



Pamela Colestock – Mayor
William Steele – Mayor Pro Tem
Deb Malewski – Council Member
Stacey Robison – Council Member
Ken Nicholas – Council Member

Yvonne Ridge – City Manager
Larry Joe Weeks – Police Chief
Roger McNutt – Fire Chief
LeRoy Hummel – Building Official
Rob Pierce – Public Works/Utilities Director
Genny Allen – Treasurer/Finance Director
Robin Webb – City Clerk
Corey Cagle – Director of Parks, Recreation and Events
Randy Jewell – City Assessor
Cullen Harkness – City Attorney

CITY COUNCIL MEETING AGENDA

February 12, 2024
7:00 p.m.
City Hall

This meeting will be streamed live for viewing only at:

<https://us06web.zoom.us/j/81891922214>

Meeting ID: 818 9192 2214

Please note all public comments must be made in person.

1. CALL TO ORDER.
2. ROLL CALL.
3. PLEDGE OF ALLEGIANCE.
4. INVOCATION
5. APPROVAL OF THE AGENDA.
6. APPROVAL OF THE MINUTES OF January 22, 2024, CITY COUNCIL WORK SESSION MEETING.
7. APPROVAL OF THE MINUTES OF January 22, 2024, CITY COUNCIL MEETING.
8. APPROVAL OF CHECK DISBURSEMENTS TOTALING \$ 614,202.59
9. CITIZEN COMMENTS AND QUESTIONS.
10. UNFINISHED AND SPECIAL BUSINESS.
11. ITEMS OF BUSINESS.
 - a. Approval of the 2024 Easter Egg Hunt Special Event Application.
 - b. Approval of the 2024 Memorial Day Parade Special Event Application.
 - c. Approval of the 2024 Art in the Park/Free Fishing Tournament Special Event Application.

- d. Approval of the 2024 Eaton Rapids 4th of July Celebration Special Event Application.
- e. Approval of the GAR Civil War Discovery Camp Special Event Application.
- f. Approval of the 4th Annual Grand River Color Tour Triathlon Special Event Application.
- g. Approval of the 2024 Main Street Trick or Treat Special Event Application.
- h. Approve Resolution 2024-01 To Approve Consumers Energy License Agreement.
- i. Approve the Mayors Monarch Pledge for 2024.
- j. Approve CFS Gage Contract.

12. CITIZENS COMMENTS AND QUESTIONS

13. REPORTS.

- a. Fire Chief, Police Chief, City Manager
- b. Council Members.
- c. Mayor

14. ADJOURNMENT.

ADDRESSING THE CITY COUNCIL

This item on the agenda is for the public to present comments or questions to City Council regarding any topic. Anyone wishing to speak should raise their hand and when recognized by the Mayor, should stand, come to the microphone, give their name, and address and proceed with their comments or questions. In the interest of time, citizens may be limited **to five minutes** to present their comments or ask questions.

NEXT MEETING

Monday, February 12, 2024

Boards and Commissions Openings:

- Zoning Board of Appeals (2)
- LDFA (1)
- Planning Commission (1)
- DDA (1)
- Local Officer's Compensation Committee (1)

**City of Eaton Rapids
Work Session
February 12, 2024**

A Work Session of the Eaton Rapids City Council was held at City Hall, 200 S. Main Street, on January 22, 2024, 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 Nicholas and Malewski. Councilperson Robison was absent and excused.

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

Public Comments: None

Unfinished and Special Business: None

New Business:

1. EATRAN Presentation – Brad Funkhouser.

Presentation by Brad Funkhouser regarding expansion of services and update for EATRAN transportation. Discussion followed.

2. Capital City Labor Program non-supervisory Police Officer Union Grievance.

Discussion on the two grievances brought to the Council from Officer Bailey and Officer Briscoe. Brad Richmond, Union Rep presented on their behalf.

Steele moved, Malewski seconded to go out of work session into closed session at 6:05 pm

Steele moved and Malewski seconded to end closed session and go back to open session at 6:42 pm.

Unfinished and Special Business: None

Public Comments: None

Adjournment:

Steele move, Malewski seconded, PASSED to adjourn the meeting at 6:42 p.m.

The meeting was adjourned at 6.42 p.m.

Pamela Colestock, Mayor

Robin Webb, City Clerk

**City Council Meeting
February 12, 2024**

A regular Eaton Rapids City Council meeting was held at City Hall, 200 S. Main Street, on January 22, 2024, at 7:00 p.m.

Call To Order:

Mayor Colestock called the meeting to order at 7:00 p.m.

Roll Call:

Mayor Colestock, Mayor Pro-Tem Steele, Councilpersons Nicholas and Milewski were present. Councilperson Robison was absent and excuse.

Pledge of Allegiance:

Those present recited the Pledge of Allegiance.

Invocation:

The invocation was given by Pastor Patty Lankton, Community Christian Church.

Approval of the Agenda:

Steele moved, Malewski seconded, PASSED to approve the meeting agenda.

Approval of the minutes from January 8, 2024, City Council Work Session Meeting:

Steele moved, Nicholas seconded, PASSED to approve the January 8, 2024, City Council revised Work Session meeting minutes.

Approval of the minutes from January 8, 2024, City Council Meeting:

Steele moved, Malewski seconded, PASSED to approve the January 8, 2023, City Council revised meeting minutes.

Approval of check disbursements totaling \$495,940.16.

Steele moved, Malewski seconded, PASSED to approve the check disbursements totaling \$495,940.16.

Citizen Comments and Questions:

Korey Sullivan, 10908 Kinneville Rd – spoke on her non-profit Good Shepherds Love. Helping people in Eaton Rapids with Utilities, gift cards, essential health and beauty items. Want to expand services to showers, laundry, and safe housing.

Unfinished and Special Business: None

Items of Business:

a. Approval of Response to Union Grievance.

Steele moved, Malewski seconded, to deny grievance #21-NS-001-23-022 and #21-NS-002-23-023.

Yeas – Steele, Malewski, Nicholas, and Mayor Colestock

Nays - 0

Absent - Robison

b. Appointment of EATRAN Board Member.

Steele moved, Malewski seconded to approve appointment of Yvonne Ridge to the EATRAN Board for a term ending December 31, 2026.

Yeas – Steele, Malewski, Nicholas, and Mayor Colestock

Nays - 0

Absent - Robison

c. Adopt Resolution 2023-35. Adopt Resolution 2023-35 to submit request top Bridge Rehabilitation Plan for State Street Bridge.

Steele moved, Nicholas seconded to adopt Resolution 2023-35 to submit request top Bridge Rehabilitation Plan for State Street Bridge.

Yeas – Steele, Malewski, Nicholas, and Mayor Colestock

Nays - 0

Absent - Robison

d. Adopt Resolution 2023-36. Adopt Resolution 2023-35 to submit request top Bridge Rehabilitation Plan for Knight Street Bridge.

Steele moved, Nicholas seconded to adopt Resolution 2023-36 to submit request to Bridge Rehabilitation Plan for Knight Street Bridge.

Yeas – Steele, Malewski, Nicholas, and Mayor Colestock

Nays - 0

Absent - Robison

Citizen Comments and Questions:

Bradley Richmond, 5190 Jet Dr., Lansing. Appreciated the discussion regarding the Grievance. Although not in favor of the outcome, have respect for the council and staff.

13. Reports:

a. Fire Chief

None

b. Police Chief: Officer Bailey resigned, last day Saturday, 27th. Down to 5.5 officers, one in training, 1 in the academy, both will be done in March. Going down to 10 hours shifts beginning January 29, 2024. Officer Ferguson and Wilson are officers for a specific duty, cannot be utilize for filling in vacancies. A vendor will give a presentation for new license plate readers on February 26th meeting.

City Manager – Discussion on grant opportunities with Congresswomen Slotkin Office and her visit to Eaton Rapids on January 5th, 2024, the Michigan Municipal League (MML) Capital Conference (CapCon) on March 12th and 13th, update Union negotiations with the Engineers 324, update on Electric Rate Study, update on the upcoming election, Oakridge Park Interlocal Cooperative, announced Governor Whitmer State of the State address on January 24th, 2024, update on the Community & Economic Development Specialist position, update on the Council of Government (COG) meeting with updates for Recycle Center Project, discussion of the Technical Assistance Grant to help with designing the Recycle Center, updates with IT

(Dewpoint) upgrades and review current storage capacity, and update with Michigan Public Power Agency(MPPA) to make sure we are in line with requirements.

d. Council Members

Robison – absent

Nicholas – none

Malewski – Very impressed by everything that the City Manager is working on and involved in, as well as her involvement in the city. So many things getting done.

Mayor Pro Tem Steele – had a question on the Electric study payment, Appreciates the City Manager. Continues to study the workings of the Charter and City. Asked about Union Negotiation and if extending the current contract would be a problem.

e. **Mayor** – DDA had their organizational meeting and elected new officers. Will be working on the new Façade Grant application that should go out to businesses in early March. Thanked Officer Bailey for his service to Eaton Rapids and wished him well in his future. Proud of all our police department and knows that it's been difficult for all of them with the staff shortages and want them to know that she and the council supports them as does the community.

Adjournment:

Steele moved, Nicholas seconded, PASSED to adjourn the meeting.
The meeting was adjourned at 7.40 p.m.

Pamela Colestock, Mayor

Robin Webb, City Clerk



CITY OF EATON RAPIDS

PAYABLES REPORT FOR FEBRUARY 12, 2024

**JANUARY 25, 2024 - FEBRUARY 12, 2024 – ACCOUNTS PAYABLE – CHECKS 158541– 158644 -
\$193,941.22**

PAYROLL – PAYDATE 02/02/24 = \$93,607.44

.....

