

**AGENDA**  
**REGULAR MEETING OF THE CARO CITY COUNCIL**  
**May 15, 2023, 6:30 P.M.**

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

**AGENDA APPROVAL**

**PUBLIC COMMENTS/VISITORS:**

**PRESENTATION:**

1. MMR 4<sup>th</sup> Quarter Report – Phil Petzold
2. Drinking Water State Revolving Fund (DWSRF) & Public Comment – Michael Carpenter, Rowe Engineering

**COMMUNICATION:** None

**CONSENT AGENDA:**

1. Regular Council Meeting Minutes – May 1, 2023
2. Special Council Meeting Minutes – May 3, 2023
3. DDA Meeting Minutes – April 12, 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 – David Dienes II
  - F. Municipal Parking Violations Bureau Report – Rita Papp
  - G. Director of Development & Strategic Initiatives Report – Lauren Amellal

**REGULAR AGENDA:**

1. Resolution Adopting a Final Project Planning Document for Water System Improvements and Designating an Authorized Project Representative
2. Ribbons Request – Human Development Commission – Elder Abuse Awareness Month – June 2023
3. Police Chief Employment Contract 2023-2025
4. Parks & Recreation Committee Appointments
5. Certificate of Deposit Report
6. Write off Utility Bill
7. Fee Schedule Resolution

**ITEMS POSTPONED:** None

**COMMITTEE/LIAISON POSITION REPORTS:**

1. Economic Development Corporation (Mayor Snider)
2. Chamber of Commerce (Manager)
3. Downtown Development Authority (Kish)
4. Fair Board (Iseler)
5. Parks & Recreation (White)
6. Planning Commission (Eschenbacher)
7. Tuscola County Board of Commissioners (Iseler)

8. Zoning Board of Appeals (Mayor Snider)
9. Indianfields Township (Manager)
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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#### 4/1/23-5/9/23 City of Caro Response Report

	Ave Response Time	
Priority 1	6:46	40
Priority 2	6:59	31
Priority 3	9:23	12
Total	7:42	83

## **REGULAR MEETING OF THE CARO CITY COUNCIL**

**May 1, 2023, 6:30 P.M.**

**Council Chambers, 317 S State St, Caro MI 4872**

Mayor Karen Snider called the regular meeting of the City Council to order on May 1, 2023, at 6:30 p.m. in the Council Chambers.

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

Absent: None

Others: Scott Czasak – City Manager, Jana Brown – Deputy City Clerk, Michele Perry – City Treasurer, Randy Heckroth – Fire Chief, Brian Newcomb – Police Chief and other guests.

### **AGENDA APPROVAL**

#### **23-M-94**

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

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

Al Michel praised the individuals who participated in the weekend cleanup of M-24. He commended Randy Heckroth, Fire Chief, on a fine job. Inquired about his application to Planning Commission.

Tanya Batschke urged council to approve the funding request for parks.

Lew Werth commented on the blight issues in Caro and inquired about enforcement of blight issues.

### **COMMUNICATIONS:**

1. Charter Communications – Upcoming Changes
2. Parks & Recreation Committee Minutes – April 18, 2023 (unapproved)  
Request by Pamela Iseler to have her name spelled correctly in the minutes. Also, Emily Campbell and her husband were present at the meeting.

### **CONSENT AGENDA:**

1. Regular Council Meeting Minutes – April 17, 2023
2. Invoices

#### **23-M-95**

**Motion by Eschenbacher seconded by Iseler to approve the consent agenda as presented with amendment to the April 17<sup>th</sup> minutes including invoices.  
Motion Carried.**



## **REGULAR AGENDA:**

1. Rowe Engineering Contract – S. Colling Road

### **23-M-96**

**Motion by Eschenbacher seconded by Campbell to allow the City Manager to sign and execute the contract with Rowe Professional Services Company for Engineering Services for the S. Colling Road Resurfacing Project.**

**Motion carried.**

2. Fire Chief Contract 2023-2026

### **23-M-97**

**Motion by Kish seconded by White to allow the City Manager and Mayor to sign the contract with Randall Heckroth to continue as Fire Chief and Code Enforcement Officer as presented.**

**Motion carried.**

3. Parks & Recreation Committee Request

### **23-M-98**

**Motion by Eschenbacher seconded by White to purchase one bike rack at \$468.85, six trash receptacles at \$218.85 a piece with shipping costs and, by 4:00 p.m. tomorrow (to give time to place the order), allocate up to \$2,800.00 towards the acquiring of picnic tables which must be in the City's possession by June 30, 2023. Also make the budget amendments of moving \$5,500.00 from 101-691-970-000, Parks & Recreation Capital Outlay to 101-691-740-000, Parks & Recreation O&M Supplies.**

**Motion carried.**

**ITEMS PENDING/TABLED:** None

**COMMITTEE/LIAISON POSITION REPORTS:** None

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

**MANAGER'S COMMENTS** – Written report submitted. Indianfields Township will hold a public hearing on their Draft Master Plan tomorrow. Will be out of the office Tuesday after the next council meeting for the Michigan Association of Planning Spring Institute.

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

## **ADDITIONAL PUBLIC COMMENT:**

Tanya Batschke commented on Council writing off business taxes for individuals who are still in business but condemning someone who didn't pay taxes on something inherited.

Al Michel commented on tearing down the old police station and the contents of the building.

Mike Carpenter commented on the DWSRF (Drinking Water State Revolving Fund) Plan. Plan will be on file at City Hall on Thursday. There will be a 10-day review period. Will present plan at next council meeting.

Don Hall commented on his council experiences and current dealings with the Mayor. Just purchased the Medallion Village in Sebewaing which will now be called Bay View Gardens. Also commented on the parking lot at the old police station.

Sean Smith, chairman of Parks & Recreation Committee, thanked council for their action tonight. He has seen improvement between the council and the committee. Wants to have better understanding of the budget process as a chairperson and keep improving communication.

Ron Anderson spoke regarding the old police station and pending parking lot.

**ADDITIONAL COUNCIL COMMENT:**

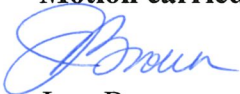
Pamela Iseler is still waiting for call from Mayor to provide statute regarding DDA appointment. Mayor will have the City Manager contact Pamela tomorrow regarding the issue.

Jill White asked if the bids have gone out for the demolition of the old police building. No, bids have not gone out yet. City Manager commented that the process takes time.

**23-M-99**

**Motion by Eschenbacher seconded by Kish to adjourn the meeting at 8:15p.m.**

**Motion carried.**



Jana Brown  
Deputy City Clerk

## CITY OF CARO SPECIAL COUNCIL MINUTES

Mayor Karen Snider called the Budget Workshop meeting of the City Council to order on May 3, 2023 at 5:30 p.m. in the Council Chambers.

Present: Mayor Karen Snider, City Council: Emily Campbell, Bob Eschenbacher, Pamela Iseler, Charlotte Kish, Doreen Oedy, and Jill White

Absent: None

Others: Scott Czasak – City Manager, Rita Papp – City Clerk, Michele Perry – City Treasurer, David Dienes II – WWTP Superintendent, Tom Reese – DPW Superintendent, Lauren Amellal – Director of Development & Strategic Initiatives and other guests

**PUBLIC COMMENT:** None

**SPECIAL AGENDA:** (action required)

### 1. **FY 2023-2024 Budget Workshop**

Scott Czasak – City Manager presented to Council the Administrative Changes to 2023/2024 Proposed Budget & Recap of 2023/2024 Proposed Budget.

Mayor Snider opened the floor for discussion and started on page 1 of the 2023/2024 Proposed Budget.

The following requests were made during discussion:

- Potential removal of \$20,000.00 - Office Furniture from line item 101-265-776-000 (Building & Grounds). Look into potential repair of furniture.
- Remove \$400,000.00 – Old Police Department Parking Lot & Replace with \$40,000.00 for gravel from line item 101-265-970-002 (Building & Grounds).
- Remove \$125,000 – Contracted Services from line item 201-442-801-000 (Sidewalk)
- Decrease line item 101-691-970-000 by \$5,000.00 – Capital Outlay (Parks & Recreation)
- Decrease line item 101-748-900-000 by \$3,400.00 – Advertising/Printing (Community Promotions)
- Increase revenue line item 101-000-628-000 by \$5,000.00 – School Resource Officer (General Fund)
- Remove request for additional DPW Mechanic from all allocated wage line items.

Recessed: 7:30 pm

Reconvened: 7:35 pm

Council requests for next Budget Workshop:

- Requested research on potential repair of office furniture.
- Requested an updated quote on DPW Garage Parking Lot in line item 101-265-970-002.
- Requested an updated quote on WWTP – Wheeled Teleskid in line item 661-536-970-000. Look into trade in value.

Final Budget Workshop is scheduled for May 15, 2023 from 5:30 pm – 6:30 pm.

**ADDITIONAL PUBLIC COMMENT:** None

**Motioned by Eschenbacher, seconded by White to adjourn the meeting at 8:17 pm.  
Motioned carried.**

A handwritten signature in blue ink that reads "Rita Papp". The signature is written in a cursive, flowing style.

Rita Papp  
City Clerk

MINUTES  
CITY OF CARO DOWNTOWN DEVELOPMENT AUTHORITY  
REGULAR MEETING  
APRIL 12, 2023

Chairman Bauerschmidt called the DDA meeting to order on April 12, 2023, at 12:02pm in the City Council Chambers.

Present: Chairman Mike Bauerschmidt, Council Liaison Charlotte Kish, City Manager Scott Czasak, Thomas Bardwell, Randy Whittaker.

Absent: Evan Osentoski, Dick Ransford, Ross Downing.

Others Present: Mayor Karen Snider, Councilor Jill White, City Clerk Rita Papp, City Treasurer Michele Perry, Karim Amellal. Jim Mcloskey.

**PUBLIC COMMENT:**

Scott Czasak, City Manager- shared that the grant for the demolition of the former police department building is moving forward.

Jim Mcloskey, EDC- shared that there are limited small business revitalization grant funds still available. Scott Putnam is doing a two-phase remodel for the "destination" building using such grant funds. Caro dam is working with US Fish & Wildlife for repairs.

**APPROVAL OF AGENDA:**

DDA Chairman added two items to the business items, number five (5) being Downtown Beautification/ Flowerpots, and number six (6) being Downtown Development Authority Facebook/ Social Media Page Development.

**COMMUNICATIONS:**

Lauren Amellal, Director of Development- shared City of Caro Parks & Recreation Park Clean Up Day flyer.

**APPROVAL OF MINUTES:**

ADHOC Committee- March 1, 2023, Regular Meeting- March 8, 2023, Special Meeting- March 16, 2023

**Motion by Kish, to approve all minutes as presented, seconded by Whittaker. Motion carried.**

**FINANCIAL REPORT:**

**Motion by Kish to accept and file financial report for audit, seconded by Whittaker. Motion carried.**

MINUTES  
CITY OF CARO DOWNTOWN DEVELOPMENT AUTHORITY  
REGULAR MEETING  
APRIL 12, 2023

**STAFF REPORT:**

Director Amellal reviewed highlights from her monthly report.

**BUSINESS ITEMS:**

**1. Waiver of Farmers Market Vendor Invoices 2022**

Amellal presented two farmers market vendor accounts which were unpaid. Discussion followed.

