



BANGOR CITY COUNCIL

REGULAR MEETING AGENDA

January 2, 2024 @ 7 PM

257 W Monroe St Bangor, MI 49013

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. APPROVAL OF AGENDA
5. APPROVAL OF CITY COUNCIL MINUTES:
 - a. Approval of Regular City Council minutes for 12/18/23
 - b. Approval of Closed Session City Council minutes for 12/18/23
6. APPROVAL OF ACCOUNTS PAYABLE AND PAYROLL
Reviewed by Mayor Pro Tem Martinez-Serratos & Councilmember Rivers
7. OTHER REGULAR BUSINESS (RESOLUTIONS, PROCLAMATIONS, REPORTS, AND PRESENTATIONS)
 - a. Presentation of Prizes for Winning Charles Park Tree Decorating Contest
 - i) 1st Grade (**Mayor Farmer**)
 - ii) 2nd Grade (**Mayor Farmer**)
8. OPPORTUNITY FOR PUBLIC COMMENT (PLEASE KEEP COMMENTS TO WITHIN 3 MINUTES)
9. UNFINISHED BUSINESS
 - a. Amended Purchasing Policy (**Mayor Farmer**)
 - b. Bryce Saylor/Total Lawn Care Invoices (**City Attorney Scott Graham**)
 - c. City Manager Resume Review (**Mayor Farmer**)
 - d. Crossing Guard Pay Scale (**Interim City Manager Weber**)
 - e. South Haven Area Chamber of Commerce (*Mayor Farmer*)
 - f. Dangerous Trees/ Cost Estimate (*Interim City Manager Weber*)
10. NEW BUSINESS
 - a. Resolutions
 - i) Adopt Resolution 2024-01/Preparation and Payment of Invoices (**Treasurer Cagle**)
 - ii) Adopt Resolution 2024-002/Authorization Electronic Transactions (**Treasurer Cagle**)
 - b. Policy for Automated Clearing House (ACH) & Electronic Transactions of Funds Policy (**Treasurer Cagle**)
11. OPPORTUNITY FOR PUBLIC COMMENT (PLEASE KEEP COMMENTS TO WITHIN 3 MINUTES)
12. COUNCIL MEMBER COMMENTS
13. ADJOURNMENT

PLEASE NOTE: AUDIENCE PARTICIPATION

Under "Opportunity for **Public Comment**," members of the audience may address the Council, please limit your comments to three minutes or less per item. When asked please state your first and last name and address.

The proposed process for items listed under agenda items above shall be as follows:

1. Announcement of the agenda item by the Mayor.
2. Verbal report provided.
3. Mayor asks council members if they have any questions to clarify the report.
4. Motion is made by a council member and seconded by another council member.
5. Mayor then calls on council members to discuss the motion if council members wish to discuss.
6. Mayor calls for a vote on the item after discussion has occurred.

CITY OF BANGOR
REGULAR COUNCIL MEETING MINUTES
 December 18, 2023 @ 7:00 PM
 257 W. Monroe St. Bangor, MI // City Council Room

1. CALL TO ORDER.

Meeting was called to order at 7:00 PM by Mayor Farmer.

2. PLEDGE OF ALLEGIANCE.

The Pledge of Allegiance was recited by all present.

3. ROLL CALL.

Attendee Name	Title	Status
Pati Martinez-Serratos	Mayor Pro Tem	Present
Heléne Rivers	Councilmember	Present
Jeremy Uplinger	Councilmember	Present
Jerry Muenzer	Councilmember	Present
Amber Garcia	Councilmember	Absent
Darla McCrumb	Councilmember	Present
Lynne Farmer	Mayor	Present

OTHERS PRESENT.

Interim City Manager Justin Weber, Attorney City Attorney Scott Graham, Acting DPW Director Steve Lowder, Fire Chief Babcock, Office Kendegran, Treasurer Stephenie Cagle, and approximately 25 members of the public.

4. APPROVAL OF REGULAR AGENDA.

Motion to accept Regular Meeting Agenda with the following changes:

Add 10 d. Closed Session, Attorney/Client Privilege.

RESULT:	APPROVED (UNANIMOUS)
MOVER:	Jeremy Uplinger, Councilmember
SECONDER:	Heléne Rivers, Councilmember
AYES:	Martinez-Serratos, Rivers, Uplinger, Muenzer, McCrumb, Farmer
ABSENT:	Garcia

5. APPROVAL OF MEETING MINUTES.

a. Approval of Minutes of the Council Meeting held on December 4, 2023

RESULT:	APPROVED (UNANIMOUS)
MOVER:	Jerry Muenzer, Councilmember
SECONDER:	Pati Martiez-Serratos, Mayor Pro Tem
AYES:	Martinez-Serratos, Rivers, Uplinger, Muenzer, McCrumb, Farmer
ABSENT:	Garcia

6. APPROVAL OF ACCOUNTS PAYABLE AND PAYROLL.

a. Motion to pay bills from General Checking 2 in the amount of \$148,395.92

RESULT:	APPROVED (UNANIMOUS)
MOVER:	Amber Garcia, Councilmember
SECONDER:	Jerry Muenzer, Councilmember
AYES:	Martinez-Serratos, Rivers, Uplinger, Muenzer, McCrumb, Farmer
ABSENT:	Garcia

b. **Motion to pay bills from Roads Checking in the amount of \$5,772.82**

RESULT:	APPROVED (UNANIMOUS)
MOVER:	Jerry Muenzer, Councilmember
SECONDER:	Darla McCrumb, Councilmember
AYES:	Martinez-Serratos, Rivers, Uplinger, Muenzer, McCrumb, Farmer
ABSENT:	Garcia

c. **Motion to pay bills from T&A2 Checking in the amount of \$82,867.73**

RESULT:	APPROVED (UNANIMOUS)
MOVER:	Jerry Muenzer, Councilmember
SECONDER:	Darla McCrumb, Councilmember
AYES:	Martinez-Serratos, Rivers, Uplinger, Muenzer, McCrumb, Farmer
ABSENT:	Garcia

7. **OTHER REGULAR BUSINESS.**

a. Department Head Reports

- i. Chief Babcock presented a report for Fire Department for Nov 2023.
 1. CPR classes will be one per month starting January 2024.
- ii. Office Kendegran presented a report for the Police Department for Nov 2023.
- iii. Acting DPW Director Lowder presented a report for the DPW for current projects.

8. **OPPORTUNITY FOR PUBLIC COMMENT.**

Public comments were heard.

9. **UNFINISHED BUSINESS:**

a. **Amended Purchasing Policy.**

Motion to table adopting the presented Amended Purchasing Policy until Councilmembers are able to review.

RESULT:	APPROVED (5 to 1)
MOVER:	Darla McCrumb, Councilmember
SECONDER:	Jerry Muenzer, Councilmember
AYES:	Rivers, Uplinger, Muenzer, McCrumb, Farmer
NAYES:	Martinez-Serratos
ABSENT:	Garcia

b. **New Website Launch.**

Interim City Manager Weber explained that new website is live. Encouraged Councilmembers to check City emails, as they are published on the website and available for residents to communicate with them.

c. **Bryce Saylor/Total Lawn Care Invoices**

- i. Abonmarche
Tony McGhee was not able to attend due to illness
- ii. Attorney Update
Scott Graham, City Attorney: The Abonmarche report is complete. There are three (3) separate issues: 1) questions on whether the City paid appropriate prices for work that was done, 2) was certain work performed at all, and 3) was work performed satisfactorily, if not what is the cost estimate to repair.

The council will need to decide what to do next. Attorney opinion and other specific things will be discussed in closed session. Now that you have the report, you can move forward. There are few spots that Abonmarche cannot be precise on. Outstanding invoices should not be paid at this time because of the existing dispute.

10. NEW BUSINESS.

a. City Assessor 2024 Resolutions.

i. Resolution 2023-22

Motion to accept Resolution 2023-22, Letters of Protest From City Residents.

RESULT:	APPROVED (UNANIMOUS)
MOVER:	Darla McCrumb, Councilmember
SECONDER:	Jerry Muenzer, Councilmember
AYES:	Martinez-Serratos, Rivers, Uplinger, Muenzer, McCrumb, Farmer
ABSENT:	Garcia

ii. Resolution 2023-23

Motion to accept Resolution 2023-23, State Poverty Level Income Standards.

RESULT:	APPROVED (UNANIMOUS)
MOVER:	Jeremy Uplinger, Councilmember
SECONDER:	Heléne Rivers, Councilmember
AYES:	Martinez-Serratos, Rivers, Uplinger, Muenzer, McCrumb, Farmer
ABSENT:	Garcia

iii. Resolution 2023-24

Motion to accept Resolution 2023-24, Alternate Starting Dates.

RESULT:	APPROVED (UNANIMOUS)
MOVER:	Heléne Rivers, Councilmember
SECONDER:	Pati Martinez-Serratos, Mayor Pro Tem
AYES:	Martinez-Serratos, Rivers, Uplinger, Muenzer, McCrumb, Farmer
ABSENT:	Garcia

b. Accept Re-Appointment of Board of Review.

i. Re-Appoint Renee Doroh, Board of Review

Motion to re-appoint Renee Doroh to the Board of Review Term 01/01/24-12/31/26.

RESULT:	APPROVED (UNANIMOUS)
MOVER:	Heléne Rivers, Councilmember
SECONDER:	Darla McCrumb, Councilmember
AYES:	Martinez-Serratos, Uplinger, Rivers, Muenzer, McCrumb, Farmer
ABSENT:	Garcia

ii. Re-Appoint Dave Markel, Board of Review

Motion to re-appoint Dave Markel to the Board of Review Term 01/01/24-12/31/26.

RESULT:	APPROVED (UNANIMOUS)
MOVER:	Jeremy Uplinger, Councilmember
SECONDER:	Darla McCrumb, Councilmember
AYES:	Martinez-Serratos, Uplinger, Rivers, Muenzer, McCrumb, Farmer
ABSENT:	Garcia

c. Interim City Manager Update.

