



*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*

CITY OF EATON RAPIDS WORK SESSION AGENDA

April 14, 2025
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

New Business

1. Building Official Hummel and Fire Chief McNutt Property Maintenance Code Violations and Rental Inspection update.
2. Addendum to School Resource Officer Agreement.
3. Liquor License Transfer.
4. An Ordinance to add Section 14-4 of Article I of Chapter 14, Operating a Motor Vehicle Without Security.
5. An Ordinance to add Section 15-15 of Article I of Chapter 15, Defrauding an Innkeeper.
6. An Ordinance to Amend Section 16-36 of Chapter 16, Article II, Division 2, Subcommittees Created.
7. Summer Camp Policies and License
8. Citizen Academy Survey Results

Board and Committee Reports

Public Comments

Adjourn



MEETING DATE: 04/14/2025

POLICE CHIEF

To: Mayor and City Council

☒ Work Session

From: Larry Joe Weeks, Chief of Police

☒ Regular Meeting

Submitted: 03/31/2025

Subject: Addendum to School Resource Officer Agreement

SUMMARY

As City Council is aware, Michigan law regarding paid sick leave requirements recently changed. That change impacted the agreement between the City of Eaton Rapids and Eaton Rapids Public Schools regarding the School Resource Officer position.

Our labor attorney's office reviewed the existing contract and is recommending the included addendum to bring the agreement in line with state law.

The current agreement was modified in February of 2024 at the request of Eaton Rapids Public Schools to add five paid leave days to the SRO's position as a reward for his performance. The new agreement will bring his total up to fifty-six hours of paid leave annually. To assure prompt compliance with the new law, City Manager Ridge began putting additional leave hours in SRO Ferguson's leave bank at the time it became law.

Superintendent Keven Dufrense has reviewed the addendum and has approved.

STAFF RECOMMENDATION/MOTION

Recommend Motion to adopt the addendum as written.

LIST OF SUPPORTING DOCUMENTS

Proposed contract Addendum

2024 Addendum

THIRD ADDENDUM TO INTERGOVERNMENTAL AGREEMENT

This Addendum is made, entered into and effective this day of _____, 2025 (the "Effective Date"), by and between the City of Eaton Rapids, a municipal corporation of the State of Michigan ("City"), and the Eaton Rapids Public School District ("School District").

RECITALS

Whereas, the City is authorized to enter into this Addendum pursuant to the Michigan Urban Cooperation Act of 1967, Act No. 7 of 1967 and Section 2.1 General Powers, subsection (b) of the City Charter of the City of Eaton Rapids and

Whereas, the School District is authorized to enter into this Addendum pursuant to Section 11 a(4) of the Revised School Code, MCL 380.11 a(4); and

Whereas, the City and the School District previously executed an intergovernmental agreement with an effective date of March 24, 2022 for the purpose of establishing the position of School Resource Officer within certain complexes of the School District, for the mutual benefit of the parties and to increase public safety within the schools and the community as a whole.

Whereas, the City and the School District have mutually agreed to modify certain provisions of the previously executed intergovernmental agreement for the benefit of both parties.

NOW, THEREFORE, the Parties agree to modify the previously executed agreement as follows:

Paragraph 14 shall be modified as follows:

14. At all times during the performance of this Agreement, the police officers who serve as School Resource Officers shall remain employees of the City of Eaton Rapids and shall be eligible for all benefits to which part-time employees are entitled at the City. School Resource Officers shall not be entitled to any benefits offered to School District employees. The School Resource Officer shall be entitled to fifty-six (56) hours of paid time off ("PTO") per calendar year of this Agreement, which shall be accrued as of the first day of service and each annual anniversary thereof. Use of said paid time off shall require the prior approval of an Eaton Rapids Police Department supervisor. The School Resource Officer shall also notify the School District in advance when PTO days will be used. Unused PTO can be carried over into future years, however, a School Resource Officer shall not be entitled to use more than seventy-two (72) hours of accrued PTO in a single year. A School Resource Officer shall not receive payout of accrued but unused PTO.

