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William Steele – Mayor Pro Tem  
Deb Malewski – Council Member  
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*Yvonne Ridge – City Manager  
Larry Joe Weeks – Police Chief  
Roger McNutt – Fire Chief  
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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**

April 28, 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. Summer Camp Policies and Licensing
2. Water Rate Discussion (DWSRF Project) - Warren Creamer, Managing Director, MFCI, LLC
3. Service Agreements – Eaton Rapids Community Alliance, Inc. (ERCA), Rocking Chair Deserters, Inc. DBA-Eaton Rapids Senior Center, and Miller Farm
4. 2025/2026 Budget Review

### **Board and Committee Reports**

### **Public Comments**

### **Adjourn**



MEETING DATE: 4/28/2025

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



## Nutrition and Food Service Policy

### **Type of Food Service**

The City of Eaton Rapids Summer Camp does not provide breakfast, lunch, snacks, or beverages for campers during camp hours. It is the sole responsibility of the parent or legal guardian to ensure that their child arrives each day with adequate food and drink for the duration of the camp day.

### **Meal Patterns**

Parents/guardians must send their child with a packed lunch, snacks, and a water bottle each day. It is encouraged that meals are nutritious and balanced, including fruits, vegetables, whole grains, and proteins. Lunches should be packed in insulated lunch boxes with ice packs as necessary. Refrigeration is not available at camp.

Camp staff will monitor meal and snack times to ensure safe eating practices. We will encourage campers to stay hydrated and to consume the food brought from home during scheduled mealtimes. In the event of a food allergy reaction, our staff will follow our emergency response procedures and contact guardians immediately.

### **Meal and Snack Times**

Campers will have two designated eating periods during the day:

- Snack Time: 9:30 AM to 10:00 AM
- Lunch Time: 12:00 PM to 1:00 PM

During these designated times, camp staff members and/or unsupervised volunteers will be present to supervise and assist campers as needed.

### **Allergy Awareness and Special Diets**

Parents/guardians must disclose any special dietary requirements (e.g., allergies, religious or cultural restrictions, medically prescribed diets) during the registration process prior to the beginning of camp and provide updates as needed. Regardless of diet, all guardians are encouraged to provide allergy-friendly food options for their child.

To ensure the safety and well-being of all campers, the sharing of food is strictly prohibited. This policy is in place to prevent cross-contamination and to protect children with food

allergies and other special diets. While the camp cannot monitor every item in a child's lunch, staff will supervise meal and snack times to encourage safety and cleanliness and to prevent food sharing. Camp staff will be informed of any dietary needs or restrictions disclosed and trained to recognize signs of allergic reactions or related health issues.



## Behavior Management Policy

### City of Eaton Rapids Day Camp Behavior Management Policy

The purpose of this policy is to create and maintain a safe, supportive, and enjoyable environment for all participants and staff in the City of Eaton Rapids (COER) Summer Camp. The policy outlines behavior expectations, responsibilities for participants, staff, and parents, and procedures for prevention and response to negative behaviors.

### Behavior Expectations for Participants

All participants in the COER Camp are expected to:

- Respect Others: Show kindness, courtesy, and respect toward peers, staff, and community members at all times. Bullying, harassment, discrimination, or exclusionary behavior will not be tolerated.
- Follow Camp Rules: Adhere to all camp rules, including safety guidelines, camp activities, and scheduled routines.
- Be Responsible: Take responsibility for personal actions and decisions. This includes following staff instructions, caring for camp property, and participating in activities responsibly.
- Promote a Safe Environment: Campers must act in a way that ensures the safety and well-being of themselves and others, both physically and emotionally.
- Use Appropriate Language and Actions: Use respectful language and appropriate gestures in communication. Participants should refrain from using profane, aggressive, or harmful language, or engaging in physical aggression.

### Responsibilities of Staff/Volunteers

- Model Positive Behavior: Staff will act as role models, demonstrating positive behavior, respectful communication, and conflict-resolution skills.
- Create an Inclusive and Supportive Environment: Staff must foster a positive, welcoming, and inclusive atmosphere, where all participants feel valued and heard.

- Enforce Expectations Consistently: All staff will consistently enforce behavior expectations and guidelines, applying rules equally and fairly to all participants.
- Monitor Behavior Proactively: Staff will observe camper behavior regularly and provide proactive interventions when needed, offering praise and encouragement for positive behaviors.
- Document Behavior: Staff will document incidents of inappropriate behavior and the responses taken, maintaining accurate records to ensure transparency and proper follow-up. Any significant or repeated behavioral incidents will be communicated to parents/guardians.
- Preventive Measures: Staff will use the strategies outlined below to prevent negative behaviors, such as setting clear expectations, providing structured activities, and ensuring adequate supervision.

### **Preventative Approaches to Behavior Management**

The COER Day Camp is committed to using proactive and positive behavior management strategies. These strategies may include:

- Clear Communication: Camp staff and volunteers will clearly communicate expectations for behavior at the beginning of each camp session and provide regular reminders throughout the day.
- Engaging Activities: Well-planned, fun, and engaging activities will be provided to participants to prevent boredom and promote positive engagement.
- Redirection and Encouragement: When campers display undesirable behaviors, staff will redirect them toward more positive behavior, reinforcing appropriate actions and choices.
- Positive Reinforcement: Staff will use praise and recognition to acknowledge and encourage positive behavior, helping to create a culture of respect and cooperation.
- Conflict Resolution: In the event of conflicts between campers, staff will facilitate discussions and help participants resolve their differences in a constructive and respectful manner. Mediation or problem-solving techniques will be used to teach valuable life skills.
- Building Relationships: Staff will make an effort to build strong relationships with campers, providing emotional support and guidance as needed.

### **Response to Negative Behavior**

When negative behavior occurs, the camp will respond with interventions that prioritize the safety, dignity, and well-being (physical and mental) of all participants. These responses will be handled with care and consistency.

### **Immediate Actions:**

1. Calm Approach: Staff will use a calm and non-confrontational approach to address negative behavior. Verbal de-escalation techniques will be employed to diffuse heightened emotions and prevent escalation.
2. Quiet Time/Separation: If a camper exhibits unsafe or disruptive behavior, they may be given direction to have some quiet time or separated from the rest of the group for a brief time. This is a time for the camper to regain composure, and the staff will speak with the camper afterward to discuss the behavior.

**NOTE:** DO NOT UNDER ANY CIRCUMSTANCE LEAVE A CAMPER COMPLETELY ALONE WITHOUT ADULT SUPERVISION, OBSERVATION, AND INTERACTION.

3. Behavioral Reflection: After the intervention, staff will help the camper reflect on their behavior by asking guiding questions that promote self-awareness and accountability. The goal is for the camper to understand the impact of their actions on others and recognize how they can make better choices in the future.
4. Parent/Guardian Communication: In the event that the behavior continues or is of a more serious nature, the camper's parent or guardian will be contacted. A conversation will be held to discuss the behavior, any underlying concerns, and strategies for improvement. This communication is a vital step in ensuring a collaborative approach to the camper's development and maintaining a positive camp environment.
5. **Follow-Up Plan**: Depending on the severity and frequency of the behavior, staff will develop a follow-up plan with clear goals and expectations for improvement. This may involve additional behavioral support, individual check-ins, or specialized interventions.
6. **Behavior Contracts**: In cases of ongoing or serious behavioral concerns, a behavior contract may be developed in collaboration with parents/guardians to set clear expectations and consequences for future behavior.

### **Prohibited Behavior Management Methods**



A camper shall not be deprived of food or sleep; shall not be placed alone without staff supervision, observation, and interaction; or shall not be subjected to hazing, ridicule, threat, corporal punishment, excessive physical exercise, or excessive restraint.



## Child and Adult Protection Plan

The City of Eaton Rapids Summer Camp adheres to the guidelines set forth in the **Child Protection Law, Act No. 238, Public Acts of 1975, as amended, Section 722.621 et seq. of the Michigan Compiled Laws**, commonly referred to as the Child Protection Law. This law provides the framework to ensure the health, safety, and welfare of all campers.

### Definitions:

- Child: A person under 18 years of age.
- Child Abuse: Harm or the threatened harm to a child's health or welfare by a person responsible for the child's care, occurring through non-accidental physical or mental injury, sexual abuse, or maltreatment.
- Child Neglect: Harm to a child's health or welfare by a person responsible for the child's care, arising from negligent treatment, including failure to provide adequate food, clothing, or medical care.
- Mandated Reporter: An individual who is legally required to report any actual or suspected child abuse or neglect.

### Reporting Procedures

It is mandatory for all staff members and volunteers of the City of Eaton Rapids Summer Camp to immediately report any actual or suspected cases of child abuse or neglect to the Camp Director or another designated staff member.

Upon receiving a report, the Camp Director will respond promptly to all allegations of child abuse or neglect. If the information is verified and deemed credible, the Camp Director will notify the appropriate authorities, including child protective services or law enforcement, as required by law.

### Separation of Suspected Perpetrators

Any individual suspected of being involved in abuse or neglect will be immediately separated from other campers and closely supervised by staff until an investigation can be conducted, the incident is resolved, the threat is removed, or as long as necessary to protect the safety and welfare of the campers.

## **Confidentiality**

The identity of any individual making a report of suspected abuse or neglect will be kept confidential as required by law.

## **Commitment to Safety**

No staff member or volunteer will be prevented from reporting suspected abuse or neglect to the appropriate authorities. The safety and welfare of our campers is the utmost priority, and we are committed to providing a safe and supportive environment for all.

The Camp Director will provide guidance and support to any staff member or volunteer in notifying the State of Michigan and other relevant agencies, as necessary, to ensure the safety and well-being of the child.

## **Child Protection Plan for City of Eaton Rapids Summer Camp**

1. Upon a camper's arrival, the assigned counselor will assess the camper's physical condition, noting any visible bruises, cuts, or markings on the child's body. This assessment will be documented as part of the camper's intake process.
2. Counselors are responsible for monitoring campers for signs of child abuse or neglect. Concerning behaviors, such as suicidal ideation, aggression, self-harm, or tendencies to run away, may indicate underlying issues and must be reported immediately to the Camp Director or their designee.
3. If abuse or neglect is suspected, the reporting procedure must follow the established chain of command. If a camper confides in a staff member or volunteer about suspected abuse or neglect, the information should only be shared with the **Camp Director/designee** or the **Michigan Department of Health and Human Services**. No staff member or volunteer should disclose this information to another camper or staff member.
4. In the event that abuse or neglect is suspected involving any camp personnel or campers, the incident must be reported immediately to the Camp Director or their designee. If the abuse is believed to have occurred at the camp, the alleged perpetrator will be separated from other campers until the situation is resolved, the threat is removed, or as long as necessary to protect the safety and welfare of the campers.
5. Camper records, including applications, will be kept confidential. Only authorized personnel will have access to these files. The City of Eaton Rapids acknowledges its responsibility to cooperate with law enforcement and child protective services as necessary.

