

AGENDA  
CITY OF CARO  
DOWNTOWN DEVELOPMENT AUTHORITY  
REGULAR MEETING  
April 12, 2023- NOON

**CALL TO ORDER:** Pledge of Allegiance

**PUBLIC COMMENT**

**APPROVAL OF AGENDA**

**COMMUNICATIONS**

1. Parks & Recreation Annual Spring Clean Up Flyer

**APPROVAL OF MINUTES**

1. ADHOC Committee Meeting- March 1, 2023
2. Regular Meeting- March 8, 2023
3. Special Meeting- March 16, 2023

**FINANCIAL REPORT**

1. February 2023

**STAFF REPORT**

1. Director of Development & Strategic Initiatives- Written Report Submitted

**BUSINESS ITEMS**

1. Waiver of Farmers Market Vendor Invoices 2022-2023
2. Election of Officers
3. DDA Seasonal Employees Duties
4. DDA Mowing Request for Proposals

**OTHER BUSINESS**

1. Wayfinding Signs

**ADJOURN**

# **ANNUAL SPRING BIETH PARK & FAIRGROUNDS CLEAN UP**



**APRIL 22ND  
9AM-2PM**

**BRING A RAKE, OR  
A LEAF BLOWER  
&  
GLOVES**

**REFRESHMENTS  
PROVIDED  
BY THE TUSCOLA CO.  
FAIR BOARD**

**SIGN IN YOUR GROUP AT THE LIONS DEN  
FOR A CHANCE AT THE NEW**



**PRESENTED BY:  
CITY OF CARO PARKS &  
RECREATION AND THE  
TUSCOLA CO. FAIRBOARD**

**INFO: (989)673-7671 EXT. 7**

MINUTES  
CITY OF CARO DOWNTOWN DEVELOPMENT AUTHORITY  
ADHOC COMMITTEE MEETING  
MARCH 1, 2023-9AM

Chairman Mike Bauerschmidt called the meeting to order on March 1<sup>st</sup>, 2023, at 8:55am in the Caro City Council Chambers.

Present: Chairman Mike Bauerschmidt, Vice Chairman Evan Osentoski, Ross Downing, Randy Whittaker

Absent: Richard Ransford, Rick Farris, Meagan Bartolowits, Don Hall

Others: Mayor Karen Snider, Councilor Charlotte Kish, City Manager Scott Czasak, City Clerk Rita Papp, City Treasurer Michele Perry, Director of Development and Strategic Initiatives Lauren Amellal.

Public Comment: none

Business Items:

1. 2023 Budget Review: Chairman Bauerschmidt reviewed the proposed DDA Budget for FY 2023-2024, and addressed several proposed changes as follows.
  - A. Fewer part time seasonal hours based on workload expectations.
  - B. Considering bidding out mowing of DDA parcels
  - C. Transferring unallocated funds to the fund balance account.
  - D. Creating a new line for DDA Director education
  - E. Considering bids for weed maintance.
  - F. Reviewed potential Capital improvements of the light pole project.
  - G. Considered funds for the new DDA parking lot.
  - H. Discussed holiday decorations.
  - I. Discussed additional revenue from the new flower pot program.
  - J. Introduced the idea of the DDA getting its own building, and the related costs.
  - K. Discussed spending policy, treasury reports, and other financial matters.
  - L. Discussed the transfer of the Director of Development, Lauren Amellal to full time Executive Director of the Downtown Development Authority and related costs.

The meeting committee meeting was adjourned at 9:35am

MINUTES  
CITY OF CARO DOWNTOWN DEVELOPMENT AUTHORITY  
REGULAR MEETING  
March 8<sup>th</sup>, 2023- NOON

Chairman Mike Bauerschmidt called the meeting to order on March 8<sup>th</sup>, 2023, at 12:02pm in the City Council Chambers.

Present: Chairman Mike Bauerschmidt, Vice Chairman Evan Osentoski, Councilor Charlotte Kish, City Manager Scott Czasak, Dick Ransford, Randy Whittaker.

Absent: Rick Farris, Meagan Bartolowits, Ross Downing.

Others Present: Mayor Karen Snider, Councilor Jill White, Councilor Pamela Iseler, Former Councilor Don Hall, City Clerk Rita Papp, City Treasurer Michele Perry, Director of Development and Strategic Initiatives Lauren Amellal, Colleen Russell, Jim Mcloskey.

**PUBLIC COMMENT:**

Jim Mcloskey, EDC- Welcomed new business "Title One" to Caro, and shared details of their Open House event March 9<sup>th</sup>, 2023. Shared Back Alley Fibers store has moved to the front section of the American Legion Hall. Gave a brief update about the Blight Elimination Grant moving forward soon, and the excitement of local business owners to have additional parking.

Chairman Mike Bauerschmidt -Welcomed Councilor Charlotte Kish as the new City Council Liaison to DDA.

