

AGENDA
REGULAR MEETING OF THE CARO CITY COUNCIL
December 15, 2025, 6:30 P.M.

CALL TO ORDER (Pledge of Allegiance)

AGENDA APPROVAL

PUBLIC COMMENTS – AGENDA ITEMS ONLY

COMMUNICATION:

1. Planning Commission Meeting Minutes – December 9, 2025
2. Planning Commission Meeting Minutes – November 12, 2025 Amended

CONSENT AGENDA:

1. Regular Council Meeting Minutes – December 1, 2025
2. Invoices
3. Department Reports
 - A. Police Report – Chief Brian Newcomb
 - B. Fire Report – Chief Randall Heckroth
 - C. Code Enforcement Report – Jon Beaupre

REGULAR AGENDA:

1. FY 2024-2025 Audit Approval – ATBD, Jamie Peasley
2. Re-Appointment – Board of Review
3. Council Meetings via You Tube
4. Certified Resolution - Application for Special Licenses, – D-Smilez, Event 01/25/2025
5. Ordinance No. 491 – Electronic Message Signs Ordinance – First Reading & Set Public Hearing – January 5, 2026 at 6:30 p.m..
6. Rezoning Request – 1081 Cleaver Road
7. Planning & Zoning Services Bid
8. Biosolids Removal Bid
9. Well #5 Cleaning & Pump Replacement

ITEMS POSTPONED:

1. Resolution No. 2025-9 – To Call a Special Election to Fill Vacancy on the City Council

COMMITTEE/LIAISON POSITION REPORTS:

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

MAYOR’S REPORT – Written report submitted

MANAGER REPORT – Written report submitted

CLERK’S REPORT – Written report submitted

TREASURER'S REPORT – Written report submitted

ADDITIONAL PUBLIC COMMENTS

ADJOURN

**MEETING MINUTES
CITY OF CARO
PLANNING COMMISSION MEETING
Tuesday, December 9, 2025
7:00 p.m.**

CALL TO ORDER

Chair Carpenter called the meeting to order at 7:00pm.

ROLL CALL

Present: Chair Carpenter, Commissioners
Eschenbacher, Ewald, Rollend, Sheardy, and
Porzondek.
Also present: City Manager Czasak.

APPROVAL OF AGENDA

**Motion by Commissioner Eschenbacher to approve agenda as presented. Second
by Commissioner Rollend. Motion carried.**

APPROVAL OF MINUTES – Wednesday, November 12, 2025

**Motion by Ewald to approve minutes as amended. Second by Commissioner
Sheardy.
Motion carried.**

PUBLIC COMMENT AND COMMUNICATIONS

None.

NEW BUSINESS

1. Public Hearing – Rezoning Request for 1081 Cleaver Road

**Motion by Commissioner Eschenbacher to close public hearing. Second by
Commissioner Rollend. Motion carried.**

2. Recommendation to City Council on Rezoning Request for 1081 Cleaver Road

**Motion by Commissioner Eschenbacher to support recommendation of
rezoning of parcel to OS-1 Office Service District. Second by Commissioner Rollend.
Motion carried.**

ANY OTHER BUSINESS/ON-GOING BUSINESS

PUBLIC COMMENT/ANNOUNCEMENTS

ADJOURNMENT

Motion by Commissioner Eschenbacher to adjourn. Second by Commissioner Rollend. Motion carried.

Meeting adjourned at 7:17pm.

Respectfully submitted,
Luke Ewald, Secretary

**AMENDED MEETING MINUTES
CITY OF CARO
PLANNING COMMISSION MEETING
Wednesday, November 12, 2025
7:00 p.m.**

CALL TO ORDER

Chair Carpenter called the meeting to order at 7:00pm.

ROLL CALL

Present: Chair Carpenter, Commissioners Eschenbacher, Ewald, and Sheardy.
Absent: Commissioners Rollend and Porzondek.

Also present: City Manager Czasak.

APPROVAL OF AGENDA

Motion by Commissioner Eschenbacher to split the Adult-Use and Medical Marihuana Public Hearing into two separate Public Hearings and to approve the agenda as amended. Second by Commissioner Sheardy. Motion carried.

APPROVAL OF MINUTES – Tuesday, October 28, 2025

Motion by Commissioner Sheardy to approve the minutes as presented. Second by Commissioner Ewald. Motion carried.

PUBLIC COMMENT AND COMMUNICATIONS

No public comment.

NEW BUSINESS

1. Public Hearing – Adult-Use Marihuana Application for Emerald Acres, LLC – 1075 S. Colling Road
 - a. Open Public Hearing
 - b. Discussion
 - c. Close Public Hearing

Motion by Eshenbacher to close Public Hearing for Adult-Use Marihuana Application for Emerald Acres, LLC. Second by Commissioner Ewald. Motion carried.

2. Public Hearing – Medical Marihuana Application for Emerald Acres, LLC – 1075 S. Colling Road
 - a. Open Public Hearing
 - b. Discussion
 - c. Close Public Hearing

Motion by Eshenbacher to close Public Hearing for Medical Marihuana Application for Emerald Acres, LLC. Second by Commissioner Ewald. Motion carried.

3. Site Plan Review – Emerald Acres, LLC – 1075 S. Colling Road

Motion by Commissioner Eschenbacher to accept site plan originally submitted under Odessa Gardens with revision of name to Emerald Acres, LLC. Second by Commissioner Ewald. Motion carried.

4. Recommendation to City Council – Special Use Permits
 - a. Class-C Adult-Use Grow Application

Motion by Commissioner Eschenbacher to recommend to City Council approval of the Class-C Adult-Use Grow Application. Support by Commissioner Sheardy. Motion carried.

- b. Class-C Medical Grow Application

Motion by Commissioner Sheardy to recommend to City Council approval of the Class-C Medical Grow Application. Support by Commissioner Ewald. Motion carried.

ANY OTHER BUSINESS/ON-GOING BUSINESS

None.

PUBLIC COMMENT/ANNOUNCEMENTS

None.

ADJOURNMENT

Motion by Commissioner Eschenbacher to adjourn the meeting. Second by Commissioner Ewald. Motion carried.

Meeting adjourned at 7:45pm.

Respectfully submitted,
Secretary Ewald

REGULAR MEETING OF THE CARO CITY COUNCIL
December 1, 2025, 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 December 1, 2025, at 6:30 p.m. in the Council Chambers.

Present: Mayor Karen Snider, City Council: Emily Campbell, Charlotte Kish, Doreen Oedy, Heidi Parker, and Jill White.

Absent: None

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

AGENDA APPROVAL

25-M-251

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

PRESENTATION:

1. Rowe Engineering – 2026 Sidewalk Project – Mike Carpenter
2. Ransford & Wasik Presentation Regarding New Year's Eve Event – Mark Ransford

COMMUNICATIONS:

1. Charter Communications – Upcoming Changes
2. Thank You Letter – Caro Area District Library
3. Parks & Recreation Committee Meeting Minutes – November 18, 2025

PUBLIC COMMENT AGENDA ITEMS ONLY - None

CONSENT AGENDA:

1. Regular Council Meeting Minutes – November 17, 2025
2. Invoices

25-M-252

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

REGULAR AGENDA:

1. Sherman Street Project Engineering Bids

25-M-253

Motion by Kish, seconded by Campbell, to award the Project Engineering contract for Sherman Street to Rowe Professional Services for a quoted price of \$130,600.00 and allow the City Manager to sign all necessary documents.

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

Motion carried.

2. 2026 Sidewalk Replacement Engineering Proposal

25-M-254

Motion by Parker, seconded by White, to accept the quote from Rowe Engineering to provide services for the 2026 sidewalk projects for the quoted price of \$7,800.00.

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

Motion carried.

3. Adult Use Class C Grow Special Use Permit – Emerald Acres LLC

25-M-255

Motion by Campbell, seconded by Oedy, to grant the Special Use Permit for Emerald Acres LLC to operate a Class C Adult Use Marijuana Grow facility in Caro using one of the available licenses.

Motion carried.

4. Medical Class C Grow Special Use Permit – Emerald Acres LLC

25-M-256

Motion by Kish, seconded by White, to grant the Special Use Permit for Emerald Acres LLC to operate a Class C Medical Marijuana Grow facility in Caro using one of the available licenses.

Motion carried.

5. Investment Maturing #1

25-M-257

Motion by Parker, seconded by Kish, to keep the CD at Independent Bank in the amount of \$258,068.24 for 6 months at 3.60%.

Motion carried.

6. Investment Maturing #2

25-M-258

Motion by Oedy, seconded by Parker, to keep the CDARS at Northstar Bank in the amount of \$560,492.77 for 52 weeks at 3.40%.

Motion carried.

7. Request for Fireworks Permit

25-M-259

Motion by White, seconded by Oedy, to grant the New Year's Eve party permission to have residential grade fireworks at their event with all of the insurance provided for the City.

Motion carried.

8. Hanging Four Donated Signs in Bieth Park

25-M-260

**Motion by White, seconded by Oedy, to approve the installation of camera signs in Bieth Park.
Motion carried.**

9. Schedule Committee of the Whole

25-M-261

**Motion by Kish, seconded by Parker, to set a Committee of the Whole to review the audit on December 15th at 6:00 p.m.
Motion carried.**

10. Addressing the Appointment of Vacancy

25-M-262

Motion by Parker, seconded by Oedy, to vote for Logan Carpenter to fill the vacancy on city council.

**Roll call vote: Oedy – yes, Parker – yes, White – yes, Campbell – no, Kish – no, Mayor Snider – no.
Motion failed.**

25-M-263

Motion by White, seconded by Oedy, to put Bob Eschenbacher back in the chair.

**Roll call vote: Parker – yes, White – yes, Campbell – no, Kish – no, Oedy – yes, Mayor Snider – no.
Motion failed.**

25-M-264

Motion by Mayor Snider, seconded by Kish, to put Bob Sturza in.

**Roll call vote: White – no, Campbell – yes, Kish – yes, Oedy – no, Parker – no, Mayor Snider – yes.
Motion failed.**

25-M-265

Motion by Campbell, seconded by Kish, to vote for Brenda Peters.

**Roll call vote: Campbell – yes, Kish – yes, Oedy – no, Parker – no, White – no, Mayor Snider – yes.
Motion failed.**

ITEMS POSTPONED:

1. Resolution No. 2025-9 – To Call a Special Election to Fill Vacancy on the City Council

COMMITTEE/LIAISON POSITION REPORTS: None

MAYOR'S REPORT – Written report submitted.

MANAGER'S REPORT – Written report submitted. Explanation was provided regarding the water testing letter mailed to residents. Reported DPW Superintendent, Tom Reese, passed his S2 water exam.

CLERK'S REPORT – Written report submitted.

ADDITIONAL PUBLIC COMMENT:

Suzanne Reed commented on the usage of Robert's Rules of Order.
Robert Eschenbacher commented on the cost of advertising the open council seat and his reason for resigning his council seat.

Manager, Scott Czasak, discussed the upcoming week's events.

25-M-263

Motion by Parker, seconded by White to adjourn the meeting at 7:51 p.m.

Motion carried.



Jana Brown
Deputy 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
#3224 BUILDING ASSOCIATION					
12/25	12/15/2025	79788	248-728-963-000	PROPERTY TAXES	423.41
Total #3224 BUILDING ASSOCIATION:					423.41
ADVANCE AUTO PARTS					
12/25	12/15/2025	79789	661-575-776-000	MAINTENANCE SUPPLIES	56.97
12/25	12/15/2025	79789	661-575-776-000	MAINTENANCE SUPPLIES	21.99
Total ADVANCE AUTO PARTS:					78.96
ALLIED FIRE SALES & SERVICE LLC					
12/25	12/15/2025	79790	216-336-740-000	OPERATING SUPPLIES	157.50
12/25	12/15/2025	79790	216-336-930-000	REPAIRS - EQUIPMENT	4,658.40
Total ALLIED FIRE SALES & SERVICE LLC:					4,815.90
ALMER CHARTER TOWNSHIP					
12/25	12/15/2025	79791	101-000-432-008	ALMER TWP 425 AGREE'T TAXES	5,317.11
Total ALMER CHARTER TOWNSHIP:					5,317.11
AMAZON CAPITAL SERVICES					
12/25	12/16/2025	800282	101-172-801-000	CONTRACTED SERVICES	11.73
12/25	12/16/2025	800282	101-253-801-000	CONTRACTED SERVICES	11.73
12/25	12/16/2025	800282	101-260-801-000	CONTRACTED SERVICES	11.73
12/25	12/16/2025	800282	101-265-801-000	CONTRACTED SERVICES	11.73
12/25	12/16/2025	800282	101-301-801-000	CONTRACTED SERVICES	11.73
12/25	12/16/2025	800282	101-441-801-000	CONTRACTED SERVICES	11.73
12/25	12/16/2025	800282	101-703-801-000	CONTRACTED SERVICES	11.73
12/25	12/16/2025	800282	216-336-801-000	CONTRACTED SERVICES	11.73
12/25	12/16/2025	800282	590-540-801-000	CONTRACTED SERVICES	11.72
12/25	12/16/2025	800282	591-540-801-000	CONTRACTED SERVICES	11.72
12/25	12/16/2025	800282	661-575-801-000	MOTOR POOL Contracted serv	11.72
12/25	12/16/2025	800282	216-336-740-000	OPERATING SUPPLIES	51.64
12/25	12/16/2025	800282	101-441-725-000	UNIFORMS	147.02
12/25	12/16/2025	800282	591-540-725-000	UNIFORMS	147.01
12/25	12/16/2025	800282	101-301-740-000	OFFICE SUPPLIES	39.80
12/25	12/16/2025	800282	101-265-776-000	O&M SUPPLIES	24.80
12/25	12/16/2025	800282	101-441-725-000	UNIFORMS	28.80
12/25	12/16/2025	800282	591-540-725-000	UNIFORMS	28.79
12/25	12/16/2025	800282	591-540-725-000	UNIFORMS	17.48
12/25	12/16/2025	800282	101-441-725-000	UNIFORMS	17.49
12/25	12/16/2025	800282	101-301-744-000	INVESTIGATIVE SUPPLIES	42.10
Total AMAZON CAPITAL SERVICES:					673.93
ANDERSON PROCESS					
12/25	12/15/2025	79792	590-545-776-000	OM&R SUPPLIES	283.25

GL Period	Check Issue Date	Check Number	Invoice GL Account	Invoice GL Account Title	Amount
Total ANDERSON PROCESS:					283.25
ASPIRE RURAL HEALTH					
12/25	12/15/2025	79793	590-540-801-000	CONTRACTED SERVICES	75.00
12/25	12/15/2025	79793	216-336-801-000	CONTRACTED SERVICES	75.00
Total ASPIRE RURAL HEALTH:					150.00
AUTO-WARES GROUP					
12/25	12/16/2025	800283	216-336-740-000	OPERATING SUPPLIES	14.99
Total AUTO-WARES GROUP:					14.99
BRIGHTSPEED					
12/25	12/16/2025	800284	590-540-853-000	TELEPHONE	77.74
12/25	12/16/2025	800284	591-540-853-000	TELEPHONE	77.73
12/25	12/16/2025	800284	101-172-750-001	SOFTWARE MAINTENANCE AGREE'T	206.05
12/25	12/16/2025	800284	101-253-750-001	SOFTWARE MAINTENANCE AGREE'T	206.05
12/25	12/16/2025	800284	101-260-750-001	SOFTWARE MAINTENANCE AGREE'T	206.05
12/25	12/16/2025	800284	101-301-750-001	SOFTWARE MAINTENANCE AGREE'T	206.05
12/25	12/16/2025	800284	216-336-750-001	SOFTWARE MAINTENANCE AGREE'T	206.04
12/25	12/16/2025	800284	590-540-750-001	SOFTWARE MAINTENANCE AGREEM	206.04
12/25	12/16/2025	800284	661-575-750-001	SOFTWARE MAINTENANCE AGREE'T	177.00
12/25	12/16/2025	800284	248-728-801-000	DDA CONTRACTED SERVICES	206.04
Total BRIGHTSPEED:					1,774.79
BUSY BEE CLEANING					
12/25	12/16/2025	800285	101-441-801-002	CONTRACTED SERV - JANITORIAL	123.50
12/25	12/16/2025	800285	216-336-801-002	CONTRACTED SERV - JANITORIAL	52.00
12/25	12/16/2025	800285	101-301-801-002	CONTRACTED SERV - JANITORIAL	97.50
12/25	12/16/2025	800285	101-260-801-002	CONTRACTED SERV - JANITORIAL	91.00
12/25	12/16/2025	800285	101-172-801-002	CONTRACTED SERV - JANITORIAL	91.00
12/25	12/16/2025	800285	101-253-801-002	CONTRACTED SERV - JANITORIAL	91.00
12/25	12/16/2025	800285	590-540-801-002	CONTRACTED SERV - JANITORIAL	104.00
Total BUSY BEE CLEANING:					650.00
CARO RENTAL					
12/25	12/15/2025	79794	590-540-776-000	OM&R SUPPLIES NORMAL	47.17
Total CARO RENTAL:					47.17
CARTER LUMBER					
12/25	12/15/2025	79795	204-444-776-000	SUPPLIES/MATERIALS	28.86
12/25	12/15/2025	79795	661-575-776-000	MAINTENANCE SUPPLIES	61.60
Total CARTER LUMBER:					90.46
CASELLE LLC					
12/25	12/16/2025	800286	661-575-750-001	SOFTWARE MAINTENANCE AGREE'T	466.81
12/25	12/16/2025	800286	101-172-750-001	SOFTWARE MAINTENANCE AGREE'T	466.81

