

CALL MEETING TO ORDER

MAYOR MCCRUMB WILL
CALL THE 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



1. **Call to Order**
2. **Pledge of Allegiance** Mayor/Chair will ask a Councilmember to lead
3. **Roll Call and Determination of Quorum** Four (4)
4. **Authorization to Excuse Absences, if any, from the Meeting**
5. **Approval of Posted Agenda for 10/05/26**
6. **Comments/Concerns from the Audience/Public**

STAY CONNECTED
WEBSITE: cityofbangormi.org
FACEBOOK: BangorMI
YOUTUBE: @CityofBangorMI
NIXLE: text "49013" to 888777

This opportunity is provided near the beginning of the meeting to allow members of the public to address the City Council **before** Council considers and discusses agenda items. **Public comment is not limited to matters appearing on the agenda.**

Persons addressing City Council are to raise their hand, wait until they are recognized by the Mayor/Chair. **Please limit your comments to three (3) minutes per speaker.**

7. Adopt Consent Agenda

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 **10. b. unfinished business.**

- a. Approval of **Regular Meeting** minutes for **09/21/26**
- b. Approval of **Closed Session Meeting** minutes for **09/21/26**
- c. Approval of **General Checking Accounts Payable & Payroll** for **10/05/26** for **\$92,467.81**

Roll Call Vote City Clerk Shelly Umbanhowar

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

- a. **Reports**
 - i) None
- b. **Presentation(s)**
 - i) **ACTION ITEM: Mark P Janke, Consulting Forester, LLC**
 Mark P Janke, Consulting Forester, LLC..... Benjamin Janke
- c. **Resolutions**
 - i) None
- d. **Proclamations**
 - i) None

9. Unfinished Business/Postponed Items

- a. None
- b. Items Removed from Consent Agenda *(If any item is removed from Consent Agenda, it is discussed here)*

10. New Business

- a. None

11. City Manager Updates/Closing Comments

12. Councilmember Closing Comments

13. Adjournment

COMMENTS PUBLIC

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

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BANGOR, MI
TRAIN CITY USA
GATEWAY TO THE LAKE

CONSENT AGENDA

- APPROVAL OF MEETING MINUTES
- APPROVAL GENERAL, ROADS, T&A CHECKING AP



BANGOR, MI
TRAIN CITY USA
GATEWAY TO THE LAKE



BANGOR, MI
TRAIN CITY USA
GATEWAY TO THE LAKE

CITY OF BANGOR

BANGOR CITY COUNCIL

September 21, 2026

MEETING MINUTES

Council Chambers

Regular Meeting

7:00PM

257 W MONROE ST BANGOR, MI 49013

1. **This meeting was called to order by Mayor McCrumb at 7:00 pm.**
2. **Pledge of Allegiance is led by Councilmember Garcia and recited by all present.**
3. **ROLL CALL & DETERMINATION OF QUORUM**

Attendee Name	Title	Status	
		Present	Absent
Darla McCrumb	Mayor	X	
Pati Martinez-Serratos	Mayor Pro Tem		X
Renee Doroh	Councilmember	X	
Amber Garcia	Councilmember	X	
William Murphy Jr	Councilmember	X	
Heléne Rivers	Councilmember	X	
Anthony Wall	Councilmember	X	
QUORUM (4) MET (6 PRESENT)			

OTHERS PRESENT

Justin Weber, City Manager
 Shelly Umbanhowar, City Clerk
 Stephenie Cagle, City Treasurer
 Scott Graham, City Attorney

Charles Bogren, Attorney
 Steve Lowder, DPW Director
 Approximately 10 members of the public

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

Motion to excuse Mayor Pro Tem Martinez-Serratos from the 09/21/26 Regular City Council Meeting.
 Mover: Mayor McCrumb; Second: Councilmember Rivers. Ayes from all. Absent:
 Councilmembers: Martinez-Serratos

5. APPROVAL OF POSTED REGULAR AGENDA

Accept Regular Meeting 09/21/26 Posted Agenda with no changes.