JANUARY 25, 2024 – ACH – MPPA - \$60,304.49

JANUARY 29, 2024 – ACH – MPPA - \$94,994.40

FEBRUARY 5, 2024 – ACH – MPPA - \$115,292.71

FEBRUARY 12, 2024 – ACH – MPPA - \$56,062.33

TOTAL CHECKS - \$287,548.66

TOTAL ACH - \$326,653.93

TOTAL DISBURSEMENTS THIS PERIOD - \$614,202.59

Banks: GEN

Check Date	Bank	Check #	Payee	Description	GL #	Amount
01/25/2024	GEN	158541	AMAZON	OFFICE SUPPLIES - PHONE CASE	101.299.73000	13.56
01/25/2024	GEN	158542	AMAZON	OFFICE SUPPLIES - GEL ROLLER PENS	101.299.73000	16.79
01/25/2024	GEN	158543	ANTHONY TWICHELL	REIMBURSEMENT - BOOT ALLOWANCE 2024	598.528.74200	125.00
01/25/2024	GEN	158544	BROWN & BROWN OF CENTRAL MICHIG	EMPLOYEE NAVIGATOR INVOICE 14709422	101.253.71900	150.00
01/25/2024	GEN	158545	CALEDONIA FARMERS ELEVATOR	TIRE REPAIR	101.441.93400	25.75
01/25/2024	GEN	158546	CALEDONIA FARMERS ELEVATOR	TIRE REPLACEMENT	101.441.93400	213.19
01/25/2024	GEN	158547	CONSUMERS ENERGY	GAS BILL 301 MARKET ST UNIT A (JAN)	101.441.92100	585.89
01/25/2024	GEN	158548	CONSUMERS ENERGY	GAS BILL 100 HOWE DR. (JAN)	208.691.92100	16.00
01/25/2024	GEN	158549	CONSUMERS ENERGY	GAS BILL 200 S MAIN CITY HALL (JAN)	101.299.93100	396.38
01/25/2024	GEN	158550	CONSUMERS ENERGY	GAS BILL 112 E.HAMLIN ST. (JAN)	208.691.92100	78.72
01/25/2024	GEN	158551	CONSUMERS ENERGY	GAS BILL 700 CANAL ST. WTP (JAN)	598.556.92100	554.82
01/25/2024	GEN	158552	CONSUMERS ENERGY	GAS BILL 301 MARKET ST. UNIT C (JAN)	598.538.92100	132.13
01/25/2024	GEN	158553	CONSUMERS ENERGY	GAS BILL 700 CANAL ST. WTP (JAN)	598.556.92100	49.40
01/25/2024	GEN	158554	EJ USA, INC.	PIPE AND FITTINGS FOR WTP	598.556.75200	567.00
01/25/2024	GEN	158555	ENVIRONMENTAL RESOURCES	POTABLE WATER COLIFORM MICROBE TEST	598.528.74900	439.01
01/25/2024	GEN	158556	LD DOCSA & ASSOCIATES, INC.	2023 CWSRF PLANT REHAB	598.528.95500-P2301	68,850.18
01/25/2024	GEN	158557	MICHIGAN MUNICIPAL ELECTRIC	DUES AND MEMBERSHIPS 2024	598.538.95700	11,754.00
01/25/2024	GEN	158558	RAPID'S AUTO SERVICE	REPAIR DODGE	598.538.93210	965.58
01/25/2024	GEN	158559	REHMANN ROBSON	PROFESSIONAL SVS INV #RR854421	101.253.81800	420.00
01/25/2024	GEN	158560	ROSE PEST SOLUTIONS	PEST CONTROL- JAN INVOICE# 70907273	101.265.77600	73.00
01/25/2024	GEN	158561	SIEGFRIED CRANDALL PC	PROF SVS / AUDITING SVS - INV 11374	101.253.81800	4,000.00
01/25/2024	GEN	158562	UTILITY FINANCIAL SOULTIONS	RATE STUDY INVOICE 9033UFS	598.538.81700	3,780.00
01/25/2024	GEN	158563	WILLIAMS FARM MACHINERY	REPAIR PARTS FOR PLOW TRUCK DPW	101.441.93400	248.30
01/25/2024	GEN	158565	AMAZON	MEDIUM WEIGHT DISPOSABLE PLASTIC FOR	101.215.74400	11.78
01/25/2024	GEN	158566	AMAZON	OFFICE SUPPLIES (CLIPS, PENCILS & LE	101.172.74400	33.96
01/31/2024	GEN	158567	AMAZON	MISC CHARGERS FOR CER IT	101.299.93300	35.07
01/31/2024	GEN	158568	AMAZON	SAFETY VEST	598.538.74401	37.50
01/31/2024	GEN	158569	AMAZON	SMARTIES	208.691.74405	268.50
01/31/2024	GEN	158570	AMAZON	ART SUPPLIES	217.690.86500	79.35
01/31/2024	GEN	158571	AMAZON	ART AND OFFICE SUPPLIES	208.691.73000	128.61

User: LEIGH TYLER

CHECK NUMBER 158541 - 158644

DB: Eaton Rapids

Banks: GEN

Check Date	Bank	Check #	Payee	Description	GL #	Amount
		158571		ART AND OFFICE SUPPLIES	217.690.86500	91.23
						219.84
01/31/2024	GEN	158572	AMAZON	REF SUPPLIES/BASKETBALL	208.691.74403	101.63
01/31/2024	GEN	158573	AMAZON	ELECTRONIC SCORE BOARDS	208.691.74403	199.96
01/31/2024	GEN	158574	AMAZON	BATTERIES	101.215.74400	29.96
01/31/2024	GEN	158575	AMAZON	URINAL REPAIR KIT DPW	101.441.93100	25.58
01/31/2024	GEN	158576	AMAZON	IT EQUIPMENT FOR RP	598.538.93300	99.00
01/31/2024	GEN	158577	AMAZON	CUSTOM LOGO EMBOSSER SEAL STAMP	101.215.74400	33.50
01/31/2024	GEN	158578	AMAZON	FIBER TO ETHERNET CONVERTOR FOR WWT	598.528.93200	259.84
01/31/2024	GEN	158579	BRIAN BEGAN	REFUND-1ST QTR 2023 FICA OVERPAYMENT	101.299.71500	5.30
01/31/2024	GEN	158580	C2AE	PAYMENT - RELIABILITY STUDY	598.556.81700	1,650.00
01/31/2024	GEN	158581	CANDY FORD-MERCURY, INC.	MOUNT TIRES ON PV INV# 37973	101.301.93400	80.00
01/31/2024	GEN	158582	CHRIS SCOTT	CLOTHING REIMBURSEMENT CHRIS SCOTT 20	598.556.74200	83.60
01/31/2024	GEN	158583	CMP DISTRIBUTORS, INC.	VEST & CARRIER FOR GREEN INV# 79850	101.301.74200	854.00
01/31/2024	GEN	158584	CONSUMERS ENERGY	ELECTRIC BILL 2650 S. MICHIGAN RD. (J	598.538.92100	33.90
01/31/2024	GEN	158585	CONSUMERS ENERGY	ELECTRIC BILL 5421 S. CLINTON TRL. (J	598.538.92100	34.07
01/31/2024	GEN	158586	CONSUMERS ENERGY	PSB GAS INV# 207058865949	101.301.92100	509.75
		158586		PSB GAS INV# 207058865949	101.336.92100	509.74
						1,019.49
01/31/2024	GEN	158587	COREY CAGLE	REFUND-1ST QTR 2023 FICA OVERPAYMENT	208.691.71500	82.25
01/31/2024	GEN	158588	COREY CAGLE	REIMBURSMENT FOR YOUTH SHIRTS	208.691.74403	27.52
01/31/2024	GEN	158589	CRANDELL BROS. TRUCKING CO.	22A GRAVEL /TON (50T) TICKET# 590	203.463.74000	800.00
01/31/2024	GEN	158590	EGL E MICHIGAN DEPT. OF	WATER SAMPLING (2024)	598.556.74900	414.00
01/31/2024	GEN	158591	ELHORN ENGINEERING COMPANY	7661-30 LIQUFIED AQUADENE 30 GA	598.556.74600	1,460.00
		158591		7661-30 LIQUFIED AQUADENE 30 GA	598.556.93200	428.80
						1,888.80
01/31/2024	GEN	158592	ETNA SUPPLY COMPANY	KH-2-NL-NO2 KORNERHORN JNTS	598.556.75200	1,068.00
01/31/2024	GEN	158593	ETNA SUPPLY COMPANY	RA42-44-Q-NL RING ADAPTORS	598.556.75200	11.70
01/31/2024	GEN	158594	GRAINGER	PRESSURE SWITCH FOR PH	598.538.93210	343.92
01/31/2024	GEN	158595	GREATAMERICA FINANCIAL SVCS.	MAILING SYSTEM LEASE INV# 35809900	101.215.93300	115.81
01/31/2024	GEN	158596	HACH COMPANY	BUFFER DILUTION WATER	598.556.74900	118.00

