

Downtown Development Authority
Regular Meeting Minutes
August 19, 2025
257W. Monroe Street Bangor, Michigan 49013

1. **Call To Order:** Meeting called to order at 7:01 PM by Chairperson Fred Hicks.
2. **Pledge of Allegiance:** Pledge started by Director Rebecca Harvey. Recited by all present.
3. **Roll Call: Present:** Chairperson Fred Hicks, Vice Chair Jose Villalobos, Dan Farmer, Dave McCarty, Pati Martinez-Serratos, Charles Spreitzer, Director Rebecca Harvey, and Mayor Farmer. **Absent:** City Manager Justin Weber and Don Martin.
4. **Approval of the Agenda:** Motion by Mayor Farmer to accept the agenda as presented. Support by Pati Martinez-Serratos. Motion Carried.
5. **Approval of the Minutes of July 15, 2025.** Motion by Mayor Farmer to accept the minutes with the corrected spelling of Charles Spritzer's last name. Support by Vice Chair Jose Villalobos. Motion Carried.
6. **Treasurer's Report:** Motion by Chairperson Hicks to accept the Treasurer's Report with 4 items totaling \$4,684.40. Support by Dan Farmer. **Roll Call Vote:** **Ayes:** Chairperson Fred Hicks, Vice Chair Jose Villalobos, Dan Farmer, Dave McCarty, Pati Martinez-Serratos, Charles Spreitzer and Mayor Farmer. **Nays:** None. **Absent:** City Manager Justin Weber and Don Martin.
 - a. Budget Amendments: None.
 - b. DDA Audit: The City has selected their auditor and now the DDA Needs an engagement letter to use the same auditor.
7. **Unfinished Business:**
 - a. **Wayfinding System Plan:** Deborah and Molly were at the meeting to give their presentation on where the signs need to be placed. (Provided a chart). Then they gave us examples of what the signs could look like. The board voted on which signs to have them produce on paper so at the next meeting we can decide on which signage we want to choose. The signs will be produced on paper in the colors the committee chose.

b. Facade Renovation Grant Program: Director Harvey gave us the revised draft of the grant proposal. She also stated that this needs to be a joint effort between the DDA and the Planning Commission. Kathryn Lugten gave a brief presentation of her rendering of what the buildings in the downtown could look like. She used AI to produce these drawings and gave a presentation of what the caboose could look like. Very informative. The board will be voting on the revision at the next meeting.

c: DDA Webpage: No report as City Manager Weber was absent. We would like Blue Fire Media to develop a page for us to feature a different downtown business each quarter.

8. New Business:

a. 2025-2026 DDA Budget: Charles Spreitzer reported on the budget committee's draft of the budget.. Director Harvey questioned it as it was much more than previous years. The committee went on what they had available to them. The budget was tabled. Motion by Mayor farmer to table the budget until we can get more information. Support by Pati Martinez-Serratos. Motion Carried.

b. Annual Calendar.

c. 2025-2026 Work Plan : Director Harvey presented a full work plan for the year. Motion by Mayor Farmer to adopt the 2025-2026 work plan. Support by Dave McCarty. Motion Carried.

d. Banner Garland Replacement Program: Mayor Farmer present the 4 new Hometown Hero's Banners that need to be purchased for \$299.00. Motion by Chairperson Fred Hicks to approve the purchase of the four banners not to exceed \$300.00 Support by Dave McCarty. **Roll Call Vote: Ayes:** Chairperson Fred Hicks, Vice Chair Jose Villalobos, Dan Farmer, Dave McCarty, Pati Martinez-Serratos, Charles Spreitzer and Mayor Farmer. **Nays:** None: **Absent:** City Manager Weber and Don Martin. Motion Carried.

e. 2025 Contracts for Downtown landscaping: It was brought to the committee's attention that Jose Villalobos had been issued a no trespassing for the city dump. Discussion followed. Chairman Hicks said he would contact City Manager Weber to see if he can get the situation ironed out. He stated this was not DDA problem.

9. Opportunity for Public Comment: Kathryn Lugten Thanked the committee for allowing her to share her information.

10. Director/City Manager Comments: Director Harvey had no comments and City Manager Weber was absent.

11. Board Comments: No board members had any comments.

12. Adjournment: Motion by Dave McCarty to adjourn at 9:07 PM. Support by Mayor Farmer. Motion Carried.

Respectfully submitted by Pati Martinez-Serratos, Secretary.