



Pamela Colestock - Mayor
William Steele - Mayor Pro Tem
Suzanne Politza - Councilwoman
Stacey Robison - Council-at-Large
Ken Nicholas - Councilman

200 S. Main Street
Eaton Rapids, MI 48827
(517) 663-8118
Fax (517) 663-1116
www.cityofeatonrapids.com

Yvonne Ridge - City Manager
Laura Boomer - City Clerk
Larry Joe Weeks - Police Chief
Roger McNutt - Fire Chief
Marrie Jo Carr - Treasurer
LeRoy Hummel - Building Official
Rob Pierce - Public Works/Utilities Director
Randy Jewell - City Assessor
**Corey Cagle - Director of Parks,
Recreation & Events**

CITY OF EATON RAPIDS WORK SESSION AGENDA

February 27, 2023
5:00 p.m.
City Hall
200 S. Main Street

This meeting will be streamed live for viewing only at:

<https://us06web.zoom.us/j/85394331944>

Meeting ID: 853 9433 1944

Please note all public comments must be made in person.

Call To Order

Public Comments

Unfinished and Special Business

New Business

1. 2023 Easter Egg Hunt Special Event Application Discussion
2. Power to Authorize Purchases Ordinance Discussion
3. Audit Findings Review Discussion

Public Comments

Adjourn

CITY OF EATON RAPIDS

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Reservation and Special Event Permit Application

Complete this application and return it to City Hall at least 21 calendar days prior to the starting date of a type 1 event (less than 100 attendees), or 60 calendar days prior to the starting date of a type 2 event (greater than 100 attendees).

A \$20 deposit for a type 1 event, or \$50 deposit for a type 2 event must be paid at this time. The City of Eaton Rapids will schedule all events on a first-come, first-served basis. Where applicable, the City will notify the applicant of any additional deposit required. The event will not be confirmed until the City of Eaton Rapids approves this event.

1. Date of Event: 4/1/2023 Location: Amphitheater
2. Starting time of event: 11:00AM Ending time of event: 1:00PM
3. Sponsoring Organization: City of Eaton Rapids
Address: 200 S Main St Phone: 517-663-8118
Web Site: cityofeatonrapids.com
4. Contact Person: Corey Cagle Title: Director of Parks, Recreation & Events
Address: 200 S Main St Phone: 517-663-8118
E-mail: ccagle@cityofeatonrapids.com
5. Type of Event: City Operated Event Non-Profit Event
 Co-Sponsored Event For-Profit Event
 Political or Ballot Issue Event

Describe the planned event: Annual Easter Egg Hunt followed by pictures with the Easter Bunny at the Amphitheater.

Anticipated number of attendees: Less than 100 attendees

Greater than 100 attendees

6. Annual Event: Is this event expected to occur next year? Yes No

If yes, you may reserve a date for next year with this application. To reserve dates for next year, please provide the following information: Saturday Before Easter Weekend

Normal event schedule (e.g., third weekend in July):

Next year's specific dates: March 23, 2024

7. An Event Map must be attached. If your event will use streets and/or sidewalks or will use multiple locations, please attach a complete map showing assembly and dispersal locations and the route plan. Also show streets or parking lots that you are requesting to be blocked off.

8. Vendors: Food/Beverage Concessions? Yes No

Other Vendors? Yes No

If yes, refer to the Rules and Regulations for requirements.

9. Event Signs: Will this event include the use of signs? Yes No

If yes, refer to the Rules and Regulations for requirements.

10. Parking: Are you requesting to charge for parking? Yes No

If Yes, list the lots or locations where this parking is requested.

11. Alcoholic Beverages: Will alcoholic beverages be served? Yes No
Who holds the Liquor Control Commission License? (Copy must be provided)

12. Other Requests: _____

13. Noise Ordinance: Request to be Waived? Yes No

14. Location: Permission has been granted by owner? Yes No

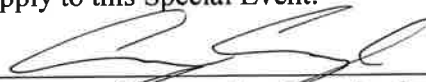
15. Certification and Signature: I understand and agree on behalf of the sponsoring organization that:

- a. A certificate of insurance must be provided which names the City of Eaton Rapids as an additional named insured party on the policy. (See the Rules and Regulations for insurance requirements)
- b. Event sponsors and participants will be required to sign Indemnification Agreement forms.
- c. If the event includes solicitation by workers standing in parking lots, the required safety requirements and use of traffic cones will be maintained at all times in accordance with the City's general policies and practices. The City does not allow standing in the street or making any solicitations from the street.
- d. All food vendors must be approved by the Eaton County Health Department, and each food and/or other vendor must provide the City with a certificate of insurance in an amount approved by the City which names the City as an additional insured party on the policy.
- e. The approval of this Special Event Permit may include additional requirements and/or limitations, based on the City's review of this application. The event will be operated in conformance within the Written Confirmation of Approval.

