



CITY COUNCIL

REGULAR MEETING AGENDA

May 6, 2024 @ 7 PM

257 W Monroe St Bangor, MI 49013

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. APPROVAL OF AGENDA
5. APPROVAL OF CITY COUNCIL MINUTES
 - a. Approval of **Regular City Council** minutes for **04/16/24**
 - b. Approval of **Budget Workshop** minutes for **04/23/24**
6. APPROVAL OF ACCOUNTS PAYABLE AND PAYROLL

Reviewed by Councilmember Uplinger & Councilmember McCrumb

 - a. General Checking
 - b. Roads
 - c. T&A (Pass Through Taxes)
7. OTHER REGULAR BUSINESS (RESOLUTIONS, PROCLAMATIONS, REPORTS, AND PRESENTATIONS)
8. OPPORTUNITY FOR PUBLIC COMMENT (PLEASE KEEP COMMENTS TO WITHIN 3 MINUTES)
9. UNFINISHED BUSINESS
 - a. Council Memo Clarifying City Manager and Councilmember Roles (*Mayor Farmer/Attorney Scott Graham*)
 - b. Code Enforcement-Tabled from 04/15/24 Regular Council Meeting (*City Manager Weber*)
10. NEW BUSINESS
 - a. Staff, Commissions and Board Reports to City Council (*City Manager Weber*)
 - b. Closed Session for Attorney Advice (*Mayor Farmer*)
11. OPPORTUNITY FOR PUBLIC COMMENT (PLEASE KEEP COMMENTS TO WITHIN 3 MINUTES)
12. COUNCIL MEMBER COMMENTS
13. ADJOURNMENT

PLEASE NOTE: AUDIENCE PARTICIPATION

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

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

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



CITY OF BANGOR

BANGOR COUNCIL MEETING MINUTES

APRIL 15, 2024

MINUTES

Council Chambers

Regular Meeting

7:00PM

**257 W. MONROE STREET
BANGOR, MI 49013**

This meeting was opened by Mayor Farmer at 7:00 pm.

- 1. PLEDGE OF ALLEGIANCE IS RECITED BY ALL**
- 2. ROLL CALL**

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

OTHERS PRESENT

Justin Weber, City Manager
Steve Lowder, Acting DPW Director
Shelly Umbanhowar, Clerk
Approximately 25 members of the public.

- 3. APPROVAL OF REGULAR AGENDA**

Motion to accept Regular Meeting Agenda with the addition of:

**7, iv) Lot Combination, Stewart Rissley
10, b) Security Policy**

RESULT: CARRIED AS AMENDED [UNANIMOUS]

MOVER: Jerry Muenzer, Councilmember

SECONDER: Amber Garcia, Councilmember

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

- 4. APPROVAL OF MEETING MINUTES**

Motion to approve Minutes of the Special Council Meeting (ABB Fire Board Yearly Budget Meeting) held on March 28, 2024

RESULT: ACCEPTED [UNANIMOUS]

MOVER: Heléne Rivers, Councilmember

SECONDER: Jeremy Uplinger, Councilmember

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

Motion to approve Minutes of the Council Meeting held on April 1, 2024	
RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Jeremy Uplinger, Councilmember
SECONDER:	Heléne Rivers, Councilmember
AYES:	Martinez-Serratos, Rivers, Uplinger, Muenzer, Garcia, McCrumb, Farmer

5. APPROVAL OF ACCOUNTS PAYABLE AND PAYROLL

a. General Checking Accounts Payable and Payroll

Motion to pay bills from General Checking 2 in the amount of \$142,274.68.	
RESULT:	CARRIED [UNANIMOUS]
MOVER:	Pati Martinez-Serratos, Mayor Pro Tem
SECONDER:	Heléne Rivers, Councilmember
AYES:	Martinez-Serratos, Rivers, Uplinger, Muenzer, Garcia, McCrumb, Farmer

b. Roads Checking Accounts Payable

Motion to pay bills from Roads Checking in the amount of \$2,700.00.	
RESULT:	CARRIED [UNANIMOUS]
MOVER:	Pati Martinez-Serratos, Mayor Pro Tem
SECONDER:	Heléne Rivers, Councilmember
AYES:	Martinez-Serratos, Rivers, Uplinger, Muenzer, Garcia, McCrumb, Farmer

