

**AGENDA**  
**REGULAR MEETING OF THE CARO CITY COUNCIL**  
**March 17, 2025, 6:30 P.M.**

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

**AGENDA APPROVAL**

**PUBLIC COMMENTS – AGENDA ITEMS ONLY**

**COMMUNICATIONS:**

1. Charter Communications – Upcoming Changes
2. Elected Officials Academy
3. Planning Commission Annual Report

**CONSENT AGENDA:**

1. Regular Council Meeting Minutes – March 3, 2025
2. Council Committee of the Whole Minutes – March 10, 2025
3. Invoices
4. Department Reports
  - A. Police Report – Chief Brian Newcomb
  - B. Fire Report – Chief Randall Heckroth
  - C. Code Enforcement Report – Randall Heckroth

**REGULAR AGENDA:**

1. Budget Adjustment – Clerk Office Training
2. Earned Sick Time Leave Act Handbook Policy Amendment
3. Financial Audit Bids
4. 2024/2025 Sidewalk Special Assessment Project
5. Website Rebuild Proposals
6. Fire Department Replacement Tank
7. Blight

**ITEMS POSTPONED:** None

**COMMITTEE/LIAISON POSITION REPORTS:**

1. Economic Development Corporation (Mayor Snider)
2. Chamber of Commerce (Manager)
3. Downtown Development Authority (Kish)
4. Fair Board (Oedy)
5. Parks & Recreation (White)
6. Planning Commission (Hutchison)
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.

**CLOSED SESSION # 1:**

**GELC Union Contract**

Section 8(c) of the OMA – “For strategy and negotiation sessions connected with the negotiation of a collective bargaining agreement if either negotiating party requests a closed hearing.”

**CLOSED SESSION # 2:**

**City Treasurer Evaluation**

Section 8(a) of the Open Meetings Act – “To consider a periodic personnel evaluation of, a public officer, employee, staff member, or individual agent, if the named individual requests a closed hearing.”

**ADDITIONAL PUBLIC COMMENTS**

**ADJOURN**

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March 1, 2025



T4 P2 585 \*\*\*\*\*AUTO\*\*ALL FOR AADC 480

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

**Re: Upcoming Changes to Channel Line Up**

Dear Franchise Official,

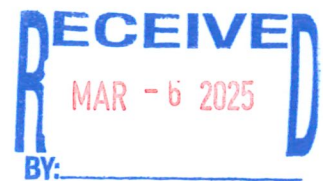
Spectrum Mid-America, LLC ("Spectrum") is noticing its customers that on or around March 31, 2025, Spectrum will launch **Comercio**, a Spanish-language economic news network on SPP Latino View and TV Stream Latino, channel 340 on the Vassar, MI channel line-up serving your community.

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

Sincerely,

*Derrick Mathis*

Derrick Mathis  
Manager, State Government Affairs - Michigan  
Charter Communications

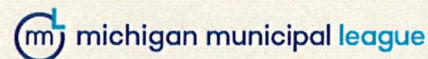


Rita Papp

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**From:** Michigan Municipal League <events@mml.org>  
**Sent:** Friday, March 7, 2025 10:11 AM  
**To:** Rita Papp  
**Subject:** Elected Officials Academy Spring Summits—Registration Open

# Trainings & Events



## Elected Officials Academy (EOA) Spring Summits, May 16–17, 2025

Registration is now open for the EOA Spring Summits in Bay City! These leadership development opportunities offer practical, high-impact training to support local elected officials.

**The EOA Core Summit** consists of foundational training for elected officials, exploring the nuances of various roles (councilmember, mayor/president, city manager), effective community leadership, and the skills needed to make informed zoning decisions. It also includes an overview of the Uniform Budgeting and Accounting Act and breaks down the complexities of tax and revenue sharing.

**The EOA Advanced Summit** offers a rotating agenda of topics to help your local elected officials deepen their expertise, no matter where in their careers they may be. The spring topic is **Leadership Development**, with sessions on civility and collaborative leadership, strategic coalition building, and council-manager relationships.

Share these opportunities with your team today!



## Venue

### Courtyard By Marriott Bay City

2 East Main Street  
Bay City, MI 48708  
(989) 778-1800

**Register Now: Core Summit**

**Register Now: Advanced Summit**



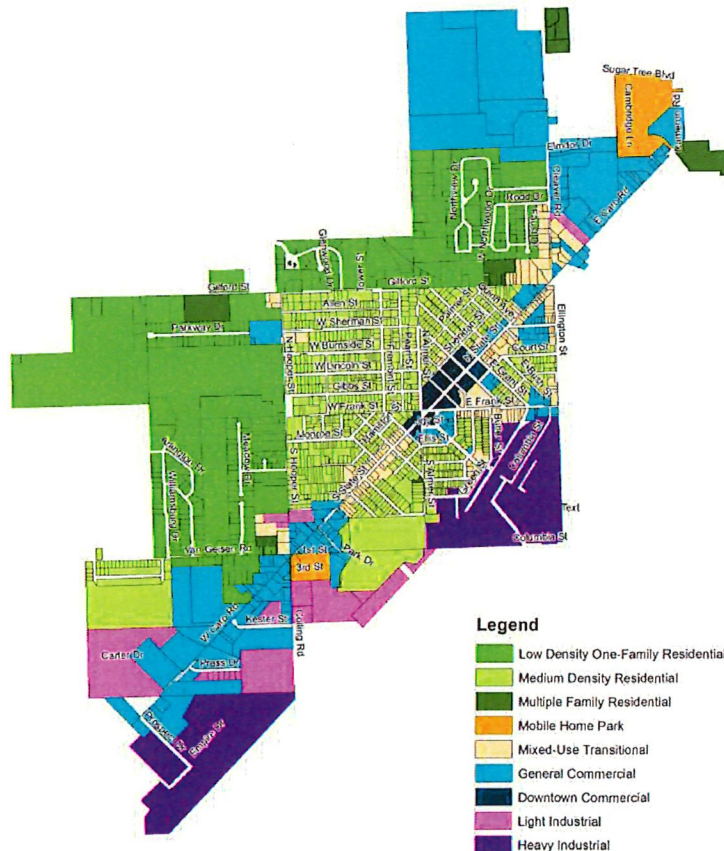
Michigan Municipal League | 1675 Green Road | Ann Arbor, MI 48105 US

[Unsubscribe](#) | [Constant Contact Data Notice](#)

# City of Caro



## Planning Commission 2024 Annual Report



Prepared by: Scott R. Czasak, MPA, CPM, PDM  
City Manager/Zoning Administrator

Adopted by Planning Commission on March 11, 2025.

## **I. Introduction**

The City of Caro Planning Commission is comprised of seven (7) individuals who may represent specific important segments of the economic, governmental, educational, and social development of the City. Sworn members of the Planning Commission are members of the commission for a three (3) year term.

It is important to note several members of the Planning Commission have served either the respective commission or in other public service roles for a considerable amount of time. The City of Caro would like to personally express a deep appreciation for the time and service to the community by members of the Commission.

## **II. Purpose**

This annual report is mandated by the Michigan Planning Enabling Act (MCL 125.3801 - 125.3885), which states: "A Planning Commission shall make an annual written report to the legislative body concerning its operations and the status of planning activities, including recommendations regarding actions by the legislative body related to planning and development".

This annual report serves as an important tool in the ongoing efforts of development in the City of Caro. By increasing information sharing between the City Council, administrative staff, the Planning Commission, and other boards and commissions of the City a more expedient and transparent development process can occur. This annual report is one of the many tools at the disposal of the City to identify upcoming issues and priorities, a review of actions previously taken, and in the budgeting process.

## **III. Membership**

Currently, the Planning Commission is comprised of seven (7) members for three (3) year terms.

<i>Planning Commission Member:</i>	<i>Term Expiration:</i>
Mike Carpenter	11/2025
Denise Steffen	11/2025
Michael Laethem	11/2026
Art Rollend	11/2026
Herb Sheardy	11/2027
Robert Eschenbacher	11/2027
Gregory Hutchison	Council Liaison

#### IV. Development Reviews

<i>Project Type:</i>	<i>Location:</i>	<i>Description:</i>	<i>Status:</i>	<i>Recommendation to Legislative Body:</i>	<i>Date of Action:</i>
Site Plan Review	150 Montague	Design of parking lot at Old Police Station location.	Approval granted.	N/A	6/18/2024
Site Plan Review	1079 E. Caro Road	Design of new building for Starbucks.	Conditional Approval.	N/A	9/10/2024
Rezoning Request	527 S. State Street	Rezoning request from RA-2 with an Office Overlay to B-2	Public Hearing held 9/10/2024.	Recommended rezoning to Council.	9/10/2024

#### V. Meetings

The City of Caro Planning Commission met 7 times during the 2024 calendar year. This exceeds the MPEA's requirement of four (4) meetings annually.

#### VI. Master Plan Review

During the 2024 calendar year no review of the Master Plan was undertaken as the plan was updated with a final vote in 2023.

#### VII. Zoning Ordinance Amendments

9/10/2024: A rezoning request by the owners of 527 S. State Street for parcel number 050-500-604-1500-01 from RA-2, Medium Density Residential with an Office Only Overlay, to B-2, General Business, had a Public Hearing by the City of Caro Planning Commission on September 10, 2024. The Commission recommended adoption of the rezoning to City Council, who granted the rezoning at its September 16, 2024 regular meeting.

#### VIII. Variances

8/29/2024: The Zoning Board of Appeals granted a variance to 628 Meadow Drive to construct an accessory building with 10 foot sidewalls as opposed to the 8 foot maximum in the ordinance.

#### IX. Actions by Legislative Body

9/16/2023: City Council approved the rezoning of parcel number 050-500-604-1500-01, L527 S. State Street, from RA-2 with an Office Only overlay to B-2 by a vote of 5-0.

#### X. Zoning Map

Parcel number 050-500-604-1500-01 was rezoned from RA-2 with an Office Only Overlay to B-2 by the City Council on September 16, 2024.

**XI. Trainings Attended**

No members of the Planning Commission attended training during the year 2024.

**XII. Potential Training Topics in the Upcoming Year, Based on Goals and Priorities**

During the City Budget process training was anticipated for new members to obtain the Citizen Planner certification from MSU Extension, as well as Zoning Board of Appeals training for members of that body from MSU Extension. Other training courses can be developed based on the needs identified by City Council and the Planning Commission.

**XIII. Joint Meetings**

No joint meetings were held in 2024 between the City of Caro Planning Commission and other intergovernmental bodies or external agencies. Of note, the Redevelopment Ready Communities program, of which the City of Caro is engaged in, does recommend at least one joint meeting annually, therefore holding one or more of these meetings will be explored.

**XIV. Other Meetings**

No other types of meetings were held in 2024 involving the City of Caro Planning Commission.



**REGULAR MEETING OF THE CARO CITY COUNCIL**  
**March 3, 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 March 3, 2025, at 6:30 p.m. in the Council Chambers.

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

Absent: None

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

**AGENDA APPROVAL**

**25-M-37**

**Motion by Kish, seconded by Oedy to approve the agenda as presented with additions of #4.**

**Communications – Councilor Doreen Oedy Comments & #7. Regular Agenda – Set Committee of the Whole Meeting.**

**Motion Carried.**

**PUBLIC COMMENTS – AGENDA ITEMS ONLY**

None

**PRESENTATION:**

1. Exchange Club Forest Annual Update – June Kennedy
2. Burt Watson Lease Presentation – Ben Spreeman

**COMMUNICATIONS:**

1. Downtown Development Authority Meeting Minutes – February 12, 2025 (unapproved)
2. Parks & Recreation Committee Meeting Minutes – December 10, 2024
3. Caro Roadhouse Museum and Historical Society Annual Progress Report 2024
4. Councilor Doreen Oedy Comments

**CONSENT AGENDA:**

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

**25-M-38**

**Motion by Kish, seconded by Campbell to approve the consent agenda as presented including invoices and with amendments to Regular Council Meeting Minutes – February 17, 2025.**

**Motion Carried.**

**REGULAR AGENDA:** (action required)

1. WWTP Superintendent Employment Contract – Trent T. Stockman

**25-M-39**

**Motion by Kish, seconded by Campbell to approve and authorize the City Manager and City Clerk to sign the employment contract with Trent T. Stockman to be the Wastewater Treatment Plant Superintendent as presented pending successful completion of his background check and pre-employment medical screening.**

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

**Motion carried.**

2. Recreation Passport Grant Resolution

**25-M-40**

**Motion by Oedy, seconded by White to approve and adopt Resolution 2025-02, authorizing the submission of a Recreation Passport Grant Application to rebuild the tennis courts at Bieth Park with a maximum match contribution of \$200,000.00 as presented.**

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

**Motion carried**

3. Old Police Station Parking Lot Bids

**25-M-41**

**Motion by Campbell, seconded by Parker to approve and award the Old Police Station Parking Lot contract to T.G. Priehs, LLC for the bid amount of \$346,370.00 and authorize the City Manager to sign all documents to facilitate the project.**

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

**Motion carried**

4. Sidewalk Bid Discussion

**25-M-42**

**Motion by Kish, seconded by Oedy to instruct the City Manager to add the remainder of Monroe Street to the sidewalk project as presented.**

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

**Motion carried**

5. Investment Maturing #1

**25-M-43**

**Motion by White, seconded by Campbell to move the CDARS in the amount of \$262,126.62 from Northstar Bank to Huntington Bank for 52 weeks at 4.05%.**

**Motion carried**

**25-M-44**

**Motion by Kish, seconded by Parker to reconsider Motion 25-M-43, Investment Maturing #1.  
Motion carried**

**25-M-45**

**Motion by White, seconded by Hutchison to leave the CDARS in the amount of \$262,126.62 at Huntington Bank for 52 weeks at 4.05%.**

**Motion carried**

6. Investment Maturing #2

**25-M-46**

**Motion by Kish, seconded by Campbell to move the CDARS in the amount of \$528,102.18 from Northstar Bank to Huntington Bank for 52 weeks at 4.05%.**

**Motion carried**

7. Set Committee of the Whole Meeting

Committee of the Whole Meeting is scheduled for March 10, 2025 at 6:00 p.m.

