

**AGENDA**  
**REGULAR MEETING OF THE CARO CITY COUNCIL**  
**May 18, 2026, 6:30 P.M.**

**\*\* *This Meeting is being recorded and broadcast on the City of Caro's official YouTube channel  
["@CityofCaro"](#) for viewing purposes only \*\****

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

**AGENDA APPROVAL**

**PUBLIC COMMENTS – AGENDA ITEMS ONLY**

**COMMUNICATION:**

1. Downtown Development Authority Meeting Minutes – May 13, 2026
2. Caro Roadhouse Museum and Historical Museum Annual Report 2025
3. Capturing Kids Hearts – Caro Community Schools Award
4. Charter Communications – Upcoming Changes

**CONSENT AGENDA:**

1. Regular Council Meeting Minutes – May 4, 2026
2. Budget Workshop Meeting Minutes – May 11, 2026
3. Budget Workshop Meeting Minutes – May 12, 2026
4. Invoices
5. Department Reports
  - A. Police Report – Chief Brian Newcomb
  - B. Fire Report – Chief Randall Heckroth
  - C. Code Enforcement Report – Chris Drake

**REGULAR AGENDA:**

1. Police Chief Employment Contract
2. Fire Chief Employment Contract
3. DDA Bylaws
4. Set FY 2026/2027 Budget Hearing

**ITEMS POSTPONED:** None

**COMMITTEE/LIAISON POSITION REPORTS:**

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

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

**MANAGER REPORT** – Written report submitted

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

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

**ADDITIONAL PUBLIC COMMENTS**

**ADJOURN**

**CITY OF CARO DOWNTOWN DEVELOPMENT AUTHORITY  
REGULAR MEETING**

May 13, 2026 at 12:00 p.m.  
Council Chambers

Chairman Jessica Risky called the DDA meeting to order on May 13, 2026, at 12:07 p.m. in the Council Chambers.

Present: Chairman Jessica Risky, Thomas Bardwell, Susan Holder, Greg Hollingsworth, Councilor Charlotte Kish, Sonya Otremba, Kristin Weaver, Randy Whittaker, Bob Wolack

Absent: Susan Holder, Randy Whittaker

Others: Rita Papp – City Clerk, Karen Snider – City Mayor, Tammy Ries – City Treasurer

**APPROVAL OF AGENDA**

**Motion by Kish, seconded by Weaver to approve the agenda with additions of #4. Community Partner Closed Session, and #5. Downtown Benches.**

**Motion carried.**

**COMMUNICATIONS - None**

**PUBLIC COMMENT - None**

**APPROVAL OF MINUTES – April 21, 2026 & April 29, 2026**

**Motion by Kish, seconded by Otremba to approve the minutes as presented.**

**Motion carried.**

**FINANCIAL REPORT – April 2026**

**Motion by Wolak, seconded by Weaver to accept the Financial Report as presented**

**Motion carried.**

**BUSINESS ITEMS**

1. New Hire Employment Agreement

**Motion by Risky, seconded by Otremba to authorize the city attorney to add or remove language based on her expertise so long as it doesn't materially change the contract.**

**Motion carried.**

**Motion by Risky, seconded by Bardwell to approve the employment contract for the DDA Director, contingent upon attorney review and approval, successful completion of a pre-employment physical, and satisfactory background check.**

**Motion carried**

2. Bike Rack & Bench Replacement

**Motion by Otremba, seconded by Risky to postpone this matter to the next regular meeting.  
Motion carried.**

3. Welcome to Caro Sign

Discussion on who is responsible for the sign by Starbucks. Knights of Columbus is responsible for the sign.

4. Community Partner – Schedule Closed Session

**Motion by Risky, seconded by Weaver to postpone this matter to the next regular meeting.  
Motion carried**

5. Downtown Benches

**Motion by Otremba, seconded by Risky to postpone this matter to the next regular meeting.  
Motion carried**

**ITEMS POSTPONED – None**

**DDA DIRECTOR REPORT – None**

**BOARD COMMENTS**

Sonya Otremba – Commented that Susan Holder, Councilor Charlotte Kish, Mayor Karen Snider, and herself attended a DDA training recently and she has attended the City Council Budget Workshop.

**COUNCIL LIAISON REPORT**

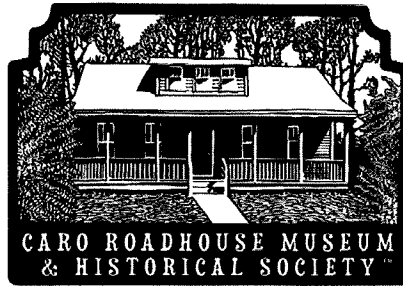
Councilor Charlotte Kish – Reported that city council approved the reorganization of the Fire Department and is attending budget workshops.

**ADDITIONAL PUBLIC COMMENT - None**

**Motion by Weaver, seconded by Wolak to adjourn the meeting at 12:46 p.m.  
Motion carried.**



Rita Papp, MiPMC2  
City Clerk



Caro Roadhouse Museum and Historical Museum  
Annual Progress report for City of Caro  
January 1, 2025 to December 31, 2025

May 13, 2026

Dear City of Caro Council Members:

As per our Lease Agreement, we are submitting the following annual progress report.

1. Fundraisers: Our annual Trivia Night at the Brentwood was held on April 11, 2025. The attendance was higher as well as the net profit. Parking cars during the Tuscola County Fair also netted a good profit.
2. A new fundraiser opportunity came our way for the purchase of a digital discount card.
3. Our theme: "Indian Dave-the Legend" drew in our largest crowd of visitors to date.
4. During the Tuscola County Pumpkin Festival we were able to display the "Prince and Princess" photo gallery. A younger crowd of visitors came for this display.
5. A grant from the Tuscola County Community Foundation allowed us to purchase a new air conditioning unit, which is providing cool air for the warm months and better conditions for our collections.
6. We also received a grant from the Frankenmuth Credit Union Foundation for our Communities to purchase and install new storm windows on the museum. The project is currently underway.
7. We continue to collaborate with the Tri-County Historical Museums and the Historical Society of Michigan.
8. We were invited to speak to a group of State of Michigan retirees.
9. We are looking forward to another year of new collaborations.

Respectfully Submitted,

Linda Mason, President

Caro Roadhouse Museum and Historical Society



Dear Ms. Karen Snider,

Because education plays such a vital role in Caro's future, I am pleased to share some exciting news about a district in your city!

**Caro Community Schools has been named a 2025–2026 Capturing Kids' Hearts® National Showcase School District Award recipient!**

This prestigious award is more than a title. It represents the collective hard work and heart work taking place every single day across the campuses in Caro Community Schools. It reflects leaders who lead with courage, teachers who teach with passion, and students who are rising to their potential.

When a district becomes a Showcase District, it reflects the collective commitment of its educators and leaders to creating remarkable outcomes through the implementation of Capturing Kids' Hearts, and the results truly speak for themselves! Each year, we collect and analyze millions of surveys from schools across the country.

Our analysis shows that schools that implement Capturing Kids' Hearts with fidelity experience, on average, one or more of these key outcomes:

- Higher student connection than the national average
- Higher teacher retention rates and satisfaction than the national average
- Increased enrollment
- Growth in students' pro-social skills
- Improved classroom management
- Reductions in discipline referrals

Capturing Kids' Hearts® partners with schools to create relationship-driven cultures where students feel valued, connected, and motivated to succeed. Through professional learning, coaching, and a character-based student curriculum, educators build environments where trust and accountability guide daily interactions. For more than 35 years, Capturing Kids' Hearts has supported schools across the country in making positive culture and strong relationships the foundation for student success.

Schools are the institutions that weave together our social fabric. These recognized districts are demonstrating what's possible through strong leadership, aligned behaviors, and a commitment to creating a positive school culture.

We hope you'll join us in celebrating them! You can scan the QR code below or visit <https://www.capturingkidshearts.org/nss-gov> for more information about the award, along with access to:

- An editable press release
- Award talking points
- Plug-and-post social media content

Thank you for your leadership and for supporting the success of students and educators in your city.

Respectfully,  
Flip Flippen, Founder of Capturing Kids' Hearts

We invite you to visit our website to learn more!

[ckh.org](https://www.ckh.org)



April 30, 2026



T3 P1 470 \*\*\*\*\*AUTO\*\*ALL FOR AADC 480

City Of Caro  
317 South State Street  
Caro, MI 48723-1797

**Re: Charter Communications - Upcoming Changes**

Dear Franchise Official:

This letter will serve as notice that Spectrum Mid-America, LLC ("Spectrum") recently learned that FanDuel Sports Networks is discontinuing its service on May 7, 2026, and will no longer be available. Accordingly, on May 7, 2026, Spectrum will include a slate message on **FanDuel Sports Network Detroit and Detroit Extra** that programming is no longer available and will subsequently drop the channel on or after June 8, 2026. This change is out of Spectrum's control.

If you should 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

**REGULAR MEETING OF THE CARO CITY COUNCIL**  
**May 4, 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 May 4, 2026, at 6:30 p.m. in the Council Chambers.

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

Absent: None

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

**AGENDA APPROVAL**

**26-M-92**

**Motion by White, seconded by Parker to approve the agenda as presented with additions of Item #6 – Removal of Dog Waste, Item #7 – Trees at Fairgrounds.**

**Motion Carried.**

**COMMUNICATIONS:**

1. DDA Regular Meeting Minutes – April 21, 2026
2. DDA Special Meeting Minutes – April 29, 2026
3. Parks & Recreation Meeting Minutes – April 21, 2026
4. Email – Dara Hood, Tuscola County Drain Commissioner
5. Letter – Brenda Peters

**PUBLIC COMMENTS – AGENDA ITEMS ONLY**

City Manager Scott Czasak introduced the new Code Enforcement Officer, Chris Drake.

**CONSENT AGENDA:**

1. Regular Council Meeting Minutes – April 20, 2026
2. Committee of the Whole Meeting Minutes – April 30, 2026
3. Invoices

**26-M-93**

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

**Motion Carried.**

**REGULAR AGENDA:** (action required)

1. DDA Budget Adjustment Request – Full Time DDA Director

**26-M-94**

**Motion by Kish, seconded by Campbell to approve the budget line item adjustment to offer a full-time position to a new DDA Director in both FY 25/26 and FY 26/27 as follows: FY 25/26 Hospitalization Insurance (248-728-716-000) to \$4,666.67, FY 25/26 Retirement (248-728-718-000) to \$879.44, FY 25/26 Worker's Compensation Insurance (248-728-721-000) to \$1,750.00, and for FY 26/27 adjust the proposed DDA Wages Budget Line (248-728-702-000) from \$43,000.00 to \$50,000.00, with other Budget Lines of DDA Wages-Admin, Seasonal DDA, Payroll Taxes, Hospitalization Insurance, Life Insurance, Retirement, Short/Long Term Disability and Worker's Compensation Insurance to be adjusted accordingly based on Caro City Treasurer calculations in reference to wages.**

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

**Motion carried.**

2. Fire Department Reorganization

**26-M-95**

**Motion by Parker, seconded by Riley to amend the motion to include the Fire Chief in the Medical First Responder count and include the reserves in the count of firefighters.**

**Motion carried**

**26-M-96**

**Motion by Parker, seconded by Riley to adopt the proposed Fire Department Reorganization Plan as amended to include the Fire Chief in the Medical First Responder count and include the reserves in the count of firefighters.**

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

**Motion carried**

3. Investment Maturing #1

**26-M-97**

**Motion by Parker, seconded by Campbell to keep the CD at Independent Bank in the amount of \$261,652.89 for 1 year at 3.70%.**

**Motion carried**

4. Investment Maturing #2

**26-M-98**

**Motion by Riley, seconded by Oedy to keep the CD at Independent Bank in the amount of \$261,555.29 for 1 year at 3.70%.**

**Motion carried**

5. Schedule Budget Workshops

**Budget Workshops are scheduled for: May 11, 2026 at 6:00 p.m., May 12, 2026 at 6:00 p.m., & May 26, 2026 at 6:00 p.m.**

6. Removal of Dog Waste

**City Manager to discuss with staff and bring back to next council meeting.**

7. Trees at Fairgrounds

**26-M-99**

**Motion by White, seconded by Parker to approve the purchase of 4 trees from the Parks & Recreation budget line item and to approve the necessary planting expense from the appropriate wage budget line item.**

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

**Tie vote – Motion failed**

**ITEMS POSTPONED: None**

**COMMITTEE/LIAISON POSITION REPORTS: None**

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

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

The repair of the media at the arsenic plant is covered under warranty and there will be no cost to the city. Update was given on the Van Geisen Road property as well as an explanation of the appraisal process. Update was given on the CDBG grant process.

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

**ADDITIONAL PUBLIC COMMENT:**

Tanya Batschke – Commented on her disappointment with the council not approving planting trees at the fairgrounds.

Vicky Brown – Commented on her concern with the potential favoritism with leased properties and the dog park cleaning issues.

Chris Drake – Presented proposed ordinance changes. City Manager will follow up.

**26-M-100**

**Motion by Parker, seconded by Campbell to adjourn the meeting at 7:50 p.m.**

**Motion carried.**



Rita Papp, MiPMC2  
City Clerk

**CITY OF CARO SPECIAL COUNCIL MINUTES  
BUDGET WORKSHOP  
May 11, 2026, 6:30 P.M.  
Council Chambers, 317 S. State St., Caro, MI 48723**

Mayor Karen Snider called the Budget Workshop meeting of the City Council to order on May 11, 2026 at 6:00 p.m. in the Council Chambers.

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

Absent: Doreen Oedy, Heidi Parker

Others: Scott Czasak – City Manager, Rita Papp – City Clerk, Tammy Ries – City Treasurer, Carrie Will – Parks & Recreation Superintendent, Sonya Otremba – DDA Treasurer, Tom Reese – DPW Superintendent.

**PUBLIC COMMENT/VISITORS:** None

**SPECIAL AGENDA:** (action required)

**1. FY 2026-2027 Budget Workshop**

The purpose of the workshop was to review and discuss the proposed fiscal year budget, departmental requests, revenues, expenditures, capital improvements and related financial matters.

Departments/Funds Reviewed were Parks & Recreation, Downtown Development Authority, Farmers Market, and DPW Various Funds.

Budget Line Items Discussed:

Parks & Recreation Department – Carrie Will, Parks & Recreation Superintendent

- Retirement
- O & M Supplies
- Recreation Programs
- Education & Training
- Travel & Lodging
- Capital Outlay – potential grants to cover, if grants not received, funds would go back into general fund. P & R requests the expense of tennis courts regardless of grants.