## **Action Steps to Report Child Abuse or Neglect:**

In accordance with the **Child Protection Law**, all childcare staff and volunteers at the City of Eaton Rapids Summer Camp are mandated reporters. This means they are required to immediately report any reasonable suspicion of child abuse or neglect. The law mandates that a report be made both orally and in writing to the Michigan Department of Health and Human Services (MDHHS) - Centralized Intake.

**Reporting Steps:**

1. Immediate Oral Report: The Camp Director or designated official must make an immediate oral report by calling MDHHS Centralized Intake at **(855) 444-3911**.
2. Written Report: Within 72 hours of the oral report, a written report must be submitted to MDHHS Centralized Intake for Abuse and Neglect. The required form for this report is the **Report of Actual or Suspected Child Abuse or Neglect (DHS-3200)**. All reporting will be processed through MDHHS Centralized Intake to ensure proper investigation and follow-up.
3. Medical Treatment: If a camper appears to be injured, medical treatment will be provided at **Eaton Rapids Medical Center**.



## Summer Camp Program and Emergency Transportation Policy

This policy outlines the procedures for emergency transportation and medical response during the operation of the City of Eaton Rapids Summer Day Camp Program. The safety and well-being of all campers and staff is our highest priorities. This policy applies to all enrolled campers, staff members, and volunteers participating in the summer camp program, including all on-site and off-site activities.

### Driver Qualifications

All drivers of camp vehicles must

- Be at least 21 years of age to transport campers
- Possess a valid Michigan chauffeur's driver's license
- The camp will conduct background checks, including a review of the driver's motor vehicle record (MVR), to determine their driving history. There shall be no history of:
  - Driving under the Influence (DUI) convictions
  - Reckless driving
  - Careless Driving
  - Suspension or revocation of driving privileges
- No history of a felony conviction(s)
- The physical and mental ability to safely operate a vehicle and manage camper transportation needs.
- Abide by all traffic laws. Any traffic violations that occur during camp are the responsibility of the guilty staff member.
- Get approval from the Camp Director and/or Parks, Recreation & Events Director before driving campers.

**No driver shall operate a vehicle under the influence of alcohol, drugs, or any other substance that could impair driving abilities.**

### Vehicle Inspection and Maintenance

- Pre-Trip Vehicle Inspection: Each vehicle must undergo a comprehensive pre-trip inspection before transporting campers. The inspection includes checks for:

- Tires
- Lights and Signals
- Brakes and Steering
- Windshield wipers
- Seat belts
- Emergency equipment (e.g., first aid kits, fire extinguishers)
- Sufficient fuel
- Verification that the vehicle is appropriately licensed and inspected as required by state law
- A written record of the inspection must be kept by the camp.
- Ongoing Maintenance:
  - All vehicles used for camper transportation will be maintained according to manufacturer specifications and Michigan state regulations.
  - Maintenance records will be kept on file, including details of repairs, parts replacements, and scheduled service.
- Emergency Equipment: Each vehicle will be equipped with emergency supplies, including but not limited to:
  - First aid kits
  - Flashlight
  - Fire extinguisher
  - Emergency contact numbers

### **General Guidelines**

- Campers and staff must always remain seated with their seat belts fastened while the vehicle is in motion.
- Campers are not permitted to stand, lean out of windows, or engage in unsafe behaviors during the trip.
- A camper shall only be transported in the part of a vehicle that is designed by the manufacturer for passenger transportation. The number of passengers shall not exceed the manufacturer's rated capacity for the vehicle.

- Campers shall not interfere with the driver of the vehicle.
- Camp staff will supervise campers during any stops (e.g., restroom breaks, snack stops) and ensure the safety of each child before reloading the vehicle.
- Drivers will have a working mobile phone to communicate with camp staff and emergency services in case of an emergency.
- Each driver and supervisor will have access to an emergency contact list, including camp administrators and local authorities.

### **Camper Supervision:**

- In addition to the driver, at least one adult staff member (21 years or older) will be present for every 10 campers during transportation.
- At no time will a child be left unattended in a vehicle.
- In case of an emergency, a staff member will accompany the camper to the hospital or emergency facility and remain with the child until the parent/guardian arrives.

### **Emergency Evacuation:**

In the event of an emergency that requires evacuation (e.g., vehicle breakdown, accident), the following procedures will be followed:

1. The driver will stop the vehicle in a safe location away from traffic.
2. Staff will immediately assess the situation and assist campers in evacuating the vehicle if necessary.
3. Campers will be evacuated to a safe area and accounted for.
4. The camp's emergency contacts, and appropriate emergency services will be notified.
5. Campers will remain in the designated safe area until assistance arrives, or the situation is resolved.

The camp will conduct regular emergency evacuation drills, including vehicle evacuation, during the summer camp season to ensure both campers and staff are familiar with the procedures.

### **Camper Loading and Unloading Procedures**

- Loading Procedures:
  - Campers must be supervised while waiting to board the vehicle.

- Staff will ensure each camper is seated with their seat belt fastened before the vehicle begins moving.
- Staff will conduct a headcount before departure to ensure all campers are present.
- Unloading Procedures: When unloading campers, staff will follow the same safety protocols:
  - Ensure that the vehicle is safely parked and turned off before opening the doors.
  - Staff will supervise campers as they exit the vehicle, ensuring that no child is left behind.
  - A headcount will be conducted before the vehicle departs from any destination.
- Designated Pickup/Drop-off Locations: The camp will establish designated pickup and drop-off locations that are safe, well-lit, and free from traffic hazards. Staff will be positioned at these locations to assist with the safe boarding and disembarking of campers.

## **Emergency Transportation Procedures**

Emergency transportation will be available at all times. If all camp vehicles are in use, another appropriately licensed and insured vehicle will be designated as an emergency vehicle.

### **1. Incident Assessment:**

- If the emergency involves a medical issue or injury, a designated staff member will call **911** and notify the camp director.
- In case of an emergency, the camp director or designated emergency responder will assess the situation to determine if transportation is necessary.

### **2. Emergency Response:** Upon confirmation that transportation is required, the designated staff member will:

- Contact emergency medical services (EMS) or call 911 if necessary. The camp will maintain open communication with emergency medical services for updates during the transportation process.
- Alert the camp director and assistant directors.
- Notify emergency contacts (parent/guardian) as soon as possible, providing them with relevant details (location, nature of the emergency, etc.).



- A staff member will accompany the camper to the hospital or emergency facility and remain with the child until the parent/guardian arrives.
3. Safe Transport of Campers: If the situation is necessary for a camp vehicle to be used for emergency transport, the designated driver will ensure that:
    - The camper is safely secured with appropriate seatbelts and restraints.
    - The camper's medical information is brought along to assist in medical treatment.
    - A staff member or designated adult is accompanying the camper during transport.
  4. Emergency Medical Information: Campers with medical conditions or allergies that may affect emergency transportation must have their medical forms with the camp staff and be provided to the appropriate medical personnel during transport.



## Volunteer Supervision Policy

### Definitions and Roles

At the City of Eaton Rapids Summer Camp, volunteers and staff are integral partners in supporting the mission, experiences, and goals of the camp while ensuring a safe, welcoming, and enriching environment for all campers. It is essential that all individuals involved -- whether volunteers, counselors in training, or staff members -- understand their specific roles and responsibilities, and respect the needs, abilities, and contributions of others.

Staff Member: A paid employee or volunteer responsible for the direct care and supervision of campers, or one who has unsupervised contact with campers.

- Camp staff members are responsible for providing volunteers and Counselors in Training with guidance, direction, and support throughout the camp session. They will ensure that volunteers are properly trained, comply with camp policies, and meet expectations for camper safety and behavior.

Supervised Volunteer: An adult who provides direct and/or indirect services to campers and camp staff, assisting with activities and supporting camp operations without compensation. Supervised volunteers must always be under the supervision of camp staff to ensure camper safety and well-being.

Unsupervised Volunteer: An individual who provides time and services without compensation to support camp operations, including direct care and unsupervised contact with campers.

- Volunteers must adhere to all camp policies and regulations, including those concerning camper safety, health, behavior management, and confidentiality. Volunteers are also required to promptly communicate any concerns or issues to camp staff.

Counselor in Training (CIT): A minor over the age of 16 developing leadership skills while providing direct and/or indirect services to campers and staff. CITs gain valuable experience in supervision and camp operations but must always be under the supervision of camp staff to ensure the safety and welfare of campers.

- CITs must adhere to all camp policies and regulations, including those concerning camper safety, health, behavior management, and confidentiality. CITs to promptly communicate any concerns or issues to camp staff.

In all roles, whether volunteer, CIT, staff member, or supervised volunteer, we emphasize the importance of mutual respect, teamwork, and responsibility to ensure a safe and enriching environment for all participants.

### **General Requirements**

All staff members and unsupervised volunteers must adhere to the following requirements:

- Must be at least 16 years of age or older
- A criminal background check must be completed and confirmed through the City of Eaton Rapids Police Department before any individual can work with campers. Each applicant shall also disclose any conviction which has been set aside or suppressed under the Holmes Youthful Trainee Act (MCL 762.11), Domestic Assault First Offender Statute (MCL 769.4a), or a delayed sentence (MCL 711.1).
- Completion of a mandatory training program. This will include topics such as child abuse prevention, emergency procedures, and City of Eaton Rapids (COER) Summer Camp policies. Volunteers will not be left alone with campers unless they are at least 18 years old and have received appropriate training and clearance.
- An application, which includes their previous experience and at least three references.
- Staff members or unsupervised volunteers who are twenty-one (21) years of age or older may not have contact with a child who is in the care of the camp until the staff member or volunteer provides the camp with documentation from the department of health and human services that he or she has not been named in a central registry as the perpetrator of child abuse or child neglect.