RESULT: CARRIED (UNANIMOUS)
MOVER: Heléne Rivers, Councilmember
SECONDER: Renee Doroh, Councilmember

6. OPPORTUNITY FOR PUBLIC COMMENT - AGENDA ITEMS

Mayor McCrumb opened the public comment. Zero (0) public comments were offered. Mayor McCrumb closed the public comment period.

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

Motion to accept Consent Agenda, with no removals or corrections: Approval of General Checking Accounts Payable & Payroll in the amount of \$104,646.24, Roads Accounts Payable in the amount of \$8,101.97, and T&A Accounts Payable in the amount of \$101,791.52; Minutes as Presented, no changes: Regular Meeting 09/08/26.

RESULT: MOTION CARRIED (6 YES; 1 ABSENT) (ROLL CALL)

MOVER: Amber Garcia, Councilmember

SECONDER: Heléne Rivers, Councilmember

YES: Garcia, McCrumb, Rivers, Murphy, Doroh, Wall

NO: None

ABSENT: Martinez-Serratos

8. REGULAR BUSINESS**a. Reports****i. Department Heads**

DPW, Police, Fire*, Clerk, and Treasurer: The reports have been received by the Council, reviewed as presented, and are hereby placed on file for record. **verbal, no report to file*

ii. Commission and Boards

Reports from Planning, Cemetery**, Parks & Recreation*, EDC**, and DDA*: The reports have been received by the Council, reviewed as presented, and are hereby placed on file for record. **verbal, no report to file, **did not meet or no representative available to give verbal report, not report to file, ***no verbal or written report to file*

iii. Other

Bangor Housing Commission and Van Buren County Senior Services updates: updates were given by Jerry Muenzer.

b. Presentations**i. None****c. Resolutions****i. Resolution 2026-20 Council Compensation**

Motion to adopt Resolution 2026-20 Council Compensation.

RESULT: MOTION CARRIED (6 YES, 1 ABSENT) (ROLL CALL)

MOVER: Renee Doroh, Councilmember

SECONDER: Pati Martinez-Serratos, Mayor Pro Tem

YES: Rivers, Murphy, Doroh, Garcia, Wall, McCrumb

NO: None

ABSENT: Martinez-Serratos

d. Proclamations**i. None**

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

First Reading, Ordinance No 2910, Marijuana Establishments (*Amendment of Ordinance to change license number and days of operation.*)

Motion by Councilmember Heléne Rivers, supported by Councilmember Amber Garcia, to amend Ordinance No. 290, Section IV, #3 & Section VII, #9, to change the maximum number of marijuana retailer licenses permitted within the City of Bangor from three (3) to one (1) and to allow retailer hours of operation Monday through Sunday.

RESULT: MOTION FAILED (3 YES, 3 NO, 1 ABSENT) (ROLL CALL)

MOVER: Heléne Rivers, Councilmember

SECONDER: Amber Garcia, Councilmember

YES: Rivers, Muphy, McCrumb

NO: Doroh, Garcia, Wall

ABSENT: Martinez-Serratos

Motion failed for lack of the required majority.

b. Items Removed From Consent Agenda

None

10. NEW BUSINESS

a. None

11. CITY MANAGER UPDATES/CLOSING COMMENTS

City Manager comments were heard.

12. COUNCILMEMBER CLOSING COMMENTS

Councilmember comments were heard.

13. CLOSED SESSION

Motion to convene into closed session at 7:29 PM; With session beginning at 7:30 PM pursuant to MCL 15.268 8 (1) (e) to consult with its attorney regarding trial or settlement strategy in connection with specific pending litigation [**Lynne Farmer v City of Bangor**].