Downtown Development Authority – Sonya Otremba, DDA Treasurer

- Hospitalization
- Seasonal DDA
- Luncheons
- Downtown Music
- Education & Dues
- Capital Outlay – street lights, façade program, parking lot maintenance

Farmers Market – Sonya Otremba, DDA Treasurer

- Farmers Market Expenses

Building and Grounds – Tom Reese, DPW Superintendent

- O & M Supplies
- Contracted Services – Janitorial
- Contracted Services

Public Works – Tom Reese, DPW Superintendent

- Technology
- Education & Training

Fairgrounds – Tom Reese, DPW Superintendent

- Wages
- Contracted Services

Chippewa Landing – Tom Reese, DPW Superintendent

- Wages – Discussion on Dog Park Fence

Major Streets Fund– Tom Reese, DPW Superintendent

- Contracted Services – Const. – E. Sherman Street Project
- Contracted Services – Engineering – E. Sherman Street Project

Tree Trimming – Tom Reese, DPW Superintendent

- M24 Tree Trimming – Mandated tree trimming expense

Administration – Tom Reese, DPW Superintendent

- Contracted Services – LED Lights – Increased cost

Local Streets Funds – Tom Reese, DPW Superintendent

- Contracted Services – Howard Street Project

Municipal Streets Fund – Tom Reese, DPW Superintendent

- Sidewalks – No project for FY 2026/2027
- Alleys – Future requested projects

Meter Reading – Tom Reese, DPW Superintendent

- New Meter Updates
- Equipment Rental

Motor Pool – Tom Reese, DPW Superintendent

- Capital Outlay – New vehicle purchase request

**Budget Workshop Adjourned: 8:05 p.m.**



Rita Papp, MiPMC2  
City Clerk

**CITY OF CARO SPECIAL COUNCIL MINUTES  
BUDGET WORKSHOP  
May 12, 2026, 6:30 P.M.  
Council Chambers, 317 S. State St., Caro, MI 48723**

Mayor Karen Snider called the Budget Workshop meeting of the City Council to order on May 11, 2026 at 6:00 p.m. in the Council Chambers.

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

Absent: John Riley

Others: Scott Czasak – City Manager, Rita Papp – City Clerk, Tammy Ries – City Treasurer, Brian Newcomb – Police Chief, Randy Heckroth – Fire Chief

**PUBLIC COMMENT/VISITORS:** None

**SPECIAL AGENDA:** (action required)

**1. FY 2026-2027 Budget Workshop**

The purpose of the workshop was to review and discuss the proposed fiscal year budget, departmental requests, revenues, expenditures, capital improvements and related financial matters.

Departments/Funds Reviewed were Police, Fire, and Various General Fund Departments.

Budget Line Items Discussed:

Police – Brian Newcomb, Police Chief

- Uniforms/Equipment
- Wages
- Contracted Repairs
- Police Technology
- Capital Outlay

Fire – Randy Heckroth, Fire Chief

- Wages
- Volunteer Fireman Pay
- Capital Outlay

General Fund Departments

- Council – Education & Training
- Manager – Education & Training, Office Supplies
- Treasurer – Printing & Publications, Technology
- Assessor – Contracted Services
- Clerk – Office Supplies, Technology, Telephone

- Election – Office Supplies, Capital Outlay
- Code Enforcement – Contracted Services, Education & Training, Travel & Lodging
- Planning – Contracted Services
- Economic Development Corporation – Transfer to EDC

**Budget Workshop Adjourned: 7:11 p.m.**



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
<b>ABELE GREENHOUSE &amp; GARDEN CENTER</b>					
05/26	05/18/2026	800549	248-728-970-001	DECORATIONS	600.00
Total ABELE GREENHOUSE & GARDEN CENTER:					600.00
<b>ADVANCE AUTO PARTS</b>					
05/26	05/18/2026	80087	661-575-776-000	MAINTENANCE SUPPLIES	59.28
Total ADVANCE AUTO PARTS:					59.28
<b>ALS GROUP USA, CORP</b>					
05/26	05/18/2026	800524	590-540-777-000	STATE TESTING & PERMITS	2,200.00
Total ALS GROUP USA, CORP:					2,200.00
<b>AMAZON CAPITAL SERVICES</b>					
05/26	05/18/2026	800525	101-260-740-000	OFFICE SUPPLIES	24.94
05/26	05/18/2026	800525	101-751-957-000	RECREATION PROGRAMS	327.52
Total AMAZON CAPITAL SERVICES:					352.46
<b>ASPIRE RURAL HEALTH</b>					
05/26	05/18/2026	80088	216-336-801-000	CONTRACTED SERVICES	75.00
Total ASPIRE RURAL HEALTH:					75.00
<b>AUTO-WARES GROUP</b>					
05/26	05/18/2026	800526	216-336-740-000	OPERATING SUPPLIES	99.03
Total AUTO-WARES GROUP:					99.03
<b>BRIGHTSPEED</b>					
05/26	05/18/2026	800527	101-172-750-001	SOFTWARE MAINTENANCE AGREE'T	25.89
05/26	05/18/2026	800527	101-253-750-001	SOFTWARE MAINTENANCE AGREE'T	25.89
05/26	05/18/2026	800527	101-260-750-001	SOFTWARE MAINTENANCE AGREE'T	25.89
05/26	05/18/2026	800527	101-301-750-001	SOFTWARE MAINTENANCE AGREE'T	25.89
05/26	05/18/2026	800527	216-336-750-001	SOFTWARE MAINTENANCE AGREE'T	25.89
05/26	05/18/2026	800527	590-540-750-001	SOFTWARE MAINTENANCE AGREEM	25.89
05/26	05/18/2026	800527	661-575-750-001	SOFTWARE MAINTENANCE AGREE'T	25.89
05/26	05/18/2026	800527	590-540-853-000	TELEPHONE	147.47
05/26	05/18/2026	800527	591-540-853-000	TELEPHONE	147.46
05/26	05/18/2026	800527	248-728-801-000	DDA CONTRACTED SERVICES	25.90
Total BRIGHTSPEED:					502.06
<b>BUSY BEE CLEANING</b>					
05/26	05/18/2026	800528	101-441-801-002	CONTRACTED SERV - JANITORIAL	123.50
05/26	05/18/2026	800528	216-336-801-002	CONTRACTED SERV - JANITORIAL	52.00
05/26	05/18/2026	800528	101-301-801-002	CONTRACTED SERV - JANITORIAL	97.50

GL Period	Check Issue Date	Check Number	Invoice GL Account	Invoice GL Account Title	Amount
05/26	05/18/2026	800528	101-253-801-002	CONTRACTED SERV - JANITORIAL	91.00
05/26	05/18/2026	800528	101-260-801-002	CONTRACTED SERV - JANITORIAL	91.00
05/26	05/18/2026	800528	101-172-801-002	CONTRACTED SERV - JANITORIAL	91.00
05/26	05/18/2026	800528	590-540-801-002	CONTRACTED SERV - JANITORIAL	104.00
Total BUSY BEE CLEANING:					650.00
<b>CARO AREA DISTRICT LIBRARY</b>					
05/26	05/13/2026	80081	101-000-432-001	LIEU OF TAX DISTR- MONTAGUE	134.22
05/26	05/13/2026	80081	101-000-432-007	IN LIEU OF TAX DIST-GRANDVIEW	747.47
Total CARO AREA DISTRICT LIBRARY:					881.69
<b>CARO COMMUNITY SCHOOLS</b>					
05/26	05/13/2026	80082	101-000-432-001	LIEU OF TAX DISTR- MONTAGUE	508.10
05/26	05/13/2026	80082	101-000-432-007	IN LIEU OF TAX DIST-GRANDVIEW	2,829.49
Total CARO COMMUNITY SCHOOLS:					3,337.59
<b>CARO RENTAL</b>					
05/26	05/18/2026	80089	101-265-776-000	O&M SUPPLIES	18.87
Total CARO RENTAL:					18.87
<b>CARO TRANSIT AUTHORITY</b>					
05/26	05/13/2026	80083	101-000-432-001	LIEU OF TAX DISTR- MONTAGUE	179.52
05/26	05/13/2026	80083	101-000-432-007	IN LIEU OF TAX DIST-GRANDVIEW	999.70
Total CARO TRANSIT AUTHORITY:					1,179.22
<b>CASS CITY HARDWARE</b>					
05/26	05/18/2026	80090	591-540-760-000	POSTAGE	11.48
Total CASS CITY HARDWARE:					11.48
<b>CHASE MURPHY</b>					
05/26	05/18/2026	80091	248-733-956-005	FARMERS MARKET - EXPENSES	400.00
Total CHASE MURPHY:					400.00
<b>DINGES FIRE COMPANY</b>					
05/26	05/18/2026	800529	216-336-740-000	OPERATING SUPPLIES	1,400.00
05/26	05/18/2026	800529	216-336-740-000	OPERATING SUPPLIES	1,550.00
Total DINGES FIRE COMPANY:					2,950.00
<b>DJ's PORTABLE TOILET RENTALS, LLC</b>					
05/26	05/18/2026	800530	101-751-801-000	CONTRACTED SERVICES	130.00
05/26	05/18/2026	800530	101-751-801-000	CONTRACTED SERVICES	225.00
05/26	05/18/2026	800530	101-751-801-000	CONTRACTED SERVICES	130.00
05/26	05/18/2026	800530	101-751-801-000	CONTRACTED SERVICES	225.00
05/26	05/18/2026	800530	101-751-801-000	CONTRACTED SERVICES	225.00

GL Period	Check Issue Date	Check Number	Invoice GL Account	Invoice GL Account Title	Amount
Total DJ's PORTABLE TOILET RENTALS, LLC:					935.00
<b>ELAN FINANCIAL SERVICES</b>					
05/26	05/13/2026	800550	248-728-776-000	DDA OPERATING SUPPLIES	7.93
05/26	05/13/2026	800550	248-733-956-005	FARMERS MARKET - EXPENSES	64.23
05/26	05/13/2026	800550	248-733-900-000	FARMERS MARKET - ADVERTISING	145.00
05/26	05/13/2026	800550	248-733-956-005	FARMERS MARKET - EXPENSES	69.62
05/26	05/13/2026	800550	248-728-970-001	DECORATIONS	190.74
05/26	05/13/2026	800550	248-733-900-000	FARMERS MARKET - ADVERTISING	17.13
05/26	05/13/2026	800550	248-733-900-000	FARMERS MARKET - ADVERTISING	117.73
05/26	05/13/2026	800550	248-728-970-001	DECORATIONS	400.49
05/26	05/13/2026	800550	248-728-776-000	DDA OPERATING SUPPLIES	129.51
05/26	05/13/2026	800550	248-728-741-000	LUNCHEONS	14.10
05/26	05/13/2026	800550	248-728-741-000	LUNCHEONS	223.37
05/26	05/13/2026	800550	248-733-900-000	FARMERS MARKET - ADVERTISING	9.81
05/26	05/13/2026	800550	248-728-970-001	DECORATIONS	41.31
05/26	05/13/2026	800550	248-733-956-005	FARMERS MARKET - EXPENSES	108.11
05/26	05/13/2026	800550	248-733-956-005	FARMERS MARKET - EXPENSES	4.23
05/26	05/13/2026	800550	248-733-956-005	FARMERS MARKET - EXPENSES	69.56
05/26	05/13/2026	800550	248-728-776-000	DDA OPERATING SUPPLIES	50.34
Total ELAN FINANCIAL SERVICES:					1,663.21
<b>EMTERRA ENVIRONMENTAL USA CORP</b>					
05/26	05/18/2026	800531	596-521-801-000	CONTRACTED SERVICES	22,412.15
05/26	05/18/2026	800531	596-521-801-000	CONTRACTED SERVICES	18,763.38
Total EMTERRA ENVIRONMENTAL USA CORP:					41,175.53
<b>FERGUSON ENTERPRISES LLC #3326</b>					
05/26	05/18/2026	80092	590-540-776-000	OM&R SUPPLIES NORMAL	235.92
05/26	05/18/2026	80092	590-540-776-000	OM&R SUPPLIES NORMAL	243.59
05/26	05/18/2026	80092	590-540-776-000	OM&R SUPPLIES NORMAL	532.03
Total FERGUSON ENTERPRISES LLC #3326:					1,011.54
<b>FOSTER, SWIFT, COLLINS &amp; SMITH, PC</b>					
05/26	05/18/2026	80093	101-260-801-000	CONTRACTED SERVICES	82.68
05/26	05/18/2026	80093	101-172-801-000	CONTRACTED SERVICES	1,047.28
05/26	05/18/2026	80093	101-257-801-000	CONTRACTED SERVICES	11,079.12
05/26	05/18/2026	80093	248-728-801-000	DDA CONTRACTED SERVICES	825.00
Total FOSTER, SWIFT, COLLINS & SMITH, PC:					13,034.08
<b>GAMBLES DO IT BEST HARDWARE</b>					
05/26	05/18/2026	80094	216-336-740-000	OPERATING SUPPLIES	36.99
05/26	05/18/2026	80094	101-101-740-000	SUPPLIES/EQUIPMENT	2.49
05/26	05/18/2026	80094	590-545-776-000	OM&R SUPPLIES	59.96
05/26	05/18/2026	80094	591-540-776-000	O&M SUPPLIES	180.49
05/26	05/18/2026	80094	590-545-776-000	OM&R SUPPLIES	180.49
05/26	05/18/2026	80094	101-265-776-000	O&M SUPPLIES	23.99
05/26	05/18/2026	80094	101-265-776-000	O&M SUPPLIES	27.98

GL Period	Check Issue Date	Check Number	Invoice GL Account	Invoice GL Account Title	Amount
05/26	05/18/2026	80094	101-265-776-000	O&M SUPPLIES	3.39
05/26	05/18/2026	80094	590-540-776-000	OM&R SUPPLIES NORMAL	129.99
Total GAMBLES DO IT BEST HARDWARE:					645.77
<b>GOVERNMENTAL EMPLOYEES LABOR COUNCIL</b>					
05/26	05/18/2026	800532	101-000-231-005	GELC UNION DUES WITHHOLDING	455.00
Total GOVERNMENTAL EMPLOYEES LABOR COUNCIL:					455.00
<b>GREAT LAKES LAND MANAGEMENT</b>					
05/26	05/18/2026	80095	101-265-801-000	CONTRACTED SERVICES	517.00
05/26	05/18/2026	80095	101-751-801-000	CONTRACTED SERVICES	658.00
05/26	05/18/2026	80095	101-754-801-000	CONTRACTED SERVICES	587.50
05/26	05/18/2026	80095	101-753-801-000	CONTRACTED SERVICES	587.50
05/26	05/18/2026	80095	248-728-801-000	DDA CONTRACTED SERVICES	770.00
Total GREAT LAKES LAND MANAGEMENT:					3,120.00
<b>GREAT LAKES PUBLIC SAFETY EQUIPMENT</b>					
05/26	05/06/2026	79139	216-336-930-000	REPAIRS - EQUIPMENT	532.50-
05/26	05/06/2026	79139	216-336-740-000	OPERATING SUPPLIES	1,190.00-
05/26	05/06/2026	79139	216-336-930-000	REPAIRS - EQUIPMENT	1,013.00-
05/26	05/06/2026	79139	216-336-930-000	REPAIRS - EQUIPMENT	1,291.00-
05/26	05/06/2026	79139	216-336-930-000	REPAIRS - EQUIPMENT	22,000.00-
Total GREAT LAKES PUBLIC SAFETY EQUIPMENT:					26,026.50-
<b>HIRSCHMAN OIL SUPPLY INC</b>					
05/26	05/18/2026	800533	661-575-860-000	GAS/OIL	1,180.67
Total HIRSCHMAN OIL SUPPLY INC:					1,180.67
<b>HUBBELL, ROTH &amp; CLARK, INC</b>					
05/26	05/18/2026	800534	590-540-801-003	CONTRACTED SERV-SRF	31,024.62
Total HUBBELL, ROTH & CLARK, INC:					31,024.62
<b>J.E. JOHNSON INC</b>					
05/26	05/18/2026	800535	101-265-801-000	CONTRACTED SERVICES	225.00
Total J.E. JOHNSON INC:					225.00
<b>KEN MARTIN ELECTRIC INC</b>					
05/26	05/18/2026	800536	248-728-801-000	DDA CONTRACTED SERVICES	955.00
Total KEN MARTIN ELECTRIC INC:					955.00
<b>KENDALL ELECTRIC INC</b>					
05/26	05/18/2026	80096	590-540-776-000	OM&R SUPPLIES NORMAL	1,526.72
Total KENDALL ELECTRIC INC:					1,526.72

