



City of Hartford
County of Van Buren, State of Michigan
DOWNTOWN DEVELOPMENT AUTHORITY
BOARD OF DIRECTORS MEETING
Wednesday, February 22, 2023 9:00am
DRAFT MINUTES

Call to Order at 9am by Chair Tim Hildebrand

Pledge of Allegiance

Role Call: members present included: Brian Garland, Shayne Darling, G Singh, Rick Stephens, Sandra Banda, Reba Mabas, Tim Hildebrand. Members Absent included Mark Kellogg. City staff attending included City Manager Sanya Vitale.

Public Comment: No public present

Approval of the Agenda: Motion: Darling; Second: Stephens; All in favor; Motion Carries without discussion

Approval of the Minutes: January 25 2023- NO MINUTES AVAILABLE

Acceptance of the Finance Report: February 2023 Motion: Banda; Second: Mabas; All in favor; Motion Carries without discussion

Old Business

- a. Rural Development Grant Update: City Manager provided an update on the City Commission's upcoming consideration to approve the bid for the South Parking Lot project which is coming in right around \$120,000. It was asked if the City would be providing the outstanding balance of needed funding for the project and City Manager noted it would be. As a note, the grant received was for \$99,000 and there is a match requirement of roughly \$65,000. The DDA has provided \$12,000 of that match for this Downtown Streetscape project.

Discussion about the project continued to ensure that the new City Manager understands the agreements made between the DDA and the City on this project. These include:

1. Numbers on the buildings in the DDA. It is the understanding of the members present that these are being done by the City's DPW. City Manager agreed to look into this and provide an email update.
 2. The current planters along Main Street are supposed to come down and either concrete or grates are supposed to be added in with;
 3. New dwarf trees where the former trees were removed from the planters last summer
- b. Discussion on 1 & 5 Main St: City Manager let the Board know that she would be meeting with the Landbank Chair next week to get an update on the project and would email that update to the members as soon as she had one available.

New Business

- a. Downtown Trash Bins: City Manager asked if the Board would be open to sharing any of the cost associated with replacing the 20 worn out public trash bins downtown. Cost per can is roughly \$800/bin. It was discussed that this was an expensive endeavor and should not be considered until the costs agreed upon for the Streetscape Project were recognized fully by project completion.
- b. Hispanic Heritage Committee: There has been a request from the local Hispanic Heritage Committee to support their upcoming Cinco de Mayo event on May 6, 2023. Sponsorships range from \$50-\$1000. Activities include music, food, human services, outreach activities and others. Motion by Garland to sponsor in the amount of \$250. Second by Darling to sponsor in the amount of \$250. No further discussion; motion carried.

Adjournment

Next Meeting March 22, 2023