

AUGUST 4
2025

REGULAR MEETING

City Council



BANGOR, MI
TRAIN CITY USA
GATEWAY TO THE LAKE

City of Bangor



Prepared by:

Clerk Umbanhowar

The Bangor City Council meets every first (1st) and third (3rd) Monday of each month at 7 PM at 257 W Monroe St, City Hall Council Chambers.



269.427.5831



cityofbangormi.org



clerk@cityofbangormi.gov

CALL MEETING TO ORDER

MAYOR FARMER WILL
CALL MEETING TO ORDER



BANGOR, MI
TRAIN CITY USA
GATEWAY TO THE LAKE

PLEDGE OF ALLEGIANCE

THE MAYOR WILL CALL ON A COUNCIL
MEMBER TO LEAD THE PLEDGE,
EVERYONE CAN PARTICIPATE



BANGOR, MI
TRAIN CITY USA
GATEWAY TO THE LAKE

ROLL CALL & QUORUM

CLERK WILL DO A ROLL CALL, QUORUM IS
FOUR (4) COUNCILMEMBERS



BANGOR, MI
TRAIN CITY USA
GATEWAY TO THE LAKE

EXCUSE ABSENT COUNCIL MEMBERS

COUNCIL WILL ALREADY KNOW WHAT
COUNCIL MEMBERS ARE ABSENT AND
EXCUSES, THIS IS AN OPPORTUNITY TO
EXCUSE OR NOT EXCUSE A COUNCIL
MEMBERS ABSENCE AT EACH MEETING



BANGOR, MI
TRAIN CITY USA
GATEWAY TO THE LAKE

APPROVAL AGENDA

COUNCIL WILL APPROVE
AGENDA FOR 08/04/25



BANGOR, MI
TRAIN CITY USA
GATEWAY TO THE LAKE



BANGOR, MI
TRAIN CITY USA
GATEWAY TO THE LAKE

CITY COUNCIL REGULAR MEETING AGENDA

Date: Monday, August 4, 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 08/04/25

STAY CONNECTED

WEBSITE: cityofbangormi.org

FACEBOOK: BangorMI

YOUTUBE: @CityofBangorMI

NIXLE: text "49013" to 888777

6. Adopt Consent Agenda (Roll Call Vote)

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 **07/07/25**
- b. Approval of **Closed Session Meeting** minutes for **07/07/25**
- c. Approval of **General Checking Accounts Payable & Payroll** for **07/29/25** for **\$73,170.08**
- d. Approval of **T&A 2 Accounts Payable & Payroll** for **07/29/25** for **\$60,739.93**
- e. Adoption of **City Policy 2025-100 Bank Reconciliation**

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. None

9. Unfinished Business/Postponed Items

- a. City of Bangor DPW Quonset Hut UpdateCity Attorney Graham
- b. Items Removed from Consent Agenda (If any item is removed from Consent Agenda, it is discussed here)

10. New Business

- a. ACTION ITEM: South Haven Area Regional Airport AuthorityCity Manager Weber
Appoint one (1) Council Member to Represent the City of Bangor at SH Area Regional Airport Authority Meetings
- b. ACTION ITEM: Adopt Amended Blight Ordinance No. 291.....City Manager Weber
Adoption of Amended Blight Ordinance No. 291 (First Reading was at the 07/21/25 Regular City Council Meeting)
- c. ACTION ITEM: Approve Vredeveld Haefner LLC ProposalCity Treasurer Cagle
Professional Auditing Services for the City of Bangor

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

REMINDER: NEXT CITY COUNCIL MEETING

Monday, August 18th, 2025 at 7 PM at 257 W Monroe St

*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)

ADOPT CONSENT AGENDA

COUNCIL WILL APPROVE
CONSENT AGENDA FOR 08/04/25

- MINUTES 07/21/25
- CLOSED MINUTES 07/21/25
- GENERAL AP APPROVAL
- T&A AP APPROVAL
- CITY POLICY 2025-100



BANGOR, MI
TRAIN CITY USA
GATEWAY TO THE LAKE



BANGOR, MI
TRAIN CITY USA
GATEWAY TO THE LAKE

CITY OF BANGOR

BANGOR CITY COUNCIL

JULY 21, 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	
Helène 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, City Clerk
Stephenie Cagle, City Treasurer
Steve Lowder, DPW Director

Paul Leonard, Police Officer
Ezekiel Drake, Code Enforcement Officer
Derek Babcock, Fire Chief
Approximately 7 members of the public

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

No absent councilmembers from the meeting.

5. **APPROVAL OF REGULAR AGENDA**

Motion to accept Regular Meeting 07/21/25 Agenda as presented with the understanding that once the agenda reaches 13. Closed Session, the decision will be made by council to enter Closed Session or not.

RESULT: CARRIED (UNANIMOUS)
MOVER: Amber Garcia, Councilmember
SECONDER: Helène Rivers, Councilmember
ABSENT: Mayor Farmer & Councilmember Garcia

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

Motion to accept Consent Agenda items: Regular Meeting Minutes **07/07/25**. Accounts Payable/Payroll: General Checking in the amount of **\$101,285.91**, Roads Checking in the amount of **\$199.98**.

RESULT: MOTION CARRIED (7 YES) (ROLL CALL)

MOVER: Jeremy Uplinger, Councilmember

SECONDER: Renee Doroh, Councilmember

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

NAYS: None

7. OPPORTUNITY FOR PUBLIC COMMENT

Public comments were heard.

8. REGULAR BUSINESS**a. Resolution 2025-10 Adopting the Final Budget Amendments for FY 2024-2025**

Motion to adopt Resolution 2025-10, Final Budget Amendments for FY 2024-2025.

RESULT: MOTION CARRIED (7 YES) (ROLL CALL)

MOVER: Pati Martinez-Serratos, Mayor Pro Tem

SECONDER: Amber Garcia, Councilmember

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

NAYS: None

b. Reports**i. Department Heads**

DPW, Police, Fire, Code Enforcement, Clerk, and Treasurer heard or written report given.

ii. Commission and Boards

Reports from Planning, Cemetery, Parks & Recreation, EDC, and DDA heard or written report given.

c. After Action Review of Council Field Trip 07/17/25

City Manager Weber presented photos and a brief review of the City Council city wide field trip on 07/17/25.

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

Postponed from the 07/07/25 Regular City Council Meeting:

Motion to accept the Planning Commission Council representative from Councilmember Uplinger to Councilmember Doroh.

RESULTS: CARRIED (UNANIMOUS)

MOVER: Heléne Rivers, Councilmember

SECONDER: Darla McCrumb, Councilmember

B. Item(s) removed from Consent Agenda

None

10. NEW BUSINESS**A. Accept Renee Doroh Resignation from EDC**

Motion to accept Renee Doroh resignation from the EDC.

RESULT: CARRIED (UNANIMOUS)

MOVER: Jeremy Uplinger, Councilmember

SECONDER: Amber Garcia, Councilmember

B. City Assessor Contract Renewal

Motion to renew the City Assessor Angela and Brian Story for the next three years (07/01/25-06/30/28) with the changes to 5.3 *The City shall have the section maps updated on an as-needed basis for the Contractor's use.*

RESULT: MOTION CARRIED (7 YES) (ROLL CALL)

MOVER: Heléne Rivers, Councilmember

SECONDER: Darla McCrumb, Councilmember

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

NAYS: None

C. City Trash & Recycling RFP

City Manager Weber informs the City Council that an RFP for City Wide trash and recycling has been advertised. Bids for RFP's will close on August 15, 2025 at 2PM. The Council will receive the bid information at the August 18, 2025 Regular City Council meeting.

D. Casing Vents for Well #3 & #7 and Overhaul Pump for Well #3

DPW Director Lowder informs the City Council that casing vents for Well #3 & #7 and Overhaul Pump for Well #3 must be done by July 31, 2025. Peerless has been in contact with DPW Director Lowder and ensures the items will be completed by July 31, 2025 in order to stay compliant with EGLE requirements. During the 2025-2026 FY budget workshops, these items were prepared for and budgeted.

