



Council Chambers

Regular Meeting

7:00PM

257 W MONROE ST BANGOR, MI 49013

1. **This meeting was called to order by Mayor Farmer at 7:00 pm.**
2. **PLEDGE OF ALLEGIANCE IS LED BY COUNCILMEMBER MCCRUMB AND RECITED BY ALL PRESENT**
3. **ROLL CALL & DETERMINATION OF QUORUM**

Attendee Name	Title	Status	
		Present	Absent
Lynne Farmer	Mayor	X	
Pati Martinez-Serratos	Mayor Pro Tem	X	
Heléne Rivers	Councilmember	X	
Jeremy Uplinger	Councilmember		X
Renee Doroh	Councilmember	X	
Amber Garcia	Councilmember	X	
Darla McCrumb	Councilmember	X	
QUORUM (4) MET (6 PRESENT)			

OTHERS PRESENT

Justin Weber, City Manager
 Shelly Umbanhowar, City Clerk
 Stephenie Cagle, City Treasurer
 Scott Graham, City Attorney

Steve Lowder, DPW Director
 Derek Babcock, Fire Chief
 Ezekiel Drake, Police Officer
 Approximately 11 members of the public

4. **AUTHORIZATION TO EXCUSE ABSENT COUNCILMEMBER(S) FROM THE MEETING**
 Motion to excuse Councilmember Uplinger from the 02/17 Regular City Council Meetings. Mover: Councilmember Doroh; Seconder: Councilmember Rivers.

5. **APPROVAL OF REGULAR AGENDA**

Motion to accept Regular Meeting 02/17/26 Agenda as presented.	
RESULT:	CARRIED (UNANIMOUS)
MOVER:	Amber Garcia, Councilmember
SECONDER:	Darla McCrumb, Councilmember
ABSENT:	Uplinger

6. **APPROVAL OF CONSENT AGENDA**

a. **Consent Agenda**

Motion to accept Consent Agenda items: Regular Meeting Minutes 02/02/26 & Budget Workshop Meeting Minutes 02/03/26 . Accounts Payable/Payroll: General Checking in the amount of \$223,087.30 and Roads Checking in the amount of \$6,845.00 , and T&A Checking in the amount of \$81,415.98 .	
RESULT:	MOTION CARRIED (6 YES; 1 ABSENT) (ROLL CALL)
MOVER:	Amber Garcia, Councilmember
SECONDER:	Pati Martinez-Serratos, Mayor Pro Tem
AYES:	Rivers, Martinez-Serratos, Doroh, McCrumb, Garcia, Farmer
NAYS:	None
ABSENT:	Uplinger

7. REGULAR BUSINESS

a. Resolutions

i. Resolution 2026-04 2nd Quarter Budget Amendments 25/26 FY

Moved to 10. a. Unfinished Business/Postponed Items/Removed from Consent Agenda Items; Failed for lack of second at 01/20/26 and no motion at the 02/02/26 Regular City Council Meetings.

b. Proclamations

None

c. Reports

i. Department Heads

DPW*, Police*, Fire*, Code Enforcement*, Clerk, and Treasurer: The reports have been received by the Council, reviewed as presented, and are hereby placed on file for record. **verbal report given (DPW & Police presented written reports as well)*

ii. Commission and Boards

Reports from Planning**, Cemetery**, Parks & Recreation*, EDC**, and DDA*: The reports have been received by the Council, reviewed as presented, and are hereby placed on file for record. **verbal, no report to file, **did not meet, not report to file*

iii. Other

Bangor Housing Commission and Van Buren County Senior Services updates were given by Jerry Muenzer.

d. Presentations

None

9. OPPORTUNITY FOR PUBLIC COMMENT

Mayor Farmer opened the public comment. Two (2) public comments were offered. Mayor Farmer closed the public comment period.

10. UNFINISHED BUSINESS/POSTPONED ITEMS/REMOVED FROM CONSENT AGENDA ITEMS

a. Unfinished Business/Postponed Items

Resolution 2026-04 2nd Quarter Budget Amendments 25/26 FY

Motion to adopt Resolution 2026-04 2nd Quarter Budget Amendments 25/26 FY.

