



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

November 10, 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. Planning Commission Recommendation for Phase 2 of the Inverness Homes Site Condominium Subdivision
2. Ordinance – Trees in the Right of Way (ROW)
3. Howe Memorial Park – Riverbank Evaluation
4. Designated Assessor Renewal Interlocal Agreement
5. Downtown Development Authority – Sip and Sleigh Wine Event
6. Public Act 123 of 1999 – Parcel 300-033-200-276-00 Revert Back to City
7. Virtual and Live Meeting Broadcast Best Practice

Board and Committee Reports

Public Comments

Adjourn



MEETING DATE: 11/10/2025

BUILDING DEPARTMENT

To: Mayor and City Council

Work Session

From: LeRoy Hummel, Building Official

Regular Meeting

Submitted: 11/06/2025

Subject: Phase II

SUMMARY

The Planning Commission heard a request at the November 3, 2025, meeting from Green Development Ventures LLC to consider approval of Inverness Homes Site Condominium Subdivision, Phase 2. There will be no changes to the original plan other than the requests from the City Department Directors. The City Council originally approved this subdivision in 2006, city ordinance requires that the final arrival be made within two years of preliminary approval, which was not done. This is why the plan is before the Council again.

Please see attached communication for additional information.

I have the full-size plans and renderings of the homes in my office if you would like to review. They will also be available at the work session.

STAFF RECOMMENDATION/MOTION

Approve Phase 2 of Inverness Homes Site Condominium Subdivision, Planning Commission Recommendation is for approval.

LIST OF SUPPORTING DOCUMENTS

Letter for Application
Planning Commission Communication
Copy of ordinances
Planning Commission minutes

Green Development Ventures, LLC
2186 East Centre Avenue
Portage, MI 49002

September 30, 2025

Leroy Hummel, Building/Zoning Official
City of Eaton Rapids
200 S. Main Street
Eaton Rapids, Michigan 48827

Re: Step 2 Preliminary Site Condominium for Inverness Homes (Phase 2), Turnberry Lane and Saint Andrews Drive, Units 28-42 and Units 46-61.

Dear Mr. Hummel,

Attached please find the Step 2 Preliminary Site Condominium application package for Inverness Homes (Phase 2), Units 28-42 and Units 46-61. This single family subdivision was previously approved in 2005, however, construction did not commence within the required two-year period and the approval expired. Phase 2 of the Inverness Homes subdivision is being submitted for re-approval with no changes to the previously approved roadway and lot layout. The application packet includes the following documents:

- Preliminary Site Condominium Subdivision Application/Letter of Authorization
- Review Fee Checks (Preliminary Site Condominium \$500; Escrow \$2,000)
- Project Summary Narrative – Inverness Homes
- Step 2 Preliminary Site Condominium Plan – Inverness Homes (three sets, 24” by 36”)
- Sample Portfolio of Homes – Inverness Homes
- Recorded Master Deed & Amendments

We look forward to completing construction the final phase of the Inverness Homes subdivision and request the Step 2 Preliminary Site Condominium be scheduled for the November 3, 2025 Planning Commission meeting.

If you have any questions or require additional information, please contact me at your earliest convenience.

Sincerely,



Michael West, AICP
Land Planning Manager
Green Development Ventures, LLC
2186 East Centre Avenue
Portage, Michigan 49002
(269) 365-8548
mwest@allenedwin.com

September 23, 2025

Leroy Hummel, Building/Zoning Official
City of Eaton Rapids
200 S. Main Street
Eaton Rapids, Michigan 48827

Re: Inverness Homes, Phase 2 (Units 28 thru 61), Eaton Rapids, Michigan

Dear Mr. Hummel,

Greyhound Drive Limited Partnership owns the above referenced property addressed as Units 28 thru 61 of Inverness Homes, Phase 2 (Turnberry Lane, Saint Andrews Drive) in the City of Eaton Rapids, Eaton County, Michigan. We confirm that Green Development Ventures, LLC/Allen Edwin Homes have authorized consent to submit for municipal approvals and permits (i.e., planned unit development, site condominium subdivision, land division, construction/utility permits, etc.) that may be required for the development of the subject property.

Feel free to contact me with questions or concerns.

Sincerely,



Oscar Monincx
Greyhound Drive Limited Partnership
1818 Library Street, Suite 500
Reston, Virginia 20190
om@slokker.org



**Preliminary Site PLANNING COMMISSION
 Condominium ~~SITE PLAN REVIEW~~ APPLICATION**

Developments Requiring Planning Commission Approval

All developments not covered under _____ of the City Code as eligible for administrative review, and all Planned Unit Developments (PUD's) are major projects which require preliminary site plan review by and outside body and/or the Planning Commission.

All other projects not specified as a major project are either minor projects subject to review and approval by the Building and Zoning Department or amendments to existing site plans. The Building and Zoning Department may review and approve minor site plans without their submission to the Planning Commission.

**Preliminary Site Condominium
 Site Plan Review Fees**

In addition to the application fee, additional fees may apply for non-administrative site plan review. The full fee schedule can be viewed online at www.cityofeatonrapids.com

Application Fee: \$300.00 \$500 plus \$2000 escrow		Application Dated: September 26, 2025
Applicant/Owner Name (please print): Green Development Ventures, LLC (Mike West)		
Applicant/Owners Phone Number: 269-365-8548	Applicant Email Address: mwest@allenedwin.com	
Subject Property Zoning: PUD	Applicant Street Address: 2186 East Centre Avenue	
	Owner's Street Address: Portage, MI 49002	
Subject Property Street Address: Turnberry/St Andrews		
Parcel No.: Units 28-42, 46-61 Inverness Homes		

1. 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. **Letter of authorization (attached)**

2. **Type of Project:**
 Site Condominium Subdivision
 Inverness Homes, Phase 2
 Units 28-42 and 46-61 (31 units total)
 **previously approved 3/14/05

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.

Applicants Signature:	Dated: September 26, 2025
Owners Signature: Letter of authorization	

FOR USE BY CITY OF EATON RAPIDS EMPLOYEES ONLY

Date received:	Amount Paid:
	Date Paid:

Planning Commission Communication

TO: Planning Commission

FROM: LeRoy Hummel, Building/Zoning Official

DATE: November 3, 2025

SUBJECT: The Commission will review 2 items this month, one will be a public hearing for Inverness Home Phase 2 and 2670 Michigan.

- 1. Inverness Home Phase 2** – The city has a developer that would like to continue the development of the subdivision which was originally approved in 2006. The original Preliminary approval for Phase 2 has expired, Article XVIII – General Standards and Exceptions, Section 18.76 – Site Condominium Development Standards Section S and S.1, that the Step II approval shall give the applicant the following rights for a two-year period from the date of approval (see attached ordinance). Section 18.76 V 1., Final Plan Approval, (see attached ordinance).
The plan was approved in 2006, both items have expired, and this is the reason the Commission is reviewing the plan again. The new developer is not changing the plan other than the landscaping requirements which were revised by the Commission in 2024.
Section 18.76 requires new phases to be reviewed and approved by the Planning Commission (see attached ordinance).

After review by the city departments please see the following comments,

Fire Department

Move the proposed west fire hydrant north to the corner.

Loop the water main to Inverness Street if it is not already. City engineers also require.

Pave emergency entrance to Inverness.

Police Department

Suggest traffic control signs (yield) at the corners.

Place city padlock on the gate in the emergency entrance.

DPW

The developer will have to install utilities and streets to city ordinance.

Check to make sure the comments for the city engineer in the original approval were

complied with.

Zoning

Sidewalks are not shown and shall be installed in the subdivision also along Inverness Street the length of the property.

The plan states PUD zoning, I did not find in the minutes that it was zoned PUD.

The retention/detention pond shall be evaluated to make sure it has the capacity to handle the additional development.

I have plans in my office if you would like to review them before the meeting and will have two sets at the meeting.

The Planning Commission will make a recommendation to City Council.

2. **2670 S. Michigan** – The applicant pulled their request after publication in the paper. The board should vote to cancel the Public Hearing before opening it up.

Please contact us if you cannot attend.

If you have any questions, please contact me at 517.237.3799, 517.604.0732 cell or at lhummel@cityofeatonrapids.gov.

Sec. 18.76. - Site Condominium Development Standards.

A. *Purpose and Scope.*

1. Site condominium projects are condominium developments in which each condominium unit consists of an area of vacant land and a volume of vacant air space within which a building or other improvements may be constructed by the condominium unit owner. Each site condominium unit may also have an appurtenant limited common element reserved for the exclusive use of the owner of the condominium unit. Either the condominium unit by itself, or the condominium unit taken together with any contiguous, appurtenant common element, shall be considered to constitute a building site which is the functional equivalent of a "lot" for the purpose of this Ordinance and other applicable laws, ordinances, and regulations.
Site condominium projects may also include general common elements consisting of common open space, recreational areas, streets, and other areas available for use by all owners of condominium units within the project. Subject to the district zoning provisions applicable to the project's location, any land use permitted by the City of Eaton Rapids Zoning Ordinance may be permitted in a site condominium project.
2. The purpose of this section is to ensure that the plans for developments within the City of Eaton Rapids proposed under the provisions of the Condominium Act, Act 59 of the Public Acts of 1978, as amended shall be reviewed with the objective and intent of achieving the same characteristics as if the development and improvements therein were being proposed pursuant to the Subdivision Control Act, Act 288 of the Public Acts of 1967, as amended. It is further the intent of this Section to ensure that such development is in conformance with the requirements of this Ordinance, the City of Eaton Rapids Subdivision Regulations, Appendix B, and other applicable city ordinances and state and federal regulations.

B. *Zoning Permit Issuance.* Prior to the issuance of any zoning permit for any use within a site condominium project, the planning commission shall have approved a preliminary and final development plan meeting the requirements of this Ordinance.

C. *Site Condominium Layout, Design, and Required Improvements.* Site condominium subdivision plans shall conform to the design, layout, and improvement standards included in the City of Eaton Rapids Development Standards Ordinance, Appendix B, as adopted and amended, and specifically the following sections from Article IV, Appendix B, which are included herein by reference:

1. Section 400, Streets and alleys.
2. Section 401, Utility and other easements.
3. Section 402, Lots.
4. Section 403, Blocks.

Encroachment. A condominium project shall not be constructed in a manner that intentionally creates an encroachment.

