



# BANGOR CITY COUNCIL REGULAR MEETING AGENDA

**Date:** March 17, 2025 **Time:** 7:00 PM

**Location:** 257 W Monroe St Bangor, MI 49013

*City Council meetings are conducted in accordance with Michigan's Open Meeting Act (OMA), 1976 PA 267, MCL 15.261 et seq. and Roberts Rules of Order Newly Revised.*

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Roll Call of Council Members**
4. **Authorization to Excuse Councilmembers from the Meeting**
5. **Approval of Agenda**
6. **Consent Agenda Items** (Roll Call Vote)  
 Consent agenda items can be adopted by a simple motion.  
 Any consent agenda item may be removed at the request of a Council Member.
  - a. Approval of **Regular Meeting** minutes for **03/03/25**
  - b. Approval of **General Checking Accounts Payable & Payroll** for **03/10/25** for **\$61,134.41**
  - c. Approval of **Roads Accounts Payable & Payroll** for **03/10/25** for **\$2,700.00**
7. **Comments/Concerns from the Audience/Public on any matters ON THE AGENDA ITEMS 7-10\***  
 A limit of three (3) minutes per speaker is in effect.
8. **Regular Business** (Resolutions, Proclamations, Department Head Reports, and Presentations)
  - a. **Reports**
    - i) **Department Heads**
      - Department of Public Works (DPW) **REPORT PROVIDED** ..... DPW Director Lowder
      - Police Department **REPORT PROVIDED** ..... Officer
      - Fire Department ..... Fire Chief Babcock
      - Code Enforcement/Zoning ..... Code Enforcement Officer Drake
      - **SKIP** - Clerk's Department..... No Report/Bereavement Leave
      - Treasurer's Department **REPORT PROVIDED** ..... See Report Provided
    - ii) **Commission and Boards**
      - Planning Commission ..... Councilmember Uplinger
      - **SKIP** - Cemetery Committee **DONE MEETING UNTIL APR 2025** ..... N/A
      - **SKIP** - Economic Development Corporation (EDC) **DONE MEETING UNTIL MAR 2025** . N/A
      - Downtown Development Authority (DDA) ..... Mayor Pro-Tem Martinez Serratos
      - Bangor Housing Commission (BHC)..... Councilmember Muenzer
9. **Unfinished Business/Postponed Items**
  - a. None
10. **New Business**
  - a. Parks & Recreation Advisory Board Bylaws ..... City Manager Weber
  - b. Planning Commission Bylaws..... City Manager Weber
11. **Comments/Concerns from the Audience/Public on any matters NOT ON THE AGENDA ITEMS\***  
 A limit of three (3) minutes per speaker is in effect.
12. **Councilmember Closing Comments**
13. **Adjournment**

***Agenda items might be added or removed as necessary after publication deadline***

\*The purpose of the public comment periods are for members of the public to inform the council of their views. Traditionally, Council does not respond to comments made at the meeting; however, the Mayor or City Manager may direct staff to follow up with the speaker as appropriate. Public and council comments are not required to be recorded. "Meeting Minutes are a record of what was done, not what was said" - Roberts Rules of Order Newly Revised (RONR)



# CITY OF BANGOR

## BANGOR CITY COUNCIL

MARCH 3, 2025

### MEETING MINUTES

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 MUENZER AND RECITED BY ALL PRESENT
3. ATTENDANCE/ROLL CALL

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	
Jerry Muenzer	Councilmember	X	
Amber Garcia	Councilmember	X	
Darla McCrumb	Councilmember		X
QUORUM MET (6 PRESENT)			

#### OTHERS PRESENT

Scott Graham, City Attorney  
 Justin Weber, City Manager  
 Shelly Umbanhowar, Clerk  
 Paul Leonard, Police Officer

Derek Babcock, Fire Chief  
 Ezekiel Drake, Code Enforcement  
 Tyler Kendegran, Police Officer  
 Approximately 15 members of the public

#### 4. AUTHORIZATION TO EXCUSE COUNCILMEMBERS FORM THE MEETING

**Motion to excuse Councilmember McCrumb absence due to illness.**

**RESULT:** CARRIED (UNANIMOUS)  
**MOVER:** Amber Garcia, Councilmember  
**SECONDER:** Heléne Rivers, Councilmember

#### 5. APPROVAL OF REGULAR AGENDA

**Motion to accept Regular Meeting 03/03/25 Agenda as Presented.**

**RESULT:** CARRIED (UNANIMOUS)  
**MOVER:** Jerry Muenzer, Councilmember  
**SECONDER:** Pati Martinez-Serratos, Mayor Pro Tem

## 6. APPROVAL OF CONSENT AGENDA

### a. Consent Agenda

**Motion to accept Consent Agenda items:** Regular Meeting Minutes **02/18/25**, Accounts Payable/Payroll: General Checking in the amount of **\$141,503.12**, Roads Checking in the amount of **\$1,978.00**, and T&A2 Checking in the amount of **\$441,896.16**.

**RESULT: APPROVED (6 YES, 1 ABSENT)**

**MOVER:** Heléne Rivers, Councilmember

**SECONDER:** Amber Garcia, Councilmember

**AYES:** Rivers, Muenzer, Farmer, Martinez-Serratos, Uplinger, Garcia

**ABSENT:** McCrumb

## 7. OPPORTUNITY FOR PUBLIC COMMENT – AGENDA ITEMS ONLY

None.

## 8. REGULAR BUSINESS

### a. Engineer of Record

Nick Shelton from Abonmarche presented himself as the new Business Development & Government Strategy Director. He will be our new point of contact.

Van Buren County

Kurt Doroh gave updates and discussed Bangor City becoming certified as a redevelopment community. It's a small fee and something the City and Council should look into. He will share more information as it becomes available. City Manager Weber is already speaking with Van Buren County regarding this.

## 9. UNFINISHED BUSINESS/POSTPONED ITEMS

None.

## 10. NEW BUSINESS

### a. Award As-Needed Concrete Work in Public Right-of-Ways (Sidewalk Project)

**Motion to award bid to Vander Galien Outdoor Solutions in the amount of \$36,600.00**

**RESULT: APPROVED (6 YES, 1 ABSENT)**

**MOVER:** Jerry Muenzer, Councilmember

**SECONDER:** Heléne Rivers, Councilmember

**AYES:** Rivers, Muenzer, Farmer, Martinez-Serratos, Uplinger, Garcia

**ABSENT:** McCrumb

### b. Bangor City Trash Transfer Station

City Manager Weber presented to the Council that along with the two (2) bulk trash days per year that the City also provide an opportunity to allow residents to purchase permits at City Hall. This would allow the residents more options to dispose of bulk trash or big items that they cannot throw in their weekly bins. The money made by selling permits will help offset the fee for the dumpsters to be emptied and replaced. More details/planning to come at a later Council meeting.

### c. March Budget Workshop Meeting

The March Budget Workshop Meeting has been rescheduled from 03/10/25 @ 3PM at City Hall to 03/24/25 @ 3PM at City Hall.

