AGENDA
EAST JORDAN CITY COMMISSION
Commission Chambers
5:30 PM, Tuesday, October 6, 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: Planned Unit Development Request from Artemis Development LLC

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 September 15, 2026
09-15-26 Draft.docx

B Acknowledge Receipt of the Paid Bills List dated October 2, 2026 totaling $152,842.15
Accounts Payable 10-02-26.pdf

C Acknowledge Receipt of the following Monthly Public Safety Reports:
- Fire-August 2026
- Police-Fall 2026

AUGUST 2026 FIRE REPORTS.pdf

Police Monthly Report-Fall.pdf

D Acknowledge Receipt of the following Board and Commissions Meeting Minutes:
- Jordan Valley EMS Authority-July 31, 2026
- Planning Commission-August 13, 2026
- Jordan Valley EMS Authority-August 19, 2026
- Jordan Valley District Library-August 26, 2026
- Jordan Valley EMS Authority-August 31, 2026

July-312026-Board-Minutes-Final_0001.pdf
08-13-26 Final.pdf
08-26-26 Bd Minutes.pdf
8-19-26 EMS Board Minutes.pdf
August 31 2026 Special Board Mtg Minutes Final_0001.pdf

E Acknowledge Receipt of the following Cash on Hand Reports:
- July 2026
- August 2026

07-31-2026 CAh.pdf
COH 08-31-2026.pdf

F Acknowledge Receipt of the Monthly Zoning Activity Report for September 2026
September 2026.pdf

UNFINISHED BUSINESS

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

NEW BUSINESS

9 2026 MML Directors Election
MML Directors Election.pdf

10 Engineering Services FY 27 DWSRF Lead Service Line Replacements with C2AE
250320_260910_FY27_DWSRF_Proposal.pdf

11 Miller Canfield Proposal - City Marina Project
Engagement Letter - East Jordan Capital Improvement Bonds(51807500.1).pdf

12 Capital Improvement Bond – City Marina Project
115-2026 Notice of Intent Resolution - East Jordan Capital Improvement Bonds(51800914.1).docx

13 Introduction to Ordinance 283: An Ordinance to Amend the Code of Ordinances, R-4 Mobile Home Residential District
ORD. 283.docx

14 Planned Unit Development (PUD) Review for 340 South Lake Street from Artemis Development LLC
Artemis Dev Site Plan.pdf

Draft Architectural Floor Plans.pdf

1601 M-66 EAST JORDAN PUD - REDUCED.pdf

15. ANNOUNCEMENTS & REPORTS

- **EMS AUTHORITY BOARD UPDATE**

16. CITY ADMINISTRATOR'S REPORT

City Administrator's Report
Administrator's Report 10-6.pdf
2026 AI Fall Leaf and Brush.docx

17. MAYOR'S REPORT/DDA UPDATE

18. GOOD OF THE ORDER

19. 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 September 15, 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

Guests: 3

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 Margaret Manor; seconded by Scott Gillespie to Approve the meeting agenda for Tuesday, September 15, 2026 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

4. CONFLICTS OF INTEREST

No Conflicts of Interest were voiced at this time.

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

Speaker #1-Thomas Breakey

Mr. Breakey addressed the City Commission regarding the Commission's discussion regarding the library board discussions at the last meeting and read a statement to the City Commission about some of his concerns.

Speaker #2-John Twichel

Mr. Twichel addressed the City Commission stating he had just sent out an email to Commission regarding the truck traffic concerns.

Twichel stated he had attended the Wilson Township board meeting and they are having a lot of the same issues.

Twichel continued stating Elmer's also had attended the meeting to hear comments and address any concerns if their company was of concern which they were advised they were not.

Twichel added he would still like to see a truck route happen if possible.

Twichel also indicated he had questions regarding the noise ordinance and what is the ordinance on vehicle noise.

City Administrator Cannon stated he would respond to his email with information addressing his concerns.

6. PUBLIC CORRESPONDENCE

No public correspondence was addressed at this time.

7. CONSENT AGENDA

Moved by Daniel Miller; seconded by Joseph Kroll to approve or acknowledge receipt of the following Consent Agenda items:

A City Commission Meeting Minutes dated September 1, 2026

B Acknowledge Receipt of the Paid Bills List dated September 11, 2026 totaling $321,101.00

C Acknowledge Receipt of the following Boards and Commissions Meeting Minutes:
- DDA-August 10, 2026
- Housing Commission-August 11, 2026

D Acknowledge Receipt of the Monthly Zoning Activity Report for August 2026

Motion Passed: 7 – 0

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

UNFINISHED BUSINESS

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

No discussion was held on this item.

9 Lease Agreement with Scott Beloskur/Graze Market at 101 Bridge Street for use of City Property

Moved by Joseph Kroll; seconded by Margaret Manor to allow the City Administrator to sign the contract with KSRE Holdings, LLC for the fee of $10.00 per month and revisit in one year from contract signature date.

Motion Passed: 7 – 0

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

NEW BUSINESS

10 The Black Lantern Bazaar Event Packet

Moved by Amy Sherman; seconded by Scott Gillespie to Approve the Black Lantern Bazaar event packet 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

11 Amendment to Auditor Contract

Moved by Joseph Kroll; seconded by Mark Penzien to Approve the amendment to the Auditor Contract to move services to A. Cedric & Michaels.

Motion Passed: 7 – 0

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

12 Library Board Appointments Discussion

Discussion was held at this time regarding how the City Commission felt about the restructuring of appointments to the Library Board which would give authority to townships to vote in members to represent those jurisdictions.

Administrator Cannon stated any decisions would have to be agreed upon by both the City and the School as they are the authority who created the district.

DRAFT

Discussion was held on how it would look to get all of the players together and who would facilitate this discussion so everyone was represented to make a determination to stay as is or to amend the agreement and proposed appointments to the library board.

Consensus of the Commission was they were open to discussions about amending the agreement and how appointments are structured after questions have been answered and all of the lawyers have agreed on the terms.

13. ANNOUNCEMENTS & REPORTS

- **EMS AUTHORITY BOARD UPDATE**

Commissioner Mark Penzien gave a brief update on EMS indicating their upcoming meeting has been moved from September 23rd to September 24th and would be held at the school conference room.

Penzien added they will be reviewing some of the new items with Boyne Valley Township.

Penzien also added they will be reviewing bylaws provided by Authority Attorney.

Penzien added they are also hoping to do a director review as well.

Penzien stated everyone had a list of items from the Mayor which were discussed at previous meetings and the EMS Director had talked with the mayor about, and asked the Commission to review and get any questions or comments to the mayor before she provides to EMS Director for comment.

Penzien also added he felt the EMS Director should come directly to City and talk about these issues and answer any questions from the Commission.

14. CITY ADMINISTRATOR'S REPORT

Administrator's Report
9/15/26

1. Fall Fest

Tourist Park's annual Fall Fest will take place September 25th and 26th at the park. Schedule of events and entertainment will be shared soon. Rob is in need of volunteers so please contact the Tourist Park office if you would like to help.

2. Brush & Leaf Pick Up

As we move into fall, DPW has released the scheduled brush and leaf pick up that will occur October 19th – October 30th.

3. Library Property PUD Development

Planning Commission has been reviewing a PUD for the housing development being planned on the former library property. Upon completion of the site plan, a PUD zoned property requires City Commission final approval as well as a "development statement" which is similar to a development agreement based on expectations or phases of the property. Based on the PC's schedule, we predict City Commission to review the plan October 6th.

DRAFT

15. MAYOR'S REPORT/DDA UPDATE

Josh Chamberlain, addressed the Commission stating this weekend the County celebrated the 100th anniversary of the Ferry at The Landing and added lots of people attended and there is now a new historical marker up at that location and was happy to be a part of this event.

Chamberlain also stated the County passed their budget and hoping to get lots of projects done.

Chamberlain added he is setting up a meeting with City Administrator Cannon, Ann Marie Conway, the Sheriff and himself regarding the water line out to MT Bliss Road property.

Chamberlain added the county committees are still looking for volunteers for some of their boards.

Administrator Cannon stated the DDA Master Plan was approved with edits at their meeting on Monday and will have the adoption on the November 3rd meeting in which the Commission will hold a public hearing as well.

16. GOOD OF THE ORDER

Commissioner Amy Sherman inquired if the siren was fixed.

Administrator Cannon stated yes, Atlas Electric had their tech person over there and found no issues but did find that the pager system is the issue which sets off the siren.

Cannon continued stating we will be changing to an 800 MHz with 2 portable radios for Fire to be on the siren frequency in which would be programmed and allow them to set off and disarmed directly by the radios.

Commissioner Margaret Manor stated it is a busy time of year and she has been busy with Library things; her store has been busy with lots of people downtown still during week.

Manor wanted to encourage stores to be open downtown during the week as she had someone come into her store today and indicated to her, she was the only one open.

Commissioner Mark Penzien stated last weekend he attended the fundraiser for Friends of the Jordan, the Walk the Wild event. Penzien stated quite a few people attended and there were names which weren't recognized so a lot of new people who were in attendance.

Penzien also stated Don Klein was there for the event and did the walk.

Commissioner Margaret Manor also stated she had stopped at Police Department as she was driving up Main Street near Williams Street and there were kids on skateboards getting close to cars and one came very close to her car,

Commissioner Scott Gillespie also stated he has the same concerns with e-bikes on the sidewalks.

Administrator Cannon stated they are not allowed on the 1st two blocks on Main Street but nothing else currently that we can regulate.

DRAFT

17. ADJOURNMENT

Mayor Melyssa Lindenthal adjourned the meeting at 6:54 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 10/02/2026 - 10/02/2026
POSTED
PAID

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 101 GENERAL FUND					
Department: 000					
101-000-020.000	RECEIVABLE-TAXES	CHARLEVOIX COUNTY TREASURE	68 - TRAILER TAX	170.00	66884
101-000-111.000	INVENTORY - MATERIALS & SU	AMAZON CAPITAL SERVICES	EXAM GLOVES	35.92	66873
101-000-238.000	CHILD SUPPORT	MICHIGAN STATE DISBURSEMEN	913632288 ADAM GREENMAN	130.34	66907
			Total Department 000	336.26	
Department: 172 ADMINISTRATOR-DEPT.					
101-172-716.000	HOSPITALIZATION INS.-FRING	BLUE CARE NETWORK	10/1/2026 - 10/31/2026	1,886.81	66882
101-172-716.000	HOSPITALIZATION INS.-FRING	STANDARD INSURANCE COMPANY	SEPTEMBER 2026	101.59	66922
101-172-728.000	POSTAGE	CHARLEVOIX STATE BANK	BILLING CYCLE 9/17/2026	100.00	66885
101-172-818.211	CONTRACTUAL SER/IT/BLACK R	BLACK ROCK TECHNOLOGIES	OCTOBER 2026	740.00	66880
101-172-860.000	TRAVEL & SCHOOL	MSU ANR EVENT SERVICES	PUBLIC ACT 58	50.00	66909
101-172-860.000	TRAVEL & SCHOOL	CHARLEVOIX STATE BANK	BILLING CYCLE 9/8/2026	650.00	66885
101-172-977.000	EQUIPMENT OTHER	INTEGRITY BUSSINESS SOLUTI	CITY HALL CHAIRS	410.00	66899
101-172-977.100	EQUIPMENT-COMPUTER & SOFTW	CHARLEVOIX STATE BANK	BILLING CYCLE 9/8/2026	19.99	66885
			Total Department 172 ADMINISTRATOR-DEPT.	3,958.39	
Department: 215 CLERK-DEPT.					
101-215-716.000	HOSPITALIZATION INS.-FRING	BLUE CARE NETWORK	10/1/2026 - 10/31/2026	1,861.25	66882
101-215-716.000	HOSPITALIZATION INS.-FRING	STANDARD INSURANCE COMPANY	SEPTEMBER 2026	81.83	66922
101-215-726.000	SUPPLIES	CITY OF E.J. PETTY CASH	NOTARY RENEWAL	10.00	66888
101-215-818.211	CONTRACTUAL SER/IT/BLACK R	BLACK ROCK TECHNOLOGIES	OCTOBER 2026	949.00	66880
			Total Department 215 CLERK-DEPT.	2,902.08	
Department: 247 BOARD OF REVIEW-DEPT.					
101-247-728.000	POSTAGE	CHARLEVOIX STATE BANK	BILLING CYCLE 9/17/2026	100.00	66885
			Total Department 247 BOARD OF REVIEW-DEPT.	100.00	
Department: 253 TREASURER-DEPT.					
101-253-716.000	HOSPITALIZATION INS.-FRING	BLUE CARE NETWORK	10/1/2026 - 10/31/2026	559.28	66882
101-253-716.000	HOSPITALIZATION INS.-FRING	STANDARD INSURANCE COMPANY	SEPTEMBER 2026	79.10	66922
101-253-818.211	CONTRACTUAL SER/IT/BLACK R	BLACK ROCK TECHNOLOGIES	OCTOBER 2026	803.00	66880
			Total Department 253 TREASURER-DEPT.	1,441.38	
Department: 258 DATA PROCESSING/COMPUTER DEPT.					
101-258-818.140	CONTRACTUAL SER.-INTERNET	MICHIGAN DIGITAL	OCTOBER 2026	104.00	66906
101-258-818.300	CONTRACTUAL/FUND BAL. & CO	GREATAMERICA FINANCIAL SVC	8/20/2026 - 9/19/2026	229.49	66897
101-258-977.100	EQUIPMENT-COMPUTER & SOFTW	BLACK ROCK TECHNOLOGIES	ONE TIME SETUP/ONBOARDING FEE	1,500.00	66881
			Total Department 258 DATA PROCESSING/COMPUTER DEPT.	1,833.49	
Department: 265 BUILDING AND GROUNDS-DEPT.					
101-265-716.000	HOSPITALIZATION INS.-FRING	BLUE CARE NETWORK	10/1/2026 - 10/31/2026	28.78	66882
101-265-716.000	HOSPITALIZATION INS.-FRING	STANDARD INSURANCE COMPANY	SEPTEMBER 2026	60.15	66922
101-265-726.000	SUPPLIES	CHARLEVOIX STATE BANK	BILLING CYCLE 9/8/2026	325.64	66885
101-265-726.000	SUPPLIES	AMAZON CAPITAL SERVICES	DAB-N-SEAL ENVELOPE MOISTENER	10.79	66873
101-265-726.000	SUPPLIES	CHARLEVOIX STATE BANK	BILLING CYCLE 9/8/2026	29.99	66885
101-265-726.000	SUPPLIES	CHARLEVOIX STATE BANK	BILLING CYCLE 9/8/2026	37.90	66885
101-265-728.000	POSTAGE	CHARLEVOIX STATE BANK	BILLING CYCLE 9/17/2026	368.41	66885
101-265-818.130	CONTRACTUAL SER/SOLID WAST	GFL ENVIRONMENTAL	AUGUST 2026	73.85	66893
101-265-818.211	CONTRACTUAL SER/IT/BLACK R	BLACK ROCK TECHNOLOGIES	OCTOBER 2026	8.00	66880
101-265-818.280	CONTRACTUAL SER/IT/COMPUTE	SANDI WHITEFORD	PD AND ONBOARDING	200.00	66919
101-265-850.000	TELEPHONE	CHARLEVOIX STATE BANK	BILLING CYCLE 9/8/2026	172.21	66885

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 101 GENERAL FUND					
Department: 265 BUILDING AND GROUNDS-DEPT.					
101-265-923.000	FUEL-BUILDINGS	DTE ENERGY	AUGUST 2026	121.14	66890
101-265-943.000	EQUIPMENT RENTAL	CITY OF E.J. EQPT. RENTAL	EQ RENTAL	58.93	66887
101-265-977.000	EQUIPMENT OTHER	INTEGRITY BUSSINESS SOLUTI	CITY HALL CHAIRS	820.00	66899
101-265-977.100	EQUIPMENT-COMPUTER & SOFTW	BLACK ROCK TECHNOLOGIES	ONE TIME SETUP/ONBOARDING FEE	2,000.00	66881
101-265-977.100	EQUIPMENT-COMPUTER & SOFTW	CHARLEVOIX STATE BANK	BILLING CYCLE 9/8/2026	158.99	66885
			Total Department 265 BUILDING AND GROUNDS-DEPT.	4,474.78	
Department: 276 CEMETERY-DEPT.					
101-276-716.000	HOSPITALIZATION INS.-FRING	BLUE CARE NETWORK	10/1/2026 - 10/31/2026	337.98	66882
101-276-716.000	HOSPITALIZATION INS.-FRING	STANDARD INSURANCE COMPANY	SEPTEMBER 2026	20.23	66922
101-276-726.100	SUPPLIES-VETERAN FLAGS	AMERICAN LEGION POST 227	457 FLAGS - SUNSET HILL	571.25	66874
101-276-943.000	EQUIPMENT RENTAL	CITY OF E.J. EQPT. RENTAL	EQ RENTAL	165.87	66887
			Total Department 276 CEMETERY-DEPT.	1,095.33	
Department: 301 POLICE DEPARTMENT					
101-301-716.000	HOSPITALIZATION INS.-FRING	BLUE CARE NETWORK	10/1/2026 - 10/31/2026	7,060.16	66882
101-301-716.000	HOSPITALIZATION INS.-FRING	STANDARD INSURANCE COMPANY	SEPTEMBER 2026	363.43	66922
101-301-726.000	SUPPLIES	CHARLEVOIX STATE BANK	BILLING CYCLE 9/8/2026	19.96	66885
101-301-818.280	CONTRACTUAL SER/IT/COMPUTE	SANDI WHITEFORD	PD AND ONBOARDING	860.00	66919
101-301-850.000	TELEPHONE	CHARLEVOIX STATE BANK	BILLING CYCLE 9/8/2026	143.00	66885
101-301-850.200	INTERNET SERVICES	CHARTER COMMUNICATIONS	POLICE 9/24/2026 - 10/23/2026	209.98	66886
101-301-923.000	FUEL-BUILDINGS	DTE ENERGY	AUGUST 2026	60.57	66890
101-301-943.000	EQUIPMENT RENTAL	CITY OF E.J. EQPT. RENTAL	EQ RENTAL	59.00	66887
101-301-977.000	EQUIPMENT OTHER	INTEGRITY BUSSINESS SOLUTI	POLICE CHAIRS	1,859.00	66899
			Total Department 301 POLICE DEPARTMENT	10,635.10	
Department: 302 POLICE - SRO					
101-302-716.000	HOSPITALIZATION INS.-FRING	BLUE CARE NETWORK	10/1/2026 - 10/31/2026	1,911.58	66882
101-302-716.000	HOSPITALIZATION INS.-FRING	STANDARD INSURANCE COMPANY	SEPTEMBER 2026	70.44	66922
			Total Department 302 POLICE - SRO	1,982.02	
Department: 336 FIRE DEPARTMENT					
101-336-716.000	HOSPITALIZATION INS.-FRING	BLUE CARE NETWORK	10/1/2026 - 10/31/2026	148.64	66882
101-336-716.000	HOSPITALIZATION INS.-FRING	STANDARD INSURANCE COMPANY	SEPTEMBER 2026	5.07	66922
101-336-726.000	SUPPLIES	AMAZON CAPITAL SERVICES		359.09	66873
101-336-726.000	SUPPLIES	AMAZON CAPITAL SERVICES	MEAT JERKY STICKS	103.68	66873
101-336-726.200	MEMBERSHIP FEES	NFPA	MEMBERSHIP RENEWAL	225.00	66911
101-336-818.012	CONTRACTURAL SERVICES/CLEA	MICHELLE ELLISON	6/23/2026 - 7/16/2026	120.00	66905
101-336-818.012	CONTRACTURAL SERVICES/CLEA	MICHELLE ELLISON	7/21/2026 - 8/11/2026	120.00	66905
101-336-818.012	CONTRACTURAL SERVICES/CLEA	MICHELLE ELLISON	8/19/2026 - 9/9/2026	120.00	66905
101-336-818.130	CONTRACTUAL SER/SOLID WAST	GFL ENVIRONMENTAL	AUGUST 2026	74.98	66893
101-336-850.000	TELEPHONE	CHARLEVOIX STATE BANK	BILLING CYCLE 9/8/2026	48.17	66885
101-336-850.200	INTERNET SERVICES	CHARTER COMMUNICATIONS	FIRE & EMS 9/16/2026 - 10/15/2026	65.00	66886
101-336-923.000	FUEL-BUILDINGS	DTE ENERGY	AUGUST 2026	37.50	66890
101-336-931.000	MAINTENANCE & REPAIR-BUILD	NORTHWEST GARAGE DOOR	PREVENTATIVE MAINTENANCE	200.00	66912
101-336-943.000	EQUIPMENT RENTAL	CITY OF E.J. EQPT. RENTAL	EQ RENTAL	173.32	66887
			Total Department 336 FIRE DEPARTMENT	1,800.45	
Department: 410 ZONING BOARD/COMMISSION-DEPT.					
101-410-726.000	SUPPLIES	AMAZON CAPITAL SERVICES	INK/PAPER - PLOTTER PRINTER	270.69	66873
101-410-728.000	POSTAGE	CHARLEVOIX STATE BANK	BILLING CYCLE 9/17/2026	70.14	66885

