



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 COUNCIL MEETING AGENDA

January 26, 2026  
7:00 p.m.  
City Hall

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This meeting will be streamed live for viewing only at:

<https://us06web.zoom.us/j/81891922214>

Meeting ID: 818 9192 2214

*Please note all public comments must be made in person.*

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### 1. CALL TO ORDER.

### 2. ROLL CALL

### 3. PLEDGE OF ALLEGIANCE

### 4. INVOCATION

### 5. APPROVAL OF THE AGENDA

### 6. APPROVAL OF MEETING MINUTES

- Approval of the Closed Session Minutes, under MCL15.268(e) of the Open Meetings Act for January 12, 2026.
- Approval of the City Council Work Session Meeting Minutes for January 12, 2026.
- Approval of the City Council Meeting Minutes for January 12, 2026.

### 7. APPROVAL OF EXPENDITURES

Approve Expenditures for the City of Eaton Rapids for January 26, 2026, totaling \$519,991.95

### 8. PUBLIC COMMENT

### 9. UNFINISHED AND SPECIAL BUSINESS

### 10. NEW BUSINESS

- a. **Adopt Resolution 2026-06** to approve the agreement with C2AE Engineering for Professional Services for Design and Bidding for East Knight Street and South Center Street

- b. **Approve** Special Event Application for the City Eaton Rapids Easter Egg Hunt on Saturday, March 28, 2026
- c. **Approve** Special Event Application for the Island City SpringFest on Saturday, June 6, 2026
- d. **Approve** Special Event Application for the City of Eaton Rapids 250<sup>th</sup> Anniversary Independence Day Celebration from Thursday, July 1 through Saturday, July 4, 2026
- e. **Approve** Special Event Application for the 6<sup>th</sup> Annual Grand River Color Tour Triathlon on Saturday, October 3, 2026
- f. **Approve** Special Event Application for Downtown Trick or Treat on Saturday, October 24, 2026
- g. **Approve** Special Event Application for the Downtown Development Authority (DDA) Community Market on Saturdays, June 6 through September 26, 2026 except July 4, 2026

## **11. PUBLIC COMMENT**

## **12. REPORTS**

- a. Fire Chief, Police Chief, City Manager
- b. Council Members.
- c. Mayor

## **13. ADJOURNMENT**

### **ADDRESSING THE CITY COUNCIL**

This item on the agenda is for the public to present comments to City Council regarding any topic. Anyone wishing to speak should raise their hand and when recognized by the mayor, should stand, come to the microphone, give their name, and address and proceed with their comments. In the interest of time, citizens are limited **to five minutes** to present their comments.

## **NEXT MEETING**

Monday, February 9, 2026

## **BOARDS AND COMMISSION OPENINGS:**

Recreation Sub Committee Alternates (2)  
Local Development Finance Authority (1)  
Zoning Board of Appeals Alternates (2)

## **City of Eaton Rapids Work Session Meeting January 12, 2026**

The Work Session of the Eaton Rapids City Council was held at City Hall, 200 S. Main Street, on January 12, 2025, at 5:00 p.m.

### **Call To Order:**

Mayor Colestock called the work session to order at 5:01 p.m. Present were Mayor Colestock, Mayor Pro-Tem Steele, and Councilmembers Malewski, Loftus, and Nicholas were present.

Administrative Staff present included City Manager Ridge, Public Works/Utilities Director Pierce, Treasurer/Finance Director Allen, Clerk Webb, Chief McNutt, Chief Weeks, City Attorney Harkness and John White, new attorney working with Cullen.

**Public Comments:** None

**Unfinished and Special Business:** None

### **New Business**

#### **1. Audit Presentation**

Steve Bryer, Assurance Partner, with Siegfried Crandall PC presented the 2024/2025 Financial Audit to the Council, stating the Independent Auditor Report found that the Financial Statements were presented fairly. He also stated that there were a couple of minor findings relating to adjustments, most firms assist with these, and this does present a finding in the report. Also, due to the December Bank Reconciliation not being done in a timely fashion, this presented a minor finding. These are minor and expected to be resolved in the next audit. Overall, a high-quality job by Treasurer/Finance Director Allen and City Manager Ridge in their cooperation. Discussion ensued.

#### **2. Fee Schedule updates**

City Manager Ridge proposed an increase for the Rental Inspection Fee from \$125 to \$150, the Roofing Fee from \$95 to \$105, and the Solid Waste Collection Fee from \$50 to \$100. Discussion ensued.

#### **3. Budget Schedule**

Treasurer/Finance Director Allen presented the Budget Schedule, with a timeline for completion, publication, and submission. Discussion ensued.

#### **4. Handling Penny Shortage**

Treasurer/ Finance Director Allen presented the City's solution for the penny shortage for Utility and Property Tax payments. For Utility bills, we will round up and give the resident a credit on their next bill. The Property Tax payments, we will suggest a payment that can be made exactly for the amount. Credit/Debit card, money order, cashier's check, or a check written from a bank account. Discussion ensued.

Nicholas moved, Steele seconded to go into Closed Session at 5:28 pm.

#### **Roll call vote:**

Yeas: 5 – Steele, Malewski, Loftus, Nicholas, and Mayor Colestock

Nays: 0

Absent: 0

**Board & Committee Reports:**

Reports were carried over to the regular meeting.

**Public Comment:**

Mayor pro-Tem Steele thanked Lieutenant Creger and Chief Weeks for the tour of the new Evidence Storage Container.

**Steele moved, and Malewski seconded, to adjourn the meeting at 6:27 p.m. Motion carried.**

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Pamela Colestock, Mayor

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Robin Webb, City Clerk

DRAFT

**City Council Meeting  
January 12, 2026**

A regular Eaton Rapids City Council meeting was held at City Hall, 200 S. Main Street, on January 12, 2026, at 7:00 p.m.

**Call To Order:**

Mayor Colestock called the meeting to order at 7:00 p.m.

**Roll Call:**

Mayor Colestock, Mayor Pro-Tem Steele, Councilmembers Malewski, Loftus, and Nicholas were present.

**Invocation:**

Mayor Colestock provided the invocation.

**Approval of the Agenda:**

Steele moved, and Nicholas seconded, approving January 12, 2026, Council meeting agenda, with the amendment of item 10 I. Approval of Resolution 2026-05 for a Fire Department Grant Agreement. **Motion carried.**

**Approval of the December 22, 2025, Closed Session Minutes, under MCL 15.268 (e) of the Open Meetings Act:**

Steele moved, and Loftus seconded, approving the December 22, 2025 Closed Session meeting minutes as presented. **Motion carried.**

**Approval of December 22, 2025, City Council Work Session Meeting Minutes:**

Steele moved, and Malewski seconded, approving December 22, 2025, City Council Work Session meeting minutes as presented. **Motion carried.**

**Approval of December 22, 2025, City Council Meeting Minutes:**

Steele moved, and Nicholas seconded, approving December 22, 2025, City Council meeting minutes as presented. **Motion carried.**

**Approval of Expenditures totaling \$456,230.90**

Steele moved, and Nicholas seconded, approving expenditures of the City of Eaton Rapids, totaling \$456,230.90. **Motion carried.**

**Public Comment:**

**Commissioner Barber** – Happy New Year. Attended the Organizational Meeting on January 5<sup>th</sup>, he was reappointed to many boards (Public Works, LDFA, EATRAN, and Health Department to name a few). The Health Department meeting presented shocking statistics of 9<sup>th</sup> and 11<sup>th</sup>-graders in Eaton County. Eighty-five percent of those asked have not tried cigarettes, eighty-eight percent have not vaped in 30 days, Eighty-five point three percent do not buy at stores. He made a recommendation to tighten the requirements and process to remove commissioners from boards. If you miss meetings, there will be a process to remove commissioners.