**APPROVAL OF MINUTES-** Regular Meeting February 8, 2023 & Special Meeting March 1, 2023

**Motion by Whittaker to approve February 8, 2023 and March 1, 2023 meeting minutes as presented, seconded by Kish. Motion carried.**

**APPROVAL OF FINANCIALS-** Period of January 2023

**Motion by Whittaker to receive and file financial report for period of January 2023, seconded by Osentoski. Motion carried.**

**COMMUNICATIONS-** NONE

**BUSINESS ITEMS:**

**1. Floral Decoration Discussion .**

Chairman Bauerschmidt introduced previously presented flower decoration information. Discussion was had about the future expenses as well as DDA members and staff seeking out sponsorships for flowers and flower pots throughout the Spring and Summer months each year.

**Motion by Whittaker to invest up to \$6,500.00 on floral decoration purchases for the 2023-2024 season, seconded by Ransford. Motion carried.**

MINUTES  
CITY OF CARO DOWNTOWN DEVELOPMENT AUTHORITY  
REGULAR MEETING  
March 8<sup>th</sup>, 2023- NOON

**2. Budget Line-Item Adjustments**

Chairman Bauerschmidt reviewed expenses with the board. The board discussed the need to transfer funds with budget amendments to cover approved expenses.

**Motion by Osentoski to transfer \$5,000.00 from contracted services to decorations line to cover floral decorations, seconded by Whittaker. Motion carried.**

**Motion by Whittaker to amend budget and transfer \$1,300.00 from Farmers Market Advertising line to Farmers Market Education line to cover expenses, seconded by Ostentoski. Motion carried.**

**3. Approval of Resignation of Member- Meagan Bartolowits**

Chairman Bauerschmidt received informal communication from Meagan Bartolowits. Staff will submit formal resignation letter to City Council upon receipt.

**4. Approval of Resignation of Member- Rick Farris**

**Motion by Whittaker to notify City Council of approval of resignation due to members inability to participate, seconded by Osentoski. Motion Carried.**

**5. Posting for Vacant Seats**

Discussion was had about the importance of posting to fill DDA vacant seats.

**6. Slate of Officers**

Chairman Bauerschmidt reminded the board to be mindful that the April meeting will be the DDA election of officers.

**7. Discuss Mowing of DDA Properties**

Chairman Bauerschmidt introduced the idea of contracting out the lawncare service for the small DDA parcels. Further discussion about soliciting estimates from locally owned, bonded, licensed and insured companies took place.

**8. Annual Budget- Recommendation to Council**

Chairman Mike Bauerschmidt and Amellal presented partial budget focused on annual expenses for the 2023-2024 fiscal year. After some discussion the board agreed to review the budget further after City Treasurer, Michele Perry inputs new employee expense amounts based on the proposed transition of Amellal to full time DDA staff position.

**Motion by Whittaker to hold a Special Meeting for DDA 2023-2024 Annual Budget on Thursday, March 16<sup>th</sup>, 2023, at 8:30am, seconded by Osentoski. Motion carried.**

MINUTES  
CITY OF CARO DOWNTOWN DEVELOPMENT AUTHORITY  
REGULAR MEETING  
March 8<sup>th</sup>, 2023- NOON

**OLD BUSINESS**

1. Way finding signs

Amellal shared Parks and Recreations vision for including a member of the DDA in their wayfinding committee. DDA Chairman Mike Bauerschmidt volunteered to attend future wayfinding meeting.

**Motion by Whittaker to adjourn the meeting at 12:41, seconded by Osentoski. Motion carried.**

Respectfully submitted by

Lauren Amellal, March 15, 2023.

MINUTES  
CITY OF CARO DOWNTOWN DEVELOPMENT AUTHORITY  
SPECIAL MEETING  
MARCH 16, 2023-8:30AM

Chairman Mike Bauerschmidt called the meeting to order on March 16<sup>th</sup>, 2023, at 8:30am in the City of Caro Council Chambers.

**Present:** Chairman Mike Bauerschmidt, Councilor Charlette Kish, City Manager Scott Czasak, Ross Downing, Randy Whittaker

**Others:** Mayor Karen Snider, City Clerk Rita Papp, City Treasurer Michele Perry.

**Public Comment:** None

**Business Items:**

**1. 2023-23 Budget**

Chairman Bauerschmidt introduced the proposed budget which was discussed at the ADHOC Committee Meeting on March 1<sup>st</sup>, 2023, and reviewed by the City Treasurer Michele Perry.

**Motion by Whittaker to approve the 2023-2024 FY Budget as presented, seconded by Kish. Motion carried.**

**Public Comment:**

Councilor and resident Jill White encouraged the DDA to publicize its work, and start it's our social media and branding campaign to better communication and to highlight their efforts.

**Motion by Whittaker to adjourn the Special Meeting at 8:40am, seconded by Downing. Motion Carried.**

Respectfully Submitted by:

Lauren Amellal

MINUTES  
CITY OF CARO DOWNTOWN DEVELOPMENT AUTHORITY  
SPECIAL MEETING  
MARCH 16, 2023-8:30AM

Chairman Mike Bauerschmidt called the meeting to order on March 16<sup>th</sup>, 2023, at 8:30am in the City of Caro Council Chambers.