11. OPPORTUNITY FOR PUBLIC COMMENT

Public comments were heard.

12. COUNCILMEMBER CLOSING COMMENTS

Councilmember comments were heard.

13. CLOSED SESSION

Motion to convene into closed session per MCL 15.268 8 (1) (e) To consult with its attorney regarding trial or settlement strategy in connection with specific pending litigation, but only if an open meeting would have a detrimental financial effect on the litigating or settlement position of the public body.

RESULT: MOTION FAILED TO CARRY

MOVER: Pati Martinez-Serratos, Mayor Pro Tem

SECONDER: None

The motion is not approved and its intent will not be carried out.

A. CITY ATTORNEY UPDATES

City Attorney RFP: City Attorney Graham explains to the Council that they can put out an RFP for City Attorney services and reevaluate the City's needs for an attorney. Putting out an RFP does not mean they have to decide on one that places a bid. The previous RFP is sufficient, he can review the RFP with City Manager Weber and staff before it is posted. City Attorney Graham would like to make suggestions on attorney's who can put in a proposal for City Attorney services. He would like to see the City have a successful RFP process and is willing to assist the staff with that.

South Haven Area Regional Airport Authority: City Attorney Graham recommends we start sending a representative on behalf of the City to the SHRAA meetings. They meet every 3rd Wednesday at 7:30PM.

Ordinance No. 291, Blight Ordinance: City Attorney Graham has rewritten the portion that was not pleasing to the judge. This is considered the first reading: Section 4. (D) *"A violation of this ordinance is a nuisance per se which may be abated in any manner available under Michigan law. Any person who violates this ordinance is responsible for a municipal civil infraction as defined by state law, and shall be subject to a civil fine of \$250 per day for a first violation, and a fine of \$500 per day for each subsequent violation."* The updated section of this ordinance can be adopted at the next Regular Council Meeting on Monday August 4, 2025.

Pending Litigation: Writ of Garnishment filed for Simpson lawsuit and ongoing mediation with Saylor Total Lawn Care.

Bankruptcy and Water Shut Offs: While a bankruptcy is pending the water cannot be shut off for residents. The City can demand higher deposits from residents. The bankruptcy does not discharge future water bill charges just the point from the filing and what is owed at the time.

Deed, charter amendments, defamation complaints, employee handbook, and expanding the EDC district: The City Attorney still needs legal descriptions for the deed, proposed charter amendment revisions are drafted and can be on the next meeting agenda if the council chooses, handbooks do not need to be approved by the City Council only City policies, defamation complaints needs to be discussed in closed session due to the nature of the details and personal information of employees, and the same procedure used to create the original EDC district can be used to expand it.

City Attorney RFP

Motion for City Manager Weber to post an RFP for General Legal Services on platforms of his choosing with the assistance of City Attorney Graham.

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

Quonset Hut

Motion for immediate action for City Attorney Graham to investigate the details and status of the City of Bangor DPW Quonset Hut and have an update for the Council at the next Regular City Council meeting on Monday, August 4, 2025.

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

Motion to convene into closed session per MCL 15.268 8 (1) (e) To consult with its attorney regarding trial or settlement strategy in connection with specific pending litigation, but only if an open meeting would have a detrimental financial effect on the litigating or settlement position of the public body at 9:08 PM.

RESULTS: CARRIED (UNANIMOUS)

MOVER: Amber Garcia, Councilmember

SECONDER: Heléne Rivers, Councilmember

Motion to reconvene into open session at 9:31 PM to consider any motions on any of the matters discussed under the closed session listed above.

RESULTS: CARRIED (UNANIMOUS)

MOVER: Amber Garcia, Councilmember

SECONDER: Darla McCrumb, Councilmember

14. ADJOURNMENT

Motion to adjourn at 9:32 PM.

RESULTS: CARRIED (UNANIMOUS)

MOVER: Jeremy Uplinger, Councilmember

SECONDER: 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, July 21, 2025**. These minutes were **approved by the City Council on Monday, August 4th, 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, Clerk

CC: Stephenie Cagle, Treasurer

Subject: Closed Session Meeting Minutes from 07/21/25

Date: 07/29/25

Summary:

You will receive these meeting minutes in a secure folder immediately prior to the beginning of the Council Meeting. Please quickly review and place them back in the folder. Then give the meeting minutes in the folder to the Clerk.

Council Action:

These meeting minutes will be approved in the Consent Agenda.



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: 07/29/25

Recommended Action:

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

- **Paper Checks** for 07/29/25 **(35 items)** in the amount of **\$26,712.10.**
- **Checks In Between** **(2 items)** in the amount of **\$1,343.52.**
- **Payroll** **(1 item)** in the amount of **\$45,114.46.**
 - o For a **grand total** amount of **\$73,170.08** from the **GCK-2** account.

• TOTAL AMOUNT OF <u>GCK-2</u> BILLS LIST & PAYROLL	<u>\$73,170.08</u>
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T&A 2 - Treasurer recommends City Council approval of the following:

- **Bill List** for 07/29/25 **(1 item)** in the amount of **\$60,739.93**
 - o For a **grand total** amount of **\$60,739.93** from the **T&A 2** account.

• TOTAL AMOUNT OF <u>T&A 2</u> BILLS LIST	<u>\$60,739.93</u>
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Council Action:

For Action

Summary:

See GCK-2 and T&A 2 Invoice approval lists.

07/29/2025 INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF BANGOR
EXP CHECK RUN DATES 08/05/2025 - 08/05/2025
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
BANK CODE: GCK-2

Vendor Code	Vendor Name			
	Invoice	Description		Amount
STORY, ANG	ANGELA J. STORY			
	072025	MONTHLY ASSESSING FEE - JULY 2025		1,383.33
TOTAL FOR: ANGELA J. STORY				1,383.33
AT&T	AT&T MOBILITY			
	07142025	PHONE @ WELLS		117.72
TOTAL FOR: AT&T MOBILITY				117.72
AUTO	AUTO-WARES GROUP			
	03780222410	DPW TRUCK - MINI FUSE		6.39
	03780222644	POLICE VEHICLE #55 - 2020 FORD EXP BEAM WIPER BLADE		25.98
TOTAL FOR: AUTO-WARES GROUP				32.37
BANG	BANGOR FIRE DEPT			
	071625	POLICE DEPT AED SUPPLIES		678.50
TOTAL FOR: BANGOR FIRE DEPT				678.50
BSA	BS&A SOFTWARE			
		CASH RECEIPTING SYSTEM - ANNAUL SVC/SUPPORT FEE		
	161691	08/01/25-08/01/26		516.00
TOTAL FOR: BS&A SOFTWARE				516.00
CINTAS	CINTAS CORPORATION #301			
	4237397556	DPW UNIFORMS - DPW UNIFORMS		70.85
	4238085193	DPW UNIFORMS		70.85
	9331041812	DPW UNIFORMS		227.14
TOTAL FOR: CINTAS CORPORATION #301				368.84
CIVICPLUS	CIVICPLUS LLC			
		ORDINANCE DATABASE - PRINTED COPIES AND UPDATES TO		
	340500	ONLINE, HOSTING		3,202.50
TOTAL FOR: CIVICPLUS LLC				3,202.50
PAGE 1 TOTAL				6,299.26

