

		Number of hours/year/1 employee	Number of employees to complete job	Total amount of hours	Wages/ hours	Total amount in labor/year	
Mow/Trim Cemetery	8hr/day/150 days	1200	2	2400	\$ 34.00	\$ 81,600.00	
Mow/Trim Parks	8hr/day/150 days	1200	2	2400	\$ 34.00	\$ 81,600.00	
Banners Switch Out	12 hours/6x/year	72	2	144	\$ 22.19	\$ 3,195.36	Averaged Wages
Christmas Décor	8 hours/day/2days	16	5	80	\$ 109.13	\$ 8,730.22	
Garland	8 hours/day/2days	16	2	32	\$ 22.19	\$ 710.08	Averaged Wages
Leaves Cemetery(cleanup)	7 hours/day/3wks	105	2	210	\$ 34.00	\$ 7,140.00	
Leaves Parks(cleanup)	1 hours/day/3wks	15	2	30	\$ 34.00	\$ 1,020.00	
Snow Removal Downtown	4 hours/day/70 days	280	2	560	\$ 37.00	\$ 20,720.00	

## Allocation Table for City of Bangor Employee Wages

DESCRIPTION	GL NUMBER	FUND NAME	DEPARTMENT NAME	%
BH DIRECTOR (BANGOR HOUSING)	101-265-703.000	GENERAL	CITY HALL	100%
BH HOURLY (BANGOR HOUSING)	101-265-702.000	GENERAL	CITY HALL	100%
CITY MANAGER	101-172-703.000	GENERAL	MANAGER	20%
	202-172-703.000	MAJOR STREET	MANAGER	5%
	203-172-703.000	LOCAL STREET	MANAGER	5%
	591-556-703.000	WATER	WATER	20%
	590-548-703.000	SEWER	WATER	20%
	661-901-703.000	MOTOR POOL	MOTOR EQUIPMENT	5%
	101-301-703.000	GENERAL	POLICE	25%
CLERK	101-215-703.000	GENERAL	CLERK	60%
	590-548-703.000	SEWER	SEWER	20%
	591-556-703.000	WATER	WATER	20%
CODE ENFORCEMEN	101-371-703.000	GENERAL	CODE ENFORCEMENT	80%
	590-548-703.000	SEWER	SEWER	10%
	591-556-703.000	WATER	WATER	10%
DEP CLERK	101-265-702.000	GENERAL	CITY HALL	30%
	590-548-702.000	SEWER	SEWER	30%
	591-556-702.000	WATER	WATER	40%
DEP CLRK OPT OUT (INSURANCE)	101-265-718.000	GENERAL	CITY HALL	30%
	590-548-718.000	SEWER	SEWER	30%
	591-556-718.000	WATER	WATER	40%
DPW HRLY	101-751-702.000	GENERAL	PARKS	5%
	101-567-702.000	GENERAL	CEMETERY	5%
	202-463-702.000	MAJOR STREET	ROUTINE MAINTENANCE	10%
	203-463-702.000	LOCAL STREET	ROUTINE MAINTENANCE	10%
	590-548-702.000	SEWER	SEWER	30%
	591-556-702.000	WATER	WATER	30%
	661-901-702.000	MOTOR POOL	MOTOR EQUIPMENT	10%

DESCRIPTION	GL NUMBER	FUND NAME	DEPARTMENT NAME	%
DPW OPT OUT (INSURANCE)	202-463-718.000	MAJOR STREET	ROUTINE MAINTENANCE	20%
	590-548-718.000	SEWER	SEWER	15%
	203-463-718.000	LOCAL STREET	ROUTINE MAINTENANCE	20%
	591-556-718.000	WATER	WATER	15%
	101-567-718.000	GENERAL	CEMETERY	10%
	101-751-718.000	GENERAL	PARKS	10%
	661-901-718.000	MOTOR POOL	MOTOR EQUIPMENT	10%
DPW OVERTIME	101-567-713.000	GENERAL	CEMETERY	10%
	101-751-713.000	GENERAL	PARKS	10%
	202-463-713.000	MAJOR STREET	ROUTINE MAINTENANCE	20%
	203-463-713.000	LOCAL STREET	ROUTINE MAINTENANCE	20%
	590-548-713.000	SEWER	SEWER	15%
	591-556-713.000	WATER	WATER	15%
	661-901-713.000	MOTOR POOL	MOTOR EQUIPMENT	10%
DPW SUPERVISOR	590-548-703.000	SEWER	SEWER	30%
	591-556-703.000	WATER	WATER	30%
	661-901-703.000	MOTOR POOL	MOTOR EQUIPMENT	10%
	202-463-703.000	MAJOR STREET	ROUTINE MAINTENANCE	10%
	203-463-703.000	LOCAL STREET	ROUTINE MAINTENANCE	10%
	101-567-703.000	GENERAL	CEMETERY	5%
	101-751-703.000	GENERAL	PARKS	5%
PART TIME CITY HALL	101-265-702.000	GENERAL	CITY HALL	100%
TREASURER	101-253-703.000	GENERAL	TREASURER	50%
	590-548-703.000	SEWER	SEWER	10%
	591-556-703.000	WATER	WATER	25%
	661-901-703.000	MOTOR POOL	MOTOR EQUIPMENT	15%
W/S HOURLY (WATER/SEWER)	590-548-702.000	SEWER	SEWER	50%
	591-556-702.000	WATER	WATER	50%
W/S HRLY OT (WATER/SEWER)	591-556-713.000	WATER	WATER	50%
	590-548-713.000	SEWER	SEWER	50%
W/S SUPERVISOR (WATER/SEWER)	590-548-703.000	SEWER	SEWER	50%
	591-556-703.000	WATER	WATER	50%



