



Pamela Colestock – *Mayor*
William Steele – *Mayor Pro Tem*
Deb Malewski – *Council Member*
Rick Loftus – *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*
Lisa Barna – *Community and Economic Development Specialist*
Randy Jewell – *City Assessor*
Cullen Harkness – *City Attorney*

**CITY OF EATON RAPIDS
WORK SESSION AGENDA**

December 09, 2024
5:00 pm
200 S. Main Street

This meeting will be streamed live for viewing only at:

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

Meeting ID: 853 9433 1944

Please note all public comments must be made in person.

Call to Order

Public Comments

Unfinished and Special Business

DWSRF Engineering Service C2AE Engineering

New Business

1. Credit Card Policy
2. Eaton Rapids Area Parks and Recreation Master Plan 2025-2029
3. Ordinance Amendment - Chapter 19 proposed change, Streets, Sidewalks and Public Grounds/Article II, Sidewalks/Division 1—Generally Section 19-25, Owners to clear snow and ice: removal cost.
4. Ordinance Amendment - Chapter 2 proposed change Administration/Article VII – Municipal Civil Infractions/Section 2-132. – Civil Penalties.

Board and Committee Reports

Public Comments

Adjourn



MEETING DATE: 12/09/2024

TREASURER/FINANCE DIRECTOR

To: Mayor and City Council

Work Session

From: Genny Allen

Regular Meeting

Submitted: 11/01/2024

Subject: Credit Card Policy and Procedures

SUMMARY

The City's Credit Card Policy is the initial step in a series of policies and procedures that staff will introduce to the City Council. The resolution aims to establish clear guidelines and procedures for City employees regarding the use of municipal credit cards. This policy ensures that all credit card usage is strictly for official city business, promoting accountability and transparency in financial practices.

STAFF RECOMMENDATION/MOTION

Motion to Adopt Resolution 2024-40 to establish Credit Card Policy and Procedures for the City of Eaton Rapids pursuant to Public Act 266 of 1995.

LIST OF SUPPORTING DOCUMENTS

Resolution 2024-40

Monthly Credit Card Expense Report

Credit Card Policy & Procedures/Acknowledgment Signature Form



City of Eaton Rapids Credit Card Policy and Procedures

Adopted: December 9, 2024

- **PURPOSE**

The purpose of this policy is to establish guidelines for the use of City of Eaton Rapids credit cards. This policy will help prevent fraud and inappropriate use of municipal funds and provide clear expectations for cardholders. This policy follows the municipality's Purchase Policy, ensuring oversight of purchases and authorization of purchases above a certain threshold.

- **SCOPE**

This policy applies to all employees and officials of the City of Eaton Rapids who are issued a City credit card for official use. It outlines the responsibilities and procedures for the use of these credit cards.

- **AUTHORITY**

Municipality credit cards are available to department heads and other employees who frequently make business purchases. The City Manager will authorize the issue of credit cards, and the City Treasurer/Finance Director will work with the credit card company to obtain a card.

- **RESPONSIBILITIES OF CARDHOLDERS**

Cardholders are responsible for:

- **Understanding and Adhering to Policies:** Familiarizing themselves with both the Credit Card Use Policy and the Purchase Policy to ensure compliance.
- **Maintaining Security:** Keeping the credit card secure and reporting any loss or theft immediately to [Myaccountaccess.com](https://myaccountaccess.com)|866-552-8855 and providing incident details to the Treasurer/Finance Director.
- **Appropriate Use:** Using the credit card solely for legitimate business expenses as defined by the City of Eaton Rapids.

- **Record Keeping:** Retaining all receipts and documentation related to credit card transactions.
- **Monthly Report:** Submit a monthly credit card expense report by the 10th of the month following the month in which the expenses were incurred to the Treasurer/Finance Director. All applicable receipts shall be attached to the monthly report.
- **Expired/Damaged Cards:** Any City credit card that is expired or damaged must be returned to the Treasurer/Finance Director before a new card is issued.
- **Termination:** Employees issued City credit cards shall return the credit card immediately upon termination of his or her employment or service with the City of Eaton Rapids.

- **TAX EXEMPT STATUS**

An authorized employee using a City credit card shall notify the vendor or merchant that the credit card transaction is tax exempt for goods and services purchased in the State of Michigan (use the attached document certifying the City's tax-exempt status).

