             |
| 107 Bates St.       | Unpermitted container        | Case resolved                             |
| 151 Adams St.       | Blight vehicle               | Case resolved                             |
| 209 E. Congress St. | Blight vehicle               | Case resolved                             |
| 525 S. Hooper St.   | Canopy structure             | Case resolved                             |
| 100 S. Hooper St.   | Unpermitted pool             | Case resolved                             |
| 524 S. Hooper St.   | Unpermitted hot tub          | 1 <sup>st</sup> . offence \$100.00 ticket |
| 1725 Parkway Dr.    | Several blight vehicles      | 1 <sup>st</sup> . notice                  |
| 166 Park Dr.        | Accumulation of junk         | 1 <sup>st</sup> . notice                  |
| 340 W. Gilford Rd.  | Storage container violation  | 1 <sup>st</sup> . notice                  |
| 340 W. Gilford Rd.  | Vehicle 4-sale in front yard | 1 <sup>st</sup> . notice                  |
| 636 W. Frank St.    | No smoke detector            | 1 <sup>st</sup> . offence \$100.00 ticket |
| 318 E. Grant St.    | tires                        | 4 <sup>th</sup> . offence \$500.00 ticket |
| 318 E. Grant St.    | Blight vehicle               | 1 <sup>st</sup> . notice                  |



# CITY OF CARO CODE ENFORCEMENT

February 2023 Council Code report

January 2023 monthly review

|                    |                                   |   |
|--------------------|-----------------------------------|---|
| 340 W. Gilford Rd. | Rent a container, not on driveway | 2 <sup>nd</sup> . notice                  |
| 602 W. Gilford Rd. | Unpermitted pool                  | 6 <sup>th</sup> . offence \$500.00 ticket |
| 602 W. Gilford Rd. | pallets                           | 6 <sup>th</sup> . offence \$500.00 ticket |
| 340 W. Gilford Rd. | Vehicle 4-sale in front yard      | Case resolved                             |
| 204 Ellis St.      | Blight vehicle                    | 1 <sup>st</sup> . notice                  |
| 509 E. Frank St.   | Blight vehicle                    | 6 <sup>th</sup> . offence \$500.00 ticket |
| 400 E. Frank St.   | Blight vehicles X 2               | Case resolved                             |
|                    |                                   |   |
|                    |                                   |   |

Page 2 of 3

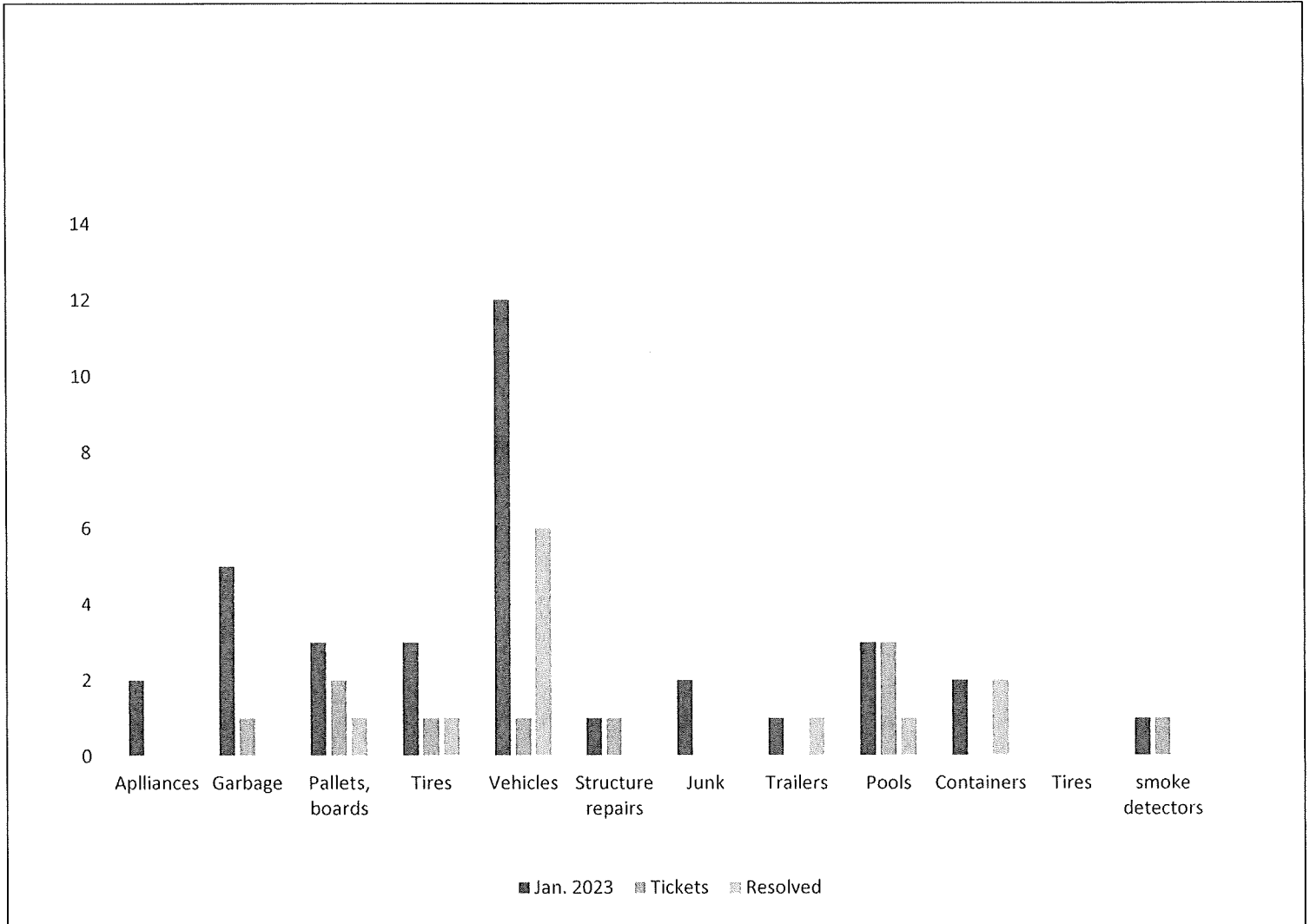


# CITY OF CARO CODE ENFORCEMENT

February 2023 Council Code report

January 2023 monthly review

Page 3 of 3



Monthly total tickets issued, \$3550.00

Monthly total blights, 43

Monthly cases resolved, 15

Top 3-Violations for January 2023 #1 Blight vehicles #2 Garbage #3 Tires/ junk



# CITY OF CARO

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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

## MEMORANDUM

**To: Scott Czasak & City Council**  
**From: Tom Reese Director of Public Works**  
**Date: February 20<sup>th</sup> 2023**  
**Re: January Monthly report**

---

### ACTIVITY

- Daily well checks.
- We have done 22 MISS DIG tickets
- We have completed over 43 work orders. This is a breakdown of what was done:
  - 4 meter install/replace
  - 8 Final reads
  - 11 billing issues
  - 4 water turn off/on
  - 3 discolored/rusty/smell/low pressure
  - 4 Trees/stumps/leaves/branches
  - 4 sewer/jetting
  - 1 tap removed.
  - 1 Resident question
  - 1 Street light out
  - 1 pothole
  - 1 Miscellaneous garbage
  - 1 Daily operations
- Continued meter reading.
- Working on getting roof quotes for City Hall and DPW buildings
- Getting quotes for gutters for City Hall and DPW buildings
- Working with Scott and Mike C on the new parking lot at City Hall
- Working on getting quotes for SCADA system
- The guys repaired the cold patch wagon heater.
- Eveen did an oil change on 4519 Kubota mini loader.
- The guys hung 39 shutoff notices.
- We had 9 shutoffs the next day.
- We fixed the sweeper after the new valve came in.
- Doing routine maintenance on small equipment
- Got plow mount mounted on 45.12 GMC pickup.
- Mike F and I with help from Jennifer are working on cross connection reports.
- Removed snowflakes from downtown.
- Took routine monthly water samples 2/1/23.

# CITY OF CARO

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The guys came in early on Monday after the snow and cleaned downtown.