Interim City Manager Justin Weber gave an update on the skid steer it has been backordered until the end of January. Looking into getting headshots for everyone to place on website. Paul Leonard graduated 12/18/23 and will test 12/19/23. He will start in the office and FTO 12/20/23. Letter of thanks was sent to the Christmas Parade committee.

11. OPPORTUNITY FOR PUBLIC COMMENT.

Public comments were heard.

CLOSED SESSION FOR ATTORNEY/CLIENT PRIVILEGE.

Motion to go into closed session for attorney client privilege at 7:43 PM.

RESULT:	APPROVED (UNANIMOUS)
MOVER:	Jeremy Uplinger, Councilmember
SECONDER:	Heléne Rivers, Councilmember
AYES:	Martinez-Serratos, Uplinger, Rivers, Muenzer, McCrumb, Farmer
ABSENT:	Garcia

CLOSED SESSION FOR ATTORNEY/CLIENT PRIVILEGE.

Motion to return to regular session at 8:59 PM.

RESULT:	APPROVED (UNANIMOUS)
MOVER:	Jeremy Uplinger, Councilmember
SECONDER:	Heléne Rivers, Councilmember
AYES:	Martinez-Serratos, Uplinger, Rivers, Muenzer, McCrumb, Farmer
ABSENT:	Garcia

Motion to allow City Manager Scott Graham to send Bryce Saylor/Total Lawn Care a 14 Day Formal Demand Letter.

RESULT:	APPROVED (UNANIMOUS)
MOVER:	Jeremy Uplinger, Councilmember
SECONDER:	Darla McCrumb, Councilmember
AYES:	Martinez-Serratos, Uplinger, Rivers, Muenzer, McCrumb, Farmer
ABSENT:	Garcia

12. COUNCILMEMBER COMMENTS.

Martinez-Serratos: The Christmas Parade was very nice. Justin we hope you will put in your resume for the City Manager position. You have my vote.

Rivers: The City Hall looks great. I feel like we are making progress. Justin we hope you will put in your resume.

Uplinger: Everyone needs to know this has been hard and a dark spot. It has been discouraging but humbling. I enjoy being part of the City Council and the people involved.

McCrumb: Thank you for letting me state everyone I needed to. This is big and I am just trying to understand it. I will ask questions, it is my responsibility.

Garcia: Absent.

Muenzer: Things are going to work out. We will look back after the fact and realize that.

Farmer: I want us to be together and work together. I trust Justin and the work he is doing. If we cannot move forward, we are moving backwards. We will come through stronger. We are a team.

INTERIM CITY MANAGER WEBER COMMENTS.

The Wreaths Across America was a good outcome. The council is so divisive right now I have not made my decision to put my resume in for the City Manager position. I need to speak with Scott about it.

ADJOURNMENT.

Motion to adjourn at 9:13 PM

RESULT:	APPROVED (UNANIMOUS)
MOVER:	Jeremy Uplinger, Councilmember
SECONDER:	Heléne Rivers, Councilmember
AYES:	Martinez-Serratos, Rivers, Uplinger, Muenzer, McCrumb, Farmer
ABSENT:	Garcia

Shelly Umbanhowar, City Clerk

Mayor Lynne Farmer

DRAFT



CITY COUNCIL AGENDA FACT SHEET

To: Mayor Farmer, Pro Tem Martinez-Serratos, Councilmember Rivers, McCrumb, Garcia, Muenzer and Uplinger

CC: Justin Weber, Interim City Manager

From: Shelly Umbanhowar, Clerk

CC: Stephenie Cagle, Treasurer

Subject: Accounts Payable and Payroll

Date: 12/28/23

Recommended Action:

Treasurer recommends City Council approval of the City of Bangor Payroll for the periods of November 2023 Monthly Council Pay, Police Vacation/PTO Buy Out, December 11 through December 17, 2023, October 2023 Monthly Council Pay, December 18 through December 24, 2023 in the amount of **\$49,926.64.**

- Checks in between in the amount of **\$52.87.**
- Bill List for 01/02/24 in the amount of **\$23,623.58.**
- Debit Card Transactions in the amount of **\$645.79.**
- For a **grand total** amount of **\$74,248.88** from the **GCK-2** account.

Treasurer recommends City Council approval of the City of Bangor Roads **ROADS** Bill List for 01/02/24 in the amount of **\$2,500.00**

Treasurer recommends City Council approval of the City of Bangor Roads **T&A 2** Bill List for 01/02/24 in the amount of **\$98,694.05.**

Council Action:

For Action

Summary:

See GCK-2, ROADS, and T&A 2 invoice approval list

TOTAL AMOUNT OF <u>GCK-2</u> BILLS LIST & PAYROLL	\$74,248.88
TOTAL AMOUNT OF <u>ROADS</u> BILLS LIST	\$2,500.00
TOTAL AMOUNT OF <u>T&A 2</u> BILLS LIST	\$98,694.05

12/28/2023

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF BANGOR
EXP CHECK RUN DATES 12/31/2023 - 12/31/2023
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
BANK CODE: GCK-2

Vendor Code	Vendor Name	Description	Amount
STORY, ANG	ANGELA J. STORY 123123	DECEMBER 2023 MONTHLY ASSESSING FEE	1,283.33
TOTAL FOR: ANGELA J. STORY			1,283.33
AT&T	AT&T MOBILITY 12142023	PHONE @ WELLS	117.72
TOTAL FOR: AT&T MOBILITY			117.72
AUTO	AUTO-WARES GROUP 03780184339	DUMP TRUCK DEFLECTOR	110.00
TOTAL FOR: AUTO-WARES GROUP			110.00
BRONSON	BRONSON HEALTHCARE GROUP 700005151.120423	STEVE LOWDER	88.00
TOTAL FOR: BRONSON HEALTHCARE GROUP			88.00
CINTAS	CINTAS CORPORATION #301 4177515146 4177980586 4178204643	VANHOLT & CUMMINS UNIFORMS RUGS CITY HALL & POLICE STATION DPW UNIFORMS - VANHOLT & CUMMINS	23.58 102.94 23.58
TOTAL FOR: CINTAS CORPORATION #301			150.10
COMCAST	COMCAST 120823.3411 121423.2578 3770030183 1/24 3770030191 1/24	DPW 12/21-01/20/24 INTERNET PARK ST LIFT INTERNET 12/28-01/27/24 CITY HALL 12/16/2023-01/15/2024 INTERNET POLICE STATION INTERNET 12/16/23-1/15/24	157.45 54.90 351.34 272.22
TOTAL FOR: COMCAST			835.91
CONSUMERS	CONSUMERS ENERGY 121723.8270 121723.8833	WELL #9 11/17-12/17/23 WELL #8 11/17-12/17/23	322.97 1,260.20
TOTAL FOR: CONSUMERS ENERGY			1,583.17
DANSAUTO	DAN'S AUTOMOTIVE I009002	CAR #55 - OIL CHANGE	40.54
TOTAL FOR: DAN'S AUTOMOTIVE			40.54
DELTA	DELTA DENTAL OF MICHIGAN RIS0005381022	DENTAL INSURANCE JAN 2024	727.02
TOTAL FOR: DELTA DENTAL OF MICHIGAN			727.02

ELHORN	ELHORN ENGINEERING COMPANY		
	300281	WATER TREATMENT SUPPLIES	480.00
TOTAL FOR: ELHORN ENGINEERING COMPANY			480.00
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FREDRICKSO	FREDRICKSON SUPPLY		
	40077	REPAIRS ON VAC TRUCK	6,443.32
TOTAL FOR: FREDRICKSON SUPPLY			6,443.32
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SUNBELT	HOMESERVE USA		
	NOVEMBER2023	NOVEMBER 2023 WATER LEAK, AND WATER & SEWER LI	1,579.20
	OCTOBER2023	OCTOBER 2023 WATER LEAK, AND WATER & SEWER LINE	1,579.20
TOTAL FOR: HOMESERVE USA			3,158.40
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SOM-POLICE	MICHIGAN STAE POLICE		
	551-628109	TOKEN FEE FROM 10/01-12/31/23	198.00
TOTAL FOR: MICHIGAN STAE POLICE			198.00
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PITNEY	PITNEY BOWES		
	120723	POSTAGE FOR METER	695.16
TOTAL FOR: PITNEY BOWES			695.16
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PRIORITY	PRIORITY HEALTH		
	233500034663	HEALTH INSURANCE JAN 2024	2,917.15
TOTAL FOR: PRIORITY HEALTH			2,917.15
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RIVEER	RIVEER		
	30168	CEMETERY CANNON	200.00
TOTAL FOR: RIVEER			200.00
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SNIDER	SNIDER SERVICES		
	231226	BUILDING PERMIT INSPECTIONS	3,748.12
TOTAL FOR: SNIDER SERVICES			3,748.12
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STANDARD	STANDARD INSURANCE COMPANY		
	006429460101 1/24	JAN 2024 LIFE INSURANCE	152.81
TOTAL FOR: STANDARD INSURANCE COMPANY			152.81
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STAPLES	STAPLES		
	8072689265	OFFICE SUPPLIES	346.86
TOTAL FOR: STAPLES			346.86
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US BUSINES	US BUSINESS SYSTEMS, INC		
	517710182	CITY HALL COPIER LEASE DEC 2023	195.00
TOTAL FOR: US BUSINESS SYSTEMS, INC			195.00
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VSP	VISION SERVICE PLAN		
	819442953	JANUARY VISION INSURANCE	152.97
TOTAL FOR: VISION SERVICE PLAN			152.97
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TOTAL - ALL VENDORS		23,623.58
CHECKS IN BETWEEN:		
#41061	BANGOR EDC - REIMBURSEMENT FOR TOASTER OVEN FOR CITY HALL	<u>52.87</u>
TOTAL -ALL CHECKS IN BETWEEN		52.87
DEBIT CARD TRANSACTIONS:		
DEBIT CARD	23-Nov	<u>645.79</u>
TOTAL-DEBIT CARD TRANSACTIONS		645.79
PAYROLL:		
12/14/2023	NOV MONTHLY COUNCIL PAY	1130.33
12/15/2023	POLICE VACATION/PTO BUY OUT	13618.74
12/18/2023	12/11-12/17/2023	16495.06
12/20/2023	OCT MONTHLY COUNCIL PAY	1130.33
12/22/2023	12/18-12/24/2023	<u>17552.18</u>
TOTAL ALL PAYROLL:		49,926.64
	GRAND TOTAL:	74,248.88

