



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

CITY OF EATON RAPIDS WORK SESSION AGENDA

April 13, 2026
5:00 pm
200 S. Main Street

This meeting will be streamed live for viewing only at:
<https://us06web.zoom.us/j/85394331944> Meeting ID: 853 9433 1944
Please note all public comments must be made in person.

Call to Order

Public Comments

Unfinished and Special Business

New Business

1. Self-Reporting Entity Agreement – Michigan Public Power Agency
2. Liquor License – Urban Air
3. Professional Services for North Industrial Park Road Project (Bidding and Construction)
4. Professional Services for Knight Street (Main to East) (Construction)
5. Eaton County Community Parks Program Grant – Oakridge Park
6. Community Exchange Discussion
7. Citizen Academy Survey Results
8. 2nd Grade Class Field Trip

Public Comments

Board and Committee Reports

Adjourn



MEETING DATE: APRIL 13 , 2026

CITY CLERK

To: Mayor and City Council

Work Session

From: Yvonne Ridge, City Manager

Regular Meeting

Submitted: April 8, 2026

Subject: Self-Reporting Entity Agreement – Michigan Public Power Agency

SUMMARY

MPPA is working to modernize and professionalize Michigan Renewable Energy Credit management activities; one item involved in this improvement process is the documentation or agreements related to any renewable energy facility meter data processing that MPPA completes on behalf of our Member utilities within the MIRECS tracking system.

We currently receive MIRECS management services from MPPA through our Utility State Regulator Compliance (USRC) Service Project including meter data processing and uploads to the MIRECS tracking system to generate RECs from one or more renewable energy facilities.

In order to ensure that we are aligned regarding documentation of these meter data management activities, MPPA has created the attached MIRECS Self-Reporting Agreement.

This agreement includes the following details:

Summary of the services provided by MPPA related to MIRECS data uploads

Roles and responsibilities

List of the renewable energy facilities that MPPA manages meter data on our behalf

Utility authorization for MPPA to process this meter data.

The agreement has been reviewed by Attorney Harkness.

STAFF RECOMMENDATION/MOTION

Approve Resolution 2026-29 to approve Self Reporting Entity Agreement between Michigan Public Power Agency and the City of Eaton Rapids for Hydro Facility – GEN58 Smithville, Hydro Facility: GEN59 Mix Hydroelectric and Solar Facility: GEN311 Inverter #1 Eaton Rapids Solar

LIST OF SUPPORTING DOCUMENTS

Self-Reporting Entity Agreement

Resolution 2026-29

SELF-REPORTING ENTITY AGREEMENT

BETWEEN

MICHIGAN PUBLIC POWER AGENCY

AND

EATON RAPIDS

FOR

HYDRO FACILITY: GEN58 SMITHVILLE

HYDRO FACILITY: GEN59 MIX HYDROELECTRIC

SOLAR FACILITY: GEN311 INVERTER #1 – EATON RAPIDS SOLAR

SELF-REPORTING ENTITY AGREEMENT

1. Disclosure of Generator Data..... 3

2. Release..... 3

3. Status of Parties..... 4

4. Services of QRE..... 4

5. Billing & Payment..... 4

6. Assignment..... 5

7. Governing Law..... 5

8. Compliance with Law..... 5

9. Books & Records..... 5

10. Notices..... 5

11. Third Parties..... 6

12. Confidential Information; Nondisclosure..... 6

13. Term of Agreement..... 6

14. Counterparts & Electronic Documents..... 6

15. Waiver..... 7

16. Entire Agreement..... 7

Exhibit 1 – Renewable Energy Facility Descriptions..... 8

SELF-REPORTING ENTITY AGREEMENT, herein called "Agreement," made and entered into as of the 25th day of March, 2026, between Michigan Public Power Agency ("MPPA"), a public body corporate and politic, formed under the laws of the State of Michigan, 809 Centennial Way, Lansing, MI, 48917 herein called the "Qualified Reporting Entity" or "QRE," and City of Eaton Rapids ("Eaton Rapids"), located at 200 South Main, Eaton Rapids, MI 48827 herein called "Generator Owner." QRE and Generator Owner are hereinafter sometimes referred to individually as "Party" and collectively as "Parties" where appropriate.