- We started hauling snow form downtown.
  - We burnt the brush pile at Weeden Rd dump.
  - We fixed too fire hydrants and put them back in service.
  - We pumped down the arsenic plant pit.
  - Working with lining contractor for Allen St and Pearl St
  - The guys took down string lights at the farmers market also fixed the toilet paper dispenser.
  - We had a meeting about the state hospital backup well.
  - Street sweeping when weather allows.
- 
- UP COMING PROJECTS
  - Tornado siren relocation

## ATTACHMENTS

# CITY OF CARO

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**TO:** Scott Czasak, City Manager and Caro City Council  
**FROM:** Ken Fields, W.W.T.P.  
**SUBJECT:** January 2023 Report  
**DATE:** February 15, 2023

## **FOR THE AGENDA OF: February 2023**

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

- Our Permit required monthly Discharge Monitoring Report for January 2023 was sent electronically via MiEnviro to the EGLE.
- We set up and ran the Cities Drinking water samples for January 2023.
- 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 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
- Replaced auger on the grit system.
- Lift station # 7 started the replacement of the pump and control system.
- The head work gas alarm system has failed and is getting price quotes to replace.
- Portable 4 in c.h.&e. trash pump shaft is broken. pump is obsolete.
- Helped with a pump around and generator on pearl st for the DPW.
- Operator Randy is back to work and doing great.
-

# Memorandum

**To:** City Council

**From:** Rita Papp

**Date:** February 14, 2023

**Re:** Municipal Parking Violations Report, January 2023

---

|                                   |  |    |
|-----------------------------------|--|----|
| <b>No Parking 2 a.m. – 5 a.m.</b> | <b>Municipal Parking Violations Written</b>                        | 21 |
|                                   | <b>Warnings</b>  | 19 |
|                                   | <b>2<sup>nd</sup> Offense</b>                                      | 2  |
|                                   | <b>3<sup>rd</sup>, 4<sup>th</sup> &amp; 5<sup>th</sup> Offense</b> | 0  |
|                                   | <b>6<sup>th</sup> &amp; 7<sup>th</sup> Offense</b>                 | 0  |

---

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

---

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

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## Memorandum

**TO: City Manager, City Council**

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

**Date: February 15, 2023**

**RE: Department Report**

---

### Activity:

- Completed 2022 Caro Farmers Market Annual Report.
- Assisted GST in planning for Child Abuse Prevention Month Kick off Event to be held on April 3<sup>rd</sup> from 12-1:30pm at State Street Square.
- Developing the 2022 Planning Commission Annual Report.
- Updating Caro Farmers Market program partner, event sponsorship policies and vendor application forms for the 2023 season.
- Continued work on objectives of the current Master Plan.
- Continuing to develop the 2023-24 DSI Budget.
- Attended DDA meeting, as dedicated DDA staff person.
- Registered for food access business development training hosted “ How to Start a Farm Stop” by Argus, per the DDA.
- Working with community volunteers to develop Music in the Park events.
- Hosted first 2023 Caro Farmers Market Vendor Meeting.
- Attended TFAC meeting. Updated collaborative on food access numbers at the Caro Farmers Market. Contributed to the TFAC Annual report, Discussed LFPA grant planning.
- Completed MI Mainstreet training through MEDC. Will use training to benefit community projects.
- Attended continuing education courses to keep Master Citizen Planner certificate current.
- Continued Michigan Downtown Association training modules, registered for MiPDM certification program to benefit DDA.
- Continuing to develop the SPARK GRANT Application for Parks & Recreation.
- Attended: Initiate- Small Business Development Training Cohort (series)
- Presented at in person MIFMA Manager Certificate program in Jackson, MI- Topic: Market Policy Development.

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**TO:** City Manager/ City Council  
**FROM:** Rita Papp – City Clerk  
**SUBJECT:** Banner Request – Heritage Vintage Market #1  
**DATE:** February 20, 2023

---

## **Background:**

City of Caro has a Banner Policy. Only non-profit organizations will be authorized to hang banners within the city. The fee to hang a banner is \$150.00 per banner and must be paid prior to the banner being hung. We have received a Banner Request from Heritage Vintage Market. Their request is to have it up May 8 - 22, 2023. This Banner will be placed at the second location, east end of town.

## **Option 1**

Motion to approve the Banner Request from Heritage Vintage Market May 8 – 22, 2023, pending payment of \$150.00 prior to the banner placement.

## **Option 2**

To deny the Banner Request.

## **Option 3**

To postpone this matter for further discussion.

# 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 Shari Blackburn PHONE 810-308-8398

ORGANIZATION Heritage Vintage Market

EVENT Heritage Spring Market at Tuscola County Fairground May 21st 2023

DATE YOU WISH BANNERS TO BE PUT UP May 8th

DATE YOU WISH BANNERS TO BE TAKEN DOWN May 22nd

Approved By: \_\_\_\_\_

City Council  
By: City Clerk

\_\_\_\_\_ Date

Payment Received by: \_\_\_\_\_

\_\_\_\_\_ Date

Adopted by Council: 04-03-06

Revised 9-19-22

**150+ Vendors/Crafters**

**Food Trucks**

**HERITAGE VINTAGE MARKET**

ReLoved-Repurposed-Vintage-HandMade-Boutique

**Tuscaloosa County Fairgrounds**

**MAY 21ST 10AM - 4PM**

**Live Entertainment**

**The Blues Brothers**

Tribute by The Soul Men



# CITY OF CARO

CITY MANAGER  
SCOTT R. 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: Caro City Council  
FROM: City Manager Scott R. Czasak  
DATE: Wednesday, February 15, 2023  
RE: Agenda Item 2 – Contract for Engineering Services - Rowe

---

Members of the Caro City Council,

As part of the process to obtain funding under the Drinking Water State Revolving Fund (DWSRF) Rowe Engineering and city staff have been working towards finalizing the projects to be worked on and where to place a new well. After reaching a consensus, we are ready to move to the next step, which is where this contract comes in.

Rowe is proposing to prepare the project plan document, assist in facilitating a required public meeting, and coordinate the submittal of all required documents in order to apply for DWSRF funds by June 1, 2023. As with the CWSRF discussed at the last meeting, there is the possibility of this fund either giving us grants, or low interest loans, in order to complete this work. The proposed cost of the project is \$9.6 million.

Rowe propose to conduct the above-described services for a cost of \$19,600, which would be included in our DWSRF funds application. This contract has been reviewed by our attorney and she signed off as to the form of the contract.

Your options for motions are:

1. Move to authorize the City Manager to sign the contract with Rowe Professional Services Company for the Drinking Water State Revolving Fund Project Plan – Fiscal Year 2024 under the terms of the contract.
2. Move to reject the proposed contract and authorize the City Manager to inform Rowe Professional Services Company of the rejection.



January 31, 2023

Mr. Scott Czasak, City Manager  
City of Caro  
317 South State Street  
Caro, MI 48723

RE: State Revolving Fund Project Plan – Fiscal Year 2024

Dear Mr. Czasak:

ROWE Professional Services Company is pleased to work with the City of Caro as you look to the future and the need to obtain potential funding for improvements to the city's water system. As you are aware, ROWE assisted the city with submitting a Letter of Intent to apply for funding through the State of Michigan Drinking Water State Revolving Fund (DWSRF) programs. The next step in the process will be to prepare a formal project plan that incorporates the proposed project. Michigan Department of Environment, Great Lakes, and Energy (MI-EGLE) has very specific guidelines for the preparation of these plans. At this time, it is not certain if or when dollars may be allocated to loan forgiveness initiatives in addition to DWSRF programs' normal loan allocations. Currently, the city plans to complete water system improvement projects to upgrade various aspects of the water infrastructure. Developing a project plan that incorporates current projects and future projects will allow the city to submit future project plans (five-year period) with minimal updates required.

Below is a list of the projects that were included in the Letter of Intent.

Proposed Projects

- DWSRF - \$9,600,000
  - Watermain replacements on the following streets:
    - Norman Street from Almer to Montague
    - East Sherman from east of Court to Frank
    - Sheridan from West Burnside to West Lincoln
    - Gilford Road from Fremont to Palmer
    - East Frank from M-81 to Howard
    - Howard Street from Montague to Frank
    - Gilford Road from Hooper to Collingwood Drive
    - Hooper Street from Water Tower to M-81
  - Water meter upgrades across the entire system
  - Arsenic Filter Tank Rehabilitation and media replacement
  - Replacement Well
  - Service Leads – Replace Lead and Galvanized Service Leads on the streets referenced above.

**SINCE 1962**

**PROGRAM SPECIFICS:**

As you are aware, the MI-EGLE DWSRF program primarily consists of low interest loans and possible principal forgiveness that are offered to municipalities and other entities that provide water services. MI-EGLE is also administering the American Rescue Plan (ARP) Grants (FY 2023 & 2024) and the Bipartisan Infrastructure LAW (BIL) funds through these programs.

With the inclusion of the ARP and BIL funds, the interest in the program has skyrocketed. The programs (CWSRF and DWSRF) received more than 500 applications for nearly five billion dollars in funding. The requested funding amount greatly exceeds the current available funding allocation. The program will likely be very competitive, and the amount of grant funding will be limited.

Each application will be scored in accordance with the program criteria. The criteria generally include the following categories:

*DWSRF*

|   |                      |
|---|----------------------|
| 1. Drinking Water Regulatory Compliance | 25 Points Max        |
| 2. Public Health Protection             | 20 Points Max        |
| 3. Drinking Water Quality Standards     | 15 Points Max        |
| 4. Improving Infrastructure             | 15 Points Max        |
| 5. Affordability                        | <u>25 Points Max</u> |
| Total                                   | 100 Points Max       |

The total points for each category will be determined by the published scoring criteria. Project funding will be awarded to the highest scoring applications until the available funding is exhausted.

Based on the current interest, it is likely that the grant funding will be awarded to communities that qualify for the affordability points. These points will be awarded to the "Overburdened" and "Significantly Overburdened" communities. Fortunately, it appears the city may qualify for one or both designations. Since you are including lead and galvanized service line replacements you may also qualify for BIL grant funds. Additionally, points are awarded to communities that are addressing enforcement orders or acute violations with their projects. Minimal points are awarded to communities that have been proactive in addressing public health issues.

Communities that do not score high enough to receive grant funding, will likely be offered low interest loans if sufficient funds are available. The low interest rates for FY 2023 were 1.875 percent (20 Year) and 2.125 percent (30 Year).

