



City of Hartford
County of Van Buren, State of Michigan
DOWNTOWN DEVELOPMENT AUTHORITY
BOARD OF DIRECTORS MEETING

Wednesday, March 26, 2025 10:00am
PROPOSED MINUTES

Members Present: Shayne Darling, Brian Garland, Mark Kellogg (arrived 10:16am) Gurnamaskar Singh, Rick Stevens, Sandra Tavares

Members Absent: Manuela Blaylock-Villota, Pete Sinclair

Staff Present: Nicol Brown, City Manager, RoxAnn Rodney-Isbrecht, Clerk Rebecca Senard, Deputy Clerk

RoxAnn Rodney-Isbrecht, City Clerk called the DDA meeting to order at 10:00am.

The Clerk administrated the oath of office to the newly appointed board members.

Election of Officers:

Darling nominated Garland for President, seconded by Singh.

Motion carried 3-2

Stevens nominated Stevens for President, seconded by Garland.

Motion failed 2-3

Darling nominated Stevens for Vice President, seconded by Singh.

Motion carried 5-0

Singh nominated Darling for Secretary, seconded by Garland.

Motion carried 5-0

Approval of the Agenda:

Motion by Garland, Second by Darling, to approve the agenda.

Motion Carries 5 – 0

Public Comment:

City Manager Brown invited Tim Dibble from Hartford Speedway to attend the meeting as he may be interested in sitting on the DDA board. Also invited Hillary Taylor from McKenna to answer questions about a proposal to update the By-laws DDA Plan & TIFF.

Approval of the Minutes:

Motion by Darling, seconded by Singh, to accept minutes of the April 26, 2023.

Motion carried 5 – 0

Acceptance of the Finance Report:

Discussion on administrative fees of \$200 per/month charged by the City. The fee is a reduction from \$250 per/month assessed a few years ago. City Treasurer Shultz gave a board overview of the required duties that staff performs such as bank reconciliations, state reporting, board packet preparation and minutes.

Motion by Kellogg, seconded by Singh, to accept 2022-2023 financial reports.
Motion carried 6 – 0

Motion by Kellogg, seconded by Tavarez, to accept the 2023-2024 financial reports.
Motion carried 6 – 0

Motion by Kellogg seconded by Singh, to accept 2024-2025 financial reports.
Motion carried 6 – 0

The Board requested information on the type of accounts DDA funds are held in. DDA funds are held at Honor Credit Union in a municipal account.

Motion by Stevens, seconded by Singh, requesting the City research a higher yield account for the DDA funds and bring back options for the board to consider.
Motion carried 6 – 0

Goals/Objectives:

Discuss & Consider – DDA Ordinance, Boundary Map and By-laws – City Manager Brown introduced Hilary Taylor of Mckenna to go over the proposal of their services to update the ordinance, boundary map and bylaws. It would be a five-step process and take about 8 months to complete. It would help create actionable goals for the next five years. The proposal is not to exceed \$20,000. City Manager Brown is recommending an outside organization to accomplish these goals as she does not have the time to dedicate to the update process. The Board tabled the discussion for a future meeting. The Board has the option to send out an RFP for additional proposals. The plan needs to be updated & assistance will be needed if the ordinance & boundary are to be expanded. Mckenna can negotiate fees based on what the board wants to accomplish.

Old Business:

Discuss & Consider – DDA 2015 Development Plan & Tax Increment Finance Plan (TIFF) are outdated and need to be updated. Board is requesting options to discuss. The DDA Board also wants to know why they are required to update the plan instead of continuing with the old plan. DDA talked about expanding the boundaries, which would require an update of the ordinance, boundary map & TIFF. The current plan and budget are not realistic based on the current boundary.

New Business:

Discuss & Consider – 2023/2024 Budget – the DDA has not had any meetings to adopt the previous budget years.

Motion by Darling, seconded by Singh, to accept the 2023/2024 budget.
Motion carried 6 – 0

Discuss & Consider – 2024/2025 Budget – not available yet, City Manager is currently working on a budget and will bring back to the next meeting.

Discuss & Consider – 2025 DDA Meeting Schedule – The board will be meeting on the 3rd Wednesday of every month at 10:00am.

Motion by Garland, seconded by Singh, to approve the 2025 DDA meeting schedule.

Motion carried 6 - 0

Discuss & Consider – Mckenna DDA & TIFF plan Proposal – the Board tabled the discuss for a future meeting.

Adjournment

Motion by Garland, seconded by Darling, to adjourn the meeting at 10:52am

Motion carried 6-0

Next meeting April 16, 2025 at 10:00am

Respectively submitted by,

Shayne Darling, DDA Secretary

rks/rri