WITNESSETH:

WHEREAS, Generator Owner owns one or more renewable energy facilities as described within the attached Exhibit 1 – Renewable Energy Facility Descriptions herein as Plant.

WHEREAS, QRE has access to Generator Owner's electric generation meter.

WHEREAS, Generator Owner is required to self-report data to APX, Inc. ("APX"), or any qualified successor, for the purposes of Michigan Renewable Energy Credit (MIREC) tracking; and

WHEREAS, Generator Owner is willing to consent to such disclosure by QRE to APX and grant QRE permission to disclose the applicable generator-specific information to APX.

NOW, THEREFORE, in consideration of the mutual covenants and agreements herein set forth, the Parties hereto agree as follows:

1. Disclosure of Generator Data

Generator Owner hereby consents to and authorizes QRE to provide APX, Inc. with all the Plant's energy generation data if APX agrees to the terms and conditions contained in Section 12.

2. Release

So long as QRE had made reasonable efforts to comply with Sections 4 and 12, Generator Owner hereby releases, discharges, and holds harmless QRE (its officers, employees, agents, representatives, successors, assigns, and anyone authorized by MPPA) from any and all claims and demands arising out of or in connection with the use,

reuse, publication, republication, and editing of energy generation data provided to APX, Inc. by QRE pursuant to this Qualified Reporting Entity Agreement.

3. Status of Parties

In performing any of the services under this Agreement, QRE shall operate as an independent contractor, maintaining its own organization as a distinct and separate legal entity from Generator Owner. Performance under the Agreement shall be subject entirely to internal direction and control of QRE. Nothing in this Agreement shall be deemed to create, or constitute, a partnership or a joint venture between Generator Owner and QRE.

4. Services of QRE

The service to be performed by QRE for the Generator Owner's Plant are the following:

- A.** Convert metered data that is on a kilowatt-hour basis to a fractional megawatt-hour basis (if applicable). Converted data will be rounded to three decimal places.
- B.** Change the meter data sign convention if applicable.
- C.** Calculate total generation and on-peak generation for a given period as directed by APX.
- D.** Create and format data file to be uploaded to APX.
- E.** Uploading of file to APX.
- F.** Provide calculated total generation data to Generator Owner upon request.
- G.** Work in good faith with Generator Owner to reconcile any missing or abnormal meter data with commercially available sources of information.

5. Billing & Payment

Generator Owner shall pay QRE \$900.00 per year for services rendered under this Agreement. Such \$900.00 per year amount shall be pro-rated for any partial year in which services are rendered. QRE shall invoice the Generator Owner annually. The invoice shall be issued no later than January 31st of each calendar year. The first invoice shall be issued no later than thirty (30) days after the Agreement has been executed. Generator Owner shall pay invoice within thirty (30) calendar days of receipt. If payment is not received, then QRE shall have the right to suspend services under this Agreement.

6. Assignment

Neither party may assign to any third party any of its interest in, or rights or obligations under, this Agreement without the prior written consent of the other party, which shall not be unreasonably withheld. Any attempt to assign this Agreement without such prior written consent shall be void and not merely voidable.

7. Governing Law

The validity and interpretation of each part and clause of this Agreement shall be governed by, and construed in accordance with, the laws and regulations then prevailing in the state of Michigan, exclusive of its conflicts of law provisions.

8. Compliance with Law

QRE shall always comply with applicable governmental laws, ordinances, tax requirements, rules and regulations.

9. Books & Records

During the time this Agreement is in effect and for two years thereafter, QRE shall allow representatives of Generator Owner to examine, at a reasonable time and at Generator Owner's sole expense, all books, records, memoranda and financial statements in QRE's possession or under QRE's control pertaining to the services rendered by QRE under this Agreement.

10. Notices

All notices required to be given under this Agreement or of a formal nature requiring prompt action shall be given in writing and sent by First Class U.S. Mail, postage prepaid, reputable overnight delivery service, facsimile or other confirmable form of electronic delivery, or hand delivered to the parties at the following addresses or to such other address as either party *may* specify in writing to the other party.