**Unfinished and Special Business:**

**New Business:**

**Adopt Resolution 2026-01 to establish Rental Inspections Fees for the City of Eaton Rapids.**

Steele moved, and Loftus seconded, to approve Resolution 2026-01 to establish Rental Inspection Fees for the City of Eaton Rapids.

**Roll call vote:**

Yeas: 5 – Steele, Malewski, Nicholas, Loftus, and Mayor Colestock

Nays: 0

Absent: 0

**Adopt Resolution 2025-02 to establish a Solid Waste Collection License Fee for the City of Eaton Rapids.**

Steele moved, Malewski seconded to approve Resolution 2026-02 to establish a Solid Waste Collection License Fee for the City of Eaton Rapids.

**Roll call vote:**

Yeas: 5 – Malewski, Nicholas, Loftus, Steele, and Mayor Colestock

Nays: 0

Absent: 0

**Adopt Resolution 2025-03 to approve a revised fee schedule for the City of Eaton Rapids, effective January 12, 2026**

Steele moved, Nicholas seconded to approve Resolution 2026-03 to approve a revised fee schedule for the City of Eaton Rapids, effective January 12, 2026.

**Roll call vote:**

Yeas: 5 – Nicholas, Loftus, Steele, Malewski, and Mayor Colestock

Nays: 0

Absent: 0

**Adopt Resolution 2025-04 to approve a Michigan Department of Transportation Contract Number 25-5602 for East Knight Street and South Center Street**

Steele moved, Nicholas seconded to approve Resolution 2026-04 to approve a Michigan Department of Transportation Contract Number 25-5602 for East Knight Street and South Center Street.

**Roll call vote:**

Yeas: 5 – Loftus, Steele, Malewski, Nicholas, and Mayor Colestock

Nays: 0

Absent: 0

**To Approve the appointment of Ken Nicholas to the Fiscal Year 026/2027 Budget Committee**

Steele moved, Malewski seconded to approve the appointment of Ken Nicholas to the Fiscal Year 2026/2027 Budget Committee.

**To Approve the reappointment of Mike Baker to the Planning Commission for the term ending 1/31/29**

Steele moved, Loftus seconded to approve the reappointment of Mike Baker to the Planning

Commission for the term ending 1/31/29.

**To Approve the reappointment of Darren Tanner to the Planning Commission for the term ending 1/31/29**

Steele moved, Nicholas seconded to approve the reappointment of Darren Tanner to the Planning Commission for the term ending 1/31/29.

**To Approve the reappointment of Paul Wegner to the Planning Commission for the term ending 1/31/29**

Steele moved, Malewski seconded to approve the reappointment of Paul Wegner to the Planning Commission for the term ending 1/31/29.

**To Approve the reappointment of Charles Millington to the Planning Commission for the term ending 1/31/27**

Loftus moved, Nicholas seconded to approve the reappointment of Charles Millington to the Planning Commission for the term ending 1/31/27.

**To Approve the reappointment of Rob South to the Board of Review for the term ending 1/31/29**

Steele moved, Nicholas seconded to approve the reappointment of Rob South to the Board of Review for the term ending 1/31/29.

**To Approve the reappointment of Cheryl Kapff to the Board of Review for the term ending 1/31/29**

Steele moved, Malewski seconded to approve the reappointment of Cheryl Kapff to the Board of Review for the term ending 1/31/29.

**Adopt Resolution 2025-05 to authorize the acceptance of a Grant from the Michigan Department of Natural Resources and approve the execution of a Grant Agreement for the 2026 Volunteer Fire Capacity Program**

Steele moved, Nicholas seconded to approve Resolution 2026-05 to authorize the acceptance of a Grant from the Michigan Department of Natural Resources and approve the execution of a Grant Agreement for the 2026 Volunteer Fire Capacity Program.

**Roll call vote:**

Yeas: 5 – Loftus, Steele, Malewski, Nicholas, and Mayor Colestock

Nays: 0

Absent: 0

**Public Comments:**

**Reports:**

**City Manager** – She would like to extend her gratitude to the Boards and Council members for their dedication, great job, and attendance at all meetings. Currently, Citizens Academy has 7 registrants and is set to start on January 29<sup>th</sup>. I will be out of the office January 20-23, but will have access via phone or email. CapCon Conference in Lansing will be **XXXXXXXXXX**. If any councilmember is interested in attending, let her know, and she will get you registered.

**Council Members:**

**Malewski** – Councilmember Malewski commented that the new Bakery in town will be opening soon and Arts Council is hosting a Cookie decorating event on February 10<sup>th</sup>.

**Steele** – Mayor Pro Tem Steele thanked Lieutenant Creger and Chief Weeks for the tour of the new Secured Evidence Storage Unit. This unit had to be disassembled to get in the evidence room. He also learned there are types of evidence that must be retained for 110 years. He also wished everyone a Happy New Year.

**Nicholas** – No Report

**Loftus** – Councilmember Loftus is preparing a letter to be sent out for participants for the upcoming Wooden Boat Show for 2026. He thanked the Mayor and Public Works for a fast response time for the recent power outage. Also expressed his appreciation for the DPW clearing the streets and picking up decorations on the G.A.R. Island and around the city. He gave an update on the Gold Thimble Quilt shop opening in March.

**Mayor Colestock** – Mayor Colestock commented on how some alumni from last year's Citizens Academy approached her to take the class again, she said most definitely. She reported that DDA has scheduled a Strategic Planning meeting for January 19 at 5 pm. She reported regular DDA meeting was robust, talking about the Social District and upcoming events. The COG meeting will be held at Eaton Rapids Township this month. She gave a special shout-out to the Eaton Rapids department; she is proud of all they do, including Lieutenant Creger Officer Furgeson, Chief Weeks, and the entire staff.

**Adjournment**

Steele moved, and Malewski seconded, to adjourn the Council meeting. **Motion carried.**

The meeting adjourned at 7:46 pm.

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*Pamela Colestock, Mayor*

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*Robin Webb, City Clerk*

*Invocation*



MEETING DATE 01/26/2026

TREASURER/FINANCE DIRECTOR

To: Mayor and City Council

Work Session

From: Genny Allen

Regular Meeting

Submitted: 01/22/2026

Subject: Expenditures for Council Approval on Monday, January 26, 2026

### Recommendation

This expenditures report is provided to City Council for review no later than the Friday preceding the City Council meeting at which the expenditures are approved.

Questions regarding these expenditures should be directed to the Treasurer/Finance Director.

### Expenditures

January 8 – 19, 2026	Check/Payment Disbursements (161495-161519)	\$	27,384.79
January 16, 2026	Payroll	\$	118,322.45
January 16, 2026	ACH – Grand River Power Company	\$	11,187.00
January 16, 2026	ACH – Eaton Rapids Solar, LLC	\$	1,561.56
January 19, 2026	ACH – Grand River Power Company	\$	4,000.00
January 19, 2026	ACH – MPPA	\$	208,893.74
January 20, 2026	ACH – MPPA	\$	61,549.20
January 26, 2026	ACH – MPPA	\$	87,093.21

**Total** \$ **519,991.95**

### Suggested Motion

Motion to approve the payment of expenditures in the amount of \$519,991.95.

