

City of Bangor  
Downtown Development Authority  
Bangor City Hall  
257 W. Monroe Street, Bangor, MI 49013  
Regular Meeting  
Minutes, November 21, 2023

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

PRESENT: Chairman Fred Hicks, Vice Chairman William Murphy, Board Members Jose Villalobos, Heather Scruggs, Don Martin, Dan Farmer, Mark Hills (Welcome)!, Pati Martinez-Serratos (late), and Mayor Farmer.

ABSENT: None

ALSO PRESENT: Interim City Manager Justin Weber, City Treasurer Stephanie Cagle, and Director Rebecca Harvey.
4. **Approval of Agenda:**

Moved by Mayor Farmer, Second by Board Member Murphy to approve the agenda - with the addition of VII B. (New Business) - introduction of "The Depot" renovation by Levon and Sara Mock. Ayes - all. Nays - none. Motion carried.
5. **Approval of Regular Meeting Minutes:**

Moved by Murphy, Second by Scruggs to approve Regular Meeting Minutes -as corrected - from October 17, 2023. Ayes - all. Nays - none. Motion carried.
6. **Treasurer's Report:**
  - a. Payment of Bills, November 2023. Moved by Farmer, Second by Scruggs to approve payment of bills totaling \$8,714.61. (Payment of MML Liability & Property Insurance is tabled for more information/ additional quotes from Director Harvey in December.) Roll Call: Ayes: Chairman Hicks, Vice-Chairman Murphy, Board Members Villalobos, Scruggs, Martin, Hills, Farmer, and Mayor Farmer. Nays - none. Motion carried.
  - b. Financial Report: Moved by Murphy, Second by Mayor Farmer to accept the Financial Report as presented. Ayes - all. Nays - none. Motion carried.
  - c. Budget Amendments - none at this time. However, it was noted that Act #602 (MML Liability & Property Ins. has only \$7000.00 in the budget. After quotes from other insurance carriers are considered in December, a budget amendment may be required, depending on Insurance Carrier selected.)
7. **New Business:**
  - a. Villalobos Landscaping - Moved by Mayor Farmer, Second by Murphy to table any action at this time. Villalobos will present revised Invoice and proposed contract at the December meeting. Ayes - all. Nays - none. Motion carried.

b. Levon and Sara Mock have entered into a 2 year rent/lease agreement for use of the downtown Depot. They currently have an Event space in use, and want to consider short term rentals for the upstairs - currently used as office spaces. (The City and Planning Commission will need to review ordinances for approval of the new developments, or have them updated as necessary.)

**8. Unfinished Business:**

a. MML Liability & Property Insurance - cost comparisons. Director Harvey is still securing more quotes; and expects to have more information at the December meeting. Moved by Murphy, Second by Scruggs to table decision until December. Ayes- all. Nays - none. Motion carried.

b. Snow Plow Proposal:

Moved by Murphy, Second by Mayor Farmer to enter into the Partner Purchase Agreement with the City of Bangor for the purchase of the Kubota SLV65-2 skid steer for \$57,509.58, as presented by Interim City Manager Weber. The Bangor DDA agrees to reimburse the City of Bangor \$14,377.395 per year for 2023, 2024, 2025, and 2026. Payments will be made from DDA Act #305. (Seasonal Support)

- - - Snow will be removed in the downtown 24/7, anytime snowfall is exceeded in 2" increments or more.

- - - Interim City Manager Weber will update the Agreement to include text stating that the City of Bangor will be responsible for any and all damages done to the skid steer, and/or city property (i.e. downtown planters, trees, etc.).

c. DDA Webpage:

- - - Review of the Initial Cost Proposal, Monthly Website Service Fee, Content Development Costs along with DDA and City contributions - to be discussed by Chairman Hicks and interim City Manager Weber.

- - - Development of pending content items (ie. local business directory, links to other departments, photos, calendar of events, Weekly Business Showcase, recently completed DDA projects, video tours w/ local businesses, drone flyover for introduction page) - will be discussed and reviewed for ongoing proposals to the DDA board - by standing committee of Vice-Chair Murphy, Board Member Hills, and city citizen Levon Mock.

d. DDA Auditor:

Moved by Board Member Farmer, Second by Martinez-Serratos to table the Letter of Engagement from Yeo & Yeo, until more cost comparisons are provided to the Board for review. These expect to be available at the December meeting. Ayes - all. Nays - none. Motion carried.

**9. Opportunity for Public Comment:**

Levon and Sara Mock said they still have the outside wall artwork created by Maynard Kaufman, following their fire last year. They would like to donate it to the city.

**10. Director/ City Manager Comments:**

Interim City Manager Weber expressed Thanks for moving ahead with the Skid Steer. He also is willing to help compile the local business directory.

Director Harvey made note of:

- a. The Updated Board Roster included in tonights board packet, and
- b. The Updated Bill Review Schedule included in tonights board packet.

**11. Board Comments -**

All expressed welcome to Mark Hills as new board member.

**12. Adjournment -** Moved by Mayor Farmer, second by Murphy - adjourn at 8:04 PM.

Respectfully submitted,  
Dan Farmer, DDA Secretary