



# BANGOR EDC BOARD

## REGULAR MEETING AGENDA

September 19, 2024 @ 7 PM  
257 W Monroe St Bangor, MI 49013

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1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. APPROVAL OF AGENDA
5. APPROVAL OF EDC MEETING MINUTES 7/18/2024
6. APPROVAL OF ACCOUNTS PAYABLE - None
7. UNFINISHED BUSINESS
  - a. Small Claims Lawsuit Update
  - b. Water Loop Update
  - c. Bangor Plastics
8. NEW BUSINESS
  - a. Cole Vande Velde Resignation
  - b. Mark Hills Resignation
  - c. Ditching On Industrial Park Drive
  - d. Vacant Seats
9. OPPORTUNITY FOR PUBLIC COMMENTS (PLEASE KEEP COMMENTS TO WITHIN 3 MINUTES)
10. DIRECTOR COMMENTS
11. ADJOURNMENT

**CITY OF BANGOR**  
**REGULAR EDC MEETING MINUTES**  
 July 18, 2024 @ 7:04 PM  
 257 W. Monroe St. Bangor, MI // City Council Room

**1. CALL TO ORDER.**

The meeting was called to order at 7:04 PM by Director Claude Street.

**2. PLEDGE OF ALLEGIANCE.**

The Pledge of Allegiance was recited by all present.

**3. ROLL CALL.**

Attendee Name	Title	Status
Dan Grabovac	Vice Chair Director	Absent
Dail Kuhens	Director	Present
Robert Daly	Director	Absent
Renee Doroh	Director	Present
Mark Hills	Director	Present
Derek Babcock	Director	Present
Cole Vande Velde	Director	Absent
Dan Fry	Director	Absent
Claude Street	Chair	Present

**QUORUM MET**

**OTHERS PRESENT.**

City Manager Justin Weber, Treasurer Stephenie Cagle, Mayor Lynne Farmer, DPW Director Steve Lowder

**4. APPROVAL OF AGENDA.**

**MOTION TO ACCEPT REGULAR AGENDA WITH THE ADDED ITEM OF 7D. DITCH WORK ON INDUSTRIAL PARK DRIVE**

<b>RESULT:</b>	<b>APPROVED (UNANIMOUS)</b>
<b>MOVER:</b>	Dail Kuhens, Director
<b>SECONDER:</b>	Derek Babcock, Director
<b>AYES:</b>	Kuhens, Street, Hills, Babcock, Doroh
<b>ABSENT:</b>	Daly, Vande Velde, Fry, Grabovac

**5. APPROVAL OF MEETING MINUTES FROM MAY 16, 2024**

<b>RESULT:</b>	<b>APPROVED (UNANIMOUS)</b>
<b>MOVER:</b>	Derek Babcock, Director
<b>SECONDER:</b>	Dail Kuhens, Director
<b>AYES:</b>	Kuhens, Street, Hills, Babcock, Doroh
<b>ABSENT:</b>	Daly, Vande Velde, Fry, Grabovac

**APPROVAL OF MEETING MINUTES FROM JUNE 20, 2024**

<b>RESULT:</b>	<b>APPROVED (UNANIMOUS)</b>
<b>MOVER:</b>	Renee Doroh, Director
<b>SECONDER:</b>	Derek Babcock, Director
<b>AYES:</b>	Kuhens, Street, Hills, Babcock, Doroh
<b>ABSENT:</b>	Daly, Vande Velde, Fry, Grabovac

**6. APPROVAL OF ACCOUNTS PAYABLE.**

- a. None

**7. UNFINISHED BUSINESS:**

- a. **ATTORNEY'S LETTER:**

**MOTION TO HAVE CHAIR CLAUDE STREET, CITY MANAGER JUSTIN WEBER, AND CITY ATTORNEY SCOTT GRAHAM FILE A SMALL CLAIMS LAWSUIT AGAINST PREVIOUS CITY MANAGER TOMMY SIMPSON IN THE AMOUNT OF \$4,000.00 FOR CONTRACTED ENGINEERING FEES NOT COMPLETED WITHIN 10 DAYS.**