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 101 GENERAL FUND					
Department: 410 ZONING BOARD/COMMISSION-DEPT.					
101-410-900.000	PUBLISHING	CHARLEVOIX COUNTY NEWS	PLANNING PUBLIC HEARING	40.00	66883
			Total Department 410 ZONING BOARD/COMMISSION-DEPT.	380.83	
Department: 441 DEPARTMENT OF PUBLIC WORKS-DEP					
101-441-716.000	HOSPITALIZATION INS.-FRING	BLUE CARE NETWORK	10/1/2026 - 10/31/2026	371.86	66882
101-441-716.000	HOSPITALIZATION INS.-FRING	STANDARD INSURANCE COMPANY	SEPTEMBER 2026	13.89	66922
101-441-726.130	MAJ&LOC.ST. SALT/CHLORIDE/	DETROIT SALT COMPANY	ROCK SALT	4,368.31	66889
101-441-726.130	MAJ&LOC.ST. SALT/CHLORIDE/	DETROIT SALT COMPANY	ROCK SALT	8,934.60	66889
101-441-726.130	MAJ&LOC.ST. SALT/CHLORIDE/	DETROIT SALT COMPANY	ROCK SALT	9,001.99	66889
101-441-943.000	EQUIPMENT RENTAL	CITY OF E.J. EQPT. RENTAL	EQ RENTAL	144.13	66887
			Total Department 441 DEPARTMENT OF PUBLIC WORKS-DEP	22,834.78	
Department: 442 AIRPORT-DEPT.					
101-442-716.000	HOSPITALIZATION INS.-FRING	BLUE CARE NETWORK	10/1/2026 - 10/31/2026	71.67	66882
101-442-716.000	HOSPITALIZATION INS.-FRING	STANDARD INSURANCE COMPANY	SEPTEMBER 2026	4.62	66922
101-442-943.000	EQUIPMENT RENTAL	CITY OF E.J. EQPT. RENTAL	EQ RENTAL	176.55	66887
			Total Department 442 AIRPORT-DEPT.	252.84	
Department: 751 RECREATION/PARKS DEPARTMENT					
101-751-716.000	HOSPITALIZATION INS.-FRING	BLUE CARE NETWORK	10/1/2026 - 10/31/2026	138.08	66882
101-751-716.000	HOSPITALIZATION INS.-FRING	STANDARD INSURANCE COMPANY	SEPTEMBER 2026	34.87	66922
101-751-818.000	CONTRACTUAL SERVICES	AT YOUR SERVICE PLUS	BOAT LAUNCH - SEPT 14 TO OCT 11	250.00	66876
101-751-931.000	MAINTENANCE & REPAIR-BUILD	AMAZON CAPITAL SERVICES	HANDHELD WIRELESS MICROPHONE SYSTEM	168.54	66873
101-751-931.000	MAINTENANCE & REPAIR-BUILD	AMAZON CAPITAL SERVICES	ADAPTER/COUPLER	34.49	66873
101-751-931.000	MAINTENANCE & REPAIR-BUILD	JWC BUILDING		2,550.00	66901
101-751-931.000	MAINTENANCE & REPAIR-BUILD	ROBERT CRICK	8" FASCIA	72.08	66918
101-751-931.900	MAINTENANCE & REPAIR-GROUN	PENCHURA LLC	WOOD CHIPS	5,197.50	66913
101-751-943.000	EQUIPMENT RENTAL	CITY OF E.J. EQPT. RENTAL	EQ RENTAL	520.06	66887
			Total Department 751 RECREATION/PARKS DEPARTMENT	8,965.62	
Department: 752 COMMUNITY & SKATE PARK					
101-752-716.000	HOSPITALIZATION INS.-FRING	BLUE CARE NETWORK	10/1/2026 - 10/31/2026	80.65	66882
101-752-716.000	HOSPITALIZATION INS.-FRING	STANDARD INSURANCE COMPANY	SEPTEMBER 2026	22.58	66922
101-752-818.000	CONTRACTUAL SERVICES	AT YOUR SERVICE PLUS	PICKLE BALL - SEPT 14 - OCT 11	250.00	66876
101-752-920.000	ELECTRIC SERVICE	GREAT LAKES ENERGY	8/18/2026 - 9/18/2026	99.01	66895
101-752-931.900	MAINTENANCE & REPAIR-GROUN	CHARLEVOIX STATE BANK	BILLING CYCLE 9/8/2026	975.25	66885
101-752-939.000	VEHICLE MAINTENANCE	GINOP SALES INC	PARTS	755.74	66894
101-752-943.000	EQUIPMENT RENTAL	CITY OF E.J. EQPT. RENTAL	EQ RENTAL	95.10	66887
101-752-977.000	EQUIPMENT OTHER	PRO IMAGE DESIGN INC	PICKLE BALL SIGN	2,267.20	66915
			Total Department 752 COMMUNITY & SKATE PARK	4,545.53	
Department: 757 ELM POINTE RECREATION FACILITY					
101-757-716.000	HOSPITALIZATION INS.-FRING	BLUE CARE NETWORK	10/1/2026 - 10/31/2026	15.40	66882
101-757-716.000	HOSPITALIZATION INS.-FRING	STANDARD INSURANCE COMPANY	SEPTEMBER 2026	2.10	66922
101-757-818.000	CONTRACTUAL SERVICES	AT YOUR SERVICE PLUS	ELM POINTE - SEPT 14 - OCT 11	250.00	66876
101-757-818.130	CONTRACTUAL SER/SOLID WAST	GFL ENVIRONMENTAL	AUGUST 2026	135.45	66893
			Total Department 757 ELM POINTE RECREATION FACILITY	402.95	
Department: 997 EMERGENCY MEDICAL FACILITY					
101-997-818.130	CONTRACTUAL SER/SOLID WAST	GFL ENVIRONMENTAL	AUGUST 2026	74.98	66893
101-997-850.200	INTERNET SERVICES	CHARTER COMMUNICATIONS	FIRE & EMS 9/16/2026 - 10/15/2026	65.00	66886

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 101 GENERAL FUND					
Department: 997 EMERGENCY MEDICAL FACILITY					
101-997-923.000	FUEL-BUILDINGS	DTE ENERGY	AUGUST 2026	37.50	66890
			Total Department 997 EMERGENCY MEDICAL FACILITY	177.48	
Department: 998 HOUSING COMM/PAYING AGENTS					
101-998-716.000	HOSPITALIZATION INS.-FRING	STANDARD INSURANCE COMPANY	SEPTEMBER 2026	51.55	66922
			Total Department 998 HOUSING COMM/PAYING AGENTS	51.55	
			Total Fund 101 GENERAL FUND	68,170.86	
Fund: 202 MAJOR STREETS					
Department: 463 STREET MAINTENANCE-DEPT.					
202-463-716.000	HOSPITALIZATION INS.-FRING	BLUE CARE NETWORK	10/1/2026 - 10/31/2026	1,053.48	66882
202-463-716.000	HOSPITALIZATION INS.-FRING	STANDARD INSURANCE COMPANY	SEPTEMBER 2026	20.43	66922
202-463-943.000	EQUIPMENT RENTAL	CITY OF E.J. EQPT. RENTAL	EQ RENTAL	526.43	66887
			Total Department 463 STREET MAINTENANCE-DEPT.	1,600.34	
Department: 465 STREET/TREE/TRIMMING/PLANTING					
202-465-943.000	EQUIPMENT RENTAL	CITY OF E.J. EQPT. RENTAL	EQ RENTAL	59.61	66887
			Total Department 465 STREET/TREE/TRIMMING/PLANTING	59.61	
Department: 474 STREET SIGN MAINTENANCE-DEPT.					
202-474-977.000	EQUIPMENT OTHER	RADARSIGN, LLC	RADAR SIGNS	11,206.00	66917
			Total Department 474 STREET SIGN MAINTENANCE-DEPT.	11,206.00	
Department: 478 STREET SNOW REMOVAL-DEPT.					
202-478-943.000	EQUIPMENT RENTAL	CITY OF E.J. EQPT. RENTAL	EQ RENTAL	1,551.15	66887
			Total Department 478 STREET SNOW REMOVAL-DEPT.	1,551.15	
			Total Fund 202 MAJOR STREETS	14,417.10	
Fund: 203 LOCAL STREETS					
Department: 463 STREET MAINTENANCE-DEPT.					
203-463-716.000	HOSPITALIZATION INS.-FRING	BLUE CARE NETWORK	10/1/2026 - 10/31/2026	997.12	66882
203-463-716.000	HOSPITALIZATION INS.-FRING	STANDARD INSURANCE COMPANY	SEPTEMBER 2026	99.80	66922
203-463-726.000	SUPPLIES	PERFORMANCE ENGINEERS, INC	JORDAN STREET IMPROVENWNTS	1,606.05	66914
203-463-943.000	EQUIPMENT RENTAL	CITY OF E.J. EQPT. RENTAL	EQ RENTAL	766.73	66887
			Total Department 463 STREET MAINTENANCE-DEPT.	3,469.70	
Department: 465 STREET/TREE/TRIMMING/PLANTING					
203-465-943.000	EQUIPMENT RENTAL	CITY OF E.J. EQPT. RENTAL	EQ RENTAL	59.61	66887
			Total Department 465 STREET/TREE/TRIMMING/PLANTING	59.61	
Department: 478 STREET SNOW REMOVAL-DEPT.					
203-478-943.000	EQUIPMENT RENTAL	CITY OF E.J. EQPT. RENTAL	EQ RENTAL	1,167.69	66887
			Total Department 478 STREET SNOW REMOVAL-DEPT.	1,167.69	
			Total Fund 203 LOCAL STREETS	4,697.00	
Fund: 247 TIFA FUND					
Department: 000					
247-000-716.000	HOSPITALIZATION INS.-FRING	BLUE CARE NETWORK	10/1/2026 - 10/31/2026	109.76	66882
247-000-716.000	HOSPITALIZATION INS.-FRING	STANDARD INSURANCE COMPANY	SEPTEMBER 2026	3.36	66922
247-000-726.000	SUPPLIES	GREATAMERICA FINANCIAL SVC	8/20/2026 - 9/19/2026	1.97	66897

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 247 TIFA FUND					
Department: 000					
247-000-728.000	POSTAGE	CHARLEVOIX STATE BANK	BILLING CYCLE 9/17/2026	100.00	66885
247-000-818.130	CONTRACTUAL SER/SOLID WAST	GFL ENVIRONMENTAL	AUGUST 2026	132.50	66893
247-000-821.000	ENGINEERING	MCKENNA	AUGUST 2026 PROFESSIONAL SERVICES	2,275.00	66904
247-000-931.100	MAINTENANCE & REPAIR-GENER	STANDARD ELECTRIC CO.	GELMP LED80ED23.5M/740	6,360.00	66921
247-000-931.100	MAINTENANCE & REPAIR-GENER	AAA SERVICES PLUS	TOWABLE MANLIFT	350.00	66872
			Total Department 000	9,332.59	
			Total Fund 247 TIFA FUND	9,332.59	
Fund: 403 BANDSHELL CONSTRUCTION FUND					
Department: 000					
403-000-296.000	BAND SHELL SECURITY DEPOSI	ANDREW HARDY	SECURITY DEPOSIT	100.00	66875
403-000-296.000	BAND SHELL SECURITY DEPOSI	EAST JORDAN COMMUNITY CHUR	SECURITY DEPOSIT	100.00	66891
			Total Department 000	200.00	
			Total Fund 403 BANDSHELL CONSTRUCTION FUND	200.00	
Fund: 509 E.J. HARBOR MARINA					
Department: 000					
509-000-716.000	HOSPITALIZATION INS.-FRING	BLUE CARE NETWORK	10/1/2026 - 10/31/2026	22.97	66882
509-000-716.000	HOSPITALIZATION INS.-FRING	STANDARD INSURANCE COMPANY	SEPTEMBER 2026	0.19	66922
509-000-751.000	GASOLINE	ELLSWORTH FARMERS EXCHANGE	UNLEADED - 1,500.10	8,667.58	66892
509-000-751.000	GASOLINE	ELLSWORTH FARMERS EXCHANGE	REFUND UNLEADED - 1,238.6	(7,379.58)	66892
509-000-751.100	DIESEL	ELLSWORTH FARMERS EXCHANGE	DIESEL - 1,354.9	7,302.91	66892
509-000-818.130	CONTRACTUAL SER/SOLID WAST	GFL ENVIRONMENTAL	AUGUST 2026	179.97	66893
509-000-850.000	TELEPHONE	CHARLEVOIX STATE BANK	BILLING CYCLE 9/8/2026	21.27	66885
509-000-850.200	INTERNET SERVICES	CHARTER COMMUNICATIONS	08/21 TO 09/20	220.00	66886
509-000-850.200	INTERNET SERVICES	CHARTER COMMUNICATIONS	09/21 TO 10/20	220.00	66886
			Total Department 000	9,255.31	
			Total Fund 509 E.J. HARBOR MARINA	9,255.31	
Fund: 545 TOURIST PARK					
Department: 000					
545-000-111.000	INVENTORY - MATERIALS & SU	AMAZON CAPITAL SERVICES	RICE KRISPIES TREATS	16.74	66873
545-000-716.000	HOSPITALIZATION INS.-FRING	BLUE CARE NETWORK	10/1/2026 - 10/31/2026	442.97	66882
545-000-716.000	HOSPITALIZATION INS.-FRING	STANDARD INSURANCE COMPANY	SEPTEMBER 2026	34.20	66922
545-000-726.000	SUPPLIES	AMAZON CAPITAL SERVICES	CLEAR PLASTIC BAGS	9.69	66873
545-000-726.000	SUPPLIES	AMAZON CAPITAL SERVICES	BLACK INK TONER	59.99	66873
545-000-726.000	SUPPLIES	MOBILE LEAVES CORP	RENEWAL	83.40	66908
545-000-726.000	SUPPLIES	CHARLEVOIX STATE BANK	BILLING CYCLE 9/8/2026	105.76	66885
545-000-728.000	POSTAGE	CHARLEVOIX STATE BANK	BILLING CYCLE 9/17/2026	11.02	66885
545-000-751.000	GASOLINE	ELLSWORTH FARMERS EXCHANGE	UNL GAS	20.04	66892
545-000-850.000	TELEPHONE	CHARLEVOIX STATE BANK	BILLING CYCLE 9/8/2026	40.17	66885
545-000-886.000	SPECIAL EVENTS EXPENSE	AMAZON CAPITAL SERVICES	CLOTH VIP WRISTBANDS	36.10	66873
545-000-886.000	SPECIAL EVENTS EXPENSE	AMAZON CAPITAL SERVICES	WRISTBANDS/MARKERS	79.70	66873
545-000-886.000	SPECIAL EVENTS EXPENSE	AT YOUR SERVICE PLUS	FALL FEST	2,300.00	66876
545-000-886.000	SPECIAL EVENTS EXPENSE	ELLSWORTH FARMERS EXCHANGE	BEDDING-STRAW BALE	108.00	66892
545-000-886.000	SPECIAL EVENTS EXPENSE	GREAT LAKES GOLF CARS	6 PASSENGER RENTAL	35.00	66896
545-000-886.000	SPECIAL EVENTS EXPENSE	ROBERT CRICK	REIMBURSEMENT FOR FRIDAY BAND	2,500.00	66918
545-000-886.000	SPECIAL EVENTS EXPENSE	CHARLEVOIX COUNTY NEWS	1/4 PAGE AD	90.00	66883

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 545 TOURIST PARK					
Department: 000					
545-000-886.000	SPECIAL EVENTS EXPENSE	CHARLEVOIX COUNTY NEWS	1/4 PAGE AD	90.00	66883
545-000-886.000	SPECIAL EVENTS EXPENSE	CHARLEVOIX COUNTY NEWS	1/4 PAGE AD	90.00	66883
545-000-886.000	SPECIAL EVENTS EXPENSE	CHARLEVOIX COUNTY NEWS	1/4 PAGE AD	90.00	66883
545-000-923.000	FUEL-BUILDINGS	DTE ENERGY	AUGUST 2026	112.92	66890
545-000-931.000	MAINTENANCE & REPAIR-BUILD	AMAZON CAPITAL SERVICES	ADAPTERS	39.65	66873
545-000-931.300	MAINT & REPAIR-ELECTRICAL	AMAZON CAPITAL SERVICES	BANNER FLAGS/PROTECTOR RAMP	699.99	66873
545-000-931.900	MAINTENANCE & REPAIR-GROUN	AMAZON CAPITAL SERVICES	BANNER FLAGS/PROTECTOR RAMP	85.96	66873
545-000-943.000	EQUIPMENT RENTAL	CITY OF E.J. EQPT. RENTAL	EQ RENTAL	711.29	66887
545-000-977.100	EQUIPMENT-COMPUTER & SOFTW	CHARLEVOIX STATE BANK	BILLING CYCLE 9/8/2026	270.00	66885
			Total Department 000	8,162.59	
			Total Fund 545 TOURIST PARK	8,162.59	
Fund: 590 SEWER FUND					
Department: 000					
590-000-716.000	HOSPITALIZATION INS.-FRING	BLUE CARE NETWORK	10/1/2026 - 10/31/2026	3,386.61	66882
590-000-716.000	HOSPITALIZATION INS.-FRING	STANDARD INSURANCE COMPANY	SEPTEMBER 2026	147.22	66922
590-000-726.000	SUPPLIES	NCL OF WISCONSIN INC	SUPPLIES	949.28	66910
590-000-726.000	SUPPLIES	AMAZON CAPITAL SERVICES	ALLIGARE DIQUAT HERBICIDE	99.99	66873
590-000-726.700	SUPPLIES PLANT CHEMICALS	SOS ANALYTICAL		5,875.00	66920
590-000-728.000	POSTAGE	CHARLEVOIX STATE BANK	BILLING CYCLE 9/17/2026	5.10	66885
590-000-728.000	POSTAGE	CHARLEVOIX STATE BANK	BILLING CYCLE 9/17/2026	368.42	66885
590-000-728.000	POSTAGE	CHARLEVOIX STATE BANK	BILLING CYCLE 9/8/2026	51.63	66885
590-000-728.000	POSTAGE	CHARLEVOIX STATE BANK	BILLING CYCLE 9/8/2026	9.60	66885
590-000-818.000	CONTRACTUAL SERVICES	ATLAS ELECTRIC INC	WASTE WATER	65.66	66879
590-000-818.000	CONTRACTUAL SERVICES	ATLAS ELECTRIC INC	MIXER MOTOR	212.50	66879
590-000-818.130	CONTRACTUAL SER/SOLID WAST	GFL ENVIRONMENTAL	AUGUST 2026	117.25	66893
590-000-850.000	TELEPHONE	AT&T	9/7/2026 - 10/6/2026	95.49	66877
590-000-850.000	TELEPHONE	AT&T	AUG 23 - SEP 22, 2026	50.81	66878
590-000-923.000	FUEL-BUILDINGS	DTE ENERGY	AUGUST 2026	128.27	66890
590-000-931.000	MAINTENANCE & REPAIR-BUILD	HOME DEPOT CREDIT SERVICES	STATEMENT	54.00	66898
590-000-943.000	EQUIPMENT RENTAL	CITY OF E.J. EQPT. RENTAL	EQ RENTAL	547.90	66887
			Total Department 000	12,164.73	
			Total Fund 590 SEWER FUND	12,164.73	
Fund: 591 WATER FUND					
Department: 000					
591-000-716.000	HOSPITALIZATION INS.-FRING	BLUE CARE NETWORK	10/1/2026 - 10/31/2026	1,712.08	66882
591-000-716.000	HOSPITALIZATION INS.-FRING	STANDARD INSURANCE COMPANY	SEPTEMBER 2026	73.65	66922
591-000-726.000	SUPPLIES	USA BLUEBOOK		2,138.34	66924
591-000-726.000	SUPPLIES	USA BLUEBOOK	GLOVES/NITRATE	305.43	66924
591-000-726.000	SUPPLIES	GREATAMERICA FINANCIAL SVC	8/20/2026 - 9/19/2026	0.32	66897
591-000-728.000	POSTAGE	CHARLEVOIX STATE BANK	BILLING CYCLE 9/17/2026	5.10	66885
591-000-728.000	POSTAGE	CHARLEVOIX STATE BANK	BILLING CYCLE 9/17/2026	368.42	66885
591-000-850.000	TELEPHONE	AT&T	AUG 23 - SEP 22, 2026	50.81	66878
591-000-850.000	TELEPHONE	AT&T	AUG 23 - SEP 22, 2026	56.80	66878
591-000-850.000	TELEPHONE	AT&T	AUG 23 - SEP 22, 2026	50.81	66878
591-000-923.000	FUEL-BUILDINGS	DTE ENERGY	AUGUST 2026	202.05	66890
591-000-931.010	MAINTENANCE & REPAIR-GENER	AMAZON CAPITAL SERVICES	BARRINA LED T5 INTEGRATED SINGLE FIXT	46.54	66873
591-000-943.000	EQUIPMENT RENTAL	CITY OF E.J. EQPT. RENTAL	EQ RENTAL	593.70	66887