12/28/2023

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF BANGOR
EXP CHECK RUN DATES 12/31/2023 - 12/31/2023
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
BANK CODE: ROADS

Vendor Code	Vendor Name	Description	Amount
C&R'S	C&R'S OUT ON A LIMB TREE CARE, LLC		
	672	236 BANGOR ST GRIND AND CLEAN UP OF 1 LARGE STUMP	500.00
TOTAL FOR: C&R'S OUT ON A LIMB TREE CARE, LLC			500.00

FLEIS	FLEIS & VANDENBRINK INC		
	68111	2023 ROUTINE BRIDGE INSPECTIONS	2,000.00
TOTAL FOR: FLEIS & VANDENBRINK INC			2,000.00

TOTAL - ALL VENDORS			2,500.00

12/28/2023

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TOTAL FOR: AT&T MOBILITY			117.72
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TOTAL FOR: AUTO-WARES GROUP			110.00
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TOTAL FOR: DAN'S AUTOMOTIVE			40.54
DELTA	DELTA DENTAL OF MICHIGAN RIS0005381022	DENTAL INSURANCE JAN 2024	727.02
TOTAL FOR: DELTA DENTAL OF MICHIGAN			727.02

ELHORN	ELHORN ENGINEERING COMPANY		
	300281	WATER TREATMENT SUPPLIES	480.00
TOTAL FOR: ELHORN ENGINEERING COMPANY			480.00
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TOTAL-DEBIT CARD TRANSACTIONS		645.79
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12/28/2023

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BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
BANK CODE: T&A 2

Vendor Code	Vendor Name	Description	Amount
ABBFIRE	ABB JOINT FIRE BOARD		
	STAX 23/11	SUMMER TAX DISBURSEMENT 12/02/2023-12/15/2023	63.39
	WTAX 23/2	WINTER TAX DISBURSEMENT 12/02/2023-12/15/2023	5,466.94
TOTAL FOR: ABB JOINT FIRE BOARD			5,530.33

DDA	BANGOR DDA		
	WTAX 23/2	WINTER TAX DISBURSEMENT 12/02/2023-12/15/2023	2,164.51
TOTAL FOR: BANGOR DDA			2,164.51

LDFA	BANGOR EDC		
	WTAX 23/2	WINTER TAX DISBURSEMENT 12/02/2023-12/15/2023	2,164.51
TOTAL FOR: BANGOR EDC			2,164.51

HISTORICAL	BANGOR HISTORICAL SOCIETY		
	WTAX 23/2	WINTER TAX DISBURSEMENT 12/02/2023-12/15/2023	1,080.98
TOTAL FOR: BANGOR HISTORICAL SOCIETY			1,080.98

BPS	BANGOR PUBLIC SCHOOLS		
	WTAX 23/2	WINTER TAX DISBURSEMENT 12/02/2023-12/15/2023	43,721.17
TOTAL FOR: BANGOR PUBLIC SCHOOLS			43,721.17

CITYBANGOR	CITY OF BANGOR		
	STAX 23/11	SUMMER TAX DISBURSEMENT 12/02/2023-12/15/2023	555.58
	WTAX 23/2	WINTER TAX DISBURSEMENT 12/02/2023-12/15/2023	10,248.96
	WTAX 23/2	WINTER TAX DISBURSEMENT 12/02/2023-12/15/2023	3,243.46
TOTAL FOR: CITY OF BANGOR			14,048.00

SHASS	SENIOR SERVICES OF VAN BUREN COUNTY		
	WTAX 23/2	WINTER TAX DISBURSEMENT 12/02/2023-12/15/2023	2,180.58
TOTAL FOR: SENIOR SERVICES OF VAN BUREN COUNTY			2,180.58

VBTREAS	VAN BUREN COUNTY TREASURER		
	STAX 23/11	SUMMER TAX DISBURSEMENT	330.82
	WTAX 23/2	WINTER TAX DISBURSEMENT 12/02/2023-12/15/2023	6,293.81
TOTAL FOR: VAN BUREN COUNTY TREASURER			6,624.63

VANLIBRARY	VAN BUREN DISTRICT LIBRARY		
	WTAX 23/2	WINTER TAX DISBURSEMENT 12/02/2023-12/15/2023	2,361.77
TOTAL FOR: VAN BUREN DISTRICT LIBRARY			2,361.77

VBISD	VAN BUREN INTERMEDIATE SCHOOL		

WTAX 23/2	WINTER TAX DISBURSEMENT 12/02/2023-12/15/2023	18,817.57
TOTAL FOR: VAN BUREN INTERMEDIATE SCHOOL		18,817.57
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TOTAL - ALL VENDORS		98,694.05
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CITY COUNCIL AGENDA FACT SHEET

To: Mayor Farmer, Pro Tem Martinez-Serratos, Councilmember Rivers, McCrumb, Garcia, Muenzer and Uplinger

CC: Justin Weber, Interim City Manager

From: Shelly Umbanhowar, Clerk

CC: Stephenie Cagle, Treasurer

Subject: Christmas Tree Decorating Contest

Date: 12/28/23

Council Action:

For Information

Summary:

Mayor Farmer will present two classrooms (1st and 2nd Grade) each with \$100.00 prizes. There was a tie for the Christmas Tree Decorating contest at Charles Park.

**CITY OF BANGOR
VAN BUREN COUNTY, MICHIGAN
AMENDED PURCHASING POLICY
ADOPTED DECEMBER ____, 2023**

A. PURCHASING PROCEDURES

1. All purchases shall be made to benefit the City of Bangor and its residents by allowing the City to obtain the best price for goods and services, while allowing the City to address emergency situations requiring purchases in an expedited manner without using full purchasing procedures.
2. All purchases shall be properly authorized per purchase order or based on a recognized exception to the purchase order requirement and approved by the City Manager according to City rules, policies, and procedures.
3. The City shall consider intergovernmental purchasing agreements for the use of common goods and services.
4. The City shall take reasonable steps to assure that qualified local, small, women owned, and minority businesses are utilized whenever possible as sources of supplies, equipment, construction, and services. These steps shall include, but not be limited to:
 - (1) Including qualified local, small, women owned, and minority businesses on solicitation lists.
 - (2) Assuring that local, small, womenowned, and minority businesses are solicited when it is possible.
 - (3) Where possible, establishing delivery schedules to encourage participation by local, small, and minority businesses.
 - (4) Requiring prime contractors to take the same steps described above.
5. These rules and procedures do not apply to procurement based on emergencies. Normal purchasing procedures need not be followed in these emergency situations. An emergency is defined as a situation or condition that requires immediate action to protect the health, welfare, or best interests of city residents and visitors, and to protect public and private property from damage. Immediate action is defined is action required before standard purchasing rules and procedures can be followed. Emergencies often involve, in part, water, sewer, road, and other public works issues.
6. In the case of an emergency, the City Manager may authorize the immediate purchase of any materials, supplies or services necessary to address the emergency situation. If the City Manager is unavailable, the Clerk or Treasurer may authorize emergency purchases. The City Council shall be notified of emergency purchases as quickly as is practical. Such notice shall occur no later than the next Council Meeting.

B. SELECTIVE PROCEDURES

1. All purchases shall be conducted in a manner which provides maximum, open, and free competition by qualified vendors.
2. The solicitation of offers by the City shall:
 - (1) Incorporate a clear, complete, and accurate description of the requirements for the material, product, or service to be provided. Such description shall not include features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product or service to be procured, and, when necessary, shall set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specification shall be avoided if

possible. When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a "brand name or equal" description may be used to define the performance or other salient requirements of procurement.

The specific features of the named brand which must be met by officers shall be clearly stated, and

- (2) Clearly set forth all requirements and all other factors to be used in evaluating bids or proposals.
3. Awards shall be made only to responsible contractors that possess the ability to perform successfully under the terms and conditions of the proposed procurement. In evaluating whether a contractor is responsible, the City shall consider, in part, matters such as:
 - (1) The contractor's past performance for the City;
 - (2) The contractor's business reputation;
 - (3) The contractor's ability and willingness to comply with all applicable laws, ordinances, and governmental regulations;
 - (4) The contractor's past performance record with parties other than the City;
 - (5) The contractor's ability to obtain bonding and insurance;
 - (6) The detail contained in the contractor's bid;
 - (7) The contractor's financial and technical resources, and
 - (8) The contractor's willingness to provide updated and supplemental information that will allow the City to evaluate the contractor's bid.

C. PREFERRED VENDORS

The City shall keep a list of preferred vendors based on work that vendors have performed for the City. Vendors who have previously provided goods and services to the City in an acceptable manner may, solely at the discretion of the City, be identified as preferred vendors. The City shall, to the extent possible, contact preferred vendors for emergency purchases and purchases that do not require competitive bidding.

D. PROCUREMENT METHODS

1. Small Purchases:

Small purchases are defined as single procurements, which do not exceed (\$5,000) in the aggregate. These purchases will not generally require formal advertising or contracts.

Although small purchases do not require advertising and contracts, a price and rate quotation will be obtained from an adequate number of vendors. In addition, these quotations will be made a part of City procurement records. The procedures to be followed for obtaining these quotations are as follows:

- (1) For purchases under \$250, the quotation requirement does not apply.
 - (2) For purchases between \$250 and \$1,000, purchase requisition will be obtained.
 - (3) For purchases over \$1,000, at least (3) quotations will be obtained from qualified vendors.
 - (4) Purchases will not be made piecemeal (under \$5,000) to avoid advertising for bids when, "in the exercise of reasonable discretion and prudence," they could be made as a single purchase awarded by competitive bidding.
- ##### **2. Competitive Sealed or Comparative Bids:**
- The City will use this procurement method for all purchases exceeding (\$5,000) or for

construction or laborer activities over \$2,500.