**Motion by Whittaker to write off remaining balance of unpaid fees, seconded by Bardwell.**  
**Motion carried.**

**2. Election of Downtown Development Authority Officers**

**Motion by Whittaker to nominate Mike Bauerschmidt as Chairman, seconded by Bardwell.**  
**Motion carried.**

**Motion by Kish to nominate Randy Whittaker as Vice-chairman, seconded by Bauerschmidt.**  
**Motion carried.**

**Motion by Bauerschmidt to nominate Ross Downing for Treasurer, seconded by Whittaker.**  
**Motion carried.**

**Motion by Kish to nominate Director, Lauren Amellal as Secretary, seconded by Whittaker.**  
**Motion carried.**

**3. DDA Seasonal Employee Duties**

Chairman Bauerschmidt shared potential changes in duties for seasonal employees which reflect the 2023 Downtown development Budget.

**4. DDA Mowing Request for Proposals**

**Motion by Kish to authorize Director Amellal to create and disperse a formal Request for Lawncare Service Bids and bring recommendations to the next meeting, seconded by Whittaker. Motion carried.**

**5. Downtown Beautification/ Flower Pots**

Director Amellal shared the potential need for additional funds to expand the project scope. Discussion followed. No action was taken.

MINUTES  
CITY OF CARO DOWNTOWN DEVELOPMENT AUTHORITY  
REGULAR MEETING  
APRIL 12, 2023

**6. Downtown Development Authority Facebook/ Social Media Page Development**

Chairman Bauerschmidt discussed the need to expand engagement and create an online presence to further the work of the DDA. Discussion regarding a social media policy which gave the Chairperson, and Director joint full creation and administrative power over a DDA Facebook page was had. Director to present a draft Social Media Administration Policy at the next meeting.

**OTHER BUSINESS:**

**1. Wayfinding Signs**

Director Amellal to schedule a joint committee meeting of members of the Parks & Recreation Committee and Chairman Bauerschmidt in May.

Chairman Bauerschmidt opened the floor for additional comment. Hearing none.

**Motion by Whittaker to Adjourn at 1:05pm, seconded by Bardwell. Motion carried.**

**Respectfully Submitted**

**Director Amellal**

## Report Criteria:

Report type: GL detail

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

GL Period	Check Issue Date	Check Number	Invoice GL Account	Amount
<b>AIR ADVANTAGE LLC</b>				
05/23	05/15/2023	76669	242-728-801-000	58.00
05/23	05/15/2023	76669	661-536-750-001	25.00
05/23	05/15/2023	76669	101-172-750-001	25.00
05/23	05/15/2023	76669	101-260-750-001	25.00
05/23	05/15/2023	76669	101-301-750-001	100.00
05/23	05/15/2023	76669	101-441-750-001	100.00
05/23	05/15/2023	76669	536-336-750-001	25.00
05/23	05/15/2023	76669	590-567-750-001	100.00
05/23	05/15/2023	76669	592-557-750-001	25.00
05/23	05/15/2023	76669	596-521-750-001	25.00
Total AIR ADVANTAGE LLC:				508.00
Total 76669:				508.00
<b>ALS GROUP USA, CORP</b>				
05/23	05/15/2023	76670	590-567-801-000	2,200.00
05/23	05/15/2023	76670	590-567-801-000	480.00
Total ALS GROUP USA, CORP:				2,680.00
Total 76670:				2,680.00
<b>AMAZON CAPITAL SERVICES</b>				
05/23	05/15/2023	76671	101-301-956-000	24.90
05/23	05/15/2023	76671	101-301-956-000	18.99
Total AMAZON CAPITAL SERVICES:				43.89
Total 76671:				43.89
<b>ANDREA GILL</b>				
05/23	05/15/2023	76672	242-733-965-001	8.00
Total ANDREA GILL:				8.00
Total 76672:				8.00
<b>BIRMINGHAM SEALCOAT INC</b>				
05/23	05/15/2023	76673	204-442-801-000	73,332.54
Total BIRMINGHAM SEALCOAT INC:				73,332.54
Total 76673:				73,332.54
<b>BRENTWOOD GRAPHICS</b>				
05/23	05/15/2023	76674	101-101-740-000	10.00



GL Period	Check Issue Date	Check Number	Invoice GL Account	Amount
05/23	05/15/2023	76681	101-695-801-000	450.00
Total CHRIS E LANDSCAPING LLC:				1,800.00
Total 76681:				1,800.00
<b>DIAMOND EXCAVATING LLC</b>				
05/23	05/15/2023	76682	101-265-970-002	162,265.50
Total DIAMOND EXCAVATING LLC:				162,265.50
Total 76682:				162,265.50
<b>DJ's PORTABLE TOILET RENTALS, LLC</b>				
05/23	05/15/2023	76683	101-691-801-000	765.00
Total DJ's PORTABLE TOILET RENTALS, LLC:				765.00
Total 76683:				765.00
<b>DTE ENERGY</b>				
05/23	05/15/2023	76684	101-441-926-000	4,728.09
Total DTE ENERGY:				4,728.09
Total 76684:				4,728.09
<b>ETNA SUPPLY</b>				
05/23	05/15/2023	76685	592-557-776-000	127.31
Total ETNA SUPPLY:				127.31
Total 76685:				127.31
<b>FERGUSON ENTERPRISES LLC #2000</b>				
05/23	05/15/2023	76686	592-557-776-000	211.25
Total FERGUSON ENTERPRISES LLC #2000:				211.25
Total 76686:				211.25
<b>FERGUSON ENTERPRISES LLC #3326</b>				
05/23	05/15/2023	76687	101-265-776-000	129.46
Total FERGUSON ENTERPRISES LLC #3326:				129.46
Total 76687:				129.46
<b>FOSTER, SWIFT, COLLINS &amp; SMITH, PC</b>				
05/23	05/15/2023	76688	101-172-801-000	750.00
05/23	05/15/2023	76688	101-101-801-000	150.00
05/23	05/15/2023	76688	536-336-801-000	102.09

GL Period	Check Issue Date	Check Number	Invoice GL Account	Amount
05/23	05/15/2023	76695	101-301-801-002	108.34
05/23	05/15/2023	76695	101-260-801-002	100.28
05/23	05/15/2023	76695	101-172-801-002	100.28
05/23	05/15/2023	76695	101-253-801-002	100.28
05/23	05/15/2023	76695	590-567-801-002	108.34
Total KRISTAL'S HELPING HAND LLC:				710.00
Total 76695:				710.00
<b>LARSEN GRAPHICS, INC.</b>				
05/23	05/15/2023	76696	101-301-930-001	579.00
05/23	05/15/2023	76696	242-728-900-000	60.50
Total LARSEN GRAPHICS, INC.:				639.50
Total 76696:				639.50
<b>LAUREN AMELLAL</b>				
05/23	05/15/2023	76697	242-733-900-002	347.28
Total LAUREN AMELLAL:				347.28
Total 76697:				347.28
<b>LAWSON PRODUCTS, INC.</b>				
05/23	05/15/2023	76698	590-567-776-000	2,295.45
05/23	05/15/2023	76698	590-567-776-000	177.00
Total LAWSON PRODUCTS, INC.:				2,472.45
Total 76698:				2,472.45
<b>MESSA</b>				
05/23	05/15/2023	76699	101-172-716-000	371.92
05/23	05/15/2023	76699	101-253-716-000	817.06
05/23	05/15/2023	76699	101-260-716-000	335.36
05/23	05/15/2023	76699	101-265-716-000	832.36
05/23	05/15/2023	76699	101-301-716-000	7,632.78
05/23	05/15/2023	76699	101-371-716-000	71.95
05/23	05/15/2023	76699	592-557-716-000	1,872.81
05/23	05/15/2023	76699	596-483-716-000	522.48
05/23	05/15/2023	76699	596-521-716-000	138.73
05/23	05/15/2023	76699	661-536-716-000	275.34
05/23	05/15/2023	76699	101-000-231-010	6,577.15
05/23	05/15/2023	76699	590-483-716-000	1,462.57
05/23	05/15/2023	76699	590-536-716-000	69.36
05/23	05/15/2023	76699	590-567-716-000	5,490.89
05/23	05/15/2023	76699	590-568-716-000	485.54
05/23	05/15/2023	76699	592-483-716-000	1,462.57
05/23	05/15/2023	76699	592-536-716-000	69.36
05/23	05/15/2023	76699	203-483-716-000	299.01

GL Period	Check Issue Date	Check Number	Invoice GL Account	Amount
Total MOBILE MEDICAL RESPONSE:				23,750.00
Total 76704:				23,750.00
<b>MOORE MOTOR SALES</b>				
05/23	05/15/2023	76705	536-336-930-000	778.55
05/23	05/15/2023	76705	536-336-930-000	475.88
Total MOORE MOTOR SALES:				1,254.43
Total 76705:				1,254.43
<b>NATIONAL TIME &amp; SIGNAL</b>				
05/23	05/15/2023	76706	590-567-801-000	305.00
Total NATIONAL TIME & SIGNAL:				305.00
Total 76706:				305.00
<b>NEOGEN CORPORATION</b>				
05/23	05/15/2023	76707	590-567-776-001	546.28
Total NEOGEN CORPORATION:				546.28
Total 76707:				546.28
<b>ODP BUSINESS SOLUTIONS, LLC</b>				
05/23	05/15/2023	76708	536-336-740-000	10.41
05/23	05/15/2023	76708	590-567-776-002	10.41
05/23	05/15/2023	76708	592-557-776-000	10.41
05/23	05/15/2023	76708	101-172-740-000	10.41
05/23	05/15/2023	76708	101-260-740-000	10.41
05/23	05/15/2023	76708	101-253-740-000	10.41
05/23	05/15/2023	76708	242-728-740-000	10.41
05/23	05/15/2023	76708	101-441-776-000	10.40
05/23	05/15/2023	76708	101-748-740-000	12.08
05/23	05/15/2023	76708	101-441-776-000	212.32
Total ODP BUSINESS SOLUTIONS, LLC:				307.67
Total 76708:				307.67
<b>R&amp;R TECHNICAL SERVICES</b>				
05/23	05/15/2023	76709	101-172-801-000	95.00
05/23	05/15/2023	76709	101-253-801-000	47.50
05/23	05/15/2023	76709	101-260-801-000	47.50
05/23	05/15/2023	76709	101-301-801-000	71.25
05/23	05/15/2023	76709	101-441-801-000	71.25
05/23	05/15/2023	76709	536-336-801-000	23.75
05/23	05/15/2023	76709	101-101-801-000	30.00
05/23	05/15/2023	76709	101-301-801-000	45.00

