



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  
Jake Forquer – Community and Economic  
Development Specialist  
Randy Jewel – City Assessor  
Cullen Harkness – City Attorney

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## CITY OF EATON RAPIDS WORK SESSION AGENDA

December 22, 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. Special Event Application Urban Air
2. 2026 Community Exchange

**Closed Session** to consult with the City Attorney regarding legal advice and attorney-client privileged communications, pursuant to MCL 15.268(e).

### **Board and Committee Reports**

### **Public Comments**

### **Adjourn**



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MEETING DATE: 12/22/2025

DIRECTOR OF PARKS, RECREATION & EVENTS

To: Mayor and City Council

Work Session

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

Regular Meeting

Submitted: 12/16/2025

Subject: Urban Air - 2026

### **SUMMARY**

Urban Air has requested to shift the event to a Spring event starting in 2026, with proposed dates of May 7–10, 2026. The plan would be for the event to be scaled back in terms of festivities compared to the larger fall version we hosted in 2025. From a staff perspective, this feels like a positive move and something we are comfortable moving forward with.

Looking ahead to the fall, this shift also opens the door for us to focus on an Island City Fall Festival, which we're planning for the first weekend in October. That event will be built specifically as a fall community celebration and will include a variety of community-oriented festivities. We will share more details as planning gets underway.

Overall, this gives us a nice balance — a smaller, more manageable Urban Air in the spring and a large Fall Festival that the community has been asking for.

### **STAFF RECOMMENDATION/MOTION**

Motion to approve the Special Event Application for Urban Air to be May 7-10, 2026, in Downtown Eaton Rapids.

### **LIST OF SUPPORTING DOCUMENTS**

Urban Air Special Event Application – 5/7/2026-5/10/2026



## Reservation and Special Event Permit Application

Complete this application and return it to City Hall at least 21 calendar days prior to the starting date of a type 1 event (less than 100 attendees), or 60 calendar days prior to the starting date of a type 2 event (greater than 100 attendees).

A \$50 deposit for a type 1 and type 2 events must be paid at this time. The City of Eaton Rapids will schedule all events on a first-come, first-served basis. Where applicable, the City will notify the applicant of any additional deposit required. The event will not be confirmed until the City of Eaton Rapids approves this event.

1. Date of Event: 5/7/2026 - 5/10/2026 Location: Downtown Eaton Rapids
2. Starting time of event: 5/7/2026, 9:00AM Ending time of event: 5/10/2026, 12:00PM
3. Sponsoring Organization: City of Eaton Rapids/Urban Air  
Address: 200 South Main Street Phone: 517-663-8118  
Web Site: www.cityofeatonrapids.gov
4. Contact Person: Corey Cagle Title: Director of Parks, Recreation & Events  
Address: 200 South Main Street Phone: 517-663-8118  
E-mail: ccagle@cityofeatonrapids.gov
5. Type of Event:       City Operated Event                       Non-Profit Event  
                                  Co-Sponsored Event                       For-Profit Event  
                                  Political or Ballot Issue Event

Describe the planned event: Airstreams parked throughout Downtown Eaton Rapids for the weekend.

This event will include a variety of Community-friendly activities throughout the weekend.

A full list of activities will be provided prior to the event.

Anticipated number of attendees: Less than 100 attendees   

Greater than 100 attendees

6. Annual Event: Is this event expected to occur next year?     Yes     No

If yes, you may reserve a date for next year with this application. To reserve dates for next year, please provide the following information: 2nd Weekend in May