Miscellaneous provisions:

1. This Addendum may be executed in two (2) or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. The signature pages from one (1) or more counterparts may be removed from such counterparts and such signature pages all attached to a single

instrument so that the signatures of all parties may be physically attached to a single document.

2. This Addendum shall be interpreted under the laws of the State of Michigan.
3. Any and all disputes, disagreements, lawsuits, causes of action, complaints, or litigation arising out of this Addendum shall be exclusively litigated in the state courts for the County of Eaton, State of Michigan.
4. Should any part of this addendum be deemed unenforceable, the remainder of the Addendum shall remain in full force and effect.
5. This Addendum contains the entire understanding of the parties as to its subject matter. Except as otherwise set forth in this Addendum, the previously executed agreement between the parties remains otherwise unchanged and in full force and effect. There are no oral agreements not stated herein. This Addendum may only be amended by a writing signed by both parties.
6. This Addendum is effective upon the signature of both parties herein:

As to form and Substance:



Eaton Rapids School District
Dated: 3-17-25

Pamela Colestock, Mayor
City of Eaton Rapids
Dated: _____

Robin Webb, City Clerk
City of Eaton Rapids
Dated: _____

As to form only:

Counsel for ERSD
City of Eaton Rapids
Dated: _____

Eaton Rapids City Attorney
Dated: _____



MEETING DATE: 04/14/2025

POLICE CHIEF

To: Mayor and City Council

☒ Work Session

From: Larry Joe Weeks, Chief of Police

☐ Regular Meeting

Submitted: 04/05/2024

Subject: Liquor License Transfer

SUMMARY

City Ordinance Section 3.3 *Approval of council prerequisite to application for state license, requires city council approval for any person to sell alcohol within the city.* Due to changes in state law many years ago, local government authorization is no longer required for license transfers.

The current licensee at 919 S Main St has submitted a request to the Michigan Liquor Control Commission (MLCC) to transfer the license. As indicated in the included notification city council may provide an “opinion on the application or advise of any local non-compliance issues”.

Upon consultation with the Building Official and the Fire Chief there are no known city ordinance non-compliance issues.

STAFF RECOMMENDATION/MOTION

The council may take one of their actions in this matter.

1. Take no action.
2. Vote to support the transfer and send a notification to MLCC.
3. Vote to oppose and submit a letter of opinion and any non-compliance issues to the MLCC.

LIST OF SUPPORTING DOCUMENTS

Notice of application to transfer license



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

MARLON I. BROWN, DPA
DIRECTOR

Friday, April 11, 2025

Michigan G-Mart Inc.
Attorney Joseph Nafsu
(nafsulaw@gmail.com)

RID # 2411-15665 **Reference/Transaction:** CONDITIONAL LICENSE, Transfer Ownership 2024 SDM license issued under MCL 436.1533(7) with Sunday Sales Permit (AM), Beer & Wine Tasting Permit and Gas Pumps issued under MCL 436.1541(6) 5' (inside) from GPM Southeast, LLC.

Please let this letter serve as notice the Michigan Liquor Control Commission has referred your application to our Enforcement Division for investigation of your request.

Applicant/Licensee: Michigan G-Mart Inc.

Business address and phone number: 919 S Main St, Eaton Rapids 48827

Home address and phone number of partner(s)/subordinates:

1. Manpreet Singh: 905A E Maple St, Bryan OH 43506 C: (516) 884-5076
2. Harkirat Garcha: 15712 Bald Eagle Way, Huntertown IN 46748 C: (260) 452-9706

As part of the licensing process, an investigation is required by the Michigan Liquor Control Commission Enforcement Division. The Enforcement investigation will be conducted from the following designated District Office:

Lansing District Office (517) 284-6330

You may contact your designated District Office regarding any appointments or questions on documentation requested by the Investigator. **Failure to provide requested information or to keep scheduled appointments will cause the application to be returned to the Lansing office for cancellation.**

Since this request is a transfer under MCL 436.1529(1), approval of the local unit of government is not required. However, a copy of this notice is also being provided to **Local Governmental Unit** should they wish to submit an opinion on the application or advise of any local non-compliance issues.

