



# BANGOR CITY COUNCIL REGULAR MEETING AGENDA

**Date:** December 16, 2024 **Time:** 7:00 PM  
**Location:** 257 W Monroe St Bangor, MI 49013

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.

### UPCOMING MEETINGS:

- Council** – Jan 6 & 20 @ 7PM
- Parks & Recreation** – Jan 7 @ 4:30PM
- Planning** – Jan 9 @ 7PM
- DDA** – Jan 21 @ 7PM
- Bangor Housing** – Jan 16 @ 6PM (820 Second St)
- EDC** – Done meeting until March 2025
- Cemetery** – Done meeting until April 2025

1. **Call to Order**
2. **Pledge of Allegiance & Roll Call of Council Members**
3. **Approval of Agenda**
4. **Consent Agenda Items** (Roll Call Vote)  
Consent agenda items can be adopted by a simple motion.  
Any consent agenda item may be removed at the request of a Council Member.
  - a. Approval of **Regular Meeting** minutes for **12/02/24**
  - b. Approval of **General Checking Accounts Payable & Payroll** for **12/10/24** for **\$108,199.96**
  - c. Approval of **Roads Checking Accounts Payable** for **12/10/24** for **\$36,756.66**
  - d. Approval of **T&A2 Checking Accounts Payable** for **12/10/24** for **\$1,212.08**
5. **Comments/Concerns from the Audience/Public on any matters on the agenda items 6-8\***  
A limit of three (3) minutes per speaker is in effect.
6. **Other Regular Business** (Resolutions, Proclamations, Reports, and Presentations)
  - a. **Christmas Tree Winner** ..... Mayor Farmer
  - b. **Reports**
    - i) Department Heads
      - Department of Public Works (DPW) REPORT PROVIDED ..... DPW Director Lowder
      - Police Department REPORT PROVIDED ..... Officer
      - Fire Department ..... Fire Chief Babcock
      - Code Enforcement/Zoning ..... Code Enforcement Officer Drake
      - Clerk's Department ..... See Report Provided
      - Treasurer's Department ..... See Report Provided
    - ii) Commission and Boards
      - Planning Commission ..... Councilmember Uplinger
      - **SKIP - Cemetery Committee** DONE MEETING UNTIL APR 2025 ..... N/A
      - **SKIP - Economic Development Corporation (EDC)** DONE MEETING UNTIL MAR 2025 . N/A
      - Downtown Development Authority (DDA) ..... Mayor Pro-Tem Martinez Serratos
      - Bangor Housing Commission (BHC)..... Councilmember Muenzer
7. **Unfinished Business**  
a., b., & c. - All introduced at the 12/02/24 Regular City Council Meeting:
  - a. Adopt Ordinance #296 – Automatic Annual Increases Water Rates ..... Mayor Farmer
  - b. Adopt Ordinance #297 – Automatic Annual Increases Wastewater Rates ..... Mayor Farmer
  - c. Adopt Ordinance #298 – Regular Scheduled Meetings for the Council ..... Mayor Farmer
8. **New Business**
  - a. Simultaneous PC and Board of Review Membership ..... City Attorney Graham
  - b. Adopt Policy 2024-03 Public Comments at Meetings ..... Clerk Umbanhowar
9. **Comments/Concerns from the Audience/Public on any matters not on the agenda items\***  
A limit of three (3) minutes per speaker is in effect.
10. **Councilmember Closing Comments**
11. **Adjournment**

**Agenda items might be added or removed as necessary after publication deadline**

\*The purpose of the public comment periods are for members of the public to inform the council of their views. Traditionally, Council does not respond to comments made at the meeting; however, the Mayor or City Manager may direct staff to follow up with the speaker as appropriate. Public and council comments are not required to be recorded. "Meeting Minutes are a record of what was done, not what was said" - Roberts Rules of Order Newly Revised (RONR)



**CITY OF BANGOR**  
**BANGOR COUNCIL MEETING MINUTES**  
**DECEMBER 2, 2024**  
**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 UPLINGER AND RECITED BY ALL PRESENT**

**ATTENDANCE/ROLL CALL**

Attendee Name	Title	Status	
		Present	Absent
Lynne Farmer	Mayor	<b>X</b>	
Pati Martinez-Serratos	Mayor Pro Tem		<b>X</b>
Heléne Rivers	Councilmember	<b>X</b>	
Jeremy Uplinger	Councilmember	<b>X</b>	
Jerry Muenzer	Councilmember	<b>X</b>	
Amber Garcia	Councilmember		<b>X</b>
Darla McCrumb	Councilmember	<b>X</b>	
<b>QUORUM MET (5 PRESENT, 2 ABSENT)</b>			

**OTHERS PRESENT**

Justin Weber, City Manager  
 Shelly Umbanhowar, Clerk  
 Paul Leonard, Police Officer

Ezekiel Drake, Code Enforcement  
 Steve Lowder, DPW Director  
 Approximately 9 members of the public

3. **APPROVAL OF REGULAR AGENDA**

<b>Motion to accept Regular Meeting Agenda as Presented.</b>	
<b>RESULT:</b>	<b>CARRIED (UNANIMOUS)</b>
<b>MOVER:</b>	Jerry Muenzer, Councilmember
<b>SECONDER:</b>	Jeremy Uplinger, Councilmember

4. **APPROVAL OF CONSENT AGENDA**

a. **Consent Agenda**

<b>Motion to accept Consent Agenda items:</b>	
Regular Meeting Minutes <b>11/18/24</b> , General Checking Accounts Payable & Payroll in the amount of <b>\$96,456.34</b> and T&A Checking Accounts Payable in the amount of <b>\$3,778.00</b> .	
<b>RESULT:</b>	<b>APPROVED (5 YES, 2 ABSENT)</b>
<b>MOVER:</b>	Jerry Muenzer, Councilmember
<b>SECONDER:</b>	Heléne Rivers, Councilmember
<b>AYES:</b>	Rivers, Muenzer, Uplinger, McCrumb, Farmer
<b>ABSENT:</b>	Martinez-Serratos, Garcia

5. OTHER REGULAR BUSINESS

a. Planning Commission Reappointment/Carla Gray 07/01/24-06/30/2027

<b>Motion to accept Planning Commission Reappointment of Carla Gray for term 07/01/24-06/30/2027.</b>	
<b>RESULT:</b>	<b>CARRIED (UNANIMOUS)</b>
<b>MOVER:</b>	Heléne Rivers, Councilmember
<b>SECONDER:</b>	Jerry Muenzer, Councilmember
<b>ABSENT:</b>	Martinez-Serratos, Garcia

a. Planning Commission Reappointment/Kevin Gruetzmacher 07/01/24-06/30/2027

<b>Motion to accept Planning Commission Reappointment of Carla Gray for term 07/01/24-06/30/2027.</b>	
<b>RESULT:</b>	<b>CARRIED (UNANIMOUS)</b>
<b>MOVER:</b>	Jeremy Uplinger, Councilmember
<b>SECONDER:</b>	Darla McCrumb, Councilmember
<b>ABSENT:</b>	Martinez-Serratos, Garcia

6. OPPORTUNITY FOR PUBLIC COMMENT

Public comments heard.

7. UNFINISHED BUSINESS

- a. Accept MRWA Wastewater Rate Study
- b. Accept MRWA Water Rate Study

<b>Motion to accept MRWA Wastewater and Water Rate Study.</b>	
<b>RESULT:</b>	<b>APPROVED (5 YES, 2 ABSENT)</b>
<b>MOVER:</b>	Jerry Muenzer, Councilmember
<b>SECONDER:</b>	Jeremy Uplinger, Councilmember
<b>AYES:</b>	Rivers, Muenzer, Uplinger, McCrumb, Farmer
<b>ABSENT:</b>	Martinez-Serratos, Garcia

8. NEW BUSINESS

a. City Attorney Advice

City Attorney Graham gave his legal opinion regarding defamation and discipline when defamation has been committed against city employees and/or appointed & elected officials. There is a brief explanation regarding the actions the City Council can take and what constitutes defamation. In addition, the definition of malice. An explanation of each is given.

