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

August 11, 2025
5:00 pm
200 S. Main Street

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

Call to Order

Public Comments

Unfinished and Special Business

New Business

1. Conditional Use 115 South Main Street
2. Mill Pointe Park Domesticated Ducks
3. Firearm Storage Unit Purchase
4. Ordinance amendment Social District – Amend to allow consumption within the commons area of an approved Social District.
5. Ordinance amendment Social District – Amend to allow consumption on any public street, alley, sidewalk, parkway, boulevard or other public areas, within the commons area of an approved Social District
6. Purchasing and Contracting Policy
7. Ordinance amendment Purchasing Policy – Amend Ordinance to comply with Updated Purchasing Policy
8. Pump Repair/Replacement – Pump #5

Board and Committee Reports

Public Comments

Adjourn

THE CITY OF
Eaton Rapids
MICHIGAN

MEETING DATE: 8/11/2025

BUILDING DEPARTMENT

To: Mayor and City Council

☒Work Session

From: LeRoy Hummel, Building Official

☒Regular Meeting

Submitted: 8/07/2025

Subject: Conditional Use 115 South Main Street

SUMMARY

The Planning Commission heard a request at their August 4, 2025, meeting for Conditional Use for the second floor at 115 South Main Street presented by Rhett Kalat and Tony Hernandez.

Please see the attached communication for an explanation.

The Planning Commission made a recommendation to the Council to approve with the following conditions:

The conditional use shall sunset when a short-term rental ordinance is effective.

Occupancy limits to comply with the current International Property Maintenance Code.

The maximum stay for occupants shall be fourteen (14) consecutive days.

STAFF RECOMMENDATION/MOTION

Approve Planning Commission's recommendation to approve the Conditional Use with conditions.

LIST OF SUPPORTING DOCUMENTS

Application
Planning Commission Communication
Applicable ordinances
Planning Commission Minutes

CITY OF EATON RAPIDS
BUILDING DEPARTMENT
200 S. Main St.
Eaton Rapids, MI. 48827
Phone: 517-663-8118
Direct: 517-237-3799

THE CITY OF Eaton Rapids MICHIGAN

CONDITIONAL USE APPLICATION

Application Fee: $300.00	*Application Dated:* 7/7/25
Applicant/Owner Name (please print): Rhett Kalat	
Applicant/Owners Phone Number: 517-883-3738	*Applicant/Owners Email Address:* RhettKalat@gmail.com
Applicant/Owner's Street Address: 2323 Archer Ct Holt 48842	*Address for Proposed Conditional Use:* 115 S main st
Parcel No.: 300.000.601.040.00	*Current Zoning of App. Subject Property:* CBD

1. *Type of Conditional Use Requested:*

Would like to use As a non-occupied tourist home

2. If you are not the current owner of the property which this application is for, but have a pending purchase agreement, please submit a copy of that purchase agreement with this application.

3. I HEREBY DEPOSE THAT ALL OF THE INFORMATION PROVIDED IN THIS APPLICATION AND ANY ATTACHMENT SUBMITTED HEREWITH ARE TRUE AND CORECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

Applicant/Owners Signature:	*Dated:* 7/7/25

FOR USE BY CITY EMPLOYEES ONLY

Date Received: 7.7.25	*Date Paid:* 7.7.25

Article 1X - Central Business District
Sec 9.30 Conditional Uses (G)

Planning Commission Communication

TO: Planning Commission

FROM: LeRoy Hummel, Building/Zoning Official

SUBJECT: August 4, 2025, Agenda

The Commission will review 2 items this month, one will be a public hearing on Conditional Use and one a proposed ordinance revision.

1. **115 S. Main** – Rhett Kalat one of the owners of 115 S. Main is requesting a Conditional Use for the use of the second floor for a short-term rental. Article IX Central Business District, section 9.20 Principal Permitted Uses (B) allows for Tourist homes and Bed and Breakfast (see attached definition) and Article XVIII General Standards and Exceptions, section 18.60 Tourist Homes; Bed and Breakfast. As you will see short-term rentals do not fit the definition of Tourist Homes or Bed and Breakfast or the standards in 18.60.

   Section 9.30 Conditional uses (G) allows for uses when in the determination of the planning commission are similar to the principal permitted provided herein.

   Short term rentals are a use that the commission and city should explore if they should be an allowed use either as a principal or conditional use and which districts to allow them in.

2. **Land Division Ordinance** – As mentioned in a previous meeting the Land Division Ordinance needs revision to make it more streamlined for everyone involved. There are several steps that are not needed to approve a Land Division or Lot Line Adjustment.

   City Council approval of a land division or lot line adjustment would be removed as the decision is not an ordinance. For the land division the Planning Commission can be the final approval body. For the lot line adjustment, if the adjustment meets the requirements of the zoning ordinance this can be approved by the zoning administrator and the assessor.

ARTICLE IX. - CENTRAL BUSINESS DISTRICT (CBD)

Sec. 9.10. - Purpose.

The purpose of this district is to provide a concentration of retail and service establishments. Collectively, the uses permitted in this district are intended to provide a convenient and attractive retail and service center for the City of Eaton Rapids and the surrounding area. A prime characteristic of this district is the offering of a variety of goods and services directed primarily at the pedestrian shopper. This district is designed and intended to promote the development of a pedestrian oriented and accessible central commercial district where a variety of mutually supporting retail, commercial, office, civic, and limited residential uses are permitted.

Further objectives of this Article include:

A. Encourage a lively social environment and economically viable downtown with a wide variety of uses in a pedestrian oriented setting, with shared parking.

B. Discourage the development of separate off-street parking facilities for each individual use, and to encourage the development of off-street parking facilities designed to accommodate the needs of several individual uses.

C. Discourage uses that do not deal directly with consumers and are disruptive to pedestrian activities.

D. Promote the creation of urban places that are oriented to the pedestrian thereby promoting citizen security and social interaction.

E. Promote developments where the physical, visual, and spatial characteristics are established and reinforced through the consistent use of compatible urban design and architectural design elements that improve the visual character of downtown.

F. Discourage commercial and business uses that create objectionable noise, glare, odors, or other nuisances.

G. Encourage development of an urban "Main Street" with mixed land uses, shared parking, and continuous frontage which not only serves the needs of the immediate neighborhood, but also the city and surrounding areas as a whole.

Sec. 9.20. - Principal Permitted Uses.

No building or land shall be used and no building shall be erected except for one (1) or more of the following specified uses, unless otherwise provided in this Ordinance.

A. Art galleries.

B.

Tourist homes and bed and breakfast inns.

C. Business establishments that perform services on premises such as, but not limited to: banks, savings and loans, and credit unions; brokerage houses; insurance, real estate, and travel agencies; pedestrian-oriented automated teller machine facilities, excluding drive-in or drive-through facilities.

D. Catering establishments.

E. Data processing and computing centers with up to ten thousand (10,000) square feet gross floor area.

F. Essential public services when conducted within a completely enclosed building, excluding storage yards.

G. Business service establishments, such as office machine and typewriter repair, printing, and blueprinting.

H. Medical offices with up to ten thousand (10,000) square feet gross floor area.

I. Mixed use buildings with business, commercial, or service uses on the ground floor and residential, office, or accessory warehouse uses on upper floors.

J. Newspaper offices, printing, and publishing of up to ten thousand (10,000) square feet of gross floor area.

K. Offices of an executive, administrative, or professional nature with up to ten thousand (10,000) square feet gross floor area.

L. Outdoor cafes and outdoor eating areas.

M. Personal fitness centers up to ten thousand (10,000) square feet of gross floor area.

N. Personal service establishments within a completely enclosed building, including but not limited to such uses as: repair shops (watches, radio, television, shoes, etc.), tailor and dressmaking shops, beauty parlors and styling salons, barber shops, photographic studios, film processing outlets, copy centers, interior decorators, and postal centers, provided that each occupies a total useable floor area of not more than four thousand (4,000) square feet.

O. Public, quasi-public, and institutional uses such as, but not limited to, municipal buildings and offices, courthouses, public off-street parking facilities, libraries, museums, public safety facilities, parks and playgrounds, post offices, and civic centers, but excluding storage yards for any use.

P. Restaurants (excluding drive-in restaurants and those with drive-through facilities), where the patrons are served while seated within the building occupied by such establishments.

Q. Retail businesses which supply commodities on the premise of up to ten thousand (10,000) square feet of gross floor area, such as, but not limited to: groceries, meats, fruits and produce, dairy products, baked goods, candies, specialty wines, specialty food products, and

stores selling drugs, dry goods, flowers, clothing, notions, books and magazines, toys, sporting goods, shoes, tobacco products, musical instruments, recorded music, video rentals and sales, gifts souvenirs, antiques, furniture, and hardware.

R. Retail sales in which both a workshop and retail outlet or showroom are required, such as, but not limited to plumbing, electrician, interior decorating, upholstering, printing, photographic-reproducing, radio, and home appliance, and similar establishments of similar character subject to the provision that not more than eighty (80) per cent of the total useable floor area of the establishment shall be used for servicing, repairing, or processing activities and further provided that such retail outlet or showroom activities area shall be provided in that portion of the building where the customer entrance is located.

S. Studios for art, music, dance, or theatrical instruction.

T. Theaters, cinemas, assembly halls, community centers or similar places of assembly, when conducted completely within enclosed buildings and not more than ten thousand (10,000) square feet gross floor area.

U. Veterinary clinics and animal grooming, provided all activities are conducted within an enclosed building, with a maximum of ten thousand (10,000) square feet gross floor area.

V. Churches and other facilities normally incidental thereto.

W. Accessory structures and uses customarily incidental to the above permitted uses.

Sec. 9.30. - Conditional Uses.

