AGENDA
EAST JORDAN CITY COMMISSION
Commission Chambers
5:30 PM, Tuesday, December 2, 2025
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.*

1. PUBLIC HEARING AT 5:30 P.M RE: ESTABLISHING AN INDUSTRIAL DEVELOPMENT DISTRICT

2. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

3. ROLL CALL AND QUORUM ESTABLISHMENT

4. APPROVAL OF TONIGHT'S MEETING AGENDA

5. CONFLICTS OF INTEREST

6. 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.***

7. 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.***

8. 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 November 18, 2025
11-18-25 Draft.docx

B Acknowledge Receipt of the Paid Bills List dated November 28, 2025 totaling $ 68,016.32
Accounts Payable 11-28-2025.pdf

C Acknowledge Receipt of the Monthly Public Safety Reports as follows:
- Fire-October 2025
- Police-Fall 2025

October 2025.doc

PD report Fall 2025.pdf

D Acknowledge Receipt of the following Boards and Commissions Meeting Minutes:
- Planning Commission-October 9, 2025
- JVEMSA-October 22, 2025

10-09-25 Final.pdf
October 22 2025 Meeting Minutes Final.pdf

UNFINISHED BUSINESS

NEW BUSINESS

9 Resolution 113-2025: Resolution to Establish an Industrial District
113-2025 Resolution to Establish IDD.docx

10 EMS Loan Payment Discussion

11 Introduction to Ordinance 281: An Ordinance to Amend the Code of Ordinances for the City of East Jordan to Regulate Vacant Buildings
ORD. 281 Vacant Buildings.DOCX

12 Resolution 114-2025: Resolution of Compliance with Public Act 152 of 2011
114-2025 PA 125.docx

13 Fireworks Application Approval for Wedding Event
Oberg Fireworks Application.pdf

14 2026 Parks Rental and Rate Approval
2026 Park Rate Changes.pdf

15 2026 Lion's Club Firewood Sales at Tourist Park
2026 Lions Club Firewood.pdf

16 East Jordan City Marina Engineering Contract
East Jordan City Marina Engineering 111925.pdf

17 City Administrator Contract Review
EJAdministratorContractCANNON2025.doc

18. ANNOUNCEMENTS & REPORTS
- **CITY ADMINISTRATOR REPORT**
- **EMS AUTHORITY BOARD UPDATE**

19 CITY ADMINISTRATOR'S REPORT
Administrator's Report 12-2.pdf
Light Up EJ.pdf

20. MAYOR'S REPORT

21. GOOD OF THE ORDER

22. 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 November 18, 2025
5:30 PM

Present: Mayor Melyssa Lindenthal, Amy Sherman, Mark Penzien, Daniel Miller, Peter Sladick, Scott Gillespie, and Margaret Manor

Absent: None

Others: City Clerk Wilson
City Treasurer Jackson

Guests: 1

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 at this time.

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, Mark Penzien, Daniel Miller, Peter Sladick, Scott Gillespie and Margaret Manor

Commissioners Absent: None

3. CEREMONIAL ITEMS-SWEARING IN OF SCOTT GILLESPIE

City Clerk Wilson gave re-elected Commissioner Gillespie his oath of office at this time as well as re-sworn in Mayor Melyssa Lindenthal and Deputy Mayor Amy Sherman for their respective roles for the upcoming year.

4. APPROVAL OF TONIGHT'S MEETING AGENDA

Moved by Amy Sherman; seconded by Mark Penzien to Approve the meeting agenda for Tuesday, November 18, 2025 as presented.

Motion Passed: 7 – 0

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

5. CONFLICTS OF INTEREST

No conflicts of interest were voiced at this time.

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

Mayor Melyssa Lindenthal inquired with County Commissioner Josh Chamberlain if he would like to give an update from the County at this time.

County Commissioner Josh Chamberlain addressed the Commission and spoke about bike trail had to be closed down last week due to some infrastructure failures.

Chamberlain stated Lake Charlevoix EMS and Boyne City EMS came to the County's meeting and discussed about having a countywide EMS service which he indicated they may not be interested in but are open to discussion.

Chamberlain also gave a copy of the County's Apportionment Report which was handed out to each of the Commissioners and pointed out the City of East Jordan's tax mills are the highest in the county as well as the amount of taxes which go to the schools in Charlevoix County which is a huge percentage.

7. PUBLIC CORRESPONDENCE

No public correspondence was presented at this time.

8. CONSENT AGENDA

Moved by Daniel Miller; seconded by Scott Gillespie to Approve or Acknowledge Receipt of the Consent Agenda items as follows

A City Commission Meeting Minutes dated October 21, 2025

B Acknowledge Receipt of the Paid Bills List dated October 31, 2025 totaling $107,599.15

C Acknowledge Receipt of the Paid Bills List dated November 14, 2025 totaling $77,345.42

D Acknowledge Receipt of the Cash on Hand Report for September 2025

E Acknowledge Receipt of the following Boards and Commission Meeting Minutes:
- Jordan Valley District Library-August 27, 2025
- Jordan Valley EMS Authority-September 24, 2025
- Housing Commission-October 14, 2025
- DDA-October 15, 2025
- Appointments Committee-October 21, 2025
- Organizational Meeting-November 10, 2025

F Acknowledge Receipt of the following Public Safety Reports as follows:
- Fire-September 2025

G Acknowledge Receipt of the Monthly Zoning Activity Report for October 2025

Motion Passed: 7 – 0

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

9. UNFINISHED BUSINESS

No Unfinished Business was discussed.

NEW BUSINESS

10 2024/2025 Fiscal Year Audit Presentation

Ken Talsma of Anderson, Tackman & Co. presented the City's 2024/2025 Fiscal Year Audit at this time.

Moved by Amy Sherman; seconded by Margaret Manor to acknowledge receipt and approve the fiscal year 24/25 audit as presented.

Motion Passed: 7 – 0

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

11. Staff Request of City Hall Closures During Upcoming Holidays

Moved by Amy Sherman; seconded by Mark Penzien to approve the requested City Hall closures due to the holidays.

Motion Passed: 7 – 0

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

12. Acknowledge Receipt of the City Administrator's Yearly Evaluation *(Evaluations are due back to the City Clerk by December 2, 2025)*

Moved by Mark Penzien; seconded by Margaret Manor to accept the City Administrator's yearly evaluation.

Motion Passed: 7 – 0

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

Mayor Lindenthal reminded the Commission they had decided to discuss the City Administrator's salary during this time so if everyone can come to the next meeting on what they may have in mind for discussion.

DRAFT

13. EJCC Christmas on Third Street Event Packet Amendment

Moved by Amy Sherman; seconded by Mark Penzien to approve the amendment with the change of closing down the entire block between Nicholls Street and North Street for this event.

Motion Passed: 7 – 0

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

Exit Commissioner Gillespie at 6:04 p.m.

14. ANNOUNCEMENTS & REPORTS

- **EMS AUTHORITY BOARD UPDATE**

Commissioner Mark Penzien gave an EMS Update at this time.

Penzien discussed the lack of funds at EMS and would like to ask for consensus for adding this item to the next agenda for postponing the city loan payment.

Consensus of the Commission was to add to next agenda.

Penzien also held discussion regarding EMS possibly asking for a tax mill increase in the upcoming year but would know more after their next meeting.

Mayor Lindenthal added the EMS Halloween event was great at the EMS facility and it was nice to also see some of the city and county officers there.

15 City Administrator's Report

Administrator's Report
11/18/25

1. Charlevoix County Community Foundation Mixed Use Development Grant
The City has been awarded $28,500 towards the old boat launch redevelopment architecture process. With the planned development having a residential basis, the project qualified under the housing solutions fund.

2. Civic Center Environmental
As part of the EGLE grant, the environmental contractor has completed the phase I and II environmental work and is currently handling the boring and soil sampling. Additionally, the foundation and elevator locations are being tested for load bearing needs.

3. Holiday Decorations
Downtown will see some added decorations and lighting this year. The high school art and welding classes are constructing holiday light pole displays which will be installed on the 1st and 2nd blocks of Main Street. This will be a multiyear project as the welding class will plan to construct several each season. DDA has purchased more wreaths and we've wired outlets along Mill Street poles for the white wrapped lights. And finally, we have 10 holiday banners which will be installed on the 2nd and 3rd blocks of Main Street.

DRAFT

DPW plans to have everything installed prior to Thanksgiving.

4. Holiday Business After Hours
The holiday BAH event on December 3rd has been moved to The Landing.
Happy Thanksgiving to everyone! (and good luck hunting)

City Clerk Wilson also reminded the Commission of the Joint Meeting coming up on December 10th at 5:30 p.m. at the Emergency Services Facility.

16. MAYOR'S REPORT

Mayor Melyssa Lindenthal stated she also had met with Joel Yonkman a few weeks ago and had a good conversation and has an open-door policy and he is wanting to be transparent with the city.

Lindenthal added she attended the meeting for 98 Bridge Street and it was very interesting and nice to see the different designs and concepts that could be on that parcel.

17. GOOD OF THE ORDER

Commissioner Amy Sherman stated she is loving the Christmas lights in town and it looks awesome.

Sherman added the Ladies night was successful and sold 187 tickets total of which some people came from out state and the average person spent $206 and was informed that possibly the event could be paid for next year.

Mayor Lindenthal added it was a great event and great job to those who put it on.

Commissioner Margaret Manor inquired if the lights on poles could be up year-round and maybe different colors for the seasons and holidays or the possibility of being up all winter.

Commissioner Penzien suggested this be something that Administrator Cannon or Mayor Lindenthal bring up at DDA.

Commissioner Margaret Manor stated she is wanting to encourage businesses downtown and inquired with that Commission's role in businesses downtown and how to promote businesses.

Discussion was held on the city's role and what offerings can be made.

Consensus was to add a discussion on encouraging businesses on the Joint Meeting Agenda and what incentives we can offer to existing and new businesses.

Manor also added Mondays Good Eats is going to be opening on black Friday.

Commissioner Peter Sladick thanked County Commissioner Chamberlain for the information on the apportionment report.

Sladick again wanted to reiterate that the roads are getting worse by the schools. 4th Street, Bowen Street, and Mill Street have gotten much worse since the last time he discussed it.

Sladick wished everyone a Happy Thanksgiving and Go Lions!

Commissioner Daniel Miller stated the Christmas lights on train have been put up and a sizable contribution from Bill Thompson and Jen Creamer with over 2000 lights on the train and it looks awesome.

Miller also stated the Christmas village will be going on again in Tourist Park.

Miller also stated he is glad the street will be blocked off this year for the Christmas on Third Street event.

Miller added he is happy with how things have gone this year. We have lost some businesses but we aren't in a unique situation and it's a trend which has been happening for over 20 years. The entire country is in this situation and the sad thing is, is that more items are being bought online now instead of coming to the downtown store.

18. ADJOURNMENT

Mayor Melyssa Lindenthal adjourned the meeting at 6:27 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 11/28/2025 - 11/28/2025
POSTED
PAID

