



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 MAYOR PRO-TEM MARTINEZ-SERRATOS 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

Bill Snider, Assistant DPW Director
 Derek Babcock, Fire Chief
 Ezekiel Drake, Police Officer
 Approximately 18 members of the public

4. **AUTHORIZATION TO EXCUSE ABSENT COUNCILMEMBER(S) FROM THE MEETING**
None
5. **APPROVAL OF REGULAR AGENDA**

| | |
|---|------------------------------|
| Motion to accept Regular Meeting 03/02/26 Agenda as presented. | |
| RESULT: | CARRIED (UNANIMOUS) |
| MOVER: | Amber Garcia, Councilmember |
| SECONDER: | Darla McCrumb, Councilmember |

6. **APPROVAL OF CONSENT AGENDA**
 - a. **Consent Agenda**

| | |
|---|---|
| Motion to accept Consent Agenda: Approval of General Checking Accounts Payable & Payroll in the amount of \$103,277.60, Roads Accounts Payable in the amount of \$8,980.00, and T&A2 Accounts Payable in the amount of \$412,579.31; Regular Meeting Minutes 03/02/26. | |
| RESULT: | MOTION CARRIED (7 YES) (ROLL CALL) |
| MOVER: | Jeremy Uplinger, Councilmember |
| SECONDER: | Darla McCrumb, Councilmember |
| YES: | Uplinger, McCrumb, Garcia, Rivers, Doroh, Martinez-Serratos, Farmer |
| NO: | None |
| ABSENT: | None |

7. REGULAR BUSINESS

a. Resolutions

i. None

b. Proclamations

Proclamation 2026-01 (Bangor Church of Christ 150 Years)

Mayor Farmer presented Bangor Church of Christ with a proclamation for their 150 year anniversary.

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 (Police presented a written report 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.

b. Presentations

i. None

9. OPPORTUNITY FOR PUBLIC COMMENT

Mayor Farmer opened the public comment. Zero (0) 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

None

b. Items Removed From Consent Agenda

None

10. NEW BUSINESS

a. Payroll Process Policy 2026-88

| | |
|--|------------------------------|
| Motion to approve Payroll Process Policy 2026-88. | |
| RESULT: | CARRIED (UNANIMOUS) |
| MOVER: | Amber Garcia, Councilmember |
| SECONDER: | Darla McCrumb, Councilmember |

b. Entity Oversight Policy 2026-96

| | |
|---|------------------------------|
| Motion to approve Entity Oversight Policy 2026-96. | |
| RESULT: | CARRIED (UNANIMOUS) |
| MOVER: | Heléne Rivers, Councilmember |
| SECONDER: | Renee Doroh, Councilmember |

c. Sewer Deficit Elimination Plan

Motion to accept the Sewer Deficit Elimination Plan and Resolution 2026-08 Adopt the Updated Deficit Elimination Plan for the Sewer Fund.

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

d. City Council & DDA Joint Meeting

Motion to approve the City Council & DDA joint meeting on Tuesday, 03/17/26 @ 6PM at 257 W Monroe St Bangor, MI 49013.

RESULT: CARRIED (UNANIMOUS)
MOVER: Amber Garcia, Councilmember
SECONDER: Renee Doroh, Councilmember

11. OPPORTUNITY FOR PUBLIC COMMENT

Mayor Farmer opened the public comment. Zero (0) public comments were offered. Mayor Farmer closed the public comment period.

12. COUNCILMEMBER CLOSING COMMENTS

Councilmember comments were heard.

13. ADJOURNMENT

Motion to adjourn at 7:57 PM.

RESULTS: CARRIED (UNANIMOUS)
MOVER: Amber Garcia, Councilmember
SECONDER: Heléne Rivers, 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 Monday, March 16th, 2026**. These minutes were **approved by the City Council on Monday, April 6th, 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

03/10/2026

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF BANGOR
EXP CHECK RUN DATES 03/17/2026 - 03/17/2026
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
BANK CODE: GCK-2

| Vendor Code | Vendor Name | Description | Amount |
|------------------------------------|-------------------------|--|-----------|
| ABON | ABONMARCHE | DWSRF PROJECT PLAN UPDATE THROUGH | |
| | 162968 | 2/21/26 | 5,392.00 |
| TOTAL FOR: ABONMARCHE | | | 5,392.00 |
| STORY, ANG | ANGELA J. STORY | MARCH ASSESSING FEE | |
| | 120-198-03/26 | | 1,383.33 |
| TOTAL FOR: ANGELA J. STORY | | | 1,383.33 |
| STURGIS | BANGOR BANKING CENTER | SKID STEER LOAN PAYMENT | |
| | 49274 3.11.26 | | 1,224.52 |
| TOTAL FOR: BANGOR BANKING CENTER | | | 1,224.52 |
| BENISTAR | BENISTAR/UA-6803 | APRIL RETIRESS HEALTH BENIFITS | |
| | 04012026 | | 3,197.50 |
| TOTAL FOR: BENISTAR/UA-6803 | | | 3,197.50 |
| BEST WAY | BEST WAY DISPOSAL | FEBRURAY 2026 TRASH & RECYCLING SERVICES | |
| | 2004738 | CITYWIDE | 13,549.28 |
| TOTAL FOR: BEST WAY DISPOSAL | | | 13,549.28 |
| BLUE FIRE | BLUE FIRE MEDIA, INC | WEB-DEV MONTHLY PAYMENT | |
| | 34485 | | 100.00 |
| TOTAL FOR: BLUE FIRE MEDIA, INC | | | 100.00 |
| CINTAS | CINTAS CORPORATION #301 | DPW UNIFORMS | |
| | 4261158564 | | 57.49 |
| | 4261881429 | | 57.49 |
| | 9362495573 | | 53.99 |
| | 9362495576 | | 215.96 |
| TOTAL FOR: CINTAS CORPORATION #301 | | | 384.93 |