Banks: GEN

Check Date	Bank	Check #	Payee	Description	GL #	Amount
01/31/2024	GEN	158597	HAMLIN TOWNSHIP	425 AGREEMENT	101.253.98365	772.64
01/31/2024	GEN	158598	IDEXX DISTRIBUTION CORP.	UN3373-WKIT 1001 CULTURE	598.556.74900	358.14
01/31/2024	GEN	158599	LANSING SANITARY SUPPLY	SANITARY SUPPLIES	101.299.74400	243.53
		158599		SANITARY SUPPLIES	101.441.74400	67.47
		158599		SANITARY SUPPLIES	101.441.77600	309.60
		158599		SANITARY SUPPLIES	208.691.74400	337.35
		158599		SANITARY SUPPLIES	208.691.77600	334.98
		158599		SANITARY SUPPLIES	598.528.74400	67.47
		158599		SANITARY SUPPLIES	598.528.77600	176.06
		158599		SANITARY SUPPLIES	598.538.74400	67.47
		158599		SANITARY SUPPLIES	598.538.77600	309.60
		158599		SANITARY SUPPLIES	598.556.74400	67.47
		158599		SANITARY SUPPLIES	598.556.77600	176.06
						2,157.06
01/31/2024	GEN	158600	LANSING UNIFORM COMPANY	BOOTS GREEN INV# 100294-A	101.301.74200	225.00
01/31/2024	GEN	158601	LAURA BOOMER	REFUND-1ST QTR 2023 FICA OVERPAYMENT	101.215.71500	118.33
01/31/2024	GEN	158602	NORTH CENTRAL LABORATORIES	THERMOMETERS 2024	598.556.74900	323.95
01/31/2024	GEN	158603	PACE ANALYTICAL SERVICES, LLC	QURATERLY LOW LEVEL MERCURY SAMPLING	598.528.74901	448.00
01/31/2024	GEN	158604	POWER LINE SUPPLY COMPANY	LIGHT MOGUL 30W 40K DOWNTOWN HEADS	598.538.75500	1,225.00
01/31/2024	GEN	158605	POWER LINE SUPPLY COMPANY		598.538.74400	1,647.12
01/31/2024	GEN	158606	POWER LINE SUPPLY COMPANY	POLYMER CUTOUT LESS BRACKET CP710112	598.538.74400	802.56
01/31/2024	GEN	158607	PURITY CYLINDER GASES INC.	NITROGEN TANK FILL/EXCHANGE	598.538.74400	37.95
01/31/2024	GEN	158608	ROBERT PIERCE III	REFUND-1ST QTR 2023 FICA OVERPAYMENT	101.441.71500	105.53
01/31/2024	GEN	158609	SHARE CORPORATION	4.5" HIGH ENERGY CUT-OFF WHEEL	598.538.72800	20.49
		158609		4.5" HIGH ENERGY CUT-OFF WHEEL	598.538.74400	89.25
						109.74
01/31/2024	GEN	158610	STAPLES	OFFICE SUPPLIES	101.215.74400	285.81
01/31/2024	GEN	158611	THE RIGHT TOUCH JANITORIAL	JANITORIAL SERVICES- INVOICE 11380	101.265.77600	360.00
01/31/2024	GEN	158612	THE ROSSOW GROUP	ACCREDIDATION PROCESS INV# 63	101.301.81800	6,125.00
02/02/2024	GEN	158613	STATE INDUSTRIAL PRODUCTS	LAUNDRY SOAP	101.336.93100	294.80
02/06/2024	GEN	158614	VISIONARY BUILDERS	FIRST 50% PAYMENT FOR NEW PAVILLION	208.691.95802-P0331	13,359.00
02/07/2024	GEN	158615	ACD.NET	INTERNET - JANUARY	101.276.85200	100.79
		158615		INTERNET - JANUARY	101.299.85200	100.79
		158615		INTERNET - JANUARY	101.301.85200	201.76

02/07/2024 12:55 PM
 User: LEIGH TYLER
 DB: Eaton Rapids

CHECK DISBURSEMENT REPORT FOR EATON RAPIDS
 CHECK NUMBER 158541 - 158644

Banks: GEN

Check Date	Bank	Check #	Payee	Description	GL #	Amount
02/07/2024	GEN	158620	BARYAMES CLEANERS, INC.	DRY CLEANING	101.301.74200	20.50
02/07/2024	GEN	158621	CHRIS GARRISON	ELECTRICAL INSPECTIONS AND MILEAGE	249.371.81700	373.75
02/07/2024	GEN	158622	DAVID LYNCH	MECHANICAL INSPECTIONS	249.371.81700	135.00
02/07/2024	GEN	158623	ELHORN ENGINEERING COMPANY	EL EL-CHLOR CHLORINE	598.556.74600	850.00
02/07/2024	GEN	158624	ETNA SUPPLY COMPANY	SENSUS OMNI+ T2-4 ' #018A 1 GL20FT C	598.556.75000	17,100.00
02/07/2024	GEN	158625	GRANGER CONTAINER SERVICE, INC	TRASH REM FOR CEMET. 4500 WEST ST _4	101.276.94200	95.71
02/07/2024	GEN	158626	GRANGER CONTAINER SERVICE, INC	TRASH REMOVAL	101.441.94200	112.93
		158626		TRASH REMOVAL	598.528.94200	92.92
		158626		TRASH REMOVAL	598.556.94200	101.89
						<u>307.74</u>
02/07/2024	GEN	158627	GRANGER CONTAINER SERVICE, INC	TRASH SERVICE- CITY HALL	101.265.77600	61.36
02/07/2024	GEN	158628	GREATAMERICA FINANCIAL SVCS.	COPIER LEASE INV# 35809901	101.301.73100	83.71
		158628		COPIER LEASE INV# 35809901	101.336.73000	83.71
						<u>167.42</u>
02/07/2024	GEN	158629	HUGHES ENVIRONMENTAL SERVICES	CONTRACTED PRICE FOR WASTEWATER	598.528.81700	7,900.00
02/07/2024	GEN	158630	IDEXX DISTRIBUTION CORP.	WP104 COLI P/A COMPARATOR	598.556.74900	26.80
02/07/2024	GEN	158631	KENDALL ELECTRIC, INC.	HEAVY DUTY LOCKING PHOTO EYE	598.538.74400	12.96
		158631		HEAVY DUTY LOCKING PHOTO EYE	598.538.75000	433.68
						<u>446.64</u>
02/07/2024	GEN	158632	KENDALL ELECTRIC, INC.	2" STEEL LOCKNUT	598.538.74400	7.44
02/07/2024	GEN	158633	LANSING SANITARY SUPPLY	TRK450360 TORK SHOP TOWEL	101.441.74400	122.23
		158633		TRK450360 TORK SHOP TOWEL	598.538.74400	122.23
						<u>244.46</u>
02/07/2024	GEN	158634	MISS DIG SYSTEM, INC	2024 MISS DIG MEMBER FEES PER INVOIC	598.528.95700	1,046.02
		158634		2024 MISS DIG MEMBER FEES PER INVOIC	598.538.95700	1,045.71
		158634		2024 MISS DIG MEMBER FEES PER INVOIC	598.556.95700	1,045.70
						<u>3,137.43</u>
02/07/2024	GEN	158635	PEERLESS MIDWEST, INC.	CLEAN/REPAIR WELL #1	598.556.93200	22,458.78
02/07/2024	GEN	158636	POWER LINE SUPPLY COMPANY	65A TYPE K FUSELINK	598.538.74400	95.40
02/07/2024	GEN	158637	SAFETY-KLEEN SYSTEMS, INC.	PARTS WASHER SERVICE	598.528.93200	306.45
02/07/2024	GEN	158638	SPARTAN STORES, LLC	DISTILLED WATER FOR WWTP LAB	598.528.74900	233.52
02/07/2024	GEN	158639	THE COUNTY JOURNAL	PUBLISHING- PLANNING COMM NOTICE 12/	101.215.90400	69.29

Banks: GEN

Check Date	Bank	Check #	Payee	Description	GL #	Amount
02/07/2024	GEN	158640	THE COUNTY JOURNAL	NOTICE - CITY PROPERTY SALE	101.215.90400	105.84
02/07/2024	GEN	158641	THE HARKNESS LAW FIRM, PLLC	JAN 2024 LEGAL SERVICES	101.301.80200	2,096.35
02/07/2024	GEN	158642	TRANSUNION RISK & ALTERNATIVE D	SEARCH SOFTWARE INV# 798442-202401-1	101.301.73500	150.00
02/07/2024	GEN	158643	VERIZON WIRELESS	MACHINE TO MACHINE SCADA	598.528.85200	124.68
		158643		MACHINE TO MACHINE SCADA	598.556.85200	124.70
						<u>249.38</u>
02/07/2024	GEN	158644	VERIZON WIRELESS	WIRELESS BILLING DEC29-JAN28 2024	101.172.85200	105.25
		158644		WIRELESS BILLING DEC29-JAN28 2024	101.336.85200	65.78
		158644		WIRELESS BILLING DEC29-JAN28 2024	101.441.85200	789.57
		158644		WIRELESS BILLING DEC29-JAN28 2024	208.691.85200	65.78
		158644		WIRELESS BILLING DEC29-JAN28 2024	249.371.85200	65.78
		158644		WIRELESS BILLING DEC29-JAN28 2024	598.528.85200	79.08
		158644		WIRELESS BILLING DEC29-JAN28 2024	598.538.85200	65.78
		158644		WIRELESS BILLING DEC29-JAN28 2024	598.556.85200	78.98
						<u>1,316.00</u>
			TOTAL - ALL FUNDS	TOTAL OF 103 CHECKS		193,941.22