**d. Upcoming / In Progress Items**

City Manager Weber updated Council on several items: Planning Commission Bylaws, the Council should expect to see them after the Planning Commission approves at their next meeting on 3/13; Apple Festival Committee, The City Manager and Clerk have been brainstorming ideas and working on details in order to get a committee together; Seal Coating/Fog Seal, the City will get signed up with Van Buren County Road Commission to get this work done in the Summer of 2025; Live Stream Downtown, the City has put in a work order to the IT department and they are looking at locations and working on a quote for us.

**11. OPPORTUNITY FOR PUBLIC COMMENT – NON AGENDA ITEMS**

Public comments heard.

**12. COUNCILMEMBER CLOSING COMMENTS**

Councilmember comments were heard.

**13. ADJOURNMENT**

<b>Motion to adjourn at 7:47 PM.</b>	
<b>RESULTS:</b>	<b>CARRIED (UNANIMOUS)</b>
<b>MOVER:</b>	Amber Garcia, Councilmember
<b>SECONDER:</b>	Heléne Rivers, Councilmember
<b>ABSENT:</b>	McCrumb

\_\_\_\_\_  
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 3, 2025**. These minutes were **approved by the City Council on Monday, March 17, 2025**, by unanimous vote. The original is on file at the Bangor City Hall, 257 W. Monroe Street, Bangor, Michigan 49013.

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Shelly Umbanhowar, City Clerk



## CITY COUNCIL AGENDA FACT SHEET

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

**CC:** Justin Weber, City Manager

**From:** Amanda Karr, City Deputy Clerk

**CC:** Stephenie Cagle, Treasurer; Shelly Umbanhowar, Clerk

**Subject:** Accounts Payable and Payroll

**Date:** 03/10/25

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### **Recommended Action:**

**GENERAL CHECKING** - Treasurer recommends City Council approval of the following:

- **Bill List** for 03/10/25 (34 items) in the amount of **\$43,444.30.**
- **ACH/EFT Transactions** (31 items) in the amount of **\$3,899.98.**
- **Payroll** for 03/10/25 (1 item) in the amount of **\$13,790.13.**
  - For a **grand total** amount of **\$61,134.41** from the **GCK-2** account.

• <b>TOTAL AMOUNT OF <u>GCK-2</u> BILLS LIST &amp; PAYROLL</b>	<b><u>\$61,134.41</u></b>
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**ROADS** - Treasurer recommends City Council approval of the following:

- **Bill List** for 03/10/25 (1 item) in the amount of **\$2,700.00.**
  - For a **grand total** amount of **\$2,700.00** from the **ROADS** account.

• <b>TOTAL AMOUNT OF <u>ROADS</u> BILLS LIST</b>	<b><u>\$2,700.00</u></b>
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### **Council Action:**

For Action

### **Summary:**

See GCK-2 and Roads, Invoice approval lists.

03/10/2025 INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF BANGOR  
 EXP CHECK RUN DATES 03/18/2025 - 03/18/2025  
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN  
 BANK CODE: GCK-2 - CHECK TYPE: PAPER CHECK

Vendor Code	Vendor Name Invoice	Description	Amount
ABON	ABONMARCHE 156949	POTHOLING SERVICES THROUGH 2/28/2025	4,000.00
TOTAL FOR: ABONMARCHE			4,000.00
STORY, ANG	ANGELA J. STORY 120-198-3/25 12-198-2.2025	MARCH 2025 ASSESSING FEE FEBRUARY ASSESSING FEE	1,333.33 1,333.33
TOTAL FOR: ANGELA J. STORY			2,666.66
AT&T	AT&T MOBILITY 287315476231 2.2025	PHONE @ WELLS	117.72
TOTAL FOR: AT&T MOBILITY			117.72
BLUE FIRE	BLUE FIRE MEDIA, INC 31505	WEB-DEV MONTHLY PAYMENT	100.00
TOTAL FOR: BLUE FIRE MEDIA, INC			100.00
CINTAS	CINTAS CORPORATION #301 4222686778 4223376547	DPW UNIFORMS DPW UNIFORMS	69.16 69.16
TOTAL FOR: CINTAS CORPORATION #301			138.32
INTERACT	COLOSSUS, INC CPSMN0005990	ONLINE RMS - 7 USERS APRIL 2025 - MARCH 2026 POLICE REPORT WRITING PROGRAM	2,904.64
TOTAL FOR: COLOSSUS, INC			2,904.64
DANSAUTO	DAN'S AUTOMOTIVE I010527	DPW TRUCK MOUNT & BALANCE 1 TIRE	20.00
TOTAL FOR: DAN'S AUTOMOTIVE			20.00
ELECTION	ELECTION SOURCE 25-604	ICP & ICX ANNUAL MAINTENANCE	385.00
TOTAL FOR: ELECTION SOURCE			385.00
ELHORN	ELHORN ENGINEERING COMPANY 305778	WATER TREATMENT SUPPLIES	1,470.00
TOTAL FOR: ELHORN ENGINEERING COMPANY			1,470.00

HERALD	HERALD-PALLADIUM 71148896	BOARD OF REVIEW AD	157.50
TOTAL FOR: HERALD-PALLADIUM			157.50
SUNBELT	HOMESERVE USA FEBRUARY 2025 MARCH 2025	FEBRUARY WATER LEAK/LINE & SEWER LINE MARCH WATER LEAK/LINE & SEWER LINE	1,629.30 1,629.30
TOTAL FOR: HOMESERVE USA			3,258.60
INTEGRITY	INTEGRITY TECH PARTNERS 12948	MONTHLY PROJECT LABOR - IT SERVICES CITY HALL, POLICE, DPW	1,490.04
TOTAL FOR: INTEGRITY TECH PARTNERS			1,490.04
INVOICE	INVOICE CLOUD, INC. 4096-2025_2	FEBRUARY ONLINE BILL PAY PORTAL	425.00
TOTAL FOR: INVOICE CLOUD, INC.			425.00
LANDERS	LANDERS HARDWARE INC 03012025	FEB 2025 VARIOUS PURCHASES	505.11
TOTAL FOR: LANDERS HARDWARE INC			505.11
LEXIPOL	LEXIPOL INVPRA11249563	POLICE ONE TRAINING 4/01/25 TO 3/31/2026	614.88
TOTAL FOR: LEXIPOL			614.88
MIDWAY	MIDWAY ELECTRIC INC. 7764	2 LIGHT POLES KNOCKED DOWN BY SEMI TRUCK	928.00
TOTAL FOR: MIDWAY ELECTRIC INC.			928.00
PAT'S PRON	PAT'S PRONTO PRINT POLICE	ENVELOPES FOR POLICE DEPARTMENT	150.00
TOTAL FOR: PAT'S PRONTO PRINT			150.00
PRIMAR	PRI MAR PETROLEUM INC 657037 657560 657821 657822 854911	DPW GAS 630.26 DPW GAS 02/17/25 DPW GAS 02/25/25 DPW GAS 02/25/25 DPW GAS 02/05/25	630.26 371.11 577.76 786.04 55.96
TOTAL FOR: PRI MAR PETROLEUM INC			2,421.13

