

**AGENDA
REGULAR MEETING OF THE CARO CITY COUNCIL
JUNE 5, 2023, 6:30 P.M.**

CALL TO ORDER (Pledge of Allegiance)

AGENDA APPROVAL

PUBLIC COMMENTS/VISITORS:

COMMUNICATION:

1. Planning Commission Meeting Minutes – May 9, 2023 (unapproved)
2. Parks & Recreation Committee Minutes – May 16, 2023 (unapproved)

CONSENT AGENDA:

1. Regular Council Meeting Minutes – May 15, 2023
2. Special Council Meeting Minutes – May 15, 2023
3. Special Council Meeting Minutes – May 23, 2023
4. Invoices

REGULAR AGENDA:

1. Open Public Hearing – FY 2023-2024 Budget & 2023 Millage Rate
2. Close Public Hearing – FY 2023-2024 Budget & 2023 Millage Rate
3. Council Action – 2023 Millage Rate
4. Council Action – FY 2023-2024 Budget
5. Capital Improvements Program - FY 2023-2024
6. Fire Insurance Withholding Program & Resolution
7. First Right of Refusal – City of Caro Foreclosed Properties
8. Investments at LPL Financial (Team One Credit Union)
9. Election Commission Appointment & Election Inspector Pay
10. Resolution Establishing Election Commission for the City of Caro

MAYOR'S REPORT – Written report submitted.

MANAGER'S REPORT – Written report submitted.

CLERK'S REPORT – Written report submitted.

CLOSED SESSION: Discuss City Manager Evaluation – MCL 15.268 Sec 8(a)

1. Motion to Open Closed Session
2. Discuss City Manager Employment Evaluation
3. Motion to Close Closed Session

ADDITIONAL PUBLIC COMMENTS

ADJOURN
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City of Caro Planning Commission

Regular meeting held May 9, 2023 called to order at 7:07 p.m. by Vice-Chairman Rollend.

Present: Mike Laethem, Art Rollend, Herb Sheardy and Denise Steffen.

Absent: Mike Carpenter, Bob Eschenbacher and Walter Szostak

Others in Attendance: Scott Czasak-City Manager

Sheardy/Laethem moved to approve the minutes of March 28 as written. Motion carried.

No public comment.

Scott presented his research on the 25 year storm water detention situation. It appears the current 25 year storm water detention standard is the average guideline across the several municipal and county requirements Scott examined. Climate change may contribute to revisions in the future of the current standard to reflect the changing weather.

No public comment

Steffen/Laethem moved to adjourn at 7:47 p.m.

Respectfully submitted by Denise Steffen, Secretary

Caro Parks and Recreation Committee
Meeting Minutes
May 16, 2023
5:30pm

Present at meeting: Sean Smith, Scott Czasak, Tanya Batschke, Sue Ellen Greenlee, Jill White, Rocco Borg, Colleen Russell, Robert Scheil.

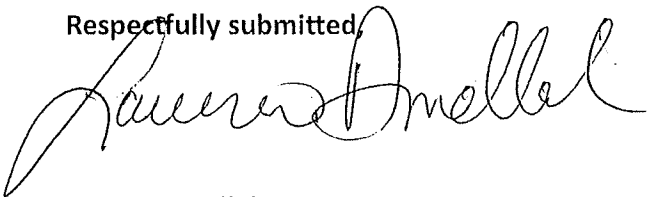
Others Present: Mayor Karen Snider, Lauren Amellal, Emily Campbell, Pam Iseler, Katie Cooper.

- I. **Call to Order-** 5:32pm
- II. **Pledge of Allegiance**
- III. **Approval of Agenda-**Motion by Colleen and seconded by Tanya to approve the agenda. Vote 7-0 in favor.
- IV. **Public Comment-** Sean welcomed new committee members Rocco and Robert. Everyone introduced themselves to learn more about each other.
- V. **Approval of Minutes-**Motion by Sue Ellen and seconded by Tanya to approve minutes with the following corrections: Vote 7-0 in favor.
 - A. Include Emily and Steven Campbell in others present.
 - B. Correct the spelling of Pamela Iseler's name.
- VI. **City Council Liaison Report:** Jill shared that City Council is working on the 2023-24 budget, and has another meeting on May 23, at 5:30pm for those interested. The old police station demolition project is underway, as well as the new municipal parking lot near City Hall.
- VII. **Committee Reports**
 - A. **SPARK Grant Committee-** Lauren presented on recent committee meetings, and discussed the project timeline to bring everyone up to speed. Discussion was had. Motion by Tanya and seconded by Sue Ellen to move the June meeting to June 13, 2023, to align with the grant application deadline and the City Council meeting.
 - B. **Wayfinding Signs-** Jill and Lauren to meet with Mike from the DDA to discuss.
- VIII. **New Business-** None
- IX. **Old Business-**
 - A. **Project/ Event Calendar Update**
 - i. **Fall clean up-** Sean proposed changing the date to align with the Frankenmuth Bible Church volunteer day. Discussion was had. Scott asks that all project ideas for the volunteer day be submitted to him asap. The Committee agreed to keep the Fall Clean Up day on November 4, 2023 as scheduled.
 - B. **Spring Cleanup-** Sue Ellen and others agree that the event went very well. Sean praised 4-H for the overwhelming representation.
 - C. **MSU Extension Partnership-** Katie Cooper shares that there are several applicants, and that there will be at least two rounds of interviews.

Caro Parks and Recreation Committee
Meeting Minutes
May 16, 2023
5:30pm

- D. Bieth Park Season Opening-** Lauren shared the full list of organizations, as well as food trucks, entertainment, and activities, and encouraged others to sign up for the May 25th event. Lauren requested to use the budgeted funds for this event as follows: \$100.00 for a sponsor sign and banner, \$100.00 for the musical entertainment, \$100.00 for the foam party supplies. Sean shared that he had spoken to Gleaners and is going to use previously donated funds to purchase Gaga Ball prizes, and that he will ask the Pumpkin festival for their PA system for ribbon cutting. Scott agreed to get with Tom on the play media for the gaga-ball pit. Motion by Colleen and seconded by Robert to approve the use of budgeted funds as presented. Vote 7-0
- E. Sand Volleyball Court-** Sean discussed that the sand volleyball court would be included in the budget request to City Council, and mentioned the depth of the court would be 12-18 inches, then opened the floor for discussion on potential locations and reviewed handouts of design. Discussion was had. Sean to form a project subcommittee to review potential locations. Subcommittee may include Neil Jackson from the fair board, Robert, Derek, Sean and possibly Jeff of Tanya.
- F. Bylaw Review**
- i. Proposed Replacement Bylaws-** Scott presented proposed bylaws. Committee discusses reviewing them further. No action was taken.
- G. Lions Head Drinking Fountain-** Sean met with Wayne, Tom Reese, and Scott Czasak to discuss placement of the Lion head fountain at the Lions Den in the Fairgrounds.
- H. Sled Lending Library-** Sean presented the request from online community again. Scott said other features of the park may need to be changed to better accommodate the sledders. No action was taken.
- X. Additional Public Comment-** Lauren passed our Caro Area Events flyers that were created jointly with the Caro Chamber of Commerce.
- XI. Adjournment-** Motion by Sue Ellen and seconded by Tanya to adjourn the meeting at 7:23pm.

Respectfully submitted,



Lauren Amellal

REGULAR MEETING OF THE CARO CITY COUNCIL

May 15, 2023, 6:30 P.M.

Council Chambers, 317 S. State St., Caro, MI 48723

Mayor Karen Snider called the regular meeting of the City Council to order on May 15, 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, Rita Papp – City Clerk, Michele Perry – City Treasurer, Thomas Reese – DPW Superintendent, David Dienes II – WWTP Superintendent, Lauren Amellal – Director of Development & Strategic Initiatives and other guests

AGENDA APPROVAL

23-M-100

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

Motion Carried.

PUBLIC COMMENT/VISITORS:

Ron Stimson – Spoke on a property issue. Referred to City Manager.

PRESENTATION:

1. MMR 4th Quarter Report – Phil Petzold
Phil Petzold thanked the council for their financial support for the last year.
2. Drinking Water State Revolving Fund (DWSRF) & Public Comment – Michael Carpenter, Rowe Engineering
Mike Carpenter distributed a sign in sheet for the presentation.
Public Comment: Tanya Batschke inquired on the benefit, cost, and the impact on water bills for city residents. Lauren Amellal inquired if Gilford Road was included in the project.

COMMUNICATIONS:

1. The City Manager distributed an invitation to the Open House at the New Caro Center to Council Members.

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
- Councilor Kish – Inquired on Farmer's Market Registration Revenue vs. Expenses.

23-M-101

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

Motion Carried.

REGULAR AGENDA: (action required)

1. Resolution Adopting a Final Project Planning Document for Water System Improvements and Designating an Authorized Project Representative

23-M-102

Motion by Eschenbacher, seconded by Kish to accept and approve the Resolution Adopting a Final Project Planning Document for Water System Improvements and Designating an Authorized Project Representative.

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

Motion carried.

2. Ribbons Request – Human Development Commission – Elder Abuse Awareness Month – June 2023

23-M-103

Motion by Eschenbacher, seconded by Iseler to allow Human Development Commission (HDC) to place Elder Abuse Awareness ribbons in the month of June in consultation with the city.

Motion carried.

3. Police Chief Employment Contract 2023-2026

23-M-104

Motion by Eschenbacher, seconded by Campbell to allow the City Manager and Mayor to sign the contract with Brian Newcomb to continue as Police Chief as presented.

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

Motion carried.

4. Parks & Recreation Committee Appointments
Mayor Snider appointed Robert Scheil & Rocco Borg to the Parks & Recreation Committee.

23-M-105

Motion by Kish, seconded by Campbell to approve the appointments of Robert Scheil & Rocco Borg to the Parks & Recreation Committee.

Motion carried.

5. Certificate of Deposit Report

23-M-106

Motion by Eschenbacher, seconded by Campbell to approve City Treasurer to close the Certificate of Deposits at Huntington Bank and open a savings and insured cash account at State Savings Bank

Motion carried.

6. Write off Utility Bill

23-M-107

Motion by Kish, seconded by Eschenbacher to authorize City Treasurer to pay the Utility Bill from the General Fund in the amount of \$1,446.04.

Motion carried.

7. Fee Schedule Resolution

23-M-108

Motion by Eschenbacher, seconded by Campbell to adopt the Resolution Setting Administrative Fee Schedules for Fiscal Year 2023-2024 with amendments.

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

Motion carried.

ITEMS PENDING/POSTPONED: None

COMMITTEE/LIAISON POSITION REPORTS:

1. Economic Development Corporation (Mayor Snider) – Refer to Mayor's report.
2. Chamber of Commerce (Manager) – Attended monthly meeting, discussed membership, Officers were re-elected.
3. Downtown Development Authority (Kish) – City Manager reported. DDA opened lawn care bids & adopted social media policy.
4. Fair Board (Iseler) – Projects the fair board is working on are purchasing bleacher sections, maintenance on the track, prisoner work program, horse barn eaves, tree trimming and tree removal. The Fair Board donated to DDA flowers, received grant for lighting, will set out tables with umbrellas for the Fair, Relay for Life is September 23, 2023.
5. Parks & Recreation (White) – Re-Opening of Beith Park Event is May 25, 2023. Picnic tables, trash cans, & bike rack have been purchased. The sand volleyball courts project is under discussion.
6. Planning Commission (Eschenbacher) – City Manager reported. Topic discussed was the 25-year flood requirements.
7. Tuscola County Board of Commissioners (Iseler) – Special Election is scheduled for August 8, 2023 for the Tuscola County Jail. Commissioners approved an increase in travel rate reimbursements.
8. Zoning Board of Appeals (Mayor Snider) – No meeting.
9. Indianfields Township (Manager) – Topics discussed were: Medical marijuana, fire contract, Washburn Road project, & laptop purchase.
10. Almer Township (Campbell) – Topics discussed were: An update on the soccer fields, signed the fire contract, & Cleaver Road property sold.

MAYOR'S REPORT – Written report submitted.

MANAGER'S COMMENTS – Written report submitted.

Additional information: City Manager is responsible for annually opening marijuana licenses & renewal licenses.

CLERK'S REPORT – Written report submitted.

Additional information: Received notice that the grant for Clerk's Institute for both Clerk and Deputy Clerk has been approved.

TREASURER'S REPORT – Written report submitted.

ADDITIONAL PUBLIC COMMENT:

Tanya Batschke – Inquired on Small Claims court process. Referred to City Manager.

Mike Carpenter – Gave an update on the parking lot behind municipal hall.

Councilor Kish – Distributed City Manager evaluation forms to Council. The deadline to turn in to Clerk Papp or Councilor Kish is May 23, 2023.

23-M-109

Motion by Eschenbacher, seconded by Campbell to adjourn the meeting at 8:10 p.m.

Motion carried.