## PARTNER PURCHASE AGREEMENT

- I. **THE PARTIES.** This Partner Purchase Agreement ("Agreement"), made on 11/21, 20 23 between the following parties:

Name: Bangor Downtown Development Authority with a mailing address of 257 W. Monroe St. Bangor, ME 49013, and

Name: City of Bangor with a mailing address of 257 W. Monroe St. Bangor, ME 49013

- II. **ASSETS.** As part of this agreement, the City of Bangor agrees to buy:

Kubota SVL65-2 skid steer for \$57,509.58.

As part of this agreement, the Bangor Downtown Development Authority agrees to reimburse the City of Bangor \$14,377.395 per year for 2023, 2024, 2025, and 2026.

First payment to the City of Bangor will be completed no later than December 31<sup>st</sup>, 2023. Subsequent payments will be made to the City of Bangor no later than November 15<sup>th</sup> for each of the following years (2024, 2025, and 2026).

As part of this agreement, City of Bangor will provide snow removal services to the DDA district at no additional costs from 2023 through 2026 while the DDA is reimbursing the City of Bangor for the Kubota SVL65-2.

As part of this agreement, the Bangor Downtown Development Authority agrees to reimburse the City of Bangor \$10,000 per year, starting no later than November 15<sup>th</sup>, 2027, for the City of Bangor's snow removal services within the Downtown Development Authority district. The snow removal services can be renewed on a yearly basis as agreed upon by both parties.

As part of this agreement, any property damage caused by the City of Bangor, Department of Public Works while performing snow removal services in the DDA district, will be the responsibility of the City of Bangor to repair or replace.

As part of this agreement, title and ownership of the above-listed assets will remain with the City of Bangor.

**IN WITNESS WHEREOF**, the parties have executed this Agreement as of the Commencement Date.

Name: Shelly Umbanhowar  
City of Bangor

Signature: [Signature]  
City of Bangor

Name: Fred Hicks  
Downtown Development Authority

Signature: [Signature]  
Downtown Development Authority

Absolutely! Here's a **practical, sample list of allowable expenses** for a 0.5 mill cemetery millage in Bangor, MI, strictly aligned with the ballot language: "maintaining and improving roads, structures, and signage located in Arlington Hill Cemetery." I'll organize it into categories with **realistic examples**.

## 1 Roads and Pathways

Expense	Description	Notes
Asphalt paving	Repaving damaged cemetery roads	Prevents erosion, improves vehicle access
Gravel/stone resurfacing	Filling potholes or resurfacing paths	Cheaper alternative to full paving
Drainage improvements	Installing culverts or French drains	Protects roads from water damage
Snow removal / sanding	Winter maintenance	Only for cemetery roads and driveways
Labor & equipment rental	Road repair crews or machinery	Must be specifically for cemetery roads

## 2 Structures

Expense	Description	Notes
Mausoleum maintenance	Roof repair, cleaning, or structural stabilization	Only existing or approved mausoleums
Fencing / gates	Repair or replace perimeter fencing or entrance gates	Enhances security and appearance
Small maintenance buildings	Tool sheds, storage for cemetery equipment	Only structures serving cemetery operations
Benches & memorial structures	Installing or repairing benches or gazebos	Enhances visitor experience, structural improvements only

## 3 Signage

Expense	Description	Notes
Directional signs	Signs indicating sections or plots	Helps visitors navigate cemetery