Under administrative rule R 436.1105, the Commission shall consider the opinions of the local residents, local legislative body, or local law enforcement agency with regard to the proposed business when determining whether an applicant may be issued a license or permit.

Under administrative rule R 436.1003, the licensee shall comply with all state and local building, plumbing, zoning, sanitation, and health laws, rules, and ordinances as determined by the state and local law enforcements officials who have jurisdiction over the licensee. The licensee must obtain all other required state and local licenses, permits, and approvals before using this license for the sale of alcoholic liquor. Approval of this license by the Michigan Liquor Control Commission does not waive any of these requirements.

MICHIGAN LIQUOR CONTROL COMMISSION
Retail Licensing Division
(866) 813-0011

cc: City of Eaton Rapids (lboomer@cityofeatonrapids.com)
GPM Southeast, LLC (licensing@gpminvestments.com)



MEETING DATE: 04/14/2025

POLICE CHIEF

To: Mayor and City Council

☒ Work Session

From: Larry Joe Weeks, Chief of Police

☒ Regular Meeting

Submitted: 03/31/2025

Subject: New Ordinance Proposal, 14-4 No Security

SUMMARY

Recently City Attorney Harkness and I met and discussed how we might improve some of our city's criminal ordinances. Such as adding ordinances that are in state law that we could adopt locally. Or updating some of our existing ordinances to more align with verbiage in state law. As part of that discussion my staff suggested the City Attorney craft an ordinance mimicking the state statute regarding operating a vehicle without security, or more commonly known as operating without car insurance. Currently when officers issue citations for this violation it must be handled by the county prosecutor's office. These citations are often issued in conjunction with other city ordinance violations forcing cases to be split between prosecuting bodies.

Adopting this ordinance allows the City Attorney to handle these cases as a local misdemeanor and keeps a greater portion of the fines associated with the charges coming back to the city. From an offender's perspective, they minimize their interactions to one prosecuting agency and under local ordinance would limit the charge to a maximum possibly penalty of ninety days in jail or a \$500.00 fine instead of the one year in jail maximum of the state law.

STAFF RECOMMENDATION/MOTION

Recommend Motion to adopt the ordinance as written.

LIST OF SUPPORTING DOCUMENTS

Proposed Ordinance 14-4 – Operating without Security.

ORDINANCE NO. 2025-1

AN ORDINANCE TO ADD SECTION 14-4 OF ARTICLE I OF CHAPTER 14, OPERATING A MOTOR VEHICLE WITHOUT SECURITY, OF THE CODIFIED ORDINANCES OF CITY OF EATON RAPIDS, EATON COUNTY, MICHIGAN.

THE CITY OF EATON RAPIDS ORDAINS:

Section 1. Section 14-4 of the Codified Ordinances of the City of Eaton Rapids, is hereby added as follows:

Sec. 14-4: OPERATING A MOTOR VEHICLE WITHOUT SECURITY

1. An owner or registrant of a motor vehicle or motorcycle with respect to which security is required, who operates the motor vehicle or motorcycle or permits it to be operated upon a public highway in the City of Eaton Rapids, without having in full force and effect security complying with the requirements of the Insurance Code of 1956, (Act 218 of 1956, as amended), MCL 500.100 et seq., is guilty of a misdemeanor.
2. A person who operates a motor vehicle or motorcycle upon a public highway in the City of Eaton Rapids with the knowledge that the owner or registrant does not have security in full force and effect is guilty of a misdemeanor.
3. A person convicted of a misdemeanor under this section shall be fined not less than \$200.00 nor more than \$500.00, imprisoned for not more than ninety (90) days, or both.

State Law Reference: MCL 500.3102

Section 2. Severability. This ordinance and each article, section, subsection, paragraph, subparagraph, part, provision, sentence, word and portion thereof are hereby declared to be severable, and if they or any of them are declared to be invalid or unenforceable for any reason by a court of competent jurisdiction, it is hereby provided that the remainder of this ordinance shall not be affected thereby.

Section 3. Repeal, Effective Date, Adoption.