## Salaries and Wage Report by General Ledger Fund-Dept

**Payroll Date: 01/16/2026**

	Amount
Fund: 101 General Fund	
Department: 101 City Council	\$0.00
Department: 172 City Manager	\$1,486.32
Department: 215 City Clerk	\$1,065.00
Department: 253 City Treasurer	\$1,381.95
Department: 276 Cemetery	\$1,361.22
Department: 299 Community and Economic Development	\$865.51
Department: 301 Police Department	\$31,797.89
Department: 336 Fire Department	\$2,291.78
Department: 441 Public Works	\$10,581.85
Department: 445 Storm Sewers	\$274.98
Fund: 202 Major Street Fund	
Department: 445 Storm Sewers	\$179.08
Department: 463 Street Maintenance	\$213.25
Department: 478 Winter	\$711.36
Department: 425 Bridges	\$0.00
Department: 484 Recordkeeping	\$159.94
Department: 487 Surface Maintenance	\$0.00
Department: 494 Snow Removal	\$0.00
Department: 493 Winter Maintenance	\$163.44
Fund: 203 Local Street Fund	
Department: 445 Storm Sewers	\$179.08
Department: 463 Street Maintenance	\$245.98
Department: 478 Winter	\$615.68
Department: 474 Traffic	\$0.00
Fund: 208 Parks/Recreation Fund	
Department: 691 Parks/Recreation	\$5,090.91
Department: 780 Outdoor Rec Center	\$126.00
Fund: 218 Rental Inspection Program	
Department: 371 Building Inspections	\$922.50
Fund: 248 Downtown Development Authority	
Department: 803 DDA	\$865.24

Fund: 249 Building Inspection Fund	
Department: 371 Building Department	\$3,428.79
Fund: 280 LDFA (Industrial Park Fund)	
Department: 804 Industrial Park	\$1,608.49
Fund: 598 Utilities	
Department: 528 Sewer	\$16,067.19
Department: 538 Electric	\$24,781.57
Department: 556 Water	\$11,857.45
<b>Payroll Total Gross Wages for 01/16/2026</b>	<b>\$118,322.45</b>

01/22/2026 11:06 AM  
 User: GENNY  
 DB: Eaton Rapids

CHECK DISBURSEMENT REPORT FOR EATON RAPIDS  
 CHECK NUMBER 161495 - 161519

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
01/09/2026	GEN	161495	22768759	BROWN & BROWN INSURANCE SERV	EMPLOYEE NAVIGATOR INVOICE #2276875	101.253.71900	150.00
		161495	22926413		EMPLOYEE NAVIGATOR INVOICE #2292641	101.253.71900	150.00
		161495	23305149		EMPLOYEE NAVIGATOR INVOICE #2330514	101.253.71900	150.00
							450.00
01/15/2026	GEN	161496	ROBIN-CAMCA2026	CAMCA	2026 ANNUAL MEMBERSHIP AND LUNCHEON	101.215.95700	40.00
01/19/2026	GEN	161497	ADVANCED-DEC25	ADVANCED AUTO PARTS	AUTO PARTS	101.441.93400	56.91
		161497	ADVANCED-DEC25		AUTO PARTS	598.538.93210	105.21
		161497	ADVANCED-DEC25		AUTO PARTS	598.556.93400	36.42
							198.54
01/19/2026	GEN	161498	30556	APPLIED INNOVATIONS	COPY MACHINE SERVICES	101.299.73100	65.00
01/19/2026	GEN	161499	5311842908	CINTAS FIRST AID & SAFETY #	FIRST AID SUPPLIES	101.336.74401	104.66
		161499	5311842908		FIRST AID SUPPLIES	101.441.74401	51.18
		161499	5311842908		FIRST AID SUPPLIES	598.528.74401	4.99
		161499	5311842908		FIRST AID SUPPLIES	598.538.74401	51.22
		161499	5311842908		FIRST AID SUPPLIES	598.556.74401	4.99
							217.04
01/19/2026	GEN	161500	204124060591	CONSUMERS ENERGY	GAS BILL 300 MARKET ST.	598.528.92100	2,020.71
		161500	601014187250		GAS BILL 301 MARKET ST. UNIT B	598.538.92100	133.73
							2,154.44
01/19/2026	GEN	161501	INV84975	DORNBOS SIGN & SAFETY INC	ADV. WARNING WEIGHT LMT BRIDGE SIGN	202.473.74000	70.20
01/19/2026	GEN	161502	DUES-2026	EATON COUNTY FIRE CHIEFS AS	MEMBERSHIP DUES FOR 2026	101.336.95700	150.00
01/19/2026	GEN	161503	309443	ELHORN ENGINEERING COMPANY	EL EL-CHLOR CHLORINE	598.556.74600	1,023.50
01/19/2026	GEN	161504	ESAD-CDL	ESAD SOFTIC	CDL TESTING 1ST TEST 2025	101.441.95800	200.00
01/19/2026	GEN	161505	2639666/1	GLENN BUEGE CHEVY	OIL CHANGES	101.441.93400	23.29
		161505	2639666/1		OIL CHANGES	598.528.93400	23.29
		161505	2639666/1		OIL CHANGES	598.538.93400	23.28
		161505	2639666/1		OIL CHANGES	598.556.93400	23.29
							93.15
01/19/2026	GEN	161506	29765208	GRANGER CONTAINER SERVICE,	PSB DUMPSTER INV# 29765208	101.301.93100	40.71
		161506	29765208		PSB DUMPSTER INV# 29765208	101.336.93100	40.71
							81.42
01/19/2026	GEN	161507	40902337	GREATAMERICA FINANCIAL SVCS	COPIER LEASE INV# 40902337	101.301.73100	90.44
		161507	40902337		COPIER LEASE INV# 40902337	101.336.73000	90.44
							180.88

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
01/19/2026	GEN	161508	2283	HUGHES ENVIRONMENTAL SERVICE	CONTRACTED PRICE FOR WASTEWATER	598.528.81700	11,850.00
01/19/2026	GEN	161509	369044	INOVAIR	PM COMPONENTS FOR WWTP BLOWERS	2026598.528.93200	1,506.54
01/19/2026	GEN	161510	P78557	INTERSTATE BILLING SERVICE,	NEW BRUSH FOR 2026 SEASON	101.441.95900	971.18
01/19/2026	GEN	161511	JAKE-CLOTHES2026	JAKE MILLER	CLOTHING/BOOT REIMBURSEMENT	2026 JM598.538.74200	228.95
01/19/2026	GEN	161512	CRAFT-DEC2025	LARRY CRAFT	PLUMBING INSPECTONS	249.371.81700	733.40
01/19/2026	GEN	161513	752	LOU'S CUTTING EDGE TREE SER	TREE REMOVAL NEAR 3 PH PRIMARY CIRC	598.538.80800	3,000.00
01/19/2026	GEN	161514	SIFTON1	NORTHERN LIGHTS FAMILY OUTF	FR CLOTHING 5 LS SHIRTS 5 PANTS	598.538.74200	740.00
01/19/2026	GEN	161515	56948699	POWER LINE SUPPLY COMPANY	FR H-STYLE HARNESS	598.538.74401	465.00
01/19/2026	GEN	161516	00085880-00	SPARROW OCCUPATIONAL HEALTH	PRE EMPLOYMENT SCREENING JACOB MIL	598.538.83500	170.00
01/19/2026	GEN	161517	798442-202512-1	TRANSUNION RISK & ALTERNATI	SEARCH SOFTWARE INV# 798442-202512-101.301.73500		150.00
01/19/2026	GEN	161518	2025469	VERDANTAS MICHIGAN LLC	ENGINEERING SUBSTATION TRANSFO	598.538.63200-P2415	1,395.00
01/19/2026	GEN	161519	6132186250	VERIZON WIRELESS	WIRELESS BILLING NOV 29 - DEC 28	20101.172.85200	80.78
		161519	6132186250		WIRELESS BILLING NOV 29 - DEC 28	20101.336.85200	50.49
		161519	6132186250		WIRELESS BILLING NOV 29 - DEC 28	20101.441.85200	605.87
		161519	6132186250		WIRELESS BILLING NOV 29 - DEC 28	20208.691.85200	50.49
		161519	6132186250		WIRELESS BILLING NOV 29 - DEC 28	20249.371.85200	50.49
		161519	6131738837		MACHINE TO MACHINE SCADA	598.528.85200	120.30
		161519	6132186250		WIRELESS BILLING NOV 29 - DEC 28	20598.528.85200	60.70
		161519	6132186250		WIRELESS BILLING NOV 29 - DEC 28	20598.538.85200	50.48
		161519	6131738837		MACHINE TO MACHINE SCADA	598.556.85200	120.32
		161519	6132186250		WIRELESS BILLING NOV 29 - DEC 28	20598.556.85200	60.63
							1,250.55
TOTAL - ALL FUNDS					TOTAL OF 25 CHECKS		27,384.79