<b>Motion to allow City Attorney Graham the authority to demand a 'Letter of Retraction' when the Attorney confirms defamation has occurred. The retraction must be published in the same form it was originally published. The Attorney will follow up with the City Council any time this action is taken. This would be for city employees and/or appointed &amp; elected officials.</b>	
<b>RESULT:</b>	<b>APPROVED (5 YES, 2 ABSENT)</b>
<b>MOVER:</b>	Heléne Rivers, Councilmember
<b>SECONDER:</b>	Jerry Muenzer, Councilmember
<b>AYES:</b>	Rivers, Muenzer, Uplinger, McCrumb, Farmer
<b>ABSENT:</b>	Martinez-Serratos, Garcia

## b. Add Renee Ward/Sturgis Bank Deposit Bag Pick Up

**Motion to allow Renee Ward access to pick up deposit bags from Sturgis Bank.**

**RESULT: CARRIED (UNANIMOUS)**  
**MOVER:** Jerry Muenzer, Councilmember  
**SECONDER:** Heléne Rivers, Councilmember  
**ABSENT:** Martinez-Serratos, Garcia

## c. Approval of 2025 Meeting Schedule

**Motion to approve the presented 2025 Meeting Schedule.**

**RESULT: CARRIED (UNANIMOUS)**  
**MOVER:** Jerry Muenzer, Councilmember  
**SECONDER:** Heléne Rivers, Councilmember  
**ABSENT:** Martinez-Serratos, Garcia

## d. Ordinance #298 – Regular Scheduled Meetings for the Council

Mayor Farmer introduced Ordinance #298, Regular Scheduled Meetings for the Council. This ordinance amends Ordinance #212.

**Motion to table until the 12/16/24 Regular City Council meeting to adopt.**

**RESULT: CARRIED (UNANIMOUS)**  
**MOVER:** Jerry Muenzer, Councilmember  
**SECONDER:** Darla McCrumb, Councilmember  
**ABSENT:** Martinez-Serratos, Garcia

## e. Bangor Police Officer Wage Analysis

**Motion to approve the presented wage scale presented effective January 1, 2025.**

**RESULT: APPROVED (5 YES, 2 ABSENT)**  
**MOVER:** Jerry Muenzer, Councilmember  
**SECONDER:** Darla McCrumb, Councilmember  
**AYES:** Rivers, Muenzer, Uplinger, McCrumb, Farmer  
**ABSENT:** Martinez-Serratos, Garcia

## f. Sidewalk Plan

**Motion to allow City Manager to post Abonmarche sidewalk RFP for Spring/Summer 2025, \$30K budgeted.**

**RESULT: CARRIED (UNANIMOUS)**  
**MOVER:** Jeremy Uplinger, Councilmember  
**SECONDER:** Heléne Rivers, Councilmember  
**ABSENT:** Martinez-Serratos, Garcia

## g. Seal Coating/Van Buren County Road Commission

**Motion to allow City Manager to contact VB County Road Commission and get on the list for additional seal coating/fog for spring/summer of 2025.**

**RESULT: CARRIED (UNANIMOUS)**  
**MOVER:** Heléne Rivers, Councilmember  
**SECONDER:** Jerry Muenzer, Councilmember  
**ABSENT:** Martinez-Serratos, Garcia



h. Ordinance #296 – Automatic Annual Increases – Water Rates

Mayor Farmer introduced Ordinance #296, Automatic Annual Increases – Water Rates.

<b>Motion to table until the 12/16/24 Regular City Council meeting to adopt.</b>	
<b>RESULT:</b>	<b>CARRIED (UNANIMOUS)</b>
<b>MOVER:</b>	Jerry Muenzer, Councilmember
<b>SECONDER:</b>	Jeremy Uplinger, Councilmember
<b>ABSENT:</b>	Martinez-Serratos, Garcia

i. Ordinance #297 – Automatic Annual Increases – Wastewater Rates

Mayor Farmer introduced Ordinance #296, Automatic Annual Increases – Wasterwater Rates.

<b>Motion to table until the 12/16/24 Regular City Council meeting to adopt.</b>	
<b>RESULT:</b>	<b>CARRIED (UNANIMOUS)</b>
<b>MOVER:</b>	Jerry Muenzer, Councilmember
<b>SECONDER:</b>	Heléne Rivers, Councilmember
<b>ABSENT:</b>	Martinez-Serratos, Garcia

9. OPPORTUNITY FOR PUBLIC COMMENT

Public comments heard.

10. COUNCILMEMBER COMMENTS

Councilmember comments were heard.

11. ADJOURNMENT

<b>Motion to adjourn at 8:34 PM</b>	
<b>RESULTS:</b>	<b>CARRIED (UNANIMOUS)</b>
<b>MOVER:</b>	Jerry Muenzer, Councilmember
<b>SECONDER:</b>	Heléne Rivers, Councilmember
<b>ABSENT:</b>	Martinez-Serratos, Garcia

\_\_\_\_\_  
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, December 2, 2024. These minutes were approved by the City Council on Monday, December 16, 2024, by unanimous vote. The original is on file at the Bangor City Hall, 257 W. Monroe Street, Bangor, Michigan 49013.

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Shelly Umbanhowar, City Clerk



## CITY COUNCIL AGENDA FACT SHEET

**To:** Mayor Farmer, Pro Tem Martinez-Serratos, Councilmember Rivers, McCrumb, Garcia, Muenzer and Uplinger

**CC:** Justin Weber, City Manager

**From:** Shelly Umbanhowar, Clerk

**CC:** Stephenie Cagle, Treasurer

**Subject:** Accounts Payable and Payroll

**Date:** 12/11/24

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### **Recommended Action:**

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

- **Bill List** for 12/10/24 (36 items) in the amount of **\$49,312.29.**
- **ACH/EFT Transactions** (27 items) in the amount of **\$11,109.03.**
- **Payroll** for 12/06/24, BHC, & Nov Council in the amount of **\$47,798.64.**
  - For a **grand total** amount of **\$108,219.96** from the **GCK-2** account.

• <b>TOTAL AMOUNT OF <u>GCK-2</u> BILLS LIST &amp; PAYROLL</b>	<b>\$108,219.96</b>
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**ROADS** - Treasurer recommends City Council approval of the following:

- **Bill List** for 12/10/24 (2 items) in the amount of **\$36,182.95.**
  - For a **grand total** amount of **\$36,182.95** from the **ROADS** account.

• <b>TOTAL AMOUNT OF <u>ROADS</u> BILLS LIST</b>	<b>\$36,182.95</b>
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**T&A2** - Treasurer recommends City Council approval of the following:

- **Bill List** for 12/10/24 (3 items) in the amount of **\$1,212.08.**
  - For a **grand total** amount of **\$1,212.08** from the **T&A2** account.

• <b>TOTAL AMOUNT OF <u>T&amp;A2</u> BILLS LIST</b>	<b>\$1,212.08</b>
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### **Council Action:**

For Action

### **Summary:**

See GCK-2, ROADS, and T&A2 invoice approval lists.

12/10/2024 INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF BANGOR  
 EXP CHECK RUN DATES 12/17/2024 - 12/17/2024  
 UNJOURNALIZED OPEN AND PAID  
 BANK CODE: GCK-2 - CHECK TYPE: PAPER CHECK

Vendor Code	Vendor Name Invoice	Description	Amount
<b>PAPERCHECKS</b>			
ABON	ABONMARCHE 155669	TMF POTHOLING - PROF SVCS THRU 11/30/24	5,000.00
TOTAL FOR: ABONMARCHE			5,000.00
AUTO	AUTO-WARES GROUP 03780207963 03780207970 207360	SALT TRUCK YELLOW PLOW TRUCK VAC TRUCK, BACKHOE, TURCK 8, ORANGE PLOW-MISC WORK	5.18 72.13 390.64
TOTAL FOR: AUTO-WARES GROUP			467.95
BLUE FIRE	BLUE FIRE MEDIA, INC 30726	WEBSITE HOSTING - MONTHLY FEE/DEC 2024	100.00
TOTAL FOR: BLUE FIRE MEDIA, INC			100.00
MISC	CHEEK, ROBERT 12/04/2024	UB refund for account: 3.11700.0	148.70
TOTAL FOR: CHEEK, ROBERT			148.70
CINTAS	CINTAS CORPORATION #301 4213017346 4213876010	DPW UNIFORMS DPW UNIFORMS	53.96 53.96
TOTAL FOR: CINTAS CORPORATION #301			107.92
COMCAST	COMCAST 226554984	BILLING ACTIVITY UP TO AND INCLUDING 11/30/24 CITY HALL PHONE	270.31
TOTAL FOR: COMCAST			270.31
FERGUSON	FERGUSON ENTERPRISES, INC 0213589	STAINLESS STEEL SNAP CLAMP X 6	736.68
TOTAL FOR: FERGUSON ENTERPRISES, INC			736.68
GARMENT	GARMENT DISTRICT INC 22	POLICE OFFICER/TN - UNIFORM CLEANING	111.25
TOTAL FOR: GARMENT DISTRICT INC			111.25