GL Period	Check Issue Date	Check Number	Invoice GL Account	Invoice GL Account Title	Amount
12/25	12/16/2025	800286	101-253-750-001	SOFTWARE MAINTENANCE AGREE'T	466.81
12/25	12/16/2025	800286	101-260-750-001	SOFTWARE MAINTENANCE AGREE'T	466.81
12/25	12/16/2025	800286	101-301-750-001	SOFTWARE MAINTENANCE AGREE'T	466.81
12/25	12/16/2025	800286	101-371-750-001	SOFTWARE MAINTENANCE AGREEM	466.81
12/25	12/16/2025	800286	101-441-750-001	SOFTWARE MAINTENANCE AGREE'T	466.81
12/25	12/16/2025	800286	216-336-750-001	SOFTWARE MAINTENANCE AGREE'T	466.81
12/25	12/16/2025	800286	590-540-750-001	SOFTWARE MAINTENANCE AGREEM	466.80
12/25	12/16/2025	800286	591-540-750-001	SOFTWARE MAINTENANCE AGREEM	466.80
12/25	12/16/2025	800286	596-521-750-001	SOFTWARE MAINTENANCE AGREEM	466.80
Total CASELLE LLC:					5,134.88
CASS CITY HARDWARE					
12/25	12/15/2025	79796	591-540-760-000	POSTAGE	13.71
Total CASS CITY HARDWARE:					13.71
CHARTER COMMUNICATIONS					
12/25	12/05/2025	800277	101-441-750-001	SOFTWARE MAINTENANCE AGREE'T	62.50
12/25	12/05/2025	800277	591-540-750-001	SOFTWARE MAINTENANCE AGREEM	18.75
12/25	12/05/2025	800277	596-521-750-001	SOFTWARE MAINTENANCE AGREEM	18.75
12/25	12/05/2025	800277	661-575-750-001	SOFTWARE MAINTENANCE AGREE'T	12.50
12/25	12/05/2025	800277	101-751-750-001	SOFTWARE MAINTENANCE AGREE'T	12.50
Total CHARTER COMMUNICATIONS:					125.00
CINTAS					
12/25	12/15/2025	79797	101-441-801-000	CONTRACTED SERVICES	85.16
Total CINTAS:					85.16
CITY OF CARO					
12/25	12/15/2025	79798	101-265-922-000	WATER/SEWER/GARBAGE	149.13
12/25	12/15/2025	79798	101-441-922-000	WATER/SEWER/GARBAGE	782.27
12/25	12/15/2025	79798	101-703-922-000	WATER/SEWER/SAN	60.75
12/25	12/15/2025	79798	101-703-922-000	WATER/SEWER/SAN	50.83
12/25	12/15/2025	79798	101-751-922-000	WATER/SEWER	62.41
12/25	12/15/2025	79798	101-703-922-000	WATER/SEWER/SAN	181.45
12/25	12/15/2025	79798	101-751-922-000	WATER/SEWER	190.87
12/25	12/15/2025	79798	216-336-922-000	WATER/SEWER/GARBAGE	227.30
12/25	12/15/2025	79798	248-728-922-000	WATER/SEWER/GARBAGE	42.07
12/25	12/15/2025	79798	590-540-922-000	WATER/SEWER/GARBAGE	219.49
Total CITY OF CARO:					1,966.57
DALE RIECK MASONRY, LLC					
12/25	12/15/2025	79799	591-540-801-000	CONTRACTED SERVICES	4,113.00
12/25	12/15/2025	79799	591-540-801-000	CONTRACTED SERVICES	4,700.00
Total DALE RIECK MASONRY, LLC:					8,813.00
DTE ENERGY					
12/25	12/09/2025	800280	590-540-920-000	ELECTRIC	6,147.40

GL Period	Check Issue Date	Check Number	Invoice GL Account	Invoice GL Account Title	Amount
12/25	12/09/2025	800280	590-545-920-000	ELECTRIC - LIFT STATIONS	632.82
Total DTE ENERGY:					6,780.22
E&L CONSTRUCTION GROUP INC					
12/25	12/15/2025	79800	590-540-801-003	CONTRACTED SERV-SRF	511,530.92
Total E&L CONSTRUCTION GROUP INC:					511,530.92
ELAN FINANCIAL SERVICES					
12/25	12/09/2025	800281	248-733-956-005	FARMERS MARKET - EXPENSES	50.00
12/25	12/09/2025	800281	248-728-741-000	LUNCHEONS	159.00
12/25	12/09/2025	800281	248-728-741-000	LUNCHEONS	10.78
Total ELAN FINANCIAL SERVICES:					219.78
ELROY KOSTERS					
12/25	12/15/2025	79801	204-442-801-000	CONTRACTED SERVICES	775.00
Total ELROY KOSTERS:					775.00
EMTERRA ENVIRONMENTAL USA CORP					
12/25	12/16/2025	800287	596-521-801-000	CONTRACTED SERVICES	22,199.68
12/25	12/16/2025	800287	596-521-801-000	CONTRACTED SERVICES	876.00
12/25	12/16/2025	800287	596-521-801-000	CONTRACTED SERVICES	18,101.28
Total EMTERRA ENVIRONMENTAL USA CORP:					41,176.96
ETNA SUPPLY					
12/25	12/15/2025	79802	591-540-776-000	O&M SUPPLIES	949.98
12/25	12/15/2025	79802	590-545-776-000	OM&R SUPPLIES	949.97
Total ETNA SUPPLY:					1,899.95
FIRST BANKCARD					
12/25	12/05/2025	800278	101-702-962-000	TRAVEL & LODGING	266.72
12/25	12/05/2025	800278	101-172-961-000	MEMBERSHIP DUES	520.00
12/25	12/05/2025	800278	590-540-960-000	EDUCATION AND TRAINING	30.60
12/25	12/05/2025	800278	101-101-960-000	EDUCATION AND TRAINING	240.00
12/25	12/05/2025	800278	101-101-960-000	EDUCATION AND TRAINING	240.00
12/25	12/05/2025	800278	101-260-961-000	MEMBERSHIP DUES	100.00
12/25	12/05/2025	800278	216-336-740-000	OPERATING SUPPLIES	7.52
12/25	12/05/2025	800278	101-441-725-000	UNIFORMS	54.96
12/25	12/05/2025	800278	591-540-725-000	UNIFORMS	54.96
12/25	12/05/2025	800278	591-540-962-000	TRAVEL & LODGING	27.30
12/25	12/05/2025	800278	101-301-725-000	UNIFORMS/UNIFORM EQUIPMENT	41.90
12/25	12/05/2025	800278	101-301-960-000	EDUCATION & TRAINING, DUES	50.00
12/25	12/05/2025	800278	101-301-725-000	UNIFORMS/UNIFORM EQUIPMENT	223.98
12/25	12/05/2025	800278	101-301-960-000	EDUCATION & TRAINING, DUES	259.00
12/25	12/05/2025	800278	216-336-760-000	POSTAGE	42.34
12/25	12/05/2025	800278	216-336-740-000	OPERATING SUPPLIES	33.58
12/25	12/05/2025	800278	101-260-961-000	MEMBERSHIP DUES	100.00
12/25	12/05/2025	800278	101-101-960-000	EDUCATION AND TRAINING	85.00

GL Period	Check Issue Date	Check Number	Invoice GL Account	Invoice GL Account Title	Amount
12/25	12/05/2025	800278	101-301-740-000	OFFICE SUPPLIES	29.66
12/25	12/05/2025	800278	101-301-725-000	UNIFORMS/UNIFORM EQUIPMENT	128.70
12/25	12/05/2025	800278	101-301-725-000	UNIFORMS/UNIFORM EQUIPMENT	128.70
12/25	12/05/2025	800278	101-301-960-000	EDUCATION & TRAINING, DUES	219.00
Total FIRST BANKCARD:					2,883.92
FOSTER, SWIFT, COLLINS & SMITH, PC					
12/25	12/15/2025	79803	101-257-801-000	CONTRACTED SERVICES	446.25
12/25	12/15/2025	79803	101-172-801-000	CONTRACTED SERVICES	288.75
12/25	12/15/2025	79803	101-371-801-000	CONTRACTED SERVICES	577.50
Total FOSTER, SWIFT, COLLINS & SMITH, PC:					1,312.50
GAMBLES DO IT BEST HARDWARE					
12/25	12/15/2025	79804	202-463-776-000	O&M SUPPLIES	38.68
12/25	12/15/2025	79804	203-463-776-000	O&M SUPPLIES	38.67
12/25	12/15/2025	79804	591-540-776-000	O&M SUPPLIES	7.99
12/25	12/15/2025	79804	661-575-776-000	MAINTENANCE SUPPLIES	46.12
12/25	12/15/2025	79804	101-265-776-000	O&M SUPPLIES	25.98
12/25	12/15/2025	79804	248-728-776-000	DDA OPERATING SUPPLIES	98.97
Total GAMBLES DO IT BEST HARDWARE:					256.41
GREAT LAKES BAY CONSTRUCTION					
12/25	12/16/2025	800288	101-265-970-003	CAPITAL OUTLAY - DPW GARAGE	41,297.21
Total GREAT LAKES BAY CONSTRUCTION:					41,297.21
GREAT LAKES DIRECTIONAL BORING					
12/25	12/15/2025	79805	591-540-801-000	CONTRACTED SERVICES	1,400.00
Total GREAT LAKES DIRECTIONAL BORING:					1,400.00
GREAT LAKES LAND MANAGEMENT					
12/25	12/15/2025	79806	101-265-801-000	CONTRACTED SERVICES	1,292.50
12/25	12/15/2025	79806	101-751-801-000	CONTRACTED SERVICES	1,645.00
12/25	12/15/2025	79806	101-754-801-000	CONTRACTED SERVICES	1,468.75
12/25	12/15/2025	79806	101-753-801-000	CONTRACTED SERVICES	1,468.75
12/25	12/15/2025	79806	248-728-801-000	DDA CONTRACTED SERVICES	1,925.00
12/25	12/15/2025	79806	248-728-801-000	DDA CONTRACTED SERVICES	385.00
12/25	12/15/2025	79806	101-265-801-000	CONTRACTED SERVICES	258.50
12/25	12/15/2025	79806	101-751-801-000	CONTRACTED SERVICES	329.00
12/25	12/15/2025	79806	101-754-801-000	CONTRACTED SERVICES	293.75
12/25	12/15/2025	79806	101-753-801-000	CONTRACTED SERVICES	293.75
Total GREAT LAKES LAND MANAGEMENT:					9,360.00
HIRSCHMAN OIL SUPPLY INC					
12/25	12/16/2025	800289	661-575-860-000	GAS/OIL	614.07
Total HIRSCHMAN OIL SUPPLY INC:					614.07

GL Period	Check Issue Date	Check Number	Invoice GL Account	Invoice GL Account Title	Amount
J.E. JOHNSON INC					
12/25	12/16/2025	800290	101-265-801-000	CONTRACTED SERVICES	225.00
Total J.E. JOHNSON INC:					225.00
KEN MARTIN ELECTRIC, INC					
12/25	12/16/2025	800291	202-451-801-000	CONTRACTED SERVICES - CONST.	980.00
Total KEN MARTIN ELECTRIC, INC:					980.00
KENDALL ELECTRIC INC					
12/25	12/15/2025	79807	590-540-776-000	OM&R SUPPLIES NORMAL	4,995.01
Total KENDALL ELECTRIC INC:					4,995.01
MICHIGAN ASSOCIATION OF MAYORS					
12/25	12/15/2025	79808	101-101-961-000	MEMBERSHIP DUES	120.00
Total MICHIGAN ASSOCIATION OF MAYORS:					120.00
MICHIGAN MUNICIPAL RISK MGMT AUTH					
12/25	12/16/2025	800292	101-172-965-000	LIABILITY INSURANCE	70,377.50
12/25	12/16/2025	800292	101-172-965-000	LIABILITY INSURANCE	12,500.00
Total MICHIGAN MUNICIPAL RISK MGMT AUTH:					82,877.50
MICHIGAN STATE FIREMEN'S ASS'N					
12/25	12/15/2025	79809	216-336-740-000	OPERATING SUPPLIES	100.00
Total MICHIGAN STATE FIREMEN'S ASS'N:					100.00
MLR ENGINEERING					
12/25	12/16/2025	800293	203-463-801-000	CONTRACTED SERVICES	5,016.00
12/25	12/16/2025	800293	591-540-801-000	CONTRACTED SERVICES	4,389.00
12/25	12/16/2025	800293	590-545-801-000	CONTRACTED SERVICES	1,045.00
Total MLR ENGINEERING:					10,450.00
MOORE MOTOR SALES					
12/25	12/15/2025	79810	101-301-930-001	VEHICLE MAINTENACE EXPENSE	591.25
Total MOORE MOTOR SALES:					591.25
R&R TECHNICAL SERVICES					
12/25	12/15/2025	79811	101-172-801-000	CONTRACTED SERVICES	200.00
12/25	12/15/2025	79811	101-441-801-000	CONTRACTED SERVICES	162.50
12/25	12/15/2025	79811	216-336-801-000	CONTRACTED SERVICES	62.50
12/25	12/15/2025	79811	591-540-801-000	CONTRACTED SERVICES	75.00
12/25	12/15/2025	79811	101-253-801-000	CONTRACTED SERVICES	157.50
12/25	12/15/2025	79811	101-260-801-000	CONTRACTED SERVICES	132.50
12/25	12/15/2025	79811	216-336-853-000	TELEPHONE	55.00
12/25	12/15/2025	79811	590-540-853-000	TELEPHONE	20.45
12/25	12/15/2025	79811	591-540-853-000	TELEPHONE	20.45

GL Period	Check Issue Date	Check Number	Invoice GL Account	Invoice GL Account Title	Amount
12/25	12/15/2025	79811	596-560-853-000	TELEPHONE	20.45
12/25	12/15/2025	79811	661-575-853-000	TELEPHONE	55.00
12/25	12/15/2025	79811	101-101-801-000	CONTRACTED SERVICES	90.00
12/25	12/15/2025	79811	101-703-853-000	TELEPHONE	20.45
12/25	12/15/2025	79811	101-301-853-000	TELEPHONE & PAGERS	20.45
12/25	12/15/2025	79811	202-483-853-000	TELEPHONE	20.45
12/25	12/15/2025	79811	203-483-853-000	TELEPHONE	20.45
12/25	12/15/2025	79811	204-483-853-000	TELEPHONE	20.45
12/25	12/15/2025	79811	248-728-853-000	TELEPHONE & TECHNOLOGY	55.00
12/25	12/15/2025	79811	101-172-853-000	TELEPHONE	55.00
12/25	12/15/2025	79811	101-253-853-000	TELEPHONE	27.50
12/25	12/15/2025	79811	101-260-853-000	TELEPHONE	27.50
12/25	12/15/2025	79811	101-371-853-000	TELEPHONE	20.50
12/25	12/15/2025	79811	101-702-853-000	TELEPHONE	20.45
12/25	12/15/2025	79811	101-441-853-000	TELEPHONE	20.45
12/25	12/15/2025	79811	101-301-801-000	CONTRACTED SERVICES	412.50
12/25	12/15/2025	79811	590-540-801-000	CONTRACTED SERVICES	125.00
12/25	12/15/2025	79811	596-521-801-000	CONTRACTED SERVICES	37.50
12/25	12/15/2025	79811	101-265-801-000	CONTRACTED SERVICES	108.00
12/25	12/15/2025	79811	101-751-801-000	CONTRACTED SERVICES	25.00
12/25	12/15/2025	79811	101-371-801-000	CONTRACTED SERVICES	25.00
Total R&R TECHNICAL SERVICES:					2,113.00
SENSUS USA INC					
12/25	12/15/2025	79812	590-540-750-001	SOFTWARE MAINTENANCE AGREEM	2,349.50
12/25	12/15/2025	79812	591-540-750-001	SOFTWARE MAINTENANCE AGREEM	2,349.50
Total SENSUS USA INC:					4,699.00
SHULTS EQUIPMENT, LLC					
12/25	12/15/2025	79813	661-575-776-000	MAINTENANCE SUPPLIES	2,846.20
Total SHULTS EQUIPMENT, LLC:					2,846.20
STAPLES					
12/25	12/16/2025	800294	590-540-740-001	OFFICE SUPPLIES	403.86
Total STAPLES:					403.86
STATE OF MICHIGAN - EGLE					
12/25	12/15/2025	79814	590-540-777-000	STATE TESTING & PERMITS	5,500.00
12/25	12/15/2025	79814	590-540-777-000	STATE TESTING & PERMITS	150.00
12/25	12/15/2025	79814	590-540-777-000	STATE TESTING & PERMITS	1,159.77
Total STATE OF MICHIGAN - EGLE:					6,809.77
T G PRIEHS LLC					
12/25	12/15/2025	79815	204-444-801-000	CONTRACTED SERVICES	8,287.40
Total T G PRIEHS LLC:					8,287.40