RELIABLE	REPUBLIC SERVICEWS#646		
	0646-001978492	DPW CONTAINER PICK UP 03/01-03/31/25	109.00
	0646-001980037	TRASH SERVICE 3/01/25-3/31/25	11,668.24
TOTAL FOR: REPUBLIC SERVICEWS#646			<u>11,777.24</u>
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SHEPHARD	SHEPHARD BODY SHOP		
	15413	BROKEN KEY IN LOCK POLICE CAR #54	136.00
TOTAL FOR: SHEPHARD BODY SHOP			<u>136.00</u>
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SNIDER	SNIDER SERVICES		
	250303	BUILDING INSPECTIONS - SERVICES THRU MARCH 2025	7,427.76
TOTAL FOR: SNIDER SERVICES			<u>7,427.76</u>
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TAPPER	TAPPER		
	98933	TRANSMISSION FLUSH & ALIGNMENT POLICE CAR #55	367.50
	99018	POLICE CAR #54 NEW FUSE BOX	971.26
TOTAL FOR: TAPPER			<u>1,338.76</u>
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USBANK	US BANK EQUIPMENT FINANCE		
	550546824	POLICE COPIER	166.27
TOTAL FOR: US BANK EQUIPMENT FINANCE			<u>166.27</u>
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VSP	VISION SERVICE PLAN		
	822294138	MARCH 2025 VISION INSURANCE	249.39
TOTAL FOR: VISION SERVICE PLAN			<u>249.39</u>
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DEVISSER	WALTER L DEVISSER JR		
	FEBRUARY 2025	JAN & FEB MECHANICAL PERMITS	567.00
TOTAL FOR: WALTER L DEVISSER JR			<u>567.00</u>
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TOTAL PAPERCHECKS	43,444.30
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EFT/ACH TRANSACTIONS

PAGE 3 TOTAL 21,662.42

COMCAST	COMCAST		
	3770022594 4.25	WHITE OAK LIFT 03/07/25-04/06/25	53.85
	3770022602 4.25	LIONS LIFT 03/07/25-04/06/25	148.90
	3770022651 4.25	ARLINGTON LIFT INTERNET 03/07/25-04/06/25	53.85
TOTAL FOR: COMCAST			<u>256.60</u>

CONSUMERS	CONSUMERS ENERGY		
	204123586295	POLICE STATION NATURAL GAS 1/22/25-2/19/25	155.01
	204123586296	NATURAL GAS ARLINGTON LIFT 1/22/25-2/19/25	137.69
	204123586297	NATURAL GAS DPW BUILDING 1/22/25-2/19/25	858.29
	204123586298	CITY HALL NATURAL GAS 1/22/25-2/19/25	324.04
TOTAL FOR: CONSUMERS ENERGY			<u>1,475.03</u>

I&M/AEP	INDIANA MICHIGAN POWER		
	04017231707 2.25	WELL #3 ELECTRIC 1/31/25-2/28/25	723.69
	04163431705 2.25	MORA PARK ELECTRIC 1/31/25-2/28/25	58.56
	04198685705 2.25	DOWNTOWN ELECTRIC 2/1/25-2/28/25	945.85
	04245352838 2.25	SIGN FOR SUBDIVISION ELECTRIC 1/31/25-2/28/25	33.19
	04252867108 2.25	WHITE OAK LIFT DR ELECTRIC SERVICES 1/29/25-2/26/25	106.27
	04304035704 2.25	LIONS PARK ELECTRIC 1/31/25-2/28/25	76.55
	04308417106 2.25	CHARLES PARK ELECTRIC 01/31/25-02/28/25	73.48
	04332631706 23.25	M43 PARK ELECTRIC 1/31/25-2/28/25	69.89
	04336250909 2.25	GETMAN LIFT ELECTRIC 01/31/25-02/28/25	268.29
	04484945516 2.25	AERATORS ELECTRIC 1/31/25-2/28/25	3,031.35
	04486384706 2.25	WELL #7 ELECTRIC 1/31/25-2/28/25	581.29
	04502584701 2.25	DPW BLDG ELECTRIC 1/31/25-2/28/25	613.90
	04533584704 2.25	STREET LIGHT ELECTRIC 1/31/25-2/28/25	95.47
	04565184704 2.25	CITY HALL ELECTRIC 1/31/25-2/28/25	474.19
	04641721701 2.25	MONROE PARK ELECTRIC 1/31/25-2/28/25	58.56
	04666721701 2.25	WELL #5 - M43 PARK ELECTRIC 1/31/25-2/28/25	321.54
	04674522026 2.25	ARLINGTON SIGN ELECTRIC 1/31/25-2/28/25	116.92
	04692724901 2.25	PARK LIFT ELECTRIC 01/31/25-02/28/25	136.82
	04814950806 2.25	LIONS LIFT ELECTRIC 1/31/25-2/28/25	883.57
	04833520408 2.25	POLICE STATION ELECTRIC 1/31/25-2/28/25	377.21
	04875184709 2.25	OUTSIDE LIGHTS ELECTRIC 1/31/25-2/28/25	115.66
	04641721701 2.25	M-43 PARK ELECTRIC 01/31/25-02/28/25	59.40
	04263767701 2.25	MORA PARK ELECTRIC 1/31/25-2/28/25	58.56
	04984353203 2.25	ARLINGTON LIFT ELECTRIC 1/31/25-2/28/25	1,701.79
TOTAL FOR: INDIANA MICHIGAN POWER			<u>10,982.00</u>

<b>TOTAL - ALL EFT/ACH TRANSACTIONS</b>	<b>7,784.14</b>
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PAYROLL			
PAYROLL	PAYROLL		
	2/27/2025	MONTHLY COUNCIL PAY	1076.5
TOTAL FOR PAYROLL			<u>1076.5</u>

Vendor Code	Vendor Name	Description	Amount
	Invoice		
C&R'S	C&R'S OUT ON A LIMB TREE CARE, LLC		
	838	TRIM & REMOVAL OF TREES ON CASS STREET	2,700.00
TOTAL FOR: C&R'S OUT ON A LIMB TREE CARE, LLC			<u>2,700.00</u>
TOTAL - ALL VENDORS			2,700.00



# MONTHLY REPORT



**March 2025**

**BANGOR DEPARTMENT  
OF PUBLIC WORKS**



# CEMETERIES

There were two full burials in the last month.

Cemetery clean up is coming up on March 18th. Families of loved ones in the Cemetery are encouraged to remove their winter decorations before cleanup begins.

-Reminder to not place breakable items such as glass bottles, vases, candles or ornaments on the graves.



03/17



## WATER/ SEWER



Testing:

- State Required Monthly Testing.
- Monthly Sewer Bacti. Testing
- Daily Water testing at each well and locations throughout the city.

Between \$10k-\$12k is spent on state required testing each year.



DPW workers have attended classes by Michigan Rural Water Association on Water. Two more employees will be taking this class.

Steve will be attending the Michigan Rural Water Association Conference the week of March 17th.



## WATER/ SEWER CONTINUED



Two Water emergencies were resolved this month.

One sewer emergency was resolved this month.

-Hydrant flushing at dead end streets will be occurring on Wednesdays throughout the month of March.



-Regular Hydrant flushing will be scheduled for April.



## ROADS

Winter decorations were removed and spring banners were put up along Monroe St.