**TOTAL PAGE 1 \$6,942.81**

INVOICE	INVOICE CLOUD, INC.		
	4096-2024_11	NOV 2024 ONLINE BILL PAY FOR UB	467.50
TOTAL FOR: INVOICE CLOUD, INC.			467.50
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KENNEDY	KENNEDY INDUSTRIES, INC.		
	644337	ARLINGTON PUMP STATION - FIELD STATION - WATER	9,250.00
TOTAL FOR: KENNEDY INDUSTRIES, INC.			9,250.00
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LANDERS	LANDERS HARDWARE INC		
	113024	NOV 2024 VARIOUS PURCHASES - DPW, CITY HALL, POLICE	614.04
TOTAL FOR: LANDERS HARDWARE INC			614.04
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MASTER	MASTER METER, INC		
	277790	MLINK VEH READING SOFTWARE SUPPORT - ANNUAL 01/25-12/31/25	2,022.00
TOTAL FOR: MASTER METER, INC			2,022.00
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MISC	MATLON, CHRISTINE		
	12092024	BURIAL REIMBURSEMENT	500.00
TOTAL FOR: MATLON, CHRISTINE			500.00
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MSU	MICHIGAN STATE UNIVERSITY		
	684245	CLERK UMBANHOWAR REGISTRATION FOR GOVERNING B	20.00
TOTAL FOR: MICHIGAN STATE UNIVERSITY			20.00
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MI TOWNSHI	MICHIGAN TOWNSHIP SERVICES ALLEGAN		
	4144	PERMIT FEES NOV 2024 ELECTRICAL	456.30
TOTAL FOR: MICHIGAN TOWNSHIP SERVICES ALLEGAN			456.30
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MIDWAY	MIDWAY ELECTRIC INC.		
	7744	LAB WELL - ELECTRICAL WORK	875.00
TOTAL FOR: MIDWAY ELECTRIC INC.			875.00
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MTA	MTA		
	11444	TREASURER CAGLE 2025 WINTER WORKSHOP - MI MUNICIPAL TREASURERS ASSOCIATION	199.00
TOTAL FOR: MTA			199.00
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PRIMAR	PRI MAR PETROLEUM INC		
	655142	DPW GARAGE GAS - NO LEAD - 11/08/24	653.99
	655353	DPW GAS GARAGE 112124	470.56
	655400	DPW GAS GARAGE #2 DIESEL - 11/21/24	790.16
	655430	DPW GARAGE GAS - 11/22/24 NO LEAD	486.81
	COP-1067	DPW GAS - CREDIT MEMO 11/23/24 COP-1067	(250.90)
TOTAL FOR: PRI MAR PETROLEUM INC			2,150.62
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RELIABLE	REPUBLIC SERVICEWS#646		
	04646-001959747	12/01-12/31/24 DUMPSTER SERVICES	11,668.24
	0646-001958130	DPW CONTAINER PICK UP 12/01-12/31/24	109.00
TOTAL FOR: REPUBLIC SERVICEWS#646			11,777.24
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**TOTAL PAGE 2 \$28,331.70**

GRAHAM	SCOTT GRAHAM PLLC		
	110124	NOV 2024 PROFESSIONAL LEGAL SERVICES RENDERED	9,397.50
TOTAL FOR: SCOTT GRAHAM PLLC			9,397.50
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STAPLES	STAPLES		
	7003180882	TAX FORMS - 1099 NEC, 1099 MISC, W2	112.97
TOTAL FOR: STAPLES			112.97
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TELERAD	TELE-RAD, INC.		
	917077	POLICE VEHICLE - WIRE & CONNECTORS- REPLACEMENT/REPAIR	230.00
TOTAL FOR: TELE-RAD, INC.			230.00
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TRACE	TRACE ANALYTICAL LABORATORIES, INC		
	4110825	WEEKLY FLUORIDE ANALYSIS 11/20/24 - REQ'D EGLE	119.00
	4120035	WEEKLY FLUORIDE ANALYSIS - 11/27/24 REQ'D EGLE	119.00
	4120164	WEEKLY FLUORIDE ANALYSIS 12/04/24 - REQ'D EGLE	119.00
TOTAL FOR: TRACE ANALYTICAL LABORATORIES, INC			357.00
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USPS	UNITED STATES POSTAL SERVICE		
	120524	POSTAGE FOR UTILITY BILLING 3-4 MOS OF MAILINGS	1,600.00
TOTAL FOR: UNITED STATES POSTAL SERVICE			1,600.00
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USBANK	US BANK EQUIPMENT FINANCE		
	543956015	POLICE STATION COPIER LEASE NOV 2024	166.27
TOTAL FOR: US BANK EQUIPMENT FINANCE			166.27
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DEVISSER	WALTER L DEVISSER JR		
	07	NOV 2024 MECHANICAL PERMITS - SIX	2,174.04
TOTAL FOR: WALTER L DEVISSER JR			2,174.04
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<b>TOTAL - ALL PAPERCHECKS</b>	<b>49,312.29</b>
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**EFT/ACH TRANSACTIONS**

COMCAST	COMCAST		
	112424.0022594	WHITE OAK LIFT 12/07-01/06/25	105.80
	112424.0022602	ARLINGTON LIFT INTERNET 12/07-01/06/25	295.90
	112424.0022651	ARLINGTON LIFT INTERNET 12/07-01/06/25	105.80
TOTAL FOR: COMCAST			507.50
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IMP	IMP		
	102924-112624	50909.	225.71
	102924-112624	31706.	69.25
	102924-112624	17106.	50.22
	102924-112624	35704.	63.34
	102924-112624	67701.	45.43
	102924-112624	52838.	26.29
	102924-112624	31705.	45.30
	102924-112624	31707.	640.17
	102924-112624	53203.	1,245.89
	102924-112624	54709.	112.48
	102924-112624	20408.	316.02
	102924-112624	50806.	734.42
	102924-112624	24901.	113.82
	102924-112624	21701.	151.28
	102924-112624	22026.	115.68
	102924-112624	21701.	45.30
	102924-112624	54704.	315.68
	102924-112624	84701.	355.42
	102924-112624	84704.	82.69
	102924-112624	45516.	2,858.58
	102924-112624	84706.	1,074.81
	102924-112624	84707.	45.30
	102924-112624	67108.	87.10
	102924-112624	85705.	1,781.35
TOTAL FOR: IMP			10,601.53

**TOTAL - ALL EFT/ACH TRANSACTIONS 11,109.03**

**PAYROLL**

PAYROLL	PAYROLL		
	12/06/24	BIWEEKLY 11/17-11/30/24	43,902.80
	12/06/24	PAYROLL WAGE CORRECTION - WILLIAMS	181.92
	12/02/24	NOV 2024 COUNCIL PAY	1,130.32
	12/06/24	BHC WINES VACA BUY OUT	2,583.60
TOTAL FOR: PAYROLL			47,798.64

**TOTAL - ALL PAYROLL 47,798.64**

**TOTAL - ALL CATEGORIES 108,219.96**

12/10/2024 INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF BANGOR  
 EXP CHECK RUN DATES 12/17/2024 - 12/17/2024  
 UNJOURNALIZED OPEN AND PAID  
 BANK CODE: ROADS - CHECK TYPE: PAPER CHECK

Vendor Code	Vendor Name Invoice	Description	Amount
DETROIT	DETROIT SALT COMPANY S125-27831	ROCK SALT WINTER 2024/2025	3,426.29
TOTAL FOR: DETROIT SALT COMPANY			3,426.29
VBCORC	VAN BUREN COUNTY ROAD COMMISSION 0071.1.01.1	TRAP ROCK SEALCOAT & FOG SEAL VARIOUS SELECTED LOCAL ROADS - LABOR, EQUIP, MAT, FRINGE & OVERHEAD	32,756.66
TOTAL FOR: VAN BUREN COUNTY ROAD COMMISSION			32,756.66
<b>TOTAL - ALL VENDORS</b>			<b>36,182.95</b>

12/10/2024 INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF BANGOR  
EXP CHECK RUN DATES 12/17/2024 - 12/17/2024  
UNJOURNALIZED OPEN AND PAID  
BANK CODE: T&A2 - CHECK TYPE: PAPER CHECK

<b>Vendor Code</b>	<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>
	PASS THROUGH TAXES	12/10/2024	
		ABB JOINT FIRE BOARD	69.18
		CITY OF BANGOR	782.02
		VAN BUREN COUNTY TREASURER	360.88
TOTAL FOR: PASS THROUGH TAXES 10/29/24			1,212.08
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<b>GRAND TOTAL ALL PASS THROUGH TAXES</b>			<b>1,212.08</b>





# MONTHLY REPORT



**Dec. 2024**

**BANGOR DEPARTMENT  
OF PUBLIC WORKS**



## CEMETERIES

The rate of burials has slowed down but the DPW continues to perform when needed.