COMCAST	COMCAST		
	070825.0013411	DPW 07/21-08/20/25 INTERNET	156.80
	071225.0030183	CITY HALL 07/16-08/15/25 INTERNET	360.22
	071225.0030191	POLICE STATION INTERNET 07/16-08/15/25	383.11
	071425.0022578	PARK ST LIFT INTERNET 07/28-08/27/25	50.10
TOTAL FOR: COMCAST			950.23
CONSUMERS	CONSUMERS ENERGY		
	071125.8833	WELL #8 06/17-07/16/25	2,182.88
	071725.8270	WELL #9 06/18-07/16/25	110.76
TOTAL FOR: CONSUMERS ENERGY			2,293.64
KUHENS, D	DAIL KUHENS		
	061725	AMMO POLICE DEPT TRAINING	216.03
	100-071725	TOUR BUS - CITY COUNCIL FIELD TRIP 07/17/25	400.00
TOTAL FOR: DAIL KUHENS			616.03
DANSAUTO	DAN'S AUTOMOTIVE		
	I011056	CAR #54 - OIL CHANGE	40.54
	I011057	CAR #55 - OIL CHANGE	40.54
	I011058	CAR #53 - OIL CHANGE	40.54
TOTAL FOR: DAN'S AUTOMOTIVE			121.62
DELTA	DELTA DENTAL OF MICHIGAN		
	RIS0006504466	DENTAL INSURANCE - AUGUST 2025	1,636.84
TOTAL FOR: DELTA DENTAL OF MICHIGAN			1,636.84
MCCLLOUD	MCCLLOUD SERVICES		
	49080179	DPW PEST CONTROL	104.84
TOTAL FOR: MCCLLOUD SERVICES			104.84
MENARDS SH	MENARDS SOUTH HAVEN		
	87078	SC HEAVY ENTRY LEVER FOR PARKS REPAIR/MAINT	80.48
	87848	SPRAYER FOR DPW	375.99
	88106	PARKS - REPLACEMENT OF STAIRS AT KIWANIS PARK	846.61
TOTAL FOR: MENARDS SOUTH HAVEN			1,303.08
MI TOWNSHI	MICHIGAN TOWNSHIP SERVICES ALLEGAN		
	4229	PERMIT FEES JUNE 2025 ELECTRICAL	349.20
TOTAL FOR: MICHIGAN TOWNSHIP SERVICES ALLEGAN			349.20
PRIORITY	PRIORITY HEALTH		
	251980024931	HEALTH INSURANCE - AUGUST 2025	10,920.29
TOTAL FOR: PRIORITY HEALTH			10,920.29

SCHNEIDER	SCHNEIDER TIRE OUTLET INC		
	20366690	DPW TIRES	61.82
TOTAL FOR: SCHNEIDER TIRE OUTLET INC			61.82

UMBANHOWA	SHELLY UMBANHOWAR		
	072425	MILEAGE REIMB - ELECTIONS TESTING - MANDATORY	21.00
TOTAL FOR: SHELLY UMBANHOWAR			21.00

STANDARD	STANDARD INSURANCE COMPANY		
	071525A	AUGUST 2025	786.47
TOTAL FOR: STANDARD INSURANCE COMPANY			786.47

VERIZWIRE	VERIZON WIRELESS		
		DPW, POLICE, CODE ENF - ON DUTY CELL PHONES, WIFI	
	6118211886	HOTSPOT - CODE ENF - JULY 2025	152.96
TOTAL FOR: VERIZON WIRELESS			152.96

PP VILLAGE	VILLAGE OF PAW PAW		
	MAY-25	LAB ANALYSIS MAY 2025	615.00
TOTAL FOR: VILLAGE OF PAW PAW			615.00

VSP	VISION SERVICE PLAN		
	823263494	VISION INSURANCE - JULY 2025	317.82
TOTAL FOR: VISION SERVICE PLAN			317.82

DEVISSER	WALTER L DEVISSER JR		
	JULY 2025	MECHANICAL PERMITS - JULY 2025	162.00
TOTAL FOR: WALTER L DEVISSER JR			162.00

TOTAL - ALL VENDORS		26,712.10
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CHECKS IN BETWEEN

CHECKS IN BET	CHECKS IN BETWEEN		
	42412	JUNE 2025 VARIOUS DPW PURCHASES	1,335.58
	42413	MML UNEMPLOYMENT QTRLY COMPENSATION	7.94
TOTAL FOR: CHECKS IN BETWEEN			1,343.52

TOTAL - ALL CHECKS IN BETWEEN		1,343.52
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PAYROLL

PAYROLL	PAYROLL		
	080125	07/16-07/23/25 INCLUDING BHC	45,114.46
TOTAL FOR: PAYROLL			45,114.46

TOTAL - ALL PAYROLL		45,114.46
PAGE 3 TOTAL		48,575.05

TOTAL - ALL CATEGORIES	73,170.08
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FUND TOTALS:	
Fund 101 - GENERAL FUND	19,434.79
Fund 590 - SEWER FUND	2,198.96
Fund 591 - WATER FUND	4,065.24
Fund 661 - MOTOR EQUIPMENT FUND	1,013.11

BANK TOTALS:	
Bank GCK-2 GENERAL CHECKING 2	73,170.08

PAYMENT TYPE TOTALS:	
Paper Check	23,468.23
Direct Deposit	45,114.46
EFT Transfer	3,243.87

07/29/2025 INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF BANGOR
EXP CHECK RUN DATES 07/22/2025 - 07/22/2025
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
BANK CODE: T&A2 - CHECK TYPE: PAPER CHECK

Vendor Code	Vendor Name		Description	Amount
	Invoice			
T&A 2	T&A 2			
PASS THROUGH	PASS THROUGH TAXES			
			ABB JOINT FIRE BOARD	4,044.00
			CITY OF BANGOR	28,787.70
			BANGOR DDA	4,324.29
			BANGOR EDC	4,324.29
			VAN BUREN COUNTY TREASURER	19,259.65
TOTAL FOR: PASS THROUGH TAXES				60,739.93
TOTAL - ALL VENDORS				60,739.93

Memo



BANGOR, MI
TRAIN CITY USA
GATEWAY TO THE LAKE

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: 7/29/2025

Re: City Council Meeting 8/4/2025

Purpose:

This memo outlines the importance of adopting a formal **Bank Reconciliation Policy** for the City of Bangor. The implementation of such a policy will strengthen our internal controls, enhance financial transparency, and ensure timely and accurate reporting of city funds.

Background:

Bank reconciliations are a fundamental component of municipal financial management. They involve comparing the city's accounting records to bank statements to ensure consistency and identify any discrepancies, such as errors, omissions, or unauthorized transactions.

Currently, reconciliations are being performed; however, the absence of a formal policy leaves the process vulnerable to delays, inconsistencies, and a lack of accountability. A formal policy would provide structure, establish expectations, and clearly define roles and responsibilities.

Reasons to Adopt a Bank Reconciliation Policy:

1. Improved Financial Oversight

A policy ensures reconciliations are completed consistently and reviewed promptly, which reduces the risk of misstatements or fraud.

2. Internal Control & Risk Mitigation

Establishing a routine reconciliation process, supported by clear policy, strengthens internal controls and helps detect and prevent errors or irregularities.

3. Audit Compliance & Readiness

Timely reconciliations are often reviewed during financial audits. A formal policy demonstrates compliance with best practices and improves the city's audit outcomes.

4. **Clear Accountability**

The policy will outline who is responsible for completing and reviewing reconciliations, helping to avoid delays or misunderstandings.

5. **Support for Grant and State Reporting**

Accurate and current financial data support grant reporting, the annual F-65 filing, and other state-mandated financial reports.

Recommendation:

I strongly recommend that the City Council formally adopt a **Bank Reconciliation Policy** to ensure the city's financial integrity is maintained. I am prepared to present a draft policy for review and approval at the next council meeting.

Please feel free to contact me with any questions or if you would like to review a sample policy in advance.

CITY OF BANGOR
VAN BUREN COUNTY, MICHIGAN
POLICY 2025-100
BANK RECONCILIATION POLICY

Policy Number: 2025-100	Revision Date:
Date Adopted:	
Department: Treasury	

SECTION 1 PURPOSE

The purpose of this policy is to establish uniform procedures for reconciling the City of Bangor's bank accounts in a timely, accurate, and transparent manner. Regular bank reconciliations are a critical component of the City's internal control system, ensuring financial records are complete and accurate, safeguarding public funds, and complying with statutory reporting requirements.

SECTION 2 STATEMENT

It is the policy of the City of Bangor to reconcile all municipal bank accounts monthly. This process will be performed promptly after receiving bank statements and reviewed by management to maintain the integrity of the City's financial data and prevent errors, omissions, and fraud.