ConAg LLC has begun performing "Potholing" on 650 water services throughout town. This has greatly increased the number of MISS DIG tickets DPW workers have been completing. The company seems to be doing a good job at filling in the holes after they locate the service lines.



A tree that fell on the corner North Center and M-43 was also removed last week.

03/17



## MISC.



As always, various work orders from City Hall are being fulfilled daily.

-Repair work has begun for lawns damaged by Plow Trucks throughout the winter.

-This past month the DPW crew experienced a lot of sickness. Regular disinfecting of the shop and vehicles is ongoing as a preventative measure.

-Damaged and tattered American Flags will be ordered and replaced this month.



# Bangor Police Department



## City of Bangor Statistics

FEBRUARY 2025

<b>Total Calls, Traffic Stops &amp; Events Feb</b>	185	<b>Police Calls for Service - FEB</b>	113
YTD Total Calls, Traffic Stops & Events	354	YTD Calls for Service	246
Abandoned vehicle	1		
Animal Issue	4	<b>Traffic Stops &amp; Tickets</b>	
Arrest for Traffic Violation	2	Traffic Stops	72
Assault	3	Tickets Issued	38
Assist Other Agency	13	Monthly Ticket Percentage Rate	52%
Background Investigation	3		
BOLO	3		
Civil Dispute	1	YTD Traffic Stops	108
CSC	0	YTD Tickets Issued	62
Delinquent Juveniles	2	YTD Ticket Percentage Rate	57%
Domestic assault	4		
False Alarm	3		
Fire Assist	0	Ordinance Tickets	0
Found property	0	Parking violations tickets	1
Fraud	3		
General Assist	28	<b>Department/Officer Training</b>	
Harrasment	1	LEIN recertification	
Hit & Run	0		
Larceny	0	<b>Lobby Visits</b>	NA
Medical Assist	9	<b>Phone Calls</b>	51
Motor assist	4	Revenue from citations	\$778
Name & TX	3	Traffic Accidents	1
Neglect	1	Warrant Arrest	6
Noise Complaint	1	Welfare Check	3
Non-traffic accident	1	Trespassing	1
Property Damage	1		
Returned Property	2		
Runaway	1		
suspicious Situation	7		

# Memo

City of Bangor

To: Mayor Farmer  
City Manager Weber  
Mayor Pro-Tem Martinez – Serratos  
Councilmember Uplinger  
Councilmember McCrumb  
Councilmember Rivers  
Councilmember Muenzer  
Councilmember Garcia

From: Stephenie Cagle, Treasurer

CC: N/A

Date: 3/10/2025

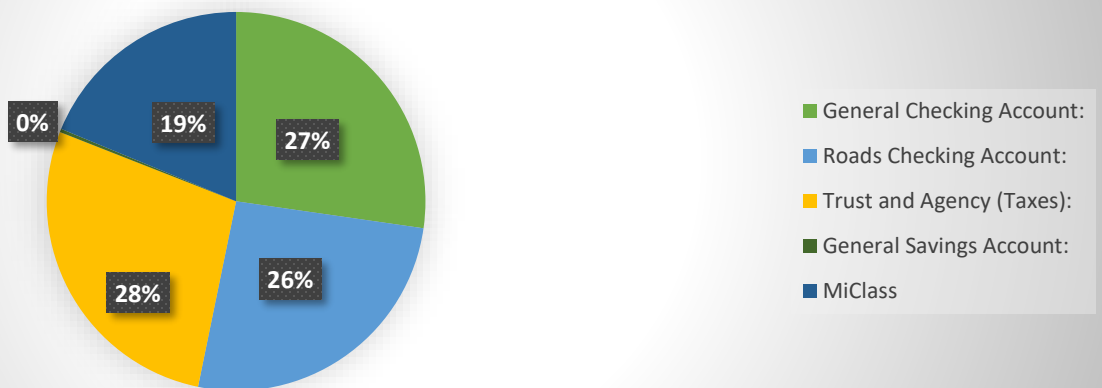
Re: City Council Meeting 3/17/25

\*Act 51 funds (MDOT) are received **monthly**  
\*State Revenue Share funds are received **bi-monthly**  
\*Real and Personal Property Taxes are collected **July 1 to February 28**  
\*\*City Operating millage is collected on the **Summer Taxes (beginning July 1)**  
\*\*Road and Cemetery millages are collected on the **Winter Taxes (beginning December 1)**

As of 3/10/2025, the bank balances are:

General Checking Account:	\$	762,493.10
Roads Checking Account:	\$	725,459.66
Trust and Agency (Taxes):	\$	775,539.10
General Savings Account:	\$	7,979.03
MiClass	\$	524,213.91
Total All Accounts	\$	2,795,684.80

### Bank Balances



YTD Balances by Fund as of 3/10/25

<b>Fund 101 – General</b>			<b>Balance</b>
<i>Projected Revenue:</i>			\$ 1,355,400.00
<i>Projected Expenditures</i>			\$ 1,296,678.00
<i>YTD Revenues:</i>			\$ 1,165,581.60
<i>YTD Expenditures:</i>			\$ 956,054.16
101	Expenses - City Council	\$ 107,778.04	
172	Expenses - City Manager	\$ 11,585.01	
215	Expenses - City Clerk	\$ 41,003.79	
247	Expenses - Board of Review	\$ 2,279.42	
253	Expenses - City Treasurer	\$ 40,958.48	
257	Expenses - Assessor Department	\$ 9,283.31	
262	Expenses - Elections	\$ 8,888.83	
265	Expenses - City Hall	\$ 138,770.43	
301	Expenses - Police Department	\$ 355,402.02	
371	Expenses - Code Enforcement	\$ 66,993.64	
440	Expenses - DPW	\$ 119,920.42	
448	Expenses - Street Lights	\$ 1,315.08	
567	Expenses - Cemetery	\$ 21,438.31	
701	Expenses - Planning Commission	\$ -	
751	Expenses - Parks	\$ 30,437.38	
790	Expenses - Library	\$ -	
<b>Fund 202 – Major Roads</b>			
<i>Projected Revenue:</i>			\$ 220,000.00
<i>Projected Expenditures</i>			\$ 375,688.00
<i>YTD Revenues:</i>			\$ 299,946.33
<i>YTD Expenditures:</i>			\$ 82,773.40
172	Expenses - City Manager	\$ 2,817.86	
446	Expenses - Construction	\$ -	
447	Expenses - Admin. & Engineering	\$ -	
463	Expenses - Routine Maintenance	\$ 58,154.77	
473	Expenses - Rout. Maint. Bridges	\$ 5,744.86	
474	Expenses - Traffic Services	\$ 12,433.43	
478	Expenses - Winter Maint. Fund	\$ 3,622.48	
488	Expenses - M-43 Surface Maint.	\$ -	
489	Expenses - M-43 Sweep & Flush	\$ -	
491	Expenses - M-43 Drains & Ditches	\$ -	
497	Expenses - M-43 Winter Maint.	\$ -	


