



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*

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## **CITY OF EATON RAPIDS WORK SESSION AGENDA**

March 25, 2024  
5:30 pm  
200 S. Main Street

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This meeting will be streamed live for viewing only at:

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

Meeting ID: 853 9433 1944

*Please note all public comments must be made in person.*

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### **Call To Order**

### **Public Comments**

### **Unfinished and Special Business**

1. Budget Update

### **New Business**

1. 150<sup>th</sup> year Fire Department Celebration Discussion
2. Eaton County Parks Community Grant Application Discussion
3. Statement of Work for DUO Multi Factor Authentication Discussion
4. License Plate Reader Discussion
5. Financial Update – Treasurer/Finance Director, Genny Allen

### **Public Comments**

### **Adjourn**



## 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: 09/28/2024 Location: down town/fire station
2. Starting time of event: 8:00am Ending time of event: 8:00pm
3. Sponsoring Organization: Eaton Rapids Fire Department  
Address: 101 line st Eaton Rapids Phone: 517-202-3871  
Web Site: \_\_\_\_\_
4. Contact Person: Robin Freer Title: Firefighter  
Address: 206 Kimbark Ave Phone: 517-202-3871  
E-mail: robinfreer@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: Celabration of 150 years of fire service to city of Eaton Rapids.

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: \_\_\_\_\_

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

Next year's specific dates: \_\_\_\_\_

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

8. Vendors: Food/Beverage Concessions?  Yes  No

Other Vendors?  Yes  No

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

9. Event Signs: Will this event include the use of signs?  Yes  No  
If yes, refer to the Rules and Regulations for requirements.

10. Parking: Are you requesting to charge for parking?  Yes  No  
If Yes, list the lots or locations where this parking is requested.

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

12. Other Requests: \_\_\_\_\_

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

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

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

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

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

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

3/17/2024  
Date

*Robin Freer*  
Signature of Sponsoring Organization's Agent

Robin Freer  
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 \_\_\_\_\_ CER Account #208-253-694.00

Date Rec'd by City of Eaton Rapids \_\_\_\_\_

Date Approved by City of Eaton Rapids \_\_\_\_\_

# ERFD Sesquicentennial Celebration

(Tentative)

8:00	Bucket Brigade 5k,
11:00	Fire Truck Parade Down Town
12:00 –200PM	Lunch at the Fire Station (hot dogs' chips and chips and pop)
	Cake will be served till it's gone!!!
1:00 – 3:00	kids zone bounce area Howe field
1:00- 3:00	kids water play (fire station)
3:00 - ?	'Fire in the Hole' Corn Hole Turnament
All Day	Fire Dept Open House

# CITY OF EATON RAPIDS

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

## Parade Permit


Organization: Eaton Rapids Fire Dept  
Contact Person: Robin Freer  
Address: 101 Line St. Eaton Rapids Mi. 48827  
Phone: 517-202-3871 Fax: \_\_\_\_\_  
Email: robinfreer@ymail.com  
Parade route: state street down main.

Same as Christmas parade

Event Date: 09/28/2024  
Start Time: 11:00  
Duration: 30min  
Approximate Number of Units: 30-50  
Comments: fire trucks

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.

 3/17/2024  
Signature Date  
Robin Freer  
Print Name

C.E.R. Permit Received: \_\_\_\_\_ MDOT Permit Issued: \_\_\_\_\_  
Special Events Committee Approved: \_\_\_\_\_ City Council Approved: \_\_\_\_\_

# CITY OF EATON RAPIDS

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

## Banner Permit

\*\$50 Non-refundable permit fee must be collected at time of application

Organization: Eaton Rapids Fire Dept.

Contact Person: Robin Freer

Address: 101 Line st. Eaton Rapids Mi. 48827

Phone: 517-202-3871 Fax: \_\_\_\_\_

Email: robinfreer@ymail.com

Please check one location:

S. Main Street, North of State Street  \_\_\_\_\_

S. Main Street, North of Knight Street \_\_\_\_\_

Installation Date: 09/09/2024

Removal Date: 09/30/2024

Banner to read: Celebrate with your local Fire Department 150 years  
of protecting the only Eaton Rapids on Earth 09/28/2024

An overhead banner shall have a minimum bottom height of 18' above the pavement, shall not be placed closer than 10' on either side of traffic signals and shall not be placed so as to obstruct a clear view of traffic control devices.