Rita Papp
City Clerk

CITY OF CARO SPECIAL COUNCIL MINUTES

Mayor Karen Snider called the Budget Workshop meeting of the City Council to order on May 15, 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, Thomas Reese – DPW Superintendent and other guests

PUBLIC COMMENT/VISITORS: None

SPECIAL AGENDA: (action required)

1. FY 2023-2024 Budget Workshop

Mayor Snider presented to Council the Budget Highlights, Summary Projected Revenue, Summary of Fund Balance & Cash Balance Changes, and Budget Highlights – Income/Expense.

Discussion on DPW Parking Lot Expense – Adjust the expense to \$106,000.00 for ½ of the project.

Discussion on Police Budget – Highlighted the total budget of \$1,000,000.

Discussion on Fire Radios – Explanation on the necessity of the fire radios.

Discussion on City Hall Security – Remove the City Hall Security expense of \$10,000.00.

Discussion on Wheeled Teleski for WWTP – Remove the Wheeled Teleski for WWTP - \$96,320.00

The Next Budget Workshop is scheduled for May 23, 2023, at 5:30 p.m.

ADDITIONAL PUBLIC COMMENT: None

Mayor Snider adjourned the Budget Workshop at 6:25 p.m.



Rita Papp
City Clerk

CITY OF CARO SPECIAL COUNCIL MINUTES

Mayor Karen Snider called the Budget Workshop meeting of the City Council to order on May 23, 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, Brian Newcomb – Police Chief, Lauren Amellal – Director of Development and other guests

PUBLIC COMMENT/VISITORS: None

SPECIAL AGENDA: (action required)

1. FY 2023-2024 Budget Workshop

Mayor Snider opened the floor to questions from the Council.

Discussion on proposed increase in Deputy Clerk wages and the removal of the Director of Development wages in Community Promotions budget line item. The council approved the proposed increase in Deputy Clerk wages and the removal of the Director of Development wages in the Community Promotions line item. Director of Development will transition to DDA Director with the wages 100% funded in the DDA budget.

Discussion on the Sand Volleyball pits at Beith Park. The council approved for this to stay in the budget as it was previously allocated for in the 2022-2023 budget. The expense may be offset by a Spark Grant in the future.

Discussion on Police and Fire lease vehicles. It was determined to leave this in the budget.

Discussion on MMR and the MFR program. May want to re-evaluate when MMR requests funding from council.

Discussion on Splash Pad Fence. The bidding process has not started yet.

Discussion on the Sidewalk Repair Fund. Are there funds available for emergency repairs? It was determined that emergency repairs are covered under contracted services.

Discussion on grant revenue received and how it is allocated. It was determined that any revenue received from grants is allocated in the general fund under grant revenue.

Discussion on education & training in the treasurer budget. Explanation was provided by Treasurer.

Mayor Snider discussed the Budget Public Hearing process. The Public Notice will be posted by the Clerk. Mayor Snider also mentioned that this is a line item budget.

Mayor Snider addressed the department heads and gave her appreciation for their hard work.

ADDITIONAL PUBLIC COMMENT: None

Budget workshop was adjourned by Mayor Snider at 6:16 p.m.

A handwritten signature in blue ink, appearing to read "Rita Papp". The signature is fluid and cursive, with the first name "Rita" and last name "Papp" clearly distinguishable.

Rita Papp
City Clerk

Report Criteria:

Report type: GL detail

Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Invoice GL Account	Amount
LAUREN AMELLAL				
05/23	05/16/2023	76697	242-733-900-002	347.28- V
Total LAUREN AMELLAL:				347.28-
Total 76697:				347.28-
CITY OF CARO				
05/23	05/16/2023	76723	101-265-922-000	1,446.04
Total CITY OF CARO:				1,446.04
Total 76723:				1,446.04
ADVANCE AUTO PARTS				
06/23	06/01/2023	76724	590-567-776-000	484.28- V
06/23	06/05/2023	76724	590-567-776-000	484.28
06/23	06/01/2023	76724	592-557-776-000	7.67- V
06/23	06/05/2023	76724	592-557-776-000	7.67
06/23	06/01/2023	76724	592-557-776-000	25.19- V
06/23	06/05/2023	76724	592-557-776-000	25.19
06/23	06/01/2023	76724	661-536-776-000	10.11- V
06/23	06/05/2023	76724	661-536-776-000	10.11
Total ADVANCE AUTO PARTS:				.00
Total 76724:				.00
AFLAC				
06/23	06/05/2023	76725	101-000-231-005	728.15
Total AFLAC:				728.15
Total 76725:				728.15
AXON ENTERPRISE INC				
06/23	06/05/2023	76726	101-301-750-000	566.31
Total AXON ENTERPRISE INC:				566.31
Total 76726:				566.31
BIOTECH AGRONOMICS INC				
06/23	06/05/2023	76727	590-567-801-000	41,723.51
Total BIOTECH AGRONOMICS INC:				41,723.51

GL Period	Check Issue Date	Check Number	Invoice GL Account	Amount
Total 76727:				41,723.51
BOUND TREE MEDICAL, LLC				
06/23	06/05/2023	76728	536-652-835-000	188.84
Total BOUND TREE MEDICAL, LLC:				188.84
Total 76728:				188.84
BRENTWOOD				
06/23	06/05/2023	76729	101-691-740-000	125.00
Total BRENTWOOD:				125.00
Total 76729:				125.00
BRENTWOOD GRAPHICS				
06/23	06/05/2023	76730	101-691-740-000	47.50
Total BRENTWOOD GRAPHICS:				47.50
Total 76730:				47.50
BRINKMAN EXCAVATING, LLC				
06/23	06/05/2023	76731	101-265-776-000	366.08
06/23	06/05/2023	76731	590-567-776-000	366.08
06/23	06/05/2023	76731	592-557-776-000	366.09
Total BRINKMAN EXCAVATING, LLC:				1,098.25
Total 76731:				1,098.25
BULLET AUTO & TRUCK SERVICE CENTER, LLC				
06/23	06/05/2023	76732	661-536-930-000	280.19
Total BULLET AUTO & TRUCK SERVICE CENTER, LLC:				280.19
Total 76732:				280.19
CASS CITY HARDWARE				
06/23	06/05/2023	76733	592-557-807-000	15.35
Total CASS CITY HARDWARE:				15.35
Total 76733:				15.35
CIVICPLUS LLC				
06/23	06/05/2023	76734	101-172-750-001	25.00
06/23	06/05/2023	76734	101-260-750-001	25.00
06/23	06/05/2023	76734	101-301-750-001	25.00
06/23	06/05/2023	76734	101-441-750-001	25.00
06/23	06/05/2023	76734	536-336-750-001	25.00

GL Period	Check Issue Date	Check Number	Invoice GL Account	Amount
06/23	06/05/2023	76734	590-567-750-001	25.00
06/23	06/05/2023	76734	592-557-750-001	25.00
06/23	06/05/2023	76734	596-521-750-001	25.00
06/23	06/05/2023	76734	661-536-750-001	25.00
06/23	06/05/2023	76734	101-253-750-001	25.00
Total CIVICPLUS LLC:				250.00
Total 76734:				250.00
COMPANION LIFE INSURANCE CO.				
06/23	06/05/2023	76735	101-172-717-000	62.06
06/23	06/05/2023	76735	101-253-717-000	16.96
06/23	06/05/2023	76735	101-260-717-000	20.75
06/23	06/05/2023	76735	101-265-717-000	14.36
06/23	06/05/2023	76735	101-301-717-000	159.60
06/23	06/05/2023	76735	101-371-717-000	6.98
06/23	06/05/2023	76735	596-521-719-000	6.16
06/23	06/05/2023	76735	661-536-719-000	17.01
06/23	06/05/2023	76735	203-463-719-000	18.49
06/23	06/05/2023	76735	590-567-719-000	144.47
06/23	06/05/2023	76735	590-536-719-000	3.08
06/23	06/05/2023	76735	590-568-719-000	21.57
06/23	06/05/2023	76735	592-483-719-000	81.74
06/23	06/05/2023	76735	592-536-719-000	3.08
06/23	06/05/2023	76735	592-557-719-000	83.21
06/23	06/05/2023	76735	596-483-719-000	29.15
06/23	06/05/2023	76735	204-442-719-000	9.25
06/23	06/05/2023	76735	204-483-719-000	18.43
06/23	06/05/2023	76735	242-441-719-000	13.82
06/23	06/05/2023	76735	242-728-719-000	33.98
06/23	06/05/2023	76735	536-336-719-000	40.89
06/23	06/05/2023	76735	590-483-719-000	81.74
06/23	06/05/2023	76735	101-441-719-000	97.65
06/23	06/05/2023	76735	101-691-719-000	6.16
06/23	06/05/2023	76735	101-748-719-000	31.47
06/23	06/05/2023	76735	202-483-719-000	25.13
06/23	06/05/2023	76735	202-463-719-000	15.41
06/23	06/05/2023	76735	203-483-719-000	25.13
06/23	06/05/2023	76735	101-253-719-000	49.52
06/23	06/05/2023	76735	101-260-719-000	65.46
06/23	06/05/2023	76735	101-265-719-000	36.98
06/23	06/05/2023	76735	101-301-719-000	494.56
06/23	06/05/2023	76735	101-371-719-000	22.51
06/23	06/05/2023	76735	101-410-719-000	18.34
06/23	06/05/2023	76735	592-536-717-000	1.20
06/23	06/05/2023	76735	592-557-717-000	32.32
06/23	06/05/2023	76735	596-483-717-000	9.38
06/23	06/05/2023	76735	596-521-717-000	2.39
06/23	06/05/2023	76735	661-536-717-000	5.19
06/23	06/05/2023	76735	101-172-719-000	46.36
06/23	06/05/2023	76735	536-336-717-000	12.77

GL Period	Check Issue Date	Check Number	Invoice GL Account	Amount
06/23	06/05/2023	76735	590-483-717-000	23.94
06/23	06/05/2023	76735	590-536-717-000	1.20
06/23	06/05/2023	76735	590-567-717-000	53.87
06/23	06/05/2023	76735	590-568-717-000	8.38
06/23	06/05/2023	76735	592-483-717-000	23.94
06/23	06/05/2023	76735	203-463-717-000	7.18
06/23	06/05/2023	76735	203-483-717-000	6.58
06/23	06/05/2023	76735	204-442-717-000	3.59
06/23	06/05/2023	76735	204-483-717-000	4.99
06/23	06/05/2023	76735	242-441-717-000	4.69
06/23	06/05/2023	76735	242-728-717-000	10.77
06/23	06/05/2023	76735	101-410-717-000	5.19
06/23	06/05/2023	76735	101-441-717-000	36.71
06/23	06/05/2023	76735	101-691-717-000	2.39
06/23	06/05/2023	76735	101-748-717-000	9.98
06/23	06/05/2023	76735	202-483-717-000	6.58
06/23	06/05/2023	76735	202-463-717-000	5.99
Total COMPANION LIFE INSURANCE CO.:				2,100.68
Total 76735:				2,100.68
DALE RIECK MASONRY, LLC				
06/23	06/05/2023	76736	203-463-801-000	4,500.00
Total DALE RIECK MASONRY, LLC:				4,500.00
Total 76736:				4,500.00
DETROIT PUMP & MFG CO				
06/23	06/05/2023	76737	590-568-776-000	2,711.00
Total DETROIT PUMP & MFG CO:				2,711.00
Total 76737:				2,711.00
DIAMOND EXCAVATING LLC				
06/23	06/05/2023	76738	101-265-970-002	165,716.42
Total DIAMOND EXCAVATING LLC:				165,716.42
Total 76738:				165,716.42
DINGES FIRE COMPANY				
06/23	06/05/2023	76739	536-336-970-000	12,860.00
Total DINGES FIRE COMPANY:				12,860.00
Total 76739:				12,860.00
EMTERRA ENVIRONMENTAL USA CORP				
06/23	06/05/2023	76740	596-521-801-000	16,810.73