<b>RESULT:</b>	<b>APPROVED (5 YES)</b>
<b>MOVER:</b>	Derek Babcock, Director
<b>SECONDER:</b>	Dail Kuhens, Director
<b>AYES:</b>	Kuhens, Street, Hills, Babcock, Doroh
<b>ABSENT:</b>	Daly, Vande Velde, Fry, Grabovac

- b. **WATER LOOP**

Director Derek Babcock and City Manager Justin Weber gave an update. Abonmarche will have updated plans. USDA or DWSR grants may be possible.

- c. **5-YEAR PLAN**

Discussion to place any Industrial Business parcels into the EDC, the Water Loop project, and Ditching work on Industrial Park Drive on the 5-year plan.

**8. NEW BUSINESS: NONE**

**9. ADJOURNMENT.**

**MOTION TO ADJOURN AT 7:48 PM**

<b>RESULT:</b>	<b>APPROVED (UNANIMOUS)</b>
<b>MOVER:</b>	Dereck Babcock, Director
<b>SECONDER:</b>	Dail Kuhens, Director
<b>AYES:</b>	Kuhens, Street, Hills, Babcock, Doroh
<b>ABSENT:</b>	Daly, Vande Velde, Fry, Grabovac

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Stephenie Cagle, Acting EDC Secretary/Treasurer

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Chair Claude Street



# CITY OF BANGOR

257 West Monroe Street / Bangor, Michigan 49013  
Telephone: 269.427.5831 / Email: [clerk@bangormi.org](mailto:clerk@bangormi.org)  
Website: [www.cityofbangormi.org](http://www.cityofbangormi.org)

City Manager Justin Weber

Treasurer Stephenie Cagle

Clerk Shelly Umbanhowar

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To: EDC  
From City Manager Weber  
Subject: Water Loop Update  
Date: 9/18/2024

Abonmarche will be present at the EDC meeting to provide an update on the water-loop project. Representatives from Bangor Township and Bangor Public Schools were invited to attend the meeting.

Respectfully,

*Justin Weber*

City Manager  
City of Bangor





# CITY OF BANGOR

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City Manager Justin Weber

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9/5/2024

To: 809 Washinton Street LLC  
1268 102th Ave  
Plainwell, MI 49080

809 Washington Street LLC.,

The Bangor Economic Development Corporation (EDC) is interested in speaking with representatives from 809 Washington St LLC to see if there are opportunities for the EDC to help 809 Washington Street LLC. The Bangor EDC is dedicated to fostering economic growth and prosperity within the city. The EDC works closely with local businesses, entrepreneurs, and government agencies. The EDC facilitates and stimulates economic development initiatives. The EDC often provides financial incentives, grants, and resources to attract and retain businesses, promote job creation, and enhance the city's overall economic climate.

The EDC would like to invite you to the:

9/19/2024 meeting at 7pm

Located at Bangor City Hall, 257 W. Monroe St., Bangor MI 49013.

Respectfully

*Justin Weber*

City Manager  
City of Bangor

Cole Vande Velde

302 Cemetery rd

Bangor MI 49013

8-27-2024

Dear members of the Bangor EDC

I am writing this letter to formally notify you that I will resigning from my position as member of the Bangor EDC. Effective upon approval with end of duties obligation to go no later than the end of August.

MARK HILLS  
11100 62ND ST  
SOUTH HAVEN, MI 49090  
269-906-1069  
MARK@LANDERSHARDWAREINC.COM

08/19/2024

Dear Members of the Bangor EDC

I am writing to formally notify you that I will be resigning from my position as member of the Bangor EDC. Effective upon approval with end of duties obligation to go no later than the end of the month September 2024.