**SCOPE OF SERVICES:**

As discussed, the next step in the process is to prepare a formal project plan that meets the requirements of the DWSRF program. The preparation of the application requires a significant amount of effort and expense. The following is the proposed scope of services to prepare the application.

1. Prepare the Project Plan document which includes the following components:
  - Project and community background.
  - Existing facility data and water system demands.
  - Summary of the project needs.
  - Description of current and future proposed projects.
  - Analysis of considered alternatives (typically they require a minimum of three alternatives).
  - Proposed project maps.
  - Financial analysis and anticipated costs of the alternatives of projects.
  - Details of the selected alternative including a schedule, user costs, and design parameters.
  - Environmental evaluation of the selected alternative and necessary mitigation measures known at this time. Please note if a full historical or archaeological review is required, an additional fee will be provided for your review based on the scope of services needed.
  
2. Assist the city in facilitating the required public meeting. The public meeting must be documented by the city and a summary of the discussion must be included in the project plan. Please note the public meeting notice must be published a minimum of 10 days prior to the meeting and a final draft copy of the plan must be available for review by the public during that entire period.

We would propose the city schedule a public meeting at the Council's first meeting in May, and the draft would be available for review by mid-late April 2023, to meet the required 10-day public notice period.

3. Coordinate the submittal of all required documents to MI-EGLE prior to the June 1, 2023, deadline.

**COMPENSATION:**

ROWE proposes to complete the scope of services identified above for a lump sum cost of **\$19,600.**

If this proposal is approved, ROWE will provide the city with a contract for services to execute. If you have any questions, please feel free to contact me and I can attend the next commission meeting to answer any questions.

Sincerely,  
ROWE Professional Services Company

**Mike Carpenter** Digitally signed by Mike Carpenter  
Date: 2023.01.31 17:11:02 -05'00'

Michael C. Carpenter  
Project Administrator

Contract for Engineering/Aerial or Surveying/Planning Services  
City of Caro  
State Revolving Fund Project Plan – Fiscal Year 2024

THIS AGREEMENT, entered into this \_\_\_\_ day of \_\_\_\_\_, by and between City of Caro hereinafter referred to as the "Owner", and ROWE Professional Services Company, hereinafter referred to as the "Engineer/Surveyor/Planner".

The Owner has the following project, hereinafter referred to as the "Project": Drinking Water State Revolving Fund Project Plan – Fiscal Year 2024

The Owner and the Engineer/Surveyor/Planner, in consideration of the mutual covenants hereinafter set forth, agree as follows in regard to the involvement of the Engineer/Surveyor/Planner in the Project:

**Section 1 – Basic Services of the Engineer/Surveyor/Planner**

A. Scope of Service:

The Engineer/Surveyor/Planner will perform the services described in the Engineer/Surveyor/Planner's Proposal, dated January 31, 2023 (hereinafter the "Services"). A copy of the Proposal is attached and incorporated into this Agreement as Exhibit A.

B. General:

1. The Engineer/Surveyor/Planner agrees to perform the Services in a timely manner, consistent with sound professional practice, in connection with the Project. If there is a written schedule that applies to the Services, it will be identified in Exhibit A or in a separate written document agreed to by both the Owner and Engineer/Surveyor/Planner.
2. Serve as the Owner's representative with respect to the work to be performed under this Agreement. Engineer/Surveyor/Planner shall have complete authority to provide direction, transmit instructions, receive, and review information, interpret, and define Owner's policies and decisions with respect to the work covered by this Agreement.

**Section 2 – Additional Services of the Engineer/Surveyor/Planner**

A. General:

If authorized in writing by the Owner, the Engineer/Surveyor/Planner will perform additional services of the following types which will be paid for by the Owner as indicated in Paragraph 5.B.

1. Additional services due to changes in the general scope of the Project.
2. Additional services due to unforeseen or hidden conditions.
3. Additional services in connection with the Project, not otherwise provided for in this Agreement, subject to prior approval of the Owner.

**Section 3 – Owner's Responsibilities**

A. General:

1. Provide full information as to its requirements for the Project.
2. Assist the Engineer/Surveyor/Planner by placing at the Engineer/Surveyor/Planner's disposal all available information pertinent to the Project, including previous reports and any other data relative to the Services of the Project.
3. Provide access for the Engineer/Surveyor/Planner to enter upon lands as required for the Engineer/Surveyor/Planner to be able to perform the Services.
4. Examine all studies, reports, sketches, estimates, specifications, drawings, proposals, and other documents presented by the Engineer/Surveyor/Planner and shall render in writing decisions pertaining thereto within a reasonable time so as not to delay the Services or the Project. The

Engineer/Surveyor/Planner will assist the Owner in preparing applications and documents to secure approvals and permits. The Owner is responsible for payment of permit application fees and charges.

5. Provide reasonable legal, accounting, and insurance counseling services for the Project.
6. Obtain approval of governmental authorities having jurisdiction over the Project.
7. Furnish, or direct the Engineer/Surveyor/Planner to provide, at the Owner's expense, necessary additional services as stipulated in Section 2 of this Agreement, or other services as required.
8. Give prompt written notice to the Engineer/Surveyor/Planner whenever the Owner observes or otherwise becomes aware of any defect or suspected defect in the Project. Decisions and direction from the Owner shall be provided in a timely manner, so as to not delay the Services or the Project.

#### **Section 4 – Period of Service**

##### A. General:

1. The Engineer/Surveyor/Planner will commence performing the Services after this Agreement is signed by the Owner and the Owner has provided written authorization to proceed.
2. The Services shall be considered complete when Services described in Exhibit A have been completed.

#### **Section 5 – Payments to the Engineer/Surveyor/Planner**

##### A. Payments for Basic Services of the Engineer/Surveyor/Planner Under Section 1:

1. The Owner will pay the Engineer/Surveyor/Planner for the Services indicated in Exhibit A.
2. The payment for the Services as defined above shall be allocated to be paid monthly, as the Services progress. Payments are due within 30 days of the invoice date.

##### B. Payment for Additional Services of the Engineer/Surveyor/Planner Under Section 2:

1. The Owner will pay the Engineer/Surveyor/Planner for additional services within 30 days of the invoice date for the applicable additional services.

##### C. General:

1. If this Agreement is terminated after completion of any phase of the Engineer/Surveyor/Planner's Services, the progress payments to be made in accordance with Paragraph 5.A.1 and 5.A.2 on account of all prior phases completed shall constitute total payment for the Services rendered. If this Agreement is terminated during any phase of the Services, payment shall be made for Services performed prior to termination on the basis of the portion of each phase completed.
2. If, prior to termination of this Agreement, any Services designed or specified by the Engineer/Surveyor/Planner during any phase of the Services are suspended in whole or in part or abandoned not due to any fault of the Engineer/Surveyor/Planner, after written notice from the Owner, the Engineer/Surveyor/Planner shall be paid for Services performed prior to receipt of such notice from the Owner as provided in Paragraph 6.A for termination during any phase of the Services.
3. Where the Engineer/Surveyor/Planner proposes to utilize subconsultants to perform a portion of the Services as approved by the Owner, and the subconsultants directly invoices the Engineer/Surveyor/Planner, the subconsultants' invoices will be marked up by 15 percent to cover administration costs.

#### **Section 6 – General Conditions**

##### A. Termination:

This Agreement may be terminated by either party by fourteen (14) days written notice (with or without cause). If this Agreement is so terminated, the Engineer shall be paid as provided in Paragraph 5.C.

B. Ownership:

All documents, except those provided by the Owner, but including estimates, specifications, field notes, and data are and remain in the property of the Engineer/Surveyor/Planner as Instruments of Service. The Owner shall be provided a set of reproducible drawings and copies of other record documents. However, they are not intended or represented to be suitable for re-use by the Owner or others for extensions of the Project or for any other project. Electronic documents, such as AutoCAD files, Word files, etc. can be provided to the owner upon request along with a signed release of liability for use of said documents or files by the owner.

C. Insurance:

The Engineer/Surveyor/Planner shall secure and maintain Commercial General Liability, Auto, Workers' Compensation, and Professional Liability insurance while performing the Services under this Agreement. The Owner shall secure and maintain insurance to protect the Project and its operations from loss or damage both during and after construction.

D. Successors and Assigns:

The Owner and the Engineer/Surveyor/Planner each bind themselves and any partners, successors, executors, administrators and assigns to the other party of this Agreement and to the partners, successors, executors, administrators and assigns of such other party, in respect to all covenants of this Agreement. Neither the Owner nor the Engineer/Surveyor/Planner shall assign, sublet, or transfer their interests in this Agreement without the written consent of the other party.

E. Independent Contractor:

It is understood and agreed that the Engineer/Surveyor/Planner is an independent contractor and is not an employee or agent of the Owner.

F. Non-Discrimination:

The Engineer/Surveyor/Planner and/or any subconsultants shall not discriminate against any employees or applicant for employment to be employed in the performance of this Contract with respect to his or her hire, tenure, terms, conditions, or privileges of employment.

G. Mediation:

In an effort to resolve any conflicts that arise while performing the Services of the Project or following the completion of the Project, the Owner and the Engineer/Surveyor/Planner agree that all disputes between them arising out of or relating to this Agreement or the Project shall be submitted to nonbinding mediation unless the parties mutually agree otherwise.

