

City of Bangor
Downtown Development Authority
Bangor City Hall
257 W. Monroe Street, Bangor, MI 49013
Regular Meeting
Minutes: January 23, 2024

1. **Call to Order:** Meeting called to order by Chairman Hicks at 7:04 PM.
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, and Mayor Farmer.

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

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

Motion by Mayor Farmer, second by Murphy to approve agenda as presented.
Motion carried.
5. **Approval of Minutes:**

Motion by Mayor Farmer, second by Murphy to approve the Regular Meeting Minutes of December 19, 2023. Motion carried.
6. **Treasurer's Report:**
 - a. Payment of Bills: Motion by Jose Villalobos, second by Dan Farmer to approve payment of bills totaling \$21,040.07. *Roll Call Vote:* Ayes - Hicks, Scruggs, Murphy, Villalobos, Farmer, Mayor Farmer. Nays - none. Motion Carried. Note:
 - > Payment to Market Van Buren (Economic Dev. Ser.) for \$1,389.20 - not approved.
 - > Payment to City of Bangor (MML Liability & Prop Ins.) for \$9,2350.60 - not approved.
 - > Payment to Huntington Bank (annual loan) for \$11,765.10 - is approved.
 - b. Financial Report: Motion by Mayor Farmer, second by Murphy to accept financial Report as presented. *Roll Call Vote:* Ayes - Hicks, Scruggs, Murphy, Villalobos, Farmer, Mayor Farmer. Nays - none. Motion Carried.
 - c. Budget Amendments - none.
 - d. Final 2021-2022 FY DDA Audit - provided for information only. No action.
7. **Unfinished Business:**
 - a. Amtrak Train Station -
 - DDA Memo - MTI Cleaning (Amanda) has confirmed December 2023 will be their final cleaning. They will no longer continue this service. Also parking spots have been relocated to the north end of the train station, and the "overnight parking" signs have been relocated there as well.

- Mock Cleaning Proposal: Motion by Mayor Farmer, Second by Scruggs to accept the Mock Cleaning Proposal as presented, for \$50/ week, to be invoiced monthly. Roll Call Vote: Ayes - Hicks, Scruggs, Murphy, Villalobos, Farmer, Mayor Farmer. Nays - none. Motion Carried.

b. Villalobos Landscaping:

Proposed 2024Landscape Maintenance Agreement - not ready yet. Motion by Mayor Farmer, second by Murphy to table this until February meeting. Motion carried.

c. DDA Auditor:

Audit Proposal presented from Siegfried Crandall P.C. - for FY's ending June 2023 through June 2025. (3 year agreement).

Letter of Engagement also presented from Yeo & Yeo. - 2022-2023 Audit. Director Harvey will contact Yeo & Yeo to get more detailed information, (i.e. standard hourly rate of pay, etc.) and confirm if rate is fixed for FY's ending 2024 and 2025. Also, she will inquire as to the TOTAL payment made to Yeo & Yeo for the FY 2022 audit. Motion by Mayor Farmer, Second by Murphy to table decision until February meeting, once all information is in. Motion carried.

d. MML Liability & Property Insurance:

Cost Comparisons - Director Harvey will get more detailed information from two other carriers. Motion by Mayor Farmer, Second by Scruggs to table decision until February meeting. Motion carried.

e. DDA Webpage:

Content Development Committee - no update. Motion by Mayor Farmer, second by Villalobos to table decision(s) until February meeting. Motion carried.

8. New Business

- a. Kayak Rental at "Kreisten-Bator" Park (Center Street Bridge). Director Harvey will get with City Manager Weber to get more detailed information. (Insurance liability, etc).

9. Opportunity for Public Comment - none.

10. Director/ City Manager Comments:

- Director Harvey noted that Zac, from Market Van Buren, will be at February meeting to provide update on value to Bangor DDA, cost increase, etc.
- City Manager Weber met with DPW department to discuss snow plowing in the city.

11. Board Comments: Villalobos asked about Bobcat skid steer. Weber advised delivery will be sometime from January - March.

12. Adjournment: Moved by Mayor Farmer, second by Scruggs to adjourn at 8:1PM. Motion carried.

Respectfully submitted,
Dan Farmer, DDA Secretary

