

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

1. **Call to Order:** Meeting called to order by Chairman Danny Fry at 7:12 PM.
2. **Pledge of Allegiance:** Recited by all present.
3. **Roll Call:** PRESENT: Chairman Fry, Board Member Pati Martinez-Serratos, Vice Chair Fred Hicks, Board Member Jose Villalobos, Board Member Dan Farmer, Board Member Heather Scruggs, Board Member William Murphy, Director Rebecca Harvey, ABSENT: Board Member Don Martin, Mayor Farmer, City Treasurer Stephanie Cagle, City Manager Tommy Simpson.
4. **Approval of Agenda:** Moved by William Murphy, second by Fred Hicks to approve the Agenda as presented. Motion carried.
5. **Approval of Minutes** - Regular Meeting April 18, 2023. Moved by Fred Hicks, second by Pati Martinez-Serratos, to approve minutes as presented. Motion carried.
6. **Treasurer's Report:**
 - a. 2021 -2022 FY DDA Audit - confirmation of carry over. No report yet from auditor.
 - b. Payment of Bills , May 2023. Moved by Fred Hicks, second by Danny Fry to pay bills totaling \$10,061.91. Roll Call: Ayes - Pati Martinez-Serratos, Fred Hicks, Chairman Fry, Jose Villalobos, Dan Farmer, William Murphy, Heather Scruggs. Nays - none. Motion carried.
 - c. Financial Report, April 2023 - Director Harvey noted 3 issues that appear to be in error. She will contact City Treasurer Stephanie Cagle to resolve the errors, and request that this report be re-issued. (See attached email). Moved by Fred Hicks, second by William Murphy to table approval of this report until the new report is issued. Motion carried.
 - d. Budget Amendments - none.
7. **New Business:**
 - a. Review Draft Annual Calendar/ 2022-2023 FY Report. (attachment provided by Director Harvey).
 - b. Review Draft 2023-2024 DDA Work Plan. The Board will need to approve this Development Plan at a later date.
 - c. 2023-2024 DDA Budget (FY 7/1/23 - 6/30/24) -
 - Schedule 2022-2023 FY DDA Audit. Much discussion on this. Director Harvey will contact City Manager and City Treasurer to press for Audit completion for DDA. Otherwise she will contact Auditor directly for information, and possible presentation to DDA in June meeting. (see email attached.)

- Appoint Budget Committee: Jose Villalobos and Dan Farmer
- Budget Due - June 30, 2023

8. Unfinished Business:

- a. DDA Webpage Update, *Blue Fire Media Proposal*. The City is reviewing a proposal for the City. The plan will be for a “tab” to be on the city webpage for the DDA content and information. Once the city has completed their review, they will make a proposal to the DDA for cost(s) related to the DDA.

9. Opportunity for Public Comment - none.

10. Director/ City Manager Comments -

- Updated DDA Board Roster. Heather Scruggs has been confirmed as a board member ‘with an ownership or business interest in property in the district’ set forth in the Act which includes employees of businesses located within the district. William Murphy has been corrected as a ‘Member at large’ status. (see attached).
- Updated bill review schedule. (provided by Director Harvey).
- Future board packets will be sent electronically to all board members. (this is a change from previous board action, requesting hard copies be delivered to board homes.)

11. Board Comments -

- Dan Farmer presented an invoice from *Bronners Commercial Display*, to Director Harvey. The invoice is to be submitted in the board packet in the June meeting for approval. (This invoice is for a new 18 foot artificial Christmas, and a 3 foot tree top Star.) The city has already paid the invoice; and they are asking if the DDA would consider sharing in 1/2 of the cost. Invoice total: \$8,853.92. DDA portion would be \$4,426.96. This is the tree that goes in the vacant lot west of Roma Pizza.
- Jose Villalobos is asking for approval of funding for purchase of plants and labor, for downtown planters. Schedule work is tomorrow, May17th. Motion by Fred Hicks, second by William Murphy to approve this expense, not to exceed \$3000.00. (This is considered an *exceptional* approval, and should not be standard procedure. In the future, this work needs to be planned for payment approval in April.) Roll Call: Ayes - Board members Fry, Hicks, Martinez-Serratos, Farmer, Scruggs, Murphy. Nays - None. Abstain - Jose Villalobos.

12. Adjournment - Motion by Fred Hicks, second by William Murphy to adjourn at 8:38 PM.