

CITY COUNCIL REGULAR MEETING AGENDA



BANGOR, MI
TRAIN CITY USA
GATEWAY TO THE LAKE

Date: Monday, May 19, 2025 // **Time:** 7:00 PM

Location: Council Chambers, 257 W Monroe St Bangor, MI 49013

Mayor: Lynne Farmer **Mayor Pro-Tem:** Pati Martinez-Serratos **City Manager:** Justin Weber
Council Members: Amber Garcia, Darla McCrumb, Hélène Rivers, Jeremy Uplinger, Renee Doroh

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 05/05/25
 - b. Approval of Closed Session Meeting minutes for 05/05/25
 - c. Approval of Budget Workshop minutes for 05/12/25
 - d. Approval of General Checking Accounts Payable & Payroll for 05/13/25 for \$92,157.32
 - e. Approval of Roads Accounts Payable & Payroll for 05/13/25 for \$77,175.20
7. Comments/Concerns from the Audience/Public*
Persons addressing City Council are to wait until they are recognized by the Mayor/Chair. A limit of three (3) minutes per speaker is in effect.
8. Regular Business (Resolutions, Proclamations, Department Head Reports, and Presentations)
 - a. Oaths of Office
 - i) Mayor Lynne Farmer and Councilmembers Amber Garcia & Renee Doroh
 - b. 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 See Report Provided
 - Clerk's Department See Report Provided
 - Treasurer's Department See Report Provided
 - ii) Commission and Boards
 - Planning Commission Councilmember Uplinger
 - Cemetery Committee See Report Provided
 - Parks & Recreation Advisory Board Councilmember Doroh
 - Economic Development Corporation (EDC) City Manager Weber
 - Downtown Development Authority (DDA) Mayor Pro-Tem Martinez Serratos
9. Unfinished Business/Postponed Items
 - a. Live Stream Downtown Camera City Manager Weber
10. New Business
 - a. Appointment of Mayor Pro Tem Charter Section 5.21 (a) City Manager Weber
 - b. Policy 2025-04 Accepting Credit & Debit Cards & EFT Transfers Payments City Treasurer Cagle
 - c. Resolution 2025-04 Accepting Credit & Debit Cards & EFT Transfers Payments City Treasurer Cagle
 - d. Policy 2025-06 Refund Policy City Treasurer Cagle
 - e. Annual Approval of City of Bangor Fee Schedule City Clerk Umbanhowar
 - f. TMF Study and Report Acceptance - Abonmarche City Manager Weber
 - g. Resolution 2025-05 TMF Study & Report City Manager Weber
11. Comments/Concerns from the Audience/Public*
Persons addressing City Council are to wait until they are recognized by the Mayor/Chair. A limit of three (3) minutes per speaker is in effect.
12. Councilmember Closing Comments
13. Closed Session as permitted under MCL Act 267 of 1976, 15.268 Sec. 8 (1) For the purposes of: (e) Attorney Consultation.
14. 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)



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 UPLINGER 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
Steve Lowder, DPW Director

Paul Leonard, Police Officer
Tyler Kendegran, Police Officer
Approximately 18 members of the public

4. AUTHORIZATION TO EXCUSE ABSENT COUNCILMEMBER(S) FROM THE MEETING

Motion to excuse the absence of Mayor Pro Tem Martinez-Serratos from the 04/21/25 meeting.

RESULT: CARRIED (UNANIMOUS)
MOVER: Heléne Rivers, Councilmember
SECONDER: Darla McCrumb, Councilmember
ABSENT: Amber Garcia, Councilmember

Motion to excuse the absence of Councilmember McCrumb from meeting.

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

5. APPROVAL OF REGULAR AGENDA

Motion to accept Regular Meeting 04/21/25 Agenda with the addition of New Business, 13. Closed Session for the purposes of: MCL Act 267 of 1976, 15.268 Sec. 8 (1) (e) Attorney Consultation.

RESULT: CARRIED (UNANIMOUS)
MOVER: Jeremy Uplinger, Councilmember
SECONDER: Jerry Muenizer, Councilmember
ABSENT: Amber Garcia, Councilmember

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

Motion to accept Consent Agenda items: Regular Meeting Minutes **04/21/25**, Accounts Payable/Payroll: General Checking in the amount of **\$303,938.94** and Roads Checking in the amount of **\$3,850.00**.

RESULT: APPROVED (6 YES, 1 ABSENT)
MOVER: Jerry Muenzer, Councilmember
SECONDER: Jeremy Uplinger, Councilmember
AYES: (Roll Call) Rivers, Muenzer, Farmer, McCrumb, Martinez-Serratos, Uplinger
NAYS: None
ABSENT: Amber Garcia, Councilmember

7. OPPORTUNITY FOR PUBLIC COMMENT

One (1) public comment was heard.

8. REGULAR BUSINESS**a. Presentation****i. Abomarche (Engineer of Record) Update**

Jason with Abonmarche presented the council with the need for a TMF study. It will be due at the the end of 2025. This is an EGLE requirement and with our ACA we must comply or face penalties. The Council should vote on the TMF Study Proposal soon, it needs to be started by mid-June in order to be complete for the deadline..

9. UNFINISHED BUSINESS/POSTPONED ITEMS**a. City Council Budget Workshop #3 and Final Workshop – Reminder.**

Next workshop is Monday, May 12, 2025 @ 3PM at 257 W Monroe St.

b. Bangor Transfer Station Update

City Manager Weber informs the Council that the Transfer Station is on schedule to be open for the first time in May of 2025, the last Friday of the month from 11AM to 3PM. There will be changed made after the kick-off to better serve the residents of Bangor.

c. New Police Vehicle Update

The new vehicle has been purchased and in possession of the City. It will have decals put on and City Manager Weber is currently getting quotes for the outfitting of the vehicle. It should be ready for the summer of 2025.

10. NEW BUSINESS**a. Cash Handling Policy 2025-05.**

Motion to accept the Cash Handling Policy with the change to Section 10, bullet 4 to read: Petty cash is reconciled every two (2) weeks and reviewed by the Treasurer.

RESULT: APPROVED (6 YES, 1 ABSENT)

MOVER: Jeremy Uplinger, Councilmember

SECONDER: Heléne Rivers, Mayor Pro Tem

AYES: (Roll Call) Rivers, Muenzer, Farmer, McCrumb, Martinez-Serratos, Uplinger

NAYS: None

ABSENT: Amber Garcia, Councilmember

11. OPPORTUNITY FOR PUBLIC COMMENT

Two (2) public comments were heard.

12. COUNCILMEMBER CLOSING COMMENTS

Councilmember comments were heard.

13. Closed Session

Motion go into Closed Session at 7:38 PM under MCL Act 267 of 1976, 15.268 Sec. 8 (1) (e) for the purposes of Attorney Consultation.

RESULT: CARRIED (UNANIMOUS)

MOVER: Jerry Muenzer, Councilmember

SECONDER: Heléne Rivers, Councilmember

ABSENT: Amber Garcia, Councilmember

Motion go back into Open Session at 8:21 PM.

RESULT: CARRIED (UNANIMOUS)

MOVER: Jerry Muenzer, Councilmember

SECONDER: Pati Martinez-Serratos, Mayor Pro Tem

ABSENT: Amber Garcia, Councilmember

14. ADJOURNMENT

Motion to adjourn at 8:22 PM.

RESULTS: CARRIED (UNANIMOUS)

MOVER: Jerry Muenzer, Councilmember

SECONDER: Heléne Rivers, Councilmember

ABSENT: Amber Garcia, 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, May 5, 2025**. These minutes were **approved by the City Council on Monday, May 19th, 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

DRAFT



CITY OF BANGOR

BANGOR COUNCIL MEETING MINUTES

MAY 12, 2025

MINUTES

Council Chambers

Budget Workshop

3:00PM

257 W. MONROE STREET
BANGOR, MI 49013

1. This meeting was called to order by Mayor Farmer at 3:00 PM.
2. PLEDGE OF ALLEGIANCE IS LED BY MAYOR PRO TEM MARTINEZ-SERRATOS 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
Renee Doroh	Councilmember	X	
Amber Garcia	Councilmember		X
Darla McCrumb	Councilmember	X	
QUORUM MET (5 PRESENT, 2 ABSENT)			

OTHERS PRESENT

Justin Weber, City Manager
Steve Lowder, Acting DPW Director
Stephenie Cagle, Treasurer
Shelly Umbanhowar, Clerk

4. REVIEW OF 2025-2026 BUDGET

The meeting was open to the public and properly posted.

The purpose of the meeting was to do a final review and discuss the 2025-2026 fiscal year budget. City Manager Weber and Treasurer Cagle presented some projections regarding:

1. Budget Overview for the General Fund, Local & Major Streets, Police, Water & Wastewater, and Motor Equipment Fund
2. Review and Discuss the Fee Schedule. Annual adoption will be at the Regular City Council meeting on Monday, 05/19/25.
3. Questions and Answers

There was thorough discussion of current 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 final budget will be adopted at the Regular City Council meeting on Monday, June 2, 2025 @ 7PM.

5. OPPORTUNITY FOR PUBLIC COMMENT

None.

6. ADJOURNMENT

Business of this budget workshop was completed and the workshop ended at 5:09 PM.