**COMMITTEE/LIAISON POSITION REPORTS:** None

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

Discussion on the status of the Planning Commission Meeting on fairgrounds & location of EDC meetings and office.

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

Announced the Citizen of the Year Event with the Chamber of Commerce.

Commented on the resident calls inquiring about having chickens in the city.

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

**ADDITIONAL PUBLIC COMMENT:**

Councilor Heidi Parker – Inquired on sign permit process.

Councilor Jill White – Inquired on LJ Garage property.

Councilor Doreen Oedy – Inquired on Tubby's property.

**25-M-47**

**Motion by Oedy, seconded by White to adjourn the meeting at 8:20 p.m.**

**Motion carried.**



Rita Papp  
City Clerk

# **CITY OF CARO COUNCIL COMMITTEE OF THE WHOLE MINUTES**

**March 10, 2025, 6:00 P.M.**

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

Mayor Karen Snider called the Committee of the Whole Meeting of the City Council to order March 10, 2025, at 6:00 p.m. in the Council Chambers.

Present: Mayor Karen Snider, City Council: Emily Campbell, Gregory Hutchison (arrived 6:25 p.m.), Charlotte Kish, Doreen Oedy, Heidi Parker, and Jill White.

Others: Scott Czasak – City Manager, Rita Papp – City Clerk and other guests.

**PUBLIC COMMENTS:** None

## **BUSINESS ITEMS:**

### **1. Capital Outlay Discussion**

Mayor Karen Snider asked the Council to write down their top three capital outlay requests.

- Sidewalks/Roads/Streets/Alleys
- Park Updates
- Parking Lots/Signage
- Wells & Water Lines
- Beautification of Downtown
- Skip Patching
- Skate Park
- Community Center
- Affordable Housing
- Hire a Cat Removal Specialist
- Ice Skating Rink

The council had a lengthy discussion of these above items along with Dog Park clean up, Feral Cat issue, Sherman Street, Hooper Street, & Pearl Street potential repairs. The City Manager will take into consideration these recommendations when preparing the Capital Outlay Budget.

### **2. Wage & Benefits 2024/2025 Discussion**

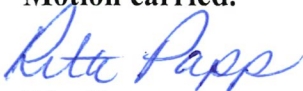
Mayor Karen Snider presented the Wage & Benefits 2024/2025 information to Council for review to prepare for the budget process.

### **3. City Treasurer Evaluation**

Mayor Karen Snider distributed the City Treasurer evaluation forms to council for completion. Completed evaluations must be turned into the City Clerk by March 13, 2025.

**Motion by White, seconded by Campbell to adjourn the meeting at 7:28 p.m.**

**Motion carried.**



**Rita Papp**  
City Clerk

## Report Criteria:

Report type: GL detail

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

GL Period	Check Issue Date	Check Number	Invoice GL Account	Invoice GL Account Title	Amount
<b>ADVANCE AUTO PARTS</b>					
03/25	03/17/2025	78957	661-575-776-000	MAINTENANCE SUPPLIES	139.93
Total ADVANCE AUTO PARTS:					139.93
<b>AMAZON CAPITAL SERVICES</b>					
03/25	03/17/2025	78958	101-301-740-000	OFFICE SUPPLIES	80.93
03/25	03/17/2025	78958	101-301-740-000	OFFICE SUPPLIES	245.78
03/25	03/17/2025	78958	216-336-740-000	OPERATING SUPPLIES	24.95
03/25	03/17/2025	78958	101-301-725-000	UNIFORMS/UNIFORM EQUIPMENT	89.98
03/25	03/17/2025	78958	216-336-740-000	OPERATING SUPPLIES	31.45
03/25	03/17/2025	78958	216-336-740-000	OPERATING SUPPLIES	119.18
03/25	03/17/2025	78958	216-336-740-000	OPERATING SUPPLIES	18.69
Total AMAZON CAPITAL SERVICES:					610.96
<b>AT&amp;T MOBILITY</b>					
03/25	03/17/2025	78959	101-371-853-000	TELEPHONE	9.81
03/25	03/17/2025	78959	216-336-853-000	TELEPHONE	39.22
03/25	03/17/2025	78959	101-301-853-000	TELEPHONE & PAGERS	284.64
03/25	03/17/2025	78959	101-301-750-001	SOFTWARE MAINTENANCE AGEE'T	108.70
03/25	03/17/2025	78959	101-441-853-000	TELEPHONE	8.80
03/25	03/17/2025	78959	202-483-853-000	TELEPHONE	8.80
03/25	03/17/2025	78959	203-483-853-000	TELEPHONE	8.80
03/25	03/17/2025	78959	590-540-853-000	TELEPHONE	8.80
03/25	03/17/2025	78959	591-540-853-000	TELEPHONE	8.80
03/25	03/17/2025	78959	248-728-853-000	TELEPHONE	32.93
Total AT&T MOBILITY:					519.30
<b>AUTO-WARES GROUP</b>					
03/25	03/17/2025	78960	661-575-776-000	MAINTENANCE SUPPLIES	224.96
03/25	03/17/2025	78960	661-575-776-000	MAINTENANCE SUPPLIES	200.18
03/25	03/17/2025	78960	216-336-740-000	OPERATING SUPPLIES	1,260.00
Total AUTO-WARES GROUP:					1,685.14
<b>BRENTWOOD</b>					
03/25	03/17/2025	78961	101-000-675-000	MISC INCOME	50.00
Total BRENTWOOD:					50.00
<b>CARO AREA DISTRICT LIBRARY</b>					
03/25	03/06/2025	78951	101-000-223-000	DUE TO CARO DISTRICT LIBRARY	36,341.79
Total CARO AREA DISTRICT LIBRARY:					36,341.79



GL Period	Check Issue Date	Check Number	Invoice GL Account	Invoice GL Account Title	Amount
<b>CARO COMMUNITY SCHOOLS</b>					
03/25	03/06/2025	78952	101-000-225-000	DUE TO CARO SCHOOLS	137,764.94
03/25	03/06/2025	78952	101-000-225-000	DUE TO CARO SCHOOLS	328,076.65
Total CARO COMMUNITY SCHOOLS:					465,841.59
<b>CARO TRANSIT AUTHORITY</b>					
03/25	03/06/2025	78953	101-000-222-001	DUE TO CARO TRANSIT AUTHORITY	48,723.50
Total CARO TRANSIT AUTHORITY:					48,723.50
<b>CHARTER COMMUNICATIONS</b>					
03/25	03/17/2025	78962	101-751-750-000	TECHNOLOGY	145.00
Total CHARTER COMMUNICATIONS:					145.00
<b>CINTAS</b>					
03/25	03/17/2025	78963	101-265-776-000	O&M SUPPLIES	29.96
Total CINTAS:					29.96
<b>DTE ENERGY</b>					
03/25	03/06/2025	800161	590-540-920-000	ELECTRIC	6,536.67
03/25	03/06/2025	800161	590-545-920-000	ELECTRIC - LIFT STATIONS	572.87
03/25	03/06/2025	800161	591-540-920-000	ELECTRIC - WELLHOUSES	742.22
03/25	03/06/2025	800161	590-545-920-000	ELECTRIC - LIFT STATIONS	122.19
03/25	03/06/2025	800161	101-265-920-000	ELECTRIC	1,348.64
03/25	03/06/2025	800161	101-703-920-000	ELECTRIC	17.65
03/25	03/06/2025	800161	101-441-926-000	STREET LIGHTS - ELECTRIC	19.73
03/25	03/06/2025	800161	101-265-920-000	ELECTRIC	1,400.60
03/25	03/06/2025	800161	590-545-920-000	ELECTRIC - LIFT STATIONS	271.97
03/25	03/06/2025	800161	101-751-920-000	ELECTRIC	17.65
03/25	03/06/2025	800161	591-540-920-000	ELECTRIC - WELLHOUSES	820.57
03/25	03/06/2025	800161	101-754-920-000	ELECTRIC	38.28
03/25	03/06/2025	800161	204-444-920-000	ELECTRIC - PARKING LOTS	49.23
03/25	03/06/2025	800161	590-545-920-000	ELECTRIC - LIFT STATIONS	438.44
03/25	03/06/2025	800161	590-545-920-000	ELECTRIC - LIFT STATIONS	95.06
03/25	03/06/2025	800161	591-540-920-000	ELECTRIC - WELLHOUSES	1,312.03
03/25	03/06/2025	800161	590-545-920-000	ELECTRIC - LIFT STATIONS	185.64
03/25	03/06/2025	800161	590-545-920-000	ELECTRIC - LIFT STATIONS	84.37
03/25	03/06/2025	800161	101-751-920-000	ELECTRIC	40.13
03/25	03/06/2025	800161	101-441-926-000	STREET LIGHTS - ELECTRIC	134.34
03/25	03/06/2025	800161	248-728-920-000	ELECTRIC	555.10
03/25	03/06/2025	800161	101-703-920-000	ELECTRIC	10.54
Total DTE ENERGY:					14,813.92
<b>DUNN HARDWARE &amp; SUPPLY, INC.</b>					
03/25	03/17/2025	78964	216-336-740-000	OPERATING SUPPLIES	607.76
Total DUNN HARDWARE & SUPPLY, INC.:					607.76

GL Period	Check Issue Date	Check Number	Invoice GL Account	Invoice GL Account Title	Amount
<b>ELAN FINANCIAL SERVICES</b>					
03/25	03/04/2025	800158	248-733-956-005	FARMERS MARKET - EXPENSES	25.00
03/25	03/04/2025	800158	248-733-962-000	FARMER'S MARKET - TRAV & LODG	107.70
03/25	03/04/2025	800158	248-728-962-000	TRAVEL & LODGING	107.00
03/25	03/04/2025	800158	248-728-960-000	EDUCATION & DUES	180.00
03/25	03/04/2025	800158	248-728-741-000	LUNCHEONS	150.67
03/25	03/04/2025	800158	248-728-776-000	DDA OPERATING SUPPLIES	14.97
03/25	03/04/2025	800158	248-728-776-000	DDA OPERATING SUPPLIES	44.48
Total ELAN FINANCIAL SERVICES:					629.82
<b>EMTERRA ENVIRONMENTAL USA CORP</b>					
03/25	03/17/2025	78965	596-521-801-000	CONTRACTED SERVICES	22,199.68
03/25	03/17/2025	78965	596-521-801-000	CONTRACTED SERVICES	525.60
03/25	03/17/2025	78965	596-521-801-000	CONTRACTED SERVICES	18,015.81
Total EMTERRA ENVIRONMENTAL USA CORP:					40,741.09
<b>FIFER INVESTIGATIONS LLC</b>					
03/25	03/17/2025	78966	101-172-801-000	CONTRACTED SERVICES	550.00
Total FIFER INVESTIGATIONS LLC:					550.00
<b>GAMBLES DO IT BEST HARDWARE</b>					
03/25	03/17/2025	78967	101-265-776-000	O&M SUPPLIES	16.07
03/25	03/17/2025	78967	101-265-776-000	O&M SUPPLIES	17.26
03/25	03/17/2025	78967	216-336-740-000	OPERATING SUPPLIES	41.99
03/25	03/17/2025	78967	216-336-740-000	OPERATING SUPPLIES	4.19
03/25	03/17/2025	78967	216-336-740-000	OPERATING SUPPLIES	144.43
03/25	03/17/2025	78967	101-265-776-000	O&M SUPPLIES	50.00
Total GAMBLES DO IT BEST HARDWARE:					273.94
<b>GRAINGER</b>					
03/25	03/17/2025	78968	590-540-776-000	OM&R SUPPLIES NORMAL	242.55
03/25	03/17/2025	78968	590-540-776-000	OM&R SUPPLIES NORMAL	30.32
03/25	03/17/2025	78968	590-540-776-000	OM&R SUPPLIES NORMAL	30.32
03/25	03/17/2025	78968	590-540-776-000	OM&R SUPPLIES NORMAL	60.64
03/25	03/17/2025	78968	590-540-776-000	OM&R SUPPLIES NORMAL	813.80
03/25	03/17/2025	78968	590-540-776-000	OM&R SUPPLIES NORMAL	315.53
Total GRAINGER:					1,493.16
<b>GREAT LAKES DIRECTIONAL BORING</b>					
03/25	03/17/2025	78969	591-540-801-000	CONTRACTED SERVICES	1,400.00
Total GREAT LAKES DIRECTIONAL BORING:					1,400.00
<b>HIRSCHMAN OIL SUPPLY INC</b>					
03/25	03/17/2025	78970	590-540-860-000	GAS/OIL/DIESEL	17.67
03/25	03/17/2025	78970	661-575-860-000	GAS/OIL	797.79

GL Period	Check Issue Date	Check Number	Invoice GL Account	Invoice GL Account Title	Amount
Total HIRSCHMAN OIL SUPPLY INC:					815.46
<b>INDEPENDENT BANK</b>					
03/25	03/17/2025	78971	302-905-991-000	FIRE LOAN PRINCIPAL (Ariel)	33,329.93
03/25	03/17/2025	78971	302-905-993-000	FIRE LOAN INTEREST- (Ariel)	18,597.76
Total INDEPENDENT BANK:					51,927.69
<b>J.E. JOHNSON INC</b>					
03/25	03/17/2025	78972	101-265-801-000	CONTRACTED SERVICES	225.00
03/25	03/17/2025	78972	590-540-801-000	CONTRACTED SERVICES	2,873.00
Total J.E. JOHNSON INC:					3,098.00
<b>JOHN DEERE FINANCIAL</b>					
03/25	03/17/2025	78973	661-575-776-000	MAINTENANCE SUPPLIES	178.72
Total JOHN DEERE FINANCIAL:					178.72
<b>JOSEPH SHOLES</b>					
03/25	03/17/2025	78991	591-000-480-000	WATER SALES - UB	18.27
03/25	03/17/2025	78991	590-000-480-002	SEWER SALES	15.82
03/25	03/17/2025	78991	596-000-480-000	COLLECTIONS - UB REVENUE	18.38
Total JOSEPH SHOLES:					52.47
<b>KRISTAL'S HELPING HAND LLC</b>					
03/25	03/17/2025	78974	101-441-801-002	CONTRACTED SERV - JANITORIAL	138.34
03/25	03/17/2025	78974	101-441-801-002	CONTRACTED SERV - JANITORIAL	54.14
03/25	03/17/2025	78974	101-301-801-002	CONTRACTED SERV - JANITORIAL	108.34
03/25	03/17/2025	78974	101-253-801-002	CONTRACTED SERV - JANITORIAL	100.28
03/25	03/17/2025	78974	101-172-801-002	CONTRACTED SERV - JANITORIAL	100.28
03/25	03/17/2025	78974	101-260-801-002	CONTRACTED SERV - JANITORIAL	100.28
03/25	03/17/2025	78974	590-540-801-002	CONTRACTED SERV - JANITORIAL	108.34
Total KRISTAL'S HELPING HAND LLC:					710.00
<b>LOUISE HODGES</b>					
03/25	03/17/2025	78975	216-336-960-000	EDUCATION & TRAINING	63.00
Total LOUISE HODGES:					63.00
<b>MICHIGAN MUNICIPAL RISK MGMT AUTH</b>					
03/25	03/17/2025	78976	101-172-965-000	LIABILITY INSURANCE	33,539.25
03/25	03/17/2025	78976	101-172-965-000	LIABILITY INSURANCE	6,250.00
Total MICHIGAN MUNICIPAL RISK MGMT AUTH:					39,789.25
<b>MIDCOM RADIO COMMUNICATIONS</b>					
03/25	03/17/2025	78977	216-336-740-000	OPERATING SUPPLIES	1,092.40