GL Period	Check Issue Date	Check Number	Invoice GL Account	Amount
Total 76711:				1,269.00
<b>STATE OF MICHIGAN - DHHS</b>				
05/23	05/15/2023	76712	590-567-920-000	413.24
Total STATE OF MICHIGAN - DHHS:				413.24
Total 76712:				413.24
<b>SUNSHINE STRING BAND</b>				
05/23	05/15/2023	76713	242-733-900-001	150.00
Total SUNSHINE STRING BAND:				150.00
Total 76713:				150.00
<b>TEAM FINANCIAL GROUP</b>				
05/23	05/15/2023	76714	661-536-750-001	33.22
05/23	05/15/2023	76714	101-172-750-001	33.23
05/23	05/15/2023	76714	101-260-750-001	33.23
05/23	05/15/2023	76714	101-301-750-001	33.22
05/23	05/15/2023	76714	101-441-750-001	33.22
05/23	05/15/2023	76714	536-336-750-001	33.22
05/23	05/15/2023	76714	590-567-750-001	33.22
05/23	05/15/2023	76714	592-557-750-001	33.22
05/23	05/15/2023	76714	596-521-750-001	33.22
Total TEAM FINANCIAL GROUP:				299.00
Total 76714:				299.00
<b>THE SAFETY COMPANY LLC</b>				
05/23	05/15/2023	76715	661-536-776-000	136.77
Total THE SAFETY COMPANY LLC:				136.77
Total 76715:				136.77
<b>THUMB CELLULAR</b>				
05/23	05/15/2023	76716	101-371-853-000	13.25-
05/23	05/15/2023	76716	536-336-853-000	13.25-
05/23	05/15/2023	76716	101-301-853-000	131.00-
05/23	05/15/2023	76716	101-441-853-000	98.94
05/23	05/15/2023	76716	202-483-853-000	98.94
05/23	05/15/2023	76716	203-483-853-000	98.94
05/23	05/15/2023	76716	590-567-853-000	98.94
05/23	05/15/2023	76716	592-557-853-000	98.94
Total THUMB CELLULAR:				337.20
Total 76716:				337.20

GL Period	Check Issue Date	Check Number	Invoice GL Account	Amount
Total WITMER PUBLIC SAFETY GROUP:				239.20
Total 76722:				239.20
Grand Totals:				335,321.76

## Report Criteria:

Report type: GL detail

Check.Type = {&lt;&gt;} "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  
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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, April, 2023

Date: May 8, 2023

## POLICE REPORTS

Police Complaints received for April 2023- 234 dispatched complaints

Comparison-

March 2023-167 dispatched complaints

February 2023- 173 dispatched complaints

January 2023- 215 dispatched complaints

## MILEAGE

April 2023- 4,159 miles

## GASOLINE

April 2023-346.58 gallons

911 OPEN LINE OR HANGUP	4
ABANDONED VEHICLE	
ALARM	6
ANIMAL AT LARGE	2
ASSAULT	8
ASSIST DHHS	2
ASSIST FIRE	4
ASSIST MMR	15
ASSIST MSP	1
ASSIST OTHER PD	2
ASSIST THUMB NARCOTICS	
ASSIST TUSH IN CARO	1
ATL	
B&E	4
CITIZEN ASSIST	
CIVIL	10
CONDITIONAL BOND VIOLATION	
CSC	2
DISORDERLY	1
DOG LOCKED IN VEHICLE	1
DOMESTIC ASSAULT	
DWLS	
EMBEZZLEMENT	
FALSE PERSONATION	
FELONIOUS ASSAULT	
FIGHT IN PROGRESS	1
FOUND PROPERTY	2
FRAUD	5
GENERAL	7
HARASSMENT	6
HIT AND RUN PDA	
INJURY CRASH	3
INVESTIGATION FOLLOWUP	3
KEYS LOCKED IN VEHICLE	1
LARCENY	8
LIQUOR INSPECTION	14
MDOP	2
MENTAL HEALTH CALL	2
MIP-VAPE	2
MISSING JUVENILE	2
MUTUAL AID	3
NARCOTICS	2
NATURAL DEATH	
NOISE COMPLAINT	3
NO INSURANCE-VEHICLE	3
NO REGISTRATION MISDEMEANOR	2
OPEN DOOR	

ASSIST	MSP	DV	IN PROG
ASSIST	TUSH	DV	IN PROG
ASSIST	MSP	DV	IN PROG
ASSIST	TUSH	DV	IN PROG

OWI	1
PAROLE VIOLATION	
PARKING VIOLATIONS	2
PDA	6
PROBATION VIOLATION	
PUBLIC RELATIONS	3
REGISTRATION VIOLATION	
RESIST OFFICER	1
RETAIL FRAUD	3
RUNAWAY	2
SINKHOLE IN ROADWAY	
STALKING	
SUICIDAL PERSON	2
SUSPICIOUS PERSON	3
SUSPICIOUS SITUATION	7
THREATS TO ATTY GENERAL	
THREATS TO COURTHOUSE	
THREATS TO SCHOOL	1
TRAFFIC POLICING	18
TRAFFIC STOPS/CITATIONS	32
TRESPASS	1
VERBAL DOMESTIC	3
VIN INSPECTION	
WARRANT ARREST	9
WEAPONS OFFENSE	1
WELFARE CHECK	5
WITNESS INTIMIDATION	



1068	LUDER RD
1847	MURRAY
1115	gun club
429	ROMAIN

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	81,982	82,531	83,239								
Enter Vehicle Mileage at End of Month				81,982	82,531	83,239	84,073								
Monthly Mileage Totals				1,048	549	708	834	0	0	0	0	0	0	0	0
Total Mileage for Year				3,139											
Maintenance Cost Per Mile				\$1.01											
VEHICLE MAINTENANCE COSTS															
Oil & Filter Change															
Air Filter Change															
Fuel Filter Change															
Transmission Fluid & Filter															
Engine Coolant															
Cooling System Flush															
Tire Repair or Replacement															
Tire Rotation or Balance															
Hose Replacement															
Brake Repair															
Engine Tune-Up															
Front End Alignment															
Power Steering / Brake Fluid															
A/C or Heater Repair															
Replace Belts															
Electrical Repairs															
Battery Replacement															
Battery Cables / Terminals															
Headlights or Light Bulbs															
Windshield Wiper Blades															
Wash & Wax															
Miscellaneous Service					\$3,117.02	\$60.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL MONTHLY MAINTENANCE COSTS				\$0.00	\$3,117.02	\$60.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
				TOTAL \$3,177.02											

# VEHICLE MAINTENANCE RECORD FOR CAR 2

TOTAL MAINTENANCE COSTS														VIN NO. 1FM5K8AR0DGC06925											
		YEAR:	2013	MAKE:	FORD	MODEL	SUV	LICENSE	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23												
Enter Starting Vehicle Mileage		110,076	110,297	111,109	111,711																				
Enter Vehicle Mileage at End of Month		110,297	111,109	111,711	111,939																				
Monthly Mileage Totals		221	812	602	228	0	0	0	0	0	0	0	0												
Total Mileage for Year		1,863																							
Maintenance Cost Per Mile		\$0.86																							
VEHICLE MAINTENANCE COSTS																									
Oil & Filter Change																									
Air Filter Change																									
Fuel Filter Change																									
Transmission Fluid & Filter																									
Engine Coolant																									
Cooling System Flush																									
Tire Repair or Replacement																									
Tire Rotation or Balance																									
Hose Replacement																									
Brake Repair																									
Engine Tune-Up																									
Front End Alignment																									
Power Steering / Brake Fluid																									
A/C or Heater Repair		\$1,362.02																							
Replace Belts																									
Electrical Repairs																									
Battery Replacement			\$239.99																						
Battery Cables / Terminals																									
Headlights or Light Bulbs																									
Windshield Wiper Blades																									
Wash & Wax																									
Miscellaneous Service																									
TOTAL MONTHLY MAINTENANCE COSTS		\$1,362.02	\$239.99	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00												
23		TOTAL \$1,602.01																							

VEHICLE MAINTENANCE RECORD FOR CAR 3

TOTAL MAINTENANCE COSTS										VIN NO: 1FM5K8AR3HGC07315				
YEAR:		2017	MAKE:		FORD	MODEL	SUV	LICENSE		Aug-23	Sep-23	Oct-23	Nov-23	Dec-23
Jan-23		52,817	54,534	55,655	56,510									
Enter Starting Vehicle Mileage														
Enter Vehicle Mileage at End of Month		54,534	55,655	56,510	57,724									
Monthly Mileage Totals		1,717	1,121	855	1,214	0	0	0	0	0	0	0	0	0
Total Mileage for Year		4,907												
Maintenance Cost Per Mile		\$0.30												
VEHICLE MAINTENANCE COSTS														
TYPE OF SERVICE														
Oil & Filter Change														
Air Filter Change														
Fuel Filter Change														
Transmission Fluid & Filter														
Engine Coolant					xxx									
Cooling System Flush														
Tire Repair or Replacement														
Tire Rotation or Balance														
Hose Replacement														
Brake Repair					\$1,088.10									
Engine Tune-Up			\$368.79											
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														
24	TOTAL MONTHLY MAINTENANCE COSTS		\$0.00	\$368.79	\$0.00	\$1,088.10	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Tire Size=245/55R18

MILLARS TIRES BAY CITY

TOTAL \$1,456.89

VEHICLE MAINTENANCE RECORD FOR CAR 464

TOTAL MAINTENANCE COSTS									
YEAR	2019	MAKE	DODGE	MODEL	DURANGO	LICENSE	023X394	VIN NO	1C4RDJFG1KC708488
Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23
Enter Starting Vehicle Mileage	15,147	15,855	16,659	17,470					
Enter Vehicle Mileage at End of Month	15,855	16,659	17,470	18,262					
Monthly Mileage Totals	708	804	811	792	0	0	0	0	0
Total Mileage for Year	3,115								
Maintenance Cost Per Mile	\$0.02								
VEHICLE MAINTENANCE COSTS									
Oil & Filter Change									
Air Filter Change									
Fuel Filter Change									
Transmission Fluid & Filter									
Engine Coolant									
Cooling System Flush									
Tire Repair or Replacement									
Tire Rotation or Balance									
Hose Replacement									
Brake Repair									
Engine Tune-Up									
Front End Alignment									
Power Steering / Brake Fluid									
A/C or Heater Repair									
Replace Belts									
Electrical Repairs									
Battery Replacement									
Battery Cables / Terminals									
Headlights or Light Bulbs									
Windshield Wiper Blades									
Wash & Wax									
Tie Rods/Alignment									
Muffler									
Tow/Wrecker Service									
Miscellaneous Service									
TOTAL MONTHLY MAINTENANCE COSTS	\$65.96	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00



VEHICLE MAINTENANCE RECORD FOR CAR 465

TOTAL MAINTENANCE COSTS							YEAR	2022	MAKE	CHEVY	MODEL	1500	LICENSE	VIN NO	3GCPDKEKLN	655811		
							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							450	500	500	850								
Enter Vehicle Mileage at End of Month							500	500	850	1,941								
Monthly Mileage Totals							50	0	350	1,091	0	0	0	0	0	0	0	0
Total Mileage for Year							1,491											
Maintenance Cost Per Mile							\$0.00											
TYPE OF SERVICE							VEHICLE MAINTENANCE COSTS											
Oil & Filter Change																		
Air Filter Change																		
Fuel Filter Change																		
Transmission Fluid & Filter																		
Engine Coolant																		
Cooling System Flush																		
Tire Repair or Replacement																		
Tire Rotation or Balance																		
Hose Replacement																		
Brake Repair																		
Engine Tune-Up																		
Front End Alignment																		
Power Steering / Brake Fluid																		
A/C or Heater Repair																		
Replace Belts																		
Electrical Repairs																		
Battery Replacement																		
Battery Cables / Terminals																		
Headlights or Light Bulbs																		
Windshield Wiper Blades																		
Wash & Wax																		
Tie Rods/Alignment																		
Muffler																		
Tow/Wrecker Service																		
Miscellaneous Service																		
INSTALLATION																		
TOTAL MONTHLY MAINTENANCE COSTS							\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00