GL Period	Check Issue Date	Check Number	Invoice GL Account	Invoice GL Account Title	Amount
<b>LAWSON PRODUCTS, INC.</b>					
05/26	05/18/2026	80097	101-441-776-001	O&M SUPPLIES	186.50
Total LAWSON PRODUCTS, INC.:					186.50
<b>LYNN FERRIS</b>					
05/26	05/18/2026	80098	248-733-956-000	FARMERS MARKET - SNAP EXPENSE	11.00
Total LYNN FERRIS:					11.00
<b>MARK MCMULLEN</b>					
05/26	05/18/2026	80099	216-336-740-000	OPERATING SUPPLIES	26.62
Total MARK MCMULLEN:					26.62
<b>MERITAGE MANAGEMENT LLC</b>					
05/26	05/18/2026	800537	248-728-943-001	DDA BUILDING RENT	350.00
Total MERITAGE MANAGEMENT LLC:					350.00
<b>MES SERVICE COMPANY LLC</b>					
05/26	05/18/2026	800538	216-336-740-000	OPERATING SUPPLIES	410.89
Total MES SERVICE COMPANY LLC:					410.89
<b>MESSA</b>					
05/26	05/18/2026	80100	101-751-716-000	HOSPITALIZATION INSURANCE	173.79
05/26	05/18/2026	80100	202-463-716-000	HOSPITALIZATION INSURANCE	434.47
05/26	05/18/2026	80100	202-483-716-000	HOSPITALIZATION INSURANCE	447.69
05/26	05/18/2026	80100	101-172-716-000	HOSPITALIZATION INSURANCE	586.93
05/26	05/18/2026	80100	101-262-716-000	HOSPITALIZATION INSURANCE	293.79
05/26	05/18/2026	80100	101-253-716-000	HOSPITALIZATION INSURANCE	1,323.18
05/26	05/18/2026	80100	101-260-716-000	HOSPITALIZATION INSURANCE	1,069.11
05/26	05/18/2026	80100	101-265-716-000	HOSPITALIZATION INSURANCE	1,042.74
05/26	05/18/2026	80100	101-301-716-000	HOSPITALIZATION INSURANCE	14,558.76
05/26	05/18/2026	80100	591-536-716-000	HOSPITALIZATION INSURANCE	86.89
05/26	05/18/2026	80100	591-540-716-000	HOSPITALIZATION INSURANCE	2,346.16
05/26	05/18/2026	80100	596-560-716-000	HOSPITALIZATION INSURANCE	647.83
05/26	05/18/2026	80100	596-521-716-000	HOSPITALIZATION INSURANCE	173.79
05/26	05/18/2026	80100	661-575-716-000	HOSPITALIZATION INSURANCE	514.23
05/26	05/18/2026	80100	101-000-231-006	HEALTH INSURANCE WITHHOLDING	10,227.79
05/26	05/18/2026	80100	216-336-716-000	HOSPITALIZATION INSURANCE	1,963.78
05/26	05/18/2026	80100	590-560-716-000	HOSPITALIZATION INSURANCE	2,441.37
05/26	05/18/2026	80100	590-536-716-000	HOSPITALIZATION INSURANCE	86.89
05/26	05/18/2026	80100	590-540-716-000	HOSPITALIZATION INSURANCE	5,061.85
05/26	05/18/2026	80100	590-545-716-000	HOSPITALIZATION INSURANCE	608.26
05/26	05/18/2026	80100	591-560-716-000	HOSPITALIZATION INSURANCE	1,713.45
05/26	05/18/2026	80100	203-463-716-000	HOSPITALIZATION INSURANCE	521.37
05/26	05/18/2026	80100	203-483-716-000	HOSPITALIZATION INSURANCE	447.69
05/26	05/18/2026	80100	204-442-716-000	HOSPITALIZATION INSURANCE	260.68
05/26	05/18/2026	80100	204-483-716-000	HOSPITALIZATION INSURANCE	222.90
05/26	05/18/2026	80100	248-441-716-000	HOSPITALIZATION INSURANCE	86.89
05/26	05/18/2026	80100	248-728-716-000	HOSPITALIZATION INSURANCE	58.76

GL Period	Check Issue Date	Check Number	Invoice GL Account	Invoice GL Account Title	Amount
05/26	05/18/2026	80100	101-371-716-000	HOSPITALIZATION INSURANCE	85.52
05/26	05/18/2026	80100	101-702-716-000	HOSPITALIZATION INSURANCE	114.93
05/26	05/18/2026	80100	101-441-716-000	HOSPITALIZATION INSURANCE	3,537.48
Total MESSA:					51,138.97
<b>MICHIGAN ASSOCIATION OF PLANNING</b>					
05/26	05/18/2026	80101	101-702-961-000	MEMBERSHIP DUES	75.00
Total MICHIGAN ASSOCIATION OF PLANNING:					75.00
<b>MICHIGAN PIPE &amp; VALVE-SAGINAW</b>					
05/26	05/18/2026	800539	591-540-750-000	WATER TECHNOLOGY	24,350.00
05/26	05/18/2026	800539	591-540-776-000	O&M SUPPLIES	700.00
05/26	05/18/2026	800539	591-540-776-000	O&M SUPPLIES	1,125.00
Total MICHIGAN PIPE & VALVE-SAGINAW:					26,175.00
<b>MONROE TRUCK EQUIPMENT INC</b>					
05/26	05/18/2026	80102	661-575-776-000	MAINTENANCE SUPPLIES	760.44
Total MONROE TRUCK EQUIPMENT INC:					760.44
<b>MOORE MOTOR SALES</b>					
05/26	05/18/2026	80103	661-575-776-000	MAINTENANCE SUPPLIES	451.11
05/26	05/18/2026	80103	216-336-930-000	REPAIRS - EQUIPMENT	250.02
05/26	05/18/2026	80103	101-301-860-000	GAS/OIL/TIRES	34.10
Total MOORE MOTOR SALES:					735.23
<b>PEERLESS MIDWEST INC.</b>					
05/26	05/18/2026	800540	591-540-776-000	O&M SUPPLIES	3,387.00
Total PEERLESS MIDWEST INC.:					3,387.00
<b>PITNEY BOWES INC</b>					
05/26	05/18/2026	800541	101-253-750-001	SOFTWARE MAINTENANCE AGREEMENT	507.96
Total PITNEY BOWES INC:					507.96
<b>POLICE OFFICERS LABOR COUCIL</b>					
05/26	05/18/2026	800542	101-000-231-004	POLC UNION DUES WITHHOLDING	420.00
Total POLICE OFFICERS LABOR COUCIL:					420.00
<b>R&amp;R TECHNICAL SERVICES</b>					
05/26	05/18/2026	80104	101-751-801-000	CONTRACTED SERVICES	25.00
05/26	05/18/2026	80104	101-371-801-000	CONTRACTED SERVICES	25.00
05/26	05/18/2026	80104	101-172-801-000	CONTRACTED SERVICES	206.00
05/26	05/18/2026	80104	101-253-801-000	CONTRACTED SERVICES	163.00
05/26	05/18/2026	80104	101-260-801-000	CONTRACTED SERVICES	138.00
05/26	05/18/2026	80104	101-301-801-000	CONTRACTED SERVICES	424.00
05/26	05/18/2026	80104	101-441-801-000	CONTRACTED SERVICES	168.00

GL Period	Check Issue Date	Check Number	Invoice GL Account	Invoice GL Account Title	Amount
05/26	05/18/2026	80104	216-336-801-000	CONTRACTED SERVICES	62.50
05/26	05/18/2026	80104	216-336-853-000	TELEPHONE	55.00
05/26	05/18/2026	80104	590-540-853-000	TELEPHONE	20.45
05/26	05/18/2026	80104	591-540-853-000	TELEPHONE	20.45
05/26	05/18/2026	80104	596-560-853-000	TELEPHONE	20.45
05/26	05/18/2026	80104	661-575-853-000	TELEPHONE	55.00
05/26	05/18/2026	80104	101-101-801-000	CONTRACTED SERVICES	90.00
05/26	05/18/2026	80104	101-703-853-000	TELEPHONE	20.45
05/26	05/18/2026	80104	101-301-853-000	TELEPHONE & PAGERS	20.45
05/26	05/18/2026	80104	202-483-853-000	TELEPHONE	20.45
05/26	05/18/2026	80104	203-483-853-000	TELEPHONE	20.45
05/26	05/18/2026	80104	204-483-853-000	TELEPHONE	20.45
05/26	05/18/2026	80104	248-728-853-000	TELEPHONE & TECHNOLOGY	55.00
05/26	05/18/2026	80104	101-172-853-000	TELEPHONE	55.00
05/26	05/18/2026	80104	101-253-853-000	TELEPHONE	27.50
05/26	05/18/2026	80104	101-260-853-000	TELEPHONE	27.50
05/26	05/18/2026	80104	101-371-853-000	TELEPHONE	20.50
05/26	05/18/2026	80104	101-702-853-000	TELEPHONE	20.45
05/26	05/18/2026	80104	101-441-853-000	TELEPHONE	20.45
05/26	05/18/2026	80104	590-540-801-000	CONTRACTED SERVICES	130.50
05/26	05/18/2026	80104	591-540-801-000	CONTRACTED SERVICES	80.50
05/26	05/18/2026	80104	596-521-801-000	CONTRACTED SERVICES	42.50
05/26	05/18/2026	80104	101-265-801-000	CONTRACTED SERVICES	108.00
Total R&R TECHNICAL SERVICES:					2,163.00
<b>RASMUSSEN TRUCKING SERVICE CENTER LLC</b>					
05/26	05/18/2026	800543	216-336-930-000	REPAIRS - EQUIPMENT	2,275.49
Total RASMUSSEN TRUCKING SERVICE CENTER LLC:					2,275.49
<b>ROWE PROFESSIONAL SVS COMP.</b>					
05/26	05/18/2026	800544	203-463-801-000	CONTRACTED SERVICES	350.00
05/26	05/18/2026	800544	591-540-801-000	CONTRACTED SERVICES	1,400.00
05/26	05/18/2026	800544	591-540-801-000	CONTRACTED SERVICES	2,030.00
Total ROWE PROFESSIONAL SVS COMP.:					3,780.00
<b>SHRED EXPERTS</b>					
05/26	05/18/2026	800545	101-260-801-000	CONTRACTED SERVICES	65.00
Total SHRED EXPERTS:					65.00
<b>STATE OF MICHIGAN</b>					
05/26	05/13/2026	80084	101-000-432-001	LIEU OF TAX DISTR- MONTAGUE	3,039.10
05/26	05/13/2026	80084	101-000-432-007	IN LIEU OF TAX DIST-GRANDVIEW	16,926.38
Total STATE OF MICHIGAN:					19,965.48
<b>TEAM FINANCIAL GROUP</b>					
05/26	05/18/2026	800546	101-172-750-001	SOFTWARE MAINTENANCE AGREE'T	33.17
05/26	05/18/2026	800546	101-253-750-001	SOFTWARE MAINTENANCE AGREE'T	33.17
05/26	05/18/2026	800546	101-260-750-001	SOFTWARE MAINTENANCE AGREE'T	33.17

GL Period	Check Issue Date	Check Number	Invoice GL Account	Invoice GL Account Title	Amount
05/26	05/18/2026	800546	101-301-750-001	SOFTWARE MAINTENANCE AGREE'T	33.17
05/26	05/18/2026	800546	101-371-750-001	SOFTWARE MAINTENANCE AGREEM	33.17
05/26	05/18/2026	800546	101-441-750-001	SOFTWARE MAINTENANCE AGREE'T	33.17
05/26	05/18/2026	800546	216-336-750-001	SOFTWARE MAINTENANCE AGREE'T	33.17
05/26	05/18/2026	800546	101-751-750-001	SOFTWARE MAINTENANCE AGREE'T	33.16
05/26	05/18/2026	800546	590-540-750-001	SOFTWARE MAINTENANCE AGREEM	33.17
05/26	05/18/2026	800546	591-540-750-001	SOFTWARE MAINTENANCE AGREEM	33.17
05/26	05/18/2026	800546	596-521-750-001	SOFTWARE MAINTENANCE AGREEM	33.17
05/26	05/18/2026	800546	661-575-750-001	SOFTWARE MAINTENANCE AGREE'T	33.14
Total TEAM FINANCIAL GROUP:					398.00
<b>TERRENCE BLACKMER</b>					
05/26	05/18/2026	80105	216-336-960-000	EDUCATION & TRAINING	400.00
Total TERRENCE BLACKMER:					400.00
<b>TIFFANY BEHERNDS</b>					
05/26	05/18/2026	80106	248-733-956-000	FARMERS MARKET - SNAP EXPENSE	26.00
Total TIFFANY BEHERNDS:					26.00
<b>TLS ENTERPRISES</b>					
05/26	05/18/2026	80107	101-751-801-000	CONTRACTED SERVICES	1,200.00
Total TLS ENTERPRISES:					1,200.00
<b>TUSCOLA COUNTY ADVERTISER</b>					
05/26	05/18/2026	800547	248-733-900-000	FARMERS MARKET - ADVERTISING	486.00
05/26	05/18/2026	800547	248-728-801-000	DDA CONTRACTED SERVICES	648.00
05/26	05/18/2026	800547	248-733-900-000	FARMERS MARKET - ADVERTISING	486.00
05/26	05/18/2026	800547	248-728-801-000	DDA CONTRACTED SERVICES	648.00
05/26	05/18/2026	800547	101-260-900-000	PRINTING & PUBLICATION	25.00
05/26	05/18/2026	800547	101-260-900-000	PRINTING & PUBLICATION	594.00
05/26	05/18/2026	800547	101-260-900-000	PRINTING & PUBLICATION	25.00
05/26	05/18/2026	800547	101-260-900-000	PRINTING & PUBLICATION	216.00
Total TUSCOLA COUNTY ADVERTISER:					3,128.00
<b>TUSCOLA COUNTY TREASURER</b>					
05/26	05/13/2026	80085	101-000-432-001	LIEU OF TAX DISTR- MONTAGUE	772.30
05/26	05/13/2026	80085	101-000-432-007	IN LIEU OF TAX DIST-GRANDVIEW	4,300.75
05/26	05/18/2026	80108	101-000-432-005	LIEU OF TAX DISTRIB-MOBILE EST	122.50
05/26	05/18/2026	80108	101-000-432-003	LIEU OF TAX DISTRIB-SUGARTREE	200.00
Total TUSCOLA COUNTY TREASURER:					5,395.55
<b>TUSCOLA INTERMEDIATE SCHOOL</b>					
05/26	05/13/2026	80086	101-000-432-001	LIEU OF TAX DISTR- MONTAGUE	384.76
05/26	05/13/2026	80086	101-000-432-007	IN LIEU OF TAX DIST-GRANDVIEW	2,142.61
Total TUSCOLA INTERMEDIATE SCHOOL:					2,527.37