**Present:** Chairman Mike Bauerschmidt, Councilor Charlette Kish, City Manager Scott Czasak, Ross Downing, Randy Whittaker

**Others:** Mayor Karen Snider, City Clerk Rita Papp, City Treasurer Michele Perry.

**Public Comment:** None

**Business Items:**

**1. 2023-23 Budget**

Chairman Bauerschmidt introduced the proposed budget which was discussed at the ADHOC Committee Meeting on March 1<sup>st</sup>, 2023, and reviewed by the City Treasurer Michele Perry.

**Motion by Whittaker to approve the 2023-2024 FY Budget as presented, seconded by Kish. Motion carried.**

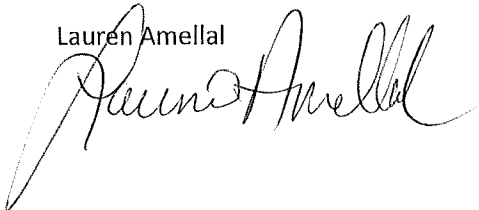
**Public Comment:**

Councilor and resident Jill White encouraged the DDA to publicize its work, and start it's our social media and branding campaign to better communication and to highlight their efforts.

**Motion by Whittaker to adjourn the Special Meeting at 8:40am, seconded by Downing. Motion Carried.**

Respectfully Submitted by:

Lauren Amellal

A handwritten signature in black ink, appearing to read 'Lauren Amellal', written over the printed name.



# CITY OF CARO

BALANCE SHEET  
FEBRUARY 28, 2023

## FUND 242 - DDA FUND

### ASSETS

242-000-001-100	DDA CASH	50,543.19	
242-000-001-101	BAND SHELL DONATIONS	3,296.55	
242-000-040-100	ACCTS RECEIVABLE	250.00	
242-000-129-000	PREPAID EXPENSES	1,300.00	
		<hr/>	
	TOTAL ASSETS		55,389.74
			<hr/>

### LIABILITIES AND EQUITY

#### LIABILITIES

242-000-339-000	DDA DEFERRED REVENUE	404.00	
		<hr/>	
	TOTAL LIABILITIES		404.00

#### FUND EQUITY

242-000-399-000	DDA FUND BALANCE	110,064.69	
	REVENUE OVER EXPENDITURES - YTD	( 55,078.95)	
		<hr/>	
	TOTAL FUND EQUITY		54,985.74
			<hr/>
	TOTAL LIABILITIES AND EQUITY		55,389.74
			<hr/>

**CITY OF CARO**  
**DETAIL REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 8 MONTHS ENDING FEBRUARY 28, 2023**

**FUND 242 - DDA FUND**

		PERIOD		BUDGET		% OF
		ACTUAL	YTD ACTUAL	AMOUNT	VARIANCE	BUDGET
<u>REVENUE</u>						
242-000-403-002	TIF CTY NEW ALMER DDA	.00	.00	20,491.00	( 20,491.00)	.00
242-000-403-003	TIF COUNTY NEW DDA/TRANSIT	.00	.00	9,060.00	( 9,060.00)	.00
242-000-403-004	TIF CITY NEW DDA (100%)	.00	.00	35,236.00	( 35,236.00)	.00
242-000-403-005	TIF CITY NEW DDA (100%) ALMER	.00	.00	79,695.00	( 79,695.00)	.00
242-000-664-000	INTEREST INCOME	.00	34.12	.00	34.12	.00
242-000-671-000	OTHER REVENUE (MISC)	.00	316.00	500.00	( 185.00)	63.00
242-000-671-004	FARMERS MARKET	.00	1,460.00	.00	1,460.00	.00
242-000-671-005	FARMERS MARKET - SNAP REVENUE	.00	4,583.00	7,500.00	( 2,917.00)	61.11
242-000-671-006	FARMER'S MARKET - VENDOR REV	1,850.00	3,090.00	14,000.00	( 10,910.00)	22.07
242-000-671-007	FARMERS MARKET - PAV. RENTAL	.00	225.00	1,000.00	( 775.00)	22.50
242-000-671-008	FARMER'S MARKET - KC DONATION	.00	80.00	650.00	( 570.00)	12.31
242-000-671-009	FARMERS MARKET - PROJECT FRESH	.00	530.00	200.00	330.00	265.00
242-000-671-010	FARMERS MARKET - OTHER REVENUE	50.00	100.00	1,000.00	( 900.00)	10.00
242-000-671-011	FARMERS MARKET - F.S. GRANT	.00	650.00	.00	650.00	.00
242-000-698-000	MISC INCOME - GIFT CARD	17.98	217.98	.00	217.98	.00
242-000-999-000	LOCAL SOURCE FUND BALANCE	.00	.00	10,248.44	( 10,248.44)	.00
TOTAL FUND REVENUE		1,917.98	11,285.10	179,580.44	( 168,295.34)	6.28

