

AGENDA
REGULAR MEETING OF THE CARO CITY COUNCIL
March 2, 2026, 6:30 P.M.

CALL TO ORDER (Pledge of Allegiance)

AGENDA APPROVAL

COMMUNICATIONS:

1. Parks & Recreation Committee Meeting Minutes, February 24, 2026

PUBLIC COMMENTS – AGENDA ITEMS ONLY

CONSENT AGENDA:

1. Regular Council Meeting Minutes – February 17, 2026
2. Committee of the Whole Meeting Minutes – February 19, 2026
3. Invoices

REGULAR AGENDA:

1. Budget Amendment Request – Fire Department Training
2. Budget Amendment Request – DDA Building Rent
3. Tuscola County Conservation Club Lease Renewal
4. Investment Maturing #1
5. Investment Maturing #2
6. Policy for Recording and Posting City Council Meetings
7. Schedule Public Hearing – CDBG Application

ITEMS POSTPONED: None

COMMITTEE/LIAISON POSITION REPORTS: None

MAYOR’S REPORT – Written report submitted.

MANAGER REPORT – Written report submitted.

CLERK’S REPORT – Written report submitted.

ADDITIONAL PUBLIC COMMENTS

ADJOURN

Caro Parks and Recreation Committee Minutes
Tuesday, February 24th, 2026

Present: Chairperson: Tanya Batschke, Secretary: Jason Davis, Sue Ellen Greenlee, Beth Greene, City Councilor Jill White, and Sean Smith (arrived at 6:05pm).

Absent: Colleen Russell, Parks Recreation Superintendent: Carrie Will, and Vice-Chairperson: Robert Scheil

Others present: City Manager: Scott Czasak, City Mayor: Karen Snider and Deputy Clerk: Jana Brown

1. Call meeting to order at 6:04 pm
2. Pledge of Allegiance
3. Approval of Agenda – Sue Ellen Greenlee moved to accept agenda as proposed and Sean Smith seconded - Motion carried
4. Public Comment – None
5. Communications: Parks & Recreation Bi-Laws
6. Approval of Minutes - Sue Ellen Greenlee motioned to accept minutes as written and seconded by Beth Greene - Motion carried
7. City Council Liaison Report – Approved agreement with Exchange Club Forest
8. Parks and Recreation Superintendent Report – Report provided
9. New Business
 - a) Chippewa Landing Kiosk Presentation – Nancy Barrios and Mark Putnam provided examples of 3 panel signage on 7’x7’ cement base with costs around \$6500. Mark Putnam offered to help with historical information. City Manager, Scott Czasak, suggested that \$3000 be allocated to support the shared cost of the signage with Cass River Greenways.
 - b) Capital Improvement 6 Year Plan shared by City Manager, Scott Czasak, as well as the City of Caro officially being designated as a Tree City USA. Discussion occurred regarding parks and recreation budget needs and which line items in budget they would come from for capital improvements, operations and maintenance and other line items.
10. Old Business –
 - a) Budget 2026-2027 Priorities discussed
 - b) Capital Improvement Updates discussed
11. Additional Public Comment – Daniel Albin, President of Caro Masonic Lodge, offered assistance of sharing historical documents and expressed that shade is very much needed in Bieth Park and Fairgrounds. He would also like to see the tennis courts repaired and expressed the school cannot currently have home games due to conditions of the court. Cameron Albin shared about the risks of playing on the current tennis court due to unsafe conditions.
12. Motion to Adjourn at 7:32 pm by Beth Greene and Second by Sean Smith – Motion carried

Submitted by Jason Davis, Secretary

REGULAR MEETING OF THE CARO CITY COUNCIL
February 17, 2026, 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 February 17, 2026, at 6:30 p.m. in the Council Chambers.

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

Absent: Heidi Parker

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

AGENDA APPROVAL

26-M-28

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

Motion Carried.

PRESENTATION:

1. Exchange Forest Annual Report – June Kennedy
2. WSP Presentation – Well 9 & 10

PUBLIC COMMENTS – AGENDA ITEMS ONLY

June Kennedy – Commented on the proposed addition to the Exchange Club Forest Stewardship Renewal.

COMMUNICATIONS:

1. Letter from Tim Murphy, Publisher, The Advertiser

CONSENT AGENDA:

1. Regular Council Meeting Minutes – February 2, 2026
2. Invoices
3. Department Reports
 - A. Police Report – Chief Brian Newcomb
 - Police 2025 Annual Report
 - B. Fire Report – Chief Randall Heckroth
 - C. Code Enforcement Report – Jon Beaupre

26-M-29

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

Motion Carried.

REGULAR AGENDA: (action required)

1. Exchange Club Forest Stewardship Renewal

26-M-30

Motion by Campbell, seconded by White to strike clause 7 from the 2026-2031 Exchange Club Forest Stewardship agreement and authorize the City Mayor and City Clerk to sign the revised agreement.

Motion carried.

2. DDA Budget Line-Item Adjustment Request

26-M-31

Motion by Kish, seconded by Riley to approve to transfer \$1,775.00 from the Electric Budget Line (248-728-920-000) to the DDA Building Rent Budget Line (248-728-943-001) to cover increased rental costs associated with the new DDA office location.

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

Motion failed – Tie Vote

3. Well 9 & 10 Drilling Bids

26-M-32

Motion by Oedy, seconded by Campbell to award the Well #9 and #10 drilling contract to Brown Well Drilling for the bid price of \$394,134.00 and instruct the City Manager to sign all necessary documents.

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

Motion carried.

4. Mid-Year Budget Adjustments Request

26-M-33

Motion by White, seconded by Campbell to approve the budget adjustments as presented.

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

Motion carried.

5. 2025/2026 Sidewalk Special Assessment Role

26-M-34

Motion by White, seconded by Campbell to approve the draft assessment roll and schedule the sidewalk special assessment open house for 5:30 p.m. on Monday, March 16, 2026, and set the public hearing for 6:30 p.m. on Monday, March 16, 2026.

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

Motion carried.

6. Investment Maturing

26-M-35

Motion by Riley, seconded by Oedy to keep the CDARS at Northstar Bank in the amount of \$621,119.93 for 52 weeks at 3.35%.

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

Motion carried

ITEMS PENDING/POSTPONED: None

COMMITTEE/LIAISON POSITION REPORTS:

1. Economic Development Corporation (Mayor Snider) – Attended the meeting. Two businesses were awarded Small Business Grants, Hanby Bread and Thumb Meat Market. EDC is working with the CDBG Grant Program. EDC is working with DDA for Redevelopment Ready Community process. EDC is participating in Retention calls with the City Manager. Next meeting is scheduled for February 24, 2026 at 3:00 p.m.
2. Chamber of Commerce (Manager) – New Board Member was selected, Marie Green from Bigbee Coffee. Parks & Recreation Superintendent Carrie Will gave a presentation to the board. Chamber discussed future events.
3. Downtown Development Authority (Kish) – DDA Assistant Paige Rushlo is the Tuscola County Pumpkin Festival Secretary. A Food Safety Grant has been applied for. Discussion on moving the Farmers Market to the fairgrounds during the Pumpkin Festival. Discussed purchasing benches for the downtown area. Paige Rushlo's employment evaluation has been completed, and they approved a recommended 4% raise and changed her job title to DDA Director. New officers were elected.
4. Fair Board (Oedy) – Mounted Division has been reserved for security at the fair. Grant has been applied for and approved. Discussed the camping in the fairgrounds.
5. Parks & Recreation (White) – Re-Allocation of funds was completed.
6. Planning Commission (Vacant) – No meeting.
7. Tuscola County Board of Commissioners (Parker) – No meeting.
8. Zoning Board of Appeals (Mayor Snider) – No meeting.

MAYOR'S REPORT – Written report submitted.
Committee of the Whole Meeting is February 19, 2026 at 6:30 p.m.

MANAGER'S COMMENTS – Written report submitted.
\$10,000.00 grant was approved for cybersecurity.

CLERK'S REPORT – Written report submitted.

TREASURER'S REPORT – Written report submitted.

ADDITIONAL PUBLIC COMMENT:

Randy Heckroth – Commented on budget requests and the timing of quoted figures.

Zach (resident) – Commented on his concern of the property tax increase at his residence.

Councilor Jill White – Inquired on the status of the appraisal on the Van Geisen Road property.

Councilor Charlotte Kish – Inquired the status of the WWTP project.

26-M-36

Motion by White, seconded by Oedy to adjourn the meeting at 7:58 p.m.

Motion carried.



Rita Papp, MiPMC2
City Clerk

draft

CITY OF CARO COUNCIL COMMITTEE OF THE WHOLE MINUTES
February 19, 2026, 6:30 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 on February 19, 2026, at 6:30 p.m. in the Council Chambers.

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

Absent: Charlotte Kish

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

PUBLIC COMMENTS: None

BUSINESS ITEMS:

1. CDBG Application Discussion

Presentation was given by Bruce Johnston & Reece Burton from Revitalize LLC and Mark Ransford from Ransford Wasik LLC. Discussed the CDBG Process and what is required by the council and by the city manager. Discussion followed.