A new Standard Operating procedure for burials went into effect for the first burial on 12/10.

## ROADS

-Bangor made the news for its early snowfall totals and DPW was hard at work Salting the roads between snowfalls to prevent dangerous ice beneath fresh snowfalls.

-Snow removal

-Leaf pick-up was ongoing through early Dec.

-Maintenance was performed on the Leaf Vac Truck as well as other equipment at the Shop.



## DECORATIONS

- Christmas Garlands went up downtown
- Winter Banners were placed on downtown light poles.
- The City Christmas Tree was placed next to Roma's Pizza.
- Monroe Park was decorated with Christmas trees.
- The planters along Monroe St. were updated with Christmas decorations.
- Assisted City Hall with bringing Decorations down from upstairs.

## MISC.

- The sewer ponds were drained.
- Regular sewer and water samples were taken.
- Water Shut off's for non payment were on the second week of the month.
- Various Work orders from City Hall



# Bangor Police Department



## City of Bangor Statistics

November 2024

<b>Total Calls, Traffic Stops &amp; Events Nov.</b>	227	<b>Police Calls for Service - NOV</b>	158
YTD Total Calls, Traffic Stops & Events	2,696	YTD Calls for Service	1,776
Animal Issue	5	<b>Traffic Stops &amp; Tickets</b>	
Abandoned vehicles	1		
Arrest for Traffic Violation	2	Traffic Stops	69
Assault	5	Tickets Issued	37
Assist Other Agency	7	Monthly Ticket Percentage Rate	53%
Background Investigation	1		
BOLO	4		
Breaking & Entering	2		
Child abuse	0		
Civil Dispute	0	YTD Traffic Stops	920
CSC	0	YTD Tickets Issued	480
Disorderly	3	YTD Ticket Percentage Rate	52%
False Alarm	12		
Fire Assist	2	Ordinance Tickets	0
Found property	0	Parking violations tickets	0
Fraud	2		
General Assist	26	<b>Department/Officer Training</b>	
Harrassment	2		
Juvenile Trouble	9		
Larceny	2	<b>Lobby Visits</b>	NA
MDOP	1		
Medical Assist	19	<b>Phone Calls</b>	21
Motor assist	1	Revenue from citations	
Name & TX	2		
Noise complaint	0	Vin inspection	1
Ordinance	16	Warrant Arrest	4
Suspicious Situation	17	Welfare Check	5
Trespassing	5		
Vehicle Accidents	2		

**City of Bangor – Shelly Umbanhowar, Clerk**  
**MONTHLY REVIEW**

**MONTH: DECEMBER 2024**

**Clerk’s Office Motto:** Preserving Bangor’s past while promoting its future.

**Clerk’s Office Mission:** The mission of the City Clerk’s Office is to continually expand and improve communications and information delivery to our citizens; to meet the challenges of tomorrow with moral and ethical principles; to manage and preserve the official records of the City; to support the needs and requirements of the City Council; to administer all Elections held in the City; and to provide these services in a manner that is high quality, efficient, fair, and courteous; and maintain excellence in the area of records management and grow into current technology.

**CURRENT ACCOMPLISHMENTS**

- November 2024 Election – complete and record breaking voter turnout for Van Buren County 41,446.
  - UPDATE: Perfect score from the Board of Canvassers – What a relief!
- Attended the first Parks and Recreation Advisory Board meeting on 12/03

**HAPPENING NOW**

- End of Year City Hall/Council Items
- Codification of Current Ordinances and Policies with CivicPlus
- Ongoing - Website/Facebook/Nixle Alerts
- Organization of City Hall documents, policies and procedures
- New IT company switch – install of camera, microphone for livestreaming to YouTube
- Santa Meet and Greet at City Hall on Thursday 12/19 from 4-8PM

**LOOKING AHEAD**

- December 23 – January 3, Vacation to Arizona
- March 2025 MAMC Clerks Institute Year Two
- May 2025 Election

**TRAINING/MEETINGS**

- Saturday 12/14-½ day Workshop at Van Buren County – Governing Essentials, MSU is the host
- Department Head City Hall Weekly Meeting

**NETWORKING**

- Member of MAMC (*Michigan Associate of Municipal Clerks*)
- Van Buren County Clerk’s Group (*In Person and Chat*)
- Civic Roundtable (*Online Forum to assist with Elections*)

**GOALS**

- Graduate from Clerks Institute (*Three (3) Weeks total/Three Year Program*)
- MiPMC accreditation in March 2026
- Educate and reach more residents regarding City Hall services and community events
- Welcome packets for new residents/Assistance packets for existing residents in need
- Increase voter turnout percentage

*\*This is not an exhaustive list of tasks that have been completed, are ongoing or in the future. If there is ever a time that you would like to sit down and talk to me, my office is open. I'm usually at City Hall Monday-Friday 8:30 to 5. Or you can email me at [clerk@bangormi.org](mailto:clerk@bangormi.org)*

# Memo

City of Bangor

**To:** Mayor Farmer  
City Manager Weber  
Mayor Pro-Tem Martinez – Serratos  
Councilmember Uplinger  
Councilmember McCrumb  
Councilmember Rivers  
Councilmember Muenzer  
Councilmember Garcia

**From:** Stephenie Cagle, Treasurer

**cc:** N/A

**Date:** 12/10/2024

**Re:** City Council Meeting 12/16/2024

\*Act 51 funds (MDOT) are received **monthly**  
\*State Revenue Share funds are received **bi-monthly**  
\*Real and Personal Property Taxes are collected **July 1 to February 28**  
\*\*City Operating millage is collected on the **Summer Taxes (beginning July 1)**  
\*\*Road and Cemetery millages are collected on the **Winter Taxes (beginning December 1)**

As of 12/10/2024, the bank balances are:

General Checking Account:	\$	811,628.47
Roads Checking Account:	\$	692,535.08
Trust and Agency (Taxes):	\$	209,936.28
General Savings Account:	\$	7,651.16
MiClass	\$	518,400.18
Total All Accounts	\$	2,240,151.17

### Bank Balances





<b>Fund 203 – Local Roads</b>			
	<i>Projected Revenue:</i>		\$ 160,000.00
	<i>Projected Expenditures</i>		\$ 185,188.00
	<i>YTD Revenues:</i>		\$ 117,328.31
	<i>YTD Expenditures:</i>		\$ 32,914.12
172	Expenses - City Manager	\$ 1,878.68	
446	Expenses - Construction	\$ -	
447	Expenses - Admin. & Engineering	\$ 600.00	
463	Expenses - Routine Maintenance	\$ 30,406.44	
474	Expenses - Traffic Services	\$ -	
478	Expenses - Winter Maint. Fund	\$ 29.00	
<b>Fund 207 - Police Bldg Maint</b>			
	<i>Projected Revenue:</i>		\$ 36,000.00
	<i>Projected Expenditures</i>		\$ 36,000.00
	<i>YTD Revenues:</i>		\$ 21,703.83
	<i>YTD Expenditures:</i>		\$ 8,334.00
<b>Fund 209 – Cemetery</b>			
	<i>Projected Revenue:</i>		\$ 15,000.00
	<i>Projected Expenditures</i>		\$ 15,000.00
	<i>YTD Revenues:</i>		\$ 2,240.32
	<i>YTD Expenditures:</i>		\$ 8,000.00
<b>Fund 264 - MCOLES Training</b>			
	<i>Projected Revenue:</i>		\$ -
	<i>Projected Expenditures</i>		\$ -
	<i>YTD Revenues:</i>		\$ -
	<i>YTD Expenditures:</i>		\$ -
<b>Fund 271 - Library Maint</b>			
	<i>Projected Revenue:</i>		\$ 4,000.00
	<i>Projected Expenditures</i>		\$ 4,000.00
	<i>YTD Revenues:</i>		\$ -
	<i>YTD Expenditures:</i>		\$ 19,005.00
<b>Fund 590 – Sewer</b>			
	<i>Projected Revenue:</i>		\$ 563,000.00
	<i>Projected Expenditures</i>		\$ 545,350.00
	<i>YTD Revenues:</i>		\$ 219,144.32
	<i>YTD Expenditures:</i>		\$ 110,143.10



<b>Fund 591 - Water</b>			
<i>Projected Revenue:</i>			\$ 633,000.00
<i>Projected Expenditures</i>			\$ 395,850.00
<i>YTD Revenues:</i>			\$ 321,581.00
<i>YTD Expenditures:</i>			\$ 172,906.40
<b>Fund 661 – Motor Pool</b>			
<i>Projected Revenue:</i>			\$ 276,000.00
<i>Projected Expenditures</i>			\$ 209,702.00
<i>YTD Revenues:</i>			\$ -
<i>YTD Expenditures:</i>			\$ 147,282.60
<b>Total All Funds</b>			
<i>Projected Revenue:</i>			\$ 3,262,400.00
<i>Projected Expenditures</i>			\$ 3,063,456.00
<i>YTD Revenues:</i>			\$ 1,779,326.14
<i>YTD Expenditures:</i>			\$ 1,198,649.84

# Fund Balances

\*\*\*Fund balances are a combination of cash and assets.