**A banner shall be made of heavy-duty canvas or suitable material to withstand the wind and weather. It shall have a maximum length of 24'(feet) with grommets placed in all four corners and every 5'(feet) top and bottom. The maximum height of the banner shall be 30" (inches) and wind slits measuring 6" (inches) must be placed every 3'(feet) along the center of the banner.**

This permit must be signed and returned to the City at least three weeks before installation.

The banner shall be brought to City Hall at 200 S. Main St. at least 48 hours before installation.



03/17/24

Signature

Date

Robin Freer

Print Name

C.E.R. Permit Received: \_\_\_\_\_

MDOT Permit Issued \_\_\_\_\_



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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

Regular Meeting

Submitted: 03/19/2024

Subject: Eaton County Parks Grant 2024

### SUMMARY

For the 2024 Eaton County Parks Grant, we intend to write for 3 projects. Attached are the resolutions needed for each.

2024-02: The installation of a Downtown Sound System that would be installed on our downtown light posts. Stretching State St. to Knight St and Hall St. to Hamlin Square. These speakers would be used during Downtown Events and play music throughout the day in our Downtown.

2024-03: The installation of a Dog Park at Howe Memorial Park. This would include Fencing, agility equipment, water stations, pet waste stations, and more. In addition, this grant entry will include the replacement and repair of boards for the Pedestrian Bridge connecting Parking Lot 4 to Howe Memorial Park.

2024-04: The installation of basketball hoops for the 2<sup>nd</sup> court at Rails End Skate Park as well as the installation of paved parking off of Tompkins St and Lake St.

### STAFF RECOMMENDATION/MOTION

Discussion

### LIST OF SUPPORTING DOCUMENTS

N/A

THE CITY OF  
**Eaton Rapids**  
MICHIGAN

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*  
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Robin Webb – *City Clerk*  
Corey Cagle – *Director of Parks, Recreation and Events*  
Randy Jewell – *City Assessor*  
Cullen Harkness – *City Attorney*

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MEETING DATE: MARCH 25, 2024,

CITY MANAGER

To: Mayor and City Council

Work Session

From: Yvonne Ridge, City Manager

Regular Meeting

Submitted: 3/19/2024

Subject: Statement of Work for DUO Multi-Factor Authentication

### SUMMARY

Earlier this year Chief Weeks notified City Council that a LEIN audit had been conducted and as a requirement of LEIN the police department is required to have Multi-Factor Authentication (MFA) installed on its electronic devices. MFA is something Director Pierce and I had been looking into as well so the city would be able to secure a higher insurance level coverage for Cyber Security through Michigan Municipal League.

Director Pierce, Lt. Creger and I worked with Dewpoint to develop the best plan of action to implement Multi-Factor Authentication.

The one-time implementation cost is \$5,040. The ongoing cost will be \$9 per month per user. We are in the process of identifying all users. In addition, the police department may need to provide city cell phones to its officers. If cell phones are ordered by March 31, the cost would be \$150 per phone plus \$40 per month for phone service.

The MFA was not previously budgeted, however, since this is a requirement of LEIN compliance, I am recommending we move forward with implementation in this fiscal year.

### STAFF RECOMMENDATION/MOTION

Motion to approve Statement of Work for DUO Multi-Factor Authentication with Dewpoint.

### LIST OF SUPPORTING DOCUMENTS

Statement of work for DUO Multi-Factor Authentication

# CITY OF EATON RAPIDS

## ***STATEMENT OF WORK FOR DUO MULTI-FACTOR AUTHENTICATION***

March 15, 2024

Submitted By: John Varilek, Customer Success Manager

[jvarilek@dewpoint.com](mailto:jvarilek@dewpoint.com)

300 S Washington Square #200  
Lansing, MI 48933  
P (517) 258.2750  
[Dewpoint.com](http://Dewpoint.com)



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## OVERVIEW

The City of Eaton Rapids (CoER) requested a Statement of Work (SOW) from Dewpoint to implement Duo multi-factor authentication (MFA) for all city employees with a focus on Microsoft 365 as well as Police department Workstations. This document details the phases, pricing, and assumptions for the project.

This SOW is governed by the terms and conditions of the Master Service Agreement (MSA) dated April 2020 between Dewpoint and the CoER.

## DELIVERABLES

### **DUO Multi-Factor Authentication for all City Employees**

#### **Microsoft 365 users**

The implementation of DUO MFA for Microsoft 365 for all city users is broken into the following three phases, further explained below:

- **Planning** – Defines how the activities will be scheduled and scoped.
- **Implementation** – Describes the steps for configuring/implementing MFA for Workstations and integrating with Microsoft 365.
- **Troubleshooting and Verification** – Defines any follow-up required once implementation is completed. This phase also includes verifying access to integrated applications.