GL Period	Check Issue Date	Check Number	Invoice GL Account	Invoice GL Account Title	Amount
<b>UIS SCADA</b>					
05/26	05/18/2026	80109	590-540-801-000	CONTRACTED SERVICES	2,018.60
Total UIS SCADA:					2,018.60
<b>WEX BANK</b>					
05/26	05/18/2026	800523	661-575-860-000	GAS/OIL	861.29
05/26	05/18/2026	800523	216-336-860-000	GAS & OIL	346.41
05/26	05/18/2026	800523	101-301-860-000	GAS/OIL/TIRES	1,507.30
05/26	05/18/2026	800523	590-540-860-000	GAS/OIL/DIESEL	333.24
05/26	05/18/2026	800523	101-371-860-000	GAS	39.49
Total WEX BANK:					3,087.73
<b>WITMER PUBLIC SAFETY GROUP</b>					
05/26	05/18/2026	800548	216-336-740-000	OPERATING SUPPLIES	299.97
Total WITMER PUBLIC SAFETY GROUP:					299.97
Grand Totals:					215,157.12

Report Criteria:

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



CARO POLICE DEPARTMENT

317 S. STATE STREET, CARO, MI 48723

Brian V. Newcomb, Chief of Police

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To: Caro City Council, Caro City Manager

From: Brian V. Newcomb, Chief of Police

Regarding: Month end report, April 2026

Date: May 4, 2026

### **POLICE REPORTS**

#### **April 2026 = 339 Police Reports**

March 2026=396

February 2026 = 339

January 2026= 263

December 2025=348

November 2025=397

October 2025-453 complaints

September 2025-366 Complaints

August 2025- 465 complaints

July 2025=450

June 2025-446 complaints

May 2025= 397 complaints

April 2025=452 Complaints

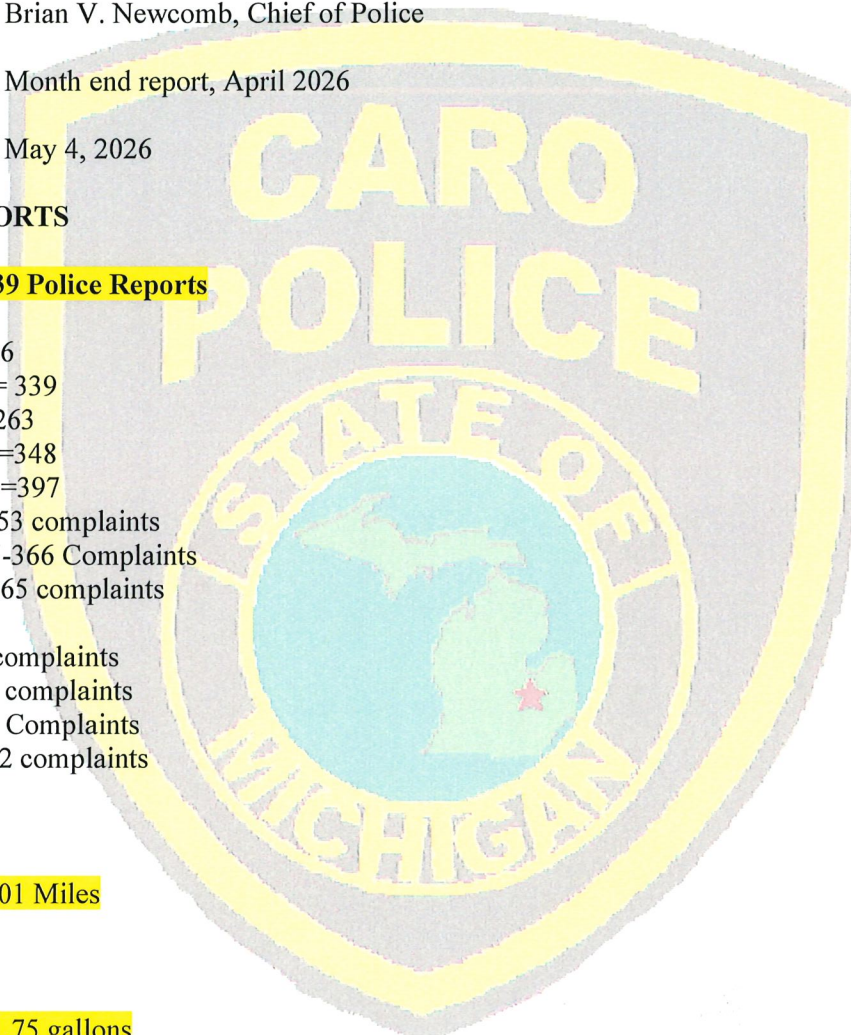
March 2025 -392 complaints

### **MILEAGE**

**April 2026 = 3501 Miles**

### **GASOLINE**

**April 2026 =291.75 gallons**



911 OPEN LINE/HANGUP			
ABANDONED VEHICLE	1		
AIRPLANE CRASH			
ALARM	6	4519 Nestles st Cass city Medical response, disregarded enroute	
ANIMAL AT LARGE	2		
ARSON			
ASSAULT INCLUDING DOMESTIC	12		
ASSIST DHHS	2		
ASSIST FIRE	1		
ASSIST MDOC			
ASSIST MSP			
ASSIST OTHER PD	8		
ASSIST THUMB NARCOTICS			
ASSIST TUSH IN CARO	3	CARRY CONCEALED WEAPON	FELONY
ASSIST DPW		CARRY CONCEALED WEAPON	FELONY
ATTEMPT TO LOCATE PERSON		CARRY CONCEALED WEAPON	FELONY
B&E	2	CARRY CONCEALED WEAPON	FELONY
BACKGROUND INVESTIGATION LE		CARRY CONCEALED WEAPON	FELONY
BULLYING INCLUDING CYBER		CARRY CONCEALED WEAPON	FELONY
CHILD LOCKED IN VEHICLE		CARRY CONCEALED WEAPON	FELONY
CHILD NEGLECT/ABUSE	3	OPEN ALCOHOL IN VEHICLE	MISDEMEANOR
CITIZEN ASSIST	1	FELONIOUS ASSAULT	FELONY
CIVIL DISPUTE	6	DOMESTIC VIOLENCE	MISDEMEANOR
CONCEALED WEAPONS		DOMESTIC VIOLENCE	MISDEMEANOR
CONDITIONAL BOND VIOLATION		UTTERING AND PUBLISHING	FELONY
CONSERVATION VIOLATION		UTTERING AND PUBLISHING	FELONY
COUNTERFEITING		DRIVING WITH REVOKED LICENSE	MISDEMEANOR
CRIMINAL SEXUAL CONDUCT	3	ASSAULT POLICE OFFICER	FELONY
CRIMINALLY SEXUAL MATERIAL		FLEE AND ELUDE POLICE OFFICER	FELONY
CURFEW VIOLATION		OWI WITH HIGH BAC	MISDEMEANOR
DEATH MESSAGE		OWI	MISDEMEANOR
DISORDERLY	4	OWI WITH HIGH BAC	MISDEMEANOR
DISTURBING THE PEACE		OWI	MISDEMEANOR
DOG BITE		DISORDERLY PERSON-DRUNK	MISDEMEANOR
DOG LOCKED IN VEHICLE		RETAIL FRAUD	MISDEMEANOR
DRIVE WHILE LICENSE SUSPENDED	3	OWI	MISDEMEANOR
EMBEZZLEMENT		OPERATE UNREGISTERED VEHICLE	MISDEMEANOR
EXTORTION		ASSAULT POLICE OFFICER	FELONY
FALSE PERSONATION		RESIST OBSTRUCT POLICE	FELONY
FATAL TRAFFIC CRASH		OWI	MISDEMEANOR
FELONIOUS ASSAULT		DRIVING WITH REVOKED LICENSE	MISDEMEANOR
FIGHT IN PROGRESS		OPEN ALCOHOL IN VEHICLE	MISDEMEANOR
FIREWORKS VIOLATION		FELONIOUS ASSAULT	FELONY
FLEE POLICE	2	FELONIOUS ASSAULT	FELONY
FOLLOW UP INVESTIGATION	6	ASSAULT AND BATTERY	MISDEMEANOR
FOUND PROPERTY	4	DELIVERY OF CONTROLLED SUBSTANCE	FELONY

FORGERY		CHILD ABUSE 3RD DEGREE	FELONY
FRAUD	5	POSSESSION OF METHAMPHETAMINE	FELONY
GENERAL	7	ASSAULT AND BATTERY	MISDEMEANOR
GUNSHOT WOUND		HOME INVASION	FELONY
HARASSMENT	8	ASSAULT AND BATTERY	MISDEMEANOR
HAZMAT INCIDENT		OWI	MISDEMEANOR
HIT AND RUN PDA	1	OWID CAUSINIG DEATH	FELONY
HOMELESS		OWID CAUSING SERIOUS INJURY	FELONY
HOMICIDE ATTEMPT		FELONY WARRANT	FELONY
IDENTITY THEFT	3	PAROLE VIOLATION	FELONY
INDECENT EXPOSURE		FELONY WARRANT	FELONY
INJURY CRASH		FELONY WARRANT	FELONY
INTOXICATED PERSON		FELONY WARRANT	FELONY
INVESTIGATION FOLLOWUP	4	FELONY WARRANT	FELONY
INVESTIGATIVE CHECK OR STOP	21	MISDEMEANOR WARRANT	MISDEMEANOR
KEYS LOCKED IN VEHICLE		MISDEMEANOR WARRANT	MISDEMEANOR
KIDNAPPING		MISDEMEANOR WARRANT	MISDEMEANOR
LARCENY	4	MISDEMEANOR WARRANT	MISDEMEANOR
LARCENY BY CONVERSION		MISDEMEANOR WARRANT	MISDEMEANOR
LARCENY FROM VEHICLE		MISDEMEANOR WARRANT	MISDEMEANOR
LARCENY IN A BUILDING		MISDEMEANOR WARRANT	MISDEMEANOR
LIQUOR INSPECTION		MISDEMEANOR WARRANT	MISDEMEANOR
LITTERING	1	MISDEMEANOR WARRANT	MISDEMEANOR
LOITERING		MISDEMEANOR WARRANT	MISDEMEANOR
LOST PROPERTY	1	MISDEMEANOR WARRANT	MISDEMEANOR
MDOP	3	MISDEMEANOR WARRANT	MISDEMEANOR
MED FIRST RESPONSE CALL	12	MISDEMEANOR WARRANT	MISDEMEANOR
MENTAL HEALTH CALL	5	MISDEMEANOR WARRANT	MISDEMEANOR
MIP-ALCOHOL		MISDEMEANOR WARRANT	MISDEMEANOR
MIP-VAPE		MISDEMEANOR WARRANT	MISDEMEANOR
MISSING JUVENILE		MISDEMEANOR WARRANT	MISDEMEANOR
MISSING PERSON		MISDEMEANOR WARRANT	MISDEMEANOR
MISUSE OF 911 LINE			
MOTORIST ASSIST	1		
MUTUAL AID	1		
NARCOTICS	1		
NATURAL DEATH			
NO INSURANCE-VEHICLE			
NO OPERATORS LICENSE			
NO REGISTRATION MISDEMEANOR			
NOISE COMPLAINT			
OBSCENE MATERIAL POSSESSION			
OPEN DOOR			
OPEN INTOXICANTS IN A M.V.			
OVERDOSE-DRUGS			
OWI	5		
PARKING VIOLATIONS			

PAROLE VIOLATION	1		
PDA	13		
PPO VIOLATION			
PROBATION VIOLATION		<b>TOTAL ARRESTS</b>	<b>65</b>
PROWLER	1		
PUBLIC RELATIONS			
RECKLESS DRIVING			
REGISTRATION VIOLATION			
RESIST/OBSTRUCT OFFICER	1		
RETAIL FRAUD			
ROAD RAGE			
RUNAWAY	1		
SEARCH WARRANT			
SINKHOLE IN ROADWAY			
STALKING			
SUBPOENA SERVICE	5		
SUICIDE OR ATTEMPTED SUICIDE			
SUICIDAL PERSON-THREATS OF	1		
SUSPICIOUS PERSON	4		
SUSPICIOUS SITUATION	10		
SUSPICIOUS VEHICLE	1		
THREATS	1		
THREATS TO ATTY GENERAL			
THREATS TO COURTHOUSE			
THREATS TO SCHOOL	1		
TRAFFIC CONTROL	9		
TRAFFIC STOPS/CITATIONS	94		
TRESPASS	2		
TRUANCY			
UDAA			
VULNERABLE ADULT ABUSE			
VERBAL DOMESTIC	5		
VIN INSPECTION	1		
WARRANT ARREST - FELONY	5		
WARRANT ARREST - MISDEMEANOR	18		
WEAPONS OFFENSE			
WELFARE CHECK	13		
WITNESS INTIMIDATION			