- I. *Subdivision of Unit Sites.* Subdivision of condominium unit sites is permitted following planning commission review and approval, contingent upon the submission of an amended master deed to determine the effect of the subdivision on the conditions of zoning or development plan approval, and shall be made as part of the bylaws and recorded as part of the master deed.
- J. *Conformance with Subdivision Regulations.* All condominium project plans shall conform to the plan preparation requirements, design layout, and improvements standards as established within this Ordinance or with the city's Code of Ordinances.
- K. *Water and Waste Water.* The condominium project shall comply with and meet all federal, state, county, and city standards for a fresh water system and waste water disposal.
- L. *Expansion and Conversion.* Prior to expansion or conversion of a condominium project to additional land and new phases, it must be reviewed and approved by the planning commission.
- M. *Master Deed.* The project developer shall furnish the city with one (1) copy of the proposed consolidated master deed, one (1) copy of the bylaws, and two (2) copies of the proposed plans. The proposed plans shall be reviewed for compliance with this Ordinance and the city's Code of Ordinances and to insure that an assessment mechanism has been included to guarantee adequate maintenance of common elements.
- N. *As-Built Plans and Occupancy.* Submission of an as-built plan of a condominium unit is required prior to occupancy. The building inspector may allow occupancy of the project before all improvements required are installed provided that an escrow is submitted to the city clerk, sufficient in amount and type to provide for the installation of improvements before the expiration of the temporary occupancy permit without expense to the city. The amount and form of the escrow shall be determined by the city council. Fees for these reviews may be established from time to time by the city council.
- O. *Final By-Laws, Consolidated Master Deed, and Site Plan.* Upon approval of the development, the applicant shall furnish the city a copy of the by-laws and consolidated master deed. The development plan shall be provided on a mylar sheet of at least twenty-four (24) inches by thirty-six (36) inches.
- P. *Compliance With Other Statutes and Ordinances.* All condominium projects shall comply with pertinent federal, state, and local laws, statutes, and ordinances.
- Q. *Site Condominium Review and Approval Procedures (Step I Review).* Application for review and approval of a site condominium subdivision shall be in accordance with the following procedures:
 1. Prior to the formal application for a site condominium development, the developer shall meet with the planning commission. The purpose of this meeting is to inform the planning commission of the applicant's intent to initiate a site condominium project. On or before this

Application for certificate of zoning compliance, which upon issuance, shall ensure that the project as proposed is capable of being developed in conformity with the standards and regulations applicable to the zoning district in which the project is located, subject to the customary procedures applicable to city approvals of individual uses on individual building sites.

- b. A plan drawn at a scale of not more than one hundred (100) feet to the inch and shall include or be accompanied by the following information:
 - i. The name of the project, the name and address of the developer, the name, address, and seal of a registered surveyor or engineer preparing the plan; and a description of the property to be subdivided.
 - ii. A key map showing the location and position of the property and its relationship to surrounding streets and the surrounding area, including the existing zoning or abutting areas.
 - iii. North arrow, scale, contour interval, and legend when appropriate.
 - iv. Contour elevations adjusted to United States Geologic Service datum at not more than five (5) foot intervals.
 - v. Where appropriate, established floodplain contours and elevations adjusted to United States Geologic Service datum.
 - vi. The location of all existing streets, lots, plats, public utilities, drains, streams, or bodies of water on/or abutting the property.
 - vii. The lot lines, intended layout, and intended use of the entire property owned or represented by the developer. The following shall be included:
 - 1) Street and stub street right-of-way location, width, and curve radii.
 - 2) Proposed street names.
 - 3) Building site lines, site line dimensions to the nearest foot, site and block numbers, and building site areas to the nearest ten (10) square feet.
 - viii. The location and dimensions of all existing or proposed easements or open space reserves, including electrical and telephone easements.
 - ix. The locations and tentative size of proposed sanitary sewers, storm sewers and catch basins, water mains, culverts, bridges, ponding areas, ponds, lagoons, slips, waterways, lakes, bays, and canals.
 - x. Statements regarding:
 - 1) Intent to utilize private water or sewage facilities.
 - 2) Zoning and lot size requirements.
 - 3) Zoning requirements for front, side, and rear yards.
 - 4)

4. Upon receipt of the preliminary site condominium project plans, the building inspector shall forward one copy to each member of the planning commission, and the city engineer or consultant, for consideration at the next regularly scheduled meeting of the planning commission.
5. The building inspector shall notify by mail, all the members of the planning commission that a meeting will take place at a specified time concerning the property proposed for the site condominium project. At this or a subsequent meeting, a public hearing shall be held. Notice of said hearing shall be given at least fifteen (15) days prior to the hearing by one (1) publication in a newspaper of general circulation in the city and by notice by mail to each public utility company within the geographical sections or divisions of the city affected by the proposed development. Notices of said hearing shall also be sent, not less than fifteen (15) days prior to the date fixed therefor, by mail to the applicant and to all property owners within three hundred (300) feet of the subject property. For structures containing four (4) or more dwelling units owned or leased by different individuals, partnerships, businesses, or organizations, notice shall be given to the manager or owner who shall be requested to post the notice at the primary entrance to the structure. The building inspector shall also give such notice of the meeting as required by the Open Meetings Act.

In reviewing the preliminary plan, the planning commission shall give particular attention to all information required to accompany the submission, in particular the deed restrictions and covenants in an effort to determine that they are adequate to ensure ultimate completion of the project in accordance to the proposed plan. If the preliminary plan meets the requirements of this Ordinance and all other applicable local, state, county, and federal regulations, the planning commission shall grant it preliminary approval. The planning commission shall forward one (1) copy of the preliminary plan along with a notation indicating preliminary approval and any recommendation to the city council for its review and approval.

If the plan does not meet the requirements of this Ordinance, the planning commission shall:

- a. Recommend denial of the preliminary plan, setting forth the reasons in writing; or
- b. Recommend granting of preliminary plan approval contingent upon completion of the revisions as noted.

The planning commission shall forward the planning commission's recommendations to the city council.

- S. *City Council Step II Review and Approval of Preliminary Plan.* After receipt of the preliminary plan and recommendation from the planning commission, the city council shall consider the preliminary plan at its next meeting, or within thirty (30) days from the date of receipt of the same from the planning commission.

improvement.

d. In the case of either cash deposit or certified check, an agreement between the respective public agency and the developer may provide for progressive payments out of the cash deposit or reduction of the certified check to the extent of the estimated cost of the completed portion of the public improvement as determined by the city engineer and in accordance with the public agency responsible for administering the specific public improvement.

2. Penalty for failure to complete the construction of a public improvement. In the event the developer shall, in any case, fail to satisfactorily complete the required construction of public improvements within such period of time as required by the conditions of the guarantee for the completion of public improvements, the city council may declare the developer to be in default and require that all the improvement(s) be installed regardless of the extent of the building development at the time the developer is declared to be in default. The city council may obtain sums necessary for the cost and expense of such installation by appropriating the amounts necessary to complete the project from the cash deposit, certified check, or irrevocable letter of credit. Nothing contained herein shall prohibit the city from the pursuit of any other remedies which may be available for breach of agreement and/or for damages including requests for actual attorney fees and costs.

U. *Effect of Step II Approval.* Approval of a Step II preliminary plan by the city council shall serve as conditional authorization to proceed with the project, including the sale and occupancy of individual building sites on the basis of condominium ownership and the construction of required improvements to the land in conformity with approved project plans.

Step II preliminary plan approval shall not serve as the direct authorization for construction of buildings on individual building sites within the development. Prior to building construction, individual uses shall be subject to the customary provisions of the specific zoning district that the subject property is located in, the schedule of regulations, and any general or special requirements applicable to the individual use as outlined or referenced in the general standards and exceptions portion of this Ordinance or any other applicable requirements of this Ordinance.

V. *Final Plan Approval.*

1. Within two (2) years from the date of Step II approval of the preliminary plan, the applicant shall prepare and submit the necessary copies of the final site condominium plan to the city clerk along with a completed application form and any fee established by the city council, at least two (2) weeks prior to the next regularly scheduled council meeting. The applicant shall also submit the following:

a.

Inverness Homes (Phase 2) Site Condominium Subdivision

Project Summary Narrative

September 30, 2025

Project Objectives

The purpose and objective of the Inverness Homes (Phase 2) site condominium subdivision project is to complete construction of this subdivision as originally approved in 2005. Construction of the remaining portion of the Inverness Woods subdivision (Units 28-42 and Units 46-61) will enhance local property values and the overall community by providing much needed, quality housing options to current and future residents within the City of Eaton Rapids.

Site Condominium Subdivision/Major Project Elements

The preliminary site condominium submittal for Inverness Woods (Phase 2) has incorporated the applicable requirements of the previously approved PUD and Sections 18.74 through 18.78 Site Condominium Projects. Importantly, no changes to the previously approved roadway and lot layout are proposed. Major project elements are summarized below.

- Density & Dimensional Standards. Phase 2 of the Inverness Homes subdivision proposes a total of 31 single family homes sites. Single family homes will include a mixture of ranch, two-story and bi-level homes ranging between 1,600-2,200 square feet in size with individual floor plans ranging from 3-5 bedrooms, 2-3 bathrooms and an attached 2-car garage. Minimum lot standards and buildings setbacks will remain as previously approved:

Lot Size/Width: 6,000 square feet/60 feet wide

Front Setback: 10 feet

Rear Setback: 15 feet

Side Setback: 5 feet

- Access, Utilities and Storm Water Management. Access to Phase 2 of the Inverness Woods subdivision will be provided through westerly extensions and connection of St. Andrews Drive (private street), and construction of a new north-south street, Turnberry Lane (private street), as previously designed and approved in 2005. These new private streets will be designed and constructed consistent with City requirements. Street trees will be installed along the frontage of these new private streets at a ratio of one tree/per lot and two streets/per corner lot as approved by the Planning Commission on March 4, 2024.

Municipal water and sanitary sewer will serve the project, along with private franchise utilities. Storm water from Phase 2 of Inverness Homes will be collected and conveyed to an existing storm water detention basin located north of Unit 63 which has been designed and constructed to handle storm water runoff from both Phases 1 and 2 of the subdivision.

- Site Condominium Governing Documents. The Inverness Homes site condominium subdivision will be governed by a Master Deed and Condominium Bylaws. A Homeowner's Association (HOA) will be established with a scope of authority that includes architectural review, private street maintenance, storm water and open space management, community upkeep, and financial management. Each homeowner will pay a nominal annual fee for general operations and maintenance of the site condominium subdivision. A copy of the recorded Master Deed, First Amendment and Second Amendment are attached with this application.