The following uses shall be considered conditional and shall require a conditional use approval, and shall comply with any applicable conditional use requirements of Article XXIII:

A. Bars, taverns, pubs, and brewpubs, cocktail lounges, and nightclubs.

B. Business schools and colleges, or private schools operated for a profit.

C. Off-Street parking lots and structures.

D. Indoor recreational centers such as, but not limited to bowling alleys, roller and ice skating rinks, pool or billiard halls, pinball and mechanical device arcades, and other general indoor recreation facilities.

E. Mortuaries and funeral homes.

F. Party stores.

G. Other commercial uses not specifically stated or implied elsewhere which, in the determination of the planning commission, are similar to the principal permitted uses provided herein, and in harmony with the character of the district and the purpose and intent of this Article and the Eaton Rapids Comprehensive Plan.

Sec. 9.40. - Development Requirements.

The following requirements shall be met within a Central Business District (CBD):

A. Development plan approval for all permitted and conditional uses as specified in Article XVI of this Ordinance.

B. Off-street parking, loading, and access management standards for all uses as specified in Article XXI of this Ordinance.

C. Signs for all uses as specified in Article XXII of this Ordinance.

D. Height, area, lot coverage, yard regulations, building mass, and yard regulations as specified in Article XVII of this Ordinance.

E. Landscaping requirements as specified in Article XX of this Ordinance.

F. Design, architectural, and building material standards as specified in Article XIX of this Ordinance.

Telecommunications towers and facilities or *tower:* All structures and accessory facilities, including alternative tower structures, relating to the use of the radio frequency spectrum for the purpose of transmitting or receiving radio signals; including, but not limited to radio towers, television towers, telephone devices and exchanges, microwave relay facilities, telephone transmission equipment buildings, private and commercial mobile radio service facilities, personal communication services towers (PCS), and cellular telephone towers. Not included in this definition arc: citizen band radio facilities, short wave receiving facilities, radio and television broadcast reception facilities, satellite dishes, federally licensed amateur (HAM) radio facilities, and governmental facilities which are subject to state or federal law or regulations which preempt municipal regulatory authority.

Temporary use or building: A structure or use permitted by the building inspector to exist during periods of construction of the main use for special events.

Tents: A shelter of canvas or the like supported by poles and fastened by cords or pegs driven into the ground and shall not include those types of tents used solely for children's recreational purposes.

Thoroughfare, major: An arterial street which is intended to serve as a large volume traffic way for both the immediate city area and the region beyond, and may be designated as a major thoroughfare, parkway, freeway, or equivalent term.

Thoroughfare, secondary: An arterial street which is intended to serve as a traffic way serving primarily the immediate city area and serving to connect with major thoroughfares.

Tourist home or *bed and breakfast inn:* A use which is subordinate to its principal use as a private residence, owned by the operator and within which the operator resides while offering sleeping accommodations and serving breakfast at no extra charge to transient tenants for not more than fourteen (14) consecutive days.

Townhouses: A residential structure or group of structures, each of which contains three (3) or more attached single-family dwelling units with individual rear yards and/or front yards designed as an integral part of each single-family dwelling unit.

Truck gardening: Use of a lot or parcel for the raising of produce, that is customarily a small scale operation and often sold directly to the public on the premises.

Truck storage: An area used for the temporary storage of private trucks or trucks for hire.

Truck terminal: A structure to which goods, except raw or unprocessed agricultural products, natural minerals, or other resources, are delivered for immediate distribution to other parts of the city or to be amalgamated for delivery in larger units to other points in the metropolitan area; or for distribution or amalgamation involving transfer to other modes of transportation.

Use: The purpose for which land or premises, or a building thereon, is designed, arranged, or intended, or for which it is occupied, maintained, let, or leased.

Use, conditional: A use of land which is permitted within a particular zoning district only if the applicable standards have been met and a site plan has been approved.

Use, illegal nonconforming: An existing use of land and/or structures, on the effective date of this Ordinance considered a nuisance, damaging to abutting property or hazardous to persons. Such use shall be discontinued and abated.

Sec. 18.60. - Tourist Homes; Bed and Breakfast.

Where allowed, either as a permitted or conditional use, the planning commission shall in addition to any standards set forth elsewhere in this Ordinance also review the application and require compliance with the following standards:

A. *Application.* An initial application to establish or re-establish a bed and breakfast operation shall be made to the building inspector for its review and action. The application shall, as a minimum include the following information:

1. A floor plan of the single-family dwelling drawn to a scale of not less than one-eighth (⅛) inch equals one (1) foot and showing the layout of the building. The location of the guest room(s), bathroom(s), and such other information as required herein to facilitate proper review of the application.
2. A site plan of the lot drawn to a scale of not less one-eighth (⅛) inch equals one (1) foot and showing the existing structure and any accessory structures on the site, the location of driveways and vehicular parking areas.

B. *Plan review.* The building inspector shall review the application and the floor and site plan for compliance with all pertinent standards and conditions.

√ C. *Dwelling unit and operator requirements.* Bed and breakfast facilities shall be confined to the single-family dwelling unit which is the principal dwelling unit on the property. The dwelling unit in which the bed and breakfast facility is to be located, shall be the principal residence of the operator, and said operator shall live within said principal residence when bed and breakfast operations are active.

√ D. *Total area used for bed and breakfast.* Not more than fifty (50) per cent of the total existing floor area of the dwelling structure at the time of initial application, shall be devoted to bed and breakfast operations. The method of determining floor area shall be based on the definition of "usable floor area" as defined in this Ordinance.

√ E. *Exits.* The bed and breakfast facility shall contain at least two (2) usable exits to the outdoors.

F. *Minimum guest room size.* Rooms utilized for guest sleeping shall have a minimum floor area of one hundred (100) square feet for two (2) occupants, with an additional thirty (30) square feet provided for each additional occupant up to a maximum of four (4) occupants per room.

G. *Cooking facilities.* No separate cooking facilities shall be provided for bed and breakfast guests, nor shall existing cooking facilities be made available for use by the bed and breakfast guests.

H. *Sanitary facilities.* Adequate lavatories, water closets, and bathing facilities shall be provided to all guests in a bed and breakfast facility.

I.

Safety devices. Each sleeping room shall have a separate smoke alarm and each floor shall be equipped with at least one (1) fire extinguisher.

J. *Appearance.* The structure must maintain the appearance of a single-family residence.

K. *Parking.* A single off-street parking area shall be provided for the occupants and employees with at least one (1) parking space for each sleeping room provided for guests plus at least two (2) parking spaces for the owner.

L. *Signs.* One (1) nonilluminated sign, not to exceed three (3) square feet in area, shall be permitted to identify by name the bed and breakfast. Such sign may be attached flat to the surface of the principal dwelling or freestanding provided that it shall not be located within the required front yard setback.

M. *Guest register.* Each operator shall keep a list of the names of all persons staying at the bed and breakfast operation. Such list shall be available for inspection by city officials at any time.

N. *Length of stay.* The maximum stay for any occupant of a bed and breakfast operation shall be fourteen (14) consecutive days and not more than forty-five (45) days in one (1) year.

O. *Annual inspection and renewal.* All bed and breakfast operations shall be subject to annual inspection by the building inspector to ensure that the use continues to meet or exceed the standards established herein and/or otherwise by the planning commission. Failure to comply with the standards shall result in the revocation of the ability to use said property for the purpose of a bed and breakfast operation.

P. *Appeal.* An applicant denied renewal of permission to use the property for a bed and breakfast operation may appeal that decision to the City of Eaton Rapids Zoning Board of Appeals for further review and consideration in accordance with the rules and procedures for hearings appeals as set forth and regulated in this Ordinance. The board may approve or deny the appeal for reissuance when, in the board's opinion, good cause is shown after investigation and after opportunity has been given to the applicant to be heard.

In its investigation, the board shall consider compliance or noncompliance with local, state, and federal standards, ordinances, or regulations in addition to the conduct of the applicant relative to the public and the guidelines set forth in this ordinance.

City of Eaton Rapids

Planning Commission

Meeting Minutes, August 4, 2025

1. **Call to Order**: Chair Vanek called the meeting to order at 7:01 pm.
2. **Roll Call:**

NAME	PRESENT	ABSENT	NAME	PRESENT	ABSENT
Chair Vanek	X		Com Hiltz	X	
Vice Chair Baker	X		Com Wicker	X	
Secretary Tanner		X/Exc	Com Davis		X/Exc
Com Wegner	X		Com Millington	X	
Com Jobse	X				

Also present were Building Official Hummel and Financial Specialist Leigh Tyler.

3. **Approval of the Agenda**:

   Commissioner Hiltz moved to approve the agenda and Commissioner Millington seconded. Motion carried to approve the agenda as presented.

4. **Approval of the July 7, 2025 Planning Commission Meeting minutes**:
   Commissioner Wegner moved to approve the July 7th Minutes and Vice Chairman Baker seconded. Motion carried to approve the minutes as presented.

5. **Old Business: None**
6. **Public Hearing – 115 South Main Street – Conditional Use**
   Rhett Kalat, one of the owners of 115 South Main Street is requesting a Conditional Use for the use of the second floor for a short-term rental. Article IX Central Business District, Section 9.20 Principle Permitted Uses (B) allows for Tourist Homes and Bed and Breakfasts and Article XVIII General Standards and exceptions, section 18.60 Tourist Homes; Bed and Breakfasts. As you will see, short term rentals do not fit the definition of Tourist Homes or Bed and Breakfasts or the standards in 18.60
   A Public Hearing was opened at 7:04 pm. Rhett Kalet and Tony Hernandez (owners of 115 South Main Street) came to the podium. Mr. Kalet explained that in 2018 he started renovating what he calls "cool spaces". They picked this building in Eaton Rapids because they love the city and think that is a great area. The Commissioners asked why they were interested In Short Term Rentals instead of a typical long term rental situation. They said that they loved the area and it's a great city for people to be able to visit from other local cities like Lansing and Grand Rapids. Commissioner Millington asked how much they would be charging per night and Mr. Kalet answered around $100.00 per night and then a $50.00 Cleaning Fee. Chairman Vanek and Commissioner Millington discussed the fact the short-term rental unit only has one exit. Building Official Hummel stated that

this has been approved by the Fire Chief, Roger McNutt. Vice Chairperson Baker asked if there would be designated parking in the city parking lot for the renters of this unit and Building Official Hummel answered no, but there are 59 parking spaces in the lot behind 115 South Main Street.