- (1) Competitive bids may be either 'comparative prices' or 'sealed bids.'
- (2) Comparative Prices are obtained through catalogs, telephone calls, sought quotes from vendors, etc. Such are received by the City verbally and written down or supplied in writing by the vendor.
- (3) Sealed Bids are submitted based on an invitation to bid for which specifications have been developed with a request for bids to be returned 'sealed.' Sealed bids are requested in a manner described herein.
- (4) For comparative prices to be competitive, more than one is required. If possible, three or more should be obtained.
- (5) For sealed bids to be competitive an invitation to bid must be developed and advertised or sent to at least three responsible and qualified vendors.
- (6) Faxed or Emailed Bids - Occasionally vendors want to fax or e-mail their "sealed bids" prior to the deadline. In these cases, an uninterested party (usually the City Clerk or Treasurer) shall place the bid in a sealed envelope. The action is recorded on the outside of the envelope.

The following categories are, however, exempted from this type of procurement unless the purchase amount exceeds \$10,000.

- (a) Improvements, repairs, and maintenance of any kind made or provided by the City's own employees.
- (b) Those where particular types, models or pieces of new equipment, articles, apparatus, appliances, vehicles, or parts desired by the governing body are patented and manufactured or copyrighted products.
- (c) Those involving any policies of insurance or surety company bonds: those made with another political subdivision, the State of Michigan, the Federal Government, any agency of the State of Federal Government, or any municipal or country authority including the sale, leasing or loan of any supplies or materials by the State of Michigan or the Federal Government or its' agencies.

With respect to these exempt categories, the City of Bangor shall follow the earlier procedures described for Small Purchases where the amount is

\$20,000 or less. If the amount exceeds \$20,000, the City will comply with the procedures of Public Act 167 and 168 of 1993.

3. Competitive Negotiation:

This method of procurement is the second option available for those categories listed above under Competitive Sealed Bids when the amount is \$10,000 to \$20,000. This method shall involve solicitations of and purchase from only one (1) source, referred to as "sole source contracts."

Since this method of procurement is the least preferred, its use is limited to the following conditions:

- (1) The item is available from only one source; or
- (2) Severe need and time constraints do not permit competitive solicitations; or
- (3) Previous solicitations resulted in no response or an inadequate response, i.e. ability of bidders to meet needs, terms, conditions; and

- (4) All sole-source contracts shall have prior approval of either or both the City of Bangor or any affected State or Federal funding agency.
- (5) Documents justifying the use of this procurement method shall be maintained by the City of Bangor.

4. Contract Pricing Methods:

The only acceptable pricing method shall be the firm-fixed-price cost reimbursement type of contract.

5. Solicitations:

Two basic techniques shall be used to solicit responses to procurement needs. The first shall be termed Advertised Procurement and shall be used for competitive sealed bid approach to procurement. The second technique shall be termed Request for Proposal and shall be used for negotiated procurement.

6. Advertisements:

Advertisements, or invitations for bids, the advertisements shall involve the use of a publicly issued notice as established by law. At a minimum, the advertisement shall include the following items:

- (1) The name and address of the person authorized to receive the bids from the City of Bangor.
- (2) The time, date, and place set for the opening of bids.
- (3) A description of the desired work, its scope, and its location.
- (4) The location and time where plans and specifications may be received by the contractors, provisions for a deposit on the plan, and recovery of the deposit when the plans are returned.
- (5) The name and address of the engineer, architect, or other professional consultant responsible to the City of Bangor for the project.
- (6) The deadline for receipt of bids if this is to be before the opening.
- (7) Where applicable, an indication will be made that purchase price is to include allowance of trade-ins of used equipment or vehicles, and
- (8) The time limit within which bids will be considered valid. If for some reason the City has not awarded the bid within that given length of time, new bids shall be submitted.

All advertisements for procurement by the City of Bangor shall be retained in the City of Bangor records.

- (i) Standard Contract Provisions

Standard contract provision for all City of Bangor contracts are as follows:

1. Management Provisions (for all contracts over \$5,000)
 - a. All contracts shall contain provisions or conditions to allow for administrative contractual or legal remedies in instances where contractors violate or breach contract terms and shall provide sanctions and penalties as may be appropriate.
 - b. All contracts shall contain provisions for termination by the City, including the manner by which this will be affected and the basis for settlement. Additionally, the contract shall specify the conditions under which the contract may be terminated for default as well as the conditions that the contract may be terminated because of circumstances beyond the control of the contractor.
 - c. All contracts shall contain the requirements placed on the contract for reporting purposes to the City.

- d. All contracts shall clearly state the right of the City and/or any appropriate outside agency have access to any contract related books, documents, papers, records for the purposes of monitoring and audit.
 - e. All contracts shall require the contractor to retain all records after the program has been officially closed out.
2. All contracts valued at more than \$5,000 shall contain a non- discrimination clause, which states that:

No person may be discriminated against in any way in the procurement process on the basis of race, creed, color, national origin, religion, sex, handicap, or age.

3. Equal Employment Opportunity Provisions

For contracts between (\$5,000 and \$20,000 except construction activities over \$2,000, a clause will be included which states:

During the performance of this contract, the contractor agrees as follows:

- a. The contractor will not discriminate against employee or applicant for employment because of race, color, religions, sex or national origin. The contractor will take affirmative action to ensure that applicants are employed and that employees are treated fairly during their employment with regard to their race, color, religion, sex, age, disability, or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotions, transfer, recruitment advertising, layoff or terminations, rates of pay or other forms of compensations, and selection for training including apprenticeship. The contractor agrees to post in conspicuous places available to employees and applicants for employment, notices to be provided by the grantee setting forth the provisions of this non-discrimination clause.
- b. The contractor will, and all solicitations or advertisements for employees placed by or on behalf of the contractor shall state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, disability, or national origin.
- c. Contractors shall cause the foregoing provisions to be inserted in all sub-contracts for any work covered by this contract so that such provisions will be binding upon each sub-contractor, provided that the foregoing provision shall apply to contracts or sub-contracts for standard commercial supplies or materials.

E. SUMMARY OF PROVISIONS FOR PURCHASING

1. Under the provisions of this policy, the City Manager is designated as the Purchasing Agent. In the Manager's absence, the City Treasurer is authorized to act as the Purchasing Agent.
2. The individual or Department Head in need of materials, supplies, or services shall notify the Purchasing Agent who will review the request for overall propriety and upon approval proceed with the established purchasing procedure.
3. Materials, services and supplies shall be purchased only when monies for their cost have been appropriated and included in the annual budget of City of Bangor.
4. Department Heads and Committee or Commission Chairpersons should review proposed purchases with budget balances throughout the year. The City Treasurer will issue periodic reports. Inquiries to the Treasurer between reports are encouraged.
5. Purchase order will be issued at the discretion of the Manager and Department Heads or by request of vendor.
6. Responsibility for the inspection and acceptance of all materials, supplies, and equipment

shall rest with the Department that generated the request. The Department and/or City Manager shall initial invoices for payment prior to payment.

7. The City shall comply with the requirements of P.A. 167 and 168 of 1993 which requires sealed competitive bidding for any contract of \$20,000 or more, with certain exceptions, in order to qualify for State Shared Revenue payments.
8. The City Federal ID number, used for tax exempt purchases, shall only be used for purchases paid for by a City check or charge account in accordance with all applicable Federal and State laws.
9. Requests for reimbursement for purchase paid for by City employees or volunteers, which have been paid with personal checks or charge cards, shall be submitted to the Treasurer with receipts showing tax paid and should only be for minor budgeted items and not for capital or equipment items.
10. The City Manager or Treasurer must approve credit cards or lines of credit at businesses.
11. Tax-Exempt certificates shall be issued to businesses as needed.

F. EMERGENCY PURCHASING

1. Emergency purchases can be authorized only when life, property, or equipment are endangered through unexpected circumstances, or when normal operation of a department would be severely hampered by a long delay. Normal purchasing procedures need not be followed in these emergency situations.
2. In the case of an emergency, the City Manager, Clerk, or Treasurer can authorize the immediate purchase of any materials, supplies or services necessary to end the emergency situation.
3. A purchase requisition with a notation that such goods or services were purchased as an emergency action can be issued after the purchase.

G. VIOLATIONS OF THIS POLICY

Any employee who violates the provisions of this policy is subject to disciplinary action as outlined in the Employee Policy. Any volunteer who violates the provisions of this policy may risk that reimbursement of any unauthorized purchases or order will not be approved.

H. SALE OF CITY PROPERTY OR GOODS

Whenever any city property, real or personal, is no longer needed for corporate or public purpose, it may be offered for sale. The City Manager may sell or authorize the selling of personal property not exceeding \$1,000 in value, for cash after offering the property for sale to the general public. Such shall be sold with the best interests of the City taken into account. Personal property with a value in excess of \$1,000, or any real property, may be sold after advertising and receiving competitive bids as provided in the City bid requirements.

City Manager

Mayor

City Clerk



CITY COUNCIL AGENDA FACT SHEET

To: Mayor Farmer, Pro Tem Martinez-Serratos, Councilmember Rivers, McCrumb, Garcia, Muenzer and Uplinger

CC: Justin Weber, Interim City Manager

From: Shelly Umbanhowar, Clerk

CC: Stephenie Cagle, Treasurer

Subject: Bryce Saylor Total Lawn Care Invoices

Date: 12/28/23

Council Action:

For Information

Summary:

Attorney Scott Graham will give an update at the Council Meeting regarding the 14 day Formal Demand Letter the Council motioned to have him send at the 12/18/23 Council meeting.

This is a place for you to write down notes if you need to.



CITY COUNCIL AGENDA FACT SHEET

To: Mayor Farmer, Pro Tem Martinez-Serratos, Councilmember Rivers, McCrumb, Garcia, Muenzer and Uplinger

CC: Justin Weber, Interim City Manager

From: Shelly Umbanhowar, Clerk

CC: Stephenie Cagle, Treasurer

Subject: City Manager Resume Review

Date: 12/28/23

Council Action:

For Information/Action

Summary:

The job was posted to the City website and MML effective 12/05/23 with an ending date of 01/02/24.