Fund 101 – General			\$	778,255.23
Fund 202 – Major Roads			\$	262,515.72
Fund 203 – Local Roads			\$	78,229.81
Fund 207 - Police Bldg Maintenance			\$	87,051.37
Fund 209 – Cemetery			\$	2,520.04
Fund 264 - MCOLES Police Training			\$	3,000.00
Fund 271 - Library Maintenance			\$	75,481.28
Fund 590 – Sewer			\$	4,454,551.97
Fund 591 - Water			\$	655,740.22
Fund 661 – Motor Pool			\$	90,072.80
Total All Funds			\$	6,487,418.44

➡ A **fund balance** represents the difference between the **assets** (cash, receivables, etc.) and **liabilities** (debts, obligations) in a government fund. The fund balance is crucial because it reflects the financial health of each fund such as the general fund, water fund, or special revenue funds-and determines the city's ability to cover expenses, emergencies, or unforeseen events.

➡ Fund balances are a critical part of managing the city's finances responsibly. They provide flexibility, stability, and security for the City. By understanding the different types of fund balances and their role, the City Council can make better-informed decisions to ensure the city's long-term financial health and ability provide services to residents.



## CITY COUNCIL AGENDA FACT SHEET

**To:** Mayor Farmer, Pro Tem Martinez-Serratos, Councilmember Rivers, McCrumb, Garcia, Muenzer and Uplinger

**CC:** Justin Weber, City Manager

**From:** Shelly Umbanhowar, Clerk

**CC:** Stephenie Cagle, Treasurer

**Subject:** Ordinance #296 – Automatic Annual Increase Water Rates

**Date:** 12/11/24

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### **Council Information:**

This Ordinance was introduced at the 12/02/24 regular council meeting. It can now be adopted at this meeting.

### **Council Action:**

Motion to adopt Ordinance #296, an ordinance to establish automatic annual water rate increases.

**CITY OF BANGOR  
VAN BUREN COUNTY, MICHIGAN  
ORDINANCE NUMBER 296  
AUTHORIZING AUTOMATIC ANNUAL INCREASES  
IN THE RATES CHARGED FOR WATER SERVICE ORDINANCE**

WHEREAS, the Michigan Rural Water Association (MRWA) has notified the Council of the City that regular annual increases in water service rates are necessary in order to meet operating expenses, any and all debt obligations, and capital reserve needs;

WHEREAS, without said increases, water service will not be properly maintained to the customers of the water system without depleting emergency and capital reserve funds; and

WHEREAS, it is deemed by the Council of the City to be in the citizen's best interest following the MRWA's recommendation for small, automatic annual rate increases, therefore the proposed automatic annual rate increase is approved.

**THE CITY OF BANGOR ORDAINS:**

**SECTION 1 INTENT**

The City of Bangor Treasurer is hereby authorized to automatically increase all Water Service Charges once per year, every year, beginning with the fiscal year 2026/2027 (July 1, 2026), by the greater amount of two percent, 2.0% or the "Consumer Price Index for All Urban Consumers for Bangor Michigan. This Automatic Annual Increase shall apply to Water Service Charges, including the base rate, water usage charges, and tap fees for new connections.

**SECTION 2 INCREASE AMOUNT**

The increase shall be by the greater amount of two percent, 2.0% or the "Consumer Price Index for All Urban Consumers. For purpose of this Ordinance. Consumer Price Index for All Urban Consumers." shall mean the average CPI from July to June for the preceding 12 months for the United States consumer price index for all urban consumers as defined and officially reported by the United States Department of Labor, Bureau of Labor Statistics. Unless the Council of the City approves an action to adjust this figure before the Automatic Annual Increase Date

### **SECTION 3 DATES**

On March 1st of every year the City Treasurer shall determine the percent increase based on the directions in Section 2 of this document. The Automatic Annual Increase Date shall be July 1st of each year. All Water Service Charges, as they existed the day prior to the Automatic Annual Increase Date, shall be increased by the percent as determine in Section 2 of this document to generate new Water Service Charges. The new Water Service Charges will apply to all bills rendered on or after the Automatic Annual Increase Date of July 1st, and throughout the ensuing twelve-month period, until June 30th of the next calendar year.

### **SECTION 4 SEVERABILITY**

Any ordinance inconsistent with the terms and provisions of this ordinance is hereby declared void and of no effect.

This Ordinance shall not preclude other future rate adjustments, including emergency measures, as deemed necessary by the City Treasurer, authorized by the City Manager, and approved by the Council of the City.

### **SECTION 6 EVALUATION SCHEDULE**

Water and sewer rate charges shall be evaluated at a minimum of every three (3) years.

### **SECTION 7 EFFECTIVE DATE**

This ordinance shall become effective 10 days after publication.

**SECTION 7 RATE ADJUSTMENT FORMULA**

**EXAMPLE - Formula for annual rate adjustment**

One 3/4" inch meter = 1 MEU (Meter Equivalent Unit)

Monthly Base Rate for 3/4 inch meter (1 MEU) = \$21.50

12-month CPI increase = 1.2

Because the minimum increase is 2% we would use 2 Percent by default.

2% ÷ 100 = .02 (decimal equivalent)

1 + .02 = 1.02 Increase Factor

\$21.50 x 1.02 = \$21.93 (Thus we had an increase of .43 cents)

**EXAMPLE - Calculation**

<b>Current Rate Per 1 (MEU)</b>	<b>Increase Factor</b>	<b>New Rate <u>Per MEU</u></b>
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3/4" = \$21.93	X 1.02	= \$22.37
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<b>Meter Size</b>	<b>MEU Factor</b>	<b>New Rate Per MEU</b>	<b>New Rate</b>
1"	1.78	22.37	= \$39.82
1.5"	4	22.37	= \$89.48
2"	7.11	22.37	= \$159.05
3"	16	22.37	= \$357.92
4"	28.44	22.37	= \$636.20

**EXAMPLE - Cost per unit of water**

Example - \$4.66 per unit of water (1 cubic feet)

<b>Current rate</b>	<b>Increase Factor</b>	<b>New Rate</b>
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\$4.66	X 1.02	= \$4.75
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**Township Water (1.5)**

\$6.99	X 1.02	= \$7.13
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AS IN EACH CUSTOMER, METERED AND UNMETERED IS CHARGED FOR A MINIMUM OF 12 UNITS OF WATER / SEWAGE AT THE CURRENT RATE PER UNIT.

At a regular meeting of the City Council of the City of Bangor held on Monday, December 16<sup>th</sup>, 2024, 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 Councilmember \_\_\_\_\_ moved for adoption of said Ordinance No. 296, and that Councilmember \_\_\_\_\_ 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 Ordinance No. 296 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 December 16<sup>th</sup>, 2024, 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



## CITY COUNCIL AGENDA FACT SHEET

**To:** Mayor Farmer, Pro Tem Martinez-Serratos, Councilmember Rivers, McCrumb, Garcia, Muenzer and Uplinger

**CC:** Justin Weber, City Manager

**From:** Shelly Umbanhowar, Clerk

**CC:** Stephenie Cagle, Treasurer

**Subject:** Ordinance #297 – Automatic Annual Increase Wastewater Rates

**Date:** 12/11/24

---

### **Council Information:**

This Ordinance was introduced at the 12/02/24 regular council meeting. It can now be adopted at this meeting.

### **Council Action:**

Motion to adopt Ordinance #297, an ordinance to establish automatic annual wastewater rate increases.



**CITY OF BANGOR  
VAN BUREN COUNTY, MICHIGAN  
ORDINANCE NUMBER 297  
AUTHORIZING AUTOMATIC ANNUAL INCREASES  
IN THE RATES CHARGED FOR WASTEWATER  
SERVICE ORDINANCE**

WHEREAS, the Michigan Rural Wastewater Association (MRWA) has notified the Council of the City that regular annual increases in wastewater service rates are necessary in order to meet operating expenses, any and all debt obligations, and capital reserve needs;

WHEREAS, without said increases, wastewater service will not be properly maintained to the customers of the wastewater system without depleting emergency and capital reserve funds; and

WHEREAS, it is deemed by the Council of the City to be in the citizen's best interest following the MRWA's recommendation for small, automatic annual rate increases, therefore the proposed automatic annual rate increase is approved.

