

**AGENDA**  
**REGULAR MEETING OF THE CARO CITY COUNCIL**  
**JUNE 3, 2024, 6:30 P.M.**  
**317 S STATE ST – COUNCIL CHAMBERS**

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

**AGENDA APPROVAL**

**PUBLIC COMMENTS:**

**COMMUNICATION:**

**CONSENT AGENDA:**

1. Regular Council Meeting Minutes – May 20, 2024
2. Special Council Meeting Minutes – May 13, 2024
3. Special Council Meeting Minutes – May 16, 2024
4. Special Council Meeting Minutes – May 20, 2024
5. Invoices

**REGULAR AGENDA:**

1. Open Public Hearing – FY 2024-2025 Budget & 2024 Millage Rate L-4029
2. Public Discussion/Council Discussion
3. Close Public Hearing – FY 2024-2025 Budget & 2024 Millage Rate L-4029
4. Council Action – 2024 Millage Rate – L-4029
5. Council Action – FY 2024-2025 Budget Resolution
6. Capital Improvements Program - FY 2024-2030
7. Resolution Setting Administrative Fee Schedules for FY 2024-2025
8. AMA District 14 Races
9. Columbia Street Construction Engineering
10. Bank Signer Change
11. Investment Maturing #1
12. Investment Maturing #2
13. FY 2023-2024 Third Quarter Financials

**ITEMS PENDING/POSTPONED:** None

**COMMITTEE/LIAISON POSITION REPORTS:** None

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

**MANAGER COMMENTS** – Written report submitted.

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

**ADDITIONAL PUBLIC COMMENTS**

**ADJOURN**

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**REGULAR MEETING OF THE CARO CITY COUNCIL**  
**May 20, 2024, 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 20, 2024, at 6:30 p.m. in the Council Chambers.

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

Absent: Bob Eschenbacher

Others: Scott Czasak – City Manager, Rita Papp – City Clerk, Brian Newcomb – Police Chief, and other guests

**AGENDA APPROVAL**

**24-M-123**

**Motion by Campbell, seconded by Kish to approve the agenda with the additions of #7 – Resignation Letter – Bob Eschenbacher, #8 – Advertise Council Vacancy, #9 – Appointment of Mayor Pro Tem.**  
**Motion Carried.**

**PUBLIC COMMENT/VISITORS:** None

**COMMUNICATIONS:**

1. Charter Communications – Upcoming Changes (2)
2. DDA Meeting Minutes – May 8, 2024

**CONSENT AGENDA:**

1. Regular Council Meeting Minutes – May 6, 2024
2. Invoices
3. Department Reports
  - A. Police Report – Chief Brian Newcomb
  - B. Fire Report – Chief Randall Heckroth
  - C. Code Enforcement Report – Randall Heckroth

**24-M-124**

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

**REGULAR AGENDA:** (action required)

1. Banner Request – Chamber of Commerce – Cars & Crafts

**24-M-125**

**Motion by Kish, seconded by Oedy to approve the Banner Request from Chamber of Commerce, Cars & Crafts, May 20, 2024 – June 3, 2024, contingent on the City of Caro securing Kappen Tree Service for placement & removal and billing Chamber of Commerce \$300.00 total for the cost incurred.**  
**Motion carried.**

2. Fairgrounds Renewal Lease Agreement

**24-M-126**

**Motion by White, seconded by Campbell to authorize the Mayor and Clerk to sign the proposed lease agreement with the Tuscola County Fair Board for the Fairgrounds as presented.**

**Motion carried.**

3. Great Start Enrichment Center Story Walk

**24-M-127**

**Motion by Kish, seconded by Iseler to allow Great Start Enrichment Center to place 25 posts for a story walk along side the trail between Columbia Street and the Chippewa Landing Trail in consultation with the City Manager.**

**Motion carried.**

4. Schedule Public Hearing for FY 2024-2025 Budget

**24-M-128**

**Motion by Kish, seconded by Iseler to schedule a Public Hearing for the FY 2024-2025 Budget on June 3, 2024 at 6:30 p.m.**

**Motion carried.**

5. DDA Request to Install Speakers – Charlotte Kish, DDA Liaison

**24-M-129**

**Motion by Kish, seconded by Campbell to approve the recommendation from DDA to install the speaker system at Atwood Park at the expense of the DDA.**

**Motion carried.**

6. Investment Maturing

**24-M-130**

**Motion by Campbell, seconded by Kish to instruct the City Treasurer to leave the CDARS in the amount of \$512,951.00 at Independent Bank at the current rate.**

**Motion carried.**

7. Resignation Letter – Bob Eschenbacher

**24-M-131**

**Motion by Iseler, seconded by White to accept the resignation letter from Council Member Bob Eschenbacher effective May 20, 2024.**

**Motion carried.**

8. Advertise Council Vacancy

Council advised the City Clerk to advertise the Council Vacancy with the deadline of June 12, 2024.

9. Appointment of Mayor Pro Tem

**24-M-132**

**Motion by Campbell, seconded by Kish to appoint Charlotte Kish as the Mayor Pro Tem due to the resignation of Bob Eschenbacher.**

**Roll Call Vote: Campbell – yes, Iseler – yes, Kish – yes, Oedy – yes, White – yes, Mayor Snider – yes.**  
**Motion carried.**

**ITEMS PENDING/POSTPONED:** None

**COMMITTEE/LIAISON POSITION REPORTS:**

1. Economic Development Corporation (Mayor Snider) – Did not attend meeting. EDC hired a new Director, Trevor Keys.
2. Chamber of Commerce (Manager) – Chamber of Commerce Officers were elected. Working on Cars & Crafts, Business After Hours, and Golf Outing.
3. Downtown Development Authority (Kish) – Gave an updates on the artwork project, Madison Olar project, Façade Project, Logo selection, & Lincoln Block project.
4. Fair Board (Iseler) – Did not attend. The fencing grant was denied.
5. Parks & Recreation (White) – Did not attend. Grand Re-Opening Event at Beith Park, Discussed Parks & Recreation Superintendent position requirements.
6. Planning Commission (Manager) –Reviewed the 6-year Capital Improvement Plan.
7. Tuscola County Board of Commissioners (Iseler) – Promoted Erica Walle to Assistant Prosecutor, Hired two seasonals & a Records Clerk.
8. Zoning Board of Appeals (Mayor Snider) – No meeting.
9. Indianfields Township (Manager) – Unable to attend.
10. Almer Township (Campbell) – Unable to attend.

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

Thanked Chief Newcomb & Mike Carpenter for attending meetings.

Announced Fire Hall Open House, May 30, 2024.

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

Recreation grant was denied. Package of bills in legislation to change the date to December 1 for elected city officials.

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

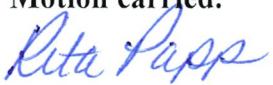
**TREASURER'S REPORT** – Written report submitted.

**ADDITIONAL PUBLIC COMMENT:** None

**24-M-133**

Motion by Oedy, seconded by Campbell to adjourn the meeting at 7:18 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 May 13, 2024 at 5:34 p.m. in the Council Chambers.

Present: Mayor Karen Snider, City Council: Emily Campbell, Bob Eschenbacher, Pamela Iseler, Charlotte Kish (arrived 5:38 pm), Doreen Oedy, and Jill White

Absent: None

Others: Scott Czasak – City Manager, Rita Papp – City Clerk, Tammy Ries – City Treasurer and other guests

**PUBLIC COMMENT/VISITORS:** None

**SPECIAL AGENDA:** (action required)

**1. FY 2024-2025 Budget Workshop**

- City Manager Scott Czasak presented the CWSRF Projects information to the Council.
- Fire Department Budget Requests were discussed.
- Revenue – Misc Income was discussed.
- Council – Education & Training, Membership Dues, and Travel & Lodging were discussed.
- Discussed Department heads wage allocations.
- Clerk – Publications was discussed.
- Building & Grounds – Capital Outlay - Bathrooms were discussed. Council recommends increasing to \$40,000.00.
- Police Department budget was discussed.
- Code Enforcement budget was discussed.
- Public Works – O&M Supplies – Council recommends decreasing to \$10,000.00.
- Public Works – Wages Part Time was discussed.
- Economic Development – Transfer to EDC – Council recommends changing the amount to \$6,500.00.
- Parks & Recreation – Capital Outlay – Council recommends changing the amount to \$15,000.00.
- Parks & Recreation – Part Time Wages – Council recommends adjusting the amount due to potential new hire.
- Music in the Park was discussed.
- Sweeping & Maintenance – M81 State Payment was discussed.

Next Budget Workshop is scheduled for May 16, 2024 at 5:30 p.m.

**24-M-122**

**Motion by White, seconded by Eschenbacher to adjourn the meeting at 7:52 p.m.**

**Motion carried.**



Rita Papp  
City Clerk

## CITY OF CARO BUDGET WORKSHOP MINUTES

Mayor Karen Snider called the Budget Workshop meeting of the City Council to order May 16, 2024, 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 (arrived 5:42 pm), and Jill White

Absent: None

Others: Scott Czasak – City Manager, Jana Brown – Deputy City Clerk, Tammy Ries – City Treasurer.

**PUBLIC COMMENT/VISITORS:** None

**SPECIAL AGENDA:** (action required)

### 1. FY 2024-2025 Budget Workshop

- Clerk & Deputy Clerk wages – Council recommends 1.5% increase for Clerk & \$4/hr increase for Deputy Clerk.
- Music in the Park was discussed.
- Alleys were discussed. The council requested information on the condition and quantity of alleys in the City.
- DDA – remove the word salary from seasonal wage line and change part time description to administrative.
- Sewer Fund – inquiry was made into contracted services SRF; specifically do the engineering designs have an expiration date.
- Water Fund – what is included in the water technology line item, what is the cost per hydrant, how many are in the City and when/how often are the hydrants tested.
- Sanitation fuel surcharge was discussed as well as changing the part time wage description to seasonal. Discussion was held on the amount in the landfill bond line item.
- Equipment Fund – Council requested more information on what is included in the maintenance supplies line, how many trucks are in the WWTP inventory as well as how many miles on each truck and their age.

Next Budget Workshop is scheduled for May 20, 2024, at immediately following the regular council meeting at approximately 7:30 p.m.



Jana Brown  
Deputy City Clerk

## CITY OF CARO SPECIAL COUNCIL MINUTES

Mayor Karen Snider called the Budget Workshop meeting of the City Council to order May 20, 2024 at 7:24 p.m. in the Council Chambers.

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

Absent: Bob Eschenbacher

Others: Scott Czasak – City Manager, Rita Papp – City Clerk, Tammy Ries – City Treasurer and other guests

**PUBLIC COMMENT/VISITORS:** None

**SPECIAL AGENDA:** (action required)

### 1. FY 2024-2025 Budget Workshop

The City Manager presented amendments to proposed budget to Council.

- Capital Outlay – move \$550,000.00 from 101-265-970-001 & \$150,000.00 from 101-265-970-003 to 204-444-801-000 for Old Police Building Parking Lot & DPW Parking Lot.
- Budget for 7 Council Members for MML Conference in 101-101-960-000 & 101-101-962-000.
- Publications, 101-260-900-000 – Look on allocating out to each department.
- Fuel Surcharge discussion – Sanitation Fund. Move fuel surcharge from general fund to offset residents' bills. Transfer up to \$40,000.00 to Sanitation Fund from General Fund, 596-000-699-000.
- Discussion on Capital Outlay, 661-575-970-000. Requested schedule of maintenance from City Manager.