The Owner and the Engineer/Surveyor/Planner further agree to include a similar mediation provision in all agreements with independent contractors and consultants retained for the Project and to require all independent contractors and consultants also to include a similar mediation provision in all agreements with their subcontractors, subconsultants, suppliers and fabricators, thereby providing for mediation as the primary method for dispute resolution between the parties to all those agreements.

If mediation is unsuccessful in resolving the claim or dispute, then either party may pursue remedies at law or equity in a court of competent jurisdiction. The parties agree that Tuscola County is the proper venue for any such action.

H. Jobsite Safety:

Neither the professional activities of the Engineer/Surveyor/Planner, nor the presence of the Engineer/Surveyor/Planner or its employees and subconsultants at a construction/Project site, shall relieve the construction contractor(s) of its obligations, duties and responsibilities including, but not limited to, construction means, methods, sequences, techniques or procedures necessary for performing, superintending and coordinating the work in accordance with the contract documents and any health or safety precautions required by any regulatory agencies. The Engineer/Surveyor/Planner and its personnel have no authority to exercise any control over any construction contractor or its employees in connection with the construction work or any health or safety programs or procedures. The Owner agrees to require the construction contractor(s) to provide liability insurance for the Project(s), indemnifying and

listing as additional insureds the Owner, the Engineer/Surveyor/Planner and the Engineer/Surveyor/Planner's employees and subconsultants.

I. Limitation of Liability:

In recognition of the relative risks and benefits of the Project to both the Owner and the Engineer/Surveyor/Planner, the risks have been allocated such that the Owner agrees, to the fullest extent permitted by law, to limit the liability of the Engineer/Surveyor/Planner and its employees and subconsultants to the Owner for any and all claims, losses, costs, damages of any nature whatsoever or claims expenses from any cause(s) including attorney's fees and costs and expert-witness fees and costs, so that the total aggregate liability of the Engineer/Surveyor/Planner and its employees shall not exceed the total fee for Services rendered on this Project. It is intended that this limitation apply to any and all liability or cause of action however alleged or arising, unless otherwise prohibited by law.

J. Standard of Care:

The Engineer/Surveyor/Planner shall perform the Services in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances at the same time and in the same or similar locality. The Engineer/Surveyor/Planner provides no warranty or guarantee, express or implied, with regard to the Services.

K. Project Information:

Engineer/Surveyor/Planner shall be entitled to rely on the accuracy and completeness of services and information furnished by the Owner. These services and information include, but are not limited to, surveys, tests, reports, diagrams, drawings, and legal information.

L. Applicable Law:

The terms of this Agreement shall be governed by the laws of the State of Michigan/South Carolina/Other. In the event a provision of this Agreement is rendered unlawful, the remaining terms and provisions shall remain in effect.

**Section 7 – Special Provisions**

The Owner and the Engineer/Surveyor/Planner mutually agree that this Agreement shall be subject to the following special provisions which, together with the remaining provisions hereof, and the exhibits hereto, represent the entire Agreement between the Owner and the Engineer/Surveyor/Planner concerning the subject matter hereof and supersedes all prior negotiations, representations or agreements, either written or oral, concerning such subject matter. This Agreement may be amended only by written instrument signed by both the Owner and the Engineer/Surveyor/Planner.

NONE.

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement the day and year first above written. By signing below, you represent that you are fully authorized to enter into the terms of this Agreement.

Owner:  
City Of Caro

Engineer/Surveyor/Planner:  
ROWE Professional Services Company

Mike Carpenter  
Digitally signed by Mike Carpenter  
Date: 2023.02.09 15:36:22 -05'00'

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Typed Name and Title

Mike Carpenter, Project Administrator  
\_\_\_\_\_  
Typed Name and Title



## CITY OF CARO

### Social Security Number Privacy Act Compliance Policy

It is the policy of the City of Caro (City) that Social Security numbers obtained from employees, vendors, contractors, customers, or others are confidential information. Social Security numbers will be obtained, retained, used and disposed of only for legitimate business reasons and in accordance with the law and this policy.

Documents or other records containing Social Security numbers are to be required, obtained, or created only for legitimate business reasons consistent with this policy. Such reasons include, but are not limited to:

- Applicants may be required to provide a Social Security number for purposes of a pre-employment background check.
- Copies of Social Security cards may be obtained for purposes of verifying employee eligibility for employment in accordance with the Immigration Reform and Control Act.
- Social Security numbers may be requested from employees for tax reporting purposes (i.e. IRS Form W-4), for new-hire reporting, or for purposes of enrollment in the Township's employee benefit plans.
- Social Security numbers may be obtained from contractors or vendors for tax reporting purposes (i.e. IRS Form 1099).
- Customers/clients may be asked to provide Social Security numbers for tax reporting purposes or for purposes of establishing a customer-specific account or other record.

#### Retention and Access to Social Security Numbers:

- All records containing Social Security numbers (whether partial or complete) will be maintained in secured files.
- All paper records containing Social Security numbers shall be stamped "confidential", or "controlled document," or with some similar identifying mark.
- Only personnel who have a legitimate business reason will have access to records containing Social Security numbers.

1. Employees whose job entail regular access to records containing Social Security numbers will be trained in the legal requirements and the requirements of this

policy and procedure.

2. Where a record containing a Social Security number is to be disseminated to persons outside the City, or to persons within the City who are not authorized or trained in the Policy and Procedure, or where the Social Security number is not relevant to the purpose for which the record is being shared, the Social Security number shall be redacted or otherwise rendered unreadable.
- Employees using records containing Social Security numbers will take appropriate steps to secure records when not in immediate use. Such steps may include:
    1. Placing records in a locked file drawer when not in use.
    2. Using password protection or screen savers on computers and computerized records to prevent unauthorized access to or viewing such records by others.
  - All or more than four sequential digits of a Social Security number shall not be used or transmitted on the internet or on a computer system or network unless the connection is secure or the transmission is encrypted.
  - Inactive records containing Social Security numbers will be retained in accordance with the requirements of state and federal laws. Paper records shall be destroyed by document shredding to ensure confidentiality and so that the information cannot practicably be read or reconstructed. Electronic mail containing Social Security numbers shall be destroyed or erased so that the information cannot practicably be read or reconstructed.

For purposes of this policy, "inactive records" are those where there is no longer a current employee, supplier, or customer relationship. Any medium of disposal, including computer equipment upon which Social Security numbers are stored shall be cleared of Social Security number before a sale, donation, or transfer of equipment or paperwork.

Any employee, who obtains, uses or discloses Social Security numbers for unauthorized purposes or contrary to the requirements of this policy shall be subject to discipline up to and including termination of employment. The City will cooperate with appropriate law enforcement or administrative agencies in the apprehension and prosecution of any person who obtains, uses, or discloses Social Security numbers for unlawful reasons.

City Council adopted \_\_\_\_\_

Policy #: \_\_\_\_\_

# CITY OF CARO

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## MEMORANDUM

TO: City Manager, City Council  
FROM: Lauren Amellal, Director of Development and Strategic Initiatives  
DATE: February 11, 2023  
RE: Citywide Flower Proposal #4

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On February 8th, 2023, the Downtown Development Authority reviewed several options for the 2023 flower arrangements located in and around downtown Caro. After lengthy discussion and much consideration, the DDA motioned to support the purchase of 24 new sidewalk pots, complete with plants and the purchase of plants for the remaining barrel style pots (volunteer planted). Additionally, the DDA considered seeking local sponsorships after the pots were purchased, to offset the cost of the pots themselves.

The DDA proposed to contribute half of the estimated cost of the purchase, at \$3,000.00.

### Estimated cost model:

|                         |                        |
|-------------------------|------------------------|
| New complete pots:      | 24 x \$230= \$5,520.00 |
| Plants for barrel pots: |                        |
| Sweet potato vines      | 40 x \$4= \$160.00     |
| Canna Lilies            | 20 x \$4= \$120.00     |
| Begonias                | 20 x \$4= \$80.00      |
| Other (materials)       | \$120.00               |
|                         | Total: \$6,000.00      |

### Recommendation:

To support the continued beautification of the City by motioning to use City funds to match the Downtown Development Authority's proposed contribution in the amount of \$3,000.00.

## Lauren Amellal

---

**From:** Jim Tomlin <jtom1@att.net>  
**Sent:** Thursday, February 16, 2023 8:12 AM  
**To:** Lauren Amellal  
**Subject:** Quote for flowers

End of the Lane Greenhouse  
6600 Costaplenty Ln.  
Deford, MI 48729  
989.912.9511

Quotation for flowers

Date: February 16, 2023

Quoted to:  
City of Caro  
317 S. State St.  
Caro, MI 48723

Quotation terms:  
Quote valid thru May 29, 2023

20 Canna Lillies at \$6 each totaling \$120  
40 Marguerite Sweet Potato Vines at \$4 each totaling \$160

Note - this quote does not include delivery.