- (1) Repeal. All regulatory provisions contained in other City ordinances which conflict with the provisions of this ordinance are hereby repealed.
- (2) Effective Date. This ordinance shall become effective on _____, twenty (20) days following its adoption, and shall be published prior to its effective date as mandated by charter and statute.
- (3) Adoption. This ordinance was adopted by the City Council of the City of Eaton Rapids at a meeting thereof held on _____, 2025.

Pamela Colestock, Mayor
City of Eaton Rapids

CERTIFICATE

I HEREBY CERTIFY THAT THE FOREGOING ORDINANCE WAS ADOPTED BY THE
CITY COUNCIL OF THE CITY OF EATON RAPIDS AT A MEETING THEREOF ON
_____, 2025.

Robin Webb, Clerk
City of Eaton Rapids



MEETING DATE: 04/14/2025

POLICE CHIEF

To: Mayor and City Council

☒ Work Session

From: Larry Joe Weeks, Chief of Police

☒ Regular Meeting

Submitted: 04/01/2025

Subject: New Ordinance Proposal, 15-15 Defrauding and Innkeeper

SUMMARY

Consistent with my previous agenda item, pertaining to City Attorney Harkness and I's goal of updating and adding ordinance to assure more of the police departments cases can be prosecuted locally. We are recommending the adoption of ordinance 15-15 Defrauding and Innkeeper.

Currently we do not have this ordinance. The proposed ordinance is essentially a duplicate of already existing state law.

STAFF RECOMMENDATION/MOTION

Recommend Motion to adopt the ordinance as written.

LIST OF SUPPORTING DOCUMENTS

Proposed Ordinance 15-15 Defrauding and Innkeeper.

ORDINANCE NO. 2025-02

AN ORDINANCE TO ADD SECTION 15-15 OF ARTICLE I OF CHAPTER 15, DEFRAUDING AN INNKEEPER, OF THE CODIFIED ORDINANCES OF CITY OF EATON RAPIDS, EATON COUNTY, MICHIGAN.

THE CITY OF EATON RAPIDS ORDAINS:

Section 1. Section 15-15 of the Codified Ordinances of the City of Eaton Rapids, is hereby added as follows:

Sec. 15-15: Defrauding an Innkeeper

1. Any person who shall put up at any hotel, motel, inn, restaurant or cafe as a guest and shall procure any food, entertainment or accommodation without paying therefor, except when credit is given therefor by express agreement, with intent to defraud such keeper thereof out of the pay for the same, or, who, with intent to defraud such keeper out of the pay therefor, shall obtain credit at any hotel, motel, inn, restaurant or cafe for such food, entertainment or accommodation, by means of any false show of baggage or effects brought thereto, is guilty of a misdemeanor. No conviction shall be had under the provisions of this section unless complaint is made within sixty (60) days of the time of the violation hereof.
2. Prima facie evidence—Obtaining such food, lodging or accommodation by false pretense, or by false or fictitious show of baggage or other property, or refusal or neglect to pay therefor on demand, or payment thereof with check, draft or order upon a bank or other depository on which payment was refused, or absconding without paying or offering to pay therefore, or surreptitiously removing or attempting to remove baggage, shall be prima facie evidence of such intent to defraud.
3. A person convicted of a misdemeanor under this section may be fined up to five hundred (\$500.00) dollars, imprisoned for not more than ninety (90) days, or both.

State Law Reference: MCL 750.292, 750.293

Section 2. Severability. This ordinance and each article, section, subsection, paragraph, subparagraph, part, provision, sentence, word and portion thereof are hereby declared to be severable, and if they or any of them are declared to be invalid or unenforceable for any reason by a court of competent jurisdiction, it is hereby provided that the remainder of this ordinance shall not be affected thereby.

Section 3. Repeal, Effective Date, Adoption.

- (1) Repeal. All regulatory provisions contained in other City ordinances which conflict with the provisions of this ordinance are hereby repealed.
- (2) Effective Date. This ordinance shall become effective on _____, twenty (20) days following its adoption, and shall be published prior to its effective date

as mandated by charter and statute.

