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 24, 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

New Business

1. Mobile Food Vendor Ordinance
2. Replace Air Conditioner Public Safety Building and Budget Amendment
3. Lieutenant Position

Closed Session under MCL15.268(h) to consider material exempt from discussion or disclosure by state or federal statute

Closed Session under MCL15.268(a) to consider periodic personnel evaluation of an employee

Public Comments

Board and Committee Reports

Adjourn

ORDINANCE NO. 2026-06

AN ORDINANCE TO AMEND CHAPTER 17 TO ADD ARTICLE I, SECTIONS 17-1 THROUGH 17-5, MOBILE FOOD VENDORS, OF THE CODIFIED ORDINANCES OF CITY OF EATON RAPIDS, EATON COUNTY, MICHIGAN.

THE CITY OF EATON RAPIDS ORDAINS:

Section 1. Chapter 17 of the Codified Ordinances of the City of Eaton Rapids, is hereby amended as follows:

Article I – Mobile Food Vendors

Sec 17-1. – Definitions

The following term, when used in this Article, shall have the meanings set forth in this Section:

a. *City* means the City of Eaton Rapids.
b. *Mobile food vending unit* means any motorized or non-motorized vehicle, trailer, pushcart, or device being used for the sale or distribution of food or beverages.
c. *Mobile food vending* means the sale or distribution of food or beverages from a mobile food vending unit.
d. *Mobile food vendor* means the owner(s) and/or operator(s) of a mobile food vending unit.
e. *Vendor permit* means a permit issued by the city to a mobile food vendor valid for one (1) calendar year from the date of issuance.
f. *Temporary vendor permit* means a permit issued by the city to a mobile food vendor valid for a specific consecutive seven (7) day period as designated on the permit.

Sec 17-2. – Permit Required

a. It shall be unlawful for any person, entity, or organization to operate a mobile food vending unit within the city without a valid mobile food vending permit issued by the city.
b. All permits shall be prominently displayed on the mobile food vending unit while mobile food vending is taking place.
c. Vendor permits issued under this chapter shall be valid for one (1) calendar year from the date of issuance. Temporary vendor permits shall be valid for no more than seven (7) consecutive days. Vendor permits shall be non-transferable.

Sec 17-3. – Application

Any person, entity, or organization desiring to engage in mobile food vending within the city shall make written application to the city clerk for a permit under this article. The applicant shall

truthfully state, in full, all information requested by the city clerk and said application shall be accompanied by the required fee established by resolution of the city council. The application for a permit shall be on forms provided by the city clerk and shall include the following:

a. Name, signature, phone number, email address, and business address of the applicant.

b. A copy of the mobile food vending unit operator's valid, state issued, driver's license.

c. Information on each mobile food vending unit, including but not limited to year, make, model, vehicle identification number, vehicle or trailer registration plate number, or any other descriptive information required for identification of the mobile food vending unit.

d. Information setting forth the proposed hours of operation, and areas of operation.

e. Information setting forth the proposed plans for power access, water supply, and wastewater disposal.

f. Copies of all licenses or permits issued by the county health department.

g. A copy of the applicant's general liability and automobile insurance declarations pages, listing the owner of the mobile food vending unit as an insured and the city as an additional insured. Said general liability insurance shall be in an amount not less than one million ($1,000,000.00) per occurrence. Said insurance shall be in full force and effect for the duration of any permit issued by the clerk for mobile food vending.

h. A copy of a state police (ICHAT) report for the applicant. Said report shall be dated not more than fourteen (14) days prior to the date of application.

i. Any other information requested by the city clerk.

Sec 17-4. – Requirements

A mobile food vendor operating within the city shall comply with the following requirements:

a. Provide waste receptacles, in the form of a garbage can made of plastic or metal with not less than 32 gallons in capacity. Said receptacle shall be placed at the site of the mobile food vending unit. The operator of the mobile food vending unity shall remove all litter, debris, and other waste attributable to the vendor on a daily basis.

b. If the mobile food vendor is seeking to operate on city-owned or controlled property, operation may only occur after approval by the Director of Parks, Recreation & Events.

c. If parked on public streets, mobile food vendors shall conform to all state and local laws, including, but not limited to, the Michigan Uniform Traffic Code, Michigan Motor Vehicle Code, and the city zoning ordinance.