For Payroll ID: 635 Check Date: 02/02/2024 Pay Period End Date: 01/28/2024

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
02/02/2024	GEN	301476	CRAVEN, TROY L.	2,832.87	330.97	1,590.00	Processing
02/02/2024	GEN	DD86841	ADLEMAN, COREY M	2,326.06	0.00	1,618.37	Processing
02/02/2024	GEN	DD86842	ALLEN, GENEVIEVE W	2,692.80	0.00	1,805.01	Processing
02/02/2024	GEN	DD86843	BAILEY, SEAN	2,400.90	0.00	1,621.31	Processing
02/02/2024	GEN	DD86844	BRISCOE, CRAIG A	3,140.80	0.00	1,933.81	Processing
02/02/2024	GEN	DD86845	CAGLE, COREY J	2,692.80	0.00	1,832.04	Processing
02/02/2024	GEN	DD86846	CREGER, JR., PAUL L	2,663.49	0.00	1,435.46	Processing
02/02/2024	GEN	DD86847	EDDY, KIMBERLY T.	2,390.00	0.00	1,893.59	Processing
02/02/2024	GEN	DD86848	FERGUSON, JASON M	2,603.25	0.00	1,934.54	Processing
02/02/2024	GEN	DD86849	FULLER, STEVE	2,054.40	0.00	1,259.48	Processing
02/02/2024	GEN	DD86850	GREEN, CALEB J	2,216.60	0.00	1,727.38	Processing
02/02/2024	GEN	DD86851	HEINRITZ, BENJAMIN W	2,960.20	0.00	1,823.52	Processing
02/02/2024	GEN	DD86852	HENDON, DAVID A	2,206.25	0.00	1,524.90	Processing
02/02/2024	GEN	DD86853	HUMMEL, LEROY	3,040.00	0.00	1,956.52	Processing
02/02/2024	GEN	DD86854	KUNKEL, DOUG	2,452.44	0.00	1,747.52	Processing
02/02/2024	GEN	DD86855	KUYKENDOLL, JEREMY M	2,463.28	0.00	1,574.63	Processing
02/02/2024	GEN	DD86856	LATCHAW, JAYNE M	665.00	0.00	580.09	Processing
02/02/2024	GEN	DD86857	LEASE, GARRETT L	1,866.14	0.00	1,329.57	Processing
02/02/2024	GEN	DD86858	LEASE, MARK A.	2,652.24	0.00	1,664.18	Processing
02/02/2024	GEN	DD86859	MCNUTT, ROGER A.	1,500.00	0.00	1,220.83	Processing
02/02/2024	GEN	DD86860	MORRISON, JAMES	2,161.74	0.00	1,451.23	Processing
02/02/2024	GEN	DD86861	NOBACH, JONATHAN S	2,441.18	0.00	1,655.91	Processing
02/02/2024	GEN	DD86862	PERKINS, BROOKE M	2,240.00	0.00	1,555.92	Processing
02/02/2024	GEN	DD86863	PIERCE, III, ROBERT J	3,096.00	0.00	2,119.73	Processing
02/02/2024	GEN	DD86864	PLATTE, DILLON S	2,910.59	0.00	2,130.37	Processing
02/02/2024	GEN	DD86865	REYNOLDS, MICHAEL A	1,806.40	0.00	1,310.05	Processing
02/02/2024	GEN	DD86866	RICHARDS, NICHOLAS L	2,063.20	0.00	1,420.24	Processing
02/02/2024	GEN	DD86867	RIDGE, YVONNE L	4,099.60	0.00	2,621.31	Processing
02/02/2024	GEN	DD86868	SCOTT, CHRISTOPHER A.	2,304.96	0.00	1,448.65	Processing
02/02/2024	GEN	DD86869	SIFTON, LEE H.	3,152.12	0.00	2,189.76	Processing

For Payroll ID: 635 Check Date: 02/02/2024 Pay Period End Date: 01/28/2024

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
02/02/2024	GEN	DD86870	SNYDER, KENNETH E	2,462.14	0.00	1,772.32	Processing
02/02/2024	GEN	DD86871	SOFTIC, ESAD	1,848.80	0.00	1,122.31	Processing
02/02/2024	GEN	DD86872	TWICHELL, ANTHONY S	2,530.80	0.00	1,768.31	Processing
02/02/2024	GEN	DD86873	TYLER, LEIGH A	2,056.25	0.00	1,630.07	Processing
02/02/2024	GEN	DD86874	VERHELLE, TODD W.	2,073.66	0.00	1,340.87	Processing
02/02/2024	GEN	DD86875	WARSOP, JARED L	2,960.19	0.00	2,253.63	Processing
02/02/2024	GEN	DD86876	WEBB, ROBIN C	2,231.20	0.00	1,522.23	Processing
02/02/2024	GEN	DD86877	WEEKS II, LARRY J.	3,349.09	0.00	2,279.37	Processing
Totals:							
				Number of Checks:	038		
					93,607.44	330.97	63,665.03
Total Physical Checks:					1		
Total Check Stubs:					37		



MEETING DATE: 02/12/2024

DIRECTOR OF PARKS, RECREATION & EVENTS

To: Mayor and City Council

Work Session

From: Corey Cagle, Director of Parks, Recreation & Events

Regular Meeting

Submitted: 01/25/2024

Subject: 2024 Easter Egg Hunt

SUMMARY

The 2024 Annual Easter Egg Hunt is scheduled for 3/23/2024 at 11:00AM at the Martin Hansen Amphitheater. The Egg Hunt will be followed by an opportunity to get photos taken with the Easter Bunny.

STAFF RECOMMENDATION/MOTION

Motion to approve the Special Events Application for the 2024 Easter Egg Hunt to be held on Saturday, March 23, 2024.

LIST OF SUPPORTING DOCUMENTS

Special Event Application for the 2024 Easter Egg Hunt.



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: Saturday, March 23, 2024 Location: Martin Hansen Amphitheater
2. Starting time of event: 10:00AM Ending time of event: 1:00PM
3. Sponsoring Organization: City of Eaton Rapids
Address: 200 S Main St Phone: 517-663-8118
Web Site: www.cityofeatonrapids.gov
4. Contact Person: Corey Cagle Title: Director of Parks, Recreation & Events
Address: 200 S Main St Phone: 517-663-8118
E-mail: ccagle@cityofeatonrapids.gov
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 at the Martin Hansen Amphitheater. Pictures with the Easter Bunny will also be available.

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 the weekend before Easter

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

Next year's specific dates: April 12, 2025

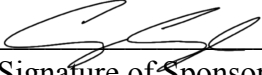
7. An Event Map must be attached. If your event will use streets and/or sidewalks or will use multiple locations, please attach a complete map showing assembly and dispersal locations and the route plan. Also show streets or parking lots that you are requesting to be blocked off.
8. Vendors: Food/Beverage 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: Assistance with Hiding eggs - Council/Chamber/Rotary/DDA/Parks Board
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 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)
 - Event sponsors and participants will be required to sign Indemnification Agreement forms.
 - 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.
 - 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.
 - 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.

1/24/2024
Date


Signature of Sponsoring Organization's Agent

Corey 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 1/24/2024

Date Approved by City of Eaton Rapids _____



MEETING DATE: 02/12/2024

DIRECTOR OF PARKS, RECREATION & EVENTS

To: Mayor and City Council

Work Session

From: Corey Cagle, Director of Parks, Recreation & Events
on behalf of Chris Allen, G.A.R. Museum President

Regular Meeting

Submitted: 01/25/2024

Subject: 2024 Memorial Day Parade

SUMMARY

The 2024 Memorial Day Parade is planned for May 27, 2024. The Parade will run down Main St from Marilyn Ave to Knight Street with a ceremony stop at the Blue Star Memorial (Memorial Park). Parade Steps off at 11:00AM.

STAFF RECOMMENDATION/MOTION

Motion to approve the Special Events Application for the 2024 Memorial Day Parade to be held on May 27, 2024.

LIST OF SUPPORTING DOCUMENTS

Special Event Application for the 2024 Memorial Day Parade.

Parade Permit Application



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: May 27, 2024 Location: Main Street (Marilyn Ave to Knight St)

2. Starting time of event: 11:00 AM Ending time of event: 12:00PM

3. Sponsoring Organization: Michigan's GAR Memorial Hall & Museum

Address: 224 S Main St Phone: 517-922-6427

Web Site: garmuseum@garmuseum.com

4. Contact Person: Chris Allen Title: President

Address: P.O. Box 292 Eaton Rapids Phone: 517-420-4152

E-mail: garmichigan@gmail.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 Memorial Day Parade with Ceremony stop at Blue Star Memorial.

Parade Route Attached. _____

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

Next year's specific dates: 5/26/2025

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: DPW Assistance closing off Main St for the Parade. Same route at 4th of July Parade.

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

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

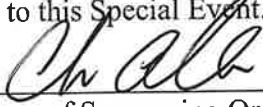
15. Certification and Signature: I understand and agree on behalf of the sponsoring organization that:

- 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.

1/25/2024
Date


Signature of Sponsoring Organization's Agent

Chris Allen
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 1/10/2024

Date Approved by City of Eaton Rapids _____



Parade Permit

Organization: Michigan's G.A.R. Memorial Hall and Museum

Contact Person: Chris Allen

Address: 224. S. Main St. Eaton Rapids

Phone: 517-922-6427 Fax: _____

Email: garmichigan@gmail.com

Parade route: Start: Marilyn Ave
End: Knight St.

Event Date: May 27, 2024 (Memorial Day)

Start Time: 11: AM

Duration: 1 hr.

Approximate Number of Units: 30

Comments: Annual Memorial Day Parade with ceremony stop at Blue Star memorial

This permit along with a completed Special Events Permit Application, must be signed and returned to City Hall at least 60 calendar days prior to the parade.

I, the undersigned, understand the Special Event Policy and agree to help enforce the rules as stated within. No throwing of anything from a vehicle. Participants may hand out candy or flyers, any left along the parade route will be cleaned up by the applicant.

