



BANGOR, MI
TRAIN CITY USA
GATEWAY TO THE LAKE

CITY COUNCIL REGULAR MEETING AGENDA

Date: Monday, July 7, 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, Heléne 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 Meeting to Order**
2. **Pledge of Allegiance**
3. **Roll Call and Determination of Quorum**
4. **Authorization to Excuse Absent Councilmembers from the Meeting**
5. **Approval of Agenda for 07/07/25**
6. **Adopt Consent Agenda** (Roll Call Vote)

ANNOUNCEMENTS:
VAN BUREN CONSERVATION DISTRICT:
 Tuesday, 07/01/25 11:45AM-1PM
 @ Lions Park Pavilion
NEXT CITY COUNCIL MEETING IS:
 Monday, 07/21/2025 @ 7PM

All items listed under 'Consent Agenda Items' are considered to be routine and have previously been reviewed by Council, and will be enacted with one motion, unless stated otherwise by a Council Member, in which event the item will be removed from the consent agenda and considered in unfinished business.

- a. Approval of **Regular Meeting** minutes for **06/16/25**
- b. Approval of **General Checking Accounts Payable & Payroll** for **07/02/25** for **\$168,981.66**
- c. Approval of **Roads Accounts Payable & Payroll** for **07/02/25** for **\$3,837.00**
- d. Approval of **T&A2 Accounts Payable & Payroll** for **07/02/2025** for **\$144,962.69**
- e. Adoption of **Policies 2025-07/** Harassment & Discrimination, **2025-08/** Social Security Number Privacy & Protection of Personal Information, **2025-09/**City Vehicles, **2025-10/**Use of Monitoring & Electronics Communication, **2025-11/**Social Media and Media Contact, **2025-12/**Workplace Violence, **2025-13/**Substance Abuse, **2025-14/**FMLA, **2025-20/**City Infrastructure Equipment Tools & Supplies, **2025-23/**Prohibiting Personal Purchases Using City Accounts

7. **Comments/Concerns from the Audience/Public***

This is an opportunity for the public to address the Council and to make any appropriate comments. Persons addressing City Council are to wait until they are recognized by the Mayor/Chair. Please limit your comments to three (3) minutes per speaker.

8. **Regular Business** (Resolutions, Proclamations, Department Head Reports, and Presentations)

- a. **Presentation**
 - i) Special Guest Speaker: Annual Softball Tournament @ Don Mora Park Kathy Sparks

9. **Unfinished Business/Postponed Items**

- a. Unfinished Business and/or Postponed Items- None.
- b. Items Removed from Consent Agenda (If any item is removed from Consent Agenda, it is discussed here)

10. **New Business**

- a. ACTION ITEM: Accept Switch of Council Member for Planning Commission City Manager Weber
 Councilmember Doroh to replace Councilmember Uplinger as Council Planning Commission Representative
- b. ACTION ITEM: Council Member Field Trip – City Infrastructure & Assets..... City Manager Weber
 Council to choose a date in late July between the 14th and the 25th
- c. ACTION ITEM: Great Mead Hall LLC Liquor/Local Government Approval..... City Manager Weber
 Michigan Department of Licensing and Regulatory Affairs requires Local Government Approval
- d. Police Vehicle Outfitting..... City Manager Weber
 Council to view the attached quote and vote to accept

11. **Comments/Concerns from the Audience/Public***

This is an opportunity for the public to address the Council and to make any appropriate comments. Persons addressing City Council are to wait until they are recognized by the Mayor/Chair. Please limit your comments to three (3) minutes per speaker.

12. **Councilmember Closing Comments**

13. **Adjournment**

*****Please Note: 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)



BANGOR, MI
TRAIN CITY USA
GATEWAY TO THE LAKE

CITY OF BANGOR

BANGOR CITY COUNCIL

JUNE 16, 2025

MEETING MINUTES

Council Chambers

Regular Meeting

7:00PM

**257 W MONROE ST
BANGOR, MI 49013**

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

| Attendee Name | Title | Status | |
|-------------------------------|---------------|----------|--------|
| | | Present | Absent |
| Lynne Farmer | Mayor | X | |
| Pati Martinez-Serratos | Mayor Pro Tem | X | |
| Heléne Rivers | Councilmember | X | |
| Jeremy Uplinger | Councilmember | X | |
| Renee Doroh | Councilmember | X | |
| Amber Garcia | Councilmember | X | |
| Darla McCrumb | Councilmember | X | |
| QUORUM MET (7 PRESENT) | | | |

OTHERS PRESENT

Justin Weber, City Manager
Shelly Umbanhowar, Clerk
Steve Lowder, DPW Director

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

4. **AUTHORIZATION TO EXCUSE ABSENT COUNCILMEMBER(S) FROM THE MEETING**
None

5. **APPROVAL OF REGULAR AGENDA**

Motion to accept Regular Meeting 06/02/25 Agenda.

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

6. **APPROVAL OF CONSENT AGENDA**

a. Consent Agenda

Motion to accept Consent Agenda items: Regular Meeting Minutes **06/02/25**. Accounts Payable/Payroll: General Checking in the amount of **\$182,468.90** and Roads Checking in the amount of **\$599.35**.

RESULT: APPROVED (7 YES) (ROLL CALL)
MOVER: Jeremy Uplinger, Councilmember
SECONDER: Heléne Rivers, Councilmember
AYES: Rivers, Doroh, Farmer, McCrumb, Martinez-Serratos, Garcia, Uplinger
NAYS: None

7. OPPORTUNITY FOR PUBLIC COMMENT

One (1) public comment were heard.

8. REGULAR BUSINESS**a. Proclamation 2025-02 for Bob Emmert****i. Mayor Lynne Farmer Presentation**

Bob Emmert was presented with a Proclamation from Mayor Farmer.

b. Department Head Reports**i. Department Heads**

DPW, Police, Fire, Code Enforcement, Clerk, and Treasurer spoke or gave a written report.

ii. Commission and Boards

A representative from Planning Commission, Cemetery Committee, Parks & Recreation Advisory Board, EDC and DDA spoke or gave a written report.

9. UNFINISHED BUSINESS/POSTPONED ITEMS/REMOVED FROM CONSENT AGENDA ITEMS**a. Unfinished Business/Postponed Items**

None

b. Items removed from Consent Agenda

None

10. NEW BUSINESS**a. Van Buren Conservation District/Program Pledge Approve/Decline**

Motion to host a tire event and pledge \$250.00, Van Buren Conservation District.

RESULT: APPROVED (7 YES) (ROLL CALL)

MOVER: Amber Garcia, Councilmember

SECONDER: Darla McCrumb, Councilmember

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

NAYS: None

11. OPPORTUNITY FOR PUBLIC COMMENT

Four (4) public comment was heard.

12. COUNCILMEMBER CLOSING COMMENTS

Councilmember comments were heard.

13. ADJOURNMENT

Motion to adjourn at 8:22 PM.