d. A mobile food vendor shall not operate a mobile food vending unit within five hundred (500) feet of any fair, festival, special event, or civic event that is licensed or sanctioned by the city without written permission from the event sponsor.

e. Mobile food vendors shall not use any flashing or blinking or strobing lights. All exterior lights over sixty (60) watts shall contain opaque shielding to direct the illumination downward.

f. Mobile food vendors shall not use music, amplification devices or "crying out" or any other audible methods to draw attention to the mobile food vending unit.

g. Food and beverage service shall be conducted from the side of the mobile food vending unit that faces a curb, lawn, or sidewalk when parked. No food service shall be provided on the driving-lane side of the mobile food vending unit unless the road is closed to traffic.

h. Except when mobile food vending is taking place entirely on private property, no mobile food vendor shall provide or allow any dining area within ten (10) feet of the mobile food business, including but not limited to tables, chairs, booths, stools, benches, or stand-up counters or within the public right-of-way, including but not limited to sidewalks.

i. Signage is allowed on the mobile food vending unit, provided it is in compliance with the City of Eaton Rapids Code of Ordinances. Additionally, one auxiliary sandwich board sign not more than six (6) square feet in area and up to three (3) feet in height is permitted. The auxiliary sign shall not be placed in vehicle travel lanes and must not be placed so as to impede pedestrian traffic on public streets or sidewalks

j. No mobile food vending unit shall be left unattended and unsecured at any time food is in the vehicle. Any mobile food vending unit found to be unattended shall be considered a public safety hazard and may be ticketed and or towed at the owner's expense.

k. A mobile food vendor may operate on private property only with the property owner's written consent and in compliance with the city zoning ordinance.

l. Any electrical power required for the operation of a mobile food vending unit located on a public right-of-way shall be self-contained, and a mobile food business shall not use utilities drawn from the public right-of-way. A mobile food vending unit may use electrical power from private property on which it has permission to operate with the property owner's written consent. A mobile food vending unit shall not extend any cords, cables, or wires over any street, sidewalk, or right-of-way.

m. A mobile food vendor shall not represent that the granting of a permit under this chapter is an endorsement by the city.

n. No mobile food vending unit shall pose a risk to the health, safety, and wellbeing of any person.

Sec 17-5. – Enforcement

a. Operation of a mobile food vending unit within the city without first obtaining a city permit shall constitute a civil infraction punishable by a fine as set forth in Sec 1-8(b) of the City of Eaton Rapids Code of Ordinances. Each day of violation shall constitute a separate and distinct offense.

b. Any permit holder operating a mobile food vending unit, or who allows the operation of a mobile food vending unity, in violation of any provision of this article is responsible for a

civil infraction punishable by a fine as set forth in Sec 1-8(b) of the City of Eaton Rapids Code of Ordinances. Each day of violation shall constitute a separate and distinct offense.

c. Once a permit has been issued, it may be revoked, suspended, or not renewed by the city clerk for failure to comply with the provisions of this article and any rules or regulations set forth by the city. Notice of the suspension, revocation, or non-renewal shall be given by first-class mail to the permit holder's address listed on the permit application.

d. A permit holder may appeal the revocation, suspension, or non-renewal decision of the city clerk to the city manager within twenty-one (21) days of the denial, suspension, or non-renewal.

e. The penalties contained in this Section are in addition to any other legal or equitable remedies available to the city including, but not limited to, injunctive relief.

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 _____, 2026.

_____
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 _____, 2026.

_____

Robin Webb, Clerk
City of Eaton Rapids

THE CITY OF
Eaton Rapids
MICHIGAN

Pamela Colestock – Mayor
William Steele – Mayor Pro Teem
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

MEETING DATE AUGUST 24,2026

TO: MAYOR AND COUNCIL

FROM: Fire Chief McNutt

Submitted 8/17/2026

SUBJECT: REPLACE AIR CONDITIONER AT PUBLIC SAFETY BUILDING

STAFF RECOMMENDATION/MOTION

APPROVE

LIST OF SUPPORTINGT DOCUMENTS

TWO QUOTES SUPPLIED

MYERS
PLUMBING & HEATING, INC.
16825 Industrial Parkway
Lansing, MI 48906
PH: (517) 886-2255 FAX: (517) 886-7854