1-10-2024

Signature

Date

Chris L. Allen

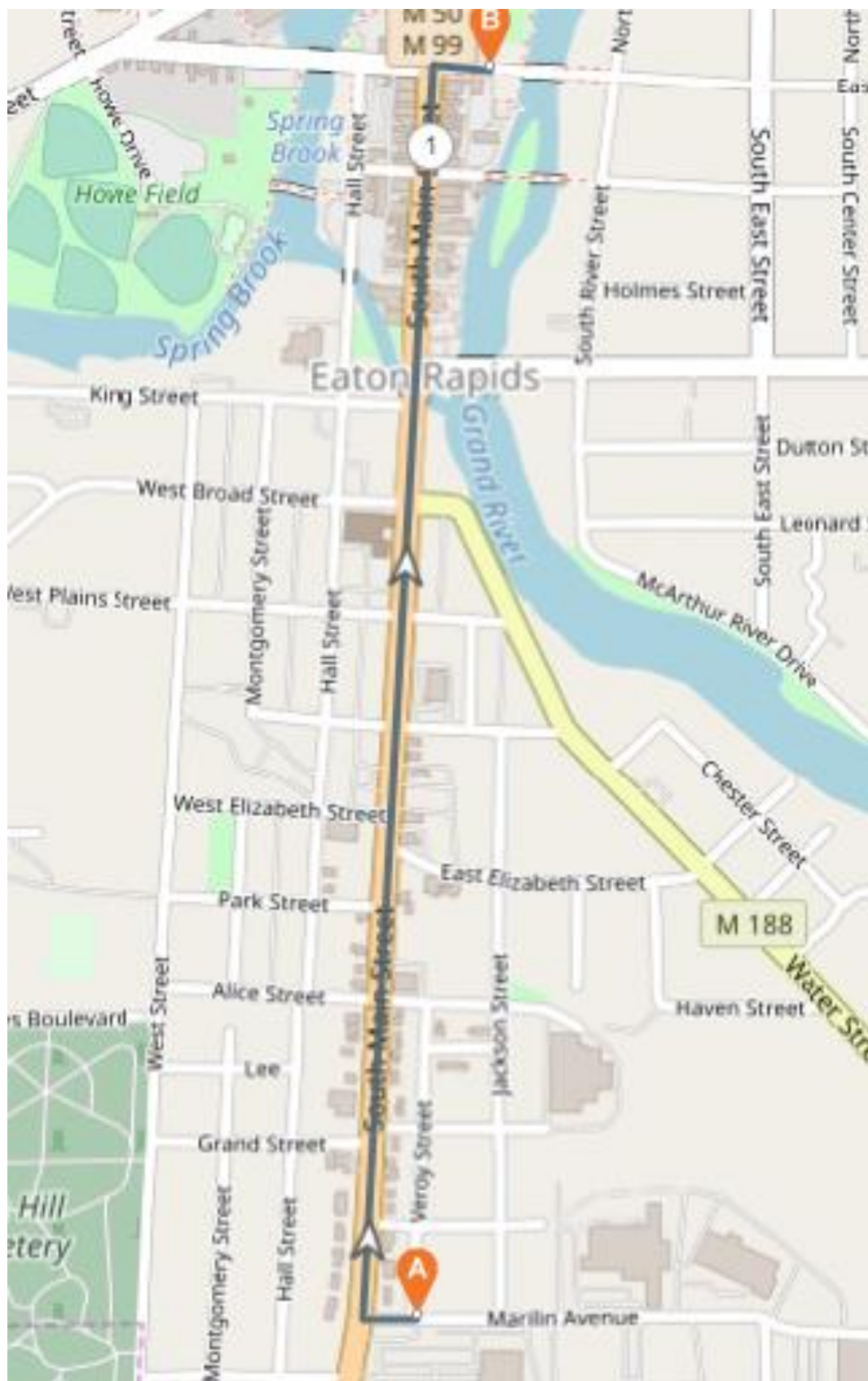
Print Name

C.E.R. Permit Received: _____

MDOT Permit Issued: _____

Special Events Committee Approved: _____

City Council Approved: _____





MEETING DATE: 02/12/2024

DIRECTOR OF PARKS, RECREATION & EVENTS

To: Mayor and City Council

Work Session

From: Corey Cagle, Director of Parks, Recreation & Events

Regular Meeting

Submitted: 01/25/2024

Subject: 2024 Art in the Park/Free Youth Fishing Tournament

SUMMARY

The Arts council will be holding its Annual Art in the Park event in conjunction with a Free Fishing Weekend (DNR) event put on by the Parks & Recreation Sub-Committee. This is a 3-part event that will create a day full of activities. This event will require the closing of Hamlin St between Main St. and G.A.R. Island Park from 7:00AM-4:00PM.

9:00AM-2:00PM – Art & Craft Show on East Hamlin St

9:00AM-11:00PM – Free Fishing at G.A.R. Island Park

11:00PM-2:00PM – Arts & Crafts on the Island

STAFF RECOMMENDATION/MOTION

Motion to approve the Special Events Application for the 2024 Art in the Park/Free Fishing Event on Saturday, June 8, 2024, at G.A.R. Island Park.

LIST OF SUPPORTING DOCUMENTS

Special Event Application for the 2024 Art in the Park/Free Youth Fishing Tournament



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: June 8, 2024 Location: G.A.R. Island Park/Hamlin St
2. Starting time of event: 9:00AM Ending time of event: 3:00PM
3. Sponsoring Organization: Eaton Rapids Arts Council/City of Eaton Rapids
Address: 200 S Main St Phone: 517-663-8118
Web Site: www.cityofeatonrapids.gov
4. Contact Person: Corey Cagle Title: Director of Parks, Recreation & Events
Address: 200 S Main St Phone: 517-663-8118
E-mail: ccagle@cityofeatonrapids.gov
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: There will be a small Craft Show on E. Hamlin St from 9:00AM-2:00PM.
Free Fishing Youth Tournament from 9:30AM-11:00AM. Arts and Crafts on the Island with the
ER Arts Council From 11:00AM-2:00PM. Would like to have a couple food trucks in Hamlin Sq.

Anticipated number of attendees: Less than 100 attendees

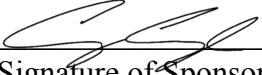
Greater than 100 attendees

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

- 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.

1/9/2024
Date


Signature of Sponsoring Organization's Agent

Corey 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 1/9/2024

Date Approved by City of Eaton Rapids _____



MEETING DATE: 02/12/2024

DIRECTOR OF PARKS, RECREATION & EVENTS

To: Mayor and City Council

Work Session

From: Corey Cagle, Director of Parks, Recreation & Events

Regular Meeting

Submitted: 01/25/2024

Subject: 2024 4th of July Celebration

SUMMARY

The Annual 4th of July Celebration in Eaton Rapids is scheduled for 7/3/2024-7/4/2024. 7/3/24 includes a Family Fun night with bounce houses and music at the Martin Hansen Amphitheater from 6:00-9:00PM followed by a Movie in the Park at Dusk (Movie TBD). On July 4, 2024, the traditional Celebration continues with the Parade at 11:00AM, a Kid's Zone from 12:00PM-4:00PM (including bounce houses, caricatures, pedal pullers, etc.), a Craft and Vendor Show on Hamlin St from 10:00AM-4:00PM, live music at G.A.R. Island Park following the parade, DJ entertainment at Howe Memorial Park from 7:00PM-11:00PM, and the Night Magic Firework Display at 10:15PM. Please note – more events may be added and brought to council at a date closer to the event.

STAFF RECOMMENDATION/MOTION

Motion to approve the Special Event Application and supporting documents for the 2024 4th of July Celebration in Eaton Rapids to be held 7/3/2024-7/4/2024.

LIST OF SUPPORTING DOCUMENTS

Special Event Application for the 2024 4th of July Celebration

Tentative Schedule of Events – To be adjusted closer to event



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.

- Date of Event: July 3rd & July 4th, 2024 Location: Throughout Eaton Rapids
- Starting time of event: 7/3 - 6:00PM | 7/4 - 10:00AM Ending time of event: 7/3 - 9:00PM | 7/4 11:30PM
- Sponsoring Organization: City of Eaton Rapids
Address: 200 S Main St Phone: 517-663-8118
Web Site: www.cityofeatonrapids.gov
- Contact Person: Corey Cagle Title: Director of Parks, Recreation & Events
Address: 200 S Main St Phone: 517-663-8118
E-mail: ccagle@cityofeatonrapids.gov
- 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 4th of July Celebration. Family Fun night July 3rd from 6-9PM at the Martin Hansen Amphitheater. Full day of events scheduled for 7/4/24; Craft Show: 10AM-4PM, Parade: 11AM, Live Music on the Island at 12PM, Kid's Zone: 12PM-4PM, Fireworks at Dusk. Road closures: Hamlin St to be closed 7/4 from 7AM-5PM | Main St to be closed 7/4 from Marlin Ave to Knight St during Parade. | Parking Lot 4 to be closed 7/4 from 7AM-After Fireworks. An updated Final List of Events will be provided by the May 26th Meeting.

Anticipated number of attendees: Less than 100 attendees

Greater than 100 attendees

- 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: July 3rd/4th

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

Next year's specific dates: July 3rd/4th, 2025

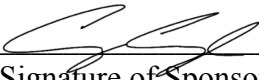
7. An Event Map must be attached. If your event will use streets and/or sidewalks or will use multiple locations, please attach a complete map showing assembly and dispersal locations and the route plan. Also show streets or parking lots that you are requesting to be blocked off.
8. Vendors: Food/Beverage 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: Allow Food Trucks to be Parked at Howe Fields and in Parking Lot 4.
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 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)
 - Event sponsors and participants will be required to sign Indemnification Agreement forms.
 - 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.
 - 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.
 - 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.