### **Automatic Disqualification**

A prospective volunteer shall automatically be disqualified from volunteering with the City of Eaton Rapids if:

- Fails or refuses to consent to a personal criminal background search (ICHAT); OR
- Has been convicted (including crimes whereas a plea of 'no contest' was entered) of a crime of child abuse or endangerment, sexual assault, child neglect, murder, voluntary manslaughter, felony assault, arson, armed robbery, burglary, indecent exposure, public lewdness, terrorist threats, fraudulent financial crimes,

embezzlement, theft, any offense against a minor, kidnapping or felony violations of the Controlled Substance Act; OR

- Has been twice convicted in any combination of the following offenses: Misdemeanor Assault, any violation of the Controlled Substance Act; OR
- Has been twice convicted in any combination during the previous seven years of the following offenses: any offense listed under MCL 257.625; OR
- Has been adjudged liable for civil penalties or damages involving any sexual or domestic physical abuse of children; OR
- Has been subject to a Court Order involving any sexual abuse or physical abuse of a minor, including but not limited to domestic order for protection, or has any pending or current bond condition pending trial.
- Has been named in a central registry with the department of health and human services as a perpetrator of child abuse or neglect.

All other conduct and offenses, the City of Eaton Rapids will review the applicant's situation on a case-by—case basis. The decision to allow volunteer participation will be within the discretion of COER.

### **Volunteer Supervision and Evaluation**

Supervision: All unsupervised volunteers and Counselors in Training must be always supervised by camp staff members. A designated staff member will be assigned to oversee each volunteer, ensuring that camp rules are followed, campers are properly supported, and safety protocols are maintained.

Evaluation: Volunteers and CITs will be periodically evaluated to ensure they contribute effectively to the camp's objectives and maintain safety and behavioral standards. Evaluations will involve feedback from both campers and camp staff.

### **Termination of Volunteer Participation**

A volunteer may be removed from camp activities for failure to meet the expectations outlined in this policy. Grounds for termination include:

- Non-compliance with camp rules and procedures.
- Inadequate supervision of campers.
- Failure to maintain a safe and supportive environment.

### **Documentation and Record Keeping**

All documentation related to volunteer screening, training, and supervision will be maintained on file for the duration of the camp season. These records will be available for review by the Michigan Department of Licensing and Regulatory Affairs (LARA) upon request.



## Camp Health Service Policy

### Procedures for Camper Health Screening

- Pre-Camp Requirements: Prior to the camper's first day at camp, the Camp Director will verify that the necessary health forms, medication forms, and any special instructions have been completed and submitted by the parent/guardian.
- Health Information Distribution: Each camper's counselor will receive the necessary health forms and any relevant information about their camper's health that may impact their abilities, behavior, or safety. This ensures that counselors are equipped with the details needed to provide appropriate care and support throughout the camp experience.
- Daily Check-In: A staff member will confirm during check-in that the parent/guardian has disclosed all pertinent health information and provided any required medications, along with the appropriate forms.
- Check-In Observation: Each day during check-in, the camper's counselor will assess the camper's physical, mental, and emotional well-being by inquiring about factors such as adequate sleep, breakfast, lunch preparation, sunscreen application, and overall readiness for the day.
- Ongoing Monitoring: Throughout the day, the camper's counselor(s) and other camp staff members will continuously monitor the camper's physical, emotional, and mental health, observing any signs of illness or distress. This includes preventative measures such as:
  - Ensuring the camper is receiving adequate nutrition and hydration.
  - Maintaining a balanced schedule appropriate for the age group and environment, including rest periods and a mix of indoor and outdoor activities.
  - Ensuring that adult staff members responsible for direct supervision are fully informed of and understand the camper's physical limitations and any special health or behavioral considerations.
  - Being aware of the circumstances that may require the involvement of a physician, EMS, and/or the camp director.
- Responsive Observation: Observation also includes responsive procedures, such as, but not limited to:

- Ongoing monitoring, treatment, and documentation of any injuries or illnesses by the appropriate staff member.
- Contacting community resources for additional support (e.g., poison control, community mental health services).

### **Health Care Staffing**

The City of Eaton Rapids Summer Camp has an agreement with Eaton Rapids Medical Center for the provision of EMS. They are located at 1500 S Main St, Eaton Rapids MI, 48827 and are 1.2 miles from the site. The EMS agency confirms that the average response time is within 5 minutes. This agreement is renewed annually.

Additionally, at least one staff member in each group or activity area will maintain their current certification in Basic First Aid and Cardiopulmonary Resuscitation (CPR). This ensures that trained personnel are always available to provide timely and appropriate administration of the supplies in the event of a medical emergency.

### **Arrangements for On-Call Health Care**

When the non-emergency health needs of a camper are beyond the knowledge and skill set of the staff of the City of Eaton Rapids Summer Camp staff, we have arranged for one or more of the following to take place:

- The camper's counselor, a volunteer, or the camp director will contact the camper's parent/guardian to inquire whether the health concern is a known issue.
- The camper's counselor, a volunteer, or the camp director will contact the **Barry-Eaton District Health Department** at **(517) 543-2430** for guidance.
- The camper's counselor, a volunteer, or the camp director will contact **Eaton Rapids Medical Center** at **(517) 663-2671** for further information if necessary.

### **Emergency Health Care Services and Transportation**

In the event of a medical emergency involving a camper, staff member, or volunteer, immediate action will be taken to ensure the individual receives prompt and appropriate care.

- Notification of Emergency Services: In case of an emergency, a designated counselor, volunteer, or camp director will immediately call **911** or the appropriate local medical

facility listed below. The individual making the call will provide the following essential information:

- The nature of the emergency (injury or illness)
- The affected individual's name, age, and relevant medical information (if known)
- The location of where the incident took place

**Primary Emergency Medical Contact:**

- **Eaton Rapids Medical Center:**  
Phone: (517) 663-2671

**Secondary Emergency Medical Contact:**

- **University of Michigan – Sparrow:**  
Phone: (517) 543-1050  
This facility may be contacted if the situation requires additional medical resources or if Eaton Rapids Medical Center is unavailable.

1. Emergency Transportation and Transfers: Depending on the severity of the injury or illness, emergency medical personnel may recommend or facilitate a transfer to a higher-level care facility.
- Documentation and Reporting: After the emergency has been addressed, a report will be made documenting the incident, actions taken, and any medical interventions provided. This will be submitted to the camp director and kept on file for record-keeping and review.

**Procedures for Prompt and Responsive Notification of the Camper's Authorized Person**

In the event of a serious accident or injury, the lead camp counselor will promptly contact the Camp's Director, who will then contact the camper's parent or guardian.

If the parent or guardian cannot be reached, the signed authorization on the child's health form grants the City of Eaton Rapids permission to obtain immediate medical treatment. Any injuries requiring ambulance services or medical attention will be the financial responsibility of the camper's parent or guardian.

Circumstances that necessitate communication with a camper's parent or guardian include, but are not limited to, the following:



- Immediately in the event of a camper's death.
- Immediately following admission to the hospital for emergency medical treatment or observation.
- As soon as possible, if a physician recommends that the camper be sent home due to a serious injury or illness.
- At a physician's discretion, if the matter requires the parent's or guardian's attention regarding their child's health and well-being.
- Any circumstances in which a parent/guardian has provided specific instructions regarding when and how they wish to be notified of events related to their child's health or safety.
- Upon an inquiry by a parent or guardian regarding their child's condition, behavior, or any other relevant matters.
- In cases of significant behavioral concerns or incidents where the camper's conduct or well-being may require intervention or special attention from their parent or guardian.
- If the camper experiences significant emotional distress or a mental health issue, requiring parent/guardian awareness or involvement for support or further action.

### **First Aid and Health Care Supplies**

The camp ensures that a sufficient quantity of first aid and health care supplies is readily available on-site to address both routine and emergency health concerns. This includes items such as bandages, antiseptics, gauze, medical tape, ice packs, gloves, incident reports, etc.

- During staff training, each staff member will receive their own first aid kits that they are to carry around at all times. The first aid kits contain all necessary items to manage minor injuries and illnesses, and they will be accompanied by a staff member trained in first aid and CPR, ensuring that immediate care can be administered in an emergency.
- Counselors will be reminded to restock their first aid kits at least once a week or after any incidents are reported. First aid supplies are stored for resupply at City Hall: **200 S Main St., Eaton Rapids, MI 48827.**

### **Procedures for Daily Observation of Camper's Physical State**

1. Each camper's physical condition will be visually assessed by staff upon arrival at camp.
  - Staff will look for any obvious signs of illness or injury such as:
    - Lethargy or extreme fatigue
    - Skin rashes or visible irritations
    - Coughing, sneezing, or other respiratory symptoms
    - Red or glassy eyes
    - Limping or complaints of pain
    - Unusual behavior or signs of emotional distress
2. A brief verbal check-in with the camper will be conducted to ask how they're feeling that day.
3. Staff will continue to monitor campers during activities, meals, and rest periods for any emerging signs of illness or discomfort.
4. Any symptoms or concerns noticed (e.g., fatigue, headache, upset stomach, injury) must be documented and communicated to the camp health officer or director.
  - Any observations of concern will be documented on the Daily Health Observation Log and submitted to the Camp Director or designated Health Officer.
  - Documentation will include:
    - Camper's name
    - Date and time of observation
    - Description of symptoms or behaviors
    - Actions taken (e.g., parents contacted, camper isolated, first aid provided)

### **Medical Procedures for Camper Trips Away from the Camp**

For any off-site trips or excursions, camp staff will continue to carry portable first aid kits and health care supplies to ensure that all participants are properly supported in the event of an injury or health issue during these activities.

In the event of an emergency, the lead counselor will promptly call 911 and immediately notify the camp director.

### **Storage and Administration of Prescription and Nonprescription Drugs and Medications**

- How medication is received:
  - Upon check-in, the camper's counselor will confirm that the parent/guardian has provided all necessary health information and has handed over the required

medication. Medications must be in their original containers, and the staff will verify that the prescription details match those listed on the child's health form submitted during registration.

- Both the lead counselor and the parent/guardian will sign off, acknowledging that the medication discussion and transfer have taken place.
- Campers may be granted permission to carry and use their own inhaler or auto-injector epinephrine, provided they are capable of using it properly. This permission must be clearly indicated on the health form submitted during registration.
- How medication is stored securely:

The City of Eaton Rapids ensures that all prescription and non-prescription medications, with the exception of inhalers and epinephrine auto-injectors (which may be carried by a camper based on written approval from a parent or guardian), are securely stored in a locked container unless otherwise medically contraindicated. The camp director and lead camp counselors have access to these medications and are trained on proper procedures for accessing them when necessary. All camp staff and volunteers are also trained to comply with protocols regarding the secure, locked storage of medications.

