

**AGENDA
REGULAR MEETING OF THE CARO CITY COUNCIL
MAY 5, 2025, 6:30 P.M.
317 S STATE ST – COUNCIL CHAMBERS**

CALL TO ORDER (Pledge of Allegiance)

AGENDA APPROVAL

PUBLIC COMMENTS – AGENDA ITEMS ONLY

COMMUNICATION:

1. Charter Communications – Upcoming Changes
2. Planning Commission Meeting Minutes – April 22, 2025

CONSENT AGENDA:

1. Regular Council Meeting Minutes – April 21, 2025
2. Invoices

REGULAR AGENDA:

3. Planning Commission Recommendation – Camping Ordinance
4. Planning Commission Recommendation – Drive Through Ordinance
5. Planning Commission Member Resignation
6. Music in the Park Budget Adjustment
7. Hire Part Time Custodian
8. Wastewater Repair Quote
9. 2025 Sidewalk Construction Engineering Services
10. Michigan Works Youth Work Experience Program
11. Discussion on Michigan State Police Water Service Request
12. Discussion on City Engineering Services

ITEMS PENDING/POSTPONED: None

COMMITTEE/LIAISON POSITION REPORTS: None

MAYOR’S REPORT

MANAGER REPORT

CLERK’S REPORT

CLOSED SESSION:

POLC 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.”

ADDITIONAL PUBLIC COMMENTS

ADJOURN

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April 22, 2025



T3 P1 353 *****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,

This letter will serve as notice that on or around May 16, 2025, Spectrum Mid-America, LLC ("Spectrum"), will launch **Spectrum News Michigan** on Spectrum SPP Basic channels 1 and 688 on the Vassar, MI channel line-up serving your community.

Also, Spectrum is notifying its customers that **ShopHQ** ceased programming on or around April 1, 2025, without any notice to Spectrum. The channel has been slated with the following message, "*ShopHQ stopped providing programming on our lineup. Viewers can watch it live online at shophq.com. We carry other home shopping programming networks on our lineup, including HSN, JTV & QVC.*" This change is out of Spectrum's control. If **ShopHQ** is unable to restore its programming, Spectrum will take steps to drop the channel on May 5, 2025.

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

City of Caro Planning Commission

Regular meeting held April 22, 2025 called to order at 7:00 p.m. by Chairman Carpenter.

Present: Mike Carpenter, Bob Eschenbacher, Greg Hutchison, Art Rollend, Herb Sheardy and Denise Steffen.

Absent: Mike Laethem

Others in Attendance: Scott Czasak-City Manager and Karen Snider-City Mayor.

Rollend/Sheardy moved to accept the minutes of March 25, 2025 as written. Motion carried.
Eschenbacher/Hutchison moved to accept the minutes of April 8, 2025 as written. Motion carried.

No Public Comment

Steffen/Rollend moved to recommend the Camping Ordinance to City Council as presented for adoption. Roll call vote: unanimous. Motion carried.

Eschenbacher/Rollend moved to recommend the Drive Through Ordinance to City Council with the change of "If Zoning Administrator or Planning Commission deems necessary" be added as the beginning of the first sentence to section g. Roll call vote: unanimous. Motion carried.

Eschenbacher/Sheardy moved to postpone Electronic Message Signs until next meeting. Motion carried.

No Public comment

Steffen/Eschenbacher moved to adjourn at 8:22 p.m. Motion carried.

Respectfully submitted by Denise Steffen, Secretary

REGULAR MEETING OF THE CARO CITY COUNCIL
April 21, 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 April 21, 2025, at 6:30 p.m. in the Council Chambers.

Present: Mayor Karen Snider, City Council: Emily Campbell, Greg 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, Brian Newcomb – City Police Chief, and other guests

AGENDA APPROVAL

25-M-74

Motion by White, seconded by Campbell to approve the agenda as presented with additions of: Resident Public Comment Letter – Item # 2, Public/Council Comment, 2025 Sidewalk Improvement Program & Special Assessment and Amended Motion – Item # 6, 2025 Fire Hydrant Purchase.
Motion Carried.

PUBLIC COMMENT – AGENDA ITEMS ONLY:

None

COMMUNICATIONS:

1. Charter Communications – Upcoming Changes
2. Planning Commission Meeting Minutes – April 8, 2025
3. Law Enforcement Memorial Service – May 7, 2025

CONSENT AGENDA:

1. Regular Council Meeting Minutes – April 7, 2025
2. Council Committee of the Whole Minutes – April 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 – No report

25-M-75

Motion by Kish, seconded by Campbell to approve the consent agenda as presented including invoices.
Motion Carried.

REGULAR AGENDA: (action required)

1. Open Public Hearing – 2025 Sidewalk Improvement Program & Special Assessment
Mayor Karen Snider opened the public hearing at 6:39 p.m.
2. Public/Council Comment – 2025 Sidewalk Improvement Program & Special Assessment
A letter dated April 11, 2025 from Elroy Kusters was read into the record by Clerk Rita Papp.
3. Close Public Hearing - 2025 Sidewalk Improvement Program & Special Assessment

25-M-76

Motion by Parker, seconded by Kish to close the public hearing at 6:58 p.m.

Motion carried.

4. Council Action - 2025 Sidewalk Improvement Program & Special Assessment

25-M-77

Motion by Oedy, seconded by Campbell to approve the 2025 Sidewalk Improvement Program & Special Assessment as presented.

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

Motion carried.

5. 2025 Sidewalk Improvement Program Bids

25-M-78

Motion by Kish, seconded by Oedy to accept the bid from Mike's Landscaping for 2025 Sidewalk Special Assessment Project for \$133,970.00 and instruct the City Manager to sign all necessary documents to complete the project including a change order in an amount not to exceed the cost of \$201,100.56 and instruct the City Treasurer to adjust the Fiscal Year 2024/2025 budget as necessary to account for the final cost of the project.

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

Motion carried.

6. 2025 Fire Hydrants Purchase

25-M-79

Motion by Campbell, seconded by Hutchison to authorize the purchase of 9 fire hydrants from Michigan Pipe & Valve for the quoted amount of \$34,560.00.

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

Motion carried.

7. Accessory Building Ordinance Recommendation

25-M-80

**Motion by Hutchison, seconded by Kish to place the proposed Accessory Building Ordinance on the Council Meeting Agenda for First Reading at the Monday, June 16, 2025, City Council Meeting.
Motion carried.**

8. PT Code Enforcement Officer Budget Adjustment Request

25-M-81

**Motion by Oedy, seconded by White to instruct the City Treasurer to increase the Fiscal Year 2024/2025 budget by \$6,496.00 in the Code Enforcement Wages and \$496.94 in the Code Enforcement Payroll Taxes lines as required to hire a Part Time Code Enforcement Officer at \$28.00 per hour, up to 29 hours per week.
Motion carried.**

9. Investment Maturing #1

25-M-82

**Motion by Campbell, seconded by Oedy to keep the CD in the amount of \$251,476.86 at Independent Bank for a 6-month term at 3.85%.
Motion carried.**

10. Investment Maturing #2

25-M-83

**Motion by Campbell, seconded by Oedy to keep the CD in the amount of \$251,383.07 at Independent Bank for a 6-month term at 3.85%.
Motion carried.**

11. Investment Maturing #3

25-M-84

**Motion by Hutchison, seconded by Kish to keep the CD in the amount of \$254,759.26 at Frankenmuth Credit Union for a 7-month term at 4.08%.
Motion carried.**

12. FY 2025-2026 Budget Proposal & Capital Improvements Program

Scott Czasak – City Manager presented the FY 2025-2026 Budget Proposal & Capital Improvements Program to council.

Budget Workshops are scheduled for May 12, 2025 at 6:00 p.m. & May 15, 2025 at 6:00 p.m.

ITEMS PENDING/POSTPONED: None

COMMITTEE/LIAISON POSITION REPORTS:

1. Economic Development Corporation (Mayor Snider) – Meeting is forthcoming.

2. Chamber of Commerce (Manager) – Update given Citizen of the Year Award recipients, Anderson, Tuckey Bernhardt, Doren will be handling their financials, New directors were elected, and discussed upcoming events.
3. Downtown Development Authority (Kish) – Approved the employment agreement with Paige Rushlo.
4. Fair Board (Oedy) – Fair Board thanked the council for working on the camping ordinance, discussed a memorial for Dick Fullmer, discussed changes for the fair including a special needs day, change time of the rides, changes in senior day to include grandstand.
5. Parks & Recreation (White) – Had a successful Easter Egg Hunt, Spring clean up is April 26, 2025 at 9:00 a.m., discussed tennis courts and pickle ball courts, canoe launch, sand volleyball pit adjustments, disc golf updates, placed flags for tree planting, Arbor Day tree planting event is scheduled for April 26, 2025 at 10:00 a.m.
6. Planning Commission (Hutchison) – Discussed zoning ordinances for camping, accessory buildings, drive throughs, and postponed discussion on electronic signs.
7. Tuscola County Board of Commissioners (Parker) – No report
8. Zoning Board of Appeals (Mayor Snider) – No meeting

MAYOR'S REPORT – Written report submitted.