6. OTHER REGULAR BUSINESS

i) Proclamation Zachary Hayes

Mayor Farmer presented Zachary Hayes with a Proclamation from the City Council for his Wrestling achievements.

ii) Van Buren County Transit Site Plan

Motion to accept Planning and Zoning Commission’s recommendation for Van Buren Public Transit to start construction.	
RESULT:	CARRIED [UNANIMOUS]
MOVER:	Jeremy Uplinger, Councilmember
SECONDER:	Pati Martinez-Serratos, Mayor Pro Tem
AYES:	Martinez-Serratos, Rivers, Uplinger, Muenzer, Garcia, McCrumb, Farmer

iii) Department Head Reports

DPW: Director Steve Lowder gave an update. Lowder presented council with the current ordinance that shows the fees associated with water and sewer, the fee list is too low and has not been updated in quite a while. He will have a suggested price increase list of fees for Council to consider at the next council meeting 05/06/24.

City Treasurer: Report given.

Police Department: Report given.

Fire Department: Report given.

Other: Reports given by County Commissioner Kurt Doroh.

iv) Lot Combination Application 80-54-503-004-00 & 80-54-503-007-00

Motion to accept Planning and Zoning Commission’s recommendation of Lot Combination Application submitted by Stewart Rissley for 80-54-503-004-00 & 80-54-503-007-00.	
RESULT:	CARRIED [UNANIMOUS]
MOVER:	Jeremy Uplinger, Councilmember
SECONDER:	Heléne Rivers, Councilmember
AYES:	Martinez-Serratos, Rivers, Uplinger, Muenzer, Garcia, McCrumb, Farmer

7. OPPORTUNITY FOR PUBLIC COMMENT

Public comments were heard.

8. UNFINISHED BUSINESS

a. Council Memo Clarifying City Manager and Councilmember Roles

City Attorney Scott Graham was not able to attend the meeting. Document will be available to Councilmembers by email and discussed at the next Council Meeting on 05/06/24.

9. NEW BUSINESS

a. Code Enforcement

City Manager Weber presented council with a PowerPoint regarding current code enforcement (blight) issues within the City. His recommendation is that Code Enforcement be a full time position. It is a part time position right now and more is required. He and the Treasurer are looking at the budget to see if this is possible. The fees and fines paid for by blight violations can counteract some of the salary of a full time Code Enforcement position.

Motion to table the Code Enforcement decision until more information is presented at the 04/23/24 Budget Workshop Meeting.	
RESULT:	TABLED [UNANIMOUS] Next: 05/06/24 7:00 PM
MOVER:	Pati Martinez-Serratos, Mayor Pro Tem
SECONDER:	Darla McCrumb, Councilmember
AYES:	Martinez-Serratos, Rivers, Uplinger, Muenzer, Garcia, McCrumb, Farmer

b. Security Policy

Brief discussion regarding the Security Procedure that City Manager Weber emailed to Councilmembers. Weber explains that for security purposes he would like to know who has access to the building and that the new door locks log all enters and exits.

Motion to approve the Security Policy presented by City Manager Weber.	
RESULT:	CARRIED [4 to 3]
MOVER:	Pati Martinez-Serratos, Mayor Pro Tem
SECONDER:	Darla McCrumb, Councilmember
AYES:	Rivers, Uplinger, Garcia, McCrumb
NAYES:	Martinez-Serratos, Muenzer, Farmer

10. OPPORTUNITY FOR PUBLIC COMMENT

None.

11. COUNCILMEMBER COMMENTS

Councilmember comments heard.

12. ADJOURNMENT

Motion to adjourn at 8:08 PM

RESULTS: APPROVED [UNANIMOUS]

MOVER: Jeremy Uplinger, Councilmember

SECONDER: Pati Martinez-Serratos, Mayor Pro Tem

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, April 15, 2024**. These minutes were **approved by the City Council on Monday, May 6, 2024**, by unanimous vote. The original is on file at the Bangor City Hall, 257 W. Monroe Street, Bangor, Michigan 49013.

Shelly Umbanhowar, City Clerk



CITY OF BANGOR
BANGOR COUNCIL MEETING MINUTES
APRIL 23, 2024
MINUTES

Council Chambers

Budget Workshop

7:00PM

257 W. MONROE STREET
BANGOR, MI 49013

This meeting was opened by Mayor Farmer at 7:00 pm.