SECTION 3 SCOPE

This policy applies to all bank accounts maintained by the City of Bangor, including but not limited to:

- General Fund
- Major and Local Street Funds
- Water and Sewer Funds
- Trust and Agency Accounts
- Any other City-maintained accounts

SECTION 4 RESPONSIBILITIES

City Treasurer (or Designee):

- Perform monthly bank reconciliations for all City accounts within 15 business days of receiving the bank statements.
- Investigate and document all discrepancies between bank and ledger balances.

- Ensure that all reconciling items (outstanding checks, deposits in transit, errors) are explained and resolved promptly.
- Maintain supporting documentation for all reconciliations.

City Manager or Finance Committee (Oversight Role):

- Review and approve completed bank reconciliations.
- Verify that reconciliations are timely and discrepancies are adequately addressed.
- Report unresolved issues or irregularities to the City Council, Auditor, or appropriate authorities.

SECTION 5 PROCEDURE

1. Receipt of Bank Statements:

Bank statements shall be received directly by the Treasurer or designee each month, either electronically or by mail.

2. Reconciliation Process:

- o Compare bank statement balances to the general ledger.
- o Identify and document reconciling items.
- o Record necessary journal entries for interest earned, service charges, returned items, or corrections.
- o Investigate any unusual or unauthorized transactions immediately.

3. Documentation:

All reconciliations must be printed or saved electronically and include:

- o A copy of the bank statement
- o A reconciliation worksheet (manual or software-generated)
- o Copies of supporting documents (deposit slips, check copies, adjustment records)
- o Date completed and initials of the preparer and reviewer.

4. Outstanding Items:

Outstanding checks over **90 days** will be reviewed and followed up on. Stale-dated items will be handled in accordance with Michigan law and unclaimed property procedures.

SECTION 6 INTERNAL CONTROLS

Reconciliations must be performed by a staff member not responsible for issuing checks or recording deposits, to the extent staffing allows.

All reconciliations must be reviewed and approved by a second person (City Manager or Finance Chair) to ensure segregation of duties.

In cases where staffing limits segregation, compensating controls (e.g., increased oversight or external review) will be put in place.

SECTION 7 COMPLIANCE AND AUDIT

Failure to follow this policy may result in internal audit findings and could affect the City's annual audit results. Adherence will be reviewed by the City's external auditor during the annual financial audit process.

SECTION 8 POLICY REVIEW AND UPDATES

This policy will be reviewed annually and updated as needed to reflect changes in procedures, laws, or staffing.

SECTION 9 POLICY REVIEW

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

SECTION 10 EFFECTIVE DATE

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

At a regular meeting of the City Council of the City of Bangor held on Monday, August 4th, 2025, adoption of the foregoing ordinance was moved by _____ and supported by _____.

Voting for: _____

Voting against: _____

Mayor Farmer declared the policy adopted.

CERTIFICATION

I further certify that _____ moved for adoption of said Bank Reconciliation Policy 2025-100, and that _____ seconded said motion.

I further certify that the following members voted for adoption of said Bank Reconciliation Policy 2025-100: _____ and that the following members voted against such Policy: _____.

I further certify that said Bank Reconciliation Policy 2025-100 has been recorded in the Policy Book of the City of Bangor.

The foregoing is a true and complete copy of a Policy adopted by the City Council of the City of Bangor, County of Van Buren, and State of Michigan, at a Regular meeting held this 4th day of August, 2025, and that public notice of said meeting was given pursuant to and in full compliance with Act No. 267, Public Acts of Michigan, 1976, as amended, the same being the Open Meetings Act, and the Minutes of said meeting have been or will be made available as required by said Act.

Shelly Umbanhowar
City Clerk
City of Bangor

COMMENTS PUBLIC

WAIT UNTIL RECOGNIZED BY THE CHAIR
-THREE (3) MINUTES PER SPEAKER



BANGOR, MI
TRAIN CITY USA
GATEWAY TO THE LAKE

REGULAR BUSINESS

NONE



BANGOR, MI
TRAIN CITY USA
GATEWAY TO THE LAKE

UNFINISHED BUSINESS

-CITY OF BANGOR DPW
QUONSET HUT UPDATE
-ITEMS REMOVED FROM CONSENT
AGENDA (IF ANY) PLACED HERE



BANGOR, MI
TRAIN CITY USA
GATEWAY TO THE LAKE



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: DPW Quonset Hut Update

Date: 07/29/25

Summary:

Quonset Hut

Motion for immediate action for City Attorney Graham to investigate the details and status of the City of Bangor DPW Quonset Hut and have an update for the Council at the next Regular City Council meeting on Monday, August 4, 2025.

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

City Attorney Graham will provide an update at the Council meeting.

NEW BUSINESS

- SOUTH HAVEN AREA
REGIONAL AIRPORT AUTHORITY
- ADOPT AMENDED BLIGHT
ORDINANCE NO. 291
- APPROVE CITY AUDITOR PROPOSAL



BANGOR, MI
TRAIN CITY USA
GATEWAY TO THE LAKE



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: South Haven Area Regional Airport Authority

Date: 07/29/25

Summary:

South Haven Area Regional Airport Authority has recommended that the City of Bangor send someone on the council to the monthly SHARAA meetings. They meet every third (3rd) Wednesday at 7:30 PM at the airport located at 73020 County Road 380 South Haven, Michigan 49090.

This item was unfinished/postponed from the 07/21/25 Regular City Council meeting.

Council Action:

Assign one (1) council member to be the representative to go to the monthly meetings.



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: Adopt Amended Blight Ordinance No. 291

Date: 07/29/25

Summary:

City Attorney Graham informed the council at the Regular City Council meeting on 07/21/25 that this amended blight ordinance can be adopted at the next meeting 08/04/25.

The first reading of this Amended Blight Ordinance No. 291 was read at the Regular City Council meeting on 07/21/25.

The edit can be found in: Section 4 Enforcement and Penalties (D). I left the old wording and placed a strike through and put the changes for (D) immediately under.

Council Action:

Adopt the Amended Blight Ordinance No. 291.

CITY OF BANGOR
VAN BUREN COUNTY, MICHIGAN
ORDINANCE NO. 291
BLIGHT ORDINANCE

An Ordinance to prevent, reduce, or eliminate blight, blighting factors, or causes of blight within the City of Bangor, Van Buren County, Michigan, and to provide for the enforcement of the ordinance and penalties for violations of the ordinance.

THE CITY OF BANGOR ORDAINS:

SECTION 1 PURPOSE

It is the purpose of this Ordinance to prevent, reduce, or eliminate blight or potential blight in the City of Bangor by the prevention or elimination of certain environmental causes of blight or blighting factors that exist or which may in the future exist.

SECTION 2 CAUSE OF BLIGHT AND BLIGHTING FACTORS FOR RESIDENTIAL USES

It is hereby determined that the following uses, structures, and activities are causes of blight or blighting factors which, if allowed to exist, will tend to result in blighted and undesirable neighborhoods. On and after the effective date of this Ordinance, no person, firm, organization or other entity shall maintain or permit to be maintained any of these causes of blight or blighting factors upon any property in the City of Bangor owned, leased, rented, or occupied by such person, firm, organization, or other entity.

- (A) In any area zoned or used for residential purposes, no inoperable vehicle shall be stored upon any property unless the method of storage meets those requirements as listed in INOPERABLE VEHICLE ORDINANCE. The term 'inoperable vehicle' shall be applied to this ordinance as defined in the INOPERABLE VEHICLE ORDINANCE.
- (B) In any area zoned or used for residential purposes, there will be no open storage on any property of building material, either new or removed, unless a valid building permit has been issued for the property in question by the City of Bangor. Building materials shall include, in part, lumber, bricks, concrete, cinder blocks, plumbing materials, electrical wiring or equipment, heating and cooling supplies or equipment, shingles, etc.
- (C) In any area zoned or used for residential purposes, there will be no open storage or accumulation of junk, trash, debris, rubbish, or refuse of any kind except that generated by domestic use. Domestic refuse shall be stored in such a manner as

not to create a nuisance for a period not to exceed seven (7) days. The term “junk” shall include but not be limited to parts of machinery or automobiles, unused or discarded appliances stored in the open, remnants of metal, wood, or any other discarded material which could not be used immediately in a reasonable manner. “Open storage” as used in this ordinance shall mean such storage or accumulation that is visible from any public street sidewalk, or adjoining property.