Michigan Public Power Agency
809 Centennial Way
Lansing, MI 48917
Attn: Patrick Devon – Energy Analyst
Phone: (517) 853-1574

City of Eaton Rapids
200 South Main, Eaton Rapids, MI 48827
Attn: Yvonne Ridge, Robert Pierce
Phone: (517) 663-8118

11. Third Parties

This Agreement is for the benefit of QRE and Generator Owner only; there are no third-party beneficiaries to this Agreement.

12. Confidential Information; Nondisclosure

The parties acknowledge that QRE may have access to business and financial information considered confidential information by Generator Owner during the performance of services hereunder. QRE agrees to hold all such information and materials confidential and not to disclose them to *any* third parties except by written authorization by Generator Owner or as required to perform the services under this Agreement; provided, however, QRE shall, to the extent practicable, use reasonable efforts to prevent or limit the disclosure. QRE is subject to the Michigan Freedom of Information Act ("FOIA") and may be compelled to release information that is not exempted under the law provided that QRE shall give Generator Owner prompt notice of any such compelled release of information.

13. Term of Agreement

This Agreement shall be effective on the day and year that it is executed and shall continue in effect for an Initial term of one (1) year. Thereafter, this Agreement shall continue in effect unless and until terminated by mutual agreement or by either party giving the other party at least sixty (60) days prior written notice of termination. Termination will be effective upon the expiration of such sixty (60) day period.

14. Counterparts & Electronic Documents

This Agreement may be executed and delivered in counterparts, including by a facsimile or an electronic transmission thereof, each of which shall be deemed an original. Any document generated by the Parties with respect to this Agreement, including this Agreement, may be imaged and stored electronically and introduced as evidence in any proceeding as if original business records. Neither Party will object to the admissibility of

such images as evidence in any proceeding on account of having been stored electronically.

15. Waiver

No term or provision hereof shall be deemed waived and no breach excused unless such waiver or consent shall be in writing and signed by the Party claimed to have waived or consented. Any consent by any Party to, or waiver of, a breach by the other Party, whether express or implied, shall not constitute a continuing waiver of, or consent to, or excuse any subsequent or different breach, nor in any way affect the validity of this Agreement or any part thereof, or the right of any Party to thereafter enforce each and every provision hereof.

16. Entire Agreement

This Agreement contains the entire agreement between the parties and supersedes any prior understandings or agreements between the parties respecting the subject matter of this Agreement. No changes, alterations, modifications, additions, or qualifications of the terms of this Agreement shall be made or be binding unless made in writing by the parties.

IN WITNESS WHEREOF, each of the Parties hereto has caused this Agreement to be executed on its behalf as of the date first set forth above.

**MICHIGAN PUBLIC POWER AGENCY
(QRE)**

**City of Eaton Rapids
(GENERATOR OWNER)**

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

Exhibit 1 – Renewable Energy Facility Descriptions

Renewable Energy Facility 1

Facility Name: Smithville

MIRECS ID: GEN58

Location Latitude: 42.49957

Location Longitude: -84.6303

Nameplate Capacity: 0.428 MW

Fuel Type: Hydroelectric Water

Renewable Energy Facility 2

Facility Name: Mix Hydroelectric

MIRECS ID: GEN59

Location Latitude: 42.51408

Location Longitude: -84.65582

Nameplate Capacity: 0.100 MW

Fuel Type: Hydroelectric Water

Renewable Energy Facility 3

Facility Name: Inverter #1 – Eaton Rapids Solar

MIRECS ID: GEN311

Location Latitude: 42.4999111

Location Longitude: - 84.6726389

Nameplate Capacity: 0.535 MW

Fuel Type: Solar



MEETING DATE: 4/13/2026

CITY MANAGER

To: Mayor and City Council

Work Session

From: Jacob Forquer, Community & Economic Development

Regular Meeting

Submitted: 4/09/2026

Subject: Urban Air Special Liquor License – Beer Tent

SUMMARY

The Downtown Development Authority (DDA) is requesting approval from City Council to apply for a special liquor license through the Michigan Liquor Control Commission (MLCC) to support upcoming Urban Air events. Under City ordinance, applications for special liquor licenses must first be approved by City Council before they can be submitted to the MLCC.