**THE CITY OF BANGOR ORDAINS:**

**SECTION 1 INTENT**

The City of Bangor Treasurer is hereby authorized to automatically increase all Wastewater Service Charges once per year, every year, beginning with the fiscal year 2026/2027 (July 1, 2026), by the greater amount of two percent, 2.0% or the "Consumer Price Index for All Urban Consumers for Bangor Michigan. This Automatic Annual Increase shall apply to Wastewater Service Charges, including the base rate, wastewater usage charges, and tap fees for new connections.

**SECTION 2 INCREASE AMOUNT**

The increase shall be by the greater amount of two percent, 2.0% or the "Consumer Price Index for All Urban Consumers. For purpose of this Ordinance. Consumer Price Index for All Urban Consumers." shall mean the average CPI from July to June for the preceding 12 months for the United States consumer price index for all urban consumers as defined and officially reported by the United States

Department of Labor, Bureau of Labor Statistics. Unless the Council of the City approves an action to adjust this figure before the Automatic Annual Increase Date

### **SECTION 3 DATES**

On March 1st of every year the City Treasurer shall determine the percent increase based on the directions in Section 2 of this document. The Automatic Annual Increase Date shall be July 1st of each year. All Wastewater Service Charges, as they existed the day prior to the Automatic Annual Increase Date, shall be increased by the percent as determine in Section 2 of this document to generate new Wastewater Service Charges. The new Wastewater Service Charges will apply to all bills rendered on or after the Automatic Annual Increase Date of July 1st, and throughout the ensuing twelve-month period, until June 30th of the next calendar year.

### **SECTION 4 SEVERABILITY**

Any ordinance inconsistent with the terms and provisions of this ordinance is hereby declared void and of no effect.

This Ordinance shall not preclude other future rate adjustments, including emergency measures, as deemed necessary by the City Treasurer, authorized by the City Manager, and approved by the Council of the City.

### **SECTION 6 EVALUATION SCHEDULE**

Wastewater and sewer rate charges shall be evaluated at a minimum of every three (3) years.

### **SECTION 7 EFFECTIVE DATE**

This ordinance shall become effective 10 days after publication.

**SECTION 7 RATE ADJUSTMENT FORMULA**

**EXAMPLE - Formula for annual rate adjustment**

One 3/4" inch meter = 1 MEU (Meter Equivalent Unit)

Monthly Base Rate for 3/4 inch meter (1 MEU) = \$20.00

12-month CPI increase = 1.2

Because the minimum increase is 2% we would use 2 Percent by default.

2% ÷ 100 = .02 (decimal equivalent)

1 + .02 = 1.02 Increase Factor

\$20.00 x 1.02 = \$20.40 (Thus we had an increase of .40 cents)

**EXAMPLE - Calculation**

<b>Current Rate Per 1 (MEU)</b>	<b>Increase Factor</b>	<b>New Rate <u>Per MEU</u></b>
-------------------------------------	----------------------------	------------------------------------

3/4" = \$20.40	X 1.02	= \$20.81
----------------	--------	-----------

<b>Meter Size</b>	<b>MEU Factor</b>	<b>New Rate Per MEU</b>	<b>New Rate</b>
1"	1.67	20.81	= \$34.75
1.5"	3.33	20.81	= \$69.30
2"	5.33	20.81	= \$110.92
3"	10.00	20.81	= \$208.10
4"	16.67	20.81	= \$346.90

**EXAMPLE - Cost per unit of wastewater**

Example - \$6.93 per unit of wastewater (100 cubic feet)

<b>Current rate</b>	<b>Increase Factor</b>	<b>New Rate</b>
---------------------	------------------------	-----------------

\$6.93	X 1.02	= \$7.07
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**Township Wastewater (2.0)**

\$13.86	X 1.02	= \$14.14
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AS IN EACH CUSTOMER, METERED AND UNMETERED IS CHARGED FOR A MINIMUM OF 12 UNITS OF WATER / WASTEWATER AT THE CURRENT RATE PER UNIT.

At a regular meeting of the City Council of the City of Bangor held on Monday, December 16<sup>th</sup>, 2024, 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 Councilmember \_\_\_\_\_ moved for adoption of said Ordinance No. 296, and that Councilmember \_\_\_\_\_ 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 Ordinance No. 296 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 December 16<sup>th</sup>, 2024, 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



## CITY COUNCIL AGENDA FACT SHEET

**To:** Mayor Farmer, Pro Tem Martinez-Serratos, Councilmember Rivers, McCrumb, Garcia, Muenzer and Uplinger

**CC:** Justin Weber, City Manager

**From:** Shelly Umbanhowar, Clerk

**CC:** Stephenie Cagle, Treasurer

**Subject:** Ordinance #298 – Amending Ordinance #212

**Date:** 12/11/24

---

### **Council Information:**

This Ordinance was introduced at the 12/02/24 regular council meeting. It can now be adopted at this meeting.

### **Council Action:**

Motion to accept Ordinance #298, which amends Ordinance #212, an ordinance to establish the time and location of regular city council meetings for the City of Bangor in accordance with the City charter.

**CITY OF BANGOR**  
**VAN BUREN COUNTY, MICHIGAN**  
**ORDINANCE NUMBER 298**  
**REGULAR SCHEDULED MEETINGS FOR THE COUNCIL**

AN ORDINANCE TO AMEND ORDINANCE #212, AN ORDINANCE TO ESTABLISH THE TIME AND LOCATION OF REGULAR CITY COUNCIL MEETINGS FOR THE CITY OF BANGOR IN ACCORDANCE WITH THE CITY CHARTER.

**WHEREAS**, the City of Bangor recognizes the need for transparency, accessibility, and flexibility in conducting public meetings for the benefit of its residents and in compliance with the City Charter; and

**WHEREAS**, Section Chapter VII, Section 7.3 of the City Charter grants the City Council authority to determine the time and location of its regular meetings, provided such changes are made by ordinance and appropriately communicated to the public; and

**WHEREAS**, the City Council desires to amend the time and/or location of its regular meetings to better serve the public interest and ensure effective governance;

**NOW, THEREFORE, BE IT ORDAINED** by the City Council of the City of Bangor, as follows:

**SECTION 1 REGULAR MEETING TIME AND LOCATION**

That the schedule contained in Ordinance #212 shall be amended to read as follows:

**1. Time of Meetings:**

Effective **January 6, 2025**, regular meetings of the City Council shall commence at **7:00 PM**.

- a. Meetings will be held on the first and third Monday's of each month.
- b. When the Monday is a City of Bangor observed holiday, the meeting will be moved to the next day, Tuesday.

**2. Location of Meetings:**

Regular meetings of the City Council shall be held at **City Hall 257 W. Monroe Street Bangor, MI 49013**, unless otherwise specified by resolution or notice as permitted by law.

**SECTION 2 CONFLICTING ORDINANCES**

All ordinances or resolutions or this ordinance repealed, parts thereof in conflict with the provisions of are to the extent of such conflict hereby.

**SECTION 3 EFFECTIVE DATE**

This ordinance shall be effective on the 6<sup>th</sup> day of January 2025.

At a regular meeting of the City Council of the City of Bangor held on Monday, December 16<sup>th</sup>, 2024, 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 Councilmember \_\_\_\_\_ moved for adoption of said Ordinance No. 298, and that Councilmember \_\_\_\_\_ 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 Ordinance No. 298 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 December 16<sup>th</sup>, 2024, 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

# MEMORANDUM

DATE: December 3, 2024

TO: Justin Weber, City Manager

FROM: Daniel Bomzer, P.E

RE: Award of Construction Contract:  
2025 TMF Water Service Line Material Investigation Project

On Thursday, November 21, 2024 the City of Bangor opened bids for the 2025 TMF Water Service Line Material Investigation Project. The project consists of investigating water service locations throughout the City per the Department of Environment, Great Lakes, and Energy (EGLE) Technical, Managerial, and Financial (TMF) Grant guidelines. Inspections include water service potholing at exterior curb stops, inspecting interior water service materials, and potholing at select corporation stop locations as noted in the project documents. The Contractor will be required to upload service material information and photographs into an online geodatabase set up by the engineer.

The bid summary below provides the contract prices for each of the six (6) bids received. The table identifies the Engineer's Estimate, highlights the low bidder, and corrects errors in bid prices, if necessary.