RESULTS: CARRIED (UNANIMOUS)

MOVER: Jeremy Uplinger, Councilmember

SECONDER: Hel ne Rivers, Councilmember

Shelly Umbanhowar, City Clerk

Mayor Lynne Farmer

CERTIFICATION

I, **Shelly Umbanhowar**, the duly appointed Clerk for the City of Bangor, do hereby certify that this is a true and exact copy of the minutes from the **Regular Meeting held on Monday, June 16, 2025**. These minutes were **approved by the City Council on Monday, July 7th, 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: 07/03/25

Recommended Action:

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

- **Bill List** for 07/03/25 (45 items) in the amount of **\$40,642.88.**
- **ACH/EFT Transactions** (12 items) in the amount of **\$2,083.42.**
- **Checks In Between** (3 items) in the amount of **\$33,193.73.**
- **Payroll** (3 items) in the amount of **\$93,061.63.**
 - For a **grand total** amount of **\$182,468.90** from the **GCK-2** account.

| | |
|--|----------------------------|
| • TOTAL AMOUNT OF <u>GCK-2</u> BILLS LIST & PAYROLL | <u>\$168,981.66</u> |
|--|----------------------------|

ROADS - Treasurer recommends City Council approval of the following:

- **Bill List** for 07/03/25 (1 item) in the amount of **\$3,837.00.**
 - For a **grand total** amount of **\$599.35** from the **ROADS** account.

| | |
|--|--------------------------|
| • TOTAL AMOUNT OF <u>ROADS</u> BILLS LIST | <u>\$3,837.00</u> |
|--|--------------------------|

T&A2 - Treasurer recommends City Council approval of the following:

- **Bill List** for 07/03/25 (4 items) in the amount of **\$144,962.69**
 - For a **grand total** amount of **\$599.35** from the **T&A2** account.

| | |
|---|----------------------------|
| • TOTAL AMOUNT OF <u>T&A2</u> BILLS LIST | <u>\$144,962.69</u> |
|---|----------------------------|

Council Action:

For Action

Summary:

See GCK-2 and ROADS Invoice approval lists.



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: Consent Agenda - Policies

Date: 07/03/25

Summary:

Please be advised that the following **ten (10) employee policies** have been drafted by the City Manager's office for your review and approval. Several of these policies are mandated by **federal, state, or Michigan Compiled Laws (MCL)**, while others have been developed to ensure the City of Bangor remains in compliance with current legal requirements and best practices for municipal operations.

These policies are designed to provide clear guidance, promote consistency, and protect both the City and its employees. Adoption of these policies will help the City maintain a fair, safe, and legally compliant workplace environment.

To help expedite the meeting process, it is recommended that the adoption of these policies be placed under the Consent Agenda for this meeting. This will allow for efficient approval of routine and non-controversial matters, helping to move the meeting along more smoothly while ensuring these important updates are formally adopted.

A copy of each policy draft is attached for your review. Please don't hesitate to reach out with any questions or requests for clarification in advance of the meeting.

Council Action:

Adopt policies as presented under 6. Consent Agenda d.

CITY OF BANGOR
VAN BUREN COUNTY, MICHIGAN
POLICY 2025-07

HARASSMENT AND DISCRIMINATION POLICY

| | |
|------------------------------------|--------------------------|
| Policy Number: 2025-07 | Revision Date(s): |
| Date Adopted: | |
| Department: Human Resources | |

SECTION 1 PURPOSE

It is the policy of the City of Bangor to maintain a professional and respectful work environment that is free from all forms of unlawful discrimination and harassment. Discrimination or harassment against any employee, applicant, or other individual based on race, color, sex, religion, national origin, age, disability, height, weight, veteran status, marital status, pregnancy, genetic information, gender, sexual orientation, gender identity, or any other status protected by applicable law is strictly prohibited.

This policy applies to all employment practices, including but not limited to, recruitment, hiring, compensation, promotions, discipline, working conditions, and termination of employment.

SECTION 2 POLICY STATEMENT ON HARASSMENT

The City prohibits any form of harassment — whether verbal, physical, written, or electronic — directed at employees, applicants, or others in the workplace based on protected classifications as defined above.

Harassment is defined as any unwelcome conduct that:

- Is made, either explicitly or implicitly, a term or condition of employment.
- Is used as a basis for employment decisions, including hiring, promotion, discharge, work assignments, or compensation.
- Has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

SECTION 3 EXAMPLES OF PROHIBITED CONDUCT

Examples of harassment prohibited by this policy include, but are not limited to:

- Derogatory jokes, comments, cartoons, or pictures related to a protected classification.
- Sexual propositions, requests for sexual favors, or other unwelcome physical contact.

- Verbal abuse or derogatory remarks related to sex, race, religion, or other protected classifications.
- Displaying or sharing sexually suggestive, racially offensive, or otherwise inappropriate materials.
- Stating or implying job performance deficiencies based on an individual's protected characteristic.

SECTION 4 REPORTING PROCEDURE

Any employee who believes they have been subjected to harassment or discrimination should report the incident as soon as possible. Reports may be made to:

- The employee's immediate supervisor
- The City Manager
- The City Clerk (if the supervisor or City Manager is involved)
- Any member of the City Council (if the complaint is about a council member)

Use of the **Harassment and Discrimination Complaint Form** (available in the City's Employee Manual) is encouraged but not required.

If the City Manager is the subject of the complaint, the report should be made directly to the City Clerk and Treasurer.

SECTION 5 INVESTIGATION PROCESS

The City will promptly and thoroughly investigate all complaints of harassment and discrimination. Investigations may be conducted internally or delegated to an independent investigator at the City's discretion.

All efforts will be made to handle complaints in a discreet and confidential manner, though absolute confidentiality cannot be guaranteed. Investigations may involve interviews with the complainant, the accused, and any relevant witnesses.

During the investigation, the City may separate the parties involved or reassign job duties as necessary.

SECTION 6 PROHIBITION OF RETALIATION

Retaliation against any employee for making a complaint, participating in an investigation, or otherwise exercising their rights under this policy is strictly prohibited. Any retaliatory actions will result in disciplinary action, up to and including termination of employment.

SECTION 7 DISCIPLINARY ACTION

Any employee, official, volunteer, or other individual found to have violated this policy will be subject to appropriate disciplinary action, up to and including termination of employment.

SECTION 8 EMPLOYEE AND SUPERVISOR RESPONSIBILITIES

All employees, supervisors, department heads, and elected or appointed officials are responsible for maintaining a workplace free of harassment and discrimination. Any employee who becomes aware of conduct that may violate this policy must report it promptly as outlined above.

Supervisors and department heads have a duty to take immediate and appropriate action when they become aware of any harassment or discrimination concerns.

SECTION 9 QUESTIONS AND ADDITIONAL INFORMATION

Questions regarding this policy, reporting procedures, or the investigation process should be directed to the City Manager or their designee.

SECTION 10 NON-COMPLIANCE

Failure to comply with this policy or to participate fully in any investigation may result in disciplinary action up to and including termination.

SECTION 11 POLICY REVIEW

This policy shall be reviewed annually by the City Manager, City Clerk, and City Treasurer. If any changes are made, the policy changes will then be approved by the City Council.

SECTION 12 EFFECTIVE DATE

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

CITY OF BANGOR
VAN BUREN COUNTY, MICHIGAN

POLICY 2025-08

**SOCIAL SECURITY NUMBER PRIVACY AND PROTECTION OF
PERSONAL INFORMATION POLICY**

| | |
|------------------------------------|-----------------------|
| Policy Number: 2025-08 | Revision Date: |
| Date Adopted: | |
| Department: Human Resources | |

SECTION 1. PURPOSE

The City of Bangor is committed to ensuring, to the extent practicable, the confidentiality and protection of its employees' Social Security Numbers (SSNs) and other personal information. This policy establishes requirements for the collection, use, disclosure, and disposal of Social Security Numbers to comply with applicable state and federal privacy laws and to protect the privacy of employees.

SECTION 2 POLICY

No employee of the City of Bangor may acquire, disclose, transfer, or unlawfully use the Social Security Number (SSN) of another employee or individual except in accordance with this policy and applicable laws. Access to SSNs is limited internally to employees with a legitimate business need for the information in the course of performing their job duties.