GL Period	Check Issue Date	Check Number	Invoice GL Account	Invoice GL Account Title	Amount
Total MIDCOM RADIO COMMUNICATIONS:					1,092.40
<b>MOORE MOTOR SALES</b>					
03/25	03/11/2025	78956	661-575-970-000	CAPITAL OUTLAY	50,860.00
03/25	03/17/2025	78978	101-301-930-001	VEHICLE MAINTENACE EXPENSE	1,478.03
03/25	03/17/2025	78978	101-301-860-000	GAS/OIL/TIRES	1,032.00
03/25	03/17/2025	78978	101-301-930-001	VEHICLE MAINTENACE EXPENSE	2,738.92
Total MOORE MOTOR SALES:					56,108.95
<b>PEERLESS MIDWEST INC.</b>					
03/25	03/17/2025	78979	591-540-801-000	CONTRACTED SERVICES	65,821.00
Total PEERLESS MIDWEST INC.:					65,821.00
<b>PREMIER AERIAL &amp; FLEET INSPECT</b>					
03/25	03/17/2025	78980	101-441-960-000	EDUCATION AND TRAINING	1,225.00
03/25	03/17/2025	78980	661-575-776-000	MAINTENANCE SUPPLIES	57.31
Total PREMIER AERIAL & FLEET INSPECT:					1,282.31
<b>R&amp;R TECHNICAL SERVICES</b>					
03/25	03/17/2025	78981	101-172-801-000	CONTRACTED SERVICES	175.00
03/25	03/17/2025	78981	101-441-801-000	CONTRACTED SERVICES	137.50
03/25	03/17/2025	78981	216-336-801-000	CONTRACTED SERVICES	62.50
03/25	03/17/2025	78981	591-540-801-000	CONTRACTED SERVICES	100.00
03/25	03/17/2025	78981	101-253-801-000	CONTRACTED SERVICES	182.50
03/25	03/17/2025	78981	101-260-801-000	CONTRACTED SERVICES	132.50
03/25	03/17/2025	78981	101-301-801-000	CONTRACTED SERVICES	302.50
03/25	03/17/2025	78981	596-521-801-000	CONTRACTED SERVICES	37.50
03/25	03/17/2025	78981	101-265-801-000	CONTRACTED SERVICES	78.00
03/25	03/17/2025	78981	101-751-801-000	CONTRACTED SERVICES	25.00
03/25	03/17/2025	78981	101-172-853-000	TELEPHONE	55.00
03/25	03/17/2025	78981	101-253-853-000	TELEPHONE	27.50
03/25	03/17/2025	78981	101-260-853-000	TELEPHONE	27.50
03/25	03/17/2025	78981	101-371-853-000	TELEPHONE	20.50
03/25	03/17/2025	78981	101-702-853-000	TELEPHONE	20.45
03/25	03/17/2025	78981	101-441-853-000	TELEPHONE	20.45
03/25	03/17/2025	78981	101-703-853-000	TELEPHONE	20.45
03/25	03/17/2025	78981	101-301-853-000	TELEPHONE & PAGERS	20.45
03/25	03/17/2025	78981	202-483-853-000	TELEPHONE	20.45
03/25	03/17/2025	78981	203-483-853-000	TELEPHONE	20.45
03/25	03/17/2025	78981	204-483-853-000	TELEPHONE	20.45
03/25	03/17/2025	78981	248-728-853-000	TELEPHONE	55.00
03/25	03/17/2025	78981	216-336-853-000	TELEPHONE	55.00
03/25	03/17/2025	78981	590-540-853-000	TELEPHONE	20.45
03/25	03/17/2025	78981	591-540-853-000	TELEPHONE	20.45
03/25	03/17/2025	78981	596-560-853-000	TELEPHONE	20.45
03/25	03/17/2025	78981	661-575-853-000	TELEPHONE	55.00
03/25	03/17/2025	78981	101-101-801-000	CONTRACTED SERVICES	90.00
03/25	03/17/2025	78981	101-265-801-000	CONTRACTED SERVICES	1,925.00

GL Period	Check Issue Date	Check Number	Invoice GL Account	Invoice GL Account Title	Amount
03/25	03/17/2025	78981	590-540-801-000	CONTRACTED SERVICES	140.00
Total R&R TECHNICAL SERVICES:					3,888.00
<b>ROWE PROFESSIONAL SVS COMP.</b>					
03/25	03/17/2025	78982	204-444-801-000	CONTRACTED SERVICES	4,912.50
Total ROWE PROFESSIONAL SVS COMP.:					4,912.50
<b>SECURITY LOCK SERVICE</b>					
03/25	03/17/2025	78983	101-262-740-000	OFFICE SUPPLIES	4,937.00
Total SECURITY LOCK SERVICE:					4,937.00
<b>TEAM FINANCIAL GROUP</b>					
03/25	03/17/2025	78984	101-172-750-001	SOFTWARE MAINTENANCE AGREE'T	33.17
03/25	03/17/2025	78984	101-253-750-001	SOFTWARE MAINTENANCE AGREE'T	33.17
03/25	03/17/2025	78984	101-260-750-001	SOFTWARE MAINTENANCE AGREE'T	33.17
03/25	03/17/2025	78984	101-301-750-001	SOFTWARE MAINTENANCE AGREE'T	33.17
03/25	03/17/2025	78984	101-371-750-001	SOFTWARE MAINTENANCE AGREEM	33.17
03/25	03/17/2025	78984	101-441-750-001	SOFTWARE MAINTENANCE AGREE'T	33.17
03/25	03/17/2025	78984	216-336-750-001	SOFTWARE MAINTENANCE AGREE'T	33.17
03/25	03/17/2025	78984	101-751-750-001	SOFTWARE MAINTENANCE AGREE'T	33.16
03/25	03/17/2025	78984	590-540-750-001	SOFTWARE MAINTENANCE AGREEM	33.17
03/25	03/17/2025	78984	591-540-750-001	SOFTWARE MAINTENANCE AGREEM	33.17
03/25	03/17/2025	78984	596-521-750-001	SOFTWARE MAINTENANCE AGREEM	33.17
03/25	03/17/2025	78984	661-575-750-001	SOFTWARE MAINTENANCE AGREE'T	33.14
Total TEAM FINANCIAL GROUP:					398.00
<b>TIMOTHY JOE LONEY</b>					
03/25	03/17/2025	78985	591-540-801-000	CONTRACTED SERVICES	250.00
Total TIMOTHY JOE LONEY:					250.00
<b>TUSCOLA COUNTY ADVERTISER</b>					
03/25	03/17/2025	78986	204-483-900-000	PRINTING & PUBLICATION	729.00
03/25	03/17/2025	78986	101-253-900-000	PRINTING & PUBLICATION	243.00
03/25	03/17/2025	78986	101-260-900-000	PRINTING & PUBLICATION	243.00
03/25	03/17/2025	78986	204-483-900-000	PRINTING & PUBLICATION	729.00
03/25	03/17/2025	78986	101-253-900-000	PRINTING & PUBLICATION	243.00
03/25	03/17/2025	78986	101-260-900-000	PRINTING & PUBLICATION	243.00
03/25	03/17/2025	78986	204-483-900-000	PRINTING & PUBLICATION	702.00
03/25	03/17/2025	78986	101-247-900-000	PRINTING & PUBLICATION	378.00
03/25	03/17/2025	78986	204-483-900-000	PRINTING & PUBLICATION	729.00
03/25	03/17/2025	78986	101-253-900-000	PRINTING & PUBLICATION	243.00
03/25	03/17/2025	78986	204-483-900-000	PRINTING & PUBLICATION	702.00
03/25	03/17/2025	78986	101-247-900-000	PRINTING & PUBLICATION	378.00
03/25	03/17/2025	78986	101-260-900-000	PRINTING & PUBLICATION	243.00
03/25	03/17/2025	78986	101-260-900-000	PRINTING & PUBLICATION	243.00
03/25	03/17/2025	78986	101-253-900-000	PRINTING & PUBLICATION	243.00
03/25	03/17/2025	78986	101-260-900-000	PRINTING & PUBLICATION	243.00



GL Period	Check Issue Date	Check Number	Invoice GL Account	Invoice GL Account Title	Amount
03/25	03/17/2025	78986	101-247-900-000	PRINTING & PUBLICATION	378.00
03/25	03/17/2025	78986	101-260-900-000	PRINTING & PUBLICATION	243.00
03/25	03/17/2025	78986	101-260-900-000	PRINTING & PUBLICATION	243.00
Total TUSCOLA COUNTY ADVERTISER:					7,398.00
<b>TUSCOLA COUNTY BPW</b>					
03/25	03/17/2025	78987	390-905-991-000	BOND PRINCIPAL PAYMENTS - NEW	405,000.00
03/25	03/17/2025	78987	390-905-993-000	BOND INTEREST PAYMENTS - NEW	13,504.68
Total TUSCOLA COUNTY BPW:					418,504.68
<b>TUSCOLA COUNTY EQUALIZATION &amp; GIS</b>					
03/25	03/17/2025	78988	101-172-801-000	CONTRACTED SERVICES	225.00
Total TUSCOLA COUNTY EQUALIZATION & GIS:					225.00
<b>TUSCOLA COUNTY TREASURER</b>					
03/25	03/06/2025	78954	101-000-228-001	DUE TO CTY - STATE EDUCATION	4,454.41
03/25	03/06/2025	78954	101-000-222-000	DUE TO CTY - COUNTY OPERATING	2,905.79
03/25	03/06/2025	78954	101-000-222-005	DUE TO COUNTY - INTEREST	172.26
03/25	03/06/2025	78954	101-000-222-005	DUE TO COUNTY - INTEREST	264.05
03/25	03/06/2025	78954	101-000-222-004	COUNTY SPECIALS	108,182.90
03/25	03/06/2025	78954	101-000-222-003	COUNTY DRAINS	53.75
03/25	03/17/2025	78989	101-172-801-000	CONTRACTED SERVICES	519.86
Total TUSCOLA COUNTY TREASURER:					116,553.02
<b>TUSCOLA INTERMEDIATE SCHOOL</b>					
03/25	03/06/2025	78955	101-000-234-000	DUE TO INTERMEDIATE SCHOOLS	104,329.31
Total TUSCOLA INTERMEDIATE SCHOOL:					104,329.31
<b>UNIFIRST CORPORATION</b>					
03/25	03/17/2025	78990	101-265-776-000	O&M SUPPLIES	31.95
03/25	03/17/2025	78990	216-336-740-000	OPERATING SUPPLIES	41.50
03/25	03/17/2025	78990	590-540-776-000	OM&R SUPPLIES NORMAL	35.23
03/25	03/17/2025	78990	101-265-776-000	O&M SUPPLIES	32.50
03/25	03/17/2025	78990	101-265-776-000	O&M SUPPLIES	36.50
Total UNIFIRST CORPORATION:					177.68
<b>US BANK TRUST COMPANY NA</b>					
03/25	03/04/2025	800159	389-905-993-000	BOND INTEREST PAYMENT #3	2,299.01
03/25	03/04/2025	800159	389-905-993-000	BOND INTEREST PAYMENT #3	1,096.66
Total US BANK TRUST COMPANY NA:					3,395.67
<b>WEBER STEEL INC</b>					
03/25	03/17/2025	78992	101-265-776-000	O&M SUPPLIES	175.00
03/25	03/17/2025	78992	661-575-776-000	MAINTENANCE SUPPLIES	32.24

GL Period	Check Issue Date	Check Number	Invoice GL Account	Invoice GL Account Title	Amount
Total WEBER STEEL INC:					207.24
<b>WEX BANK</b>					
03/25	03/04/2025	800160	661-575-860-000	GAS/OIL	613.09
03/25	03/04/2025	800160	216-336-860-000	GAS & OIL	260.45
03/25	03/04/2025	800160	101-371-860-000	GAS	65.11
03/25	03/04/2025	800160	101-301-860-000	GAS/OIL/TIRES	991.51
03/25	03/04/2025	800160	590-540-860-000	GAS/OIL/DIESEL	120.33
Total WEX BANK:					2,050.49
Grand Totals:					1,502,762.70

## Report Criteria:

Report type: GL detail

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



CARO POLICE DEPARTMENT

317 S. STATE STREET, CARO, MI 48723

Brian V. Newcomb, Chief of Police

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To: Caro City Council, Caro City Manager