RESULT:	MOTION CARRIED (6 YES; 1 ABSENT) (ROLL CALL)
MOVER:	Pati Martinez-Serratos, Mayor Pro Tem
SECONDER:	Amber Garcia, Councilmember
AYES:	Rivers, Martinez-Serratos, Doroh, McCrumb, Garcia, Farmer
NAYS:	None
ABSENT:	Uplinger

b. Items Removed From Consent Agenda

None

10. NEW BUSINESS

a. Inspection Services Agreement

Motion to accept the Inspection Services Agreement with Bangor Community Fire Department for inspections effective 03/01/26.

RESULT: CARRIED (UNANIMOUS)
MOVER: Pati Martinez-Serratos, Mayor Pro Tem
SECONDER: Heléne Rivers, Councilmember
ABSENT: Uplinger

b. Bangor Housing Commission (BHC) Agreement

Motion to accept the City of Bangor with Bangor Housing Commission for Payroll & Administrative Services Agreement.

RESULT: CARRIED (UNANIMOUS)
MOVER: Heléne Rivers, Councilmember
SECONDER: Renee Doroh, Councilmember
ABSENT: Uplinger

c. Special Meeting Council & DDA

There is a brief discussion that Council Members will attend the 02/24/26 Regular DDA meeting as participants or observers of the meeting. Then the Council will decide and choose a separate date from DDA and Council regular meetings to have a joint meeting with the DDA to discuss City matters.

11. OPPORTUNITY FOR PUBLIC COMMENT

Mayor Farmer opened the public comment. Six (6) public comment was offered. Mayor Farmer closed the public comment period.

12. COUNCILMEMBER CLOSING COMMENTS

Councilmember comments were heard.

13. ADJOURNMENT

Motion to adjourn at 7:37 PM.

RESULTS: CARRIED (UNANIMOUS)
MOVER: Amber Garcia, Councilmember
SECONDER: Darla McCrumb, Councilmember

 Shelly Umbanhowar, City Clerk

 Mayor Lynne Farmer

CERTIFICATION

I, **Shelly Umbanhowar**, the duly appointed Clerk for the City of Bangor, do hereby certify that this is a true and exact copy of the minutes from the **Regular Meeting held on Tuesday, February 17th, 2026**. These minutes were **approved by the City Council on Monday, March 2nd, 2026**, by unanimous vote. The original is on file at the Bangor City Hall, 257 W. Monroe Street, Bangor, Michigan 49013.

 Shelly Umbanhowar, City Clerk

02/10/2026 INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF BANGOR
 EXP CHECK RUN DATES 02/18/2026 - 02/18/2026
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
 BANK CODE: GCK-2

Vendor Code	Vendor Name Invoice	Description	Amount
ABON	ABONMARCHE		
	162505	ACA TMF REPORT AND STUDY PROF SVCS THRU 01/24/26	4,412.50
	162507	FY27 BANGOR DWSRF PROJECT PLAN UPDATE	6,000.00
TOTAL FOR: ABONMARCHE			10,412.50
STORY, ANG	ANGELA J. STORY		
	022026	MONTHLY ASSESSING FEE	1,383.33
TOTAL FOR: ANGELA J. STORY			1,383.33
AUTO	AUTO-WARES GROUP		
	378-233978	SHOP GR ENJ NEEDLE	3.39
TOTAL FOR: AUTO-WARES GROUP			3.39
STURGIS	BANGOR BANKING CENTER		
	012726	FEB SKID STEER PAYMENT	1,224.52
TOTAL FOR: BANGOR BANKING CENTER			1,224.52
BEST WAY	BEST WAY DISPOSAL		
	1949483	FEB 2026 01/01-02/28/26 TRASH & RECYCLING SERVICES CITYWIDE	13,493.28
TOTAL FOR: BEST WAY DISPOSAL			13,493.28
BLUE FIRE	BLUE FIRE MEDIA, INC		
	34241	WEB-DEV MONTHLY PAYMENT	100.00
TOTAL FOR: BLUE FIRE MEDIA, INC			100.00
CINTAS	CINTAS CORPORATION #301		
	4254425393	DPW UNIFORMS	57.49
	4258148200	DPW UNIFORMS	57.49
	4258898520	DPW UNIFORMS	57.49
	5314553105	HARD SURFACE DISINFECTANT WIPES - DPW	7.53
	9356828917	DPW UNIFORMS	156.57
TOTAL FOR: CINTAS CORPORATION #301			336.57