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


Next year's specific dates: May 6-9, 2027

7. An Event Map must be attached. If your event will use streets and/or sidewalks or will use multiple locations, please attach a complete map showing assembly and dispersal locations and the route plan. Also show streets or parking lots that you are requesting to be blocked off.
8. Vendors: Food/Beverage Concessions?  Yes  No  
Other Vendors?  Yes  No  
If yes, refer to the Rules and Regulations for requirements.
9. Event Signs: Will this event include the use of signs?  Yes  No  
If yes, refer to the Rules and Regulations for requirements.
10. Parking: Are you requesting to charge for parking?  Yes  No  
If Yes, list the lots or locations where this parking is requested.
11. Alcoholic Beverages: Will alcoholic beverages be served?  Yes  No  
Who holds the Liquor Control Commission License? (Copy must be provided)  
TBD - DDA did last year.
12. Other Requests: Police/DPW Assistance with Trailer Parking. Closure of Parking Lot #4 for the full event.  
Main Street closure on 5/7/26 from 9:00AM-1:00PM
13. Noise Ordinance: Request to be Waived?  Yes  No
14. Location: Permission has been granted by owner?  Yes  No
15. Certification and Signature: I understand and agree on behalf of the sponsoring organization that:
- A certificate of insurance must be provided which names the City of Eaton Rapids as an additional named insured party on the policy. (See the Rules and Regulations for insurance requirements)
  - Event sponsors and participants will be required to sign Indemnification Agreement forms.
  - If the event includes solicitation by workers standing in parking lots, the required safety requirements and use of traffic cones will be maintained at all times in accordance with the City's general policies and practices. The City does not allow standing in the street or making any solicitations from the street.
  - All food vendors must be approved by the Eaton County Health Department, and each food and/or other vendor must provide the City with a certificate of insurance in an amount approved by the City which names the City as an additional insured party on the policy.
  - The approval of this Special Event Permit may include additional requirements and/or limitations, based on the City's review of this application. The event will be operated in conformance within the Written Confirmation of Approval.

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

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

12/16/2025  
Date

  
Signature of Sponsoring Organization's Agent

Corey Cagle  
Please Print Sponsoring Organization's Agent

Return this form to:

City of Eaton Rapids  
200 S. Main St.  
Eaton Rapids, MI 48827  
PH: 517-663-8118  
FX: 517-663-1116

Date Deposit Paid WAIVED CER Account #208-253-694.00

Date Rec'd by City of Eaton Rapids 12/16/2025

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



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MEETING DATE: DECEMBER 22, 2025

CITY MANAGER

To: Mayor and City Council

Work Session

From: Yvonne Ridge, City Manager

Regular Meeting

Submitted: December 17, 2025

Subject: Community Exchange

### SUMMARY

As you are all aware, the City participated in the Community Exchange Program in 2024. During discussions last year, Council expressed interest in participating in the Exchange on an every-other-year basis. Based on that direction, 2026 would be the next year for participation.

The Mayor has received the 2026 Community Exchange application and has requested that Council discuss whether to participate in the 2026 program.

The Community Exchange Program is designed to help communities learn from one another by sharing ideas, strategies, and best practices. Addressing municipal challenges and maximizing opportunities often comes from many sources, including neighboring communities. The Exchange provides an opportunity for a group of elected officials and/or staff to host another community and then visit that community in return, allowing both municipalities to learn from one another through direct observation and discussion.

### STAFF RECOMMENDATION/MOTION

Council discussion and direction is requested.

### LIST OF SUPPORTING DOCUMENTS

N/A



## 2026 Community Exchange

Great ideas for tackling municipal challenges and maximizing opportunities come from many places, including neighboring communities. But how will you know if you don't visit them?

Get a group of your elected officials and/or employees together to host another community and then visit them in return. Municipalities can benefit from the sharing and gathering of ideas, solutions, initiatives, and processes.

### How Can My Community Participate?

Return this form by February 1, 2026, and the Michigan Municipal League will pair your community with another applicant based on the preferences you provide below.

**Municipality Name** \_\_\_\_\_

**Mayor/President Name** \_\_\_\_\_

**Maximum Travel Distance (Miles/Hours)** \_\_\_\_\_

*"The City of Hastings had an amazing Community Exchange with the City of Allegan! We enjoyed visits in both of our communities and held a round table discussion to share our mutual concerns and plans moving forward. We look forward to participating again!"*

— Mayor Dave Tossava, City of Hastings

### Contact Information

**Name** \_\_\_\_\_

**Title** \_\_\_\_\_

**Address** \_\_\_\_\_  
\_\_\_\_\_

**Phone** \_\_\_\_\_

**Email** \_\_\_\_\_

**Preferences (population, form of government, services offered, etc.)**  
\_\_\_\_\_  
\_\_\_\_\_

**Return by**  
**February 1, 2026**

**Mail:**  
Community Exchange  
C/O Michigan Municipal League  
1675 Green Road  
Ann Arbor, MI 48105

**Email:**  
mmooney@mml.org