SECTION 3 PROHIBITED PRACTICES

Except where permitted or required by state or federal law, the City of Bangor will not:

1. **Publicly display** all or more than four sequential digits of an employee's SSN.
2. **Use all or more than four sequential digits of an employee's SSN** as the primary account number for an individual.
3. **Visibly print all or more than four sequential digits of an employee's SSN** on any identification badge, card, or other visible medium.
4. **Require an individual to use or transmit all or more than four sequential digits of their SSN** to gain access to an internet website, computer system, or network unless:
 - o The connection is secure.
 - o The transmission is encrypted.
 - o A password, unique PIN, or other authentication method is also required.

5. **Include all or more than four sequential digits of an employee's SSN** in or on any document or correspondence mailed or otherwise sent to an individual if it is visible on or without manipulation from outside the envelope or packaging.
6. **Include all or more than four sequential digits of an employee's SSN** in any document or correspondence sent through mail, unless otherwise required by law.

SECTION 4 PERMITTED USE

Employee SSNs may be collected and used in the ordinary course of business for:

- Identity verification
- Administration of payroll, benefits, and tax reporting
- Background checks and employment eligibility verification
- Compliance with state and federal reporting requirements
- Any other purpose required by law

Such use must comply with this policy and relevant privacy laws.

SECTION 5 RECORDS DISPOSAL

Any document containing employee SSNs or personal information must be disposed of in a secure manner, such as shredding, to prevent unauthorized access or disclosure.

SECTION 6 DISCIPLINARY ACTION

Any employee who violates this policy, whether through the unauthorized acquisition, disclosure, use, or disposal of SSNs or other protected personal information, will be subject to disciplinary action, up to and including termination of employment.

SECTION 7 QUESTIONS AND OVERSIGHT

Questions regarding the implementation or interpretation of this policy should be directed to the City Manager or the Human Resources representative. This policy will be reviewed periodically to ensure compliance with applicable privacy laws and regulations.

SECTION 8 NON-COMPLIANCE

Failure to comply with this policy or to participate fully in any investigation may result in disciplinary action up to and including termination.

SECTION 9 POLICY REVIEW

This policy shall be reviewed annually by the City Manager, City Clerk, and City Treasurer. If any changes are made, the policy changes will then be approved by the City Council.

SECTION 10 EFFECTIVE DATE

This policy is effective immediately and will be reviewed periodically to ensure compliance with municipal financial regulations.

CITY OF BANGOR
VAN BUREN COUNTY, MICHIGAN
POLICY 2025-09
CITY VEHICLE POLICY

| | |
|------------------------------------|-----------------------|
| Policy Number: 2025-09 | Revision Date: |
| Date Adopted: | |
| Department: Human Resources | |

SECTION 1 PURPOSE

This policy outlines the proper and authorized use of City of Bangor vehicles by City employees to ensure public safety, operational efficiency, and the responsible use of public resources.

SECTION 2 POLICY STATEMENT

The use of City of Bangor vehicles is limited to employees whose job duties specifically require the operation of a City vehicle to perform official, job-related tasks. Personal use of City vehicles is strictly prohibited without authorization. All vehicle usage must comply with applicable City policies, procedures, and applicable laws.

SECTION 3 OPERATIONAL GUIDELINES

- **Authorized Use:**
City vehicles may only be operated by authorized City employees and solely for official municipal business. Unauthorized passengers or personal errands are strictly prohibited.
- **Operator Responsibilities:**
Employees operating City vehicles are responsible for:
 - The safe, legal, and responsible operation of the vehicle.
 - Maintaining cleanliness of the vehicle.
 - Ensuring seat belts are worn by all operators and passengers at all times.
- **Accident Reporting and Substance Testing:**
Any accident involving a City vehicle must be reported immediately to the employee's Department Head and the City Manager.
Employees involved in an accident while operating a City vehicle or equipment as part of their job duties will be required to submit to a post-accident drug and/or

alcohol test. Refusal to submit to such testing will result in disciplinary action, up to and including discharge.

- **Traffic Violations:**

Employees are personally responsible for any moving or parking violations and related fines incurred while operating a City vehicle.

- **Vehicle Operation Restrictions:**

- Smoking and the use of e-cigarettes are strictly prohibited in any City vehicle.
- Use of cellular phones, including texting, while driving a City vehicle is prohibited. Employees must comply with all applicable state laws regarding cell phone use while operating a vehicle.

SECTION 4 NON-COMPLIANCE

Failure to comply with this policy or to participate fully in any investigation may result in disciplinary action up to and including termination.

SECTION 5 POLICY REVIEW

This policy shall be reviewed annually by the City Manager, City Clerk, and City Treasurer. If any changes are made, the policy changes will then be approved by the City Council.

SECTION 6 EFFECTIVE DATE

This policy is effective immediately and will be reviewed periodically to ensure compliance with municipal financial regulations.

CITY OF BANGOR
VAN BUREN COUNTY, MICHIGAN

POLICY 2025-10

USE AND MONITORING OF ELECTRONIC COMMUNICATIONS POLICY

| | |
|------------------------------------|-----------------------|
| Policy Number: 2025-10 | Revision Date: |
| Date Adopted: | |
| Department: Human Resources | |

SECTION 1 PURPOSE

The purpose of this policy is to establish guidelines governing the use, management, monitoring, and security of all electronic communications created, sent, received, stored, or transmitted through City-owned, leased, or provided communication systems, as well as personal systems or devices used in the workplace, during working hours, or to perform work-related tasks.

SECTION 2 SCOPE

This policy applies to all City of Bangor employees, elected officials, volunteers, contractors, and any individual authorized to use City electronic communication systems.

SECTION 3 DEFINITIONS

Electronic Communications:

Includes, but is not limited to, messages, images, data, or any other information communicated through e-mail, instant messaging, voice mail, fax, computers, personal digital assistants (e.g. iPhone, iPad, tablet, smartphone), text messaging, pagers, telephones, cell phones (including those with cameras), Intranet, Internet, cloud storage, back-up storage, memory or flash drives, jump or zip drives, and any internal or external removable storage device.

Systems:

All communication devices, systems, and equipment owned, leased, rented, or reimbursed by the City, as well as personal devices when used in the workplace, during working hours, or to conduct City business.

SECTION 4 POLICY

1. **Acceptable Use**

- City Systems are provided for legitimate business use, including communication with co-workers, residents, vendors, suppliers, contractors, and other authorized contacts.
- Incidental and occasional personal use is permitted provided it does not interfere with productivity, City operations, or violate any City policy.

2. **Ownership and Access**

- All electronic communications and data on City Systems are the property of the City of Bangor.
- The City reserves the right to access, monitor, review, record, and disclose any and all communications and data transmitted, received, or stored on its Systems at any time, with or without notice.
- This right extends to employee-owned systems or devices used for City business or during working hours.

3. **No Expectation of Privacy**

- Employees have no expectation of privacy in any electronic communication created, sent, received, or stored on City Systems or employee-owned systems used for City business.

4. **Prohibited Uses**

Employees are strictly prohibited from using City Systems:

- To download, transmit, or access discriminatory, harassing, or obscene material.
- To download software or files from the internet without written permission from the Department Head/IT.
- To access or distribute adult entertainment or pornography.
- To post opinions or content on personal blogs, websites, or social media while using City Systems, unless authorized (refer to Social Media Policy).
- To solicit for commercial ventures, religious or political causes, or outside organizations.
- To attempt unauthorized access to any computer, system, network, or data.
- In connection with intellectual property violations, including unauthorized use or distribution of copyrighted or proprietary materials.
- In connection with any unlawful activity.
- To conduct outside employment or private business activities.

5. **Misrepresentation and Security**

- Employees may not misrepresent, disguise, or conceal their identity when using City Systems.
- Employees may not use another individual's account, password, or encryption keys without written approval.
- All Systems passwords and encryption keys must be accessible to the appropriate Department Head.
- The installation of password protection, encryption software, or unauthorized applications is prohibited.