COMCAST	COMCAST		
	0013411.010826	DPW 01/21-02/20/26 INTERNET	164.90
	0022578.011426	PARK ST LIFT INTERNET 101/28-02/27/26	52.90
	0022594.012426	WHITE OAK LIFT 02/07-03/06/26	52.90
	0022602.012426	LIONS LIFT 02/07-03/06/26	137.95
	0022651.012426	ARLINGTON LIFT INTERNET 02/07-03/06/26	52.90
	0030183.011226	CITY HALL 01/16-02/15/26 INTERNET	375.04
	0030191.011226	POLICE STATION INTERNET 01/16-02/15/26	389.89
TOTAL FOR: COMCAST			<u>1,226.48</u>

COMCASTBUS	COMCAST		
	260541484	BILLING ACTIVITY UP TO AND INCLUDING 12/31/25	271.05
TOTAL FOR: COMCAST			<u>271.05</u>

CONSUMERS	CONSUMERS ENERGY		
	100010937710.012126	POLICE STATION NATURAL GAS 12/19/25-01/21/26	180.56
	100010938098.012126	NATURAL GAS ARLINGTON LIFT 12/19/25-01/21/26	90.10
	100010938353.012126	NATURAL GAS DPW BUILDING 12/19/25-01/21/26	911.58
	100010938536.012126	CITY HALL NATURAL GAS 12/19/25-01/21/26	392.77
TOTAL FOR: CONSUMERS ENERGY			<u>1,575.01</u>

FORCE	CONTROLLED F.O.R.C.E. INC.		
	12845	DEFENSIVE TACTICS INSTRUCTOR FOR SGT KENDREGAN	670.00
TOTAL FOR: CONTROLLED F.O.R.C.E. INC.			<u>670.00</u>

HIGH	HIGH CALIBER		
	1	POLICE - OPTIC CUT & INSTALL	840.00
TOTAL FOR: HIGH CALIBER			<u>840.00</u>

HOEKSTRA	HOEKSTRA EQUIPMENT		
	X301020197:01	DPW - FRONT PLOW EDGES	780.00
TOTAL FOR: HOEKSTRA EQUIPMENT			<u>780.00</u>

I&M/AEP	INDIANA MICHIGAN POWER		
	04017231707.013026	WELL #3 ELECTRIC 01/01-01/30/26	369.63
	04163431705.013026	MORA PARK ELECTRIC 01/01-01/30/26	26.57
	04245352838.013026	SIGN FOR SUBDIVISION ELECTRIC 01/01-01/30/26	30.61
	04263767701.013026	MORA PARK CONCESSION 01/01-01/30/26	27.82
	04304035704.013026	LIONS PARK ELECTRIC 01/01-01/30/26	35.83
	04308417106.013026	CHARLES PARK ELECTRIC 01/01-01/30/26	37.60
	04332631706.013026	M43 PARK ELECTRIC 01/01-01/30/26	34.88
	04336250909.013026	GETMAN LIFT ELECTRIC 01/01-01/30/26	152.33
	04484945516.013026	01/01-01/30/26 AERATORS ELECTRIC	1,583.07
	04486384706.013026	01/01-01/30/26 WELL #7 ELECTRIC	494.74