MANAGER'S COMMENTS – Written report submitted.

Discussed the status on the camping ordinance and presented a template of the new website.

CLERK'S REPORT – Written report submitted.

Discussed the status of hiring Seasonal Workers.

TREASURER'S REPORT – Written report submitted.

ADDITIONAL PUBLIC COMMENT:

Councilor Jill White – Inquired on placing on the next agenda – Rowe Engineering as the Contract Engineer for the City of Caro.

25-M-85

Motion by Hutchison, seconded by Campbell to adjourn the meeting at 8:17 p.m.

Motion carried.



Rita Papp
City Clerk

Report Criteria:

Report type: GL detail

Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Invoice GL Account	Invoice GL Account Title	Amount
ABELE GREENHOUSE & GARDEN CENTER					
05/25	05/05/2025	79102	248-728-970-001	DECORATIONS	2,875.00
Total ABELE GREENHOUSE & GARDEN CENTER:					2,875.00
AFLAC					
05/25	05/05/2025	79103	101-000-231-003	AFLAC INSURANCE WITHHOLDING	352.82
Total AFLAC:					352.82
ALLEN ENTERTAINMENT					
05/25	05/05/2025	79104	101-751-957-000	RECREATION PROGRAMS	777.00
05/25	05/05/2025	79104	101-751-957-000	RECREATION PROGRAMS	677.00
05/25	05/05/2025	79104	101-751-957-000	RECREATION PROGRAMS	677.00
Total ALLEN ENTERTAINMENT:					2,131.00
AMAZON CAPITAL SERVICES					
05/25	05/05/2025	79105	101-265-776-000	O&M SUPPLIES	329.55
05/25	05/05/2025	79105	101-253-740-000	OFFICE SUPPLIES	13.28
05/25	05/05/2025	79105	101-253-740-000	OFFICE SUPPLIES	10.98
05/25	05/05/2025	79105	101-371-740-000	OFFICE SUPPLIES	8.99
05/25	05/05/2025	79105	101-172-740-000	OFFICE SUPPLIES	44.04
05/25	05/05/2025	79105	101-260-740-000	OFFICE SUPPLIES	3.84
05/25	05/05/2025	79105	101-253-740-000	OFFICE SUPPLIES	95.55
05/25	05/05/2025	79105	101-265-776-000	O&M SUPPLIES	3.84
05/25	05/05/2025	79105	101-301-740-000	OFFICE SUPPLIES	3.84
05/25	05/05/2025	79105	101-371-740-000	OFFICE SUPPLIES	3.84
05/25	05/05/2025	79105	101-441-776-001	O&M SUPPLIES	3.84
05/25	05/05/2025	79105	101-701-740-000	OFFICE SUPPLIES	3.84
05/25	05/05/2025	79105	101-702-740-000	OFFICE SUPPLIES	3.84
05/25	05/05/2025	79105	216-336-740-000	OPERATING SUPPLIES	16.53
05/25	05/05/2025	79105	590-540-740-001	OFFICE SUPPLIES	82.78
05/25	05/05/2025	79105	591-540-776-000	O&M SUPPLIES	82.78
05/25	05/05/2025	79105	596-521-740-000	OFFICE SUPPLIES	82.78
05/25	05/05/2025	79105	661-575-776-000	MAINTENANCE SUPPLIES	3.84
05/25	05/05/2025	79105	101-265-776-000	O&M SUPPLIES	10.97
05/25	05/05/2025	79105	101-301-740-000	OFFICE SUPPLIES	66.04
05/25	05/05/2025	79105	101-301-740-000	OFFICE SUPPLIES	59.98
05/25	05/05/2025	79105	101-301-725-000	UNIFORMS/UNIFORM EQUIPMENT	119.90
Total AMAZON CAPITAL SERVICES:					1,054.87
ASPIRE RURAL HEALTH					
05/25	05/05/2025	79106	590-540-801-000	CONTRACTED SERVICES	80.00
Total ASPIRE RURAL HEALTH:					80.00

GL Period	Check Issue Date	Check Number	Invoice GL Account	Invoice GL Account Title	Amount
AT&T MOBILITY					
05/25	05/05/2025	79107	101-371-853-000	TELEPHONE	9.81
05/25	05/05/2025	79107	216-336-853-000	TELEPHONE	39.22
05/25	05/05/2025	79107	101-301-853-000	TELEPHONE & PAGERS	284.64
05/25	05/05/2025	79107	101-301-750-001	SOFTWARE MAINTENANCE AGEE'T	119.80
05/25	05/05/2025	79107	101-441-853-000	TELEPHONE	8.80
05/25	05/05/2025	79107	202-483-853-000	TELEPHONE	8.80
05/25	05/05/2025	79107	203-483-853-000	TELEPHONE	8.80
05/25	05/05/2025	79107	590-540-853-000	TELEPHONE	8.80
05/25	05/05/2025	79107	591-540-853-000	TELEPHONE	8.80
05/25	05/05/2025	79107	248-728-853-000	TELEPHONE	43.98
Total AT&T MOBILITY:					541.45
BIOTECH AGRONOMICS INC					
05/25	05/05/2025	79108	590-540-801-000	CONTRACTED SERVICES	45,460.80
Total BIOTECH AGRONOMICS INC:					45,460.80
BS & A SOFTWARE					
05/25	05/05/2025	79109	101-257-750-001	SOFTWARE MAINTENANCE AGREE'T	1,376.00
05/25	05/05/2025	79109	101-253-750-001	SOFTWARE MAINTENANCE AGREE'T	1,155.00
Total BS & A SOFTWARE:					2,531.00
CARTER LUMBER					
05/25	05/05/2025	79110	101-265-776-000	O&M SUPPLIES	400.00
Total CARTER LUMBER:					400.00
CHARTER COMMUNICATIONS					
05/25	05/05/2025	79111	101-441-750-001	SOFTWARE MAINTENANCE AGREE'T	5.00
05/25	05/05/2025	79111	591-540-750-001	SOFTWARE MAINTENANCE AGREEM	5.00
05/25	05/05/2025	79111	596-521-750-001	SOFTWARE MAINTENANCE AGREEM	5.00
05/25	05/05/2025	79111	661-575-750-001	SOFTWARE MAINTENANCE AGREE'T	5.00
Total CHARTER COMMUNICATIONS:					20.00
COMPANION LIFE INSURANCE CO.					
05/25	05/05/2025	79112	101-172-717-000	LIFE INSURANCE	58.81
05/25	05/05/2025	79112	101-262-717-000	LIFE INSURANCE	3.99
05/25	05/05/2025	79112	101-253-717-000	LIFE INSURANCE	17.56
05/25	05/05/2025	79112	101-260-717-000	LIFE INSURANCE	15.76
05/25	05/05/2025	79112	101-265-717-000	LIFE INSURANCE	14.36
05/25	05/05/2025	79112	101-301-717-000	LIFE INSURANCE	159.60
05/25	05/05/2025	79112	101-371-717-000	LIFE INSURANCE	4.99
05/25	05/05/2025	79112	101-702-717-000	LIFE INSURANCE	2.99
05/25	05/05/2025	79112	101-441-717-000	LIFE INSURANCE	40.70
05/25	05/05/2025	79112	101-751-717-000	LIFE INSURANCE	2.39
05/25	05/05/2025	79112	202-483-717-000	LIFE INSURANCE	7.08
05/25	05/05/2025	79112	202-463-717-000	LIFE INSURANCE	5.99
05/25	05/05/2025	79112	203-463-717-000	LIFE INSURANCE	7.18

