

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

Regular Meeting
Minutes, July 19, 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 present.
3. **Roll Call:**
PRESENT: Vice Chairman Fred Hicks, William Murphy, Heather Scruggs, Jose Villalobos, Pati Martinez - Serratos, Dan Farmer, Mayor Lynne Farmer.

ABSENT: Chairman Danny Fry, Don Margin.

ALSO PRESENT: Rebecca Harvey, Director; Stephanie Cagle, Treasurer.
4. **Approval of Agenda:** Moved by Mayor Farmer, Second by Scruggs to approve the agenda as presented. Motion carried unanimously.
5. **Approval of Minutes** - Regular Meeting June 20, 2023. Moved by Murphy, Second by Villalobos to approve minutes as presented. Motion carried unanimously,
6. **Treasurer's Report:**
 - a. Payment of Bills - July 2023 - Moved by Murphy, Second by Scruggs to approve payment of bills as presented, with additional \$1000.00 for Fireworks to City Fire Hall. Total bills: \$9,815.53. Roll Call - AYES - Farmer, Murphy, Villalobos, Vice Chairman Hicks, Scruggs, Martinez-Serratos, Mayor Farmer, NAYS - none. Motion carried.
 - b. Financial Report - June 2023 - Director Harvey noted we spent approximately \$35,000.00 less than budgeted. Moved by Mayor Farmer, seconded by Murphy to accept the report as presented with modification to include notation of invoices from Villalobos Landscaping for planting of downtown planters, and purchase of plants for the downtown planters.
 - c. Budget Amendments - none.

7. **New Business:**

a. 2023-2024 DDA Budget (FY 7.01.23 - 6.30.24)

Revised Budget Committee Report - per 6.30.23 review;

- * Act No. 101 - Summer Taxes have been added, per report from Cagle
- * Act No. 102 - Winter Taxes have been added, per report from Cagle.
- * Act No. 202 - Title has been revised to "Public Safety". - \$10,000.00 remains
- * Act No. 305 - Title has been revised to "Seasonal Support" \$15,000.00 remains
- * Act No. 316 - added, Title: Amtrak Maintenance, \$5,500.00 added
- * Act No. 502 - Apple Fest reinstated - \$1000.00
- * Act No. 508 - added, Title: Fireworks - Fire Hall; \$1000.00
- * Act No. 805 - account deleted from this category. (\$ moved to Act No. 316)

Treasurer Cagle has inserted new/current amortization schedules for Huntington Bank and Sturgis Bank.

Treasurer Cagle will make the budget revisions as noted above, and will circulate to all board members.

Director Harvey, noted that this budget does not address any of the items noted in the DDA "Work Plan", with exception of the Website. It's understood that the DDA is waiting on the "carry-over" \$ amounts for FY 2022-2023 and 2021-2022. Thus, true revenue is not available, so spending is curtailed accordingly.

Moved by Murphy, seconded by Scruggs to approve the FY 7.01.23 - 6.30.24 budget with all amendments as noted. Roll Call - AYES - Farmer, Murphy, Villalobos, Vice Chairman Hicks, Scruggs, Martinez-Serratos, Mayor Farmer, NAYS - none. Motion carried unanimously.

b. DDA Auditor - options to fill position.

Treasurer Cagle reported that current auditor has staffing problems. City of Bangor still doesn't have their audit, as is considering another auditor.

DDA has asked Director Harvey to send out quotes, to seek a new auditor for DDA. Moved by Murphy, Second by Martinez-Serratos for this action. All voted AYE - motion carried unanimously.

8. **Unfinished Business:**

- ### a. Status of 2021-2022 FY DDA Audit - confirmation carry over. (see comments in 7b.) Status of 2022-2023 FY DDA Audit - confirmation carry over. (see comments in 7b.)

b. Request for Partial Payment - Bronner's Commercial Display - tabled from 6.30.23 meeting:

Moved by Martinez-Serratos to MOVE \$4,426.96 FROM Act No. 315 - TO Act No. 305. (This leaves Balance of \$2773.04 in Act No. 315. Balance in Act No. 305 will be \$19,426.96)

Moved by Murphy, Seconded by Scruggs to pay Bronners \$4426.96 invoice for downtown Christmas Tree, in August Regular meeting. Roll Call - AYES - Farmer, Murphy, Villalobos, Vice Chairman Hicks, Scruggs, Martinez-Serratos, Mayor Farmer, NAYS - none. Motion carried unanimously.

- c. Crosswalk Safety Signs - tabled from 6.20.23 (Fire Chief)
Director Harvey will contact the Fire Chief to get more information: costs, cut sheet, locations, etc.
- d, DDA Webpage Update -
Blue Fire Media Agreement - William Murphy will provide update when more information is available.
- e. Approve Annual Calendar / 2022-2023 FY Report.
Moved by Martinez-Serratos, Seconded by Scruggs to approve.
All voted AYE - motion carried unanimously.
- f. Develop 2023-2024 DDA Work Plan. Board/ Mayor comments included:
 - 1. Restore downtown Facade grant for businesses.
 - 2. Develop a Business Incubator site in the upstairs of City Hall.
 - 3. Revisit the Way Finding system.
 - 4. City Hall Remodel - kitchen, and main entry.

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

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

11. **Board Comments**

Jose Villalobos - he will develop a contract for clearing / planting the islands in the DDA Parking Lot. It was noted that Act No. 314 has \$2800.00 budgeted for the new FY.

No other Board member comments.

12. **Adjournment** - moved by Mayor Farmer, Seconded by Scruggs to adjourn at 8:27.

Respectfully Submitted,
Dan Farmer, DDA Secretary