<b>Fund 203 – Local Roads</b>			
	<i>Projected Revenue:</i>		\$ 160,000.00
	<i>Projected Expenditures</i>		\$ 185,188.00
	<i>YTD Revenues:</i>		\$ 169,534.43
	<i>YTD Expenditures:</i>		\$ 83,443.81
	172 Expenses - City Manager	\$ 2,817.83	
	446 Expenses - Construction	\$ 32,756.66	
	447 Expenses - Admin. & Engineering	\$ -	
	463 Expenses - Routine Maintenance	\$ 44,246.83	
	474 Expenses - Traffic Services	\$ -	
	478 Expenses - Winter Maint. Fund	\$ 3,622.49	
<b>Fund 207 - Police Bldg Maint</b>			
	<i>Projected Revenue:</i>		\$ 36,000.00
	<i>Projected Expenditures</i>		\$ 36,000.00
	<i>YTD Revenues:</i>		\$ 33,082.82
	<i>YTD Expenditures:</i>		\$ 13,890.00
<b>Fund 209 – Cemetery</b>			
	<i>Projected Revenue:</i>		\$ 15,000.00
	<i>Projected Expenditures</i>		\$ 15,000.00
	<i>YTD Revenues:</i>		\$ 11,120.32
	<i>YTD Expenditures:</i>		\$ 8,000.00
<b>Fund 264 - MCOLES Training</b>			
	<i>Projected Revenue:</i>		\$ -
	<i>Projected Expenditures</i>		\$ -
	<i>YTD Revenues:</i>		\$ 6,000.00
	<i>YTD Expenditures:</i>		\$ -
<b>Fund 271 - Library Maint</b>			
	<i>Projected Revenue:</i>		\$ 4,000.00
	<i>Projected Expenditures</i>		\$ 4,000.00
	<i>YTD Revenues:</i>		\$ -
	<i>YTD Expenditures:</i>		\$ 19,701.08
<b>Fund 590 – Sewer</b>			
	<i>Projected Revenue:</i>		\$ 563,000.00
	<i>Projected Expenditures</i>		\$ 545,350.00
	<i>YTD Revenues:</i>		\$ 340,946.83
	<i>YTD Expenditures:</i>		\$ 326,914.26


<b>Fund 591 - Water</b>			
<i>Projected Revenue:</i>			\$ 633,000.00
<i>Projected Expenditures</i>			\$ 395,850.00
<i>YTD Revenues:</i>			\$ 469,590.89
<i>YTD Expenditures:</i>			\$ 354,049.55
<b>Fund 661 – Motor Pool</b>			
<i>Projected Revenue:</i>			\$ 276,000.00
<i>Projected Expenditures</i>			\$ 209,702.00
<i>YTD Revenues:</i>			\$ -
<i>YTD Expenditures:</i>			\$ 173,752.65
<b>Total All Funds</b>			
<i>Projected Revenue:</i>			\$ 3,262,400.00
<i>Projected Expenditures</i>			\$ 3,063,456.00
<i>YTD Revenues:</i>			\$ 2,495,803.22
<i>YTD Expenditures:</i>			\$ 2,018,578.91

# Fund Balances

\*\*\*Fund balances are a combination of cash and assets.

Fund 101 – General			\$ 778,255.23
Fund 202 – Major Roads			\$ 262,515.72
Fund 203 – Local Roads			\$ 78,229.81
Fund 207 - Police Bldg Maintenance			\$ 87,051.37
Fund 209 – Cemetery			\$ 2,520.04
Fund 264 - MCOLES Police Training			\$ 3,000.00
Fund 271 - Library Maintenance			\$ 75,481.28
Fund 590 – Sewer			\$ 4,454,551.97
Fund 591 - Water			\$ 655,740.22
Fund 661 – Motor Pool			\$ 90,072.80
Total All Funds			\$ 6,487,418.44

 A **fund balance** represents the difference between the **assets** (cash, receivables, etc.) and **liabilities** (debts, obligations) in a government fund. The fund balance is crucial because it reflects the financial health of each fund such as the general fund, water fund, or special revenue funds-and determines the city's ability to cover expenses, emergencies, or unforeseen events.

 Fund balances are a critical part of managing the city's finances responsibly. They provide flexibility, stability, and security for the City. By understanding the different types of fund balances and their role, the City Council can make better-informed decisions to ensure the city's long-term financial health and ability provide services to residents.



# CITY OF BANGOR

## PARKS & RECREATION ADVISORY BOARD MEETING

February 4, 2025

### MINUTES

Council Chambers

Regular Meeting

4:30 PM

257 W MONROE ST  
BANGOR, MI 49013

1. This meeting was called to order by Councilmember Helene Rivers at 4:30 pm.
2. PLEDGE OF ALLEGIANCE IS LED BY CITY MANAGER WEBER AND RECITED BY ALL PRESENT
3. ATTENDANCE/ROLL CALL OF BOARD MEMBERS

Attendee Name	Title	Status	
		Present	Absent
Renee Doroh	Chairperson		x
Heléne Rivers, Councilmember	Vice Chairperson/Council	x	
Dawn Wade	Secretary	x	
Jerry Muenzer, Councilmember	Board Member/Council	x	
Scott Millin	Board Member		x
Delores Honeycutt	Board Member	x	
Jessica Corona	Board Member	x	
<b>QUORUM MET</b>			

#### OTHERS PRESENT:

Steve Lowder, DPW Director  
Police Officer Tyler Kendregan

#### 4. APPROVAL OF REGULAR AGENDA

**Motion to accept Regular Meeting Agenda as Presented.**

**RESULT: CARRIED (UNANIMOUS)**

**MOVER:** Jerry Muenzer, Board Member/Councilmember

**SECONDER:** Delores Honecutt, Board Member

#### 5. APPROVAL OF MEETING MINUTES

##### a. Meeting Minutes

The minutes from the December 3, 2024 meeting were approved.

## 6. UNFINISHED BUSINESS

### a. Parks & Rec. 5-year Plan

The committee decided that we need more time to review the Parks & Rec 5-year Plan, this needs to be completed by December 2025.

### b. Approve change to the Bylaws page 2 #6 to “7 days prior to the next regular meeting”.

Discussed amending the Parks & Recreation Advisory Board Bylaws on page 2, #6: “Copies of all minutes shall be mailed or emailed to all members promptly after each meeting, but not less than four (4) days prior to the next regular meeting.”

**Motion to change “no less than four (4) days prior to the next meeting” to state “no less than seven (7) days prior to the next meeting”.**

**RESULT: APPROVED (5 YES)**

**MOVER:** Jerry Muenzer, Board Member/Councilmember

**SECONDER:** Delores Honecutt, Board Member

**AYES:** 5

## 7. NEW BUSINESS

### a. Accept the resignation of Steve Honeycutt from the Parks & Recreation Board as of January 13th, 2025

**Motion to accept the resignation of Steve Honeycutt from the Parks & Recreation Board**

**RESULT: APPROVED (5 YES)**

**MOVER:** Jerry Muenzer, Board Member/Councilmember

**SECONDER:** Delores Honecutt, Board Member

**AYES:** 5

### b. Welcome to Jessica Corona for being newly appointed to the Parks & Recreation Board

### c. Parks & Recreation consideration to not meet during the winter months.

Discussion to meet every month as we continue to work on the 5-Year Plan.

d. Renee will be coming up with the agenda items prior to each meeting. If you have anything you would like added to the agenda, please let me know no later than 7 days prior to the next meeting so we can get this added to the agenda you can either email me [rdoroh@sturgisbank.com](mailto:rdoroh@sturgisbank.com) or call 269-207-8905

### e. Public Survey: What questions do we want to ask and how will this survey be distributed

Discussion about the water trail and the possibilities of funds/grants to clean up the river from South Haven to bring more business to Bangor. Discussion of needing more signs for the public to easily locate our parks. The committee discussed the 2018 Public Survey results and finalized a total of 10 questions for a current public survey. Lastly, it was discussed to distribute a “Student Survey” similar to the public survey of 10 questions. It would be shared with K-12 teachers, for them to distribute the electronic link to their students.