--- GL TOTALS ---

101.172.85200	TELEPHONE & INTERNET	80.78
101.215.95700	MEMBERSHIP & DUES	40.00
101.253.71900	BENEFITS ADMINISTRATION	450.00
101.299.73100	COPY MACHINE SUPPLIES	65.00
101.301.73100	COPY MACHINE SUPPLIES	90.44
101.301.73500	SOFTWARE MAINTENANCE	150.00
101.301.93100	BUILDING MAINTENANCE	40.71
101.336.73000	OFFICE SUPPLIES	90.44
101.336.74401	SAFETY SUPPLIES	104.66
101.336.85200	TELEPHONE & INTERNET	50.49
101.336.93100	BUILDING MAINTENANCE	40.71
101.336.95700	MEMBERSHIP & DUES	150.00

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
101.441.74401					SAFETY SUPPLIES		51.18
101.441.85200					TELEPHONE & INTERNET		605.87
101.441.93400					VEHICLE MAINTENANCE		80.20
101.441.95800					EDUCATION & TRAINING		200.00
101.441.95900					MISCELLANEOUS		971.18
202.473.74000					STREET MAINT. SUPPLIES & MATL		70.20
208.691.85200					TELEPHONE & INTERNET		50.49
249.371.81700					CONTRACTED INSPECTIONS		733.40
249.371.85200					TELEPHONE & INTERNET		50.49
598.528.74401					SAFETY SUPPLIES		4.99
598.528.81700					CONTRACTED PROGRAMMING		11,850.00
598.528.85200					TELEPHONE & INTERNET		181.00
598.528.92100					PUBLIC UTILITIES		2,020.71
598.528.93200					SEWER EQUIPMENT MAINTENANCE		1,506.54
598.528.93400					VEHICLE MAINTENANCE		23.29
598.538.63200-P2415					ELECTRIC PROJECT-SUBSTATION TRANSF REV		1,395.00
598.538.74200					CLOTHING & BOOT ALLOWANCE		968.95
598.538.74401					SAFETY SUPPLIES		516.22
598.538.80800					TREE REMOVAL, TRIMMING & STUMP		3,000.00
598.538.83500					XRAYS & PHYSICALS		170.00
598.538.85200					TELEPHONE & INTERNET		50.48
598.538.92100					PUBLIC UTILITIES		133.73
598.538.93210					GENERATOR MAINTENANCE		105.21
598.538.93400					VEHICLE MAINTENANCE		23.28
598.556.74401					SAFETY SUPPLIES		4.99
598.556.74600					CHEMICALS		1,023.50
598.556.85200					TELEPHONE & INTERNET		180.95
598.556.93400					VEHICLE MAINTENANCE		59.71
					TOTAL		27,384.79



*Pamela Colestock – Mayor  
William Steele – Mayor Pro Tem  
Deb Malewski – Council Member  
Rick Loftus – Council Member  
Ken Nicholas – Council Member*

*Yvonne Ridge – City Manager  
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Recreation & Events  
Jake Forquer, Community & Economic  
Development Specialist  
Randy Jewell – City Assessor  
Cullen Harkness – City Attorney*

## **CITY OF EATON RAPIDS RESOLUTION NO. 2026-06**

### **A RESOLUTION APPROVING THE AGREEMENT WITH C2AE FOR PROFESSIONAL SERVICES FOR DESIGN AND BIDDING FOR EAST KNIGHT STREET AND SOUTH CENTER STREET**

**WHEREAS**, C2AE has provided a professional services proposal for the City of Eaton Rapids Category “B” Grant; and

**WHEREAS**, the Project includes infrastructure improvement with the construction of three (3)-inch mill and asphalt overlay, for the locations:

- **East Knight Street** from South East Street to South Donegal Street; and
- **South Center Street** from East Knight Street to East Hamlin Street;

**WHEREAS**, the Project also includes as needed concrete curb and gutter removal and replacement, curb ramps and permanent pavement markings; and all together with necessary work;

**WHEREAS**, this is a Category “B” Funded Project, the estimated cost is \$519,125, of which Category “B” grant funds total \$250,000 and the City of Eaton Rapids share totals \$269,125; The total cost of design and bidding is \$46,915, and

**WHEREAS**, the City Council has reviewed the proposed agreement with C2AE and finds it to be in the best interest of the City to proceed with the Project;

**NOW, THEREFORE, BE IT RESOLVED**, that the Eaton Rapids City Council approves the agreement with C2AE Engineering for the Design and Bidding for the East Knight Street from South East Street to South Donegal Street and along South Center Street from East Knight Street to East Hamlin Street in accordance with the terms of the Project and authorizes Director of Public Works/Utilities, Robert Pierce to execute the agreement on behalf of the City.

The Foregoing resolution offered by \_\_\_\_\_ and seconded by \_\_\_\_\_.

Upon roll call vote, the following voted:

Aye:

Nay:

Absent:

The resolution is adopted by the City of Eaton Rapids and approved by the Mayor on this 26th day of January 2026.

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Pamela Colestock, Mayor

RESOLUTION DECLARED ADOPTED:

STATE OF MICHIGAN     )

)ss.

COUNTY OF EATON     )

I, the undersigned, the duly qualified and acting Clerk of the City of Eaton Rapids, County of Eaton, State of Michigan, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Council of the City of Eaton Rapids at a regular meeting held on the 26<sup>th</sup> day of January, 2026, the original of which resolution is on file in my office and available to the public. Public notice of said meeting was given pursuant to and in compliance with the Open Meetings Act, Act No. 267 of the Michigan Public Acts of 1976, including the case of a special or rescheduled meeting, notice by posting at least 18 hours prior to the time set for said meeting.

IN WITNESS WHEREOF, I have hereunto set my official signature, this 26<sup>th</sup> day of January 2026.

---

Robin Webb, City Clerk



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MEETING DATE: 1/26/2026

DIRECTOR OF PARKS, RECREATION & EVENTS

To: Mayor and City Council

Work Session

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

Regular Meeting

Submitted: 1/21/2026

Subject: 2026 Easter Egg Hunt

### **SUMMARY**

The 2026 Annual Easter Egg Hunt is scheduled for 3/28/2026 at 11:00AM at the Martin Hansen Amphitheater. The Egg Hunt will be followed by an opportunity to get photos taken with the Easter Bunny.

### **STAFF RECOMMENDATION/MOTION**

Motion to approve the Special Event Application for the Eaton Rapids Easter Egg Hunt to be March 28, 2026, at 11:00AM.

### **LIST OF SUPPORTING DOCUMENTS**

Eaton Rapids Easter Egg Hunt Special Event Application – 3/28/2026



## 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: March 28, 2026 Location: Martin Hansen Amphitheater

2. Starting time of event: 11:00AM Ending time of event: 12:30PM

3. Sponsoring Organization: City of Eaton Rapids

Address: 200 S Main St Phone: 517-663-8118

Web Site: cityofeatonrapids.gov

4. Contact Person: Corey Cagle Title: Director of Parks, Recreation & Events

Address: 200 S Main St 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: 5000 Easter Eggs will cover the grounds of the Martin Hansen Amphitheater and playground of Dreams. Egg Hunt Begins at 11:00AM, Pictures with the Easter Bunny to follow.