- f. The Sponsoring Organization will provide a security deposit for the estimated fees as may be required by the City and will promptly pay any billing for City Services which may be rendered.
- g. INDEMNIFICATION: I agree and bind my organization to hold the City of Eaton Rapids harmless from any claim for damage or injury arising out of our activities in connection with this event. I understand that this agreement to indemnify is for any and all liability of the City of Eaton Rapids, including costs of defense and attorney fees arising from any activity on our part which is legally negligent, reckless or a violation of a legal duty owed by us to the City of Eaton Rapids or any third person.

As an authorized agent of the sponsoring organization, I hereby apply for approval of this Special Event, affirm the above understandings, and agree that my sponsoring organization will comply with City's Special Events Review Committee, the terms of the Written Confirmation of Approval, and all other City requirements, ordinances and other laws which may apply to this Special Event.

2/21/23
Date


Signature of Sponsoring Organization's Agent

Cory Cagle
Please Print Sponsoring Organization's Agent

Return this form to:

City of Eaton Rapids
200 S. Main St.
Eaton Rapids, MI 48827
PH: 517-663-8118
FX: 517-663-1116

Date Deposit Paid WAIVED CER Account #208-253-694.00

Date Rec'd by City of Eaton Rapids 2/21/23

Date Approved by City of Eaton Rapids _____

THE CITY OF
Eaton Rapids
MICHIGAN

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MEETING DATE: 2/27/2023

CITY MANAGER

To: Mayor and City Council Work Session
From: Yvonne Ridge, City Manager Regular Meeting
Submitted: 2/22/2023
Subject: Ordinance – Power to authorize purchases

SUMMARY

I have been reviewing Accounts Payable invoices and noted we have been paying late fees and penalties on reoccurring invoices such as Consumers Energy, Verizon, Copy Machine Maintenance and etc.

The current process is we prepare Accounts Payable, and hold checks for Council approval. In doing this, checks are not making it our vendors before the due date and are accruing late fees and penalties.

In looking at the charter and discussing with the city attorney, council can authorize the City Manager to pay certain invoices without taking to council by adopting an ordinance. The following is an example of what can be adopted by council:

- (a) The City Manager shall have the power to authorize purchases of, or payments for, budgeted supplies, materials, services and equipment costing two thousand five hundred (\$2,500.00) dollars or less for each order without pyramiding.
- (b) The City Manager shall notify the city council in writing of any purchases in excess of one thousand (\$1,000.00) dollars.
- (c) If the City Council has approved a written contract, pursuant to Section 12.1 of the Eaton Rapids City Charter, for services, equipment, supplies, materials, or construction projects, the City Manager shall have the power to authorize payments or distributions for said services, equipment, supplies, materials, or construction projects, without further council approval, except as otherwise required by state or federal law.

STAFF RECOMMENDATION/MOTION

Adopt an Ordinance to assist the City Manager in preventing the city from paying invoices late and accruing late fees and pentiles.

LIST OF SUPPORTING DOCUMENTS

Draft Ordinance

ORDINANCE NO. _____

AN ORDINANCE TO ADD SECTION 2-31 OF DIVISION 1 OF ARTICLE III OF CHAPTER 2, WITHDRAWAL OF CITY MONIES BY CITY MANAGER, OF THE CODIFIED ORDINANCES OF CITY OF EATON RAPIDS, EATON COUNTY, MICHIGAN,

THE CITY OF EATON RAPIDS ORDAINS:

Section 1. Section 2-31 of the Codified Ordinances of the City of Eaton Rapids, shall be added as follows:

- (a) The City Manager shall have the power to authorize purchases of, or payments for, budgeted supplies, materials, services and equipment costing two thousand five hundred (\$2,500.00) dollars or less for each order without pyramiding.
- (b) The City Manager shall notify the city council in writing of any purchases in excess of one thousand (\$1,000.00) dollars.
- (c) If the City Council has approved a written contract, pursuant to Section 12.1 of the Eaton Rapids City Charter, for services, equipment, supplies, materials, or construction projects, the City Manager shall have the power to authorize payments or distributions for said services, equipment, supplies, materials, or construction projects, without further council approval, except as otherwise required by state or federal law.

Section 2. Severability. This ordinance and each article, section, subsection, paragraph, subparagraph, part, provision, sentence, word and portion thereof are hereby declared to be severable, and if they or any of them are declared to be invalid or unenforceable for any reason by a court of competent jurisdiction, it is hereby provided that the remainder of this ordinance shall not be affected thereby.

Section 3. Repeal, Effective Date, Adoption.

- (1) Repeal. All regulatory provisions contained in other City ordinances which conflict with the provisions of this ordinance are hereby repealed.
- (2) Effective Date. This ordinance shall become effective on _____, twenty (20) days following its adoption, and shall be published prior to its effective date as mandated by charter and statute.
- (3) Adoption. This ordinance was adopted by the City Council of the City of Eaton Rapids at a meeting thereof held on _____, 2023.

Pamela Colestock, Mayor
City of Eaton Rapids

CERTIFICATE

I HEREBY CERTIFY THAT THE FOREGOING ORDINANCE WAS ADOPTED BY THE CITY COUNCIL OF THE CITY OF EATON RAPIDS AT A MEETING THEREOF ON _____, 2023.

Laura Boomer, Clerk
City of Eaton Rapids