## 8. OPPORTUNITY FOR PUBLIC COMMENT

Public comments were heard.

9. **COUNCILMEMBER COMMENTS**

Board Member comments were heard.

9. **NEXT MEETING: March 4, 2025 @ 4:30pm**

10. **ADJOURNMENT**

**Motion to adjourn at 6:01 PM**  
**RESULTS:** **CARRIED (UNANIMOUS)**  
**MOVER:** Jerry Muenzer, Board Member/Councilmember  
**SECONDER:** Jessica Corona, Board Member

—  
\_\_\_\_\_  
Dawn Wade, Secretary

\_\_\_\_\_  
Renee Doroh, Chair

**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 4th, 2025**. These minutes were **approved by the City Council on Monday, March 3rd, 2025**, by unanimous vote. The original is on file at the Bangor City Hall, 257 W. Monroe Street, Bangor, Michigan 49013.

\_\_\_\_\_  
Shelly Umbanhowar, City Clerk

**PARKS AND RECREATION ADVISORY BOARD  
CITY OF BANGOR, MICHIGAN  
BYLAWS**

**ARTICLE I**

**Name – Purpose – Authority**

1. **Name**. The name of this organization is the PARKS AND RECREATION ADVISORY BOARD of the City of Bangor, a Municipal Corporation.
2. **Purpose and Authority**. The purpose and authority of the organization shall be as defined and authorized by Resolution 08-04 of the City of Bangor, Van Buren County, Michigan.
3. **Mission Statement**. The Parks and Recreation Advisory Board of the City of Bangor shall promote the use and enjoyment of the Parks and Green spaces of the City by the citizens, while ensuring the safety, health and welfare of all the users. The Board will preserve and protect the natural resources while keeping in mind the rights and wishes of its neighbors.

**ARTICLE II**

**Board**

1. **Board of Directors**. The Board shall consist of seven (7) members, The City Council shall appoint two (2) members, that are City Council Members and the other five (5) members from the City of Bangor, the Surrounding Townships and the Bangor Public School system. The City Manager of Bangor, or his or her designee, shall be a member of the Board but may not hold office. The Board may also have two (2) additional non voting members who are students attending Bangor Public Schools.
2. **Term**. Board Members shall have terms that do not expire. Once appointed by the City Council, Board members shall remain on the board until they a) resign b) no longer fit the criteria of a board member or c) are removed from the board.
3. **Resignation and Removal**.
  - a) Any Board member may resign by the delivery of a written resignation to the Mayor, City Manager of the City of Bangor or the Chairperson of the Board.
  - b) The Board may, by the majority vote of the board members present at any regular or special meeting, recommend to the City Council of the City of Bangor the removal of any Board Member for acts of omission or commission not conducive to the best interest of the Board, or if said member fails to attend regularly (two-thirds (2/3) of the regular meetings in any fiscal year). Such

recommendations, together with reasons therefore, shall be transmitted in writing to the City Council of the City of Bangor.

### **ARTICLE III** **Officers**

1. **Number**. The officers of the Board shall be Chairperson of the Board, Vice-Chairperson, and Secretary.
  2. **Election, Term of Office and Qualifications**.
    - a) The officers shall be elected by a majority of the Board annually at the first meeting in July, for a one year term.
    - b) City staff members elected to officer positions may not vote on matters brought before the Board.
    - c) Officers shall not serve more than three (3) years in succession in any given office.
  3. **Vacancies**. In case any office of the Board becomes vacant for any reason, a majority of the Board shall elect an officer to fill such vacancy for the unexpired portion of the term.
  4. **Chairperson of the Board**. The Chairperson of the Board shall preside at all meetings of the Board and may cast a vote in all matters brought before the Board. The Chairperson or a Representative of the Board appointed by him or her shall be the only person to represent the Board to the City Council, press, or other public forum.
  5. **Vice-Chairperson**. The Vice-Chairperson shall preside in the absence of the Chairperson.
  6. **Secretary**. The Secretary shall have charge of such books, documents and papers as the Board may determine and shall attend and keep minutes of all the meetings of the members. In the absence of the Secretary, the Chairperson of the Board shall designate a member to record the minutes. Copies of all minutes shall be mailed or emailed to all members promptly after each meeting, but not less than seven (7) days prior to the next regular meeting.
- Page 2 of 4
7. **Removal**. Officers may be removed for the same reasons as Board members may be removed and by a majority vote of the members present.

### **ARTICLE IV** **Meetings**

1. **Regular Meetings**. The Board shall hold regular meetings at the City Hall in Bangor, Michigan, or such other places as shall be designated by the Chairperson at 4:30 p.m. on the First Tuesday of each month hereafter.

2. **Special Meetings**. A special meeting may be called by the Chairperson of the Board, or any three (3) Board members at such times and places as indicated in the call for a special meeting. Notice and an Agenda of the Special meeting shall be given to all members at least 24 hours prior to the meeting and be given in a reasonable manner under the circumstances then existing.
3. **Quorum**. A quorum shall be a simple majority of the Board members.
4. **Voting**.
  - a) All business of this Board with the exception of bylaw amendments, purchases, sales, and any legal actions taken against another persons, or entity which must be by a 2/3 majority of the entire Board and as otherwise provided by these by-laws, shall be decided by a simple majority of the members present.
  - b) In event a member abstains, the reasons shall be stated on the record.
5. **Open to Public**. All meetings of the Board shall be open to the public with the exception of business conducted in closed session under the rules of the Open Meeting Act. To go into closed session, there must be a 2/3 majority vote by roll call vote of all members serving and must meet the statutes for utilizing closed session.
6. **Business at Meetings**. The Chairperson or Secretary with consultation of the City Manager shall prepare an agenda for each meeting, and provide said agenda to members at least 72 hours prior to the meeting with the exception of special meetings.
7. All meetings shall be conducted in accordance with Roberts Rules of Order unless these bylaws otherwise provide.

Page 3 of 4

## **ARTICLE V** **Subcommittees**

1. At times it may be deemed necessary and/or appropriate for subcommittees to fall under the responsibility of the Parks and Recreation Advisory Board of the City of Bangor's jurisdiction for direction and guidance. The City Council of Bangor, at their discretion, will determine what boards or committees fall under the Parks and Recreation Advisory Board's direction.
2. In such instances where a board or committee falls under the Parks and Recreation Advisory Board, there will be a representative member that attends the Parks and Recreation Advisory Board's meetings to report out on the activities of that group and to make recommendations and or requests but they do not have voting rights on items relative to the board they represent; however, in all other regards they are considered voting

members of the Board.

