



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 & Events  
Randy Jewell – City Assessor  
Cullen Harkness – City Attorney

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## CITY OF EATON RAPIDS WORK SESSION AGENDA

March 10, 2025  
5:00 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

### New Business

1. MSHDA Community Development Block Grant (CDBG) – LionBear Ventures Scope of Work
2. North and West Substation Recloser Project Bid
3. PA95/Michigan Energy Assistance Program (MEAP) Program
4. BS&A Storage Capacity
5. MFA - DUO vs Authenticator
6. Congressionally Directed Spending Update – Senator Peters

**Closed Session** under MCL 15.268 (d) of the Open Meetings Act to consider the purchase or lease of real property up to the time an option to purchase or lease that real property is obtained.

### Board and Committee Reports

### Public Comments

### Adjourn



MEETING DATE: 3/10/2025

CITY MANAGER

To: Mayor and City Council

Work Session

From: Yvonne Ridge

Regular Meeting

Submitted: 3/6/2025

Subject: MSHDA Community Development Block Grant

### **SUMMARY**

I would like to apply for the Michigan State Housing Development Authority (MSHDA) Community Block Grant. I believe this grant presents a significant opportunity to enhance our community's development and improve the quality of life for our residents. Our best opportunity to secure these funds is to collaborate with LionBear Ventures, a reputable organization known for its expertise in community development projects.

The primary objective of utilizing the grant funds is to enhance housing options for low-to-moderate-income families and to improve public infrastructure. The City has the opportunity to apply for \$400,000 with no match required and up to \$2 million with a fifty percent match.

LionBear Ventures has provided a Scope of Work, which outlines the tasks they would undertake for our City. After thorough discussions with their team, I am confident in their ability to execute community-focused initiatives effectively, ensuring alignment with the goals of the MSHDA Community Block Grant program.

### **STAFF RECOMMENDATION/MOTION**

Adopt Resolution 2025-18 to approve Scope of Work for Letter of Intent and Application for MSHDA Mi Neighborhood CBDG 2.0 Grant.

### **LIST OF SUPPORTING DOCUMENTS**

Scope of Work – LionBear Ventures

Resolution 2025-18



## **Exhibit A Scope of Work**

Task 1: Draft a Letter of Intent to apply for CBDG funds, incorporating the following key details:

- Site location
- Funds being requested
- Funds available for match
- Future development plans for the property
- Applicant information
- Zoning status

**Fee:** \$500

Task 2: MSHDA Mi Neighborhood CBDG 2.0 Grant Application

- LBV will write a complete funding application for the following project on behalf of Client
  - Project Name: \_\_\_\_\_
- Client to supply all necessary documentation
- Estimated at 20 service hours

Fee: \$3,000

Task 3: Optional Grant Execution-CBDG

- If grant is awarded, LBV will provide additional support for ensuring compliance and completing necessary reports
- Estimated 10 service hours
- Client to indicate in writing if this option is desired

Fee: \$1,500

*Lionbear makes no guarantees on funding award outcomes.  
Content developed will be delivered to and owned by the client for future use.*

*Contract extension: If the client seeks additional services not outlined in the proposed scope of work, an addendum to this agreement shall be created.*



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MEETING DATE: 3/10/2025

CITY MANAGER

To: Mayor and City Council

Work Session

From: Yvonne Ridge

Regular Meeting

Submitted: 3/6/2025

Subject: North and West Substation Recloser Project

### **SUMMARY**

#### North and West Substation Recloser Project

These projects are recommended to avoid loss of service to all North and West Substation customers for a downline distribution circuit fault. The existing reclosers are oil-filled, and require routine testing and maintenance, plus the controllers have very aged electronics. Should a recloser not operate, the substation transformer fuse(s) will open causing outages to all downline customers.

The North Substation Recloser Project is identified as a 2025 priority project in the Five-Year Plan.

The West Substation Recloser Project is identified as a 2024 priority project in the Five-Year Plan.

### **STAFF RECOMMENDATION/MOTION**

Adopt Resolution 2025-19 to accept bid and award contract for the North Substation Recloser Replacement Project to U&I Products in the amount of \$110,825. 00

Adopt Resolution 2025-20 to accept bid and award contract for the West Substation Recloser Replacement Project to U&I Products in the amount of \$119,244. 00.

### **LIST OF SUPPORTING DOCUMENTS**

Verdantas Recommendation – North Substation Recloser Project

Verdantas Recommendation – West Substation Recloser Project

Resolution 2025-19

Resolution 2025-20

March 5, 2024  
24-1613.01

Mr. Robert Pierce  
Public Works / Utilities Director  
City of Eaton Rapids  
200 S. Main Street  
Eaton Rapids, MI 48827

**RE: North Substation Recloser Replacement  
15kV Recloser Bid Evaluation & Recommendation**

Dear Rob:

Verdantas has completed our evaluation of the 15kV Recloser bids received for the North Substation Recloser Replacement project. Requests for Proposals were sent to four (4) vendors and bids from four (4) vendors were received. All four vendors submitted conforming bids for five (5) G&W Viper-S reclosers. U&I Products had the low bid price of \$110,825.00 and a lead time of 40 weeks after receiving order. List of all bid prices are shown below.