2. Policy on Recording Council Meetings

Mayor Karen Snider provided sample information on policy language for recording council meetings. Council would like to start with city council meetings first with the opportunity to add others later. City Clerk will work with the mayor to draft a policy to send to the attorney.

3. 2026/2027 Capital Projects Discussion

City Manager asked for input and/or ideas for capital project for the 2026/2027 FY Budget. He also discussed different funding sources for roads. Council indicated they wanted to see Van Geisen Property developed and Community Center. Council members are to bring ideas to the first budget workshop.

4. Update on Projects

Councilor Emily Campbell asked the City Manager to include updates on projects in his manager's report at council meetings.

5. Website

Mayor Karen Snider discussed her concerns with photos and forms on the website. City Manager asked the council to submit a picture and a bio to him to upload them to the website.

6. Advertising

Mayor Karen Snider discussed her concerns with transparency and the method of publishing ordinances, public surplus auctions, and bids in the newspaper. City Manager discussed the requirements for posting bids. Council had a discussion on supporting local businesses, including The Advertiser. Council requested that the approved amended bid policy be sent to the attorney for review.

7. WWTP Project Discussion.

Councilor Charlotte Kish requested this update but was absent. City Manager gave a brief update on the project. Discussion followed.

Councilor Doreen Oedy inquired on the status of the current open FOIA – Shane Polega. City Clerk gave an update to council.

Motion by Riley, seconded by Oedy to adjourn the meeting at 8:17 p.m.

Motion carried.



Rita Papp, MiPMC2
City Clerk

draft

Report Criteria:

Report type: GL detail

Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Invoice GL Account	Invoice GL Account Title	Amount
ADVANCE AUTO PARTS					
03/26	03/02/2026	79949	661-575-776-000	MAINTENANCE SUPPLIES	337.65
03/26	03/02/2026	79949	661-575-776-000	MAINTENANCE SUPPLIES	298.96
03/26	03/02/2026	79949	661-575-776-000	MAINTENANCE SUPPLIES	10.53
03/26	03/02/2026	79949	661-575-776-000	MAINTENANCE SUPPLIES	413.91
Total ADVANCE AUTO PARTS:					1,061.05
AFLAC					
03/26	03/02/2026	79950	101-000-231-003	AFLAC INSURANCE WITHHOLDING	352.82
Total AFLAC:					352.82
ALLIED FIRE SALES & SERVICE LLC					
03/26	03/02/2026	79974	216-336-740-000	OPERATING SUPPLIES	48.62
03/26	03/02/2026	79974	216-336-740-000	OPERATING SUPPLIES	306.00
Total ALLIED FIRE SALES & SERVICE LLC:					354.62
ALS GROUP USA, CORP					
03/26	03/02/2026	800426	590-540-777-000	STATE TESTING & PERMITS	1,325.00
Total ALS GROUP USA, CORP:					1,325.00
AMAZON CAPITAL SERVICES					
03/26	03/02/2026	800427	101-260-740-000	OFFICE SUPPLIES	12.49
03/26	03/02/2026	800427	216-336-750-000	TECHNOLOGY	12.73
03/26	03/02/2026	800427	216-336-750-000	TECHNOLOGY	39.89
03/26	03/02/2026	800427	101-301-776-000	MAINTENANCE SUPPLIES	17.99
03/26	03/02/2026	800427	101-301-725-000	UNIFORMS/UNIFORM EQUIPMENT	11.39
03/26	03/02/2026	800427	101-301-956-000	MISC/CONTINGENCY	27.84
03/26	03/02/2026	800427	101-301-744-001	EMERGENCY/EQUIPMENT SUPPLIES	33.82
03/26	03/02/2026	800427	101-301-725-000	UNIFORMS/UNIFORM EQUIPMENT	392.18
Total AMAZON CAPITAL SERVICES:					548.33
AT&T MOBILITY					
03/26	03/02/2026	79951	101-371-853-000	TELEPHONE	47.02
03/26	03/02/2026	79951	216-336-853-000	TELEPHONE	100.60
03/26	03/02/2026	79951	101-301-853-000	TELEPHONE & PAGERS	380.94
03/26	03/02/2026	79951	101-301-750-001	SOFTWARE MAINTENANCE AGEET	108.72
03/26	03/02/2026	79951	101-441-853-000	TELEPHONE	8.80
03/26	03/02/2026	79951	202-483-853-000	TELEPHONE	8.80
03/26	03/02/2026	79951	203-483-853-000	TELEPHONE	8.80
03/26	03/02/2026	79951	590-540-853-000	TELEPHONE	8.80
03/26	03/02/2026	79951	591-540-853-000	TELEPHONE	8.80
03/26	03/02/2026	79951	248-728-853-000	TELEPHONE & TECHNOLOGY	44.00
03/26	03/02/2026	79951	101-301-853-000	TELEPHONE & PAGERS	469.00
03/26	03/02/2026	79951	216-336-853-000	TELEPHONE	90.09

GL Period	Check Issue Date	Check Number	Invoice GL Account	Invoice GL Account Title	Amount
Total AT&T MOBILITY:					1,284.37
BIOTECH AGRONOMICS INC					
03/26	03/02/2026	79975	590-540-801-000	CONTRACTED SERVICES	825.00
Total BIOTECH AGRONOMICS INC:					825.00
BRIAN COLTSON JR					
03/26	03/02/2026	79966	101-000-675-000	MISC INCOME	750.00
Total BRIAN COLTSON JR:					750.00
BRYAN ESCHENBACHER					
03/26	03/02/2026	79952	101-301-801-000	CONTRACTED SERVICES	10.00
Total BRYAN ESCHENBACHER:					10.00
BUSY BEE CLEANING					
03/26	03/02/2026	800428	101-441-801-002	CONTRACTED SERV - JANITORIAL	123.50
03/26	03/02/2026	800428	216-336-801-002	CONTRACTED SERV - JANITORIAL	52.00
03/26	03/02/2026	800428	101-301-801-002	CONTRACTED SERV - JANITORIAL	97.50
03/26	03/02/2026	800428	101-172-801-002	CONTRACTED SERV - JANITORIAL	91.00
03/26	03/02/2026	800428	101-260-801-002	CONTRACTED SERV - JANITORIAL	91.00
03/26	03/02/2026	800428	101-253-801-002	CONTRACTED SERV - JANITORIAL	91.00
03/26	03/02/2026	800428	590-540-801-002	CONTRACTED SERV - JANITORIAL	104.00
Total BUSY BEE CLEANING:					650.00
CARO AREA DISTRICT LIBRARY					
02/26	02/25/2026	79944	101-000-223-000	DUE TO CARO DISTRICT LIBRARY	23,696.69
Total CARO AREA DISTRICT LIBRARY:					23,696.69
CARO COMMUNITY SCHOOLS					
02/26	02/25/2026	79945	101-000-225-000	DUE TO CARO SCHOOLS	89,828.87
02/26	02/25/2026	79945	101-000-225-000	DUE TO CARO SCHOOLS	219,126.79
Total CARO COMMUNITY SCHOOLS:					308,955.66
CARO TRANSIT AUTHORITY					
02/26	02/25/2026	79946	101-000-222-001	DUE TO CARO TRANSIT AUTHORITY	31,770.10
Total CARO TRANSIT AUTHORITY:					31,770.10
CHARLENE ALLEN					
03/26	03/02/2026	79972	591-000-255-000	WATER RENTER DEPOSITS	40.78
Total CHARLENE ALLEN:					40.78
COMPANION LIFE INSURANCE CO.					
03/26	03/02/2026	79953	101-172-717-000	LIFE INSURANCE	51.42
03/26	03/02/2026	79953	101-262-717-000	LIFE INSURANCE	3.99