6. Compliance with Laws

- Employees must comply with all applicable federal, state, and local laws governing electronic communications, including copyright, trademark, and data privacy laws.
- Violations may subject employees to personal liability, fines, and criminal prosecution.

7. Protected Rights

- Nothing in this policy shall be interpreted to restrict an employee's rights under Section 7 of the National Labor Relations Act.
- Employees retain the right to discuss terms and conditions of employment during non-working hours using non-City Systems.

SECTION 5 MONITORING AND INSPECTIONS

The City of Bangor reserves the right to conduct unannounced inspections, monitoring, and access to any electronic communication or data on City Systems at any time. Personal communications using City Systems are subject to the same review and disclosure standards.

SECTION 6 VIOLATIONS AND DISCIPLINE

Violations of this policy may result in disciplinary action, up to and including termination of employment. Where appropriate, the City may involve law enforcement or regulatory authorities and will cooperate fully with investigations. Retaliation against any individual who reports violations or participates in an investigation is strictly prohibited.

SECTION 7 QUESTIONS AND CLARIFICATIONS

Employees should consult their Department Head for advance clarification regarding the acceptable use of City Systems or the appropriateness of specific electronic communications.

SECTION 8 NON-COMPLIANCE

Failure to comply with this policy or to participate fully in any investigation may result in disciplinary action up to and including termination.

SECTION 9 POLICY REVIEW

This policy shall be reviewed annually by the City Manager, City Clerk, and City Treasurer. If any changes are made, the policy changes will then be approved by the City Council.

SECTION 10 EFFECTIVE DATE

This policy is effective immediately and will be reviewed periodically to ensure compliance with municipal financial regulations.

CITY OF BANGOR
VAN BUREN COUNTY, MICHIGAN
POLICY 2025-11
SOCIAL MEDIA AND MEDIA CONTACT POLICY

| | |
|------------------------------------|-----------------------|
| Policy Number: 2025-11 | Revision Date: |
| Date Adopted: | |
| Department: Human Resources | |

SECTION 1 PURPOSE

This policy establishes guidelines for the appropriate use of social media and contact with media representatives by employees of the City of Bangor. It ensures that employee conduct in these areas reflects positively on the City, protects confidential information, and complies with applicable laws and City policies.

SECTION 2 SCOPE

This policy applies to all City of Bangor employees, elected officials, contractors, volunteers, and others acting on behalf of the City, whether using personal or City-provided systems, during or outside of work hours, whenever their conduct may impact the City's operations, reputation, or workplace environment.

SECTION 3 DEFINITIONS

- **Social Media:** Any means of posting or sharing information, images, or content on the Internet, including but not limited to personal blogs, websites, online journals, social networking platforms (such as Facebook, X/Twitter, Instagram, LinkedIn, YouTube, TikTok), web bulletin boards, chat rooms, or any other form of electronic communication.
- **Media Contact:** Any interaction, written or verbal, with representatives of newspapers, magazines, radio, television, or online news outlets regarding City business or official matters.

SECTION 4 POLICY

General Guidelines for Social Media Use

Employees are expected to exercise good judgment and personal responsibility when using social media, whether on duty or off duty, when the conduct can reasonably impact the City's reputation, operations, or relationships. The same standards of professionalism, courtesy, and ethics set forth in the City's Employee Personnel Policies apply to online activities.

Employees are personally responsible for the content they publish on social media. Conduct that negatively affects job performance, the workplace, or the public trust may result in disciplinary action, up to and including termination.

SECTION 5 SPECIFIC REQUIREMENTS

1. Professionalism and Respect

- Be fair, courteous, and professional in all online communications concerning fellow employees, residents, vendors, suppliers, elected officials, and the public.
- Avoid posts that are malicious, obscene, intimidating, threatening, harassing, or discriminatory. Prohibited content includes offensive posts that may harm reputations or contribute to a hostile work environment based on race, color, religion, gender, age, national origin, disability, sexual orientation, or any other protected status.

2. Accuracy and Integrity

- Share accurate information. If you make a mistake, correct it promptly and openly.
- Never post or spread false information, rumors, or misleading statements about the City, its employees, residents, vendors, or business partners.

3. Confidentiality

- Do not post or share any confidential, proprietary, or internal City information, including internal reports, policies, procedures, personnel matters, or business strategies.

4. Representation and Disclaimers

- Do not represent yourself as speaking on behalf of the City unless expressly authorized by the City Manager.
- If identifying yourself as a City employee when discussing City-related topics, clearly state that your opinions are personal and do not represent those of the City of Bangor. An appropriate disclaimer would be:
"The postings on this site are my own and do not necessarily reflect the views of the City of Bangor."

5. Work Time and Resources

- Employees may not use City time, devices, or systems for personal social media activities, unless approved for work-related purposes by a Department Head or the City Manager, and consistent with the City's Electronic Communications Policy.

6. Use of City Email for Personal Accounts

- Do not use a City of Bangor email address when registering for or using personal social media or online accounts.

7. Media Inquiries

- Employees are not authorized to make public statements to the media on behalf of the City without the prior approval of the City Manager.

- Only elected officials or persons specifically designated by the City Manager may issue official statements or comment publicly on City matters.

SECTION 6 REPORTING VIOLATIONS AND NON-RETALIATION

Employees are encouraged to report violations of this policy to their Department Head or the City Manager. The City of Bangor prohibits retaliation against any employee for making a good-faith report or for cooperating in any investigation of suspected policy violations.

Any employee who retaliates against another for reporting a suspected violation or for participating in an investigation will be subject to disciplinary action, up to and including termination.

SECTION 7 LEGAL COMPLIANCE

Where applicable, the City complies with federal and state laws concerning employer access to employee personal social media accounts, including prohibitions on requiring usernames or passwords to personal accounts.

Nothing in this policy is intended to infringe upon employees' rights under Section 7 of the National Labor Relations Act, including the right to engage in protected concerted activity.

SECTION 8 NON-COMPLIANCE

Failure to comply with this policy or to participate fully in any investigation may result in disciplinary action up to and including termination.

SECTION 9 POLICY REVIEW

This policy shall be reviewed annually by the City Manager, City Clerk, and City Treasurer. If any changes are made, the policy changes will then be approved by the City Council.

SECTION 10 EFFECTIVE DATE

This policy is effective immediately and will be reviewed periodically to ensure compliance with municipal financial regulations.

CITY OF BANGOR
VAN BUREN COUNTY, MICHIGAN
POLICY 2025-12
WORKPLACE VIOLENCE POLICY

| | |
|------------------------------------|-----------------------|
| Policy Number: 2025-12 | Revision Date: |
| Date Adopted: | |
| Department: Human Resources | |

SECTION 1 PURPOSE

The City of Bangor is committed to maintaining a safe, secure, and respectful work environment, free from violence or threats of violence. This policy establishes clear guidelines to prevent workplace violence, ensure prompt reporting, and outline response procedures in the event of a threat or violent incident.

SECTION 2 SCOPE

This policy applies to all City employees, elected officials, volunteers, contractors, vendors, and visitors while on City property, at City-sponsored functions, or while conducting City business at any location.

SECTION 3 POLICY STATEMENT

Violence, threats of violence, intimidation, harassment, or other disruptive behavior by any employee or other individual against a City employee, official, contractor, or visitor will not be tolerated. The City has zero tolerance for any acts of physical violence or threatening behavior in the workplace.

This policy is intended to minimize the potential risk of personal injury to employees and visitors and to protect City property.