| | | | |
|---------------------------------------|----------------------------|--|------------------------------|
| CONSUMERS | CONSUMERS ENERGY | | |
| | 201988381701 | POLICE STATION NATURAL GAS 1/22/26-2/19/26 | 207.16 |
| | | NATURAL GAS ARLINGTON LIFT 01/22/26- | |
| | 201988381702 | 02/19/26 | 157.87 |
| | 201988381703 | NATURAL GAS DPW BUILDING 01/22/26-02/19/26 | 1,062.15 |
| | 201988381704 | CITY HALL NATURAL GAS 1/22/26-2/19/26 | 403.91 |
| TOTAL FOR: CONSUMERS ENERGY | | | <u>1,831.09</u> |
| DANSAUTO | DAN'S AUTOMOTIVE | | |
| | I011863 | POLICE CAR #54 OIL CHANGE | 40.65 |
| TOTAL FOR: DAN'S AUTOMOTIVE | | | <u>40.65</u> |
| ELHORN | ELHORN ENGINEERING COMPANY | | |
| | 309952 | WATER TREATMENT SUPPLIES | 2,010.00 |
| TOTAL FOR: ELHORN ENGINEERING COMPANY | | | <u>2,010.00</u> |
| HERALD | HERALD-PALLADIUM | | |
| | 71394486 | BOARD OF REVIEW ADS | 203.25 |
| TOTAL FOR: HERALD-PALLADIUM | | | <u>203.25</u> |
| I&M/AEP | INDIANA MICHIGAN POWER | | |
| | 04017231707 202026 | WELL #3 ELECTRIC 1/31/26-3/02/26 | 369.63 |
| | 04163431705 2.2026 | MORA PARK ELECTRIC 1/31/26-3/02/26 | 26.57 |
| | 04198685705 2.2026 | DOWNTOWN ELECTRIC 2/01/26-2/28/26 | 925.30 |
| | | SIGN FOR SUBDIVISION ELECTRIC 01/31/26- | |
| | 04245352838 2.2026 | 3/02/26 | 20.93 |
| | | WHITE OAK LIFT DR ELECTRIC SERVICES 1/29/26- | |
| | 04252867108 2.2026 | 2/26/26 | 59.61 |
| | 04263767701 2.2026 | MORA PARK CONCESSION 1/31/26-3/02/26 | 27.82 |
| | 04304035704 2.2026 | LIONS PARK ELECTRIC 1/31/26-3/02/26 | 35.83 |
| | 04308417106 2.2026 | CHARLES PARK ELECTRIC 01/31/26-03/02/26 | 37.60 |
| | 04332631706 2.2026 | M43 PARK ELECTRIC 1/31/26-3/02/26 | 34.88 |
| | 04336250909 2.2026 | GETMAN LIFT ELECTRIC 1/31/26-3/2/26 | 152.33 |
| | 04484945516 2.2026 | AERATORS ELECTRIC 1/31/26-3/2/26 | 1,583.07 |
| | 04486384706 2.2026 | WELL #7 ELECTRIC 1/31/26-3/2/2026 | 494.74 |
| | 04502584701 2.2026 | DPW BLDG ELECTRIC 1/31/26-3/02/26 | 338.55 |
| | 04533584704 2.2026 | STREET LIGHT ELECTRIC 1/31/26-3/02/26 | 40.05 |
| | 04565184704 2.2026 | CITY HALL ELECTRIC 1/31/26-3/02/26 | 241.73 |
| | 04641721701 2.2026 | MONROE PARK ELECTRIC 1/31/2026-3/02/26 | 27.41 |
| | 04666721701 2.2026 | WELL #5 ELECTRIC 1/31/26-3/02/26 | 206.64 |
| | 04674522026 2.2026 | ARLINGTON SIGN ELECTRIC 1/31/26-3/02/26 | 116.72 |
| | | | PAGE 2 TOTAL 8,824.40 |

| | | | |
|-----------------------------------|--------------------|---|-----------------|
| | 04692724901 2.2026 | PARK LIFT ELECTRIC 1/31/26-3/02/26 | 66.65 |
| | 04814950806 2.2026 | LIONS LIFT ELECTRIC 1/31/26-3/02/26 | 460.65 |
| | 04833520408 2.2026 | POLICE STATION ELECTRIC 1/31/26-3/02/26 | 211.23 |
| | 04875184709 2.2026 | OUTSIDE LIGHTS ELECTRIC 1/31/26-3/02/26 | 57.50 |
| | 04935184707 2.2026 | CITY HALL ELECTRIC 1/31/26-3/02/26 | 26.57 |
| | 04984353203 2.2026 | ARLINGTON LIFT ELECTRIC 08/01-08/29/23 | 1,276.45 |
| TOTAL FOR: INDIANA MICHIGAN POWER | | | <u>6,838.46</u> |

| | | | |
|------------------------------------|-------------------------|--|-----------------|
| INTEGRITY | INTEGRITY TECH PARTNERS | | |
| | | MONTHLY PROJECT LABOR - IT SERVICES CITY | |
| | 14554 | HALL, POLICE, DPW | 1,271.80 |
| TOTAL FOR: INTEGRITY TECH PARTNERS | | | <u>1,271.80</u> |

| | | | |
|--------------------------------|---------------------|------------------------|---------------|
| INVOICE | INVOICE CLOUD, INC. | | |
| | 4096-2026_2 | ONLINE BILL PAY FOR UB | 435.00 |
| TOTAL FOR: INVOICE CLOUD, INC. | | | <u>435.00</u> |

| | | | |
|-----------------------------------|------------------------|---------------------------------|---------------|
| TAPPER | JOHN TAPPER AUTOMOTIVE | | |
| | 05693 | POLICE CAR #55 DOOR LOCK REPAIR | 766.70 |
| TOTAL FOR: JOHN TAPPER AUTOMOTIVE | | | <u>766.70</u> |