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 101 GENERAL FUND					
Department: 000					
101-000-211.000		ALERUS FINANCIAL	PAYROLL OF 11-21-2025	1,650.37	65900
101-000-238.000	CHILD SUPPORT	MICHIGAN STATE DISBURSEMEN	913632288 ADAM GREENMAN	130.34	65928
101-000-275.000	DUE TO TAXPAYERS (OVERPAYM	PENCIL DIVE LLC	Check Request For Escrow: BE24-0002	1,000.00	65931
			Total Department 000	2,780.71	
Department: 172 ADMINISTRATOR-DEPT.					
101-172-716.000	HOSPITALIZATION INS.-FRING	BLUE CARE NETWORK	12/1/2025 - 12/31/2025	1,621.47	65906
101-172-939.000	VEHICLE MAINTENANCE	CITY OF E.J. EQPT VEHICLE	2019 FORD ESCAPE	22.97	65912
101-172-977.100	EQUIPMENT-COMPUTER & SOFTW	CHARLEVOIX STATE BANK	BILLING CYCLE 11/09/2025	19.99	65908
			Total Department 172 ADMINISTRATOR-DEPT.	1,664.43	
Department: 191 ELECTIONS-DEPT.					
101-191-728.000	POSTAGE	CHARLEVOIX STATE BANK	BILLING CYCLE 11/17/2025	61.00	65908
101-191-740.000	ELECTION SUPPLIES	CHARLEVOIX STATE BANK	BILLING CYCLE 11/09/2025	43.28	65908
101-191-740.000	ELECTION SUPPLIES	CHARLEVOIX STATE BANK	BILLING CYCLE 11/17/2025	42.75	65908
			Total Department 191 ELECTIONS-DEPT.	147.03	
Department: 210 ATTORNEY/COUNSEL-DEPT.					
101-210-801.000	PROFESSIONAL & CONTRACTUAL	CUMMINGS, MCCLOREY, DAVIS,	GENERAL LEGAL	1,124.00	65914
			Total Department 210 ATTORNEY/COUNSEL-DEPT.	1,124.00	
Department: 215 CLERK-DEPT.					
101-215-716.000	HOSPITALIZATION INS.-FRING	BLUE CARE NETWORK	12/1/2025 - 12/31/2025	1,597.27	65906
101-215-728.000	POSTAGE	CHARLEVOIX STATE BANK	BILLING CYCLE 11/17/2025	2.44	65908
101-215-900.200	UPDATE CODE OF GENERAL ORD	CIVICPLUS	CUSTOM ONLINE CODE HOSTING	1,339.54	65913
			Total Department 215 CLERK-DEPT.	2,939.25	
Department: 253 TREASURER-DEPT.					
101-253-716.000	HOSPITALIZATION INS.-FRING	BLUE CARE NETWORK	12/1/2025 - 12/31/2025	479.34	65906
101-253-860.000	TRAVEL & SCHOOL	CHARLEVOIX STATE BANK	BILLING CYCLE 11/09/2025	32.40	65908
			Total Department 253 TREASURER-DEPT.	511.74	
Department: 265 BUILDING AND GROUNDS-DEPT.					
101-265-716.000	HOSPITALIZATION INS.-FRING	BLUE CARE NETWORK	12/1/2025 - 12/31/2025	61.97	65906
101-265-726.000	SUPPLIES	AMAZON CAPITAL SERVICES	LEXMARK CARTRIDGE	359.00	65902
101-265-726.000	SUPPLIES	AMAZON CAPITAL SERVICES	INDOOR TIMERS	17.70	65902
101-265-850.000	TELEPHONE	CHARLEVOIX STATE BANK	BILLING CYCLE 11/09/2025	170.98	65908
101-265-850.000	TELEPHONE	CHARLEVOIX STATE BANK	BILLING CYCLE 11/09/2025	142.84	65908
101-265-923.000	FUEL-BUILDINGS	DTE ENERGY	OCTOBER 2025	438.14	65916
101-265-931.000	MAINTENANCE & REPAIR-BUILD	WEST CLIMATE CONTROL, INC.	CITY HALL BOILER NOT WORKING	468.77	65936
			Total Department 265 BUILDING AND GROUNDS-DEPT.	1,659.40	
Department: 276 CEMETERY-DEPT.					
101-276-716.000	HOSPITALIZATION INS.-FRING	BLUE CARE NETWORK	12/1/2025 - 12/31/2025	403.99	65906
			Total Department 276 CEMETERY-DEPT.	403.99	
Department: 301 POLICE DEPARTMENT					
101-301-716.000	HOSPITALIZATION INS.-FRING	BLUE CARE NETWORK	12/1/2025 - 12/31/2025	5,420.01	65906
101-301-728.000	POSTAGE	CHARLEVOIX STATE BANK	BILLING CYCLE 11/09/2025	35.48	65910
101-301-923.000	FUEL-BUILDINGS	DTE ENERGY	OCTOBER 2025	191.33	65916
101-301-939.000	VEHICLE MAINTENANCE	CITY OF E.J. EQPT VEHICLE	3918 - 2018 FORD F150	161.87	65912
101-301-939.000	VEHICLE MAINTENANCE	CITY OF E.J. EQPT VEHICLE	3925 - 2025 DODGE DURANGO	52.47	65912

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 101 GENERAL FUND					
Department: 301 POLICE DEPARTMENT					
			Total Department 301 POLICE DEPARTMENT	5,861.16	
Department: 302 POLICE - SRO					
101-302-716.000	HOSPITALIZATION INS.-FRING	BLUE CARE NETWORK	12/1/2025 - 12/31/2025	1,644.54	65906
			Total Department 302 POLICE - SRO	1,644.54	
Department: 336 FIRE DEPARTMENT					
101-336-716.000	HOSPITALIZATION INS.-FRING	BLUE CARE NETWORK	12/1/2025 - 12/31/2025	171.38	65906
101-336-726.000	SUPPLIES	HEIMAN INC	X2 BOOTS, LEATHER SIZE 12.5	384.94	65921
101-336-726.000	SUPPLIES	HEIMAN INC	3D LEATHER GLOVES, LARGE	580.00	65921
101-336-726.000	SUPPLIES	AMAZON CAPITAL SERVICES	CLOCK, MUSTANG SURVIVAL	59.49	65902
101-336-726.200	MEMBERSHIP FEES	NFPA	MEMBERSHIP RENEWAL	225.00	65929
101-336-818.012	CONTRACTURAL SERVICES/CLEA	MICHELLE ELLISON	9/22/25, 9/30/25, 10/6/25, 10/13/25	120.00	65926
101-336-818.012	CONTRACTURAL SERVICES/CLEA	MICHELLE ELLISON	10/20/25, 10/27/25, 11/3/25, 11/10/25	120.00	65926
101-336-850.000	TELEPHONE	CHARLEVOIX STATE BANK	BILLING CYCLE 11/09/2025	48.01	65908
101-336-850.200	INTERNET SERVICES	CHARTER COMMUNICATIONS	FIRE/EMS 11/16/2025 - 12/15/2025	65.00	65911
101-336-860.000	TRAVEL & SCHOOL	CHARLEVOIX STATE BANK	BILLING CYCLE 11/09/2025	7.93	65909
101-336-860.000	TRAVEL & SCHOOL	CHARLEVOIX STATE BANK	BILLING CYCLE 11/09/2025	24.38	65909
101-336-860.000	TRAVEL & SCHOOL	CHARLEVOIX STATE BANK	BILLING CYCLE 11/09/2025	15.97	65909
101-336-860.000	TRAVEL & SCHOOL	CHARLEVOIX STATE BANK	BILLING CYCLE 11/09/2025	200.79	65909
101-336-860.000	TRAVEL & SCHOOL	CHARLEVOIX STATE BANK	BILLING CYCLE 11/09/2025	16.10	65909
101-336-860.000	TRAVEL & SCHOOL	CHARLEVOIX STATE BANK	BILLING CYCLE 11/09/2025	491.94	65909
101-336-860.000	TRAVEL & SCHOOL	CHARLEVOIX STATE BANK	BILLING CYCLE 11/09/2025	13.77	65909
101-336-880.100	FIRE PREVENTION-SUPPLIES	CHARLEVOIX STATE BANK	BILLING CYCLE 11/09/2025	215.88	65909
101-336-923.000	FUEL-BUILDINGS	DTE ENERGY	OCTOBER 2025	198.71	65916
101-336-977.000	EQUIPMENT OTHER	KAM POWERSPORTS	32-678520 COVER, 500-71NF14BF10 COVER	436.21	65923
101-336-977.100	EQUIPMENT-COMPUTER & SOFTW	CHARLEVOIX STATE BANK	BILLING CYCLE 11/09/2025	10.59	65909
			Total Department 336 FIRE DEPARTMENT	3,406.09	
Department: 410 ZONING BOARD/COMMISSION-DEPT.					
101-410-728.000	POSTAGE	CHARLEVOIX STATE BANK	BILLING CYCLE 11/17/2025	9.70	65908
101-410-728.000	POSTAGE	CHARLEVOIX STATE BANK	BILLING CYCLE 11/17/2025	42.18	65908
101-410-801.100	LEGAL	CUMMINGS, MCCLOREY, DAVIS,	OCTOBER 2025	1,040.00	65914
			Total Department 410 ZONING BOARD/COMMISSION-DEPT.	1,091.88	
Department: 441 DEPARTMENT OF PUBLIC WORKS-DEP					
101-441-716.000	HOSPITALIZATION INS.-FRING	BLUE CARE NETWORK	12/1/2025 - 12/31/2025	397.36	65906
101-441-800.000	AUDIT	ANDERSON, TACKMAN & CO., P	YEAR ENDING 06/30/2025	400.00	65903
			Total Department 441 DEPARTMENT OF PUBLIC WORKS-DEP	797.36	
Department: 442 AIRPORT-DEPT.					
101-442-716.000	HOSPITALIZATION INS.-FRING	BLUE CARE NETWORK	12/1/2025 - 12/31/2025	41.56	65906
			Total Department 442 AIRPORT-DEPT.	41.56	
Department: 751 RECREATION/PARKS DEPARTMENT					
101-751-716.000	HOSPITALIZATION INS.-FRING	BLUE CARE NETWORK	12/1/2025 - 12/31/2025	157.97	65906
101-751-726.000	SUPPLIES	CHARLEVOIX STATE BANK	BILLING CYCLE 11/09/2025	205.26	65908
101-751-726.000	SUPPLIES	CHARLEVOIX STATE BANK	BILLING CYCLE 11/09/2025	190.77	65908
101-751-726.200	MEMBERSHIP FEES	M PARKS	MEMBERSHIP DUES	540.00	65924
101-751-728.000	POSTAGE	CHARLEVOIX STATE BANK	BILLING CYCLE 11/17/2025	1.90	65908
101-751-939.000	VEHICLE MAINTENANCE	CITY OF E.J. EQPT VEHICLE	PARKS 6	709.10	65912

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 101 GENERAL FUND					
Department: 751 RECREATION/PARKS DEPARTMENT					
			Total Department 751 RECREATION/PARKS DEPARTMENT	1,805.00	
Department: 752 COMMUNITY & SKATE PARK					
101-752-716.000	HOSPITALIZATION INS.-FRING	BLUE CARE NETWORK	12/1/2025 - 12/31/2025	83.61	65906
101-752-920.000	ELECTRIC SERVICE	GREAT LAKES ENERGY	10/18/2025 - 11/18/2025	61.58	65920
101-752-939.000	VEHICLE MAINTENANCE	AMAZON CAPITAL SERVICES	6 INCH SWIVEL CASTER WHEELS SET OF 4	45.95	65902
			Total Department 752 COMMUNITY & SKATE PARK	191.14	
Department: 757 ELM POINTE RECREATION FACILITY					
101-757-716.000	HOSPITALIZATION INS.-FRING	BLUE CARE NETWORK	12/1/2025 - 12/31/2025	77.85	65906
101-757-923.000	FUEL-BUILDINGS	DTE ENERGY	OCTOBER 2025	53.24	65916
			Total Department 757 ELM POINTE RECREATION FACILITY	131.09	
Department: 997 EMERGENCY MEDICAL FACILITY					
101-997-850.200	INTERNET SERVICES	CHARTER COMMUNICATIONS	FIRE/EMS 11/16/2025 - 12/15/2025	65.00	65911
101-997-923.000	FUEL-BUILDINGS	DTE ENERGY	OCTOBER 2025	198.71	65916
			Total Department 997 EMERGENCY MEDICAL FACILITY	263.71	
			Total Fund 101 GENERAL FUND	26,464.08	
Fund: 202 MAJOR STREETS					
Department: 463 STREET MAINTENANCE-DEPT.					
202-463-716.000	HOSPITALIZATION INS.-FRING	BLUE CARE NETWORK	12/1/2025 - 12/31/2025	648.09	65906
202-463-976.000	PERSERVATION - MAJOR STREE	C2AE	SUNSET STREET - ENDING NOVEMBER 09, 2	2,593.26	65907
			Total Department 463 STREET MAINTENANCE-DEPT.	3,241.35	
Department: 474 STREET SIGN MAINTENANCE-DEPT.					
202-474-726.000	SUPPLIES	DORNBOS SIGN INC	SCHOOL BUS STOP AHEAD	191.64	65915
			Total Department 474 STREET SIGN MAINTENANCE-DEPT.	191.64	
			Total Fund 202 MAJOR STREETS	3,432.99	
Fund: 203 LOCAL STREETS					
Department: 463 STREET MAINTENANCE-DEPT.					
203-463-716.000	HOSPITALIZATION INS.-FRING	BLUE CARE NETWORK	12/1/2025 - 12/31/2025	667.31	65906
			Total Department 463 STREET MAINTENANCE-DEPT.	667.31	
Department: 465 STREET/TREE/TRIMMING/PLANTING					
203-465-818.000	CONTRACTUAL SERVICES	ALL ASPECTS FORESTRY	TREE REMOVAL	2,850.00	65901
			Total Department 465 STREET/TREE/TRIMMING/PLANTING	2,850.00	
			Total Fund 203 LOCAL STREETS	3,517.31	
Fund: 247 TIFA FUND					
Department: 000					
247-000-716.000	HOSPITALIZATION INS.-FRING	BLUE CARE NETWORK	12/1/2025 - 12/31/2025	141.17	65906
247-000-726.000	SUPPLIES	STANDARD ELECTRIC CO.	GELMP LED80ED23.57M/740	742.50	65933
247-000-726.000	SUPPLIES	CHARLEVOIX STATE BANK	BILLING CYCLE 11/09/2025	14.35	65908
247-000-726.000	SUPPLIES	CHARLEVOIX STATE BANK	BILLING CYCLE 11/09/2025	638.12	65908
247-000-800.000	AUDIT	ANDERSON, TACKMAN & CO., P	YEAR ENDING 06/30/2025	1,000.00	65903
247-000-801.000	PROFESSIONAL & CONTRACTUAL	JOE SHEAR SERVICES	PULL FLOWERS FROM DOWNTOWN & BRIDGE	354.00	65922
247-000-818.000	CONTRACTUAL SERVICES	AAA SERVICES PLUS	CHRISTMAS LIGHTS	280.00	65899
247-000-850.200	INTERNET SERVICES	ASPEN WIRELESS	NETWORK OPERATIONS & MANAGED SERVICES	1,500.00	65904