- How medication is administered and documented:
  - Camp staff adhere to instructions provided by a camper's physician to ensure the health and behavioral needs of the child are met. At least one counselor in each group is trained to follow the medication administration procedures outlined on the original containers and health forms. This includes detailed instructions on when, where, how, and by whom the medication should be administered.
  - With the exception of inhalers and auto-injector epinephrine, children are not permitted to self-administer or apply any medication without supervision. All medications must be dispensed by a camp director or lead counselor.
  - Eaton Rapids Summer Camp maintains a comprehensive medical record for each camper, which documents any medical treatment provided and any medications dispensed during camp for 3 years from the last day the camper is in attendance. This documentation includes the date of treatment, the camper's name, the ailment, prescribed treatment and/or medication administered, and the identity of the person administering the treatment.
- How medications are given back:

At the end of the camp day, parents or guardians are required to meet with the camper's lead counselor or the camp director to retrieve any remaining medication. For safety and organizational purposes, medication will not be returned with the camper's personal

belongings. This process ensures that all medication is properly accounted for and handed directly to the designated responsible party.

### **Procedures for Preventing Disease Transmission**

Communicable diseases, also known as infectious or contagious diseases, are illnesses caused by infections that can range from asymptomatic (without symptoms) to severe or fatal. Individuals can become infected through various means, including exposure to bodily fluids, airborne pathogens, contact with contaminated surfaces, or indirectly from plant or animal hosts.

All camp staff and volunteers are trained to identify potential risks of exposure, implement strategies to mitigate those risks, and take appropriate actions in the event of an exposure. Prevention strategies are as follows:

- Proper handwashing practices.
- Thorough cleaning and sanitizing procedures.
- Preparation and maintenance of the site and activity spaces.
- Health screenings for both staff and campers prior to arrival at camp.
- Utilization of appropriate safety equipment, including personal protective equipment (PPE).

Camp staff and volunteers are also required to undergo training to effectively respond to potential contagious diseases by:

- Safely handling and disposing of bodily fluids.
- Cleaning and sanitizing areas that may be infected.
- Implementing quarantine, isolation, and treatment procedures for infected individuals.
- Notifying and documenting actions to inform guardians, other staff, and camp admin.

The City of Eaton Rapids Summer Camp programs are designed to care for children who are in good health. In order to ensure the safety and well-being of all campers and staff, children are not permitted to attend camp on any day they exhibit the following symptoms or conditions:

- A fever of 100.4 degrees Fahrenheit or higher.
- Vomiting or diarrhea.
- Sore throat, nasal discharge, or eye discharge.

- An unidentified rash or skin condition.
- A known infectious disease or condition, i.e. (Pinkeye, Chickenpox or Measles, Head Lice, Ringworm, COVID-19, etc.)

If a child develops any of these symptoms while at camp, parents or guardians will be contacted immediately, and the child will be sent home for recovery. A parent or guardian must pick up the child within one hour of being contacted. In the meantime, the child will be isolated in a comfortable area within sight and sound of a camp staff member.

Children are required to be symptom-free for at least 24 hours and/or receive a written note from a physician stating that the ailment/condition is not contagious before returning to camp.

## PHYSICIAN STATEMENT

This statement documents that a licensed physician has reviewed the camp's health service policy. This must be completed yearly. The health service policy must include at minimum the following items:

A camp's health service policy shall cover all of the following subjects:

- *Procedures for camper health screening.*
- *Arrangements for on-call health care consultation services.*
- *Arrangements for emergency health care services and emergency transportation to an emergency health care facility.*
- *First aid and health care supplies.*
- *The storage and administration of prescription and nonprescription drugs and medications.*
- *Medical procedures for camper trips away from a campsite.*
- *Procedures for daily observation of each camper's physical state.*
- *Procedures for prompt and responsive notification of the camper's authorized person.*
- *Health officer staffing.*
- *Procedures for preventing disease transmission/universal precautions equivalent to the procedures in the American red cross manual number 655017, which is adopted by reference in R. 400.11103.*

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I have reviewed the health service policy for:

The City of Eaton Rapids  
(Camp PROGRAM Name)

PROGRAM License #

I state that:

I am a licensed physician (MD, DO).

**AND**

I have read the camp health service policy.

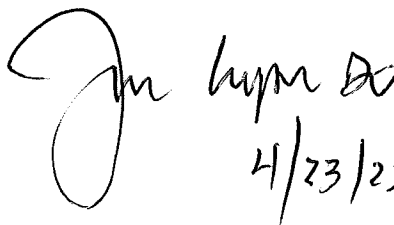
**AND**

I state that the current health service policy reflects the needs of the camp population and appropriate for the affiliated campsite environment.

Printed Name: Dr. Jonathan Cooper

Date: 4/23/2025

Signature:



4/23/25



April 22, 2025

Raven Rawson  
City of Eaton Rapids  
200 S. Main Street  
Eaton Rapids, MI 48827

Dear Raven, please see below as it pertains to your request for the health care staff for your day camp(s). We are happy to participate in the city's endeavor for summer camps. Please let me know if you need anything further.

This statement documents that an emergency services provider or EMT meets the criteria of the following rule:

R400.11121 Health care staff: day camp.

Rule 121. (1) A day camp that has less than 20% of its campers with disabilities shall have, at a minimum, an agreement for the provision of emergency medical services provider with the local emergency services provider or EMT that is within a 5-minute response time, or employ a health officer, as defined in R 400.11122 (1) and (3), who is on duty at the camp during all hours there are campers present.

The **The City of Eaton Rapids**  
(Camp PROGRAM name)

PROGRAM license # \_\_\_\_\_

Is a day camp within our direct service area. Our signature on this form attests that:

- The location of this day camp is within 5-minute response time of our emergency medical services or our EMT services.
- Our emergency services or our EMT is appropriately staffed to provide this service during the dates and times the day camp is in operation.

**Printed Name:** Timothy J. Johnson

**EMS Agency/Service Name:** Eaton Rapids Medical Center

Eaton Rapids Medical Center  
CEO/President



MEETING DATE: 4/28/2025

CITY MANAGER

To: Mayor and City Council

☒ Work Session

From: Yvonne Ridge

☐ Regular Meeting

Submitted: 4/23/2025

Subject: Drinking Water State Revolving Fund (DWSRF) Project Funding and Water Rate

### **SUMMARY**

This memo serves to update you on the financing structure and projected rate impact associated with the City's participation in the Drinking Water State Revolving Fund (DWSRF) program.

To support the necessary capital improvements to the City's water infrastructure, we are proposing to finance the project through DWSRF at a fixed interest rate of 2.00%, amortized over 40 years from the date of issuance. In accordance with industry best practices, we calculated the debt service and distributed the cost across all metered customers. To ensure equity, meter counts were converted to Residential Equivalent Units (REUs) using the American Water Works Association (AWWA) meter equivalency factors.

We have prepared calculations showing the estimated financial impact of the proposed project and associated rate increase on an annual, quarterly, and monthly basis—both before and after applying a potential 20% grant that may be awarded through the DWSRF program. This allows for transparent communication with customers and enables us to advertise the “worst case scenario” in the required public notice.

Warren Creamer, Managing Director of MFCI, LLC will attend virtually to present options for implementing the increase. This will provide Council with the opportunity to ask questions and evaluate potential approaches before any formal action is taken.

### **STAFF RECOMMENDATION/MOTION**

Discussion

### **LIST OF SUPPORTING DOCUMENTS**

Presentation will be distributed at the meeting.





MEETING DATE: 4/28/2025

CITY MANAGER

To: Mayor and City Council

☒ Work Session

From: Yvonne Ridge

☐ Regular Meeting

Submitted: 4/23/2025

Subject: 2025 Service Agreements – ERCA/Teen Center, Rocking Chair Deserters, Inc./Eaton Rapids Senior Center, and Miller Farm

#### SUMMARY

This memo outlines the proposed service agreements for the 2025 fiscal year with three community organizations: Eaton Rapids Community Alliance, Inc. (ERCA)/Teen Center, Rocking Chair Deserters, Inc./Eaton Rapids Senior Center, and Miller Farm.

As you are aware, both the Teen Center and the Senior Center have had ongoing agreements with the City for multiple years. This year, I was approached by representatives of Miller Farm, who requested to establish a similar agreement to support their community-based programming. This represents a new partnership for the City.

Given current budget constraints, I have maintained the total allocation at \$12,000 for 2025 and have distributed the funding equitably among the three organizations as follows:

- Eaton Rapids Senior Center – \$2,500 direct support plus \$1,500 in in-kind snow plowing services
- ERCA/Teen Center – \$4,000
- Miller Farm – \$4,000

As a condition of receiving City funding, all three organizations are required to provide a clearly defined service that benefits the City and to submit an annual report to City Council outlining their activities, impact, and use of funds.

Importantly, these agreements have not yet been presented to the organizations, as I am seeking direction and consensus from Council before proceeding with any formal commitments or documentation.

Representatives from the Senior Center and Teen Center will be present at the 7:00 p.m. City Council meeting to share updates on their work and respond to any questions. As this is Miller Farm's first year under agreement, they will provide their annual report during the next reporting period.

#### **STAFF RECOMMENDATION/MOTION**

Discussion

#### **LIST OF SUPPORTING DOCUMENTS**

Agreements – Senior Center, Teen Center and Miller Farm.

## SERVICE AGREEMENT

This Service Agreement (Agreement”) is made on ~~November 14, 2022~~ June 23, 2025, by and between the **CITY OF EATON RAPIDS** (“City”), a Michigan municipal corporation, whose address is 200 S. Main St., Eaton Rapids, MI 48827, and **EATON RAPIDS COMMUNITY ALLIANCE, INC** (“ERCA”), a Michigan non-profit corporation, whose address is P.O. Box 215, Eaton Rapids, MI 48827, collectively referred to as the “Parties”.