From: Brian Newcomb, Chief of Police

Regarding: Month end report, February 2025

Date: March 3, 2025

### **POLICE REPORTS**

Police Complaints for February 2025-283 Complaints

January 2025-309 Complaints

December 2024-246 complaints

November 2024- 271 Complaints

October 2024 – 330 complaints

September 2024=349 complaints

August 2024-369 reports

July 2024- 472

June 2024-390 reports

May 2024=464 complaints

April 2024=473

March 2024-372

February 2024= 304

### **MILEAGE**

February 2025- 4,109 miles

### **GASOLINE**

February 2025- 342.41 gallons



911 OPEN LINE/HANGUP	3		
ABANDONED VEHICLE	2		
AIRPLANE CRASH			
ALARM	3	5430 N. Colling Assist TUSH, Assault in Progress	
ANIMAL AT LARGE	1	N. Colling at Elmwood, Injury crash, flightcare	
ASSAULT INCLUDING DOMESTIC	11	M81 at Hurds Corner, Head on crash, MSP	
ASSIST DHHS	4	m81 At Jacob rd, injury crash, TUSH	
ASSIST FIRE	4		
ASSIST MDOC			
ASSIST MSP	1		
ASSIST OTHER PD	1		
ASSIST THUMB NARCOTICS			
ASSIST TUSH IN CARO	2	Malicious use of telecommunications	misdemeanor
ASSIST DPW		Malicious use of telecommunications	misdemeanor
ATTEMPT TO LOCATE PERSON		Malicious use of telecommunications	misdemeanor
B&E		misuse of 911	misdemeanor
BACKGROUND INVESTIGATION LE		misuse of 911	misdemeanor
BULLYING INCLUDING CYBER		Possession of controlled substance	felony
CHILD LOCKED IN VEHICLE		Possession of controlled substance	felony
CHILD NEGLECT/ABUSE		Operate MV While intoxicated	misdemeanor
CITIZEN ASSIST		Retail Fraud 3rd degree	misdemeanor
CIVIL DISPUTE	5	Retail Fraud 2nd degree	misdemeanor
CONCEALED WEAPONS		Operate MV While intoxicated	misdemeanor
CONDITIONAL BOND VIOLATION		Fail to stop after collision	misdemeanor
CONSERVATION VIOLATION		Retail Fraud 2nd degree	misdemeanor
COUNTERFEITING		Retail Fraud 3rd degree	misdemeanor
CRIMINAL SEXUAL CONDUCT	3	Possession of controlled substance	felony
CURFEW VIOLATION		Domestic Violence	misdemeanor
DISORDERLY	2	DV While knowingly assaulting Pregnant	Female -felony
DISTURBING THE PEACE	3	Domestic Violence	misdemeanor
DOG BITE		Possession of weapon in school	misdemeanor
DOG LOCKED IN VEHICLE		Domestic Violence	misdemeanor
DRIVE WHILE LICENSE SUSPENDED		Aggravated Domestic violence	misdemeanor
EMBEZZLEMENT		Domestic Violence	misdemeanor
EXTORTION		Domestic Violence	misdemeanor
FALSE PERSONATION		PPO violation	misdemeanor
FATAL TRAFFIC CRASH		PPO violation	misdemeanor
FELONIOUS ASSAULT		Operate MV With No insurance	misdemeanor
FIGHT IN PROGRESS		Operate MV With No insurance	misdemeanor
FIREWORKS VIOLATION		Driving with No operators license	misdemeanor
FLEE POLICE			
FOLLOW UP INVESTIGATION	3		
FOUND PROPERTY	3		
FORGERY			
FRAUD	1		
GENERAL	8		



GUNSHOT WOUND			
HARASSMENT	5		
HIT AND RUN PDA	2		
HOMELESS	1		
HOMICIDE ATTEMPT			
INDECENT EXPOSURE			
INJURY CRASH	4		
INTOXICATED PERSON			
INVESTIGATION FOLLOWUP			
INVESTIGATIVE CHECK OR STOP	4		
KEYS LOCKED IN VEHICLE			
KIDNAPPING			
LARCENY	4		
LARCENY BY CONVERSION			
LARCENY FROM VEHICLE			
LARCENY IN A BUILDING	1		
LIQUOR INSPECTION	14		
LITTERING			
LOITERING			
LOST PROPERTY	2		
MDOP	1		
MED FIRST RESPONSE CALL	13		
MENTAL HEALTH CALL	7		
MIP-ALCOHOL			
MIP-VAPE			
MISSING JUVENILE			
MISSING PERSON	2		
MISUSE OF 911 LINE			
MOTORIST ASSIST	4		
MUTUAL AID	4		
NARCOTICS	1		
NATURAL DEATH			
NO INSURANCE-VEHICLE	2		
NO OPERATORS LICENSE	1		
NO REGISTRATION MISDEMEANOR			
NOISE COMPLAINT			
OPEN DOOR			
OVERDOSE-DRUGS			
OWI	2		
PARKING VIOLATIONS	2		
PAROLE VIOLATION			
PDA	7		
PPO VIOLATION	3		
PROBATION VIOLATION		Arrest counts	28
PROWLER	1		
PUBLIC RELATIONS			



RECKLESS DRIVING	1
REGISTRATION VIOLATION	
RESIST OFFICER	1
RETAIL FRAUD	1
ROAD RAGE	
RUNAWAY	
SEARCH WARRANT	
SINKHOLE IN ROADWAY	
STALKING	1
SUBPOENA SERVICE	1
SUICIDE OR ATTEMPTED SUICIDE	
SUICIDAL PERSON-THREATS OF	
SUSPICIOUS PERSON	7
SUSPICIOUS SITUATION	11
THREATS	5
THREATS TO ATTY GENERAL	
THREATS TO COURTHOUSE	
THREATS TO SCHOOL	
TRAFFIC CONTROL	10
TRAFFIC STOPS/CITATIONS	75
TRESPASS	3
TRUANCY	
UDAA	
VERBAL DOMESTIC	5
VIN INSPECTION	
WARRANT ARREST - FELONY	
WARRANT ARREST - MISDEMEANOR	5
WEAPONS OFFENSE	
WELFARE CHECK	10
WITNESS INTIMIDATION	

TOTAL COMPLAINTS	283
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		Fire runs February 1, 2025 thru February 28, 2025	City of Caro Fire Department	Report to Council		page 1
Run #	Date	Responsible entity	Adress of call	Description	Water usage	Township
79	2/1/2025	3258 S. Ringle Rd.	Vassar FD	house fire	0	Mutual
80	2/1/2025	Colling & Elmwood Rd.	public service	unknown crash	0	Almer
81	2/2/2025	4307 Hobart Rd.	Elmwood FD	structure fire	0	Mutual
82	2/2/2025	1840 Colwood Rd.		Med # 046	0	Ellington
83	2/2/2025	500 S. Almer St. #6		Med #47	0	City
84	2/3/2025	City of Caro streets	Messing Trucking Co.	semi oil leak	0	City
85	2/3/2025	S. Hurds Corner & Riley Rd.	Chris Butterfiled	brush fire	0	Wells
86	2/3/2025	3737 Riley Rd.		No med #	0	Wells
87	2/4/2025	440 N. State St.		med #48	0	City
88	2/4/2025	117 N. State St.		med #49	0	City
89	2/4/2025	1601 W. Gilford Rd. G517		med #50	0	City
90	2/4/2025	1935 Orr Rd.		med #51	0	Almer
91	2/5/2025	3635 Riley Rd.		med #52	0	Wells
92	2/5/2025	95 Elmdor Dr.		med #53	0	City
93	2/5/2025	1601 W. Gilford Rd. G517		med #54	0	City
94	2/6/2025	1778 Sunrise Dr.		med #55	0	Almer
95	2/6/2025	2179 Kimber Dr.		med #56	0	Indianfields
96	2/6/2025	2480 E. Deckerville Rd.		Med #57	0	Ellington
97	2/7/2025	1890 Westernen Ridge	Nayeli Booms	Co detector	0	Indianfields
98	2/7/2025	1594 Walk Rd.		med no #	0	Indianfields
99	2/7/2025	2750 Tin Bill Rd.		med #58	0	Wells
100	2/8/2025	1890 Hope Dr.		med #59	0	Almer
101	2/8/2025	1146 Ryan Rd.		med #60	0	Indianfields
102	2/8/2025	1601 W. Gilford Rd. #D209		med #61	0	City
103	2/9/2025	1754 Mertz Rd.		med #62	0	Indianfields
104	2/9/2025	1061 Warren Dr.		Med #63	0	Indianfields
105	2/9/2025	1805 Dixon Rd.		no med #	0	Indianfields
106	2/10/2025	1056 Knollwood DR.		no med #	0	City
107	2/10/2025	960 Norma Dr.		no med #	0	Indianfields
108	2/11/2025	Walk & Dixon Rd.	Cable Co.	wires down, cable lines	0	Indianfields
109	2/11/2025	2114 Tomlinson Rd.		no med #	0	Ellington
110	2/11/2025	1754 Mertz Rd.		no med #	0	Indianfields
111	2/13/2025	200 S. State St.		med #64	0	City
112	2/14/2025	78 Roedel Dr.	Baldwin House	false fire alarm	0	City
113	2/14/2025	1060 Riley Rd.		med #65	0	Indianfields
114	2/14/2025	near 2729 E. Sanilac Rd.	services not needed	unknown crash	0	Wells
115	2/14/2025	622 W. Sherman ST.		med #66	0	City
116	2/14/2025	2115 E. Evergreen Dr.		no #	0	Indianfields
117	2/15/2025	1366 E. Caro Rd.		med #67	0	Almer
118	2/16/2025	4657 Larbee Rd.	Vassar FD	structure fire	0	Mutual
119	2/16/2025	E. Caro near Jacob Rd.	Brandy Jo Mahan	3-vehicle crash with injuries	0	Ellington
120	2/16/2025	1601 W. Gilford Rd. apt. #C114		Med #069	0	City
121	2/17/2025	W. Caro near Higgins Rd.	services not needed	Unknown vehicle crash	0	Juniata
122	2/18/2025	2347 Ross Rd.		no #	0	Wells
123	2/18/2025	3211 W. Caro Rd.		med #70	0	Juniata







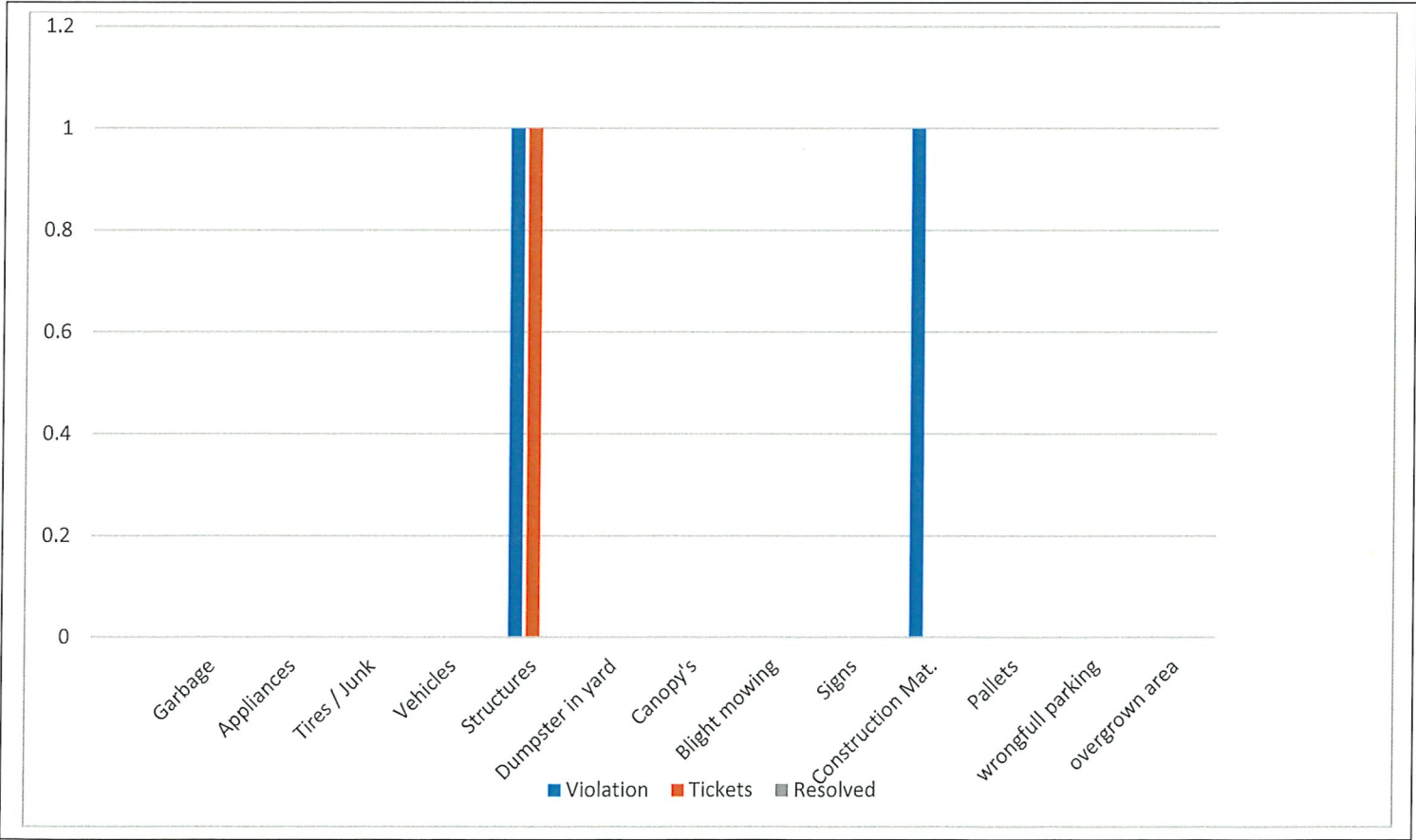
# CITY OF CARO CODE ENFORCEMENT

March 2025 Council Code report

February 2025 monthly review

page 1 of 1

1078 S. Colling Rd.	Blight vehicle	1 <sup>st</sup> . notice
1094 S. Colling Rd.	Blight structure	10 <sup>th</sup> . offence ticketed \$500.00
308 E. Frank St.	Boards & junk	2 <sup>nd</sup> . notice



Blights cited  
Tickets \$

# CITY OF CARO

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

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CHARLOTTE KISH  
DOREEN OEDY  
HEIDI PARKER  
JILL WHITE

**TO:** City Manager/ City Council  
**FROM:** Rita Papp – City Clerk  
**SUBJECT:** Budget Adjust to Allow for Training  
**DATE:** March 17, 2025

---

## Background:

The Michigan Association of Municipal Clerks (MAMC) hosts a summer training conference each year. In years past, only one employee was able to attend due to elections and/or payroll cycles. On February 26<sup>th</sup>, MAMC announced the summer conference dates of June 2<sup>nd</sup> through June 6<sup>th</sup>. The 2025 summer conference is not during an election cycle and (to our surprise) does not fall on a payroll week. Therefore, both Jana and I have the time available to attend.