City of Eaton Rapids

Planning Commission

Meeting Minutes, November 3, 2025

1. **Call to Order:** Chair Vanek called the meeting to order at 7:03 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		Com Davis	X	
Com Wegner		X Ex	Com Millington	X	
Com Jobse		X Ex			

Commissioners Wegner and Jobse were excused. Also present were Building Official Hummel and Financial Specialist Leigh Tyler.

3. **Approval of the Agenda:**

Commissioner Hiltz moved to approve the agenda and Secretary Tanner seconded with the removal of Item 5B - 2670 South Michigan rezone as it has been withdrawn. Motion carried to approve the agenda as presented.

4. **Approval of the October 6, 2025 Planning Commission Meeting minutes:**

Commissioner Millington moved to approve the October 6, 2025 Minutes and Commissioner Wicker seconded. Motion carried to approve the minutes as presented.

5. **Public Hearing - Inverness Condo Subdivision** - Chairman Vanek opened the Public Hearing at 7:05 pm. Building Official Hummel came to the podium for an overview. Inverness Homes Phase 2 – The city has a developer that would like to continue the development of the subdivision which was originally approved in 2006. The original preliminary approval for Phase 2 has expired, Article XVIII – General Standards and Exceptions, Section 18.76 – Site Condominium Development Standards Section S and S.1, that the Step 2 approval shall give the applicant the following rights for a 2-year period from the date of approval. Section 18.76 V 1., Final Plan Approval. The plan was approved in 2006, both items have expired and this is reason that the Commission is reviewing the plan again. The new developer is not changing the plan other than the landscaping requirements which were revised by the commission in 2024. Section 18.76 requires new phases to be reviewed and approval by the Planning Commission.

After review by the City Departments, please see the following comments:

Fire Department

- Move the proposed west fire hydrant to the north to the corner

- Loop the water main to Inverness Street if it is not already (City engineers also require)
- Pave the emergency entrance to Inverness Street.

Police Department

- Suggest traffic control signs (Yield) at the corners
- Place city padlock on the gate in the emergency entrance

DPW

- The developer will have to install utilities and streets to meet the city ordinance
- They will make sure that the comments for the City Engineer (in the original approval) are complied with

Zoning

- Sidewalks are not shown and shall be installed in the subdivision along the length of the property on Inverness
- The retention / detention pond shall be evaluated to make sure that it has the capacity to handle the additional development

Chris Kohane (a representative from Allen Edwin) came to the podium. He stated they will not be changing the 2005-2006 plan. They will be constructing sidewalks in the subdivision. They will make sure that the engineering review passes and they will do an evaluation of the storm drains. Chair Vanek asked if they would be adhering to the landscaping changes that were updated in 2024 and he said that they will.

Steven Curry – A resident of the Inverness neighborhood for the last 8 years came to podium. He stated that this subdivision is much bigger than what they were originally told. He said that he has tried to get them to maintain the property (things like clearing weeds and road deterioration). He stated that there is a 6' x 4' pothole at the entrance of the subdivision but so far repairs of the road and damage to vehicles have been avoided. He advised the commission to proceed with caution.

Commissioner Hiltz and Secretary Tanner both asked who would be responsible for completing the streets and Building Official Hummel stated that the new builder would. Chris Kohane stated that they do not have control over the streets (Successor Developer Rights) until they fully purchase the property and get to Phase 2. Secretary Tanner wants to know who is in charge of Phase 1 and Chris Kohane does not know. LeRoy does have a contact from Phase 1 and he emailed him with some questions. Chris Kohane stated that if the current owner would work with them, they would help with the repairs. They will be officially taking over the project when all of their permits have been approved.

Julie Kirkpatrick – A resident from Raeburn Road came to the podium and wanted to know if the development was going to go right up to her property on Raeburn and LeRoy said yes.

Dennis Hall – A current resident of the Inverness subdivision came to the podium and requests that they open the emergency entrance for construction traffic. There are large amounts of traffic during the school peak times

Ed Jewett – An Eaton Rapids resident and teacher at Lockwood Elementary School came to podium to state that traffic is a huge concern. He stated that if there was ever an emergency at the school that it would be difficult for emergency vehicles to get through with all the neighborhood and school traffic. He wants to know what the future plan is. Commissioner Hiltz asked if the traffic was already affecting the school and he said yes.

The Public Hearing was closed at 7:57 pm

Discussion: Chairperson Vanek stated that the developer seems to be open to working with unique situations as they arise. He said that he would like to approve this this evening to get Phase 2 going so that the roads can be repaired. Secretary Tanner stated that the roads **MUST** be repaired, no matter what. Vice Chairman Baker asked if this meeting is a preliminary site plan approval and Building Official Hummel stated yes, it is and with the Planning Commission's approval, it will go to City Council.

Vice Chairman Baker moved to make a recommendation to City Council to approve the Allen Edwin Phase 2 development subject to meeting the following requirements:

Fire Department

- Move the proposed west fire hydrant to the north to the corner
- Loop the water main to Inverness Street if it is not already (City engineers also require)
- Pave the emergency entrance to Inverness Street.

Police Department

- Suggest traffic control signs (Yield) at the corners
- Place city padlock on the gate in the emergency entrance

DPW

- The developer will have to install utilities and streets to meet the city ordinance
- They will make sure that the comments for the City Engineer (in the original approval) are complied with

Zoning

- Sidewalks are not shown and shall be installed in the subdivision along the length of the property on Inverness
- The retention / detention pond shall be evaluated to make sure that it has the capacity to handle the additional development
- The zoning is TRD
- 2005 adjustments must be required and followed as requested by C2AE
- Recommend a Performance Bond for all the streets and all of the streets be repaired ASAP

Commissioner Wicker seconded the motion and all commissioners voted Aye.

6. **Old Business** – None (Except for the Short-Term Rental Ordinance that Building Official Hummel is working on)
7. **New Business** – None
8. **Public Comments**

Mayor Pro Tem Steele came to the podium and stated that Council SHALL approve Phase 2 if all requirements are met.

Steven Curry came to the podium to thank the commission for our assistance and suggested that maybe there be a crosswalk built for the safety of the children in the area. The Commissioners recommend that Mr. Curry attend a City Council meeting to express his opinion.

9. **Correspondence** – None

10. **Reports**

Building Official Hummel – Stated that the old mill has been officially obtained by the Eaton County Land Bank as of 10/31/25. There have been meetings to discuss the building project to the east of the High School. We are working with SHPO to keep the historic buildings downtown historic and Taco Bell plans have been approved.

ZBA – No Report due to no meetings lately

Planning Commission – No Report

Commissioner Millington moved that we adjourn the meeting and Commissioner Hiltz seconded. All commissioners voted Aye. The meeting was adjourned at 8:30 pm.

Minutes Recorded by:

Leigh Tyler / Financial Specialist

City of Eaton Rapids



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

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

**CITY OF EATON RAPIDS
RESOLUTION NO. 2025-99**

**A RESOLUTION TO APPROVE THE PLANNING COMMISSION
RECOMMENDATION FOR PHASE 2 OF THE INVERNESS HOMES SITE
CONDOMINIUM SUBDIVISION**

WHEREAS, the Eaton Rapids Planning Commission conducted a duly noticed public hearing at its regular meeting on November 3, 2025, to consider a request from Green Development Ventures, LLC for approval of Phase 2 of the Inverness Homes Site Condominium Subdivision; and

WHEREAS, the Planning Commission reviewed the proposed plans and recommended approval of Phase 2 with no changes to the original plan other than those requested by City Department Directors and noted in the Planning Commission Minutes; and

WHEREAS, the original subdivision was approved by the City Council in 2006; however, pursuant to City ordinance, final approval must occur within two years of preliminary approval, which did not occur at that time; and

WHEREAS, the applicant has resubmitted the plan for review and approval in accordance with current ordinance requirements.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Eaton Rapids hereby approves the Planning Commission's recommendation for Phase 2 of the Inverness Homes Site Condominium Subdivision, as submitted by Green Development Ventures, LLC, subject to compliance with all applicable City ordinances and departmental conditions.

The Foregoing resolution offered by Council Member _____ and seconded by Council Member _____.

Upon roll call vote, the following voted:

Aye:
Nay:
Absent:

The resolution is adopted by the City of Eaton Rapids and approved by the Mayor on this 10th day of November 2025.

Pamela Colestock, Mayor

RESOLUTION DECLARED ADOPTED:

STATE OF MICHIGAN)

)ss.

COUNTY OF EATON)

I, the undersigned, the duly qualified and acting Clerk of the City of Eaton Rapids, County of Eaton, State of Michigan, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Council of the City of Eaton Rapids at a regular meeting held on the 10th day of November, 2025, the original of which resolution is on file in my office and available to the public. Public notice of said meeting was given pursuant to and in compliance with the Open Meetings Act, Act No. 267 of the Michigan Public Acts of 1976, including the case of a special or rescheduled meeting, notice by posting at least 18 hours prior to the time set for said meeting.

IN WITNESS WHEREOF, I have hereunto set my official signature, this 10th day of November 2025.

Robin Webb, City Clerk



MEETING DATE: NOVEMBER 10, 2025

CITY MANAGER

To: Mayor and City Council

Work Session

From: Yvonne Ridge, City Manager

Regular Meeting

Submitted: November 6, 2025

Subject: Trees in the Right of Way

SUMMARY

Attorney Harkness has drafted an ordinance for Council review and discussion. City staff have reviewed the draft and will be sharing suggested revisions with Attorney Harkness. The goal is to ensure that the ordinance provides additional clarity and detail regarding the existing ordinance.