GL Period	Check Issue Date	Check Number	Invoice GL Account	Amount
06/23	06/05/2023	76740	596-521-801-000	20,893.94
Total EMTERRA ENVIRONMENTAL USA CORP:				37,704.67
Total 76740:				37,704.67
ERIC ZALESKI				
06/23	06/05/2023	76741	592-000-255-000	150.00
06/23	06/05/2023	76741	592-000-255-000	100.57
Total ERIC ZALESKI:				250.57
Total 76741:				250.57
FERGUSON ENTERPRISES LLC #2000				
06/23	06/05/2023	76742	592-557-776-000	346.28
Total FERGUSON ENTERPRISES LLC #2000:				346.28
Total 76742:				346.28
FIRST BANKCARD				
06/23	06/05/2023	76743	242-728-740-005	49.52
06/23	06/05/2023	76743	242-733-900-002	91.65
06/23	06/05/2023	76743	101-172-960-000	15.00
06/23	06/05/2023	76743	101-172-960-000	15.00
06/23	06/05/2023	76743	101-172-960-000	168.37
06/23	06/05/2023	76743	101-172-960-000	75.00
06/23	06/05/2023	76743	242-728-740-005	52.49
06/23	06/05/2023	76743	242-728-740-005	50.84
06/23	06/05/2023	76743	242-728-740-005	75.00
06/23	06/05/2023	76743	242-733-965-011	233.49
06/23	06/05/2023	76743	242-733-900-002	347.28
06/23	06/05/2023	76743	590-567-776-000	568.70
06/23	06/05/2023	76743	592-557-740-000	69.00
06/23	06/05/2023	76743	590-567-740-000	69.00
06/23	06/05/2023	76743	101-253-960-000	630.00
06/23	06/05/2023	76743	101-253-960-000	40.74
06/23	06/05/2023	76743	592-557-807-000	11.38
06/23	06/05/2023	76743	592-557-807-000	11.26
06/23	06/05/2023	76743	592-557-807-000	10.40
06/23	06/05/2023	76743	101-691-740-000	90.09
06/23	06/05/2023	76743	101-691-740-000	5.10
06/23	06/05/2023	76743	101-301-960-000	12.72
06/23	06/05/2023	76743	101-301-960-000	21.73
06/23	06/05/2023	76743	101-301-960-000	754.90
06/23	06/05/2023	76743	101-301-740-000	27.00
06/23	06/05/2023	76743	536-336-740-000	47.70
06/23	06/05/2023	76743	536-336-740-000	66.76
06/23	06/05/2023	76743	536-336-740-000	122.94
06/23	06/05/2023	76743	536-336-740-000	36.61
06/23	06/05/2023	76743	536-336-740-000	12.59

GL Period	Check Issue Date	Check Number	Invoice GL Account	Amount
Total FIRST BANKCARD:				3,670.38
Total 76743:				3,670.38
GAMBLES DO IT BEST HARDWARE				
06/23	06/05/2023	76744	101-441-740-000	31.46
06/23	06/05/2023	76744	101-265-776-000	4.10
06/23	06/05/2023	76744	590-567-776-000	24.58
06/23	06/05/2023	76744	661-536-776-000	8.82
06/23	06/05/2023	76744	592-557-776-000	15.36
06/23	06/05/2023	76744	661-536-776-000	3.79
06/23	06/05/2023	76744	661-536-776-000	4.99
06/23	06/05/2023	76744	101-265-776-000	8.59
06/23	06/05/2023	76744	101-265-776-000	18.00
Total GAMBLES DO IT BEST HARDWARE:				119.69
Total 76744:				119.69
GREAT LAKES PUBLIC SAFETY EQUIPMENT				
06/23	06/05/2023	76745	536-336-930-000	400.00
06/23	06/05/2023	76745	536-336-801-000	340.00
Total GREAT LAKES PUBLIC SAFETY EQUIPMENT:				740.00
Total 76745:				740.00
HAYWIRE EVENT RENTAL				
06/23	06/05/2023	76746	101-691-957-000	100.00
Total HAYWIRE EVENT RENTAL:				100.00
Total 76746:				100.00
HEIMAN FIRE EQUIPMENT				
06/23	06/05/2023	76747	536-336-740-000	1,407.02
Total HEIMAN FIRE EQUIPMENT:				1,407.02
Total 76747:				1,407.02
HILLS & DALES GENERAL HOSPITAL				
06/23	06/05/2023	76748	590-568-801-000	98.00
Total HILLS & DALES GENERAL HOSPITAL:				98.00
Total 76748:				98.00
HIRSCHMAN OIL SUPPLY INC				
06/23	06/05/2023	76749	661-536-860-000	845.25
06/23	06/05/2023	76749	661-536-860-000	963.64

GL Period	Check Issue Date	Check Number	Invoice GL Account	Amount
Total HIRSCHMAN OIL SUPPLY INC:				1,808.89
Total 76749:				1,808.89
HUBBELL, ROTH & CLARK, INC				
06/23	06/05/2023	76750	590-567-970-000	325.96
06/23	06/05/2023	76750	590-567-970-000	10,376.89
Total HUBBELL, ROTH & CLARK, INC:				10,702.85
Total 76750:				10,702.85
KAREN SNIDER				
06/23	06/05/2023	76751	101-101-960-000	81.22
Total KAREN SNIDER:				81.22
Total 76751:				81.22
KEN MARTIN ELECTRIC, INC				
06/23	06/05/2023	76752	101-748-801-000	300.00
Total KEN MARTIN ELECTRIC, INC:				300.00
Total 76752:				300.00
K-LOG				
06/23	06/05/2023	76753	590-567-776-002	2,152.40
Total K-LOG:				2,152.40
Total 76753:				2,152.40
KRISTAL'S HELPING HAND LLC				
06/23	06/05/2023	76754	101-441-801-002	138.34
06/23	06/05/2023	76754	536-336-801-002	54.14
06/23	06/05/2023	76754	101-301-801-002	108.34
06/23	06/05/2023	76754	101-253-801-002	100.28
06/23	06/05/2023	76754	101-260-801-002	100.28
06/23	06/05/2023	76754	101-172-801-002	100.28
06/23	06/05/2023	76754	590-567-801-002	108.34
Total KRISTAL'S HELPING HAND LLC:				710.00
Total 76754:				710.00
KURITA AMERICA INC				
06/23	06/05/2023	76755	592-557-801-000	73,160.00
Total KURITA AMERICA INC:				73,160.00

GL Period	Check Issue Date	Check Number	Invoice GL Account	Amount
Total 76755:				73,160.00
LARSEN GRAPHICS, INC.				
06/23	06/05/2023	76756	101-691-957-000	100.00
Total LARSEN GRAPHICS, INC.:				100.00
Total 76756:				100.00
M & R GARAGE DOOR & OPENERS				
06/23	06/05/2023	76757	101-265-801-000	3,175.00
Total M & R GARAGE DOOR & OPENERS:				3,175.00
Total 76757:				3,175.00
MESSA				
06/23	06/05/2023	76758	101-172-716-000	371.92
06/23	06/05/2023	76758	101-253-716-000	817.06
06/23	06/05/2023	76758	101-260-716-000	335.36
06/23	06/05/2023	76758	101-265-716-000	832.36
06/23	06/05/2023	76758	101-301-716-000	7,632.78
06/23	06/05/2023	76758	101-371-716-000	71.95
06/23	06/05/2023	76758	592-557-716-000	1,872.81
06/23	06/05/2023	76758	596-483-716-000	522.48
06/23	06/05/2023	76758	596-521-716-000	138.73
06/23	06/05/2023	76758	661-536-716-000	275.33
06/23	06/05/2023	76758	101-000-231-010	7,034.47
06/23	06/05/2023	76758	590-483-716-000	3,291.82
06/23	06/05/2023	76758	590-536-716-000	69.36
06/23	06/05/2023	76758	590-567-716-000	5,490.89
06/23	06/05/2023	76758	590-568-716-000	485.54
06/23	06/05/2023	76758	592-483-716-000	1,462.57
06/23	06/05/2023	76758	592-536-716-000	69.36
06/23	06/05/2023	76758	203-483-716-000	299.01
06/23	06/05/2023	76758	204-442-716-000	208.09
06/23	06/05/2023	76758	204-483-716-000	247.42
06/23	06/05/2023	76758	242-441-716-000	69.36
06/23	06/05/2023	76758	242-728-716-000	12.90
06/23	06/05/2023	76758	536-336-716-000	12.90
06/23	06/05/2023	76758	101-410-716-000	38.70
06/23	06/05/2023	76758	101-441-716-000	2,308.41
06/23	06/05/2023	76758	101-691-716-000	138.73
06/23	06/05/2023	76758	202-463-716-000	346.82
06/23	06/05/2023	76758	202-483-716-000	299.01
06/23	06/05/2023	76758	203-463-716-000	416.18
Total MESSA:				35,172.32
Total 76758:				35,172.32

GL Period	Check Issue Date	Check Number	Invoice GL Account	Amount
MICHIGAN PIPE & VALVE-SAGINAW				
06/23	06/05/2023	76759	592-557-776-000	135.00
Total MICHIGAN PIPE & VALVE-SAGINAW:				135.00
Total 76759:				135.00
MICHIGAN RURAL WATER ASSOCIATION				
06/23	06/05/2023	76760	592-557-801-000	1,190.00
06/23	06/05/2023	76760	590-567-801-000	106.25
Total MICHIGAN RURAL WATER ASSOCIATION:				1,296.25
Total 76760:				1,296.25
MML WORKERS' COMP FUND				
06/23	06/05/2023	76761	101-101-721-000	43.45
06/23	06/05/2023	76761	101-172-721-000	129.13
06/23	06/05/2023	76761	101-172-721-000	.27
06/23	06/05/2023	76761	101-191-703-000	71.75
06/23	06/05/2023	76761	101-247-703-000	4.03
06/23	06/05/2023	76761	101-253-721-000	138.08
06/23	06/05/2023	76761	596-483-721-000	78.40
06/23	06/05/2023	76761	596-483-721-000	1.07
06/23	06/05/2023	76761	596-521-721-000	18.98
06/23	06/05/2023	76761	661-536-721-000	18.98
06/23	06/05/2023	76761	661-536-721-000	43.64
06/23	06/05/2023	76761	590-568-721-000	9.49
06/23	06/05/2023	76761	590-568-721-000	40.92
06/23	06/05/2023	76761	592-483-721-000	188.19
06/23	06/05/2023	76761	592-483-721-000	2.15
06/23	06/05/2023	76761	592-536-721-000	9.49
06/23	06/05/2023	76761	592-557-721-000	256.21
06/23	06/05/2023	76761	590-483-721-000	2.15
06/23	06/05/2023	76761	590-536-721-000	9.49
06/23	06/05/2023	76761	590-567-721-000	733.64
06/23	06/05/2023	76761	590-567-721-000	18.98
06/23	06/05/2023	76761	590-568-721-000	18.98
06/23	06/05/2023	76761	590-568-721-000	37.96
06/23	06/05/2023	76761	242-728-721-000	174.12
06/23	06/05/2023	76761	536-336-721-000	161.28
06/23	06/05/2023	76761	536-336-721-000	20.76
06/23	06/05/2023	76761	536-336-721-000	1.07
06/23	06/05/2023	76761	536-336-721-000	280.33
06/23	06/05/2023	76761	590-483-721-000	188.19
06/23	06/05/2023	76761	203-463-721-000	56.94
06/23	06/05/2023	76761	203-483-721-000	75.16
06/23	06/05/2023	76761	204-442-721-000	28.47
06/23	06/05/2023	76761	204-483-721-000	29.01
06/23	06/05/2023	76761	242-441-721-000	9.49
06/23	06/05/2023	76761	242-728-721-000	23.39
06/23	06/05/2023	76761	101-441-721-000	46.77

GL Period	Check Issue Date	Check Number	Invoice GL Account	Amount
06/23	06/05/2023	76761	101-691-721-000	18.98
06/23	06/05/2023	76761	101-695-721-000	4.65
06/23	06/05/2023	76761	101-697-721-000	1.17
06/23	06/05/2023	76761	202-463-721-000	47.45
06/23	06/05/2023	76761	202-483-721-000	75.16
06/23	06/05/2023	76761	101-301-721-000	33.55
06/23	06/05/2023	76761	101-371-721-000	47.14
06/23	06/05/2023	76761	101-400-721-000	12.88
06/23	06/05/2023	76761	101-410-721-000	35.32
06/23	06/05/2023	76761	101-441-721-000	379.50
06/23	06/05/2023	76761	101-441-721-000	.27
06/23	06/05/2023	76761	101-253-721-000	3.76
06/23	06/05/2023	76761	101-260-721-000	143.44
06/23	06/05/2023	76761	101-265-721-000	113.87
06/23	06/05/2023	76761	101-301-721-000	1,567.16
06/23	06/05/2023	76761	101-301-721-000	8.95
06/23	06/05/2023	76761	101-301-721-000	63.34
Total MML WORKERS' COMP FUND:				5,527.00
Total 76761:				5,527.00
OPTICARE VISOIN CENTER				
06/23	06/05/2023	76762	536-336-740-000	102.00
Total OPTICARE VISOIN CENTER:				102.00
Total 76762:				102.00
PARAGON LABORATORIES				
06/23	06/05/2023	76763	592-557-801-000	75.00
06/23	06/05/2023	76763	592-557-801-000	75.00
Total PARAGON LABORATORIES:				150.00
Total 76763:				150.00
PURCHASE POWER				
06/23	06/05/2023	76764	101-253-807-000	23.71
06/23	06/05/2023	76764	101-172-807-000	25.86
06/23	06/05/2023	76764	101-260-807-000	23.71
06/23	06/05/2023	76764	101-191-807-000	43.10
06/23	06/05/2023	76764	101-301-807-000	12.93
06/23	06/05/2023	76764	101-371-807-000	25.86
06/23	06/05/2023	76764	596-521-807-000	64.65
06/23	06/05/2023	76764	661-536-807-000	12.92
06/23	06/05/2023	76764	242-728-807-000	8.61
06/23	06/05/2023	76764	203-483-807-000	2.16
06/23	06/05/2023	76764	204-483-807-000	2.16
06/23	06/05/2023	76764	536-336-807-000	10.78
06/23	06/05/2023	76764	590-567-807-000	64.66
06/23	06/05/2023	76764	592-557-807-000	86.21