- 1. PLEDGE OF ALLEGIANCE IS RECITED BY ALL**
- 2. ROLL CALL**

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

OTHERS PRESENT

Justin Weber, City Manager
Steve Lowder, Acting DPW Director
Stephenie Cagle, Treasurer
Shelly Umbanhowar, Clerk
Two (2) members of the public.

- 3. APPROVAL OF BUDGET WORKSHOP AGENDA**

Motion to accept Budget Workshop Agenda.	
RESULT:	CARRIED [UNANIMOUS]
MOVER:	Jerry Muenzer, Councilmember
SECONDER:	Amber Garcia, Councilmember
ABSENT:	Jeremy Uplinger, Councilmember

There were no minutes of a previous meeting as this was a special topic workshop of the city council.

The meeting was open to the public and properly posted.

The purpose of the meeting was to discuss the 2024-2025 fiscal year budget. City Manager Weber and Treasurer Cagle presented some projections regarding:

1. Budget Overview for the General Fund
2. Questions and Answers
3. Discussions regarding City of Bangor Fee Schedule and Ordinance #252

There was thorough discussion of current general fund balances, practices, trends, and options of each of the items. There were no actions taken. The meeting was a special topic workshop of the City Council. The next special workshop of the City Council will be May 2, 2024 @ 10AM.

4. **OPPORTUNITY FOR PUBLIC COMMENT**

Public comments were heard.

5. **ADJOURNMENT**

Motion to adjourn at 8:35 PM

RESULT: CARRIED [UNANIMOUS]
MOVER: Pati Martinez-Serratos, Mayor Pro Tem
SECONDER: Amber Garcia, Councilmember
ABSENT: Jeremy Uplinger, 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 **Budget Workshop held on Tuesday, April 23, 2024**. These minutes were **approved by the City Council on Monday, May 6, 2024**, by unanimous vote. The original is on file at the Bangor City Hall, 257 W. Monroe Street, Bangor, Michigan 49013.

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: Shelly Umbanhowar, Clerk

CC: Stephenie Cagle, Treasurer

Subject: Accounts Payable and Payroll

Date: 05/02/24

Recommended Action:

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

- **Bill List** for 04/30/24 **(52 items)** in the amount of **\$63,883.90.**
- **Payroll** for 04/15, 04/22 & 04/29 in the amount of **\$51,664.22.**
- **Checks In Between** **(6 items)** in the amount of **\$4,265.12.**
- **ACH/EFT Transactions** **(30 items)** in the amount of **\$1,100.94.**
 - For a **grand total** amount of **\$120,914.18** from the **GCK-2** account.

ROADS - Treasurer recommends City Council approval of the following:

- **Bill List** for 04/10/24 **(1 item)** in the amount of **\$742.18.**
- **Checks In Between** **(1 item)** in the amount of **\$338.13.**
 - For a **grand total** amount of **\$1,080.31** from the **ROADS** account.

T&A 2 - Treasurer recommends City Council approval of the following:

- **Bill List** for 04/30/24 **(10 items)** in the amount of **\$105,239.11.**
 - For a **grand total** amount of **\$105,239.11** from the **T&A 2** account.

Council Action:

For Action

Summary:

See GCK-2, ROADS & T&A2 invoice approval list.

TOTAL AMOUNT OF <u>GCK-2</u> BILLS LIST & PAYROLL	\$142,274.68
TOTAL AMOUNT OF <u>ROADS</u> BILLS LIST	\$2,700.00
TOTAL AMOUNT OF <u>T&A2</u> BILLS LIST	\$105,239.11

04/30/2024 INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF BANGOR
EXP CHECK RUN DATES 05/07/2024 - 05/07/2024
UNJOURNALIZED OPEN // BANK CODE: GCK-2