- (D) In any area zoned or used for residential purposes, the failure to maintain the exterior of any building in a well-groomed condition in which windows are glazed, exterior surfaces are kept clean and painted, porches and stairs are stable and free of cracked boards and/or blocks.
- (E) In any area the existence of any structure or part of the structure which because of fire, wind, natural act of God, or physical deterioration is no longer inhabitable as a dwelling nor useful for any other purpose for which may have been intended.
- (F) In any area zoned or used for residential purposes, the existence of any vacant dwelling, garage, or other building, unless said structure is kept securely locked, windows are glazed, exterior surfaces are kept clean and painted, porches and stairs are stable and free of cracked boards and/or block, and are otherwise protected to prevent entry of the elements, unauthorized persons, or animals.
- (G) In any area zoned or used for residential purposes, the existence of any partially completed structure, unless such structure is in the course of construction and a valid building permit issued by the City, and said permit is on premise and in plain view of any public street or sidewalk.
- (H) In any area zoned or used for residential purposes, the storage of firewood that is not stacked in a neat, orderly manner with a height not exceeding five (5) feet is prohibited. The storage of firewood shall be restricted to the rear yard or an interior side yard of the premises.

SECTION 3 NON-RESIDENTIAL CAUSES OF BLIGHT

The causes of blight or blighting factors set forth above as applicable to areas zoned or used for residential purposes are hereby determined to be causes of blight or blighting factors if located in areas zoned or used for any other purposes other than residential. Non-residentially zoned or other areas not being used for residential purposes shall be subject to the provisions of this Ordinance unless such uses of the property are incidental to and necessary for the carrying out of any business or occupation lawfully permitted to exist on the property in question.

SECTION 4 ENFORCEMENT AND PENALTIES

- (A) The owner and/or the occupant of any property upon which any of the causes of blight or blighting factors set forth in Section 2, Sub-sections B, C, and/or H, hereof is found to exist, shall be notified in writing to remove or eliminate such causes of blight or blighting factors from such property within ten (10) days after service of the notice upon him. Such notice may be served personally, by registered mail, return receipt requested, or by affixing the notice to the front door of the primary structure located on the property. Additional time may be granted by the enforcement officer where bona fide efforts to remove or eliminate such causes of blight or blighting factors are in progress. Decisions about additional time are solely within the discretion of the enforcement officer.
- (B) The owner and/or occupant of any property upon which any of the causes of blight or blighting factors set forth in Section 2, Sub-sections D, E, F, and/or G, hereof is found to exist, shall be notified in writing to remove or eliminate such causes of blight or blighting factors from such property within twenty-one (21) days after service of the notice upon him. Such notice may be served personally or by registered mail, return receipt requested, or by affixing the notice to the front door of the primary structure located on the property. Additional time may be granted by the enforcement officer where bona fide efforts to remove or eliminate such causes of blight or blighting factors are in progress. Decisions about additional time are solely within the discretion of the enforcement officer.
- (C) Failure to comply with such notice within the time allowed by the owner and or occupant shall constitute a violation of this Ordinance.
- ~~(D) Any person convicted of violating or assisting in the violation of any provision of this Ordinance shall be subject to a fine of not more than five hundred dollars (\$500.00) and costs of prosecution or by imprisonment in the County Jail for not more than ninety (90) days, or both, at the discretion of the Court. Every day upon which such violation shall occur shall be a separate offense. Violators shall also be responsible for reimbursing the City for the actual costs incurred by the City to remedy the blight or blighting factors and such liability may be enforced by a civil action filed in a court of competent jurisdiction.~~
- (D) A violation of this ordinance is a nuisance per se which may be abated in any manner available under Michigan law. Any person who violates this ordinance is responsible for a municipal civil infraction as defined by state law, and shall be subject to a civil fine of \$250 per day for a first violation, and a fine of \$500 per day for each subsequent violation.
- (E) If the owner, agent, or occupant of the property fails to remove or eliminate such causes of blight or blighting factors from such property within the time frame established by this Ordinance, the City, or its agent, may enter upon the property and remove or eliminate such causes of blight and all expenses incurred shall be

paid by the owner of the property.

- (F) The City shall have a lien on the real property from which the blight or blighting condition was removed or eliminated in the amount of the actual cost to the City to remove or eliminate the blight or blighting factor until such costs are paid by the owner. If these costs have not been paid prior to the preparation of the next tax assessment roll, then such amount shall be assessed as a special tax against the property on the assessment roll and collected in all respects as other taxes under the general tax laws of this state.
- (G) The City may adopt policies and procedures to provide notice to persons responsible for blight. Such policies and procedures do not alter in any way the obligations of persons responsible to maintain property.

SECTION 5 SEVERABILITY

The provisions of this Ordinance are hereby declared to be severable and if any clause, sentence, paragraph, section, or subsection is declared void or inoperable for any reason, it shall not affect any other part or portion hereof.

SECTION 6 EFFECTIVE DATE

This Ordinance shall become effective 10 days after the date on which it is adopted.

At a regular meeting of the City Council of the City of Bangor held on Monday, August 4th, 2025, adoption of the foregoing ordinance was moved by _____ Councilmember and supported by _____ Councilmember.

Voting for: _____

Voting against: _____

Mayor Farmer declared the ordinance adopted.

CERTIFICATION

I further certify that Council Member _____ moved for adoption of said Amended Ordinance No. 291, and that Council Member _____ seconded said motion.

I further certify that the following members voted for adoption of said Ordinance: _____ and that the following members voted against such Ordinance: _____.

I further certify that said Amended Ordinance No. 291 has been recorded in the Ordinance Book of the City of Bangor.

The foregoing is a true and complete copy of an Ordinance adopted by the City Council of the City of Bangor, County of Van Buren, and State of Michigan, at a Regular meeting held this 4th day of August, 2025, and that public notice of said meeting was given pursuant to and in full compliance with Act No. 267, Public Acts of Michigan, 1976, as amended, the same being the Open Meetings Act, and the Minutes of said meeting have been or will be made available as required by said Act.

Shelly Umbanhowar
City Clerk
City of Bangor

Memo



BANGOR, MI
TRAIN CITY USA
GATEWAY TO THE LAKE

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: 7/31/2025

Re: City Council Meeting 8/4/2025

After an extended Request for Proposal (RFP) process for professional auditing services, I am formally recommending that the City of Bangor engage **Vredeveld Haefner LLC** as our official auditing firm.

The RFP has been publicly available for several months, and in addition to the posting, I personally contacted and invited several qualified firms throughout the state to submit proposals. Despite these efforts, **Vredeveld Haefner LLC** was the only firm to respond. This limited response may reflect broader industry constraints, including staffing shortages and a growing demand for municipal audit services.

Vredeveld Haefner LLC was recommended by our accountant, **Kate Jefferson** and believes they would be a strong fit for the City of Bangor. They have demonstrated experience working with communities similar to ours (such as the City of South Haven) and are known for their professional and efficient audit practices.

The firm anticipates beginning their work with the City in the **November/December** time frame. In addition to conducting the current fiscal year audit, they will assist with evaluating and adjusting future audit timelines to better align with City operations and reporting deadlines.

Given the circumstances and their qualifications, I respectfully request your approval to move forward with hiring Vredeveld Haefner LLC as the City's auditing firm.

