

City of Bangor
Downtown Development Authority
Bangor City Hall
257 W. Monroe Street, Bangor, MI 49013
Regular Meeting
Minutes, September 19, 2023
7:00 PM

1. **Call to Order:** Meeting called to order by Chairman Fred Hicks, at 7:04 PM.
2. **Pledge of Allegiance:** Recited by all present.
3. **Roll Call:**

PRESENT: Chairman Fred Hicks, Vice Chairman William Murphy, Jose Villalobos, Heather Scruggs, Dan Farmer, Mayor Lynne Farmer.

ABSENT: Pati Martinez-Serratos, Don Martin, City Treasurer Stephanie Cagle.

ALSO PRESENT: Executive Director Becky Harvey, Interim City Manager Justin Weber.
4. **Approval of Agenda:**

Moved by Murphy, Second by Mayor Farmer to approve the agenda - with the addition to New Business: Item C. Signatory revisions on DDA Bank Account. Motion carried unanimously.
5. **Approval of Minutes:**

Moved by Mayor Farmer, Second by Murphy to approve Regular Meeting Minutes of August 15, 2023. Motion carried unanimously.
6. **Treasurer's Report:**
 - a. Payment of Bills: Moved by Murphy, Second by Scruggs to approve payment of Bills - with correction of payment to MTI Industries FROM ACT #310 (as listed) - TO ACT #316. Roll Call: Ayes - Hicks, Murphy, Villalobos, Scruggs, Farmer, and Mayor Farmer. Nays - none. Motion carried.
 - b. Financial Report, August 2023. Motion by Murphy, Second by Scruggs to accept report as presented. Roll Call: Ayes - Hicks, Murphy, Villalobos, Scruggs, Farmer, and Mayor Farmer. Nays - none. Motion carried.
 - c. Budget Amendments - none.
 - d. DDA Audits:
 - 2020-2021 FY DDA Audit (Carryover - for Budget - \$86,247.00)
 - Draft 2021-2022 FY DDA Audit (Carryover - for Budget - \$54,178.00)
 - Status of 2022-2023 FY DDA Audit (City Treasurer not present, No Report).
7. **New Business:**
 - a. Banner Purchase Request (Mayor Farmer) - Motion by Murphy, Second by Mayor Farmer to purchase 47 Fall Banners at a total cost not to exceed \$2,770.00. Mayor Farmer will ask the vendor (Display Sales) is the Set Up fee (\$120.00) can be waived. Roll Call: Ayes - Hicks, Murphy, Villalobos, Scruggs, Farmer, and Mayor Farmer. Nays - none. Motion carried. (See Banner/Garland Replacement chart provided).

b. Greater South Haven Area Chamber of Commerce Membership (Scruggs) - The Director of this organization will come to the October meeting to explain the value of being a member.

c. Signatories for Sturgis Bank:

-Motion by Mayor Farmer, Second by Scruggs to remove Tommy Simpson as a signatory on the Bangor DDA Bank Account. Motion carried unanimously.

-Motion by Mayor Farmer, Second by Scruggs to remove Danny Fry as a signatory on the Bangor DDA Bank Account. Motion carried unanimously.

-Motion by Mayor Farmer, Second by Scruggs to add Jose Villalobos as a signatory on the Bangor DDA Bank Account. Motion carried unanimously.

-Motion by Mayor Farmer, Second by Scruggs to add Fred Hicks as a signatory on the Bangor DDA Bank Account. Motion carried unanimously.

-Motion by Mayor Farmer, Second by Scruggs to add Justin Weber as a signatory on the Bangor DDA Bank Account. Motion carried unanimously.

8. Unfinished Business:

a. DDA Auditor - RFP Update (Harvey) - Still coming.

b. Crosswalk Safety Signs - Fire Chief Babcock spoke with MDOT, and confirmed the signs are approved but must be portable - not fixed. He also confirmed that Bangor DPW will store and maintain the signs when not in use. Motion by Murphy, Second by Mayor Farmer to purchase quantity of 4 signs at \$416.15/ea. (Part #Y4934) - for a total cost not to exceed \$2000.00. Cost will come out of Account #202.

c. DDA Webpage Update :

-Blue Fire Media Agreement,

-Content Development Schedule - Director Harvey asked Treasurer Cagle for update. No information available yet, Cagle still looking.

d. Confirmation of City Snow Plow Agreement:

Interim City Manager Weber will present a proposal next month, for the City to purchase a new "Bobcat", and the City DPW will do the snow plowing. The proposal will ask the DDA to provide a portion of the annual payment (from their allotted budget) -to the City toward the purchase of the "Bobcat". More to come in October.

9. Opportunity for Public Comment - the City needs benches.

10. Director/ City Manager Comments -

-Status of New DDA Member (Business Owner) -still open.

-Justin Weber - communications from the City will improve in the future.

11. Board Comments -

-Murphy - the downtown banners have gotten great recognition from outside the city.

12. Adjournment - Moved by Murphy, second by Mayor Farmer to adjourn at 8:06 PM.

Respectfully Submitted - Dan Farmer, DDA Secretary.

