



CITY COUNCIL SPECIAL MEETING AGENDA
JOINT MEETING OF THE CITY COUNCIL AND
DOWNTOWN DEVELOPMENT AUTHORITY (DDA) BOARD

Date: Tuesday, March 17, 2026 // **Time:** 6:00 PM

Location: Council Chambers, 257 W Monroe St Bangor, MI 49013

Mayor: Lynne Farmer **Mayor Pro-Tem:** Pati Martinez-Serratos **City Manager:** Justin Weber
Council Members: Amber Garcia, Darla McCrumb, Helène Rivers, Jeremy Uplinger, Renee Doroh

City Council meetings are conducted in accordance with Michigan’s Open Meeting Act (OMA), 1976 PA 267, MCL 15.261 et seq. and Roberts Rules of Order Newly Revised.

1. **Call Meeting to Order** Mayor/Chair will call meeting to order
2. **Pledge of Allegiance** Mayor/Chair will ask a Councilmember to lead
3. **Roll Call and Determination of Quorum** Four (4)
 - a. **City Council**
 - b. **DDA**
4. **Authorization to Excuse Absences, if any, from the Meeting**
5. **Approval of Agenda for 03/17/26**
6. **New Business**

STAY CONNECTED

WEBSITE: cityofbangormi.org
FACEBOOK: BangorMI
YOUTUBE: @CityofBangorMI
NIXLE: text “49013” to 888777

Joint Meeting Items of Discussion

- a. **City Council**
 - City Goals City Council Members
 - Entity Oversight Policy 2026-96..... City Council Members
 - DDA Board Member - Declared Vacant Seat City Council Members
- b. **DDA**
 - **Public Infrastructure and Amenity Improvements**DDA Board Members
 - Any special land use or zoning changes for DDA TIF areas needed?
 - Any grant opportunities available?
 - Design of sidewalk areas, lighting, landscaping to improve aesthetics and safety of the downtown area
 - Marketing to attract new businesses, visitors, and new residents
 - Budget allocations to improve downtown improvements
 - Community Engagement

7. **Comments/Concerns from the Audience/Public***
This is an opportunity for the public to address the Council and to make any appropriate comments. Persons addressing City Council are to wait until they are recognized by the Mayor/Chair. **Please limit your comments to three (3) minutes per speaker.**
8. **Councilmember and DDA Board Member Closing Comments**
9. **Adjournment**

**Free Local Newspaper
Weekly Delivery**

South Haven Beacon New editions dropped off at City Hall every Thursday.

Resources

Need Information or Help? Visit our website at www.cityofbangormi.org and go to **Community, Resources.**

Council Recordings & Live Stream

Downtown Bangor Visit our YouTube Channel [@CityofBangorMI](https://www.youtube.com/@CityofBangorMI) and go to live.

*The purpose of the public comment periods are for members of the public to inform the council of their views. Traditionally, Council does not respond to comments made at the meeting; however, the Mayor and/or City Manager may direct staff to follow up with the speaker as appropriate. Public and council comments are not required to be recorded.
“Meeting Minutes are a record of what was done, not what was said” - Roberts Rules of Order Newly Revised (RONR)



BANGOR, MI
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GATEWAY TO THE LAKE

CITY OF BANGOR

257 West Monroe Street / Bangor, Michigan 49013

Telephone: 269.427.5831 / Email: clerk@cityofbangormi.gov / Website: www.cityofbangormi.org

City Manager Justin Weber

Treasurer Stephenie Cagle

Clerk Shelly Umbanhowar

To: Downtown Development Authority (DDA)
From: City Manager
Date: 3/17/2026
Subject: Downtown Goals and Strategic Priorities

The following goals and ideas are provided for the DDA's review and consideration as part of ongoing efforts to strengthen and enhance downtown Bangor.

Key Focus Areas:

1. Downtown Appearance & Beautification

Continue efforts to improve the overall appearance of downtown through streetscape enhancements, façade improvements, and addressing blight or underutilized properties.

2. Business Retention & Attraction

Support existing businesses while working to attract new businesses to fill vacant storefronts through outreach, partnerships, and potential incentive programs.