For valid consideration given and received, the parties agree as follows:

- I. *Term.* This Agreement shall commence on **July 1, 202~~2~~5** (“Effective Date”) and shall continue until **June 30, 202~~5~~6** (“Termination Date”).
- II. *Consideration.* The Parties agree that the City shall provide an annual utility credit in the amount of ~~six~~ four thousand (\$~~6~~ 4,000.00) dollars and zero cents for ERCA’s services as specified in this Agreement. ERCA shall be responsible for any and all utility charges in excess of the annual credit provided. The parties herein agree that this utility credit is an appropriation as contemplated by Act 179 of 1967, Youth Centers, MCL 123.461.
- III. *Services.* ERCA shall provide the following services for the City for the duration of this Agreement, specifically tailored for youth under the age of twenty-one (21):
  - a. Provide a location for art and other educational classes to be held for Eaton Rapids area youth and storage of materials for said classes;
  - b. Provide programming that promotes a healthy and active lifestyle for Eaton Rapids area youth including, but not limited to: teen mental health; and
  - c. Provide recreational activities and services for Eaton Rapids area youth.
- IV. *Annual Report.* ERCA shall provide an annual report to the City of services provided under this agreement including expenditures related thereto.
- V. *Right to Subcontract.* ERCA shall have the right to subcontract with other organizations and/or program providers to provide additional programs and services under this Agreement for the benefit of the youth of the City.
- VI. *Insurance.* For the duration of this Agreement, ERCA shall maintain a general liability insurance policy naming the City as an additional insured under said policy. ERCA shall provide proof of said insurance policy prior to the Effective Date.
- VII. *Termination.* Either party may terminate this Agreement by giving 30-day notice to the other party. The party exercising their termination rights under this section shall provide notice to the other party in writing. In the event this agreement is terminated prior to the end of the term, any utility credits for the year of termination shall be prorated through the termination date.
- VIII. *Non-Discrimination.* ERCA shall not discriminate against any qualified employee or qualified applicant for employment because of race, color, religion, age, gender, gender identity, weight, marital status, familial status, creed, national origin, ancestry, handicap, or sexual orientation. ERCA shall include an identical non-discrimination provision in any subcontracts entered into pursuant to Section V of this Agreement.

- IX. *Severability.* If any part of this Agreement is determined to be invalid, the rest of the agreement remains in full effect.
- X. *No Oral Modification.* This Agreement may not be modified orally. This Agreement may only be modified through a written agreement signed by both parties.
- XI. *Applicable Law.* Any and all disputes regarding the terms of this Agreement shall be determined exclusively under Michigan law. Any and all disputes arising out of this agreement shall be brought exclusively in the courts for Eaton County, MI.
- XII. *Entire Agreement.* This Agreement constitutes the entire agreement and understandings between the parties and supersedes all other agreements and understandings, both written and oral, of the parties relating to the subject matter of this Agreement.

\_\_\_\_\_  
Pamela Colestock, Mayor  
City of Eaton Rapids

\_\_\_\_\_  
Date

\_\_\_\_\_  
Laura Boomer, Clerk  
City of Eaton Rapids

\_\_\_\_\_  
Date

\_\_\_\_\_, on behalf  
of Eaton Rapids Community  
Alliance, Inc.

\_\_\_\_\_  
Date

As to Form Only:

\_\_\_\_\_  
Cullen Harkness, City Attorney  
City of Eaton Rapids

\_\_\_\_\_  
Date

## SERVICE AGREEMENT

This Service Agreement (Agreement”) is made on **June 23, 2025**, by and between the **CITY OF EATON RAPIDS** (“City”), a Michigan municipal corporation, whose address is 200 S. Main St., Eaton Rapids, MI 48827, and **MILLERS FARM**, a Michigan non-profit corporation, whose address is 635 State Street, Eaton Rapids, MI 48827, collectively referred to as the “Parties”.

For valid consideration given and received, the parties agree as follows:

- I. *Term.* This Agreement shall commence on **July 1, 2025** (“Effective Date”) and shall continue until **June 30, 2027** (“Termination Date”).
- II. *Consideration.* The Parties agree that the City shall provide an annual utility credit in the amount of **four thousand (\$4,000.00) dollars** and zero cents for MILLERS FARM services as specified in this Agreement. MILLERS FARM shall be responsible for any and all utility charges in excess of the annual credit provided. The parties herein agree that this utility credit is an appropriation as contemplated by Act 179 of 1967, Youth Centers, MCL 123.461.
- III. *Services.* MILLERS FARM shall provide the following services for the City for the duration of this Agreement, specifically tailored for youth under the age of twenty-one (21):
  - a. Provide a location for meetings, events and other educational classes to be held for The City of Eaton Rapids; and
  - b. Provide tours to help promote the City of Eaton Rapids and its activities.
  - c. Provide recreational activities and services for the City of Eaton Rapids.
- IV. *Quarterly Reports:* MILLERS FARM shall provide a quarterly report to the City of services provided under this agreement, including expenditures related thereto.
- V. *Right to Subcontract.* MILLERS FARM shall have the right to subcontract with other organizations and/or program providers to provide additional programs and services under this Agreement for the benefit of the residents of the City.
- VI. *Insurance.* For the duration of this Agreement, MILLERS FARM shall maintain a general liability insurance policy naming the City as an additional insured under said policy. MILLERS FARM shall provide proof of said insurance policy prior to the Effective Date.
- VII. *Termination.* Either party may terminate this Agreement by giving 30-day notice to the other party. The party exercising their termination rights under this section shall provide notice to the other party in writing. In the event this agreement is terminated prior to the end of the term, any utility credits for the year of termination shall be prorated through the termination date.
- VIII. *Non-Discrimination.* MILLERS FARM shall not discriminate against any qualified employee or qualified applicant for employment because of race, color, religion, age, gender, gender identity, weight, marital status, familial status, creed, national origin, ancestry, handicap, or sexual orientation. MILLERS FARM shall include an identical non-discrimination provision in any subcontracts entered into pursuant to Section V of this Agreement.

- IX. *Severability.* If any part of this Agreement is determined to be invalid, the rest of the agreement remains in full effect.
- X. *No Oral Modification.* This Agreement may not be modified orally. This Agreement may only be modified through a written agreement signed by both parties.
- XI. *Applicable Law.* Any and all disputes regarding the terms of this Agreement shall be determined exclusively under Michigan law. Any and all disputes arising out of this agreement shall be brought exclusively in the courts for Eaton County, MI.
- XII. *Entire Agreement.* This Agreement constitutes the entire agreement and understandings between the parties and supersedes all other agreements and understandings, both written and oral, of the parties relating to the subject matter of this Agreement.

\_\_\_\_\_  
Pamela Colestock, Mayor  
City of Eaton Rapids

\_\_\_\_\_  
Date

\_\_\_\_\_  
Robin Webb, Clerk  
City of Eaton Rapids

\_\_\_\_\_  
Date

\_\_\_\_\_, on behalf  
of Millers Farm.

\_\_\_\_\_  
Date

As to Form Only:

\_\_\_\_\_  
Cullen Harkness, City Attorney  
City of Eaton Rapids

\_\_\_\_\_  
Date

## SERVICE AGREEMENT

This Service Agreement (Agreement”) is made on ~~August 28, 2023~~ June 23, 2025, by and between the **CITY OF EATON RAPIDS** (“City”), a Michigan municipal corporation, whose address is 200 S. Main St., Eaton Rapids, MI 48827, and **ROCKING CHAIR DESERTERS, INC, d/b/a EATON RAPIDS SENIOR CENTER** (“ERSC”), a Michigan non-profit corporation, whose address is 201 Grand St., Eaton Rapids, MI 48827, collectively referred to as the “Parties”.

For valid consideration given and received, the parties agree as follows:

- I. *Term.* This Agreement shall commence on **July 1, 2023**~~5~~ (“Effective Date”) and shall continue until **June 30, 2025**~~6~~ (“Termination Date”).
- II. *Consideration.* The Parties agree that the City shall provide an annual utility credit in the amount of ~~four~~two thousand five hundred (\$~~4,2~~2,500.00) dollars and zero cents for ERSC’s services as specified in this Agreement. ERSC shall be responsible for any and all utility charges in excess of the annual credit provided. The City shall also provide winter plow services for the parking lot located at 201 Grand St., Eaton Rapids, MI 48827. The parties herein agree that the utility credit and plow services are “funds” as defined by Act 39 of 1976, Activities or Services for Older Persons, MCL 400.571, et seq.
- III. *Services.* ERSC shall provide the following services for the City for the duration of this Agreement:
  - a. Provide a location for art and other educational classes to be held for Eaton Rapids area senior citizens and storage of materials for said classes;
  - b. Provide programming that promotes a healthy and active lifestyle for Eaton Rapids area senior citizens; and
  - c. Provide recreational activities that stimulate cognitive reasoning for Eaton Rapids area senior citizens.
- IV. *Annual Report:* ERSC shall provide an annual report to the City of services provided under this agreement including expenditures related thereto.
- V. *Right to Subcontract.* ERSC shall have the right to subcontract with other organizations and/or program providers to provide additional programs and services under this Agreement for the benefit of the senior residents of the City.
- VI. *Insurance.* For the duration of this Agreement, ERSC shall maintain a general liability insurance policy naming the City as an additional insured under said policy. ERSC shall provide proof of said insurance policy prior to the Effective Date.
- VII. *Termination.* Either party may terminate this Agreement by giving 30-day notice to the other party. The party exercising their termination rights under this section shall provide notice to the other party in writing. In the event this agreement is terminated prior to the end of the term, any utility credits for the year of termination shall be prorated through the termination date.
- VIII. *Non-Discrimination.* ERSC shall not discriminate against any qualified employee or qualified applicant for employment because of race, color, religion, age, gender, gender identity, weight, marital status, familial status, creed, national origin, ancestry,

handicap, or sexual orientation. ERSC shall include an identical non-discrimination provision in any subcontracts entered into pursuant to Section V of this Agreement.

- IX. *Severability.* If any part of this Agreement is determined to be invalid, the rest of the agreement remains in full effect.
- X. *No Oral Modification.* This Agreement may not be modified orally. This Agreement may only be modified through a written agreement signed by both parties.
- XI. *Applicable Law.* Any and all disputes regarding the terms of this Agreement shall be determined exclusively under Michigan law. Any and all disputes arising out of this agreement shall be brought exclusively in the courts for Eaton County, MI.
- XII. *Entire Agreement.* This Agreement constitutes the entire agreement and understandings between the parties and supersedes all other agreements and understandings, both written and oral, of the parties relating to the subject matter of this Agreement.