<b>TOTAL COMPLAINTS</b>	<b>339</b>
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		Fire runs April 1, 2026 thru April 30, 2026	City of Caro Fire Department	Report to Council		page 1
Run #	Date	Responsible entity	Adress of call	Description	Water usage	Township
249	4/1/2026	1285 Cleaver Rd.		Medical 165	0	City
250	4/2/2026	404 E. Frank St.		Medical 166	0	City
251	4/3/2026	870 Ryan Rd.		Medical 167	0	Indianfields
252	4/3/2026	1362 Kingston Dr.		Medical 168	0	City
253	4/4/2026	Hurds Corner & Deckerville	Ever Hernandez Uribe	2-vehicle crash	0	Ellington
254	4/4/2026	109 E. Grant St. # A		Medical 173	0	City
255	4/6/2026	1303 Cambridge Ln.		Medical 174	0	City
256	4/7/2026	130 Millwood St.		Medical 175	0	City
257	4/7/2026	1601 W. Gilford Rd. #E608		Medical 176	0	City
258	4/8/2026	1299 S. Colling Rd.	Cathy Dowd	grass fire	1000	Indianfields
259	4/9/2026	2124 1st. St.	Brett Sakluta	CO issue	0	Juniata
260	4/9/2026	Bevens & Riely Rd.	public service	wires down	0	Wells
261	4/9/2026	E. Caro Rd.	public service	vehicle disabled	0	Almer
262	4/10/2026	1018 Turner Dr. #6	Deserae Desaussure	vbehicel fire	750	City
263	4/10/2026	1430 Cleaver Rd.		Medical 177	0	City
264	4/10/2026	3560 Phillips Rd.	Elkland FD	house fire	0	Mutual
265	4/10/2026	2325 Metrz Rd.	Cable Co.	Wire issues	0	Indianfields
266	4/10/2026	1601 W. Gilford Rd. # G 512		Medical 178	0	City
267	4/11/2026	1071 Collingwood Dr.		Medical 179	0	City
268	4/11/2026	1580 Light House Ln.		Medical 180	0	Almer
269	4/11/2026	State & Washington St.		vehicle crash	0	City
270	4/11/2026	near 750 N. State St.		vehicle crash	0	City
271	4/12/2026	1770 Wire Line Rd..		Medical	0	Indianfields
272	4/12/2026	1003 Turner Dr. #3		Medical 181	0	City
273	4/13/2026	2017 E. Dayton Rd.		Medical 182	0	Wells
274	4/14/2026	771 Monroe St.		Medical 183	0	City
275	4/14/2026	2091 Forest Dr.		Medical 184	0	Indianfields
276	4/14/2026	E. Dayton & Frankford Rd	Cable Co.	wire issues	0	Wells
277	4/15/2026	Colwood Rd.		Medical No #	0	Indianfields
278	4/15/2026	2091 Forest Dr.		Medical No #	0	Indianfields
279	4/16/2026	1488 Gun Club Rd.		Medical 185	0	Indianfields
280	4/17/2026	331 Norman St.		Medical	0	City
281	4/17/2026	289 Cass River Dr.		Medical 186	0	Almer
282	4/17/2026	603 S. State St.		Medical 187	0	City
283	4/17/2026	2788 E. Dayton Rd.		Medical 188	0	Wells
284	4/20/2026	3269 E. Dayton Rd.		Medical 189	0	Wells
285	4/20/2026	349 Purdy Rd.		Medical 190	0	Indianfields
286	4/21/2026	1601 W. Gilford Rd. G502		Medical 191	0	City
287	4/21/2026	440 N. State St.		Medical 192	0	City
288	4/21/2026	1381 Cleaver Rd.		Medical 193	0	Almer
289	4/21/2026	1048 E. Caro Rd.		Medical 194	0	City
290	4/22/2026	139 E. Congress St.		Medical 195	0	City
291	4/22/2026	3877 Ball Rd.		Medical 196	0	Juniata
292	4/22/2026	vacany lot Hooper St.		Medical	0	City

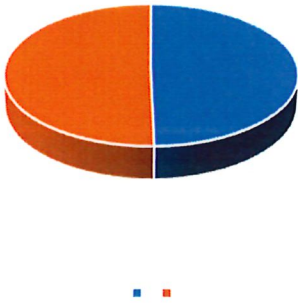


Fire runs April 1, 2026 thru April 30, 2026

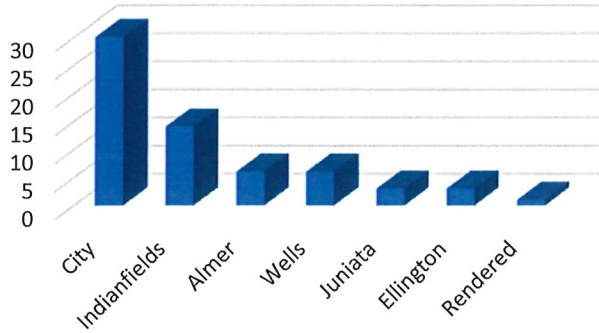
Report to Council

City of Caro Fire Department

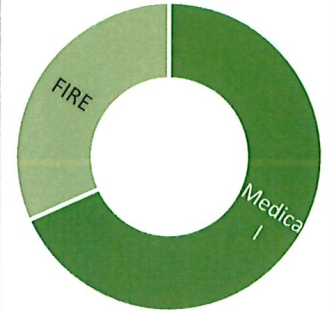
Med. payroll vs income



Calls per Area



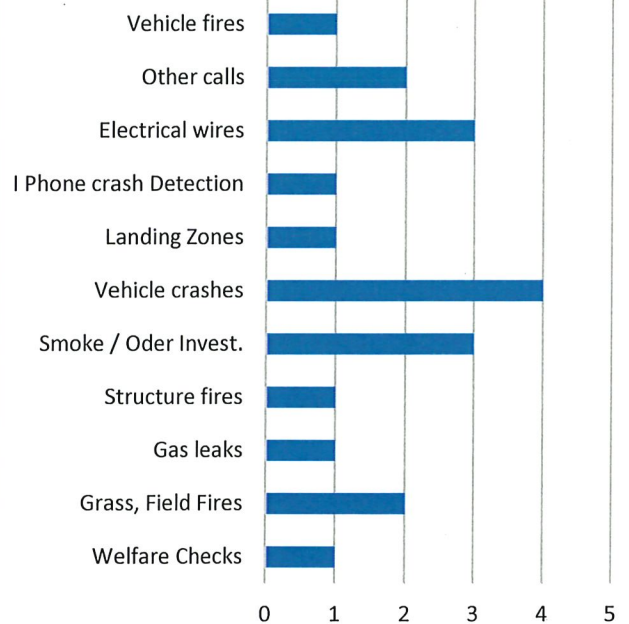
Fire vs Medical calls



Medical recovery	\$1,500.00	City	30	<b>FIRE</b>	20
Medical payroll	\$1,522.50	Indianfields	14	<b>Medical</b>	43
	\$22.50	Almer	6	<b>Total runs</b>	<b>63</b>
		Wells	6		
		Juniata	3		
		Ellington	3		
		Rendered	1		

Welfare Checks	1
Grass, Field Fires	2
Gas leaks	1
Structure fires	1
Smoke / Oder Invest.	3
Vehicle crashes	4
Landing Zones	1
I Phone crash Detection	1
Electrical wires	3
Other calls	2
Vehicle fires	1

Chart Title

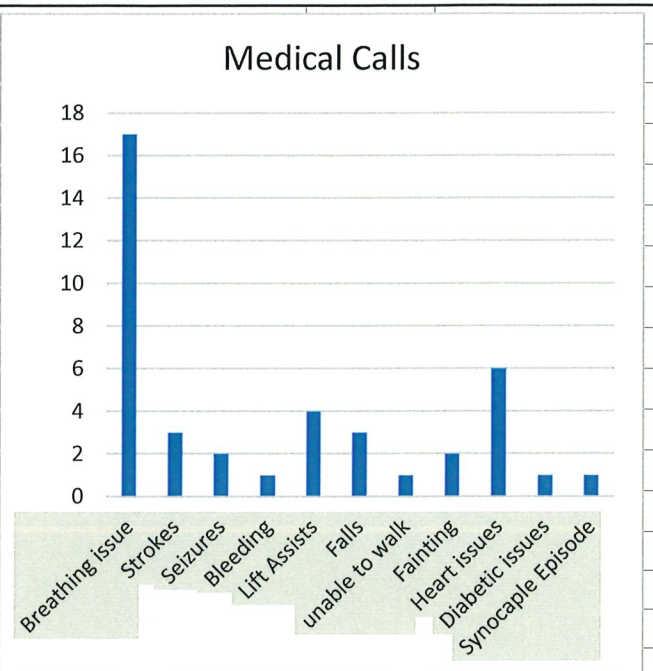


Submitted

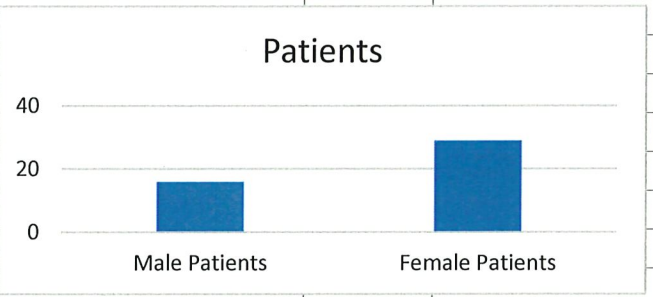
5/6/2026



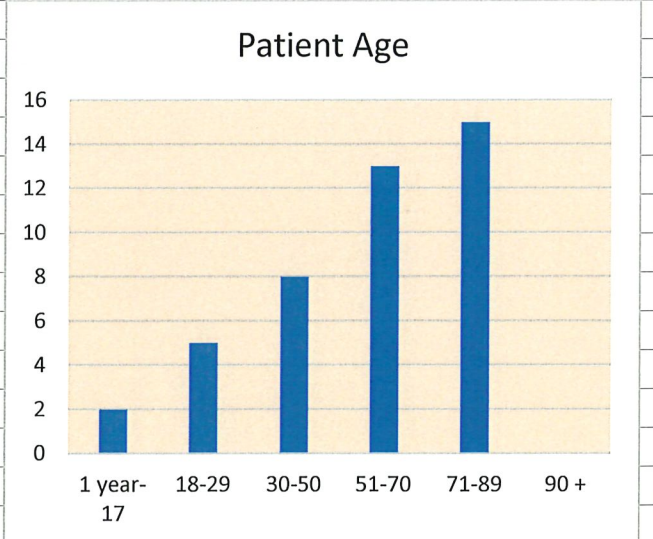
		Breathing issue	17
		Strokes	3
		Seizures	2
		Bleeding	1
		Lift Assists	4
		Falls	3
		unable to walk	1
		Fainting	2
		Heart issues	6
		Diabetic issues	1
		Synocaple Episode	1



		Male Patients	16
		Female Patients	29



		Patients Age	
		1 year-17	2
		18-29	5
		30-50	8
		51-70	13
		71-89	15
		90 +	0



		Fire runs April 1, 2026 thru April 30, 2026	
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# CITY OF CARO

## CODE ENFORCEMENT

April 2026 Council Code Report

**March 2026 Monthly Review**

1538 W. Caro Rd.	Junk/garbage acc.	1 <sup>st</sup> notice
204 Ellis St.	Garbage accumulation	1 <sup>st</sup> notice
1303 Sugar Tree Ct.	Construction material	1 <sup>st</sup> notice
1007 E. Caro Rd.	Blight structure	3 <sup>rd</sup> offense/ \$500.00
1705 Parkside Dr.	Tire	1 <sup>st</sup> notice
820 Gibbs St.	Blight vehicle	2 <sup>nd</sup> offense/ \$250.00
419 Gibbs St.	Junk accumulation	1 <sup>st</sup> notice
138 W. Gamble St.	Junk accumulation	2 <sup>nd</sup> notice
645 Court St.	Trailer	1 <sup>st</sup> notice
210 Pearl St.	Blight vehicle	1 <sup>st</sup> notice
223 N. Almer St.	Garbage accumulation	1 <sup>st</sup> notice
110 Park Dr.	Garbage accumulation	1 <sup>st</sup> notice
1121 E. Caro Rd.	Pallets	2 <sup>nd</sup> notice
1227 E. Caro Rd.	Blight vehicle	2 <sup>nd</sup> notice
1167 E. Caro Rd.	Garbage placement	1 <sup>st</sup> notice
1171 E. Caro Rd.	Garbage placement	1 <sup>st</sup> notice
230 Monroe St.	Garbage placement	1 <sup>st</sup> notice
263 W. Congress St.	Tires	1 <sup>st</sup> notice
161 W. Gamble St.	Garbage placement	1 <sup>st</sup> notice
1734 Van Geisen Rd.	Pallets	1 <sup>st</sup> notice
1521 W. Caro Rd.	Junk accumulation	1 <sup>st</sup> notice
1425 W. Caro Rd.	Pallets	1 <sup>st</sup> notice
1425 W. Caro Rd.	Tires	1 <sup>st</sup> notice
347 Wells St.	Mattress	1 <sup>st</sup> notice
322 Wells St.	Tires	1 <sup>st</sup> notice
114 Howard St.	Tires	1 <sup>st</sup> notice
147 Alexander St.	Tires	1 <sup>st</sup> notice