	04502584701.013026	DPW BLDG ELECTRIC 01/01-01/30/26	338.55
	04533584704.013026	STREET LIGHT ELECTRIC 01/01-01/30/26	40.05
	04565184704.013026	CITY HALL ELECTRIC 01/01-01/30/26	241.73
	04641721701.013026	WELL #5 ELECTRIC 001/01-01/30/26	27.41
	04666721701.013026	MONROE PARK ELECTRIC 01/01-01/30/26	206.64
	04674522026.013026	ARLINGTON SIGN ELECTRIC 01/01-01/30/26	116.66
	04692724901.013026	PARK LIFT ELECTRIC 01/01-01/30/26	66.65
	04814950806.013026	LIONS LIFT ELECTRIC 01/01-01/30/26	460.65
	04833520408.013026	POLICE STATION ELECTRIC 01/01-01/30/26	211.23
	04875184709.013026	OUTSIDE LIGHTS ELECTRIC 01/01-01/30/26	57.50
	04984353203.013026	ARLINGTON LIFT ELECTRIC 01/01-01/30/26	1,276.45
		WHITE OAK LIFT DR ELECTRIC SERVICES 12/30/25-	
	67108.012826	01/28/26	59.61
	84707.013026	01/01-01/30/26 CITY HALL ELECTRIC	26.57
	85705.020226	DOWNTOWN ELECTRIC 01/01-01/31/26	1,953.44
	TOTAL FOR: INDIANA MICHIGAN POWER		<u>7,876.22</u>

INTEGRITY	INTEGRITY TECH PARTNERS		
		MONTHLY PROJECT LABOR - IT SERVICES CITY HALL,	
	14437	POLICE, DPW	1,271.80
	TOTAL FOR: INTEGRITY TECH PARTNERS		<u>1,271.80</u>

INVOICE	INVOICE CLOUD, INC.		
	4096-2026_1	ONLINE BILL PAY FOR UB	586.50
	TOTAL FOR: INVOICE CLOUD, INC.		<u>586.50</u>

LANDERS	LANDERS HARDWARE INC		
	013126	JAN 2026 VARIOUS PURCHASES	337.59
	TOTAL FOR: LANDERS HARDWARE INC		<u>337.59</u>

PRIMAR	MERLE BOES, INC		
	SI-122767	DPW GAS 01/19/26	346.81
	SI-123570	DPW GAS 01/27/26	1,240.77
	SI-123585	DPW GAS 01/27/26	971.84
	TOTAL FOR: MERLE BOES, INC		<u>2,559.42</u>

MICHAEL TO	MICHAEL TODD & COMPANY, INC		
	221483	DPW SHOP SUPPLIES	234.65
	TOTAL FOR: MICHAEL TODD & COMPANY, INC		<u>234.65</u>

MI TOWNSHI	MICHIGAN TOWNSHIP SERVICES ALLEGAN		
	4313	PERMIT FEES JAN 2026 ELECTRICAL	148.50
	TOTAL FOR: MICHIGAN TOWNSHIP SERVICES ALLEGAN		<u>148.50</u>

NYE	NYE UNIFORM		
	938813	CITY HALL EMPLOYEE - CITY LOGO EMBROIDERED LIGHT JACKET	58.61
TOTAL FOR: NYE UNIFORM			58.61
PAT'S PRON	PAT'S PRONTO PRINT		
	012926	SPECIAL ORDER - APPROVED AND NOT APPROVED STICKERS FOR BUILDING INSPECTIONS - 500 EACH	312.68
TOTAL FOR: PAT'S PRONTO PRINT			312.68
RELIABLE	REPUBLIC SERVICEWS#646		
	0646-002057571	DPW CONTAINER PICK UP 102/01-02/28/26	113.36
TOTAL FOR: REPUBLIC SERVICEWS#646			113.36
SCHNEIDER	SCHNEIDER TIRE OUTLET INC		
	20471512	CODE ENFORCEMENT VEHICLE - TIRES	329.24
TOTAL FOR: SCHNEIDER TIRE OUTLET INC			329.24
STAPLES	STAPLES		
	7008673584	CITY HALL OFFICE SUPPLIES - AA BATTERIES, MOP BUCKET, FILE FOLDERS	100.06
TOTAL FOR: STAPLES			100.06
STAR UNIFO	STAR UNIFORM		
	53252-2	5 - CUSTOM GUARD LASTER - POLICE	1,275.00
	53253-2.2	POLICE UNIFORM BADGE	48.00
	53254-2	POLICE - UNIFORM ITEMS	189.00
TOTAL FOR: STAR UNIFORM			1,512.00
BANKOFNY	THE BANK OF NEW YORK TRUST CO.		
	012826	SEWER POND PAYMENT	131,056.25
TOTAL FOR: THE BANK OF NEW YORK TRUST CO.			131,056.25
USBANK	US BANK EQUIPMENT FINANCE		
	574801007	POLICE STATION COPIER LEASE FEB 2026	180.77
TOTAL FOR: US BANK EQUIPMENT FINANCE			180.77
PP VILLAGE	VILLAGE OF PAW PAW		
	DECEMBER-25.2	LAB ANALYSIS DEC 2025	430.00
TOTAL FOR: VILLAGE OF PAW PAW			430.00