**Budget Workshop adjourned at 8:41 p.m.**



Rita Papp  
City Clerk

## Report Criteria:

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

GL Period	Check Issue Date	Check Number	Invoice GL Account	Invoice GL Account Title	Amount
<b>ABELE GREENHOUSE &amp; GARDEN CENTER</b>					
06/24	06/03/2024	78035	248-728-970-001	DECORATIONS	2,750.00
Total ABELE GREENHOUSE & GARDEN CENTER:					
					2,750.00
					2,750.00
Total 78035:					
					2,750.00
<b>AFLAC</b>					
06/24	06/03/2024	78036	101-000-231-003	AFLAC INSURANCE WITHHOLDING	651.78
Total AFLAC:					
					651.78
					651.78
<b>AMAZON CAPITAL SERVICES</b>					
06/24	06/03/2024	78037	590-540-776-000	OM&R SUPPLIES NORMAL	677.09
06/24	06/03/2024	78037	101-751-957-000	RECREATION PROGRAMS	200.14
Total AMAZON CAPITAL SERVICES:					
					877.23
					877.23
<b>AT&amp;T MOBILITY</b>					
06/24	06/03/2024	78038	101-371-853-000	TELEPHONE	9.80
06/24	06/03/2024	78038	216-336-853-000	TELEPHONE	39.17
06/24	06/03/2024	78038	101-301-853-000	TELEPHONE & PAGERS	175.76
06/24	06/03/2024	78038	101-301-750-001	SOFTWARE MAINTENANCE AGEE'T	175.44
06/24	06/03/2024	78038	101-441-853-000	TELEPHONE	8.79
06/24	06/03/2024	78038	202-483-853-000	TELEPHONE	8.79
06/24	06/03/2024	78038	202-483-853-000	TELEPHONE	8.79
06/24	06/03/2024	78038	590-540-853-000	TELEPHONE	8.79
06/24	06/03/2024	78038	591-540-853-000	TELEPHONE	8.78
Total AT&T MOBILITY:					
					444.11
					444.11
<b>AXON ENTERPRISE INC</b>					
06/24	06/03/2024	78039	101-301-750-000	POLICE TECHNOLOGY	566.31
Total AXON ENTERPRISE INC:					
					566.31
					566.31
<b>BELL - WASIK, INC.</b>					
06/24	06/03/2024	78040	101-301-860-000	GAS/OIL/TIRES	95.11

CITY OF CARO

Check Register - Council Meeting  
Check Issue Dates: 6/3/2024 - 6/3/2024

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May 30, 2024 01:32PM

GL Period	Check Issue Date	Check Number	Invoice GL Account	Invoice GL Account Title	Amount
Total BELL - WASIK, INC.:					95.11
Total 78040:					95.11
<b>BRYAN ESCHENBACHER</b>					
06/24	06/03/2024	78041	101-301-960-000	EDUCATION & TRAINING, DUES	55.00
Total BRYAN ESCHENBACHER:					55.00
Total 78041:					55.00
<b>BUNKER CAPITAL LLC</b>					
06/24	06/03/2024	78042	101-000-432-004	IN LIEU OF TAXES - MOBILE EST	129.00
Total BUNKER CAPITAL LLC:					129.00
Total 78042:					129.00
<b>CIVICPLUS LLC</b>					
06/24	06/03/2024	78043	101-172-750-001	SOFTWARE MAINTENANCE AGREE'T	22.73
06/24	06/03/2024	78043	101-253-750-001	SOFTWARE MAINTENANCE AGREE'T	22.73
06/24	06/03/2024	78043	101-260-750-001	SOFTWARE MAINTENANCE AGREE'T	22.73
06/24	06/03/2024	78043	101-301-750-001	SOFTWARE MAINTENANCE AGEE'T	22.73
06/24	06/03/2024	78043	101-441-750-001	SOFTWARE MAINTENANCE AGREE'T	22.73
06/24	06/03/2024	78043	101-371-750-001	SOFTWARE MAINTENANCE AGREEM	22.73
06/24	06/03/2024	78043	216-336-750-001	SOFTWARE MAINTENANCE AGREE'T	22.73
06/24	06/03/2024	78043	590-540-750-001	SOFTWARE MAINTENANCE AGREEM	22.73
06/24	06/03/2024	78043	591-540-750-001	SOFTWARE MAINTENANCE AGREEM	22.72
06/24	06/03/2024	78043	596-521-750-001	SOFTWARE MAINTENANCE AGREEM	22.72
06/24	06/03/2024	78043	661-575-750-001	SOFTWARE MAINTENANCE AGREE'T	22.72
Total CIVICPLUS LLC:					250.00
Total 78043:					250.00
<b>COMPANION LIFE INSURANCE CO.</b>					
06/24	06/03/2024	78044	101-172-717-000	LIFE INSURANCE	58.31
06/24	06/03/2024	78044	101-262-717-000	LIFE INSURANCE	3.99
06/24	06/03/2024	78044	101-253-717-000	LIFE INSURANCE	11.97
06/24	06/03/2024	78044	101-260-717-000	LIFE INSURANCE	15.76
06/24	06/03/2024	78044	101-265-717-000	LIFE INSURANCE	14.36
06/24	06/03/2024	78044	101-301-717-000	LIFE INSURANCE	139.65
06/24	06/03/2024	78044	101-371-717-000	LIFE INSURANCE	4.99
06/24	06/03/2024	78044	101-702-717-000	LIFE INSURANCE	2.99
06/24	06/03/2024	78044	101-441-717-000	LIFE INSURANCE	40.70
06/24	06/03/2024	78044	101-751-717-000	LIFE INSURANCE	2.39
06/24	06/03/2024	78044	202-483-717-000	LIFE INSURANCE	6.08
06/24	06/03/2024	78044	202-463-717-000	LIFE INSURANCE	5.99
06/24	06/03/2024	78044	203-463-717-000	LIFE INSURANCE	7.18
06/24	06/03/2024	78044	203-483-717-000	LIFE INSURANCE	6.08
06/24	06/03/2024	78044	204-442-717-000	LIFE INSURANCE	3.59

GL Period	Check Issue Date	Check Number	Invoice GL Account	Invoice GL Account Title	Amount
06/24	06/03/2024	78044	204-483-717-000	LIFE INSURANCE	2.29
06/24	06/03/2024	78044	248-441-717-000	LIFE INSURANCE	5.19
06/24	06/03/2024	78044	248-728-717-000	LIFE INSURANCE	20.75
06/24	06/03/2024	78044	216-336-717-000	LIFE INSURANCE	18.75
06/24	06/03/2024	78044	590-560-717-000	LIFE INSURANCE	36.31
06/24	06/03/2024	78044	590-536-717-000	LIFE INSURANCE	1.20
06/24	06/03/2024	78044	590-540-717-000	LIFE INSURANCE	83.39
06/24	06/03/2024	78044	590-545-717-000	LIFE INSURANCE	7.18
06/24	06/03/2024	78044	591-560-717-000	LIFE INSURANCE	17.36
06/24	06/03/2024	78044	591-536-717-000	LIFE INSURANCE	1.20
06/24	06/03/2024	78044	591-540-717-000	LIFE INSURANCE	32.32
06/24	06/03/2024	78044	596-560-717-000	LIFE INSURANCE	6.38
06/24	06/03/2024	78044	596-521-717-000	LIFE INSURANCE	2.39
06/24	06/03/2024	78044	661-575-717-000	LIFE INSURANCE	6.68
06/24	06/03/2024	78044	101-172-719-000	SHORT/LONG TERM DISABILITY	48.62
06/24	06/03/2024	78044	101-262-719-000	SHORT/LONG TERM DISABILITY	14.61
06/24	06/03/2024	78044	101-253-719-000	SHORT/LONG TERM DISABILITY	34.05
06/24	06/03/2024	78044	101-260-719-000	SHORT/LONG TERM DISABILITY	59.07
06/24	06/03/2024	78044	101-265-719-000	SHORT/LONG TERM DISABILITY	42.84
06/24	06/03/2024	78044	101-301-719-000	SHORT/LONG TERM DISABILITY	480.01
06/24	06/03/2024	78044	101-371-719-000	SHORT/LONG TERM DISABILITY	19.61
06/24	06/03/2024	78044	101-702-719-000	SHORT/LONG TERM DISABILITY	13.54
06/24	06/03/2024	78044	101-441-719-000	SHORT/LONG TERM DISABILITY	130.26
06/24	06/03/2024	78044	101-751-719-000	SHORT/LONG TERM DISABILITY	7.14
06/24	06/03/2024	78044	202-483-719-000	SHORT/LONG TERM DISABILITY	25.73
06/24	06/03/2024	78044	202-463-719-000	SHORT/LONG TERM DISABILITY	17.85
06/24	06/03/2024	78044	203-463-719-000	SHORT/LONG TERM DISABILITY	21.42
06/24	06/03/2024	78044	203-483-719-000	SHORT/LONG TERM DISABILITY	25.73
06/24	06/03/2024	78044	204-442-719-000	SHORT/LONG TERM DISABILITY	10.71
06/24	06/03/2024	78044	204-483-719-000	SHORT/LONG TERM DISABILITY	9.95
06/24	06/03/2024	78044	248-441-719-000	SHORT/LONG TERM DISABILITY	16.84
06/24	06/03/2024	78044	248-728-719-000	SHORT/LONG TERM DISABILITY	72.36
06/24	06/03/2024	78044	216-336-719-000	SHORT/LONG TERM DISABILITY	75.68
06/24	06/03/2024	78044	590-560-719-000	SHORT/LONG TERM DISABILITY	141.43
06/24	06/03/2024	78044	590-536-719-000	SHORT/LONG TERM DISABILITY	3.57
06/24	06/03/2024	78044	590-540-719-000	SHORT/LONG TERM DISABILITY	230.74
06/24	06/03/2024	78044	590-545-719-000	SHORT/LONG TERM DISABILITY	21.42
06/24	06/03/2024	78044	591-560-719-000	SHORT/LONG TERM DISABILITY	60.12
06/24	06/03/2024	78044	591-536-719-000	SHORT/LONG TERM DISABILITY	3.57
06/24	06/03/2024	78044	591-540-719-000	SHORT/LONG TERM DISABILITY	96.38
06/24	06/03/2024	78044	596-560-719-000	SHORT/LONG TERM DISABILITY	19.82
06/24	06/03/2024	78044	596-521-719-000	SHORT/LONG TERM DISABILITY	7.14
06/24	06/03/2024	78044	661-575-719-000	SHORT/LONG TERM DISABILITY	24.72
Total COMPANION LIFE INSURANCE CO.:					2,300.35
Total 78044:					2,300.35

## DALE RIECK MASONRY, LLC

06/24	06/03/2024	78045	101-751-801-000	CONTRACTED SERVICES	3,637.50
06/24	06/03/2024	78045	591-540-801-000	CONTRACTED SERVICES	1,212.50

GL Period	Check Issue Date	Check Number	Invoice GL Account	Invoice GL Account Title	Amount
			Total DALE RIECK MASONRY, LLC:		4,850.00
			Total 78045:		4,850.00
			<b>FOSTER, SWIFT, COLLINS &amp; SMITH, PC</b>		
06/24	06/03/2024	78046	101-257-801-000	CONTRACTED SERVICES	1,650.00
06/24	06/03/2024	78046	101-172-801-000	CONTRACTED SERVICES	1,225.00
06/24	06/03/2024	78046	101-260-801-000	CONTRACTED SERVICES	375.00
06/24	06/03/2024	78046	101-101-801-000	CONTRACTED SERVICES	1,025.00
			Total FOSTER, SWIFT, COLLINS & SMITH, PC:		4,275.00
			Total 78046:		4,275.00
			<b>GREAT LAKES LAND MANAGEMENT</b>		
06/24	06/03/2024	78047	101-371-956-000	MISC/CONTINGENCY	265.00
06/24	06/03/2024	78047	101-371-956-000	MISC/CONTINGENCY	265.00
06/24	06/03/2024	78047	101-371-956-000	MISC/CONTINGENCY	265.00
06/24	06/03/2024	78047	101-371-956-000	MISC/CONTINGENCY	265.00
06/24	06/03/2024	78047	101-371-956-000	MISC/CONTINGENCY	265.00
06/24	06/03/2024	78047	101-371-956-000	MISC/CONTINGENCY	265.00
06/24	06/03/2024	78047	101-371-956-000	MISC/CONTINGENCY	265.00
06/24	06/03/2024	78047	101-371-956-000	MISC/CONTINGENCY	265.00
06/24	06/03/2024	78047	101-371-956-000	MISC/CONTINGENCY	265.00
06/24	06/03/2024	78047	101-371-956-000	MISC/CONTINGENCY	265.00
06/24	06/03/2024	78047	101-371-956-000	MISC/CONTINGENCY	265.00
06/24	06/03/2024	78047	101-371-956-000	MISC/CONTINGENCY	265.00
06/24	06/03/2024	78047	101-371-956-000	MISC/CONTINGENCY	265.00
06/24	06/03/2024	78047	101-371-956-000	MISC/CONTINGENCY	265.00
06/24	06/03/2024	78047	101-371-956-000	MISC/CONTINGENCY	265.00
06/24	06/03/2024	78047	101-371-956-000	MISC/CONTINGENCY	265.00
06/24	06/03/2024	78047	101-371-956-000	MISC/CONTINGENCY	285.00
06/24	06/03/2024	78047	101-371-956-000	MISC/CONTINGENCY	300.00
06/24	06/03/2024	78047	101-371-956-000	MISC/CONTINGENCY	1,930.00
06/24	06/03/2024	78047	101-371-956-000	MISC/CONTINGENCY	180.00
06/24	06/03/2024	78047	101-371-956-000	MISC/CONTINGENCY	265.00
06/24	06/03/2024	78047	101-371-956-000	MISC/CONTINGENCY	340.00
06/24	06/03/2024	78047	248-728-801-000	DDA CONTRACTED SERVICES	1,615.00
06/24	06/03/2024	78047	101-265-801-000	CONTRACTED SERVICES	1,292.50
06/24	06/03/2024	78047	101-751-801-000	CONTRACTED SERVICES	1,645.00
06/24	06/03/2024	78047	101-754-801-000	CONTRACTED SERVICES	1,468.75
06/24	06/03/2024	78047	101-753-801-000	CONTRACTED SERVICES	1,468.75
			Total GREAT LAKES LAND MANAGEMENT:		14,150.00
			Total 78047:		14,150.00
			<b>HIRSCHMAN OIL SUPPLY INC</b>		
06/24	06/03/2024	78048	661-575-860-000	GAS/OIL	645.44
			Total HIRSCHMAN OIL SUPPLY INC:		645.44
			Total 78048:		645.44

