AGENDA
EAST JORDAN CITY COMMISSION
Emergency Services Facility Meeting and Training Room
5:30 PM, Tuesday, November 3, 2026
Web: ***www.eastjordancity.org***

Welcome to the Business Meeting of the City of East Jordan. Visitors are welcome and encouraged to address any and all items listed on this agenda. The only time a visitor must wait to voice concerns is if the agenda does not specifically designate a time when that particular subject will be addressed; in that case, you may address the Commission just before the Consent Agenda. ***The Mayor (or presiding Commission member) must recognize anyone wishing to address the City Commission prior to speaking.*** *If you have any items you wish to address with the Commission that involve the day-to-day operations of the City or its Departments, etc., please address those concerns first with the City Administrator.*

PUBLIC HEARING AT 5:15 P.M. RE: 2026 DOWNTOWN DEVELOPMENT AUTHORITY 2026 DEVELOPMENT PLAN AND TAX INCREMENT FINANCING PLAN

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

2. ROLL CALL AND QUORUM ESTABLISHMENT

3. APPROVAL OF TONIGHT'S MEETING AGENDA

4. CONFLICTS OF INTEREST

5. PUBLIC COMMENT-*3 minutes per speaker to address City Commission*

- ***The public comment period provides an opportunity for members of the public to address the Commission on any topic. Each speaker is requested to state their name and keep comments concise, within a three-minute time limit. Comments should be directed to the Commission as a whole. The Commission will listen to all comments but may not respond directly during the meeting or immediately address topics.***

6. PUBLIC CORRESPONDENCE

- ***The Public Correspondence section acknowledges and records any communications received from the public since the previous meeting that the City Administrator has reviewed and identified as requiring the Commission's input or awareness. These items may not be acted upon at the meeting in which they are presented and may be tabled for discussion or action at a future meeting.***

7. CONSENT AGENDA

- ***The consent agenda includes routine, procedural, informational, and non-controversial items that can be approved collectively. Commissioners may request to remove any item from the consent agenda for individual consideration. Items remaining on the consent agenda will be approved with a single motion.***

A City Commission Meeting Minutes dated October 20, 2026
10-20-26 Draft.docx

B Acknowledge Receipt of the Paid Bills List dated October 31, 2026 totaling $214,682.07
Accounts Payable 10-30-26.pdf

C Acknowledge Receipt of the following Boards and Commissions Meeting Minutes:

- Brownfield Redevelopment Authority-June 23, 2026
- Jordan Valley District Library Board-September 23, 2026
- Jordan Valley EMS Authority-September 24, 2026
- Jordan Valley District Library Board Special Meeting-October 7, 2026
- Jordan Valley EMS Authority Special Meeting-October 12, 2026
- Jordan Valley EMS Authority Special Meeting-October 15, 2026
- City Commission-Closed Session-October 20, 2026

September 24 2026 Board Mintues Final_0001.pdf
October 15 2026 Board Minutes Final_0001.pdf
October 122026 Board Minutes Final_0001.pdf
06-23-26 Final.pdf
09-23-26 Minutes.pdf
10-07-26 Special Minutes.pdf

D Acknowledge Receipt of the September Cash on Hand Report
09-30-2026.pdf

UNFINISHED BUSINESS

8 East Jordan District Library Board – Request to Review Agreement-***No Discussion***

9 Planned Unit Development (PUD) Review for 340 South Lake Street from Artemis Development LLC-*No Discussion*
Artemis Dev Site Plan.pdf
Draft Architectural Floor Plans.pdf
1601 M-66 EAST JORDAN PUD - REDUCED.pdf

NEW BUSINESS

10 Schedule Annual Organizational Meeting for Monday, November 9, 2026 and select time of meeting

11 Acknowledge Receipt of the City Administrator's Annual Evaluation (*Evaluations due back to City Clerk by November 17, 2026)*
City Administrator Evaluation Form.doc

12 Approval of amended Social District Plan and Maps
Downtown East Jordan Social District Plan.docx
Social District Boundary-2026.pdf
Social District Common Area-2026.pdf

13 Notice of Intent Resolution - Drinking Water State Revolving Fund Water Project & Engagement Letter for 2027 DWSRF Bonds
Letter City with Notice of Intent Resolution - East Jordan 2027 DWSRF(51999154.1).pdf
117-2026 Notice of Intent Resolution - East Jordan DWSRF Water Project(51999139.1).docx

14 R.B. Lyons, Inc. Change Order #1

CCO1 - RB Lyons - East Jordan Marina 101626.pdf

15 R.B. Lyons, Inc. Pay Application #1 in the amount of $54,000
RB Lyons PA1 - East Jordan Marina 101626 C620 App for Payment.pdf

16 Atlas Electric Pay Application #1 in the amount of $89,178.30
APPROVED Atlas PA1 - Marina Project East Jordan 101926.pdf

17 2026 DDA Master Plan and TIF Plan Approval
East-Jordan-DDA-TIF_DRAFT_2026-0915-formatted.pdf

18 EMS Board Appointment-Process Discussion

19. ANNOUNCEMENTS & REPORTS

- **EMS AUTHORITY BOARD UPDATE**

20. CITY ADMINISTRATOR'S REPORT

City Administrator's Report
Administrator's Report 11-3.pdf

21. MAYOR'S REPORT/DDA UPDATE

22. GOOD OF THE ORDER

23. Closed Session to discuss DPW Union Contract Negotiations which is exempt from disclosure under a statute under MCL 15-268 (c) exempt from disclosure under the Freedom of Information Act to MCL 15-268 (d).

24. ADJOURNMENT

Persons with disabilities who need an accommodation to fully participate in these meetings should contact the City Clerk's Office at 231-536-3381 or by email at info@eastjordancity.org. A 24-hour notice may be needed for certain accommodations. An attempt will be made to grant all reasonable accommodation requests.

CITY OF EAST JORDAN
CITY COMMISSION
MEETING MINUTES
Tuesday October 20, 2026
5:30 PM

Present: Mayor Melyssa Lindenthal, Amy Sherman, Mark Penzien, Daniel Miller, Scott Gillespie, Margaret Manor, Joseph Kroll

Absent: None

Others: City Administrator Cannon
City Clerk Wilson
City Treasurer Jackson

Guests: 20

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Mayor Melyssa Lindenthal called the meeting to order at 5:30 p.m. and led the Pledge of Allegiance.

2. ROLL CALL AND QUORUM ESTABLISHMENT

City Clerk Wilson took roll call at this time to determine attendance and establish quorum.

Mayor: Melyssa Lindenthal

Commissioners Present: Amy Sherman, Margaret Manor, Scott Gillespie, Mark Penzien, Daniel Miller and Joseph Kroll
Commissioners Absent: None

3. APPROVAL OF TONIGHT'S MEETING AGENDA

Moved by Joseph Kroll; seconded by Margaret Manor to approve the meeting agenda with the amendment to add discussion about JVEMSA as item 14A.

Motion Passed: 7 – 0

Voting For: Amy Sherman, Mark Penzien, Daniel Miller, Melyssa Lindenthal, Scott Gillespie, Margaret Manor, Joseph Kroll
Voting Against: None
Absent: None

4. CEREMONIAL ITEMS-2026 STATE OF THE CITY ADDRESS

Mayor Melyssa Lindenthal read the 2026 State of the City Address at this time. (Copy made part of these original minutes.)

5. CONFLICTS OF INTEREST

No Conflicts of Interest were voiced at this time.

6. PUBLIC COMMENT-*3 minutes per speaker to address City Commission*

Speaker Request #1: Xavier Cavagnaro

Mr. Cavagnaro read a statement to the Commission regarding JVEMS and Commissioner Penzien's position on the board.

Mr. Cavagnaro urged the Commission to part ways with Commissioner Penzien as the City EMS Board representative due to the severe financial issues which have not been addressed and hold your JVEMSA representative accountable and felt all of the members of the JVEMSA board should resign with the exception of Mr. Chamberlain.

Speaker Request #2-Hope Wynkoop-Morris

Ms. Wynkoop-Morris also read a statement regarding Commissioner Penzien and issues from JVEMSA which have recently occurred between the two of them as well as other concerns she had brought to him regarding the past director which were not addressed.

Wynkoop-Morris stated she felt her job was in jeopardy based on the recent issues she brought to his attention and the trust was broken and felt he should be removed from the JVEMSA Board as well as the City Commission.

Speaker Request #3: Jay Peck

Mr. Jay Peck addressed the City Commission regarding his support for Commissioner Penzien and his position on the Jordan Valley EMS Authority Board.

Mr. Peck read a portion of a statement from an email which he provided to the City Commission. (Copy of this email which included the statement read, made part of these original minutes.)

Peck pointed out the conflict in the email from what was being stated by Ms. Wynkoop-Morris and her feelings about the past director and her support of him.

Speaker Request #4: Tim Timmer

Mr. Timmer addressed the Commission indicating he was standing in support of Mr. Penzien and he also holds a position on the JVEMSA Board for Echo Township.

Timmer stated he believes the JVEMSA board needs a strong business office manager with expertise over a medic or EMT.

Timmer stated Mr. Penzien has the community knowledge and connections to move the board forward and asked the Commission to retain him on the JVEMSA board.

Speaker Request #5: Tony Azzopardi

Mr. Azzopardi read a statement at this time and addressed an incident which occurred with the EMS and Mr. Penzien in September of 2025.

Azzopardi felt Mr. Penzien used his influence as the funeral director and board member on the JVEMSA to benefit his private business.

Azzopardi inquired what the city's policy was for concerns and evidence to be brought to the Commission regarding issues.

Speaker Request #6: Roy Wynkoop

Mr. Wynkoop addressed the Commission indicating he is Ms. Wynkoop-Morris' father and stated Hope did nothing wrong but expose what was going on and felt she was attacked and her job was in jeopardy.

Mr. Wynkoop felt things needed to be looked into further and that an audit needed to be conducted at the JVEMSA to see what needs to be addressed and how long this has been going on.

7. PUBLIC CORRESPONDENCE

A Hope Wynkoop Letter

Mayor Lindenthal stated she also had provided a supplemental email from Ms. Wynkoop-Morris regarding this issue for the Commission's information.

Commissioner Mark Penzien stated we are looking at the same reality with different points of this situation and indicated he is not afraid of having a forensic audit done but is afraid of hurting EMS. He has also turned over information he had on Mr. Yonkman which has been turned over to the Sheriff's Department.

Commissioner Amy Sherman inquired with Commissioner Penzien what had happened and stated she also had called EMS to get information on what happened during the confrontation as everyone's perception is different on what happened.

Penzien gave a brief overview of what he remembers happening on that date.

Penzien also provided the Commission an email from Ms. Wynkoop-Morris to the Commission. (Copy made part of these original minutes.)

Commissioner Joe Kroll read a statement at this time as well which he intended to read during the new agenda item regarding his concerns about Commissioner Penzien and his position on the JVEMSA Board as the city representative. (Copy made part of these original minutes.)

Kroll added he would like to see a new appointment be made for the city representative but also added he was not interested in the position.

8. CONSENT AGENDA

Moved by Joseph Kroll; seconded by Daniel Miller to Approve or Acknowledge Receipt of the following Consent Agenda items:

A City Commission Meeting Minutes dated October 6, 2026

B Acknowledge Receipt of the Paid Bills List dated October 16, 2026 totaling $98,280.52

C Acknowledge Receipt of the following Monthly Public Safety Reports:
- Fire-September 2026

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D Acknowledge Receipt of the following Boards and Commissions Meeting Minutes:
- Housing Commission-September 8, 2026
- DDA-September 14, 2026
- Election Commission-October 13, 2026

Motion Passed: 7 – 0

Voting For: Amy Sherman, Mark Penzien, Daniel Miller, Melyssa Lindenthal, Scott Gillespie, Margaret Manor, Joseph Kroll
Voting Against: None
Absent: None

UNFINISHED BUSINESS

9 East Jordan District Library Board – Request to Review Agreement-***No Discussion***

10 Planned Unit Development (PUD) Review for 340 South Lake Street from Artemis Development LLC-*No Discussion*

11 Ordinance 283: An Ordinance to Amend the Code of Ordinances, R-4 Mobile Home Residential District

Moved by Amy Sherman; seconded by Margaret Manor to Approve Ordinance 283: An Ordinance to Amend the Code of Ordinances, R-4 Mobile Home Residential District as follows:

ORDINANCE #283
TO AMEND THE CODE OF ORDINANCES FOR THE CITY OF EAST JORDAN
R-4 MOBILE HOME RESIDENTIAL DISTRICT ZONING

THE CITY OF EAST JORDAN HEREBY ORDAINS:

TO AMEND AND REPLACE WITH:

DIVISION 7. - R-4 MOBILE HOME RESIDENTIAL DISTRICT [6]

- Sec. 46-390. - Purpose.

It is the intent of the R-4 Mobile Home Residential District to provide an area in the city where mobile home parks, subdivisions and individual lots and parcels upon which to locate mobile homes, can be located exclusively for the purpose of providing families who prefer this type of housing to conventionally built houses and further to provide for others seeking such housing to assemble in the same district. The provisions of this division apply to the R-4 Mobile Home Residential District.

(Code 2009, § 48-360; Ord. No. 142, § 9.01, 2-6-1990)

- Sec. 46-391. - Permitted principal uses.

Permitted principal uses are as follows:

(1) Single-family mobile homes on lots and parcels which meet the requirements of section 46-394 and provided all mobile homes are properly skirted in accordance with section 46-731.
(2) Mobile home parks, provided they meet the requirements of the mobile home commission act (MCL 125.2301 et seq.), and section 46-731.

(Code 2009, § 48-361; Ord. No. 142, § 9.02, 2-6-1990)

- Sec. 46-392. - Permitted principal special uses with conditions.

Permitted principal special uses with conditions are as follows:

(1) The following special uses of land, buildings and structures are permitted subject to the provisions of article V of this chapter:

a. Public recreational playgrounds on at least five acres of land area.
b. Nonprofit recreation areas on at least five acres of land area.
c. Swimming pools located on at least two acres of land area in conformance with section 46-718.
d. Religious institutions as regulated by supplemental regulations, section 46-744.
e. Educational and social institutions on at least ten acres of land area.

(2) The permitted principal special uses in subsection (1) of this section are subject to the following conditions:

a. The proposed site for any of the uses permitted herein shall have at least one property line abutting a major public street or highway, and the site shall be so planned as to provide all access directly to said major streets or highways. Vehicular access to minor public streets shall not be permitted.
b. Street front, side and rear yards shall be set back at least 50 feet, and shall be landscaped in trees, shrubs and grass. All such landscaping shall be maintained in a healthy condition. There shall be no parking or structures permitted in these yards, except necessary entrance drives and those walls used to screen the use from abutting residential lots and parcels.

(Code 2009, § 48-362; Ord. No. 142, § 9.03, 2-6-1990; Ord. No. 142F, 2-21-1995; Ord. No. 142G, §§ 8, 13, 10-15-1996)

- Sec. 46-393. - Permitted accessory uses.

Permitted accessory uses are as follows:

(1) Normal existing accessory uses to single-family mobile home housing and existing agricultural uses.
(2) Normal accessory uses to permitted and approved special uses.
(3) Customary home occupations as conditioned by section 46-718.
(4) Mobile home park developments can have a permanent accessory building for the purpose of tenant storage or park maintenance.

(Code 2009, § 48-363; Ord. No. 142, § 9.04, 2-6-1990)

- Sec. 46-394. - Dimensional regulations.

Dimensional regulations are as follows:
(1) Lot area and Density.

a. Minimum of 5 acres for a mobile home park and a minimum of 7,500 square feet for each mobile home lot located outside of a mobile home park.
b. The mobile home park development may have a maximum density of 10 units per acre.
c. Each mobile home site in a mobile home park or mobile home lot outside of a mobile home park shall be connected to public sewer and water systems.

DRAFT

(2) Yard Requirements.

a. A manufactured home within the development shall be in compliance with the following minimum distances.

1) Minimum of 20 feet from any part or attached structure of another manufactured home which is used for living purposes.
2) Ten feet from either an on-site parking space of an adjacent manufactured home site or an attached or detached structure or accessory which is not used for living purposes.

3) Fifty feet from a permanent building.
4) One hundred feet from a sports field.

b. Any part or structure that belongs to a manufactured home shall be set back the following minimum distances.

1) Ten feet from the edge of an internal road and seven feet from a parking bay.
2) Seven feet from a common pedestrian walkway.
3) Ten feet from a natural or man-made lake, object, or waterway.

c. A manufactured home site length may vary depending on the park design, layout, and the manufactured home style to be installed; however, the minimum standards pertaining to distance between manufactured homes shall be complied with.
d. Site dimensions may be computed to include the space for manufactured homes which contain expandable rooms, or in anticipation of the attachment of expansions such as add-a-rooms.

(3) Lot coverage. Maximum of 30 percent for any mobile home lot outside of a mobile home park.
(4) Floor area. The minimum usable floor area of a mobile home shall be 480 square feet when located outside of a mobile home park. No minimum floor area requirements for mobile homes located in a state-licensed mobile home park are specified, except that which is required by the rules and regulations of the state mobile home park commission act.
(5) Yard and setback requirements. Yard and setback requirements for mobile home parks shall be as required by the administrative rules adopted pursuant to the mobile home commission act (MCL 125.2301 et seq.).

Other mobile homes not within a mobile home park shall be subject to the following:

a. Front yard. Minimum of 25 feet from the road right-of-way line and shoreline of any surface water feature.
b. Side yards. Minimum of ten feet for each side yard, except where a side yard abuts a road right-of-way line, the minimum shall be 25 feet.
c. Rear yard. Minimum of 40 feet.

(6) Height limitations. Maximum of 15 feet for a mobile home structure; a maximum of ten feet for all mobile home residentially related accessory structures.

(7) Streets

a. An internal road is subject to approval by the Michigan Department of Commerce and shall be in compliance with all of the following general requirements:

1) The road shall be hard-surfaced.

2) The road shall have access to a public thoroughfare by a permanent easement which shall be recorded prior to approval. Sole access by an alley is prohibited.
3) A dead-end road shall terminate with an adequate turning area. A blunt-end road is prohibited.
4) An adequate safe-sight distance shall be provided at intersections.
5) An offset at an intersection or an intersection of more than two streets is prohibited.
6) All roads shall be clearly marked with appropriate traffic signs, subject to the provisions of Rule 701(2) as set forth by the Michigan Department of Commerce.
7) A road shall be named and so identified by street signs located at all road intersections.
8) A name for an internal road shall be approved by the municipality.

b. A road shall have a driving surface of not less than the following:

1) One way, with no parking—Thirteen feet.
2) Two way, with no parking—Twenty-one feet.

c. At access points where general traffic enters or leaves the park, the width shall be sufficient to permit free movement from or to the stream of traffic on the public roads.

(8) A manufactured home development that contains 50 or more home sites which are constructed according to a permit to construct issued under the act shall have not less than two percent of the development's gross acreage dedicated to designated open space, but not less than 25,000 square feet.

(9) A hard-surfaced walkway or patio connecting the dwelling with its off-street parking area shall be provided.

(10) Each lot shall contain an area reserved for the placement of a living unit, the base construction (i.e., foundation, pads, ribbons, etc.) of which shall meet or exceed state specifications.

(11) Each living unit shall be skirted, entirely enclosing the bottom, within 30 days after its placement. In the event of inclement weather and upon demonstration of extenuating circumstances, an extension may be granted beyond 30 days.

(12) Each living unit lot shall be provided with anchors, tie downs or other devices as provided for under Rules 601—609 of the Michigan Department of Commerce Manufactured Home Commission General Rules.

(13) Manufactured home development, when adjacent to a developed residential zoning district, shall be completely screened by fencing or natural growth along the entire property boundary line abutting the district. If planting material is used for the development of a natural edge, the recommendations of article X of this ordinance shall be followed. These requirements may be waived when, in the planning commission's opinion, the intent of this requirement has been satisfied.

(Code 2009, § 48-364; Ord. No. 142, § 9.05, 2-6-1990)

- Secs. 46-395—46-416. - Reserved.

CITY OF EAST JORDAN

Date: _____ By: _____

Cheltzi M. Wilson, MMC
City Clerk

ROLL CALL VOTE:

AYES: MILLER, MANOR, SHERMAN, PENZIEN, GILLESPIE, KROLL AND LINDENTHAL

NAYS: NONE

ABSENT: NONE

ABSTAIN: NONE

ADOPTED: OCTOBER 20, 2026

PUBLISHED: OCTOBER 29, 2026

EFFECTIVE: NOVEMBER 5, 2026

NEW BUSINESS

12 Resolution 116-2026: South Arm, LLC Liquor License Request

Moved by Amy Sherman; seconded by Scott Gillespie to approve Resolution 116-2026: South Arm, LLC Liquor License Request along with the city documents to be sent to the State of Michigan.

Motion Passed: 7 – 0

Voting For: Amy Sherman, Mark Penzien, Daniel Miller, Melyssa Lindenthal, Scott Gillespie, Margaret Manor, Joseph Kroll
Voting Against: None
Absent: None

13 Marina Project Atlas Change Order #1

Moved by Margaret Manor; seconded by Amy Sherman to approve the Marina Project-Atlas Change Order #1 as presented.

Motion Passed: 7 – 0

Voting For: Amy Sherman, Mark Penzien, Daniel Miller, Melyssa Lindenthal, Scott Gillespie, Margaret Manor, Joseph Kroll
Voting Against: None
Absent: None

14 Request to move the City Commission Meeting dated November 3, 2026 to the Emergency Services Facility due to the Election being held in City Hall

Moved by Joseph Kroll; seconded by Amy Sherman to move the City Commission Meeting dated November 3, 2026 to the Emergency Services Facility due to the election being held in City Hall.

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Motion Passed: 7 – 0

Voting For: Amy Sherman, Mark Penzien, Daniel Miller, Melyssa Lindenthal, Scott Gillespie, Margaret Manor, Joseph Kroll
Voting Against: None
Absent: None

14-A JVEMSA Discussion

City Commissioner Joe Kroll stated he had originally was going to read his statement during this time.

Kroll stated there has been discussion about amending the articles of incorporation or some of the units getting out of the authority. We have to worry about how are we going to take care of the City of East Jordan and what is plan b if we have entities pulling out of the authority and where we go from here.

Commissioner Daniel Miller stated he felt the EMS Authority needed a new set of by-laws and a set of parameters set for each of the board members and director so everyone has a clear idea of whose job is what.

Commissioner Mark Penzien stated the board is set to review the bylaws at tomorrow's meeting and was open to having the Articles of Incorporation reviewed but understands that is not something that can be done quickly and without everyone in the authority's approval.

Penzien stated he would be willing to resign effective December 1, 2026.

Mayor Melyssa Lindenthal stated the process for the Commission to remove a member from the EMS Board was we would need those items in writing then hold a public hearing which the earliest date that could occur would be on November 17, 2026.

Discussion was held by Commission on how to proceed.

Moved by Joseph Kroll; seconded by Daniel Miller to accept the resignation of Commissioner Mark Penzien effective December 1st, 2026 from the EMS Authority board as the city representative.

Motion Passed: 6 – 1

Voting For: Amy Sherman, Daniel Miller, Melyssa Lindenthal, Scott Gillespie, Margaret Manor, Joseph Kroll
Voting Against: Mark Penzien
Absent: None

15. ANNOUNCEMENTS & REPORTS

- EMS AUTHORITY BOARD UPDATE

No further updates were made at this time.

16. CITY ADMINISTRATOR'S REPORT

Administrator's Report
10-20-26

1. Harbor Reconstruction

Lyons Construction will begin demolition of the floating dock structures this week. Upon demolition and infrastructure improvements, dredging will take place until winter sets in.

2. Brownfield Meeting

We'll conduct a Brownfield meeting October 27th 5:30 pm to review the civic center redevelopment plan. We'll have consultants with EGLE and Fleis & Vandenbrink present for the meeting.

3. Annual Audit

The city's annual audit will take place next week for the 2025-2026 budget year. As the city has a history of successful and clean audits, I only expect the same results, if not better this year. The presentation of findings usually takes place early December.

Administrator Cannon stated the MML Convention was held last week and the presentations are now on the website and has been sent out to all commissioners.

Cannon also thanked Mayor Lindenthal for a great State of City and good State of the Community early today.

17. MAYOR'S REPORT/DDA UPDATE

Mayor Melyssa Lindenthal stated the Fire Department held their open house and it was great to see so many people there.

Lindenthal added the State of the Community was good with a lot of great messages.

Lindenthal stated the DDA Master Plan should be on the next meeting for Commission.

18. GOOD OF THE ORDER

County Commissioner Josh Chamberlain stated the County has offered Sheriff Chuck Vonrdra the Administrator's position and they are just waiting to see if he accepts.

Commissioner Amy Sherman thanked everyone who came out tonight and also thanked Commissioner Penzien for answering questions, it's hard to be in a position of authority at times.

Commissioner Margaret Manor stated she also went to MML last week and there was really good information and reviewed a few sessions she attended.

Commissioner Mark Penzien stated he also attended MML but wasn't able to stay much due to the EMS issue happening.

Penzien also wanted to thank the Commission for leaving him on the EMS board as long as they could.

DRAFT

Commissioner Scott Gillespie stated he attended the State of the Community and it was a great event and he particularly liked the presentation from the Health Center and it is amazing how many resources we have available to us and is very proud of that.

Commissioner Daniel Miller also thanked everyone who attended and felt no matter how everyone felt, everyone kept a level head and we are working towards the same goal.

Miller also thanked Commissioner Penzien on work on the EMS board and he knows what he has done and it has always been for the betterment of the community and applauded him for that.

Miller stated The Depot has a new Vehicle which is really awesome and has noticed how the youth have changed for the better and applauded Commissioner Gillespie and his crew.

Miller inquired if something could be mentioned to DDA regarding some type of monetary gift on the hours of service provided by the Lion's Club for care of the flower boxes this summer.

19. Closed Session to discuss DPW Union Contract Negotiations which is exempt from disclosure under a statute under MCL 15-268 (c) exempt from disclosure under the Freedom of Information Act to MCL 15-268 (d).

Moved by Joseph Kroll; seconded by Amy Sherman to enter into closed session to discuss DPW Union Contract Negotiations.

Motion Passed: 7 – 0

Voting For: Amy Sherman, Mark Penzien, Daniel Miller, Melyssa Lindenthal, Scott Gillespie, Margaret Manor, Joseph Kroll
Voting Against: None
Absent: None

City Commission entered into closed session at 7:21 p.m.

City Commission entered back into regular session at 7:31 p.m. with no action taken during closed session.

20. ADJOURNMENT

Mayor Melyssa Lindenthal adjourned the meeting at 7:31 p.m.

Respectfully Submitted,

_____	_____
Melyssa Lindenthal	Cheltzi M. Wilson, MMC/MiPMC
Mayor	City Clerk

DRAFT

INVOICE DISTRIBUTION REPORT FOR CITY OF EAST JORDAN

POST DATES 10/30/2026 - 10/30/2026
POSTED
PAID

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 101 GENERAL FUND					
Department: 000					
101-000-238.000	CHILD SUPPORT	MICHIGAN STATE DISBURSEMEN	913632288 ADAM GREENMAN	130.34	67000
			Total Department 000	130.34	
Department: 172 ADMINISTRATOR-DEPT.					
101-172-716.000	HOSPITALIZATION INS.-FRING	STANDARD INSURANCE COMPANY	OCTOBER 2026	101.59	67014
101-172-977.000	EQUIPMENT OTHER	CHARLEVOIX STATE BANK	BILLING CYCLE 10/9/2026	19.99	66983
101-172-977.100	EQUIPMENT-COMPUTER & SOFTW	AMAZON CAPITAL SERVICES	INK CARTRIDGE	80.90	66974
			Total Department 172 ADMINISTRATOR-DEPT.	202.48	
Department: 191 ELECTIONS-DEPT.					
101-191-740.000	ELECTION SUPPLIES	CHARLEVOIX STATE BANK	BILLING CYCLE 10/9/2026	15.90	66983
			Total Department 191 ELECTIONS-DEPT.	15.90	
Department: 209 ASSESSOR-DEPT.					
101-209-800.300	CONTRACTUAL-ASSESSOR	UP NORTH ASSESSING INC		2,800.00	67016
101-209-977.100	EQUIPMENT-COMPUTER & SOFTW	CHARLEVOIX STATE BANK	BILLING CYCLE 10/9/2026	15.90	66983
			Total Department 209 ASSESSOR-DEPT.	2,815.90	
Department: 215 CLERK-DEPT.					
101-215-716.000	HOSPITALIZATION INS.-FRING	STANDARD INSURANCE COMPANY	OCTOBER 2026	81.83	67014
101-215-726.000	SUPPLIES	AMAZON CAPITAL SERVICES	PAPER/TONER/INDEX CARDS	39.98	66974
101-215-726.000	SUPPLIES	AMAZON CAPITAL SERVICES	PAPER/TONER/INDEX CARDS	51.29	66974
101-215-860.000	TRAVEL & SCHOOL	CHARLEVOIX STATE BANK	BILLING CYCLE 10/9/2026	765.00	66983
			Total Department 215 CLERK-DEPT.	938.10	
Department: 253 TREASURER-DEPT.					
101-253-716.000	HOSPITALIZATION INS.-FRING	STANDARD INSURANCE COMPANY	OCTOBER 2026	79.10	67014
			Total Department 253 TREASURER-DEPT.	79.10	
Department: 258 DATA PROCESSING/COMPUTER DEPT.					
101-258-818.300	CONTRACTUAL/FUND BAL. & CO	GREATAMERICA FINANCIAL SVC	09/20/2026 TO 10/19/2026	235.18	66993
			Total Department 258 DATA PROCESSING/COMPUTER DEPT.	235.18	
Department: 265 BUILDING AND GROUNDS-DEPT.					
101-265-716.000	HOSPITALIZATION INS.-FRING	STANDARD INSURANCE COMPANY	OCTOBER 2026	60.57	67014
101-265-800.000	AUDIT	A., CEDRIC, & MICHAELS, CP	AUDIT ENDING JUNE 30, 2026	452.50	66973
101-265-818.120	CONTRACTUAL SERVICES/CLEAN	ONFIRE MARKETING INC	SEPTEMBER 2026 & 10-01 TO 10-24	945.00	67006
101-265-818.130	CONTRACTUAL SER/SOLID WAST	GFL ENVIRONMENTAL	SEPTMEBER 2026	73.84	66990
101-265-850.000	TELEPHONE	CHARLEVOIX STATE BANK	BILLING CYCLE 10/9/2026	172.57	66983
101-265-923.000	FUEL-BUILDINGS	DTE ENERGY	SEPTEMBER 2026	147.68	66989
101-265-943.000	EQUIPMENT RENTAL	CITY OF E.J. EQPT. RENTAL	EQ RENTAL	31.04	66986
101-265-977.100	EQUIPMENT-COMPUTER & SOFTW	CHARLEVOIX STATE BANK	BILLING CYCLE 10/9/2026	31.80	66983
			Total Department 265 BUILDING AND GROUNDS-DEPT.	1,915.00	
Department: 276 CEMETERY-DEPT.					
101-276-716.000	HOSPITALIZATION INS.-FRING	STANDARD INSURANCE COMPANY	OCTOBER 2026	41.03	67014
101-276-726.000	SUPPLIES	AMAZON CAPITAL SERVICES	PAPER/TONER/INDEX CARDS	8.52	66974
101-276-943.000	EQUIPMENT RENTAL	CITY OF E.J. EQPT. RENTAL	EQ RENTAL	962.35	66986
			Total Department 276 CEMETERY-DEPT.	1,011.90	
Department: 301 POLICE DEPARTMENT					
101-301-716.000	HOSPITALIZATION INS.-FRING	STANDARD INSURANCE COMPANY	OCTOBER 2026	362.26	67014

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 101 GENERAL FUND					
Department: 301 POLICE DEPARTMENT					
101-301-726.000	EQUIPMENT OTHER	BERESFORD COMPANY	CLOUD ID CREDITS	40.00	66981
101-301-726.000	SUPPLIES	CHARLEVOIX STATE BANK	BILLING CYCLE 10/9/2026	29.99	66983
101-301-818.012	CONTRACTURAL SERVICES/CLEA	ONFIRE MARKETING INC	SEPTEMBER 2026 & 10-01 TO 10-24	240.00	67006
101-301-850.000	TELEPHONE	CHARLEVOIX STATE BANK	BILLING CYCLE 10/9/2026	143.34	66983
101-301-850.200	INTERNET SERVICES	CHARTER COMMUNICATIONS	10/24/2026 - 11/23/2026	209.98	66984
101-301-923.000	FUEL-BUILDINGS	DTE ENERGY	SEPTEMBER 2026	66.59	66989
101-301-943.000	EQUIPMENT RENTAL	CITY OF E.J. EQPT. RENTAL	EQ RENTAL	32.40	66986
101-301-977.000	EQUIPMENT OTHER	AXON ENTERPRISE INC	TAZER	347.34	66980
101-301-977.100	EQUIPMENT-COMPUTER & SOFTW	CHARLEVOIX STATE BANK	BILLING CYCLE 10/9/2026	79.50	66983
			Total Department 301 POLICE DEPARTMENT	1,551.40	
Department: 302 POLICE - SRO					
101-302-716.000	HOSPITALIZATION INS.-FRING	STANDARD INSURANCE COMPANY	OCTOBER 2026	70.44	67014
			Total Department 302 POLICE - SRO	70.44	
Department: 336 FIRE DEPARTMENT					
101-336-716.000	HOSPITALIZATION INS.-FRING	STANDARD INSURANCE COMPANY	OCTOBER 2026	2.57	67014
101-336-726.000	SUPPLIES	CHARLEVOIX STATE BANK	BILLING CYCLE 10/9/2026	215.88	66983
101-336-818.130	CONTRACTUAL SER/SOLID WAST	GFL ENVIRONMENTAL	SEPTEMBER 2026	80.45	66990
101-336-850.000	TELEPHONE	CHARLEVOIX STATE BANK	BILLING CYCLE 10/9/2026	48.51	66983
101-336-850.200	INTERNET SERVICES	CHARTER COMMUNICATIONS	10/16/2026 - 11/15/2026	65.00	66984
101-336-923.000	FUEL-BUILDINGS	DTE ENERGY	SEPTEMBER 2026	51.86	66989
101-336-931.000	MAINTENANCE & REPAIR-BUILD	NORTHWEST GARAGE DOOR	POLE BARN	200.00	67003
101-336-943.000	EQUIPMENT RENTAL	CITY OF E.J. EQPT. RENTAL	EQ RENTAL	53.93	66986
101-336-962.200	UNIFORMS/TURN OUT GEAR	AXES & IRONS	CUSTOM TURNOUTS FULL SET	11,964.07	66979
101-336-977.100	EQUIPMENT-COMPUTER & SOFTW	CHARLEVOIX STATE BANK	BILLING CYCLE 10/9/2026	47.70	66983
101-336-977.700	EQUIPMENT-DIVERS	NORTHWEST SCUBA		2,036.00	67004
			Total Department 336 FIRE DEPARTMENT	14,765.97	
Department: 410 ZONING BOARD/COMMISSION-DEPT.					
101-410-728.000	POSTAGE	CHARLEVOIX STATE BANK	BILLING CYCLE 10/18/2026	155.38	66983
101-410-801.100	LEGAL	CUMMINGS, MCCLOREY, DAVIS,	ORDINANCE ENFORCEMENT	40.00	66987
			Total Department 410 ZONING BOARD/COMMISSION-DEPT.	195.38	
Department: 441 DEPARTMENT OF PUBLIC WORKS-DEP					
101-441-716.000	HOSPITALIZATION INS.-FRING	STANDARD INSURANCE COMPANY	OCTOBER 2026	44.16	67014
101-441-943.000	EQUIPMENT RENTAL	CITY OF E.J. EQPT. RENTAL	EQ RENTAL	2,886.18	66986
			Total Department 441 DEPARTMENT OF PUBLIC WORKS-DEP	2,930.34	
Department: 442 AIRPORT-DEPT.					
101-442-716.000	HOSPITALIZATION INS.-FRING	STANDARD INSURANCE COMPANY	OCTOBER 2026	1.58	67014
101-442-943.000	EQUIPMENT RENTAL	CITY OF E.J. EQPT. RENTAL	EQ RENTAL	79.80	66986
			Total Department 442 AIRPORT-DEPT.	81.38	
Department: 751 RECREATION/PARKS DEPARTMENT					
101-751-716.000	HOSPITALIZATION INS.-FRING	STANDARD INSURANCE COMPANY	OCTOBER 2026	27.23	67014
101-751-726.000	SUPPLIES	CHARLEVOIX STATE BANK	BILLING CYCLE 10/9/2026	15.90	66983
101-751-726.000	SUPPLIES	CHARLEVOIX STATE BANK	BILLING CYCLE 10/9/2026	509.94	66983
101-751-726.200	MEMBERSHIP FEES	RECDESK LLC	07/01/2026 - 06/30/2027	5,292.00	67011
101-751-931.000	MAINTENANCE & REPAIR-BUILD	MATT'S MECHANICAL CONTRACT	SERVICE CALL	125.00	66998
101-751-931.000	MAINTENANCE & REPAIR-BUILD	HOME DEPOT CREDIT SERVICES	STATEMENT	291.50	66994