GL Period	Check Issue Date	Check Number	Invoice GL Account	Amount
06/23	06/05/2023	76764	596-483-807-000	2.16
06/23	06/05/2023	76764	101-400-807-000	12.93
06/23	06/05/2023	76764	101-441-807-000	17.24
06/23	06/05/2023	76764	101-691-807-000	17.24
06/23	06/05/2023	76764	101-748-807-000	25.86
06/23	06/05/2023	76764	202-483-807-000	6.47
06/23	06/05/2023	76764	101-410-807-000	10.78
Total PURCHASE POWER:				500.00
Total 76764:				500.00
RICHARD COWELL TACTICAL				
06/23	06/05/2023	76765	101-301-742-000	651.00
Total RICHARD COWELL TACTICAL:				651.00
Total 76765:				651.00
ROWE PROFESSIONAL SVS COMP.				
06/23	06/05/2023	76766	203-463-801-004	120.00
06/23	06/05/2023	76766	592-557-801-000	120.00
06/23	06/05/2023	76766	204-442-801-000	4,800.00
06/23	06/05/2023	76766	101-265-970-002	3,476.25
06/23	06/05/2023	76766	592-557-970-000	15,600.00
Total ROWE PROFESSIONAL SVS COMP.:				24,116.25
Total 76766:				24,116.25
ROY BROWNING				
06/23	06/05/2023	76767	592-000-255-000	28.18
Total ROY BROWNING:				28.18
Total 76767:				28.18
SERV-A-PURE COMPANY				
06/23	06/05/2023	76768	590-567-801-000	845.40
Total SERV-A-PURE COMPANY:				845.40
Total 76768:				845.40
SHRED EXPERTS				
06/23	06/05/2023	76769	101-260-801-000	65.00
Total SHRED EXPERTS:				65.00
Total 76769:				65.00

GL Period	Check Issue Date	Check Number	Invoice GL Account	Amount
TEAM FINANCIAL GROUP				
06/23	06/05/2023	76770	661-536-750-001	33.22
06/23	06/05/2023	76770	101-172-750-001	33.23
06/23	06/05/2023	76770	101-260-750-001	33.23
06/23	06/05/2023	76770	101-301-750-001	33.22
06/23	06/05/2023	76770	101-441-750-001	33.22
06/23	06/05/2023	76770	536-336-750-001	33.22
06/23	06/05/2023	76770	590-567-750-001	33.22
06/23	06/05/2023	76770	592-557-750-001	33.22
06/23	06/05/2023	76770	596-521-750-001	33.22
Total TEAM FINANCIAL GROUP:				299.00
Total 76770:				299.00
THE SAFETY COMPANY LLC				
06/23	06/05/2023	76771	661-536-776-000	1,369.77
Total THE SAFETY COMPANY LLC:				1,369.77
Total 76771:				1,369.77
TINGLING PRODUCTIONS				
06/23	06/05/2023	76772	101-691-957-000	100.00
Total TINGLING PRODUCTIONS:				100.00
Total 76772:				100.00
TRACE ANALYTICAL LABORATORIES, INC				
06/23	06/05/2023	76773	592-557-801-000	30.00
06/23	06/05/2023	76773	592-557-801-000	30.00
Total TRACE ANALYTICAL LABORATORIES, INC:				60.00
Total 76773:				60.00
TREETOP PRODUCTS CONSOLIDATED				
06/23	06/05/2023	76774	101-691-740-000	798.86
06/23	06/05/2023	76774	101-691-740-000	1,555.61
Total TREETOP PRODUCTS CONSOLIDATED:				2,354.47
Total 76774:				2,354.47
TUSCOLA COUNTY				
06/23	06/05/2023	76775	101-257-801-000	2,437.50
Total TUSCOLA COUNTY:				2,437.50
Total 76775:				2,437.50

GL Period	Check Issue Date	Check Number	Invoice GL Account	Amount
TUSCOLA COUNTY FIRE FIGHTERS ASSOC				
06/23	06/05/2023	76776	536-336-740-000	42.48
Total TUSCOLA COUNTY FIRE FIGHTERS ASSOC:				42.48
Total 76776:				42.48
TUSCOLA COUNTY TREASURER				
06/23	06/05/2023	76777	101-000-415-000	14,794.52
06/23	06/05/2023	76777	101-000-425-002	110.00
06/23	06/05/2023	76777	101-000-425-003	207.50
Total TUSCOLA COUNTY TREASURER:				15,112.02
Total 76777:				15,112.02
UNIFIRST CORPORATION				
06/23	06/05/2023	76778	101-265-776-000	18.45
06/23	06/05/2023	76778	536-336-740-000	25.75
06/23	06/05/2023	76778	590-567-776-000	21.64
06/23	06/05/2023	76778	101-265-776-000	21.00
06/23	06/05/2023	76778	101-265-776-000	23.00
Total UNIFIRST CORPORATION:				109.84
Total 76778:				109.84
USA BLUEBOOK				
06/23	06/05/2023	76779	590-567-776-000	1,049.90
06/23	06/05/2023	76779	590-567-776-000	194.62
Total USA BLUEBOOK:				1,244.52
Total 76779:				1,244.52
WATER SOLUTIONS UNLIMITED				
06/23	06/05/2023	76780	592-557-776-000	3,154.00
Total WATER SOLUTIONS UNLIMITED:				3,154.00
Total 76780:				3,154.00
WSP USA ENVIRONMENT & INFRASTRUCTURE INC				
06/23	06/05/2023	76781	592-557-801-000	3,500.50
Total WSP USA ENVIRONMENT & INFRASTRUCTURE INC:				3,500.50
Total 76781:				3,500.50
ADVANCE AUTO PARTS				
06/23	06/05/2023	76782	590-567-776-000	484.28
06/23	06/05/2023	76782	592-557-776-000	7.67

GL Period	Check Issue Date	Check Number	Invoice GL Account	Amount
06/23	06/05/2023	76782	592-557-776-000	25.19
06/23	06/05/2023	76782	661-536-776-000	10.11
Total ADVANCE AUTO PARTS:				527.25
Total 76782:				527.25
CONSUMERS ENERGY				
05/23	05/26/2023	800026	592-557-921-000	720.19
05/23	05/26/2023	800026	592-557-921-000	46.69
05/23	05/26/2023	800026	101-265-921-000	107.37
05/23	05/26/2023	800026	590-567-921-000	1,925.60
05/23	05/26/2023	800026	101-265-921-000	881.89
05/23	05/26/2023	800026	592-557-921-000	16.00
05/23	05/26/2023	800026	592-557-921-000	23.11
05/23	05/26/2023	800026	101-265-921-000	31.98
Total CONSUMERS ENERGY:				3,752.83
Total 800026:				3,752.83
DTE ENERGY				
05/23	05/26/2023	800027	101-441-926-000	120.01
05/23	05/26/2023	800027	101-441-926-000	136.26
05/23	05/26/2023	800027	590-568-920-000	427.82
05/23	05/26/2023	800027	592-557-920-000	544.47
05/23	05/26/2023	800027	590-568-920-000	87.83
05/23	05/26/2023	800027	590-568-920-000	49.25
05/23	05/26/2023	800027	590-568-920-000	63.10
05/23	05/26/2023	800027	590-568-920-000	36.53
05/23	05/26/2023	800027	101-265-920-000	977.87
05/23	05/26/2023	800027	101-748-920-000	14.89
05/23	05/26/2023	800027	101-441-926-000	16.46
05/23	05/26/2023	800027	101-265-920-000	589.80
05/23	05/26/2023	800027	590-568-920-000	74.54
05/23	05/26/2023	800027	101-691-920-000	14.89
05/23	05/26/2023	800027	101-691-920-000	15.32
05/23	05/26/2023	800027	592-557-920-000	754.19
05/23	05/26/2023	800027	101-441-926-000	16.13
05/23	05/26/2023	800027	101-697-920-000	28.56
05/23	05/26/2023	800027	204-444-920-000	31.84
05/23	05/26/2023	800027	590-568-920-000	258.66
05/23	05/26/2023	800027	590-568-920-000	75.85
05/23	05/26/2023	800027	592-557-920-000	954.78
05/23	05/26/2023	800027	590-568-920-000	238.14
05/23	05/26/2023	800027	590-568-920-000	37.84
05/23	05/26/2023	800027	101-691-920-000	103.06
05/23	05/26/2023	800027	204-444-920-000	61.56
05/23	05/26/2023	800027	101-691-920-000	45.56
05/23	05/26/2023	800027	101-441-926-000	109.28
05/23	05/26/2023	800027	592-557-920-000	5,960.76
05/23	05/26/2023	800027	204-444-920-000	69.63

GL Period	Check Issue Date	Check Number	Invoice GL Account	Amount
05/23	05/26/2023	800027	242-728-920-000	63.48
05/23	05/26/2023	800027	101-265-920-000	30.78
05/23	05/26/2023	800027	101-695-920-000	114.17
05/23	05/26/2023	800027	101-748-920-000	26.46
05/23	05/26/2023	800027	101-265-920-000	22.00
Total DTE ENERGY:				12,171.77
Total 800027:				12,171.77
Grand Totals:				485,461.28

Report Criteria:

Report type: GL detail

Check.Type = {<>} "Adjustment"

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

MAYOR
KAREN SNIDER
CITY COUNCIL
EMILY CAMPBELL
BOB ESCHENBACHER
PAMELA ISELER
CHARLOTTE KISH
DOREEN OEDY
JILL WHITE

MEMORANDUM

TO: Caro City Council
FROM: City Manager Scott R. Czasak
DATE: Wednesday, May 31, 2023
RE: Agenda Item – L-4029 Form – Setting Millage Rates for Fiscal Year 2023/2024

Members of the Caro City Council,

As you are aware, part of the budget adoption process is to adopt Form L-4029 which sets our millage rate for the next fiscal year. Importantly, as proposed the L-4029 would hold millage rates at 16.1643 for the next fiscal year, which means no tax increase in order for our budget to balance.

Your options for motions are:

1. Adopt Form L-4029 for Fiscal Year 2023/2024 with a millage rate of 16.1643 as presented.
2. Table for further discussion.
3. Take no action.

ORIGINAL TO: County Clerk(s)
COPY TO: Equalization Department(s)
COPY TO: Each Township or City Clerk

MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS

County(ies) Where the Local Government Unit Levies Taxes	2023 Taxable value of ALL Properties in the Unit as of 05-23-2023	95,961,609
Local Government Unit Requesting Millage Levy	For LOCAL School Districts: 2022 Taxable Value excluding Principal Residence, Qualified Agricultural, Qualified Forest, Industrial Personal and Commercial Personal Properties.	
Tuscola		
City of Caro		

This form must be completed for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 211.1119.

The following tax rates have been authorized for levy on the 2023 tax roll.

[illegible]

Prepared by	Telephone Number	Title of Preparer	Date															
<p>Certification: As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e, 211.34 and, for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, 380.1211(3).</p> <table border="1"> <tr> <td>Signature</td> <td>Print Name</td> <td>Date</td> </tr> <tr> <td><input checked="" type="checkbox"/> Clerk</td> <td>Rita Papp</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Secretary</td> <td>Print Name</td> <td>Date</td> </tr> <tr> <td><input type="checkbox"/> Chairperson</td> <td>Karen Snider</td> <td></td> </tr> <tr> <td><input type="checkbox"/> President</td> <td></td> <td></td> </tr> </table> <p>* Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. The requirements of MCL 211.24e must be met prior to levying an operating levy which is larger than the base tax rate but not larger than the rate in column 9.</p>				Signature	Print Name	Date	<input checked="" type="checkbox"/> Clerk	Rita Papp		<input type="checkbox"/> Secretary	Print Name	Date	<input type="checkbox"/> Chairperson	Karen Snider		<input type="checkbox"/> President		
Signature	Print Name	Date																
<input checked="" type="checkbox"/> Clerk	Rita Papp																	
<input type="checkbox"/> Secretary	Print Name	Date																
<input type="checkbox"/> Chairperson	Karen Snider																	
<input type="checkbox"/> President																		
Local School District Use Only: Complete if requesting millage to be levied. See STC Bulletin 2 of 2022 for instructions on completing this section.																		
Total School District Operating Rates to be Levied (HH/Supp and NH Oper ONLY)			Rate															
For Principal Residence, Qualified Ag., Qualified Forest and Industrial Personal																		
For Commercial Personal																		
For all Other																		

CITY OF CARO

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JILL WHITE

MEMORANDUM

TO: Caro City Council
FROM: City Manager Scott R. Czasak
DATE: Wednesday, May 31, 2023
RE: Agenda Item – FY 2023/24 Budget

Members of the Caro City Council,

As we all know, we have spent 4 workshops reviewing this budget and I am pleased to say we have reached the point where the budget is ready for final approval!