#### **Duo for Police Department End User Devices**

This workstream will leverage the above activities while adding Duo MFA to a number of workstations within the police department.

Dewpoint will assign a project manager to develop the project schedule, oversee the project, facilitate communication, and resolve any issues.

### **Planning**

Dewpoint will perform the following:

- **Validate Current Setup** – Review CoER's Microsoft 365 setup and verify readiness for MFA.
- **Finalize MFA setup** – Determine changes required for implementing DUO MFA at CoER. Dewpoint will also determine user device compatibility.

- **Create User Rollout Plan** – Develop a user rollout plan to determine the order in which users will be integrated with MFA. This includes working with CoER to determine a timeline that has the least impact on the business for the DUO MFA Microsoft 365 integrations. This plan will be reviewed, approved, and distributed by CoER. Any impact to the planned term stated below will be agreed upon.
- **Develop a Rollback Plan** – Develop the best course of action to minimize business impact for rollback of DUO MFA (if needed).
- **Create Communication Plan** – Develop a communication plan for the project to be reviewed, approved, and distributed by the CoER.
- **Schedule Work** – Determine maintenance windows for performing MFA implementation tasks. Once the schedule is established, any changes will be completed using the change request process.

## Implementation

Dewpoint will perform the following for the configuration and application integration:

- **Configure MFA Policies** – Configuration of DUO MFA and user policies.
- **Configure test users MFA Integrations with Microsoft 365 and workstations** – Work with a small group of users to Configure integration with Microsoft 365.
- **Enroll Users** – Enroll test users and perform testing to ensure integrations are working. Once the test users have successfully executed the test plan, the rest of the CoER users will be enrolled during the pre-determined rollout plan.

## Troubleshooting and Verification

Dewpoint will perform the following tasks:

- Test and verify Microsoft 365 for connectivity.
- Test and verify proper function for Workstation Duo MFA login.
- Examine logs for errors and remediate issues as needed.

In the event the applications are not operating as expected, Dewpoint and the CoER staff will mutually agree to initiate the rollback plan. If this happens, Dewpoint and the CoER staff will reconvene the next business day to discuss an alternate plan for the integration(s).

# PRICING & ASSUMPTIONS

## Pricing

The below pricing represents the fixed amount for the project. Invoices for the services performed will be invoiced monthly and are payable within thirty days.

Phase	Hours	Skillset	Rate	Total
Planning	8	Sys Eng	\$125.00	\$1,000.00
Implementation	12	Sys Eng	\$125.00	\$1,500.00
Troubleshooting and Verification	12	Sys Eng	\$125.00	\$1,500.00
Project Manager	8	PM	\$130.00	\$1040.00
			<b>Total Price</b>	<b>\$5,040.00 *</b>

\*Monthly Licensing costs are extra – See Appendix A

## Assumptions

- Users will require Microsoft Entra P1 Licensing required for conditional access policy requirements necessary for the implementation of DUO MFA Prices detailed in Appendix A
- Each City User will require a DUO license (lowest tier). Prices detailed in Appendix A
- Any changes in scope from the deliverables included in this SOW will be agreed upon by Dewpoint and the CoER. A signed change notice will accompany any changes. Changes to the scope may impact the price and/or duration of the project.
- Work will not start until a signed Statement of Work is received by Dewpoint.
- Ongoing support is provided as a part of Managed Services, leveraging a shared resource pool with the qualifications necessary to complete the work (not dedicated or named individuals).
- This SOW shall be completed within one (1) year of the date of execution.

# SIGNATURES

**City of Eaton Rapids**

**Dewpoint, LLC**

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**Signature**

---

**Signature**

---

**Printed Name**

---

**Printed Name**

---

**Title**

---

**Title**

---

**Date**

---

**Date**

---

**Signature**

---

**Printed Name**

---

**Title**

---

**Date**

APPENDIX A

Microsoft P1 Licensing...	\$6.00 per month per user
DUO Licensing.....	\$3.00 per month per user



MEETING DATE: 03/25/2024

POLICE CHIEF

To: Mayor and City Council

Work Session

From: Larry Joe Weeks, Chief of Police

Regular Meeting

Submitted: 03/19/2024

Subject: Flock Safety/Automated License Plate Readers (ALPR)

### SUMMARY

At the February 26<sup>th</sup>, 2024, council meeting, I alongside Flock Safety presented the possibility of installing Automatic License Plate Readers at strategic locations throughout the city. The outcome of that meeting was that council was supportive of the concept and desired further research on funding availability and a more definitive quote.