Please review the information submitted by:

- Interim City Manager Weber
- Antonio Cutler

Dear Hiring Manager,

I am writing to express my interest in the City Manager position available within the City of Bangor. As a Bangor Alumni, I have a strong desire for the community's development and improvements. Combined with over 19 years of professional experience working in local, state, federal, and tribal government, I have a great deal of knowledge and practice in law, government, and public administration. As the City Manager, I would like to continue strengthening the Bangor community making it a better place to live, work, and visit.

During my previous roles, I have obtained valuable skills and experiences. However, I always look forward to developing new and innovative skills. I have excellent communication skills that result in positive interpersonal relationships. I can effectively lead and manage a diverse team. I can be self-sufficient through thoughtful planning and activities which result in meeting deadlines and producing detailed and high standard results. I possess strong computer skills and proficiency. I have proven my ability to make sound decisions and possess an aptitude to identify and resolve problems efficiently.

My past performances have been recognized and rewarded. I was appointed to the Interim City Manager position within the City of Bangor. I have been described as a professional and diverse leader. I have attended and successfully completed developmental leadership courses and completed a master's degree in business administration. I am certain I can provide hard work, enthusiasm, and reliability in this position. I would like the opportunity to schedule a meeting to discuss how I can benefit the municipality.

Please accept this letter as my formal interest in applying for the City Manager position. My enclosed resume lists my previous work history, education, skills, and experiences. Thank you for your time and consideration and I look forward to hearing from you soon.

Respectfully,

Justin Weber

SUMMARY

Experienced leader with 19+ years of upward progression in public administration, criminal justice, and human services. Professional experience in local, state, federal, and tribal government. Demonstrated success in administrative duties, budgeting, problem-solving, communication, conflict-resolution, executive-level background investigations, asset management and building strong teams and mentorship. Key areas of strength include: leadership, respect, honor, integrity, personal courage and community service.

PROFESSIONAL EXPERIENCE

City of Bangor, Bangor, MI 2023 – Current
Interim City Manager. Chief administrative officer for the City of Bangor. Oversee all city departments including the **police department, public works, clerk's office, and treasurer's office**. Assist with Preparing and developing the city budget. Oversee the city audit process. Oversee the city's developmental projects. Manage human relation issues. Participate in community events. Act as the source of information and liaison for the City Council. Coordinate activities by tax-capturing entities. Assist with developing city ordinances. Secure grants. Experience in FOIA, financial issues, employment matters, Open Meetings Act, and planning and zoning.

Bangor Police Department, Bangor, MI 2020 - Current
Chief of Police. Responsible for the day-to-day operations of the police department. Redeveloped the organizational structure of the police department. Revised and updated departmental policies and procedures. Maintained officer competencies and ensured compliance with state regulations. Organized, incorporated, and instructed training programs for certified officers and reserve officers. Created and managed a police department budget and acquired needed police equipment. **Scheduled officer's shifts**, reviewed payroll, and approved and denied vacation and PTO requests. Collaborated and maintained professional relationships with surrounding departments. Created the first community outreach and crime prevention program in the Bangor Police Department. Applied and received grants.

Berrien County, St Joseph, MI 2019
Investigator within the Berrien County Public Defender's Office. Demonstrated zealous representation of clients charged with crimes and client advocacy. Ability to effectively communicate with a variety of people from widely divergent backgrounds. Related empathetically to clients and their special needs. Maintained confidentiality of highly sensitive information. Functioned effectively under stressful and distracting conditions. Ability to multi-task and work independently as well as cooperatively in a team atmosphere.

- Provided investigative services to the Public Defender's Office.
- Investigated numerous police departments and police personnel in misconduct, civil rights violations, and police corruption.
- Assisted attorneys in trial preparation.

J's Lawn and Snow, Paw Paw, MI 2018 - Current
Owner/Operator. Began a successful sole proprietorship providing lawn care and snow removal services. Conducted market research and drafted a business operating plan. Developed marketing and advertising tools and strategies for target clientele. Service and maintain over \$100,000 worth of asset equipment and tools. Maintain accounting records and budgetary control. Provide professional, courteous, and affordable services to a diverse group of clients.

Pokagon Tribal Police Department, Dowagiac, MI 2013 – 2018
Detective Sergeant/Supervisor. Led team of investigators to investigate and resolve incoming complaints. Resolved federal and local, criminal, and domestic disturbances. Planned and organized a broad spectrum of criminal investigations of violations in the various aspects of tribal and sovereign territory, which included residential, governmental and casino properties. Demonstrated leadership by serving as a liaison with tribal government and state and federal law enforcement. Interacted with citizens and interviewed subjects within diverse community populations. Lead investigator and adjudicator for executive-level background investigations. Participated in the recruitment, hiring and successful retention of police personnel. Coordinated investigations, conducted surveillance, obtained and executed search warrants, searched for physical evidence, collaborated with court personnel to prosecute cases and testified in state and federal grand jury.

- Promoted to Detective after 1 year based on demonstrated leadership and problem-resolution.
- Recommended and accepted role supporting Federal Bureau of Investigation (F.B.I.) for Special Investigations
- Recognized by F.B.I. and Pokagon Police Department for self-initiated investigation that resulted in largest methamphetamine seizure in department history.

Federal Bureau of Investigation, Benton Harbor, MI 2014 –2018
Investigator for Benton Harbor Safe Streets/Violent Crimes Task Force. Special multi-jurisdictional task-force assembled to reduce violent crime and large quantity drug related offenses in Southwest, MI.

- Received Federal Bureau of Investigation Recognition Award for multijurisdictional investigation resulting in the prosecution of subjects who smuggled illegal narcotics into the United States.
- Granted FBI Top Secret Security Clearance in December 2015.
- Led and participated in investigations of violent crimes including homicides, robberies, sexual assaults, etc.

SWAT Operator, Van Buren County Emergency Services Unit, Paw Paw, MI 2014 - 2016

Decatur Police Department, Police Officer, Decatur, MI 2013

United States Military, Department of the ARMY 2009 - 2013
Sergeant/Supervisor. Led infantry team of military personnel on combat missions within Afghanistan. Conducted evaluations and professional counseling to military personnel. Routinely participated in federal military audits and inspections while maintaining responsibility for over \$500,000 worth of military equipment with zero losses. Served with distinction resulting in receiving 13 various awards, accolades, and an Honorable Discharge.

Kalamazoo County Sheriff's Department, Deputy, Kalamazoo, MI 2008 – 2009

Bangor Police Department, Police Officer, Bangor, MI 2005 – 2008

EDUCATION

Master of Business Administration in General Management, Upper-Iowa University, Fayette, IA, GPA 3.97

Bachelor of Science in Criminal Justice, Upper-Iowa University, Fayette, IA, GPA 3.85
Graduated with Magna Cum Laude Honors

Associates of Applied Science in Criminal Justice, Kalamazoo Valley Community College, Kalamazoo, MI
Graduated with Phi Theta Kappa Honors

PROFESSIONAL DEVELOPMENT & CERTIFICATIONS

Member of Van Buren County City Managers Group, Bangor, MI 2023
Criminal Interview and Interrogation, Wicklander-Zulawski, Oak Lawn, IL, 2018
Pre-Licensing Financial & Background Investigations, University of Nevada Las Vegas, Las Vegas, NV, January 2018
Social Media Investigations, Michigan State Police, Lansing, MI, January 2017
Law Enforcement Response to Domestic Violence, Michigan Law Enforcement, Lansing, MI, January 2017
Social Media for Law Enforcement Investigations, United States Attorney's Office, Grand Rapids, MI, May 2016
Building Complex Case Investigations, United States Attorney's Office, Grand Rapids, MI, April 2016
Cold Case Homicide Investigations, Oakland Police Academy, Bloomfield Hills, MI, March 2016
Basic Investigator School, Michigan State Police, Lansing, MI, February 2016
Gangs and Fraud Investigations, Law Enforcement Training Associates, Inc., South Bend, IN, March 2016
Reid Technique of Interviewing and Interrogation, John E. Reid and Associates, Chicago, IL, December 2015
Police Response to Active Shooter (Instructor), National Tactical Officers, Norton Shores, MI, June 2015
Neurobiology of Trauma, Prosecuting Attorney's Association of Michigan, Fulton, MI, May 2015
Background Investigation and Adjudication, Personnel Security Consultants, Albuquerque, NM, 2015
Basic S.W.A.T. Course, West Michigan Criminal Justice Training Consortium, Alpena, MI, October 2014
Basic Crime Scene and Evidence, Federal Bureau of Investigation, Phoenix, AZ, August 2014
Leadership Course, 1st BN, 209th Regiment (NCOA), Fort Riley, KS, October 2010

PROFESSIONAL REGONITIONS

Medal of Valor, Michigan Association of Chiefs of Police, June 2023
Life Saving Award, Bangor Police Department, June 2021
Departmental Commendation, Pokagon Tribal Police Department, January 2017
Letter of Appreciation, Office of Berrien County Sheriff's Department, April 2016
Departmental Commendation, F.B.I. and Pokagon Tribal Police Department, January 2015
Special Law Enforcement Commission, Bureau of Indian Affairs, September 2013
Afghanistan Campaign Medal, Department of the ARMY, December 2011
Overseas Service Ribbon, Department of the ARMY, December 2011
Non-Article 5 NATO Medal, Department of the ARMY, December 2011
Combat Infantry Badge, Department of the ARMY, October 2011
NCO Professional Development Ribbon, Department of the ARMY, October 2010
Army Service Ribbon, Department of the ARMY, March 2009
Global War on Terrorism Medal, Department of the ARMY, March 2009
National Defense Service Medal, Department of the ARMY, March 2009



CITY OF BANGOR

257 West Monroe Street / Bangor, Michigan 49013
Telephone: 269.427.5831 / Email: clerk@bangormi.org
Website: www.cityofbangormi.org

Interim City Manager Justin Weber

Treasurer Stephenie Cagle

Clerk Shelly Umbanhowar

December 22, 2023

**City of Bangor
City Council
257 W Monroe St
Bangor, MI 49013**

Recommendation for Justin Weber

Dear Councilmembers,

I have worked very closely with Mr. Weber since his start date as Interim City Manager. Justin has excelled in this role, exhibiting one of the highest levels of productivity I have seen in a Manager in my 25+ years of office experience. Justin produces a high volume of work while consistently maintaining high standards for quality and accuracy. He is very professional presenting and well organized. He keeps track of the details necessary to coordinate the many tasks that run an efficient office. The areas that I have personally seen these details play out are in his preparation of documents, staff meetings, meetings with residents, council meetings, and phone calls.