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 591 WATER FUND					
Department: 000					
			Total Department 000	5,604.05	
			Total Fund 591 WATER FUND	5,604.05	
Fund: 661 EQUIPMENT-D.P.W.					
Department: 000					
661-000-716.000	HOSPITALIZATION INS.-FRING	BLUE CARE NETWORK	10/1/2026 - 10/31/2026	2,369.36	66882
661-000-716.000	HOSPITALIZATION INS.-FRING	STANDARD INSURANCE COMPANY	SEPTEMBER 2026	126.40	66922
661-000-726.000	SUPPLIES	PURITY CYLINDER GASES INC.		126.08	66916
661-000-726.000	SUPPLIES	GREATAMERICA FINANCIAL SVC	8/20/2026 - 9/19/2026	0.48	66897
661-000-726.000	SUPPLIES	HOME DEPOT CREDIT SERVICES	STATEMENT	95.17	66898
661-000-726.000	SUPPLIES	CHARLEVOIX STATE BANK	BILLING CYCLE 9/8/2026	140.07	66885
661-000-728.000	POSTAGE	CHARLEVOIX STATE BANK	BILLING CYCLE 9/17/2026	100.00	66885
661-000-818.130	CONTRACTUAL SER/SOLID WAST	GFL ENVIRONMENTAL	AUGUST 2026	73.84	66893
661-000-850.200	INTERNET SERVICES	AT&T	9/7/2026 - 10/6/2026	35.69	66877
661-000-923.000	FUEL-BUILDINGS	DTE ENERGY	AUGUST 2026	75.89	66890
661-000-939.000	VEHICLE MAINTENANCE	WELLER TRUCK PARTS	SEAL KIT/GASKET NASB	113.63	66925
661-000-939.000	VEHICLE MAINTENANCE	MACQUEEN	AR CUTOVER ITEM	16,461.79	66903
661-000-939.000	VEHICLE MAINTENANCE	THE SAFETY COMPANY LLC	TRUCK #10 CAP VALVE, O-RING	150.67	66923
661-000-939.000	VEHICLE MAINTENANCE	AMAZON CAPITAL SERVICES	MUFFLER FITS CASE	68.76	66873
661-000-939.000	VEHICLE MAINTENANCE	LEGENDS AUTO GLASS	FAST CURE KIT - ROB TRACTOR	105.00	66902
661-000-939.000	VEHICLE MAINTENANCE	JASPER WELLER LLC	PLATE/SEAL KIT/FILTER KIT	431.47	66900
661-000-939.000	VEHICLE MAINTENANCE	JASPER WELLER LLC	SEAL KIT/GASKET	113.63	66900
661-000-939.000	VEHICLE MAINTENANCE	CHARLEVOIX STATE BANK	BILLING CYCLE 9/8/2026	40.00	66885
661-000-962.000	UNIFORMS	AMAZON CAPITAL SERVICES	CARHARTT MEN'S WORK BOOTS	209.99	66873
			Total Department 000	20,837.92	
			Total Fund 661 EQUIPMENT-D.P.W.	20,837.92	

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
--- TOTALS BY GL DISTRIBUTION ---					
		101-000-020.000	RECEIVABLE-TAXES	170.00	
		101-000-111.000	INVENTORY - MATERIALS & SUPPLY	35.92	
		101-000-238.000	CHILD SUPPORT	130.34	
		101-172-716.000	HOSPITALIZATION INS.-FRINGES	1,988.40	
		101-172-728.000	POSTAGE	100.00	
		101-172-818.211	CONTRACTUAL SER/IT/BLACK ROCK	740.00	
		101-172-860.000	TRAVEL & SCHOOL	700.00	
		101-172-977.000	EQUIPMENT OTHER	410.00	
		101-172-977.100	EQUIPMENT-COMPUTER & SOFTWARE	19.99	
		101-215-716.000	HOSPITALIZATION INS.-FRINGES	1,943.08	
		101-215-726.000	SUPPLIES	10.00	
		101-215-818.211	CONTRACTUAL SER/IT/BLACK ROCK	949.00	
		101-247-728.000	POSTAGE	100.00	
		101-253-716.000	HOSPITALIZATION INS.-FRINGES	638.38	
		101-253-818.211	CONTRACTUAL SER/IT/BLACK ROCK	803.00	
		101-258-818.140	CONTRACTUAL SER.-INTERNET SERV	104.00	
		101-258-818.300	CONTRACTUAL/FUND BAL. & COPIER	229.49	
		101-258-977.100	EQUIPMENT-COMPUTER & SOFTWARE	1,500.00	
		101-265-716.000	HOSPITALIZATION INS.-FRINGES	88.93	
		101-265-726.000	SUPPLIES	404.32	
		101-265-728.000	POSTAGE	368.41	
		101-265-818.130	CONTRACTUAL SER/SOLID WASTE	73.85	
		101-265-818.211	CONTRACTUAL SER/IT/BLACK ROCK	8.00	
		101-265-818.280	CONTRACTUAL SER/IT/COMPUTER	200.00	
		101-265-850.000	TELEPHONE	172.21	
		101-265-923.000	FUEL-BUILDINGS	121.14	
		101-265-943.000	EQUIPMENT RENTAL	58.93	
		101-265-977.000	EQUIPMENT OTHER	820.00	
		101-265-977.100	EQUIPMENT-COMPUTER & SOFTWARE	2,158.99	
		101-276-716.000	HOSPITALIZATION INS.-FRINGES	358.21	
		101-276-726.100	SUPPLIES-VETERAN FLAGS	571.25	
		101-276-943.000	EQUIPMENT RENTAL	165.87	
		101-301-716.000	HOSPITALIZATION INS.-FRINGES	7,423.59	
		101-301-726.000	SUPPLIES	19.96	
		101-301-818.280	CONTRACTUAL SER/IT/COMPUTER	860.00	
		101-301-850.000	TELEPHONE	143.00	
		101-301-850.200	INTERNET SERVICES	209.98	
		101-301-923.000	FUEL-BUILDINGS	60.57	
		101-301-943.000	EQUIPMENT RENTAL	59.00	
		101-301-977.000	EQUIPMENT OTHER	1,859.00	
		101-302-716.000	HOSPITALIZATION INS.-FRINGES	1,982.02	
		101-336-716.000	HOSPITALIZATION INS.-FRINGES	153.71	
		101-336-726.000	SUPPLIES	462.77	
		101-336-726.200	MEMBERSHIP FEES	225.00	
		101-336-818.012	CONTRACTURAL SERVICES/CLEANING	360.00	
		101-336-818.130	CONTRACTUAL SER/SOLID WASTE	74.98	
		101-336-850.000	TELEPHONE	48.17	
		101-336-850.200	INTERNET SERVICES	65.00	
		101-336-923.000	FUEL-BUILDINGS	37.50	

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
101-336-931.000			MAINTENANCE & REPAIR-BUILDING	200.00	
101-336-943.000			EQUIPMENT RENTAL	173.32	
101-410-726.000			SUPPLIES	270.69	
101-410-728.000			POSTAGE	70.14	
101-410-900.000			PUBLISHING	40.00	
101-441-716.000			HOSPITALIZATION INS.-FRINGES	385.75	
101-441-726.130			MAJ&LOC.ST. SALT/CHLORIDE/SAND	22,304.90	
101-441-943.000			EQUIPMENT RENTAL	144.13	
101-442-716.000			HOSPITALIZATION INS.-FRINGES	76.29	
101-442-943.000			EQUIPMENT RENTAL	176.55	
101-751-716.000			HOSPITALIZATION INS.-FRINGES	172.95	
101-751-818.000			CONTRACTUAL SERVICES	250.00	
101-751-931.000			MAINTENANCE & REPAIR-BUILDING	2,825.11	
101-751-931.900			MAINTENANCE & REPAIR-GROUNDS	5,197.50	
101-751-943.000			EQUIPMENT RENTAL	520.06	
101-752-716.000			HOSPITALIZATION INS.-FRINGES	103.23	
101-752-818.000			CONTRACTUAL SERVICES	250.00	
101-752-920.000			ELECTRIC SERVICE	99.01	
101-752-931.900			MAINTENANCE & REPAIR-GROUNDS	975.25	
101-752-939.000			VEHICLE MAINTENANCE	755.74	
101-752-943.000			EQUIPMENT RENTAL	95.10	
101-752-977.000			EQUIPMENT OTHER	2,267.20	
101-757-716.000			HOSPITALIZATION INS.-FRINGES	17.50	
101-757-818.000			CONTRACTUAL SERVICES	250.00	
101-757-818.130			CONTRACTUAL SER/SOLID WASTE	135.45	
101-997-818.130			CONTRACTUAL SER/SOLID WASTE	74.98	
101-997-850.200			INTERNET SERVICES	65.00	
101-997-923.000			FUEL-BUILDINGS	37.50	
101-998-716.000			HOSPITALIZATION INS.-FRINGES	51.55	
202-463-716.000			HOSPITALIZATION INS.-FRINGES	1,073.91	
202-463-943.000			EQUIPMENT RENTAL	526.43	
202-465-943.000			EQUIPMENT RENTAL	59.61	
202-474-977.000			EQUIPMENT OTHER	11,206.00	
202-478-943.000			EQUIPMENT RENTAL	1,551.15	
203-463-716.000			HOSPITALIZATION INS.-FRINGES	1,096.92	
203-463-726.000			SUPPLIES	1,606.05	
203-463-943.000			EQUIPMENT RENTAL	766.73	
203-465-943.000			EQUIPMENT RENTAL	59.61	
203-478-943.000			EQUIPMENT RENTAL	1,167.69	
247-000-716.000			HOSPITALIZATION INS.-FRINGES	113.12	
247-000-726.000			SUPPLIES	1.97	
247-000-728.000			POSTAGE	100.00	
247-000-818.130			CONTRACTUAL SER/SOLID WASTE	132.50	
247-000-821.000			ENGINEERING	2,275.00	
247-000-931.100			MAINTENANCE & REPAIR-GENERAL	6,710.00	
403-000-296.000			BAND SHELL SECURITY DEPOSIT	200.00	
509-000-716.000			HOSPITALIZATION INS.-FRINGES	23.16	
509-000-751.000			GASOLINE	1,288.00	
509-000-751.100			DIESEL	7,302.91	
509-000-818.130			CONTRACTUAL SER/SOLID WASTE	179.97	
509-000-850.000			TELEPHONE	21.27	

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
		509-000-850.200	INTERNET SERVICES	440.00	
		545-000-111.000	INVENTORY - MATERIALS & SUPPLY	16.74	
		545-000-716.000	HOSPITALIZATION INS.-FRINGES	477.17	
		545-000-726.000	SUPPLIES	258.84	
		545-000-728.000	POSTAGE	11.02	
		545-000-751.000	GASOLINE	20.04	
		545-000-850.000	TELEPHONE	40.17	
		545-000-886.000	SPECIAL EVENTS EXPENSE	5,418.80	
		545-000-923.000	FUEL-BUILDINGS	112.92	
		545-000-931.000	MAINTENANCE & REPAIR-BUILDING	39.65	
		545-000-931.300	MAINT & REPAIR-ELECTRICAL	699.99	
		545-000-931.900	MAINTENANCE & REPAIR-GROUNDS	85.96	
		545-000-943.000	EQUIPMENT RENTAL	711.29	
		545-000-977.100	EQUIPMENT-COMPUTER & SOFTWARE	270.00	
		590-000-716.000	HOSPITALIZATION INS.-FRINGES	3,533.83	
		590-000-726.000	SUPPLIES	1,049.27	
		590-000-726.700	SUPPLIES PLANT CHEMICALS	5,875.00	
		590-000-728.000	POSTAGE	434.75	
		590-000-818.000	CONTRACTUAL SERVICES	278.16	
		590-000-818.130	CONTRACTUAL SER/SOLID WASTE	117.25	
		590-000-850.000	TELEPHONE	146.30	
		590-000-923.000	FUEL-BUILDINGS	128.27	
		590-000-931.000	MAINTENANCE & REPAIR-BUILDING	54.00	
		590-000-943.000	EQUIPMENT RENTAL	547.90	
		591-000-716.000	HOSPITALIZATION INS.-FRINGES	1,785.73	
		591-000-726.000	SUPPLIES	2,444.09	
		591-000-728.000	POSTAGE	373.52	
		591-000-850.000	TELEPHONE	158.42	
		591-000-923.000	FUEL-BUILDINGS	202.05	
		591-000-931.010	MAINTENANCE & REPAIR-GENERAL	46.54	
		591-000-943.000	EQUIPMENT RENTAL	593.70	
		661-000-716.000	HOSPITALIZATION INS.-FRINGES	2,495.76	
		661-000-726.000	SUPPLIES	361.80	
		661-000-728.000	POSTAGE	100.00	
		661-000-818.130	CONTRACTUAL SER/SOLID WASTE	73.84	
		661-000-850.200	INTERNET SERVICES	35.69	
		661-000-923.000	FUEL-BUILDINGS	75.89	
		661-000-939.000	VEHICLE MAINTENANCE	17,484.95	
		661-000-962.000	UNIFORMS	209.99	
--- TOTALS BY FUND ---					
		101	GENERAL FUND	68,170.86	
		202	MAJOR STREETS	14,417.10	
		203	LOCAL STREETS	4,697.00	
		247	TIFA FUND	9,332.59	
		403	BANDSHELL CONSTRUCTION FUND	200.00	
		509	E.J. HARBOR MARINA	9,255.31	
		545	TOURIST PARK	8,162.59	
		590	SEWER FUND	12,164.73	
		591	WATER FUND	5,604.05	
		661	EQUIPMENT-D.P.W.	20,837.92	
		Total For All Funds:		152,842.15	

Incident Reports by Incident Number

Incident Identifier	Dispatch	Primary Incident Type
26-0097	08/02/2026 15:18	Hazardous Situation: Investigation: Smoke Investigation Mountain Rd & N Peninsula Rd, East Jordan, MI 49727
26-0098	08/03/2026 12:45	Fire: Outside Fire: Dumpster / Other Outdoor Container Fire 5257 Behling Rd, East Jordan, MI 49727 9743
26-0099	08/04/2026 19:14	Rescue: Water: Person in Water (Standing Water/Lake) 300 Water St, East Jordan, MI 49727 9333
26-0100	08/09/2026 13:17	Fire: Transportation Fire: Vehicle Fire - Passenger M-66 & Goebel Rd, East Jordan, MI 49727 9388
26-0101	08/16/2026 16:54	No Emergency: False Alarm: Other False Call 813 Mill St, East Jordan, MI 49727 9178
26-0102	08/23/2026 18:11	Hazardous Situation: Hazard Non-Chemical: Motor Vehicle Collision - No Injury Ellsworth Rd & Addis Ln, East Jordan, MI 49727 9577
26-0103	08/26/2026 16:21	Hazardous Situation: Hazard Non-Chemical: Electrical Power Line Down / Arching / Malfunction M 32 & Adams Rd, East Jordan, MI 49727
26-0104	08/27/2026 13:05	Medical: Injury / Trauma: Industrial Accident/Inaccessible Incident/Other Entrapment (Non-Vehicle) 805 Maple St, East Jordan, MI 49727 9781
26-0105	08/29/2026 13:37	Rescue: Water: Person in Water (Swiftwater/River) 1600 E Old State Rd, East Jordan, MI 49727
26-0106	08/31/2026 17:04	Fire: Transportation Fire: Vehicle Fire - Passenger 504 Grant St, East Jordan, MI 49727 5132

Total Count: 10

East Jordan Police Department

326 Main Street - P.O. Box 499
East Jordan, Michigan 49727-0499
Tel: (231) 536-2273 Fax: (231) 536-0791

Chief Randy R Kloss

DATE: 9/28/26

TO: East Jordan City Commission

FROM: Chief Randy R Kloss

RE: Update, late summer/early fall 2026

School has started and little to no problems reported. Chief Kloss and School Resource Officer Irwin will continue to incorporate the school safety program and are planning various presentations.

Report of a break in at East Jordan DPW Sewer Lift building was reported on 9/1/26. 2 male subjects broke into the building by breaking a window and gaining access to the building. After the investigation was completed, 2 male subjects were charged and arrests have been made.

Complaints of E-Bikes riding on sidewalks have been reported. No state law has been broken nor is there an ordinance keeping them from riding on sidewalks. Please be aware of them riding.

Scam calls continue to occur, please do not give any personal information over the phone until you can properly confirm who is calling you.

Fall Festival was a success with little to no problems reported at the Tourist Park, thank you to all that assisted with keeping it safe.

Just a reminder to everyone to call 911 for assistance to get immediate response from the East Jordan Police Department

Stay safe and thank you to all who help keep this community safe!

Respectfully Submitted,

Chief Randy R Kloss EJPD

Jordan Valley EMS Authority Board Meeting Minutes
July 31, 2026 at 5:30pm
555 Maple St. East Jordan MI 49727

1. Call to Order and Pledge of Allegiance: 5:30pm
2. Invocation: Mark Penzien
3. Mr. Penzien welcomed Joshua Chamberlain as South Arm Township's representative indicating that Mr. Peck would no longer be the board representative for that township.
4. 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), Absent: Hope Wynkoop-Morris (Biller) Kim Brooks (Office Manager). Guests: 11
5. Approval of Agenda: Rathbun made a motion to approve, supported by Timmer. All in favor, Motion Carried. Discussion was had in regard to adjusting the order of new business due to closed sessions and additional request to review borrowing of funds from Equipment Millage account.
6. Approval of Past Minutes: June 17, 2026-Timmer made a motion to approve, supported by Busman. All in favor, Motion Carried.
7. Acceptance of Accountant's Report: Busman made a motion to approve, supported by Rathbun. All in favor, Motioned Carried. Discussion was had in regard to the number of deposits each day and their amounts respectively.
8. Public Comment: A member of the community wanted to extend "kudos to the crew" that responded to a pediatric call. A member of a neighboring agency offered a job well done to the crew that responded and worked with another agency regarding a neonate call. Several members of the audience reiterated the improved relations between JVEMSA and LCEMSA.
9. Treasurer's Report: Olszewski made a motion to approve, supported by Rathbun. Timmer abstained, Motion Carried. Timmer broke down an overview of the report for Chamberlain.
10. Unfinished Business: Tabled: Credit Card Policy. Request to be updated and provided to board for review at the next scheduled meeting. Timmer requests that the policy include who is authorized to use, the amount available/approved, along with receipt submission and accountability for processing.
    Motion 26-0015 Boyne Valley Township Ambulance Services Agreement. Discussion was had, Timmer and Penzien provided a summary of subcommittee actions, stating intent was always to keep things fair and balanced. Boyne Valley representative indicated much of the communication was handled through legal

teams rather than in "secret meetings". Busman stated the subcommittee had done a good job and extended his thanks. Penzien expressed concerns as did Chamberlain, Yonkman answered all inquiries and the board agreed to put to a vote. Timmer made the motion to approve, supported by Busman. Roll Call: For: Rathbun, Busman, Olszewski, and Timmer. Against: Chamberlain and Penzien. Motion Carried: 4-2.

Director's Review was tabled until next month.

Rules of Procedures: Tabled, worth review. Will look at what is currently in place and update as appropriate/needed.

11. New Business: Directors Report: Discussed transfer status, chute times, utilizing trends we are able to see using ESO. Explained ESO has many capabilities that staff are still becoming familiar with. Timmer inquired about looking into the ability of tracking locations of calls, more specifically the townships that are serviced and the frequency. Discussion had regarding transfers vs 911 calls for service, overtime and billables. Yonkman indicated there is some additional billing work that needs to occur in reaching out due to a coding problem. Timmer had inquired about an equipment list/inventory list as well as he would like to see a profit/loss report as related to the mechanic program.

    Timmer proposed a loan of up to $50000.00 from Equipment Millage fund to the Operations account. Chamberlain requested a legal opinion from the attorney if this type of borrowing was allowed to legally occur, Yonkman was tasked with reaching out to our legal team and reporting back. Motion made by Timmer supported by Busman. Roll Call Vote: Voting For: Olszewski, Timmer, Penzien, Busman, Rathbun. Voting Against: Chamberlain. Motion Carried 5-1.
12. Public Comment-LCEMSA Director stated he feels JVEMSA is on the right track, supported the need for increasing staff, stating there are limited medics and there is a "wage war". Boyne Valley representative extended thanks fo the board. A member of the audience extended his thanks to the board and stated empathy as nobody currently at the table created the problem.
13. Closed Session-Lawsuit update. Motion made by Penzien, supported by Timmer. All in favor, Motion Carried.
14. Open Session-Public Comment: None.
15. Board Comments: Olszewski spoke on the presentation MMR gave regarding taking over some of the local service areas, stating Yonkman was there to answer all questions. Rathbun expressed a good job to the crews. No additional comments.
16. Motion to adjourn meeting made by Penzien. Meeting adjourned at 7:24pm

Presented by: Andrea Seese

JVEMSA Secretary: Jim Rathbun

CITY OF EAST JORDAN
PLANNING COMMISSION
MEETING MINUTES
Thursday August 13, 2026
5:30 PM

Present: Nate Weber, Carrie Swailes, Jason LaPointe, and Nathan Swailes

Absent: John Doebel, Justin Kelley and Jean Timmons

Others: City Administrator Tom Cannon
Zach Boeve – engineer, VIA Zoom
Curtis - Artemis Development, VIA Zoom

1. CALL TO ORDER

Chairperson Nate Weber called the meeting to order at 5:30 p.m.

REGULAR MEETING

2 Planning Commission Meeting Minutes dated July 9, 2026

Motion offered by Jason LaPointe, second by Carrie Swailes to approve the meeting minutes dated July 9, 2026 as presented.