GL Period	Check Issue Date	Check Number	Invoice GL Account	Invoice GL Account Title	Amount
05/25	05/05/2025	79112	203-483-717-000	LIFE INSURANCE	7.08
05/25	05/05/2025	79112	204-442-717-000	LIFE INSURANCE	3.59
05/25	05/05/2025	79112	204-483-717-000	LIFE INSURANCE	2.69
05/25	05/05/2025	79112	248-441-717-000	LIFE INSURANCE	5.69
05/25	05/05/2025	79112	248-728-717-000	LIFE INSURANCE	.80
05/25	05/05/2025	79112	216-336-717-000	LIFE INSURANCE	18.75
05/25	05/05/2025	79112	590-560-717-000	LIFE INSURANCE	21.35
05/25	05/05/2025	79112	590-536-717-000	LIFE INSURANCE	1.20
05/25	05/05/2025	79112	590-540-717-000	LIFE INSURANCE	63.44
05/25	05/05/2025	79112	590-545-717-000	LIFE INSURANCE	7.18
05/25	05/05/2025	79112	591-560-717-000	LIFE INSURANCE	21.35
05/25	05/05/2025	79112	591-536-717-000	LIFE INSURANCE	1.20
05/25	05/05/2025	79112	591-540-717-000	LIFE INSURANCE	32.32
05/25	05/05/2025	79112	596-560-717-000	LIFE INSURANCE	9.38
05/25	05/05/2025	79112	596-521-717-000	LIFE INSURANCE	2.39
05/25	05/05/2025	79112	661-575-717-000	LIFE INSURANCE	5.69
05/25	05/05/2025	79112	101-172-719-000	SHORT/LONG TERM DISABILITY	54.90
05/25	05/05/2025	79112	101-262-719-000	SHORT/LONG TERM DISABILITY	16.88
05/25	05/05/2025	79112	101-253-719-000	SHORT/LONG TERM DISABILITY	59.95
05/25	05/05/2025	79112	101-260-719-000	SHORT/LONG TERM DISABILITY	67.56
05/25	05/05/2025	79112	101-265-719-000	SHORT/LONG TERM DISABILITY	47.62
05/25	05/05/2025	79112	101-301-719-000	SHORT/LONG TERM DISABILITY	610.84
05/25	05/05/2025	79112	101-371-719-000	SHORT/LONG TERM DISABILITY	21.50
05/25	05/05/2025	79112	101-702-719-000	SHORT/LONG TERM DISABILITY	14.52
05/25	05/05/2025	79112	101-441-719-000	SHORT/LONG TERM DISABILITY	143.73
05/25	05/05/2025	79112	101-751-719-000	SHORT/LONG TERM DISABILITY	7.94
05/25	05/05/2025	79112	202-483-719-000	SHORT/LONG TERM DISABILITY	32.13
05/25	05/05/2025	79112	202-463-719-000	SHORT/LONG TERM DISABILITY	19.84
05/25	05/05/2025	79112	203-463-719-000	SHORT/LONG TERM DISABILITY	23.81
05/25	05/05/2025	79112	203-483-719-000	SHORT/LONG TERM DISABILITY	32.13
05/25	05/05/2025	79112	204-442-719-000	SHORT/LONG TERM DISABILITY	11.91
05/25	05/05/2025	79112	204-483-719-000	SHORT/LONG TERM DISABILITY	12.37
05/25	05/05/2025	79112	248-441-719-000	SHORT/LONG TERM DISABILITY	21.41
05/25	05/05/2025	79112	248-728-719-000	SHORT/LONG TERM DISABILITY	3.38
05/25	05/05/2025	79112	216-336-719-000	SHORT/LONG TERM DISABILITY	83.05
05/25	05/05/2025	79112	590-560-719-000	SHORT/LONG TERM DISABILITY	82.36
05/25	05/05/2025	79112	590-536-719-000	SHORT/LONG TERM DISABILITY	3.97
05/25	05/05/2025	79112	590-540-719-000	SHORT/LONG TERM DISABILITY	183.67
05/25	05/05/2025	79112	590-545-719-000	SHORT/LONG TERM DISABILITY	23.81
05/25	05/05/2025	79112	591-560-719-000	SHORT/LONG TERM DISABILITY	82.36
05/25	05/05/2025	79112	591-536-719-000	SHORT/LONG TERM DISABILITY	3.97
05/25	05/05/2025	79112	591-540-719-000	SHORT/LONG TERM DISABILITY	107.15
05/25	05/05/2025	79112	596-560-719-000	SHORT/LONG TERM DISABILITY	33.89
05/25	05/05/2025	79112	596-521-719-000	SHORT/LONG TERM DISABILITY	7.94
05/25	05/05/2025	79112	661-575-719-000	SHORT/LONG TERM DISABILITY	22.70
Total COMPANION LIFE INSURANCE CO.:					2,382.79
DELTA COLLEGE					
05/25	05/05/2025	79113	101-301-960-000	EDUCATION & TRAINING, DUES	425.00

GL Period	Check Issue Date	Check Number	Invoice GL Account	Invoice GL Account Title	Amount
Total DELTA COLLEGE:					425.00
DIESEL TRUCK SALES					
05/25	05/05/2025	79114	661-575-776-000	MAINTENANCE SUPPLIES	137.74
Total DIESEL TRUCK SALES:					137.74
DRAWING BOARD					
05/25	05/05/2025	79115	101-172-740-000	OFFICE SUPPLIES	29.72
05/25	05/05/2025	79115	101-253-740-000	OFFICE SUPPLIES	29.72
05/25	05/05/2025	79115	101-260-740-000	OFFICE SUPPLIES	29.72
05/25	05/05/2025	79115	101-265-776-000	O&M SUPPLIES	29.72
05/25	05/05/2025	79115	101-301-740-000	OFFICE SUPPLIES	29.72
05/25	05/05/2025	79115	101-371-740-000	OFFICE SUPPLIES	29.72
05/25	05/05/2025	79115	101-701-740-000	OFFICE SUPPLIES	29.72
05/25	05/05/2025	79115	101-702-740-000	OFFICE SUPPLIES	29.72
05/25	05/05/2025	79115	101-703-776-000	O&M SUPPLIES	29.72
05/25	05/05/2025	79115	101-441-740-000	OFFICE SUPPLIES	29.72
05/25	05/05/2025	79115	101-751-776-000	O&M SUPPLIES	29.72
05/25	05/05/2025	79115	101-753-776-000	O&M SUPPLIES	29.72
05/25	05/05/2025	79115	101-754-776-000	O&M SUPPLIES	29.72
05/25	05/05/2025	79115	202-463-776-000	O&M SUPPLIES	29.72
05/25	05/05/2025	79115	203-463-776-000	O&M SUPPLIES	29.72
05/25	05/05/2025	79115	216-336-740-000	OPERATING SUPPLIES	29.71
05/25	05/05/2025	79115	248-728-776-000	DDA OPERATING SUPPLIES	29.71
05/25	05/05/2025	79115	590-540-740-001	OFFICE SUPPLIES	29.71
05/25	05/05/2025	79115	591-540-776-000	O&M SUPPLIES	29.71
05/25	05/05/2025	79115	596-521-740-000	OFFICE SUPPLIES	29.71
05/25	05/05/2025	79115	661-575-776-000	MAINTENANCE SUPPLIES	29.71
05/25	05/05/2025	79115	101-804-776-000	O&M SUPPLIES	29.71
Total DRAWING BOARD:					653.77
DUROTECH TOWING LLC					
05/25	05/05/2025	79116	101-301-744-001	EMERGENCY/EQUIPMENT SUPPLIES	145.00
Total DUROTECH TOWING LLC:					145.00
ETNA SUPPLY					
05/25	05/05/2025	79117	591-540-776-000	O&M SUPPLIES	1,265.75
Total ETNA SUPPLY:					1,265.75
FANTASTIC FOAM PARTY					
05/25	05/05/2025	79118	101-751-957-000	RECREATION PROGRAMS	662.00
Total FANTASTIC FOAM PARTY:					662.00
GREAT LAKES PUBLIC SAFETY EQUIPMENT					
05/25	05/05/2025	79139	216-336-930-000	REPAIRS - EQUIPMENT	532.50
05/25	05/05/2025	79139	216-336-740-000	OPERATING SUPPLIES	1,190.00

GL Period	Check Issue Date	Check Number	Invoice GL Account	Invoice GL Account Title	Amount
05/25	05/05/2025	79139	216-336-930-000	REPAIRS - EQUIPMENT	1,013.00
05/25	05/05/2025	79139	216-336-930-000	REPAIRS - EQUIPMENT	1,291.00
05/25	05/05/2025	79139	216-336-930-000	REPAIRS - EQUIPMENT	22,000.00
Total GREAT LAKES PUBLIC SAFETY EQUIPMENT:					26,026.50
HALT FIRE					
05/25	05/05/2025	79119	216-336-930-000	REPAIRS - EQUIPMENT	3,113.32
Total HALT FIRE:					3,113.32
HIRSCHMAN OIL SUPPLY INC					
05/25	05/05/2025	79120	661-575-860-000	GAS/OIL	692.71
Total HIRSCHMAN OIL SUPPLY INC:					692.71
HORIZON OVERHEAD DOOR LLC					
05/25	05/05/2025	79121	101-265-801-000	CONTRACTED SERVICES	1,309.00
Total HORIZON OVERHEAD DOOR LLC:					1,309.00
J.E. JOHNSON INC					
05/25	05/05/2025	79122	101-265-801-000	CONTRACTED SERVICES	416.40
Total J.E. JOHNSON INC:					416.40
KEN MARTIN ELECTRIC, INC					
05/25	05/05/2025	79123	101-265-801-000	CONTRACTED SERVICES	755.00
Total KEN MARTIN ELECTRIC, INC:					755.00
KRISTAL'S HELPING HAND LLC					
05/25	05/05/2025	79124	101-441-801-002	CONTRACTED SERV - JANITORIAL	138.34
05/25	05/05/2025	79124	101-441-801-002	CONTRACTED SERV - JANITORIAL	54.14
05/25	05/05/2025	79124	101-301-801-002	CONTRACTED SERV - JANITORIAL	108.34
05/25	05/05/2025	79124	101-253-801-002	CONTRACTED SERV - JANITORIAL	100.28
05/25	05/05/2025	79124	101-260-801-002	CONTRACTED SERV - JANITORIAL	100.28
05/25	05/05/2025	79124	101-172-801-002	CONTRACTED SERV - JANITORIAL	100.28
05/25	05/05/2025	79124	590-540-801-002	CONTRACTED SERV - JANITORIAL	108.34
Total KRISTAL'S HELPING HAND LLC:					710.00
MCLAREN CARO REGION					
05/25	05/05/2025	79125	101-301-801-000	CONTRACTED SERVICES	30.95
Total MCLAREN CARO REGION:					30.95
MEDLER ELECTRIC COMPANY					
05/25	05/05/2025	79140	202-483-801-001	CONTRACTED SERVICES-LED LIGHT	17,488.05
Total MEDLER ELECTRIC COMPANY:					17,488.05