Motion to adjourn at 5:09 PM.**RESULTS: CARRIED (UNANIMOUS)****MOVER:** Darla McCrumb, Councilmember**SECONDER:** Heléne Rivers, Councilmember**ABSENT:** Jeremy Uplinger & Amber Garcia, Councilmembers

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 Monday, May 12, 2025**. These minutes were **approved by the City Council on Monday, June 2, 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



BANGOR, MI
TRAIN CITY USA
GATEWAY TO THE LAKE

CITY COUNCIL

AGENDA FACT SHEET

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

CC: Justin Weber, City Manager

From: Shelly Umbanhowar, City Clerk

CC: Stephenie Cagle, Treasurer; Shelly Umbanhowar, Clerk

Subject: Accounts Payable and Payroll

Date: 05/14/25

Recommended Action:

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

- **Bill List** for 05/13/25 (26 items) in the amount of **\$36,525.66.**
- **ACH/EFT Transactions** (57 items) in the amount of **\$8,281.50.**
- **Debit Card Transactions** (April 2025) in the amount of **\$3,896.23.**
- **Payroll** (2 items) in the amount of **\$43,453.93.**
 - For a **grand total** amount of **\$92,157.32** from the **GCK-2** account.

• TOTAL AMOUNT OF <u>GCK-2</u> BILLS LIST & PAYROLL	<u>\$92,157.32</u>
--	---------------------------

ROADS - Treasurer recommends City Council approval of the following:

- **Bill List** for 05/14/25 (1 item) in the amount of **\$77,175.20.**
 - For a **grand total** amount of **\$77,175.20** from the **ROADS** account.

• TOTAL AMOUNT OF <u>ROADS</u> BILLS LIST	<u>\$77,175.20</u>
--	---------------------------

Council Action:

For Action

Summary:

See GCK-2 and ROADS Invoice approval lists.

05/13/2025 INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF BANGOR
 EXP CHECK RUN DATES 05/20/2025 - 05/20/2025
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
 BANK CODE: GCK-2 - CHECK TYPE: PAPER CHECK

Vendor Code	Vendor Name		Amount
Invoice		Description	
PAPER CHECKS			
ABON	ABONMARCHE		
	158022	TMF POTHOLING SERVICES THROUGH 04/30/25	3,500.00
TOTAL FOR: ABONMARCHE			3,500.00
STORY, ANG	ANGELA J. STORY		
	050125	MONTHLY ASSESSING FEE - MAY 2025	1,333.33
TOTAL FOR: ANGELA J. STORY			1,333.33
APEX	APEX SOFTWARE		
		ASSESSOR/BOARD OF REVIEW - SKETCHING SOFTWARE	
	330135	ANNUAL MAIN RENEWAL 06/01/25-06/01/26	260.00
TOTAL FOR: APEX SOFTWARE			260.00
AUTO	AUTO-WARES GROUP		
	03780216651	POLICE CAR - VEHICLE MAINT, BTB TRIM RESTORE	13.39
	03780217040	POLICE VEHICLE 2020 FORD - BATTERY	226.19
TOTAL FOR: AUTO-WARES GROUP			239.58
BENISTAR	BENISTAR/UA-6803		
	06012025	RETIREMENT BENEFITS JUNE 2025	2,865.84
TOTAL FOR: BENISTAR/UA-6803			2,865.84
KROHN	BILL KROHN & SONS EXCAVATING INC		
	3193	40 YARDS OF GRAVEL - DPW	1,160.00
TOTAL FOR: BILL KROHN & SONS EXCAVATING INC			1,160.00
BLUE FIRE	BLUE FIRE MEDIA, INC		
	31983	WEB-DEV MONTHLY PAYMENT - MAY 2025	100.00
		LOGO REDESIGN - EDITS, FINAL LOGO & WEBSITE CHANGES	
	32043	REGARDING LOGO AND COLOR CHANGE	1,372.00
TOTAL FOR: BLUE FIRE MEDIA, INC			1,472.00
CINTAS	CINTAS CORPORATION #301		
	4229332204	DPW UNIFORMS	69.16
	4230053663	DPW UNIFORMS	69.16
TOTAL FOR: CINTAS CORPORATION #301			138.32
COMCAST	COMCAST		
		BILLING ACTIVITY UP TO AND INCLUDING 04/30/25 CITY	
	240514062	HALL PHONE	269.65
TOTAL FOR: COMCAST			269.65

WILCOX	COURIER-LEADER & FLASHES		
	16458	MAY 2025 ELECTION NOTICES - PUBLIC ACCURACY, NOTICE OF ELECTION, REGISTRATION	340.00
TOTAL FOR: COURIER-LEADER & FLASHES			340.00
D&S	D&S HEAVY DUTY TRUCK		
	.0617A	UNIT #53 POLICE - FUEL PUMP, POWER & GROUND ELECTRICAL, FUEL TANK HARNESS, DRIVE SHAFT	3,104.84
TOTAL FOR: D&S HEAVY DUTY TRUCK			3,104.84
DANSAUTO	DAN'S AUTOMOTIVE		
	1010626	CAR #54 - POLICE - OIL CHANGE	90.45
TOTAL FOR: DAN'S AUTOMOTIVE			90.45
FERGUSON W	FERGUSON WATER WORKS #3386		
	0221226	DPW SUPPLIES - PJ COUP, QUARTER BEND, MTER COUP, MIP QUARTER BEND, STL UNION 3 PART	381.56
	0221230	LF BRZ 1 STRT MTR COUP X 6	116.64
TOTAL FOR: FERGUSON WATER WORKS #3386			498.20
INTEGRITY	INTEGRITY TECH PARTNERS		
	13178	MONTHLY PROJECT LABOR - IT SERVICES CITY HALL, POLICE, DPW	1,418.40
TOTAL FOR: INTEGRITY TECH PARTNERS			1,418.40
INVOICE	INVOICE CLOUD, INC.		
	4096-2025_4	ONLINE BILL PAY FOR UB - APRIL OF 2025	488.25
TOTAL FOR: INVOICE CLOUD, INC.			488.25
LANDERS	LANDERS HARDWARE INC		
	043025	DPW, POLICE, CITY HALL, PARKS - VARIOUS CHARGES	646.36
TOTAL FOR: LANDERS HARDWARE INC			646.36
MI TOWNSHI	MICHIGAN TOWNSHIP SERVICES ALLEGAN		
	4203	PERMIT FEES APRIL 2025 ELECTRICAL	778.50
TOTAL FOR: MICHIGAN TOWNSHIP SERVICES ALLEGAN			778.50
PITNEY SUP	PITNEY BOWES INC		
	1027378395	INK FOR POSTAGE METER	191.70
TOTAL FOR: PITNEY BOWES INC			191.70
PRIMAR	PRI MAR PETROLEUM INC		
	658395	GAS 04/07/25	951.94
	658561	DPW GAS 04/14/25	158.18
	658594	DPW GAS 04/18/25	84.47
	659101	DPW GAS 04/30/25	946.81
TOTAL FOR: PRI MAR PETROLEUM INC			2,141.40
TOTAL PAGE 2 TOTAL			9,698.10

PSI	PRINTING SYSTEMS INC		
	237796	#9 DOUBLE WINDOW ENVELOPES - UTILITY BILLING X 3000	352.46
		UTILITY BILLING - SHUT OFF NOTICE PREPRINTED	
	237799	CARDSTOCK X2500	215.41
TOTAL FOR: PRINTING SYSTEMS INC			567.87
RELIABLE	REPUBLIC SERVICEWS#646		
	0646-001991716	DPW CONTAINER PICK UP 04/01-04/30 & 05/01-05/31/25	266.72
		04/01-04/30/25 ADDT'L CANS/05/01-05/31/25 DUMPSTER	
	0646-001993546	SERVICES	12,524.78
TOTAL FOR: REPUBLIC SERVICEWS#646			12,791.50
SHARE	SHARE CORP.		
		DE SCALE ULTRA 5 GALLON - CEMETERY HEADSTONE	
	302876	CLEANINGS	259.64
TOTAL FOR: SHARE CORP.			259.64
USBANK	US BANK EQUIPMENT FINANCE		
	554980474	POLICE STATION COPIER LEASE MAY 2025	166.27
	555216456	COPIER LEASE DPW, CITY HALL, CITY MANAGER - MAY 2025	503.56
TOTAL FOR: US BANK EQUIPMENT FINANCE			669.83
VILLALOBOS	VILLALOBOS LANDSCAPING		
	2522	CEMETERY - ADDT'L WORK AROUND CANON IN 2024	1,300.00
TOTAL FOR: VILLALOBOS LANDSCAPING			1,300.00
TOTAL - ALL PAPER CHECKS			36,525.66
EFT/ACH TRANSACTIONS			
COMCAST	COMCAST		
	0022594.042425	WHITE OAK LIFT 05/07-06/06/25	53.85
	0022602.042425	LIONS LIFT 05/07-06/06/25	148.90
	0022651.042425	ARLINGTON LIFT INTERNET 05/07-06/06/25	53.85
TOTAL FOR: COMCAST			256.60
CONSUMERS	CONSUMERS ENERGY		
	7710.042225	POLICE STATION NATURAL GAS 03/21-04/22/25	102.95
	8098.042225	NATURAL GAS ARLINGTON LIFT 03/21-04/22/25	110.42
	8353.042225	NATURAL GAS DPW BUILDING 03/21-04/22/25	459.41
	8536.042225	CITY HALL NATURAL GAS 03/21-04/22/25	286.77
TOTAL FOR: CONSUMERS ENERGY			959.55
I&M/AEP	INDIANA MICHIGAN POWER		
	02584701.043025	DPW BLDG ELECTRIC 04/01-04/30/25	287.78
	04035704.043025	LIONS PARK ELECTRIC 04/01-04/30/25	38.62
	08417106.043025	CHARLES PARK ELECTRIC 04/01-04/30/25	32.16
	0909.043025	GETMAN LIFT ELECTRIC 04/01-04/30/25	132.27