Funds were only budgeted for one employee to attend this conference. However, due to grants received, there are funds available to accommodate Jana's attendance at the 2025 summer conference.

## Recommendation:

I would like to propose the following budget adjustments which would allow Jana to attend the MAMC 2025 Summer Conference:

Move from:	101-262-740-000 Election Office Supplies	\$1810.00
Move to:	101-262-960-000 Election Education	\$ 700.00
	101-262-962-000 Election Travel	\$1100.00

## Option 1

Motion to approve the budget adjust of \$2,010.00 from election office supplies and place \$900.00 into election education and \$1,100.00 into election travel.

## Option 2

To deny the budget adjustment.

## Option 3

To postpone this matter for further research and discussion.



# CITY OF CARO

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**TO:** City Manager/ City Council  
**FROM:** Rita Papp – City Clerk  
**SUBJECT:** ESTA – Earned Sick Time Act Handbook Policy Amendment  
**DATE:** March 17, 2025

---

## **Background:**

On February 21, 2025, Michigan Legislation passed House Bill No. 4002 to amend 2018 PA 338. (Earned Sick Time Act). To be compliant with State Law, the City of Caro had to amend their handbook policy regarding sick time. The new act requires employers with 10 or more employees to accrue 1 hour of sick time for every 30 hours worked. I worked with our City Attorney, Foster, Swift to develop an amendment to the handbook to include language to encompass our part time employees, seasonal workers, election inspectors, and volunteer firefighters. City of Caro Full-Time union and salaried employees are covered under their individual contracts regarding sick time accrual.

## **Option 1**

Motion to approve the Earned Sick Time Act Handbook Policy Amendment as presented.

## **Option 2**

To deny the request.

## **Option 3**

To postpone this matter for further discussion.

## **C. Sick Leave**

The City provides eligible employees earned sick time ("sick leave") as required by the Michigan Earned Sick Time Act ("Act"). The established benefit year is from anniversary date of hire. Members of City Council, members of publicly appointed boards and commissions, independent contractors, and persons determined ineligible under the Act using the economic reality test are not considered eligible employees for purposes of this policy and the application of the Act.

### **1. Accrual of Sick Leave**

- a) **Eligible Full Time Employees:** Eligible full-time employees shall accrue one day of paid sick leave for each month of active service with the City beginning February 21, 2025 or the date that the employee was hired, whichever is later, on a prorated basis. One day of sick leave for full time employment shall equal eight hours, unless otherwise indicated.
- b) **Eligible Part-Time and Temporary Employees:** All eligible part-time and temporary employees shall accrue sick leave at a rate of one hour for every 30 hours of active service with the City, but shall not be entitled to use more than 72 hours in a benefit year. Accrual of sick leave begins on February 21, 2025 or the date that the employee was hired, whichever is later.
- c) **Active Service:** For purposes of this section, active service means when an employee actually works for and receives pay. Time spent not actually working, including, but not limited to, time spent on vacation, holidays, disability leave, family medical leave, and any other types of leave, does not count as hours worked or active service for purposes of sick leave accrual. Sick leave shall not accrue for individuals who receive disability insurance benefits or while on an unpaid personal leave of absence. Employees who are entitled to worker's compensation benefits because of job related injury shall be considered to have worked 40 hours during every week that they are entitled to worker's compensation benefits.

### **2. Use of Sick Leave**

Sick leave may be used in increments of one hour. Employees may utilize sick leave to care for the mental or physical illness, injury, preventative care, or other disability of the employee or the employee's family member; to be present at doctor/dental appointments that cannot be scheduled outside of regular working hours; to attend meetings at a child's school or place of care related to the child's health or disability, or the effects of domestic violence; or for any other reason specified in the Act. Pregnancy, miscarriage, or childbirth shall be treated as any other incapacity from working. Sick leave may not be utilized to supplement disability insurance payments or when an employee is receiving worker's compensation payments from the City.

### **3. Notice**

An employee shall notify the department head of the need to utilize sick leave as far in advance as possible, including needing to leave work as a result of illness, not to exceed seven days before the date sick leave is to begin. Deciding what is practicable is dependent on the unique facts and

circumstances of each request or situation. Absence of three or more consecutive days may, in the City's sole discretion, require a physician's certificate verifying the need for sick leave. Employees will have no more than 15 days after the City's request to provide said documentation. Any out-of-pocket expenses incurred by the employee in obtaining the necessary documentation will be reimbursed by the City. Falsification of the physician's certificate or falsely setting forth the reasons for the absence shall subject the employee to discipline, up to and including discharge.

#### 4. Unused Sick Leave

Unused sick leave will carry over from one benefit year into the next benefit year up to 240 hours. Employees whose employment status with the City ends on good terms (anything other than involuntary termination or involuntary resignation) shall be paid for 50% accrued, unused sick leave benefits at their current rate of pay. Those who have at least 10 years of consecutive service to the City and retire shall be paid 100% accrued, unused sick leave benefits at their rate of pay at the time of retirement. Employees who are re-employed with the City within two months of separation will have their unused sick leave under this policy made available to them unless otherwise previously paid out.

#### 5. Current Rate of Pay

When using sick leave, employees will be paid their normal wage rate, base wage, or minimum wage as established under the Improved Workforce Opportunity Act, whichever is greater. The calculation of an employee's normal wage rate and base wage excludes overtime pay, holiday pay, bonuses, commissions, and supplemental pay.

#### 6. Family Members Defined

Per the Act, family members include, but are not limited to, biological, foster, step, and adopted children; biological, foster, step, and adoptive parents; grandparents; grandchildren; biological, foster, or adopted siblings, domestic partners, or any other individual by blood or affinity whose close association with the employee is equivalent to a familial relationship.

87253:00001:201261496-2

Adopted 03/17/25, Motion:



# CITY OF CARO

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## MEMORANDUM

TO: Caro City Council  
City Manager – Scott Czasak  
FROM: Tammy Ries - Treasurer  
DATE: Wednesday, March 12, 2025  
RE: Agenda Item – Audit Bids

Members of the Caro City Council,

Our contract for auditing services expired at the end of our FY 2023/2024 audit. We recently placed our three-year auditing contract out for bids in order to secure a contract before the next audit season arrives. We placed the RFP in the newspaper and on our website. We received two bids.

Company	Location	Bid-2025	Bid-2026	Bid-2027	Total
Maner Costerisan	Lansing, MI	\$29,750	\$31,250	\$32,750	\$93,750
Anderson, Tuckey, Bernhardt & Doran	Caro, MI	\$20,000	\$21,000	\$22,000	\$63,000

After a review of the bids submitted, it is my recommendation to award the contract to Anderson, Tuckey, Bernhardt & Doran for the bid price of \$63,000 over the three-year term. Anderson, Tuckey, Bernhardt & Doran are the lowest bidder, and they have the added benefit of being very familiar with the city's finances due to the many years that they have been preparing our audits.

Options for motions are:

1. Motion to award the three-year auditing contract to Anderson, Tuckey, Bernhardt & Doran for the bid amount of \$63,000 and authorize the City Manager to sign all documents to execute the contract.
2. Motion to award the three-year auditing contract to Maner Costerisan for the bid amount of \$93,750 and authorize the City Manager to sign all documents to execute the contract.
3. Postpone action.
4. Take no action.



# ANDERSON, TUCKEY, BERNHARDT & DORAN, P.C.

Certified Public Accountants

Valerie J. Hartel, CPA  
Jamie L. Peasley, CPA  
Angela M. Burnette, CPA  
.....

.....  
Thomas B. Doran, CPA  
Chelsie M. Peruski, CPA  
Kendra K. Bednarski, CPA

March 4, 2025

Rita Papp, City Clerk  
City of Caro  
317 South State Street  
Caro, MI 48723

Dear Ms. Papp:

We appreciate the opportunity to submit our proposal for audit services to the City of Caro for the years ending June 30, 2025, 2026 and 2027.

Anderson, Tuckey, Bernhardt & Doran, P.C., has provided quality and timely audit and related services to governmental and non-profit organizations in the Thumb area for over fifty years. We hope you will continue to utilize our firm, as you have in the past.

Included in our proposal is an overview of our firm. We would hope that this engagement would prove to be mutually beneficial and would last indefinitely. Based upon prior experience with you, our proposed fee for the audit of your financial statements would be as follows:

June 30, 2025 .....	\$20,000	<i>Financial Audit</i>
	\$3,000	Single Audit (if required)
	\$1,500	F-65/Act 51/Qualifying Statement
	\$500 - \$1,000	Implementation of new GASB standards (if applicable)
	Fee to be negotiated	New Significant Funds (if required)
June 30, 2026 .....	\$21,000	<i>Financial Audit</i>
	\$3,000	Single Audit (if required)
	\$1,500	F-65/Act 51/Qualifying Statement
	\$500 - \$1,000	Implementation of new GASB standards (if applicable)
	Fee to be negotiated	New Significant Funds (if required)
June 30, 2027 .....	\$22,000	<i>Financial Audit</i>
	\$3,000	Single Audit (if required)
	\$1,500	F-65/Act 51/Qualifying Statement
	\$500 - \$1,000	Implementation of new GASB standards (if applicable)
	Fee to be negotiated	New Significant Funds (if required)

Our firm is available to answer general questions that may arise during the term, without additional cost to the City. The financial audit fee above includes mileage, travel, and clerical time.

Our invoices for these services will be rendered each month as work progresses.

# Fees

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The cost of the audit is based on the amount of time it takes to perform the audit of the City. Our charges for audit or management services are based on the level of team member necessary to perform the services. The standard hourly governmental audit billings rates are as follows:

Principal	\$ 300 - 410
Senior Manager	235 - 290
Manager	190 - 230
Senior Associate	165 - 185
Associate	125 - 160
Technology	160 - 250
Administrative	105 - 150

These billing rates would also apply to any management services assistance or other services the City may request that are not covered by the scope of the audit.

The fees quoted below assume the City records are in reasonable condition and are based on anticipated levels of client assistance and expertise. Should any of these levels of assistance or expertise change significantly during the period of our engagement, we will need to discuss this situation with the City to determine a plan of action for the remainder of the agreement. If circumstances are encountered (i.e., unrecorded accruals, unbalanced records, significant audit journal entries, inadequate staff assistance, etc.), that cause us to spend additional time that was not planned we will discuss the situation with you prior to performing any additional services.

The estimated fees for an annual audit as well as an every other year audit are as follows:

Year Ending June 30,	Financial Audit
2025	\$ 29,750
2026	31,250
2027	32,750

If additional procedures are necessary to assist with implementation or continuation accounting standards (such as GASB Statement Nos. 68, 74, 75, 84, 87, 96, or 101 or any other accounting standard impacting the financial statements of the City), such assistance is considered outside the scope of the audit and our fees will be based on the services rendered at our standard hourly rates.

# CITY OF CARO

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TO: City Council  
City Manager – Scott Czasak  
FROM: Tammy Ries, Treasurer  
SUBJECT: 2024/2025 Sidewalk special assessment Project  
DATE: 3/12/2025

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In FY 2024/2025, the City Council approved \$175,000 for sidewalk replacement to be completed through special assessment. This year, we have identified a number of sidewalks in need of replacement due to cracking, heaving, and poor surface quality.

Our target area for improvement includes sections in the following locations (detailed scope is outlined in the attached document prepared by ROWE):

- Williamsburg Drive
- West Burnside
- Monroe Street

The total proposed project, including 20% contingency, is \$201,100.56. This cost is offset by a 25% match by each homeowner which results in the city's portion totaling \$154,413.42. In addition, the 20% contingency is not automatically assumed to be used for each property. Each property has this built into their estimate and will only be billed if it is needed.

## Recommendation:

It is my recommendation to approve the initial scope of the sidewalk special assessment project and set a date for an open house and public hearing on the necessity of the project.

## Motion:

### Option 1:

To accept the recommendation and schedule the sidewalk special assessment open house for 5:30 PM on Monday, April 7<sup>th</sup>, 2025, and set the public hearing for 6:30 PM on Monday, April 7<sup>th</sup>, 2025.

### Option 2:

To decline the recommendation.

### Option 3:

Take no action.