Vendor Code	Vendor Name Invoice	Description	Amount
ABON	ABONMARCHE	BANGOR 2023 WATER RELIABILITY STUDY THRU 03/31/24	635.00
TOTAL FOR: ABONMARCHE			635.00
STORY, ANG	ANGELA J. STORY 042024	APRIL 2024 MONTHLY ASSESSING FEE	1,283.33
TOTAL FOR: ANGELA J. STORY			1,283.33
AT&T	AT&T MOBILITY 04142024	PHONE @ WELLS	117.72
TOTAL FOR: AT&T MOBILITY			117.72
BLUE FIRE	BLUE FIRE MEDIA, INC 28824	CITY COUNCIL/STAFF - HEADSHOTS	600.00
TOTAL FOR: BLUE FIRE MEDIA, INC			600.00
BSA	BS&A SOFTWARE 152706	ANNUAL SERVICES 05/01/24-05/01/25	4,831.00
TOTAL FOR: BS&A SOFTWARE			4,831.00
CINTAS	CINTAS CORPORATION #301		
	4189689084	RUGS CITY HALL & POLICE STATION	106.25
	4189690014	DPW UNIFORMS	53.07
	4190457757	DPW UNIFORMS	53.07
TOTAL FOR: CINTAS CORPORATION #301			212.39
CROWN	CROWN TROPHY #104 44878	KEY TO THE CITY - MISS BANGOR - MAYOR EVENT	50.00
TOTAL FOR: CROWN TROPHY #104			50.00
DANSAUTO	DAN'S AUTOMOTIVE		
	I009382	CAR #55 - TIRES	80.00
	I009393	CAR #50 - OIL CHANGE	40.54
	I009400	DPW - OIL CHANGE SERVICE	44.09
	I009407	DPW OIL CHANGE SERVICE	46.43
TOTAL FOR: DAN'S AUTOMOTIVE			211.06

DMS	DAVIS MEDIA SOLUTIONS		
		DMI CAT 6 EXTENDER, CITY MANAGER CAMERA FEEDS -	
	SERVICE CALL	EQUIP & SERVICE CALL	176.22
TOTAL FOR: DAVIS MEDIA SOLUTIONS			176.22
DELTA	DELTA DENTAL OF MICHIGAN		
	RIS0005665117	DENTAL INSURANCE MAY 2024	1,270.55
TOTAL FOR: DELTA DENTAL OF MICHIGAN			1,270.55
ELHORN	ELHORN ENGINEERING COMPANY		
	301789	WATER TREATMENT SUPPLIES	2,243.00
TOTAL FOR: ELHORN ENGINEERING COMPANY			2,243.00
ETNA	ETNA SUPPLY COMPANY		
	S105488763.001	WATER SUPPLIES - DPW	3,336.90
	S105488763.002	WATER SUPPLIES - DPW	39.00
	S105488763.003	WATER SUPPLIES - DPW	414.00
TOTAL FOR: ETNA SUPPLY COMPANY			3,789.90
FORD	FORD MOTOR CREDIT COMPANY, LLC		
	1777522	2023 DPW DUMP TRUCKS - 05/17/24 PAYMENT	31,357.13
TOTAL FOR: FORD MOTOR CREDIT COMPANY, LLC			31,357.13
LAWNBOYS	LAWN BOYS, INC.		
		PREMIUM TOPSOIL SCREENED - VARIOUS FILLINGS	
		AROUND TOWN (METER DIG OUTS, SNOW PLOW YARD	
	34197	DAMAGE)	185.00
		PREMIUM CHOCOLATE MULCH - MUNICIPAL FLOWER	
	34693	BEDS OUTSIDE OF DOWNTOWN	152.00
TOTAL FOR: LAWN BOYS, INC.			337.00
MENARDS SH	MENARDS SOUTH HAVEN		
	67768	LAWN TRIMMER DPW	399.00
	67994	SUPPLIES DPW	68.36
	68337	POWER WASHER DPW	399.99
TOTAL FOR: MENARDS SOUTH HAVEN			867.35
MML	MICHIGAN MUNICIPAL LEAGUE		
	060124	MEMBERSHIP FEES 06/01/24-05/31/25	2,219.00
TOTAL FOR: MICHIGAN MUNICIPAL LEAGUE			2,219.00
MI TOWNSHI	MICHIGAN TOWNSHIP SERVICES ALLEGAN		
	4051	PERMIT FEES APRIL 2024 ELECTRICAL	435.60
TOTAL FOR: MICHIGAN TOWNSHIP SERVICES ALLEGAN			435.60

PAT'S PRON	PAT'S PRONTO PRINT		
	042524	SITE PLAN STAMP FOR PLANNING AND ZONING SIGN OFF	42.38
TOTAL FOR: PAT'S PRONTO PRINT			<u>42.38</u>

PITNEY	PITNEY BOWES		
	050124	POSTAGE FOR METER	447.98
	1025111692	SUPPLIES FOR POSTAGE METER	190.63
TOTAL FOR: PITNEY BOWES			<u>638.61</u>