He is proactive in anticipating rising needs, he takes initiative to go beyond the expected parameters of his job. Some examples of this are: getting the City Hall records in order, targeting staff goals for the now and future, having staff members and departments prepare motto's and vision statements, researching and conduction survey's and information on how to improve work days at City Hall, and regular weekly meetings.

I volunteered to write this recommendation for Justin because I am very grateful for his contributions to City Hall and very confident that he has the intelligence, work ethic, and communication skills to add value wherever he works.

Please feel free to contact me if you would like additional information or to discuss this letter in further detail.

Sincerely,

Shelly Umbanhowar
City Clerk



CITY OF BANGOR

257 West Monroe Street / Bangor, Michigan 49013
Telephone: 269.427.5831 / Email: clerk@bangormi.org
Website: www.cityofbangormi.org

Interim City Manager Justin Weber

Treasurer Stephenie Cagle

Clerk Shelly Umbanhowar

December 26, 2023

City of Bangor
City Council
257 W Monroe St
Bangor, MI 49013

Dear Councilmembers,

I am writing to recommend Justin Weber for the position of City Manager. Having worked under several City Managers, I can confidently say that Justin is the ideal candidate for the role.

In his short time as Interim City Manager, Justin has demonstrated unwavering integrity and transparency which has been a breath of fresh air. His work ethic is top-notch and often exceeds expectations. Justin pays attention to details and ensures that everything is done to the highest standards.

Justin's communication skills are excellent, both in writing and verbal. He is capable of expressing his thoughts clearly and effectively and is always eager to listen to others' opinions. This has contributed to Justin's success as a valuable member of our team.

Justin is a person of high character, displaying integrity, respect, and kindness to their colleagues and clients. He is always willing to help others and is an excellent team player.

I am confident that Justin's skills, experience, and character make them an excellent candidate for the City Manager position. He has my highest recommendation, and I am certain that he will excel in any work environment they join.

Respectfully,

Stephenie Cagle
City Treasurer



CITY OF BANGOR

257 West Monroe Street
Bangor, Michigan 49013
Telephone: 269.427.5831
Facsimile: 269.427.7919

12/27/2023

Dear Bangor City Council,

I would like to recommend Justin Weber for the position of City Manager. I have had the pleasure of working alongside Justin since the summer of 2020, and I can confidently say that he possesses all the qualities necessary to excel in this role.

Justin is a person of unwavering honesty and integrity, and he has demonstrated a sound moral compass in his leadership and in the way he speaks of others. He has a natural talent for problem-solving and perseveres until he has found the best solution.

In his short time as Interim City Manager, I have noticed a substantial increase in open communication and efficiency in nearly every aspect of City business. In addition, Justin is efficient in his work and always strives to meet deadlines and exceed expectations. He is an excellent communicator and always keeps the lines of communication open with City employees. He has a way of making everyone feel heard and valued, which has helped to foster a positive and productive work environment.

Overall, I believe that Justin would make an outstanding City Manager. He has the experience, skills, and personal qualities required to lead the city towards a bright and successful future. I strongly urge you to consider him for this position.

Sincerely,

Amanda Karr

City of Bangor
Deputy Clerk

Antonio M Cutler

📍 2000 Ashum Street - Sault Ste Marie, MI 49783

📞 231-676-3499 @ tonymcutler@gmail.com

RE: Letter of Interest

Dear Hiring Committee:

I am writing to express my strong interest in joining your company. With a comprehensive background spanning both the public and private sectors, coupled with a proven track record of leadership, I am confident in my ability to contribute to your team's success.

My educational foundation in Finance & Economics from Lake Superior State University has provided me with a solid understanding of economic principles and financial strategies. This, combined with my hands-on experience in leadership positions, has equipped me with a unique perspective on business operations and management.

In the public sector, I served as the District Director for the Michigan Senate's 37th District under Sen. Wayne Schmidt. During my tenure, I fostered strong relationships with community stakeholders, remained current of legislative developments, and represented the Senator at various functions throughout the district. As Main Street Manager at the Sault DDA, I successfully secured competitive grants, balanced the budget, and cultivated relationships with local business owners.

In the private sector, I excelled as the Manager of Lake Street Pub, overseeing its growth from grand opening onwards. My responsibilities included team management, marketing initiatives, and building community engagement. Prior to that, At Fifth Third Bank, I held the position of Operations Manager, directly supervising customer service representatives, managing banking transactions, and facilitating financial solutions for clients.

My career in education, as a High School Business Teacher, further underscores my adaptability and commitment to learning. I developed lesson plans tailored to state vocational education requirements, managed classroom dynamics, and was an active Student Council Advisor.

What may not be evident on my resume are the countless volunteer hours I have dedicated to various communities and my experience as a business owner. These engagements have honed my interpersonal skills, collaborative approach, and strategic thinking.

I am eager to discuss how my diverse experiences align with your business needs and how I can contribute to its ongoing growth. I am convinced that my skills in relationship-building, leadership, and problem-solving can make a substantial impact on your team.

Thank you for considering my application. I look forward to the opportunity to meet with you in person and discuss my qualifications in greater detail. Please feel free to contact me at 231-676-3499 or tonymcutler@gmail.com to schedule an interview.

Sincerely,



Tony Cutler

Management Executive

Visionary and results-oriented professional with extensive experience in directing transformative initiatives and driving operational excellence with a keen focus on achieving organizational success.

Demonstrated expertise in architecting comprehensive economic development, formulating compelling business cases, and enhancing community engagement. Track record of structuring and elevating business partner support, benchmarking plans, and orchestrating transformative projects. Proficient in overseeing cross-functional teams, implementing best practices, and boosting overall performance. Instrumental in identifying lucrative opportunities, establishing key performance indicators, and delivering influential presentations to key stakeholders. Innovative leader, renowned for shaping industries, building robust client relationships, and delivering exceptional outcomes in dynamic business environments.

Areas of Expertise

- Project Governance & Control
- Personalized Financial Solutions
- Account Management & Transactions
- Business Planning & Development
- Performance Management
- Risk Assessment & Mitigation
- Team Building & Leadership
- Stakeholder Engagement
- Cross-Functional Collaboration

Career Experience

Michigan Senate, 37th Senate District, MI

2016 – 2022

District Director – Elected Office of Sen. Wayne Schmidt

Fostered robust relationships with key community stakeholders to enhance collaboration and support for organizational initiatives. Ensured compliance and enabled informed decision-making by staying abreast of latest legislative developments. Represented Senator in various functions to amplify engagement and drive valuable connections. Manage and address constituent inquiries, concerns, and requests, ensuring timely and accurate responses.

- Delivered direct benefits to residents of northern Michigan by championing and enacting legislation.
- Facilitated community engagement and contributed to more informed policymaking by gathering feedback and addressing relevant legislative issues through town hall meetings and community events in collaboration with constituents.

Lake Street Pub, Boyne City, MI

2018 – 2021

Restaurant Manager

Manage a diverse group of employees across departments in a brand new small-town restaurant. Responsible for marketing, promotions, and community engagement. Oversaw rapid growth and brand development in first 3 years. Over \$2MM in sales.

Boyne City High School, Boyne City, MI

2012 – 2017

High School Business, Marketing & Personal Finance Teacher

Crafted lesson plans harmonized with state vocational education requisites, optimizing student learning outcomes. Supervised dynamic classroom of high school students on daily basis, creating environment conducive to learning and growth. Guided students as dedicated class advisor and provided leadership as student council advisor, nurturing personal development, and facilitating effective student governance. Instructed high school students in Word, Excel, and PowerPoint, enhancing proficiency in programs.

- Guided students in participation at international level of DECA.
- Supported achievement of top five ranking in Battle of Fans competition by propelling and amplifying student engagement.
- Drove sales worth \$35K in a high school with 450 students with profit margin of 24% by orchestrating operation of school store.

Fifth Third Bank, Traverse City, MI

2006 – 2010

Branch Operations Manager

Oversaw branch operations and adhered to operational policies, procedures, and regulatory requirements. Led team of customer service representatives to facilitate seamless operations and exceptional customer experiences. Collaborated with customers and addressed banking requirements to drive trust and build professional relations by providing tailored financial solutions.

- Ensured smooth financial transactions and heightened customer satisfaction by processing loan applications, initiating new accounts, and managing existing accounts.

Additional Experience

Main Street Manager, Downtown Development Authority, Sault Ste. Marie, MI

Teacher, Mancelona High School, Mancelona, MI

Education

Bachelor of Science (BS) in Finance & Economics

Lake Superior State University, Sault Ste. Marie, MI



CITY OF BANGOR

257 West Monroe Street / Bangor, Michigan 49013
Telephone: 269.427.5831 / Email: clerk@bangormi.org
Website: www.cityofbangormi.org

Interim City Manager Justin Weber

Treasurer Stephenie Cagle

Clerk Shelly Umbanhowar

12/26/2023

Crossing Guards

Crossing guards operate under the direction of the Bangor Police Department. Crossing guards are generally utilized Monday through Friday during the school season for approximately two (2) hours per day. One (1) hour in the morning and one (1) hour in the afternoon. Crossing guards direct students and pedestrians across streets to ensure safe passage to and from school. Crossing Guards are exposed to differing weather conditions. Crossing Guards are part-time employees for the City of Bangor. Part-time employees do not receive fringe benefits.

The minimum requirements for employment are:

- Must be 18 years of age or older.
- Ability to stand for periods of time.
- Must communicate effectively.
- Must be able to watch and listen for traffic.
- Direct and stop traffic at designated crossing areas.
- Exposure to differing weather conditions.