GL Period	Check Issue Date	Check Number	Invoice GL Account	Invoice GL Account Title	Amount
03/26	03/02/2026	79953	101-253-717-000	LIFE INSURANCE	6.10-
03/26	03/02/2026	79953	101-260-717-000	LIFE INSURANCE	15.76
03/26	03/02/2026	79953	101-265-717-000	LIFE INSURANCE	16.76
03/26	03/02/2026	79953	101-301-717-000	LIFE INSURANCE	154.62
03/26	03/02/2026	79953	591-540-719-000	SHORT/LONG TERM DISABILITY	136.40
03/26	03/02/2026	79953	596-560-719-000	SHORT/LONG TERM DISABILITY	12.27
03/26	03/02/2026	79953	596-521-719-000	SHORT/LONG TERM DISABILITY	10.11
03/26	03/02/2026	79953	661-575-719-000	SHORT/LONG TERM DISABILITY	29.88
03/26	03/02/2026	79953	590-560-719-000	SHORT/LONG TERM DISABILITY	129.16
03/26	03/02/2026	79953	590-536-719-000	SHORT/LONG TERM DISABILITY	5.05
03/26	03/02/2026	79953	590-540-719-000	SHORT/LONG TERM DISABILITY	274.80
03/26	03/02/2026	79953	590-545-719-000	SHORT/LONG TERM DISABILITY	30.31
03/26	03/02/2026	79953	591-560-719-000	SHORT/LONG TERM DISABILITY	39.29
03/26	03/02/2026	79953	591-536-719-000	SHORT/LONG TERM DISABILITY	5.05
03/26	03/02/2026	79953	203-483-719-000	SHORT/LONG TERM DISABILITY	32.43
03/26	03/02/2026	79953	204-442-719-000	SHORT/LONG TERM DISABILITY	15.16
03/26	03/02/2026	79953	204-483-719-000	SHORT/LONG TERM DISABILITY	12.49
03/26	03/02/2026	79953	248-441-719-000	SHORT/LONG TERM DISABILITY	17.37
03/26	03/02/2026	79953	248-728-719-000	SHORT/LONG TERM DISABILITY	3.46
03/26	03/02/2026	79953	216-336-719-000	SHORT/LONG TERM DISABILITY	80.62
03/26	03/02/2026	79953	101-702-719-000	SHORT/LONG TERM DISABILITY	14.52
03/26	03/02/2026	79953	101-441-719-000	SHORT/LONG TERM DISABILITY	175.45
03/26	03/02/2026	79953	101-751-719-000	SHORT/LONG TERM DISABILITY	10.10
03/26	03/02/2026	79953	202-483-719-000	SHORT/LONG TERM DISABILITY	32.43
03/26	03/02/2026	79953	202-463-719-000	SHORT/LONG TERM DISABILITY	25.26
03/26	03/02/2026	79953	203-463-719-000	SHORT/LONG TERM DISABILITY	30.31
03/26	03/02/2026	79953	101-262-719-000	SHORT/LONG TERM DISABILITY	17.32
03/26	03/02/2026	79953	101-253-719-000	SHORT/LONG TERM DISABILITY	17.17-
03/26	03/02/2026	79953	101-260-719-000	SHORT/LONG TERM DISABILITY	69.26
03/26	03/02/2026	79953	101-265-719-000	SHORT/LONG TERM DISABILITY	60.62
03/26	03/02/2026	79953	101-301-719-000	SHORT/LONG TERM DISABILITY	689.42
03/26	03/02/2026	79953	101-371-719-000	SHORT/LONG TERM DISABILITY	3.36
03/26	03/02/2026	79953	591-536-717-000	LIFE INSURANCE	1.40
03/26	03/02/2026	79953	591-540-717-000	LIFE INSURANCE	37.71
03/26	03/02/2026	79953	596-560-717-000	LIFE INSURANCE	2.62
03/26	03/02/2026	79953	596-521-717-000	LIFE INSURANCE	2.79
03/26	03/02/2026	79953	661-575-717-000	LIFE INSURANCE	7.08
03/26	03/02/2026	79953	101-172-719-000	SHORT/LONG TERM DISABILITY	49.73
03/26	03/02/2026	79953	216-336-717-000	LIFE INSURANCE	15.99
03/26	03/02/2026	79953	590-560-717-000	LIFE INSURANCE	26.78
03/26	03/02/2026	79953	590-536-717-000	LIFE INSURANCE	1.40
03/26	03/02/2026	79953	590-540-717-000	LIFE INSURANCE	83.99
03/26	03/02/2026	79953	590-545-717-000	LIFE INSURANCE	8.38
03/26	03/02/2026	79953	591-560-717-000	LIFE INSURANCE	7.83
03/26	03/02/2026	79953	203-463-717-000	LIFE INSURANCE	8.38
03/26	03/02/2026	79953	203-483-717-000	LIFE INSURANCE	7.08
03/26	03/02/2026	79953	204-442-717-000	LIFE INSURANCE	4.19
03/26	03/02/2026	79953	204-483-717-000	LIFE INSURANCE	2.69
03/26	03/02/2026	79953	248-441-717-000	LIFE INSURANCE	4.20
03/26	03/02/2026	79953	248-728-717-000	LIFE INSURANCE	.80
03/26	03/02/2026	79953	101-371-717-000	LIFE INSURANCE	1.00
03/26	03/02/2026	79953	101-702-717-000	LIFE INSURANCE	2.99
03/26	03/02/2026	79953	101-441-717-000	LIFE INSURANCE	46.48

GL Period	Check Issue Date	Check Number	Invoice GL Account	Invoice GL Account Title	Amount
03/26	03/02/2026	79953	101-751-717-000	LIFE INSURANCE	2.79
03/26	03/02/2026	79953	202-483-717-000	LIFE INSURANCE	7.08
03/26	03/02/2026	79953	202-463-717-000	LIFE INSURANCE	6.98
Total COMPANION LIFE INSURANCE CO.:					2,521.54
CONSUMERS ENERGY					
02/26	02/20/2026	800376	591-540-921-000	GAS (UTILITY)	961.28
02/26	02/20/2026	800376	591-540-921-000	GAS (UTILITY)	200.18
02/26	02/20/2026	800376	101-265-921-000	GAS	1,864.78
02/26	02/20/2026	800376	590-540-921-000	GAS (Consumers Energy)	4,343.38
02/26	02/20/2026	800376	101-265-921-000	GAS	1,823.65
02/26	02/20/2026	800376	591-540-921-000	GAS (UTILITY)	21.00
02/26	02/20/2026	800376	591-540-921-000	GAS (UTILITY)	21.00
02/26	02/20/2026	800376	248-728-921-000	GAS	129.89
Total CONSUMERS ENERGY:					9,365.16
DIGICOM GLOBAL INC.					
03/26	03/02/2026	800429	216-336-740-000	OPERATING SUPPLIES	899.63
Total DIGICOM GLOBAL INC.:					899.63
DTE ENERGY					
02/26	02/20/2026	800377	101-441-926-000	STREET LIGHTS - ELECTRIC	5,521.79
02/26	02/20/2026	800377	101-441-926-000	STREET LIGHTS - ELECTRIC	197.99
02/26	02/20/2026	800377	590-545-920-000	ELECTRIC - LIFT STATIONS	103.54
02/26	02/20/2026	800377	590-545-920-000	ELECTRIC - LIFT STATIONS	104.63
02/26	02/20/2026	800377	590-545-920-000	ELECTRIC - LIFT STATIONS	80.97
02/26	02/20/2026	800377	101-751-920-000	ELECTRIC	18.02
02/26	02/20/2026	800377	101-441-926-000	STREET LIGHTS - ELECTRIC	19.14
02/26	02/20/2026	800377	591-540-920-000	ELECTRIC - WELLHOUSES	81.48
02/26	02/20/2026	800377	101-751-920-000	ELECTRIC	173.79
02/26	02/20/2026	800377	590-545-920-000	ELECTRIC - LIFT STATIONS	812.20
02/26	02/20/2026	800377	204-444-920-000	ELECTRIC - PARKING LOTS	80.47
03/26	03/02/2026	800379	590-540-920-000	ELECTRIC	7,402.45
03/26	03/02/2026	800379	101-441-926-000	STREET LIGHTS - ELECTRIC	194.57
03/26	03/02/2026	800379	591-540-920-000	ELECTRIC - WELLHOUSES	74.80
03/26	03/02/2026	800379	590-545-920-000	ELECTRIC - LIFT STATIONS	188.03
03/26	03/02/2026	800379	101-265-920-000	ELECTRIC	1,440.98
03/26	03/02/2026	800379	101-703-920-000	ELECTRIC	17.41
03/26	03/02/2026	800379	101-441-926-000	STREET LIGHTS - ELECTRIC	19.27
03/26	03/02/2026	800379	101-265-920-000	ELECTRIC	1,640.29
03/26	03/02/2026	800379	590-545-920-000	ELECTRIC - LIFT STATIONS	387.34
03/26	03/02/2026	800379	101-751-920-000	ELECTRIC	17.41
03/26	03/02/2026	800379	591-540-920-000	ELECTRIC - WELLHOUSES	940.00
03/26	03/02/2026	800379	101-754-920-000	ELECTRIC	40.57
03/26	03/02/2026	800379	204-444-920-000	ELECTRIC - PARKING LOTS	48.12
03/26	03/02/2026	800379	590-545-920-000	ELECTRIC - LIFT STATIONS	395.36
03/26	03/02/2026	800379	590-545-920-000	ELECTRIC - LIFT STATIONS	127.44
03/26	03/02/2026	800379	591-540-920-000	ELECTRIC - WELLHOUSES	2,785.71
03/26	03/02/2026	800379	590-545-920-000	ELECTRIC - LIFT STATIONS	258.98
03/26	03/02/2026	800379	590-545-920-000	ELECTRIC - LIFT STATIONS	90.28