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 247 TIFA FUND					
Department: 000					
			Total Department 000	4,670.14	
			Total Fund 247 TIFA FUND	4,670.14	
Fund: 412 INDUSTRIAL COMPLEX CONST. FUND					
Department: 000					
412-000-801.000	PROFESSIONAL & CONTRACTUAL	C2AE	INDUSTRIAL PARK - ENDING NOVEMBER 2,	8,000.00	65907
			Total Department 000	8,000.00	
			Total Fund 412 INDUSTRIAL COMPLEX CONST. FUND	8,000.00	
Fund: 509 E.J. HARBOR MARINA					
Department: 000					
509-000-716.000	HOSPITALIZATION INS.-FRING	BLUE CARE NETWORK	12/1/2025 - 12/31/2025	13.54	65906
509-000-850.000	TELEPHONE	CHARLEVOIX STATE BANK	BILLING CYCLE 11/09/2025	21.11	65908
509-000-850.200	INTERNET SERVICES	ASPEN WIRELESS	NETWORK OPERATIONS & MANAGED SERVICES	1,650.00	65904
			Total Department 000	1,684.65	
			Total Fund 509 E.J. HARBOR MARINA	1,684.65	
Fund: 545 TOURIST PARK					
Department: 000					
545-000-716.000	HOSPITALIZATION INS.-FRING	BLUE CARE NETWORK	12/1/2025 - 12/31/2025	257.42	65906
545-000-850.000	TELEPHONE	CHARLEVOIX STATE BANK	BILLING CYCLE 11/09/2025	40.01	65908
545-000-850.200	INTERNET SERVICES	ASPEN WIRELESS	NETWORK OPERATIONS & MANAGED SERVICES	1,650.00	65904
545-000-886.000	SPECIAL EVENTS EXPENSE	CHARLEVOIX STATE BANK	BILLING CYCLE 11/09/2025	20.00	65908
545-000-923.000	FUEL-BUILDINGS	DTE ENERGY	OCTOBER 2025	171.47	65916
545-000-931.000	MAINTENANCE & REPAIR-BUILD	GRAINGER	WEATHERPROOF BOX 1/2 IN HUB	9.50	65919
545-000-931.000	MAINTENANCE & REPAIR-BUILD	GRAINGER	WEATHERPROOF BOX, CLOSURE PLUG, RECEP	72.84	65919
545-000-931.900	MAINTENANCE & REPAIR-GROUN	GRAINGER	AC QUIET SWITCH	8.80	65919
545-000-939.000	VEHICLE MAINTENANCE	CITY OF E.J. EQPT VEHICLE	2019 FORD F150	27.82	65912
545-000-977.100	EQUIPMENT-COMPUTER & SOFTW	CHARLEVOIX STATE BANK	BILLING CYCLE 11/09/2025	149.50	65908
			Total Department 000	2,407.36	
			Total Fund 545 TOURIST PARK	2,407.36	
Fund: 590 SEWER FUND					
Department: 000					
590-000-716.000	HOSPITALIZATION INS.-FRING	BLUE CARE NETWORK	12/1/2025 - 12/31/2025	2,647.88	65906
590-000-728.000	POSTAGE	US POSTAL SERVICE	WATER/SEWER	244.00	65934
590-000-800.000	AUDIT	ANDERSON, TACKMAN & CO., P	YEAR ENDING 06/30/2025	3,000.00	65903
590-000-850.000	TELEPHONE	AT&T	11/7/2025 - 12/6/2025	93.44	65905
590-000-923.000	FUEL-BUILDINGS	DTE ENERGY	OCTOBER 2025	401.68	65916
			Total Department 000	6,387.00	
			Total Fund 590 SEWER FUND	6,387.00	
Fund: 591 WATER FUND					
Department: 000					
591-000-716.000	HOSPITALIZATION INS.-FRING	BLUE CARE NETWORK	12/1/2025 - 12/31/2025	1,686.72	65906
591-000-726.000	SUPPLIES	ELHORN ENGINEERING COMPANY	FLOUROSILICIC ACID 15-GAL DRUM	371.00	65917
591-000-726.000	SUPPLIES	ELHORN ENGINEERING COMPANY	POTASSIUM PERMANGANATE 55#	373.00	65917
591-000-726.000	SUPPLIES	USA BLUEBOOK	HATCH DPD, HATCH FLUORIDE	305.59	65935

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 591 WATER FUND					
Department: 000					
591-000-728.000	POSTAGE	US POSTAL SERVICE	WATER/SEWER	244.00	65934
591-000-800.000	AUDIT	ANDERSON, TACKMAN & CO., P	YEAR ENDING 06/30/2025	3,000.00	65903
591-000-821.000	ENGINEERING	C2AE	CDSMI UPDATE - ENDING NOVEMBER 2, 202	1,950.00	65907
591-000-923.000	FUEL-BUILDINGS	DTE ENERGY	OCTOBER 2025	416.52	65916
			Total Department 000	8,346.83	
			Total Fund 591 WATER FUND	8,346.83	
Fund: 661 EQUIPMENT-D.P.W.					
Department: 000					
661-000-716.000	HOSPITALIZATION INS.-FRING	BLUE CARE NETWORK	12/1/2025 - 12/31/2025	1,793.82	65906
661-000-726.200	MEMBERSHIP FEES	SNAP-ON CREDIT LLC	SUBSCRIPTION CHARGE	48.00	65932
661-000-800.000	AUDIT	ANDERSON, TACKMAN & CO., P	YEAR ENDING 06/30/2025	200.00	65903
661-000-850.200	INTERNET SERVICES	AT&T	11/07/2025 - 12/06/2025	34.62	65905
661-000-923.000	FUEL-BUILDINGS	DTE ENERGY	OCTOBER 2025	525.12	65916
661-000-939.000	VEHICLE MAINTENANCE	MACQUEEN	NEW SKID SHOE/SHIPPING	262.51	65925
661-000-939.000	VEHICLE MAINTENANCE	ELLSWORTH FARMERS EXCHANGE	TIRE-DISPOSAL OF TIRE	112.50	65918
661-000-939.000	VEHICLE MAINTENANCE	OSCO PRODUCTS LLC	SNOWBLOWER	50.00	65930
661-000-939.000	VEHICLE MAINTENANCE	MICHIGAN CAT	BLADE AS	79.39	65927
			Total Department 000	3,105.96	
			Total Fund 661 EQUIPMENT-D.P.W.	3,105.96	

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
--- TOTALS BY GL DISTRIBUTION ---					
		101-000-211.000	MERS 457 PLAN	1,650.37	
		101-000-238.000	CHILD SUPPORT	130.34	
		101-000-275.000	DUE TO TAXPAYERS (OVERPAYMENT)	1,000.00	
		101-172-716.000	HOSPITALIZATION INS.-FRINGES	1,621.47	
		101-172-939.000	VEHICLE MAINTENANCE	22.97	
		101-172-977.100	EQUIPMENT-COMPUTER & SOFTWARE	19.99	
		101-191-728.000	POSTAGE	61.00	
		101-191-740.000	ELECTION SUPPLIES	86.03	
		101-210-801.000	PROFESSIONAL & CONTRACTUAL	1,124.00	
		101-215-716.000	HOSPITALIZATION INS.-FRINGES	1,597.27	
		101-215-728.000	POSTAGE	2.44	
		101-215-900.200	UPDATE CODE OF GENERAL ORD	1,339.54	
		101-253-716.000	HOSPITALIZATION INS.-FRINGES	479.34	
		101-253-860.000	TRAVEL & SCHOOL	32.40	
		101-265-716.000	HOSPITALIZATION INS.-FRINGES	61.97	
		101-265-726.000	SUPPLIES	376.70	
		101-265-850.000	TELEPHONE	313.82	
		101-265-923.000	FUEL-BUILDINGS	438.14	
		101-265-931.000	MAINTENANCE & REPAIR-BUILDING	468.77	
		101-276-716.000	HOSPITALIZATION INS.-FRINGES	403.99	
		101-301-716.000	HOSPITALIZATION INS.-FRINGES	5,420.01	
		101-301-728.000	POSTAGE	35.48	
		101-301-923.000	FUEL-BUILDINGS	191.33	
		101-301-939.000	VEHICLE MAINTENANCE	214.34	
		101-302-716.000	HOSPITALIZATION INS.-FRINGES	1,644.54	
		101-336-716.000	HOSPITALIZATION INS.-FRINGES	171.38	
		101-336-726.000	SUPPLIES	1,024.43	
		101-336-726.200	MEMBERSHIP FEES	225.00	
		101-336-818.012	CONTRACTURAL SERVICES/CLEANING	240.00	
		101-336-850.000	TELEPHONE	48.01	
		101-336-850.200	INTERNET SERVICES	65.00	
		101-336-860.000	TRAVEL & SCHOOL	770.88	
		101-336-880.100	FIRE PREVENTION-SUPPLIES	215.88	
		101-336-923.000	FUEL-BUILDINGS	198.71	
		101-336-977.000	EQUIPMENT OTHER	436.21	
		101-336-977.100	EQUIPMENT-COMPUTER & SOFTWARE	10.59	
		101-410-728.000	POSTAGE	51.88	
		101-410-801.100	LEGAL	1,040.00	
		101-441-716.000	HOSPITALIZATION INS.-FRINGES	397.36	
		101-441-800.000	AUDIT	400.00	
		101-442-716.000	HOSPITALIZATION INS.-FRINGES	41.56	
		101-751-716.000	HOSPITALIZATION INS.-FRINGES	157.97	
		101-751-726.000	SUPPLIES	396.03	
		101-751-726.200	MEMBERSHIP FEES	540.00	
		101-751-728.000	POSTAGE	1.90	
		101-751-939.000	VEHICLE MAINTENANCE	709.10	
		101-752-716.000	HOSPITALIZATION INS.-FRINGES	83.61	
		101-752-920.000	ELECTRIC SERVICE	61.58	
		101-752-939.000	VEHICLE MAINTENANCE	45.95	

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
		101-757-716.000	HOSPITALIZATION INS.-FRINGES	77.85	
		101-757-923.000	FUEL-BUILDINGS	53.24	
		101-997-850.200	INTERNET SERVICES	65.00	
		101-997-923.000	FUEL-BUILDINGS	198.71	
		202-463-716.000	HOSPITALIZATION INS.-FRINGES	648.09	
		202-463-976.000	PERSERVATION - MAJOR STREETS	2,593.26	
		202-474-726.000	SUPPLIES	191.64	
		203-463-716.000	HOSPITALIZATION INS.-FRINGES	667.31	
		203-465-818.000	CONTRACTUAL SERVICES	2,850.00	
		247-000-716.000	HOSPITALIZATION INS.-FRINGES	141.17	
		247-000-726.000	SUPPLIES	1,394.97	
		247-000-800.000	AUDIT	1,000.00	
		247-000-801.000	PROFESSIONAL & CONTRACTUAL	354.00	
		247-000-818.000	CONTRACTUAL SERVICES	280.00	
		247-000-850.200	INTERNET SERVICES	1,500.00	
		412-000-801.000	PROFESSIONAL & CONTRACTUAL	8,000.00	
		509-000-716.000	HOSPITALIZATION INS.-FRINGES	13.54	
		509-000-850.000	TELEPHONE	21.11	
		509-000-850.200	INTERNET SERVICES	1,650.00	
		545-000-716.000	HOSPITALIZATION INS.-FRINGES	257.42	
		545-000-850.000	TELEPHONE	40.01	
		545-000-850.200	INTERNET SERVICES	1,650.00	
		545-000-886.000	SPECIAL EVENTS EXPENSE	20.00	
		545-000-923.000	FUEL-BUILDINGS	171.47	
		545-000-931.000	MAINTENANCE & REPAIR-BUILDING	82.34	
		545-000-931.900	MAINTENANCE & REPAIR-GROUNDS	8.80	
		545-000-939.000	VEHICLE MAINTENANCE	27.82	
		545-000-977.100	EQUIPMENT-COMPUTER & SOFTWARE	149.50	
		590-000-716.000	HOSPITALIZATION INS.-FRINGES	2,647.88	
		590-000-728.000	POSTAGE	244.00	
		590-000-800.000	AUDIT	3,000.00	
		590-000-850.000	TELEPHONE	93.44	
		590-000-923.000	FUEL-BUILDINGS	401.68	
		591-000-716.000	HOSPITALIZATION INS.-FRINGES	1,686.72	
		591-000-726.000	SUPPLIES	1,049.59	
		591-000-728.000	POSTAGE	244.00	
		591-000-800.000	AUDIT	3,000.00	
		591-000-821.000	ENGINEERING	1,950.00	
		591-000-923.000	FUEL-BUILDINGS	416.52	
		661-000-716.000	HOSPITALIZATION INS.-FRINGES	1,793.82	
		661-000-726.200	MEMBERSHIP FEES	48.00	
		661-000-800.000	AUDIT	200.00	
		661-000-850.200	INTERNET SERVICES	34.62	
		661-000-923.000	FUEL-BUILDINGS	525.12	
		661-000-939.000	VEHICLE MAINTENANCE	504.40	
--- TOTALS BY FUND ---					
		101	GENERAL FUND	26,464.08	
		202	MAJOR STREETS	3,432.99	
		203	LOCAL STREETS	3,517.31	
		247	TIFA FUND	4,670.14	
		412	INDUSTRIAL COMPLEX CONST. FUND	8,000.00	

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
		509	E.J. HARBOR MARINA	1,684.65	
		545	TOURIST PARK	2,407.36	
		590	SEWER FUND	6,387.00	
		591	WATER FUND	8,346.83	
		661	EQUIPMENT-D.P.W.	3,105.96	
		Total For All Funds:		68,016.32	

East Jordan Fire Department
October 2025
Fire Run Report

Date	Incident	Location	City/Township
10-05-25	MVA	Water St.	City
10-06-25	Fire Alarm	Spring St.	City
10-08-25	Mutual Aid	Lake St.	Banks Township
10-09-25	Fire Assist	Nelson Rd	South Arm
10-12-25	CO Investigation	Mountain Rd	Eveline
10-16-25	Smell of Smoke	Erie St.	City
10-16-25	Gas Investigation	Main St.	City
10-16-25	MVA	Maple St.	City
10-18-25	Assist Law	BC/EJ Road	Wilson
10-23-25	Mutual Aid	Belvedere	City of Charlevoix
10-23-25	Fire Alarm	WaBaNoong	Eveline
10-23-25	Fire Alarm	S. Lake St.	City
10-25-25	Assist Law	Advance Rd.	South Arm
10-27-25	CO Alarm	Gibson Rd.	Eveline
10-29-25	MVA	M-66	South Arm
10-29-25	Brush Fire	Carson Rd.	South Arm
10-29-25	Structure Fire	Boyne Mtn Rd.	Boyne Valley Twp
10-30-25	CO-Alarm	Sanderson Rd.	Eveline
10-30-25	Co Alarm	Adams Rd	Jordan
10-30-25	Barn Fire	Pleasant Valley Rd.	Boyne City

Monthly Total: 20
Year To Date Total: 184

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: 11/21/25

TO: East Jordan City Commission

FROM: Chief Randy R Kloss

RE: Fall 2025 Update

Traffic has slowed some in the city since Fall has arrived, but here are some notable things to report in the late summer/fall in the city of East Jordan:

Scams over the phone and mail continue to be reported. Please tell friends and family not to give personal information to people who contact you and ask for money or gift cards. Check with local police if you possible think information you are receiving is legit.