City of Caro - 2025 Sidewalk Replacement Project - Prelim Measurements with bid prices

## Totals

Williamsburg Drive Quantity	West Burnside Quantity	Monroe (Hooper to Bates) Quantity	Monroe (Bates to M-81) Quantity	Total Project Quantity	Unit	Work Item	Unit Price	Amount
770	0	0	0	770	Sft	New Sidewalk, 4 inch	\$8.00	\$6,160.00
250	0	0	0	250	Sft	New Sidewalk, 6 inch	\$10.00	\$2,500.00
0	172	0	225	397	Sft	Remove Sidewalk	\$2.60	\$1,032.20
5207	1931	4842	2890	14870	Sft	R&R Sidewalk, 4 inch	\$8.00	\$118,960.00
205	175	1680	615	2675	Sft	R&R Sidewalk, 6 inch	\$10.00	\$26,750.00
0	0	144	72	216	Sft	R&R Driveway, 6 inch	\$10.00	\$2,160.00
5	1	0	2	8	Ton	HMA Restoration	\$300.00	\$2,400.00
0	66	0	0	66	Sft	Pavement Removal	\$2.60	\$171.60
39	0	0	0	39	Lft	R&R Curb and Gutter	\$50.00	\$1,950.00
19	12	10	14	55	Ea	Tree Root Removal	\$100.00	\$5,500.00
						Sub Total		\$167,583.80
						20% contingency		\$33,516.76
						Estimated Total cost		\$201,100.56
<b>Estimated Cost by Street</b>								
						Williamsburg Drive		\$69,259.20
						W Burnside		\$23,180.16
						Monroe Street - Hooper to Bates		\$69,571.20
						Monroe Street - Bates to M-81		\$39,090.00
						Estimated Total cost		\$201,100.56

Property Owner's Mailing

Owner	Address	City	State	Zip	Property Address	Parcel Number	Estimate Total Cost	Property Owner's Cost	City Cost
Ronald Charles Harcek Sr	751 Williamsburg Dr	Caro	MI	48723	751 Williamsburg Dr	050-500-764-5400-00	4,680.00	1,170.00	3,510.00
Eric W Olar	743 Williamsburg Dr	Caro	MI	48723	743 Williamsburg Dr + Vacant Lots	050-500-764-5500-00	9,012.00	2,253.00	7,659.00
Jeanne O'Dell	711 Williamsburg Dr	Caro	MI	48723	711 Williamsburg Dr	050-500-764-5800-00	4,008.00	1,002.00	3,006.00
Nicole Horneber	701 Williamsburg Dr	Caro	MI	48723	701 Williamsburg Dr	050-500-764-5900-00	144.00	36.00	108.00
Joanne F Smith	692 Westchester Dr	Caro	MI	48723	Open Lot Westchester Dr	050-500-764-6000-00	4,536.00	1,134.00	3,402.00
City of Caro	317 S State St	Caro	MI	48723	City Park Williamsburg Dr	050-500-762-7000-00	8,640.00	-	8,640.00
Lynne M Gudovatz	628 Westchester Dr	Caro	MI	48723	628 Westchester Dr	050-500-762-2500-00	1,440.00	360.00	1,080.00
Donald W Duggar Sr	622 Williamsburg Dr	Caro	MI	48723	622 Williamsburg Dr	050-500-763-4700-00	1,104.00	276.00	828.00
Richard Tuckey	632 Williamsburg Dr	Caro	MI	48723	632 Williamsburg Dr	050-500-763-4800-00	3,744.00	936.00	2,808.00
Raymond W Geraldo	642 Williamsburg Dr	Caro	MI	48723	642 Williamsburg Dr	050-500-763-4900-00	4,200.00	1,050.00	3,150.00
Thomas L Chinn	652 Williamsburg Dr	Caro	MI	48723	652 Williamsburg Dr	050-500-763-5000-00	4,104.00	1,026.00	3,078.00
Dennis M Tomes	672 Williamsburg Dr	Caro	MI	48723	672 Williamsburg Dr	050-500-763-5200-00	1,272.00	318.00	954.00
Caro Williamsburg LLC	429 N State St Ste 102	Caro	MI	48723	746 Williamsburg Dr	050-500-763-5300-00	13,135.20	3,283.80	9,851.40
Sally A Londry	1734 Van Geisen	Caro	MI	48723	1734 Van Geisen	050-004-400-1600-02	9,240.00	2,310.00	6,930.00
Gary J Crews	1128 Collingwood Dr	Caro	MI	48723	303 N State St	050-500-118-0700-00	576.00	144.00	432.00
Covenant Partners LLC	319 N State St	Caro	MI	48723	120 W Burnside St	050-500-118-0725-00	3,456.00	864.00	2,592.00
Schaap Properties LLC	161 E Huron Ave	Vassar	MI	48768	150 W Burnside St	050-500-118-0100-00	1,694.40	423.60	1,270.80
Tuscola County Land Bank	141 S Almer St	Caro	MI	48723	202 W Burnside St	050-500-114-0500-00	2,048.16	512.04	1,536.12
James Boyle	208 W Burnside St	Caro	MI	48723	208 W Burnside St	050-500-114-0550-00	1,512.00	378.00	1,134.00
Holly S Shresny	214 W Burnside St	Caro	MI	48723	214 W Burnside St	050-500-114-0400-00	840.00	210.00	630.00
Shane Romain	706 Allen St	Caro	MI	48723	218 W Burnside St	050-500-114-0300-00	1,980.00	495.00	1,485.00
Shane Romain	706 Allen St	Caro	MI	48723	226 W Burnside St	050-500-114-0200-00	1,992.00	498.00	1,494.00
RSE Rental LLC	2945 E Deckerville Rd	Caro	MI	48723	232 W Burnside St	050-500-114-0100-00	1,080.00	270.00	810.00
Paul A Rolfe	302 W Burnside St	Caro	MI	48723	302 W Burnside St	050-500-142-0200-00	1,080.00	270.00	810.00
Adrien Hartseil	1561 E Caro Rd	Caro	MI	48723	233 W Burnside St	050-500-113-0500-00	299.52	74.88	224.64
Michael Scott Karpovich	220 N Almer	Caro	MI	48723	220 N Almer	050-500-113-0600-00	0.00	0.00	No work
Kathleen Bodels	217 W Burnside St	Caro	MI	48723	217 W Burnside St	050-500-113-0650-00	2,345.28	586.32	1,758.96
Marlene Carley	211 W Burnside St	Caro	MI	48723	211 W Burnside St	050-500-113-0800-00	696.00	174.00	522.00
Tanya Batschke Trust	207 W Burnside St	Caro	MI	48723	207 W Burnside St	050-500-113-0900-00	1,468.80	367.20	1,101.60
City of Caro	317 S State St	Caro	MI	48723	City Parking Lot W Burnside St	050-500-117-1240-00	2,112.00	-	2,112.00
165 3rd St	921 Monroe St	Caro	MI	48723	931 Monroe St	050-500-505-0100-00	4,512.00	1,128.00	3,384.00
Terry Johnson	921 Monroe St	Caro	MI	48723	921 Monroe St	050-500-505-0300-00	5,395.20	1,348.80	4,046.40
Toth Properties LLC	PO Box 470	Almont	MI	48003	909 Monroe St	050-500-505-0500-00	2,688.00	672.00	2,016.00
Mark R Demaray	901 Monroe St	Caro	MI	48723	901 Monroe St	050-500-505-0600-00	7,852.80	1,963.20	5,889.60
Roger Carson	891 Monroe St	Caro	MI	48723	891 Monroe St	050-500-505-0900-00	7,844.00	1,911.00	5,733.00
Olena M Jensen	1135 Arrowhead Dr	Caro	MI	48723	811 Monroe St	050-500-505-1200-00	4,272.00	1,068.00	3,204.00
Christopher H Fenton	807 Monroe St	Caro	MI	48723	807 Monroe St	050-500-505-1400-00	2,700.00	675.00	2,025.00
Joseph W Littlepage	791 Monroe St	Caro	MI	48723	791 Monroe St	050-500-505-1500-00	2,544.00	636.00	1,908.00
Joan M Morrison	781 Monroe St	Caro	MI	48723	781 Monroe St	050-500-505-1600-00	1,920.00	480.00	1,440.00
Loren L Bickel	775 Monroe St	Caro	MI	48723	775 Monroe St	050-500-505-1700-00	2,628.00	657.00	1,971.00
Michael Copeland	771 Monroe St	Caro	MI	48723	771 Monroe St	050-500-505-1800-00	3,120.00	780.00	2,340.00
Miguel J Torrez	767 Monroe St	Caro	MI	48723	767 Monroe St	050-500-505-1900-00	2,755.20	688.80	2,066.40
Dale Clink	757 Monroe St	Caro	MI	48723	757 Monroe St	050-500-505-2000-00	5,520.00	1,380.00	4,140.00
Aaron Sanback	419 Monroe St	Caro	MI	48723	419 Monroe St	050-500-505-2200-00	5,184.00	1,296.00	3,888.00
Katherine N Bradley	409 Monroe St	Caro	MI	48723	409 Monroe St	050-500-505-2400-00	5,052.00	1,263.00	3,789.00
Shawn Rietz	1321 Market Rd	Munger	MI	48747	227 Monroe St	050-500-505-2600-00	5,784.00	1,446.00	4,338.00
Elroy L Kosters	426 S State St	Caro	MI	48723	426 S State St	050-500-611-0500-00	1,860.00	465.00	1,395.00
Tera Boatright	120 Monroe St	Caro	MI	48723	120 Monroe St	050-500-611-0600-00	480.00	120.00	360.00

Lori Ann Krywko	128 Monroe St	Caro	MI	48723	128 Monroe St	050-500-611-0620-00	2,928.00	732.00	2,196.00
Donaldo K Ault Jr	200 Monroe St	Caro	MI	48723	200 Monroe St	050-500-611-0610-00	2,592.00	648.00	1,944.00
Kyle Rahn	204 Monroe St	Caro	MI	48723	204 Monroe St	050-500-610-0520-00	3,126.96	781.74	2,345.22
Phillip M Millerov	210 Monroe St	Caro	MI	48723	210 Monroe St	050-500-610-0510-00	3,569.76	892.44	2,677.32
Daniel Hudson	1762 Froede Rd	Deford	MI	48729	216 Monroe St	050-500-610-0500-00	2,826.96	706.74	2,120.22
Judd Daniel Krause Jr	222 Monroe St	Caro	MI	48723	222 Monroe St	050-500-610-0650-00	3,786.96	946.74	2,840.22
Mary K Hamilton	230 Monroe St	Caro	MI	48723	230 Monroe St	050-500-610-0600-00	3,729.60	932.40	2,797.20
Matthew Long	111 W Congress St	Caro	MI	48723	217 Monroe St	050-500-613-0150-00	6,638.88	1,659.72	4,979.16
Vincent Vielhaber	790 Glaspie Rd	Oxford	MI	48371	502 Hamilton	050-500-613-0100-00	7,550.88	1,887.72	5,663.16



# 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  
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Website [www.carocity.net](http://www.carocity.net)

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

## MEMORANDUM

TO: Caro City Council  
FROM: City Manager Scott R. Czasak  
DATE: Wednesday, March 12, 2025  
RE: Agenda Item – Website Rebuild Proposals

Members of the Caro City Council,

As you know, during the Fiscal Year 2024/2025 budget process, \$20,000 was allocated towards a project of revitalizing the City of Caro website. As anyone who navigates our website can see, it is in need of a relaunch to make it more user friendly and to include features which would make it more useful for the residents and businesses of Caro. In the Request for Proposals, we specifically asked for companies who have experience with municipal websites, can develop fillable forms online to streamline the permitting process, have a dynamic event calendar where anyone can download the information for an event to put in their own electronic calendar, comply with all federal requirements for accessibility, and most importantly, provide the transparency necessary for our continued evolution in the Redevelopment Ready Communities program which requires us to have easy access to the agendas and minutes of all Councils, Commissions, and Committees of the City, along with the budget and annual audit.

As such, the project was placed out for proposals per City policy, including posting in the newspaper, and on our website. Additionally, the project was posted on BidNet. The city received over 20 bids on time from across the country, with a few which arrived late that were not considered. The proposals had costs which ranged from \$3,500 to \$289,000. After a review of the proposals, a final four were selected.

Company	Location	Initial Costs	Recurring Costs
Civic Plus (Current provider)	Manhattan, KS	\$23,254.75	\$8,419.00 per year
GHD Digital	Farmington Hills, MI	\$16,444.00	\$5,744.00 per year
Jesse James	New York, NY	\$22,250.00	\$4,200.00 per year
Revize	Troy, MI	\$17,700.00	\$3,900.00 per year

In order to allow not just my vision to be the one choosing a recommendation I then took the reference websites for each finalist and sent them to various staff members at City Hall to review for aesthetic appeal, ease of use, functions they found useful, and overall impressions of the websites listed by the finalists as their reference work. Each staff member was asked to pick 3 favorite websites, and upon compiling the data the two overall leaders were Civic Plus and Revize. Given Civic Plus is our incumbent provider which we have had some issues with, and the overall costs being what they are, it is my recommendation to accept the proposal from Revize of Troy, MI to rebuild our website for an initial cost of \$17,700.00 and \$3,900.00 per year in recurring costs. Not only is their bid the most competitive overall of the final four, but they also have the added feature of offering a free rebuild in year 4 if we feel the need to do so, which could prove



useful as technology moves so fast there might be new features we would want to integrate in a few years' time.

It is my hope to have the new site launched by the end of the Fiscal Year, however that will of course depend on certain factors such as migration from our current website and issues which may develop during the design process.

Options for motions are:

1. Motion to accept the proposal from Revize of Troy, MI to rebuild and maintain the City of Caro website for an initial cost of \$17,700.00 and an annual cost of \$3,900.00 and authorize the City Manager to sign all documents required to facilitate the project.
2. Motion to accept the proposal from (insert company) of (location) to rebuild and maintain the City of Caro website for an initial cost of \$(proposed initial price) and an annual cost of \$(proposed annual price) and authorize the City Manager to sign all documents required to facilitate the project.
3. Postpone action.
4. Take no action.

# **CITY OF CARO**

## **REQUEST FOR PROPOSALS**

### **CITY WEBSITE REDESIGN AND MAINTAINENCE**

#### **1. Introduction**

The City of Caro, Michigan (hereinafter referred to as "the City") is seeking proposals from qualified firms or individuals for the redesign, development, and ongoing management of its official website. The City seeks to improve the website's functionality, aesthetics, user experience, and content management capabilities. The new website will serve as the main online portal for information about city services, events, public notices, and other resources.

#### **2. Scope of Work**

The scope of this project includes the following phases:

##### **Phase 1: Website Redesign**

- Conduct stakeholder meetings with City staff to gather input on current website performance and goals for the redesign.
- Develop and implement a modern, user-friendly design that reflects the City's identity and mission.
- Provide a mobile-responsive design that is accessible across all devices (desktop, tablet, mobile).
- Ensure the website complies with accessibility standards (ADA Section 508).
- Redesign the information architecture and navigation for improved user experience.
- Create mockups and prototypes for approval prior to development.
- Integrate features such as search functionality, event calendars, news feeds, interactive maps, and citizen engagement tools.
- Develop custom pages for City departments, public services, elected officials, and other city resources.
- Provide recommendations for a content management system (CMS) or utilize an existing CMS.

##### **Phase 2: Website Development**

- Develop the new website based on approved designs.
- Implement the website using current technologies that ensure speed, security, and scalability.
- Integrate a user-friendly CMS that allows City staff to update and manage content easily.
- Implement a secure and easy-to-use system for event submissions, public notices, and online forms.
- Provide a secure hosting environment, ensuring high uptime and minimal downtime.
- Implement analytics and reporting tools to track website traffic and performance.