**ARTICLE VI**  
**Amendments**

These bylaws may be altered, amended or repealed by a vote of at least 2/3 of the entire Board as constituted.

All said alterations, amendments or repeals of these bylaws shall be subject to the approval of the City Council of the City of Bangor.

***Amended:** Regular City Council Meeting 06/03/24 by Resolution 2024-05*

# PLANNING COMMISSION FOR THE CITY OF BANGOR, MICHIGAN

## PLANNING COMMISSION BYLAWS

### I. PURPOSE:

These Planning Commission (sometimes “PC”) bylaws are adopted to establish the rules of operation for the PC so that matters coming before the PC can be handled promptly and efficiently.

### II. AUTHORITY AND JURISDICTION:

The City Planning Commission derives its authority from Michigan law, the City Charter, and the City Zoning Ordinance. This authority provides that the City Planning Commission shall have in part the powers and duties authorized and directed by the Michigan Zoning Enabling Act (P.A. 12 of 2008 as amended), and the Michigan Planning Enabling Act (P.A. 33 of 2008 as amended).

### III. OFFICERS:

A Chairperson, Vice-Chairperson, and Secretary shall be elected by majority vote of the members of the PC every year at the first regular meeting in the month of January. The PC Chairperson is authorized to appoint other officers as that the PC determines to be appropriate.

- A. Chairperson:** The Chairperson shall preside at all meetings, shall appoint persons to committees that are authorized by the Commission, and may serve as an ex-officio member of such committees. The Chairperson, subject to these rules, shall decide all points of order or procedure, subject to appeal by a member of the Commission. The vote of a majority of members, including the Chairperson, shall decide the appeal. In the event an appeal is taken by any member from the ruling of the presiding officer, the Commissioner desiring to appeal shall state that a claim of appeal is being taken and shall state briefly what in that Commissioner’s opinion the ruling should have been. If this appeal is seconded, the recording secretary shall state clearly the question at issue, and then shall call for the vote of the Commission on the question: “Shall the decision of the presiding officer be sustained?” Such decision shall be final and shall be binding on the presiding officer.
- B. Vice-Chairperson:** The Vice-Chairperson shall preside and exercise all of the duties of the Chairperson in his or her absence.
- C. Presiding Officer:** Should neither the Chairperson, nor the Vice-Chairperson be present at a meeting, any member may call the meeting to order and immediately proceed to call a special election to elect a temporary Chairperson who shall preside over the meeting. The election of a temporary Chairperson shall follow the process outlined in Item F. and the role of the temporary Chairperson shall terminate upon the adjournment of the meeting.
- D. Secretary:** The Secretary shall record the meeting minutes, unless delegated to staff.

**E. Vacancies:** In the event that an officer shall leave the Commission before the expiration of his or her term, an individual shall be appointed to the vacancy in the same manner for Planning Commission appointments as defined by City ordinance.

**F. Election of Officers:** The process for the election of officers shall be as follows:

1. The current Chairperson or temporary Chairperson presides over the election of the officers.
2. The Chairperson declares the nominations are open for offices in the following order: Chairperson, Vice-Chairperson, and Secretary.
3. Nominations: Any member of the Planning Commission may nominate. To do so:
  - a. Members of the Planning Commission should raise their hand if they wish to make a nomination. Planning Commissioners will be called on in the order they raised their hand to ensure proper order of nominations.
  - b. The Planning Commissioner may state their nomination. Nominations are not required to be seconded.
  - c. After being nominated, the nominee shall accept or reject the nomination.
4. Close of Nominations:
  - a. After a reasonable period of time, the Chairperson will then entertain a motion to close nominations.
  - b. The motion to close nominations must be seconded.
  - c. The motion to close nominations must pass by 2/3 affirmative vote and is not debatable.
5. Vote on Nominations:
  - a. The Chairperson shall call for a vote on nominee(s) individually, in the order that nominations were made.
  - b. The first nominee who receives the majority of votes is elected for that office.

#### **IV. MEETINGS:**

**A.** All Commission meetings shall be open to the public.

- B. A quorum of five (5)<sup>1</sup> members must be present to constitute an official meeting of the Commission.
- C. The conduct of the Planning Commission business shall be governed by the current edition of Robert's Rules of Order unless otherwise modified by law, ordinance, or these rules of the Planning Commission. For example, based on state law, all members, including the Chairperson, shall be authorized to make and support motions and shall vote on all questions.
- D. The regular meetings of the Commission shall be held on the second Thursday of each month, except when such Thursday falls on a legal holiday or conflicts with the City Commission meeting schedule.
- E. All regular meetings shall begin at 7:00 p.m. unless otherwise noticed by the PC.
- F. A special meeting of the Commission may be called by the City Manager, the Chairperson, the Vice-Chairperson in the event the Chairperson is unavailable, or any three members of the Commission. Each member of the Commission must receive at least eighteen (18) hours' notice as to the time, place and purpose of the meeting via email to the Commissioners' City-issued email addresses, except that the announcement of a special meeting at a time at which all members are present shall be sufficient notice of such meeting. In the event a request to call a Special Meeting is initiated by a member of the Commission other than the Chairperson, or ViceChairperson in the event the Chairperson is unavailable, the initiating Commissioner shall submit a written request to City Clerk and the City Manager requesting the Special Meeting. The request shall contain the item(s) to be considered. The City Clerk shall then forward the request within two business days to the Commission and request if there are two (2) additional Commissioners who would like to call the Special Meeting; and any Commissioner who would like to join in making the request shall respond directly to the City Clerk.
- G. The City Manager and the Chairperson shall prepare meeting agendas. The City Manager or any member of the Commission may place items on the agenda. Items to be placed on the agenda by a member of the Commission shall be submitted at least ten (10) calendar days in advance of the given meeting, unless for a Special Meeting called for a specific purpose in accordance with these bylaws. The agenda shall be sent to Commissioners no later than on the Thursday preceding the regularly scheduled meeting. The Commission<sup>2</sup> shall only consider the items listed on the originally released agenda, unless six (6)<sup>2</sup> members of the Planning Commission, by affirmative vote, suspend this rule to add an item to the agenda.

**V. VOTES:**

- A. All proceedings, decisions and resolutions of the Commission shall be initiated by motion. The vote upon motions and resolutions may be recorded by roll-call vote. All members,

# Summary of Comments on 9c.Planning Commission By Laws.Final with Edits.021925.pdf


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Page: 3


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four (4) members

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five (5) members

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including the Chairperson, shall vote on each motion unless they have stated there is a conflict of interest, or the appearance of a conflict of interest, as defined in these bylaws.

- B. The concurring vote of a majority of members present at a regular or special meeting shall be necessary to pass on any matter referred to them.
- C. The adoption of a master plan, or of any such part, amendment, extension or addition shall require the concurring vote of 2/3 of the members of the Commission.

## VI. CONFLICT OF INTEREST:

Upon disclosure of a conflict of interest the member may recuse themselves from voting on the issue or participating in the making of a decision. If a conflict of interest exists, the member shall not participate in discussion on the item.