\_\_\_\_\_  
Pamela Colestock, Mayor  
City of Eaton Rapids

\_\_\_\_\_  
Date

\_\_\_\_\_  
Yvonne Ridge, City Manager/Interim City Clerk  
City of Eaton Rapids

\_\_\_\_\_  
Date

\_\_\_\_\_, on behalf  
of Rocking Chair Deserters, Inc  
d/b/a Eaton Rapids Senior Center

\_\_\_\_\_  
Date

As to Form Only:

\_\_\_\_\_  
Cullen Harkness, City Attorney  
City of Eaton Rapids

\_\_\_\_\_  
Date





# **Annual Budget: 2025-2026**

## **With Capital Outlay**



# City Council

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*From left to Right: Councilperson, Deb Malewski; Mayor Pro-Tempore, William Steele; Mayor Pamela Colestock; Councilperson, Ken Nicholas; Councilperson, Rick Loftus*

## **CITY OFFICIALS and DEPARTMENT HEADS**

Yvonne Ridge, City Manager

Larry Weeks, Chief of Police

Roger McNutt, Chief of Fire

Genny Allen, City Treasurer/Finance Director

Robin Webb, City Clerk

LeRoy Hummel, Building and Zoning Official

Corey Cagle, Director of Parks, Recreation & Events

Rob Pierce, Public Works/Utilities Director

Randy Jewell, City Assessor

Cullen Harkness, City Attorney



# MILLAGE REQUESTS

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MILLAGE RATE DESCRIPTION	FY 2024 2003 TAX YEAR	FY 2025 2024 TAX YEAR	FY 2026 2025 TAX YEAR
City Charter – General Fund*	8.4071	8.3289	8.2764
Parks – Extra Voted	0.8403	0.8324	0.8271
Utility Fund – Extra Voted Millage	3.2500	1.2000	0.3539

\*Maximum Allowable Millage per Headlee & MCL 211.34 Rollback Computations



# Introduction

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In accordance with the requirements of the City of Eaton Rapids' Charter, this approved budget for the fiscal year July 1, 2025, through June 30, 2026, was approved by the City Council of Eaton Rapids on May \_\_\_\_, 2025.

The purpose of this budget document is to:

1. Provide a clear detail of the City's financial position,
2. Develop a strategic response to the current financial/economic reality for the City,
3. Implement a budget plan that reflects a strategic, proactive response to short-term and long-term goals for the City,
4. Secure long-term sustainability of the community's desired services.

The approved budget is based on the stewardship of public funds and to ensure a fair tax rate to the property owners within the City of Eaton Rapids considering the following:

- Commitment to a balanced budget.
- Meeting legal and fiscal requirements.
- Basic services being maintained, efficient, and funded adequately.
- Based on an accurate Capital Improvement Program and on adopted plans to ensure necessary infrastructure and capital investments are undertaken.
- Proprietary Funds are self-sufficient.
- Revenue will be estimated at realistic and conservative value.



# FINANCIAL STRUCTURE

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## **GENERAL FUND**

## **COMPONENT UNIT FUNDS**

Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY

Fund 280 - INDUSTRIAL PARK FUND

## **ENTERPRISE FUNDS**

Fund 249 - BUILDING INSPECTION FUND

Fund 301 - GENERAL DEBT SERVICE (VOTED BONDS)

Fund 582 - ELECTRIC UTILITY

Fund 590 - WASTE WATER

Fund 591 - WATER

## **INTERNAL SERVICE FUNDS**

Fund 611 - MOTOR POOL FUND

## **SPECIAL REVENUE FUNDS**

Fund 202 - MAJOR ROAD FUND

Fund 203 - LOCAL ROAD FUND

Fund 204 - COUNTY ROAD FUND

Fund 207 - ACT 302 FUND

Fund 208 - PARKS AND RECREATION FUND

Fund 218 - RENTAL INSPECTION FUND

Fund 220 - CURB GRANT FUND

## **FIDUCIARY FUNDS**

Fund 241 - OAKRIDGE PARK

## **PERMANENT FUNDS**

Fund 150 - CEMETERY PERPETUAL CARE FUND

**BUDGET AT A GLANCE**  
**2025-2026 APPROVED BUDGET**  
**BY FUND**

<b>FUND</b>	<b>Est. Beginning FUND BALANCE 6/30/2025</b>	<b>REVENUE</b>	<b>EXPENDITURES</b>	<b>USE of FUND BALANCE or TRANS from GENERAL FUND</b>	<b>2025-2026 SURPLUS (DEFICIT)</b>	<b>Projected Ending FUND BALANCE 6/30/2026</b>
<b>GENERAL FUND</b>	\$3,025,700.07	\$3,345,681.00	\$3,345,681.00	\$0.00	\$0.00	\$3,025,700.07
<b>SPECIAL REVENUE FUNDS</b>						
Fund 202 - MAJOR STREET FUND	\$1,581,267.71	\$921,800.00	\$628,824.34	\$0.00	\$292,975.66	\$1,874,243.37
Fund 203 - LOCAL STREET FUND	\$888,765.33	\$193,000.00	\$150,583.44	\$0.00	\$42,416.56	\$931,181.89
Fund 204 - COUNTY ROAD FUND	\$200,880.00	\$167,200.00	\$184,050.00	\$16,850.00	\$0.00	\$184,030.00
Fund 207 - ACT 302 FUND	\$2,838.44	\$2,926.16	\$2,926.16	\$0.00	\$0.00	\$2,838.44
Fund 208 - PARKS & RECREATION FUND	\$43,068.68	\$307,545.30	\$518,468.67	\$210,923.67	\$0.00	\$43,068.68
Fund 218 - RENTAL INSPECTION PROGRAM	\$45,895.45	\$21,000.00	\$20,916.12	\$0.00	\$83.88	\$45,979.33
Fund 220 - CURB GRANT	\$15,098.18	\$0.00	\$7,000.00	\$7,000.00	\$0.00	\$8,098.18
<b>ENTERPRISE FUNDS</b>						
Fund 249 - BUILDING INSPECTION FUND	\$8,874.87	\$143,740.00	\$200,580.00	\$130,836.50	\$0.00	\$82,871.37
Fund 301 - GENERAL DEBT SERVICE (VOTED BONDS)	\$444,561.09	\$119,575.29	\$564,036.38	\$444,461.09	\$0.00	\$100.00
Fund 582 - ELECTRIC UTILITY	\$13,688,982.15	\$10,733,319.00	\$10,455,087.38	\$0.00	\$280,275.62	\$13,967,213.77
Fund 590 - WASTE WATER	\$876,710.27	\$2,097,146.44	\$2,253,457.00	\$500,000.00	\$0.00	\$220,399.71
Fund 591 - WATER	\$1,307,749.67	\$1,173,970.37	\$840,182.35	\$0.00	\$333,788.02	\$1,641,537.69
<b>INTERNAL SERVICE FUNDS</b>						
Fund 611 - MOTOR POOL FUND	\$1,115,830.56	\$94,561.00	\$144,804.00	\$50,243.00	\$0.00	\$1,065,587.56
<b>PERMANENT FUNDS</b>						
Fund 150 - CEMETERY PERPETUAL CARE FUND	\$63,453.00	\$5,000.00	\$10,000.00	\$5,000.00	\$0.00	\$58,453.00
<b>COMPONENT UNIT FUNDS</b>						
Fund 280 - INDUSTRIAL PARK FUND	\$967,540.46	\$558,050.00	\$1,254,127.46	\$696,077.46	\$0.00	\$271,463.00
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY	\$51,615.26	\$121,525.00	\$142,840.00	\$21,315.00	\$0.00	\$8,985.26
<b>GRAND TOTALS - ALL FUNDS</b>	<b>\$23,223,658.63</b>	<b>\$19,911,478.56</b>	<b>\$20,578,760.30</b>	<b>\$2,032,463.72</b>	<b>\$949,539.74</b>	<b>\$23,443,881.62</b>
<b>FIDUCIARY FUNDS</b>						
Fund 611 - OAKRIDGE PARK FIDUCIARY FUND	\$10,658.00	\$11,502.00	\$10,030.00	\$0.00	\$1,472.00	\$12,130.00

# CITY OF EATON RAPIDS

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<b>Fund 101 - GENERAL FUND</b>	<b>2023-2024 FYE ACTIVITY</b>	<b>2024-2025 APPROVED BUDGET</b>	<b>2024-2025 PROJECTED ACTIVITY</b>	<b>2025-2026 DRAFT BUDGET</b>
<b>Revenues</b>				
TAXES	\$1,108,058.24	\$1,268,322.00	\$1,203,381.63	\$1,277,460.00
INTERGOVERNMENTAL	\$1,078,307.63	\$901,177.00	\$669,339.87	\$862,300.00
CHARGES FOR SERVICES	\$979,817.87	\$1,191,300.00	\$1,142,340.07	\$1,161,521.00
INTEREST	\$502,647.25	\$7,500.00	\$7,500.00	\$7,500.00
OTHER	\$66,752.12	\$17,000.00	\$46,938.00	\$36,900.00
TRANSFERS IN	\$10,000.00	\$60,243.00	\$60,243.00	\$0.00
USE OF RESERVES	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL REVENUES</b>	<b>\$3,745,583</b>	<b>\$3,445,542</b>	<b>\$3,129,743</b>	<b>\$3,345,681</b>
<b>DEPARTMENT</b>				
Dept 101 - CITY COUNCIL	\$39,055.08	\$47,131.00	\$47,131.00	\$42,031.00
Dept 172 - CITY MANAGER	\$61,086.00	\$75,713.00	\$75,713.00	\$78,199.00
Dept 215 - CITY CLERK	\$69,350.77	\$124,485.81	\$43,229.05	\$75,182.00
Dept 247 - BOARD OF REVIEW	\$995.03	\$1,000.00	\$888.65	\$1,000.00
Dept 253 - CITY TREASURER	\$240,974.62	\$245,654.00	\$168,396.80	\$196,165.00
Dept 257 - CITY ASSESSOR	\$41,336.00	\$39,570.00	\$39,570.00	\$39,570.00
Dept 262 - ELECTIONS	\$14,505.07	\$21,212.00	\$21,212.00	\$3,485.00
Dept 265 - BUILDING & GROUNDS	\$22,362.00	\$24,000.00	\$24,000.00	\$24,000.00
Dept 276 - CEMETERY	\$149,397.00	\$141,190.00	\$95,166.00	\$99,600.00
Dept 299 - COMMUNITY AND ECONOMIC DEVELOPMENT	\$64,576.00	\$31,423.00	\$28,507.00	\$32,423.00
Dept 301 - POLICE DEPARTMENT	\$1,218,694.00	\$1,287,625.75	\$1,266,670.00	\$1,267,210.00
Dept 336 - FIRE DEPARTMENT	\$254,423.00	\$314,160.05	\$271,854.00	\$337,460.00
Dept 371 - BUILDING DEPARTMENT	\$6,125.00	\$3,647.00	\$2,882.00	\$2,705.00
Dept 441 - PUBLIC WORKS	\$501,444.00	\$837,037.00	\$632,234.00	\$614,763.15
Dept 445 - STORM SEWERS	\$3,359.00	\$8,198.00	\$3,976.00	\$7,771.00
Dept 651 - AMBULANCE	\$21,981.00	\$44,800.00	\$45,061.00	\$47,013.00
Dept 721 - PLANNING COMMISSION	\$1,180.00	\$2,750.00	\$953.00	\$2,750.00
Dept 722 - ZONING BOARD OF APPEALS	\$163.00	\$850.00	\$0.00	\$850.00
Dept 790 - LIBRARY	\$0.00	\$0.00	\$0.00	\$0.00
Dept 901 - CAPITAL OUTLAY	\$50,185.00	\$198,100.00	\$141,474.00	\$121,244.00
Dept 999 - FUND BALANCE (TRANSFERS OUT)	\$230,713.00	\$262,984.00	\$262,984.00	\$352,260.17
<b>TOTAL EXPENDITURES</b>	<b>\$2,991,905</b>	<b>\$3,711,531</b>	<b>\$3,171,902</b>	<b>\$3,345,681</b>
<b>NET OF REVENUES/EXPENDITURES</b>	<b>\$753,678.54</b>	<b>(\$265,988.61)</b>	<b>(\$42,158.93)</b>	<b>\$0.00</b>
Beginning Fund Balance			\$3,067,859.00	\$3,025,700.07
Use of Fund Balance			\$0.00	\$0.00
Ending Fund Balance			\$3,025,700.07	\$3,025,700.07