| | | | |
|---------------------------------|----------------------|---------------------------------|---------------|
| LANDERS | LANDERS HARDWARE INC | | |
| | 2.28.2026 | FEBRUARY 2026 VARIOUS PURCHASES | 632.59 |
| TOTAL FOR: LANDERS HARDWARE INC | | | <u>632.59</u> |

| | | | |
|--------------------|----------------|--------------------------------------|---------------|
| LEXIPOL | LEXIPOL | | |
| | INVPRA11266829 | POLICE ONE ACADEMY - POLICE TRAINING | 645.60 |
| TOTAL FOR: LEXIPOL | | | <u>645.60</u> |

| | | | |
|--------------------------------|---------------------|---|---------------|
| MENARDS SH | MENARDS SOUTH HAVEN | | |
| | 97753 | ENTRY LEVER, SPRAY PAINT,SAND BAG W/TIE | 112.86 |
| TOTAL FOR: MENARDS SOUTH HAVEN | | | <u>112.86</u> |

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|----------------------------|-----------------|-----------------|-----------------|
| PRIMAR | MERLE BOES, INC | | |
| | SI-117704 | DPW/POLICE FUEL | 1,463.88 |
| | SI-126917 | DPW/POLICE FUEL | 412.78 |
| | SI-127955 | DPW/POLICE GAS | 326.98 |
| TOTAL FOR: MERLE BOES, INC | | | <u>2,203.64</u> |

| | | | |
|---------------------------------|----------------------|---------------------------|---------------|
| PSI | PRINTING SYSTEMS INC | | |
| | 240543 | UTILITY BILLING ENEVOLPES | 357.12 |
| TOTAL FOR: PRINTING SYSTEMS INC | | | <u>357.12</u> |

| | | | |
|--------------------------------------|---------------------------|---|----------|
| PRO | PRO VISION | | |
| | SMX-26038 | POLICE DASH CAMS 12/28/25-12/27/26 | 3,564.00 |
| TOTAL FOR: PRO VISION | | | 3,564.00 |
| ----- | | | |
| STAPLES | STAPLES | | |
| | 6053679293 | DPW, CITY HALL AND POLICE OFFICE SUPPLIES | 269.42 |
| | 6056483100 | CITY HALL OFFICE SUPPLIES | 57.99 |
| | 6056840948 | DPW/CITY HALL OFFICE SUPPLIES | 200.44 |
| TOTAL FOR: STAPLES | | | 527.85 |
| ----- | | | |
| STAR UNIFO | STAR UNIFORM | | |
| | 53856-2 | POLICE UNIFORMS | 126.00 |
| TOTAL FOR: STAR UNIFORM | | | 126.00 |
| ----- | | | |
| TERM | TERMINIX COMMERCIAL | | |
| | 90353744 | DPW PEST CONTROL - MAINTENANCE | 114.28 |
| | 91544863 | DPW PEST CONTROL - MAINTENANCE | 114.28 |
| TOTAL FOR: TERMINIX COMMERCIAL | | | 228.56 |
| ----- | | | |
| TERM | TERMINIX COMMERICAL | | |
| | 90353783 | DPW PEST CONTROL - MAINTENANCE | 50.00 |
| | 91544900 | DPW PEST CONTROL - MAINTENANCE | 50.00 |
| TOTAL FOR: TERMINIX COMMERICAL | | | 100.00 |
| ----- | | | |
| USBANK | US BANK EQUIPMENT FINANCE | | |
| | 576997126 | POLICE COPIER LEASE | 166.27 |
| TOTAL FOR: US BANK EQUIPMENT FINANCE | | | 166.27 |
| ----- | | | |
| VERIZWIRE | VERIZON WIRELESS | | |
| | 613000078218 | DPW DASH CAMS | 27.46 |
| | 630000085947 | DPW DASH CAMS | 252.50 |
| TOTAL FOR: VERIZON WIRELESS | | | 279.96 |
| ----- | | | |
| VREDEVELD | VREDEVELD HAEFNER LLC | | |
| | 7124 | AUDIT SERVICES THROUGH 2/28/2026 | 2,500.00 |
| TOTAL FOR: VREDEVELD HAEFNER LLC | | | 2,500.00 |
| ----- | | | |
| DEVISSER | WALTER L DEVISSER JR | | |
| | FEB 2026 | FEB MECANICAL PERMITS | 900.00 |
| TOTAL FOR: WALTER L DEVISSER JR | | | 900.00 |
| ----- | | | |

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|----------------------------|------------------|
| TOTAL - ALL VENDORS | 50,972.96 |
|----------------------------|------------------|

PAYROLL

| | | | |
|--------------------|-----------|---|-----------|
| PAYROLL | PAYROLL | | |
| | COUNCIL | FEBRURAY COUNCIL PAY | 1,076.49 |
| | 3/13/2026 | 02/22-03/07/2026 PAYROLL, INCLUDING BHC | 42,745.95 |
| TOTAL FOR: PAYROLL | | | 43,822.44 |

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|----------------------------|------------------|
| TOTAL - ALL PAYROLL | 43,822.44 |
|----------------------------|------------------|

CHECKS IN BETWEEN

| | | | |
|------------------------------|-------------------|---|----------|
| CHECKS IN | CHECKS IN BETWEEN | | |
| BETWEEN | | WOLF KUBOTA - 2YR EXTENDED WARRANTY ON SKID STEER | 2,125.00 |
| | 42883 | ELAN FINANCIAL SERVICES - CITY CREDIT CARD CHARGES/MARCH 2026 | 4,687.20 |
| | 42884 | UNITED STATES POSTAL SERVICES - UTILITIY BILLING POSTAGE | 1,600.00 |
| | 492911 | STATE OF MICHIGAN - J. WILLIAMS WATER OP EXAM | 70.00 |
| | 42912 | | 8,482.20 |
| TOTAL FOR: CHECKS IN BETWEEN | | | 8,482.20 |

| | |
|--------------------------------------|-----------------|
| TOTAL - ALL CHECKS IN BETWEEN | 8,482.20 |
|--------------------------------------|-----------------|