GL Period	Check Issue Date	Check Number	Invoice GL Account	Invoice GL Account Title	Amount
<b>HYMMCO</b>					
06/24	06/03/2024	78049	101-265-776-000	O&M SUPPLIES	100.35
Total HYMMCO:					
Total 78049:					
<b>I&amp;C SALES NORTH, INC</b>					
06/24	06/03/2024	78050	591-540-801-000	CONTRACTED SERVICES	87.00
06/24	06/03/2024	78050	590-545-801-000	CONTRACTED SERVICES	87.00
Total I&C SALES NORTH, INC:					
Total 78050:					
<b>JOHN DEERE FINANCIAL</b>					
06/24	06/03/2024	78051	661-575-776-000	MAINTENANCE SUPPLIES	153.00
Total JOHN DEERE FINANCIAL:					
Total 78051:					
<b>KEN MARTIN ELECTRIC, INC</b>					
06/24	06/03/2024	78052	101-265-801-000	CONTRACTED SERVICES	595.40
06/24	06/03/2024	78052	202-451-801-000	CONTRACTED SERVICES - CONST.	2,823.55
Total KEN MARTIN ELECTRIC, INC:					
Total 78052:					
<b>KRISTAL'S HELPING HAND LLC</b>					
06/24	06/03/2024	78053	101-172-801-002	CONTRACTED SERV - JANITORIAL	138.34
06/24	06/03/2024	78053	216-336-801-002	CONTRACTED SERV - JANITORIAL	54.14
06/24	06/03/2024	78053	101-301-801-002	CONTRACTED SERV - JANITORIAL	108.34
06/24	06/03/2024	78053	101-253-801-002	CONTRACTED SERV - JANITORIAL	100.28
06/24	06/03/2024	78053	101-260-801-002	CONTRACTED SERV - JANITORIAL	100.28
06/24	06/03/2024	78053	101-172-801-002	CONTRACTED SERV - JANITORIAL	100.28
06/24	06/03/2024	78053	590-540-801-002	CONTRACTED SERV - JANITORIAL	108.34
Total KRISTAL'S HELPING HAND LLC:					
Total 78053:					
<b>MCLAREN CARO REGION</b>					
06/24	06/03/2024	78054	101-301-801-000	CONTRACTED SERVICES	30.95
06/24	06/03/2024	78054	101-301-801-000	CONTRACTED SERVICES	30.95
Total MCLAREN CARO REGION:					
Total 78054:					

CITY OF CARO

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GL Period	Check Issue Date	Check Number	Invoice GL Account	Invoice GL Account Title	Amount
<b>MICHIGAN DIVERSIFIED SERVICES LLC</b>					
06/24	06/03/2024	78055	203-463-801-000	CONTRACTED SERVICES	315.00
			Total MICHIGAN DIVERSIFIED SERVICES LLC:		315.00
			Total 78055:		315.00
<b>MICHIGAN MUNICIPAL RISK MGMT AUTH</b>					
06/24	06/03/2024	78056	101-172-965-000	LIABILITY INSURANCE	31,522.25
06/24	06/03/2024	78056	101-172-965-000	LIABILITY INSURANCE	6,250.00
			Total MICHIGAN MUNICIPAL RISK MGMT AUTH:		37,772.25
			Total 78056:		37,772.25
<b>MICHIGAN PIPE &amp; VALVE-SAGINAW</b>					
06/24	06/03/2024	78057	590-540-970-001	CAPITAL OUTLAY - METERS	237.50
06/24	06/03/2024	78057	591-540-970-001	CAPITAL OUTLAY - METERS	237.50
06/24	06/03/2024	78057	590-540-970-001	CAPITAL OUTLAY - METERS	1,575.00
06/24	06/03/2024	78057	591-540-970-001	CAPITAL OUTLAY - METERS	1,575.00
06/24	06/03/2024	78057	590-540-970-001	CAPITAL OUTLAY - METERS	1,058.00
06/24	06/03/2024	78057	591-540-970-001	CAPITAL OUTLAY - METERS	1,058.00
			Total MICHIGAN PIPE & VALVE-SAGINAW:		5,741.00
			Total 78057:		5,741.00
<b>MOORE MOTOR SALES</b>					
06/24	06/03/2024	78058	101-301-930-001	VEHICLE MAINTENACE EXPENSE	894.22
			Total MOORE MOTOR SALES:		894.22
			Total 78058:		894.22
<b>PITNEY BOWES BANK INC PURCHASE POWER</b>					
06/24	06/03/2024	78059	101-253-760-000	POSTAGE	8.30
06/24	06/03/2024	78059	101-172-760-000	POSTAGE	8.15
06/24	06/03/2024	78059	101-260-760-000	POSTAGE	8.15
06/24	06/03/2024	78059	101-262-760-000	POSTAGE	176.00
06/24	06/03/2024	78059	101-301-760-000	POSTAGE	8.15
06/24	06/03/2024	78059	101-371-760-000	POSTAGE	9.50
06/24	06/03/2024	78059	101-441-760-000	POSTAGE	9.00
06/24	06/03/2024	78059	101-751-760-000	POSTAGE	8.15
06/24	06/03/2024	78059	101-702-760-000	POSTAGE	8.15
06/24	06/03/2024	78059	202-483-760-000	POSTAGE	9.50
06/24	06/03/2024	78059	203-483-760-000	POSTAGE	9.50
06/24	06/03/2024	78059	204-483-760-000	POSTAGE	9.50
06/24	06/03/2024	78059	216-336-760-000	POSTAGE	8.15
06/24	06/03/2024	78059	590-540-760-000	POSTAGE	82.50
06/24	06/03/2024	78059	591-540-760-000	POSTAGE	82.50
06/24	06/03/2024	78059	596-560-760-000	POSTAGE	48.90
06/24	06/03/2024	78059	661-575-760-000	POSTAGE	8.15



CITY OF CARO

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GL Period	Check Issue Date	Check Number	Invoice GL Account	Invoice GL Account Title	Amount
Total TUSCOLA COUNTY:					2,433.17
Total 78066:					2,433.17
<b>TUSCOLA COUNTY ADVERTISER</b>					
06/24	06/03/2024	78067	101-751-957-000	RECREATION PROGRAMS	100.00
06/24	06/03/2024	78067	248-733-900-000	FARMERS MARKET - ADVERTISING	100.00
Total TUSCOLA COUNTY ADVERTISER:					200.00
Total 78067:					200.00
<b>TUSCOLA COUNTY TREASURER</b>					
06/24	06/03/2024	78068	101-000-432-005	LIEU OF TAX DISTRIB-MOBILE EST	105.00
06/24	06/03/2024	78068	101-000-432-003	LIEU OF TAX DISTRIB-SUGARTREE	200.00
06/24	06/03/2024	78068	101-000-432-003	LIEU OF TAX DISTRIB-SUGARTREE	170.00
Total TUSCOLA COUNTY TREASURER:					475.00
Total 78068:					475.00
<b>UNIFIRST CORPORATION</b>					
06/24	06/03/2024	78069	590-540-776-000	OM&R SUPPLIES NORMAL	21.64
06/24	06/03/2024	78069	101-265-776-000	O&M SUPPLIES	18.45
06/24	06/03/2024	78069	216-336-740-000	OPERATING SUPPLIES	25.75
06/24	06/03/2024	78069	101-265-776-000	O&M SUPPLIES	21.00
06/24	06/03/2024	78069	101-265-776-000	O&M SUPPLIES	23.00
Total UNIFIRST CORPORATION:					109.84
Total 78069:					109.84
<b>USA BLUEBOOK</b>					
06/24	06/03/2024	78070	590-540-776-000	OM&R SUPPLIES NORMAL	64.56
Total USA BLUEBOOK:					64.56
Total 78070:					64.56
<b>WITMER PUBLIC SAFETY GROUP</b>					
06/24	06/03/2024	78071	216-336-740-000	OPERATING SUPPLIES	358.78
06/24	06/03/2024	78071	216-336-740-000	OPERATING SUPPLIES	91.39
Total WITMER PUBLIC SAFETY GROUP:					450.17
Total 78071:					450.17
Grand Totals:					92,591.52

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Report Criteria:

Report type: GL detail

Check.Type = {<>} "Adjustment"

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# CITY OF CARO

CITY MANAGER  
SCOTT R. CZASAK  
CITY CLERK  
RITA PAPP  
CITY TREASURER  
TAMMY RIES  
CITY ATTORNEY  
LAURA GENOVICH

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

## MEMORANDUM

TO: Caro City Council  
FROM: City Manager Scott R. Czasak  
DATE: Wednesday, May 29, 2024  
RE: Agenda Item – Fiscal Year 2024/2025 Budget Resolution

---

Members of the Caro City Council,

As you know, since the initial presentation of the Fiscal Year 2024/2025 budget in April the Council has engaged in three budget sessions to review and discuss changes to the budget, with all that work completed we have reached the point of a Public Hearing and final passage.

This budget reflects the desire of Council and the Administration to invest into needed projects outside of the normal day to day operations of the City. While most funds will be paying out more than they are taking in, this is because of that investment, not having insufficient funds for day-to-day operations. As proposed, this budget makes investments in our Wastewater infrastructure as part of the Clean Water State Revolving Fund program the City has been engaged in, while also adding a long-sought downtown parking lot at the site of the old Police Building, engaging in preventative maintenance of our Water system, repairing the roof at City Hall before it becomes an acute problem, and making upgrades to our vehicle fleet.

Wisely investing our fund balances in these projects allows the City to avoid unbudgeted and emergency expenditures and better allows the City to plan for the future. Many tough decisions and choices had to be made, however this work is reflected in the budget as presented to Council for final approval.

Your options for motions are:

1. Adopt the Resolution adopting the Fiscal Year 2024/2025 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 2024-2025 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 3, 2024 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 2024-2025 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 3rd day of June, 2024.

---

Rita Papp, Clerk

# CITY OF CARO

CITY MANAGER  
SCOTT R. CZASAK  
CITY CLERK  
RITA PAPP  
CITY TREASURER  
TAMMY RIES  
CITY ATTORNEY  
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CHARLOTTE KISH  
DOREEN OEDY  
JILL WHITE

## MEMORANDUM

TO: Caro City Council  
FROM: City Manager Scott R. Czasak  
DATE: Wednesday, May 29, 2024  
RE: Agenda Item – 2024-2030 Capital Improvement Program

---

Members of the Caro City Council,

As you know, 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 mostly in line with last years, delaying certain projects aligned with the Drinking Water State Revolving Fund as we did not get awarded funds last year, but we have reapplied for this year with the same projects previously approved by Council. This also includes all the proposed projects in the Clean Water State Revolving Fund we are already engaged in.

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 May 14, 2024, meeting and approved. As such, the CIP does reflect the Fiscal Year 2024/2025 budget as presented.

Your options for motions are:

1. Adopt the City of Caro Fiscal Year 2024-2030 Capital Improvement Program as presented.
2. Adopt the City of Caro Fiscal Year 2024-2030 Capital Improvement Program as amended.
3. Table for further discussion.
4. Take no action.

# CITY OF CARO



## CAPITAL IMPROVEMENTS PROGRAM FY 2024 - 2030

**May 2024**

*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 1<sup>st</sup> and ends June 30<sup>th</sup>. 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 in 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 nearly \$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 \$29 million the largest portion is the just over \$14 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 \$14 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	2024-25	2025-26	2026-27	2027-28	2028-29	2029-2030	
Police	GENERAL	\$ 12,400	\$ 42,100	\$ 8,100	\$ 9,200	\$ 13,200	\$ 13,200	\$ 98,200
Fire	FIRE	\$ 56,250	\$ 102,250	\$ 34,250	\$ 119,250	\$ 34,250	\$ 34,250	\$ 380,500
DPW	GENERAL/STREETS/WATER/SEWER/STATE REVOLVING LOAN	\$ 497,750	\$ 5,520,750	\$ 5,810,000	\$ 305,000	\$ 865,000	\$ 305,000	\$13,303,500
Parks and Rec.	GENERAL	\$ 230,000	\$ 150,000	\$ 50,000	\$ -	\$ 100,000	\$ -	\$ 530,000
Sewer	SEWER/STATE REVOLVING LOAN	\$ 8,310,000	\$ 5,846,304	\$ 50,000	\$ 60,000	\$ 100,000	\$ -	\$14,366,304
Admin/Special Projects	GENERAL/GRANTS	\$ 230,000	\$ 400,000	\$ 40,000	\$ 200,000	\$ -	\$ -	\$ 870,000
	TOTAL PER YEAR	\$ 9,336,400	\$12,061,404	\$ 5,992,350	\$ 693,450	\$1,112,450	\$ 352,450	\$29,548,504
			6-Year Total	\$29,196,054				

#### Police

The police department has very little major capital expenses. The total need for the six-year CIP is just under \$100,000. 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.