# CITY OF CARO

## CODE ENFORCEMENT

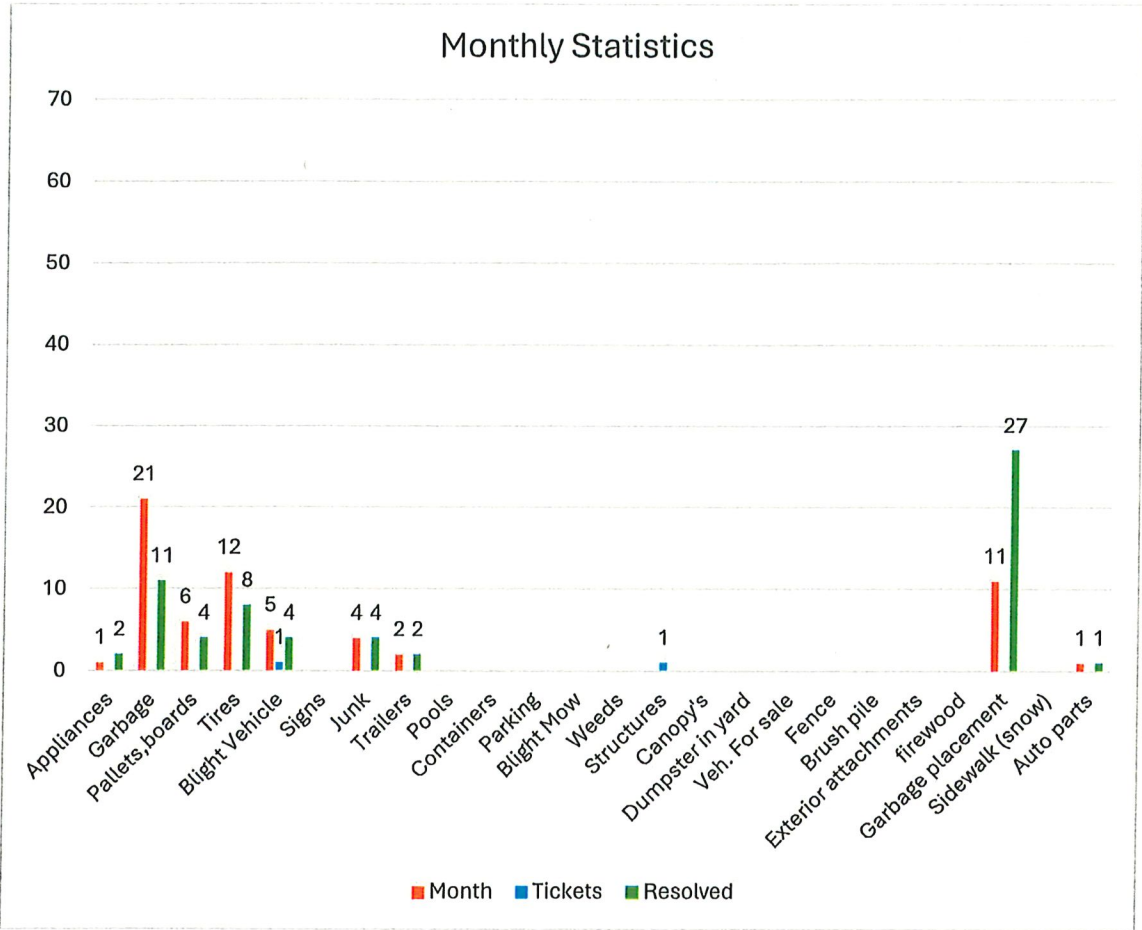
April 2026 Council Code Report

**March 2026 Monthly Review**

315 W. Bush St.	Blight vehicle	1 <sup>st</sup> notice
1357 Parkside Dr.	Garbage placement	1 <sup>st</sup> notice
1227 E. Caro Rd.	Blight vehicle	1 <sup>st</sup> notice
1121 E. Caro Rd.	Pallets	1 <sup>st</sup> notice
1012 Turner Dr.	Garbage accumulation	1 <sup>st</sup> notice
127 W. Bush St.	Trailer	1 <sup>st</sup> notice
227 W. Grant St.	Garbage placement	1 <sup>st</sup> notice
502 Fremont St.	Garbage placement	1 <sup>st</sup> notice
1635 Parkway Dr.	Garbage placement	1 <sup>st</sup> notice
29 N. Kinyon St.	Garbage placement	1 <sup>st</sup> notice
175 W. Gamble St.	Appliance	1 <sup>st</sup> notice
344 Wells St.	Garbage placement	1 <sup>st</sup> notice
357 Wells St.	Garbage accumulation	1 <sup>st</sup> notice
357 Wells St.	Tires	1 <sup>st</sup> notice
225 Ellis St.	Pallet	1 <sup>st</sup> notice
325 S. Almer St.	Garbage accumulation	1 <sup>st</sup> notice
508 E. Frank St.	Garbage accumulation	1 <sup>st</sup> notice
214 E. Bush St.	Auto parts	1 <sup>st</sup> notice
648 Meek St.	Garbage placement	1 <sup>st</sup> notice
810 W. Lincoln St.	Garbage accumulation	1 <sup>st</sup> notice
1083 Knollwood Dr.	Pallet	1 <sup>st</sup> notice
341 W. Grant St.	Garbage accumulation	1 <sup>st</sup> notice
846 W. Lincoln St.	Tire	2 <sup>nd</sup> notice
846 W. Lincoln St.	Garbage accumulation	1 <sup>st</sup> notice
917 W. Lincoln St.	Tires	1 <sup>st</sup> notice
213 W. Congress St.	Garbage accumulation	1 <sup>st</sup> notice
208 W. Congress St.	Tires	1 <sup>st</sup> notice



# CITY OF CARO CODE ENFORCEMENT



**Monthly total tickets issued: 2**

**Monthly total blights: 63**

**Monthly cases resolved: 63**

**Monthly blight mows:**

**Sidewalk snow removal:**

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

# CITY OF CARO

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

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

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

## MEMORANDUM

TO: Caro City Council  
FROM: City Manager Scott R. Czasak  
DATE: Wednesday, May 13, 2026  
RE: Agenda Item – Police Chief Contract

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Members of the Caro City Council,

As you are aware, Police Chief Brian Newcomb has provided tremendous service to our community as our Police Chief for over a decade. His current contract ends on June 30, 2026, and he and I have negotiated terms of a new 2-year contract.

This contract keeps the same general terms as his current contract, with a salary for the first year of \$96,000 and a 3% bump up in the second year. Three minor language changes are the former contract stated that the City Manager “assigned” the Chief’s schedule, this is changed to “verified” as it is impossible to set a precise schedule for the Chief given the nature of the job. There is also clarifying language added that if any disciplinary action is taken that involves a loss of pay it doesn’t invalidate the contract given it states amounts for salary, this language will be standard for all Department Head contracts going forward. Lastly, the pension language was updated to be uniform with other Department Head contracts and specify contribution information. This contract was drafted by our City Attorney and has been approved as to form.

Your options for motions are:

1. Motion to adopt the proposed contract for Police Chief Brian Newcomb as presented and authorize the Mayor and City Manager to sign the contract.
2. (If changes are made) Motion to adopt the proposed contract for Police Chief Brian Newcomb as amended and authorize the Mayor and City Manager to sign the contract.
3. Postpone for further discussion.
4. Take no action.

**EMPLOYMENT AGREEMENT:  
POLICE CHIEF**

THIS AGREEMENT is made as of July 1, 2026, (the “Effective Date”) by and between the City of Caro, a Michigan municipal corporation (“City” or “Employer”), and Brian V. Newcomb, an individual (“Employee”).

**Recitals**

- a. The City wishes to employ Employee as the full-time Police Chief on an at-will basis at the pleasure of the City Manager; and
- b. The City further wishes to have Employee serve as Police Chief on an at-will basis for a two (2) year term; and
- c. Employee wishes to serve as the full-time Police Chief on the terms set forth in this Agreement.

NOW, THEREFORE, in consideration of the mutual covenants in this Agreement, the parties agree as follows:

**Agreement**

- 1. **Term; Termination.** The term of this Agreement is two years (July 1, 2026 – June 30, 2028), solely for the purpose of planning for Employee’s compensation. This two-year term does not entitle Employee to employment with the City and does not change the “at will” nature of his employment. The City does not promise Employee any definite term of employment and the Employee serves at the pleasure of the City Manager with consultation of the City Council.
- 2. **Employee’s Duties.**
  - a. *Police Chief.* Employee is to perform the duties of City Police Chief during the term of his employment. This includes administration of the Police Department, including but not limited to planning, organizing, directing, controlling, reporting, and coordinating the Police Department operations and other various duties as assigned by the City Manager.
- 3. **Compensation.** While employed by the City, Employee’s compensation is as follows:

July 1, 2026 – June 30, 2027:	\$96,000.00
July 1, 2027 – June 30, 2028:	\$98,880.00

4. **Fringe Benefits.** While employed by the City, Employee's benefits are as follows:
- a. *Holidays.* Employee will receive the same holidays as other non-represented City employees. If a holiday hereinbefore mentioned or authorized falls upon a regularly scheduled day off, or if Employee is required to work on the holiday, he shall hereafter be allowed to take another day off as a holiday.
  - b. *Pension.* Employer agrees to allow Employee to participate in the established employee's retirement plan (Mission Square 457). Employer will pay on behalf of Employee into the established employees' retirement plan (Mission Square 401A) account based on seven percent (7%) of Employee's annual base wage as employee's earnings accrue only and excluding all fringe benefits. Employee agrees to pay into said 457 plan (Mission Square 457) 1% of his wages as a match towards Employer contribution. If Employee chooses to place 2% of base wages within the before mentioned 457 plan, then Employer shall contribute 8% of base wages towards said retirement plan. If Employee chooses to place 4% of base wages within the before mentioned 457 plan, then Employer shall contribute 10% of base wages towards said retirement plan.
  - c. *Disability and Life Insurance.* Employee will receive the same disability, life insurance, and workers' compensation benefits as other non-represented Department Heads, as set forth in the plan documents. Additionally, Employee is entitled to workmen's compensation coverage should he be injured on the job the same as other employees of the City.
  - d. *Health Insurance.* Employee will receive the same health insurance benefits as other non-represented Department Heads, as set forth in the plan documents. If Employee elects to participate in the health insurance plan, the premium contribution will be calculated in accordance with Public Act 152 of 2011. If Employee elects not to participate in the health insurance plan, Employee will sign a waiver of health insurance coverage and will receive a payment in lieu of health insurance. The City reserves the right to modify the health insurance coverage in accordance with plan changes implemented for other non-represented personnel or the health insurance payment in lieu of. If the Employee chooses to receive payment in lieu of health insurance, the amount of the payment shall be equal to eligibility of payment based on date of hire and plan eligibility.
  - e. *Death and Incapacitation Benefits.* If Employee dies during the term of employment, the City will pay his estate all compensation that would otherwise have been payable to Employee up to the date of his death. If Employee becomes incapacitated in a manner that prevents Employee from performing the essential

duties of his job, with or without reasonable accommodation, the City will pay Employee all compensation earned by Employee. "Compensation" means all wages, unused vacation time, and unused sick time up to the date of death or incapacitation. This Agreement shall terminate as of said date of death or incapacitation.

- f. *Vacation.* Employee is entitled to 160 hours of paid vacation time each year during the term of this Agreement. Employee may carry over not more than 40 hours of unused paid vacation time to the following year. If Employee resigns from employment, the City will pay Employee the value of any accrued unused vacation time, but only if Employee has given the City 30 days' advance notice of his resignation as required under Paragraph 3(b). The City will not pay any accrued vacation pay to Employee if Employee resigns without 30 days' notice or is terminated with or without cause. Upon retirement, Employee will be paid for accrued vacation time per the City of Caro Employee Handbook.
- g. *Sick Pay.* Employee is entitled to 12 sick days per year, with such sick days accumulating at a rate of eight hours per month for the term of employment under this Agreement, up to a maximum of 240 hours of sick time. If Employee resigns from employment, the City will pay Employee 50% of the value of any accrued unused sick time at Employee's current rate of pay, but only if Employee has given the City 30 days' advance notice of his resignation as required under Paragraph 3(b). The City will not pay any accrued sick pay to Employee if Employee resigns without 30 days' notice or is terminated with or without cause. Upon retirement, Employee will be paid for accrued sick time per the City of Caro Employee Handbook.

5. **Work Schedule.** Employee's normal work schedule is 80 hours bi-weekly as verified by the City Manager or his or her designee.

6. **Work Rules.** The City may publish, modify, and enforce reasonable work rules, policies, and regulations. Employee agrees to comply with those rules, policies, and regulations, as they may be adopted, revised, or amended by the City from time to time. Such policies may include, without limitation, disciplinary policies such as the imposition of unpaid suspensions imposed in good faith for infractions of applicable workplace conduct rules. Employee acknowledges and agrees that any unpaid suspension imposed in accordance with the City's disciplinary policies may result in a reduction of the compensation otherwise set forth in this Agreement for the period of the suspension and shall not constitute a breach or violation of this Agreement.

7. **Professional Development.** The City will pay for any classes that Employee attends that are required for his employment and that are approved by the City Manager. Employee agrees to attend training necessary to maintain his skills as Police Chief.

8. **Uniform and Equipment.** The City shall furnish Employee with the necessary uniforms and equipment to perform his duties. Additionally, cleaning and maintenance of said uniforms and equipment shall be done at the expense of the City.

9. **Business Expenses.** Upon approval by the City Manager, the City will reimburse Employee for any City-related expenses paid out of his personal funds. The City will reimburse travel expenses incurred by Employee in the discharge of City business at the current mileage rate allowed by the IRS, so long as Employee provides complete and accurate records of his travel expenses and the City Manager approves the expenses.

10. **“At Will” Employment; Supervision by City Manager; Severance**

- a. Employee is an “**at will**” employee who may be terminated by the City Manager at any time, with or without cause. Employee serves only at the pleasure of the Council and City Manager.
- b. If the City Manager terminates Employee’s employment **without cause** on or before June 30, 2028, then the City must pay Employee 60 days of severance pay based on the rate of pay in effect under this Agreement at the time of termination. Employee is not entitled to any severance if (1) Employee is terminated for cause; or (2) Employee resigns from employment; or (3) Employee dies or becomes incapacitated in a manner that prevents Employee from performing the essential duties of the job, with or without reasonable accommodation.
- c. If Employee resigns from employment, Employee will give the City 30 days’ advance notice. Employee must return all City equipment and property on or before his last day of employment.

11. **Indemnification.** To the extent required by law, the City will defend, indemnify, and hold harmless Employee from any claims, demands, or causes of action against Employee arising out of and within the scope of his employment with the City. This indemnification obligation does not extend to any criminal investigations or criminal complaints brought against Employee.

12. **Other Provisions.**

- a. Governing Law. Michigan law governs this Agreement.
- b. Severability. Each provision of this Agreement is intended to be separable. If any term is held to be invalid or unenforceable by a court of competent jurisdiction,

such ruling does not affect the validity of the remainder of this Agreement, which remains in full force and effect.

- c. Counterparts. This Agreement may be executed in any number of counterparts which, when taken together, constitute a single instrument. A faxed or electronic copy of a signed original of the Agreement is as authentic as a signed original.
- d. Construction. This Agreement will not be construed against either of the parties. Each of the parties is considered the drafter of this Agreement.
- e. Entire Agreement. This Agreement is the parties' entire agreement as to the matter described above. The parties have no oral or other understandings concerning this matter except as set forth in this Agreement. This Agreement supersedes and replaces any previous understandings and agreements between the parties.
- f. Amendments. This Agreement may be modified only in a writing signed by the Parties.
- g. Authority. The parties represent that they have the authority to execute this Agreement in the capacity indicated below.

THE CITY OF CARO  
A Michigan Municipal Corporation

By: \_\_\_\_\_  
Karen Snider, Mayor

By: \_\_\_\_\_  
Scott R. Czasak, City Manager

Attest: \_\_\_\_\_  
Rita Papp, City Clerk

EMPLOYEE:

\_\_\_\_\_  
Brian V. Newcomb

# CITY OF CARO

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

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

## MEMORANDUM

TO: Caro City Council  
FROM: City Manager Scott R. Czasak  
DATE: Wednesday, May 13, 2026  
RE: Agenda Item – Fire Chief Contract

---

Members of the Caro City Council,

As you are aware, Fire Chief Randy Heckroth has provided tremendous service to our community as our Fire Chief for over a decade. His current contract ends on June 30, 2026, and he and I have negotiated terms of a new 2-year contract.

This contract keeps the same general terms as his current contract, with a salary for the first year of \$82,000 and a 3% bump up in the second year. Two minor language changes are the former contract stated that the City Manager “assigned” the Chief’s schedule, this is changed to “verified” as it is impossible to set a precise schedule for the Chief given the nature of the job. There is also clarifying language added that if any disciplinary action is taken that involves a loss of pay it doesn’t invalidate the contract given it states amounts for salary, this language will be standard for all Department Head contracts going forward. Lastly, the pension language was updated to be uniform with other Department Head contracts and specify contribution information. This contract was drafted by our City Attorney and has been approved as to form.

Your options for motions are:

1. Motion to adopt the proposed contract for Fire Chief Randy Heckroth as presented and authorize the Mayor and City Manager to sign the contract.
2. (If changes are made) Motion to adopt the proposed contract for Fire Chief Randy Heckroth as amended and authorize the Mayor and City Manager to sign the contract.
3. Postpone for further discussion.
4. Take no action.

**EMPLOYMENT AGREEMENT:  
FIRE CHIEF**

THIS AGREEMENT is made as of \_\_\_\_\_, 2026, (the “Effective Date”) by and between the City of Caro, a Michigan municipal corporation (“City” or “Employer”), and Randall Heckroth, an individual (“Employee”).

**Recitals**

- a. The City wishes to employ Employee as the full-time Fire Chief on an at-will basis at the pleasure of the City Manager; and
- b. Employee wishes to serve as the full-time Fire Chief on the terms set forth in this Agreement.