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|-------------------------------------|-------------------|
| GRAND TOTAL - ALL CATEGORIES | 103,277.60 |
|-------------------------------------|-------------------|

| | |
|---------------------------------|-------------------|
| TOTAL - ALL VENDORS | |
| FUND TOTALS: | |
| Fund 101 - GENERAL FUND | 76,191.65 |
| Fund 590 - SEWER FUND | 7,182.18 |
| Fund 591 - WATER FUND | 11,968.55 |
| Fund 661 - MOTOR EQUIPMENT FUND | 7,935.22 |
| FUND TOTALS: | 103,277.60 |

| | |
|-------------------------------|-------------------|
| BANK TOTALS: | |
| Bank GCK-2 GENERAL CHECKING 2 | 103,277.60 |
| BANK TOTAL: | 103,277.60 |

| | |
|-----------------------------|-------------------|
| PAYMENT TYPE TOTALS: | |
| Paper Check | 49,394.82 |
| EFT Transfer | 53,882.78 |
| PAYMENT TYPE TOTALS: | 103,277.60 |

03/10/2026

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF BANGOR
EXP CHECK RUN DATES 03/17/2026 - 03/17/2026
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
BANK CODE: ROADS

| Vendor Code | Vendor Name | | Amount |
|-----------------------|-------------|--|----------|
| | Invoice | Description | |
| ABON | ABONMARCHE | | |
| | 162967 | ACA TMF REPORT AND STUDY THROUGH 2/21/26 | 8,980.00 |
| TOTAL FOR: ABONMARCHE | | | 8,980.00 |

| | |
|---------------------|----------|
| TOTAL - ALL VENDORS | 8,980.00 |
|---------------------|----------|

FUND TOTALS:

| | |
|-------------------------------|----------|
| Fund 203 - LOCAL STREETS FUND | 8,980.00 |
|-------------------------------|----------|

BANK TOTALS:

| | |
|-------------------------|----------|
| Bank ROADS STREET FUNDS | 8,980.00 |
|-------------------------|----------|

PAYMENT TYPE TOTALS:

| | |
|-------------|----------|
| Paper Check | 8,980.00 |
|-------------|----------|

03/09/2026 INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF BANGOR
 EXP CHECK RUN DATES 03/02/2026 - 03/03/2026
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
 BANK CODE: T&A 2

| Vendor Code | Vendor Name | Description | Amount |
|--------------------------------------|--------------------|--|-------------------|
| PASS TRHOUGH | PASS THROUGH TAXES | WINTER TAX DISBURSMENT 1/31/26-2/13/26 | |
| | | BANGOR DDA | 40,292.47 |
| | | BANGOR EDC | 7,425.05 |
| | | BANGOR HISTORICAL SOCIETY | 2,533.96 |
| | | BANGOR PUBLIC SCHOOLS | 211,021.70 |
| | | CITY OF BANGOR | 39,659.53 |
| | | SENIOR SERVICES OF VAN BUREN COUNTY | 5,075.71 |
| | | VAN BUREN COUNTY TREASURER | 17,696.34 |
| | | VAN BUREN DISTRICT LIBRARY | 8,108.69 |
| | | VAN BUREN INTERMEDIATE SCHOOL | 78,191.03 |
| TOTAL FOR: PASS THROUGH TAXES | | | 410,004.48 |
| REFUND CHECKS | | | |
| | | CORELOGIC CENTRALIZED REFUNDS | 438.35 |
| | | LERETA LLC | 2125.56 |
| | | MARTINEZ VICENTE | 10.92 |
| TOTAL FOR: ALL REFUNDS | | | 2,574.83 |
| TOTAL - ALL VENDORS | | | 412,579.31 |

PROCLAMATION FOR BANGOR CHURCH OF CHRIST

Whereas, On the 3rd day of October 1866 at One O'clock P.M. In the School House in District One of Bangor Township, County of Van Buren, the first trustees of The Christian Union Church Association were elected.

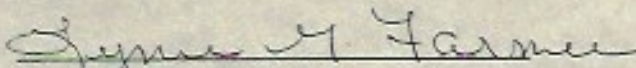
Whereas, On March 22, 1876 the Christian Church Society was organized when Elder J.H. Reese came to Bangor. With 14 members. By July 15, 1879 the congregation reached over 100 members and the organization was incorporated as the "Church of Christ of Bangor."

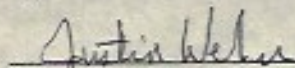
Whereas, in 1885 the steeple bell was purchased from the Buckeye Bell Foundry, Cincinnati, Ohio. The bell weighing 1039 lbs. and was probably transported from Ohio to Michigan by railcar. The bell was hung quietly in the Autumn of 1885. Its melodious tones rang out the gratitude of the church and called worshippers to the service of God.

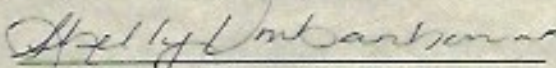
Whereas, Under the leadership of Foster Fuller (1923-1929) the church made great strides. Then disaster struck on March 9, 1924 the church building was discovered to be on fire. The building and its contents could not be saved. The only thing that was saved was the church bell. Work began to rebuild the next day.

Whereas, The Congregational Church gave a generous donation of \$500.00. During the 8 months that the church was homeless the I.O.O.F Lodge (Odd Fellows) allowed the church to meet in their building. The congregation and the towns people all worked together to build a new church at the same location. It was dedicated on December 7, 1924, just 8 months after the fire.