RESULT: MOTION CARRIED (4 YES; 3 ABSENT) (ROLL CALL)

MOVER: Darla McCrumb, Mayor

SECONDER: Heléne Rivers, Councilmember

YES: McCrumb, Rivers, Murphy, Garcia, Doroh, Wall

NO: None

ABSENT: Martinez-Serratos

14. RETURN TO OPEN SESSION

Motion to reconvene into regular session at 7:37 PM; With session beginning at 7:38 PM. Reconvene into open session to consider any motions on any of the matters discussed under the closed session listed above.

RESULT: CARRIED (UNANIMOUS)

MOVER: Amber Garcia, Councilmember

SECONDER: Heléne Rivers, Councilmember

ABSENT: Martinez-Serratos

The Council room doors are unlocked and remaining public is invited inside.

15. ACTIONS FOLLOWING CLOSED SESSION

Following the Council's return to open session, Attorney Charles Bogren presented two (2) resolutions for Council consideration.

Motion to approve resolution as presented.

RESULT:	CARRIED (UNANIMOUS)
MOVER:	Amber Garcia, Councilmember
SECONDER:	William Murphy, Councilmember
ABSENT:	Martinez-Serratos

For clarification of the record that two resolutions were being considered, a subsequent motion was made to approve the resolutions as presented by Attorney Charles Bogren.

Motion to approve Resolution 2026-24 & 2026-25, Affirming the City Charter's Provisions, Official Duties & Third Party Investigation.

RESULT:	CARRIED (UNANIMOUS)
MOVER:	Darla McCrumb, Mayor
SECONDER:	Amber Garcia, Councilmember
ABSENT:	Martinez-Serratos

16. ADJOURNMENT**Motion to adjourn at 7:40 PM.**

RESULTS:	CARRIED (UNANIMOUS)
MOVER:	Renee Doroh, Councilmember
SECONDER:	Amber Garcia, Councilmember
ABSENT:	Martinez-Serratos

Shelly Umbanhowar, City Clerk

Mayor Darla McCrumb

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, September 21st, 2026. These minutes were approved by the City Council on Monday, October 5th, 2026, 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 McCrumb, Pro Tem Martinez-Serratos, Councilmember Rivers, Garcia, Doroh, Wall, and Murphy

CC: Justin Weber, City Manager

From: Matthew Nelson, Deputy Treasurer/Utility Billing Specialist

CC: Stephenie Cagle, MiCPT, Treasurer

Subject: Accounts Payable and Payroll

Date: 10/01/26

Recommended Action:

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

- **Invoice List** for 10/01/26 in the amount of **\$23,753.12.**
 - **Payroll** for 09/25 (09/09-09/19/26) in the amount of **\$49,514.69.**
 - **Checks In Between for 10/01/26** in the amount of **\$19,200.00.**
- For a **grand total** amount of **\$92,467.81** from the **GCK-2** account.

• TOTAL AMOUNT OF <u>GCK-2</u> BILLS LIST & PAYROLL	\$92,467.81
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Council Action:

For Action

Summary:

See GCK-2 Invoice approval lists.

09/28/2026 INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF BANGOR
 EXP CHECK RUN DATES 10/06/2026 - 10/06/2026
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
 BANK CODE: GCK-2