GL Period	Check Issue Date	Check Number	Invoice GL Account	Invoice GL Account Title	Amount
TEAM FINANCIAL GROUP					
12/25	12/16/2025	800295	101-172-750-001	SOFTWARE MAINTENANCE AGREE'T	33.17
12/25	12/16/2025	800295	101-253-750-001	SOFTWARE MAINTENANCE AGREE'T	33.17
12/25	12/16/2025	800295	101-260-750-001	SOFTWARE MAINTENANCE AGREE'T	33.17
12/25	12/16/2025	800295	101-301-750-001	SOFTWARE MAINTENANCE AGREE'T	33.17
12/25	12/16/2025	800295	101-371-750-001	SOFTWARE MAINTENANCE AGREEM	33.17
12/25	12/16/2025	800295	101-441-750-001	SOFTWARE MAINTENANCE AGREE'T	33.17
12/25	12/16/2025	800295	216-336-750-001	SOFTWARE MAINTENANCE AGREE'T	33.17
12/25	12/16/2025	800295	101-751-750-001	SOFTWARE MAINTENANCE AGREE'T	33.16
12/25	12/16/2025	800295	590-540-750-001	SOFTWARE MAINTENANCE AGREEM	33.17
12/25	12/16/2025	800295	591-540-750-001	SOFTWARE MAINTENANCE AGREEM	33.17
12/25	12/16/2025	800295	596-521-750-001	SOFTWARE MAINTENANCE AGREEM	33.17
12/25	12/16/2025	800295	661-575-750-001	SOFTWARE MAINTENANCE AGREE'T	33.14
Total TEAM FINANCIAL GROUP:					398.00

TUSCOLA COUNTY ADVERTISER

12/25	12/16/2025	800296	101-260-900-000	PRINTING & PUBLICATION	25.00
12/25	12/16/2025	800296	101-260-900-000	PRINTING & PUBLICATION	270.00
12/25	12/16/2025	800296	101-260-900-000	PRINTING & PUBLICATION	189.00
12/25	12/16/2025	800296	101-260-900-000	PRINTING & PUBLICATION	270.00
12/25	12/16/2025	800296	101-260-900-000	PRINTING & PUBLICATION	270.00
12/25	12/16/2025	800296	101-260-900-000	PRINTING & PUBLICATION	243.00
12/25	12/16/2025	800296	101-260-900-000	PRINTING & PUBLICATION	243.00
12/25	12/16/2025	800296	101-260-900-000	PRINTING & PUBLICATION	270.00
12/25	12/16/2025	800296	101-260-900-000	PRINTING & PUBLICATION	270.00
12/25	12/16/2025	800296	101-260-900-000	PRINTING & PUBLICATION	243.00
12/25	12/16/2025	800296	101-260-900-000	PRINTING & PUBLICATION	243.00
12/25	12/16/2025	800296	101-260-900-000	PRINTING & PUBLICATION	25.00
12/25	12/16/2025	800296	101-260-900-000	PRINTING & PUBLICATION	270.00
12/25	12/16/2025	800296	101-260-900-000	PRINTING & PUBLICATION	270.00
12/25	12/16/2025	800296	101-260-900-000	PRINTING & PUBLICATION	243.00
12/25	12/16/2025	800296	101-260-900-000	PRINTING & PUBLICATION	243.00
12/25	12/16/2025	800296	101-260-900-000	PRINTING & PUBLICATION	67.50
12/25	12/16/2025	800296	101-260-900-000	PRINTING & PUBLICATION	216.00
12/25	12/16/2025	800296	101-172-740-000	OFFICE SUPPLIES	30.65
12/25	12/16/2025	800296	101-260-740-000	OFFICE SUPPLIES	30.65
12/25	12/16/2025	800296	101-253-740-000	OFFICE SUPPLIES	30.65
12/25	12/16/2025	800296	101-265-776-000	O&M SUPPLIES	30.65
12/25	12/16/2025	800296	101-301-740-000	OFFICE SUPPLIES	30.64
12/25	12/16/2025	800296	101-371-740-000	OFFICE SUPPLIES	30.64
12/25	12/16/2025	800296	590-540-740-001	OFFICE SUPPLIES	30.64
12/25	12/16/2025	800296	591-540-740-000	OFFICE SUPPLIES	30.64
12/25	12/16/2025	800296	101-441-776-000	O&M SUPPLIES	30.64
12/25	12/16/2025	800296	202-483-740-000	OFFICE SUPPLIES	30.64
12/25	12/16/2025	800296	203-483-740-000	OFFICE SUPPLIES	30.64
12/25	12/16/2025	800296	204-444-776-000	SUPPLIES/MATERIALS	30.64
12/25	12/16/2025	800296	216-336-740-000	OPERATING SUPPLIES	30.64
12/25	12/16/2025	800296	248-728-776-000	DDA OPERATING SUPPLIES	30.64
12/25	12/16/2025	800296	591-540-801-000	CONTRACTED SERVICES	978.44
12/25	12/16/2025	800296	101-247-900-000	PRINTING & PUBLICATION	162.00
12/25	12/16/2025	800296	101-260-900-000	PRINTING & PUBLICATION	270.00

GL Period	Check Issue Date	Check Number	Invoice GL Account	Invoice GL Account Title	Amount
12/25	12/16/2025	800296	101-260-900-000	PRINTING & PUBLICATION	243.00
12/25	12/16/2025	800296	590-540-900-000	PUBLICATION	243.00
12/25	12/16/2025	800296	101-260-900-000	PRINTING & PUBLICATION	67.50
12/25	12/16/2025	800296	101-260-900-000	PRINTING & PUBLICATION	216.00
Total TUSCOLA COUNTY ADVERTISER:					6,749.44
TUSCOLA COUNTY TREASURER					
12/25	12/09/2025	79787	101-000-228-001	DUE TO CTY - STATE EDUCATION	755.20
12/25	12/09/2025	79787	101-000-222-000	DUE TO CTY - COUNTY OPERATING	492.63
12/25	12/09/2025	79787	101-000-222-005	DUE TO COUNTY - INTEREST	14.84
12/25	12/09/2025	79787	101-000-222-005	DUE TO COUNTY - INTEREST	22.73
12/25	12/15/2025	79816	101-000-432-005	LIEU OF TAX DISTRIB-MOBILE EST	115.00
12/25	12/15/2025	79816	101-000-432-003	LIEU OF TAX DISTRIB-SUGARTREE	205.00
Total TUSCOLA COUNTY TREASURER:					1,605.40
U.S. POSTMASTER					
12/25	12/15/2025	79817	591-540-760-000	POSTAGE	123.34
12/25	12/15/2025	79817	590-540-760-000	POSTAGE	123.33
12/25	12/15/2025	79817	596-521-760-000	POSTAGE	123.33
Total U.S. POSTMASTER:					370.00
UIS SCADA					
12/25	12/15/2025	79818	590-540-801-000	CONTRACTED SERVICES	1,860.00
Total UIS SCADA:					1,860.00
UNIFIRST CORPORATION					
12/25	12/15/2025	79819	101-265-776-000	O&M SUPPLIES	31.95
12/25	12/15/2025	79819	216-336-740-000	OPERATING SUPPLIES	41.50
12/25	12/15/2025	79819	590-540-776-000	OM&R SUPPLIES NORMAL	35.23
12/25	12/15/2025	79819	101-265-776-000	O&M SUPPLIES	32.50
12/25	12/15/2025	79819	101-265-776-000	O&M SUPPLIES	36.50
Total UNIFIRST CORPORATION:					177.68
WEBER STEEL INC					
12/25	12/15/2025	79820	590-540-776-000	OM&R SUPPLIES NORMAL	125.88
Total WEBER STEEL INC:					125.88
WEX BANK					
12/25	12/05/2025	800279	661-575-860-000	GAS/OIL	551.42
12/25	12/05/2025	800279	216-336-860-000	GAS & OIL	300.65
12/25	12/05/2025	800279	101-371-860-000	GAS	943.64
12/25	12/05/2025	800279	590-540-860-000	GAS/OIL/DIESEL	233.74
Total WEX BANK:					2,029.45
WITMER PUBLIC SAFETY GROUP					
12/25	12/16/2025	800297	216-336-740-000	OPERATING SUPPLIES	129.90

GL Period	Check Issue Date	Check Number	Invoice GL Account	Invoice GL Account Title	Amount
Total WITMER PUBLIC SAFETY GROUP:					129.90
WM CORPORATE SERVICES INC					
12/25	12/15/2025	79821	590-540-801-000	CONTRACTED SERVICES	1,642.66
Total WM CORPORATE SERVICES INC:					1,642.66
WSP USA ENVIRONMENT & INFRASTRUCTURE INC					
12/25	12/15/2025	79822	591-540-801-000	CONTRACTED SERVICES	1,778.75
Total WSP USA ENVIRONMENT & INFRASTRUCTURE INC:					1,778.75
Grand Totals:					792,330.38

Report Criteria:

Report type: GL detail

Check.Type = {<>} "Adjustment"



CARO POLICE DEPARTMENT

317 S. STATE STREET, CARO, MI 48723

Brian V. Newcomb, Chief of Police

To: Caro City Council, Caro City Manager

From: Brian V. Newcomb, Chief of Police

Regarding: Month end report, November 2025

Date: December 1, 2025

POLICE REPORTS

Police Complaints for November 2025=397

October 2025-453 complaints

September 2025-366 Complaints

August 2025- 465 complaints

July 2025=450

June 2025-446 complaints

May 2025= 397 complaints

April 2025=452 Complaints

March 2025 -392 complaints

February 2025-283 Complaints

January 2025-309 Complaints

December 2024-246 complaints

November 2024- 271 Complaints

MILEAGE

November 2025 4470 miles

GASOLINE

November 2025- 372.5 gallons

911 OPEN LINE/HANGUP	4	1989 Luder road, Assist TUSH with Assault in Progress	
ABANDONED VEHICLE	6		
AIRPLANE CRASH			
ALARM	4		
ANIMAL AT LARGE	5		
ARSON			
ASSAULT INCLUDING DOMESTIC	21		
ASSIST DHHS	6		
ASSIST FIRE	1		
ASSIST MDOC			
ASSIST MSP	1		
ASSIST OTHER PD	7		
ASSIST THUMB NARCOTICS			
ASSIST TUSH IN CARO	2	RETAIL FRAUD 3RD DEGREE	MISEMEANOR
ASSIST DPW		RETAIL FRAUD 3RD DEGREE	MISEMEANOR
ATTEMPT TO LOCATE PERSON	3	RETAIL FRAUD 2ND DEGREE	FELONY
B&E		RETAIL FRAUD 3RD DEGREE	MISEMEANOR
BACKGROUND INVESTIGATION LE		FLEE AND ELUDE POLICE OFFICER	FELONY
BULLYING INCLUDING CYBER		FLEE AND ELUDE POLICE OFFICER	FELONY
CHILD LOCKED IN VEHICLE		RECKLESS DRIVING	MISEMEANOR
CHILD NEGLECT/ABUSE	2	OPERATING WHILE INTOXICATED	MISEMEANOR
CITIZEN ASSIST		OWI 2ND OFFENSE	MISEMEANOR
CIVIL DISPUTE	4	OPERATING WHILE INTOXICATED	MISEMEANOR
CONCEALED WEAPONS		DOMESTIC VIOLENCE	MISEMEANOR
CONDITIONAL BOND VIOLATION		DOMESTIC VIOLENCE	MISEMEANOR
CONSERVATION VIOLATION	3	LARCENY UNDER \$200	MISEMEANOR
COUNTERFEITING		INTERFERING WITH ELECTRONIC DEVICE	MISEMEANOR
CRIMINAL SEXUAL CONDUCT	1	CONSERVATION VIOLATION	MISEMEANOR
CRIMINALLY SEXUAL MATERIAL		CONSERVATION VIOLATION	MISEMEANOR
CURFEW VIOLATION		CONSERVATION VIOLATION	MISEMEANOR
DISORDERLY	1	DRIVE WHILE LICENSE SUSPENDED	MISEMEANOR
DISTURBING THE PEACE		DRIVE WHILE LICENSE SUSPENDED	MISEMEANOR
DOG BITE		DRIVE WHILE LICENSE SUSPENDED	MISEMEANOR
DOG LOCKED IN VEHICLE		FLEE AND ELUDE POLICE OFFICER	FELONY
DRIVE WHILE LICENSE SUSPENDED	3	FLEE AND ELUDE POLICE OFFICER	FELONY
EMBEZZLEMENT		POSSESSION OF MARIJUANA MINOR	MISEMEANOR
EXTORTION		POSSESSION OF MARIJUANA MINOR	MISEMEANOR
FALSE PERSONATION		POSSESSION OF MARIJUANA MINOR	MISEMEANOR
FATAL TRAFFIC CRASH		POSSESSION OF MARIJUANA MINOR	MISEMEANOR
FELONIOUS ASSAULT		POSSESSION OF MARIJUANA MINOR	MISEMEANOR
FIGHT IN PROGRESS		DRIVING WITHOUT INSURANCE	MISEMEANOR
FIREWORKS VIOLATION		DRIVING WITHOUT REGISTRATION	MISEMEANOR
FLEE POLICE	4	DRIVING WITHOUT REGISTRATION	MISEMEANOR
FOLLOW UP INVESTIGATION	4	DRIVING WITHOUT REGISTRATION	MISEMEANOR
FOUND PROPERTY	3	DRIVING WITHOUT REGISTRATION	MISEMEANOR
FORGERY	3	DRIVING WITHOUT REGISTRATION	MISEMEANOR

FRAUD	10	CONDITIONAL BOND VIOLATION	MISEMEANOR
GENERAL		CONDITIONAL BOND VIOLATION	MISEMEANOR
GUNSHOT WOUND	9	CONDITIONAL BOND VIOLATION	MISEMEANOR
HARASSMENT		PROBATION VIOLATION	FELONY
HAZMAT INCIDENT		WARRANT ARREST	MISEMEANOR
HIT AND RUN PDA		WARRANT ARREST	MISEMEANOR
HOMELESS		WARRANT ARREST	MISEMEANOR
HOMICIDE ATTEMPT		WARRANT ARREST	MISEMEANOR
INDECENT EXPOSURE		WARRANT ARREST	MISEMEANOR
INJURY CRASH	1	WARRANT ARREST	MISEMEANOR
INTOXICATED PERSON		WARRANT ARREST	MISEMEANOR
INVESTIGATION FOLLOWUP		WARRANT ARREST	FELONY
INVESTIGATIVE CHECK OR STOP		WARRANT ARREST	FELONY
KEYS LOCKED IN VEHICLE		WARRANT ARREST	FELONY
KIDNAPPING		WARRANT ARREST	FELONY
LARCENY	5	LARCENY UNDER \$200	MISEMEANOR
LARCENY BY CONVERSION		LARCENY UNDER \$200	MISEMEANOR
LARCENY FROM VEHICLE		LARCENY UNDER \$200	MISEMEANOR
LARCENY IN A BUILDING			
LIQUOR INSPECTION	12		
LITTERING			
LOITERING			
LOST PROPERTY			
MDOP	5		
MED FIRST RESPONSE CALL	15		
MENTAL HEALTH CALL	8		
MIP-ALCOHOL			
MIP-VAPE	2		
MISSING JUVENILE			
MISSING PERSON	2		
MISUSE OF 911 LINE			
MOTORIST ASSIST	3		
MUTUAL AID	1		
NARCOTICS	5		
NATURAL DEATH			
NO INSURANCE-VEHICLE	1		
NO OPERATORS LICENSE			
NO REGISTRATION MISDEMEANOR	6		
NOISE COMPLAINT			
OPEN DOOR	2		
OPEN INTOXICANTS IN A M.V.			
OVERDOSE-DRUGS			
OWI	2		
PARKING VIOLATIONS			
PAROLE VIOLATION			
PDA	20		

PPO VIOLATION	3
PROBATION VIOLATION	1
PROWLER	
PUBLIC RELATIONS	
RECKLESS DRIVING	
REGISTRATION VIOLATION	
RESIST OFFICER	
RETAIL FRAUD	2
ROAD RAGE	
RUNAWAY	1
SEARCH WARRANT	
SINKHOLE IN ROADWAY	
STALKING	
SUBPOENA SERVICE	4
SUICIDE OR ATTEMPTED SUICIDE	5
SUICIDAL PERSON-THREATS OF	
SUSPICIOUS PERSON	8
SUSPICIOUS SITUATION	15
THREATS	
THREATS TO ATTY GENERAL	
THREATS TO COURTHOUSE	
THREATS TO SCHOOL	3
TRAFFIC CONTROL	6
TRAFFIC STOPS/CITATIONS	120
TRESPASS	2
TRUANCY	
UDAA	1
VULNERABLE ADULT ABUSE	1
VERBAL DOMESTIC	4
VIN INSPECTION	1
WARRANT ARREST - FELONY	5
WARRANT ARREST - MISDEMEANOR	7
WEAPONS OFFENSE	
WELFARE CHECK	11
WITNESS INTIMIDATION	