##### **Phase 3: Website Management and Maintenance**

- Provide ongoing management and maintenance services after the website launch, including:
  - Regular software updates and security patches.
  - Technical support for troubleshooting and resolving issues.
  - Content updates and training for City staff on CMS.
  - SEO optimization for improved search engine visibility.
  - Periodic updates to ensure continued functionality with changing web standards and security protocols.

### **3. Proposal Requirements**

Interested firms or individuals must submit a detailed proposal that includes the following:

1. **Company Profile**  
Provide an overview of your company, including the size, history, and relevant experience in website design and management.
2. **Experience and Portfolio**  
Provide examples of past projects similar to the scope of work described in this RFP. Include URLs, descriptions, and outcomes.
3. **Team Qualifications**  
Include a list of key team members who will be working on the project, along with their qualifications and experience.
4. **Proposed Approach and Methodology**  
Outline your approach to the website redesign and management, including project timelines, steps for design, development, testing, and implementation. Specify how you will meet the City's needs and goals.
5. **Cost Proposal**  
Provide a detailed cost breakdown for each phase of the project (redesign, development, ongoing management). Include any ongoing maintenance or hosting fees, as well as any additional costs that may arise.
6. **Timeline**  
Provide a detailed timeline for the project, from initial consultations to website launch. Include milestones and deliverables for each phase.
7. **Support and Maintenance Plan**  
Detail your approach to providing ongoing support and website maintenance, including response times and terms of service.
8. **References**  
Provide at least three (3) references from clients who have worked with your firm on similar projects. Include contact information and project descriptions.

### **4. Evaluation Criteria**

Proposals will be evaluated based on the following criteria:

- Experience and qualifications of the firm/team.
- Quality and creativity of previous work (portfolio).

- Proposed approach and understanding of the City's needs.
- Cost-effectiveness of the proposal.
- Client references and past project success.
- Proposed timeline and ability to meet project deadlines.

**Submission Deadline and Contact Information:**

The City of Caro will receive sealed proposals at the City Clerk's Office, 317 S. State Street, Caro, MI 48723 for City of Caro until **Tuesday, February 25, 2025, at 11:00 AM. Bids shall be submitted in a sealed envelope and plainly marked "WEBSITE SERVICES – CITY OF CARO."** Late submissions will not be considered.

**Selection Process:**

Proposals will be evaluated based on the firm's qualifications, experience, approach, and cost. Shortlisted firms may be invited to make presentations or provide additional information if necessary. The City of Caro reserves the right to award the contract to the firm that best meets the project's needs and requirements, the lowest proposal may not necessarily be selected.

For any inquiries or clarifications regarding this RFP, please contact Scott R. Czasak, City Manager at [sczasak@carocity.net](mailto:sczasak@carocity.net) or 989-673-7671 x. 5225.

We look forward to receiving your proposals and working together to successfully complete this project.

Scott R. Czasak, MPA, PDM  
City Manager/Zoning Administrator  
City of Caro

## GENERAL INFORMATION FOR PROPOSALS

### 1.1 Program Administrator

The Program Administrator is the primary point of contact for this procurement. All communication between prospective bidders and the City of Caro upon receipt of this proposal shall be with the Program Administrator, as follows:

Scott R. Czasak  
City Manager  
317 South State Street  
Caro, MI 48723  
Telephone: (989) 673-7671  
E-mail: [sczasak@carocity.net](mailto:sczasak@carocity.net)

Prospective bidders are to rely only on written statements issued by the Program Administrator. Any other communication will be considered unofficial and non-binding on the City. Communication directed to parties other than the Program Administrator may result in disqualification of the prospective bidder.

Upon or after awarding the contract, the City Manager may designate another City staff member as a contact for the assignment and timing of work, and/or quality control.

### 1.2 Submission of Proposals

Responding individuals/contractors are required to submit three (3) copies of their proposal, one (1) of which must have original signatures. The proposal, whether mailed or hand delivered, must arrive at the City Hall no later than **11:00 AM, local time, on Tuesday, February 25, 2025.**

The proposals shall be sent or delivered to the City Clerk. The envelope should be clearly marked **“WEBSITE SERVICES – CITY OF CARO.”** and addressed to the attention of the Caro City Clerk as follows:

City of Caro  
ATTN: City Clerk  
317 S. State Street  
Caro, MI 48723

Bidders who mail proposals should allow normal mail delivery time to ensure timely receipt of their proposals by the Caro City Clerk. Respondents assume the risk for the method of delivery chosen. The City assumes no responsibility for delays caused by any delivery service. Proposals may not be transmitted using electronic media such as facsimile or email transmission.

Late proposals will not be accepted and will be automatically disqualified from further consideration. All proposals and any accompanying documentation becomes the property of the City and will not be returned.

### **1.3 Proprietary Information and Public Disclosure**

Materials submitted in response to this competitive proposal shall become the property of the City. All proposals received shall remain confidential until the deadline for submission of proposals has expired, as defined by Michigan statute (MCL 15.243(i), the Freedom of Information Act).

### **1.4 Revisions/Addenda to the Proposal**

In the event it becomes necessary to revise any part of this proposal, addenda will be put in writing and provided to all prospective bidders known to the City of Caro. For this purpose, the published questions and answers and any other pertinent information will be considered an addendum to the proposal and will be provided to all known prospective bidders.

The City of Caro reserves the right to cancel or to reissue the request for proposals in whole or in part, prior to execution of a contract.

### **1.5 Acceptance Period**

Proposals must provide 30 days for acceptance by the City of Caro from the due date for receipt of proposals.

### **1.6 Responsiveness**

All proposals will be reviewed by the City Manager to determine compliance with administrative and operational requirements and instructions specified in this request for proposals. Failure to comply with any part of the request for proposals may result in rejection of the proposal as nonresponsive. The City of Caro also reserves the right, at its sole discretion, to waive irregularities.

### **1.7 Most Favorable Terms**

The City of Caro reserves the right to make an award without further discussion of the proposal submitted. Therefore, the proposal should be submitted initially on the most favorable terms that the respondent could propose. There will be no “best and final offer” procedure. The City of Caro reserves the right to contact a respondent for clarification of its proposal.

This request for proposals specification shall be incorporated and is an integral component of a contract resulting from this request for proposals. It is understood that the proposal will become a part of the official procurement file on this matter without obligation to the City of Caro.

### **1.8 Costs of Proposals**

The City of Caro will not be liable for any costs incurred by the bidder(s) in preparation of a proposal submitted in response to this invitation, in the conduct of a presentation, or any other activities related to responding to this request for proposals.

### **1.9 No Obligation Contract**

The issuance of this request for proposals does not obligate the City of Caro to award a contract for services as specified herein.

### **1.10 Decision on Proposals**

The City of Caro reserves the right, at its sole discretion, to accept, reject or modify any and/or all proposals, to waive irregularities or informalities, and/or not to issue a contract as a result of this request for proposals.

**1.11 Failure to Comply**

The Respondent is specifically notified that failure to comply with any part of the request for proposals may result in rejection of the proposal as non-responsive.

**1.12 Commitment of Funds**

The City of Caro or their delegates are the only individuals who may legally commit the City of Caro to the expenditure of funds for a contract resulting from this request for proposals. No costs chargeable to the proposed contract may be incurred before receipt of a fully executed contract.

**1.13 Evaluation Procedure**

Responsive proposals will be evaluated in accordance with the requirements stated in this request for proposals and any addenda issued. All proposals received by the stated deadline will be reviewed by the City Manager and staff to ensure that the Contractors meet the minimum requirements to perform the work requested and that proposals contain all of the required information requested in the request for proposals. Only responsive proposals which meet the requirements will be considered for award. Any Contractor which does not meet the stated qualifications or any proposal which does not contain all of the required information will be rejected as non-responsive.

**1.14 Award Procedure**

Proposal Opening:	February 25, 2025
Tabulation and Evaluation of Proposals:	February 25-26, 2025
Recommendation to City Council:	February 26, 2025
Council consideration of proposals/ anticipated vote:	March 3, 2025
Anticipated Contract Signing:	March 4, 2025
Authorization of Work:	March 4, 2025

**1.15 Payment Procedure**

Invoices shall be submitted monthly for work performed.



# Cost Proposal

CivicPlus can appreciate the monetary constraints facing our governments each day. To help ease these concerns and assist with budgeting and planning, our proposed project and pricing are valid for 60 days from February 25, 2025.

CivicPlus does not charge by phase or hourly rates. Instead, we offer an all-inclusive, per-project pricing structure. Please see more on the following page regarding our project invoicing.

## Implementation

- Standard Package: 1 Website Design from Choice of 5 Fixed Layout Options
- 150 pages Content Development from URL carocity.net
- Up to 100 Meetings Worth of Agendas & Minutes PDF/DOC Migration
- 4 Blocks of Virtual Consulting (up to 3 hours/block)
- 4 Blocks of Virtual System Training (up to 3 hours/block)

## Features & Functionality

- Web Central CMS Tools, Widgets, & Features
- DNS Setup for URL carocity.net
- AudioEye Managed

## Annual Recurring Services

- Guardian Hosting & Security
- 1 SSL Certificate
- DNS Hosting for URL carocity.net
- Software Maintenance Including Service Patches & System Enhancements
- 24/7 Technical Support & Access to the CivicPlus Help Center
- Dedicated Customer Success Manager

The City's Investment		Cost Breakdown
One-Time Fees (including Redesign and Development)		\$14,835.75
Ongoing Fees (including Maintenance)		\$8,419.00
Total Investment - Year 1 (includes one-time fees and Year 1 annual services)		\$23,254.75 (Reflects a \$4,945.25 Year 1 Discount)
Annual Recurring Services (subject to 5% uplift)		\$8,419.00







### SEO optimization for improved search engine visibility.

GHD designs our sites with SEO best practices in mind. We structure the page templates using CSS to keep the HTML clean and simple providing search crawlers with the ability to parse the site quickly and easily.

Govstack allows content authors and editors to input metadata, which includes basic keywords for Search Engine Optimization and other more advanced fields. The CMS allows for specific metadata to be set for each individual webpage, rather than having a single set of metadata for the entire website. This ensures that each page has an improved ranking for Search Engine Optimization and can be easily found by searches.

### Periodic updates to ensure continued functionality with changing web standards and security protocols.

The Govstack CMS is updated regularly. These updates include enhancements to the system such as minor new features as requested by our clients, and bug fixes. Please refer to the response **“Support and Maintenance Plan”** below for more information.

Our solution incorporates a comprehensive strategy for the long-term management of the website. We understand the importance of ongoing maintenance, updates, and optimization to ensure the website's continued success. Our team will establish a proactive approach, including regular monitoring, security enhancements, and performance optimizations. In addition to regular maintenance, updates, and optimizations, we will hold quarterly check-in meetings to assess the website's performance and address any emerging needs or opportunities. These meetings will provide an opportunity to review key metrics, discuss user feedback, and align the website with evolving business objectives. With our proactive approach and ongoing collaboration, we will ensure that your website remains effective, up-to-date, and aligned with your long-term goals. With our strategic plan in place, you can be confident that your website will be well-maintained and effectively managed for the long term.

## 5. Cost Proposal

GHD is pleased to provide our financial proposal for the implementation and annual fees for the City of Caro's RFP 2025-2 Website Redesign and Maintenance project. The succeeding tables outline the breakdown of initial and ongoing costs. Pricing for optional products and services is also provided.

### City of Caro's Investment – Cost Summary

Description	One-Time Fee	Annual Costs
Govstack Starter – Website CMS and Implementation	\$12,443.00	N/A
Govstack Enterprise Hosting and Licensing	N/A	\$4,431.00
Govstack Forms	\$1,659.00	\$1,313.00
Content Migration – 50 Pages	\$2,342.00	N/A
Training	N/A	Included



Digital

Description	One-Time Fee	Annual Costs
Ongoing Support	N/A	Included
<b>Total Investment</b>	<b>\$16,444.00</b>	<b>\$5,744.00</b>

\*Excludes applicable taxes and travel expenses for on-site visits, annual fees subject to CPI increases

#### What is Included – Cost Breakdown

Govstack Starter Package	Govstack Enterprise Hosting and Licensing
<p>Platform:</p> <ul style="list-style-type: none"> <li>1 identity per user to access all applications.</li> <li>Maximum of 20 MAU (Monthly Active Users).</li> </ul> <p>CMS:</p> <ul style="list-style-type: none"> <li>Website Theme</li> <li>Content Management</li> <li>Site Builder</li> <li>Google Search (3rd party fees apply)</li> <li>News &amp; Subscriptions</li> <li>Accessible WCAG 2.1 Level AA</li> </ul> <p>Events:</p> <ul style="list-style-type: none"> <li>1 Calendars</li> <li>Public submission with approvals.</li> <li>Event email notifications</li> </ul>	<p>Govstack is hosted in Microsoft Azure within US Geographic Zones:</p> <ul style="list-style-type: none"> <li>Azure SQL database</li> <li>Disaster recovery</li> <li>High availability infrastructure</li> <li>Resource scaling</li> <li>99.95% uptime</li> <li>Microsoft Defender for Cloud</li> <li>Traffic management and DDOS (Denial of Service Attack) protection with Azure Front Door</li> </ul> <p>GHD-issued SSL/TLS certificates – included through Azure Managed Certificates. All products use GHD-managed certificates with 256-bit encryption.</p> <p>Hosting Infrastructure Certifications: ISO 27001, SOC 2, SOC 3, HIPAA/HITECH, and PCI-DSS.</p> <p>Licensing and maintenance of Govstack CMS.</p>
Standard Support	
<ul style="list-style-type: none"> <li>Named Contacts: Designate 2 members of your team authorized to contact Customer support and log tickets.</li> <li>Email and Online Portal – Access to our online support portal: <ul style="list-style-type: none"> <li>Create and review your tickets</li> <li>View ticket priority</li> <li>Update ticket notes or status</li> <li>Close or re-open resolved tickets</li> <li>View tickets for your entire organization</li> </ul> </li> </ul>	
Govstack Forms	
<p>Implementation of the Govstack Forms tool:</p> <ul style="list-style-type: none"> <li>Setup and configuration, Project Management, Go Live activities</li> </ul> <p>Subscription:</p> <ul style="list-style-type: none"> <li>50 Forms</li> <li>20,000 submissions (total per year)</li> <li>Reports</li> <li>Workflow Automation</li> <li>Status Tracking</li> </ul>	



## COSTS AND FEE DETAILS (CONTINUED)

### Total One-Time Fees:

**\$22,250**

If you want to discuss fees, please reach out. We just lost a project in Virginia recently and learned, after the fact, that the city manager wanted to hire us, but was too embarrassed to ask us to discount our fees slightly. Don't be that guy! You're not buying a commodity like rock salt or copy paper here—there are lots of ways to be creative on projects like this, so let's have a conversation and make things work!