GL Period	Check Issue Date	Check Number	Invoice GL Account	Invoice GL Account Title	Amount
MICHIGAN RURAL WATER ASSOCIATION					
05/25	05/05/2025	79126	590-540-801-000	CONTRACTED SERVICES	800.00
Total MICHIGAN RURAL WATER ASSOCIATION:					800.00
OAKLAND COUNTY					
05/25	05/05/2025	79127	101-301-750-000	POLICE TECHNOLOGY	2,426.00
Total OAKLAND COUNTY:					2,426.00
ROBERT RUSHLO					
05/25	05/05/2025	79128	216-336-960-000	EDUCATION & TRAINING	161.00
Total ROBERT RUSHLO:					161.00
SHARE CORPORATION					
05/25	05/05/2025	79129	661-575-776-000	MAINTENANCE SUPPLIES	779.46
Total SHARE CORPORATION:					779.46
STAPLES					
05/25	05/05/2025	79130	101-172-740-000	OFFICE SUPPLIES	90.70
05/25	05/05/2025	79130	101-253-740-000	OFFICE SUPPLIES	16.41
05/25	05/05/2025	79130	101-260-740-000	OFFICE SUPPLIES	16.41
05/25	05/05/2025	79130	101-301-740-000	OFFICE SUPPLIES	16.41
05/25	05/05/2025	79130	101-371-740-000	OFFICE SUPPLIES	16.41
05/25	05/05/2025	79130	101-701-740-000	OFFICE SUPPLIES	74.29
05/25	05/05/2025	79130	101-702-740-000	OFFICE SUPPLIES	74.29
05/25	05/05/2025	79130	101-441-740-000	OFFICE SUPPLIES	16.40
05/25	05/05/2025	79130	202-463-776-000	O&M SUPPLIES	16.40
05/25	05/05/2025	79130	203-463-776-000	O&M SUPPLIES	16.40
05/25	05/05/2025	79130	216-336-740-000	OPERATING SUPPLIES	16.40
05/25	05/05/2025	79130	248-728-776-000	DDA OPERATING SUPPLIES	16.40
05/25	05/05/2025	79130	590-540-740-001	OFFICE SUPPLIES	16.40
05/25	05/05/2025	79130	591-540-776-000	O&M SUPPLIES	16.40
05/25	05/05/2025	79130	596-521-740-000	OFFICE SUPPLIES	16.40
Total STAPLES:					436.12
STAR OF THE WEST MILLING CO					
05/25	05/05/2025	79131	101-265-776-000	O&M SUPPLIES	319.00
Total STAR OF THE WEST MILLING CO:					319.00
STEPHENS TIRE SERVICE					
05/25	05/05/2025	79132	216-336-930-000	REPAIRS - EQUIPMENT	25.00
Total STEPHENS TIRE SERVICE:					25.00
SWANK MOTION PICTURES INC					
05/25	05/05/2025	79133	101-751-957-000	RECREATION PROGRAMS	1,575.00

GL Period	Check Issue Date	Check Number	Invoice GL Account	Invoice GL Account Title	Amount
Total SWANK MOTION PICTURES INC:					1,575.00
TRACE ANALYTICAL LABORATORIES, INC					
05/25	05/05/2025	79134	591-540-777-001	WATER TESTING	495.50
05/25	05/05/2025	79134	591-540-777-001	WATER TESTING	945.50
05/25	05/05/2025	79134	591-540-777-001	WATER TESTING	495.50
Total TRACE ANALYTICAL LABORATORIES, INC:					1,936.50
TUSCOLA TECHNOLOGY CENTER					
05/25	05/05/2025	79135	248-728-900-000	ADVERTISING	55.00
Total TUSCOLA TECHNOLOGY CENTER:					55.00
UNIFIRST CORPORATION					
05/25	05/05/2025	79136	101-265-776-000	O&M SUPPLIES	31.95
05/25	05/05/2025	79136	216-336-740-000	OPERATING SUPPLIES	41.50
05/25	05/05/2025	79136	590-540-776-000	OM&R SUPPLIES NORMAL	35.23
05/25	05/05/2025	79136	101-265-776-000	O&M SUPPLIES	32.50
05/25	05/05/2025	79136	101-265-776-000	O&M SUPPLIES	36.50
Total UNIFIRST CORPORATION:					177.68
UNIQUE PAVING MATERIALS CORP					
05/25	05/05/2025	79137	202-463-776-000	O&M SUPPLIES	464.21
05/25	05/05/2025	79137	203-463-776-000	O&M SUPPLIES	464.21
Total UNIQUE PAVING MATERIALS CORP:					928.42
WITMER PUBLIC SAFETY GROUP					
05/25	05/05/2025	79138	216-336-740-000	OPERATING SUPPLIES	374.97
05/25	05/05/2025	79138	216-336-740-000	OPERATING SUPPLIES	494.70
05/25	05/05/2025	79138	216-336-740-000	OPERATING SUPPLIES	174.00
Total WITMER PUBLIC SAFETY GROUP:					1,043.67
Grand Totals:					122,323.77

Report Criteria:

Report type: GL detail

Check.Type = {<>} "Adjustment"

CITY OF CARO

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

317 South State Street
Caro MI 48723
Phone 989-673-2226
Fax 989-673-7310
Website www.carocity.net

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

MEMORANDUM

TO: Caro City Council
FROM: City Manager Scott R. Czasak
DATE: Wednesday, April 30, 2025
RE: Agenda Item – In-City Camping Ordinance Recommendation

Members of the Caro City Council,

As you might know, the Planning Commission has been reviewing a number of subjects to recommend updates to the Zoning Ordinance. The next one which has been completed and submitted to Council for its review is one allowing for camping within certain areas of the City. This subject came about due to the increased use of the camping spaces on the Fairground area of Bieth Park during the Sugar Beet Campaign.

The proposed ordinance allows camping in areas of the R-2 zoning (which Bieth Park is in) as designated by Council and exempts this area from the 14-day limit on residing in a camper in the City.

As the Council knows, given the requirements of both state law and the City Charter regarding notice and time in between First and Second reading of an ordinance, the timing does not align until Monday, June 16, 2025. Therefore, Council can either place it on the calendar for First Reading then or refer the Ordinance to the Committee of the Whole for discussion prior to First Reading.

Options for motions are:

1. Motion to place the proposed In-City Camping Ordinance on Council Agenda for First Reading at the Monday, June 16, 2025, City Council meeting.
2. Motion to refer the proposed In-City Camping Ordinance to the Committee of the Whole for review.
3. Postpone action.
4. Take no action.

CITY OF CARO

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MEMORANDUM

TO: Caro City Council
FROM: City Manager Scott R. Czasak
DATE: Wednesday, April 30, 2025
RE: Agenda Item – Drive Through Ordinance Recommendation

Members of the Caro City Council,

As you might know, the Planning Commission has been reviewing a number of subjects to recommend updates to the Zoning Ordinance. The next one which has been completed and submitted to Council for its review is one designating certain rules and regulations for drive-throughs in the City. This ordinance came about as during the review of the Starbucks site plan it was discovered no such ordinance existed.

The proposed ordinance allows drive throughs in all non-residential zones of the City and prescribes a number of regulations regarding construction, reducing noise along residential zones, stacking requirements, and other issues.

As the Council knows, given the requirements of both state law and the City Charter regarding notice and time in between First and Second reading of an ordinance, the timing does not align until Monday, June 16, 2025. Therefore, Council can either place it on the calendar for First Reading then or refer the Ordinance to the Committee of the Whole for discussion prior to First Reading.

Options for motions are:

1. Motion to place the proposed Drive Through Ordinance on Council Agenda for First Reading at the Monday, June 16, 2025, City Council meeting.
2. Motion to refer the proposed Drive Through Ordinance to the Committee of the Whole for review.
3. Postpone action.
4. Take no action.

CITY OF CARO

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JILL WHITE

TO: City Manager/ City Council
FROM: Rita Papp – City Clerk
SUBJECT: Planning Commission Member Resignation
DATE: May 5, 2025

I recently received a resignation letter from Mike Laethem, Planning Commission. It is normal practice for the City Council to accept resignations from committees and/or boards.

Option 1

Motion to accept the resignation from Mike Laethem with regrets and authorize the City Clerk to post the vacancy on the Planning Commission.

Option 2

To deny the resignation.

Option 3

To postpone this matter.

CITY OF CARO

CITY MANAGER
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TO: City Manager/ City Council
FROM: Rita Papp – City Clerk
SUBJECT: Planning Commission Member Resignation
DATE: May 5, 2025

I recently received a resignation letter from Mike Laethem, Planning Commission. It is normal practice for the City Council to accept resignations from committees and/or boards.