MOTION CARRIED ALL AYES

3 Acknowledge Receipt of the following City Administrator's Reports:

- July 21, 2026
- August 4, 2026

Chairperson Nate Weber acknowledged receipt of the City Administrator's Reports as presented.

City Administrator Cannon updated the Planning Commission indicating staff had a meeting with EGLE regarding the Civic Center this week.

Cannon also stated Fleis and Vanderbrink is handling the Brownfield plan for the developers and we will be going out for bids for demolition.

4. PUBLIC COMMENT REGARDING AGENDA ITEMS

No public comments were stated at this time.

UNFINISHED BUSINESS

5 Rezoning Request from Olstrom Excavating for the Address of 615 Maple Street from R2A to R4-*No Discussion on hold until review of R4 Zoning*

Motion offered by Nate Weber, second by Jason Lapointe to postpone item number 5 until Planning Commission has had time to review the R4 zoning.

NEW BUSINESS

6 Preliminary Application Conference for Artemis Development LLC-Site Plan Review and PUD Ordinance Review

City Administrator Cannon reviewed the PUD Ordinance and we are looking today at the application and doing a pre-conference only today but reviewed the process of a PUD Development and the steps taken by Planning Commission and then the City Commission.

Zach Boeve, Engineer, addressed the Planning Commission on the proposed project and reviewed their site plan application and drawings of what they would like to see for this property.

Administrator Cannon stated the next steps would be for the Planning Commission to hold a public hearing on the PUD as well as review the site plan review then recommend to the City Commission.

Cannon stated Planning Commission will hold a public hearing on the PUD at their September meeting as well as discuss the Site Plan Review.

7 214 Main Street Community Church Special Use Permit Review

Consensus of Planning Commission was to review this in May of 2027.

8 Nonconforming Land, Building and Structural Uses Zoning Ordinance Review

Planning Commission held discussion regarding this ordinance and if it should be amended due to recent zoning district changes.

Consensus of the Planning Commission was to review the ordinance at the next meeting for some possible amendments.

9 R-4 Mobile Home Residential District and Mobile Home Park Ordinance Review

Planning Commission reviewed Boyne City's Mobile Home Residence zoning district to look at possible amendments to our current R-4 Mobile Home Zoning district changes.

Chairperson Weber presented a draft amendment to be reviewed by the Planning Commission.

Consensus was to schedule a public hearing for the next meeting to be considered for adoption.

10. PUBLIC COMMENTS FOR ITEMS NOT LISTED ON THE AGENDA

No public comments were stated at this time.

11. OTHER BUSINESS

No other business was discussed at this time.

12. ADJOURNMENT

Chairperson Weber adjourned the meeting at 6:39 p.m.

Respectfully Submitted,

Cheltzi M. Wilson, MMC/MiPMC
City Clerk

Jordan Valley District Library
Board Meeting
Wednesday, August 26, 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 Joy Hettig, second by Susan Stump to accept the minutes with ~~D.~~ meeting dates added to agenda. All ayes, motion carried.

Approval of Minutes
Motion by Nikki Skrocki, second by Margaret Manor to accept the June 24, 2026 minutes. All ayes, motion carried.

Treasurer's Report
Motion by Nikki Skrocki, second by Margaret Manor to approve bills and financial reports. All ayes, motion carried. General fund based accounting per auditor began July 1st for balance sheet report.

Unfinished Business
Director insurance-
Motion by Nikki Skrocki, second by Karen Lorne to approve Blue Care Network BCN gold plan with BCBS dental and vision. All ayes, motion carried.

Motion by Margaret Manor, second by Joy Hettig to increase Director's salary by $1000 per year. Ayes: Susan Stump, Bailey Kishefsky, Karen Lorne, Joy Hettig, Barb Orban, Margaret Manor, Tom Breakey; Nay: Nikki Skrocki

Library agreement-
Motion by Nikki Skrocki, second by Bailey Kishefsky to table until next meeting and as a board we each come up with our ideas and bring it to the next meeting to discuss regarding the direction move forward. All ayes, motion carried.

Board bylaws-
Motion by Margaret Manor, second by Bailey Kishefsky to table updated board bylaws until further conversations at next meeting. All ayes, motion carried.

New Business

New board members-

New board members Karen Lorne, Bailey Kishefsky, and Barb Orban introduced themselves.

Oath of Office-

A new term for trustees began. The new board members took the oath of office together.

Vice President-

Motion by Margaret Manor, second by Karen Lorne to nominate Nikki Skrocki to Vice-President position. All ayes, motion carried.

Meeting dates-

Motion by Barb Orban, second by Margaret Manor to approve changing the meeting dates for 2026-27 fiscal year by adding Sept., Jan., Feb., March meetings. All ayes, motion carried.

Director's Report

Director highlighted things on her written report.

Motion by Margaret Manor, second by Barb Orban to open on Saturdays from 9 a.m. to 1 p.m. beginning October 3rd. All ayes, motion carried.

Consensus agreed if questions of information are requested for Director to answer she will email the information to everyone on the board so the information is available for all.

Margaret Manor informed board she contacted the Library of Michigan Claire Membiela regarding questions. She said Claire is sending her information on Roberts Rules and Open Meetings Act. She said Claire would come to do training for the board and she will try to schedule her in person for 1 hr. before next board meeting.

Transparent Language online was discussed. Discussion on programming ideas to bring forward such as Legos and STEM.

Joy Hettig left at 5:59 p.m.

Audience recognition-

Three guests in audience.

Phyllis Daily, past trustee of Library thanked the board for working with her over the years. She stated she was a trustee to make the Library a better place to support the Director not to be adversarial and work as a team. She stated the Library has good leadership here and any division and animosity is not good for the Library.

Adjournment

The meeting adjourned at 6:04 p.m.

Respectfully submitted

Susan Stump, Secretary



Jordan Valley EMS Authority Board Meeting Minutes
August 19, 2026 at 5:30pm
555 Maple St. East Jordan MI 49727

1. Call to Order and Pledge of Allegiance: 5:32pm
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: 4 (signed in)
5. Approval of Agenda: Busman made a motion to approve, supported by Chamberlain. All in favor, Motion Carried. Discussion was had in regard to adjusting the order of business due to the need for closed session and attorney holding on the line. Motion to enter into closed session made by Penzien, supported by Busman. All in favor, Motion Carried. Timmer proposed discussion related to outsourcing billing and requested a completed job description for the Office Manager position be added to new business for future meeting. Agenda adjusted accordingly.
6. Approval of Past Minutes: July 31, 2026-Timmer made a motion to approve, supported by Olszewski. All in favor, Motion Carried. Chamberlain requested it be entered into record that he questioned the legality of "borrowing funds from a millage account", this was updated in the previous minutes and will be submitted for final review and signature.
7. Acceptance of Accountant's Report: Busman made a motion to approve, supported by Penzien. All in favor, Motioned Carried.
8. Closed Session: Start time of 5:47pm. End time of 6:32pm.
9. Public Comment: No public comment at this time.
10. Treasurer's Report: Busman made a motion to approve, supported by Olszewski. Timmer abstained, Motion Carried. Timmer reported there was no need to currently "loan monies" from the Equipment fund into Operations, as indicated/requested at July's meeting. Chamberlain requested update on attorney input and Yonkman reported still awaiting a response. Discussion was had in regard to the drawing down of credit card balances and incoming payments to Operations account as well as repayments to partners.
11. Unfinished Business: Credit Card Policy; draft policy provided for consideration. Three amendments proposed; #1 Include in monthly board packet a copy of receipts and credit card statement after reconciliation for review, Busman motioned, supported by Rathbun. All in favor, Motion carried; #2 Any prohibited

use must be repaid to the Authority no later than 48 hours following discovery, Busman motioned, supported by Rathbun, those in favor: Olzsewski, Timmer, Penzien, Rathbun and Busman, those against: Chamberlain. Motion carried 5-1. #3 Credit card limit at the discretion of the board, Busman motioned, supported by Penzien. All in favor, Motion carried. Changes will be made, draft will be forwarded to board and attorney for final review. Discussion had regarding lost/missing receipts, inquiring if able to obtain electronically. Accountant explained the reconciliation process. Boyne Valley Township Ambulance Services Agreement is completed. JVEMSA will assume coverage area September 10, 2026. Yonkman informed board that lease agreement was with the attorney's office for review to ensure compliance with State licensure requirements. Director's Review was discussed and how to accomplish, board was provided with examples from county entity and will look to build something to accommodate upcoming review.

12. New Business: Directors Report: Discussed transfer status, chute times, utilizing trends we are able to see using ESO, provided spreadsheets with breakdowns of these areas. Yonkman with continuing discussions regarding Boyne Valley. Working with CCE to update CAD locations and dispatch transmission, this will be imperative once we absorb Boyne Valley. Discussion regarding the attempt to schedule meeting with Boyne City to work out details of upcoming handoff of service area. Mechanic program overview, Timmer inquired if there was a possibility of seeing a breakdown of fleet status, i.e. truck details, upcoming maintenance, general information to provide a better handle of fleet and needs. Continuing policy review and updates. Timmer had discussion regarding utilizing outsourced billing company as well as general inquires regarding the business office, Yonkman will work to compile the information requested, i.e. cost of outsourcing and developing job descriptions.
13. Public Comment- JVEMSA crew member discussed excitement in working with Boyne Valley. Accountant will be out of office August 27-September 5, will adjust schedule upon return to complete duties. J. Kroll recommended when it came to Director review that board members complete a 1:1 and then regroup and collaborate to make best use of everyone's time.
14. Board Comments: Olszewski asked members to remind townships that income statements, property tax in December will show an increase in balances at the end of the year. Chamberlain request a follow up when Yonkman receives email response from attorney as well as asked to have his board binder refilled with previous documents. Penzien inquired as to when first payment from Boyne Valley, Yonkman informed the board it would be in September. No additional comments.
15. Motion to adjourn meeting made by Penzien. Meeting adjourned at 8:35pm.

Presented by: Andrea Seese

Board Secretary: Jim Rathbun

Jordan Valley EMS Authority Special Board Meeting Minutes
August 31, 2026 at 6:00pm
555 Maple St. East Jordan MI 49727

1. Call to Order and Pledge of Allegiance: 6:00pm
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) Absent: Heather Jackson (EMS Accountant) Guests: 5
4. Approval of Agenda: Busman made a motion to approve, supported by Timmer. All in favor, Motion Carried.
5. Public Comment: No public comment at this time.
6. Special Meeting Items
    a. Budget: Discussion was had regarding projected budget with gaining Boyne Valley. Concerns of repayment to our partners moving forward, a timeline discussed and will be taken back to those partners to present for consideration. Inquiry as to if Logis would be available to discuss, provided guidance on what information their reports provide and how we can better utilize and understand availability, Yonkman will reach out to Logis representative and see if something can be arranged in the near future. Inquiry as to how staffing and budget would look gaining another station and a couple options were discussed to best utilize our current resources and staff as well as the potential of hiring on additional staff to support another truck on high call volume days. Discussion of transfers, the billed amount from them as well as the expected return from insurance payments, it was questioned if having an assigned transfer truck would be of benefit, we will track information and present at an upcoming meeting for consideration. Discussion of supervisor (Lieutenant) roles with the expansion of the authority to assist with operations and day to day supervisory tasks that would also allow the Director and Deputy Director to focus more on the administrative task requirements. Rathbun made a motion to name the supervisors and within 90 days assuming positive financials the conversation of retro paying for assignment would occur, Penzien supported, Timmer offered a modification of within 120 days, accepted, motion modified by Rathbun, supported by Penzien, all in favor, Motion carried. Discussion regarding the Tahoe was had regarding programming, licensure, marking and response capabilities. Chamberlain

asked if anyone had spoken to the accountant in the event additional duties are asked for her to complete, citing compensation for said services. Timmer discussed the need/want to look at outsourcing billing and possibly looking into consulting with a human resource specialists to ensure the authority is operating appropriately and remains "out of trouble", Yonkman indicated that should be a conversation for a later time but agreed that we want to protect our people and the authority.

b. Communications: Timmer encouraged "over communication" between the Director and Board. Yonkman asked for specifics of what they wanted to be made aware of and preferred time frames, lengthy discussion was had and Yonkman agreed he will send pertinent information as it is received. Penzien reminded members that by-laws provided as well as rules of procedures were provided at the last regular board meeting for all members to review and return with edits and/or recommendations.

7. Public Comment: A JVEMSA staff member stressed the importance of a positive presence in the Boyne Valley coverage area. A member of the community asked if there were sheets daily that listed the requirements to be accomplished by the assigned crews, things such as chores, rig checks, etc. It was shared these were provided to all crews daily.
8. Authority Board Member Comments: Chamberlain asked that the echo unit be added to the next meeting agenda. Timmer thanked crews for transfer volume, all. Penzien reinforced the want for the authority and Yonkman to succeed, also informed members they received a synopsis of Yonkman's performance stating that his review needs to be completed in the near future.
9. Motion to adjourn meeting made by Penzien. Meeting adjourned at 7:52pm.

Presented by: Andrea Seese_____

JVEMSA Secretary: Jim Rathbun_____

GL Number	Description	Beginning Balance	Debits	Credits	Ending Balance
101					
101-000-001.000	SAVINGS ACCOUNT	751,873.39	386,697.19	319,659.67	818,910.91
101-000-003.000	INVESTMENTS	9,032.55	2.88	0.00	9,035.43
101-000-009.000	CHECKING GENERAL	61,524.57	0.00	0.00	61,524.57
TOTAL FOR FUND 101 GENERAL FUND		822,430.51	386,700.07	319,659.67	889,470.91
202					
202-000-001.000	SAVINGS ACCOUNT	513,272.19	26,274.92	16,111.92	523,435.19
TOTAL FOR FUND 202 MAJOR STREETS		513,272.19	26,274.92	16,111.92	523,435.19
203					
203-000-001.000	SAVINGS ACCOUNT	10,470.15	9,337.80	11,778.98	8,028.97
TOTAL FOR FUND 203 LOCAL STREETS		10,470.15	9,337.80	11,778.98	8,028.97
206					
206-000-001.000	SAVINGS ACCOUNT	397,292.18	0.00	0.00	397,292.18
TOTAL FOR FUND 206 FIRE EQUIPMENT FUND		397,292.18	0.00	0.00	397,292.18
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	264,294.20	0.00	12,687.14	251,607.06
TOTAL FOR FUND 247 TIFA FUND		264,294.20	0.00	12,687.14	251,607.06
403					
403-000-001.000	SAVINGS ACCOUNT	24,515.67	200.00	9,131.00	15,584.67
TOTAL FOR FUND 403 BANDSHELL CONSTRUCTION FUND		24,515.67	200.00	9,131.00	15,584.67
405					
405-000-001.000	SAVINGS ACCOUNT	34,727.01	0.00	0.00	34,727.01
TOTAL FOR FUND 405 FIRE/EMS BUILDING RESERVE FUND		34,727.01	0.00	0.00	34,727.01
407					
407-000-001.000	SAVINGS ACCOUNT	305,416.63	0.00	0.00	305,416.63
TOTAL FOR FUND 407 STREET IMPROVEMENT TAX FUND		305,416.63	0.00	0.00	305,416.63
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	92,001.40	195,874.42	257,159.49	30,716.33
TOTAL FOR FUND 509 E.J. HARBOR MARINA		92,001.40	195,874.42	257,159.49	30,716.33
545					
545-000-001.000	SAVINGS ACCOUNT	163,862.48	39,281.06	46,619.75	156,523.79
TOTAL FOR FUND 545 TOURIST PARK		163,862.48	39,281.06	46,619.75	156,523.79
590					
590-000-001.000	SAVINGS ACCOUNT	364,821.56	67,840.19	63,926.85	368,734.90
590-000-002.000	USDA/ CASH ACCOUNT	50.00	0.00	0.00	50.00
590-000-002.100	USDA/RRI ACCOUNT	443,808.05	282.70	0.00	444,090.75
590-000-003.000	INVESTMENTS	60,917.61	2.73	0.00	60,920.34
TOTAL FOR FUND 590 SEWER FUND		869,597.22	68,125.62	63,926.85	873,795.99
591					
591-000-001.000	SAVINGS ACCOUNT	666,975.94	129,697.81	118,299.74	678,374.01
591-000-002.000	USDA/ CASH ACCOUNT	50.00	0.00	0.00	50.00
591-000-002.100	USDA/RRI ACCOUNT	593,376.22	377.97	0.00	593,754.19
TOTAL FOR FUND 591 WATER FUND		1,260,402.16	130,075.78	118,299.74	1,272,178.20
661					
661-000-001.000	SAVINGS ACCOUNT	42,774.60	58,543.14	68,673.79	32,643.95
TOTAL FOR FUND 661 EQUIPMENT-D.P.W.		42,774.60	58,543.14	68,673.79	32,643.95
711					
711-000-001.000	SAVINGS ACCOUNT	1,400.00	0.00	0.00	1,400.00
TOTAL FOR FUND 711 PERPETUAL CARE		1,400.00	0.00	0.00	1,400.00
712					
712-000-001.000	SAVINGS ACCOUNT	6,307.28	235.00	0.00	6,542.28
TOTAL FOR FUND 712 POLICE DEPARTMENT TRUST FUND		6,307.28	235.00	0.00	6,542.28
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		4,895,567.87	914,647.81	924,048.33	4,886,167.35

GL ACTIVITY REPORT FOR CITY OF EAST JORDAN

From 08/01/2026 to 08/31/2026

GL Number	Description	Beginning Balance	Debits	Credits	Ending Balance
101					
101-000-001.000	SAVINGS ACCOUNT	818,910.91	1,106,807.89	190,965.74	1,734,753.06
101-000-003.000	INVESTMENTS	9,035.43	7.88	0.00	9,043.31
101-000-009.000	CHECKING GENERAL	61,524.57	0.00	0.00	61,524.57
TOTAL FOR FUND 101 GENERAL FUND		889,470.91	1,106,815.77	190,965.74	1,805,320.94
202					
202-000-001.000	SAVINGS ACCOUNT	523,435.19	28,189.35	11,856.54	539,768.00
TOTAL FOR FUND 202 MAJOR STREETS		523,435.19	28,189.35	11,856.54	539,768.00
203					
203-000-001.000	SAVINGS ACCOUNT	8,028.97	9,934.75	8,078.50	9,885.22
TOTAL FOR FUND 203 LOCAL STREETS		8,028.97	9,934.75	8,078.50	9,885.22
206					
206-000-001.000	SAVINGS ACCOUNT	397,292.18	1,066.15	0.00	398,358.33
TOTAL FOR FUND 206 FIRE EQUIPMENT FUND		397,292.18	1,066.15	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	251,607.06	0.00	3,186.05	248,421.01
TOTAL FOR FUND 247 TIFA FUND		251,607.06	0.00	3,186.05	248,421.01
403					
403-000-001.000	SAVINGS ACCOUNT	15,584.67	0.00	200.00	15,384.67
TOTAL FOR FUND 403 BANDSHELL CONSTRUCTION FUND		15,584.67	0.00	200.00	15,384.67
405					
405-000-001.000	SAVINGS ACCOUNT	34,727.01	0.00	0.00	34,727.01
TOTAL FOR FUND 405 FIRE/EMS BUILDING RESERVE FUND		34,727.01	0.00	0.00	34,727.01
407					
407-000-001.000	SAVINGS ACCOUNT	305,416.63	732.36	0.00	306,148.99
TOTAL FOR FUND 407 STREET IMPROVEMENT TAX FUND		305,416.63	732.36	0.00	306,148.99
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	30,716.33	124,950.15	134,575.01	21,091.47
TOTAL FOR FUND 509 E.J. HARBOR MARINA		30,716.33	124,950.15	134,575.01	21,091.47
545					
545-000-001.000	SAVINGS ACCOUNT	156,523.79	48,189.20	42,387.51	162,325.48
TOTAL FOR FUND 545 TOURIST PARK		156,523.79	48,189.20	42,387.51	162,325.48
590					
590-000-001.000	SAVINGS ACCOUNT	368,734.90	69,993.26	38,952.63	399,775.53
590-000-002.000	USDA/ CASH ACCOUNT	50.00	0.00	0.00	50.00
590-000-002.100	USDA/RRI ACCOUNT	444,090.75	282.88	0.00	444,373.63
590-000-003.000	INVESTMENTS	60,920.34	2.73	0.00	60,923.07
TOTAL FOR FUND 590 SEWER FUND		873,795.99	70,278.87	38,952.63	905,122.23
591					
591-000-001.000	SAVINGS ACCOUNT	678,374.01	63,843.43	61,903.16	680,314.28
591-000-002.000	USDA/ CASH ACCOUNT	50.00	0.00	0.00	50.00
591-000-002.100	USDA/RRI ACCOUNT	593,754.19	378.21	0.00	594,132.40
TOTAL FOR FUND 591 WATER FUND		1,272,178.20	64,221.64	61,903.16	1,274,496.68
661					
661-000-001.000	SAVINGS ACCOUNT	32,643.95	21,921.84	25,123.93	29,441.86
TOTAL FOR FUND 661 EQUIPMENT-D.P.W.		32,643.95	21,921.84	25,123.93	29,441.86
711					
711-000-001.000	SAVINGS ACCOUNT	1,400.00	400.00	1,400.00	400.00
TOTAL FOR FUND 711 PERPETUAL CARE		1,400.00	400.00	1,400.00	400.00
712					
712-000-001.000	SAVINGS ACCOUNT	6,542.28	230.00	0.00	6,772.28
TOTAL FOR FUND 712 POLICE DEPARTMENT TRUST FUND		6,542.28	230.00	0.00	6,772.28
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		4,886,167.35	1,476,930.08	518,629.07	5,844,468.36

Permit List Report

10/01/2026

Standard

Permit #	Address	Applicant Nam	Work Description	Date Issued	Parcel #	Const. Value
PZ26-0044	404 STATE ST	PRO IMAGE DESIGN INC	Rendering and design completed by Pro Image Design		053-900-495-0	$1,600.00

Number of Permits 1

Total Construction Value: $1,600.00

Populatio All Records

michigan municipal league | liability & property pool

1675 Green Road
Ann Arbor, MI 48105
P: 734-662-3246
800-653-2483
F: 734-662-8083
mml.org

To: Members of the MML Liability & Property Pool

From: Michael J. Forster, Fund Administrator

Date: September 14, 2026

Subject: Pool Director Election

Dear Pool Member:

Enclosed is your ballot for this year's Board of Directors election. One (1) incumbent Director has agreed to seek re-election and one (1) appointee is seeking election to her first term. You may also write in one or more candidates if you wish.