<u>Firm</u>	<u>Price</u>	
Irby Utilities	\$116,290.00	
Power Line Supply	\$115,440.00	
RESCO	\$116,025.00	
U&I Products	\$110,825.00	<i>Low Bid</i>

Verdantas sees no reasons not to accept the bid from U&I Products. Please contact me should you have any additional questions regarding this evaluation and recommendation.

Sincerely,  
**Verdantas**



Mitchell L. Leidy  
Staff Engineer

March 5, 2024  
24-1597.01

Mr. Robert Pierce  
Public Works / Utilities Director  
City of Eaton Rapids  
200 S. Main Street  
Eaton Rapids, MI 48827

**RE: West Substation Recloser Replacement  
15kV Recloser with Controller Bid Evaluation & Recommendation**

Dear Rob:

Verdantas, LLC has completed our evaluation of the 15kV Recloser with SEL Controller bids received for the West Substation Recloser Replacement project. Requests for Proposals were sent to four (4) vendors and bids from four (4) vendors were received. All four vendors submitted conforming bids for four (4) G&W Viper-S reclosers with SEL-651RA controllers. U&I Products had the low bid price of \$119,244.00 and a lead time of 40 weeks after receiving order. List of all bid prices are shown below.

<u>Firm</u>	<u>Price</u>	
Irby Utilities	\$125,124.00	
Power Line Supply	\$124,200.00	
RESCO	\$124,840.00	
U&I Products	\$119,244.00	<i>Low Bid</i>

Verdantas, LLC sees no reasons not to accept the bid from U&I Products. Please contact me should you have any additional questions regarding this evaluation and recommendation.

Sincerely,  
Verdantas, LLC



Mitchell L. Leidy  
Staff Engineer





MEETING DATE: 3/10/2025

CITY MANAGER

To: Mayor and City Council

Work Session

From: Yvonne Ridge

Regular Meeting

Submitted: 3/6/2025

Subject: PA95/Michigan Energy Assistance Program (MEAP) Program

### SUMMARY

#### **Currently the City of Eaton Rapids is a non-participating utility**

##### **2024 Program**

The Low-Income Energy Assistance Fund (LIEAF) provides critical energy assistance and self-sufficiency services to Michigan households that meet income qualifications. Under the law, ***non-participating utilities are not allowed to shut off service to any residential customer from Nov. 1 to April 15 for nonpayment of a delinquent account.*** In addition, state law requires that funds need to be returned to the regions of the state from which they were collected, to the extent possible.

The LIEAF program raises a maximum of \$50 million each year, through a monthly per-meter charge assessed on retail electric billing meters in all rate classes that cannot exceed \$1. The surcharge last year was set at 88 cents. Funds raised through LIEAF are distributed through nonprofit service agencies across the state through the Michigan Energy Assistance Program (MEAP). The MPSC administers MEAP in partnership with the Michigan Department of Health and Human Services by approving grants to nonprofit organizations that provide direct assistance to qualifying customers.

##### **2025 Program**

##### **By April 1**

- Utilities with fewer than 45,000 residential customers must provide notice to the MPSC regarding intent to opt in to, or out of, collecting the LIEAF surcharge.
- All utilities (those opting out and those opting in or otherwise required to participate) must include in their notice, or otherwise file with the Commission, the total number of meters subject to/that would be subject to (if the utility was not opting out) the LIEAF surcharge. This must be filed as a total number of meters as well as a breakdown of meters by county.
- By May 1, the Commission must establish the surcharge amount.

### **Requirements for Opt Out Utilities**

- Establish and fund an energy assistance program for its residential customers that will provide assistance with both electricity and heat. **Customers of opt out utilities will no longer qualify for MEAP beginning Oct. 1, 2025.**
  - ◆ The opt-out utility program must be consistent with the eligibility requirement of the MEAP.
  - ◆ The fund must be sufficient to provide assistance to all eligible customers who apply but the opt out utility is not required “to spend more” for a program than “what the utility would have collected from the LIEAF.”
- Provide notice to its customers of the program and include information regarding the program on its website.
- Submit an annual report to the Commission by Dec. 1 regarding the opt out program. The Commission may develop a reporting template that opt out utilities may use.
- Shut off prohibition for opt out utilities is eliminated so customers of opt outs **can** be shut off for non-payment.