3. Events & Foot Traffic

Increase activity in the downtown through expanded events, community programming, and coordinated business participation to drive foot traffic.

4. Infrastructure & Accessibility

Evaluate and improve sidewalks, lighting, parking, and overall accessibility to ensure a safe and functional downtown environment.

5. Property Activation & Vacancy Reduction

Identify vacant or underutilized properties and work with property owners to encourage occupancy, redevelopment, or temporary uses that bring activity into downtown spaces.

6. Communication & Coordination

Strengthen communication between the DDA, City Council, business owners, and the community to ensure alignment on priorities and consistent progress on downtown initiatives.

These priorities are intended to guide discussion and help align future DDA initiatives with broader City goals. Continued collaboration between the DDA, City Council, and local stakeholders will be essential in advancing these efforts.

Please feel free to provide input or additional recommendations as we move forward.

Respectfully,

Justin Weber

City Manager
City of Bangor



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Dear Chairperson Hicks, Executive Director Harvey, and DDA Board Members,

3/17/2026

Following the City of Bangor's recent audit, the auditor recommended that the City Council review the budgets, financial statements, and audit reports of the City's component units, including the **Bangor Downtown Development Authority (DDA)**, to ensure transparency and proper oversight.

As established under **Ordinance §151.23** and applicable Michigan law, the DDA Board is a legally constituted body. The Mayor appoints seven members with the approval of the City Council, and the Mayor and a Council member also serve on the Board. Because Council appoints a majority of the Board members, the City has the authority to request reporting for transparency and governance purposes.

We want to clarify that **this review does not grant the City Council authority to approve or amend your budget**. The review is strictly for transparency, audit compliance, and proper governance.

What We Need From You:

- **Adopted Budget:** Submit within **30 days** of adoption.
- **Annual Financial Statements:** Submit within **60 days** of fiscal year-end.
- **Independent Audit Report (if applicable):** Submit within **15 days** of receipt.

Council Presentation:

Once submitted, your documents will be placed on a Council agenda for review and acknowledgment. The Chairperson or Executive Director will be **invited to attend the meeting** to present the documents, answer questions, and provide context to the Council.

Please submit the requested documents to the **City Manager and City Clerk** according to the timelines above. This process ensures transparency, compliance with audit recommendations, and supports proper governance while respecting the independent operation of the DDA.

Thank you for your cooperation and continued partnership.

Justin Weber

City Manager, City of Bangor

CITY OF BANGOR
VAN BUREN COUNTY, MICHIGAN
POLICY 2026-96

OVERSIGHT OF COMPONENT UNITS AND RELATED PUBLIC BODIES

Policy Number: 2026-96	Revision Date:
Date Adopted: 03/16/26	
Department: Treasury	

SECTION 1 PURPOSE

This policy establishes a consistent process for financial oversight by the Bangor City Council of public bodies created by or associated with the City, including:

- Bangor Downtown Development Authority (DDA)
- Bangor Economic Development Corporation (EDC)
- Bangor Housing Commission

These entities are created pursuant to Michigan law, including but not limited to:

- Downtown Development Authority Act
- Economic Development Corporations Act
- Housing Commission Act

These entities are separate public bodies corporate but may be considered component units for financial reporting purposes.

SECTION 2 POLICY STATEMENT

The Bangor City Council retains governance oversight responsibility for public authorities and commissions for which it appoints members.

Oversight does not constitute operational control or budget approval unless otherwise required by statute, ordinance, or interlocal agreement.

SECTION 3 ANNUAL BUDGET SUBMISSION REQUIREMENT

Each authority or commission shall submit to the City Manager and City Clerk:

1. A copy of its adopted annual budget within 30 days of adoption.
2. A copy of its year-end financial statements within 60 days of fiscal year end.
3. A copy of any independent audit report within 15 days of receipt.

SECTION 4 COUNCIL REVIEW PROCESS

- The City Manager shall place submitted budgets and financial statements on a regular City Council agenda for review.
- Council review shall be for oversight, transparency, and financial awareness purposes.
- Council action shall consist of acknowledgment and receipt unless statute requires formal approval.