A brief biographical sketch of each candidate is provided for your review.

I hope you will affirm the work of the Nominating Committee by returning your completed ballot in the enclosed return envelope, no later than November 6th. Alternately, you may complete your ballot online:

> Go to www.mml.org. At the top of the page, hover over *Programs & Services* and select *Risk Management* from the drop-down list. Next, look for the *Jump To* panel and select *Liability & Property Pool*. The ballot link is on the next page, in the *Jump To* panel, under *Online Forms*.

The MML Liability & Property Pool is owned and controlled by its members. Your comments and suggestions on how we can serve you better are very much appreciated. Thank you again for your membership in the Pool, and for participating in the election of your governing board.

Sincerely,

Michael J. Forster
Pool Administrator
mforster@mml.org

THE CANDIDATES

Three-year terms beginning January 1, 2027



George Bosanic, Manager, City of Greenville

George has nearly 35 years of experience as a municipal official with over 30 years serving as the city manager of the City of Greenville. He has served in leadership roles on numerous local boards and commissions over the years and is a past board member of the MML Workers' Compensation Fund Board.

George is a member of the Michigan Local Government Management Association and International City Management Association.

George is seeking re-election to his third term.



Valerie Kindle, Mayor, City of Harper Woods

Valerie has served as mayor of Harper Woods since 2020 and on City Council since 2012. She currently serves on the Michigan Municipal League Board of Trustees, the Michigan Association of Mayors Board of Directors, and as president of the Michigan Women in Municipal Government.

Active in her community, Valerie is a board member of the Friends of the Harper Woods Library, the Harper Woods Lions Club, the Grosse Pointe Chamber of Commerce, and the League of Women Voters Grosse Pointe. Valerie also serves on the Harper Woods Planning Commission, Ordinance Committee, and as a board member and second vice president for the Grosse Pointes & Harper Woods NAACP.

Valerie is a member and volunteer for New Life Ministries Worldwide, a retired State of Michigan delinquency worker, and a case manager with Michigan Works. She has a bachelor's degree from Ferris State University in criminal justice and is a graduate of Wayne State University Labor College and WCCCD.

Valerie is seeking election to her first term.

Michigan Municipal League
Liability & Property Pool

OFFICIAL BALLOT - 2026

Vote for two Directors by marking the line to the left of the name for three-year terms beginning January 1, 2027.

___ George Bosanic, Incumbent
Manager, City of Greenville

___ Valerie Kindle, Appointee
Mayor, City of Harper Woods

_____
Write-in Candidate

I hereby certify that:

_____
(Municipality/Agency)

by action of its governing body, has authorized its vote to be cast for the above persons to serve as Director of the Michigan Municipal League Liability & Property Pool.

_____
Official Signature
Date:

Ballot deadline:
November 6, 2026

An AtkinsRéalis Company

814 S. Otsego Ave. Suite B
Gaylord, MI 49735
989.732.8131
www.c2ae.com

September 10, 2026

Mr. Tom Cannon
City Administrator
City of East Jordan
201 Main St., PO Box 499
East Jordan, MI 49727

Re: Proposal for Engineering Services: FY27 DWSRF Lead Service Line Replacements

Dear Mr. Cannon,

C2AE is pleased to continue supporting the City of East Jordan water system in advancing its Lead Service Line Replacement (LSLR) program and related water system improvements. This letter proposal establishes the terms of C2AE's continued services as Engineer of Record and Owner's Representative as the project transitions from the grant funded planning project into the FY27 Drinking Water State Revolving Fund (DWSRF) LSLR implementation project.

Project Understanding

In May 2026, the City of East Jordan submitted a DWSRF Project Plan for Lead Service Line Replacements. The project plan was developed by C2AE through an EGLE Technical, Managerial, and Financial support for lead service line replacement (TMF) Grant. The project plan was scored within the fundable range and the city is eligible for a max award of $2,830,000 to begin the project in FY27. This award includes a maximum loan amount of $2,457,000 and a maximum state grant award amount of $283,000.

C2AE will provide engineering services required to advance the FY27 DWSRF LSLR project from preliminary engineering through construction and project closeout.

Scope

Design Engineering

Draft Plans and Specifications

1. Develop base plans using available GIS service line inventory data.
2. Verify missing material, fixtures, and components at locations scoped for replacement.
3. Develop preliminary bid pay items and quantities; update opinion of probable construction cost.
4. Draft outline for technical specifications and construction requirements.
5. Review meeting with Owner prior to submittal.

Construction Plans and Specifications

1. Integrate findings of environmental review process and material verifications.
2. Finalize construction documents, including drawings, replacement details, and technical specifications.
3. Prepare front-end specifications according to local procurement standards and DWSRF requirements.
4. Finalize pay items and quantities for bidding; refine opinion of probable construction cost.

5. Review meeting with Owner prior to submittal.

Construction Engineering

Bidding and Negotiations

1. Assist Owner with public bidding and local procurement requirements for construction.
2. Publish bid advertisement with instructions to bidders.
3. Distribution of electronic bidding documents; response to bidder questions.
4. Attend public bid opening; prepare bid tabulation and review bidder qualifications.
5. Prepare recommendation of award and draft construction agreement documents for execution.

Construction Administration

1. Conduct preconstruction meeting with Owner, Contractor, and additional stakeholders.
2. Review contractor submittals, shop drawings, requests for information related to the construction documents.
3. Coordinate additional utility investigations required after bidding, including investigation of unknown or conflicting service materials and utility conditions. Field work may be performed by approved subconsultants.
4. Provide interpretations and clarifications of the contract documents and prepare or review field orders, work change directives, and change orders, as needed.
5. Review contractor applications for payment and supporting pay item quantity information and make recommendations to the Owner regarding payment.
6. Make periodic engineering site visits at intervals appropriate to the progress of the Work, separate from the day-to-day RPR services described below.
7. Assist owner in determining Substantial Completion, including preparation of the final punch list and release of retainage.

Resident Project Representative (RPR)

RPR services include full time on-site observation during underground construction activities. RPR services are observational and do not transfer responsibility for construction means, methods, sequencing, safety, or the Contractor's performance to C2AE. RPR services include the following:

1. Observe construction activities and report to C2AE and Owner apparent nonconforming work, differing field conditions, and significant issues requiring engineering review.
2. Attend preconstruction, progress, and other project meetings as required; maintain field notes relevant to the work in progress.
3. Receive and transmit field questions, RFIs, samples, and other construction information in accordance with communication management plan.
4. Observe scheduled inspections and testing; document results made available at the Site; and accompany visiting regularly inspectors when necessary.
5. Maintain daily reports documenting, weather, contractor activities, labor and equipment observed, deliveries, significant events, photographs when appropriate, installed quantities, and other information relevant to the project record.
6. Measure and/or track construction quantities as required to support review of Contractor payment requests and charge documentation.
7. Provide punch list observations and collect final field records; verification walkthrough with Owner at Substantial Completion.

Limitations:

1. RPR will not authorize deviations from the construction agreement documents, approve substitutions or change the contract price or contract schedule.
2. RPR will not direct or control the Contractor's means, methods, techniques, sequences, procedures, workforce or site operations.
3. RPR's observations do not constitute exhaustive or continuous inspection and do not guarantee the Contractor's performance or relieve the Contractor of its obligation to perform the work in accordance with the construction agreement.
4. RPR service fees are estimated based on the anticipated timeline for construction and may be subject to change from extended construction, changed scope or other unforeseen circumstances.
5. RPR will not be responsible for Contractor safety programs, precautions or compliance with safety regulations.

Post Construction

1. Conduct final completion review and assist the Owner with resolution of remaining punch-list items and final acceptance documentation.
2. Review final contractor payment documentation and closeout submittals, including warranties, certifications and other records required by the construction agreement.
3. Prepare record drawings based on information furnished by the Contractor, RPR records, and other available project documentation.
4. Update the service line material inventory using final replacement and field verification information generated during construction.
5. Assist with DWSRF project closeout documentation; complete one correction-period/warranty review of the completed Work, if required by Owner.

Additional Services

The following Additional Services are outside Basic Services but are included as project specific allowances under this agreement. C2AE may proceed with these services as required for the project, provided the work remains within the authorized scope and fee. Specialized services may be performed by C2AE approved subconsultants.

Additional Services: Design

1. Environmental Permitting: Perform and/or coordinate reviews and specialized surveys required for DWSRF equivalency and federal crosscutter compliance. As applicable, this may include Section 106/SHPO and tribal review; USFWS and MNFI species review; wetlands, floodplains, land-and-water interface, and other EGLE-required resource reviews; agency correspondence; and supporting documentation for environmental assessments. Required archaeological, biological, wetland, or similar field surveys may be completed by approved subconsultants.
2. Engineering Reserve/Contingency: Includes incidental or unanticipated requirements necessary to complete construction documentation prior to bidding that are not otherwise included in Basic Services. Potential uses include changes required by Owner revisions, unanticipated services, permitting, plan review or other administrative soft costs paid for on behalf of Owner, if required. C2AE will notify Owner in writing prior to billing fees for Project Contingency.

Additional Services: Construction

1. Environmental Regulation/Survey: Provide follow-up coordination, mitigation documentation, agency responses and related services that become necessary as a result of environmental assessments, DWSRF equivalency actions, or other agency requirements. Specialized permitting and environmental services may be performed by approved subconsultants.
2. Engineering Reserve/Contingency: Includes incidental or unanticipated requirements necessary to complete implementation of the construction documents after final design that are not otherwise included in Basic Services. Potential uses include, but are not limited to, emergency conditions, Owner or Agency requested changes, rebidding or supplemental bid packages; extended construction duration, testing and reporting fees, and any administrative or construction soft costs paid for by C2AE on behalf of Owner. C2AE will notify Owner in writing prior to billing fees for Project Contingency.

Assumptions

1. C2AE may rely on information furnished by Owner, utilities, contractors, and other third parties except where verification is included in the scope.
2. Direct permit, application, advertising, testing laboratory, and similar third-party fees are paid by the Owner unless outlined in the scope; costs paid by C2AE on behalf of Owner will be reimbursed through additional services

Schedule

Pre-construction activities will follow DWSRF Quarter 3 (Q3) Milestone Schedule.

Milestones*	Quarter 2:	Quarter 2.5	Quarter 3
Federal Crosscutters Contacted	08/13/2026	09/25/2026	10/23/2026
Draft Plans and Specifications Submitted	09/23/2026	11/11/2026	12/11/2026
EAs Published No Later Than	11/13/2026	01/04/2027	02/02/2027
Part I and Part II Application Due	11/24/2026	01/08/2027	02/10/2027
FNSI Clearance / Plans and Specs Approved	12/14/2026	02/03/2027	03/04/2027
Bid Ad Published No Later Than	12/14/2026	02/03/2027	03/04/2027
Part III of Application Due / Bid Data Submittal	01/26/2027	03/10/2027	04/19/2027
EGLE Order of Approval Issued*	02/26/2027	04/12/2027	05/12/2027
Borrower's Pre-Closing with the MFA	03/16/2027	04/28/2027	05/26/2027
MFA Closing	03/30/2027	05/07/2027	06/03/2027
Notice to Proceed Issued No Later Than	05/28/2027	07/06/2027	08/03/2027

*DWSRF FY27 Financing Schedule; target milestone dates subject to change pending issuance of project specific milestone calendar by EGLE.

Phase	Completion Milestone
Draft Plans and Specs	Draft Plans and Specifications Submitted
Construction Plans and Specs	Bid Ad Published
Bidding and Negotiations	EGLE Order of Approval Issued

Anticipated timeline for construction will be assessed with Owner in Final Engineering and coordinated with the selected contractor prior to construction. Construction Engineering and RPR Services have been calculated using an estimated timeline of 120 business days (24 weeks) from the start of construction to substantial completion.

Fee

Basic Services	Fee	Basis
Draft Plans and Specifications	$130,000.00	Lump Sum
Construction Plans and Specifications	$102,000.00	Lump Sum
Bidding and Negotiations	$15,000.00	Lump Sum
Construction Administration	$145,000.00	Lump Sum
Post-Construction	$15,000.00	Lump Sum
Resident Project Representative	$218,000.00	Time and Materials, Estimated
Total Basic Engineering Services	$625,000.00	
Additional Services: Design		
Environmental Permitting	*$20,000.00*	*Allowance*
Engineering Reserve/Contingency	*$25,000.00*	*Allowance, conditional*
Additional Services: Construction		
Environmental Survey	*$10,000.00*	*Allowance*
Engineering Reserve/Contingency	*$40,000.00*	*Allowance, conditional*
Total Additional Engineering Services	$95,000.00	
Total Engineering	$720,000.00	

We have included our Standard Contract Provisions as part of our proposal. If the terms and conditions as stated are acceptable, please countersign and return one (1) copy to our office. Please do not hesitate to contact us should you have any questions or concerns, or if you need additional information.

Sincerely,
C2AE

Jared T. Secor, PMP
Project Manager

Roger F. Marks, PE
Client Services Leader

Accepted by:

City of East Jordan

Date

The parties to this agreement, Capital Consultants, Inc., dba "C2AE" in Michigan and dba "Capital Consultants Architecture and Engineering" in New York, hereinafter called C2AE and "City of East Jordan", in Michigan, hereinafter called OWNER, hereby agree to the following conditions:

A. Scope of Services: OWNER and C2AE have agreed to a written description of services C2AE will provide to OWNER for an established compensation, hereafter referred to as "Scope of Services". Additional Services may be agreed to in writing by OWNER and C2AE in addition to the Scope of Services. Services not set forth in written agreement are specifically excluded from the scope of C2AE 's services, including any "financial advising" services. C2AE assumes no responsibility to perform any services not specifically agreed to in writing.

B. Standard of Care: C2AE shall perform its services consistent with the professional skill, care, and timeliness ordinarily provided by professional engineers and architects practicing in circumstances of similar time and place. C2AE makes no warranties, express or implied, under this Agreement or otherwise, in connection with any services performed or furnished by C2AE. However, C2AE shall correct any technical accuracy deficiencies in C2AE's Instruments of Service without additional compensation.

C. Schedule: C2AE shall ordinarily perform its services within a reasonable time. Upon OWNER's request, C2AE shall prepare and submit for OWNER approval a detailed schedule for the performance of C2AE's services. This schedule shall include reasonable allowances for review and approval times required by OWNER, performance of services by OWNER's consultants, and review and approval times required by public authorities having jurisdiction over the project. This schedule shall be equitably adjusted as the project progresses, allowing for changes in scope, character or size of the project requested by OWNER, or for delays or other causes beyond C2AE's reasonable control.

D. Changed Conditions: If, during the term of this Agreement, circumstances or conditions that were not originally contemplated by or known to C2AE are revealed, to the extent that they affect the scope of services, compensation, schedule, allocation of risks or other material terms of this Agreement, C2AE may call for renegotiation of appropriate portions of this Agreement. C2AE shall notify OWNER of the changed conditions necessitating renegotiation, and both parties shall promptly and in good faith renegotiate this Agreement to address the changed conditions. If terms cannot be agreed to, the parties agree that either party has the absolute right to terminate this Agreement.

E. Payment Terms: Invoices prepared to C2AE's standard format will typically be submitted by C2AE monthly, are due upon receipt, and shall be considered past due if not paid within thirty (30) calendar days of the due date. If work is abandoned or suspended, C2AE shall be paid in full for services performed prior to receipt of written notice from OWNER of abandonment or suspension. If OWNER fails to make payments when due, C2AE may charge interest at one-and-one-half (1.5) percent or the maximum rate allowable by law, whichever is less, per month on the past due amount, which shall be calculated from the invoice due date. Payment thereafter shall first be applied to accrued interest and then to the unpaid principal. In addition, if OWNER fails to make payments when due or otherwise is in breach of this Agreement, C2AE may suspend performance of services when any invoice for services remains unpaid 60 days after the date of the invoice and upon five (5) calendar days' notice to OWNER. C2AE shall have no liability whatsoever to OWNER for any costs or damages as a result of such suspension caused by any breach of this Agreement by OWNER. Upon payment in full by OWNER, C2AE shall resume services under this Agreement, and the time schedule and compensation shall be equitably adjusted to compensate for the period of suspension plus any other reasonable time and expense necessary for C2AE to resume performance.

F. Disputed Invoices: OWNER shall not withhold amounts from C2AE's compensation to impose a penalty or liquidated damages on C2AE, or to offset sums requested by or paid to contractors for the cost of changes in the Work unless C2AE agrees or has been found liable for the amounts in a binding dispute resolution proceeding. If OWNER objects to any portion of an invoice, OWNER shall so notify C2AE in writing within ten (10) calendar days of receipt of the invoice. OWNER shall identify in writing the specific cause of the disagreement and the amount in dispute and shall pay that portion of the invoice not in dispute in accordance with other payment terms of this Agreement. Any dispute over invoiced amounts due which cannot be resolved within ten (10) calendar days after presentation of invoice by direct negotiation

between the parties shall be resolved within thirty (30) calendar days in accordance with the Dispute Resolution provision of this Agreement.

G. Regulatory Compliance: C2AE shall put forth reasonable professional efforts to comply with applicable laws, codes and regulations in effect as of the date of submission to building authorities, including the Americans with Disabilities Act (ADA) which provides that alterations to a facility must be made in such a manner that, to the maximum extent feasible, the altered portions of the facility are readily accessible to persons with disabilities. Design changes made necessary by newly enacted laws, codes and regulations after submission date shall entitle C2AE to a reasonable adjustment in the schedule and additional compensation in accordance with the Additional Services provision of this Agreement. OWNER acknowledges that the requirements of laws, codes, and regulations, including the ADA, will be subject to various and possibly contradictory interpretations. C2AE, therefore, will use its reasonable professional efforts and judgment to interpret applicable requirements and other federal, state and local laws, rules, codes, ordinances and regulations as they apply to the project. C2AE, however, cannot and does not warrant or guarantee that OWNER's project will comply with all interpretations of all the requirements of federal, state and local laws, rules, codes, ordinances and regulations as they apply to the project.

H. Errors and Omissions and CONSULTANT's Limit of Liability: In recognition of the relative risks and benefits of the Project to both OWNER and C2AE, the risks have been allocated such that OWNER agrees, to the fullest extent permitted by law, to limit the liability of C2AE and its officers, directors, shareholders, employees, and sub-consultants for any and all claims, losses, costs, damages of any nature whatsoever or claims expenses from any cause or causes, including attorneys' fees and costs and expert-witness fees and costs, so that the total aggregate liability of C2AE and its officers, directors, shareholders, employees, and sub-consultants shall not exceed $10,000 or C2AE's total fee for services rendered on this Project, whichever is greater. It is intended that this limitation apply to any and all liability or cause of action however alleged or arising, unless otherwise prohibited by law.

I. Consequential Damages: Notwithstanding any other provision of this Agreement, and to the fullest extent permitted by law, neither OWNER nor C2AE nor their respective officers, directors, shareholders, employees, and sub-consultants shall be liable to the other or shall make any claim for any incidental, indirect or consequential damages arising out of or connected in any way to the project or to this Agreement. This mutual waiver of consequential damages shall include, but is not limited to, loss of use, loss of profit, loss of business, loss of income, loss of reputation or any other consequential damages that either party may have incurred from any cause of action including negligence, strict liability, breach of contract and breach of strict or implied warranty. Both OWNER and C2AE shall require similar waivers of consequential damages protecting all the entities or persons named herein in all contracts and subcontracts with others involved in this project.

