

City of Bangor
Downtown Development Authority
Regular Meeting
August 18, 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 McCarty.

Roll Call

Present: Fred Hicks, Chairperson
Jose Villalobos, Vice Chairperson
Charles Spreitzer, Treasurer
Patricia Martinez-Serratos, Secretary
David McCarty
Darla McCrumb, Mayor
Jeremy Uplinger

Absent: None (2 vacant seats)

Also Present: Rebecca Harvey, Director
Justin Weber, City Manager
Ashley Carrington, recently appointed DDA member

Approval of Agenda

Motion by Uplinger, **supported** by McCrumb to approve the agenda as presented. The motion **carried unanimously**.

Approval of Minutes

Motion by Uplinger, **supported** by McCrumb, to approve the minutes of the special DDA meeting of July 28, 2026, as presented. The motion **carried unanimously**.

Treasurer's Report

Financial Report

Motion by Martinez-Serratos, **supported** by Uplinger to accept the July 2026 Financial Report as presented. The motion **carried unanimously**.

Payment of Bills

Motion by Martinez-Serratos, **supported** by Uplinger to approve payment of the 4 bills presented totaling \$1540.17. Hicks – yes; Martinez-Serratos – yes; McCarty – yes; McCrumb – yes; Spreitzer – yes; Uplinger – yes; Villalobos – yes. The motion **carried unanimously**.

Budget Amendments

No budget amendments were proposed.

New Business

Wayfinding System Implementation – OCBA was present to review/discuss the final wayfinding sign design package prior to bidding. The following elements were confirmed:

- All 14 signs within the DDA boundary will be included in the implementation package (with no park signs).
- The cost opinion for the 14 signs is \$72,000.
- All 14 signs will be bid now; cost will be spread over 2 fiscal years.
- The project will be subject to public bid.
- Anticipated timeline:
 - Monday 9/14: Documents issued for bidding
 - Friday 10/9: All questions due to OCBA in writing
 - Tuesday 10/20 - 3:00 PM: all bids due to City Hall, attn: DDA
 - Tuesday 10/20 - 7:00 PM: all bids publicly opened at DDA meeting. (OCBA to attend)
 - Tuesday 11/17: Expected contract award
 - 3/31/2027: Work started on or before
 - 8/31/2027: Substantial completion date

DDA Audit – **Motion** by Spreitzer, **supported** by McCarty, to accept/approve Vredevelde Haefner LLC to perform the audit for the City of Bangor DDA for the year ended June 30, 2026 and to authorize Chairperson Hicks to sign the engagement letter thereof. The motion **carried unanimously**.

Harvey reminded Board members to complete and return the questionnaire provided by Vredevelde Haefner LLC.

City Manager Memo – Downtown Planter Box Evaluation/Street Tree Concerns – Weber referenced his 7.30.36 memo to the Board and provided an overview of the concerns related to the Bradford Pear trees located within the downtown. He suggested corrective measures regarding the planter boxes and the trees for Board consideration.

In general discussion, the Board expressed support for tree replacement but not solely for tree removal. It was suggested that the trees be trimmed at this time and their replacement be considered in 2028.

The Board directed the recently appointed Downtown Landscape Committee to consider the memo and the issues raised about the pear trees, in addition to the planter box evaluation/replacement project previously assigned. A report from the Committee at the September meeting was requested.

Ongoing Business

DDA Bylaws – Harvey referenced the draft of the proposed amendments to the Bylaws provided in July and the copy of Ordinance #133 included in the meeting material.

Chairperson Hicks suggested Article III, Section 8 (last sentence) be revised to replace ‘refrain’ with ‘abstain’.

McCarty suggested Article IX, Section 1. be revised to replace ‘an agent or agents’ with ‘a designee or designees’.

Motion by McCarty, **supported** by Villalobos, to amend the DDA Bylaws as proposed, with the two modifications cited. The motion **carried unanimously**.

Opportunity for Public Comment

- Steve Lowden, DPW, noted that he had information/comments he would like to provide to the Landscape Committee.

Director/City Manager Comments

- Weber advised on the status of the new City website hosted/designed by MUNIBIT. A demonstration of the new website and DDA link will be scheduled for the September DDA meeting.
- Weber noted that a prospective DDA member (Kristy Pobuda) will be considered by City Council at the next meeting.

Board Comments

- Chairperson Hicks and Villalobos commented that the parking lot behind/west of Roma's requires weed treatment.

Adjournment

There being no further business to come before the Board, the meeting was adjourned at 8:01 p.m.

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