SECTION 5 TREASURER'S ROLE

The City Treasurer shall:

- Review submitted financial documents for impact on City finances, including:
 - Tax increment financing implications
 - Debt exposure
 - Interfund obligations
 - Cash flow impacts
- Assist with consolidation and reporting requirements for the City's annual audit.
- Provide financial analysis to the City Manager and Council when requested.

The Treasurer does not approve, amend, or control the budgets of independent authorities unless specifically designated by law or agreement.

SECTION 6 IMPLEMENTATION

This policy shall take effect upon adoption and shall be incorporated into the City's administrative procedures manual.

At a regular meeting of the City Council of the City of Bangor held on Monday, March 16th, 2026, adoption of the foregoing ordinance was moved by Councilmember Helène Rivers and supported by Councilmember Renee Doroh.

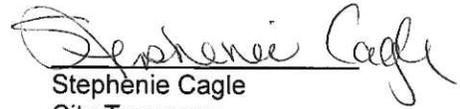
Voting for: Mayor Farmer, Mayor Pro Tem Martinez-Serratos, Councilmembers: Rivers, Doroh, Garcia, Uplinger, McCrumb.

Voting against: None

Mayor Farmer declared the policy adopted.

CERTIFICATION

I hereby certify that the foregoing Oversight of Component Units and Related Public Bodes Policy was adopted by the Bangor City Council.



Stephenie Cagle
City Treasurer



Shelly Umbanhowar
City Clerk

3/17/26

Date

I further certify that Councilmember Rivers moved for adoption of said Oversight of Component Units and Related Public Bodies Policy 2026-96, and that Councilmember Doroh seconded said motion.

I further certify that the following members voted for adoption of said Oversight of Component Units and Related Public Bodies Policy 2026-96: Mayor Farmer, Mayor Pro Tem Martinez-Serratos, Councilmembers: Rivers, Doroh, Garcia, Uplinger, McCrumb and that the following members voted against such Policy: None.

I further certify that said Oversight of Component Units and Related Public Bodies Policy 2026-96 has been recorded in the Policy Book of the City of Bangor.

The foregoing is a true and complete copy of a Policy adopted by the City Council of the City of Bangor, County of Van Buren, and State of Michigan, at a Regular meeting held this 16th day of March, 2026, and that public notice of said meeting was given pursuant to and in full compliance with Act No. 267, Public Acts of Michigan, 1976, as amended, the same being the Open Meetings Act, and the Minutes of said meeting have been or will be made available as required by said Act.





Shelly Umbanhowar
City Clerk
City of Bangor



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To: Downtown Development Authority (DDA)

Date: 3/17/2026

Subject: Meeting Attendance and Recordkeeping Clarification

This memo is to clarify that the City Manager is not a member of the Downtown Development Authority (DDA) Board.

Per the DDA By-Laws, the Board consists of the Mayor and appointed members approved by City Council. The City Manager is not identified as a Board member and does not have voting authority or count toward quorum requirements.

Accordingly, the City Manager should not be listed as absent in official meeting minutes. The City Manager's role is administrative and advisory in nature, and participation may vary based on operational needs and legal guidance.

Maintaining accurate meeting records is important to ensure clarity in governance and compliance with applicable standards.

Respectfully,

Justin Weber

City Manager
City of Bangor



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To: City Council and Downtown Development Authority (DDA)

Date: 3/17/2026

Subject: DDA Board Attendance and Vacancy Consideration

It has been identified that a current member of the Downtown Development Authority (DDA) Board has not physically attended meetings since November 2023. Regular attendance is important to ensure the DDA can effectively conduct business, maintain quorum, and carry out its responsibilities.

The DDA By-Laws provide that a member may be removed for cause by the City Council, including failure to attend successive regularly scheduled meetings. Based on the extended period of non-attendance, this situation may meet the standard for removal for cause.

This information is being provided for awareness and consideration. Council may wish to evaluate the status of the seat and determine whether removal and appointment of a replacement is appropriate to ensure continued functionality and participation on the Board.

Respectfully,

Justin Weber

City Manager
City of Bangor