DEVISSER	WALTER L DEVISSER JR		
	JAN 2026	MECHANICAL PERMITS - JAN 2026	463.50
TOTAL FOR: WALTER L DEVISSER JR			463.50

TOTAL - ALL VENDORS 179,887.28

PAYROLL			
PAYROLL	PAYROLL		
	02/13/26	01/25-02/07/26 PAYROLL, INCLUDING BHC	43,200.02
TOTAL FOR: PAYROLL			43,200.02

TOTAL - ALL PAYROLL 43,200.02

GRAND TOTAL - ALL CATEGORIES 223,087.30

FUND TOTALS:		
Fund 101 - GENERAL FUND		68,128.56
Fund 590 - SEWER FUND		146,812.67
Fund 591 - WATER FUND		2,250.17
Fund 661 - MOTOR EQUIPMENT FUND		5,895.90
		223,087.30

BANK TOTALS:		
Bank GCK-2 GENERAL CHECKING 2		223,087.30

PAYMENT TYPE TOTALS:		
Paper Check		36,800.93
EFT Transfer		138,898.08
ACH Transaction		47,388.29
		223,087.30

02/10/2026 INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF BANGOR
 EXP CHECK RUN DATES 02/18/2026 - 02/18/2026
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
 BANK CODE: ROADS

Vendor Code	Vendor Name Invoice	Description	Amount
FLEIS	FLEIS & VANDENBRINK INC 76648	HAMILTON BRIDGE REPLACEMENT	6,180.00
TOTAL FOR: FLEIS & VANDENBRINK INC			6,180.00
SMIDT	SMIDT MACHINING & REPAIR 1431	DPW - PLOW TRUCK REPAIR	665.00
TOTAL FOR: SMIDT MACHINING & REPAIR			665.00
TOTAL - ALL VENDORS			6,845.00

FUND TOTALS:

Fund 202 - MAJOR STREETS FUND	3,422.50
Fund 203 - LOCAL STREETS FUND	3,422.50
	6,845.00

BANK TOTALS:

Bank ROADS STREET FUNDS	6,845.00
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PAYMENT TYPE TOTALS:

Paper Check	6,845.00
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02/04/2026 INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF BANGOR
 EXP CHECK RUN DATES 02/04/2026 - 02/05/2026
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
 BANK CODE: T&A2 - CHECK TYPE: PAPER CHECK

Vendor Code	Vendor Name	Description	Amount
PASS THROUGH	PASS THROUGH TAXES	WINTER TAX DISBURSEMENT 01/16-01/30/26	
		ABB JOINT FIRE BOARD	4,049.19
		BANGOR DDA	8,434.32
		BANGOR EDC	7,697.27
		BANGOR HISTORICAL SOCIETY	139.11
		BANGOR PUBLIC SCHOOLS	34,309.77
		CITY OF BANGOR	7,565.95
		SENIOR SERVICES OF VAN BUREN COUNTY	278.33
		VAN BUREN COUNTY TREASURER	1,084.50
		VAN BUREN DISTRICT LIBRARY	1,100.10
		VAN BUREN INTERMEDIATE SCHOOL	16,757.44
TOTAL FOR: PASS THROUGH TAXES			81,415.98

TOTAL - ALL VENDORS	81,415.98
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Resolution #2026-04