### DEPARTMENT 6-Year CAPITAL ITEM SUMMARY

POLICE DEPARTMENT	Fund Source	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	TOTALS		
		P	P	P	P	P	P			
Replacement Tasers X 2	general	5	\$ 5,000			3	\$ 5,000		3	\$10,000
Replacement Body cams	general	5	\$ 400	4	\$ 600	3	\$ 400			\$ 1,400
Replacement office furniture	general	5	\$ 3,000			2	\$ 3,000		3	\$ 3,000
Patrol vehicle mobile radios	general	2		2	\$ 25,000					\$25,000
Patrol vehicle components (lights, Radio)	general	1		1	\$ 8,500	1	\$ 1,200	1	\$ 1,200	\$ 13,300
Medical First Responder equipment	general	4		2	\$ 3,000			2	\$ 3,000	\$ 6,000
Ballistic Vest & carriers x 3	general	3		3	\$ 5,000			2	\$ 5,000	\$ 15,000
Bola Wrap replacement	general		\$ 4,000					4	\$ 4,000	\$ 12,000
Office Computer upgrades	general					\$ 3,500				\$ 3,500
TOTAL			\$ 12,400		\$ 42,100	\$ 8,100	\$ 9,200	\$13,200	\$ 13,200	\$98,200
Priority =P					6-Year Total	\$ 98,200				

## Fire

The fire department's need over the next six years is just below \$400,000. 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	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	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	\$ 21,000	\$ 21,000	\$ 21,000	\$ 21,000	\$ 21,000	\$ 21,000	\$ 126,000
Tanker Truck	1	Fire	\$ 22,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 22,000
Grass Truck	2	Fire	\$ -	\$ -	\$ -	\$ 85,000	\$ -	\$ -	\$ 85,000
Hydrolic Jaws of Life	3	Fire	\$ -	\$ 68,000	\$ -	\$ -	\$ -	\$ -	\$ 68,000
<b>TOTAL</b>			<b>\$ 56,250</b>	<b>\$ 102,250</b>	<b>\$ 34,250</b>	<b>\$ 119,250</b>	<b>\$ 34,250</b>	<b>\$ 34,250</b>	<b>\$ 380,500</b>
			<b>6-Year Total</b>	<b>\$ 380,500</b>					

#### Department of Public Works

The six-year proposed need for Capital Projects is nearly \$14 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 2024-2025, the total requested capital budget in the DPW is estimated to be under \$500,000.

*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.*

DEPARTMENT 6-Year CAPITAL ITEM SUMMARY

DPW

			2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	6 Year Total
CAPITAL ITEM	Priority	Fund Source							
Concrete on the outside of the west side of fire hall	4	GF - Building & Grounds	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ 30,000
Sweeper for Loader	1	Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
CIPP 1,200 Ft. of Sewer Where Needed	1	Sewer	\$ 95,000	\$ 95,000	\$ 95,000	\$ 95,000	\$ 95,000	\$ 95,000	\$ 570,000
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
Replacement Well	1	State Revolving Loan	\$ -	\$ 550,000	\$ 1,450,000	\$ -	\$ -	\$ -	\$ 2,000,000
Well House Generators (5)	1	Water	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Refurbish Leaf Truck	2	Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
New Pick-Up	2	Equipment	\$ -	\$ -	\$ 110,000	\$ -	\$ 60,000		\$ 170,000
Annual Sidewalk Replacement (SA)	2	Municipal Streets/Special Assessment	\$ 175,000	\$ 175,000	\$ 175,000	\$ 175,000	\$ 175,000	\$ 175,000	\$ 1,050,000
Butler Street-3" Mill/Overlay	2	Streets	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000
Court Street Reconstruction (with Utilities)	2	Streets	\$ -	\$ 650,000	\$ -	\$ -	\$ -	\$ -	\$ 650,000
Montague Street- Reconstruction	2	Streets	\$ -	\$ 700,000	\$ -	\$ -	\$ -	\$ -	\$ 700,000
Dump Truck/Plow Truck	3	Equipment	\$ -	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 250,000
Bucket Truck	3	Equipment	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 35,000
Vac Truck	3	Equipment	\$ -	\$ -	\$ -	\$ -	\$ 500,000	\$ -	\$ 500,000
Chippewa Landing Pump House Roof	3	Parks	\$ 5,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,500
MDOT Small Urban Project - Columbia Street	3	Streets	\$ 152,250						\$ 152,250
		TOTAL	\$ 497,750	\$ 5,520,750	\$ 5,810,000	\$ 305,000	\$ 865,000	\$ 305,000	\$ 13,303,500
		Total for 6 years	\$ 13,303,500						

## Parks and Recreation

The capital needs for parks and recreation represent a total of \$530,000 in potential project costs. These items represent priorities to improve the usefulness of our parks, while aggressively seeking grant funding to cover as many of these costs as possible. As the City is engaged in developing 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.		Priority	Fund Source	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	TOTALS
CAPITAL ITEM										
Upgrade Tennis Courts for Pickleball	2	General/Grants	\$ -	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000
Anchor and Redesign Disc Golf	3	General/Grants	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,000
Camp Ground	4	General/Grants	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ -	\$ -	\$ 100,000
Bieth Park Trail Head	4	General/Grants	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150,000
Fairgrounds Fence	1	General	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200,000
		TOTAL	\$ 230,000	\$ 150,000	\$ 50,000	\$ -	\$ 100,000	\$ -	\$ -	\$ 530,000
		6-Year Total	\$ 530,000							

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 \$14 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) the City was awarded as a low interest loan. As such, the direct required investment directly from the city has the potential to be on the low end up front, while paying the loan back over time with aggressive monitoring of rates vs. costs. Once the project is completed, there will be a necessary evaluation of 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		Priority	Fund Source	2024-25	2025-26	2026-27	2027-28	2028-29	2029-2030	6 Year Total
CAPITAL ITEM										
JCB 3TS-8W Wheeled Teleskid	1	Equipment		\$ 96,304						\$ 96,304
New F-350 plow truck	1	Equipment			\$50,000					\$ 50,000
Plant Upgrade	1	State Revolving Loan	\$8,250,000	\$ 5,750,000						\$14,000,000
Manned Trash Pump	4	Equipment			\$60,000					\$ 60,000
Unmanned Trash Pump	4	Equipment				\$100,000				\$ 100,000
Replacement Truck	2	Equipment	\$ 60,000							\$ 60,000
		TOTAL	\$8,310,000	\$ 5,846,304	\$50,000	\$60,000	\$100,000			\$14,366,304
		6-Year Total	\$14,366,304							

## 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 \$900,000 on these projects. The largest project moving forward is upgrades at City Hall to reflect needed updates due to age, and regular wear and tear. In this upcoming Fiscal Year we anticipate repairing the roof and renovating the bathrooms, while looking forward investing in a fire suppression system and renovations to the City Council room and office spaces. 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	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
City Hall Roof Repair	1	General Fund	\$ 200,000					\$200,000
City Bathroom Renovations	2	General Fund	\$ 30,000					\$ 30,000
Council Room & Office Renovations	3	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		\$30,000				\$ 30,000
		<b>TOTAL</b>	<b>\$ 230,000</b>	<b>\$400,000</b>	<b>\$40,000</b>	<b>\$200,000</b>	<b>\$ -</b>	<b>\$ -</b>
		<b>6-Year Total</b>	<b>\$870,000</b>					

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  
TAMMY RIES  
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CHARLOTTE KISH  
DOREEN OEDY  
JILL WHITE

## MEMORANDUM

TO: Caro City Council  
FROM: City Manager Scott R. Czasak  
DATE: Wednesday, May 29, 2024  
RE: Agenda Item – Fiscal Year 2024-2025 Fee Schedule

---

Members of the Caro City Council,

As you know, part of the budget adoption process is to adopt the fee schedule for the Fiscal Year, as such this proposed fee schedule not only reflects the budget proposed increase in water and sewer rates of 3%, but the fee schedule also reflects the desire of Council to cover the fuel surcharge for the Sanitation Fund.

Additionally, the fee schedule includes fees for the recently adopted Food Truck Ordinance. As proposed, the initial application fee for a food truck permit would be \$25, with \$15 renewal fees during the calendar year. Also, the ordinance calls for a special event permit, which is set at \$50 per event.

Lastly, all other fees remain the same from last year in the planning, zoning, and fire service areas so this will just serve as a confirmation of the maintenance of those fees at the same rate.

Your options for motions are:

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

**CITY OF CARO  
RESOLUTION SETTING ADMINISTRATIVE FEE  
SCHEDULES FOR FISCAL YEAR 2024-2025**

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

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

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

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

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

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

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

NOW, THEREFORE BE IT RESOLVED that the City of Caro Council does here by set the 2024/2025 City of Caro Fee Schedule as outlined in Exhibit A, which is attached to this Resolution.

BE IT FURTHER RESOLVED that the City of Caro Council does here by set the 2024/2025 City of Caro Fire Fee Schedule as outlined in Exhibit B, which is attached to this Resolution.

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

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

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

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

ABSTAIN \_\_\_\_\_

ABSENT \_\_\_\_\_

---

Karen Snider, Mayor  
City Council

I, Rita Papp, City of Caro Clerk, do hereby certify that the foregoing is a true and original copy of a resolution adopted by the City of Caro Council at a regular meeting thereof held on the 3rd day of June, 2024.

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Rita Papp, Clerk

# **City of Caro**

## **Fiscal Year 2024/2025 Fire Protection Service Fees**

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

### **Industrial/Commercial Fires**

\$1,000 per hour for the first two hours  
\$650 per hour for each hour thereafter

### **Residential Fires**

\$750 per hour for first hour  
\$300 per hour for each hour thereafter

### **Vehicles**

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

### **Grass/Fields/Woods Fires**

\$500 for the first hour  
\$300 per hour for each hour thereafter

### **Extrication Calls**

\$1,000 for the first hour  
\$300 per hour for each hour thereafter

### **Hazardous Conditions Calls**

\$1,000 for the first hour  
\$500 per hour for each hour thereafter  
Department Cost Haz Mat items used billed at the department's cost

### **Illegal/Unsafe Fires**

\$500 for the first hour  
\$300 per hour for each hour thereafter

**False Fire Alarms - Commercial/Business (One free per year)**

\$500 for the first hour

\$300 per hour for each hour thereafter

**Residential Smoke/Oder/Smoke & CO Detectors Investigations**

\$300 for the first hour

\$150 per hour for each hour thereafter

**Medical Calls**

\$100 per call, if applicable (no transport)

**Human Rescue**

\$1,000 for the first hour

\$300 per hour for each hour thereafter

**All other fire calls not described or previous mentioned**

\$500 for the first hour

\$300 per hour for each hour thereafter

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

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

# 2024/2025 City of Caro Fee

## Water/Sewer Rates

### Inside City Water Rates

Meter size	$\frac{3}{4}$ inch	\$13.11
Meter size	1 inch	\$21.86
Meter size	1 $\frac{1}{2}$ inch	\$43.71
Meter size	2 inches	\$69.93
Meter size	3 inches	\$131.14
Meter size	4 inches	\$218.56
Meter size	6 inches	\$437.11
Meter size	8 inches	\$699.24

Water rate inside city per 1,000 gallons used \$2.39.

### Outside City Water Rates

Meter size	$\frac{3}{4}$ inch	\$26.01
Meter size	1 inch	\$43.70
Meter size	1 $\frac{1}{2}$ inch	\$87.43
Meter size	2 inches	\$139.87
Meter size	3 inches	\$262.27
Meter size	4 inches	\$437.11
Meter size	6 inches	\$874.22
Meter size	8 inches	\$1,398.47

Water rate inside city per 1,000 gallons used \$4.78.

### Metered Sewer Rates – Inside and Outside Rates

Meter size	$\frac{3}{4}$ inch	\$13.11
Meter size	1 inch	\$21.86
Meter size	1 $\frac{1}{2}$ inch	\$43.71
Meter size	2 inches	\$69.94
Meter size	3 inches	\$131.14
Meter size	4 inches	\$218.56
Meter size	6 inches	\$437.11
Meter size	8 inches	\$699.24

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

## Water Related Fees

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

## 2024/2025 City of Caro Fee

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

### Tap In Fees – Sewer and Water

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

### Meter Prices

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

### Rubbish and Trash

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

Residential rubbish and trash pick up from July 1, 2024, to December 31, 2024, will be \$27.66 every two months.