PRIORITY	PRIORITY HEALTH		
	050124	HEALTH INSURANCE MAY 2024	5,614.98
TOTAL FOR: PRIORITY HEALTH			<u>5,614.98</u>

PURCHASE	PURCHASE POWER		
	050524	POSTAGE FOR METER	447.98
TOTAL FOR: PURCHASE POWER			<u>447.98</u>

RIVEER	RIVEER		
	30763	CANNON BACK MOUNTING PLATE	100.00
TOTAL FOR: RIVEER			<u>100.00</u>

SCHNEIDER	SCHNEIDER TIRE OUTLET INC		
	20146398	POLICE CAR #55 = TIRES	680.00
TOTAL FOR: SCHNEIDER TIRE OUTLET INC			<u>680.00</u>

SEBER TANS	SEBER TANS, PLC		
	1000065749	ACCOUNTING AND AUDIT PREPARATION SERVICES FOR FEB & MAR 2024	525.00
TOTAL FOR: SEBER TANS, PLC			<u>525.00</u>

SHARE	SHARE CORP.		
	265406	FOUR WAY ACTION AEROSOL - DPW	558.19
TOTAL FOR: SHARE CORP.			<u>558.19</u>

STANDARD	STANDARD INSURANCE COMPANY		
	050124	MAY 2024 LIFE INSURANCE	141.01
TOTAL FOR: STANDARD INSURANCE COMPANY			<u>141.01</u>

STAPLES	STAPLES		
	7000358790	CITY HALL SUPPLIES - VARIOUS	316.94
	7000406447	VELCRO TAPE - CITY HALL/ELECTIONS SIGNS	29.39
TOTAL FOR: STAPLES			<u>346.33</u>

STEENSMA	STEENSMA LAWN & POWER		
	1095272	V BELT	166.18
	1093530	SHOE ASSEMBLY KIT	617.40
TOTAL FOR: STEENSMA LAWN & POWER			783.58
TELERAD	TELE-RAD, INC.		
	285623	FIX TRIGGERS FOR CAMERA SYSTEM POLICE VEHICLE	257.50
TOTAL FOR: TELE-RAD, INC.			257.50
TRACE	TRACE ANALYTICAL LABORATORIES, INC		
	4040520	DRINKING WATER REQ	119.00
	4040873	WATER TESTING	119.00
	4041097	DRINKING WATER REQ	119.00
TOTAL FOR: TRACE ANALYTICAL LABORATORIES, INC			357.00
USBANK	US BANK EQUIPMENT FINANCE		
	526417084	CITY HALL COPIER LEASE MAY 2024	195.00
TOTAL FOR: US BANK EQUIPMENT FINANCE			195.00
US BUSINES	US BUSINESS SYSTEMS, INC		
	IN229133	CITY HALL COPIER LEASE APRIL 2024	845.27
TOTAL FOR: US BUSINESS SYSTEMS, INC			845.27
USABLUE	USA BLUEBOOK		
	INV00322629	WATER TREATMENT SUPPLIES	706.13
TOTAL FOR: USA BLUEBOOK			706.13
VAN BUREN	VAN BUREN REMINDER		
	043024	NOTICE OF REGISTRATION ELECTIONS AD	276.80
TOTAL FOR: VAN BUREN REMINDER			276.80
VSP	VISION SERVICE PLAN		
	050124	MAY 2024 VISION INSURANCE	238.08
TOTAL FOR: VISION SERVICE PLAN			238.08
WEST MI	WEST MI CRIMINIAL JUST TRAINING CON		
	5627	LEONARD - TASER INSTRUCTOR TRAINING - NEW	145.00
	5672	SPRING 2024 MCOLES DUE	348.81
TOTAL FOR: WEST MI CRIMINIAL JUST TRAINING CON			493.81

TOTAL - ALL PAPER CHECK VENDORS	63,883.90
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ACH TRANSACTIONS

040824	DPW 04/28-05/27/24 INTERNET	138.75
041224.0183	CITY HALL 04/28-05/27/24 INTERNET	336.28
041224.0191	POLICE STATION INTERNET 04/28-05/27/24	254.23
041424.2578	PARK ST LIFT INTERNET 04/28-05/27/24	25.35
TOTAL FOR: COMCAST		754.61