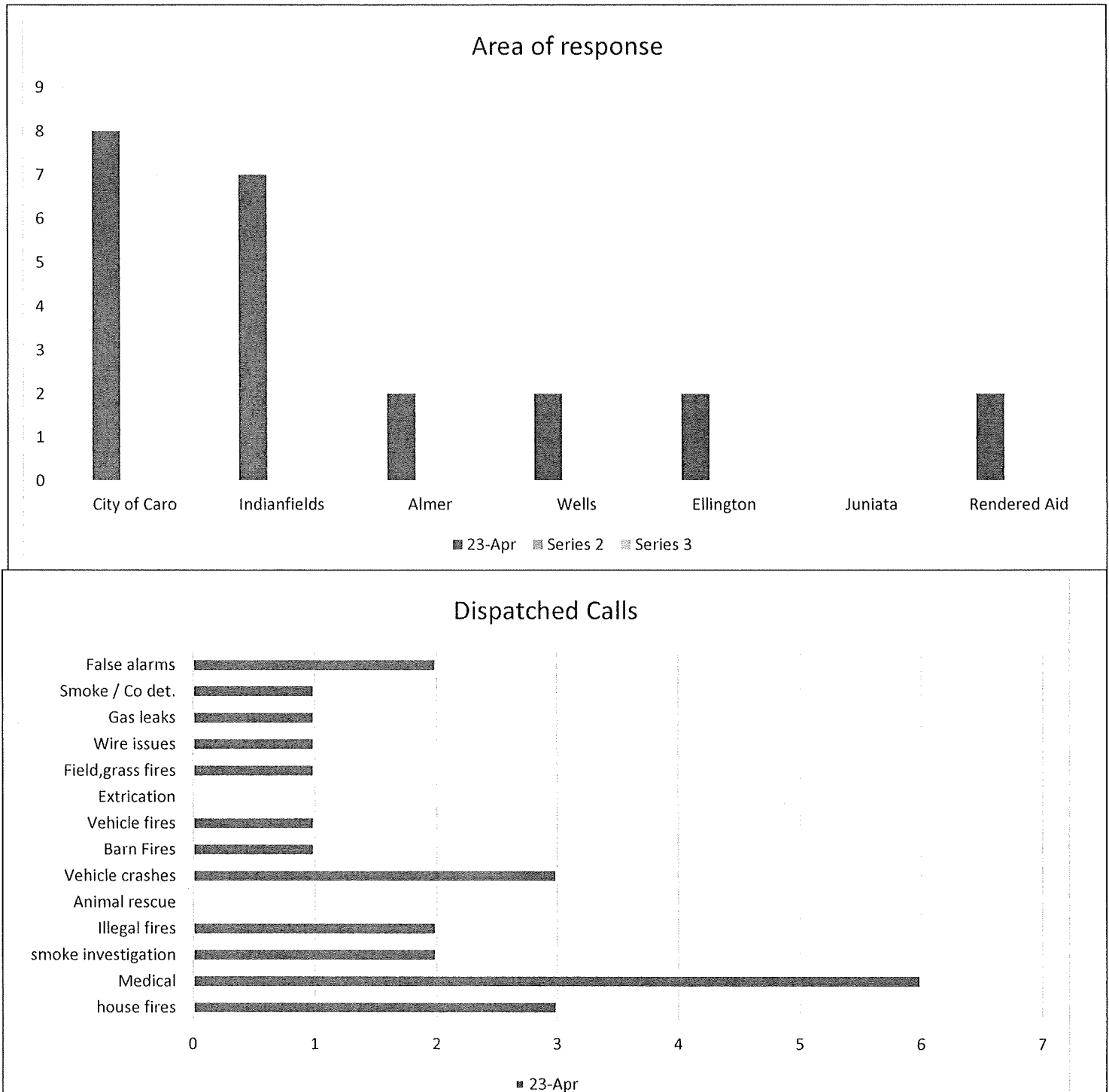






# CITY OF CARO FIRE DEPARTMENT

May 2023 Council Fire report

## April 2023 monthly review



Indianfields Twp.	Illegal fire	
Indianfields Twp.	7 Vehicle fires	
City of Caro	Retail store gas leak	
Indianfields Twp.	Smoke investigation	
Ellington Twp.	Medical assist	
Mayville FD	Smoke in a house	
City of Caro	Illegal fire	
City of Caro	2 Vehicle crash	
Almer Twp.	Medical assist	
Indianfields Twp.	Medical assist	
Almer Twp.	2 vehicle crash	
City of Caro	Smoke investigation	
Wells Twp.	Woods on fire	
Indianfields Twp.	Barn fire	
Ellington Twp.	Fire investigation	
Indianfields Twp.	Medical assist	
Indianfields Twp.	Medical assist	
Wells Twp.	Power line issues	
City of Caro	Medical assist	
City of Caro	False fire alarm	
City of Caro	Vehicle crash	
May 2023 Council report for	April 2023 calls	

City of Caro	House fire 
Fairgrove FD	House fire 
	Page 2



## CITY OF CARO FIRE DEPARTMENT

April 2023 Council Fire report

March 2023 monthly review

- Caro Fire Dept. is in the final stages of taking possession of the Aerial Ladder truck
- The Caro Fire Department answered 23 calls in the month of April 2023
- The Medical First Responder project should start towards the end of May 2023
- The department monthly training was Water Supply and Pump operations review

Respectfully submitted,

Randall Heckroth, City of Caro Fire Chief



# CITY OF CARO CODE ENFORCEMENT

May 2023 Council Code report

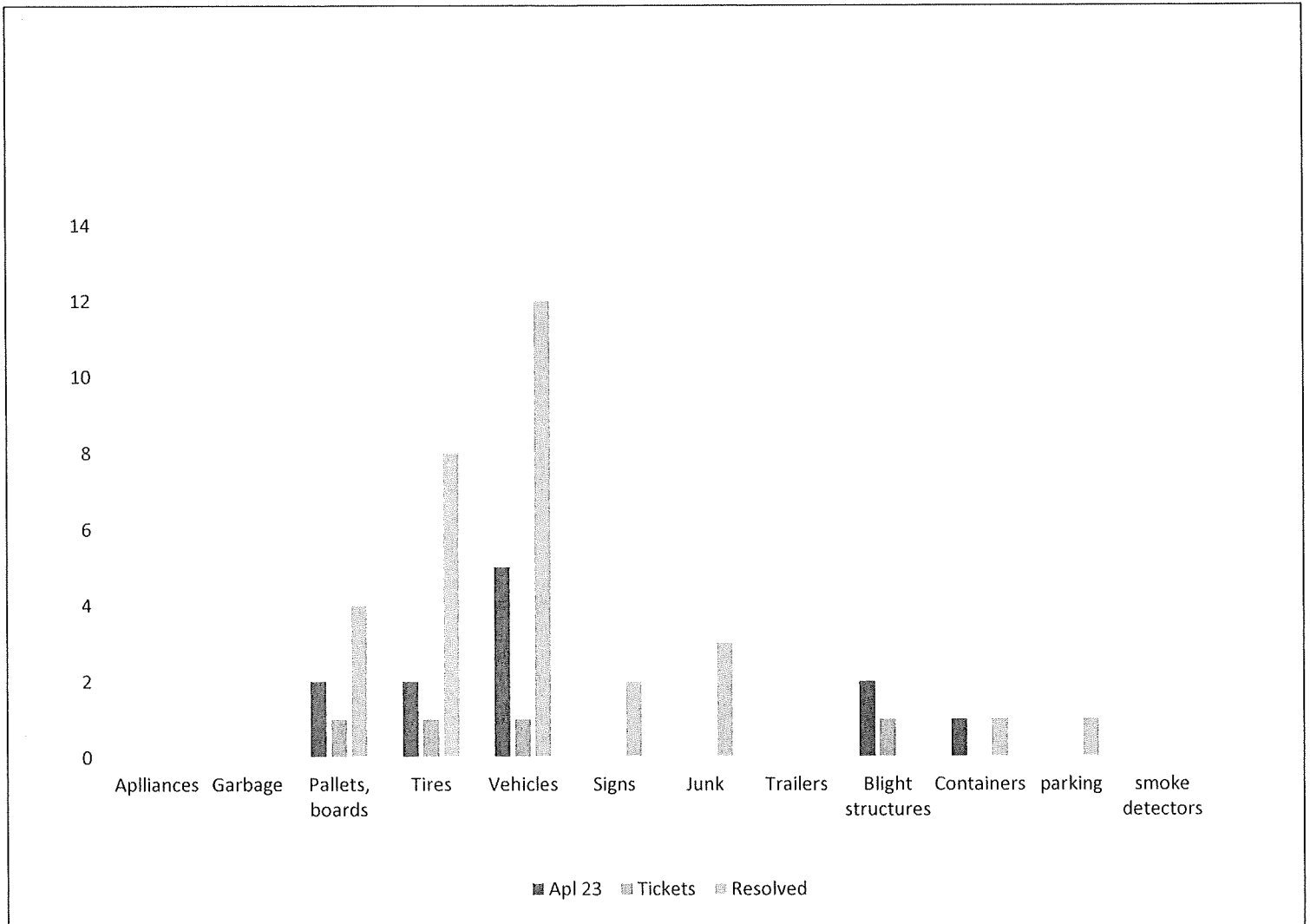
April 2023 monthly review

640 W. Burnside St.	Blight vehicle	Case resolved
700 W. Frank St.	Blight vehicle	2 <sup>nd</sup> . notice
16 Pearl St.	Construction material	Case resolved
505 Gibbs St.	tires	Case resolved
340 W. Gilford Rd.	Rent A Box	2 <sup>nd</sup> . notice
127 W. Congress St.	Construction material	Case resolved
213 W. Congress St.	container	Case resolved
213 W. Congress St.	tires	Case resolved
364 Norman St.	tires	Case resolved
214 Ellis St.	Blight vehicle	Case resolved
233 Ellis St.	Blight vehicle	Case resolved
317 Montague Ave.	tires	2 <sup>nd</sup> . notice
308 Montague Ave.	Construction material	Case resolved
343 Wells St.	Blight vehicle	Case resolved
363 Wells St.	Yard junk	Case resolved
343 Wells St.	tires	Case resolved
344 Wells St.	Blight vehicle	Case resolved
400 Wells St.	tires	Case resolved
138 Butler St.	Blight vehicle	1 <sup>st</sup> . notice
119 Butler St.	Blight vehicle	1 <sup>st</sup> . notice
246 Columbia St.	Blight vehicle	1 <sup>st</sup> . Offence \$100.00 ticket
604 E. Frank St.	Blight vehicle	1 <sup>st</sup> . notice
121 Alexander St.	Blight structure	4 <sup>th</sup> . Offence \$500.00 ticket
128 Alexander St.	tires	Case resolved
400 E. Frank St.	2 blight vehicles	Case resolved
509 E. Frank St.	Blight vehicle	Case resolved
531 E. Frank St.	Yard junk	Case resolved
315 E. Grant St.	Blight vehicle	Case resolved
318 E. Grant St.	tires	Case resolved
318 E. Grant St.	Blight vehicle	Case resolved
306 E. Grant St.	Construction material	Case resolved
619 Court St.	Canopy	2 <sup>nd</sup> . notice
331 E. Bush St.	Blight vehicle	Case resolved
324 Ward St.	Illegal parking	Case resolved
263 E. Sherman St.	2 Blight vehicles	Case resolved
729 N. State St.	Blight vehicle	Case resolved
762 N. State St.	Wrongfully placed sign	Case resolved
768 N. State St.	Wrongfully placed sign	Case resolved
	38	Page 1 of 3