14950806.043025	LIONS LIFT ELECTRIC 04/01-04/30/25	1,145.71
17231707.043025	WELL #3 ELECTRIC 04/01-04/30/25	402.41
32631706.043025	M43 PARK ELECTRIC 04/01-04/30/25	34.80
33520408.043025	POLICE STATION ELECTRIC 04/01-04/30/25	172.34
33584704.043025	CITY HALL ELECTRIC 04/01-04/30/25	48.48
35184707.043025	04/01-04/30/25 CITY HALL ELECTRIC	29.28
41721701.043025	WELL #5 ELECTRIC 04/01-04/30/25	30.39
45352838.043025	SIGN FOR SUBDIVISION ELECTRIC 04/01-04/30/25	32.76
52867108.043025	WHITE OAK LIFT DR ELECTRIC SERVICES 04/01-04/30/25	64.38
63431705.043025	MORA PARK ELECTRIC 04/01-04/30/25	29.28
63767701.043025	MORA PARK CONCESSION 04/01-04/30/25	29.28
66721701.043025	MONROE PARK ELECTRIC 04/01-04/30/25	121.84
74522026.043025	ARLINGTON SIGN ELECTRIC 04/01-04/30/25	115.81
75184709.043025	OUTSIDE LIGHTS ELECTRIC 04/01-04/30/25	57.03
84353203.043025	ARLINGTON LIFT ELECTRIC 04/01-04/30/25	998.76
84704.043025	STREET LIGHT ELECTRIC 04/01-04/30/25	202.73
84945516.043025	04/01-04/30/25 AERATORS ELECTRIC	1,474.19
86384706.043025	04/01-04/30/25 WELL #7 ELECTRIC	532.35
92724901.043025	PARK LIFT ELECTRIC 04/01-04/30/25	131.94
98685705.043025	DOWNTOWN ELECTRIC 04/01-04/30/25	920.76
TOTAL FOR: INDIANA MICHIGAN POWER		7,065.35

TOTAL - ALL EFT/ACH TRANSACTIONS	8,281.50
---	-----------------

DEBIT CARD TRANSACTIONS

DEBIT CARD	DEBIT CARD	
	Apr-25	DEBIT CARD TRANSACTIONS APRIL 2025
		3,896.23
TOTAL FOR: DEBIT CARD		3,896.23

TOTAL - ALL DEBIT CARD TRANSACTIONS	3,896.23
--	-----------------

PAYROLL

PAYROLL	PAYROLL	
	05/09/25	PAY PERIOD 04/20-05/03/25 INCLUDING BHC
		42,556.93
	05/13/25	ELECTION INSPECTORS 05/06/25 ELECTION
		897.00
TOTAL FOR: PAYROLL		43,453.93

TOTAL - ALL PAYROLL	43,453.93
----------------------------	------------------

TOTAL - ALL CATEGORIES	92,157.32
-------------------------------	------------------

05/13/2025 INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF BANGOR
EXP CHECK RUN DATES 05/20/2025 - 05/20/2025
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
BANK CODE: ROADS - CHECK TYPE: PAPER CHECK

Vendor Code	Vendor Name	Description	Amount
	Invoice		
MDOT	STATE OF MICHIGAN-MDOT		
	3 OF 10	STATE INFRASTRUCTURE LOAN PAYMENT 3 OF 10	77,175.20
TOTAL FOR: STATE OF MICHIGAN-MDOT			77,175.20
TOTAL - ALL VENDORS			77,175.20



CITY COUNCIL
AGENDA FACT SHEET

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

CC: Justin Weber, City Manager

From: Stephenie Cagle, Treasurer

CC: Shelly Umbanhowar, Clerk

Subject: Agenda Item 8, a, i

Date: 05/14/25

Council Information:

Congratulations to Mayor Lynne Farmer & Councilmembers Amber Garcia and Renee Doroh for their 05/06/25 Local General Election win! We will have a public Oath swearing in for each person at the Regular Meeting on 05/19/25.



MONTHLY REPORT



May 2025

**BANGOR DEPARTMENT
OF PUBLIC WORKS**

05/19



WATER/ SEWER



Testing:

-State Required Monthly Testing.

-Monthly Sewer Bacti. Testing

-Daily Water testing at each well and locations throughout the city.



-Hydrant Flushing is complete.

-Sewer pond 4 has finished discharging.

-A sinkhole was discovered by the High school. It was caused by a Consumers gas line that was bored through a city water line.

05/19



PARKS



-Parks are constantly being mowed and cleaned.

-Don Mora park was prepared for the annual Memorial Softball Tournament.



-Working on getting bathrooms operational at Don Mora Park and Lions Park.

-Parks gardens are getting new mulch.



ROADS



Harris ConAg LLC has been 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.



Multiple complaints have come in about patching driveways. Harris ConAg will complete driveway repairs once the project is complete to do bulk asphalt/ Cement orders. It's not cost efficient to repair each driveway one at a time.

05/19



MISC.



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

-The Parks and Cemeteries are being prepared for Memorial day.

-50 Spigots at Arlington Hill Cemetery were replaced.



-Brush Pick up began at the beginning of April and leaf pick up has ended.

-Mattresses and other bulk items missed by Republic were picked up and disposed of.



Bangor Police Department

City of Bangor Statistics

April 2025



Total Calls, Traffic Stops & Events April	203	Police Calls for Service - April	161
YTD Total Calls, Traffic Stops & Events	750	YTD Calls for Service	547

Animal Issues	4
Attempt to locate	5
Arrest for Traffic Violation	4
Assist Other Agency	12
BOLO	4
B&E	1
Child Abuse	1
Civil Dispute	2
Court Seivices	12
Delinquent Juveniles	8
Domestic Assault	4
False Alarm	7
Fire Assist	1
Follow ups	4
Fraud	3
General Assist	20
Hit & Run	1
Larceny	1
Lost & Found property	5
Medical Assist	6
Missing person	2
Motor assist	1
Name & TX	3
911 Hangups	2
Noise Complaint	3
PO Standby	3
Property Damage	3
Sex offense	1
Suspicious Situation	11

Traffic Stops & Tickets

Traffic Stops	42
Tickets Issued	38
Monthly Ticket Percentage Rate	90%

YTD Traffic Stops	202
YTD Tickets Issued	128
YTD Ticket Percentage Rate	63%

Ordinance Tickets	0
Parking violations tickets	1

Department/Officer Training

Taser recert- Radar recert- child seat safet and install
officer liability, arrest, search, seizure, first amendment rights

Lobby Visits NA

Phone Calls 34

Revenue from citations

Trespassing 5

Vin Inspections 8

Warrant Arrest 5

Welfare Check 8



BANGOR, MI
TRAIN CITY USA
GATEWAY TO THE LAKE

CITY COUNCIL
AGENDA FACT SHEET

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

CC: Justin Weber, City Manager, Shelly Umbanhowar, Clerk, & Stephenie Cagle, Treasurer

From: Ezekiel Drake, Code Enforcement Officer

Subject: Agenda Item 8 b, I, Code Enforcement/Zoning Monthly Report

Date: 05/14/25

- **Bulk trash pick-up** successfully helped resolve issues at several properties previously noted for blight concerns.
- **Reminder:** Grass and weed violations will now be issued as summer is here ☐ please maintain your lawns.
- **Reminder:** Vehicles that are unregistered with the State of Michigan or are inoperable are in violation of the City's Vehicle Ordinance. This enforcement helps prevent excess vehicles from sitting on properties.
- **Reminder:** The City and contracted trash services will not collect tires. Residents are responsible for proper tire disposal.
- There has been an **influx of loose dogs in the city**. These cases are being actively addressed.
- The **updated Blight Ordinance** is still under review with Scott Graham and the Courts.
- With summer projects underway, **residents are reminded to submit necessary work permits** for home improvement or construction projects.

MONTHLY



MAY UPDATE

Department: City Clerk, Shelly Umbanhowar



Motto:
Preserving Bangor's past
while promoting its future.