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: Saturday before Easter Weekend

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

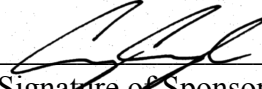
Next year's specific dates: March 20, 2027

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)  
\_\_\_\_\_
12. Other Requests: Access to Electricity at Amphitheater.
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.

1/21/2026  
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 1/21/2026

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



MEETING DATE: 1/26/2026

DIRECTOR OF PARKS, RECREATION & EVENTS

To: Mayor and City Council

Work Session

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

Regular Meeting

Submitted: 1/21/2026

Subject: 2026 Island City SpringFest

### SUMMARY

The Island City SpringFest is a new name to the annual event with Art in the Park, Wooden Boat Show, Kickoff Community Market, & Youth Fishing Tournament that happens in early June. This year's event will follow the schedule below:

9:00AM – 11:00AM – Free Youth Fishing Tournament (GAR Island Park)

9:00AM – 1:00PM – Eaton Rapids Community Market (Hamlin Street)

10:00AM – 2:00PM – 2<sup>nd</sup> Annual Eaton Rapids Wooden Boat Show (Martin Hansen Amphitheater)

10:00AM – 2:00PM – Art in the Park w/ Live Music (Martin Hansen Amphitheater)

This event is a partnership between Eaton Rapids Parks, Recreation & Events Board, Eaton Rapids Arts Council, Eaton Rapids Downtown Development Authority, and Councilman Loftus.

### STAFF RECOMMENDATION/MOTION

Motion to approve the Special Event Application for Island City SpringFest to be June 6, 2026, from 9:00AM-2:00PM.

### LIST OF SUPPORTING DOCUMENTS

Island City SpringFest Special Event Application – 10/24/2026



## 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: June 6, 2026 Location: Throughout Eaton Rapids Amphitheater/GAR Island Park
2. Starting time of event: 9:00AM Ending time of event: 2:00PM
3. Sponsoring Organization: City of Eaton Rapids  
Address: 200 S Main St Phone: 517-663-8118  
Web Site: cityofeatonrapids.gov
4. Contact Person: Corey Cagle Title: Director of Parks, Recreation & Events  
Address: 200 S Main St 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: Island City SpringFest is an annual event that continues to grow. This year will include Art in the Park at the Amphitheater including Live Music and the 2nd Annual Eaton Rapids Wooden Boat show, a Free Youth Fishing Tournament at GAR Island Park, and the first Eaton Rapids Community Market of the 2026 Season on Hamlin Street.

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: First Saturday in June

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

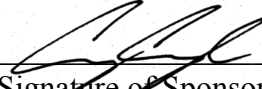
Next year's specific dates: June 5, 2027

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)  
\_\_\_\_\_
12. Other Requests: Access to Electricity at Amphitheater and on Hamlin Street.
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.

1/21/2026  
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 1/21/2026

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



MEETING DATE: 1/26/2026

DIRECTOR OF PARKS, RECREATION & EVENTS

To: Mayor and City Council

Work Session

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

Regular Meeting

Submitted: 1/21/2026

Subject: Eaton Rapids 250<sup>th</sup> Anniversary Independence Day Celebration

### SUMMARY

The Annual Independence Day Celebration in Eaton Rapids for 2026 is scheduled for July 1-4, 2026. In honor of the Nation's 250<sup>th</sup> Anniversary, we are planning extra activities throughout the 4 days. July 1<sup>st</sup> we are planning in conjunction with the Eaton Rapids Cruise-In, Live Music at GAR Island Park from 5-8PM. On July 2<sup>nd</sup>, we are planning to partner with Eaton Rapids Restaurant to offer Drink/Food specials as we promote Eat Local. Restaurants will be encouraged to offer specials and hire live music for the community to enjoy. In the Evening of July 2<sup>nd</sup>, we will have a Movie in the Park at GAR Island Park or the Martin Hansen Amphitheater. July 3<sup>rd</sup> festivities will include Chalk Fest with the Eaton Rapids Arts Council downtown and a Beer Tent with Live Music in the evening. Then July 4<sup>th</sup> continues the party with a day full of activities including the Parade, Kids Zone, Beer Tent, Live Music, and the NightMagic Firework Spectacular.

### STAFF RECOMMENDATION/MOTION

Motion to approve the Special Event Application for the Eaton Rapids 250<sup>th</sup> Anniversary Independence Day Celebration to be Held July 1<sup>st</sup>-4<sup>th</sup>.

### LIST OF SUPPORTING DOCUMENTS

Eaton Rapids 250<sup>th</sup> Anniversary Independence Day Celebration Special Event Application

Parade Permit Application

Tentative Schedule of Events



## 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: July 1-4, 2026 Location: Throughout Eaton Rapids
2. Starting time of event: 6:00PM (7/1), 5:00PM (7/3), 10:00AM (7/4) Ending time of event: 11:00PM (7/1), 11:00PM (7/3), 11:59PM (7/4)
3. Sponsoring Organization: City of Eaton Rapids  
Address: 200 S Main St Phone: 517-663-8118  
Web Site: cityofeatonrapids.gov
4. Contact Person: Corey Cagle Title: Director of Parks, Recreation & Events  
Address: 200 S Main St 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: The Eaton Rapids 250th Anniversary Independence Day Celebration will include a variety of activities July 1-4, 2026 (rough outline list of anticipated schedule attached). Key Activities include the Eaton Rapids Cruise-In & Live Music on July 1, Eat Local Promotions July 2, Chalk Fest & Beer Tent July 3, and traditional activities on July 4.

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: July 3 & 4

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


Next year's specific dates: July 3-4, 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)  
Eaton Rapids Downtown Development Authority -- Beer Tent Location Tentatively set for Parking Lot #4
12. Other Requests: Access to Electricity throughout town. Assistance from DPW/Police for Barricades & Street Closures  
(Map to be provided closer to event). Trash/Event Assistance from DPW
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. 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)
  - b. Event sponsors and participants will be required to sign Indemnification Agreement forms.
  - c. 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.
  - d. 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.
  - e. 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.

1/21/2026  
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 1/21/2026

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

2026 Independence Day Celebration Timeline (TENTATIVE):

**Wednesday, July 1<sup>st</sup>**

4:00PM – Wednesday Night Cruise-In – Downtown Eaton Rapids

5:00PM – Live Music – GAR Island Park

**Thursday, July 2<sup>nd</sup>**

5:00PM – Eat Local/Live Music in Restaurants – Downtown Eaton Rapids

9:15PM – Movie in the Park – GAR Island Park

**Friday, July 3<sup>rd</sup>**

5-7PM – Chalk Fest – Downtown Eaton Rapids

5-11PM – Food Truck Alley Open – Location TBD

7-11PM – Beer Tent Open/Live Music – Location TBD

**Saturday, July 4<sup>th</sup>**

10AM-4PM – Eaton Rapids Community Market – Hamlin Street

11:00AM – Parade – Main Street

12-4PM – Kid's Zone – Howe Memorial Park

4:00PM – 9:30PM – Beer Tent Open/Live Music – Location TBD

10:15PM – NightMagic Firework Spectacular – Howe Memorial Park



**Parade Permit**

Organization: City of Eaton Rapids

Contact Person: Corey Cagle

Address: 200 S Main St

Phone: 517-663-8118 Fax: \_\_\_\_\_

Email: ccagle@cityofeatonrapids.gov

Parade route: Marilin Ave to Main Street - North on Main Street to Knight Street.