Therefore, The Bangor Church of Christ building that rose "Up From The Ashes" will celebrate its 150th Anniversary on March 22, 2026.


Lynne M. Farmer, Mayor


Justin Weber, City Manager


Shelly Umbanhowar, City Clerk



CITY OF BANGOR
VAN BUREN COUNTY, MICHIGAN
POLICY 2025-88
PAYROLL PROCESS POLICY

| | |
|--|---|
| Policy Number: 2025-88 | Revision Date: |
| Date Adopted: | |
| Department: Human Resources/Payroll | All City Employees (DPW, City Hall, Police) |

SECTION 1 PURPOSE

The purpose of this policy is to document the internal controls and segregation of duties established for payroll processing. These controls are designed to safeguard public funds, reduce the risk of fraud or error, and ensure compliance with applicable accounting and auditing standards. Due to the City’s small staffing structure, full segregation of duties is not always possible; therefore, compensating controls have been implemented where necessary.

SECTION 2 PAYROLL SCHEDULE AND PROCESSING TIMELINE

- Payroll is processed **biweekly**.
- The official **pay date** is **Friday** of the payroll week.
- To avoid delays or processing errors, the Clerk or Treasurer must process payroll in BS&A and submit to the bank on **Monday of the week payroll is due**.

This timeline allows adequate time for review, correction of discrepancies, ACH transmission, and final authorization prior to the Friday pay date.

SECTION 3 PAYROLL CHANGES AND DOCUMENTATION REQUIREMENTS

To maintain accuracy, accountability, and internal control integrity, **no payroll changes shall be made without proper written documentation**.

All payroll-related changes must be supported by the appropriate approved form prior to entry into BS&A Payroll.

SECTION 4 REQUIRED DOCUMENTATION FOR PAYROLL CHANGES

The following changes require a completed and approved **Employee Payroll Change Form**:

- Direct deposit additions or changes
- Salary adjustments
- Pay rate changes
- Step increases or merit increases
- Position changes
- Benefit deduction changes
- Tax withholding changes (if applicable documentation required)
- Any other modification affecting employee compensation or payroll deductions

The Employee Payroll Change Form must:

- Be completed in full
- Include supporting documentation (if applicable)
- Be approved by the appropriate supervisor and City Manager (if required)
- Be submitted prior to the payroll processing deadline

No verbal requests or email-only instructions shall be accepted without the required form.

SECTION 5 PAYROLL CORRECTIONS

If a payroll error occurs and a correction is necessary after payroll has been processed or finalized, a **Payroll Correction Form** must be completed.

The Payroll Correction Form shall include:

- Employee name
- Pay period affected
- Description of the error
- Amount of correction
- Explanation of how the error occurred
- Authorization signatures

Corrections may include:

- Underpayments
- Overpayments
- Incorrect deductions
- Missed compensation
- Reversals or adjustments

All correction documentation must be retained with the payroll packet for the applicable pay period for audit review.

SECTION 6 INTERNAL CONTROL STANDARD

Under no circumstances shall payroll changes be made directly within the system without supporting documentation. Proper documentation ensures:

- Transparency
- Accountability
- Audit compliance
- Protection against unauthorized payroll modifications

SECTION 7 TIMEKEEPING & DEPARTMENTAL APPROVAL

Employee Responsibility

- All employees are responsible for completing their own **paper timesheets**.
- Timesheets must be completed in accordance with the established payroll schedule.
- Employees must submit their signed timesheets to their designated supervisor on the dates indicated in the payroll schedule.

No payroll will be processed without a completed and signed timesheet.

If an employee is absent from work on the day timesheets are due, the supervisor may submit the timesheet on behalf of the employee without the employee's signature.

In such cases:

- The supervisor must review the timesheet for accuracy.
- The supervisor must clearly note on the timesheet the reason the employee was unable to sign (e.g., illness, vacation, emergency leave, shift schedule).
- The supervisor's signature will certify that the hours submitted are accurate to the best of their knowledge.

This provision is intended solely to avoid payroll delays and does not eliminate the employee's responsibility for accurate time reporting.

Supervisor Review Responsibilities

Supervisors are responsible for reviewing timesheets for:

- Accuracy of hours worked
- Proper recording of leave time
- Overtime authorization
- Completeness and employee signature

Supervisors must approve timesheets prior to submission to the City Clerk for payroll processing.

The review structure is as follows:

- **DPW Supervisor** – Reviews and approves DPW assistant director and crew member timesheets.
- **Clerk and/or Treasurer** – Reviews and approves Deputy Clerk and Administrative Assistant timesheets.
- **City Manager** – Reviews and approves timesheets for:
 - DPW Director
 - City Clerk
 - City Treasurer
- **Police Chief (or designee)** – Reviews and approves police officer timesheets.

Supervisors approving timesheets do not process payroll within the payroll system.

SECTION 8 PAYROLL FUNCTIONAL RESPONSIBILITIES

The following duties have been assigned to separate individuals whenever feasible:

1. Timekeeping & Approval

Responsible Party: Department Supervisors

- Review and approve employee timesheets.
- Verify overtime authorization.
- Confirm leave usage.
- Approve hours prior to payroll processing.

Supervisors do not process payroll in the accounting system.

2. Payroll Data Entry

Responsible Party: City Clerk

- Enter approved hours into BS&A Payroll.
- Maintain employee pay rates as authorized by council or employment agreements.
- Generate preliminary payroll register.
- Prepare payroll reports for review.

The payroll data entry person does not provide final authorization to release payroll funds.

Payroll processing form signed and submitted to Clerk or Treasurer for next step. Must be retained with payroll documents.

3. Administrative / HR Review

Responsible Party: City Treasurer (or designated official)

- Verify employee status changes.