1/24/2024
Date


Signature of Sponsoring Organization's Agent

Corey 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 1/24/2024

Date Approved by City of Eaton Rapids _____

2024 Eaton Rapids 4th of July Celebration
Tentative Schedule of Events

Monday, 7/1/2024

City-Wide Garage Sale

- 8:00a-5:00p

Tuesday, 7/2/2024

City-Wide Garage Sale

- 8:00a-5:00p

Wednesday, 7/3/2024

Arts Council – Chalk Fest – Main Street

- 4:00p-6:00p - Come out and chalk up the sidewalks of Main Street from

Family Fun Night – Martin Hansen Amphitheater

- 6:00p-9:00p

- Bounce Houses

- Music (DJ or Live TBD)

- At Dusk – Movie in the Park – Top Gun Maverick

Thursday, 7/4/2024

Craft & Vendor Show – Hamlin St

- 10:00a-4:00p

Michigan Grand Army of the Republic Memorial Hall & Museum Open

- 9:00a-5:00p

Parade – Down Main Street - Marlin Ave to Knight St

- 11:00a Step-Off

Live Music – G.A.R. Island Park

- 12:00p

Rotary Chicken Dinner (Location TBD)

- 12:00p

Kid's Zone – Howe Memorial Park

- 12:00p-4:00p

- Bounce Houses

- Caricatures

- Pedal Pullers

- Face Painting/Balloon Animals (TBD)

- Food Trucks

DJ Music/Crowd Interaction – Howe Memorial Park

- 7:00p-11:00p

Night Magic Firework Display – Howe Memorial Park

- 10:15p (at Dark)



MEETING DATE: 02/12/2024

DIRECTOR OF PARKS, RECREATION & EVENTS

To: Mayor and City Council

Work Session

From: Corey Cagle, Director of Parks, Recreation & Events
on behalf of Chris Allen, G.A.R. Museum President

Regular Meeting

Submitted: 01/25/2024

Subject: 2024 G.A.R. Civil War Discovery Camp

SUMMARY

The Annual Civil War Discovery Camp for kids ages 8-14 is scheduled to be held on August 13, 2024 from 10:00AM-3:00PM. Kids are taught the history of the island and of the G.A.R. Civil War Drills with musket firings around 1:00PM.

STAFF RECOMMENDATION/MOTION

Motion to approve the Special Events Application for the 2024 G.A.R. Civil War Discovery Camp to be held on August 13, 2024.

LIST OF SUPPORTING DOCUMENTS

Special Event Application for the 2024 G.A.R. Civil War Discovery Camp.



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: August 13, 2024 Location: GAR Island Park

2. Starting time of event: 10 AM Ending time of event: 3 PM

3. Sponsoring Organization: Michigan's GAR Memorial Hall and Museum

Address: 224 S. Main St. Eaton Rapids Phone: 517-922-6427

Web Site: gar museum @ gar museum . com

4. Contact Person: Chris Allen Title: President

Address: P.O. Box 272 Eaton Rapids Phone: 517-420-4152

E-mail: garmichigan @ gmail . 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 Civil War Discovery Camp. kids ~~8-14~~ ⁸⁻¹⁴ are

taught the history of the island and of the G.A.R. Civil War

Drills w/ musket firings around 1 PM

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: Third third weekend of August

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

Next year's specific dates: Aug. 19, 2025

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? NA Yes No
15. Certification and Signature: I understand and agree on behalf of the sponsoring organization that:
- 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)
 - Event sponsors and participants will be required to sign Indemnification Agreement forms.
 - 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.
 - 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.
 - 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.

1-10-2024
Date

Ch L Allen
Signature of Sponsoring Organization's Agent

Chris L. Allen
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 1/10/2024

Date Approved by City of Eaton Rapids _____

signs will be posted at the entrance to the island for the
Civil War discovery camp and the use of historical (confederate) flags



MEETING DATE: 02/12/2024

DIRECTOR OF PARKS, RECREATION & EVENTS

To: Mayor and City Council

Work Session

From: Corey Cagle, Director of Parks, Recreation & Events

Regular Meeting

Submitted: 01/25/2024

Subject: 4th Annual Grand River Color Tour Triathlon & 5K

SUMMARY

The Eaton Rapids Arts Council plans to host the 4th Annual Grand River Color Tour Triathlon on Saturday, October 5, 2024. Participants will compete in a 2K paddle around G.A.R. Island Park, a 15-mile cycle, and a 5K Run. This year's event will also offer a 5K Run ONLY option. The race will begin at 9:00AM at Mill Pointe Park and complete around 11:30AM at G.A.R. Island Park in a colorful explosion!

STAFF RECOMMENDATION/MOTION

Motion to approve the Special Events Application for the 4th Annual Grand River Color Tour Triathlon & 5K to be held on Saturday, October 5, 2024.

LIST OF SUPPORTING DOCUMENTS

Special Event Application for the 4th Annual Grand River Color Tour Triathlon & 5K
2024 Race Routes



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: October 5, 2024 Location: Mill Point Park/Through Eaton Rapids
2. Starting time of event: 9:00AM Ending time of event: 2:00PM
3. Sponsoring Organization: City of Eaton Rapids
Address: 200 S Main St Phone: 517-663-8118
Web Site: www.cityofeatonrapids.gov
4. Contact Person: Corey Cagle Title: Director of Parks, Recreation & Events
Address: 200 S Main St Phone: 517-663-8118
E-mail: ccagle@cityofeatonrapids.gov
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: 4th Annual Grand River Color Tour Triathlon. Details attached with routes.

Anticipating an increase in participation to reflect that of previous years. Anticipating approx. 50 racers for 2024.

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: 1st Saturday in October

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

Next year's specific dates: October 4, 2025

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)

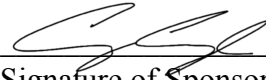
12. Other Requests: Police Support for high risk intersections (State). DPW Support for Hamlin Sq & Mill Pointe Park Closure.
13. Noise Ordinance: Request to be Waived? Yes No
14. Location: Permission has been granted by owner? Yes No
15. Certification and Signature: I understand and agree on behalf of the sponsoring organization that:
- A 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)
 - Event sponsors and participants will be required to sign Indemnification Agreement forms.
 - 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.
 - 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.
 - 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.

1/24/2024

Date



Signature of Sponsoring Organization's Agent

Corey Cagle

Please Print Sponsoring Organization's Agent

Return this form to:

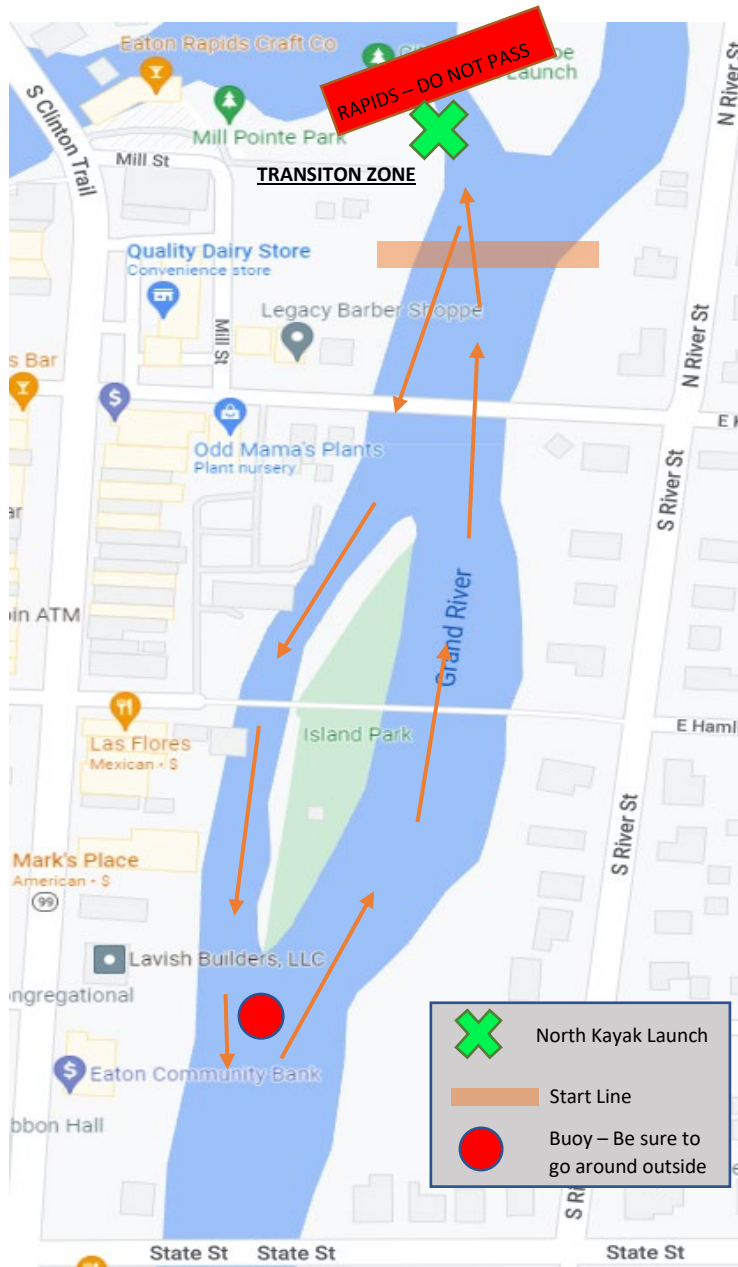
City of Eaton Rapids
200 S. Main St.
Eaton Rapids, MI 48827
PH: 517-663-8118
FX: 517-663-1116