### Notes

The flat fees proposed above are all based on not-to-exceed costs. (That being said, an agency rate card is provided below as a point of reference for any future work that may be need to be done on a T&M basis.)

Besides small fees for an annual SSL certificate, the AddSearch site search service and the UserWay ADA Widget (should you choose to go with that), no additional software licensing fees (server or client side) will come into play. Nor are there any related hardware requirements or expenses. The contract sum shall be modified only in connection with a written and approved change order.

Travel expenses, for in-person meetings, if needed, will be estimated separately and presented to the City for pre-approval. We generally like to meet in person for the kickoff meeting, to conduct stakeholder interviews and then for the primary design presentation, but are certainly open to discussion around that.

### Sample Agency Rates

Principal/Creative Director	\$165.00
Project Manager	\$120.00
Art Director	\$125.00
Designer	\$100.00
Production Artist	\$70.00
Technical Lead	\$125.00
Programmer	\$100.00
Admin staff	\$60.00

### Proposed Fee Schedule

Fees for the project are payable as follows:

- 40% at project kickoff
- 20% at presentation of functional specifications/wireframes
- 10% at presentation of initial design concepts
- 10% at presentation of the coded HTML pages
- 10% at presentation of the alpha site and CMS
- Balance net 30 after launch

## DEVELOPMENT COSTS AND TIMELINE (CONTINUED)

### Website Hosting + Server Maintenance

+/- \$350/mo.

We will provide secure hosting for new sites with one of the Tier One certified providers with which we have longstanding relationships and dedicated hardware. Ongoing hosting and server maintenance fees cover hosting on a single 8-core dedicated server with 300GB of storage and 16GB of RAM. Also includes a separate staging server, hardware and WAF firewalls, a CDN, DOS protection, real-time malware scanning and protection, regular security patching, software updates, monthly full snapshots and nightly data back-ups to an external location.

Our primary data center is in Lansing, Michigan and is SSAE 16-22 Certified. We also have dedicated servers in New York, San Antonio and Phoenix. Exact details regarding server environments, data center physical specifications, location, SLAs, redundancy, disaster recovery planning, etc. can be fleshed out should discussions move beyond this point.

We offer a 99.99% uptime SLA and 24/7 emergency support. We can also meet or exceed all the security, bandwidth, backup and storage requirements outlined in the RFP. We have an extensive and highly efficient disaster remediation plan in place and can recover from a full server failure and have the site restored and back up on a new box in the data center within three (3) hours. Having separate dev and production servers as well as a separately hosted code repo, is SOP on our projects.

### Backups + Recovery

Our current backup protocol is as follows: Nightly backups to a directory on the local machine as well as to a different at center using BackBlaze. Five (5) backups are retained before the first one is rotated out. We also keep a gold copy of the site's code base in our SVN which lives on another box at another data center. Full snapshots of the entire code base and contents are made monthly and are saved for three months before rotating out.

If desired, for a small additional monthly fee, we could expand the backup plan for Caro as follows:

- Retain 14 days of nightly backups
- Retain monthly snapshots for six months
- Deliver a copy of each nightly backup automatically to a town-designated ftp server as well as to where we currently house them now.

### Patches

We will provide a regular report on what patches and updates are being done at the OS level on the server.

In terms of timing, any patches that require the server to be offline, depending on the severity, will be done after hours with 24-72 hour notice to your tech team. If is a zero day security patch, assume it will happen at end of same day, ~9PM EST.

### Storage

Our base hosting package includes a generous 60GB of Raid Storage. Should The City need more storage down the road, it can be added via SAN for a cost of 0.15/GB/Mo.

# Project Cost Breakdown

## Project Cost

	Total
Phase 1: Kickoff Meeting and Discovery/Project Planning	\$500.00
Phase 2: Design Mockups/Wireframes	\$2,500.00
One concept, unlimited rounds of changes for each of the following - home page, inner page	
Phase 3 & 4: HTML Development & Revize CMS Integration	\$4,300.00
Set-up all CMS modules listed on the following page with linking to any additional 3rd party web application. You also receive all updates to all CMS modules for the life of your Revize relationship. And you own the technology, design and content!	
Phase 5: QA Testing & Custom Development	\$1,900.00
Phase 6: Sitemap Development Content Migration	\$3,700.00
Site map development and migration according to new sitemap including spell checking and style corrections - Up to 500 webpages and documents	
Phase 7 & 8: Revize CMS Content Editor Training & Go Live	\$900.00
Annual Tech Support, Revize CMS License and Hosting Fee:	\$3,900.00
Unlimited tech support, Unlimited CMS users, up to 30GB website storage.	
Total Project Cost	\$17,700.00

Revize provides a free website redesign during year four of service!



## Optional Add-Ons

### Additional Features/Services

	Total
<b>Annual WCAG Scan and Remediation Service (Annual Fee):</b>	<b>\$2,400.00</b>
Includes up to 2 scans per year with up to 10 remediation hours included	
<b>AI ChatBot (Annual Fee)</b>	<b>\$3,400.00</b>
With automatic retraining and backend admin access	
<b>Revize Email Newsletter (Annual Fee)</b>	<b>\$2,900.00</b>
Up to 50,000 email sends per month	
<b>Mobile App (Year 1 Cost)</b>	<b>\$6,500.00</b>
\$2,500 Annual Fee Starting Year 2	
<b>Logo Design</b>	<b>\$5,500.00</b>
Includes 3 concepts. Client picks one for up to 3 rounds of revisions	

# CITY OF CARO

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JILL WHITE

## MEMORANDUM

TO: Caro City Council  
FROM: City Manager Scott R. Czasak  
DATE: Wednesday, March 12, 2025  
RE: Agenda Item – Fire Department Replacement Tank

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Members of the Caro City Council,

As you know, one of the last outstanding projects in the Fiscal Year 2024/2025 budget is the replacement of the tank on the water tanker for the Fire Department. The current tank is retrofitted onto the chassis of a 1995 Ford L9000 and was originally a milk tank from a 1960's era milk truck. After decades of service on multiple chassis the tank is leaking at a level which is beyond repair and we budgeted to replace the tank for up to \$22,000.00. After an exhaustive search by Fire Chief Heckroth for a replacement tank which would fit on our tanker truck chassis a replacement has been found.

The cost to purchase the new tank and install it on the current chassis will be right at the \$22,000.00 budgeted amount based on the quote of Great Lakes Public Safety Equipment, who will do the work on the project. It is the recommendation of Fire Chief Heckroth and the City Manager to purchase and install the replacement tank for the Fire Department Tanker Truck for the quoted price of \$22,000.00.

Options for motions are:

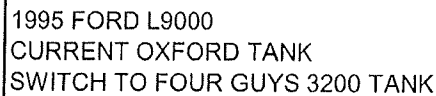
1. Motion to purchase and install the replacement tank for the Fire Department's Tanker Truck for the quoted price from Great Lakes Public Safety Equipment of \$22,000.00.
2. Motion to deny the purchase.
3. Postpone action.
4. Take no action.

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**QUOTE      21025-2**

REQUESTED BY
FIRE CHIEF
CUSTOMER ID
7902
UNIT ID
TANKER

UNIT INFORMATION	
RADIO	
RADAR	
CAMERA	
MDT	
LIGHT PKG	



PARTS	
1	
2	3200 GALLON
3	TANK BODY \$16,000.00
4	
5	MOUNTING TANK
6	BODY \$5,500.00
7	
8	
9	INSPECTON FEE \$500.00
10	
11	
12	
	\$22,000.00

**TOTAL QUOTE      \$22,000.00**

# CITY OF CARO

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

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

**TO:** City Council  
**FROM:** Karen Snider – Mayor  
**SUBJECT:** Mayor's Report  
**DATE:** March 17, 2025

The City Manager, Mayor and Clerk prepared the Council agenda for the March 17, 2025 council meeting.

I attended Caro Rotary on March 3, 2025 and the program was presented by Julie Matuzak and Marilyn Lockwood from the Tuscola County Pumpkin Parade Festival. They discussed the agenda for the upcoming events and the need for volunteers. If anyone wants to participate as a volunteer for any of the events being held, please let them know. (989-325-5323)

March 10, 2025 Caro Rotary's program was Paige Rushlo, Downtown Development Authority Assistant. Paige is also the Caro Farmer's Market Manager, and she talked about what is scheduled for the market for Spring, Summer and Fall. Many exciting things are in the future.

We are excited that there is more public art coming to Caro in 2025. The Cultivate Creativity in Caro project of the Rotary Club brought us 5 new public murals last year. They are happy to announce that they have been raising funds to add even more this year. Watch the Facebook pages of the Rotary Club of Caro and Cultivate Creativity in Caro soon for the applications to open. They will be looking for building owners to host murals and talented artists to paint them. If you see a wall that you think would make a great canvas, say something to the owner. Public art builds community pride brings people to our community and beautifies the city.

City of Caro Council held a Committee of the Whole meeting and mostly discussed upcoming Capital projects for the upcoming 2025/2026 budget.

The Planning Commission met March 11, 2025 and I attended.

I attended the Downtown Development Authority meeting that was on March 12, 2025.



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## MEMORANDUM

TO: Caro City Council  
FROM: City Manager Scott R. Czasak  
DATE: Wednesday, March 12, 2025  
RE: City Manager's Report

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Members of the Caro City Council,

Our annual madness of Daylight Savings Time has brought us longer lit evenings and the knowledge that spring is right around the corner. While the evenings might have more sunlight the day has plenty to keep me busy in the office. Mostly, all the planning and corralling of information required to prepare the Fiscal Year 2025/2026 budget.

I am pleased to report that our Wastewater Treatment Plant project is moving forward, I had the first review meeting with the contractor last week and we are ready for work to begin in earnest once the weather is completely clear. The last few weeks have been spent on preparations of the site and acquiring the products required for the project. There was a concern that the uncertainty of prices for certain items which might be imported would affect the project, but the contractor believes since the items were ordered before the recent actions taken at the Federal level our prices should be locked in and not subject to any tariffs. This is the biggest uncertainty we face as this project moves forward and I will keep Council informed if this situation changes.

Also on the Wastewater front, if all goes well then by the time of the Council meeting this memo is intended for our new Wastewater Treatment Plant Superintendent Trent Stockman should be done with his first day on the job. I am looking forward to working with Trent as he brings his years of experience to bear on Caro, and I will also work to ensure his transition into the position is as smooth as possible.

In other news, I will be out of the office on Tuesday and Wednesday, March 18-19 as I will be attending the Michigan Municipal League's CapCon in Lansing. As I will be easily reachable by phone and can be back in Caro in 90 minutes or so if needed, I see no need to name an Acting City Manager at this time. I am looking forward to seeing what is going on in Lansing which will affect us here at the local level, because unfortunately no matter who is in charge of Lansing the recurring issue is removing power and authority from local governments. For example, since there was no definitive result in the last legislature on the issue of local regulations of short-term rental properties, ie AirBnBs, it is sure to come back this year.



In addition to my usual meetings with staff, residents, business interests, and Rotary attendance, I have mostly been neck deep in budget preparations. After the Committee of the Whole meeting, I am starting the process to develop Sheridan as our next Small Urban funded project, however, with the desire to time the project to avoid affecting school it might have to split in budgeting with preparation budgeting this year and actual construction budgeting in FY 2026/2027 as the bills would come after July 1. I will soon be scheduling a meeting with the Small Urban Task Force, which is comprised of representatives of the City of Caro, Thumbbus, and the Tuscola County Road Commission to officially set the schedule of projects for the next 6 years.

Get out and enjoy the sunshine, especially this Thursday at 5:30 at Bieth Park for the Snowman Burning event!

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**TO:** City Council/City Manager  
**FROM:** Rita Papp – City Clerk  
**SUBJECT:** Clerk's Report  
**DATE:** March 17, 2025

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- 2025 will be a slow year for elections. We do not have an election in May. No information is available yet on whether there will be an election in August or November 2025.
  - Working on the FY 2025/2026 Clerk Department Budget. Budget has been provided to the City Manager.
  - Posted Bids for Bathroom Remodel, Parking Lot Engineering, & Refuse Services. Bids to be opened March 25, 2025.
  - Working on the new Earned Sick Time Act information for the City of Caro by attending webinars hosted by MML & Foster Swift. Policy has been developed and awaiting approval by council.
  - Posted on Indeed – Seasonal Workers for 2025.
  - Re-Posted on Indeed – WWTP Operator.
  - Attended Tuscola County Clerk's Association Meeting, March 6, 2025.
  - Attended Bid Opening – Audit Services, March 10, 2025.
  - Attended DDA Meeting, March 12, 2025.

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TO: City Council  
City Manager – Scott Czasak  
FROM: Tammy Ries, Treasurer  
SUBJECT: Treasurer’s Report  
DATE: 3/12/2025

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Tax collection for 2024 is now complete, with 95% of taxes successfully collected. The remaining 5% has been sent to the county for further action, and the settlement process has been completed.

We have been actively preparing the special assessment rolls for the upcoming sidewalk project. This includes:

- Sending letters to residents
- Preparing cost estimate sheets

These steps are vital in ensuring a smooth process as we move forward with the project.

Work on the 2024 budget continues to progress. All department heads are collaborating to ensure that this budget season goes smoothly and results in a balanced, accurate budget for the upcoming fiscal year.

The Board of Review held its organizational meeting on March 3, 2025. The appeal sessions are scheduled for March 17th & 18th, 2025.

In addition to the responsibilities mentioned above, 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
- Disbursed Taxes to various entities, including the library, schools, and other stakeholders, twice monthly
- 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