## April 2023 monthly review

[illegible]

# CITY OF CARO CODE ENFORCEMENT



Monthly total tickets issued, \$1200.00

Monthly total blights cases dealt with , 43

Monthly cases resolved, 31

Top 3-Violations for April 2023 #1 Vehicles #2 Tires #3 pallets/ boards

# CITY OF CARO

CITY MANAGER  
SCOTT CZASAK  
CITY CLERK  
RITA PAPP  
CITY TREASURER  
MICHELE PERRY  
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## MEMORANDUM

**To:** Scott Czasak & City Council  
**From:** Tom Reese Director of Public Works  
**Date:** May 15<sup>th</sup>, 2023  
**Re:** May Monthly report

---

### ACTIVITY

- Daily well checks.
- We completed 33 MISS DIG tickets.
- We completed 3 work orders. This is a breakdown of what was done:
  - 1 final read
  - 1 plugged storm
  - 1 work order for daily operations
- Did spring leaf pick up for a week.
- Evean and Tyler finished CDL school. Their road tests are May 13<sup>th</sup> and 14<sup>th</sup>.
- Spring brush chipping.
- Took down small tree in a parking lot that was split.
- Pumped down arsenic pit.
- Started reading water meters.
- Sweeping the roads.
- The guys have been cold patching.
- We replaced the meter at T.I automotive.
- We have been pumping the arsenic plant 3 times a week.
- We helped at the spring cleanup at Bieth Park.
- We helped with community cleanup.
- We have been working with the contractors at the parking lot and sidewalks.
- We replaced a few curb boxes that were in the way of the sidewalks.
- The seasonal workers started May 1<sup>st</sup>.
- We put up the new gaga ball pit.
- The seasonals put fresh mulch around the playgrounds.
- The seasonals have been getting Atwood Park weeded and mulched along with the rest of downtown.
- They have had to mow all the DDA places until they get a contractor.
- Working with Scott to get I.S.D summer kids projects.
- Working with Scott on the Frankenmuth Bible Church volunteers.
- Mike F, Scott and I had a sight visit with EGLE on our water system.
- Evean cleaned up the brush dump.
- Evean replaced lights in the main office.
- I have been trying to get updated quotes for the DPW parking lot.
- Mike has been working on the road down to well #1.
- Gary has been continuously updating the GIS.

### UP COMING PROJECTS

- Replacement of the arsenic plant media in the next 2 weeks.



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**TO:** Scott Czasak, City Manager and Caro City Council  
**FROM:** David Dienes, W.W.T.P.  
**SUBJECT:** May 2023 Report  
**DATE:** May 10, 2023

## **FOR THE AGENDA OF: May 15, 2023**

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

- Our Permit required monthly Discharge Monitoring Report for April 2023 was sent electronically via MiEnviro to the EGLE.
- We set up and ran the city's drinking water samples for May 2023.
- The clarifiers were hosed down and/or power washed weekly.
- The chlorine contact chamber was hosed down, power washed, and/or flushed weekly.
- Ran portable pumps for 10 minutes this month.
- The plant generator and lift station generators were exercised this month.
- We relinquished 5 raw water samples to SVSU for COVID-19 testing.
- Plant personnel suspect a theft of 50-100 gallons of diesel fuel at lift station #6. A police report has been filed. Hasps and padlocks have been ordered to prevent this from happening again.
- After being delayed by rains and wet farmlands, Biotech is back on-site hauling biosolids out of our secondary digester.
- Our quarterly WET testing has been completed and sent off for analysis for the first quarter of 2023.
- Plant personnel began the yearly cleaning of all lift station wet wells.
- Operator Kaperton Simmons has obtained his Class A CDL
- Operator Aaron Perez has decided to leave his position with the city to pursue another opportunity.

# Memorandum

**To:** City Council  
**From:** Rita Papp  
**Date:** May 4, 2023  
**Re:** Municipal Parking Violations Report, April 2023

---

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

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

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<b>Other Ordinance 36-48</b>	<b>Municipal Parking Violations Written</b>	2
	Warnings	2
	2 <sup>nd</sup> Offense	0
	3 <sup>rd</sup> Offense	0
	4 <sup>th</sup> Offense	0
	5 <sup>th</sup> Offense	0

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## Memorandum

**TO: City Manager, City Council, DDA**

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

**Date: May 9, 2023**

**RE: Department Report**

---

### Activity:

- Assisting in administration of Parks & Rec objectives: Spark grant, Wayfinding signs, Summer Kick Off event and more.
- Ordered new trash receptacles and bike rack for Bieth, per P & R and council approval.
- Created and submitted Caro area events ad for "Michigan Original Thumb Area Vacation Guide" in conjunction with the Caro Area Chamber of Commerce.
- Collaborating for the Cars & Crafts event with Chamber Manager, Kim Stevenson.
- Assisted in coordinating and promoting the Spring Clean-up and promoting the work of the volunteer/groups after the event.
- Supported coordination of upcoming Ribbon Cutting Botanical Garden event with Caro Garden Club, and DPW to be held in June.
- Facilitated presentation on "Growing for Market" to increase awareness and business development at the Caro Garden Club meeting.
- Met with several program partners/ local organizations to develop special events at the Caro Farmers Market for 2023.
- Developing May 25<sup>th</sup> Summer Kick-off event at Bieth Park. Several food trucks, and local organizations/ businesses are committed.
- Presented Downtown Beautification Sponsorship campaign for flowerpots at several local meetings. Program has brought in \$6,330.00.
- Coordinating details of the Downtown Beautification Check Presentation Event with Hills & Dales Healthcare, scheduled for May 16, 2023, at 2:30pm at City Hall.
- Continued to register market vendors with a current DDA revenue of \$7,580.00 for the 2023 season.
- Continuing to work with community volunteers to develop Music in the Park events.
- Hosted Modern Momma's Market at State Street Square on May 6, 2023. Over 1,000 guests attended, 4 volunteers assisted throughout the day. The 44 vendors/businesses collectively brought in nearly \$10,000.00 in sales, 25 attendees received insulated logo bags through the food safety grant from MIFMA, and 40 + handmade gifts were created with the support of TISD early literacy program partner Sheila Robinson.

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- Further discussed DDA Seasonal work with DPW Superintendent, Tom Reese. Requested continued services through this fiscal year as budgeted.
- Created and Posted City of Caro Downtown Development Authority Request for Lawncare Service Bids for 2023 season.
- Continued Michigan Downtown Association training modules for MIPDM certification program to benefit DDA.
- Applied for \$1,000.00 POET community grant and a \$1,000.00 MML Bridge Builders grant for a raised bed community/ education garden at State Street Square.
- Attended EDC Regional Municipal Officials meeting with City Manager.
- Attended Rural Readiness Grant and Revitalization and Placemaking informational webinars.
- Presented Tuscola Food Access Collaborative Annual Report to Tuscola County Commissioners, with emphasis on the food access work done at the Caro Farmers Market, and our involvement in the \$1.9 million LFPA grant.
- Attended MSHDA Housing Committee Round Table meeting to learn about current trends.
- Was informed that the City of Caro DDA has been invited to present our grant proposal at the CEDAM Conference for a potential award of up to \$25,000.00 to "Put Our Town on the Map".
- Presented on Roberts Rules, and other decision-making processes at the Michigan Farmers Market Association Annual Board Planning meeting.
- Attended all City of Caro Budget meetings, and Council meetings.

# 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  
BOB ESCHENBACHER  
EMILY CAMPBELL  
PAMELA ISELER  
CHARLOTTE KISH  
DOREEN OEDY  
JILL WHITE

## A RESOLUTION ADOPTING A FINAL PROJECT PLANNING DOCUMENT FOR WATER SYSTEM IMPROVEMENTS AND DESIGNATING AN AUTHORIZED PROJECT REPRESENTATIVE

WHEREAS the City of Caro recognizes the need to make improvements to its existing water distribution system; and

WHEREAS the City of Caro authorized ROWE Professional Services Company to prepare a Project Planning Document, which recommends the construction of Water Main replacement including Lead/Galvanized Service replacements and the addition of Stealth Remote Water Meter Readers to the existing meters.

WHEREAS, said Project Planning Document was presented at a Public Meeting held on May 15, 2023, 6:30 pm at Caro City Hall and all public comments have been considered and addressed.

NOW THEREFORE BE IT RESOLVED that the City of Caro formally adopts said Project Planning Document and agrees to implement the selected Alternative No. 2 - Water Main replacement with PVC or fusible PVC pipe and HDPE service leads, and Stealth Remote Water Meter Readers

BE IT FURTHER RESOLVED that the City Manager, a position currently held by Scott R. Czasak, MPA, is designated as the authorized representative for all activities associated with the project referenced above, including the submittal of said Project Planning Document as the first step in applying to the State of Michigan for a Drinking Water State Revolving Fund Loan to assist in the implementation of the selected alternative.

Yes: (names of Members voting Yes)

No: (names of Members voting No)

I certify that the above Resolution was adopted by Caro City Council on May 15, 2023

BY: Rita Papp  
Name (please print or type)

City Clerk  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# CITY OF CARO

CITY MANAGER  
SCOTT R. CZASAK  
CITY CLERK  
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DOREEN OEDY  
JILL WHITE

## MEMORANDUM

TO: Caro City Council  
FROM: City Manager Scott R. Czasak  
DATE: Wednesday, May 10, 2023  
RE: Agenda Item – HDC Ribbons

---

Members of the Caro City Council,

Recently, I received a request from HDC to place Elder Abuse Awareness ribbons on the light posts downtown in the month of June, as they have done previously.

They would be responsible for the hanging, maintenance, and removal of the ribbons, therefore there is no cost to the City.

Your options for motions are:

1. Allow HDC to place Elder Abuse Awareness ribbons in the month of June in consultation with the City.
2. Deny the request to place ribbons.

## Scott Czasak

---

**From:** Stephanie Morris <stephaniemo@hdc-caro.org>  
**Sent:** Tuesday, May 9, 2023 8:18 AM  
**To:** Scott Czasak  
**Subject:** RE: DV Signs

Would HDC be able to put up Elder Abuse Awareness Ribbons downtown in the month of June?



# CITY OF CARO

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

## MEMORANDUM

TO: Caro City Council  
FROM: City Manager Scott R. Czasak  
DATE: Wednesday, May 10, 2023  
RE: Agenda Item – Police Chief Contract – Brian Newcomb

---

Members of the Caro City Council,

As you are aware, Police Chief Brian Newcomb has provided tremendous service to our community as our Police Chief for over a decade. His current contract ends on June 30, 2023, and he and I have negotiated terms of a new 3-year contract.

This contract keeps the same terms as his current contract, with a salary for the first year of \$79,900, and 3% bumps up the next two years. This contract was drafted by our City Attorney and has been approved as to form.