SECTION 4 PROHIBITED CONDUCT

Prohibited conduct under this policy includes, but is not limited to:

- Physical acts of violence (striking, hitting, pushing, or physically assaulting another person)

- Verbal or written threats of violence or harm
- Intimidating, hostile, or threatening behavior that creates a reasonable fear of injury to another person or damage to property
- Harassment, stalking, or any conduct that creates a hostile or intimidating work environment
- Possession of firearms, weapons, or other dangerous items on City premises or while conducting City business (unless specifically authorized by law and approved by the City)
- Any other conduct that disrupts or negatively affects the safety, security, or order of the workplace

SECTION 5 REPORTING PROCEDURES

Employees must immediately report any incident or threat of workplace violence to their Department Head, City Manager, or any member of management. This includes threats or intimidating conduct overheard or received from employees, vendors, residents, or outside parties.

In the event of an immediate threat of harm or violence:

- **Do not engage in physical or verbal confrontation.**
- **Call 911 immediately** and notify your Department Head or the City Manager as soon as it is safe to do so.

All reports will be treated seriously and handled with discretion. Reports will be kept confidential to the extent possible, while allowing for a thorough investigation and appropriate response.

SECTION 6 INVESTIGATION AND RESPONSE

The City will promptly investigate all reports of workplace violence or threats. Employees are expected to fully cooperate in any investigation.

If an investigation confirms a violation of this policy, appropriate corrective action will be taken, which may include:

- Counseling or referral to professional services
- Suspension or termination of employment
- Notification of law enforcement or other authorities
- Removal of non-employees from City property
- Any other action deemed necessary to maintain workplace safety

SECTION 7 NON-RETALIATION

The City of Bangor strictly prohibits retaliation against any employee who, in good faith, reports a suspected violation of this policy or cooperates in an investigation. Any act of retaliation will itself be considered a serious violation of this policy and will result in disciplinary action, up to and including termination.

SECTION 8 EMPLOYEE RESPONSIBILITY

All employees are responsible for helping to maintain a safe and secure workplace. Employees must:

- Immediately report threats or acts of violence
- Cooperate fully with any investigation
- Refrain from engaging in violent or threatening conduct
- Comply with all safety procedures and security measures

Failure to report or fully cooperate with an investigation may result in disciplinary action, up to and including termination.

SECTION 9 NON-COMPLIANCE

Failure to comply with this policy or to participate fully in any investigation may result in disciplinary action up to and including termination.

SECTION 10 POLICY REVIEW

This policy shall be reviewed annually by the City Manager, City Clerk, and City Treasurer. If any changes are made, the policy changes will then be approved by the City Council.

SECTION 11 EFFECTIVE DATE

This policy is effective immediately and will be reviewed periodically to ensure compliance with municipal financial regulations.

CITY OF BANGOR
VAN BUREN COUNTY, MICHIGAN
POLICY 2025-13
SUBSTANCE ABUSE POLICY

| | |
|------------------------------------|-----------------------|
| Policy Number: 2025-13 | Revision Date: |
| Date Adopted: | |
| Department: Human Resources | |

SECTION 1 SCOPE

The City of Bangor is committed to providing a safe, healthy, and productive working environment for all employees, residents, and the public we serve. The presence or use of controlled substances or alcohol in the workplace poses serious risks to employee safety, operational efficiency, and public trust. To protect these interests, the City has established the following Substance Abuse Policy, which is a condition of employment and continued employment with the City.

SECTION 2 PROHIBITED CONDUCT

The following conduct is strictly prohibited:

- **Reporting to work, or working, while under the influence of alcohol or illegal, unauthorized, or controlled substances**, including cannabis (marijuana), except when use is in accordance with a lawful prescription and does not impair the employee's ability to safely and competently perform their job duties.
- **The unlawful or unauthorized manufacture, distribution, sale, possession, use, or transportation of illegal substances, controlled substances, unauthorized medications, or alcohol** in the workplace, on City property, in City vehicles, or while engaged in City duties, whether on or off premises.
- **Consuming alcohol during working hours**, including meal and break periods, or while operating City vehicles or equipment.
- **Reporting for duty or remaining on duty with any measurable amount of alcohol in the employee's system.**

SECTION 3 DRUG AND ALCOHOL TESTING

The City of Bangor has implemented a drug and alcohol testing program in accordance with local, state, and federal laws. Testing may be conducted under the following circumstances:

- **Reasonable Suspicion Testing:** When there is reasonable belief, based on direct observation or credible information, that an employee may be under the influence of drugs, controlled substances, or alcohol while on duty.
- **Post-Accident Testing:** Any employee involved in an on-the-job accident while operating a City vehicle, equipment, or performing City duties may be required to submit to drug and/or alcohol testing.
- **Return-to-Duty and Follow-Up Testing:** Employees who test positive and are allowed to return to duty may be required to undergo follow-up testing as determined appropriate by a substance abuse professional.

Employees refusing to submit to required testing will be subject to discipline, up to and including discharge.

SECTION 4 TESTING PROCEDURES AND CONFIDENTIALITY

- Employees subject to testing will be transported to and from the testing site and should not be permitted to drive.
- An employee may request an employee representative to accompany them to the collection site.
- Proper sample collection and chain of custody procedures will be strictly followed.
- Employees will be suspended pending test results. Negative test results will result in reinstatement with back pay for any lost time unless other disciplinary issues are present.
- All testing records will be treated as confidential medical records and maintained securely by the City Manager's Office.

SECTION 5 CRIMINAL CONVICTIONS

Employees must report any criminal conviction involving alcohol, controlled substances, or illegal drugs to the City Manager within **five (5) days** of the conviction date.

SECTION 6 EMPLOYEE ASSISTANCE AND ACCOMMODATION

The City of Bangor maintains a policy of non-discrimination and reasonable accommodation for employees seeking help for substance abuse issues. Employees are encouraged to voluntarily seek assistance before their substance use affects their performance or safety. The City may provide referrals to treatment programs, counseling services, and leaves of absence where appropriate, consistent with applicable laws and City policies.

SECTION 7 DISCIPLINARY ACTION

Violation of this policy will result in disciplinary action, **up to and including discharge**. At the City's sole discretion, and in accordance with applicable law, an employee subject to discharge may be offered the opportunity to participate in and successfully complete an appropriate treatment, counseling, or rehabilitation program recommended by a substance abuse professional as a condition of continued employment.

SECTION 8 WORKPLACE INSPECTIONS

To enforce this policy, the City reserves the right to conduct lawful searches and inspections of City property, vehicles, desks, lockers, and personal belongings where there is reasonable suspicion of a policy violation.

SECTION 9 POLICY ADMINISTRATION

This policy will be administered through the City Manager's Office. Questions regarding this policy should be directed to the employee's Department Head or the City Manager.

SECTION 10 NON-COMPLIANCE

Failure to comply with this policy or to participate fully in any investigation may result in disciplinary action up to and including termination.

SECTION 11 POLICY REVIEW

This policy shall be reviewed annually by the City Manager, City Clerk, and City Treasurer. If any changes are made, the policy changes will then be approved by the City Council.

SECTION 12 EFFECTIVE DATE

This policy is effective immediately and will be reviewed periodically to ensure compliance with municipal financial regulations.

CITY OF BANGOR
VAN BUREN COUNTY, MICHIGAN
POLICY 2025-14
FAMILY AND MEDICAL LEAVE ACT (FMLA) POLICY

| | |
|------------------------------------|-----------------------|
| Policy Number: 2025-14 | Revision Date: |
| Date Adopted: | |
| Department: Human Resources | |

SECTION 1 PURPOSE:

The Family and Medical Leave Act (FMLA) provides eligible City of Bangor employees the opportunity to take job-protected leave for specific reasons while maintaining group health benefits for the duration of the leave. The FMLA seeks to accomplish this in a manner that meets the City's operational needs while protecting the rights of employees to take leave for qualifying events.