**CITY OF CARO**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 8 MONTHS ENDING FEBRUARY 28, 2023**

**FUND 242 - DDA FUND**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT		% OF BUDGET
<u>DPW</u>					
242-441-707-000 WAGES DPW	118.33	1,327.65	2,888.48	1,560.83	45.96
242-441-714-000 FRINGES	231.62	692.13	937.37	245.24	73.84
242-441-716-000 HOSPITALIZATION	100.04	555.35	1,133.32	577.97	49.00
242-441-717-000 LIFE INSURANCE	4.69	32.03	56.26	24.23	56.93
242-441-718-000 RETIREMENT	.00	.00	202.19	202.19	.00
242-441-719-000 SHORT/LONG TERM DISABILITY	13.82	92.77	149.60	56.83	62.01
242-441-721-000 WORK COMP	6.23	141.61	58.14	( 83.47)	243.57
242-441-943-000 EQUIPMENT RENTAL	38.92	176.76	5,000.00	4,823.24	3.54
242-441-969-000 TAX - PENALTY & INTEREST	.00	18.69	.00	( 18.69)	.00
TOTAL DPW	513.65	3,036.99	10,425.36	7,388.37	29.13
<u>DDA</u>					
242-728-706-001 SEASONAL DDA SALARY	.00	2,252.25	6,107.40	3,855.15	36.88
242-728-708-000 DDA WAGES - PART TIME	2,246.55	19,359.72	29,203.82	9,844.10	66.29
242-728-715-000 FICA	180.37	1,740.32	2,701.31	960.99	64.43
242-728-716-000 HOSPITALIZATION	12.90	25.80	10,423.06	10,397.26	.25
242-728-717-000 LIFE INSURANCE	10.77	45.48	129.28	83.80	35.18
242-728-718-000 RETIREMENT	.00	1,144.00	2,903.24	1,759.24	39.40
242-728-719-000 SHORT/LONG TERM DISABILITY	33.98	143.42	363.36	219.94	39.47
242-728-721-000 WORKER'S COMP INSURANCE	76.15	304.61	720.06	415.45	42.30
242-728-740-000 DDA OPERATING SUPPLIES	1.54	3,344.97	6,000.00	2,655.03	55.75
242-728-740-005 LUNCHEONS	17.98	114.33	700.00	585.67	16.33
242-728-801-000 DDA CONTRACTED SERVICES	58.00	9,081.85	35,000.00	25,918.15	25.95
242-728-801-004 ACCOUNTING SERVICES	.00	1,800.00	3,600.00	1,800.00	50.00
242-728-802-000 AUDIT	518.33	5,854.08	5,763.39	( 90.69)	101.57
242-728-807-000 POSTAGE	.00	40.01	200.00	159.99	20.01
242-728-853-000 TELEPHONE	105.00	840.00	840.00	.00	100.00
242-728-880-000 DOWNTOWN MUSIC	.00	75.00	.00	( 75.00)	.00
242-728-900-000 ADVERTISING	.00	140.00	1,000.00	860.00	14.00
242-728-914-000 LIABILITY INSURANCE	.00	106.02	2,674.66	2,568.64	3.96
242-728-920-000 ELECTRIC	422.14	1,497.64	500.00	( 997.64)	299.53
242-728-921-000 GAS	.00	.00	500.00	500.00	.00
242-728-922-000 WATER/SEWER/GARBAGE	24.48	179.70	500.00	320.30	35.94
242-728-943-000 DDA EQUIPMENT RENT	.00	2,712.54	2,000.00	( 712.54)	135.63
242-728-956-000 DDA CONTINGENCY	.00	.00	500.00	500.00	.00
242-728-969-000 TAX - PENALTY & INTEREST	.00	254.52	.00	( 254.52)	.00
242-728-970-000 DDA CAPITAL OUTLAY	.00	.00	1,700.00	1,700.00	.00
242-728-970-001 DECORATIONS	.00	.00	1,500.00	1,500.00	.00
TOTAL DDA	3,708.19	51,056.26	115,529.58	64,473.32	44.19