**Abele Greenhouse & Garden Center**

3500 Wadsworth Rd  
 Saginaw, MI 48601  
 989.752.5625  
 www.abelegreenhouse.com

**QUOTATION**

Quote Number: 23-107

Quote Date: February 16, 2023

| Quoted To:   |
|--|
| City of Caro<br>317 S. State St.<br>Caro, MI 48723 |



| Quotation Terms                            |
|--|
| Quote valid 6 months from quote date above |

| Quantity | Material                           | Size | Unit Price | Amount |
|----------|------------------------------------|------|------------|--------|
| 20.00    | 4.5" Pot - Dragon Wing Begonia Red | 4.5" | 3.95       | 79.00  |
| 20.00    | 6" Pot - Canna                     | 6"   | 8.00       | 160.00 |
| 40.00    | 4.5" Pot - Sweet Potato Vine       | 4.5" | 3.95       | 158.00 |

Thank you for allowing us to quote.  
 We look forward to serving you!

|              |               |
|--------------|---------------|
| Subtotal     | 397.00        |
| Sales Tax    |               |
| Freight      |               |
| <b>TOTAL</b> | <b>397.00</b> |

**Abele Greenhouse & Garden Center**

3500 Wadsworth Rd  
 Saginaw, MI 48601  
 989.752.5625  
 www.abelegreenhouse.com

**QUOTATION**

Quote Number: 23-103  
 Quote Date: January 16, 2023



| Quoted To:   |
|--|
| City of Caro<br>317 S. State St.<br>Caro, MI 48723 |

| Quotation Terms                            |
|--|
| Quote valid 6 months from quote date above |

| Quantity   | Material   | Size | Unit Price | Amount        |
|--|--|------|------------|---------------|
| 1.00   | 30" Flower Pots Planted - Middle Canna, Dragon Wing Begonias, and Trailing Vines (Flowering & Non-Flowering) |      | 110.00     | 110.00        |
| 1.00   | 30" Flower Pots Planted - Trellised Madevilla with Trailing Vines (Flowering & Non-Flowering)                |      | 135.00     | 135.00        |
| 1.00   | New 30" Terrazzo Round Planter - Black Granite   |      | 95.00      | 95.00         |
| 1.00   | Freight on New Planters - To Be Determined   |      |            |               |
| Note - This quote includes the transportation of the pots to one location in the Spring. In the Fall, the pots must be returned to Abele Greenhouse empty. |  |      |            |               |
| Subtotal   |  |      |            | 340.00        |
| Sales Tax  |  |      |            |               |
| Freight  |  |      |            |               |
| <b>TOTAL</b>   |  |      |            | <b>340.00</b> |

Thank you for allowing us to quote.  
 We look forward to serving you!

# CITY OF CARO

CITY MANAGER  
SCOTT R. CZASAK  
CITY CLERK  
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CITY TREASURER  
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JILL WHITE

## MEMORANDUM

TO: Caro City Council  
FROM: City Manager Scott R. Czasak  
DATE: Wednesday, February 15, 2023  
RE: Agenda Item 5 – Director of Wastewater Treatment Services Employment Contract

---

Members of the Caro City Council,

After application and interview processes were completed, I have selected David Dienes II to be our new Director of Wastewater Treatment Services.

Most recently, David has been a Shift Supervisor for Bay City's Wastewater Treatment Services Department and has been actively pursuing a Director position. He brings with him over 15 years' experience in the wastewater treatment field and is the best candidate to move forward.

Due to a couple of issues, the contract is for one year, and starts at \$68,000, which is below the advertised rate, however, this will change once David obtains his Wastewater B license, at his expense, which he is already scheduled to test for in May. He would also receive an increase once he obtains his Class B CDL, at his expense. Once these licenses have been obtained, or once the year is up, we would negotiate a longer-term contract. The City Attorney has reviewed the contract and approved it as to form.

As you know, finding a Director of Wastewater Treatment Services has been a long and difficult road, however, I am confident we have reached the end of the road with the right candidate.

Your options for motions are:

1. Move to authorize the City Manager to sign the contract with David Dienes II as presented contingent on successful passage of a background check, and a pre-employment physical.
2. Refer the contract to the Personnel Committee for further examination or negotiation.
3. Move to reject the proposed contract and authorize the City Manager to inform David Dienes II of the rejection.

## EMPLOYMENT AGREEMENT

**THIS AGREEMENT** is made as of \_\_\_\_\_, 2023, (the “Effective Date”) by and between the City of Caro, a Michigan Municipal Corporation, (“City” or “Employer”) and David Dienes II (“Employee”).

### **WITNESSETH:**

**WHEREAS**, Employer desires to employ the services of Employee as Director of Wastewater Treatment Services; and

**WHEREAS**, Employer desires to provide certain benefits, establish certain conditions of employment, and to determine the working conditions of Employee; and

**WHEREAS**, Employee desires to serve as the Director of Wastewater Treatment Services.

NOW, THEREFORE, in consideration of the mutual covenants herein contained, the parties agree as follows:

**Section 1. Duties.** Employer hereby agrees to employ Employee on an at will basis as the Director of Wastewater Treatment Services of the City of Caro to perform the functions and duties specified in the City Charter, as outlined in the job description for the Director of Wastewater Treatment Services, the City Code of Ethics, and as the City Manager may assign from time to time. Employee agrees to perform the duties of Director of Wastewater Treatment Services in a diligent and professional manner, in compliance with all applicable laws, and to remain in the exclusive employ of Employer until such employment relationship is terminated pursuant to the terms of this Agreement. The term “exclusive employ” as used in this paragraph shall not be construed to include occasional teaching, writing, consulting or other similar activities performed on Employee’s own time, so long as his engagement in such activities does not detract from his performance of duties for Employer.

The Director of Wastewater Treatment Services shall be the Operating and Administrative Head of the Department of Wastewater Treatment Services and be responsible for all wastewater treatment functions including operation and maintenance of the wastewater treatment plant and all mechanical infrastructure of the wastewater collection system.

The Director of Wastewater Treatment Services 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.

Within one year of the Effective Date, or within a different time frame approved by the City Manager, Employee must obtain and maintain in good standing a Class B Wastewater license and a Class B CDL license.

**Section 2. Term.** The term of this Agreement shall begin on the Effective Date and shall continue



for one (1) year. This Agreement may be extended for one (1) or more additional periods of one (1) year as may be agreed to in writing by the parties.

**Section 3. Salary.** In consideration of Employee's services, Employer agrees that during the period of employment, Employer will pay Employee at an annualized gross salary rate of Sixty-Eight Thousand Dollars (\$68,000) less applicable taxes and withholding. Upon Employee obtaining a Class B Wastewater license, the annual gross salary rate will increase by One Thousand Dollars (\$1,000) less applicable taxes and withholding. Upon Employee obtaining a Class B CDL license, the annualized gross salary rate will increase by One Thousand Dollars (\$1,000) less applicable taxes and withholding. Employer shall pay the salary in accordance with Employer's regular payroll cycle.

**Section 4. Work Schedule.** Employee 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 Employee will have unusual hours due to emergencies, special events or other needs of Employer. Understanding this, Employee will be permitted to take "flex" time as time off during normal office hours to maintain a balanced forty (40) hour work week or eighty (80) bi-week period, as long as such utilization does not materially or adversely affect the accomplishment of Employee's duties under this Agreement. Employee shall not be reimbursed for any unused "flex" time.

**Section 5. Fringe Benefits.** Employer agrees to provide Employee with the following fringe benefits, subject to the specific terms and conditions of any applicable written benefit policy or plan document, which Employer may amend from time to time in its sole discretion:

- A. Disability and life insurance coverage upon the same terms as provided to City Department Heads.
- B. Health insurance coverage upon the same terms as provided to City Department Heads.
- C. Paid holidays upon the same terms as provided to City Department Heads.
- D. Pension: Employer agrees to allow Employee to participate in the established employee's retirement plan (Mission Square 457). Employer will pay on behalf of Employee into the established employees' retirement plan (Mission Square 401A) account based on seven percent (7%) of Employee's annual base wage as employee's earnings accrue only and excluding all fringe benefits. Employee agrees to pay into said 457 plan (Mission Square 457) 1% of his wages as a match towards Employer contribution. If Employee chooses to place 2% of base wages within the before mentioned 457 plan, then Employer shall contribute 8% of base wages towards said retirement plan. If Employee chooses to place 4% of base wages within the before mentioned 457 plan, then Employer shall contribute 10% of base wages towards said retirement plan.
- E. Vacation: Employer agrees to furnish the Employee with one hundred twenty (120) hours of paid vacation per year commencing on the Effective Date. 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.

- F. Sick Pay: Employee 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.
- G. Professional Development: Employer agrees to pay for any and all classes attended by the Employee that are required for his employment and agreed on by the Employee and the City Manager.
- H. Uniforms and Equipment: Employer shall furnish Employee with the necessary uniforms and equipment to perform his duties. The annual uniform allowance shall be a reimbursement of no more than Three Hundred Dollars (\$300.00) annually.
- I. Communications: Employer will provide a \$50/month cell phone allowance to the Employee so that he can be contacted as necessary, even during non-work hours.
- J. Business Expenses: Upon the approval of the City Manager, Employer shall reimburse Employee for any City business related expenses that he has paid out of his personal funds.