PROPOSAL

Eaton Rapids Fire Department
101 Line Street
Eaton Rapids, MI 48827

August 6, 2026

Attn: Dave
Re: replace the AC system for the office area

*Myers Plumbing & Heating Inc. is pleased to quote the sum of **$7,932.00** to provide material and labor to perform the following scope of work:*

Includes

- *Remove and dispose of the defective AC*
- *Furnish and install (1) new Rheem 3-ton AC system with cased coil*
  - *36,000 BTU*
  - *208-230/3-phase*
- *Flush the existing refrigerant piping*
- *Connect to the existing electrical*
- *Perform check test and startup and verify that everything is operating properly*

Excludes

- *Overtime labor*
- *Electrical*
- *Any work that has already been completed*
- *Any additional work or repairs that are not mentioned in this proposal*

All work to be completed in a professional manner and in accordance to all pertaining codes, rules and regulations. All work fully guaranteed and insured.

Thank you for the opportunity to quote. If you should have any further questions please call.

Respectfully,

Andy Karek

Andy Karek
MYERS PLUMBING & HEATING, INC.

Acceptance of Agreement

The above prices, specifications and conditions are satisfactory and are hereby accepted. Payment will be made as outlined.

Accepted by: _____ Date: _____

PROPOSAL GOOD FOR 7 DAYS
Terms: Net 30

Proposal

Page No. of Pages

INTEGRITY
HEATING & AIR CONDITIONING

(517) 331-4241
EATON RAPIDS, MI 48827

PROPOSAL SUBMITTED TO: Eaton Rapids Fire Department	PHONE: (517) 663-8118	DATE: 7/24/26	
STREET: 101 Linc st	JOB NAME: David Hendon (Captain)		
CITY, STATE and ZIP CODE: Eaton Rapids mi 48827	JOB LOCATION: dhendon@cityofeatonrapids		
ARCHITECT: Mark	DATE OF PLANS: 7-26	.gov	JOB PHONE: 983-9594

We hereby submit specifications and estimates for:

3 Ton 3 Phase Air Conditioning
3 Ton Matching Cased Coil
TXV
Pad
whip
Line Set
Mitigation Circuit Board
Flush System
Fuses
start up & Test
Permit
5 year Parts & Labor
Furnace is Roughly 5.5 years old & Looks good

We Propose hereby to furnish material and labor – complete in accordance with above specifications, for the sum of: Seven Thousand Four Hundred — dollars ($ 7400.00)

Payment to be made as follows: on Completion

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Authorized Signature

Note: This proposal may be withdrawn by us if not accepted within ____ days.

Acceptance of Proposal—The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance: ____

X
Signature ____

Signature ____

THE CITY OF Eaton Rapids MICHIGAN

Pamela Colestock – *Mayor*
Willliam Steele – *Mayor Pro Tem*
Deb Malewski – *Council Member*
Stacee Robison – *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 and Events*
Randy Jewell – *City Assessor*
Cullen Harkness – *City Attorney*

MEETING DATE: AUGUST 24, 2026 TREASURER/FINANCE DIRECTOR

To: Mayor and City Council ☒Work Session

From: Genny Allen ☒Regular Meeting

Submitted: 08/20/2026

Subject: Budget Amendment for Fiscal Year 2026-2027

SUMMARY

Budget amendments are used periodically to adjust budgeted revenues and expenditures to ensure that accounts are maintained at appropriate levels and that expenditures do not exceed amended appropriations at fiscal year-end. All budget amendments must be approved prior to the closing of the fiscal year.

Any changes to the adopted budget require City Council approval. Attached for consideration is Budget Amendment Resolution 2026-88, which proposes an amendment to the 2026–2027 fiscal year budget.

The proposed amendment recognizes and appropriates $7,400.00 for the purchase and installation of an air conditioning unit at the Public Safety Building by Integrity Heating and Air Conditioning. The Capital Outlay expenditure will be funded from the Fund Balance of the General Fund.