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

Date Rec'd by City of Eaton Rapids 1/24/2024

Date Approved by City of Eaton Rapids _____

KAYAK ROUTE 2023



Enter into the Grand River at the North Launch at Mill Pointe Park (Green X)

Lineup at the Starting Line (Orange line on Map, in line with the overlook off of the river walk)

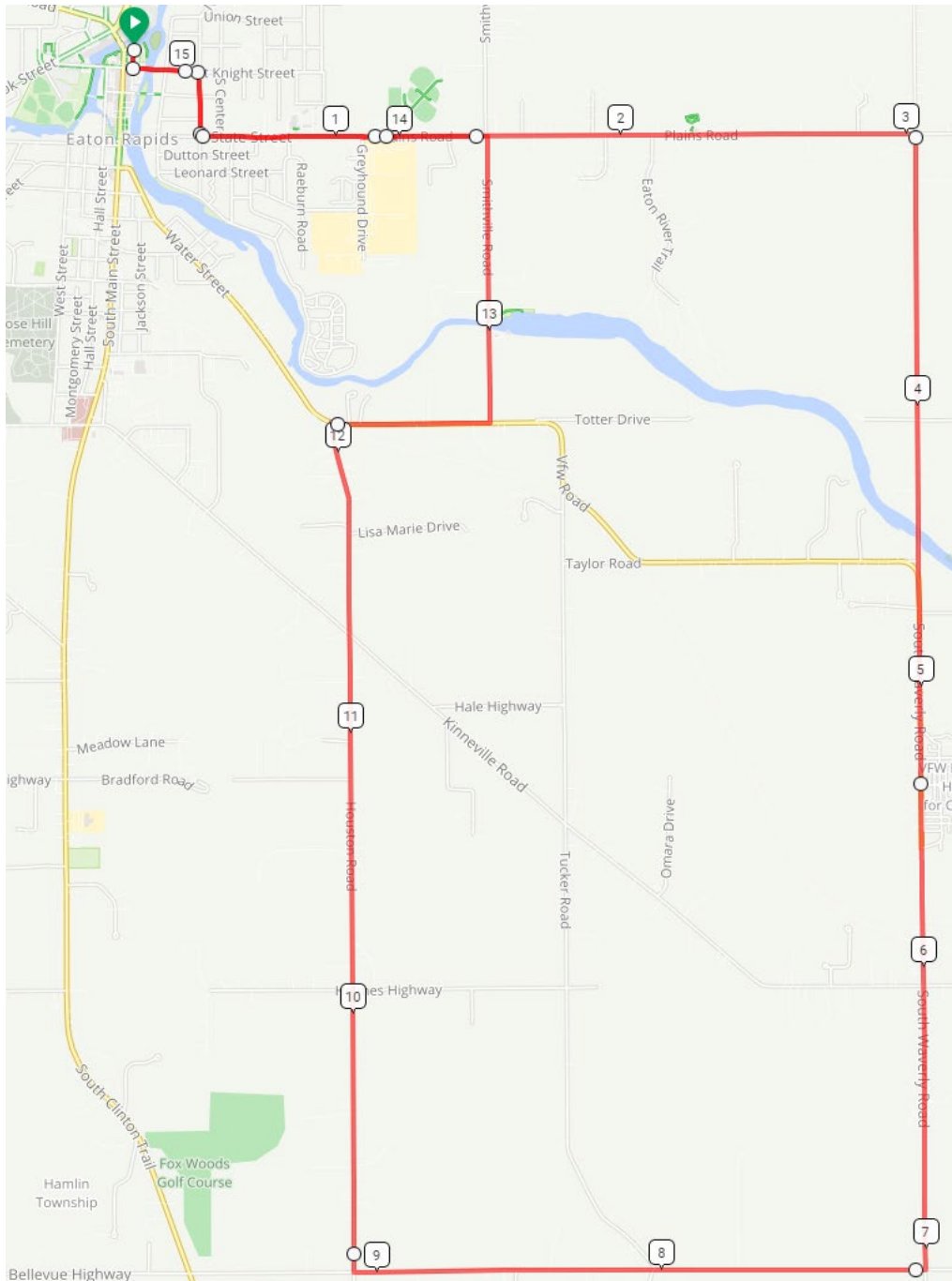
Go at the sound of the horn

Make one lap around the island, going all the way out around the red buoy and back.

Transition out of the water at the North Launch (Green X)

Enter the Transition Zone and begin the Cycle portion of the race.

CYCLE ROUTE 2023



Turn Left onto Mill St out of the Transition Area

Turn Left onto Knight St

Turn Right onto South East St.

Turn Left onto State St

Continue Straight onto Plains Rd.

Turn Right onto South Waverly Rd

Turn Right onto Bellevue Hwy

Turn Right onto Houston Rd

Turn Right onto VFW Rd

Turn Left onto Smithville Rd

Turn Left onto Plains Rd

Continue Straight onto State St

Turn Right onto South East St.

Turn Left onto Knight St

Turn Right on to Mill St

Turn Right into Transition Zone



MEETING DATE: 02/12/2024

DIRECTOR OF PARKS, RECREATION & EVENTS

To: Mayor and City Council

Work Session

From: Corey Cagle, Director of Parks, Recreation & Events

Regular Meeting

Submitted: 01/25/2024

Subject: 2024 Main Street Trick-or-Treat

SUMMARY

The 2024 Main Street Trick-or-Treat Event will take place on Wednesday, October 30th from 5:00-7:00PM. This year's event will include Downtown Businesses in addition to other Eaton Rapids Businesses down Hall Street and onto G.A.R. Island Park. The 2024 Event will have a Rain Date of October 31st from 5:00-7:00PM.

STAFF RECOMMENDATION/MOTION

Motion to approve the Special Event Application for the 2024 Main Street Trick-or-Treat event to be held on October 30, 2024, from 5:00PM-7:00PM.

LIST OF SUPPORTING DOCUMENTS

Special Event Application for the 2024 Main Street Trick-or-Treat Event



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: October 30, 2024 Location: Downtown Eaton Rapids
2. Starting time of event: 5:00PM Ending time of event: 7:00PM
3. Sponsoring Organization: City of Eaton Rapids
Address: 200 S Main St Phone: 517-663-8118
Web Site: www.cityofeatonrapids.gov
4. Contact Person: Corey Cagle Title: Director of Parks, Recreation & Events
Address: 200 S Main St Phone: 517-663-8118
E-mail: ccagle@cityofeatonrapids.gov
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 Main Street Trick-or-Treat Event. The 2024 event will include
downtown businesses in addition to other local businesses place on Hamlin Street and GAR
Island Park.

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: Wednesday Before Halloween

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

Next year's specific dates: 10/29/24

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: DPW Support to Close off Hamlin St. | Police Support to monitor downtown event.
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 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)
 - Event sponsors and participants will be required to sign Indemnification Agreement forms.
 - 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.
 - 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.
 - 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.

1/24/2024

Date

Signature of Sponsoring Organization's Agent

Corey 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 1/24/2024

Date Approved by City of Eaton Rapids _____



Pamela Colestock – *Mayor*
William Steele – *Mayor Pro Tem*
Deb Malewski – *Council Member*
Stacey Robison – *Council Member*
Ken Nicholas – *Council Member*

Yvonne Ridge – *City Manager*
Larry Joe Weeks – *Police Chief*
Roger McNutt – *Fire Chief*
LeRoy Hummel – *Building Official*
Rob Pierce – *Public Works/Utilities Director*
Genny Allen – *Treasurer/Finance Director*
Robin Webb – *City Clerk*
Randy Jewell – *City Assessor*
Corey Cagle – *Director of Parks, Recreation and Events*
Cullen Harkness – *City Attorney*

CITY OF EATON RAPIDS
RESOLUTION NO. 2024-01

RESOLUTION TO APPROVE CONSUMERS ENERGY LICENSE AGREEMENT

WHEREAS, Consumers Energy Company has been requested to furnish and supply electric energy to the premises within the City of Eaton Rapids and identified in Exhibit A, attached hereto and made a part hereof by this reference, and

WHEREAS the City Council of the City of Eaton Rapids approves of the provision of such electric service by Consumers Energy Company; and

NOW THEREFORE BE IT RESOLVED that a license be granted to the Consumers Energy Company to furnish and deliver electric energy to said premises located in the City of Eaton Rapids, and also to erect, install and maintain on the streets and alleys of the City such as poles, wires and equipment as may be necessary and incidental to carry out the powers and privileges hereby conferred, this license to continue and remain in force and effect so long as Consumers Energy Company furnishes electric energy to said premises but not to exceed two years from February 12, 2024.

BE FURTHER RESOLVED, that in the use of the streets and alleys of the City as provided in this license, the Consumers Energy Company shall comply with all rules and regulations from time to time adopted by the Council in relation thereto, and further in the use of the streets and alleys by the Consumers Energy Company, it shall not unnecessarily interfere with the use of the same by the public or the City, and Consumers Energy Company shall repair at once any damages or injury to the streets and alleys cause by the use, operation and maintenance of said poles, wires and equipment on said streets and alleys.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City to be affixed this 12th Day of February 2024.