Event Date: July 4, 2026

Start Time: 11:00AM

Duration: 90 Minutes

Approximate Number of Units: 115

Comments: \_\_\_\_\_

This permit along with a completed Special Events Permit Application, must be signed and returned to City Hall at least 60 calendar days prior to the parade.

I, the undersigned, understand the Special Event Policy and agree to help enforce the rules as stated within. No throwing of anything from a vehicle. Participants may hand out candy or flyers, any left along the parade route will be cleaned up by the applicant.

  
\_\_\_\_\_  
Signature

1/21/2026

Date

Corey Cagle

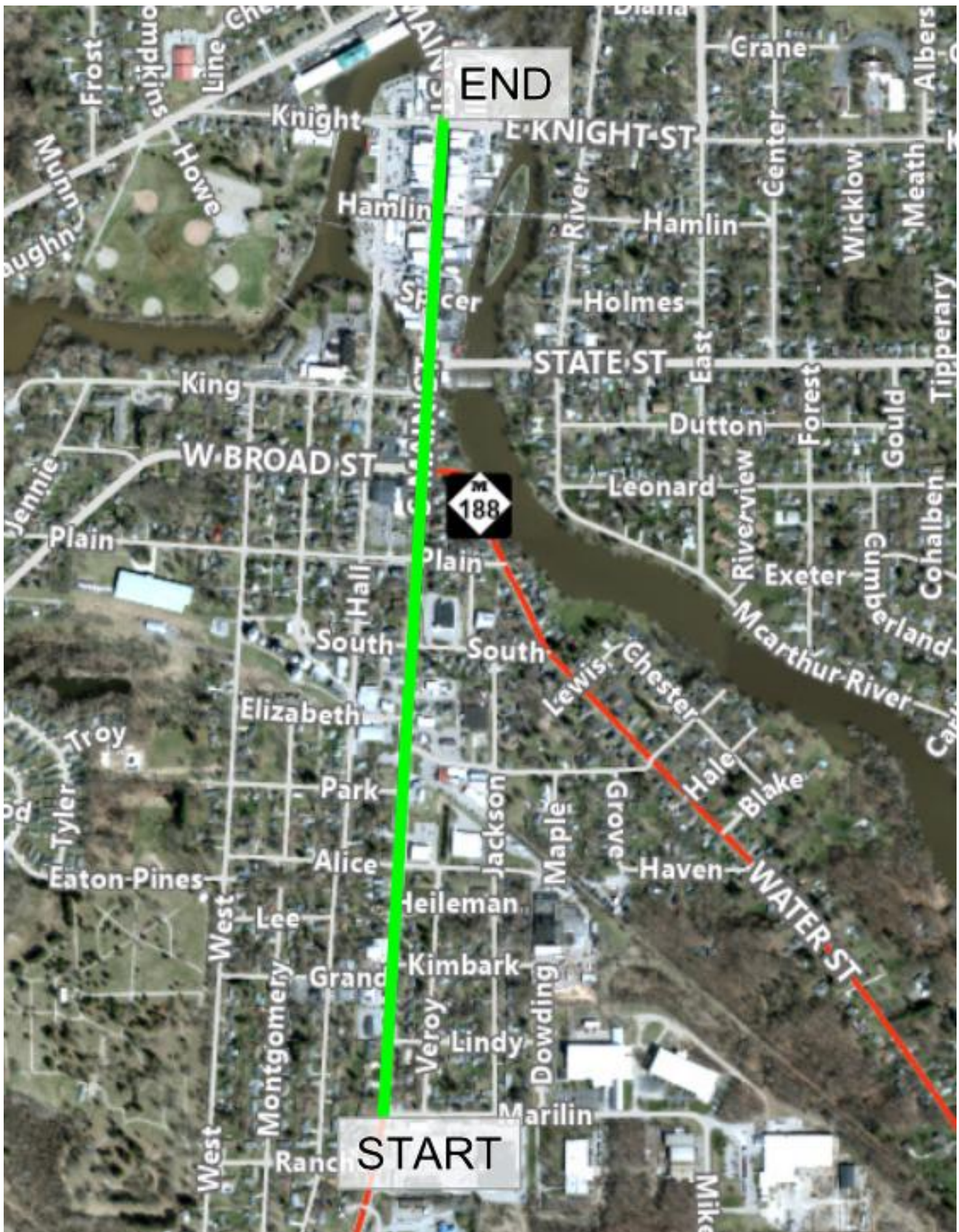
Print Name

C.E.R. Permit Received: 1/21/2026

MDOT Permit Issued: \_\_\_\_\_

Special Events Committee Approved: \_\_\_\_\_

City Council Approved: \_\_\_\_\_



END

START





## 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: 10/3/2026 Location: Mill Pointe Park/GAR Island Park

2. Starting time of event: 6:00AM (Setup) | 7:30AM (Event Start) Ending time of event: 1:00PM

3. Sponsoring Organization: City of Eaton Rapids

Address: 200 S Main St Phone: 517-663-8118

Web Site: cityofeatonrapids.gov

4. Contact Person: Corey Cagle Title: Director of Parks, Recreation & Events

Address: 200 S Main St 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: The 6th Annual Grand River Color Tour Triathlon will have the options to compete as a full Triathlon (1K Kayak, 15mile Cycle, 5K Run), 5K Only, or as a Relay Team of 3. This annual event continues to grow each year drawing nation-wide interest and dedication.

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: First Saturday in October

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

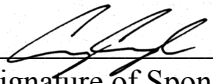
Next year's specific dates: October 2, 2027

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)  
\_\_\_\_\_
12. Other Requests: Assistance from Police for Racer Safety and DPW for Mill Pointe Park/Hamlin St. Barricades
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. 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)
  - b. Event sponsors and participants will be required to sign Indemnification Agreement forms.
  - c. 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.
  - d. 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.
  - e. 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.

1/21/2026  
Date

  
Signature of Sponsoring Organization's Agent

Corey Cagle  
Please Print Sponsoring Organization's Agent

Return this form to:

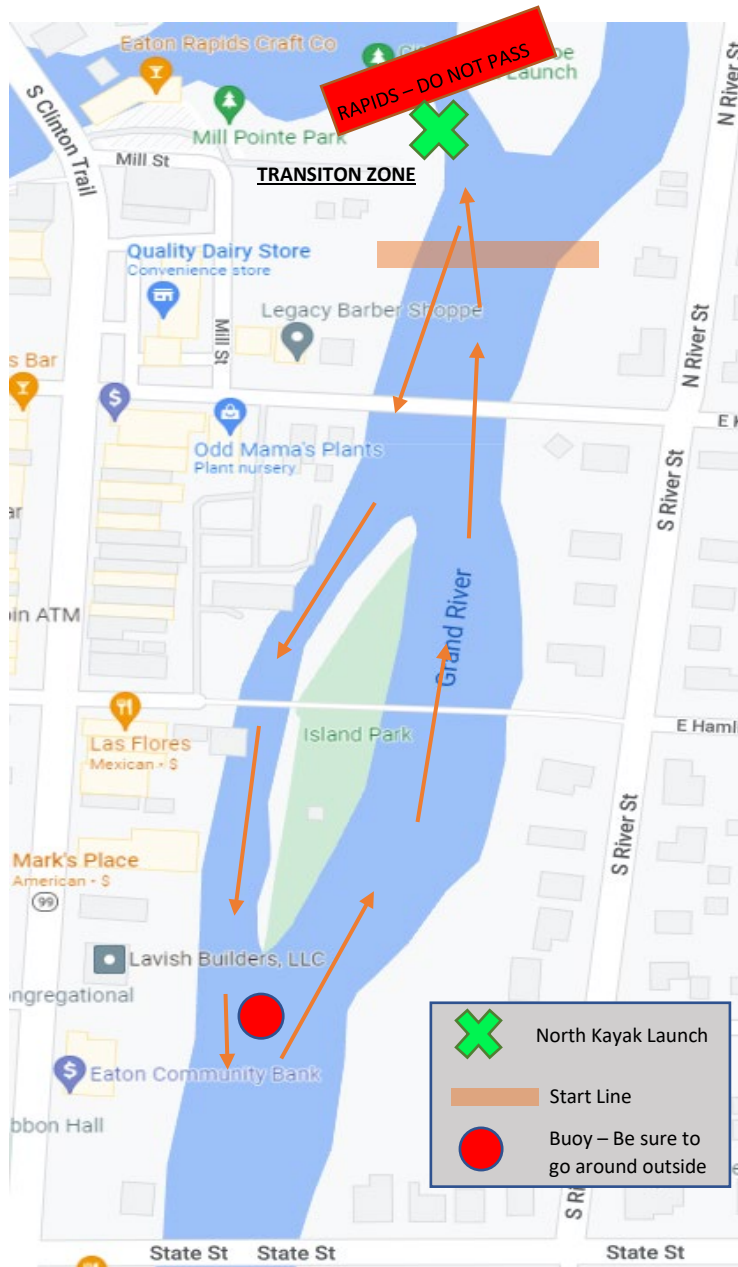
City of Eaton Rapids  
200 S. Main St.  
Eaton Rapids, MI 48827  
PH: 517-663-8118  
FX: 517-663-1116