SECTION 2 SCOPE

This policy applies to all City of Bangor Departments and their employees.

Independent Contractors and Volunteers are not covered by the provisions of the FMLA. Elected officials are expressly excluded from coverage under the FMLA.

Employees who are not eligible for FMLA should contact their Department Head to determine if other leave options are available.

SECTION 3 POLICY

ELIGIBILITY REQUIREMENTS:

Employee eligibility is determined by the provisions of the FMLA which require the employee to have a minimum of twelve (12) months of service and have worked at least 1,250 hours within the previous twelve (12) months prior to the employee's need for leave.

(FMLA) provides eligible employees up to 12 weeks of unpaid leave for certain family, military caregiver or exigency and for eligible medical reasons during a rolling 12-month period. FMLA leaves may be taken for any one or more of the following reasons:

- ***Employee's own serious health condition***

- ***For the birth and care of the newborn child of an employee***
- ***For placement with the employee of a child for adoption or foster care***
- ***Care of a spouse, child, parent with a serious health condition***

The FMLA also provides specific provisions for military-related leave:

- ***Military Exigency Leave*** – allows eligible employees who have a spouse, child, or parent in the National Guard or Reserves, to take FMLA leave due to a qualifying exigency resulting from the covered family member’s active military duty, or call to active-duty status
- ***Military Caregiver Leave*** – allows eligible employees to take FMLA to care for the service member when:
 - The employee is the spouse, child, parent, or next kin of a service member in the Regular Armed Forces, National Guard or Reserves and;
 - The service member has incurred a serious injury or illness in the line of duty while on active duty.

The maximum amount of Military Caregiver Leave is twenty-six (26) weeks in a rolling twelve (12) month period, per injury/illness basis measured forward from the first date of said leave.

SECTION 4 FMLA CALENDAR AND OTHER CONSIDERATIONS

Effective immediately, the twelve (12) month FMLA period for all City employees in all departments and agencies will move from a fiscal year calendar to “rolling calendar”.

The Rolling Calendar shall be defined as the twelve (12) months preceding the first day of the current intended FMLA absence (i.e., the prior 12 months). This method, referred to as the “Rolling Year Method”, uses the 12-month period measured back from the date an employee takes any FMLA leave.

Employees are entitled to take FMLA leave on a continuous basis or on an intermittent (reduced) leave schedule. When intermittent leave is requested, it may be necessary to determine hourly equivalents. A “week” is equal to the number of straight time hours the employee is normally scheduled to work or be paid in a work week. The full allotment would be the number of hours, times the number of eligible weeks. For days or part of days off work for FMLA purposes, only the scheduled hours off work can be counted against the employee’s FMLA allotment.

Absences from work due to an exercise of an employee’s rights under the FMLA shall not be used against an employee. In addition, absences from work due to an intermittent leave schedule will not be considered in an employee’s attendance record for disciplinary, promotional or performance evaluation purposes.

A covered employee has the right to return to the same or equivalent position after the leave, except in the case of a Reduction in Force or position elimination that is unrelated to, and not based on the employee’s FMLA status.

NOTE: Highly Compensated employees designated as Key Employees may not, in all instances, have the right to be reinstated at the conclusion of their leave if the reinstatement would cause substantial and grievous injury to the City.

SECTION 5 EMPLOYEE REQUIRED NOTICE TO EMPLOYER

Employees shall provide 30 days advance notice of the need to take FMLA when the need is foreseeable. When a 30-day notice is not possible, or the approximate timing of the need for leave is not foreseeable, employees must provide notice of the need for leave as soon as practicable under the facts and circumstances of their situation.

Employees shall inform the City of Bangor if the requested leave is for a reason for which FMLA leave was previously taken or certified.

In certain cases, leave may be taken on an intermittent basis, or the employee may work a reduced schedule. Intermittent leave must be necessary and should be scheduled, where possible, to avoid disruption to department operations.

SECTION 6 NOTICE TO EMPLOYEE

The City of Bangor is required to inform employees requesting leave of their eligibility within 5 business days of the date of the employee's request for leave. Upon receipt and review of requested supporting documentation, the City's Human Resources Department will notify the employee in writing if their request is approved or denied via Designation Notice.

SECTION 7 MEDICAL CERTIFICATION

It is the employee's responsibility to provide a timely, complete and sufficient medical certification. Employees must provide medical certification within 15 calendar days after an FMLA has been requested. The City of Bangor will notify employees if the medical certification is incomplete or insufficient and will provide the employee with 7 calendar days to correct any deficiencies. The City may also require a second opinion, from an independent health care provider of its choice. If the two opinions conflict; the Employer may pay for a third and final binding medical opinion from a health care provider approved by both the Employer and Employee.

In accordance with the Health Insurance Portability and Accountability Act (HIPAA) privacy regulations, Human Resources staff may contact an employee's health care provider for authentication or clarification of the medical certification.

If an employee chooses not to provide authorization to clarify or authenticate certifications with their health care provider, the FMLA leave may be denied.

SECTION 8 MEDICAL RE-CERTIFICATION

Medical certifications may be requested once every 30 days if FMLA time was used within a thirty (30) day period. Employees will be given at least 15 calendar days to provide medical recertification.

If the medical certification indicates that the minimum duration of the condition is more than 30 days, the City will wait until that minimum duration expires before requesting a recertification, unless:

- (1) The employee requests an extension of leave;
- (2) Circumstances described by the previous certification have changed significantly; or
- (3) The City receives information that casts doubt upon the employee's stated reason for the absence or the continuing validity of the certification.

Any recertification requested by the employing department must be approved by HR. Any cost associated with the employee's recertification will be at the employee's expense unless the City provides otherwise.

SECTION 9 CERTIFICATIONS SUPPORTING NEED FOR MILITARY FAMILY LEAVE

Employees requesting leave due to a qualifying exigency arising out of active duty or call to active-duty status of a covered military member are required to provide the following:

- a. A copy of the covered military member's active-duty orders or other documentation issued by the military indicating that the covered member is on active-duty or call to active-duty status and the dates of the covered military member's active duty service;
- b. A certification setting forth information concerning the nature of the qualifying exigency for which leave is requested. Employees shall provide a copy of a new active-duty order or other documentation issued by the military for leaves due to qualifying exigencies arising out of a different active duty or call to active-duty status of the same or a different covered military member.

SECTION 10 RETURN TO WORK/FITNESS FOR DUTY MEDICAL CERTIFICATIONS

An employee returning to work from FMLA due to their own serious health condition shall provide a medical certification confirming they are able to return to work and the employee's ability to perform the essential functions of the returning position, with or without reasonable accommodations.²

SECTION 11 NOTICE OF ELIGIBILITY

The City will provide written notification of FMLA eligibility within 5 business days of

receiving the employee's FMLA request. The written notice shall specify the employee's rights and responsibilities; if the leave is designated as FMLA qualifying, conditional or non-qualifying; the amount of leave, if known, that will be counted against the employee's leave entitlement; and their rights and responsibilities in associated with the leave.

If an employee is deemed not eligible for FMLA, the City shall provide at least one reason for the denial.

SECTION 12 FMLA DESIGNATION BY THE CITY OF BANGOR

FMLA designation arises whenever the employee requests time off from work for an FMLA qualifying leave. The employee does not have to specifically cite the FMLA to be entitled to their rights under the Act.

Whether or not the employee cites FMLA, the City can designate the time off as FMLA time and notify the employee in writing of this designation. The leave will be counted as FMLA.