- Confirm pay rates align with approved salary schedule.
- Review deductions and benefit changes.
- Certify payroll accuracy prior to final approval.

Payroll processing form signed and submitted to Clerk or Treasurer for next step. Must be retained with payroll documents.

4. Final Authorization

Responsible Party: City Manager

- Review payroll summary reports.
- Confirm gross and net payroll totals.
- Review employer contributions and tax liabilities.
- Approve payroll prior to ACH transmission.

The final authorizer does not enter payroll data.

5. Bank Reconciliation

Responsible Party: City Treasurer

- Perform monthly bank reconciliation.
- Review payroll clearing account activity.
- Verify ACH transfers and check totals.
- Report discrepancies to City Council.

The individual performing reconciliation does not process payroll entries whenever staffing allows.

SECTION 9 COMPENSATING CONTROLS (SMALL MUNICIPALITY CONSIDERATIONS)

The City has implemented the following compensating controls:

- Payroll register provided to City Council for review at regular meetings.
- Variance analysis comparing payroll totals to prior pay periods.
- Retention of complete payroll approval packet each pay period.
- Restricted system access within BS&A Payroll based on role permissions.

SECTION 10 DOCUMENTATION RETENTION

For each pay period, the City maintains:

- Approved timesheets
- Payroll detail and summary registers
- Signed payroll authorization form

- ACH confirmation documentation
- Tax liability reports

Records are retained in accordance with state record retention requirements.

SECTION 11 EXCEPTION WHEN DUAL CONTROL IS NOT POSSIBLE

The City recognizes that, due to staffing limitations, there may be instances where full dual control or ideal segregation of duties is not possible.

In such cases:

- Payroll may still be processed to ensure employees are paid timely.
- The individual processing payroll must prepare written documentation detailing:
 - Why dual control was not possible (e.g., illness, vacation, emergency absence).
 - Which control step was combined.
 - The date of occurrence.
- Supporting payroll reports (detail and summary registers) must be attached.
- The City Manager shall perform a post-processing review as soon as reasonably possible.
- The exception documentation shall be retained with that pay period's payroll packet for audit purposes.

This exception procedure is intended to ensure operational continuity while maintaining transparency and accountability.

SECTION 12 CONCLUSION

The City believes the above procedures provide reasonable assurance that payroll is processed accurately, authorized appropriately, and protected from misuse. This policy will be reviewed periodically and updated as staffing or operational needs change.

SECTION 13 POLICY UPDATES

This policy will be reviewed periodically and updated as necessary to reflect changes in technology, law, and organizational needs.

SECTION 14 EFFECTIVE DATE

This policy is effective immediately and applies to all City of Bangor employees.

Employee Payroll Change Form

Employee Information

| | | |
|------------------------|--|---|
| Employee Name | | Payroll Processing Notes <i>(To be filled out by payroll team)</i> <input type="checkbox"/> New rate updated in payroll system <input type="checkbox"/> Overtime/shift differential updated in payroll system <i>(if applicable)</i> <input type="checkbox"/> Notified employee of rate change <input type="checkbox"/> Confirmed for next payroll |
| Employee ID No. | | |
| Job title | | |
| Department | | |
| Manager | | |

Payroll Change Details

| | |
|--|---|
| Type of change | |
| <i>Check all that apply</i> | |
| Wage increase <input type="checkbox"/> Overtime rate change <input type="checkbox"/> Shift differential adjustment <input type="checkbox"/> Bonus or incentives | <input type="checkbox"/> Change in pay frequency <input type="checkbox"/> Temporary to regular <input type="checkbox"/> Part-time to full-time <input type="checkbox"/> Other: _____ |
| Reason for pay change | |
| <input type="checkbox"/> Annual increase <input type="checkbox"/> Performance-based increase <input type="checkbox"/> Promotion to new role | <input type="checkbox"/> Market rate adjustment <input type="checkbox"/> Other: _____ |
| Old rate: \$ | New rate: \$ |
| | \$ _____ \$ _____ |
| Effective date: | |

Approval

| | |
|---|-------|
| Requested by: (Manager/Supervisor) | |
| Name and signature: | Date: |
| | |
| HR approval: | |
| Name and signature: | Date: |
| | |
| Payroll processed by: | |
| Name and signature: | Date: |
| | |

Employee Payroll Correction Form

Employee Information

| | | |
|------------------------|--|---|
| Employee Name | | Payroll Processing Notes <i>(To be filled out by payroll team)</i> <input type="checkbox"/> New rate updated in payroll system <input type="checkbox"/> Overtime/shift differential updated in payroll system <i>(if applicable)</i> <input type="checkbox"/> Notified employee of rate change <input type="checkbox"/> Confirmed for next payroll |
| Employee ID No. | | |
| Job title | | |
| Department | | |
| Manager | | |

Type of Correction

| | |
|--|--|
| Type of change | |
| <i>Check all that apply</i> | |
| <input type="checkbox"/> Hours Worked <input type="checkbox"/> Overtime <input type="checkbox"/> Salary Adjustment <input type="checkbox"/> Incorrect Deduction | <input type="checkbox"/> Other Please Specify: _____ _____ |
| Reason for Correction | |
| <i>Explanation:</i> | |
| <input type="checkbox"/> Clerical Error <input type="checkbox"/> Submission Error <input type="checkbox"/> Other Please Specify: _____ | |
| Correction Amount Total: \$ | <input type="checkbox"/> Correction Complete Total \$ |
| Payroll Pay Date Error Occured: | |
| Payroll Pay Date Error Was Corrected: | |

Approval

| | |
|------------------------------|-------|
| HR approval: | |
| Name and signature: | Date: |
| Payroll processed by: | |
| Name and signature: | Date: |