TOTAL ARRESTS

40

TOTAL COMPLAINTS	397
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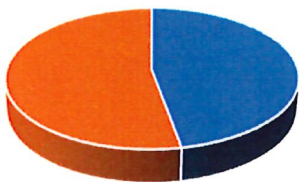
		Fire runs November 1, 2025 thru November 30, 2025	City of Caro Fire Department	Report to Council		page 1
Run #	Date	Responsible entity	Adress of call	Description	Water usage	Township
852	11/1/2025	3401 Cat Lake Rd.	Gary Clemons	CO alarm 2nd. for 2025	0	Wells
853	11/1/2025	465 E. Deckerville Rd.	Perissos Properties	CO detector	0	Almer
854	11/1/2025	132 1st. St.		Medical 464	0	City
855	11/1/2025	150 W. Gamble St.	Amanda Martinez	gas smell	0	City
856	11/2/2025	Deckerville & Hurds Corner	Jonathan Martinez Arana	2-vehicle crash	0	Ellington
857	11/2/2025	1121 E. Caro Rd.		Medical	0	City
858	11/2/2025	136 1st. St.		Medical	0	City
859	11/3/2025	1550 Dixon Rd.		Medical 465	0	Indianfields
860	11/3/2025	1778 Hawkins St.	Kingston FD	possible house fire	0	Mutual
861	11/3/2025	622 W. Sherman St.		Medical 466	0	City
862	11/4/2025	1676 Ambrose Rd.	Mayville FD	house fire	0	Mutual
863	11/4/2025	1601 W. Gilford Rd. D202		Medical 467	0	City
864	11/4/2025	128 W. Gamble St.		Medical	0	City
865	11/5/2025	115 E. Congress St.		Medical 468	0	City
866	11/5/2025	700 N. State St.	James Hurst	2 vehicle crash	0	City
867	11/6/2025	2662 E. Caro Rd.		Medical 469	0	Ellington
868	11/7/2025	705 S. Hooper St.		Medical 470	0	City
869	11/8/2025	1570 Light House Ln.		Medical 471	0	Almer
870	11/10/2025	2580 Chambers Rd.		Medical 472	0	Indianfields
871	11/11/2025	138 E. Darbee Rd.		Medical 473	0	Almer
872	11/11/2025	Hurds corner & Riley	Trvor Jens	semi roll over	0	Wells
873	11/12/2025	622 W. Sherman St.		Medical 474	0	City
874	11/12/2025	1581 VanGeisen Rd.		Medical 475	0	City
875	11/12/2025	125 Alexander St.		Medical 476	0	City
876	11/12/2025	1601 W. Gilford Rd. D209		Medical 7477	0	City
877	11/13/2025	Chambers & Wells Rd.	Jessica Vanochten	single vehicle crash 478	0	Indianfields
878	11/13/2025	154 E. Deckerville RD. 312		Medical 479	0	City
879	11/14/2025	4141 Koepfgen Rd.	Elkland FD	Barn fire	0	Mutual
880	11/14/2025	430 Montague Ave.		Medical 480	0	City
881	11/14/2025	Hurds corner & Deckerville	Toby Rollinger	2 vehicle crash #481	0	Ellington
882	11/14/2025	2091 Forest Dr.		Medical 482	0	Indianfields
883	11/14/2025	2275 Orr Rd.	Rick Knoton	CO alarm	0	Ellington
884	11/15/2025	466 Ellington St.	Caro Rental	black smoke, burning leaf	0	Ellington
885	11/17/2025	510 W. Sherman St.		Medical 483	0	City
886	11/17/2025	805 Norma Dr.		Medical 484	0	Indianfields
887	11/17/2025	373 N. State St.		Medical 485	0	City
888	11/17/2025	Ringle & W. Caro Rd.	Carri Jaworski	2 vehicle crash	0	Juniata
889	11/17/2025	415 Biebel Rd.	Wadsworth LLC	possible building fire	0	Almer
890	11/17/2025	1381 Cleaver Rd.	High Land Pines	Enviromental Alarm	0	City
891	11/18/2025	1601 W. Gilford Rd. # G503		Medical 486	0	City
892	11/18/2025	1601 W. Gilford Rd. #G503		Medical 487	0	City
893	11/18/2025	715 N. Murray Rd.		Medical 488	0	Ellington
894	11/18/2025	154 E. Deckerville RD. 312		Medical 489	0	City
895	11/19/2025	293 W. Congress St.		Medical 490	0	City

26

Fire runs November 1, 2025
thru November 30, 2025

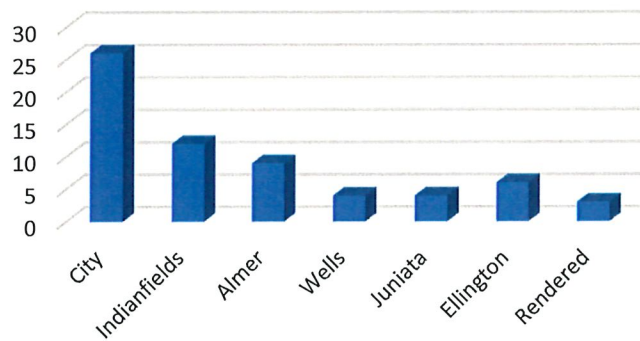
City of Caro Fire Department

Med. payroll vs income

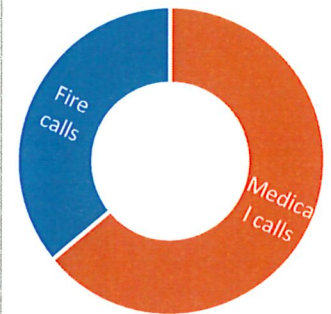


■ Medical recovery
■ Medical payroll

Calls per Area



Fire vs Medical calls



Medical recovery	\$1,415.00
Medical payroll	\$1,590.00
	\$175.00

City	26
Indianfields	12
Almer	9
Wells	4
Juniata	4
Ellington	6
Rendered	3

Fire calls	27
Medical calls	48
Total runs	75

CITY OF CARO

CODE ENFORCEMENT

December 2025 Council Code Report

November 2025 Monthly Review

405 N. Almer St.	Tires	1 st notice
834 W. Sherman St.	Garbage accumulation	1 st notice
520 W. Burnside St.	Blight vehicle	1 st offense / 1456
810 W. Lincoln St.	Garbage accumulation	1 st notice
628 W. Lincoln St.	Garbage (mattress)	1 st notice
683 Gibbs St.	Garbage accumulation	1 st notice
151 W. Adams St.	Garbage (couch)	1 st notice
161 W. Gamble St.	Garbage (mattress)	1 st notice
186 W. Gamble St.	Tires	1 st notice
1520 W. Caro Rd.	Weeds	2 nd offense/ 1455
155 3 rd St.	Junk accumulation	1 st notice
164 2 nd St.	Garbage accumulation	1 st notice
157 2 nd St.	Appliances	1 st notice
144 2 nd St.	Garbage accumulation	1 st notice
141 2 nd St.	Garbage accumulation	1 st notice
363 Wells St.	Tire	1 st notice
235 Ellis St.	Junk accumulation	1 st notice
701 E. Frank St.	Junk accumulation	1 st notice
619 Court St.	Trailer	1 st notice
520 S. Hooper St.	Blight vehicle	1 st notice
1324 Cambridge Ln.	Garbage (mattress)	1 st notice
206 W. Gilford Rd.	Junk (shingles)	1 st notice
1024 Luder Rd.	Tires	1 st notice
526 Pearl St.	Tire	1 st notice
807 Monroe St.	Pallets	1 st notice
767 Monroe St.	Tires	1 st notice
672 Williamsburg Dr.	Tires	1 st notice

CITY OF CARO

CODE ENFORCEMENT

December 2025 Council Code Report

November 2025 Monthly Review

341 Norman St.	Appliance	1 st notice
400 E. Frank St.	Garbage	1 st notice
645 Court St.	Garbage (mattress)	1 st notice
223 N. Almer St.	Pallets	1 st offense / #1457
701 W. Lincoln St.	Junk accumulation	1 st offense / #1458
830 W. Gilford Rd.	Garbage placement	1 st notice
733 N. State St.	Garbage placement	1 st notice
215 W. Gilford Rd.	Garbage placement	1 st notice
634 S. State St.	Garbage placement	1 st notice
701 Williamsburg Dr.	Garbage placement	1 st notice
1813 Van Geisen Rd.	Garbage placement	1 st notice
317 Green St.	Garbage placement	1 st notice
645 Court St.	Garbage placement	1 st notice
1520 W. Caro Rd.	Weeds	3 rd offense / #1460
665 Court St.	Electrical Fence	3 rd offense / #1459
1007 E. Caro Rd.	Blight structure	1 st notice
75 Rodd Dr.	Trailer	1 st notice
1012 Turner Dr.	Garbage (mattress)	1 st notice
226 Quinn St.	Garbage placement	1 st notice
319 W. Sherman St.	Pallet	1 st notice
116 N. Hooper St.	Tire	1 st notice
147 Atwood St.	Tire	1 st notice
616 S. Hooper St.	Pallet	1 st notice
725 Westchester Dr.	Garbage accumulation	1 st notice
628 W. Lincoln St.	Pallets	1 st notice
118 S. Kinyon St.	Garbage placement	1 st notice
121 Gardner St.	Pallets	1 st notice

CITY OF CARO

CODE ENFORCEMENT

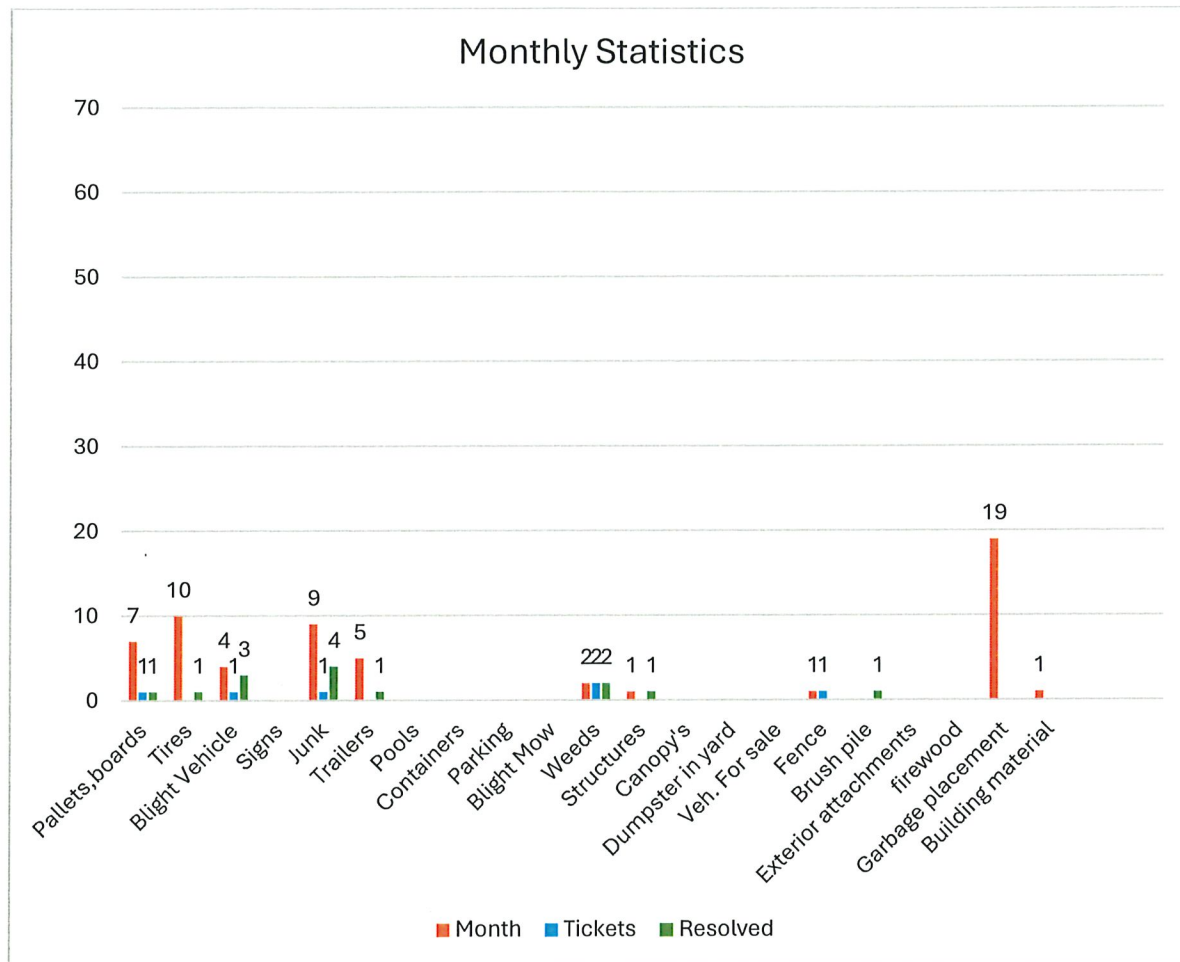
December 2025 Council Code Report

November 2025 Monthly Review

115 W. Washington	Junk accumulation	1 st notice
331 E. Bush St.	Building material	1 st notice
113 Howard St.	Appliances	1 st notice
341 Norman St.	Appliances	1 st notice
1032 S. Colling Rd.	Appliances	1 st notice
1574 W. Gilford Rd.	Garbage placement	1 st notice
341 W. Grant St.	Garbage placement	1 st notice
616 W. Lincoln St.	Garbage placement	1 st notice
764 W. Frank St.	Garbage placement	1 st notice
872 Monroe St.	Garbage placement	1 st notice
725 Westchester Dr.	Garbage placement	1 st notice
645 Meeks St.	Garbage placement	1 st notice
171 Rodd St.	Trailer	1 st notice
615 N. State St.	Junk	1 st notice
501 Palmer St.	Boards	1 st notice
405 N. Almer St.	Blight vehicle	1 st notice
428 Fremont St.	Building material	1 st notice
523 W. Sherman St.	Trailer	1 st notice
1705 Parkway Dr.	Garbage placement	1 st notice
223 N. Almer St.	Tire	1 st notice
653 W. Lincoln St.	Garbage placement	1 st notice
144 2 nd St.	Garbage accumulation	1 st notice
328 Wells St.	Appliance	1 st notice
402 Black St.	Blight vehicle	1 st notice
402 Black St.	Junk accumulation	1 st notice
316 Norman St.	Trailer	1 st notice
178 Millwood St.	Junk accumulation	1 st notice

CITY OF CARO

CODE ENFORCEMENT



Monthly total tickets issued: 6

Monthly total blights: 80

Monthly cases resolved: 19

Monthly blight mows:

Top 3-Violations: #1 Garbage placement #2 Garbage #3 Tires

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
Phone 989-673-2226
Fax 989-673-7310
Website www.carocity.net

MAYOR
KAREN SNIDER
CITY COUNCIL
EMILY CAMPBELL
VACANT
CHARLOTTE KISH
DOREEN OEDY
HEIDI PARKER
JILL WHITE

TO: City Manager/ City Council
FROM: Rita Papp – City Clerk
SUBJECT: Re-Appointments – City of Caro Board of Review
DATE: December 15, 2025

Mayor Snider recommends the following individual be re-appointed to the Board of Review.

Option 1: Motion to Re-Appoint Ed Hodgkinson to the Board of Review for a 3-year term to expire January 2029.

Option 2: Take no action.

Option 3: Postpone this matter.

CITY OF CARO

CITY MANAGER
SCOTT CZASAK
CITY CLERK
RITA PAPP
CITY TREASURER
TAMMY RIES
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MAYOR
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EMILY CAMPBELL
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CHARLOTTE KISH
DOREEN OEDY
HEIDI PARKER
JILL WHITE

TO: City Manager/ City Council
FROM: Rita Papp – City Clerk
SUBJECT: Council Meeting via You Tube
DATE: December 15, 2025

I am currently working with Randy Whittaker at R&R Tech to record meetings on You Tube per council's request. I am asking for formal approval to record City Council meetings on the City's official YouTube channel. Providing recorded access to our meetings will significantly increase transparency, improve public engagement, and allow residents to stay informed even if they are unable to attend in person.

Council Meetings on YouTube offer several advantages, including:

- **Improved accessibility** for residents who cannot attend due to work schedules, mobility limitations, or other conflicts.
- **Automatic video archiving**, allowing the public to view past meetings at their convenience.
- **Broad compatibility** across devices, including smartphones, tablets, computers, and smart TVs.
- **Cost-effectiveness**, as YouTube provides a free and reliable platform for government use.

Option #1

Motion to approve the recording and posting of City Council meetings on the City's official YouTube channel, and to authorize the City Manager and/or City Clerk to implement the necessary procedures and equipment required to facilitate the recordings in compliance with all applicable laws and public record requirements.

Option #2

Postpone this matter.