(3) Adoption. This ordinance was adopted by the City Council of the City of Eaton Rapids at a meeting thereof held on _____, 2025.

Pamela Colestock, Mayor
City of Eaton Rapids

CERTIFICATE

I HEREBY CERTIFY THAT THE FOREGOING ORDINANCE WAS ADOPTED BY THE CITY COUNCIL OF THE CITY OF EATON RAPIDS AT A MEETING THEREOF ON _____, 2025.

Robin Webb, Clerk
City of Eaton Rapids

ORDINANCE NO. 2025-03

AN ORDINANCE TO AMEND SECTION 16-36 OF CHAPTER 16, ARTICLE II, DIVISION 2, SUBCOMMITTEES CREATED, OF THE CODIFIED ORDINANCES OF CITY OF EATON RAPIDS, EATON COUNTY, MICHIGAN

THE CITY OF EATON RAPIDS ORDAINS:

Section 1. Section 16-36 of the Codified Ordinances of the City of Eaton Rapids, shall be amended as follows:

Section 16-36. Subcommittees Created

There shall be two (2) subcommittees created on the parks, recreation, and events board:

- (1) *Arts council.* The arts council subcommittee shall have five (5) members and two (2) alternate members to discuss and make recommendations regarding the creation and proliferation for the arts in the City of Eaton Rapids. The mission of the subcommittee is to enrich and engage the Eaton Rapids community through the arts. The mission shall be accomplished through education, exhibitions, events, etc. The arts council subcommittee shall also focus on youth participation and engagement.
- (2) ~~*Parks, recreation, and events subcommittee.*~~ The ~~parks, recreation~~Recreation, and events subcommittee shall have ~~seven~~five (75) members and two (2) alternate members to discuss and make recommendations regarding the development and expansion of ~~city parks and their amenities and~~ recreational programming. The mission of the subcommittee shall be accomplished through ~~education, exhibitions, events, ete~~youth and adult recreation. The ~~parks, recreation, and events~~ subcommittee shall also focus on youth and adult participation and engagement.
- (3) The secretary of each subcommittee shall be responsible for taking minutes and reporting recommendations to the parks, recreation, and events board each month.

Section 2. Severability. This ordinance and each article, section, subsection, paragraph, subparagraph, part, provision, sentence, word and portion thereof are hereby declared to be severable, and if they or any of them are declared to be invalid or unenforceable for any reason by a court of competent jurisdiction, it is hereby provided that the remainder of this ordinance shall not be affected thereby.

Section 3. Repeal, Effective Date, Adoption.

- (1) Repeal. All regulatory provisions contained in other City ordinances which conflict with the provisions of this ordinance are hereby repealed.
- (2) Effective Date. This ordinance shall become effective on _____, twenty (20) days following its adoption, and shall be published prior to its effective date as mandated by charter and statute.

(3) Adoption. This ordinance was adopted by the City Council of the City of Eaton Rapids at a meeting thereof held on _____, 2025.

Pamela Colestock, Mayor
City of Eaton Rapids

CERTIFICATE

I HEREBY CERTIFY THAT THE FOREGOING ORDINANCE WAS ADOPTED BY THE CITY COUNCIL OF THE CITY OF EATON RAPIDS AT A MEETING THEREOF ON _____, 2025.

Robin Webb, Clerk
City of Eaton Rapids



MEETING DATE: 4/40/2025

PROGRAM COORDINATOR

To: Mayor and City Council

☒ Work Session

From: Raven Rawson

☐ Regular Meeting

Submitted: 4/10/2025

Subject: Summer Camp Programming License

SUMMARY

Summer Camp Programming License

In order for the City of Eaton Rapids to legally operate a summer camp program, it must obtain a Camp Programming License through the Michigan Department of Lifelong Education, Advancement, and Potential (MiLEAP). This license ensures the city meets the state's health, safety, and program standards for recreational and educational youth camps.