**CITY OF CARO**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 8 MONTHS ENDING FEBRUARY 28, 2023**

**FUND 242 - DDA FUND**

		PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT		% OF BUDGET
	<u>UNALLOCATED FUTURE PROJECTS</u>					
242-731-801-000	UNALLOCATED FUTURE PROJECTS	.00	.00	34,565.50	34,565.50	.00
	<b>TOTAL UNALLOCATED FUTURE PROJECTS</b>	<b>.00</b>	<b>.00</b>	<b>34,565.50</b>	<b>34,565.50</b>	<b>.00</b>
	<u>FARMERS MARKET</u>					
242-733-801-000	CONTRACTED SERVICES - STATE	.00	300.00	.00	( 300.00)	.00
242-733-900-001	FARMERS MARKET - ADVERTISING	85.00	3,798.33	8,980.00	3,181.67	54.42
242-733-900-002	FARMERS MARKET - EXPENSES	.00	1,202.69	1,950.00	747.31	61.68
242-733-960-000	FARMER'S MARKET - EDUCATION	400.00	916.00	1,000.00	85.00	91.50
242-733-965-001	FARMERS MARKET - SNAP EXPENSE	.00	4,509.00	7,500.00	2,991.00	60.12
242-733-965-002	FARMERS MARKET - OTHER EXPENSE	.00	( 282.05)	130.00	412.05	( 216.96)
242-733-965-008	FARMER'S MARKET - KC PROG EXP	.00	561.25	900.00	338.75	62.36
242-733-965-009	PROJECT FRESH EXPENSES	.00	710.00	200.00	( 510.00)	355.00
242-733-965-011	FARMERS MARKET - F.D. GRANT EX	.00	556.58	.00	( 556.58)	.00
	<b>TOTAL FARMERS MARKET</b>	<b>485.00</b>	<b>12,270.80</b>	<b>18,660.00</b>	<b>6,389.20</b>	<b>65.76</b>
	<u>OPERATING TRANSFERS OUT</u>					
242-905-965-003	TRANSFER TO PARKS & REC	.00	.00	400.00	400.00	.00
	<b>TOTAL OPERATING TRANSFERS OUT</b>	<b>.00</b>	<b>.00</b>	<b>400.00</b>	<b>400.00</b>	<b>.00</b>
	<b>TOTAL FUND EXPENDITURES</b>	<b>4,706.84</b>	<b>66,364.05</b>	<b>179,580.44</b>	<b>113,216.39</b>	<b>36.96</b>
	<b>NET REVENUES OVER EXPENDITURES</b>	<b>( 2,788.86)</b>	<b>( 55,078.95)</b>	<b>.00</b>	<b>( 55,078.95)</b>	<b>.00</b>

# CITY OF CARO

CITY MANAGER  
SCOTT CZASAK  
CITY CLERK  
RITA PAPP  
CITY TREASURER  
MICHELE PERRY  
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  
BOB ESCHENBACHER  
PAMELA ISELER  
CHARLOTTE KISH  
JILL WHITE

## Memorandum

**TO: City Manager, City Council, DDA**

**From: Lauren M. Amellal; Director of Development & Strategic Initiatives**

**Date: April 10, 2023**

**RE: Department Report**

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### Activity:

- Attended MML Land Use Committee virtual meeting.
- Submitted Spring Newsletter article for inclusion in quarterly City Voice Newsletter.
- Attended 3 day (9 hour) How to start a Farm Stop training by Argus Farm Stop.
- Attended Parks & Recreation meeting in March. Working on Parks & Rec objectives and assisting with: SPARK GRANT, Wayfinding signs, Spring Cleanup and Summer Kick Off events, and working on securing new tables and trash cans.
- Met with new Caro Area Chamber manager, Kim Stevenson. Discussed partnering opportunities. Was invited to the Chamber meeting to share.
- Attended Chamber meeting, received commitment of \$100.00 for Beautification Sponsorship from the Caro Area Chamber, and agreed on partnership for advertisement of the DDA/ Chamber in the "Michigan Original Thumb Area Vacation Guide". Shared Ribbon Cutting info for Botanical Garden event.
- Attended virtual Care Connect Task Force per the Master Plan objectives.
- Attended Caro Garden Club. Discussed Annual Spring Clean-up, Downtown Beautification, and Ribbon Cutting/ Memorial Service event for the Botanical Garden/ Pergola in June.
- Met with Hills & Dales marketing representative and received \$3,000.00 Beautification Sponsorship. Also discussed other events/ partnership opportunities.
- Assisted with promotion and facilitation of Easter event on April 1<sup>st</sup> at Bieth Park and Strand Theater.
- Facilitated rental of State Street Square for Great Start Tuscola's Child Abuse Prevention Month Kick off April 4<sup>th</sup>.
- Facilitated rental of State Street Square for Tuscola SAFEbuilt event on April 10<sup>th</sup>.
- Developed work plan for Food Safety Education using grant funds from the Michigan Farmers Market Association.
- Met with several program partners/ local organizations to develop special events at the Caro Farmers Market for 2023.
- Developing May 25<sup>th</sup> Summer Kick-off event at Bieth Park. Several food trucks, and local organizations are already committed.

# CITY OF CARO

CITY MANAGER  
SCOTT CZASAK  
CITY CLERK  
RITA PAPP  
CITY TREASURER  
MICHELE PERRY  
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  
BOB ESCHENBACHER  
PAMELA ISELER  
CHARLOTTE KISH  
JILL WHITE

- Presented Downtown Beautification Sponsorship campaign for flowerpots at several local meetings. Program has brought in over \$5,500.00 so far.
- Continuing to work with community volunteers to develop Music in the Park events.
- Hosted Caro Farmers Market 2<sup>nd</sup> Annual Spring Fling Farm & Arts Fair on April 8<sup>th</sup>. Over 1,200 guests attended, 4 volunteers assisted throughout the day. The 40 vendors collectively brought in nearly \$8,000.00.
- Meet with and registered over 50 farmers market vendors so far, securing over \$7,000.00 in DDA revenue.
- Registered 3 more rentals for State Street Square.
- Discussed DDA Seasonal work with DPW Superintendent, Tom Reese.
- Continued Michigan Downtown Association training modules for MiPDM certification program to benefit DDA & City of Caro.