- A. Appearance of Conflict. An appearance of a conflict exists when a reasonable person would believe that because of certain facts a Planning Commissioner's participation in a proceeding would create an appearance of impropriety, partiality, bias or lack of fairness.
- B. Contractual Conflicts of Interest. The conduct of City officials and employees in relation to conflicts of interest involving contracts shall be as established by State law.
- C. Financial Conflict of Interest. An official or employee who has a financial interest, direct or indirect, in any matter to be decided by the Planning Commission, other than with respect to a contract, shall make that interest known and shall refrain from voting upon or otherwise participating in the making of the decision. Violation of this subsection with the knowledge, express or implied, of the person or corporation dealing with the Planning Commission shall render the decision voidable by the City Manager or the City Commission. Any official or employee violating the provisions of this subsection shall forfeit office.

## VII. PROCEDURE:

- A. All inquiries, applications or matters requiring official action by the Commission which is not specifically mentioned below shall be submitted in writing to the City Clerk and the City Manager at least fourteen (14) days prior to the meeting of the Commission at which consideration is requested, unless otherwise specified by ordinance or policy.
- B. Requests for rezoning, zoning ordinance text amendments, subdivision approvals, site plan reviews, special land use permits, or planned unit developments shall be filed on application forms obtained from the Planning Department.
- C. All applications or requests requiring the payment of fees shall not be considered until the fees are paid in full. The PC does not have authority to waive the payment of fees.
- D. The Commission may require such surveys, plans, or other information as required for the proper evaluation or consideration of the matter. Written documentation from the applicant

should be presented to the Commission which will give full information as to the intentions of the applicant, as well as a legal and informal description of the property in question.

- E. In the event an applicant requests that his or her item be deferred to a future meeting, after it has been published, noticed and scheduled, the public hearing may be held to allow interested citizens an opportunity to speak to the request, then deferred to a specific future meeting and scheduled in sequence on the agenda.
- F. Whenever there is an administrative decision to be made by the Commission, members of the Commission shall avoid ex parte contact. An administrative decision resolves an application for a decision to be made by the Planning Commission, such as a rezoning, a Special Land Use Permit or a request for a Planned Unit Development. Ex parte contact is contact with the applicant outside of a Planning Commission meeting when there is a pending request requiring PC action, regardless of means, such as a telephone conversation, email, in-person conversation. In the event such contact is made, the member of the Commission shall submit a document to the City Clerk and the City Manager outlining the nature of the contact, and what was said. The document shall be provided to all Commissioners before the next PC meeting.



## **VIII. PUBLIC HEARINGS:**

- A. The primary function of a public hearing process is the gathering of information through public testimony and written documentation. The nature of the evidence received during this process may in some cases require further careful consideration to assure a logical and just decision. The Commission may therefore determine at each public hearing the meeting date at which a decision will be rendered.
- B. An applicant or the applicant's authorized agent must be present at the public hearing to properly answer questions concerning the request. If the applicant or agent is not present, the request may be tabled until the next meeting or dismissed at the discretion of the Commission.
- C. The Commission shall hold a public hearing on any proposed amendment to the zoning ordinance or zoning map. Official notice for the Commission public hearings shall comply with the requirements and procedures established by the Bangor Code of Ordinances. The Commission shall recommend approval or denial of the amendment, and shall transmit, in writing, its recommendation to the City Commission for official action.
- D. The Commission shall hold a public hearing on any proposed City Commission authorized Special Land Use Permit. The official notice of public hearing shall comply with the Bangor Code of Ordinances. The Commission may recommend denial, approval or approval with conditions after said hearing and notification as provided herein. Its recommendation shall be incorporated in a statement of conclusions specifying the basis for the recommendation and any conditions imposed, which statement shall be transmitted to the City Commission for official hearing and action.


- E. The Commission may hold a public hearing with such notice as it deems advisable for Planned Unit Developments. The official notice of public hearing shall comply with the Bangor Code of Ordinances. After review by the Commission, it shall submit a written recommendation to the City Commission.
- F. In the case of lots splits for unusual or unique circumstances, the Commission may in its discretion hold a public hearing on the matter and make a recommendation to the City Commission for appropriate action.
- G. The Commission may hold a public hearing with such notice as is deemed advisable for public street and alley vacations and openings. After review by the Commission, it shall submit a written recommendation to the City Commission.
- H. The Commission will not reconsider any request on which a negative decision has been rendered within one (1) year from the date of the Commission's decision on the request unless it can be shown by the applicant that substantial new information affecting the request which was not presented to the Commission at the previous hearing(s) is now available and would affect the original decision rendered. Said substantial new information shall be described in writing by the applicant at the time of application. Before re-hearing the request, the Commission shall decide whether there is substantial new information allowing the new hearing.

**IX. PUBLIC COMMENT AT REGULAR AND SPECIAL MEETINGS:**


The Planning Commission welcomes public comment pursuant to the following rules:

- ~~A. Public Comment During Agenda Items. Any interested person wishing to address the Planning Commission regarding an Agenda Item may do so during discussion of an agenda item prior to action recognized by the presiding officer or upon request of any Commissioner. All persons are encouraged to identify themselves and their address and shall direct their comments to the Commission. The comment of any member of the public or any special interest group may be limited in time to three (3) minutes except as provided in subsection (D). As part of its deliberation, the Planning Commission may clarify, answer questions, and ask questions as a result of public comment.~~
- B. Public Comment During the Designated Public Comment Section - General. Any interested person wishing to address the Planning Commission regarding other matters may do so under the designated Public Comment section. All persons are encouraged to identify themselves and their address and shall direct their comments to the Commission. The ~~comment~~  of any member of the public or any special interest group may be limited in time to ~~five minutes~~  except as provided in subsection (D). Questions posed may be answered at the meeting or may be referred to staff for response at a later time.
- C. Public Comment During the Designated Public Comment Section - Planning Commissioners. Planning Commissioners interested in making a public comment may do

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Remove A entirely. Only want one (1) public comment time.

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 Number: 2 Author: clerk Subject: Sticky Note Date: 2/19/2025 12:38:03 PM -05'00'  
three (3) minutes

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so under the designated Public Comment section. Further, Planning Commissioners may briefly respond for clarification purposes as a result of public comment.

- D. Order and Duration of Any Public Comment. The presiding officer shall control the order and duration of any public comment subject to appeal. The presiding officer shall have the authority to limit and terminate any public comment that becomes disruptive, unduly repetitive, or impedes the orderly progress of the meeting. Items not appearing on the agenda will not be acted upon by the Planning Commission except in accordance with these rules.

**X. AMENDMENTS:**


- A. These bylaws may be amended or modified provided that such amendment or modification is presented in writing at a meeting and that favorable action is taken thereon at a subsequent meeting.



- B. ~~Six (6) members~~ of the Commission, by due motion and recorded vote, may suspend or vary the application of these rules to a particular application, case, problem, or proceeding pending before the Commission.

I hereby certify that the Bangor Planning Commission adopted the above document on \_\_\_\_\_.

\_\_\_\_\_  
Secretary  
Bangor Planning Commission

 Number: 1  
five (5) members

Author: clerk

Subject: Sticky Note Date: 2/19/2025 12:38:48 PM -05'00'

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