



City of Hartford
County of Van Buren, State of Michigan
DOWNTOWN DEVELOPMENT AUTHORITY
BOARD OF DIRECTORS MEETING
Wednesday, July 16, 2025 2:00pm
PROPOSED MINUTES

Members Present: Manuela Blaylock-Villota (2:09pm), Brian Garland, Pete Sinclair, Gurnamaskar Singh, Rick Stevens, Sandra Tavaréz

Members Absent: Shayne Darling, Mark Kellogg

Staff Present: RoxAnn Rodney-Isbrecht, Clerk

President Brian Garland, called the DDA meeting to order at 2:00pm.

Pledge of allegiance was said.

Approval of the Agenda:

Motion by Stevens, supported by Singh, to approve the agenda.

Motion Carries 5 – 0

Public Comment: None

Approval of the Minutes:

Motion by Sinclair, seconded by Garland, to accept minutes of the June 18, 2025 meeting as presented.

Motion carried 5 – 0

Acceptance of the Finance Report:

Motion by Stevens, seconded by Singh, to accept June 2025 financial reports.

Motion carried 5 – 0

Goals/Objectives:

- Update on City's Master Plan & Tour of the City –

Old Business: None Discussed

New Business:

- DDA Boundary & Plan – Jim McManus – DDA Plan Kick Off
Discussion: Jim McManus from Mckenna went over the DDA plan and priorities. Tasks will take about 6 – 8 months. Collaboration with the City's Master plan process will save the DDA some money combining meetings. Mr. McManus went over the General DDA Plan Process.
 - Steering or Stakeholders meeting sometime in September.
 - Draft Development Plan - the main priority for the DDA is to expand the DDA boundaries and the maintenance of vacant buildings within the DDA area.

- Draft TIF (Tax Increment Financing) Plan – capture VB County millage & what is allowed by law.
- Next Steps - legal description for the expanded boundary area and TIF expansion, budget allocation and the step-by-step process of action items.

Adjournment

Motion by Sinclair, supported by Garland to adjourned the meeting at 2:49pm

Motion carried 6-0

Next meeting August 20, 2025 at 10:00am

Respectively submitted by,

Shayne Darling, DDA Secretary