GL Period	Check Issue Date	Check Number	Invoice GL Account	Invoice GL Account Title	Amount
03/26	03/02/2026	800379	101-751-920-000	ELECTRIC	48.78
03/26	03/02/2026	800379	101-441-926-000	STREET LIGHTS - ELECTRIC	191.68
03/26	03/02/2026	800379	590-545-920-000	ELECTRIC - LIFT STATIONS	562.66
03/26	03/02/2026	800379	591-540-920-000	ELECTRIC - WELLHOUSES	8,397.70
03/26	03/02/2026	800379	204-444-920-000	ELECTRIC - PARKING LOTS	99.19
03/26	03/02/2026	800379	248-728-920-000	ELECTRIC	215.68
03/26	03/02/2026	800379	101-703-920-000	ELECTRIC	28.51
03/26	03/02/2026	800379	204-444-920-000	ELECTRIC - PARKING LOTS	56.79
03/26	03/02/2026	800379	248-728-920-000	ELECTRIC	55.39
Total DTE ENERGY:					32,919.41
E&L CONSTRUCTION GROUP INC					
03/26	03/02/2026	79954	590-540-970-002	CAPITAL OUTLAY - SRF	513,974.93
Total E&L CONSTRUCTION GROUP INC:					513,974.93
FIRST BANKCARD					
03/26	03/02/2026	800380	101-172-962-000	TRAVEL & LODGING	396.10
03/26	03/02/2026	800380	590-545-962-000	TRAVEL & LODGING	18.78
03/26	03/02/2026	800380	590-545-962-000	TRAVEL & LODGING	11.54
03/26	03/02/2026	800380	590-545-962-000	TRAVEL & LODGING	472.40
03/26	03/02/2026	800380	101-441-962-000	TRAVEL & LODGING	43.98
03/26	03/02/2026	800380	591-540-960-000	EDUCATION & TRAINING	70.00
03/26	03/02/2026	800380	101-253-960-000	EDUCATION AND TRAINING	599.00
03/26	03/02/2026	800380	101-301-960-000	EDUCATION & TRAINING, DUES	220.00
03/26	03/02/2026	800380	216-336-740-000	OPERATING SUPPLIES	55.02
03/26	03/02/2026	800380	216-336-740-000	OPERATING SUPPLIES	55.66
03/26	03/02/2026	800380	216-336-740-000	OPERATING SUPPLIES	222.60
03/26	03/02/2026	800380	216-336-740-000	OPERATING SUPPLIES	20.36
03/26	03/02/2026	800380	216-336-960-000	EDUCATION & TRAINING	350.00
03/26	03/02/2026	800380	591-540-960-000	EDUCATION & TRAINING	70.00
03/26	03/02/2026	800380	591-540-960-000	EDUCATION & TRAINING	275.00
03/26	03/02/2026	800380	101-441-960-000	EDUCATION AND TRAINING	25.00
03/26	03/02/2026	800380	101-441-960-000	EDUCATION AND TRAINING	25.00
03/26	03/02/2026	800380	101-101-960-000	EDUCATION AND TRAINING	65.00
03/26	03/02/2026	800380	101-301-960-000	EDUCATION & TRAINING, DUES	280.00
Total FIRST BANKCARD:					2,715.44
GRAINGER					
03/26	03/02/2026	800430	590-545-776-000	OM&R SUPPLIES	827.19
Total GRAINGER:					827.19
HIRSCHMAN OIL SUPPLY INC					
03/26	03/02/2026	800431	661-575-860-000	GAS/OIL	981.56
Total HIRSCHMAN OIL SUPPLY INC:					981.56
HUBBELL, ROTH & CLARK, INC					
03/26	03/02/2026	800432	590-540-801-003	CONTRACTED SERV-SRF	40,030.27

GL Period	Check Issue Date	Check Number	Invoice GL Account	Invoice GL Account Title	Amount
Total HUBBELL, ROTH & CLARK, INC:					40,030.27
J.E. JOHNSON INC					
03/26	03/02/2026	800433	590-540-801-000	CONTRACTED SERVICES	180.00
Total J.E. JOHNSON INC:					180.00
JOHN DEERE FINANCIAL					
03/26	03/02/2026	79955	661-575-776-000	MAINTENANCE SUPPLIES	81.45
03/26	03/02/2026	79955	661-575-776-000	MAINTENANCE SUPPLIES	72.84
03/26	03/02/2026	79955	661-575-776-000	MAINTENANCE SUPPLIES	793.37
03/26	03/02/2026	79955	661-575-776-000	MAINTENANCE SUPPLIES	51.86
Total JOHN DEERE FINANCIAL:					999.52
KEN MARTIN ELECTRIC INC					
03/26	03/02/2026	800434	101-265-801-000	CONTRACTED SERVICES	570.25
Total KEN MARTIN ELECTRIC INC:					570.25
LAPEER COUNTY FIREFIGHTERS ASSOCIATION					
03/26	03/02/2026	79956	216-336-960-000	EDUCATION & TRAINING	200.00
Total LAPEER COUNTY FIREFIGHTERS ASSOCIATION:					200.00
MERITAGE MANAGEMENT LLC					
03/26	03/02/2026	79957	248-728-943-001	DDA BUILDING RENT	350.00
Total MERITAGE MANAGEMENT LLC:					350.00
MESSA					
03/26	03/02/2026	79958	101-751-716-000	HOSPITALIZATION INSURANCE	173.79
03/26	03/02/2026	79958	202-463-716-000	HOSPITALIZATION INSURANCE	434.47
03/26	03/02/2026	79958	202-483-716-000	HOSPITALIZATION INSURANCE	447.69
03/26	03/02/2026	79958	101-172-716-000	HOSPITALIZATION INSURANCE	538.29
03/26	03/02/2026	79958	101-262-716-000	HOSPITALIZATION INSURANCE	293.79
03/26	03/02/2026	79958	101-253-716-000	HOSPITALIZATION INSURANCE	642.16
03/26	03/02/2026	79958	101-260-716-000	HOSPITALIZATION INSURANCE	1,069.11
03/26	03/02/2026	79958	101-265-716-000	HOSPITALIZATION INSURANCE	1,042.74
03/26	03/02/2026	79958	101-301-716-000	HOSPITALIZATION INSURANCE	14,558.76
03/26	03/02/2026	79958	591-536-716-000	HOSPITALIZATION INSURANCE	86.89
03/26	03/02/2026	79958	591-540-716-000	HOSPITALIZATION INSURANCE	2,346.16
03/26	03/02/2026	79958	596-560-716-000	HOSPITALIZATION INSURANCE	453.25
03/26	03/02/2026	79958	596-521-716-000	HOSPITALIZATION INSURANCE	173.79
03/26	03/02/2026	79958	661-575-716-000	HOSPITALIZATION INSURANCE	514.20
03/26	03/02/2026	79958	101-000-231-006	HEALTH INSURANCE WITHHOLDING	9,741.34
03/26	03/02/2026	79958	216-336-716-000	HOSPITALIZATION INSURANCE	1,769.21
03/26	03/02/2026	79958	590-560-716-000	HOSPITALIZATION INSURANCE	2,052.22
03/26	03/02/2026	79958	590-536-716-000	HOSPITALIZATION INSURANCE	86.89
03/26	03/02/2026	79958	590-540-716-000	HOSPITALIZATION INSURANCE	5,061.85
03/26	03/02/2026	79958	590-545-716-000	HOSPITALIZATION INSURANCE	608.26
03/26	03/02/2026	79958	591-560-716-000	HOSPITALIZATION INSURANCE	1,324.30

GL Period	Check Issue Date	Check Number	Invoice GL Account	Invoice GL Account Title	Amount
03/26	03/02/2026	79958	203-463-716-000	HOSPITALIZATION INSURANCE	521.37
03/26	03/02/2026	79958	203-483-716-000	HOSPITALIZATION INSURANCE	447.69
03/26	03/02/2026	79958	204-442-716-000	HOSPITALIZATION INSURANCE	260.68
03/26	03/02/2026	79958	204-483-716-000	HOSPITALIZATION INSURANCE	222.90
03/26	03/02/2026	79958	248-441-716-000	HOSPITALIZATION INSURANCE	86.89
03/26	03/02/2026	79958	248-728-716-000	HOSPITALIZATION INSURANCE	58.76
03/26	03/02/2026	79958	101-371-716-000	HOSPITALIZATION INSURANCE	85.52
03/26	03/02/2026	79958	101-702-716-000	HOSPITALIZATION INSURANCE	114.93
03/26	03/02/2026	79958	101-441-716-000	HOSPITALIZATION INSURANCE	3,488.83
Total MESSA:					48,706.73
MICHIGAN MUNICIPAL LEAGUE					
03/26	03/02/2026	79959	101-172-801-000	CONTRACTED SERVICES	3,743.00
Total MICHIGAN MUNICIPAL LEAGUE:					3,743.00
MICHIGAN RURAL WATER ASSOCIATION					
03/26	03/02/2026	79960	590-540-960-000	EDUCATION AND TRAINING	400.00
Total MICHIGAN RURAL WATER ASSOCIATION:					400.00
MML WORKERS' COMP FUND					
03/26	03/02/2026	800435	101-441-721-000	WORKER'S COMP INSURANCE	393.47
03/26	03/02/2026	800435	101-751-721-000	WORKER'S COMP INSURANCE	82.34
03/26	03/02/2026	800435	101-753-721-000	WORKER'S COMP INSURANCE	4.05
03/26	03/02/2026	800435	101-754-721-000	WORKER'S COMP INSURANCE	1.01
03/26	03/02/2026	800435	202-463-721-000	WORKER'S COMP INSURANCE	44.12
03/26	03/02/2026	800435	202-483-721-000	WORKER'S COMP INSURANCE	69.39
03/26	03/02/2026	800435	101-265-721-000	WORKER'S COMP INSURANCE	105.89
03/26	03/02/2026	800435	101-301-721-000	WORKER'S COMP INSURANCE	1,399.68
03/26	03/02/2026	800435	101-301-721-000	WORKER'S COMP INSURANCE	29.02
03/26	03/02/2026	800435	101-371-721-000	WORKER'S COMP INSURANCE	35.92
03/26	03/02/2026	800435	101-701-721-000	WORKER'S COMP INSURANCE	5.16
03/26	03/02/2026	800435	101-702-721-000	WORKER'S COMP INSURANCE	33.20
03/26	03/02/2026	800435	101-101-721-000	WORKER'S COMP INSURANCE	37.58
03/26	03/02/2026	800435	101-172-721-000	WORKER'S COMP INSURANCE	121.30
03/26	03/02/2026	800435	101-262-721-000	WORKER'S COMP INSURANCE	85.12
03/26	03/02/2026	800435	101-247-721-000	WORKER'S COMP INSURANCE	3.48
03/26	03/02/2026	800435	101-253-721-000	WORKER'S COMP INSURANCE	120.62
03/26	03/02/2026	800435	101-260-721-000	WORKER'S COMP INSURANCE	133.75
03/26	03/02/2026	800435	590-536-721-000	WORKER'S COMP INSURANCE	8.82
03/26	03/02/2026	800435	591-540-721-000	WORKER'S COMP INSURANCE	238.39
03/26	03/02/2026	800435	596-560-721-000	WORKER'S COMP INSURANCE	68.64
03/26	03/02/2026	800435	596-521-721-000	WORKER'S COMP INSURANCE	17.65
03/26	03/02/2026	800435	661-575-721-000	WORKER'S COMP INSURANCE	49.51
03/26	03/02/2026	800435	216-336-721-000	WORKER'S COMP INSURANCE	318.74
03/26	03/02/2026	800435	590-560-721-000	WORKER'S COMP INSURANCE	170.26
03/26	03/02/2026	800435	590-536-721-000	WORKER'S COMP INSURANCE	8.82
03/26	03/02/2026	800435	590-540-721-000	WORKER'S COMP INSURANCE	636.76
03/26	03/02/2026	800435	590-545-721-000	WORKER'S COMP INSURANCE	61.73
03/26	03/02/2026	800435	591-560-721-000	WORKER'S COMP INSURANCE	170.26
03/26	03/02/2026	800435	203-463-721-000	WORKER'S COMP INSURANCE	52.95