Option 1

Motion to accept the resignation from Mike Laethem with regrets and authorize the City Clerk to post the vacancy on the Planning Commission.

Mike Laethem
7542 Port Austin Road
Pigeon, MI 48755

April 22, 20225

Karen Snider, Mayor
City of Caro
State Street
Caro, MI 48723



Dear City Council,

Effective April 14, 2025, I resign my position on the Caro Planning Commission. I have moved out of the city.

Sincerely,

Mike Laethem

CITY OF CARO

CITY MANAGER
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TO: City Manager/ City Council
FROM: Tammy Ries – City Treasurer
SUBJECT: Music in the Park Budget Adjustment
DATE: May 5, 2025

Parks & Recreation has received \$5,600.00 in sponsorships to date for Music in Park this year. Events will be starting in June 2025. To use the sponsorship funds for the June events, they are requesting to increase the expense budget line 101-751-958-000 by a total of \$3,561.95 for entertainment costs & banner/yard signs.

Option 1

Motion to approve the increase to the expense budget line 101-751-958-000 for \$3,561.95 to utilize sponsorship funds received for Music in the Park for the June 2025 events.

Option 2

To deny the budget adjustment.

Option 3

To postpone this matter for further research and discussion.

Rita Papp

From: Carrie Will
Sent: Wednesday, April 30, 2025 12:52 PM
To: Rita Papp
Subject: Budget Adjustment Question

Hello Rita,

On Monday I gave you a budget adjustment request for Council to review for Music in the Park. Upon looking at things I believe that I did not ask for the correct amount. I am ordering a banner and yard signs for the sponsors and the amount was not included in that request. I didn't have the totals when the request was typed.

There is the breakdown:

\$400 - currently in Music In the Park budget line

\$3,050 - Entertainment cost for June

\$511.95 - Banner/Yard Signs

Need to request \$3,561.95 from Music in the Park Revenue Line to be moved to Music in the Park

There is a total of \$5,600 in donations received.

It may be top late to change the amount of the request but I wanted to reach out to you just in case there is time.

Thank you,

Carrie Will

Parks and Recreation Superintendent

317 S. State Street

Caro, MI 48723

(P) 989-673-7671 ext. 5233

(F) 989-673-7310

www.carocity.net



CITY OF CARO

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MEMORANDUM

TO: Caro City Council
FROM: City Manager Scott R. Czasak
DATE: Wednesday, April 30, 2025
RE: Agenda Item – Part Time Custodian

Members of the Caro City Council,

As you may know, the City is served by Kristal's Helping Hand for cleaning services at City Hall, the DPW facility and the Wastewater Treatment Plant. Recently, Kristal's informed us that she will be closing down her business as of May 18, 2025. Therefore, we are in acute need of replacement for the services provided.

Clerk Papp and I have discussed the situation with the Kristal's employee who is assigned City Hall, and she is willing to continue doing the work she is doing as a direct employee of the City. Clerk Papp reviewed the numbers and found it would be \$1,666.60 cheaper to bring her on board directly compared to what we are currently paying. She would be hired at her current pay rate of \$20 per hour with a projected average of 15 hours per week. With the required taxes the total projected cost is \$16,793.40 per year, as opposed to the \$18,460.00 we pay currently with a biweekly payment of \$710.00.

As this would be moving a contractor to a part-time wage employee certain budget adjustments would be necessary, specifically moving money from the various Contracted Services-Janitorial or Contracted Services lines the company is currently paid out of to Part-Time Wages, Wages, and Social Security and Medicare lines in the same funds. No additional money would be needed, just a reallocation from one line to another.

Options for motions are:

1. Motion to authorize the City Manager to hire a part time custodian for City Hall, DPW and Wastewater Treatment Plant at an hourly rate of \$20 per hour and instruct the City Treasurer to make the necessary budget adjustments for the hire.
2. Instruct the City Manager to obtain bids for cleaning services.
3. Postpone action.
4. Take no action.

From: Kristal Ramirez <kristalramirez@hotmail.com>

Sent: Friday, April 25, 2025 6:49 AM

To: Clerk <clerk@carocity.net>; Lisa Sprague <lsprague@listpsych.com>; Melissa Kyewski <melissa.kyewski@metroaircomp.com>; Barbara Neumeyer <bneumeyer@harmonycare.com>

Subject: Important news

To my loyal customers,

It is with a heavy heart that I have to tell you all that I am closing the business. I am unable to fulfill the demands of the business and care too much about the upkeep of your facilities to let it not be done properly. May 18 will be the last day of operations. If I can help by recommending cleaning companies or people I would love to help that way. Please know how much I appreciate you all for your support over the past five years. Thank you all for everything.

Kristal Ramirez
(989)551-3246

PT Custodian

Wages		\$15,600.00	Proposed (\$20.00/hour, average 15 hours/week)
SS & Medicare	7.65%	\$1,193.40	
Life Insurance		\$0.00	
LTD		\$0.00	
STD		\$0.00	
MESSA Health Ins.		\$0.00	
401A		\$0.00	
Total		\$16,793.40	

Current

Bi-weekly charge		
	\$710.00	\$18,460.00

Savings		\$1,666.60
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CITY OF CARO

CITY MANAGER
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JILL WHITE

MEMORANDUM

TO: Caro City Council
FROM: City Manager Scott R. Czasak
DATE: Wednesday, April 30, 2025
RE: Agenda Item – Wastewater Repair Quote

Members of the Caro City Council,

As you know, during a recent heavy rainstorm, there was a leak of partially diluted material from the wastewater treatment plant that made it to the Cass River. After going through the proper channels with EGLE and others to immediately mitigate the issue, a long-term solution was needed.

As such, wastewater staff reached out to Dale Rieck Masonry to quote the repair of the damage to the equalization tank that leaked. He has developed a repair that has a quoted price of \$7,500.00. While this is not a specifically budgeted repair, it would be using the \$25,000.00 that is set aside for As Needed repairs in the Sewer budget. Therefore, no budget adjustment is necessary at this time.

Options for motions are:

1. Motion to accept the quote from Dale Rieck Masonry to repair the equalization tank at the wastewater treatment plant for a quoted price of \$7,500.00 and instruct the City Manager to sign all documents to facilitate engineering work.
2. Instruct the City Manager to obtain other quotes or bids.
3. Postpone action.
4. Take no action.

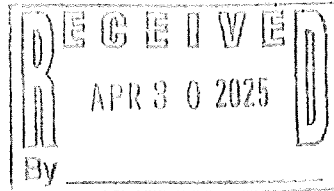


PROPOSAL

Dale Rieck Masonry LLC
340 W. Gilford Rd., Caro, MI 48723
Ph: 989-673-3093 Mobile: 989-553-2034
adriec@hotmai.com

DATE: APRIL 30, 2025

TO **City of Caro**
317 S. State St.
Caro, MI 48273



DESCRIPTION

Waste Water Treatment Plant concrete crack repair:

Approximately 80 ft. of storage tank joint needs to be cleaned, remove loose concrete inside and outside.

Crack will be filled in with Polyurethane Resin Injections to seal the crack.

Total: \$7,500.00

(Every effort is made with the install of control joints to reduce concrete from cracking but this is still not a guarantee no cracking will occur or a scalding effect from the effects of salt.)

Payable as follows: \$ half down, remainder due on completion.

All material is guaranteed to be as specified. All work to be completed in a Workmanlike manner according to standard practices. Any alternation or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

Note: This proposal may be withdrawn by us if not accepted within 30 days.

ACCEPTANCE OF PROPOSAL—The prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

To accept this quotation, sign here and return: _____ Date: _____

Thank you for your business!

CITY OF CARO

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

317 South State Street
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JILL WHITE

MEMORANDUM

TO: Caro City Council
FROM: City Manager Scott R. Czasak
DATE: Wednesday, April 30, 2025
RE: Agenda Item – 2025 Sidewalk Construction Engineering Services

Members of the Caro City Council,

As you know, at the last Council meeting the Council approved the 2025 Sidewalk Repair project, and the last step is to engage an engineer to oversee the construction process.

As such, ROWE Professional Services provided a quote for construction engineering services for the project in the amount of \$9,900.00. ROWE has been the construction engineer on our sidewalk projects for many years and have always provided an excellent level of service.

Options for motions are:

1. Motion to name ROWE Professional Services as the Construction Engineer for the 2025 Sidewalk project for the quoted price of \$9,900.00 and instruct the City Manager to sign all documents to facilitate engineering work.
2. Instruct the City Manager to obtain other quotes or bids.
3. Postpone action.
4. Take no action.



