

**City of Eaton Rapids
Work Session
October 23, 2023**

A Work Session of the Eaton Rapids City Council was held at City Hall, 200 S. Main Street, on October 23, 2023, at 5:00 p.m.

Call To Order:

Mayor Colestock called the work session meeting to order at 5:00 p.m. Present were Mayor Colestock, Mayor Pro-Tem Steele, Councilpersons Politza, Nicholas and Robison.

Administrative Staff Present were City Manager Ridge, Public Works/Utilities Director Pierce, Police Chief Weeks, Fire Chief McNutt, Lieutenant Creger, Treasurer/Finance Director Allen, City Clerk Webb and City Attorney Cullen Harkness.

Public Comments:

None

New Business:

Special Business:

None

Old Business:

1. Eaton Area EMS Contract Renewal
2. City Manager Ridge gave an update on the Sewer charge increase that was not applied to utility customers back in July. This correction would be on bills sent out for November usage.
3. Completed Review of the Council policies and procedure.

Public Comments:

The question was asked if people on the budget plan would be affected by the increase sewer charges. City Manager Ridge explained that it would only affect the final payment for the year. There could be a balance due but would not affect the current payment.

Fire Chief McNutt updated on the activities in the city for the past weekend. Fire and Rescue was very active.

City Manager Ridge presented her report in the Work Session meeting instead of the Council meeting.

- **Chart of Accounts** – Chart of Accounts is ready to start working with BS&A for conversion. Treasurer Allen is heading up the project.

- **Audit** – Our Financial Statements are complete and are currently in the second partner review. We will have a preliminary draft next week. Thank you, Treasurer/Finance Director Allen, for all your hard work on the audit.
- **Clean Water State Revolving Fund (CWSRF)** – Lift Station Pre-Construction and Wastewater Treatment Plant (WWTP) Meetings were held on Thursday, October 12. JK of Michigan, LLC will be working on the Lift Station Improvements and LD Docsa Associates, Inc. will be working on the WWTP project. These projects are expected to be completed by the end of next year.
- **Michigan Municipal League (MML) Liability and Property Pool** – Director Pierce and Treasurer/Finance Director Allen begin work today with MML to complete Property Appraisal. The last appraisal for the city was completed in 2012.
- **Farmer's Market Report** – The last day of the Farmer's Market was Saturday, September 30. Thanks to the Downtown Development Authority (DDA) and Lisa Barna, Owner of Black Dog Coffee for bringing the Farmer's Market to our Downtown. The Farmer's Market had an average of 300 shoppers each week and vendors collected approximately \$62,000.
- **Employee Navigator** – Treasurer/Finance Director Genny Allen and I are working with Employee Navigator to bring online benefit enrollment to our employees. The program is expected to be up and running by December 1, 2023.
- **New Electric Customer** – Public Works/Utilities Director Pierce recently negotiated with Consumer Energy to transfer service for one of our local businesses from Consumers Energy to the City of Eaton Rapids. The service was transferred on Monday, October 9.
- **Michigan Municipal League (MML) Conference** – I attended the MML Conference in Traverse City last week. My favorite speaker at the conference was Peter Kageyama, author, For the Love of Cities and the best workshop I attended was Creating Cultures of Belonging Where Everyone Can T.H.R.I.V.E with Dr. Tonya Bailey.
- **Christmas Decorations** – Director Cagle and the Arts Council have started working on Transforming the Mylo L. Stewart Park (Pocket Park) into a Christmas adventure in Whoville. They may need some help in the near future with painting. Director Cagle has also ordered decorations and is working with the G.A.R. Museum Board to decorate G.A.R. Island Park.
- **Community Economic Development Association (CEDAM)** – Director Cagle has offered the CEDAM position to Brianna Marcus and is completing paperwork for her to begin work on November 15, 2023.
- **Downtown Renovation** – Director Hummel and I met a property owner to discuss a building renovation. There will be much more to come on this soon.
- **MDOT Pedestrian Crossing** – Director Pierce, Fire Chief McNutt, and I met to discuss the Pedestrian Crossing. Director Pierce is communicating directly with the MDOT team. More updates on this soon.
- **DDA Hometown Holiday Commercial** – The City Staff were invited to take part in the DDA Hometown Holiday Commercial. Thank you to Leigh Tyler, Rob Pierce, Roger McNutt, and


Dave Hendon for participating. The Chamber of Commerce will be airing 20 local businesses for our Hometown Holiday Event.

- **Eaton Rapids Art Council Charcuterie Cup Class** – Tuesday, November 14 from 5-6 p.m. Sign up for the class by emailing Director Cagel. There are 6 slots remaining.
- **Local Development Financing Authority (LDFA) Tax Increment Financing Plan** – Will be hosting an Open House meeting on Thursday, November 9 from 4:00 p.m. to 6:00 p.m. at City Hall to help plan for the next 30 years for Eaton Rapids, two Industrial Parks. Invites will be sent to Council later in the week.
- **Winter Market** – The Winter Market, organized by Lisa Barna, Owner of Black Dog Coffee and sponsored by the DDA is set to begin on Saturday, November 4 at Union Street Center.
- **Recreation Update** – Director Cagle has wrapped up the Adult Kickball and Youth Soccer Leagues. The Winner of the Adult Kickball League was the Little Rascals. Thank you to Hamlin Township for the use of their soccer fields this year. Basketball registration will go live on Wednesday, October 25.
- **Public Election Testing** – City Clerk Webb will be holding the Public Election Testing on Friday, October 27 at 9:00 a.m. at City Hall.
- **Downtown Trick or Treat** – Director Cagle has secured over 40 local businesses and organizations to be part of the Downtown Trick or Treat on Wednesday, October 25 from 5-7 p.m.
- **Scarecrow Contest** – Voting ends at noon on Wednesday, October 25th. Get your votes in for your favorite Scarecrow! The Arts Council Facebook page has reached 15,567 views since October 5, which is up 389% and is up 450% on Page likes.

Adjournment:

Steele moved, Politza seconded, PASSED to adjourn the meeting at 6:18pm.

Meeting adjourned at 6:18 p.m.


Pamela Colestock, Mayor


Robin Webb, City Clerk