**Section 6. Termination of Agreement.** The employment of Employee is at the pleasure of the City Manager, and nothing in this Agreement shall prevent, limit, or otherwise interfere with the right of the City Manager to terminate the services of Employee with or without Cause, subject only to the provisions of Section 7. Nothing in this Agreement shall prevent, limit, or otherwise interfere with the right of the Employee to resign at any time from Employee's position with Employer, subject only to the provisions set forth in Sections 8 and 12. This Agreement terminates as follows:

- A. **Expiration.** This Agreement terminates immediately upon the expiration of the term of the Agreement.
- B. **Termination by City.** Employer may terminate this Agreement immediately with or without Cause upon written notice to Employee.
- C. **Termination by Employee.** Employee may terminate this Agreement effective as of any date which is at least thirty (30) calendar days after the date on which Employee delivers written notice to Employer that Employee's employment with Employer is terminated. Employer may waive all or a portion of the thirty (30) day notice period in which case Employee shall immediately cease rendering services to Employer and Employee shall cease receiving compensation.
- D. **Death.** This Agreement terminates immediately upon the death of Employee.
- E. **Incapacity.** This Agreement terminates immediately upon Employee's Incapacity.

Incapacity means that Employee is unable to discharge the essential functions of Employee's job, with or without a reasonable accommodation, for a period of ninety (90) consecutive calendar days, or more than one-hundred-twenty (120) calendar days in the aggregate during any twelve (12) month period. Any question as to the existence, extent or potentiality of Employee's Incapacity shall be determined by a qualified, independent physician mutually selected by the Employee and the Employer (or in the event they cannot agree on a physician, a physician mutually selected by a physician designated by each party). The determination of any such mutually selected physician shall be final and conclusive for all purposes of this Agreement.

**Section 7. Severance Pay.** In the event that Employer terminates Employee under Section 6(B) without Cause, Employer will pay Employee an amount equal to sixty (60) calendar days of Employee's gross salary rate then in effect ("Severance Payment"), provided that Employee signs a standard release of all claims against Employer. Employee is otherwise not entitled to any Severance Payment under any circumstances. For purposes of this Agreement, Cause means that in the performance of Employee's duties Employee engaged in intentional misconduct, grossly negligent conduct, unlawful conduct, failed to follow a lawful directive of the City Manager, violated the City of Caro Code of Ethics, or failed to make material progress towards obtaining the required licenses described in Section 1.

**Section 8. Payment for Accrued but Unused Leave.** In the event that Employee terminates Employee's employment under Section 6(C) and provides the required thirty (30) days advanced written notice, Employer will pay Employee all of his accrued but unused vacation hours, and 50% of Employees accrued but unused sick leave hours up to a maximum of two-hundred-forty (240) hours, at Employee's current rate of pay. In the event that Employee's employment is terminated without Cause pursuant to Section 6(B), or Section 6(A), 6(D) or 6(E), Employer shall pay Employee all of Employee's accrued but unused vacation hours, and 50% of Employee's accrued but unused sick leave hours up to a maximum of two-hundred-forty (240) hours, at Employee's current rate of pay. In the event Employer terminates Employee pursuant to Section 6(B) with Cause, Employer will not pay Employee for any accrued but unused vacation or sick hours.

**Section 9. Work Rules.** Employer 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 Employee. 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.

**Section 10. Other Terms and Conditions of Employment.** Employer shall fix any such other terms and conditions of employment as it may determine from time to time, relating to the performance of Employee, provided such terms and conditions are not inconsistent with or in conflict with the provisions of this Agreement, the City Charter, or any other law. All provisions of the City Charter and Ethics Code, and regulations and rules of the City, not in conflict herewith, relating to management compensation and fringe benefits as they now exist or hereafter may be amended, also shall apply to Employee as they would to other management employees of the City,

in addition to said benefits enumerated herein specifically for the benefit of Employee.

**Section 11. Indemnification.** Employer shall defend, save harmless and indemnify Employee 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 Employee's duties for Employer with such duties to include all obligations and commitments as hereinbefore set forth in this Agreement. Employer will pay the amount of any settlement or judgment rendered thereon; provided, however that nothing herein shall obligate Employer to pay the costs of defending any criminal action brought by any state or federal authority.

**Section 12. Return of City Property.** Upon termination of employment, Employee must return all City property and equipment, including but not limited to all City records. In the event Employee fails to return all City property and equipment upon termination, Employer has no obligation to pay any Severance Payment or accrued but unused sick hours or vacation hours otherwise due under this Agreement.

**Section 13. Dispute Resolution.** Employer and Employee agree to submit any claim about the interpretation or alleged violation of any provision of this Agreement to final and binding arbitration, except as either party may be seeking injunctive relief. Arbitration will be the exclusive remedy for resolving the disagreement. Either party may file for arbitration but must do so within sixty (60) calendar days of the event precipitating the disagreement or such later time as the parties may agree to in writing. The arbitration will be conducted in accordance with the then-applicable employment dispute resolution rules of the American Arbitration Association ("AAA") and will include the right to be represented and to conduct reasonable discovery, which may include depositions. The arbitrator may issue subpoenas to summon witnesses and will issue a written award that contains findings of fact and conclusions of law. The arbitration hearing will be held in the City of Caro, Michigan. Employer will pay the filing fee and any administrative fees assessed by AAA in the event that it invokes arbitration and will reimburse Employee for any filing fees and administrative fees assessed by AAA in the event that he invokes arbitration. The parties will split the arbitrator's compensation, and each party will pay its own costs and attorney fees in connection with the arbitration, except those costs and fees as may be allocated by the arbitrator in accordance with this agreement or by relevant state or federal statutes. The arbitrator may award any and all remedies allowed by the action pled and in accordance with applicable law. The arbitrator's award will be final and binding on both parties and may be enforced in a court of competent jurisdiction.

**Section 14. Entire Agreement and Amendments.** This Agreement constitutes the entire agreement of the parties with regard to the subject matter hereof, and replaces and supersedes all other agreements or understandings, whether written or oral. No amendment or extension of this Agreement shall be binding unless in writing and signed by both parties.

**Section 15. Governing Law.** This Agreement shall be governed by the laws of the State of Michigan.

**Section 16. Severability.** If any provision, or any portion thereof, contained in this Agreement is held to be unconstitutional, invalid, or unenforceable, the remainder of this Agreement, or portion thereof, shall be deemed severable, shall not be affected, and shall remain in full force and

effect.

**Section 17. Waiver.** The waiver by either party of a breach by the other party of any provision of this Agreement shall not operate or be construed as a waiver of any subsequent breach.

THE CITY OF CARO  
A Michigan Municipal Corporation

By: \_\_\_\_\_  
Scott R. Czasak, City Manager

Attest: \_\_\_\_\_  
Rita Papp, City Clerk

EMPLOYEE:

\_\_\_\_\_  
David Dienes II

# CITY OF CARO

CITY MANAGER  
SCOTT R. 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

## MEMORANDUM

**TO:** City Council  
**FROM:** Michele Perry, City Treasurer  
**DATE:** February 15, 2023  
**RE:** Financing Used Fire Truck #4

---

### Information

At the June 6, 2022 meeting the council budgeted to purchase a used Aerial Ladder Fire Truck in the amount of \$400,000.00 and that the purchase would be financed.

Now that a truck has been located I have been working on gathering information for financing the truck. The amount asking to finance is \$400,000.00.

1. Independent Bank
  - a. Rates are between 4.9% and 5.05% but subject to change
  - b. Term is 10 years
  - c. Annual payments
  - d. Requires legal counsel to attest to the validity of the bonds, the tax status of the bonds and prepare the debt instrument.
  - e. Approximate interest at (4.9%) over the loan term \$104,478.89
2. Frankenmuth Credit Union
  - a. Rate 6% but subject to change
  - b. Term is 10 years
  - c. Payments structured to fit our cash flow
  - d. Requires legal counsel to prepare documentation
  - e. Approximate interest at (6%) over the loan term \$127,933.33
3. Community Leasing Partners
  - a. Rate 5.09% but subject to change
  - b. Term is 10 years
  - c. Annual payments
  - d. Requires legal counsel to prepare required documentation
  - e. Approximate interest at (5.09%) over the loan term \$108,530.11

### Recommendation:

My recommendation is to finance the 2009 Pierce Velocity 100' Quint with Independent Bank at in the amount of \$400,000 for 10 years with annual payments starting December 1, 2023 and interest rate to be determined at time of application but not to exceed 5.50%. If the interest rate is higher than 5.50% this will come back to the council.

# CITY OF CARO

CITY MANAGER  
SCOTT R. CZASAK  
CITY CLERK  
RITA PAPP  
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JILL WHITE

## Action:

Option 1: Approve the City Treasurer to apply for financing the used 2009 Pierce Velocity 100' Quint from Brindlee Mountain Fire Apparatus with Independent Bank. Approve City Clerk Papp to sign the loan application.

Option 2: Deny the City Treasurer to proceed with financing.

# CITY OF CARO

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CITY CLERK  
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CHARLOTTE KISH  
JILL WHITE

## MEMORANDUM

TO: Caro City Council  
FROM: City Manager Scott R. Czasak  
DATE: Wednesday, February 15, 2023  
RE: Agenda Item 7 – Fire Truck Sales Agreement

---

Members of the Caro City Council,

As you are aware, the Fire Chief has been engaged in an active search for a new used fire truck to replace our oldest current equipment. After a search and negotiation over price, the Fire Chief presented me a proposed sales agreement from Brindlee Mountain Fire Apparatus for a 2009 Pierce Velocity 100' Quint for \$375,000,000, which is under the budgeted amount of \$400,000,000.