Residential rubbish and trash pick up from January 1, 2025, to June 30, 2025, will be \$28.50 every two months.

Dumpster bi-monthly fees vary based on dumpster size.

Commercial Hand Stop Fees July 1, 2024, to December 31, 2024, will be \$22.44 every two months.

Commercial Hand Stop Fees January 1, 2025, to June 30, 2025, will be \$22.88 every two months.

Dumpster administrative fee	\$6.12
Commercial Hand stop fee	\$3.06

### Zoning Board of Appeals

\$50.00 application	\$250.00 Regular Hearing	\$500.00 Violation Hearing
---------------------	--------------------------	----------------------------

# **2024/2025 City of Caro Fee**

## **Planning Commission**

### **Rezoning**

\$50.00 application      \$400.00 Administration & Planning Commission Meeting

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

\$50.00 application      \$500.00 Administration & Planning Commission meeting  
\$500.00 Planner      \$1,700.00 Engineer

## **Private Road**

Same as site plan/special land use.

## **Subdivision/Condominium/PUD**

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

## **Sign Review**

\$50.00 application      \$75.00 administration

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

### **Re-Submission**

\$150.00 Administration & Planning Commission Meeting  
Cost per invoice for Planner and/or Engineer

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

Existing Structure and/or Site Improvement Additions  
\$100.00 Administration  
Cost per invoice for Planner and/or Engineer

## **Zoning Permit**

\$50.00 application

## **Food Truck Permit Fee**

\$25.00 initial application, \$15.00 per renewal in calendar year.

## **Special Event Permit**

\$50.00 per event.

## **Mowing Administrate Fee**

\$100.00 per billing

## **Garage Sale Permits**

\$1.00 each – 1 permit per sign

# CITY OF CARO

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CITY CLERK  
RITA PAPP  
CITY TREASURER  
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CHARLOTTE KISH  
DOREEN OEDY  
JILL WHITE

## MEMORANDUM

TO: Caro City Council  
FROM: City Manager Scott R. Czasak  
DATE: Wednesday, May 29, 2024  
RE: Agenda Item – AMA District 14 Races

---

Members of the Caro City Council,

As you know, last year the City was approached to allow the holding motorcycle races at the racetrack of the Fairgrounds, after approval from Council the event was held without incident. The organizer stated his intention to have this event be an annual fixture in Caro and he has returned to once again ask for permission to hold the AMA District 14 Flat Track Race at the Fairgrounds on Friday-Sunday August 23-25.

As per their proposal, they are coordinating with fire and law enforcement and local business about the event. Importantly, they would like to close Park Drive in front of the Race Track area for spectator safety, and would provide their own security and insurance for the event. A complete schedule is attached for the Council's reference.

Your options for motions are:

1. Authorize use of the Fairgrounds for the AMA District 14 race including the closure of Park Drive on August 23, 24, and 25 in coordination with the Caro DPW and Caro Police.
2. Deny the request for use of the Fairgrounds for the AMA District 14 race.
3. Postpone for further discussion.
4. Take no action.

## **Caro City Council Proposal**

### **Overview**

We would like to put on an AMA District 14 flat track race at the Caro Fairgrounds

The Race weekend would be Friday, Saturday, and Sunday; August 23, 24<sup>th</sup>, and 25<sup>th</sup>

Friday would be VIP Pit Pass Experience, Saturday would be a District Race, Sunday would be the State Championships

Last year we had 168 racers, over 500 Pit Passes sold, and over 450 spectator passes sold

Friday we have Strider races (little kid balance bikes), a vintage bike show, and a live band all planned

We are already coordinating with local businesses, for sponsorships and promotional opportunities

Coordinated with Caro Fire Department and spoken with Tuscola County Sheriffs Department for community outreach opportunities

We need permission to close off park drive around the fairgrounds. We will have our own security down there to help patrol the area

The races will be AMA and D14 sanctioned

The pit area and the spectator area will be separate

We have our own insurance and must provide an ambulance (locally sourced) on location day of races

Last year several racers also participated in events to help promote the races including doing autograph signings and give aways at Kids Day during the Tuscola County Fair and building a float for the Tuscola County Pumpkin Fest.

With the success of last year, we have the goal of making this race weekend a yearly event that draws in people and money to the city of Caro and the surrounding business.

### **Friday - VIP Pit Experience**

- Pits open to everyone
- Riders will be making their way and setting up for the weekend
- Venders will be setting up offering food and other items
- Bounce houses and Caro Fire Department will be set up
- Strider race
- Vintage bike show
- Live band (Sinclairs) 6 - 10

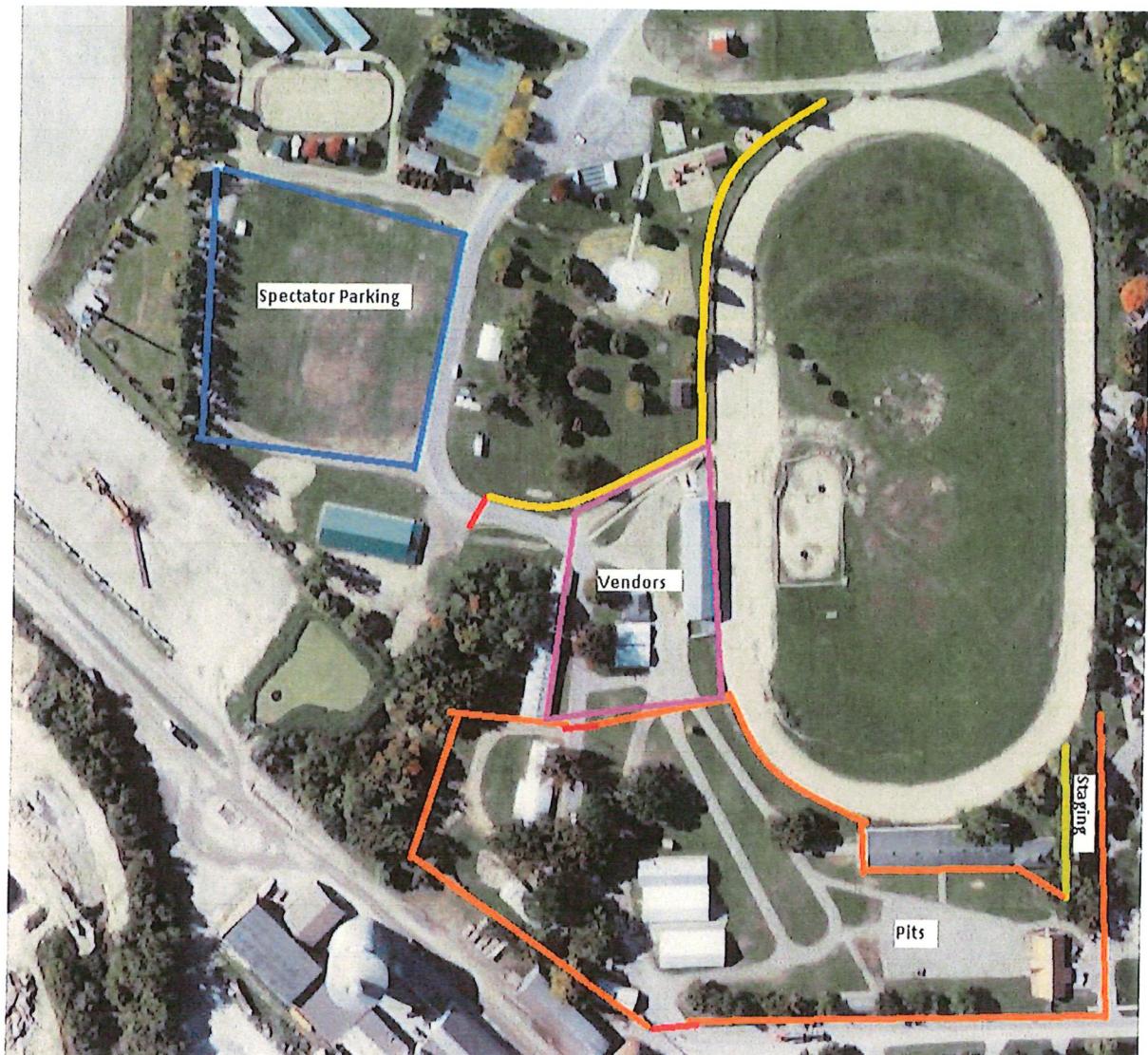
### **Saturday – D14 Race Day:**

- No lights so races must be done during the day (unless we use portable lights).
- Sign up starts at 8
- Gates for spectators open at 10
- Practice is at 10
- Heat races start at noon
- Mains begin at 2
- The pits will be sectioned off from the public area.
- Pits are to be separate for safety and crowed control.
- Fan and spectator area will have vendors and activities
- We will also have a winner's circle near the Start Finish Line.
- Winners of mains will get to talk to Track Side Reporter and thank sponsors.

### **Sunday – D14 ½ Mile State Championship**

- Sign up starts at 8
- Gates for spectators open at 10
- Practice is at 10
- Heat races start at noon
- Mains begin at 2
- The pits will be sectioned off from the public area.
- Pits are to be separate for safety and crowed control.
- Fan and spectator area will have vendors and activities
- We will also have a winner's circle near the Start Finish Line.
- Winners of mains will get to talk to Track Side Reporter and thank sponsors.

### *Race Day Layout*



### **Contract Info**

Charles Gray III

(810) 358-5994

[Holeshotpromotions@gmail.com](mailto:Holeshotpromotions@gmail.com)

# CITY OF CARO

CITY MANAGER  
SCOTT R. CZASAK  
CITY CLERK  
RITA PAPP  
CITY TREASURER  
TAMMY RIES  
CITY ATTORNEY  
LAURA GENOVICH

317 South State Street  
Caro MI 48723  
Phone 989-673-2226  
Fax 989-673-7310  
Website [www.carocity.net](http://www.carocity.net)

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

## MEMORANDUM

TO: Caro City Council  
FROM: City Manager Scott R. Czasak  
DATE: Wednesday, May 29, 2024  
RE: Agenda Item – Columbia Construction Engineering

---

Members of the Caro City Council,

As you know, the City is engaged with the Michigan Department of Transportation (MDOT) for a rehabilitation project on Columbia and Montague Streets between Green Street and Frank Street. As such, a request for proposals was issued for Construction Engineering Services for the project now that the City has signed onto the project with MDOT.

As such, the project was placed out for bids per policy, i.e., in The Advertiser, the City of Caro website and Facebook page. Also, this was placed by the City on BidNet, an online bid site for those seeking bids, and was also picked up by Construct Connect, an online clearing house of bidders. The only bid received was from Rowe Engineering of Lapeer for a cost of \$53,000. Importantly, the FY 2024/2025 budget anticipated \$70,000 for the engineering costs of this project so the bid received has come in under budget.

As only one bid was received, and the project is scheduled to begin in July, it is recommended to accept the bid from Rowe Engineering to provide Construction Engineering Services as bid for \$53,000.

Your options for motions are:

1. Accept the bid from Rowe Engineering to provide Construction Engineering Services for the Columbia Street Project for a bid price of \$53,000 and authorize the City Manager to sign all documents to facilitate acceptance of the bid.
2. Instruct the City Manager to rebid the requested service.
3. Postpone for further discussion.
4. Take no action.



## COST PROPOSAL

Based on the above outlined scope and construction duration of 3.5 weeks, ROWE proposes the following hours and budget:

<b>Full-time Construction Observation – 208 hours (for 3.5 weeks at an anticipated 55 hours per week plus time to attend the pre-construction meeting and setup prior to start of construction).</b>
<b>Office Technician – 95 hours (to review weekly payrolls and process required MDOT paperwork including material certifications plus time to prepare the files for an MDOT audit and project close out).</b>
<b>Construction Engineering – 55 hours (coordination with MDOT, Owner and Contractor and to provide field assistance plus time to attend the pre-construction meeting, review shop drawings staking for signage and pavement markings, and attend the progress meeting).</b>
<b>Contract Administration – 10 hours (to include project management, coordination, paperwork, and meetings).</b>
<b>Density Testing of Storm Sewer Trench, Aggregate Base and Shoulders – 2.5 days third party – estimated fee of \$1,800.</b>
<b>HMA Pavement Density Testing and Sampling – 1 day third party – estimated fee of \$600.</b>
<b>Laboratory Material Testing of Aggregate and HMA – estimated fee of \$1,000.</b>
<b>Construction Staking of Storm Sewer and Curbing – estimated fee of \$2,100.</b>

ROWE proposes to provide these services with an estimated fee of **\$53,000.**

The proposed fees are inclusive of all costs as ROWE does not invoice separately for travel, mileage, per diem, reproductions, etc. ROWE hourly wages for 2024 are attached.