Pamela Colestock, Mayor

Robin Webb, City Clerk

State of Michigan)
) ss.
County of Eaton)

I, _____, City Clerk of the City of Eaton Rapids, Eaton County, Michigan do hereby certify that the annexed is a true and correct copy of all of the proceedings of the City Council of said City, with reference to the passage of a resolution granting a license to Consumers Energy Company to erect, install and maintain electrical facilities in the streets and alleys of the City to furnish and deliver electrical energy to the premises identified in Exhibit A attached hereto for a period not to exceed two years from February 12, 2024.

I further certify that I have compared the within copies with the original records in my office and that the same are true and correct transcripts therefrom.

I further certify that all of said proceedings were regular and in accordance with all legal requirements.

Dated: _____

City Clerk

EXHIBIT A

Consumers Energy Electric Customers
City of Eaton Rapids

3011 Kemler Rd.
3031 Kemler Rd.
3055 Kemler Rd.
3079 Kemler Rd.
3183 Kemler Rd.
3219 Kemler Rd.
3253 Kemler Rd.
3323 Kemler Rd.
3339 Kemler Rd
901 Dexter Rd.



MEETING DATE: 02/12/2024

DIRECTOR OF PARKS, RECREATION & EVENTS

To: Mayor and City Council

Work Session

From: Corey Cagle, Director of Parks, Recreation & Events

Regular Meeting

Submitted: 01/25/2024

Subject: Mayors' Monarch Pledge

SUMMARY

Last year, Mayor Colestock took the Mayors' Monarch Pledge in partnership with the Parks Development Subcommittee and the National Wildlife Federation. It was a great project that offered a focus for the group to dedicate time, resources and offer education to the community. In our third year of pledging, we accomplished ten (10) action items which included a plant and seed exchange event, educational material for students, butterfly art projects and more! It is the desire of the Parks, Recreation & Events Board to renew our pledge for 2024.

The specific action items will be decided at the next Parks, Recreation & Events Subcommittee Meeting.

STAFF RECOMMENDATION/MOTION

Move to approve taking the Mayors Monarch Pledge for 2024

LIST OF SUPPORTING DOCUMENTS

Mayors' Monarch Pledge Document



**MAYORS
MONARCH
PLEDGE**

Mayors' Monarch Pledge

The monarch butterfly is an iconic North American species whose multigenerational migration and metamorphosis from caterpillar to butterfly has captured the imagination of millions of Americans.

We, the undersigned mayors and heads of local or tribal government, are deeply concerned about the decline of the monarch butterfly population. Both the western and eastern monarch populations have experienced significant declines. Less than one percent of the western monarch population remains, while the eastern population has fallen by as much as ninety percent. Monarch scientists attribute the population decline to degradation and loss of summer breeding habitat in the U.S., and loss of winter habitat in south-central Mexico and coastal California.

Cities, towns, counties, and communities have a critical role to play to help save the monarch butterfly. Municipalities can provide habitat at public parks, median strips, community gardens, schools, and municipal buildings like recreation centers and libraries. Events such as community workshops, native plant giveaways, and monarch festivals, can educate residents about the cultural significance of monarchs and how to create habitat. Simple changes in landscaping ordinances or other policies can make a big difference for the monarch too.

We recognize the importance of creating monarch and pollinator habitat at parks, gardens, and other green spaces, that every member of our community can equally enjoy. Our work to help save the monarch butterfly intentionally engages all parts of our communities, ensuring that historically marginalized communities are not left out of the work or the many benefits this work will create.

When mayors speak up and take a stand, our communities notice. Therefore, we hereby commit to help restore habitat for the monarch and encourage our residents to do the same, so that these magnificent butterflies will once again flourish across the continent.

Sign the pledge at www.nwf.org/mayorsmonarchpledge



MEETING DATE: 2/12/2024

CITY MANAGER

To: Mayor and City Council

Work Session

From: Yvonne Ridge, City Manager
Corey Cagle, Parks, Recreation, and Events Director
Rob Pierce, Public Utilities/DPW Director

Regular Meeting

Submitted: 2/7/2024

Subject: Streamgaging Station – Contract with U.S. Geological Survey (USGS)

SUMMARY

The Contract is between the City of Eaton Rapids and the U.S. Geological Survey (USGS) for returning to operation the streamgaging station on the Grand River near the Petreiville Road Bridge. The gage was previously funded and then discontinued by the Board of Water Light in the spring of 2023. The streamgaging station is used to monitor how much water is moving in the river at any given moment. This information is important to know prior to launching Tubes, Kayaks or Canoes on the river. Too much or too little flow can affect the runnability as well as the difficulty posed by the river.

The total program cost \$9,333 and covers from March 1, 2024, to September 30, 2024. The City received an Eaton County Community Grant to cover the cost of the streamgaging station.

The City has been in contact with other liveries on the river that will benefit from the steamgaging station being reinstalled and are looking at ways to share future cost.

STAFF RECOMMENDATION/MOTION

Discussion

LIST OF SUPPORTING DOCUMENTS

U.S. Geological Survey (USGS) Contract

Fixed Cost Agreement YES[X] NO[]

THIS AGREEMENT is entered into as of the October 1, 2023, by the U.S. GEOLOGICAL SURVEY, Upper Midwest Water Science Center, UNITED STATES DEPARTMENT OF THE INTERIOR, party of the first part, and the City of Eaton Rapids party of the second part.

1. The parties hereto agree that subject to the availability of appropriations and in accordance with their respective authorities there shall be maintained in cooperation for the returning to operation the streamgaging station on the Grand River Near Eaton Rapids, MI USGS gage station number 04111000., herein called the program. The USGS legal authority is 43 USC 36C; 43 USC 50, and 43 USC 50b.

2. The following amounts shall be contributed to cover all of the cost of the necessary field and analytical work directly related to this program. 2(b) include In-Kind-Services in the amount of \$0.00

- (a) \$0.00 by the party of the first part during the period
March 1, 2024 to September 30, 2024
- (b) \$9,333 by the party of the second part during the period
March 1, 2024 to September 30, 2024
- (c) Contributions are provided by the party of the first part through other USGS regional or national programs, in the amount of: \$0

Description of the USGS regional/national program:

- (d) Additional or reduced amounts by each party during the above period or succeeding periods as may be determined by mutual agreement and set forth in an exchange of letters between the parties.
- (e) The performance period may be changed by mutual agreement and set forth in an exchange of letters between the parties.

3. The costs of this program may be paid by either party in conformity with the laws and regulations respectively governing each party.

4. The field and analytical work pertaining to this program shall be under the direction of or subject to periodic review by an authorized representative of the party of the first part.

5. The areas to be included in the program shall be determined by mutual agreement between the parties hereto or their authorized representatives. The methods employed in the field and office shall be those adopted by the party of the first part to insure the required standards of accuracy subject to modification by mutual agreement.

6. During the course of this program, all field and analytical work of either party pertaining to this program shall be open to the inspection of the other party, and if the work is not being carried on in a mutually satisfactory manner, either party may terminate this agreement upon 60 days written notice to the other party.

7. The original records resulting from this program will be deposited in the office of origin of those records. Upon request, copies of the original records will be provided to the office of the other party.

8. The maps, records or reports resulting from this program shall be made available to the public as promptly as possible. The maps, records or reports normally will be published by the party of the first part. However, the party of the second part reserves the right to publish the results of this program, and if already published by the party of the first part shall, upon request, be furnished by the party of the first part, at cost, impressions suitable for purposes of reproduction similar to that for which the original copy was prepared. The maps, records or reports published by either party shall contain a statement of the cooperative relations between the parties. The Parties acknowledge that scientific information and data developed as a result of the Scope of Work (SOW) are subject to applicable USGS review, approval, and release requirements, which are available on the USGS Fundamental Science Practices website (<https://www.usgs.gov/about/organization/science-support/science-quality-and-integrity/fundamental-science-practices>).

U.S. Department of the Interior
U.S. Geological Survey
Joint Funding Agreement
FOR

Customer #: 6000008635
Agreement #: 24NKJFA153
Project #: NK00LZR
TIN #: 38-6004609

Water Resource Investigations

9. Billing for this agreement will be rendered annually. Invoices not paid within 60 days from the billing date will bear Interest, Penalties, and Administrative cost at the annual rate pursuant the Debt Collection Act of 1982, (codified at 31 U.S.C. § 3717) established by the U.S. Treasury.

USGS Technical Point of Contact

Name: Christopher Hoard
Eastern Data Chief
Address: 5840 Enterprise Drive
Lansing, MI 48911-4107
Telephone: (517) 887-8949
Fax: (517) 887-8937
Email: cjhoard@usgs.gov

Customer Technical Point of Contact

Name: Corey Cagle
Director of Parks, Recreation, and Events
Address: 200 S. Main Street
Eaton Rapids, Michigan 48827
Telephone: (517) 663-8118
Fax:
Email: ccagle@cityofeatonrapids.gov

USGS Billing Point of Contact

Name: Eric Hanes
Budget Analyst
Address: 5840 Enterprise Drive
Lansing, MI 48911-4107
Telephone: (517) 887-8951
Fax: (517) 887-8937
Email: emhanes@usgs.gov

Customer Billing Point of Contact

Name: Genny Allen
Finance Director
Address: 200 S. Main Street
Eaton Rapids, Michigan 48827
Telephone:
Fax:
Email: gallen@cityofeatonrapids.gov

U.S. Geological Survey
United States
Department of Interior

City of Eaton Rapids

Signature

Signatures

By _____
Name: Steven Peterson
Title: Center Director

By _____ Date: _____
Name: Yvonne Ridge
Title: City Manager

By _____ Date: _____
Name: Pamela Colestock
Title: Mayor

By _____ Date: _____
Name: Robin Webb
Title: City Clerk