Sincerely,
Stephenie Cagle
City Treasurer
City of Bangor, Michigan

PROPOSAL TO PROVIDE PROFESSIONAL AUDITING SERVICES TO

CITY OF BANGOR
Van Buren County, Michigan

July 31, 2025

VREDEVELD HAEFNER LLC
10302 20TH AVENUE
GRAND RAPIDS, MI 49534



PROPOSAL CONTENTS

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ATTACHMENTS

Peer Review Report

Client Listing

Management Team Resumes

July 31, 2025

City of Bangor
Stephenie Cagle, Treasurer
257 W Monroe St.
Bangor, MI 49013

Thank you for allowing Vredevelde Haefner LLC the opportunity to submit this proposal to provide auditing and consulting services for City of Bangor. Doug Vredevelde and Mike Vredevelde have nearly 50 years of experience in governmental accounting and auditing and formed the firm Vredevelde Haefner LLC **to provide superior service and expertise to governmental entities by specializing in working with the governmental community**. We are committed to knowing your business and providing timely professional service.

We believe the ability to provide superior service is the result of our specialization in the governmental industry and our focus on customer satisfaction and delivery of results. Our firm has worked with many governmental entities in varying capacities including as independent auditors, interim finance director, consultant and as Board members, and **bring significant experience and expertise to you**. A second component to service is that the firm's partners will work directly with you throughout the year. An important factor which differentiates our firm from others is that one of our partners will be in the field at your location during your audit's fieldwork.

This proposal offers an overview of Vredevelde Haefner LLC's capabilities and the benefits of working with us. We look forward to the next step in this process—a step which we hope leads to a long-term professional relationship. Thank you for considering Vredevelde Haefner LLC as your independent Certified Public Accountants. We are available to answer any questions you may have regarding any aspect of our firm, our capabilities or the accompanying proposal.

Sincerely,
Vredevelde Haefner LLC

Michael J. Vredevelde, CPA
Partner

FIRM PROFILE

OUR BEGINNING

Vredeveld Haefner LLC was established in 2006 to provide superior service and expertise to governmental and nonprofit entities by specializing in working exclusively with these organizations. Our firm has completed our 19th year in business and we are thrilled with the level and quality of the clients that we have been able to serve as auditors and consultants.

WHO WE ARE

Vredeveld Haefner LLC is a local Grand Rapids firm with a mission to provide high-value and high-quality services to the governmental and not-for-profit sector at a competitive price while utilizing the most knowledgeable staff. Our total staff consists of eight individuals, all of whom work exclusively on governmental and not-for-profit audits. Vredeveld Haefner LLC works almost exclusively in the West and Northern Michigan areas. All members of our audit team have experience auditing federal programs as required by the Federal Uniform Guidance. This experience includes the audit of entities with one major federal program to entities with over \$10,000,000 of federal financial assistance and multiple major federal programs.

Along with utilizing high level associates to deliver the superior service we promise; our firm has implemented a business model that is on the cutting edge of how professional services firms are operating their businesses. We operate through a virtual office and are completely mobile to conduct every aspect of our business where it matters most...face-to-face with you! The benefits to us and our clients have been significant. **This model allows us to work very efficiently and high flexibility which enables us to provide quality services to our clients that are at more competitive rates than the competition.**

No matter what your need may be now or in the future, we have a solution. Our ability to provide superior service is the result of our specialization, our focus on customer satisfaction and delivery of results. Our team of professionals has worked with numerous governmental entities in varying capacities including as independent auditor, interim finance director, consultant and as Board members.

If you would like additional information on our mission, vision or qualifications please visit our website at www.vh-cpas.com.

OUR CONNECTIONS

Our firm is a member of the American Institute of Certified Public Accountants (including **the Government Audit Quality Center**), Michigan Association of Certified Public Accountants, Michigan School Business Officials, Michigan Government Finance Officers Association, Kent County Treasurers Association, Ottawa County Treasurers Association, and the Association of Governmental Accountants.

TEAM MEMBER QUALIFICATIONS AND EXPERIENCE

Staff quality, retention and consistency on each engagement are important to engagement performance, efficiency and profitability. We are committed to providing you with a level of service that makes us unique. **How do we accomplish this?** Through technical training and the culture we maintain in our firm; both of which drive how we interact with our clients and enable us to provide the superior services our clients expect.

TECHNICAL

Your audit will be performed by Mike Vredevelde with the assistance of staff. All senior team members involved in your engagement are Certified Public Accountants (CPAs) and have the required continuing professional education to perform your audit engagement in accordance with *Governmental Auditing Standards*. We are constantly striving to improve the quality and efficiency of our work. Each member of our team obtains at least 40 hours of continuing professional education annually; most of which is specifically government related and is focused on matters that directly correlate to the clients we serve.

Our experience in providing the proposed services is extensive. We have audited many school districts, townships, cities, counties and other large local units of government throughout the State of Michigan as well as dozens of smaller municipalities and special purpose governments including authorities and villages as well as charter schools.

The client listing included in the attachments to this proposal provides information regarding our current clients. Throughout these engagements, we have helped numerous municipalities compile comprehensive annual financial reports for continued and first-time submission to the GFOA and ASBO Certificate of Achievement for Excellence in Finance Reporting Programs.

CULTURE

Why is the culture within our firm important to our clients? Culture picks up where the handbook leaves off. It guides us in how our staff interact with each other on a daily basis and now we interact with our clients. Our firm knows that no one person has all the answers. We will be learning from your organization during the performance of the proposed audits and we believe that the information and techniques we will share with your staff will provide your organization with significant knowledge and hopefully, some efficiency gains. While we do not know the entire extent of possible efficiency gains, our specialization in working with the governmental community has proven time and time again that through our specialization, Vredevelde Haefner LLC and our clients benefit.

At Vredevelde Haefner LLC we are constantly searching for a better way of performing every task necessary to complete an engagement and manage our business. This search is guided by nearly fifty years of experience in the government industry, analysis of performance on each engagement, timely comprehensive continuing professional development, and learning from and sharing with our peers and clients.

QUALITY CONTROL

Our firm has a quality control system which meets applicable professional standards and we are confident in the quality of work performed by Vredeveld Haefner LLC.

The significant components of this system, as they relate to your audit, are as follows:

- The firm utilizes standardized forms and templates to ensure that engagements are properly planned, performed, supervised, reviewed, documented and reported in accordance with professional, regulatory and internal requirements.
- Specialized audit programs are utilized on all engagements.
- All workpapers and audit programs are reviewed by the engagement partner.
- A financial statement disclosure checklist is completed on each engagement to ensure all appropriate disclosures have been considered.
- The financial statements and other reports are reviewed by the engagement partner and the concurring partner for format and presentation compliance with all applicable professional guidance and technical pronouncements.
- Workpapers are retained in accordance with professional standards and relevant regulation.

Through our internal review process, we are able to assure our clients that their financial reports have been subjected to a stringent verification of technical compliance, reporting excellence and that the financial statements contain all of the disclosures required by accounting and reporting standards.

External Peer Review

The current peer review program as administered by the Michigan Association of Public Accountants (MACPA) and the American Institute of Certified Public Accountants (AICPA) require that our firm and CPA firms providing various assurance services to have a system of quality control and a peer review of this system every three years. Our most recent peer review was conducted in the Fall of 2022 and a copy of our peer review report, which included no findings or letter of comment items, is included in the attachments.

ENGAGEMENT SCOPE AND OBJECTIVES

We understand the scope of work to be as follows:

- Audit of City of Bangor's financial statements
- Assistance with preparation of City of Bangor's financial statements
- Valuation of OPEB plan
- Maintenance of capital asset schedules and calculation of depreciation
- Completion of City of Bangor's qualifying statement and the F-65
- Written communications in accordance with professional standards
- Presentation to the City's Board

The format and presentation of the financial statements will conform to the applicable standards established by the Governmental Accounting Standards Board (GASB) and the Michigan Department of Treasury. We will conduct our audits in accordance with the auditing standards generally accepted in the United States of America.

AFFIRMATIVE STATEMENTS

In conjunction with preparation and presentation of this proposal, we make the following positive affirmations to City of Bangor:

PROPOSAL EFFECTIVE DATE

Vredeveld Haefner LLC commits to maintaining this proposal as a firm and irrevocable offer for 60 days.

NATURE OF WORK AND TIMETABLE

Vredeveld Haefner LLC understands the nature of the work to be performed and accepts the timeframe established by the City to perform the work. Your audit will be completed and uploaded to the State of Michigan timely to meet their reporting deadlines.