# CITY OF CARO

MANAGER  
SCOTT CZASAK  
CLERK  
RITA PAPP  
TREASURER  
TAMMY RIES  
ATTORNEY  
LAURA GENOVICH

317 South State Street  
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CHARLOTTE KISH  
DOREEN OEDY  
JILL WHITE

TO: City Council  
City Manager – Scott Czasak  
FROM: Tammy Ries, Treasurer  
SUBJECT: Bank Signer Change  
DATE: May 29, 2024

---

Request to remove Bob Eschenbacher as signer on all financial institutions to include Certificates of Deposit, CDARs, Savings and Checking accounts, and to replace with Charlotte Kish, Mayor Pro Tem, effectively immediately and only in the absence of the Mayor.

Action:

Option 1: Approve signer changes to all financial institutions and accounts.

Option 2: Deny signer changes to all financial institutions and accounts.

Option 3: Take no action.

# CITY OF CARO

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DOREEN OEDY  
JILL WHITE

TO: City Council  
City Manager – Scott Czasak  
FROM: Tammy Ries, Treasurer  
SUBJECT: Investment Maturing #1  
DATE: May 29, 2024

---

The City of Caro has the following investment maturing as noted below:

Financial Institution	Current Term	Interest Rate	Current Balance	Maturity Date
Huntington Bank	One year	4.0	\$105,652.63	6/7/2024

Attached are the CD rates for Huntington Bank, Frankenmuth Credit Union, Independent Bank and North Star Bank.

Huntington is currently offering 4.2% on a one-year CD. Independent Bank has a far better rate at 4.86%. However, removing this money from Huntington would leave us very little invested there. Additionally, CDs do not have the FDIC protection that CDARS do. Investing this money in a regular CD at Independent bank would leave these funds without FDIC protection.

Action:

Option 1: Instruct the City Treasurer to make an investment of the council's choice.

Option 2: Choose a different investment tool.

Option 3: Deny action on the above CD

## RE: CITY OF CARO CD RENEWAL

Government Customer Service <governmentcustomerservice@huntington.com>

Tue 5/28/2024 1:38 PM

To:Tammy Ries <treasurer@carocity.net>

Cc:Government Customer Service <governmentcustomerservice@huntington.com>

Hi Tammy,

The current 12-month CD rate is 4.20%\*

\*The current CD rates (subject to change daily)

If you have any questions, please feel free to contact us.

Thank you,

Candice Scott | Commercial Relationship Service Specialist I | The Huntington National Bank | Phone:313.463.5544 | Fax: 877.835.8567 | [huntington.com](http://huntington.com)



### Upcoming Out of Office:

Internal Use

Internal Use

**From:** Tammy Ries <treasurer@carocity.net>  
**Sent:** Tuesday, May 28, 2024 10:29 AM  
**To:** Candice Scott <Candice.Scott@huntington.com>; Government Customer Service <governmentcustomerservice@huntington.com>  
**Subject:** CITY OF CARO CD RENEWAL

**Huntington Security Checkpoint:** External email. Please make sure you trust this source before clicking links or opening attachments.

Good morning.

The City of Caro has a CD ending in 7279 that is coming up for renewal on June 7th. Can I please get the current rates for a one-year CD?

*Tammy Ries  
City Treasurer  
City of Caro  
317 S. State Street  
Office: (989) 673-7671 Ext. 5224  
[www.carocity.net](http://www.carocity.net)*

*"Success is not final, failure is not fatal: It is the courage to continue that counts." - Winston Churchill*

**Frankenmuth Credit Union**

\$500 - \$99,999

11 Months 3.70% 3.64% \$500 Good for funds already at FCU and new funds.

19 Month Bump\*\*\* 4.45% 4.36% \$500 Good for funds new to FCU only.

21 Months 3.95% 3.88% \$500 Good for funds already at FCU and new funds.

\$100,000 -  
\$149,000

11 Months 3.95% 3.88% \$100,000 Good for funds already at FCU and new funds.

19 Month Bump\*\*\* 4.70% 4.60% \$100,000 Good for funds new to FCU only

21 Months 4.20% 4.12% \$100,000 Good for funds already at FCU and new funds.

\$150,000 -  
\$249,999

11 Months 4.20% 4.12% \$150,000 Good for funds already at FCU and new funds.

19 Month Bump\*\*\* 4.70% 4.60% \$150,000 Good for funds new to FCU only

## Frankenmuth Credit Union

\$250,000 - and up

11 Months	4.75%	4.65%	\$250,000	Good for funds already at FCU and new funds.
19 Month Bump***	5.00%	4.89%	\$250,000	Good for funds new to FCU only
21 Months	5.00%	4.89%	\$250,000	Good for funds already at FCU and new funds.

\*\*APY = Annual Percentage Yield. Contact us for more information. Requires \$500 minimum investment for a Certificate of Deposit. Rates may differ depending on the amount investing. Members will forfeit dividends if accounts closed before accrued dividends are posted. Substantial penalty for early withdrawals. Rates subject to change. Investment fully insured under the NCUA guidelines. Penalty for early withdrawal. VIP=Value In Participation: VIP Gold or Platinum members get 1/4% monthly interest bonus on CD's & certain loans that have taken out since Sept. 2003. Birthday cards do not qualify to take advantage of CD specials, which include odd termed CD offers under the CD SPECIALS title. \*\*\*19 Month Bump CD Rate can be changed once any time during the term of the CD to FCU's current rate. Will auto renew as a non-bump cd. 19 Month Bump CD for new to FCU money only.

Effective Date: May 28, 2024

Term	APY**	Div Rate*
\$500 - \$99,999 Term		
3 Months	1.30%	1.29%
6 Months	1.35%	1.34%
9 Months	1.50%	1.49%
12 Months	1.60%	1.59%
18 Months	1.65%	1.64%
24 Months	1.70%	1.69%
30 Months	1.80%	1.78%



## Week of May 27, 2024

<b><u>Certificates of Deposit</u></b>	<b><u>Rate</u></b>
7 – 31 Days	4.80%
32 – 89 Days	4.95%
90 – 119 Days	4.95%
120 – 149 Days	4.95%
150 – 179 Days	4.95%
180 – 269 Days	4.95%
270 – 359 Days	4.95%
360 Days	4.86%
18 Months	4.69%
24 Months	4.52%

Penalty for early withdrawal

<b><u>CDARS</u></b>	<b><u>Rate</u></b>
4 Weeks (28 Days)	4.55%
13 Weeks (91 Days)	4.55%
26 Weeks (182 Days)	4.55%
52 Weeks (364 Days)	4.46%
2 Years (728 Days)	4.07%
3 Years (1092 Days)	3.92%
5 Years (1820 Days)	3.57%

CDARS orders must be placed by 12:00pm on Mondays for Thursday settlement

Penalty for early withdrawal

<b><u>Business Flex Checking</u></b>	<b><u>Rate</u></b>
\$0-\$99,999.99	0.40%
\$100,000-\$249,999.99	1.15%
\$250,000-\$499,999.99	1.85%
\$500,000-\$999,999.99	2.45%
\$1,000,000-\$2,499,999.99	3.05%
\$2,500,000+	3.70%

<b><u>Insured Cash Sweep (ICS)</u></b>	<b><u>Rate</u></b>
ICS (0-\$499,999.99)	0.95%
ICS (\$500,000-\$999,999.99)	1.75%
ICS (\$1,000,000-\$2,499,999.99)	2.70%
ICS (\$2,500,000+)	3.75%

<b><u>Money Market Savings</u></b>	<b><u>Rate</u></b>
\$0-\$99,999.99	0.45%
\$100,000-\$249,999.99	1.30%
\$250,000-\$499,999.99	1.90%
\$500,000-\$999,999.99	2.40%
\$1,000,000-\$2,499,999.99	2.85%
\$2,500,000+	3.55%

<b><u>FDIC Coverage for Government Entities:</u></b>	
\$250,000	Checking
\$250,000	Savings/CD
\$500,000	total available
CDARS and ICS	fully FDIC Insured
CD interest	is non-compounding and paid at maturity.

### Government Banking

<b><u>West Michigan</u></b>
Jeff Case, ACPFIM
616.902.7493
jcase@ibcp.com

<b><u>East Michigan</u></b>
Ben Stone, CTP, ACPFIM
248.743.7329
bstone@ibcp.com

TreasuryONE Support | 800.530.3719 | tm\_client\_support@ibcp.com

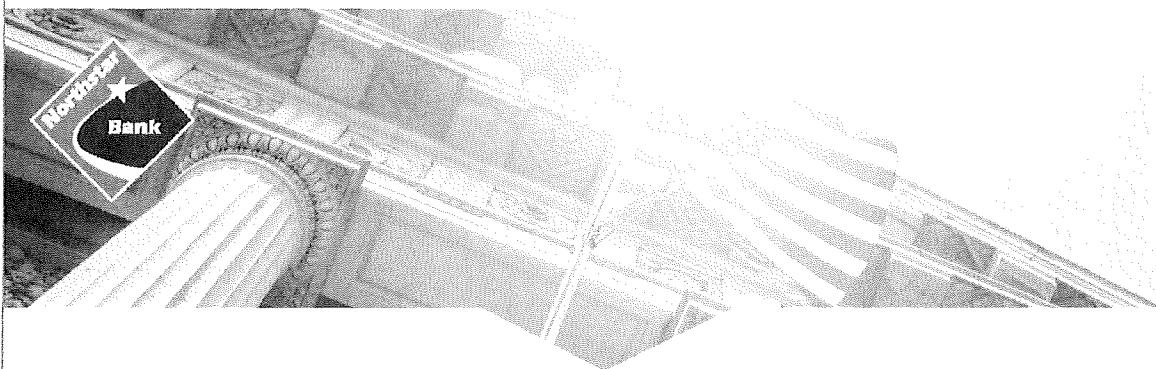
## Weekly Rates

Julie L. Smith <julie.smith@northstarathome.com>

Tue 5/28/2024 9:05 AM

To:Tammy Ries <treasurer@carocity.net>

May 28, 2024



## WHO YOU BANK WITH MATTERS

We are reaching out to bring awareness of two proven deposit service offerings at Northstar Bank - **ICS** and **CDARS** from the IntraFi network. These services are designed for those looking to **expand protection beyond the standard FDIC insurance coverage**. Most importantly, both programs provide peace of mind on deposit safety while earning a competitive interest rate and providing access through a single bank relationship. Plus, funds placed in CDARS and ICS stay local to support and build a stronger community.

If you would like more information on how we can help you **manage multiple accounts with additional FDIC insurance coverage**, please contact us.

## PUBLIC FUNDS WEEKLY RATES

### CD TERMS & RATES

**30 Days** 3.80%  
**60 Days** 3.95%  
**90 Days** 4.10%  
**120 Days** 4.25%  
**150 Days** 4.40%  
**180 Days** 4.55%  
**210 Days** 4.45%  
**270 Days** 4.35%  
**365 Days** 4.25%  
**18 Month** 4.10%  
**2 Year** 3.95%  
**3 year** 3.80%

### ICS RATE

2.65%

### WIRE INSTRUCTIONS

Northstar Bank  
1960 Fred Moore Hwy.  
St. Clair, MI 48079  
Routing # 072414064  
FBO: Account name  
Account #

### CDARS TERMS & RATES

**4 Weeks** 3.65%  
**13 Weeks** 3.95%  
**26 Weeks** 4.40%  
**52 Weeks** 4.10%

[Learn More](#)

Please contact us for our competitive rates.  
We look forward to working with you!

# CITY OF CARO

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CLERK  
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CHARLOTTE KISH  
DOREEN OEDY  
JILL WHITE

TO: City Council  
City Manager – Scott Czasak  
FROM: Tammy Ries, Treasurer  
SUBJECT: Investment Maturing ~~12~~  
DATE: May 29, 2024

---

The City of Caro has the following investment maturing as noted below:

Financial Institution	Current Term	Interest Rate	Current Balance	Maturity Date
Independent Bank	26 weeks	4.55	\$520,000.00	6/6/2024

Attached are the CDARS rates for Independent Bank and North Star Bank.

My recommendation is to leave this investment at Independent Bank for another 26 week term as they have the best rate quoted.

Action:

Option 1: Instruct the City Treasurer to make an investment of the council's choice.

Option 2: Choose a different investment tool.

Option 3: Deny action on the above CD

# Be Independent

BANK

Week of May 27, 2024

<b><u>Certificates of Deposit</u></b>	<b><u>Rate</u></b>
7 – 31 Days	4.80%
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<b><u>FDIC Coverage for Government Entities:</u></b>	
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CD interest	is non-compounding and paid at maturity.