7. **Public Comment-**

Leigh Tyler, 413 McArthur River Drive, Eaton Rapids, came to the podium. She wanted to express her support to the Planning Commission to recommend that short term rentals be allowed. She stated that she is an AirBNB owner. She explained that owners are held to a strict standard. They are required to keep their properties clean and in good working order. If this doesn't happen, they will receive bad reviews from renters and then they simply will not get bookings. On the other hand, if the renters do not adhere to the rules and leave the unit clean and free from damage, they will also get a bad review from the owner and will not be permitted to rent any other AirBNBs. It's a system of checks and balances that even long-term landlords do not have to adhere to.

William Steele, City of Eaton Rapids Councilman and Mayor Pro-tem, Mr. Steele stated that Eaton Rapids is a bedroom community and we should grasp new housing opportunities wherever we can. Short term rentals may lead to long term purchases of property within the city. He encouraged the Commission to be creative and see where it goes and applauded them for their open thinking. Chairman Vanek closed the Public Hearing at 7:27 pm.

There was further discussion on the matter by the commissioners. Chairperson Vanek stated that although this is a good idea, there are hurdles and short-term rentals do not comply with Section 18. Commissioner Hiltz explained that this rental is NOT a Bed and Breakfast and should not have to adhere to those guidelines. Commissioner Wegner stated that short term rentals should be in their own category. Building Official Hummel stated that the commission has to decide if they are going to approve short term rentals in the city or just in the downtown area. Chairman Vanek stated that he wants to reject the request because it doesn't "conform" and fall into the Bed and Breakfast category. Commissioner Hiltz stated that they could do a Conditional Use and put in the proposal that if the property should be sold, then the Conditional Use would be required to be revisited. Chairman Vanek asked the commission for a motion. Vice Chairman Baker moved that the Planning Commission recommend to City Council that they approve the Conditional Use for 115 South Main Street, Eaton Rapids, Michigan because it is similar enough to our current ordinance (Article XVIII, Section 18.60) and that it shall sunset at the point of time that the Eaton Rapids code is updated to allow short term rentals in the ordinance. Occupancy limits must comply with the International Property Maintenance Code and the maximum stay for occupants shall be 14 consecutive days. Commissioner Hiltz seconded the motion. The motion was approved with all AYE votes.

8. **Land Division Ordinance Revisions –**

As mentioned in a previous meeting, the Land Division Ordinance needs revision to make it more streamlined for everyone involved. There are several steps that are not needed to approve a Land Division or Lot Line Adjustment. City Council approval of a land division or lot line adjustment would be removed as the decision is not an ordinance. For the land division, the Planning Commission can be the final approval body. For the lot line adjustment, if the adjustment meets the requirements of the zoning ordinance this can be approved by the zoning administrator and the assessor. Definitions

for Land Division and Lot Line Adjustment need to be added to the ordinance. This will be brought for a public hearing at the next Planning Commission meeting.

9. **Reports**

Building Official Hummel reminded the Commission of the document that was handed out. It is the Eaton County Department of Construction Codes & Planning and Zoning Public Notice and their intent to update their Master Plan. He also reminded the Commissioners that there will be a special meeting on August 18, 2025 @ 6:00 pm. We will be discussing the land division at 400 Dexter. Taco Bell is still working on their pitched roof design and nothing has happened with the Horner Mill property.

ZBA – No Report

Planning Commission – No Report

Commissioner Millington made a motion that we adjourn the meeting and Commissioner Jobse seconded the motion. The meeting was adjourned at 8:29 pm.

Minutes Recorded by:

Leigh Tyler / Financial Specialist

City of Eaton Rapids

THE CITY OF Eaton Rapids MICHIGAN

MEETING DATE: 08/11/2025 POLICE CHIEF

To: Mayor and City Council ☒Work Session

From: Larry Joe Weeks, Chief of Police ☐Regular Meeting

Submitted: 07/30/2025

Subject: Mill Pointe Park Domesticated Ducks

SUMMARY

If you have spent any time at Mill Pointe Park, you have noticed the large number of ducks gathered there. Some are wild ducks' others are domesticated ducks called Rouen. These Rouen ducks presumably have been dropped off here after their owners no longer wanted them. It's also reasonable to consider they have bread amongst themselves to the larger number gathered there now or more abandoned ones have been left.

ERPD was involved in a criminal complaint involving these ducks that has since been resolved. However, it led me to contact a Waterfowl Specialist with the Department of Natural Resources(DNR) to collect more information about the ducks. Their initial reaction is that they are not wild ducks and therefore not under their management.

The DNR representative suggested the city consider adopting ordinances prohibiting the abandonment of domestic pets within the city and an ordinance prohibiting the feeding of ducks in the park. Then prominently posting that in the area. They also provided some suggestions for us if we wanted to try and rehome the Rouen ducks. I have also discussed this with Director Cagle.

STAFF RECOMMENDATION/MOTION

No vote requested. Discussion purposes only. Seeking councils' interest in implementing ordinances as suggested and/or gathering more information for possibly rehoming the domesticated ducks.

LIST OF SUPPORTING DOCUMENTS

None

THE CITY OF Eaton Rapids MICHIGAN

MEETING DATE: 07/28/2025

POLICE CHIEF

To: Mayor and City Council

☒Work Session

From: Larry Joe Weeks, Chief of Police

☒Regular Meeting

Submitted: 07/28/2025

Subject: Firearm Storage Unit Purchase

SUMMARY

Included in the 2025-2026 Capital Outlay budget was up to $10,000 to purchase weapons cabinets for our evidence room. The cabinets will provide an additional layer of security for the storage of firearms as required for accreditation. They also will assist us by providing our evidence room manager with a more organized approach to storing weapons and limiting the opportunity for them to be damaged while in our care.

Lt. Creger did extensive research seeking out the appropriate unit to fit our needs. The initial quote obtained during the budget process was nearly $10,000 because we initially were looking to purchase two drawer cabinets. After further consideration we obtained the attached quote with only one drawer cabinet and one overhead cabinet. The new quote along with the discount provided have an estimated cost of $7,354.23. The estimate pertains specifically to shipping costs, which will be identified at the time the item is shipped.

The storage unit will hold up to 220 handguns or up to 40 long guns. We do not anticipate needing to store that many firearms often but under the newer Michigan law pertaining to Extreme Risk Protection Orders we may be required to store firearms owned by someone who is issued one of these orders. It will be important to have adequate space when that occurs.

STAFF RECOMMENDATION/MOTION

Motion to approve the quote for up to $8000 for two weapons cabinets from Lyon LLC.

LIST OF SUPPORTING DOCUMENTS

Quote from Lyon.

PLEASE REFERENCE QUOTE NUMBER AND SALESFILE NUMBER WHEN PLACING ORDER OR ON YOUR PO. ORDERS CAN BE PLACED AT orders@lyonworkspace.com, INSIDE SALES STAFF OR THROUGH REGION MANAGER.

****** Please Review for Accuracy ******

QUOTE# 457251

QUOTE INFORMATION

Quote Number	**457251**
Project Name	**Eaton Rapids PD - Weaps Storage**
Sales File Number	**[N/A]**
Estimated Require Date	**08/29/2025**
Email	**bheafey@lyonworkspace.com**

Today: 7/15/2025

QUOTED BY

Company	LYON
Name	Bill Heafey (DTR: 4017)
Address	PO BOX 671, AURORA, Illinois, United States 60507-0671
Phone	630-892-8941
Email	bheafey@lyonworkspace.com
Freight (Estimate Only)**	SHIP VIA LYON COMMON CARRIER
Lead Time	6 weeks* (see SHIPMENT note below)
Comments/Exceptions	Open Market Cage 7G4B8 Small Business
Prices	*Effective 06/16/2025*
Price Book	MAPB

	SOLD TO	SHIP TO
Company	Eaton Rapids Police Department	Eaton Rapids Police Department
Name	Paul Creger	Paul Creger
Address1	101 Line St.	101 Line St.
City	Eaton Rapids	Eaton Rapids
Location	Michigan, United States	Michigan, United States
Zip/PostCode	48827-1166	48827-1166
Phone	(517) 237-3772	(517) 237-3772
Cust. No.	999999	

QUOTE DETAILS

Item #	Group	Qty	Item Description	Net Price
Item1	0	**1**	**Weapons Cabinet - Eye-Level-Double Wide, Rifle Partitions Installed, External Lock Bar** ■ *Color-Dove Gray (|DD|)* Unit Weight: 766 lbs. **CATALOG NUMBER: DDN6860300WPNI** COO: N/F	**$4,804.07** **($4,804.07/Unit)**

Item #	Group	Qty	Item Description	Net Price
Item2	0	**1**	**Double Overhead Cabinet 60"W x 31-1/8"H with Door-Lock - Adjustable Shelf** ■ *Color-Dove Gray (|DD|)* Unit Weight: 267 lbs. **CATALOG NUMBER: DDN35603010550L** COO: N/F	**$1,204.16** **($1,204.16/Unit)**

TOTAL

List Material:	**$13,655.07**
Discount:	$7,646.84 (-)
Net Material:	**$6,008.23**
^ Surcharge:	**$0.00** (+)
Freight (Estimate Only):	$1,346.00
Total Net:	**$7,354.23**

Total Weight: 1,032 lbs.