<u>Contractor</u>	<u>Base Bid</u>	<u>Bid Total (w/Alternate #1)</u>
Engineers Estimate	\$375,000.00	\$466,500.00
<b>Harris ConAg LLC*</b>	<b>\$306,700.00</b>	<b>\$456,760.00</b>
Krohn Excavating LLC	\$414,500.00	\$475,500.00
Plummers Environmental Services Inc.	\$421,720.00	\$504,070.00
Abcon LLC	\$447,150.00	\$797,900.00
Dukes Root Control	\$463,250.00	\$554,750.00
Compton Inc.	\$706,000.00	\$782,250.00

\* Offered to lower Alternate #1 unit price down to match TMF Grant amount of \$443,000.00 (not reflected)

After evaluating contractor credentials and bid pricing, Abonmarche concluded that all bidders were well qualified to do the work. Of any awarded contract, \$443,000.00 will be covered by the Technical, Managerial, and Financial (TMF) Grant the City was previously awarded by EGLE. It should be noted that Abonmarche has negotiated with the low bidder, **Harris ConAg LLC**, and reached an agreement for a revised bid of \$443,000.00, matching the grant amount. This negotiation was not considered during the initial evaluation of bids.



Given the bid results, state requirements, and funding allotments, Abonmarche recommends contract award for the bid work to **Harris ConAg LLC** in the amount of **\$443,000.00**. As mentioned previously, the intention is that the entirety of this contract will be covered by the awarded TMF grant, but any unexpected cost overruns will need to be covered by City funds.

Attachments: Bid Tabulation, Harris ConAg LLC Bid Revision



**Bid Tabulation: City of Bangor 2025 TMF Water Service Line Material Investigation Project**

<b>Project:</b>	City of Bangor 2025 TMF Water Service Line Material Investigation Project	<b>EGLE Project No.:</b>		<b>Legend:</b>
<b>Owner:</b>	City of Bangor	<b>ACI Project No.:</b>	24-1650	<b>Low Bidder</b>
<b>Location:</b>	Bangor, MI	<b>Date and Time:</b>	November 21, 2024 @ 10am	<b>Correction</b>

**City of Bangor 2025 TMF Water Service Line Material Investigation Project**

Item	Unit	Estimated Quantity	Engineer's Estimate		Harris ConAg LLC		Krohn Excavating, LLC		Plummers Environmental Services, Inc.		Abcon LLC		Duke's Root Control		Compton, Inc.		
			Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	
1	Mobilization, Max \$10,000	LSUM	1	\$ 10,000.00	\$ 10,000.00	\$ 5,000.00	\$ 5,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	
2	Water Service Investigation, Curb Stop	Ea	610	\$ 500.00	\$ 305,000.00	\$ 410.00	\$ 250,100.00	\$ 550.00	\$ 335,500.00	\$ 564.00	\$ 344,040.00	\$ 515.00	\$ 314,150.00	\$ 625.00	\$ 381,250.00	\$ 900.00	\$ 549,000.00
3	Water Service Investigation, Corporation Stop	Ea	60	\$ 1,000.00	\$ 60,000.00	\$ 860.00	\$ 51,600.00	\$ 1,150.00	\$ 69,000.00	\$ 1,128.00	\$ 67,680.00	\$ 2,050.00	\$ 123,000.00	\$ 1,200.00	\$ 72,000.00	\$ 2,450.00	\$ 147,000.00
<b>TOTAL: City of Bangor 2025 TMF Water Service Line Material Investigation Project</b>				\$ 375,000.00	\$ 375,000.00	\$ 306,700.00	\$ 306,700.00	\$ 414,500.00	\$ 414,500.00	\$ 421,720.00	\$ 421,720.00	\$ 447,150.00	\$ 447,150.00	\$ 463,250.00	\$ 463,250.00	\$ 706,000.00	\$ 706,000.00
<b>Bid Statistics</b>				% of Estimate	100.00%	% of Estimate	81.79%	% of Estimate	110.53%	% of Estimate	112.46%	% of Estimate	119.24%	% of Estimate	123.53%	5% of Estimate	188.27%
				% of Low Bid	122.27%	% of Low Bid	100.00%	% of Low Bid	135.15%	% of Low Bid	137.50%	% of Low Bid	145.79%	% of Low Bid	151.04%	% of Low Bid	230.19%

**Alternate No.1: Water Service Investigation, Internal**

Item	Unit	Estimated Quantity	Engineer's Estimate		Harris ConAg LLC		Krohn Excavating, LLC		Plummers Environmental Services, Inc.		Abcon LLC		Duke's Root Control		Compton, Inc.		
			Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	
1	Water Service Investigation, Internal	Ea	610.00	\$ 150.00	\$ 91,500.00	\$ 246.00	\$ 150,060.00	\$ 100.00	\$ 61,000.00	\$ 135.00	\$ 82,350.00	\$ 575.00	\$ 350,750.00	\$ 150.00	\$ 91,500.00	\$ 125.00	\$ 76,250.00
<b>NET CHANGE TO BASE BID - Alternate No. 1: (Name)</b>				\$ 91,500.00	\$ 91,500.00	\$ 150,060.00	\$ 150,060.00	\$ 61,000.00	\$ 61,000.00	\$ 82,350.00	\$ 82,350.00	\$ 350,750.00	\$ 350,750.00	\$ 91,500.00	\$ 91,500.00	\$ 76,250.00	\$ 76,250.00

Item	Engineer's Estimate		Harris ConAg LLC		Krohn Excavating, LLC		Plummers Environmental Services, Inc.		Abcon LLC		Duke's Root Control		Compton, Inc.	
	Unit Cost	Total	Unit Cost	Total	Unit Cost	Total	Unit Cost	Total	Unit Cost	Total	Unit Cost	Total	Unit Cost	Total
Total: City of Bangor 2025 TMF Water Service Line Material Investigation Project	\$	375,000.00	\$	306,700.00	\$	414,500.00	\$	421,720.00	\$	447,150.00	\$	463,250.00	\$	706,000.00
Alternate No.1: Water Service Investigation, Internal	\$	91,500.00	\$	150,060.00	\$	61,000.00	\$	82,350.00	\$	350,750.00	\$	91,500.00	\$	76,250.00
<b>TOTAL RECOMMENDED PROJECT COST:</b>	\$	<b>466,500.00</b>	\$	<b>456,760.00</b>	\$	<b>475,500.00</b>	\$	<b>504,070.00</b>	\$	<b>797,900.00</b>	\$	<b>554,750.00</b>	\$	<b>782,250.00</b>

REVISIED BID

12/2/24

1	Mobilization, Max. \$10,000	1	LSUM	\$ 5001 <sup>56</sup>	\$ 5,001 <sup>56</sup>
2	Water Service Investigation, Curb Stop	610	Ea	\$ 410 <sup>00</sup>	\$ 250,100 <sup>00</sup>
3	Water Service Investigation, Corporation Stop	60	Ea	\$ 860 <sup>00</sup>	\$ 51,600 <sup>00</sup>
<b>BASE BID TOTAL</b>				\$	306,701 <sup>56</sup>

**Alternate Bid #1**

1	Water Service Investigation, Internal	610	Ea	\$ 223.44	\$ 136,298 <sup>40</sup>
<b>ALTERNATE BID #1 TOTAL</b>				\$	136,298 <sup>40</sup>

B. Bidder acknowledges that:

TOTAL w/ ADM #1 443,000<sup>00</sup>

1. each Bid Unit Price includes an amount considered by Bidder to be adequate to cover Contractor's overhead and profit for each separately identified item, and
2. estimated quantities are not guaranteed and are solely for the purpose of comparison of Bids, and final payment for all Unit Price Work will be based on actual quantities, determined as provided in the Contract Documents.
3. Work quantities and locations are subject to change at the discretion of the owner and the engineer.

**ARTICLE 4—TIME OF COMPLETION**

- 4.01 Bidder agrees that the Work will be substantially complete and will be completed and ready for final payment in accordance with Paragraph 15.06 of the General Conditions on or before the dates or within the number of calendar days indicated in the Agreement.
- 4.02 Bidder accepts the provisions of the Agreement as to liquidated damages.