### **STAFF RECOMMENDATION/MOTION**

Discussion

### **LIST OF SUPPORTING DOCUMENTS**

Opt In Flow Chart

Opt Out Flow Chart

List of Opt In and Opt Out Providers

**2024 LIEAF Estimated Surcharge Remittances from Electric Service Providers**

<b>OPT-IN Electric Providers</b>	<b>Estimated Remittance</b>
Alger Delta Coop Elec	\$108,676.13
Alpena Power	\$174,472.67
City of Bay City	\$213,722.69
Village of Baraga	\$8,335.35
Consumers Energy	\$19,808,430.36
Croswell Light & Power Dept.	\$11,184.15
City of Crystal Falls	\$16,807.87
City of Dowagiac	\$28,593.43
DTE Energy	\$23,766,277.94
City of Gladstone	\$30,661.44
Great Lakes Energy Coop	\$1,291,336.23
City of Hart	\$11,331.86
Hillsdale Board of Public Utilities	\$63,823.49
Homeworks Tri-County Elec Coop	\$283,824.07
Indiana Michigan	\$1,384,038.03
Lansing Board of Water & Light	\$1,042,742.22
Marshall Electric Department	\$48,007.42
Midwest Energy Coop	\$351,899.65
Negunee Dept. of Public Works	\$21,059.96
Newberry Water & Light Board	\$15,668.36
Niles Utilities Dept.	\$66,471.81
NSP-Wisc (Xcel)	\$94,052.33
City of Norway	\$22,220.58
City of Petoskey	\$51,848.01
Presque Isle Elec & Coop	\$358,525.73
City of St. Louis	\$20,806.73
Thumb Electric Coop	\$125,863.84
Union City Electric Department	\$16,280.32
Upper Peninsula Power	\$563,037.33

<b>OPT-OUT Electric Providers</b>
Bayfield Elec Coop
City of Charlevoix
Chelsea Dept. of Electric & Water
Cherryland Elec Coop
Village of Clinton
Cloverland Electric Coop
Coldwater Board of Public Utilities
Daggett Electric Department
City of Eaton Rapids
City of Escanaba
Grand Haven Board of Light & Power
City of Harbor Springs
Holland Board of Public Works
Village of L'anse
Lowell Light & Power
Marquette Board of Light & Power
Ontonagon Co Rural Elen
Village of Paw Paw
City of Portland
City of Sebewaing
City of South Haven
City of Stevenson
City of Sturgis
Traverse City Light & Power
UMERC
City of Wakefield
Wyandotte Dept of Municipal Service
Zeeland Board of Public Works

Source of Electric Providers: Order U-17377 approved on July 26, 2023.

## Opt In

### Note

Your payment goes to the State; there is no guarantee it stays in your region.

Utility may decide to opt in or opt out each year, regardless of what they did the year prior, but any payments beyond the needs of your customers will not be returned.

### By March 30, 2025

Report to MMEA your total # of retail billing meters (including commercial/industrial) and breakdown of meters per county. MMEA will file this with the state (e.g., 1000 total meters; 600 in county X and 400 in county Y or 1000 total meters; 1000 in county K).

### May 1

MPSC establishes surcharge. Historically, the surcharge was less than \$1.00/meter. Now, MPSC may increase tariff by \$0.25/year; capped at \$2.00

### Sept '25 Billing Cycle

Utility charges all customer classes\* the monthly tariff for the year using a separate line item labeled "LIEAF surcharge". E.g., 1000 meters X \$1.50 tariff X 12 months=\$18,000

Utility remits check, monthly, to the state (e.g., 1000 meters X \$1.50 tariff = \$1,500 each month to the state)

Utility may shut off customers for non-payment.

# Opt Out

Opting out ensures your customer's money stays in your service territory and is only used for your customers.

## By March 30, 2025

Report to MMEA your total # of retail billing meters (including commercial/industrial) and breakdown of meters per county. MMEA will file this with the state (e.g., 1000 total meters; 600 in county X and 400 in county Y or 1000 total meters; 1000 in county K).

## Program Requirements

**Establish & Fund** an an energy assistance program for residential customers for **both electricity & heat**

See *How to Run a Program* chart

Customers no longer qualify for MEAP beginning Oct. 1, 2025 (assistance is coming from utility's assistance fund).

Fund must aid all eligible customers. Not required to spend more than what the utility would have collected under the State. It's recommended, but not required, that a utility adopt the state's surcharge amount for their first year, and based on the first year's need, determines what's best for future years.

Any unspent dollars carry over into the next year

May shut-off customers for non-payment

Utility may decide to opt in or opt out each year, regardless of what they did the year prior.