Expense	Description	Notes
Informational signs	History plaques, rules, or donor recognition signs	Must relate to cemetery operations
Regulatory signs	No-trespassing, safety, or speed limit signs	Safety and compliance purposes
Installation & maintenance	Posts, hardware, painting, lighting for signs	Only for cemetery signage

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## **4 Maintenance & Operational Costs (Directly Tied to Infrastructure)**

Expense	Description	Notes
Asphalt / concrete sealant	Preserves roads and walkways	Prevents early wear
Fence painting / repair materials	Wood, metal, paint, tools	Directly tied to cemetery structures
Sign replacement materials	Vinyl, metal, posts	Only for approved cemetery signs
Cemetery-specific labor	Workers maintaining roads/structures/signage	Salaries for staff or contractors directly working in the cemetery

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### **Key Rules to Follow**

1. **Direct tie to ballot language** – Every expenditure must support **roads, structures, or signage**.
2. **No general fund diversion** – Cannot be used for parks, schools, or other city operations.
3. **Documentation** – Keep invoices and records specifying the cemetery purpose.
4. **Voter transparency** – Projects should align with what voters were told the millage would fund.



Absolutely! Here's a **detailed, comprehensive list of maintenance activities** for Arlington Hill Cemetery that would be **fully compliant** with the stated millage purpose ("maintaining and improving roads, structures, and signage"). I've organized it for clarity into categories.

## 1 Roads & Pathways Maintenance

Activity	Description	Notes
Pothole repair	Filling cracks or holes in cemetery roads	Preserves vehicle/pedestrian safety
Gravel replacement	Adding or leveling gravel on paths	Maintains accessibility and prevents erosion
Asphalt resurfacing	Resurfacing deteriorated roads	Capital improvement; extends life of roads
Drainage maintenance	Clearing ditches, culverts, French drains	Prevents water damage to roads and surrounding structures
Snow removal	Plowing and salting cemetery roads	Safety and access in winter
Roadside mowing/grass trimming	Cutting grass along roads/paths	Keeps roads clear, improves visibility and safety
Signage line-of-sight trimming	Ensures road signs are visible	Directly supports millage purpose

## 2 Structures Maintenance

Activity	Description	Notes
Fence repair/painting	Fixing or painting perimeter fences or gates	Security, aesthetics, compliance
Gate maintenance	Lubricating hinges, replacing locks or hardware	Ensures proper access
Mausoleum/crypt upkeep	Roof repair, structural inspections, cleaning	Preserves historic and functional structures
Small maintenance building upkeep	Repairs, painting, cleaning	For cemetery equipment storage
Bench/gazebo repair	Fixing or replacing benches, small shelters	Visitor use; structural only
Tree/shrub trimming around structures	Only if it protects structures or roads	Safety and preservation

### **3 Signage Maintenance**

Activity	Description	Notes
Directional signs	Installing or repairing signs showing sections, plots, or paths	Supports visitor navigation
Informational signs	Maintenance of rules, history, or donor recognition plaques	Improves visitor experience
Regulatory signs	No-trespassing, speed limits, safety signs	Ensures compliance and safety
Sign installation/painting	Hardware, posts, painting, lighting	Capital or maintenance expense directly tied to signage

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### **4 Grounds Maintenance (Directly Tied to Roads/Structures/Signage)**

Activity	Description	Notes
Lawn mowing & trimming	Only near roads, structures, or signage	Maintains visibility, safety, and access
Weed control along roads/paths	Herbicide or manual removal	Keeps roads safe and accessible
Snow/ice removal from walkways	For cemetery paths	Supports visitor access
Gravel or mulch replenishment near structures	Prevents erosion around buildings/fences	Protects structures and improves safety
Fallen branch/tree removal	Only if affecting roads, structures, or signs	Safety and infrastructure protection

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### **5 Equipment, Labor, & Materials**

Activity	Description	Notes
Contractor labor	Road repair, structure maintenance, mowing	Only cemetery-specific
Equipment rental	Snowplows, mowers, small construction machinery	Only for cemetery use
Materials	Asphalt, gravel, paint, lumber, hardware	Must support roads, structures, or signage
Safety equipment	Cones, barriers, or protective gear	Directly tied to maintenance activities



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☒ **Key Compliance Rules**

1. **Direct connection to ballot purpose:** All activities must support **roads, structures, or signage**.
2. **Cemetery-specific:** Expenses cannot fund other city projects or parks.
3. **Document expenditures:** Keep invoices and records clearly showing which activity each payment supports.
4. **Voter transparency:** All maintenance activities should align with what voters approved in the millage.