I have enjoyed my time on the board even though it was short, it was interesting. Due to significant changes in the demands of my time, attention and resources I must remove myself to focus on issues concerning my family and our businesses. Through those I serve this community and am striving to continue to do so for years to come hopefully. This year has proven to be one of the more difficult years overcoming a tough economic climate but also health concerns for multiple members within my family that I must tend to. It is those matters that I must focus on for however long their duration may be. I do not foresee a quick resolve in no less than 3-6 months and because of this I recognize a need to vacate my seat for someone who will be able to satisfy the demands needed for the EDC to operate efficiently and effectively.

Regards,

Mark Hills

August 13, 2024

Attn: Mr. Justin Weber  
City Manager  
City of Bangor / City Hall  
257 W. Monroe St.  
Bangor, MI 49013  
[j.weber@bangormi.org](mailto:j.weber@bangormi.org)

**Re: Industrial Park Drive, Bangor, MI  
Proposal for Drainage Improvements & Related Components/Services**

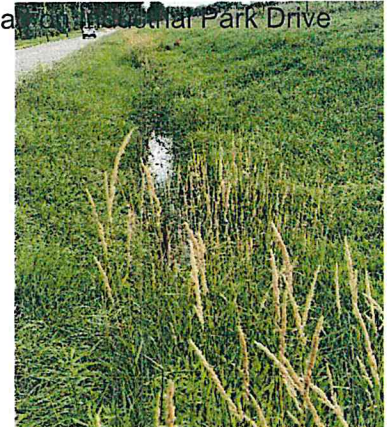
Dear Mr. Weber:

Abonmarche is pleased to present this proposal for improvements on Industrial Park Drive to improve drainage.

### **PROJECT UNDERSTANDING**

We understand that poor drainage has caused some issues along Industrial Park Drive. The initial concepts for improving the drainage in this area include:

- Cleaning & regrading of ditches & berms on both sides of the road between 60<sup>th</sup> Street and West Arlington Street.
- Installation/Upgrading/Replacement of two (2) culverts.
- Ditch cleaning toward the Cedar Drain in order to maintain adequate drainage longer term.
- Evaluate options to address washouts on the edge of the road due to bermed up soils that restrict flows.
- Cleaning & berm grading will be necessary due to overgrown vegetation.
- Additional ditching where there is none.



We are basing the above scope and our proposal on a preliminary construction estimate of \$150,000.



Below please see a site location map with markups of specific items:

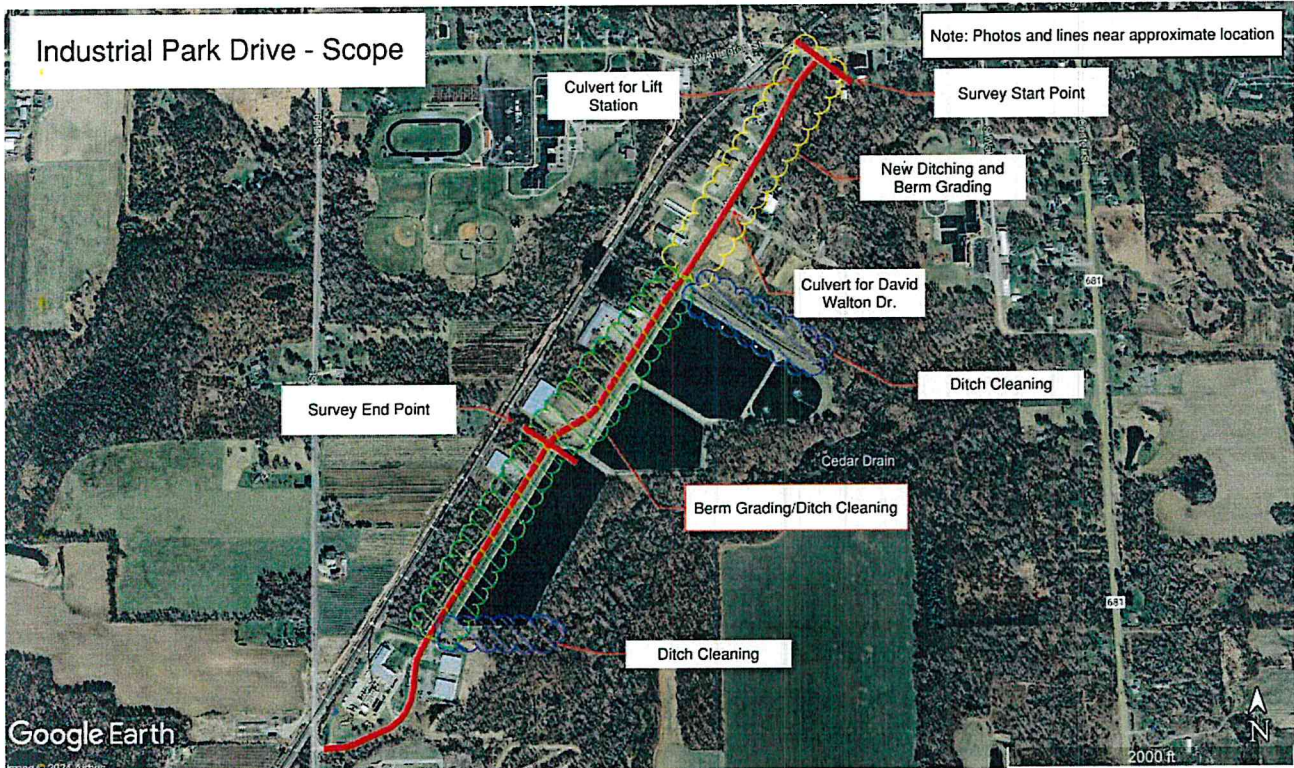


Figure 2: Site location; image courtesy of Google Earth

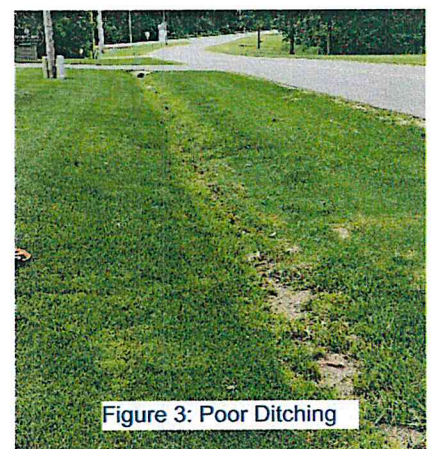
### **SCOPE OF SERVICES**

We propose the following Scope of Services:

#### **Task 1 – Topographic & Boundary Survey**

Abonmarche will complete a topographic survey of Industrial Park Drive in areas where drainage improvements were discussed on site with Steve Lowder on July 8, 2024. The topographic survey will include survey of ground elevations, channel limits, culverts, trees greater than 6" DBH, walls, visible utility components, fences, and other site features.

All survey work will be on state plane coordinates and vertical datum NAVD88 and will include topographic information including physical improvements within the right-of-way. Boundary and right-of-way lines will be established to help in assessing potential impacts to properties.





## **Task 2 –Design and Bid Package**

Abonmarche will complete design of the proposed improvements, including the following critical components:

- Plan and section view drawings
- Grading plan
- Soil Erosion and Sedimentation Control Permit (permitting fees to be paid for by the City)

Final design will include plan and cross section drawings, refined volume/quantity estimates, construction cost estimates, and specifications. We will assemble technical specifications, and contract documents, suitable for inclusion into a construction contract. We will also complete four (4) hand auger soil borings in locations where earthwork is anticipated to be completed to add soil conditions to the construction plans. The contract, drawings, and specifications will be utilized In Task 3 for the solicitation of bids from contractors.