NOW, THEREFORE, in consideration of the mutual covenants in this Agreement, the parties agree as follows:

**Agreement**

- 1. **Employee’s Duties.**
  - a. *Fire Chief.* Employee is to perform the duties of City Fire Chief during the term of his employment. This includes administration of the Fire Department, including but not limited to planning, organizing, directing, controlling, reporting, and coordinating the Department operations and other various duties as assigned by the City Manager.
- 2. **“At Will” Employment; Supervision by City Manager**
  - a. Employee is an “at will” employee who may be terminated by the City Manager at any time, with or without cause.
  - b. Pursuant to Section 7.10 of the City Charter, the City Manager will supervise Employee and has the sole authority to terminate Employee’s employment.
- 3. **Term; Termination; Severance.**
  - a. The term of this Agreement is two years (July 1, 2026 through June 30, 2028), solely for the purpose of planning for Employee’s compensation. This two-year term does not entitle Employee to employment with the City and does not change the “at will” nature of his employment. The City does not promise Employee any definite term of employment.

- b. If Employee resigns from employment, Employee will give the City 30 days' advance notice. Employee must return all City equipment and property on or before his last day of employment.
- c. If the City Manager terminates Employee's employment **without cause** on or before June 30, 2028, then the City must pay Employee 60 days of severance pay based on the rate of pay in effect under this Agreement at the time of termination. Employee is not entitled to any severance if (1) Employee is terminated for cause; or (2) Employee resigns from employment; or (3) Employee dies or becomes incapacitated in a manner that prevents Employee from performing the essential duties of the job, with or without reasonable accommodation.

4. **Compensation.** While employed by the City, Employee's compensation is as follows:

July 1, 2026 to June 30, 2027:	\$82,000
July 1, 2027 to June 30, 2028:	\$84,460

5. **Fringe Benefits.** While employed by the City, Employee's benefits are as follows:

- a. *Holidays.* Employee will receive the same holidays as other non-represented Department Heads.
- b. *Pension.* Employer agrees to allow Employee to participate in the established employee's retirement plan (Mission Square 457). Employer will pay on behalf of Employee into the established employees' retirement plan (Mission Square 401A) account based on seven percent (7%) of Employee's annual base wage as employee's earnings accrue only and excluding all fringe benefits. Employee agrees to pay into said 457 plan (Mission Square 457) 1% of his wages as a match towards Employer contribution. If Employee chooses to place 2% of base wages within the before mentioned 457 plan, then Employer shall contribute 8% of base wages towards said retirement plan. If Employee chooses to place 4% of base wages within the before mentioned 457 plan, then Employer shall contribute 10% of base wages towards said retirement plan.
- c. *Disability and Life Insurance.* Employee will receive the same disability, life insurance, and workers' compensation benefits as other non-represented Department Heads, as set forth in the plan documents.
- d. *Health Insurance.* Employee will receive the same health insurance benefits as other non-represented Department Heads, as set forth in the plan documents. If Employee elects to participate in the health insurance plan, the premium

contribution will be calculated in accordance with Public Act 152 of 2011. If Employee elects not to participate in the health insurance plan, Employee will sign a waiver of health insurance coverage and will not receive any payment in lieu of health insurance coverage.

- e. *Vacation.* Employee is entitled to 120 hours of paid vacation time each year during the term of this Agreement, or the amount of paid vacation time allowed to Employee under the City of Caro Employee Handbook, whichever is greater. Employee may carry over not more than 40 hours of unused paid vacation time to the following year. If Employee resigns from employment, the City will pay Employee the value of any accrued unused vacation time, but only if Employee has given the City 30 days' advance notice of his resignation as required under Paragraph 3(b). The City will not pay any accrued vacation pay to Employee if Employee resigns without 30 days' notice or is terminated with or without cause. Upon retirement, Employee will be paid for accrued vacation time per the City of Caro Employee Handbook.
- f. *Sick Pay.* Employee is entitled to 12 sick days per year, with such sick days accumulating at a rate of eight hours per month for the term of employment under this Agreement, up to a maximum of 240 hours of sick time. If Employee resigns from employment, the City will pay Employee 50% of the value of any accrued unused sick time at Employee's current rate of pay, but only if Employee has given the City 30 days' advance notice of his resignation as required under Paragraph 3(b). The City will not pay any accrued sick pay to Employee if Employee resigns without 30 days' notice or is terminated with or without cause. Upon retirement, Employee will be paid for accrued sick time per the City of Caro Employee Handbook.
- g. *Death and Incapacitation Benefits.* If Employee dies during the term of employment, the City will pay his estate all compensation that would otherwise have been payable to Employee up to the date of his death. If Employee becomes incapacitated in a manner that prevents Employee from performing the essential duties of his job, with or without reasonable accommodation, the City will pay Employee all compensation earned by Employee. "Compensation" means all wages, unused vacation time, and unused sick time up to the date of death or incapacitation.

6. **Work Rules.** The City may publish, modify, and enforce reasonable work rules, policies, and regulations. Employee agrees to comply with those rules, policies, and regulations, as they may be adopted, revised, or amended by the City from time to time. Such policies may include, without limitation, disciplinary policies such as the imposition of unpaid suspensions imposed in good faith for infractions of applicable workplace conduct rules. Employee acknowledges and agrees that any unpaid suspension imposed in accordance with the City's

disciplinary policies may result in a reduction of the compensation otherwise set forth in this Agreement for the period of the suspension and shall not constitute a breach or violation of this Agreement.

7. **Work Schedule.** Employee's normal work schedule is 80 hours bi-weekly as verified by the City Manager or his or her designee.

8. **Professional Development.** The City will pay for any classes, certifications, and trainings that Employee attends that are related to his employment and that are approved by the City Manager.

9. **Business Expenses.** Upon approval by the City Manager, the City will reimburse Employee for any City-related expenses paid out of his personal funds, other than uniforms and equipment. The City will reimburse travel expenses incurred by Employee in the discharge of City business at the current mileage rate allowed by the IRS, so long as Employee provides complete and accurate records of his travel expenses and the City Manager approves the expenses.

10. **Indemnification.** To the extent required by law, the City will defend, indemnify, and hold harmless Employee from any claims, demands, or causes of action against Employee arising out of and within the scope of his employment with the City. This indemnification obligation does not extend to any criminal investigations or criminal complaints brought against Employee.

11. **Other Provisions.**

- a. Governing Law. Michigan law governs this Agreement.
- b. Severability. Each provision of this Agreement is intended to be separable. If any term is held to be invalid or unenforceable by a court of competent jurisdiction, such ruling does not affect the validity of the remainder of this Agreement, which remains in full force and effect.
- c. Counterparts. This Agreement may be executed in any number of counterparts which, when taken together, constitute a single instrument. A faxed or electronic copy of a signed original of the Agreement is as authentic as a signed original.
- d. Construction. This Agreement will not be construed against either of the parties. Each of the parties is considered the drafter of this Agreement.
- e. Entire Agreement. This Agreement is the parties' entire agreement as to the matter described above. The parties have no oral or other understandings concerning this matter except as set forth in this Agreement. This Agreement supersedes and replaces any previous understandings and agreements between the parties.

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- g. Authority. The parties represent that they have the authority to execute this Agreement in the capacity indicated below.

THE CITY OF CARO  
A Michigan Municipal Corporation

By: \_\_\_\_\_  
Karen Snider, Mayor

By: \_\_\_\_\_  
Scott R. Czasak, City Manager

Attest: \_\_\_\_\_  
Rita Papp, City Clerk

EMPLOYEE:

\_\_\_\_\_  
Randall Heckroth

87253:00001:7006207-1  
87253:00001:202650681-1

# CITY OF CARO

CITY MANAGER  
SCOTT CZASAK  
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JILL WHITE

**TO:** City Manager/ City Council  
**FROM:** Rita Papp – City Clerk  
**SUBJECT:** DDA Bylaws  
**DATE:** May 18, 2026

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The Downtown Development Authority Board has reviewed and approved updated bylaws for the Authority and is requesting City Council approval. The bylaws establish the operating procedures, officer duties, meeting requirements, and governance structure for the DDA Board in accordance with applicable Michigan statutes and local practices.

The proposed bylaws have been reviewed by the DDA Board and are being forwarded to City Council for formal consideration and approval.

**Recommended Motion:**

**Option 1:** Motion to approve the Downtown Development Authority Bylaws as submitted by the DDA Board.

**Option 2:** Take no action.

**Option 3:** Postpone this matter.

ADOPTED 4/21/26

THE CITY OF CARO DOWNTOWN DEVELOPMENT AUTHORITY

**BYLAWS**

**NAME AND PURPOSE**

The name shall be Caro Downtown Development Authority, hereinafter referred to as the DDA.

The DDA was created by the City of Caro Michigan as an Authority Pursuant to Public Act 57 of 2018 (“Act 57”), previously Public Act 197 of 1975, as amended.

The DDA shall exercise the powers set forth in Act 57 and the ordinance establishing the Authority adopted by the Township Board on December 4, 1978 pursuant to Ordinance 260 The DDA shall analyze the impact of economic changes and growth in the downtown district and develop plans in coordination with the City’s Planning Commission, to promote orderly economic growth in the Downtown Development District, hereinafter referred to as the DDD.

With the advice and consent of the City Council, the DDA shall implement a development plan in the DDD as necessary to achieve the purpose of the Downtown Development Act, all in accordance with the powers by said Act.

To promote economic growth, halt property value deterioration, to eliminate the causes of that deterioration, to encourage historic preservation and to properly and reasonably use the powers conferred to the DDA pursuant to said Act 57.

**ARTICLE I**

**BOARD MEMBERSHIP**

**Section 1.1 – BOARD MAKEUP**

The Board of Directors of the Downtown Development Authority shall be made up of a board of 9 members, including the City Mayor or their designee. It is strongly encouraged to have one board member be from the Tuscola County Board of Commissioners. Each board member shall serve a 4-year term. Members shall be appointed by the City Mayor, subject to approval by the City Council. Not less than a majority of the members shall be people having an interest in property located in the downtown district or officers, members, trustees, principals, or employees of a legal entity having an interest in property located in the downtown district. Not less than 1 of the members shall be a resident of the downtown district.

**Section 1.2 – CONFLICT OF INTEREST**

A member of the Board who has a direct interest, whether personal or financial, in any matter before the DDA shall be deemed to have a conflict of interest.

The conflict shall be disclosed to the Board prior to any action by the DDA with respect to the matter. The disclosure shall become a part of the record. Any member making such a disclosure shall then refrain from participating in the DDA's decision-making process, which would include comments and/or discussion related to the matter. The Board members and the DDA shall comply with Public Act 317 of 1968 as amended, being Michigan Compiled Law 15.321 et. seq., or any other applicable Michigan statute governing conflict of interest of DDA members then in effect.

#### Section 1.3 – OATH OF OFFICE

Before assuming the duties of office, a member of the Board shall qualify by taking and subscribing to the constitutional oath of office.

#### Section 1.4 – REMOVAL FROM BOARD

A member of the DDA may be removed by the City Council, after written charges and a public hearing, for nonfeasance, misfeasance, or malfeasance in office according to the following definitions:

- A. Malfeasance is acting in a wrongful, dishonest, or illegal way in his/her capacity as a DDA board member.
- B. Misfeasance is acting in a legal but harmful way to the objectives of the Authority as a DDA board member.
- C. Nonfeasance is abstaining from voting where no conflict of interest exists.

Absences will be addressed based on the Caro City Charter. Upon such office being declared vacant, the Mayor shall appoint a new member to fill such vacancy for the unexpired term.

#### Section 1.5 – COMPENSATION

Board members shall serve without compensation for attendance at meetings but may be reimbursed for actual and necessary expenses incurred in the performance of their duties as approved by the Board.

#### Section 1.6 – CONTRACTS AND LIABILITY

No member of the DDA shall bind the DDA to any contract, pledge its credit, or otherwise incur financial liability on its behalf for any purpose without an affirmative vote of the DDA. This restriction does not include normal operating expenses, provided such expenses do not exceed \$500 per year.

#### Section 1.7 – CODE OF CONDUCT

All DDA board members shall abide by the City of Caro Code of Ethics, as set forth in City Ordinance No. 485.

## **ARTICLE II** **OFFICERS**

#### Section 2.1 – OFFICERS

The officers of the DDA shall consist of a chairperson, vice chairperson, secretary, treasurer, and director if appointed.

#### Section 2.2 – ANNUAL ELECTION

The officers of the DDA shall be elected in November each year by the members of the Board. Each officer

shall serve for one year or until his or her successor shall take office. Vacancies in office shall be filled by election of the Board.

**Section 2.3 – DUTIES OF CHAIR**

The chairperson shall preside at all meetings of the Board and shall perform such other duties as they are assigned to him or her by the Board.

**Section 2.4 – DUTIES OF VICE CHAIR**

The vice chairperson shall preside whenever the chairperson is unavailable. If neither the chairperson nor the vice chairperson is available to preside over a meeting, a temporary presiding officer shall be elected for that meeting.

**Section 2.5 – DUTIES OF SECRETARY**

The Board may employ and fix the compensation of a secretary, who shall maintain custody of the official seal and records, books, documents, or other papers not required to be maintained by the treasurer. The secretary shall attend meetings of the Board and keep a record of the proceedings and shall perform such other duties delegated by the Board.

**Section 2.6 – DUTIES OF TREASURER**

The treasurer of the City of Caro shall assist and work in coordination with the DDA treasurer. Together, they shall keep and maintain the financial records of the DDA, along with the Director, if any, shall approve all accounts payable vouchers for the expenditure of DDA funds. The DDA treasurer shall perform such other duties as may be delegated to him or her by the Board and shall furnish bond in an amount prescribed by the City of Caro Charter.

**Section 2.7 – EXECUTIVE DIRECTOR**

The Board may employ and fix the compensation of a director, subject to the approval of the City of Caro City Council. The director shall serve at the pleasure of the Board. A member of the Board is not eligible to hold the position of director. Prior to assuming the duties of the office, the director shall take and subscribe to the constitutional oath and furnish bond by posting a bond in the amount of \$5,000 payable to the DDA for the use and benefit of the DDA, approved by the Board and filed with the Clerk of the City of Caro, unless covered by the City's Municipal Insurance policy. The premium on the bond shall be considered an operating expense of the DDA, payable from funds available to the Authority for the expense of operation. The director shall be the chief executive officer of the DDA. Subject to the approval of the Board, the director shall supervise and be responsible for the preparation of plans and the performance of the functions of the DDA in the manner authorized by Act 57 as amended. The director shall attend the meetings of the Board and shall render to the Board and the City of Caro City Council a regular report covering the activities and financial condition of the DDA. If the director is absent or disabled, the Board may designate a qualified person as acting director to perform the duties of the office, the acting director shall take and subscribe to the constitutional oath and furnish a bond as required by the director. The director shall furnish the Board with information or reports governing the operations of the DDA, as the Board requires.

**ARTICLE III**

## MEETINGS

### Section 3.1 – MEETING LOCATION

Regular meetings of the Board may be held at the council chamber of the City of Caro located at 317 S. State St. Caro, MI 48723 or such other location as designated by the Board.

