City of Bangor
Downtown Development Authority
Regular Meeting
May 19, 2026

Call to Order/Pledge of Allegiance

Chairperson Hicks called the regular meeting of the City of Bangor Downtown Development Authority to order at 7:00 p.m. The reciting of the Pledge of Allegiance was led by Villalobos.

Roll Call

Present:	Fred Hicks, Chairperson Jose Villalobos, Vice Chairperson Charles Spreitzer, Treasurer Patricia Martinez-Serratos, Secretary David McCarty Darla McCrumb
Absent:	Dan Farmer Lynne Farmer, Mayor Jeremy Uplinger
Also Present:	Rebecca Harvey, Director

Chairperson Hicks welcomed recently appointed member Darla McCrumb.

Approval of Agenda

Harvey requested the agenda be modified to add consideration of the annual proposal from Villalobos Landscaping for the DDA Parking Lot, the Downtown Planters and the Downtown Flower Beds under New Business.

Motion by McCarty, **supported** by Martinez-Serratos to add the Villalobos Landscaping proposal as New Business Item b. and to approve the agenda as amended. The motion **carried unanimously**.

Approval of Minutes

The following corrections to the draft April 21, 2026 minutes were proposed:

- Item 5.a. (Approval of Minutes) – change from April 21, 2026 to March 17, 2026;
- Item 7.b. (Purchase of Garbage Cans) – change to read 'Motion by L. Farmer, supported by D. Farmer, to approve the proposal presented by City Manager Weber to purchase the remaining 8 garbage containers, authorizing an expenditure not to exceed $3800 (assuming the proposed cost of $475 per container and a possible cost reduction with a bulk purchase). It was noted that the purchase would be funded through Line Item #802 – Downtown Improvements ($3000.00 balance), and a budget transfer of $800 from Line Item #312 – Sidewalk Repairs to Line Item #802.'

Motion by Spreitzer, **supported** by McCarty, to approve the minutes of the regular DDA meeting of April 21, 2026, as corrected. The motion **carried unanimously**.

Treasurer's Report

Financial Report

Spreitzer presented the April Financial Report. **Motion** by McCrumb, **supported** by McCarty to accept the Report as presented. The motion **carried unanimously**.

Payment of Bills

Motion by Chairperson Hicks, **supported** by Martinez-Serratos to approve payment of the 7 bills presented totaling $5627.08. Hicks – yes; Martinez-Serratos – yes; McCarty – yes; McCrumb – yes; Spreitzer – yes; Villalobos – yes. The motion **carried unanimously**.

Budget Amendments

Motion by Chairperson Hicks, **supported** by Martinez-Serratos to amend the budget to reflect the transfer of $1580.84 from Line Item #312 to Line Item #802, consistent with the Board's discussion on April 21, 2026 regarding the funding of the garbage container purchase. Hicks – yes; Martinez-Serratos – yes; McCarty – yes; McCrumb – yes; Spreitzer – yes; Villalobos – yes. The motion **carried unanimously**.

Unfinished Business

***Purchase of Garbage Containers (Update)* –** Harvey stated that City Manager Weber advised on April 28, 2026 that the 8 garbage containers approved for purchase by the Board in April have been ordered.

***Replacement of Planter Boxes (Update)* –** Harvey stated that City Manager Weber advised that the DPW did remove the planter box in front of the library due to safety concerns but the remaining planter boxes are still intact as requested by the Board in April. Related to questions posed by the Board in April, Weber noted that there was no sidewalk under the planter box removed, just a dirt surface. A photo was provided.

***Property Purchase/Outdoor Dining Area (Update)* –** Harvey stated that City Manager Weber advised that he sent a letter of inquiry to the owner of Roma's (and the owner's father) who own the vacant property under discussion, as requested by the Board in April. No response has been received to date.

***Wayfinding Systems Plan* –** Harvey referenced the 'construction documents/administration proposal' provided by OCBA in April at the Board's request. The Board agreed to postpone consideration and action on the proposal to the June meeting to allow additional time for review.

New Business

DDA Accounting SOP – Harvey referenced and provided an overview of the draft accounting standard operating procedure she developed, with input from the DDA's recently retained accountant and the DDA Treasurer. She requested feedback and/or approval of the SOP to allow for implementation in coordination with the retention of the accountant. Board members expressed support of the proposed procedure and suggested no modifications.

***Annual Downtown Landscaping Proposal* –** Harvey noted that consistent with past practice, Villalobos Landscaping has provided the Board with a 2026 proposal for weeding, planting, and care of the DDA parking lot landscaping, the downtown planters, and the downtown flower beds. In response to Board questions, it was confirmed that the proposal does not include the purchase of the flowers, noting that in years past it has been done by the Mayor.

Motion by McCrumb, **supported** by Martinez-Serratos, to approve the landscaping proposal as detailed for a total cost of $9760, with direction to Villalobos Landscaping to add the purchase of the flowers to the proposal. The Board requested the flower purchase replicate previous year purchases with some substitutions to improve the fullness of the landscaping. The motion **carried unanimously**.

Opportunity for Public Comment

- Dawn Wade inquired about the possibility of the DDA funding the painting of the caboose located in Charles Park.
- Renee Dorah expressed support for the outdoor seating idea adjacent to Roma's. She also suggested that the Graphics Department at the Bangor High School be used for any DDA graphic needs.

Director/City Manager Comments

No staff comments were offered.

Board Comments

- McCarty encouraged the City of Bangor collaboration with the South Haven Chamber of Commerce.

- Chairperson Hicks expressed concern with the appointment of a third City Council member to the DDA, both regarding statutory limits and the importance of keeping the two bodies separate. He further noted that with City Council members both serving on and attending the DDA meetings, he feared there have been/will be violations of the Open Meetings Act and he did not want the DDA to start having these issues.

  Harvey noted that the Michigan Downtown Development Association does not consider having more elected officials than the Mayor serving on the DDA Board (as required by statute) to be a best management practice and advises against it. She noted that this position is also taken by MML and the DDA's Attorney.

  Martinez-Serratos and McCrumb informed the Board that Jerry Uplinger is no longer on City Council or the DDA Board. Harvey and Board members stated that they had not been made aware of the change in the Board membership.

  In further discussion of Board membership, it was reminded that per the statute, DDA Board members are to be appointed by the Mayor, subject to approval by the City Council. Board members added that there would be value in getting DDA feedback on appointments of interest to ensure compliance with the statute and the DDA Bylaws, and to help facilitate appropriate representation.

Adjournment

There being no further business to come before the Board, the meeting was adjourned at 9:02 p.m.