## Caro Farmers Market/ Event Vendor Application 2022

### Vendor Information:

Name: Yvonne Miller  
 Home Address: 893 Dewey St - Lapeer MI 48446  
 Business name: What so ever things are lovely - Phil 4:8  
 Business Address (if different): \_\_\_\_\_  
 Cell: 810-272-6856 Email: YMiller2@hotmail.com  
 Emergency Contact: Lewy Tomczak 810-247-4295

List products you intend to offer, and their origin if not the address listed above:

Gluten free Baked goods, Home made jams & jellies, Baskets for products - (filled baskets w/ baked goods)

### Market Vendor Packages: (price is per 10x10 space)

- ☒ **Elite:** \$380.00 - ALL Regular Market dates (Sat and Tues) and ALL Special Events (38 dates)  
☒ **Premier:** \$250.00 - 25 Saturday Market dates and ALL special events dates.  
☐ **Select:** \$130.00 - 13 Tuesday Market dates (June through September only)  
☐ **Pro:** \$120.00 - 12 Saturday and/or Tuesday Market dates of your choice.  
☐ **Intro:** \$75.00- 6 Saturday and/or Tuesday Market dates of your choice.  
☐ **Basic:** \$15.00 - 1 Saturday or Tuesday Market date, or special event date.

\* Nonprofit, and community organizations are subject to approval. For discounted rates please contact market manager for details\*

Please check if you are **REQUESTING** any daily use add-ons to your package:

Electricity: \$5.00 per 1 pavilion w/adjacent parking: \$5.00 per 1 Table rental: \$5.00 per  
 (Elite, Premier, and Select vendors no additional fee for amenities. Amenities are subject to approval and availability)

Please circle dates you are applying to participate in The Caro Farmers Market

June 2022		July 2022		August 2022		September 2022		October 2022
Sat	Tues	Sat	Tues	Sat	Tues	Sat	Tues	Sat
4th *	x	2nd	5th	6th	2nd	3rd	6th	1st
11th	14th	9th	12th	13th	9th	10th		8th *
18th	21st	16th	19th	20th <u>Not available</u>	16th	17th		15th
25th	28th	23rd	26th	27th	23rd	24th		22nd
		30th			30th			29th

**EVENT DATES:** (No additional fee for Elite or Premier vendors, Event dates, times and fees are subject to change)

- ☒ Sat. April 16<sup>th</sup> Spring Craft Show-10-4pm ☒ Sat. May 7<sup>th</sup> Modern Mamma's Market 10-4pm  
☒ \*Sat. June 4<sup>th</sup> Market Grand Opening/ Cars and Crafts weekend 9-5pm  
☒ \*Harvest Day (Pumpkin Festival Sat- usually the first full weekend in Oct.- Times TBA)  
☒ Sat. Nov. 12<sup>th</sup> Fall Craft Bash 1 Candy Cane Lane Farm & Arts Market (Gingerbread Village -Times TBA)

### Acknowledgement:

- ☒ I am a NEW applicant to the Caro Farmers Market. I have included my \$20.00 application fee.  
☒ I understand that applying does not guarantee that I will be selected to participate in the 2022 Caro Farmers Market.

Sign: Y Miller

Date: 2-26-22

To be considered please return: A completed Vendor Application, and signed Vendor Agreement

Caro City Hall  
 Attn: Caro Farmers Market  
 317 South State Street  
 Caro MI, 48723

For more information contact: Caro Farmers Market Manager, Lauren Amellal at (989)673-7671 (ext. 5229)

Office use only:

pd \$100.00 3/1/22 - #1796

input

CITY OF CARO  
317 S STATE ST  
CARO MI 48723

## INVOICE

Phone: 989-673-2226

Date	Number	Page
04/21/2022	126891	1

**Bill To:** MILLER, YVONNE  
893 DEWIG ST  
LAPEER MI 48446

**Customer No.** 1136

**Contact:**

**Terms:** DUE UPON RECEIPT

Quantity	Description	Unit Price	Net Amount
1.00	FARMERS MARKET VENDOR	150.00	150.00
		<b>Amount</b>	150.00
		<b>Balance Due</b>	<u>150.00</u>





## Caro Farmers Market/ Event Vendor Application 2022

### Vendor Information:

Name: Kristina Thiebe  
 Home Address: 1725 Parkway Dr Caro, MI 48723  
 Business name: Halava twist  
 Business Address (if different): \_\_\_\_\_  
 Cell: 810-293-3770 Email: fehinsky7@icloud.com  
 Emergency Contact: DJ Wilson 810-272-1375

List products you intend to offer, and their origin if not the address listed above:

### Market Vendor Packages: (price is per 10x10 space)

- Elite: \$380.00 - ALL Regular Market dates (Sat and Tues) and ALL Special Events (38 dates)  
Premier: \$250.00 - 25 Saturday Market dates and ALL special events dates.  
☒ Select: \$130.00 - 13 Tuesday Market dates (June through September only)  
Pro: \$120.00 - 12 Saturday and/or Tuesday Market dates of your choice.  
Intro: \$75.00 - 6 Saturday and/or Tuesday Market dates of your choice.  
Basic: \$15.00 - 1 Saturday or Tuesday Market date, or special event date.