Approval of the attached resolution will amend the budget to recognize the expenditure and corresponding use of fund balance as follows:

101.901.97510	Buildings – Public Safety (Capital Outlay)	$7,400.00	
101.000.39000	General Fund – (Fund Balance)		$7,400.00

STAFF RECOMMENDATION/MOTION

Motion to approve Resolution 2026-88amending the Fiscal Year 2026–2027 budget to recognize the Capital Outlay expenditure for the purchase and installation of an air conditioning unit at the public safety building.

LIST OF SUPPORTING DOCUMENTS

- Resolution 2026-88

THE CITY OF Eaton Rapids MICHIGAN

MEETING DATE: 08/24/2026 POLICE CHIEF

To: Mayor and City Council ☒Work Session

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

Submitted: 08/18/2026

Subject: Lieutenant Position

SUMMARY

Lt. Creger has announced his plans to retire in March 2027. Following this notification, I posted the open position with the hope of filling it by October or November 2026. This timeline would allow for a thorough transition of the position's duties to the new hire. With accreditation, the role has become significantly more complex than it was in the past. Ideally, we would promote someone from within the department to this position, as is customary. Unfortunately, we currently do not have any employees with the necessary experience, skills, or abilities to step into this role.

The job was posted for approximately a month with a salary range of $78,000 to $88,000, but we have not received any applications or serious inquiries. About a week after our posting, Mason Police advertised the same position at a salary starting ten thousand dollars higher than the top pay I offered, along with a notable benefits package.

Additionally, as examples, patrol officer positions with Lansing, East Lansing, and Meridian Twp are now topping out around $80,000, plus benefits and overtime. Another local department, with a position similar to our Lieutenant role, is paying over $100,000.

I am requesting that the City Council provide a salary range that is more in line with the expertise and experience expected for this position and that aligns with other similar positions in the region.

STAFF RECOMMENDATION/MOTION

LIST OF SUPPORTING DOCUMENTS

Copy of Mason PD Lieutenant Posting

Copy of Eaton Rapids PD Lieutenant Posting

EATON RAPIDS POLICE DEPARTMENT

WE'RE HIRING: LIEUTENANT

Command-Level Opportunity | Accredited Agency | Team-Oriented Atmosphere

$78K – $88K	5,200	10 FT + 1 Seasonal	Accredited (MLEAC)
SALARY RANGE	COMMUNITY SERVED	DEPARTMENT SIZE	STATUS

The City of Eaton Rapids is seeking a qualified, community-minded Lieutenant to help lead our accredited police department. The current lieutenant is retiring after ten years of service to the city. Situated along the Grand River, Eaton Rapids offers small-town character with strong support for its police department. We are staffed with a chief, lieutenant, sergeant (open), detective, six officers(one open), and one seasonal school resource officer.

THE ROLE

This is a salaried, non-union command position reporting directly to the Chief of Police. The Lieutenant is uniformed, supervising and supporting day-to-day patrol operations in addition to serving as the department's accreditation manager.

REQUIREMENTS & QUALIFICATIONS

Pre-Employment Requirements

- Individual interview with the Chief of Police
- Comprehensive background investigation
- Psychological examination
- MCOLES physical examination and drug screen
- Valid Michigan driver's license
- Residency within 25 miles of the city within one year of hire

Minimum Qualifications

- Ability to perform duties as outlined in the Lieutenant's job description in department policy
- Eligible for MCOLES licensing upon appointment
- Ten years of relevant law enforcement experience
- Previous experience as a patrol Sergeant or higher rank
- Strong written and verbal communication skills
- Ability to respond positively and effectively to changing situations within the community

Desirable Qualifications

- Advanced police supervisory training, such as Police Staff and Command
- Accreditation management experience
- Bachelor's Degree

SALARY & BENEFITS

Salary for this position ranges from $78,000 to $88,000 per year, depending on qualifications and experience. Additional competitive benefits include:

- ✓ Health, Vision, and Dental Insurance
- ✓ Defined Contribution Retirement Plan — 10% City / 5% employee
- ✓ $100 per month in a Health Retirement Account
- ✓ Health insurance opt-out, $300.00 per month
- ✓ No-cost access to Eaton Rapids Medical Center Fitness Center
- ✓ Three weeks' vacation to start

HOW TO APPLY

Submit a resume, cover letter, and three references to **lweeks@cityofeatonrapids.gov** or mail to the address below.