SECTION 13 PAID/UNPAID LEAVE

The City of Bangor may designate time off for a qualifying condition as FMLA leave. Additionally, the City requires that all employees³ with an approved or designated FMLA use their accrued time- off banks during the leave period.

- a. FMLA Personal - Employees who are approved for either a continuous or intermittent FMLA Personal leave are required to use and completely exhaust all sick² Employees who are subject to legally mandated testing or examination (CDL, FTA, etc.) shall follow related return to work procedures.³³ Excludes All Sworn/Uniform Police banks, accrued vacation and other comparable time-off banks prior to placement on an unpaid leave of absence. A cascading order will be utilized when pulling from the employee's available time off banks.
- b. FMLA Family - Employees who are approved for either continuous or intermittent FMLA Family leave are required to use three (3) sick days and exhaust all vacation and other comparable time-off banks prior to placement on an unpaid leave of absence. A cascading order is utilized when pulling from the employee's available time off banks.

SECTION 14 FMLA AND OTHER CITY LEAVES

City policies and practices remain in effect with modifications necessitated by the FMLA to ensure continued compliance with the law.

Employees who are on a paid FMLA leave, though still considered "Active", will be reflected

as being on a Leave of Absence in the City's payroll platform.

SECTION 15 HEALTH CARE BENEFITS AND PREMIUM SHARING

Pursuant to the provisions of the FMLA, an eligible employee who currently has health care benefits and is off work on paid or unpaid leave authorized under the FMLA, is entitled to have their health care benefits maintained during the period of absence in the same manner as if they were actively employed. This includes hospital, medical, dental, vision, and prescription drug programs. The employee must continue to make any premium sharing payments if their FMLA leave is unpaid. Failure to make such payments will result in a discontinuance of health insurance.

Employees may elect not to have their care benefits continued while on unpaid leave for FMLA purposes. Such an election must be in writing and signed by the employee. For employees on Workers' Compensation, the City of Bangor will provide health care coverage during any period the employee is supplementing from his/her sick banks. For employees who are unable to supplement from their sick banks the City provides health care benefits in accordance with applicable law and contractual agreement(s).

SECTION 16 WORKER'S COMPENSATION, LTD, SICKNESS AND ACCIDENT (S&A)

If an employee is on an approved Worker's Compensation leave due to an on-the-job injury or illness, which also qualifies as a serious health condition under the FMLA, the Worker's Compensation absence and FMLA leave shall run concurrently. The FMLA designation will not affect the employee's ability to receive Worker's Compensation benefits.

The time will be designated as FMLA and will count against an employee's FMLA allotment with the notice of action to the employee.

SECTION 17 NO OUTSIDE EMPLOYMENT WHILE ON LEAVE

While on FMLA or during any other authorized leave of absence, an employee is strictly prohibited from working for another employer or engaging in undisclosed business activities without proper disclosure to the City of Bangor Board of Ethics, and without approval from their Department Director or designee. Such actions may constitute a violation of the Ethics Ordinance and/or result in discipline; up to and including termination.

SECTION 18 CONCLUSION

The City of Bangor is committed to complying with all federal regulations pertaining to the Family and Medical Leave Act (FMLA). For information related to other leaves or for any questions about this FMLA policy or if an employee believes their rights have been violated, please contact the Human Resources Department.

SECTION 19 POLICY REVIEW

This policy shall be reviewed annually by the City Manager, City Clerk, and City Treasurer. If any changes are made, the policy changes will then be approved by the City Council.

SECTION 20 EFFECTIVE DATE

This policy is effective immediately and will be reviewed periodically to ensure compliance with municipal financial regulations.

FAMILY AND MEDICAL LEAVE ACT (FMLA) POLICY
(APPENDIX A)
CASCADING ORDER FOR TIME-OFF BANKS

FMLA PERSONAL - (CONTINUOUS & INTERMITTENT)

When a City of Bangor employee⁴ elects to receive payment for an approved **FMLA - Personal leave (Continuous and Intermittent)**, paid time will be deducted from the employee's bank in the following cascading order. Once the highest bank is depleted, the hours from the next bank will be used.

All City of Bangor departments will use this cascade. Therefore, only the time-off banks associated with the employee's job and department will apply. For example: An employee must exhaust all Sick banks prior to using Vacation time.

- FMLA – Sick
- FMLA – PTO
- FMLA – Unpaid

⁴ This Cascade does not apply to Bangor Police Department (BPD) Sworn/Uniform Personnel

FMLA FAMILY - (CONTINUOUS & INTERMITTENT)

When a City of Bangor employee⁵ elects to receive payment for an approved **FMLA - Family leave (Continuous and Intermittent)**, paid time will be deducted from the employee's bank in the following cascading order. Once the highest bank is depleted, the hours from the next bank will be used.

All City of Bangor departments will use this cascade. Therefore, only the time-off banks associated with the employee's job will apply. For example: A general City employee must exhaust all Sick banks prior to using Vacation time.

- FMLA – Sick
- FMLA – PTO
- FMLA – Unpaid

⁵ This Cascade does not apply to BPD Sworn/Uniform Personnel

CITY OF BANGOR
VAN BUREN COUNTY, MICHIGAN

POLICY 2025-20

**USE OF CITY INFRASTRUCTURE, EQUIPMENT,
TOOLS, AND SUPPLIES POLICY**

| | |
|--|-----------------------|
| Policy Number: 2025-20 | Revision Date: |
| Date Adopted: | |
| Department: DPW/Human Resources | |

SECTION 1 PURPOSE

The purpose of this policy is to prevent the unauthorized use of City of Bangor infrastructure, equipment, tools, and supplies for personal purposes. The policy promotes accountability, ensures resources are used solely for official City business, and protects public assets from misuse.

SECTION 2 SCOPE

This policy applies to all employees of the Bangor Department of Public Works (DPW), including full-time, part-time, seasonal, temporary, and contracted personnel.

SECTION 3 POLICY STATEMENT

City of Bangor property—including, but not limited to, infrastructure, equipment, tools, vehicles, and supplies—shall not be used for personal reasons by any employee, contractor, or representative of the Bangor DPW unless express written authorization has been granted by the City Manager and/or City Council.

This prohibition includes:

- Performing personal tasks with City-owned equipment
- Using tools, vehicles, or machinery for non-City-related work
- Taking or consuming supplies for private purposes
- Using City facilities or property for personal gain or private events

City resources are public property and are to be used exclusively for official municipal functions and duties.

SECTION 4 AUTHORIZED EXCEPTIONS

Exceptions to this policy may only be granted with written approval from the City Manager and/or City Council. Approval must be documented in writing and kept on file by the DPW Director or administrative personnel. Verbal authorization is not sufficient.

SECTION 5 REPORTING VIOLATIONS

Employees are expected to report any known or suspected misuse of City property to their supervisor, the Director, or a designated City official. Anonymous reporting options may be made available in accordance with City policies.

SECTION 6 DISCIPLINARY ACTION

Unauthorized use of City infrastructure, equipment, tools, or supplies may result in disciplinary action, up to and including termination, reimbursement of the value of the misuse, and/or legal prosecution in cases of theft or abuse of public trust..

SECTION 7 RESPONSIBILITIES

- ****Employees****
 - Shall not use or remove City property for personal reasons without proper written authorization.
- ****Supervisors and Director****
 - Must enforce this policy and report violations appropriately.
- ****Director****
 - Shall maintain records of all authorized exceptions and ensure compliance tracking.

SECTION 8 POLICY REVIEW

This policy shall be reviewed annually by the City Manager, City Clerk, and City Treasurer.

SECTION 8 EFFECTIVE DATE

This policy is effective immediately and will be reviewed periodically to ensure compliance with municipal financial regulations.