We have before us a budget which looks to tackle many important projects for the City of Caro in the next calendar year. Of note, we continue in our process to demolish the Old Police Building, however we now have a more firm number and we have the additional revenue from the State Land Bank via the Tuscola County Land Bank in order to get this project done. Based on the current timeline we should have this building down before winter, and we have also budgeted money to put down gravel so the space can immediately be used for public parking until the ground settles and a permanent parking lot can be budgeted for next year.

Also, we are making much needed repairs to the City Hall and DPW building roofs, and repaving part of the DPW Parking lot. While not the most flamboyant or showy kind of investments, these are the ones which ensure we do not have more expensive and time crunched repairs in the future. However, we also have put in the budget money to make improvements at our parks, specifically installing a fence around the splash pad and developing a sand volleyball area. We will be pursuing grant money in order to try and offset some of these costs and look for other ways to improve revenue going forward.

Many hard choices had to be made to reach final passage of this budget and those are the hard choices of governing. This budget places us in a great place to start the new fiscal year on a great footing and continue to move Caro forward.

Importantly, just because we budget for something, does not necessarily mean we have to spend it, just that it is available for us to spend. As we go through the year, I will continually keep an eye on things, and always look to ensure we are doing the best we can to spend our money wisely. We have identified some of the issues we have to address, such as the transfers to the fire fund, the need to adjust fees, and look for additional revenue streams. As we implement these changes, this budget will evolve, and

you can rest assured it will not evolve in a vacuum, but with the need to ensure the long-term fiscal health of the City of Caro in mind.

Your options for motions are:

1. Adopt the Resolution adopting the Fiscal Year 2023/2024 Budget for the City of Caro as presented.
2. Make any necessary amendments then adopt the Resolution as amended.
3. Postpone action for further discussion.

CITY OF CARO
RESOLUTION OF ADOPTION
FY 2023-2024 BUDGET

WHEREAS, the Uniform Budgeting and Accounting Act 2, of the Public Acts of 1968, as amended, MCL 141.421 et seq., the Home Rule City Act and Chapter IX of the Charter of the City of Caro require that the City of Caro adopt a balanced budget for each of the required funds not later than June 30, and

WHEREAS, the City of Caro properly published in their local newspaper that a public hearing would be held prior to the budget adoption, and said hearing was held on June 5, 2023 at 6:30 p.m.; and

WHEREAS, the City Manager did have delivered to the City Council a budget which has now been reviewed at length and which this City Council finds an equitable allocation of anticipated revenue to the various funds, departments, boards, functions and activities;

NOW, THEREFORE BE IT RESOLVED that the Fiscal Budget 2023-2024 for the City of Caro as attached hereto, be and is hereby adopted.

BE IT FURTHER RESOLVED that all expenditures shall be in accordance with the provisions of the Uniform Budgeting and Accounting Act, and that any modification, addition or deletion of such amounts hereby adopted, shall be approved by Council at a regular/special Council meeting.

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 5th day of June, 2023.

Rita Papp, Clerk

CITY OF CARO

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

MEMORANDUM

TO: Caro City Council
FROM: City Manager Scott R. Czasak
DATE: Wednesday, May 31, 2023
RE: Agenda Item – Capital Improvement Program – FY 2023-2029

Members of the Caro City Council,

As you are aware, part of the budget adoption process is to adopt a Capital Improvement Program (CIP) which looks out over the next 6 fiscal years in order to ensure capital projects are matching with what is called for in the Master Plan. The proposed CIP is dramatically pared down from last year, mostly due to removing \$15 million in projects, however it also includes the projects requested as part of the Clean Water State Revolving Fund and Drinking Water State Revolving Fund requests this Council approved in the last few months.

The CIP is only a guidepost and is not binding saying these projects have to be completed in the times stated, or at all, but it is a long-term projection of where the City is looking to invest Capital spending as required by state law. As part of the requirements under the state law the CIP was reviewed by the Planning Commission at their March 28, 2023 meeting and approved. As such, the CIP does not reflect changes made during the Fiscal Year 2023/24 budget process. Therefore, below is a list of proposed amendments to make to bring it in line with the budget:

1. Amend Page 7 to have \$100,000 for the DPW Parking Lot in FY 2023-24 and add \$100,000 to FY 2024-25.
2. Amend Page 7 to have \$40,000 for Old Police Building Parking Lot in FY 2023-24 and add \$375,000 in FY 2023-24.
3. Amend Page 7 to strike \$125,000 from Annual Sidewalk Replacement from FY 2023-24.
4. Amend Page 9 to move JCB 3TS-8w Wheeled Teleskid from FY 2023-24 to FY 2024-25.
5. Amend Page 10 to strike \$20,000 from FY 2023-24 for Office Furniture.
6. Amend Page 10 to strike \$10,000 from City Hall Security Upgrades.
7. Amend all summaries to reflect changes made by all amendments.

Your options for motions are:

1. Adopt the City of Caro Fiscal Year 2023-2029 Capital Improvement Program as presented.
2. Adopt the City of Caro Fiscal Year 2023-2029 Capital Improvement Program as amended.
3. Table for further discussion.
4. Take no action.

CITY OF CARO



CAPITAL IMPROVEMENTS PROGRAM

FY 2023 - 2029

March 2023

APPROVED:

Planning Commission:

City Council:

INTRODUCTION

Pursuant to the Michigan Planning Enabling Act, act 33 of 2008, “...*the Planning Commission shall annually prepare a capital improvements program (CIP) of public structures and improvements...*” Though not necessary to include, the City also lists anticipated equipment and vehicle needs for each department.

What is a Capital Improvement Program (CIP)?

A Capital Improvement Program is a six-year schedule of public physical improvements which identifies the needs for major public infrastructure improvements, and the sources of funding to make those improvements. It provides a schedule of expenditures for constructing, maintaining, upgrading, and/or replacing a community’s physical inventory. The CIP, therefore, is a tool to assess the long-term capital project requirements (the “big jobs”) of the City. Since capital improvement projects are spread across multiple community needs (streets, sidewalks/pathways, water and sewer, fire protection, police, parks and recreation, municipal administration, etc.), the CIP prioritizes these projects across the entire community and over time to help plan for the most critical upgrades in any given six-year period.

What are Capital Improvement Projects?

Capital improvement projects are major and infrequent expenditures, such as the construction of a new facility, a major rehabilitation or repair of an existing facility, or the purchase of major equipment. Capital improvement projects are non-recurring expenditures that tend to be large, both in physical size and in cost (\$5,000 or more). They also typically have a long-term usefulness (3 years or more).

Examples of capital improvement projects can include:

- Construction or rehabilitation of a street
- Purchase of a new fire truck
- Extension or replacement of a water/sewer line
- Purchase of a new police car
- Purchase of a new snowplow
- Purchase of new park equipment

Examples of expenditures which would *not* usually constitute a capital improvement project include:

- Purchase of new office furniture
- Purchase of small equipment (lawn mowers, copiers, individual computers, etc.)
- Recurring maintenance of existing facilities
- Minor repairs of existing buildings and equipment
- Minor improvements to existing buildings (carpet, painting, etc.)

DEFINITIONS

Annual Budget: While the Capital Improvement Program is a proposed spending plan for six years, the Annual Budget is the legal authorization to spend funds during the upcoming fiscal year, which begins July 1st and ends June 30th. The Annual Budget includes all revenue sources and all expenditures including personnel costs, recurring operational expenses as well as capital items and debt payments. Items in the CIP may or may not be included in the Annual Budget, depending on financial conditions of the City. Capital items included in the Annual Budget are accounted for in separate line items in each fund. These accounts are called "Capital Outlay."

Appropriation: Money appropriated by the City Council for capital improvement projects to be implemented during the budget year. It includes amendments made during the fiscal year to the originally approved capital budget appropriations.

Capital Improvements: Projects that result in the acquisition, addition, updating, or development of physical facilities or major equipment.

Capital Improvement Program: Capital Improvement Programming is the preparation and updating of a recommended schedule of public works and related equipment to be built or purchased during the next six years. To be effective, the City's Capital Improvement Program will cover the City's entire range of public facility and service requirements. In the City's Capital Improvement Program, all future projects are listed in order of construction priority together with cost estimates and the anticipated means of financing for each project.

Capital Outlay Budget: Though capital projects are included in the Annual Operating Budget, they are accounted for separately as "Capital Outlay."

Department: A section of the City's organization that is interested in and deals with the delivery of a specific public service. (e.g. police department, fire department, department of public works...)

Expenditure: The actual outlay of money for goods and services. The City expends money for operating costs, personnel, capital outlay and debt payments. Some expenditures are restricted to a particular purpose based on the corresponding source of revenue (e.g. revenue derived from Public Act 51 Gas & Weight taxes can only be expended on maintaining, repairing and replacing major and local streets).

Fund: A fund is an independent accounting entity with a self-balancing set of accounts, created for the purpose of carrying on a specific activity. It has accounts for assets, liabilities, equities, and revenue and expenditures. Each fund receives revenue from a separate source and is restricted for a particular purpose.

Revenue: Income generated from all sources during the normal course of operation. The City of Caro generates revenue through property taxes, special assessments, commodity charges, state shared revenue, fines and fees, interest on investments, federal state and local grants, etcetera.

FUNDING OVERVIEW

Capital improvements projects involve the outlay of substantial funds making numerous sources of funding necessary to provide financing over the life of the project. Most capital funding sources are earmarked for specific purposes and cannot be transferred from one capital program to another. The CIP has to be prepared with some projections as to the amount of money available. The following is a summary of the funding sources for projects included in the CIP:

Bonds

When the City of Caro sells bonds, purchasers are, in effect, lending the community money. The money is repaid, with interest, from taxes or fees over the years. The logic behind issuing bonds (or “floating a bond issue”) for capital projects is that the citizens who benefit from the capital improvements over a period of time should help the community pay for them.

General Obligation (G.O.) bonds: Perhaps the most flexible of all capital funding sources, G.O. bonds can be used for the design or construction of any capital project. These bonds are financed through property taxes. In financing through this method, the taxing power of the community is pledged to pay interest and principal to retire the debt. Limited tax obligations bonds can be approved by resolution of the governing board without voter approval because it does not require an increase in taxes. Unlimited tax general obligation bonds require voter approval because it requires an increase the taxes that it levies and the amount is included in Caro’s state-imposed debt limits. To minimize the need for property tax increases, the community makes every effort to coordinate new bond issues with the retirement of previous bonds. G.O. bonds are authorized by a variety of state statutes.

Revenue bonds: Revenue bonds are sold for projects that produce revenues such as water and sewer system projects. Revenue bonds depend on user charges and other project-related income to cover their costs. Unlike G.O. bonds, Revenue bonds are not included in the community state-imposed debt limits because the full faith and credit of the community backs them. Revenue bonds are authorized by Public Act of 1933, the Revenue Bond Act.

Enterprise Funds (Water and Sewer Fund)

In enterprise financing, funds are accumulated in advance for capital requirements. Enterprise funds not only pay for capital improvements, but also for the day-to-day operations of community services and the debt payment on revenue bonds. The community can set levels for capital projects; however, increases in capital expenditures for water mains, for example, could result in increased rates. Enterprise fund dollars can only be used on projects related to that particular enterprise fund.

The revenues generated from the Caro’s Water and Sewer system must be set aside and collected in accounts as required by law and governmental accounting standards. These revenues are pledged for the specific purposes and transferred in a manner specified by those requirements.

The City of Caro charges for water service supplied by the system based on a rate schedule measured by water usage. These charges must be sufficient to provide adequate revenues for operations, maintenance, replacements, improvements, and debt retirement.

Federal and State Funds

The federal and state governments make funds available to communities through numerous grants and aid programs. Some funds are tied directly to a specific program. The community has discretion (within certain guidelines) over the expenditure of others. For the most part, the community has no direct control over the amount of money received under these programs.

Millage

The property tax is a millage that is one of the most important sources of community revenue. The property tax rate is stated in mills (one dollar per \$1,000 of valuation). This rate is applied to a property’s net value, following the application of all exemptions and a 50% equalization ratio. Caro is authorized to utilize millages under Public Act 279 of 1909, the Home Rule Cities Act.

Special Assessments

Capital improvements that benefit particular properties, rather than the community as a whole, may be financed more equitably by special assessment, i.e., by those who directly benefit. Local improvements often financed by this method in Caro are sidewalks.

State Shared Revenue

The City of Caro receives its share of various taxes and fees from programs and requirements by the State of Michigan. This refers to both constitutional and statutory Revenue Sharing payments.

- The Constitutional portion consists of 15% of gross collections from the 4% sales tax distributed to cities, villages, and townships based on their population. The Legislature cannot reduce or increase this amount.
- The Statutory portion is distributed by a formula, set in Public Act 532 of 1998. The Act calls for 21.3% of the 4% sales tax collections to be distributed in accordance with the formula. The Legislature has the ability to reduce the statutory portion based on the State's priorities for the State's budget.

Tax Increment Financing (TIF)

TIF is a municipal financing tool that can be used to renovate or redevelop declining areas while improving their tax base. TIF applies the increase in various state and local taxes that results from a redevelopment project to pay for project-related public improvements. This is main revenue source for the City of Caro Downtown Development Authority.