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 101 GENERAL FUND					
Department: 751 RECREATION/PARKS DEPARTMENT					
101-751-931.900	MAINTENANCE & REPAIR-GROUN	PATTI TISRON	EVERGREENS	194.00	67008
101-751-977.000	EQUIPMENT OTHER	CHARLEVOIX STATE BANK	BILLING CYCLE 10/9/2026	684.62	66983
101-751-977.100	EQUIPMENT-COMPUTER & SOFTW	CHARLEVOIX STATE BANK	BILLING CYCLE 10/9/2026	239.88	66983
			Total Department 751 RECREATION/PARKS DEPARTMENT	7,380.07	
Department: 752 COMMUNITY & SKATE PARK					
101-752-716.000	HOSPITALIZATION INS.-FRING	STANDARD INSURANCE COMPANY	OCTOBER 2026	17.13	67014
101-752-920.000	ELECTRIC SERVICE	GREAT LAKES ENERGY	9/18/2026 - 10/18/2026	88.64	66992
101-752-943.000	EQUIPMENT RENTAL	CITY OF E.J. EQPT. RENTAL	EQ RENTAL	25.36	66986
			Total Department 752 COMMUNITY & SKATE PARK	131.13	
Department: 757 ELM POINTE RECREATION FACILITY					
101-757-716.000	HOSPITALIZATION INS.-FRING	STANDARD INSURANCE COMPANY	OCTOBER 2026	2.34	67014
101-757-818.130	CONTRACTUAL SER/SOLID WAST	GFL ENVIRONMENTAL	SEPTEMBER 2026	146.40	66990
			Total Department 757 ELM POINTE RECREATION FACILITY	148.74	
Department: 997 EMERGENCY MEDICAL FACILITY					
101-997-818.130	CONTRACTUAL SER/SOLID WAST	GFL ENVIRONMENTAL	SEPTEMBER 2026	80.46	66990
101-997-850.200	INTERNET SERVICES	CHARTER COMMUNICATIONS	10/16/2026 - 11/15/2026	65.00	66984
101-997-923.000	FUEL-BUILDINGS	DTE ENERGY	SEPTEMBER 2026	51.86	66989
			Total Department 997 EMERGENCY MEDICAL FACILITY	197.32	
Department: 998 HOUSING COMM/PAYING AGENTS					
101-998-716.000	HOSPITALIZATION INS.-FRING	STANDARD INSURANCE COMPANY	OCTOBER 2026	51.55	67014
			Total Department 998 HOUSING COMM/PAYING AGENTS	51.55	
			Total Fund 101 GENERAL FUND	34,847.62	
Fund: 202 MAJOR STREETS					
Department: 463 STREET MAINTENANCE-DEPT.					
202-463-716.000	HOSPITALIZATION INS.-FRING	STANDARD INSURANCE COMPANY	OCTOBER 2026	21.69	67014
202-463-726.000	SUPPLIES	DORNBOS SIGN INC	EAST JORDAN 24X6	91.83	66988
202-463-931.100	MAINTENANCE & REPAIR-GENER	PAYNE & DOLAN, INC.	5EMH	251.26	67009
202-463-943.000	EQUIPMENT RENTAL	CITY OF E.J. EQPT. RENTAL	EQ RENTAL	989.00	66986
			Total Department 463 STREET MAINTENANCE-DEPT.	1,353.78	
Department: 465 STREET/TREE/TRIMMING/PLANTING					
202-465-726.600	SUPPLIES/TREES	ROBINSONS LANDSCAPING	LANDSCAPING	6,505.00	67013
			Total Department 465 STREET/TREE/TRIMMING/PLANTING	6,505.00	
Department: 474 STREET SIGN MAINTENANCE-DEPT.					
202-474-726.000	SUPPLIES	CHARLEVOIX STATE BANK	BILLING CYCLE 10/9/2026	200.79	66983
202-474-943.000	EQUIPMENT RENTAL	CITY OF E.J. EQPT. RENTAL	EQ RENTAL	501.31	66986
			Total Department 474 STREET SIGN MAINTENANCE-DEPT.	702.10	
			Total Fund 202 MAJOR STREETS	8,560.88	
Fund: 203 LOCAL STREETS					
Department: 463 STREET MAINTENANCE-DEPT.					
203-463-716.000	HOSPITALIZATION INS.-FRING	STANDARD INSURANCE COMPANY	OCTOBER 2026	46.74	67014
203-463-931.100	MAINTENANCE & REPAIR-GENER	PAYNE & DOLAN, INC.	5EMH	250.00	67009
203-463-943.000	EQUIPMENT RENTAL	CITY OF E.J. EQPT. RENTAL	EQ RENTAL	1,442.89	66986

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 203 LOCAL STREETS					
Department: 463 STREET MAINTENANCE-DEPT.					
			Total Department 463 STREET MAINTENANCE-DEPT.	1,739.63	
Department: 474 STREET SIGN MAINTENANCE-DEPT.					
203-474-943.000	EQUIPMENT RENTAL	CITY OF E.J. EQPT. RENTAL	EQ RENTAL	13.84	66986
			Total Department 474 STREET SIGN MAINTENANCE-DEPT.	13.84	
			Total Fund 203 LOCAL STREETS	1,753.47	
Fund: 247 TIFA FUND					
Department: 000					
247-000-716.000	HOSPITALIZATION INS.-FRING	STANDARD INSURANCE COMPANY	OCTOBER 2026	3.92	67014
247-000-726.000	SUPPLIES	GREATAMERICA FINANCIAL SVC	09/20/2026 TO 10/19/2026	1.53	66993
247-000-821.000	ENGINEERING	MCKENNA	PROJECT 25-069	700.00	66999
247-000-943.000	EQUIPMENT RENTAL	CITY OF E.J. EQPT. RENTAL	EQ RENTAL	13.84	66986
			Total Department 000	719.29	
			Total Fund 247 TIFA FUND	719.29	
Fund: 509 E.J. HARBOR MARINA					
Department: 000					
509-000-726.000	SUPPLIES	IMPERIAL BRADY	DIS TOWEL SCOTT ESSENTIAL	97.17	66996
509-000-818.130	CONTRACTUAL SER/SOLID WAST	GFL ENVIRONMENTAL	SEPTEMBER 2026	190.92	66990
509-000-821.000	ENGINEERING	GOSLING CZUBAK	PROJECT 250501 - MARINA THROUGH 09-27	1,535.00	66991
509-000-850.000	TELEPHONE	CHARLEVOIX STATE BANK	BILLING CYCLE 10/9/2026	21.61	66983
509-000-850.200	INTERNET SERVICES	CHARTER COMMUNICATIONS	10/21/2026 - 11/20/2026	220.00	66984
509-000-900.000	PUBLISHING	CHARLEVOIX COUNTY NEWS	NOTICE OF INTENT TO ISSUE BONDS	157.50	66982
509-000-975.100	CAPITAL OUTLAY-DOCK	ATLAS ELECTRIC INC	09/12/2026 - 10/12/2026	89,178.30	66977
509-000-975.100	CAPITAL OUTLAY-DOCK	R.B. LYONS, INC	09/11/2026 - 10/16/2026	54,000.00	67010
509-000-977.100	EQUIPMENT-COMPUTER & SOFTW	CHARLEVOIX STATE BANK	BILLING CYCLE 10/9/2026	15.90	66983
			Total Department 000	145,416.40	
			Total Fund 509 E.J. HARBOR MARINA	145,416.40	
Fund: 545 TOURIST PARK					
Department: 000					
545-000-716.000	HOSPITALIZATION INS.-FRING	STANDARD INSURANCE COMPANY	OCTOBER 2026	38.46	67014
545-000-726.000	SUPPLIES	ROBERT CRICK		217.16	67012
545-000-726.000	SUPPLIES	CHARLEVOIX STATE BANK	BILLING CYCLE 10/9/2026	255.57	66983
545-000-726.500	SUBSCRIPTIONS/BOOKS	CHARLEVOIX STATE BANK	BILLING CYCLE 10/9/2026	331.40	66983
545-000-818.130	CONTRACTUAL SER/SOLID WAST	GFL ENVIRONMENTAL	SEPTEMBER 2026	1,571.66	66990
545-000-850.000	TELEPHONE	CHARLEVOIX STATE BANK	BILLING CYCLE 10/9/2026	40.50	66983
545-000-886.000	SPECIAL EVENTS EXPENSE	CHARLEVOIX STATE BANK	BILLING CYCLE 10/9/2026	2,359.82	66983
545-000-886.000	SPECIAL EVENTS EXPENSE	CHARLEVOIX STATE BANK	BILLING CYCLE 10/9/2026	70.00	66983
545-000-886.000	SPECIAL EVENTS EXPENSE	CHARLEVOIX STATE BANK	BILLING CYCLE 10/9/2026	98.26	66983
545-000-923.000	FUEL-BUILDINGS	DTE ENERGY	SEPTEMBER 2026	110.42	66989
545-000-931.900	MAINTENANCE & REPAIR-GROUN	OLSTROM EXCAVATING & PAVIN	PEA STONE	2,400.00	67005
545-000-943.000	EQUIPMENT RENTAL	CITY OF E.J. EQPT. RENTAL	EQ RENTAL	41.52	66986
545-000-977.100	EQUIPMENT-COMPUTER & SOFTW	CHARLEVOIX STATE BANK	BILLING CYCLE 10/9/2026	31.79	66983
545-000-977.100	EQUIPMENT-COMPUTER & SOFTW	CHARLEVOIX STATE BANK	BILLING CYCLE 10/9/2026	170.80	66983
			Total Department 000	7,737.36	
			Total Fund 545 TOURIST PARK	7,737.36	

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 590 SEWER FUND					
Department: 000					
590-000-716.000	HOSPITALIZATION INS.-FRING	STANDARD INSURANCE COMPANY	OCTOBER 2026	179.52	67014
590-000-726.000	SUPPLIES	USA BLUEBOOK		557.54	67018
590-000-726.000	SUPPLIES	CHARLEVOIX STATE BANK	BILLING CYCLE 10/9/2026	127.47	66983
590-000-728.000	POSTAGE	US POSTAL SERVICE		254.80	67017
590-000-818.130	CONTRACTUAL SER/SOLID WAST	GFL ENVIRONMENTAL	SEPTMEBER 2026	117.25	66990
590-000-850.000	TELEPHONE	AT&T	OCT 7, 2026 - NOV 6, 2026	97.14	66975
590-000-850.000	TELEPHONE	MISSION COMMUNICTIONS LLC	LIFT STATION 2, 3, 6, 7	2,080.00	67001
590-000-923.000	FUEL-BUILDINGS	DTE ENERGY	SEPTEMBER 2026	113.09	66989
590-000-931.100	MAINTENANCE & REPAIR-GENER	CHARLEVOIX STATE BANK	BILLING CYCLE 10/9/2026	344.36	66983
590-000-931.100	MAINTENANCE & REPAIR-GENER	CHARLEVOIX STATE BANK	BILLING CYCLE 10/9/2026	196.00	66983
590-000-943.000	EQUIPMENT RENTAL	CITY OF E.J. EQPT. RENTAL	EQ RENTAL	27.68	66986
590-000-962.000	UNIFORMS	CHARLEVOIX STATE BANK	BILLING CYCLE 10/9/2026	199.99	66983
590-000-977.100	EQUIPMENT-COMPUTER & SOFTW	CHARLEVOIX STATE BANK	BILLING CYCLE 10/9/2026	31.80	66983
			Total Department 000	4,326.64	
			Total Fund 590 SEWER FUND	4,326.64	
Fund: 591 WATER FUND					
Department: 000					
591-000-716.000	HOSPITALIZATION INS.-FRING	STANDARD INSURANCE COMPANY	OCTOBER 2026	84.84	67014
591-000-726.000	SUPPLIES	GREATAMERICA FINANCIAL SVC	09/20/2026 TO 10/19/2026	0.61	66993
591-000-728.000	POSTAGE	US POSTAL SERVICE		254.80	67017
591-000-850.000	TELEPHONE	AT&T	9/23/2026 - 10/22/2026	54.18	66976
591-000-850.000	TELEPHONE	AT&T	9/23/2026 - 10/22/2026	58.88	66976
591-000-850.000	TELEPHONE	AT&T	9/23/2026 - 10/22/2026	51.19	66976
591-000-923.000	FUEL-BUILDINGS	DTE ENERGY	SEPTEMBER 2026	239.54	66989
591-000-931.010	MAINTENANCE & REPAIR-GENER	OTEC RADIO COMMUNICATION E		1,737.05	67007
591-000-931.010	MAINTENANCE & REPAIR-GENER	OTEC RADIO COMMUNICATION E		4,803.04	67007
591-000-943.000	EQUIPMENT RENTAL	CITY OF E.J. EQPT. RENTAL	EQ RENTAL	291.19	66986
591-000-977.100	EQUIPMENT-COMPUTER & SOFTW	CHARLEVOIX STATE BANK	BILLING CYCLE 10/9/2026	15.90	66983
			Total Department 000	7,591.22	
			Total Fund 591 WATER FUND	7,591.22	
Fund: 661 EQUIPMENT-D.P.W.					
Department: 000					
661-000-716.000	HOSPITALIZATION INS.-FRING	STANDARD INSURANCE COMPANY	OCTOBER 2026	98.15	67014
661-000-726.000	SUPPLIES	MACQUEEN	PAPER FILTER	145.68	66997
661-000-726.000	SUPPLIES	TRUCK & TRAILER SPECIALTIE	BLADES, SHOE, SCRAPER SHIMS	1,924.00	67015
661-000-726.000	SUPPLIES	NORTHERN ENERGY INC		369.25	67002
661-000-726.000	SUPPLIES	NORTHERN ENERGY INC		378.90	67002
661-000-818.130	CONTRACTUAL SER/SOLID WAST	GFL ENVIRONMENTAL	SEPTMEBER 2026	73.85	66990
661-000-850.200	INTERNET SERVICES	AT&T	OCT 7, 2026 - NOV 6, 2026	36.25	66975
661-000-923.000	FUEL-BUILDINGS	DTE ENERGY	SEPTEMBER 2026	78.36	66989
661-000-939.000	VEHICLE MAINTENANCE	HUTSON, INC.	BELT, MOWE	128.88	66995
661-000-939.000	VEHICLE MAINTENANCE	AUTO-WARES GROUP	STATEMENT	79.98	66978
661-000-977.100	EQUIPMENT-COMPUTER & SOFTW	CHARLEVOIX STATE BANK	BILLING CYCLE 10/9/2026	15.89	66983
			Total Department 000	3,329.19	
			Total Fund 661 EQUIPMENT-D.P.W.	3,329.19	

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 711 PERPETUAL CARE					
Department: 000					
711-000-999.000	TRANSFERS OUT	CHX CO COMMUNITY FOUNDATIO	PERPETUAL CARE	400.00	66985
			Total Department 000	400.00	
			Total Fund 711 PERPETUAL CARE	400.00	

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
--- TOTALS BY GL DISTRIBUTION ---					
		101-000-238.000	CHILD SUPPORT	130.34	
		101-172-716.000	HOSPITALIZATION INS.-FRINGES	101.59	
		101-172-977.000	EQUIPMENT OTHER	19.99	
		101-172-977.100	EQUIPMENT-COMPUTER & SOFTWARE	80.90	
		101-191-740.000	ELECTION SUPPLIES	15.90	
		101-209-800.300	CONTRACTUAL-ASSESSOR	2,800.00	
		101-209-977.100	EQUIPMENT-COMPUTER & SOFTWARE	15.90	
		101-215-716.000	HOSPITALIZATION INS.-FRINGES	81.83	
		101-215-726.000	SUPPLIES	91.27	
		101-215-860.000	TRAVEL & SCHOOL	765.00	
		101-253-716.000	HOSPITALIZATION INS.-FRINGES	79.10	
		101-258-818.300	CONTRACTUAL/FUND BAL. & COPIER	235.18	
		101-265-716.000	HOSPITALIZATION INS.-FRINGES	60.57	
		101-265-800.000	AUDIT	452.50	
		101-265-818.120	CONTRACTUAL SERVICES/CLEANING	945.00	
		101-265-818.130	CONTRACTUAL SER/SOLID WASTE	73.84	
		101-265-850.000	TELEPHONE	172.57	
		101-265-923.000	FUEL-BUILDINGS	147.68	
		101-265-943.000	EQUIPMENT RENTAL	31.04	
		101-265-977.100	EQUIPMENT-COMPUTER & SOFTWARE	31.80	
		101-276-716.000	HOSPITALIZATION INS.-FRINGES	41.03	
		101-276-726.000	SUPPLIES	8.52	
		101-276-943.000	EQUIPMENT RENTAL	962.35	
		101-301-716.000	HOSPITALIZATION INS.-FRINGES	362.26	
		101-301-726.000	SUPPLIES	69.99	
		101-301-818.012	CONTRACTURAL SERVICES/CLEANING	240.00	
		101-301-850.000	TELEPHONE	143.34	
		101-301-850.200	INTERNET SERVICES	209.98	
		101-301-923.000	FUEL-BUILDINGS	66.59	
		101-301-943.000	EQUIPMENT RENTAL	32.40	
		101-301-977.000	EQUIPMENT OTHER	347.34	
		101-301-977.100	EQUIPMENT-COMPUTER & SOFTWARE	79.50	
		101-302-716.000	HOSPITALIZATION INS.-FRINGES	70.44	
		101-336-716.000	HOSPITALIZATION INS.-FRINGES	2.57	
		101-336-726.000	SUPPLIES	215.88	
		101-336-818.130	CONTRACTUAL SER/SOLID WASTE	80.45	
		101-336-850.000	TELEPHONE	48.51	
		101-336-850.200	INTERNET SERVICES	65.00	
		101-336-923.000	FUEL-BUILDINGS	51.86	
		101-336-931.000	MAINTENANCE & REPAIR-BUILDING	200.00	
		101-336-943.000	EQUIPMENT RENTAL	53.93	
		101-336-962.200	UNIFORMS/TURN OUT GEAR	11,964.07	
		101-336-977.100	EQUIPMENT-COMPUTER & SOFTWARE	47.70	
		101-336-977.700	EQUIPMENT-DIVERS	2,036.00	
		101-410-728.000	POSTAGE	155.38	
		101-410-801.100	LEGAL	40.00	
		101-441-716.000	HOSPITALIZATION INS.-FRINGES	44.16	
		101-441-943.000	EQUIPMENT RENTAL	2,886.18	
		101-442-716.000	HOSPITALIZATION INS.-FRINGES	1.58	

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
101-442-943.000			EQUIPMENT RENTAL	79.80	
101-751-716.000			HOSPITALIZATION INS.-FRINGES	27.23	
101-751-726.000			SUPPLIES	525.84	
101-751-726.200			MEMBERSHIP FEES	5,292.00	
101-751-931.000			MAINTENANCE & REPAIR-BUILDING	416.50	
101-751-931.900			MAINTENANCE & REPAIR-GROUNDS	194.00	
101-751-977.000			EQUIPMENT OTHER	684.62	
101-751-977.100			EQUIPMENT-COMPUTER & SOFTWARE	239.88	
101-752-716.000			HOSPITALIZATION INS.-FRINGES	17.13	
101-752-920.000			ELECTRIC SERVICE	88.64	
101-752-943.000			EQUIPMENT RENTAL	25.36	
101-757-716.000			HOSPITALIZATION INS.-FRINGES	2.34	
101-757-818.130			CONTRACTUAL SER/SOLID WASTE	146.40	
101-997-818.130			CONTRACTUAL SER/SOLID WASTE	80.46	
101-997-850.200			INTERNET SERVICES	65.00	
101-997-923.000			FUEL-BUILDINGS	51.86	
101-998-716.000			HOSPITALIZATION INS.-FRINGES	51.55	
202-463-716.000			HOSPITALIZATION INS.-FRINGES	21.69	
202-463-726.000			SUPPLIES	91.83	
202-463-931.100			MAINTENANCE & REPAIR-GENERAL	251.26	
202-463-943.000			EQUIPMENT RENTAL	989.00	
202-465-726.600			SUPPLIES/TREES	6,505.00	
202-474-726.000			SUPPLIES	200.79	
202-474-943.000			EQUIPMENT RENTAL	501.31	
203-463-716.000			HOSPITALIZATION INS.-FRINGES	46.74	
203-463-931.100			MAINTENANCE & REPAIR-GENERAL	250.00	
203-463-943.000			EQUIPMENT RENTAL	1,442.89	
203-474-943.000			EQUIPMENT RENTAL	13.84	
247-000-716.000			HOSPITALIZATION INS.-FRINGES	3.92	
247-000-726.000			SUPPLIES	1.53	
247-000-821.000			ENGINEERING	700.00	
247-000-943.000			EQUIPMENT RENTAL	13.84	
509-000-726.000			SUPPLIES	97.17	
509-000-818.130			CONTRACTUAL SER/SOLID WASTE	190.92	
509-000-821.000			ENGINEERING	1,535.00	
509-000-850.000			TELEPHONE	21.61	
509-000-850.200			INTERNET SERVICES	220.00	
509-000-900.000			PUBLISHING	157.50	
509-000-975.100			CAPITAL OUTLAY-DOCK	143,178.30	
509-000-977.100			EQUIPMENT-COMPUTER & SOFTWARE	15.90	
545-000-716.000			HOSPITALIZATION INS.-FRINGES	38.46	
545-000-726.000			SUPPLIES	472.73	
545-000-726.500			SUBSCRIPTIONS/BOOKS	331.40	
545-000-818.130			CONTRACTUAL SER/SOLID WASTE	1,571.66	
545-000-850.000			TELEPHONE	40.50	
545-000-886.000			SPECIAL EVENTS EXPENSE	2,528.08	
545-000-923.000			FUEL-BUILDINGS	110.42	
545-000-931.900			MAINTENANCE & REPAIR-GROUNDS	2,400.00	
545-000-943.000			EQUIPMENT RENTAL	41.52	
545-000-977.100			EQUIPMENT-COMPUTER & SOFTWARE	202.59	
590-000-716.000			HOSPITALIZATION INS.-FRINGES	179.52	

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
		590-000-726.000	SUPPLIES	685.01	
		590-000-728.000	POSTAGE	254.80	
		590-000-818.130	CONTRACTUAL SER/SOLID WASTE	117.25	
		590-000-850.000	TELEPHONE	2,177.14	
		590-000-923.000	FUEL-BUILDINGS	113.09	
		590-000-931.100	MAINTENANCE & REPAIR-GENERAL	540.36	
		590-000-943.000	EQUIPMENT RENTAL	27.68	
		590-000-962.000	UNIFORMS	199.99	
		590-000-977.100	EQUIPMENT-COMPUTER & SOFTWARE	31.80	
		591-000-716.000	HOSPITALIZATION INS.-FRINGES	84.84	
		591-000-726.000	SUPPLIES	0.61	
		591-000-728.000	POSTAGE	254.80	
		591-000-850.000	TELEPHONE	164.25	
		591-000-923.000	FUEL-BUILDINGS	239.54	
		591-000-931.010	MAINTENANCE & REPAIR-GENERAL	6,540.09	
		591-000-943.000	EQUIPMENT RENTAL	291.19	
		591-000-977.100	EQUIPMENT-COMPUTER & SOFTWARE	15.90	
		661-000-716.000	HOSPITALIZATION INS.-FRINGES	98.15	
		661-000-726.000	SUPPLIES	2,817.83	
		661-000-818.130	CONTRACTUAL SER/SOLID WASTE	73.85	
		661-000-850.200	INTERNET SERVICES	36.25	
		661-000-923.000	FUEL-BUILDINGS	78.36	
		661-000-939.000	VEHICLE MAINTENANCE	208.86	
		661-000-977.100	EQUIPMENT-COMPUTER & SOFTWARE	15.89	
		711-000-999.000	TRANSFERS OUT	400.00	
--- TOTALS BY FUND ---					
		101	GENERAL FUND	34,847.62	
		202	MAJOR STREETS	8,560.88	
		203	LOCAL STREETS	1,753.47	
		247	TIFA FUND	719.29	
		509	E.J. HARBOR MARINA	145,416.40	
		545	TOURIST PARK	7,737.36	
		590	SEWER FUND	4,326.64	
		591	WATER FUND	7,591.22	
		661	EQUIPMENT-D.P.W.	3,329.19	
		711	PERPETUAL CARE	400.00	
		Total For All Funds:		214,682.07	

Jordan Valley EMS Authority Board Meeting Minutes
September 24, 2026 at 5:30pm
304 Fourth St. East Jordan MI 49727

1. Call to Order and Pledge of Allegiance: 5:33pm
2. Invocation: Mark Penzien
3. Roll Call: Brian Olszewski (Wilson Twp), Tim Timmer (Echo Twp), Joshua Chamberlain (South Arm Twp), Mark Penzien (City of East Jordan), Alex Busman (Banks Twp), Jim Rathbun (Jordan Twp). Staff: Joel Yonkman (EMS Director), Andrea Seese (Meeting Minutes Recorder), Heather Jackson (EMS Accountant), Hope Wynkoop-Morris (Biller).
4. Guests: 7 (signed in)
5. Approval of Agenda: Chamberlain made a motion to approve, supported by Timmer. Discussion was had in regard to adjusting/adding items to the agenda, both Chamberlain and Timmer wanted additions. Agreed, added inquiry into late fees as well as multiple Verizon accounts. All in favor, Motion Carried. Agenda adjusted accordingly.
6. Approval of Past Minutes: August 19, 2026-Olszewski made a motion to approve, supported by Timmer. All in favor, Motion Carried. August 31, 2026-Olszewski made a motion to approve, supported by Timmer. All in favor, Motion Carried.
7. Acceptance of Accountant's Report: September 2026-Busman made a motion to approve, supported by Rathbun. All in favor, Motion Carried.
8. Public Comment: No public comment at this time.
9. Treasurer's Report: Timmer reported starting to see receivables. Busman and Timmer have continued to monitor outstanding balances, along with services and uses tracking. Indicated the authority can always use more cashflow however it is estimated about $15000.00 ahead at time of review. Reminder of millage monies come December.
10. Unfinished Business: Credit Card Policy; Previous three board recommended changes made to policy and submitted to and returned from attorney with additional recommendations. Discussion had regarding lost/missing receipts related to long distance transfers, specifically fuel and meals. Discussed options such as paying for own, submitting claim, reimbursement vs a possible stipend for long distance transfers. Billing discussion related to types of calls, payment methods, tracking, noted an increase in transfers. Bylaws committee indicated they were planning to regroup.
    Directors Review; scheduled for a special meeting Monday, October 5, 2026, at 5:30pm.
11. Directors Report: Provided overview of first few weeks of operating in Boyne Valley. Discussion regarding the Mechanic Program, upcoming maintenance

needs as well as general information to provide a better handle of fleet. Timmer presented a motion to discontinue the mechanic services of JVEMSA, citing a deadline of 2.28.27 to show revenues received (not receivables) are sufficient to cover payroll and benefits for mechanic, repayment of loan balance to the equipment fund, $35000.00 was the initial request, following discussion it was then amended to $20000.00 by 2.28.27 and $15000.00 to be paid by 3.31.26. Rathbun supported. All in favor, Motion Carried.

12. Busman made a motion to enter into closed session at 8:18pm, supported by Rathbun. All in favor, Motion Carried. At 8:23pm Busman made a motion to return to open session, Rathbun supported. All in favor, Motion Carried.
13. Public Comment- LCEMSA Director provided insight between credit card and petty cash. Boyne Valley representative wanted to thank board and director for their patience through the transition.
14. Board Comments: No additional comments.
15. Motion to adjourn meeting made by Penzien. Meeting adjourned at 8:28pm.

Presented by: Andrea Seese_____

Board Secretary: Jim Rathbun_____

Jordan Valley EMS Authority Special Board Meeting Minutes
October 15, 2026 at 5:30pm
555 Maple St. MI 49727

1.**Call to Order** and Pledge of Allegiance: 5:30pm

2. **Invocation:** Tim Timmer

3.**Roll Call**: Brian Olszewski(Wilson Twp), Tim Timmer(Echo Twp), Josh Chamberlain(South Arm Twp), Mark Penzien(City of East Jordan), Alex Busman(Banks Twp),Jim Rathbun(Jordan Twp), Staff: Ryanne Lucero(Interim), Kim Brooks(Minutes Recorder), Heather Jackson(JVEMSA Accountant).

4. **Approval of Agenda**: Chamberlain made a motion to approve the agenda, supported by Olszewski. All in favor. Motion Carried.

Public Comment: Scott Coger, Thanked Board members for stepping in. Michael Brink offered Operating Procedures for Board members, . Britta Cornell, assured everyone that the patients in our service are going to continue to get the best service we can provide no matter what. Matt Testa, stated that Fire Chief Glen Thorman shows interest in the Interim Director position.

1.**Interim Director Posting**: Board reviewed the job description from Jesse Silva. Discussion was had, motion made by Busman to use the job description provided but make change to Interim Director, and to post asap with a deadline for applications to be 10/23/26, 12:00pm. This was supported by Rathbun. Roll Call Vote: All in favor, Rathbun, Busman, Penzien, Chamberlain, Timmer, Olszewski. All Opposed: None. Motion Carried.

2. **Medical Transfer Limitations**: Timmer made motion to limit radius not to exceed 75 miles, supported by Chamberlain. Then amended to service area or special circumstances with Interim Director and appointee for the day to decide. Roll Call Vote: In Favor, Rathbun, Busman, Penzien, Chamberlain, Timmer, Olszewski. All Opposed, None. Motion Carried.

3. **Credit Card Receipt Policy**: Jackson to email report of all non-receipts to Board in packet. Board to follow up with attorney for final policy.

4. **Contracting Billing Medical Claims System**: Timmer provided data. Can customize for future action. Will be on next meeting agenda, old business.

Lucero brought up current scheduling/timesheet software (Ninth Brain). It is costly, time consuming, not accurate. Lucero to explore other options. To be put on next meeting agenda as new business.

5. **Operations Consultant Discussion**: LCEMSA to consult. Per Jesse Silva, no charge, 6 months to complete, would like staff ideas. Timmer motioned to accept LCEMSA offer to consult, supported by Rathbun. All in Favor, Olszewski, Timmer, Chamberlain, Penzien, Busman, Rathbun. All Opposed, None. Motion Carried.

6. **Equipment List**: List was provided by mechanic and Wynkoop. Busman to put a spreadsheet together. JVEMSA Admin staff to get price list together.

At this point, Busman inquired about the truck licensure as far as ALS vs. BLS. Lucero explained ALS out the door and BLS trucks being upgradable to ALS. Josh inquired about the Boyne Valley station, if it has been licensed with the state and medicare. He was assured by Brooks, that she did in fact complete applications with both.

7. **Patient Care Report Discussion**: Per Tim, the Board would like the same reports sent to them as sent to Med Control.

8. **Collaboration & Relationship Building (JVEMSA & EJFD)**: an email was received from Tim Drenth(EJFD). He would like to form a committee, including Board members to work on the relationship. Sienna Wenz and Brandon Marr commented and made recommendations. Rathbun and Timmer would like to be a part of this committee.

At this time, Alex Busman would like to add to the agenda, Handbook Update. He provided and read "sexual conduct policy" for our handbook. Timmer stated that this new policy, would need to go to the attorney for review.

Public Comment: Misty Enos, crew should be given credit for what they do, concern about outsourcing the billing and look into who will come in to consult. Scott Hankins, feels transfer area limit is vague, Board needs to support Lucero's decisions in regard to the transfers. Concerns with "county wide system". Scott Coger, Board needs to tie up loose ends (by-laws, articles of inc., mission statement). Jesse Silva, discussed billing, transfers, county wide, and by-laws. Ben Newington, Appreciates everyone (crew, Board, fire). Corey Wells, encourages staff to speak up moving forward, question if you suspect. Derek Gaylord, agreed about getting rid of Ninth Brain and that added cost to the agency.

Board Comments: Busman, stated he was offered help by Bertram. Ben Newington had input on this.

Timmer recalled his Transfer motion: He now motions to put transfer requests in the hands of the Interim Director or her designee. But would like a monthly transfer report. Supported by Chamberlain. Roll Call Vote: All in Favor, Olszewski, Timmer, Chamberlain, Penzien, Busman, Rathbun. All Opposed, None. Motion Carried.

Penzien, states it's been a tough year. Feels forensic audit would be expensive.

Chamberlain, states that South Arm Twp is willing to pay for a forensic audit. Timmer, supports a forensic audit, look at new auditor options. Brooks commented in regard to current audit draft. Needs to be submitted. Olszewski, would like to know if we have a contract with auditor. "Raymond Group" was mentioned. THANKS EVERYONE.

Meeting Adjourned: 7:13pm

Presented By: Kim Brooks Kim Brooks

Board Secretary: Jim Rathbun Jim Rathbun

Jordan Valley EMS Authority Special Board Meeting Minutes
October 12, 2026 at 5:30
555 Maple St. East Jordan, MI 49727

1.**Call to Order** and Pledge of Allegiance: 5:36pm
2.**Invocation:** Mark
3.**Roll Call**: Brian Olszewski(Wilson Twp), Tim Timmer(Echo Twp), Josh Chamberlain(South Arm Twp), Mark Penzien(City of East Jordan), Alex Busman(Banks Twp), Jim Rathbun(Jordan Twp). Staff Kim Brooks, Heather Jackson.
Guests: 33
Approval of Agenda: Motion by Timmer, supported by Chamberlain. All in favor, motion carried.
Public Comment: Tony Azzopardi, spoke of concerns of current Board members. Scott Coge, thanked Mr. Chamberlain for his concern and questions. Mike Bertram, offered support to JVEMSA. Jesse Silva, offered consulting assistance. Hope Wynkoop, read a letter to the Board with her concerns of dismissal in regard to Director Yonkman.
Timmer made a motion to adjourn to a closed session to consider material exempt from discussion or disclosure by statute under MCL 15.268(1)(h), specifically identified as an attorney-client privilege written legal opinion. Supported by Chamberlain. All in favor, motioned carried at 5:51pm.
Open Session resumed, 6:24pm.
Agenda Item: Decision Regarding
Timmer made a motion that the Board terminate the employment of the Director for Cause under Section 5(a)(iv)(D) of the Director's Employment Agreement, effective immediately and that the Board President be authorized to sign and deliver a written notice of termination as prepared by the Authority's legal counsel. This was supported by Chamberlain. Roll Call Vote: All in favor, Olszewski, Timmer, Chamberlain, Penzien, Busman, Rathbun. All Opposed, none. Motion Carried.
There was discussion to post for an Interim Director. To put on the JVEMSA website and in house at the station. A job description will be provided. Ryanne Lucero agreed to step into the position until a replacement is available.
A special meeting for October 15th at 5:30 was agreed upon by the Board members.

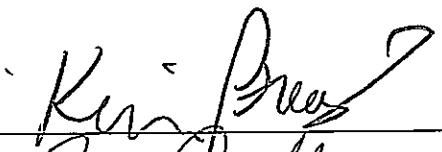
At this time there was a discussion to terminate the mechanic program. The Board discussed what work is scheduled and needs to be completed. Busman made a motion to terminate the program, allowing the mechanic on staff to wrap up any work that needs to be completed. And only working the hours needed to work on the trucks. Busman made a motion to terminate the program, with mechanic completing jobs already scheduled, supported by Rathbun. Roll Call Vote: In favor, Rathbun, Busman, Penzien, Timmer, Olszewski. All Opposed, Chamberlain. Motion Carried.

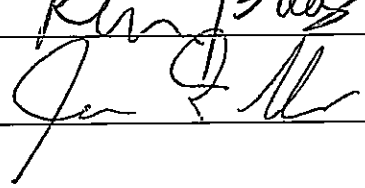
Busman initiated discussion about the patient care report issues. Med Control has requested a run report from Yonkman every week, with his plan of action to resolve the issue.