^ Surcharge waived by Bill Heafey on 7/14/2025 4:43:15 PM.

FREIGHT INFO:
(LOC: 07 Paris, IL | FR#299810 | Trucks: N/A)

Notes:

- Any freight charges included in this Quotation are estimates at time of quote. Actual charges will be billed at time of shipment. Freight costs estimated are for standard DOCK TO DOCK delivery unless stated otherwise. If you request a transfer of warehouse for a designated will call pickup, a transfer fee will be applied to your order.
- Minimum order size of $100 Net per order.
  If you have any questions about this policy, please contact your Lyon Regional Manager or Customer Service at 800-323-0082.
- Set up (Assembled) Lockers - Number plates, locks and ADA stickers ship separately.
- Any order received requesting submittal drawings will be subject to the following drawing charges.
  - Project - Under 25 Frames - $150.00 net charge
  - Project - Over 25 Frames - $0.00 net charge
- Any quote that contains an SPI (special pricing inquiry) may extend lead times by 2-4 weeks.
- Drawing Fee for Canceled Orders: If submittal drawings have been completed and this order is canceled, a $250.00 non-negotiable fee will be applied and billed at Lyon's discretion.
- Pallet rack and cantilever rack pricing is valid for 14 days. Any non-standard pallet rack or cantilever rack items will require a Special Pricing Inquiry (SPI) and quotes will be valid for a maximum of 5 days. Lyon reserves the right to reject or not accept any pallet rack or cantilever rack order at its discretion.
- Data contained herein is for Estimating purposes only. Recipient assumes final responsibility for verification of Part Numbers, Quantities, Prices, and Calculations.

  This quotation is valid for 30 days (90 days for GSA Contract Quotes) and may be withdrawn without notice after that time. It is subject to acceptance by our corporate office in Illinois. Prices subject to change without notice. Changes to any item on this estimate (including but not limited to quantity, size, color, etc.) will require a new quotation. Selection of any color other than dove gray or putty for any item may make the items non-returnable at Lyon's sole discretion. Any state or local taxes not specifically listed above are herewith excluded from this quotation and are the sole responsibility of the purchaser. Any deviation from the quantities or materials quoted above will be executed only by written change order and will be subject to additional charges

^ SURCHARGE EFFECTIVE JANUARY 1, 2022 IS TO BE ADDED TO THIS ESTIMATE UNLESS A WAIVER IS SPECIFIED.

F.O.B.: Aurora, IL unless stated otherwise.

Respectfully Submitted - Lyon LLC

BILL HEAFEY (7/15/2025)

_____

_____

FINISH: See details above.
SHIPMENT: 6 weeks after all approvals and color selection (Please note that lead times may increase quickly and dramatically depending on the influx of orders. DO NOT DELAY in submitting any order that is time sensitive.)

TERMS: Net 30 days from date of invoice if approved by the Lyon credit department. Otherwise payment may be required at the time the order is placed.

Acceptance of Proposal

The above proposal is herewith accepted. You may proceed with the work quoted.

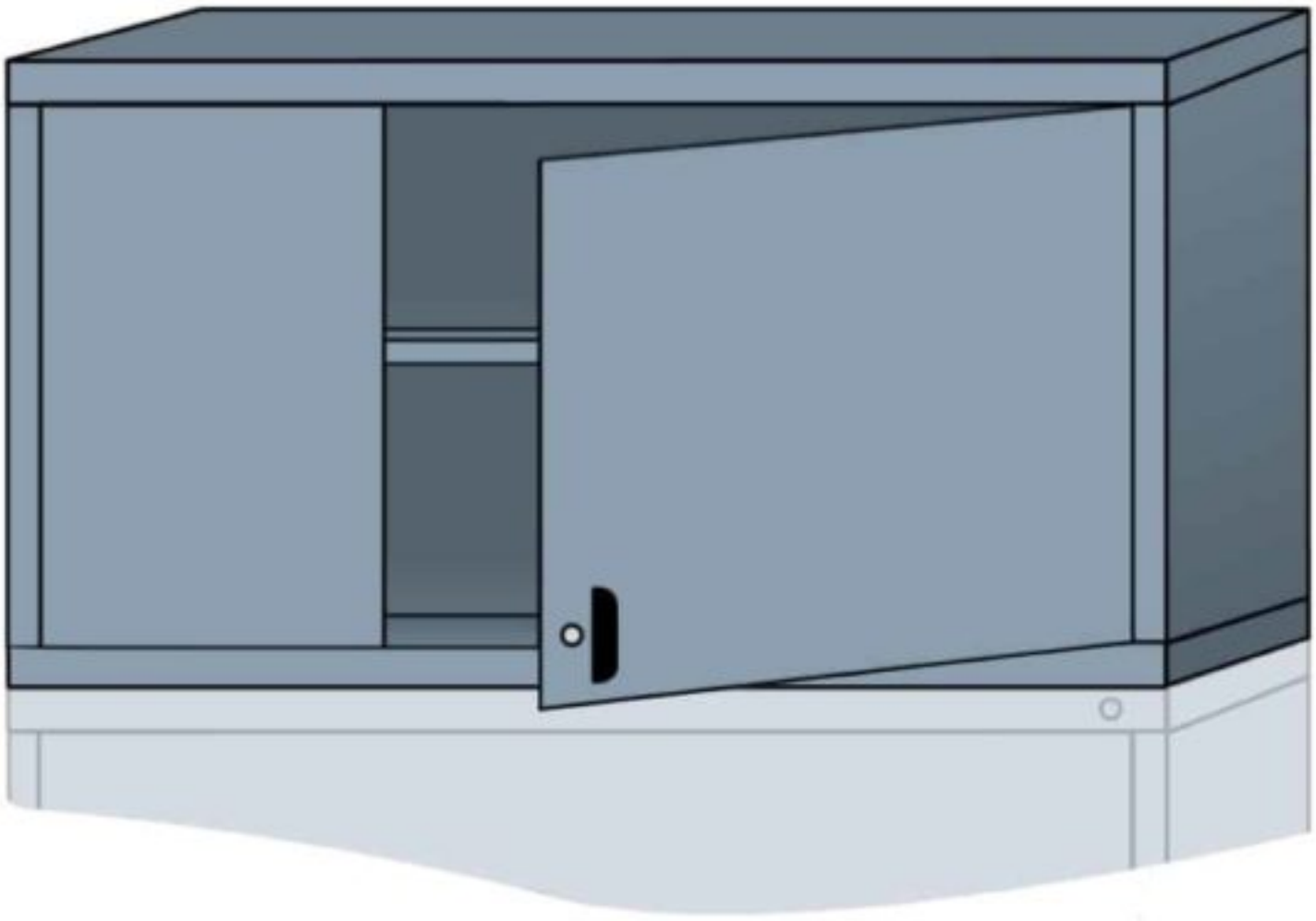
Accepted:_____ **Date:**_____

(Signature of Individual)

_____

(Name of Company)

FORM: LQF20221010/CW



THE CITY OF Eaton Rapids MICHIGAN

MEETING DATE: 8/11/2025

CITY MANAGER

To: Mayor and City Council

From: Yvonne Ridge, City Manager

Submitted: 8/6/2025

Subject: Ordinance Amendment – Social District

☒Work Session

☒Regular Meeting

SUMMARY

The Downtown Development Authority (DDA) has expressed a strong interest in establishing a Social District in the downtown area to support local businesses and create a more vibrant and engaging environment for residents and visitors.

While City Council has already approved the submission of the necessary paperwork for the creation of a Social District, we must still define the boundaries and hours of operation for the district. The recommended boundaries and hours of operation from the DDA will be presented at a future City Council meeting for consideration and approval.

As part of this effort, an Ordinance Amendment to Section 3-5, Article I, Chapter 3 is proposed. This amendment would allow for the consumption of alcoholic liquor within the commons area of a Social District as established by the City of Eaton Rapids and approved by the Michigan Liquor Control Commission (MLCC).

The term “commons area” is defined as:

An area within a Social District clearly designated and marked by the City of Eaton Rapids that is shared by, and contiguous to, the premises of at least two (2) qualified licensees.

Adopting this amendment is a key step toward launching the Social District and will help create a more welcoming and energetic downtown experience for residents and visitors alike.

STAFF RECOMMENDATION/MOTION

Discussion and First Reading of Ordinance Amendment 2025-09

LIST OF SUPPORTING DOCUMENTS

Ordinance Amendment 2025-09

ORDINANCE NO. _____

AN ORDINANCE TO AMEND SECTION 3-5 OF ARTICLE I OF CHAPTER 3, CONSUMPTION IN PUBLIC PLACES AND ESTABLISHMENTS NOT LICENSED FOR CONSUMPTION PROHIBITED, OF THE CODIFIED ORDINANCES OF CITY OF EATON RAPIDS, EATON COUNTY, MICHIGAN.

THE CITY OF EATON RAPIDS ORDAINS:

Section 1. Section 3-5 of the Codified Ordinances of the City of Eaton Rapids, is hereby amended as follows:

Sec. 3-5: CONSUMPTION IN PUBLIC PLACES AND ~~STORES~~ ESTABLISHMENTS NOT LICENSED FOR CONSUMPTION PROHIBITED

1. Except as otherwise set forth in this Section, i~~I~~t shall be unlawful for any person to consume alcoholic liquor on the public streets, parks or in any other public places, including any store or establishment doing business with the public which is not licensed to sell alcoholic liquor for consumption on the premises. It shall also be unlawful for any person who owns, operates or controls any such public establishment or store to permit the consumption of alcoholic liquor there. This section shall not apply to persons consuming or possessing alcoholic liquor in an area that has been approved for outdoor service by the liquor control commission.