STAPLES	STAPLES	
7000406447	CITY HALL OFFICE SUPPLIES	29.39
7000358790	CITY HALL OFFICE SUPPLIES	316.94
TOTAL FOR: COMCAST		346.33

TOTAL - ALL ACH VENDORS 1,100.94

CHECKS IN BETWEEN

41374	MML 1Q UNEMPLOYMENT COMPENSATION	2,289.89
41376	ALEX VANDER GALIEN -CONCRETE WORK 112 W HIGH	1,975.23
TOTAL FOR: CHECKS IN BETWEEN		4,265.12

TOTAL - ALL CHECKS IN BETWEEN 4,265.12

PAYROLL

4/15/2024	04/07-04/14/24	17,089.00
4/22/2024	04/15-04/21/24	17,554.43
4/29/2024	04/22-04/28/24	17,020.79
TOTAL FOR: PAYROLL		51,664.22

TOTAL - ALL PAYROLL 51,664.22

GRAND TOTAL - ALL CATEGORIES 120,914.18

04/30/2024 INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF BANGOR
 EXP CHECK RUN DATES 05/07/2024 - 05/07/2024
 UNJOURNALIZED OPEN
 BANK CODE: T&A 2 - CHECK TYPE: PAPER CHECK

Vendor Code	Vendor Name Invoice	Description	Amount
VBCORC	VAN BUREN COUNTY ROAD COMMISSION 0071.0.01.0 04/23	COLD PATCHING MATERIAL 2.84 YARDS	742.18
TOTAL FOR: VAN BUREN COUNTY ROAD COMMISSION			742.18

TOTAL - ALL VENDORS	742.18
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CHECKS IN BETWEEN 1549	MML - 1Q UNEMPLOYMENT COMPENSATION	338.13
TOTAL FOR: MML		338.13

TOTAL - ALL CHECKS IN BETWEEN	338.13
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GRAND TOTAL - ALL CATEGORIES	1,080.31
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04/30/2024 INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF BANGOR
 EXP CHECK RUN DATES 04/24/2024 - 04/25/2024
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
 BANK CODE: T&A 2 - CHECK TYPE: PAPER CHECK

Vendor Code	Vendor Name	Description	Amount
HISTORICAL	BANGOR HISTORICAL SOCIETY		
	WTAX 2023	FINAL 2023 WINTER TAX DISBURSEMENT	544.58
TOTAL FOR: BANGOR HISTORICAL SOCIETY			544.58
BPS	BANGOR PUBLIC SCHOOLS		
	WTAX 2023	FINAL 2023 WINTER TAX DISBURSMENT	52,584.97
TOTAL FOR: BANGOR PUBLIC SCHOOLS			52,584.97
CITYBANGOR	CITY OF BANGOR		
	STAX 2023	FINAL 2023 SUMMER TAX DISBURSEMENT	4,945.99
	WTAX 2023	FINAL 2023 WINTER TAX DISBURSEMENT	3,917.37
	WTAX 2023	FINAL 2023 WINTER TAX DISBURSEMENT	9,206.97
TOTAL FOR: CITY OF BANGOR			18,070.33
SHASS	SENIOR SERVICES OF VAN BUREN COUNTY		
	WTAX 2023	FINAL 2023 WINTER TAX DISBURSEMENT	2,633.70
TOTAL FOR: SENIOR SERVICES OF VAN BUREN COUNTY			2,633.70
VBTREAS	VAN BUREN COUNTY TREASURER		
	STAX 2023	FINAL SUMMER 2023 TAX DISBURSEMENT	2,993.70
	WTAX 2023	FINAL 2023 WINTER TAX DISBURSEMENT	7,615.30
TOTAL FOR: VAN BUREN COUNTY TREASURER			10,609.00
VANLIBRARY	VAN BUREN DISTRICT LIBRARY		
	WTAX 2023	FINAL 2023 WINTER TAX DISBURSEMENT	2,852.48
TOTAL FOR: VAN BUREN DISTRICT LIBRARY			2,852.48
VBISD	VAN BUREN INTERMEDIATE SCHOOL		
	WTAX 2023	FINAL 2023 WINTER TAX DISBURSEMENT	17,944.05
TOTAL FOR: VAN BUREN INTERMEDIATE SCHOOL			17,944.05

TOTAL - ALL VENDORS	105,239.11
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CITY COUNCIL AGENDA FACT SHEET

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

CC: Justin Weber, City Manager

From: Shelly Umbanhowar, Clerk

CC: Stephenie Cagle, Treasurer

Subject: City Manager and Councilmember Roles

Date: 05/02/24

Summary:

Attorney Scott Graham provided the following memo to the City Manager regarding councilmembers clarifying City Manager and Councilmembers Roles.