**ARTICLE 5—BIDDER'S ACKNOWLEDGEMENTS: ACCEPTANCE PERIOD, INSTRUCTIONS, AND RECEIPT OF ADDENDA**

- 5.01 *Bid Acceptance Period*
  - A. This Bid will remain subject to acceptance for 90 days after the Bid opening, or for such longer period of time that Bidder may agree to in writing upon request of Owner.
- 5.02 *Instructions to Bidders*
  - A. Bidder accepts all of the terms and conditions of the Instructions to Bidders, including without limitation those dealing with the disposition of Bid security.
- 5.03 *Receipt of Addenda*
  - A. Bidder hereby acknowledges receipt of the following Addenda:

*Mark Harris*  
 MARK HARRIS, OWNER  
 12/2/24



# CITY COUNCIL AGENDA FACT SHEET

**To:** Mayor Farmer, Pro Tem Martinez-Serratos, Councilmember Rivers, McCrumb, Garcia, Muenzer and Uplinger

**CC:** Justin Weber, City Manager

**From:** Shelly Umbanhowar, Clerk

**CC:** Stephenie Cagle, Treasurer

**Subject:** Clarification of Public Comment Sections on Agenda

**Date:** 12/11/24

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## **Council Information:**

To enhance transparency and streamline public engagement during council meetings, The City Manager and I propose that clearer instructions need to be established for both the Council and the public regarding the two (2) public comment sections on the agenda.

## **Structure and Purpose:**

1. **Public Comment (Before Agenda Items):**
  - **Purpose:** To allow residents to provide input or feedback on agenda items **before they are discussed or decisions are made.**
  - **Benefit:** Ensures that council members have the opportunity to consider public input during deliberations.
2. **Public Comment (General):**
  - **Purpose:** Allows residents to speak on broader topics or raise concerns unrelated to specific agenda items, providing a platform for general feedback and suggestions.
  - **Timing:** Occurs after agenda items have been addressed.

## **Need for Clearer Instructions:**

- **For the Council:**
  - A clear understanding of when public comments are permitted and how they should be addressed during discussions.
  - Guidelines on responding (or not responding) to public comments to maintain meeting flow and decorum.
- **For the Public:**
  - Clear instructions on when to provide input based on the type of comment (agenda-specific or general).
  - A reminder of time limits (if applicable) and meeting decorum rules to ensure all participants have a fair opportunity to speak. Time limit of three (3) minutes per person. No giving time away or splitting time.

## **Time Management for Public Comments:**

To help manage public comment time effectively and ensure adherence to the **three-minute time limit**, a **wall/timer clock** has been ordered. The clock will be placed in a visible location within the meeting room to allow both the public and council members to monitor time during comments. This will ensure fairness and consistency in applying the guideline.

## **Recommended Actions:**

- Update the meeting agenda to include brief descriptions under each public comment section explaining its purpose.
- Provide a simple “Public Comment Guidelines” handout at meetings and post it on the city’s website.
- Review public comment procedures with council members to ensure consistency and clarity during meetings.

These changes, along with the new wall/timer clock, will create a more organized and inclusive process, ensuring both council members and residents understand the structure, purpose, and time limitations of public comment opportunities.

Thank you for considering these recommendations. Please let me know if further discussion or adjustments are needed.

## **Council Action:**

Review the changes on the agenda, items 5 and 9. I have also provided a Robert’s Rules of Order Handout that goes over Public Comments.

# CITY OF BANGOR

## VAN BUREN COUNTY, MICHIGAN

### POLICY 2024-03

#### PUBLIC COMMENTS AT MEETINGS POLICY

<b>Policy Number:</b> 2024-03	<b>Revision Date:</b>
<b>Date Adopted:</b>	
<b>Department:</b> Public Meetings	

#### SECTION 1 PURPOSE

The City of Bangor welcomes and encourages comments from members of the public who attend City meetings. Pursuant to the requirements of the Open Meetings Act, a person is permitted to make a public comment during a meeting under rules established and recorded by the City. This policy applies to meetings of the City Council, Planning Commission, Zoning Board of Appeals, and all public bodies created by the City Charter or City Council.

#### SECTION 2 PUBLIC COMMENT PERIOD; MEETING AGENDAS

1. If an agenda is available, the City will have copies of the agenda available for the public who attend the meeting. The agenda will indicate the designated time(s) for the public to provide comments. Generally, the City Council will include two public comment periods during each meeting. These rules apply to the public comment period in any regular or special meeting or the any portion of a public hearing where public comment is required or designated ("Public Comment").
2. Members of the public have no right to address the Council or make comments outside of the Public Comment. At any time, the Council, in its discretion, may accept comments from the public. However, outside of the Public Comment time, the Council is under no obligation to hear comments from the public during a meeting.
3. Members of the public may request that an item be placed on the City Council agenda by contacting City Hall or by raising the item during Public Comment. The City Manager has sole discretion to determine the content of each meeting agenda and is not obligated to add any item to the agenda.

## **SECTION 3 RULES OF PUBLIC COMMENT**

The City adopts the following procedures to receive Public Comments at City meetings:

1. When the City meeting reaches a designated time for Public Comments, the Mayor (or other person who is chair of the meeting) will invite attendees to make Public Comments.
2. The Mayor (or meeting chairperson) will ask persons wishing to speak to raise their hands to be recognized by the Mayor. The Mayor will recognize one person to speak at a time, and each speaker must provide his or her name and address. No person in attendance may make a comment without being recognized.
3. Public Comments must be addressed to the Council, not to other members of the audience.
4. Public Comments shall be limited to three (3) minutes. Each speaker is only entitled to one (1) three-minute time during each Public Comment period and may not split the time or “give” the time to another speaker. However, if a public hearing is held during a meeting, then a person may speak during at the designated time during the public hearing and also at each of the Public Comment periods of the meeting.
5. In lieu of speaking, a person may submit any written comments to the City Clerk. Written materials submitted to the City are considered public documents.
6. The City encourages free and complete public dialogue on City issues within the bounds of civil discourse. Speakers may not breach the peace of the meeting.
7. If a speaker includes specific questions to the Council in his or her Public Comments, the Council has no obligation to respond.
8. Groups are encouraged to designate one or more individuals to speak on their behalf to avoid cumulative comments. However, there is no requirement to make this designation.
9. Members of the public should not expect the minutes to include verbatim transcripts or details of any individual comment.
10. Members of the public are also encouraged to contact the City Manager’s office or any City Department during regular business hours to ask questions, raise concerns, and request information about City matters.

## **SECTION 4 RECORDING OF RULES**

These rules will be recorded in the minutes and kept on file with the City Clerk.

## PUBLIC COMMENT

### REMEMBER:

- THIS IS AN OPPORTUNITY FOR MEMBERS OF THE PUBLIC TO INFORM THE GOVERNING BODY ABOUT THEIR VIEWS.
- THE MEETING ITSELF BELONGS TO THE GOVERNING BODY.
- THE PUBLIC DOES NOT PARTICIPATE IN THE DECISION-MAKING. INSTEAD, IT PROVIDES INPUT TO THE GOVERNING BODY, WHICH TAKES THE INPUT INTO CONSIDERATION IN MAKING ITS DECISIONS.

### TIME CONSIDERATIONS

- Establish specific periods for public comment during your meetings, in a way that is consistent with your community's expectations and customs.
- Set a length of time by which each period will conclude, unless the council votes to extend it.
- Set a time limit for each individual to speak.
- Speakers may not give their time to other people.

### WRITTEN GUIDELINES

- Provide printed copies of the guidelines and expectations.
- Review the guidelines at the beginning of each comment period if necessary, and explain that this is the time for citizens and residents to express their views in order to inform the council. Explain that the council will not engage in dialogue with the public during this time.
- The council has the right to set limits on what subjects may be addressed, how long public comment will be, and how many times people may speak. All such limits must be viewpoint neutral: they must not favor one point of view over another.

### DURING PUBLIC COMMENT

- **REQUIRE ALL SPEAKERS TO ADDRESS THEIR REMARKS TO THE CHAIR.**
- **REQUIRE ALL SPEAKERS TO ADHERE TO THE TIME LIMITS.**
- **THE CHAIR SHOULD THANK EACH SPEAKER, WHETHER POSITIVE OR NEGATIVE.**
- **IN GENERAL, IT IS BEST NOT TO RESPOND AT ALL TO PUBLIC COMMENT. HOWEVER, THE CHAIR MAY PROVIDE BRIEF FACTUAL INFORMATION, IF APPROPRIATE.**
- **THE CHAIR MUST NOT UNDER ANY CIRCUMSTANCES ENTER INTO BACK-AND-FORTH EXCHANGES WITH THE PUBLIC.**
- **COUNCILMEMBERS REFRAIN FROM SPEAKING DURING THIS PORTION OF THE MEETING.**
- **HAVE STAFF READY TO NOTE INPUT OR QUESTIONS FROM THE PUBLIC AND TO PROVIDE RESPONSES AT A LATER DATE.**

### BEHAVIORAL EXPECTATIONS

- Model courtesy and respect and encourage members of the public to do the same.
- The public has the right to make critical and harsh remarks.
- Members of the public **do not** have the right to disrupt the meeting.
- The council may prohibit demonstrations (*booing, hissing, clapping*).