Public Comment: A. Falkenberg raised concern about the hiring process of Yonkman and lack of vetting process. She felt new process should be in place for future hiring. Leroy Wynkoop, addressed Penzien in regard to possible threat of Hope Wynkoops' employment and requested he resign. Scott Coger, reiterated the completion of reports important. Scott Gillespie, inquired about day-to-day decisions currently. It was explained that Ryanne Lucero would be in charge until and Interim Director was selected. Lucero explained why she would not be applying but stated she would help to support the person who takes the position.

Board Comments: Olszewski stated the situation has been frustrating and they are trying their best. Penzien praised Chamberlain for his part in Director matters and stated that the Authority would work through this with employees and our partners. Busman does not want to resign. States all Board members have put much time into the Authority, away from family. He wants what is best for the agency. Rathbun states the crew is the best and he appreciates them.

Meeting Adjourned: 6:55pm

Presented By: Kim Brooks 

Board Secretary: Jim Rathbun 

MINUTES OF THE EAST JORDAN BROWNFIELD REDEVELOPMENT AUTHORITY MEETING HELD ON TUESDAY, JUNE 23, 2026 AT 5:30 P.M. IN CITY HALL

PRESENT: Board Members Doebel, Board Member White, Board Member Weber and Board Member LaPointe

ABSENT: Board Member Maltese

GUESTS: 4

OTHERS: City Administrator Cannon

City Administrator Cannon called the meeting to order at 5:30 p.m.

Item #2 Election of Officers

Administrator Cannon opened the floor for nominations for Chairperson and Vice Chairperson.

Motion offered by White, second by Doebel to elect Board Member Weber for Chairperson and Board Member Doebel for Vice Chairperson.

MOTION CARRIED ALL AYES

Item #3 Approval of Meeting Minutes dated April 8, 2025

Motion offered by Doebel, second by LaPointe to approve the meeting minutes of April 8, 2025 as presented.

MOTION CARRIED ALL AYES

Item #4 Adoption of By-Laws

Motion offered by Doebel, second by White to adopt the by-laws as amended for 2026.

MOTION CARRIED ALL AYES

Item #5 Lakeview Lots Brownfield-EGLE Grant

Brownfield members held discussion on the construction and proposed site plan which has been discussed but not presented at this time. This is just for approval of the grant to EGLE.

Motion offered by Doebel, second by White to approve with amendments and recommend to City Commission for approval.

MOTION CARRIED ALL AYES

Item #6 New Business

No other new business was discussed.

Chairperson Weber adjourned the meeting at 5:56 p.m.

Respectfully Submitted,

Cheltzi M. Wilson, MMC/MiPMC
City Clerk

Jordan Valley District Library
Board Meeting
Wednesday, September 23, 2026
4:00 p.m.

Present: Tom Breakey, Nikki Skrocki, Joy Hettig, Susan Stump, Margaret Manor, Karen Lorne, Barb Orban, Bailey Kishefsky and Director Dawn LaVanway
Absent: none

Call to order
Tom Breakey called the regular meeting to order at 4:00 p.m.

Approval of Agenda
Motion by Susan Stump, second by Joy Hettig to accept the minutes. All ayes, motion carried.

Approval of Minutes
Motion by Margaret Manor, second by Barb Orban to accept the August 26, 2026 minutes with correction. All ayes, motion carried.

Treasurer's Report
Motion by Susan Stump, second by Nikki Skrocki to approve bills and financial reports. All ayes, motion carried.

Unfinished Business
Library agreement-
Nikki Skrocki presented a written proposal for board restructuring to have City of East Jordan have two people on the Library board and the rest of the Townships get one for a total of 7. She also attached questions that she felt needed to be asked to legal to get the ball rolling.

Discussion on different issues with representation: Margaret left school to pick one board member, Karen Lorne thought it should be by population, Tom Breakey thought townships should have equal representation and Bailey questioned if smaller townships would be able to find someone. Legal advice from attorney was requested.

Consensus agreed to have Tom Breakey President contact the Library's attorney to get a date at the attorney's earliest convenience to come and talk with the board regarding the Library agreement.

Board bylaws-
Nikki Skrocki asked Library attorney about bylaws and went through summary from the Library's attorney that she said were not done.
Motion by Nikki Skrocki, second by Karen Lorne to table board bylaws again for one more month or until conversations with the attorney. All ayes, motion carried.

Motion by Susan Stump, second by Joy Hettig that all communication to attorney goes through Board President to ask questions to save money. Ayes: Susan Stump, Joy Hettig, and Tom Breakey; Nays: Nikki Skrocki, Margaret Manor, Karen Lorne, Barb Orban, and Bailey Kishefsky. Motion failed. Leave it as is it right now with any board member contacting the attorney for information.

New Business

Holiday hours-

Director requested Saturday Nov. 28, Dec. 26, Jan 2 and July 5th be added to holiday hours closed for the fiscal year. Motion by Tom Breakey, support by Susan Stump to close three Saturdays and one Monday added to holiday hours. Ayes: Tom Breakey, Nikki Skrocki, Joy Hettig, Margaret Manor, Susan Stump, Barb Orban, Bailey Kishefsky; Nayes: Karen Lorne.

Director's Report

Legos-

Bailey a board member, brought up doing a Lego program at last meeting. Consensus agreed to bring to board pricing of the program. Programming employee Melanie explained what she had planned for the program. Motion by Nikki Skrocki, second by Barb Orban to purchase the legos for the program. All ayes, motion carried. A budget amendment for $1,300 included wages and items for the program.

Audience recognition-

Five guests in audience.

Adjournment

The meeting adjourned at 5:09 p.m.

Respectfully submitted

Susan Stump

Susan Stump, Secretary

Jordan Valley District Library
Special Board Meeting
Wednesday, October 7, 2026
4:00 p.m.

Present: Tom Breakey, Nikki Skrocki, Joy Hettig, Susan Stump, Bailey Kishefsky and Director Dawn LaVanway
Absent: Margaret Manor, Karen Lorne & Barb Orban

Call to order
Tom Breakey called the special board meeting to order at 4:00 p.m.

Unfinished Business
Library Agreement-
Library Attorney Anne Seurynck attended the meeting in person to explain changing the current Library agreement for equal representation. She started by explaining how district libraries are formed. Jordan Valley District Library was formed prior to the 1989 district library law becoming a law. An organizational plan for this library was required due to this issue. The plan included two entities consisting of the city and school with the school district boundaries being the area. Anne handed out a map of the area boundaries so board members could see the area and explained Jordan and South Arm have contracts.

If the board plans to keep the same two municipalities of the City and the School but change how many people are picked by these two entities for a new library agreement, then they can only have a 7 or 8 person board. The City and school in the original organizational plan agreed four (4) members shall be appointed by the Mayor of the City of East Jordan, with the consent of the City Council, and four (4) members shall be appointed by the East Jordan Public Schools Board of Education. All Board members shall serve terms of (4) years. Appointees must be registered electors of the participating municipality that appointed them and be residents of the Library district on the date of the appointment.

If the agreement gets changed to have equal trustee representation on the board from each municipality, then it would be a different process. Townships will have to become part of the district library agreement. It could be one or all of the townships without changing the boundaries. The townships will have to pass a resolution to join the district library to get representation and then that township board would appoint a person to the Library Board.

There are six municipalities total. The City is already included in the agreement, so the City may not need to approve of a new resolution. Eveline, Wilson, and Echo will need to be approached to ask if they would like to join to have representation. South Arm and Jordan Townships will depend on the areas that are not complete in the school district boundaries which will need to be looked at.

Step 1:
Anne Seurynck suggested the President and Director form a library agreement committee. The Committee should approach the Supervisor or Clerk of the township to let them know what the library board is planning and the township's opportunities to join. If interested, she suggested to be on the agenda and explain the Library board's recommendation to change the district library agreement and give them time to think about it. When all six municipalities agree, there should be discussion on who would get the 7th vote. It could be a rotating position between the municipalities, etc. There is no liability for the townships to pay for the Library if something would change financially for operational of the Library in the future. This was a question as the Jordan Valley EMS agreement does require townships to pay if something should financially happen to keep it solvent.

Another option was to go to an elected board. The two entities would not have to change but the City and School would have to agree to the plan. It would consist of having an election in which people running for election could all be from any one municipality or not. An election would not have equal representation. An election would take the most votes of the top voted number of people decided to be on the board and would happen when the school board does their board election. The current board would serve until that election.

Discussion was held regarding conflict with a Library board member also being on City Commission. The City and School currently approve appointments to the Library board. This does not mean that a person appointed by the entity is loyal to the city or the school. They must wear two hats and support the City when making decisions at City meetings and support the Library when making Library decisions at Library meetings. This City Commissioner who has been appointed to the Library Board is not the liaison to the City. The City's responsibility is to strictly just pick four people to the Library Board. A Library board member should advocate for the Library and not go to the City meeting and bring up Library issues that they feel need to be solved as one board member at a public open meeting. To have the City Commissioner answer questions about the Library is different than giving a detailed report every meeting about the actions on the library. Discussion was held whether it was like the EMS board in which each municipality appoints a person to the EMS board and they are a representative and liaison to that municipality which appointed them. Discussion was also questioned whether the City Commissioner/Library board member could vote on something that pertained to the Library and the City. Anne Seurynck suggested that if there is an agreement or a contract between the Library and the City, then the City Commission person should not vote and abstain. Anne cited the Michigan incompatible public offices Act 566 of 1978 to look at. She also stated a board member should not give out confidential or closed meeting information to the City regarding the Library and the other way around.

New Business
Discussion with attorney-
Board bylaws were discussed. The attorney explained that she read the motion that the board agreed to and it said the Library board wanted her to update the board bylaws from the June

24, 2026 minutes. She sent a template that is used for district libraries with things that she felt needed to be removed from the current bylaws. The Board President and Director looked at the issues the attorney sent and pulled the ones that were not necessary and drafted the bylaws for board to discuss. Nikki Skrocki felt that it was wrong and that she should have seen the template as well as all board members to look at. She then reached out to the Library's attorney to get them so she could present at the next board meeting. Anne Seurynck explained that it is standard for Directors of Libraries to put policies together for approval. The attorney recommended she will go back and cross off where she felt needed changing in the bylaws. Anne Seurynck was questioned about what can be done if a board member does not follow the bylaws. She said the Governor has the power to remove a member for cause and of all the years she has been an attorney she has not seen that ever happen.

Anne said she felt this board has much ~~anonymity~~ animosity regarding who has authority. She said there is a lack of communication between the board as it seems to be combative. She suggested the board should work on getting emails taken care due to some board members saying they didn't get emails that were sent from the Director over the past few months. She also suggested discussion should be held on who can call the attorney as she feels she is in the middle of who to talk to and if she is doing right. The President and/or the Director is the usually the prodical to deal with legal issues. However, she made it clear she has no problem talking to all board members, but feels talking to all eight board members is spending a lot of library money and not fiduciary responsible to the taxpayers. She also suggested that motions be thought out and really considered the wording before approving so there are no misunderstandings between the board when approved. For board members requesting something for the agenda or information, she suggested that this goes through the Secretary or President depending on the circumstances. She also suggested the President contact Clare Membiela the State Library Law Consultant to do onboarding with the board to discuss authority, what is your role, privacy act, and bylaws for the board.

The Director questioned what to do when a board member goes above staff's authority. The Director explained an incident that happened with board member Nikki Skrocki who sent the Director an email a week before opening Saturday hours. She was asking if the library had a graphic to share with her because she wanted to promote it through her business page. The Director responded back that the staff was working on it. The staff posted on the Library Facebook page a graphic the following day. Days later the staff found out by a special email from the Chamber that Nikki created a graphic with a logo that was not the Library's, and had it sent out through the Chamber to its members and on her business Facebook page. It appeared as if the Library created the graphic and there may have been legal issues with the logo. The staff was not aware and felt it was going over their heads when seeing the chamber email and also on Facebook. Nikki said she was trying to be helpful and apologized. Anne suggested the board do board training on authority roles.

Bailey Kishefsky questioned why the Secretary of the Library Board does not actually take the minutes. The attorney explained it is not uncommon for staff or the Library Director to take the

minutes. The Secretary does not have to take the minutes and can allow someone else to take them. The secretary is however responsible to sign the minutes.

Nikki asked about library board members being liable making decisions for the Library and wondered if there is insurance to cover her because she found out her home owner's insurance does not cover liability on a board. The Library does have Directors and Officers Liability insurance.

Recognition of audience-
Four guests in audience. Two people left when recognition of audience. No public comment.

Adjournment
The meeting adjourned at 6:35 p.m.

Respectfully submitted

Susan Stump

Susan Stump, Secretary

GL Number	Description	Beginning Balance	Debits	Credits	Ending Balance
101					
101-000-001.000	SAVINGS ACCOUNT	1,760,029.23	48,624.33	172,045.45	1,636,608.11
101-000-003.000	INVESTMENTS	9,043.31	2.79	0.00	9,046.10
101-000-009.000	CHECKING GENERAL	61,524.57	0.00	0.00	61,524.57
TOTAL FOR FUND 101 GENERAL FUND		1,830,597.11	48,627.12	172,045.45	1,707,178.78
202					
202-000-001.000	SAVINGS ACCOUNT	537,093.38	105,568.98	52,238.84	590,423.52
TOTAL FOR FUND 202 MAJOR STREETS		537,093.38	105,568.98	52,238.84	590,423.52
203					
203-000-001.000	SAVINGS ACCOUNT	8,422.69	66,119.69	55,650.79	18,891.59
TOTAL FOR FUND 203 LOCAL STREETS		8,422.69	66,119.69	55,650.79	18,891.59
206					
206-000-001.000	SAVINGS ACCOUNT	398,358.33	0.00	0.00	398,358.33
TOTAL FOR FUND 206 FIRE EQUIPMENT FUND		398,358.33	0.00	0.00	398,358.33
230					
230-000-001.000	SAVINGS ACCOUNT	24,526.17	0.00	0.00	24,526.17
230-000-003.000	INVESTMENTS	3,824.45	0.00	0.00	3,824.45
TOTAL FOR FUND 230 REHAB I & II		28,350.62	0.00	0.00	28,350.62
247					
247-000-001.000	SAVINGS ACCOUNT	244,592.66	0.00	2,759.96	241,832.70
TOTAL FOR FUND 247 TIFA FUND		244,592.66	0.00	2,759.96	241,832.70
403					
403-000-001.000	SAVINGS ACCOUNT	15,384.67	0.00	0.00	15,384.67
TOTAL FOR FUND 403 BANDSHELL CONSTRUCTION FUND		15,384.67	0.00	0.00	15,384.67
405					
405-000-001.000	SAVINGS ACCOUNT	34,727.01	1,224.00	0.00	35,951.01
TOTAL FOR FUND 405 FIRE/EMS BUILDING RESERVE FUND		34,727.01	1,224.00	0.00	35,951.01
407					
407-000-001.000	SAVINGS ACCOUNT	306,148.99	0.00	93,438.00	212,710.99
TOTAL FOR FUND 407 STREET IMPROVEMENT TAX FUND		306,148.99	0.00	93,438.00	212,710.99
412					
412-000-001.000	SAVINGS ACCOUNT	56,256.61	0.00	0.00	56,256.61
TOTAL FOR FUND 412 INDUSTRIAL COMPLEX CONST. FUND		56,256.61	0.00	0.00	56,256.61
509					
509-000-001.000	SAVINGS ACCOUNT	18,611.02	95,731.87	60,647.19	53,695.70
TOTAL FOR FUND 509 E.J. HARBOR MARINA		18,611.02	95,731.87	60,647.19	53,695.70
545					
545-000-001.000	SAVINGS ACCOUNT	160,998.75	34,863.40	37,354.10	158,508.05
TOTAL FOR FUND 545 TOURIST PARK		160,998.75	34,863.40	37,354.10	158,508.05
590					
590-000-001.000	SAVINGS ACCOUNT	393,859.21	61,096.55	30,060.91	424,894.85
590-000-002.000	USDA/ CASH ACCOUNT	50.00	0.00	0.00	50.00
590-000-002.100	USDA/RRI ACCOUNT	444,373.63	547.86	273.93	444,647.56
590-000-003.000	INVESTMENTS	60,923.07	2.64	0.00	60,925.71
TOTAL FOR FUND 590 SEWER FUND		899,205.91	61,647.05	30,334.84	930,518.12
591					
591-000-001.000	SAVINGS ACCOUNT	676,893.58	246,559.64	60,944.81	862,508.41
591-000-002.000	USDA/ CASH ACCOUNT	50.00	0.00	0.00	50.00
591-000-002.100	USDA/RRI ACCOUNT	594,132.40	366.25	0.00	594,498.65
TOTAL FOR FUND 591 WATER FUND		1,271,075.98	246,925.89	60,944.81	1,457,057.06
661					
661-000-001.000	SAVINGS ACCOUNT	25,275.39	8,581.42	15,510.02	18,346.79
TOTAL FOR FUND 661 EQUIPMENT-D.P.W.		25,275.39	8,581.42	15,510.02	18,346.79
711					
711-000-001.000	SAVINGS ACCOUNT	400.00	0.00	0.00	400.00
TOTAL FOR FUND 711 PERPETUAL CARE		400.00	0.00	0.00	400.00
712					
712-000-001.000	SAVINGS ACCOUNT	6,772.28	200.00	0.00	6,972.28
TOTAL FOR FUND 712 POLICE DEPARTMENT TRUST FUND		6,772.28	200.00	0.00	6,972.28
715					
715-000-001.000	SAVINGS ACCOUNT	2,196.96	0.00	0.00	2,196.96
TOTAL FOR FUND 715 FIRE DEPARTMENT TRUST FUND		2,196.96	0.00	0.00	2,196.96
Grand Total		5,844,468.36	669,489.42	580,924.00	5,933,033.78

CITY OF EAST JORDAN, MI
SITE PLAN REVIEW APPLICATION

<u>Per Section 48.69 of the City's Zoning Code</u>: "The purpose of this application is to establish uniform requirements of procedure for all developments in the City so that the provisions of the City's Zoning Code can be equitably and fairly applied to all persons seeking to add to the existing development; so that both those developing property and the responsible City officials can be assured that compliance with the Zoning Code is both possible and correct prior to the issuance of a zoning permit and the starting of construction."

The following land, building and structural uses <u>require</u> site plan approval:

1. All principal and their accessory uses in following Zoning Districts:
   - RA Residential/Agricultural Single-Family (if more than one structure)
   - R-1 Residential Single-Family (if more than one structure)
   - R-2 Residential Duplex-Family (if more than one structure)
   - R-2A Residential Single-Family (if more than one structure)
   - R-3 Residential Multi-Family
   - R-4 Residential Mobile Home (if more than one structure)
   - C-1 Local Commercial
   - CBD Central Business
   - C-2 General Commercial
   - PO Professional Office
   - I Industrial
   - LI Light Industrial
   - CR Conservation Reserve
   - WF Waterfront
2. All special uses and their accessory uses in <u>all</u> districts.
3. All planned unit developments (PUDs).

The following land, building and structural uses <u>do not require</u> site plan approval:

Individual single-family homes and mobile/manufactured homes located on separate lots or parcels and their accessory uses in the R-A, R-1, R-2, R-2A, R-3 and R-4 districts.

****

Name of Site Plan Project: M-66 East Jordan Development

Agent or Applicant's Name(s): Artemis Development LLC

Address: 6500 Byron Center Ave Ste 200

Byron Center, MI 49315

Contact Phone #s: (517) 505-5252 Office ☐ Cell ☑ Home ☐

_____ Office ☐ Cell ☐ Home ☐

E-Mail: susan@artemiscapital.llc

Property Owner's Name(s): Artemis Development LLC

Address: 6500 Byron Center Ave Ste 200
Byron Center, MI 49315

Contact Phone #s: 517-505-5252 Office ☐ Cell ☐ Home ☐
_____ Office ☐ Cell ☐ Home ☐

E-Mail: _____

Current Zoning District: C-1 Proposed Zoning District (if different): PUD

Present Use: Vacant

Proposed Use: PUD - Multifamily Housing

Property Address: 340 LAKE ST S
EAST JORDAN, MI 49727

Permanent Parcel ID #: 15 - 053 - 022 - 037 - 20

Legal Description: Provide on separate sheet; also supply copy of boundary survey if available

GENERAL PROJECT DESCRIPTION

Provide a general description of the proposed development including: site location, number of proposed lots and/or units, demographics or population generated by the development (ex: density, elderly persons, school-aged children, seasonal population, family size, etc.) and other applicable information.

EXPECTED DEMANDS ON COMMUNITY SERVICES, ENVIRONMENTAL & OTHER IMPACTS

In an attachment to this Application, explain the impacts (both positive & negative) of the proposed project, if any, on the following:

- Fire Protection Services
- Police Services
- Emergency Medical Services
- Schools
- Municipal Water Supply
- Water Pollution (surface & ground)
- Soil Erosion/Sedimentation
- Stormwater/Drainage Management
- Shoreline/Wetland Protection
- Wildlife/Habitat Protection
- Air Pollution (particulates, noxious odors, etc.)
- Noise
- Dark Skies/Light Pollution & Trespass
- Traffic Volumes & Adjacent Street Capacities
- Sewage Collection/Treatment (City or on-site)

ESTIMATED PROJECT CONSTRUCTION/DEVELOPMENT COST: $ _____

GENERAL SITE PLAN REVIEW FEE (non-refundable):

(This fee covers the City's cost to review the site plan, prepare it for PC consideration, and conduct the PC review)

Projects up to $100,000:	$300
Projects over $100,000:	$300 plus 0.2% (.002) of cost over $100,000

Date Paid: _____ Amount: $ _____ Staff Initials: _____

PROFESSIONAL CONSULTATIONS/REVIEW COSTS (if necessary) (non-refundable):

(This fee covers the City's direct cost to retain an outside professional planner, engineer or architect to review the site plan or a particular aspect of the site plan. This might be necessary for larger developments, and could include services to review stormwater management plans, site lighting, traffic impacts, wetland impacts, etc. These fees are in addition to the above General Site Plan Review Fee. City staff and the applicant will discuss the need for these services during preliminary scoping meetings noted above.)

Sketch Plan Review:	$350 plus $5 per acre
Preliminary Review:	$350 plus $20 per acre
Final Review:	$350 plus $20 per acre

Date Paid: _____ Amount: $ _____ Staff Initials: _____

SITE DEVELOPMENT COMPLETION ESCROW (refundable):

(This fee is retained by the City until completion of the development project and City inspection of the applicant's compliance with the Site Plan requirements approved by the PC. If in compliance, 100% of the fee will be refunded to the applicant at the time of City final acceptance. If the City must make multiple final inspections of the completed development site, or if the applicant refuses to complete the development as required by staff or the PC, the escrow funds will be used to cover staff costs as well as any legal costs or proceedings to enforce completion of the requirements of the site plan. Should this escrow be insufficient to cover said costs, the applicant will be obligated to cover those additional costs of enforcement. These costs shall be paid to the City prior to the City issuing any Certificate of Occupancy for the development.)

$1,000 per project

Date Paid: _____ Staff Initials: _____ Cash ____ Check ✓

Final Inspection Date: _____ Inspector Signature: _____

Refund Date: _____ Amount: $ _____

SITE PLAN SUBMITTAL REQUIREMENTS

In order for City staff to conduct a proper review of a proposed development site plan, an applicant must submit to the City Clerk's Office a minimum of 21 business days prior to the Planning Commission (PC) meeting (regular meetings are held on the 2nd Thursday of each month at 5:30 PM) the following documents:

- One (1) Standard 2' X 3' (24" x 36") paper copy of the proposed Site Plan
- One (1) 11" X 17" paper copy of the proposed Site Plan
- One (1) electronic copy of the proposed Site Plan in pdf format
- One (1) 8-1/2" x 11" original paper copy of this Site Plan Review Application & all Attachments
- One (1) electronic copy of this Site Plan Review Application & all Attachments in pdf format

The City encourages applicants to meet with the City Zoning Administrator or Plan Reviewer prior to submitting a site plan application. A formal meeting is required with the City Zoning Administrator or Plan Reviewer at least two weeks prior to the PC meeting at which the Site Plan will be considered. Accurate completion of this form will enable efficient processing and review of your proposed Site Plan.

CRITERIA FOR SITE PLAN REVIEW (Sec. 48-77 of the City Code):

In reviewing a preliminary or final site plan, the PC shall ascertain whether the proposed site plan is consistent with the regulations and objectives of this chapter and shall endeavor to ensure that they conform to the following criteria:

1) *Preservation of natural environment.* Existing conditions of the natural environment shall be pre-served in their natural state, insofar as practicable, by minimizing tree and soil removal, & any grade changes shall be in keeping with the general appearance of adjacent & surrounding uses & development.

2) *Relations of proposed land, building and structural uses to environment.* Proposed uses and structures shall be related harmoniously to the natural environment and to existing uses and structures in the vicinity that have a visual relationship to the proposed development. The achievement of such relationship may include the enclosure of space in conjunction with existing uses and structures or other proposed uses and structures and the creation of special arrangements and focal points with respect to functional areas, avenues of approach, terrain features or other structures.

3) *Drives, parking and circulation* (vehicular and pedestrian circulation, including walkways, interior drives and parking). Special attention shall be given to location and number of access points, general interior circulation, separation of pedestrian and vehicular traffic, and arrangement of parking areas that are safe and convenient and, insofar as practicable, do not adversely affect the design of proposed land, buildings and structures and adjacent and surrounding development areas.

4) *Surface water drainage.* Special attention shall be given to proper site surface drainage so that the flow of surface waters will not adversely affect adjacent and surrounding properties or the public storm drainage system. If necessary, stormwater shall be removed from all roofs, canopies and paved areas and carried away in an underground piped drainage system. Surface water in all paved areas shall be collected at intervals so that it will not obstruct the flow of vehicular or pedestrian traffic, and will not create impounded water on the paved areas.

5) *Utility service.* Electric power and telephone distribution lines shall be underground. Any utility installations remaining above ground shall be located so as to have a harmonious relation to adjacent properties and the site. The proposed method of water supply, fire hydrants and sanitary sewage disposal for all buildings shall be indicated. All utility installation shall be carried out in accordance with the standard rules and regulations of current adoption of the State public service commission and water, sewer and fire hydrants in accordance with the City requirements.

6) *Advertising features*. The size, location and lighting of all permanent signs and outdoor advertising structures or features, shall be consistent with the requirements of article VIII of the Zoning Code.

7) *Special features*. Storage areas, machinery installations, service areas, truck loading areas, utility buildings and structures, and similar accessory areas and structures, shall be subject to such setbacks, screen plantings or other screening methods as shall reasonably be required to prevent their being incongruous with the existing natural and developed environment of adjacent and surrounding properties.

8) *Additional requirements*. All other standards and requirements of Article II of the Zoning Code must be met by site plans presented for review.

The City's Zoning Code (Chapter 48) is available on the City's website @ the following link: http://www.eastjordancity.org/info/ordinances.html. The website reflects ordinances codified through Ordinance No. 230, adopted July 16, 2013 (Supp. No. 4). Applicants are encouraged to contact the City Clerk to verify if any ordinances or amendments have been adopted subsequent to that date.

APPLICANT CERTIFICATION

The signature below certifies a formal request by an individual having a legal interest and authority of those others with ownership interest in the subject property. The applicant and owners hereby request Site Plan Review of the proposed project outlined herein by the City of East Jordan, its employees, representatives and designees. It further authorizes public notification of the request and authorizes City officials, its employees, representatives & designees to visit and visually inspect the subject property for the purpose of site analysis prior to consideration of the application by the City Planning Commission and during and upon completion of any construction or other activity governed by the City and pertaining to this Application.

Susan Haque — 6/22/2026

Preparer's Name (Please type/print) — Date

Signed by: Susan Haque D205EDC3879F411...

Preparer's Signature

****

CITY STAFF USE ONLY

Date Application Received: _____

Date of Planning Commission Consideration: _____

Planning Commission Decision:

_____ Approved as Submitted
_____ Approved with Conditions (attached)
_____ Rejected

_____ _____

City Administrator/Zoning Administrator or City Clerk — Date

CITY OF EAST JORDAN, MI
SITE PLAN REVIEW CHECKLIST

This Site Plan Review checklist follows criteria outlined in Article II, Section 48-77 of the City's Zoning Code and contains additional information necessary for the Planning Commission (PC) to review your request.

- Site Plan approval requires that the applicant meet all of the requirements of the MI "Soil Erosion and Sedimentation Control Act", P.A. 347 of 1972, as amended, MCL 282.101.
- Additional Site Plan requirements may exist in zoning districts other than single-family zoned areas. Please consult the specific zoning section of the City Code to determine if additional info is needed.

PLEASE PROVIDE THE FOLLOWING INFORMATION DIRECTLY ON YOUR SITE PLAN

Site Plan Design Elements:

1) Map Scale: Sites less than one (1) acre, minimum 1" = 25'
   Sites one (1) acre or larger, minimum 1" = 50'
2) Date Site Plan drawn, including revisions and north point
3) Street names and other necessary identification information
4) Designer and/or Engineer Name, Address, Phone, & E-mail
5) Developer Name, Address, Phone & E-mail
6) Property or lot line dimensions
7) Zoning yard setback lines; setbacks between buildings
8) Locations of sidewalks and pedestrian areas
9) Location of retaining walls and curbs
10) Existing and proposed primary and accessory structures on property
11) All buildings shown with dimensioned floor plans, atypical elevation views, finished floor and grade line elevations, floor area and building height
12) Lot numbers and individual addresses for each lot, when applicable
13) Outlines & identification of other structures within 100' of property measured horizontally in all directions
14) Location of all existing and recorded streets intersecting the boundary of the parcel
15) Existing vehicular circulation system, including:
    - Rights-of-way
    - Driving surface widths
    - Off-street parking areas
    - Service areas
    - Off-street loading areas
    - Street names

- Intersection radii
- Driveway locations for all adjacent developed parcels

16) Proposed vehicular circulation system, including:

- Street plans and connections to existing street network & future off-site properties
- Street profiles showing all proposed driveway locations
- Structural cross sections
- Proposed street names (subject to City approval)

17) Pedestrian walkways, designated crosswalks & linkages to adjacent properties

18) All existing public and private easements, utility lines, rights-of-way, and other services within and bordering subject property

19) Existing zoning classification of parcel

20) Zoning classification of abutting parcels (north, south, east and west)

21) Generalized soil characteristics regarding soils and their suitability or adaptability to the proposed use (more detailed information may be requested):

22) Spot elevations or topography, including:

- Floodplain elevations, if appropriate
- Existing site elevations
- Parking lot elevations
- Finished floor elevations
- Property boundary elevations
- Grading plan
- Location of existing wetlands (delineated by professional firm? X Yes _____ No)

23) Location of stormwater drainage facilities including:

- Retention/detention and/or sediment ponds including size, capacity & design
- Catchbasins, underground systems and outfalls
- Surface drainageways, road ditches and culverts
- Roof drainage and icefall
- Snow storage/snow management areas

24) Proposed locations of:

- Refuse/recycling dumpsters w/concrete pads & dumpster screening materials/construction
- Fuel tanks & screening
- Outside storage areas & screening

25) Landscaping details: Greenbelts, vegetation fences, earth berms, trees, etc. For other than single-family-residences, show location of all proposed landscape materials and elements. Also show all existing site trees and their retention in the proposed development.

26) Location, minimum size and configuration of areas to be conveyed, dedicated, or otherwise reserved as common open spaces, parks, recreational areas, school sites and similar public and semi-public uses, where applicable.

27) Location of existing fences to remain and details of design, style & height of proposed fences.

28) Restrictive covenants including provision for open-space maintenance. Those areas required to

have open space shall include the time of the development of recreational or other facilities within the open-space, as applicable.

29) Sanitary Sewer: X City Sanitary Sewer System connection (requires a separate City Sewer Service Application and connection fee)
____ On-site septic system (show location of tank & drainfield on the drawing) (Requires separate City & Health Dept. Permits)

30) Water Service: X City Water System connection (requires a separate City Water Service Application and connection fee)
____ Private Well (show location, depth & diameter of well; hydrants; distribution system; & standpipes on the drawing) (Requires separate City & Health Dept. Permits)

31) Lighting Plan: Exterior light location, fixture style, bulb type, mounting location and illumination pattern & intensity. Direct illumination of lights shall be directed downward and lights shall be shielded so they do not shine onto adjoining parcels or public rights-of-way. Dark sky compliant fixtures are required.

32) Sign Plan: Indicate type of materials to be used and include sign sketch(es) with dimensions of all signs, and type of support. A separate City Sign Permit Application should be completed and submitted with the site plan.

33) Indicate setback of freestanding sign and location of directional signs and/or wall signs.

Area and Dimension Information:

34) Area of property/parcel: _____ sq. ft.
_____ acres

35) Gross square footage of primary structure: _____ sq. ft.

36) Density calculations (% of property covered with structures): _____ %

37) Area in lawn and other open spaces: _____ sq. ft.

38) Area of parking lots: _____ sq. ft.

39) Number of parking spaces as indicated on Site Plan: _____ spaces

40) Number of handicapped parking spaces: _____ spaces

41) Number of total structures: _____ structures

Additional Information to be Included on Site Plan:

42) Illustrate on-site natural features (ex: natural drainage systems, floodplains, wetlands, woodlots, shorelands, etc.)