Upon my review of the sales agreement, I requested the Chief clarify if the 20% down payment would be refundable if the sale does not go through. This point has yet to be clarified, however, due to the timeliness of the sale I am requesting the Council approve the sales agreement contingent upon the City Manager being satisfied the down payment would be refundable if the sale falls apart between transmission of the down payment and possession of the vehicle.

Your options for motions are:

1. Move to approve the City Manager to sign the sales agreement contingent upon his assurance the down payment would be refundable if necessary.
2. Move to reject the sales agreement and inform Brindlee Mountain Fire Apparatus of the rejection.





### Addendum to February 3rd, 2023 Sales Agreement

Addendum for the contract between Brindlee Mountain Fire Apparatus (Seller) and Caro Fire Department (Buyer). This addendum names the specific items to be completed on the Apparatus (Stock #16034) by the Seller.

- Oil leak, possible front and rear seals on engine
- Diesel leak around the filter
- Ball joints need to be greased, inspected and replaced if needed
- Power steering box is leaking
- Jake Brake not working
- Outrigger EPU very weak
- Turn table hydraulic leak, unknown source, will need to be found and fixed
- Intercom from base to basket not working
- EPU on the turn table did not work when engaged
- Speed control for the basket not working
- Inspection panels under the platform, the junction box was not secured, had zip ties on them
- One is cracked possibly allowing water in and this may be the cause of the basket electrical issue
- Interlock for the pump activation not working safely. When the pump is activated the foot pedal inside the cab is still active.
- Pump gear box is leaking oil around the seal
- Will need and pass a pump test
- Will need and pass a ladder test
- Truck will require a chassis and aerial PM
- Front pump is maxed out, will need new packing to avoid further damage
- Water valves are hard to open and close, will need to be in good operating condition or replaced
- Replace all broken gages
- The pump governor message board screen is hard to read, faded
- Some outriggers are leaking, will need to be fixed

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|                    |
|--------------------|
| Manage Preferences |
| Accept All         |
| Reject All         |



### Sales Agreement

Brindlee Mountain Fire Apparatus (Seller) hereby agrees to sell one 2009 Pierce Velocity 100' Quint (Apparatus-16034) to Caro Fire Department, MI (Buyer) for the sum of \$375,000.00 (Three-Hundred Seventy-Five Thousand Dollars and no cents).

**Apparatus:** 2009 Pierce Velocity 100' Quint, Stock #16304, VIN: 4P1CV01E29A009967  
**Buyer Info:** Caro Fire Department, 317 S State St, Caro, MI 48723  
**Seller Info:** Brindlee Mountain Fire Apparatus, 15410 Highway 231, Union Grove, AL 35175

**Terms and Conditions of Sale:**


- (1) Services Included:** Seller will complete all items listed on the attached Addendum.
- (2) Warranty:** Apparatus will have a one (1) year warranty beginning with date of pick up. Warranty will cover any single component repair due to catastrophic failure in which the cost exceeds \$3,000.00 (Three Thousand Dollars and no cents) unless repairs are due to operator error, equipment misuse, or substandard maintenance. Apparatus must be maintained to manufacturer's recommended standards or warranty is voided. Total warranty costs paid by Seller to Buyer in the one (1) year warranty period shall not exceed \$12,000.00 (Twelve Thousand dollars and no cents). Apparatus components are engine, transmission, pump, aerial, electrical system, axles, and body structure.
- (3) Payment and Title:** Buyer will submit a 20% down payment of the sales price at the execution of this sales agreement. Buyer will make payment in full to Seller prior to the release of Apparatus for pick up or delivery. Seller will provide title free of lien to Buyer following receipt of payment.
- (4) FOB Seller, Freight Collect:** Buyer assumes the responsibility of the Apparatus upon pick up by carrier or other designated representative. Buyer is responsible for all freight charges.
- (5) Jurisdiction:** This contract shall be governed by, construed, and enforced in accordance with the laws of Alabama. The undersigned by execution and delivery of this Agreement do hereby submit to the exclusive jurisdiction and venue of the state and federal courts of Marshall County, Alabama.

This agreement is valid for execution by February 10, 2023.

  
Sales Representative

Brindlee Mountain Fire Apparatus

2/3/2023  
Date

 Sign Here

Authorized Representative  
BUYER

\_\_\_\_\_  
Date

Revised: 02/24/2022

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|                    |
|--------------------|
| Manage Preferences |
| Accept All         |
| Reject All         |

# CITY OF CARO

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

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 JILL WHITE  
 PAM ISELER

TO: City Council  
 City Manager – Scott Czasak  
 FROM: Michele Perry, Treasurer  
 SUBJECT: Certificate of Deposit Report #8  
 DATE: February 15, 2023

---

We have the following Certificates of Deposits maturing.

| Financial Institute | Current Term | Interest Rate | Current Balance | Maturity Date | Plan of Action at Renewal Date            |
|---------------------|--------------|---------------|-----------------|---------------|---|
| Huntington Bank     | 271 days     | 0.80%         | 269,360.29      | 2/27/2023     | Move to Independent Bank into a 55 day CD |
| Huntington Bank     | 181 days     | 0.65%         | 150,000.00      | 2/27/2023     | Move to Independent Bank into a 55 day CD |

Scott and I met with Independent Bank this week to review their different types of accounts. One of the accounts they explained was the Insured Cash Sweep (ICS) account which is an account that is set up with a checking and the target balance on the checking is zero so everynight the funds are swept into the ICS account. The advantages of the ICS are multi-million-dollar FDIC insurance protection, interest rate is higher than a checking, and it is liquid. I would like to work towards setting up an ICS account with at least \$1 million dollars in it.

**Action:**

Option 1: Approve City Treasurer to open close the above 2 CD's at Huntington Bank and open 2 new 55 day CD's at Independent bank at the current interest rate.

Option 2: Deny action of the above CD's

# CITY OF CARO

CITY MANAGER  
SCOTT R. CZASAK  
CITY CLERK  
RITA PAPP  
CITY TREASURER  
MICHELE PERRY  
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JILL WHITE

## MEMORANDUM

TO: Caro City Council  
FROM: City Manager Scott R. Czasak  
DATE: Wednesday, February 15, 2023  
RE: Agenda Item 9 – CDL Licensing

---

Members of the Caro City Council,

This item has been postponed from prior to my arrival as City Manager, from my understanding, for the new City Manager to review and advise on. Therefore, I have taken the necessary time to discuss the issue, review the current union contract, and review other relevant materials.

I admit, this is a difficult position the City is in, as this issue should have been handled at the time of hire, however, I can only look at the issue as it stands and move forward. Under the terms of the current contract, specifically Article XVII – Training and Seminars and Article XXV – Licenses, it is the interpretation of the City Attorney and Union Representative that the City is obligated to pay for the **required** licenses (emphasis mine) and the required license is a Class B. Previously, City Clerk Papp recommended Tri Area Trucking School in Freeland as it has a cost of \$1,900 per student. We currently have 4 employees who need to obtain these licenses, which means a total cost of \$7,600.

As only two employees would be able to attend a class at a time, 1 from DPW and 1 from WWTP, the total cost per class would be within the limit of the City Manager to sign off on, specifically \$3,800 per class cycle. Therefore, I request the City Council refer this matter back to the City Manager to proceed as outlined.

Your options for motions are:

1. Move to refer the CDL Licensing matter to the City Manager with instructions to schedule the 4 employees who require a Class B CDL in classes in order to obtain the license without exceeding his \$5,000 spending limit as per policy.
2. Move to further postpone action on the matter.

# CITY OF CARO

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

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

## MEMORANDUM

**TO:** City Council  
**FROM:** Rita Papp, City Clerk  
**DATE:** October 3, 2022  
**RE:** CDL Licensing

---

### BACKGROUND

Back on February 7, 2022, the State of Michigan has updated their requirements to obtain a CDL license. Individuals are now required to take a course at an approved CDL school. Prices are based on what level of CDL is required. Currently we have 5 employees that do not have a Class B CDL. Three in DPW, and 2 in WWTP. According to our job description of a DPW Operator –

“Licenses/Certification: Valid State of Michigan Vehicle Operator’s License is required; Valid State of Michigan Commercial Driver’s License, Class B with airbrakes within one year of hire.” According to our job description of a WWTP Operator – “A valid State of Michigan CDL (B) Driver’s License, a satisfactory driving record and the ability to maintain one throughout employment.” Due to past practices, the lack of proper accountability, potential liability, and a pandemic beyond our control, we are encountering the issue of staff not having the proper licensing to operate certain city vehicles.

We have consulted our attorney and the union representative. Both have indicated that the city is obligated to pay for the minimum requirement of Class B CDL as outlined in both job descriptions and the GELC Union Contract. As outlined in the GELC Union Contract, “Article XVII – Training and Seminars, 17.2 – All training and seminars must be authorized by the employer, certificates of completion for seminars, when available, must be presented to the employer before such payment will be made.” And “Article XXV – Licenses, 25.1 – All employees must maintain all licenses that are required for their jobs; failure to do so may result in the employee being suspended without pay or discharged. Maintaining the above listed State licenses or certifications shall be the employee’s sole responsibility. Failure to inform the supervisor or employer that a license has expired may result in discharge of the employee. The city shall pay for the cost of the license and any training associated with said licenses.”