~~1.~~2. Alcoholic liquor may be consumed within the commons area of a Social District established by the City of Eaton Rapids and approved by the Michigan Liquor Control Commission. As used in this sub-section the term "commons area" shall mean: an area within a social district clearly designated and clearly marked by the City of Eaton Rapids that is shared by and contiguous to the premises of at least two (2) other qualified licensees. Commons area does not include the licensed premises of any qualified licensee.

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State Law Reference: MCL 436.1551

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

Section 3. Repeal, Effective Date, Adoption.

(1) Repeal. All regulatory provisions contained in other City ordinances which conflict with the provisions of this ordinance are hereby repealed.

(2) Effective Date. This ordinance shall become effective on _____, twenty (20) days following its adoption, and shall be published prior to its effective date as mandated by charter and statute.

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

_____
Pamela Colestock, Mayor
City of Eaton Rapids

CERTIFICATE

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

_____
Robin Webb, Clerk
City of Eaton Rapids

THE CITY OF Eaton Rapids MICHIGAN

MEETING DATE: 8/11/2025

CITY MANAGER

To: Mayor and City Council

From: Yvonne Ridge, City Manager

Submitted: 8/6/2025

Subject: Ordinance Amendment – Social District

☒Work Session

☒Regular Meeting

SUMMARY

The Downtown Development Authority (DDA) has expressed a strong interest in establishing a Social District in the downtown area to support local businesses and create a more vibrant and engaging environment for residents and visitors.

While City Council has already approved the submission of the necessary paperwork for the creation of a Social District, we must still define the boundaries and hours of operation for the district. The recommended boundaries and hours of operation from the DDA will be presented at a future City Council meeting for consideration and approval.

As part of this effort, a proposed amendment to Section 3-6 of Article I of Chapter 3 of the City's Code of Ordinances is proposed. This amendment would allow for the consumption of alcoholic liquor on any public street, alley, sidewalk, parkway, boulevard or other public areas, with the commons area of a Social District as established by the City of Eaton Rapids and approved by the Michigan Liquor Control Commission (MLCC).

The term "commons area" is defined as: *An area within a Social District clearly designated and marked by the City of Eaton Rapids that is shared by, and contiguous to, the premises of at least two (2) qualified licensees.*

This type of district allows people to buy alcoholic drinks from licensed bars or restaurants and walk around with them in a designated public area—rather than being restricted to inside the business.

The City's laws (specifically Section 3-6, Article I, Chapter 3 of the ordinance) currently does not allow alcohol to be consumed in public places like streets, sidewalks, or alleys. So, a change to that ordinance is being proposed**.** This change would allow alcohol consumption only within the clearly marked commons area of an approved Social District**.**

By creating a Social District, the City aims to enhance the downtown experience and support local bars and restaurants through more flexible use of public space.

STAFF RECOMMENDATION/MOTION

Discussion and First Reading of Ordinance Amendment 2025-10

LIST OF SUPPORTING DOCUMENTS

Ordinance Amendment 2025-10

ORDINANCE NO. _____

AN ORDINANCE TO AMEND SECTION 3-6 OF ARTICLE I OF CHAPTER 3, OPEN ALCOHOL, OF THE CODIFIED ORDINANCES OF CITY OF EATON RAPIDS, EATON COUNTY, MICHIGAN.

THE CITY OF EATON RAPIDS ORDAINS:

Section 1. Section 3-6 of the Codified Ordinances of the City of Eaton Rapids, is hereby amended as follows:

Sec. 3-6: OPEN ALCOHOL

1. Except as otherwise set forth herein, n~~N~~o person shall possess alcoholic liquor in any container other than the original container or in any container which is open or uncapped or which has a broken seal while on any public street, alley, sidewalk, parkway, boulevard or other public or private areas open to the general public or private areas open to the general public for either vehicular travel or the parking of ~~more than five (5)~~ motor vehicles ~~at the time of the infraction unless such area is an area under the control of a liquor establishment properly licensed under the provisions of the state liquor code.~~ This section shall not apply to persons consuming or possessing alcoholic liquor in an area that has been approved for outdoor service by the liquor control commission, ~~or~~ an area authorized by permit from the City of Eaton Rapids, or as provided in subsection two (2) below.

2. Alcoholic liquor may be consumed on any public street, alley, sidewalk, parkway, boulevard or other public areas, within the commons area of a Social District established by the City of Eaton Rapids and approved by the Michigan Liquor Control Commission. As used in this sub-section the term "commons area" shall mean: an area within a social district clearly designated and clearly marked by the City of Eaton Rapids that is shared by and contiguous to the premises of at least two (2) other qualified licensees. Commons area does not include the licensed premises of any qualified licensee.

~~1.~~

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State Law Reference: MCL 436.1551

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

Section 3. Repeal, Effective Date, Adoption.

(1) Repeal. All regulatory provisions contained in other City ordinances which conflict with the provisions of this ordinance are hereby repealed.

(2) Effective Date. This ordinance shall become effective on _____, twenty (20) days following its adoption, and shall be published prior to its effective date

as mandated by charter and statute.

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

_____
Pamela Colestock, Mayor
City of Eaton Rapids

CERTIFICATE

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

_____
Robin Webb, Clerk
City of Eaton Rapids

MEETING DATE: 08/11/2025

TREASURER/FINANCE DIRECTOR

To: Mayor and City Council

☒Work Session

From: Genny Allen

☒Regular Meeting

Submitted: 08/07/2025

Subject: Edits to the Draft of the Purchasing and Contracting Policy

SUMMARY

Attached is a redlined draft of the Purchasing and Contracting Policy, which incorporates all edits and reflects a comprehensive comparison with the City Ordinance.

Policy Purpose Section Added - A new section outlining the purpose of the policy has been included to provide greater clarity regarding its intent and scope. This addition ensures that all stakeholders understand the guiding principles behind our purchasing and contracting procedures.

Purchasing Goods and Services Guidance - To support Department Heads and their designees, a section has been added that outlines procedures for purchasing goods and services within two key thresholds:

- **$1 – $5,000**
- **$5,001 – $10,000**

This guidance is intended to streamline decision-making, promote consistency, and ensure compliance with established standards.

STAFF RECOMMENDATION/MOTION

Discussion and approval of Resolution 2025-73

LIST OF SUPPORTING DOCUMENTS

Redlined Purchasing and Contracting Policy

PURCHASING and CONTRACTING POLICY

Approved August ___, 2025

This purchasing and contracting policy is provided as a tool relative to the City of Eaton Rapids Ordinance Sections 2-28, 2-31, ~~and~~ 2-44, 2-45, 2-46, 2-49, 2-50 and 2-52 Purchasing Responsibilities. The purchasing authority is the responsibility of the City Manager's Office.

The following purchasing and contracting policy shall be in effect regarding the purchasing of and contracting for materials, supplies, capital outlay, or services necessary for the maintenance, repair, and operation of city facilities within the City of Eaton Rapids.

All Departments within the municipality of the City of Eaton Rapids are subject to this Purchasing and Contracting Policy. Department heads include the Chief of Police and the Fire Chief~~Fire Department Chief~~.

City employees, officers, or their designees are encouraged to utilize cooperative purchasing opportunities with other governmental entities whenever feasible. One such opportunity is MiDEAL, an extended purchasing program available to Michigan local units of government, including the City as a participating member. Through MiDEAL, the City can access state-negotiated contracts for goods and services, resulting in significant cost savings and increased efficiency. This not only reduces the direct expense of purchases but also streamlines the procurement process by removing the need for separate competitive bidding, thereby saving valuable time and administrative resources.

Policy Purpose

The purpose of this purchasing and contracting policy is to:

1. Provide guidance to City of Eaton Rapids staff in the purchasing and contracting of goods and services for the City;
2. Obtain goods and services for the City at the most reasonable price consistent with the quality needed;
3. Describe departmental and staff relationships, responsibilities, and participation in the procurement cycle; and
4. Increase public confidence in the procedures follow in public purchasing.

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Procedures

Authority

Spending Limit	Pricing Requirement	Approval Level
$1 - $5,000	Best effort for lowest price	Department Head
$5,001 - $10,000	Low responsive quote	City Manager
$10,001 - $75,000	Request for Proposal	City Council
$75,001 +	Sealed Bids	City Council

Purchasing Goods and Services

Department Heads and their designees are authorized to make purchases up to $5,000 without additional approval. The designated purchasing agents are responsible for prudent budget management. The purchase shall fall within the approved budget for the current fiscal year. No purchase shall be divided for the purpose of circumventing the requirements for purchases over $5,000.

Purchases of more than $5,000 and up to $10,000 require three quotes or estimates from qualified vendors. These quotes should be presented to the City Manager.

The City Manager shall recommend accepting the lowest quote unless one or more of the following circumstances applies:

a. Purchase details and conditions, such as project timing or construction methods, are incompatible with or would significantly impact the City's needs and goals;

b. The City chooses not to procure the good or service at that time; or

c. The vendor is considered a local company. For the purpose of this section, a vendor is local if it is located within the City limits or within Eaton or Ingham Counties.

The City Manager may procure goods and services from vendors with higher quotes if:

a. The vendor is located within City limits and the vendor's quote is not more than 10% greater than the lowest quote.

b. The vendor is located within Eaton or Ingham County but not within City limits and the vendor's quote is not more than 5% greater than the lowest quote.

Authority granted the City Manager without further council action:

1. The City Manager is hereby granted the authority to purchase and contract for materials, supplies, capital outlay, or services necessary for the maintenance, repair, and operation of city facilities under the following conditions:
    A. The amount per order does not exceed **$10,000**. Repetitive orders of less than **$10,000** shall not be used to circumvent this limitation.
    B. Budgeted funds are available for this purchase.

