

City of Bangor
Downtown Development Authority
Bangor City Hall
257 W. Monroe Street, Bangor, MI 49013
Regular Meeting
Minutes: December 19, 2023

1. **Call to Order:** Meeting called to order by Chairman Fred H
2. icks at 7:04 P.M.

2. **Pledge of Allegiance:** Recited by all.

3. **Roll Call:**
PRESENT: Fred Hicks, Vice Chairman William Murphy, Board Members Jose Villalobos, Dan Farmer, Mark Hills, Pati Martinez-Serratos, and Mayor Farmer.

ABSENT: Board Members Don Martin, Heather Scruggs.

ALSO PRESENT: Interim City Manager Justin Weber, City Treasurer Stephanie Cagle, and Director Rebecca Harvey.

4. **Approval of Agenda:**
Moved by Vice Chairman Murphy, Second by Board Member Pati Martinez-Serratos to approve the agenda as presented - with addition of a) Cleaning Proposal for Amtrak waiting room, and b) additional Christmas decorations for downtown planters - both under New Business. Motion Carried.

5. **Approval of Minutes:**
Moved by Mayor Farmer, Second by Chairman Hicks to approve Regular Meeting Minutes from November 21, 2023. Motion Carried.

6. **Treasurer's Report:**
 - a. Payment of Bills - after discussion, it was decided to with-hold payment to:
 - 1) *Market Van Buren* - they need to come to a DDA Board Meeting, to confirm the value and merit they represent for our DDA; and
 - 2) *MML Liability and Property Insurance* - we are waiting for competitive quote to be available for review from Director Harvey, at the January 2023 meeting.

Motion be Chairman Hicks, Second by Board Member Mark Hills to pays bills in the amount of \$10,705.56. **Roll Call Vote:** Ayes - Hicks, Murphy, Villalobos, Farmer, Hills, Martinez-Serratos, Mayor Farmer. Nays - none. Absent: Board Members Martin and Scruggs. Motion Carried.

 - b. Financial Report - November 2023. Moved by Murphy, Second by Mayor Farmer to accept the Financial Report as presented. **Roll Call Vote:** Ayes - Hicks, Murphy, Villalobos, Farmer, Hills, Martinez-Serratos, Mayor Farmer. Nays - none. Absent: Board Members Martin and Scruggs. Motion Carried.

 - c. Budget Amendments - none.

7. New Business:

- a. Review of Cleaning Proposal for Amtrak waiting room, from Sara Mock. Mayor Farmer will get with MTI for closure of current cleaning agreement. Resulting discussion will be provided to Justin Weber, for direction on how the DDA should proceed. Moved by Board Member Hills, second by Mayor Farmer to table decision until January 2024 meeting.

- b. Moved by Murphy, second by Hills to authorize Mayor Farmer to purchase additional Christmas decorations for the downtown planters - not to exceed \$150.00.
Roll Call Vote: Ayes - Hicks, Murphy, Villalobos, Farmer, Hills, Martinez-Serratos, Mayor Farmer. Nays - None. Absent: Board Members Martin and Scruggs.
Motion Carried.

8. Unfinished Business:

- a. Villalobos Landscaping -
 - Revised Landscape Maintenance Invoice - (July - Oct 2023). Approved in bills.
 - Proposed 2024 Landscape Maintenance Agreement - tabled until Jan meeting, for new contract to include mulch.

- b. MML Liability & Property Insurance -
 - Cost comparison will be provided by Director Harvey at Jan 2024 meeting.

- c. DDA Auditor -
 - Cost Comparison will be provided by Director Harvey at Jan 2024 meeting.
 - Letter of Engagement (Yeo & Yeo) - 2022-2023 Audit - no action as yet.

- d. DDA Webpage Update:
 - Administrative Update - The City webpage is now live and running. (www.cityofbangormi.org). For the DDA portion of the website, J. Weber proposes the DDA pay: 1) \$1960.00 (one-time) for initial development cost, and 2) \$20.00 per month for *Bluefire Media* maintenance and updates.
Roll Call Vote: Ayes - Hicks, Murphy, Villalobos, Farmer, Hills, Martinez-Serratos, Mayor Farmer. Nays - none. Absent: Board Members Martin and Scruggs. Motion Carried.

 - Content Development (Committee) - having difficulty getting together, with meeting schedules. More to come at Jan meeting.

 - Local Business Directory (*Draft*) - provided by Justin Weber. All very pleased. For updates or missing businesses, send the information to Justin Weber.

9. Opportunity for Public Comment - None.

10. Director/ City Manager Comments - None.

11. Board Comments -

- Mark Hills - he will get with City Treasurer Cagle, to add more details/ notes to the financial report. (e.g. history behind budget amounts, vendor information, etc.)

- Mayor Farmer - Update on Civil War cannon in Arlington Cemetery. Sandblasting and painting is now complete. Currently behind DPW building. Plan is to have an unveiling ceremony in conjunction with the Memorial Day Ceremony in Arlington Cemetery.

- Chairman Hicks - Thanks to all for work, and Merry Christmas!

12. Adjournment - Moved by Mayor Farmer, Second by Board Member Martinez-Serratos to adjourn at 8:10 PM. Motion carried.

Respectfully Submitted,
Dan Farmer, DDA Secretary