STAFF RECOMMENDATION/MOTION

Council discussion

LIST OF SUPPORTING DOCUMENTS

Draft of Ordinance to amend Chapter 21, Vegetation, Article I, Trees, to add Sections 21-1 through Sections 21-12 of the Codified Ordinances of City of Eaton Rapids, Eaton County, Michigan

ORDINANCE NO. _____

AN ORDINANCE TO AMEND CHAPTER 21, VEGETATION, ARTICLE I, TREES, TO ADD SECTIONS 21-1 THROUGH 21-12 OF THE CODIFIED ORDINANCES OF CITY OF EATON RAPIDS, EATON COUNTY, MICHIGAN,

THE CITY OF EATON RAPIDS ORDAINS:

Section 1. Chapter 21, Article I, of the Codified Ordinances of the City of Eaton Rapids, shall be amended by adding Sections 21-1 through 21-12 as follows:

ARTICLE I. - TREES

Sec. 21-1. Statement of Purpose

1. The purpose of this Article is continued urban growth, new development and redevelopment, and increased demand on natural resources have the effect of encroaching upon, despoiling, or eliminating many of the trees and other forms of vegetation, natural resources, and processes associated with wooded areas. If preserved and maintained in an undisturbed and natural condition, these resources constitute important physical, aesthetic, recreation, and economic assets to existing and future residents of the city. Specifically, the city finds that:
 - a. Tree and woodland growth protects public health through the absorption of air pollutants and contamination, through the reduction of excessive noise and mental and physical damage related to noise pollution, and through its cooling effect in the summer months; and
 - b. Trees and woodlands provide for public safety through the prevention of erosion, siltation, and flooding; and
 - c. Trees and woodland growth are an essential component of the general welfare of the city by maintaining play areas for children and natural beauty, recreation and irreplaceable heritage for existing and future city residents; and
 - d. The protection of such natural resources is a matter of paramount public concern in the interest of health, safety and general welfare of the residents of the city, consistent with the Michigan Zoning Enabling Act, Public Act 110 of 2006, as amended, MCL 125.3101, et seq, the State Constitution of 1963, and the Michigan Natural Resources and Environmental Protection Act, Public Act 451 of 1994, as amended, MCL 324.101, et seq.

Sec 21-2. Definitions

As used in this Article, the following words shall be defined as:

1. Owner. Any person, firm or corporation having fee simple title, joint or common tenancy,

equitable ownership or interest of a mortgagee in possession. Any person, firm or corporation whose name appears on the last preceding assessment roll for the property shall be deemed the prima facie owner of the property.

2. Person. Any human individual, group of individuals, firm, association, or corporation.
3. Plant. A young tree, vine, shrub, or herb planted or suitable for planting.
4. Public Place. A place to which the general public has the right to occupy; not necessarily a place devoted solely to the uses of the public, but a place which is in point of fact public rather than private, including but not limited to, traffic islands and cul-de-sacs.
5. Right-Of-Way. Land which has been purchased by or dedicated to the public for the purpose of transportation or utility placement.
6. Shrub. A low, small plant, the branches of which grow directly from the earth with any supporting trunk, or stem. Any tree with a potential growth of less than fifteen feet (15') shall be considered a shrub.
7. Trees. A woody plant, the branches of which spring from, and are supported upon, a trunk or body which, at its greatest potential growth, exceeds fifteen feet (15') in height.
8. Vegetation. A plant whose stems require support and which climbs by tendrils or twining or creeps along the ground.

21-3. Permit Required

1. Tree Planting or Removal
 - a. No person shall hereafter plant, transplant, or remove any tree upon or from any right-of-way, traffic island or public place in the City of Eaton Rapids, nor cause such act to be done by others without first obtaining a written permit from the office of the Building Official.
 - b. Whenever any tree shall be planted in conflict with the provisions of the permit or this Article, it shall be lawful for the Director of Public Works and Utilities or his designee to cause removal of the same, and the cost for removal shall be assessed to the permittee as provided by law.
2. Application for Permits
 - a. Applications for permits must be made at the office of the Building Official on a form provided by the City of Eaton Rapids.
3. Permit Expiration

- a. Each permit granted shall contain an expiration date, and the work shall be completed in the time provided on the permit, and in the manner therein described. No permit shall be issued for a period which exceeds ninety (90) days, except where said permit is extended as set forth below.
- b. Any permit issued shall be void if its terms are violated, or if the work described is not substantially completed by the permit expiration date.
- c. Permit extensions will be considered, if in the sole determination of the Building Official, conditions warrant an extension.

21-4. Permit Contents

1. Every permit issued by the Building Official shall describe work to be done, or state the number of trees to be removed or planted and the location, size, species, or variety of each tree, the method of planting and other information that the Director of Public Works and Utilities or his designee requires to ensure that the work will be done in accordance with this Article.
2. Organizations or civic groups applying for an "overall tree planting permit" shall include with their permit application a list of tree planting locations with specie and/or variety of tree to be planted. Such planting shall be performed by professional landscape contractors, licensed by the State of Michigan and shall be staked out prior to application for permit. The Director of Public Works and Utilities, or his designee, shall inspect such staked locations and determine the advisability of the proposed work.

21-5. Permit Fee and Supervision

1. No charge shall be made for any permit unless, in the sole determination of the Building Official, it is necessary to retain a consultant to supervise the provisions of the permit, and in such case, the Building Official shall determine the charge for the service based on actual cost plus an additional one (1%) percent of the actual cost of the service for City administrative costs.
2. In issuing any and all permits, the Building Official shall act promptly and shall keep duplicate records of all permits issued and of compliance therewith.
3. Permits for all tree management activities will be issued only after the Director of Public Works and Utilities or his designee makes a thorough investigation as to the advisability of the proposed work.

21-6. Conditional Permit for Removal of Trees and Shrubs

1. As a condition to any permit issued for the removal of any tree or shrub, the Director of Public Works and Utilities or his designee may require that the permit holder plant, at his/her expense, a tree or shrub designated by said Director of Public Works and Utilities or his designee in place of the removed

one(s) at the removal site or at any alternate site located in a public area immediately adjoining the permit holder's property.

21-7. Protection of Trees and Shrubs

It shall be unlawful for any persons to do the following to any trees in or upon any rights-of-way, parks or other public places:

1. Fasten any sign, flyer, card, or poster by wire, rope, staple, nail or other hardware, around or through, any tree or its guard, except in emergencies such as storms or accidents, except for any nursery tag identifying its species or care;
2. Remove, break, injure, mutilate, deface, kill, cut, peel or destroy any tree or shrub by any means or in any manner;
3. Permit any fire to burn where such fire will injure any portion of any tree or shrub;
4. Permit any toxic chemical to seep, drain, or to be emptied on or about any tree or shrub;
5. Deposit, store, place or maintain, on any street, highway, or other public place, any brick, sand, stone, concrete or other material which may impede free passage of water, air, and fertilizer to the roots of any tree or shrub growing therein; Knowingly permit any electrical wires to come into contact with any tree or shrub;
6. Allow excavations and driveways to be placed with five (5') feet of any tree without written permit from the Building Official. Any person making such excavation or construction shall protect any tree within six (6') feet thereof with a good substantial frame box to be approved by the Director of Public Works and Utilities or his designee and all building materials or other debris shall be kept at least four (4') feet from any tree during and after construction.
7. Plant any prohibited species of tree, as set forth in this Article, and as determined by the Director of Public Works and Utilities or his designee.

21-8. Prohibited and Approved Species

1. The owner of land abutting any street may not plant trees of the following species in that part of said land abutting said street: Poplar (All Varieties) - *Populus* spp, Tree of Heaven - *Ailanthus altissima*, Catalpa (All Varieties) - *Catalpa* spp, Box Elder - *Acer negundo*, Silver Maple - *Acer saccharinum*, Black Walnut- *Juglans nigra*, Willow (All Varieties) - *Salix* spp, Mulberry (All Varieties) - *Morus* spp, Black Locust - *Robinia pseudacacia*, Chinese Elm - *Ulmus parvifolia*, Slippery

Elm - *Ulmus rubra*, Siberian Elm - *Ulmus pumila*, American Elm - *Ulmus americana*, Sycamore - *Platanus occidentalis*, and/or other trees, shrubs or vines listed on the Prohibited Species Master List on file with the Director of Public Works and Utilities.

2. The trees listed in the following table are the official approved public place and/or right of way tree species for the City of Eaton Rapids. No species other than those included on the table below may be planted in a public place or right-of-way without the written permission of the Director of Public Works and Utilities.

Small Trees	Medium Trees	Large Trees
Serviceberry	Hedge Maple	Norway Maple
Flowering Crab	Coffee Tree	Red Maple
Hawthorn	Green Tree	White Ash
Magnolia	Sassafras	Ginkgo
Mountain Ash	Yellowwood	Honey Locust
Redbud	Amur Cork Tree	London Plane
Washington Thorn		White Oak
		Pin Oak
		Sycamore
		Thornless Locust
		Sugar Maple

21-9. Planting Regulations

1. Trees planted in any street right-of-way shall be spaced not less than forty feet (40') apart; however, special permission may be secured from the Director of Public Works and Utilities or his designee to have a tree planted closer, but in no case shall such planting be within thirty feet (30') of an existing tree, within the right-of-way.
2. No tree shall be planted in any street right-of-way less than two and one half feet (2-1/2') from the sidewalk.
3. Trees on private property adjacent to the sidewalk shall be planted not less than two and one-half feet (2-1/2') therefrom.

4. No tree or shrub shall be planted within twenty-five (25') feet of a street intersection.
5. Exceptions to the above may be by special written permission from the Director of Public Services or his designee only.
6. All trees shall be free of infectious diseases.
7. When planted, trees shall have a diameter of at least one and a half (1- 1/2") inches at a distance of one (1') foot from the ground level.
8. Planting distance from the road shall follow the existing configuration.

21-10. Removal of Other Trees

1. Trees or shrubs within a public place or right of way may be removed by the City which are not dead or infected with any disease when such trees are of an undesirable species, but only upon notice to the owner of the abutting property. If such owner shall file written objection with the Building Official within seven (7) days after service of such notice a public hearing on such removal shall be had before the City Council and the abutting owner shall be notified of the time and place of such hearing in writing and provided an opportunity to be heard. The City Council shall determine if the removal is warranted and necessary to protect the health, safety, and welfare of the public.
2. The Director of Public Works and Utilities or his designee is hereby authorized to direct removal of any tree growing within any street, park or public place, when such tree interferes with fire hydrants, sewer and water mains, visibility of street intersections, traffic control devices, construction, or other city infrastructure, within street rights-of-way.
3. Healthy trees that homeowners want taken down, with approval via a permit, shall be removed by the homeowner at his/her expense. The stump for a removed tree shall removed by said homeowner within thirty (30) days of the tree removal.
4. Any tree removed by the City shall have the stump removed on a cost/effective basis.
5. Exceptions to the above may be by special written permission from the Director of Public Works and Utilities or his designee only.

21-11. Duty of Private Owners

1. It shall be the duty of any person growing a tree or shrub within a public place or responsible for a tree or shrub growing on property abutting a public right-of-way supporting trees or shrubs to trim his/her/their trees and shrubs so as not to cause

a safety or health hazard to public places, pedestrians, motorists and bicycle travelers.