J. Dispute Resolution: OWNER agrees that all claims, disputes, and other matters in question between the parties arising out of or relating to this Agreement or breach thereof first shall be submitted for nonbinding mediation to any one of the following, as agreed to by the parties: American Arbitration Association, American Intermediation Service, Americord, Dispute Resolution, Inc., Endispute, or Judicate. Any party hereto may initiate mediation within the time allowed for filing for arbitration as set forth below and the parties hereto agree to fully cooperate and participate in good faith to resolve the dispute(s). The cost of mediation shall be shared equally by the parties hereto. Any time expended in mediation shall not be included in calculating the time for filing arbitration. If mediation fails to resolve the claim or dispute, the matter shall be submitted to arbitration with the American Arbitration Association under the Construction Industry rules, unless the parties mutually agree otherwise or unless a plaintiff not a party hereto institutes litigation in a court of competent jurisdiction and said court takes personal jurisdiction over one of the parties hereto regarding the same subject matter as in dispute between the parties hereto. No arbitration arising out of or relating to this Agreement shall include, by consolidation, joinder, or in any other manner, any additional person not a party to this Agreement except by written consent of the parties and such consent to arbitration involving an additional person(s) shall not constitute consent to arbitration of any dispute not described therein. This Agreement to arbitrate and any agreement to arbitrate with an additional person(s) shall be specifically enforceable under the prevailing arbitration law. The demand for arbitration shall be made within one (1) year of the date the claimant knew or should have known

of the existence of the claim, dispute, or other matter. If the demand for arbitration is not effectuated within one (1) year, the claim, dispute, or other matter shall be forever barred and not mandatory. The decision rendered by the arbitrators shall be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof. In the event either party makes a claim or brings action against the other party for any act arising out of the performance of the services hereunder, and the claimant fails to prove such claim or action, then the claimant shall pay all legal and other costs (including attorneys' fees) incurred by the other party in defense of such claim or action.

K. Mutual Indemnification: Neither OWNER nor C2AE shall be obligated to indemnify the other party in any manner whatsoever for the other party's own negligence. C2AE agrees, to the fullest extent permitted by law, to indemnify and hold harmless OWNER, its officers, directors and employees (collectively, OWNER) against all damages, liabilities or costs, including reasonable attorneys' fees and defense costs, to the extent caused by C2AE's negligent performance of professional services under this Agreement and that of its sub-consultants or anyone for whom C2AE is legally liable. Likewise, OWNER agrees, to the fullest extent permitted by law, to indemnify and hold harmless C2AE, its officers, directors, employees and sub-consultants (collectively, C2AE) against all damages, liabilities or costs, including reasonable attorneys' fees and defense costs, to the extent caused by OWNER's negligent acts in connection with the project and the acts of its contractors, subcontractors or consultants or anyone for whom OWNER is legally liable.

L. Use of Documents: All Documents (data, reports, drawings, specifications, models, photographs and other deliverables, whether in printed or digital format) are Instruments of Service for which C2AE shall retain all common law, statutory and other reserved rights, including copyrights, whether or not the Project is completed. Submission or distribution of Instruments of Service to meet official regulatory requirements or for similar purposes in connection with the Project is not to be construed as publication in derogation of the reserved rights of C2AE. C2AE grants to OWNER a nonexclusive license to use C2AE's Instruments of Service solely and exclusively for purposes of constructing, using, maintaining, altering and adding to the Project, provided that OWNER substantially performs its obligations, including prompt payment of all sums when due, under this Agreement. The license granted under this section permits OWNER to authorize the Contractor, Construction Manager, Subcontractors, and material or equipment suppliers, as well as OWNER's consultants and separate contractors, to reproduce applicable portions of the Instruments of Service solely and exclusively for use in performing services or construction for the Project, subject to the following limitations: (1) OWNER acknowledges that such Documents are not intended or represented to be suitable for use on the Project unless completed by C2AE, or for use or reuse by OWNER or others on extensions of the Project, on any other project, or for any other use or purpose, without written verification or adaptation by C2AE; (2) any such use or reuse, or any modification of the Documents, without written verification, completion, or adaptation by C2AE, as appropriate for the specific purpose intended, will be at OWNER's sole risk and without liability or legal exposure to C2AE or to its officers, directors, employees, and sub-consultants; (3) OWNER shall indemnify and hold harmless C2AE and its officers, directors, employees, and sub-consultants from all claims, damages, losses, and expenses, including attorneys' fees, arising out of or resulting from any use, reuse, or modification of the Documents without written verification, completion, or adaptation by C2AE; and (4) such limited license to OWNER shall not create any rights in third parties. C2AE and OWNER warrant that in transmitting Instruments of Service, or any other information, the transmitting party is the copyright owner of such information or has permission from the copyright owner to transmit such information for its use on the Project.

M. Construction Activities: Neither the professional activities of C2AE nor the presence of C2AE or its employees and sub-consultants at a project site shall relieve the Contractor of its obligations, duties and responsibilities including, but not limited to, construction means, methods, sequence, techniques or procedures necessary for performing, superintending and coordinating the work in accordance with the Contract Documents and any health or safety precautions required by any regulatory agencies. C2AE and its personnel have no authority to approve construction change orders or to issue stop work orders. C2AE and its personnel have no authority to exercise any control over any construction contractor or its employees in connection with their work or any health or safety programs or procedures. OWNER agrees that the Contractor shall be solely responsible for jobsite safety and warrants that this intent shall be carried out in OWNER's contract with the Contractor. OWNER also agrees that OWNER and C2AE and its sub-consultants shall be included as indemnified parties by the Contractor in OWNER-Contractor agreement and shall be made

additional insureds under the Contractor's policies of general liability insurance.

N. Hazardous Materials: As used in this Agreement, the term *hazardous materials* shall mean any substances, including but not limited to asbestos, toxic or hazardous waste, PCBs, combustible gases and materials, petroleum or radioactive materials (as each of these is defined in applicable federal statutes) or any other substances under any conditions and in such quantities as would pose a substantial danger to persons or property exposed to such substances at or near the project site. Both parties acknowledge that C2AE's Scope of Services does not include any services related to the presence of any hazardous or toxic materials. In the event C2AE or any other party encounters any hazardous or toxic materials, or should it become known to C2AE that such materials may be present on or about the jobsite or any adjacent areas that may affect the performance of C2AE's services, C2AE may, at its option and without liability for consequential or any other damages, suspend performance of its services under this Agreement until OWNER retains appropriate consultants or contractors to identify and abate or remove the hazardous or toxic materials and warrants that the jobsite is in full compliance with all applicable laws and regulations. OWNER agrees, notwithstanding any other provision of this Agreement, to the fullest extent permitted by law, to indemnify and hold harmless C2AE, its officers, directors, employees and sub-consultants (collectively, C2AE) from and against any and all claims, suits, demands, liabilities, losses, damages or costs, including reasonable attorneys' fees and defense costs arising out of or in any way connected with the detection, presence, handling, removal, abatement, or disposal of any asbestos or hazardous or toxic substances, products or materials that exist on, about or adjacent to the project site, whether liability arises under breach of contract or warranty, tort, including negligence, strict liability or statutory liability or any other cause of action, except for the sole negligence or willful misconduct of C2AE.

O. Opinions of Probable Construction Cost: When in the Scope of Services C2AE provides opinions of probable construction cost, OWNER understands that C2AE has no control over the cost or availability of labor, equipment or materials, or over market conditions or the Contractor's method of pricing, and that C2AE's opinions of probable construction costs are made on the basis of C2AE's professional judgment and experience. C2AE makes no warranty, express or implied, that the bids or the negotiated cost of the work will not vary from C2AE's opinion of probable construction cost.

P. Distribution of Digital Documents: When in the Scope of Services C2AE provides digital information extracted from its Instruments of Service to OWNER or to others on behalf of OWNER, the recipient of the information will be required to agree to C2AE's Release of Electronic Documents Agreement, including compensation for C2AE to prepare the files. Under no circumstances shall delivery of electronic files by C2AE be deemed a sale, and C2AE makes no warranties, either express or implied, of merchantability and fitness of electronic files for any particular purpose. In no event shall C2AE be liable for any loss of profit or any consequential damages as a result of OWNER's or other's use or reuse of these electronic files.

Q. Record Documents: When identified in the Scope of Services and upon completion of the work C2AE shall compile for and deliver to OWNER a reproducible set of Record Documents based upon the marked-up record drawings, addenda, change orders and other data furnished by the Contractor. These Record Documents will show significant changes made during construction. Because these Record Documents are based on unverified information provided by other parties, which C2AE shall assume will be reliable, C2AE cannot and does not warrant their accuracy.

R. On-site Construction Observation: When the Scope of Services includes part-time or full-time on-site project representation in order to observe the progress and quality of the work completed by the Contractor such observation is not intended to be an exhaustive check or a detailed inspection of the Contractor's work but rather is to allow C2AE, as an experienced professional, to become generally familiar with the work in progress and to determine, in general, if the work is proceeding in accordance with the Contract Documents. Such observation shall include keeping OWNER informed about the progress of the work and C2AE shall endeavor to guard OWNER against deficiencies in the work. In any case, C2AE shall not supervise, direct or have control over the Contractor's work nor have any responsibility for the construction means, methods, techniques, sequences or procedures selected by the Contractor nor for the Contractor's safety precautions or programs in connection with the Work. These rights and responsibilities are solely those of the

Contractor in accordance with the Contract Documents. Finally, C2AE shall not be responsible for any acts or omissions of the Contractor, sub-contractor, any entity performing any portions of the work, or any agents or employees of any of them and does not guarantee the performance of the Contractor and shall not be responsible for the Contractor's failure to perform its work in accordance with the Contract Documents or any applicable laws, codes, rules or regulations.

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

September 30, 2026

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

Re: City of East Jordan 2027 Capital Improvement Bonds (Limited Tax General Obligation) for East Jordan City Marina Project

Dear Tom:

It was a pleasure speaking with you and Heather about the proposed bond issue earlier this week. We appreciate the opportunity to once again serve the City of East Jordan (the "City") as bond counsel in connection with the proposed issuance of capital improvement bonds (the "Bonds") to finance the Marina project. You may be assured of our prompt and complete attention to this financing. It is our practice when beginning work on a new matter to send an engagement letter like this which sets forth the scope of our services as bond counsel and the nature of our compensation.

Bond Counsel's Role

Bond counsel is engaged as a recognized expert whose primary responsibility is to render an objective legal opinion with respect to the authorization and issuance of the Bonds. Our approving legal opinion with respect to the Bonds will be executed and delivered by us in written form on the date the Bonds are exchanged for their purchase price and will be based upon facts and law existing as of its date. In rendering the opinion, we will rely upon the certified proceedings and other certifications of public officials and by other persons furnished to us without undertaking independent verification of the information contained in the proceedings and certifications.

In performing our services as bond counsel, our client is the City and we will represent its interests. However, our representation of the City does not alter our responsibility to render an objective opinion as bond counsel. Upon delivery of the opinion our responsibilities as bond counsel will be concluded with respect to the Bonds.

Scope of Bond Counsel Services – What We Will Do

As bond counsel, we would provide the following services customarily performed by bond counsel respecting the authorization, sale, issuance and delivery of bonds:

1. Consult with City officials and others to explain the legal nature of a proposed borrowing, the City's power to borrow and the limitations on that power and consult with City officials in the design of the bonding program and timing schedules.

2. Prepare all of the necessary resolutions, notices, agreements, and other documents necessary to authorize, issue and deliver the bonds. We also would assist the City in preparing applications to the Michigan Department of Treasury, if necessary, for approval to issue the bonds.

3. Examine the tax issues related to the bonds (done by an attorney specializing in the requirements of the Internal Revenue Code as they apply to municipal tax-exempt bonds) to assure that all requirements of the Internal Revenue Code are complied with and that any adverse tax consequences are minimized.

4. Prepare the bond form for printing definitive bonds for delivery to the purchaser. We will also participate in the sale and delivery of the bonds to the purchaser in order to handle legal matters that may arise at those times.

5. Give the approving opinion as to validity and enforceability of the bonds and their authorizing documents and as to the excludability of the interest on the bonds from federal and state income taxation.

Our professional responsibilities as attorneys in this matter will be limited to interpretations of law and other legal issues and the drafting of legal documents. We are not registered municipal advisors under the federal Dodd-Frank Act and therefore we will not assume the responsibilities of a municipal finance advisor or the professional responsibilities of any other advisor with respect to non-legal matters. We understand that the City will engage Bendzinski & Co., as its municipal financial advisor for the Bonds.

Additional Services

We believe that the above services encompass the normal scope of bond counsel activities. Because we are not the City's general counsel, our engagement in this matter is not an undertaking at this time to represent the City or its interests in any other matters for which we are not separately engaged.

Our services as bond counsel do not include activities outside of that norm, such as review of construction contracts, condemnation, title issues or recording deeds involved in land acquisition, representation of the City in litigation or administrative proceedings that might arise

in connection with the Bonds. In the event that serious matters or matters outside the norm arise in these areas, we would provide you at that time with a fee quote for such additional services.

Our engagement does not include any obligation to monitor compliance with the federal tax requirements found in the Internal Revenue Code of 1986 (the "Code") and applicable to the Bonds, including the rebate requirements of Code Section 148(f), if applicable, as described in an exhibit attached to the Nonarbitrage and Tax Compliance Certificate that the City will execute in connection with the issuance of the Bonds, or in connection with any audit or examination of the Bonds by the Internal Revenue Service. However, we would be available to assist with rebate calculations or any audit or examination as a separate engagement.

We are not being retained and our acceptance of this engagement is not an undertaking to provide the City or any other person or entity with any advice or guidance relating to the Corporate Transparency Act (CTA) or their obligations thereunder, to prepare, review, submit, or update and document under the CTA, or to prepare or file any entity formation or registration documents on behalf of the City or any other person or entity.

Conflict of Interest Policy

Our firm is one of the largest in Michigan. In addition to having the largest public finance practice in the State, our attorneys represent a great many clients and our practice is in many different legal areas. At one time or another, our firm has represented nearly every large and many smaller commercial and investment banks and other bond purchasers that do business in Michigan.

We are not representing and do not intend to represent any other party in this financing. We do not believe that our representation in unrelated matters of the various other parties both in and out of the municipal area will affect our ability to serve the City as bond counsel.

Because we are a large firm with many clients we are asked occasionally to represent a client in a matter adverse to the City. We, of course, would decline to represent any client in a matter involving the City that would conflict with our services to the City as bond counsel for the above issue. Moreover, before we would represent a client adverse to the City in any area not involving the bond issue, we would advise the City before undertaking such representation.

Since the Bonds have not yet been offered for sale, the actual purchaser of the Bonds (the "Purchaser") cannot be identified at this time. We wish to point out that it is possible that the eventual Purchaser will be an investment bank or other financial institution that has been or is a client of this firm with respect to matters unrelated to the Bonds. We do not believe our representation of the City will be either: (i) materially limited by the Purchaser being our client on unrelated matters, or (ii) directly adverse to the Purchaser under these circumstances since (a) the terms of the Bonds, the Notice of Sale or Request for Proposals, the Bond resolution and our opinion will have been established prior to the acceptance of the bid for the Bonds from the Purchaser, (b) the terms of said documents will not be modified in any material manner following the sale of the Bonds, and (c) all that remains to be completed subsequent to the Bond sale is the

delivery of the Bonds to the Purchaser in accordance with the terms of the Notice of Sale or Request for Proposals.

Fees

It is our understanding that the City is considering the issuance of a single series of Bonds in the approximate amount of $1,800,000 to finance the project. We charge a fixed fee for Bond counsel services based on the terms, structure, size and schedule of financing, the time we anticipate devoting to the financing, and the responsibilities that we assume. Our legal fee as bond counsel for a $1,800,000 issue would be $18,300 based on the final par/production amount of the Bonds, including all out-of-pocket expenses, including travel costs, document production, deliveries, long distance telephone charges, filing fees, and other necessary office disbursements. As you are aware, our customary practice is to submit our invoice for payment at the time of the delivery of the Bonds to be paid from the proceeds of the Bonds.

We welcome this opportunity to be of service to the City and look forward to working with you. If you have any questions regarding this letter, please give me a call.

Very truly yours,

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

By: _____
Patrick F. McGow

Cc: Heather Jackson

51807500.1/088888.01672

RESOLUTION 115-2026

NOTICE OF INTENT RESOLUTION
CAPITAL IMPROVEMENT BONDS

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 October 6, 2026, at 5:30 o'clock 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"), intends to authorize the issuance and sale of general obligation limited tax bonds (the "Bonds") pursuant to Act 34, Public Acts of Michigan, 2001, as amended ("Act 34"), to pay part of the cost to acquire, construct, furnish and equip improvements to the East Jordan City Marina, including new floating docks and electrical improvements, dredging improvements, demolition and related site improvements (the "Project"); and

WHEREAS, the total amount of Bonds to be issued to finance the acquisition and construction of the Project shall not exceed One Million Nine Hundred Thousand Dollars ($1,900,000); and

WHEREAS, a notice of intent to issue bonds must be published before the issuance of the bonds in order to comply with the requirements of Section 517 of Act 34; and

WHEREAS, the City intends at this time to state its intention 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 hereby authorized and directed to publish a notice of intent to issue the 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 taxpayers and electors of the City, 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 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) The City reasonably expects to reimburse itself with proceeds of the Bonds for certain costs of the Project which were paid or will be paid from funds of the City subsequent to sixty (60) days prior to today.

(b) The maximum principal amount of debt expected to be issued for the Project, including issuance costs, is $1,900,000.

(c) A reimbursement allocation of the capital expenditures described above with the proceeds of the Bonds 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 Project is 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 Bonds to reimburse the City for a capital expenditure made pursuant to this resolution.

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

AYES: Members _____

_____

NAYS: Members _____

RESOLUTION DECLARED ADOPTED.

_____
Cheltzi M. Wilson
City Clerk

I hereby certify that the foregoing 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 October 6, 2026, and that the meeting was conducted and public notice of the meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of the meeting were kept and will be or have been made available as required by the Open Meetings Act.

_____
Cheltzi M. Wilson
City Clerk

EXHIBIT A

NOTICE TO ELECTORS OF THE CITY OF EAST JORDAN
OF INTENT TO ISSUE BONDS SECURED BY THE TAXING POWER OF
THE CITY AND OF RIGHT OF REFERENDUM THEREON

PLEASE TAKE NOTICE that the City Commission of the City of East Jordan, County of Charlevoix, intends to authorize the issuance and sale of general obligation capital improvement bonds pursuant to Act 34, Public Acts of Michigan, 2001, as amended, in a total principal amount of not to exceed One Million Nine Hundred Thousand Dollars ($1,900,000), for the purpose of paying part of the cost to acquire, construct, furnish and equip improvements to the East Jordan City Marina, including new floating docks and electrical improvements, dredging improvements, demolition and related site improvements.

BOND DETAILS

The bonds will mature in annual installments not to exceed twenty-five (25) in number, with interest rates to be determined at a public or negotiated sale but in no event to exceed the maximum permitted by law on the unpaid balance from time to time remaining outstanding on the bonds.

SOURCE OF PAYMENT OF BONDS

THE PRINCIPAL OF AND INTEREST ON THE BONDS shall be payable from the general funds of the City lawfully available for such purposes including property taxes levied within applicable constitutional, statutory and charter tax rate limitations. The City intends to pay the debt service on the bonds from the rates and charges generated from users of the East Jordan City Marina.

RIGHT OF REFERENDUM

THE 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 517, Act 34, Public Acts of Michigan, 2001, as amended.

Cheltzi M. Wilson
City Clerk, City of East Jordan

51800914.1/025640.00034

MOTION OFFERED BY:

SECONDED BY:

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, ~~waterfront~~, 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.

~~c. Shall meet off-street parking requirements specified for each use in article VII of this chapter and all other applicable requirements of this chapter.~~

(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 subdivision lot and each metes and bounds~~ 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 ~~to be provided with connections~~ or mobile home lot outside of a mobile home park shall be connected to public sewer and water systems.

(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. ~~at the required building setback line~~.