CAPITAL IMPROVEMENTS PROGRAM PRIORITY RANKING SYSTEM

PRIORITY 1: *ESSENTIAL*- Urgent, high-priority projects that should be done if at all possible. These include projects that are required to complete a major public improvement; projects that would address an emergency, or remedy a condition dangerous to public health, welfare and safety; projects that would provide facilities for a critically needed community program; projects needed to correct an inequitable distribution of public improvements in the past; and projects vital to the economic stability of the City. A special effort is made to find sufficient funding for all of the projects in this group. Although they may be critical projects, out-year projects generally receive lower rankings than first year projects. As they "move" closer to first year funding, the priority ranking increases.

PRIORITY 2: *DESIRABLE*- High-priority projects that should be done as funding becomes available. These include projects that would benefit the community, and projects whose validity of planning and validity of timing have been established and are appropriate for a progressive community to pursue.

PRIORITY 3: *ACCEPTABLE*- Worthwhile projects to be considered if funding is available. These are projects that are adequately planned, but not absolutely required, and should be deferred to a subsequent year if budget reductions are necessary.

PRIORITY 4: *DEFERRABLE* Low-priority projects which are desirable but not essential and can be postponed without detriment to present services.

CIP 6-YEAR ANALYSIS BY DEPARTMENT

Overview

In the six-year plan we have a fairly aggressive plan to spend over \$30 million on Capital Projects. However, nearly \$25 million of those projects are being done using State Revolving Fund (SRF) dollars which have the possibility of being grants. Of the \$30 million the largest portion is the nearly \$15 million with the Department of Public Works, including nearly \$10 million for the SRF request. The second largest portion is Wastewater and Sewer at over \$13 million, however the vast majority of that is part of the SRF request. Therefore, the direct known obligation from the City for Capital Projects in this CIP is only around \$5 million over 6 years.

DEPARTMENT 6-Year CAPITAL ITEM SUMMARY

Overall Summary

DEPARTMENT	FUNDING SOURCE	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	
Police	GENERAL	\$ 38,900	\$ 19,400	\$ 17,100	\$ 4,600	\$ 9,200	\$ 13,200	\$ 102,400
Fire	FIRE	\$ 35,450	\$ 313,250	\$ 81,250	\$ 13,250	\$ 13,250	\$ 13,250	\$ 469,700
DPW	GENERAL/STREETS/WATER/SEWER/ STATE REVOLVING LOAN	\$ 5,628,575	\$ 7,302,250	\$ 585,000	\$ 365,000	\$ 255,000	\$ 815,000	\$14,950,825
Parks and Rec.	GENERAL	\$ 30,000	\$ 80,000	\$ 110,000	\$ 100,000	\$ 150,000	\$ -	\$ 470,000
Sewer	SEWER/STATE REVOLVING LOAN	\$ 111,304	\$ 6,994,000	\$ 6,225,000	\$ 50,000	\$ 60,000	\$ 100,000	\$13,540,304
Admin/Special Projects	GENERAL/GRANTS	\$ 200,000	\$ 675,000	\$ -	\$ 40,000	\$ -	\$ -	\$ 915,000
TOTAL PER YEAR		\$ 6,044,229	\$ 15,383,900	\$ 7,018,350	\$ 572,850	\$ 487,450	\$ 941,450	\$30,448,229
6-Year Total		\$ 30,448,229						

Police

The police department has very little major capital expenses. The total need for the six-year CIP is just over \$102,000. Most of their Capital Projects are routine replacements of equipment, however, as innovations in policing technology change this might require revision in future CIPs. Also of note, as the current plan is to replace patrol vehicles as a lease as opposed to a purchase, they are not part of the CIP.

The former police department building at 150 Montague is currently unused and is in the process of being demolished and repurposed into a parking lot. The new police department, which was completed in February 2021, is now part of the municipal complex at 317 S. State Street.

DEPARTMENT 6-Year CAPITAL ITEM SUMMARY POLICE DEPARTMENT

CAPITAL ITEM	Fund Source	P	2023-24	P	2024-25	P	2025-26	P	2026-27	P	2027-28	P	2028-29
Replacement Tasers X 2	general	5	\$ 2,400							3	\$ 5,000		
Replacement Body cams	general			5	\$ 400	4	\$ 600	3	\$ 400				
Replacement office furniture	general			2	\$ 3,000			2	\$ 3,000			3	\$ 3,000
Patrol vehicle mobile radios	general	2	\$ 20,000										
Patrol vehicle components (lights, Radio)	general	1	\$ 8,500	1	\$ 8,500	1	\$ 8,500	1	\$ 1,200	1	\$ 1,200	1	\$ 1,200
Medical First Responder equipment	general	4	\$ 3,000			2	\$ 3,000			2	\$ 3,000		
Ballistic Vest & carriers x 3	general	3	\$ 5,000			3	\$ 5,000					2	\$ 5,000
Bola Wrap replacement	general			4	\$ 4,000							4	\$ 4,000
Office Computer upgrades	general			3	\$ 3,500								
TOTAL			\$ 38,900		\$ 19,400		\$17,100		\$ 4,600		\$ 9,200		\$13,200
Priority =P			6-Year Total		\$102,400								

Fire

The fire department's need over the next six years is just below \$500,000. Fire's capital needs include equipment, radios and fire apparatus. As with the Police Department, replacement of certain vehicles, such as the Chief's vehicle, will be bought on a lease basis, which would not require being listed on the CIP. As technology improves and the Fire Department's responsibilities increase this could require adjustments in future CIPs.

DEPARTMENT 6-Year CAPITAL ITEM SUMMARY

Fire Department

CAPITAL ITEM	Priority	Fund Source	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	6 Year Total
Bunker Gear	1	Fire	\$ 13,250	\$ 13,250	\$ 13,250	\$ 13,250	\$ 13,250	\$ 13,250	\$ 79,500
State Radios	1	Fire	\$ 22,200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 22,200
Tanker Truck	3	Fire	\$ -	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ 300,000
Hydrolic Jaws of Life	3	Fire	\$ -	\$ -	\$ 68,000	\$ -	\$ -	\$ -	\$ 68,000
TOTAL			\$ 35,450	\$ 313,250	\$ 81,250	\$ 13,250	\$ 13,250	\$ 13,250	\$ 469,700
6-Year Total			\$ 456,450						

Department of Public Works

The six-year proposed need for Capital Projects is nearly \$15 million. The main thrust of these costs is the nearly \$10 million investment in the water system being sought using the Drinking Water State Revolving Fund (DWSRF) program. As these dollars have the potential to be grants or low interest loans, these give the city a tremendous opportunity to realize needed infrastructure improvements, but not being all on the direct cost to the city.

This CIP demonstrates the focus on ensuring our infrastructure is maintained and we do not get behind the eight ball in terms of deferring maintenance. These include street projects, equipment and vehicle purchases, water main projects, sewer main projects, building or repairing parking lots, building maintenance, investments in technology and repurposing obsolete equipment. In the FY 2023-2024, the total requested capital budget in the DPW is estimated at \$5.6 million. This includes the following priority projects:

- Building of a new Well, tentatively named #6a, to ensure we have sufficient capacity to meet all potential needs.
- Rebuilding the parking lot at the DPW facility and building a parking lot at the former Police facility.
- Lining 1,200 feet of sewer line a year where needed. Video shows numerous cracks and separations causing infiltration into the system and creating opportunity for catastrophic failure.
- Gilford Road Street Reconstruction.
- Multiple water main replacement projects.

The numbers reflected in these breakdowns are estimated and do not reflect actual quoted prices or bids and will be updated annually with more accurate numbers.

DEPARTMENT 6-Year CAPITAL ITEM SUMMARY

DPW

			2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	6 Year Total
CAPITAL ITEM	Priority	Fund Source							
DPW Parking Lot	1	Building & Grounds	\$ 200,000						\$ 200,000
DPW Building Roof	1	Building & Grounds	\$ 150,000						\$ 150,000
Old Police Buidling Parking Lot	1	Building & Grounds	\$ 400,000						\$ 400,000
City Hall Gutter & Roof Edge Rebuild	1	Building & Grounds	\$ 15,500						\$ 15,500
City Hall Bracing & Steel Wall Install	1	Building & Grounds	\$ 40,000						\$ 40,000
Fire Hall Garage Door	1	Building & Grounds	\$ 125,000						\$ 125,000
Concrete on the outside of the west side of fire hall	4	GF - Building & Grounds			\$ 30,000				\$ 30,000
Sweeper for Loader	1	Equipment	\$ 20,625						\$ 20,625
CIPP 1,200 Ft. of Sewer Where Needed	1	Sewer	\$ 91,200	\$ 95,000	\$ 95,000	\$ 95,000	\$ 95,000	\$ 95,000	\$ 566,200
Man hole lining 100 feet & sealing leaks	1	Sewer	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 210,000
Howard Street Reconstruction (with Utilities)	1	State Revolving Loan	\$ 296,875	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 296,875
Norman Street Reconstruction (with Utilities)	1	State Revolving Loan	\$ 653,125	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 653,125
Gilford Road- Reconstruction (with Utilities) Fremont to Palmer	1	State Revolving Loan	\$ 1,151,250	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,151,250
Gilford Road- Reconstruction (with Utilities) Hooper to Collingwood Drive	1	State Revolving Loan		\$ 676,250					\$ 676,250
E. Sherman Street Water Main Replacement	1	State Revolving Loan	\$ 272,500						\$ 272,500
Sheridan Street Water Main Replacement	1	State Revolving Loan	\$ 143,750						\$ 143,750
E. Frank Street Water Main Replacement	1	State Revolving Loan	\$ 343,250						\$ 343,250
Hooper Street Water Main Replacement	1	State Revolving Loan		\$ 2,788,750					\$ 2,788,750
Stealth Water Meter Upgrade	1	State Revolving Loan	\$ 75,000	\$ 480,000					\$ 555,000
Arsenic Filter Tank Rehabilitation & Media replacement	1	State Revolving Loan	\$ 750,000						\$ 750,000
Replacement Well	1	State Revolving Loan	\$ 550,000	\$ 1,450,000					\$ 2,000,000
Well House Generators (5)	1	Water	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 35,000
Refurbish Leaf Truck	2	Equipment	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000
New Pick-Up	2	Equipment	\$ -	\$ 50,000	\$ -	\$ 110,000	\$ -	\$ 60,000	\$ 220,000
Annual Sidewalk Replacement (SA)	2	Municipal Streets/Special Assessment	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 750,000
Butler Street-3" Mill/Overlay	2	Streets		\$ 100,000					\$ 100,000
Court Street Reconstruction (with Utilities)	2	Streets	\$ 50,000	\$ 650,000	\$ -	\$ -	\$ -	\$ -	\$ 700,000
Montague Street- Reconstruction	2	Streets	\$ 50,000	\$ 700,000					\$ 750,000
Dump Truck/Plow Truck	3	Equipment			\$ 250,000				\$ 250,000
Bucket Truck	3	Equipment			\$ 50,000				\$ 50,000
Vac Truck	3	Equipment						\$ 500,000	\$ 500,000
Chippewa Landing Pump House Roof	3	Parks	\$ 5,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,500
MDOT Small Urban Project - S. Colling Road	3	Streets	\$ 40,000	\$ 152,250					\$ 192,250
		TOTAL	\$ 5,628,575	\$ 7,302,250	\$ 585,000	\$ 365,000	\$ 255,000	\$ 815,000	\$ 14,950,825
		Total for 6 years	\$ 14,950,825						

Parks and Recreation

The capital needs for parks and recreation represent a total of \$470,000 in potential project costs. These items represent priorities to improve the usefulness of our parks. As the City is engaged in the beginning of a project in partnership with MSU Extension to develop programming for our parks, as we discover which items prove to be popular or require additional investment, those will be reflected in future CIPs.

DEPARTMENT 6-Year CAPITAL ITEM SUMMARY

Parks and Rec.

CAPITAL ITEM	Priority	Fund Source	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29
Upgrade Tennis Courts for Pickleball	2	General/Grants	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -
Redesigned Disc Golf	3	General/Grants	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ -
Bieth Park Walking Trail (StoryWalk)	3	General/Grants	\$ -	\$ -	\$110,000	\$ -	\$ -	\$ -
Camp Ground	4	General/Grants	\$ -	\$ -	\$ -	\$100,000	\$ -	\$ -
Bieth Park Trail Head	4	General/Grants	\$ -	\$ -	\$ -	\$ -	\$150,000	\$ -
Splash Pad Fence	1	General	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ -
		TOTAL	\$ 30,000	\$ 80,000	\$110,000	\$100,000	\$150,000	\$ -
			6-Year Total	\$470,000				

The numbers reflected in these breakdowns are estimated and do not reflect actual quoted prices or bids and will be updated annually with more accurate numbers.