Vendor Code	Vendor Name Invoice	Description	Amount
AT&T	AT&T MOBILITY 287315476231X0914026	PHONE @ WELLS	117.72
TOTAL FOR: AT&T MOBILITY			117.72
AUTO	AUTO-WARES GROUP 03780247640	FUEL FILTER/OIL FILTER	38.88
	03780247728	NYLON CABLE GAUGE TERM	20.78
	03780247979	ABSORBS IT DPLY	10.08
	03780248491	2 HDGM CLMP	9.87
TOTAL FOR: AUTO-WARES GROUP			79.61
CINTAS	CINTAS CORPORATION #301 4282957332	DPW UNIFORMS - VANHOLT & CUMMINS 09/18/2026	63.57
	4283738424	DPW UNIFORMS - VANHOLT, VILLAOBOS, RYAN, WILLIAMS, BRANT SEPT	63.57
TOTAL FOR: CINTAS CORPORATION #301			127.14
COMCAST	COMCAST 2578 OCT	PARK ST LIFT INTERNET SEP 28 - OCT 27 2026	52.90
	2594 OCT	WHITE OAK LIFT 10/07-11/06/23	52.90
	2602 OCT	ARLINGTON LIFT INTERNET 10/07-11/06/23	152.95
	2651 OCT 26	ARLINGTON LIFT INTERNET OCT-NOV 26	52.90
TOTAL FOR: COMCAST			311.65
CONSUMERS	CONSUMERS ENERGY 100010938833	WELL #8 08/17/2026 - 09/15/2026	1,418.63
	20492534075	WELL #9 08/17/26 - 09/15/26	94.38
	7710 AUG-SEPT 26	POLICE STATION NATURAL GAS AUG-SEPT 26	24.54
	8098 AUG-SEPT 26	NATURAL GAS ARLINGTON LIFT AUG-SEPT 26	30.76
	8353 AUG-SEPT	NATURAL GAS DPW BUILDING AUG-SEPT	138.27
	8536 AUG-SEPT	CITY HALL NATURAL GAS AUG-SEPT 26	133.73
TOTAL FOR: CONSUMERS ENERGY			1,840.31
DANSAUTO	DAN'S AUTOMOTIVE I012525	CAR #54 - BATTERY	315.00
TOTAL FOR: DAN'S AUTOMOTIVE			315.00
DELTA	DELTA DENTAL OF MICHIGAN RIS0007249475	DENTAL INSURANCE	1,754.12
TOTAL FOR: DELTA DENTAL OF MICHIGAN			1,754.12
ETNA	ETNA SUPPLY COMPANY S107074621.001	WATER AND SEWER SUPPLIES 09/17/2026	8,225.40
TOTAL FOR: ETNA SUPPLY COMPANY			8,225.40

FRONTIER3	FRONTIER		
	021826 SEPT 26	POLICE INTERNET SEPT 18 - OCT 17 2026	69.99
TOTAL FOR: FRONTIER			69.99
INTEGRITY	INTEGRITY TECH PARTNERS		
	15261	SITE SUPPORT FOR CITY COUNCIL CAMERA COMPUTER	122.50
	15273	REPLACEMENT PRINTER FOR POLICE CAR TO PRINT TICKETS	594.00
TOTAL FOR: INTEGRITY TECH PARTNERS			716.50
LEXIS	LEXISNEXIS RISK SOLUTIONS		
	1028025773	POLICE REPORTING SYSTEM MAINTENANCE FEE 8/1/26-7/31/27	286.20
TOTAL FOR: LEXISNEXIS RISK SOLUTIONS			286.20
MARKETONE	MARKET ONE		
	M1-CB-08-2526	MSHDA TPA SERVICES	4,438.33
TOTAL FOR: MARKET ONE			4,438.33
MENARDS SH	MENARDS SOUTH HAVEN		
	5369	MISC SUPPLIES RAILROAD DEPOT SEPT 2026	169.85
	7215	MISC SUPPLIES 09/16/2026	427.36
TOTAL FOR: MENARDS SOUTH HAVEN			597.21
PRIMAR	MERLE BOES, INC		
	124265	DPW GAS 09/11/2026	359.90
	SI-160449	DPW GAS 09/15/26	2,649.50
TOTAL FOR: MERLE BOES, INC			3,009.40
MERS	MERS		
	00183302-1	AUGUST RETIREMENT CONTRIBUTION	215.18
TOTAL FOR: MERS			215.18
MI TOWNSHI	MICHIGAN TOWNSHIP SERVICES ALLEGAN		
	4390	PERMIT FEES AUGUST 2026 ELECTRICAL	369.90
TOTAL FOR: MICHIGAN TOWNSHIP SERVICES ALLEGAN			369.90
PITNEY	PITNEY BOWES		
	332360556	POSTAGE FOR METER 09/21/2026	74.04
	90901027 OCT	POSTAGE FOR METER OCT	201.00
TOTAL FOR: PITNEY BOWES			275.04
MISC	PITTMAN ELEANOR		
	09/23/2026	UB refund for account: 1.06705.0	12.55
TOTAL FOR: PITTMAN ELEANOR			12.55
SPECTRUM	SPRCTRUM PRINTERS, INC		
	093598	November Election Precinct Kit	54.19
TOTAL FOR: SPRCTRUM PRINTERS, INC			54.19
STANDARD	STANDARD INSURANCE COMPANY		
	642946.10.2026	LIFE INSURANCE	177.00
TOTAL FOR: STANDARD INSURANCE COMPANY			177.00