Option #3

Take no action



Michigan Department of Licensing and Regulatory Affairs
Liquor Control Commission (MLCC)
Mailing Address: P.O. Box 30005, Lansing, MI 48909
Toll-Free: 866-813-0011 - www.michigan.gov/lcc

Business ID: _____
Request ID: _____
(For MLCC Use Only)

City of Caro Council

Certified Resolution of the ~~Membership or Board of Directors~~ Authorizing the Application for Special License

(Required under Administrative Rule R 436.576 - Not Required for Candidate Committee)

At a ☒ Regular ☐ Special meeting of the ☐ Membership ☒ ~~Board of Directors~~
City of Caro Council

called to order by MAYOR SNIDER on 12/15/2025 at 6:30 P.M.
(Date) (Time)

the following resolution was offered:

Moved by _____ and supported by _____

that the application from D-SMILEZ
(Name of Organization)

for a Special License to serve alcohol on 01/25/2026
(Event Date or Dates)

to be located at LEVALLEY BUILDINGS LLC, 109 MONTAGUE AVENUE, CARO, MI 48723
(Physical Address - Include Location Name, Street Address, City, State, & Zip Code)

It is the consensus of this body that the application be _____ for issuance.
(Recommended or Not Recommended)

Approval Vote Tally

Yeas: _____

Nays: _____

Absent: _____

Certification by Authorized Officer of Organization:

I hereby certify that the foregoing is true and is a complete copy of the resolution offered and adopted by the

☐ Membership ☒ ~~Board of Directors~~ at a ☒ Regular ☐ Special meeting held on 12/15/2025
City of Caro Council
(Date)

12/15/2025

Print Name & Title of Authorized Officer

Signature of Authorized Officer

Date




Special License Application

A completed Special License application must be submitted as early as possible before your event(s) to avoid any delays in processing. **It is strongly recommended that you submit the application as soon as you know the date of your event(s).** Failure to submit a completed application at least ten (10) business days prior to the event(s) may result in no Special License being issued, pursuant to administrative rule R 436.575.

Part 1 - Applicant Organization Information

Applicant organization name: D-Smilez		
Applicant address: 6141 Crabtree Ln		
City: Burton		Zip Code: 48519
Contact name: DeLynn Emerton	Phone: 810-459-0139	Email: dsmilez2023@gmail.com
Alternate contact name: Madison Emerton	Phone: 810-423-6632	Email: 529productionsinc@gmail.com
1. Has the applicant organization previously received a Special License? <input checked="" type="radio"/> Yes <input type="radio"/> No		Leave Blank - MLCC Use Only
<i>Michigan organizations must provide current articles of incorporation filed with Michigan Corporations Division.</i> <i>Out-of-state organizations must provide: (a) current articles of incorporation from state of issuance; (b) current certificate of good standing from state of incorporation; and (c) current Certificate of Authority to Transact Business in Michigan issued by the Michigan Corporations Division.</i>		
2. Has the applicant organization been established for one (1) year or longer? <input checked="" type="radio"/> Yes <input type="radio"/> No		
Date the applicant organization was established (month/day/year): 08-01-2023		
3. Is the applicant organization a municipality? <input type="radio"/> Yes <input checked="" type="radio"/> No		

Part 2 - Event Information - For requests at more than one location, submit separate forms for each location.

Address of event location: 109 Montague Avenue	
City, township, or village where event will be held: Caro	County: Tuscola 
1. Will you submit your completed application at least ten (10) business days before your event? <i>It is strongly recommended that you submit the application as soon as you know the date of your event(s).</i> <input checked="" type="radio"/> Yes <input type="radio"/> No	
2. Do you have permission from the property owner of the location listed above to hold your event(s) on the date(s) listed below (see pages 2-3) at this location? <input checked="" type="radio"/> Yes <input type="radio"/> No	
3. Has the local law enforcement agency with primary jurisdiction over the event location approved this application for a Special License? (See Part 5 on Page 5) <input type="radio"/> Yes <input type="radio"/> No	
4. Is the event location within 500 feet of a church or school? If Yes, the church or school must consent to the event(s). (See Part 6 on Page 5) <input type="radio"/> Yes <input checked="" type="radio"/> No	
5. Is the event location outdoors or partially outdoors? <input type="radio"/> Yes <input checked="" type="radio"/> No If Yes, list the exact dimensions of the outdoor area: Submit a clear diagram of the outdoor service area with your application form. [] feet X [] feet = [] square feet Width Length Describe type and height of the barrier that will be used to enclose the outdoor area:	
6. Describe type of security that will be used for event(s) and how it will be utilized to secure and monitor to prevent sales to minors and visibly intoxicated persons: WE will have security and bartenders will be checking IDs to confirm individuals are 21 years of age and older. This is also a 21 year old and older event. The bartenders and security will also watch for intoxicated individuals and will not serve them.	

7. Is the event location situated in or on state owned land, such as a state park or National Guard armory? ☐ Yes ☒ No
If Yes, attach a copy of your documentary proof of approval to use the state owned land.

8. Is there an existing liquor licensee issued at the event location, such as a Class C or Club license? ☐ Yes ☒ No
If Yes, the existing licensee must request to place its license in escrow during the event(s). (See Part 7 on Page 5)

9. Will the event(s) involve an auction of donated wine? ☐ Yes ☒ No
If Yes, please check "Wine Auction" for the applicable event date(s) on pages 2-3. Only donated wine may be auctioned under a Special License; beer and spirits cannot be auctioned. If you request a Special License for on-premises consumption **AND** for a Wine Auction both on the same date at the same location, you are requesting two (2) separate licenses and you must pay a license fee for both licenses.

10. Will marijuana be sold and consumed under a Temporary Marihuana Event License issued by the Cannabis Regulatory Agency (CRA) within the proposed event area where alcoholic liquor will be sold and consumed? ☐ Yes ☒ No

11. Is the event location within the commons area of a Social District? ☐ Yes ☒ No
If Yes, you must obtain written documentation from the local governmental unit, including a clear diagram, that delineates the part of the commons area of the Social District to be used exclusively for your event and the part to be used exclusively by the Social District permittees during the time period for your event pursuant to MCL 436.1551(3). Submit the documentation and the diagram with this application.

12. The applicant organization may request up to twelve (12) Special Licenses total (one Special License per day) in a calendar year. Please complete the information below **for each individual date** for which you are requesting a Special License at this location. **If you are requesting Special Licenses for consecutive days, completely fill out a separate box for each date.** If you request a Special License for on-premises consumption **AND** for a Wine Auction both on the same date at the same location, you are requesting two (2) separate licenses and you must pay a license fee for both licenses.

1	01/25/2026		Describe event being held: This is a comedy benefit show.	
	Date			
	9am	11:59pm	Special License will be used for: <input type="checkbox"/> Beer & Wine Service <input type="checkbox"/> Beer, Wine, & Spirit Service <input type="checkbox"/> Wine Auction	
	Start Time	End Time	Is this date a Sunday? <input checked="" type="radio"/> Yes <input type="radio"/> No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input checked="" type="radio"/> No	

2			Describe event being held:	
	Date			
			Special License will be used for: <input type="checkbox"/> Beer & Wine Service <input type="checkbox"/> Beer, Wine, & Spirit Service <input type="checkbox"/> Wine Auction	
	Start Time	End Time	Is this date a Sunday? <input type="radio"/> Yes <input type="radio"/> No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No	

3			Describe event being held:	
	Date			
			Special License will be used for: <input type="checkbox"/> Beer & Wine Service <input type="checkbox"/> Beer, Wine, & Spirit Service <input type="checkbox"/> Wine Auction	
	Start Time	End Time	Is this date a Sunday? <input type="radio"/> Yes <input type="radio"/> No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No	

4			Describe event being held:	
	Date			
			Special License will be used for: <input type="checkbox"/> Beer & Wine Service <input type="checkbox"/> Beer, Wine, & Spirit Service <input type="checkbox"/> Wine Auction	
	Start Time	End Time	Is this date a Sunday? <input type="radio"/> Yes <input type="radio"/> No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No	

5			Describe event being held:	
	Date			
			Special License will be used for: <input type="checkbox"/> Beer & Wine Service <input type="checkbox"/> Beer, Wine, & Spirit Service <input type="checkbox"/> Wine Auction	
	Start Time	End Time	Is this date a Sunday? <input type="radio"/> Yes <input type="radio"/> No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No	

6			Describe event being held:	
	Date			
			Special License will be used for: <input type="checkbox"/> Beer & Wine Service <input type="checkbox"/> Beer, Wine, & Spirit Service <input type="checkbox"/> Wine Auction	
	Start Time	End Time	Is this date a Sunday? <input type="radio"/> Yes <input type="radio"/> No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No	

12. Special license date information Continued from Page 2.

7			Describe event being held:			
	Date		Special License will be used for: <input type="checkbox"/> Beer & Wine Service <input type="checkbox"/> Beer, Wine, & Spirit Service <input type="checkbox"/> Wine Auction			
	Start Time	End Time	Is this date a Sunday? <input type="radio"/> Yes <input type="radio"/> No		If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No	

8			Describe event being held:			
	Date		Special License will be used for: <input type="checkbox"/> Beer & Wine Service <input type="checkbox"/> Beer, Wine, & Spirit Service <input type="checkbox"/> Wine Auction			
	Start Time	End Time	Is this date a Sunday? <input type="radio"/> Yes <input type="radio"/> No		If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No	

LCC-110 (01-23)

9			Describe event being held:			
	Date		Special License will be used for: <input type="checkbox"/> Beer & Wine Service <input type="checkbox"/> Beer, Wine, & Spirit Service <input type="checkbox"/> Wine Auction			
	Start Time	End Time	Is this date a Sunday? <input type="radio"/> Yes <input type="radio"/> No		If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No	

10			Describe event being held:			
	Date		Special License will be used for: <input type="checkbox"/> Beer & Wine Service <input type="checkbox"/> Beer, Wine, & Spirit Service <input type="checkbox"/> Wine Auction			
	Start Time	End Time	Is this date a Sunday? <input type="radio"/> Yes <input type="radio"/> No		If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No	

11			Describe event being held:			
	Date		Special License will be used for: <input type="checkbox"/> Beer & Wine Service <input type="checkbox"/> Beer, Wine, & Spirit Service <input type="checkbox"/> Wine Auction			
	Start Time	End Time	Is this date a Sunday? <input type="radio"/> Yes <input type="radio"/> No		If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No	

12			Describe event being held:			
	Date		Special License will be used for: <input type="checkbox"/> Beer & Wine Service <input type="checkbox"/> Beer, Wine, & Spirit Service <input type="checkbox"/> Wine Auction			
	Start Time	End Time	Is this date a Sunday? <input type="radio"/> Yes <input type="radio"/> No		If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No	

A completed Special License application must be submitted as early as possible before your event(s) to avoid any delays in processing. It is strongly recommended that you submit the application as soon as you know the date of your event(s). Failure to submit a completed application at least ten (10) business days prior to the event(s) may result in no Special License being issued, pursuant to administrative rule R 436.575.

Part 3 - Special License Fees - Complete the Special License fee calculation on Page 4

For Organizations established less than one year or are municipalities - a \$50.00 Special License base fee for each separate, consecutive day of the event is required. If the event is held on a Sunday and spirits will be served after 12:00 Noon, an additional \$7.50 Sunday Sales Permit (P.M.) fee is required. In addition, if any alcoholic beverages, including beer, wine, and spirits, will be served between 7:00AM and 12:00 Noon, an additional \$160.00 Sunday Sales Permit (A.M.) fee is required. Sunday Sales Permit (A.M.) and/or Sunday Sales Permit (P.M.) fees will be required for each date that is a Sunday. **If you request a Special License for on-premises consumption AND for a Wine Auction both on the same date at the same location, you are requesting two (2) separate licenses and you must pay a license fee for both licenses.**

For Organizations established one year or more - a \$25.00 Special License base fee for each separate, consecutive day of the event is required. If the event is held on a Sunday and spirits will be served after 12:00 Noon, an additional \$3.75 Sunday Sales Permit (P.M.) fee is required. In addition, if any alcoholic beverages, including beer, wine, and spirits, will be served between 7:00AM and 12:00 Noon, an additional \$160.00 Sunday Sales Permit (A.M.) fee is required. Sunday Sales Permit (A.M.) and/or Sunday Sales Permit (P.M.) fees will be required for each date that is a Sunday. **If you request a Special License for on-premises consumption AND for a Wine Auction both on the same date at the same location, you are requesting two (2) separate licenses and you must pay a license fee for both licenses.**

The fees must be paid by check, bank or postal money order, or by credit card, using the attached Credit Card Authorization Form (LCC-300). Checks and money orders should be made payable to **State of Michigan**.

Part 3 Continued - Special License Fees Calculation

Special License Base Fee: <i>(per Special License requested)</i>		If you request a Special License for on-premises consumption AND for a Wine Auction both on the same date at the same location, you are requesting two (2) separate licenses and you must pay a license fee for both licenses. Make checks payable to: State of Michigan	<i>Leave Blank - MLCC Use Only</i>
x Number of Special Licenses:			
= Special License Fees: <i>MLCC Fee Code: 4008</i>			
+ Sunday Sales Permit (P.M.) Fees: <i>MLCC Fee Code: 4032</i>			
+ Sunday Sales Permit (A.M.) Fee: <i>MLCC Fee Code: 4033</i>			
= TOTAL FEES DUE:			

Part 4 - Signatures of Applicant Organization's Officers, Witnesses, and Notary

Pursuant to administrative rule R 436.575, the president and secretary of the organization making application shall sign the application and the signatures shall be notarized. Political candidates only need to sign the president section and have it notarized.

By signing below the applicant organization's officers attest that:

We certify that all profits from the sale of beer, wine and/or spirits or from a wine auction will go to the applicant organization and not to any individual. We further certify that any license issued by the Michigan Liquor Control Commission is a contract subject to suspension or revocation by the Commission, that there shall be no liability on the part of the State of Michigan, the Commission, or any of its officers or employees by reason of such suspension or revocation, and that the granting of the license does not create a vested right.

Under administrative rule R 436.1003, the licensee shall comply with all state and local building, plumbing, zoning, sanitation, and health laws, rules, and ordinances as determined by the state and local law enforcements officials who have jurisdiction over the licensee. Approval of this application by the Michigan Liquor Control Commission does not waive any of these requirements. The licensee must obtain all other required state and local licenses, permits, and approvals for this business before using this license for the sale of alcoholic liquor on the licensed premises.

We certify that the information contained in this form is true and accurate to the best of my knowledge and belief. We agree to comply with all requirements of the Michigan Liquor Control Code and Administrative Rules. By signing this application, we are freely and voluntarily consenting and submitting to inspections of the licensed premises in accordance with MCL 436.1217(2)-(3) and R 436.1011(4). We also understand that providing **false** or **fraudulent** information is a violation of the Liquor Control Code pursuant to MCL 436.2003.

A completed Special License application must be submitted as early as possible before your event(s) to avoid any delays in processing. It is strongly recommended that you submit the application as soon as you know the date of your event(s). Failure to submit a completed application at least ten (10) business days prior to the event(s) may result in no Special License being issued, pursuant to administrative rule R 436.575.

DeLynn Emerton, 810-459-0139

Print Name and <u>Phone Number</u> of President	Signature of President	Date
---	------------------------	------

Print Name of Notary	Signature of Notary	Date
----------------------	---------------------	------

Notary Public, State of Michigan, County of ▼	Acting in the County of ▼
My commission expires	

Madison Emerton 810-423-6632

Print Name and <u>Phone Number</u> of Secretary	Signature of Secretary	Date
---	------------------------	------

Print Name of Notary	Signature of Notary	Date
----------------------	---------------------	------

Notary Public, State of Michigan, County of ▼	Acting in the County of ▼
My commission expires	

Part 5 - Local Law Enforcement Approval*

The local law enforcement agency with primary jurisdiction over the event location must complete this section.

Name of law enforcement agency: CARO POLICE DEPARTMENT	
Name & title of reviewing officer: BRIAN NEWCOMB - POLICE CHIEF	
Phone number of officer: 989 233 6565	Email of officer: bnewcomb@carocity.net
If event will be held on a Sunday, is the sale of alcohol from 7:00am to 12:00 Noon on Sunday allowed in this local governmental unit? <input type="radio"/> Yes <input checked="" type="radio"/> No	
If the event will be held on a Sunday, is the sale of alcohol after 12:00 Noon on Sunday allowed in this local governmental unit? <input checked="" type="radio"/> Yes <input type="radio"/> No	
I certify that I have reviewed the application of the applicant organization for a Special License and approve the issuance of a Special License by the Michigan Liquor Control Commission at the proposed event location.	
<div style="display: flex; justify-content: space-between;"> <div> Brian V. Newcomb Signature of Reviewing Officer </div> <div> 12/8/25 Date </div> </div>	

Part 6 - Church/School Consent (If Applicable)*

If the event location is located within 500 feet of a church or school, the applicant organization must obtain the consent of the church or school. A church or school within 500 feet of the event location may object based on such the sale of alcohol at the location adversely affecting the church or school's operations. If a proper objection is filed, the Commission shall hold a hearing to determine whether the granting of the application will adversely affect the operation of the church or school.