43) Ultimate jurisdiction and maintenance of private roads and access rights

44) Projected plans for the future use of the entire site if this is a phased development

45) Development schedule indicating the approximate date when construction of the development (or stages of the development) can be expected to begin and be completed

46) Special site/use conditions affecting the development and/or the City not covered by the checklist

SHEET SET

1 Project Overview
3 Plot Plan
5 Exterior Elevations
6 Exterior Elevations
7 Roof Layout Plan
9 Architectural Plan, Foundation
10 Architectural Plan, Main Floor
11 Architectural Plan, Second Floor





NOT FOR CONSTRUCTION

© ALL RIGHTS RESERVED, DUPLICATION AND DISTRIBUTION OF THIS PLAN WITHOUT WRITTEN PERMISSION IS PROHIBITED

3D VIEWS ARE NOT TO SCALE AND MAY NOT REFLECT EXACTLY WHAT IS AVAILABLE FOR THE PROJECT. RENDER VIEWS ARE REPRESENTATIONS OF WHAT THE VIEW COULD LOOK LIKE, NOT WHAT IT WILL LOOK LIKE. 2D VIEWS ALWAYS SUPERCEDE 3D VIEWS

ELEMENTS
ARCHITECTURAL DESIGN CO.
PHONE:(616) 896-9019 www.designbyelements.com

DRAWING FOR:
CURT MORAN BUILDERS
(616) 293-0660

PROJECT DESCRIPTION:
4-Multiplex
, ,

PAGE TITLE:
Project Overview

DATE:
7/15/2024

SCALE:
1/4" = 1'0"

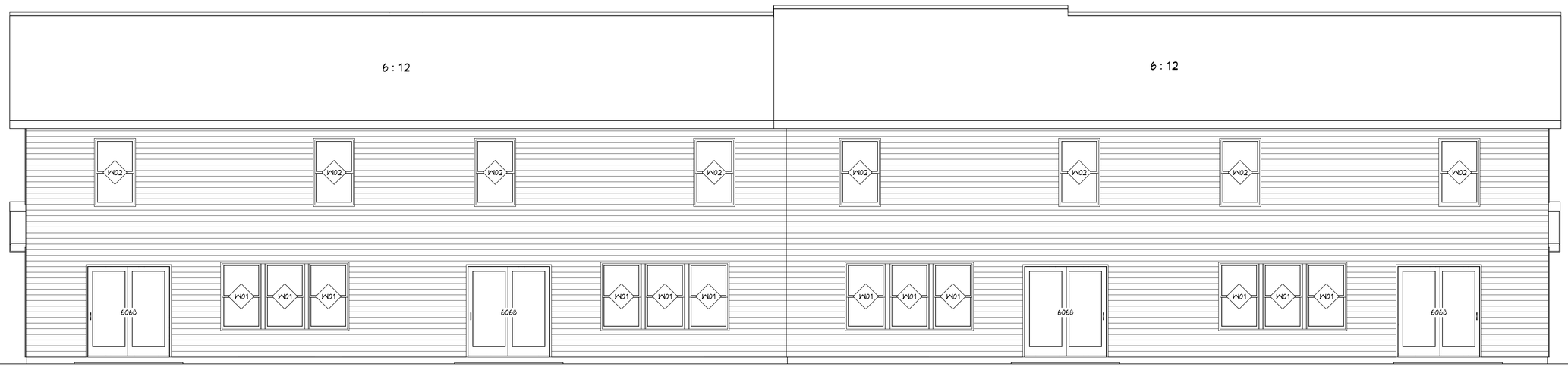
PAGE 1 of 8
1

Window Schedule							
Number	Label	Qty	Floor	Width	Height	R/O	Top	Comments
W01	3050SH	12	1	35 1/2"	50 1/2"	36"X60"	83 3/8"	
W02	3050SH	8	2	35 1/2"	50 1/2"	36"X60"	83 3/8"	
W03	5036LS	6	2	59 1/2"	41 1/2"	60"X42"	83 3/8"	
W04	5034LS	2	2	59 1/2"	39 1/2"	60"X40"	83 3/8"	
W05	2636FX	4	2	29 1/2"	41 1/2"	30"X42"	83 3/8"	



FRONT ELEVATION

SCALE: 1/4 in = 1 ft



REAR ELEVATION

SCALE: 1/4 in = 1 ft

NOT FOR CONSTRUCTION

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ELEMENTS
ARCHITECTURAL DESIGN CO.
PHONE:(616) 896-9019 www.designbyelements.com

DRAWING FOR:
CURT MORAN BUILDERS
(616) 293-0660

PROJECT DESCRIPTION:
4-Multiplex
, ,

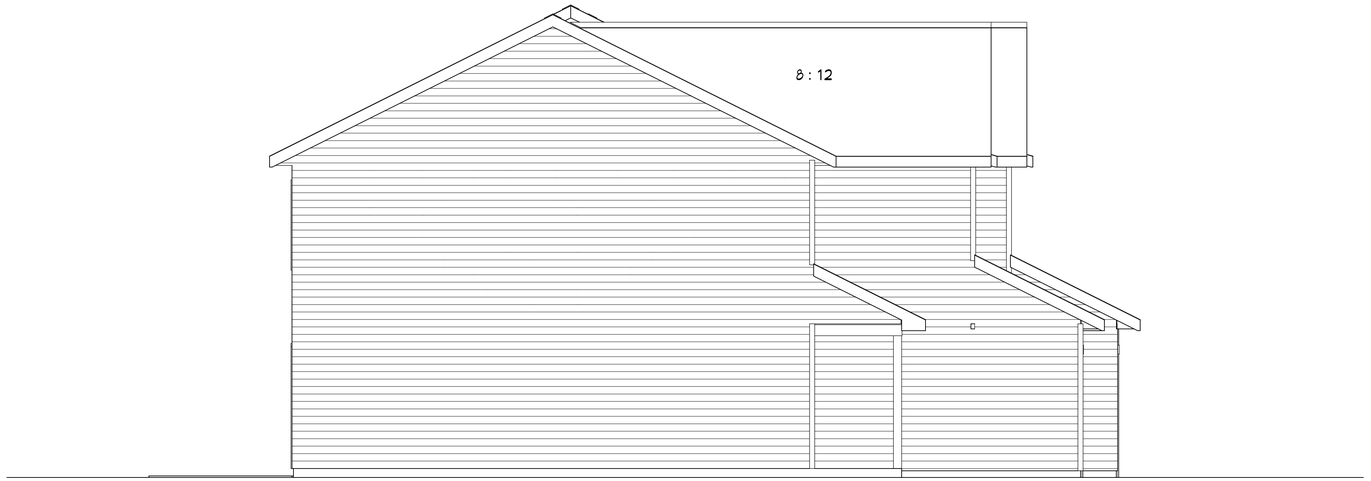
PAGE TITLE:
Exterior Elevations

DATE:
7/15/2024

SCALE:
1/4" = 1'0"

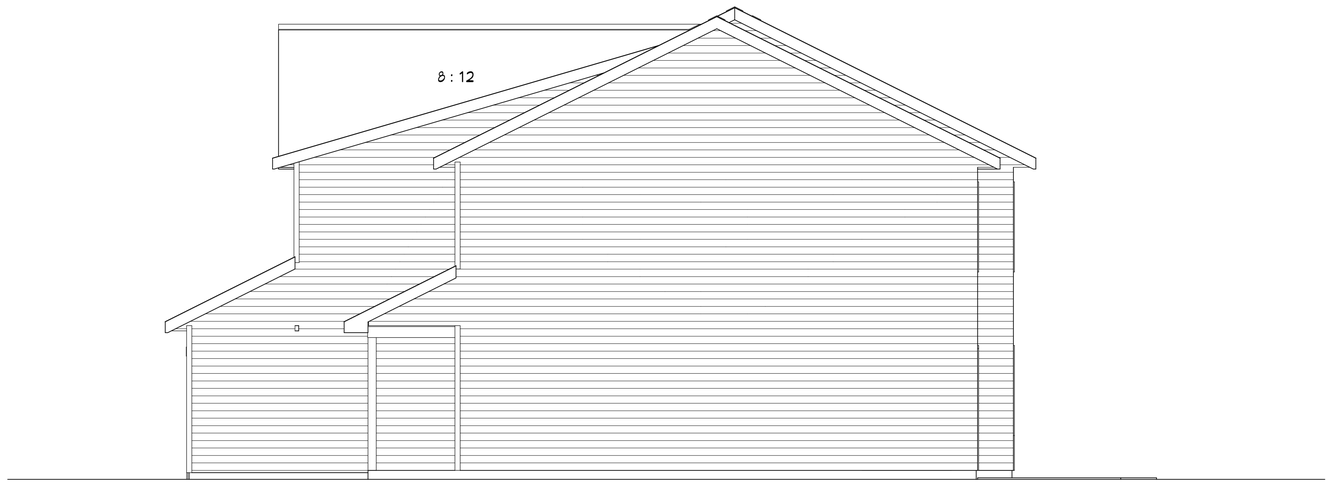
PAGE 5 of 8
5

Window Schedule								
Number	Label	Qty	Floor	Width	Height	R/O	Top	Comments
W01	3050SH	12	1	35 1/2"	59 1/2"	36"X60"	83 3/8"	
W02	3050SH	8	2	35 1/2"	59 1/2"	36"X60"	83 3/8"	
W03	5036LS	6	2	59 1/2"	41 1/2"	60"X42"	83 3/8"	
W04	5034LS	2	2	59 1/2"	39 1/2"	60"X40"	83 3/8"	
W05	2636FX	4	2	29 1/2"	41 1/2"	30"X42"	83 3/8"	



LEFT ELEVATION

SCALE: 1/4 in = 1 ft



RIGHT ELEVATION

SCALE: 1/4 in = 1 ft

NOT FOR CONSTRUCTION

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ELEMENTS
ARCHITECTURAL DESIGN CO.
PHONE:(616) 896-9019 www.designbyelements.com

DRAWING FOR:
CURT MORAN BUILDERS
(616) 293-0660

PROJECT DESCRIPTION:
4-Multiplex
, ,

PAGE TITLE:
Exterior Elevations

DATE:
7/15/2024

SCALE:
1/4" = 1'0"

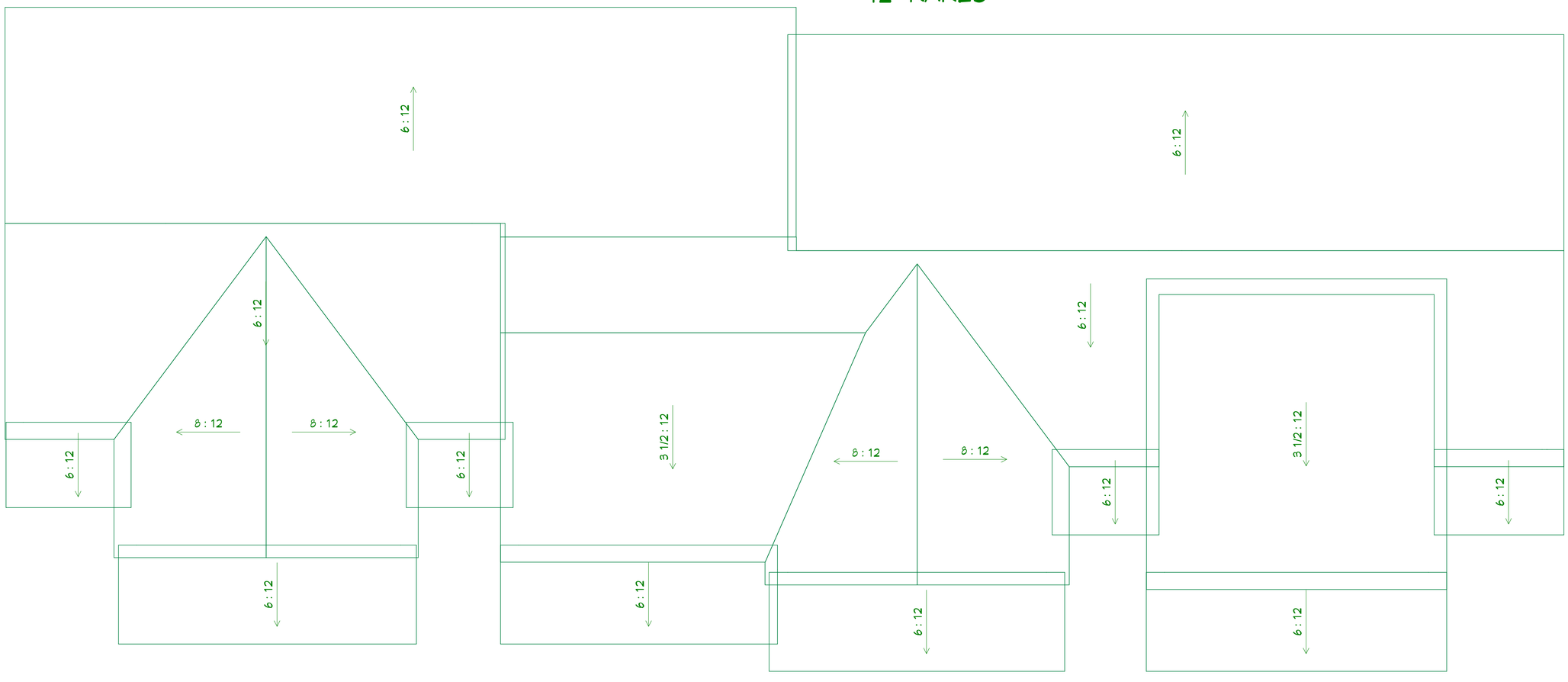
Roof Notes

ROOF DETAIL

1/4 in = 1 ft

12" EAVES

12" RAKES



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ELEMENTS
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DRAWING FOR:
CURT MORAN BUILDERS
(616) 293-0660

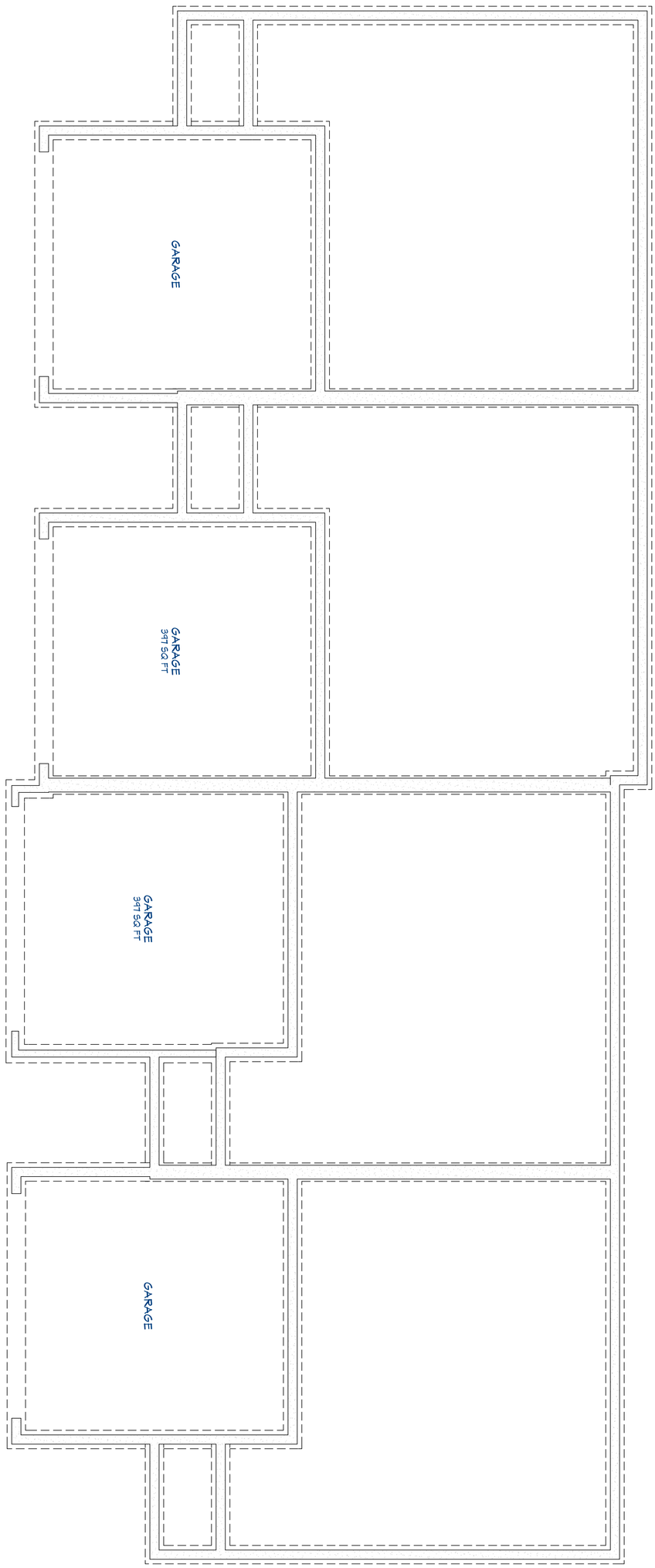
PROJECT DESCRIPTION:
4-Multiplex
, ,

PAGE TITLE:
Roof Layout Plan

DATE:
7/15/2024

SCALE:
1/4" = 1'0"

PAGE 7 of 8
7



Window Schedule								
Number	Label	Qty	Floor	Width	Height	Sill	Top	Comments
KW01	3050H	2	1	30 1/2"	50 1/2"	84"	85 3/8"	
KW02	3050H	1	2	30 1/2"	50 1/2"	84"	85 3/8"	
KW03	5050H	6	1	50 1/2"	50 1/2"	36"	85 3/8"	
KW03	5050H	6	2	50 1/2"	50 1/2"	36"	85 3/8"	
KW04	3050H	2	1	30 1/2"	50 1/2"	84"	85 3/8"	
KW04	3050H	2	2	30 1/2"	50 1/2"	84"	85 3/8"	
KW05	5050H	4	1	50 1/2"	50 1/2"	36"	85 3/8"	
KW05	5050H	4	2	50 1/2"	50 1/2"	36"	85 3/8"	

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PAGE 9 of 8

9

SCALE: 1/4" = 1'0"

DATE: 7/15/2024

PAGE TITLE:
Architectural Plan, Foundation

PROJECT DESCRIPTION:
4-Multiplex
, ,

DRAWING FOR:
CURT MORAN BUILDERS
(616) 293-0660

ELEMENTS
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Architecural Plan Notes

Window Schedule								
Number	Label	Qty	Floor	Width	Height	R/O	Top	Comments
W01	3050SH	12	1	35 1/2"	50 1/2"	36"X60"	83 3/8"	
W02	3050SH	8	2	35 1/2"	50 1/2"	36"X60"	83 3/8"	
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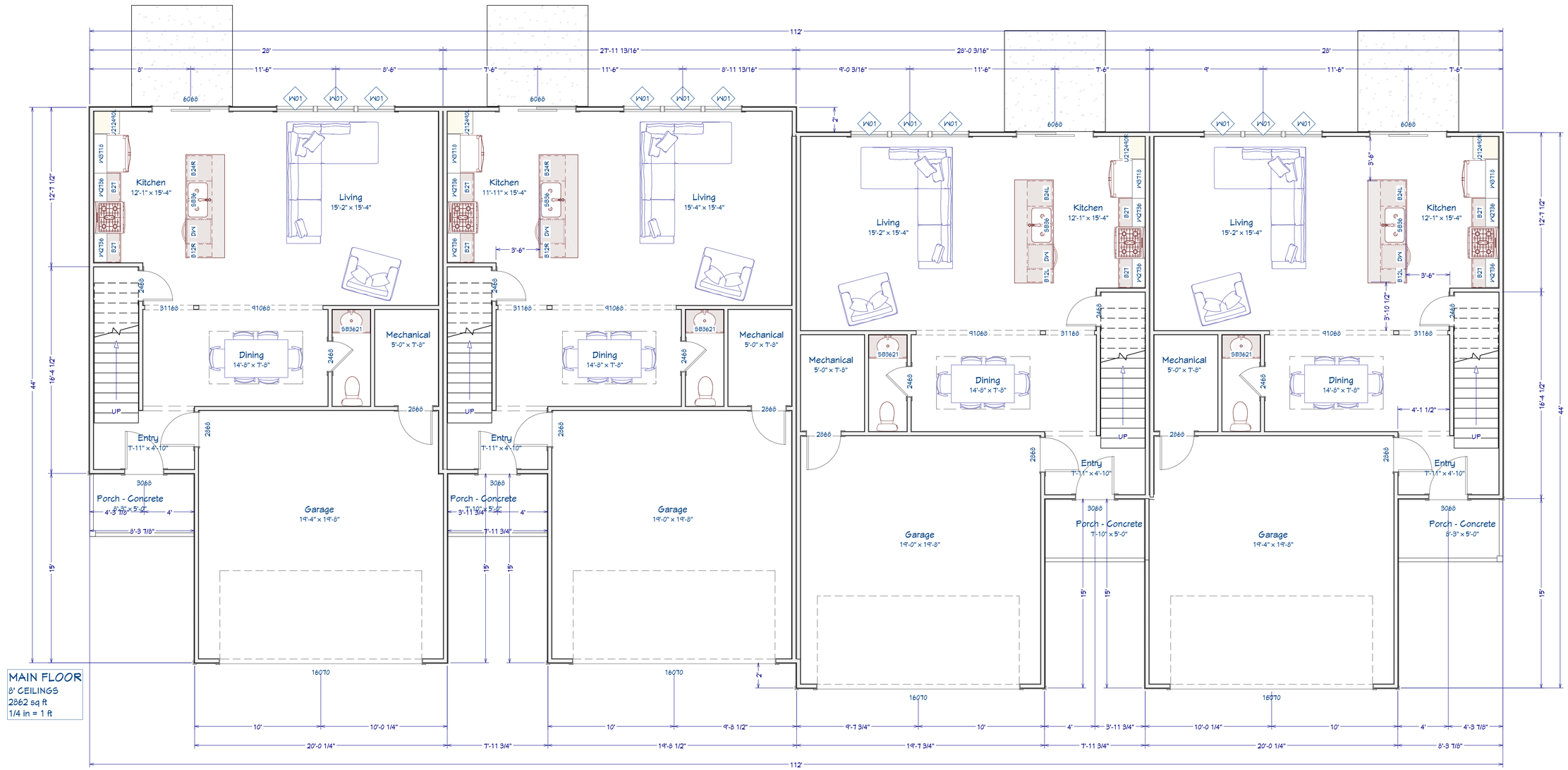
W05	2636FX	4	2	29 1/2"	41 1/2"	30"X42"	83 3/8"	



MAIN FLOOR
8' CEILINGS
2862 sq ft
1/4 in = 1 ft

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ARCHITECTURAL DESIGN CO.
PHONE:(616) 896-9019 www.designbyelements.com

DRAWING FOR:
CURT MORAN BUILDERS
(616) 293-0660

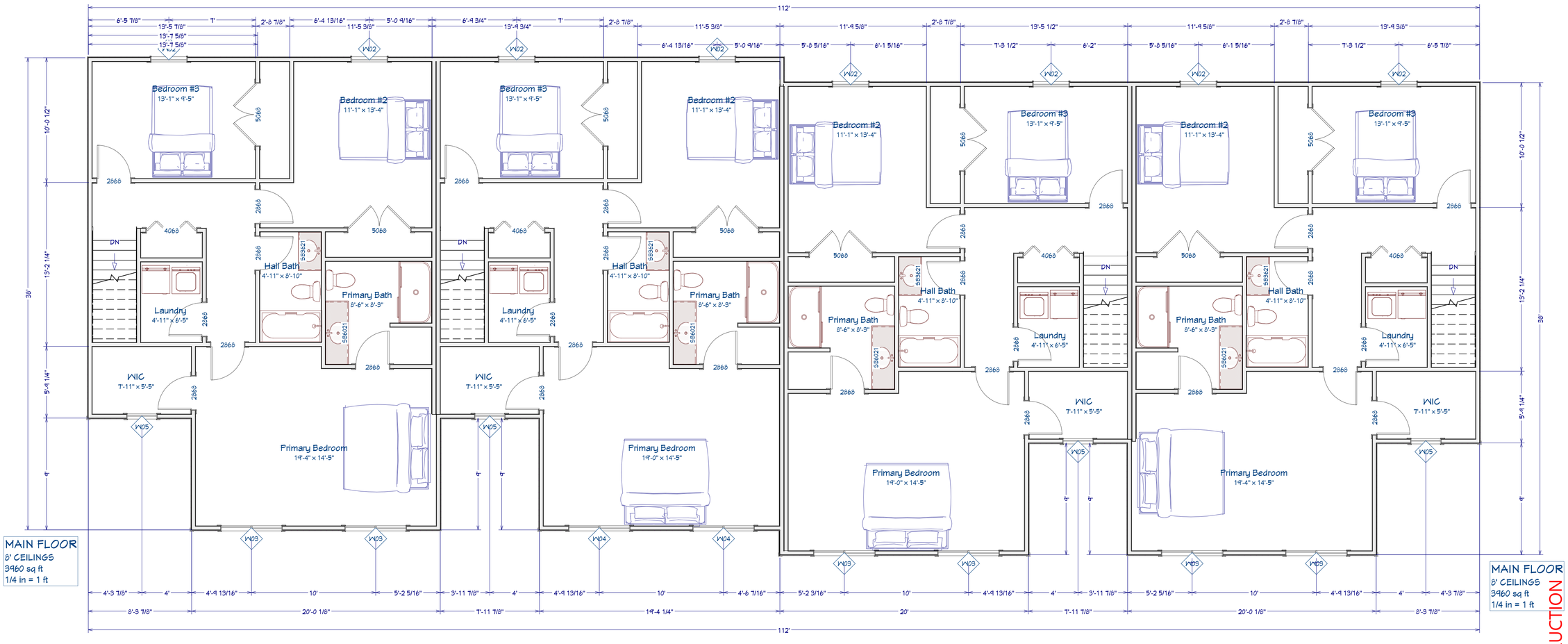
PROJECT DESCRIPTION:
4-Multiplex
, ,

PAGE TITLE:
Architectural Plan, Main Floor

DATE:
7/15/2024

SCALE:
1/4" = 1'0"

PAGE 10 of 8
10



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PHONE:(616) 896-9019 www.designbyelements.com

DRAWING FOR:
CURT MORAN BUILDERS
(616) 293-0660

PROJECT DESCRIPTION:
4-Multiplex
, ,

PAGE TITLE:
Architectural Plan, Second Floor

DATE:
7/15/2024

SCALE:
1/4" = 1'0"

PAGE 11 of 8
11

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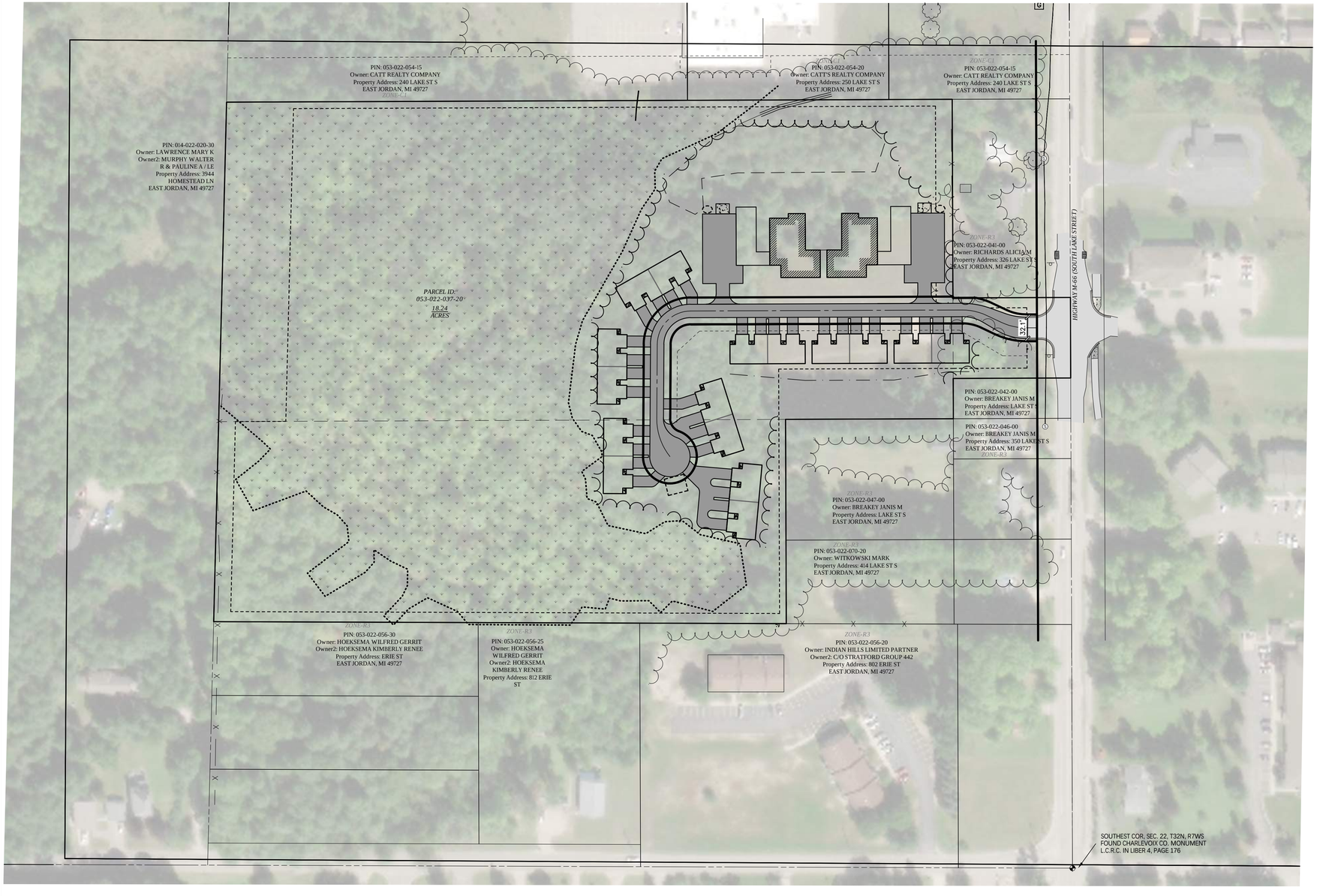
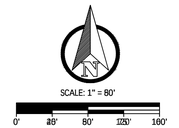
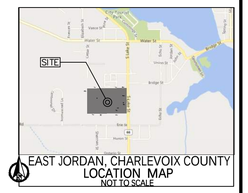
CITY OF EAST JORDAN

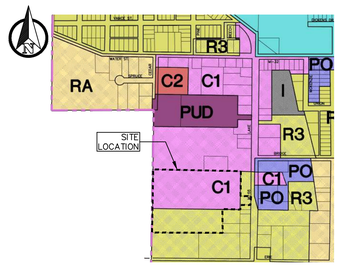
CHARLEVOIX COUNTY, MICHIGAN

M-66 EAST JORDAN DEVELOPMENT









CITY LIMITS
RA – SINGLE FAMILY
R1 – SINGLE FAMILY
R2A – SINGLE FAMILY + MOBILE HOME RESIDENCE
R3 – MULTIPLE FAMILY
R4 – MOBILE HOME PARK
PUD – PLANNED UNIT DEVELOPMENT
C1 – LOCAL COMMERCIAL
C2 – GENERAL COMMERCIAL
PO – PROFESSIONAL OFFICE
I – INDUSTRIAL
LI – LIGHT INDUSTRIAL
CR – CONSERVATION RESERVE
WF – WATERFRONT DISTRICT
CBD – CENTRAL BUSINESS DISTRICT
CBD-O – CENTRAL BUSINESS DISTRICT – OVERLAY

CITY OF EAST JORDAN ZONING MAP
NO SCALE

DEVELOPER
ARTEMIS DEVELOPMENT LLC
6500 BYRON CENTER AVE,
SUITE 200
BYRON CENTER, MI 49315

DESIGN ENGINEER
VK CIVIL
7885 BYRON CENTER AVE SW,
STE A, BYRON CENTER, MI 49315
ZACH BOEVE, P.E.
616-277-2185
ZACH@VKCIVIL.COM

STATE OF MICHIGAN
ZACHARY BOEVE
ENGINEER
NO. 6201311944
LICENSED PROFESSIONAL ENGINEER

Know what's **below.**
Call before you dig.

NOTE:
ALL UTILITIES SHOWN ARE APPROXIMATE LOCATIONS DERIVED FROM ACTUAL MEASUREMENTS AND AVAILABLE RECORDS. THEY SHOULD NOT BE INTERPRETED TO BE THE EXACT LOCATION NOR SHOULD IT BE ASSUMED THAT THEY ARE THE ONLY UTILITIES IN THIS AREA.

NO.	DATE	REVISION	BY
1	06/11/2026	PRELIMINARY SITE PLAN REVIEW	MDS

CITY OF EAST JORDAN
CHARLEVOIX COUNTY, MICHIGAN

M-66 EAST JORDAN DEVELOPMENT
COVER

VK CIVIL
Vriesman & Korhorn
www.VKcivil.com
Byron Center, MI
(616) 277-2185
Kalamazoo, MI
(269) 697-7120

FILE NO. 1601
CHECKED ZB
Sheet No. 1 OF 4

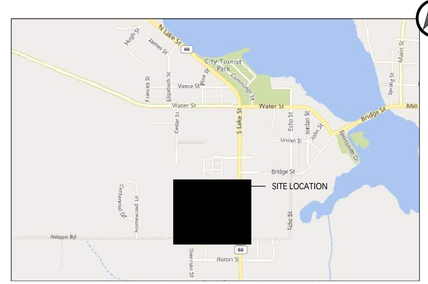
IN THE SOUTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 22, TOWNSHIP 32 NORTH, RANGE 7 WEST, CITY OF EAST JORDAN, CHARLEVOIX COUNTY, MICHIGAN

SCALE: 1" = 60'

0' 30' 60' 90' 120'

LEGEND

● = FOUND IRON (AS NOTED)
○ = SET 1/2" REBAR WITH I.D CAP #71315
P.O.C.= POINT OF COMMENCEMENT
P.O.B.= POINT OF BEGINNING



CITY OF EAST JORDAN, CHARLEVOIX COUNTY MI
VICINITY MAP
NOT TO SCALE

LEGAL DESCRIPTION PER SCHEDULE "C", PER COMMITMENT FOR TITLE INSURANCE PREPARED BY FIDELITY NATIONAL TITLE INSURANCE COMPANY, COMMITMENT NO. 25-3975-MI-1, DATED MARCH 25, 2026:

LAND SITUATED IN THE CITY OF EAST JORDAN, COUNTY OF CHARLEVOIX, AND STATE OF MICHIGAN, DESCRIBED AS: COMMENCING AT A 1/2 INCH ROD AT THE SOUTHEAST CORNER OF SECTION 22, TOWN 32 NORTH, RANGE 7 WEST; THENCE ALONG THE EAST LINE OF SAID SECTION, NORTH 00 DEGREES 33 MINUTES 47 SECONDS WEST 363.01 FEET; THENCE SOUTH 89 DEGREES 50 MINUTES 45 SECONDS WEST 425.00 FEET TO A 1/2 INCH ROD, BEING THE POINT OF BEGINNING OF THIS DESCRIPTION; THENCE CONTINUING SOUTH 89 DEGREES 50 MINUTES 45 SECONDS WEST 853.10 FEET TO A 1/2 INCH ROD ON THE EAST 1/8 LINE OF SAID SECTION; THENCE ALONG SAID 1/8 LINE, NORTH 01 DEGREES 04 MINUTES 19 SECONDS EAST 774.32 FEET TO A 1/2 INCH ROD; THENCE NORTH 89 DEGREES 25 MINUTES 25 SECONDS EAST (RECORDED AS EAST) 1080.98 FEET TO A 1/2 INCH ROD; THENCE SOUTH 00 DEGREES 33 MINUTES 47 SECONDS EAST 296.00 FEET TO A 1/2 INCH ROD; THENCE NORTH 89 DEGREES 25 MINUTES 25 SECONDS EAST 125.00 FEET TO A 1/2 INCH ROD ON THE WEST LINE OF HIGHWAY M-66; THENCE CONTINUING NORTH 89 DEGREES 25 MINUTES 25 SECONDS EAST 50.00 FEET TO SAID SECTION LINE; THENCE ALONG SAID SECTION LINE AND ALONG THE CENTERLINE OF SAID HIGHWAY, SOUTH 00 DEGREES 33 MINUTES 47 SECONDS EAST 120.00 FEET; THENCE SOUTH 89 DEGREES 25 MINUTES 25 SECONDS WEST 50.00 FEET TO A 1/2 INCH ROD ON THE WEST LINE OF SAID HIGHWAY; THENCE CONTINUING SOUTH 89 DEGREES 25 MINUTES 25 SECONDS WEST 125.00 FEET TO A 1/2 INCH ROD; THENCE SOUTH 00 DEGREES 33 MINUTES 47 SECONDS EAST 60.00 FEET TO A 1/2 INCH ROD; THENCE SOUTH 89 DEGREES 25 MINUTES 25 SECONDS WEST 250.00 FEET TO A 1/2 INCH ROD; THENCE SOUTH 00 DEGREES 33 MINUTES 47 SECONDS EAST 304.29 FEET TO THE POINT OF BEGINNING, BEING A PART OF THE SOUTHEAST 1/4 OF THE SOUTHEAST 1/4 OF SECTION 22, TOWN 32 NORTH, RANGE 7 WEST.

SURVEY NOTES:

- Ø BEARINGS ARE RELATED TO THE LEGAL DESCRIPTION CONTAINED IN COMMITMENT FOR TITLE INSURANCE PREPARED BY FIDELITY NATIONAL TITLE INSURANCE COMPANY, FILE NUMBER 25-3975-MI-1, DATED MARCH 25, 2026.
- Ø BEARINGS AND DISTANCES ARE FIELD MEASURED UNLESS OTHERWISE NOTED.