- **AUTHORIZED USE**

Credit cards may be used for:

- **Official Purchases:** Acquiring goods and services necessary for city operations.
- **Travel Expenses:** Including accommodation, transportation, and meals for official city business trips. (i.e., conference registrations, hotel stays, webinars, and other learning opportunities)
- **Emergency Situations:** Unforeseen circumstances requiring immediate attention and expenditure.

- **PROHIBITED USE**

The following uses of City credit cards are strictly prohibited:

- **Personal Purchases:** Any expenditure not directly related to official City business.
- **Cash Advances:** Obtaining cash through credit card transactions is not allowed.
- **Unauthorized Transactions:** Purchases without prior approval, when required by the Purchase Policy.

- **OVERSIGHT**

- **Regular Audits:** All transactions will be subject to regular monthly audits by the Treasurer/Finance Director and or the City Manager to

ensure compliance with City policies and to detect any unauthorized activities.

- **VIOLATIONS AND CONSEQUENCES**

Non-compliance with this policy may result in:

- **Disciplinary Action:** Including but not limited to revocation of credit card privileges, reimbursement of unauthored expenses, or further disciplinary measures in accordance with city employment policies.
- **Legal Action:** In cases of fraud or significant misuse, the city reserves the right to pursue legal action.

- **POLICY REVIEW**

This policy will be reviewed from time to time to ensure its effectiveness and alignment with current city operations and financial management practices. Any amendments will be communicated promptly to all cardholders.



POLICY ACKNOWLEDGEMENT

City of Eaton Rapids Credit Card Policy and Procedures

Before signing this document, please ensure you have thoroughly read and understand the City of Eaton Rapids Credit Card Policy. This policy contains essential guidelines and requirements for using a City-issued credit card.

Acknowledgement

- I have read and been informed about the City of Eaton Rapids Credit Card Policy.
- I have received a copy of the policy.
- I agree to abide by the policy guidelines.

Assistance

- For questions or further clarification regarding this policy, you can contact the City Treasurer/Finance Director.

Credit Cardholder's Signature: _____

Printed Name: _____

Date: _____

By signing above, you acknowledge your understanding and agreement to adhere to the City of Eaton Rapids Credit Card Policy.



CREDIT CARD MONTHLY EXPENSE REPORT

Month Ending and Year: _____

CARD HOLDER NAME: _____

Department _____

Receipt Date	GL Code	Vendor Name	Expense Description	Amount
10/5/2023	101.253.24567	Ace Hardware	paint for office	\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00

				TOTAL	\$0.00
				CREDITS	\$0.00
				GRAND TOTAL	\$0.00

CARD HOLDER SIGNATURE: _____

DATE: _____

Please make sure all applicable receipts are attached to this report.



MEETING DATE: 12/9/2024

DIRECTOR OF PARKS, RECREATION & EVENTS

To: Mayor and City Council

Work Session

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

Regular Meeting

Submitted: 12/4/2024

Subject: 2025-2029 Eaton Rapids Area Parks & Recreation Master Plan

SUMMARY

Attached is the updated Eaton Rapids Area Parks & Recreation Master Plan (2025-2029) for your review. The plan is now open for public comment from December 4, 2024, to January 3, 2025. To ensure broad community engagement, a notice regarding the 30-day public comment period and public hearing has been submitted to *The Flashes* for publication and has also been posted on the City's Facebook page and Website.

Key dates for public hearings and adoption are as follows:

- **Eaton Rapids City Council Public Hearing and Adoption:** Scheduled for Monday, January 13, 2025.
- **Hamlin Township Public Hearing and Adoption:** Scheduled for Tuesday, January 8, 2025.
- **Eaton Rapids Township Public Hearing and Adoption:** Scheduled for Wednesday, January 9, 2025.

City Council will consider adoption of the plan at the meeting on January 13, 2025. The plan must be formally submitted to the Michigan Department of Natural Resources (DNR) prior to February 1, 2025, to remain eligible for funding in the 2025 Grant Calendar Year.

STAFF RECOMMENDATION/MOTION

For Review

LIST OF SUPPORTING DOCUMENTS

Link to the 2025-2029 Eaton Rapids Area Parks & Recreation Master Plan for Public Review Period

<https://acrobat.adobe.com/id/urn:aaid:sc:US:a12a9a44-32b6-44bc-b4b3-e57218830408>