Name of church or school:	
Address of church or school:	
City:	Zip Code:
Phone number:	Email:
Name of clergy member or superintendent:	
I, the authorized representative of the above named church or school, state that the church or school has no objection to the issuance of a Special License to the applicant organization at its proposed event location.	
<div style="display: flex; justify-content: space-between;"> <div> Signature of Clergy Member or Superintendent </div> <div> Date </div> </div>	

***Please note: the Commission has the sole and only right to approve or deny this request for a Special License.**

Part 7 - Existing On-Premises Licensee Escrow Request (If Applicable)

If the event location is currently licensed with an on-premises license, the licensee must request that its license be placed into escrow for the date(s) and time(s) of the Special Licenses issued for use at the event location requested on this application. If the existing license would prefer to temporarily drop space from its licensed premises, it must submit a letter to the Commission requesting to drop space temporarily from its licensed premises during the event date(s) and time(s), accompanied by a diagram showing the area where the license will temporarily drop space from its licensed premises to accommodate the applicant organization.

Name of licensee:	Business ID Number:
Type of license held at this location (e.g. Class C, Club, Tavern, etc.):	
Phone number:	Email:
Name of authorized signer for licensee:	
I, the authorized signer, for the above named on-premises licensee, request that the licensee's licenses at this location be placed into escrow during the date(s) and time(s) specified for the Special Licenses issued for use at this location.	
<div style="display: flex; justify-content: space-between;"> <div> Signature of Authorized Signer for Licensee </div> <div> Date </div> </div>	



Michigan Department of Licensing and Regulatory Affairs
Liquor Control Commission (MLCC)
Mailing Address: P.O. Box 30005, Lansing, MI 48909
Toll-Free: 866-813-0011 - www.michigan.gov/lcc

Business ID: _____
Request ID: _____
(For MLCC Use Only)

Certified Resolution of the Membership or Board of Directors Authorizing the Application for Special License
(Required under Administrative Rule R 436.576 - Not Required for Candidate Committee)

At a ☒ Regular ☐ Special meeting of the ☐ Membership ☒ Board of Directors

called to order by Melissa Hager on 12/03/2025 at 4pm
(Date) (Time)

the following resolution was offered:

Moved by Kelli Kimber and supported by DeLynn Emerton

that the application from D-Smilez
(Name of Organization)

for a Special License to serve alcohol on Sunday, January 25, 2026
(Event Date or Dates)

to be located at LeValley Buildings LLC 109 Montague Avenue, Caro, MI 48723
(Physical Address - Include Location Name, Street Address, City, State, & Zip Code)

It is the consensus of this body that the application be Recommended for issuance.
(Recommended or Not Recommended)

Approval Vote Tally

Yeas: 3
Nays: 0
Absent: 0

Certification by Authorized Officer of Organization:

I hereby certify that the foregoing is true and is a complete copy of the resolution offered and adopted by the

☐ Membership ☒ Board of Directors at a ☒ Regular ☐ Special meeting held on 12/04/2025.
(Date)

DeLynn Emerton, Director/Founder

Print Name & Title of Authorized Officer

Signature of Authorized Officer

Date



Michigan Department of Licensing and Regulatory Affairs
Liquor Control Commission (MLCC)
Mailing Address: P.O. Box 30005, Lansing, MI 48909
Toll-Free: 866-813-0011 - www.michigan.gov/lcc

Business ID: _____
Request ID: _____
(For MLCC Use Only)

Wine Auction Special License Wine Donation Record

List the name and address of each person that has donated wine to the applicant organization for the wine auction and list the brand(s) and quantity donated. The applicant organization shall not accept donations of wine from a business licensed by the Michigan Liquor Control Commission. An authorized officer of the applicant organization must sign this donation record form.

Applicant organization:		Wine auction date:	
Donor Name	Donor Address	Wine Brand(s) Donated	Quantity Donated

Signature of Authorized Officer

I hereby certify that all persons listed above have donated wine to the applicant organization listed above for this wine auction, to be conducted pursuant to the Michigan Liquor Control Code, MCL 436.1527. The persons listed above have donated wine to the applicant organization as individuals and not for or on behalf of any retailer, supplier, or wholesaler business licensed by the Michigan Liquor Control Commission.

Print Name of Authorized Officer Signature of Authorized Officer Date



Michigan Department of Licensing and Regulatory Affairs
Finance and Administrative Services
Revenue Services

LARA Revenue Services **is not** a part of
the Michigan Liquor Control
Commission (see note below).

Credit Card Authorization Form

**** FAX COMPLETED FORM TO SECURE FAX LINE: 517-284-8557 ****

**** DO NOT EMAIL OR MAIL THIS FORM ****

Requests with credit card payments that are not faxed to the above secure fax line will be destroyed along with the credit card authorization in order to ensure the security of applicants' personal credit card numbers.

****IF YOU ARE NOT SUBMITTING AN APPLICATION FORM WITH THIS CREDIT CARD AUTHORIZATION, YOU MUST PROVIDE AN ITEMIZATION OF THE FEES FOR WHICH YOU ARE SUBMITTING PAYMENT OR YOUR PAYMENT WILL NOT BE PROCESSED****

Name on Card: _____

Payment Amount: _____

Billing Address: _____

Card Number: _____

City: _____ State: _____ Zip Code: _____

Check One:

Phone: _____

☐ MasterCard ☐ Visa ☐ Discover ☐ American Express

Email: _____

Security Code/CVV Code: _____

Applicant/Licensee Name: _____ Request or Business ID #: _____

Expiration Date: _____

Payment is for: _____

Signature _____

IF YOU ARE NOT SUBMITTING AN APPLICATION FORM WITH THIS CREDIT CARD AUTHORIZATION, YOU MUST PROVIDE AN ITEMIZATION OF THE FEES FOR WHICH YOU ARE SUBMITTING PAYMENT OR YOUR PAYMENT WILL NOT BE PROCESSED.

Credit Card Payment Itemization:

Fee Type	Fee Amount	MLCC Fee Code
<input type="checkbox"/> Inspection Fee(s):	_____	4036
<input type="checkbox"/> Special License Fee(s):	_____	4008
<input type="checkbox"/> Temporary Authorization Fee:	_____	4037
<input type="checkbox"/> License Renewal Fee(s):	_____	4004
<input type="checkbox"/> Manufacturer License(s):	_____	4038
<input type="checkbox"/> Wholesaler License(s):	_____	4085
<input type="checkbox"/> New Retailer License(s):	_____	4012
<input type="checkbox"/> Transfer Retailer License(s):	_____	4034
<input type="checkbox"/> Conditional License	_____	4012
<input type="checkbox"/> New Add Bar <input type="checkbox"/> Transfer Add Bar:	_____	4012/4034
<input type="checkbox"/> Sunday Sales Permit (AM):	_____	4033
<input type="checkbox"/> Sunday Sales Permit (PM):	_____	4032
<input type="checkbox"/> Catering Permit:	_____	4031

LARA Revenue Services **is not** a part of the Michigan Liquor Control Commission (MLCC). Receipt of payment and application forms by LARA Revenue Services does not constitute receipt of an application by the MLCC. **Applications submitted through LARA Revenue Services may take up to two (2) additional business days to be received by the MLCC after receipt by LARA Revenue Services.**

For requests that require a timely receipt of an application by the MLCC to be processed, such as Special Licenses and temporary requests, please ensure that your application will be received in adequate time to be processed by the MLCC after the payment is received and processed by LARA Revenue Services.

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

MAYOR
KAREN SNIDER
CITY COUNCIL
EMILY CAMPBELL
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DOREEN OEDY
HEIDI PARKER
JILL WHITE

MEMORANDUM

TO: Caro City Council
FROM: City Manager Scott R. Czasak
DATE: Wednesday, December 10, 2025
RE: Agenda Item – Electronic Message Signs Ordinance – First Reading

Members of the Caro City Council,

As you know, the Planning Commission has been developing a new ordinance to set standards for electronic message signs after discovering during the rezoning process for a parcel last year that we lack any sort of regulatory ordinance. Therefore, the Planning Commission spent multiple meetings reviewing multiple ordinances from other jurisdictions which regulate these devices and developed a proposed ordinance for Council's review. Council reviewed the ordinance and sent it back to the Planning Commission with instructions to make two changes, and upon further review the Planning Commission clarified a third issue.

This ordinance would include regulations for the size of the signs, not to exceed 32 square feet, set a minimum time of 5 seconds for displays, uses a standard of 0.3 foot-candles over ambient for the illumination of signs using an automatic dimmer, and regulates the location, content, and number of electronic signs. This revised draft would also reference the current ordinance for preexisting signs and clarifying there is only one electronic sign permitted.

This would be the First Reading of this proposed Ordinance as we have a three-week Council cycle to properly notice Second Reading at the January 5th meeting.

Options for motions are:

- 491
1. Motion to consider proposed Ordinance # ~~XXX~~ adding regulations for electronic message signs to be read for the first time and schedule a Public Hearing and Second Reading of the Ordinance for Monday, January 5, 2026, at 6:30 pm.
 2. Motion to refer the proposed electronic message signs Ordinance back to the Planning Commission with instructions.

CITY OF CARO
ORDINANCE NO. 491

**AN ORDINANCE TO AMEND CHAPTER 44 OF THE CARO CITY ZONING
ORDINANCE TO REGULATE ELECTRONIC MESSAGE SIGNS**

The City of Caro ordains:

Section 1. Amendment to Article II (Definitions), Section 44-22.

Section 44-22 of Article II of the City Zoning Ordinance, "Definitions," is hereby amended to add the following definition:

Sign, electronic message, means a sign that uses electronic technology, such as light-emitting diodes (LEDs), liquid crystal displays (LCDs), or similar digital display systems, to present changeable messages, images, or information, which can be altered electronically without physically modifying the sign structure.

Section 2. Amendment to Article XXII (Signs), Adding New Section 44-632

Article XXII of the City Zoning Ordinance, "Signs," is hereby amended to add a new Section 44-632, "Electronic message signs," to read as follows:

Sec. 44-632. Electronic message signs.

Electronic message signs may be allowed in OS-1, B-1, B-2, I-1, I-2, and P-1 zoned districts by permit only and shall be subject to the following restrictions:

- (a) Size. Electronic message signs shall not exceed 50 percent of the area of a freestanding sign, up to a maximum of 32 square feet.
- (b) Display. Electronic message signs shall be limited to static displays or instantaneous changes only. Each display time shall be a minimum of 5 seconds. No video, animation, special effects (including but not limited to scrolling or moving copy or images), flashing, oscillating, or bursting shall be permitted.
- (c) Illumination. The level of illumination produced by an electronic message sign shall not exceed 0.3 foot-candles over ambient lighting conditions in a naturally illuminated environment. Measurement of sign brightness shall be in accordance with the methodology, sign area, and measurement distances recommended by the International Sign Association. The sign shall be equipped with, and shall use, photocell technology, a programmable dimmer, or a similar mechanism to automatically adjust brightness and contrast based on ambient light conditions. The sign shall also incorporate security technology or devices to prevent unintended changes to sign messages or images by anyone other than the sign operator.

- (d) Certification. The owner of an electronic message sign shall supply certification from the manufacturer or installer that the sign is programmed to meet the illumination levels, static display times, and image requirements stated in this ordinance. Additionally, the owner shall submit a signed letter certifying compliance with these standards in the operation of the sign.
- (e) Location and proximity to residential areas. Electronic message signs shall comply with section 44-628 and shall not be located closer than 100 feet to any residential district or use. An electronic message sign is permitted only as part of an identification sign for residential subdivisions, site condominiums, manufactured home parks, multiple-family complexes, and non-residential uses allowed in the zoning district.
- (f) Message content. Messages displayed on electronic message signs shall relate only to the business or activity at the location where the sign is erected, or to a branch or other location of the same business.
- (g) Malfunction and repair. All electronic message signs shall default to an unlit black screen if 25 percent or more of the light source fails or if 25 percent of the light source is otherwise not displaying properly. Any voids or burned-out bulbs in an electronic display shall be replaced within 30 days.
- (h) Number of signs. No more than 1 electronic sign shall be permitted.

The requirements of this section do not apply to legal nonconforming signs as provided in Section 44-631.

Section 3. Severability and Validity.

If any portion of this Ordinance is found invalid for any reason, such holding will not affect the validity of the remaining portions of this Ordinance.

Section 4. Repealer.

Any ordinances that conflict with this Ordinance are repealed to the extent necessary to give this Ordinance full force and effect.

Section 5. Effective Date.

This Ordinance takes effect seven (7) days after publication.

87253:00001:202206106-1

CITY OF CARO

CITY MANAGER
SCOTT R. CZASAK
CITY CLERK
RITA PAPP
CITY TREASURER
TAMMY RIES
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HEIDI PARKER
JILL WHITE

MEMORANDUM

TO: Caro City Council
FROM: City Manager Scott R. Czasak
DATE: Wednesday, December 10, 2025
RE: Agenda Item – Rezoning Request – 1081 Cleaver Road

Members of the Caro City Council,

As you might know, the Planning Commission held a Public Hearing on Tuesday, December 9, 2025 to review an application from the property owner of 1081 Cleaver Road, and the adjacent vacant property, to rezone the properties from RA-1, Low Density Residential with an Office Only Overlay, and RA-1, Low Density Residential respectively, to OS-1, Office Service. The two parcels have been approved for merger by the Assessors office and will be officially merged when the Board of Review completes the process. The stated intention is to reopen the current building as a medical care facility, which is an allowable use, and retain the vacant lot for parking expansion. As currently zoned the building would be allowable but the parking expansion would not, hence the reason a rezoning was suggested and applied for.

At the Public Hearing the Planning Commission received no negative feedback about the rezoning, and in fact there was enthusiasm to see the vacant lot developed as it was not desirable as a residential lot after MDOT took some of the property for the expansion of M-24 in the 1990's. The Planning Commission unanimously recommended the Council approve the rezoning as presented as Office Service is the desired intent of having the Overlay district and places a vacant parcel into use.

Options for motions are:

1. Motion to rezone Parcel #050-034-000-2000-02 (formerly parcels #050-034-000-2000-01 and #050-500-438-0400-00) to OS-1, Office Service, order the City Clerk to publish the notice of the rezoning in The Advertiser as required by City Ordinance, and update the Zoning Map to reflect the change.
2. Motion to refer the proposed rezoning back to the Planning Commission with instructions.
3. Postpone for further discussion or information.
4. Take no action.

City of Caro
ZONING ORDINANCE MAP AMENDMENT (REZONING)

Date 11/14/2025
Application No. 2025-AZ-01
Review Fee 450-

Applicant's name Aspire Rural Health System
Address 2770 Main Street City Marlette State MI Zip 48453
Phone 989-635-4111

Amendment Request Classification


 Petition by qualified voter resident of the City of Caro (attach petition)
 X By an owner of interest in the parcel, with payment of required fee
 By resolution of City Council or Planning Commission (attach resolution)

Current Zoning Classification HA-1 & HA-1 1/2 Of Only 8 Years
Proposed Zoning Classification commercial 205-1

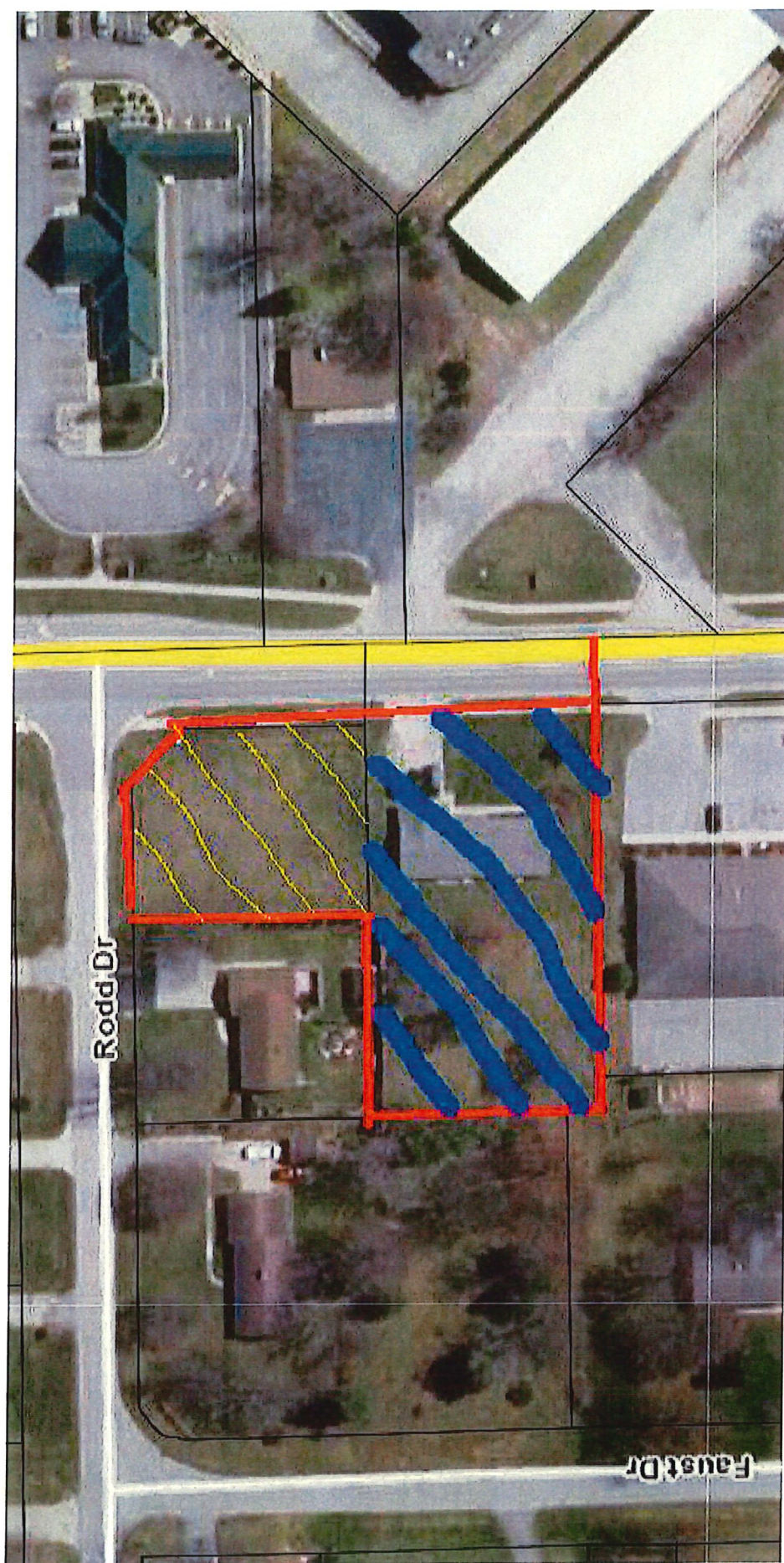
Address of Parcel 1081 Cleaver Rd. Caro, MI Parcel # 050-034-000-2000-02

ATTACH PLOT PLAN Previous parcel information -
• 1081 Cleaver Road, Caro, MI 48723 – tax parcel: 050-034-000-2000-01
• V/L Cleaver Road, Caro, MI 48723 – tax parcel: 050-5000-438-0400-00

Proposed use The proposed use of this parcel is for a healthcare office and associated patient parking.