Upon investigation, the school that is the most economical is Tri Area Trucking School, Freeland, Michigan. Cost is \$1,900.00 per individual. Cost covers commercial learner’s permit, DOT medical exam, DOT drug screen, hands-on skills training, and third-party road test.

All documentation is included for your review.

### RECOMMENDATION

Recommend that the City of Caro pay for the minimum requirement of a Class B CDL for the 5 employees as outlined above based on their job descriptions and union contract. Also, employee must successfully pass the course or employee will be required to reimburse the city for all costs associated with the training via the appropriate means of reimbursement.

# CITY OF CARO

INTERIM CITY MANAGER  
LAUREN AMELLAL  
CITY CLERK  
RITA PAPP  
CITY TREASURER  
MICHELE PERRY  
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DON HALL  
TISHA JONES-HOLUBEC  
JILL WHITE  
EMILY CAMPBELL  
PAMELA ISELER

## ACTION

### Option 1:

To ACCEPT the recommendation of the City Clerk and APPROVE payment of the minimum requirement of a Class B CDL for the 5 employees as outlined in their job descriptions and union contract and employee must successfully pass the course or employee will be required to reimburse the city for any and all costs associated with the training.

### Option 2:

To deny the recommendation of the City Clerk.

### Option 3:

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

# CITY OF CARO

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SCOTT R. CZASAK  
CITY CLERK  
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CHARLOTTE KISH  
JILL WHITE

## MEMORANDUM

TO: Caro City Council  
FROM: City Manager Scott R. Czasak  
DATE: Wednesday, February 15, 2023  
RE: Agenda Item 10 – DPW Parking Lot

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Members of the Caro City Council,

Prior to my arrival there was a discussion about repair work to the parking lot at the DPW garage due to 2 injuries which occurred in the parking lot which led to workers compensation claims. The City Council postponed further action on this matter in order for the new City Manager to review the situation.

After discussions with the DPW Director about the situation, and the feasibility of repairs vs. a more wholistic solution, it is my conclusion that this issue would be best handled via the upcoming budget process as the parking lot is in need of more than just a simple repair. It is in need of a more comprehensive, and therefore more costly, solution.

Therefore, I am requesting the City Council refer this matter to the City Manager with instructions to address this issue in the upcoming FY2023/2024 City Budget.

Your options for motions are:

1. Move to refer the DPW Parking Lot matter to the City Manager with instructions to include the DPW parking lot as a project to be addressed in the upcoming budget
2. Move to further postpone action on the matter.

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JILL WHITE

**TO: City Council**  
**FROM: Karen Snider - Mayor**  
**SUBJECT: Mayor's Report**  
**DATE: February 6, 2023**

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I had the opportunity to attend the Downtown Development Authority (DDA) meeting on February 8, 2022, and got updates on the recent happenings.

Went to policy committee on February 13 and the policy discussed is the City of Caro Social Security Number Privacy Act Compliance Policy which will go before Council on February 20.

Attended the Rotary Club meetings and continue working towards earning my blue pin. Rita Papp and I attended the Rotary Board meeting by zoom and appreciated the invite. Topics discussed were the Maternal Child Initiative, District Conference registration, Hygiene Project, Youth Exchange, Farmer's Day and noted that the Child Abuse Prevention presentation will be held on April 3, 2023, at the Farmer's Market beginning at noon. The Tree Planting Project was discussed, and I will partner with the City Manager to determine if there is a need and funding for any trees to be planted in the City of Caro.

Received communication from Megan Bierlein from Frankenmuth Bible Church. They are looking at doing a large-scale community service project for the Caro community on October 29 and have done these in the past using approximately 400 volunteers. Will be presented to Council.

I met with Steve Erickson from Economic Development, and he updated me on another blight elimination grant that may be available and felt could be extremely beneficial to the City of Caro. He is gathering more information and it will be discussed further in the near future.

My congratulations to Council Member White, Council Member Iseler and Council Member Campbell who attended the first series of the Newly Elected Officials Training presented by Michigan Municipal League virtually on January 21 and the second series of Newly Elected Officials training by virtual on February 10-11 which completes the course for them. Council Member Kish and I will be attending the May 19-20 classes in Bay City in person. The first day is the Elected Officials Academy-Core Weekender and covers Legal Framework, Leadership Roles and Responsibilities, Financial Management and Planning and Zoning. The second day is the Advanced Academy and includes formal presentations about municipal budgeting, understanding financial statements and audits, priority-based budgeting, utility rate settings, ServeMiCity, and funding community projects.

Mayor Karen Snider



# CITY OF CARO

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## MEMORANDUM

TO: Caro City Council  
FROM: City Manager Scott R. Czasak  
DATE: Wednesday, February 15, 2023  
RE: City Manager's Report

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Members of the Caro City Council,

As I continue to settle into my role as your City Manager I am pleased to report I am continuing to work on various issues and concerns in order to deliver the best possible service for the residents of Caro.

In addition to my regular meetings with Department Heads, my weekly attendance at Rotary, and my monthly attendance at the Chamber of Commerce board meeting I have been engaged in other activities such as meeting with representatives of Independent Bank about options regarding our finances, speaking the Caro Exchange Club about being your new City Manager, and I am scheduled to attend a ribbon cutting for the Grand Reopening of Studio J on Friday the 17<sup>th</sup>.

As discussed in the agenda, I also interviewed and offered a position for a new Wastewater Plant Superintendent, I believe the candidate selected is eager to start and do great work for Caro going forward.

Also, I was a participant in a round table discussion with members of our DPW staff and representatives from the Caro State Hospital site to put to rest outstanding issues regarding a backup well on site. After our conversations the State is preparing a proposed contract defining the roles and responsibilities as discussed in that meeting, once the attorney and myself review the proposed contract I will bring it before the council for approval.

I was also pleased to attend my first DDA Board meeting since starting here, and coming from a DDA background I am eager to engage with them in order to do all we can to ensure a thriving Downtown Caro.

Most importantly, on Wednesday I have scheduled a Department Head meeting to go over the upcoming budget process, as well as hear from risk management to ensure we all have up to date information and knowledge. I look forward to engaging with department heads, and the Council in this upcoming budget process because, as I have stated, going

through a budget cycle is how I will be completely immersed in all of the plans and goals of the City so I can do my best to ensure they are implemented well.

On a personal note, I finally closed on my house in the Caro area and am in the process of making it into my home. Now that my 1.5 hour commute is gone, I look forward to engaging more in the community, and to fulfilling my intention to sit down with individual members of Council to get their feedback about how they want Caro to move forward.

# CITY OF CARO

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**TO:** City Council/City Manager  
**FROM:** Rita Papp – City Clerk  
**SUBJECT:** Clerk’s Report  
**DATE:** February 20, 2023

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- City Manager Scott Czasak and I posted the Director or Wastewater Treatment Services position on Michigan Municipal League, Michigan Water Environment Association, Michigan Rural Water Association, MLive, & Tuscola County Advertiser. Posting deadline was January 31, 2023. We have received 3 applicants of which 1 has been selected for an interview on February 8, 2023. Contract to final candidate will be presented at this meeting for approval.
- Attended DDA Meeting February 8, 2023.
- Attended Rotary Board Meeting virtually with Mayor Snider February 9, 2023.
- Attended Policy Committee Meeting, February 13, 2023.
- Planning Commission Meeting cancelled February 14, 2023 due to lack of agenda items.
- Emily, Jill, and Pam attended the MML Elected Officials Academy Virtual Core Weekender, February 10 & 11, 2023. Mayor and Charlotte are interested in attending the In Person training, May 19 & 20, 2023. Both have been registered. Don Hall cancelled his attendance to the Virtual Core Weekender and a credit will be applied to the May class.

# CITY OF CARO

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TO: City Council  
City Manager – Scott Czasak  
FROM: Michele Perry, Treasurer  
SUBJECT: Treasurer’s Report  
DATE: February 15, 2023

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- Attended the City Council meeting in January 2023
- Attended the policy committee meetings in January & February
- Attended the finance committee meeting in January.
- Attended the Hubbell, Roth and Clark interview for the wastewater treatment plant updates.
- Attended meeting to go over the well location choice and review financial information for the drinking water state revolving loan program.
- Met with Independent Bank to review accounts they have available.
- Starting to prepare to work on budget for fiscal year 2023/2024.
- Update on CDBG funding related to the Farmer’s Market pavilion:
  - I have sent various emails to Lenore at MEDC trying to finish up the CDBG, but I have been unsuccessful receiving the items from her that she states she will get to me to finish up the grant and get it closed out.
- Blight elimination program: waiting to hear from the Tuscola County Land Bank to see if they were awarded the grant.
- Continue to review various policies with City Manager Czasak and City Clerk Papp to continue updating policies.
- 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 utility bills
  - 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.
- Attended Michigan Municipal Treasurer Association Winter Conference in Lansing on January 19<sup>th</sup> and 20<sup>th</sup>. Highlights from the conference
  - Speaker addressed how to deal with angry public.
  - Reviewed required and recommended policies.
  - Legislative update
- Assisted in covering the front desk during staff lunches and vacations.
- **Random act of kindness:** We had a resident come in the office and ask to pay \$200 anonymous on a person’s account who was struggling.