East Jordan Police responded on 9/15/25 to a subject who was struck in the parking lot of the City Marina. The subject was riding a hover board, he was struck by a vehicle on purpose, the driver then fled the scene. The driver was located minutes later and was arrested for multiple charges including Operating While Intoxicated, Felonious Assault, and Leaving the scene of an accident. Thank you to Tom Cannon, and the City of East Jordan's camera system that caught this crime on video.

Our School Resource Officer continues to help keep our schools safe. Truancy appears to still be a problem, SRO Irwin also investigated on an incident involving an adult providing alcohol and vapes to students.

We also have got involved with the Child Safety Of America Inc. and are currently working on programs to teach safety in the schools, both Irwin and Chief Kloss are working to assist with the education of the students.

Halloween was a success, little to no problems reported in the City of East Jordan, thanks to all who helped keep it safe for the children.

Respectfully Submitted,

Chief Randy R Kloss EJPD



EAST JORDAN PLANNING COMMISSION
MEETING MINUTES
Thursday October 09, 2025
5:30 PM

Present: Nate Weber, Justin Kelley, Carrie Swailes, Jason LaPointe, Jean Timmons

Absent: Ron Moreau and John Doebel

Others: 1

Guests:

REGULAR MEETING

1. CALL TO ORDER

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

2 Approval of Meeting Minutes dated September 11, 2025

Motion offered by Jean Timmons, second by Justin Kelley to approve the meeting minutes of September 11, 2025 as presented.

MOTION CARRIED ALL AYES

3 Acknowledge Receipt of City Administrator's Reports

Chairperson Weber acknowledged receipt of the Administrators Reports for September 16th and October 7th.

4. PUBLIC COMMENT REGARDING AGENDA ITEMS

No Public Comments were stated at this time.

UNFINISHED BUSINESS

5 West Side Business Zoning District

Chairperson Weber reviewed what Planning Commission has completed. Planning needed to review and determine the setbacks as well as the parking.

Consensus of the Planning was to use the setbacks as stated in the Central Business District with the front, side and rear yard having zero lot line regulations with the exception of any parcels abutting waterfront would have a 50-foot rear yard setback.

6 Ordinance #281: Horse and Buggy Ordinance
An Ordinance to Amend Chapter 6, Article 1 In General, Section 6-2 Manure

Consensus of the Planning Commission was this amendment to the ordinance was not needed and was currently covered in the city's ordinance.

7 Vacant Building Ordinance Discussion

Chairperson Weber stated this draft ordinance was reviewed by the City Attorney and we are presenting the draft ordinance for consideration to move to public hearing and send to City Commission.

Motion offered by Jason LaPointe, seconded by Justin Kelley to set a public hearing for November 13, 2025 at 5:30 p.m. for consideration of the draft ordinance.

NEW BUSINESS

8 Old Boat Launch Development Stakeholder Member selection

Administrator Cannon stated a member of Planning, DDA and City Commission will be part of this committee and we need to select a member from Planning who would like to be part of this group.

Consensus of the Planning Commission was to select Jason LaPointe as the Planning Commission board member for this committee.

9. PUBLIC COMMENTS FOR ITEMS NOT LISTED ON THE AGENDA

No Public Comments were stated at this time.

10. OTHER BUSINESS

No other business was discussed during this time.

11. ADJOURNMENT

Chairperson Weber adjourned the meeting at 6:15 p.m.

Respectfully Submitted,

Cheltzi M. Wilson, MMC/MiPMC
City Clerk

Jordan Valley EMS Authority Board Meeting Minutes
Wednesday, October 22, 2025 5:30pm
555 Maple Street, East Jordan, MI 49727

1. Meeting was called to order and Pledge of Allegiance led by Mark Penzien at 5:32pm
2. Invocation by Mark Penzien
3. Roll Call: Jim Rathbun, Alex Busman, Mark Penzien, Jay Peck, Tim Timmer, Brian Olszewksi. Others Present – Joel Yonkman, Kim Brooks and Heather Jackson.
4. Guests: 6
5. Approval of Agenda: Motion made by Rathbun to approve the October 22 Agenda, supported by Busman. All if favor. Motion Carried.
6. Approval of Past Minutes: Motion made by Rathbun, supported by Peck. All in favor. Motion Carried.
7. Accept Accountant Report: Motion made by Busman to accept the September 2025 report, supported by Peck. All in favor. Motion Carried.
8. Public Comments: None at this time.
9. Reports:
   Director – EMS Director, Yonkman, gave update on the cost to have Zaremba's put new motor in the ambulance van. Also stated the EV Plus may have a potential buyer for this van. Yonkman to reach out to his contact for more information. Timmer would like to give Yonkman authorization to move forward with the sale. Peck would like Yonkman to obtain the value of the van and get back to the Board in order to make final decision of sale. Yonkman is still looking for a mechanic for his maintenance program. There was discussion of required certifications. Yonkman is reaching out to Directors of college programs for possible students looking for employment. Ads have been placed and he will look into expanding his search. Yonkman will be meeting with JVEMSA Accountant, Jackson to begin work on the new fiscal year budget. Yonkman gave update on the new vents and their status. One new EMT-Basic was hired. Ads still posted for additional. JVEMSA has received several shipments of new Zoll monitors. Yonkman stated that we will not begin payments until April of 2026. He gave update as to the amount that the new biller has invoiced. This brought up the conversation of a Letter of Acceptance for Eveline Township. They have agreed to purchase the new ESO billing system for JVEMSA. This includes the initial purchase and first year subscription. Motion was made by Rathbun to sign the acceptance letter, supported by Penzien.
   Roll Call Vote:
   Voting For: Olszewski, Timmer, Peck, Penzien, Busman, Rathbun

Voting Against: None
Absent: None
Motion Carried 6-0
Treasurer's Report – Timmer discussed the budget and mileage. Yonkman recognizes these items need to be looked at. He is working on the budget and obtaining the true cost of business and SEV's. He will have this information at the next meeting. And hope to determine where we need to be for operations. Busman stated that Banks Twp would be willing to push out the first payment of loan. He also mentioned the mileage language and looking at the response times to Banks to adjust mileage amount. At this time,

10. Unfinished Business: By-Law Review– Olszewski gave brief update. Stated that they are looking at other agency by-laws for a guideline.
11. New Business: Yonkman proposed to the Board for consideration, that JVEMSA make a change to hire different attorney. Stating that the current firm far exceeds our budget and suggests we make this change. He presented the prior proposals from other firms that we received during our bidding process. Peck made a motion to make the change to the firm Yonkman suggested, supported by Busman. Discussion was had. Busman made a motion to table the change, supported by Rathbun.
    Roll Call Vote to Table:
    Voting For: Rathbun, Busman, Penzien, Peck, Timmer, Olszewski
    Voting Against: None
    Absent: None
    Motion Carried. 6-0

12. At this time, Penzien made a motion to go into closed session to discuss a letter from the attorney, supported by Rathbun.
    Roll Call Vote:
    Voting For: Rathbun, Busman, Penzien, Peck, Timmer, Olszewski
    Voting Against: None
    Absent: None
    Motion Carried 6-0
    Went into Closed Session at 6:49
    Meeting resumed Open Session at 7:48

13. Board members went back to the attorney change, motioned by Peck and supported by Busman to hire a new attorney. Peck states that it is the right choice to make financially.
    Roll Call Vote:
    Voting For: Olszewski, Peck, Busman, Rathbun
    Voting Against: Timmer, Penzien
    Absent: None
    Motion Carried 4-2

14. At this time Busman requested to comment on the Banks Township Loan to the Authority. He would like to add to the agenda. Busman made a motion to request Banks

Twp to push out the first payment installment to January, supported by Rathbun. All in favor. Motion Carried.

15. Jackson discussed the Audit Draft and the questions she had regarding journal entries. She has been in contact with the auditor to discuss. She will keep Board posted.

16. Public Comment: None

17. Board Comments:
    Peck – would like to see the policy for disposing of equipment.
    It was discussed that an RFP for auditor be put on the next meeting agenda, along with Budget and Healthcare.

18. Busman made a motion to move the next scheduled meeting be move to November 12th at 5:30, supported by Rathbun. All in favor. Motion Carried.

    Penzien adjourned meeting at 8:10 pm

Presented By: Kim Brooks: Kim Brooks

Board Secretary: Jim Rathbun: Jim Rathbun

MOTION OFFERED BY:
SECOND BY:

Resolution 113-2025
Resolution to Establish an
Industrial Development District

Minutes of a regular meeting of the City Commission of City of East Jordan held on December 2, 2025, at the City of East Jordan City Hall at 201 Main Street, East Jordan at 5:30pm.

PRESENT:
ABSENT:

The following preamble and resolution were offered by_____
and supported by _____.

Resolution Establishing an Industrial Development District for East Jordan Air Industrial Park #2.

WHEREAS, pursuant to PA 198 of 1974, as amended, the City Commission has the authority to establish “Industrial Development Districts” within the City of East Jordan; and

WHEREAS, the City of East Jordan on its own initiative seeks to establish an Industrial Development District on property located within the City of East Jordan boundaries; and

WHEREAS, construction, acquisitions, alterations or installation of a proposed facility has not commenced at the time of filing the request to establish this district; and

WHEREAS, written notice was given by certified mail to all owners of real property located within the district, and to the general public by public posting of the hearing on the establishment of the proposed district; and

WHEREAS, a public hearing was held on December 2, 2025, at which all of the owners of real property within the proposed Industrial Development District and all residents and taxpayers of City of East Jordan were afforded an opportunity to be heard thereon; and

WHEREAS, the City of East Jordan City Commission deems it to be in the public interest of the City of East Jordan to establish the Industrial Development District as proposed; and

NOW, THEREFORE, BE IT RESOLVED by the City Commission of the City of East Jordan that the following described parcel of land situated in City of East Jordan, Charlevoix County, and the State of Michigan, to wit:

Parcel Number: 053-301-914-55
COMM AT A CHX CNTY MON AT NW COR SEC 36 T32N R7W TH AL N LI SD SEC 36 S 89°53'13" E (RECD AS E) 1308.42 FT TO W 1/8 LI OF SD SEC 36 AS MON TH AL SD MON 1/8 LI S0 0°04’42" W (RECD AS S00°00'19" W) 823.33 FT TO 1/2" IR ROD TH S89°49'28"E (RECD AS S88°27'10" E) 101.73 FT TO ½" IR ROD ON E LI OF AIRPORT

DR AND THE POB TH CONT S89°49’28"E (RECD AS S88°27'10" E) 336.47 FT TO 1/2" IR ROD TH S00°08’05"W 423.61 FT TO 1/2" IR ROD ON N LI OF AIRPORT DR TH AL SD N LI N89°53'09"W 336.56 FT TO A FOUND P.K. NAIL ON E LI OF AIRPORT DR TH AL SD E LI N00°08'52"E 423.97 FT TO THE POB BEING PT OF NE 1/4 OF NW 1/4 OF SEC 36, T32N R7W AND CONT 3.274 A SPLIT/COMBINED ON 01/16/2025 FROM PT OF 053-301-914-50 AND PT OF 053-301-904-25