130.00  
 + 20.00  
 150.00

\* Nonprofit, and community organizations are subject to approval. For discounted rates please contact market manager for details\*

Please check if you are REQUESTING any daily use add-ons to your package:

Electricity: \$5.00 per \_\_\_\_\_ pavilion w/adjacent parking: \$5.00 per \_\_\_\_\_ Table rental: \$5.00 per \_\_\_\_\_  
 (Elite, Premier, and Select vendors no additional fee for amenities. Amenities are subject to approval and availability)

Please circle dates you are applying to participate in The Caro Farmers Market

June 2022		July 2022		August 2022		September 2022		October 2022
Sat	Tues	Sat	Tues	Sat	Tues	Sat	Tues	Sat
4th *	x	2nd	(5th)	6th	2nd	3rd	(6th)	1st
11th	14th	9th	(12th)	13th	9th	(10th)		8th *
18th	(21st)	(16th)	19th	20th	16th	17th		(15th)
(25th)	(28th)	23rd	(26th)	(27th)	23rd	24th		22nd
		30th			(30th)			29th

EVENT DATES: (No additional fee for Elite or Premier vendors, Event dates, times and fees are subject to change)

- \_\_\_ Sat. April 16<sup>th</sup> Spring Craft Show-10-4pm \_\_\_ Sat. May 7<sup>th</sup> Modern Mamma's Market 10-4pm  
 \_\_\_ \*Sat. June 4<sup>th</sup> Market Grand Opening/ Cars and Crafts weekend 9-5pm  
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☒ Sat. Nov. 12<sup>th</sup> Fall Craft Bash \_\_\_ Candy Cane Lane Farm & Arts Market (Gingerbread Village -Times TBA)

### Acknowledgement:

- ☒ I am a NEW applicant to the Caro Farmers Market. I have included my \$20.00 application fee.  
☒ I understand that applying does not guarantee that I will be selected to participate in the 2022 Caro Farmers Market.

Sign: Kristina Thiebe

Date: 6-15-22

To be considered please return: A completed Vendor Application, and signed Vendor Agreement

Caro City Hall

Attn: Caro Farmers Market

317 South State Street

Caro MI, 48723

For more information contact: Caro Farmers Market Manager, Lauren Amellal at 989)673-7671 (ext. 5229)

Office use only:

• Family friendly  
 • send link for snap

• Has LLC. Please send copy of pic  
 • Take Potage food law class

— Vendor fees —

CITY OF CARO  
517 S STATE ST  
CARO MI 48723

## INVOICE

Phone: 989-673-2226

Date	Number	Page
06/15/2022	126939	1

**Bill To:** THIEKE, KRYSTINA  
1725 PARKWAY DR  
CARO MI 48723

**Customer No.** 1156

**Contact:**

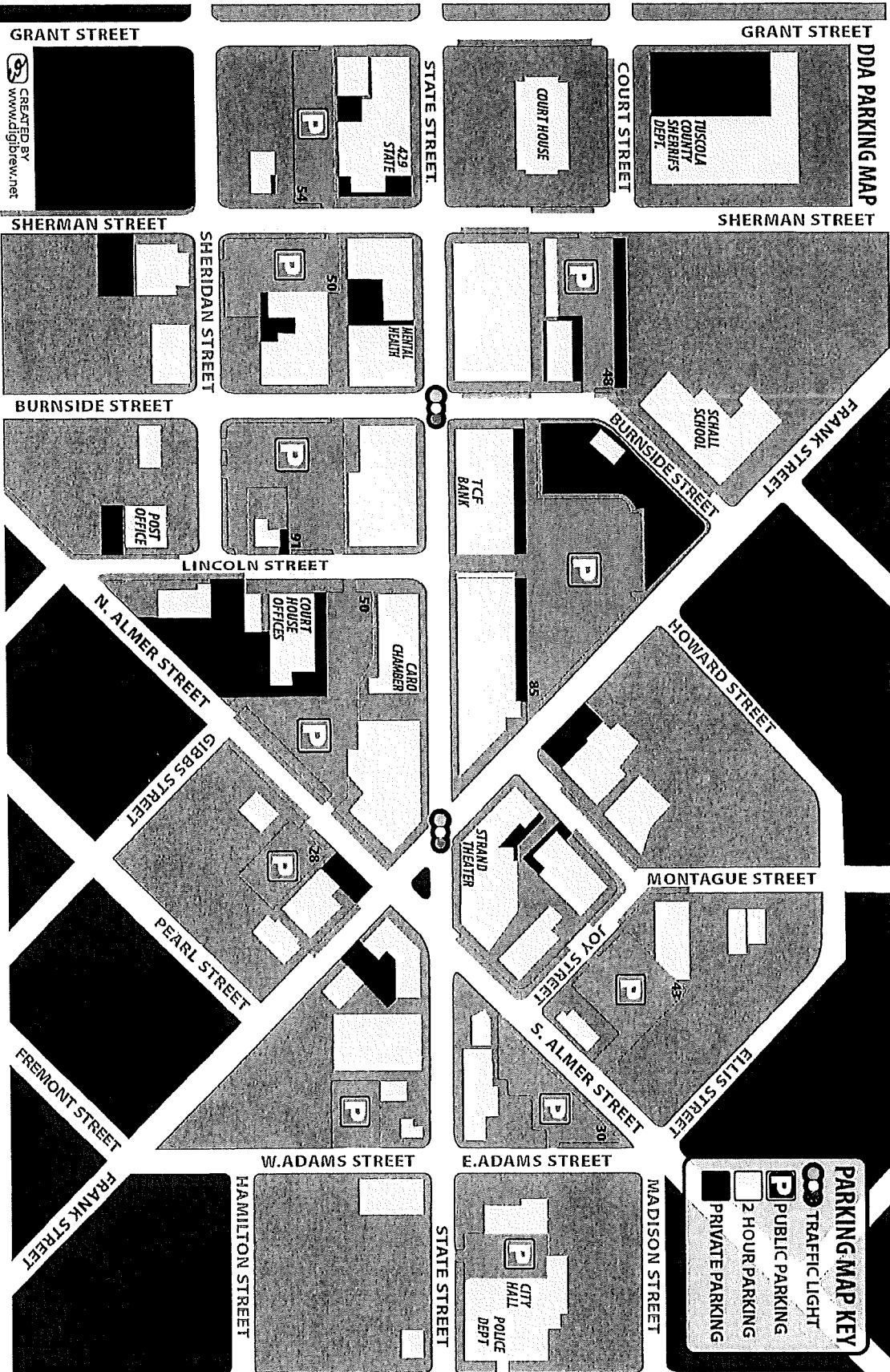
**Terms:** DUE UPON RECEIPT

Quantity	Description	Unit Price	Net Amount
1.00	FARMERS MARKET - VENDOR FEES	100.00	100.00
		<b>Amount</b>	100.00
		<b>Balance Due</b>	<u>100.00</u>

## DDA Seasonal Duties List

### Objective:

- 1) Mowing (Includes bagging, mulching or removal of debris)
  - a) City Hall
  - b) Police Station
  - c) Atwood Park
  - D) DDA Parking lots borders
  - e) State Street Square
- 2) Duties that coincide with mowing
  - a) Edging as needed
  - b) Weed control as needed including parking lots and sidewalks
  - c) Pruning shrubs and bushes along with immediate clean up of debris
  - d) Pruning of trees downtown
- 3) Watering of flowers downtown as needed
  - a) Typically every other day unless extreme heat then everyday
- 4) Policing for removal of trash and debris in parking lots, sidewalks and dumpster enclosures
- 5) Paint ballards around dumpster enclosures and alleyways
- 6) Stain dumpster gates
- 7) Power wash Dumpster enclosures inside and out ( breakout additional cost per unit if needed again)
- 8) Power wash Gazebo in Atwood park stain and reseal
- 9) Spread Mulch in spring around trees and vegetation in parking lots, Downtown and garden areas
- 10) Breakout costs for pruning flowers downtown
- 11) Other - Breakout per hour per man if additional work is required by the DDA



DDA PARKING MAP

TISCOLA COUNTY SHERIFFS DEPT.

COURT HOUSE

429 STATE

54

STATE STREET

COURT STREET

GRANT STREET

GRANT STREET

SHERMAN STREET

SHERMAN STREET

SHERIDAN STREET

MENTAL HEALTH

50

BURNSIDE STREET

BURNSIDE STREET

SCHALL SCHOOL

FRANK STREET

POST OFFICE

91

LINCOLN STREET

TCF BANK

85

N. ALMER STREET

HOWARD STREET

COURT HOUSE OFFICES

50

CARD CHAMBER

GIBBS STREET

MONTAGUE STREET

PEARL STREET

JOY STREET

ELLIS STREET

FREMONT STREET

W. ADAMS STREET

E. ADAMS STREET

MADISON STREET

HAMILTON STREET

STATE STREET

CITY HALL POLICE DEPT.

PARKING MAP KEY

TRAFFIC LIGHT

PUBLIC PARKING

2 HOUR PARKING

PRIVATE PARKING

**CITY OF CARO  
317 S. STATE STREET  
CARO, MI 48723  
PHONE: (989) 673-2226  
FAX: (989) 673-7310**

**NOTICE OF DOWNTOWN DEVELOPMENT AUTHORITY  
SPECIAL MEETING**

PLEASE TAKE NOTICE that the City of Caro Downtown Development Authority will hold a ***SPECIAL*** meeting on Thursday, March 16, 2023, at 8:30 a.m. in the Council Chambers of the City of Caro Municipal Building, 317 S. State Street, Caro, Michigan, 48723 *to discuss the 2023 budget.*

This notice is given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and minutes of said meeting will be kept and will be made available as required by said Act.

Rita Papp  
City Clerk  
Posted: 03/10/23