The license application process includes compliance with state guidelines related to:

- Health Service Procedures (R 400.11119)
- Program and Emergency Transportation Procedures (R. 400.11143)
- Child and Adult Protection (R 400.11115)
- Nutrition and Food Service (R 400.11131)
- Behavior Management (R 400.11113)
- Volunteer Supervision (MCL 722.119(4))

Securing this license is a mandatory step to proceed with planning, promoting, and operating the City's summer camp programs. Approving these policies allows the City to move forward with a structured and compliant summer program that prioritizes child safety and aligns with state law. The camp will serve as a vital community resource—providing enrichment, recreation, and reliable childcare during the summer for families across the city.

STAFF RECOMMENDATION/MOTION

Adopt the Summer Camp Health Service Policy for submission to MiLEAP.

Adopt the Summer Camp Program and Emergency Transportation Policy for submission to MiLEAP.

Adopt the Summer Camp Nutrition and Food Service Policy for submission to MiLEAP.

Adopt the Summer Camp Behavior Management Policy for submission to MiLEAP.

Adopt the Summer Camp Volunteer Supervision Policy for submission to MiLEAP.

LIST OF SUPPORTING DOCUMENTS

Health Services Policy

Program and Emergency Transportation Policy

Nutrition and Food Service Policy

Behavior Management Policy

Volunteer Supervision Policy

Eaton Rapids Citizen's Academy (2025)

This survey aims to gather feedback on the Eaton Rapids Citizen's Academy program, assessing various aspects such as overall quality, class effectiveness, and participant satisfaction. The questions are designed to capture participants' perceptions of the program and the knowledge of the department heads who led the sessions. Additionally, demographic information will help contextualize the responses. As of now, there have been no responses collected, which highlights the need for increased participation to ensure a comprehensive analysis of the program's impact.

1. How would you rate the overall quality of the Eaton Rapids Citizen's Academy program?

Analysis Conclusion: The survey indicates that all respondents rated the overall quality of the Eaton Rapids Citizen's Academy program as "Excellent," with no responses for "Good," "Fair," or "Poor." This suggests a strong satisfaction level among participants. However, the lack of diversity in responses may indicate a potential bias in the sample or a lack of critical feedback mechanisms. To enhance the program further, it may be beneficial to implement strategies that encourage a broader range of feedback, such as anonymous surveys or focus groups, to capture a wider array of opinions and suggestions for improvement.

Answer Choices	Responses	Responses Percentage
Excellent	14	100%
Good	0	0%
Fair	0	0%
Poor	0	0%
Valid Count Per Participant	14	

2. Which class did you find most beneficial?

Analysis Conclusion: The survey results indicate that the most beneficial classes, according to participant responses, were "Finances, Utilities, Taxes, & Elections" and "Police Department," each receiving 21.43% of the total responses. Following these, "Administration," "Planning, Zoning, Economic Development, Building Department, & Assessment," and "Public Works and Public Utilities" garnered 14.29% each. Notably, several classes, such as "City Boards," "Parks, Recreation & Events Department," and "City Attorney & Wrap Up," received no responses, suggesting a lack of perceived value or relevance.

To improve future offerings, it may be beneficial to gather more qualitative feedback on why certain classes were deemed less beneficial. Additionally, increasing engagement and awareness about the less popular classes could help enhance their perceived value, possibly through targeted marketing or by incorporating elements from the more favored classes into their structure.

Answer Choices	Responses	Responses Percentage
Administration	2	14.29%
Municipal Organization	1	7.14%
City Boards	0	0%
Finances, Utilities, Taxes, & Elections	3	21.43%
Parks, Recreation & Events Department	0	0%
Fire Department & Emergency Services	1	7.14%
Police Department	3	21.43%
Planning, Zoning, Economic Development, Building Department, & Assessment	2	14.29%
Public Works and Public Utilities	2	14.29%
City Attorney & Wrap Up	0	0%
Valid Count Per Participant	14	

3. How knowledgeable were the department heads who led the classes?

Analysis Conclusion: The data indicates a strong perception of the department heads' knowledge, with 92.86% of respondents rating them as "Very knowledgeable." However, there is a minor concern as 7.14% of respondents felt that the department heads were "Not very knowledgeable." This suggests that while the majority have a positive view, there is a small subset of individuals who may require more reassurance regarding the expertise of the instructors.