BENCHMARKS

BM-1: SE FLANGE BOLT UNDER "E" IN "EAST JORDAN" 1.7 AGL
N:668980.9100
E:19485502.4870
ELE:645.79

BM-2: SE FLANGE BOLT UNDER "E" IN "EAST JORDAN" 1.7 AGL
N:669146.4780
E:19485592.4780

NOTE: DATUM PROVIDED IS FROM MICHIGAN LIDAR
NOTE: SOILS ARE LOAMY SAND PER USGS WEB SOIL SURVEY

SYMBOL LEGEND

- EXISTING TREE
- TREE STUMP
- SIGN
- MAILBOX
- BOLLARD
- LIGHT POLE
- POWER POLE
- GUYWIRE
- COM/ELEC STRUCTURE
- GAS METER
- VALVE
- HYDRANT
- WELL
- CLEANOUT
- SANITARY SEWER MANHOLE
- STORM CATCH BASIN
- STORM MANHOLE
- STORM FLARED END SECTION
- RIP RAP
- FLOW DIRECTION ARROW
- SECTION CORNER
- PROPERTY CORNER – SET
- PROPERTY CORNER – FOUND
- BENCHMARK/CONTROL POINT
- SOIL BORING

LINE LEGEND

- EXISTING OVERHEAD ELECTRIC
- EXISTING ELECTRIC
- EXISTING GAS
- EXISTING COMMUNICATIONS
- EXISTING FENCE
- RIGHT OF WAY
- EASEMENT
- EXISTING GRAVEL
- EXISTING STORM SEWER
- EXISTING SANITARY SEWER
- EXISTING WATERMAIN

HATCH LEGEND

- EXISTING HOT MIXED ASPHALT
- EXISTING GRAVEL
- EXISTING CONCRETE
- WETLANDS
- GRAVEL REMOVAL
- HOT MIXED ASPHALT REMOVAL
- TREE REMOVAL

NO.	DATE	REVISION	BY
1	06/11/2026	PRELIMINARY SITE PLAN REVIEW	MDS

CITY OF EAST JORDAN
CHARLEVOIX COUNTY, MICHIGAN

M-66 EAST JORDAN DEVELOPMENT
EXISTING CONDITIONS & REMOVALS

Vriesman & Korhorn
www.VKcivil.com
Byron Center, MI
(616) 277-2185
Kalamazoo, MI
(269) 697-7120

FILE NO. 1601
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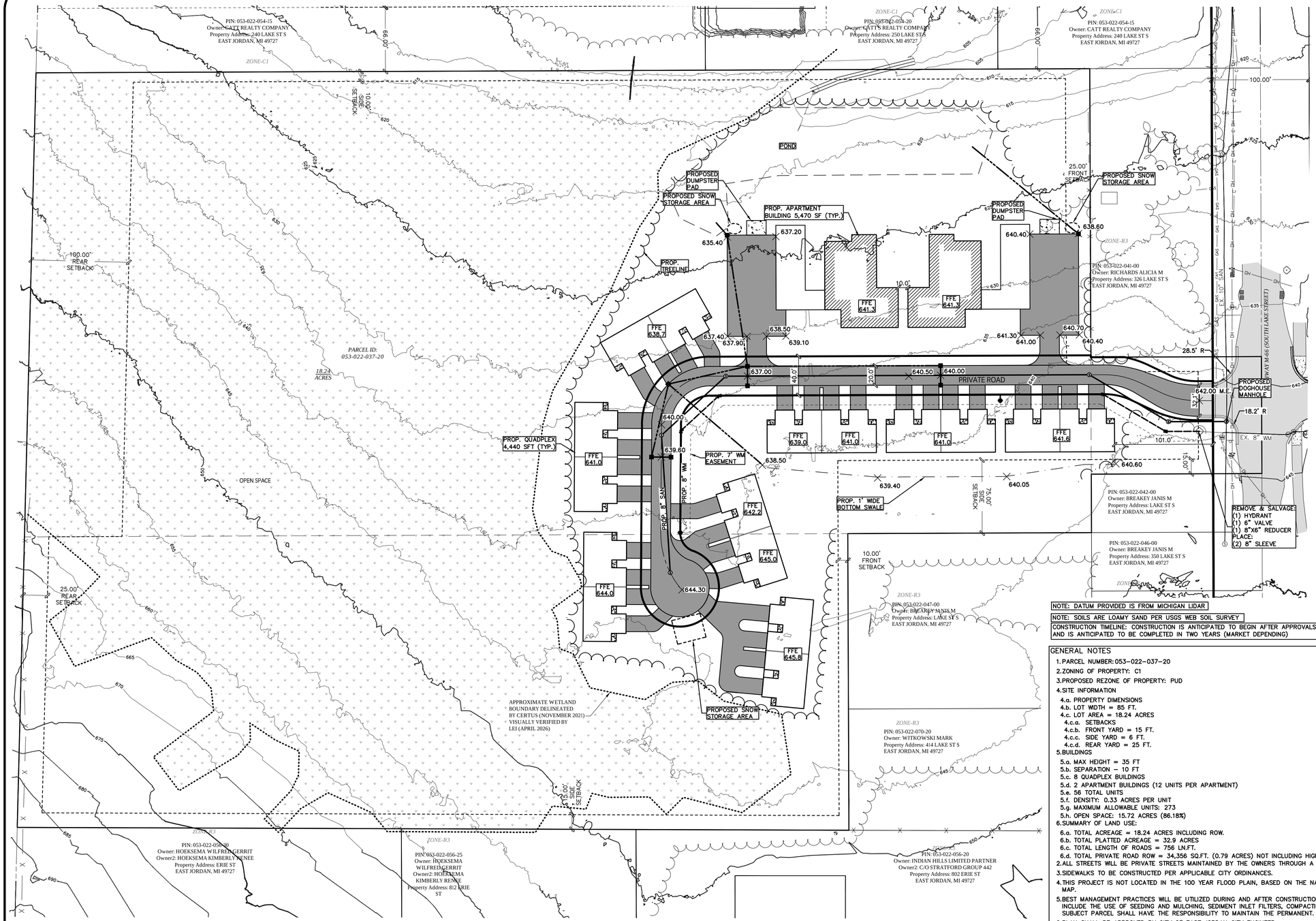
Sheet No. 2 OF 4



SCALE: 1" = 50'

0' 25' 50' 75' 100'

SYMBOL LEGEND

- EXISTING TREE
- TREE STUMP
- SIGN
- MAILBOX
- BOLLARD
- LIGHT POLE
- POWER POLE
- GUYWIRE
- COM./ELEC STRUCTURE
- GAS METER
- VALVE
- HYDRANT
- WELL
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- STORM CATCH BASIN
- STORM MANHOLE
- STORM FLARED END SECTION
- RIP RAP
- FLOW DIRECTION ARROW
- SECTION CORNER
- PROPERTY CORNER – SET
- PROPERTY CORNER – FOUND
- BENCHMARK/CONTROL POINT
- SOIL BORING

LINE LEGEND

- EXISTING OVERHEAD ELECTRIC
- PROPOSED OVERHEAD ELECTRIC
- EXISTING ELECTRIC
- PROPOSED ELECTRIC
- EXISTING GAS
- PROPOSED GAS
- EXISTING COMMUNICATIONS
- PROPOSED COMMUNICATIONS
- EXISTING FENCE
- PROPOSED FENCE
- RIGHT OF WAY
- EASEMENT
- SETBACK
- EXISTING GRAVEL
- PROPOSED GRAVEL
- EXISTING STORM SEWER
- PROPOSED STORM SEWER
- EXISTING SANITARY SEWER
- PROPOSED SANITARY SEWER
- EXISTING WATERMAIN
- PROPOSED WATERMAIN

HATCH LEGEND

- EXISTING HOT MIXED ASPHALT
- PROPOSED HOT MIXED ASPHALT
- EXISTING CONCRETE
- PROPOSED CONCRETE
- EXISTING GRAVEL
- PROPOSED GRAVEL
- WETLANDS

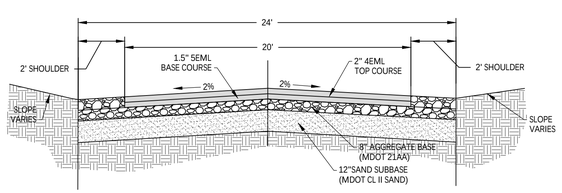
NOTE: DATUM PROVIDED IS FROM MICHIGAN LIDAR

NOTE: SOILS ARE LOAMY SAND PER USGS WEB SOIL SURVEY

CONSTRUCTION TIMELINE: CONSTRUCTION IS ANTICIPATED TO BEGIN AFTER APPROVALS AND IS ANTICIPATED TO BE COMPLETED IN TWO YEARS (MARKET DEPENDING)

GENERAL NOTES

1. PARCEL NUMBER: 053–022–037–20
2. ZONING OF PROPERTY: C1
3. PROPOSED REZONE OF PROPERTY: PUD
4. SITE INFORMATION
   - 4.a. PROPERTY DIMENSIONS
   - 4.b. LOT WIDTH = 85 FT.
   - 4.c. LOT AREA = 18.24 ACRES
     - 4.c.a. SETBACKS
     - 4.c.b. FRONT YARD = 15 FT.
     - 4.c.c. SIDE YARD = 6 FT.
     - 4.c.d. REAR YARD = 25 FT.
5. BUILDINGS
   - 5.a. MAX HEIGHT = 35 FT
   - 5.b. SEPARATION – 10 FT
   - 5.c. 8 QUADPLEX BUILDINGS
   - 5.d. 2 APARTMENT BUILDINGS (12 UNITS PER APARTMENT)
   - 5.e. 56 TOTAL UNITS
   - 5.f. DENSITY: 0.33 ACRES PER UNIT
   - 5.g. MAXIMUM ALLOWABLE UNITS: 273
   - 5.h. OPEN SPACE: 15.72 ACRES (86.18%)
6. SUMMARY OF LAND USE:
   - 6.a. TOTAL ACREAGE = 18.24 ACRES INCLUDING ROW.
   - 6.b. TOTAL PLATTED ACREAGE = 32.9 ACRES
   - 6.c. TOTAL LENGTH OF ROADS = 756 LN.FT.
   - 6.d. TOTAL PRIVATE ROAD ROW = 34,356 SQ.FT. (0.79 ACRES) NOT INCLUDING HIGHWAY M–66 R.O.W.
2. ALL STREETS WILL BE PRIVATE STREETS MAINTAINED BY THE OWNERS THROUGH A RECORDED PRIVATE STREET AGREEMENT
3. SIDEWALKS TO BE CONSTRUCTED PER APPLICABLE CITY ORDINANCES.
4. THIS PROJECT IS NOT LOCATED IN THE 100 YEAR FLOOD PLAIN, BASED ON THE NATIONAL FLOOD INSURANCE PROGRAM RATE MAP.
5. BEST MANAGEMENT PRACTICES WILL BE UTILIZED DURING AND AFTER CONSTRUCTION OF THE PROJECT. MEASURES WILL INCLUDE THE USE OF SEEDING AND MULCHING, SEDIMENT INLET FILTERS, COMPACTION AND PAVING. THE OWNER OF THE SUBJECT PARCEL SHALL HAVE THE RESPONSIBILITY TO MAINTAIN THE PERMANENT. SOIL EROSION PROTECTION MEASURES.
6. PLAN SHALL BE APPROVED BY CITY OF EAST JORDAN CITY ENGINEER.
7. ALL LIGHTING SHALL BE SHIELDED FROM ALL ADJACENT PROPERTIES. STREET LIGHTING IS NOT PROPOSED. ANY LIGHTING WILL BE TYPICAL RESIDENTIAL LIGHTING MOUNTED ON BUILDINGS AND WILL BE DARK SKY COMPLIANT.
8. PROPOSED ENTRY SIGN MAY BE BUILT AT TIME OF CONSTRUCTION (PLACEMENT OF SIGN IS OPTIONAL). CITY OF EAST JORDAN ORDINANCE SHALL BE FOLLOWED FOR SIGN PLACEMENT.
9. SCHOOL DISTRICT OF PROJECT: EAST JORDAN PUBLIC SCHOOLS
10. PROPOSED DEVELOPMENT TO BE SERVED WITH PUBLIC SANITARY SEWER, PUBLIC WATERMAIN. PROPOSED STORM SEWER AND BASIN TO BE MAINTAINED PRIVATELY.



PRIVATE ROAD DETAIL

NOT TO SCALE

Know what's below. Call before you dig.

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NO.	DATE	REVISION	BY
1	06/11/2026	PRELIMINARY SITE PLAN REVIEW	MDS

CITY OF EAST JORDAN
CHARLEVOIX COUNTY, MICHIGAN

M-66 EAST JORDAN DEVELOPMENT
SITE LAYOUT & UTILITY

VK CIVIL
Vriesman & Korhorn
www.VKcivil.com
Byron Center, MI (616) 277-2185
Kalamazoo, MI (269) 697-7120

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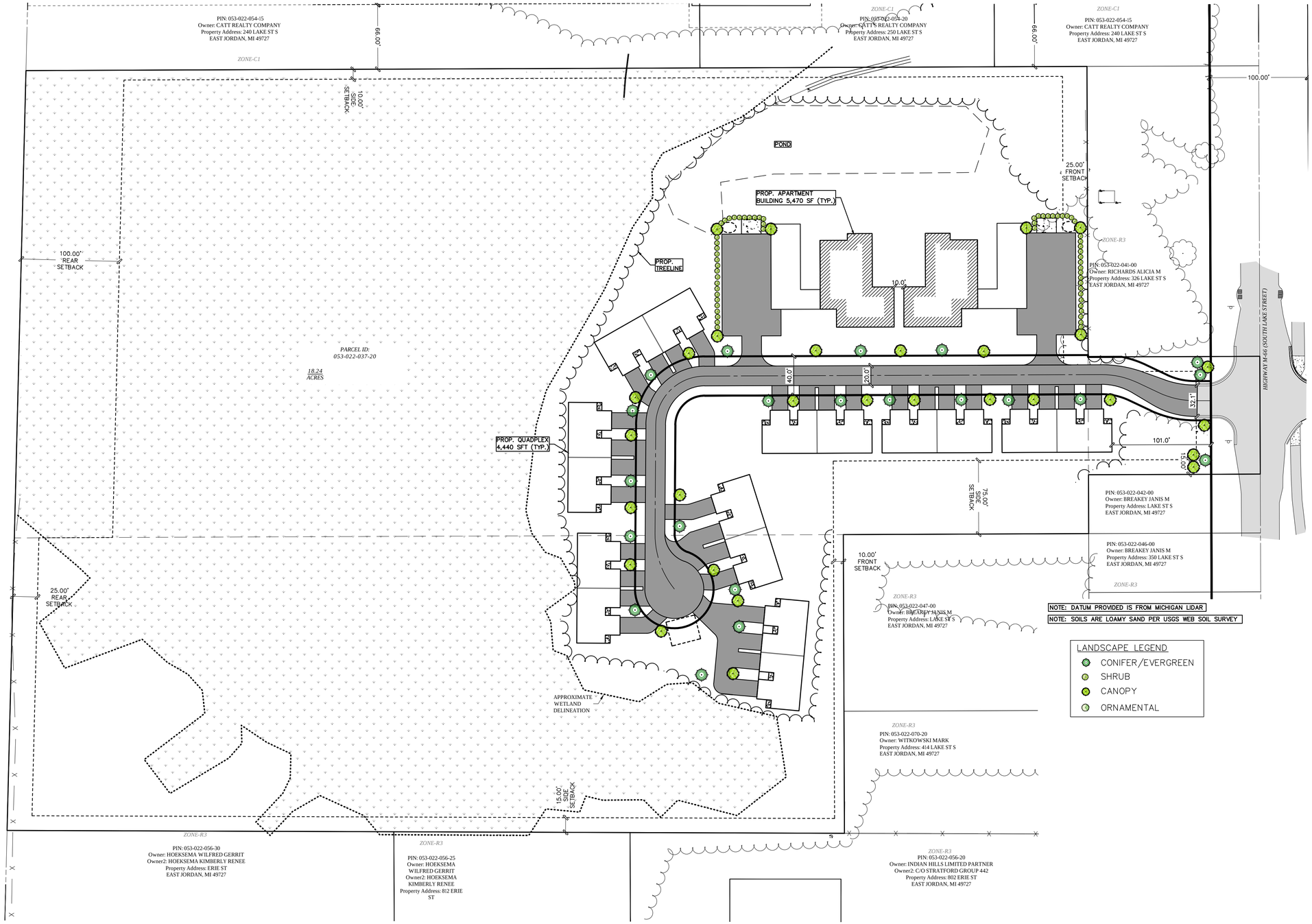

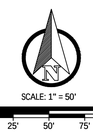

SYMBOL LEGEND

- EXISTING TREE
- TREE STUMP
- SIGN
- MAILBOX
- BOLLARD
- LIGHT POLE
- POWER POLE
- GUYWIRE
- COM/ELEC STRUCTURE
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- CLEANOUT
- SANITARY SEWER MANHOLE
- STORM CATCH BASIN
- STORM MANHOLE
- STORM FLARED END SECTION
- RIP RAP
- FLOW DIRECTION ARROW
- SECTION CORNER
- PROPERTY CORNER – SET
- PROPERTY CORNER – FOUND
- BENCHMARK/CONTROL POINT
- SOIL BORING

LINE LEGEND

- EXISTING OVERHEAD ELECTRIC
- PROPOSED OVERHEAD ELECTRIC
- EXISTING ELECTRIC
- PROPOSED ELECTRIC
- EXISTING GAS
- PROPOSED GAS
- EXISTING COMMUNICATIONS
- PROPOSED COMMUNICATIONS
- EXISTING FENCE
- PROPOSED FENCE
- RIGHT OF WAY
- EASEMENT
- SETBACK
- EXISTING GRAVEL
- PROPOSED GRAVEL
- EXISTING STORM SEWER
- PROPOSED STORM SEWER
- EXISTING SANITARY SEWER
- PROPOSED SANITARY SEWER
- EXISTING WATERMAIN
- PROPOSED WATERMAIN

HATCH LEGEND

- EXISTING HOT MIXED ASPHALT
- PROPOSED HOT MIXED ASPHALT
- EXISTING CONCRETE
- PROPOSED CONCRETE
- EXISTING GRAVEL
- PROPOSED GRAVEL
- WETLANDS

811 Know what's **below.** **Call** before you dig.

NOTE:
ALL UTILITIES SHOWN ARE APPROXIMATE LOCATIONS DERIVED FROM ACTUAL MEASUREMENTS AND AVAILABLE RECORDS. THEY SHOULD NOT BE INTERPRETED TO BE THE EXACT LOCATION NOR SHOULD IT BE ASSUMED THAT THEY ARE THE ONLY UTILITIES IN THIS AREA.

NO.	DATE	REVISION	BY
1	06/11/2026	PRELIMINARY SITE PLAN REVIEW	MDS

CITY OF EAST JORDAN
CHARLEVOIX COUNTY, MICHIGAN

M-66 EAST JORDAN DEVELOPMENT
LANDSCAPE PLAN

Vriesman & Korhorn CIVIL
www.VKcivil.com
Byron Center, MI (616) 277-2185
Kalamazoo, MI (269) 697-7120

FILE NO. 1601
CHECKED ZB
Sheet No. 4 OF 4

City Administrator Evaluation
2026
12 Year Evaluation

City of East Jordan

PURPOSE

A performance evaluation is, of course, a critical look at what the City Administrator has accomplished during a given time. But it is also communication and learning process whereby the City Commission and the City Administrator can learn more about what everyone is doing, what everyone expects from each other, and where there are strengths or weaknesses in the relationship. The evaluation should be done on a regular basis to avoid any major differences of direction, miscommunication or problems before they become critical to the operations of East Jordan City Government.

FORM/FORMAT

There are no perfect evaluation instruments or processes. There are many systems, formats, approaches, criteria and designs. However, it should be a thoughtful, effective, sensitive, and positive evaluation process tailored to the needs of local government.

This evaluation form consists of several categories that the City Administrator is normally involved with or has responsibility for. A five-point scale is provided in order to apply a numerical score or grade to each category. A score of 1 would be unsatisfactory while a score of 5 would be considering outstanding:

(UNSATISFACTORY = 1, NEEDS IMPROVEMENT, =2, ACCEPTABLE = 3, ABOVE AVERAGE = 4, AND OUTSTANDING = 5)

Following the evaluation, the City Commission and City Administrator should together develop goals and objectives which will provide a framework for the next evaluation.

I. ORGANIZATIONAL MANAGEMENT

- ☐ Plans and organizes the work that goes into providing services established by past and current decisions of Commission. ASSESSMENT _____

- ☐ Plans and organizes work that carries out policies adopted by Commission and developed by staff. ASSESSMENT _____

☐ Plans and organizes responses to public requests and complaints or areas of concern brought to the attention of the Administrator by Commission and staff. ASSESSMENT _____

☐ Evaluating and keeping up with the current technology. ASSESSMENT _____

☐ Selecting, leading, directing and developing staff members. ASSESSMENT _____

TOTAL AVERAGE ASSESSSMENT _____

COMMENTS:

_____

_____

☐ Plans and organizes the preparation of an annual budget with documentation, etc., that conforms to guidelines adopted by the Commission. ASSESSMENT _____

☐ Plans, organizes and administers the adopted budget within approved revenues and expenditures. ASSESSMENT _____

☐ Plans, organizes and supervises the most economical utilization of manpower, materials, and machinery. ASSESSMENT _____

☐ Plans and organizes a system of reports for the Commission that provides the most up-to-date available concerning expenditures and revenues. ASSESSMENT _____

TOTAL AVERAGE ASSESSMENT _____

COMMENTS:

_____

_____

☐ Plans and organizes on-going programs and services to the City Government. ASSESSMENT _____

☐ Plans and organizes work involved in researching program suggestions by Commission and staff and the-reporting of the results of analysis. ASSESSMENT _____

☐ Maintains knowledge of current and innovative trends in the area of services being provided by local governments, and incorporates that knowledge in program suggestions and research. ASSESSMENT _____

☐ Plans and organizes work assigned by the Commission so that it is completed with dispatch and efficiency. ASSESSMENT _____

☐ Plans, organizes and supervises implementation of programs adopted or approved by the Commission. ASSESSMENT _____

TOTAL AVERAGE ASSESSMENT _____

Comments:

_____

_____

II. INTERMEDIATE/LONG RANGE PLANNING

☐ Maintains a knowledge of new technologies, systems, methods, etc., in relation to City services. ASSESSMENT _____

☐ Keeps the Commission advised of new and impending legislation and developments in the area of public policy. ASSESSMENT _____

☐ Plans and organizes a process of program planning in anticipation of future needs and problems. ASSESSMENT _____

☐ Plans and organizes maximum utilization and maintenance of City-owned facilities, buildings, and equipment. ASSESSMENT _____

TOTAL AVERAGE ASSESSMENT _____

Comments:

_____

_____

III. INTERGOVERNMENTAL RELATIONS

☐ Maintains awareness of developments and plans in other jurisdictions which may relate to or affect City Government. ASSESSMENT _____

☐ Establishes and maintains a liaison with other governmental jurisdictions in those areas of service that improve or enhance the City's programs. ASSESSMENT _____

☐ Maintains communications with governmental jurisdictions with which the City is involved or interfaces. ASSESSMENT _____

☐ Is viewed with respect among others in the Public Administration and City Management profession. ASSESSMENT _____

☐ Enthusiastically and constructively seeks professional improvement through attendance at pertinent seminars and conferences. ASSESSMENT _____

☐ Deals effectively with other Township, Village, City, County and State managers. ASSESSMENT _____

TOTAL AVERAGE ASSESSMENT _____

Comments:

_____

_____

VI. RELATIONSHIP WITH PUBLIC

☐ Ensures that an attitude and feeling of helpfulness, courtesy, and sensitivity to public perception exists in employees coming in contact with public. ASSESSMENT _____

☐ Establishes and maintains an image of the City to the Community that represents service, vitality and professionalism. ASSESSMENT _____

☐ Establishes and maintains a liaison with private non-governmental agencies, organizations and groups involved in areas of concern that relate to services or activities of the City. ASSESSMENT _____

TOTAL AVERAGE ASSESSMENT _____

Comments:

_____

_____

V. RELATIONSHIP WITH EMPLOYEES

☐ Plans, organizes and maintains training of employees. ASSESSMENT _____

☐ Maintains contact and professional interaction with subordinates at all levels of the organization. ASSESSMENT _____

☐ Equitability handles problems of grievances among subordinate employees. ASSESSMENT _____

TOTAL AVERAGE ASSESSMENT _____

Comments:

_____
_____

VI. RELATIONSHIPS WITH MAYOR AND CITY COMMISSION

☐ Maintains effective communications, both verbal and written, with the Commission. ASSESSMENT _____

☐ Maintains, availability to Commission, either personally or through designated subordinates. ASSESSMENT _____

☐ Establishes and maintains a system of reporting to the Commission current plans and activities of the staff. ASSESSMENT _____

☐ Plans and organizes materials for presentations to the Commission, either verbally or orally, in the most concise, clear, and comprehensive manner possible. ASSESSMENT _____

TOTAL AVERAGE ASSESSEMENT _____

Comments:

_____
_____

VII. PERSONAL CHARACTERISTICS

☐ Imaginations: does he/she show originality in approaching problems? Does he/she create effective solutions? Is he/she able to visualize the implications of various approaches? ASSESSMENT _____

☐ Objectivity: Is he/she unemotional and unbiased? Does he/she take a rational, impersonal viewpoint based on facts and qualified opinions? ASSESSMENT _____

☐ Drive: Is he/she energetic, willing to spend whatever time is necessary to do a good job? Does he/she have good mental and physical stamina? ASSESSMENT _____

☐ Decisiveness: Is he/she able to reach timely decisions and initiate action, not be compulsive? ASSESSMENT _____

☐ Attitude: Is he/she enthusiastic? Cooperative? Will to adapt? ASSESSMENT _____

☐ Firmness: Does he/she have the courage of his convictions? Is he/she firm when convinced, but not stubborn? ASSESSMENT _____

TOTAL AVERAGE ASSESSMENT _____

Comments:

_____
_____

VIII. SUMMARY

TOTAL POINTS EARNED: _____
TOTAL POSSIBLE POINTS: _____
PERCENTAGE PERFORMANCE EARNED: _____
Overall Commission Comments:

_____
_____
_____

City Administrator's Comments:

_____
_____
_____

IX. NEW PERFORMANCE GOALS AND OBJECTIVES

1.
2.
3.
4.
5.

I hereby certify that the forgoing is a true compilation of the performance evaluations submitted by the East Jordan City Commission on _____. I have reviewed this evaluation with Administrator Cannon on _____ and have requested that this evaluation become part of his personnel file to be retained as required by the City's document retention schedule.

_____ _____
Date _____, Mayor

_____ _____
Date Tom Cannon, City Administrator

_____
Date turned over to Clerk for filing in Personnel Manual

Downtown East Jordan Social District Plan

Update - 2026

Introduction

In accordance with Public Act 124 of 2020 (MCL Section 436.1551) which authorizes the issuance of Social District Permits for the sale of alcohol by the MLCC, the governing body of a local governmental unit may designate a Social District within its jurisdiction and establish Commons Areas. Qualified licensees whose license premises are contiguous to the Commons Area within the Social District, and that have been approved for and issued a Social District Permit, may sell alcoholic liquor on their licensed premises to customers who may then consume the alcoholic liquor within a Commons Area of the Social District.

The City of East Jordan has developed this Social District Plan and supplemental Social District Plan Maps to establish East Jordan Downtown SocialDistrict, the Commons Area, and provide for the administration of these areas. The Plan and associated Maps define the Downtown Social District, Commons Area, and hours of operation as well as plans for signage, security, and sanitation, and other considerations.

A) Management. The East Jordan Downtown Social District will be managed by the City of East Jordan City. Decisions will be made in consultation with the Downtown Development Authority. Day-to-day Operations will be assisted by the East Jordan Police Department, East Jordan Parks and Department of Public Works Departments

B) Social District Boundaries. The Downtown Social District is generally located in Downtown East Jordan, reflecting a downtown open space park adjacent to the city harbor.

A Downtown East Jordan Social District Map defining the exact boundaries is included as Appendix A to this plan.

C) Commons Area. The Commons Area within the Downtown Social District is defined on the Memorial Park Social District Commons Area Map included as Appendix B.

D) Businesses within the Downtown East Jordan Social District.

1) **Liquor Licenses Eligible for Social District Permit.** As of May 27th 2021, the following businesses located within the Downtown Social District are eligible to receive a Social District Permit:
   - **i.** Foundry Bar and Grill (Foundry Bar & Grill LLC) - 101 Suite A Main Street, East Jordan
   - **ii.** Cellar 1914 (Cellar 1914 LLC) – 101 Main Street Suite B, East Jordan
   - **iii.** Las Maracas (Padre North of the Border LC) – 115 Main Street, East Jordan
   - **iv.** East Jordan Inn (Hugger-Mugger) – 228 Main Street, East Jordan

2) **Businesses Ineligible to allow Alcohol on Premises.** As per MCL 436.1913, downtown commercial establishments that sell food but are not licensed under the Michigan Liquor Control Code (Act 58 of 1998) are not permitted to allow the consumption of alcoholic liquor on its premises. Other businesses, including those licensed under Act 58 of 1998 may otherwise be restricted by one or more sections of the Act.

E) Commons Area Hours of Operation. The Downtown East Jordan Commons Area is open year-round, seven days a week, from 11:00 am until 11:00 pm. After 11:00 pm, consumption of alcoholic beverages must be contained within the license holders' service areas. For an individual Social District Permit holder, sale of Downtown East Jordan Social District beverages for consumption in a Commons Area may only occur during the legal hours for sale of the Permittee as per Section 436.1551 of Act 58 of 1998.

F) Commons Area Signage and Marking. The Commons Area in the Downtown East Jordan Social District will be identified with signage and/orother markings. Flyers identifying the boundaries of the Commons Area will be available at all Social District Permit Holders as well as other strategic locations.

G) Operational Considerations.

1) **Public Safety Enforcement.** All Commons Areas will be monitored by the East Jordan City Police as part of regular patrol shifts. Patrolneeds will be evaluated over the course of time as well as enhanced during activities that would be expected to draw large crowds.

2) **Sanitation.** The Commons Area will have public trash receptacles positioned as needed. Trash collection will be handled by city personnel on a regular basis. Sanitation needs, including placement of additional receptables and/or additional collectiontimes will be evaluated over the course of time as well as enhanced during activities that would be expected to draw large crowds.

3) **Insurance.** The City will insure its management and operation of the Downtown Social District and its Commons Area through its municipal umbrella insurance policy. Participating Social District Permit holders are responsible for their own liability insurance.

H) Festivals/Special Events. During festivals or special events that do not include issuance of a special license by the Michigan Liquor Control Commission, the Commons Area in the Downtown East Jordan Social District will remain open. Where a festival or event located inthe Downtown East Jordan Social District includes issuance of a special license by the Michigan Liquor Control Commission, as per Section 436.1551 of Act 58 of 1998, holders of a Social District Permit in the District shall not sell or serve alcoholic liquor to be consumed in a Commons Area.

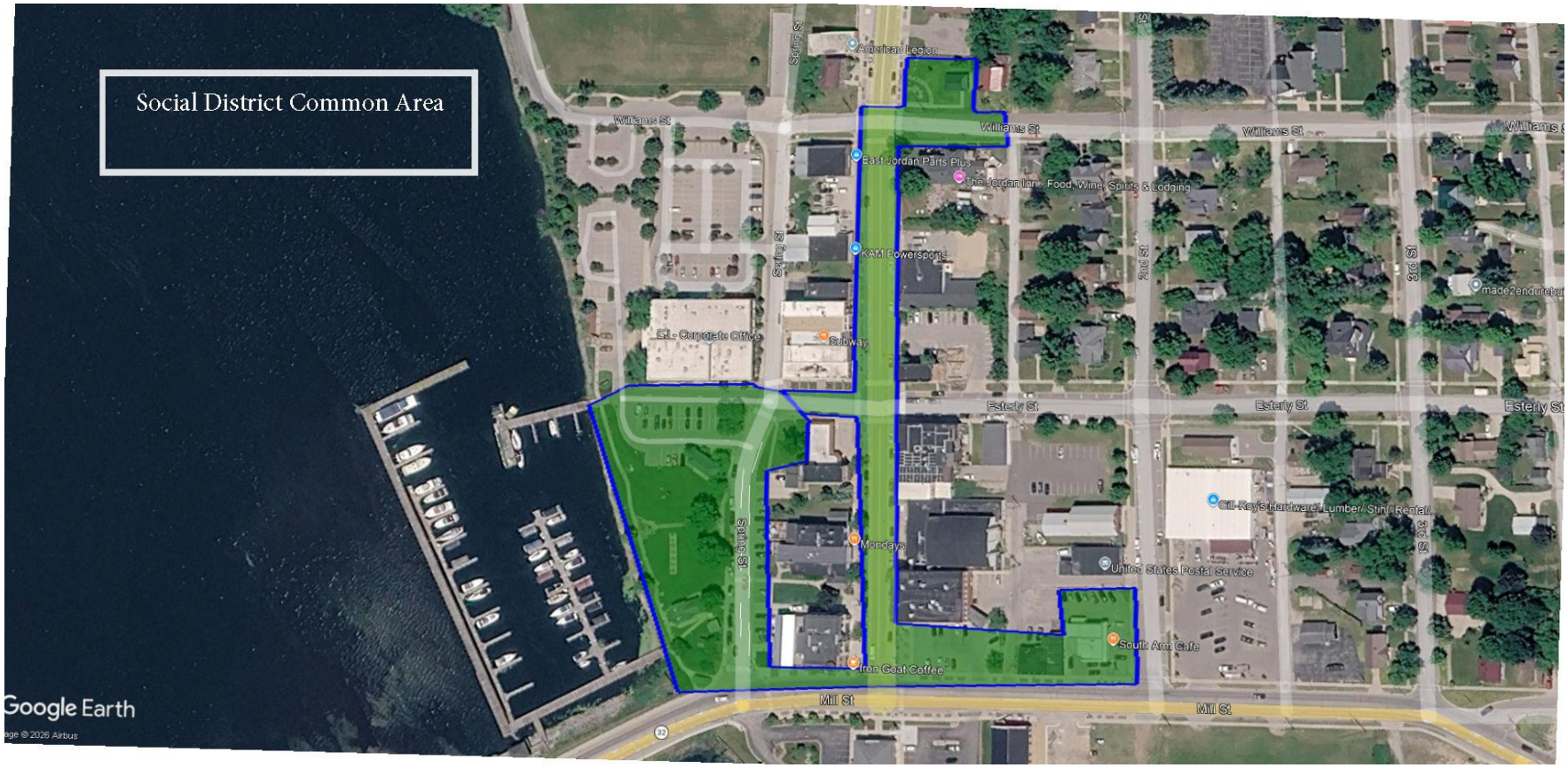
Appendix A

Downtown East Jordan Social District Boundaries Map



Appendix B

East Jordan Downtown Commons Area



Social District Boundary Map



Social District Common Area



Founded in 1852
by Sidney Davy Miller

MILLER CANFIELD

MICHIGAN
ILLINOIS
NEW YORK
OHIO
WASHINGTON, D.C.
CANADA
MEXICO
POLAND
UKRAINE
QATAR

PATRICK F. MCGOW
TEL (313) 496-7684
FAX (313) 496-8450
E-MAIL mcgow@millercanfield.com

Miller, Canfield, Paddock and Stone, P.L.C.
150 West Jefferson, Suite 2500
Detroit, Michigan 48226
TEL (313) 963-6420
FAX (313) 496-7500
www.millercanfield.com

October 26, 2026

Thomas Cannon
Administrator
City of East Jordan
201 Main Street
East Jordan, MI 49727-0499

Re: City of East Jordan Water System Junior Lien Revenue Bonds, Series 2027 (DWSRF Project)

Dear Tom:

As requested, I have enclosed a Notice of Intent Resolution for consideration by the City Commission at its meeting on November 3rd. This is the next step in the financing process that began earlier this year when the City approved and submitted its applications for funding Water System improvements through the Michigan Finance Authority's ("MFA") Drinking Water State Revolving Fund Program ("DWSRF").

The MFA has approved financing through the DWSRF Lead Service Line Replacement Program Pool at an estimated project amount of $2,830,000, of which approximately 10% will be paid for through principal forgiveness, and the remaining $2,547,000 paid by a loan, which will be evidenced by the bonds. The exact amounts will not be determined until spring when the project bids are due and the project costs and financing details are finalized. The Bonds will be sold to the MFA and may be issued in 20, 30 or 40 annual principal installments at the FY 2027 LSLR Pool interest rate of 0%. There is no interest due on this loan.

The enclosed Resolution and Notice indicate the City's intent to issue Water System Revenue Bonds in an amount not to exceed $3,000,000 to pay the cost to acquire, construct, furnish and equip improvements to the Water System of the City (the "System"), including the removal and replacement of lead service lines, together with all related appurtenances and attachments (the "Project"). The Resolution authorizes the publication of a Notice of Intent relating to the City's Bonds to be issued through the DWSRF.

The proceeds of the Bonds may be used to pay for the construction of the Project as well as reimburse the City for the engineering, design and other preliminary costs related to the Project. The Bonds will also be used to pay issuance costs related to the Bonds. The Notice provides that the City will pledge the net revenues of the System as security for the Bonds. In addition, the City has the ability to pledge its limited tax full faith and credit as security for the Bonds or pledge its

state revenue sharing, if necessary, in order to satisfy MFA's investment grade credit requirement. The City intends to pay the debt service solely from the user charges of the System.

The "not to exceed" amount is based on the estimated Project amount for the various components plus a buffer for contingency in the event the actual bids come in higher than estimates. The actual size of the Bond issue/loan amount will be resized at the time of issuance to the amount that is required based on the actual bids and final costs and approved by EGLE. The City can reduce the amount of the Bonds for the Project from the amount indicated in the notice, but the City would not be able to increase the size of the Bonds for this Project over the amount in the notice without republishing a new notice for the increased amount, which is why the amount should be increased over the current engineering estimate. The EGLE will require the Bonds to be sized based on the actual bids and costs after the bids have been received, plus a 6% contingency.