Benefits & Wages:

- Starting crossing guard pay \$13.00 per hour.
- Equipment provided.
- Crossing guard training will be provided by the Bangor Police Department.

Schedule:

- Generally, Monday – Friday (School Schedule)
- Some half days will be expected.
- No Weekends

Pay Schedule

Starting	After Probation	Year 1	Year 2	Year 3
\$13.00	\$13.25	\$14.00	\$14.75	\$15.50

Working as a Crossing Guard

A crossing guard can expect to perform the following duties on a typical day:

Halt traffic to allow pedestrians to cross the street safely.

Guide motorists around obstructions in the road or to alternate routes.

Monitor the flow of traffic and decide when to allow pedestrians to cross.

Remain standing and alert throughout their shift to prevent accidents.

Use critical thinking skills to make quick decisions.

Work in poor weather conditions, including rain and snowstorms.

[Get career advice for Crossing Guards](#) →

Is this useful?



Maybe



How much does a Crossing Guard make in Michigan?

Average base salary

\$14.26

Per hour

Average \$14.26

Low \$9.98

High \$20.38

same as national average

The average salary for a crossing guard is \$14.26 per hour in Michigan. 89 salaries reported, updated at December 23, 2023

Is this useful?



Maybe





CITY COUNCIL AGENDA FACT SHEET

To: Pro Tem Martinez-Serratos, Councilmember Rivers, McCrumb, Garcia, Muenzer, and Uplinger

CC: Justin Weber, Interim City Manager, and Stephenie Cagle, City Treasurer

From: Mayor Farmer

Subject: South Haven Area Chamber of Commerce

Date: 01/02/24

Council Action:

For Information/ Action

Summary:

Mayor Farmer will present a proposal for the City of Bangor to purchase a membership to the South Haven Area Chamber of Commerce.

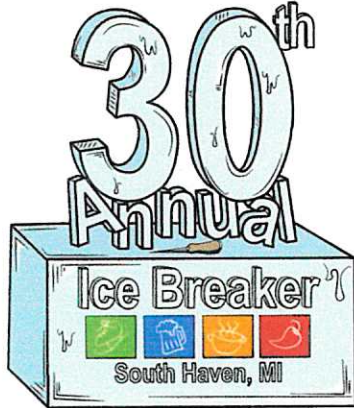
This is a place for you to write down notes if you need to.



Search Site

Member Login | Email | (269) 637-5171

Menu



Save the Date

February 2-4, 2024

CLICK HERE FOR MORE INFORMATION



Welcome to the South Haven Area Chamber of Commerce!

We are pleased to provide you with a complete resource whether you're here to stay or here just for a day. We are the front door to the community and available to serve as your concierge, visit us at 606 Phillips Street, South Haven, call us at 269.637.5171, or [e-mail](#) us.

Find a Business

Use our Business Directory to locate or learn more about local businesses and members of our Community.

Member Login

Login to update, track, and summarize all relevant data regarding the Chamber of Commerce.

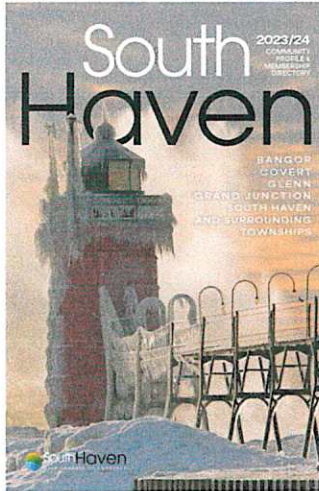
Interactive Guide

Browse the 2023-24 business directory using our interactive digital magazine.

Upcoming Events

- Jan 5 Playdough Playdate
- Jan 6 Storywalk #11 Tidy
- Jan 8 South Haven Memorial Library: Community Bingo
- Jan 13 Backyard Bird Feeding
Liberty Hyde Bailey Museum 903 S. Bailey Ave
- Jan 15 South Haven Memorial Library: Community Bingo

Click to Browse the Digital Directory!



Craft Fairs!

39th Annual Blueberry Festival Craft Fair
August 10-11, 2024

[Application Available Here](#)

48th Annual All Crafts Fair
August 31-September 1, 2024

[Application Available Here](#)



Quicklinks

[Directory](#)

[Map](#)

[Calendar](#)



Eat



Shop



Stay



Education



Health

Contact Info

South Haven Area Chamber of Commerce
606 Phillips Street
South Haven, MI 49090
Phone: 269-637-5171
Fax: 269-639-1570
Contact Us

Chamber Central

- Mission, Vision & Values
- Board of Directors & Chamber Staff
- History
- Contact Us
- Information Request

Membership

- Membership Application
- Membership Benefits
- Networking
- Member Login

Community

- Art
- Shop
- Stay
- Scenic Drives & Views
- Lakes, Rivers & Parks
- Walks & Trails
- Beaches
- History & Culture
- South Haven Social District
- Ice Rink
- Beach Cameras & Flag Status
- Electric Charge Stations
- Map

Photo Gallery



Search Site

Member Login | Email | (269) 637-5171

Menu

History

CELEBRATING 92 YEARS OF SERVICE IN 2024

The South Haven Area Chamber of Commerce has been serving the greater South Haven area for 92 years. Incorporated under the laws of the State of Michigan, its principal office is located at 606 Phillips Street, South Haven, Michigan 49090. Having formed on March 11, 1932 the Chamber is defined as a Section 501 (c)(6) not-for-profit organization.

In 2024 the South Haven Area Chamber of Commerce will continue its program of work in community and economic development, but most will strive to provide developmental opportunities for membership. We are working hard to assist entrepreneurs and small businesses through BRACE: Business Resources & Counseling for Entrepreneurs, a county-wide economic development initiative that originated from the office of the South Haven Area Chamber of Commerce. We will continue with successful programming throughout 2024 including our annual Summit in November, Young Professionals once a month, and After Business Hours events between September and May. This year we will pursue programming and events that are cutting edge and aligned with our mission to support economic growth and opportunities for success in the greater South Haven area.

Through 2024 we will build on our membership and provide opportunities for members to engage and be involved. Due to the expertise and commitment of our volunteers, a diverse and active group representing over 420 businesses with an interest in the area, the South Haven Area Chamber of Commerce will again be a major voice for the region. We will work collaboratively with organizations and develop meaningful relationships with other communities to the benefit of our members.

Our Board of Directors has established these and other strategic initiatives for 2024 with the purpose of ensuring that the South Haven Area Chamber of Commerce provides value-added services to our members and is a driving force in facilitating business prosperity.

The success of the South Haven Area Chamber of Commerce depends on the continued support from area businesses, non-profits, civic organizations and governmental entities. We look forward to serving the greater South Haven area and working in partnership through 2024 and into the future!

Upcoming Events

JAN 2024						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

Quicklinks

Contact Info

Directory | Map | Calendar



South Haven Area Chamber of Commerce
606 Phillips Street
South Haven, MI 49090
Phone: 269-637-5171
Fax: 269-639-1570
Contact Us



Search Site

Member Login | Email | (269) 637-5171

Menu

Mission, Vision & Values

Our Mission

To build a vibrant and prosperous community, and have fun doing it!

Our Vision

To promote collaborative efforts among businesses, government, and other support organizations that will result in the retention and attraction of residents, visitors, and jobs in the greater South Haven area.

Our Values

1. We support economic growth and prosperity including an appropriately balanced emphasis on retail, industrial, commercial, tourist, and agricultural commerce to facilitate a vibrant local economy.
2. Our best efforts are made through the utilization of a well-trained, dedicated and motivated group of core volunteers and staff working in collaboration and partnership with other organizations.
3. We are the recognized voice of business, articulating and addressing our members' concerns through effective leadership, collaboration, programming, and communication.
4. We operate in a trustworthy and fiscally responsible manner.

Our Strengths

1. We are a well established organization with an excellent reputation.
2. We are economically stable with an eagerness to pursue fundraising opportunities.
3. We are highly visible with a brand that is known across the state.
4. We are superior in our outreach with a multi-layered communications strategy that enhances awareness.
5. We are a leader in event management with high quality small business development/entrepreneurship programming, networking activities, and fundraising opportunities year-round.

Our Opportunities

1. To build better relationships with businesses, government and other support organizations.
2. To reduce the duplication of services and programs, and facilitate the sharing of resources and information.
3. To balance the engagement of retail, industrial, commercial, tourist and agricultural commerce realizing that each sector has assets to bring to the community.
4. To determine how to maintain the current level of successful programming and return on investment, while adding new responsibilities to staff.
5. To find ways to fund big bold strategic objectives to really make progress in meeting the mission of the Chamber.

Upcoming Events

JAN 2024								
<<	Sun	Mon	Tue	Wed	Thu	Fri	Sat	>>
	31	1	2	3	4	5	6	
	7	8	9	10	11	12	13	
	14	15	16	17	18	19	20	
	21	22	23	24	25	26	27	
	28	29	30	31	1	2	3	
	4	5	6	7	8	9	10	

Our Political Stance

The South Haven Area Chamber of Commerce supports economic growth and prosperity that includes an appropriately balanced emphasis on retail, manufacturing, education, healthcare, tourism, professional services, and agricultural commerce to facilitate a vibrant local economy. The Board of Directors and Chamber Staff do not endorse specific candidates/individuals for elected positions, or endorse specific political agendas as such may not be the viewpoint of the majority of the membership.

The South Haven Area Chamber of Commerce is not a member of the U.S. Chamber of Commerce.