21-12. Infected Trees

1. Trees of all species and varieties of elm infected with the fungus *Ceratostomella ulmi* (Dutch elm disease) are hereby declared to be a public nuisance and must be eradicated and burned or buried with a ten (10) day period following the discovery of such infection.
2. It shall be unlawful to sell, give away or transport all or any parts of trees infected with the aforementioned fungus, provided wood, branches and roots of such trees may be transported to a safe place for burning or burying.
3. Trees or parts thereof of elm in a dead or dying condition, whether standing or cut wood, that may serve as breeding places for any carrier of the fungus are hereby declared public nuisances and it shall be unlawful for a property owner to possess the same.
4. Any tree or shrub which interferes with the use of any public highway, sidewalk, park or public place, or is unsafe and constitutes a hazard to the health, safety and welfare, on public or private property is hereby declared a public nuisance and the owner or occupant of the property upon which any such tree or shrub is located shall be required to eliminate the interference with use of any public highway, sidewalk, park or public place or eliminate the hazard to the health, safety and welfare, on public or private property.
5. The Director of Public Works and Utilities or his designee is charged with the duty of making reasonable periodic investigations to determine whether or not trees of all species and varieties of elm located upon any private or public property of the City have become infected with the fungus *Ceratostomella ulmi* (Dutch elm disease). Wherever such infection is found upon trees located upon public property, the City shall forthwith cause such public nuisance to be abated, by destroying such tree or wood.
6. Inspections, Notice, and Removal of Trees
 - a. The Director of Public Works and Utilities or his designee, may enter upon private property at all reasonable hours for purposes of inspecting trees thereon, and may remove such specimens as are required for analysis to determine whether the same are infected. It shall be unlawful for any person to prevent the Director of Public Works and Utilities or his designee from entering on private property for purposes of carrying out his duties hereunder, or to interfere with the lawful performance of the duties hereunder.
 - b. Whenever any tree on private property is found to be infected the Director of Public Works and Utilities or his designee may cause notice to be sent

to the owner and any other parties in interest in the premises where such tree is situated concerning the existence of such disease, and requiring the removal and burning or burying of such tree within a period of ten (10) days following such notice. Such notice shall also notify the owner of said premises that unless such tree is removed and burned or buried within such ten (10) day period, the City will proceed with such removal and burning and assess the cost thereof against the property. Service of such notice shall be made upon each owner of or party in interest in the property in question, whose name appears upon the last local tax assessment records, by mailing by first class mail, addressed to such owner or party at the address shown on the last tax assessment roll for ad valorem tax purposes which has been reviewed by the Board of Review, as supplemented by any subsequent changes in the names or addresses of such owners or parties listed thereon.

- c. It shall thereupon become the duty of the owner of said premises and other parties in interest to cause such tree to be removed and burned or buried under the direction and supervision of the Director of Public Works and Utilities or his designee. In lieu thereof, such owner or other parties in interest may request in writing that such removal and burning or burying be done by the City, in which case the cost of such removal and burning or burying shall be tendered to the City prior to such removal and burning or burying. In any instance where it appears that the owner or other parties in interest are financially unable to immediately bear the cost of such removal and burning or burying, the work may be performed by the City and the costs thereof assessed against the property, and in such case the City Council shall first hold a public hearing at which it shall consider both the necessity of removing the tree or trees in question and the costs to be assessed prior to removal. Notice of such hearing shall be given to the owner of the premises and other parties in interest in the premises by first class mail at least ten (10) days prior to the date of such hearing. After the holding of such hearing, the City Council may confirm the special assessment and make same payable in yearly installments over a period not exceeding eight (8) years, with interest on the unpaid balance at the rate of six percent (6%) per annum. Upon confirmation of any such special assessment, the City shall have a lien upon the premises in question in the amount of such assessment, to be enforced and collected in the manner provided by law for the collection of special assessments for public improvements. It shall be lawful for the City to contract with an independent contractor for the removal of trees, in which case the contractual costs of removal and burning or burying shall be assessed in the manner heretofore set forth
- d. In the event more than one infected, dead, dying or hazardous trees or shrubs are found on a lot or parcel, the Director of Public Works and Utilities or his designee shall report such findings to the City Council, who shall review the situation, and following a public hearing granted to the

owner or occupant, upon at least ten (10) days notice, determine the effect thereof upon the public health, safety and welfare, and shall order such relief as shall be appropriate under the circumstances.

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



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 & Economic
Development Specialist*
Randy Jewell – City Assessor
Cullen Harkness – City Attorney

CITY OF EATON RAPIDS RESOLUTION NO. 2025-100

A RESOLUTION TO APPROVE THE INTERLOCAL AGREEMENT BETWEEN EATON COUNTY AND THE CITY OF EATON RAPIDS FOR THE DESIGNATED ASSESSOR FOR THE PERIOD JANUARY 1, 2026 THROUGH DECEMBER 31, 2030

WHEREAS, Public Act 660 of 2018 requires each county to have a Designated Assessor on file with the State Tax Commission (STC); and

WHEREAS, the Designated Assessor is an individual qualified and certified by the State Tax Commission who may be assigned to perform assessing duties for any local unit within the county that is determined by the STC to be noncompliant with state standards; and

WHEREAS, the current Designated Assessor agreement for Eaton County will expire on December 31, 2025, and a new interlocal agreement is required to maintain compliance with Public Act 660 of 2018; and

WHEREAS, Eaton County has proposed that Timothy Vandermark (R-7793) serve as the Designated Assessor for Eaton County for the period January 1, 2026 through December 31, 2030; and

WHEREAS, the proposed Interlocal Agreement has been approved by the Eaton County Board of Commissioners and must be approved by a majority of the assessing districts within Eaton County; and

WHEREAS, the City of Eaton Rapids desires to enter into the Interlocal Agreement with Eaton County for the purposes described above;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Eaton Rapids hereby approves the Interlocal Agreement between Eaton County and the City of Eaton Rapids for the Designated Assessor for the period January 1, 2026 through December 31, 2030; and

BE IT FURTHER RESOLVED that the Mayor and City Clerk are hereby authorized and directed to execute said Interlocal Agreement on behalf of the City of Eaton Rapids; and

BE IT FURTHER RESOLVED that a certified copy of this Resolution shall be transmitted to the Eaton County Equalization Department upon adoption.

The Foregoing resolution offered by Council Member _____ and seconded by Council Member _____.

Upon roll call vote, the following voted:

Aye:

Nay:

Absent:

The resolution is adopted by the City of Eaton Rapids and approved by the Mayor on this 10th day of November 2025.

Pamela Colestock, Mayor

RESOLUTION DECLARED ADOPTED:

STATE OF MICHIGAN)

)ss.

COUNTY OF EATON)

I, the undersigned, the duly qualified and acting Clerk of the City of Eaton Rapids, County of Eaton, State of Michigan, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Council of the City of Eaton Rapids at a regular meeting held on the 10th day of November, 2025, the original of which resolution is on file in my office and available to the public. Public notice of said meeting was given pursuant to and in compliance with the Open Meetings Act, Act No. 267 of the Michigan Public Acts of 1976, including the case of a special or rescheduled meeting, notice by posting at least 18 hours prior to the time set for said meeting.

IN WITNESS WHEREOF, I have hereunto set my official signature, this 10th day of November 2025.

Robin Webb, City Clerk



MEETING DATE: NOVEMBER 10, 2025

CITY MANAGER

To: Mayor and City Council

Work Session

From: Yvonne Ridge, City Manager

Regular Meeting

Submitted: November 6, 2025

Subject: Howe Memorial Park – Riverbank Evaluation

SUMMARY

The City has observed erosion along the Grand River at Howe Memorial Park, particularly impacting the W. Scott Munn Riverwalk area. Stabilizing this section of the riverbank is essential to protect public infrastructure, ensure pedestrian safety, and preserve the integrity of the Riverwalk.

To begin addressing these concerns, I met with Marlena O’Connell of Fleis & VandenBrink (F&V) to discuss an evaluation of the site and potential stabilization measures. F&V has provided a two-phase proposal for engineering services to guide the City through the evaluation, planning, and permitting process.

Project Overview

The proposed project will assess approximately 1,100 feet of riverbank along the Riverwalk within Howe Memorial Park. The scope of work includes:

- Evaluation of existing riverbank conditions
- Identification of stabilization options and best management practices (BMPs)
- Preparation of conceptual designs and cost opinions
- Coordination with the Michigan Department of Environment, Great Lakes, and Energy (EGLE)
- Permitting assistance and design engineering for future improvements

Scope of Services

Phase 1 – Evaluation and Conceptual Planning

- Conduct a pre-application meeting with EGLE and City staff
- Evaluate existing riverbank conditions
- Prepare a conceptual stabilization plan and preliminary cost opinion

Phase 2 – Topographic Survey, Design & Engineering, and Permitting

- Complete topographic and hydrographic surveys
- Develop detailed design and engineering plans
- Prepare and submit the EGLE/USACE Joint Permit application

Note: Phase 2 costs will be determined following the EGLE consultation.

STAFF RECOMMENDATION/MOTION

Council discussion

LIST OF SUPPORTING DOCUMENTS

Fleis & Vandenbrink Proposal

November 3, 2025

Via email: yridge@cityofeatonrapids.gov

Yvonne Ridge
City of Eaton Rapids
200 S Main Street
Eaton Rapids, MI 48827

RE: Eaton Rapids Howe Memorial Park– Riverbank Evaluation

Dear Yvonne:

Thank you for sharing your vision for the improvements needed to the riverbank at Howe Memorial Park. We appreciate the opportunity to assist in planning for the stabilization of the riverbank along the Grand River, particularly in response to the erosion affecting the W. Scott Munn Riverwalk area. Addressing these issues will be critical to preserving the riverwalk and ensuring long-term safety and accessibility. We look forward to working with you to design site improvements that will serve the city and its residents well.

PROJECT UNDERSTANDING

The Riverwalk within Howe Memorial park is approximately 1,100 feet of asphalt walk along the Grand River. The scope of the project includes the following:

- Evaluation of the park's riverbank
- Explore options of effective means of bank stabilization
- Bank stabilization recommendations and associated preliminary cost opinion
- Design engineering plans
- Permitting assistance

SCOPE OF SERVICES – PHASE 1

Riverbank Consultation & EGLE Evaluation

Prior to creating a bank stabilization plan, a pre-application meeting with Michigan's Department of Environment, Great Lakes, and Energy (EGLE) will be necessary to determine stabilization methods that will be permissible by the State.

- We will request a pre-application meeting with EGLE and schedule on-site meeting with EGLE, F&V, and the City.*
- F&V will evaluate the existing conditions of the riverbank and explore best management practices (BMPs) per EGLE guidelines for stabilization and provide a memo of recommendations.