The Downtown Development Authority (DDA) has prepared and approved the special liquor license application for upcoming downtown events and will be obtaining all required signatures if approved by Council. The Congregational Church has approved the application as the Beer Tent is within 500 feet of the church through its Board of Directors, with a representative also signing the application.

The Beer Tent for the Urban Air Event will operate May 7–9, 2026, at 210 Hall Street. The DDA will file the application for the Beer Tent, specifying venue address, hours of service, and compliance with state and local regulations.

Following City Council approval, the DDA will make the application ready to submit to the Michigan Liquor Control Commission (MLCC), which typically takes up to ten (10) days to review and approve. Once approved, the license will allow event organizers to serve alcohol within the designated areas for the duration of the event.

STAFF RECOMMENDATION/MOTION

Discussion and approval of Resolution 2026-30

LIST OF SUPPORTING DOCUMENTS

Resolution 2026-30



MEETING DATE: 4/13/2026

CITY MANAGER

To: Mayor and City Council

Work Session

From: Yvonne Ridge, City Manager

Regular Meeting

Submitted: 4/09/2026

Subject: North Industrial Park Road Improvements Contract Amendment

SUMMARY

The City is progressing with the North Industrial Park Improvements Project and requires additional engineering services to support the bidding process and construction phase.

C2AE Engineering will provide:

Bidding Services

- Advertising for bids
- Responses to bidder questions and addenda (up to one)
- Bid opening assistance and tabulation
- Recommendation of award

Construction Administration Services

- Pre-construction meeting coordination
- Weekly progress updates
- Shop drawing review
- Material testing (via Driesenga Associates)
- Part-time construction observation (120 hours)
- Punch list and project closeout
- Record (as-built) drawings

Schedule

- Bidding: February – March 2026
- Construction: March – June 2026

Financial Impact

- Bidding: \$3,200
- Construction: \$43,200
- **Total:** \$46,400 (Not-to-Exceed, Time & Materials)

Note: The City is responsible for any required bid advertisement costs.

Staff recommends approval of the amendment with C2AE Engineering to provide bidding and construction administration services for this project.

STAFF RECOMMENDATION/MOTION

Discussion and approval of Resolution 2026-27

LIST OF SUPPORTING DOCUMENTS

Resolution 2026-27
North Industrial Park Road Improvements Contract Amendment



An AtkinsRéalis Company

106 W. Allegan St. Suite 500
Lansing, MI 48933
517.371.1200
www.c2ae.com

April 1, 2026

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

Re: Amendment to Professional Services: North Industrial Park Improvements Bidding & Construction Administration

Dear Mr. Pierce,

We are very appreciative of being able to continue working with the City on the North Industrial Park Improvements project. As requested, we are providing an amendment which adds bidding and construction administration professional services.

We have attached the included scope for performing these tasks.

Please feel free to contact our office at your convenience if you have any questions regarding this information.

Sincerely,
C2AE

Neil Noack
Project Manager

Adam D. Falkowski, PE
Project Manager

Accepted by:

City of Eaton Rapids

Date

Bidding Services Scope

1. Advertisement for Bidding: Develop and place an advertisement for bidding.
2. Questions and Clarifications: Answer questions on the bidding documents from prospective bidders and issue any clarifying addendum, if needed.
3. Bid Opening: Attend and assist the City in the bid opening. C2AE will prepare a bid tabulation of the bids received at the opening.
4. Low-Bidder Research & Recommendation of Award: Research the low bid contractor and prepare a recommendation of contract award for the City's consideration based on the bids received.