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2. The City Manager is hereby granted the authority to approve contract changes that do not exceed **$10,000**, provided that budgeted funds for expenses and capital outlay are available to cover said change order.
3. The City Manager may delegate some or all the duties as purchasing agent to another officer or employee. Department heads or their designees are authorized to purchase goods, products, contract labor, or services (i.e., transactions) that are budgeted for, directly from vendors for any transaction of **$5,000** or less. Every effort will be made to obtain the best price.
4. The City Manager has the authority to engage in future power purchase commitments without Council approval when time is of the essence. All commitments will be brought to Council at the next available meeting.

Council Approval Required

The approval of the City Council is required under the following conditions, notwithstanding the authority granted to the City Manager as stated above:

1. The approval of any item over **$10,000**. All purchases over **$10,000** but under **$75,000** require three (3) quotes to be obtained by the qualified department head.
2. The purchase of any item as a single source if over **$10,000**.
3. Purchases that continue for a term longer than the current annual budget if the multi-year total is over **$10,000**.
4. Any other situation wherein the City Manager and/or City Treasurer/Finance Director deems it appropriate to have formal action by the City Council.
5. The City Manager has the authority to engage in future power purchase commitments without Council approval when time is of the essence. All commitments will be brought to Council at the next available meeting.
6. The approval of all items **$5,000** and up that are not included in the current fiscal year's budget.

Requirements

Except for professional services, the following are requirements for competitive bidding, requests for proposals, or substantiation to the City Manager as "sole source" procurement. Purchases within a single budget year shall not be separated into smaller transactions to avoid the following procedures:

Request for Proposal (RFP) Policy for Purchases Between $10,001 and $75,000

1. Whenever possible, City employees, officers, or their designees should take advantage of cooperative purchasing opportunities with other governmental organizations. For purchases between **$10,001 and $75,000**, the City shall issue a **Request for Proposal (RFP)** to ensure competitive pricing and value.
2. Specifically, **MiDEAL**, of which the City is a member, is an extended purchasing program that allows Michigan local units of government to use state contracts to buy goods and services. This cooperative purchasing method allows the City to benefit directly from lower costs and indirectly by reducing the time and administrative burden of processing formal bids.
3. In cases where cooperative purchasing is not used, a formal RFP should be developed and sent to **at least three (3)** qualified vendors, when available. Proposals should be evaluated based on

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cost, quality, vendor qualifications, and ability to meet the City's needs. The final selection must be documented and approved in accordance with the City's purchasing authority guidelines.

Sealed Bid Policy for Purchases Over $75,000

1. **Sealed Bids**. Sealed bids are required in all transactions involving expenditures of more than **$75,000**, including cumulative purchases across all City Departments. "Sealed bid" means a written response to a solicitation that requires a public bid opening. Sealed bids shall strictly comply with submission criteria to protect the integrity of the bid process. It is the bidder's responsibility to ensure compliance with submission requirements. The City Manager may disqualify a sealed bid that does not conform to the submission requirements. Electronically submitted bids shall only be forwarded to the City Clerk or other appropriate City staff member opening the bid. When such bids are submitted, the bidder shall be instructed to indicate, in the subject line of the email, "Sealed Bid" and indicate the project description. The City Clerk or any City staff member shall not open the email or attachments until the bid opening described in this policy. If a City staff member other than the City Clerk or City staff member opening the bid receives such an email, they shall inquire of the City Clerk or other City staff member opening the bid as to the time of the bid opening and not open or forward such an email until that time. Bids submitted by email must be sent to the City Clerk or another designated City staff member.
2. **Initiation of Competitive Bidding Procedure.** The Department Head or designee shall initiate this procedure by submitting a written request to the City Manager, along with a vendors list and specifications. The Department Head or designee may request the assistance of the City Manager in preparing specifications.
3. **Specifications.** The City Manager shall review as to form all specifications prior to release for bids. Whenever possible, specifications shall include a proposed contract, insurance requirements, and bond requirements, if any.
4. **Bidding Process.** The City Clerk shall serve as the central coordinator for the bidding process.
5. **Publication.** The City Clerk shall publish an advertisement for a bid on the City website and other locations to increase interest, such as a local newspaper or professional publication, for at least two days. The final publication day shall not be later than one week before the bid opening date.
6. **Bid Opening.** The City Manager shall select the time and place of the bid opening. The City Clerk and/or the requesting Department Head or designee shall attend the bid opening and record the bids received. Bid openings shall be public. At the bid opening, the Department Head or designee, or the City Manager, may request clarification of a bid from any vendor attending the bid opening. No bids shall be accepted after the indicated deadline.
7. **Bid Award.** The Department Head or designee shall submit to the City Manager a written request and recommendation for the bid award, along with a requisition (if applicable). If the bid exceeds **$75,000**, the City Manager shall submit the recommendation to the City Council for approval. Following City Council approval, the purchase will be finalized, and any agreement or contract will be executed per City Council resolution. The Department Head or designee shall notify the successful contractor of the award of the bid.
8. **Delegation of Bidding Procedure.** The City Manager, as the Purchasing Agent, may delegate authority to handle a department's competitive process to a department. A department may adopt additional bidding requirements that are not in conflict with these policies and

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procedures or any federal, state, or local laws.

9. **Exception to Competitive Bidding.** Competitive bidding shall not be required when the City Council determines by an affirmative vote of four members that the public interest will be best served by purchase from or jointly with another unit of government (including through a county, state, or federal cooperative procurement program), when an emergency exists, or when the public interest will be best served without obtaining bids, such as in the employment of professional services.
10. **Sole Bidders.** In the event only one bid is received, the department head may recommend the award of the sole bid if the following conditions have been met:
    (a) Due diligence has been performed in soliciting bids according to these policies and procedures, and
    (b) The bid has been evaluated and determined to be reasonable based on past purchases and evaluation of the market.
11. **Disqualification.** The bid documents shall include a form requiring certification by the vendor that none of the following circumstances have occurred concerning the vendor, an officer of the vendor, or an owner of a 25% or more share in the vendor's business, within three years prior to the bid:
    (a) conviction of a criminal offense incident to the application for or performance of a contract;
    (b) conviction of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or any other offense which currently, seriously and directly reflects on the vendor's business integrity;
    (c) conviction under state or federal antitrust statutes;
    (d) attempting to influence a public employee to breach ethical conduct standards; or
    (e) conviction of a criminal offense or other violation of another state, local, or federal law, as determined by a court of competent jurisdiction or an administrative proceeding, which in the opinion of the City indicates that the bidder is unable to perform responsibly or which reflects a lack of integrity that could negatively impact or reflect upon the City of Eaton Rapids, including but not limited to, any of the following offenses or violations of:
        i. The Natural Resources and Environmental Protection Act.
        ii. A persistent and knowing violation of the Michigan Consumer Protection Act.
        iii. Willful or persistent violations of the Michigan Occupational Health and Safety Act.
        iv. A violation of federal, local, or state civil rights, equal rights, or non-discrimination laws, rules, or regulations.
        v. Repeated or flagrant violations of laws related to the payment of wages and fringe benefits.
    (f) the loss of a license or the right to do business or practice a profession, the loss or suspension of which indicates dishonesty, a lack of integrity, or a failure or refusal to perform by the ethical standards of the business or profession in question.
    (g) No quote or bid shall be accepted from a vendor who is in arrears to the City, who is in default on a contract with or payment due to the City or has previously demonstrated bad faith in dealing with the City.

If the vendor is unable to certify, they may be disqualified. A disqualified vendor may appeal the disqualification to the City Council by written letter to the City Manager or City Clerk received by either of them within seven (7) calendar days after notice to the vendor of the disqualification. Upon filing such an appeal, the contracting and bidding process shall be stopped or extended as necessary, to hear the

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appeal.

Exceptions to Quotes and Bids

Informal competitive quotes or formal competitive bids by this policy shall not be required (i) where the subject of the purchase is from a sole source provider and no advantage to the City would result from obtaining quotes or bids which must be noted in the purchase order; (ii) in the employment of professional services; (iii) for purchases from, or joint purchases, with another governmental unit; (iv) when the City elects to perform work using City employees; or (v) where the purchase involves the use of State of Michigan or federal funds and State or federal rules, regulations and procedures concerning purchases apply.

Insurance

All contractors are required to provide the City of Eaton Rapids with proof of insurance upon acceptance of services by the City Attorney's recommendation.

Emergency Purchases

In an emergency or an apparent emergency endangering the public peace, health, and safety of the City, which requires the immediate purchase of supplies, materials, equipment, or services, the City Manager or his/her designee may purchase any supplies, materials, equipment, or services deemed immediately necessary. In the event of emergency purchases, a full report of the circumstances surrounding the purchase must be filed with the City Council within 30 days of the purchase.

Contracts

1. The City Attorney shall review all contracts for approval as to form.
2. If a vendor requests a contract for $5,000.00 or less, it must be reviewed by the City Attorney for form. Once reviewed, the Department Head may sign the contract.
3. Contracts with a value between **$5,001** and **$10,000** must be reviewed by the City Attorney for form and submitted to the City Manager for approval.
4. All contracts exceeding **$10,000** with the City of Eaton Rapids must be authorized by the City Council, signed by the Mayor and City Clerk, and approved as to substance by the City Manager and for form by the City Attorney. The City Council may delegate authority by resolution to the City Manager or a Department Head to enter into a contract.
5. All signed contracts or agreements related to the purchase of goods or services shall be entered into BS&A Accounts Payables or Purchase Order modules, including an attachment of the City Council signed resolution.

Payment Processing

1. Payment from invoices only. The City Treasurer/Finance Director will make payment only upon receipt of an "invoice." No payment shall be made from a "statement."
2. Payment. Upon receipt of the appropriate documents, including up-to-date Form W-9, Accounts Payable shall verify the availability of funds and electronically route the invoice for approval in BS&A. Once approved by the City Manager, Accounts Payable will make the payment.