Month: May 2025

Happening Now	<ul style="list-style-type: none"> • Recording of all regular council meetings • FOIA Requests (include attorney involvement) • Media Requests & FOIA's • Social Media posts, website, notices • Organization of files upstairs • Continuing the modify and create the most efficient City Council packets, documents and agendas • CivicPlus - Codification of City Ordinances & online document portal • Enhance online and social media presence in a way that benefit the residents • Increase city resident voter activity and city hall engagement • Ongoing research & training with the IT department regarding recording and livestreaming of council meetings • Payroll and Accounts Payable • Filing, phones, emails • Transition from gmail to .gov email addresses • Transition from gmail to outlook platform • Implementation of new logo on forms, documents and website
Looking Ahead	<ul style="list-style-type: none"> • Fully functional website - that would link CivicPlus, City Ordinances and make them searchable and more easily searched by Residents (May/June 2025) • FOIA Consultation with Lori Hinkley 05/28/25 • Elections for 2026 - Three (3), so far... • MAMC - Year Three (GRADUATION) Institute March 2026, Mt Pleasant
Traning/Meetings	<ul style="list-style-type: none"> • 04/30/25 - Filing/Organizing Upstairs Files • 05/06/25 - Election • 05/05/25 - Zoom FOIA Introduction/Consultation with Lori Hinkley • 05/12/25 - City Council Budget Final Workshop • Every Monday - Department Head/Staff Meeting • Ongoing Elections training/continued certification & education
Networking	<ul style="list-style-type: none"> • Van Buren County Clerks (<i>In Person and Chat</i>) • Member of MAMC (<i>Michigan Associate of Municipal Clerks</i>) • Civic Roundtable (<i>Online form to assist with Elections</i>) • eLearning (<i>Elections training/support</i>)
Goals	<ul style="list-style-type: none"> • Delays in Development: Set clear deadlines and regular progress checks (<i>with City Manager and City Council</i>) • Graduate from Clerks Institute (<i>Three (3) weeks total/Three Year Program</i>) • MiPMC accreditation in March 2026

Mission: The mission of the City Clerk's Office is to continually expand and improve communications and information delivery to our citizens; to meet the challenges of tomorrow with moral and ethical principles; to manage and preserve the official records of the City; to support the needs and requirements of the City Council; to administer all Elections held in the City; and to provide these services in a manner that is high quality, efficient, fair, and courteous; and maintain excellence in the area of records management and grow into current technology.

Memo

City of Bangor

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

From: Stephenie Cagle, Treasurer

CC: N/A

Date: 5/13/2025

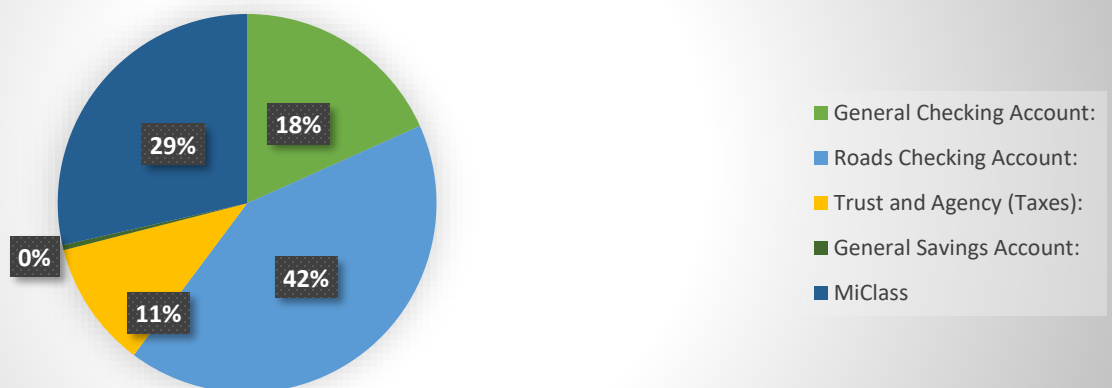
Re: City Council Meeting 5/19/2025

*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 5/13/2025, the bank balances are:

General Checking Account:	\$	338,597.24
Roads Checking Account:	\$	775,387.61
Trust and Agency (Taxes):	\$	200,052.19
General Savings Account:	\$	7,980.04
MiClass	\$	528,270.00
Total All Accounts	\$	1,850,287.08

Bank Balances



YTD Balances by Fund as of 5/13/25025

Fund 101 – General			Balance
Projected Revenue:			\$ 1,424,400.00
Projected Expenditures			\$ 1,364,553.00
YTD Revenues:			\$ 1,299,304.69
YTD Expenditures:			\$ 1,103,643.67
101	Expenses - City Council	\$ 61,968.55	
172	Expenses - City Manager	\$ 19,269.29	
215	Expenses - City Clerk	\$ 54,595.99	
247	Expenses - Board of Review	\$ 3,093.96	
253	Expenses - City Treasurer	\$ 50,383.11	
257	Expenses - Assessor Department	\$ 11,901.30	
262	Expenses - Elections	\$ 9,340.36	
265	Expenses - City Hall	\$ 156,062.13	
301	Expenses - Police Department	\$ 443,412.55	
371	Expenses - Code Enforcement	\$ 83,846.20	
440	Expenses - DPW	\$ 144,388.75	
448	Expenses - Street Lights	\$ 1,502.48	
567	Expenses - Cemetery	\$ 27,576.87	
701	Expenses - Planning Commission	\$ -	
751	Expenses - Parks	\$ 36,302.13	
790	Expenses - Library	\$ -	
Fund 202 – Major Roads			
Projected Revenue:			\$ 300,000.00
Projected Expenditures			\$ 379,388.00
YTD Revenues:			\$ 343,727.71
YTD Expenditures:			\$ 92,740.92
172	Expenses - City Manager	\$ 3,679.65	
446	Expenses - Construction	\$ -	
447	Expenses - Admin. & Engineering	\$ -	
463	Expenses - Routine Maintenance	\$ 68,325.97	
473	Expenses - Rout. Maint. Bridges	\$ 4,544.86	
474	Expenses - Traffic Services	\$ 12,567.96	
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.	\$ -	


Fund 203 – Local Roads			
<i>Projected Revenue:</i>			\$ 195,500.00
<i>Projected Expenditures</i>			\$ 195,088.00
<i>YTD Revenues:</i>			\$ 203,021.20
<i>YTD Expenditures:</i>			\$ 99,885.88
172 Expenses - City Manager		\$ 3,679.62	
446 Expenses - Construction		\$ 32,756.66	
447 Expenses - Admin. & Engineering		\$ (100.00)	
463 Expenses - Routine Maintenance		\$ 59,927.11	
474 Expenses - Traffic Services		\$ -	
478 Expenses - Winter Maint. Fund		\$ 3,622.49	
Fund 207 - Police Bldg Maint/Equipment			
<i>Projected Revenue:</i>			\$ 40,000.00
<i>Projected Expenditures</i>			\$ 36,000.00
<i>YTD Revenues:</i>			\$ 39,985.70
<i>YTD Expenditures:</i>			\$ 51,982.00
Fund 209 – Cemetery			
<i>Projected Revenue:</i>			\$ 17,000.00
<i>Projected Expenditures</i>			\$ 15,000.00
<i>YTD Revenues:</i>			\$ 16,852.10
<i>YTD Expenditures:</i>			\$ 8,000.00
Fund 242 - Planning Commission			
<i>Projected Revenue:</i>			\$ -
<i>Projected Expenditures</i>			\$ -
<i>YTD Revenues:</i>			\$ 650.00
<i>YTD Expenditures:</i>			\$ -
Fund 264 - MCOLES Training			
<i>Projected Revenue:</i>			\$ -
<i>Projected Expenditures</i>			\$ -
<i>YTD Revenues:</i>			\$ 6,000.00
<i>YTD Expenditures:</i>			\$ -
Fund 271 - Library Maint			
<i>Projected Revenue:</i>			\$ 4,000.00
<i>Projected Expenditures</i>			\$ 20,000.00
<i>YTD Revenues:</i>			\$ -
<i>YTD Expenditures:</i>			\$ 20,196.08


Fund 590 – Sewer			
<i>Projected Revenue:</i>		\$	508,000.00
<i>Projected Expenditures</i>		\$	535,100.00
<i>YTD Revenues:</i>		\$	412,159.09
<i>YTD Expenditures:</i>		\$	318,195.13
Fund 591 - Water			
<i>Projected Revenue:</i>		\$	635,000.00
<i>Projected Expenditures</i>		\$	407,800.00
<i>YTD Revenues:</i>		\$	563,510.92
<i>YTD Expenditures:</i>		\$	583,111.09
Fund 661 – Motor Pool			
<i>Projected Revenue:</i>		\$	276,000.00
<i>Projected Expenditures</i>		\$	220,102.00
<i>YTD Revenues:</i>		\$	-
<i>YTD Expenditures:</i>		\$	181,063.51
Total All Funds			
<i>Projected Revenue:</i>		\$	3,399,900.00
<i>Projected Expenditures</i>		\$	3,173,031.00
<i>YTD Revenues:</i>		\$	2,885,211.41
<i>YTD Expenditures:</i>		\$	2,458,818.28

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/Equipment			\$ 87,051.37
Fund 209 – Cemetery			\$ 2,520.04
Fund 242 - Planning Commission			\$ 17,250.69
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			\$ 6,504,669.13

 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.



Bangor Cemetery Committee Report for April 20, 2025

The Cemetery committee had our first meeting for the 2025 year on April 28, 2025.

We discussed the length of time that flags should stay on the Veteran's graves in the cemetery. It was decided that it would be one week before Memorial Day to the 2nd week of July when they would be picked up. This will limit damage to the flags.