Parcel Number: 053-301-904-30

COM AT W1/8 POST OF SEC 36 T32N R7W WHERE IT INTER N LI OF SD SEC FOR POB TH AL SD SEC LI ALSO BEING C/L OF SD HWY S88DEG30'25"E(RECD AS E)133.97FT TO ELY LI OF AIRPORT RD TH AL SD ELY RD LI S01 DEG30'37"W 33FT TO S LI OF HWY M-32 TH CONT AL SD ELY RD LI FOLL 4 CRSES:S01DEG30'37"W 102.62FT AL CUR TO RT 241.44FT (RAD SD CUR BEING 1733FT & CHD BEARS S05DEG29'26"W 241.25FT)AL CUR TO LFT 232.25 FT(RAD SD CUR BEING 166.7FT & CHD BEARS S05DEG29'26"W 232.06FT)& S01DEG30'37"W 215.76FT TH PARA WI SD N1/8 LI S88DEG27'10"E 936.46FT M/L TH S01DEG30'50"W 424.02FT TH S88DEG27'10"E 120FT TH AL N LI OF A CUL-DE-SAC S88 DEG27'10"E 7.23FT TH AL NLY LI OF SD CULDE-SAC 201.45FT(RAD SD CUR BEING 75FT & CHD BEARS S75DEG24'03"E 146.12FT)TO N&S 1/4 LI TH S AL SD N&S1/4 LI TO PT 1581.70FT S01DEG34'10"W OF N1/4 COR SEC 36-32-7 TH N15DEG42'08"W 235.77FT TH WLYAL SLY LI OF 75FT RAD CUL-DE-SAC ON CUR TO LFT 88.61FT(RAD OF SD CUR BEING 75FT & CHD BEARS N58DEG24'18"W 83.55FT)TH N88DEG27'10"W 187.72FT TH CONT N88DEG27'10"W 650.41FT TH N01DEG30'50"E 328.51FT(REC AS N0DEG00'34"E & N 20 RDS)TH N88DEG27' 44"W 326.63FT(RECD AS N89DEG58'00"W 326.85FT & W 20 RDS)TO W1/8 LI OF SD SECTH AL SD 1/8 LI N01DEG30'37"E(RECD AS N0DEG00'19"W & N) 952FT TO S LI HWY M-32TH CONT AL SD 1/8 LI N01DEG30'37"E(RECD AS N0DEG00'19"W)33FT TO N LI SD SEC & POB EXCEPT COMM AT THE N 1/4 COR SEC 36 T32N R7W TH AL THE N&S 1/4 LI OF SD SEC S01DEG31’07”W 825.18 FT (RECD AS S00DEG34’10”W 824.68 FT) TH S88DEG27’10”W 270.00 FT TO POB TH S01DEG30’50”W 424.02 FT TH AL THE N LI OF AIRPORT DR N88DEG27’10”W 240.00 FT TH N01DEG30’50”E 424.02 FT TH S88DEG27’10”E 240.00 FT TO POB BEING PT E1/2 OF NW1/4 SEC 36-32-7 SUBJ TO HWY ESMT RECD L939 P738 EXCEPT IN THE CITY OF EAST JORDAN CHX CNTY COMM AT A CHX CTY MONUMENT AT NW COR OF SEC 36 T32N R7W TH AL N LI SD SEC 36 S89°53'13" E (RECD AS E) 1308.42 FT TO W 1/8 LI SD SEC 36 AS MONUMENTED TH AL SD MONUMENTED 1/8 LI S00°04'42"W (RECD AS S00°00'19" W) 823.33 FT TO ½” IR ROD TH S89°49'28"E (RECD AS S88°27’10" E) 101.73 FT TO ½" IR ROD ON E LI OF AIRPORT DR AND THE POB TH CONT S89°49'28"E (RECD AS S88°27'10"E) 336.47 FT TO 1/2" IR ROD TH S00°08'05"W 423.61 FT TO ½” IR ROD ON N LI AIRPORT DR TH AL SD N LI N89°53'09"W 111.04 FT TO ½" IR ROD TH N00°05’52"E 262.29 FT 1/2" IR ROD TH N89°54'16"W (RECD AS N89°58'00"W) 225.30 FT TO ½" IR ROD ON E LI OF AIRPORT DR TH AL SD E LI N00°08'52"E 161.76 FT TO THE POB BEING PT OF NE 1/4 OF NW 1/4 OF SEC 36 T32N R7W ALSO EXCEPT LAND LYING NLY & WLY OF 053-301-914-55 SPLIT ON 01/16/2025 FROM 053-301-904-25 Split on 10/10/2025 into 053-301-904-45, 053-301-904-40;

Parcel Number: 053-301-915-55
IN CITY OF EAST JORDAN CHX CNTY MI COM AT W 1/4 COR OF SEC 36 T32NR7W TH AL E/W 1/4 LI AS MONU S89°48' 17"E 1305.54 FT (REC AS S89°54'52"E 1305.73 FT) TO A 1/2” IR ROD ON W 1/8 LI OF SD SEC TH AL SD 1/8 LI N00°07'28"E (REC AS N00°00' 19"W) 631.28 FT TO A 1/2” IR ROD BEING POB TH CON AL SD 1/8 LI N00°07'28"E(REC AS N00°00'19"W) 682.80 FT TO A 1/2" IR ROD ON N 1/8 LI OF SD SEC ALSO BEING S LI OF A 66 FT WIDE EASE COMM KNOWN AS AIRPORT DR TH AL SD N 1/8 LI AND S EASE LI S89°53'09"E (REC AS S88°57'10"E) 66.00 FT TO E LI OF SD EASE TH CON S89°53'09"E (REC AS S88°57' 10"E) 260.52 FT TO A 1/2" IR ROD TH CON S89°53'09”E(REC AS S88°57'26"E) 50.41 FT TO A 1/2" IR ROD TH S09°19'02"E 304.48 FT (REC AS S09°27'12"E 304.12 FT) TO A 1/2" IR ROD TH S46°14'48”E 555.58 FT (REC AS S46°21'37"E 555.62 FT) TO A 1/2” IR ROD TH N89°49'06"W 763.02 FT TO TH E LI OF SD EASE TH CON N89°49'06" W 66.00 FT TO POB BEING PT OF NW1/4 OF SEC 36 T32NR7W AND ALSO IN THE CITY OF EAST JORDAN, CHX CNTY COMM AT CHX CNTY MONU AT NW COR OF SEC 36 T32N R7W TH AL N LI SD SEC 36 S89°53'13"E (RECD AS E) 1308.42 FT TO W 1/8TH LI OF SD SEC 36 AS MONUMENTED TH AL SD MONUMENTED 1/8 LI S00°04'4I"W (RECD AS S00°00'19"W) 823.33 FT TO 1/2" IR ROD TH S89°49'28"E (RECD AS S88°27'10"E) 101.73 FT TO ½" IR ROD ON E LI OF AIRPORT DR TH AL SD E LI S00°08'52"W 161.76 FT TO 1/2" IR ROD AND THE POB TH CONT AL SD E LI S00°08'52"W 262.21 FT TO A FOUND P.K. NAIL ON N LI OF AIRPORT DR TH AL SD N LI S89°53'09"E 225.52 FT TO A FOUND 1/2" IR ROD TH S00°05'58"W 66.00 FT TO ½" IR ROD ON S LI OF AIRPORT DR TH AL SD S LI N89°53'09"W (RECD AS N88°57'10"W) 326.52 FT TO ½” IR ROD ON W 1/8 LI SD SEC 36 AS MONUMENTED TH AL SD MONUMENTED 1/8 LI N00°03'20"E (RECD AS N01°30'37"E) 328.18 FT TO ½" IR ROD TH S89°54'18"E (RECD AS S89°58'00"E) 101.47 FT TO THE POB BEING PT OF NE ⍰1/4 OF NW 1/4 OF SEC 36 T32N R7W COMBINED ON 01/16/2025 FROM PT OF 053-301-914-50 AND 053-301-915-50

Parcel Number: 053-301-905-10
COM AT N1/4 COR OF SEC 36 T32N R7W TH AL N&S1/2 LI OF SD SEC S01DEG34'10"W (RECD AS S0DEG03'13"W) 824.68FT TO POB TH CONT AL SD 1/4 LI S01DEG34'10"W (RECD AS S 0DEG03'13"W) 457.02FT TO E LI OF 75FT RAD CUL-DE-SAC AT E END OF AIRPORT RD THAL NLY LI OF SD CUL-DE-SAC ON CURV TO LFT 201.45FT (RAD OF SD CURV BEING 75FT & CHD BEARS N75DEG24'03"W 146.12FT) TO NLI OF SD RD TH AL SD RD LI N88DEG27'10"W7.23FT TH N01DEG30'50"E 424.02FT TH S88 DEG27'10"E 150FT TO POB BEING PT OF NW 1/4 OF SEC 36-32-7 PARCEL #2 AND ALSO: COM AT N1/4 COR SEC 36 T32N R7W TH AL N&S1/4 LI OF SD SEC S01DEG34'10"W (RECD AS S0DEG03'13"W) 824.68FT TH PARA WI N1/8 LI OF SD SEC N88DEG27'10"W 150FT BEING POB TH S01DEG30'50"W 424.02FT N LI OF AIRPORT DR TH AL SD DR N88DEG27'10"W 120FT TH N01DEG30'50"E 424.02FT TH S88DEG27'10"E 120 FT TO POB BEING PT OF NE1/4 OF NW1/4 SEC 36-32-7, LOT 9 OF PROPOSED INDUSTRIAL PARK PLAT AND ALSO: COMM AT THE N 1/4 COR SEC 36 T32N R7W TH AL THE N&S 1/4 LI OF SD SEC S01DEG31’07”W 825.18 FT (RECD AS S00DEG34’10”W 824.68 FT) TH S88DEG27’10”W 270.00 FT TO POB TH

S01DEG30’50”W 424.02 FT TH AL THE N LI OF AIRPORT DR N88DEG27’10”W 240.00 FT TH N01DEG30’50”E 424.02 FT TH S88DEG27’10”E 240.00 FT TO POB BEING PT OF NW 1/4 SEC 36 T32N R7W COMBINED ON 10/10/2025 FROM 053-301-905-00, 053-301-906-00, 053-301-904-20;

is established as an Industrial Development District pursuant to the provision of PA 198 of 1974, as amended, to be known as City of East Jordan Air Industrial Park IDD #2.

AYES:
NAYS:
ABSTAIN:

RESOLUTION DECLARED ADOPTED.

I hereby certify that the foregoing constitutes a true and complete copy of a resolution adopted by the City Commission of the City of East Jordan, Charlevoix County, Michigan, at a regular meeting held on December 2, 2025.

_____

Cheltzi Wilson, City Clerk
City of East Jordan

MOTION BY _____

SECONDED BY _____

ORDINANCE NO. 281

TO AMEND THE CODE OF ORDINANCES FOR THE CITY OF EAST JORDAN
TO REGULATE VACANT BUILDINGS

THE CITY OF EAST JORDAN HEREBY ORDAINS:

Section 1. Purpose.

The purpose of this Ordinance is to amend Chapter 8 of the City Code of Ordinances by adding "Article V-Vacant Buildings" to protect the public health, safety, and welfare by regulating vacant buildings, establishing registration and maintenance requirements, and prescribing penalties for violations.

Section 2. Amendment of Chapter 8 – Addition of "Article V-Vacant Buildings"

Chapter 8 of the City Code of Ordinances is hereby amended to add "Article V-Vacant Buildings," which reads as follows in its entirety:

THE CODE OF ORDINANCES OF THE CITY OF EAST JORDAN IS HEREBY AMENDED AS FOLLOWS:

AMEND:

ARTICLE V – VACANT BUILDINGS

Sec. 8-76. - Purpose

The purpose of this article is to protect the health, safety, and welfare of the citizens of East Jordan by preventing blight, protecting property values, ensuring safe and sanity maintenance of buildings, and addressing the negative impacts of vacant properties on neighborhoods. Vacant buildings may attract criminal activity, create safety hazards, and contribute to community deterioration. This article establishes a registration process to monitor vacant buildings and ensure compliance with city codes.

Sec. 8-77. - Definitions

The following definitions apply for the purposes of this article:

a. *Building*: A structure with a roof supported by columns or walls intended to serve as a shelter or enclosure.

b. *Evidence of vacancy*: Conditions that would lead a reasonable person to believe the property is vacant, including but not limited to, overgrown vegetation, accumulation of mail or debris, disconnected utilities, broken or boarded windows, or absence of furnishings consistent with habitation.

c. *Owner*: Any individual, partnership, corporation, or entity with legal or equitable title or interest in the property.

d. *Vacant building*: A residential, commercial, or industrial building or structure that is not legally occupied or used for its intended purpose for a period exceeding 60 consecutive days and exhibits evidence of vacancy.

Sec. 8-78. - Scope

This article applies to all residential, commercial, and industrial buildings within the City of East Jordan. Compliance with this article does not relieve owners from adhering to other City ordinances, codes, rules, regulations, applicable County codes, or state laws.

Sec. 8-79. - Registration of Vacant Buildings

a. *Requirement*: Owners of buildings vacant for more than 60 consecutive days shall register the property with the City's Code Enforcement Officer within 14 days after the 60-day period or the effective date of this article, whichever is later.

b. *Registration Form*: Owners shall submit a registration form, which must include the following information:

i. The property address;
ii. Legal names, mailing addresses, telephone numbers, and email addresses of all owners;
iii. Proof of identification for each owner;
iv. Name, address, and contact information of a local agent (who can respond within one hour) authorized to manage the property;
v. Reason for vacancy and estimated duration; and
vi. Plans for restoration, reuse, or demolition, with a timeline.

c. *Annual Renewal*: Registration is valid for the first 365 days from the date of registration and must be subsequently renewed every 6 months from the date of registration until the building is occupied and a certificate of compliance is issued.

d. *Updates*: Owners shall notify the City within 7 days of any change in registration information. No fee is required for updates.