Over recent weeks I have worked with Flock's representatives to prepare a two-year contract proposal for an eight-camera deployment. The deployment map is attached for review. The total price for the two years is \$53,000.00. That includes installation and permitting. Except for time and equipment costs of city electric department personnel to connect the four devices mounted to city utility poles to power.

Considering ongoing police department staffing shortages, the cameras at a cost of \$24,000 per year, are an additional measure utilizing modern day technology that can be deployed to maximize our efforts to reduce and solve crime here in our community. There contract can be canceled at the end of the two years if council wishes to discontinue use of the devices. In that case, the cameras are removed and the contract ends.

Upon discussions with Flock sales representatives. They are willing to work with the city on billing. They can bill us in full now, three quarters now and a quarter after the new budget year, or we can wait and start the project and pay in full after the new budget year.

### STAFF RECOMMENDATION/MOTION

I recommend approval of the contract within the billing parameters that work best for the city's budget. We should utilize the two-year period to further evaluate the value of the devices to the community and determine if renewal of the agreement is desired or not.

### LIST OF SUPPORTING DOCUMENTS

**Deployment Map**

**Flock 2 Year Contract Proposal**

**Flock Safety + MI - Eaton Rapids PD**

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Flock Group Inc.  
1170 Howell Mill Rd, Suite 210  
Atlanta, GA 30318

---

MAIN CONTACT:  
Andrew Blanchette  
andrew.blanchette@flocksafety.com  
224-315-0504

flock safety



## **Billing Schedule**

<b>Billing Schedule</b>	<b>Amount (USD)</b>
<b>Year 1</b>	
At Contract Signing	\$29,000.00
<b>Annual Recurring after Year 1</b>	\$24,000.00
<b>Contract Total</b>	\$53,000.00

\*Tax not included

## Product and Services Description

Flock Safety Platform Items	Product Description	Terms
FlockOST™	Flock Safety's situational awareness operating system.	
Flock Safety Falcon ®	An infrastructure-free license plate reader camera that utilizes Vehicle Fingerprint® technology to capture vehicular attributes.	The Term shall commence upon first installation and validation of Flock Hardware.

One-Time Fees	Service Description
Installation on existing infrastructure	One-time Professional Services engagement. Includes site & safety assessment, camera setup & testing, and shipping & handling in accordance with the Flock Safety Advanced Implementation Service Brief.
Professional Services - Standard Implementation Fee	One-time Professional Services engagement. Includes site and safety assessment, camera setup and testing, and shipping and handling in accordance with the Flock Safety Standard Implementation Service Brief.
Professional Services - Advanced Implementation Fee	One-time Professional Services engagement. Includes site & safety assessment, camera setup & testing, and shipping & handling in accordance with the Flock Safety Advanced Implementation Service Brief.

## FlockOS Features & Description

FlockOS Features	Description
Community Network Access	Access to all privately owned Flock devices within your jurisdiction that have been shared with you.
Unlimited Users	Unlimited users for FlockOS
State Network (License Plate Lookup Only)	Allows agencies to look up license plates on all cameras opted in to the statewide Flock network.
Nationwide Network (License Plate Lookup Only)	Allows agencies to look up license plates on all cameras opted in to the nationwide Flock network.
Law Enforcement Network Access	Access to all Flock devices owned by law enforcement that have been directly shared with you. Have ability to search by vehicle fingerprint, receive hot list alerts, and view devices on the map.
Time & Location Based Search	Search full, partial, and temporary plates by time at particular device locations
License Plate Lookup	Look up specific license plate location history captured on Flock devices
Vehicle Fingerprint Search	Search footage using Vehicle Fingerprint™ technology. Access vehicle type, make, color, license plate state, missing / covered plates, and other unique features like bumper stickers, decals, and roof racks.
Insights & Analytics	Reporting tool to help administrators manage their LPR program with device performance data, user and network audits, plate read reports, hot list alert reports, event logs, and outcome reports.
ESRI Based Map Interface	Flock Safety's maps are powered by ESRI, which offers the ability for 3D visualization, viewing of floor plans, and layering of external GIS data, such as City infrastructure (i.e., public facilities, transit systems, utilities), Boundary mapping (i.e., precincts, county lines, beat maps), and Interior floor plans (i.e., hospitals, corporate campuses, universities)
Real-Time NCIC Alerts on Flock ALPR Cameras	Alert sent when a vehicle entered into the NCIC crime database passes by a Flock camera
Unlimited Custom Hot Lists	Ability to add a suspect's license plate to a custom list and get alerted when it passes by a Flock camera