April 29, 2025

Mr. Scott Czasak, MPA, City Manager
City of Caro
317 South State Street
Caro, MI 48723

RE: 2025 Sidewalk Replacement Project – Additional Services Proposal
Engineering Services for Construction Assistance

Dear Mr. Czasak:

Per your request, ROWE Professional Services Company is pleased to submit a proposal to provide additional services to the original engineering contract for construction engineering services to assist the city with the construction phase of the proposed sidewalk replacement project. Based on our conversations, ROWE proposes the following scope of services and estimated fees for your consideration:

SCOPE OF SERVICES:

Construction Assistance –

- Coordinate execution of the contract between the City and the selected Contractor.
- Preparation, coordination, and attendance of a pre-construction meeting with the City and Contractor.
- Construction administration including review of shop drawings.
- Communication and coordination with Contractor to answer questions and provide clarifications for a successful project.
- Mark sidewalk removal locations.
- Field measure as-constructed quantities and log them to individual property worksheets for assessments as well as contractor payments.
- Prepare payment applications based on measured quantities. Proposal includes up to two (2) applications including a final.
- Generate and process change orders as required. Scope anticipates not more than one change order plus a final will be required.
- We have estimated sixty hours of construction assistance based on the above scope.

Proposed Clarifications –

1. Construction duration is anticipated to be 4 weeks.
2. Testing services (if desired) to be provided by third-party and will be contracted directly with the City.
3. Scope of services does not include site visits to monitor the work being performed as it is our understanding the DPW will monitor the work.

SINCE 1962

Mr. Scott Czasak, MPA, City Manager
April 29, 2025
Page 2

Proposed Fees –

ROWE proposes providing Construction Services as outlined above on an hourly basis with an estimated fee of \$9,900.00. We will invoice the City monthly based upon the work completed to date. Invoices shall be due and payable within thirty (30) days of each progress billing. This fee is inclusive of all costs as ROWE does not invoice separately for travel, reproductions, etc.

ROWE appreciates the opportunity to provide this proposal and is looking forward to continuing to assist the city with this project.

Please contact me in our Lapeer office at (810) 664-9411 if you have any questions.

If this proposal is acceptable, we will provide a Contract Amendment for your approval.

Sincerely,
ROWE Professional Services Company

Mike Carpenter
Digitally signed by Mike Carpenter
DN: C=US,
E=mcarpenter@rowepsc.com,
O=ROWE PSC, CN=Mike Carpenter
Date: 2025.04.29 17:17:05 -0400

Michael C. Carpenter
Project Administrator

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CITY OF CARO

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

317 South State Street
Caro MI 48723
Phone 989-673-2226
Fax 989-673-7310
Website www.carocity.net

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

TO: City Manager/ City Council
FROM: Rita Papp – City Clerk
SUBJECT: Michigan Works Youth Work Experience Program
DATE: May 5, 2025

I recently received information on a program offered by Michigan Works regarding a young adult work experience program. These are young adults who have barriers preventing them from successfully entering or retaining employment and/or have unclear career pathways. Michigan Works will refer eligible applicants to the city of Caro for interviews. There is no cost to the city for these services as they are employed by a third party Ascend Staffing and all payroll functions are handled by them. These individuals are authorized to work up to 40 hours per week for 12 weeks, but our suggestion would be to offer up to 29 hours per week for 12 weeks to be in line with our current city paid seasonal workers.

I have contacted Carrie Will, Parks & Recreation Superintendent and Paige Rushlo, DDA Director, to see if they are interested in this program. They both have expressed interest.

Option 1

Motion to approve the City Clerk and/or City Manager to enter into an agreement with Michigan Works Young Professional/Young Professional Plus Youth Work Experience Program and to negotiate in the agreement that City of Caro would only offer up to 29 hours per week for 12 weeks.

Option 2

To deny the request.

Option 3

To postpone this matter for further research and discussion.



The Young Professionals/Young Professionals Plus Youth Work Experience Program Supervisor and Participant Handbook

Introduction:

The Young Professionals (TYP) and Young Professionals Plus (YPP) programs are GST Michigan Works programs aimed to provide valuable work experiences with local employers to young adult ages 14-24 with barriers to employment and/or education. The TYP/YPP program is restricted to worksites and participants in Genesee, Shiawassee, Lapeer, Sanilac, Huron and Tuscola counties.

Work Experience placements are a limited duration project, commencing no sooner than March 1st, 2025, concluding no later than February 28th, 2026, and not to exceed 12 weeks in total. Participants will be employed through a third-party vendor with wages paid by GSTMW. Worksites must provide enough work to keep the participants actively engaged for the duration of the assignment and provide guidance and supervision to the participants.

Participants are expected to gain work experience with training in basic work skills, such as following directions and working with others. Jobs and/or projects that provide training in occupational skills that may help them in their career choices and preparation are encouraged. Jobs and/or projects with an academic or job placement component are also encouraged. It is the goal of the program that participants will gain valuable work awareness and skills that will lead to permanent employment and/or further education.

Employer of Record:

Work Experience participants in this program will be employees of Ascend Staffing, which will handle all payroll functions. Ascend Staffing, as the Employer of Record, shall provide the State minimum hourly wage or the company's regular starting wage for the same position, whichever is higher, to each eligible participant not to exceed 40 hours per week. Ascend Staffing shall provide Workers' Compensation for each eligible participant. In addition, Ascend Staffing acknowledges and agrees to the following responsibilities:

1. Ascend Staffing shall readily respond to questions regarding participant paychecks and ensure no payment shall be issued to non-participants.
2. Ascend Staffing shall ensure no fees are charged to participants for referral and placement in GST Michigan Works! Program(s).

3. Ascend Staffing and GST Michigan Works! Shall work cooperatively with the Worksite to prevent (a) kickbacks, (b) lobbying, (c) theft and embezzlement, (d) nepotism, and (e) political patronage.

Supervision:

Project worksites are required to provide adequate supervision by adult, non-participants for all projects. Supervision of participants will not exceed seven (7) participants to one (1) supervisor. The Worksite shall provide a substitute supervisor during the absence of the regular supervisor, however, GSTMW and Ascend Staffing must be notified of any supervisor changes. There must be no changes to participant job duties, supervision, or worksite location without prior approval from GSTMW and Ascend Staffing. The Worksite Supervisor shall thoroughly indoctrinate the participant in regard to job duties, tools and equipment, health and safety standards, work schedules and attendance reporting, and other personnel practices to ensure a safe and quality work experience.

Safety:

All worksites will be carefully screened and evaluated for their observance and maintenance of safety and health standards. Additionally, GST Michigan Works will make at least one site visit during program participation to ensure health and safety compliance. It is the responsibility of the worksite supervisor to ensure that each work experience participant understand and adheres to all safety procedures, including the wearing of protective gear.

Accidents and Injuries:

All worksite accidents/injuries must be reported to GSTMW and Ascend Staffing immediately. Procedure for reporting accidents/injuries and receiving medical treatment will be included in Supervisor Orientation.

Tools, Equipment and Materials for the Project:

Worksites are expected to provide any tools and equipment, including safety equipment for the workers. On a limited basis, GST Michigan Works may provide required safety equipment to program participants. Any safety equipment purchased by GSTMW will remain the property of GSTMW or the program participant. GSTMW will not pay for materials for a job/project.

Timesheets:

All work experience worksites will be responsible for the approval and submission of weekly time sheets for all participants under their supervision. Timesheets run from Sunday to Saturday and must be submitted to the TYP/YPP Program Manager by 12 PM (noon) of each Monday for the previous week. Timesheets not received by the deadline will not be processed until the next pay period. Timesheets must be signed by both the participant and the worksite supervisor. Under no circumstances will work experience participants be allowed to work more than 40 hours in any given week. Participants will only be paid for hours actually worked – no vacation, holidays or lunch periods will be paid.

Disciplinary Actions:

The Worksite Supervisor shall provide encouragement, corrective guidance, and supportive counseling to ensure the development and continuation of marketable work practices. The Worksite Supervisor must notify GSTMW and the assigned Career Coach of any issues the participants may be encountering. The assigned Career Coach must be included in any corrective actions.

In the event that the Supervisor and Career Coach are not able to remedy the situation, the participant will be removed from the worksite. In serious situations, such as violence or illegal activities, the participant will be terminated from the program. Otherwise, the participant will be reassigned to another worksite to complete the remainder of their work experience.

If a participant is removed from a worksite for any reason, every effort will be made to find a replacement for the worksite.

Evaluations:

The Worksite Supervisor is required to evaluate participants' attendance/punctuality, appearance, interpersonal relationships, professional conduct, task completion, and ability to follow directions. The Worksite Supervisor shall provide gentle guidance to participants to improve any deficiencies. The assigned Career Coach should be notified of any issues the participant is having. A formal evaluation must be completed twice during the participant's work experience – midway through and at the conclusion. The *Participant Evaluation Form* is included as an attachment to this document.

It is the hope that worksites will be able to provide job offers to participants who do well throughout the work experience. In the event that permanent employment is not available, Worksite Supervisors shall provide successful participants with a letter of recommendation that they may use as they continue their job search.

Monitoring:

In the interest of public trust and accountability, GSTMW will have an aggressive monitoring component for TYP/YPP. Each worksite will be monitored by GSTMW; visits to the worksite may be unannounced. Additionally, the worksite may be monitored by Ascend Staffing or State and Federal Department of Labor representatives. At least one supervisor and one participant will be monitored at each worksite. If the worksite is found to be non-compliant, the participant(s) will be transferred to another site.