The Revenue Bond Act requires the City to notify the electors of the City of its intent to issue the Bonds by publishing a notice which gives the voters a referendum right on the issuance of the Bonds. The Bonds can be issued without a vote of the City electors unless a petition is filed with the City Clerk within 45 days of publication of the notice signed by at least 10% of the registered electors of the City. The form of Notice of Intent is included in the Resolution as Exhibit A. **The Notice of Intent must be published as a display advertisement at least one-quarter (1/4) page in size in a newspaper of general circulation in the City.**

Paragraph 4 of the Resolution contains language which authorizes the City to reimburse itself from Bond proceeds for certain costs relating to the Project incurred prior to issuance of the Bonds, including costs for engineering and design. The language of the Resolution is taken from the IRS regulations and, not surprisingly, it therefore reads as tax jargon. This is intended to provide you with flexibility relating to the use of the Bond proceeds if you spend money on Project costs before the Bond closing.

If approved by the City Commission and the Notice of Intent is published shortly thereafter, the 45 day referendum period will expire in late December/early January. The Project is currently in the MFA/EGLE's Quarter 3 Financing Pool which requires construction bids to be received in April in anticipation of EGLE approval on May 12th with the loan closing on June 3rd. The City Commission will be asked to approve a bond authorizing ordinance in April to authorize the financings.

We would appreciate receiving a certified copy of the Resolution upon adoption by the City Commission as well as an Affidavit of Publication from the newspaper in which the Notice of Intent is published. **Please remind the newspaper that the Notice must be a quarter page ad.**

If you have any questions, please do not hesitate to contact me.

Very truly yours,

MILLER, CANFIELD, PADDOCK AND STONE, P.L.C.

By: 

Patrick F. McGow

Cc: Heather Jackson
Cheltzi Wilson
Andy Campbell

51999154.1/025640.00038

RESOLUTION 117-2026
NOTICE OF INTENT RESOLUTION
WATER SYSTEM REVENUE BONDS
(DRINKING WATER STATE REVOLVING FUND PROJECT)

CITY OF EAST JORDAN
County of Charlevoix, State of Michigan

Minutes of a regular meeting of the City Commission of the City of East Jordan, County of Charlevoix, State of Michigan, held on November 3, 2026, at 5:30 p.m., prevailing Eastern Time.

PRESENT: Members _____

_____

ABSENT: Members_____

The following preamble and resolution were offered by Member: _____ and supported by Member: _____:

WHEREAS, the City of East Jordan, County of Charlevoix, State of Michigan (the "City"), has determined that it is necessary for the public health, safety and welfare of the City to acquire, construct, furnish and equip improvements to the Water System of the City (the "System"), including the removal and replacement of lead service lines, together with all related appurtenances and attachments (the "Project"); and

WHEREAS, the City has been advised by the Michigan Department of Environment, Great Lakes, and Energy ("EGLE") that financial assistance to accomplish the acquisition and construction of all or a portion of the Project is available through the Drinking Water State Revolving Fund ("DWSRF") loan program administered by EGLE and the Michigan Finance Authority; and

WHEREAS, the City has made application for participation in the DWSRF loan program; and

WHEREAS, the Revenue Bond Act, Act 94, Public Acts of Michigan, 1933, as amended ("Act 94"), provides a means for financing the purchase, acquisition, construction, improvement, enlargement, extension and repair of public improvements such as the Project through the issuance of revenue bonds; and

WHEREAS, the issuance of bonds payable from revenues of the System under Act 94 in a total amount not to exceed Three Million Dollars ($3,000,000) (the "Bonds") for the purpose of financing all or part of the Project, in one or more series, represents the most practical means to that end; and

WHEREAS, a notice of intent to issue revenue bonds must be published before the issuance of the Bonds in order to comply with the requirements of Section 33 of Act 94; and

WHEREAS, the City intends at this time to state its intentions to be reimbursed from proceeds of the Bonds for any expenditures undertaken by the City for the Project prior to issuance of the Bonds.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. Notice of Intent Authorized. The City Clerk is authorized and directed to publish a notice of intent to issue bonds in the *Charlevoix County News*, a newspaper of general circulation in the City.

2. Form of Notice of Intent. The notice of intent shall be published as a display advertisement not less than one quarter (1/4) page in size in substantially the form attached to this resolution as Exhibit A.

3. Approval of Notice of Intent and Publication. The City Commission does hereby determine that the foregoing form of Notice of Intent to Issue Bonds, and the manner of publication directed, is adequate notice to the electors of the City and users of the System, and is the method best calculated to give them notice of the City's intent to issue the Bonds, the purpose of the Bonds, the security for the Bonds, and the right of referendum of the electors with respect thereto, and that the provision of forty-five (45) days within which to file a referendum petition is adequate to insure that the City's electors may exercise their legal rights of referendum, and the newspaper named for publication is hereby determined to reach the largest number of persons to whom the notice is directed.

4. Reimbursement Declaration. The City may incur expenditures for the Project prior to receipt of proceeds of the Bonds and may advance moneys for that purpose from the System or other funds available to the City, to be reimbursed from proceeds of the Bonds when available. The City makes the following declarations for the purpose of complying with the reimbursement rules of Treas. Reg. § 1.150-2 pursuant to the Internal Revenue Code of 1986, as amended:

(a) As of the date hereof, the City reasonably expects to reimburse itself for the expenditures described in (b) below with proceeds of debt to be incurred by the City.

(b) The expenditures described in this paragraph (b) are for the costs of acquiring the Project which were paid or will be paid subsequent to sixty (60) days prior to the date hereof from the Water System funds of the City.

(c) The maximum principal amount of debt expected to be issued for the Project, including issuance costs, is $3,000,000.

(d) A reimbursement allocation of the expenditures described in (b) above with the proceeds of the borrowing described herein will occur not later than 18 months after the later of (i) the date on which the expenditure is paid, or (ii) the date the related Project are placed in service or abandoned, but in no event more than three (3) years after the original expenditure is paid. A reimbursement allocation

is an allocation in writing that evidences the City's use of the proceeds of the debt to be issued for the Project to reimburse the City for a capital expenditure made pursuant to this resolution.

5. Bond Counsel. Miller, Canfield, Paddock and Stone, P.L.C. is hereby confirmed as Bond Counsel to the City in connection with the issuance of the Bonds.

6. Financial Advisor. Bendzinski & Co., Municipal Finance Advisors is hereby confirmed as municipal financial advisor to the City in connection with the issuance of the Bonds.

7. Rescission. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same hereby are rescinded.

AYES: Members:_____

_____

NAYS: Members:_____

RESOLUTION DECLARED ADOPTED.

_____
Cheltzi Wilson
City Clerk

I hereby certify that the attached is a true and complete copy of a resolution adopted by the City Commission of the City of East Jordan, County of Charlevoix, State of Michigan, at a regular meeting held on November 3, 2026, and that public notice of the meeting was given pursuant to and in full compliance with Act No. 267, Public Acts of Michigan, 1976 and that minutes of the meeting were kept and will be or have been made available as required by the Act.

_____
Cheltzi Wilson
City Clerk

EXHIBIT A

NOTICE TO TAXPAYERS AND ELECTORS OF THE
CITY OF EAST JORDAN AND TO USERS OF THE
CITY'S WATER SYSTEM
OF INTENT TO ISSUE REVENUE BONDS AND THE
RIGHT OF REFERENDUM RELATING THERETO

PLEASE TAKE NOTICE that the City Commission of the City of East Jordan, County of Charlevoix, Michigan, intends to issue and sell revenue bonds pursuant to Act 94, Public Acts of Michigan, 1933, as amended, in one or more series, in a total amount not to exceed Three Million Dollars ($3,000,000), for the purpose of paying all or part of the cost to acquire, construct, furnish and equip improvements to the Water System of the City (the "System"), including the removal and replacement of lead service lines, together with all related appurtenances and attachments.

SOURCE OF PAYMENT OF REVENUE BONDS

THE PRINCIPAL OF AND INTEREST ON THE REVENUE BONDS SHALL BE PAYABLE from the revenues received by the City from the operations of the Water System except as provided below in the case of bonds sold to the Michigan Finance Authority in connection with the State of Michigan's Drinking Water State Revolving Fund program. The revenues will consist of rates and charges billed to the users of the System, a schedule of which is presently on file in the office of the City Clerk. The rates and charges may from time to time be revised to provide sufficient revenues to provide for the expenses of operating and maintaining the system, to pay the principal of and interest on the bonds and to pay other obligations of the System.

BOND DETAILS

Each series of the revenue bonds will be payable in annual installments not to exceed forty (40) in number and will bear interest at the rate or rates to be determined at public or private sale but in no event to exceed such rates as may be permitted by law on the unpaid balance from time to time remaining outstanding on the bonds.

ADDITIONAL SOURCES OF PAYMENTS FOR BONDS
SOLD TO MICHIGAN FINANCE AUTHORITY

IN THE EVENT THAT THE REVENUE BONDS ARE SOLD TO THE MICHIGAN FINANCE AUTHORITY, THE CITY MAY PLEDGE FOR THE PAYMENT OF THE BONDS MONEY RECEIVED OR TO BE RECEIVED BY THE CITY DERIVED FROM IMPOSITION OF TAXES BY THE STATE AND RETURNED OR TO BE RETURNED TO THE CITY AS PROVIDED BY LAW, except for money the use of which is prohibited for such purposes by the State Constitution. The City may enter into an agreement providing for the payment of taxes, which taxes are collected by the State and returned to the City as provided by law, to the Michigan Finance Authority or a trustee, and such funds may be pledged for the payment of the revenue bonds.

IN THE EVENT THAT THE REVENUE BONDS ARE SOLD TO THE MICHIGAN FINANCE AUTHORITY, THE CITY MAY PLEDGE ITS LIMITED TAX FULL FAITH AND CREDIT AS SECURITY FOR THE REVENUE BONDS, IN WHICH EVENT DEBT SERVICE ON THE BONDS SHALL BE PAYABLE EITHER FROM REVENUES OF THE SYSTEM OR FROM AD VALOREM TAXES THAT MAY BE LEVIED ON ALL TAXABLE PROPERTY IN THE CITY, SUBJECT HOWEVER, TO CONSTITUTIONAL, STATUTORY AND CHARTER TAX RATE LIMITATIONS.

RIGHT OF REFERENDUM

THE REVENUE BONDS WILL BE ISSUED WITHOUT A VOTE OF THE ELECTORS UNLESS A PETITION REQUESTING SUCH A VOTE SIGNED BY NOT LESS THAN 10% OF THE REGISTERED ELECTORS OF THE CITY IS FILED WITH THE CITY CLERK WITHIN FORTY-FIVE (45) DAYS AFTER PUBLICATION OF THIS NOTICE. IF SUCH PETITION IS FILED, THE BONDS MAY NOT BE ISSUED WITHOUT AN APPROVING VOTE OF A MAJORITY OF THE QUALIFIED ELECTORS OF THE CITY VOTING THEREON.

THIS NOTICE is given pursuant to the requirements of Section 33, Act 94, Public Acts of Michigan, 1933, as amended.

ADDITIONAL INFORMATION will be furnished at the office of the City Clerk upon request.

Cheltzi Wilson
City Clerk, City of East Jordan

51999139.1/025640.00038

CHANGE ORDER NO.: 01

Owner:	City of East Jordan	Owner's Project No.:	N/A
Engineer:	Gosling Czubak Engineering	Engineer's Project No.:	250510
Contractor:	R.B. Lyons, Inc.	Contractor's Project No.:	N/A
Project:	Marina Infrastructure Improvements		
Contract Name:	Marine Construction and Dredging		
Date Issued:	10/16/26	Effective Date of Change Order:	11/3/26

The Contract is modified as follows upon execution of this Change Order:

Description:
Changes to the steel sheet pile abutment to move waterward 5' to avoid concrete removal. Includes lengthening the waterward sheeting to 20', 7' additional length of wall on north edge, and additional concrete and backfill. Eliminates the water system utility penetration accommodations.

Attachments:
Contractor Emailed Pricing and Gangway Adjustment Information

Change in Contract Price	Change in Contract Times
Original Contract Price: $ 523,760.00	Original Contract Times: Substantial Completion: 4/1/27 Ready for final payment: 4/15/27
[Increase] [Decrease] from previously approved Change Orders No. 1 to No. [Number of previous Change Order]: $ N/A	[Increase] [Decrease] from previously approved Change Orders No.1 to No. [Number of previous Change Order]: Substantial Completion: N/A Ready for final payment: N/A
Contract Price prior to this Change Order: $ 523,760.00	Contract Times prior to this Change Order: Substantial Completion: 4/1/27 Ready for final payment: 4/15/27
Increase this Change Order: $ 12,800.00	[Increase] [Decrease] this Change Order: Substantial Completion: N/A Ready for final payment: N/A
Contract Price incorporating this Change Order: $ 536,560.00	Contract Times with all approved Change Orders: Substantial Completion: 4/1/27 Ready for final payment: 4/15/27

	Recommended by Engineer (if required)	Accepted by Contractor
By:		
Title:		
Date:		

	Authorized by Owner
By:	
Title:	
Date:	

EJCDC® C-941, Change Order.
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Contractor's Application for Payment

Owner:	City of East Jordan	Owner's Project No.:	N/A
Engineer:	Gosling Czubak Engineering	Engineer's Project No.:	250501
Contractor:	R.B. Lyons, Inc.	Contractor's Project No.:	N/A
Project:	Marina Infrastructure Improvements		
Contract:	Marine Construction and Dredging		
Application No.:	1	Application Date:	10/16/2026
Application Period:	From 9/12/2026	to	10/16/2026

1. Original Contract Price		$ 523,760.00
2. Net change by Change Orders		$ 12,800.00
3. Current Contract Price (Line 1 + Line 2)		$ 536,560.00
4. Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column J Unit Price Total)		$ 60,000.00
5. Retainage		
a. 10% X $ 60,000.00 Work Completed		$ 6,000.00
b. X Stored Materials		$ -
c. Total Retainage (Line 5.a + Line 5.b)		$ 6,000.00
6. Amount eligible to date (Line 4 - Line 5.c)		$ 54,000.00
7. Less previous payments (Line 6 from prior application)		
8. Amount due this application		$ 54,000.00
9. Balance to finish, including retainage (Line 3 - Line 4 + Line 5c)		$ 482,560.00

Contractor's Certification

The undersigned Contractor certifies, to the best of its knowledge, the following:
(1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;
(2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such liens, security interest, or encumbrances); and
(3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Contractor: _____

Signature: _____ Date: _____

Recommended by Engineer	Approved by Owner
By:	By:
Title:	Title:
Date:	Date:
~~Approved by Funding Agency~~	
~~By:~~	~~By:~~
~~Title:~~	~~Title:~~
~~Date:~~	~~Date:~~

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Progress Estimate - Lump Sum Work

Contractor's Application for Payment

Owner:	City of East Jordan	Owner's Project No.:	N/A
Engineer:	Gosling Czubak Engineering	Engineer's Project No.:	250501
Contractor:	R.B. Lyons, Inc.	Contractor's Project No.:	N/A
Project:	Marina Infrastructure Improvements		
Contract:	Marine Construction and Dredging		

Application No.: 1 Application Period: From 09/12/26 to 10/16/26 Application Date: 10/16/26

A	B	C	D	E	F	G	H	I
			Work Completed					
Item No.	Description	Scheduled Value ($)	(D + E) From Previous Application ($)	This Period ($)	Materials Currently Stored (not in D or E) ($)	Work Completed and Materials Stored to Date (D + E + F) ($)	% of Scheduled Value (G / C) (%)	Balance to Finish (C - G) ($)
	Original Contract							
1	General Conditions and Mobilization	60,000.00		60,000.00		60,000.00	100%	-
2	Structures,Dock and Gangway Removal and Disposal	86,700.00				-	0%	86,700.00
3	Dock and Gangway Salvage, Mod. and Relocation	35,600.00				-	0%	35,600.00
4	Marina Dredging	243,000.00				-	0%	243,000.00
5	Timber Abuutment	26,360.00				-	0%	26,360.00
6	Steel Sheet Pile Abutment	72,100.00				-	0%	72,100.00
						-		-
						-		-
						-		-
						-		-
						-		-
						-		-
						-		-
						-		-
						-		-
						-		-
						-		-
						-		-
						-		-
	Original Contract Totals	$ 523,760.00	$ -	$ 60,000.00	$ -	$ 60,000.00	11%	$ 463,760.00

EJCDC C-620 Contractor's Application for Payment
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Progress Estimate - Lump Sum Work

Contractor's Application for Payment

Owner:	City of East Jordan	Owner's Project No.:	N/A
Engineer:	Gosling Czubak Engineering	Engineer's Project No.:	250501
Contractor:	R.B. Lyons, Inc.	Contractor's Project No.:	N/A
Project:	Marina Infrastructure Improvements		
Contract:	Marine Construction and Dredging		

Application No.: 1 Application Period: From 09/12/26 to 10/16/26 Application Date: 10/16/26

A	B	C	D	E	F	G	H	I
			Work Completed					
Item No.	Description	Scheduled Value ($)	(D + E) From Previous Application ($)	This Period ($)	Materials Currently Stored (not in D or E) ($)	Work Completed and Materials Stored to Date (D + E + F) ($)	% of Scheduled Value (G / C) (%)	Balance to Finish (C - G) ($)
Change Orders								
1	Change Order #1 - Sheet Pile Abutment Adjustment	12,800.00				-	0%	12,800.00
						-		-
						-		-
						-		-
						-		-
						-		-
						-		-
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						-		-
						-		-
						-		-
						-		-
						-		-
	Change Order Totals	$ 12,800.00	$ -	$ -	$ -	$ -	0%	$ 12,800.00
Original Contract and Change Orders								
	Project Totals	$ 536,560.00	$ -	$ 60,000.00	$ -	$ 60,000.00	11%	$ 476,560.00

EJCDC C-620 Contractor's Application for Payment

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Contractor's Application for Payment

Owner:	City of East Jordan	**Owner's Project No.:**	N/A
Engineer:	Gosling Czubak Engineering	**Engineer's Project No.:**	250501
Contractor:	Atlas Electric	**Contractor's Project No.:**	N/A
Project:	Marina Infrastructure Improvements		
Contract:	Marine Electrical		
Application No.:	1	**Application Date:**	10/12/2026
Application Period:	**From** 9/12/2026	**to**	10/12/2026

1. Original Contract Price	$	822,500.00
2. Net change by Change Orders	$	106,587.00
3. Current Contract Price (Line 1 + Line 2)	$	929,087.00
4. Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column J Unit Price Total)	$	99,087.00
5. Retainage		
a. 10% X $ 26,000.00 Work Completed	$	2,600.00
b. 10% X $ 73,087.00 Stored Materials	$	7,308.70
c. Total Retainage (Line 5.a + Line 5.b)	$	9,908.70
6. Amount eligible to date (Line 4 - Line 5.c)	$	89,178.30
7. Less previous payments (Line 6 from prior application)		
8. Amount due this application	$	89,178.30
9. Balance to finish, including retainage (Line 3 - Line 4 + Line 5c)	$	839,908.70

Contractor's Certification

The undersigned Contractor certifies, to the best of its knowledge, the following:
(1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;
(2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such liens, security interest, or encumbrances); and
(3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Contractor: Atlas Electric

Signature: [signature] **Date:** 10/19/26

Recommended by Engineer		**Approved by Owner**	
By:	[signature]	**By:**	
Title:	Engineering Project Manager	**Title:**	
Date:	10/19/26	**Date:**	
~~**Approved by Funding Agency**~~			
~~**By:**~~		~~**By:**~~	
~~**Title:**~~		~~**Title:**~~	
~~**Date:**~~		~~**Date:**~~	

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Progress Estimate - Lump Sum Work

Contractor's Application for Payment

Owner:	City of East Jordan	**Owner's Project No.:**	N/A
Engineer:	Gosling Czubak Engineering	**Engineer's Project No.:**	250501
Contractor:	Atlas Electric	**Contractor's Project No.:**	N/A
Project:	Marina Infrastructure Improvements		
Contract:	Marine Electrical		

Application No.: 1 **Application Period:** From 09/12/26 to 10/12/26 **Application Date:** 10/12/26

A	B	C	D	E	F	G	H	I
			Work Completed					
Item No.	Description	Scheduled Value ($)	(D + E) From Previous Application ($)	This Period ($)	Materials Currently Stored (not in D or E) ($)	Work Completed and Materials Stored to Date (D + E + F) ($)	% of Scheduled Value (G / C) (%)	Balance to Finish (C - G) ($)
	Original Contract							
1	Mobilization	20,000.00	-	20,000.00		20,000.00	100%	-
2	Demolition	16,500.00		1,000.00		1,000.00	6%	15,500.00
3	Service Equipment	45,000.00				-	0%	45,000.00
	Labor	19,000.00				-	0%	19,000.00
	Materials	24,000.00				-	0%	24,000.00
4	Sub-Panels/Re-Feeds	68,000.00				-	0%	68,000.00
	Labor	60,500.00				-	0%	60,500.00
	Materials	178,013.00		5,000.00		5,000.00	3%	173,013.00
5	Pdedstals	73,087.00			73,087.00	73,087.00	100%	-
	Labor	73,000.00				-	0%	73,000.00
	Materials	202,400.00				-	0%	202,400.00
6	Equipment	18,000.00				-	0%	18,000.00
7	Tools	5,000.00				-	0%	5,000.00
8	Clean Up	10,000.00				-	0%	10,000.00
9	Close Out	10,000.00				-	0%	10,000.00
						-		-
						-		-
						-		-
						-		-
						-		-
	Original Contract Totals	**$ 822,500.00**	**$ -**	**$ 26,000.00**	**$ 73,087.00**	**$ 99,087.00**	**12%**	**$ 723,413.00**

EJCDC C-620 Contractor's Application for Payment
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Progress Estimate - Lump Sum Work

Contractor's Application for Payment

Owner:	City of East Jordan	**Owner's Project No.:**	N/A
Engineer:	Gosling Czubak Engineering	**Engineer's Project No.:**	250501
Contractor:	Atlas Electric	**Contractor's Project No.:**	N/A
Project:	Marina Infrastructure Improvements		
Contract:	Marine Electrical		

Application No.: 1 **Application Period:** From 09/12/26 to 10/12/26 **Application Date:** 10/12/26

A	B	C	D	E	F	G	H	I
			Work Completed					
Item No.	Description	Scheduled Value ($)	(D + E) From Previous Application ($)	This Period ($)	Materials Currently Stored (not in D or E) ($)	Work Completed and Materials Stored to Date (D + E + F) ($)	% of Scheduled Value (G / C) (%)	Balance to Finish (C - G) ($)
	Change Orders							
1	Change Order #1	106,587.00				-	0%	106,587.00
						-		-
						-		-
						-		-
						-		-
						-		-
						-		-
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						-		-
						-		-
						-		-
	Change Order Totals	$ 106,587.00	$ -	$ -	$ -	$ -	0%	$ 106,587.00
	Original Contract and Change Orders							
	Project Totals	$ 929,087.00	$ -	$ 26,000.00	$ 73,087.00	$ 99,087.00	11%	$ 830,000.00

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Photos of stored electric pedestals



Photos of stored electric pedestals



East Jordan

2026 Development Plan and Tax Increment Financing Plan

City of East Jordan, MI | Downtown Development Authority

Draft September 2026

2026
Development Plan and
Tax Increment Financing Plan

for the

City of East Jordan, MI, Downtown Development Authority

Approved by the East Jordan DDA
Public Hearing:
Adopted by the East Jordan City Commission:

Prepared with the assistance of:

MCKENNA

124 East Fulton Street, Suite 6B
Grand Rapids, MI 49503
(616) 226-6375
mcka.com

Acknowledgements

Downtown Development Authority (DDA) Board

Anthony Azzopardi
Taylor Malpass
John Hunter
Jill Rowley
Richard Gotts
Karen Brennan
Marty Carey
Billy Jo Tracey

City Commission

Melyssa Lindenthal – Mayor
Joseph Kroll
Mark Penzien
Margaret Manor
Amy Sherman
Daniel Miller
Scott Gillespie

City Staff

Tom Cannon – City Administrator
Cheltzi Wilson – City Clerk
Heather Jackson – City Treasurer
Shane Tisron – Public Works Superintendent
Rob Crick – Parks Director

This Development and TIF Plan contains the information required by Sections 125.4214 and 125.4217 of Public Act 57 of 2018, the Recodified Tax Increment Financing Act.

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East Jordan

01. Strategic Plan

History of the Planning Process



1995

April 1995
First DDA and TIF Plan created.

2015

January 2015
DDA plan reviewed and renewed.

2025

October 2025
East Jordan solicits consultants to create a DDA/TIF plan.

2026

January 12, 2026
Kick off meeting is held to create a timeline and action items to complete the DDA/TIF plan.

February 2026
Community wide survey released to gather data on current usage and priorities.

April 13, 2026
Meeting is held with the DDA to create goals and objectives for the Development Plan.

May 11, 2026
Two stakeholder meetings held to affirm and amend survey results.

Completed Projects

2017

Relocated locomotive from Memorial Park to Sportsman's Park

The historic East Jordan and Southern Railroad train locomotive was housed in East Jordan's Memorial Park and moved to Sportsman's Park.

2020

Joining Jordan Waterfront

The Joining Jordan Waterfront Improvement Project provided access from the residential and Downtown districts on each side of the Jordan River. Located on the shore of Lake Charlevoix, the $2.5M project was completed in using a $2.2M Community Development Block Grant (CDBG) awarded to the City by the Michigan Economic Development Corporation (MEDC). The project included a boardwalk, pedestrian pathways, waterfront pavilions, and other amenities to improve non-motorized circulation.

2022-23

Sportsman's Park Kayak Access and Park Improvements

Renovations to the City's 16-acre Sportsman's Park were made to improve access to the Jordan River Water Trail. The improvements included a non-motorized watercraft landing and accessible canoe/kayak launch as well as restrooms, a fishing dock, parking, and walkways.

2024-25

Downtown Streetscape Improvements

Large stone planter boxes had begun to be removed. In place of those that were removed are new trees with custom tree grate surrounds. Existing signage was also removed and replaced with updated signs.

Memorial Park Social District and Placemaking Project

Park improvements include an added pavilion, renovated baths and band shell, new park benches, picnic tables and lighting. Additionally, extensive renovation to the Park's landscape and sidewalks was completed.

Community Snapshot



Location

East Jordan was founded in 1887 and was incorporated into a city in 1911. It is located in Charlevoix County in Northwest Michigan and sits entirely within South Arm Township at the mouth of the Jordan River and the southernmost tip of Lake Charlevoix. Its neighbors include the cities of Charlevoix, Boyne City, and Petoskey. Travelers have easy year-round access to East Jordan via Michigan's state highways, M-32 and M-66.



Regional Location

City of East Jordan, Michigan

September 9, 2026

LEGEND

- DDA Boundary
- City of East Jordan
- Villages
- Townships
- Counties
- Major Streets

0 1 2 Miles

Basemap Source: Michigan Center for Geographic Information, v. 17a.
Data Source: Charlevoix County, McKenna 2

MCKENNA

Background

Covering 3.92 square miles, the City of East Jordan was first settled by William Empey in 1873, incorporated as a Village in 1887, then incorporated as a City in 1911 with a population of about 2,500. The impetus for the City's growth was its large ironworks company known as EJ. The City was also served by two railroads, the Detroit and Charlevoix Railroad on the east side of the City and the East Jordan and Southern Railroad on the western edge. These railroads provided an opportunity to ship goods up Lake Charlevoix to Lake Michigan, creating a manufacturing center.

East Jordan is home to two listings on the National Register of Historic Places; the East Jordan Lumber Company Store Building and the Votruba Block, both build in 1899 near the downtown area. Today, East Jordan has a smaller population of about 2,023 with a downtown enjoyed by locals and tourists alike.

Population

Since its incorporation in 1911, the City of East Jordan has decreased to 2,243 residents covering an area of 3 square miles. This data comes from the American Community Five-Year Estimates which has a large margin of error, making the county's population difficult to say with certainty. With a population of 1,205 in 1900, the population increased each decade until 1910 when it peaked at a high of 2,516. The City population declined significantly to 1,523 in 1930 but has been steadily increasing since then. From 2010 to 2020, the slight decrease of 4.8% was shown as the first decrease in 80 years.

Within the DDA boundary, there are currently an estimated 86 residents in 34 dwellings.

The median household income in the City of East Jordan is $53,929, 28% less than Michigan ($69,183), and approximately 42% less than Charlevoix County ($76,495). 7.8% of residents are under the poverty line in East Jordan, less than the county's 8.7% and the state-wide 13.5%. A bachelor's degree or higher has been attained by 14% of the City's residents over the age of 25, which is below the college graduation rate of 33.3% for the State of Michigan. Residents living in the City have a median age of 45.8, about five years older than the median age of 40.5 for the state.



Economy

Historically, the primary areas for commercial developments have been in the Downtown area along Main Street as well as in the southwest portion of the City along Lake Street. The Downtown Development Authority (DDA) Development and Tax Increment Financing (TIF) district was re-established in 2015 to create opportunities that would foster growth and improvements in the City's downtown district.

The employment picture found in the City of East Jordan notes the highest percentage of total employment in the City is concentrated in the manufacturing sector employing 41.1% of people in the City of East Jordan. The next biggest employment sector is construction at 17.6%, followed by educational services, health care, and social assistance at 15.2%.

Employment in East Jordan also shows notable differences compared to South Arm Township, Charlevoix County, and Michigan overall. East Jordan has higher concentrations in manufacturing (41.1%) and construction (17.6%) compared to regional and state averages. Conversely, the City has lower employment in key sectors retail trade (4.0%), professional and scientific services (2.5%), arts and entertainment (0.0%), and public administration (0.5%) which are greater in Charlevoix County and Michigan. While East Jordan reflects regional trends in educational services and social assistance, transportation and warehousing, and finance, it diverges with its strong emphasis on smaller sectors like manufacturing and construction.

Table 1: Employment Comparison by Sector (SIC)

Employment Sector	City of East Jordan	South Arm Twp	Charlevoix County	Michigan
Total civilian employed population 16 years and over	**100.0%**	**100.0%**	**100.0%**	**100.0%**
Agriculture and forestry	0.0%	3.0%	1.2%	1.1%
Construction	17.6%	7.5%	8.8%	6.1%
Manufacturing	41.1%	29.5%	22.9%	22.7%
Wholesale trade	0.0%	0.4%	1.2%	2.6%
Retail trade	4.0%	8.6%	8.1%	9.0%
Transportation and warehousing	5.4%	3.1%	4.9%	5.1%
Information	0.0%	0.0%	0.5%	1.2%
Finance	5.2%	3.5%	5.7%	6.9%
Professional and scientific services	2.5%	7.6%	9.9%	10.5%
Educational services and social assistance	15.2%	21.2%	20.7%	21.7%
Arts and entertainment	0.0%	5.5%	7.3%	4.9%
Public administration	0.5%	3.4%	3.8%	3.8%
Other services	8.1%	6.8%	5.0%	4.4%

Source: U.S. Census Bureau; 2023 American Community Survey Estimates
Manufacturing and construction comprise the bulk of the City's employment base.

Housing

According to the State of Michigan Housing Data Portal, Charlevoix County has 12,267 households. Within the DDA boundary, there are 34 housing units.

Based on the U.S. Census Estimates for 2024, in Charlevoix County:

- The average household size is 2.1 persons.
- About 18% of all households had children under the age of 17.
- The majority of the owned households, 83.5%, are single-unit households (87.7%) followed by mobile homes, RVs and other (9.9%), and multiple-unit households (2.3%).
- Most rented households are multiple unit (48.9%) followed by single-unit (40.4%), and mobile homes, RVs, and other (10.8%).
- Of the 17,640 built homes in the County, 69.5% are occupied. Of the occupied houses, 83.5% are owner-occupied and about 16.5% are renter-occupied. The 5,373 existing vacant housing structures have the potential to accommodate any additional residents; however, the population has decreased since 2010 thus indicating there is not a need for more housing.
- 4.8% of Charlevoix County residents are currently unemployed. This is similar to the State of Michigan (5.1%).
- Based on the statistical analysis above, there are likely to be 86 residents within the DDA boundary, meaning the formation of a Development Area Citizens Committee (DACC) is not necessary.

Table 2: Housing by Family Type and Unit Type

	Total Housing Units	Total Occupied-Houses	Single-Unit	Multiple-Unit	Other
Charlevoix County	17,640	12,267	78.2%	13.1%	8.2%
State of Michigan	4,622,236	4,076,369	72.0%	23.0%	5.0%

Source: U.S. Census Bureau, ACS 5-Year Estimates, 2024

According to the 2024 Census Estimates, Charlevoix County had 12,267 occupied housing units and 5,373 vacant units. The majority of households in Charlevoix County are 3-bedroom homes (47.4%). In addition, 10.6% of the County's housing stock was built prior to 1940 (1,877 units). 17.7% of the remaining housing units were built between 1990 and 1999 and 15.2% between 1980 and 1989. Since 2020, there have been 203 new homes built.

The quality, affordability, and availability of a community's housing stock has a significant impact on the vitality and quality of the community as a whole.

Vision, Goals, and Objectives

VISION STATEMENT:

Maintain a vibrant, welcoming, and economically resilient community with a charming and connected downtown, preserved natural resources, thriving local businesses, inclusive housing, welcoming public spaces, and safe, accessible infrastructure for residents and visitors alike.

Goal 1: Enhance the character and charm of the community.

Create a unique, vibrant and inviting downtown that serves both residents and tourists.

Property Development. Develop vacant or underutilized properties by:

A. Listing the potential development resources including tax abatements, Brownfield programs, EGLE programs, RRC Resources and others on the website.

B. Encouraging the development and redevelopment of the vacant city properties.

C. Identifying properties on the west side of the City to be developed.

Aesthetic Improvements. Create a beautiful and welcoming atmosphere by:

A. Supporting façade improvements that promote uniformity but are still unique.

B. Adding unique wayfinding signage around the downtown district.

C. Creating a vibrant atmosphere along Spring Street by encouraging outdoor seating and other amenities facing the waterfront.

D. Adding streetscape improvements to both sides of the City to create a uniform and connected atmosphere including:

1. Adding landscaping along the streets including trees, shrubs, and bushes.
2. Adding seating along the streets and in green spaces.
3. Working with local artists to create public art downtown, including murals, banners, crosswalk art, and more.
4. Adding and maintaining elements of the streetscape including light poles, flowers, string lights, trees, benches, and more.

E. Support the addition of Electric Vehicle charging stations.







Placemaking. Create public spaces to encourage community interaction by:

A. Support the creation of a community space on the west side of Lake Charlevoix.
B. Support Sportsman's Park in creating a Welcome Center.
C. Utilizing the Memorial Park green space for more events and activities.
D. Installing a sound system downtown to encourage community engagement.
E. Welcoming more green spaces downtown.

Culture. Support the culture of East Jordan through the arts and community events by:

A. Adding public art downtown that relates to the history and culture of East Jordan.
B. Supporting City events and consider adding more events throughout the year, such as a farmers' market, winter festival, and parades.
C. Welcoming events on Lake Charlevoix such as movie nights, food truck events, music in the park, and more.
D. Including more businesses and community members in events.
E. Creating a marketing and branding strategy incorporating East Jordan's history and culture.





GOAL 2: Grow Economy.

Encourage new business and ensure retention of existing businesses.

Business Retention. Provide resources and guidance to existing businesses to foster success by:

A. Connecting existing businesses with local and regional resources.

Customers and Tourism. Attract both local consumers and tourists to existing downtown businesses by:

B. Adding wayfinding signage throughout the City to direct people downtown.
C. Regularly promoting existing businesses and the Downtown area on all Social Media accounts.
D. Marketing Downtown East Jordan as an attraction.
E. Partnering with tourism organizations.
F. Collaborating with organizations to launch a "Discover East Jordan" website and campaign.

Business Attraction. Promote and advertise Downtown East Jordan to attract new businesses by:

A. Connecting existing businesses with local and regional resources.
B. Advertising existing commercial properties that are for sale or rent.
C. Partnering with the State of Michigan Redevelopment Ready Communities program to market priority vacant properties.

Targeted Recruitment. Promote and encourage more retail and dining options for multiple audiences by:

A. Creating a list of companies that the City wants to recruit and then reaching out to those companies.
B. Working with partner organizations.