To improve this perception and address the concerns of the minority, it is recommended to enhance communication about the qualifications and experience of the department heads leading the classes. Additionally, gathering feedback from participants on specific areas of knowledge or expertise could help identify any gaps and provide targeted professional development for the department heads.

Answer Choices	Responses	Responses Percentage
Very knowledgeable	13	92.86%
Somewhat knowledgeable	0	0%
Not very knowledgeable	1	7.14%
Not knowledgeable at all	0	0%
Valid Count Per Participant	14	

4. Did the program meet your expectations?

Analysis Conclusion: The survey results indicate a strong positive reception of the program, with 71.43% of respondents stating that it exceeded their expectations. A further 28.57% felt that it met their expectations, while none reported that the program did not meet their expectations. This suggests that the program is well-received overall, but there is still a small percentage of participants who may have had higher expectations.

To improve the program further, it may be beneficial to gather more detailed feedback from those who felt it met their expectations. Understanding their specific needs and expectations can help refine future iterations of the program to potentially elevate more participants into the "Exceeded expectations" category. Additionally, exploring the aspects of the program that contributed to exceeding expectations could provide valuable insights for enhancement.

Answer Choices	Responses	Responses Percentage
Exceeded expectations	10	71.43%
Met expectations	4	28.57%

Answer Choices	Responses	Responses Percentage
Did not meet expectations	0	0%
Valid Count Per Participant	14	

5. How likely are you to recommend the Citizen's Academy to others?

Analysis Conclusion: This survey indicates a strong positive sentiment towards the Citizen's Academy, with 100% of respondents expressing that they are "Very likely" to recommend it to others. However, the absence of any responses for "Somewhat likely" and "Not likely" suggests a lack of nuanced feedback regarding varying levels of satisfaction. To enhance the understanding of participant experiences and to identify areas for improvement, it is recommended to include additional response options that capture a broader range of sentiments, such as "Neutral" or "Unsure." This could provide valuable insights into potential areas for enhancement and help address any concerns that may not be captured by the current response options.

Answer Choices	Responses	Responses Percentage
Very likely	14	100%
Somewhat likely	0	0%
Not likely	0	0%
Valid Count Per Participant	14	

6. What was your age group?

Analysis Conclusion: The age distribution of respondents shows a significant skew towards older age groups, with 35.71% of respondents falling into both the 55-64 and 65 and over categories. In contrast, younger age groups (Under 18, 18-24, and 25-34) received no responses, indicating a potential gap in engagement with these demographics. The 35-44 age group accounted for 21.43% of responses, suggesting moderate participation from middle-aged individuals.

To improve engagement with younger participants, consider implementing targeted outreach strategies, such as social media campaigns or partnerships with educational institutions. Additionally, revising the survey distribution method or incentives for younger age groups might encourage participation and provide a more balanced representation of age demographics.

Answer Choices	Responses	Responses Percentage
Under 18	0	0%
18-24	0	0%
25-34	0	0%
35-44	3	21.43%
45-54	1	7.14%
55-64	5	35.71%
65 and over	5	35.71%
Valid Count Per Participant	14	

7. What is your gender? [Multiple Choice]

Analysis Conclusion: The gender distribution in the survey shows a slight majority of female respondents at 50%, while male respondents account for 42.86%, and a small percentage (7.14%) chose to prefer not to disclose their gender. This indicates a relatively balanced representation between male and female participants, though it leans slightly towards female. To improve gender representation and ensure a more comprehensive understanding of perspectives, consider implementing outreach strategies targeting underrepresented groups and encouraging participation from those who may prefer not to disclose their gender.

