

City of Bangor
Downtown Development Authority
Bangor City Hall
257 W. Monroe Street, Bangor, MI 49013
Special Meeting
Minutes: February 29, 2024

1. **Call to Order:** Meeting Called to order by Chairman Hicks at 7:00 P.M.
2. **Pledge of Allegiance:** Recited by all present.
3. **Roll Call:**

PRESENT: Chairman Fred Hicks, Vice Chairman William Murphy, Board Members Heather Scruggs, Jose Villalobos, Dan Farmer, Mark Hills, and Mayor Farmer.

Also Present: Director Rebecca Harvey, and City Manager Justin Weber.

ABSENT: Board Members Don Martin, Pati Martinez-Serratos.
4. **Approval of Agenda:**

Motion by Mayor Farmer, second by Villalobos to approve the Agenda, with the addition of approval for payment to City for the new skid steer. Motion carried.
5. **Approval of Minutes:**

Motion by Murphy, second Mayor Farmer to approve minutes from January 23, 2024 with 2 corrections: 1) The title is to be changed to "**Special Meeting**"; and 2) the time for Adjournment is to be corrected to *8:10 P.M.* Motion Carried.
6. **Treasurer's Report:**
 - a. Payment of Bills - February 2024. Motion by Murphy, second by Mayor Farmer to approve payment of bills totaling \$33,199.12. Discussion for revisions as noted:
 - 1) Payment to Market Van Buren, Act # 506, \$1389.20 -to remain on Hold, for presentation in March meeting.
 - 2) Payment to Huntington Bank, Act # 706, \$2265.86 - NO payment was sent in January. This is the final loan payoff amount. (This should be drawn from Act #702 and #703.)
 - 3) Payment to Sturgis Bank, late fee, Act #902, \$688.89 - City Treasurer missed "due date" for payment.
 - 4) Payment to City of Bangor, Boughs for Downtown Planters, Act #305,\$244.80 Mayor Farmer missed advising DDA of this purchase.
 - 5) Payment to City of Bangor for Skid Steer, \$14,377.39

Revised motion by Murphy, second by Mayor Farmer to pay February bills totaling \$46,187.31. **Roll Call Vote:** AYES: Hicks, Murphy, Villalobos, Scruggs, Hills, Farmer, Mayor Farmer. NAYS: None. ABSENT: Board Members Don Martin, Pati Martinez-Serratos. Motion Carried.

b. **Financial Report**, January 2024 - see Amendments below.

c. Budget Amendments:

- 1) Motion by Murphy, second by Mayor Farmer to move \$1,277.48 - FROM Act #706 - TO Act #602. **Roll Call Vote:** AYES: Hicks, Murphy, Villalobos, Scruggs, Hills, Farmer, Mayor Farmer. NAYS: None. ABSENT: Board Members Don Martin, Pati Martinez-Serratos. Motion Carried
- 2) Motion by Murphy, second by Mayor Farmer to move \$958.12 - FROM Act #703 - TO Act #602. **Roll Call Vote:** AYES: Hicks, Murphy, Villalobos, Scruggs, Hills, Farmer, Mayor Farmer. NAYS: None. ABSENT: Board Members Don Martin, Pati Martinez-Serratos. Motion Carried
- 3) Motion by Murphy, second by Scruggs to move \$688.69 - FROM Act #706 - TO Act #704. **Roll Call Vote:** AYES: Hicks, Murphy, Villalobos, Scruggs, Hills, Farmer, Mayor Farmer. NAYS: None. ABSENT: Board Members Don Martin, Pati Martinez-Serratos. Motion Carried
- 4) Motion by Murphy, second by Scruggs to move \$425.00 - FROM Act #706 - TO Act #309. **Roll Call Vote:** AYES: Hicks, Murphy, Villalobos, Scruggs, Hills, Farmer, Mayor Farmer. NAYS: None. ABSENT: Board Members Don Martin, Pati Martinez-Serratos. Motion Carried

d. Treasurer's Letter of Resignation - current City Treasurer will help with transition to new DDA Treasurer. Also current City Treasurer will help with current audit to its completion. DDA laptop will be returned to DDA. Motion by Murphy, second by Mayor Farmer to accept letter of resignation. Motion carried.

7. New Business:

- a. Introduction - Sean Russell, Owner (Old Elevator Building) - currently seeking a new owner/ business. More to come.
- b. Municipal Parking Lot Grant Opportunity - information provided by City Manger, Weber. This is for information only, since this is in the DDA TIFF district.

8. Unfinished Business:

- a. Villalobos Landscaping - Proposed 2024 Landscape Maintenance Agreement is for Maintenance only - May through October 2024.
 - 1) Motion by Murphy, second by Scruggs to move \$3700.00 - FROM Act #304 - TO Act #314. **Roll Call Vote:** AYES: Hicks, Murphy, Villalobos, Scruggs, Hills, Farmer, Mayor Farmer. NAYS: None. ABSENT: Board Members Don Martin, Pati Martinez-Serratos. Motion Carried
 - 2) Motion by Mayor Farmer, second by Hills to approve 2024 Landscape Maintenance Agreement as presented. **Roll Call Vote:** AYES: Hicks, Murphy, Villalobos, Scruggs, Hills, Farmer, Mayor Farmer. NAYS: None. ABSENT: Board Members Don Martin, Pati Martinez-Serratos. Motion Carried

3) Motion by Murphy, second by Mayor Farmer to accept **Quote 2408**-\$2660.00 (Mulch and related work to be done in April); and **Quote #2408** - \$2800.00 (Plant flowers in downtown planters, and related work to be done before Memorial Day). **Roll Call Vote:** AYES: Hicks, Murphy, Villalobos, Scruggs, Hills, Farmer, Mayor Farmer. NAYS: None. ABSENT: Board Members Don Martin, Pati Martinez-Serratos. Motion Carried

b. DDA Auditor -

- Audit proposal (Siegfried Crandall P.C.) for FY's ending 2023 through June 2025. Discussion with board, but no action taken.

- Letter of Engagement (Yeo & Yeo) - 2022-2023 - Motion by Murphy, second by Villalobos to move ahead with this proposal. All board members voted AYE. Motion carried.

1) Motion by Murphy, second by Scruggs to move \$425.00 - FROM Act #706 - TO Act #309. **Roll Call Vote:** AYES: Hicks, Murphy, Villalobos, Scruggs, Hills, Farmer, Mayor Farmer. NAYS: None. ABSENT: Board Members Don Martin, Pati Martinez-Serratos. Motion Carried

c. MML Liability & Property Insurance -

Some discussion on cost comparisons. Payment has been approved to MML in Treasurer's Report, Item 6 above.

9. Opportunity for Public Comment - none.

10. Director/ City Manager Comments - none.

11. Board Comments -

- Scruggs advised the "Kayak" proposal from last month is not a good fit for Bangor.
- Villalobos asked who would be responsible for maintenance and upkeep of the new proposed parking lot. City Manager advised that the City of Bangor would do this.
- Hills advised that he and Levon Mock are making some progress on the DDA webpage; but more work is yet to be done. More to come.

12. Adjournment - Motion by Mayor Farmer, second by Murphy to adjourn at 8:31 P.M.

Respectfully Submitted,
Dan Farmer, Secretary