INDEPENDENCE

Vredeveld Haefner LLC is independent of City of Bangor as defined by auditing standards generally accepted in the United States of America. Vredeveld Haefner LLC currently has no professional relationships that may constitute a conflict of interest relative to performing the City's engagement. Vredeveld Haefner LLC will provide full disclosure of all client relationships that give rise to conflicts of interest and/or impairment of independence during the term of our engagement.

LICENSE TO PRACTICE | ERRORS AND OMISSIONS INSURANCE

Vredeveld Haefner LLC and all professional staff for this engagement are properly licensed to practice in the State of Michigan. The firm and all personnel adhere to the professional standards set forth by the American Institute of Certified Public Accountants. Vredeveld Haefner LLC carries appropriate professional liability insurance.

QUALITY

Vredeveld Haefner LLC does not have a record of substandard work which is evidenced in the attached Peer Review Report. In addition, the firm has had no instances of disciplinary action taken against the firm or ethics referrals to any regulatory authority from inception-to-date.

CONSISTENT ENGAGEMENT TEAM

Vredeveld Haefner LLC commits to maintaining consistent and experienced personnel on the engagement team as within our control.

AUDIT APPROACH

PROPOSED TIMING

Below is our anticipated timeframe for completion of the services itemized in this proposal. We are flexible in modifying the timing of the deadlines to accommodate your schedule should the need arise.

Step	Date
Planning communication with management	Upon appointment
Perform engagement planning and interim procedures	November 2025
Perform final fieldwork	November 2025
Meet with management to discuss any audit adjustments, findings, management letter comments and recommendations	November 2025
Deliver draft audit documents to management for review	November 2025
Issue final audit documents	November/December 2025
Board presentation	To be determined

SPECIFIC PROCESS

We will complete our work in three phases: preliminary fieldwork (planning), year-end final fieldwork, and wrap-up (document completion, review and issuance). The details of each phase are discussed below.

Planning – We will conduct an initial planning meeting with City staff shortly before the start of the audit each year. During this meeting, we will identify the information needed for the audit, schedule the dates of our on-site fieldwork and identify any issues which will require special attention during the audit process. Following our meeting, we will gather and analyze information to gain an understanding of the City's structure, operating environment, internal controls and financial activity to-date. This process will include documentation of internal controls and performance of related walkthroughs of key internal controls, analysis of current year operations, review of minutes, inquiries of staff and Board members, review of attorney invoices and review of the audit guides and compliance supplements as they relate to the City. This process will provide us with a base for our audit risk assessment as it relates to the City's overall operating environment. The results of the audit risk assessment will guide our team in identifying the significant audit areas and the substantive procedures to be performed in each audit area. We will then create audit programs that correlate with our risk assessments.

Once the City has recorded the necessary adjusting journal entries to close out the fiscal year, we will obtain a copy of the City's general ledger to prepare the draft financial statements. Drafting the financial statements and schedules prior to conducting the audit has several advantages. First, detail of account balances included in financial statement account captions can be easily reviewed and analyzed during the audit process. Secondly, it increases our efficiency by allowing us to focus our audit procedures at the financial statement level of detail upon which our opinion is expressed.

Prior to the start of final fieldwork, we will also obtain an electronic download of the general ledger detail for the fiscal year. This transaction-level detail provides significant efficiencies for both our firm and the City during the audit process by enabling us to analyze all transactions making up each account balance and ultimately all activity within a financial statement caption.

It also enables us to select samples, reconcile revenues and expenditures associated with the financial statements and independently review transactions for unusual activity without obtaining other specific detailed reports from the City.

Final Fieldwork – Our team will be on-site at your location to conduct the engagement fieldwork. **We plan to complete the entire audit process while at your location, which we estimate to be three days – at your option we can perform much of the audit remotely as well.** Being on-site essentially eliminates the need for subsequent follow-up to resolve open issues. Giving consideration to all of the information gathered during the other planning procedures, we will quantify materiality by opinion unit and finish all remaining planning documentation.

The detailed account level balances used to create the draft financial statements will be used to prepare audit lead schedules. A typical financial audit applies analytical and/or substantive procedures to the balance sheet captions such as cash and cash equivalents, receivables, capital assets, accounts payable and other liabilities. The quantity and type of testing performed during the engagement will be based on our risk assessments of the respective account types and applicable assertions combined with our understanding and documentation of your internal controls performed during planning. Our samples will be selected judgmentally, statistically or haphazardly from respective population of items to be tested.

Revenues and expenditures are tested analytically and/or through reconciliation or other substantive procedures. Analytical procedures may include comparison of budget, actual and prior year balances using quantified materiality as a measurement tool and comparison of City balances to industry benchmarks. Substantive procedures may include recalculation of charges for services with amounts reconciled to the City's general ledger. As noted above, we plan our testing based on risk assessments however those preliminary assessments may change during the course of the fieldwork process which may result in a modification to the originally planned audit approach.

Wrap-up – As the final fieldwork procedures are completed, the workpapers will be reviewed as part of our internal system of quality control. All comments and issues generated by these reviews will be resolved while we are on-site. Also, while we are on-site, the notes to the financial statements will be completed and all quality control audit programs and checklists will be finished and reviewed. At the completion of fieldwork, we will meet with your management team to discuss the results of our fieldwork and any findings or recommendations that arose during the audit process.

We will perform an internal quality control review of the draft financial statements and provide a copy of the audit report and documents to management for your review. Upon completion of your review, any necessary modifications will be made to the report and/or documents. We will then finalize, reproduce, assemble/bind and deliver the audit report and documents in accordance with your timing requirements.

ANTICIPATED AUDIT PROBLEMS

Based on our understanding of the scope of the proposed engagement and our knowledge of current and proposed changes to generally accepted accounting principles and auditing standards, we are not aware of any issues that will require substantial additional consideration during the audit process except for the implementation of new accounting standards as they become effective. If a specific matter does come to our attention during the course of the engagement, we will discuss it with you promptly to reach a mutually agreeable resolution.

SIMILAR ENGAGEMENTS WITH OTHER GOVERNMENTAL ENTITIES

Our experience in providing the proposed services is impressive. Our Grand Rapids firm conducted over 50 audits of local units of government in 2024. A complete list of our current governmental clients is included in the attachments; current audit engagements similar to the City of Bangor, along with contact information, includes:

City of Belding

Services Provided	Financial Audit, single audit
Current Client Since	2006
Engagement Team	Doug Vredevelde Matt Vredevelde Matt Smith
Client Contact	Becky Schlienzy, Finance Director (616) 794-1900 ex 203

City of Walker

Services Provided	Financial Audit
Current Client Since	2008
Engagement Team	Doug Vredevelde Mike Vredevelde
Client Contact	Daniel DeVries, Finance Director (616) 791-6861

City of East Grand Rapids

Services Provided	Financial Audit
Current Client Since	2010
Engagement Team	Doug Vredevelde Matt Smith
Client Contact	Sharla Seath, Treasurer/Finance Director (616) 940-2110

City of Grand Haven

Services Provided	Financial Audit Uniform Guidance procedures
Current Client Since	2014
Engagement Team	Mike Vredevelde Ray Abbaduska Doug Vredevelde
Client Contact	Emily Greene, Finance Director (616) 847-4893

City of South Haven

Services Provided	Financial Audit Uniform Guidance procedures
Current Client Since	2013
Engagement Team	Doug Vredevelde Matt Vredevelde Zack Kavaluskis
Client Contact	Michele Argue, Finance Director (269) 637-0740

City of Rockford

Services Provided	Financial Audit
Current Client Since	2007
Engagement Team	Doug Vredevelde Matt Vredevelde
Client Contact	Linda Lehman, Finance Director (616) 866-1537

PROFESSIONAL FEES

As discussed above, our business model allows us to work very efficiently with low overhead and high flexibility which enables us to provide quality services to our clients that are at more competitive rates than the competition. Also, as discussed above, our firm employs highly trained and experienced personnel. Work conducted by these senior team members can be performed much faster than the same work performed by new and less experienced associates; this leads to higher quality results and fewer hours incurred on the engagement. All of these factors contributed to generating the fee quote presented below.