A Resolution to Amend the 2025/2026 Budget

WHEREAS, the City of Bangor has exceeded its original appropriations in certain expenditure accounts and exceeded collection in certain revenue accounts;

WHEREAS, the City of Bangor wishes to re-appropriate funds for budgetary purposes to comply with State Statutes;

NOW, THEREFORE BE IT RESOLVED by the City of Bangor City Council that the 2025 / 2026 budget be amended to adjust the appropriations in the accounts as follows:

City of Bangor FY 2025 / 2026 Budget

General Fund	2025 / 2026 Approved Budget	2025 / 2026 Proposed Amended Budget
Total Revenue:	\$1,381,100.00	\$1,398,838.00
Expenditures		
City Council	\$81,250.00	\$80,050.00
City Manager	\$26,910.00	\$25,216.00
City Clerk	\$53,750.00	\$52,050.00
Board of Review	\$4,115.00	\$2,615.00
City Treasurer	\$61,825.00	\$56,125.00
Assessor Dept	\$18,500.00	\$18,500.00
Elections	\$10,000.00	\$10,000.00
City Hall	\$141,000.00	\$153,325.00
Police Department	\$612,700.00	\$611,175.00
Code Enforcement	\$87,700.00	\$88,100.00
Public Service	\$172,600.00	\$176,600.00
Street Lights	\$3,000.00	\$3,000.00
Cemetery	\$28,800.00	\$27,100.00
Parks	\$33,740.00	\$32,040.00
Planning	\$0.00	\$0.00
Library	\$0.00	\$0.00
Transfer Out to Motor Pool	\$40,000.00	\$40,000.00
Total Expenditures:	\$1,375,896.00	<u>\$1,375,896.00</u>
Revenue over (under) Expenditures	\$5,204.00	\$22,942.00
Beginning Fund Balance	\$844,722.00	\$844,722.00
Ending Fund Balance	\$849,926.00	\$867,664.00

	Revenue	Expenditures	Rev vs. Exp	Revenue	Expenditures	Rev vs. Exp
Special Revenue Funds						
Major Street	\$260,000.00	-\$239,250.00	\$20,750.00	\$260,000.00	-\$233,250.00	\$26,750.00
Local Street	\$170,000.00	-\$169,900.00	\$100.00	\$170,000.00	-\$166,900.00	\$3,100.00
Police	\$40,000.00	-\$40,000.00	\$0.00	\$40,000.00	-\$40,000.00	\$0.00
Cemetery	\$15,000.00	-\$15,000.00	\$0.00	\$15,000.00	-\$15,000.00	\$0.00
Planning	\$1,600.00	-\$15,000.00	-\$13,400.00	\$1,600.00	-\$15,000.00	-\$13,400.00
Police Training	\$6,000.00	\$0.00	\$6,000.00	\$6,000.00	-\$0.00	\$6,000.00
Library Maintenance	\$4,000.00	-\$20,000.00	-\$16,000.00	\$4,000.00	-\$20,000.00	-\$16,000.00
Internal Service Funds						
Motor Equipment Fund	\$261,000.00	-\$221,350.00	\$39,750.00	\$291,000.00	-\$221,350.00	\$69,650.00
Enterprise Funds						
Water Fund	\$573,600.00	-\$570,100.00	\$3,500.00	\$573,600.00	-\$570,100.00	\$3,500.00
Sewer Funds	\$658,400.00	-\$555,700.00	-\$102,700.00	\$658,400.00	-\$561,700.00	\$96,700.00

MOVED by Mayor Pro Tem Pati Martinez-Serratos; SUPPORTED by Councilmember Amber Garcia that the foregoing Resolution be adopted.

AYES: Mayor Farmer; Mayor Pro Tem Martinez-Serratos; Councilmembers: Heléne Rivers, Renee Doroh, Darla McCrumb, Amber Garcia

NAYS: None

ABSENT: Councilmember Jeremy Uplinger

Resolution declared adopted at a regular meeting of the Bangor City Council held on Tuesday, February 17, 2026.