Signature of Applicant
Andrew J. Daniels
Please print type name below signature

November 14, 2025
Date



CITY OF CARO

CITY MANAGER
SCOTT R. CZASAK
CITY CLERK
RITA PAPP
CITY TREASURER
TAMMY RIES
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JILL WHITE

MEMORANDUM

TO: Caro City Council
FROM: City Manager Scott R. Czasak
DATE: Wednesday, December 10, 2025
RE: Agenda Item – 2026-2028 As-Needed Planning and Zoning Services

Members of the Caro City Council,

As you know, we use an outside consultant for review of certain planning and zoning needs, and the current contract expires at the end of 2025. As such, a Request for Proposals was placed as per city policy to solicit proposals for a new three-year contract to provide these services on an as-needed basis as we currently use them. The services we typically use are site plan review services, management of the zoning map, assistance with development of the Capital Improvement Plan, projecting costs of Capital Improvement projects as part of the budget process, and other miscellaneous needs.

During the bid process, the City received only one proposal, from our incumbent firm Rowe Professional Services. As this would be an as-needed service they provided the hourly rates of the types of professionals who would be available to us, and a yearly cap of \$55,000.00 for these services, which we have not come near in my tenure as City Manager.

Rowe has been providing these services to Caro for a number of years and I can recommend retaining their services for our as-needed Planning and Zoning needs.

Options for motions are:

1. Motion to award a three-year contract for as-needed Planning and Zoning services to Rowe Professional Services based on the rates provided and authorize the City Manager to sign said contract.
2. Instruct the City Manager to initiate another Request for Proposals for as-needed Planning and Zoning services.
3. Postpone for further discussion or information.
4. Take no action.



FEE PROPOSAL AND SERVICE STRUCTURE

Our proposed billing structure for planning and zoning services for the City of Caro will be to bill monthly based on hourly costs, with a not-to-exceed annual cost of **\$55,000**. Each month, we will provide an invoice that includes the total hourly costs for that month. Six months into the contract we will meet with the city manager to review the workload and past invoices to assess if the amount above is still relevant. ROWE and city staff can then work together to adjust the scope of work, meeting attendance, or other tasks if a significant amount of development pressure is increasing costs.

Below are our current hourly rates:

2025 BILLING RATES (EFFECTIVE 5/1/2025-4/30/2026)

ENGINEERING		SURVEYING	
Director of Engineering	\$200	Director of Surveying	\$200
Deputy Director of Engineering	\$195	Senior Project Manager	\$180
Engineering Division Manager	\$190	Project Manager	\$160
Assistant Engineering Division Manager	\$180	Project Surveyor	\$135
Senior Project Manager	\$180	Survey Project Coordinator	\$135
Project Manager	\$160	Mapping Project Coordinator	\$130
Senior Engineer	\$160	Cartographer	\$120
Senior Project Engineer	\$150	Assistant Project Surveyor	\$125
Project Engineer	\$135	Graduate Surveyor	\$115
Assistant Project Engineer	\$125	Survey Crew Chief	\$125
Graduate Engineer	\$117	Survey Technician/Office Technician II	\$100
Senior Landscape Architect II	\$170	CAD Operator/Office Technician I	\$85
Senior Landscape Architect I	\$150	One Person Crew (non-PS)	\$140
Landscape Architect II	\$140	Two Person Crew (Include Crew Chief)	\$200
Landscape Architect I	\$130	One Person LiDAR Crew	\$180
Landscape Designer	\$125	Remote Sensing Project Coordinator	\$160
Graduate Landscape Designer II	\$120	Senior Crew Chief	\$140
Graduate Landscape Designer I	\$117	ALL PRODUCTION DEPARTMENTS	
Senior Manager	\$180	Seasonal Intern	\$80
Senior Project Administrator	\$175	Expert Witness	\$300
Project Administrator	\$163	OPERATIONS	
Senior Engineering Technician	\$135	Operations Department Head	\$165
Engineering Technician III	\$125	Accounting	\$100
Engineering Technician II	\$115	Administrative	\$75
Engineering Technician I	\$100	Marketing	\$100
Senior Planner II	\$153		
Senior Planner I	\$150		
Planner IV	\$140		
Planner III	\$135		
Planner II	\$125		
Planner I	\$120		

Confidential Information: This information may be provided to clients or prospective clients for background information. Recipients are asked to keep this information CONFIDENTIAL and not distribute to other firms, entities, or persons without explicit approval from ROWE.

* Rates are effective 5/1/2025-4/30/2026, work completed after 4/30/2026 may be subject to rate increases.

CITY OF CARO

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HEIDI PARKER
JILL WHITE

MEMORANDUM

TO: Caro City Council
FROM: City Manager Scott R. Czasak
DATE: Wednesday, December 10, 2025
RE: Agenda Item – 2026-2028 Biosolids Removal

Members of the Caro City Council,

As you know, the City engages with a contracted entity to handle removal of biosolids which are created by the Wastewater Treatment Plant and dispose of them. Our contract with our incumbent service is up at the end of 2025, so a Request for Proposals was solicited for a new three-year agreement.

During the bid process, the City received only one proposal, from our incumbent firm BioTech Agronomic, Inc. They are proposing a rate of 5.95 cents per gallon the first year, with Consumer Price Index (CPI) adjustments in the second and third year. While a small number we haul sludge in the thousands of gallons, making this small number add up quickly.

Additionally, our WWTP Superintendent Trent Stockman has initiated a program to better utilize the drying beds we have at the Wastewater Treatment Plant to reduce the water weight of the biosolids. This is a new addition to the proposal and this would be billed at \$44.40 per cubic yard which would also adjust yearly based on CPI. In Mr. Stockman's view, if we are aggressive in drying our biosolids we can significantly reduce our hauling bill, which is one of the biggest expenses for the Wastewater Plant outside of employee costs.

Lastly, the proposal includes costs for required testing of \$485.00 and \$492.00 per haul, also both subject to annual CPI adjustments. BioTech has been our incumbent hauler and we have no issues with their performance.

Options for motions are:

1. Motion to award a three-year contract for biosolids removal to BioTech Agronomic, Inc based on the rates provided and authorize the City Manager to sign said contract.
2. Instruct the City Manager to initiate another Request for Proposals for biosolid removal services.
3. Postpone for further discussion or information.
4. Take no action.

indicating the name of the person giving approval in order for payment to be made. No markup will be paid.

Neither the proposer(s) nor the City shall assign the contract in whole or in part without the previous consent in writing from the other party.

EQUIPMENT LIST

(Additional equipment list may be attached to this proposal also)

Hauling Vehicles

Number: 30

Capacity of each: 8,500 and 11,000 gallons

Other: Fleet of end dumps, pumps, dredges, service trucks, mechanics and shop

Injection Vehicles

Number: 14

Type: Nuhn and 2505 Terra Gators

Other: 4 cake spreaders

Date: 11/25/2025

Signature: Don Pope

COST PROPOSALS FOR PROFESSIONAL BIOSOLIDS MANAGEMENT SERVICES

Land application Services for Biosolids Removal from plant:

The City shall pay the Contractor at the rate of \$0.0595 per gallon hauled for the first year of the contract. The contractor may request to adjust the rate using the CPI starting May 1, 2026 and every 12 months after. The rates are based on a one-way hauling from the Caro Wastewater after Plant to the application site and land application of the biosolids.

The City shall pay the Contractor at the rate of \$44.40 cubic yard of dried biosolids hauled for the first year of the contract. The contractor may request to adjust the rate using the CPI starting May

1, 2026 and every 12 months after. The rates are based on a one-way hauling from the Caro Wastewater after Plant to the application site and land application of the biosolids.

The City shall pay the Contractor at the rate of \$485.00 per extra analysis of biosolids (metals). One metal analysis shall be included per land application event. The contractor may request to adjust the rate using the CPI starting May 1, 2026.

The City shall pay the Contractor at the rate of \$492.00 per extra analysis of biosolids (Fecal Coliform Analyses). One Fecal Coliform analysis shall be included per land application event. The contractor may request to adjust the annual rate using the CPI starting May 1, 2026.

Optional services

The provider shall be able to provide at owners request contingency services that may include, mobile dewatering, biosolids stabilization, landfill disposal, and confined space digester cleaning. Terms and conditions for these services shall be negotiated between the parties at the time of their need and shall be performed under written mutual agreement.

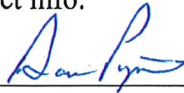
Firm Name: BioTech Agronomics, Inc.

Address: 1651 Beulah Highway Beulah, MI 49617

Phone Number: (231) 882-7219

Attach additional pages for any additional proposal requirements as outlined in RFP, or additional information as you see fit. Remember to include a reference sheet listing a minimum of five (5) references with the appropriate contact info.

Signature of Authorized Person: _____



Printed Name: Don Popma

Title: General Manager

Date: 11/24/2025

ADDITIONAL INFORMATION

The proposal shall be signed and the complete address of the bidder shown thereon.

If the bidder is a corporation, the proposal shall be signed by its duly authorized officers and authority for the signature shall be attached thereto.

If the bidder is a partnership, the proposal shall be signed by all partners.

All bids are to be submitted in sealed envelopes plainly marked "Biosolids Management".

CITY OF CARO

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

317 South State Street
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MAYOR
KAREN SNIDER
CITY COUNCIL
EMILY CAMPBELL
VACANT
CHARLOTTE KISH
DOREEN OEDY
HEIDI PARKER
JILL WHITE

MEMORANDUM

TO: Caro City Council
FROM: City Manager Scott R. Czasak
DATE: Wednesday, December 10, 2025
RE: Agenda Item – Well #5 Cleaning and Pump Replacement

Members of the Caro City Council,

As you may know, our Wells are inspected annually to ensure proper working order of the wells and to attempt to catch problems before they become acute. During the annual inspection of Well #5 it was determined that the water levels were not returning to normal during the testing process, indicating either a clogged screen or a failing motor in the pump. Importantly, before this inspection we have experienced blown fuses at this site, further indicating a possible pump issue.

As the Council is aware, due to the status of the well system it is imperative that Well #5 continue to operate, therefore it is the analysis of DPW Superintendent Reese, Operator-in-Charge Fader, and myself that immediate action is required to ensure whatever issue there is does not get worse. Therefore, we obtained a quote from Peerless Midwest to perform a cleaning and pump replacement for Well #5 and are asking Council to accept these quotes as an exception to the Bid Policy as an emergency expense.

The quote for the cleaning portion is \$24,880.00, and the quote for the pump replacement is \$24,856.00 for a total cost of \$49,736.00. Once Council gives approval Peerless can perform the work in the next few weeks. While it is uncertain the pump is the issue, it would be a prudent move to replace the pump while it is removed for cleaning as it is over 10 years old and replacing now will hopefully prevent the need to replace a failed pump in the short- to medium-term on a much more acute basis.

As this is an unforeseen and unbudgeted expense, a budget adjustment would be required.

Options for motions are:

1. Motion to accept the quotes from Peerless Midwest to clean and replace the pump at Well #5 for a total cost of \$49,736.00 and instruct the City Treasurer to adjust the Fiscal Year 2025/2026 budget to account for this expense.
2. Instruct the City Manager to place the project out for bids.
3. Postpone for further discussion or information.
4. Take no action.



QUOTATION

City of Caro
317 South State Street
Caro, MI 48723

QUOTE # _____ DLC 2025-1203-1

Attn: Mr. Tom Reese

DATE _____ December 3, 2025

REFERENCE _____ Well 5 Pump Overhaul

Mobilize to site with 2 man crew, support truck and pump hoist rig. Set up and remove the pumping equipment from the well. After removal we will bring the pump and components back to our shop for assessment. After repair we will mobilize back to site, install pump, disinfect the well and test. Samples will be coordinated with the City.

Labor, travel and equipment remove the pumping equipment and install \$8,460.00

Materials - new stainless steel pump bowl, new 25 hp motor complete with wire and splice kits, new check valve, new stainless steel Certa Lok adapters, new splines for Certa Lok couplings, stilling tube, airline and consumables. \$16,396.00

Note: The drop pipe is Certa Lok and should be able to be reused. If that is not the case this will be quoted after removal.

Total: \$24,856.00

ACCEPTED BY _____

TITLE _____

DATE _____

PEERLESS-MIDWEST, INC.

DC Coulier

DC Coulier, Project Manager



QUOTATION

City of Caro
317 South State Street
Caro, MI 48723

QUOTE # _____ DLC 2025-1208-4

Attn: Mr. Tom Reese

DATE _____ December 8, 2025

REFERENCE _____ Well 5 Chemical and Mechanical Rehab

Once the pumping equipment has been removed we will televise the well to check for any deficiencies in the well. After the TV Survey is completed, we will mobilize to site with 2 man crew, support truck, pump hoist rig, cleaning tank, and airlifting equipment. The well will be chemically and mechanically rehabilitated for 5 days. At the conclusion of the well rehab a post clean video will be completed. Copies of the videos and logs will be provided.

Labor, travel, materials and equipment to complete the above tasks \$24,880.00

Total: \$24,880.00

ACCEPTED BY _____

TITLE _____

DATE _____

PEERLESS-MIDWEST, INC.

DC Coulier

DC Coulier, Project Manager

RESOLUTION NO. 2025-9

CITY OF CARO

**RESOLUTION TO CALL A SPECIAL ELECTION TO FILL A VACANCY ON THE
CITY COUNCIL**

At a meeting of the City Council of the City of Caro ("City"), Tuscola County, Michigan,
held at the City Hall in the City on the _____ day of _____, 2025, at 6:30 p.m.

PRESENT: _____

ABSENT: _____

The following Resolution was offered by _____ and seconded by
_____.

WHEREAS, a vacancy exists on the City Council of the City of Caro, Michigan, as
provided under Section 5.6 of the Charter of the City of Caro; and

WHEREAS, Section 5.9 of the Charter requires the City Council to fill such a vacancy by
appointment within 60 days of its occurrence, and the Council has been unable to do so within the
prescribed timeframe; and

WHEREAS, Section 4.5 of the Charter authorizes the City Council to call a special
election by resolution at least 70 days in advance or as otherwise required by law, stating the
purpose thereof; and

WHEREAS, Section 641(3) of the Michigan Election Law (MCL 168.641) mandates that
special elections, except those called by the governor to fill a vacancy or by the legislature for a
constitutional amendment, or under specific school district circumstances, shall be held on a
regular election date, including the first Tuesday after the first Monday in May of each year; and

WHEREAS, May 5, 2026, being the first Tuesday after the first Monday in May, is a regular election date under MCL 168.641, and the City Council determines that holding a special election on this date is necessary to fill the vacancy and ensure representation for the citizens of Caro; and

WHEREAS, Section 4.2 of the Charter provides that the general election statutes, including the Michigan Election Law, apply to and control all procedures relating to city elections, including qualification of electors, establishment of precincts, verification of petitions, registration of voters, and voting hours;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Caro, Michigan, as follows:

1. A special election is hereby called to fill the vacancy on the City Council, to be held on May 5, 2026, at which the qualified electors of the City of Caro shall elect a person to serve the unexpired term of the vacant office.

2. The City Clerk is directed to coordinate with the Tuscola County Clerk, pursuant to MCL 168.646a and MCL 168.29, to prepare and distribute ballots, voter lists, and all necessary election materials, and to ensure compliance with the notice requirements of Section 4.6 of the Charter and MCL 168.653a.

3. Nominations for candidates to fill the vacancy shall be made by petition, in accordance with Sections 4.8, 4.9, and 4.10 of the Charter and MCL 168.542–168.558, with filing deadlines to be set consistent with MCL 168.644e, adjusted for the special election date of May 5, 2026.