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bstone@ibcp.com

TreasuryONE Support | 800.530.3719 | tm\_client\_support@ibcp.com

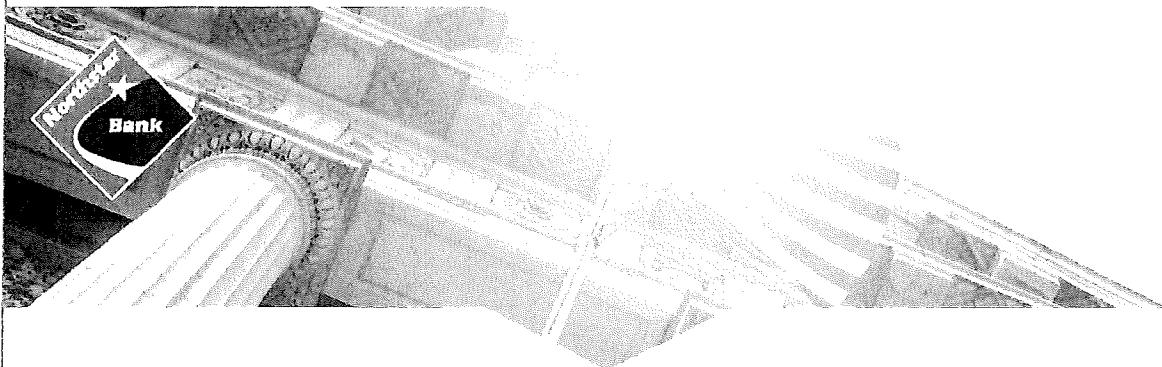
## Weekly Rates

Julie L. Smith <julie.smith@northstarathome.com>

Tue 5/28/2024 9:05 AM

To:Tammy Ries <treasurer@carocity.net>

May 28, 2024



## WHO YOU BANK WITH MATTERS

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### CD TERMS & RATES

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### ICS RATE

2.65%

### WIRE INSTRUCTIONS

Northstar Bank  
1960 Fred Moore Hwy.  
St. Clair, MI 48079  
Routing # 072414064  
FBO: Account name  
Account #

### CDARS TERMS & RATES

**4 Weeks** 3.65%  
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**26 Weeks** 4.40%  
**52 Weeks** 4.10%

Julie L. Smith

Please contact me for any competitive rates.  
Safe bank forward to starting with you!

# CITY OF CARO

## BALANCE SHEET

MARCH 31, 2024

### FUND 101 - GENERAL FUND

#### ASSETS

101-000-001-100	GENERAL FUND CASH	3,632,584.48
101-000-003-000	CASH POLICE SAVINGS	2,039.58
101-000-004-000	GEN FUND POLICE PETTY CASH	100.00
101-000-004-001	GENERAL FUND PETTY CASH	100.00
101-000-005-000	CASH-CHIPPEWA WLKwy DONATIONS	5,889.79
101-000-005-002	PARKS & REC SCHOLARSHIP/DONATI	328.43
101-000-005-003	CASH - SESQUI/ROADHOUSE	3,553.40
101-000-028-003	DELINQ TAX RECEIVABLE 1999	160.57
101-000-028-004	DELINQ TAX RECEIVABLE 2000	125.50
101-000-028-006	DELINQ TAX RECEIVABLE 2002	221.53
101-000-028-007	DELINQ TAX RECEIVABLE 2003	657.76
101-000-028-008	DELINQ TAX RECEIVABLE 2004	898.80
101-000-028-009	DELINQ TAX RECEIVABLE 2005	1,091.49
101-000-028-010	DELINQ TAX RECEIVABLE 2006	1,695.05
101-000-028-011	DELINQ TAX RECEIVABLE 2007	1,758.60
101-000-028-012	DELINQ TAX RECEIVABLE 2008	4,002.15
101-000-028-013	DELINQ TAX RECEIVABLE 2009	4,497.02
101-000-028-014	DELINQ TAX RECEIVABLE 2010	2,337.35
101-000-028-015	DELINQ TAX RECEIVABLE 2011	814.28
101-000-028-016	DELINQ TAX RECEIVABLE 2012	2,291.24
101-000-028-017	DELINQ TAX RECEIVABLE 2013	1,684.57
101-000-028-018	DELINQ TAX RECEIVABLE 2014	1,532.81
101-000-028-020	DELINQ TAX RECEIVABLE 2016	817.40
101-000-028-021	DELINQ TAX RECEIVABLE 2017	431.81
101-000-028-022	DELINQ TAX RECEIVABLE 2018	765.73
101-000-028-023	DELINQ TAX RECEIVABLE 2019	561.79
101-000-028-024	DELINQ TAX RECEIVABLE 2020	639.78
101-000-028-025	DELINQ TAX RECEIVABLE 2021	558.46
101-000-031-000	DUE FR SEWER FUND	114,000.00
101-000-031-001	DUE FROM MOTOR POOL (LOAN)	214,817.89
101-000-040-000	ACCOUNTS RECEIVABLE	171,996.77
101-000-041-000	ALLOWANCE FOR BAD DEBTS	( 1,845.40)
101-000-123-000	PREPAID EXPENSES	35,471.33

TOTAL ASSETS

4,206,579.96

# CITY OF CARO

## BALANCE SHEET

MARCH 31, 2024

### FUND 101 - GENERAL FUND

#### LIABILITIES AND EQUITY

##### LIABILITIES

101-000-202-000	ACCOUNTS PAYABLE	22,758.58
101-000-222-000	DUE TO CTY - COUNTY OPERATING	456.02
101-000-222-001	DUE TO CARO TRANSIT AUTHORITY	( 405.40)
101-000-222-003	COUNTY DRAINS	194.70
101-000-222-004	COUNTY SPECIALS	( 891.30)
101-000-222-005	DUE TO COUNTY - INTEREST	8.37
101-000-223-000	DUE TO CARO DISTRICT LIBRARY	( 301.65)
101-000-225-000	DUE TO CARO SCHOOLS	( 1,905.94)
101-000-228-001	DUE TO CTY - STATE EDUCATION	( 229.08)
101-000-229-002	SS & MC WITHHOLDING	( 155.55)
101-000-231-003	AFLAC INSURANCE WITHHOLDING	88.84
101-000-231-006	HEALTH INSURANCE WITHHOLDING	( 4,515.52)
101-000-234-000	DUE TO INTERMEDIATE SCHOOLS	( 859.65)
101-000-237-000	STATE UNEMPLOYMENT TAX PAYABLE	139.29
101-000-283-000	FIRE INSURANCE PAYABLE	13,475.00
101-000-339-000	DEFERRED REVENUES	27,569.77
101-000-339-001	UNEARNED REVENUE - ARPA FUNDS	184,427.56
101-000-339-003	DEFERRED REV - SHOP W/ HERO	3,280.00

TOTAL LIABILITIES 243,134.04

##### FUND EQUITY

101-000-390-000	FUND BALANCE	3,497,114.21
	REVENUE OVER EXPENDITURES - YTD	466,331.71

TOTAL FUND EQUITY 3,963,445.92

TOTAL LIABILITIES AND EQUITY 4,206,579.96

**CITY OF CARO**

## BALANCE SHEET

MAY 31, 2024

**FUND 202 - MAJOR STREETS FUND****ASSETS**

202-000-001-100	MAJOR ST CHECKING	1,940,283.56
202-000-123-000	PREPAID EXPENSES	1,114.17
TOTAL ASSETS		<u>1,941,397.73</u>

**LIABILITIES AND EQUITY****FUND EQUITY**

202-000-390-000	MAJOR ST. - FUND BALANCE	1,791,281.15
	REVENUE OVER EXPENDITURES - YTD	150,116.58
TOTAL FUND EQUITY		<u>1,941,397.73</u>
TOTAL LIABILITIES AND EQUITY		<u>1,941,397.73</u>

**CITY OF CARO**

BALANCE SHEET

MAY 31, 2024

**FUND 203 - LOCAL STREETS FUND****ASSETS**

203-000-001-100	LOCAL ST CHECKING	430,017.50
203-000-123-000	PREPAID EXPENSES	1,704.96
		<hr/>
	TOTAL ASSETS	431,722.46
		<hr/>

**LIABILITIES AND EQUITY****FUND EQUITY**

203-000-390-000	LOCAL ST - FUND BALANCE	269,725.73
	REVENUE OVER EXPENDITURES - YTD	161,996.73
		<hr/>
	TOTAL FUND EQUITY	431,722.46
		<hr/>
	TOTAL LIABILITIES AND EQUITY	431,722.46
		<hr/>

# CITY OF CARO

## BALANCE SHEET

MAY 31, 2024

### FUND 204 - MUNICIPAL STREETS FUND

#### ASSETS

204-000-001-100	MUNICIPAL STREET CASH	22,655.19
204-000-026-003	DELINQ TAX RECEIVABLE 1999	33.85
204-000-026-004	DELINQ TAX RECEIVABLE 2000	26.46
204-000-026-006	DELINQ TAX RECEIVABLE 2002	56.72
204-000-026-007	DELINQ TAX RECEIVABLE 2003	152.96
204-000-026-008	DELINQ TAX RECEIVABLE 2004	217.90
204-000-026-009	DELINQ TAX RECEIVABLE 2005	311.79
204-000-026-010	DELINQ TAX RECEIVABLE 2006	780.74
204-000-026-011	DELINQ TAX RECEIVABLE 2007	433.43
204-000-026-012	DELINQ TAX RECEIVABLE 2008	839.39
204-000-026-013	DELINQ TAX RECEIVABLE 2009	945.62
204-000-045-008	SPECIAL ASSESSMENT REC - 2019	356.94
204-000-045-009	SPECIAL ASSESSMENT REC - 2020	4,195.63
204-000-045-010	SPECIAL ASSESSMENT REC - 2021	19,561.60
204-000-123-000	PREPAID EXPENSES	612.12
		<hr/>
	TOTAL ASSETS	51,180.34
		<hr/>

#### LIABILITIES AND EQUITY

##### LIABILITIES

204-000-339-004	DEFERRED REVENUE - 2019	356.94
204-000-339-005	DEFERRED REVENUE - 2020	4,195.63
204-000-339-006	DEFERRED REVENUE - 2021	19,561.60

##### TOTAL LIABILITIES

24,114.17

##### FUND EQUITY

204-000-390-000	MUNICIPAL FUND BALANCE	51,036.19
	REVENUE OVER EXPENDITURES - YTD	( 23,970.02)

##### TOTAL FUND EQUITY

27,066.17

##### TOTAL LIABILITIES AND EQUITY

51,180.34

**CITY OF CARO**

BALANCE SHEET

MAY 31, 2024

**FUND 216 - FIRE FUND****ASSETS**

216-000-001-100	FIRE FUND GENERAL CASH	136,854.96
216-000-018-000	ACCOUNTS RECEIVABLE	( 3,893.32)
216-000-123-000	PREPAID EXPENSES	14,265.49
TOTAL ASSETS		<u>147,227.13</u>

**LIABILITIES AND EQUITY****LIABILITIES**

216-000-339-000	DEFERRED REVENUE	<u>46,240.85</u>
TOTAL LIABILITIES		46,240.85

**FUND EQUITY**

216-000-390-000	FUND BALANCE	408,876.58
	REVENUE OVER EXPENDITURES - YTD	( 307,890.30)
TOTAL FUND EQUITY		<u>100,986.28</u>
TOTAL LIABILITIES AND EQUITY		<u>147,227.13</u>

**CITY OF CARO**

BALANCE SHEET

MAY 31, 2024

**FUND 248 - DDA FUND****ASSETS**

248-000-001-100	DDA CASH	247,381.97
248-000-123-000	PREPAID EXPENSES	275.69
<b>TOTAL ASSETS</b>		<b>247,657.66</b>

**LIABILITIES AND EQUITY****LIABILITIES**

248-000-339-000	DDA DEFERRED REVENUE	404.00
<b>TOTAL LIABILITIES</b>		<b>404.00</b>

**FUND EQUITY**

248-000-399-000	DDA FUND BALANCE	215,159.41
	REVENUE OVER EXPENDITURES - YTD	32,094.25
<b>TOTAL FUND EQUITY</b>		<b>247,253.66</b>
<b>TOTAL LIABILITIES AND EQUITY</b>		<b>247,657.66</b>

# CITY OF CARO

BALANCE SHEET

MAY 31, 2024

## FUND 265 - DRUG FORFEITURE FUND

### ASSETS

265-000-001-100	DRUG FORFEITURE CASH	370.41
	TOTAL ASSETS	370.41

### LIABILITIES AND EQUITY

#### FUND EQUITY

265-000-390-000	FUND BALANCE	363.01
	REVENUE OVER EXPENDITURES - YTD	7.40
	TOTAL FUND EQUITY	370.41
	TOTAL LIABILITIES AND EQUITY	370.41