Shelly Umbanhowar, Bangor City Clerk





BANGOR, MI
TRAIN CITY USA
GATEWAY TO THE LAKE

CITY OF BANGOR

257 W MONROE ST
BANGOR, MI 49013
269.427.5831

CITY MANAGER: JUSTIN WEBER CLERK: SHELLY UMBANHOWAR TREASURER: STEPHENIE CAGLE

INSPECTION SERVICES AGREEMENT

Between the **City of Bangor** and the **Bangor Community Fire Department**

This Agreement is made and entered into this 17th day of February, 2026, by and between the **City of Bangor**, a Michigan municipal corporation, located at 257 W. Monroe Street, Bangor, MI 49013 (hereinafter “City”), and the **Bangor Community Fire Department** (hereinafter “BCFD”).

1. Purpose

The purpose of this Agreement is to establish responsibilities and compensation for business and rental inspections conducted within the City of Bangor.

2. Services Provided by BCFD

BCFD agrees to:

1. Conduct business and rental property inspections as required by City ordinance or policy.
2. Ensure inspections are performed in accordance with applicable fire, life safety, and related codes.
3. Maintain inspection records necessary to support invoicing and compliance documentation.

3. Responsibilities of the City

The City agrees to:

1. Accept, process, and log all payments related to business and rental inspections.
2. Update any related inspection forms, registration documents, and applicable ordinances as necessary to support this program.
3. Ensure City Hall lobby staff:
 - o Maintain accurate records of payments and inspection activity
 - o Organize business and/or rental registration paperwork
 - o Enter and track information in a designated spreadsheet, SharePoint site, or Google document as selected by the BCFD Inspector

4. Invoicing and Payment

1. BCFD shall submit invoices to the City quarterly for inspections performed.
2. Each invoice must include, at a minimum:
 - o Date of each inspection
 - o Name of business or rental property inspected

- Fee amount for each individual inspection
 - Total number of inspections performed during the quarter
 - Total amount due for the invoice
3. Upon receipt and verification, the City shall process payment in accordance with its standard accounts payable procedures.

5. Fee Distribution

Inspection fee revenue shall be distributed as follows:

- **70% to Bangor Community Fire Department**
- **30% retained by the City** as an administrative fee to cover costs associated with payment processing, recordkeeping, and program administration

6. Records and Reporting

Both parties agree to maintain accurate and complete records related to inspections, payments, and invoices. Records shall be made available to the other party upon reasonable request.

7. Term of Agreement

This Agreement shall take effect on 03/01/26 and shall remain in effect until terminated by either party.

8. Termination

Either party may terminate this Agreement with **30 days written notice** to the other party. Any outstanding invoices for completed inspections shall be paid according to the terms of this Agreement.

9. Liability and Compliance

BCFD shall perform inspections in a professional manner consistent with applicable laws, codes, and standards. Each party shall be responsible for its own acts and omissions and those of its employees and agents.

10. Legal Enforcement and Representation

The City of Bangor shall retain sole responsibility for all legal enforcement actions related to business and rental inspections conducted under this Agreement. This includes, but is not limited to:

- Issuance of violation notices
- Municipal civil infractions
- Court filings
- Legal proceedings
- Representation in administrative or court matters

All enforcement and legal representation actions shall be performed by the City, through its designated officials, attorneys, or authorized representatives. The Bangor Community Fire Department's role shall be limited to conducting inspections, documenting findings, and providing reports or testimony as requested by the City in support of enforcement actions.

11. Entire Agreement

This document represents the entire agreement between the parties regarding inspection services and supersedes any prior verbal or written understandings.

CITY OF BANGOR

CITY HALL

By: Justin Weber

Title: City Manager

Date: 2/18/2026

BANGOR COMMUNITY

FIRE DEPARTMENT

By: 

Title: Fire Chief

Date: 1/29/26



PAYROLL AND ADMINISTRATIVE SERVICES AGREEMENT

This Agreement is made and entered into by and between the **City of Bangor**, a Michigan municipal corporation (“City”), and the **Bangor Housing Commission** (“BHC”).

1. Purpose

The purpose of this Agreement is to outline the terms under which the City will provide payroll and related administrative services for BHC employees.