Program Manager's Contact Information

Lapeer, Sanilac, Tuscola and Huron counties:

Roxanne Morehead

rmorehead@gstmiworks.org



Paid Work Experience Program Worksite Application Instructions

Introduction:

GST Michigan Works! (GSTMW) is accepting applications for employer worksites for the paid work experience program. Worksites will be designated in Genesee, Shiawassee, Lapeer, Tuscola, Sanilac and Huron counties.

Work Experience placements are a limited duration project, commencing no sooner than March 1st, 2025, concluding no later than February 28th, 2026, and not to exceed 12 weeks in total. Participants will be employed through a third-party vendor with wages paid by GSTMW. Worksites must provide enough work to keep the participants actively engaged for the duration of the assignment and provide guidance and supervision to the participants. Worksites are not obligated to hire the participant(s) following completion of the work experience. However, priority for worksite acceptance will be to companies who have real possibilities of hiring the youth following the subsidized work experience assignment.

Workers:

Youth selected for participation in this program are young adults ages 14-24 who have barriers preventing them from successfully entering or retaining employment and/or have unclear career pathways. Young adults must meet eligibility requirements to participate in this program. GSTMW will assess barriers, determine eligibility and suitability for work experience placement.

Selected worksites will have only eligible applicants referred to them for consideration. Worksites are also encouraged to refer interested young adults to the program – however, all worksite referred participants must still meet program eligibility and work readiness requirements prior to placement at a worksite. Worksites will have the opportunity to interview participants prior to placement.

Young adults participating in this program will have barriers that will need additional guidance and support to overcome or work around. While the paid work experience program has work-readiness components prior to worksite placement, worksites will be expected to show patience and mentorship to these young adults while working in conjunction with GSTMW staff to ensure participants' success. In exchange for subsidized wages, worksites are asked to provide a trial-period employment opportunity to eligible young adults they may not otherwise consider for employment.

Supervision and Safety:

Project worksites are required to provide adequate supervision by adult, non-participants for all projects. Supervision of participants will not exceed seven (7) participants to one (1) supervisor. All worksite supervisors will be provided with a program orientation that covers all aspects and requirements of worksite supervision.

All potential and approved worksites will be carefully screened and evaluated for their observance and maintenance of safety and health standards. Additionally, GST Michigan Works will make at least one site visit during program participation to ensure health and safety compliance.

Training and Outcomes Desired for Participants:

Participants are expected to gain work experience with training in basic work skills, such as following directions and working with others. Jobs and/or projects that provide training in occupational skills that may help them in their career choices and preparation are encouraged. Jobs and/or projects with an academic or job placement component are also encouraged.

Tools, Equipment and Materials for the Project:

Worksites are expected to provide any tools and equipment, including safety equipment for the workers. On a limited basis, GST Michigan Works may provide required safety equipment to program participants. Any safety equipment purchased by GSTMW will remain the property of GSTMW or the program participant. GSTMW will not pay for materials for a job/project.

Employer of Record:

Work Experience participants in this program will be employees of Ascend Staffing, which will handle all payroll functions.

Timesheets:

All work experience worksites will be responsible for the approval and submission of weekly time sheets for all participants under their supervision. Timesheets run from Sunday to Saturday and must be submitted to Program Manager by Monday morning for the previous week. Timesheets must be signed by both the participant and the worksite supervisor. Under no circumstances will work experience participants be allowed to work more than 40 hours in any given week. Participants will only be paid for hours actually worked – no vacation, holidays or lunch periods will be paid.

Lay-offs:

Any company/organization approved as a worksite cannot have any employee on lay-off that performed the same or similar work or place a currently employed worker on lay-off as a result of becoming a worksite under this federally funded program.

Monitoring:

In the interest of public trust and accountability, GSTMW will have an aggressive monitoring component for work experience program. Each worksite will be monitored; visits to the worksite may be unannounced. At least one supervisor and one participant will be monitored at each worksite. If the worksite is found to be non-compliant, the participant(s) will be transferred to another site.

Restrictions:

The application process is competitive, and not every request will be approved. All applications are subject to negotiation and will be considered on a "first come, first serve" basis, taking into consideration availability of participants, quality of training for participants, community benefit, transportation requirements and other logistic variables. Priority will be given to worksites that offer real possibilities of hiring young adult participants following completion of the subsidized work experience period.

Application Process:

If you are interested in having participants work at your company/organization during this limited timeline work experience project, with wages subsidized through GSTMW's paid work experience program, please complete and return the full application. The following forms are included in this packet:

- Worksite Application: Please complete with as much detail as space allows (Attachment A)
- Worksite Agreement: Please review this worksite agreement carefully prior to signing. (Attachment B)
- Work Experience Worksite Position Request form (Attachment C)
- Labor Organization Form (Attachment D)

Please submit completed applications to:

Huron, Lapeer, Sanilac, and Tuscola counties:

Roxanne Morehead

rmorehead@gstmiworks.org

Questions regarding the work experience program, worksite expectations or application process can be directed to Roxanne Morehead (989)635-3561 ext. 222.



Company/Organization Information

Company/Organization: _____

Contact Person: _____

Address: _____

Street Address

Suite

City

State

Zip Code

Phone: _____ ext. _____

Email: _____

Industry: _____

Are you currently working with a GST Business Services Professional? If so, who? _____

Do you have any restrictions for employees? (i.e. drug tests, clean background, etc.)

Please Check the all that Apply

Minority Owned ☐

Women Owned ☐

Small Business ☐

Public ☐

Private ☐

Profit ☐

Non-Profit ☐

**Work Experience program, 2025
Worksite agreement**

This agreement has been made and entered into on _____ by and between GST Michigan Works (GSTMW) and _____, herein referred to as the Worksite, for the purpose of providing work experiences to WIOA eligible young adults.

It is understood by the signers of this agreement that the purpose of work experience shall be to provide a short-term or limited-term work assignment which will enhance employability of individuals through the development of good work habits and basic work skills.

WORKSITE AGREEMENT

The worksite agrees to provide a valuable, well-supervised work experience for eligible participants in accordance to Workforce Innovation and Opportunity Act (WIOA) regulations. The Worksite agrees to comply with the Youth Employment Standards Act, Act No. 90, Public Act of 1978 and Public Act No. 436, the "Right to Know Act", and applicable provisions of Title II of the Americans with Disabilities Act (ADA). Additionally, the Worksite acknowledges and agrees to the following stipulations:

1. The Worksite shall be granted interviewing and selection rights of eligible participants referred by GST Michigan Works!. The Worksite shall be in compliance with all Federal and State Affirmative Action/Equal Employment Opportunity requirements, including 29 CFR Part 37. The Worksite agrees not to discriminate in the selection because of race, color, religion, sex, national origin, political belief, age, height, weight, marital status, arrest record, ancestry, physical or mental disability or other non-merit factors.
2. The Worksite shall ensure participants are placed at job assignments as outlined in this Worksite Agreement and as agreed upon at time of referral. The Worksite shall contact GSTMW to amend and/or update the Worksite Agreement to reflect current working conditions, job assignments, and any change of supervisor(s).
3. The Worksite Supervisor shall thoroughly indoctrinate the participant in regard to job duties, tools and equipment, health and safety standards, work schedules and attendance reporting, and other personnel practices to ensure a safe and quality work experience.
4. The Worksite Supervisor shall ensure each participant's accurate work hours are recorded on the participants' time sheets. Time sheets will be provided by GSTMW.
5. The Worksite Supervisor is responsible for the accuracy, completeness, and submitting of each Time and Attendance Record in accordance with the schedule provided. Time sheets are due to

GSTMW by 12 PM (noon) Monday for the previous workweek. Time sheets not received by the deadline will not be processed until the next pay period.

6. The Worksite Supervisor shall evaluate participants' attendance/punctuality, appearance, interpersonal relationships, professional conduct, task completion, and ability to follow directions. The Worksite Supervisor shall provide encouragement, corrective guidance, and supportive counseling to ensure the development and continuation of marketable work practices. The Worksite Supervisor will notify GSTMW and the assigned Career Coach of any issues the participants may be encountering.
7. The Worksite Supervisor agrees to follow the steps established by GSTMW for any disciplinary actions that may be needed.
8. The Worksite shall provide adequate supervision for all participants on a ratio of not more than 1:7. The Worksite shall provide a substitute supervisor during the absence of the regular supervisor. GSTMW and Ascend Staffing must be notified of any supervisor changes.
9. The Worksite shall ensure the availability of sufficient work for all participants during scheduled work hours. The Worksite shall develop a contingency plan for participants during times of inclement weather or changes in work routine.
10. The Worksite Supervisor understands that participants shall not transfer nor be transferred to another worksite without prior written approval by GSTMW and Ascend Staffing.
11. The Worksite shall provide equipment and materials needed to perform job assignments under appropriate, reasonable, and safe working conditions.
12. The Worksite Supervisor shall undertake all necessary measures to ensure a safe and healthy work environment is provided for all participants. It is the responsibility of the worksite supervisor to ensure all protective clothing/safety equipment is worn.
13. The Worksite shall promptly report an accident or injury to GSTMW and Ascend Staffing. The Worksite shall accurately complete and submit the required Accident/Injury Report, as supplied by Ascend Staffing within 24 hours.
14. The Worksite understands GSTMW and/or Ascend Staffing will conduct periodic progress reviews to ensure compliance with this agreement by the supervisor and participant. The Worksite understands that it may be monitored by State and Federal Department of Labor representatives; the supervisor must be in attendance during all monitoring visits.
15. The Worksite shall ensure no union contract nor infringement on promotion shall result from this Agreement. The Worksite agrees not to hire any work experience participant while any employee, in a similar position at this worksite, is on lay-off.
16. The Worksite agrees that currently employed workers shall not be displaced by any participant through reduction of hours, benefits, lay-off, or dismissal (including partial displacement such as a reduction in the hours of non-overtime work, wages, or employment benefits).
17. The Worksite shall ensure that no participant is engaged in job tasks related to political activities, union organizing, or sectarian activities (including the construction, operation, and/or maintenance of a facility used for religious worship).
18. The Worksite agrees not to charge fees of any type to the participants.
19. The Worksite agrees not to supplement the wages of the participants.
20. The Worksite agrees that work permits (if applicable) are correctly completed prior to starting work and that a copy of the work permit shall be posted in view of the public.