PAYROLL APPROVAL

CITY OF BANGOR

PAYROLL INFORMATION

Pay Date

Pay Period

PAYROLL APPROVAL

Processor Name :

Processor Title :

Signature Of Processor

Approval Name :

Approval Title :

Signature Of Approver

Notes :



BANGOR, MI
TRAIN CITY USA
GATEWAY TO THE LAKE

CITY OF BANGOR

CITY OF BANGOR
VAN BUREN COUNTY, MICHIGAN

POLICY 2026-96

OVERSIGHT OF COMPONENT UNITS AND RELATED PUBLIC BODIES

| | |
|--------------------------------|-----------------------|
| Policy Number: 2026-96 | Revision Date: |
| Date Adopted: 3/16/2026 | |
| Department: BPD | |

SECTION 1 PURPOSE

This policy establishes a consistent process for financial oversight by the Bangor City Council of public bodies created by or associated with the City, including:

- Bangor Downtown Development Authority (DDA)
- Bangor Economic Development Corporation (EDC)
- Bangor Housing Commission

These entities are created pursuant to Michigan law, including but not limited to:

- Downtown Development Authority Act
- Economic Development Corporations Act
- Housing Commission Act

These entities are separate public bodies corporate but may be considered component units for financial reporting purposes.

SECTION 2 POLICY STATEMENT

The Bangor City Council retains governance oversight responsibility for public authorities and commissions for which it appoints members.

Oversight does not constitute operational control or budget approval unless otherwise required by statute, ordinance, or interlocal agreement.

SECTION 3 ANNUAL BUDGET SUBMISSION REQUIREMENT

Each authority or commission shall submit to the City Manager and City Clerk:

1. A copy of its adopted annual budget within 30 days of adoption.
2. A copy of its year-end financial statements within 60 days of fiscal year end.
3. A copy of any independent audit report within 15 days of receipt.

SECTION 4 COUNCIL REVIEW PROCESS

- The City Manager shall place submitted budgets and financial statements on a regular City Council agenda for review.
- Council review shall be for oversight, transparency, and financial awareness purposes.
- Council action shall consist of acknowledgment and receipt unless statute requires formal approval.

SECTION 5 TREASURER'S ROLE

The City Treasurer shall:

- Review submitted financial documents for impact on City finances, including:
 - Tax increment financing implications
 - Debt exposure
 - Interfund obligations
 - Cash flow impacts
- Assist with consolidation and reporting requirements for the City's annual audit.
- Provide financial analysis to the City Manager and Council when requested.

The Treasurer does not approve, amend, or control the budgets of independent authorities unless specifically designated by law or agreement.

SECTION 6 POLICY REVIEW

This policy shall be reviewed annually by the City Manager

SECTION 7 EFFECTIVE DATE

This policy is effective immediately and will be reviewed periodically to ensure compliance.

**CITY OF BANGOR
COUNTY OF VAN BUREN
STATE OF MICHIGAN
RESOLUTION 2026-08**

**RESOLUTON NO. 2026-08
A RESOLUTION TO ADOPT THE UPDATED
DEFICIT ELIMINATION PLAN FOR THE SEWER FUND**

WHEREAS, the City of Bangor has identified an unrestricted deficit net position in the **Sewer Fund**; and

WHEREAS, the original Deficit Elimination Plan (DEP) was adopted in FY 2024 to address the deficit, which totaled \$156,321 at that time; and

WHEREAS, as of June 30, 2025, the Sewer Fund has a remaining unrestricted deficit net position of \$73,668, reflecting a reduction of \$82,653 since the original DEP; and

WHEREAS, **Michigan law and the Michigan Department of Treasury** require municipalities with enterprise fund deficits to adopt a formal plan to eliminate deficits in a timely manner; and

WHEREAS, the **City** has developed an updated Deficit Elimination Plan beginning FY 2027 to fully eliminate the remaining Sewer Fund deficit over a three-year period through a combination of revenue enhancements, expenditure controls, and financial monitoring.

NOW THEREFORE BE IT RESOLVED by the **City Council of the City of Bangor, Van Buren County, Michigan**, as follows:

1. The City Council hereby **adopts the updated Deficit Elimination Plan for the Sewer Fund**, beginning FY 2027, as presented and attached to this resolution.
2. The City Manager, Treasurer, and other appropriate staff are authorized and directed to implement the DEP, including revenue adjustments, expenditure controls, and ongoing financial monitoring, to achieve full elimination of the remaining deficit by FY 2029.
3. This resolution shall become effective immediately upon adoption.
4. The City Treasurer is directed to file a copy of this resolution and the updated DEP with the Michigan Department of Treasury, and include it in the City's official financial records.

The foregoing is a true and complete copy of a Resolution adopted by the City Council of the City of Bangor, County of Van Buren, and State of Michigan, at a regular meeting held this 16th day of March, 2026, and that public notice of said meeting was given pursuant to and in full compliance with Act No. 267, Public Acts of Michigan, 1976, as amended, the same being the Open Meetings Act, and the Minutes of said meeting have been or will be made available as required by said Act.

At a regular meeting of the City Council of the City of Bangor held on Monday, March 16th, 2026, adoption of the foregoing plan and resolution was moved by Councilmember Heléne Rivers and supported by Councilmember Renee Doroh.

Voting for: Mayor Farmer, Mayor Pro Tem Martinez-Serratos, Councilmembers: Rivers, Doroh, Garcia, Uplinger, McCrumb.

Voting against: None

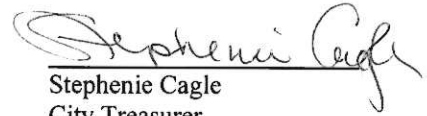
Mayor Farmer declared the Resolution adopted.