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

Date Rec'd by City of Eaton Rapids 1/21/2026

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

# KAYAK ROUTE 2026



Enter into the Grand River at the North Launch at Mill Pointe Park (Green X)

Lineup at the Starting Line (Orange line on Map, in line with the overlook off of the river walk)

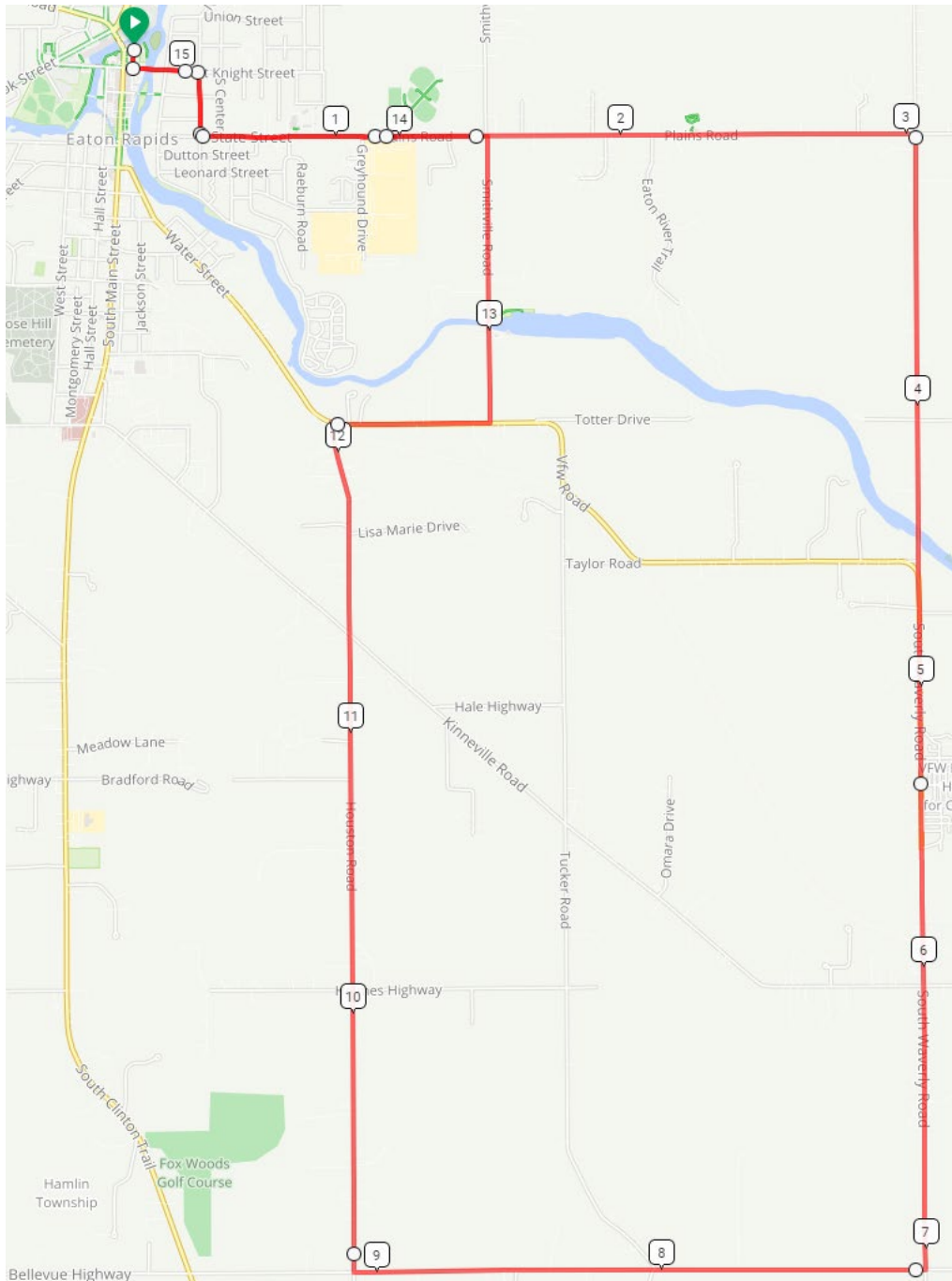
Go at the sound of the horn

Make two laps around the island, going all the way out around the red buoy and back.

Transition out of the water at the North Launch (Green X)

Enter the Transition Zone and begin the Cycle portion of the race.

# CYCLE ROUTE 2026



Turn Left onto Mill St out of the Transition Area

Turn Left onto Knight St

Turn Right onto South East St.

Turn Left onto State St

Continue Straight onto Plains Rd.