4. The Election Commission, as established under Section 4.13 of the Charter, shall oversee the conduct of the special election in accordance with the Charter and applicable law.

5. This resolution shall take effect immediately upon its adoption.

RESOLUTION ADOPTED.

YES: _____

NO: _____

STATE OF MICHIGAN)
)
COUNTY OF TUSCOLA)

I, the undersigned, the duly qualified and acting City Clerk of the City of Caro, Tuscola County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and complete copy of certain proceedings taken by the City Council of said City at a meeting held on the _____ day of _____, 2025.

Rita Papp, City Clerk

CITY OF CARO

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

317 South State Street
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Phone 989-673-2226
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MAYOR
KAREN SNIDER
CITY COUNCIL
EMILY CAMPBELL
CHARLOTTE KISH
DOREEN OEDY
HEIDI PARKER
JILL WHITE
VACANCY

TO: City Council
FROM: Karen Snider – Mayor
SUBJECT: Mayor's Report
DATE: December 15, 2025

So many amazing events took place over the past couple of weeks in the City of Caro. It was great to see so many people attending these activities and having fun.

"Shop with a Hero" annual event took place at Caro Walmart on December 2, 2025, and is sponsored by the Caro Police Department. This event is credited to Deputy Chief R. Gaiser who wrapped his arms around it several years ago and decided every year it would be bigger and better. This year 40 children were given a \$100 gift card to shop for Christmas with the assistance of first responders and other volunteers. Also, 40 families were provided with food baskets. I was privileged to be a volunteer at this event, and the place was full of support from the community and local business. This event is successful because of donations, volunteers and the eagerness to make sure all children have presents and food for Christmas.

I attended the Gingerbread Village on December 5, 2025, and had the honor of welcoming Santa to our city and presenting him with a special welcoming gift. The event was hosted by Caro Chamber of Commerce December 4th – 7th. It was filled with free events for all ages. Despite the cold weather, it did not discourage the huge attendance. Thank you, Caro Chamber of Commerce and all the volunteers and sponsors, for making this event so successful.

The First Baptist Church hosted "Fantasia Noel" concert on December 7, 2025, and the choir was fantastic. It was great to be part of another large community event.

I attended Caro Rotary Club on December 1 and 8, 2025. The program on December 1st was presented by Brooklyn Boverette and December 8th was presented by Bernie Wolney of TI Automotive.

On Friday, December 19, 2025, Santa Claus is coming to town and Santa and Mayor will be cruising through Caro in the Big ladder truck. We will be leaving the Caro Fire Department at 6:00 PM so be sure to watch for us.

Big event coming to the City of Caro. Be sure to mark your calendar for "Caro Drops the Beet" on New Year's Eve, Wednesday, December 31, 2025, at Trudeau Square, next to Kretzschy's Smokey BBQ beginning at 8 p.m. Live Music, Free Food and Drink, Ball Drop and more. Completely Free and presented by Ransford-Wasik. Everyone is welcome.

CITY OF CARO

CITY MANAGER
SCOTT R. CZASAK
CITY CLERK
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MEMORANDUM

TO: Caro City Council
FROM: City Manager Scott R. Czasak
DATE: Wednesday, December 10, 2025
RE: City Manager's Report

Members of the Caro City Council,

Old Man Winter has arrived with a vengeance here in Caro, as cold temperatures and piles of snow have given us a double whammy of winter, but we know that the cold and snow inspires us to appreciate the warmth and color of the rest of the year, plus the snow does have its beauty...until it comes time to shovel it.

As this will be the last Council meeting of the year, it is a time to reflect and look back on 2025, a year that has been a busy one for us. We have continued with our Wastewater Treatment System upgrades, begun the process of making overdue water, storm sewer and road upgrades on Norman Street, obtained a state grant to do similar upgrades on Sherman Street, completed our annual sidewalk program, upgraded bathrooms at the Fire Hall and Department of Public Works, and continued to plan for the future. Of course there have been bumps in the road, but I think all of us here at the City of Caro can take a great deal of pride in all the work we accomplished this year and can look forward to moving full steam ahead into 2026.

On the project front, attached to this report is an update on the Wastewater Treatment System upgrades, as I previously reported to Council there have been delays in the project mostly due to the inability to get certain components, and running into unknown issues. While no one enjoys these issues, they have become a part of doing projects in a post-Covid world where supply chains are still not back where they were before 2020.

Importantly, the Michigan Department of Environment, Great Lakes, and Energy (EGLE) has approved the plans for both of the new wells Council has been briefed on. This is a necessary regulatory step before we can place the project out for bids. We expect to have bids back by late January/early February and a vote of Council on a contractor soon after. The goal is to have both wells drilled and operational during the Spring season.

I am sorry to report to Council that I have received notice in the last two weeks of two grant applications which we were denied. We did not get MDOT Category F funding to complete rehabilitation to S. Colling and Kester Roads, and we did not get the Recreation Passport grant to rebuild the Tennis Courts. Despite these setbacks we are looking at

how to proceed with the road project, and I have asked Parks and Recreation Superintendent Will to review the tennis court project with the Parks and Recreation Committee to see if they want to try again in April or pursue another project for potential grant funding.

Code Enforcement Officer Beaupre has used today's snowstorm to remind business and residents about the Snow Removal Ordinance. This is his first winter enforcing this ordinance and we are taking a tact of easing those who are unaware of the ordinance into compliance, I have already fielded some questions on the issue and stand ready to continue to help communicate to those affected by the ordinance.

Finally, I would like to take a moment to wish well to Terry Ewald as she will be retiring from our front office on December 19. Terry has served this City for years and has been a valued part of the team here at City Hall. I for one thank her for her years of service and wish her all the best in her retirement!

I wish all of Council, City Staff, and anyone who made it to the end of this report a very Merry Christmas, a Happy New Year, or whatever other celebrations you are participating in this time of year.

Go Lions!



Memorandum

To: Mr. Scott Czasak, MPA, CPM, PDM, City of Caro City Manager

From: Sally Duffy, P.E.

Date: December 10, 2025

Subject: Caro WWTP Improvements Project
SRF # 5881-01; Status Update

HRC Job No. 20221089

As discussed previously and at recent meetings, the Caro WWTP Improvements Project has encountered some changed conditions and additional work items that were not in the original scope of work, and the City has added additional work items to the project as described below. The Project will require an extension in schedule and there have been some additional costs, but HRC and the Contractor, E&L Construction Group, continue to look for opportunities to keep the Project within the originally approved loan amount. The following describes some of the key updates since the last update:

SCADA Work:

Work has started on the SCADA upgrades at the WWTP. This work was not originally in the project cost as it was going to be paid separately but was added to the Contract at direction of City. This will update the WWTP's computer and communication equipment, which will allow for better communication with equipment at the WWTP and the Pump Stations and ensure the systems are up to date. (See below for additional information.)

Lift Station No. 8:

Due to a delay in receiving the new pump station control panel and the winter weather conditions, the sewer work along Park Drive is being rescheduled for the Spring of 2026. There are limited vendors for control panels and they are made up of many specialized devices, which have been subject to delays in the recent economic environment.

Digester Cover:

The failed digester cover was previously removed and repair and cleaning done to the inside of the digester tank. The pipe supports were found to be in better condition than anticipated, but the piping outside the digester appears to be corroding. We are working to adjust the scope of work to reflect these changes with some cost savings for the supports and some additional cost for the pipe. The cover is being readied for installation over the digester and then it will be insulated.

Secondary Clarifiers:

Secondary Clarifier No. 1 was drained and cleaned and the required structural repairs made. The existing floor of the clarifier was found to be in better condition than expected and a credit will be made for eliminating that replacement. The rotating equipment is installed and expected to start-up just after the holiday. Work at the Secondary Clarifier No. 2 will start after the new equipment is demonstrated to operate successfully.

Ultraviolet Disinfection System:

Most of the structural and building work for the new Ultraviolet Disinfection System is complete. The heating, plumbing and electrical are being installed with installation and startup of the new disinfection system scheduled for the new year.

Grit System:

There has been a delay from the manufacturer for shipping of the new grit system, which was expected to arrive soon, but now will be after the holidays. The existing grit system has experienced failures, so WWTP staff are going to start the temporary bypass and the contractor will start demolition so that the new equipment can be installed as soon as it arrives. Temporary bypassing was required for installation anyway and the Contractor is working to get the equipment as soon as possible to minimize the bypass time required.

EGLE Project Manager Visit:

The Project Manager overseeing the funding from EGLE made a site visit in early December to check compliance with their requirements and was satisfied with the work done to date. A tour of the site was given to EGLE, the City Manager and the Treasurer.

Potential Impact on the SRF Financing from EGLE:

EGLE understands that changes will be required during construction, particularly for improvements to existing facilities. They have therefore included a 6% contingency in the loan above the original Project Cost to allow for changes such as those described in this memo. EGLE also will review any schedule changes and may request additional information if they do not see work continuing at an acceptable pace, but there is no hard deadline for Project completion.

The City was awarded an SRF loan amount of up to \$11,140,000, which includes the Contractor's bid price, bond and counsel costs, design and construction engineering, and the 6% contingency. The Contractor's bid price was approximately \$8.7M. EGLE reviews and approves all requests for cost adjustments to ensure they are eligible for inclusion in the loan and also reviews requests for schedule extensions.



Figure 1: New Disinfection Building

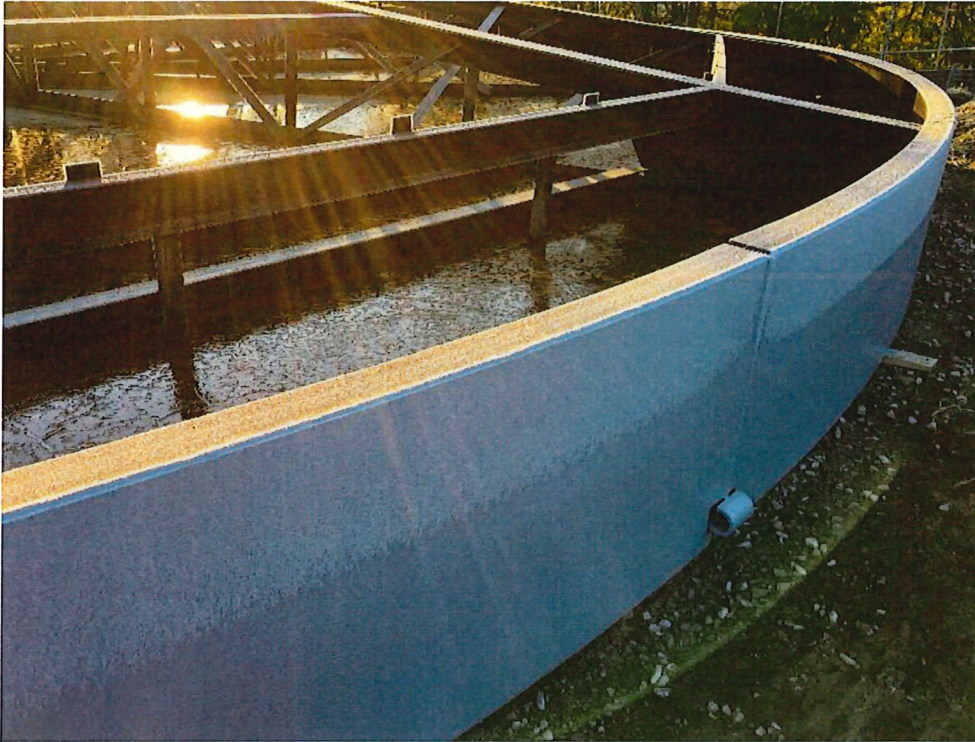


Figure 2: Digester Cover

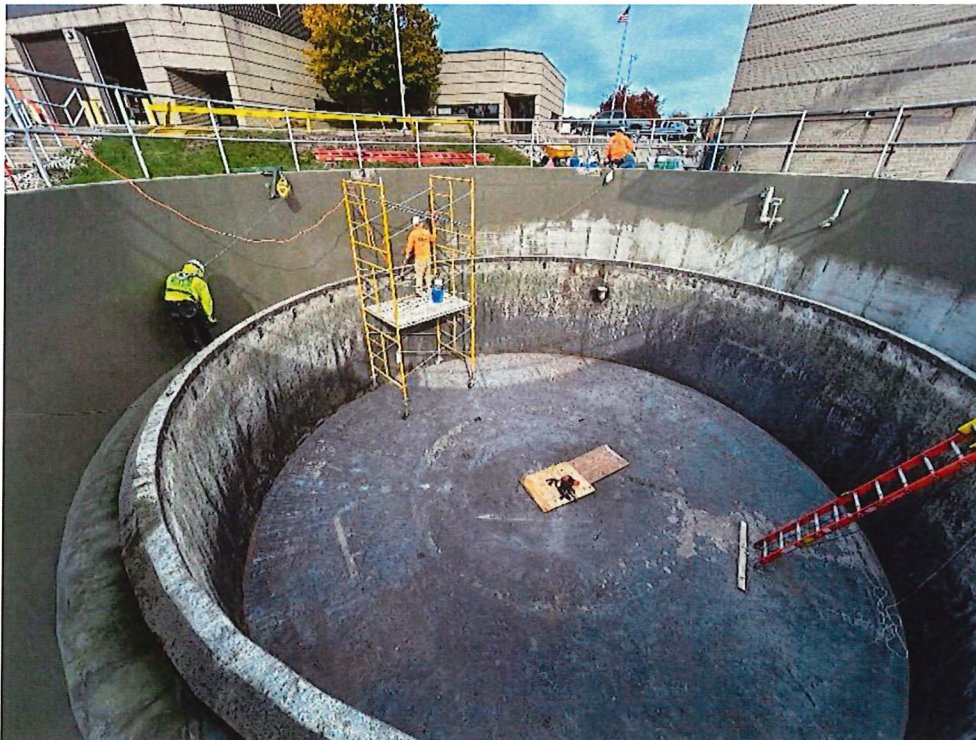


Figure 3: Rehabilitation of Clarifier

CITY OF CARO

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HEIDI PARKER
JILL WHITE
VACANT

TO: City Council/City Manager
FROM: Rita Papp – City Clerk
SUBJECT: Clerk's Report
DATE: December 15, 2025

-
- Looking into a MAMC ADA grant for handicap accessibility for elections. We are eligible for up to \$10,000.00. Grant has been applied for. Looking to upgrade the entrance facing State Street with handicap buttons. No information has been received yet.
 - Applied for 3 MMRMA grants. Drone, Tasers, and MACP (Michigan Association of Chiefs of Police Training). Total requested: \$32,687.72. Once grants are received, a budget adjustment to the expense line will be requested. **Grants have been awarded!**
 - Working with Randy Whittaker, R&R Tech to stream council meetings. He is looking at YouTube and how to implement it. Randy and I will be testing cameras very soon. Camera is enroute. Randy has kept me updated on the status of the delivery. Hoping to get this set up after the holidays.
 - Scheduled training with Scott for the new website, December 5 & 12, 2025. Completed the series of training. I am in the process of cancelling our service with CivicPlus. Going live for the new website is forthcoming. Scott and I are the administrators of the website and others will be granted editor privileges.
 - Posted an Office Assistant/Administrative Professional position due to the retirement of Terry Ewald effective December 19, 2025. Cover Letter and resumes were due to Treasurer Tammy Ries by November 30, 2025. Assisted in the interviewing process with Treasurer Tammy Ries. Candidate has been chosen and is to start January 5, 2026.
 - DDA Meeting was cancelled December 10, 2025.
 - I attended the Masters Academy for Michigan Association of Municipal Clerks on December 2-4, 2025.
 - I have applied for MiPMC Level 2 Certification. (Michigan Professional Municipal Clerk), I currently have Level 1.
 - I attended the Tuscola County Clerk's Association Meeting December 11, 2025.
 - I attended additional training on BidNet Direct to potentially start receiving sealed bids electronically as well as manual.

CITY OF CARO

MANAGER
SCOTT CZASAK
CLERK
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MAYOR
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HEIDI PARKER

TO: City Council
City Manager – Scott Czasak
FROM: Tammy Ries, Treasurer
SUBJECT: Treasurer's Report
DATE: 12/10/2025

There have been some changes to the County's tax billing process. As a result, I attended a tax workshop hosted by Ashley Bennet that helped all the municipal treasurers learn the new process. Winter tax collection began on December 1st, and it has gone smoothly.

I attended a site meeting at the wastewater treatment plant for the construction project.

DPW put in 16 hours of work on the Gingerbread festival. (This does not include cleanup as that will be on the next pay cycle.) At an average hourly rate of \$28.13, cost to the city was approximately \$450.00.

We received a huge number of responses to the posting for our upcoming job opening in the front office. I interviewed quite a few people, and I am happy to say that Julie Adams will be starting on January 5th, 2026.

In addition to these items, the following tasks have been completed:

- Reconciled Bank Accounts
- Reconciled Investment Accounts
- Prepared Financial Statements and Reports
- Completed Journal Entries for interest, bank fees, and various other financial transactions
- Allocated taxes collected
- Assisted at the Front Desk during lunches and vacations, ensuring smooth operations
- Assisted Residents with a variety of questions and concerns, providing timely and accurate information