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3. Special Check Handling. Special check-handling presents a risk and should be rare. Checks should be mailed directly to the payee by the Accounts Payable department. Electronic payments may be made after verification with the vendor. Special check-handling requires approval from the City Manager.
4. Sales Tax. The City is exempt from Michigan sales tax and federal excise taxes, but individual employees are not. Therefore, any employee who purchases on behalf of the City using personal funds will not be reimbursed for any sales or excise tax if they do not attempt to provide the vendor with the appropriate exemption forms from the City. The City may not have existing tax-exempt documentation on file with a particular vendor. If that is the case, Department Heads should consult the City Treasurer/Finance Director for further guidance.

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THE CITY OF Eaton Rapids MICHIGAN

MEETING DATE: 8/11/2025

CITY MANAGER

To: Mayor and City Council

From: Yvonne Ridge, City Manager

Submitted: 8/6/2025

Subject: Ordinance Amendment – Purchasing and Contracting Policy

☒Work Session

☒Regular Meeting

SUMMARY

With the adoption of the City's new Purchasing and Contracting Policy, it is necessary to amend several sections of the Code of Ordinances to align with the updated procedures and responsibilities.

Key Changes:

- **Authority Shift:** The City Manager will now have contracting and purchasing authority, previously held by the City Clerk.
- **City Manager Spending Limit Increased:** The City Manager's approval authority has increased from $5,000 to $10,000.
- **Department Head Authority:** Department Heads are authorized to sign contracts up to $5,000, following review and approval by the City Attorney.
- **Defined Purchasing Tiers:** The policy introduces clearer definitions for purchases, establishing processes and thresholds for quotes, bids, and Council involvement.

These updates are intended to modernize and streamline the City's procurement processes while maintaining appropriate checks and balances. Clear roles, thresholds, and legal review requirements will help ensure greater efficiency, accountability, and transparency in the use of public funds.

The corresponding amendments to the Code of Ordinances will be brought before Council for consideration.

STAFF RECOMMENDATION/MOTION

Discussion and First Reading of Ordinance Amendment 2025-11

LIST OF SUPPORTING DOCUMENTS

Ordinance Amendment 2025-11

ORDINANCE NO. _____

AN ORDINANCE TO AMEND CHAPTER 2, ARTICLE III, DIVISION 1, SECTION 2-28, CITY CLERK TO ACT AS PURCHASING AGENT; EXCEPTION, SECTION 2-31, WITHDRAWL OF CITY MONIES BY CITY MANAGER, AND DIVISION 3, SECTION 2-44, WRITTEN CONTRACT REQUIRED, SECTION 2-45, NOTICE INVITING SEALED BIDS; CONTENTS, SECTION 2-46, SOLICITATION OF BIDS, SECTION 2-49, PURCHASING AND CONTRACTING POLICY, SECTION 2-50, LOWEST RESPONSIBLE BIDDERS; PREREQUISITES TO EXECUTION OF CONTRACT; REJECTION, AND SECTION 2-52, EXCEPTIONS TO COMPETITIVE BIDDING, OF THE CODIFIED ORDINANCES OF CITY OF EATON RAPIDS, EATON COUNTY, MICHIGAN,

THE CITY OF EATON RAPIDS ORDAINS:

Section 1. Section 2-28 of the Codified Ordinances of the City of Eaton Rapids, shall be amended as follows:

The city ~~clerk~~ manager shall act as purchasing agent of the city except as the city council may from time to time otherwise provide by resolution.

Section 2. Section 2-31 of the Codified Ordinances of the City of Eaton Rapids, shall be amended as follows:

(a) The City Manager shall have the power to authorize purchases of, or payments for, budgeted supplies, materials, services and equipment costing ~~five~~ ten thousand ($~~5~~10,000.00) dollars or less for each order without pyramiding.

~~(b) The City Manager shall notify the city council in writing of any purchases in excess of one thousand ($1,000.00) dollars.~~

(c) If the City Council has approved a written contract, pursuant to Section 12.1 of the Eaton Rapids City Charter, for services, equipment, supplies, materials, or construction projects, the City Manager shall have the power to authorize payments or distributions for said services, equipment, supplies, materials, or construction projects, without further council approval, except as otherwise required by state or federal law.

Section 3. Section 2-44 of the Codified Ordinances of the City of Eaton Rapids, shall be amended as follows:

(a) Any expenditure for supplies, materials, equipment, construction projects or contracts obligating the city, where the amount of the obligation is five thousand ($5,000.00) dollars or less, and where the vendor utilizes a written contract, the Department head making the expenditure is authorized to sign the contract following review and approval by the City Attorney.

(b) Any expenditure for supplies, materials, equipment, construction projects or contracts obligating the city, where the amount of the obligation is in excess of five thousand ~~one~~

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~~dollars~~ ($5,~~000~~001.00) dollars, but less than ten thousand ($10,000.00) dollars shall be made the subject of a written contract and approved ~~by the city council as required by section 12.1 of the Eaton Rapids City Charter~~by the City Manager following review and approval by the City Attorney.

~~(a)~~(c) Any expenditure for supplies, materials, equipment, construction projects or contracts obligating the city, where the amount of the obligation is in excess of ten thousand ($10,000.00) dollars, shall be made the subject of a written contract and submitted to the City Council for review and approval, following review and approval by the City Manager and City Attorney The City Council may, by resolution, delegate the authority to enter into a contract to the City Manager or to a department head..

~~(b)~~(d) A purchase order shall ~~be deemed a written contract only in cases where the expenditure is in the usual and ordinary course of the city's affairs and in no case shall it~~not be sufficient for the construction of public works or the contracting for supplies or services over any period of time or where the quality of the goods or materials or the scope of the services bargained for is not wholly standardized.

Section 4. Section 2-45 of the Codified Ordinances of the City of Eaton Rapids shall be amended as follows:

~~At the discretion of the city council~~When required by the City of Eaton Rapids Purchasing and Contracting Policy, a notice inviting sealed bids shall be either published in a newspaper of general circulation or posted in three (3) places in the city, at least thirty~~five~~ (~~5~~30) days before the final date for submitting bids. The notice shall give briefly the specifications of the supplies, materials or equipment or construction project or other matter to be contracted for, and shall state the amount of bond or other security, if any is to be required, to be given with the bid, and the amount of bond or other security to be given with the contract. The notice shall state the time limit, the place of filing and the time of opening bids and shall also state that the right is reserved to reject any or all bids. Any other conditions of award of the contract shall also be stated in general terms.

Section 5. Section 2-46 of the Codified Ordinances of the City of Eaton Rapids shall be amended as follows:

Section 2-46. – Solicitation of sealed bids; Requests for Proposals

a. The purchasing agent ~~may~~ shall solicit sealed bids ~~from a reasonable number of qualified prospective bidders, known to him, by sending each a copy of the notice inviting bids~~as set forth in the official purchasing policy currently on file with the city clerk.

~~a.~~b. The purchasing agent, when cooperative purchasing is not used, shall develop a request for proposal, which shall be sent to at least three (3) qualified vendors, when available.

Section 6. Section 2-49 of the Codified Ordinances of the City of Eaton Rapids shall be amended as follows:

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The purchasing and contracting policy currently on file with the city clerk, as amended, is hereby re-adopted by the city council. This purchasing policy may be further amended by the city council via resolution.

Section 7. Section 2-50 of the Codified Ordinances of the City of Eaton Rapids shall be amended as follows:

When bids made pursuant to this division are submitted to the city council, the contract to be executed shall also be submitted and ~~if the city council finds any of the bids to be satisfactory, it~~ the city council shall award the contract to the lowest responsible bidder, unless the city council determines that the public interest will be better served by accepting a higher bid. The city council shall authorize execution of the contract upon execution of the contract by the successful bidder and the filing of any bonds which may have been required. The city council shall have the right to reject any or all bids and to waive irregularities in bidding and to accept bids which do not conform in every respect to the bidding requirements.

Section 8. Section 2-52 of the Codified Ordinances of the City of Eaton Rapids shall be amended as follows:

Subject to prior approval of the city council, competitive bidding shall not be required in the following cases:

a. Where the ~~product or material contracted for is not competitive in nature, and the purchasing agent so certifies to the city council in writing~~transaction or expenditure does not exceed seventy-five thousand ($75,000.00) dollars.

b. In the employment of professional services.

c. When the city council determines, by an affirmative vote of at least four (4) council members, that the public interest will be best served without seeking competitive bids or by seeking joint purchases with, or purchase from, another unit of government (including, but not limited to, through a county, state, or federal cooperative procurement program).

~~c.~~d. When an emergency exists.

Section 9. Severability. This ordinance and each article, section, subsection, paragraph, subparagraph, part, provision, sentence, word and portion thereof are hereby declared to be severable, and if they or any of them are declared to be invalid or unenforceable for any reason by a court of competent jurisdiction, it is hereby provided that the remainder of this ordinance shall not be affected thereby.

Section 10. Repeal, Effective Date, Adoption.

(1) Repeal. All regulatory provisions contained in other City ordinances which conflict with the provisions of this ordinance are hereby repealed.

(2) Effective Date. This ordinance shall become effective on _____, twenty (20) days following its adoption, and shall be published prior to its effective date as mandated by charter and statute.

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

_____
Pamela Colestock, Mayor
City of Eaton Rapids

CERTIFICATE

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

_____
Robin Webb, Clerk
City of Eaton Rapids

THE CITY OF Eaton Rapids MICHIGAN

MEETING DATE: 8/11/2025

CITY MANAGER

To: Mayor and City Council

From: Yvonne Ridge, City Manager

Submitted: 8/6/2025

Subject: Emergency Purchase – Well #5

☒Work Session

☒Regular Meeting

SUMMARY

Pump #5 experienced a failure and required immediate attention and emergency repair. Given the critical nature of this equipment, it was imperative to initiate repairs as quickly as possible to minimize disruption to operations.