The 2 wreaths for the Veterans Memorials in the two cemeteries are being redone by Sarah Mock.

Payment will be made to Jose Villalobos Landscaping for landscaping done around the cannon last year. This invoice will be paid.

We ordered a new 5 gallon bucket of De Scale Ultra to clean the graves in the cemetery.

Spring cleaning Day in the cemetery will be Saturday, May 10th beginning at 10:00 AM in Arlington Hill Cemetery. It usually goes until 2:00 PM. Come join us.

We will be purchasing 3 new sprayers for cleaning in the cemetery from Landers Hardware here in Bangor.

150 new flags have been ordered for Memorial Day to be placed on Veteran's graves as well as 10 new flag holders to replace ones that have been damaged. All flags are ordered for Gettysburg Flag Works and are American made.

Respectfully Submitted by Lynne M. Farmer, Chairperson



BANGOR, MI
TRAIN CITY USA
GATEWAY TO THE LAKE

CITY OF BANGOR

257 West Monroe Street / Bangor, Michigan 49013

Telephone: 269.427.5831 / Email: clerk@cityofbangormi.gov / Website: www.cityofbangormi.org

City Manager Justin Weber

Treasurer Stephenie Cagle

Clerk Shelly Umbanhowar

To: City Council

From: City Manager Weber

Subject: Live Stream Downtown Camera

On 5/14/2025, I was notified by Integrity Tech that the live streaming camera equipment was received. Integrity Tech is looking to schedule the installation and deployment as soon as possible.

Respectfully,

Justin Weber

City Manager
City of Bangor



BANGOR, MI
TRAIN CITY USA
GATEWAY TO THE LAKE

CITY COUNCIL AGENDA FACT SHEET

To: Mayor Farmer, Pro Tem Martinez-Serratos, Councilmember Rivers, McCrumb, Garcia, Doroh and Uplinger
CC: Justin Weber, City Manager
From: Shelly Umbanhowar, Clerk
CC: Stephenie Cagle, Treasurer
Subject: Agenda Item 10a
Date: 05/14/25

Council Information:

Summary:

Pursuant to the City Charter, Section 5.21 Mayor Pro Tem:

“At the first meeting of the Council following each City election, the Council shall organize and elect one of its members to the office of Mayor Pro Tem”

Council Action:

The City Council needs to choose a Mayor Pro Tem.

NOTES:

This is not the same as filling a vacancy in the Mayor Pro Tem position Section 5.21 (b).

This can be the previous Mayor Pro Tem but the appointment has to be made after each local general election.

Memo

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

From: Stephenie Cagle, Treasurer

cc: N/A

Date: 5/13/2025

Re: City Council Meeting 5/19/2025

Purpose

The purpose of this memorandum is to recommend that the City Council adopt a comprehensive **Electronic Payment Acceptance Policy** and a corresponding resolution authorizing the City to accept payments through various electronic means—including credit cards, debit cards, ACH transfers, and other digital payment systems—for municipal fees, taxes, and services in accordance with Michigan law.

Background

As residents and businesses increasingly rely on electronic methods to conduct financial transactions, it is essential for the City to provide secure, convenient, and efficient payment options. Accepting electronic payments:

- Improves accessibility and customer satisfaction.
- Reduces the handling of physical cash and checks.
- Enhances collection efficiency and financial transparency.

To ensure proper implementation and legal compliance, a formal policy and resolution must be adopted by the governing body.

Legal Authority

Michigan law permits local governments to accept various forms of electronic payments through **Public Act 280 of 1995**, also known as the “**Credit Card Transactions Act**” (MCL 129.221 - 129.224), which has been interpreted broadly to include electronic payments beyond credit cards.

Relevant provisions include:

- **MCL 129.222(1):**

“A local unit of government may accept a credit card in payment for any fee, fine, or other charge imposed by, or payable to, the local unit of government.”

- **MCL 129.223:**

Permits the acceptance of payments via electronic funds transfer and mandates the adoption of policies and procedures governing such transactions.

- **MCL 129.224:**

Allows a local unit to impose a service fee to recover costs incurred in accepting electronic payments.

These statutes collectively authorize municipalities to accept not only credit card payments, but also other forms of electronic payment, provided that appropriate policies and resolutions are adopted.

Policy Overview

The proposed **Electronic Payment Acceptance Policy** outlines the City’s procedures and standards for accepting the following types of payments:

- Credit cards (Visa, Mastercard, Discover, etc.)
- Debit cards
- ACH (bank account) transactions
- Online and mobile payment platforms
- Other secure electronic payment systems as adopted in the future

Key policy components include:

- Designated departments authorized to process electronic payments.
- Safeguards for personal and financial data.
- Reconciliation and audit requirements.
- Fee structures and any applicable service charges.

Recommendation

It is recommended that the City Council:

1. **Adopt the attached resolution** authorizing the acceptance of electronic payments in accordance with Michigan law.
2. **Approve the Electronic Payment Acceptance Policy**, enabling implementation across all designated departments.

CITY OF BANGOR
VAN BUREN COUNTY, MICHIGAN
POLICY 2025-04

**ACCEPTING CREDIT CARDS, DEBIT CARDS, AND ELECTRONIC
FUNDS TRANSFERS (EFT) PAYMENTS POLICY**

Policy Number: 2025-04	Revision Date(s):
Date Adopted:	
Department: Water/Sewer/Trash	

SECTION 1 PURPOSE

The purpose of this policy is to establish guidelines for the acceptance and processing of credit cards, debit cards, and electronic funds transfer (EFT) payments by the City of Bangor to ensure compliance, security, and efficient financial operations.

SECTION 2 SCOPE

This policy applies to all City departments that accept payments via credit cards, debit cards, and EFTs for municipal services, fees, and other financial transactions, including but not limited to:

- Utility Bills
- Tax Payments
- Police Ticket Payments
- Permits
- Miscellaneous Payments

SECTION 3 PAYMENT METHODS ACCEPTED

The City of Bangor will accept the following forms of electronic payment:

1. Credit Cards: Visa, MasterCard, Discover, and American Express.
2. Debit Cards: Any debit card backed by a major card network.
3. Electronic Funds Transfers (EFT): Payments made through Automated Clearing House (ACH) transfers, wire transfers, or direct debit arrangements.

SECTION 4 COMPLIANCE AND SECURITY

1. All electronic payment transactions must comply with the Payment Card Industry Data Security Standard (PCI DSS) and applicable state and federal laws.
2. Employees handling electronic payments must complete security awareness training annually.

3. The City will implement appropriate security measures to safeguard customer information, including encryption and secure storage practices.
4. Cardholder data must not be stored beyond the duration necessary to process the payment.

SECTION 5 TRANSACTION FEES

1. Customers may be subject to a convenience fee for using credit or debit cards, as allowed by law.
2. EFT payments may be subject to processing fees, depending on the nature of the transaction and banking agreements.
3. Fee structures will be communicated clearly to customers prior to payment processing.

SECTION 6 REFUNDS AND CHARGEBACKS

1. Refunds for electronic payments will be issued in accordance with the City's refund policy and must be processed through the original payment method whenever possible.
2. In the event of a disputed transaction (chargeback), the City will follow established procedures to investigate and resolve the dispute.

SECTION 7 RESPONSIBILITIES

1. The City Treasurer's Office is responsible for overseeing electronic payment processing and ensuring compliance with this policy.
2. Individual departments accepting electronic payments must maintain records of transactions and adhere to established procedures.
3. The City's IT Department will ensure that payment processing systems remain secure and compliant with industry standards.

SECTION 8 POLICY REVIEW

This policy shall be reviewed annually and updated as necessary to comply with evolving regulations and best practices in electronic payment processing.

SECTION 9 EFFECTIVE DATE

This policy is effective immediately and remains in force until amended or replaced.

**CITY OF BANGOR
VAN BUREN COUNTY, MICHIGAN**

**A RESOLUTION TO ADOPT THE CITY OF BANGOR ACCEPTING CREDIT
CARDS, DEBIT CARDS, AND ELECTRONIC FUNDS TRANSFERS (EFT)
PAYMENTS POLICY**

RESOLUTION NO.: 2025-04

WHEREAS, the City of Bangor seeks to provide efficient, secure, and compliant financial operations for its residents and customers; and

WHEREAS, the use of electronic payments, including credit cards, debit cards, and electronic funds transfers (EFT), has become a widely accepted and necessary method for conducting municipal financial transactions; and

WHEREAS, it is in the best interest of the City to formally establish guidelines governing the acceptance, processing, and security of such electronic payments to ensure the protection of sensitive customer data and adherence to applicable regulations;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Bangor that the attached **City of Bangor Accepting Credit Cards, Debit Cards, and Electronic Funds Transfers (EFT) Payments Policy** is hereby adopted, establishing clear procedures and responsibilities for the acceptance and management of credit card, debit card, and EFT transactions conducted by the City; and

BE IT FURTHER RESOLVED, that this policy shall take effect immediately upon adoption and remain in force until amended or replaced by formal action of the City Council; and

BE IT FINALLY RESOLVED, that the City Treasurer's Office is hereby designated as the responsible office for overseeing the implementation, compliance, and annual review of this policy in coordination with applicable City departments.