Turn Right onto South Waverly Rd

Turn Right onto Bellevue Hwy

Turn Right onto Houston Rd

Turn Right onto VFW Rd

Turn Left onto Smithville Rd

Turn Left onto Plains Rd

Continue Straight onto State St

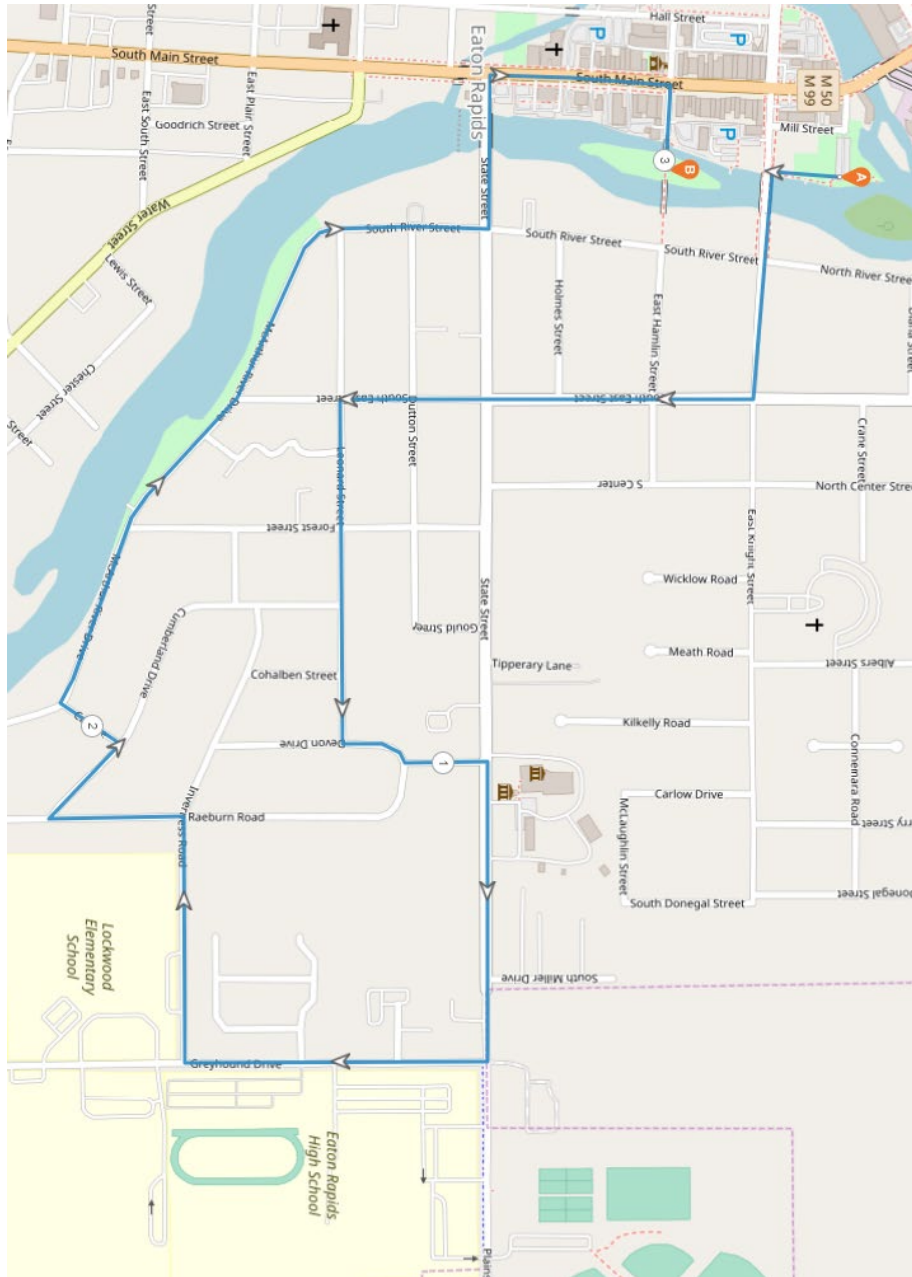
Turn Right onto South East St.

Turn Left onto Knight St

Turn Right on to Mill St

Turn Right into Transition Zone

# RUN ROUTE 2026



Exit out of the Transition Area down the River Walk (Follow “Run OUT” Signs)

Turn Left onto Knight St

Turn Right onto South East St.

Continue Straight, Crossing over State St

Turn Left on Leonard St

Turn Left on Devon Dr

Turn Left on John B Davidson Dr

Turn Right on State St (Stay inside the cones)

Turn Right on Greyhound Dr

Turn right on Inverness St

Turn Left on Raeburn Rd

Turn Right on Cumberland Dr

Turn Left on Carlisle

Turn Right on McArthur River Dr

Turn Left on State St

Turn Right on Main St (Stay on Sidewalk)

Turn Right on Hamlin St

Finish in the color explosion under the Colorful archway on G.A.R. Island Park.



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MEETING DATE: 1/26/2026

DIRECTOR OF PARKS, RECREATION & EVENTS

To: Mayor and City Council

Work Session

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

Regular Meeting

Submitted: 1/21/2026

Subject: 2026 Downtown Trick or Treat

### **SUMMARY**

The 2026 Downtown Trick-or-Treat Event will take place on Saturday, October 24th from 10:00a-12:00PM. After conversation with Chief Weeks and continued focus on safety behind a growing event, we are trying a switch to Saturday morning with lower traffic on Main Street. The 2025 event had 40+ participating businesses and over 2000 Trick-or-Treaters. We anticipate this event to continue to grow for 2026.

### **STAFF RECOMMENDATION/MOTION**

Motion to approve the Special Event Application for Downtown Trick or Treat to be October 24, 2026, from 10:00AM-12:00PM.

### **LIST OF SUPPORTING DOCUMENTS**

Downtown Trick or Treat Special Event Application – 10/24/2026



## 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: October 24, 2026 Location: Downtown Eaton Rapids

2. Starting time of event: 10:00AM Ending time of event: 12:00PM

3. Sponsoring Organization: City of Eaton Rapids

Address: 200 S Main St Phone: 517-663-8118

Web Site: cityofeatonrapids.gov

4. Contact Person: Corey Cagle Title: Director of Parks, Recreation & Events

Address: 200 S Main St 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: This year Downtown Trick-or-Treat has been moved to a Saturday to better serve the growing participation and attendance for the event. Last year, over 40 businesses participated with nearly 2500 Trick-or-Treaters.

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: Saturday before Halloween

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


Next year's specific dates: October 30, 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)  
\_\_\_\_\_
12. Other Requests: Police Presence to determine advanced safety of the event and possible street closure.  
(To be discussed closer to event pending participation numbers)
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.

1/21/2026  
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 1/21/2026

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



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MEETING DATE: 1/26/2026

DIRECTOR OF PARKS, RECREATION & EVENTS

To: Mayor and City Council

Work Session

From: Corey Cagle, Director of Parks, Recreation & Events on behalf of  
Jacob Forquer, Eaton Rapids Downtown Development Authority

Regular Meeting

Submitted: 1/21/2026

Subject: 2026 Eaton Rapids Community Market

### **SUMMARY**

The 2026 Eaton Rapids Community Market, hosted by the Eaton Rapids Downtown Development Authority, is scheduled to be held every Saturday, 6/6/2026-9/26/2026, from 9:00AM-1:00PM on West and East Hamlin Street.

### **STAFF RECOMMENDATION/MOTION**

Motion to approve the Special Event Application for the Eaton Rapids Community Market to be held weekly on Saturdays from June 6, 2026 – September 27, 2026, on East and West Hamlin Street.

### **LIST OF SUPPORTING DOCUMENTS**

Eaton Rapids Community Market Special Event Application

Barricade Map for East & West Hamlin Street



## 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: 6/6/26 - 9/26/26 excl 7/4 Location: W Hamlin St.
2. Starting time of event: (6am set up) (9am start) Ending time of event: (1pm end) (2pm clean up complete)
3. Sponsoring Organization: Eaton Rapids DDA  
Address: 200 S. Main St. City Hall Phone: 517-983-9207  
Web Site: cityofeatonrapids.gov
4. Contact Person: Jake Forguer Title: Community & Econ. Development  
Address: 200 S. Main St. City Hall Phone: 517-983-9207  
E-mail: jforguer@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: 2026 Community Market

Crafters, Vendors, Food, and more.

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: 6/5/27-9/25/27 exp 7/3/27  
Normal event schedule (e.g., third weekend in July):

Next year's specific dates: 6/5/27-9/25/27 exp 7/3/27

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)

12. Other Requests: Police/DPW assistance w/ barricades on both sides of W. Hamlin St.

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. 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)
- b. Event sponsors and participants will be required to sign Indemnification Agreement forms.
- c. 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.
- d. 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.
- e. 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.

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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.

01/21/2026  
Date

Jacob R. Forgyer  
Signature of Sponsoring Organization's Agent

Jacob R. Forgyer  
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 \_\_\_\_\_ CER Account #208-253-694.00

Date Rec'd by City of Eaton Rapids \_\_\_\_\_

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



Eaton Rapids Community Market Barricade Layout 2026

1 inch equals 70 feet



Eaton County GIS  
911 Courthouse Dr  
Charlotte, MI 48813