**By executing this Order Form, Customer represents and warrants that it has read and agrees all of the terms and conditions contained in the Terms of Service located at <https://www.flocksafety.com/terms-and-conditions>**

The Parties have executed this Agreement as of the dates set forth below.

**FLOCK GROUP, INC.**

**Customer: MI - Eaton Rapids PD**

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

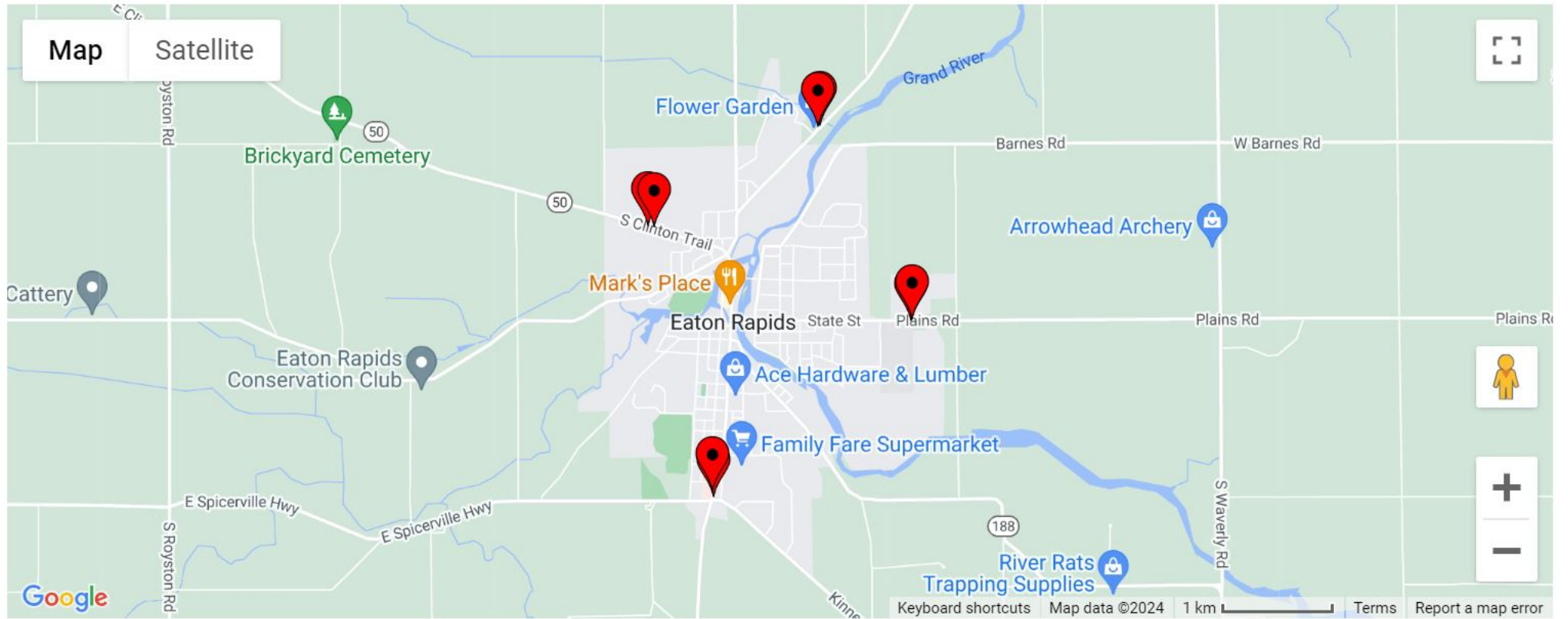
Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

PO Number: \_\_\_\_\_



## Cameras

- 8 Falcon 2.2 - 16 mm - Verizon CAT 4 (7611)s

## Poles

- 4 Existing Wood Utility Poles
- 4 X Sqrd RediTorque - DOT Poles

## Power

- 4 65W Solar Panel Side of Poles
- 4 65W Solar Panel Top of Poles
- 8 Penguin Packs