City of Bangor
Downtown Development Authority
Regular Meeting
June 16, 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 Martinez-Serratos.

Roll Call

Present:	Fred Hicks, Chairperson Jose Villalobos, Vice Chairperson Charles Spreitzer, Treasurer Patricia Martinez-Serratos, Secretary Dan Farmer Lynne Farmer, Mayor David McCarty Darla McCrumb
Absent:	None (1 vacant seat)
Also Present:	Rebecca Harvey, Director

Approval of Agenda

Chairperson Hicks requested the agenda be modified to add a discussion of the DDA Secretary position and the DDA's Bill Review Process under New Business.

Motion by L. Farmer, **supported** by McCarty to add the DDA Secretary Position as New Business Item c. and DDA Bill Review Process as New Business Item d. and to approve the agenda as amended. The motion **carried unanimously**.

Approval of Minutes

Motion by L. Farmer, **supported** by Villalobos, to postpone consideration of the minutes of the regular DDA meeting of May 19, 2026, to the July meeting. The motion **carried unanimously**.

Treasurer's Report

Financial Report

Harvey noted that the new accountant for the DDA has been engaged and has completed the following requested tasks: 1) prepared financial reports for the full 2025-2026 FY (July, 2025 – May, 2026); 2) reconciled the DDA accounting with the approved 2025 DDA Audit and the 2025-2026 DDA bank statements; 3) prepared the June List of Bills; 3) developed up-to-date and user-friendly financial report and list of bills formats; and, 6) successfully completed the monthly duties consistent with the DDA's recently adopted Accounting SOP.

Harvey noted that the May, 2026 Financial Report and the June, 2026 List of Bills were provided to the Board under the cover 'For Meeting Dated June 16, 2026', and the financial reports for July, 2025 – April, 2026 were provided to the Board under the cover 'Prior Month Reports'.

The Board noted their appreciation for the new format and method of presentation, as well as the ease and timeliness of the new process. There were no questions raised.

Motion by L. Farmer, **supported** by McCarty to accept the Reports as presented. The motion **carried unanimously**.

Payment of Bills

Moved to Agenda Item VIII. due to the delayed arrival of Treasurer Spreitzer.

Budget Amendments

Moved to Agenda Item VIII. due to the delayed arrival of Treasurer Spreitzer.

New Business

DDA Legal Counsel – Harvey introduced Matthew Buck from Bauckham, Thall, Seeber, Kaufman & Koches P.C., noting that Attorney Buck will be joining Attorney Kaufman in representing the DDA. Attorney Buck made brief comments of introduction and explained that he is joining the meeting at no cost to the DDA. He noted that he was interested in meeting the Board and would be happy to answer any questions that may arise.

***Appoint Budget Committee* –** Harvey noted that the DDA's fiscal year extends from July 1 to June 30, which means the 2025-2026 FY year will end this month and the 2026-2027 FY will begin on July 1. The DDA is required to develop a new budget for the upcoming fiscal year. She stated that in the past the Chairperson and the Treasurer have constituted the Budget Committee responsible for the development of the new budget.

Chairperson Hicks and Treasurer Spreitzer agreed to serve as the Budget Committee and to work to develop the FY 2026-2027 DDA Budget by the end of the month. Harvey stated that she will provide the draft FY 2026-2027 DDA Budget to the Accountant upon receipt so that the draft budget can be formally prepared and included in the July meeting packet for approval.

There was unanimous Board support for the proposed approach and schedule.

DDA Secretary Position – Chairperson Hicks noted that Martinez-Serratos has graciously served as the Board Secretary for the past year and a half and that he understands her interest in stepping down from the position. He inquired if there was interest from another Board member in serving in the position, which is primarily responsible for the preparation of the meeting minutes. No Board member volunteered.

Chairperson Hicks suggested asking the Director (Harvey) to prepare the meeting minutes, essentially serving as the Acting Secretary, which would then allow the Secretary to serve without that responsibility. Harvey stated that she would be happy to accept that responsibility. Martinez-Serratos agreed that she would be willing to continue to serve as the DDA Secretary under those circumstances.

***DDA Bill Review Process* –** Chairperson Hicks drew the Board's attention to the DDA Bill Review Schedule (provided in the meeting material) and provided a reminder overview of the process. He requested that the 'bill review team' for the month plan to arrive at least 15 minutes prior to the DDA meeting to complete the review process. He further asked the Treasurer to make sure the folder of bills (which should also include the current month's List of Bills and the Financial Report for the previous month) be on the Board table at least 15 minutes prior to the meeting to facilitate the review. Board members expressed renewed support for the process and agreed with the suggested schedule.

Unfinished Business

***Wayfinding Systems Plan* –** Harvey referenced the 'construction documents/administration proposal' provided by OCBA in April, developed per the Board's request. The Board expressed support for keeping the project moving forward and for the process outlined in the proposal. The proposed project fee of $9000 was deemed reasonable for the requested services. **Motion** by Martinez-Serratos, supported by **Villalobos**, to accept the proposal by OCBA. The motion **carried unanimously.**

***Replacement of Planter Boxes (Update)* –** Chairperson Hicks reminded that this project was presented to the DDA by City Manager Weber at the April DDA meeting whereat the DDA expressed general support for the project but noted that cost estimates would be needed before a decision could be made. It was determined that the planters would be used this summer as planned and that the Board would use the summer/winter to investigate costs and agree on a plan of action.

Chairperson Hicks suggested the appointment of a committee to complete the next steps outlined by the Board. The Board agreed. McCrumb, Spreitzer and Villalobos agreed to serve on the committee. An initial report from the committee would be scheduled for the July meeting.

Payment of Bills

With clarification that the 2 Villalobos Landscaping bills were for payment of Items 1. and 2. from the proposal presented and approved by the Board in May, plus the approved flower purchase, **motion** by McCrumb, **supported** by McCarty to approve payment of the 10 bills presented totaling $8704.84. D. Farmer – yes; L. Farmer – yes; Hicks – yes; Martinez-Serratos – yes; McCarty – yes; McCrumb – yes; Spreitzer – yes; Villalobos – yes. The motion **carried unanimously**.

Budget Amendments

Motion by L. Farmer, **supported** by McCarty to amend the budget to reflect the following: transfer of $550 from Line Item #313 to Line Item #302; transfer of $509.91 from Line Item #314 to Line Item #304; and transfer of $162.50 from Line Item #402 to Line Item #303. D. Farmer – yes; L. Farmer – yes; Hicks – yes; Martinez-Serratos – yes; McCarty – yes; McCrumb – yes; Spreitzer – yes; Villalobos – yes. The motion **carried unanimously**.

Opportunity for Public Comment

- Renee Dorah and Renee Ward suggested that the committee appointed to work on the planter box replacement project should be expanded to include downtown business owners and consider surveying residents and business owners on the subject.

Director/City Manager Comments

No staff comments were offered.

Board Comments

- Spreitzer announced the start of the Sunday Market.
- Villalobos reported that color was added to the downtown planters as requested.
- D. Farmer announced that he will be stepping down from the DDA due to health and has submitted his letter of resignation. He advised this will be his last meeting as a Board member.

- Chairperson Hicks thanked the DDA Attorney for his attendance and interest; he thanked the public for the comments provided; and he thanked D. Farmer for his many years of valuable service to the DDA . . he will be sorely missed.

Adjournment

There being no further business to come before the Board, the meeting was adjourned at 8:00 p.m.