### Section 3.2 – MEETING DATES

On or before the last regular meeting of the current calendar year, regular meeting dates for the next calendar year shall be established and approved by the DDA. A resolution setting the specific date of each regular meeting of the year shall be adopted by the City Council with the recommendation of the DDA each January and posted at the City Offices.

### Section 3.3 – SPECIAL MEETINGS

Special meetings may be called by the chairperson, the secretary, the DDA Director, or by any two members who submit a written request to the chairperson or DDA Director.

### Section 3.4 – MEETING NOTICES

Notifications for all meetings, including special meetings, informational meetings, workshops, and subcommittee meetings, shall be given in compliance with the Open Meetings Act, Public Act 267 of 1976, as amended, and any other applicable laws or ordinances. Notice shall also be available on the DDA website, social media, and/or published in a local newspaper of general circulation.

### Section 3.5 – INFORMATIONAL MEETINGS

Two annual informational meetings of the DDA shall be held each year. One shall be held in July and one in December. Notice of these meetings shall be sent to each taxing authority from which the DDA captures funds at least 14 days prior to the meeting date. The City Council Liaison shall present to the City Council a summary of the bi-annual report as presented during the informational meeting.

Informational meetings shall be held for the purpose of informing the public of the goals and direction of the DDA, including projects to be undertaken in the coming year. They are not for the purpose of voting on policy, budgets or other operational matters. The informational meetings may be held in conjunction with other public meetings of the authority or municipality.

### Section 3.6 – ORDER OF BUSINESS

The normal order of business shall be:

1. Call to order
2. Pledge of allegiance
3. Approval of Agenda
4. Public Comment
5. Communications
6. Financial Report
7. New Business
8. Old business

9. Executive Director's report
10. Board Member Comments
11. Council Liaison Report
12. Additional Public Comment
13. Adjournment

#### Section 3.7 – QUORUM

A quorum for the transaction of business shall consist of a majority of the members of the Board appointed and serving or as required by law.

#### Section 3.8 – SUBCOMMITTEES

The Board may establish and appoint ad hoc subcommittees for any special purpose or issue as the Board deems necessary. An ad hoc subcommittee may consist of fewer than a quorum of Board members.

The Board may establish and appoint citizen subcommittees for the purpose of more citizen and administrative involvement, to better represent the various interest groups in the City of Caro, and to be able to utilize individuals who are knowledgeable in the issue before the Board.

#### Section 3.9 – MEETING CONDUCT

Meeting procedures shall follow Robert's Rules of Order as adopted by reference herein. Public participation shall be provided at every meeting. The Board chair may limit the time allocated for each participant to 3 minutes to provide for an orderly and timely meeting.

### **ARTICLE IV**

#### **OPERATIONAL PRODECURES**

#### Section 4.1 – FISCAL YEAR

The fiscal year of the Authority shall be July 1st through June 30th.

#### Section 4.2 – ANNUAL BUDGET

The DDA Executive Director and Treasurer shall present to the Board a draft annual budget at the Boards February meeting. The Board may hold one or more workshop meetings to set priorities and goals of the DDA to be included in the draft budget. The Board shall approve the annual budget by the Boards' March meeting and send the approved budget to the City Council who shall approve and include the DDA budget in its financial records.

#### Section 4.3 – DONATIONS AND GRANTS

The DDA shall be able to accept grants, monetary donations, donations of property, labor, or other things of value from a public or private source.

#### Section 4.4 – RECORDS OF THE BOARD

All meetings and records of the DDA shall be open to the public. The DDA shall make proposed minutes

available for public inspection within 8 business days after the meeting to which the minutes refer. The DDA shall make approved minutes available for public inspection within 5 business days after the meeting at which the minutes are approved by the public body.

**Section 4.5 – AMENDMENTS**

Amendments to these bylaws may be proposed at any meeting of the Board but shall be reviewed annually at its first available meeting of the calendar year to ensure compliance.


**Section 4.5 – AUDIT**

The DDA shall be audited annually by the CPA firm which audits the City of Caro. Copies of the DDA audit shall be filled with the City Clerk.

**Section 4.6 – ADOPTION OF BYLAWS**

Any amendment to these bylaws must be approved by at least two-thirds of the regular members of the Board and approved by the City Council.

The undersigned DDA of the Board of the Downtown Development Authority of the City of Caro hereby certifies that these Rules, as Amended and Restated, were duly adopted by the Board at a meeting held on the 21 day of April, 2026.

  
\_\_\_\_\_  
Paige Rushlow, DDA Executive Director

The undersigned City Clerk of the City of Caro hereby certifies that these Rules, as Amended and Restated, were approved by the City Council of the City of Caro at a regular meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 2026.

\_\_\_\_\_  
Rita Papp, City Clerk

# CITY OF CARO

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SCOTT R CZASAK  
CITY CLERK  
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CITY TREASURER  
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JILL WHITE

**TO:** City Council  
**FROM:** Karen Snider – Mayor  
**SUBJECT:** Mayor’s Report  
**DATE:** May 18, 2026

I attended Caro Rotary Club on May 4, 2026. In the absence of President Elizabeth McHugh, past president Kent Graf presided over the meeting. Rotarian Rachael Koepf, Family Enrichment Center Director was the program with updates related to her use of the Caro Rotary Club’s donation of hygiene products. We also work hard to fill the blessing box with food to help those in need of food.

We had a city Council meeting on May 4, 2026 and set three financial workshops for our upcoming fiscal year 2026-2027 budget which needs to be approved by June 30, 2026. We had our first two workshops May 11 and 12, 2026 and many items were discussed in detail. Our workshops are open to the public and held at 6:00 p.m. at Caro City Hall.

On May 13, 2026 I attended the regular meeting of the Downtown Development Authority (DDA) at noon which was exciting to learn about their newly hired DDA Director.

I look forward to the Caro Chamber of Commerce 36<sup>th</sup> Annual Caro Cars and Crafts Car Show to be held on Friday and Saturday, June 5 and 6, 2026 in downtown Caro. They are having their classic car/truck/bike show on Saturday the 6<sup>th</sup> and are looking for volunteers. If available or have questions please call Caro Chamber office at 989-673-5211 or stop in at 429 N. State Street, Ste 206, Caro. The event is free to the community to attend so mark your calendar.

Michigan Representative, Mathew Bierlein, will be at the Tuscola County Medical Care Community on May 26, 2026 11:00 a.m. – 12:30. This open house is to recognize Representative Bierlein for his support of our community as well as Medical Care Facilities across the state of Michigan. Representative Bierlein is also a long-time Rotary member as well as a good friend to many of us. He has helped achieve so much in the City of Caro. The address is 1285 Cleaver Road, Caro, MI 48723. Questions can be directed to Cody Rabideau, Chief Executive Officer of the Tuscola County Medical Caro Community (989-670-4912) and welcomes the community. CEO Rabideau is always working to help others and I would guess he would not host this special event without providing some light food and drinks.

# CITY OF CARO

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SCOTT R. CZASAK  
CITY CLERK  
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JOHN RILEY  
JILL WHITE

## MEMORANDUM

TO: Caro City Council  
FROM: City Manager Scott R. Czasak  
DATE: Wednesday, May 13, 2026  
RE: City Manager's Report

---

Members of the Caro City Council,

The beginning of May has certainly been a different one where I am reassuring myself I did actually move back to the Lower Peninsula given the cold snap we have had, but looking forward the weather is calling for more May like temperatures and we will need them as we head into the summer season here in Caro.

At the last meeting, I was asked to review the appraisal I had gotten on the Van Geisen property to see if the City had split the property into parcels along the lines of the plat map would it be more financially beneficial to the City. I reached out the appraiser with this question and the feedback I got was that if we had an eager developer it might get us a bit more to do it that way, but if the intention was to do that and then sell the parcels individually the cost of selling the individual units would outweigh any potential increased value in the parcel. As I did not want to pay for another appraisal, he did not give me exact figures but that was his overview of the question posed to me to answer.

On the project front, Norman Street is nearing completion as the road replacement is in full swing, substantial completion on the project is expected either this week or next week, with final completion by the end of the Fiscal Year assuming the grass seed grows properly. With that project nearing completion, our contractor will be moving over the Sherman Street to begin that project, the initial work on the water main should begin this week with the major road work scheduled for after the end of the school year, with the area to be used for Cars and Crafts scheduled to begin after the event. This week I signed the notice to proceed for the sidewalk project and that should begin in earnest as the weather cooperates. The report on the wastewater project from HRC is attached for your review, and as all Council has seen the cracksealing and sealcoating project is complete at City Hall and we will be adding two projects to the already bid projects before the end of the fiscal year as they both fall under my spending limit.

These last few weeks I have been engaged in a training course on the Redevelopment Ready Communities program to move some of the areas forward and also this has the benefit of allowing me access to videos of the program which I can share with any others who might need to be involved in this process moving forward, I have also signed up to

attend a Grant Writing seminar in Detroit in June, in order to improve our ability to obtain grants by improving my grant writing skills. Speaking of grants, I am in the process of working to apply for an Urban Forestry state grant to develop a tree plan, and a Safe Streets for All federal grant to develop a safe streets action plan which would allow us to obtain other Safe Streets for All funding to improve safety on our streets, one targeted area would be Hooper Street near the school campus.

Overall a busy time of year here in Caro, but the work never stops here in Caro!



# Memorandum

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

From: Sally Duffy, P.E.

Date: May 12, 2026

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

HRC Job No. 20221089

This memo is to update you on the status of the Caro WWTP Improvements Project. As mentioned in previous memos, several field changes have been required as differing site conditions have been encountered and additional equipment that requires replacement have been encountered. These were addressed through proposed Change Order detailed in previous months' memos. This memo focuses on any new information since March's memo.

## RECENT WORK COMPLETED OR UNDERWAY:

- Ultraviolet Disinfection System. Finishing touches to building and punchlist on-going.
- Secondary Clarifier No. 1. Punchlist items ongoing. There have been issues with the new motor and drive and the manufacturer is being called to replace with new equipment before acceptance (at no extra cost.)
- Secondary Clarifier No. 2. Startup expected soon.
- Grit Removal System. Complete and start up occurred today, with training scheduled for next week.
- Replacement and backfill of digester gas piping that was found to be full of holes has been replaced with new stainless-steel piping.
- Digester mixing pump foundation poured.
- Programming work on Plant's Supervisory Control and Data Acquisition (SCADA) system is ongoing.
- New digester cover was assembled and successfully installed. It is undergoing testing and then remaining paint and coating work will be completed.
- Lift station control panels installation is ongoing. May see work on these throughout City.
- Relocated Lift Station #8 wet well and valve and meter structures installed. There were several unmarked utilities found during construction that have been addressed. Work continues at the lift station before starting on the new gravity sewer. DTE work is nearly complete. HRC will notify City when temporary road closures are anticipated but likely starting soon through June. Contractor understands work must be complete and road re-opened ahead of the Tuscola County fair in July.
- New force main was installed and backfilled.

## UPCOMING ITEMS/CHANGES:

- HRC will be working with City Clerk to advertise for bids next week for cleaning and televising of sewers in the north part of the City, which are suspected of having excess rainwater entering them. This work is part of the "asset management" part of the Project, which was included both to inspect the sewers and to get additional points for loan qualification.

**SCHEDULE CHANGES:**

We do not currently anticipate any schedule changes beyond what was previously discussed. The revised substantial completion date is August 7, with final completion that includes restoration, such as grass planting, etc. and completion of warranty work by December 5.

**PHOTOS:**

We feel it may be helpful to share some of the photos to better show the issues encountered on the project.



Figure 1: Digester Cover Installation



Figure 2: Digester Cover Installation



Figure 3: Grit Removal System Startup

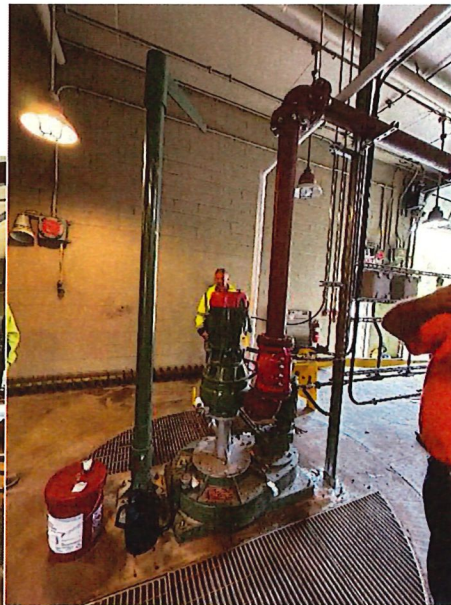


Figure 4: Grit Removal System Complete



Figure 5: Relocated Lift Station #8 Structures Installed



Figure 6: Relocated Lift Station #8 Equipment



Figure 7: New force main connection to manhole

# CITY OF CARO

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

**TO:** City Council/City Manager  
**FROM:** Rita Papp – City Clerk  
**SUBJECT:** Clerk’s Report  
**DATE:** May 18, 2026

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- Tom Reese, DPW Superintendent is currently conducting interviews for Seasonal Employees.
- Attended webinar from Caselle – Updated Payroll Functions.
- Attended online training for Alloya – Payroll Uploading for Direct Deposit through Frankenmuth Credit Union, May 5, 2026.
- Attended budget workshops, May 11 & 12, 2026.
- Attended the DDA Meeting May 13, 2026 and acted as secretary.
- Attended Tuscola County Clerks Association Meeting May 14, 2026.
- Working on updating our Pension Plan document with Miller Canfield to follow 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. Working on a resolution to present to council for approval.
- Election filing packets for Mayor - 1 seat, 2-year term and Council – 3 seats, 4-year term are available in the Clerk’s Office. Deadline to file is July 21, 2026 at 4:00 p.m.
- In the process of onboarding my election inspectors for the 2026 election season. All have been signed up for training. Most of them are returning and have three new ones.
- Jana Brown, Deputy Clerk is continuing to do document retention by scanning and uploading blueprints on Silversmith to the appropriate property.

# CITY OF CARO

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TO: City Council  
City Manager – Scott Czasak  
FROM: Tammy Ries, Treasurer  
SUBJECT: Treasurer’s Report  
DATE: 5/14/2026

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My month is pretty much summed up in one word – Budget. A lot of work goes into preparing the budget for presentation to Council. It has been good to have two productive budget workshops. I look forward to completing the process and presenting a final budget to Council in June.

I also attended Institute training with Michigan Municipal Treasurer’s Association from April 26th to May 1st. There were several very good speakers, and I came home with some great new ideas about how to do things more efficiently.

In addition to these activities, the following tasks have been completed during the last month:

- Filing state withholding taxes
- Filing MDOT reports for trunkline reimbursement
- Reconciled all bank accounts
- Reconciled all investment accounts
- Prepared monthly financial statements and supporting reports
- Completed journal entries for interest earnings, bank fees, and other routine financial transactions
- Provided front desk coverage during lunch periods and staff absences to ensure continuity of operations
- Assisted residents with a variety of inquiries, providing accurate information and timely customer service