Council Action:

Review the attached Memorandum from Attorney Scott Graham.

SCOTT GRAHAM PLLC
1911 WEST CENTRE AVE.
PORTAGE, MI 49024
269-327-0585
sgraham@scottgrahampllc.com

MEMORANDUM

**TO: MAYOR FARMER, BANGOR CITY COUNCIL, AND CITY
MANAGER WEBER**

FROM: SCOTT GRAHAM, CITY ATTORNEY

**RE: ROLES OF ELECTED AND APPOINTED OFFICIALS IN THE CITY
OF BANGOR**

DATE: APRIL 12, 2024

Opinion Requested by the City Council

The City Council has asked me to provide my opinion regarding the relationship between its elected and appointed officers, including the Mayor, City Manager, and Council Members. Specifically, the Council seeks to fill in the gaps in establishing authority to act by each officer.

Authority Reviewed in Forming the Opinion

Bangor is one of more than 175 home rule cities in Michigan. These municipalities have been established pursuant to the Home Rule City Act. Each of these municipalities has adopted a charter. I have reviewed, in part, the following in forming my opinion:

1. The Home Rule City Act;
2. Reviewing court decisions applying the Home Rule City Act;
3. Ancillary statutes relating to the Home Rule City Act;
4. Other local governmental control statutes adopted by the State of Michigan;
5. The Bangor City Charter;
6. Approximately 30 other city charters that I consider to be representative of different types of charters adopted by Michigan cities.

7. Reference materials published by associations like the Michigan Municipal League.
8. Other incidental materials relating to the subjects described in this Memo.

The Starting Point: Home Rule City Act

The HRCA requires each city to address specific issues in its charter. The most basic requirements are that the city will be responsible for local taxation and elections. Each city is allowed to include other provisions in its charter. Other charters create a number of rights, duties, and responsibilities for all elected and appointed officers. Some create very strong mayor forms of government and others create extremely weak mayor forms of government. Nothing about the Bangor Charter threatens a violation of the powers and responsibilities described in the HRCA.

The City of Bangor Charter

The Bangor Charter was adopted in 1978. It is outdated in some ways that are not relevant to this Memo. It is more of a hybrid charter. It provides strong mayoral provisions in some areas. It provides strong manager provisions in other areas. However, the authority of each is only as great as is explicitly provided in the charter. In the last analysis, the Bangor Charter puts the power in making policy in the hands of its City Council. The way the Bangor Charter is written, the mayor's role is elevated in importance as compared with many other charters. The Bangor Charter anticipates that the Mayor and the City Manager will have a close and cooperative relationship.

Statement of Opinion

For the reasons described in this Memo, it is my opinion that the authority of elected and appointed officers should be applied as follows:

1. The most basic split in authority in operating the City is that the City Council makes policy decisions and the City Manager implements those policy decisions in conducting the day-to-day business of the City.
2. The power to make decisions regarding the operation of the City of Bangor rests with the City Council.
3. The Mayor is the Chief Executive Officer of the City.
4. The Mayor presides over the business of the Council.

5. The business of the Council is conducted through decisions made by a majority of the Council.
6. The City Council has the authority to adopt policies regarding the operation of the City so long as the policies do not violate the law.
7. The City Manager is responsible to implement those policies as the City's chief administrative officer.
8. If there is no policy in place regarding the operation of the City in a particular area, the City Manager is responsible to make decisions regarding the day-to-day operation of the City.
9. If there is no policy in place regarding a specific area, the Mayor and Manager should collaborate, if appropriate, regarding the area of operation of the City until the Council can consider whether to changes or adopts new policies.
10. If a dispute exists between the Mayor and Manager on a specific area, the decision of the Manager controls.
11. If the Mayor feels that a special meeting is warranted to address the issue, the Mayor should call the special meeting based on the authority provided in the Charter.
12. If a Council Member feels that the same type of action is required, the member is authorized to request a special meeting. The Charter requires 3 members to request a special meeting.
13. If the City Council wishes to change the day-to-day business practices of the City based on specific policies, it should modify existing policies or adopt new policies. The City Manager will then implement the policies.
14. The Mayor is specifically authorized to suggest policy changes and new policies.
15. Each council member is authorized to suggest policy changes and new policies.