2960 Lucerne Drive SE
Grand Rapids, MI 49546
P: 616.977.1000
F: 616.977.1005

* NOTE: This scope item does not include preparation or submission of an EGLE permit application. Any pre-application fees will be the responsibility of the City.

Bank Stabilization Concept Plan

Based on the feedback received at the pre-application meeting with EGLE, F&V will prepare one bank stabilization conceptual plan and preliminary engineer's opinion of costs.

- Scope includes two meetings, one in person and one virtual, with City staff to review plans and one round of desired revisions

SCOPE OF SERVICES – PHASE 2

Topographic Survey

In order to properly prepare a bank stabilization plan, a landward topographical and hydrographic survey will be needed for the areas along the riverbank.

- We will conduct a topographic survey of the riverbank along the park's edge for evaluating the existing conditions of the riverbank.
- Prepare Hydrographic survey in AutoCAD format to measure water depths and bottom configuration in the marina basin area.
- We will prepare surveys in AutoCAD format. The survey will be prepared with 1-foot contour interval and set appropriate benchmark controls.
 - It will be necessary to obtain existing utility information for electric, gas, telephone and cable TV.

Design & Engineering of Riverbank

Based on the feedback received at the pre-application meeting with EGLE, we will prepare a bank stabilization design and engineering plans. We will also utilize input gathered from meetings with City staff to incorporate into the final engineering plans for the project area. A preliminary engineer's opinion of costs will also be developed with the plans.

- Prepare construction drawings including layout plan, grading plan, details, and landscape plan in accordance with City review comments.
- Prepare preliminary specifications, list of bid items and final quantities.
- Prepare estimate of probable construction cost and bid quantities.
- Meet with the City staff to review final plans and specifications.
- Provide a copy of plans and specifications to City staff.
- Scope includes two meetings, one in person and one virtual, with City staff to review plans and one round of desired revisions.

EGLE Permitting Assistance

Based on our experience, we anticipate that submitting an EGLE permit will be required to implement bank stabilization design engineering plan.

- We will prepare and submit an EGLE/USACE Joint permit application for the proposed bank stabilization improvements. Following the application submittal, we will act as the City's agent and track the application throughout the review process by EGLE and other commenting entities (local, state, or federal government), to the point of initial agency decision.
 - This includes correspondence, telephone discussions, responses to requests for additional information or clarification, etc., and coordination with EGLE on the City's

behalf. As necessary, we will also submit additional materials requested in response to the public review, if any, EGLE and the City.

- F&V will coordinate with EGLE and the City as necessary to pursue obtaining the necessary permit(s). Additional meetings and/or any public hearings are not included within this scope and will be provided on a time and materials basis at standard hourly rates plus expenses with City approval.

PROFESSIONAL FEES

We propose to provide the services described above for the following lump sum fees:

PHASE 1 SCOPE ITEMS	Lump Sum Fee
Riverbank Consultation & EGLE Evaluation	\$3,700
Bank Stabilization Concept Plan	\$4,600
TOTAL:	\$8,100

PHASE 2 SCOPE ITEMS	Lump Sum Fee
Topographic Survey	TBD
Design & Engineering of Riverbank	TBD
EGLE Permitting Assistance	TBD

Note: Scope 2 items fees will be determined after meeting with EGLE

SCHEDULE

We're ready to begin our services as soon as we receive a signed authorization to proceed. From that point, we'll coordinate meetings, revisions, and any optional services in alignment with your goals and timeline.

FUTURE FUNDING REVIEW

At the completion of Phase 1, F&V will assist the City in identifying potential sources of funding to align within the municipal budget. These may include sources such as state, federal, and local mechanisms.

Please contact me at (616) 600-3843 if you have any questions.

Sincerely,

FLEIS & VANDENBRINK



Marlena O'Connell, PLA
Landscape Architect



Brian Sinnott, PE
Development & Enhancement Group Manager



MEETING DATE: NOVEMBER 10, 2025

CITY MANAGER

To: Mayor and City Council Work Session

From: Yvonne Ridge, City Manager Regular Meeting

Submitted: November 6, 2025

Subject: Designated Assessor Renewal Interlocal Agreement

SUMMARY

Public Act 660 of 2018 requires each county to have a Designated Assessor on file with the State Tax Commission (STC). The Designated Assessor serves as a qualified professional who can assume assessing duties for a local unit determined by the STC to be noncompliant with state standards.

The current Designated Assessor agreement for Eaton County expires on December 31, 2025. In accordance with state law, a new Interlocal Agreement must be approved by the Eaton County Board of Commissioners and a majority of the assessing districts within the county for the period January 1, 2026 through December 31, 2030.

Eaton County proposes to appoint Timothy Vandermark (R-7793) as the Designated Assessor for all participating jurisdictions within the County, including the City of Eaton Rapids. Mr. Vandermark currently serves as the Eaton County Equalization Director and holds a Master Assessing Officer (MAO) certification with the State Tax Commission.

Under this agreement, Mr. Vandermark will act as the assessor of record only if an assessing district is found to be noncompliant and required by the STC to utilize the services of the Designated Assessor. The Designated Assessor would perform all statutory duties of the assessor for that district until compliance is restored.

Approval of this agreement ensures Eaton County and its local assessing units remain in compliance with Public Act 660 of 2018. Adoption of the Interlocal Agreement provides the City with an eligible Designated Assessor on record, as required by the State Tax Commission.

The agreement has been reviewed and approved by the Eaton County Board of Commissioners and will take effect once approved by a majority of local assessing units within the County.

STAFF RECOMMENDATION/MOTION

Approve the Interlocal Agreement for Eaton County Designated Assessor for the period January 1, 2026 through December 31, 2030, and authorize the Mayor and City Clerk to execute the agreement on behalf of the City of Eaton Rapids.

LIST OF SUPPORTING DOCUMENTS

Interlocal Agreement

Resolution 2025-100

Interlocal Agreement for Eaton County to Approve the Designated Assessor for the period January 1, 2026 through December 31, 2030

Public Act 660 of 2018 requires a county to have a Designated Assessor on file with the State Tax Commission as of December 31, 2020. Accordingly, the following interlocal agreement (hereinafter “AGREEMENT”) has been executed by the Board of Commissioners for Eaton County, a majority of the assessing districts in Eaton County, and the individual put forth as the proposed Designated Assessor. Eaton County and the Assessing Districts are collectively referred to throughout this AGREEMENT as the “Parties.”

RECITALS

WHEREAS, The Assessing Districts are Municipal Corporations located within the County of Eaton, in the State of Michigan;

WHEREAS, The Michigan Constitution of 1963, Article 7, Section 28 permits a political subdivision to exercise jointly with any other political subdivision any power, privilege or authority which such political subdivisions share in common with each other and which each might exercise separately;

WHEREAS, The Urban Cooperation Act of 1967, being MCL 124.505 *et seq*, and the Intergovernmental Transfer of Functions and Responsibilities Act, give effect to the Constitutional provision by providing that public agencies may enter into interlocal agreements to carry out their respective functions, powers and authority;

WHEREAS, P.A. 660 of 2018 requires each County to enter into an AGREEMENT that designates the individual who will serve as the County’s Designated Assessor. That interlocal agreement must be approved by the County Board and a majority of the assessing districts in the County.

WHEREAS, P.A. 660 of 2018 mandates that the Designated Assessor shall be an advanced assessing officer or a master assessing officer.

NOW, THEREFORE, based on the foregoing Recitals, and in consideration of the terms of this Agreement, the Members agree as follows:

BACKGROUND INFORMATION

Eaton County proposes that Timothy Vandermark (R- 7793) serve as the Designated Assessor for the following assessing districts within Eaton County: Bellevue Township, Benton Charter Township, Brookfield Township, Carmel Township, Chester Township, Delta Charter Township, Eaton Township, Eaton Rapids Township, Hamlin Township, Kalamo Township, Oneida Charter Township, Roxand Township, Sunfield Township, Vermontville Township, Walton Township, Windsor Charter Township, City of Charlotte, City of Eaton Rapids, City of Grand Ledge, City of Olivet and City of Potterville.

Once the designated assessor process is invoked, the Parties agree that the Designated Assessor will perform the duties associated with being the assessor of record for an assessing district at the following location: Eaton County Equalization Department, 1045 Independence Blvd., Charlotte, MI. The Parties further agree that specific hours will be negotiated as part of the employment contract to be executed in the event an assessing district is subject to the designated assessor process.

QUALIFICATIONS OF DESIGNATED ASSESSOR

Included as an addendum to this AGREEMENT, the Eaton County Board of Commissioners has received and reviewed the following documents provided by the Designated Assessor:

1. Resume, curriculum vitae, or other documents providing the Designated Assessor's current employment status as well as additional and specific details regarding the Designated Assessor's current assessing or equalization responsibilities and local unit assessing experience as it relates to being approved as the Designated Assessor for Eaton County.
2. Disclosure of any conflicts of the interest involving the proposed Designated Assessor, the County, or any assessing district, if applicable.

It is understood that the individual identified as the Designated Assessor in this AGREEMENT will, during the length of this agreement, maintain their assessor certification in good standing with the State Tax Commission and when required to serve as the Designated Assessor for an assessing district in Eaton County shall act as the Assessor of Record for that assessing district. When acting as the Assessor of Record for an assessing district, the Designated Assessor shall meet all the requirements as set forth by the State Tax Commission's *Supervising Preparation of the Assessment Roll* approved by the State Tax Commission August 21, 2018.

Any additional requirements that are agreed to by the Designated Assessor, the County and the Assessing Districts may not conflict with the State Tax Commission's *Supervising Preparation of the Rolls*.

DUTIES AND RESPONSIBILITIES OF DESIGNATED ASSESSOR

The Designated Assessor, while serving as the assessor of record for an assessing district within Eaton County, shall satisfy all requirements contained State Tax Commission's *Supervising Preparation of the Assessment Roll* approved by the State Tax Commission August 21, 2018.

Within 30 to 90 days of being appointed as the Designated Assessor for the assessing district, the Designated Assessor shall prepare and transmit to the assessing district's supervisor, manager, or chief executive a detailed proposal, including a schedule for delivery of documents, to correct deficiencies identified by the State Tax Commission's audit.