Upon inspection, it was determined that the pump would need a cleaning and full overhaul**.** The exact scope of the work—and therefore the final cost—would depend on the condition of the pump once it was pulled from the well.

The estimated repair cost ranges from $25,282.04 to $53,307.22, depending on the extent of the damage.

Due to the urgency of restoring the pump to working condition, staff obtained a quote and authorized the vendor to begin the repair process immediately. This action was taken in accordance with the City's emergency purchasing procedures.

We are providing this memo to inform Council of the situation, the nature of the emergency expenditure, and the steps taken to address it.

STAFF RECOMMENDATION/MOTION

Discussion and approval of Resolution 2025-74

LIST OF SUPPORTING DOCUMENTS

Quote and Resolution 2025-74

PEERLESS-MIDWEST, INC.
An Employee Owned Company
1973 – 2023

QUOTATION

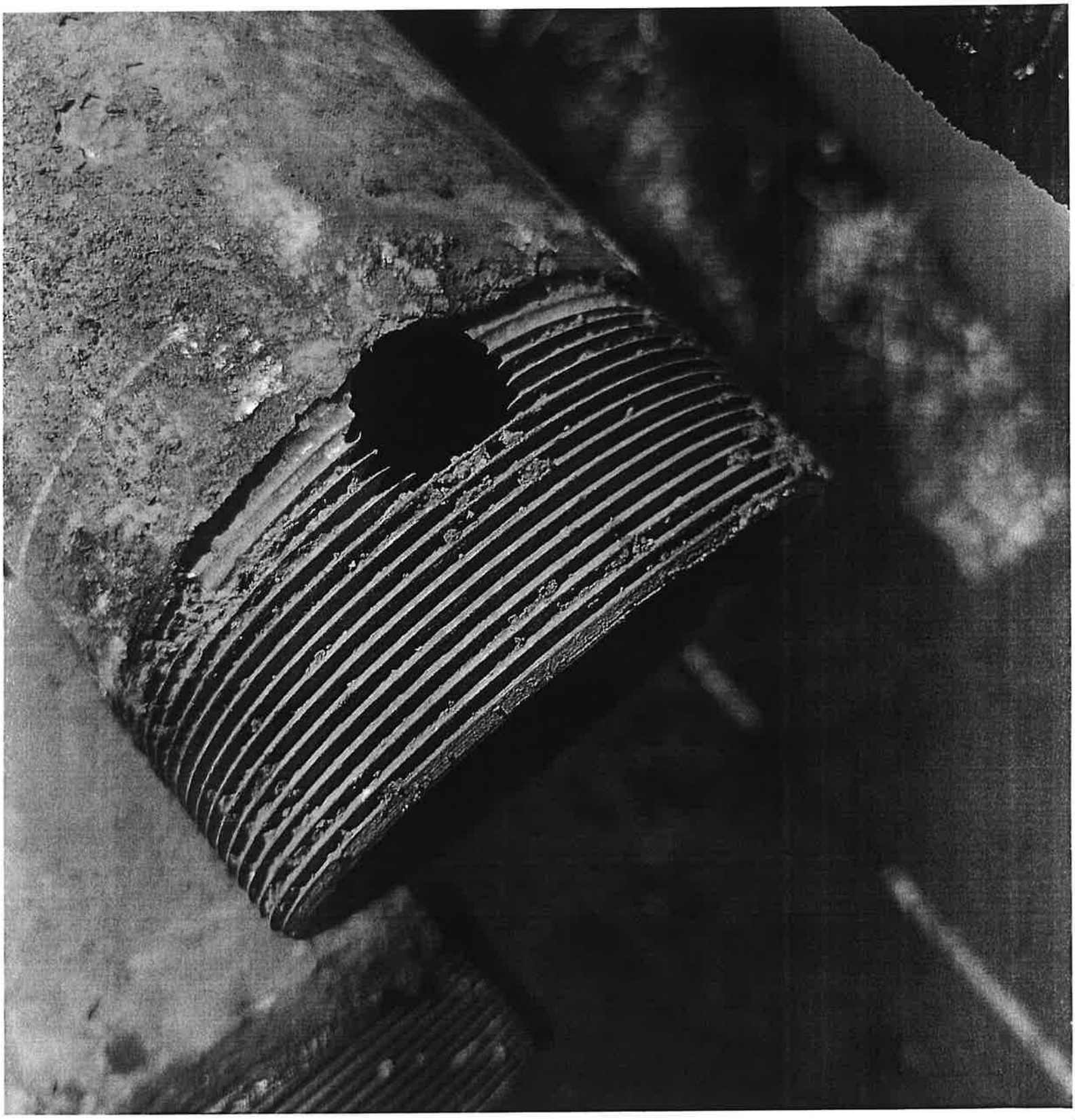
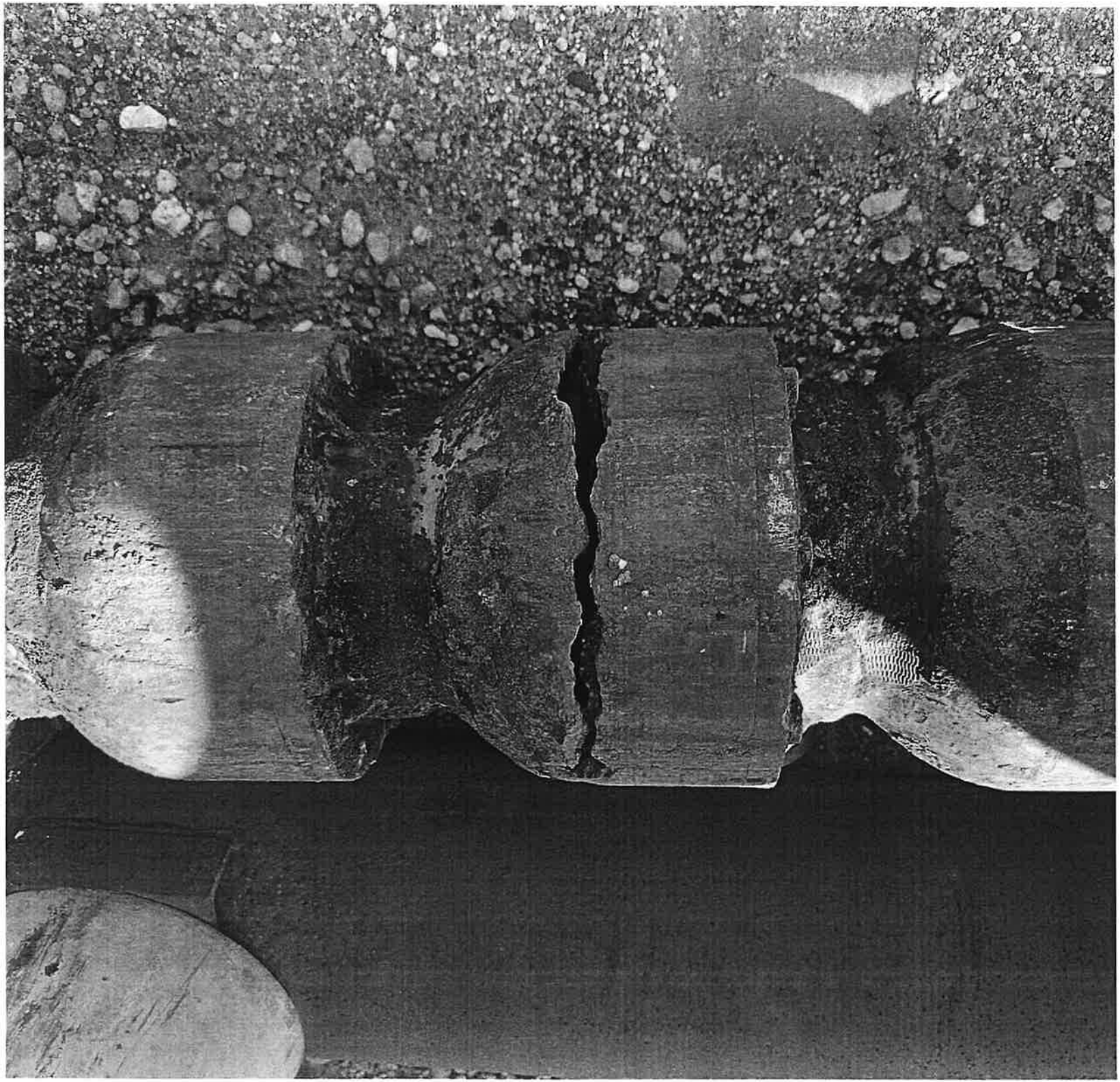
City of Eaton Rapids
Mark Lease - Water Department
200 South Main St.
Eaton Rapids, Michigan 48827

OUR NO. Eaton Rapids-RWM 2025-0709B
YOUR NO.
DATE July 9, 2025

REFERENCE **Well 5 Cleaning and Pump Overhaul**

DESCRIPTION	PRICE
Pull pump #5, teardown and inspect for overhaul	$2,650.00
Overhaul pump #5 for normal wearing parts, shop and machine labor, overhaul 15 HP motor complete with new bearings	$16,632.04
Add for new bowl if bowl cannot be overhauled	***$8,921.08***
Add for new column and suction if it cannot be re-used	***$9,104.32***
Clean and treat Well 5 for redevelopment and increasing specific capacity	$12,500.00
Set overhauled Pump #5 back in well, chlorinate and pump off, collect 1st bacti sample, City to collect 2nd bacti sample.	$3,500.00
STATE SALES TAX, IF APPLICABLE, IS NOT INCLUDED	

$35,282.04
To $53,307.44

PAYMENT TERMS 30 Days
START
COMPLETE
VALID FOR 90 Days
ACCEPTED BY

PEERLESS-MIDWEST, INC.
BY Bob Masters
Bob Masters, Project Manager