Adopted this **19th day of May, 2025**.

AYES:

NAYES:

ABSTAIN:

ABSENT:

ADOPTED: _____

Shelly Umbanhowar, Clerk

CLERK'S CERTIFICATION

State of Michigan }
County of Van Buren } ss
City of Bangor }

I, Shelly Umbanhowar, Clerk of the City of Bangor, do hereby certify that the foregoing resolution was adopted on May 19, 2025 at a regular meeting of the City Council of the City of Bangor.

Shelly Umbanhowar, Clerk

Memo

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

From: Stephenie Cagle, Treasurer

cc: N/A

Date: 5/13/2025

Re: City Council Meeting 5/19/2025

Purpose

This memorandum recommends that the City Council formally adopt a **Refund Policy** governing the conditions and procedures for issuing refunds of municipal fees, charges, or payments. This policy is intended to establish consistency, transparency, and accountability in the handling of refunds across all departments.

Background

The City currently receives occasional requests for refunds related to overpayments, cancellations, duplicate transactions, or errors in billing. Without a standardized policy in place, responses to such requests may vary by department, creating inconsistency and risk.

A uniform Refund Policy will:

- Clarify the types of transactions eligible for refunds.
 - Set expectations for refund timeframes.
 - Provide a process for requesting and approving refunds.
 - Ensure compliance with applicable financial controls and audit standards.
-

Policy Overview

The proposed **Refund Policy** includes the following key elements:

- **Eligibility Criteria:** Defines allowable refund situations, such as overpayments, billing errors, service cancellations, or duplicate payments.
- **Time Limits:** Establishes a standard timeframe for refund requests (e.g., within 30 or 60 days of the transaction).
- **Required Documentation:** Specifies necessary proof or documentation to process a refund.
- **Department Responsibilities:** Outlines the roles of departments in evaluating and authorizing refunds.
- **Payment Method:** Refunds will generally be issued using the original method of payment, unless otherwise necessary or impractical.

The policy also ensures that refunds will not be issued in cases where payments are non-refundable (e.g., certain permit fees or penalties), unless authorized by the City Manager or their designee.

Recommendation

It is recommended that the City Council:

1. **Adopt the attached Refund Policy** to standardize refund procedures across all City departments.
2. **Authorize the City Manager or Finance Director** to make administrative adjustments to the policy, as needed, to maintain compliance with accounting practices or state regulations.

CITY OF BANGOR
VAN BUREN COUNTY, MICHIGAN
POLICY 2025-06
REFUND POLICY

Policy Number: 2025-06	Revision Date(s):
Date Adopted:	
Department: Treasury	

SECTION 1 PURPOSE

The City of Bangor is committed to ensuring transparency and accountability in all financial transactions. To maintain consistency and security, the following refund policy applies:

SECTION 2 ELIGIBILITY FOR REFUNDS

Refunds may be issued under the following conditions:

- Overpayment of fees or charges
- Duplicate payments
- Canceled services or events (when applicable)
- Other situations as determined appropriate by the City Treasurer or Department Head

SECTION 3 REFUND REQUEST PROCESS

To request a refund, the payee must:

- Submit a written refund request, including proof of payment and reason for the request
- Provide full name, mailing address, contact information, and any supporting documentation

Requests can be submitted to:

City of Bangor Treasurer's Office
257 W Monroe St
Bangor, MI 49013
treasurer@cityofbangormi.gov
269.427.5831

SECTION 4 REFUND METHOD

All approved refunds will be issued by **check only** and mailed to the address provided by the requester. No cash or electronic refunds will be provided.

SECTION 5 PROCESSING TIME

Please allow up to **30 days** for the processing and issuance of refunds from the date of approval.

SECTION 6 NON-REFUNDABLE ITEMS

The following items are **non-refundable** unless otherwise specified:

- Permit application fees
- Inspection fees
- Penalties or late charges
- Donations
- Any other non-refundable charges as stated by the department at the time of payment

SECTION 7 DISPUTES AND APPEALS

If a refund request is denied, the requester may submit a written appeal to the City Manager's Office within 15 days of the denial notice.

SECTION 8 POLICY REVIEW

This policy shall be reviewed annually by the Clerk/Treasurer and approved by the City Council.

SECTION 9 EFFECTIVE DATE

This policy is effective immediately and remains in force until amended or replaced.



BANGOR, MI
TRAIN CITY USA
GATEWAY TO THE LAKE

CITY COUNCIL AGENDA FACT SHEET

To: Mayor Farmer, Pro Tem Martinez-Serratos, Councilmember Rivers, McCrumb, Garcia, Doroh and Uplinger
CC: Justin Weber, City Manager
From: Shelly Umbanhowar, Clerk
CC: Stephenie Cagle, Treasurer
Subject: Agenda Item 10e
Date: 05/14/25

Council Information:

Summary:

Please review.

This item was originally introduced at the 05/12/25 Budget Workshop.

The Department heads & Council reviewed this fee schedule in April of 2024 and approved the final at the 06/03/24 Regular Council Meeting.

The Department heads and City Manager have reviewed and updated this fee schedule in preparation for the 2025/2026 fiscal year beginning July 1, 2025.

Council Action:

City Manager Weber is requesting that the City Council approve this proposed Fee Schedule.

NOTES:

It is anticipated that this list will be updated regularly (*no less than once annually*). The next anticipated change will be with any major changes to the City's fee schedule or May/June of 2026.

Per Ordinance #252, "The schedule of rates and fees may be amended individually or collectively by simple Council action brought by motion, supported and approved by majority vote of the City Council at any regularly scheduled meeting of the Council."



CITY OF BANGOR FEE SCHEDULE

Updates & Approvals 05/19/2025, 06/03/2024;
 Adopted 8/21/2000;
 Ordinance.#252

WATER/SEWER/DPW

FUNCTION and/or SERVICE	FEE DESCRIPTION	ADOPTED RATE/FEE
Water Connection to Property	5/8" meter 1" meter 2" meter 3" above meters	<i>Time and Material Actual cost</i> <i>*We provide estimate</i>
Water Inspection Fee	Inspection	\$35.00
Water Consumption - City	Per 100 Cu. Ft.	\$4.82
Water Consumption - Township	Per 100 Cu. Ft.	1.5 times City rate
Water Ready to Serve Fee	5/8" meter	\$17.00
Capital Improvement Fee	1" meter	\$28.00
	1 ½" meter	\$93.00
	2" meter	\$123.00
	3" meter	\$185.00
	4" and above meter	\$275.00
Apartment Connections		75% of above times Number of Units X 5/8" meter fee
Water Deposits	New Accounts	\$150.00
Curb Cut		\$25.00
Meter Checks		\$15.00
Meter House Checks		\$50.00
Meter Shut-Offs and Turn-Ons	Maintenance Delinquent Accounts After Hours	\$7.50 \$50.00 \$75.00
Sanitary Sewer Consumption - City	Per 100 Cu. Ft.	\$4.80
Sanitary Sewer Consumption - Twp.	Per 100 Cu. Ft.	2 times City rate
Sanitary Sewer Connection to Property	Residential	<i>Min. \$250.00 or actual time</i>
	Non-Residential	<i>& material - our estimate</i>
Sanitary Sewer Inspection Fee	Inspection	\$35.00
Property Maintenance Fines/Fees	Grass Mowing Snow Removal (Business) Clean-up of Debris 1st Offense 2nd Offense 3rd Offense	Min.\$75.00 or actual time & material - our estimate + 15% admin fee Min.\$75.00 or actual time & material - our estimate Min.\$75.00 or actual time & material - our estimate \$50.00 + Removal \$ \$75.00 + Removal \$ \$100.00 + Removal \$
Transfer Station	Full Size Pick Up: Level to Rails \$62.50 (2.5cu yds) // Level to Top of Cab \$100.00 (4cu yds) Cubic Yd of Waste \$25.00 Furniture & Mattress \$25.00 each White goods: Refrigerators, stoves, washers, dryers, water heaters, etc \$30.00 each	
Trash Recycling	Residential	Current Cost – \$3.27 (Set by contract with Republic Services-thru 2025)
Trash Extra Bin	Extra Bin	Current Cost – \$5.00 (Set by contract with Republic Services-thru 2025)
Trash Regular	Residential	Current Cost – \$15.31 (Set by contract with Republic Services-thru 2025)



