

City of Bangor
Downtown Development Authority
Bangor City Hall
257 W. Monroe Street, Bangor, MI 49013

Regular Meeting
Minutes, August 15, 2023
7:00 PM

1. **Call to Order:** Meeting called to order by Vice Chairman, Fred Hicks, at 7:04 PM
2. **Pledge of Allegiance:** Recited by all.
3. **Roll Call:**

PRESENT: Vice Chairman Fred Hicks, William Murphy, Jose Villalobos, Heather Scruggs, Dan Farmer, Don Martin, and Mayor Farmer.

ABSENT: Pati Martinez-Serratos. City Treasurer Cagle.

ALSO PRESENT: Rebecca Harvey, Director.
4. **Approval of Agenda:**

Moved by Murphy, second by Mayor Farmer to approve the agenda with addition to New Business: A) Appointment of Chairman to DDA, and B) Appointment of Vice Chairman to DDA. Motion carried unanimously.
5. **Approval of Minutes:**

Moved by Mayor Farmer, second by Murphy to approve Regular Meeting Minutes with date correction to July **18**, 2023. (not July **19**, 2023 as presented). Motion carried unanimously.
6. **Treasurer's Report:**
 - a. 2023-2024 DDA Budget (as revised/ approved in July). Director Harvey noted that this is correct and accurate as presented. Moved by Mayor Farmer, second by Scruggs to accept this Budget: Roll Call - AYES - Murphy, Hicks, Villalobos, Scruggs, Martin, Farmer, Mayor Farmer. NAYS - none. Motion carried.
 - b. Payment of Bills: Moved by Moved by Mayor Farmer, second by Hicks, to pay bills as presented: \$26,982.95. Roll Call: AYES - Murphy, Hicks, Villalobos, Scruggs, Martin, Farmer, Mayor Farmer. NAYS - none. Motion carried.
 - c. Financial Report: this is presented as the same information as the 2023-2024 DDA Budget. Director Harvey has noted that this is correct and accurate as presented. Moved by Murphy, second by Mayor Farmer to accept as presented. Roll Call - AYES - Murphy, Hicks, Villalobos, Scruggs, Martin, Farmer, Mayor Farmer. NAYS - none. Motion carried.
 - d. Budget Amendments: None.
7. **Unfinished Business:**
 - a. DDA Audit
 - Status of 2021-2022 FY DDA Audit - confirmation of carry-over (Cagle) - Mayor Farmer said Audit is complete; information should be available next week.

- Status of 2022-2023 FY DDA Audit - confirmation of carry-over (Cagle) - Mayor Farmer reported this Audi is still to come.

- b. DDA Auditor - contract proposals (Harvey) - RFP has been developed. It will be for FY 2023-2024, with replies sent to City Clerk Umbanhowar. Timeline for RFP is 30 days.
- c. Crosswalk Safety Signs - tabled from 6.20.23 meeting (Fire Chief). Chief Babcock is not present. Mayor Farmer will contact the Chief. Moved by Mayor Farmer, second by Scruggs to table action to September meeting. Motion carried.
- d. DDA Webpage Update:
 - Blue Fire Media Agreement: Treasurer Cagle is to provide a copy of the agreement to DDA, for DDA files.
 - Content Development Schedule. Agreement will show this information.
- e. 2023-2024 DDA Work Plan: Strategic Plan Projects.
 - Review Draft. Attachment provided by Director Harvey in August email.
 - Hold for Budget Approval. "Carry-Over" amounts from previous FY's need to be confirmed.

8. New Business:

- a) Appointment of Chairman (Resignation received from previous chairman Danny Fry). Moved by Farmer, second by Murphy to nominate and elect Fred Hicks as DDA Chairman. Motion carried unanimously.
- b) Appointment of Vice Chair. (Previously held by Fred Hicks). Moved by Mayor Farmer, second by Scruggs to nominate and elect William Murphy as DDA Vice Chairman. Motion carried unanimously.

9. Opportunity for Public Comment - None.

10. Director/ City Manager Comments - None.

11. Board Comments -

- Scruggs recommended DDA consider joining the South Haven Chamber of Commerce. She will investigate benefits and annual fee, and report at September meeting.
- Villalobos requested that City Hall confirm if they will pay for snow plowing. He stated that he will have a contract ready for DDA consideration regarding the DDA parking lot maintenance and upkeep.
- Farmer noted that the DDA board needs a new member - must be a business owner. (- to replace Danny Fry).

12. Adjournment - Moved by Mayor Farmer, second by Scruggs to adjourn at 7:46 PM.

Respectfully Submitted,
Dan Farmer, Secretary