Wastewater Treatment Plant

The wastewater treatment plant's six year estimated capital needs are projected to be over \$13 million. As previously mentioned in the overall breakdown, the vast majority of these projects are part of the upgrade of the Wastewater Treatment Plant and substations as part of the Clean Water State Revolving Fund (CWSRF) ask. As these have the potential to be grants or low interest loans, the required investment directly from the city has the potential to be on the low end. Once the project is completed, there will be a necessary evaluation for what comes next in order to ensure efficient operation of this system, to ensure it is always in proper working order. Once the upgrade is completed, future CIPs will reflect projects which come from said evaluation.

DEPARTMENT 6-Year CAPITAL ITEM SUMMARY

Wastewater

CAPITAL ITEM	Priority	Fund Source	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	6 Year Total
JCB 3TS-8W Wheeled Teleskid	1	Equipment	\$ 96,304						\$ 96,304
New F-350 plow truck	1	Equipment				\$ 50,000			\$ 50,000
Sensidyne Fixed Gas Detection System	1	Equipment	\$ 15,000						\$ 15,000
Plant Upgrade	1	State Revolving Loan		\$ 6,994,000	\$ 6,225,000				\$ 13,219,000
Manned Trash Pump	4	Equipment					\$ 60,000		\$ 60,000
Unmanned Trash Pump	4	Equipment						\$100,000	\$ 100,000
		TOTAL	\$ 111,304	\$ 6,994,000	\$ 6,225,000	\$ 50,000	\$ 60,000	\$100,000	\$ 13,540,304
			6-Year Total	\$ 13,540,304					

Administration

The projects classified under Administration include special projects initiated by the City Council, Boards/Commissions or the City Manager and/or have strategic significance. The 6-year outlook is to spend just shy of \$1 million on these projects. The largest project moving forward is the demolition of the former Police Building on Montague. While budgeted as part of the FY 2022-23 budget, due to pursuing a grant for the project, the timing of the actual removal may bleed into the next Fiscal Year, therefore it is included for that purpose. If the grant is obtained, then the entire cost of demolition might be picked up by the State Land Bank. Other measures include necessary renovations for either wear and tear, or security issues. Also, election equipment expenditures became necessary after the passing of Proposal 2 in 2022.

DEPARTMENT 6-Year CAPITAL ITEM SUMMARY

Admin/Special Projects

CAPITAL ITEM	Priority	Fund Source	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29
Demolition of Old Police Building	1	General Fund/Grant	\$ 150,000					\$ 150,000
City Bathroom Renovations	2	General Fund		\$ 75,000				\$ 75,000
Office Furniture (Desk, bookshelves, etc)	1	General Fund	\$ 20,000					\$ 20,000
City Hall Security Upgrades	2	Grant	\$ 10,000					\$ 10,000
Council Room & Office Renovations	3	ARPA/General Fund		\$ 200,000				\$ 200,000
Fire Suppression System	3	Grant/General Fund		\$ 400,000				\$ 400,000
Technology Upgrades (server & computers)	3	General Fund				\$ 10,000		\$ 10,000
Election Equipment Upgrades	1	General Fund	\$ 20,000			\$ 30,000		\$ 50,000
TOTAL			\$ 200,000	\$ 675,000	\$ -	\$ 40,000	\$ -	\$ -
6-Year Total			\$ 915,000					

Overall, the Capital Improvement Program is set for steady investment in necessary projects in order to keep our City moving forward. These projects keep the goals of the Master Plan in mind as we move forward, as well as input from stakeholders throughout the City of Caro and beyond.

CITY OF CARO

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

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CHARLOTTE KISH
JILL WHITE

MEMORANDUM

TO: City Council
FROM: Michele Perry, City Treasurer
DATE: May 22, 2023
RE: Fire Insurance Withholding Program

Information

The City of Caro has participated in the Fire Insurance Withholding Program since 2016, but we need to update the resolution due to our financial institution change from Huntington Bank to Frankenmuth Credit Union.

A quick background on the program. The State of Michigan authorizes governmental entities to claim part of an insurance settlement check when there is a structural loss that may require the community to go in and clean up the aftermath. The program insures that funds are available for demolition of structures that have had a catastrophic fire event. The key to the success of securing the funds is notifying the insurance carries in a timely fashion of any escrow requirements prior to the disbursement of funds to the property owner. The process is designed to avoid property owners from walking away from properties and pocketing insurance claims, thereby leaving the city to take legal or other action to get rid of the properties that are not only an eye sore but also dangerous in many circumstances.

Action:

Option 1: Council to approve the updated Resolution for the Fire Insurance Withholding Program for the City of Caro.

Option 2: Council does not approve the updated Resolution for the Fire Insurance Withholding Program for the City of Caro.



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF INSURANCE AND FINANCIAL SERVICES
LANSING

ANITA G. FOX
DIRECTOR

FIRE INSURANCE WITHHOLDING PROGRAM

On the following pages are an Enrollment and Notification Form and a sample resolution for the Fire Insurance Withholding Program. You should review Sections 500.2227 and 500.2845 of the Michigan Insurance Code to determine under which section your municipality is eligible to participate in the program.

Section 2845 of the Insurance Code includes municipalities of less than 50,000 in population located in counties of less than 425,000 in population. Municipalities that meet this population criteria which have passed resolutions establishing escrow accounts will be allowed to escrow 25% of a fire insurance settlement for fire and explosion losses to real property within the boundaries of the municipality.

Section 2227 to the Insurance Code includes municipalities with a population of 50,000 or more, or those municipalities with a population less than 50,000 but in a county with a population of 425,000 or more. These municipalities will be allowed to establish escrow accounts to escrow 25% of a fire insurance settlement for losses to real property caused by fire or explosion, as well as losses caused by the perils of vandalism, malicious mischief, wind, hail, riot, or civil commotion.

Under both of the above sections of the Insurance Code, a final settlement which exceeds 49% of the insurance on the real property will serve as prima facie evidence that the municipality has cause for escrowing of the withheld amount. For residential property, the 25% settlement shall not exceed the amount adjusted annually in accordance with the consumer price index with the adjusted amount reflected in the upper right corner of the published list of participating municipalities. Both sections of the Insurance Code also establish a method for the policyholder to object to the municipality's retention of the withheld amount.

While there is no standard format for the resolution, we suggest that municipalities use the format of other resolutions adopted by their governing body. **The only legal requirement is that the resolution contain specific wording concerning the establishment of an escrow account.** The attached sample resolution contains sufficient language to that effect.

Once the resolution is passed, you need to provide the Department of Insurance and Financial Services (DIFS) with a copy, along with the enrollment form including the name and address of the person designated as the contact person for insurance companies. Your municipality and the contact person's name, address and telephone number would then be added to the list of municipalities currently participating in the program.

Updated lists are issued periodically by DIFS and distributed to licensed insurance companies. Because municipalities are prohibited from implementing the law sooner than thirty (30) days after insurers have been notified, each amended list contains an effective date for each municipality. Only **fire losses occurring after that date** are subject to the withholding provisions.

Should you have any further questions about this program, please contact DIFS toll free at 877-999-6442.

CITY OF CARO

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CITY OF CARO

Resolution for Fire Insurance Withholding Program

WHEREAS, the provisions of Act 495 of the Public Acts of 1980; as amended by Act 216 of the Public Acts of 1998, and the provisions of Act 217 of the Public Acts of 1998, provide that a portion of certain casualty losses for fire or explosion otherwise payable by insurers may be withheld in escrow by participating municipalities in order to secure repair, replacement or removal of damaged structures which violate the City of Caro health or safety standards; and

WHEREAS, the City of Caro has determined that participation in said program would protect and promote the public health, safety and welfare and wishes to be included in the list of participating municipalities published by the Commissioner of Insurance; and,

WHEREAS the City of Caro desires to implement all procedures necessary to administer said program by designating the City of Caro official responsible for administration of the program and establish an escrow account for said purpose.

NOW, THEREFORE, IT IS HEREBY RESOLVED as follows:

1. That the City of Caro does hereby become a participating municipality in the program providing for the escrow of fire insurance as established by Act 495 of the Public Acts of 1980; as amended by Act 216 of the Public Acts of 1998, or as established by Act 217 of the Public Acts of 1998, and does declare its intention to uniformly apply the provisions of Section 2845 or Section 2227 to all property within the City of Caro.
2. That the City of Caro official responsible for the administration of Section 2845 or 2227 of said Acts and any rules promulgated by the Commissioner of Financial and Insurance Services is hereby designated as follows: City of Caro Treasurer.
3. That the City of Caro Treasurer shall establish an escrow account with the Primary Bank of the City of Caro for the purpose of receiving and holding deposits of money received from insurers pursuant to Section 2845 or 2227 of said Acts, which account shall be separately maintained from all other accounts and may be an interest-bearing account.

CITY OF CARO

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Motion by _____, seconded by _____, to adopt the

Resolution for Fire Insurance Withholding Program for the City of Caro.

Yes: _____

No: _____

Absent: _____

RESOLUTION DECLARED ADOPTED THIS 5TH DAY OF JUNE 2023.

STATE OF MICHIGAN)
) ss.
COUNTY OF TUSCOLA)

I, the undersigned, the duly qualified and acting City Clerk for the City of Caro, Tuscola County, Michigan, CERTIFY that the foregoing is a true and complete copy of certain proceedings taken by the City Council at a meeting held on the 5th day of June 2023.

Rita Papp, City Clerk

CITY OF CARO

CITY MANAGER
SCOTT R. CZASAK
CITY CLERK
RITA PAPP
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MEMORANDUM

TO: City Council
FROM: Michele Perry, City Treasurer
DATE: May 22, 2023
RE: First Right of Refusal

Information

Tuscola County has foreclosed on 4 properties within the City limit for non-payment of the 2020 property taxes. The properties are:

- 121 Alexander Street
- Vacant Land on Gilford Road
- 527 S State Street
- 637 W Sherman

According to the letter sent to the City of Caro from Tuscola County Treasurer's Office the following will now take place on each of the properties:

1. In accordance with SB676, anyone who had an interest in a property at the time it was foreclosed on by the County Treasurer may be entitled to pursue the excess proceeds from the sale of said property. The interested party is required to file Notice of Intent to claim excess proceeds with County Treasurer by no later than July 1st following the foreclosure. If no one files a claim, the local unit may purchase the property for the minimum bid. If someone does file a claim, the property can no longer be purchased by the local unit for minimum bid, but must purchase for "fair market value", which is described as two times the SEV, or be sent to the auction.
2. Local units have until July 5th to exercise their first right of refusal. If the Local Unit is not interested in purchasing any of the properties, then the waiver of first refusal needs to be completed.
3. Please note that local units have a second option to exercise their right of first refusal on any property that is not sold at the first or reoffering auction. For these properties, the local unit may pay the minimum bid, regardless of whether or not a Notice of Claim has been filed.

Conclusion

The local unit, which is the City of Caro has until July 5th, 2023 to exercise our first right of refusal. If the City is interested in purchasing any of the properties, it has to contact Tuscola County Treasurer's Office in writing. If the City of Caro is not interested in purchasing any of the properties, it has to waive our first right of refusal.

Action:

- Option 1: Approve the City Treasurer to sign the Waiver of First Right of Refusal for the 4 foreclosed parcels.
- Option 2: Deny the City Treasurer to sign the Waiver of First Right of Refusal for the 4 foreclosed parcels.