CITY OF BANGOR FEE SCHEDULE

Updates & Approvals 05/19/2025, 06/03/2024;
Adopted 8/21/2000;
Ordinance.#252

BUILDING/CODE ENFORCEMENT

Building and Zoning Fees	Certificate of Occupancy	\$35.00
	2nd Check – Code Enforcement	\$100.00
	Inspect Condemned Property	\$75.00
	Failure to Obtain Occupancy Permit	\$75.00
	Variance Requests	\$75.00
	Special Use Permit	\$75.00/Annually
	Site Plan Review (over 4,000 sqft)	\$275.00
	Failure to Obtain Site Plan Approval	\$50.00
	Building Permits	10/02/23 Building Fee Schedule
	Zoning Change Request	\$100.00
	Zoning Change & Land Use Plan	\$100.00
	Special Use Permit Requests	\$75.00
	Demolition Permit	\$50.00
	Fence Permit	\$25.00
	Sidewalk Replacement	100% Cement 0% Labor
	Electrical Permits/Inspections	Per Permit
	Plumbing Permits/Inspections	State
Working Without A Permit	Building, Electrical and Mechanical	Muni. Citation
	1st Offense	\$35.00
	2nd Offense	\$65.00
	3rd Offense	\$100.00
Vacation, Closure or Dedication of Public Rights-of-Way	Application and processing fee	\$250.00
Yard Sales	Yard Sale Permit*	\$5.00 each
	*No more than 8 days per year (individual or consecutive) days permits/year + Citywide sale Ord #2023-2	
	Failure to get Permit	\$10.00
Seasonal Licensed Food Truck	Jan – Dec / Annual Fee	\$150.00
Peddlers	Door to Door Sales Person	\$25.00 per person/per day
Miscellaneous Traffic Citations City Code of Ordinance Chapter 71 Section 71.39 for additional fines not affected by this adoption.	Handicap Parking Violation	\$50.00-Lot / \$125.00Street
	Failure to Display Permit	\$5.00
	Parking in Clearview	
	Parking Over Sidewalk	1st Offense \$35.00
	Parking Wrong Side of Street	
	Other Violations of 71.39	2nd Offense \$65.00
	Parking on Front Lawn	
	Parking in a Non-space	3rd Offense \$100.00
	Semi-Tractor on Local Street/Alley	
	Impeding the Flow of Traffic	
	Riding of Bikes and Skateboards in the downtown district	1st-\$20.00 2nd-Confiscate/Parent Call 3rd-Confiscate/Keep



CITY OF BANGOR FEE SCHEDULE

Updates & Approvals 05/19/2025, 06/03/2024;
Adopted 8/21/2000;
Ordinance.#252

PARKS

Use of Parks and Fields	Don Mora Field	\$65.00 Resident, \$75.00 Non-Resident (Daily)
	Don Mora Concession	\$65.00 Resident, \$75.00 Non-Resident (Daily)
	Don Mora Field - League Play	\$150.00 Per Team (Daily)
	Don Mora Field Tournament Play	\$20.00 Per Team (Daily)
	Lions Park Pavilion	\$65.00 Resident, \$75 Non-Resident (Daily)
	Kiwanis Park Pavilion	\$65.00 Resident, \$75.00 Non-Resident (Daily)
Some uses of Don Mora Field and the Parks may also require insurance coverage, a certificate of coverage naming the City as an also insured party. The City may waive fees for local charitable service organizations.		

POLICE DEPARTMENT

Background Investigations	Background Investigations & Reports	\$35.00
Body Camera Footage on DVD or Flash Drive	Each Video/Less than 15 mins, no redaction*	\$50.00 *, **
Digital Photos on DVD or Flash Drive	Less than 15 mins*	\$25.00 *, **
Fix-It Tickets	Other than Bangor PD	\$5.00
FOIA Copy Charges of Reports	Paper Copy Charges	\$.10 Page (MCL Act 442 of 1976) **
FOIA Labor Cost	Personnel Charge	Estimate Worksheet Provided – Fee Varies *, ** (MCL Act 442 of 1976)
FOIA Non-Paper Physical Media	Computer discs, computer tapes, flash drive, DVD, digital or similar media requested	Actual Fee of Item****
Impounded Vehicle Release		\$40.00
Police Reports –Traffic (UD-10)	Traffic Accident Report Charges	\$10.00 each (First five (5) pages) (no redaction, less than 15 mins to retrieve) (MCL Act 442 of 1976)
Police Reports – Traffic (UD-10)	Traffic Accident Report Additional Pages	\$1.00 per page after 5 pages
Police Reports – All Other	All other police other than traffic	\$10.00 each (First five (5) pages) (no redaction, less than 15 mins to retrieve) (MCL Act 442 of 1976)
Police Reports – Voluminous	A request that: includes more than 5 individual requests for more than 5 different categories	Records not in PDF: 2 or fewer megabytes: Up to \$20 2+ to 4 megabytes: Up to \$40 4+ megabytes: Up to 100 PDF Records: 80 or fewer megabytes: Up to \$20 80+ to 160 megabytes: Up to \$40 160+ megabytes: Up to \$100
Tickets	Copy	\$5.00
VIN Inspection (TR-54)	Vehicle	\$5.00 per vehicle
Vehicle Inspections (TR-54)	Vehicle	\$10.00

Additional fees may be assessed for items not listed above.

*Labor costs for the search, location, and examination of public records which will be calculated using the hourly wage of the department's lowest paid employee capable of conducting the search, location, and examination, whether or not they are available or perform the labor. Such labor costs shall be estimated and charged in increments of 15 minutes with all partial increments rounded down. The hourly wage will be based on the department's payroll records for the applicable fiscal year. Labor costs shall also include up to 50% of the hourly wage to partially cover the cost of fringe benefits, not to exceed the actual cost of fringe benefits.



CITY OF BANGOR FEE SCHEDULE

Updates & Approvals 05/19/2025, 06/03/2024;
Adopted 8/21/2000;
Ordinance.#252

****Labor costs for the review of public records and separation and deletion of exempt from nonexempt material which will be calculated using the hourly wage of the department's lowest paid employee capable of conducting the review and separation and deletion of exempt from nonexempt material, whether or not they are available or actually perform the labor. Such labor costs shall be estimated and charged in increments of 15 minutes with all partial increments rounded down. The hourly wage will be based on the department's payroll records for the applicable fiscal year. Labor costs shall also include up to 50% of the hourly wage to partially cover the cost of fringe benefits, not to exceed the actual cost of fringe benefits.**

*****Duplication and publication costs for paper copies will be calculated using the actual total incremental cost of necessary duplication or publication of a public record, not including labor. The actual and incremental cost, calculated per sheet, shall be charged and will not exceed 10 cents per sheet of paper for letter or legal-size paper. The department shall use the most economical means available for making copies, including the use of double-sided printing, if cost-saving and available.**

******Non-paper physical media costs will be calculated using the actual and most reasonably economical cost of computer discs, computer tapes, and other digital and similar media provided by the department.**

CEMETERY

Cemetery Charges and Fees	Foundations	\$1.50 per square inch
Grave Openings RESIDENTS	Adult Residents Mon-Fri before 3:00pm	\$600.00
	Adult Residents Mon-Fri after 3:00pm	\$800.00
	Adult Resident Saturday	\$1,200.00
	Cremation Resident Mon-Fri before 3:00pm	\$150.00
	Cremation Resident Mon-Fri after 3:00pm	\$400.00
	Cremation Resident Saturday	\$600.00
	Baby Resident Mon-Fri before 3:00pm	\$250.00
Grave Openings NON-RESIDENTS	Baby Resident Mon-Fri after 3:00pm	\$500.00
	Baby Resident Saturday	\$600.00
	Adult Non-Residents Mon-Fri before 3:00pm	\$900.00
	Adult Non-Residents Mon-Fri after 3:00pm	\$1,000.00
	Adult Non-Residents Saturday	\$1,500.00
	Cremation Non-Resident Mon-Fri before 3:00pm	\$300.00
	Cremation Non-Resident Mon-Fri after 3:00pm	\$550.00
Grave Openings NON-RESIDENTS	Cremation Non-Resident Saturday	\$1,000.00
	Baby Non-Resident Mon-Fri before 3:00pm	\$400.00
	Baby Non-Resident Mon-Fri after 3:00pm	\$650.00
	Baby Non-Resident Saturday	\$750.00
	Vets - GAR Section	\$125.00
	Vets - Active Service Death	Free
	Pottersfield - Resident	\$40.00
Grave Openings - Pottersfield	Pottersfield Non-Resident	\$80.00
	Pottersfield Saturdays	\$300.00 Plus Above
Grave Spaces - Resident	Per Plot	\$300.00



CITY OF BANGOR FEE SCHEDULE

Updates & Approvals 05/19/2025, 06/03/2024;
Adopted 8/21/2000;
Ordinance.#252

	Vets Arlington Hill West Section	Free
	Pottersfield	\$20.00
Grave Spaces - Non Resident	Per Plot	\$800.00
Perpetual Care - Residents	Each Space	\$30.00
	Vets GAR Section	Free
Perpetual Care - Non-Residents	1 to 6 Spaces	Double Resident Fee
Transfer Fee	Per Plot	\$50.00

ORDINANCE VIOLATIONS

Noise - Loud/Obnoxious Music	Violations of Ord. #94 - Noise	1st Offense - \$50.00 2nd Offense - \$75.00
Noise - General Offenses	Violations of Ord. #94 - Noise	1st Offense - \$50.00 2nd Offense - \$75.00
Animals - General Offenses	Violations of Ord. #90 - Animals	3rd Offense - \$100.00 4th Offense – Court
Peddlers - General Offenses	1-10 days/\$5.00 per day 10+ days \$500.00 total	1st Offense - \$50.00 2nd Offense - \$75.00 3rd Offense - \$100.00 4th Offense – Court
Tall Grass & Weeds - General Offenses	Violations of Ord. #2023-1	1st Offense - \$250.00 2nd Offense - \$500.00
Blight - General Offenses	Violations of Ord. #2023-2	1st Offense - Up to \$500.00 2nd Offense - Daily Fee