GL Period	Check Issue Date	Check Number	Invoice GL Account	Invoice GL Account Title	Amount
03/26	03/02/2026	800435	203-483-721-000	WORKER'S COMP INSURANCE	69.36
03/26	03/02/2026	800435	204-442-721-000	WORKER'S COMP INSURANCE	26.47
03/26	03/02/2026	800435	204-483-721-000	WORKER'S COMP INSURANCE	26.07
03/26	03/02/2026	800435	248-441-721-000	WORKER'S COMP INSURANCE	8.82
03/26	03/02/2026	800435	248-728-721-000	WORKER'S COMP INSURANCE	178.65
Total MML WORKERS' COMP FUND:					4,817.00
MOORE MOTOR SALES					
03/26	03/02/2026	79961	101-301-970-000	CAPITAL OUTLAY	7,153.34
Total MOORE MOTOR SALES:					7,153.34
PITNEY BOWES INC					
03/26	03/02/2026	800436	101-253-750-001	SOFTWARE MAINTENANCE AGREE'T	507.96
Total PITNEY BOWES INC:					507.96
ROWE PROFESSIONAL SVS COMP.					
03/26	03/02/2026	800437	591-540-801-000	CONTRACTED SERVICES	875.00
03/26	03/02/2026	800437	591-540-801-000	CONTRACTED SERVICES	1,619.50
03/26	03/02/2026	800437	202-451-801-000	CONTRACTED SERVICES - CONST.	28,322.50
Total ROWE PROFESSIONAL SVS COMP.:					30,817.00
RUBBER CAL					
03/26	03/02/2026	79962	661-575-776-000	MAINTENANCE SUPPLIES	1,202.00
Total RUBBER CAL:					1,202.00
SIX L'S, INC.					
03/26	03/02/2026	79963	202-479-702-001	M81 SNOW/ICE HAULING WAGES	712.50
Total SIX L'S, INC.:					712.50
SPECTRUM PRINTERS INC					
03/26	03/02/2026	79964	101-262-740-000	OFFICE SUPPLIES	263.96
Total SPECTRUM PRINTERS INC:					263.96
STATE OF MICHIGAN - EGLE					
03/26	03/02/2026	79965	590-540-777-000	STATE TESTING & PERMITS	260.00
Total STATE OF MICHIGAN - EGLE:					260.00
TRACE ANALYTICAL LABORATORIES, INC					
03/26	03/02/2026	800438	591-540-777-000	STATE WATER TESTING & PERMITS	75.00
Total TRACE ANALYTICAL LABORATORIES, INC:					75.00
TUSCOLA COUNTY					
03/26	03/02/2026	79967	101-257-801-000	CONTRACTED SERVICES	2,436.42

GL Period	Check Issue Date	Check Number	Invoice GL Account	Invoice GL Account Title	Amount
Total TUSCOLA COUNTY:					2,436.42
TUSCOLA COUNTY ADVERTISER					
03/26	03/02/2026	800439	248-733-956-005	FARMERS MARKET - EXPENSES	62.50
Total TUSCOLA COUNTY ADVERTISER:					62.50
TUSCOLA COUNTY BPW					
03/26	03/02/2026	79968	390-905-991-000	BOND PRINCIPAL PAYMENTS - NEW	410,000.00
03/26	03/02/2026	79968	390-905-993-000	BOND INTEREST PAYMENTS - NEW	10,214.05
Total TUSCOLA COUNTY BPW:					420,214.05
TUSCOLA COUNTY DRAIN COMMISSION					
03/26	03/02/2026	79969	101-000-222-003	COUNTY DRAINS	346.57
Total TUSCOLA COUNTY DRAIN COMMISSION:					346.57
TUSCOLA COUNTY EQUALIZATION & GIS					
03/26	03/02/2026	79970	101-172-801-000	CONTRACTED SERVICES	225.00
Total TUSCOLA COUNTY EQUALIZATION & GIS:					225.00
TUSCOLA COUNTY TREASURER					
02/26	02/25/2026	79947	101-000-228-001	DUE TO CTY - STATE EDUCATION	1,946.23
02/26	02/25/2026	79947	101-000-222-000	DUE TO CTY - COUNTY OPERATING	1,269.59
02/26	02/25/2026	79947	101-000-222-005	DUE TO COUNTY - INTEREST	117.14
02/26	02/25/2026	79947	101-000-222-005	DUE TO COUNTY - INTEREST	76.41
02/26	02/25/2026	79947	101-000-222-004	COUNTY SPECIALS	73,750.05
02/26	02/25/2026	79947	101-000-222-003	COUNTY DRAINS	94.41
03/26	03/02/2026	79971	101-000-432-005	LIEU OF TAX DISTRIB-MOBILE EST	122.50
03/26	03/02/2026	79971	101-000-432-005	LIEU OF TAX DISTRIB-MOBILE EST	122.50
03/26	03/02/2026	79971	101-000-432-003	LIEU OF TAX DISTRIB-SUGARTREE	210.00
03/26	03/02/2026	79971	101-000-432-003	LIEU OF TAX DISTRIB-SUGARTREE	207.50
Total TUSCOLA COUNTY TREASURER:					77,916.33
TUSCOLA INTERMEDIATE SCHOOL					
02/26	02/25/2026	79948	101-000-234-000	DUE TO INTERMEDIATE SCHOOLS	68,027.58
Total TUSCOLA INTERMEDIATE SCHOOL:					68,027.58
WEST SHORE SERVICES, INC.					
03/26	03/02/2026	79973	216-336-801-000	CONTRACTED SERVICES	1,275.00
Total WEST SHORE SERVICES, INC.:					1,275.00
WITMER PUBLIC SAFETY GROUP					
03/26	03/02/2026	800440	216-336-740-000	OPERATING SUPPLIES	650.30
Total WITMER PUBLIC SAFETY GROUP:					650.30

GL Period	Check Issue Date	Check Number	Invoice GL Account	Invoice GL Account Title	Amount
WM CORPORATE SERVICES INC					
02/26	02/20/2026	800378	590-540-801-000	CONTRACTED SERVICES	144.14
Total WM CORPORATE SERVICES INC:					144.14
Grand Totals:					1,648,115.70

Report Criteria:

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

CITY OF CARO FIRE DEPARTMENT

317 S. State St. Caro Michigan 48723
Randall Heckroth, City of Caro Fire Chief
989-529-6469

Budget Amendment Request

Fire / Training 216-336-960-000

Budgeted amount of \$8160.00

As of 1/19/2026 spent an estimated \$8328.00

Request a total amendment amount of ^{\$}1700⁰⁰ to cover the immediate overture and estimated future expenses thru June 30, 2026.

Reasons for the request

- Unanticipated amount of new Firefighters in the Fire Academy for this fiscal year
- Unanticipated higher cost of the classes
- Offerings of Fire Officer classes that were presented this year, that are not always available, and the Firemen that were able to attend per their personal schedules.