Tuscola County GIS

Parcel Report: 050-500-454-0500-00

5/22/2023
4:23:01 PM



121 Alexander Street



Tuscola County GIS

Parcel Report: 050-500-526-0700-00

5/22/2023
4:26:39 PM



Property Address

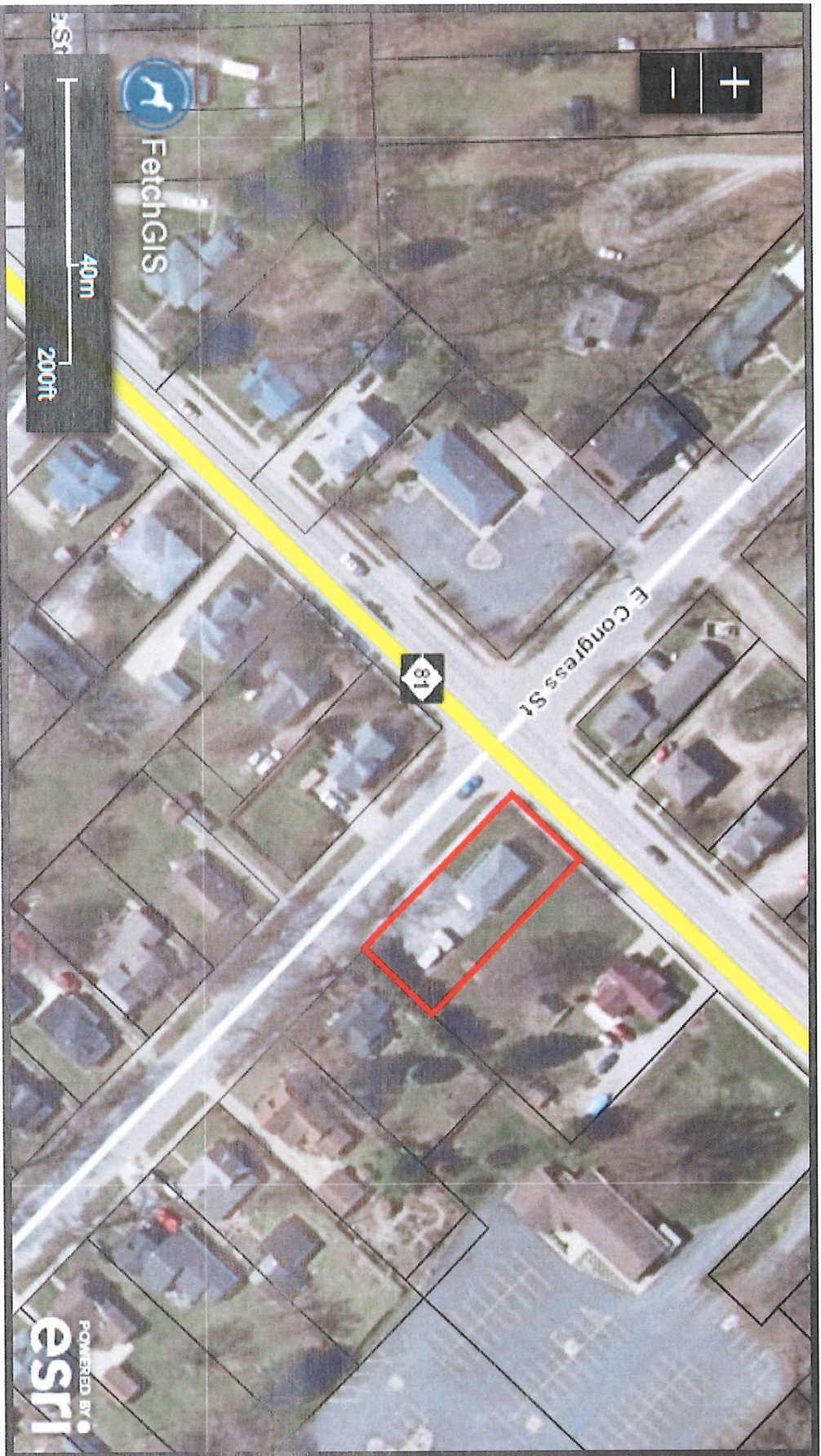
V/L W GILFORD RD



Tuscola County GIS

Parcel Report: 050-500-604-1500-01

5/22/2023
4:32:24 PM



Property Address

527 S STATE ST



Tuscola County GIS

Parcel Report: 050-500-631-0800-00

5/22/2023
4:33:41 PM



Property Address

637 W SHERMAN ST

CITY OF CARO

CITY MANAGER
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CITY CLERK
RITA PAPP
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JILL WHITE

MEMORANDUM

TO: City Council
FROM: Michele Perry, City Treasurer
DATE: May 22, 2023
RE: Investments at LPL Financial (Team One Credit Union)

Information

The City of Caro has approximately \$2.2 million in LPL Financial which is the investment branch of Team One Credit Union. Of the \$2.2 million, \$1.4 million is in cash and the remaining \$750,000 is in certificates of deposits. The interest rate on the cash is approximately .946% at the end of April 2023.

I have been talking with our LPL Financial representative about possible investment options of the \$1.4 million with a great interest rate. She suggested investing in U.S. Treasury Bills which are paying approximately 5% interest. The terms are 6 to 8 months. There is no need to limit the purchases to \$250,000 as the total amount is secured by the full faith of the US Government. The cost to purchase US Treasury Bills is roughly .001 - .002 of the investment amount. So, for example, if we purchased a US Treasury Bill for \$250,000 at 4.9% interest we would receive \$12,250 minus the cost to purchase \$250 so the would be \$12,000. The cost covers a tick charge of \$35 charged by LPL Financial. The balance of \$215 would be split between Team One Credit Union (55%), LPL Financial (10%) and the financial advisor (35%).

Recommendation:

I would recommend the Council approve the City Treasurer to work with the LPL Financial advisor to get the best offerings we can get on a certain day. The offerings change minute by minute so I am not able to state specifically what US Treasury Bill term or interest I will be able to get on any certain day. I would recommend investing \$1 million in US Treasury Bills for a terms of 6 to 8 months at the interest rate at the time of the investment.

Action:

Option 1: Council to approve the City Treasurer to invest \$1 million from the LPL Financial account into U.S. Treasury Bills at terms of 6 to 8 months.

Option 2: Council deny the investments in U.S. Treasury Bills.

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TO: City Manager/City Council
FROM: Rita Papp, City Clerk
SUBJECT: Election Commission Appointment & Election Inspector Pay
DATE: June 5, 2023

Pursuant to Chapter IV, Elections, Section 4.13 of the City of Caro Charter, the clerk of the City of Caro is the chairperson to the Election Commission. The city council appoints one city official and one qualified registered elector to serve on the Election Commission. It has been the past practice of the City of Caro not to pay a per diem to the Election Commission members; however, they must approve the payment to the election inspectors. For the Special Election August 8, 2023, I would ask council to appoint Councilor Charlotte Kish to be the city official representative and Scott Czasak to be the registered elector representative to serve on the Election Commission.

Election Inspector pay is \$15.00/hr. and Precinct Chairperson pay is \$17.00/hr., and \$50.00 for attending necessary training and no compensation for the Election Commission. Election Inspector pay was changed to hourly to properly track their hours, added responsibilities due to the passing of Proposal 22-2, and potential savings for the 9 days early voting. Hourly pay would be beneficial versus daily pay for the 9 days early voting.

Recommendation:

Motion to appoint to the Election Commission; Councilor Charlotte Kish as the city official, and Scott Czasak as the qualified elector with no per diem pay, and to pay \$15.00 per hour for Election Inspector, \$17.00 per hour for Precinct Chairperson, \$50.00 for attending necessary training.

RESOLUTION ESTABLISHING ELECTION COMMISSION FOR THE CITY OF CARO

WHEREAS, the Charter of the City of Caro, Michigan was received/filed with the Michigan Department of State, Office of the Great Seal on November 5, 2009 at 11:55 a.m.; and

WHEREAS, Section 4.13 ELECTION COMMISSION CREATED; COMPOSITION; DUTIES; COMPENSATION states that "*An Election Commission is hereby created, consisting of the clerk of the City of Caro, and one city official, and one qualified registered elector, both to be appointed by the city council not less than forty-five (45) days before each election*"; and

WHEREAS, the Clerk shall be the chairperson of the election commission and two (2) members of such board shall constitute a quorum; and

WHEREAS, the election commission shall have such duties as outlined in the Charter of the City of Caro and the Michigan election laws;

NOW THEREFORE, BE IT RESOLVED:

That the City of Caro Council reaffirms that an Election Commission is hereby created, consisting of the clerk of the City of Caro and one city official, and one qualified registered elector, both to be appointed by the city council not less than forty-five (45) days before each election.

Motion by _____, seconded by _____ to adopt the

Resolution Establishing Election Commission for the City of Caro.

Yes: _____

No: _____

Absent: _____

RESOLUTION DECLARED ADOPTED ON THIS 5th DAY OF JUNE 2023.

Rita Papp, City Clerk

Karen Snider, Mayor

CITY OF CARO

CITY MANAGER
SCOTT CZASAK
CITY CLERK
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JILL WHITE

TO: City Council
FROM: Karen Snider – Mayor
SUBJECT: Mayor's Report
DATE: June 5, 2023

Met with the Tuscola Land Bank, Safebuild and City Manager on May 16, 2023 in the EDC conference room to discuss the bid process for tearing down of the old police building located on Joy Street. We also attended the Tuscola Land Bank meeting on May 23, 2023 at the Purdy building.

I was honored to attend the Caro's Downtown Beautification presentation on May 16, 2023. Hills & Dales Healthcare CEO Andrew Daniels presented a check in the amount of \$3,000 payable to City of Caro Downtown Development Authority as support of the project. It was also represented by Lauren Amellal, Sonya Otremba, City Manager Scott Czasak and DDA Chairman Mike Bauerschmidt.

I attended the Economic Development Authority (EDC) meeting on May 17, 2023 and got an update on the projects being done through EDC.

Attended the third budget workshop for council on May 23, 2023 at 5:30 p.m. It was a productive meeting and additional items and concerns were addressed. A public hearing is scheduled for June 5, 2023 with intentions to adopt the 2023/2024 proposed budget as part of the Council meeting.

I attended the grand opening of the splash pad and the Gaga volleyball Ribbon Cutting ceremony on May 25, 2023 at Bieth Park. The turnout was amazing and although the weather was not the warmest, it did not slow the children down.

Attended Caro Rotary on May 15, 22 and there was no Rotary on the 29th due to the holiday.

Council Members Kish, Oedy and I attended the May 19-20 classes in Bay City in person. The first day of the Elected Officials Academy-Core Weekender covered Legal Framework, Leadership Roles and Responsibilities, Financial Management and Planning and Zoning. The second day of the Advanced Academy included formal presentations about municipal budgeting, understanding financial statements and audits, priority-based budgeting, utility rate settings, ServeMiCity, and funding community projects. We had opportunities to ask questions and discuss our concerns with other municipalities.

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 22 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.

Mayor Karen Snider

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
PAMELA ISELER
CHARLOTTE KISH
DOREEN OEDY
JILL WHITE

MEMORANDUM

TO: Caro City Council
FROM: City Manager Scott R. Czasak
DATE: Wednesday, May 31, 2023
RE: City Manager's Report

Members of the Caro City Council,

I am very happy to be writing this Report as this will mark 6 months as the City Manager for the City of Caro. It is surreal to know this landmark has been reached and to know it is the first of many such landmarks during my tenure here. From coming on board the day after signing my contract to being able to present a final proposed budget to the Council at this meeting, I am amazed at how fast the time has flown by!

Getting to know this City of these last 6 months has been amazing and I am looking forward to continuing to grow as a member of this community. I know in my regular reports I speak of my "regular meetings" with Rotary, staff, business owners and residents but to be perfectly honest, none of them are "regular". Being a member of Rotary has quickly introduced me to involved members of the community who have a passion for service, every time I meet a resident I am exposed to a different experience, perspective, or issue I might not be aware of, business owners as well bring a whole other set of concerns and needs which all have the same goal, of making our City better.

Importantly, I would not be where I am today without the tremendous people who work for this City, from the Department Heads to our Seasonal Workers each one of them gets up every day with the goal of public service, and speaking from someone who has dedicated his life to that pursuit, it is a service that never gets the appreciation or adulation it deserves. Public service is a noble way to earn a living, as long as you keep the word "service" front and center, and from my interactions with City staff I know no matter what comes along the desire to do what is best for the City is always on their minds.

In the last three weeks, I attended the Michigan Planning Association's Spring Institute where many challenges for planning for the future were discussed. In the long term, like most small towns Caro will be fighting against demographic changes and the changed desires of work and life for a new generation, however, with the right investments in such things as internet infrastructure and well-balanced zoning we can continue to develop and redevelop in ways which ensure the long-term health of the City. I also completed the MSU Extension course on Zoning Board of Appeals, which informed me of a few decisions which will have to be made going forward in terms of appeals process and ways

to ensure compliance with relevant zoning codes. As I assume my added role of Zoning Administrator in the month of July it will be part of my review process as I seek to ensure our rules and regulations are followed.

Lastly, as promised I would like to inform you that the replacement media for the water treatment facility has been delivered and the current estimate is sometime this week, we will have the personnel on site in order to replace the media and make any other adjustments needed. Once this process is complete, I will report a final cost to Council and request any unused money be returned to fund balance as originally intended.

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TO: City Council/City Manager
FROM: Rita Papp – City Clerk
SUBJECT: Clerk's Report
DATE: June 5, 2023

- 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.
- Swore in two new members to the Parks & Recreation Committee, May 16, 2023. Rocco Borg & Robert Schneil.
- Attended the Tuscola County Clerk's Association Meeting, May 18, 2023.
- Posted a vacant WWTP Operator position. Taking applications until June 5, 2023.
- Posted a vacant Seasonal Worker position. Taking applications until position is filled.
- Received confirmation that the City of Caro will be having an election on August 8, 2023. Tuscola County Jail Proposal.
- County Clerk, Jodi Fetting authorized the City of Caro to combine both precincts for the August 8, 2023, election. Voting will take place in the fire hall only. The council room is not needed.
- Attended Budget Workshop, May 23, 2023.
- Posted Public Hearing notice for the FY 2023-2024 & 2023 Millage Rate, May 25, 2023.
- Miscellaneous Revenue - Signed up for and received a check from Zoom Inc. from a class action lawsuit, \$915.53.
- Grant Revenue - Secured a grant of \$650.00 from MMRMA. This was for 50% of Clerk's Institute for Jana and me.
- Grant Revenue - Assisted David Dienes II in securing a grant of \$20,000.00 from MMRMA. This was for the purchase of generators for the lift stations. We have reached our maximum aggregate for the generator grant.
- Will be attending the MAMC (Michigan Association of Municipal Clerk) Summer Conference June 13-16, 2023, in Detroit.