The Parties agree that the Designated Assessor, while serving as the assessor of record for an assessing district within Eaton County, shall:

1. Attend all March, July and December Board of Review meetings.
2. Costs incurred in appeals to the Michigan Tax Tribunal (i.e., appraisal costs, expert witness fees and attorney fees) shall be incurred by the represented assessment unit
3. The Designated Assessor shall prepare the following reports for review by the supervisor, manager, chief executive, board, or council as requested.

For an assessing district employing assessing staff other than the assessor of record, assessing staff will conduct their duties as under the direction and supervision of the Designated Assessor.

While not acting in the capacity as the Designated Assessor for an assessing district, the Designated Assessor will have the following duties and responsibilities for Eaton County and the assessing districts within Eaton County: Equalization Director.

DUTIES AND RESPONSIBILITIES OF EATON COUNTY AND ASSESSING DISTRICTS WITHIN EATON COUNTY

The Parties to this AGREEMENT understand and agree that the assessing districts identified in this AGREEMENT required to utilize the services of the Designated Assessor will, during and throughout the term of this AGREEMENT, to the following:

1. Provide the Designated Assessor with reasonable access to records, documents, databases and information in order to allow the Designated Assessor to serve as the assessor of record for the assessing district and satisfy all requirements *Supervising Preparation of the Assessment Roll* approved by the State Tax Commission August 21, 2018.
2. Furnish the Designated Assessor with any applicable policies and procedures that the Designated Assessor may be subject to during the period of time the Designated Assessor serves as the assessing district's assessor of record.
3. Provide any technology, equipment, and workspace necessary for the Designated Assessor to carry out their requirements under this Agreement.

DESIGNATED ASSESSOR COMPENSATION

The Designated Assessor may charge an assessing district that is required to contract with the Designated Assessor and that assessing district shall pay, for the reasonable costs incurred by the Designated Assessor in serving as the assessing district's Assessor of Record, including, but not limited to, the costs of overseeing and administering the annual assessment, preparing and defending the assessment roll, and operating the assessing office.

Compensation amounts shall be set within the ongoing contract between the Designated Assessor and the Assessing Districts plus the County. All fees and services of the Designated Assessor shall be billed monthly and paid within 45 days of invoicing. All annual fees will be billed on a prorated basis. All payment for services rendered will be paid by the assessing district directly to Eaton County. The current fee schedule is as follows:

Complete Reassessment of the District at \$20.00 / parcel

Maintenance of the Tax Roll at \$15.00 per parcel for the first year
 \$15.50 per parcel for the 2nd year
 \$16.00 per parcel for the 3rd year
 \$16.50 per parcel for the 4th year
 \$17.00 per parcel for the 5th year

If required by the Designated Assessor, the Assessing Districts shall each be responsible for an equal share of an annual retainer fee paid to the Designated Assessor. The County shall collect each share and disperse the retainer fee to the Designated Assessor. The County is not responsible for paying a share of the retainer fee. No retainer fee is being charged to the local for the duration of the contract with Timothy Vandermark.

Fees owed by a jurisdiction under the inter-local agreement will be billed monthly, paid to Eaton County Equalization and will be due 30 days post invoice date.

ADDENDUMS

Addendum A: Designated Assessor resume and qualifications.

This interlocal agreement shall become effective upon the execution hereof by the parties hereto.

COUNTY OF EATON:

_____	_____
Jim Mott, Chairperson	Date
County Board of Commissioners	

BELLEVUE TOWNSHIP:

_____	_____
Don L. Chase	Date
Supervisor	

BENTON CHARTER TOWNSHIP:

_____	_____
Gary Suits	Date
Supervisor	

BROOKFIELD TOWNSHIP:

_____	_____
Nolan Spotts	Date
Supervisor	

CARMEL TOWNSHIP:

_____	_____
Don Ramsey	Date
Supervisor	

CHESTER TOWNSHIP:

_____	_____
Donald Stall	Date
Supervisor	

DELTA CHARTER TOWNSHIP:

_____	_____
Fonda Brewer	Date
Supervisor	

EATON TOWNSHIP:

_____	_____
Dave Roberts	Date
Supervisor	

EATON RAPIDS TOWNSHIP:

_____	_____
Scott Wilson	Date
Supervisor	

HAMLIN TOWNSHIP:

Phillip A. Bombrys
Supervisor
Date

KALAMO TOWNSHIP:

Brett Ramey
Supervisor
Date

ONEIDA CHARTER TOWNSHIP:

Rick Jones
Supervisor
Date

ROXAND TOWNSHIP:

Larry Mead
Supervisor
Date

SUNFIELD TOWNSHIP:

Selena Duits
Supervisor
Date

VERMONTVILLE TOWNSHIP:

Jack Owens
Supervisor
Date

WALTON TOWNSHIP:

Doug Thering
Supervisor
Date

WINDSOR CHARTER TOWNSHIP:

Beth Shaw
Supervisor
Date

CITY OF CHARLOTTE:

Tim Lewis
Authorized Representative
Date

CITY OF EATON RAPIDS:

Pam Colestock
Authorized Representative
Date

CITY OF GRAND LEDGE:

Keith Mulder
Authorized Representative
Date

CITY OF OLIVET:

Laura Barlund-Maas
Authorized Representative
Date

CITY OF POTTERVILLE:

Jennifer Lenneman
Authorized Representative
Date

DESIGNATED ASSESSOR

Timothy Vandermark, MMAO
Eaton County Equalization
Date



MEETING DATE: NOVEMBER 10, 2025

CITY MANAGER

To: Mayor and City Council Work Session
From: Yvonne Ridge, City Manager Regular Meeting
Submitted: November 6, 2025
Subject: Downtown Development Authority – Sip & Sleigh

SUMMARY

The Eaton Rapids Downtown Development Authority (DDA) is planning to host a new wine-tasting event, “Island City Sip & Sleigh,” in conjunction with the Downtown Family Christmas Event. The event is designed to enhance the holiday festivities by drawing additional visitors downtown and supporting local businesses.

The DDA proposes hosting the event upstairs of City Hall, allowing attendees to enjoy live music, wine tastings, and a view of the Christmas Parade from the upper level. The event would be conducted under a Special Liquor License issued by the Michigan Liquor Control Commission (MLCC).

The MLCC requires that any church within 500 feet of the event location provides written consent for the issuance of a Special License. The First Congregational Church, located within this distance approved the Special License application at its meeting held on November 4, 2025.

Due to the timing of the church’s meeting, the DDA also secured a backup location for the event in case approval was not received in time. However, this alternate site is not located along the parade route and would not provide the same community engagement opportunities as the proposed City Hall location.

STAFF RECOMMENDATION/MOTION

Approve the Downtown Development Authority submission of a Special License with the Michigan Department of Licensing and Regulatory Affairs Liquor Control Commission (MLCC) to host the “Island City Sip & Sleigh” Wine on December 6, 2025.

LIST OF SUPPORTING DOCUMENTS



Resolution 2025-101 & Resolution 2025-102



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 & Economic
 Development Specialist*
Randy Jewell – City Assessor
Cullen Harkness – City Attorney

**CITY OF EATON RAPIDS
 RESOLUTION 2025-101**

**AUTHORIZING THE DOWNTOWN DEVELOPMENT AUTHORITY TO APPLY FOR A
 SPECIAL LIQUOR LICENSE FOR THE ISLAND CITY SIP AND SLEIGH**

WHEREAS, the Downtown Development Authority (DDA) seeks to host the Island City Sip and Sleigh on Saturday, December 6, 2025 from 4:00 p.m. to 8:00 p.m., as part of the Hometown Family Christmas taking place in Downtown Eaton Rapids December 6, 2025; and

WHEREAS, the event will be held at 200 S Main Street; and

WHEREAS, pursuant to City ordinance, City Council approval is required prior to the submission of a Special Liquor License application to the Michigan Liquor Control Commission (MLCC);

NOW, THEREFORE, BE IT RESOLVED, that the Eaton Rapids City Council hereby authorizes the Downtown Development Authority to apply for a Special Liquor License through the MLCC to host the Island City Sip and Sleigh on Saturday, December 6, 2025.

The Foregoing resolution offered by Council Member _____ and seconded by Council Member _____.

Upon roll call vote, the following voted:

Aye:
 Nay:
 Absent:

The resolution is adopted by the City of Eaton Rapids and approved by the Mayor on this 10th day of November 2025.

Pamela Colestock, Mayor

RESOLUTION DECLARED ADOPTED:

STATE OF MICHIGAN)

)ss.

COUNTY OF EATON)

I, the undersigned, the duly qualified and acting Clerk of the City of Eaton Rapids, County of Eaton, State of Michigan, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Council of the City of Eaton Rapids at a regular meeting held on the 10th day of November, the original of which resolution is on file in my office and available to the public. Public notice of said meeting was given pursuant to and in compliance with the Open Meetings Act, Act No. 267 of the Michigan Public Acts of 1976, including the case of a special or rescheduled meeting, notice by posting at least 18 hours prior to the time set for said meeting.

IN WITNESS WHEREOF, I have hereunto set my official signature, this 10th day of November, 2025.

Robin Webb, City Clerk



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 & Economic
 Development Specialist*
Randy Jewell – City Assessor
Cullen Harkness – City Attorney

**CITY OF EATON RAPIDS
 RESOLUTION 2025-102**

**AUTHORIZING THE DOWNTOWN DEVELOPMENT AUTHORITY TO APPLY FOR A
 SPECIAL LIQUOR LICENSE FOR THE ISLAND CITY SIP AND SLEIGH**

WHEREAS, the Downtown Development Authority (DDA) seeks to host the Island City Sip and Sleigh on Saturday, December 6, 2025 from 4:00 p.m. to 8:00 p.m., as part of the Hometown Family Christmas taking place in Downtown Eaton Rapids December 6, 2025; and

WHEREAS, the event will be held at 145 North Main Street; and

WHEREAS, pursuant to City ordinance, City Council approval is required prior to the submission of a Special Liquor License application to the Michigan Liquor Control Commission (MLCC);

NOW, THEREFORE, BE IT RESOLVED, that the Eaton Rapids City Council hereby authorizes the Downtown Development Authority to apply for a Special Liquor License through the MLCC to host the Island City Sip and Sleigh on Saturday, December 6, 2025.

The Foregoing resolution offered by Council Member _____ and seconded by Council Member _____.

Upon roll call vote, the following voted:

Aye:

Nay:

Absent:

The resolution is adopted by the City of Eaton Rapids and approved by the Mayor on this 10th day of November 2025.

Pamela Colestock, Mayor

RESOLUTION DECLARED ADOPTED:

STATE OF MICHIGAN)

)ss.