The maximum all-inclusive fees for the year ending June 30 are as follows:

Option 1 – single year audit engagement for June 30, 2025:

	<u>2025</u>
Audit of Financial Statements	\$16,750
OPEB valuation	950
Initial financial statement set-up	1,300
Audit of opening balances as of July 1, 2024	3,950
Qualifying statement	225
Preparation of State form F-65	775
	<u>2026</u>
Adjust/compile fund basis Financial Statements	\$4,750
OPEB valuation	350
Qualifying statement	225
Preparation of State form F-65	800

Option 2 – annual audit engagement beginning with June 30, 2025:

	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>	<u>2029</u>
Audit of Financial Statements	\$16,550	\$17,200	\$17,900	\$18,550	\$19,200
OPEB valuation	950	350	375	375	375
Qualifying statement	225	225	225	250	250
Preparation of State form F-65	750	775	800	825	850

The quoted fees are based on the presumption that the City's accounting records are reasonably adjusted and schedules appropriately prepared prior to the start of the audit process. Any additional services requested to assist the City, either during the audit (account reconciliations and/or adjustments) or for special projects outside the scope of the audit, will be discussed with appropriate City personnel and, once agreed upon, will be billed at our standard hourly rates. Our rates vary by level of the individual assigned to the project. We believe that you will find our hourly rate for partners and senior staff to be very competitive.

Our current hourly rates are as follows:

	<u>Rate</u>
Partner	\$190
Manager	150
Senior associate	120
Associate	100

We emphasize regular contact with our clients and provide prompt, courteous answers to any questions you may have; both during the audit process and throughout the year. There will be no fees related to routine contact unless significant research and response preparation time is involved. In which case, we will inform you in advance if we believe a particular service will require an additional fee.

ATTACHMENTS

PEER REVIEW REPORT



540 N. Main Street
Suite 209
Plymouth, MI 48170

734.414.7620
ringocpa@ringocpas.com
www.ringocpas.com

Report on the Firm's System of Quality Control

January 3, 2023

To the partners of Vredevelde Haefner LLC, and the Peer Review Committee of the Michigan Association of Certified Public Accountants

We have reviewed the system of quality control for the accounting and auditing practice of Vredevelde Haefner LLC, (the firm) in effect for the year ended June 30, 2022. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of and compliance with the firm's system of quality control based on our review.

Required Selections and Considerations

Engagements selected for review included an audit of an employee benefit plan and an engagement performed under *Government Auditing Standards*, including a compliance audit under the Single Audit Act.



As part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Vredeveld Haefner LLC. in effect for the year ended June 30, 2022, has been suitably designed or complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)*, or *fail*. Vredeveld Haefner LLC. has received a peer review rating of *pass*.



Ringo & Associates, PC

CLIENT LISTING

The following is a listing of our current audit services governmental clients grouped by municipality type.

AUDIT SERVICES

COUNTIES Ottawa County Grand Traverse County CITIES City of Belding City of Big Rapids City of Carson City City of Cedar Springs City of East Grand Rapids City of Grand Haven City of Grandville City of Ionia City of Kentwood City of Lowell City of Mount Pleasant City of Norton Shores City of Reed City City of Rockford City of South Haven City of Traverse City City of Walker City of Whitehall TOWNSHIPS Cascade Charter Township Comstock Charter Township Georgetown Charter Township Grand Haven Charter Township Kalamazoo Charter Township Martin Township Park Township Plainfield Charter Township Robinson Township St. James Township Texas Charter Township Vergennes Township VILLAGES Village of Suttons Bay Village of Howard City Village of Spring Lake	EDUCATION Cedar Springs Public Schools Godfrey-Lee Public Schools Greenville Public Schools Montague Area Public Schools Ravenna Public Schools Walkerville Public Schools Success Virtual Learning Centers of Michigan ROAD COMMISSIONS Ottawa County Road Commission Otsego County Road Commission Grand Traverse County Road Commission TRANSPORTATION PLANNING Grand Valley Metropolitan Council Macatawa Area Coordinating Council LIGHT & POWER Grand Haven Board of Light & Power Traverse City Board of Light & Power Lowell Light and Power LIBRARIES Allegan District Library Lake Odessa Community Library Loutit District Library Reed City Area District Library Tamarack District Library White Pine District Library OTHER SPECIAL-PURPOSE South Haven Area Emergency Services Grand Haven Harbor Transit System White Lake Ambulance Authority Grand Haven-Spring Lake Sewer Authority Northwest Ottawa Water System North Kent Sewer Authority Ionia Regional Utility Authority West Michigan Regional Water Authority Cedar Springs Area Parks and Recreation South Haven Area Recreation Authority Montcalm County Central Dispatch Authority West Michigan Enforcement Team
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The following is a listing of our current non-audit and/or consulting services governmental clients.

OTHER SERVICES PROVIDED

Kalamazoo Lake Regional Water Authority Oshtemo Township Muskegon Area Transit System Muskegon County Spring Lake Township Village of Middleville Western Michigan Health Insurance Pool
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Some examples of the other types of professional services we are able to offer include:

- Controller by the hour
- Cost allocation plan development or review
- Review of internal controls
- Cash flow analysis
- Financial projection models
- Development of comprehensive operating budgets
- Agreed-upon-procedures customized to meet specific needs



Doug Vredevelt, CPA, CGFM

Partner

With over 30 years of public accounting experience servicing the governmental and nonprofit community, Doug is also a Certified Government Financial Manager which demonstrates skills in areas such as accounting, auditing, budgeting, internal controls and financial reporting of governmental entities. Prior to being a founding partner of Vredevelt Haefner LLC, Doug was a Principal at a large regional firm where he led the West Michigan governmental and nonprofit practice. He has been responsible for overseeing approximately 40 governmental and 30 nonprofit audits annually ranging in size from small entities with a single fund to complex counties with multiple major federal programs.

EDUCATION

GRAND VALLEY STATE UNIVERSITY
Bachelors of Business Administration with a major in accounting

AFFILIATIONS

American Institute of Certified Public Accountants
Michigan Association of Certified Public Accountants
Association of Governmental Accountants
Hospitality Finance and Technology Professionals

CONTACT INFORMATION

Phone (616) 446-7474
Email dvredevelt@vh-cpas.com



Michael Vredeveld, CPA Partner

With over 10 years of experience in the governmental and nonprofit industry, Mike has been conducting governmental and nonprofit audits as well as managing the Firm's tax practice, which is solely the preparation of IRS Forms 990 and 990t for our nonprofit clients. Prior to joining Vredeveld Haefner LLC, Mike worked several years in the banking industry. Mike is also able to provide a unique understanding of governmental and nonprofit operations due to his expertise in performing Single Audits related to the expenditure of Federal funding, his involvement in Public School audits, as well as working with several types of nonprofits such as foundations, social services organizations, private schools, and membership organizations.

EDUCATION

GRAND VALLEY STATE UNIVERSITY

Bachelors of Business Administration with a major in accounting & finance

AFFILIATIONS

American Institute of Certified Public Accountants
Michigan Association of Certified Public Accountants
Ottawa County Treasurer's Association
Michigan School Business Officials

CONTACT INFORMATION

Phone (616) 648-8447
Email mvredeveld@vh-cpas.com

COMMENTS PUBLIC

WAIT UNTIL RECOGNIZED BY THE CHAIR
-THREE (3) MINUTES PER SPEAKER



BANGOR, MI
TRAIN CITY USA
GATEWAY TO THE LAKE

COUNCIL CLOSING COMMENTS

EACH COUNCIL MEMBER WILL GIVE THEIR
CLOSING COMMENTS TO THE PUBLIC



BANGOR, MI
TRAIN CITY USA
GATEWAY TO THE LAKE

MEETING ADJOURNMENT

MAYOR WILL ADJOURN
AND CLOSE MEETING



BANGOR, MI
TRAIN CITY USA
GATEWAY TO THE LAKE