Your options for motions are:

1. Allow the City Manager and Mayor to sign the contract with Brian Newcomb to continue as Police Chief as presented.
2. Table for further discussion.
3. Take no action.



**EMPLOYMENT AGREEMENT:  
POLICE CHIEF**

THIS AGREEMENT is made as of July 1, 2023, (the “Effective Date”) by and between the City of Caro, a Michigan municipal corporation (“City” or “Employer”), and Brian V. Newcomb, an individual (“Employee”).

**Recitals**

- a. The City wishes to employ Employee as the full-time Police Chief on an at-will basis at the pleasure of the City Manager; and
- b. The City further wishes to have Employee serve as Police Chief on an at-will basis for a three (3) year term; and
- c. Employee wishes to serve as the full-time Police Chief on the terms set forth in this Agreement.

NOW, THEREFORE, in consideration of the mutual covenants in this Agreement, the parties agree as follows:

**Agreement**

- 1. **Term; Termination.** The term of this Agreement is three years (July 1, 2023 – June 30, 2026), solely for the purpose of planning for Employee’s compensation. This three-year term does not entitle Employee to employment with the City and does not change the “at will” nature of his employment. The City does not promise Employee any definite term of employment and the Employee serves at the pleasure of the City Manager with consultation of the City Council.
- 2. **Employee’s Duties.**
  - a. *Police Chief.* Employee is to perform the duties of City Police Chief during the term of his employment. This includes administration of the Police Department, including but not limited to planning, organizing, directing, controlling, reporting, and coordinating the Police Department operations and other various duties as assigned by the City Manager.
- 3. **Compensation.** While employed by the City, Employee’s compensation is as follows:

July 1, 2023 – June 30, 2024:	\$79,900.00
July 1, 2024 – June 30, 2025:	\$82,297.00

July 1, 2025 – June 30, 2026:

\$84,766.00

4. **Fringe Benefits.** While employed by the City, Employee's benefits are as follows:
- a. *Holidays.* Employee will receive the same holidays as other non-represented City employees. If a holiday hereinbefore mentioned or authorized falls upon a regularly scheduled day off, or if Employee is required to work on the holiday, he shall hereafter be allowed to take another day off as a holiday.
  - b. *Pension.* Employee may participate in the established Department Heads retirement plan (currently Mission Square 401A & 457). The City and Employee will pay into the established plan in accordance with the plan documents.
  - c. *Disability and Life Insurance.* Employee will receive the same disability, life insurance, and workers' compensation benefits as other non-represented Department Heads, as set forth in the plan documents. Additionally, Employee is entitled to workmen's compensation coverage should he be injured on the job the same as other employees of the City.
  - d. *Health Insurance.* Employee will receive the same health insurance benefits as other non-represented Department Heads, as set forth in the plan documents. If Employee elects to participate in the health insurance plan, the premium contribution will be calculated in accordance with Public Act 152 of 2011. If Employee elects not to participate in the health insurance plan, Employee will sign a waiver of health insurance coverage and will receive a payment in lieu of health insurance. The City reserves the right to modify the health insurance coverage in accordance with plan changes implemented for other non-represented personnel or the health insurance payment in lieu of. If the Employee chooses to receive payment in lieu of health insurance, the amount of the payment shall be equal to eligibility of payment based on date of hire and plan eligibility.
  - e. *Death and Incapacitation Benefits.* If Employee dies during the term of employment, the City will pay his estate all compensation that would otherwise have been payable to Employee up to the date of his death. If Employee becomes incapacitated in a manner that prevents Employee from performing the essential duties of his job, with or without reasonable accommodation, the City will pay Employee all compensation earned by Employee. "Compensation" means all wages, unused vacation time, and unused sick time up to the date of death or incapacitation. This Agreement shall terminate as of said date of death or incapacitation.

- f. *Vacation.* Employee is entitled to 160 hours of paid vacation time each year during the term of this Agreement. Employee may carry over not more than 40 hours of unused paid vacation time to the following year. If Employee resigns from employment, the City will pay Employee the value of any accrued unused vacation time, but only if Employee has given the City 30 days' advance notice of his resignation as required under Paragraph 3(b). The City will not pay any accrued vacation pay to Employee if Employee resigns without 30 days' notice or is terminated with or without cause. Upon retirement, Employee will be paid for accrued vacation time per the City of Caro Employee Handbook.
- g. *Sick Pay.* Employee is entitled to 12 sick days per year, with such sick days accumulating at a rate of eight hours per month for the term of employment under this Agreement, up to a maximum of 240 hours of sick time. If Employee resigns from employment, the City will pay Employee 50% of the value of any accrued unused sick time at Employee's current rate of pay, but only if Employee has given the City 30 days' advance notice of his resignation as required under Paragraph 3(b). The City will not pay any accrued sick pay to Employee if Employee resigns without 30 days' notice or is terminated with or without cause. Upon retirement, Employee will be paid for accrued sick time per the City of Caro Employee Handbook.

5.     **Work Schedule.** Employee's normal work schedule is 80 hours bi-weekly as assigned by the City Manager or his or her designee.

6.     **Work Rules.** The City may publish, modify, and enforce reasonable work rules, policies, and regulations. Employee agrees to comply with those rules, policies, and regulations.

7.     **Professional Development.** The City will pay for any classes that Employee attends that are required for his employment and that are approved by the City Manager. Employee agrees to attend training necessary to maintain his skills as Police Chief.

8.     **Uniform and Equipment.** The City shall furnish Employee with the necessary uniforms and equipment to perform his duties. Additionally, cleaning and maintenance of said uniforms and equipment shall be done at the expense of the City.

9.     **Business Expenses.** Upon approval by the City Manager, the City will reimburse Employee for any City-related expenses paid out of his personal funds. The City will reimburse travel expenses incurred by Employee in the discharge of City business at the current mileage rate allowed by the IRS, so long as Employee provides complete and accurate records of his travel expenses and the City Manager approves the expenses.

10.    **"At Will" Employment; Supervision by City Manager; Severance**

- a. Employee is an “**at will**” employee who may be terminated by the City Manager at any time, with or without cause. Employee serves only at the pleasure of the Council and City Manager.
- b. If the City Manager terminates Employee’s employment **without cause** on or before June 30, 2026, then the City must pay Employee 60 days of severance pay based on the rate of pay in effect under this Agreement at the time of termination. Employee is not entitled to any severance if (1) Employee is terminated for cause; or (2) Employee resigns from employment; or (3) Employee dies or becomes incapacitated in a manner that prevents Employee from performing the essential duties of the job, with or without reasonable accommodation.
- c. If Employee resigns from employment, Employee will give the City 30 days’ advance notice. Employee must return all City equipment and property on or before his last day of employment.

11. **Indemnification.** To the extent required by law, the City will defend, indemnify, and hold harmless Employee from any claims, demands, or causes of action against Employee arising out of and within the scope of his employment with the City. This indemnification obligation does not extend to any criminal investigations or criminal complaints brought against Employee.

12. **Other Provisions.**

- a. Governing Law. Michigan law governs this Agreement.
- b. Severability. Each provision of this Agreement is intended to be separable. If any term is held to be invalid or unenforceable by a court of competent jurisdiction, such ruling does not affect the validity of the remainder of this Agreement, which remains in full force and effect.
- c. Counterparts. This Agreement may be executed in any number of counterparts which, when taken together, constitute a single instrument. A faxed or electronic copy of a signed original of the Agreement is as authentic as a signed original.
- d. Construction. This Agreement will not be construed against either of the parties. Each of the parties is considered the drafter of this Agreement.
- e. Entire Agreement. This Agreement is the parties’ entire agreement as to the matter described above. The parties have no oral or other understandings concerning this matter except as set forth in this Agreement. This Agreement supersedes and replaces any previous understandings and agreements between the parties.

- f. Amendments. This Agreement may be modified only in a writing signed by the Parties.
- g. Authority. The parties represent that they have the authority to execute this Agreement in the capacity indicated below.

THE CITY OF CARO  
A Michigan Municipal Corporation

By: \_\_\_\_\_  
Karen Snider, Mayor

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

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

EMPLOYEE:

\_\_\_\_\_  
Brian V. Newcomb

87253:00001:7084910-1

# CITY OF CARO

MANAGER  
SCOTT R. CZASAK  
CLERK  
RITA PAPP  
TREASURER  
MICHELE PERRY  
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EMILY CAMPBELL  
JILL WHITE  
PAM ISELER

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

---

We have the following Certificate(s) of Deposit(s) maturing.

Financial Institute	Current Term	Interest Rate	Current Balance	Maturity Date	Plan of Action at Renewal Date
Huntington Bank	365 days	1.00%	270,307.74	6/1/2023	Close Certificate of Deposit at Huntington and open a savings and insured cash account with State Savings Bank at the interest rate of 2.8%
Huntington Bank	120 days	2.85%	157,608.41	5/22/2023	Close Certificate of Deposit at Huntington and open a savings and insured cash account with State Savings Bank at the interest rate of 2.8%

I recommend closing the 2 Certificates of Deposit at Huntington Bank and open a savings and insured cash account at State Savings Bank. The interest rate as of today is 2.8%.

## Action:

### Option 1:

Approve City Treasurer to close the above Certificate of Deposits at Huntington Bank and open open a savings and insured cash account at State Savings Bank.

Option 2: Deny action of the above CDs.

# CITY OF CARO

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

## MEMORANDUM

**TO:** City Council  
**FROM:** Michele Perry, City Treasurer  
**DATE:** May 10, 2023  
**RE:** Write off Utility Bill

---

### Information

On May 6<sup>th</sup> of 2019, there was a 12-month rental lease signed by the City of Caro and a renter to rent 125 E. Washington Street. The utilities were not included in the rental fee and were the responsibility of the renter. At the time the renters moved out in August or September of 2020 there were city utilities still owed in the amount of \$583.61. Past City Managers and the City Attorney have sent many certified letters to the renter's current address, and they have refused many of the letters. Continuing to have the City Attorney bill us for time attempting to collect his debt is at the point of outweighing the benefits of collection.

After the renters moved out there were still base fees and penalties being accessed for the utility bill. At the time the utilities were disconnected when the house was demolished the bill total was \$1,446.04.

### Action:

Option 1: Approve the City Treasurer to write off the outstanding utility bill for 125 E. Washington Street in the amount of \$1,446.04.

Option 2: Deny the City Treasurer to write off the outstanding utility bill and pursue some other action.



# CITY OF CARO

CITY MANAGER  
SCOTT R. CZASAK  
CITY CLERK  
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JILL WHITE

## MEMORANDUM

TO: Caro City Council  
FROM: City Manager Scott R. Czasak  
DATE: Wednesday, May 10, 2023  
RE: Agenda Item – Fee Schedule Resolution

---

Members of the Caro City Council,

As you are aware, during our ongoing conversations regarding the Fiscal Year 2023/2024 Budget for the City of Caro there was mention of the need to increase certain fees for services and permits due to rising costs and inflationary pressures. In order for the budget to move towards final passage as presented, the increase in the City Fee Schedule and the Fire Department Fee Schedule must be adopted in order to put certainty into our revenue numbers. Under multiple provisions of the Code of Ordinances for the City of Caro, fee changes must be adopted by Council Resolution.

