

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

Regular Meeting  
June 20, 2023  
7:00 PM

1. **Call to Order:** Meeting called to order by Chairman Fry at 7:00 PM.
2. **Pledge of Allegiance:** Recited by all present.
3. **Roll Call:**

PRESENT: Chairman Dan Fry, Don Martin, Patricia Martinez-Serratos, William Murphy, Heather Scruggs, Jose Villalobos

ABSENT: Dan Farmer, Mayor Lynn Farmer, Fred Hicks

ALSO PRESENT: Rebecca Harvey, Director, Stephenie Cagle, Treasurer

4. **Approval of Agenda:** The agenda was modified to add New Business Item c. – Fire Chief – Fireworks Donation and Item d. – Crosswalk Safety Signs. Moved by Murphy, seconded by Martinez-Serratos to approve the agenda as amended. Motion carried unanimously.
5. **Approval of Minutes** - Regular Meeting May 16, 2023. Moved by Murphy, seconded by Martinez-Serratos, to approve the minutes as presented. Motion carried unanimously.

6. **Treasurer's Report:**

a. Payment of Bills, June 2023. Treasurer Cagle referenced the List of June Bills, noting the seven bills listed for payment totaling \$13,499.24. She presented two additional invoices received: \$2800 – Villalobos Landscaping (approved in May) and \$639.87 – City of Bangor (downtown plants/postage).

Moved by Martinez-Serratos, seconded by Scruggs to pay (nine) bills totaling \$16,939.11. Roll Call: Ayes – Chairman Fry, Martin, Martinez-Serratos, Murphy, Scruggs. Nays - none. Motion carried unanimously.

*(Villalobos entered the meeting)*

b. Financial Report, April 2023. Treasurer Cagle noted the three errors identified by the Board at the May meeting have been corrected and the April 2023 Financial Report has been reissued. Accepted as presented.

Financial Report, May 2023. Accepted as presented.

c. Budget Amendments. To pay \$4699.35 to Midway Electric for downtown streetlight repairs/maintenance: MOVE \$3085.13 remaining in #304 (after payment of \$2800 +

\$614.87 for downtown planters) to #307 and MOVE \$656.19 from #312 to #307 for balance of \$4699.35. To pay \$150 May/June Treasurer payment: MOVE \$300.00 from #312 to #303 for balance of \$150. Moved by Murphy, seconded by Scruggs to approve the proposed budget amendments. Roll Call: Ayes – Chairman Fry, Martin, Martinez-Serratos, Murphy, Scruggs. Nays - none. Motion carried unanimously.

## 7. New Business:

- a. Request for Partial Payment – Bronner’s Commercial Display. Farmer presented an invoice from *Bronner’s Commercial Display* in May for Board action in June. The City purchased a new 18 foot artificial Christmas tree and a 3 foot tree top star (for the vacant lot west of Roma Pizza) for an invoice total of \$8853.92. The City requests DDA consideration of a cost-share of the purchase. The DDA portion would be \$4,426.96.

Board members expressed concern that the DDA budget could not cover this expense at this time and that typically such a purchase would be an expense that would be budgeted. Moved by Martinez-Serratos, seconded by Murphy, that the request be postponed to the July meeting for discussion by the full Board. Motion carried unanimously.

- b. 2023-2024 DDA Budget (FY 7/1/23 - 6/30/24).

Budget Committee Report. The draft 2023-2024 DDA Budget was presented. Treasurer Cagle offered the following clarifications: 1) Summer Tax Revenue - \$130,051.33; 2) Winter Tax Revenue - \$51,883.62; 3) Total Revenue Estimate - \$227,184.95 (cannot be confirmed without Audit); 4) Amortization Schedule for parking lot loan (Sturgis Bank) provided.

Approve Budget. The Board expressed support for the concepts presented in the draft budget, noting the following: 1) change #202 to Public Safety; 2) has bike patrol been discontinued? 3) is the City picking up the cost of snow removal downtown (#305)? 4) should funds be budgeted for #502 (Apple Fest)?

Moved by Murphy, seconded by Villalobos, to request the Budget Committee work with the Treasurer and City Manager to respond to the questions raised and complete the budget line items for presentation and action at the July meeting. Motion carried unanimously.

- c. Fire Chief – Fireworks Donation. The Fire Chief requested \$1000 donation from the DDA for the upcoming 4<sup>th</sup> of July fireworks display. He noted that the DDA previously provided an annual donation of \$1000 for fireworks but that the donation was not needed the last several years due to support from several area businesses.

Moved by Murphy, seconded by Martin, to approve the donation of \$1000 to the Fire Department for fireworks, to be paid on July 1, 2023 and reflected in the 2023-2024 DDA budget. Roll Call: Ayes – Chairman Fry, Martin, Martinez-Serratos, Murphy, Scruggs. Nays - none. Motion carried unanimously.

- d. Crosswalk Safety Signs. The Fire Chief noted concern with the lack of visibility of four major crosswalks in the community and shared the results of research done on the use of crosswalk signs, namely sign design specs, ideal locations, MDOT standards and costs. He requested DDA support/funding of four crosswalk signs. Moved by Murphy,

seconded by Scruggs, to postpone action on the request to the July meeting to: 1) allow discussion of the matter by the full Board; 2) allow the Fire Chief to provide cut sheets and cost details on the suggested signage; and 3) request the Budget Committee to consider adding this request to the 2023-2024 budget under #202 – Public Safety.

**8. Unfinished Business:**

a. DDA Audit.

Status of 2021-2022 DDA Audit. Treasurer Cagle reported that there still is no word from the auditor on the DDA (or City) audit for 2021-2022.

2022-2023 DDA Audit. In response to questions, Treasurer Cagle advised that the auditor currently in use by the DDA/City is a good company but is behind schedule due to staffing. Given the lateness of the DDA audits for the last 2 years and the lack of communication by the auditor regarding the status of the audits, Board members expressed interest in looking into other options for the upcoming year. Director Harvey was requested to place the matter of DDA Auditor on the July meeting agenda under New Business for discussion by the full Board.

b. Review Draft Annual Calendar/ 2022-2023 FY Report. Postponed to the July meeting for discussion by the full Board.

c. Review Draft 2023-2024 DDA Work Plan. Postponed to the July meeting for discussion by the full Board and with knowledge of the approved 2023-2024 DDA budget.

d. DDA Webpage Update.

Blue Fire Media Proposal. The City approved the proposal for the development of the City webpage, to include a “tab” for the DDA content and information. There was lengthy discussion regarding the cost associated with the DDA ‘tab’ and the next steps regarding DDA content development. Murphy agreed to investigate and confirm.

Genesis Web Design. Director Harvey advised that the DDA has received an invoice/request by Genesis Web Design for the its website domain name renewal. Moved by Murphy, seconded by Martinez-Serratos to direct Director Harvey to advise Genesis Web Design that the DDA declines renewal of the domain name given the recent approval of the Blue Fire Media proposal. Motion carried unanimously.

**9. Opportunity for Public Comment - none.**

**10. Director/ City Manager Comments - none**

**11. Board Comments - none**

**12. Adjournment** – There being no further business to come before the Board, the meeting adjourned at 8:40 PM.