Bidding Services Deliverables

1. PDF submittals of Addenda for distribution.
2. Bid Tabulations.
3. Recommendation for Award letter

Bidding Services Assumptions

1. Up to one (1) addenda have been included.
2. The City will be responsible for advertisement fees if required.

Construction Services Scope

1. Pre-Construction Meeting: Schedule and conduct a pre-construction meeting and distribute meeting minutes.
2. Progress Updates: Provide weekly construction progress updates to City staff including upcoming schedule.
3. Shop Drawings Review: Provide review of shop drawing submittals in accordance with City standards and the contract.
4. Construction Material Testing: Provide construction material testing for road, sidewalk, and curb improvements, which includes: 1 trip for sitework concrete testing, 6 trips for sand subbase/gravel base compaction testing, & 4 trips for asphalt inspection; including applicable labwork, and report preparation). Our materials testing sub-consultant Driesenga Associates is performing this work.
5. Construction Observation: Provide a resident project representative (RPR) to observe contractor's progress during construction on a part-time basis. This has been included for 120 hours of field time.
6. Punch List: Perform initial walk-through with City staff and Contractor to develop final punch list and perform secondary walk-through to ensure punch list items sufficiently completed.



An AtkinsRéalis Company

- 7. Record Drawings: Prepare record drawings of the completed construction based on as-built information from the Contractor. Provide to the City an electronic PDF of record drawings.

Construction Services Deliverables

- 1. Pre-construction meeting agenda and minutes.
- 2. Construction observation reports with construction progress and photographs throughout construction duration.
- 3. Construction closeout punch list, provided to contractor.
- 4. Record drawings in PDF format.

Construction Services Assumptions

- 1. RPR hours input from prediction of contractor work schedule/phasing.

Schedule

We propose to complete the services, as outlined herein, in accordance with the following schedule. We reserve the right to adjust the schedule based on the actual date of authorization.

Bidding Phase	February - March 2026
Construction Phase	March – June 2026

Fee

We propose to provide the services, as outlined herein, in accordance with the following:

<u>Task</u>	<u>Fee</u>	<u>Fee Basis</u>
Bidding	\$3,200.00	Time & Materials
<u>Construction Services</u>	<u>\$43,200.00</u>	<u>Time & Materials</u>
Total	\$46,400.00	Time & Materials, NTE

This amendment will be subject to the same Standard Contract Provisions as the master agreement. If this amendment is acceptable, please countersign and return one (1) copy to our office. Please do not hesitate to contact us should you have any questions or concerns, or if you need additional information.



MEETING DATE: 4/13/2026

CITY MANAGER

To: Mayor and City Council

Work Session

From: Yvonne Ridge, City Manager

Regular Meeting

Submitted: 4/09/2026

Subject: Knight Street Improvements (Main to East) Contract Amendment

SUMMARY

The City of Eaton Rapids is advancing the East Knight Street Improvements Project under the MDOT Local Agency Program (LAP). The City's engineering consultant has submitted Amendment #1 to include construction phase services necessary to meet MDOT requirements and ensure successful project delivery.

The amendment includes construction administration, observation, and testing services:

Construction Administration

- Preconstruction meeting coordination and documentation
- Biweekly progress meetings and pay estimates
- Contract modifications and field issue resolution
- MDOT-compliant project documentation and certified payroll review
- Final inspection coordination and punch list preparation
- Record (as-built) drawings
- Project closeout coordination with MDOT

Construction Observation & Testing

- On-site construction observation and reporting via AASHTOWare
- Soil erosion and stormwater (SESC) inspections
- Wage rate interviews per MDOT requirements
- Construction staking (via subconsultant)
- Material testing and laboratory services (via SME)

Schedule

- Construction: May 11, 2026 – July 10, 2026

Financial Impact

- **Total Cost:** \$104,850
- **Basis:** Time and Materials, Not-to-Exceed

Recommendation

Staff recommends approval of Amendment #1 to provide construction phase services required for MDOT LAP compliance and proper oversight of the East Knight Street Improvements Project.

STAFF RECOMMENDATION/MOTION

Discussion and approval of Resolution 2026-28

LIST OF SUPPORTING DOCUMENTS

Resolution 2026-28
Knight Street Road Improvements (Main to East) Contract Amendment



An AtkinsRéalis Company

106 W. Allegan St. Suite 500
Lansing, MI 48933
517.371.1200
www.c2ae.com

April 9, 2026

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

Re: Amendment #1 for Construction Services for East Knight Street Improvements- MDOT Local Agency Program (LAP)

Dear Mr. Pierce,

We are very appreciative to be able to continue working with the City of Eaton Rapids on the East Knight Street (LAP) Improvements project. As requested, we are providing an amendment to our proposal to provide additional professional services to include the construction phase of the project.