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Fund 150 - CEMETERY PERPETUAL CARE FUND	2023-2024	2024-2025	2024-2025	2025-2026
	FYE	APPROVED	PROJECTED	DRAFT
	ACTIVITY	BUDGET	ACTIVITY	BUDGET
TOTAL REVENUES	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00
TOTAL EXPENDITURES	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00
NET OF REVENUES/EXPENDITURES	(\$5,000.00)	(\$5,000.00)	(\$5,000.00)	(\$5,000.00)
Beginning Fund Balance			\$68,453.00	\$63,453.00
Use of Fund Balance			\$0.00	(\$5,000.00)
Ending Fund Balance			\$63,453.00	\$58,453.00

Fund 202 - MAJOR STREET FUND	2023-2024	2024-2025	2024-2025	2025-2026
	FYE	APPROVED	PROJECTED	DRAFT
	ACTIVITY	BUDGET	ACTIVITY	BUDGET
TOTAL REVENUES	\$565,482.70	\$916,800.00	\$530,000.00	\$921,800.00
TOTAL EXPENDITURES	\$216,982.15	\$194,184.00	\$97,032.77	\$159,564.34
NET OF REVENUES/EXPENDITURES	\$348,500.55	\$722,616.00	\$432,967.23	\$762,235.66
Beginning Fund Balance			\$1,552,134.00	\$1,581,267.71
Capital Outlay			(\$403,833.52)	(\$469,260.00)
Ending Fund Balance			\$1,581,267.71	\$1,874,243.37

Fund 203 - LOCAL STREET FUND	2023-2024	2024-2025	2024-2025	2025-2026
	FYE	APPROVED	PROJECTED	DRAFT
	ACTIVITY	BUDGET	ACTIVITY	BUDGET
TOTAL REVENUES	\$197,710.83	\$191,000.00	\$193,936.01	\$193,000.00
TOTAL EXPENDITURES	\$78,358.90	\$153,868.18	\$153,008.68	\$145,583.44
NET OF REVENUES/EXPENDITURES	\$119,351.93	\$37,131.82	\$40,927.33	\$47,416.56
Beginning Fund Balance			\$847,838.00	\$888,765.33
Capital Outlay			\$0.00	(\$5,000.00)
Ending Fund Balance			\$888,765.33	\$931,181.89



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<b>Fund 204 - COUNTY ROAD FUND</b>	<b>2023-2024 FYE ACTIVITY</b>	<b>2024-2025 APPROVED BUDGET</b>	<b>2024-2025 PROJECTED ACTIVITY</b>	<b>2025-2026 DRAFT BUDGET</b>
<b>TOTAL REVENUES</b>	<b>\$187,554.21</b>	<b>\$167,000.00</b>	<b>\$167,200.00</b>	<b>\$167,200.00</b>
<b>TOTAL EXPENDITURES</b>	<b>\$181,297.50</b>	<b>\$181,298.00</b>	<b>\$181,298.00</b>	<b>\$184,050.00</b>
<b>NET OF REVENUES/EXPENDITURES</b>	<b>\$6,256.71</b>	<b>(\$14,298.00)</b>	<b>(\$14,098.00)</b>	<b>(\$16,850.00)</b>
Beginning Fund Balance			\$223,178.00	\$200,880.00
Use of Fund Balance			(\$22,298.00)	(\$16,850.00)
Ending Fund Balance			\$200,880.00	\$184,030.00

<b>Fund 207 - ACT 302 FUND</b>	<b>2023-2024 FYE ACTIVITY</b>	<b>2024-2025 APPROVED BUDGET</b>	<b>2024-2025 PROJECTED ACTIVITY</b>	<b>2025-2026 DRAFT BUDGET</b>
<b>TOTAL REVENUES</b>	<b>\$2,658.52</b>	<b>\$1,350.00</b>	<b>\$1,597.36</b>	<b>\$2,926.16</b>
<b>TOTAL EXPENDITURES</b>	<b>\$0.00</b>	<b>\$1,350.00</b>	<b>\$900.00</b>	<b>\$2,926.16</b>
<b>NET OF REVENUES/EXPENDITURES</b>	<b>\$2,658.52</b>	<b>\$0.00</b>	<b>\$697.36</b>	<b>\$0.00</b>
Beginning Fund Balance			\$2,141.08	\$2,838.44
Ending Fund Balance			\$2,838.44	\$2,838.44

<b>Fund 208 - PARK/RECREATION FUND</b>	<b>2023-2024 FYE ACTIVITY</b>	<b>2024-2025 APPROVED BUDGET</b>	<b>2024-2025 PROJECTED ACTIVITY</b>	<b>2025-2026 DRAFT BUDGET</b>
<b>TOTAL REVENUES</b>	<b>\$404,628.18</b>	<b>\$433,079.00</b>	<b>\$433,079.00</b>	<b>\$307,545.30</b>
<b>TOTAL EXPENDITURES</b>	<b>\$413,373.90</b>	<b>\$433,079.00</b>	<b>\$433,079.00</b>	<b>\$518,468.67</b>
<b>NET OF REVENUES/EXPENDITURES</b>	<b>(\$8,745.72)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$210,923.37)</b>
Beginning Fund Balance			\$43,068.68	\$43,068.68
Use of Fund Balance			(\$23,611.78)	\$0.00
Transfer from General Fund			\$0.00	\$210,923.67
Ending Fund Balance			\$43,068.68	\$43,068.98

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<b>Fund 218 - RENTAL INSPECTION PROGRAM</b>	<b>2023-2024 FYE ACTIVITY</b>	<b>2024-2025 APPROVED BUDGET</b>	<b>2024-2025 PROJECTED ACTIVITY</b>	<b>2025-2026 DRAFT BUDGET</b>
<b>TOTAL REVENUES</b>	<b>\$37,850.00</b>	<b>\$28,059.50</b>	<b>\$525.00</b>	<b>\$21,000.00</b>
<b>TOTAL EXPENDITURES</b>	<b>\$15,938.55</b>	<b>\$28,059.50</b>	<b>\$11,745.36</b>	<b>\$20,916.12</b>
<b>NET OF REVENUES/EXPENDITURES</b>	<b>\$21,911.45</b>	<b>\$0.00</b>	<b>(\$11,220.36)</b>	<b>\$83.88</b>
Beginning Fund Balance			\$57,115.81	\$45,895.45
Ending Fund Balance			\$45,895.45	\$45,979.33

<b>Fund 220 - CURB GRANT</b>	<b>2023-2024 FYE ACTIVITY</b>	<b>2024-2025 APPROVED BUDGET</b>	<b>2024-2025 PROJECTED ACTIVITY</b>	<b>2025-2026 APPROVED BUDGET</b>
<b>TOTAL REVENUES</b>	<b>\$95,120.00</b>	<b>\$7,000.00</b>	<b>\$7,000.00</b>	<b>\$0.00</b>
<b>TOTAL EXPENDITURES</b>	<b>\$79,494.23</b>	<b>\$7,000.00</b>	<b>\$1,500.00</b>	<b>\$7,000.00</b>
<b>NET OF REVENUES/EXPENDITURES</b>	<b>\$15,625.77</b>	<b>\$0.00</b>	<b>\$5,500.00</b>	<b>(\$7,000.00)</b>
Beginning Fund Balance			\$9,598.18	\$15,098.18
Use of Fund Balance			\$0.00	(\$7,000.00)
Ending Fund Balance			\$15,098.18	\$8,098.18

<b>Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY</b>	<b>2023-2024 FYE ACTIVITY</b>	<b>2024-2025 APPROVED BUDGET</b>	<b>2024-2025 PROJECTED ACTIVITY</b>	<b>2025-2026 DRAFT BUDGET</b>
<b>TOTAL REVENUES</b>	<b>\$105,378.73</b>	<b>\$104,670.00</b>	<b>\$104,382.44</b>	<b>\$121,525.00</b>
<b>TOTAL EXPENDITURES</b>	<b>\$95,432.52</b>	<b>\$141,118.00</b>	<b>\$116,485.18</b>	<b>\$142,840.00</b>
<b>NET OF REVENUES/EXPENDITURES</b>	<b>\$9,946.21</b>	<b>(\$36,448.00)</b>	<b>(\$12,102.74)</b>	<b>(\$21,315.00)</b>
Beginning Fund Balance			\$63,718.00	\$51,615.26
Use of Fund Balance			(\$12,102.74)	(\$21,315.00)
Ending Fund Balance			\$51,615.26	\$8,985.26

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<b>Fund 249 - BUILDING INSPECTION FUND</b>	<b>2023-2024 FYE ACTIVITY</b>	<b>2024-2025 APPROVED BUDGET</b>	<b>2024-2025 PROJECTED ACTIVITY</b>	<b>2025-2026 DRAFT BUDGET</b>
<b>TOTAL REVENUES</b>	<b>\$200,040.99</b>	<b>\$113,915.00</b>	<b>\$80,203.12</b>	<b>\$143,740.00</b>
<b>TOTAL EXPENDITURES</b>	<b>\$176,207.97</b>	<b>\$196,288.25</b>	<b>\$172,288.25</b>	<b>\$200,580.00</b>
<b>NET OF REVENUES/EXPENDITURES</b>	<b>\$23,833.02</b>	<b>(\$82,373.25)</b>	<b>(\$92,085.13)</b>	<b>(\$56,840.00)</b>
Beginning Fund Balance			\$100,960.00	\$8,874.87
Transfer from General Fund			\$0.00	\$130,836.50
Use of Fund Balance			(\$92,373.25)	(\$56,840.00)
Ending Fund Balance			\$8,874.87	\$82,871.37