Sec. 8-80. - Registration Exemptions

The following are exempt from registration, unless the Owner has been cited with a violation of the City Code of Ordinance or the City has initiated a civil action against the Owner, in which case registration is required even if an applicable exemption applies:

a. *Temporary Absence*: Dwellings wherein the Owner spends a portion of the year residing at another address (e.g., vacation homes). Owners must notify the City within 30 days if the property no longer qualifies for this exemption.

b. *Active Construction*: Buildings under construction or renovation with a valid building permit, provided significant progress is continually made and the property is safe, secured, and maintained.

c. *Fire or Weather Damage*: Buildings damaged by fire or extreme weather are exempt for 90 days from the damage date, provided the owner submits a written exemption request within 10 days from the damage date or the effective date of this Ordinance, whichever is later, to the Code Enforcement Officer that states the owner's intent to repair or demolish the building.

d. *For Sale*: Buildings listed for sale with a licensed Michigan realtor are exempt for 12 months from the start of vacancy, provided the owner submits proof within 30 days of the listing date or the effective date of this ordinance, whichever is later, that the building is listed for sale.

e. *Multi-Tenant Buildings*: Vacancy of individual units within multifamily apartment buildings, hotels, or multi-tenant commercial buildings with common access.

Sec. 8-81. - Fees

a. *Registration Fee*: A registration fee in an amount set from time to time by City Commission resolution must be paid upon registration and renewal.

b. *Inspection Fee*: Owners shall pay an inspection fee, set by City Commission resolution, for initial and annual safety and maintenance inspections.

c. *Late Fees*: An owner who fails to register within the required timeframe must pay an additional fee for any out-of-pocket expenses incurred by the City, including title searches.

Sec. 8-82. - Maintenance and Security Requirements

Owners of vacant buildings, including those exempt from registration, shall:

a. Keep the property free of grass and weeds over 6 inches, debris, trash, or graffiti.
b. Maintain landscaping, including mowing and pruning.
c. Secure all openings (doors, windows, gates) to prevent unauthorized entry. Broken windows must be repaired or replaced within 14 days; temporary boarding (painted to match the building) is allowed for up to 14 days.
d. Maintain utilities to ensure a minimum interior temperature of 50ºF from September to April and power a sump pump, or properly winterize the building.
e. Comply with all applicable City codes and ordinances.
f. For properties located within the boundaries of the City's Central Business District, the windows of vacant, street-level space shall be covered with an approved, decorative treatment that mimics an active storefront.
g. Comply with the International Property Maintenance Code.

Sec. 8-83. - Inspections

a. *Initial Inspection*: Within 30 days of registration, the Code Enforcement Officer or designee shall conduct a safety and maintenance inspection to verify compliance with City codes.

b. *Annual Inspections*: Vacant buildings shall be inspected annually within 30 days of the original registration date until lawfully occupied.

c. *Violations*: Owners must correct violations within 30 days of notice, or up to 6 months if permitted by the Code Enforcement Officer. Necessary permits must be obtained within 10 days of notice.

d. A City order to secure a vacant property shall be complied with, by the owner, within 24 hours. If the securing has not been completed or is not compliant with the requirements for securing the structure under this Article, the City shall secure the structure and bill the owner for all costs incurred, including service fees and administrative costs. If payment in full is not received within 30 days from the due date, a late fee in an amount established by resolution of the City Commission shall be charged. If full payment is not received, the amount owed to the City shall be assessed against the property as lien.

Sec. 8-84. - Re-Occupancy

a. *Certificate of Compliance*: A vacant building shall not be occupied until the Code Enforcement Officer issues a certificate of compliance within 30 days prior to

occupancy, verifying all violations are corrected and upon written confirmation from Charlevoix County that all systems (electrical, plumbing, HVAC) are operational.

b. *Payment*: All outstanding City fees, assessments, and liens must be paid before issuance.

Sec. 8-85. - Penalties

a. *Civil Infraction*: Violation of this Article is a municipal civil infraction, and violators shall be subject to a civil fine of $500.00. Each act of violation and each day upon which such violation occurs shall constitute a separate offense.

b. *Equitable Relief*: In addition to issuing a municipal civil infraction, the City may seek injunctions, damages, or other equitable relief to enforce this article.

Section 4. Repealer.

Any ordinances in conflict with this Ordinance are repealed to the extent necessary to give this Ordinance full force and effect.

Section 5. Conflict and Severability.

Each section of this Chapter and each subdivision of any section thereof is hereby declared to be independent, and the finding or holding of any section or subdivision thereof to be invalid or void shall not be deemed or held to affect the validity of any other section or subdivision of this Chapter. To the extent that the requirements of this Ordinance conflict with another City ordinance, the more stringent standard shall control.

Section 6. Enactment and Effective Date.

This Chapter is hereby determined by the City Commission to be immediately necessary for the interest of the City. Consistent with City Charter Sec. 3.10, this ordinance shall be published once within fourteen (14) days of its enactment and shall become effective seven (7) days after publication as provided by City Charter.

(This area intentionally left blank.)

CITY OF EAST JORDAN

Date:_____ By: _____
Cheltzi M. Wilson, MMC
City Clerk

ROLL CALL VOTE:

AYES: _____

NAYS: _____

ABSENT: _____

ABSTAIN: _____

ADOPTED: _____

PUBLISHED: _____

EFFECTIVE: _____

MOTION OFFERED BY:
SECOND BY:

RESOLUTION #114-2025
RESOLUTION OF COMPLIANCE WITH PUBLIC ACT 152 OF 2011

WHEREAS, the State of Michigan has enacted the Publicly Funded Health Insurance Contribution Act, Act 152 of 2011, (the "Act"); and

WHEREAS, the Act provides for limits on the amount that a local unit of government may pay or contribute to a medical benefit plan for its employees; and

WHEREAS, the City desires to comply with the provisions of the Act and avoid penalties for non-compliance;

NOW THEREFORE BE IT RESOLVED, the City of East Jordan resolves that it will comply with the contribution limits contained in Section 3 of the Act, subject to the limitations contained in Section 5 of the Act pertaining to collective bargaining agreements.

AYES:

NAYS:

ABSENT:

ABSTAIN:

RESOLUTION DECLARED ADOPTED ON _____.

I, the undersigned, being duly qualified and as the City Clerk for the City of East Jordan, Charlevoix County, Michigan, do hereby certify that the foregoing is a true and complete copy of Resolution #114-2025 duly adopted by the City Commission of East Jordan at a regular meeting thereof, held at the City Hall located at 201 Main Street, East Jordan, Michigan, on December 2, 2025 at 5:30 p.m., local time.

IN WITNESS WHEREOF, I hereunto affix my official signature on December 2, 2025.

_____
Cheltzi M. Wilson, MMC/MiPMC
City Clerk

2026 Application for Fireworks Other Than Consumer or Low Impact

FOR USE BY LEGISLATIVE BODY OF CITY, VILLAGE OR TOWNSHIP BOARD ONLY

DATE PERMIT(S) EXPIRE:

Authority: 2011 PA 256

The LEGISLATIVE BODY OF CITY, VILLAGE OR TOWNSHIP BOARD will not discriminate against any individual or group because of race, sex, religion, age, national origin, marital status, disability, or political beliefs. If you need assistance with ready, writing, hearing, etc. under the Americans with Disabilities Act, you may make you needs known to this Legislative Body of City, Village or Township Board.

TYPE OF PERMIT(S) (Select all applicable boxes)

☐ Agricultural or Wildlife Fireworks ☐ Articles Pyrotechnic ☐ Display Fireworks

☐ Public Display ☐ Private Display ☐ Special Effects Manufactured for Outdoor Pest Control or Agricultural Purposes

NAME OF APPLICANT Gabrielle Howitson and Ryan Oberg	ADDRESS OF APPLICANT 1786 Michael St. Haslett, MI 48840	AGE OF APPLICANT 18 YEARS OR OLDER ■ YES ☐ NO
NAME OF PERSON OR RESIDENT AGENT REPRESENTING CORPORATION, LLC, DBA OR OTHER	ADDRESS OF PERSON OR RESIDENT AGENT REPRESENTING CORPORATION, LLD, DBA OR OTHER	
IF A NON-RESIDENT APPLICANT (LIST NAME OF MICHIGAN ATTORNEY OR MICHIGAN RESIDENT AGENT)	ADDRESS (MICHIGAN ATTORNEY OR MICHIGAN RESIDENT AGENT)	TELEPHONE NUMBER
NAME OF PYROTECHNIC OPERATOR Great Lakes Fireworks, LLC	ADDRESS OF PYROTECHNIC OPERATOR 3275 W. M-76, PO Box 276 West Branch, MI 48661	AGE OF PYROTECHNIC OPERATOR 18 YEARS OR OLDER ■ YES ☐ NO
NO. YEARS EXPERIENCE 20+ / NO. DISPLAYS 500+	WHERE Throughout Michigan	
NAME OF ASSISTANT TBD	ADDRESS OF ASSISTANT TBD	AGE OF ASSISTANT 18 YEARS OR OLDER ■ YES ☐ NO
NAME OF OTHER ASSISTANT TBD	ADDRESS OF OTHER ASSISTANT TBD	AGE OF OTHER ASSISTANT 18 YEARS OR OLDER ■ YES ☐ NO

EXACT LOCATION OF PROPOSED DISPLAY

204 Water St. East Jordan, MI 49727 - On Lake Charlevoix off of a Barge

DATE OF PROPOSED DISPLAY August 26th, 2026 (Rain: N/A)	TIME OF PROPOSED DISPLAY Approx. 9:00 PM

MANNER AND PLACE OF STORAGE, SUBJECT TO APPROVAL OF LOCAL FIRE AUTHORITIES, IN ACCORDANCE WITH NFPA 1123, 1124 & 1126 AND OTHER STATE OR FEDERAL REGULATIONS. PROVIDE PROOF OF PROPER LICENSING OR PERMITTING BY STATE OR FEDERAL GOVERNMENT

Stored at Federally Licensed Facility Until Date of Display

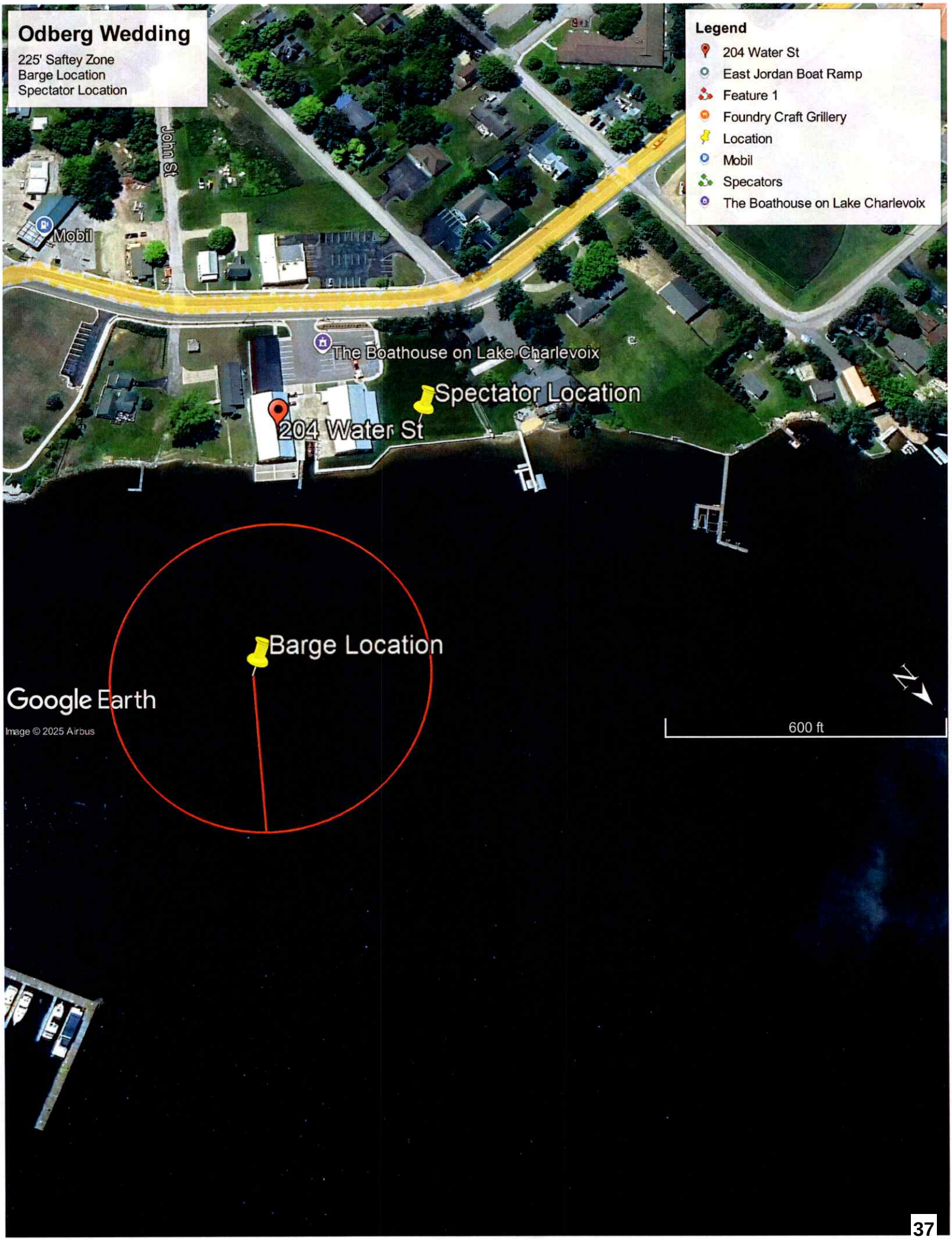
AMOUNT OF BOND OR INSURANCE (TO BE SET BY LOCAL GOVERNMENT) $5,000,000	NAME OF BONDING CORPORATION OR INSURANCE COMPANY Britton Gallagher