Thank you
Caro Fire Chief

2/19/2026

To: Caro City Council

From: Paige Rushlo, Downtown Development Authority

Subject: Budget Line-Item Adjustment – DDA Building Rent

Date: February 11, 2026

I am respectfully requesting Council approval for a budget line-item adjustment due to the relocation of the DDA office from 253 S. State Street to 429 N. State Street, Suite 206A. As a result of this move, the office rent has increased from \$100 per year to \$350 per month.

To accommodate this change, I am requesting approval to transfer **\$1,775** from the Electric Budget Line to the DDA Building Rent Budget Line.

The Electric Budget Line (248-728-920-000) currently has \$2,525 in unspent funds. Transferring \$1,775 will leave a remaining balance of \$750, which is sufficient to cover electricity expenses at State Street Square. For the current fiscal year, electricity costs at that location have not exceeded \$140 per month.

The originally approved Electric budget total of \$3,800 included electricity expenses for the former DDA office at 253 S. State Street. Utilities at the new office location are included in the monthly rent, eliminating the need for the previously budgeted electric allocation for office space.

Request:

Approval to transfer \$1,775 from the Electric Budget Line (248-728-920-000) to the DDA Building Rent Budget Line (248-728-943-001) to cover increased rental costs associated with the new DDA office location.

Respectfully,

Paige Rushlo

Downtown Development Authority

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
CHARLOTTE KISH
DOREEN OEDY
HEIDI PARKER
JOHN RILEY
JILL WHITE

MEMORANDUM

TO: Caro City Council
FROM: City Manager Scott R. Czasak
DATE: Wednesday, February 25, 2026
RE: Agenda Item – Tuscola County Conservation Club Lease Renewal

Members of the Caro City Council,

As you know, for many decades, the Tuscola County Conservation Club has leased space from the City of Caro for the Gun Club located adjacent to the Exchange Club Forrest off of Gun Club Road. The most recent lease renewal was in 2016 for a 10-year period, and the lease expires at the end of February.

With that deadline in mind the lease was sent to the City Attorney for review, and she updated some of the legalese and prepared the draft presented to Council for review to extend the lease for another 10 years on the same terms as before. The Conservation Club has agreed to the renewal of the lease and to keep it on the same terms.

Highlights of the terms are they must maintain the space for nonprofit use, comply with all laws and regulations, maintain order, allow the City usage, and allow the Caro Police Department to use the Club with notice. Notably, the Club is responsible for all upkeep and repairs of the buildings, and if the agreement is terminated the buildings become property of the City. As with other leaseholders they would be required to present an annual report to Council, and they agree to hold the City harmless from any claims and maintain \$2 million in insurance. This does have a 90-day escape window from either party.

Options for motions are:

1. Motion to authorize the City Mayor and City Clerk to sign the 2026-2036 Tuscola County Conservation Club Lease agreement as presented.
2. Instruct the City Manager to renegotiate terms of the contract with instructions.
3. Postpone for further discussion or information.
4. Take no action.

LEASE AGREEMENT – TUSCOLA COUNTY CONSERVATION CLUB

This Lease Agreement (“Agreement”) is entered into between the City of Caro, a Michigan municipal corporation whose office address is 317 S. State Street, Caro, Michigan (“City” or “Lessor”), and the Tuscola County Conservation Club, a Michigan nonprofit corporation whose registered office address is 1066 Gun Club Road, Caro, Michigan (“Club” or “Lessee”). The parties mutually agree as follows:

1. Purpose; Rent

The City desires to continue its ongoing, historic lease of the Premises (as described below) to Lessee in recognition of the substantial public benefits resulting from Lessee’s use and development of the Premises over the past 80 years. In consideration of those public benefits, and pursuant to the terms of this Agreement, Lessee shall pay no rent to the City for its use of the Premises.

2. Premises

The City leases to Lessee the following described real property located in the City of Caro, Tuscola County, Michigan:

The East half of the West half of the Northwest quarter of Section 11, Town 12 North, Range 9 East, together with the right of ingress and egress thereto and therefrom upon the roadway now leading thereto.

Street address: 1060 Gun Club Road, Caro, Michigan

The real property, together with all existing improvements thereon, is referred to as the “Premises.”

3. Term

This Agreement commences March 1, 2026, and expires February 29, 2036, unless terminated earlier in accordance with this Agreement.

4. Use of Premises

- A. Lessee may use the Premises only for operation of its nonprofit sports and conservation activities, including a gun range and clubhouse, consistent with its Articles of Incorporation and applicable law.
- B. Lessee may not use the Premises for any commercial or for-profit purposes.
- C. Lessee shall comply at all times with all ordinances, regulations, resolutions, and requirements of the City and all applicable federal, state, and local laws, including applicable public health and safety regulations.

- D. Lessee shall not commit or permit any nuisance or disorderly conduct upon the Premises.
- E. The City may use the Premises at no cost for municipal purposes during the term of this Agreement, upon reasonable notice to Lessee.
- F. The Caro Police Department may use the Premises at no cost during the term of this Agreement, upon reasonable notice to Lessee.
- G. Lessee must allow other nonprofit organizations to use the Premises from time to time, subject to rules and regulations prescribed by the City.

5. Maintenance and Repairs

Lessee shall maintain the Premises and all improvements in good repair and safe condition. Lessee shall be responsible for all routine and capital maintenance, including snow and ice removal. The City has no obligation to maintain, repair, or inspect the Premises.

6. Improvements

Upon termination of this Agreement for any reason, all improvements, buildings, structures, and fixtures located on the Premises shall become the sole property of the City without compensation to Lessee.

7. Assignment and Subletting

Lessee shall not assign this Agreement or sublet the Premises without the prior written consent of the City.

8. Reports and Planning

- A. Within 60 days after the commencement of this Agreement, Lessee shall submit a written plan to the City Council outlining Lessee's intended use of the Premises (including uses that are open to the public or that benefit the public or nonprofit organizations) and any proposed capital improvements.
- B. Lessee shall present an annual written report to the City Council during a regularly scheduled meeting within the first quarter of each calendar year during the term of this Agreement. The annual report must summarize the uses of the Premises, including any uses by the City, Police Department, or other nonprofit organizations.

9. Indemnification

Lessee shall indemnify, defend, and hold harmless the City, its officials, employees, agents, and volunteers from and against any and all claims, demands, damages, liabilities, losses,

and expenses (including reasonable attorney fees) arising out of or related to Lessee's use or occupancy of the Premises, including any injury or death to persons, damage to property, environmental contamination, or any act or omission of Lessee, its members, employees, agents, contractors, or invitees. This obligation survives termination of this Agreement.

10. Insurance

Lessee shall maintain commercial general liability insurance with limits of not less than \$2,000,000 per occurrence. The City shall be named as an additional insured. Certificates of insurance shall be provided to the City annually.

11. Default and Termination

- A. If Lessee violates any term of this Agreement or fails to perform any obligation, the City may terminate this Agreement upon written notice, which may take effect immediately or on a date set forth in the notice.
- B. Either party may terminate this Agreement without cause upon 90 days' written notice.
- C. Upon the effective date of termination, Lessee shall forfeit all right, title, and interest in the leasehold and shall immediately surrender possession of the Premises.

12. No Waiver

Failure of the City to enforce any provision shall not constitute a waiver of the City's rights under this Agreement.

13. Governing Law

Michigan law governs this Agreement.

14. Severability

If any provision of this Agreement is held to be invalid, the remainder shall remain in full force and effect.

15. Authority

Each party represents that it has full authority to enter into this Agreement and that all required approvals have been obtained.

IN WITNESS WHEREOF, the parties have executed this Agreement.

CITY OF CARO

By: _____
Its Mayor
By: _____
Its Clerk

TUSCOLA COUNTY CONSERVATION CLUB

By: _____
Its President
By: _____
Its Secretary

87253:00001:202424094-1

CITY OF CARO

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

317 South State Street
Caro MI 48723
Phone 989-673-7671
Fax 989-673-7310
Website www.carocity.net

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

TO: City Council
City Manager – Scott Czasak
FROM: Tammy Ries, Treasurer
SUBJECT: Investment Maturing #1
DATE: February 24, 2026

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

Financial Institution	Current Term	Interest Rate	Current Balance	Maturity Date
Huntington Bank	52 Weeks	4.10 %	\$262,932.14	3/5/2026

Below are the rates on offer as of 2/24/2026.

Financial Institution	Rate APY
Huntington Bank	3.56%
Northstar Bank	3.35%
Independent Bank	2.73%

My recommendation is to keep the CDARS at Huntington Bank in the amount of \$262,932.14 for 52 weeks at 3.56%

Action:

Option 1: Keep the CDARS at Huntington Bank in the amount of \$262,932.14 for 52 weeks at 3.56%

Option 2: Move the CDARS to Northstar Bank in the amount of \$262,932.14 for 52 weeks at 3.35%

Option 3: Choose another investment opportunity.

Re: CDARS maturing [Suspected Spam]

From Tammy Ries <tries@carocity.net>
Date Tue 2/24/2026 11:55 AM
To Jamie J Hebebrand <jamie.hebebrand@huntington.com>

Thank you so much for the info!