CITY OF BANGOR
VAN BUREN COUNTY, MICHIGAN

POLICY 2025-23

PROHIBITING PERSONAL PURCHASES USING CITY ACCOUNTS POLICY

| | |
|--|-----------------------|
| Policy Number: 2025-23 | Revision Date: |
| Date Adopted: | |
| Department: DPW/Human Resources | |

SECTION 1 PURPOSE

The purpose of this policy is to clearly prohibit the use of City of Bangor accounts, purchasing cards, or procurement systems for personal purchases by employees of the Bangor Department of Public Works (DPW). This policy is intended to maintain the integrity of public funds, ensure legal compliance, and promote responsible financial stewardship.

SECTION 2 SCOPE

This policy applies to all employees of the Bangor DPW, including full-time, part-time, seasonal, and temporary staff, as well as supervisors and administrative personnel involved in purchasing or financial transactions.

SECTION 3 AUTHORITY TO ASSIGN TASKS

Employees are strictly prohibited from using City of Bangor funds, accounts, purchasing cards, vendor relationships, or procurement systems to purchase personal items of any kind. This includes but is not limited to:

- Personal food or beverages
- Tools, clothing, or equipment for personal use
- Household or automotive supplies
- Fuel for personal vehicles
- Gifts, decorations, or non-approved expenditures

All purchases must be directly related to City business and approved in accordance with established procurement procedures.

SECTION 4 UNAUTHORIZED USE AND CONSEQUENCES

Any unauthorized use of City funds or accounts for personal purchases will be considered misuse of public resources and may result in:

- Reimbursement of funds to the City by the employee
- Disciplinary action, up to and including termination
- Referral for criminal prosecution in cases of fraud or theft

All incidents of suspected misuse will be investigated by the appropriate authority within the City of Bangor.

SECTION 5 RESPONSIBILITIES

- ****Employees:****
 - Must adhere strictly to this policy and report any accidental or unauthorized purchases immediately.
- ****Supervisors/Director:****
 - Must monitor purchases, ensure compliance, and report violations.
- ****Director:****
 - Must review purchases for legitimacy and verify that all expenditures align with City policies.

SECTION 6 ACKNOWLEDGEMENT

All employees will be required to acknowledge in writing that they have received, read, and understand this policy. Failure to comply with this policy is grounds for disciplinary action as outlined above.

SECTION 7 POLICY REVIEW

This policy shall be reviewed annually by the City Manager, City Clerk, and City Treasurer.

SECTION 8 EFFECTIVE DATE

This policy is effective immediately and will be reviewed periodically to ensure compliance with municipal financial regulations.



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: Special Guest Speaker

Date: 07/03/25

Summary:

Special guest speaker Kathy Sparks will attend the meeting to provide the City Council with information regarding her upcoming Annual Softball Tournament at Don Mora Park.



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: Planning Commission City Council Representative

Date: 07/03/25

Summary:

Councilmember Uplinger currently serves as the City Council representative on the Planning Commission. He has expressed his desire to step down from this role, and Councilmember Doroh has offered to take his place. Planning Commission Chair Babcock is in agreement with this proposed change.

Council Action:

Accept this change: Councilmember Doroh to replace Councilmember Uplinger as Council Planning Commission Representative.



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: Shelly Umbanhowar, City Clerk

From: Justin Weber, City Manager

CC: Stephenie Cagle, Treasurer

Subject: 10 b. Council Member Field Trip

Date: 07/03/25

Council Members,

I would like to propose that Council select a **date and time between July 14th and July 25th, 2025**, to participate in a **Council Member Field Trip**. This guided tour will provide an opportunity for Council Members to visit and view many of the City's key infrastructures and assets firsthand.

The Department of Public Works (DPW) will serve as the tour guide, explaining the purpose, function, and importance of each site. For example, during a visit to the City's water tank, DPW staff will explain its operations, role in the municipal water system, and overall significance to the City's infrastructure network.

This field trip will give Council Members valuable, direct insight into the condition of City facilities and equipment, fostering a better understanding of ongoing maintenance needs, operational challenges, and future planning priorities.

To ensure convenience, I will arrange for a tour bus to be available on the date the Council selects.

Please note: This gathering is purely for informational purposes. In accordance with the Open Meetings Act, there will be no deliberation, discussion, or decision-making during this tour.

At your earliest convenience, please provide your availability so we can confirm a date that works best for the majority.

Thank you for your participation and continued commitment to the City of Bangor.

Council Action:

To pick a date and time between July 14th and July 25th to participate in a Council Member Field Trip.



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: 10 c. Great Mead Hall LLC Liquor Licensing Approval

Date: 07/03/25

Summary:

This memo is to notify you that **Great Mead Hall LLC**, located at **215 W Monroe St**, currently holds a valid license with the **Michigan Department of Licensing and Regulatory Affairs (LARA)**.

At the **recommendation of LARA**, they are now required to obtain **updated local government approval** due to a **business name change** from **Great Meadhall & Brewing Company LLC** to **Great Mead Hall LLC**. This is an administrative step to formally recognize the name change with their existing license and ensure regulatory records remain accurate.

Upon Council consensus, the necessary local government approval form will be completed and submitted to LARA on their behalf.

Council Action:

Accept the approval of the liquor licensing for Great Mead Hall LLC at 215 W Monroe St.



Local Government Approval
(Authorized by MCL 436.1501)

Instructions for Applicants:

- You must obtain a recommendation from the local legislative body for a new on-premises license application, certain types of license classification transfers, and/or a new banquet facility permit.

Instructions for Local Legislative Body:

- Complete this resolution or provide a resolution, along with certification from the clerk or adopted minutes from the meeting at which this request was considered.

At a _____ meeting of the _____ council/board
(regular or special) (name of township, city, village)
called to order by _____ on _____ at _____
(date) (time)
the following resolution was offered:

Moved by _____ and supported by _____
that the application from _____

(name of applicant - if a corporation or limited liability company, please state the company name)

for the following license(s): GREAT MEAD HALL LLC
(list specific licenses requested)

to be located at: 215 W MONROE ST BANGOR MI 49013

and the following permit, if applied for:

☐ Banquet Facility Permit Address of Banquet Facility: _____

It is the consensus of this body that it _____ this application be considered for
(recommends/does not recommend)
approval by the Michigan Liquor Control Commission.

If disapproved, the reasons for disapproval are _____

Vote

Yeas: _____

Nays: _____

Absent: _____

I hereby certify that the foregoing is true and is a complete copy of the resolution offered and adopted by the
council/board at a _____ meeting held on _____
(regular or special) (date) (name of township, city, village)

Print Name of Clerk

Signature of Clerk

Date

Under Article IV, Section 40, of the Constitution of Michigan (1963), the Commission shall exercise complete control of the alcoholic beverage traffic within this state, including the retail sales thereof, subject to statutory limitations. Further, the Commission shall have the sole right, power, and duty to control the alcoholic beverage traffic and traffic in other alcoholic liquor within this state, including the licensure of businesses and individuals.

Please return this completed form along with any corresponding documents to:

Michigan Liquor Control Commission
Mailing address: P.O. Box 30005, Lansing, MI 48909
Overnight packages: 2407 N. Grand River, Lansing, MI 48906
Fax to: 517-763-0059



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: Shelly Umbanhowar, City Clerk

From: Justin Weber, City Manager

CC: Stephenie Cagle, Treasurer

Subject: 10 d. Police Vehicle Outfitting

Date: 07/02/25

Summary:

The new Police Cruiser is ready to be outfitted for Police use. In order to meet certain criteria it needs equipment installed. The applicable quote and a letter giving details are attached.

Council Action:

Accept the request to use Tele-Rad to outfit the new patrol vehicle with the required equipment for a total cost of \$11,201.75.