# CITY OF CARO

BALANCE SHEET

MAY 31, 2024

## FUND 590 - SEWER OPER/MAINT FUND

### ASSETS

590-000-001-100	SEWER OPER/MAINT CASH	(	1,254,141.79
590-000-003-001	SEWER REPLACE/REPAIR SAVINGS		416,175.53
590-000-004-000	PETTY CASH		100.00
590-000-007-000	SEWER BOND RESERVE SAVINGS		140,571.82
590-000-033-000	ACCOUNTS RECEIVABLE - UB		17,186.42
590-000-033-001	UNBILLED ACCOUNTS RECEIVABLE		135,183.00
590-000-033-002	A/R INDIANFIELDS TWP SEWER -UB		3,582.36
590-000-033-003	A/R ALMER TOWNSHIP SEWERS - UB		1,886.15
590-000-041-000	ALLOWANCE FOR BAD DEBTS	(	17,500.00)
590-000-101-000	INVENTORY		38,000.00
590-000-123-000	PREPAID EXPENSES		16,728.79
590-000-130-000	LAND		2,513.00
590-000-136-000	BUILDINGS		13,236,995.02
590-000-137-000	ACCUM DEPRECIATION BUILDINGS	(	7,657,879.82)
590-000-140-000	EQUIPMENT		4,944,159.36
590-000-141-000	ACCUM DEPRECIATION EQUIPMENT	(	3,857,771.40)
590-000-154-000	TRANSMISSION LINES		3,925,312.50
590-000-155-000	ACCUM DEPREC TRANSMISSIONS LNS	(	2,688,330.86)
590-000-159-000	METERS		44,487.83
590-000-160-000	ACCUM DEPRECIATION METERS	(	42,512.36)
<b>TOTAL ASSETS</b>			<b>9,913,029.13</b>

### LIABILITIES AND EQUITY

#### LIABILITIES

590-000-251-000	INTEREST PAYABLE (ACCUMULATED)		8,357.03
590-000-300-000	BONDS PAYABLE SRF - 2007 PROJ		1,662,114.00
590-000-314-000	DUE TO GENERAL-LOAN		114,000.00
<b>TOTAL LIABILITIES</b>			<b>1,784,471.03</b>

#### FUND EQUITY

590-000-395-000	RETAINED EARNINGS		7,950,790.69
	REVENUE OVER EXPENDITURES - YTD		177,767.41
<b>TOTAL FUND EQUITY</b>			<b>8,128,558.10</b>

#### TOTAL LIABILITIES AND EQUITY

**9,913,029.13**

# CITY OF CARO

BALANCE SHEET

MAY 31, 2024

## FUND 591 - WATER OPER/MAINT FUND

### ASSETS

591-000-001-100	WATER OPER & MAIN CASH	2,212,006.94
591-000-003-001	WATER RESERVE REPLACE REPAIRCD	105,652.63
591-000-004-000	PETTY CASH	100.00
591-000-011-001	WATER REPLACE/REPAIR SAVINGS	59,141.08
591-000-033-000	ACCTS RECEIV - UTILITY BILLING	11,619.23
591-000-033-001	ACCT RECEIVABLE UNBILLED	88,855.00
591-000-040-000	ACCTS RECEIVABLE - INVOICES	( 134.89)
591-000-041-000	ALLOWANCE FOR BAD DEBTS	( 9,960.00)
591-000-101-000	INVENTORY	53,000.00
591-000-123-000	PREPAID EXPENSES	5,647.56
591-000-130-000	LAND	115,923.22
591-000-136-000	BUILDINGS	1,235,203.33
591-000-137-000	ACCUM DEPRECIATION BUILDINGS	( 792,452.37)
591-000-140-000	EQUIPMENT	1,672,106.76
591-000-141-000	ACCUM DEPRECIATION EQUIPMENT	( 1,409,985.54)
591-000-152-000	SOURCE OF SUPPLY	983,599.42
591-000-153-000	ACCUM DEPREC SOURCE OF SUPPLY	( 777,897.54)
591-000-159-000	METERS	298,539.18
591-000-160-000	ACCUM DEPRECIATION METERS	( 298,539.18)
591-000-161-000	TRANSMISSION LINES	5,858,477.07
591-000-162-000	ACCUM DEPRECIATION TRANS LINES	( 2,179,854.79)
<hr/>		
TOTAL ASSETS		7,231,047.11
<hr/>		

### LIABILITIES AND EQUITY

#### LIABILITIES

591-000-251-000	ACCRUED INTEREST PAYABLE	1,663.96
591-000-255-000	WATER RENTER DEPOSITS	9,992.01
591-000-311-000	DWRF LOAN ARSENIC PROJECT	313,215.00

TOTAL LIABILITIES

324,870.97

#### FUND EQUITY

591-000-395-000	RETAINED EARNINGS	7,230,938.67
	REVENUE OVER EXPENDITURES - YTD	( 324,762.53)

TOTAL FUND EQUITY

6,906,176.14

TOTAL LIABILITIES AND EQUITY

7,231,047.11

# CITY OF CARO

## BALANCE SHEET

MAY 31, 2024

### FUND 596 - SANITATION FUND

#### ASSETS

596-000-001-100	SANITATION FUND CASH	85,031.00
596-000-026-003	DELINQ TAX RECEIVABLE 1999	6.20
596-000-026-004	DELINQ TAX RECEIVABLE 2000	4.85
596-000-026-006	DELINQ TAX RECEIVABLE 02	10.36
596-000-026-007	DELINQ TAX RECEIVABLE 03	28.03
596-000-026-008	DELINQ TAX RECEIVABLE 2004	39.91
596-000-026-009	DELINQ TAX RECEIVABLE 2005	1.13
596-000-026-010	DELINQ TAX RECEIVABLE 2006	142.73
596-000-026-011	DELINQ TAX RECEIVABLE 2007	79.39
596-000-026-012	DELINQ TAX RECEIVABLE 2008	154.88
596-000-026-013	DELINQ TAX RECEIVABLE 2009	171.61
596-000-033-000	ACCOUNTS RECEIVABLE - UB	6,162.32
596-000-033-001	ACCOUNTS RECEIVABLE UNBILLED	36,871.00
596-000-041-000	ALLOWANCE FOR BAD DEBTS	( 5,000.00)
596-000-123-000	PREPAID EXPENSES	1,614.78
		<hr/>
TOTAL ASSETS		125,318.19
		<hr/>

#### LIABILITIES AND EQUITY

##### FUND EQUITY

596-000-390-000	FUND BALANCE	125,036.32
	REVENUE OVER EXPENDITURES - YTD	281.87
		<hr/>
TOTAL FUND EQUITY		125,318.19
		<hr/>

TOTAL LIABILITIES AND EQUITY

125,318.19

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# CITY OF CARO

## BALANCE SHEET

MAY 31, 2024

### FUND 661 - EQUIPMENT FUND

#### ASSETS

661-000-001-100	EQUIPMENT FUND CHECKING	378,481.12
661-000-123-000	PREPAID EXPENSES	1,540.11
661-000-140-000	EQUIPMENT ACCOUNT	1,980,570.24
661-000-141-000	ACCUM DEPRECIATION EQUIP ACCT	( 1,195,022.27)
TOTAL ASSETS		<u>1,165,569.20</u>

#### LIABILITIES AND EQUITY

#### LIABILITIES

661-000-214-000	DUE TO GENERAL FUND	<u>214,817.89</u>
TOTAL LIABILITIES		214,817.89

#### FUND EQUITY

661-000-390-000	FUND BALANCE	858,623.37
	REVENUE OVER EXPENDITURES - YTD	92,127.94
TOTAL FUND EQUITY		<u>950,751.31</u>
TOTAL LIABILITIES AND EQUITY		<u>1,165,569.20</u>

# CITY OF CARO

CITY MANAGER  
SCOTT CZASAK  
CITY CLERK  
RITA PAPP  
CITY TREASURER  
TAMMY RIES  
CITY ATTORNEY  
LAURA GENOVICH

317 South State Street  
Caro MI 48723  
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Website [www.carocity.net](http://www.carocity.net)

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

**TO:** City Council  
**FROM:** Karen Snider – Mayor  
**SUBJECT:** Mayor's Report  
**DATE:** June 3, 2024

The City Manager, Clerk and I prepared the Council agenda on May 30, 2024, for the June 3, 2024, council meeting.

I attended Rotary on May 20, 2024, and the program was presented by Susan Holder, President of the Caro Chamber of Commerce. She talked on the upcoming 33<sup>rd</sup> Annual Caro Cars and Crafts. The event will be held on May 31-June 1 in downtown Caro. There will be vendors, sidewalk crafters, business sales as well as their classic car/bike/big rig show. Many other activities will take place including the Farmer's Market season kickoff.

The Parks & Recreation Committee held their summer kick off and ribbon cutting at Bieth Park on May 21. It was a fabulous event and very well attended. Thanks to Lauren Amellal, Executive Director of the City of Caro Downtown Development Authority, for all her hard work and also the Parks and Recreation committee, volunteers and all those who attended.

Council had three 2024-2025 budget workshops and are looking forward to the public hearing for possible adoption on June 3, 2024.

# CITY OF CARO

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## MEMORANDUM

TO: Caro City Council  
FROM: City Manager Scott R. Czasak  
DATE: Wednesday, May 29, 2024  
RE: City Manager's Report

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Members of the Caro City Council,

With Memorial Day come and gone it is the unofficial start of a Pure Michigan summer here in Caro!

With the budget review completed and final passage hopefully achieved during the course of the June 3<sup>rd</sup> meeting, we are already knee deep into getting projects moving forward so we can hit the ground running on July 1. Between the Columbia Street project, the closure of the M-24 bridge, and the planned improvements to the Wastewater Treatment Plant we will have a very busy summer and fall with a lot of activity in Caro. It is good to see these improvements to our city as we demonstrate we continue to move forward and make the necessary improvements to our infrastructure in order to ensure long life and peak performance.

In addition to my usual Rotary attendance, meetings with staff, residents and business owners I have resumed my summer tours with DPW Superintendent Reese as we review ongoing issues and examine areas which need improvement. I am glad to take these drives around town so I can ask questions as well as have input as to what we are going to be looking at for improvements and fixes around town. From new signs to possible culvert improvements there are many areas we have examined for possible repair as we move forward. Also, I met with local property owners about possible use of state dollars to make improvements in our City, more details to come as this idea develops.

I am pleased to say the Summer Kick Off was a great success, we had many kids lined up ready to jump into the splash pad the moment the ribbon was cut and it seemed like a great time was had by all, the weather was fantastic for the occasion. Special thanks to DDA Director Amellal for her hard work organizing the event. By the time of the Council meeting the Fire Department Open House will have taken place, and based on what I have seen from their preparation I am anticipating another successful event. Fire Chief Heckroth did a tremendous job not only organizing the event but also getting coverage from The Advertiser for the event.

Things are looking up as we close out Fiscal Year 2023/2024 and into the new fiscal year!

# CITY OF CARO

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JILL WHITE

**TO:** City Council/City Manager  
**FROM:** Rita Papp – City Clerk  
**SUBJECT:** Clerk's Report  
**DATE:** June 3, 2024

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- Primary Election will be held in the City of Caro on August 6, 2024.
- Clerk's office is in the process of preparing for the August 6, 2024 election.
- Park & Recreation has a vacancy. Continuing to post until filled. Received one application that has been forwarded to Sean Smith, Chair.
- Posted the Parks & Recreation Superintendent position on Indeed & in paper. Have received several applicants. Scott and Sean conducted interviews and have selected a candidate.
- Four seasonals employees have been hired and will start employment in the next few weeks.
- Planning Commission was cancelled, May 28, 2024.
- Election packets are available in my office for the open seats on city council. Three 4-year term council member seats, One 2-year partial term council member seat, & One 2-year term mayor seat. Election to be held November 2024. Submission deadline is July 23, 2024 at 4:00 p.m.
- Due to the resignation of Bob Eschenbacher, there is a vacancy open on council. The appointment will serve the remainder of the term until November 2026. Letters of interest are due by June 12, 2024. The vacancy has been posted on social media and in the paper.

# CITY OF CARO

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JILL WHITE

TO: City Council  
City Manager – Scott Czasak  
FROM: Tammy Ries, Treasurer  
SUBJECT: Treasurer's Report  
DATE: May 29, 2024

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It has been a busy time with entering the budget in Civic and preparing to close out the fiscal year.

Additionally, I have had the opportunity to attend several training sessions via Zoom to get more proficient with the software. This has been an excellent opportunity to cross-train for the clerk's office and for me. Through these trainings, I have had some exposure to payroll and accounts payable is coming up next month. Also, we have all had cash receipting and general ledger training with accounts receivable coming up. I have also had some training from our Payment Service Network representative and attended a couple of MDOT webinars. It has been a month full of learning.