ADDRESS OF BONDING CORPORATION OR INSURANCE COMPANY

One Cleveland Center, 1375 E. 9th St. 30th Floor, Cleveland OH 44114

NUMBER OF FIREWORKS	KIND OF FIREWORKS TO BE DISPLAYED (Please provide additional pages as needed)
Approx. 200	3" Shells
Approx. 20	Various Barrage Cakes 2.5" & Smaller

BFS-417 (Rev 01/25)


Odberg Wedding
225' Saftey Zone
Barge Location
Spectator Location
Legend
204 Water St
East Jordan Boat Ramp
Feature 1
Foundry Craft Grillery
Location
Mobil
Specators
The Boathouse on Lake Charlevoix
John St
Mobil
The Boathouse on Lake Charlevoix
Spectator Location
204 Water St
Barge Location
Google Earth
Image © 2025 Airbus
N
600 ft

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 11/6/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Acrisure Great Lakes Partners Insurance Services
223 West Grand River Ave #1
Howell MI 48843

License#: BR-1796277

CONTACT NAME:
PHONE (A/C, No, Ext): 216-658-7100 | FAX (A/C, No): 216-658-7101
E-MAIL ADDRESS: info@brittongallagher.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Everest Indemnity Insurance Company	10851
INSURER B : AXIS Surplus Insurance Company	26620
INSURER C : Everest Denali Insurance Company	16044
INSURER D :	
INSURER E :	
INSURER F :	

INSURED
Great Lakes Fireworks LLC
P.O. Box 276
West Branch MI 48661

GREALAK-88

COVERAGES **CERTIFICATE NUMBER:** 910037469 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY [ ] CLAIMS-MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: [ ] POLICY [X] PRO-JECT [X] LOC [ ] OTHER:	Y	Y	GCI0010160-251	1/26/2025	1/26/2026	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 1,000,000 $ 500,000 $ $ 1,000,000 $ 2,000,000 $ 2,000,000
C	AUTOMOBILE LIABILITY X ANY AUTO [ ] OWNED AUTOS ONLY [ ] SCHEDULED AUTOS X HIRED AUTOS ONLY [X] NON-OWNED AUTOS ONLY	Y	Y	GCD0010069-251	1/26/2025	1/26/2026	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ 1,000,000 $ $ $
B	[ ] UMBRELLA LIAB [X] OCCUR X EXCESS LIAB [ ] CLAIMS-MADE [ ] DED [ ] RETENTION $	Y	Y	P-001-001560155-01	1/26/2025	1/26/2026	EACH OCCURRENCE AGGREGATE	$ 4,000,000 $ 4,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y/N [ ] (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A					PER STATUTE [ ] OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ $ $

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Additional Insured extension of coverage is provided by above referenced General Liability and Auto Liability policies where required by written agreement.
Display Date: August 29th, 2025 Rain Date: N/A Location: 204 Water St. East Jordan, MI 49727

Jenna Koeller (Up North Events) including all its elected and appointed officials, employees, volunteers, boards, commissions, and/or other authorities;
Gabrielle Howitson including all its elected and appointed officials, employees, volunteers, boards, commissions, and/or other authorities;
Ryan Oberg, including all its elected and appointed officials, employees, volunteers, boards, commissions, and/or other authorities;
The Boathouse on the Lake Charlevoix, including all its elected and appointed officials, employees, volunteers, boards, commissions, and/or other authorities;

CERTIFICATE HOLDER

Gabrielle Howitson and Ryan Odberg
1786 Michael St.
Haslett MI 48840
United States

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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TOURIST PARK:

		2025	2026
Campsite Daily Rates:	Section 1 w/concrete patio (2-13)	$ 44.00	No Change
*Two night minimum on weekends	Section 1 w/o concrete patio (14-26)	$ 42.00	No Change
*Three night minimum Holiday & Special Events	Section 2 (27-45)	$ 40.00	No Change
	Section 3 (46-58)	$ 48.00	No Change
	Section 3 (62-74)	$ 54.00	No Change
	Pull Through (59.61)	$ 70.00	No Change
	Pull Through (60 & 75)	$ 75.00	No Change
Campsite Monthly Rates:	Section 1 w/concrete patio (2-13)	$ 1,085.00	No Change
	Section 1 w/o concrete patio (14-26)	$ 1,125.00	No Change
	Section 2 (27-45)	$ 1,180.00	No Change
	Section 3 (46-58)	$ 1,290.00	No Change
	Section 3 (62-74)	$ 1,455.00	No Change
Campsite Seasonal Rates (4-6months):	Section 1 w/concrete patio (3-13)	$ 4,200.00	No Change
	Section 1 w/o concrete patio (14-26)	$ 4,000.00	No Change
	Section 2 (27-45)	$ 3,800.00	No Change
	Section 3 (46-58)	$ 4,600.00	No Change
	Section 3 (62-74)	$ 4,800.00	No Change
Cabins:	**Cabins 1 & 2**	**2025**	**2026**
*Security deposit must be paid with credit card	Security Deposit:	$ 100.00	No Change
*Two night minimum	Daily (two night minimum):	$ 100.00	$ 105.00
* Three night minimum Holiday & Special Events	Weekly:	$ 630.00	$ 665.00
*NO smoking in Cabins	Monthly:	$ 1,800.00	$ 2,000.00
*No Pets in Cabin 1 & 2	**Cabin 3**		
	Security Deposit:	$ 100.00	No Change
	Daily:	$ 75.00	$ 80.00
	Weekly:	$ 470.00	$ 504.00
	Monthly:	$ 1,350.00	$ 1,500.00
	Pet Fee – per stay	$ 50.00	No Change
Log Building/Beach House/Propane	Security Deposit:	$ 100.00	No Change
*Security deposit must be paid with credit card	Daily:	$ 150.00	No Change
Lions Pavilion/white pavilion on pointe	Daily Rental	$ 20.00	$ 25.00
*Security deposit must be paid with credit card	Security Deposit	$ 100.00	No Change
Additional Items:	Small Ice Bag:	$ 5.00	No Change
	Fire wood:	$ 5.00	No Change
	Showers:	$ 5.00	No Change
	Dump station:	$ 5.00	No Change
	Leaking water fee	$ 25.00	No Change

TOURIST PARK – FREEDOM FESTIVAL WEEK:

		2025	2026
Campsite Daily Rates:	Section 1 w/concrete patio (2-13)	$ 220.00	No Change
*Two night minimum on weekends	Section 1 w/o concrete patio (14-26)	$ 210.00	No Change
*Three night minimum June 23rd - July 10th	Section 2 (27-45)	$ 200.00	No Change
*Three night minimum Labor Day weekend	Section 3 (46-58)	$ 240.00	No Change
*Three night minimum Fall Fest	Section 3 (62-74)	$ 270.00	No Change
	Pull Through (59.61)	$ 350.00	No Change
	Pull Through (60 & 75)	$ 375.00	No Change

TOURIST PARK BOAT SLIP RATES:

	Season 2025 Effective 01/01/2025	Season 2026 Effective 01/1/2026
Camper Rate		
Daily (1-24 hours)	$ 10.00	No Change
Monthly (30 days)	$ 270.00	No Change
Seasonal (4 months)	$ 700.00	$ 800.00
Non-Camper Rate		
Daily (1-24 hours)	$ 15.00	No Change
Monthly (30 days)	$ 405.00	No Change
Seasonal (4 months)	$ 1,200.00	No Change

ELM POINTE: FEE WAIVED ONLY BY CITY ADMINISTRATOR

	Current (1-1-2020)	Proposed
Resident ½ Day – No Tent	$ 300.00	No Change
Resident Full Day – No Tent	$ 500.00	No Change
Non-Resident ½ Day – No Tent	$ 375.00	No Change
Non-Resident Full Day – No Tent	$ 700.00	No Change
City Resident – With Tent	$ 750.00	No Change
Non-City Resident – With Tent	$ 1,000.00	No Change
Security Deposit – No Tent	$ 150.00	No Change
Security Deposit – With Tent	$ 250.00	No Change
Cancellation Fee (No Exceptions)	$ 25.00	No Change
Non-Refundable Fee if canceled within 60 days of event - $ 75.00		No Change

PARKS DEPARTMENT FEES:

	Current	Proposed
Boat Launch Fee		
Day Pass – Resident	$ 5.00	No Change
Day Pass – Non-Resident	$ 10.00	No Change
Season-Resident	$ 25.00	$ 30.00
Season-Non-Resident	$ 50.00	$ 60.00

November 19, 2025

City of East Jordan
201 Main Street
East Jordan, MI 49727

To Whom It May Concern:

This is a letter of intent notifying you that the East Jordan Lions intend to sell wood again at Tourist Park at $5 a bundle during 2026.

Thank you,

Linda Gocha

East Jordan Lions Club
Linda Gocha
EJ Lions Club Secretary

November 19, 2025

PROPOSAL FOR PROFESSIONAL SERVICES

From: Kevin S. Krogulecki, P.L.A.

Prepared For

Mr. Tom Cannon, City Administrator
City of East Jordan
201 Main Street
East Jordan, MI 49727

Project Name and Location

East Jordan City Marina
Engineerign and Construction Administration
101 Spring St.
East Jordan, MI 49727

Gosling Czubak understands the City of East Jordan desires to continue the City Marina dock and utility replacement project including final engineering, bidding, and construction of improvements proposed in recent marina preliminary engineering work for Phase 1 and Phase 2 areas. We propose the following scope of services.

Proposed Scope of Work

Final Engineering

- Provide final engineering design of floating dock system, gangway abutment, dredging, and necessary upland improvements
- Provide final electrical design of floating dock system including upland accommodations and connections to existing harbormaster building
- Provide final water systems design for floating dock system and necessary upland accommodations
- Provide final docking system and gangway sizing and layout
- Provide dredging and spoils disposal plan including existing permit modification requests for additional offloading areas as available
- Includes new bathymetric survey of project area prior to dredging activities to reflect current bottomland conditions and accurate quantities
- Develop project plan sheets, contract documents, bidding documents, and technical specification for all proposed project components. Includes EJCDC format contract and associated project documents Assumes bidding of 2 contracts for (1) floating docks and utility improvements and (2) dredging, gangway abutment, and upland site improvements
- Submittal of project contract and bidding documents to MDNR Waterways for review, comment, and approval prior to bidding of project

Project Bidding and Contracts

- Compile contract packages and advertisements for bidding the project per MDNR Waterways requirements. Advertise project bid opportunities in appropriate outlets determined by the project Team
- Perform pre-bid conference with interested prospective bidders. Provide response to bidder questions and develop appropriate pre-bid addendum as necessary
- Perform bid opening on date and at location determined by project Team. Provide bid tabulation of received bids, conduct contractor interviews as necessary, and provide contract award recommendations

- Submit bid results and contract recommendations to MDNR Waterways for review and approval
- Develop construction contract documents for execution between City and Contractor(s)

Construction Administration

- Perform pre-construction meeting with Owner and Contractors at date set by the project Team
- Perform submittal review of electrical system components, floating dock shop drawings, dredging means and methods, gangway abutment, and upland components
- Bi-weekly project progress meetings, assumes Nov.-Dec. 2026 & Mar. – June 2027. Includes intermittent site visits as needed.
- Pay application review, review of completed work, and payment approvals. Includes necessary change orders as needed.
- Project punch out walk-through and facilities start up meeting.
- Final close out documentation
- MDNR Waterways grant coordination assistance including progress reporting, reimbursement request assistance, and close out documentation

Basis for Proposal

The following assumptions have been made in the preparation of this proposal:

The proposed improvements include Phase 1 and Phase 2 of floating dock and utility replacement.

Proposed Fees and Schedule

Schedule assumes bidding of project early 2026, construction Fall 2026 - Spring 2027

The total fee to provide these service is **$ 125,000**

Approval

Thank you for the opportunity to provide this proposal. Gosling Czubak Engineering Sciences, Inc. (GCES) and **City of East Jordan** (CLIENT) agree that GCES will perform the professional services described in the Proposed Scope of Work, subject to GCES's Terms and Conditions, attached.

City of East Jordan

By: _____

Signature: _____

Title: _____

Date: _____

Gosling Czubak Engineering Sciences, Inc.

Martin A. Graf Nov 19, 2025 4:13 PM

Martin A. Graf, P.E.