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

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

From: Jamie J Hebebrand <jamie.hebebrand@huntington.com>
Sent: Tuesday, February 24, 2026 11:21 AM
To: Tammy Ries <tries@carocity.net>
Subject: RE: CDARS maturing [Suspected Spam]

Hi Tammy,

Thanks for reaching out---the 1 year CDARS currently has a rate of 3.50%/3.56% APY.

If you need anything additional, let me know.

Thanks!



Jamie J. Hebebrand
SVP & Managing Director
Huntington Capital Markets®
The Huntington National Bank

(616) 235-8832 Office
(616) 441-4113 Text

Huntington Securities, Inc.
150 Ottawa St NW – 9th Floor
Grand Rapids, MI 49503
huntington.com



WHO YOU BANK WITH MATTERS

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

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

PUBLIC FUNDS WEEKLY RATES

CD TERMS & RATES

30 Days 3.25%
60 Days 3.40%
90 Days 3.55%
120 Days 3.45%
150 Days 3.45%
180 Days 3.55%
210 Days 3.55%
270 Days 3.50%
365 Days 3.50%
18 Month 3.50%
2 Year 3.55%
3 Year 3.55%

CDARS TERMS & RATES

4 Weeks 3.10%
13 Weeks 3.40%
26 Weeks 3.40%
52 Weeks 3.35%

ICS RATE

2.40%

WIRE INSTRUCTIONS

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

[Learn More](#)

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



February 25 - March 3, 2026

Certificates of Deposit	Rate
7 – 31 Days	3.35%
32 – 89 Days	3.35%
90 – 179 Days	3.35%
180 – 269 Days	3.34%
270 – 359 Days	3.29%
360 - 545 Days	3.23%
546 - 730 Days	3.10%
730+ Days	3.07%

Penalty for early withdrawal

CDARS	Rate
4 Weeks (28 Days)	3.15%
13 Weeks (91 Days)	3.15%
26 Weeks (182 Days)	2.84%
52 Weeks (364 Days)	2.73%
2 Years (728 Days)	2.62%
3 Years (1092 Days)	2.69%

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

Penalty for early withdrawal

Business Flex Checking	Rate
\$0-\$99,999.99	0.30%
\$100,000-\$249,999.99	0.70%
\$250,000-\$499,999.99	1.20%
\$500,000-\$999,999.99	1.60%
\$1,000,000-\$2,499,999.99	2.10%
\$2,500,000+	2.65%

Insured Cash Sweep (ICS)	Rate
ICS (0-\$499,999.99)	0.60%
ICS (\$500,000-\$999,999.99)	1.00%
ICS (\$1,000,000-\$2,499,999.99)	1.85%
ICS (\$2,500,000+)	2.50%

Money Market Savings	Rate
\$0-\$99,999.99	0.35%
\$100,000-\$249,999.99	0.80%
\$250,000-\$499,999.99	1.20%
\$500,000-\$999,999.99	1.60%
\$1,000,000-\$2,499,999.99	1.90%
\$2,500,000+	2.45%

FDIC Coverage for Government Entities:
\$250,000 Checking
\$250,000 Savings/CD
\$500,000 total available
CDARS and ICS fully FDIC Insured

CD interest is non-compounding and paid at maturity.

Government Banking

West Michigan	Southwest MI/Kalamazoo	East Michigan
Jeff Case, ACPFIM	Jennifer Nemecek, CTP	Ben Stone, CTP, ACPFIM
616.902.7493	269.599.2944	248.743.7329
jjcase@ibcp.com	jnemecek@ibcp.com	bstone@ibcp.com

TreasuryONE Support | 800.530.3719 | tm_customer_support@ibcp.com

CITY OF CARO

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

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

TO: City Council
City Manager – Scott Czasak
FROM: Tammy Ries, Treasurer
SUBJECT: Investment Maturing #2
DATE: February 24, 2026

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

Financial Institution	Current Term	Interest Rate	Current Balance	Maturity Date
Huntington Bank	52 Weeks	4.10 %	\$535,844.33	3/12/2026

Below are the rates on offer as of 2/24/2026.

Financial Institution	Rate APY
Huntington Bank	3.56%
Northstar Bank	3.35%
Independent Bank	2.73%

My recommendation is to keep the CDARS at Huntington Bank in the amount of \$535,844.33 for 52 weeks at 3.56%

Action:

Option 1: Keep the CDARS at Huntington Bank in the amount of \$535,844.33 for 52 weeks at 3.56%

Option 2: Move the CDARS to Northstar Bank in the amount of \$535,844.33 for 52 weeks at 3.35%

Option 3: Choose another investment opportunity.

Re: CDARS maturing [Suspected Spam]

From Tammy Ries <tries@carocity.net>
Date Tue 2/24/2026 11:55 AM
To Jamie J Hebebrand <jamie.hebebrand@huntington.com>

Thank you so much for the info!

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

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

From: Jamie J Hebebrand <jamie.hebebrand@huntington.com>
Sent: Tuesday, February 24, 2026 11:21 AM
To: Tammy Ries <tries@carocity.net>
Subject: RE: CDARS maturing [Suspected Spam]

Hi Tammy,

Thanks for reaching out---the 1 year CDARS currently has a rate of 3.50%/3.56% APY.

If you need anything additional, let me know.

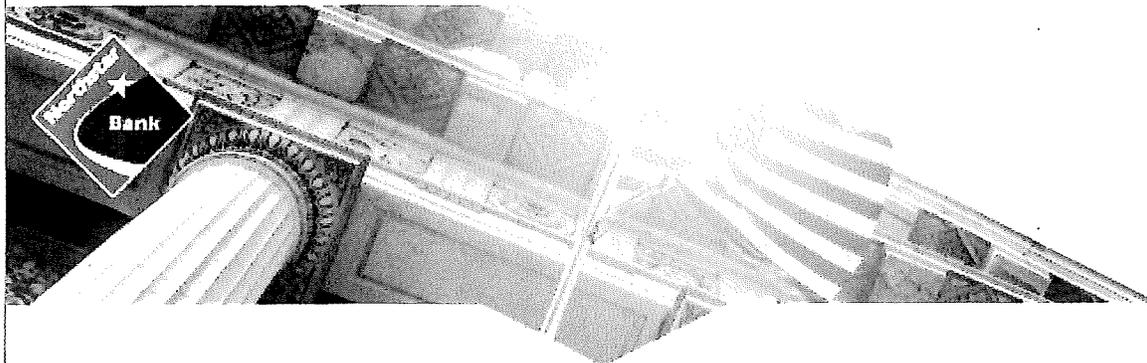
Thanks!



Jamie J. Hebebrand
SVP & Managing Director
Huntington Capital Markets®
The Huntington National Bank

(616) 235-8832 Office
(616) 441-4113 Text

Huntington Securities, Inc.
150 Ottawa St NW – 9th Floor
Grand Rapids, MI 49503
huntington.com



WHO YOU BANK WITH MATTERS

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

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

PUBLIC FUNDS WEEKLY RATES

CD TERMS & RATES

- 30 Days 3.25%
- 60 Days 3.40%
- 90 Days 3.55%
- 120 Days 3.45%
- 150 Days 3.45%
- 180 Days 3.55%
- 210 Days 3.55%
- 270 Days 3.50%
- 365 Days 3.50%
- 18 Month 3.50%
- 2 Year 3.55%
- 3 Year 3.55%

ICS RATE

2.40%

WIRE INSTRUCTIONS

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

[Learn More](#)

CDARS TERMS & RATES

- 4 Weeks 3.10%
- 13 Weeks 3.40%
- 26 Weeks 3.40%
- 52 Weeks 3.35%

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

February 25 - March 3, 2026

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Penalty for early withdrawal

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Penalty for early withdrawal

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ICS (0-\$499,999.99)	0.60%
ICS (\$500,000-\$999,999.99)	1.00%
ICS (\$1,000,000-\$2,499,999.99)	1.85%
ICS (\$2,500,000+)	2.50%

Money Market Savings	Rate
\$0-\$99,999.99	0.35%
\$100,000-\$249,999.99	0.80%
\$250,000-\$499,999.99	1.20%
\$500,000-\$999,999.99	1.60%
\$1,000,000-\$2,499,999.99	1.90%
\$2,500,000+	2.45%

FDIC Coverage for Government Entities:	
\$250,000 Checking	
\$250,000 Savings/CD	
\$500,000 total available	
CDARS and ICS fully FDIC Insured	

CD interest is non-compounding and paid at maturity.

Government Banking

<p>West Michigan Jeff Case, ACPFIM 616.902.7493 jcase@ibcp.com</p>	<p>Southwest MI/Kalamazoo Jennifer Nemecek, CTP 269.599.2944 jnemecek@ibcp.com</p>	<p>East Michigan Ben Stone, CTP, ACPFIM 248.743.7329 bstone@ibcp.com</p>
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TreasuryONE Support | 800.530.3719 | tm_customer_support@ibcp.com

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
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Website www.carocity.net

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

TO: City Manager/ City Council
FROM: Rita Papp – City Clerk
SUBJECT: Policy for Recording and Posting City Council Meetings
DATE: March 2, 2026

I recently worked with Mayor Snider to draft a policy for Recording and Posting City Council Meetings. I would like to recommend that the City Council adopt this policy to record all meetings, ensuring transparency and accountability. The policy, reviewed and approved by the City Attorney, provides for audio/video recordings of all regular and special Council sessions, secure storage of recordings, and public access in accordance with FOIA and city records retention requirements. These recordings will supplement, not replace, the official minutes prepared by the City Clerk. Your approval of this policy is respectfully requested.