2. Payroll Processing

The City shall process **biweekly payroll via direct deposit** for BHC employees in accordance with the City of Bangor’s established payroll schedule. As part of payroll processing, the City shall calculate, withhold, and remit all applicable **federal and state payroll taxes**.

The City shall also **process and handle all required end-of-year IRS and State of Michigan payroll reporting**, including but not limited to wage and tax filings required by law.

BHC shall be responsible for **notifying the City Clerk and Treasurer of any changes to employee bank account information** in a timely manner. The City shall not be responsible for payroll delays or errors resulting from untimely or inaccurate banking information provided by BHC.

3. Timesheets

Employee timesheets must be submitted to the **City Clerk and Treasurer** in accordance with the City of Bangor payroll schedule. Failure to submit timesheets in a timely manner may result in a **delay in payroll processing**, for which the City shall not be held responsible.

4. Reporting

With each invoice, the City shall provide payroll reports detailing, at a minimum:

- Gross payroll amounts
- Deductions and withholdings
- Employer expenses
- Any information reflecting increases in insurance fees or related costs

The City shall **process and prepare all required end-of-year IRS and State of Michigan employee W-2 forms** and submit them to BHC **prior to the deadlines established by the IRS and the State of Michigan**.

5. Insurance

The City currently includes the **BHC Director** on the City's insurance policy. Any changes in insurance rates or coverage affecting BHC shall be reflected in the City's monthly invoice.

6. Invoicing and Payment

The City shall **invoice BHC monthly** for payroll processing services, including payroll costs, taxes, deductions, insurance fees, and administrative fees. Payment shall be due within **30 days** of the invoice date unless otherwise agreed in writing.

If any invoice is not paid when due, the City shall immediately cease processing payroll and related services for BHC until such time as the outstanding invoice is paid in full. The City shall not be responsible for any payroll delays, penalties, or damages resulting from the suspension of services due to nonpayment.

7. Salary and Wage Increases

Any proposed salary or hourly wage increases for BHC employees must be **approved by the BHC Board**, documented in **meeting minutes**, and submitted to the City Clerk and Treasurer prior to implementation. No increases shall be processed without proper documentation.

8. HSA Contributions

The City shall annually process **Health Savings Account (HSA) contributions** for eligible BHC employees in the same dollar amount the City funds its own employees for **single and/or family plans**. Annual HSA contribution amounts must be approved by the BHC Board in meeting minutes and submitted to the City Clerk and Treasurer. No annual contributions will be processed without proper documentation.

9. Administrative Fee

The City shall charge an **administrative fee equal to \$50.00 per month (\$25.00 per payroll = \$20.00 per payroll base fee and \$2.50 per employee)** for the services outlined in this Agreement.

This administrative fee is **subject to change** if the City receives **court-ordered instructions to withhold monies**, including but not limited to garnishments, levies, or other mandated withholdings. In such cases, the additional administrative fee shall be **determined based on the type(s) of withholding(s)** and associated processing requirements and shall be reflected in the City's invoice.

If the City elects to utilize a third-party payroll processing company, the administrative fee, **plus all fees incurred from the payroll processing company**, shall be invoiced to BHC. This includes, but is not limited to, payroll processing charges, tax filing fees, and **any fees associated with year-end processing, including preparation of employee W-2 forms.**

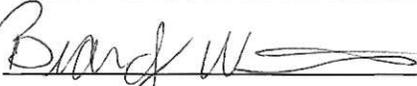
10. Term and Termination

This Agreement shall become effective on 3/1/2026 and shall remain in effect until terminated by either party with **30 days written notice**.

11. Governing Law

This Agreement shall be governed by and construed in accordance with the laws of the **State of Michigan**.

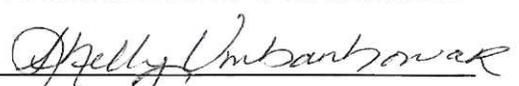
CITY OF BANGOR CITY HALL

By: 

Title: E. D.

Date: 3/1/26

BANGOR HOUSING COMMISSION

By: 

Title: City Clerk

Date: 3/1/26