STAPLES	STAPLES		
	7011414249	STAPLES OFFICE SUPPLIES 09/19/2026	307.55
	7011451195	STAPLES OFFICE SUPPLIES 09/23/2026	4.87
TOTAL FOR: STAPLES			312.42

TRACE	TRACE ANALYTICAL LABORATORIES, INC		
	6100657	DRINKING WATER REQ 9/15/2026	107.82
TOTAL FOR: TRACE ANALYTICAL LABORATORIES, INC			107.82

VSP	VISION SERVICE PLAN		
	2663 OCT	VISION INSURANCE OCT	340.44
TOTAL FOR: VISION SERVICE PLAN			340.44

TOTAL - ALL VENDORS			23,753.12
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PAYROLL	PAYROLL		
		Payroll 09/09-09/19/26	49,514.69
			49,514.69

Total All Payroll			49,514.69
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Check in-between	Lakeshore Contruction/City Hall Roof Down Payment	19,200.00
Total		19,200.00

Total All Checks In Between			19,200.00
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Total - All Categories			92,467.81
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FUND TOTALS:

Fund 101 - GENERAL FUND	73,468.26
Fund 275 - CDBG FUND	4,438.33
Fund 590 - SEWER FUND	4,768.26
Fund 591 - WATER FUND	6,059.23
Fund 661 - MOTOR EQUIPMENT FUND	3,733.73
	92,467.81

BANK TOTALS:

Bank GCK-2 GENERAL CHECKING 2	92,467.81
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PAYMENT TYPE TOTALS:

Paper Check	35,352.17
ACH Transaction	311.65
EFT Transfer	56,803.99
	92,467.81

Page 3 Total			69,475.37
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REGULAR BUSINESS

- RESOLUTIONS
- PROCLAMATIONS
- DEPARTMENT HEAD REPORTS
- PRESENTATIONS



BANGOR, MI
TRAIN CITY USA
GATEWAY TO THE LAKE



CITY OF BANGOR

257 West Monroe Street / Bangor, Michigan 49013

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

City Manager Justin Weber

Treasurer Stephenie Cagle

Clerk Shelly Umbanhowar

Date: 9/30/2026

To: Mayor and City Council

From: Justin Weber, City Manager

Subject: Forestry Services Proposal – Final Questions and Authorization

Council previously reviewed and accepted the proposal from Mark P. Janke, Consulting Forester, LLC regarding professional forest management and a potential timber sale on City-owned property near the sewage lagoons.

Ben Janke will be present at the Council meeting to answer any remaining questions before the City proceeds. Council members are encouraged to ask Ben any questions or raise any concerns they may have. Previous questions have included potential impacts involving water levels and drainage, the sewage lagoons, wetlands, and eagles/wildlife in the area.

Following the discussion, if Council is satisfied with the responses, I am requesting that Council authorize either the Mayor or City Manager to execute the Forestry Services Agreement on behalf of the City so the project may proceed.

Suggested Motion:

Motion to authorize the Mayor or City Manager to sign the Forestry Services Agreement with Mark P. Janke, Consulting Forester, LLC, and to execute any necessary documents to proceed with the approved forestry services project.