As discussed during the budget meetings, the proposed increase in water and sewer fees is 4% across the board, which is less than the inflation rate, but allows us to slowly integrate the needed revenue to account for increased costs. In 2021, as part of the change to the Ready-To-Serve system, a rate study was done by the Michigan Rural Water Association which recommended certain rates in order to pay for the system, the rates prescribed are not yet fully implemented but the report does prescribe they be factored in over multiple years to absorb the financial impact on customers. While these fees will be increasing, it will still maintain Caro's status as one of the most affordable water and sewer providers in the Thumb. An analysis provided to Council during the budget workshops demonstrated how even with these increases we are still behind municipalities such as Vassar, Cass City, Bad Axe and Frankenmuth in terms of our rates and how much a customer could be expected to be charged. By continuing to monitor our costs and making small adjustments we can avoid large adjustments which would be a great shock to customers.

Next, as discussed in the budget workshops, we have a contract with Emterra Environmental which provides for regular increases in the charge for solid waste services every calendar year, however, there have been certain fees charged to the city by Emterra which have not been included in these increases. As such, the Administration would like to begin recouping these costs beginning with the next regularly scheduled increase in January 2024.



Importantly, the fee schedule for Fire Services within the City has not been updated since prior to the incorporation of the City of Caro. With the new services the Fire Department will be providing as part of the Medical First Responder program, and with the increases in costs for equipment, time, and materials used in fire fighting and the medical assistance programs, it was the request of Fire Chief Heckroth to revise the Fee Schedule to more accurately reflect the costs the Fire Department endures on each of their runs, and I concur with his request.

Lastly, multiple adjustments have been made in the fees for zoning permits, review from either the Planning Commission or the Zoning Board of Appeals, and professional plan review services provided by our contractor Rowe Professional Services. Many of these fees have not been reviewed and updated in many years and no longer reflect the necessity of recouping the costs of staff time on reviewing the materials and inspecting sites for compliance. The fee increases are modest but reflect the need to cover the costs the City has with these services.

Our Fee Schedules must reflect the need for the City to recoup costs associated with the providing of necessary services in the City, and outside the City per various agreements. As we are all aware, the costs of everything have been increasing over the last year or two, and the City must adjust our fees to reflect this unfortunate reality.

Your options for motions are:

1. Adopt the Resolution Setting Administrative Fee Schedules for Fiscal Year 2023-2024 as presented.
2. Table for further discussion.
3. Take no action.



# City of Caro Fire Department

Randall D. Heckroth, Fire Chief

317 S. State St.  
Caro, Michigan 48723  
989-673-2226  
[rheckroth@carocity.net](mailto:rheckroth@carocity.net)

3/31/2023

The City of Caro Fire Chief is requesting the City Manager, City Mayor, City Clerk, and the Council Members to review and consider the following requested changes from our current Fire Protection Service Fee Schedule for fire calls within the city limits of Caro.

**Description of service billing;** when there has been determined by the Fire Chief that a fire run within the city limits qualifies for a billable run per the current billing Matrix description, the Fire Chief bills according to the Fire Protection Service Fee Schedule. A typical car fire for example would be billed to the responsible party at only \$500.00, however the total run cost billed to the City is approximately \$2200.00 or more depending on the year of service. This leaves a deficit of approximately \$1700.00 or more that the taxpayers [who did not have the fire] must pay for.

The Fire Protection Service Fee Schedule was designed has a co-pay for an incident, that helps relive insurance companies from paying the entire bill and is also beneficial when someone does not have insurance.

The City of Caro Fire Chief is proposing the following upgrades to our Fire Protection Service Fee Schedule to help offset the rising costs of delivering a high-quality fire protection service.

Requested changes to take effect July 1, 2023

# Fire Protection Service Fee Schedule

Page two

## Residential Smoke /Oder/ Smoke & CO Detectors investigations

Currently falls under 'All Other'

Requested a new category > \$300.00 for the first hour & \$150.00 for each additional hour

## Medical calls

Currently, we do not bill

New category. We are now Licensed Medical First Responder. Request \$100.00 per call, if applicable. WE do not transport.

## Human Rescue

Currently falls under 'All Other'

Requested a new category, \$1000.00 for the first hour & \$300.00 per hour for the remaining time

The Caro Fire Department now has the following training and equipment

Certified Firefighters in Grain Bin Rescue, with all necessary equipment

Certified Firefighters for Water Rescue, with all necessary equipment

Mass Casualty events, have a equipment, medical supplies and training

All billing decisions will be made has to the actual call, not the paged-out call.

Depending on the actual responded call, the Fire Chief will have the authority to make the final determination as to what category each call will be billed at.

## Justified reasons for the requested increase.

- Cost of vehicles, maintenance, equipment, fuel, constantly rising
- Vehicle crashes, we sometimes wait for PD investigation and tow trucks.
- Haz mat scenes, getting more costly with higher payrolls, and liability.
- Electric vehicles present more of a challenge. 24-hour care after the fire
- Extrication equipment costs are rising, it is more complicated, with newer vehicles. We now have 50-ton Air Bags, Rescue 42 Jacks, and other advanced rescue equipment.
- OSHA mandates are always a concern and must be followed.
- Reporting for both Fire and Medical has become more intense, with a lot more lawyer involvement. Reports must be more accurate and detailed than previous years.

CITY OF CARO  
RESOLUTION SETTING ADMINISTRATIVE FEE  
SCHEDULES FOR FISCAL YEAR 2023-2024

WHEREAS, the City of Caro operates water and wastewater utilities for customers inside and outside the City limits of the City of Caro, fire services for customers inside the City limits of the City of Caro, solid waste collection inside the City limits of the City of Caro, and requires permit and administrative fees for residents and businesses within the City limits of the City of Caro, and

WHEREAS, the City of Caro is allowed and required to charge fees for wastewater collection and treatment services under Section 38-59 of the City of Caro Code of Ordinances and in compliance with provisions of section 21 of Public Act No. 94 of 1933. (MCL 141.121).; and

WHEREAS, the City of Caro is allowed and required to charge fees for drinking water treatment and distribution services under Section 39-168 of the City of Caro Code of Ordinances in compliance with provisions of section 21 of Public Act No. 94 of 1933 (MCL 141.121); and

WHEREAS, the City of Caro is allowed and required to charge fees for fire services under Section 2-113 of the City of Caro Code of Ordinances in compliance with provisions of section 769.1f of Public Act No. 175 of 1927 (MCL 769.1f); and

WHEREAS, the City of Caro is allowed and required to charge fees for zoning administrator services under Section 7.12 of the Charter of the City of Caro and Section 44-653 of the City of Caro Code of Ordinances; and

WHEREAS, the City of Caro is allowed and required to charge fees for Zoning Board of Appeals reviews under Section 44-794 of the City of Caro Code of Ordinances; and

WHEREAS, the City of Caro is allowed and required to charge fees for Solid Waste collection under Section 28-114 of the City of Caro Code of Ordinances in compliance with section 11901 of Public Act No. 451 of 1994 (MCL 324.11901);

NOW, THEREFORE BE IT RESOLVED that the City of Caro Council does here by set the 2023 City of Caro Fee Schedule as outlined in Exhibit A, which is attached to this Resolution.

BE IT FURTHER RESOLVED that the City of Caro Council does here by set the 2023/2024 City of Caro Fire Fee Schedule as outlined in Exhibit B, which is attached to this Resolution.

BE IT FURTHER RESOLVED that the City will annually review the fee structures set forth herein and make modifications as necessary.

MOVED: \_\_\_\_\_ SUPPORTED: \_\_\_\_\_

YES: \_\_\_\_\_

\_\_\_\_\_

NO: \_\_\_\_\_

ABSTAIN \_\_\_\_\_

ABSENT \_\_\_\_\_

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

I, Rita Papp, City of Caro Clerk, do hereby certify that the foregoing is a true and original copy of a resolution adopted by the City of Caro Council at a regular meeting thereof held on the 15th day of May, 2023.

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

## Exhibit A

### 2023 City of Caro Fee Schedule

#### Water/Sewer Rates

##### Inside City Water Rates

Meter size	¾ inch	\$12.73
Meter size	1 inch	\$21.22
Meter size	1 ½ inch	\$42.44
Meter size	2 inches	\$67.90
Meter size	3 inches	\$127.32
Meter size	4 inches	\$212.19
Meter size	6 inches	\$424.38
Meter size	8 inches	\$678.87

**Water rate inside city per 1,000 gallons used \$2.32.**

##### Outside City Water Rates

Meter size	¾ inch	\$25.25
Meter size	1 inch	\$42.43
Meter size	1 ½ inch	\$84.88
Meter size	2 inches	\$135.80
Meter size	3 inches	\$254.63
Meter size	4 inches	\$424.38
Meter size	6 inches	\$848.76
Meter size	8 inches	\$1,357.74

**Water rate inside city per 1,000 gallons used \$4.64.**

##### Metered Sewer Rates – Inside and Outside Rates

Meter size	¾ inch	\$12.73
Meter size	1 inch	\$21.22
Meter size	1 ½ inch	\$42.44
Meter size	2 inches	\$67.90
Meter size	3 inches	\$127.32
Meter size	4 inches	\$212.19
Meter size	6 inches	\$424.38
Meter size	8 inches	\$678.87

**Per 1,000 gallons of use: \$ 11.86/1,000 gallons of water used.**

##### Water Related Fees

Additional Units – Water	\$4.00 per unit (apartments, duplex, etc.)
Additional Units – Sewer	\$2.00 per unit (apartments, duplex, etc.)
Meter Testing	\$20.00
Inspection fee	\$20.00 – Business hours.
Inspection fee	\$55.00 – non-Business hours.
Final read	\$15.00 – Business hours.

## Exhibit A

### 2023 City of Caro Fee Schedule

Final read	\$55.00 – non-Business hours.
Turn on and off	\$15.00 each – Business Hours.
Turn on and off	\$55.00 each – non-Business hours.
Meter and Parts	At City Cost
Bulk Water Sales	\$22.00 base cost plus unit cost per thousand
Additional Meter	\$145.00 (meter \$125.00 plus \$20.00 inspection fee)

#### Tap In Fees – Sewer and Water

1" tap in	\$1,040.00 each
1 ½" tap in	\$1,300.00 each
2" tap in	\$1,560.00 each
4" tap in	\$1,664.00 each
6" tap in	\$2,496.00 each
8" tap in	\$3,640.00 each
12" tap in	\$4,160.00 each

#### Meter Prices

1/2" x 5/8" with touchpad	\$125.00
5/8" x 3/4" with touchpad	\$125.00
3/4" with touchpad	\$175.00
1" with touchpad	\$215.00
1 1/2" with touchpad	\$530.00
2" with touchpad	\$715.00
4" turbo with touchpad	\$2,150.00
6" turbo with touchpad	\$4,525.00

#### Rubbish and Trash

Residential and Commercial rubbish and trash cost are set by the Emterra contract. A Commercial Hand Stop pick up is for a smaller business that has more rubbish and trash than a resident would have, but less rubbish and trash that a dumpster would be too much.

Residential rubbish and trash pick up from July 1, 2023, to December 31, 2023, will be \$26.84 every two months.

Residential rubbish and trash pick up from January 1, 2024, to June 30, 2024, will be \$37.72 every two months.