Housing Redevelopment. Expand residential development to encourage a diverse population by:

A. Promoting mixed use, 2nd story apartments and other urban living housing types.
B. Encouraging conversion of existing non-conforming residential dwellings into true commercial or mixed-use buildings.
C. Maintain and enhance infrastructure to support current needs and anticipated growth, including utilities, streets, sidewalks, lighting, and related public improvements.

Goal 3: Safe and Accessible Infrastructure.

Improve existing infrastructure to create an environment that is safely accessible by vehicle and non-motorized transportation.

Parking Improvements. Analyze and invest in parking improvements to improve accessibility to downtown businesses by:

A. Completing a parking study and analysis of street parking and existing parking lots.
B. Repaving and improving parking lots and adding landscaping islands.
C. Adding street parking and parking lots where feasible.

Connectivity. Ensure motorized and non-motorized connectivity within Downtown and to other parts of the City by:

A. Adding and maintaining sidewalks.
B. Adding recreational wayfinding signage around the City.
C. Connecting the Downtown to the High School and Mountain Biking Trails via paths.
D. Expanding the Sportsman Park nature trail around the east side of the river to the walking bridge.
E. Working with stakeholders to determine an appropriate location for, design, fund, and build a dedicated ATV and snowmobile trail.
F. Working with other communities to explore the creation of a regional trail between East Jordan and Ellsworth, Charlevoix, and Boyne City.

Accessibility. Ensure infrastructure is accessible for people of all ages and abilities by:

A. Ensuring City infrastructure meets ADA requirements.
B. Encourage that streets follow the Complete Streets model.

Safety Improvements. Assure safety for pedestrians, bicyclists, and vehicles Downtown by:

A. Completing Safe Streets 4 All safety assessment; develop and implement resulting safety plan.
B. Working with MDOT to identify and implement methods and strategies to slow vehicle traffic on State Roads.
C. Identify and prioritize locations for pedestrian crosswalks to improve safety and visibility throughout the downtown and surrounding areas.

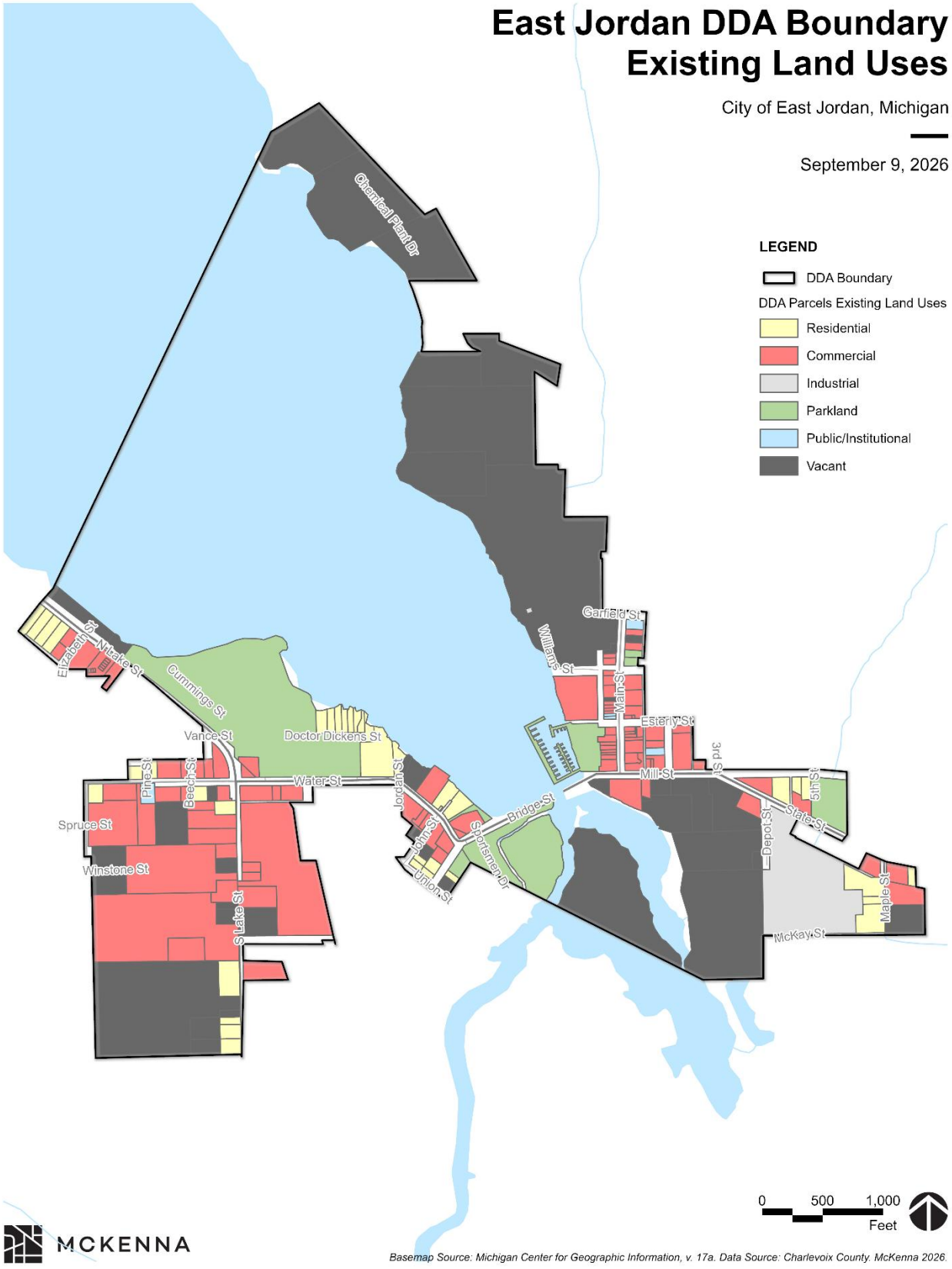




East Jordan

02. Development Plan

Section 17 of P.A. 2018, No. 57 the Downtown Development Authority (DDA) Act describes the required contents of a Development Plan. A Development Plan is necessary when a DDA decides to finance a project with DDA funds. This Development Plan is being prepared because of the City of East Jordan DDA's desire to use tax increment revenues to finance projects outlined in this document. This Development Plan embraces the same boundaries as the DDA district. The legal description for the combined development plan and area boundaries is included in the appendix. A map of the DDA boundary area is on the following page


East Jordan DDA Boundary
Existing Land Uses
City of East Jordan, Michigan
September 9, 2026
LEGEND
DDA Boundary
DDA Parcels Existing Land Uses
Residential
Commercial
Industrial
Parkland
Public/Institutional
Vacant
Chemical Plant Dr
Garfield St
Williams St
Main St
Esterly St
Mill St
3rd St
5th St
State St
Depot St
Maple St
McKay St
Elizabeth St
N Lake St
Cummings St
Vance St
Doctor Dickens St
Water St
Pine St
Beech St
Jordan St
John St
Union St
Sportsmen Dr
Bridge St
Spruce St
Winstone St
S Lake St
0
500
1,000
Feet
MCKENNA
Basemap Source: Michigan Center for Geographic Information, v. 17a. Data Source: Charlevoix County. McKenna 2026.

Land Use Descriptions



Existing land uses in the Downtown Development Area are shown in Map 2. These land uses were classified using the Charlevoix County GIS database and aerial photography and verified by City staff. Parcels that encompassed various purposes, such as parking and commercial activities, were categorized based on their primary purpose.

The existing land uses within the DDA Boundary are largely vacant land followed by commercial uses with a scattering of residences. The commercial land includes both retail and office uses. There is also the former East Jordan Ironworks factory, an industrial site that will eventually be converted into a commercial or mixed-use development.

Within the DDA Boundary, a breakdown of the existing land uses is included in the table below.

Table 3: Existing Land Uses

Land Use	Percentage of Total Area
Residential	4.78%
Commercial	20.28%
Industrial	3.64%
Public/Institutional	0.29%
Parkland	13.99%
Vacant	57.02%
Total	**100.00%**

Residential (4.78%)

There are thirty-eight (38) residential properties in the DDA district, most of which are single family detached units.

Commercial (20.28%)

There are one hundred (100) Commercial properties in the DDA district which can be classified as private offices, professional service, restaurants, bars and retail businesses.

Industrial (3.64%)

There are two (2) properties in the DDA district that are industrial.

Public/Institutional (0.29%)

There are five (5) public/institutional parcels in the DDA district including City Hall, one (1) post office, one (1) church, and the East Jordan Police Station.

Parkland (13.99%)

There are eight (8) parkland parcels including Memorial Park, the Boat Launch, Sportsman's Park, Gar Park, Tourist City Park, and Murphy Park.

Vacant (57.02%)

There are forty-two (42) vacant parcels within the DDA district. However, it should be noted that some of these are owned by East Jordan Ironworks and are currently being planned for redevelopment.





Future Projects and Programming

Location, Extent, Character, and Estimated Cost of Improvements and Stages of Construction Planned

REFERENCE TO P.A. 57 OF 2018: SECTION 125.4217(2)(E)

The East Jordan DDA plans a variety of projects over the next 20 years that will help advance the downtown district as a more special and distinctive place, such as improving public infrastructure, enhancing streetscapes, and placing special emphasis on public gathering spaces and other amenities, as well as implementing projects that more directly lead to new private business investment and tax base increase.

The location, extent, character, and estimated cost of the improvements planned for the Development Area and an estimated timeline for completion are listed in Table 3 below. Generally, the projects described in Table 3 will be undertaken over a period of one (1) to twenty (20) years and **are flexible** allowing the DDA to respond to private interests and **as funding and land opportunities become available.**

As anticipated, the implementation projects in Table 3 are grouped into the following three (3) phases:

- Phase I: 2026—2030
- Phase 2: 2031—2035
- Phase 3: 2036—2045

This phasing is based on expected timing of tax increment revenues, opportunities to promote jobs and economic development, the availability of other related investments and funding, the relative speed with which various projects are likely to be accomplished, and potential collaboration and partnerships, along with the benefits and value of each to the community. It should be noted that while each project is assigned a phase and estimated timing for budget and planning purposes, the projects in Phase 1 may be completed in Phase I, may continue into Phases 2 or 3, or may not begin until Phase 2 or 3, and those in Phases 2 or 3 may begin sooner. Overall, the projects within each phase are not mutually exclusive to one phase or another.

Cost estimates for projects in the following tables are preliminary as the scope of these projects is not yet known, construction/engineering drawings have not been completed. As a result, costs are presented as estimates in current 2026 dollars. Actual costs may increase or decrease based on scope changes, opportunities to maximize return, or other unpredictable factors. Specific plans and refined cost estimates will be completed and approved prior to the initiation of each project.

Funding will be obtained from a variety of sources. The amount of tax increment revenue generated will increase as property values increase due to development and reinvestment. Important outside funding sources may include federal and state grants (which may include but are not limited to CDBG, MDOT, Michigan Economic Development Corporation, Michigan State Housing Development Authority); private donations; City funds; and additional sources consistent with PA 57 of 2018, to be determined. The DDA intends to leverage its TIF dollars with other funding sources to the maximum extent practicable to achieve its goals.

Project Details

Table 4: Planned Projects within the Development Area

Phase 1: 2026–2030

Goal: Enhance Character and Preserve Community

Objective	Project Name / Brief Details	Estimated Cost
Property Development	» Identify properties on the west side of Lake Charlevoix to be developed. » Cover the locomotive and repave the parking lot at Sportsman's Park. » Develop plans for the boat launch area. » Continue planning for PUD development in place of the East Jordan Ironworks building is being demolished. » Demolish the Civic Center to allow new development	$855,000
Facade Improvements	» Develop a set checklist and guidelines for façade improvements. » Encourage high quality design that will serve as quality examples and preserve the architectural character of the Downtown. » Encourage Downtown businesses that back up to Spring Street to provide customer entrances, outdoor seating, and other amenities.	$50,000 ($10,000/year)
Streetscape Improvements / Landscaping	» Create and maintain aesthetic enhancements in the Development Area such as hanging baskets, holiday/seasonal decorations, planters, and other similar items. » Create a development and maintenance plan for planter boxes, public landscaping and street trees. » Replace light fixtures that match the character of the Community, provide more light, and reduce light pollution. » Install more bicycle parking downtown. » Support the City by paying the snowplowing contract for Downtown.	$275,000
Placemaking	» Add public art like murals, sidewalk art, and sculptures Downtown that relates to the history and culture of East Jordan. » Preserve and promote historic sites, structures and attractions. » Utilize Memorial Park for more events and activities year-round such as movie nights, food truck events, music in the park, and more. » Promote downtown street events including festivals, small business events, and scavenger hunts.	$50,000

Goal: Grow Economy

Business Attraction and Retention	» Partner with local and regional agencies to assist businesses with marketing and technical assistance. » Promote Grant and Loan opportunities including tax abatement, DDA grants and loans, Match on Main Street, and others.	$10,000
Housing	» Review and support various housing types that would fit the aesthetic character of East Jordan. » Work with local, state, and federal programs to develop area housing programs to meet housing needs.	$15,000
Customers and Tourism	» Create and distribute brochures and maps for the promotion of natural features and recreational opportunities within East Jordan.	$1,000

	» Dredge Harbor and replace docks	
Goal: Safe and Accessible Infrastructure		
Connectivity	» Install wayfinding signage to encourage travel into Downtown East Jordan. » Create a connectivity plan to improve sidewalks, connect over the M-32 bridge, and connect to local systems. » Connect both sides of the river through unified banners, streetscape treatments, etc.	$80,000
Safety Improvements	» Add and maintain sidewalks where needed. » Make necessary crosswalk improvements and add crosswalk signals where feasible » Build and maintain relationships with MDOT to collaborate on road projects. » Repaving and improving parking lots and adding landscaping islands. » Ensure City Infrastructure meets ADA requirements.	$200,000
Total for Phase I		**$1,536,000**

Phase 2: 2031–2035

Goal: Enhance Character and Preserve Community

Objective	Project Name / Project Brief	Estimated Cost
Property Development	» Develop plans for a community space on the west side of Lake Charlevoix. » Continue to pursue the construction of a hotel in Downtown East Jordan to accommodate additional visitors to the City and host tourists visiting the region to ride the trails during the winter months. » Seek out opportunities to develop and Community Center.	$50,000
Façade Improvements	» Explore grants and funding for improvement of rear facades. » Support enhancements with screening and landscaping. » Investigate the feasibility of burying electrical lines.	$50,000 ($10,000/year)
Streetscape Improvements / Landscaping	» Continue to manage and fund the snowplowing contract for Downtown.	$50,000 ($10,000/year)
Placemaking	» Consider exploring pop-up retail options along waterfront or expanding farmer's market. » Encourage outdoor seating and other amenities at businesses facing the waterfront.	$5,000

Goal: Grow Economy

Business Attraction and Retention	» Collaborate with organizations to advertise priority commercial properties that are for sale or rent. » Create a list of companies/businesses that would benefit Downtown East Jordan. » Seek out tenants to fill vacant buildings downtown. » Investigate opportunities to offer tax reliefs for property owners. » Foster business partnerships by building a 'business community.' Discourage competition between local businesses for each consumer dollar and instead encourage collaboration and combining resources for business promotion.	$5,000
Housing	» Seek opportunities to develop existing or vacant 2nd story residential uses and other urban housing types.	
Customers and Tourism	» Create and promote a City marketing website that includes City businesses, events, and attractions. » Promote and market the City as a healthy and active community. » Partner with regional tourism organizations to promote the City.	$25,000

Goal: Safe and Accessible Infrastructure		
Connectivity	» Expand the nature trail at Sportsman's Park to loop around the east side of the River to the walking bridge. » Install recreational wayfinding around the City. » Investigate opportunities for Electric Vehicle Charging Stations. » Investigate opportunities for public transportation and partner with local and regional agencies.	$500,000
Safety Improvements	» Complete Safe Streets for All Safety Assessment and implement resulting plan. » Coordinate with MDOT to identify and implement methods to slow traffic on State Roads. » Evaluate options for safer pedestrian crossings throughout the downtown and surrounding areas. » Complete a parking study to evaluate and address parking needs.	$50,000
Total for Phase II		**$735,000**

Phase 3: 2036–2045

Goal: Enhance Character and Preserve Community

Objective	Project Name / Brief Project Details	Estimated Cost
Property Development	» Add on to the existing restroom buildings to create a Welcome Center at Sportsman's Park. » Seek opportunities and create plans for a dedicated ATV and snowmobile trail.	$250,000
Façade Improvements	» Continue façade enhancement program. » Seek funding opportunities to bury electrical lines.	$50,000 ($10,000/year)
Improvements / Landscaping	» Snowplowing management and funding.	$50,000 ($10,000/year)
Placemaking	» Investigate the installation of a sound system downtown.	$75,000

Goal: Grow Economy

Business Attraction and Retention	» Collaborate with the tourism organizations to promote new businesses in Downtown, specifically on the west side of the City. » Partner with developers or agencies to market underutilized or vacant lots. » Continue to work with stakeholders to attract retail, service and entertainment businesses to Downtown. » Create and reach out to a list of companies that the City wants to recruit.	$50,000
Customers and Tourism	» Collaborate with organizations to launch a "Discover East Jordan" website and campaign.	

Goal: Safe and Accessible Infrastructure

Connectivity	» Connect the natural pathway to East Jordan Middle/High School and the Browns Creek Mountain Biking Trails. » Seek out partnerships with surrounding communities to connect to the Boyne City to Charlevoix regional trail. » Investigate opportunities for separated bicycle trails to allow for safe connections.	$500, 000
Safety improvements	» Partner with MDOT to create and implement and Access Management Plan. » Add in crosswalk signals where feasible. » Create a maintenance schedule to ensure infrastructure can support growth. » Add parking where feasible.	$500,000
Total for Phase III		**$1,475,000**
Total Amount for all three phases		**$3,746,000**

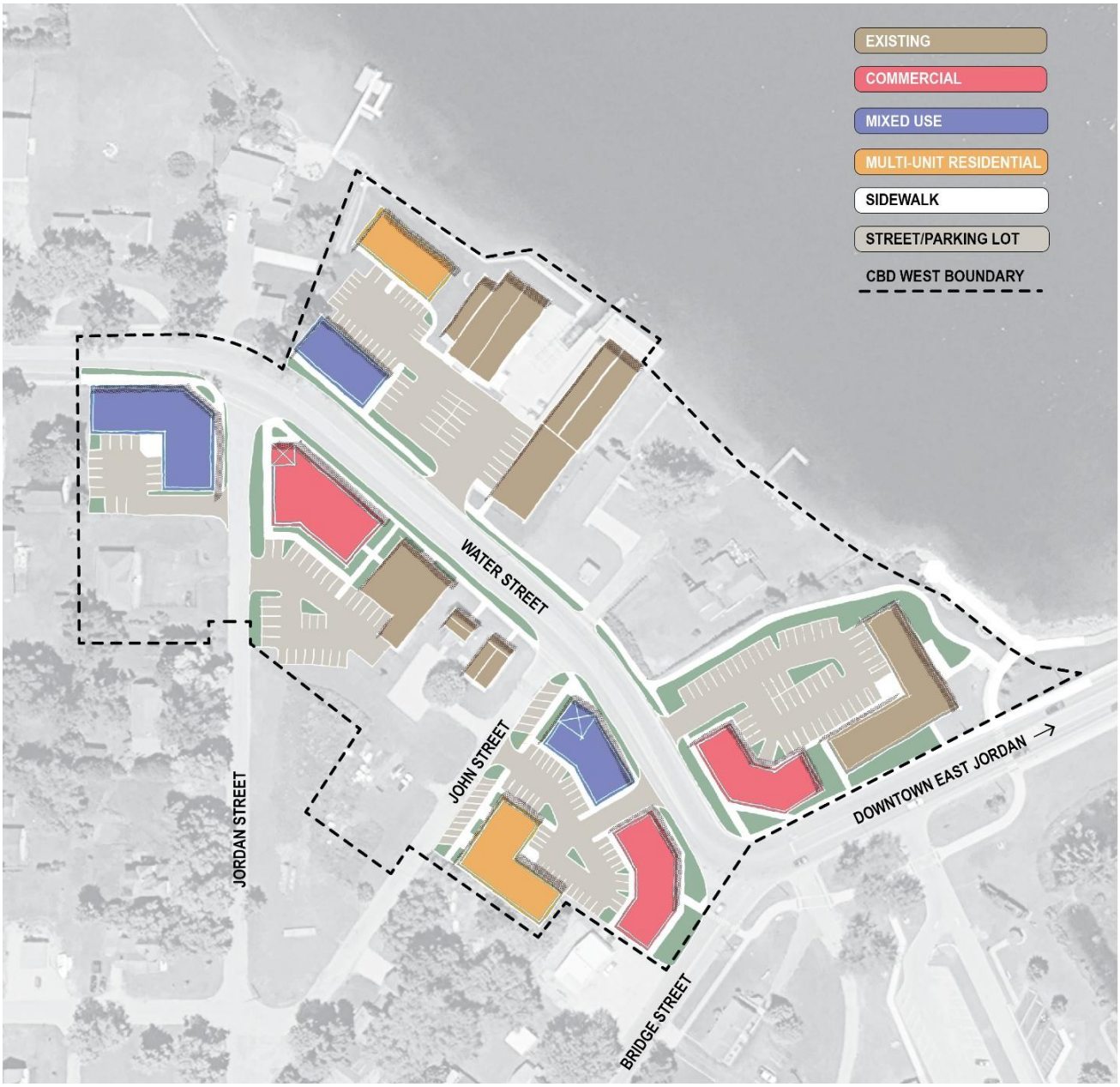
Project Descriptions

The following public improvements, activities, and projects are proposed for implementation in the City of East Jordan Development Plan and TIF Plan through 2044, the life of this Plan. Please note that not every project listed in the Table 3 above is described in detail below.

Phase 1: 2026–2030

The following priority projects will be completed or are proposed to be implemented over the next five years.

Property Acquisition. The City will seek out properties that may be bought and developed, with a focus on properties on the west side of Lake Charlevoix.



The CBD West district runs along Water Street west of the causeway and builds on the established Waterfront

Development Design Guidelines, pulling buildings to the street edge, moving parking to the rear, and incorporating both residential and commercial uses to activate Water Street and connect it more fully to its eastern CBD counterpart.

At the south end, two to three-story commercial buildings front Water Street on both sides and define the intersection and the entrance to the district. Both have zero lot line setbacks with sidewalks directly in front and set the tone from the bridge looking west.

Approaching from the west along Water Street, density increases along the street frontage as well. Mixed-use and commercial buildings run three to four stories, with ground floor commercial and residential above, and parking screened to the rear. On the north side of the street, a multi-unit residential development facing the water sits behind a mixed-use building fronting Water Street, with a shared parking area between the two.

A small two-story apartment building on John Street transitions from the commercial character of Water Street to the residential areas to the west. It relies on 45-degree angled on-street parking and a shared lot behind.

Where surface parking lots currently sit adjacent to existing commercial uses, this concept replaces them with one to two-story commercial or mixed-use infill, with parking relocated to the rear. A few existing residential lots are preserved as-is. If nonresidential uses eventually take over, the same pattern could be applied, with commercial fronting Water Street at zero setback, residential facing the water behind, and parking in between.

Sportsman's Park Improvements. The City of East Jordan will be constructing a cover for the locomotive at Sportsman's Park as well as repave the parking lot within the first five years of the plan.

Façade Improvements. The DDA will develop a set checklist and guidelines in order to initiate and manage façade improvements. These guidelines will encourage high quality design for developers.

Streetscape Improvements. Streetscape updates such as lighting, street furniture, seasonal decorations, planter boxes, street trees, and other elements will be taken into consideration to create a cohesive and connected downtown area. A maintenance plan will be developed to ensure streetscape elements are properly cared for. Lighting will be chosen to match the character of the Downtown, provide more light, and reduce light pollution.

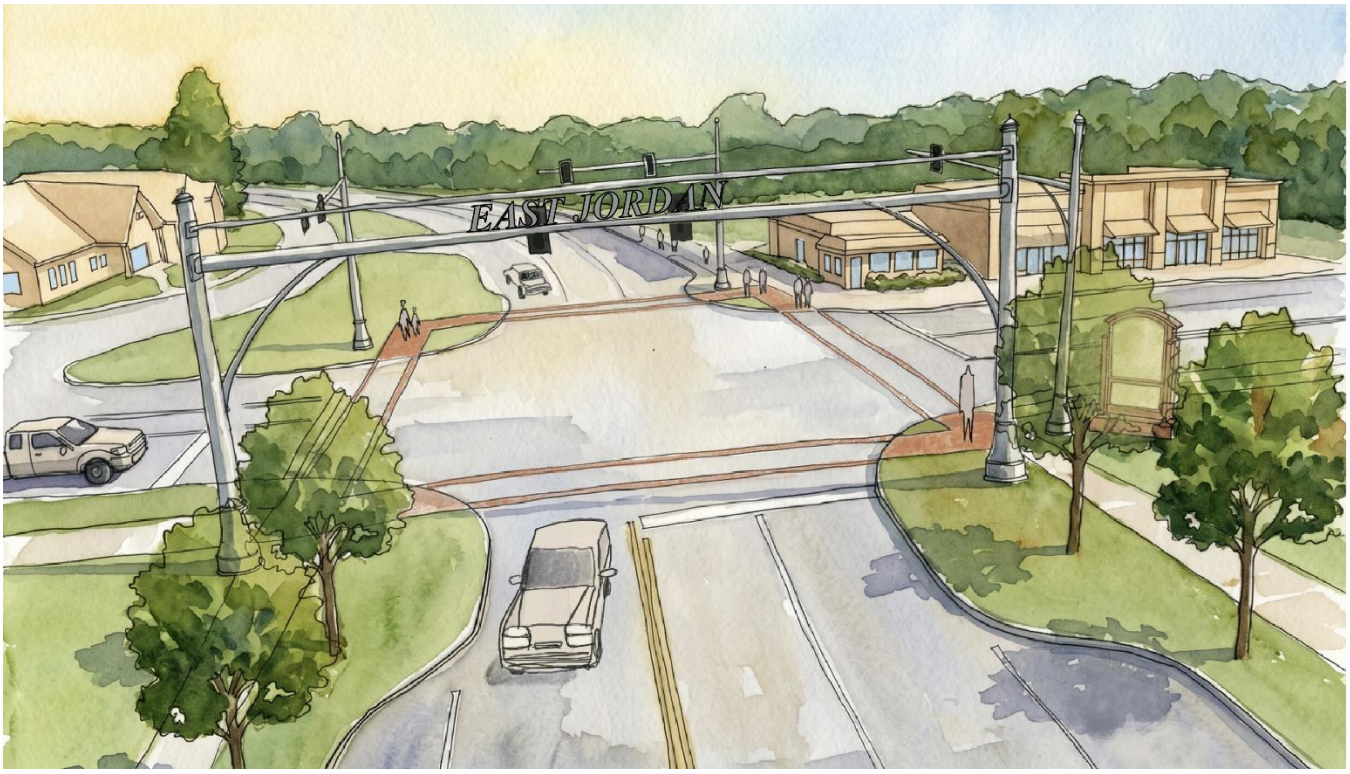
Public Art. The DDA will form partnerships with local artists and groups to implement public art within the Development Area. Some forms of public art may include murals, crosswalk paintings, manhole cover walks, and other similar projects.

Events and Entertainment. Hosting more public events throughout the year to create a strong cultural in Downtown East Jordan. The first 5 years of this Plan will be focused on expanded event programming and activities such as movie nights, food truck events, music in the park, festivals, small business events, and scavenger hunts. A focus will be utilizing the Memorial Park as well as downtown streets for more community events.

Economic Development. The DDA may partner and collaborate with regional and local organizations to advertise vacant properties, promote businesses downtown, attract developers, and assist developers and property owners with grant and loan opportunities. The DDA will support the development of a hotel within its boundary as an option to house visitors to the community.

Customers and Tourism. Create brochures and maps to promote East Jordan's assets and encourage people to visit the City.

Gateway Signage. The DDA will design and install gateways leading into Downtown to properly identify the Downtown and entice visitors.



The M-66/M-32 intersection is East Jordan's western gateway, the point where highway travelers from the south turn east toward downtown. Today the intersection is a generic highway node, with wire-hung signals, a tall fuel station pole sign, overhead utility lines, and no clear signal that a destination lies to the east. The rendering above shows what a streetscape investment could change:

- Mast arm signals replace the existing wire-hung hardware, eliminating the tangle of overhead lines and giving the intersection a cleaner silhouette. Welcome signage is incorporated into the mast arm on the south side of the intersection, spanning M-66.
- Street trees wrap the right of way edge and are trimmed to retain clear vision triangles.
- Curb extensions at the intersection corners shorten pedestrian crossing distances, provide space for street trees and planting, and reduce the wide-open highway feel of the current geometry.
- A stamped crosswalk ties the intersection to the Main Street material palette.
- The BP pole sign is replaced with a monument sign at grade.

Non-Motorized Transportation. The DDA may engage in the repair, replacement, and construction of sidewalks, crosswalks, multi-use pathways, bicycle infrastructure, and ADA improvements for improved access, mobility, and safety throughout the district and to create a pedestrian friendly community. Elements of non-motorized improvements may include, but are not limited to:

- Installation of sidewalks.
- Landscape improvements and site amenities including, but not limited to planter boxes, trees, furnishings, and other decorative items.
- Installation of pedestrian amenities such as benches, trash receptacles, lighting, signage, banners, bike racks, etc.
- Sidewalk improvements for those with disabilities.
- Any other items that are necessary to the items listed above or that the DDA Board determines to be desirable in connection with this project.

Parking Lot Repaving. All parking areas should be resurfaced and repainted as needed to enhance aesthetics. Investigate areas where additional parking islands are feasible.

Phase 2: 2031–2035

The projects anticipated for Phase 2 all focus on improving the business climate for the City, public amenities, appearance, and tax base to spur reinvestment in East Jordan.

Façade Improvements. Continue the efforts initiated in Phase 1. This will include seeking grants and funding opportunities to aid business and property owners in improving their facades.

Streetscape Improvements. Continue efforts from Phase 1. Maintain and enhance all streetscapes and gateways in the Development Area. Priority will be given to the east side of the DDA boundary in Phase II.

Customers and Tourism. Incorporating more opportunities for outdoor recreation, outdoor spaces, public art displays, farm markets, and events are prominent goals for the City of East Jordan DDA. The City will also create a website to market the City as a healthy and active community with many outdoor recreational opportunities as well as business opportunities. Marketing efforts will work to promote the City's many assets.

Upper Floor Residential Units. The City will seek out opportunities to develop existing or vacant second story residential uses.

Economic Development. The DDA will continue the efforts of Phase 1.

Non-Motorized Transportation. The DDA will build upon the efforts of Phase 1. Elements of non-motorized improvements may include, but are not limited to:

- Acquisition of property, rights-of-way, and easements.
- Construction of non-motorized, multi-use pathways and bike lanes.
- Any other items that are necessary to the items listed above or that the DDA Board determines to be desirable in connection with this project.

Wayfinding Signage. The DDA will develop wayfinding signage to guide visitors to downtown businesses, parking areas, parks and trails, municipal offices, and other popular destinations. Specific locations for wayfinding signage will be identified to bring in visitors.

Parking Needs. As businesses start and grow in Downtown East Jordan, there may be a need for additional parking. Perform a parking study to understand and address parking needs.

Phase 3: 2036–2045

The following long-term projects are intended to continue reinvestment and financially recover from previous phases. However, any of these projects may begin earlier based upon opportunities to partner, strategic timing, availability of funding, or other such determination by the DDA.

Sportsman's Park Improvements. After Phase 1 improvements are made, the City plans to add a Welcome Center to the already existing restroom building. They also hope to connect the nature trail to the east side of the river and around to the walking bridge. The Welcome Center is intended to increase visitors to the area and allow for more events to be hosted at the park.

Facades. Continue the efforts initiated in Phases 1 and 2. The DDA shall continue to encourage Downtown property owners in the improvement and beautification of both their front and rear building faces to ensure consistent architecture throughout the Development Area.

Streetscape Improvements. Continue efforts from Phase 1. Maintain and enhance all streetscapes and gateways in the Development Area year-round.

Economic Development. The DDA will continue the efforts of Phase 1 with a focus on developing underutilized and vacant lots and attracting retail, service, and entertainment businesses. The DDA will work to recruit these businesses.



At roughly 5.1 acres, the three parcels south of Mill Street along the east shore of Lake Charlevoix represent the largest undeveloped opportunity in the downtown core. The site sits within the CBD district, directly across from the recently

renovated building at the west edge of the block and has unobstructed frontage on the lake at its southern end.

This concept shows two buildings fronting Mill Street with zero setback, 2–3 stories each, with retail and commercial uses at grade and residential above. Storefronts open directly onto the sidewalk, with awnings, signage bands, and glazing that keeps the ground floor active at street level. The buildings are brick and period material, broken into separate masses so the block reads as built-up over time rather than developed all at once. This takes advantage of Mill Street traffic and makes this area more appealing to walk past by engaging the sidewalk and street.

Behind the street buildings, the site steps down toward the water through two residential clusters at different scales. Smaller 800–1,000 square foot cottage-style homes occupy the western portion of the site, grouped around a common lawn. To the east, 2,000 square foot single-family homes with tuck-under garages front an internal drive, accessed from a drive that loops through the site.

A gap between the Mill Street buildings functions as a breezeway. After crossing the shared parking area, pedestrians follow a path through the residential cluster to a lake overlook and waterfront pathway with a few benches, a small shelter, and native plantings along the shoreline. A 50-foot buffer trail runs along the water's edge, connecting the overlook point back to the street network. The waterfront is publicly accessible.

Customers and Tourism. Continue marketing efforts outlined in Phases 1 and 2. Launch a Discover East Jordan campaign to bring in visitors and market assets and downtown businesses.

Non-Motorized Transportation. The DDA will build upon the efforts of Phases 1 and 2. Elements of non-motorized improvements may include, but are not limited to:

- Acquisition of property, rights-of-way, and easements.
- Construction of local non-motorized, multi-use pathways and bike lanes with a focus on connectivity.
- Collaborate with surrounding communities to connect to the Boyne City to Charlevoix regional trail.
- Signalized crosswalks.
- Any other items that are necessary to the items listed above or that the DDA Board determines to be desirable in connection with this project.

Parking Needs. Based upon the parking study in Phase 2, the City will add parking where feasible, specifically seeking out locations on the west side of the DDA area. Parking should be targeted at the rear of buildings to create a downtown and walkable atmosphere.

Methods and Procedures

Parts of the Development Area to be Left as Open Space and Contemplated Future Use

REFERENCE TO P.A. 57 OF 2018: SECTION 125.4217(2)(F)

Various park and open space projects will be undertaken pursuant to the DDA's established listing of Planned Projects within the Development Area. These improvements are designed to enhance the walkability and livability of downtown East Jordan, thereby supporting property values within the community. They also support the business environment by strengthening the downtown market.

Portions of the Development Area which the Authority Desires to Sell, Donate, Exchange or Lease to or from the Municipality and the Proposed Terms

REFERENCE TO P.A. 57 OF 2018: SECTION 125.4217(2)(G)

The DDA has no plans to sell, donate, exchange, or lease to or from the City any land or building in the Development Area. If opportunities arise consistent with the goals and purposes of this Plan, land and/or building purchases may be considered and terms would be determined at that time.

Additional right-of-way and/or easements may be required to accomplish the planned streetscape, connections, utilities and other public improvements. While it is not the intent of the DDA to purchase either right-of-way or easements since considerable benefits will accrue to the abutting parcels from the public improvements, purchase may be required. Any road right-of-way acquired will be transferred to the road agency with jurisdiction.

Desired Zoning, Streets, Intersections and Utility Changes

REFERENCE TO P.A. 57 OF 2018: SECTION 125.4217(2)(H)

No zoning changes are currently proposed as part of this Plan. Zoning changes on parcels in the Development Area will be coordinated between the DDA, the Planning Commission, and the City Commission according to State enabling acts and the adopted procedures of the City. Any change will occur in a manner that ensures appropriate future land uses within the district.

An Estimate of the Cost of the Development, Proposed Method of Financing and Ability of the Authority to Arrange the Financing

REFERENCE TO P.A. 57 OF 2018: SECTION 125.4217(2)(I)

During the 15-year term of this Development Plan and TIF Plan, the estimated cost of the public improvements to be undertaken by the DDA is approximately **$3,476,000**. These costs include the cost of associated administration, engineering, planning, and design.