## Reporting Requirements

### Beginning October 1, 2025

Utility must notify customers of program availability. Notice must include the following:

- Description of Program
- Application Information
- Statement that utility assistance is offered instead of collecting under the state program
- Eligibility Guidelines
- Info Posted on Utility's Website

### Beginning December 1, 2026

Submit an annual report to the Commission that includes the following:

- Total amount of funds available for energy assistance for utility's customers
- Total number of the utility's customers, by county, that received assistance
- Total number of utility's customers, by county, who applied for assistance through the program
- Total amount of assistance provided to the utility's customers, by county, including a description of the amount of assistance provided for each home heating commodity (see draft template on MMEA Hub)

## How to Run Program\*

Utility has the flexibility to determine which customer classes pay the surcharge. Charging a surcharge is optional, but utility must ensure there are funds available for eligible customers. The exact name of the surcharge and when it takes effect is up to the utility.

### In-House

### 3<sup>rd</sup> Party

- Utility's staff administer program
- State MEAP Grantee
  - Bureau of Community Action and Economic Opportunity
  - Society of St. Vincent de Paul of the Archdiocese of Detroit
  - United Way Ventures LLC/United Way of South-Central MI
  - Superior Watershed Partnership (U.P. counties & Northern-Lower counties)
  - The Salvation Army
  - Barry County United Way
  - The Heat and Warmth Fund
  - TrueNorth Community Services
  - United Way for Southeastern Michigan
- Local Non-Profit

\* Still waiting on state for some major implantation questions including mechanics of how utility verifies eligibility, vulnerable population prioritization, and administrative cost adjustment.



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MEETING DATE: 3/10/2025

CITY MANAGER

To: Mayor and City Council

Work Session

From: Yvonne Ridge

Regular Meeting

Submitted: 3/6/2025

Subject: BS&A Storage Capacity

### SUMMARY

The BS&A Programs have reached their storage capacity, prompting the need for a solution. We are currently exploring several options, each with additional costs. The first option is upgrading the SQL Server Standard Core License, which costs **\$15,696**. Alternatively, we are considering upgrading BS&A to the Cloud, with an estimate in progress. We are also researching other storage alternatives that can be maintained on the city servers. City staff are collaborating with BS&A and Dewpoint to determine the best option for the City. More information will be shared at the next meeting.

### STAFF RECOMMENDATION/MOTION

Discussion

### LIST OF SUPPORTING DOCUMENTS

None



MEETING DATE: 3/10/2025

CITY MANAGER

To: Mayor and City Council

Work Session

From: Yvonne Ridge

Regular Meeting

Submitted: 3/6/2025

Subject: MFA – DUO vs Authenticator

### **SUMMARY**

We currently maintain 29 DUO licenses, each costing \$3 per month per user. Recently, Dewpoint informed us that Microsoft plans to increase the license fee by \$6 per month per user for DUO users, bringing the total cost to \$9 per month per user.

To avoid this price increase, we have the option of switching to Microsoft Authenticator. This decision requires careful consideration to balance cost efficiency with departmental needs.

The Police Department specifically requires DUO licenses for their Multi-Factor Authentication (MFA) implementation. Therefore, their needs must be prioritized in our decision-making process.

#### Cost Analysis

- Current Cost with DUO: 29 users x \$3 = \$87 per month
- Future Cost with DUO: 29 users x \$9 = \$261 per month

Switching to Microsoft Authenticator could potentially save costs but must be evaluated to ensure it meets all departmental requirements.

We are working with Dewpoint to determine the best solution.

### **STAFF RECOMMENDATION/MOTION**

Discussion

### **LIST OF SUPPORTING DOCUMENTS**

None



MEETING DATE: 3/10/2025

CITY MANAGER

To: Mayor and City Council

Work Session

From: Yvonne Ridge

Regular Meeting

Submitted: 3/6/2025

Subject: Congressionally Directed Spending – Senator Peters

### SUMMARY

#### *From Senator Peters' Office*

#### *FY 25 Project Submissions currently funded in House or Senate appropriations bills:*

- As your project “*Aerial Platform Fire Truck*” is currently slated in the drafted bills to receive FY25 budget funding still under negotiation in Congress, **we advise you to hold** on submitting the project at this time.
- If Congress fails to pass the FY25 budget, we will proactively be in touch with you and provide an opportunity to re-submit the project for FY26.

#### *FY 25 Project Submissions currently funded in House or Senate appropriations bills:*

- As your project “*Water Treatment Plant Pressure Filter Replacement*” is currently slated in the drafted bills to receive FY25 budget funding still under negotiation in Congress, **we advise you to hold** on submitting the project at this time.
- If Congress fails to pass the FY25 budget, we will proactively be in touch with you and provide an opportunity to re-submit the project for FY26.

### STAFF RECOMMENDATION/MOTION

Discussion

### LIST OF SUPPORTING DOCUMENTS

None