Respectfully,

Justin Weber

City Manager,
City of Bangor

UNIFINISHED BUSINESS

ITEMS FROM PREVIOUS MEETINGS THAT
WERE TABLED OR POSTPONED
ARE PLACED AND DISCUSSED HERE



BANGOR, MI
TRAIN CITY USA
GATEWAY TO THE LAKE

NEW BUSINESS

-ITEMS LISTED ON AGENDA UNDER
NEW BUSINESS WILL BE DISCUSSED HERE



BANGOR, MI
TRAIN CITY USA
GATEWAY TO THE LAKE

CITY MANAGER UPDATES/ CLOSING COMMENTS

CITY MANAGER WILL GIVES
UPDATES/CLOSING COMMENTS TO COUNCIL



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

-CHAIR WILL ADJOURN
AND CLOSE MEETING

-ONCE THE MEETING IS ADJOURNED,
PLEASE EXIT THE COUNCIL ROOM



BANGOR, MI
TRAIN CITY USA
GATEWAY TO THE LAKE

FYI CITY BUSINESS

DOCUMENTS FOR COUNCIL THAT DON'T
REQUIRE AN AGENDA ITEM



BANGOR, MI
TRAIN CITY USA
GATEWAY TO THE LAKE



CITY OF BANGOR

257 West Monroe Street / Bangor, Michigan 49013

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

City Manager Justin Weber

Treasurer Stephenie Cagle

Clerk Shelly Umbanhowar

To: Mayor and City Council

From: City Treasurer

Date: September 22, 2026

Subject: Addition of Check Review to the Invoice Approval Process

As part of the City's continued efforts to strengthen internal controls over accounts payable and cash disbursements, the City will begin including the **corresponding checks with invoices and supporting documentation during the Council invoice approval process.**

Purpose

This additional procedure will allow Council members to review the actual checks being issued at the same time they review the invoices supporting those payments. This creates a direct connection between the expenditure being approved and the payment that will be issued.

Review Process

As part of the accounts payable process:

- The **City Treasurer** will review the invoices, supporting documentation, and corresponding checks for accuracy.
- **Two City Council members** will review the checks along with the invoices and supporting documentation as part of the invoice approval process.
- The review will provide an opportunity to verify the vendor/payee, payment amount, supporting invoice, and other relevant payment information before the checks are released.
- Any questions or discrepancies identified during the review will be addressed before the payment is released.

Check Signatures

City checks require **two authorized signatures.**

Authorized check signers are:

- City Treasurer;

- City Clerk;
- City Manager; and
- Mayor.

Two of the authorized officials listed above will sign each check as required before the check is released.

The Council members' review of the invoices and checks is a separate internal-control step from the required check signatures. Council members reviewing the invoice packet are confirming that the checks presented correspond with the expenditures being submitted for approval.

Internal Control Benefits

Adding the check to the invoice approval process strengthens the City's internal controls by providing an additional level of review before funds are disbursed. The process will help:

- Confirm that the check amount agrees with the approved invoice;
- Confirm that the check is payable to the correct vendor;
- Identify potential duplicate or incorrect payments;
- Provide additional oversight of City disbursements;
- Strengthen segregation of duties between preparation, review, approval, and authorization of payments; and
- Provide a clearer audit trail demonstrating that both the expenditure and resulting payment were reviewed.

Implementation

This procedure will begin with upcoming accounts payable processing. The checks will be included with the invoice documentation presented for review and approval.

After the invoice and check review is completed, each check will receive the required **two authorized signatures** before being released.

This change does not alter Council's existing authority over the approval of City expenditures. Rather, it adds an additional internal-control procedure so that Council's review includes both the supporting expenditure documentation and the payment being generated from that documentation.

No Council action is requested at this time. This memorandum is being provided to document and inform Council of the additional internal-control procedure being implemented for City disbursements.