Option #1

Motion to approve the adoption of the Policy for Recording and Posting City Council Meetings as presented.

Option #2

Postpone this matter.

Option #3

Take no action

CITY OF CARO
Policy for Recording and Posting City Council
Meetings
26-001

1. Purpose

To increase government transparency and public engagement by recording open public meetings and making them available on the City of Caro YouTube channel.

2. Policy

This Policy establishes guidelines for the recording and posting of various meetings as well as storage and use of such videos.

3. Scope

This policy applies to all regular City of Caro Council meetings that are open to the public. Closed sessions are not to be recorded or posted.

4. Recording Procedures

- **Authorization:** The recording of open sessions is authorized to ensure accurate public access, in compliance with the Michigan Open Meetings Act (OMA).
- **Notification:** Notice that the meeting is being recorded for YouTube must be provided, such as by a statement on the agenda, a sign at the entrance, or an announcement by the presiding officer.
- **Equipment:** Recordings shall be made using high-quality, fixed-location equipment (e.g., tripod-mounted) that does not interfere with the orderly conduct of the meeting.
- **Audio/Visual Quality:** To ensure accessibility, microphones must be used by all participants to ensure audio and adequate lighting shall be maintained to allow for clear and visible recordings.

5. Regular Meetings

The business meetings of the City Council are scheduled for the first and third Monday of each month.

6. YouTube Posting and Management

- **Timeline:** The City shall strive to upload the video to the official City of Caro YouTube channel within 48 hours of the conclusion of the meeting. The City is not required by law or policy to post all videos. For example, the City may not post a video where the video is corrupted or if there is an error in the recording.
- **Accessibility:** Videos should meet ADA requirements.

- **Metadata:** Titles and descriptions should include the body name, date, and, if possible, keywords for agenda items.

7. Date Retention and Official Records

- **Official Record:** The video recording is not the official legal record of the meeting. The approved written minutes, as required by the Open Meetings Act, constitute the official record.
- **Retention:** While YouTube serves as a public viewing platform, the municipality will maintain an archive of the original recording in compliance with state retention schedules. The recording may be destroyed one day after the meeting which the minutes are approved.

8. Public Participation and Privacy

- **No Expectation of Privacy:** By speaking during a public comment period, participants have no expectation of privacy regarding being recorded and published on YouTube.
- **Disruption:** The presiding officer retains the right to manage the recording equipment to ensure it does not interrupt the meeting.
- **Participation:** Comments from the audience not at the podium may not be heard or seen on video. Public comments from speakers at the podium or members of the governing body will be seen and heard on video.
- **Intellectual Property:** Any person making a public comment or other presentation that may be recorded during the meeting, must respect intellectual property rights and obey the copyright laws of the United States and all other intellectual property rights. Responsibility for any consequences of copyright infringement or violations of other laws or agreements during public comment or during a presentation to the City does not lie with the City. The City expressly disclaims any liability or responsibility resulting from such use.

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
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MAYOR
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JILL WHITE

TO: City Council
FROM: Karen Snider – Mayor
SUBJECT: Mayor’s Report
DATE: March 2, 2026

February 19, 2026, the City of Caro had a Committee of the Whole meeting. Numerous topics were discussed including an application for a Community Development Block Grant (CDBG). Facilitators Reece Burton and Bruce Johnston from Revitalize LLC talked about the grant and discussed how these grants can make a substantial impact on the City of Caro. Development Group Members Damian Wasik and Mark Ransford were present. Mark Ransford explained their interest in the rehabilitation of existing unoccupied areas above businesses and developing upper floor rental units which would consist of putting 3 rental units above 201 N. State Street, 2 units above 239 N. State and 2 units at 157 N. State Street. These rental units will be top-tier units. The City of Caro is in vital need of rental housing, and this would definitely help fill the void.

I attended the Caro Rotary Club meeting on February 23, 2026. There was not a scheduled speaker; however, members discussed some options for programs over the next few months including service projects, social gatherings and fund raisers. Susan Holder reported that the next food truck is April 2, 2026, at 10 a.m. at the Caro Nazarene Church. Rotary International celebrated their 121 years of measures through service and projects to the community locally and globally under the banner of “Service Above Self” in the name of Rotary. Happy Birthday to Rotary for 121 years.

The City of Caro’s new website is up and running. Just type carocity.net and check it out.

I attended the Park and Recreation Advisory Committee meeting on February 24, 2026.

CITY OF CARO

CITY MANAGER
SCOTT R. CZASAK
CITY CLERK
RITA PAPP
CITY TREASURER
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MEMORANDUM

TO: Caro City Council
FROM: City Manager Scott R. Czasak
DATE: Wednesday, February 25, 2026
RE: City Manager's Report

Members of the Caro City Council,

As we approach the month of March we hope the old adage that it will come in like a lion but leave like a lamb holds true, because I believe we are ready for Old Man Winter to depart and for spring to arrive here in Caro.

On the ongoing projects front, the Wastewater Plant continues to move forward, I will be having my regular monthly status meeting on the first Wednesday of the month and will be able to present more details after that meeting along with a written report from HRC. The Norman Street project is out for contractor bids and Council can anticipate awarding a contract at our next meeting. The Sherman Street project documents are being developed and will be ready to be placed out for bids soon, part of this project requires a Council resolution officially accepting the grant funds we were awarded, which will be brought to Council at the appropriate time. The Request for Qualifications for the potential development of the Van Giesen property should be out by the end of this week. Lastly, by the time you read this the bid documents for the parking lot maintenance we budgeted for should be out and Council can anticipate action in April.

Beyond these ongoing projects, development of projects for next year is going in earnest as part of the budget process. As discussed previously, our next major infrastructure project is looking to be done along Howard Street as this has been identified as needing road, water, and storm sewer work, also, in the process of developing this project we are also going to loop in the necessary water work on East Frank Street to clean up multiple odd connections and dead ends. This project will kill 4 birds with one stone. Also, we are reviewing funding options for the water work we know we will need to do sooner rather than later. Unfortunately, the Drinking Water State Revolving Fund recently updated their scoring dynamics, and the revisions put this funding source further out of reach for Caro as it places more emphasis on lead service line replacement and our status as a "Overburdened" community looks to be in jeopardy. Mike Carpenter of ROWE and I had a meeting with the USDA last year to discuss using Rural Development funds, but given their mathematics of our need, we would need over \$20 million of work for them to even consider us, which is more than two times what we anticipate needing. We are exploring options such as a bond sale or long-term bank loan to see if we can put together the

necessary capital to complete the 5-year projects identified in the last water study, along with the arsenic related issues and the need for another Water Tower. Our Water Fund is healthy, but not so healthy as to handle all these issues at once.

Finally, on March 10-11 I will be attending the Michigan Municipal League's Capital Conference in Lansing, I anticipate a hot debate on the recently introduced housing package as it has caused some interesting divides. For instance, MML has come out strongly against the reform, but the Michigan Association of Planners has been more open. I anticipate many good conversations about pressing issues in Lansing, I will also personally be looking to discuss the need for the state to budget for election equipment that they require us to have, as well as the aforementioned point system for state infrastructure grants.

CITY OF CARO

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JILL WHITE

TO: City Council/City Manager
FROM: Rita Papp – City Clerk
SUBJECT: Clerk’s Report
DATE: March 2, 2026

- Looking into a MAMC ADA grant for handicap accessibility for elections. We are eligible for up to \$10,000.00. Grant has been awarded. Looking to upgrade the entrance at the back of the firehall with a handicap button. Grant has been approved & documentation has been submitted for funds. Project should start end of February or beginning of March. Grant funds will be released soon.
- Attended the Early Voting Host Clerk Meeting, February 24, 2026.
- Planning Commission Meeting was cancelled, February 24, 2026.
- Filed a claim for a car/deer accident with the MFR vehicle. Repairs will begin soon.
- Working on updating our Pension Plan document with Miller Canfield to be in compliance with current laws and regulations per the request from Jane Hagen at Tri-Star. All fees will be paid through the pension plan. Current plan documents are dated 2017.
- Registered Councilor Charlotte Kish for MML CapCon conference, March 10 & 11, 2026.
- Posted 2 DPW trucks and a snow blade on public surplus for auction, bids close February 6, 2026. All items have been sold and will be picked up soon. Total \$5,770.00.
- Posted bid for the Norman Street Project on Bidnet Direct. Bid opening will take place March 4, 2026 at 11:00 a.m.
- Website is live. Agenda & Packets will be posted on the new website under Government, Agendas and Minutes.
- Finalized the Clerk and Election Budget and submitted to Treasurer.
- Starting to prepare for the 2026 Election Season. City Council Candidate filing packets should be available in next few weeks.
- Jana Brown, Deputy Clerk, is in the process of being certified with NAGARA (National Association of Government Archives & Records Administration). She has been working diligently on records retention and organizing our old records.
- The policy for recording meetings is currently being reviewed by our attorney and will be forthcoming for approval at a council meeting soon.