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:
NAYS:
ABSENT:
ABSTAIN:
ADOPTED:
PUBLISHED:
EFFECTIVE:

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

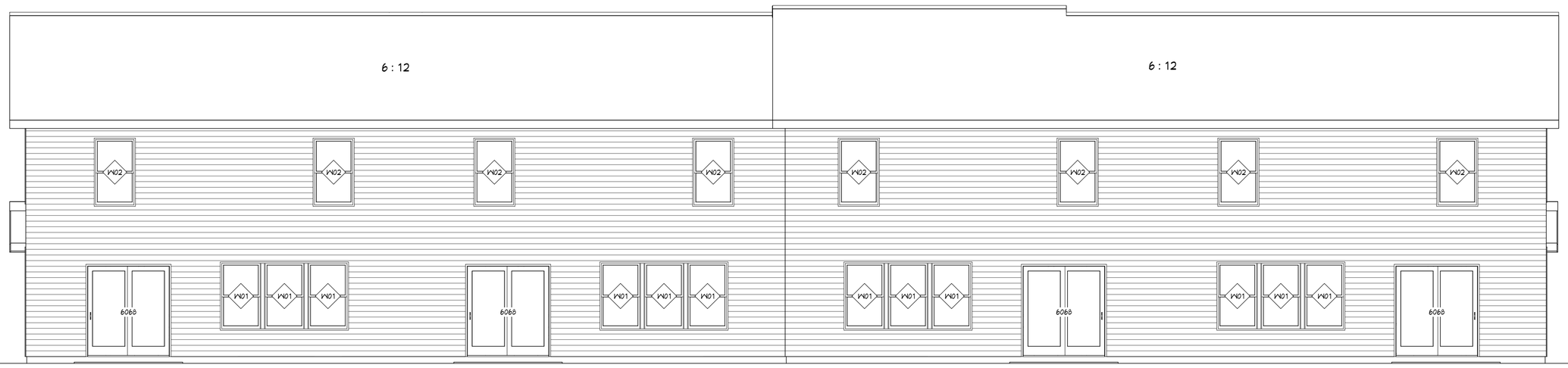
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1/4" = 1'0"

Window Schedule							
Number	Label	Qty	Floor	Width	Height	R/O	Top	Comments
WO1	3050SH	12	1	35 1/2"	50 1/2"	36"X60"	83 3/8"	
WO2	3050SH	8	2	35 1/2"	50 1/2"	36"X60"	83 3/8"	
WO3	5036LS	6	2	59 1/2"	41 1/2"	60"X42"	83 3/8"	
WO4	5034LS	2	2	59 1/2"	39 1/2"	60"X40"	83 3/8"	
WO5	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

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PROJECT DESCRIPTION:
4-Multiplex
, ,

PAGE TITLE:
Exterior Elevations

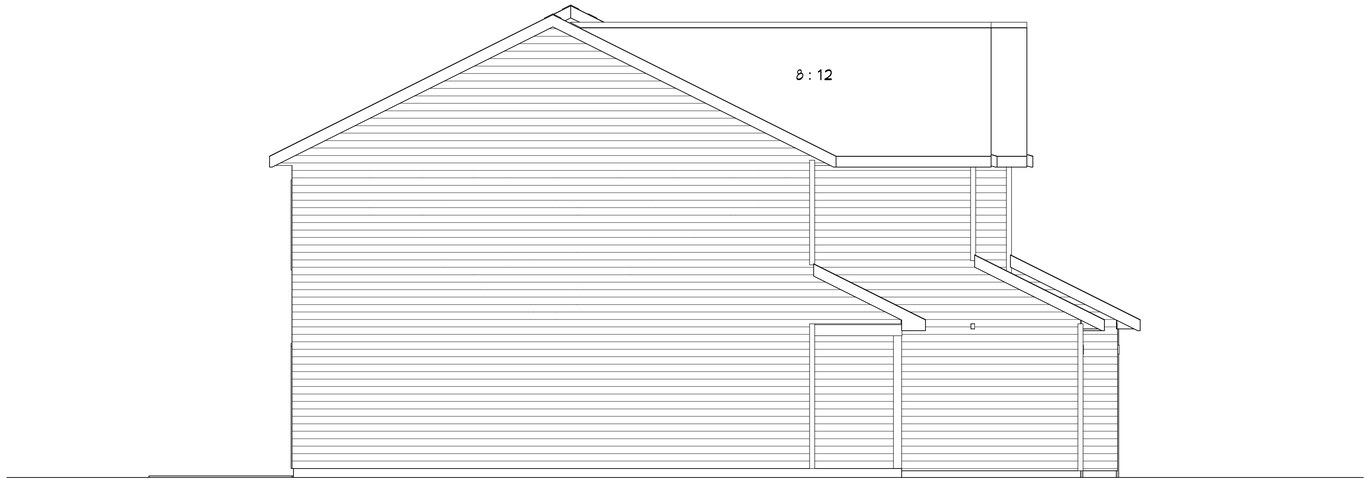
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7/15/2024

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1/4" = 1'0"

PAGE 5 of 8
5

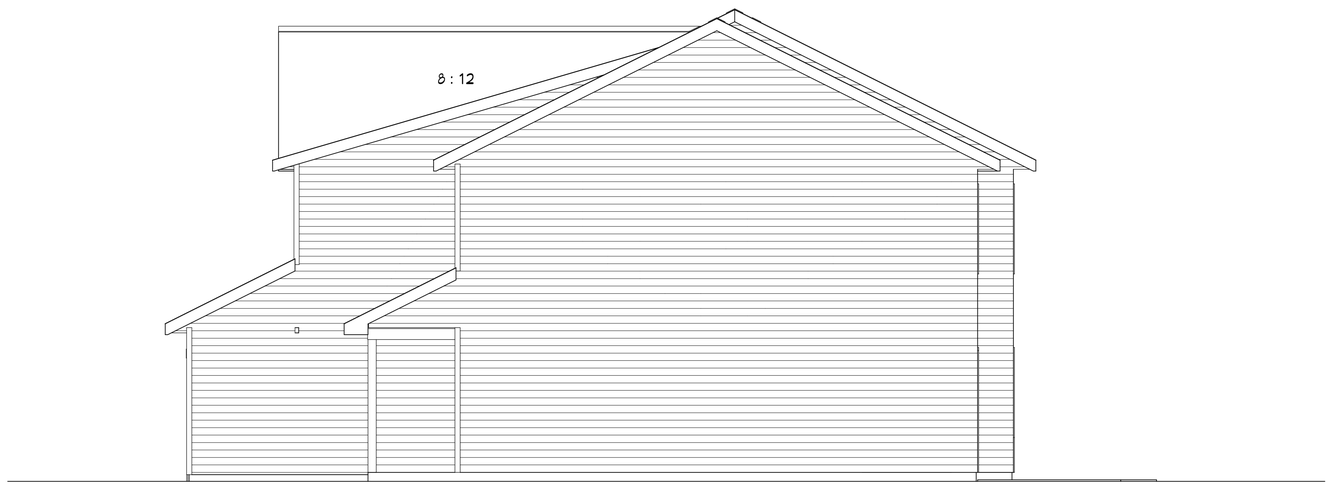
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Window Schedule								
Number	Label	Qty	Floor	Width	Height	R/O	Top	Comments
W01	3050SH	12	1	35 1/2"	59 1/2"	36"X60"	83 3/8"	
W02	3050SH	8	2	35 1/2"	59 1/2"	36"X60"	83 3/8"	
W03	5036LS	6	2	59 1/2"	41 1/2"	60"X42"	83 3/8"	
W04	5034LS	2	2	59 1/2"	39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

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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"

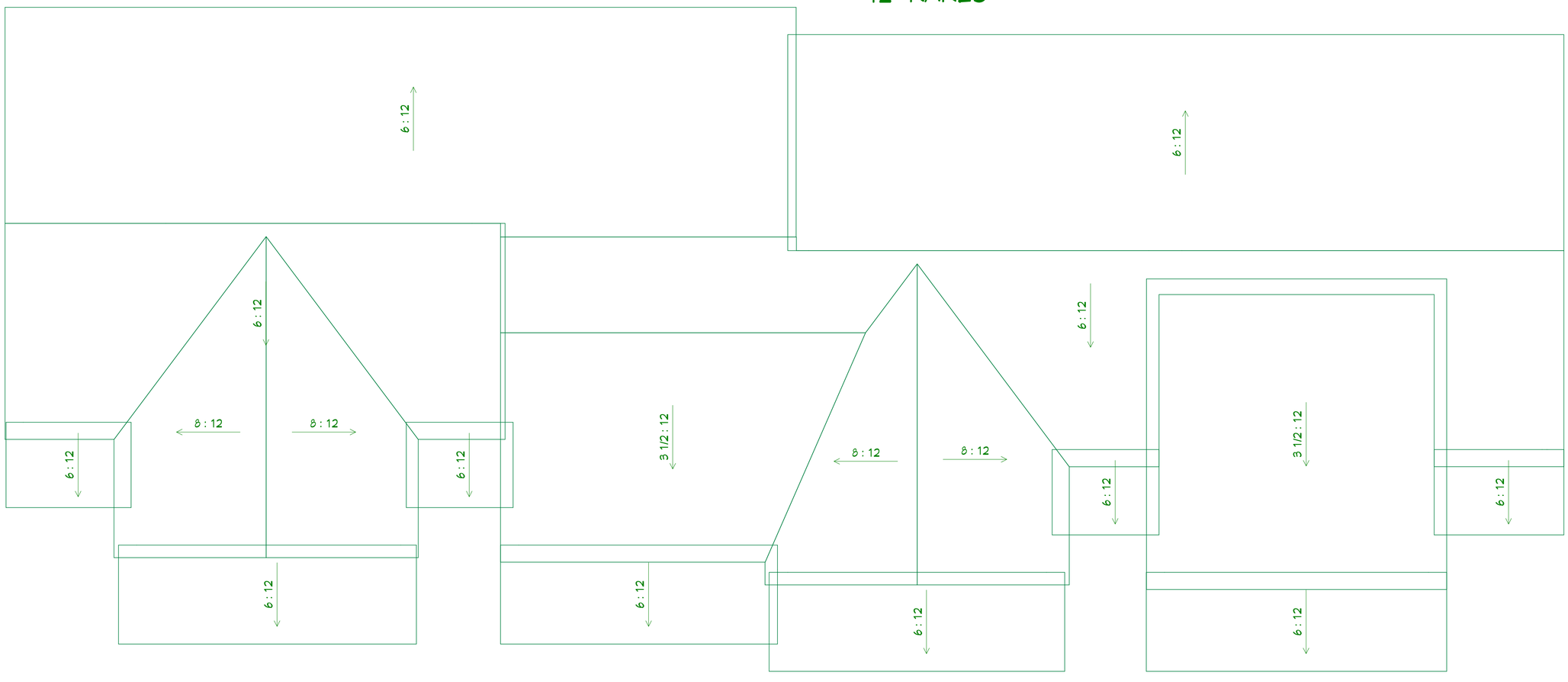
Roof Notes

ROOF DETAIL

1/4 in = 1 ft

12" EAVES

12" RAKES



NOT FOR CONSTRUCTION

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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

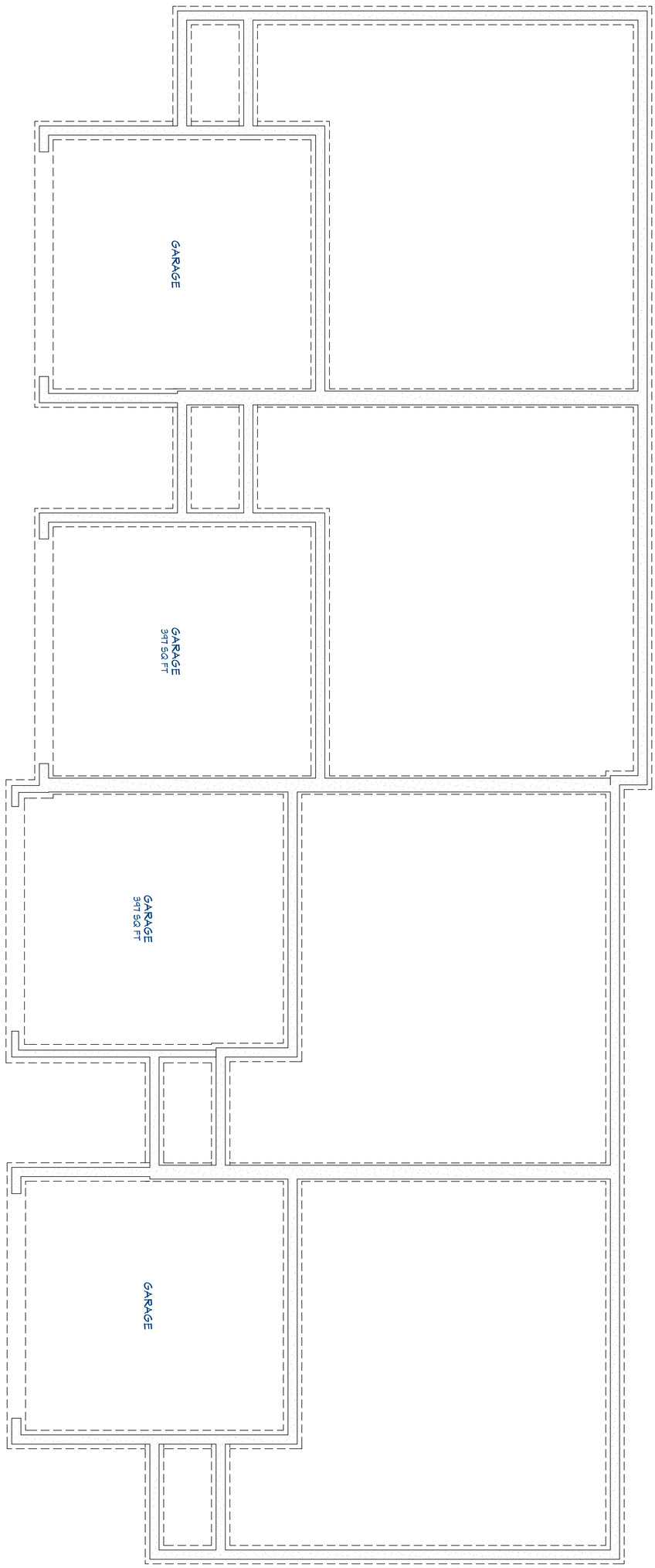
PROJECT DESCRIPTION:
4-Multiplex
, ,

PAGE TITLE:
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
PW01	3050PW	2	1	30"	50"	83 3/8"	133 3/8"	
PW03	3050PW	9	2	30"	50"	83 3/8"	133 3/8"	
PW03	3050PW	6	3	30"	50"	83 3/8"	133 3/8"	
PW03	3050PW	6	4	30"	50"	83 3/8"	133 3/8"	
PW03	3050PW	2	1	30"	50"	83 3/8"	133 3/8"	
PW03	3050PW	2	2	30"	50"	83 3/8"	133 3/8"	
PW03	3050PW	2	3	30"	50"	83 3/8"	133 3/8"	
PW03	3050PW	2	4	30"	50"	83 3/8"	133 3/8"	
PW03	3050PW	1	1	30"	50"	83 3/8"	133 3/8"	
PW03	3050PW	1	2	30"	50"	83 3/8"	133 3/8"	
PW03	3050PW	1	3	30"	50"	83 3/8"	133 3/8"	
PW03	3050PW	1	4	30"	50"	83 3/8"	133 3/8"	
PW03	3050PW	2	1	30"	50"	83 3/8"	133 3/8"	
PW03	3050PW	2	2	30"	50"	83 3/8"	133 3/8"	
PW03	3050PW	2	3	30"	50"	83 3/8"	133 3/8"	
PW03	3050PW	2	4	30"	50"	83 3/8"	133 3/8"	
PW03	3050PW	1	1	30"	50"	83 3/8"	133 3/8"	
PW03	3050PW	1	2	30"	50"	83 3/8"	133 3/8"	
PW03	3050PW	1	3	30"	50"	83 3/8"	133 3/8"	
PW03	3050PW	1	4	30"	50"	83 3/8"	133 3/8"	
PW03	3050PW	2	1	30"	50"	83 3/8"	133 3/8"	
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PW03	3050PW	1	3	30"	50"	83 3/8"	133 3/8"	
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NOT FOR CONSTRUCTION

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9
PAGE 9 of 8

SCALE: 1/4" = 1'0"

DATE: 7/15/2024

PAGE TITLE:
Architectural Plan, Foundation

PROJECT DESCRIPTION:
4-Multiplex
, ,

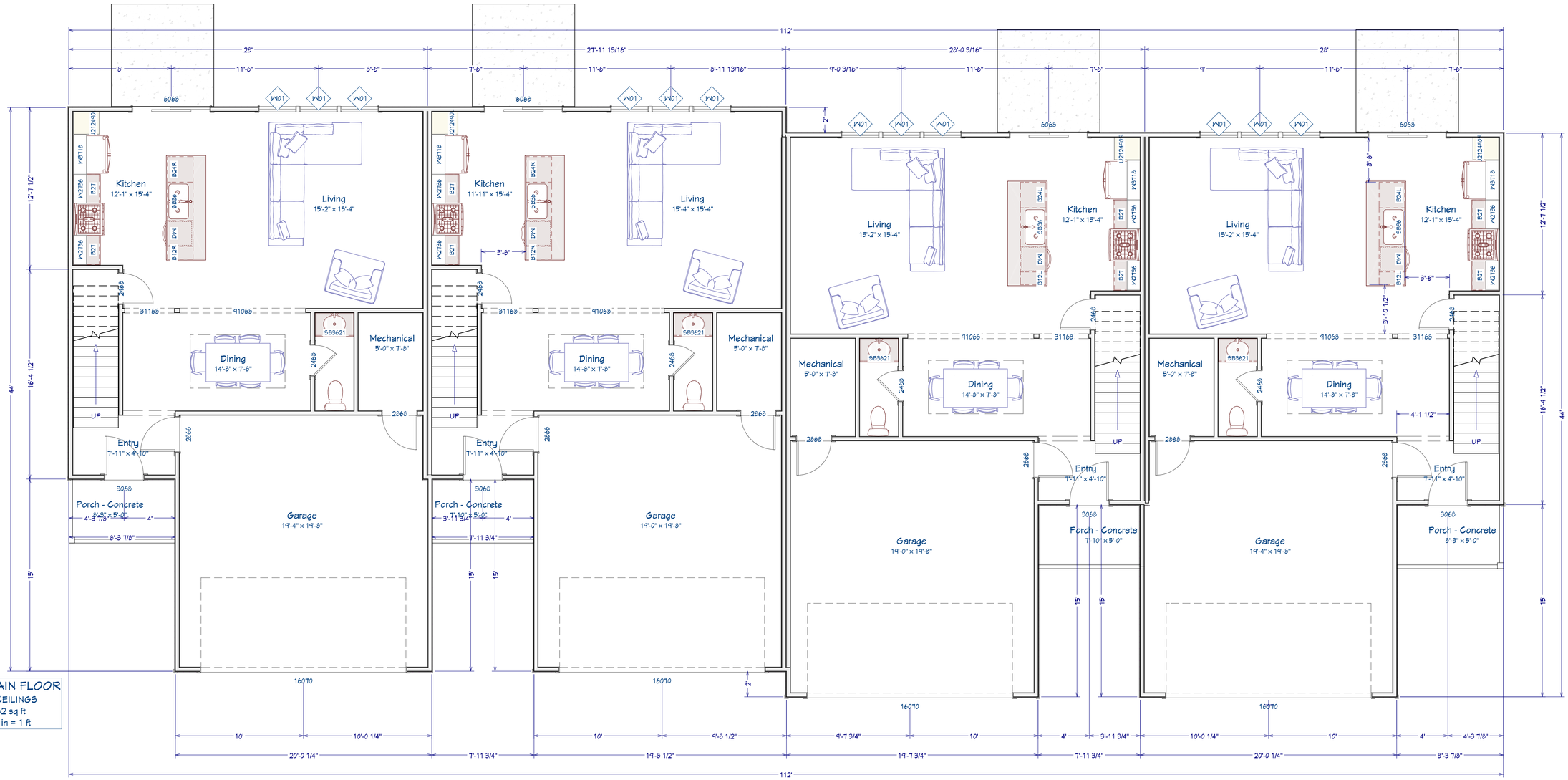
DRAWING FOR:
CURT MORAN BUILDERS
(616) 293-0660

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

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

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"	
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"	



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

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

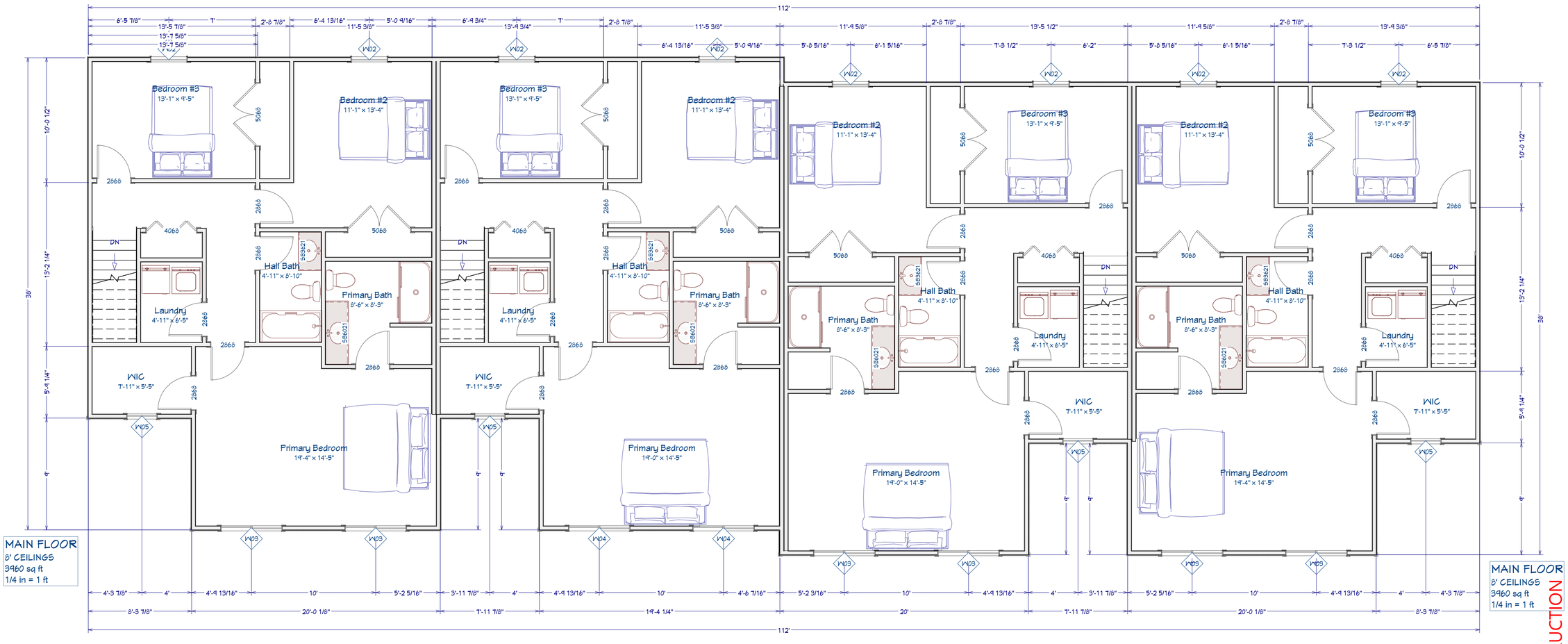
PROJECT DESCRIPTION:
4-Multiplex
, ,

PAGE TITLE:
Architectural Plan, Main Floor

DATE:
7/15/2024

SCALE:
1/4" = 1'0"