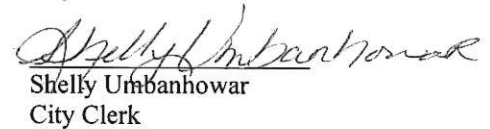
CERTIFICATION

I hereby certify that the foregoing Deficit Elimination Plan and Resolution were adopted by the Bangor City Council and submitted to the Michigan Department of Treasury.

I certify that this Deficit Elimination Plan has been prepared based on the best available financial information of the City and accurately reflects the City's plan to eliminate the Sewer Fund deficit in accordance with Public Act 34 of 2001, as amended.




Stephenie Cagle
City Treasurer


Shelly Umbanhowar
City Clerk


3/17/26
Date

I further certify that Councilmember Rivers moved for adoption of said Deficit Elimination Plan FY 2027-FY 2029; Resolution 2026-08, and that Councilmember Doroh seconded said motion.

I further certify that the following members voted for adoption of said Deficit Elimination Plan FY 2027-FY 2029; Resolution 2026-08: Mayor Farmer, Mayor Pro Tem Martinez-Serratos, Councilmembers: Rivers, Doroh, Garcia, Uplinger, McCrumb and that the following members voted against such Policy: None.

I further certify that said Deficit Elimination Plan FY 2027-FY 2029; Resolution 2026-08 has been recorded in the Policy Book of the City of Bangor.

The foregoing is a true and complete copy of a Policy adopted by the City Council of the City of Bangor, County of Van Buren, and State of Michigan, at a Regular meeting held this 16th day of March, 2026, and that public notice of said meeting was given pursuant to and in full compliance with Act No. 267, Public Acts of Michigan, 1976, as amended, the same being the Open Meetings Act, and the Minutes of said meeting have been or will be made available as required by said Act.


Shelly Umbanhowar
City Clerk
City of Bangor

Justin Weber, City Manager
Shelly Umbanhowar, Clerk
Stephanie Cagle, Treasurer



BANGOR, MI
TRAIN CITY USA
GATEWAY TO THE LAKE

Lynne Farmer, Mayor
Pati Martinez-Serratos, Mayor Pro Tem
Helene Rivers, Council Member
Darla McCrumb, Council Member
Amber Garcia, Council Member
Renee Doroh, Council Member
Jeremy Uplinger, Council Member

City of Bangor – Sewer Fund

Deficit Elimination Plan (FY 2027–FY 2029)

Follow-Up to FY 2023 Deficit Elimination Plan

Purpose

The purpose of this Deficit Elimination Plan (DEP) is to continue the City's efforts, initiated in FY 2023, to eliminate the unrestricted deficit net position in the Sewer Fund and restore long-term financial stability.

Background

In FY 2023, the City adopted a Deficit Elimination Plan to address a negative unrestricted net position in the Sewer Fund. Since adoption, corrective actions have included sewer rate adjustments, improved monitoring of expenditures, and strengthened billing and collection procedures.

As of June 30, 2025, the Sewer Fund reports an **unrestricted deficit net position of \$73,668**. This updated plan represents a continuation of the original FY 2023 plan and establishes a revised schedule to eliminate the remaining deficit beginning FY 2027.

Deficit History and Progress Since FY 2023

The original unrestricted deficit in FY 2023 totaled **\$156,321**. Corrective measures implemented since then have reduced the deficit by **\$82,653**, resulting in the current balance of **\$73,668** as of June 30, 2025.

Deficit Reduction Progress Table

| Fiscal Year | Unrestricted Net Position Deficit | Change |
|---------------------------------|-----------------------------------|-----------------|
| FY 2023 (Original Deficit) | \$156,321 | — |
| FY 2025 (Current Balance) | \$73,668 | (\$82,653) |
| Total Reduction Achieved | | \$82,653 |

Factors Contributing to the Original Deficit

The original deficit developed over multiple fiscal years due to revenues not fully covering the cost of providing sewer services. Contributing factors included:

- Operating expenses, capital maintenance, and depreciation exceeding sewer revenues
- Sewer rates not adjusted frequently enough to recover full-service costs
- Fluctuations in customer usage and rising service costs

Corrective actions implemented since FY 2023 have strengthened financial oversight and begun to restore the fund's unrestricted net position.

Treasury Deficit Elimination Table

| Fiscal Year | Beginning Deficit | Budgeted Deficit Reduction | Ending Deficit Balance |
|---|-------------------|----------------------------|------------------------|
| FY 2027 | \$73,668 | \$24,556 | \$49,112 |
| FY 2028 | \$49,112 | \$24,556 | \$24,556 |
| FY 2029 | \$24,556 | \$24,556 | \$0 |
| Total remaining deficit to be eliminated: \$73,668 | | | |

Corrective Actions Implemented and Planned

The City has taken and will continue the following actions to eliminate the remaining deficit:

- **Sewer Rate Review and Adjustments:** Rates adjusted to reflect the full cost of operations, maintenance, and depreciation.
- **Improved Financial Monitoring:** Regular quarterly reviews, budget-to-actual comparisons, and ongoing monitoring of revenues and expenditures.
- **Expenditure Controls:** Annual review of operating expenses to identify savings and maintain budget compliance.
- **Billing and Collection Improvements:** Enhanced billing procedures and collection efforts to reduce delinquencies.
- **Capital Planning Coordination:** Align capital improvement planning with Sewer Fund financial planning to anticipate infrastructure repair and replacement needs.
- **Ongoing Budget Evaluation:** Continued evaluation of revenues and expenditures each budget cycle, with adjustments as necessary to ensure the deficit elimination schedule is met.

Conclusion

This updated Deficit Elimination Plan builds on the original FY 2023 plan and reflects the City's commitment to financial stability. Through continued revenue monitoring, prudent expenditure management, and ongoing financial oversight, the City anticipates eliminating the remaining **\$73,668 Sewer Fund deficit by FY 2029** and maintaining a positive unrestricted net position thereafter.