Application Deadline: Monday, August 13rd, at 9:00 am

Eaton Rapids Police Department
101 Line St. • Eaton Rapids, MI 48827 • Attn: Chief Weeks
517-237-3771

The City of Eaton Rapids is an Equal Opportunity Employer.

CITY OF MASON POLICE DEPARTMENT
POLICE LIEUTENANT

Opening Date: August 3, 2026
Closing Date: Open Until Filled – Applications will be reviewed upon receipt

CONTACT INFORMATION

Sarah Jarvis
masonclerk@mason.mi.us
517-676-9155

ABOUT THE CITY OF MASON POLICE DEPARTMENT

The City of Mason is looking for a qualified individual who is interested in a position with a community-based Police Department. Mason is a safe community, and our officers have the opportunity to make a direct impact on our residents, neighbors, and visitors.

POSITION SUMMARY:

The Lieutenant serves as the second-in-command of the Police Department and provides high-level leadership, supervision, and strategic direction for all operational and administrative functions.

This position supports the Chief of Police in ensuring the effective delivery of public safety services, maintaining departmental readiness, and fostering a culture of professionalism, accountability, and community engagement. The Lieutenant may assume command in the absence of the Chief and is expected to lead with integrity, innovation, and commitment to the department's mission and values.

REQUIREMENTS KNOWLEDGE, PREFERRED QUALIFICATIONS, AND KNOWLEDGE, SKILLS, AND ABILITIES

Required Knowledge, Preferred Qualifications, and Knowledge Skills, Abilities

The requirements listed below are representative of the skills, abilities, and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodation will be made to enable individuals with disabilities to perform the job.

Minimum Qualifications:

- A bachelor's degree in criminal justice, Public Administration, or a related field (master's preferred).
- Minimum of 10 years of progressively responsible law enforcement experience, including 3-5+ years in a supervisory or command role.
- MCOLES licensed (active or inactive) or eligible for licensure.
- Valid Michigan driver's license with a satisfactory driving record.
- Successful completion of a background investigation, drug screening, psychological evaluation, and physical examination.

Preferred Qualifications

- Completion of advanced leadership training (e.g., FBI National Academy, Northwestern School of Police Staff and Command).
- Experience with unionized personnel and collective bargaining agreements.
- Familiarity with law enforcement accreditation programs (e.g., CALEA, MACP).
- Knowledge of community policing principles and public safety best practices.
- Successful completion of a background investigation, drug screening, psychological evaluation, and physical examination.

Knowledge, Skills, and Abilities:

- Strong leadership, decision-making and interpersonal skills.
- In-depth knowledge of modern policing practices, laws, and investigative techniques.
- Ability to manage complex operations and personnel in a dynamic environment.
- Excellent written and verbal communication skills.
- Proficiency in Microsoft Office, Google Workspace, and law enforcement software programs.
- Commitment to ethical leadership, transparency, and community trust-building.

SALARY & BENEFITS

- Starting Salary $98,000
- MERS Defined Contribution Plan
- Deferred Compensation
- Health/Dental/Vision Insurance
  - Payment-in-lieu of 50% of the premium for opting out of City Insurance (Currently $3,583.32 - $10,749.70 annually)
- FSA – Medical and Dependent
- Life Insurance
- Vacation Time – Accrual based on total years of law enforcement experience.
- Additional Paid Time Off:
  - 11 Paid Holidays
  - ESTA 1.4 hours per 30 hours worked
  - 3 Personal Days Eanred Per Year
  - 8 Hours of Volunteer Pay Per Year
  - Bereavement Leave
- Longevity Pay – Based on total years of law enforcement experience.
  - Percentage Based
- Parental Leave
  - Up to 12 weeks (9 weeks paid by City/3 weeks employee time)
- Tuition Reimbursement
- Residency Bonus – 3% of Base Salary

Addition: City of Mason requires that employees must live within 20-linear miles of the boundaries f the city within 12 months of date of hire.

How to Apply:

- Submit an online application, and attached your resume (preferred) go to www.mason.mi.us to link to the online application.
- Submit your application via email: masonclerk@mason.mi.us
- Submit an application via mail or drop-box in front of City Hall

  Address:
  City of Mason
  Attn: Human Resources
  201 W. Ash Street
  Mason, MI 48854

Completed application and additional application materials (resume and cover letter) should be submitted with your application.