COUNTY OF EATON)

I, the undersigned, the duly qualified and acting Clerk of the City of Eaton Rapids, County of Eaton, State of Michigan, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Council of the City of Eaton Rapids at a regular meeting held on the 10th day of November, the original of which resolution is on file in my office and available to the public. Public notice of said meeting was given pursuant to and in compliance with the Open Meetings Act, Act No. 267 of the Michigan Public Acts of 1976, including the case of a special or rescheduled meeting, notice by posting at least 18 hours prior to the time set for said meeting.

IN WITNESS WHEREOF, I have hereunto set my official signature, this 10th day of November, 2025.

Robin Webb, City Clerk



MEETING DATE: NOVEMBER 10, 2025

CITY MANAGER

To: Mayor and City Council

Work Session

From: Yvonne Ridge, City Manager

Regular Meeting

Submitted: November 6, 2025

Subject: Public Act 123 of 1999 – Parcel 300-033-200-276-00 Revert Back to City

SUMMARY

Parcel number 300-033-200-276-00 did not sell at the Eaton County public auction in September. The parcel was re-offered for sale in October 2025 and remained unsold.

Under Public Act 123 of 1999, the property will be transferred to the City of Eaton Rapids on December 30, 2025, unless the City objects in writing to the Eaton County Treasurer prior to that date.

The property borders a land-locked parcel already owned by the City.

STAFF RECOMMENDATION/MOTION

It is recommended that the City retain the property to consolidate ownership of adjacent parcels and prevent potential issues related to landlocked access.

LIST OF SUPPORTING DOCUMENTS

Resolution 2025-103

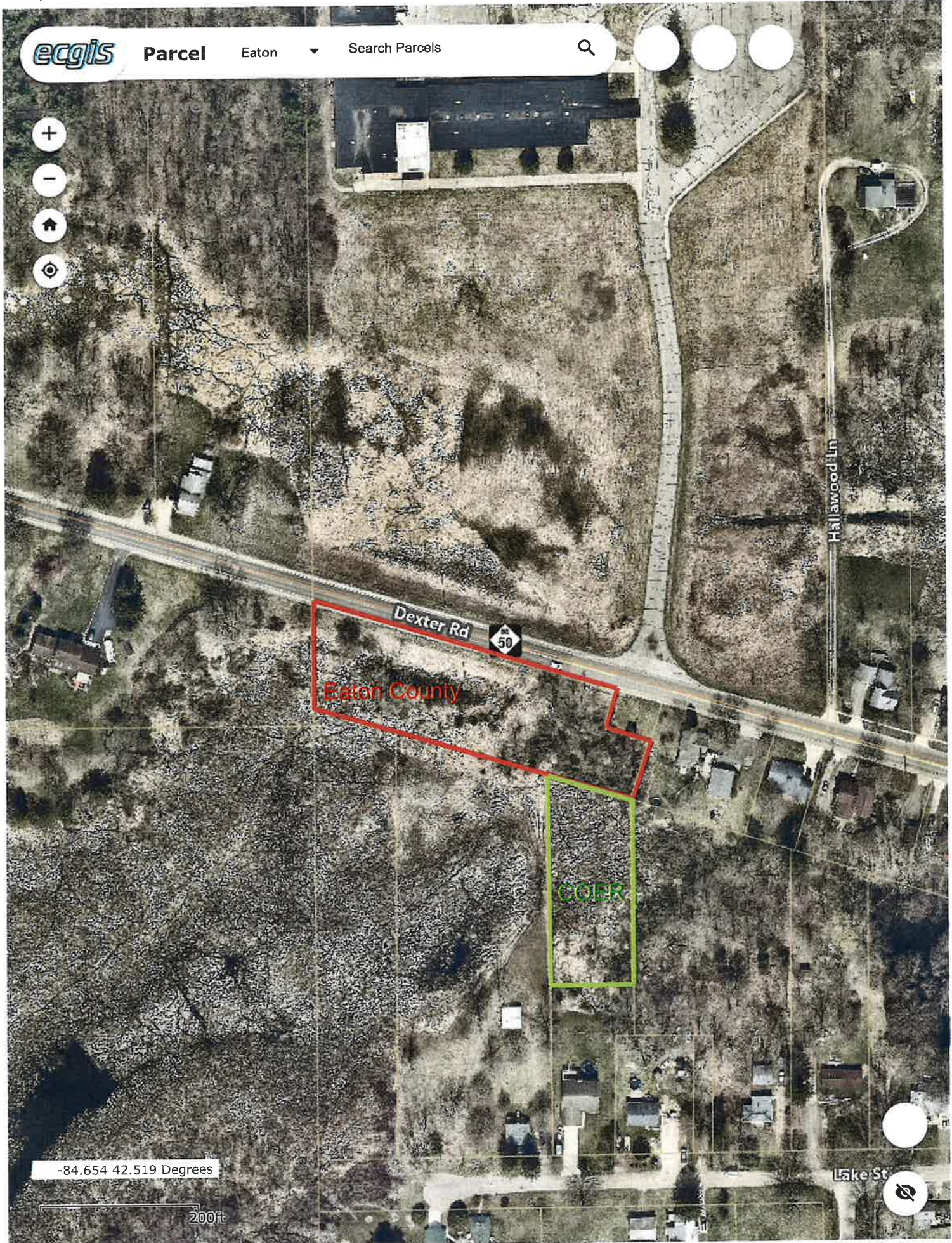
Map Showing Property

ecgis

Parcel

Eaton

Search Parcels



Dexter Rd



Hallwood Ln

Eaton County

COBR

-84.654 42.519 Degrees

200ft

Lake St





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,
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*Jake Forquer, Community & Economic
 Development Specialist*
Randy Jewell – City Assessor
Cullen Harkness – City Attorney

**CITY OF EATON RAPIDS
 RESOLUTION 2025-103**

**A RESOLUTION TO ACCEPT TRANSFER OF PARCEL 300-033-200-276-00 FROM
 THE EATON COUNTY TREASURER UNDER PUBLIC ACT 123 OF 1999**

WHEREAS, parcel number 300-033-200-276-00 did not sell at the Eaton County public auction held in September 2025, and remained unsold when re-offered in October 2025; and

WHEREAS, under Public Act 123 of 1999, unsold parcels may be transferred to the local unit of government unless the local unit objects in writing to the Eaton County Treasurer prior to the transfer date; and

WHEREAS, the parcel borders a land-locked piece of property currently owned by the City of Eaton Rapids; and

WHEREAS, it is in the best interest of the City to retain the parcel to consolidate ownership and manage landlocked access issues.

NOW, THEREFORE, BE IT RESOLVED that the City of Eaton Rapids does not object to the transfer of parcel number 300-033-200-276-00 from Eaton County, and hereby accepts ownership of the property upon transfer on December 30, 2025.

BE IT FURTHER RESOLVED that the City Clerk is directed to notify the Eaton County Treasurer of the City’s acceptance of the property transfer.

The Foregoing resolution offered by Council Member _____ and seconded by Council Member _____.

Upon roll call vote, the following voted:

Aye:

Nay:

Absent:

The resolution is adopted by the City of Eaton Rapids and approved by the Mayor on this 10th day of November 2025.

Pamela Colestock, Mayor

RESOLUTION DECLARED ADOPTED:

STATE OF MICHIGAN)

)ss.

COUNTY OF EATON)

I, the undersigned, the duly qualified and acting Clerk of the City of Eaton Rapids, County of Eaton, State of Michigan, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Council of the City of Eaton Rapids at a regular meeting held on the 10th day of November, the original of which resolution is on file in my office and available to the public. Public notice of said meeting was given pursuant to and in compliance with the Open Meetings Act, Act No. 267 of the Michigan Public Acts of 1976, including the case of a special or rescheduled meeting, notice by posting at least 18 hours prior to the time set for said meeting.

IN WITNESS WHEREOF, I have hereunto set my official signature, this 10th day of November, 2025.

Robin Webb, City Clerk



MEETING DATE: NOVEMBER 10, 2025

CITY MANAGER

To: Mayor and City Council Work Session

From: Yvonne Ridge, City Manager Regular Meeting

Submitted: November 6, 2025

Subject: Virtual and Live Meeting Broadcast Best Practices

SUMMARY

The City of Eaton Rapids currently broadcasts public meetings via Zoom and Facebook Live. With evolving accessibility standards, all City social media and virtual platforms will need to be ADA compliant by April 26, 2027.

As we plan for the future, the City should consider:

1. Platform Evaluation
 - Determine if current platforms (Zoom, Facebook Live) will continue to meet accessibility and quality standards.
 - Explore additional platforms that may improve public access and compliance with ADA requirements.
2. Accessibility Compliance
 - Begin planning for captioning, transcripts, and other accessibility features to meet ADA requirements by the April 26, 2027 deadline.
 - Ensure all archived recordings and live broadcasts are accessible to all residents.
3. Policy and Procedure Development
 - Establish clear guidelines for virtual and live meeting broadcasts, including platform use, moderation, public comment, and recordkeeping.
4. Community Engagement
 - Consider public input on preferred platforms and accessibility features to ensure maximum participation.

I would like to begin discussions on the long-term approach to virtual and live meeting broadcasts, keeping in mind accessibility compliance, platform effectiveness, and community engagement. Council feedback on preferred platforms and procedures will help guide planning.

Examples of Compliance:

Text Content

- Use clear, simple language.
- Maintain high contrast between text and background.
- Avoid overly small fonts or text embedded in images.

2. Images

- Add alt text descriptions for all images.
- Describe the key content or message of the image.
- Avoid text-only images; provide the text separately when possible.

3. Videos

- Provide captions for all videos, including live streams.
- Ensure audio descriptions for visual content if necessary.
- Consider providing a transcript for longer videos or recordings.

4. Links and Navigation

- Use descriptive link text (e.g., “View Council Agenda” instead of “Click Here”).
- Ensure links are easy to navigate via keyboard or screen reader.

5. Audio Content

- Provide transcripts for podcasts, audio clips, or announcements.
- Avoid relying solely on audio to convey information.

6. Staff Responsibilities

- Training: Staff posting on social media must be trained in accessibility best practices.
- Review: All content should be reviewed for accessibility before posting.
- Tools: Utilize platform accessibility features (e.g., Facebook alt text, auto-captioning).

7. Benefits

- Ensures equal access to City information for all residents.
- Enhances transparency and engagement.
- Reduces legal risk for non-compliance.

STAFF RECOMMENDATION/MOTION

Discussion

LIST OF SUPPORTING DOCUMENTS

N/A