Dumpster bi-monthly fees vary based on dumpster size.

Commercial Hand Stop Fees July 1, 2023, to December 31, 2023, will be \$22.00 every two months.

Commercial Hand Stop Fees January 1, 2023, to June 30, 2024, will be \$40.00 every two months.

Dumpster administrative fee	\$6.00
Commercial Hand stop fee	\$3.00

#### Zoning Board of Appeals

\$50.00 application	\$250.00 Regular Hearing	\$500.00 Violation Hearing
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# Exhibit A

## 2023 City of Caro Fee Schedule

### Planning Commission

#### Rezoning

\$50.00 application

\$400.00 Administration & Planning Commission Meeting

Site Plan Review/Special Land Use – Initial submission: Sites up to 1 acre, sites larger than 1 acre could be subject to additional fees.

\$50.00 application

\$500.00 Administration & Planning Commission meeting

\$500.00 Planner

\$1,700.00 Engineer

### Private Road

Same as site plan/special land use.

### Subdivision/Condominium/PUD

Fees to be determined by city staff and may depend on size of project.

### Sign Review

\$50.00 application

\$75.00 administration

### Site Plan Revision – Re-Submission of plans before final approval of Planning Commission

#### Re-Submission

\$150.00 Administration & Planning Commission Meeting

Cost per invoice for Planner and/or Engineer

### Site Plan Revision – After final approval of Planning Commission with contingencies.

#### Existing Structure and/or Site Improvement Additions

\$100.00 Administration

Cost per invoice for Planner and/or Engineer

### Zoning Permit

\$50.00 application

### Mowing Administrative Fee

\$100.00 per billing

### Garage Sale Permits

\$1.00 each – 1 permit per sign



# Exhibit B

## City of Caro

### Fiscal Year 2023/2024 Fire Protection Service Fees

The following fees will be assessed for services provided by the Caro Fire Department for incidents occurring with the City of Caro:

<b>Industrial/Commercial Fires</b>	
\$1,000	per hour for the first two hours
\$650	per hour for each hour thereafter

<b>Residential Fires</b>	
\$750	per hour for first hour
\$300	per hour for each hour thereafter

<b>Vehicles</b>	
\$750	per hour for the first hour
\$300	per hour for each hour thereafter for all except Electric Vehicles
\$100	per hour for each hour thereafter for Electric Vehicles

<b>Grass/Fields/Woods Fires</b>	
\$500	for the first hour
\$300	per hour for each hour thereafter

<b>Extrication Calls</b>	
\$1,000	for the first hour
\$300	per hour for each hour thereafter

<b>Hazardous Conditions Calls</b>	
\$1,000	for the first hour
\$500	per hour for each hour thereafter
Department Cost	Haz Mat items used billed at the department's cost

<b>Illegal/Unsafe Fires</b>
\$500 for the first hour \$300 per hour for each hour thereafter
<b>False Fire Alarms - Commercial/Business (One free per year)</b>
\$500 for the first hour \$300 per hour for each hour thereafter
<b>Residential Smoke/Oder/Smoke &amp; CO Detectors Investigations</b>
\$300 for the first hour \$150 per hour for each hour thereafter
<b>Medical Calls</b>
\$100 per call, if applicable (no transport)
<b>Human Rescue</b>
\$1,000 for the first hour \$300 per hour for each hour thereafter
<b>All other fire calls not described or previous mentioned</b>
\$500 for the first hour \$300 per hour for each hour thereafter

All billing decisions will be made as to the actual call, not the paged-out call.  
Depending on the actual responded call, the Fire Chief will have the authority to make the final determination as to what category each call will be billed at.

# CITY OF CARO

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SCOTT R CZASAK  
CITY CLERK  
RITA PAPP  
CITY TREASURER  
MICHELE PERRY  
CITY ATTORNEY  
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EMILY CAMPBELL  
BOB ESCHENBACHER  
PAMELA ISELER  
CHARLOTTE KISH  
DOREEN OEDY  
JILL WHITE

**TO:** City Council  
**FROM:** Karen Snider - Mayor  
**SUBJECT:** Mayor's Report  
**DATE:** May 15, 2023

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HOLESHOT PROMOTIONS announced the return to Caro of the ½ mile Flat Track on Saturday, August 26th. They are anticipating bringing in over 100 of the most elite riders in the Midwest, along with their teams and families. There will also be vendors to include food trucks.

I attended the Great Start Tuscola Ribbon Cutting on April 28, 2023, at 543 Columbia Street, Caro. It was a wonderful learning experience, and the turnout was fabulous. The purpose of Great Start is to assure a coordinated system of community resources and support to help all Tuscola County families provide a great start for their children from ages 0-8. Everything that they offer is free of charge.

Attended the second budget workshop for council on May 3, 2023, from 5:30 p.m. until 7:30 p.m. It was a productive meeting, and several items and concerns were addressed. Another workshop is scheduled for May 15, 2023, at 5:30 p.m. prior to the Council meeting.

Met with the Tuscola Land Bank, some County Commissioners and City Manager on May 2, 2023, to get updated on the upcoming elimination grant project consisting of the tearing down of the old police building located on Joy Street. We also attended the Tuscola Land Bank meeting on May 8th to iron out some final details as being a grant the state has numerous rules.

At 12:30 p.m. the City Manager and myself attended the ribbon cutting and first dollar presentation presented by the Caro Chamber of Commerce for Renue Physical Therapy at the McLaren Medical Complex, 1796 W. Caro Road.

Attended the Caro Rotary on May 1st, 8th and will be attending May 15th. On May 1<sup>st</sup> Sean Smith, Chairman of the Caro Parks and Recreation Advisory Committee was the main speaker. Also, a special thanks went out to all the Rotarians who participated in the roadside clean-up project. On May 8, 2023, attended Rotary to hear a great presentation from Cathy Wursterbarth about PFAS and its impact on Michigan's water and soil. A huge congratulations went out to the Honorable Nancy Thane for being the 2022-2023 Rotary Hero.

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The below items are left on my report as reminders:

As we discussed at the past Council meeting, please don't forget that Megan Bierlein from Frankenmuth Bible Church is working with the City Manager 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. Any ideas for this project need to be submitted to the City Manager.

Council members need to get their comments as to tree planting to the City Manager as soon as possible.

Council Member Kish, Doreen Oedy and I will be attending the May 19-20 MML 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



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## MEMORANDUM

TO: Caro City Council  
FROM: City Manager Scott R. Czasak  
DATE: Wednesday, May 10, 2023  
RE: City Manager's Report

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Members of the Caro City Council,

As we reach the waning days of the 2022-2023 fiscal year, as City Manager I have been focused on wrapping up ongoing projects and issues before the close of our fiscal year, while continuing to work on the budget for our next fiscal year. We are moving right along on our parking lot and sidewalk replacement projects and anticipate both of them wrapping up shortly.

The last two weeks have been a continual stream of meetings for both current and future projects and activities. In addition to my usual meetings with Rotary, department heads, staff, and residents of Caro I attended the ribbon cutting for the Great Start Extension Center, which will offer great services to the families in our community, I also attended a ribbon cutting at Renue Physical Therapy. I also met with Jason Davis and DPW Superintendent Reese about continuing the partnership with the Tuscola ISD where they provide some summer workers who are looking to build job skills for their future. I worked with a similar program during my college years, so I look forward to this being a fruitful relationship.

Importantly, Mayor Snider and I attended a meeting of the Tuscola County Land Bank where the next steps of the process to demolish the Old Police Building were discussed, as this is a State of Michigan program a few wrinkles were added in, but all parties agreed to work together to ensure this process is moving forward and will result in the building being demolished sooner rather than later. We are meeting on Tuesday to discuss the bid process and once it is agreed to it will be sent to the state for its approval. I am extremely pleased to see this process moving forward.

In addition, I met with Neil Jackson of the Tuscola Fair Board to discuss ongoing issues and reaffirming the partnership between the City and the Fair Board, I was also pleased to be able to attend a Fair Board meeting, where possible collaborations for grant funding were presented. Lastly, today I met with a representative of the Michigan Department of Environmental Quality along with DPW staff for our annual water site visit. I am pleased to note the visit went completely smoothly.

As to water issues, as per my promise to provide updates on the Water Treatment Plant Media Replacement, we have had to spend a bit more of the money allocated, around \$25,000, to make physical and software changes to our SCADA system for the new media. I am pleased to report we are currently scheduled to have the new media delivered next week, with the personnel arriving either the end of next week, or early the week after, to begin the replacement process.

As a reminder, I will be out of the office on Wednesday as I will be in Lansing for the Michigan Planning Association's Spring Workshop, I will be available via email and cell phone when I get breaks in between sessions.

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**TO:** City Council/City Manager  
**FROM:** Rita Papp – City Clerk  
**SUBJECT:** Clerk's Report  
**DATE:** May 15, 2023

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- Continue to follow up on the upcoming changes to the election process due to the passing the Proposal 22-2, Promote the Vote.
- Continuing to attend Rotary Meetings to network with community members.
- Continuing to attend monthly LEAD Tuscola meetings as secretary of the Steering Committee.
- Posted the Parks & Recreation Committee vacancies (2), deadline is April 30, 2023 at 5:00 pm. Received 5 applications. Mayor to appoint two individuals at this meeting.
- The Planning Commission meeting held on May 9, 2023.
- Posted public meeting notice information required for Drinking Water State Revolving Fund project per Mike Carpenter's request. May 4 – 15, 2023 (10 days required).
- Ribbon Cutting Ceremony invitation received for Renue Physical Therapy – 12:30 pm on May 3, 2023. Attended by Mayor and City Manager.
- Budget Workshop is scheduled for May 15, 2023 at 5:30 pm to 6:30 pm.
- Received confirmation that the City of Caro will be having an election on August 8, 2023. Tuscola County Jail Proposal. Pre-Election process will be starting soon.
- Attended the Delta College Police Academy Graduation Ceremony, May 5, 2023, per Chief Newcomb's request. Administered the Oath of Office to our new Police Officer David Peters who started May 8, 2023.

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TO: City Council  
City Manager – Scott Czasak  
FROM: Michele Perry, Treasurer  
SUBJECT: Treasurer's Report  
DATE: May 23, 2023

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- Attended the City Council meetings in April & May 2023
- Attended budget workshop with the City Council on May 3, 2023
- Attended DDA regular meeting in April.
- Worked on the budget for fiscal year 2023/2024.
- Attended 2023 Michigan Municipal Treasurers Association Basic Institute from April 23<sup>rd</sup> to April 29<sup>th</sup>. This was my second year of institute, so I have one year left to attend before I obtain my certification for treasurer.
  - Highlights of institute were as follows:
    - Learning the fraud triangle and the signs to watch for
    - De-escalation, Active Shooter & ALICE training
    - Basic of Governmental/Fund Accounting and ways other municipalities handle some funds.
    - Review of Investing Public Funds
    - Cash handling
    - Property tax collections from a county's perspective
    - Special captures i.e., DDA, LDA and many others
- The Treasurer's Office has been busy over the last month with the following items:
  - Collecting utility payments
  - Mailing out utility bills
  - Mailing out 10-day notices
  - Mailing out city bill payments
  - Receiving and tracking responses from residents 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.
- Assisted in covering the front desk during staff lunches and vacations.