Answer Choices	Responses	Responses Percentage
Male	6	42.86%
Female	7	50%
Prefer not to say	1	7.14%

Answer Choices	Responses	Responses Percentage
Valid Count Per Participant	14	

8. What improvements would you suggest for future sessions?

- Include a deeper look at the budget/finances.
- Try to keep each presenter within their time limit. Definitely not to rush them but maybe limit question time?
- More formal itinerary for Public Works and Public Utilities. I really enjoyed learning this area but seemed rushed a da little disorganized.
- Expanded overview of the city's water distribution and electrical infrastructure.
- Perhaps class #1 could include a tour of the city hall building
- It is very hard to choose the class that was most beneficial. All were interesting. Sometimes it was hard to hear the speaker especially at the city garage, and power plant. Overall, Great Job!
- Try to do it in warmer weather all

9. What topics would you like to see covered in future classes?

- Ordinances. How they are created
- I thought it was a good mix of topics
- Overall, the class was very well organized and covered most areas effectively. I would suggest adding presentations from neighboring units and having supervisors discuss their collaboration with the City Council. It would also be beneficial to include a local business representative to share their interactions with the Downtown Development Authority (DDA) and the City. Additionally, I recommend that all City Council members conduct a mock meeting to demonstrate how various types of meetings are laid out, along with the guidelines for conducting those meetings. Sharing the general principles of order and decorum, as well as Parliamentary Procedure, would be very valuable. Many people do not understand these processes and may feel intimidated by them.
- How participants can get further involved. Maybe a tour of City Hall.
- Tour of city hall, hear more on the clerk responsibilities, maybe a tour of the city (in the city van) highlighting different areas such as dams, historical spots, parks, industrial parks, or any other interesting spots or businesses.

10. Any additional comments or feedback about your experience?

- Excellent job!
- Great learning experience. Enjoyed the whole course and learned alot.
- Thank you to everyone who participated in the class and for your time dedicated to the City of Eaton Rapids.
- Thank you for the opportunity to learn so much about the city !
- I felt that all presenters were happy with the opportunity to talk about the part they play in support of city operations.
- Two comments. 1) rephrase question #2 to be able to rate each class from most to least beneficial I found every class beneficial however I am only allowed to choose one. 2) I feel that this course should be offered every two to three years and include any newly hired or elected people. As a retired state employee I have attended many training sessions and these classes were one of the best in terms of informative, well planned and fun. Thank you to all and keep up the good work.
- I liked that we could ask questions or comment at any time. I liked that classes started on time. Snacks were a nice touch for those coming from work. I liked how the Mayor spoke up to explain things when needed. This was a great way to learn about Eaton Rapids and how our city operates. I think many people (especially those who publicly complain) could benefit by being properly informed.
- I feel the overall academy was very beneficial learning how town is run why it takes a long time with projects due to steps that need to be taken before process can be finalized. I feel all speakers did a very nice job i think all citizens of Eaton Rapids need to take this class to learn instead of going to social media and complaining.
- I enjoyed it very much
- Presentations were engaging and comprehensive. The length of each session was just right. Thank you for putting this multi-evening event together. Bravo !

Conclusion

The survey conducted on the Eaton Rapids Citizen's Academy program provides valuable insights into participant perceptions and experiences. The overwhelming response indicates that all participants rated the overall quality of the program as excellent, highlighting its effectiveness in delivering valuable community education.

Among the various classes offered, the sessions on "Finances, Utilities, Taxes, & Elections" and "Police Department" emerged as the most beneficial, each receiving significant attention from participants. This suggests that these topics resonate strongly with community members, possibly due to their direct impact

on daily life and governance.

The knowledge level of department heads leading the classes was notably high, with 92.86% of respondents deeming them very knowledgeable. This reinforces the program's strength in providing expert-led education, which likely contributes to the high satisfaction ratings.

Moreover, a significant majority of participants felt that the program exceeded their expectations, with 71.43% expressing this sentiment. This positive feedback is further reflected in the unanimous likelihood of recommending the Citizen's Academy to others, indicating a strong community endorsement.

Demographically, the participants were predominantly aged 55 and over, with a slight majority identifying as female. This demographic insight could guide future program outreach efforts to ensure a more diverse representation.

In summary, the Eaton Rapids Citizen's Academy program is viewed positively by participants, showcasing its effectiveness and relevance in educating the community. Continued efforts to engage a broader demographic could enhance the program's impact and reach.