<b>Fund 280 - INDUSTRIAL PARK FUND</b>	<b>2023-2024 FYE ACTIVITY</b>	<b>2024-2025 APPROVED BUDGET</b>	<b>2024-2025 PROJECTED ACTIVITY</b>	<b>2025-2026 DRAFT BUDGET</b>
<b>TOTAL REVENUES</b>	<b>\$101,127.43</b>	<b>\$106,000.00</b>	<b>\$108,027.54</b>	<b>\$558,050.00</b>
<b>TOTAL EXPENDITURES</b>	<b>\$292,404.54</b>	<b>\$331,012.94</b>	<b>\$307,647.08</b>	<b>\$1,254,127.46</b>
<b>NET OF REVENUES/EXPENDITURES</b>	<b>(\$191,277.11)</b>	<b>(\$225,012.94)</b>	<b>(\$199,619.54)</b>	<b>(\$696,077.46)</b>
Beginning Fund Balance			\$1,167,160.00	\$967,540.46
Use of Fund Balance			\$0.00	(\$696,077.46)
Ending Fund Balance			\$967,540.46	\$271,463.00

<b>Fund 301 - GENERAL DEBT SERVICE (VOTED BONDS)</b>	<b>2023-2024 FYE ACTIVITY</b>	<b>2024-2025 APPROVED BUDGET</b>	<b>2024-2025 PROJECTED ACTIVITY</b>	<b>2025-2026 DRAFT BUDGET</b>
<b>TOTAL REVENUES</b>	<b>\$664,306.85</b>	<b>\$259,917.12</b>	<b>\$249,225.00</b>	<b>\$119,575.29</b>
<b>TOTAL EXPENDITURES</b>	<b>\$582,401.88</b>	<b>\$595,456.00</b>	<b>\$595,546.00</b>	<b>\$564,036.38</b>
<b>NET OF REVENUES/EXPENDITURES</b>	<b>\$81,904.97</b>	<b>(\$335,538.88)</b>	<b>(\$346,321.00)</b>	<b>(\$444,461.09)</b>
Beginning Fund Balance			\$780,099.97	\$444,561.09
Use of Fund Balance			(\$335,538.88)	(\$444,461.09)
Ending Fund Balance			\$444,561.09	\$100.00

# CITY OF EATON RAPIDS

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Fund 598 - ELECTRIC UTILITIES	2023-2024	2024-2025	2024-2025	2025-2026
	FYE	APPROVED	PROJECTED	DRAFT
	ACTIVITY	BUDGET	ACTIVITY	BUDGET
TOTAL REVENUES	\$9,918,918.15	\$12,190,558.00	\$9,679,598.45	\$10,733,319.00
TOTAL EXPENDITURES	\$8,961,297.71	\$10,652,609.00	\$7,978,709.30	\$10,453,043.38
NET OF REVENUES/EXPENDITURES	\$957,620.44	\$1,537,949.00	\$1,700,889.15	\$280,275.62
Beginning Fund Balance			\$11,988,093.00	\$13,688,982.15
Capital Outlay			\$0.00	(\$2,044.00)
Ending Fund Balance			\$13,688,982.15	\$13,967,213.77

Fund 590 - WASTE WATER	2023-2024	2024-2025	2024-2025	2025-2026
	FYE	APPROVED	PROJECTED	DRAFT
	ACTIVITY	BUDGET	ACTIVITY	BUDGET
TOTAL REVENUES	\$2,892,602.51	\$1,385,408.00	\$1,569,807.00	\$2,097,146.44
TOTAL EXPENDITURES	\$2,750,132.75	\$1,039,862.04	\$2,618,377.73	\$951,413.00
NET OF REVENUES/EXPENDITURES	\$142,469.76	\$345,545.96	(\$1,048,570.73)	\$1,145,733.44
Beginning Fund Balance			\$1,925,281.00	\$876,710.27
Capital Outlay			\$0.00	(\$1,302,044.00)
Use of Fund Balance				(\$500,000.00)
Ending Fund Balance			\$876,710.27	\$220,399.71

Fund 591 - WATER	2023-2024	2024-2025	2024-2025	2025-2026
	FYE	APPROVED	PROJECTED	DRAFT
	ACTIVITY	BUDGET	ACTIVITY	BUDGET
TOTAL REVENUES	\$1,019,953.68	\$1,036,715.00	\$1,039,715.00	\$1,173,970.37
TOTAL EXPENDITURES	\$1,022,546.32	\$877,386.84	\$1,197,095.33	\$838,138.35
NET OF REVENUES/EXPENDITURES	(\$2,592.64)	\$159,328.16	(\$157,380.33)	\$335,832.02
Beginning Fund Balance			\$1,465,130.00	\$1,307,749.67
Capital Outlay			\$0.00	(\$2,044.00)
Ending Fund Balance			\$1,307,749.67	\$1,641,537.69

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Fund 611 - MOTOR POOL FUND	2023-2024	2024-2025	2024-2025	2025-2026
	FYE	APPROVED	PROJECTED	DRAFT
	ACTIVITY	BUDGET	ACTIVITY	BUDGET
TOTAL TRANSFERS IN	\$525,148.95	\$143,500.00	\$154,357.86	\$94,561.00
TOTAL EXPENDITURES	\$158,658.23	\$228,000.00	\$118,437.98	\$144,804.00
NET OF REVENUES/EXPENDITURES	\$366,490.72	(\$84,500.00)	\$35,919.88	(\$50,243.00)
Beginning Fund Balance			\$1,115,830.56	\$1,115,830.56
Use of Fund Balance			\$0.00	(\$50,243.00)
Ending Fund Balance			\$1,115,830.56	\$1,065,587.56

Fund 241 - OAKRIDGE PARK FUND (FIDUCIARY FUND)	2023-2024	2024-2025	2024-2025	2025-2026
	FYE	APPROVED	PROJECTED	DRAFT
	ACTIVITY	BUDGET	ACTIVITY	BUDGET
TOTAL REVENUES	\$0.00	\$0.00	\$10,004.00	\$11,502.00
TOTAL EXPENDITURES	\$0.00	\$0.00	\$4,100.00	\$10,030.00
NET OF REVENUES/EXPENDITURES	\$0.00	\$0.00	\$5,904.00	\$1,472.00
Beginning Fund Balance			\$4,754.24	\$10,658.24
Ending Fund Balance			\$10,658.24	\$12,130.24



# CAPITAL OUTLAY 2025-2026

## GENERAL FUND

Department	Description	Requested Amount	Recommended Amount	Approved Amount	Notes:
DPW	Dump Trailer	\$5,000.00	\$5,000.00		
Police	Handguns – replacement	\$6,600.00	\$6,600.00		
Police	Gun lock – Evidence Room	\$10,000.00	\$10,000.00		
Police	Computers/Monitors - replacement	\$4,000.00	\$0.00		included in the IT line below
Police	Mill & Resurface Parking Lot (4" surface)	\$124,995.00	\$0.00		parking lot plan schedule
Police	Furnace and AC replacement	\$8,000.00	\$10,000.00		saving toward replacement of all units
Police	New Vehicle	\$67,000.00	\$20,000.00		researching leasing opportunity
Parks	Downtown Sound System	\$90,000.00	\$0.00		possible grant opportunity
Parks	Bridge – Howe Field	\$25,000.00	\$25,000.00		possible grant opportunity
Cemetery	Pontem Application (GIS Mapping)	\$11,600.00	\$11,600.00		third of three
Cemetery	Hydraulic Breaker (Jack Hammer)	\$2,044.00	\$2,044.00		
Bldg & Grounds	City Hall Roof	\$40,000.00	\$20,000.00		second year
Fire	Rescue Boat	\$71,931.00	\$0.00		possible grant opportunity
Multiple	IT – Replace PCs & One Laptop	\$11,000.00	\$11,000.00		
DPW 1 Roof	DPW 1 Roof	\$20,500.00	\$0.00		
DPW 2 Roof	DPW 2 Roof	\$105,000.00	\$0.00		
DPW	DPW 3 Roof (Y)	\$35,000.00	\$0.00		
Multi	Drone	\$0.00	\$0.00		

<b>Total</b>	<b>\$637,670.00</b>	<b>\$121,244.00</b>
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**MAJOR STREETS FUND**

Description	Requested Amount	Recommended Amount	Approved Amount	Notes:
Hollow Ridge Project	\$200,260.00	\$200,260.00		match for grant
Knight Street Repairs - Federal Aid Road 2026	\$264,000.00	\$264,000.00		
Dump Trailer	\$5,000.00	\$5,000.00		
Salt Barn Roof	\$13,500.00	\$0.00		
<b>Total</b>	<b>\$482,760.00</b>	<b>\$469,260.00</b>		

**LOCAL STREETS FUND**

Description	Amount	Amount	Amount	Notes:
Dump Trailer	\$5,000.00	\$5,000.00		
<b>Total</b>	<b>\$5,000.00</b>	<b>\$5,000.00</b>		

**ELECTRIC FUND**

Description	Amount	Amount	Amount	Notes:
Hydraulic Breaker (Jack Hammer)	\$2,044.00	\$2,044.00		
Five Year Electric System Projects	\$0.00	0.00		
Electric Dept Roof	\$24,500.00	\$0.00		
<b>Total</b>	<b>\$26,544.00</b>	<b>\$2,044.00</b>		

**WATER FUND**

Description	Amount	Amount	Amount	Notes:
Hydraulic Breaker (Jack Hammer)	\$2,044.00	\$2,044.00		
<b>Total</b>	<b>\$2,044.00</b>	<b>\$2,044.00</b>		

**WASTE WATER FUND**

Description		Requested Amount	Recommended Amount	Approved Amount	Notes:
	Hydraulic Breaker (Jack Hammer)	\$2,044.00	\$2,044.00		
	Roof	\$42,537.00	\$0.00		
	Waste Water Expansion Project - (Plaines Rd)	\$1,300,000.00	\$1,300,000.00		
<b>Total</b>		<b>\$1,344,581.00</b>	<b>\$1,302,044.00</b>		

**LDFA**

Description		Amount	Amount	Amount	Notes:
	Hollow Ridge Road Project	\$900,000.00	\$900,000.00		
<b>Total</b>		<b>\$900,000.00</b>	<b>\$900,000.00</b>		
<b>Grand Total</b>		<b>\$3,398,599.00</b>	<b>\$2,801,636.00</b>		



Fiscal Year 2024-2025  
3/31/2025

FYE 2025 Fund Balance	\$1,115,830.56
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Ford 350 (Water Dept - lease payment)	\$80,502.00
Silverado 2500 (purchase out of motor pool)	(\$64,143.00)
DPW Balance	\$157,833.90