

City of Bangor
Downtown Development Authority
Bangor City Hall
257 W. Monroe Street, Bangor, MI 49013
Regular Meeting
Minutes, October 17, 2023
7:00 P.M.

- I. **Call to Order:** Meeting called to order by Vice-Chairman William Murphy at 7:00 PM.
- II. **Pledge of Allegiance:** Recited by all present.
- III. **Roll Call:**

PRESENT: Vice Chairman William Murphy, Board Members: Jose Villalobos, Heather Scruggs, Pati Martinez-Serratos, Don Martin, Dan Farmer, Mayor Lynne Farmer.

ABSENT: Chairman Fred Hicks.

ALSO PRESENT: City Treasurer Stephanie Cagle, Executive Director Becky Harvey, and Interim City Manger Justin Weber.
- IV. **Approval of Agenda:**

Moved by Mayor Farmer, Second by Board Member Scruggs to approve the agenda as presented. Motion carried.
- V. **Approval of Minutes:**

Moved by Mayor Farmer, Second by Board Member Scruggs to approved the Regular Meeting Minutes from September 19, 2023. Motion carried.
- VI. **Treasurer's Report:**
 - a. Payment of Bills: Moved by Board Member Villalobos, second by Vice-Chairman Murphy to approve payment of bills - with the exception of "MML Liability & Property Insurance" for \$9,235.60. Total Bill payment: \$ 15,753.70. Roll Call: AYES: Murphy, Villalobos, Scruggs, Martinez-Serratos, Martin, Farmer, and Mayor Farmer. NAYS: none, Motion Carried. (Note: Ex.Director Harvey will investigate other insurance carriers to confirm cost competitiveness of current carrier. Report will be presented to Board for review and action at the November Regular Meeting).
 - b. Financial Report: accepted by Board as presented,
 - c. Budget Amendments - none.
 - d. Account Signatories -

Moved by Mayor Farmer, second by Board Member Scruggs to remove Thad Earl from Sturgis Bank signatory authorization. Roll Call: Murphy, Martinez-Serratos, Villalobos, Scruggs, Martin, Farmer, Mayor Farmer.

Moved by Mayor Farmer, second by Board Member Scruggs to remove Dan Farmer from Sturgis Bank signatory authorization. Roll Call: Murphy, Martinez-Serratos, Villalobos, Scruggs, Martin, Farmer, Mayor Farmer.

e. DDA Audit:

Status of 2022-2023 FY DDA Audit: Letter of engagement as been presented by current auditor, Yeo & Yeo. However, Ex. Director Harvey will have quotes from other auditing firms for review by the board at the November Regular Meeting.

VII. New Business:

South Haven Chamber of Commerce Membership, presentation by director, Kathy Wagaman. Membership cost is \$125.00/year. No action taken by the board at this time.

VIII. Unfinished Business:

a. City Snow Plow Agreement Proposal (Weber): Concept for purchase of a Kubota Skid-Steer was presented. Moved by Scruggs, second by Mayor Farmer for the DDA to pay approximately \$14,400.00/ annual (plus taxes, warranty, etc) for 4 years - subject to acceptance and approval by DDA of a written agreement, with all relevant details, to be presented by Weber at the DDA Regular Meeting in November. AYES: all present. NAYS: none. Motion carried.

b. DDA Webpage Update (Weber): Weber will have representative from Blue Fire Media come to the DDA November Regular meeting, to clarify DDA Content Development, Time Schedule, Agreement, Cost, relation to Bangor City webpage, etc.

c. DDA Auditor - RFP Update (Harvey) - Becky will have more information, and quotes from other potential audit firms, at the DDA Regular meeting in November.

IX. Opportunity for Public Comment - Mark Hill, co-owner of Landers Hardware, expressed a desire to become a member of the DDA.

X. Director/ City Manager Comments

a. Status of New DDA Member Appointment: Justin Weber will present Mark Hill to the City Council for approval to the DDA, at the next City Council meeting.

b. Updated Bill Review Schedule - see information as presented by Harvey.

c. Updated Banner/ Garland Replacement Program - see information presented by Harvey.

XI. Board Comments:

Justin Weber clarified that the City of Bangor does have a healthy fund balance.

XII. Adjournment:

Moved by Mayor Farmer, second by Martinez-Serratos to adjourn at 8:51PM.

Respectfully Submitted.
Dan Farmer, Secretary