**BANGOR, MI**  
**TRAIN CITY USA**  
GATEWAY TO THE LAKE

## **CITY OF BANGOR**

257 W MONROE ST  
 BANGOR, MI 49013  
 269.427.5831

**CITY MANAGER:** JUSTIN WEBER **CLERK:** SHELLY UMBANHOWAR **TREASURER:** STEPHENIE CAGLE

### **PAYROLL AND ADMINISTRATIVE SERVICES AGREEMENT**

This Agreement is made and entered into by and between the **City of Bangor**, a Michigan municipal corporation ("City"), and the **Bangor Housing Commission** ("BHC").

#### **1. Purpose**

The purpose of this Agreement is to outline the terms under which the City will provide payroll and related administrative services for BHC employees.

#### **2. Payroll Processing**

The City shall process **biweekly payroll via direct deposit** for BHC employees in accordance with the City of Bangor's established payroll schedule. As part of payroll processing, the City shall calculate, withhold, and remit all applicable **federal and state payroll taxes**.

The City shall also **process and handle all required end-of-year IRS and State of Michigan payroll reporting**, including but not limited to wage and tax filings required by law.

BHC shall be responsible for **notifying the City Clerk and Treasurer of any changes to employee bank account information** in a timely manner. The City shall not be responsible for payroll delays or errors resulting from untimely or inaccurate banking information provided by BHC.

#### **3. Timesheets**

Employee timesheets must be submitted to the **City Clerk and Treasurer** in accordance with the City of Bangor payroll schedule. Failure to submit timesheets in a timely manner may result in a **delay in payroll processing**, for which the City shall not be held responsible.

#### **4. Reporting**

With each invoice, the City shall provide payroll reports detailing, at a minimum:

- Gross payroll amounts
- Deductions and withholdings
- Employer expenses
- Any information reflecting increases in insurance fees or related costs

The City shall **process and prepare all required end-of-year IRS and State of Michigan employee W-2 forms** and submit them to BHC **prior to the deadlines established by the IRS and the State of Michigan**.

## 5. Insurance

The City currently includes the **BHC Director** on the City's insurance policy. Any changes in insurance rates or coverage affecting BHC shall be reflected in the City's monthly invoice.

## 6. Invoicing and Payment

The City shall **invoice BHC monthly** for payroll processing services, including payroll costs, taxes, deductions, insurance fees, and administrative fees. Payment shall be due within **30 days** of the invoice date unless otherwise agreed in writing.

**If any invoice is not paid when due, the City shall immediately cease processing payroll and related services for BHC until such time as the outstanding invoice is paid in full.** The City shall not be responsible for any payroll delays, penalties, or damages resulting from the suspension of services due to nonpayment.

## 7. Salary and Wage Increases

Any proposed salary or hourly wage increases for BHC employees must be **approved by the BHC Board**, documented in **meeting minutes**, and submitted to the City Clerk and Treasurer prior to implementation. No increases shall be processed without proper documentation.

## 8. HSA Contributions

The City shall annually process **Health Savings Account (HSA) contributions** for eligible BHC employees in the same dollar amount the City funds its own employees for **single and/or family plans**. Annual HSA contribution amounts must be approved by the BHC Board in meeting minutes and submitted to the City Clerk and Treasurer. No annual contributions will be processed without proper documentation.

## 9. Administrative Fee

The City shall charge an **administrative fee equal to \$50.00 per month (\$25.00 per payroll = \$20.00 per payroll base fee and \$2.50 per employee)** for the services outlined in this Agreement.

This administrative fee is **subject to change** if the City receives **court-ordered instructions to withhold monies**, including but not limited to garnishments, levies, or other mandated withholdings. In such cases, the additional administrative fee shall be **determined based on the type(s) of withholding(s)** and associated processing requirements and shall be reflected in the City's invoice.

**If the City elects to utilize a third-party payroll processing company**, the administrative fee, **plus all fees incurred from the payroll processing company**, shall be invoiced to BHC. This includes, but is not limited to, payroll processing charges, tax filing fees, and **any fees associated with year-end processing, including preparation of employee W-2 forms.**



#### **10. Term and Termination**

This Agreement shall become effective on \_\_\_\_\_ and shall remain in effect until terminated by either party with **30 days written notice**.

#### **11. Governing Law**

This Agreement shall be governed by and construed in accordance with the laws of the **State of Michigan**.

**CITY OF BANGOR CITY HALL**

**BANGOR HOUSING COMMISSION**

By: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_