CITY HALL ADMINISTRATIVE

Notary	Resident	Free
	Non-Resident	No More than \$10.00 per signature (State Regulated)
FOIA	Retrieve/Review/Redact	Actual Time (MCL Act 442 of 1976)* (Worksheet provided)
*Fees are charged for labor and other actual costs pursuant to MCL 15.234. A fee deposit may be required for requests likely to exceed \$50.00.		
Copies	Black & White	\$0.25 per sheet
	Color	\$0.50 per sheet
Late Charges / Delinquencies	Late Charges	1. Double original fee (Except Sewer/Water) 2. Addition of fees as lien against property.
Processing Fee	Placement of delinquencies & Non-Payment on Taxes	\$25.00
Returned Item Fee	NSF, Account Closed, Stop Payment, Etc.	\$25.00
Credit Card Fee	Set by rate of credit card processor	3.25%



BANGOR, MI
TRAIN CITY USA
GATEWAY TO THE LAKE

CITY OF BANGOR

257 West Monroe Street / Bangor, Michigan 49013

Telephone: 269.427.5831 / Email: clerk@cityofbangormi.gov / Website: www.cityofbangormi.org

City Manager Justin Weber

Treasurer Stephenie Cagle

Clerk Shelly Umbanhowar

To: City Council

From: City Manager Weber

Subject: Abonmarche TMF Proposal

On 5/5/2025, Jason from Abonmarche presented the Technical, Managerial, Financial (TMF) proposal to Bangor City Council. The TMF is an EGLE requirement and is needed to maintain compliance with the city's Administrative Consent Agreement (ACA). I would recommend the Bangor City Council approve to move forward with Abonmarche's recommendations.

Respectfully,

Justin Weber

City Manager
City of Bangor

April 30, 2025

Justin Weber, City Manager
City of Bangor
257 W. Monroe St
Bangor, MI 49013
j.weber@bangormi.org

Re: City of Bangor – Technical, Managerial, and Financial (TMF) Study & Report
Proposal for Engineering Services

Dear Mr. Weber:

Thank you for the opportunity to provide this proposal for continued work to the City of Bangor's water system. With the City entering into an administrative consent agreement (ACA) in 2025, we understand challenges that a water system has to manage the water system and provide the requirements as listed in the ACA by the Michigan Department of Environment, Great Lakes, and Energy (EGLE).

EGLE's ACA requires the City to complete and submit a plan to conduct a comprehensive study to evaluate the technical, managerial, and financial capacity of the water system, and schedule for implementing and completing the study. EGLE requires that the TMF study will be completed by a qualified third-party consultant with experience assessing the operation, management, and finances of public utilities.

PROJECT UNDERSTANDING

The study shall at a minimum include the City of Bangor's level of service goals, asset management needs, capital improvements, staffing, and the funding necessary to meet these goals and needs. The study shall identify any gaps between the capacity needed to meet the goals and needs and the available capacity and provide an implementation plan for closing any identified gaps. This study will utilize the results of the water reliability study currently in progress.

The timeframe and schedule to submit the TMF study is December 31, 2025.

SCOPE OF SERVICES

We propose the following Scope of Services and outline for preparing the TMF Study. Abonmarche will complete the introduction for the Study by completing the following items:

Introduction: Study Methodology

- Information gathering
 - Request documents from City staff, including Standard Operating Procedures (SOPs), daily sheets, monthly reports, account records, etc.
 - Interview existing staff at multiple levels
- Assess utility
 - Set goals for water utility and evaluate SOPs
 - Utilize industry-standard job descriptions to assess operational structure
- Identify gaps
 - Identify areas for improvement
 - Present options to resolve gaps
- Identify financial needs
 - Work with financial consultants to study funding sources
 - Review if goals are limited by financial constraints

Executive Summary: Provide Pertinent Findings

- Summarize technical needs
- Summarize financial needs
- Summarize managerial needs
- Review of corrective actions options
- Implementation of plan and report
 - Specify approved corrective action plan with specified milestones
 - Discuss impacts to residents and businesses

Technical: Demonstrate Technical Capacity

- Review existing reports including the general plan, water reliability study and asset management plan
- Meet with operations staff
- Provide recommendations to comply with requirements
- Update record storage and retention policies.



Managerial: Demonstrate Managerial Capacity

- Review existing organizational chart, number of dedicated water system employees, number of employees from other departments who assist with water system and recommend minimum staffing requirements
- An organizational chart that shows clear lines of authority and responsibility and identifies a person(s) with decision-making authority
- Detailed description of the level of service goals and dates approved by Commission
- Satisfaction of the State of **Michigan's** operator certification requirements
- A plan for keeping operators and management current with the regulatory requirements of managing and operating continued education.
- Work with City to establish an Emergency Response Plan

Financial Criteria: Determine Adequate Financial Capacity

- Demonstrate adequate revenues to meet projected expenses in operating and maintain the system
- Itemization of projected expenses and revenues including such costs: equipment maintenance, required monitoring, and annual fees.
- Comparison of anticipated water system revenues and planned expenditures for a five-year period
- Identification of reserve accounts for operations and maintenance funds and emergencies
- Implementation of sound fiscal management and control policies and procedures.
- Prepare a 20-year plan for the replacement of short-lived assets.

SCHEDULE

The schedule for the TMF Study and Report is due to EGLE by December 31, 2025. A draft of each section will be reviewed with the City prior to completion and submittal to EGLE.



FEES

Our fees to complete the TMF Study and Report is \$86,000.

Your signature on the attached standard professional services agreement will authorize us to commence the work. If you have any questions or need further clarification, please feel free to contact me at (269) 926-4565 or jmarquardt@abonmarche.com.

Sincerely,

ABONMARCHE CONSULTANTS, INC.



Jason Marquardt, PE
Benton Harbor Office Director



Daryl Knip, PE
President / CEO

Attachments: Professional Services Agreement

cc: Nick Shelton, Business Development & Government Strategy Director
Jeff Heald, Grand Region Director
Tim Drews, CCO



**CITY OF BANGOR
VAN BUREN COUNTY, MICHIGAN**

**A RESOLUTION TO APPROVE THE TECHNICAL, MANAGERIAL, AND
FINANCIAL (TMF) CAPACITY STUDY AGREEMENT WITH ABONMARCHE FOR
THE CITY OF BANGOR WATER SYSTEM**

RESOLUTION NO.: 2025-05

WHEREAS, the City of Bangor is committed to ensuring its municipal water system meets all applicable state and federal standards while maintaining operational efficiency and financial sustainability; and

WHEREAS, the City of Bangor is required as part of an Administrative Consent Agreement (ACA) under the authority of the Michigan Department of Environment, Great Lakes, and Energy (EGLE) to commission a Technical, Managerial, and Financial (TMF) Study by an independent third party; and

WHEREAS, the City of Bangor recognizes the need for a comprehensive TMF Study to assess the current and future needs of the water utility system, identify operational and financial gaps, and develop an implementation plan to address those gaps in accordance with regulatory requirements; and

WHEREAS, Abonmarche has submitted a proposal to complete the TMF Study and Report for the City of Bangor at a total fee of **Eighty-Six Thousand Dollars (\$86,000.00)**, with the final report due to EGLE by **December 31, 2025**; and

WHEREAS, the City of Bangor has reviewed and evaluated the proposal.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Bangor as follows:

1. The City Council hereby approves the proposal and agreement with Abonmarche to perform the Technical, Managerial, and Financial (TMF) Capacity Study for the City's water utility system.
2. The City Council authorizes the City Manager to execute all necessary documents, agreements, and related paperwork with Abonmarche for completion of the TMF Study.
3. The total cost of the TMF Study shall not exceed **Eighty-Six Thousand Dollars (\$86,000.00)**.
4. The final TMF Study and Report shall be submitted to EGLE no later than **December 31, 2025**.
5. The City Council further directs City staff to cooperate fully in the provision of information, documentation, and operational access as necessary to complete the study.

BE IT FURTHER RESOLVED, that a copy of this resolution shall be filed with the City Clerk and made available for public inspection.

Adopted this **19th day of May, 2025.**

AYES:

NAYES:

ABSTAIN:

ABSENT:

ADOPTED: _____

Shelly Umbanhowar, Clerk

CLERK'S CERTIFICATION

State of Michigan }
County of Van Buren } ss
City of Bangor }

I, Shelly Umbanhowar, Clerk of the City of Bangor, do hereby certify that the foregoing resolution was adopted on May 19, 2025 at a regular meeting of the City Council of the City of Bangor.

Shelly Umbanhowar, Clerk



CITY COUNCIL
AGENDA FACT SHEET

To: Mayor Farmer, Pro Tem Martinez-Serratos, Councilmember Rivers, McCrumb, Garcia, Doroh and Uplinger
CC: Justin Weber, City Manager
From: Stephenie Cagle, Treasurer
CC: Shelly Umbanhowar, Clerk
Subject: Agenda Item 13
Date: 05/14/25

Council Information:

City Attorney Scott Graham has requested a closed session.

Council Action:

An example of a motion to go into closed session is:

“I move that the Council meet in closed session under section 8(e) of the Open Meetings Act, to consult with our attorney”