21. The Worksite and Worksite Supervisor agree to adhere to the requirements outlined within the Supervisor and Participant Handbook.

Ascend Staffing, as the Employer of Record, shall provide the State minimum hourly wage or the company's regular starting wage for the same position, whichever is higher, to each eligible participant not to exceed 40 hours per week. Ascend Staffing shall provide Workers' Compensation for each eligible participant. In addition, Ascend Staffing acknowledges and agrees to the following responsibilities:

1. Ascend Staffing shall readily respond to questions regarding participant paychecks and ensure no payment shall be issued to non-participants.
2. Ascend Staffing shall ensure no fees are charged to participants for referral and placement in GST Michigan Works! Program(s).
3. Ascend Staffing and GST Michigan Works! Shall work cooperatively with the Worksite to prevent (a) kickbacks, (b) lobbying, (c) theft and embezzlement, (d) nepotism, and (e) political patronage.

This Worksite Agreement has been examined by the undersigned and is approved and accepted by the signing. This Worksite Agreement is effective on _____ and will expire at the end of one calendar year, or at such time that the terms of the agreement change.

Signature (Authorized Worksite Representative)

Signature (Authorized GSTMW Representative)

Typed/Printed Name & Title

Typed/Printed Name & Title

Date

Date



Work Experience – Worksite position request form

Worksite Name

Location

Job Title

Number of Positions Available _____

Hourly Wage \$_____

_____ I certify that this is the regular starting wage
for this position (please initial)

_____ I certify that no employees are on layoff in
the same or similar position (please initial)

***Tasks to Perform:**

A job description is required that includes at a minimum:

- Duties to be performed by the participant
- Tools and equipment to be used by the participant, including hand tools, power tools, ladders/lifts, mechanical devices and PPE
- Environment(s) that the participant will be working in

Skills, Experience and/or Education required:

Restrictions (ie. Age restrictions, accessibility, drug or background screening, etc)

*GSTMW or Ascend Staffing may require additional information prior to worksite acceptance or placement of a participant at the worksite. For liability /insurance purposes, GSTMW or Ascend Staffing may impose restrictions onto the type of work, tools/equipment, or environments that work experience participants may be exposed to.

Supervisor Name: _____

Signature: _____

Supervisor phone: _____

Supervisor email: _____

Secondary Contact Name: _____

Secondary Contact Phone/Email: _____



Work Experience program – Labor Organization Form

If the Worksite has a Collective Bargaining Agreement covering the grade and class of workers who will receiving work experience pursuant to this contract, concurrence by the union representing the workers covered by such an agreement must be obtained below by the worksite from an authorized union representative.

IDENTIFICATION OF BARGAINING AGENT

Labor Organization:	Signature of Concurrence:
Local Number:	Name (print):
Phone Number:	Title:

NON-UNION ACKNOWLEDGEMENT

Employer Representative Signature:	Date:
Name (print):	Title

CITY OF CARO

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TO: City Council
FROM: Karen Snider – Mayor
SUBJECT: Mayor's Report
DATE: May 5, 2025

The City Manager, Mayor and Clerk prepared the Council agenda for the May 1, 2025, council meeting.

I attended the Planning Commission meeting on April 22, 2025.

I attended the April 21, 2025, Caro Rotary Club luncheon meeting held at the Tuscola County Medical Care Baldwin House at 1285 Cleaver Road, Caro. A short meeting took place and afterwards the program was presented by Cody Rabideau, Administrator and CEO for the Tuscola County Medical Care Facility.

April 23, 2025, the Caro Chamber of Commerce hosted a Ribbon Cutting and Open House to celebrate the opening of the Tuscola County Medical Care Community Baldwin and Cortland homes. More information can be obtained by calling 989-673-4117. A big thank you to Cody Rabideau, Administrator and CEO of the Tuscola County Medical Care Facility and the Caro Chamber of Commerce for making these events so successful.

Thanks to Superintendent Carrie Will, Caro Parks & Recreation Committee, and any other volunteers for the fabulous job they did at the Spring Clean-up project. Work was done at Bieth Park and the fairgrounds. It started out cold, windy and misty but they did not give up. Congratulations to the Sub Shop for winning the Golden Rake.

I had the privilege of attending the Arbor Day Tree Planting Ceremony on April 26, 2025, at the Tuscola County Fairgrounds. Twenty-four blue spruce trees were planted as part of the City's effort to be part of the Tree City USA program of the Arbor Day Foundation.

I did not attend Caro Rotary Club on April 28, 2025, due to a prior commitment.

The Tuscola County Economic Development Corp (EDC) executive Board met on April 29, 2025, at their new location, the MSU Extension office located at 362 Green Street, Caro, MI. I was honored to attend the meeting as it was very informative. The EDC is working hard to regroup and they are in the process of hiring a new director. Several changes were recommended which would make the board and program more effective.

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MEMORANDUM

TO: Caro City Council
FROM: City Manager Scott R. Czasak
DATE: Wednesday, April 30, 2025
RE: City Manager's Report

Members of the Caro City Council,

With the change in weather it certainly feels more like Spring has sprung here in Caro, and we are shifting to outdoor activities as the air no longer hurts our faces! As the leaves begin the bloom, flowers begin to be planted, and grass starts to grow we are looking forward to a great summer!

In the last few weeks I have had a flurry of activities as things begin to open up for the year, starting with the opening of the residential units at the Tuscola County Medical Care Community. Between the open house and the Rotary meeting held there, they certainly took the time to show off the improvements they have made as they rehabilitated these buildings to have residents in there again. Long-term medical care is a growth industry and I am pleased to see Caro grow in this area to be a destination for those who need an extra hand as they move forward in life.

Additionally, in addition to my regular meetings with staff, residents, business interests and Rotary attendance, I was able to attend a revitalization of the Tuscola County Managers lunches, where municipal managers from our county met with our local contacts from the Michigan Economic Development Corporation to see what avenues for funding are available. There are funding sources out there, but the biggest push is in the housing area and there are opportunities for business owners who want to turn their second floor space into residential space. I will continue to work with MEDC to find areas of Economic Development funding as we move forward.

I am also happy to report to Council that the parking lot project is underway in earnest. I have changed my daily route to the office to drive by the site and see what is going on and as of today the site seems almost completely cleared and the next step would be beginning the layout and actual construction of the parking lot. It is good to see a project which has been building for my entire tenure as City Manager finally come to action and sooner rather than later, completion.

Lastly, I would like to thank all those who came out for both the Spring Clean-Up and the Arbor Day Celebration. Congratulations are in order to The Sub Shop who successfully

defended their position as holders of the Golden Rake by bringing 20 volunteers to help clean up, special thanks to the Tuscola County 4-H who was just behind them at 17 (at least that was the count I saw). The Arbor Day celebration is the past piece of the puzzle which we will need to submit our application later this year for Tree City USA status, which as Council knows has been a pet project of mine to open up opportunities for grants to obtain trees for the City. As we know from the sidewalk projects, we need to be conscious of the trees we plant in certain areas of the City as to do our best to not damage the infrastructure of the City while providing the tree cover we desire.

I hope everyone gets out and enjoys the weather!

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TO: City Council/City Manager
FROM: Rita Papp – City Clerk
SUBJECT: Clerk's Report
DATE: May 5, 2025

-
- Continue to Post Vacancy for Parks & Recreation, received & forwarded two applications to Mayor Snider.
 - Seasonal Workers for 2025. All seasonals have been hired. One is starting May 5, 2025 and three are starting June 16, 2025.
 - The new PT Code Enforcement Officer, Jon Beaupre will be starting Wednesday, May 7, 2025. He will be orientating with Scott Czasak and Randy Heckroth. His office is located at the end of the hall near the police department.
 - Scheduled and posted budget workshop meetings.
 - Registered for MAMC Summer Conference, June 4-6, 2025.
 - I will be out of the office May 2 – 7, 2025.