It is anticipated that the proposed projects will be paid for, in part with tax increment revenues generated by annual increases in property valuations from economic growth and new construction within the Development Area, in accordance with this Development and TIF Plan. Particularly in the early years of this Plan, it is expected that the tax increment revenues will be low, and will have to be supplemented with developer contributions, grant dollars, donations, and other funds as may become available. Projects will not be initiated until such time as sufficient funds have been identified and secured to pay for the project or debt service for project financing. Matching funds, contributions from other funding entities, grants, donations, bonding, special assessments, and other sources available to the DDA pursuant to PA 57 of 2018 may be utilized, consistent with the goals and objectives of this Plan.

It is anticipated that most projects will be financed on a "pay-as-you-go" basis using funds on-hand or accumulated from prior years' captures. However, the DDA may determine that there is a need to sell bonds, obtain loan funds or grants, or receive contributions from any of the other sources permitted under PA 57 of 2018, to facilitate completion of one or more of the improvement projects. Per PA 57 of 2018, City Commission approval is required for bonding and other financings.

Designation of Person or Persons, Natural or Corporate, to Whom All or a Portion of the Development Is to Be Leased, Sold, or Conveyed in Any Manner and for Whose Benefit the Project Is Being Undertaken if that Information Is Available to the Authority

REFERENCE TO P.A. 57 OF 2018: SECTION 125.4217(2)(J)

All public improvement projects undertaken as part of this plan will remain in public ownership for the public benefit. The DDA may participate in and/or facilitate a purchase of other land for use or redevelopment in accordance with the City Master Plan and the goals of this Development Plan. The Authority may convey any such property to another entity, yet unknown. Further, the Authority may consider other property acquisition, lease, or sale, as appropriate, in furtherance of the goals of this Plan. The person or persons to whom such property may be leased or conveyed is unknown at this time.

Procedures for Bidding for the Leasing, Purchasing, or Conveying of All or a Portion of the Development Upon its Completion, if There Is No Expressed or Implied Agreement Between the Authority and Persons, Natural or Corporate, that All or a Portion of the Development Will Be Leased, Sold, or Conveyed to Those Persons

REFERENCE TO P.A. 57 OF 2018: SECTION 125.4217(2)(k)

In the event the DDA purchases, receives a donation of, or otherwise comes to own property in the Development Area, it will conform with any bidding or land disposition process adopted by the City or, in the absence of such procedures, the DDA will adopt suitable procedures to govern the management and disposition of property in conformance with all applicable Federal, State, and local regulations. The DDA currently has no express or implied agreement between the DDA and any persons, natural or corporate, that all or a portion of the development area will be leased, sold, or conveyed to those persons.

Estimated Number of Persons Residing in The Development Area

REFERENCE TO P.A. 57 OF 2018: SECTION 125.4217(2)(L)

No families or individuals are planned to be displaced, and no occupied residences are designated for acquisition and clearance by this Plan. Since it is estimated that approximately 85 people reside in the Development Area, a Development Area Citizens Council (DACC) will not be required.

Plan For Establishing Priority for Relocation of Persons Displaced and Provision for Costs of Relocation of Displaced Persons

REFERENCE TO P.A. 57 OF 2018: SECTION 125.4217(2)(M)

Not applicable. The DDA does not intend to acquire any residential property in conjunction with this Plan. Any residential properties that are redeveloped under this Plan are intended to be acquired by the private sector for private development and ownership. However, in the future, if the condemnation of property is necessary to meet the objectives of this Plan and would result in persons being displaced, the DDA will submit to the City Commission an acquisition and relocation plan, consistent with the Standards and Provisions of the Federal Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970. As dictated by that Act, provision for the costs of relocation of displaced persons, including financial assistance and reimbursement of expenses will be made.

Compliance with Act 227 of the Public Acts of 1972, Sections 213.321 - 213.332 of the Michigan Compiled Laws

REFERENCE TO P.A. 57 OF 2018: SECTION 125.4217(2)(O)

The DDA does not intend to condemn property in conjunction with this plan. However, in the future if the condemnation of property is necessary to meet the objective of this plan, the DDA will submit to the City Commission a plan and will comply with Act No. 227 of the Public Acts of 1972, as amended, Sections 213.321 to 213.332 of the Michigan Compiled Laws.

03. Tax Increment Financing Plan

The TIF Plan includes the preceding Development Plan, along with a detailed explanation of the tax increment procedure, the maximum amount of bonded indebtedness to be incurred, the duration of the program, the impact of tax increment financing on the assessed values of all taxing jurisdictions in which the development area is located, and a statement of the portion of the captured assessed value to be used by the DDA.

The City of East Jordan DDA will include one operating TIF, which will be established in 2026.

Procedures

Explanation of the Tax Increment Procedure

REFERENCE TO PA 57 OF 2018: SECTION 125.4214(1)

As provided in Public Act 57 of 2018, tax increment financing is a tool that can be used to assist redevelopment within a DDA Development Area. Tax increment financing is the process of expending new property tax dollars for improvements that generally benefit the parcels that pay the taxes. Tax dollars generated from new private property developments and from improvements to existing private property within a designated Development Area are "captured" and utilized by the DDA to finance public improvements within that Development Area, which supports and encourages continued private investment.

To utilize tax increment financing, the DDA must prepare and adopt a Development Plan and a Tax Increment Financing Plan. Both plans are submitted to the City Commission, are subject to public hearing, and the City Commission must approve the plans by ordinance. The plans specify the initial assessed value, estimate the captured assessed value, and provide for the expenditure of the funds. These plans may be amended in the future to reflect changes desired by the DDA, subject to approval by Council. All amendments must follow the procedures of PA 57 of 2018.

Captured assessed value is defined in PA 57 of 2018 as the amount, in any one year, by which the current assessed value of the Development Area exceeds the initial assessed value. Initial assessed value is defined as the assessed value, as equalized, of all the taxable property within the boundaries of the Development Area at the time the ordinance establishing the tax increment financing (TIF) plan is approved, as shown by the most recent assessment roll of the municipality for which equalization has been completed at the time the ordinance is adopted. Tax increment revenue is generated when the current assessed value of all properties within a Development Area in each year subsequent to the adoption of the TIF Plan, exceeds the initial assessed value of those properties.

Such funds transmitted to the DDA are termed "tax increment revenues". Tax increment revenues are the amount of ad valorem and specific local taxes attributable to the application of the levy of all taxing jurisdictions other than the state education tax, local or intermediate school districts, and several other entities specifically exempted under PA 57 of 2018, upon the captured assessed value of real property in the Development Area. The DDA is eligible to collect on personal property tax increment revenue within the Development Area as well. Personal property capture is not reflected in this TIF Plan due to the rapid depreciation of personal property values and other contributing factors.

Initial Assessed Value and Applicable Millage

REFERENCE TO PA 57 OF 2018: SECTION 125.4214(1)

The initial assessed value under this 2026 Plan is established as the total taxable value for all real property in the Development Area which is the most recent assessment roll of the City for which equalization has been completed at the time of adoption of this Plan. The initial assessed value of the Development Area is $16,430,191.

The applicable tax levy for tax increment purposes in the Development Area will be the total millage levied by the eligible taxing jurisdictions. The current millage subject to capture (rates per $1,000 of taxable value) is shown on the next page below.

The applicable millages eligible for capture for **TIF** include the following:

- City Operating
- Emergency Medical Services
- County Operating

Table 5: Applicable Millage Summary

Taxing Jurisdiction	Projected Captured Millage Rate
Total Applicable Millage for TIF	8.3344
City Operating	18.1386
Emergency Medical Services	1.7118
County Operating	7.4410

Source: City of East Jordan, 2026

Duration of the Program

REFERENCE TO PA 157 OF 2018: SECTION 125.4214(1)

DDA Authority maintenance and administration may utilize a reasonable portion of the annual TIF revenues. Additionally, architectural and rehabilitation assistance for facades, blight improvements to commercial buildings, signs, and interior landscaping may be funded by a portion of annual TIF revenues.

TIF revenues may be used on an as-needed basis for development projects that cannot yet be estimated for budgeting purposes, such as parcel assemblage and the acquisition of blighted parcels. Other examples of as-needed projects include right-of-way acquisition for greenways/non-motorized improvements, marketing, public/private opportunities, or other similar projects.

Annually and in accordance with Public Act 57 of 2018, the DDA shall submit to the City Commission and the State Tax Commission a report on the status of the tax increment financing account. The report shall be published annually in the official City newspaper, or other paper, as available.

Revenues and Impact

Estimate of Tax Increment Revenues

REFERENCE TO PA 157 OF 2018: SECTION 125.4214(1)

Under this TIF Plan, the tax levy on the entire captured assessed valuation is planned to be utilized by the DDA. The tax increment revenues will be expended in the manner set forth in this Plan. Estimates of the projected growth in taxable value and projected captured revenue for the duration of this Plan are in Table 4. Real property assessments are included in the taxable value projections. Personal property is subject to capture by the DDA but is not included in the following TIF projections.

The projected annual growth in taxable value is estimated at the current equalized value for FY 2025-26, the Assessor's estimated taxable value for FY 2025-26, and thereafter at 1% increase per year. Over the life of this 15-year Plan, the total tax increment revenue captured is estimated at **$1,972,373.**

The actual tax increment revenue to be transmitted to the DDA will likely vary from the estimates herein based upon the actual tax levies of the taxing jurisdictions and the actual taxable value in the Development Area over the duration of the Plan. Additional increases in the assessed valuation for the Development Area and resultant tax increment revenues may occur from new other construction, expansion, rehabilitation, appreciation of property values, or other factors. Such increases are beyond those projected in this Plan, but if increases occur, the tax increment revenues will be spent according to this Plan to accelerate the implementation of the public improvement program. It is the intention of the DDA to use the entire captured assessed value in the Development Area for the purposes defined in the Development Plan and period hereinafter set forth, and to not exclude assessed value growth in property resulting solely from inflation.

Estimated Impact on Taxing Jurisdictions

REFERENCE TO PA 157 OF 2018: SECTION 125.4214(1)

The maximum effect of this Plan on the taxing jurisdictions in which the Development Area is located is the taxable value upon which taxes are now levied will remain constant over the life of the Plan. If private development occurs and values increase as anticipated in this Plan, potential taxes captured from each taxing jurisdiction over the duration of the Plan are estimated in Table 4.

It is anticipated that the public improvements proposed for the Development Area in this Plan and the private improvements they induce will provide long-term stability and growth in the Development Area and the City as a whole. This will benefit all taxing jurisdictions. Benefits will result from increases in property values surrounding the Development Area, increased property values in the Development Area at the time the TIF Plan is completed, and from increases in property values throughout the entire community which are, to some degree dependent upon the well-being of the downtown district for stability and growth. All taxing jurisdictions will benefit substantially from a tax base that has been stabilized and enhanced as a result of the public improvement program.

Table 6: TIF#1: Future Capture Projections

Fiscal Year	Total Taxable Value	Total Captured Value	City Operating 18.1386 mills	EMS 1.7118 mills	Charlevoix County 7.4026 mills	Total Tax Increment Revenue
1994	$16,855,388.00		0.0181386	0.0017118	0.0070426	0.0283340
2025	$16,430,191.00	$0				
2026	$16,758,795	-$96,593	$0	$0	$0	$0
2027	$17,093,971	$238,583	$4,328	$7	$1,680	$6,359
2028	$17,435,850	$580,462	$10,529	$18	$4,088	$15,471
2029	$17,784,567	$929,179	$16,854	$29	$6,544	$24,766
2030	$18,140,258	$1,284,870	$23,306	$40	$9,049	$34,246
2031	$18,503,064	$1,647,676	$29,887	$51	$11,604	$43,916
2032	$18,873,125	$2,017,737	$36,599	$63	$14,210	$53,779
2033	$19,250,587	$2,395,199	$43,446	$74	$16,868	$63,840
2034	$19,635,599	$2,780,211	$50,429	$86	$19,580	$74,102
2035	$20,028,311	$3,172,923	$57,552	$99	$22,346	$84,569
2036	$20,428,877	$3,573,489	$64,818	$111	$25,167	$95,245
2037	$20,837,455	$3,982,067	$72,229	$124	$28,044	$106,135
2038	$21,254,204	$4,398,816	$79,788	$137	$30,979	$117,243
2039	$21,679,288	$4,823,900	$87,499	$150	$33,973	$128,573
2040	$22,112,874	$5,257,486	$95,363	$163	$37,026	$140,129
2041	$22,555,131	$5,699,743	$103,385	$177	$40,141	$151,917
2042	$23,006,234	$6,150,846	$111,568	$191	$43,318	$163,940
2043	$23,466,359	$6,610,971	$119,914	$205	$46,558	$176,204
2044	$23,935,686	$7,080,298	$128,427	$220	$49,864	$188,713
2045	$24,414,400	$7,559,012	$137,110	$235	$53,235	$201,472
2046	$24,902,688	$8,047,300	$145,967	$250	$56,674	$214,487
			$1,418,997	**$2,429**	**$550,948**	**$1,972,373**

Source: City of East Jordan, 2025 Footnotes to Table 4:
Tax increment projected using real property values and current millage rates.
DDA base year per East Jordan DDA Development and TIF Plan.
Annual change in taxable values estimated at 1% increase per year.

Expenditure and Indebtedness

Expenditure of Tax Increment Revenues

REFERENCE TO PA 157 OF 2018: SECTION 125.4214 (1)

The program and schedule for the expenditure of tax increment revenues to accomplish the proposed public improvements for the Development Area is outlined in the Development Plan. As described elsewhere, the cost estimates are approximations and very preliminary. These cost estimates are based solely upon concepts and have not been developed from construction drawings. Specific plans and refined cost estimates for the Development Area improvements will be completed upon initiation of each project.

As can be seen from the projections, the amount of TIF revenues will be very limited until such time as one or more of the larger redevelopments occur. Leveraging of funds will be very important for success. It is intended that outside grants and other sources of funding will be pursued, as permitted under PA 57 of 2018. Other private funds, in kind contributions, public-private partnerships, and non-tax increment sources will also be considered to maximize the success of this Development and TIF Plan.

Any additional tax increment revenues beyond those projected in this Plan will:

1. Be used to further the implementation of the public improvement program, projects, priorities, and objectives of this Plan,
2. Be used to expedite any debt service to the extent possible, or
3. Be returned, pro-rata, to the taxing units as provided by law.

If the tax increment revenues are less than projected, the DDA may choose to:

1. Collect and hold the captured revenues until a sufficient amount is available to implement specific public improvements.
2. Implement public improvement projects based upon the ability to match existing funds with expenditures, while seeking out additional funding sources.
3. Amend the development plan and/or tax increment financing plan to allow for alternative projects and funding.

The DDA shall annually review its proposed increment expenditures and revenues to prioritize the use of any additional funds, or to reduce expenditures if necessary. Other projects that arise and are consistent with the objectives and priorities of the Plan may also be funded consistent with the financing methods described in this Plan.

Maximum Amount of Bonded Indebtedness

REFERENCE TO PA 57 OF 2018: SECTION 125.4214(1)

The DDA has no bonded indebtedness. Most of the DDA's proposed improvements are planned to be implemented on a "pay-as-you-go" basis as tax increment revenues are transmitted to the DDA, or as may be accumulated over more than one year and held in reserve to allocate for projects. However, bonded indebtedness may be undertaken if the DDA determines, subject to City Commission approval, that it would be advantageous to complete all or portions of the improvement program.

Alternately, or in combination with bond proceeds, with the approval of City Commission, the DDA may borrow funds from other sources as permitted under PA 57 of 2018. Loans from other sources may be used, depending upon the favorability of terms, availability of other funds, and suitability for the size and type of project involved.

The maximum amount of bonded indebtedness to be incurred under this TIF Plan shall $2.5 million dollars. Bonds issued under this TIF Plan may be issued in any form authorized under PA 57 of 2018.

East Jordan

Appendix

Legal Description

Public Participation

Adoption Documentation

Legal Description

Beginning at an iron stake on the west line of Gov't. Lot 1, Section 14 T32N R7W, 383.05 feet south of the northwest corner of said Gov't. Lot 1; thence north 45 degrees east 330 feet to an iron stake; thence south 45 degrees east 50 feet to an iron stake; thence north 45 degrees east 34.75 feet to an iron stake; thence south 60 degrees 20' east 104.2 feet to an iron stake; thence south 19 degrees 43' east 772.05 feet to an iron stake; thence south 60 degrees 20' west 343.05 feet to the shore of Lake Charlevoix, being the point of beginning of this description.

Thence north 60 degrees 20' east 343.05 feet; thence south 43 degrees 38' east 1,268.9 feet; thence northeasterly 124.3 feet to southwesterly line of Shaw Ave in the plat of Orchard Heights, which course, if extended, intersects the southwesterly line of Lot 12 of said plat .45 feet southeasterly of the westernmost corner of said Lot 12; thence southeasterly along Shaw Ave. to an iron stake at the intersection of the south line of Matthews Street of said plat of Orchard Heights; thence west to shore of Lake Charlevoix; thence southerly along said shore to a point on said shore which is described as 942.88 feet north and 1134.48 feet north 89 degrees 12'15" west from the south 1/4 corner of Section 14-32-7.

Thence south 89 degrees 12'15" east 464.77 feet; thence northwesterly on curve to the right 124.90 feet (radius of said curve is 154.45 feet and chord bears south 51 degrees 15'18" east 121.52 feet); thence north 28 degrees 05'16" west 15.69 feet; thence north 28 degrees 37' west 101.15 feet; thence east 326.55 feet to a point 189.78 feet south of the south 1/8th line of said section; thence south 90.86 feet; thence south 68 degrees 36' east 531.43 feet to the westerly line of Boyne Road; thence south along said Boyne Road line 179.52 feet; thence north 56 degrees 08' west 220.25 feet; thence south 749 feet; thence east 183 feet to the west line of Boyne Road; thence south 33 feet to the center line of Division Street to a point which is 33 feet west of the 1/4 corner common to Sections 14 and 23; thence south 33 feet; thence east 66 feet; thence south 400 feet; thence east 360 feet; thence south 297 feet; thence west 42 feet; thence south 70 feet; thence west to the west line of an alley running north and south thru Block 22, Nicholl's 3rd Addition; thence south along west line of said alley to the north line of Garfield Street; thence east along the north line of Garfield Street 375.8 feet to the southwest corner of Lot 2, Block 14, Nicholl's 2nd Addition to the Village of South Lake; thence south 80 feet to the northwest corner of Lot 6, Block 11, Nicholl's 1st Addition to the Village of South Lake; thence south along the westerly line of Lots 2 thru 6, Block 11, Nicholl's 1st Addition, to the northwest corner of Lot 1, Block 11, Nicholl's 1st Addition; thence west 47 feet; thence south 60 feet; thence east 47 feet to the southwest corner of Lot 1, Block 11, Nicholl's 1st Addition; thence south 66 feet to the northwest corner of Lot 6, Block 4, Village of South Lake; thence south 356 feet along the westerly line of Lots 1 thru 6, Block 4, Village of South Lake, to the southwest corner of Lot 1, Block 4, Village of South Lake, on the north line of Esterly Street; thence east along the north line of Esterly Street 396 feet, more or less, to the southwest corner of Lot 1, Block 5, Nicholl's 1st Addition to South Lake; thence south 66 feet to the northwest corner of Lot 6, Block 6, Nicholl's 1st Addition to South Lake, on the southerly line of Esterly Street; thence south along the west line of Lots 2 thru 6, Block 6, Nicholl's 1st Addition to South Lake, 281.9 feet; thence east 101 feet; thence south 88 feet to the north line of Mill Street; thence east along the north line of Mill Street to a point 310 feet west of the section line common to Sections 23 and 24; thence southerly to a point on the south line of Mill Street which is 277 feet west of the west line of Maple Street; thence south to the northeasterly line of State Street; thence southwesterly to a point on the southeasterly line of State Street, which point is 378 feet northwesterly from where the south line of State Street intersects the east line of Section 23; thence northwesterly along the southeasterly line of said State Street 408 feet; thence southwesterly perpendicular to State Street 138 feet; thence southeasterly parallel with State Street 50 feet; thence southwesterly perpendicular to State Street 5 feet; thence southeasterly parallel with State Street 581 feet; thence northeasterly perpendicular to State Street 143 feet to southeasterly line of State Street; thence southeasterly along the southerly line of State Street to the northeast corner of Lot 4, Bowen's 2nd Addition to the Village of South Lake; thence south along the easterly line of said Lot 4, 160 feet; thence south 78 degrees 30' east along the southerly line of Bowen's 2nd Addition to a point which is 350 feet east of the west line of Section 24; thence south 365 feet to a point 165 feet north of the south 1/8 line Section 24; thence west 350 feet to the center line of Maple Street; thence south along the center line of Maple Street to its intersection with the center line of McKay Street (south 1/8 line of Section 23); thence west along the center line of McKay Street

(south 1/8 line of Section 23) 1010.5 feet M/L to the southerly extension of the west line of vacated 4th Street, as vacated in Liber 258 Page 993, Charlevoix County Records; thence south 330 feet; thence west parallel with the south line of Mill Street to the easterly shore of Lake Charlevoix; thence in a northwesterly direction, across said Lake Charlevoix to the easternmost corner of Lot 1, Block E, Village of South Arm; thence southwesterly 344 feet along the southeasterly line of Lots 1 thru 5, Block E, Village of South Arm, to the southwesterly side of Union Street; thence northwesterly along the southwesterly line of Union Street to the northwesterly side of John Street; thence northeasterly along the northwesterly side of John Street to a point 20 feet northeasterly of the southernmost corner of Lot 1, Block C, Village of South Arm; thence northwesterly parallel with the southwesterly line of Lots 1 and 2, Block C, Village of South Arm, 120 feet; thence northeasterly along the northwesterly line of Lot 2, Block C, Village of South Arm, 20 feet; thence northwesterly parallel with Water Street to the west line of Jordan Street; thence north along the west line of Jordan Street to the northeast corner of Lot 1, Block A, S.G. Isaman's Addition to the Village of South Arm, being the south line of Water Street; thence west along the south line of Water Street 660 feet to west line of McKenzie Street, said point being the northeast corner of Lot 1, Block E, S.G. Isaman's Addition to the Village of South Arm; thence south along the west line of McKenzie Street 140 feet; thence west 191.75 feet to the former Detroit & Charlevoix Railroad right of way; thence south 30 degrees 39'55" east 58.47 feet; thence south 6 degrees 48'20" east 436.38 feet; thence south 89 degrees 20'41" east 127.17 feet; thence south 11 degrees 46'02" east 701.69 feet M/L to the south line of Bridge Street; thence west along the south line of Bridge Street to the east line of M-66 (Lake Street); thence south 143.05 feet; thence east 382 feet; thence south 200 feet; thence west 382 feet to the east line of M-66; thence south along the east line of M-66 to a point 22 rods (363 feet) north of the south line of Section 23; thence west to the east 1/8 line of Section 22; thence north along said 1/8 line to the east and west 1/4 line of said Section 22; thence continuing north to the north line of Water Street; thence east along the north line of Water Street to its intersection with the southerly prolongation of the west line of Lots 1 thru 4 of Bush's Addition to the Village of South Arm (now City of East Jordan); thence north along the aforementioned line 166.00 feet to the north line of Lot 3 of said plat; thence east along said lot line 120.00 feet to the west line of Elm (Pine) Street; thence easterly to a point on the east line of Elm (Pine) Street and the north line of an alley running through Blocks B and C of John R. Vance's Addition to the Village of South Arm (now City of East Jordan); thence east along said alley line 466.00 feet to the southwest corner of Lot 1, Block C of said plat; thence north along the west line of said Lot 1, Block C, and the prolongation thereof to the centerline of M-66; thence northwesterly along the centerline of M-66 to a point 396.5 feet southeasterly of the intersection of said centerline of M-66 with the east 1/8 line of said Section 22; thence south 38 degrees 02'40" west 263.78 feet (recorded as 264 feet) to a point on the north line of Bush's Addition to the Village of South Arm; thence north 51 degrees 58'37" west 49.87 feet to the southeast corner of Lot 28 of said Bush's Addition; thence north 38 degrees 02'40" east 116 feet to the northeast corner of Lot 28 of said Bush's Addition; thence north 89 degrees 41'50" west 199.5 feet to a point on the 1/8 line of Section 22, said point being the northwest corner of Lot 28 of said Bush's Addition; thence north 0 degrees 01'49" east 58.8 feet (recorded as 62 feet) to the southeast corner of Lot 3, Block I of Martin & Keats Addition to the Village of South Arm; thence west along the south line of said Lot 3, 150 feet to the east line of Elizabeth Street; thence northwesterly to a point on the southeasterly line of Block N of Martin & Keats Addition, which is 275.00 feet southwesterly, measured perpendicularly, of the southwesterly line of said M-66; thence northwesterly parallel with the southwesterly line of said M-66, 356.00 feet; thence south 39 degrees 48'23" west 20.14 feet; thence north 49 degrees 31'57" west 60.03 feet; thence northeasterly perpendicular to said M-66 291.57 feet to south line of M-66; thence in a northeasterly direction to a point on the northerly line of M-66 which is 1278.4 feet north and north 49 degrees 18' west 428.5 feet of the east 1/8 post on the east and west 1/4 line of Section 22; thence north 40 degrees 22' east to a point on the shore of Lake Charlevoix; thence across the south arm of Lake Charlevoix in a northeasterly direction to the point of beginning.

Being a part of Sections 14, 22, 23, and 24, Township 32 North, Range 7 West, City of East Jordan, Charlevoix County, Michigan.

Appendix B: Parcel List

The following real properties, as of January 2026, are located within the City of East Jordan DDA Development Area and are eligible for TIF capture.

053-99	053-625-001-20	053-352-005-60	053-023-094-30
053-752-005-00	053-625-001-15	053-352-005-50	053-023-094-20
053-752-004-00	053-625-001-10	053-352-004-25	053-023-093-60
053-752-001-00	053-505-008-00	053-352-004-00	053-023-093-50
053-751-012-00	053-505-007-00	053-352-003-50	053-023-093-30
053-751-008-10	053-505-006-00	053-352-003-00	053-023-090-30
053-751-007-00	053-505-005-00	053-352-001-60	053-023-087-00
053-709-011-20	053-505-004-00	053-352-001-30	053-023-074-00
053-709-007-00	053-505-003-00	053-352-001-15	053-023-069-00
053-709-006-00	053-505-002-00	053-351-011-20	053-023-067-00
053-709-005-00	053-505-001-00	053-351-011-10	053-023-066-00
053-709-004-25	053-505-000-10	053-351-008-50	053-023-065-00
053-709-004-20	053-500-002-00	053-351-008-25	053-023-064-00
053-705-001-10	053-500-001-00	053-351-008-00	053-023-063-00
053-680-001-00	053-412-002-00	053-351-007-75	053-023-062-00
053-679-004-00	053-412-001-50	053-351-007-50	053-023-061-00
053-679-002-00	053-412-001-00	053-351-007-25	053-023-060-20
053-650-003-00	053-381-012-00	053-351-007-00	053-023-060-10
053-650-001-00	053-381-011-00	053-351-005-00	053-023-059-00
053-629-004-00	053-381-010-00	053-351-004-00	053-023-058-15
053-629-003-00	053-381-009-00	053-351-003-00	053-023-058-10
053-629-001-55	053-381-008-00	053-351-001-50	053-023-049-00
053-628-014-00	053-381-007-00	053-351-001-25	053-023-039-45
053-628-013-00	053-376-001-30	053-351-001-00	053-023-036-00
053-628-012-00	053-356-008-00	053-024-036-20	053-023-031-15
053-628-010-00	053-356-007-00	053-024-036-10	053-023-030-30
053-628-008-00	053-354-012-30	053-023-153-00	053-023-030-20
053-628-006-00	053-354-012-20	053-023-152-00	053-023-029-00
053-628-003-00	053-354-011-00	053-023-151-00	053-023-017-00
053-628-001-10	053-354-009-10	053-023-122-10	053-023-016-10
053-627-008-20	053-354-007-00	053-023-120-00	053-022-070-20
053-627-005-30	053-353-007-00	053-023-119-50	053-022-070-15
053-627-001-50	053-353-005-00	053-023-119-10	053-022-060-00
053-627-001-00	053-353-004-00	053-023-117-00	053-022-054-20
053-626-008-50	053-353-003-50	053-023-116-00	053-022-054-15
053-626-008-00	053-353-003-00	053-023-115-00	053-022-052-30
053-626-002-50	053-353-002-50	053-023-113-00	053-022-052-25
053-626-001-50	053-353-002-00	053-023-110-00	053-022-052-10
053-626-001-25	053-353-001-55	053-023-098-10	053-022-050-00
053-626-001-10	053-353-001-50	053-023-094-50	053-022-049-00

053-625-004-00	053-353-001-00	053-023-094-45	053-022-047-00
053-022-046-00	053-022-039-10	053-022-033-00	053-014-026-00
053-022-045-20	053-022-039-00	053-022-032-10	053-014-024-00
053-022-045-10	053-022-038-45	053-022-032-00	053-014-022-00
053-022-044-00	053-022-038-40	053-022-026-10	053-014-014-00
053-022-043-00	053-022-038-30	053-022-021-00	053-014-013-00
053-022-042-00	053-022-038-25	053-022-020-00	053-014-012-00
053-022-041-00	053-022-037-20	053-022-019-00	
053-022-040-20	053-022-036-00	053-014-060-00	
053-022-040-10	053-022-034-00	053-014-052-00	

Public Participation

For the East Jordan 2026 DDA Plan, there were four primary methods of public participation. A survey was distributed to the residents of East Jordan in February of 2026 and was allowed to remain open until May of 2026. There were 121 respondents to the survey. The summation of the survey results was used to help craft the goals and objectives of this document as well as formulate the questions for the Stakeholder Meeting.

On April 13, 2026 a DDA Workshop was hosted at the City Hall to refine the Future Projects and Programming list. This meeting was open to the public.

Thirdly, on May 11th, 2026, East Jordan hosted two Stakeholder Meetings at the East Jordan Fire Station. East Jordan invited several key participants. One meeting hosted the City Officials and DDA Members, the second meeting hosted the Chamber of Commerce and various business/property owners. Nearly 30 people total were in attendance for the in-person meetings, and their responses were inciteful and thought provoking. The questions and responses are included on the following pages.

On November xx, 2026, The City held a public hearing at the City Hall prior to adopting the plan. A staff report was provided to the Council. After the report was given, there was an opportunity for the public to make comment regarding the plan; however, there were no comments submitted.

Survey

Stakeholder Meeting

On May 11, 2026, the City of East Jordan hosted a meeting for stakeholders in the DDA plan update process. The following are the main ideas from the meeting.

General Vision

The first category of questions we asked were in regard to the overall vision for the City and the DDA Plan. We asked participants the following:

Q: What is the overall vision for the downtown area in the next 5 years? What specific projects or issues should be prioritized to help achieve that vision?

Stakeholders generally described a shared vision of East Jordan as an active and welcoming destination that attracts both residents and visitors year-round. They want more shopping and dining opportunities, professional and personal services, and experience-based businesses, activities that bring people to the downtown and keep them there to spend locally. Many people leave town to obtain these services, but stakeholders would like East Jordan to be a destination that people visit year-round. A few stakeholders were interested in marketing downtown as a unified and connected place highlighting their outdoor recreation, healthy community, and activities-focused identity.

A major priority is making the downtown more walkable, bikeable, and connected. Ideas to accomplish this included crosswalks, visibility, improved sidewalk maintenance in the winter, bicycle amenities, wayfinding signage, and connections between the east and west sides of the DDA area. Stakeholders also mentioned the desire to utilize streetscape plans and façade upgrades to beautify and unify both ends of the City.

Participants also expressed the need to fill vacant spaces and address affordability challenges that affect downtown activity. Some suggested updating and using vacant properties, supporting business startups, creating incentives for property owners who offer reasonable rents, and building affordable housing options.

Transportation

Next, we asked participants about transportation:

Q: What are the current transportation and parking challenges in the downtown area? What goals do you have regarding non-motorized transportation?

Stakeholders agreed that additional parking is needed only on the west side of the DDA boundary as the east side has sufficient parking to meet the needs. Many also agreed that there is a need for bicycle parking downtown for those riding into town and wanting to go into the shops and restaurants.

Another theme was improving non-motorized connections around East Jordan. One idea is to connect the Klein Trail and Rodgers Pathway to the east side of the river. Other important non-motorized improvements included separated bicycle trails where road space is limited, additional sidewalks, as well as increased access form schools and surrounding neighborhoods to the downtown.

Participants were interested in building regional transportation connections as well such as connecting to the Charlevoix-Petoskey Trail and exploring public transportation partnerships to provide access to nearby areas.

Housing

Following the transportation questions we asked participants about housing:

Q: What types and how much housing would be needed to support Downtown East Jordan?

Respondents were open to mixed-use residential, noting that other options may not fit within the DDA boundary. Others liked the idea of duplexes, quadplexes, some single-family homes, and an apartment building. These housing types would help to bring more life and vibrancy into the downtown.

Some participants expressed the desire for housing that is affordable for young adult populations who are new to the workforce. Participants felt that this age group would also help to support the businesses downtown as well as provide employees to work there.

Economic Development

Next, we asked stakeholders questions regarding economic development:

Q: What types of businesses do you want in the downtown area? Are there any businesses that are not desired in the Downtown Core Area?

Participants expressed interest in businesses that bring people into the downtown and keep them there for a few hours. This includes restaurants, outdoor shops, a bakery or deli, a community center, hotels, a boutique retail shops. They also do not want fast food, adult stores, or big box stores.

Stakeholders also expressed that the City needs places that will stay open later, restaurants with liquor licenses and music, to give people something to do when they visit. Year-round businesses are also preferred. East Jordan is a destination for boaters and bicyclists, but also snowmobilers. This means they need places that boaters can stop to get small things they may have forgotten like ChapStick or sunscreen but also East Jordan stickers and t-shirts. But snowmobilers also need places to sit for a while and get warm, to spend time away from the cold for a bit.

Public Space

The following questions pertain to public spaces:

Q: Are there any sites you know of already that could be improved as a public space?

Respondents expressed the need for a Community Center to host community events. There are currently no large, indoor spaces to host large groups of people. Another item mentioned was the need for seating downtown to allow for people to meet and be in community outdoors. Creating spaces like these will accommodate more events to draw people downtown, particularly in the winter months.

Design Standards

The following question was asked in regards to design standards:

Q: What specific design standards, including those identified in the City of East Jordan Waterfront Subarea Plan Design Guidelines, should be implemented in Downtown East Jordan?

The main priority to the stakeholders was to have a unified design connecting the west and east sides of the City. A few ideas mentioned were to extend the banners past the downtown area, adding art on the sidewalks and murals on buildings, creating a manhole cover walk as a continuation of the art walk, adding benches, planter boxes, and trees, and burying electrical lines. One participant expressed the importance of utilizing the plans the City already has, such as the Streetscape Plan.

Stakeholders also mentioned the importance of updating facades. We discussed the ability to get grants for this such as the Match on Main grant.

Success

Lastly, we asked the following to continue to get a full picture of what participants want their community to look like.

Q: In 20 years, how will downtown East Jordan know the project has been a success and can be renewed? What is one big idea to help achieve success?

One respondent said success would mean the new DDA and TIF Plan would give the DDA a clear trajectory, a pathway towards what to do next.

Some big ideas included a Lake Charlevoix Circle Tour, a Swan Scavenger Hunt through the City, closing some downtown streets to cars and keeping them as pedestrian alleys, opening up the waterfront on the west side of the Lake, move Murphy Fields to Sportsman's Park and make it parking for the boat launch, and connecting to regional trails. Others reiterated the importance of parking on the west side of the City, trees and beautification of the downtown, places to eat and things to do, and walkability.

Adoption Documentation

Administrator's Report

11-3-26

1. **Bidding for City Assets**
   The City will soon be selling equipment that will be listed on GovDeals public auctions. Main items will be marina dock products from the recent demolition of docks. Public Works and Parks may add items as well. Once listed, City Hall will share the website information and bidding dates.

2. **Fall Walleye Removal**
   Wastewater staff is coordinating efforts with the DNR and Friends of the Jordan to extract remaining walleye from the stocking ponds this week. Staff determined the spring removal still left several hundred fish which will be planted in nearby inland lakes.

3. **City Hall November Closure Dates**
   City Hall will be closed November 11th for Veterans Day as well as November 26th and 27th for the Thanksgiving Holiday.