A draft plan set will be submitted to the City for review prior to finalizing the documents for bid and/or contract.



Figure 4: No Ditching

## **Task 3 – Bid and Contracting Assistance**

Abonmarche will distribute the bid documents to potential bidders and answer questions from bidders, as required, during the bid process. Any advertising fees will be paid directly by the City of Bangor or processed as a reimbursable expense.

This task will include support to city staff for one (1) local bid letting. We expect this phase to consist of the following:

- Placement of the advertisement for bids on our Abonmarche bidding website and local plan rooms.
- Distribution of bidding documents to contractors and plan rooms.
- Maintaining a bid register for the project.
- Attendance at a pre-bid meeting, if necessary.
- Answering questions and providing clarifications and/or addenda, as necessary.
- Attendance at the bid opening.
- Compiling a bid tabulation and recommendation for tentative award of the contract by the City Council including attendance at the City Council meeting (if requested).
- Compiling and distribution of contracts for execution by the city and contractor.

## **Task 4 – Construction Administration (Part Time) & Construction Staking**

For construction administration tasks, we will set up the contract utilizing FieldManager setup to complete administration for this contract. We will complete field engineering, review of shop drawings, preparation of work orders and contract modifications, review and certification of contractor pay



estimates, and tracking resident concerns. Contract modification requests will be prepared and sent to

the City for review prior to issuance to the contractor. We address property owner concerns in a very timely manner and inform the city of them as soon as possible. We are available for meetings, phone calls, etc. after hours, weekends, or holidays to resolve questions and issues if necessary. Part time inspection includes three (3) visits to the site during construction.

We will complete construction staking as necessary for construction items for the awarded contractor. This is expected to include storm sewer/drainage as necessary. Our Survey Department prioritizes construction staking on their schedule to ensure that construction progress can be maintained without delays.

**SCHEDULE**

Figure 5: Road washing out

We are available to begin the survey in September, depending upon weather conditions. Abonmarche anticipates advertising for bids by November once authorization to proceed is received, pending regulatory approvals and survey schedule.

The following timeline is expected for this project:

<b>Award consultant contract</b>	<b>August 2024</b>
<b>Survey</b>	<b>September 2024</b>
<b>Design Phase</b>	<b>October 2024</b>
<b>Bidding Phase</b>	<b>November 2024</b>
<b>Construction Window Opens</b>	<b>April 2025</b>

**FEES**

Our fees to complete the above scope of services, excluding direct costs, are proposed for the following lump sum fees:

<b>Task 1 – Topographic &amp; Boundary Survey</b>	<b>\$ 4,500</b>
<b>Task 2 – Design &amp; Bid Package</b>	<b>\$12,000</b>
<b>Task 3 – Bid &amp; Contracting Assistance</b>	<b>\$ 3,500</b>
<b>Task 4 – Construction Admin. (Part Time) and Construction Staking</b>	<b>\$ 11,700</b>
<b>Total Fee:</b>	<b>\$31,700</b>

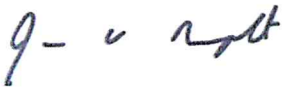
**EXCLUSIONS**

The following are specifically excluded from this proposal. Should the need arise for these services, Abonmarche is available to submit a change order request for additional services.

- Water main and sanitary sewer design & permitting
- Wetlands or flood plain permitting
- Addressing contaminated soils and groundwater
- Right of Way, Easement, and Grading Permit acquisition
- Wetland delineation, Floodplain permitting, or threatened and endangered species remediation
- Public meetings and presentations

**Your authorization of our standard professional services agreement (attached) will authorize us to commence the work. If you have any questions or need further clarification, please feel free to contact our office.**

Sincerely,  
ABONMARCHE CONSULTANTS, INC.



Jason W. Marquardt, PE  
Sr. Project Manager

Tony McGhee  
Vice President of Development Services

cc: Timothy R. Drews, PE, PTOE

Attachments: Professional Services Agreement