Quicklinks

Contact Info

[Directory](#)

[Map](#)

[Calendar](#)

South Haven Area Chamber of Commerce
606 Phillips Street
South Haven, MI 49090
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Fax: 269-639-1570
[Contact Us](#)



[Eat](#)



[Shop](#)



[Stay](#)



[Education](#)



[Health](#)

Chamber Central

Membership

Community

Photo Gallery

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- [Walks & Trails](#)
- [Beaches](#)
- [History & Culture](#)
- [South Haven Social District](#)
- [Ice Rink](#)
- [Beach Cameras & Flag Status](#)
- [Electric Charge Stations](#)
- [Map](#)

4 Seasons Tree Services, LLC

2500 Ravine Road | Kalamazoo, Michigan 49004
269-9986100 | giuseppi4sts@gmail.com | www.4seasonstreeservicesllc.com

RECIPIENT:

Justin Weber
257 West Monroe Street
Bangor, Michigan 49013

Quote #5097	
Sent on	Dec 26, 2023
Total	\$8,500.00

SERVICE ADDRESS:

257 West Monroe Street
Bangor, Michigan 49013

Product/Service	Description	Qty.	Unit Price	Total
Tree Removal	Remove two massive Elm trees. Haul all wood and debris. Flush cut	1	\$8,500.00	\$8,500.00
Location	West Monroe & Railroad street	1	\$0.00	\$0.00

Total **\$8,500.00**

Thank you for the opportunity to serve you!

ESTIMATE

Prepared For

City Of Bangor
(269) 427-5831

C&R's Out on a Limb Tree Care, LLC

35005 66th Street
Bangor, MI 49013
Phone: (269) 214-1914
Email: treeguy1983@gmail.com

Estimate # 677
Date 12/27/2023
Business / Tax # 90-0733164

Description	Total
Elm removals	\$5,800.00
Removal of 2 large elm trees hanging over the parking lot behind Sturgis bank Chip brush Hual wood	
Elm stumps	\$1,200.00
Grinding and clean up of 2 very large stumps	
Would request to have the city help to remove a few pieces of asphalt on a section of the roots We will also need to call in a miss dig before we can do any grinding there looks to be gas lines running near the stumps	
Subtotal	\$7,000.00
Total	\$7,000.00

Notes:

Mr. Tourtellotte has expressed to me and to 2 of the city workers he does not want any equipment on is property as well as not to drop any of the limbs on his property

☀️ 57°
☁️ 1 W

**CALVARY
CREEK
LLC**

**RICHARDSON
WILLIAM**

CITY OF BANGOR

**BRONSON
PROPERTIES
CORP**

**HENRY
RONALD**

Hyb
2D

mapbox









CITY COUNCIL AGENDA FACT SHEET

To: Mayor Farmer, Pro Tem Martinez-Serratos, Councilmember Rivers, McCrumb, Garcia, Muenzer and Uplinger

CC: Justin Weber, Interim City Manager

From: Stephenie Cagle, Treasurer

CC: Shelly Umbanhowar, Clerk

Subject: 2024 Financial Resolutions/Policy

Date: 12/28/23

Recommended Action:

Treasurer is recommending that Council adopt Resolution 2024-01 and Resolution 2024-02. Also recommends the adoption of the Automated Clearing House (ACH) and Electronic Transactions of Funds Policy.

Council Action:

For Action

Summary:

Resolution 2024-01: This Resolution allows the Treasurer to pay certain vendors that accrue late fees if not paid on time. This will save the City money on late fees.

Resolution 2024-02: With the growing request to pay bills via ACH by certain vendors City of Bangor is in need of a Resolution to allow the Treasurer to pay bills via ACH. This will also save the City money in check supplies, postage, paper, copier supplies, and envelopes.

Policy for Automated Clearing House (ACH) and Electronic Transactions of Funds: This is a policy that has to be in place in order to pay vendors via ACH. This policy is in accordance with State requirements, PA 738 of 2022, MCL 141.2101 to 141.2821.

**Neither of these Resolutions or this Policy will change the way the City Council approves bills.*

**CITY OF BANGOR
RESOLUTION NO. 2024-01**

Preparation and Payment of Invoices

Minutes of a regular meeting of the City Council, City of Bangor, County of Van Buren, Michigan held in the Bangor City Hall on the 2nd day of January 2023 at 7:00 p.m.

Present:

Absent:

The following preamble and resolution were offered by **Council Member _____** and supported by **Council Member _____** .

Whereas the City Treasurer is required by statute to receive and process all invoices for all funds belonging to the City or which are required by law to be paid; and,

Whereas, the City Treasurer must prepare checks based on invoices received that represent payment of utility billings and any and all other invoices which, **if not paid on time, would accrue a penalty**; and,

Whereas, the City Council hereby gives the City Treasurer blanket authority to pay certain bills such as utility billings, emergencies, payroll and any and all other invoices that **if not paid in a timely manner would accrue late fees**.

NOW, THEREFORE, BE IT RESOLVED, that the above Resolution No. 2024-01 shall become effective immediately and for all future fiscal years.

MOTION TO ADOPT BY _____, SUPPORT BY _____

AYES:

NAYS:

EXCUSED:

RESOLUTION DECLARED ADOPTED.

I, Shelly Umbanhowar, duly elected Clerk of City of Bangor, do hereby certify that the above Resolution was adopted by the City of Bangor City Council at a Regular Meeting held on Tuesday, January 2, 2024.

Shelly Umbanhowar
Bangor City Clerk

**CITY OF BANGOR
RESOLUTION NO. 2024-02**

Resolution to Authorize Electronic Transactions
Under Public Act 738 of 2002

Minutes of a regular meeting of the City Council, City of Bangor, County of Van Buren, Michigan held in the Bangor City Hall on the 2nd day of January 2023 at 7:00 p.m.

Present:

Absent:

The following preamble and resolution were offered by **Council Member _____** and supported by **Council Member _____** .

Whereas, Electronic payments of public funds are required for some federally mandated transactions of public funds, and electronic transactions involving public fund by electronic payment, debit, or credit transfer processed through an automated clearing house, and

Whereas, December 30, 2002, the Governor of the State of Michigan approved Act No. 738 of the Public Acts of 2002 authorizing the use electronic transactions by designated officers of the local government; and

Whereas, PA 738 authorizes the Treasurer of City of Bangor to enter into an ACH arrangement for a national and governmental organization that has authority to process electronic payments (ACH), including, but not limited to, the national automated clearing house association and the federal reserve system, and

Whereas, the City of Bangor deems that it is in the best interest of the City to make certain financial transactions by using electronic transactions as described in PA 738.

NOW, THEREFORE, BE IT RESOLVED, that the following policy shall govern the use of electronic transactions:

- (a) The Treasurer or electronic transaction officer (ETO) shall be responsible for establishing all ACH arrangements for the local unit;
- (b) The Treasurer or ETO shall draft a written policy to be followed in accordance with the act and presented to the governing body;
- (c) The Treasurer or ETO shall be responsible for payment approval, accounting, reporting, and generally overseeing compliance or shall appoint an employee to perform such duties;
- (d) The Treasurer or ETO shall submit documentation to the governing body, or person responsible for approving payments by resolution or charter requirements, detailing goods and services purchased, the cost of goods or services, the date of payment, and the department levels serviced;
- (e) All ACH transactions shall be approved by the Treasurer or ETO BEFORE payment is made.

MOTION TO ADOPT BY _____, SUPPORT BY _____

AYES:

NAYS:

EXCUSED:

RESOLUTION DECLARED ADOPTED.

I, Shelly Umbanhowar, duly elected Clerk of City of Bangor, do hereby certify that the above Resolution was adopted by the City of Bangor City Council at a Regular Meeting held on Tuesday, January 2, 2024.

Shelly Umbanhowar
Bangor City Clerk

POLICY FOR AUTOMATED CLEARING HOUSE (ACH) AND ELECTRONIC TRANSACTIONS OF FUNDS POLICY

The following policy shall govern the use of electronic transactions and ACH arrangements for the City of Bangor:

1. Authority to Enter into ACH Agreements and Electronic Transfer of Public Funds The (treasurer or ETO) may enter into an ACH agreement as provided by Public Act 738 of 2002, effective December 30, 2002. The City of Bangor shall have adopted a resolution to authorize electronic transactions and have received a copy of the policy. Applicable definitions in the act shall apply. An ACH arrangement under PA 738 of 2002 is not subject to the Revised Municipal Finance Act, 2001 PA 34, MCL 141.2101 to 141.2821, or to provisions of law or charter concerning the issuance of debt by the city.

2. Responsibility for ACH Agreements. The (treasurer or ETO) shall be responsible for all ACH agreements, including payment approval, accounting, reporting, and generally overseeing compliance with the ACH policy. The (treasurer or ETO) shall submit to the City of Bangor City Council documentation detailing the goods or services purchased, the cost of goods or services, the date of the payment, and the department levels serviced by payment. This report can be contained in the electronic general ledger software system or in a separate report to the governing body.

3. Internal Accounting Controls to Monitor Use of ACH Transactions

- a. The (treasurer or ETO) shall be responsible for the establishment of ACH agreements. The (treasurer or ETO) shall notify the City of Bangor City Council of those accounts to be paid by ACH or electronic transfers.
- b. The Treasurer/Clerk initiates the transaction upon receipt of an invoice included on the authorized ACH list approved by the appropriate city council official ACH invoices must be approved before payment. The city official signs the ACH invoice, which then acts as the warrant.

Accounts payable by this method may include utility and recurring lease payments. These payments shall be included on the report of payments to the City of Bangor City Council. All other invoices approved by the Treasurer and payable by ACH may be paid in that matter if deemed in the best interest of the City, e.g. to avoid a late fee.

- c. For payment of State and Federal payroll taxes, the (treasurer or ETO) shall initiate payment to the proper authority upon receipt of the information from the payroll department using the established EFTPS and state program.
- d. For deposits from state, county, and/or federal authorities, and from third-party payment processors, e.g. (Banks, vendors), the (treasurer or ETO) shall obtain the amount of the deposit and send an advice to the person responsible for accounting records.
- e. All invoices shall be held by the Treasurer along with copies of payment advices.

POLICY ADOPTED BY _____, SUPPORT BY _____

AYES:

NAYS:

EXCUSED:

POLICY DECLARED ADOPTED.

I, Shelly Umbanhowar, duly elected Clerk of City of Bangor, do hereby certify that the above Resolution was adopted by the City of Bangor City Council at a Regular Meeting held on Tuesday, January 2, 2024.

Shelly Umbanhowar
Bangor City Clerk