Construction Phase Services Scope

Construction Administration

1. Conduct a preconstruction conference to review the project with the City, contractor, and sub-contractor(s), utility companies, MDOT and other interested parties. Review project schedule and record meeting minutes and distribute to attendees.
2. Prepare contract modifications and supplementary sketches required to resolve actual field conditions encountered.
3. Maintain documentation in accordance with MDOT requirements for project file.
4. Prepare biweekly pay estimates.
5. Conduct biweekly progress meetings and distribute meeting minutes.
6. Attend final project inspection with the City and MDOT representatives. Prepare final punch list for project completion.
7. Prepare record drawings, based on contractor redlines.
8. Accept, review, and maintain Contractor submitted Certified Payrolls in accordance with MDOT.
9. Coordinate with MDOT to complete project closeout process.



Construction Observation and Testing

1. Provide on-site observation services based upon the type of construction work in progress; provide appropriate reports to MDOT via AASHTOWare software (to monitor compliance with plans, specifications, and all other contract documents). Perform SESC observation following precipitation events, and complete certified stormwater operator reports.
2. Perform wage rate interviews per MDOT requirements.
3. Provide survey for construction staking layout of project limits, curb radii at sidewalk ramps, and road centerline as required to complete construction. Our subconsultant will be performing this work, of which we will coordinate.
4. Provide field material density testing services for subgrade, base course, bituminous courses, concrete, and all associated laboratory testing, as needed. Our subconsultant SME will be performing this work, of which we will coordinate.

Construction Services Deliverables

1. The pre-construction meeting agenda and minutes.
2. Construction closeout punch list.
3. Record drawings in PDF format and paper copy.

Construction Services Assumptions

1. We have included field observation hours based on the 7-week construction time window at 45 hours per week.
2. All construction documentation will be performed utilizing the current version of AASHTOWare software.
3. Construction staking of the detour signs is not included in this proposal.

Schedule

We propose to complete the services, as outlined herein, in accordance with the following schedule to meet the necessary LAP requirements:

Phase	Completion
Construction	May 11, 2026 – July 10, 2026



An AtkinsRéalis Company

Mr. Rob Pierce

April 9, 2026

Page 3

Fee

We propose to provide the services, as outlined herein, in accordance with the following:

Phase	Fee	Fee Basis
Construction	\$104,850.00	Time and Materials, NTE

Included in the construction fees is approximately \$19,550.00 from our survey and materials testing sub-consultants. Please do not hesitate to contact us should you have any questions or concerns, or if you need additional information.

Sincerely,
C2AE

Accepted by:

Neil D. Noack
Project Manager

City of Eaton Rapids

Adam D. Falkowski, PE
Project Manager

Date



MEETING DATE: 4/13/2026

CITY MANAGER

To: Mayor and City Council

Work Session

From: Yvonne Ridge, City Manager

Regular Meeting

Submitted: 4/09/2026

Subject: Oakridge Park Grant Submission – Eaton County Parks Community Grant

SUMMARY

Eaton Rapids Township is preparing an application for funding through the Eaton County Parks Community Grant Program for improvements at Oakridge Park. The proposed project includes the

The total project cost is \$5,989, with a required local match of \$989. The match is comprised of:

- \$250 in in-kind contributions
- \$739 in cash contributions

The cash match will be provided through the Oakridge Park Interlocal Board.

Eaton Rapids Township is requesting a letter of support or resolution from the City of Eaton Rapids to strengthen its grant application. The City's support does not obligate any additional financial contribution beyond what is identified through the Oakridge Park Interlocal Board structure.

Staff recommends approval of the attached resolution supporting Eaton Rapids Township's application to the Eaton County Parks Community Grant Program for Oakridge Park improvements.