Principal-in-Charge

Terms and Conditions

Description of Services: GCES agrees to perform those professional services described in the attached Contract for Services which is incorporated herein by reference as if the same had been fully set forth.

Payment for Services: The estimated total fee for the services set forth in the Contract for Services. The Client understands and agrees that the aforementioned amount is an estimate for the scope of work described in the Contract. Additional fees may be billed if the scope of the work is changed. A statement for work done in a month will be billed in the following month, and that payment is to be made by the Client within 30 days of the invoice.

Estimated Date of Completion: GCES will complete the performance of the services as indicated with the dates provided in the Contract for Services absent an act, condition, or event beyond the control of the parties.

Ownership of Documents: All original documents, drawings, computer files and survey notes represent the product of training, experience and professional skill. All such items are, and will remain, the property of GCES, regardless if the project is completed. Upon full payment of all amounts due hereunder, GCES will furnish copies of suitable, original drawings and other final work products in the form required by applicable law to the Client. Such documents furnished to the Client are not intended or represented to be suitable for reuse by the Client or others on extensions of the project or any other project. Any unauthorized reuse of documents will be at the Client's sole risk and without liability or exposure to GCES.

Scope of Services Rendered: Client assumes full responsibility for determining the suitability of the described services to meet its needs. If indicated on the attached Contract for Services, such services may include preparation and attendance at public hearings or informational meetings, when so requested by the Client; but this Agreement does not include services that would pertain to the preparation or appearance on behalf of the Client in litigation.

Assignment of Contract: GCES will be solely responsible for all services performed under this Agreement and will supervise and direct the work in accordance with in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances and in the same locality. Neither the Client nor GCES may assign, sublet, or transfer their interest in this Agreement, without the prior written consent of the other.

Lien for Services/Attorney's Fees: GCES reserves the right to file any statutorily authorized lien against the property which is the subject of this contractual Agreement in the event payment is not received for services rendered. If GCES is required to file suit to secure payment, GCES shall be entitled to receive its actual attorney's fees and costs incurred in such litigation.

Termination of Services: This contract may be terminated by the Client or GCES should the other fail to perform its obligations under this contract. In the event of termination, the Client shall pay GCES for all services and expenses rendered to the date of the termination.

Limitation of Liability: The Client agrees to limit the liability of GCES on this project for claims, losses or damages and claims expenses to a sum not to exceed $25,000 or GCES's total fee for services on this project, whichever is greater.

Consequential Damages: Neither the Client nor GCES shall be liable to the other, shall make any claim for any incidental, indirect, or consequential damages arising out of this Agreement. This mutual waiver of consequential damages shall include any 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 the Client and GCES shall require similar waivers of consequential damages in all contracts and subcontracts with others involved in this project.

Dispute Resolution: Any claims or disputes between the Client and GCES shall be submitted to non-binding mediation. The Client and GCES agree to include a similar mediation agreement with all contracts, subcontractors, suppliers and fabricators that provides for mediation as the primary method for dispute resolution between all parties.

Entire Agreement: This Agreement constitutes the entire Agreement of the parties and no alteration or amendment shall be effective until such time as it is reduced to writing and signed by both parties.

Permits: GCES will assist the Client with preparation and submittal of permit applications to the approving agencies listed in the description of services. GCES's contract fee estimate for permitting assistance is based on its experience working with the listed agencies. The Client and GCES acknowledge that permitting requirements are subject to the opinions of the permit review official(s) and may result in unforeseen conditions imposed by the permitting official. Any permitting assistance, design changes or inspections made necessary by newly enacted laws, codes, regulations, or interpretations of codes made by permitting and code officials that are not described in the contract services or were unforeseen by GCES at the time that this contract was signed, can be provided by GCES for additional fees. The amount of additional fees required by unexpected permitting or inspection requirements will be presented to the Client for the Client's approval before the additional work is undertaken.

EMPLOYMENT AGREEMENT

THIS AGREEMENT ("Agreement") is made on the _____ day of _____, 2025, between the **CITY OF EAST JORDAN**, a Michigan Municipal Corporation, hereinafter referred to as the "City", whose address is City Hall, P.O. Box 499, East Jordan, MI, 49727, and **THOMAS D. CANNON**, hereinafter referred to as "Employee," whose address is___301 Mary Street___ East Jordan, Michigan 49727. In consideration of the mutual covenants and agreements set forth below, the parties hereby agree as follows:

WITNESSETH:

WHEREAS, the City desires to employ the services of said person as the **City Administrator** for the City of East Jordan; and

WHEREAS, it is the desire of the City to provide certain benefits, conditions of employment, and working conditions of Employee; and

WHEREAS, the Employee desires employment as the City Administrator for the City;

NOW, THEREFORE, in consideration of the mutual covenants and promises herein contained, the parties agree as follows:

SECTION I - DUTIES

The City hereby agrees to employ Thomas D. Cannon as City Administrator, who works at City Hall, 201 Main Street, East Jordan, Michigan, and at other places as directed by the City Council. The Employee shall perform all duties associated with the position of City Administrator, including but not limited to those duties defined by the City Charter, City Ordinances and the City Council, and to perform such other permissible and proper duties as the City Council may from time to time determine.

SECTION II - TERM

A. The term of this Agreement shall be indefinite.

B. Nothing in this Agreement shall prevent, limit, or otherwise interfere with the right of the City to terminate the services of Employee at any time.

SECTION III - TERMINATION AND SEVERANCE PAY

If this Agreement is terminated by the City for any reason other than Employee's malfeasance or criminal conviction at any time after the Employee accepts employment as City Administrator, and if at that time Employee is willing and able to perform the duties as City Administrator, then the City shall, as severance pay, award the City Administrator compensation for all unused vacation pay to which the City Administrator would be otherwise then be entitled and shall, as severance pay, continue to issue a paycheck to the Employee at the then existing rate and at the regular intervals as established during his employment, for a period of eight (8) months after such termination, subject to amounts required to be withheld; provided, however, that if the City terminates this Agreement because of Employee's conviction of any felony (defined as any crime with a maximum punishment over one year) or because of willful or intentional misconduct by the Employee in the course of employment, then the City shall have no obligation to pay such severance pay. If requested by Employee, the City agrees to provide to Employee the reasons for terminating this Agreement in writing. The provisions for severance pay as stated herein shall not apply in the event the Employee voluntarily terminates this Agreement. This Agreement shall terminate upon Employee's death.

Severance pay will include cost of monthly COBRA payments which matches existing health insurance plan as termination occurs and throughout the 8 months' severance period.

SECTION IV - SALARY

Effective with the date first shown in this Agreement, the City agrees to pay Employee for the services rendered pursuant to this Agreement. Salary adjustments will be paid over the following budget years where annual reviews will take place each November to determine if further adjustments are necessary.

2025-2026	$88,600 (4% increase from 2024-2025)
2026-2027	4%
2027-2028	4%

The City and City Administrator may agree to such additional compensation as may be mutually agreed between the parties, including but not limited to employment performance bonuses as may be mutually agreed, etc.

SECTION V - AUTOMOBILE

The Employee's duties require an automobile for use at all times during this employment. The City

shall furnish a city-owned vehicle for the Employee's use for city business, and will bear the cost of fuel, maintenance, repairs, and insurance for said vehicle. If a City vehicle is not available to Employee at a time when a vehicle is needed for Employee to fulfill his duties as City Administrator, then Employee may use his personal vehicle and shall be entitled to mileage compensation at the then-applicable Internal Revenue Service rate. Such use of a private vehicle shall be subject to prior authorization by City Mayor.

SECTION VI - RETIREMENT PLAN BENEFIT

The City shall continue to fund Employee's MERS B-4 retirement benefit. This retirement benefit shall continue for the Employee as though Employee had remained as City Department Head. Additionally, Employee shall be granted the option to change retirement programs to an appropriately designated retirement program, with the City contributing no more than its then ongoing share of Employee's MERS B-4 retirement benefit.

SECTION VII - VACATION AND PERSONAL DAYS

A. Upon employment with the City pursuant to this Agreement, Employee shall continue to receive vacation and personal days as a benefit to which Employee was entitled as a City Department Head on the effective date of this Agreement. Said vacation and personal days benefit shall continue for Employee at the same rate and schedule as would exist had Employee remained as a City Department Head.

SECTION VIII - MEDICAL AND LIFE INSURANCE

The City shall provide Employee, at the City's expense, insurance for medical, dental, and vision care for the Employee and Employee's dependents, consistent with the benefits provided to other non-union department heads.

The City shall provide Employee, at the City's expense, life insurance in the amount of Fifty Thousand Dollars ($50,000.00).

SECTION IX - OTHER TERMS AND CONDITIONS OF EMPLOYMENT

A. The City may fix, with the consent of the Employee (which consent shall not be unreasonably withheld), any other terms and conditions of employment as it may determine from time to time, relating to the performance of Employee, provided such terms and conditions are not inconsistent with or in conflict with the provisions of this Agreement or the City Charter.

B. All provisions of the City Charter, ordinances and resolutions of the City relating to

holidays, life insurance, hospitalization and other fringe benefits, shall apply to Employee as they would to other non-union department heads. All future benefits which are extended to other non-union department heads and which Employee desires shall be extended to Employee.

C. The Employee shall undergo periodic job performance evaluations under such procedure as shall be set by the City.

D. Employee agrees that during the term of this Agreement, and for a period of six months after the end of this Agreement, the Employee will not disclose any information, records, personnel history or other data concerning or relating to the business activities of the City, except as expressly authorized by the City.

SECTION X - PERFORMANCE EVALUATION, EMPLOYEE-AT-WILL STATUS, AND TERMINATION

The Commission and the Employee will establish goals for the Employee upon which performance of the Employee will be evaluated in writing or on public record, at such intervals as deemed by the City to be reasonable. Notwithstanding anything herein contained to the contrary, it is expressly understood and agreed that this employment may be terminated at will and the Employee may be discharged for any reason or for no reason at all, with or without notice, and with or without cause. **THE EMPLOYEE INDICATES THAT HE HAS READ THE FOREGOING AND UNDERSTANDS IT, AND IN THE EVENT HIS EMPLOYMENT WITH THE CITY IS TERMINATED, THE EMPLOYEE BY SIGNATURE HEREON WAIVES ANY REQUIREMENT THAT SUCH TERMINATION BE FOR A CAUSE OR REASON, OR THAT ADVANCE NOTICE OF SUCH TERMINATION BE PROVIDED.**

It is further acknowledged that the terms of this employment may be altered or revised only by action of the full Commission of the City of East Jordan and not by the actions or statements of any individual agent, employee or Commissioner for the City of East Jordan.

Employee agrees that on termination of this Agreement, the Employee will surrender to the City in good condition, any records, documents or other information kept by Employee relating to the City's business.

Employee agrees that on termination of this Agreement, the Employee shall immediately return to the City all of the City's property that is in the Employee's possession or under the Employee's control, and that was used by the Employee in rendering service under this Agreement.

SECTION XI - GENERAL PROVISIONS

A. The text herein shall constitute the entire Agreement between the parties.

B. This Agreement shall be binding upon and inure to the benefit of the Employee and the City, their respective heirs, successors, estates, and assigns.

C. If any provisions or any portion thereof contained in this Agreement are held to be unconstitutional, invalid, or unenforceable, the remainder of this Agreement, or portions thereof, shall be deemed severable and shall not be affected, and shall remain in full force and effect.

CITY OF EAST JORDAN:	EMPLOYEE:
_____	_____
By: Melyssa Lindenthal, its Mayor	Thomas D. Cannon
Date signed: _____, 2025	Date signed: _____, 2025

Administrator's Report

12/2/25

1. Light Up EJ Parade

This Friday is the community's annual Christmas parade and block party. See attached flyer for event details.

2. Holiday Decorations

Thanks to the Lions Club for the labor involved with decorating #6 locomotive.

Appreciation also goes to the EJHS welding and arts class for the candy cane lighted decorations. Next year, the classes plan to construct 4 additional holiday decorations.

3. Chamber of Commerce Holiday Business After Hours

Reminder for BAH event December 11th 5:00 pm – 7 pm at The Landing.

4. Joint Meeting Reminder

Our joint meeting with DDA and Planning Commission will take place December 10th, 5:30 pm at the Emergency Services Building.

5. Surf Internet Services

Spring of 2026, a new internet service provider will begin fiber optic installation throughout the city. Construction plans are ongoing and will be coordinating plans to have all utilities marked. As the company nears installation, residents will see marketing information for service.

6th Annual, Light Up EJ For Christmas Parade & Block Party!

6:30 - 8:00 p.m.

Main Street, EJ

Parade: Friday, December 5th,2025 @ 6:30 pm (Line Up at 6:00 pm)

Santa & Mrs.Claus Visits: City Hall (enter from Main St.)

Reindeer: Antler Ridge Farms: Parking lot by the Chamber

Raffle Drawing: Winner drawn @ 7:30 pm **$500 Cash Prize**
(do not have to be present to win).

Soup Cook Off: The Teen Zone, 5:00 pm - 7:00 pm

Family Activity-Ornament Making: Jordan River Arts Council
301 Main St., EJ, 5:00 pm - 7:00 pm

Sponsored by:
Helping Hearts of EJ

<u>Contact</u>:
Shandra Sweet-Hock
with any questions
231-350-3154