This is how I think authority should be distributed in the City. If there are questions, please let me know.



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: Shelly Umbanhowar, Clerk

CC: Stephenie Cagle, Treasurer

Subject: Code Enforcement

Date: 05/02/24

Summary:

This item was tabled at the 04/15/24 Regular Council Meeting. It was a request that the Council gather more information during the Budget Workshops about the financial feasibility of different options for a Code Enforcement Officer.

City Manager will talk about Code Enforcement in the City.

Council Action:

FYI, this is a place to write notes if necessary.



CITY OF BANGOR

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

City Manager Justin Weber

Treasurer Stephenie Cagle

Clerk Shelly Umbanhowar

To; City Council
From City Manager Weber
Subject: Code Enforcement Position

Bangor City Council,

As presented by the City Treasurer during budget workshops, there is an opportunity to employ a full-time code enforcement officer within the City of Bangor. I believe this position is needed to combat the amount of code violations occurring within the city. I also believe a full-time employee will be able to help implement and guide the code enforcement program, resulting in an organized code enforcement process.

It is likely that a full-time code enforcement officer could initiate enough code investigations resulting in civil penalties and restitution that would result in supplementing the costs and expenses of the position. I would like to recommend that the council allow the city manager to begin searching for a full-time code enforcement officer. An expected start of June 1st, 2024 would be ideal.

Respectfully,

Justin Weber

City Manager
City of Bangor



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City Manager Justin Weber

Treasurer Stephenie Cagle

Clerk Shelly Umbanhowar

To; City Council
From City Manager Weber
Subject: Committee and/or Board Reports to Council

Bangor City Council,

During the second council meeting of each month, city departments are provided with an opportunity to provide their monthly reports to the council. This is an opportunity for departments to inform the council of projects and tasks they have been completing. This is also an opportunity for departments to interact and engage with the council for information sharing, discussion, and transparency.

During this same meeting, I believe it would be beneficial for the council to hear from, interact with, and engage with the city's committees and boards. Each committee and/or board will be invited to the council meeting to present their monthly reports. If the committees and/or boards would prefer to provide a written report to me, I can have that report added to the council packets. I believe it is important for the committees and/or boards to share their plans, tasks, and ideas with the council.

The following committees and/or boards will be invited to provide a monthly report. The Downtown Development Authority (DDA), the Economic Development Corporation (EDC), The Planning Commission, and The Cemetery Committee. If there are other committees and/or boards, they are more than welcome to take part. If a council member is serving on one of the boards, they can provide their committee's and/or board's report.

Respectfully,

Justin Weber

City Manager
City of Bangor



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: Shelly Umbanhowar, Clerk

CC: Stephenie Cagle, Treasurer

Subject: Staff, Commission and Boards Reports to City Council

Date: 05/02/24

Summary:

City Manager Weber would like the staff and each Councilmember that is a representative on another commission or board to report a simple update to the City Council at the second (2nd) Regular City Council meeting each month.

You are already receiving reports from some of these departments, commissions or board but it should be a practice to receive an update from all of them.

This report can be submitted electronically to the Clerk at clerk@bangormi.org (Wednesday before each meeting) or you can verbally report at the 2nd Meeting of each month.

Planning Commission:	Councilmember Jeremy Uplinger
Cemetery Committee:	Mayor Lynne Farmer
Board of Review:	As needed, Brian or Angela Story
Economic Development Corporation (EDC):	Treasurer Stephenie Cagle/City Manager Weber
Downtown Development Authority (DDA):	Mayor Pro-Tem Martinez Serratos
Bangor Housing Commission (BHC):	Councilmember Jerry Muenzer
Department of Public Works (DPW):	Director Steve Lowder
Police Department:	Assigned Officer TBD
Code Enforcement/Zoning:	William Murphy Jr
Clerk's Department:	Clerk Shelly Umbanhowar
Treasurer's Department:	Treasurer Stephenie Cagle



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: Shelly Umbanhowar, Clerk

CC: Stephenie Cagle, Treasurer

Subject: Closed Session for Attorney Advice

Date: 05/02/24

Summary:

There will be a closed session for attorney advice.