Approve the resolution

STAFF RECOMMENDATION/MOTION

Discussion and approval of Resolution 2026-31

LIST OF SUPPORTING DOCUMENTS

Resolution 2026-31



MEETING DATE: 4/13/2026

CITY MANAGER

To: Mayor and City Council

Work Session

From: Yvonne Ridge, City Manager

Regular Meeting

Submitted: 4/09/2026

Subject: Community Exchange

SUMMARY

The Michigan Municipal League (MML) has paired the City of Eaton Rapids with the City of Lowell through its Community Exchange program. The program is designed to connect similarly sized communities to share experiences, challenges, and best practices in municipal government.

This memo is intended to begin preliminary planning discussions regarding Lowell's visit to Eaton Rapids. At this stage, staff is seeking Council feedback on potential timing and suggested activities for the visit.

To begin coordination with Lowell and the MML, the City will need to identify:

- An approximate date or time window for the visit
- A proposed length of visit (half-day or full-day)
- Priority topics or areas of focus
- Suggested activities and tour locations within the City

Preliminary ideas for the visit may include:

- Welcome and introductory meeting with City Council and staff
- Downtown tour and discussion of economic development efforts
- Parks and riverfront facilities tour
- Overview of municipal services and operations
- Focused discussion sessions based on mutual interests identified with Lowell staff

Council may wish to prioritize specific topics such as infrastructure, community development, parks programming, or administrative operations.

STAFF RECOMMENDATION/MOTION

Discussion

LIST OF SUPPORTING DOCUMENTS

N/A



MEETING DATE: 4/13/2026

CITY MANAGER

To: Mayor and City Council

Work Session

From: Yvonne Ridge, City Manager

Regular Meeting

Submitted: 4/09/2026

Subject: Citizen Academy

SUMMARY

The 2026 Citizen Academy included educational sessions designed to increase public understanding of City operations.

A post-program survey was distributed to all participants via email and made available during the program sessions. No responses have been received to date.

With improved weather conditions, staff is preparing to schedule the Water and Wastewater Treatment Plant tours for Citizen Academy participants. These tours remain an important component of the program and will provide participants with direct insight into key City utility operations.

Staff will coordinate scheduling with facility personnel and participants to confirm appropriate dates and logistics.

Council members are asked to provide feedback on the Citizen Academy sessions they attended, including observations on program content, participant engagement, and overall effectiveness.

This discussion will also help guide improvements for future academies, including potential adjustments to scheduling, tour structure, and topic emphasis.

Following Council feedback, staff will:

- Finalize scheduling of facility tours
- Incorporate Council observations into planning for future academies
- Evaluate opportunities to improve participant feedback collection methods
- Continue refining program structure for future sessions

STAFF RECOMMENDATION/MOTION

Discussion

LIST OF SUPPORTING DOCUMENTS

N/A



MEETING DATE: 4/13/2026

CITY MANAGER

To: Mayor and City Council

Work Session

From: Yvonne Ridge, City Manager

Regular Meeting

Submitted: 4/09/2026

Subject: 2nd Grade Field Trip

SUMMARY

Last year, the City hosted a 2nd grade field trip at City Hall designed to introduce students to local government and community history. The program included interactive learning activities intended to make civic education engaging and age-appropriate.

Last year the field trip included two primary components:

1. City Hall – Historical/Museum Area (Outside Chamber Room)

Students explored a display area highlighting the City's past and local history. An interactive "eye spy" style activity was provided for students, coordinated through chaperone notes, to encourage engagement with historical displays and artifacts.

2. City Hall – Council Chambers

Students participated in a discussion-based activity focused on how city rules are created, why they are important, and how local government helps maintain community order and quality of life. Students were encouraged to share ideas and ask questions about City operations.

Staff is seeking Council feedback on the previous year's program and ideas for potential improvements or enhancements for future 2nd grade field trips. This may include additional interactive elements, expanded tour components, or refinements to the chamber discussion portion.

Council is asked to provide feedback on:

- Overall structure and effectiveness of the program
-

Based on Council feedback, staff will refine the program structure and coordinate with schools and City departments to prepare for future 2nd grade visits to City Hall.

STAFF RECOMMENDATION/MOTION

Discussion

LIST OF SUPPORTING DOCUMENTS

Last Year Itinerary