PAGE 10 of 8
10



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
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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"

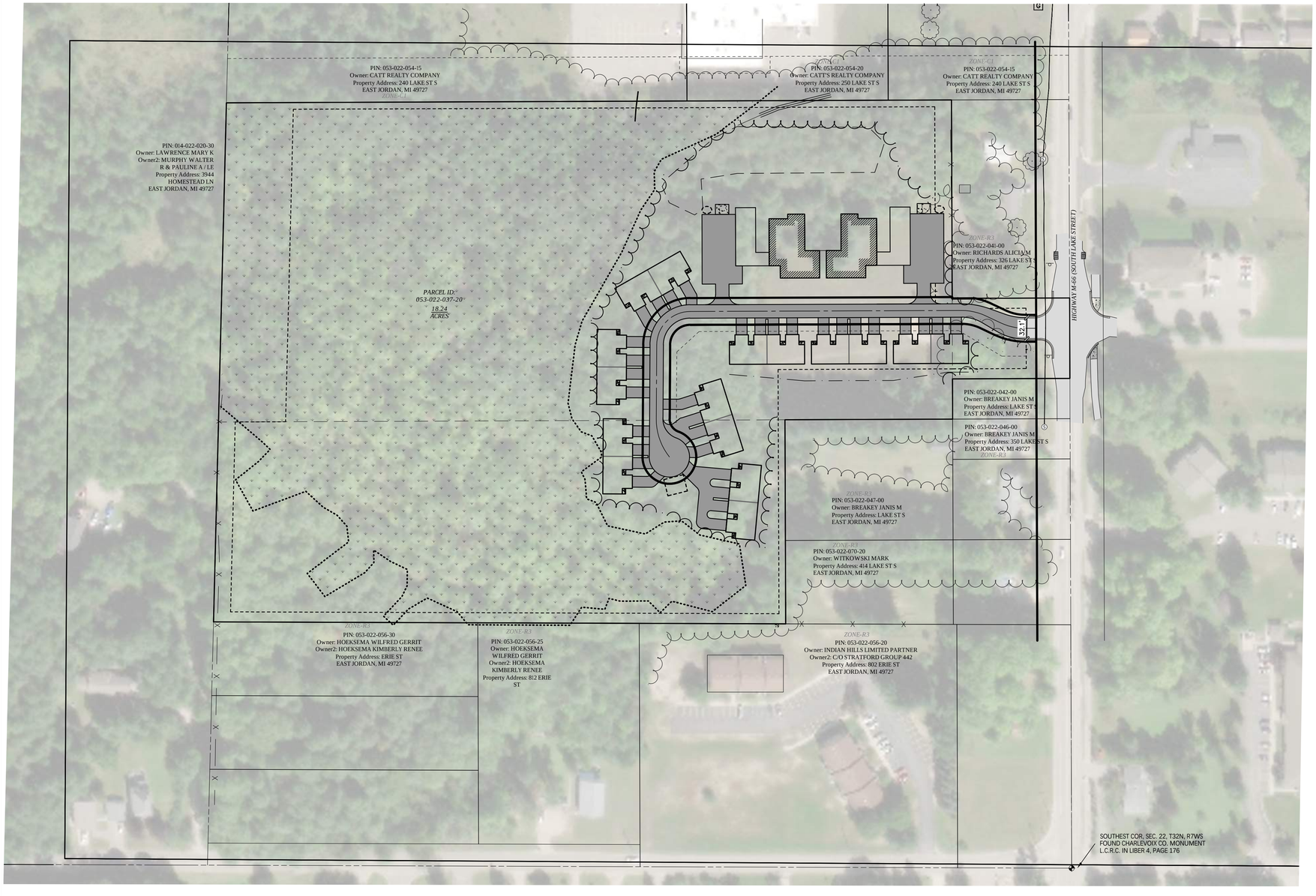
PAGE 11 of 8
11

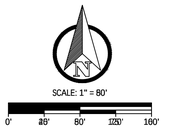
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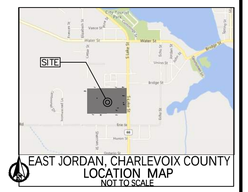
CITY OF EAST JORDAN

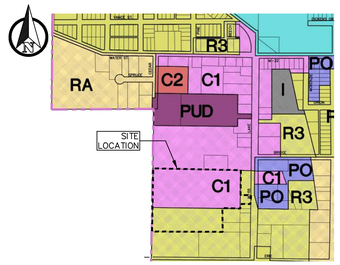
CHARLEVOIX COUNTY, MICHIGAN

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

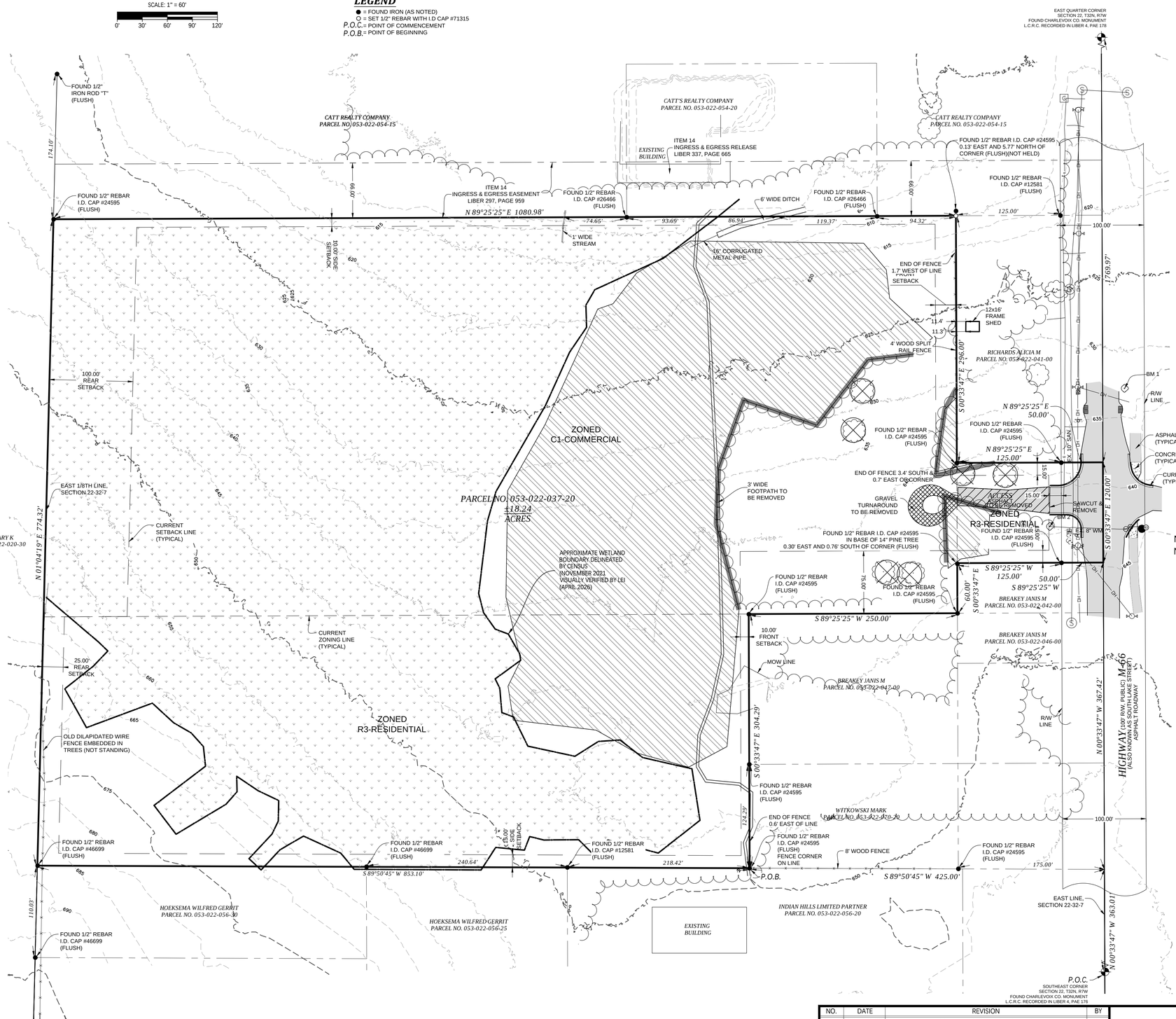
IN THE SOUTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 22, TOWNSHIP 32 NORTH, RANGE 7 WEST, CITY OF EAST JORDAN, CHARLEVOIX COUNTY, MICHIGAN

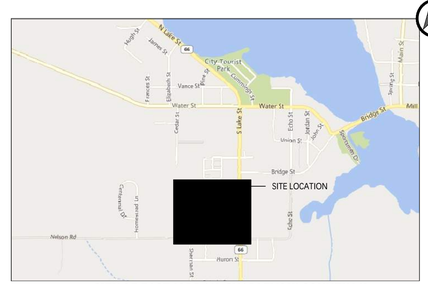
SCALE: 1" = 60'

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

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

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

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

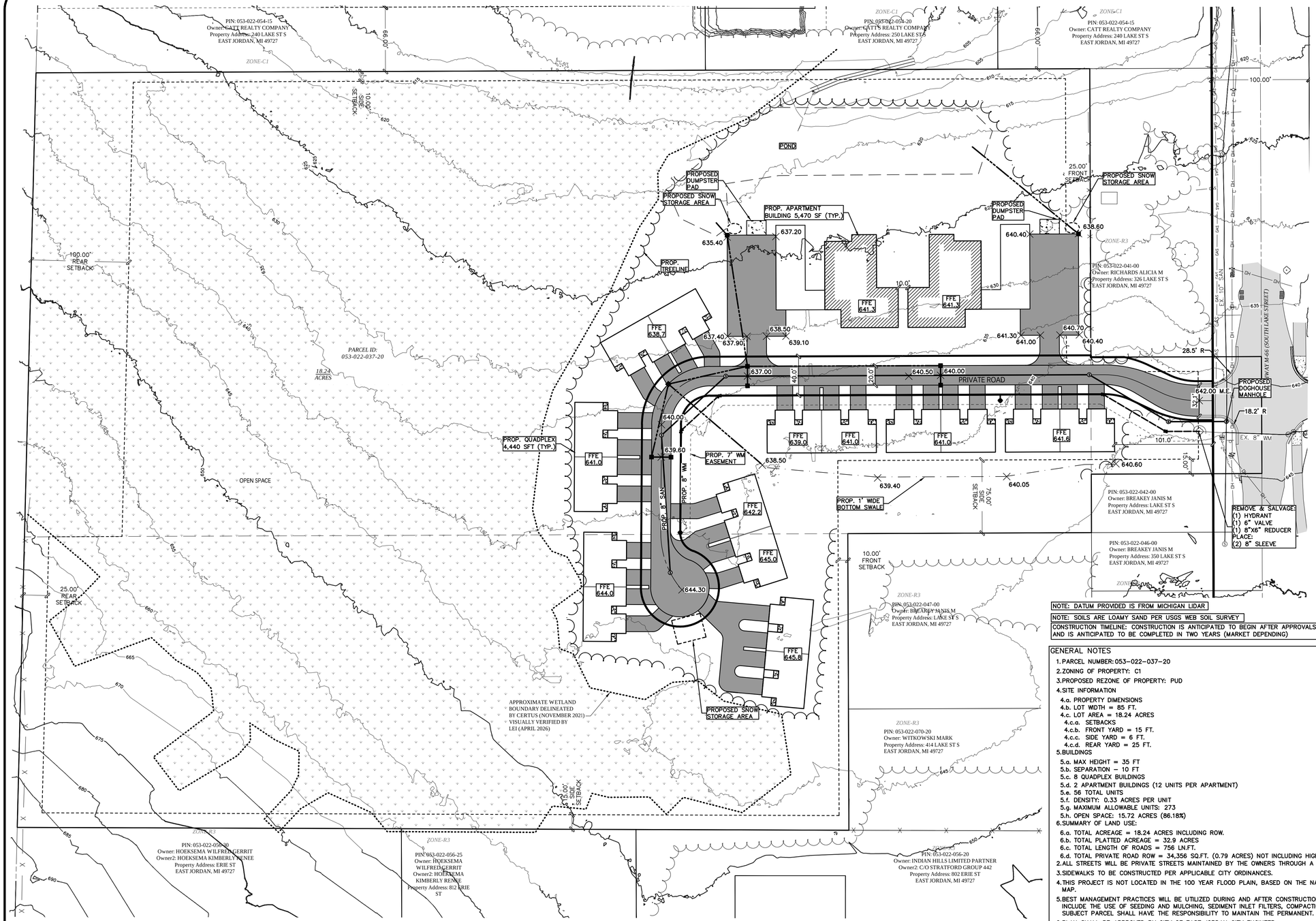
NO.	DATE	REVISION	BY
1	06/11/2026	PRELIMINARY SITE PLAN REVIEW	MDS

CITY OF EAST JORDAN
CHARLEVOIX COUNTY, MICHIGAN

M-66 EAST JORDAN DEVELOPMENT
EXISTING CONDITIONS & REMOVALS

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

FILE NO. 1601
CHECKED ZB
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
- 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

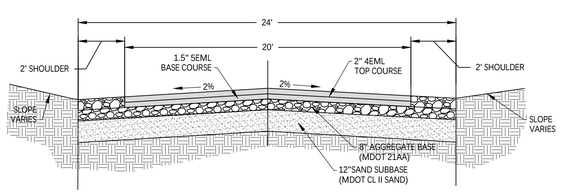
NOTE: DATUM PROVIDED IS FROM MICHIGAN LIDAR

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.

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.

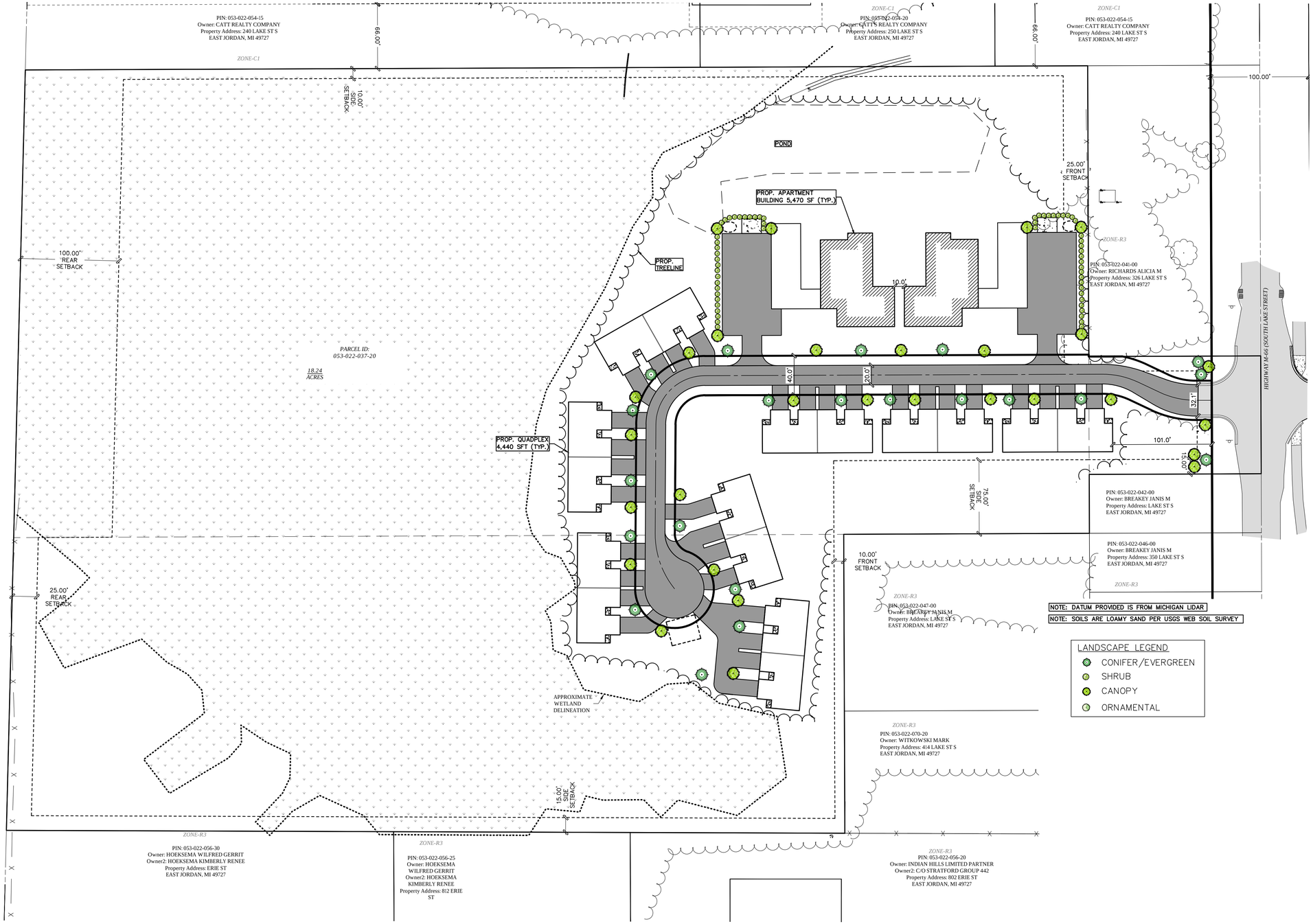
NO.	DATE	REVISION	BY
1	06/11/2026	PRELIMINARY SITE PLAN REVIEW	MDS

CITY OF EAST JORDAN
CHARLEVOIX COUNTY, MICHIGAN

M-66 EAST JORDAN DEVELOPMENT
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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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
- 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.

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NO.	DATE	REVISION	BY
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CITY OF EAST JORDAN
CHARLEVOIX COUNTY, MICHIGAN

M-66 EAST JORDAN DEVELOPMENT
LANDSCAPE PLAN

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Administrator's Report

10-6-26

1. **Brush Pickup**
   Reminder of this fall's brush pick up October 19th- 30th. Flyer is attached.

2. **MML**
   Will be out next Wednesday – Friday for MML Convention in Traverse City. We'll be sure to share information with Commission on topics and sessions that may interested Commissioners.

3. **DPW Union Negotiations**
   Collective bargaining discussions for the 2027 – 2030 DPW contract will begin later this month.

4. **State of Community**
   This year's State of Community event will take place October 20th 11:30 am – 1:00 pm at the Community Auditorium. A flyer has not been sent out yet but please contact City Hall if you are interested in attending.

5. **Harbor Construction**
   Atlas Electric and Lyons Construction will begin preliminary work and full demolition of the harbor floating docks and dredging later this month.

2026 FALL LEAF AND BRUSH PICK-UP

OCTOBER 19th – OCTOBER 30th



The City strongly encourages yard waste recycling.
To ensure an orderly program, we ask that you observe the following schedule and instructions.

YARD WASTE DROP OFF INSTRUCTIONS:



- City residents may deliver grass clippings and leaves (in biodegradable bags or loose loads), to the compost area of the Bartlett St. Recycling Site: 107 Bartlett St. EJ, MI 49727.
- City residents may deliver brush to the new burn pile on Utility Lane (off of Airport Rd) in East Jordan.

INSTRUCTION FOR STREET COLLECTION OF YARD WASTE:





- **Only biodegradable** yard waste originating from property within the City Limits will be collected. All waste must be free of dirt, paint and metal (such as nails or wire).
- Grass clippings and leaves may be placed in **biodegradable** bags.
- **Unbagged leaves** will be collected only if placed in **ONE LARGE PILE (no windrows).** The leaf pile must contain leaves only – no sticks, grass clippings, brush, etc. (This is for the Fall Brush Pick-Up only). **Leaves may continue to be collected after November 1st if weather permits.*
- Shrubs and tree branches shall not be more than eight inches (8") in diameter, and must be cut to a maximum length of six feet (6'). The branches and shrubs must be neatly stacked in a **SINGLE PILE** for easy pickup. Branches and shrubs are not to be placed in bags.
- The amount of yard waste must be **"pickup truck bed" size or less.**
- All yard waste must be set adjacent to the street. No yard waste shall be placed within the street area or sidewalks.

ITEMS WHICH WILL NOT BE COLLECTED:

- Grass or leaves placed in multiple piles or windrows or in containers other than biodegradable bags.
- Shrubs or tree branches more than eight inches (8") in diameter, or longer than six feet (6'), or unstacked (thrown in piles).
- Stumps, roots, stones, dirt, garbage, metal, glass, plastic, broken concrete, lumber or building materials.